



3. Put in all your alternates no matter the order

The screenshot shows a table titled "Selected Alternate Course Requests". The table has four main columns: "Action", "Priority", "Course", and "Credit". The "Course" column is further divided into "Department" and "Course". The table contains several rows of data, each representing a course request. The background of the table is a light blue color.

4. Once you have all your Alternates in Return to the Course Request Summary

The screenshot shows a navigation bar with the following text: "Grant H.S. (503-916-5160)", "Selection Time Period: 1/5/2022 - 2/2/2022", "2022-2023 School Year, Grade: 11", and "Counselor: Amanda Jordan". Below this text is a button that says "Click here to return to course request summary". A red arrow points to this button. There is also a "Log Out" button on the right side of the navigation bar.

5. Now go back into the Course Request screen

6. Go back to the Alternate Choice area and click and hold the 9 dots to the left of the course and move the class to where you want it in the priority list.

7. Please understand that we have seen some issues with getting all the alternate classes to go into the order you want them to. If you are still having issues with placing your alternates in the order you want them, then do the following: