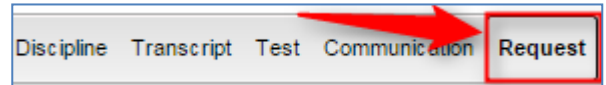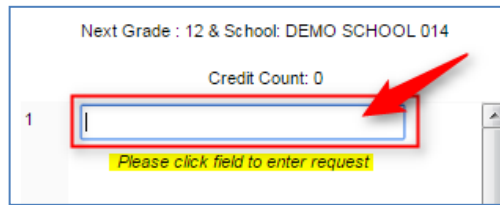# Student Entry of Requests: Jeff Davis

The directions below describe how a student can enter requests for next year.
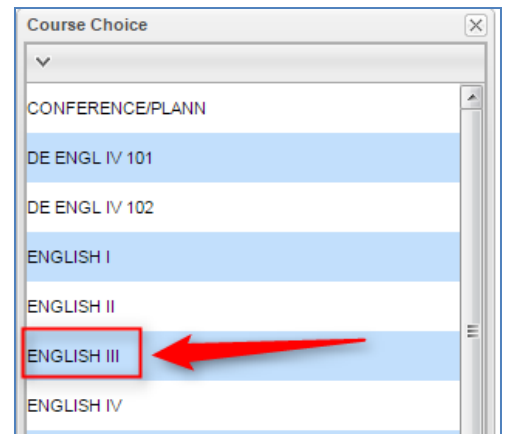
1. On a device or computer, go to https://jgrade.jeffersondavis.org/progress

2. On the menu bar at the top, on the far right, click "**Request**".

   Discipline   Transcript   Test   Communication   Request

   Next Grade : 12 & School: DEMO SCHOOL 014

   Credit Count: 0

   1

   Please click field to enter request

3. Click in the first blank cell.

   Course Choice

   CONFERENCE/PLANN

   DE ENGL IV 101

   DE ENGL IV 102

   ENGLISH I

   ENGLISH II

   ENGLISH III

   ENGLISH IV

4. A pick list of "English" type courses will appear. Click on the desired English course.

   Next Grade : 12 & School: DEMO SCHOOL 014

   Credit Count: 1

   1   ENGLISH III

   English 120333 1 credit

   Entered by student/parent

5. The selected course will be displayed along with the credit associated with the course.
   a. **To remove the selection**, click the **"x"** on the far right.

   Next Grade : 12 & School: DEMO SCHOOL 014

   Credit Count: 1

   1   ENGLISH III

   English 120333 1 credit

   Entered by student/parent

   2

   Please click field to enter request

   Course Choice

   Math

   ADV MATH-PRECALC

   ALGEBRA I

   ALGEBRA II

   3
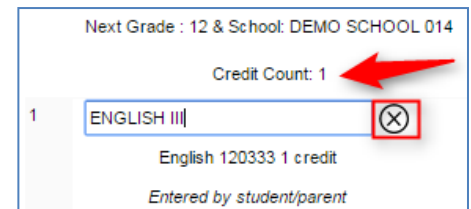
6. Click in the next cell, then click the group "Math" to see a listing of Math courses. Select the desired Math course.

7. Repeat for each additional group such as "Science", "Social Studies", etc...

   Next Grade : 12 & School: DEMO SCHOOL 014

   Credit Count: 7

   1   ENGLISH III

   English 120333 1 credit

   Entered by student/parent
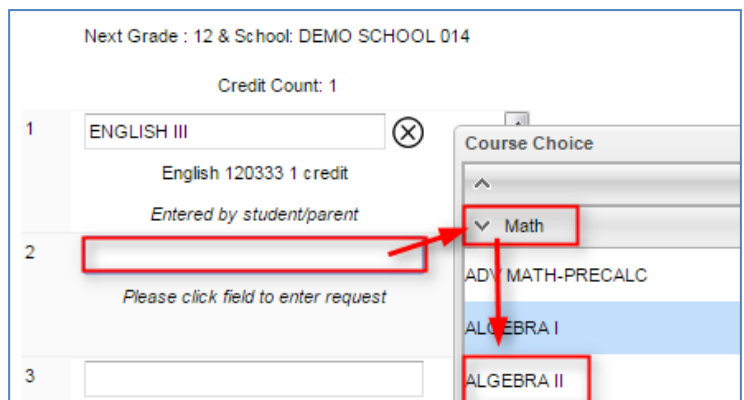
8. **When there are enough credits**, such as"7" or "8", the entry is complete. Click "**Logout**" or a different menu area.

9. **Alternates**: If needed, the pink slots at the bottom are to enter Alternate requests.