



Ancaster High School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

374 Jerseyville Road West
Ancaster, Ontario L9G 3K8
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PRINCIPAL: B. Woof
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www.hwdsb.on.ca/ancasterhigh

Xello Course Planner Instructions

February 2021

PART ONE – Accessing Xello

- Students must access Xello **only** through the Hub. The Xello icon is found at the top of the page. *NOTE: students must be logged into a class to see it!*
- To begin, please click on the Xello icon, then click on Course Planner (see screenshot below)

The screenshot shows the HWDSB Hub interface. At the top, there is a navigation bar with 'HWDSB HUB' and 'Ancaster Guidance (2021)'. Below this is a row of icons for 'Course Home', 'Gigit', 'Content', 'Appointment B...', 'Xello', 'Calendar', 'Email', and 'Portfolio'. A red arrow points to the 'Xello' icon. Below the icons is a large banner image of a field. Underneath the banner, there are two main sections. The left section is titled 'Core Lessons' and 'Grade 10', with a 'Discover Learning Pathways' button. The right section is titled 'About Me' and 'Goals & Plans', with a 'Course Planner' link highlighted by a red arrow.

- Data entered into Career Cruising was imported into Xello and should be visible
- Xello has features that help you explore career clusters and post-secondary programs. Students who had plans saved in Career Cruising, should be able to view these plans by using the drop-down menu under their avatar
- Xello does not track Community Involvement Hours, or the Literacy requirement. This information is tracked on the Status Sheets. This document will be e-mailed to parents/guardians before February 22, 2021



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PART TWO – Using Xello

- Please review the diagram below and the text boxes to the right

GRADE 10
0 Credits

Not Submitted

- + Add English 10
1 cr.
- + Add Math 10
1 cr.
- + Add Science 10
1 cr.
- + Add History 10
1 cr.
- + Add Elective 10
12 Credits remaining

Choosing compulsory courses like English, Math, etc. is easy because Xello only shows options from that category

Choosing elective courses can be overwhelming because so many options pop up! Most categories match our [Course Selection Sheet](#)

- Most students are required to choose one **Alternate** course. We will place you in this automatically if another one of your course selections is cancelled due to low enrollment
- Each grade is allowed to select one **Extra Credit**, but this must be Repertoire Music only (AMR1O1, AMR2O1, AMR3M1, or AMR4M1)



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PART THREE – Special Diplomas (SHSM)

- Students registering for our special programs can track their requirements through Xello. Please review the screenshot below
- Our special programs are:
 - **SHSM** in Aviation & Aerospace (last year, current Grade 11's only are allowed to continue)
 - **SHSM** in Manufacturing
 - SHSM in Information & Communication Technology
 - SHSM in Hospitality and Tourism
 - NOTE: [Mr. Nicholson](#) is uploading all IB courses manually

Required
Ontario Secondary School Diploma (OSSD)  6 Credits left

Hospitality and Tourism - University	Specialist High Skills Major	7 Credits left
Hospitality and Tourism - Workplace	Specialist High Skills Major	7 Credits left
Information and Communications Technology - Apprenticeship	Specialist High Skills Major	7 Credits left

Specialist High Skills Major
Hospitality and Tourism - College  [More Info](#) 6 Credits left 3 / 9

Cooperative Education 0 / 2 credits +	Hospitality and Tourism Major 1 / 4 credits +	Science or Business Studies 0 / 1 credit +	English/Francais 11 1 / 1 credit View all	Mathematics 12 1 / 1 credit View all
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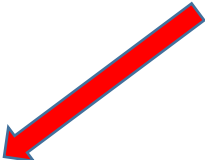
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PART FOUR – Year 5 Students

- Year 5 students will need to click **Add Grade 13** at the bottom of Course Planner
- Students must choose a minimum of three courses, and NORET2. This helps us build you a semester one only timetable

History in Canadian Geography, ... CGCI1P1 Geography 9 1 cr.	Canadian History since 1600 ... CHC2P1 History 10 1 cr.	Healthy Living and Physical Educa... PAR401 Electives 1f 1 cr.
Healthy Active Living Education, ... PPL101F Health & Physical E... 1 cr.	Career Studies, Grade 10, Open, ... GLC203eL Career Studies 10 0.5 cr.	ESL Level 4 ESLDO1 Electives 1f 1 cr.
Core French, Grade 9, Open FSF101 French 9 1 cr.	Civics and Citizenship, Grade 10... CHV203eL Civics 10 0.5 cr.	Foundations for College Mathe... MAP4C1 Electives 1f 1 cr.
Year-Independent Requirements		
Visual Arts, Grade 9, Open AVI101 Arts 1 cr.	Personal and Fitness Activities, ... PAF201F Electives 10 1 cr.	Healthy Living and outdoor Acti... PAD201 Electives 1f 1 cr.
Travel and Tourism: A Geograph... CGG301 Group 1 1 cr.	Personal and Fitness Activities, ... PAF201M Electives 10 1 cr.	Mohawk College Dual Credits HWMCDC Electives 1f 1 cr.
Drama, Grade 10, Open ADA201 Group 2 1 cr.	Mathematics for College Techn... MCT4C1 Electives 10 1 cr.	
Introduction to Computer Scien... ICS3U1eL Group 3 1 cr.		



Add Grade 13

PART FIVE – Failed Courses & Summer School

- Students who have failed a compulsory course must select the same course in Xello, regardless of their Summer School intentions
- Once a student registers for summer school in May, they can meet with their guidance counsellor and replace this failed compulsory with a course of your choosing



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PART SIX – Finishing Up!

- Clicking the Printer icon allows students to double-check they are submitting courses for Ancaster High and not another school
- Once all courses are chosen, click **“Ready to Submit”**

NOTE

- If a **blue** warning symbol appears, hover over the symbol and read the special note.
- If a **red** warning symbol appears, hover over the symbol to read the note. This will usually mean you are missing the pre-requisite course. Xello should suggest a solution