

ONLINE COURSE REQUEST PROCESS DIRECTIONS

Incoming 8th Grade Students for Maywood Middle School

Log in to Student Access: <https://www.isd411.org/portals/family-access> . If necessary, use the “Forgot Password” feature to retrieve your password, a message will be sent to your Office 365 email account or see Mrs. Ellis in the counseling office. Students have from March 4-16th to complete their course selection.

You can access a video showing how to select courses here. <https://bit.ly/3Lu5vrD>

TO ADD REQUESTS:

1. Click the **Course Requests** tile.
2. Available courses appear on the **left**; selected courses appear on the **right**
3. Use the scroll bar or search box to find a course.
4. Choose a course and click  Repeat for all courses.
5. To remove a course, click 
6. Make sure your total credits equal **5.998 or 6.000**.

TO ADD ELECTIVE ALTERNATES:

1. Click on Alternates at the top of the page. Use same directions as adding requests except you can prioritize alternates by clicking on the green arrow to move courses up and down in the list.

To Save click on **Save Course Requests**

Course descriptions and pathway information can be found in the course guide <https://bit.ly/4tkAiZ2>

Course Planning:

Please note this is for planning purposes only. All requests must be entered into Student Access.

Subject	Course	Course Information
*English Language Arts Choose 1	Language Arts 8 (KL800A/B/C) or Advanced Language Arts8 (KL801A/B/C)	Advanced Language Arts Learning Recommendations: Report Card Grade in 7 th English Language Arts: B+. SBA ELA score: Level 4.
Social Studies	Social Studies 8 (KW800A/B/C)	Social Studies has already been added to your requests
Math	You will be placed in Math 8 (KM801A/B/C) or Algebra 1 (MT980A/B/C) or Geometry (MT981A/B/C).	You will be placed in one of the classes based on your current course. You must maintain a C+ or better to remain on an accelerated math path.
Science	You will be placed in Physical Science (KS103A/B/C) or Biology (SC200A/B/C)	Your science has already been added to your requests.
*PE and Health Choose 1	PE8 (KPE082) Personal Fitness (KPF078)	1 PE and Health have already been added to your requests. You need to pick another PE or Personal Fitness to complete your PE requirement.
*Elective(s) Choose 1 year-long Elective or 3 Trimester-long Electives or 2 Year- long Electives	~~Year-long-~~ Chorus: KC201 A/B/C Adv. Orchestra: KC308 A/B/C Adv. Band: KC121 A/B/C Study Skills: KK101 A/B/C Spanish; FO310 A/B/C or Trimester-long Automation and Robotics, (KRA078) Web Design, (KIN101) Design and Modeling (KDM078) Sculpture and 3D Art (KS3078) Drawing and Paint (KDW078) Family and Consumer Science (KFC078) Intro to Spanish (KFL078) Digital Photography (KDP078) Flight and Space (KPF780) or Two of the following: Music, Spanish, Yearbook, or ASB/Leadership	Yearbook and Leadership are by application only. Applications will be available in April. Two year-long electives require fee based health /PE course taken outside of the regular school day. See Ms. Ellis to add a 2nd yearlong course. Lastly- Before you move on – Recheck your choices! You need: Regular or Advanced Language Arts PE or Personal Fitness Your electives Elective alternates All Set? Log into Student Access and select your choices.

REMEMBER: CHOOSE COURSES WISELY.

We use this information to build our master schedule, and to determine how many of each class we need to offer so that students have the best chance of getting the classes they request. There will be little to no opportunity to make changes later.