ANCASTER HIGH SCHOOL
CAREER CRUISING OPTION ENTRY
INSTRUCTIONS for September 2019

STEP 1 – LOGGING IN

1. Log in to "The Hub" and connect to Career Cruising. To do this, navigate to "Ancaster High Guidance". Look for the icon **C C** and log in. Your username and password should be saved from last year.
2. Alternatively, go to www.careercruising.com (see **login** information at the top right of this page).
3. To select courses, click on "**Choose My Courses**" (top left) under the heading "What do you want to do?"

STEP 2 – CHOOSING COMPULSORY COURSES

4. The upcoming school year has a blue background and dashed boxes . This is where you will select the courses that you want to take. NOTE: required courses are listed and shaded beige.
5. Click on the compulsory course you want to add.
6. ALL options for this course at this grade level will appear. Some courses will be available as e-Learning and will be designated with "eL" at the end of the code. *Example: CHC2D1eL*
7. Click on the course you want and then click on the "add courses" button at the bottom right.
8. The course you selected should now appear in the column. Continue until you have selected all your required courses. (grade 10's will have to choose CHVGLC for BOTH slots of Careers and Civics)

STEP 3 – CHOOSING ELECTIVE COURSES

9. To choose an **elective course** (white slot), click on the '+ Elective' icon in any white course slot.
10. Ignore the heading Discipline. Instead, click on **Select** to bring up the course categories.
Select a subject category (for example, click on **Arts**, then scroll through the list of Arts courses).
11. e-Learning courses: Courses available through e-Learning are found under the category "e-Learning" and will have "eL" at the end of the course code.
12. Click on the course you want and then click on the "add courses" button at the bottom right. Remember…..co-op counts for 2 credits!
13. Repeat these steps until you have chosen all your required and elective courses to total **8** credits. Students going into grade 12 may select "study" periods to complete the 8 credit slots required.

NOTE: Look for the following two symbols!

This blue symbol means there is a **Warning**. Hover your mouse over the blue dot and the note will appear. Example: "*You have selected a course that you have previously completed. This course will not count as an additional credit.*"

This red symbol means there is an **Alert**. Hover over the red dot and the note will appear. Example: "*You do not have the proper pre-requisite, click on the course for more information. Please select the proper pre-requisite, or speak to guidance.*"

STEP 4 – SUBMITTING YOUR CHOICES

14. When you have selected all courses for the next school year click on the **SUBMIT** button. Don't worry about printing a sign-off sheet unless you'd like a copy to keep at home for your own records.

STEP 5 – COURSE VERIFICATION FORMS

15. In lieu of printing a **Sign-Off Sheet** yourself**,** the Guidance department will be printing Option Verification Forms in March to confirm your choices. You will then be asked to contact your counsellor for changes.