

# eSchools Instructions - Course Requests (Registration)

Use the eSchools link on our website ([Dallascommunityschool.org](http://Dallascommunityschool.org) - Current Families - Classes - Fall Term - 2019) or the eSchools link provided to you in the email from Andrea Wilcoxon with your username and password. **Have your username and password ready.**

When you login, you should be on the **Classes - Requests** page, with the name of one of your children in the top right corner. To start selecting classes for that student, click the **edit** button in the middle of the page on the right. To switch to another child, choose **Change Student** in the top right corner of the page.

Dallas School District Home Access Center

OSIAN [Name] Change Student

Home Attendance **Classes** Grades Registration

Click "Change Student" to select classes for a different child.

Classwork Schedule **Requests**

**Course Requests** - 2019-20 - Dallas Community School - Grade 05

Subject Area	Course	Credits
No Subject Area		
Total :		0.0000

Click to choose classes → **Edit**

+ Graduation Subject Area Requirements

After you click the **Edit** button, you will see a list of classes available for that child's grade level. If you would like to change how the classes are listed, you can click on **Description** (to list by name / date & time) or **Course** (to list by course number). Note that classes are listed alphabetically by day (M, T, W, Th), so Wednesday classes (W) will be at the end of the list and Friday's first.

After you click on each box next to the class you would like to request for your child, double check that you didn't accidentally register for two classes at the same time on the same day, and click the **SAVE** button at the top of the page. When you click the **SAVE** button, you're all done! **Don't forget to register for the Recess (PE) & Lunch block if your child will be staying at DCS for lunch on certain days!**

Select A Course

Subject Area : No Subject Area  
Required Credits : 0.0000  
Requested Credits : 0.0000

**After selecting all classes, click SAVE**

Course Status Key : Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	DESCRIPTION	COURSE	CREDIT
<input type="checkbox"/>	M 1:30 Gymnastics 3-8	Gymn.1F.38	0.0000
<input type="checkbox"/>	M 1:30 Independent Study 2-8	IS2M.1F.28	0.0000
<input checked="" type="checkbox"/>	M 1:30 Plant Biology 5-8	Plan.1F.58	0.0000
<input type="checkbox"/>	M 1:45 Tap Dance 1-8 (OS)	TapD.1F.18	0.0000
<input checked="" type="checkbox"/>	M 11:20 Recess(PE) & Lunch K-8	RL0M.1F.K8	0.0000
<input type="checkbox"/>	M 12:15 Independent Study 2-8	IS1M.1F.28	0.0000
<input type="checkbox"/>	M 12:15 Leadership Skills 6-8	Lead.1F.68	0.0000
<input type="checkbox"/>	M 2:30 Personal Finance 5-8	Pers.1F.58	0.0000
<input checked="" type="checkbox"/>	M 2:30 Plastics and Envir. 4-7	Plas.1F.47	0.0000
<input type="checkbox"/>	M 2:45 Intro. Dance 1-8 (OS)	Da0M.1F.18	0.0000
<input type="checkbox"/>	M 8:30 French 4-8	Fren.1F.48	0.0000
<input checked="" type="checkbox"/>	M 8:30 World War II 5-8	Worl.1F.58	0.0000
<input type="checkbox"/>	M 9:30 Rock Mus. & Pol. 6-8	Rock.1F.68	0.0000
<input type="checkbox"/>	M/W 2:45 Martial Arts 2-8 (OS)	Mart.1F.28	0.0000
<input type="checkbox"/>	T 1:30 Independent Study 2-8	IS2T.1F.28	0.0000
<input type="checkbox"/>	T 1:30 Sign Language 4-8	Si2T.1F.48	0.0000
<input type="checkbox"/>	T 11:20 Recess(PE) & Lunch K-8	RL0T.1F.K8	0.0000

If classes are not listed by day, click DESCRIPTION.  
Wednesday classes will be at the end of the list.

After you click on the **SAVE** button, you can click on the EDIT button again to see the classes you requested for your student, listed at the top of the page. Double check to make sure you didn't request two classes at the same time on the same day (scheduling conflict) or we won't know which one to confirm your child into!

Select A Course	
Subject Area :	No Subject Area
Required Credits :	0.0000
Requested Credits :	0.0000
Course Status Key :  Required  Suggested  Locked  Incomplete Prerequisite	
Request	DESCRIPTION
<input checked="" type="checkbox"/>	M 1:30 Plant Biology 5-8
<input checked="" type="checkbox"/>	M 11:20 Recess(PE) & Lunch K-8
<input checked="" type="checkbox"/>	M 2:30 Plastics and Envir. 4-7
<input checked="" type="checkbox"/>	M 8:30 World War II 5-8
<input checked="" type="checkbox"/>	T 12:15 Independent Study 2-8
<input checked="" type="checkbox"/>	T 2:30 Physics 5-8
<input checked="" type="checkbox"/>	Th 12:15 Elements of Fiction 4-6
<input checked="" type="checkbox"/>	W 1:30 FLL/Coding/Robotics 4-8
<input checked="" type="checkbox"/>	W 1:45 Ballet - K-8 (OS)
<input checked="" type="checkbox"/>	W 12:15 FLL Research & Pres 4-8
<input checked="" type="checkbox"/>	W 12:15 Independent Study 2-8
<input checked="" type="checkbox"/>	W 12:15 The Hero's Journey 4-8
<input type="checkbox"/>	M 1:30 Gymnastics 5-8
<input type="checkbox"/>	M 1:30 Independent Study 2-8
<input type="checkbox"/>	M 1:45 Tap Dance 1-8 (OS)
<input type="checkbox"/>	M 12:15 Independent Study 2-8
<input type="checkbox"/>	M 12:15 Leadership Skills 6-8

To remove classes, unselect the box and press save again.

Double check to make sure you are not requesting two classes in the same period on the same day!

To register for classes for another child, after you press save, you will click on "Change Student" at the top of the Classes - Requests page and do this process again for each one of your children, making sure to press **SAVE** after selecting all the classes they want to take.

If you have not received an eSchools username and password, the school is probably missing some required paperwork which we need before the district can activate your eSchools account. Please contact the DCS office at 503-420-4360 or [info@dallascommunityschool.org](mailto:info@dallascommunityschool.org)

If you try to log in and cannot see your DCS child's account, please contact the office. Sometimes if you have other children registered in the Dallas School District or in other districts using eSchools, you may be going to their eSchools site. Make sure you are using OUR eSchools link (on our [classes webpage](#) or in the email with your username and password).