

Instructions for Selecting Courses in MyEd

You must use your MyEd STUDENT account. The account parents use to access the MyEd Family Portal (when Learning Updates/Report Cards are posted) is not the account that can be used.

Middle Schools will provide students with their STUDENT MyEd account information - login and password.

If you are having issues with your STUDENT MyEd account, please contact your Middle School.

If you are having difficulties seeing all of the course selections, please use Firefox, Safari, or Edge (Chrome can be problematic).

Steps for accessing the Course Selection Portal:

- (1) Log into the MyEd Portal: Use your STUDENT login and password
- (2) Click on 'My Info' top tab (if you can't see 'My Info' in the tabs, but see 'Family' you are not using the STUDENT MyEd account)

The screenshot displays the MyEducation BC PRODUCTION portal. At the top, a green navigation bar contains tabs for 'My Info', 'Academics', 'Groups', and 'Calendar'. A red arrow points from a callout box labeled 'Click on My Info' to the 'My Info' tab. Below the navigation bar, the page header reads 'Welcome to MyEducation BC PRODUCTION'. The main content area features the MyEducation BC logo and a banner image of students. Below the banner, there is a 'Recent Activity' section with a 'Last 30 days' dropdown menu and a 'Published Reports' section with columns for 'Filename' and 'DateUp'. The page also includes a 'System Maintenance & Ann' section and a 'Welcome to M' section.

(3) Click on 'Requests' – LEFT SIDE Tab

Coquitlam 2020-2021

Pages | My Info | Academics | Groups | Calendar

My Record

My Details

Options | Reports | Help

Cancel

Demographics | Addresses | Photo

Legal first name
Legal middle name
Legal last name
Suffix
Pupil #
Personal Education Number
Homeroom

Transcript
Current Schedule
Contacts
Attendance
Assessments
Notifications
Requests

Click on Requests

(4) Read the instructions for your grade and program – STANDARD (English) and FRIM (French Immersion)

Instructions

GRADE

Welcome! We hope you are excited for the year ahead.

The timetable is based on your requests, therefore the choices you make are permanent.

Please refer to your course programming sheet as a guide. You should be entering the courses from your signed course programming sheet.

Please read through the Course Calendar and **choose your courses carefully as the timetable is built based on the choices you make now.** In the fall, there may not be space to allow a result in the course not being offered.

All grade 8 students take a minimum of 8 courses - **4 required courses** and **4 electives.** (You will also select 2 alternates in priority order in case you cannot be programmed into one of your first choices.)

* Honours, EAL, adapted and alternate programs will be assigned by counsellors based on assessment and teacher recommendations.

SCIENCE COOP: YOUR COUNSELLOR WILL NEED TO ENTER YOUR COOP COURSES

- Please select 1 electives from the elective menu (You must have the prerequisite for your electives. For example, you can not take Drawing and Painting 11 if you have not taken I
- Band and Choir are considered extra courses. You would take Band or Choir in addition to your 8 classes.
- Please select 2 alternate electives from above in priority order in case you cannot be programmed into your first choice.

Primary requests

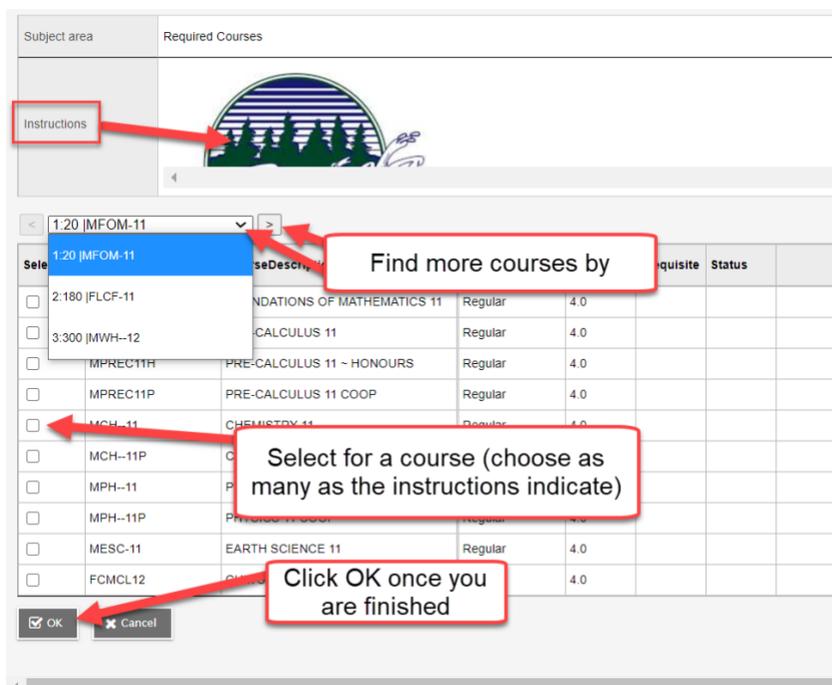
	Subject area	School/Course > Description
Select...	Required courses	
Select...	Electives	
Select...	ESL and LC	

Click on Select and start picking your courses. Repeat for electives

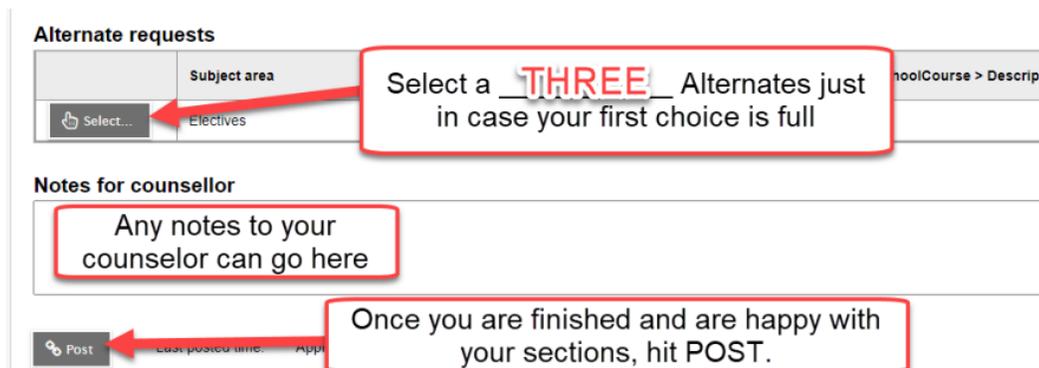
(5) Select your courses – choose as many as the instructions indicate

(A) Scroll down to Primary Requests and select Required Courses – check off all courses and click OK

(B) Select Electives – check off your chosen electives and put them in priority order (1, 2, 3) on the right-hand side and click OK ... to scroll through all of the choices and move back and forth between the ‘pages’ of elective choices, use the arrow buttons located as noted with the ‘Find more courses by’ instruction box as shown on the image below:



(C) Select your alternate course requests (in case your primary selections don't work in your timetable) Check off 3 additional electives and put them in priority order (1, 2, 3) on the right-hand side and click OK



(6) Scroll down and click ‘Post’

You can go in and edit courses up until February 14th – just be sure to click ‘Post’ to save any changes