

2023-2024 COURSE SELECTION INSTRUCTIONS Class of 2027

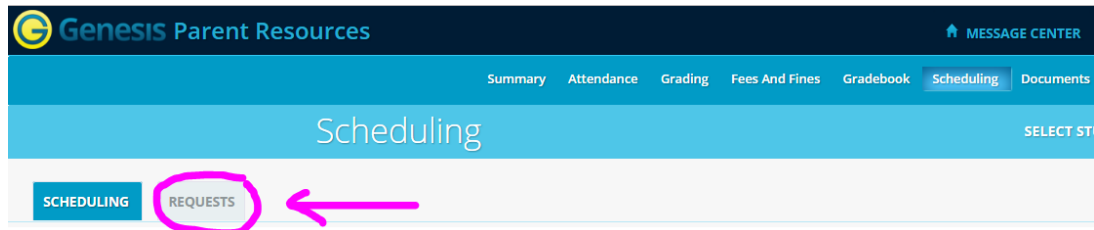
Parents & Students: Please follow the instructions below to complete the course selection process for the 2023-2024 school year. A video tutorial is available at www.srsd.net under the Quick Links section (please note that the video does not include the process to select a world language course).

Note: If you access the parent portal from a mobile device, you will use the menu tab to navigate through the different parts of the scheduling program.

1. Log into your parent portal in Genesis. If you cannot access your parent portal please reset your password by clicking Forgot My Password on the login screen. You will then receive an email from Genesis with a new temporary password.
2. Select the **Scheduling** tab on the upper right hand portion of the **Summary** page. This will take you to the scheduling page for the 2023-2024 school year.



3. Review the course recommendations for your child on this page. All students will be recommended for course levels in English, mathematics, science, and social studies.
4. Click the **REQUESTS** tab on the upper left hand portion of the scheduling page to select elective courses.



5. Below the **World Language Subject Area**, click on the **Request a course** link to view the available courses for your grade level. For more information on each course, a link has been provided to the Program of Studies book.

COURSE	REQUESTED BY	PRIORITY	ADDITIONAL INFORMATION	
World Languages Subject Area				
				Request a course
Elective Subject Area				
				Request a course

6. To select the student's highest priority world language course, indicate 1 using the drop down in the priority column. Then click the green **Request This Course** button. A dialog box will appear, please select "OK". Follow the same process to identify one additional world language course. Each course must be selected individually before moving onto the next request. Be sure to indicate the priority for each course. When you have completed this process, you will see a list like the example below.

World Languages Subject Area				
5110	FRENCH I	Vile, Megan	1	
5210	GERMAN I	Vile, Megan	2	

7. Below the [Elective Subject Area](#), click on the [Request a course](#) link to view the available courses for your grade level. For more information on each course, a link has been provided to the Program of Studies book.

COURSE	REQUESTED BY	PRIORITY	ADDITIONAL INFORMATION	
World Languages Subject Area				
				Request a course
Elective Subject Area				
				Request a course

8. To select the student's highest priority elective course, indicate 1 using the drop down in the priority column. Then click the green **Request This Course** button. A dialog box will appear, please select "OK". Follow the same process to identify four additional elective courses. Each course must be selected individually before moving onto the next request. Be sure to indicate the priority for each course. When you have completed this process, you will see a list like the example below.

Elective Subject Area				
0680	CONCERT CHOIR	Vile, Megan	5	
7004	ART FUNDAMENTALS	Vile, Megan	1	
8140	CLOTHING CONSTRUCTION & FASHION STUDIO I	Vile, Megan	3	
8206	CHILD DEVELOPMENT I	Vile, Megan	2	
8446	COMPUTER ASSISTED DESIGN	Vile, Megan	4	

9. Review your elective choices to make sure that you have selected **FIVE** courses. Freshman will be scheduled for one elective course. The additional elective choices will serve as the alternate courses if needed due to a scheduling conflict.
10. The course selection process is complete when you have selected **TWO** world language courses and **FIVE** elective courses. All requests are automatically saved in Genesis.
11. The parent portal scheduling window will remain open from February **13th-22nd**. If you believe you made an error or if you would like to change a request, you can make the changes using the parent portal until 3:00 PM on February 22nd. To delete a request, select the trash can icon in the far right column and select the new course.
12. Guidance counselors will review your course selections and schedule all students for Physical Education/Health.
13. Tentative student schedules will be available on the parent portal in June 2023. Final schedules for all students will be will be available on the parent portal in September 2023.

Instructions to Change a Recommended Core Course

To add, drop OR change levels of an English, mathematics, science, social studies and world language course go the www.srsd.net to complete the **Recommended Course Change Request Form** (found in the Quick Links section of the homepage). Please note that you will need your child's SRSD login information to access this form. Changes will be reviewed and processed by your child's guidance counselor and will not be reflected in the parent portal.

If you need assistance, please contact your child's middle school guidance counselor.