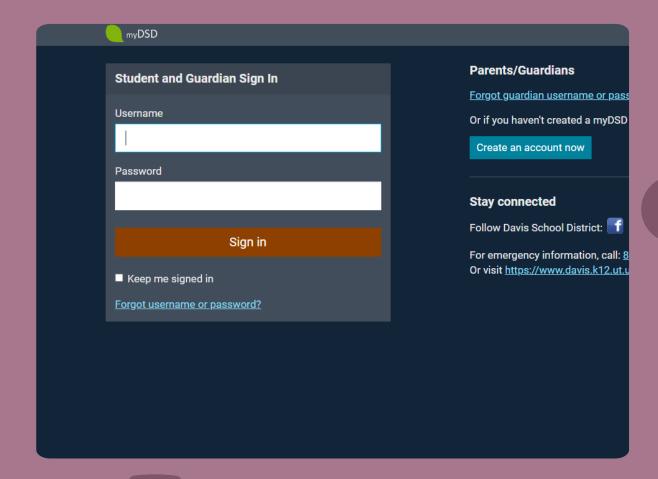
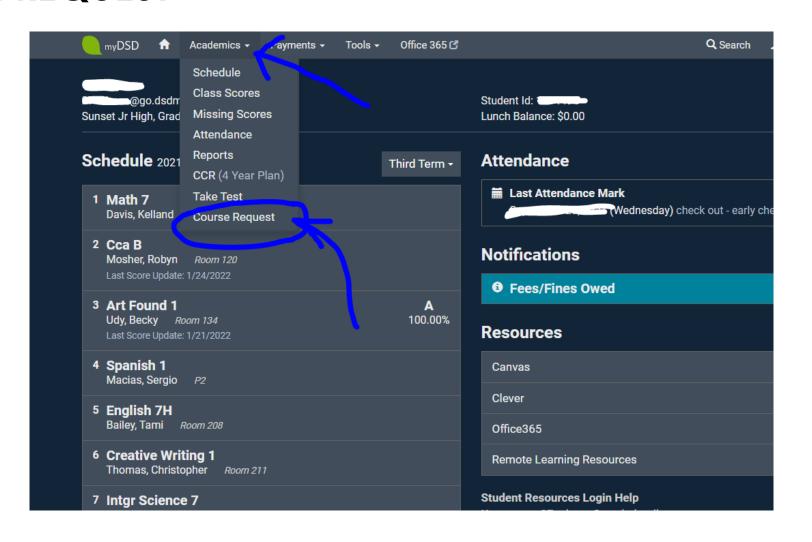
# Online Course Request Entry

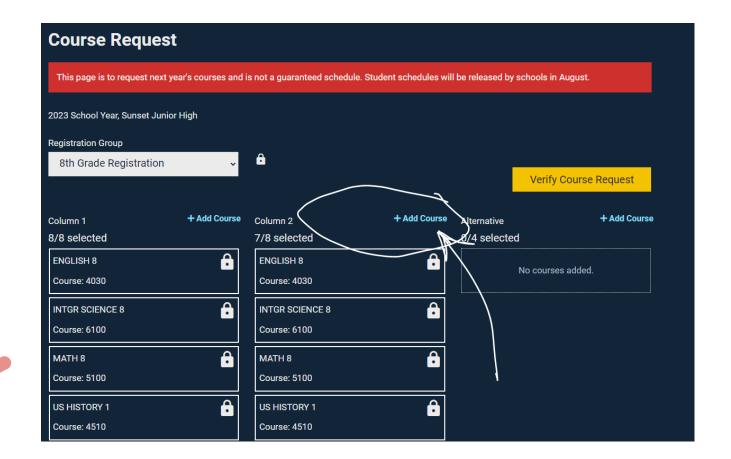
## Login to myDSD AS A STUDENT



At the top of the page, click on the **ACADEMICS** drop-down menu. At the bottom of the drop-down list, click on "**COURSE REQUEST**"



- Your required courses are already there
- If you want to take honors courses, <u>do not enter them here</u>. Fill out this form <a href="https://forms.office.com/r/Yr1nJhAUrz">https://forms.office.com/r/Yr1nJhAUrz</a>
- To begin adding courses, click on +Add Course



If you already took a course in 7th or 8th grade you cannot take it again. Please choose a different class.

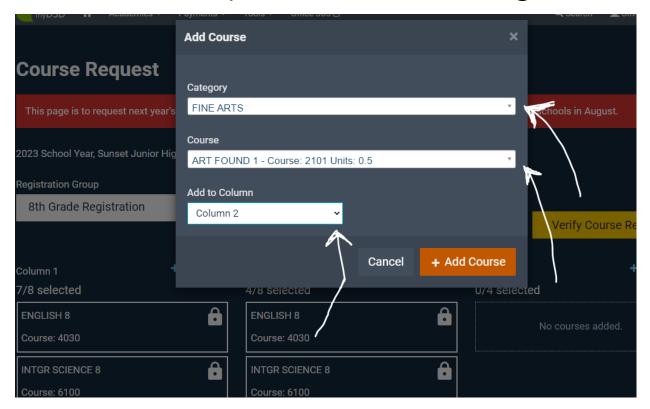
### **Audition/Application Courses**

- If you want to audition or apply for a course listed in gray on the course request, do not put these courses on your course request
  - Please see the BJH Website to apply for these classes
    - Officers Online Application
    - Yearbook Online Application
    - Madrigals (March) Canvas Course open in March
    - Cheerleader Clinics and Tryouts in April

### IEP Courses (Special Ed/Resource)

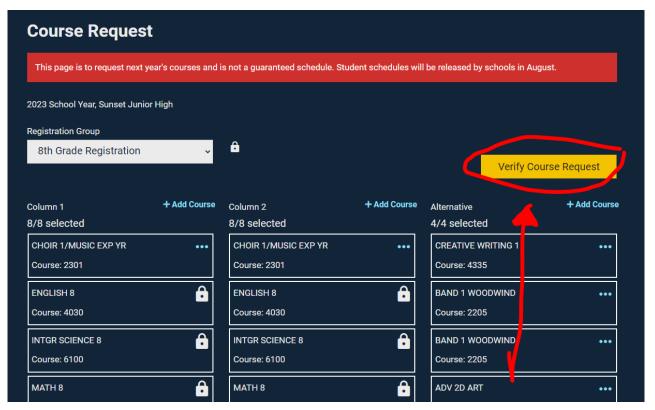
- You will be adding your elective classes today
- The Special Ed. Department and counselors will add the correct courses for your IEP

- To add a class, click on "+Add Course" and pick a "Category"
- Under "Course," select your class and add the class to the column you want to put it in
- Then click "+Add Course"
- If you need to remove a course you added, click on the 3 dots and it will allow you to make changes to the electives



Please Note: If you already selected a course it will be gray and you cannot put it on your course request twice. For example, P.E. is already on there, so you cannot add a second semester of P.E.

 Check "Column 1" and "Column 2" to verify the courses say "8/8 Selected" and the "Alternatives" say "4/4 Selected." Show your teachers so they can check off you completed your course request.



- Once you have added your courses, your alternates, and your teachers checked you off their list, to submit the course request hit "Verify Course Request."
- Turn the paper copy of your course request into your teacher

### That's it, you are done! You have selected your classes for next year.

 If you need to change your course request once it is submitted, you can make changes to the course request in the counseling center or until the end of February 2023