

This step-by-step guide will help you complete online course selection for Continuing Education (i.e. Night School and Summer School) using my Pathway Planner website.

□ LOGIN

- 1) Visit [my Pathway Planner](#)
- 2) Login using your Student YRDSB login (student number and password used to log into gapps account)



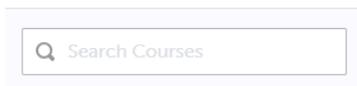
- 3) Click **Login button**

□ CON ED COURSE SELECTION

- 1) From the left-hand navigation menu, click on the **Continuing Education** button
- 2) Click **Explore Courses**
- 3) Find the Course that you would like to take in Night/Summer school by:

- a. **Searching Courses by Course Code or Course Name**

Courses

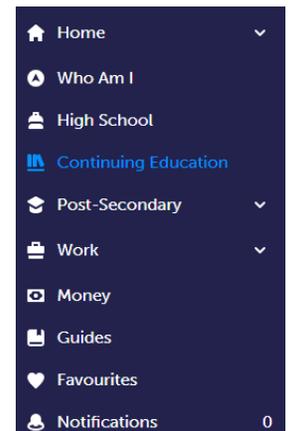


- b. Reviewing the list of course offerings at the site that you would like to attend by clicking on the site name (i.e. Sec - Summer Reach Ahead Bur Oak SS)

Note: *If submission has not yet been opened, you will see Submissions Closed in red (as below)*



Note: *there is only one site for night school courses, but there will be multiple schools/sites listed for Summer School Course Selection*

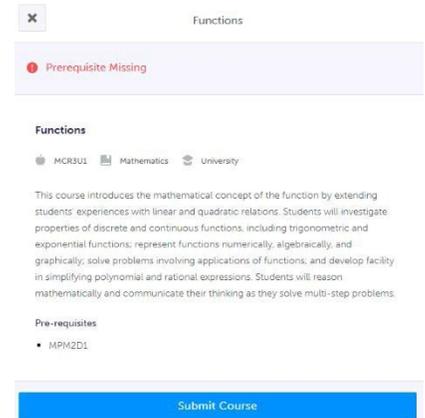
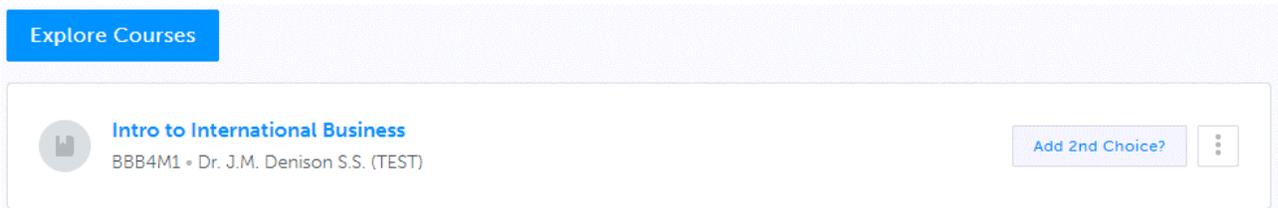


CONTINUING EDUCATION COURSE SELECTION GUIDE FOR STUDENTS

4) Click on the **Course Name** to view details about the course, including the course description and missing prerequisites (if any).

5) Once you have found the course that you would like to take in Night School/Summer School click **Submit Course**. Please note Programs for Elementary students have been mapped to a default location in Pathway Planner.

6) If enabled by your board, you can submit a 2nd Choice (Alternate), should you not get into the course that you are hoping to take. Click Add 2nd Choice to submit another course option.

- 7) Once you've selected the course that you would like to take in Night School or Summer School, you will see **Submitted** beside the course that you chose. You can still review and change your selection until it has been reviewed and approved by your counsellor/homeroom teacher.
- 8) Once your course selection has been approved, you will see the word **Approved** beside the course that you selected. You will have to see your counsellor/home room teacher to make changes to your selection.
- 9) Elementary Summer School and Grade 8 Reach Ahead sign off forms from my Pathway Planner serve as "receipts" and do not need to be signed or sent anywhere. Students can see their course confirmed in my Pathway Planner.
- 10) Elementary Summer School student selections are automatically approved. If you have any questions including requests to change location, grade level, course or withdrawal from Summer School e-mail continuing.education@yrdsb.ca.

YOU'RE DONE!