



## Entering Course Selections in SchoolTool

Students can add desired course selections for the 2023-2024 school year directly into SchoolTool, by following this path detailed below: **Scheduling > Course Selections > Enter Course ID > Add > Save**

1. **Scheduling** > Select the Scheduling tab at the top right, and scroll to the bottom of the page until you see course selections.
2. **Course Selections** > Select a course you would like to take in the 23-24 school year from the course listings.  
*\*\* For detailed course descriptions of all courses, please visit the Ballston Spa High School website for a "Quick Link" to the 2023-2024 Course Description Handbook: **HS Webpage** > "Quick Links" (left side of page) > "Course Description Handbook".* Notice that each course has an identifiable number. This is the **Course ID**.
3. **Enter Course ID** > Here you will add the Course ID Number with no spaces. *Example: HS1717*
4. **Add** > Click on the plus sign.  This will add your chosen courses to the selected course list. You may rate your electives by Low/Medium/High to relay what you find most important as an elective.
5. **Save** > Once you have added all of your selections, be sure to click on the Save button. 

**NOTE:** There are selected courses already listed. They also appear under Recommended Courses on the front of this page. **DO NOT DELETE** any courses already listed. These are the courses recommended by your teachers.

**You will have until the following Deadline to make your course selections:**

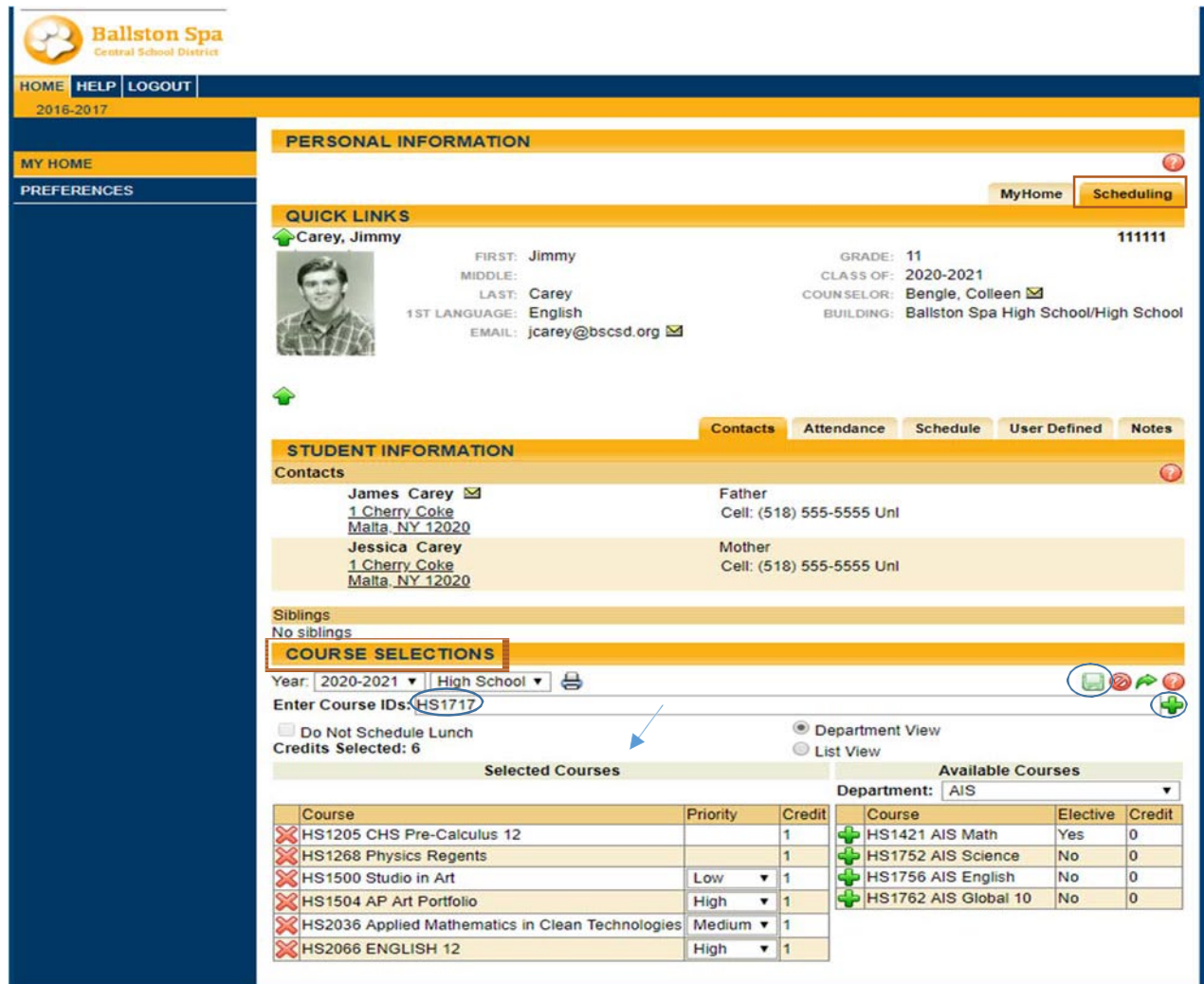
**Grade 8 = March 5<sup>th</sup>**

**Grade 9 = February 12<sup>th</sup>**

**Grade 10 = February 5<sup>th</sup>**

**Grade 11 = February 26<sup>th</sup>**

You have completed the process. You will meet with your school counselor to finalize your selections.



**PERSONAL INFORMATION**

**QUICK LINKS**

Carey, Jimmy

FIRST: Jimmy  
MIDDLE: Carey  
LAST: Carey  
1ST LANGUAGE: English  
EMAIL: jcarey@bscsd.org

GRADE: 11  
CLASS OF: 2020-2021  
COUNSELOR: Bengle, Colleen  
BUILDING: Ballston Spa High School/High School

**STUDENT INFORMATION**

**Contacts**

James Carey  
1 Cherry Coke  
Malta, NY 12020

Father  
Cell: (518) 555-5555 Uni

Jessica Carey  
1 Cherry Coke  
Malta, NY 12020

Mother  
Cell: (518) 555-5555 Uni

**COURSE SELECTIONS**

Year: 2020-2021 | High School

Enter Course IDs: HS1717

☐ Do Not Schedule Lunch  
Credits Selected: 6

**Selected Courses**

Course	Priority	Credit
HS1205 CHS Pre-Calculus 12		1
HS1268 Physics Regents		1
HS1500 Studio in Art	Low	1
HS1504 AP Art Portfolio	High	1
HS2036 Applied Mathematics in Clean Technologies	Medium	1
HS2066 ENGLISH 12	High	1

**Available Courses**

Department: AIS

Course	Elective	Credit
HS1421 AIS Math	Yes	0
HS1752 AIS Science	No	0
HS1756 AIS English	No	0
HS1762 AIS Global 10	No	0