

Dundas Valley Option Selection 2017 – 18

How to Access the Career Cruising Course Planner to Complete the Option Process



LAST DAY FOR CAREER CRUSING SUBMISSION IS MARCH 5, 2017

Read and follow the following instructions very closely so you get all of the information:

Step 1. Go to the Hub home.hwdsb.on.ca and click on Career Cruising “CC” at the top.

Step 2. If necessary, log-in using your Username and Password. Your username will be **HW – insert your 6-digit pupil number**. Your password will be your birthdate or something you have chosen to replace it.

Step 3. To select courses, click on **Choose My Courses** or **My Course Plan** from the list of options on the left side of the screen.


- Your **course history** is included in Course Planner (your completed courses and the ones you are currently taking).
- The upcoming school year is highlighted with a dashed box. This is where you will select the courses that you want to take next year.
- Remember that this is YOUR Individual Pupil Plan, so you can select and remove courses as many times as you like until you **SUBMIT** your course selections for next year. When you **SUBMIT**, your selections are locked and you and your parent/guardian will sign the printable **Sign Off Sheet**. You can view a **draft copy Sign Off Sheet** at any time by clicking on the printer icon  at the top right on the Course Planner tab.
- Click on the blue book icon  at the top right of the Course Planner tab to see the full Student Course Guide for your school.

Step 4. Compulsory courses have yellow slots.


- Click on the plus ‘+’ icon in the slot. All courses available to you to fulfill the requirement will pop up. When you click on a course, read the description and look at the pathway. If it is the correct course, select the blue button **Add Courses**. You will return to the Course Planner tab and the course you have chosen will appear.
- If you made a mistake, click the course in the slot again, and click the blue button **Delete Course**.
- Continue until you have selected all your required courses.

Step 5. Elective courses have white slots.

- Click on the plus ‘+’ icon in any white course slot.
- When searching for an elective course, you may have several options. To view your options, you may search by **Discipline, Cluster, or Keyword**.
- At the right side of the screen, you can check **Graduation Tracking**. You can also explore careers and education under **Cluster Possibilities, Program Possibilities** and **SHSM***.
- To add a course to your selections, click on the “+” icon. You will return to the Course Planner tab and the course you have chosen will appear.
- Note there are extra slots for Music Repertoire (morning band), e-learning and HWDSB System Co-ops.

 This blue symbol means there is a **Warning** that you must read. Hover over the blue dot and the note will appear. Examples of a Warning include: “*You have selected a course that you have*”

previously completed. This course will not count as an additional credit,” or “\$20 fee is required for this course.”

 This red symbol means there is an **Alert** that you must read. Hover over the red dot and the note will appear. An example of an Alert is “You do not have the proper pre-requisite, please select the proper pre-requisite, or speak to guidance.”

Step 6: When you have selected all courses for the next school year and completed a review, click on the **SUBMIT** button at the bottom of next year’s courses. *Only press SUBMIT when you are completely finished or you will have to see a counsellor to make changes.*

Part 5: Print the Sign Off Sheet. Ensure the Sign Off Sheet is completed with signatures. Follow the instructions under the heading **SUBMISSION INFORMATION** on the Sign Off Sheet to return to the school.

Special Instructions

***SHSM students:**

If you are interested in enrolling in a DVSS Specialist High Skills Major, click on the SHSM **Learn More** tab at the bottom right. Read about the SHSM which interests you, and select **HWSHSM** under the HWDSB System Program Codes to be called to a meeting about the SHSM programs.

***Co-op Students**

Co-op runs for 2-credit half-day (**COO308**) or 4-credit full-day (**COOFT1** or **COOFT2**). In special circumstances, students can do a one-period co-op (**COO306**).

***e-Learning**

Specific online e-learning courses, are offered in the options this year. Choose either the e-learning option or the traditional in-class option, not both. Students selecting e-learning courses must be independent learners who are committed to reading a lot of material online and have the initiative to work many hours online per week.

***GPP30 Leadership and Peer Support**

We offer two courses with the same code but different foci. Students can only earn a credit with one of them, so you must choose between Global CONNECT (**GPP301**) and Peer Tutoring (**GPP301P**). Students wishing to complete the Global CONNECT program in grade 12 must have GPP301.

***Physical Education Courses**

There are two Large Group Activities courses per grade with the same code but different foci. Students can only earn a credit with one PAL per grade so you must choose between the following courses: **PAL201B** or **PAL201S**; **PAL301B** or **PAL301S**; **PAL401B** or **PAL401H**.

***Music Students**

Repertoire for credit – students may choose **AMR201** and **AMR3M1** (morning band all year) in addition to **AMI201** or **AMI3M1**. Grade 12’s may choose **AMR4M1** (morning band all year) and MAY choose to also complete **AMI4M1**.

***Drama – Film/Video Students**

Select **ADV30**. Once you are in the course, you may change course codes to reflect your interest in the course/pathway.

***Current Grade 12’s:**

If you are not returning, please select **NOTRET**. If you plan to return for Semester 1 only, please select **NOTRET2** to force your classes into semester 1.

***Study periods**

If you have 24 credits, you may take one or two study periods. If you would like seven courses and one study, select **STUDYJ**. If you would like six courses and two study periods, select **STUDYZ** and **STUDYJ**.

***HWDSB Programs**

If you are interested in programs at offered other schools, please select the System Program Codes. You will be informed about information sessions to hear about how to apply to these programs.

***IB Students**

Students may apply for IB at Westdale Secondary School for grade 11. ENG2D1E, MPM2D1E, FSF2D1 and MCR3U1 must be completed in grade 10. If planning to take three 3U science, take one in grade 10.