

# 2022 Program Planning Instructions for Grade 11 Students

This information is posted on the school website  
([mcroberts.sd38.bc.ca](https://mcroberts.sd38.bc.ca) > **Students** > **Program Planning**)



This year's Program Planning Presentations will take place online through Teams during PLT. This is a mandatory meeting to help you make the right decisions for your course selection. Please note that our timetable is built based on student course choices, so it is imperative that you understand your options and make correct requests. You also can ask questions at this meeting.

**Your Program Planning Session will take place on  
Thursday, February 9<sup>th</sup> from 8:45am – 9:45am on Teams.**

Your Teams link will be emailed to you on February 6<sup>th</sup>. It is important that before this date, you check the following:

- Make sure you can login to your MyEd account. You will need to know your login and password. If you don't know these, please submit your request online (McRoberts.sd38.bc.ca > Students > MyEd BC Student Portal: Request Assistance)
- Make sure we have your correct email so that you can receive the meeting Teams link- **please check on MyEd that your contact information is up to date.**
- You can submit your updated email online (McRoberts.sd38.bc.ca > Students > Updating Student Contact Information).

**Please read over carefully, and follow the steps provided to successfully complete your program planning.**

## **Instructions for Program Planning**

**Step 1:** Attend the Teams Meeting on February 9<sup>th</sup> at 8:45am.

**Step 2:** Seek help if necessary - see your alpha designated counsellor. You can drop-in to the counselling centre anytime or email your counsellor with questions.

**Step 3:** Check out the Program Planning Guide for course descriptions and options on the school website (mcroberts.sd38.bc.ca > Students > Program Planning > Gr 8 - 11 Program Planning > Program Planning Guide). NOTE: *Do not enter alternate courses.*

**Step 4:** Fill out your Program Planning sheet and be sure to include alternate choices.

**Step 5:** If needed, pick up course application forms for those that require applications from the counselling area.

**Step 6:** *Enter your 8 course selections in your MyEducation account over the period of February 10 - March 3.*

See MyEducation course entry instructions on the school website (mcroberts.sd38.bc.ca > Students > Program Planning > Gr 8 - 11 Program Planning > Student Tip Sheet MyEd Entry). NOTE: **Do not** enter alternate courses online.

**Step 7:** *Hand in your completed course planning sheet with all selected courses and alternate course selections with a parent signature by Friday, March 3<sup>rd</sup> at 9:00 am to the counselling centre. Make sure your writing is in PEN and is legible. Do not use a light pencil that is difficult to read. If you need a new form, see the counselors. Application Forms for courses that require them are also available from the counselors.*

**If you require any further assistance:**

See the Program Planning Guide on the website for information about different electives (mcroberts.sd38.bc.ca Students > Program Planning > Gr 8 - 11 Program Planning > Program Planning Guide)

Please see your or contact your counsellor or the Career and Post-secondary advisor for help. Please feel free to drop by the counselling centre to see us or please contact us through email:

Mr. K. Howlett: [khowlett@sd38.bc.ca](mailto:khowlett@sd38.bc.ca) (student surnames A-Ho)

Ms. A. Jones: [anjones@sd38.bc.ca](mailto:anjones@sd38.bc.ca) (student surnames Hs-Q)

Ms. S. Sundell: [ssundell@sd38.bc.ca](mailto:ssundell@sd38.bc.ca) (student surnames R-Z)



## McRoberts Instructions for Selecting Your Courses in MyEdBC



Website: <https://www.myeducation.gov.bc.ca/aspen/logon.do>

1. Enter your login ID and password (you should know your password already unless you are a new student, in which case please see the office for password, and for any resets). MyEd support can be submitted online ([mroberts.sd38.bc.ca](https://mroberts.sd38.bc.ca) > Students > MyEdBC Student Portal: Request Assistance).
2. Click on the “My Info” Top Tab.
3. Click on the “Requests” Side Tab.  
**You will see 2 Important Sections:**
  - Instructions (please read)
  - Primary Requests
4. Click the “select” button under Primary Requests.
5. Courses are sorted alphabetically by department.  
You can scroll through the courses by using the “<” and “>” buttons.
6. Select the courses you want by clicking on the box in the select column.
7. When you have selected all your courses, click “OK”. **Remember, if you are in Grade 8 - 11 you must select 8 courses. If you are in Grade 12, you must select 7 or 8 courses.** If you select courses, you must also select a Study Block as a course.
8. Your selected courses will now appear in the Primary Requests section.  
Double check carefully to make sure your course selections are correct. If you see an error, click the “Select” button again and make your corrections by deselecting the wrong courses and then select the correct courses.
9. If the courses are correct, click the “Post” button. **Please note that you can go back into this account at any time during the Course Selection timeline to make changes and re-Post your selection (course selection window closes on Friday, March 3<sup>rd</sup>, 2023 at 9:00 am).**

**Suggestion: Take a photo of your Program Planning Sheet prior to handing it in on Mar 3<sup>rd</sup>.**

Details MyEd entry instructions with screenshots are found on our website

[mroberts.sd38.bc.ca](https://mroberts.sd38.bc.ca) > Students > Program Planning > Gr 8 - 11 Program Planning > Student Tip Sheet MyEd Entry