

MYED

COURSE SELECTION INSTRUCTIONS

FOR GRADE 12

STEP 1: LOG INTO MYED STUDENT PORTAL

Go to <https://myeducation.gov.bc.ca/aspen/logon.do>

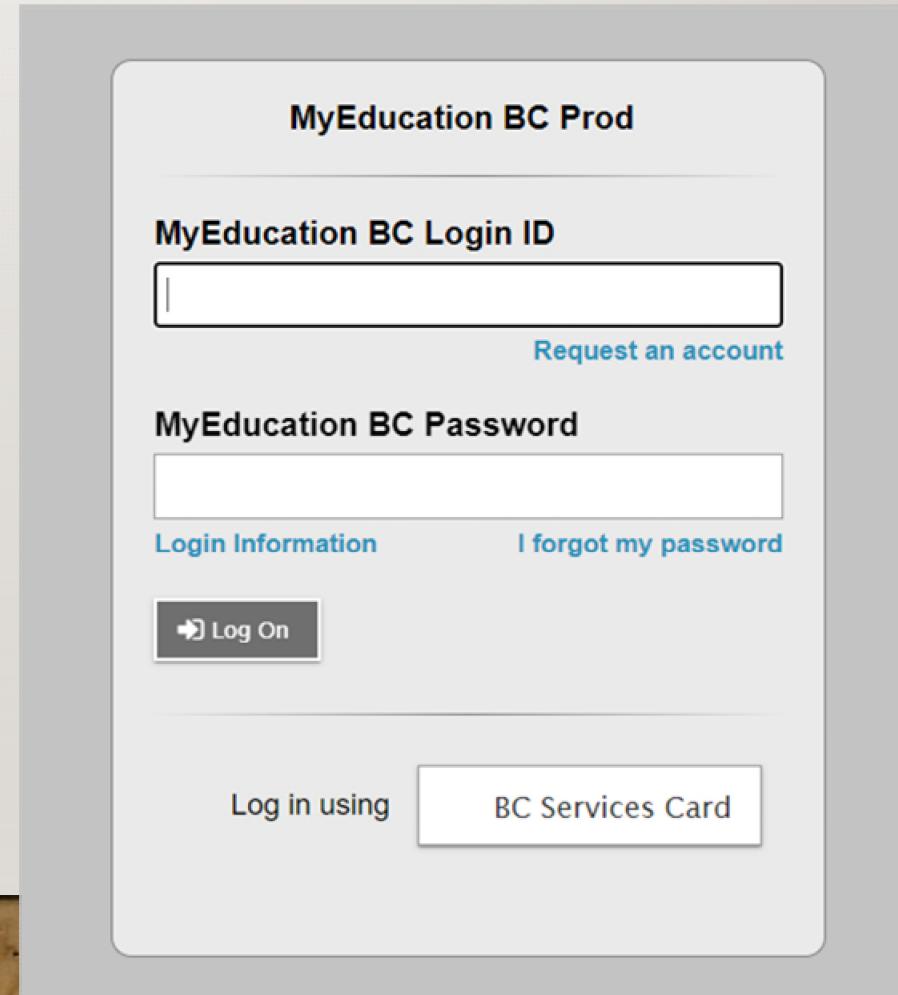
Login ID: full Belmont student number

Forgotten Password?

- enter your LOGIN ID and click “I forgot my password”.
- A new temporary password will be emailed to you.

Disabled Account?

- Email: belmontmyedportsupport@sd62.bc.ca for assistance. Be sure to include your first and last name, and your full student number.

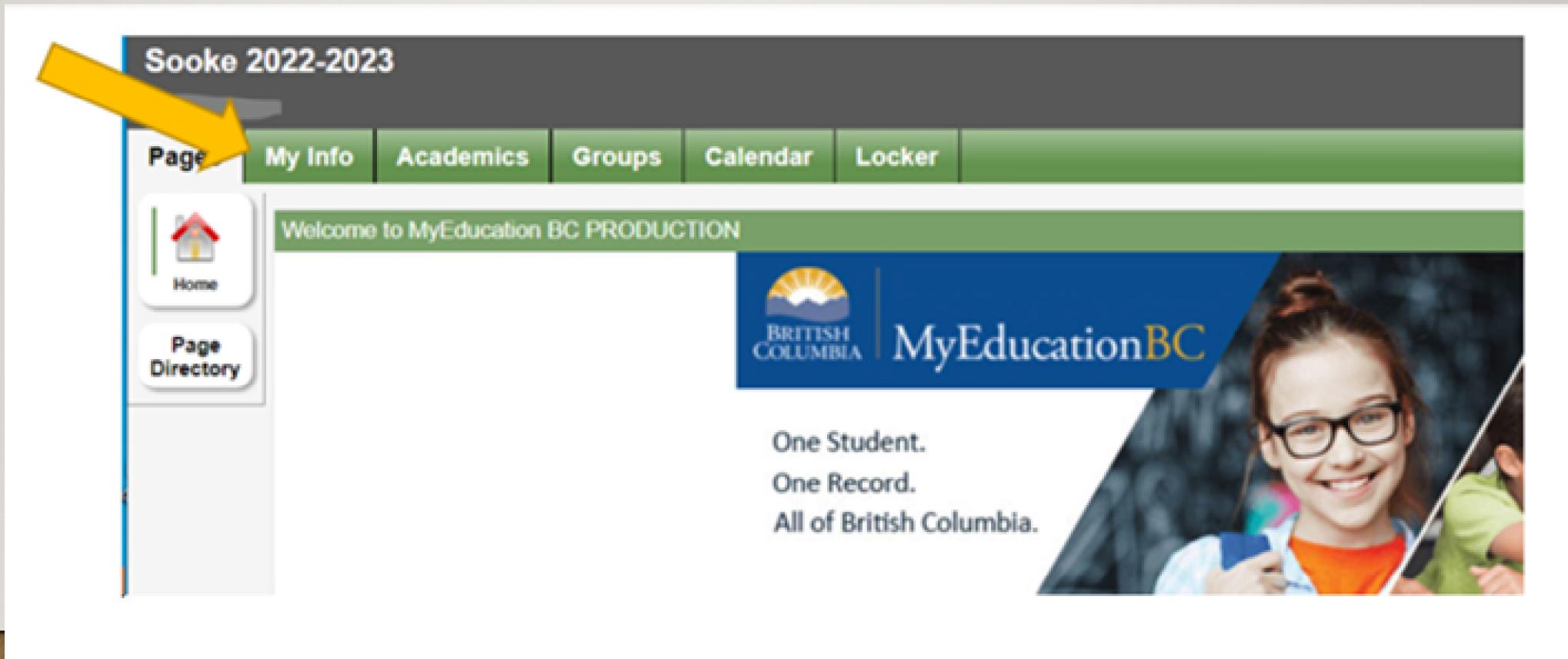


The image shows the MyEducation BC Prod login interface. At the top, it says "MyEducation BC Prod". Below that is a "MyEducation BC Login ID" input field with a placeholder "Enter your login ID" and a "Request an account" link. Underneath is a "MyEducation BC Password" input field. At the bottom of the form, there are links for "Login Information" and "I forgot my password", and a "Log On" button. Below the form, there are links for "Log in using" and "BC Services Card".

ONCE LOGGED IN YOU WILL SEE THIS PAGE

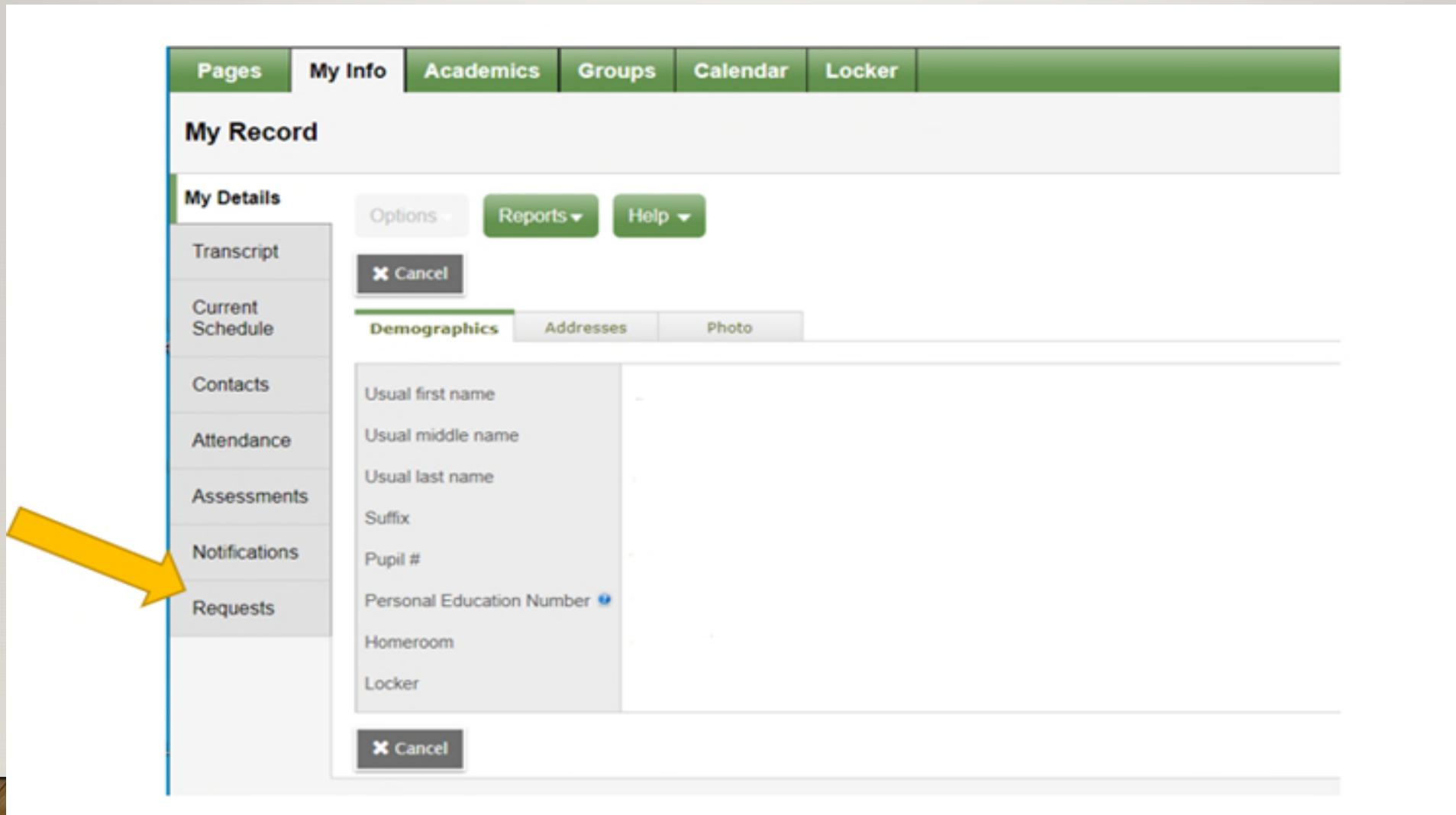
(If using a phone – need to click “view full site”)

Click the “My Info” tab



The image shows a screenshot of the MyEducation BC production website. At the top, there is a dark grey header bar with the text "Sooke 2022-2023" on the left. Below this is a green navigation bar with the following tabs: "Page" (which has a yellow arrow pointing to it), "My Info", "Academics", "Groups", "Calendar", and "Locker". To the left of the main content area, there is a sidebar with two buttons: "Home" (with a house icon) and "Page Directory" (with a document icon). The main content area has a green header bar with the text "Welcome to MyEducation BC PRODUCTION". Below this, there is a blue footer bar with the "BRITISH COLUMBIA" logo and the text "MyEducationBC". To the right of the footer, there is a large photo of a smiling young girl wearing glasses. Below the photo, the text "One Student. One Record. All of British Columbia." is displayed. The entire website is set against a background of a wooden floor.

NEXT: CLICK THE “REQUESTS” BUTTON (ON THE LEFT SIDE MENU)



THE NEXT SCREEN WILL BEGIN WITH SOME INSTRUCTIONS FOR THE GRADE YOU ARE GOING INTO.

Please read carefully, then begin to scroll down.

Instructions

Grade 12 Course Selection

Select any mandatory Grade 10 or 11 courses that you have not yet successfully completed so that you may graduate on time and with your peers.

Grade 12 students **must** select the following courses:

- English Language Arts 12
- Career Life Connections (automatically enrolled)
- 3 additional Grade 12 courses - connect with counsellors

Grade 12 students **must also** select:

- 3 primary electives (for a total of 8 courses inside the timetable) and
- 2 alternate electives (in case primary elective choices cannot be scheduled)

Note:

Each post-secondary institution/program lists **specific course pre-requisites**

Please note that it is **your responsibility** to:

- Ensure that your choices align with your future plans.
- Review the 'Credit Requirements', found on Page 5, of our [Grade 10 - 12 Course Selection Booklet](#) with your parents.
- If there is a course that you want but cannot select, leave a note in the 'Notes for counsellor' section.

Primary requests

Click here to enter any required grade 10 or 11 courses you did not pass or still need to take.

Choose ONE (1) Career Life Education course.

Choose ONE (1) English 11 course.

ELL – Only for ELL students

See slide # 8

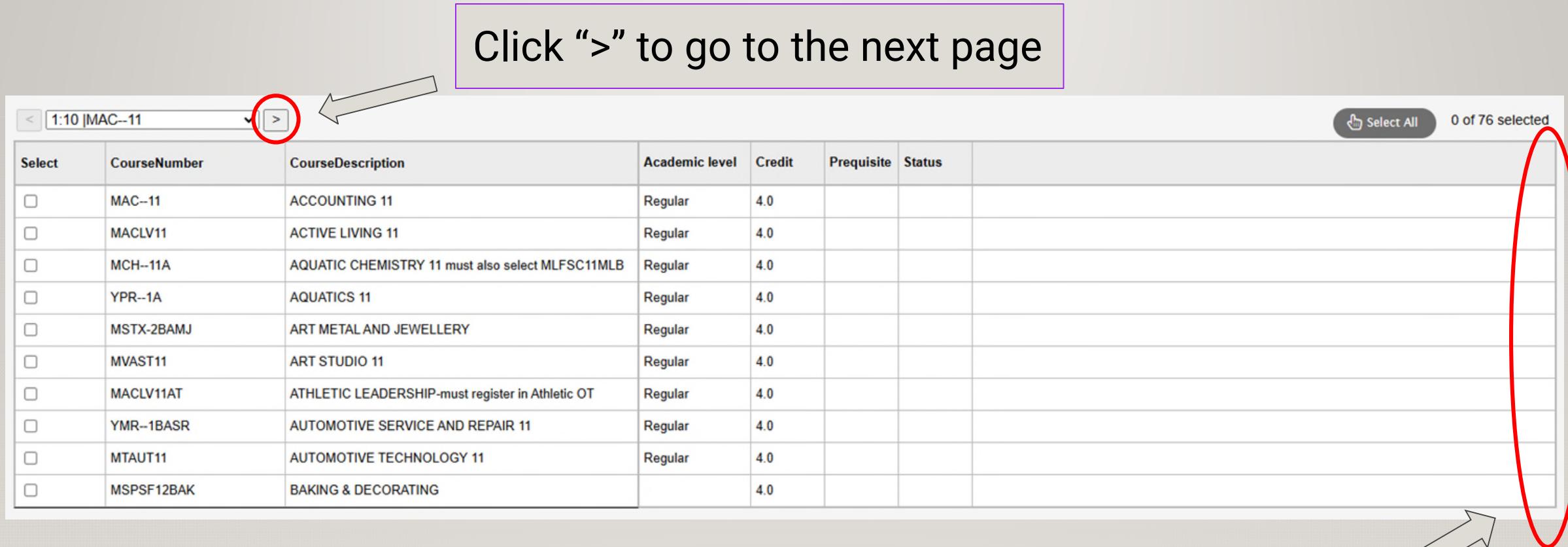
See slide # 9

	Subject area
	 Select... Missing Grad Requirements
	 Select... Career Education
	 Select... English Language Arts
	 Select... ELL
	 Select... Electives
	 Select... Camosun College Courses
	 Select... Electives: Choice Prgm
	 Select... Electives: Outside TT Optional / extra courses - See slide # 10

All sections must have a combined total of 8 classes.

Under “Electives” tabs, click through the pages and select your top choices for electives, then click “ok” at the bottom.

Click “>” to go to the next page



Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status
<input type="checkbox"/>	MAC-11	ACCOUNTING 11	Regular	4.0		
<input type="checkbox"/>	MACLV11	ACTIVE LIVING 11	Regular	4.0		
<input type="checkbox"/>	MCH-11A	AQUATIC CHEMISTRY 11 must also select MLFSC11MLB	Regular	4.0		
<input type="checkbox"/>	YPR-1A	AQUATICS 11	Regular	4.0		
<input type="checkbox"/>	MSTX-2BAMJ	ART METAL AND JEWELLERY	Regular	4.0		
<input type="checkbox"/>	MVAST11	ART STUDIO 11	Regular	4.0		
<input type="checkbox"/>	MACLV11AT	ATHLETIC LEADERSHIP-must register in Athletic OT	Regular	4.0		
<input type="checkbox"/>	YMR-1BASR	AUTOMOTIVE SERVICE AND REPAIR 11	Regular	4.0		
<input type="checkbox"/>	MTAUT11	AUTOMOTIVE TECHNOLOGY 11	Regular	4.0		
<input type="checkbox"/>	MSPSF12BAK	BAKING & DECORATING		4.0		

Depending on the device you’re using, there may be a few more options below the screen, so please **hold the cursor over the right side border to activate the slide bar** to reveal a few more classes on that page.

CAMOSUN COLLEGE COURSES (DUAL CREDIT)

These courses
require an
application.
**see the Career
Centre for more
information.

Select	CourseNumber	CourseDescription
<input type="checkbox"/>	MACC-12DC	ACCOUNTING 12 DUAL CREDIT
<input type="checkbox"/>	MATPH12DC	ANATOMY AND PHYSIOLOGY 12 DUAL CREDIT
<input type="checkbox"/>	MCALC12DC	CALCULUS 12 DUAL CREDIT
<input type="checkbox"/>	MENST12DC	ENGLISH STUDIES 12 DUAL CREDIT
<input type="checkbox"/>	YBMO-2BDC	MARKETING 12 DUAL CREDIT
<input type="checkbox"/>	YPSYC2ADC	PSYCHOLOGY 12 DUAL CREDIT

OK

Cancel

ELECTIVES: CHOICE PROGRAMS

- Click the box next to the class(es) you are want to request.
- Then click “OK”

Select	CourseNumber	CourseDescription
<input type="checkbox"/>	YPA--2AAVD	AVID 12
<input type="checkbox"/>	MFTCD12BAS	BASEBALL ACADEMY 12
<input type="checkbox"/>	YHRA-2BRC	CLIMBING ACADEMY 12
<input type="checkbox"/>	YHRA-2CHOC	HOCKEY ACADEMY 12
<input type="checkbox"/>	MODED12LS	OUTDOOR LEADERSHIP 12 ACADEMY
<input type="checkbox"/>	MFTCD12SOF	SOFTBALL ACADEMY 12

OK Cancel

Reminder – these courses count as 2 electives each and will need a separate application submitted. Click [Academies](#) or [AVID](#) for more information.

ELECTIVES: OUTSIDE THE TIMETABLE (OPTIONAL)

- Click the box next to the class(es) you are want to request.
- Then click “OK”

Select	CourseNumber	CourseDescription
<input type="checkbox"/>	YCPA-2AATO	ATHLETIC LEADERSHIP 12 OTT
<input type="checkbox"/>	MIMCB12Y	CONCERT BAND 12 OTT
<input type="checkbox"/>	MCMCC12Y	CONCERT CHOIR 12 OTT
<input type="checkbox"/>	MDNC-12	DANCE CHOREOGRAPHY 12 OTT
<input type="checkbox"/>	YVPA-2LDR	DRUMLINE 12 OTT
<input type="checkbox"/>	MFTCD12AOT	FITNESS AND CONDITIONING 12: ATHLETE TRAINING OTT
<input type="checkbox"/>	YCPA-2CGRA	GRAD LEADERSHIP 12 OTT
<input type="checkbox"/>	YCPA-2ALEA	LEADERSHIP 12 OTT
<input type="checkbox"/>	MMUCM12	MARCHING BAND 12 (CONTEMPORARY) OTT
<input type="checkbox"/>	MMUTH12	MUSICAL THEATRE 12 OTT

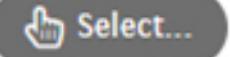
OK

Cancel

These are OPTIONAL, EXTRA courses you can choose to take. They run before and/or after school on certain days.

ALTERNATE ELECTIVE

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description
 Select...	Alternate Electives		

You will **NOT** get all of your 1st choice electives, so **please enter 2 or more different alternate electives.**

- entering the same course(s) in both 'elective' and 'alternate' sections will **NOT** guarantee you will get the course.
- not entering any alternates will **NOT** guarantee you will get only your 1st choices.

All that does it let the computer system put you into whatever course has space, and you may be stuck with it. Therefore, you only help yourself by entering 2 or more different alternate electives.

NOTES FOR YOUR COUNSELLOR

IF there's anything your counsellor needs to know when adjusting your timetable for next year – please type it in this section.

For Example:

- I'm taking Construction TASK in semester 2
- I plan to take _____ in the summer
- Some other electives I would like are _____, _____

❖ please don't put "make sure I have classes with (a specific teacher) or (your friend's name here)" We are not able to make those accommodations.

Notes for counsellor

Once you've made your selections in each of the appropriate categories,

Then click “Post” to submit your course selection.

 Select...	Music
 Select...	Technology Education
 Select...	Specialty Recreation Sport
 Select...	Outside of the Timetable
 Select...	Academies

Alternate requests

	Subject area
 Select...	Alternative Electives

Notes for counsellor



Last posted time: Approved time:

Once you click “POST” - if you did it correctly, you will see a green pop-up box with a green check mark.



If not done correctly, or missing something, you will see a red pop-up box with a red X.

- Check at the top of the page – it should say “8 primary, 2 alternates”
- If more – then delete an elective
- If less – then add an elective



2025-2026 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

Instructions

YOU CAN MAKE CHANGES
TO COURSE REQUESTS
UNTIL WINDOW CLOSES.

IF YOU MAKE ANY CHANGES – MAKE SURE TO ALWAYS CLICK ‘**POST**’ EACH
TIME – TO SAVE THE UPDATED REQUESTS.

ONCE THE REQUEST WINDOW IS CLOSED, YOU HAVE TO GO TO YOUR COUNSELLOR TO MAKE CHANGES.

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE CONTACT YOUR COUNSELLOR.

Students with LAST names starting with:	Counsellor (click name to book appointment)	Email
A – E	<u>Todd Robertson</u>	<u>TRobertson@sd62.bc.ca</u>
F – L	<u>Michele Kiefert</u>	<u>mkiefert@sd62.bc.ca</u>
M-P	<u>Sheyla Beattie</u>	<u>sbeattie@sd62.bc.ca</u>
Q – Z	<u>Rachael Sandberg</u>	<u>rsandberg@sd62.bc.ca</u>