

Student Instructions for Course Selection

1. Click on the Course Selection Shortcut or go to the website <http://www.bcesis.isw-bc.ca/pa/>
2. Enter your username and password given to you by your Counsellor.
3. Click the **LOGIN** button.

After a successful login you will be switched over from Parent Assistant (PURPLE) to Student Assistant (BLUE)

4. Ignore the Change Password screen and click on the **COURSES** options under Student Update.

The Courses button will appear when you place the cursor over the **STUDENT UPDATE**.

5. Click on the **ADD COURSE** button.

An additional “**ADD COURSES**” window will appear with all the courses available at your school.

See back page for more instructions.

Parent Assistant

Login

LOGIN DETAILS

Username:

Password:

Language: English Spanish French

STEP 2: ENTER your Username and Password.

STEP 3: CLICK the Login button

© Copyright, Administrative Assist

Student Assistant

General Info Student Update **Courses**

Change Password

PASSWORD DETAILS

Password should be between 6 and 10 characters. For increased security, we

Enter new password:

Retype new password:

STEP 4: CLICK on COURSES

© Copyright, Administrative Assist

Courses

DISPLAY DETAILS

Student: Your name is here

STATUS DETAILS

Status Is: **Unapproved**

MESSAGE DETAILS

University Hill Secondary has not read your last message yet

COURSE DETAILS FOR UNIVERSITY HILL SECONDARY

STEP 5: Click the ADD COURSE button

Course Description Code Len

© Copyright, Administrative Assist

- Select your Course Requests by **CLICKING** the box next to each course.
- When you are finished adding courses, click on the **ADD CHECKED COURSES** button.

<input type="checkbox"/>	Add 1	VISUAL ARTS 10: GENERAL	MVAG-10	Full Year Course	Narrative
<input type="checkbox"/>	Add 1	VISUAL ARTS 8	MVA--08	9 Week Course	Narrative
<input checked="" type="checkbox"/>	Add 1	VISUAL ARTS: MEDIA ARTS 11	MVAMT11	Full Year Course	Narrative
<input type="checkbox"/>	Add 1	VISUAL ARTS: MEDIA ARTS 12	MVAMT12	Full Year Course	Narrative
<input checked="" type="checkbox"/>	Add 1	WRITING 12	MWR--12	Full Year Course	Narrative

Return **Add Checked Courses**

© Copyright, Administrative A... 2005-2006. All rights reserved worldwide.

STEP 6: TICK the ADD BOX for courses you wish to select.

STEP 7: CLICK the ADD CHECKED COURSES box when you are finished selecting your courses.

There is an **ADD CHECKED COURSES** button at the top AND bottom of this window.

- Click on the **All Done** button.

COURSE DETAILS FOR UNIVERSITY			
Course Description	Code	Length	Remove
BA PSYCHOLOGY 11	YPSY-11	Full Year Course	Remove
BIOLOGY 11	MBI--11	Full Year Course	Remove
CHEMISTRY 11	MCH--11	Full Year Course	Remove
ENGLISH 11	MEN--11	Full Year Course	Remove
INSTRUMENTAL MUSIC 11: CONCERT BAND	MIMCB11	Full Year Course	Remove
PHYSICAL EDUCATION 11	MPE--11	Full Year Course	Remove
PHYSICS 11	MPH--11	Full Year Course	Remove
PRINCIPLES OF MATHEMATICS 11	MMA--11	Full Year Course	Remove
SOCIAL STUDIES 11	MSS--11	Full Year Course	Remove

Add Course **All Done** **Change School**

STEP 8: CLICK the ALL DONE button when you are finished selecting your courses.

Your Status will change from **UNAPPROVED** to **ALL COURSES ENTERED**.

- Log off** of Student Assistant.

Courses

DISPLAY DETAILS
Student: **Display**

STATUS DETAILS
Status Is: **All Courses Entered**

MESSAGE DETAILS
View New School Message **Send Counsellor Message**

Log Off

STEP 9: CLICK the LOG OFF button.

- In April you will receive a confirmation of your course selections.