Student 360 Course Request - Parent/Student Portal

Login to Begin

You must be on the Student tab for your login to work. Click the **Student** tab and then log in using your **User Name** and your portal **Password**.

If you have problems or questions about accessing the site, please contact your school or the email shown at the bottom of the login screen.

The Student portal supports the following web browsers, using the latest versions:

- PC with Firefox, Microsoft Edge, or Chrome
- Mac with Safari, Firefox or Chrome
- iPad 10" with built-in Safari browser
- Android 9" or larger with built-in Chrome browser

First Time Logging In

When you log in to Student 360 for the first time, a Welcome dialog explains some of the new settings to get you started. Click **Close** to continue.
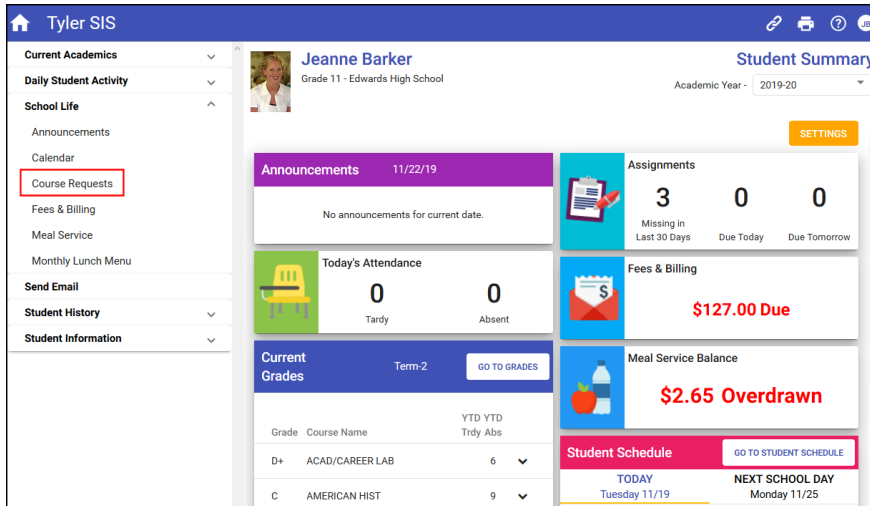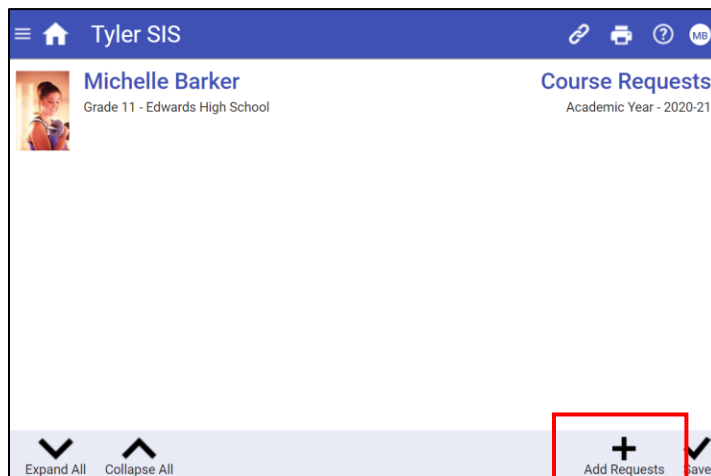
Entering Course Requests

Course Requests are entered for the **future** school year.

1. On the Student Summary screen, select **Course Requests** from the left menu.

2. Select **Add Requests** from the bottom bar.

Entering Course Requests by Group

The Group option allows students to select a pre-built list of courses with a single selection.

3. The **Group** option displays the list of available subject groups. Selecting *"7th Grade Core Classes" or "8th Grade Core Classes"* subject group and clicking **Next** will automatically add all courses from that group to the student requests. *(Any advanced classes or special education class adjustments will be made per teacher recommendation by school at a later date)*

4. From the bottom bar, **Next,** will add the selected subject group to the student's list of course requests. **Back** will return to the **Add Requests** screen. **Clear Selections** will remove all checks. **Cancel** will return to the course request screen.

5. Then select *"7th Grade Electives"* or *"8th Grade Electives* from the **Subject Selection List,** then **Next.**

6. The available subject selection list, *"7th Grade Electives"* or *"8th Grade Electives"* will display.

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7. Use the **More** option to display the list of courses. Use the **Select** box to select the elective courses you want to enroll in.

   *(Be sure this matches Option 1 (4 semester choices), Option 2 (one year long & 2 semester choices) or Option 3 (2 year-long choices) on your course selection sheet that parents signed).*
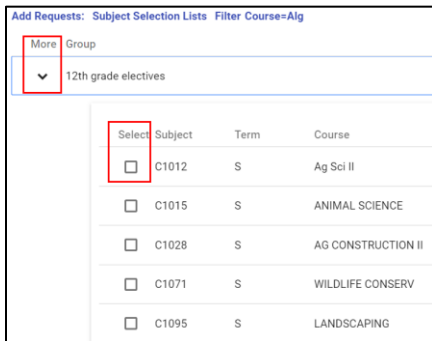

8. From the bottom bar, **Next** will add the selected subjects to the student's list of course requests. **Back** will return to the **Add Requests** screen. **Clear Selections** will remove all checks. **Cancel** will return to the course request screen.

    Use the **More** option to display the list of courses. Use the **Select** box to select the courses.

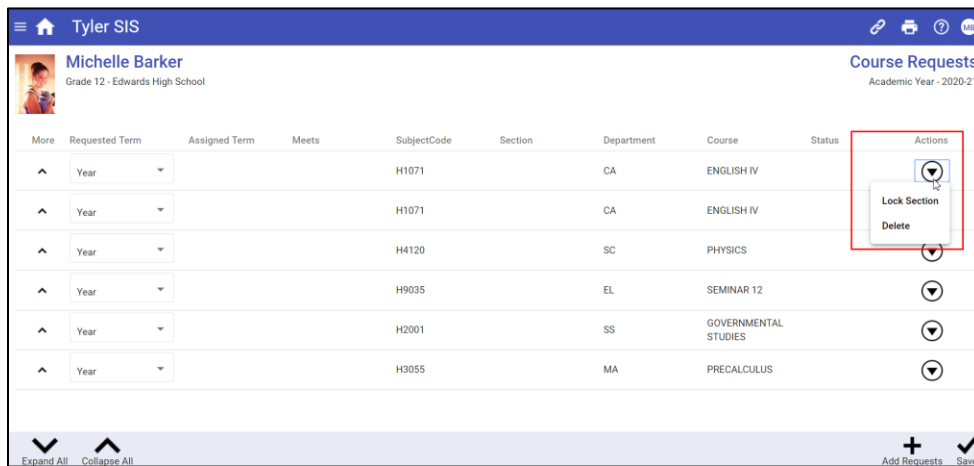9. Once course requests are completed, from the bottom bar **Save** all selections.
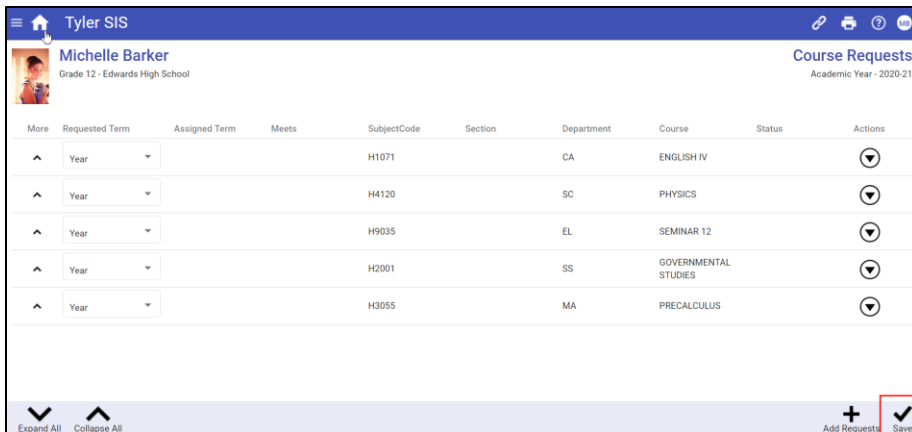
10. The **Expand All** option on the bottom bar displays the details of the courses. **Collapse All** hides course details.
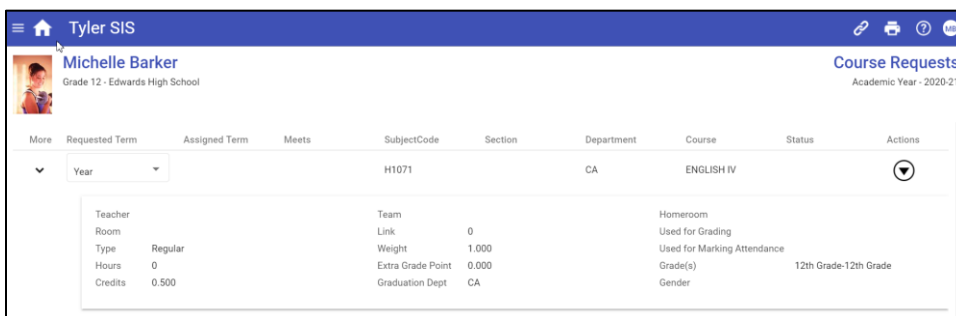
Editing Course Requests

Once course requests are selected, <u>DO NOT</u> change the term, delete the core course request or lock in a section number.

1. Only delete an unwanted course that may have been accidentally added (an elective course, DO NOT DELETE Core Classes) using the **Actions** button and **Delete**. When the confirmation box displays, select **OK** to delete the course. Select **Cancel** to keep this course.

2. **Save** any changes to edited course requests.

3. You are finished with your Course Request submission. Be sure you have submitted your parent signed copy in your Counseling Google Classroom as well.