

# Entering Course Requests for Current or Future Middle School Students through the Parent/Student Portal

Access the portal at: [portal.capousd.org](http://portal.capousd.org)

Middle School parents will enter their student's course requests through their **Parent** Portal Accounts.

Strano Capo is currently a 7<sup>th</sup> grader, enrolled at a middle school.

| Student Profile |                               |                |                      |         |           |                      |       |     |              |           |  |        |        |         |         |              |
|-----------------|-------------------------------|----------------|----------------------|---------|-----------|----------------------|-------|-----|--------------|-----------|--|--------|--------|---------|---------|--------------|
| StuNum          | Last Name                     | First Name     | Middle Name          | Perm ID | Num State | Stu ID               | Sex   | Grd | Age          | Birthdate | Prog   | Track  | Status | CorrLng | HmLng   | LangFlu      |
| 10              | Capo                          | Strano         |                      | 7436439 |           |                      | M     | 7   | 12           | 7/1/2001  | I  |        | Active | Spanish | English | English Only |
| Ethnicity       | Race                          | Portal         | Conf                 | I/S     | TK        | O/E                  | User6 | LVL | User8        | User9     | User10   | User11 | User12 | User13  |         |              |
| N               | Filipino<br>White<br>Hawaiian | B              |                      |         |           |                      |       |     |              |           |  |        |        |         |         |              |
| Parent/Guardian |                               | Home Phone     | Mother Work - Mary S |         |           | Father Work - John S |       |     | Parent Email |           | Residence                                      |        |        |         |         |              |
| Meg/John Strano |                               | (949) 999-9999 | (800) 222-2225       |         |           | (999) 777-7777       |       |     | -            |           | 76 Shorebreaker Dr<br>Laguna Niguel, CA 92677- |        |        |         |         |              |

From the Home screen, select Student Info, Course Requests Entry.

The screenshot shows the 'Control - Testing DB Secondary' page for the 2012-2013 school year. The navigation menu includes Home, Student Info, Attendance, Grades, and Test Scores. The 'Student Info' menu is open, showing options for Profile, Demographics, Classes, Course Requests, and Course Requests Entry. The 'Course Requests Entry' option is highlighted. On the right side, there is a 'Welcome to the Student Portal for Test' section with a 'Most Recent Test Results' table showing a test for CAHSEE Math.

Any current course requests will be listed on the left. All Middle School courses show as Electives. (The Subject Areas refer to High School Courses.)

To choose electives, go the **Filter Courses**

In the **Sbj Area**: *Show All Courses*  
then click **Search**.

| Demographics          |                 | Course Requests  |  |     |     |     |                      |       |          |          |         |
|-----------------------|-----------------|--|--|-----|-----|-----|----------------------|-------|----------|----------|---------|
| StuNum                | Last            | Middle Name  | Perm ID Num  | Sex | Grd | Age | Prog                 | Track | AttProg1 | AttProg2 | HmLng   |
| 10                    | Cap             |  | 7436439  | M   | 7   | 12  | I                    |       |          |          | English |
| Data Confirmation     |                 |  |  |     |     |     |                      |       |          |          |         |
| Parent/Guardian       | Home Phone      | Mother Work - Mary S   |  |     |     |     | Father Work - John S |       |          |          |         |
| Meg/John Strane       | (49) 999-9999   | (800) 222-2225   |  |     |     |     | (999) 777-7777       |       |          |          |         |
| Course Requests       |                 | All Course Requests must be approved by appropriate school personnel.<br>Scheduling for grade: 8 |  |     |     |     |                      |       |          |          |         |
| Course Requests Entry |                 |  |  |     |     |     |                      |       |          |          |         |
| Activities and Awards |                 |  |  |     |     |     |                      |       |          |          |         |
| Subject Area          | Primary Request | Alternate Request  | Filter Courses   |     |     |     |                      |       |          |          |         |
| American Govern       |                 |  | Name or Nbr: <input type="text"/> Sbj Area: <b>Show All Courses</b> <input type="button" value="Search"/>  |     |     |     |                      |       |          |          |         |
| Biological Science    |                 |  |  |     |     |     |                      |       |          |          |         |
| Physical Science      |                 |  |  |     |     |     |                      |       |          |          |         |
| English               |                 |  |  |     |     |     |                      |       |          |          |         |
| Economics             |                 |  |  |     |     |     |                      |       |          |          |         |
| World History/Geo     |                 |  |  |     |     |     |                      |       |          |          |         |
| US History            |                 |  |  |     |     |     |                      |       |          |          |         |
| Geography             |                 |  |  |     |     |     |                      |       |          |          |         |
| Fine Arts/Wld Lang    |                 |  |  |     |     |     |                      |       |          |          |         |
| Mathematics           |                 |  |  |     |     |     |                      |       |          |          |         |
| Algebra               |                 |  |  |     |     |     |                      |       |          |          |         |
| Physical Education    |                 |  |  |     |     |     |                      |       |          |          |         |
| College & Career      |                 |  |  |     |     |     |                      |       |          |          |         |
| Health                |                 |  |  |     |     |     |                      |       |          |          |         |
| Electives             |                 |  | <ul style="list-style-type: none"> <li><a href="#">Soc Sci 8 (7941)</a></li> <li><a href="#">English 8 (8483)</a></li> <li><a href="#">Math 8 (8823)</a></li> <li><a href="#">Science 8 (8853)</a></li> <li><a href="#">PE 8 (9443)</a></li> </ul> |     |     |     |                      |       |          |          |         |

series.net Portal Version 5.14.2.28

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Courses to choose from will display on the right.

Click on a course to add your request.

| View Course Request Details |                 | All Course Requests must be approved by appropriate school personnel.<br>Scheduling for grade: 8 |  |  |  |  |  |  |  |  |  |
|-----------------------------|-----------------|--|--|--|--|--|--|--|--|--|--|
| Subject Area                | Primary Request | Alternate Request  | Filter Courses   |  |  |  |  |  |  |  |  |
| American Govern             |                 |  | Name or Nbr: <input type="text"/> Sbj Area: <b>Show All Courses</b> <input type="button" value="Search"/> <input type="button" value="Remove Filter"/>   |  |  |  |  |  |  |  |  |
| Biological Science          |                 |  | Click A Course To Request or ↑ for Info  |  |  |  |  |  |  |  |  |
| Physical Science            |                 |  | <a href="#">0 PD Request (7976)</a>  |  |  | <a href="#">Band Advanced (6862)</a>   |  |  | <a href="#">Office Aide (9143)</a>     |  |  |
| English                     |                 |  | <a href="#">Art (8233)</a>   |  |  | <a href="#">Chorus 7/8 (8131)</a>      |  |  | <a href="#">Orchestra Adv (6311)</a>   |  |  |
| Economics                   |                 |  | <a href="#">Art Advanced (4171)</a>  |  |  | <a href="#">Computer Appl (1141)</a>   |  |  | <a href="#">Peer Tutor (2962)</a>      |  |  |
| World History/Geo           |                 |  | <a href="#">Art Media (8281)</a>   |  |  | <a href="#">Drama Adv (3841)</a>       |  |  | <a href="#">Spanish I (P) (8123)</a>   |  |  |
| US History                  |                 |  | <a href="#">Arts/Crafts (6841)</a>   |  |  | <a href="#">Drama Intro (6252)</a>     |  |  | <a href="#">Tech Processes (1913)</a>  |  |  |
| Geography                   |                 |  | <a href="#">AVID Grade 8 (5448)</a>  |  |  | <a href="#">Home Art Skills (1953)</a> |  |  | <a href="#">VideoProduction (2352)</a> |  |  |
| Fine Arts/Wld Lang          |                 |  |  |  |  |  |  |  |  |  |  |
| Mathematics                 |                 |  |  |  |  |  |  |  |  |  |  |
| Algebra                     |                 |  |  |  |  |  |  |  |  |  |  |
| Physical Education          |                 |  |  |  |  |  |  |  |  |  |  |
| College & Career            |                 |  |  |  |  |  |  |  |  |  |  |
| Health                      |                 |  |  |  |  |  |  |  |  |  |  |
| Electives                   |                 |  | <ul style="list-style-type: none"> <li><a href="#">Soc Sci 8 (7941)</a></li> <li><a href="#">English 8 (8483)</a></li> <li><a href="#">Math 8 (8823)</a></li> <li><a href="#">Science 8 (8853)</a></li> <li><a href="#">PE 8 (9443)</a></li> </ul> |  |  |  |  |  |  |  |  |

Select the “i”, to get more information on the course.

**Art Media (8281)** ✖

Subject Area #1: **Electives**

Type: **Academic Course**

UC Area: **None**

CSU Area: **None**

Please refer to your school's Curriculum Guide for full course description and any pre-requisites. Most can be found on your school's website.

Request

The course will be added to your requests.

All Course Requests must be approved by appropriate school personnel.  
Scheduling for grade: 8

| Subject Area       | Primary Request  | Alternate Request | Filter Courses   |
|--------------------|--|-------------------|--|
| American Govern    |  |                   | Name or Nbr: <input type="text"/> Sbj Area: <span>Show All Courses</span> <input type="button" value="Search"/> <input type="button" value="Remove Filter"/> |
| Biological Science |  |                   | Click A Course To Request or ↑ for Info  |
| Physical Science   |  |                   | <span>ⓘ 0 PD Request (7976)</span> <span>ⓘ Band Advanced (6862)</span> <span>ⓘ Office Aide (9143)</span>   |
| English            |  |                   | <span>ⓘ Art (8233)</span> <span>ⓘ Chorus 7/8 (8131)</span> <span>ⓘ Orchestra Adv (6311)</span>   |
| Economics          |  |                   | <span>ⓘ Art Advanced (4171)</span> <span>ⓘ Computer Appl (1141)</span> <span>ⓘ Peer Tutor (2962)</span>  |
| World History/Geo  |  |                   | <span>ⓘ Art Media (8281)</span> <span>ⓘ Drama Adv (3841)</span> <span>ⓘ Spanish I (P) (8123)</span>  |
| US History         |  |                   | <span>ⓘ Arts/Crafts (6841)</span> <span>ⓘ Drama Intro (6252)</span> <span>ⓘ Tech Processes (1913)</span>   |
| Geography          |  |                   | <span>ⓘ AVID Grade 8 (5448)</span> <span>ⓘ Home Art Skills (1953)</span> <span>ⓘ VideoProduction (2352)</span>   |
| Fine Arts/Wld Lang |  |                   |  |
| Mathematics        |  |                   |  |
| Algebra            |  |                   |  |
| Physical Education |  |                   |  |
| College & Career   |  |                   |  |
| Health             |  |                   |  |
| Electives          | <span>ⓘ Soc Sci 8 (7941)</span><br><span>ⓘ English 8 (8483)</span><br><span>ⓘ Math 8 (8823)</span><br><span>ⓘ Science 8 (8853)</span><br><span>ⓘ PE 8 (9443)</span><br><span>✖ ⓘ Art Media (8281)</span> | Add Alternate     |  |

Repeat the process for each course you need to request. If you need to delete a course select the **RED "X"** to remove the course request. **7<sup>th</sup> and 8<sup>th</sup> graders need to choose 1 elective and 1 alternate. 8<sup>th</sup> graders requesting a zero period must choose 2 electives and 1 alternate.**

Please contact your school's guidance office for any questions regarding courses and the date range in which you are allowed to add/change your course requests.