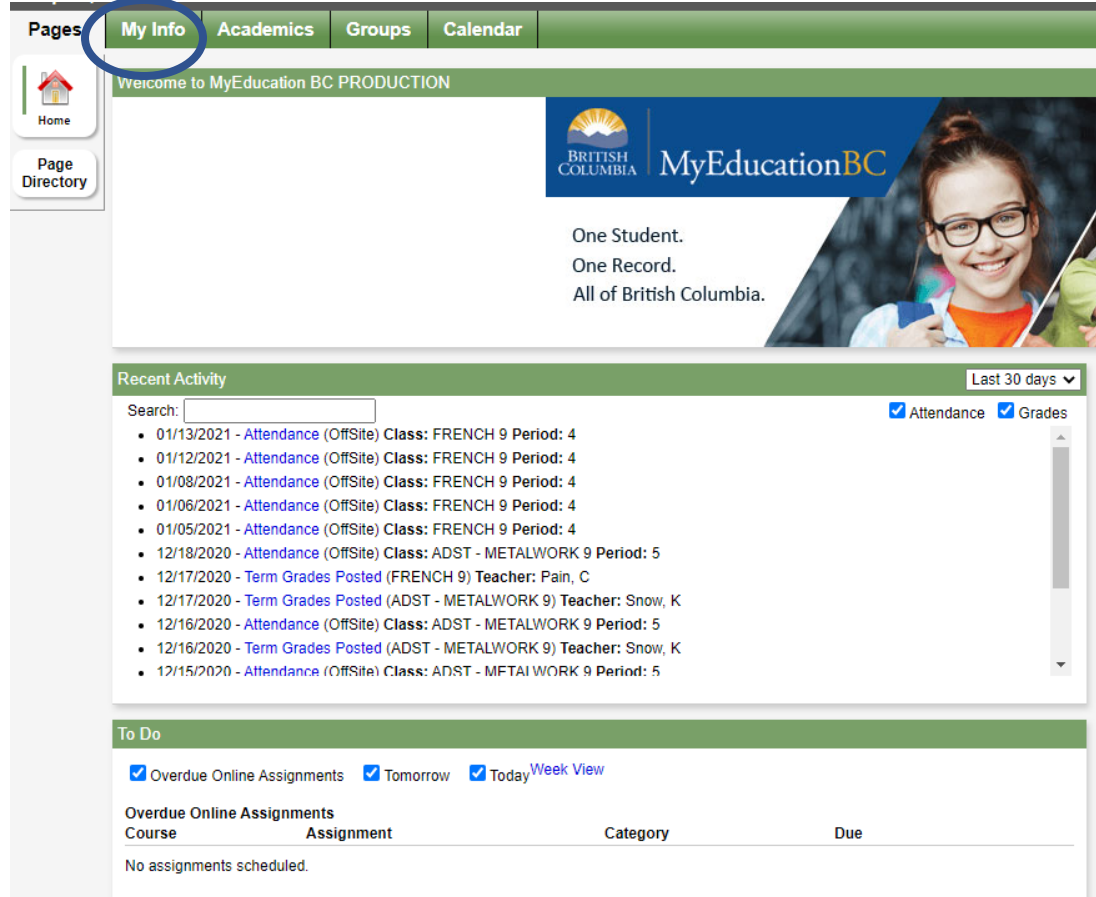


How To Make Course Selections on MyEd

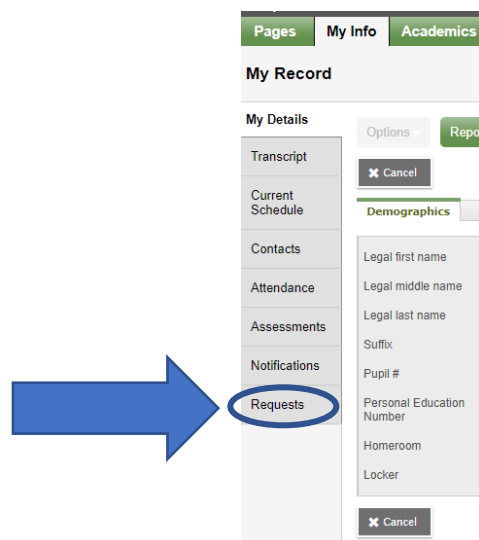
Step 1: Log in to MyEd

- When you are at the main menu, you will select the “My Info” button from the top menu options.



The screenshot shows the MyEd main menu. At the top, there is a navigation bar with tabs for 'Pages', 'My Info', 'Academics', 'Groups', and 'Calendar'. The 'My Info' tab is circled in blue. Below the navigation bar, there is a welcome message: 'Welcome to MyEducation BC PRODUCTION'. To the right of the welcome message is the MyEducationBC logo and a photo of a smiling girl with glasses. Below the logo, it says 'One Student. One Record. All of British Columbia.' Below this is a 'Recent Activity' section with a search bar and a list of activity items. At the bottom, there is a 'To Do' section with a table for 'Overdue Online Assignments'.

Step 2: Select Requests from the My Info screen options on the side menu.



The screenshot shows the 'My Info' screen. At the top, there is a navigation bar with tabs for 'Pages', 'My Info', and 'Academics'. Below the navigation bar, there is a 'My Record' section. Under 'My Record', there is a 'My Details' section with a list of options: Transcript, Current Schedule, Contacts, Attendance, Assessments, Notifications, and Requests. The 'Requests' option is circled in blue. A large blue arrow points to the 'Requests' option. To the right of the 'My Details' section, there is a 'Demographics' form with fields for Legal first name, Legal middle name, Legal last name, Suffix, Pupil #, Personal Education Number, Homeroom, and Locker.

Step 3: READ the instructions, and **CHOOSE** your class options, electives, and optional electives. Select the **REQUEST** button for the options to choose from. This will be different at each grade level.

Instructions

GRADE 10 COURSE PLANNING FOR 2021/22
Our school's timetable is based on your requests; therefore, the choices you make are important.
Please refer to the PHS Course Calendar as your guide.

Read through the Course Calendar and be thoughtful about your choices. **Course changes later in the year are frequently not possible.**
 All grade 10's take a minimum of 8 courses - **6 required courses and 2 electives.**
 Four of your required courses have been programmed for you:

- 1 Social Studies 10
- 2 Physical Health Education 10
- 3 Science 10
- 4 Career Life Education 10

In the section below you will need to select an English 10 course, a Math 10 course and 2 electives.

Primary Requests
 Choose an **English 10** course: There are 4 different options for English 10 at Port Moody. You will choose one.
 Choose a **Math 10** course: There are two choices at the grade 10 level.
 Choose **2 electives**: Refer to the course calendar for details to help you make your choices.
 Choose an **extra elective**: This step is optional. A regular high school timetable has 8 courses. The courses in this screen happen outside the regular timetable, so participation in these courses means you will be taking a 9th course.

Alternate Requests
 Choose **2 alternate electives**: If your elective choices in the previous screen are full, we will try and give you the classes you choose in this screen as alternates.
 When you are finished, click "Post" in the bottom left corner of your screen. You can return and edit your selections as many times as you like until Tuesday, February 9.

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select"/>	English			
<input type="button" value="Select"/>	Math			
<input type="button" value="Select"/>	Electives			
<input type="button" value="Select"/>	Optional Electives			

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
<input type="button" value="Select"/>	Alternate Electives			

Notes for counsellor

Last posted time: 1/13/2021 9:54 AM Approved time:

Click "Select" to begin making your choices.

Once you have selected the option, a new window will open for you to look at the choices and select what you want to take:

ENGLISH 10

Instructions
 Below are the course descriptions from the course calendar. Please choose one.
CREATIVE WRITING/LITERARY STUDIES 10 CTWR10/LTST10
 Students taking Creative Writing/Literary Studies 10 will explore a variety of text forms and genres for both receiving and delivering ideas and perspectives. Students will engage with stories through a variety of story...

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MCTWR10	CREATIVE WRITING 10/ LIT STUDIES 10	Regular	2.0		
<input type="checkbox"/>	MNMD-10	NEW MEDIA 10/ LIT STUDIES 10	Regular	2.0		
<input type="checkbox"/>	MSPLG10	SPOKEN LANGUAGE 10/ LIT STUDIES 10	Regular	2.0		
<input type="checkbox"/>	MCMP510	COMPOSITION 10/ LIT STUDIES 10	Regular	2.0		

Read the information on the specific courses in this box.

Click "Ok" once you have made your selection.

Electives


Sometimes there are multiple screens of options. Use the arrow to see the next screen for more choices to select from. Follow the instructions in the menu bar. Quick links to the Course Calendar have been provided in the Instructions.

Click the arrow to see the next list of electives/classes available.

Subject area: Electives

ELECTIVES

Instructions: Please choose 2 electives from the list. You can refer to the [Port Moody Secondary Course Calendar](#) for information about each course.
A Note About Language Courses:
 If you are planning to register in a language for the first time at a level higher than grade 9, please fill out the form below in as much detail as possible. This includes:

< 1:10 Applied Skills >  Select All 0 of 41 selected

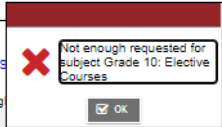
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
	Applied Skills	Business Education Courses		0.0		No offering
<input type="checkbox"/>	MAC--11	ACCOUNTING 11	Regular	4.0		
<input type="checkbox"/>	MCMPR11	COMPUTER PROGRAMMING 11	Regular	4.0		
<input type="checkbox"/>	YBMO-1A	KEYBOARDING 11	Regular	4.0		
<input type="checkbox"/>	MDCOM11	DIGITAL COMMUNICATIONS 11	Regular	4.0		
<input type="checkbox"/>	MMAP-11	MARKETING AND PROMOTION 11	Regular	4.0		
	Applied Skills	Home Economics Courses		0.0		No offering
<input type="checkbox"/>	MFOOD11	FOOD STUDIES 11	Regular	4.0		
<input type="checkbox"/>	MIAFR11	INTERPERSONAL AND FAMILY RELATIONSHIPS 11	Regular	4.0		
<input type="checkbox"/>	MTXT-11	TEXTILES 11: SEWING	Regular	4.0		

OK Cancel

If you make a mistake, the system will tell you what it is. You will need to fix it before the system will let you move on.

Subject area: Electives

Instructions: Please choose 2 electives from the list. You can refer to the [Port Moody Secondary Course Calendar](#) for information about each course.
A Note About Language Courses:
 If you are planning to register in a language for the first time at a level higher than grade 9, please fill out the form below in as much detail as possible. This includes:

< 2:110 IYHEC-1A >  Select All 1 of 41 selected

Not enough requested for subject Grade 10: Elective Courses

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
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OK

Optional Electives are music classes offered outside the regular schedule.

Subject area: Optional Electives


OPTIONAL ELECTIVES

Instructions: The courses on this screen are optional.
 If you want to take one of the courses below, just know that they happen outside the regular timetable and will be in addition to your other classes.

< > Select All 0 of 4 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
<input type="checkbox"/>	MMUCB10	INSTRUMENTAL MUSIC: CONCERT BAND 10	Regular	4.0		
<input type="checkbox"/>	MMUJB10	INSTRUMENTAL MUSIC: JAZZ BAND 10	Regular	4.0		
<input type="checkbox"/>	MMUOR10	INSTRUMENTAL MUSIC: ORCHESTRA 10	Regular	4.0		
<input type="checkbox"/>	MMUCC10	CHORAL MUSIC: CONCERT CHOR 10	Regular	4.0		

OK Cancel



For more information on these SCROLL through the Instructions to see the scheduled times for the practices and description of the classes.

Subject area: Optional Electives

Instructions: If you want to take one of the courses below, just know that they happen outside the regular timetable and will be in addition to your other classes.
Concert Band 10 *MMUCB-10*
 This course is open to all students who are interested in developing their musical skills in a large ensemble. Musical experience is an asset but new music students are also welcome. This ensemble rehearses on Mondays, Wednesdays and Fridays at 7:15AM.

Select All 0 of 4 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisites	Status
<input type="checkbox"/>	MMUCB10	INSTRUMENTAL MUSIC: CONCERT BAND 10	Regular	4.0		
<input type="checkbox"/>	MMUJB10	INSTRUMENTAL MUSIC: JAZZ BAND 10	Regular	4.0		



Use the side bar to scroll down and read

Step 4: Share notes with your counsellor

- If you have completed a grade 10 class previously, and need to add an elective, leave a note for the counsellor, and they will take care of dropping the unneeded class. You can also let counsellors know of Summer School plans that you have. The counsellor will add one of your Alternate electives in place of the class you plan to complete at summer school.

Requests

Options: Reports Help Search on Course

2021-2022 - Requests: 4 primary, 2 alternate - Scheduled: 0%

Instructions

GRADE 10 COURSE PLANNING FOR
 Our school's timetable is based on your requests; therefore, the of
 Please refer to the [PRSS Course Calendar](#)

Read through the Course Calendar and be thoughtful about your choices. **Course changes later in the year are frequently not possible.**
 All grade 10's take a minimum of 8 courses: **4 required courses and 2 electives.**
 Four of your required courses have been programmed for you:
 1. Social Studies 10
 2. Physical Health Education 10
 3. Science 10
 4. Career Life Education 10

In the section below you will need to select an English 10 course, a Math 10 course and 2 electives.

Primary Requests
 Choose an English 10 course: There are 4 different options for English 10 at Fort Moody. You will choose one.
 Choose a Math 10 course: There are two choices at the grade 10 level.
 Choose 2 electives: Refer to the course calendar for details to help you make your choices.
 Choose an extra elective: This step is optional. A regular high school timetable has 8 courses. The courses in this screen happen outside the regular timetable, so participation in these courses means you will be in

Alternate Requests
 Choose 2 alternate electives: If your elective choices in the previous screen are full, we will try and give you the classes you choose in this screen as alternates.
 When you are finished, click 'Post' in the bottom left corner of your screen. You can return and edit your selections as many times as you like until Tuesday, February 6.

Subject area	SchoolCourse + Credit	SchoolCourse + Description
English	MCTE10	CREATIVE WRITING 10
Math	MTSP-10	FOUNDATIONS OF BIRTH AND PRE-CALCULUS 10
Electives	MFS-10	FRENCH 10
Optional Electives	MTMET11	METALWORK 11

Subject area	SchoolCourse + Credit	SchoolCourse + Description
Alternate Electives	MFOOD11	FOOD STUDIES 11
	WHCC-1A	TEXTILE ARTS AND CRAFTS 11

Notes for counsellor
 I have already completed Careers 10. Please add in Foods 11 as my choice to take instead of Careers.

Notes are added in this area



Step 5: POST!

- You can return as many times as you want to make changes up until the deadline, February 6th. Where necessary, counsellors may adjust your schedule for EAL/Learning Center blocks, or to correct entries that were made without pre-requisite classes completed.

