



MYEDUCATION BC ONLINE COURSE ENTRY
STUDENT INSTRUCTIONS

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

PagesMy InfoAcademicsGroupsCalendarLocker

Requests

My DetailsTranscriptCurrent ScheduleContactsAttendanceAssessmentsNotifications

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							

RequestsDetails

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

Requests

My DetailsTranscriptCurrent ScheduleContactsAttendanceAssessmentsNotifications

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, 2019****

Primary requests

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

Notes for counsellor

PostLast posted time:Approved time:


- 5. Click the button in the “Primary Requests” section.
The course catalogue list will appear.

6. 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"/>	MADDEM10	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		

8 of 77 selected


OK Cancel

7. 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.
8. 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
	MADDEM10	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:

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 Wednesday, February 4.**
- Program planning sheets must have a parent signature and are due to the counselling office by **3 PM Wednesday, February 4.**
- Counsellors will review and check all student course selections.