

# HMS Directions for Online Course Request 2022-2023

Students in middle school will complete school year 2022-23 elective course requests online using Student Connect during a specific window of time depending on grade.

Student Connect can be accessed here: <https://studentconnect.asdk12.org/Production/StudentPortal/>

Video Directions: <https://drive.google.com/file/d/1-gV4pE0YG1QbwGgVXZvpMhJ0p9IkICZ6/view>

Written Directions: [https://docs.google.com/document/d/1rrlHXG-MBh0WzHDNEaibaA5XP9xO8\\_cQoGISawXbcXs/edit?usp=sharing](https://docs.google.com/document/d/1rrlHXG-MBh0WzHDNEaibaA5XP9xO8_cQoGISawXbcXs/edit?usp=sharing)

1. Log into your Student Connection account.
2. If you have two tracks, i.e. your current school, and another school select the track for the upcoming school year 2022-2023 (Ex. Spring Hill (current school) 2021-2022, Hanshew (next school year) 2022-2023 is what you should select).
3. Select the “Requests” tab on the left side menu.
4. Click the “Add/Edit Requests” on the top right side of the section.
5. The course list window will appear below. When a course is selected, there will be a course description to the right (not all courses will have a description).
6. Select the course that is your first choice, then click “Add Selected Class” (Remember that the order you select your courses will delegate the priority of your choices). \*Leave Alternate For and other fields blank
7. Continue with step 6 until you have entered all of your choices in order then click the “Submit” button at the top of the window.

**Course request windows have been standardized across schools and will remain open during the following dates:**

01/31 - 02/11: Incoming 7<sup>th</sup> Graders

02/14 - 03/04: Incoming 8<sup>th</sup> Graders

03/14 - 03/25: Incoming Freshman

**Once students have entered elective course requests, parents/guardians can log into Q Parent Connect and view the selections. To view student course requests:**

- Log into Q Parent Connect, then select the 2022-2023 track
- Click the (+) sign next to Requests, located on the left side of the screen
- Note: Parents will not have the ability to edit course selections, this must be done via Student Connection within the course request window dates

Students will be able to edit their selections until the end of their course request window by logging into their Student Connect account. After the window has closed, please turn in a paper form or contact your school counselor for any changes.

**Please note:** These are course requests, not a preview of student schedules:

- Final schedules in the fall may vary depending on enrollment, staffing, and seat availability.
- Master schedules and course offerings will be finalized over the summer and schedules will be available in August during registration.