

## *High School*

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### *Steps to Register for Classes via Genesis Parent Access 2020-2021*

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#### COURSE REGISTRATION WILL BE OPEN FEBRUARY 7<sup>TH</sup> – 14<sup>TH</sup> 2020

- ❖ Log onto the Parsippany-Troy Hills Parent Access website → <https://parents.pthsd.k12.nj.us>
- ❖ Click the **Scheduling** tab in the top Blue Bar.
- ❖ Click the **Request** tab to select course requests.
- ❖ Review the recommendations that your child's teacher has made. The *Course Selection Bulletin* is available to examine graduation requirements, course descriptions, prerequisites, and course sequencing before selecting courses.
- ❖ The **Course Selection Book 2020-2021** can be found on the District's Web page → Academics → Secondary Scheduling.  
[http://www.pthsd.k12.nj.us/departments/curriculum\\_department/secondary\\_scheduling](http://www.pthsd.k12.nj.us/departments/curriculum_department/secondary_scheduling). If you would like to follow the appeal process regarding one of the teacher recommendations, click **Request a Course** and select the course you would like. Please see your counselor to determine if a **Course Appeal Form** is needed.
- ❖ If you agree with the recommended course, you do not need to do anything.
- ❖ Students need to enter five electives in order of preference using the **Priority** box.
- ❖ You are encouraged to add **notes** in the **Additional Information box**. Your guidance counselor will be able to view these notes when reviewing your request.
- ❖ **All** Students/Parents **MUST** complete this Course Registration Process by clicking the "**Submit**" button on the scheduling request tab. After you click the "**Submit**" button, you must type the word ACCEPT in all capitals and click ok. This is your electronic signature.
- ❖ A **School Messenger alert** will announce when final schedules are available.
- ❖ If you have any questions or concerns, please contact your school counselor.

# Scheduling

“Scheduling” in the Parents Module is all about Next Year Scheduling.

Scheduling choices are for the selected student..

Scroll down to see course recommendations for your student.

SEMESTER	PERIOD	COURSE	DAYS	ROOM	TEACHER
No courses have been scheduled yet					

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
10495	*ENGLISH 4 AP	5.000	Recommended by: Dilts, Rich Current Course: 10495 - *ENGLISH 4 AP
13609	TRIGONOMETRY	2.500	
13797	*CALCULUS AP	7.000	
14595	*PHYSICS AP	5.000	Recommended by: Dilts, Rich Current Course: 14577 - *PHYSICS HON
23678	WEBB PAGES	5.000	
27044	PE 4/SCI	3.000	

## Viewing Next Year Requests, Recommendations and Schedule

The **Scheduling** screen shows you your student’s course requests for the *next* school year (e.g. 2018-19 if this year is 2017-18), teacher recommendations, if there are any, as well as their “next year” schedule once one has been created.

There are three things listed on this screen:

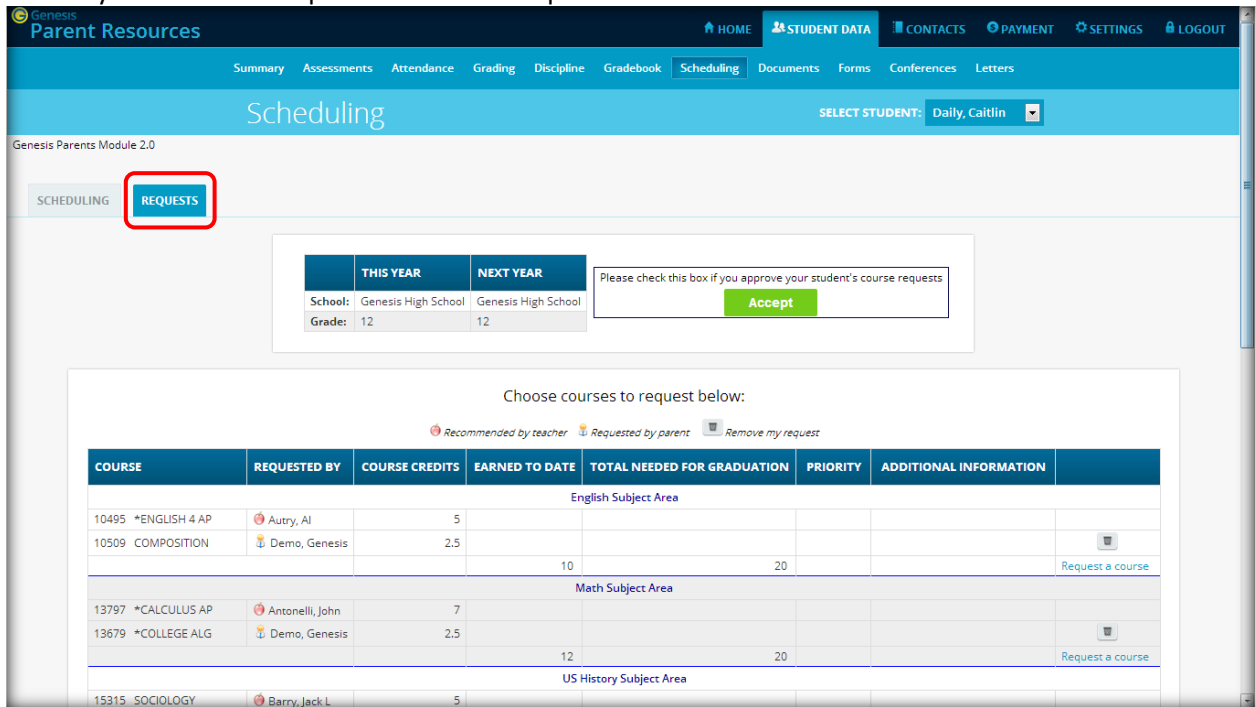
1. **Your student’s list of course requests for next year.** These can be printed out.
2. **The teacher a course was recommended by** – if there was a teacher recommendation. Teacher Recommendations will appear at the very bottom of the screen.
3. **Your student’s actual schedule for next year.** Once the student’s actual schedule for next year is ready, it will be displayed on this screen as well. This may not happen during the current school year. When the next year schedule is ready, you will be able to print it out as well.

### Courses Recommended but Not Requested

The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for your student but which they decided not to request and not to take. Scroll down to see this list. This list will only appear if a teacher recommends a course for your student and your student decides not to take the course. The course is then “not requested” so that it will not be scheduled for your student.

# Making Next Year Course Requests

You may make course requests from the “Requests” screen:



The Requests screen lets you choose courses to request for the next school year.

# Making Course Requests

To view the available courses for a subject – to see the course catalog – click on the “Request a Course” button for that subject:



This is a test of the Parent Access message for English

Course catalog for English:

Status Icons: Recommended by a teacher Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors					Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12				Request This Course
10510	ADV COMPOSITION	2.5						Request This Course
10549	BRITISH LITERATURE	2.5						Request This Course
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5						Request This Course
10865	CREAT DRAMA/THEATER	5						Request This Course
10039	CREAT WRITING	2.5		11 12				Request This Course
10884	CREAT WRITNG 1&2	5						Request This Course
10165	ENGLISH 1 AC	5						Request This Course
10135	ENGLISH 1 HSPA	5						Request This Course
10265	ENGLISH 2	5						Request This Course
10245	ENGLISH 2 AC	5						Request This Course
10235	ENGLISH 2 HSPA	5						Request This Course
10365	ENGLISH 3 AC	5						Request This Course
10355	ENGLISH 3 BIT	5						Request This Course
10335	ENGLISH 3 HSPA	5						Request This Course

The Course Catalog screen lists all the available courses in the subject area – English for example.

## Deciphering the Course Catalog

Each line in the course catalog provides the following information:

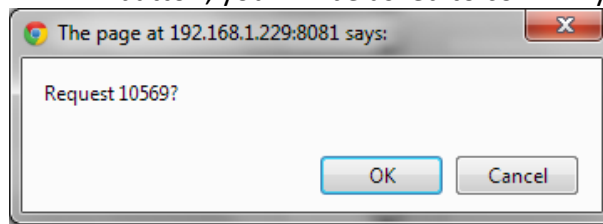
CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors					Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12				Request This Course
10510	ADV COMPOSITION	2.5						Request This Course
10549	BRITISH LITERATURE	2.5						Request This Course
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5						Request This Course

- **Course Code** – The course number in the school’s catalog.
- **Course Name or description** – The name of the course.
- **Credits** – How many credits is it worth?
- **Type or level of course (e.g. Honors or AP)**
- **Grades** – Which grade levels (e.g. 10<sup>th</sup> grade) is the course aimed at?
- **Status** – Has this course been recommended for your student? Have they already requested it?
- **Priority** – A drop down that allows you to select your priority for the course.
- **Additional Information** – A place where you can enter a short note about your choice.
- **Selector or Message** – This either provides you with a “Request this Course” button or the reason why the student cannot request it. For example, because it is already one of their requests, or they do not have the prerequisites for the course.

If a course can be requested, the “Request this Course” button will be available. Click this button to choose the corresponding course:

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10510	ADV COMPOSITION	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>

When you click on a [Request This Course](#) button, you will be asked to confirm your choice:



Click “OK” to add the course request or “Cancel” to cancel it.

Once you have made a request, the “Requests” screen is updated with your choice:

Recommended by teacher  
 Requested by parent  
 Remove my request

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION	
English Subject Area							
10495	*ENGLISH 4 AP	Autry, AI	5				
10509	COMPOSITION	Demo, Genesis	2.5				
			10	20			<a href="#">Request a course</a>

### Prioritizing your Choices

The Course Catalog screen contains a “Priority” drop down for each course and an “Additional Information” field.

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>

You can prioritize your choice by selecting a priority. The “Priority” checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.

6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10510	ADV COMPOSITION	2.5				<input type="text"/> <ul style="list-style-type: none"> <li>1 (Highest)</li> <li>2</li> <li>3</li> <li>4</li> <li>5 (Lowest)</li> </ul>	<input type="text"/>	<a href="#">Request This Course</a>
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/>	<a href="#">Request This Course</a>
10509	COMPOSITION	2.5						Already Requested

You can also put a short note in the Additional Information field. Your child’s guidance counselor will be able to see both the priority and the short note.

**Acknowledge you are finished**

When finished with your selection and review, all Students/Parents **MUST** complete this Course Registration Process by clicking the **“Submit”** button on the scheduling request tab. After you click the **“Submit”** button, you must type the word ACCEPT in all capitals and click ok. This is your electronic signature.

Please click the **“Submit”** Button to indicate you are finished with the Request step.

The screenshot shows a web interface for course registration. At the top, there are tabs for 'SCHEDULING' and 'REQUESTS'. Below the tabs, there is a summary table with columns for 'THIS YEAR' and 'NEXT YEAR'. The 'School' is listed as Brooklawn Middle School and Parsippany Hills High School, and the 'Grade' is 08 and 09. A red box highlights a 'Submit' button with the text: 'When finished with your selection and review, Please click this Submit button to indicate you are finished with the Request step.' Below this, there is a section titled 'Choose courses to request below:' with filters for 'Recommended by teacher', 'Requested by parent', and 'Remove my request'. A table lists courses with columns for 'COURSE', 'REQUESTED BY', 'COURSE CREDITS', 'EARNED TO DATE', 'TOTAL NEEDED FOR GRADUATION', 'PRIORITY', and 'ADDITIONAL INFORMATION'. The table is divided into 'English Subject Area' and 'Math Subject Area'.

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION
English Subject Area						
ENG114 English 1 H		1				
ENG113 English ESL	Dwyer, Tim	1				
			0	4		Request a course
Math Subject Area						
MTH114 Geometry H		1				
			0	3		Request a course