

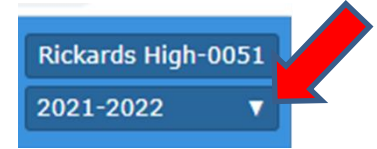


# Student Course Request Entry

April 2022

## Student Course Request Entry

- ☐ Login to Class Link – Click on the FOCUS tile

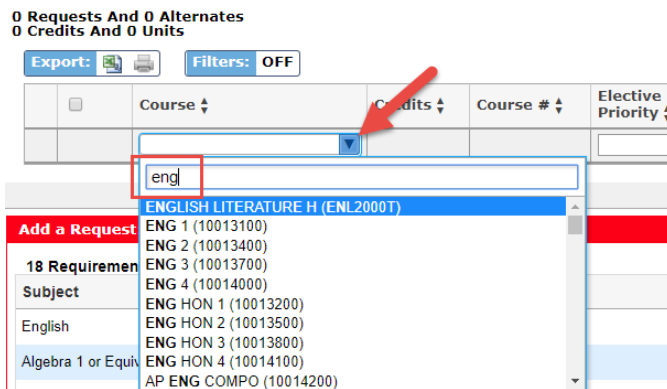


- ☐ Click drop down arrow next to the current school year to switch to 2022-2023

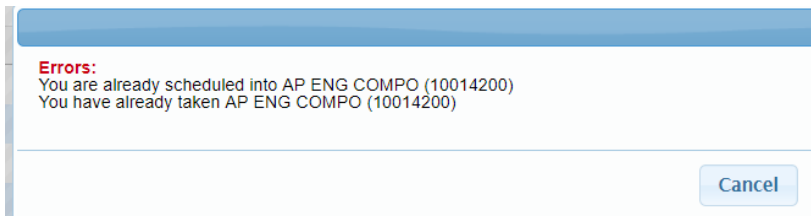
**The screen will turn red for next year.**

- ☐ Click **Class Requests** (Look to left side of screen)
- ☐ You can either enter course requests at the top by course name or number or use the Add a Request: Quick List by Subject Area

- For course, click the drop down and type the course number or name

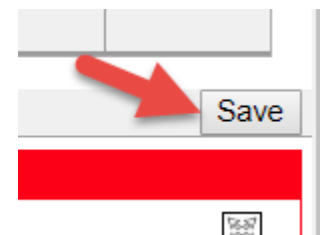


- Choose the correct course and hit enter. The selection will auto-save.
  - **(NOTE: Course codes ended with the letter B are Pre-IB Level courses)**
- Ignore term selection
- You may receive an error message if you have already taken a course. Click cancel and choose another course.



- ☐ **Add A Request: Quick Link**

- Choose course(s) in subject area – can select multiple courses
- When you are through click SAVE above the Red Line.



- ☐ **Number of Courses and Elective Priority**

- Enter all course requests – 6 credits or 7 credits depending on school.
- Some required courses MAY already be populated.
- Three Alternate electives can be entered in case other courses are full.
  - Put a “1” in elective priority on one of your elective courses that could be replaced.
  - Put a “2” in elective priority on your first alternate to replace the “1” if not available.
  - Put a “3” on your second alternate and a “4” on your third alternate.