

On-line Course Selection Instructions

Welcome to the new on-line Course selection process through Career Cruising Course Planner!

Course Planner Features:

The Course Planner allows you to view and change your high school education plan by recording the courses you have taken, are taking, and plan to take in the future.

Part 1: How to Access Career Cruising and Course Planner:





Step 1. Go to the BCI website at bcivs.brantford.on.ca and click on the Career Cruising link.

Step 2. Login in by entering your Username and Password. This password will be handed out to you by your teacher. Use the directions provided to you in the **yellow Special Note** box.

Step 3. Once you are logged in, you will be on the **Portfolio Homepage**.

Part 2: How to Select Courses in Course Planner:

Step 1. To select courses, click on Course Planner from the list of options on the blue panel on the **left hand side of the screen**.


- The upcoming school year is highlighted with a **dashed box**. This is where you will select the courses that you want to take next year.
- **Click on the blue book icon**  **at the top right of the Course Planner tab to see the full Student Course Guide for your school.**
- You can select and remove courses as many times as you like **until** you **SUBMIT** your course selections for next year. When you **SUBMIT**, your selections are locked and you and your parent/guardian will sign the printable **Sign Off Sheet**. You can view a draft copy Sign Off Sheet at any time by clicking on the printer icon  at the top right on the Course Planner tab.
- Your **course history** is also included in Course Planner (your completed courses and the ones you are currently taking).


Step 2. To choose a **required course** (yellow slot), click on the **plus '+'** icon at the top right of any yellow course slot.

- All required courses available to you are in a yellow slot. Hover over any course to review the description and prerequisites for the course in the pop-up in the top left hand corner.
- To add a course to your Course Planner, **click on the "+" icon** at the top right of the yellow course slot. You will return to the Course Planner tab and the course you have chosen will appear.
- Continue until you have selected all your required courses.

Step 3. To choose an **elective course** (white slot), click on the plus '+' icon at the top right of any white course slot.

- When searching for an elective course, you may have several options. To view your options, select the drop menu below the heading **View By**. The most common search option is to view by **Discipline**. After selecting to view by Discipline, use the drop menu under the heading **Discipline** to view your discipline categories. Explore the other **View By** options provided in the drop menu available at your school.
- To add a course to your selections, **click on the "+" icon**. You will return to the Course Planner tab and the course you have chosen will appear.

 A blue symbol means there is a **Warning** that you must read. Hover over the blue dot and the note will appear. Examples of a Warning include: "You have selected a course that you have previously completed. This course will not count as an additional credit." or "\$20 fee is required for this course."

 A red symbol means there is an **Alert** that you must read. Hover over the red dot and the note will appear. Example of an Alert include: "You do not have the proper pre-requisite, please select the proper pre-requisite, or speak to guidance." You will not be able to submit your course selections if you have a red warning.

Part 3: Click on the **Diploma and Certifications** tab in the Course Planner. Here you will see the graduation requirements specific to your school. This section shows you how many courses you have achieved, planned and remain to achieve the Diploma Requirements.

Part 4: When you have selected all courses for the next school year and completed a review, click on the **SUBMIT** button at the bottom of the next school year.

Part 5: Print the Sign Off Sheet. Sign the Sign Off Sheet and have your parent/guardian sign as well. Return you signed course selection sheet to the Guidance office.