

## Registering a Student



When registering a student for a course, **it is imperative that you do NOT place the student on more waitlists than courses that are required.** It is very frustrating to eTeachers, eRegistrars, and DeLCs when students are accepted into courses that are no longer required and quite unfair to other students who remain waitlisted... Thank you very much for your understanding and assistance.



When a student is accepted into a course, **PRISM will remove the student from all other waitlists of the same course in the current year.** The acceptance email will include a section that provides the details of these waitlist removals. [Note: If the student re-registers for the same course in a semester for which they were previously waitlisted (after being removed from its waitlist as per above), they will retain their ORIGINAL Status Date, not the NEW Status Date... This will protect their waitlist position.]

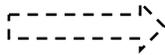


In the rare circumstance that you select an individual Board or group of Boards when registering a student for a course, the student will not appear on the waitlists of unselected Boards. This can **reduce the possibility of the student being accepted into the course** or accepted into the course in a timely fashion.

To register a student, please:

See what courses are available by going to **Registration – View Course Offerings**, then filtering by any one or more of the following:

- **School Board** (if only interested in courses hosted by a particular Board)
- **Semester**
- **Course Type**
- **Grade**
- **Subject**
- **Pathway**
- **Course Language**
- **Course Code, Name, and Description**



Go to **Registration – Register** and **Search by Name** or **OEN**. [Note: If you are unable to locate the student, please see separate instructions for adding a student]. Click on the student, then click **Register**.

Click **Confirm** to agree that you will review all information for accuracy on the following screen (particularly OEN, STUDENT EMAIL, PARENT EMAIL, and MAILING ADDRESS as these are essential for communication and mailing reports).

The list of courses that appears shows:

- Host Board
- Course Code, Title, and Class/Section Number
- Semester
- Class Cap – the number of students who will be accepted
- # Accepted – the number of students currently in the class
- # Waitlisted – the number of students currently waitlisted for the course.
  - Note: This includes the TOTAL number of ALL students waitlisted for ALL sections of the course being run in that semester (e.g., there may be 15 students waitlisted BUT there may actually be 5 sections of the course being run in that semester).
- OOB Students – indicates whether or not students from other Boards (i.e., Boards other than the one hosting the course) are accepted.
- Status – indicates whether the course is OPEN or CLOSED; If OPEN, students from the Board hosting the course are automatically accepted BUT students from other Boards are placed on the waitlist and must be manually accepted by the Board's eRegistrar or DeLC.
  - Note: eRegistrars and DeLCs routinely and frequently open and close courses so please **do not interpret CLOSED as 'no longer accepting students'** as that is often not the case.



Carefully review and complete/update all student information. Minimally, all of the \*required fields must be completed.



If the student has an IEP, you are required to provide it to the teacher. To do so, obtain a digital copy of the student's IEP and indicate 'Yes' for **Does the student have an IEP?** on this screen. Click the **Choose Files** button, locate and click on the IEP file, then click **Open**.

Note: This may also be done later by going **Students** and

**Search by Name** or **OEN**. Click Action button , and select **Edit**.

Click **Confirm**. If you are unable to proceed to the next screen, it is because required information is either missing or improperly formatted. Scroll up to see which fields appear in **red** and make necessary corrections before clicking **Confirm** again.

### Required

OEN  
Grade  
Legal First Name  
Last Name  
Phone Number  
Email Address  
Street Number  
Street  
City  
Province  
Postal Code  
Gender  
Birthdate  
IEP  
ELL  
Date of Entry into Secondary School  
Birth Country  
Arrival Date (students not born in Canada)  
Status in Canada  
Verification (students not born in Canada)

### Optional

SIS ID  
Middle Name  
Preferred First Name  
Cell Phone Number  
Additional Email  
Parent Email  
Parent Email 2  
Unit Number  
PO Box  
SHSM Program  
Extenuating Circumstances  
First Language  
Citizenship  
Birth Province

### TIP (Optional)

You can click the down arrow to reveal the **Course Quick Find** tool. This tool allows you to look up a course and see all of the semesters during which the course is offered (as well as the number of open seats in each available section). Next to each of the sections that appear in the list is a **Register** button that, when clicked, pre-fills the fields in the following **Course Registration** section.

In the **Course Registration** section, select the appropriate:

- **Course Type** (if 'Remote', see information box below)
- **Semester** (if a 'Summer' semester, see information box below)
- **Subject**
- **Course**
- **Reason**

## Remote AND Summer Courses Only

### OPTIONAL

If there is a specific class into which you need to register the student, you can locate and select this class by clicking the **Select Class (optional)** pull down that appears.



Only those classes / sections / instances that are hosted by the YOUR Board will appear as options.



If you make a selection, the student is ONLY eligible to be accepted into that specific class. The student will not appear on the waitlists of other offerings of this course.

In instances in which a specific class was selected during registration, you can see the specific class for which a student is waitlisted by going to

**Registration - Verify and Edit** and hovering

over the  icon.

In instances in which a specific class was selected during registration, you can remove this selection (opting instead to have the student waitlisted for all available offerings of the course in the chosen

'semester') by going to **Registration - Verify, Remove, Cancel, and Remove - [action button] - Remove Specific Class Request:**

 You are registering Demo3 Student (33333333)

Select Course Type: Remote ✕ | Select Semester: Quadmester 3 - Regular ✕

Select Subject: Business Studies ✕ | Select Course: DEMO : Demo Course

Select Reason of Taking Courses: Extenuating Personal Circumstances | Closed : DEMO : Demo Course - 01 **30** OTHER

Status | Course Code | Course Desc | Class Name (Class Cap - #Accepted) | Schoolboard

**# of spots available = Class Cap - # Accepted**

Action	Legal First Name	Last Name	OEN	Course Code	Course Type	Semester Name	Offering Board	Status	Position	Status Date
⋮	Demo1	Student	111111111	DEMO	Regular	Quadmester 2 - Regular		w	2	Jan 21, 2021
⋮	Demo2	Student	222222222	DEMO	Remote	Quadmester 2 - Regular		 w	1	Oct 22, 2020

Action	Legal First Name	Last Name	OEN	Course Code	Course Type	Semester Name	Offering Board	Status	Position	Status Date
Verify			2222222	DEMO	Remote	Quadmester 2 - Regular		 w	1	Oct 22, 2020
Remove										

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**Remove Specific Class Request**

In the **Select School Boards** pull-down, leave blank for the student to appear on the waitlists of all Consortium Boards that are offering the course (thereby increasing the likelihood of acceptance). If necessary, however, you may select individual Boards or a group of Boards.



This can **reduce the possibility of the student being accepted into the course** or accepted into the course in a timely fashion.

- Select All – the student will be placed on the waitlists of ALL Boards currently hosting the course PLUS those Boards that add the course in the future.
- Select All Public Boards – the student will be placed on the waitlists of all Public Boards currently hosting the course PLUS those Public Boards that add the course in the future.
- Select All Catholic Boards – the student will be placed on the waitlists of all Catholic Boards currently hosting the course PLUS those Catholic Boards that add the course in the future.

#### Selecting Individual Boards

- Boards not currently offering the course are greyed out and cannot be selected.
- If you check individual boards, the student will ONLY be added to the waitlists of these boards and NOT to the waitlists of unchecked Boards or those Boards that add the course in the future.

- Algonquin and Lakeshore Catholic DSB

In instances in which a specific Board or group of Boards was selected during registration, you can see the request by going to [Registration – Verify and Edit](#) and hovering over the  icon. You can remove/change the request by clicking the Action button , and selecting [Change Host Board Request](#).

Action	Preferred Name	Legal First Name	Last Name	OEN	Course Code	Course Type	Semester Name	Offering Board	Status	Position
<div style="border: 1px solid red; padding: 2px;">           Verify            Remove  <b>Change Host Board Request</b> </div>			Student	333333333	CGW4U	Regular	Semester 2 - Regular		 w	5
			Student	111111111	BDI3C	Regular	Semester 2 - Regular		w	36

Check each box that applies:

- Required this year for graduation, post-secondary, or specialized program
- Course not offered in home school

Click [Continue](#).



Click [Confirm](#) to indicate that the student is able to log into D2L (BrightSpace) and can see their My Courses in Other Boards Widget.



Click [Confirm](#) to indicate that you have informed the student that the email address that is contained in PRISM is the one that will be used for course related messaging AND it is essential that they check this email regularly.

A message will appear to indicate one of the following:

- **The student has been added to the classlist**
  - Appears if the course is hosted by the student's Board AND the course is OPEN
  - A REGISTERED email is sent to the recipients indicated here: [http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails) .
  
- **The student has been added to the waitlist**
  - Appears if the course is being hosted by another Board OR the course is being hosted by your Board but is currently CLOSED
  - A WAITLISTED email is sent to the recipients indicated here: [http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails)
  - Once manually accepted by a Host Board's eRegistrar or DeLC, a REGISTERED email is sent to the recipients indicated here: [http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails) .