

William Annin 5th to 6th Online Elective Course Selection

2011/2012 School Year for Current District Students - Online Requests

This Process is completed through your **Home Access Center**. Home Access Center is where the 5th Grade parents view their Report Cards online. A link to that site can be found on our William Annin Website, along with other information about the Middle School. http://www2.bernardsboe.com/WilliamAnninMiddleSchool/Internet_Access.aspx

5th to 6th - Directions for course requests at the Middle School are given to current fifth graders during the February classroom visits by Annin counselors and online through Elementary Friday Folders messages like this one. Students will be able to choose a World Language and a possible Band/Orch./Chorus offering. The World Lang. choice is a three year commitment. If choosing two music selections, they cannot be a Band/Orchestra combination due to lesson schedules.

Course Request Tab

On your HAC (**H**ome **A**ccess **C**enter), look for the Course Request Tab. This tab will be turned on during the "active online scheduling" period (Jan. 20th until Noon on Feb. 15th). **It is important that your choices be made during this time frame.** After that, the tab will be turned off and the scheduling process at Annin will begin. Once you are in the Scheduling Tab, click on the button that says: **"Add Edit Course Selections"**. That will bring up any course available to your student. It is next year's grade sensitive. You will see four World Language selections and three Music selections. **Simply place a check mark in the first column next to your selection(s)**. Make sure you click **"Save"** at the bottom when you are done. At any time during the active online scheduling period, you may return and change or edit your selections. Once noon on Feb. 15th occurs, the selections will become final.

Home Access

Most 5th Grade parents are familiar by now with their login and password process for the Home Access. If you have "forgotten" your login or password, please contact jfiorini@bernardsboe.com at the Board Office. She will look for an email sent from your email address that matches the email address that is in the system. The Board Office controls the security for all district logins. This is **not** administered at school level.

If you have questions on the process, please contact Mr. Buist in the William Annin Guidance Dept. at jbuist@bernardsboe.com or call (908) 204-2610 ext 106.