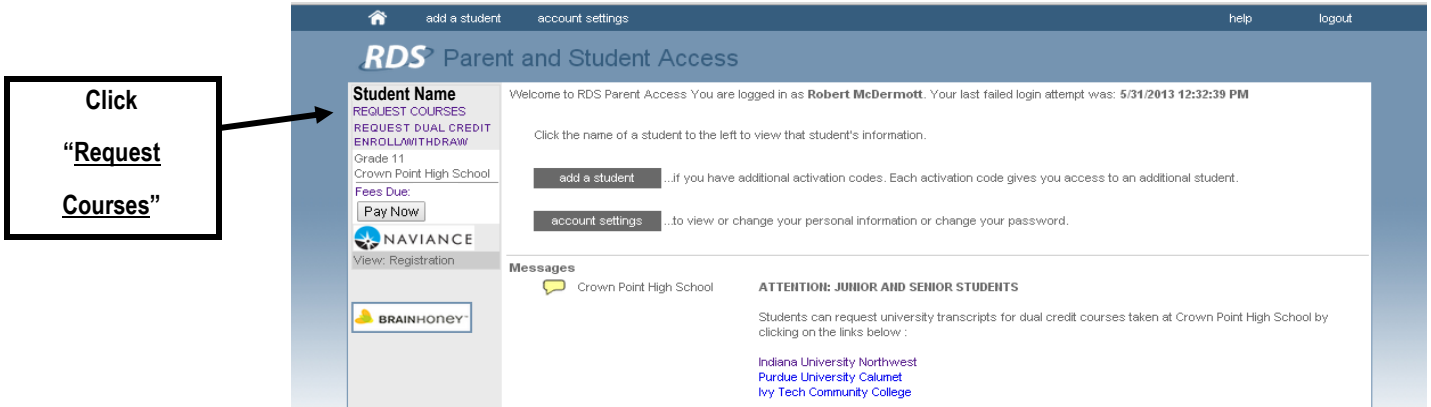


## CPHS Online Scheduling Instructions (Student)

1. Log in to RDS Student Access Account.
2. Under your name click **Request Courses**.



3. Student should select a post-secondary pathway from the drop down menu to assist with course selection. This is not binding, just a tool to help students, parents, and counselors communicate regarding future goals.



4. To add a course, find the subject box (if applicable, make sure the "Fall" tab is clicked). Choose a subject from the drop down menu, then choose a course from the drop down menu. Once you have chosen the subject and course you wish to add, check the "Add Course" button. Your choice should appear in the schedule grid.
5. Some core courses have been pre-selected for students based on teacher recommendations and test scores. If you have questions about these courses, please contact your counselor through the note section (see # 7)
6. **Important:** Students must select three (3) alternate courses prior to finalizing course requests. These courses will be used if there is no availability in the primary selected courses.

This screenshot shows the 'Requested Courses' section of the course request system. The 'Fall' tab is selected. The 'Subject' is set to 'English' and the 'Course' is 'E04500 - Adv. JOURNALISM'. There are buttons for 'Help', 'Add Course', and 'Add Alternate'. Below this, there are sections for 'Semester 1' and 'Semester 2', each with a grid of 'open' slots. A section for 'Alternates (in order of preference)' is also visible. Four callout boxes with black borders and white text provide instructions: 'Make sure the "Fall" tab is clicked.' (pointing to the 'Fall' tab), 'Choose subject & course...then click "Add Course"' (pointing to the 'Add Course' button), 'Students must select three (3) alternates before they complete schedule' (pointing to the 'Alternates' section), and 'Once a course is selected, it will show on the grid' (pointing to the course selection area).

Your Completed Courses			
<b>English</b>			
AmerLit	13-14	Sem 1	In Progress
DC Speech	13-14	Sem 2	In Progress
AmerLit	13-14	Sem 2	In Progress
Eng 10R	12-13	Sem 1	B
Eng 10R	12-13	Sem 2	B
Photo Jrnl	12-13	Sem 2	A
Eng 9R	11-12	Sem 1	B-
Journalism	11-12	Sem 1	In Progress
Eng 9R	11-12	Sem 2	B
<b>Mathematics</b>			
Alg II	13-14	Sem 1	In Progress
Alg II	13-14	Sem 2	In Progress
Alg II	13-14	Sem 5	In Progress
Geom	12-13	Sem 1	B-
Geom	12-13	Sem 2	B-
Algebra 9	11-12	Sem 1	C+
Algebra 9	11-12	Sem 2	C
Algebra 9	11-12	Sem 2	In Progress
<b>Science</b>			
Chemistry	13-14	Sem 1	In Progress
Chemistry	13-14	Sem 2	In Progress
C Physics	12-13	Sem 1	A-
C Physics	12-13	Sem 2	A
Biology 9	11-12	Sem 1	B-
Biology 9	11-12	Sem 2	B

7. In the “**Notes or Special Requests**” section, you can add notes for your student’s counselor. This is where you would ask your counselor any questions pertaining to their schedule.

**\*You MUST click “Save Notes”, or the counselor will not get your notes or questions.**

**\*We will not be able to honor any requests for teachers, lunch hours, or hour of specific courses.**

8. Your counselor may make changes to your schedule. After reviewing your student’s transcript, post-secondary goals, and teacher recommendations the counselor will communicate with you through the “Notes”, by email, phone, or request a conference if necessary.

9. In case of an error, click on the small red “**X**” to the left of the course title. The course will be removed.

The screenshot shows a web interface for course selection. It features several sections: 'Family & Consumer Sciences' with courses like Nutrition and Child Dev; 'Music' with TheaterArt and AvTheatArt; 'Teacher Aides' with three AIDE entries; and 'Non-Credit' with Stdy Hall2. Below these is the 'Notes or Special Requests' section, which contains an 'Add Note:' text area and a 'Save Note' button. To the right, there is a list of 'Alternates (in order of preference)' with '(open)' status for each. Annotations include: a box on the left stating 'Special requests, alternate classes, notes and questions for your counselor should be entered here. Please don't forget to click "Save Notes"'; a box on the right stating 'Click the red "X" to remove a course' with an arrow pointing to a red 'X' icon; and a box in the center providing an example note: 'Example: Is my child on pace for an Academic Honors Diploma?'.

10. Once you have completed the course selection process, please scroll down and click on the “**Submit Requests to Counselor**” button.

The screenshot shows two buttons at the bottom of the page: 'Return to Home Page' and 'Submit Requests to Counselor'. An annotation box on the right states: 'Click the "Submit Requests to Counselor" button to continue', with an arrow pointing to the 'Submit Requests to Counselor' button.