

# FAQ Online Course Planner

## *Frequently Asked Questions*

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## Frequently asked questions

### Login and logout of Online Course Planner

#### How to access the link for the Online Course Planner

1. From the web browser FireFox, the default page is [www.evscschools.com/](http://www.evscschools.com/)
2. After the last slash type in "reitz" then press enter
3. Click on the **Guidance tab**
4. Click on the **Online Course Planner** link

#### How to logout

1. Scroll to the top of your screen then click **Logout**.
2. If you are in full view, remember to press **F11** to return to your normal view.

### Screen

#### Viewing full screen from your internet browser

1. Press **F11**

#### Return to normal view if in full screen view

1. Press **F11** again.

### Select courses

#### How to select SICTC courses

1. Select the subject **Vocational**

#### How to select your homeroom

1. Select the subject Non Credit courses then choose your homeroom.

#### How to select alternate courses

1. You may need to scroll down to see NOTES. You will type your choices here instead of selecting from courses.
2. In the Notes field, type in three alternates in order of choice then press Save.

#### Cannot find the correct scan number/course

1. Type notes in the NOTES section to your counselor then press save.

#### Which courses to select

1. Review your enrollment form for your grade level.
2. If you still cannot decide which courses to select, type notes to your counselor in the NOTES section then press save.
3. Review your selections with your parents and they may be able to help you.
4. Your counselor will visit you in homeroom to review your course selections after you have had a chance to review with your parents

5. Remember to keep your signed enrollment form available for review with your counselor.

## Course lengths

### How to select course lengths when less than year

1. See enrollment form for courses less than a year and select that semester for the course under “**Length.**” On your display you will see only that semester highlighted and will need to select a course to fill that semester too.

## Delete course selection

### How to delete a course selected by mistake

1. Click the red “x” next to the course.

## Other

### How to view course descriptions

1. Press the “?” mark for the course you have selected.