

# HUGH BOYD SECONDARY SCHOOL

## MYEDUCATION BC ONLINE COURSE ENTRY STUDENT INSTRUCTIONS

1. Login to your MyEducation BC student account at:  
<https://www.myeducation.gov.bc.ca/asp/en/logon.do>
2. Click on the "My Info" top tab
3. Click on the "Requests" side tab

My Details  
Transcript  
Current Schedule  
Contacts  
Attendance  
Assessments  
Notifications

Options Reports Help Search on CrsNo

Entry mode >>

0 of 0 selected Build Year

2019-2020 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
No matching records		

Course Request Adjustments

School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type	Comment	User > Name
No matching records							

4. Click on "Entry mode >>"  
You will see 3 sections:
  - Instructions (Read!)
  - Primary Requests
  - Notes for Counsellor (Do not use - leave blank)

My Details  
Transcript  
Current Schedule  
Contacts  
Attendance  
Assessments  
Notifications

Options Reports Help Search on CrsNo

<< Exit entry mode

2019-2020 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

**Instructions**

**GRADE 10 COURSE SELECTION**

Welcome, **Next Year's Grade 10 students!**

Using your program planning sheet, you will enter **8** course selections for the next school year, 2019-2020.

Your course selections will include **ONE of EACH** of the following: **English, Math, Science, Social Studies, PE, Career Life Education** and **TWO electives**. **If you are taking English 10, please select the English 10 Package.**

NOTE: The number of ELL courses ELL students are required to take will affect the number of elective choices available to them.


**\*\*THE DEADLINE TO ENTER ALL COURSE SELECTIONS ONLINE, AND TO RETURN SIGNED COURSE SELECTION SHEETS TO THE OFFICE IS 3:00 PM WEDNESDAY, FEBRUARY 13th, 2018\*\***

**Primary requests**

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...				

**Notes for counsellor**


Post Last posted time: Approved time:

5. Click the  button in the "Primary Requests" section.  
The course catalogue list will appear.


- Click the **"Course Description"** column header to organize the courses alphabetically.
  - Course names are organized by department and begin with the department code.
  - Use the "<" and ">" buttons to navigate through the course catalogue pages.

Select	CourseNumber	CourseDescription ▲	Academic level	Credit	Prerequisite	Status
<input checked="" type="checkbox"/>	MVAST10	AR - ART STUDIO 10	Regular	4.0		
<input checked="" type="checkbox"/>	MVAD-10	AR - STUDIO ARTS 2D 10	Regular	4.0		
<input checked="" type="checkbox"/>	MVAC-10	AR - STUDIO ARTS 3D 10	Regular	4.0		
<input type="checkbox"/>	MAC-11	BE - ACCOUNTING 11	Regular	4.0		
<input checked="" type="checkbox"/>	MADM10	BE - ENTREPRENEURSHIP & MARKETING 9-10	Regular	4.0		
<input checked="" type="checkbox"/>	MMAP-11	BE - MARKETING & PROMOTION 11	Regular	4.0		
<input type="checkbox"/>	MCLE-10	CL - CAREER LIFE EDUCATION	Regular	4.0		
<input checked="" type="checkbox"/>	XAT-10CL	CL - CAREER LIFE EDUCATION ONLINE RSS	Regular	0.0		
<input checked="" type="checkbox"/>	MDRM-10	DR - DRAMA 10	Regular	4.0		
<input checked="" type="checkbox"/>	MDRTC10	DR - THEATRE COMPANY 10	Regular	4.0		


- Select courses by clicking on the box next to the course in the **"Select"** column. (These courses should be the same ones listed on your program planning sheet.) When you are done making your selections, click the **"OK"** button.

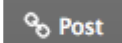
- Your selected courses will now appear in the "Primary Requests" section.
  - To get back to the course catalogue list to make changes or corrections, click 

#### Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
 All subjects	MAC-11	BE - ACCOUNTING 11	N	4.0
	MADM10	BE - ENTREPRENEURSHIP & MARKETING 9-10	N	4.0
	MDRM-10	DR - DRAMA 10	N	4.0
	MDRTC10	DR - THEATRE COMPANY 10	N	4.0
	MVAC-10	AR - STUDIO ARTS 3D 10	N	4.0
	MVAD-10	AR - STUDIO ARTS 2D 10	N	4.0
	MVAST10	AR - ART STUDIO 10	N	4.0
	XAT-10CL	CL - CAREER LIFE EDUCATION ONLINE RSS	N	0.0

#### Notes for counsellor


Last posted time:    Approved time:

- Review your course selections to make sure they are accurate and match what is on your program planning sheet. If the course selections are correct, click the  button.

**Your online course entry is now complete.  
Thank you!**