



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

The screenshot shows the MyEducation BC interface. At the top, there are navigation tabs: Pages, My Info, Academics, Groups, Calendar, and Locker. Below these is a 'Requests' section with a sidebar on the left containing 'My Details', 'Transcript', 'Current Schedule', 'Contacts', 'Attendance', 'Assessments', and 'Notifications'. The 'Requests' sidebar item is highlighted with a red circle. In the main content area, there are buttons for 'Options', 'Reports', and 'Help', along with a search bar and filters. Below this is a table for 'Course Request Adjustments' with columns for School Course > Number, School Course > Description, School Course > Department, School Course > Grade level, School Course > Academic level, Type, Comment, and User > Name. The table currently shows '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)

The screenshot shows the 'Entry mode' view in MyEducation BC. The sidebar on the left now shows 'Requests' and 'Details' highlighted with a red circle. The main content area is titled '2019-2020 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0'. It contains three sections:


- Instructions:** A section titled 'GRADE 10 COURSE SELECTION' with a welcome message for 'Next Year's Grade 10 students!' and instructions on how to use the program planning sheet to enter 8 course selections for the next school year (2019-2020). It lists required subjects: English, Math, Science, Social Studies, PE, Career Life Education, and two electives. A note states that the number of ELL courses will affect elective choices. A deadline is provided: **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:** A table with columns for Subject area, SchoolCourse > CrsNo, SchoolCourse > Description, Alternate?, and Credit. A 'Select...' button is highlighted with a red circle in the first row.
- Notes for counsellor:** A text area for entering notes, with a 'Post' button below it.

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!**

IMPORTANT REMINDERS

- Access to the online entry system closes **3 PM Thursday, February 8.**
- Program planning sheets must have a parent signature and are due to the counselling office by **3 PM Thursday, February 8.**
- Counsellors will review and check all student course selections.