

Course Requests for **Next Year** classes can be entered through HomeLogic.

Important note:

Next Year (NYR) Course Request - Students Access – User Name - CBE ID# and CBE Password

Parent Access - It is necessary for you to have an **existing HomeLogic account** for you to work with your student to complete Course requests for Next Year. Parents if you do not have an account in HomeLogic – follow the steps - **Self Registration to HomeLogic at the web site below**

Instructions for requesting Courses:

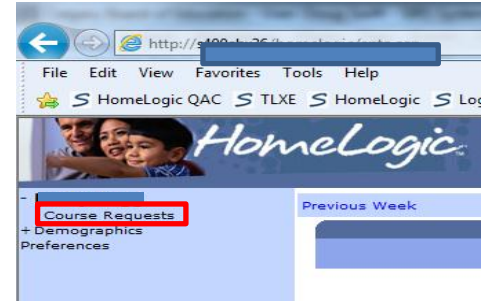
1. Open an internet browser and go to <https://sirswebapps.cbe.ab.ca/HomeLogic>

2. Login to HomeLogic

3. Select Course Request from the menu on the left.

4. Please read the procedure below to understand the process for requesting and submitting particular courses. Detailed explanations of each step are outlined below.

Successful graduation requires students to be enrolled in the appropriate classes. Please engage your child during this process.



Step 1: Selecting Your Primary Requests

A minimum of 0 course units must be selected up to a maximum of 45.

10 Course Units

Saved Requests

Total Course Units or Total Credits Possible for Selected Requests

b. Click in box to select Course Request

To deselect a Course Request - click in the box again and this will remove the check mark

Request	Credit	Course Unit
<input type="checkbox"/> 1034 Math 10 C- AP	5,000	5
<input type="checkbox"/> 1036 Math 10-3 ACL	5,000	5
<input checked="" type="checkbox"/> 1037 Math 10 C	5,000	5
<input type="checkbox"/> 1039 Math 10-3	5,000	5
<input type="checkbox"/> 1040 Math 10-4	5,000	5
<input type="checkbox"/> 1104 English 10-2	5,000	5
<input checked="" type="checkbox"/> 1105 English 10-1	5,000	5
<input type="checkbox"/> 1107 English 10-4	5,000	5
<input type="checkbox"/> 1108 Creat Writing 15	5,000	5
<input type="checkbox"/> 1110 Reading 15 (5 cr)	5,000	5
<input type="checkbox"/> 1150 Social 10-1	5,000	5
<input type="checkbox"/> 1151 Social 10-2	5,000	5
<input type="checkbox"/> 1152 Social 10-4	5,000	5
<input type="checkbox"/> 1270 Science 10	5,000	5
<input type="checkbox"/> 1288 Science 14	5,000	5
<input type="checkbox"/> 1289 Science 10-4	5,000	5
<input type="checkbox"/> 1290 Science 14 ACL	5,000	5
<input type="checkbox"/> 1309 French 10	5,000	5
<input type="checkbox"/> 1345 Spanish 10	5,000	5
<input type="checkbox"/> 1403 Art 10/11 (6)	6,000	6
<input type="checkbox"/> 1410 Drama 10	5,000	5
<input type="checkbox"/> 1413 Dance 15	5,000	5
<input type="checkbox"/> 1415 Musical Theatre 15	5,000	5

Next Reset Close

Step 2: Verifying your Requests

Requests for My Grade

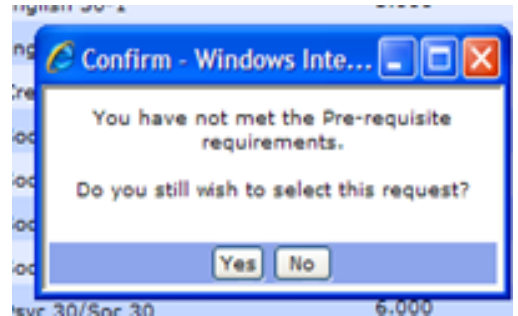
All Requests

a. Select All Requests

Procedure:

- a. Ensure "All requests" is selected on the right to display all courses offered.
- b. Click in the box beside the desired course to select it for request. (Clicking again will remove the checkmark)

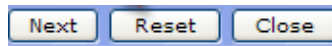
- C. Either a check mark or a popup message will appear.
- A checkmark indicates that the course request is ready for submission.
 - If a message box pops up this will indicate that the pre-requisite requirements to take this class have not been met. Choosing Yes or No is necessary at this point.
 - Yes - the prerequisite to the course request selected is currently being taken. For example: currently enrolled in English 20-1 and selected English 30-1
 - No - the prerequisite to take this course has not been completed. The check mark will not display and you need to choose a different course request.



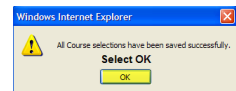
Note: Students cannot receive credit for courses for which they have not successfully taken the prerequisite. Even though it is possible in the program to select Yes and submit the request for the course, the student will not be eligible for credit. Only select courses without the necessary prerequisites if you have the school's permission.

As you add courses to the request, the Course units will change in the top left corner of the window. This number represents the number of possible credits available for the courses selected.

- d. Once you have selected the courses you would like to request, there are three buttons to choose at the bottom of the window.

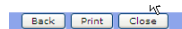


- Choosing the **Next** button at the bottom of the window will submit your choices. A message will appear informing you that your course selections have been saved successfully – Select OK
- Choosing the **Reset** button will reset the current selections. (Previously submitted selections will not be affected).
- Choosing the **Close** button will close this window. No changes will be made.

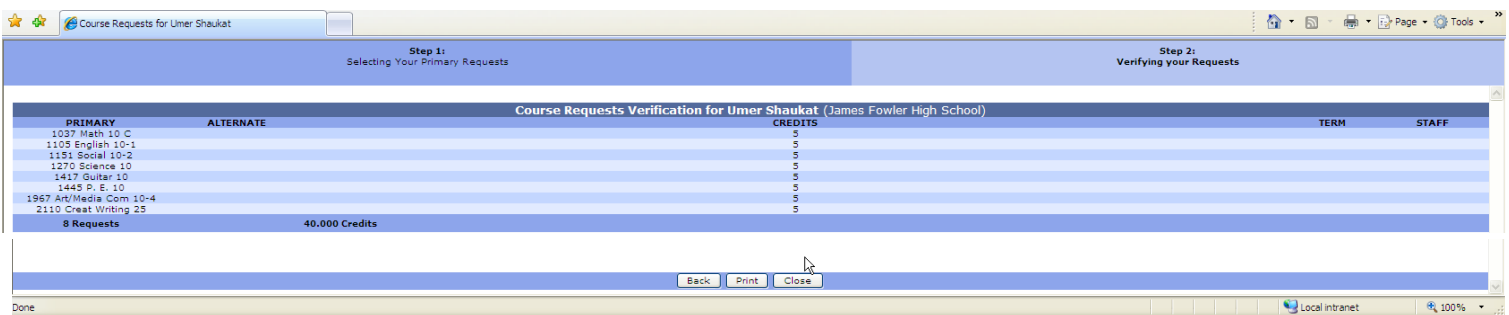


- e. Once you have successfully saved your Course selections, the following screen will appear. This Verification screen will confirm your choices.

- f. Once you have verified the courses you would have requested, there are three buttons to choose at the bottom of the window.



- Choosing the **Back** button will allow you to return to the Selection screen
- Choosing the **Print** button will allow you to create a printout of your selections for your records.
- Choosing the **Close** button will close this window.



Revisiting Course Requests

Each time you use HomeLogic, you will be able to select Course requests to view the saved Course Requests.

Follow the procedures outlined above to submit request changes.

Step 1: Selecting Your Primary Requests

A minimum of 8 course units must be selected up to a maximum of 45.

Saved Requests

- 1037 Math 10 C (5)
- 1105 English 10-1 (5)
- 1151 Social 10-2 (5)
- 1270 Science 10 (5)
- 1417 Guitar 10 (5)
- 1445 P. E. 10 (8)
- 1967 Art/Media Com 10-4 (5)
- 2110 Creat Writing 25 (5)

Each time you enter the Course requests area, you will see a list of Saved Requests.

To change any Saved Requests, remove the checkmark from the course request list

To make changes, follow step 3 in the instructions section

Request	Credit	Course Unit
<input type="checkbox"/> 1034 Math 10 C- AP	5.000	5
<input type="checkbox"/> 1036 Math 10-2 ACL	5.000	5
<input checked="" type="checkbox"/> 1037 Math 10 C	5.000	5
<input type="checkbox"/> 1039 Math 10-3	5.000	5
<input type="checkbox"/> 1040 Math 10-4	5.000	5
<input type="checkbox"/> 1104 English 10-2	5.000	5
<input checked="" type="checkbox"/> 1105 English 10-1	5.000	5
<input type="checkbox"/> 1107 English 10-4	5.000	5
<input type="checkbox"/> 1108 Creat Writing 15	5.000	5
<input type="checkbox"/> 1110 Reading 15 (5 or)	5.000	5
<input type="checkbox"/> 1150 Social 10-1	5.000	5
<input checked="" type="checkbox"/> 1151 Social 10-2	5.000	5
<input type="checkbox"/> 1152 Social 10-4	5.000	5
<input checked="" type="checkbox"/> 1270 Science 10	5.000	5
<input type="checkbox"/> 1288 Science 14	5.000	5
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<input type="checkbox"/> 1403 Art 10/11 (6)	6.000	6
<input type="checkbox"/> 1410 Drama 10	5.000	5
<input type="checkbox"/> 1413 Dance 15	5.000	5
<input type="checkbox"/> 1415 Musical Theatre 15	5.000	5
<input checked="" type="checkbox"/> 1417 Guitar 10	5.000	5
<input type="checkbox"/> 1420 Music 10 Vocal Stud	5.000	5
<input type="checkbox"/> 1421 Concert Choir 15	5.000	5
<input type="checkbox"/> 1425 Music 10 - Instr	5.000	5
<input type="checkbox"/> 1426 Concert Band 15	5.000	5
<input type="checkbox"/> 1431 Music Jazz Band 15	5.000	5
<input type="checkbox"/> 1433 Music Vocal Jazz	5.000	5
<input checked="" type="checkbox"/> 1445 P. E. 10	5.000	5
<input type="checkbox"/> 1498 Legal St Intro	0.000	5
<input type="checkbox"/> 1601 Comp App 10 Intro	0.000	5
<input type="checkbox"/> 1609 Persuasive Rtr Intro	0.000	5

Use the scrollbar to navigate through the entire Course Request list

Step 2: Verifying your Requests

Requests for My Grade
 All Requests

Next Reset Close

NOTE: Once the school closes Course Request entry in HomeLogic – you will see the final request selection with total credits possible. This will be a Read Only screen. You can print this screen using the Print button.

Course requests are not available at this time. Please contact the school for more information.

PRIMARY	ALTERNATE	CREDITS	TERM	STAFF
1037 Math 10 C		5		
1105 English 10-1		5		
1151 Social 10-2		5		
1270 Science 10		5		
1417 Guitar 10		5		
1445 P. E. 10		5		
1967 Art/Media Com 10-4		5		
2110 Creat Writing 25		5		
8 Requests		40.000 Credits		

Contact the school for any changes, questions, or concerns you have.