



Course Selection for Students

Log on to the school portal school.kiwi

Choose Course Selection from the menu bar or click the friendly box

Read the notes that explain what you need to choose. Instructions are tailored for each year level.

Any compulsory subjects for your year level will be pre-loaded. If you must choose between 2 options for a compulsory subject, then you will have to select that option before you can choose your options.

Note that Course Selection is only open until the end of August. After that you will be able to see what you chose but not change the options.

Click the “Select Courses” button.

Subjects are grouped by faculty. You can scroll up and down to find the options you want to select. When you click on the box you will see a course description and some other details about the course. Below the description are three buttons.

- If you really want this subject click **Select as Preferred**
- If you want this as an alternative in case you can't have your preferred subject click **Select as Reserve**
- If you don't want this subject click **Cancel**

You will see the progress bars at the bottom of the screen “fill up” to help you see how many more subjects you need to select.

Once you have picked the maximum Preferred and maximum Reserve subjects allowed the bars will change colour to green.

Click the yellow “My Selections” button at the bottom.

You will see a list of your selections. Here you can change the order, and even change a reserve and preferred subject around. If you want to tell your teacher why you want a particular subject you can type in the comment box.

When you are happy click the green “Save Selections” button.

You will be able to come back here and change your selections until the end of August. After that, while you can see the subjects you picked, you will not be able to change them yourselves.

If you want to remove a subject you have chosen click on the subject box, scroll down, and click the red “De-select this Subject”. It will be removed from your choices, and the progress bar will reduce.