Online Course Selection Instructions – Ballard HS

Online Registration for returning Ballard students is open Tuesday, February 25th through Friday, March 6th.

- Use your copy of your completed paper Course Selection/Registration Form
- Know your Source login. For Source login assistance see the Librarian.
- Review the online Ballard High School Course Catalog https://ballardhs.seattleschools.org/ under Academics > Academics Overview for course descriptions.

1. Login to The Source.

2. Click on “CLASS REGISTRATION” in the left column, to view the course categories.

3. Read the following instructions before proceeding.

4. Click on the “PENCIL” icon to view the individual course options. Scroll to the bottom of each section; there may be more than one page available. Courses are listed alphabetically, with Seattle School District course descriptions. For Ballard-specific course descriptions and prerequisites see the online Ballard High School Course Catalog https://ballardhs.seattleschools.org/ under Academics > Academics Overview.

5. Next to the “PENCIL” icon you will see a GREEN CHECK MARK or RED EXCLAMATION POINT. Red Exclamation Point means this is a required course or you made an entry error (e.g. too many or too few courses selected).

6. To SELECT A COURSE, CLICK ANYWHERE on the row – the row will turn blue. Click “OKAY” at the bottom right of the page. To unselect a course, click anywhere on the blue row and update your choice. Click “OKAY” at the bottom right of the page. Confirm the online course title with your completed Course Selection/Registration Form to be sure you have the matching semester 1 and semester 2 for year-long courses (e.g. Choose Algebra 2A and Algebra 2B.) Based on your Course Selection/Registration Form, you should have 12 primary semester requests which equals 6 credits.

Please note:

- Class of 2022 students wanting Humanities next year must choose an alternate for LA and Social Studies in case you don’t get a spot in Humanities. There is a section for you to do this online and on your form.
- All students entering grades 10-12 must choose an alternate for their science choice. Space is limited in some of our upper level sciences. If you don’t get your first choice, we need to know your 2nd science choice.
- Courses Allowing Repeat Requests – this category allows you to choose listed courses more than once a year. (e.g. To request a full year/semester 1 and semester 2 of Weight Training, choose Weight Training under BOTH PE and Courses Allowing Repeat Requests.)
- Additional Requests – this category is completed by counselors.

7. Once you have selected all your course requests, CLICK SUBMIT on the bottom right of the page. You will see either a list of your successful course requests OR a Submission Failed Error Message. We recommend printing or taking a photo of that final screen of course requests for your records. Reasons for Error Message include:

- Chose too many in one category (e.g. 3 semesters of Math classes)
- There is a minimum/maximum credit requirement, and you chose too few or too many classes.

8. To edit your requests after you have submitted, click on “CLASS REGISTRATION” again (See Step 2) and follow the same instructions. ALWAYS CLICK SUBMIT on the bottom right of the page to save your changes. You may edit your online registration from Tuesday, February 25th through Friday, March 6th.

YOUR ONLINE COURSE REQUEST DATA WILL BE USED TO CREATE YOUR SCHEDULE.