



## *Nanaimo District Secondary School*

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Monday, January 24, 2022

Good afternoon NDSS Families,

This week, we started the process of course selection for the 2022-23 school year. This letter provides more details.

On Tuesday, students watched a course selection video in their A-block class that outlines several important items to consider for this year's course selection. If your teen wasn't at school that day, they can watch the video at home as it is posted on our [NDSS school website](#). There are 4 different videos, grade level dependent. Scroll down in the 'Student Life' section on our website and find the video for the current grade level of the student.

### **INSTRUCTIONS FOR GR. 9-11'S:**

- The online course selection will be available to grade 9, 10 and 11 students and parents on the [MyEd Portal](#) beginning on Mon, January 24 to Fri, February 4, 2022. During this time, students and families are to choose their courses for the following school year. **Gr. 9-11 students will be expected to complete course selection from home as we are moving to a paperless process.** If this proves difficult, students always have access to desktop computers in the NDSS library.
- When choosing classes, we recommend following the *step-by-step* course selection information sheet in the '[course selection](#)' page on our website. This 3-pg. document was also attached in this week's email.
- It is very important to read all information and instructions in Step 4 before choosing classes in Step 5. Once courses have been selected and finalized, click "**Post**" to submit your course selection.

### **INSTRUCTIONS FOR GR. 8'S:**

- From Wed, Feb 9<sup>th</sup> to Fri, Feb 11, 2022 Gr. 8 students will be called down to the NDSS library so they can be guided through the MyEd process for course selection using a school computer.
- Any Gr. 8's who aren't at school on the day their class is called down for course selection will have an opportunity to attend a 'make up' course section session. These will be announced over the PA.

### **TOOLS & SUPPORT**

Course selection information, course selection booklets, course selection videos and instructions for My Ed Portal are on our NDSS website: <https://nd.schools.sd68.bc.ca/daily-announcements/students-parents/course-selection/>

For additional support with course selection, students are to connect directly with their NDSS counsellor.

**Most importantly**, either the student or parent must have an active MyEd account to complete course selection. If you don't have an account yet, or have lost access, the district website has guiding documents for setting up a MyEd family: [https://www.sd68.bc.ca/wp-content/uploads/MyEdBC\\_PortalParent\\_OnlineBrochure.pdf](https://www.sd68.bc.ca/wp-content/uploads/MyEdBC_PortalParent_OnlineBrochure.pdf)

This document also has contact information if there are issues creating or accessing an account. NDSS families who are encountering MyEd portal account difficulties can email: [ND-FamilyPortalQuestions@sd68.bc.ca](mailto:ND-FamilyPortalQuestions@sd68.bc.ca)

Sincerely,

*Stephen Epp*

Mr. S. Epp  
Vice Principal, NDSS School