

Student/Parent Access Network

HOW TO INPUT COURSE SELECTIONS FOR NEXT YEAR

Wake County Public School System

Introduction

The Wake County Public School System's **Student/Parent Access Network (SPAN)** enables rising 9th graders and current High School students to make course selections for the next school year online. You will select courses at both your base school and at any magnet schools applied for (if applicable).

Magnet assignments for next year have not yet been completed. Course selections for magnet high schools are based on applications, NOT on acceptance into a magnet program. Students accepted into a magnet program will be notified by the end of April.

Remember, ***no school assignments are final until May 15.*** School assignments are subject to change.

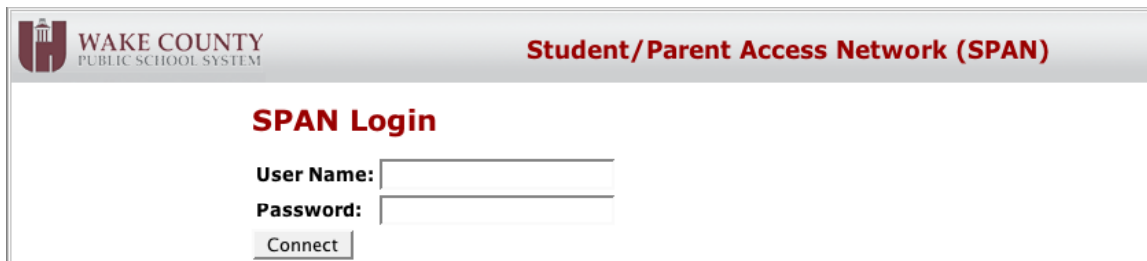
Your current school will provide you with a user name and a password for SPAN, as well as initial log-in instructions, if they have not already done so earlier in the school year.

Before you begin selecting courses, review your school's High School Program Planning Guide for information on course selection. You should also think about the courses you are interested in taking next year and beyond.

Login and Review

- Log in to SPAN (<https://span.wcpss.net>)

Enter the username and password provided to you by your school in the login box:



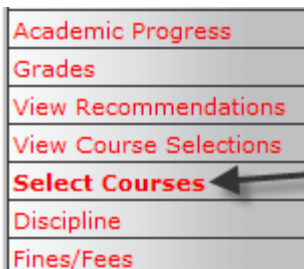
The screenshot shows the SPAN Login interface. At the top left is the Wake County Public School System logo. To the right of the logo is the text "WAKE COUNTY PUBLIC SCHOOL SYSTEM". Further right, in a red font, is "Student/Parent Access Network (SPAN)". Below this header, the text "SPAN Login" is displayed in red. Underneath, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. Below the password field is a "Connect" button.

- When you first log in for the first time, you will be required to change your password. The password must be at least six characters, and must contain both letters and numbers. This password should be easy for you to remember, but hard for others to guess. If you forget your password, you may request that it be e-mailed to you, or your counselor may reset it.
- Click on the **Grades** button in the left sidebar. Review the courses you have taken thus far in your school career as well as the grades you earned in these courses.
- Click on the **Schedule** button and look at the courses you are currently taking. If you are currently a High School student, write these courses on the Graduation Plan worksheet found in the High School Planning Guide.
- Click on the **Recommendations** button in the left sidebar. Review the courses recommended by

your teacher as well as teacher comments. Decide which of these courses you are planning to take next year and write them on your Graduation Plan. Note that courses listed under the school “Wake County Schools” will be represented as different courses for each school when you are selecting courses.

- Review the Course of Study and Career Pathway options in your High School Planning Guide.
- Based on the courses now written on your Graduation Plan, determine the Course of Study and/or Career Pathway that you would like to complete.
- Write the Course of Student and/or Career Pathway on your Graduation Plan for your reference.

Entering Course Selections



- Click on the **Select Courses** button in the left sidebar

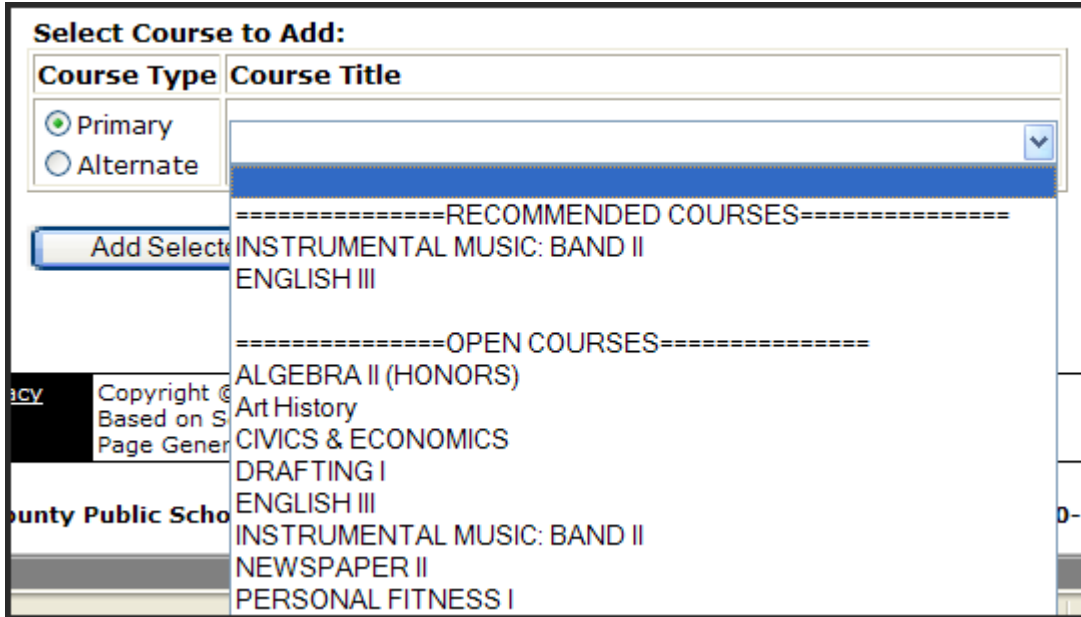
- If you will be selecting courses at multiple schools, you will be presented with a screen asking you which school you would like to select courses for. Select the school from the drop-down menu:

Course Selections for

Our records indicate that you will need to select courses at more than one school next year. This could be because you have applied for a magnet program or you live in an area that may be reassigned. You will be required to select courses for all of the listed schools, even if you do not plan to attend that school next year. **Remember, no school assignments for next year are official until May 15.** Please see your guidance counselor if you have any questions.

Student: Doe, Jane

Select School:



- When you have selected a course, click the **Add Selected Course** button.
- In the event that you do not meet the prerequisites for a course, or the system cannot add the course because you are trying to select more than the required number of credits, the system will display an error message. Review the error message for further information. If two courses are paired together, notice that both courses have been added to your course selections. A course may also require a “Matched Alternate”, which is a course substituted directly for a primary course if it is unavailable. If a course is set up in this manner, instructions will be displayed on screen.
- **NOTE:** You do not need to do anything to save changes to course selections, they are saved automatically. You may log out and return to your course selections at any time.
- To delete a course, check the box next to the course name you wish to delete at the top of the screen. Click the **Delete Checked Courses** button.
- When you have finished selecting courses, you will need to “confirm” your course selections. The confirmation process locks in your course selections, and ***you will not be able to make additional changes to your course selections without counselor approval.*** To finalize course selections:
 - Click on the **Finalize Selections/Print Verification Form** button.



- A dialog box will appear informing you that once you have finalized course selections, you will not be able to make additional changes. Click **OK** to continue, or you may click **Cancel** to make additional changes to your course selections.

- The confirmation page will appear on screen. Print and sign it, have it signed by a parent/guardian, and return it to your school. If you need to print additional copies, you may do so at any time by clicking on **Select Courses** in SPAN.

Course Selections for

Student Name: Doe, Jane

School:

School Assignment Type: Next School, Effective: 07/09/2009

Primary Course Selections
ALGEBRA II (HONORS)
Art History
BIOLOGY
CIVICS & ECONOMICS
DRAFTING I
ENGLISH III
INSTRUMENTAL MUSIC: BAND II
NEWSPAPER II

Alternate Course Selections
LIFETIME SPORTS I
PERSONAL FITNESS I
SCULPTURE AND CERAMICS II

Student Signature: _____

Parent Signature: _____

Date: _____

- If you need to select courses for multiple schools, the **School** line of each screen is a drop-down menu that will allow you to change the school you are selecting courses for. You may switch back and forth between schools until course selections have been completed at all schools.