



Ancaster High School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

374 Jerseyville Road West
Ancaster, Ontario L9G 3K8
Phone: 905.648.4468 Fax: 905.648.8228

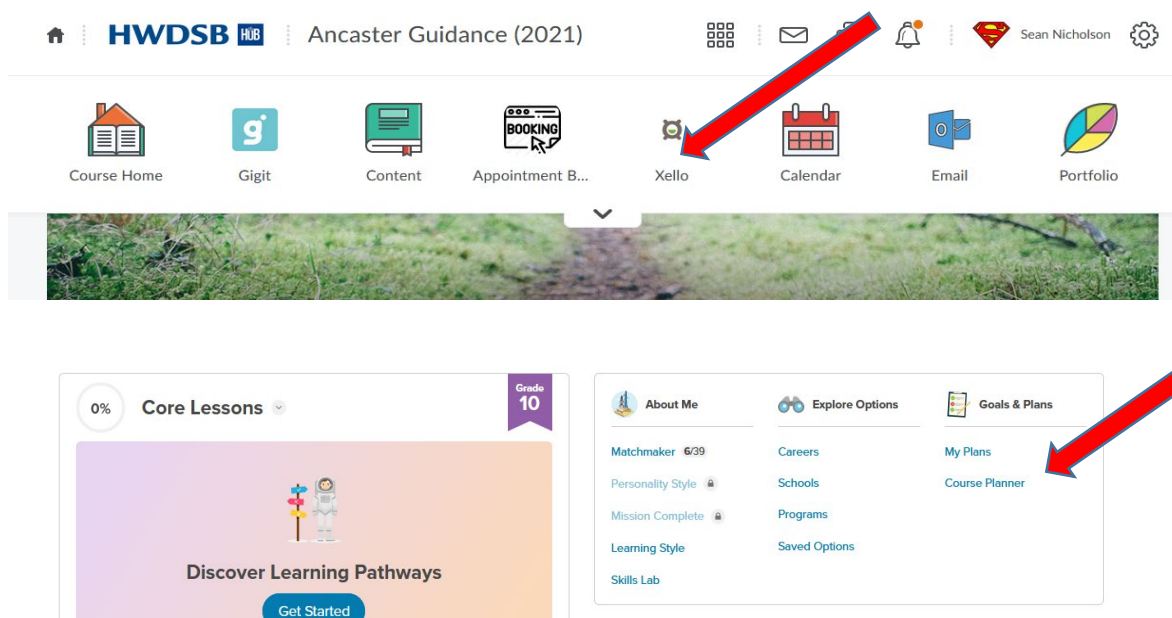
EMAIL: ancasterhigh@hwdsb.on.ca
PRINCIPAL: J. Monteith
VICE-PRINCIPAL: K. Davy and C. Mills
www.hwdsb.on.ca/ancasterhigh

Xello Course Planner Help Guide

February 2024

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)



- Xello has features that help you explore career clusters and post-secondary programs.
- Xello does not track Community Involvement Hours, or the Literacy requirement. This information is tracked on the Status Sheets. This document will be distributed to students in homeroom classes during the week of February 12, 2024

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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

- We ask each student 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
- NEW: when a student registers for summer school (see below – use Extra Credit slot) we'll use the **Alternate** course in its place.
 - Example: a student chooses 8 courses, and one of them is CHC2D1 (Gr 10 History). The student then registers for TDJ2O1 (Gr 10 Technological Design) because now they have room for it. The student should communicate this using the **Alternate** course slot.
- Students interested in Repertoire Music (AMR1O1, AMR2O1, AMR3M1, or AMR4M1) should e-mail Ms. Wylie at mwylie@hwdsb.on.ca with their request



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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 Manufacturing
 - **SHSM** in Information & Communication Technology
 - **SHSM** in Hospitality and Tourism






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 	Mathematics 12 1 / 1 credit 
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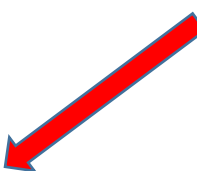
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PART FOUR – Year 5 Students

- 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, ... CGC1P1 Geography 9 1 cr.	Canadian History since 1600 ... CHC2P1 History 10 1 cr.	Healthy Living and Outdoor Acti... PAR4O1 Electives 11 1 cr.
Healthy Active Living Education, ... PPL1O1F Health & Physical E... 1 cr.	Career Studies, Grade 10, Open, ... GLC2O3eL Career Studies 10 0.5 cr.	ESL Level 4 ESLDO1 Electives 11 1 cr.
Core French, Grade 9, Open FSF1O1 French 9 1 cr.	Civics and Citizenship, Grade 10... CHV2O3eL Civics 10 0.5 cr.	Foundations for College Mathe... MAP4C1 Electives 11 1 cr.
Year-Independent Requirements		
Visual Arts, Grade 9, Open AV1O1 Arts 1 cr.	Personal and Fitness Activities, ... PAF2O1F Electives 10 1 cr.	Healthy Living and outdoor Acti... PAD2O1 Electives 11 1 cr.
Travel and Tourism: A Geograph... CGG3O1 Group 1 1 cr.	Personal and Fitness Activities, ... PAF2O1M Electives 10 1 cr.	Mohawk College Dual Credits HWMCDC Electives 11 1 cr.
Drama, Grade 10, Open ADA2O1 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

- Students who have failed a compulsory course in semester one must select the same course in Xello, regardless of their Summer School intentions



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PART SIX – SUMMER SCHOOL **NEW** STUDENTS NOW USE XELLO TO REGISTER EARLY

Step 1 – Go to your Course Planner Screen and choose “Add Extra Credit”:

The screenshot shows the Xello Course Planner interface. On the left is a sidebar with the 'xello' logo and a 'STUDENTS' menu. The main area displays course selection for four grades: GRADE 9, GRADE 10, GRADE 11, and GRADE 12. Each grade section lists available courses with their credit values. In the GRADE 11 section, a purple box highlights the 'Add Extra Credit 11' button, with a purple arrow pointing to it and the text: 'Choose "Add Extra Credit" for the course year you're planning'. A search bar at the top right contains the text 'Summer School 2024'.

Step 2 – Type Summer School 2024 in the “Extra Credit” course search bar:

The screenshot shows the 'EXTRA CREDIT' search results page in Xello. The page has a header with the 'xello' logo and a search bar. Below the header, there's a section titled 'EXTRA CREDIT' with a sub-header 'Maximum Number of Extra Credits Left: 1'. A purple arrow points to the search bar, which contains the text 'Summer School 2024'. Below the search bar, there's a table with columns: [CODE], NAME, GRADE, CREDIT, STATUS. The table lists search results for 'Summer School 2024', including 'Summer School IN-PERSON 2024 - DCO30 - Co-op, Grade 11 Open'.

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Step 3 – Choose the Summer School course from the list of courses recommended for you:

xello

Summer School Courses for which you have pre-requisites are available for selection - CHOOSE ONLY ONE (or up to two for Civics and Careers)

Search for students, groups, and more

Summer School 2024

[CODE]	NAME	GRADE	CREDIT	STATUS
[DCO3OISS24]	Summer School IN-PERSON 2024 - DCO3O – Co-op, Grade 11 Open	11	1	Add
[ENG3C1SS24]	Summer School ON-LINE 2024 - ENG3C1 – English, Grade 11 College	11	1	Add
[ENG3UISS24]	Summer School ON-LINE 2024 - ENG3U1 – English, Grade 11 University	11	1	Add
[GWL3O1SS24]	Summer School ON-LINE 2024 - GWL3O1 – Designing your future, Grade 11 Open	11	1	Add
[MBF3C1SS24]	Summer School ON-LINE 2024 - MBF3C1 – Math, Grade 11 College	11	1	Add
[MCF3MISS24]	Summer School ON-LINE 2024 - MCF3M1 – Functions & Applications, Grade 11 Coll...	11	1	Add
[MCR3UISS24]	Summer School ON-LINE 2024 - MCR3U1 – Functions, Grade 11 University	11	1	Add
[PPZ3C1SS24]	Summer School ON-LINE 2024 - PPZ3C1 – Health for Life, Grade 11 College	11	1	Add
[SBI3C1SS24]	Summer School ON-LINE 2024 - SBI3C1 – Biology, Grade 11 College	11	1	Add
[SBI3UISS24]	Summer School ON-LINE 2024 - SBI3U1 – Biology, Grade 11 University	11	1	Add
[SCH3UISS24]	Summer School ON-LINE 2024 - SCH3U1 – Chemistry, Grade 11 University	11	1	Add
[SPH3UISS24]	Summer School ON-LINE 2024 - SPH3U1 – Physics, Grade 11 University	11	1	Add

IMPORTANT - you can choose only:

- ONE Summer Co-op Course – recommended for SHSM and OYAP students
- **OR** ONE Summer School FULL/1 credit course
- **OR** Civics (.5 credit) AND/OR Careers (.5 credit)

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PART SEVEN – 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”**

The screenshot shows the xello course selection interface. The top navigation bar includes 'xello', 'About Me', 'Explore Options', and 'Goals & Plans'. The main area displays a grid of course cards. On the right, a summary panel shows 'Available period' sections and a large blue 'Ready to Submit' button, which is highlighted by a red arrow. Below the button is an 'Extra Credits' section with a '+ Add Extra Credit 11' button.

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