



# Mt. Lebanon School District

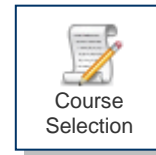
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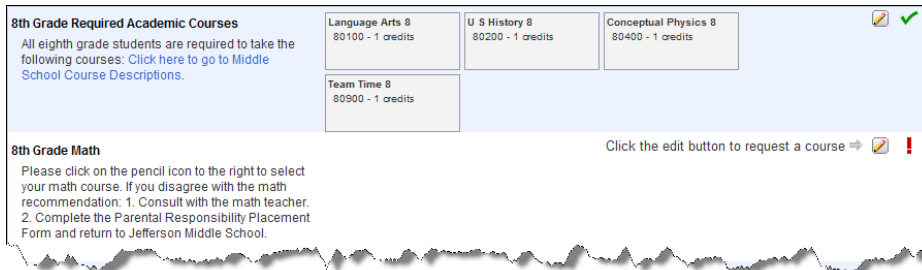
## Online Course Selection for Grades 7 through 8

**Reminder:** If any changes need to be made to student course requests, please contact the Guidance Office at (412) 344-2133. Online course selection will be available on dashboard February 3<sup>rd</sup>-13<sup>th</sup>. Due to scheduling constraints, once the course selection window closes, we may not be able to honor course selection changes. Requests for changes after February 13th must be submitted in writing to administration.

**Step 1:** Once logged in to Dashboard, click the Course Selection icon from the menu bar to begin. If you do not see this icon, the course selection period may have ended or has not begun.



**Step 2:** If course requests have not yet been submitted, the Course Selection screen will appear (*shown below*).



**Legend:**

- Open Course Request pop-up window.
- Course Requests complete for this group.
- Number of required course requests not yet met.

**Example above:** In the example screen shown above, *8th Grade Math* still requires course selection(s), as indicated by the red exclamation mark ( ! ). Click the pencil button ( ) to edit course requests for the corresponding group.

*8th Grade Required Academic Courses* has four core classes pre-selected already, Language Arts, US History, Conceptual Physics, and Team Time. These four classes are required for this grade and are automatically scheduled. A checkmark ( ) indicates that the *8th Grade Required Academic Courses* group is complete.

Classes marked with an exclamation point ( ! ) do not have the required number of courses selected, or have more courses selected than the maximum allowed.


- **7<sup>th</sup> Graders** will need to make 3 selections: Math, Music, World Language
- **8<sup>th</sup> Graders** will need to make 3 selections: Math, World Language, Elective



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**Step 3:** For those classes marked with an exclamation point ( ! ), click the pencil button (  ) to open the course request screen. This pop-up window should look like the screen shown at the top of the next page.

**8th Grade Elective**

Please click on the pencil icon to the right to select your elective course. All 8th grade students should select one elective class. To select band or orchestra, student must have taken the same in 7th grade.

<input checked="" type="checkbox"/>	Course Name	Number	Credits	 Prerequisite Note	Alerts
<input type="checkbox"/>	Computer Science 8	80365	1		
<input type="checkbox"/>	Problem Solving with Technology	80950	1	24 of 24 spots remaining	
<input type="checkbox"/>	Viola 8	80771	1		
<input type="checkbox"/>	Violin 8	80770	1		
<input type="checkbox"/>	Visual Culture	80795	0	24 of 24 spots remaining	

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**!** You may select 1 course. You have selected 0 courses.

The bottom of the pop-up window will indicate the number of courses the student is permitted to request. Simply click on a course to select it then click the **Okay** button to choose the selection. Click the pencil button again from the Class Registration screen to change the selection.

**Sorting** - Click a column heading to sort by that column. For example, to sort by Course Name, click the Course Name column heading.

**Step 4:** Once all course selections are complete, no red exclamation points should appear on the Course Selection screen.

Click the **Submit** button at the bottom of the page to submit all course requests for the next school year.