



Cleveland District State High School SET Plans and 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
-

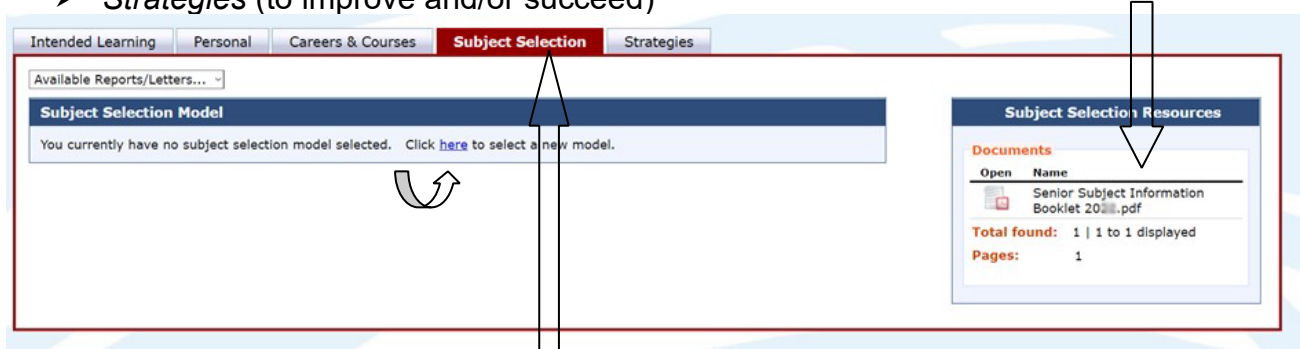
Click on the icon that says OneSchool.

Step 2: Click on the “*My Education Plan*” tab



Step 3: Students should attempt to complete all sections of their **plan**:

- *Intended Learning*
- *Personal* (Goals, Areas to Improve, Interests, Strengths)
- *Careers and Courses*
- *Strategies* (to improve and/or succeed)



Step 4: To make your **Subject Selections**

Click on the “**Subject Selection**” Tab. You will find a link to the Senior Subject Selection Handbook. 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 10 2024** model to work with.

Choose one subject option for each line. If you change your mind, click on the words “clear line” and reselect a subject. You will need to choose some second 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.

Preferences

! Please choose 4 subject preference(s).

Delete	Preference
	Chemistry
	Legal Studies
	Japanese
	Music

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.*

Notes

Chemistry,

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

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

You can now print your plan.

The screenshot shows a navigation bar with tabs: Intended Learning, Personal, Careers & Courses, **Subject Selection**, and Strategies. Below the tabs is a dropdown menu for 'Available Reports/Letters...' with 'Subject Selection' selected. A blue arrow points to the dropdown menu, and a white arrow points to the 'Subject Selection' option. Below the dropdown, there is a note: 'Following model: Year 10 2021. Click [here](#) to select a new model.'

Step 6: IMPORTANT INFORMATION

Returning Subject Selections to school.

Your printed subject selection form is to be signed by a parent/carer and returned to school to be handed to your English teacher on Monday 28th August. You will receive more information about this on parade and on school notices.

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 online several days **BEFORE** the due date so you can access support at school if required.