Instructions for On-line scheduling for 2016-17 School Year

1. Sign on to the Parent’s login of RenWeb from the school website
   (If you do not have a parent login, please follow the directions as given
   from RenWeb to obtain a login)

2. Once signed in, please select the “Student Information” tab then the
   “Course Request” option on the left hand side.

3. Select one student and complete their course requests before moving on
   to another student.

4. This process is complete once the “Continue” button is selected. After
   selecting “Continue” scroll to the top to see Updated Course Requests.

5. There is a course selection menu tailored to each grade level. Required
   courses will be assigned to each grade level and do not need to be
   selected. Those courses are simply provided as information as to what
   classes the student will automatically be enrolled in for the upcoming year.

6. Courses with selection options will have either a primary option or a
   primary and alternative option. Please use the primary and alternative
   option as an indication of your first and second choice for course requests.

7. Important documents including a course and requirement guide can be
   found on the GCCS website at
   Please use this when making course selections. Some courses require
   contracts and/or teacher permission. All applicable forms will be
   accessible at this link.

8. Please note that we are on an eight period schedule, so select
   accordingly.

9. Study halls will be assigned to all students who do not have a full eight
   period day. (Exception: Seniors who have been approved for lock- out
   where students leave early or come in late).