

# NFA ONLINE COURSE SELECTION INSTRUCTIONS

1. Access the Internet and go to the NFA homepage ([www.norwichfreeacademy.com](http://www.norwichfreeacademy.com)).
2. Click on the Online Course Selection link and log-in to the online course selection system.
3. Confirm your Student Information.

## The Online Course Selection Screen will appear

Click the **Transcripts** link to view a list of the courses you have taken.

Click the **Selections** link to view the Course Selection Screen.

Use the **drop down** list **OR** the **First**, **Previous**, **Next**, and **Last** links to view course lists for other groups/departments

This panel displays a **list of the currently selected courses**.

Click the **check box in the select column** to select the course. Click the check box again to remove the course

Click the **check box in the alternate column** to select the course as an alternate. Click the check box again to remove the course.

Use the **Submit Selections** link to update your list of course selections.

Use the **Save Selections** link to save your course selections.

Use the **Exit** link to exit the course selection system.

This panel displays a **list of possible courses for the current group/department**.

The screenshot shows a web browser window titled "Web Course Selection - Mozilla Firefox" with the URL <http://10.0.9.90:50281/courseselection/actions/CourseSelectionServlet?action=showMain>. The page displays the NFA logo and student information: Student name: [redacted], Course list ID: NFA COURSES, Current Yr: Dist: NFA, Schl: 001, Class: 10, Counselor: ELLIOTT, JEANNE, Next Yr: Dist: NFA, Schl: 001, Class: 11, Counselor: ELLIOTT, JEANNE. There are three tabs: "1. Submit Selections", "2. Save Selections", and "3. Exit". The main content area has two tabs: "Selections" (active) and "Transcripts". Under "Selections", there is a "Groups/Departments" section with a drop-down menu set to "ART CLASSES" and navigation links "First", "Previous", "Next", and "Last". Below this is a "Selection Information" panel showing "Selection count: 0", "Alternate Selection Count: 0", and "Credits: 0.0". The main table lists courses with columns: "Select", "Alternate", "Course#", "Title", and "Link". The table contains several rows of course data, including ABD671 BOOK DESIGN, ACL661 CLAY, ACP875 HON FA COMP, ACY661 CLAY, ACY761 CLAY 2, ACY961 CLAY 3, ADE574 FA COLOR, ADE671 DESIGN, ADE761 DESIGN, and ADE774 SCULPTURE. Each row has checkboxes in the "Select" and "Alternate" columns.

4. Select your courses.
  - a. Select the **DEPARTMENT** the course is in using the drop down list box.
  - b. Click the **CHECK BOX IN THE SELECT COLUMN** to select the course.
5. Click the **Submit Selections** link to update your list of selected courses.
6. Click the **Save Selections** link to save your course selections.
7. Print your course selections and exit the registration system.

### IMPORTANT

**AFTER COMPLETING THE ONLINE COURSE SELECTION PROCESS  
PLEASE SUBMIT YOUR PAPER COURSE SELECTION SHEET.**