PUKEKOHE HIGH SCHOOL

COURSE SELECTION 2023 - 2024
CHOOSING SUBJECTS FOR YEARS 11 – 13 in 2024

In Term 3 we will be starting the **Course Selection Process** for current Year 9 – 12 students. You will be making these decisions based on conversations with your Kaiaawhina, subject teachers and parents/whaanau about your desired future pathway. The information provided by learning areas includes subject content and Learning Progression Guidelines, which indicate the achievement that is an ideal level to have reached to cope with the work at the next NCEA level.   The Course Selection process will be completed by everyone using **SchoolPoint**.

This guide includes information about the following:

> **STEP 1**: HOW TO LOGIN TO **SCHOOLPOINT**
> **STEP 2**: PATHWAY PLANNING
> **STEP 3**: UNDERSTANDING WHAT I NEED TO SELECT
> **STEP 4**: SELECTING SUBJECTS
> **STEP 5**: REVIEWING AND FINALISING MY SELECTIONS

STEP 1: LOGIN TO SCHOOLPOINT

Login to **SchoolPoint** through your School Microsoft account by using your Student ID and password.
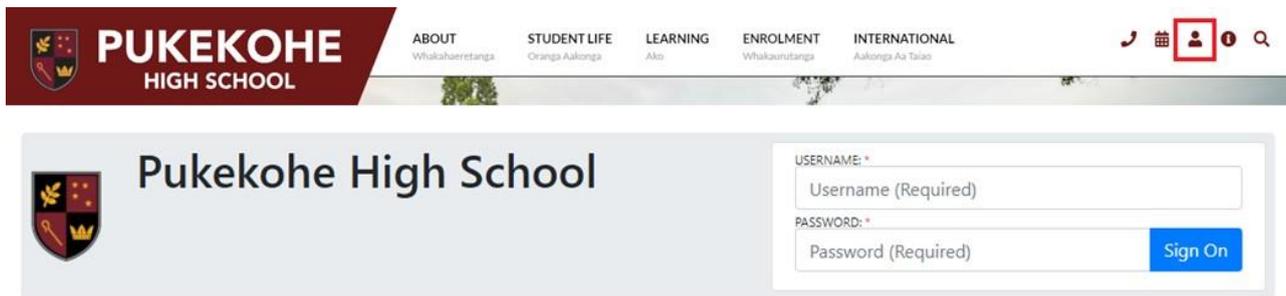
Once you are logged in, click on **SchoolPoint** from the dashboard.

You can also download the **SchoolPoint** app onto a phone from the App/Googlestores if you want. It will let you do all of the same things. Once downloaded, enter your Microsoft account username and password to login.

NOTE: Parents/ Caregivers are able to access KAMAR via the Parent Portal to VIEW (only) their student's selected subjects, however, we encourage our Parents/ Caregivers to sit with their student on their student's profile to support Course Selection.

STEP 2: PATHWAY PLANNING

At the beginning of Term 3 you should begin **Pathway Planning** using **SchoolPoint** with your Kaiaawhina during Whaanau Roopuu time. It is important that you have an idea of what sort of future pathway you want, and what you will need to do in order to achieve that.

Once you are logged into **SchoolPoint** select **Careers**
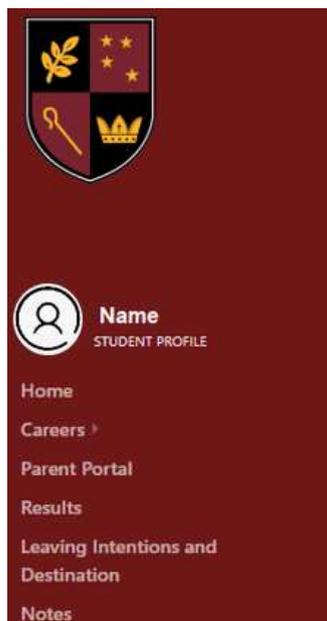
Then, use the dropdown options in the Careers section to complete all of the pathway planning questions and activities. This is a good time to think about all of your strengths, skills and interests.

Use these tools to help you think carefully about all the career options that you might be interested in. Your parents/guardians will also be able to login to **SchoolPoint** through the parent portal and see your answers, because whaanau are an important part of this planning process. Your Kaiaawhina will also receive an update of your answers, so that they can support you to select subjects which will help you be successful on your chosen pathway.

STEP 3: UNDERSTANDING WHAT I NEED TO SELECT (Years 11 - 13 in 2024)

SchoolPoint will only let you select subjects which you are able to take in your year level and will show you all your options. If two subjects are not able to be taken together (for example if they include the same Achievement Standards), then **SchoolPoint** will let you know. By selecting the compulsory subjects in Year 11, you will automatically be entered in enough literacy/numeracy credits to achieve NCEA Level 1.

YEAR 11 in 2023	YEAR 12 in 2023	YEAR 13 in 2023
COMPULSORY SUBJECT CHOICES: • English OR ESOL OR Te Reo Maaori · • Mathematics with Statistics • General Science **OPTION SUBJECT CHOICES:** Choose FOUR other subjects from any Learning Area.	**COMPULSORY SUBJECT CHOICES:** • English OR ESOL OR Te Reo Maaori **OPTION SUBJECT CHOICES:** Choose SIX other subjects from any Learning Area.	Choose SIX subjects from any Learning Area.
NOTE: Some selections may be subject to Learning Progression Guidelines OR Subject Combination restrictions. Exemptions can be applied for via SchoolPoint during the Course Selection process. Kaihautuu are responsible for reviewing exemptions.		
NCEA LEVEL 1	**NCEA LEVEL 2**	**NCEA LEVEL 3/ UNIVERSITY ENTRANCE**
Year 10 – 12 (2023) Student Course Selection CLOSES: Friday 25 August 2023		

NOTE: If you are Year 12 going into Year 13 in 2024, you must first set your Leaving intentions to "Returning" (first screen you see when logging into SchoolPoint) before you can start selecting subjects.

STEP 4: SELECTING YOUR SUBJECTS

1. View the subjects on offer
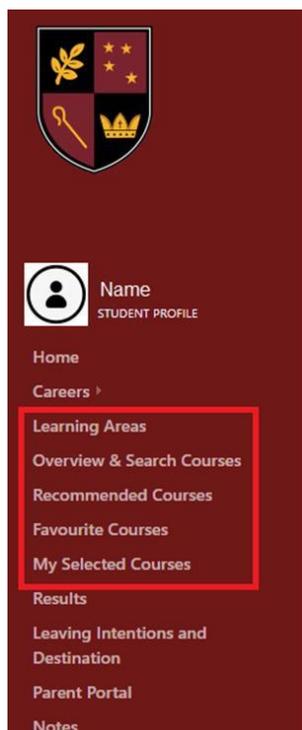
Select from the left-hand menu the following:

- **Learning Areas** – will bring up a buttonview of all learning areas
- **Overview and Search Courses** – willbring up a list of all courses in learning areas and a search bar
- **Recommended courses** – courses you are eligible to take based on your year level and subject combination restrictions
- **Favourite courses** – you can 'favourite'a subject you might want to take to viewlater, and it will be stored here
- **My Selected Courses** – this will show what you have selected for the followingyear

NOTE: If you are in Year 12 this year, you must have completed the leaving intentions section before you will be able to select subjects.

2. Select a subject

Go to "My Selected Course", then select either option "Learning Areas" or "Courses for Me". Select a course.

You have 6 Courses and 1 Backup to select.

Learning Areas   **Courses for Me**
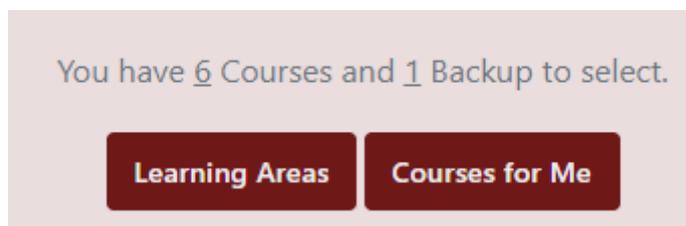
You must select any compulsory courses **first** before you can choose an option course.

To select a particular subject, click on **+ Select as one of my Courses**

NCEA Level 3 Classical Studies   3ZCLS

+ Select as one of my Courses

Add to your Favourite Courses
View Selected Courses
View Courses for Me

Course Description

Head of Faculty - Kaihautu: Mrs S. Grass

Classical Studies is our look into the ancient world. To understand ourselves, and our place in a bicultural society, we need to know about the societies that have laid the foundations for the world in which we live.

Classical studies is the study of the people, places, and events of the classical world and how they influence the modern world.

Classical studies is an interdisciplinary subject: students engage with literature, languages, art, history, science, technology, religion, and philosophy.

2022 Courses
2/5 Courses selected

NCEA Level 3 Drama
3ADRA selected 25 minutes ago

NCEA Level 3 Dance
3ADAN selected 24 minutes ago

No Course Selected

3. Select all of your subjects

For each of your subjects you add, click on **No Course Selected** to select another course. or you can click on **Recommended Courses** or **Learning Areas** again.

If you are selecting a MIT Trade course – 2FPTRADE and 3FPTRADE
When selecting a MIT Trades course, you will need to also fill in the Expression of Interest form
- First add the course to your selection
- Then click on view form
- Complete the form in full

- Sign the form using your mouse or stylus.
- Click the "Read the terms" box
- Click "Save Changes"
- Click "Complete" to send the form to the Course Co-ordinator to approve

**NOTE: For students selecting MIT Trades Academy - as it is in addition to your set number of courses for the year, your backup choice will become one of your actual course selections. Your kaitiaki will have a conversation with you to select a backup/reserve course.

What if it says I'm not eligible for a subject?

Sometimes, you may not have taken the recommended prior classes to be automatically eligible for a subject. However, there may be a reason why this is still a subject that you believe you need for your future pathway, or a reason why you believe you should be considered for the subject. If this is the case, you may apply for an exemption, and give a reason why.This will then be considered by the school to decide if this is a suitable subject for you.

STEP 5: REVIEWING AND FINALISING MY SELECTIONS

Set your course priority by selecting **Select Course Priority Order** and dragging your courses in order of preference.

You can **Remove** a course from your selection, if you want to change selections.

My Course Summary | Home

You have **2** Courses and **1** Backup to select.

Learning Areas | Courses for Me

Please review your courses.

Total Credits Available: 64 credits.
Externally Assessed Credits: 16 credits.
Internally Assessed Credits: 48 credits.

Course Priority Order

Drag your courses up or down, to select order of preference

Select Course Priority Order

Option	Code	Credits		Information
NCEA Level 2 English	2EENG	A.S. 91098 v3	4	Information
		A.S. 91100 v2	4	
Compulsory Course		A.S. 91101 v2	6	
		A.S. 91105 v2	4	
		A.S. 91107 v2	3	
NCEA Level 3 Drama	3ADRA	A.S. 91512 v2	4	Information
		A.S. 91513 v2	5	Remove
		A.S. 91515 v2	4	
		A.S. 91518 v3	4	

To finalise your course selection for 2024
Go back into "My Selected Courses" from the left hand menu in SchoolPoint. Check that the number next to selections and backups is 0, if they are click **"Complete My Courses"**

My Course Summary

It looks like you have selected all of your required Courses.
When you're Happy with your options Click the below button.

👍 Complete My Courses

You have **0** Courses and **0** Backups to select.

If they are not **0** – Scroll down to review your courses

It looks like you have more Courses than required.

You have -1 Courses and -1 Backups to select.

Learning Areas   **Courses for Me**

Please review your courses.

Course Priority Order

Drag your courses up or down, to select order of preference

Select Course Priority Order
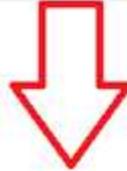
If the numbers are positive eg **2**: you have not selected enough courses, select "Courses for Me" and select the required amount of courses and backups.

If the number says **-1**: you have too many course lines, you would have received a warning while selecting, you will now need to correct this before being able to complete your selection.

To correct this you will need to remove a course by clicking on "Remove" and then "Confirm" in the next popup.

NCEA Level 3 Drama	3ADRA	A.S. 91512 v2	4	Information
		A.S. 91513 v2	5	
		A.S. 91515 v2	4	Remove
		A.S. 91518 v3	4	

Go back to "My Selected Courses" again and check your numbers are now **0**, then click on "**Complete My Courses**"