



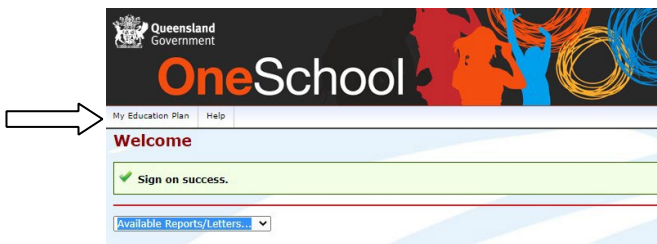
# Cleveland District State High School Year 9 (2024) Subject Selection Instructions

**Step 1:** Students open the browser on their laptop and log on to MIS (Managed Internet Service). Depending on their computer setup it may be called:

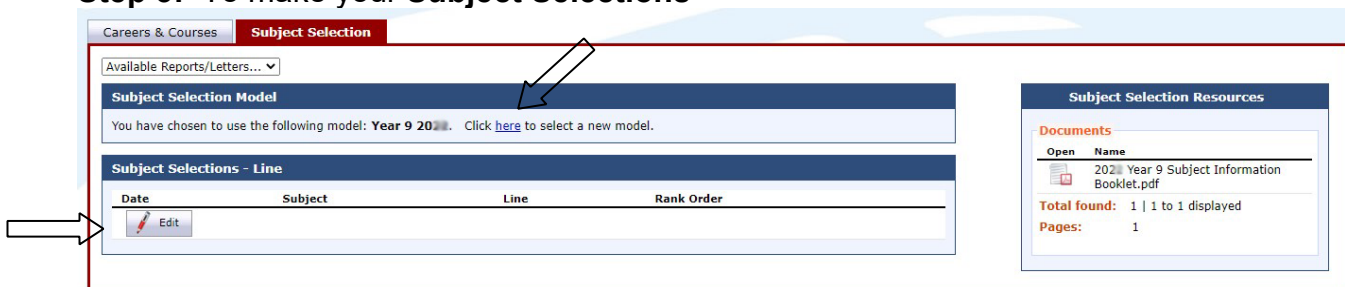
- MIS login
- Student Home or
- Sharepoint
- 

Click on the icon that says OneSchool.

**Step 2:** Click on the “*My Education Plan*” tab at the top left of the screen



**Step 3:** To make your **Subject Selections**



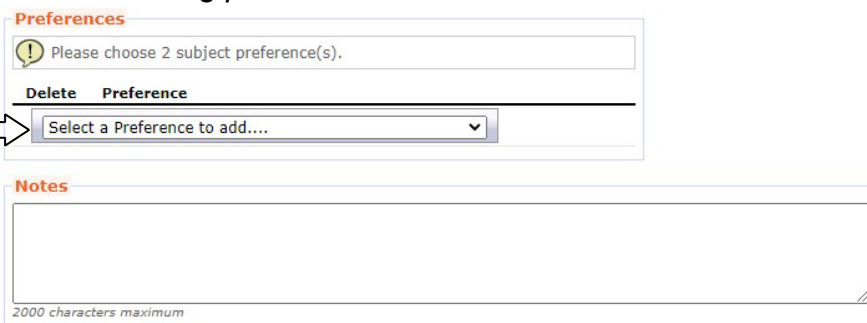
Click on the “**Subject Selection**” Tab. You will find a link to the Year 9 Subject Information Handbook to the right of the screen. Use this for information on subjects and their pre-requisites.

Click on the word “[here](#)” to select a new model. You will find the **Year 9 2024** model to work with. Click “Edit” to make your choices. Choose one subject option for each line. If you change your mind, click on the words “clear line” and reselect a subject.

## IMPORTANT:

You will need to choose some other subject preferences from the drop- down menu under “**Preferences**”. You must choose subjects that are different from your first preference list. You are **not** able to choose a subject twice.

You can make other notes about your second preferences in the “**Notes**” section. *These notes will not print on your form, but will be seen online by staff when selections are being processed.*

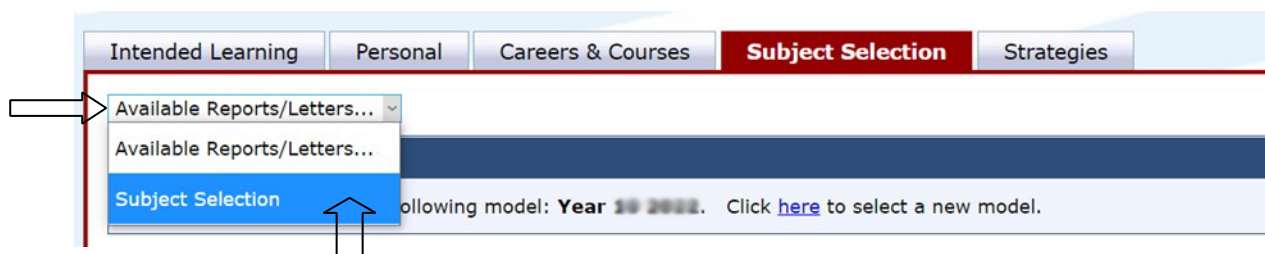


The image shows two sections of a web form. The top section is titled "Preferences" and contains a message box with a warning icon and the text "Please choose 2 subject preference(s)". Below this is a table with a header row containing "Delete" and "Preference". Underneath the table is a dropdown menu with the text "Select a Preference to add...." and a downward arrow. An arrow points to this dropdown menu. The bottom section is titled "Notes" and contains a large empty text area. Below the text area is the text "2000 characters maximum".

When you are happy with all your subject selections click **SAVE** at the bottom of the page.

### Step 5: To print your SUBJECT SELECTIONS

Click on “**Return to Subject**” Selection



The image shows a navigation bar with five tabs: "Intended Learning", "Personal", "Careers & Courses", "Subject Selection", and "Strategies". The "Subject Selection" tab is highlighted in red. Below the navigation bar is a dropdown menu with the text "Available Reports/Letters..." and a downward arrow. The dropdown menu is open, showing two options: "Available Reports/Letters..." and "Subject Selection". The "Subject Selection" option is highlighted in blue. An arrow points to the dropdown menu, and another arrow points to the "Subject Selection" option. Below the dropdown menu is a text box with the text "Following model: Year 10 2022. Click [here](#) to select a new model."

Drop down the “**Available Reports/Letters**” box and choose “**subject selection**”.

You can now print your plan.

### Step 6: IMPORTANT INFORMATION

**Returning your subject selections to school.**

**Your printed subject selection form needs to be signed by a parent/carer and returned to school to be handed to your homegroup teacher on Year 8 Parade (Friday 25<sup>th</sup> August)**

NOTE: Please be aware that late returns will be processed after the students who have returned their subject selections on the due date. Please return on the due date to maximise your chances of getting into the subjects you want to study.

We advise that you complete this process several days **BEFORE** the due date so you can access support at school if required.