

DDM Online Student Course Request (OSCR) Process 2020-2021

Step 1:

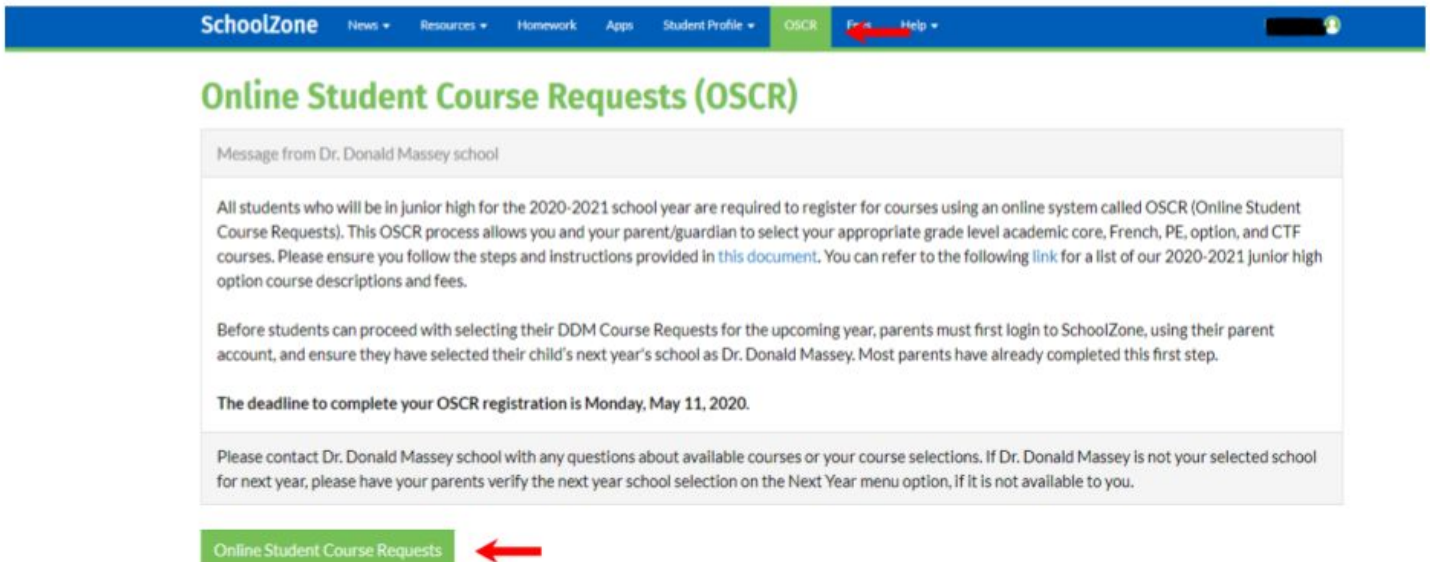
Before students can proceed with selecting their DDM Course Requests for the upcoming year, parents must first login to SchoolZone, using their parent account, and ensure they have selected their child's next year's school as Dr. Donald Massey. Most parents have already completed this first step.

Step 2:

Before choosing your courses using OSCR, read through the junior high options course selections for the 2020-2021 school year using this [link](#). Make a list of your top two option selections (one per semester) and your two alternate option selections (in case certain semestered option courses are full and you cannot get into your top two choices).

Step 3:

Log into your student schoolzone account and click on the **OSCR button**. Then Click on the **Online Student Course Request button**.



The screenshot shows the SchoolZone website interface. At the top is a blue navigation bar with the SchoolZone logo and various menu items: News, Resources, Homework, Apps, Student Profile, OSCR, and Help. Below the navigation bar is a green header for "Online Student Course Requests (OSCR)". The main content area contains a message from Dr. Donald Massey school. The message text is as follows:

Message from Dr. Donald Massey school

All students who will be in junior high for the 2020-2021 school year are required to register for courses using an online system called OSCR (Online Student Course Requests). This OSCR process allows you and your parent/guardian to select your appropriate grade level academic core, French, PE, option, and CTF courses. Please ensure you follow the steps and instructions provided in [this document](#). You can refer to the following [link](#) for a list of our 2020-2021 junior high option course descriptions and fees.

Before students can proceed with selecting their DDM Course Requests for the upcoming year, parents must first login to SchoolZone, using their parent account, and ensure they have selected their child's next year's school as Dr. Donald Massey. Most parents have already completed this first step.

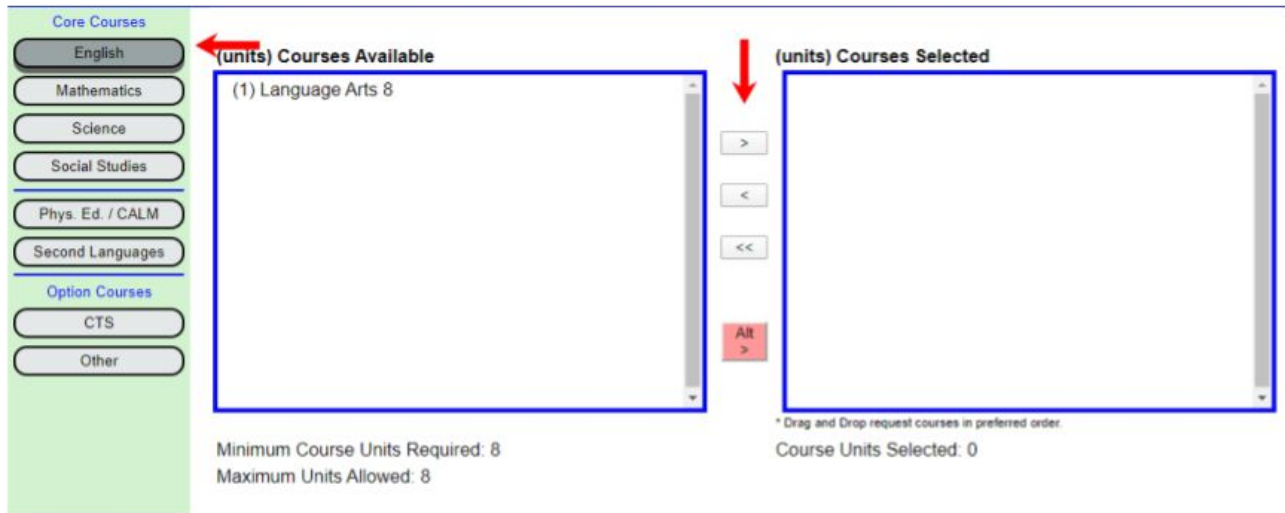
The deadline to complete your OSCR registration is Monday, May 11, 2020.

Please contact Dr. Donald Massey school with any questions about available courses or your course selections. If Dr. Donald Massey is not your selected school for next year, please have your parents verify the next year school selection on the Next Year menu option, if it is not available to you.

At the bottom of the message area, there is a green button labeled "Online Student Course Requests" with a red arrow pointing to it from the right.

Step 4:

Click on the **English button**. Your appropriate grade level Language Arts course will show up in the Courses Available list on the left hand side of the screen. Click/highlight this **Language Arts** course and click the arrow to move the selected class to the Courses Selected list on the right hand side of the screen. You will notice when you click this arrow, your appropriate grade level Language Arts, Mathematics, Science, Social Studies, French as a Second Language, and CTF courses will all appear in the Courses Selected list.



Make sure your appropriate grade level courses for all 4 core subjects, French, and CTF appear in the Course Selected list on the right hand side of the screen.

**Note: At this time, only a general grade level CTF course will show up in your course selections. Specific semester 1 CTF courses will be selected by junior high students prior to the the end of the school year. Stay tuned for further information to come at a later date on how to make these CTF course selections.



Step 5:

Click on the **Phys Ed/CALM button**. Both appropriate grade level Boys and Girls Physical Education courses will show up in the Courses Available list on the left hand side of the screen.

Core Courses

- English
- Mathematics
- Science
- Social Studies
- Phys. Ed. / CALM**
- Second Languages

Option Courses

- CTS
- Other

(units) Courses Available

- (1) Physical Education 8 Boys
- (1) Physical Education 8 Girls


(units) Courses Selected

- (1) Language Arts 8
- (1) Mathematics 8
- (1) French as a Second Language 8
- (1) Science 8
- (1) CTF 8
- (1) Social Studies 8

Minimum Course Units Required: 8
Maximum Units Allowed: 8

Course Units Selected: 6

* Drag and Drop request courses in preferred order.

Click/highlight either the **Boys OR Girls Physical Education** course and click the  to move this selected class to the Courses Selected list on the right hand side of the screen. You will notice when you click this arrow, your appropriate grade level Boys OR Girls Physical Education course will appear in the Courses Selected list. You should **ONLY** have ONE Physical Education course selected at your appropriate grade level (Boys OR Girls).

Core Courses

- English
- Mathematics
- Science
- Social Studies
- Phys. Ed. / CALM**
- Second Languages

Option Courses

- CTS
- Other

(units) Courses Available

- (1) Physical Education 8 Girls

(units) Courses Selected

- (1) Language Arts 8
- (1) Mathematics 8
- (1) French as a Second Language 8
- (1) Science 8
- (1) CTF 8
- (1) Social Studies 8
- (1) Physical Education 8 Boys



Minimum Course Units Required: 8
Maximum Units Allowed: 8

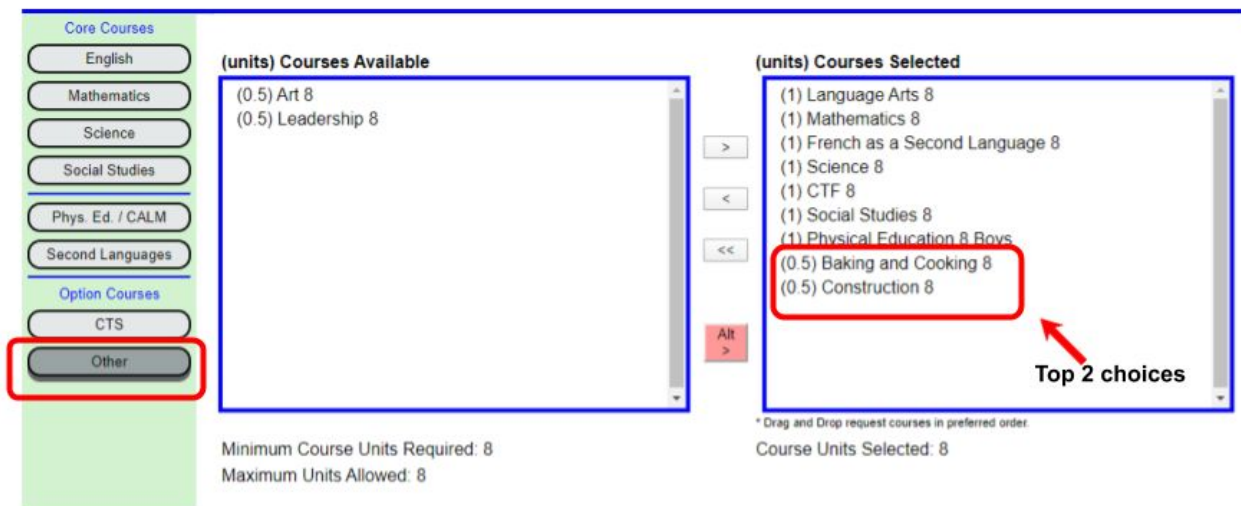
Course Units Selected: 7

* Drag and Drop request courses in preferred order.



Only **ONE** should be selected!

Step 6:

Click on the **Other button**. Your grade level option course selections will show up in the Courses Available list on the left hand side of the screen. Click/highlight your 1st option choice and click the  arrow to move this selected class to the Courses Selected list on the right hand side of the screen. You will notice when you click this arrow, this grade level option course will appear in the Courses Selected list. Click/highlight your 2nd option choice and click the  arrow to move this selected class to the Courses Selected list on the right hand side of the screen. You will notice when you click this arrow, this grade level option course will appear in the Courses Selected list.



Step 7:

Choose two more options as Alternates (these will be options you would want to take if certain semestered option courses are full and you cannot get into your top two choices). Click/highlight your 3rd option choice and click on the **pink ALT button** . You will notice when you click this arrow, this alternate grade level option course will appear at the top of the Courses Selected list and will be highlighted in pink. Click on this option and drag it to the bottom of the list. Click/highlight your 4th option choice and click on the **pink ALT button** . You will notice when you click this arrow, this alternate grade level option course will appear at the top of the Courses Selected list and will be highlighted in pink. Click on this option and drag it to the bottom of the list.

Core Courses

- English
- Mathematics
- Science
- Social Studies
- Phys. Ed. / CALM
- Second Languages

Option Courses

- CTS
- Other

(units) Courses Available

(units) Courses Selected

- (1) Language Arts 8
- (1) Mathematics 8
- (1) French as a Second Language 8
- (1) Science 8
- (1) CTF 8
- (1) Social Studies 8
- (1) Physical Education 8 Boys
- (0.5) Baking and Cooking 8
- (0.5) Construction 8
- (0.5) Art 8
- (0.5) Leadership 8

Minimum Course Units Required: 8
Maximum Units Allowed: 8

Course Units Selected: 8

Make sure these are at the BOTTOM

Step 8:

Check to ensure that you have **8 units in the Course Units Selected**, double check your responses and then click the **Save button**.

Core Courses

- English
- Mathematics
- Science
- Social Studies
- Phys. Ed. / CALM
- Second Languages

Option Courses

- CTS
- Other

(units) Courses Available

(units) Courses Selected

- (1) Language Arts 8
- (1) Mathematics 8
- (1) French as a Second Language 8
- (1) Science 8
- (1) CTF 8
- (1) Social Studies 8
- (1) Physical Education 8 Boys
- (0.5) Baking and Cooking 8
- (0.5) Construction 8

Minimum Course Units Required: 8
Maximum Units Allowed: 8

Course Units Selected: 8

Course History Save

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Step 9:

Click on the **Approve/Save button** if finished. If you would like to double check your selections, click on the Return to Selections button.

Online Student Course Requests (OSCR)



Thank you for using OSCR. Course requests will be made available to parents and students in the student SchoolZone account within 24 hours, where you can view and print student course requests. You can now exit OCSR and log out of SchoolZone.

Need Assistance?

Contact the DDM admin team, at 780-457-5435, if you need more information or assistance with this OSCR registration process.

Admin Team	Email
Ms. Ferguson	ronali.ferguson@epsb.ca
Ms. Loken	camille.loken@epsb.ca
Ms. Stiles	kiara.stiles@epsb.ca