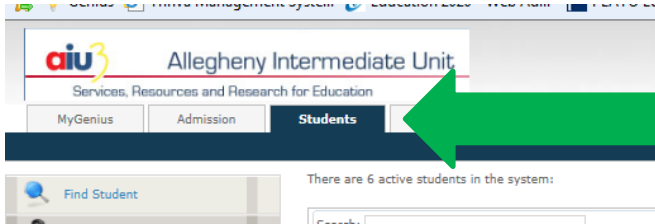
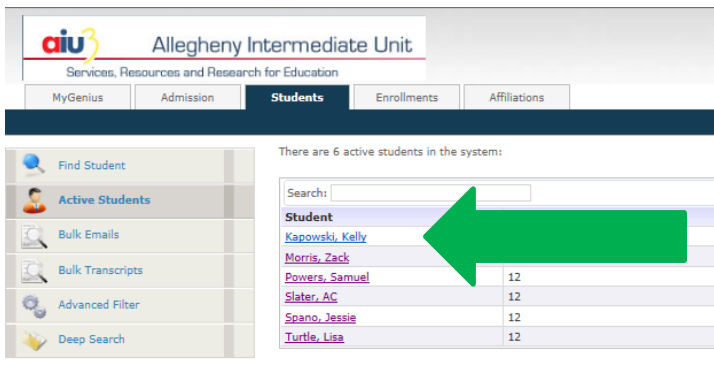


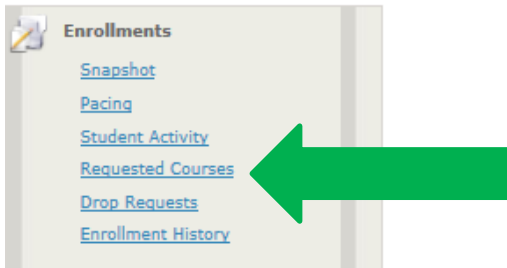
1. Select the **Students** tab from the top menu.



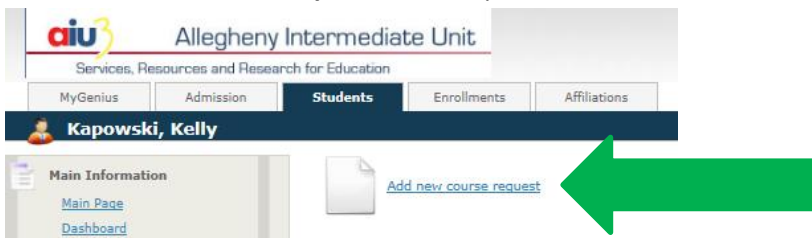
2. Select the student you would like to add courses for from the student list.



3. Select **Requested Courses** on the left side menu under the “Enrollments” section.



4. Select **Add new course request** at the top of the screen.



- When the Course Request box pops up, select the appropriate school.
*NOTE: Only districts that are members of IU9 should select **Seneca Highlands IU 9**, all others should select **Waterfront**.*

Course Request

School: Waterfront

Term: Seneca Highlands IU 9

Course: Select...

Start Date:

End Date:

Approved: Select...

- Set the term to the current school year.

Course Request

School: Waterfront

Term: 2015-2016

- Select the Course needed – all courses are listed by Vendor – Course Name – Quarter.

Course: Select...

Start Date: Edgenuity - Common Core ELA 8 - Q4

Edgenuity - Common Core ELA 9 - Q1

End Date: Edgenuity - Common Core ELA 9 - Q2

Approved: Edgenuity - Common Core ELA 9 - Q3

Edgenuity - Common Core ELA 9 - Q4

- Select **Start Dates** that coincide with the nine week grading periods. Select **End Date** that coincide with the nine week grading periods, allowing 2-3 business days for final grade reporting.
- Set **Approved** status to **WAITING_REVIEW**.

- Select **Save**

Start Date: 8/31/2015

End Date: 10/30/2015

Approved: WAITING_

Save Cancel

- Request all parts needed for the entire school year.

Once you have added all courses, Waterfront Learning will be able to process your request.