

North Hunterdon High School Online Course Selection

“HomeLogic” Instructions

Introduction:

North Hunterdon High School online course selection for the 2012 - 2013 school year will begin on January 4, 2012. Access to the scheduling program will be staggered by grade level. Please refer to the schedule below for the course entry timeline by grade level.

All students who enter course requests during their assigned time will be given equal opportunity to receive the selected courses; no priority is given to the order in which student course requests are completed during the HomeLogic scheduling window.

Current NHHS grade 11:

Students currently enrolled in grade 11 will enter course requests beginning at 8:00 a.m. on January 3rd and should complete the process by January 9th.

Current NHHS grades 9 and 10:

Students currently enrolled in grades 9 and 10 will enter course requests from 3:00 p.m. on January 9th through midnight (12:00 a.m.) on January 16th.

All returning students:

Any student who needs help with the process or who needs to use a school computer may visit their grade-specific, designated area from 2:30 – 3:10 January 9th or January 12th. Ninth graders will find assistance in the Math Resource Room, 212; tenth and eleventh graders may visit Room 128 on Monday, or Room 126 on Thursday. Counselors will also be available in the Guidance Conference Room at the end of the day on Friday, January 13th.

Students who fail to input their courses during the time frame above will be assigned a lower scheduling priority. Accordingly, this may affect these students' ability to enroll in courses which are full or are not running.

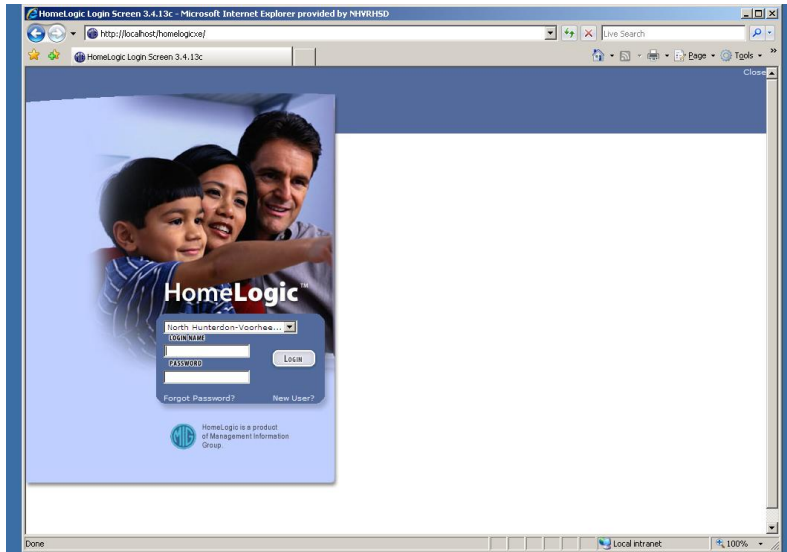
When choosing courses it is helpful to “plan backwards”. Scheduling is a four year journey and students need to think about their eventual destination. First, ensure the student is meeting the graduation requirements (refer to page 3 and 4 of the curriculum guide). Then, remember the best preparation for college work and college admission is a challenging curriculum. Consider the time commitment for extra-curricular activities when choosing courses. Juniors and seniors should take their college search into account. This process can be very demanding and should be considered when selecting courses.

Level of placement is determined by performance and teacher recommendations. A student must have an A average to move up a level. A student must have a C or better in a current course to maintain the level. If the student has a grade below a C, the student should move down a level. Please be reminded that the students' current teachers and counselors will review all requests. Inappropriate requests will be adjusted based on teacher recommendations. Please refer to page 2 and 3 of the Curriculum Guide for further explanation.

HomeLogic Scheduling Procedures

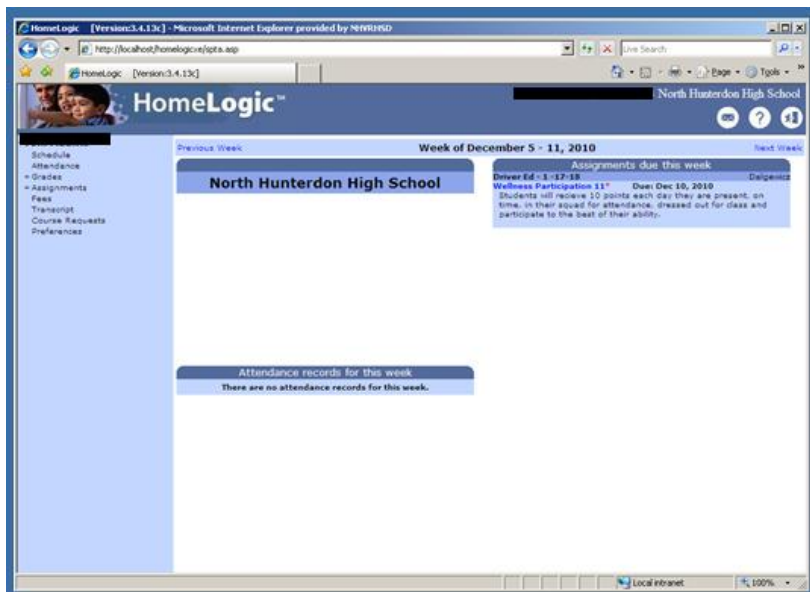
First: Log into the Online Course Request System (HomeLogic)

Go to <https://homelogic.nhvweb.net/homelogicxe/>



Then: Navigating the HomeLogic System

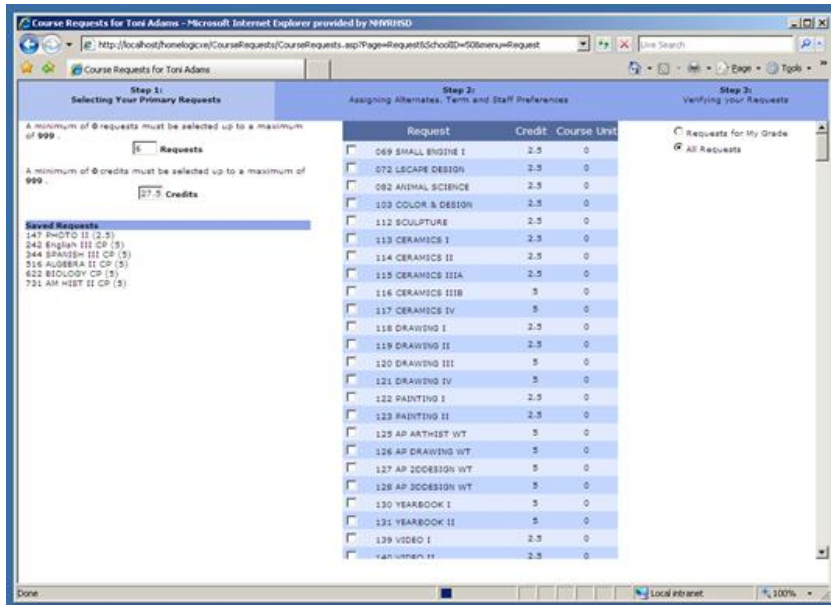
Type the login and password into the appropriate field and click the Login button. The Login name and password have been distributed to students. Contact the counseling office with Login and password questions.



To schedule courses for next year, select the **Course Requests** menu item on the left-hand side.

Begin Requesting Courses

Step 1: Selecting Primary Course Requests



The above page should appear on the screen. If it does not, please ensure that the web browser is not blocking pop-ups. A list of all of the courses available will be displayed from the 2012 - 2013 Course Selection Guide.

Make sure the “all requests” button in the upper right hand corner of the screen is checked. Failing to do so will prevent the student from seeing all the courses available.

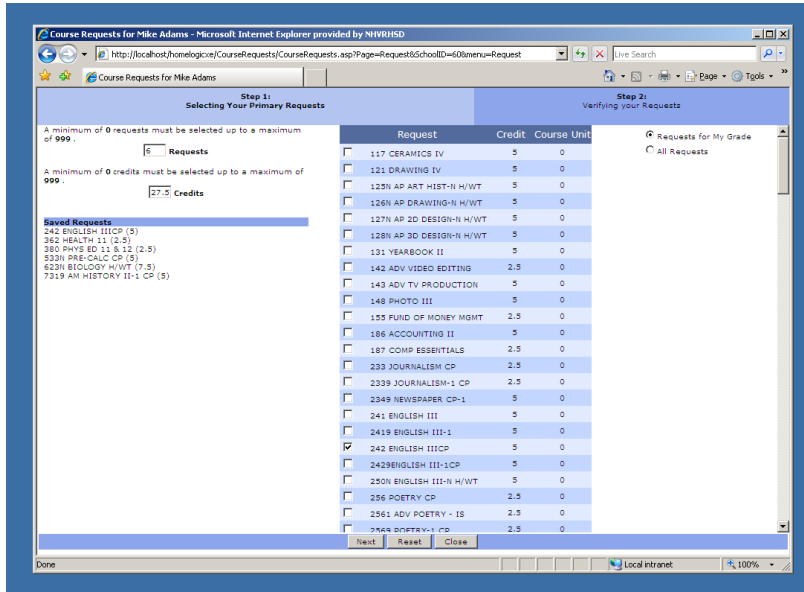
Please refer to the grade level cheat sheet provided with this document to help in selecting appropriate grade level courses.

A “Credits” counter should appear in the upper left section of this window. Students are required to take a minimum of 35 credits each year. Most full year courses are 5 credits and half year courses are 2.5 credits. Some advanced math and science courses are 7.5 credits (three mod classes) or 10 credits (4 mod classes).

Please note that grade level Health and PE courses are already entered as a course request for all students. These are required courses and must appear on all schedules.

Be sure to enter the correct course number. Please also note that courses ending in 9 indicate an In Class Support sections and should only be chosen after consulting with the Case Manager for the student.

A good place to start is to begin by entering required classes: English, math, science, social studies and world language. Next, begin selecting elective courses. Keep in mind the schedule must include a minimum of 35 credits.



Requests: In the middle of the Course Requests window a listing of the available courses will be listed by the course number and title. On the left-hand side the current request status will be displayed. To enter requests, the student must mark checkbox immediately to the left of the course name. The student may check several courses at one time. The student may scroll down to view more courses.

Course Pre-Requisites

When planning course level placement, consider taking the most challenging course load that can be handled without creating an undue burden. It may be better for a student to experience success in an appropriate placement than to experience extreme difficulty in an inappropriate placement. It is particularly important to review the prerequisite requirements that are listed under the course in the curriculum guide. Prerequisites are prior courses which must be taken before a particular course may be scheduled. If the student does not meet the prerequisite requirements for the course, the course will not appear on the student's course request list.

When the student places the mouse over the course request, additional information about the course will be displayed. In some cases it might be a more descriptive title, but in other cases it may show important information about the course including prerequisites, or if an application or audition is required.

AP Courses

Students who wish to take AP courses should be aware of those which required pre-requisites such as a departmental application. Speak with your current teacher in that subject area if you have any questions. As always, those who wish to take more than 3 AP courses in a given year must have the approval of the Assistant Principal for Curriculum & Instruction. Mr. Hahola will sign your Course Request Verification Sheet to indicate this approval, before you turn it in to your counselor.

Grade Level Requirements

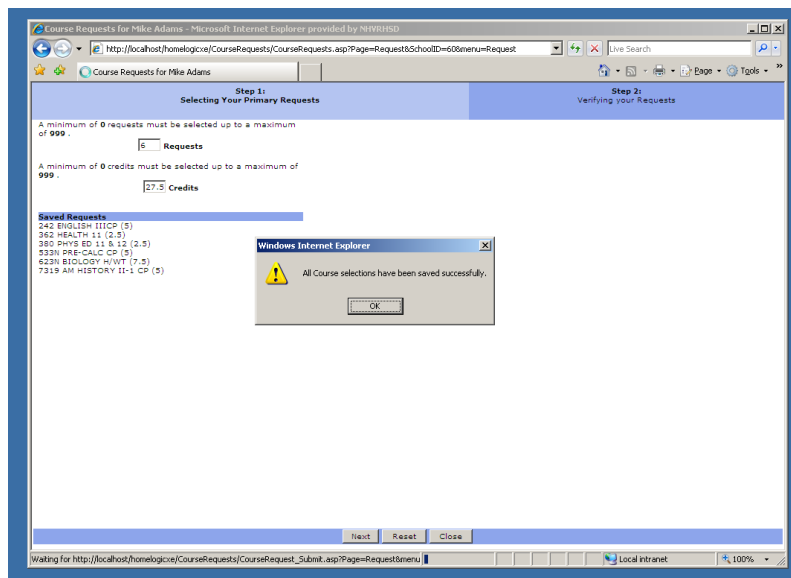
In addition to pre-requisites, some courses at North Hunterdon High School include grade recommendations. Check for these grade recommendations in the Curriculum Guide.

Step 2: Choosing Alternates

All Grade Levels: It is a recommendation that students choose at least two alternates for the elective courses chosen. In the event that a first choice elective course is unavailable, or if a scheduling conflict, i.e. two courses offered at the same time, prevents the first choice elective course from being schedule, a substitution can be made without having to call the student to Guidance to ask what other choices might be desirable.

Alternate choices for electives should be written on the Course Verification Sheet that will be handed in to the counselor.

Next: To submit requests, simply click the Next button at the bottom of the Course Requests window. The window will refresh after the student requests are saved. Before saving requests, please ensure that the credit total is at least 35 credits. Also, check to make sure the course levels are correct.



Step 3: Verifying Student Requests

Once OK is clicked, the verification page will appear. The total credit tally will be shown.

Selected Requests: The Selected Requests portion of the screen will show all requests that have been submitted. This area will update only after the course request process is complete. This section will not update as requests are clicked.

If the student identifies an error in the Selected Requests list, he/she may go back and uncheck the mistaken course and click next again. This will remove the unwanted course from the summary.

All students **MUST PRINT A HARD COPY of the VERIFICATION PAGE**. This page must be signed by the parent and student. Be sure that you have written your alternate elective choices on the verification sheet. Once courses are entered and the form is signed, *a copy of the form must be placed in the box for the student's counselor located in the guidance office*. You should be sure to keep a copy for your own records, as well.

