

Please log into your parent portal account. IF you do not have a parent portal account, please contact your school you are currently attending. On the left-hand side of your screen at the bottom, select More. Then select Course Registration. Then select the school showing.

The screenshot shows a dark sidebar menu on the left and a white main menu on the right. The sidebar menu items are: Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Reports, Message Center, and More. A red arrow points to the 'More' item. The main menu is titled 'More' and contains the following items: Address Information, Assessments, Course Registration, Demographics, Family Information, Health, Important Dates, Lockers, Transportation, and Parking Permit. A red arrow points to the 'Course Registration' item.

The screenshot shows a page with a back arrow and the text '< Back' at the top left. Below this is a large white box with the title 'Course Registration Enrollments'. Underneath the title, the text 'Forsyth High School' is displayed, followed by a right-pointing chevron arrow.

The next screen to appear will show you the courses your student has been recommended for next year. These will be listed under the title "Required". You will also notice at the top of the screen percent complete bar and Units (xx/xx). Each course is comprised of units. Normally, a yearlong course equals 10 units and a semester course equals 5 units. You will be able to select Elective courses until you reach the maximum of 70 units. All courses requested after the 70 units will be Alternate Courses.

At the bottom of the screen is a blue box – Add Course. Select this box.

The screenshot shows a user interface for course requests. At the top left is a back arrow and the text "Back". Below this is a progress indicator showing "71% complete" with a yellow bar and a red arrow pointing to it. To the right of the bar is the text "Units: 50/70" with a red arrow pointing to it. The main section is titled "Course Requests" and contains a table with two columns: "COURSE NAME" and "UNITS". A red oval highlights a "REQUIRED" button in the header row. The table lists several courses with their respective unit counts and right-pointing arrows. At the bottom left, there is a blue "Add Course" button with a red arrow pointing to it, and a "Print" link next to it.

COURSE NAME	UNITS
Advanced Composition 10305y	10 >
Calculus 20315y	10 >
American Government 40005s	5 >
Economics 40205s	5 >
Mastery Band IV 801765y	10 >
Forensic Science 30445y	10 >

The next screen after selecting Add Course will list all elective course options.

If you know the course number or course name you can type it in the search bar OR if you see it listed, select the arrow next to the course name.

< Back

71% complete Units: 50/70

Add Course

SEARCH COURSES Q

ACTION	COURSE NAME	UNITS
+ >	Basic Agricultural Science 700105y	10
+ >	Food Nutrition and Wellness 702105y	10
+ >	General PE I 60065y	10
+ >	Intro To Digital Media 703305y	10
+ >	Intro to Digital Technology 708205y	10
+ >	Marketing Principles 702745y	10
+ >	Psychology 40305s	5
+ >	Sociology 40315s	5

A new screen will appear – IF you see Course History listed, this means the student has already taken or is currently taken the course. Do not select the course. Select back and make another choice.

< Back

71% complete Units: 50/70

708205y - Intro to Digital Technology

Course Average - Career Tech Credits: 1.000
Units: 10
No course description.

Course History ←

Year: 2019-2020
Grade: 11
Term:
Score:

Year: 2019-2020
Grade: 11
Term:
Score: 95

If you do not see Course History listed, then you can select either Add Request or Add Alternate at the bottom. You will only select Alternate when the units shown at the top reach 70/70

< Back

71% complete Units: 50/70

702745y - Marketing Principles

Course Average - Career Tech Credits: 1.000
Units: 10
No course description.


Add Request Add Alternate

Once you selected the course, it will put a red X next to that course. If you selected the course in error or would like to change your select, just select the course again and a pop-up screen will appear asking if you would like to delete the course request.

< Back

86% complete Units: 60/70

Add Course

Search Courses 

ACTION	COURSE NAME	UNITS
+	Basic Agricultural Science 700105y	10 >
+	Food Nutrition and Wellness 702105y	10 >
+	General PE I 60065y	10 >
+	Intro To Digital Media 703305y	10 >
⊗	Intro to Digital Technology ← REQ 708205y	10 >
+	Marketing Principles 702745y	10 >
+	Psychology 40305s	5 >
+	Sociology 40315s	5 >

Delete Request ×

Would you like to delete this course request?

Intro to Digital Technology
708205y

Once you have selected enough courses - the completion bar at the top is 100% complete – you need to select at least 1 alternate course. You will follow the same procedure you did when select your elective request except you will choose alternate.

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100% complete Units: 70/70

60065y - General PE I

Course Average - Elective OR CORE Elective Credits: 1.000
Units: 10
No course description.

Add Request Add Alternate

A blue arrow points to the 'Add Alternate' button.

Once that is complete select the Back arrow at the top. This will bring you back to the main screen and show you all courses requested and your alternates. You have the option to make any corrections then select the print button at the bottom.

100% complete Units: 70/70

Course Requests

COURSE NAME	UNITS
REQUIRED	
Advanced Composition 10305y	10
Calculus 20315y	10
American Government 40005s	5
Economics 40205s	5
Mastery Band IV 801765y	10
Forensic Science 30445y	10
REQUESTS	
Marketing Principles 702745y	10
Psychology 40305s	5
Sociology 40315s	5
ALTERNATES	
Food Nutrition and Wellness 702105y	10

Add Course Print

Red arrows point to the 'REQUIRED', 'REQUESTS', and 'ALTERNATES' section headers, and the 'Print' button.