

## Course Request Instructions for Edline

### ONLINE COURSE REGISTRATION APRIL 13 –APRIL 22, 2009

During the Edline course request submission period, students can add or drop course requests as often as desired. At the end of the course request period, only the most recently submitted requests are downloaded and imported into Administrator's Plus. To submit course requests, students will do the following:

1. Log in to Edline, and choose the **Course Requests** option under My Contents. (This option will be available to students after we have enabled this feature on April 13. Parents will be able to **view** their student's requests from their Edline accounts but will be unable to make changes.)
2. To add a course request, highlight the desired course in the Course Catalog pane and click **Add**.

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**Course Request for Hank Adams in Rediker High School**

- Select each course from the course catalog and then click the **Add** button.
- To drop a requested course, select it and then click the **Drop** button.

**Course Catalog**

- 0242 - C\_Physics [1.5]
- 0243 - Physics [1.0]
- 0803 - RR\_Science [1.0]
- Social St**
- 0301 - SP\_Soc\_Stu [1.0]**
- 0308 - R\_SocSt [0.5]
- 0309 - C\_SocSt\_A [0.5]
- 0310 - H\_Soc\_St\_A [0.5]
- 0312 - Soc\_St\_A [0.5]
- 0313 - Soc\_St\_B [0.5]
- 0314 - H\_Soc\_St\_B [0.5]
- 0316 - C\_SocSt\_B [0.5]
- 0317 - R\_SocSt\_B [0.5]
- 0318 - Maine\_St [0.5]
- 0322 - West\_Civil [1.0]

Add

Drop

**Requested Courses: 4.75 Credits**

- 0001 - Reading [0.5]
- 0110 - Math\_Skill [1.0]
- 0810 - P\_E [1.0]
- 0618 - Woodwrking [0.25]
- 0211 - H\_Earth\_Sc [1.0]
- 0301 - SP\_Soc\_Stu [1.0]**

When you are finished selecting courses, press the **Submit** button to save them. You may submit multiple times up until the submission deadline.

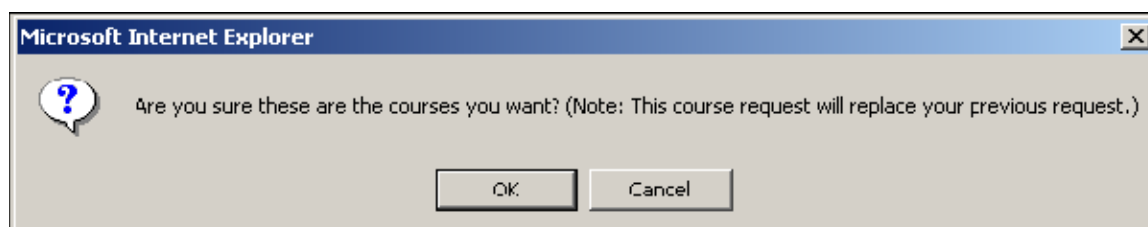
Submit

Help

Cancel

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3. To drop a course request, highlight the course in the Requested Courses pane and click **Drop**.
4. Once all requests have been added to the Requested Courses pane, click **Submit**.
5. At any time during the course request period you may add or drop requests. Each time requests are re-submitted, you will receive the following message:



A student login has been created so that you can familiarize yourself with the course selection process on Edline.

Go to [www.edline.net](http://www.edline.net)

Ace Student

Screen name: acehighland

Password: hawks

Parent of Ace Student

Screen Name: aceparent

Password: hawks