

18 September 2018

Dear Parents and Carers,

All students in Year 6 and 7 have received an email to their student Schoolsnet account regarding the process and the selection of their electives for 2019 using the online software called select my subject.

Students can access their Schoolsnet email account through the digital backpack portal (then gmail) (<https://backpack.ed.act.edu.au>) and using their usual school login and password both at home and at school.

The email that your child received includes a direct link to their log in to make their selections.

Attached are the instructions on to complete their elective selection.

This Thursday afternoon we will be offering support to parents and students from 3:15 to 4:15pm in the school library to assist in selecting their electives.

Regards

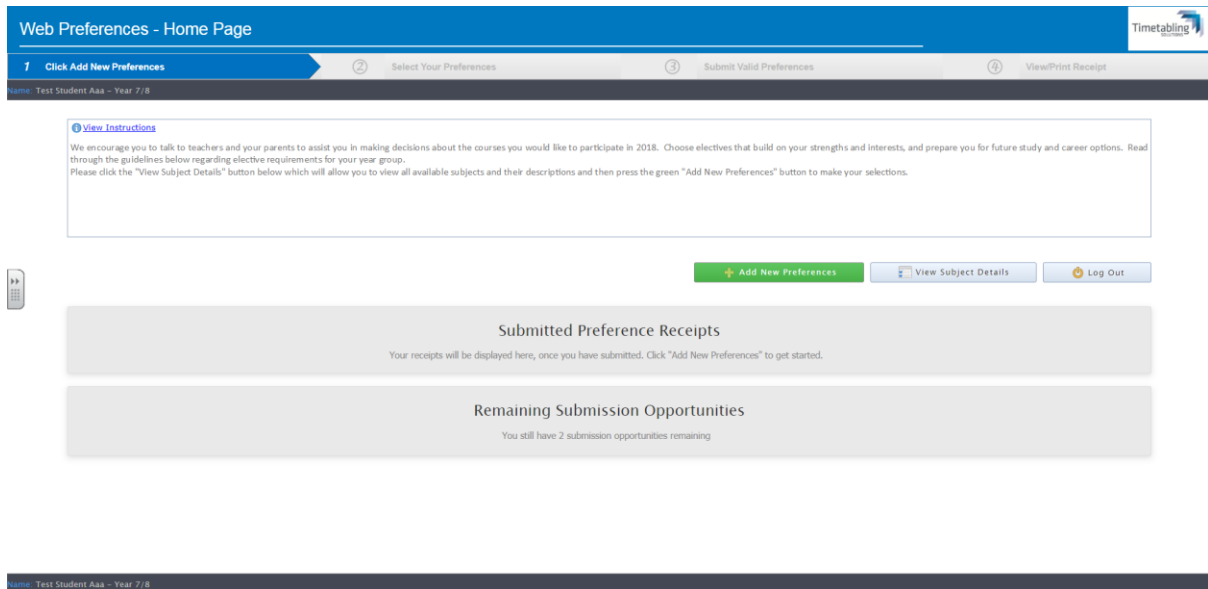
Rebecca Platten

Executive Teacher 7/8 Team

Senior School

## Harrison Elective choices instructions

1. Open Web Preferences from the student email. Use your login details in the email and you will be taken to the home page seen below.



The screenshot shows the 'Web Preferences - Home Page' interface. At the top, there is a blue navigation bar with the title 'Web Preferences - Home Page' and a 'Timetabling' logo. Below the navigation bar, there are four numbered steps: 1. Click Add New Preferences, 2. Select Your Preferences, 3. Submit Valid Preferences, and 4. View/Print Receipt. The main content area features a 'View Instructions' link and a paragraph of text encouraging students to talk to teachers and parents, and to choose electives based on their strengths and interests. Below the text are three buttons: 'Add New Preferences' (green), 'View Subject Details' (blue), and 'Log Out' (yellow). At the bottom, there are two grey boxes: 'Submitted Preference Receipts' with the text 'Your receipts will be displayed here, once you have submitted. Click "Add New Preferences" to get started.' and 'Remaining Submission Opportunities' with the text 'You still have 2 submission opportunities remaining'.

2. To view the elective structure, subject detail and information please go to the [7-10 Elective website](#). Click on the subject descriptions to view the subject details including a description of the subject, the prerequisites for the subject, and the contribution cost.



3. Click the "Add New Preferences" button to make your selections. Make 1 Language choice (if you are in year 8 it must be the same language you were in in year 7), 4 first choice elective selections and 4 reserve elective choice selections. Read the guidelines at the top of the page carefully.

Web Preferences - Preference Selection Timetabling

1 Click Add New Preferences **2 Select Your Preferences** 3 Submit Valid Preferences 4 View/Print Receipt

Name: Test Student Aaa - Year 7/8 Subject/Unit Details: Minimum: 4 Maximum: 8 Total Selections: 0 Time Remaining: 00:29:51

**The minimum number of units for selection is 4, you have selected 0**

[View Instructions](#)

**Guidelines:**

- You cannot repeat an elective unit i.e. study the same unit more than once.
- Check the prerequisite [lowchart](#) to ensure you have completed any required subjects for the electives you are choosing.
- Remember you are selecting your elective choices for the entire 2018 school year. You will need to select a language as your first preference. Preferences 2-5 will be your first choices for electives. You will also need to select reserves 1-4 as your backup choices in case subjects you select are full.
- Please note you will need to fill all 9 choices in order to submit the form.
- Some choices end in Semester 1 or Semester 2, as they are only available at that time. Please don't pick all Semester 1 or Semester 2 electives.
- All students are required to choose at least one Arts based subject and one Technology based subject in Years 7 and 8.

Proceed Cancel Log Out

Preference boxes that have a ! icon located to the right must have a valid subject selected from that box before you can submit your preferences.

**Year 7/8 Languages**

Preference 1 !

-----UNSELECTED-----

**Year 7/8 Electives**

Preference 2 !

Preference 3 !

Preference 4 !

-----UNSELECTED-----

-----UNSELECTED-----

-----UNSELECTED-----

Name: Test Student Aaa - Year 7/8 Subject/Unit Details: Minimum: 4 Maximum: 8 Total Selections: 0 Time Remaining: 00:29:51

Web Preferences - Preference Selection Timetabling

1 Click Add New Preferences **2 Select Your Preferences** 3 Submit Valid Preferences 4 View/Print Receipt

Name: Test Student Aaa - Year 7/8 Subject/Unit Details: Minimum: 4 Maximum: 8 Total Selections: 5 Time Remaining: 00:29:56

Proceed Cancel Log Out

Preference boxes that have a ! icon located to the right must have a valid subject selected from that box before you can submit your preferences.

**Year 7/8 Languages**

Preference 1 !

French - Year 7 (1 Unit)

**Year 7/8 Electives**

Preference 2 !

Preference 3 !

Preference 4 !

Preference 5 !

Reserve 1 !

Reserve 2 !

Reserve 3 !

Reserve 4 !

Horticulture (1 Unit) !

Digital Technologies 1 Semester 1 (1 Unit) !

Creating with Textiles: Tools and Materials (1 Unit) !

Digital Art: Create for Print (1 Unit) !

Yearbook and Publication Semester 2 (1 Unit) !

Drama: Impro and Comedy Semester 1 (1 Unit) !

Music: Stories through Music (1 Unit) !

Metalwork 1 (1 Unit) !

Proceed Cancel Log Out

Name: Test Student Aaa - Year 7/8 Subject/Unit Details: Minimum: 4 Maximum: 8 Total Selections: 5 Time Remaining: 00:29:56

4. Once you are finished your selections click “Proceed”. You will be brought to a summary of your choices. You have NOT submitted your choices yet. Read over your choices and click “Submit Valid Preferences” once you are satisfied.

Web Preferences - Preference Validation

1 Click Add New Preferences 2 Select Your Preferences 3 **Submit Valid Preferences** 4 ViewPrint Receipt

Name: Test Student Aaa - Year 7/8

[Submit Valid Preferences](#) [Cancel](#) [Log Out](#)

Your Preferences

Preference No	Preference Name	Unit Value
Preference 1:	French - Year 7	1 Unit
Preference 2:	Horticulture	1 Unit
Preference 3:	Digital Technologies 1 Semester 1	1 Unit
Preference 4:	Creating with Textiles: Tools and Materials	1 Unit
Preference 5:	Digital Art: Create for Print	1 Unit
Reserve 1:	Textbook and Publication Semester 2	
Reserve 2:	Drama: Impiro and Comedy Semester 1	
Reserve 3:	Music: Stories through Music	
Reserve 4:	Metallwork 1	
<b>Total:</b>		<b>5 Units</b>

5. You will see your preference receipt screen. Your preferences have been submitted and you can now log out.

Web Preferences - Preferences Receipt

1 Click Add New Preferences 2 Select Your Preferences 3 Submit Valid Preferences 4 **ViewPrint Receipt**

Name: Test Student Aaa - Year 7/8

[Return to Home Page](#) [Open Print View](#) [Log Out](#)

Preference Receipt: Harrison-20693-2042910-1230310

Student Name: Test Student Aaa  
School Name: Harrison School (Year 7/8)  
Receipt Date: 1/09/2017 12:59:44 PM  
Number of Subjects/Units Selected: 5  
Submission No.: 1

Preference 1: French - Year 7 (1 Unit)  
Preference 2: Horticulture (1 Unit)  
Preference 3: Digital Technologies 1 Semester 1 (1 Unit)  
Preference 4: Creating with Textiles: Tools and Materials (1 Unit)  
Preference 5: Digital Art: Create for Print (1 Unit)  
Reserve 1: Yearbook and Publication Semester 2 (1 Unit)  
Reserve 2: Drama: Impiro and Comedy Semester 1 (1 Unit)  
Reserve 3: Music: Stories through Music (1 Unit)  
Reserve 4: Metallwork 1 (1 Unit)