



Online Course Registration in the CR Family Portal

Date: 4/25/2018

Source: CR Professional Development

Summary2

If you are new to the CR Family Portal, please refer to [Welcome to the CR Family Portal](#) to get started.

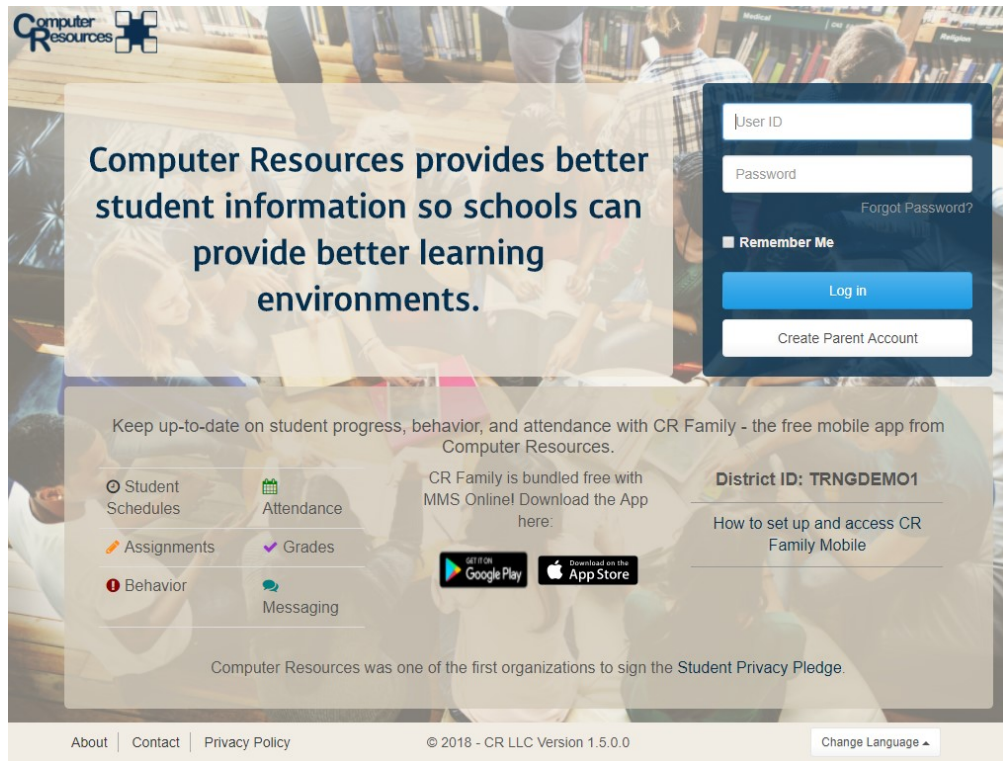
Prior to Implementation Access to online course registration is only available in the CR Family Portal when your student’s school turns it on. Not all schools choose to utilize this option.

Would you rather watch a video? Click this [LINK](#).

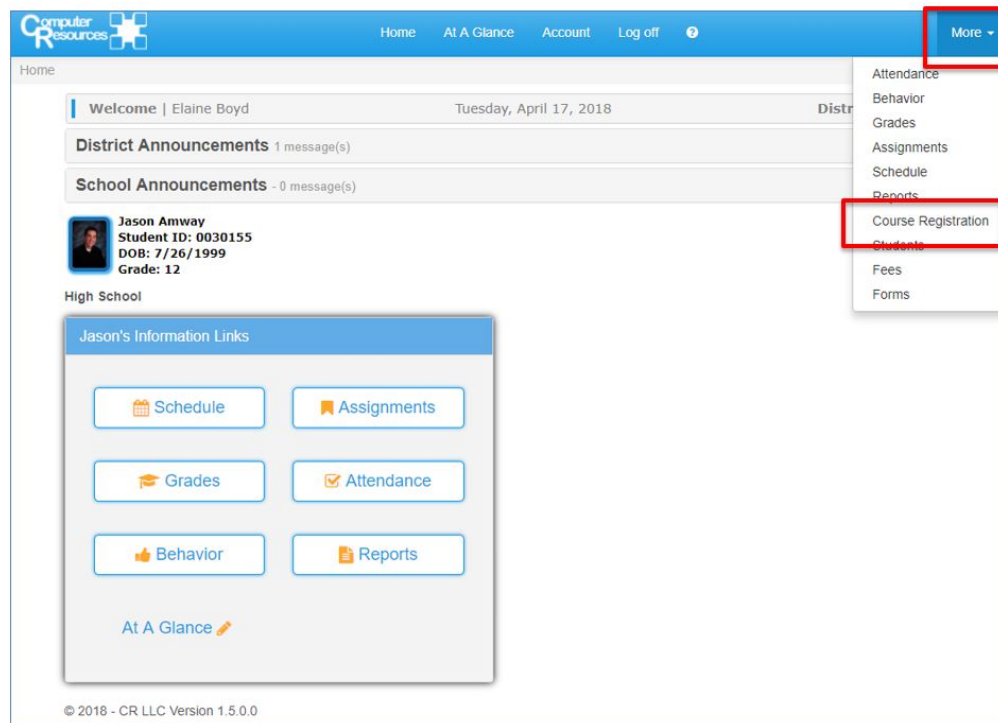
Resolution

Resolution

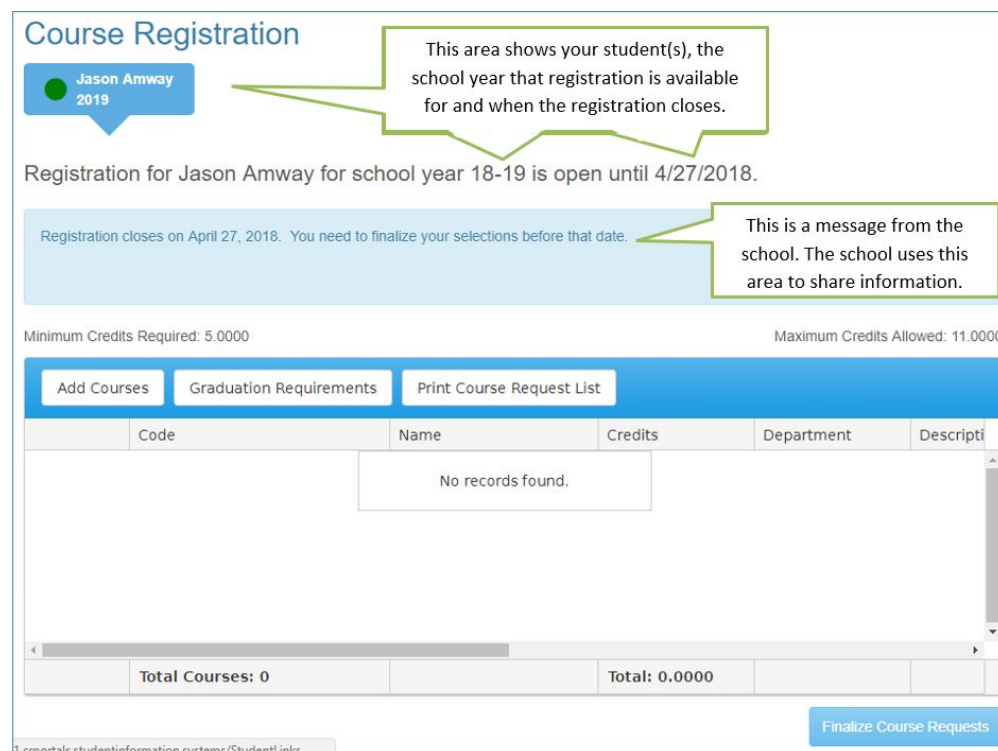
1. Log into MMS through the SSO page.



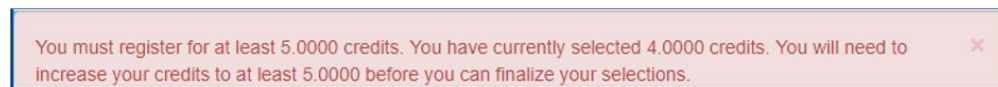
2. In the upper right-hand corner of the browser window, click on **More** and select **Course Registration**. See below.



3. The following window opens.



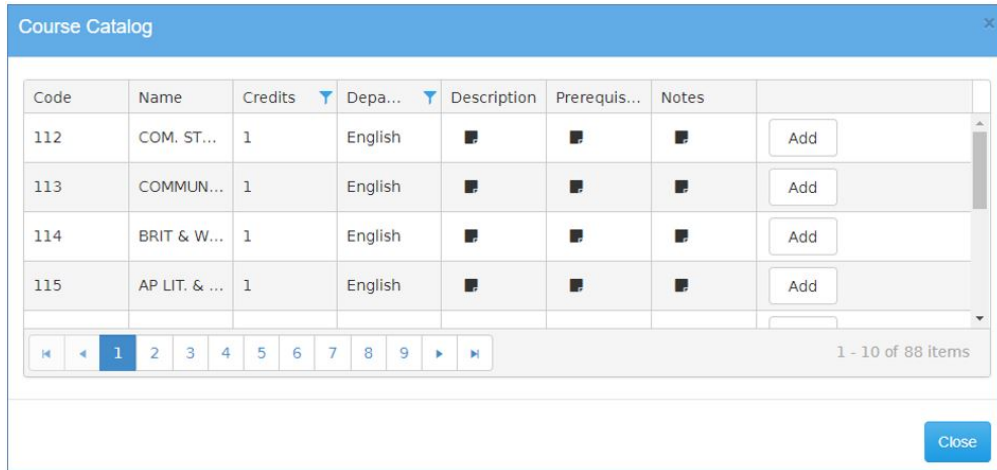
4. **Minimum Credits Required.** Schools set the minimum number of credits a student needs to select in order to be able to finalize their course requests. If the minimum has not been met when the student tries to finalize their course requests, a message will display, similar to the one pictured below.



5. **Maximum Credits Allowed.** Schools set the maximum number of credits allowed in order to be able to finalize their course requests. If the maximum has been exceeded when the student tries to finalize their course requests, a message will display, similar to the one pictured below.

You may not register for more than 11.0000 credits. You have currently selected 12.5000 credits. You will have to reduce your total credits to at least 11.0000 before you can finalize your selections. ✕

- Click **Add Courses** to open the catalog of courses. A grid will display, similar to the one pictured below. The school can determine the courses the student can see in this list based on the student's grade level for the school year that they are registering for classes.

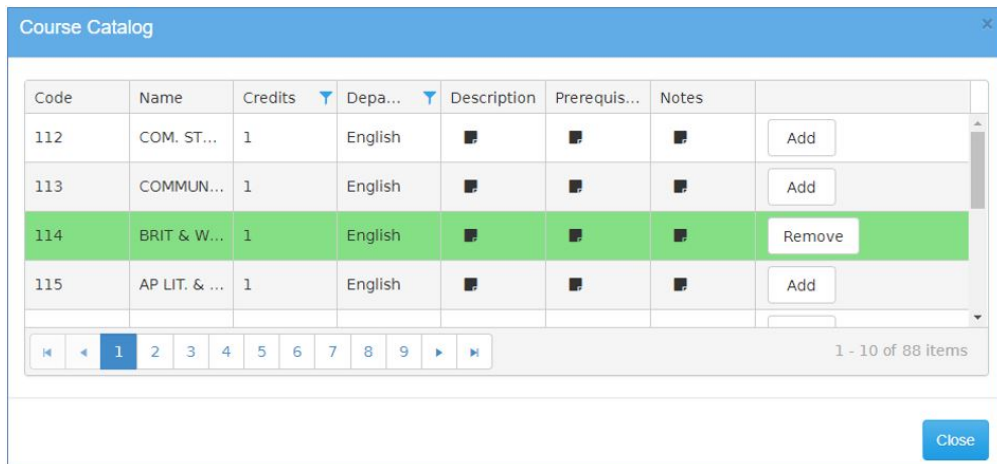


The screenshot shows a window titled "Course Catalog" with a close button (✕) in the top right corner. It contains a table with the following columns: Code, Name, Credits, Depa..., Description, Prerequis..., Notes, and an empty column for buttons. The table lists four courses:

Code	Name	Credits	Depa...	Description	Prerequis...	Notes	
112	COM. ST...	1	English	■	■	■	Add
113	COMMUN...	1	English	■	■	■	Add
114	BRIT & W...	1	English	■	■	■	Add
115	AP LIT. & ...	1	English	■	■	■	Add

Below the table is a pagination control showing "1 - 10 of 88 items" and a "Close" button in the bottom right corner.

- The following information is displayed in this area: course code, course name, number of credits, department (if available), description, prerequisites, and notes. If the school has information entered in the description, prerequisites or notes areas, it can be viewed by clicking on the black note icon.
- Click the **Add** button to add the course to the student's request list. Once a course is added, the **Add** button is replaced with a **Remove** button and the course is highlighted in green. If a course was added in error, use the **Remove** button to delete the request. See below.



The screenshot shows the same "Course Catalog" window as above, but with the row for course 114 highlighted in green. The button for this row is now "Remove" instead of "Add".

Code	Name	Credits	Depa...	Description	Prerequis...	Notes	
112	COM. ST...	1	English	■	■	■	Add
113	COMMUN...	1	English	■	■	■	Add
114	BRIT & W...	1	English	■	■	■	Remove
115	AP LIT. & ...	1	English	■	■	■	Add

The pagination control and "Close" button remain the same.

- Repeat Step 8 until all course requests are selected.
- Click **Close** to return to the Course Registration area.
- When you return to the course registration area, the grid now displays the courses that were selected. See below.

Minimum Credits Required: 5.0000 Maximum Credits Allowed: 11.0000

Add Courses Print Course Request List

	Code	Name	Credits	Department	Description	Prerequisites	N
Delete	114	BRIT & WORLD LIT.	1	English	■	■	
Delete	120	THEATRE ARTS III	1	English	■	■	
Delete	232	AP CALCULUS	1	Mathematics	■	■	
Delete	248	PHYSICS II	1	Science	■	■	
Total Courses: 6			Total: 6.0000				

Finalize Course Requests

Displays the number of courses selected and the total number of credits for those courses.

12. It is important to scroll to the right in the grid to view additional fields (pictured below). The school can configure the course catalog to allow a student to select up to three alternate course selections. Not all courses will have this option. Select up to three alternates or none all at.

Add Courses Print Course Request List

Department	Description	Prerequisites	Notes	Alternate 1	Alternate 2	Alternate 3
Mathematics	■	■	■			
Science	■	■	■			
Foreign Language	■	■	■			
Technology Ed	■	■	■	TV/RADIO/FILM		

Select alternate...
 Select alternate...
 NETWORKING
 361 | Credits: 0.5000
 FAM. AND CONS.
 SCI
 400 | Credits: 1.0000
 All Year

Finalize Course Requests

© 2018 - CR LLC Version 1.5.0.0

13. Click **Graduation Requirements** (if available) to view a report that lists the credits a student has earned and the number of credits for which a student has enrolled, broken out by department (English, Math, etc.). This is an optional report. If the school has configured Online Registration to include this report, the **Graduation Requirement** button is displayed. A sample of this report is pictured below.

Graduation Requirements Report

Page: 1 of 2
 Date: 04/18/2018
 School Year: 18-19

Student Name	I.D. Number	Homeroom	Year of Grad	Through Grade Level: 12		
Amway, Jason	0030155	105	2019			
Department #	Course Name	Course Code	School Year	Credits Earned	Credits Enrolled	
01 English	ENGLISH 9	102	14-15	1.0000	0.0000	
01 English	COMM. STUD. 10 H	107	15-16	1.0000	0.0000	
01 English	COMMUN. STUDIES 11	109	16-17	1.0000	0.0000	
01 English	BRIT & WORLD LIT.	114	17-18	0.0000	1.0000	
Dept. Total				3.0000	1.0000	
02 Social Studies	CIVICS H	201	14-15	1.0000	0.0000	
02 Social Studies	WORLD CULTURES H	203	15-16	1.0000	0.0000	
02 Social Studies	AMERICAN CULTURES	204	16-17	1.0000	0.0000	
02 Social Studies	POD H	207	17-18	0.0000	0.5000	
02 Social Studies	ECONOMICS H	209	17-18	0.0000	0.5000	
Dept. Total				3.0000	1.0000	
03 Foreign Language	SPANISH I	300	15-16	1.0000	0.0000	
03 Foreign Language	LATIN I (DL)	801	16-17	1.0000	0.0000	
03 Foreign Language	SPANISH II	301	17-18	0.0000	1.0000	

The Graduation Requirements report indicates where the student stands with the required credits needed to graduate.

14. Click **Print Course Request List** to create a PDF report listing the courses and possible alternatives, for which the student has registered. We recommend that you print this document. Schools have the option to add signature lines for the parent and/or student. Please check with the school to determine if this report needs to be printed, signed, and returned. This listing is available after the requests have been finalized.

Status of Student Course Requests for School Year 18-19 for school code 910							
Jason Amway		ID: 0030155	Homeroom: 105	YOG: 2019	Grade Level: 12		
Code	Name	Credits	Department	Alternate 1	Alternate 2	Alternate 3	Transfer Status
114	BRIT & WORLD LIT.	1	English				
120	THEATRE ARTS III	1	English				
232	AP CALCULUS	1	Mathematics				
248	PHYSICS II	1	Science				
308	FRENCH III	1	Foreign Language				
350	INTRO. TO TECH.	1	Technology Ed				
Total Courses: 6		Total: 6.0000					

15. **Finalize Course Requests.** This is the last step to submit the course requests to the school. A confirmation message is displayed:

Please Confirm

Careful! Once you finalize you will no longer be able to change your course requests. Are you sure you want to continue?

Click **OK** to finalize and submit to the school. Once this is done, changes to course requests must be made at the school. Contact the school administration. If changes are still needed, click **Cancel**.

Additional Information



the CR Family App.

Click [Here](#) for information on

Applies to Version

MMS Generations: CR Family 1.5.0.0 or later

Keywords

CR Family Portal, parent portal, course registration, finalize course requests, add, print, graduation requirements, alternates, course catalog