How to Guide:

Completing Course Requests in MyEd BC

1. Login to MyEd BC Student Portal

MyEducation BC Prod

Login ID

Request an account

Password

I forgot my password

➡ Log On

2. Click 'My Info' (Top Tab)

Sooke 2021-2022

Sample Student

Pages	My Info	Academics	Groups	Calendar	Locker

Home

Page Directory
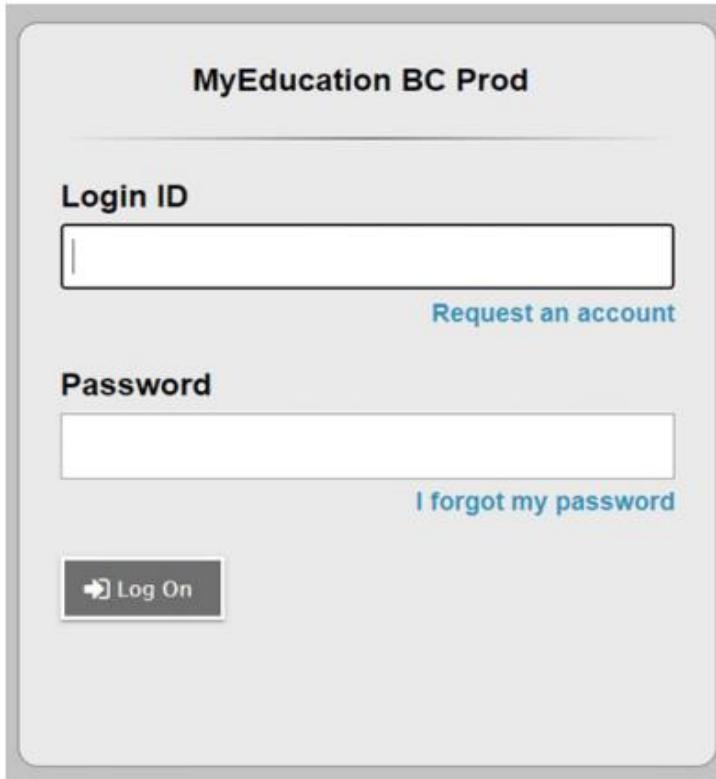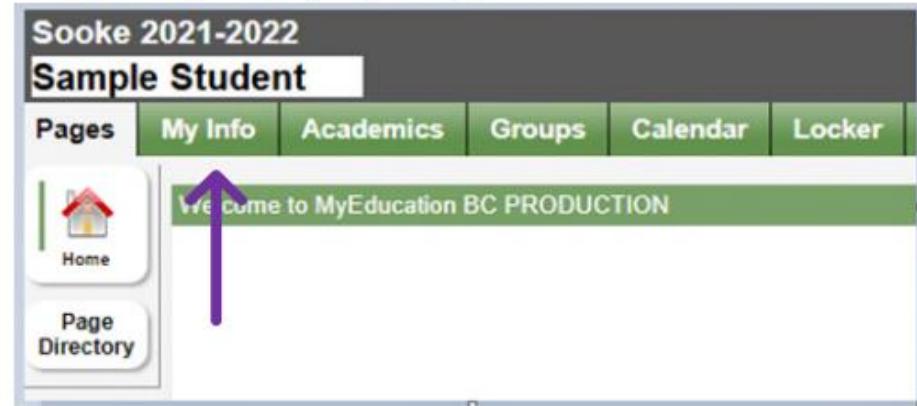
Welcome to MyEducation BC PRODUCTION

3. My Info (Top Tab) > Requests (Side Menu)
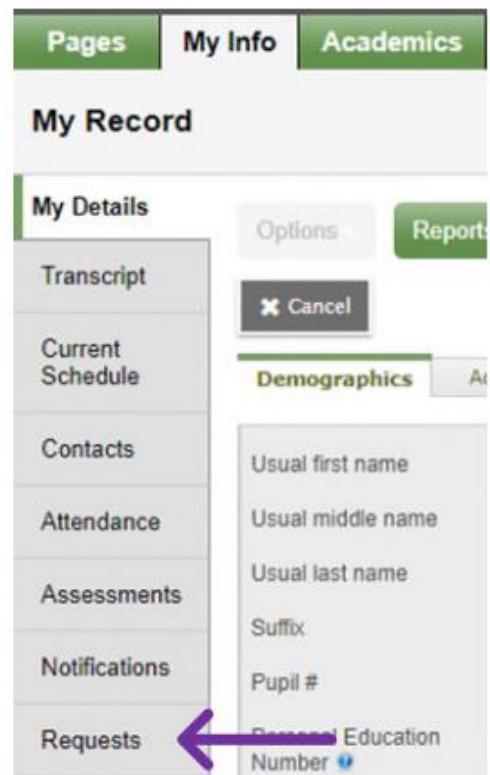
4. a. Grade Specific Instructions (English) *Note: Each Grade will have different instructions – read carefully.

Future Grade 10s

All Gr 10 students enroll in a **minimum** of nine (9) courses:

- Four (4) are preloaded **Required Courses;**
- Two (2) remaining **Required Courses** are selected respectively from English and Math options; and
- Three (3) are **Elective Requests**:
    - To meet Graduation Requirements, one (1) of these elective requests must be either an:
        - **Applied Design, Skills and Technologies (ADST)** elective; or
        - **Arts Education** elective

Students must also **complete** an Indigenous focused course in either Grades 10, 11 **or** 12.

Students also select two (2) **Alternate Requests** in case one or more of their elective requests are full.

Requests for courses beyond a student's grade level will be based on availability and space. Such accommodations need to be discussed with your school counsellor.

Course Request Breakdown:

Required Courses:
Grade 10 students are preloaded into the following four (4) required courses:

- Career Life Education 10
- Science 10
- Social Studies 10
- Physical and Health Education

Students must choose one Required Course option from **each** of the following:

- **English 10:**
    - **Option A:** College Prep English 10: Composition & Spoken Language 10
    - **Option B:** Composition & New Media 10
    - **Option C:** Creative Writing & Spoken Language 10
    - **Option D:** English First Peoples 10: Spoken Language & New Media 10
- **Mathematics 10:**
    - Foundations of Mathematics & Pre-Calculus 10
    - Workplace Mathematics 10

Elective Requests:
Students must request three (3).

To meet Graduation Requirements, one (1) of these elective requests must be either an:

- Applied Design, Skills and Technologies (ADST) elective; **or**
- Arts Education elective

Elective Requests (PHE):
Students are limited to a maximum of one (1) PHE 10 elective request.

Elective Requests (HUB):
HUB electives are scheduled during the school day and students attend classes in the HUB portable. Teachers are available to support this online learning during this in-person class.

Elective Requests (Online):
SD62 Online Leaning electives are in addition to regularly scheduled courses. Students complete course work completely online during their own time. Teachers are available to support this online learning during scheduled meetings pre-arranged between the student and the teacher.

Alternate Requests:
Students must request two (2).

5. a. Primary Requests

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Graduation Requirements	MCLE-10	CAREER LIFE EDUCATION	N	4.0
		MCMPS10	COMPOSITION 10	N	2.0
		MFMP-10	FOUNDATIONS OF MATH & PRE-CALCULUS 10	N	4.0
		MPHED10	PHYSICAL AND HEALTH EDUCATION 10	N	4.0
		MSC--10	SCIENCE 10	N	4.0
		MSS--10	SOCIAL STUDIES 10	N	4.0
Select...	Electives	MFAMS10	ADST – FAMILY AND SOCIETY 10	N	4.0
		MFR--10	FRENCH 10	N	4.0
		MTEAR10	ADST – ELECTRONICS AND ROBOTICS 10	N	4.0
		YHEC-0D	FABRIC & FIBRE ARTS 10	N	4.0
		YPLS-0C	OUTDOOR EDUCATION 10	N	4.0
Select...	Electives: PHE				
Select...	Electives: HUB				
Select...	Electives: Online				
Select...	Choice Program: Academies	MPHED10LAG	PHYSICAL AND HEALTH EDUCATION 10: LACROSSE GIRLS	N	4.0
		MPHED10LAX	PHYSICAL AND HEALTH EDUCATION 10: LACROSSE	N	4.0
		YHRA-0BLAG	SPORTS PERFORMANCE GIRLS LACROSSE 10	N	4.0
		YHRA-0ELAX	LACROSSE ACADEMY 10	N	4.0
Select...	Choice Program: Continued	YCCT-0AYB	YEARBOOK 10	N	4.0
Select...	Alternates: PHE	YHRA-0BBB	SPORTS PERFORMANCE BASKET BALL 10	N	4.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Alternates	MCSTU10	ADST – COMPUTER STUDIES 10	Y	4.0
		MFOOD10	ADST – FOOD STUDIES 10	Y	4.0

Notes for counsellor

6. Subject Area Specific Instructions: e.g. Alternate Requests
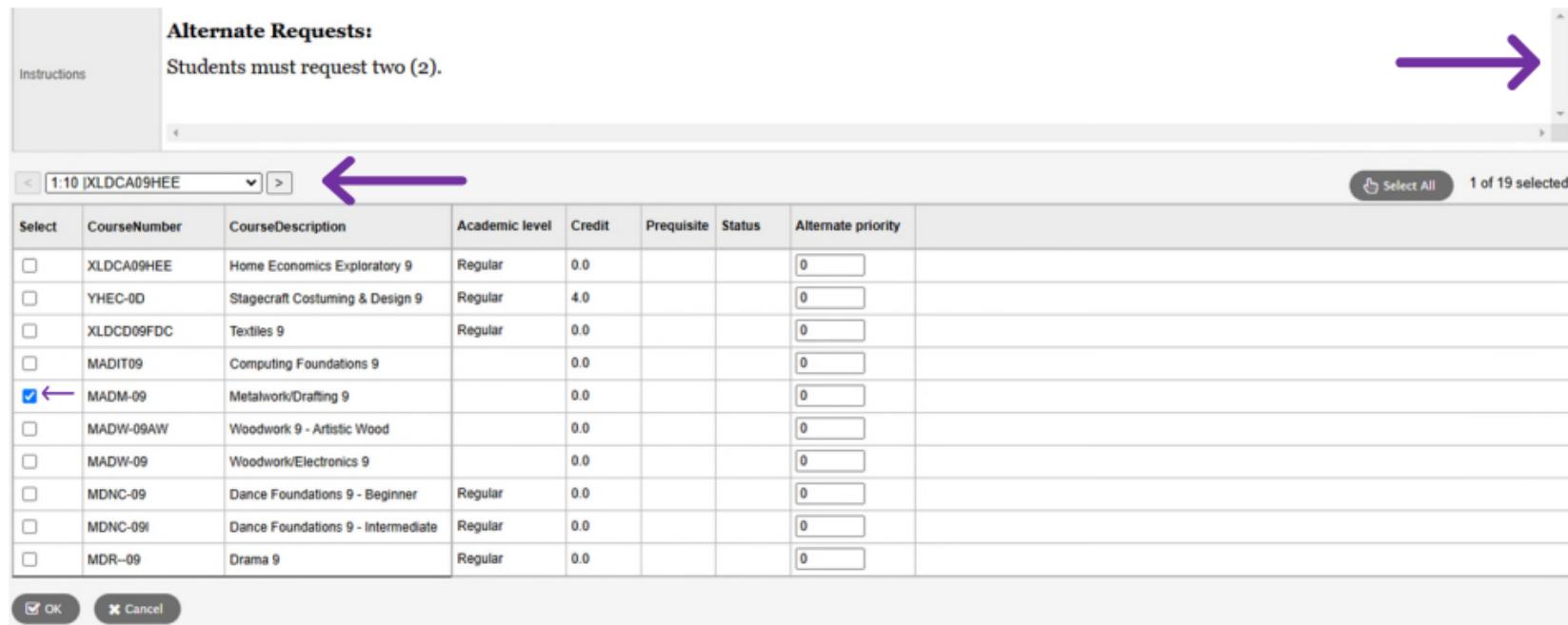
Instructions

Alternate Requests:

Students must request two (2).

1:10 |XLDCA09HEE ▾ |>   🖑 Select All   1 of 19 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	Alternate priority
☐	XLDCA09HEE	Home Economics Exploratory 9	Regular	0.0			0
☐	YHEC-0D	Stagecraft Costuming & Design 9	Regular	4.0			0
☐	XLDCD09FDC	Textiles 9	Regular	0.0			0
☐	MADIT09	Computing Foundations 9		0.0			0
☑	MADM-09	Metalwork/Drafting 9		0.0			0
☐	MADW-09AW	Woodwork 9 - Artistic Wood		0.0			0
☐	MADW-09	Woodwork/Electronics 9		0.0			0
☐	MDNC-09	Dance Foundations 9 - Beginner	Regular	0.0			0
☐	MDNC-09I	Dance Foundations 9 - Intermediate	Regular	0.0			0
☐	MDR--09	Drama 9	Regular	0.0			0

☑ OK   ✖ Cancel

Navigation:
Use **Navigation Slides (Up, Down, Left & Right)** to see area specific instructions.
Use **Drop Down Menus** to navigate between option pages.

Selecting requests:
1. **Identify** your request by 'checking' the box
2. **Confirm** your requests in each area by clicking on 'OK'
3. **Changes/edits** can be made in each area by 'unchecking' the box and clicking on 'OK'

7. Post: Submitting completed requests.

7. Post: Submitting completed requests

Notes for counsellor

↓

⚲ Post   Last posted time: 1/19/2025 6:20 PM   Approved time:

When all course requests are complete, click on **'Post'**

✓ Requests posted successfully.

☑ OK
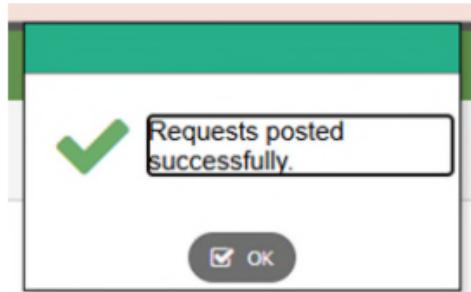
Green or **Red** banners – **NO ISSUE**
Make sure you have submitted:
- 8 Requests; and
- 2 Alternates

✗ Not enough requested for subject Elective Requests
Too many requested for subject Choice Program: Academies
Not enough requested for subject Alternate Requests

☑ OK