

# OnCourse Online Course Requests

---

This guide will walk you through the online course request feature of OnCourse Connect for you to choose your 2020-2021 electives.

You will only be able to add elective choices when you sign in to the **STUDENT PORTAL**. The **green** access button is not available in the **PARENT ACCOUNT**.

1. [www.sayrevillek12.net](http://www.sayrevillek12.net)

2. “Students” Tab

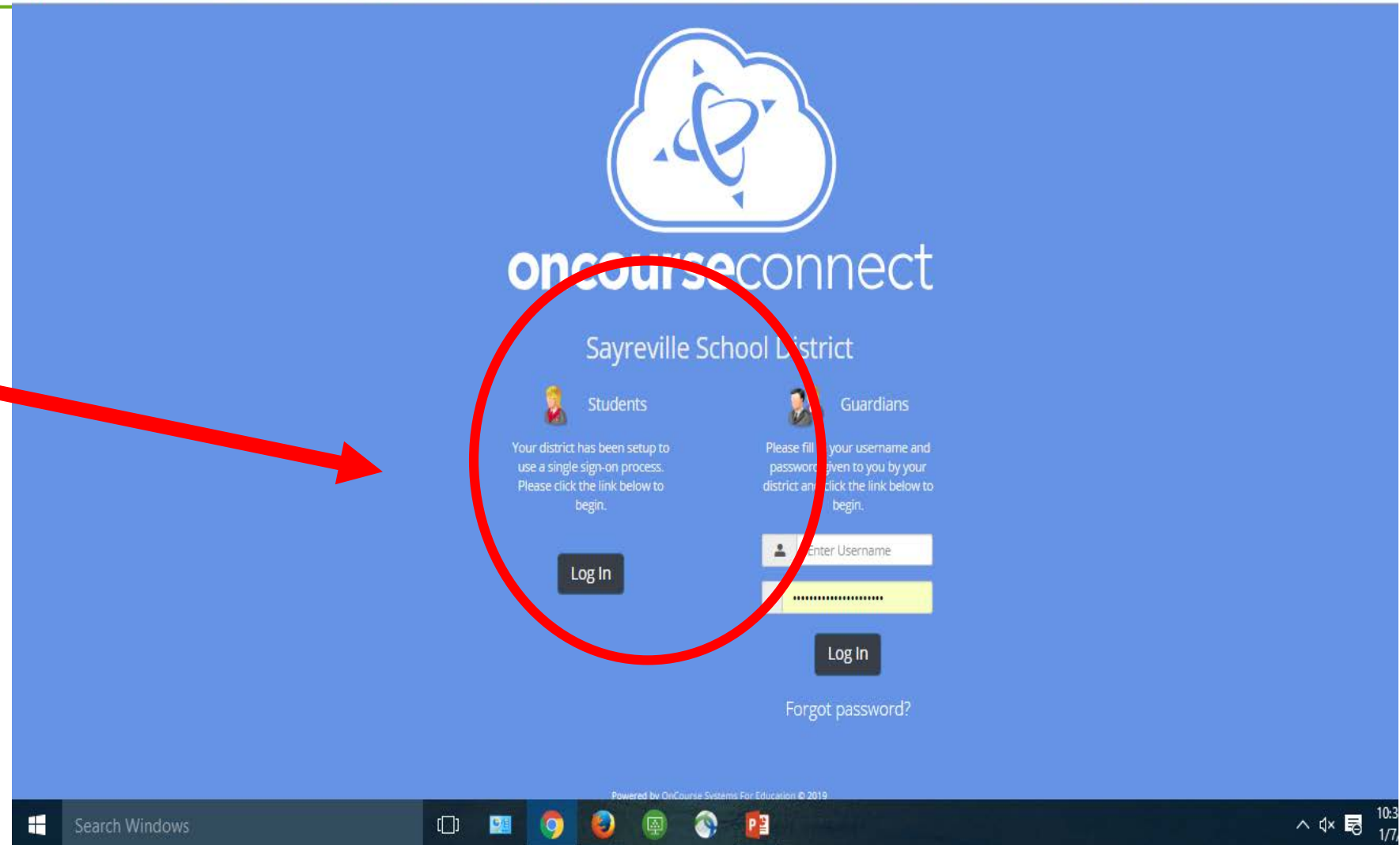
3. Student Portal



4. You must sign in on the **LEFT**

side for “**STUDENTS**”

5. Your sign-in is your school email address and password (Google Login)



# How do I Access the Course Request Menu?

Select the Course Requests icon (see image). This will take you to the main Course Request menu.

The screenshot displays the oncourseconnect interface for a student named Sonny Baumgartner. The dashboard is divided into several sections:

- Student Info:** Displays the student's name, grade (10th Grade), school (OnCourse High School), state ID (107559129), and contact information (209 8th Street South, Gibbstown, NJ 08027, (856) 775-6807).
- Attendance (2011-2012):** Shows three circular gauges representing attendance statistics: 0 Absent (orange), 1 Present (green), and 0 Tardy (blue).
- Homework:** Shows the date Tuesday, February 18, 2014, and the message "No homework to display".
- Latest Assignment Grades:** Shows "No grades".

In the left sidebar, the "Course Requests" icon is highlighted with a red box. A red arrow points from this icon to a red box containing the text "COURSE REQUESTS" TAB.

## Online Course Requests

**Total Credits:** 0[+ Add Course Request](#)

You haven't selected any courses yet. Click the 'Add Course Request' button up above to begin.

**Notes:**

Enter notes here

Save Notes

**Search the Course Catalog:** Click the Add Course Request icon.

This will bring you to the database of our school's courses. Here, you can search your school's catalog three different ways: by keyword, by department, or by browsing.



Dashboard



Messages



Calendar



Academic History



Attendance



Course Requests



Other Student Data

## Add Course Request

Drop Down to Show Departments

Search:

Search by Keyword



Departments:

All

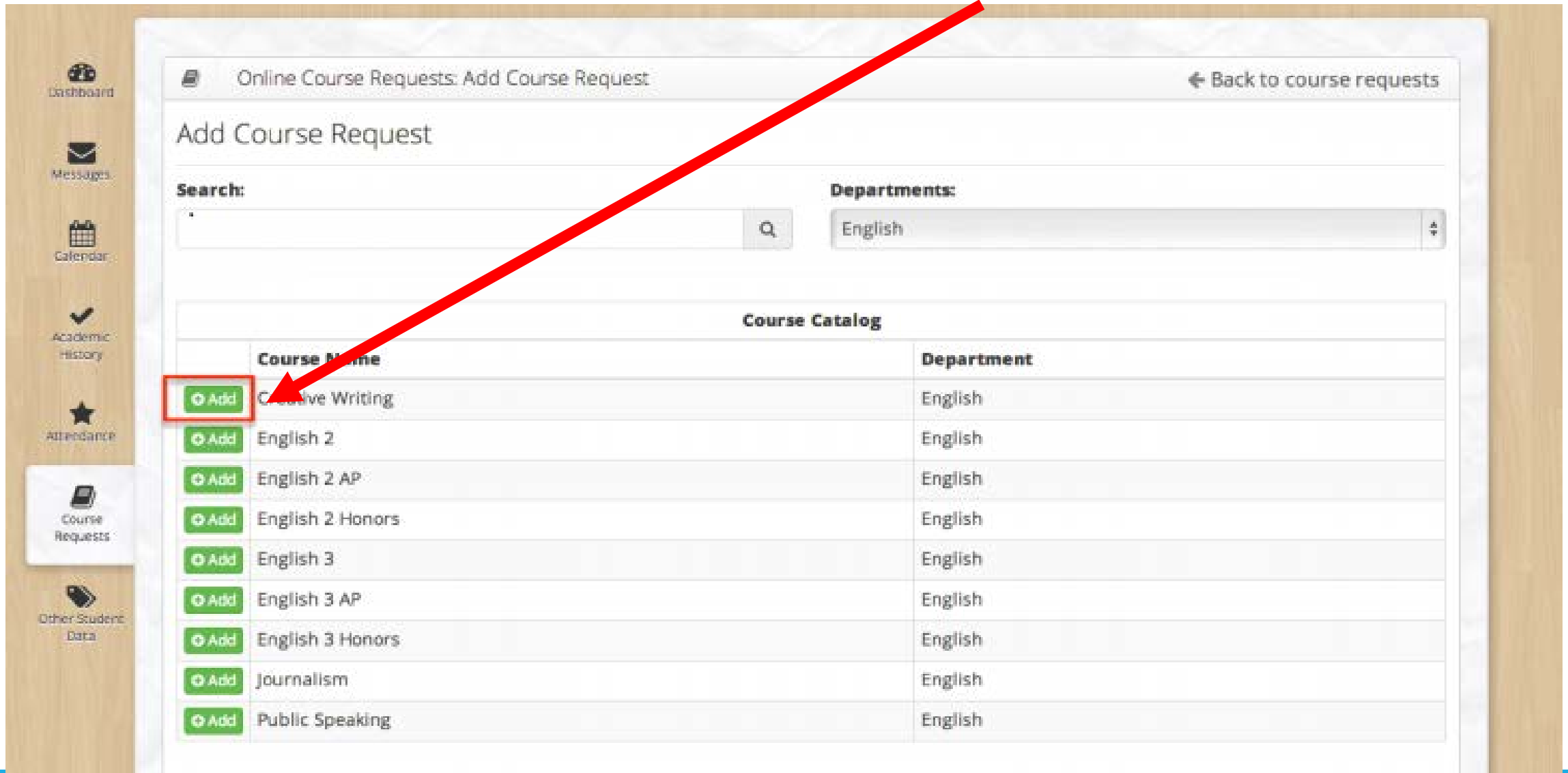
### Course Catalog

	Course Name	Department
	3 Dimensional Design	Visual Performing Arts
	Accounting 1	Business Technology
	Accounting 2	Business Technology
	African-American History	Social Studies
	Algebra II AP	Math
	Algebra II Honors	Math
	Anatomy & Physiology	Science
	AP Art History	Visual Performing Arts
	Architecture, Drafting & Design III	Applied Academics

Browse the Whole Catalog

# Adding a Course Request

When you're ready to add a course, simply click the green (+) **Add** button next to the course.



The screenshot shows a web interface for adding course requests. On the left is a navigation sidebar with icons for Dashboard, Messages, Calendar, Academic History, Attendance, Course Requests (highlighted), and Other Student Data. The main content area is titled 'Online Course Requests: Add Course Request' and includes a 'Back to course requests' link. Below the title is a search bar and a 'Departments' dropdown menu set to 'English'. A table titled 'Course Catalog' lists various English courses. Each row in the table has a green 'Add' button with a plus sign. The 'Add' button for 'Creative Writing' is highlighted with a red box, and a red arrow points from the top right of the page towards it.

Course Name	Department
<a href="#">Add</a> Creative Writing	English
<a href="#">Add</a> English 2	English
<a href="#">Add</a> English 2 AP	English
<a href="#">Add</a> English 2 Honors	English
<a href="#">Add</a> English 3	English
<a href="#">Add</a> English 3 AP	English
<a href="#">Add</a> English 3 Honors	English
<a href="#">Add</a> Journalism	English
<a href="#">Add</a> Public Speaking	English

Dashboard

Messages

Calendar

Academic History

Attendance

Course Requests

Other Student Data

Online Course Requests

Total Credits: 5



Total Requested Credits

Add Course Request

Creative Writing

5 credits



Class Credit

Add Alternates (0)

Repeat as Necessary



Notes:

Enter notes here

On the main screen you will see all of your course requests, their individual credit loads, and your total amount of requested credits as well as the teacher recommendations.

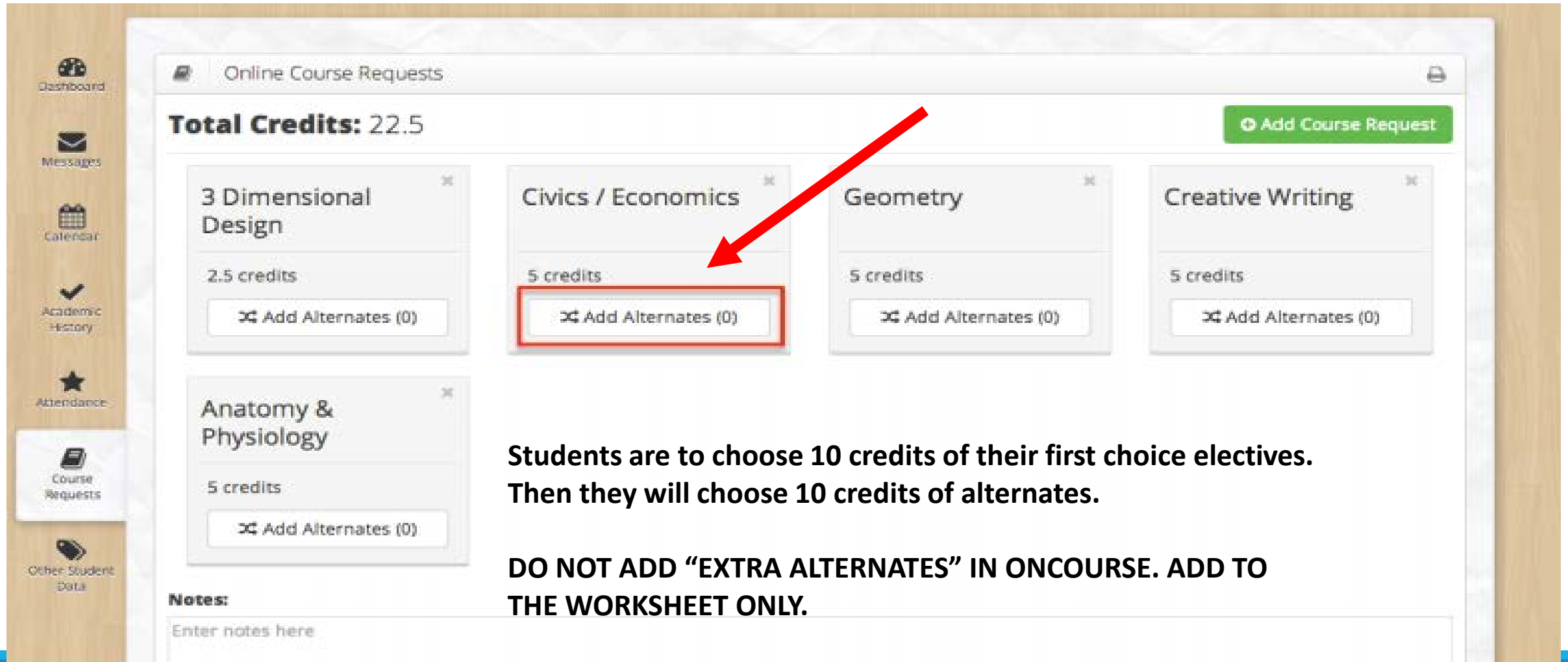
Save Notes



## Adding Alternate Course Options

To add an alternate selection for a particular course, click the icon labeled **Add Alternates**. You will be directed to your catalog in order to continue making selections.

**\*\*NOTE: You may add more than one alternate to a course, but you must add alternates to EACH course individually\*\***



The screenshot displays the 'Online Course Requests' interface. On the left is a navigation sidebar with icons for Dashboard, Messages, Calendar, Academic History, Attendance, Course Requests (highlighted), and Other Student Data. The main content area shows a total credit requirement of 22.5 and a green 'Add Course Request' button. Below this are five course cards: '3 Dimensional Design' (2.5 credits), 'Civics / Economics' (5 credits), 'Geometry' (5 credits), 'Creative Writing' (5 credits), and 'Anatomy & Physiology' (5 credits). Each card has an 'Add Alternates (0)' button. A red arrow points to the 'Add Alternates (0)' button for 'Civics / Economics', which is also highlighted with a red box. At the bottom, there is a 'Notes' section with a text input field.

Students are to choose 10 credits of their first choice electives.  
Then they will choose 10 credits of alternates.

**DO NOT ADD "EXTRA ALTERNATES" IN ONCOURSE. ADD TO THE WORKSHEET ONLY.**



Dashboard

Messages

Calendar

Academic History

Attendance

Course Requests

Other Student Data

Online Course Requests: Add Alternate

[← Back to alternates](#)

## Add Alternate for Civics / Economics

Search:



Departments:

Social Studies



### Course Catalog

	Course Name	Department
	African-American History	Social Studies
	Civics / Economics	Social Studies
	Sociology	Social Studies
	US History	Social Studies

Dashboard

Messages

Calendar

Academic History

Attendance

Course Requests

Other Student Data

Online Course Requests: Alternates

[← Back to course requests](#)

## Alternates for Civics / Economics

[Add Alternate](#)

US History

5 credits

Sociology

5 credits

African-American History

5 credits

**DO NOT ADD "EXTRA ALTERNATES" IN ONCOURSE.  
ADD TO THE WORKSHEET ONLY.**



Dashboard



Messages



Calendar



Academic History



Attendance



Course Requests



Other Student Data



## Online Course Requests



**Total Credits: 22.5**

[Add Course Request](#)

3 Dimensional Design

2.5 credits

[Add Alternates \(0\)](#)

Civics / Economics

5 credits

[Add Alternates \(3\)](#)

Geometry

5 credits

[Add Alternates \(0\)](#)

Creative Writing

5 credits

[Add Alternates \(0\)](#)

Anatomy & Physiology

5 credits

[Add Alternates \(0\)](#)

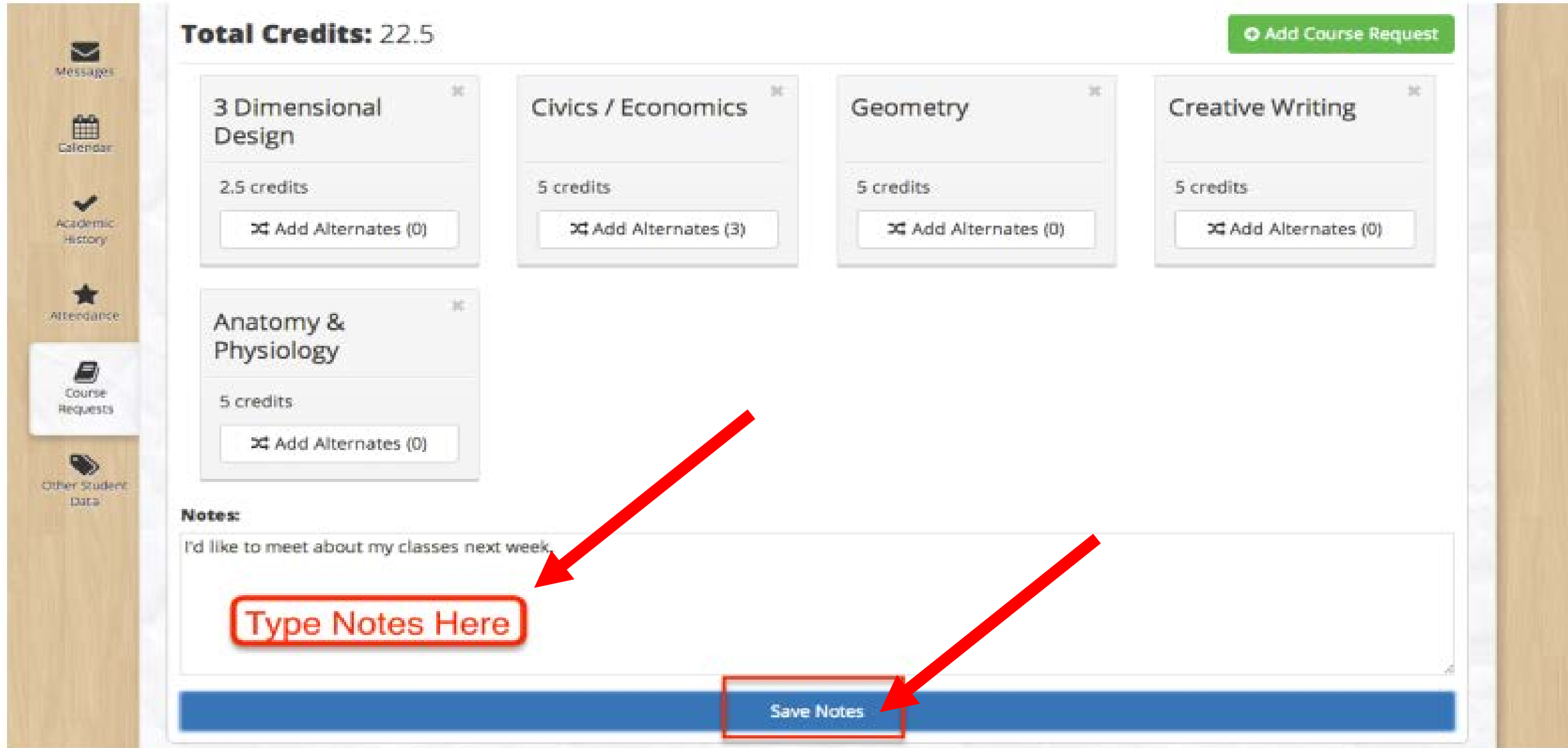
**You will only be able to add alternates for electives, not core subjects.**

### Notes:

Enter notes here

## 5. Adding Notes

Finally, you may add notes that can be viewed by your counselor.



The screenshot displays a student portal interface. On the left is a vertical navigation menu with icons for Messages, Calendar, Academic History, Attendance, Course Requests, and Other Student Data. The main content area shows a 'Total Credits: 22.5' summary and a green 'Add Course Request' button. Below this are five course cards: '3 Dimensional Design' (2.5 credits), 'Civics / Economics' (5 credits), 'Geometry' (5 credits), 'Creative Writing' (5 credits), and 'Anatomy & Physiology' (5 credits). Each card includes an 'Add Alternates' button with a count in parentheses. At the bottom, a 'Notes' section contains a text area with the text 'I'd like to meet about my classes next week.' and a 'Type Notes Here' placeholder. A blue 'Save Notes' button is located at the bottom right of the notes section. Two red arrows point to the 'Type Notes Here' placeholder and the 'Save Notes' button.

**Total Credits:** 22.5 + Add Course Request

**3 Dimensional Design** ✕

2.5 credits

➤ Add Alternates (0)

**Civics / Economics** ✕

5 credits

➤ Add Alternates (3)

**Geometry** ✕

5 credits

➤ Add Alternates (0)

**Creative Writing** ✕

5 credits

➤ Add Alternates (0)

**Notes:**

I'd like to meet about my classes next week.

Type Notes Here

Save Notes