



# Mount Carmel College

---

We nurture.  
We challenge.  
We care.

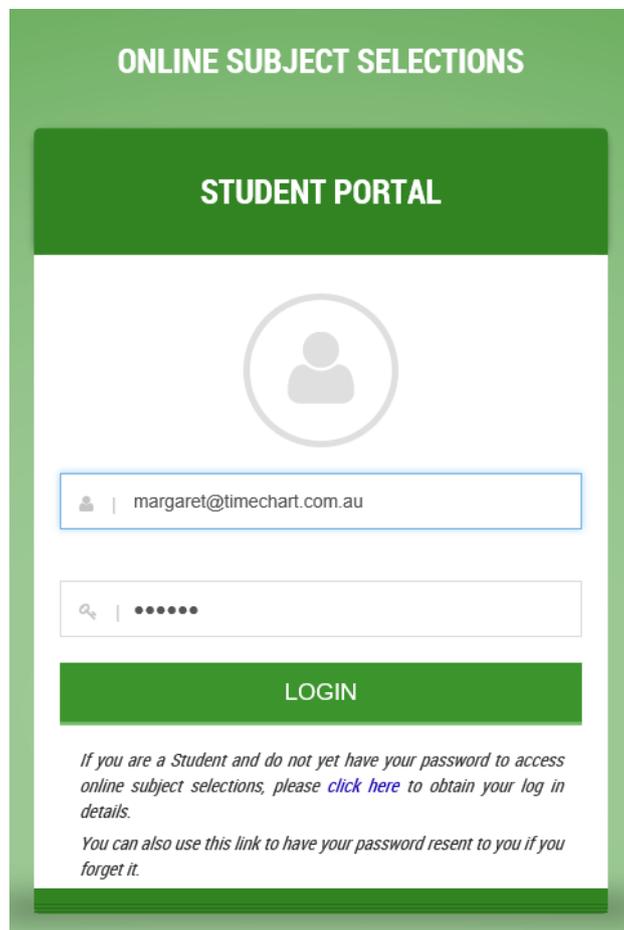
**Student / Parent Guide to using the Online  
Subject Selection Module**

# Student / Parent Guide to using the Online Subject Selection Module

*NOTE: This document is published by AMIG Systems for use with the 2015 version of Online Subject Selections (Student Portal), and may be edited and reproduced by TimeChart customers with access to Online Subject Selections 2017*

In order to log in and make their subject selections, a Student or Parent should browse to the following URL

<http://www.subjectselections.com/student>



ONLINE SUBJECT SELECTIONS

STUDENT PORTAL



 | margaret@timechart.com.au

 | ●●●●●●

LOGIN

*If you are a Student and do not yet have your password to access online subject selections, please [click here](#) to obtain your log in details.*

*You can also use this link to have your password resent to you if you forget it.*

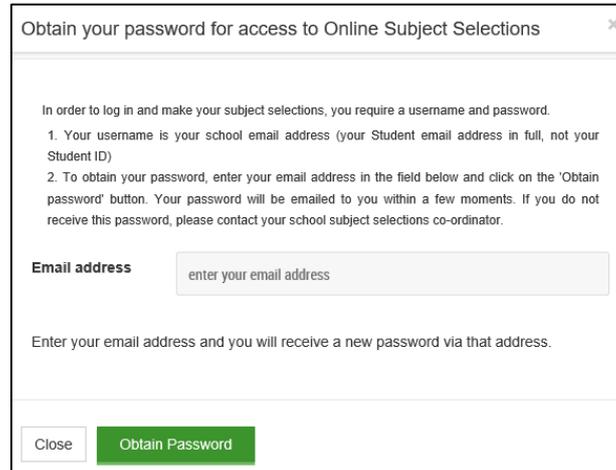
(Fig 1.1 – Student log in screen)

Note that the URL does not display the School logo until AFTER the student has logged in as this URL is common to all schools using *Online Subject Selections*.

The username for each student is their email address. If this is their first visit to *Online Subject Selections*, they will need to obtain a password. This can be done by clicking on the 'Click here link to

obtain your log in details'. Clicking this link will take them to a dialogue screen where they can enter their email address and have their password emailed to them automatically (Fig 1.2).

**PLEASE NOTE AS PER EMAIL INSTRUCTIONS, SUBJECT SELECTION PORTAL DOES NOT OPEN UNTIL THURSDAY, 9 AUGUST.**



Obtain your password for access to Online Subject Selections

In order to log in and make your subject selections, you require a username and password.

1. Your username is your school email address (your Student email address in full, not your Student ID)
2. To obtain your password, enter your email address in the field below and click on the 'Obtain password' button. Your password will be emailed to you within a few moments. If you do not receive this password, please contact your school subject selections co-ordinator.

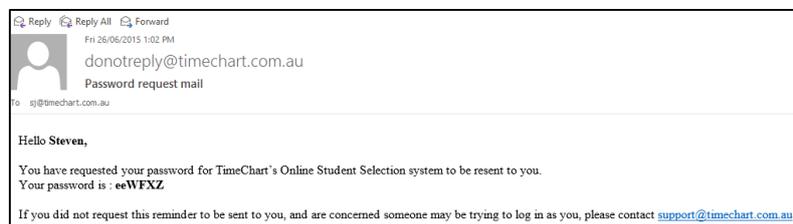
**Email address**

Enter your email address and you will receive a new password via that address.

(Fig 1.2 – Student/parent password retrieval screen)

To obtain a password, or to be sent a password, enter your email address, then click on [Obtain Password]

An email with a 6 character password will be sent to the email address entered.



(Fig 1.3 – Example Student/Parent password retrieval email)

**NOTE:** The email address entered must match, exactly, one listed within the school's *Online Subject Selection* system. If the password email does not arrive;

1. Check your 'junk' or 'spam' filter folder in your email system
2. Contact your school *Online Subject Selections* system administrator asking for assistance as they will be able to retrieve your password.

Once logged in as a Student, you will arrive at the selections screen as shown in Fig 1.4



**Example School**

Welcome to Example High School's Online Subject Selections for 2016. This space above the student selection area is customisable by each system administrator.  
It allows you provide personalised instructions for your Students.

**Year Level- 9**

<p><b>Subject Group Name [ Core ]</b> [Min. Choice 2 , Max. Choice 2 ]</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">ENG09</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">MAT09</span> </div> <p style="color: red; font-weight: bold;">ENG09 [1/2] , MAT09 [2/2]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Subject list</th> <th style="width: 60%;"></th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>ENG09</td> <td>English</td> <td style="text-align: center;"><a href="#">👁</a></td> </tr> <tr> <td>MAT09</td> <td>Mathematics</td> <td style="text-align: center;"><a href="#">👁</a></td> </tr> </tbody> </table>	Subject list			ENG09	English	<a href="#">👁</a>	MAT09	Mathematics	<a href="#">👁</a>	<p><b>Notes for this subject group</b> These are your 'Core' subjects and must be studied as part of the Year 9 curriculum. These subjects have already been chosen for you.</p>	<p><b>Selection requirements met?</b> <span style="color: green; font-weight: bold;">✔</span></p>
Subject list											
ENG09	English	<a href="#">👁</a>									
MAT09	Mathematics	<a href="#">👁</a>									

<p><b>Subject Group Name [ Elective ]</b> [Min. Choice 3 , Max. Choice 3 ]</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           Select subject..         </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Subject list</th> <th style="width: 60%;"></th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr><td>CHM09</td><td>Chemistry</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>DNC09</td><td>Dance</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>DRA09</td><td>Drama</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>ENX09</td><td>English Extension</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>FLU09</td><td>Flute</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>HPE09</td><td>Physical Education</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>PHY09</td><td>Physics</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>PIA09</td><td>Piano</td><td style="text-align: center;"><a href="#">👁</a></td></tr> <tr><td>VIO09</td><td>Viloin</td><td style="text-align: center;"><a href="#">👁</a></td></tr> </tbody> </table>	Subject list			CHM09	Chemistry	<a href="#">👁</a>	DNC09	Dance	<a href="#">👁</a>	DRA09	Drama	<a href="#">👁</a>	ENX09	English Extension	<a href="#">👁</a>	FLU09	Flute	<a href="#">👁</a>	HPE09	Physical Education	<a href="#">👁</a>	PHY09	Physics	<a href="#">👁</a>	PIA09	Piano	<a href="#">👁</a>	VIO09	Viloin	<a href="#">👁</a>	<p><b>Notes for this subject group</b> Please select 3 elective subjects.</p>	<p><b>Selection requirements met?</b> <span style="color: red; font-weight: bold;">✘</span></p>
Subject list																																
CHM09	Chemistry	<a href="#">👁</a>																														
DNC09	Dance	<a href="#">👁</a>																														
DRA09	Drama	<a href="#">👁</a>																														
ENX09	English Extension	<a href="#">👁</a>																														
FLU09	Flute	<a href="#">👁</a>																														
HPE09	Physical Education	<a href="#">👁</a>																														
PHY09	Physics	<a href="#">👁</a>																														
PIA09	Piano	<a href="#">👁</a>																														
VIO09	Viloin	<a href="#">👁</a>																														

Clear all
Save
  
Print

After saving, please click on [Print]

(Fig 1.4 – Example Student Selection Screen)

Fig. 1.4 shows an example subject selection screen from the Student perspective. A welcome message from your Subject Selection Coordinator appears at the top of the screen.

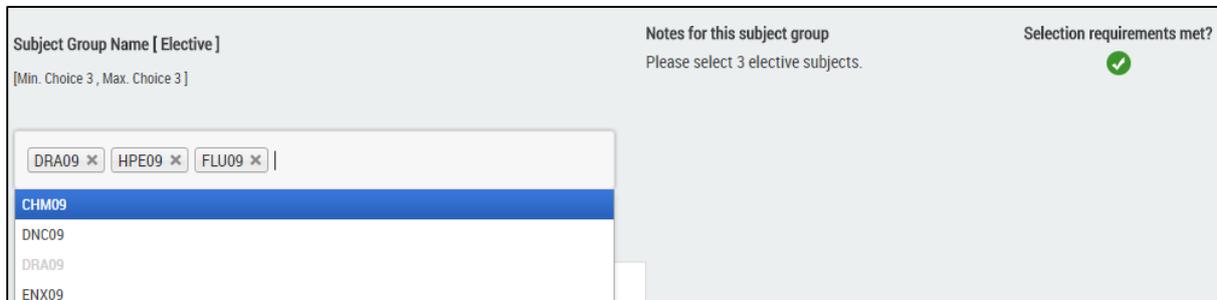
Subjects are separated into 'Subject Groups'. Each group has certain parameters around it which have been set for this year level.

In the example in Fig 1.4, the first Subject Group is called 'Year 9 Core Subjects'. Just to the right of the group are the 'parameters' or instructions for the group. In this case, core subjects are subjects that ALL students at Year 9 study, and have been selected for the student automatically by the system. ENG09, MAT09 and SCI09 are all mandatory subjects. Below the subject selection field is a list containing:

Subject Code, Subject Name, and an optional link to subject information material (if provided)

Once the minimum number of subjects have been selected, the 'Selection requirements met?' indicator will turn to Green as per example in Fig 1.5.

Moving on to the 'Year 9 Electives' Subject Group, the instructions are to select 3 subjects in preference order. To select a subject, click inside the selection field and select from the drop down list. See Fig 1.5.



Subject Group Name [ Elective ]  
[Min. Choice 3 , Max. Choice 3 ]

Notes for this subject group  
Please select 3 elective subjects.

Selection requirements met? ✔

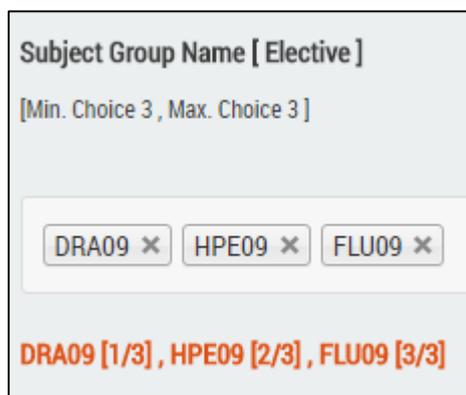
DRA09 x HPE09 x FLU09 x |

CHM09  
DNC09  
DRA09  
ENX09

(Fig 1.5 – Subject Selection from Block)

As you select additional subjects, they will appear in the selection box in the order in which you choose them. Click on the little [x] next to the Subject Code to 'deselect' a subject choice (Fig 1.5)

In addition to the selections appearing in preference order in the 'Selections Box', your subject choices are listed in text below, with the ordering shown in brackets after. E.g. [3/3] in Fig 1.6 below indicates that FLU09 was your 3<sup>rd</sup> of 3 choices from this group.



Subject Group Name [ Elective ]  
[Min. Choice 3 , Max. Choice 3 ]

DRA09 x HPE09 x FLU09 x

**DRA09 [1/3] , HPE09 [2/3] , FLU09 [3/3]**

(Fig 1.6 – Subject selection ordering)

Once all selections have been made, click on [Save] in Fig 1.7 and your selections will be saved to the system. The Student can have the option of returning to, and changing their selections, any time before the date/time of the selection process [Closure Date] set by the administrator.

PIA09	Piano	
VI009	Viloin	

Subject selection has been successfully saved. x

Clear all
Save

After saving, please click on [\[Print\]](#) Print

(Fig 1.7– Subject Selection – save and print selections)

If you would like your Students to print out a copy of their Selections and have their parent(s) sign and return this printout, then Students should click on the [\[Print Selections\]](#) link which will produce a form similar to the image in Fig 1.9.



**Example School**

Welcome to Example High School's Online Subject Selections for 2016. This space above the student selection area is customisable by each system administrator.  
It allows you provide personalised instructions for your Students.

**Year Level: 9, Student Name: Margaret Jones, Student ID: JONESM**

**Subject Group Name [ Core ]**

- 1 ENG09 English
- 2 MAT09 Mathematics

---

**Subject Group Name [ Elective ]**

- 1 DRA09 Drama
- 2 HPE09 Physical Education
- 3 FLU09 Flute

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(Fig 1.9– Subject Selection example print out and sign document)