

How To Request Complimentary Courses In PowerSchool

Clarence Sansom School 2024-2025

learning | **as unique** | as every student



**Calgary Board
of Education**

When the request screen is turned on, students can access class registration (Now – April 18th) on the right-hand side of their PowerSchool Portal.

The screenshot shows the PowerSchool Portal interface. At the top, there are logos for 'myCBE' and 'PowerSchool', along with a welcome message for Peter A Rowe and links for Help and Sign Out. The main header reads 'Welcome to the Clarence Sansom School Class Registration System for 2023-2024'. Below this, a paragraph explains the complimentary selection process for the 2023-24 school year, stating that students and parents must select 4 preferred complimentary courses. A red arrow points from the text box above to the 'Class Registration' link in the left-hand navigation menu. The main content area contains a section titled 'Please select 4 complimentary courses' with instructions and a 'View course requests' link. Below this is a section for 'Additional Requests' with a 'Click the edit button to request a course' link. At the bottom, there are links for 'District Code DDXT', 'Download on the App Store', and 'GET IT ON Google play'.

Navigation

- Grades and Attendance
- Report Card / Student Info
- Grade History - High School
- My Schedule
- Attendance History
- Class Registration**
- School Information
- Bus Routes and Stops

Welcome, Peter A Rowe Help Sign Out

Welcome to the Clarence Sansom School Class Registration System for 2023-2024

Clarence Sansom Complimentary Selection Process This form will be used to place students into complimentary courses for the 2023-24 school year. Each student and parent/guardian must select 4 preferred complimentary courses. It is our hope that students will be enrolled into these 4 if not then we will enroll them in either their 5th or 6th choices which have been recorded on the paper copy. Please be aware that course availability will be subject to minimum enrollment numbers and teacher expertise. Additionally, our schedule is created based on these requests, please be thoughtful when choosing complimentary courses as there will be no availability to change courses next year. If you have any questions regarding the complimentary course selection process, please email: ClarenceSansom@cbe.ab.ca or phone us at: 403-777-7000.

[View course requests](#)

Please select 4 complimentary courses Click the edit button to request a course ➡

Each student will select 4 complimentary courses.
The school will try its best to get the students in to their top 4 choices if not they will add them to their 5th or 6th choice submitted on the paper copy.

Number of requests to generate : 1

Additional Requests Click the edit button to request a course ➡

Requests that are currently not associated with any requirement group.

Requires at least 0 credit hours.
Requesting 0 credit hours.
Requesting 0 additional credit hours.

District Code
DDXT

Download on the App Store

GET IT ON Google play

Students need to select 4 complimentary courses from the list of 14 courses.

myCBE PowerSchool

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View course requests

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Make sure to click on the red exclamation mark (). When you have selected 4 courses it will change to a green check mark ().

Students need to select 4 complimentary courses from the list of 14 courses. We will do our best to enroll you into your 4 top choices.

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Please select 4 complimentary courses

Each student will select 4 complimentary courses. The school will try its best to get the students in to their top 4 choices if not they will add them to their 5th or 6th choice submitted on the paper copy.

	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
☐	Art 7	ART7	Art (Fee \$15) - Art 7, 8, and 9 are multidisciplinary art classes with an introduction to the basics of visual art. We will complete projects using a variety of media, including drawing, sculpture and painting. Students will learn about the elements and principles of design, formal elements of composition and colour theory. This class will provide students with the skills to create two and three-dimensional works.	0		
☐	CTF Business 7	BAFIT7	Business (No Fee) - Students in Business learn how to identify a need in the economic market, design and build a product prototype and promote it to the school and then to the world! Once students have designed their product and created a marketing plan, they	0		

Click Courses Here

Courses Descriptions

Make sure to click on the red exclamation mark (). When you have selected 4 courses it will change to a green check mark().

Please select 4 complimentary courses

			citizens of our earth. The most exciting component of the course are the fieldtrips and opportunities to go off campus to learn in the outdoor environment. Course fee includes all field trip costs.		
☒	Holistic Lifelong Learning 7	HOLSTLL7	Holistic Lifelong Learning (No Fee) is designed to create space for students to build relationship to place and community. Through Indigenous ways of being, belonging, doing, and knowing, students will recognize their values as sacred gifts. Students will reconnect with how na'a (Mother Earth) shapes identity, and how land based connections are mirrored in human experiences, stories, relationships and ceremonies.	0	

☒ You may select 4 courses. You have selected 4 course(s).

[prev <](#)
[next >](#)
[last >>](#)

[Cancel](#)
[Okay](#)

Shows you how many courses you have selected.

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Art 7 ART7 - 0 credits Art (Fee \$15) - Art 7, 8, and	CTF Construction 7 CONST7 - 0 credits Construction (Fee \$50) -	CTF Foods 7 FOODS7 - 0 credits Foods (Fee \$50) - Students	Holistic Lifelong Learning HOLSTLL7 - 0 credits Holistic Lifelong Learning	
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Additional Requests

Click the edit button to request a course ➡

Requests that are currently not associated with any requirement group.

Requires at least 0 credit hours.

Requesting 0 credit hours.

Requesting 0 additional credit hours.

Courses selections will show up on this screen.

Make sure to click on the red exclamation mark (). When you have selected 4 courses it will change to a green check mark().

Once you have completed all your selections you should have green checkmarks on the side. If you are happy with your choices, click “SUBMIT” on the lower right side of the screen and you can then “View Course Requests” on the top right of the screen.

myCBE PowerSchool Welcome, Peter A Rowe Help Sign Out

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SUBMIT



Things to know:

- You must select 4 courses.
- You will be enrolled into 4 courses. (2 per semester)
- You must fill out the option request form (paper copy) to rank our top 6 options and to have your parents sign off.
- All courses at Clarence Sansom School are offered based on student interest, enrolment and school resources.
- Some of the courses have fees associated with them.
- All selections need to be completed by Monday April 18th.
- Questions? Feel free to contact the school 403-777-7700.