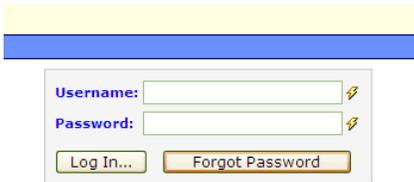# BHS Online Scheduling Procedures

Step 1: Login to the Scheduling System and Check Your Profile

Go to the DASL Public Course Request Log in screen @

https://daslpublic.mveca.org

Enter the **USERNAME** and **PASSWORD** that you received on your Account Information Letter that was handed out with your scheduling materials, then click on "Log In." ___*Remember that usernames and passwords are case-sensitive.*___ **The last four characters of your username and password contain only the numbers 0-9 and the letters A-F. (The last four characters of your username and password does NOT contain the letter "O", only the number zero.)**

NOTE: If you have lost your Account Information Letter, please contact your counselor right away to get that information. *The "Forgot Password" button is not functional on this website.*

Your screen should now look like this:
Your account and student information is summarized in the top bar.

DASL Home Page	Course Requests
Logged In As: p.cake.49F5	Counselor: Vasil, Craig, 2242
Student: Cake, Patty	School Phone: (937) 879-3611
School: Fairborn High School (2010-2011)	Grade: 10 ID: 00067312
Application Availability: 2/5/2010 - 5/28/2010	Request Cut-off Date: 3/5/2010
	My Account | Log Out | Print

Course Requests

No requests exist. Search for the courses you would like to request.

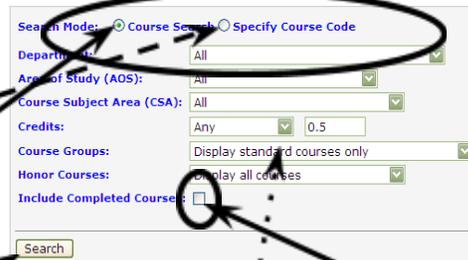## Step 2: Choose the Method of Requesting Courses

Method #1: If you already know the course numbers for the classes you want, you can enter them directly by selecting "Specify Course Code."

Method #2: If you do not know the Course numbers or would prefer to Search for available courses:

1. Select "Course Search"

2. For "Course Groups" select "Display standard courses and course groups"

3. Click on "Search."

You can narrow your search by using the menus on the screen before clicking the "Search" button.

Search Mode:	● Course Search ○ Specify Course Code
Department:	All
Area of Study (AOS):	All
Course Subject Area (CSA):	All
Credits:	Any 0.5
Course Groups:	Display standard courses only
Honor Courses:	Display all courses
Include Completed Courses:	☐

Search

NOTE: To include courses you have already completed, make sure this box is checked. This is important to search for multiple-year courses such as band and choir.

Step 3 – Method #1: Requesting Courses Using Course Codes

Enter the course codes separated by commas, then click on "Search."

The listing of courses will be displayed with the check boxes already filled in.   Verify the courses that are listed to make sure the list is accurate and complete. If there is a course displayed that you do not want, uncheck the box. You can also go back and make changes in the Course Code Search box.
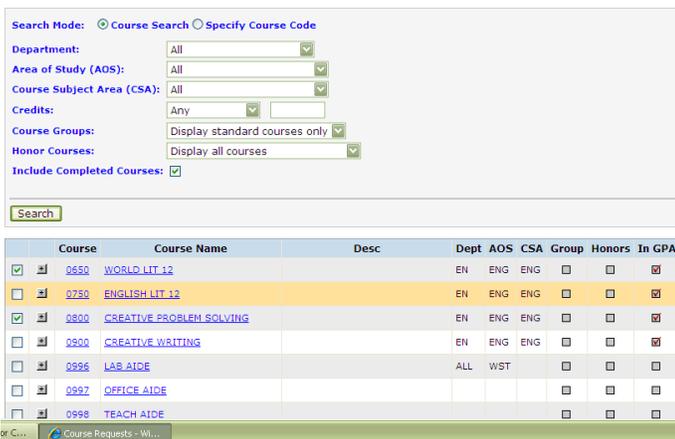
Once you are satisfied with the listing of courses, click on "Request Selected Courses."

(You can also Request Courses one at a time by clicking on the "+" button next to each course listing.)   <<Go to Step 4>>

Course Requests

No requests exist. Search for the courses you would like to request.

Search Mode: ○ Course Search ◉ Specify Course Code
Course Code: (comma separated) 5480,1240,4960,8260,2480,0650,6485

[Search]

		Course	Course Name	Desc	Dept	AOS	CSA	Group	Honors	In GPA
☑	⊞	0650	WORLD LIT 12		EN	ENG	ENG	☐	☐	☑
☑	⊞	1240	LATIN III		FL	FOR	FOR	☐	☐	☑
☑	⊞	2480	FUNCTIONS/STATS/TRIGONOMETRY		MA	MTH	MTH	☐	☐	☑
☑	⊞	4960	HISTORY OF MIDDLE EAST		SS	SOC	SOC	☐	☐	☑
☑	⊞	5480	ACCOUNTING II		BU	BUS	BUS	☐	☐	☑
☑	⊞	6485	ADVANCED FOODS		HE	HEC	HEC	☐	☐	☑
☑	⊞	8260	ART STUDIO		AR	ART	ART	☐	☐	☑

[Request Selected Courses]

Step 3 – Method #2: Requesting Courses Using the Search Feature

Course Requests

No requests exist. Search for the courses you would like to request.

Search Mode:	◉ Course Search ○ Specify Course Code
Department:	All
Area of Study (AOS):	All
Course Subject Area (CSA):	All
Credits:	Any
Course Groups:	Display standard courses only
Honor Courses:	Display all courses
Include Completed Courses:	☑

[Search]

		Course	Course Name	Desc	Dept	AOS	CSA	Group	Honors	In GPA
☑	⊞	0650	WORLD LIT 12		EN	ENG	ENG	☐	☐	☑
☐	⊞	0750	ENGLISH LIT 12		EN	ENG	ENG	☐	☐	☑
☑	⊞	0800	CREATIVE PROBLEM SOLVING		EN	ENG	ENG	☐	☐	☑
☐	⊞	0900	CREATIVE WRITING		EN	ENG	ENG	☐	☐	☑
☐	⊞	0996	LAB AIDE		ALL	WST		☐	☐	☐
☐	⊞	0997	OFFICE AIDE					☐	☐	☐
☐	⊞	0998	TEACH AIDE					☐	☐	☐

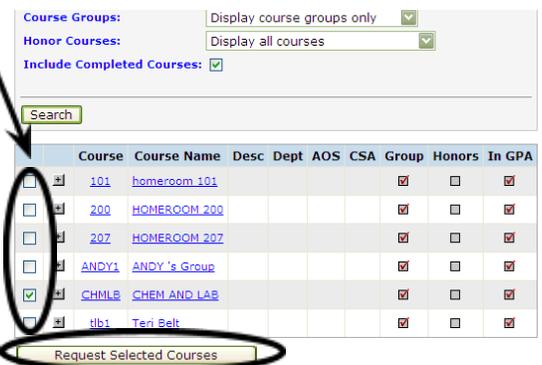When using the "Course Search" option, make sure that the drop-down menus display the following:
1. Choose "All" for the first three fields
2. For Credits chose "Any"
3. For Course Groups choose "Display Standard Courses and Course Groups"
4. For Honors Courses choose "Display All Courses"
5. Check the Completed Courses box
6. Then click "Search."
The courses will be shown under the search box and *courses that you have already taken will be shown in orange*.

To request courses one at a time, click on the "+" button next to the course you would like to request. The course will be displayed at the top of the screen.

To request multiple courses at a time, click the check box next to each course, then click on "Request Selected Courses."

<<Go to Step 4 >>

Course Groups:	Display course groups only
Honor Courses:	Display all courses
Include Completed Courses:	☑

[Search]

		Course	Course Name	Desc	Dept	AOS	CSA	Group	Honors	In GPA
☐	⊞	101	homeroom 101					☑	☐	☑
☐	⊞	200	HOMEROOM 200					☑	☐	☑
☐	⊞	207	HOMEROOM 207					☑	☐	☑
☐		ANDY1	ANDY 's Group					☑	☐	☑
☑	⊞	CHMLB	CHEM AND LAB					☑	☐	☑
☐	⊞	tlb1	Teri Belt					☑	☐	☑

[Request Selected Courses]

Step 4: Selecting Alternate Courses and Reviewing Your Selections

Once you have made your course requests, the status for each course is listed as "student pending" on the chart. The chart also shows the number credits for each course.

To remove a request, click on the red "X."
If a padlock icon is present, that course was already entered by a counselor, and you will not be able to edit it.

WE HIGHLY RECOMMEND THAT YOU CHOSE ALTERNATIVE COURSES FOR EACH ELECTIVE!

Course Requests

The selected requests were added successfully

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
✕ ✏	0650	WORLD LIT 12			1.00		Student Pending
✕ ✏	1240	LATIN III			0.00		Student Pending
✕ ✏	2480	FUNCTIONS/STATS/TRIGONOMETRY			1.00		Student Pending
✕ ✏	4960	HISTORY OF MIDDLE EAST			0.50		Student Pending
✕ 🔒	5480	ACCOUNTING II			0.50		Student Pending
✕ ✏	6485	ADVANCED FOODS			0.50		Student Pending
✕ ✏	8260	ART STUDIO			0.50		Student Pending

Review Requests

Search Mode: ○ Course Search ● Specify Course Code
Course Code: 5480,1240,4960,8260,2480,0650,6485
(comma separated)

To request an alternate course for a class, click on the pencil icon next to the primary course. A new window will open that shows the primary course and a drop down menu where you can select the alternative for that course. When you are satisfied with you alternate choice, click "Save."

NOTE: The dropdown menu displays **all** courses, so be sure to select an alternate that is the same number of credits as your first option. Also, be sure that you have met all prerequisites (including grade level status) for that course.

Course Requests

After finalizing your requests, remember to "Review Requests" and submit them.
Primary Course: 8260 - ART STUDIO
Alternate Course: [dropdown]

Save   Cancel

You may only select one alternate for each course. It is highly recommended that you select alternates for all elective courses. By selecting alternate courses, we are better able to schedule you into a class that you would *like* to have, should your first choice create a conflict in your schedule or should you be closed out of a course.

Once you have saved your alternate choice, the course number for the alternate will be listed next to the primary course on the Review Screen.

Course Requests

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
✕ ✏	0650	WORLD LIT 12			1.00	0750	Student Pending
✕ ✏	1240	LATIN III			0.00		Student Pending
✕ ✏	2480	FUNCTIONS/STATS/TRIGONOMETRY			1.00		Student Pending
✕ ✏	4960	HISTORY OF MIDDLE EAST			0.50		Student Pending
✕ ✏	5480	ACCOUNTING II			0.50		Student Pending
✕ ✏	6485	ADVANCED FOODS			0.50	4950	Student Pending
✕ ✏	8260	ART STUDIO			0.50	8200	Student Pending

Review Requests

Search Mode: ● Course Search ○ Specify Course Code
Department: All
Area of Study (AOS): All
Course Subject Area (CSA): All

When you are completely satisfied with your primary courses and your alternates, click on "Review Requests."

This button will open a new window called **Request Review**.

...keep going…you are almost finished!

Step 5: Submitting Your Final Requests

✋ *STOP!*

DO **NOT** CLICK ON "SUBMIT REQUESTS" UNTIL YOU HAVE COMPLETELY *FINALIZED* ALL OF YOUR COURSE SELECTIONS!

| | DASL Home Page | | | | Course Requests | |

Logged In As: k.brandenburg.C221
Counselor: Not yet assigned
Student: BRANDENBURG, KANSAS D.
School Phone: (937) 223-4980
School: MDECA High School (2009-2010)
Grade: 12 **ID:** 00014055
Application Availability: 1/21/2009 - 4/28/2009
Request Cut-off Date: 4/28/2009

My Account | Log Out | Print

Request Review

Your requests have not been submitted. Click "Submit Requests" to confirm that you want these courses.

Course	Course Name	Teacher	Period	Credits	Alt Course	Status
0650	WORLD LIT 12			1.00	0750	Student Pending
1240	LATIN III			0.00		Student Pending
2480	FUNCTIONS/STATS/TRIGONOMETRY			1.00		Student Pending
4960	HISTORY OF MIDDLE EAST			0.50		Student Pending
5480	ACCOUNTING II			0.50		Student Pending
6485	ADVANCED FOODS			0.50	4950	Student Pending
8260	ART STUDIO			0.50	8200	Student Pending

Credit Total: 4.00

Submit Requests   Cancel

This final screen provides you one last chance to review your selections before officially submitting your registration. It also provides you a message of your registration status. If your selections don't meet the **minimum required credits** or exceed the **maximum credits allowed**, then you will not be given the option to submit.

To enter more requests or delete requests, be

Click on the "Cancel" button and you will returned to the course selection screen can make adjustments to your requests.

NOTE: The "Submit Requests" button is very important. **Until you click "Submit Requests" your selections will show up as "pending" which means your selections will not be scheduled in the system.**

If your course selections fall between the minimum and maximum credit requirements, then the "Submit Requests" button will appear on the screen. After submitting your requests, you will receive a message stating so.

Step 6: Log Out
Click "Log Out" to exit.

CON GRAT ULAT

You are now scheduled for