

## Using the HS Credit Selection Spring 2020 Online Tool For Students

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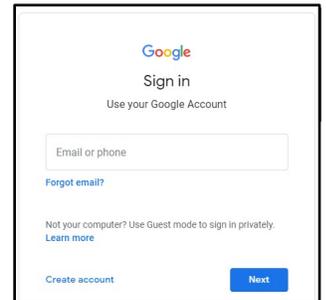
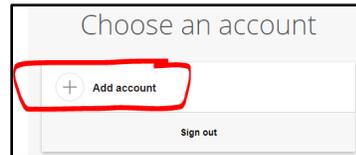
Follow these steps to use the HS Credit Selection Spring 2020 tool to select your preferred grade options for second semester courses. This tool is only open **between June 1 and 3:00PM on June 5.**

1. **\*\*\*\*\*Before you begin the process** - Please check PowerSchool to see what your numerical grade will be for each course and discuss with your parent or guardian your course grading options.
  - a. Numerical Grade - This selection is the numeric grade that you earned during the year. This option will count toward your GPA, and you will receive credit for the course, if passing (60% or above).
    - Semester 2 of A/B day classes and 4x4 Classes - The higher grade of S2 or Q3 will be recorded as the S2 grade.
    - For A/B day classes, the higher grade of F1 or S1 will be recorded for the S1 grade. A .5 credit will be awarded if passing.
    - For A/B day classes, the higher grade of F1 or S2 will be recorded for S2 grade. A .5 credit will be awarded if passing.
  - b. PC19 (PASS) - This selection means you were passing the course (60% or above) and would like to have your transcripts reflect a PC19 instead of a numerical grade.
    - *This option would not earn GPA credit but you would earn the credit for the course.*
  - c. WC19 (WITHDRAW) - This selection means you are choosing to withdraw from the course and would like your transcript to reflect a WC19 instead of a numerical grade or a Pass.
    - *This option will not count towards your GPA, and you will not receive credit for the course.*
    - *Any 2nd semester courses that you are not passing will automatically receive the WC19 code. If the course is required for graduation, you will have to recover or repeat the course for credit.*
  - d. **NOTE: It is possible that some courses listed will be ineligible for your credit selection.**
  
2. Open the Google Chrome web browser and go to this website:  
<https://hscredit.cmslearns.org/>

3. Click **Switch Account** if you do not see your name in the top right-hand corner.

4. Click **Add account**

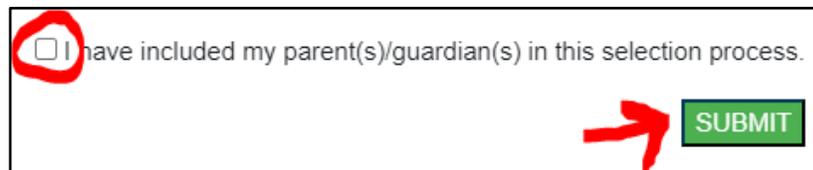
5. Login using your **Google Login** credentials.



6. **Read all of the on screen directions carefully and completely.**

- Please review your courses, consult with your parent / guardian, and make your selection for course credit for each course.
- Click submit and wait for the confirmation popup to indicate that your selections have been recorded.
- Your submission will be saved and you can revisit this page in a few hours to see your selections.
- You can PRINT out your choices.

7. Make sure that you have confirmed the check box and then click **SUBMIT**.



8. You have until **June 5, 3:00pm** to return to the site to make any changes.