

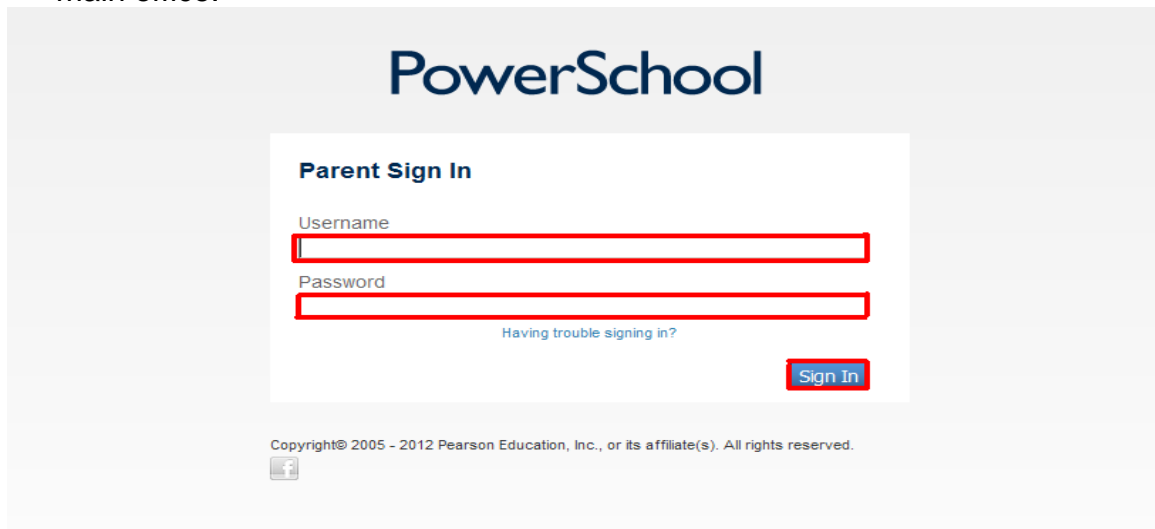
# Instructions for Selecting Electives on the Parent Portal

**Objective:** To assist Students/Parents in selecting their electives for the next school year. Elective selection will be required as follows:

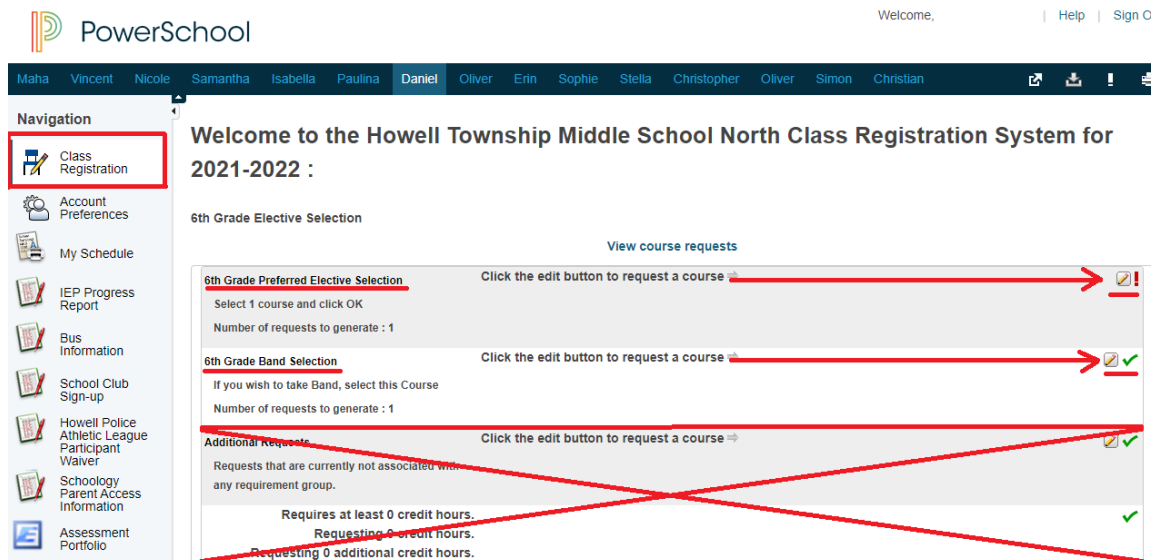
- Current 5<sup>th</sup> grade students must select their 1<sup>st</sup> choice for their “Special Elective” and optionally select a Band course.
- Current 6<sup>th</sup> grade students must select their 1<sup>st</sup> choice for their “Special Elective” and optionally select a Band course.
- Current 7<sup>th</sup> grade students must select their two semester (S1 and S2) “Special Electives” and optionally select a Band course.

## Procedure:

1. Login to the [Parent Portal](#). IT IS RECOMMENDED THAT YOU USE A COMPUTER TO COMPLETE THIS PROCESS as some selection windows might now display on specific phones. If you do not know your username and password for the Parent Portal please contact your school main office.



2. From the Main Page of the Parent Portal, click on Class Registration in the left hand menu.



3. Each Elective Selection will have its own row
4. To select a course click on the Pencil/Edit Icon
5. Select the desired course by clicking on the radio button next to the course name and click OK.

Welcome to the Ardena Elementary School Class Registration System for 2013-2014 :

6th Grade Elective Selection

6th Grade Preferred Special

Select 1 Course and click OK

	Course Name	Number	Credits	Prerequisite Note	Alerts
6th Grade Preferred Special	Art 6	M6701	0		
6th Grade Preferred Special	Computers 6	M6702	0		
6th Grade Preferred Special	Music 6	M6704	0		
6th Grade Preferred Special	Technology 6	M6705	0		

<< first < prev 1 next > last >>

✓ You may select 1 course. You have selected 1 course.

Cancel Okay Submit

6. Repeat the steps 3, 4 and 5 for each Elective row in the Class Registration Screen.
7. When you are finished making your selections, click submit in the bottom right hand side of the Class Registrations Screen.

Welcome to the Howell Township Middle School North Class Registration System for 2021-2022 :

6th Grade Elective Selection

View course requests

6th Grade Preferred Elective Selection	Computers 6	✓
Select 1 course and click OK	M6702 - 0 credits	
Number of requests to generate : 1		
6th Grade Band Selection	Band 6 - Brass	✓
If you wish to take Band, select this Course	M6716 - 0 credits	
Number of requests to generate : 1		
Additional Requests	Click the edit button to request a course =>	✓
Requests that are currently not associated with any requirement group.		
Requires at least 0 credit hours.		✓
Requesting 0 credit hours.		
Requesting 0 additional credit hours.		

Submit