



On Course Online Course Requests

This guide will walk you through the online course request feature of On Course Connect for you to choose your 2022-2023 electives.

The window is open NOW and the deadline is January 28th, 12PM.

If you do not input your choices by 1/28, you will need to discuss your choices with your school counselor during your scheduling meeting. This may impact the courses you receive next year.

When will I be scheduled?

Grades 8-11: you will meet with your school counselor during your Phys. Ed. class, during the scheduling window below.

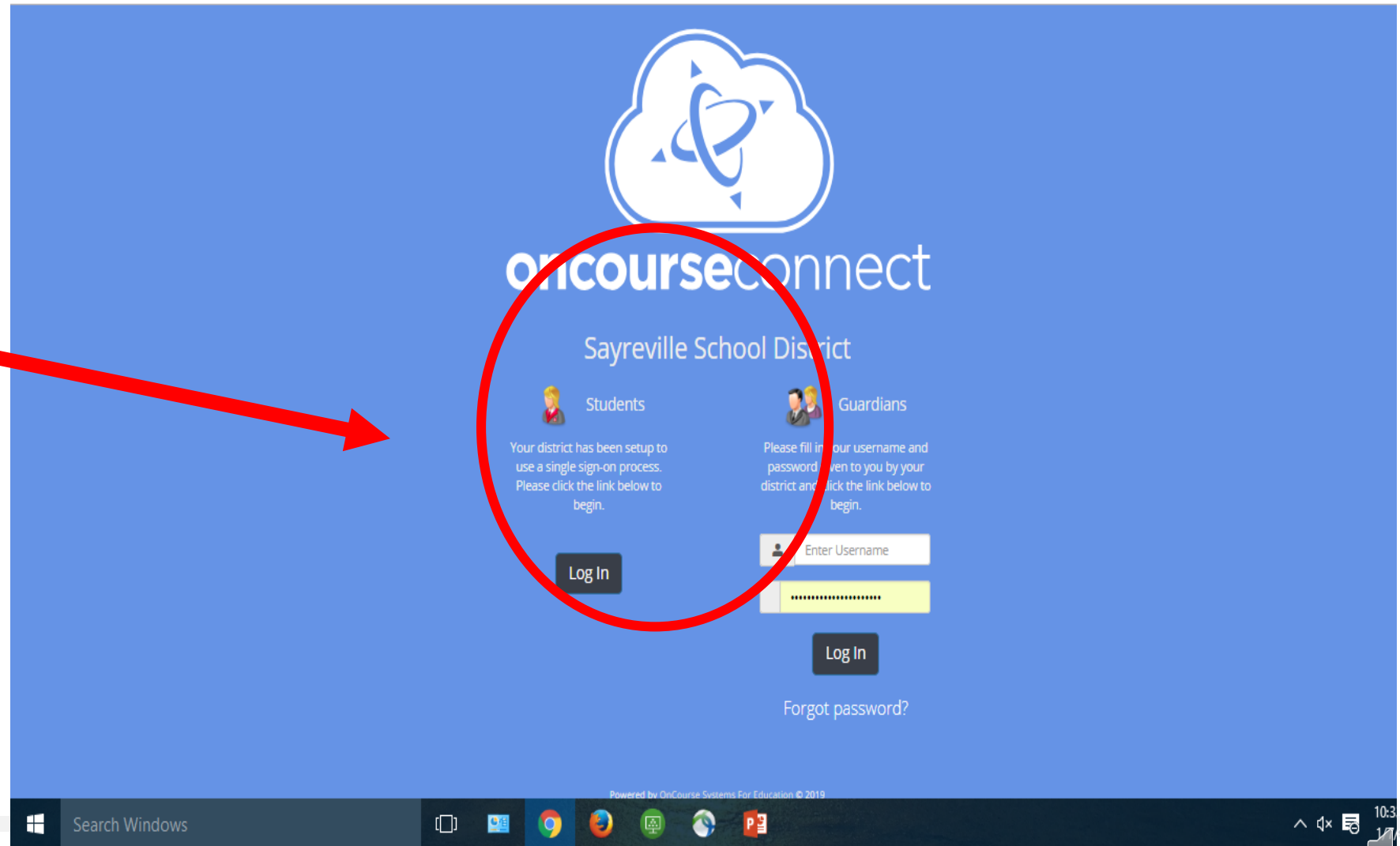
February 16 - February 23	Grade 11 Scheduling	2/16, 2/17, 2/18, 2/22, or 2/23
February 24 - March 3	Grade 10 Scheduling	2/24, 2/25, 2/28, 3/1, 3/2, or 3/3
March 4 - March 28	Grade 9 Scheduling	3/4, 3/7, 3/8, 3/24, 3/25, or 3/28
March 29 – April 13	Grade 8 Scheduling	3/29, 3/30, 3/31, 4/11, 4/12, 4/13

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
2. "Students" Tab
3. Student Portal

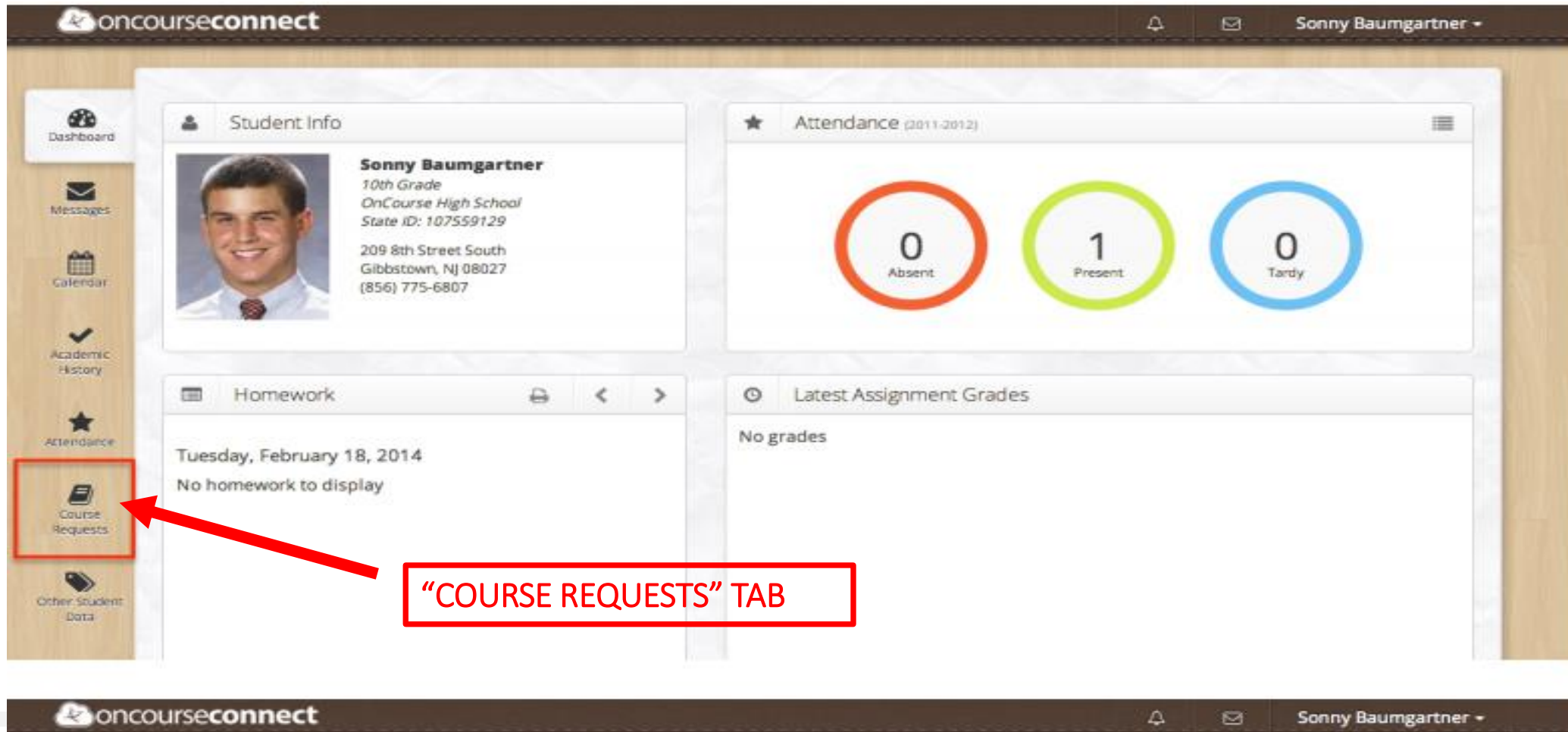


4. You must sign in on the LEFT side for "STUDENTS"
5. Your sign-in is your school email address and password (Google Login)



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.





Dashboard



Messages



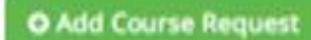
Calendar

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

Add Course Request

Drop Down to Show Departments

Search:

Search by Keyword



Departments:

All



Course Catalog

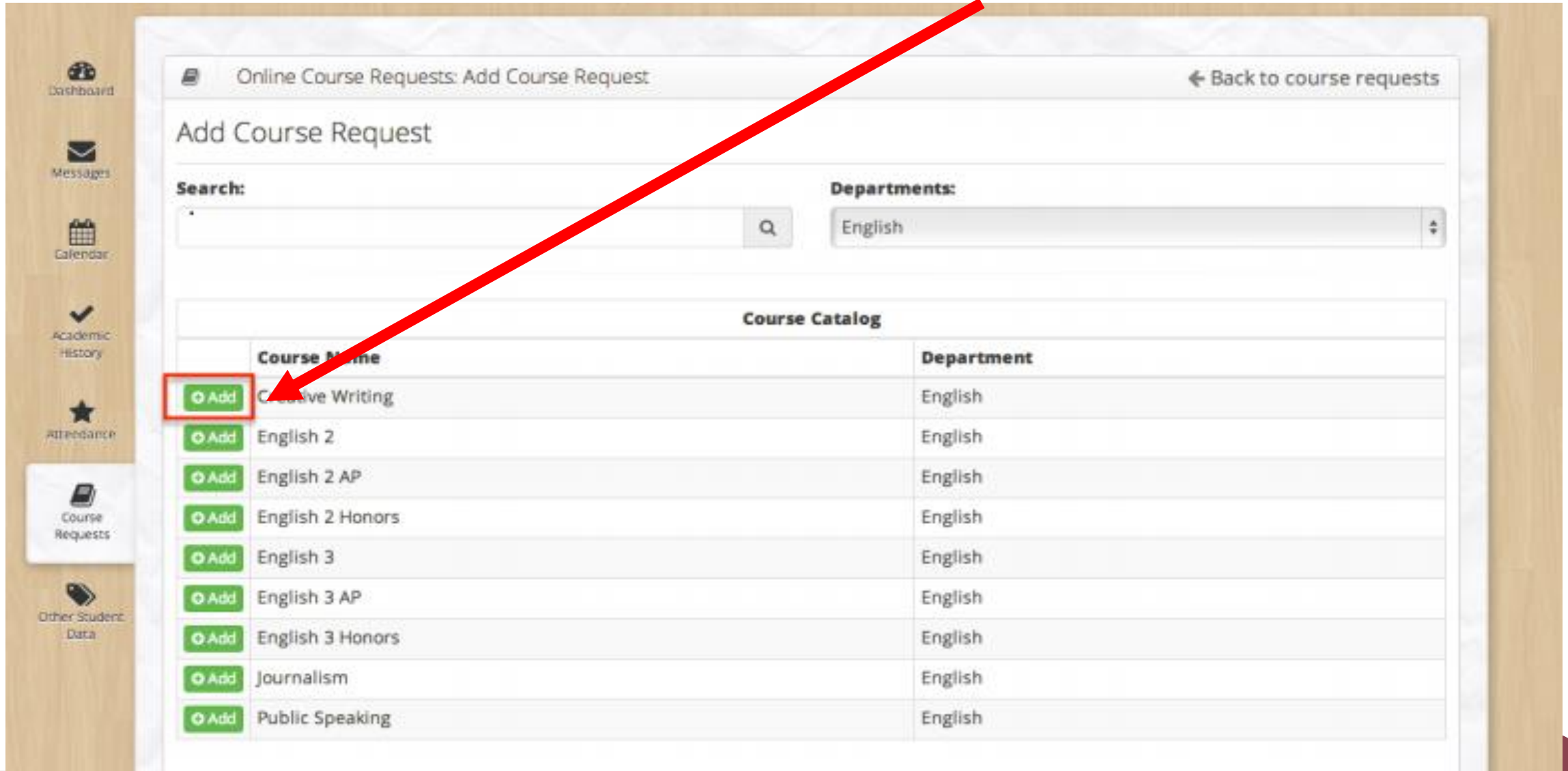
	Course Name	Department
	3 Dimensional Design	Visual Performing Arts
	Accounting 1	Business Technology
	Accounting 2	Business Technology
	African-American History	Social Studies
	Algebra II AP	Math
	Algebra II Honors	Math
	Anatomy & Physiology	Science
	AP Art History	Visual Performing Arts
	Architecture, 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 the 'Add Course Request' page. At the top, there is a search bar and a 'Departments' dropdown menu set to 'English'. Below this is a table titled 'Course Catalog' with two columns: 'Course Name' and 'Department'. The table lists several English courses, each with a green 'Add' button next to it. A red arrow points to the 'Add' button for 'Creative Writing'.

Course Name	Department
Add Creative Writing	English
Add English 2	English
Add English 2 AP	English
Add English 2 Honors	English
Add English 3	English
Add English 3 AP	English
Add English 3 Honors	English
Add Journalism	English
Add 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

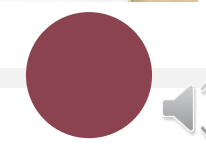


Notes:

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.

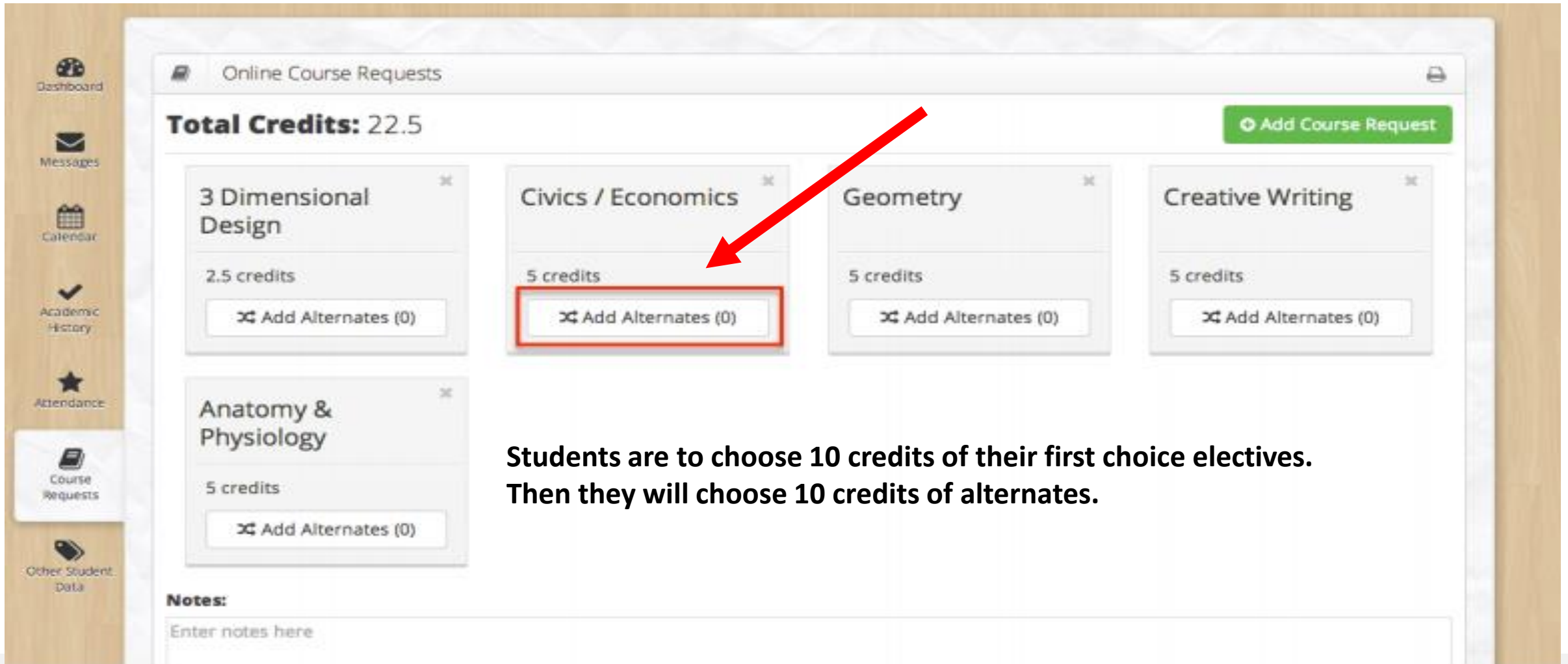
Save Notes



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. A sidebar on the left contains navigation icons for Dashboard, Messages, Calendar, Academic History, Attendance, Course Requests, and Other Student Data. At the bottom, there is a 'Notes:' section with a text input field labeled 'Enter notes here'.

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





Dashboard



Messages



Calendar



Academic History



Attendance



Course Requests



Other Student Data

Add Alternate for Civics / Economics

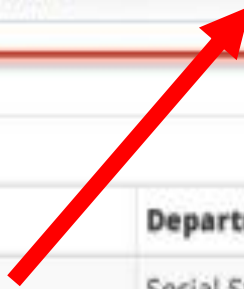
Search:



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





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:

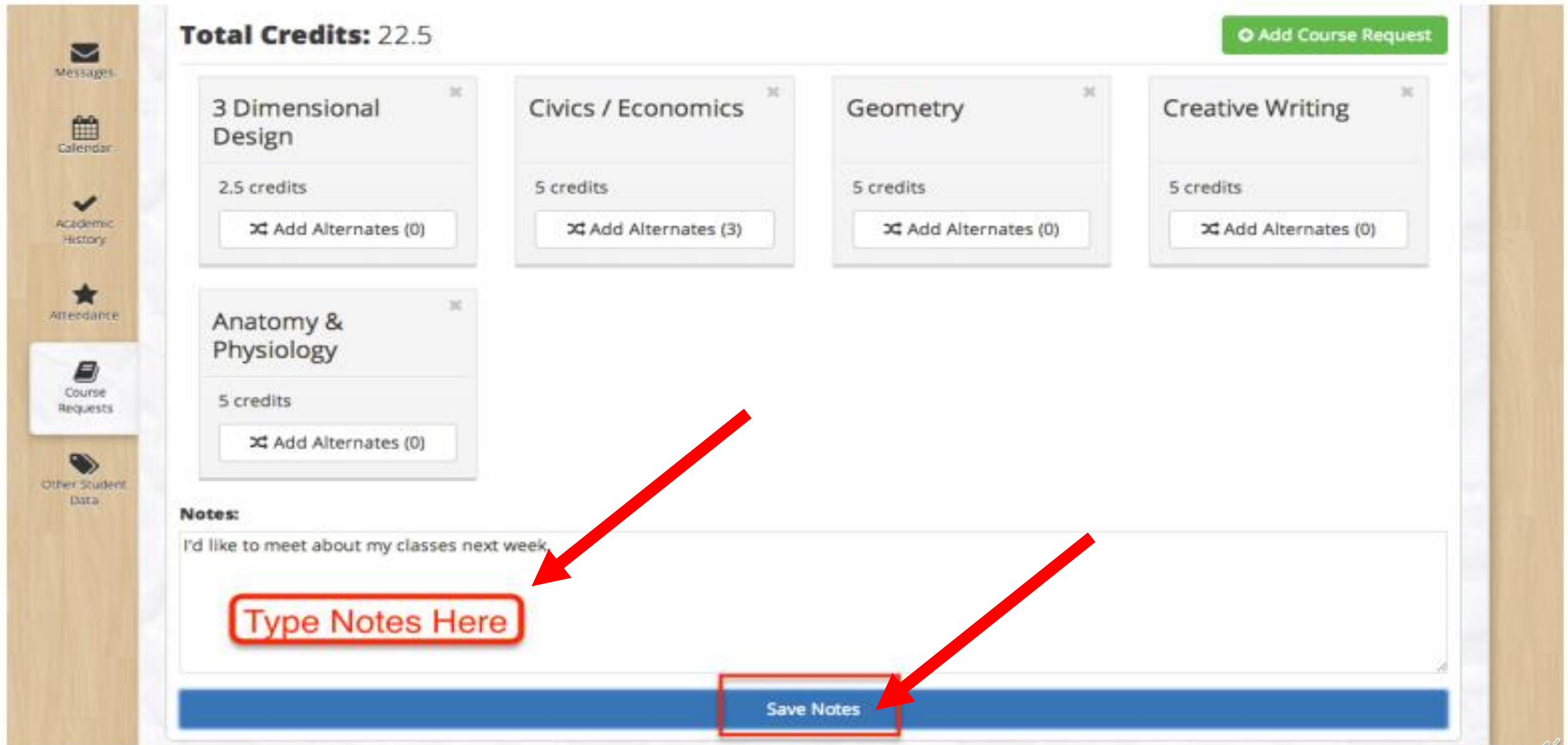
Enter notes here

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, and Other Student Data. The main content area shows a 'Total Credits: 22.5' summary and a grid of course request cards. Each card includes the course name, credit value, and an 'Add Alternates' button with a count. A green 'Add Course Request' button is in the top right. Below the course cards is a 'Notes' section with a text input field containing 'I'd like to meet about my classes next week.' and a blue 'Save Notes' button. Two red arrows point to the 'Type Notes Here' placeholder and the 'Save Notes' button.

Total Credits: 22.5 + Add Course Request

Course Name	Credits	Add Alternates (Count)
3 Dimensional Design	2.5 credits	0
Civics / Economics	5 credits	3
Geometry	5 credits	0
Creative Writing	5 credits	0
Anatomy & Physiology	5 credits	0

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

Type Notes Here

Save Notes

Sign in to On Course using your user name and password, NOT your parent/guardian's user name and password.

Make sure you add at least ten credits of first choice electives and at least 1-2 alternates for each elective.

Example:

I really want these electives (first choices)

-Comm. Arts/TV (2.5)

-Creative Crafts (2.5)

If I can't get my first choices here are my second choices:

-Financial Lit./Economics (2.5)

-Computer Science Principles (5)

Alternates I am OK with taking if I can't get my first or second choices:

-Wood 1 (2.5)

-Auto (2.5)

-Robotics (5)

-Creative writing (2.5)

-Parent/child development (2.5)

Here's how to input them:

Comm. Arts/TV (2.5)
Alternates:
-Wood 1 (2.5)
-Auto (2.5)

Creative Crafts (2.5)
Alternates:
-Creative writing (2.5)
-Parent/child development (2.5)

Financial Lit./Economics (2.5)
Alternates:
-Creative writing (2.5)
-Parent/child development (2.5)

Computer Science Principles (5)
Alternates:
-Robotics (5)
-Wood 1 (2.5)
-Auto (2.5)

Questions?

Email your school counselor
or Mrs. Sicola

Donna.Sicola@sayrevillek12.net

