

Course Request Instructions – 2020-21 school year

1. Go to <https://wengage.com/littleaxe> and log in to your account. If you have not previously logged into Wengage email Jamie.hendrix@littleaxeeps.org 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; 6th 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 (6th grade) or 3 (7th & 8th 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:

Vocal Music 6th-7th

Vocal Music I – 8th

Show Choir – JV 8th

Band

Keyboard/Comp – Sem Open to all grades.

Art – Full Year

Art – Semester

Elective – Full Year

Elective – Semester

Physical Education

Yearbook/Drama

Agriculture

Athletics

Requirements:

Purchased performance clothing; participate in concerts & field trips. Must be academically and behaviorally eligible.

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**Beginning – 1st yr, Intermediate – 2nd yr, Advanced – 3rd yr.
Instrument – purchased, rented, or borrowed. Purchased music book. Must be academically and behaviorally eligible.**

7th and 8th grade only. Preferred to have had 1 Art class prior.

Open to all grades.

Open to all grades. Randomly determined subject; will vary depending on instructor.

Cannot have both PE and Athletics. 6th graders will not choose PE as an elective as it is required.

7th and 8th grade only. Need positive recommendation from 2 teachers.

**8th grade only. Must be academically and behaviorally eligible.
Need positive recommendation from 2 teachers.**

7th and 8th 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**

Winter

Spring

Football or Cross-country

Basketball or Wrestling

Baseball or Track

***Girls Athletics* Fall**

Winter

Spring

Fast Pitch or Cross-country

Basketball

Slow Pitch or Tennis or Track

Continued next page....

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.

Click "Course Request"

Summary Announcements/Events Reports **Course Requests**

Click "Add Courses"

Add Courses Delete

Select up to five (5) electives. Give them a priority number. One (1) is the one you want the most. If the class is full it will automatically go to your next choice.

Click "Add"
It will automatically add to. Your course requests.

Add	Priority	CU	Description	ID	Required	Grade Req
Add	0	2736	ACADEMIC TEAM	2736	<input checked="" type="checkbox"/>	EL
Add	0	2808	ART I	2808	<input type="checkbox"/>	Fine Arts
Add	0	2809	ART II	2809	<input type="checkbox"/>	Art
Add	0	2810	ART III	2810	<input type="checkbox"/>	Art
Add	0	3001	BAND	3001	<input type="checkbox"/>	Fine Arts
Add	0	3002	BAND II	3002	<input type="checkbox"/>	Fine Arts
Add	0	3071	VOCAL I	3071	<input type="checkbox"/>	Fine Arts
Add	0	3072	VOCAL II	3072	<input type="checkbox"/>	Fine Arts
Add	0	3073	VOCAL III	3073	<input type="checkbox"/>	Fine Arts
Add	0	3081	SHOW CHOIR	3081	<input type="checkbox"/>	Fine Arts
Add	0	3081 JV	SHOW CHOIR / JV	3081	<input type="checkbox"/>	Fine/Perf
Add	0	3161	SPANISH I	3161	<input type="checkbox"/>	Fore Lang
Add	0	3162	SPANISH II	3162	<input type="checkbox"/>	Fore Lang
Add	0	3310	HEALTHPE	3310	<input type="checkbox"/>	EL
Add	0	3330	ATHLETICS	3330	<input type="checkbox"/>	PE/Health
Add	0	3330CH	CHEERLEADING	3330	<input type="checkbox"/>	PE/Health
Add	0	3330C	CHEERLEADING	3330	<input type="checkbox"/>	PE/Health

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 Jamie.hendrix@littleaxepe.org

The course request section in Wengage will close on June 1, 2020. Make sure all course entries are entered by this date.