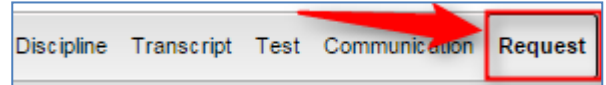


Student Entry of Requests: StLandry Parish

The directions below describe how a student can enter requests for next year.

1. On a device or computer, go to <https://stlandry.edgear.net/progress/>
2. On the menu bar at the top, on the far right, click "Request".



3. Click in the first blank cell.

The form shows 'Next Grade : 12 & School: DEMO SCHOOL 014' and 'Credit Count: 0'. Below this is a table with one row labeled '1' and a blank input field. A red box highlights the input field, and a red arrow points to it from the right. Below the input field is a yellow text prompt: 'Please click field to enter request'.

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

A 'Course Choice' dropdown menu is open, showing a list of courses: 'CONFERENCE/PLANN', 'DE ENGL IV 101', 'DE ENGL IV 102', 'ENGLISH I', 'ENGLISH II', 'ENGLISH III', and 'ENGLISH IV'. 'ENGLISH III' is highlighted with a blue background and a red box, with a red arrow pointing to it from the right.

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.

The form shows 'Next Grade : 12 & School: DEMO SCHOOL 014' and 'Credit Count: 1'. The input field now contains 'ENGLISH III'. Below the input field, it says 'English 120333 1 credit' and 'Entered by student/parent'. A red box highlights the 'x' icon on the right side of the input field, with a red arrow pointing to it from the right.

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...

The form shows 'Next Grade : 12 & School: DEMO SCHOOL 014' and 'Credit Count: 1'. The first row contains 'ENGLISH III' with a red box and 'x' icon. The second row is empty. A 'Course Choice' dropdown menu is open, showing 'Math' selected with a red box. Below 'Math', 'ALGEBRA I' and 'ALGEBRA II' are listed, with 'ALGEBRA II' highlighted with a red box and a red arrow pointing to it from the right.

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.

The form shows 'Next Grade : 12 & School: DEMO SCHOOL 014' and 'Credit Count: 7'. The input field contains 'ENGLISH III' with a red box and 'x' icon. Below the input field, it says 'English 120333 1 credit' and 'Entered by student/parent'. A red box highlights the '7' in the credit count, with a red arrow pointing to it from the right.