

# OnCourse Online Course Requests

---

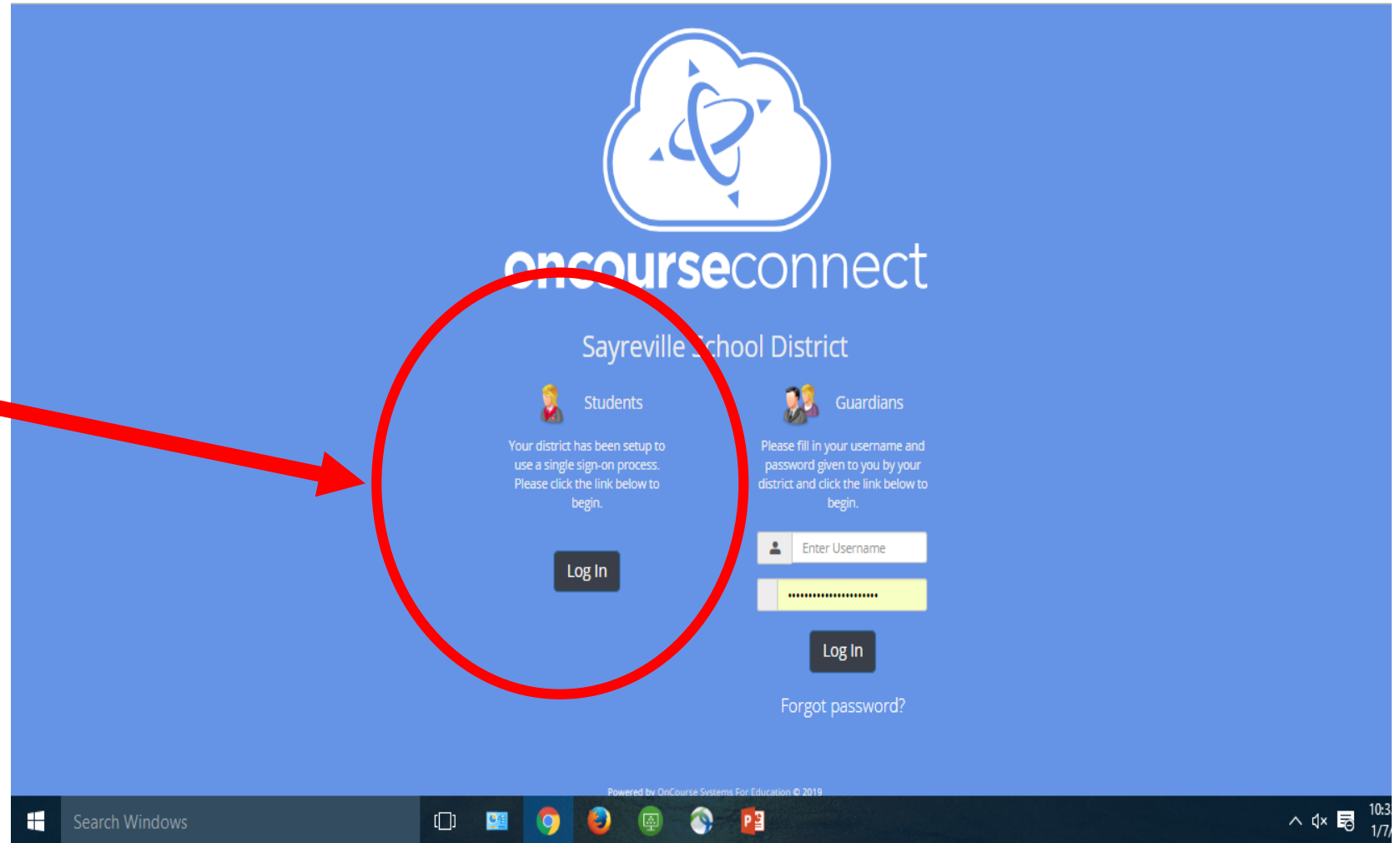
This guide will walk you through the online course request feature of OnCourse Connect for you to choose your 2021-2022 electives.

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 shows the oncourseconnect interface for a student named Sonny Baumgartner. The left sidebar contains navigation icons for Dashboard, Messages, Calendar, Academic History, Attendance, Course Requests (highlighted with a red box and arrow), and Other Student Data. The main content area is divided into four sections: Student Info (profile picture, name, grade, school, state ID, address, phone), Attendance (2011-2012) with statistics: 0 Absent, 1 Present, 0 Tardy; Homework (Tuesday, February 18, 2014, No homework to display); and Latest Assignment Grades (No grades). A red box with the text "COURSE REQUESTS" TAB is positioned below the sidebar, with a red arrow pointing to the Course Requests icon.



Dashboard



Messages



Calendar

Academic  
History

Attendance

Course  
RequestsOther Student  
Data

## 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



Online Course Requests: Add Course Request

[← Back to course requests](#)

## Add Course Request

Search:

Search by Keyword



Departments:

All

Drop Down to Show Departments

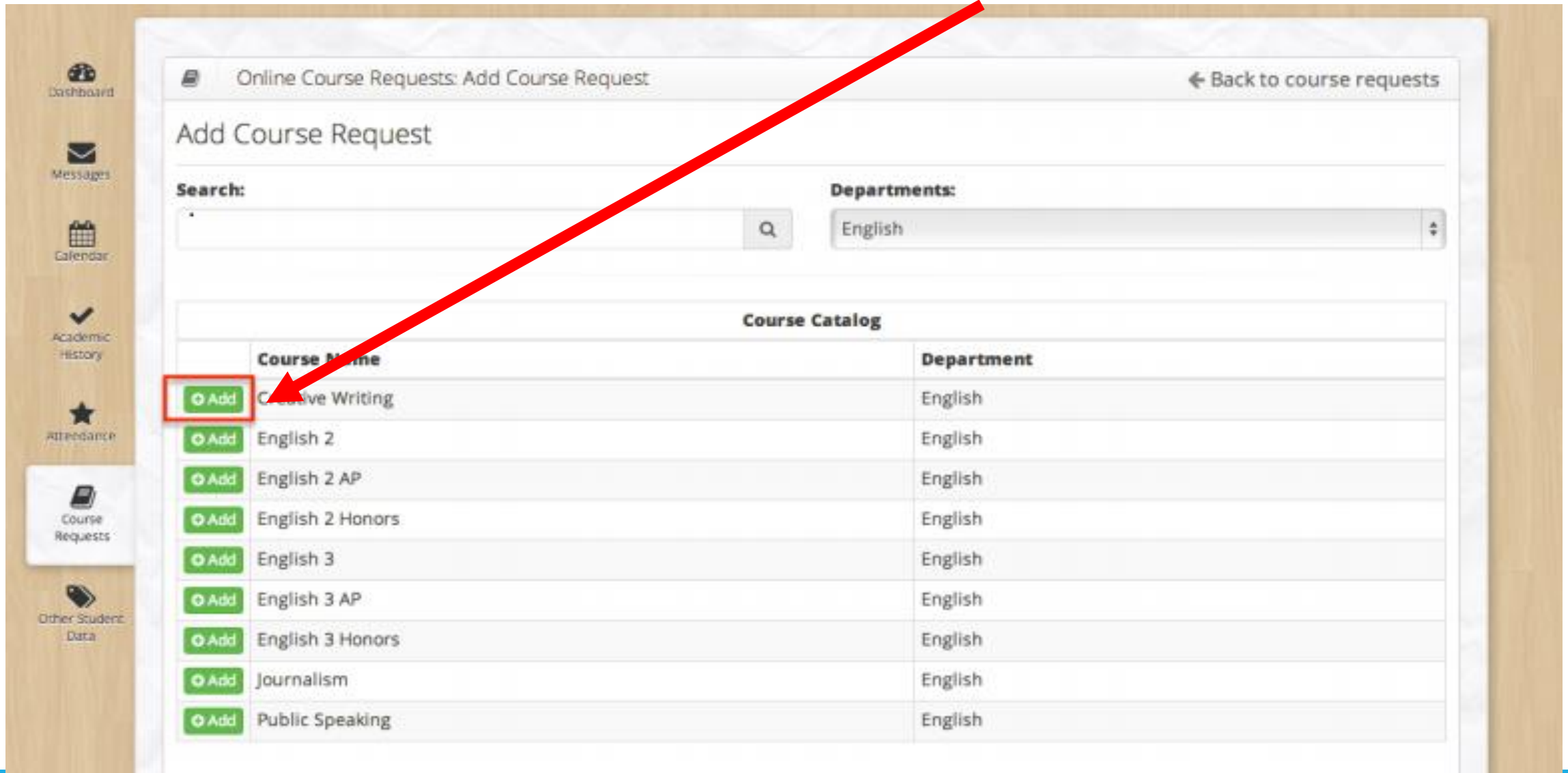
### Course Catalog

	Course Name	Department
<a href="#">Add</a>	3 Dimensional Design	Visual Performing Arts
<a href="#">Add</a>	Accounting 1	Business Technology
<a href="#">Add</a>	Accounting 2	Business Technology
<a href="#">Add</a>	African-American History	Social Studies
<a href="#">Add</a>	Algebra II AP	Math
<a href="#">Add</a>	Algebra II Honors	Math
<a href="#">Add</a>	Anatomy & Physiology	Science
<a href="#">Add</a>	AP Art History	Visual Performing Arts
<a href="#">Add</a>	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 displays the 'Add Course Request' page. At the top, there is a search bar and a dropdown menu for 'Departments' set to 'English'. Below this is a table titled 'Course Catalog' with two columns: 'Course Name' and 'Department'. The first row of the table is 'Creative Writing' in the 'English' department. A red box highlights the green 'Add' button next to 'Creative Writing', and a red arrow points from the top right of the image towards this button. Other courses listed include English 2, English 2 AP, English 2 Honors, English 3, English 3 AP, English 3 Honors, Journalism, and Public Speaking, all in the English department.

Course Name	Department
<b>Add</b> Creative Writing	English
<b>Add</b> English 2	English
<b>Add</b> English 2 AP	English
<b>Add</b> English 2 Honors	English
<b>Add</b> English 3	English
<b>Add</b> English 3 AP	English
<b>Add</b> English 3 Honors	English
<b>Add</b> Journalism	English
<b>Add</b> 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

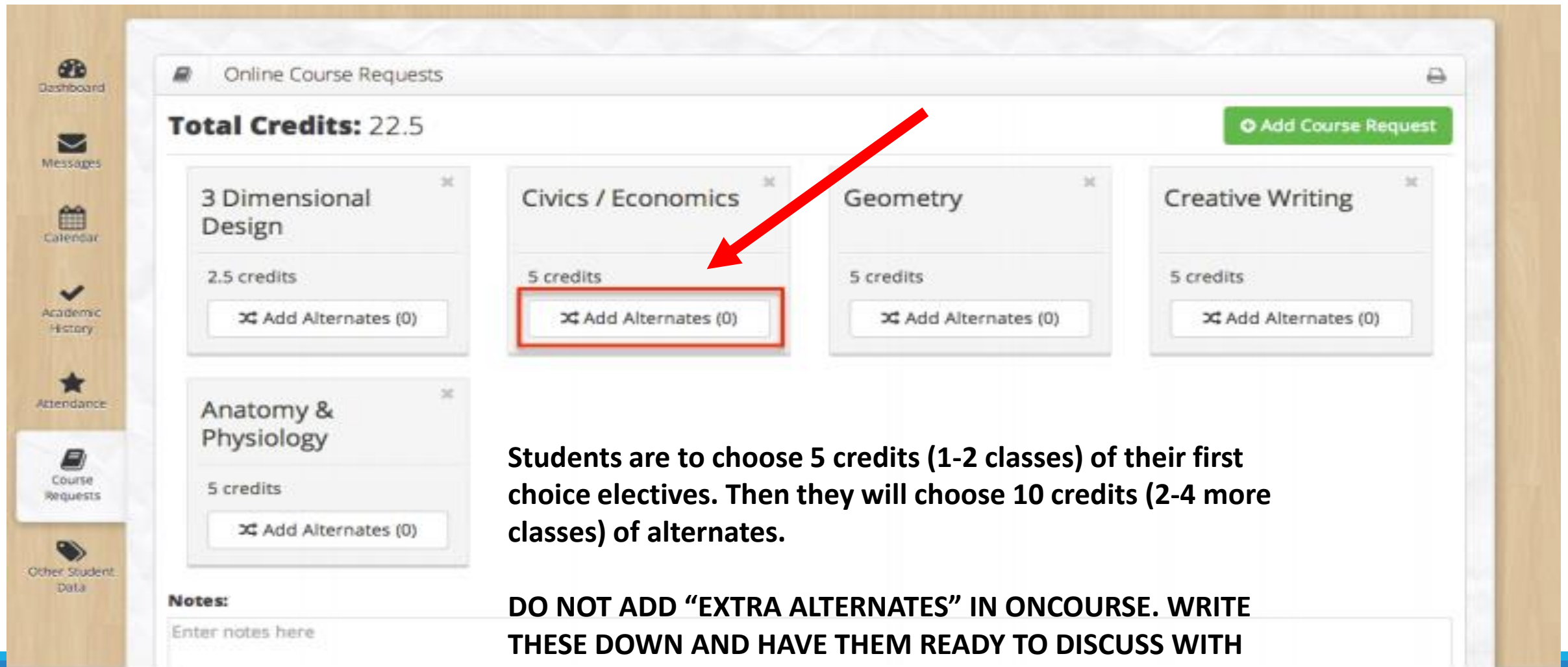
**On the main screen you will see all of your course requests, their individual credit loads, and your total amount of requested credits as well as the teacher recommendations.**

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. At the top, it shows 'Total Credits: 22.5' and a green 'Add Course Request' button. Below this, there 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 the 'Civics / Economics' course, which is also highlighted with a red box. On the left side, there is a vertical navigation menu with icons for Dashboard, Messages, Calendar, Academic History, Attendance, Course Requests (highlighted), and Other Student Data. At the bottom, there is a 'Notes:' section with a text input field.

Students are to choose 5 credits (1-2 classes) of their first choice electives. Then they will choose 10 credits (2-4 more classes) of alternates.

**DO NOT ADD “EXTRA ALTERNATES” IN ONCOURSE. WRITE THESE DOWN AND HAVE THEM READY TO DISCUSS WITH YOUR COUNSELOR.**





Dashboard



Messages



Calendar



Academic History



Attendance



Course Requests



Other Student Data

### Add Alternate for Civics / Economics

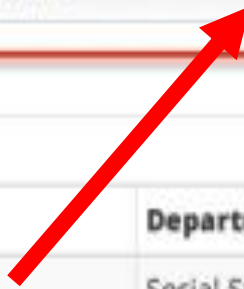
Search:



Departments:

#### Course Catalog

	Course Name	Department
<input type="button" value="Add"/>	African-American History	Social Studies
<input type="button" value="Add"/>	Civics / Economics	Social Studies
<input type="button" value="Add"/>	Sociology	Social Studies
<input type="button" value="Add"/>	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.  
HAVE A LIST READY TO SHARE WITH YOUR COUNSELOR.**



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 \(0\)](#)

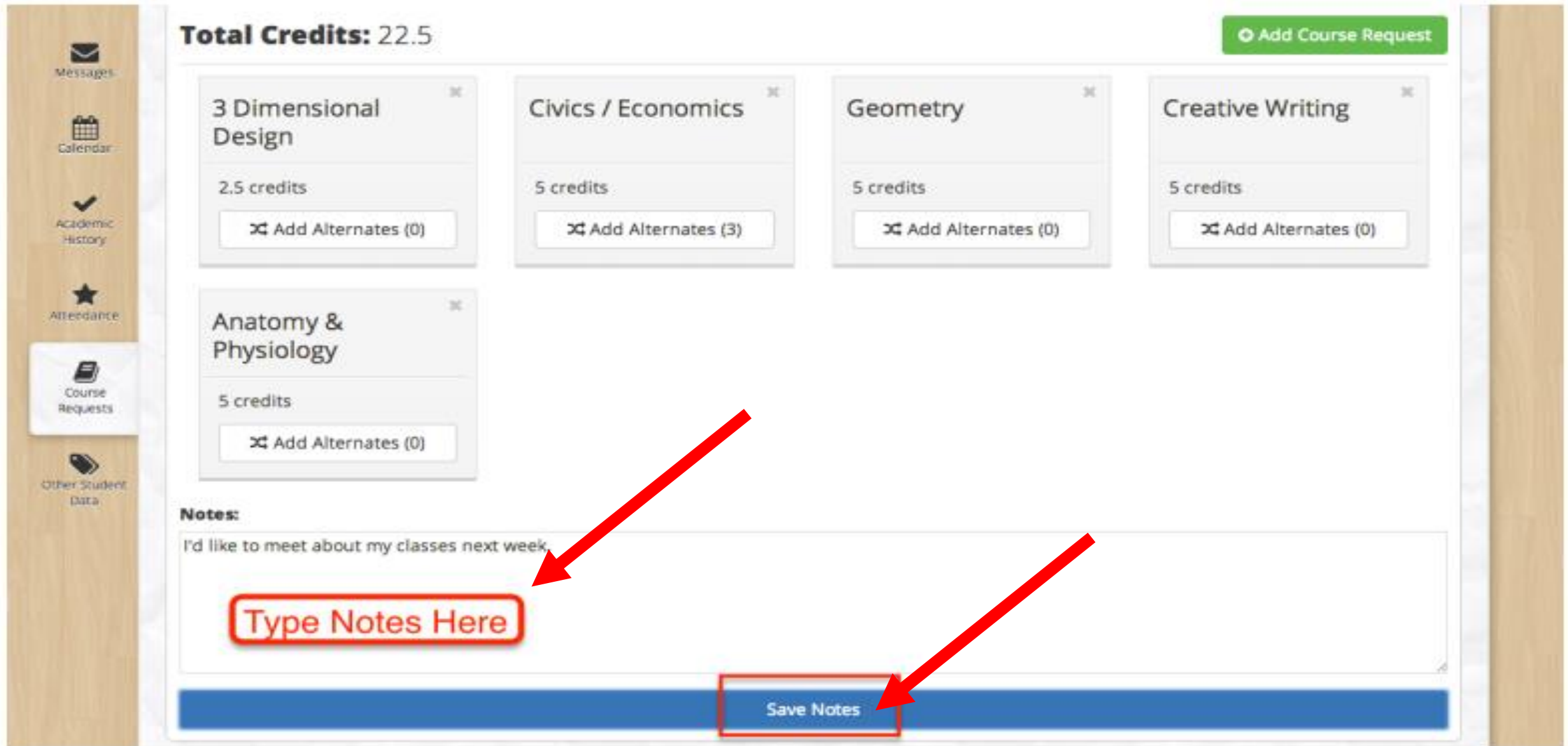
**Notes:**

Enter notes here

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

## 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 (highlighted), and Other Student Data. The main content area shows a total credit count of 22.5 and a green button for 'Add Course Request'. Below this are five course request cards: '3 Dimensional Design' (2.5 credits, 0 alternates), 'Civics / Economics' (5 credits, 3 alternates), 'Geometry' (5 credits, 0 alternates), 'Creative Writing' (5 credits, 0 alternates), and 'Anatomy & Physiology' (5 credits, 0 alternates). Each card has an 'Add Alternates' button. 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 placeholder 'Type Notes Here'. 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 \(0\)](#)

**Anatomy & Physiology** 5 credits [Add Alternates \(0\)](#)

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

Type Notes Here

Save Notes