

# OSCR Instructions

## Grade 7 Course Requests 2024-'25



We recommend using only **Google Chrome** and a computer for this process. You may experience significant problems using other methods.

**Step 1** - If you are pre-enrolled at Riverbend School for next year, begin by browsing and considering courses that may interest you! Check all of our [Gr. 7 Course Descriptions](#) ([click here](#)) and each course's details. Look through all of them carefully, because **this is your next year planning**. You will want to make smart choices, and **decisions are quite final**.

- We very, very strongly advise you to browse through these courses, BEFORE going any further. Stop and browse first. After that, keep following these Instructions at step 2.

**Step 2** - Use a computer (a cellphone is not recommended) and Google Chrome, to Log In to the **Student's SchoolZone** (not a Parent Account) Then select the **OSCR tab**. If no OSCR tab, call your school.

- Check updated OSCR Message window for update announcements.
- Use the green button to enter into OSCR (Online Student Course Requests)

Online Student Course Requests

**Step 3** - Here we go! **Two blue boxes** and some **gray buttons** appear on your screen. This is where you are going to **find and then arrange** your personal course requests.



The bullets right below are really important. **Read this part very closely please:**

- The Gray Buttons at left (Categories) are where folders contain courses.
- The **left blue box** (Courses Available, at left) are where you will see course choices
- The **right blue box** (Courses Selected, at right) is where you keep your personal course choices.
- Moving the courses in the blue boxes: You can move a course from left blue box to the right blue box (and even reverse), using the **single arrows between the blue boxes** (or by double-clicking on a course name). The double arrows are for moving everything in a blue box, all at once, as a group of courses.

**Step 4** - First, let's add your **English Language Arts (ELA)** class.

- You might already see the available ELA classes in your left blue box- but if not, click on the **gray English button** at left to see the available English courses.
- When you move your appropriate ELA choice to the right box, it also automatically loads all of your core subjects over to the right. So, just select your appropriate ELA class, and then your other core classes are all moved. Change the choices, if necessary. Go to Step 5. (except **G&T Program Students**, see below and **EAL students**, see below).

- **G&T Program Students** who have already received acceptance into the Program may select the ELA G&T. Move it to the right. Program core subjects automatically appear in the box at right. Change the choices, if necessary. Go to Step 5.
- **EAL students** move only the **EAL7** course to the right blue box. Go to Step 5.

## Step 5 - Physical Education Class

- Click on the **gray Phys. Ed/CALM** button at left, to see the available gym classes.
- In the left box, carefully move your **Phys. Ed. Course** to the blue box at right.
- All students should now have **27 Course Units**, as indicated beneath the blue box at right.

## Check-Point A - Let's make sure you are all caught-up, so far.

- In this example below, the student has moved into their "**Courses Selected**" right box a **total of 5 courses**; and the student has **27 Course Units**.

The screenshot shows a course selection interface. On the left, there is a vertical list of course categories: Core Courses (English, Mathematics, Science, Social Studies, Phys. Ed. / CALM, Second Languages), Option Courses (CTS, Fine Arts, Option Group A, Option Group B, Other). The 'Phys. Ed. / CALM' category is highlighted. In the center, there is a large empty box labeled '(units) Courses Available'. To the right, there is a box labeled '(units) Courses Selected' containing a list of selected courses: (6) English Language Arts 7, (6) Social Studies 7, (6) Science 7, (6) Mathematics 7, and (3) Phys. Ed. 7. Red arrows point to the 'Courses Selected' box and the 'Course Units Selected: 27' text. Below the 'Courses Available' box, it says 'Minimum Course Units Required: 36' and 'Maximum Units Allowed: 36'. Below the 'Courses Selected' box, it says '\* Drag and Drop request course in preferred order' and 'Course Units Selected: 27'.

- Your screen should now look the same as in this above example, except for **EAL students (see below)**. Do you have the same courses as in the example, and with **27 Course Units** showing? Go on to Step 6. If not the same as the example, STOP and go to see **RED** below.
- **EAL students** should see a **total of 2 courses**; and have a total of **27 Course Units**. If you have 2 courses showing and have 27 Units, go on to Step 6. If not, see **RED** below.
- **Stop at this Check-Point. DO NOT PROCEED TO STEP 6. Return to Step 4 above. Use the arrows to change your Selected box at right. Fix any errors.** If you continue to have trouble at this **Check-Point A**, even after trying to repair it using the arrows, please stop your OSCR for now. Please email the school and explain your issue: [Riverbend@EPSB.ca](mailto:Riverbend@EPSB.ca)

## Step 6 - Choose your Second Language. We offer **three** Second Language classes from which you must make your one choice, for all your Riverbend years.

- The chosen language will be your committed second language over all your Riverbend years. Changing second languages is not permitted, so choose what you really do want.
- Some families may wish to consider that if *Old Scona Academy* (OSA) may be a school later for high school, that OSA currently requires all applicants to have French as their second language.
- EAL students also choose their language to study. This should be a language new to you.
- Students typically study only one second language & culture per school year, although there can be exceptions. Studying 2 languages can be requested, please email.
- You should now show a **total of 30 Course Units**. ALL students. If not, go back.
- If you have trouble with Second Languages, or have a request, please first skip to Step 7 and continue on. Later, simply email the school with your name, next-year grade, and your language request: [Riverbend@EPSB.ca](mailto:Riverbend@EPSB.ca)

## Step 7 - Select your Partial-Year Options.

The **gray Option Group A** button contains our partial-year courses available. You will choose 4 courses.

- Click on the **Option Group A** button to see all the partial-year options.
- Move over the four (4) courses, from the left blue box to the right. You do not have to worry about order or priority sequence yet, that comes later. Just move them for now.

Option Courses

CTS	← Career & Technology Studies (CTS) courses
Fine Arts	← Any course having anything to do with any kind of creative arts
Option Group A	← <b>Grade 7 ONLY:</b> All partial-year options
Option Group B	← <b>SPORT or MOVEMENT</b> courses, except PE
Other	← <b>Various:</b> More available options

- G&T Program Students** and **EAL students** also select these above options.

## Check-Point B - Quick check-up on your work.

- In the example below, notice that the student has moved into their Courses Selected box a total of 10 courses; and the student has **34 Course Units**.

Courses Available

(units) Courses Available

(units) Courses Selected

- (6) English Language Arts 7
- (6) Social Studies 7
- (6) Science 7
- (6) Mathematics 7
- (3) Phys. Ed. 7
- (3) French 7 Spanish 7 Chinese Mandarin 7
- (1) Environment Outdoor Education 7
- (1) Computer Studies 7
- (1) Construction 7
- (1) Foods 7

Minimum Course Units Required: 36  
Maximum Units Allowed: 36

Course Units Selected: 34

- Most students should now be the same as in this above example. Check now that you have **4 core subjects**; and **PE**; and **1 Second Language**; and **4 Options**; and **34 Course Units**. **If not, go back in steps #6 and #7, and carefully check your work.**
- EAL students** should have **EAL7 English, Social Studies, Math and Science**; and **PE**; and **1 Second Language**; and **4 Options**; and **34 Course Units**.
- If you continue to have trouble at this **Check-Point B**, even after trying to repair it using the arrows, please stop your OSCR for now. Please email the school with your name, next-year grade, and explain your issue: [riverbend@epsb.ca](mailto:riverbend@epsb.ca)

## Step 8 - Select your Arts Option.

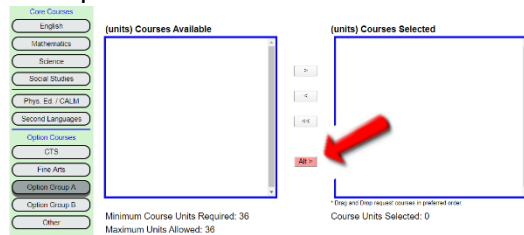
The **gray Fine Arts** button contains all our arts courses. You will choose 1.

- Click on the **Fine Arts** button, and bring across to the right box your selected arts course.
- Your Course Units Selected should now be reading at **36**.
- If your Course Units Selected is not correct, go back in steps and make your corrections.**

**Step 9 - Alternative Options.** In case of a sold-out class, or a class that just can't fit your timetable, we will now make **1 Alternative Arts option choice**, as a

back-up. **All students** will do this important step. Consider this carefully- in which 1 other Arts option courses would you be most interested?

- See the red **Alt** button between the boxes? We will use it to bring over one more Alternative Arts option courses.



- Click open the **Fine Arts** choices. Using the red **Alt >** button (NOT THE NORMAL ARROWS), bring over to the right the additional remaining option course. **Do not use the normal arrows.**
- The Alternative Option should now appear in your right selected box, and **should be in pink highlight.**
- Your Course Units Selected should still remain at **36**.
- If you do not have a pink highlighted course in the right box; or if you do not have the Course Units total as stated above, please go back and re-do Step 9.

## Step 10 — Drag to organize and prioritize all of your course choices.

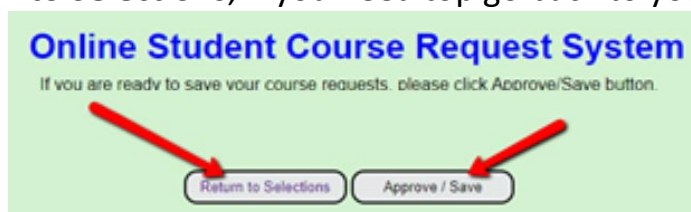
- In the blue box at right should now be **all** of your selected courses, and one pink Alternative at the bottom.
- Using your mouse, drag and sort your courses **so that they are in the following order:**
  1. **Core Subjects or EAL** (any order of ELA, SST, SCI, MATH. **EAL students** use EAL7 instead)
  2. **Phys. Ed.**
  3. **Second Language choice**
  4. **4 Partial Year Option courses** Please put these in your **PRIORITY ORDER**
  5. **Fine Arts choice**
  6. **1 Alternative option, in pink**
- Make SURE your courses are in the above order. Double-check.
- Your Course Units Selected should be at **36**.

## Check-Point C - One last check before you are complete.

Look at **your** box at right. Do you have an exact match like the following?

- A. Counting every single course, pink ones too, do you have a total of **12 courses listed**? **EAL students** should have **9 courses listed**, counting all listed courses.
  - B. Do you have 1 pink Alternative option at the very bottom of your course list?
  - C. Everyone should have Course Units Selected showing **36**. If not, go back.
- If **ANY** of the above **A B C** items is not correct, go back to the last-known correct step, and check your work. Fix any errors. If you continue to have trouble at this **Check-Point**, even after trying to repair it, please stop your OSCR for now. Please email the school and explain your issue: [Riverbend@EPSB.ca](mailto:Riverbend@EPSB.ca)

**Step 11** - Click on the **Approve/Save** button, if you are all done... or, you can click on **Return to Selections**, if you need to go back to your choices.



- Once you do **Approve/Save**, you will then see a verification page. You can print the page or even take a picture. Your requests will show up on a list in your own SchoolZone within 24 hours. Be patient, it takes time to show up in your SchoolZone.
- **Note:** If your selections are not visible on the verification page after one day, or if that page appears blank after one day, a technology issue may be evident. Please log out, Refresh, and repeat your selections (repeat your OSCR process) until you can see your selections in the verification page.
- Close the OSCR tab to return to SchoolZone. Congratulations, future Riverbend Centurion! You're now all set for Grade 7!

*We really look forward to meeting you this September.*

*Riverbend's Orientation Day:*

*Late August. Watch SchoolZone for details*

*Have a great Grade 6!*

