

# COURSE REQUESTS MAY BE ENTERED JUNE 1-30.

## **DIRECTIONS FOR ONLINE COURSE REQUESTS**

Login to Wengage Gradebook with user name and password. Go to the school website, [www.westville.k12.ok.us](http://www.westville.k12.ok.us), and click on Men. Then, scroll down to Quick Links, and click on Gradebook Login.

Click on “Course Request” on the right of the middle ribbon.

Click on “Add Courses” on right side in the window.

Click on “add” for courses you want to enroll in. Choose electives and set the priority for each with 1 being your 1<sup>st</sup> choice. You may want to number your electives on the enrollment sheet first.

It will automatically save.

Click “back” to see what has been selected.

When finished, log out in the upper right corner.

**COURSE REQUEST MUST BE COMPLETED BY JUNE 30.**