

## On-line Class Selection Instructions

- Go to the school website (<http://www.gssd.ca/school/ehs/Pages/default.aspx>) and click on “Maplewood Portal for Students and Parents” on the left hand side.
- Every student will be given a sheet with the user name and password. Use these to log in.
- Once you are in, you will be asked to change your password if you have not already done this before, and provide a hint for the new password in case you forget in the future.
- You will now see a screen with basic information about you, with a menu across the top of the page. Click on “Timetables > Choices”.
- Click “edit”. Another window opens with “Course Calendar” on the left and “Course Information” on the right. On the left hand side under “Course Calendar”, click the + sign beside “No Department Assigned,” then click the + beside the grade you want to choose a class from. Now, all the course choices for that grade will be displayed.
- From this list, click on the class you want, and it will be displayed on the right hand side of the pane. If this is the class you want, choose if it is Mandatory, elective, or alternate, then click the “add” button. Do this for all your choices.
- You should have picked **at least** 10 mandatory and elective classes (for grade 10 students; 9 classes for grade 11 students; 8 classes for grade 12 students). Please follow your course sheet that Ms. LeSann gave you to determine if the class is mandatory or elective, or please ask. Please choose 2 to 4 alternate classes to take in the event a course does not run, or if some get filled up.
- Click “close.”
- Then click “logout” in the top left of the window.
- DONE!