



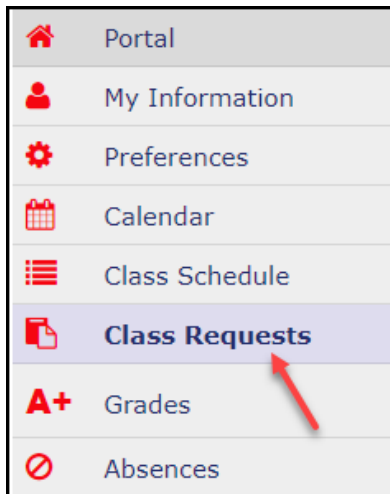
STUDENT INSTRUCTIONS - HOW TO ENTER COURSE REQUESTS

Begin by signing on to your Focus Student Portal.

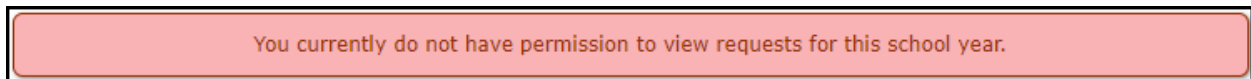
At the top right of your Portal page, change the year to the upcoming school year (i.e. 2021-2022). (The portal turns red to indicate you are not in the current school year).



From the menu on the left, select **Class Requests**.



Note: If you do not change the year on your portal page, you will get the message below.



Your administration makes the decision as to which classes may be requested by students. If you have questions, contact your guidance counselor. Requests can be added two different ways.

Adding Requests Using the Top 'Filter' Field

If you know the title of the course, you may begin typing it in the field and select it from the dropdown.

0 Requests And 0 Alternates
0 Credits And 0 Units

Export Filter: ON

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Elective Priority
	<input type="text" value="2-D"/>			
	M/J 2-D STUDIO ART 2 (0101020)			

Or if you know the course number you can simply type it in the field.

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓
	<input type="text" value="0101020"/>		
	M/J 2-D STUDIO ART 2 (0101020)		

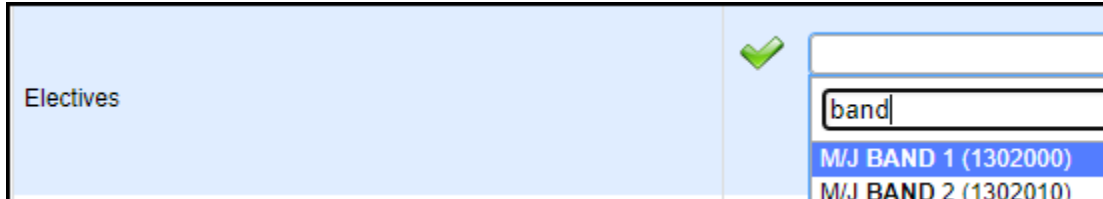
After adding each course, click Enter. For each entry, the line will turn yellow temporarily, indicating the request is added. Repeat this step for each request.

Note: At your school's discretion, you may have the option to prioritize your elective requests. If this is the case, indicate the numeric priority of your choices in the **Elective Priority** column. Priority '1' is considered your main choice. Any number(s) higher than '1' are alternates.

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Elective Priority	T
	<input type="text"/>			<input type="text"/>	
<input type="checkbox"/>	M/J 2-D STUDIO AR... ↓		0101020	1	

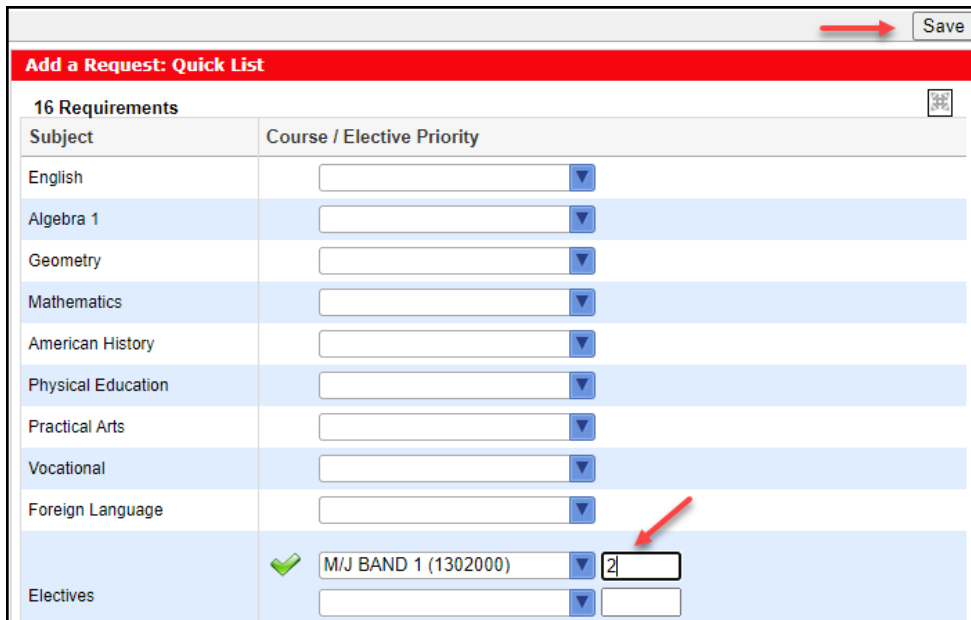
Adding Requests Using Add a Request: Quick List

Under the appropriate heading, begin typing the course title or course number and select it from the dropdown. (The green check indicates that you already selected a course under that category).



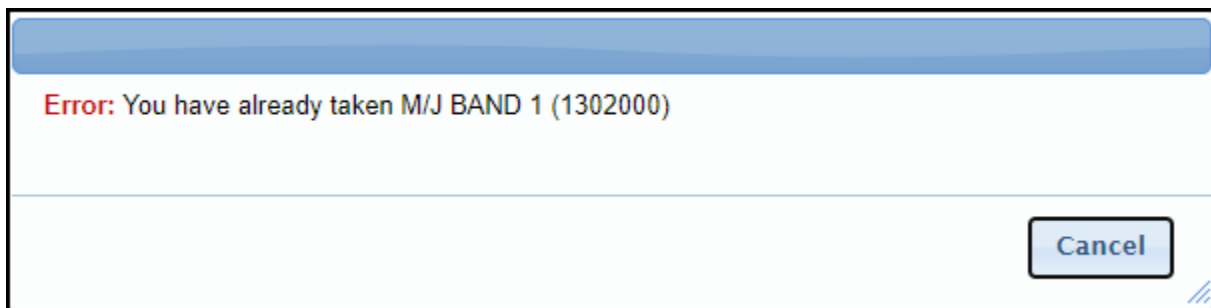
Electives	✓	<input type="text" value="band"/>
		M/J BAND 1 (1302000)
		M/J BAND 2 (1302010)

You may have the option to add elective priority if your school allows it. Click Save.



Subject	Course / Elective Priority
English	<input type="text"/>
Algebra 1	<input type="text"/>
Geometry	<input type="text"/>
Mathematics	<input type="text"/>
American History	<input type="text"/>
Physical Education	<input type="text"/>
Practical Arts	<input type="text"/>
Vocational	<input type="text"/>
Foreign Language	<input type="text"/>
Electives	✓ M/J BAND 1 (1302000) <input type="text" value="2"/>

If the course you selected is one you have already taken, you will get the following message.



Error: You have already taken M/J BAND 1 (1302000)

Cancel

Correct your selection and click Save again. You will now see your request at the top of the page with any other course request(s) you have made.

1 Request And 1 Alternate ←
0.00 Credits And 1.00 Units

Export Filter: ON

<input type="checkbox"/>	Course ↕	Credits ↕	Course # ↕	Elective Priority ↕	Term
<input type="checkbox"/>	<input type="text"/>			<input type="text"/>	
<input type="checkbox"/>	M/J 2-D STUDIO AR... <input type="text"/>	0.00	0101020	1	
<input type="checkbox"/>	M/J BAND 3 (1302020) <input type="text"/>		1302020	2	

Note: If your school allows you to prioritize your electives, priority '1' is considered your main choice. Any number(s) higher than '1' are alternates.

For assistance with your course requests, please contact your Guidance Counselor.