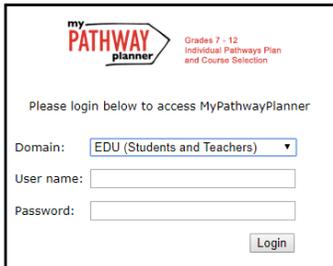


This step-by-step guide will help you complete online course selection for Continuing Education (i.e. Night School and Summer School) using my Pathway Planner website.

## □ LOGIN

- 1) Visit [my Pathway Planner](#)
- 2) Login using your Student **YRDSB login**



- 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**

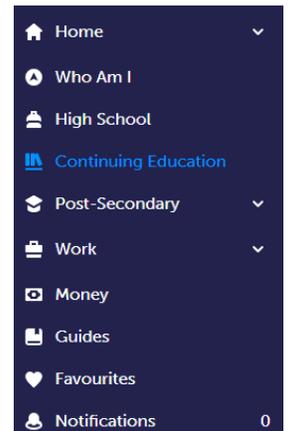
### Courses

- b. Reviewing the list of course offerings at the site that you would like to attend by clicking on the site name (i.e. J.M. Denison S.S.)

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

▼ Dr. J.M. Denison S.S. (TEST) Submissions Closed

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

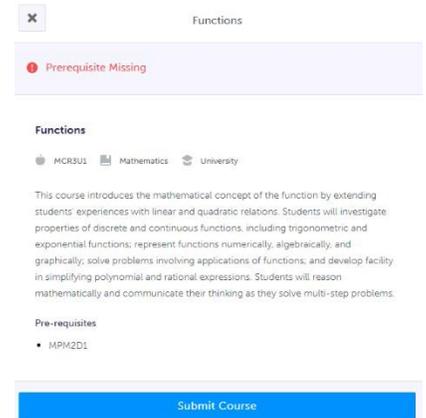


## CONTINUING EDUCATION COURSE SELECTION GUIDE FOR STUDENTS

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**

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



The screenshot shows a course detail page for 'Functions'. At the top, there is a close button (X) and the course title 'Functions'. Below this is a red warning banner that says 'Prerequisite Missing'. Underneath, the course title 'Functions' is repeated, followed by a breadcrumb trail: 'MCR3U1 > Mathematics > University'. A paragraph of text describes the course: 'This course introduces the mathematical concept of the function by extending students' experiences with linear and quadratic relations. Students will investigate properties of discrete and continuous functions, including trigonometric and exponential functions; represent functions numerically, algebraically, and graphically; solve problems involving applications of functions, and develop facility in simplifying polynomial and rational expressions. Students will reason mathematically and communicate their thinking as they solve multi-step problems.' Below this is a 'Pre-requisites' section with a bullet point: '• MPM2D1'. At the bottom of the page is a blue button labeled 'Submit Course'.

### Explore Courses



The screenshot shows a course card for 'Intro to International Business'. On the left is a circular icon with a building. To the right of the icon, the course title 'Intro to International Business' is displayed in blue, followed by the course code and instructor: 'BBB4M1 • Dr. J.M. Denison S.S. (TEST)'. On the right side of the card, there is a blue button labeled 'Add 2nd Choice?' and a three-dot menu icon.

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.

8) Once your course selection has been approved, you will see the word **Approved** beside the course that you selected. Once approved, you will have to see your counsellor to make changes to your selection.

**YOU'RE DONE!**