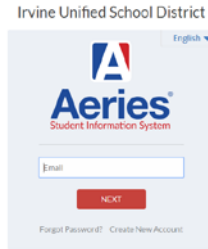


2017-2018 Course Requests:

A “How to” on Changing and Entering Courses in the Parent Portal

1. Getting Started — Accessing Course Requests in the Parent or Student Portal

A. Log In to your Parent or Student Portal account on Aeries (<https://my.iusd.org>)

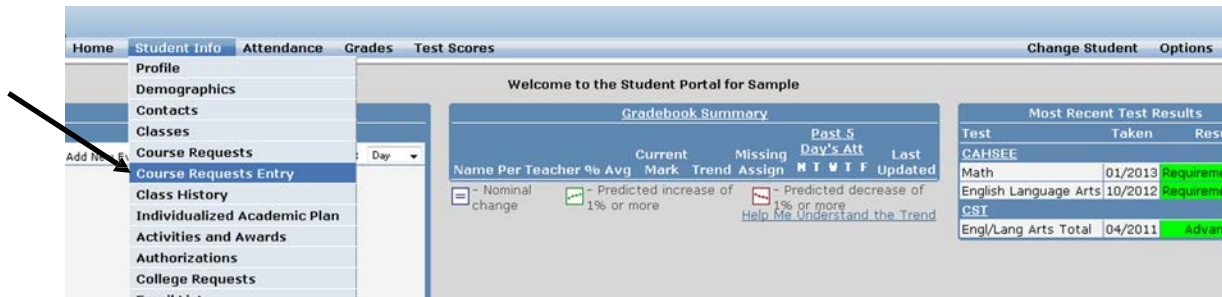


This is the login page for the 2016-2017 school year, in order to access last year's data (2015-2016) and grades, please click [here](#)



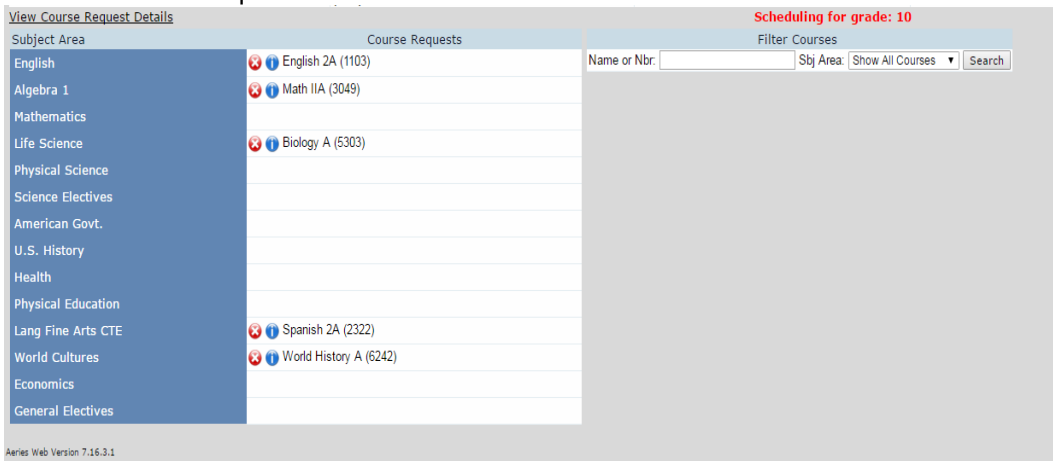
B. From the Welcome page, click on the **Student Info** Tab near the top of the screen.

C. Select **Course Requests Entry**



2. Navigating —Course Requests Entry

Course recommendations made by your current teachers are listed by subject as the “Primary Request”



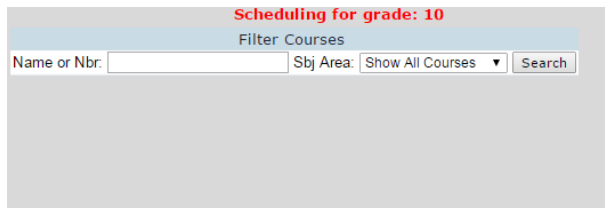
To delete a selected course:
Click the red X next to the course to delete a selection

To See Course Descriptions:
Click on the blue icon to view the graduation requirement the course fulfills and the UC approval area

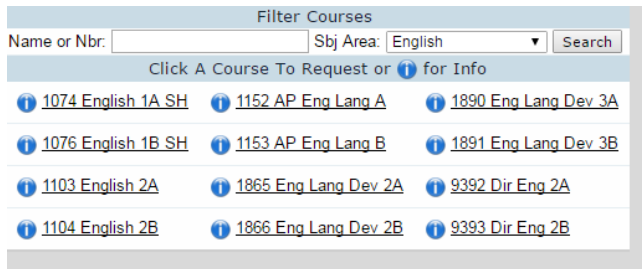
(Please turn over to continue)

3. Selecting Courses—for adding or changing the course currently listed

Search for courses under “Filter Courses”. Type in part of the title **or** the course number **or** use the Sbj Area (Subject Area) drop down menu to find the desired course then click **SEARCH**



Select the course from the list by clicking on the title.



Select “yes” to add the course to the course requests.

The course will appear under the Primary Request for that subject.

There is no “submit” button. Changes to course selections are saved immediately.

Most courses are year-long: Year-long courses are indicated with an “A” or “B” at the end of the course title (i.e. English 2 A shown above). You only need to enter the course for first semester.

Please ensure that you obtain signatures for any courses that require teacher/adviser signature prior to changing course requests and turning in the course scheduling worksheet.

What now? Counselors are available the week of April 17th at lunch all week, and during tutorial on Tuesday, Wednesday, and Thursday. If you have further questions about your courses and what classes you should take, review the course of study online (on woodbridgehigh.org under the academics tab), or stop by and see your counselor.

NOTE: Students that do not complete the course recommendation submission on Aeries by April 23rd will not be guaranteed their elective courses for 2017-2018. Classes which require signature must also be approved on or before 4/24.

ALL STUDENTS WILL TURN IN THE WORKSHEET ON 4/24 TO THE ADMINISTRATION BUILDING AT THE END OF THE SCHOOL DAY.

If you have further questions, please contact Mrs. Foulk, Assistant Principal: aliciafoulk@iusd.org.