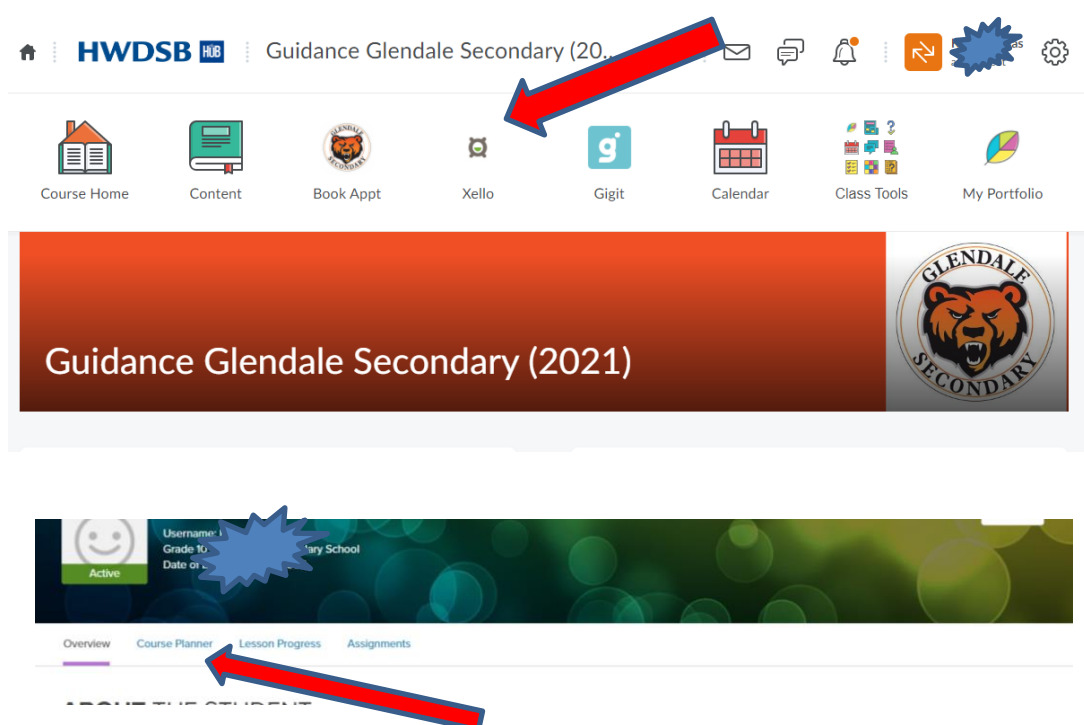# Glendale Course Selection Instructions – February 2023

Course selection for next year takes place through XELLO **Course Planner**. You can find the **XELLO** icon at the top of your Hub page. **Note:** YOU MUST BE LOGGED INTO THE GLENDALE GUIDANCE HUB PAGE TO SEE IT!

- Anything you had saved in Career Cruising should be carried into Xello. Please follow the **XELLO** instructions to EXPLORE, CHOOSE courses, and SUBMIT your requests. You may complete this process on a computer at home or school. Completing the digital Option Sheet working copy will help with organizing your course selection. When you click the elective course slot, you may search by **Discipline**. These align with the option sheet categories so refer back to your digital working copy.

- **NOTE: Community Hours and Literacy Test results are to be tracked by the student and DO NOT reflect actual results**

Pathway Planning:

When making course selections, it is very important to plan backwards. We timetable according to your choices, so please do your research to ensure the courses you need are available to you. Timetable changes may not be available based on the options selected by all students.

XELLO has features that help you to explore career clusters and post-secondary programs. If you have plans saved in Career Cruising, you should be able to link back using the drop-down menu under your avatar.

Instructions for entering Grade 12
   a) Must choose **8** courses to ensure graduation and post-secondary requirements are met. If 7 courses are selected, then choose STUDYH as the final course
   b) Universities require **6 Grade 12 M or U courses**
   c) Research on-line the College or University of your choice for program admission requirements
      Students need to research **post-secondary course requirements** on the following websites:

www.ontariocolleges.ca   (Ontario Colleges)
www.ontariouniversitiesinfo.ca (Ontario Universities)

d) **All current Gr.12 students:** You are automatically set as NOT RETURNING and do not need to do anything else. If you are a Grade 12 student and still need courses to graduate, you will need to Add Grade 13 at the bottom of the page. If you have received permission to return for one semester, you may select four courses and NOTRET2 to indicate you are not returning for semester 2.

Instructions for Grades 9, 10, 11

a) Must choose **8** courses per year. A study period is not permitted until a student has achieved 20 credits.

b) Each course must be in the appropriate pathway: Applied→College, Academic→University, Locally Developed/Essential→Workplace

c) All students must choose **2 Alternate Electives** (only used in case a course is cancelled.)

d) Check prerequisites in the course flowcharts if you're unable to choose a desired course.

e) Keep in mind course requirements for future college/university/apprenticeship programs. Research NOW!

f) Students registering for the **SHSM** in Arts & Culture, Business, Non-Profit or Transportation are responsible for completing ALL components of the program. Plan wisely! COOP is MANDATORY! **Use the Diploma tracker in Xello to check your specific SHSM Requirements!**

If the Blue Warning Symbol appears, hover over the blue dot and a note will appear. Example: "eLearning" All eLearning courses are indicated with a blue warning!

If the Red Alert Symbol appears, hover over the red dot and an alert note will appear. Example of an Alert: "*You do not have the proper pre-requisite.*"

You can search electives by Grade or by Discipline

Specific Instructions for Departments

a) **ABPA:** find all your arts courses listed on the digital copy of the ABPA Option Sheet. You can also type **ABPA** in the search bar for the list of courses. Remember you need to take one of your **major** courses along with an **additional arts course** (double major, minor as well as single major) every year you are attending Glendale. All of these courses end with the **7ᵗʰ character "A"** and are for Audition-Based Program of the Arts students only.

b) **ESL** students:
   ➢ Courses that are ESL congregated classes end with the 7ᵗʰ character "S" or "L" and are for English Language Learners only.
   ➢ You can search for these or other ESL classes in the search bar

c) **Health and Physical Education:** Focus courses are listed in the course notes for each class. There are no prerequisites for these courses—take the one that is your grade or that you don't already have a credit in. For your reference:
   ➢ **PAL—**basketball
   ➢ **PAD—**soccer focus
   ➢ **PAI—**net sports focus
   ➢ **PAR—**yoga and mindfulness
   ➢ **PPL—**regular phys ed
   ➢ **PAF—**fitness

d) **All Year Courses/EXTRA CREDIT**:
   ➢ **Repertoire (Choir and Band/Orchestra)**: AMR2O1, AMR3M1, AMR4M1 as well as AMO2O1, AMO3M1, AMO4M1 AND AME4M1 run outside of regular school hours and are chosen as an **Extra Credit** course.

Only these **Repertoire courses** can be chosen as an **Extra Credit**

e) **Co-op Credits:**
   ➢ Can count as G1, G2 or G3 credits (maximum of 2)
   ➢ Choose COO3O8 = 2 credit Co-op (half day any semester)
   ➢ Choose COOFTE = 4 credit Co-op (all day) which includes OYAP
   ➢ **Dual Credit** at Mohawk College or **System All Day Co-op** Programs (ArtSmart, Work in Progress Program, Healthcare Support Program, Home Building, or Militia) require applications available from your Counsellor. POST-GRADS CANNOT APPLY.
   ➢ OYAP Programs require applications available from the Co-op teacher
   ➢ Students going directly to work after graduation should be taking Co-op as preparation for their transition

f) **Summer School & Failed Courses**: Students who have failed a compulsory course or a prerequisite must select the course on the course planner regardless of their Summer School intentions—you cannot skip a course in the course planner because you plan on taking that class in summer school. Students who have failed one of Careers or Civics please see your Counsellor.

By clicking the PRINTER icon, you can double-check that your next school comes up as GLENDALE. Finally, once all courses are chosen, **SUBMIT**! Congratulations!

Elearning MANDATORY Graduation Requirement

• All students who entered secondary school beginning in September 2020 must earn a **minimum of two online learning credits** as part of the requirements for an Ontario Secondary School Diploma;
• Students may be exempted from this requirement at the request of their parents/guardians through an opt-out process (students 18 or older can opt themselves out);
• Students working towards other certificates (for example, the certificate of accomplishment or an Ontario Secondary School Certificate) are not required to complete the online learning requirement;
• The requirement can be met through the successful completion of 2 full online credits;
• Online learning credits towards the graduation requirement may be earned at any time during the student's secondary school program or through a "reach ahead" prior to September of their grade nine year;
• Credits earned in the following manner are ineligible: in-person learning, blended learning, flipped classrooms, and remote learning.

OPT OUT PROCESS: Families will have the ability to opt out of the online learning requirement by completing a form in Parent Portal. This form will be available for families to complete effective January 16th, 2023, and can be completed using either the web or mobile app version of Parent Portal.

Elearning courses can be found under the eLearning heading in Xello and have eL at the end of the course code to signify that they are eLearning courses.

The deadline for submission of courses through Xello is Friday, February 24th. If you do not select your own courses, your guidance counsellor will select courses for you and you will not be able to make changes in September. Please select the courses that you think are best for you and your future pathway and post-secondary destination.