Walkthrough for Requesting Courses in HomeLogic.

Calgary Board of Education

SchoolLogic student management system

Course Requests for *Next Year* classses 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

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

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.

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.
  o 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
  o 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.
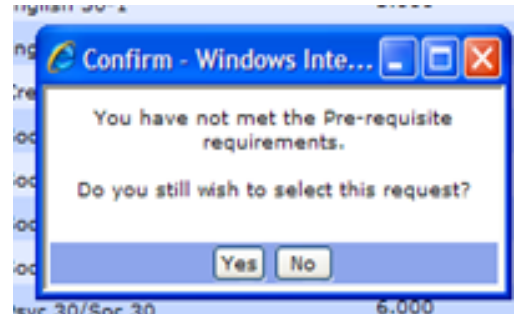
Note: Students cannot receive credit for courses for which they have not successfully taken the prerequisite. Even though it is possible in the program to select Yes and submit the request for the course, the student will not be eligible for credit. Only select courses without the necessary prerequisites 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.
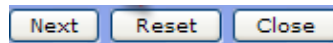
- Choosing the **Next** button at the bottom of the window will submit your choices. A message will appear informing you that your course selections have been saved successfully – Select OK
- Choosing the **Reset** button will reset the current selections. (Previously submitted selections will not be affected).
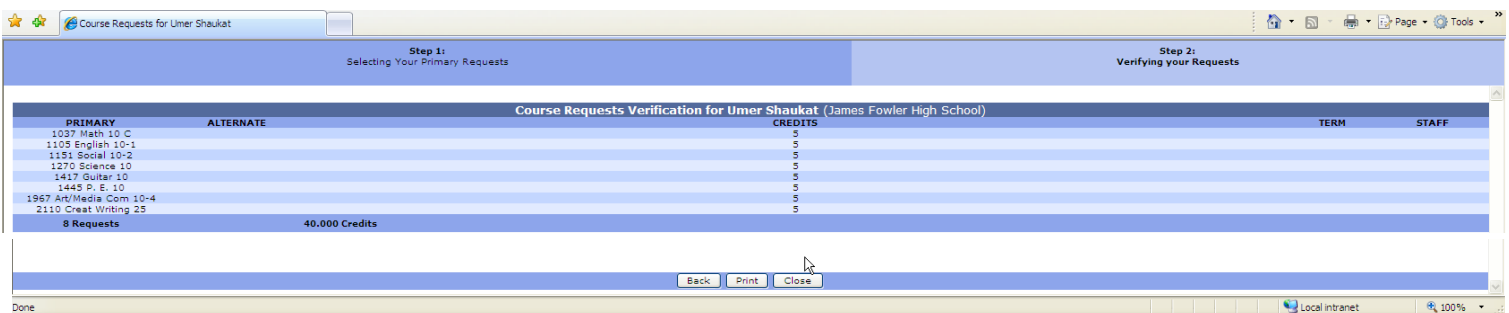- Choosing the **Close** button will close this window. No changes will be made.
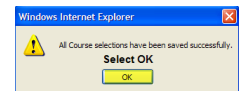
e. Once you have successfully saved your Course selections, the following screen will appear. This Verification screen will confirm your choices.

f. Once you have verified the courses you would have requested, there are three buttons to choose at the bottom of the window.
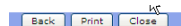
- Choosing the **Back** button will allow you to return to the Selection screen
- Choosing the **Print** button will allow you to to create a printout of your selections for your records.
- Choosing the **Close** button will close this window.

	Step 1: Selecting Your Primary Requests		Step 2: Verifying your Requests

Course Requests Verification for Umer Shaukat (James Fowler High School)

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			

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.

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.

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