## Course Request Instructions – 2020-21 school year

- 1. Go to <a href="https://wengage.com/littleaxe">https://wengage.com/littleaxe</a> and log in to your account. If you have not previously logged into Wengage email <a href="mailto:Jamie.hendrix@littleaxeps.org">Jamie.hendrix@littleaxeps.org</a> to get login access.
  - This will take you to the introduction screen which shows your grades.
  - At the top of this screen you will see an option for a training video.
    - Click there, then go to 5:18 in the video for a quick tutorial on entering course requests.
  - After the video, click back to the student portal tab.
  - Near the top of the screen you will see four options. Choose the one that says Course Requests.
  - This will take you to a screen with the five courses that are already entered for you (those are your required core classes and advocacy; 6<sup>th</sup> grades will additionally have PE required). The only course requests you need to enter are for electives.
- 2. You will only be enrolled in 2 (6<sup>th</sup> grade) or 3 (7<sup>th</sup> & 8<sup>th</sup> grade) electives, but you will enter 5 in choices in Wengage in case some are not available or do not work with your schedule.

**ELECTIVE CHOICES:** Requirements:

Vocal Music 6<sup>th</sup>-7<sup>th</sup> Purchased performance clothing; participate in concerts & field trips. Must be

Vocal Music I – 8<sup>th</sup> academically and behaviorally eligible.

Show Choir – JV 8<sup>th</sup> Purchased performance clothing; participate in concerts & field trips. Must be

academically and behaviorally eligible.

Band Beginning – 1st yr, Intermediate – 2<sup>nd</sup> yr, Advanced – 3<sup>rd</sup> yr.

Instrument – purchased, rented, or borrowed. Purchased music book. Must be

academically and behaviorally eligible.

Keyboard/Comp - Sem Open to all grades.

Art – Full Year 7<sup>th</sup> and 8<sup>th</sup> grade only. Preferred to have had 1 Art class prior.

Art – Semester Open to all grades.

Elective – Full Year Open to all grades. Randomly determined subject; will vary depending on

Elective – Semester instructor.

Physical Education Cannot have both PE and Athletics. 6<sup>th</sup> graders will not choose PE as an

elective as it is required.

Yearbook/Drama 7<sup>th</sup> and 8<sup>th</sup> grade only. Need positive recommendation from 2 teachers.

Agriculture 8th grade only. Must be academically and behaviorally eligible.

Need positive recommendation from 2 teachers.

Athletics 7<sup>th</sup> and 8<sup>th</sup> grade only. Must show proof of insurance, complete physical,

complete packet through www.rankonesport.com; Must be academically and behaviorally eligible. Financially responsible for equipment & participate in practices & events. Will be required to participate in one sport each season

(full academic year)

**Boys Athletics** Fall Football or Cross-country

Winter Basketball or Wrestling

Spring Baseball or Track

Girls Athletics Fall Fast Pitch or Cross-country

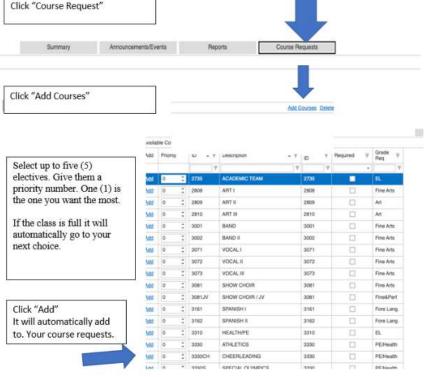
Winter Basketball

Spring Slow Pitch or Tennis or Track

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- 3. Remember, you will enter five elective choices in Wengage. These will be numbered 1-5, in order of preference. So, the one you really want should be numbered 1, your next choice is 2, etc. Let's get started....
  - On the right-hand side of your screen, click add courses. You will see a long list of class options.
  - Scroll through the classes till you see that #1 choice you really want, then click it. The line will highlight blue. See that little box with an arrow? Use the arrow to click up to show the number 1, then go over and click add.
  - Next, scroll till you see your #2 choice, click it, then use the arrow to show the number 2, then click add.
  - Scroll till you see your #3 choice, click it, then use the arrow to show the number 3, then click add.
  - Scroll till you see your #4 choice, click it, then use the arrow to show the number 4, then click add.
  - Scroll till you see your #5 choice, click it, then use the arrow to show the number 5, then click add.

After completing this process, click the word back on the right side of your screen. This will show you all chosen courses.



## TROUBLE SHOOTING

What if I get a red message????

Once you have added all five (5) courses in priority, click the back button and they will show on your "course request" tab. You may delete and add a different one.

The main cause of a red error message is the number in the boxes for each elective. Remember, each box should have a different number (1-5 in order of preference). If you need to change something, you can delete a row/class and go back and re-enter the correct information. When your screen has the five core classes that were already there for you and your five elective choices in order of preference, that's it!

We will take it from there and have your schedule ready in August.

REMEMBER, THE APPEARANCE ON THE SCREEN DOES NOT MEAN THAT IS THE ORDER OF YOUR CLASSES.

• For example, if Math is the class at the top of your list, that does not mean you will have Math first hour.

If you are not able to access Wengage to enter your course requests, we are happy to enter them for you. Just pick your electives 1-5 in order of preference, then email that information along with the student name to <a href="mailto:Jamie.hendrix@littleaxeps.org">Jamie.hendrix@littleaxeps.org</a>