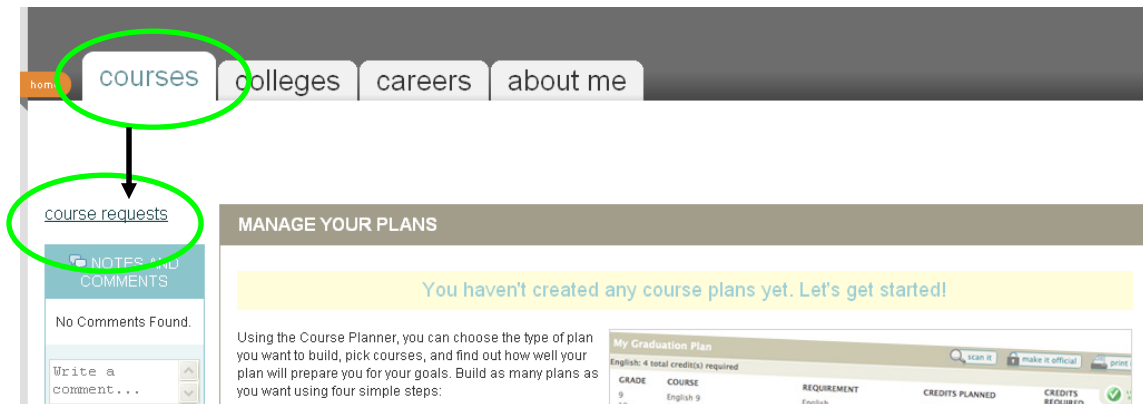


1. Getting Started — *Accessing the Website*

- A. Using your web browser go to <http://Connection.Naviance.com/PalosVerdes>
(a Link is also available through the school website)
- B. Log In
- C. From the Welcome page, click on the **Courses** Tab near the top of the screen.
- D. Click on **Course Requests** to open your scheduling information.



2. Navigating — *My Course Requests*

The screenshot shows the 'my course requests for grade 12' page. A pink box points to a 'Browse courses' button with the text: 'A brief description of each course, noting the subject requirement it fulfills. Search by Course title or by subject requirement.' A yellow box points to a list of recommended courses: 'Calculus AB AP', 'English 4', and 'Spanish Language AP', with the text: 'Lists course recommendations made by your current English, Math, and Foreign Language teachers. Recommendations are not defaulted into your course requests, so please make sure to select the courses in the corresponding subject area. Please see **Selecting Courses** below.' A red box points to the 'Current Status: In Progress' text, with the text: 'The Course Request status has three levels: 1) **In Progress** will show while you are still planning/deciding/reviewing your schedule. 2) **Pending Approval** you completed your course requests and selected the 'submit for approval' button at the bottom of the screen--ready for the counselor to review your requests. 3) **Approved** will appear after the counselor has reviewed your requests.'

(Please turn over to continue)

3. Selecting Courses


Under each course menu option **use the drop down to select the course.**

- If you wish **to take more than one course from a menu** use the Additional Course Menus at the bottom of the webpage.
- **Most courses are year long unless noted.** Please select semester classes in pairs (Fall & Spring) {example: *Psychology (Fall)*, *Dev Sports Med (Spring)*}.
- If you **do NOT want a zero period** be sure to select "No Class Zero" under the No Class/Period Menu. If you do **NOT mark a preference, you may receive a zero** or sixth period that you did not want. You may select more than one option here.
- **Want to take a different course than was recommended for you?**
If you are currently taking English, Math, or Foreign Language, your teacher has recommended the next course you should take. If you wish to take a course that you were not recommended for or do not meet the prerequisite:
 - A. Fill out a *Request for Placement* form (available in the Counseling Office) in the Document Library in the 'From Your School' Menu for each applicable subject. Select Scheduling Option and the *Request for Placement* document **and**
 - B. Under the Request For Placement(s) Menu identify all subjects that you will file a Request For Placement Form in.

4. Checking for Errors

When you have finished selecting your courses, use the button **SAVE AND VALIDATE YOUR REQUESTS.** Validation Alerts/Warnings/Errors may appear and will need to be corrected before continuing to step 5.

Additional Course 6
(select course) 

Administrative Request 1
(select course) 

Step 4 →

Save and Validate Requests

Your requests have been saved and validated. If you have completed your course selection, please click the button below to submit them for final approval.

Step 5 →

Submit For Approval

5. Submit for Approval

- A. When you have cleared Validation alerts/errors and you are ready for your counselor's review **SUBMIT FOR APPROVAL.**
- B. **Please return the completed and signed "Scheduling Worksheet" page, that was mailed home, to your counselor when you meet with him/her during your English class on the following dates: Juniors 4/15 & 4/18, Sophomores 4/19 & 4/20, and Freshmen 4/21 & 4/22.**
- C. Attach any necessary, completed *Request For Placement* forms.

What now? The counselor will review your course requests. The current status will continue to appear on this webpage. Course requests will be "Pending Approval" until "Approved" by the counselor. Counselors will meet individually with each student in April to review his/her course requests.