

# How to Complete your Course Selection on MyEd

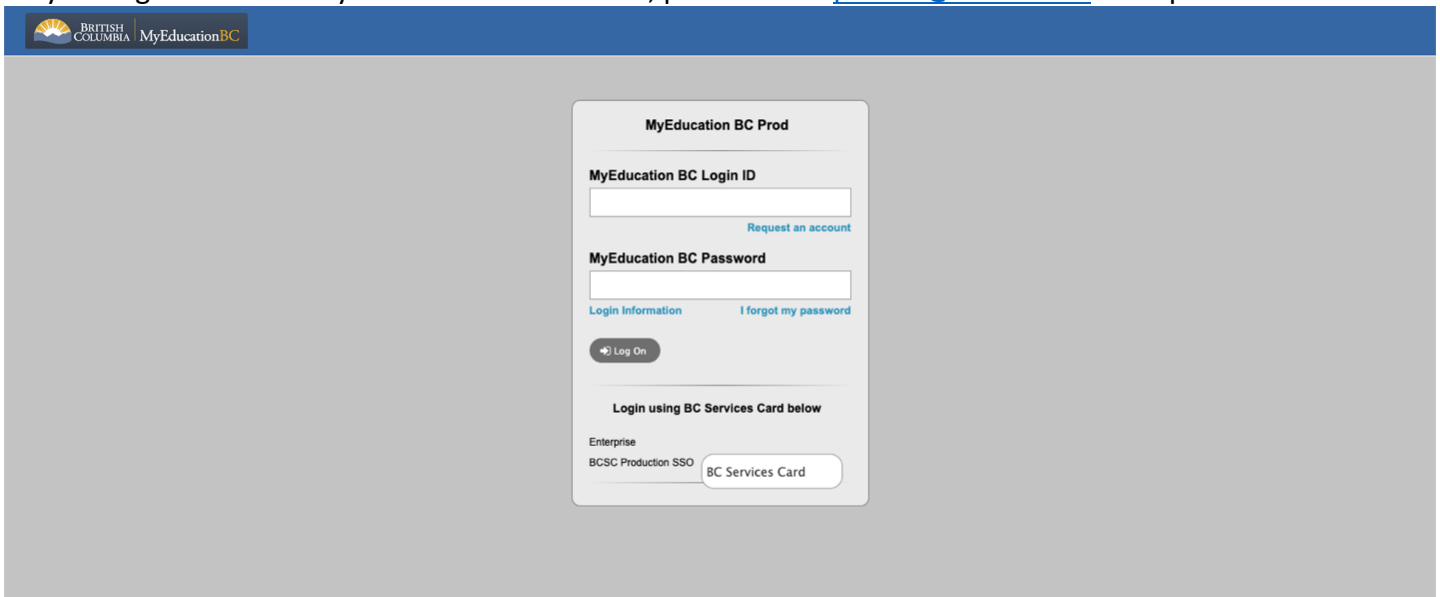
\*The best device to use to select your courses is a **computer**. If you use a mobile device, you may not be able to see all the courses that are offered.

## Step 1

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

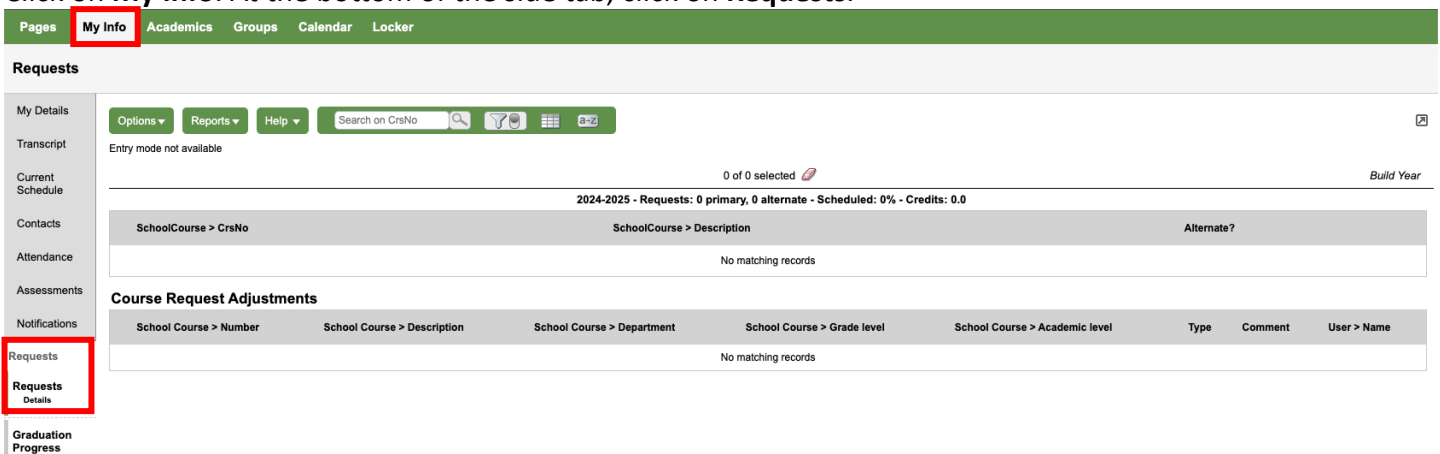
\*If this is the first time you are logging in, refer to your course selection sheet for your username and password.

\*If your login is invalid or your account is disabled, please email [palmer@sd38.bc.ca](mailto:palmer@sd38.bc.ca) to request a reset.



## Step 2

Click on **My Info**. At the bottom of the side tab, click on **Requests**.



Pages **My Info** Academics Groups Calendar Locker

**Requests**

My Details Options Reports Help Search on CrsNo 0-2

Transcript Entry mode not available

Current Schedule 0 of 0 selected Build Year

Contacts 2024-2025 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
No matching records		

**Course Request Adjustments**

School Course > Number	School Course > Description	School Course > Department	School Course > Grade level	School Course > Academic level	Type	Comment	User > Name
No matching records							

Requests

**Requests Details**

Graduation Progress

### Step 3

Read through the instructions for your grade.

2024-2025 - Requests: 0 primary, 0 alternate - Scheduled: 0% - Credits: 0.0

#### Instructions

##### Welcome **Next Year's Grade 9 Students!**

1. Students entering Grade 9 next year are required to take

- English 9 or English 9 Incentive\*\*
- Social Studies 9 or Social Studies 9 Incentive\*\*
- Science 9 or Science 9/10 Incentive\*\*
- Physical and Health Education 9 or Basketball 9

2. Students may select either

- Math 9 or
- Math 9 Workplace or
- Math 9/10 Honours\*\*

3. Students must choose 3 electives. Write alternates on your Program Planning sheet AND enter them into MyEd.

Students are required to have a **complete timetable of 8 courses.**

You must return your signed Program Planning sheet to your counsellor by February 9, 2024. This is also the last day to input requests on your account. If you need a course that is not listed, please comment in "Counsellor Notes".

\*\*Students who wish to enrol in the Incentive Program must complete an application.

ELL students: Please refer to your Program Planning sheet for your required ELL classes.

### Step 4

Under "**Primary requests**", click on "select" to select your **8 required courses**, including your first-choice electives. Do not include your alternate electives.

#### Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
<input type="button" value="Select..."/>	Grade 9 Courses									

Select your 8 required courses from the list of courses offered. If you don't see the course you are looking for, go to the next page by clicking on >. When you find the course you are looking for, click the checkbox to select; you can select multiple courses at a time.

When you are done, ensure you have selected all your courses by looking at the number of courses you've selected (top right-hand corner), then click "OK".

\*You may select more than 8 courses if you plan to do off-timetable courses.

Subject area	Grade 9 Courses									
Instructions	<b>Welcome Next Year's Grade 9 Students!</b> 1. Students entering Grade 9 next year are required to take • English 9									
1:10   MVA-09AS > <input type="button" value="Select All"/> 8 of 41 selected										
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status				
<input checked="" type="checkbox"/>	MVA-09AS	ART: ART STUDIO 9	Regular	0.0						
<input type="checkbox"/>	MVA-09YR	ART: YEARBOOK 9	Regular	0.0						
<input type="checkbox"/>	MVA--09PH	ART: PHOTOGRAPHY 9	Regular	0.0						
<input type="checkbox"/>	XLDCA09Key	BE: KEYBOARDING 9	Regular	0.0						
<input checked="" type="checkbox"/>	MEN--09	EN: ENGLISH 9	Regular	0.0						
<input type="checkbox"/>	MEN--09INC	EN: ENGLISH 9 INC	Regular	0.0						
<input type="checkbox"/>	XLDC08B	ELL: ELL 1 Reading	Regular	0.0						
<input type="checkbox"/>	YESFL0A	ELL: ELL 1 Social Studies/Science	Regular	4.0						
<input type="checkbox"/>	XLDC08A	ELL: ELL 1 Writing	Regular	0.0						
<input type="checkbox"/>	XLDC09B	ELL: ELL 2 Reading	Regular	0.0						
<input checked="" type="button" value="OK"/>	<input type="button" value="Cancel"/>									

When you are done, it should look like this:

**Primary requests**

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
Grade 9 Courses	MADFS09	HE: FOOD STUDIES 9	R C Palmer Secondary		N	0			0.0
	MEN--09	EN: ENGLISH 9	R C Palmer Secondary		N	0			0.0
	MJA--09	LANG: JAPANESE 9	R C Palmer Secondary		N	0			0.0
	MMA--09	MA: MATHEMATICS 9	R C Palmer Secondary		N	0			0.0
	MPHE-09	PE: PHYSICAL EDUCATION 9	R C Palmer Secondary		N	0			0.0
	MSC--09	SC: SCIENCE 9	R C Palmer Secondary		N	0			0.0
	MSS--09	SS: SOCIAL STUDIES 9	R C Palmer Secondary		N	0			0.0
	MVA-09AS	ART: ART STUDIO 9	R C Palmer Secondary		N	0			0.0

Double check to make sure it matches your course selection sheet.

**Step 5**

Under “Alternate requests”, click on “select” to select up to three alternate electives.

\*The more alternate electives you select, the more you will get what you want. In situations where we can’t give you your primary electives, we will refer to your alternates. If you don’t put any down, counsellors will assign you whatever is available.

**Alternate requests**

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
Grade 9 Courses									

Select your 3 alternate electives from the list of courses offered. If you don’t see the course you are looking for, go to the next page by clicking on >. When you find the course you are looking for, click the checkbox to select. When you are done, ensure you have selected all your courses by looking at the number of courses you’ve selected (top right-hand corner), then click “OK”.

Subject area: Grade 9 Courses

---

Instructions: **Welcome Next Year's Grade 9 Students!**  
 Students are required to choose THREE course alternates. Please write alternates on your Program Planning sheet AND enter them into MyEd.  
 You must return your signed Program Planning sheet to your counsellor by February 9, 2024. This is also the last day to input requests on your account. If you need a course that is not listed (including RVS courses), please comment in

1:10 | MVA-09AS Select All 3 of 22 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate priority
<input type="checkbox"/>	MVA-09AS	ART: ART STUDIO 9	Regular	0.0			0
<input type="checkbox"/>	MVA-09YR	ART: YEARBOOK 9	Regular	0.0			0
<input type="checkbox"/>	MVA--09PH	ART: PHOTOGRAPHY 9	Regular	0.0			0
<input type="checkbox"/>	XLDCA09Key	BE: KEYBOARDING 9	Regular	0.0			0
<input type="checkbox"/>	MADFS09	HE: FOOD STUDIES 9	Regular	0.0			0
<input type="checkbox"/>	MADT-09	HE: TEXTILES 9	Regular	0.0			0
<input checked="" type="checkbox"/>	MADEM09CS	ICT: COMPUTER STUDIES 9	Regular	0.0			0
<input type="checkbox"/>	MFR--09	LANG: FRENCH 9	Regular	0.0			0
<input type="checkbox"/>	MJA--09	LANG: JAPANESE 9	Regular	0.0			0
<input type="checkbox"/>	MSP--09	LANG: SPANISH 9	Regular	0.0			0

OK  Cancel

When you are done, it should look like this:

**Alternate requests**

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Name	SecType	Alternate?	Priority	Alt 1 > CrsNo	Alt 2 > CrsNo	Credit
Grade 9 Courses	MADEM09CS	ICT: COMPUTER STUDIES 9	R C Palmer Secondary		Y	0			0.0
	MADMA09	TE: DRAFTING 9	R C Palmer Secondary		Y	0			0.0
	MMU--09G	MU: GUITAR 9	R C Palmer Secondary		Y	0			0.0

Double check to make sure it matches your course selection sheet.

## Step 6

Click “**Submit**” to submit your course requests.

# YOU’RE ALL DONE!

If you plan to take a summer course...

If you cannot find a course that you are looking for...

If you need to pair learning support with a specific class...

If you want your counsellor to take note of something...

**MAKE SURE YOU HAVE WRITTEN THIS INFO DOWN ON YOUR SHEET.**

Have a question? Please read through the FAQ below. If you don’t find your answer, come see the counsellors in the library at lunch on February 7, 10, & 11. We will also be available during PLT on February 12 and 13 for myEd tech support.

Last names A to Hu – Ms. Gill: [rgill@sd38.bc.ca](mailto:rgill@sd38.bc.ca)

Last names Huang to Q – Ms. Lai: [wlai@sd38.bc.ca](mailto:wlai@sd38.bc.ca)

Last names R – Z – Ms. White [lwhite@sd38.bc.ca](mailto:lwhite@sd38.bc.ca)

## Course Selection FAQs

**Do I have to take Social Studies 11 to take grade 12 social studies courses?**

No. The only pre-requisite for grade 12 social studies courses is Social Studies 10.

**Is there a pre-requisite for \_\_\_\_\_?**

For pre-requisites, please refer to the Palmer website. If a pre-requisite is required, it will be indicated in the course description. See example below.

**SS: LAW 12**

**Prerequisite: Social Studies 10**

This course is an overview of the legal system in Canada. Students will explore how law promotes citizen to participate in society using legal rights and responsibilities. Students will also consider how law can both initiate social change and preserve existing social norms. Topics discussed include the Canadian Charter of Rights and Freedoms, human rights codes, as well as criminal and civil law systems. During this course students are expected to attend a field trip to the Vancouver Law Courts and to participate in a mock trial.

**Can I take two sciences? Can I take three sciences?**

Yes. Circle one of the sciences on the list then write the other science(s) as electives. Priority is given to students enrolling in their first science. Other seats will be allocated based on availability.

**If I choose Incentive/CLE Leadership/Peer Tutoring/Leadership/IDS/AP does that mean I automatically get in?**

No, all student applications will be reviewed before final decisions are made by staff. You will know your status by May.

**Where do I submit application forms for CLE Leadership/Peer Tutoring/Leadership/IDS/AP?**

Office.

**How do I take an Incentive class if I'm not already in the program?**

Visit the Palmer Incentive website for application information. <https://palmerincentive.com/apply/>

**If I can't get into a summer class in June, what should I do?**

Tell your counsellor so they can change your schedule.

**If I take \_\_\_\_\_ in the summer, what should I take for next year?**

You can choose a course at the next grade level or an elective.

**I wrote that I want to take \_\_\_\_\_ with RVS or another online provider next year. How do I choose that on myEd?**

You cannot choose other schools' courses on myEd. If you want to take a class online, you must still maintain a full-time schedule at Palmer (8 classes, or 7 if you are in grade 12).