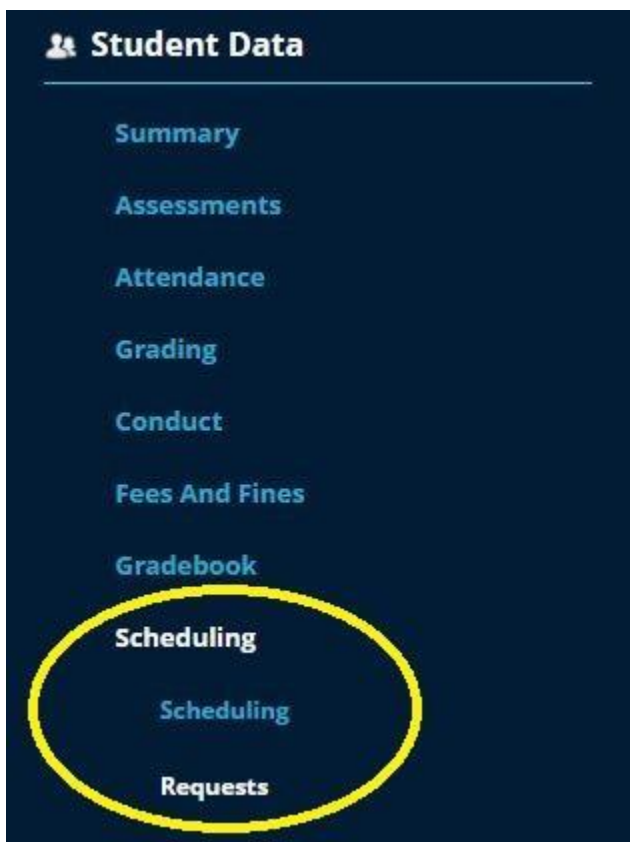


ROXBURY TOWNSHIP SCHOOLS

Instructions for Student Course Requests in the Parent Portal

Parents/guardians will log into Genesis Parent Portal as usual and find the scheduling tab available to them. Screen shots are for navigation purposes only and may not reflect exactly what you see. Specific instructions for what courses need to be selected are on the scheduling website.



Under this tab there will be two additional tabs – scheduling and requests.

Parents will make requests for all courses under the Request Tab. Click on “Request a course” for the areas listed.

Visual and Performing Arts Subject Area

Credits

Earned Required
0 5

8910 - BAND 8

Requested Credits: 0

Priority 1

Request a Course

Electives Subject Area

- Minimum credits for subject area (5.0) not reached

Credits

Earned Required
0 41.5

Request a Course

Total Credits

Earned: 0

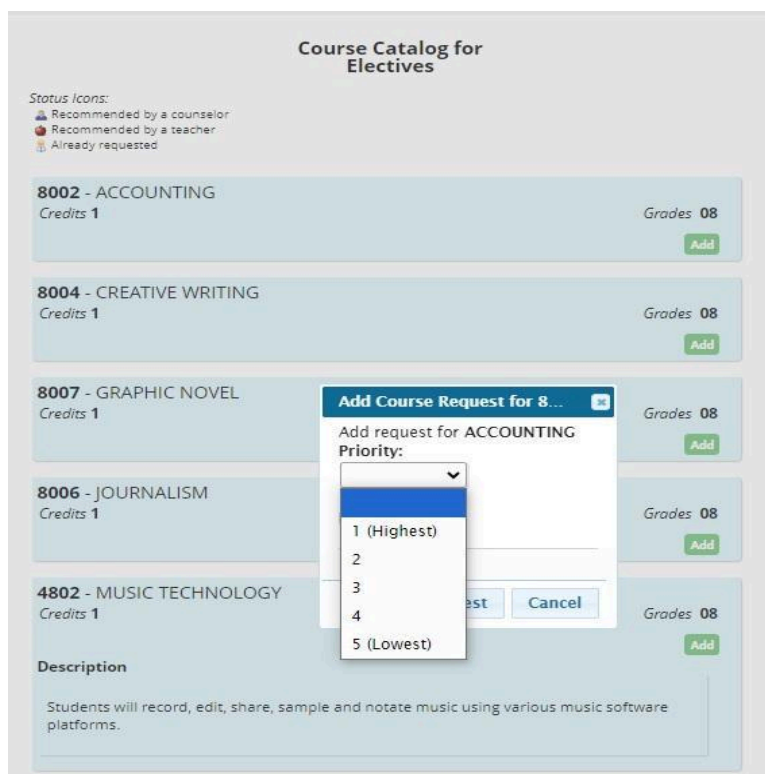
Requested: 0

Required: 46.5

You will be taken to a screen where you can select courses. Instructions for the courses that must be requested and the subject areas that they are available under are on the scheduling website. Again, screenshots here are for navigation purposes and may not match exactly what you will see on your screen.

All Students who are interested in participating in the music program (Band, Chorus, or Orchestra **MUST** sign up for Music (visual/performing arts). Once courses are selected, they will be listed similarly to what is below.

Please note that if a course has a prerequisite, it will be listed in the Program of Studies and you will need to follow the correct sequencing. Please note: you should rank order the elective/cycle selections from **1 (highest) to 5 (lowest)**.



Logout of the Parent Portal... Congratulations, You Are Finished!

Again, remember - these are only requests and not a schedule.