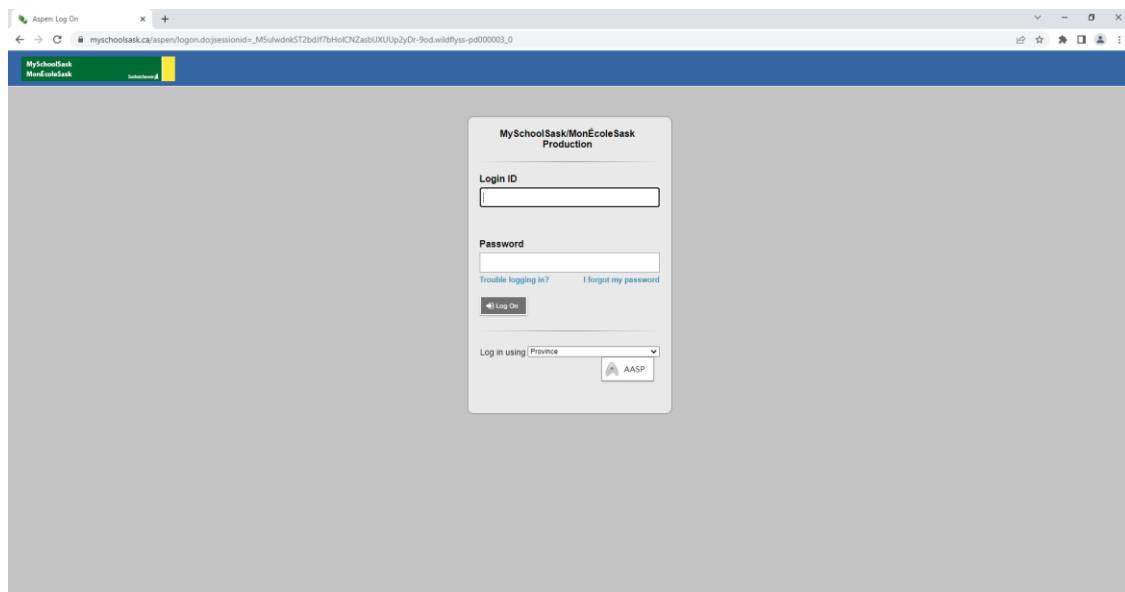


Martensville High School – Course Selection How to Guide – 2022-2023

For the 2022-2023 school year, Prairie Spirit School Division will be transitioning to MySchoolSask(MSS)/Edsby from PowerSchool. MSS is a student information system that is in the process of being adapted by all Saskatchewan schools. Students will be required to choose their classes for the 2022-2023 school year through MSS. Below you will find a “how to guide” for this process.

Steps:

- 1) Visit <https://myschoolsask.ca/aspen/login.do>



- 2) Type in student login ID. This is the same Login ID as students use to get into their school accounts (PowerSchool, Google Classroom, etc.). For example: ab123s
- 3) Type in the student password. This is the same Login ID as students use to get into their school accounts (PowerSchool, Google Classroom, etc.). DO NOT HIT ENTER!
- 4) Where it says Log In Using: Province → click the drop down menu and click Prairie Spirit School Division. DO NOT HIT ENTER!
- 5) Once your Login ID, Password & School Division are selected, click AASP.

You are now logged into MSS.

Next Steps:

Your screen should look like the screen below:

Pages **My Info** Academics Groups Calendar Locker Quest

Home / Accueil Start/Commencer

Welcome/S'inscrire

One stop for Prekindergarten to Grade 12 student records, marks and attendance information.
Guichet unique, de la maternelle à la 12e année, contenant le dossier des élèves, leurs notes et l'information sur l'assiduité scolaire.

MySchoolSask MonÉcoleSask

Saskatchewan

Announcements/Annonces

MSS/MES will be unavailable due to maintenance from March 20 at 12 a.m. to March 21 at 7 a.m.
The Student Data System (SDS) will be unavailable due to maintenance from March 17 at 5 p.m. to March 21 at 7 a.m.
MES/MSS ne sera pas disponible à partir du 20 mars à de minuit jusqu'au 21 mars à 7 h 00 pour des raisons d'entretien.
Le Système de données scolaires (SDS) ne sera pas disponible à partir du 17 mars à de 17 h 00 jusqu'au 21 mars à 7 h 00 pour des raisons d'entretien

Weekly Scheduled Maintenance Windows

The weekly scheduled maintenance windows for MySchoolSask are Wednesdays from 5:00 - 7:00 pm and Sundays from 6:00 - 11:00 a.m. This scheduled maintenance may result in a service interruption during the maintenance windows.

Les Périodes de Maintenance Hebdomadaire Programmée

Les périodes de maintenance hebdomadaire programmée pour MonÉcoleSask sont les mercredis de 17 h à 19 h 00 et les dimanches de 6 h à 11 h 00. Cette maintenance programmée pourrait occasionner une interruption du service pendant ces périodes.

Recent Activity

Search:

Last 30 days

Attendance Grades

No activity in the specified date range

Start/Commencer

Navigation/La navigation

See the Start/Commencer tab, at the top of this page, to learn how to navigate in MySchoolSask/MonÉcoleSask.
Voir l'onglet Start/Commencer, en haut de cette page, pour savoir comment naviguer dans MySchoolSask/MonÉcoleSask.

To Do

Overdue Online Assignments Tomorrow Today Week View

Overdue Online Assignments

Course	Assignment	Category	Due
No assignments scheduled			

Today: Tuesday, March 29

Course	Assignment	Category	Completed
No assignments scheduled			

Tomorrow: Wednesday, March 30

Course	Assignment	Category	Completed
No assignments scheduled			

Published Reports

Filename	Date/Uploaded	Creator	Description
No published reports			

- 6) Click: **My Info** along the top tab. Then on the side tab click **requests**. A sample screen for grade eleven students is below.

Pages **My Info** Academics Groups Calendar Locker Quest

Requests

My Details

Transcript

Current Schedule

Contacts

Attendance

Assessments

Notifications

Requests

Requests Details

Graduation Progress

Options Reports Help Search on Criteria

<< Exit entry mode

2022-2023 - Requests: 1 primary, 0 alternate - Scheduled: 0% - Credits: 1.0

Instructions

Welcome to the MHS Course Requests process. Grade 11 students will automatically be enrolled into ELA 20. Students must select at least:

- one 20 level Math
- one 20 level Science
- one Social Science at the 20 or 30 level.

Grade 11 students must select a minimum of 8 and a maximum of 10 courses. If you choose Choral you can select up to 11 courses.

Primary requests

	Subject area	School/Course > CrsNo	School/Course > Description	Alternate?	Credit
Select...	English	6017	English Language Arts 20	N	1.0
Select...	Social Sciences				
Select...	Electives				
Select...	Science				
Select...	Math				

Notes for counselor

Post Last posted time: Approved time:

- 7) All required courses have already been selected for students. For students who have a special circumstance (math, modified courses, etc. please make a note of the change in the notes section or speak with Ms. Cooper).
- 8) Students will then click the select button until they have reached their desired number of requests.
- 9) For electives, students will have to click the arrow at the top in order to see the different pages.

Subject area	Electives						
Instructions	You need to have chosen at least 8 classes including your required classes-- so complete your course choices with these electives. If you have chosen Leadership 20, you MUST complete an application form from Mrs. Schneider.						

< 1:1 | 7205 >
Select All 0 of 42 selected

Select	CourseNumber	CourseDescription	Course Type	Credit	Prerequisite	Status
<input type="checkbox"/>	7205	Accounting 20	Dept Dev	1.0		
<input type="checkbox"/>	6526	Band 20	Dept Dev	1.0		
<input type="checkbox"/>	6994	Career and Work Exploration 20	Dept Dev	1.0		
<input type="checkbox"/>	6529	Choral 20	Dept Dev	1.0		
<input type="checkbox"/>	7015	Communication Media 20	Dept Dev	1.0		
<input type="checkbox"/>	6702	Computer Science 20	Dept Dev	1.0		
<input type="checkbox"/>	6024	Creative Writing 20	Dept Dev	1.0		
<input type="checkbox"/>	6525	Drama 20	Dept Dev	1.0		
<input type="checkbox"/>	6306	History 20	Dept Dev	1.0		
<input type="checkbox"/>	7314	Leadership 20L	LD	1.0		

10) To save choices click "OK"

11) Students are welcome to leave a note in the counselor section. Please be aware that students are **not** allowed to make teacher requests.

12) Once all choices have been made and to save choices, click **post**.

13) Students will have until April 20th, 2022 to make any changes.

If students or parents/guardians have any questions, please contact Ms. Cooper (Career Guidance Counsellor) at breanne.cooper@spiritsd.ca or Mr. Johnson (Principal) at martin.johnson@spiritsd.ca