

- Parents and Students go to the Entering role for the new year and go to Registration > Summer School > Course Catalog the user can then select a course via the drop down of courses, to add a course click the Add to Schedule button

Grade 11 | Class of 2019

My KS Register Course Catalog Bus

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Summer School Course Catalog for Grade 11

Select a Course: KS00906 Geometry A/B (KS00906) Search

+ = Add to Schedule; +A = Add to Waitlist

Section ID	Course ID	Start Time	End Time	Room	Fee	Status	
KS00906-1	KS00906 Geometry A/B-1	7:35 AM	11:45 AM	104	\$350	Open	+ +A

- After clicking Add to Schedule button “Success...” message is displayed.

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SUCCESS! Course KS00923 Power Read/Write-1 (KS00923-1) added.

Select a Course: KS00923 Power Reading & Writing (KS00923) Search

+ = Add to Schedule; +A = Add to Waitlist

Section ID	Course ID	Start Time	End Time	Room	Fee	Status	
KS00923-1	KS00923 Power Read/Write-1	7:35 AM	9:30 AM	102	\$175	Open	+ +A
KS00923-2	KS00923 Power Read/Write-2	9:50 AM	11:45 AM	102	\$175	Open	+ +A

- Once course is full the Add to Schedule button is greyed out and the Add to Waitlist button is clickable

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Select a Course: KS00923 Power Reading & Writing (KS00923) Search

+ = Add to Schedule; +A = Add to Waitlist

Section ID	Course ID	Start Time	End Time	Room	Fee	Status	
KS00923-1	KS00923 Power Read/Write-1	7:35 AM	9:30 AM	102	\$175	Closed	+ +A
KS00923-2	KS00923 Power Read/Write-2	9:50 AM	11:45 AM	102	\$175	Open	+ +A

4. Success message displayed if adding to waitlist

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Summer School Course Catalog for Grade 11
SUCCESS! Wait Listed KS00917 Hwn Nat Hist Env Sci-1 (KS00917).
Select a Course: KS00917 Hwn Natural Hist Env. Sci. (KS00917) Search
+ = Add to Schedule; +A = Add to Waitlist

Section ID	Course ID	Start Time	End Time	Room	Fee	Status	
KS00917-1	KS00917 Hwn Nat Hist Env Sci-1	7:35 AM	11:45 AM	207	\$400	Closed	+ +A

5. After adding courses users need to go back to Register tab to Finalize Choices by clicking the Finalize Choices button
If a user has Waitlisted Courses or Waitlisted Bus then they have to designate the class to replace utilizing the switchable column

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Summer School Registration for Grade 11
STATUS: Registration not finalized or not complete

REGISTER

DIRECTIONS

- Search through the [Course Catalog](#).
- Add desired classes.
- If you do not get a desired class, add it to your waitlist.
- If you are waitlisting courses, indicate the classes you would like removed from your schedule by making them "switchable." This can be set in the "Switchable" column of the table. If you cannot finalize your schedule because you do not have a class that is switchable, add the Placeholder Course and then make it switchable.
- If you are requesting bus service, make sure you add the correct classes from the Course Catalog. You can waitlist yourself if the bus is full.
- Click the "Finalize Choices" button when finished.

Section ID	Start Time	End Time	Course ID	Title	Fee	Switchable	
KS09101-1	AM BUS (00)	AM BUS (00)	KS09101	KS09101 N Shore Laie-1	\$100		Delete
KS00923-1	7:35 AM (01)	9:30 AM (01)	KS00923	KS00923 Power Read/Write-1	\$175	Yes [Make No]	Delete

Total: \$275

Waitlisted Courses
Add courses to your waitlist in your preference order.

Order	Course ID	Title	Fee	
1	KS00917	KS00917 Hwn Nat Hist Env Sci-1	\$400	Delete

Waitlisted Bus
If you would like to waitlist yourself for bus service, add the appropriate buses from the Course Catalog. Add both AM and PM buses to be considered for round trip service.

Order	Course ID	Title	Time	Fee	
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Do you need bus transportation? Be sure you to add your bus before finalizing.

Finalize Choices