Before you start you will want to view the 2020-2021 Course Selection Guide. Pages 8-9 has a summary of course offerings and graduation requirements. Class teachers will have printed copies as well, there is a digital version available on the SCHOOL PORTAL under the SCHOOL DOCUMENTS menu.

STEP 1 – Go online to School Portal
If you are on a school computer and the school portal loads click on Maplewood for Students. School Portal: https://portal.spsd.sk.ca/school/ABC

STEP 2 – Type in your username and password
STEP 3 – Select the **Timetables** menu and then choices

STEP 4 – Select the **Edit** button

STEP 5 – Select courses from the folder options in the **Course Calendar** menu. The course write up will appear in course information.
STEP 6 – Once you have found a course you want to add, scroll down in the course information menu until you see Select Choice Type and the Add button. Click Add and you will see the course appear in student choices.
Step 7 – Continue to add classes based on your plan.

If you are unable to add a class, it is most likely because you don’t have the required prerequisite. Please speak to a student services counselor if this is the case. When you are finished selecting your courses, you should be able to see them on the timetable screen under choices for next year.