

Instructions for Requesting Courses in iNOW (Chalkable)

The following steps will help you input your desired courses for the 2017-2018 school year in InformationNOW (Chalkable). Please keep in mind that these are online requests and not a final schedule. Your online requests and a subsequent one-on-one conference with your grade level counselor will build your schedule and ensure that the classes you are assigned are the ones you requested and those you need for high school graduation.

INOW COURSE SELECTION STEPS FOR STUDENTS:

1. Visit the HHS website (hhs.homewood.k12.al.us).
2. Click on the STUDENT RESOURCES tab in the left-hand column.
3. Click on the Chalkable/Information Now logo.
 - Parents and students have individual usernames and passwords. This is the same username and password that is used to view grades. If you have trouble with your username or password, please contact Ms. Neece at 871-9663.
4. At the top of the screen on the right side, select your student and/or SCHOOL/ACADEMIC SESSION *Homewood High School 2017-2018*.
5. Click REQUEST on the left side of screen.
6. Click ADD (the blue + sign) on the right side of screen.
7. In the **COURSE NUMBER** field, enter the number of the course from your course selection form and click SEARCH. The course number should match the course number on your course request form and may include two letters (ex. – 123456ab). All courses listed on your course request document should to be entered.
8. Make sure **SCHOOL CATEGORY** says *High School*. If it does not, select *High School* in the drop box. Select the **GRADE LEVEL** that your student will be in for the **2017-2018 school year** for both the starting and ending grade option.
9. Click the box next to the course number to select the course. A checkmark will appear.
10. Once a course is selected, click ADD. As you add each course, a list of your requests will display below.
11. Click ADD (blue +) to enter additional courses.
12. To delete a course, select the course and click on the red X.
13. Review your Course Request page. The status of your requests will say “pending.”
14. Click logout in the top right-hand corner.

All of the forms needed for course selection are available on Schoology. The Curriculum Guide can be found on the Homewood High School website and on Schoology. If you have any questions, please ask your grade-level counselor or Dr. Esslinger.

Online course requests should be completed by Friday, March 3rd. The paper copy of your course requests should be turned in to your study teacher on Friday, March 3rd.