

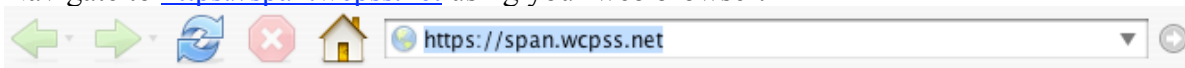
In March 2005, the Wake County Public School System will begin using a new computer system, Student/Parent Access Network (SPAN) that will enable you to make your 2005-06 course selections online. You will also be able to see the courses your teacher recommended for you for next year, your grades, and other information that will help guide you in planning for high school and beyond.

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.

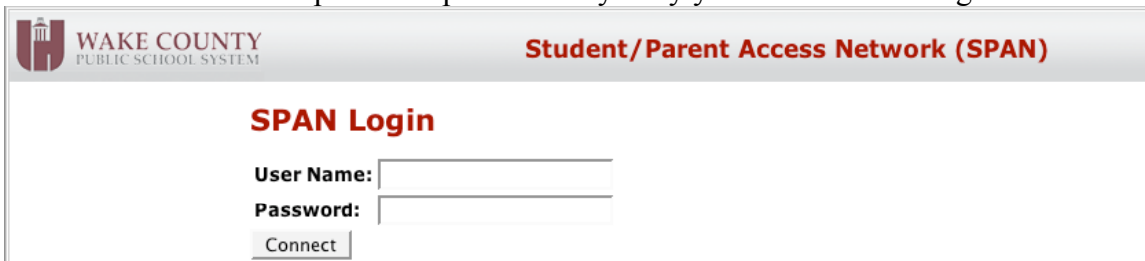
To use SPAN, you will need a username and password. This information will be provided by your school.

To Log in:

- Navigate to <https://span.wcpss.net> using your web browser:



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



WAKE COUNTY PUBLIC SCHOOL SYSTEM Student/Parent Access Network (SPAN)

SPAN Login

User Name:

Password:

- When you first log in, 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 emailed to you (see next step), or your counselor may reset it:

Change Password

Your password has expired and must be changed before you can access SPAN. Please change your password now.

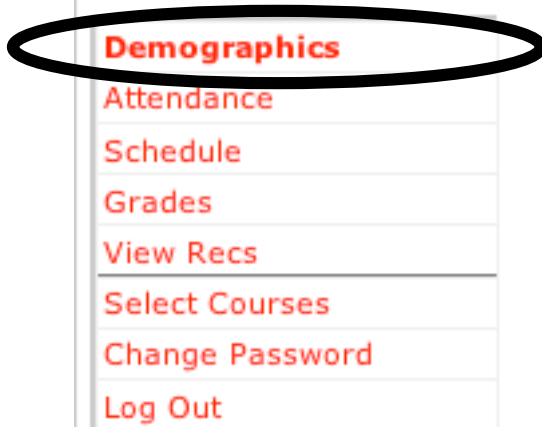
Old Password:

New Password:

Retype New Password:

- Next, add your email address to the system. Entering your email address will allow the system to email you your password in the event you forget it. It will also be used next year to notify you of new progress reports or new drop/add requests. To enter your email address:

- Click on the “Demographics” button on the left sidebar



- In the header, locate the field labeled “Student Email Address” and click “Edit”

STUDENT INFORMATION FOR CALL

Grade: 11

Student ID:

Homeroom: M.

Student's Administrator:

Student's Counselor: f.

Student's Email Address: Not Listed ([Edit](#))

- Enter your email address in the box provided and click the “Update Email Address” button. You will be returned to the main page once changes have been saved.

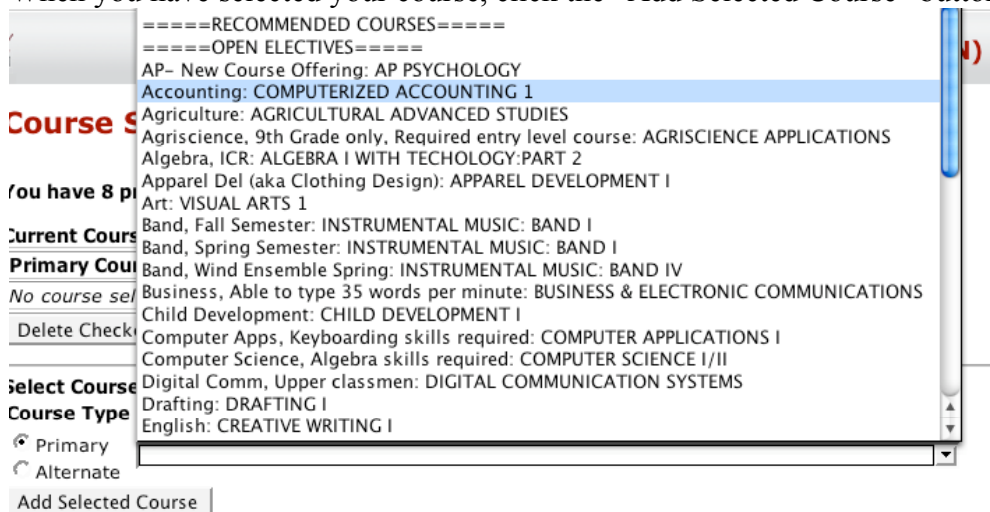
Update Email Address

Updating Email Address For:

Current Email Address:

Selecting Courses:

- In SPAN, click on the “Grades” button in the left sidebar. Review the courses you have taken thus far in your high 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. 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.
- 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. SPAN will also ask for this information during the course selection process.
- Review all required courses for your Course of Student and/or Career Pathway. Use this information to complete the rest of your Graduation Plan.
- When you are ready to enter your course selections into SPAN, click on the “Select Courses” button in the left sidebar.
- Note the number of courses at the top of the screen listing the number of credits you need to select.
- To select a course, click the radio button to select a course as “Primary” (first choice - “courses I really want to take”) or “Alternate” (“courses I want if my primary choices are unavailable”).
- Next, select the course you want to add from the dropdown menu. Courses displayed are the courses that have been recommended for you as well as all open-enrollment courses.
- When you have selected your course, click the “Add Selected Course” button:



====RECOMMENDED COURSES====
====OPEN ELECTIVES====
AP- New Course Offering: AP PSYCHOLOGY
Accounting: **COMPUTERIZED ACCOUNTING 1**
Agriculture: AGRICULTURAL ADVANCED STUDIES
Agriscience, 9th Grade only, Required entry level course: AGRISCIENCE APPLICATIONS
Algebra, ICR: ALGEBRA I WITH TECHNOLOGY:PART 2
Apparel Del (aka Clothing Design): APPAREL DEVELOPMENT I
Art: VISUAL ARTS 1
Band, Fall Semester: INSTRUMENTAL MUSIC: BAND I
Band, Spring Semester: INSTRUMENTAL MUSIC: BAND I
Band, Wind Ensemble Spring: INSTRUMENTAL MUSIC: BAND IV
Business, Able to type 35 words per minute: BUSINESS & ELECTRONIC COMMUNICATIONS
Child Development: CHILD DEVELOPMENT I
Computer Apps, Keyboarding skills required: COMPUTER APPLICATIONS I
Computer Science, Algebra skills required: COMPUTER SCIENCE I/II
Digital Comm, Upper classmen: DIGITAL COMMUNICATION SYSTEMS
Drafting: DRAFTING I
English: CREATIVE WRITING I

Primary
 Alternate

Add Selected Course

- 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

You have 0 primary credits and 0 alternate credits remaining to select.

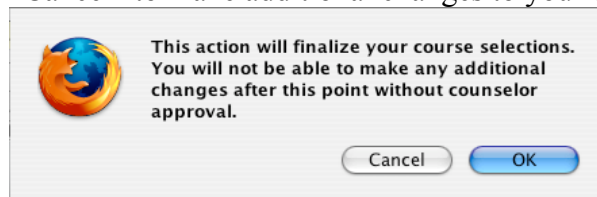
Current Course Selections (Check box and click "Add/Remove Courses" to delete):

Primary Course Selections	Alternate Course Selections
<input type="checkbox"/> AP- New Course Offering: AP PSYCHOLOGY	<input type="checkbox"/> English: SHAKESPEARE (HONORS)
<input type="checkbox"/> Computer Apps, Keyboarding skills required: COMPUTER APPLICATIONS I	<input type="checkbox"/> Health Science: ALLIED HEALTH SCIENCES I
<input type="checkbox"/> Drafting: DRAFTING I	<input type="checkbox"/> Horticulture: HORTICULTURE II
<input type="checkbox"/> English: NEWSPAPER III (HONORS)	
<input type="checkbox"/> English: SAT VERBAL/MATH PREPARATION	
<input type="checkbox"/> French: FRENCH I	
<input type="checkbox"/> Health Science: ALLIED HEALTH SCIENCE I	
<input type="checkbox"/> Health: HEALTH TEAM RELATIONS	

Delete Checked Courses

Finalize Course Selections/Print Verification Form

- 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.



This action will finalize your course selections. You will not be able to make any additional changes after this point without counselor approval.

Cancel OK

- 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

Primary Course Selections:
 AP- New Course Offering: AP PSYCHOLOGY
 Computer Apps, Keyboarding skills required: COMPUTER APPLICATIONS I
 Drafting: DRAFTING I
 English: NEWSPAPER III (HONORS)
 English: SAT VERBAL/MATH PREPARATION
 French: FRENCH I
 Health Science: ALLIED HEALTH SCIENCE I
 Health: HEALTH TEAM RELATIONS

Alternate Course Selections:
 English: SHAKESPEARE (HONORS)
 Health Science: ALLIED HEALTH SCIENCES I
 Horticulture: HORTICULTURE II

Student Signature: _____

Parent Signature: _____

Date: _____