

Elmwood High School Online Course Application Instructions

1. In your internet browser go to *Elmwood High School Website*
<https://www.winnipegssd.ca/Elmwood>
2. In the **SCHOOL REGISTRATION INFORMATION** tab, click on *returning student*.
3. Click the **COURSE REQUEST** link.
4. Log in with your *network username* and *password*.
5. Please read the **Terms and Conditions** page. These must be accepted in order to proceed.
Welcome to your personal page; please ensure all previous information is correct. If it is not, you will be given information to make changes further along in the registration process.
6. Select **Academic Year** (2022-2023) and **School** (Elmwood High School). Then click **Add Preregistration**.

The screenshot shows the 'Pre-Registration' tab selected. At the top right, it displays 'Total Credits Earned: 25.0' and 'Credits In Progress: 3.5'. Below this are four dropdown menus: 'Year: Select academic year', 'School: Select school name', 'Program:', and 'Vocation:'. A blue button labeled 'Add Preregistration' is located below the 'Year' dropdown. Red boxes highlight the 'Year' dropdown, the 'School' dropdown, and the 'Add Preregistration' button.

You should see this after clicking “Add Preregistration”.

The screenshot shows the 'Add Preregistration' button above a table with the following data:

Year	School	Program/Vocation	Grade	
2021/22	ELMWOOD		12	✘

Students may view completed courses and courses still required for graduation in the “Grad Course Requirement and Course History” tab. (Optional)

The screenshot shows the 'Course History & Grad Requirements' tab selected and highlighted with a red box. The rest of the form, including the dropdown menus and the 'Add Preregistration' button, is visible but not highlighted.

7. Select the tab **Course Requests**.

The screenshot shows the 'Course Requests' tab selected and highlighted with a red box. The rest of the form, including the dropdown menus and the 'Add Preregistration' button, is visible but not highlighted.

8. On the **Preregistration School** tab, select Elmwood, and on the **Graduation Diploma** tab, select English. **DO NOT CLICK ON FINALIZE PREREGISTRATION.**

Pre-Registration Course Requests Course History & Grad Requirements Total Credits Earned: 25.0 Credits In Progress: 3.5

Preregistration School: Select School/Program Course Descriptions Graduation Diploma: English Finalize Preregistration

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
Optional Course Selections (3-4 Credits)					
Grade	Course Code - Description	Semester	Slot Code	Priority	Add
▼	▼	▼	▼	▼	

9. Select the appropriate **Compulsory Subject Area** classes (Mathematics, English LA, Phys. Ed, Science, Social Studies, History, etc.) ****The photo below is an example of a grade 10 student going into grade 11****

Remember, many courses have prerequisites that need to be met. (I.e. you need Grade 10 English before taking Grade 11 English). Please note these as listed in the course descriptions. If you do not see the course you want to take listed in the drop box, it may be because you do not have the prerequisite.

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority
English LA (11)	▼	▼	▼	▼
Mathematics (11)	▼	▼	▼	▼
Social Studies (11)	▼	▼	▼	▼
Phys. Ed. (11)	▼	▼	▼	▼

Once clicked "Add Compulsory". You should see the red "X" on the courses you have added.

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
English LA (11)	▼	▼	▼	▼	
English LA (11)	ENG COMP 30S - ENGC3S				✘
Mathematics (11)	▼	▼	▼	▼	
Mathematics (11)	ESSENTIAL MATH 30S - ESMR3S				✘
Social Studies (11)	▼	▼	▼	▼	
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F				✘
Phys. Ed. (11)	▼	▼	▼	▼	
Phys. Ed. (11)	PHYS ED / HEALTH 30F - PHER3F				✘

10. Once all your required courses have been selected, begin selecting your **Optional Courses**.

Grade	Course Code - Description	Semester	Slot Code	Priority	
11					Add

Once you click "ADD" on your first course, an additional course option will be added.

Once you have selected all the desired courses, be sure all are added (see RED X'S on right side of page).

Please ensure you are on the path to graduate. Refer to the course handbook to see the "GRAD CREDIT REQUIREMENT" form.

11. When you are comfortable with your selections, FINALIZE your registration.

Pre-Registration | Course Requests | Course History & Grad Requirements

Total Credits Earned: 25.0
Credits In Progress: 0.0

Preregistration School: Select School/Program | Course Descriptions | Graduation Diploma: English | Finalize Preregistration

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
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Optional Course Selections (3-4 Credits)

Grade	Course Code - Description	Semester	Slot Code	Priority	
					Add

This last click will submit your application to the school. No changes can be made on line once FINALIZED. Be sure your parent or guardian sees your selections prior to hitting the "FINALIZE PREREGISTRATION" button. If they disagree with your choices that chance can only be made with a counsellor.

To view your finalized application, select the "REPORT" tab at the top of the page. Print all pages and sign all appropriate pages. Please return the signed forms to school.

ONLY SIGNED AND RETURNED REGISTRATION FORMS WILL BE CONSIDERED COMPLETE. PLEASE RETURNED SIGNED FORMS TO THE SCHOOL OFFICE BY MARCH 11TH.