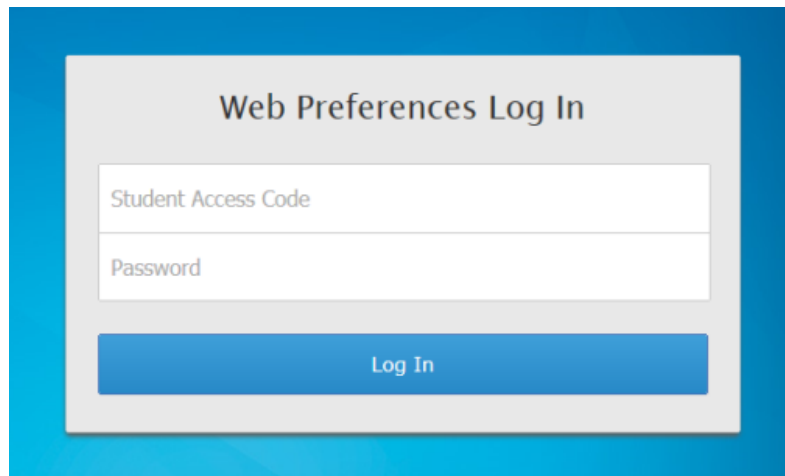
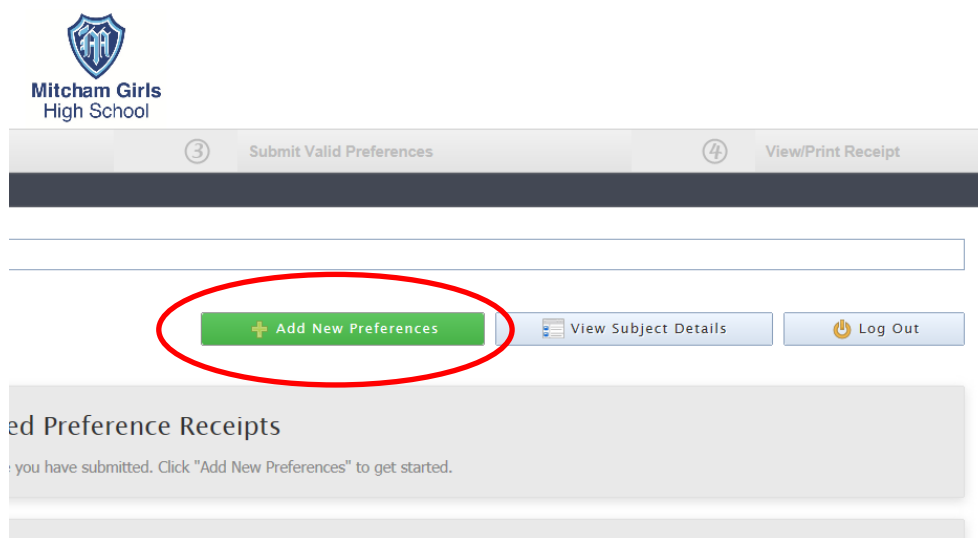


Submitting Subject Choices through Web Preferences



The image shows a login form titled "Web Preferences Log In". It features two input fields: "Student Access Code" and "Password". Below these fields is a blue "Log In" button. The entire form is set against a light gray background with a blue border.

Your first step is to login to your Web Preferences portal. You have been emailed the link to WP and your login details (to your school email).



The image shows the main interface of the Web Preferences portal. At the top left is the Mitcham Girls High School logo. Below it is a navigation bar with two buttons: "Submit Valid Preferences" (with a circled 3) and "View/Print Receipt" (with a circled 4). Below the navigation bar is a search bar. In the center, there are three buttons: a large green "Add New Preferences" button (circled in red), a "View Subject Details" button, and a "Log Out" button. Below the buttons is a section titled "Submitted Preference Receipts" with a message: "You have submitted. Click 'Add New Preferences' to get started."

To start choosing your subjects, click on 'Add New Preferences' (the big green button). If you would like to read about each subject first, click on 'View Subject Details'.

Preference boxes that have a ! icon located to the right must have a valid subject selected from that box before you can submit your preferences.

ENGLISH A / ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) A

-----UNSELECTED-----

▼

!

ENGLISH B / ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) B

-----UNSELECTED-----

▼

!

MATHEMATICS A

-----UNSELECTED-----

▼

!

Subject/Unit Details: Minimum: 14 Maximum: 14 Total Selections: 0

This is the screen that appears when you click on 'Add New Preferences'. All compulsory subjects will appear first, with the subject name and semester (A or B) in the title. If the circle on the right is red, you haven't made your selection yet and you won't be allowed to continue. To make your subject choice, click on the down arrow and choose from the available options; for some there may only be one. The little circle will then turn blue. The subjects on this screen will look different depending on your year level.

Students doing Gift Dance:

Students that have successfully auditioned or have been in Gift Dance in previous years at MGHS will need to select all three units in the Gift Dance section. Leave the Health and Physical Education section empty. After you've made your selections, your screen should look like this.

2 Select Your Preferences

3 Submit Valid Preferences

Subject/Unit Details: Minimum: 14 Maximum: 14 Total Selections: 12

The minimum number of units for selection is 14, you have selected 12

SACE PERSONAL LEARNING PLAN (PLP) (1 Unit)

▼

!

Gift DANCE (Only select if you were in Year 9 Gift DANCE or have successfully auditioned)

GIFT DANCE A (1 Unit)	▼	!
GIFT DANCE B (1 Unit)	▼	!
GIFT DANCE C (1 Unit)	▼	!

HEALTH and PHYSICAL EDUCATION (MUST be selected if not in Gift Dance)

-----UNSELECTED-----

▼

Gift Dance students are required to select only two choice subjects. If there are more than two preferences entered, the bar at the top of the screen will turn red and it will tell you that you've made too many selections.

Students not doing Gift Dance:

It is compulsory for students not doing Gift Dance in Years 8, 9 and 10 to select Health & Physical Education. In this case, ignore the Gift Dance section and move forward to select the Health & Physical Education unit. Your selections should look like this.

The screenshot shows a selection interface. At the top, there is a dropdown menu with the text "--UNSELECTED--". Below this is a section titled "Gift DANCE (Only select if you were in Year 9 Gift DANCE or have successfully auditioned)". This section contains three dropdown menus, each with the text "--UNSELECTED--". Below the Gift Dance section is a section titled "HEALTH and PHYSICAL EDUCATION (MUST be selected if not in Gift Dance)". This section contains a dropdown menu with the text "HEALTH AND PHYSICAL EDUCATION (1 Unit)".

Students not doing Gift Dance need to make selections in all choice subject dropdown menus.

The screenshot shows a selection interface. At the top, there is a header "Subject/Unit Details: Minimum: 14 Maximum: 14 Total Selections: 14". Below this is a section titled "HEALTH and PHYSICAL EDUCATION (MUST be selected if not in Gift Dance)". This section contains a dropdown menu with the text "HEALTH AND PHYSICAL EDUCATION (1 Unit)". Below the Health and Physical Education section is a section titled "CHOICE SUBJECTS – SACE /Yr 10 (Select A & B to study choice subjects for a full year)". This section contains four dropdown menus with the following text: "SACE FOOD AND NUTRITION C (1 Unit)", "FRENCH A – SEMESTER 1 (1 Unit)", "ITALIAN B – SEMESTER 2 (1 Unit)", and "SACE TOURISM C (1 Unit)". The entire "CHOICE SUBJECTS" section is circled in red.

All students:

The screenshot shows a web interface for subject selection. The top section is titled "CHOICE SUBJECTS – SACE /Yr 10 (Select A & B to study choice subjects for a full year)". It contains four dropdown menus. The first two are "SACE DRAMA C (1 Unit)" and "SACE VISUAL ARTS – ART D (1 Unit)". The next two are "--UNSELECTED--". To the right of each dropdown is a small blue information icon. Below this is a section titled "RESERVE CHOICES", which is circled in red. It contains three dropdown menus: "SACE MULTIMEDIA D (COMMUNICATION PRODUCTS) (1 Unit)", "ITALIAN A – SEMESTER 1 (1 Unit)", and "SACE DESIGN AND TECHNOLOGY D (MATERIAL PRODUCTS) (1 Unit)". Each dropdown also has a blue information icon to its right.

All students need to select three reserve choices; these are the 'backup' subjects. Your selections should look similar to the screenshot above.

To complete your selections:

To submit your preferences, click the green 'Proceed' button in the bottom right of the screen.

The screenshot shows a "Subject Rules" dialog box overlaid on a web page. The dialog box has a title bar that says "Subject Rules". The main text inside the dialog box is in red and reads: "YOU CANNOT CONTINUE UNTIL YOU MEET THE FOLLOWING RULES:". Below this, there are several paragraphs of text, each starting with "Co-Requisite Rule/s" and followed by a condition and a requirement. The rules listed are:
1. If selecting ENGLISH A – SEMESTER 1 you must also select ENGLISH B – SEMESTER 2 as a preference. ENGLISH students must select ENGLISH A and B.
2. If selecting ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) B – SEMESTER 2 you must also select ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) A – SEMESTER 1 as a preference. EAL students must select EAL A and B.
3. If selecting MATHEMATICS 10A – SEMESTER 2 you must also select MATHEMATICS 10A – SEMESTER 1 as a preference. MATHEMATICS 10A students must select MATHEMATICS 10A A and 10A B.
4. If selecting FRENCH A – SEMESTER 1 you must also select FRENCH B – SEMESTER 2 as a preference. FRENCH students must select FRENCH A and B.
5. If selecting ITALIAN B – SEMESTER 2 you must also select ITALIAN A – SEMESTER 1 as a preference.
At the bottom of the dialog box, there is a blue "Ok" button and a green "Proceed" button. The background of the web page is partially visible, showing a list of subjects like "SACE FOOD", "FRENCH A", "ITALIAN B", "SACE TOURISM", "SACE PHOTOGRAPHY", "DESIGN AND TECHNOLOGY", and "DANCE B (1)". At the bottom of the page, there is a footer that says "Subject Selection Details: Minimum: 14 Maximum: 14 Total Selections: 14".

If there is a problem with your subject selections, a list of what you have done wrong will appear. There are a number of different subject rules that you need to follow, and if you've broken a rule or accidentally selected the wrong subject, the dialog box will tell you. For example, you may not select English and EAL; they must be the same in both semesters.

To go back and fix any issues, click on 'Ok' in the bottom right corner of the dialog box, and use the down arrow to change any problematic subject selections.

[+ Submit Valid Preferences](#)

Your Preferences	
Preference No	Preference Name
Preference 1:	ENGLISH A - SEMESTER 1
Preference 2:	ENGLISH B - SEMESTER 2
Preference 3:	MATHEMATICS A - SEMESTER 1
Preference 4:	MATHEMATICS B - SEMESTER 2
Preference 5:	SCIENCE A - SEMESTER 1
Preference 6:	SCIENCE B - SEMESTER 2
Preference 7:	HISTORY
Preference 8:	PERSONAL DEVELOPMENT
Preference 9:	SACE PERSONAL LEARNING PLAN (PLP)
Preference 10:	HEALTH AND PHYSICAL EDUCATION
Preference 11:	SACE FOOD AND NUTRITION C
Preference 12:	FRENCH A - SEMESTER 1
Preference 13:	FRENCH B - SEMESTER 2
Preference 14:	SACE TOURISM C
Reserve 1:	SACE PHOTOGRAPHY C (COMMUNICATION PRODUCTS)
Reserve 2:	DESIGN AND TECHNOLOGIES - FOOD
Reserve 3:	DANCE B
	Total:

If there are no problems with your subject choices, this screen will appear. Double-check that you have chosen the subjects you would like in order of preference, and if you're happy click on the green 'Submit Valid Preferences' button. If you'd like to change something, press 'Cancel'. Remember, you only have one chance to submit valid preferences.

[← Return to Home Page](#)

[🖨 Open Print View](#)

Preference Receipt: MIT93-1876-1906765-1042976	
Mary Smith	
Mitcham Girls High School (YEAR 10 2018)	
4/08/2017 2:17:42 PM	
14	
1	
SEMESTER 1 (1 Unit) SEMESTER 2 (1 Unit) CS A - SEMESTER 1 (1 Unit) CS B - SEMESTER 2 (1 Unit) SEMESTER 1 (1 Unit) SEMESTER 2 (1 Unit) Unit) DEVELOPMENT (1 Unit) ONAL LEARNING PLAN (PLP) (1 Unit) ID PHYSICAL EDUCATION (1 Unit) D AND NUTRITION C (1 Unit) - SEMESTER 1 (1 Unit) - SEMESTER 2 (1 Unit) RISM C (1 Unit)	

Once your subjects have been successfully submitted, a preference receipt will appear. Click on the 'Open Print View' button in the top right of the screen.

Print Receipt

Download PDF

Close

Web Preferences Receipt

Mitcham Girls High School (YEAR 10 2018)

Student Name:

Mary Smith

Home Group:

Date:

Receipt Code:

4/08/2017 2:17:42 PM

MIT93-1876-1906765-1042976

No. of Subjects/Units Selected:

Submission No.:

Preference List:

- Preference 1: ENGLISH A - SEMESTER 1 (1 Unit)
- Preference 2: ENGLISH B - SEMESTER 2 (1 Unit)
- Preference 3: MATHEMATICS A - SEMESTER 1 (1 Unit)
- Preference 4: MATHEMATICS B - SEMESTER 2 (1 Unit)
- Preference 5: SCIENCE A - SEMESTER 1 (1 Unit)
- Preference 6: SCIENCE B - SEMESTER 2 (1 Unit)
- Preference 7: HISTORY (1 Unit)
- Preference 8: PERSONAL DEVELOPMENT (1 Unit)
- Preference 9: SACE PERSONAL LEARNING PLAN (PLP) (1 Unit)
- Preference 10: HEALTH AND PHYSICAL EDUCATION (1 Unit)
- Preference 11: SACE FOOD AND NUTRITION C (1 Unit)
- Preference 12: FRENCH A - SEMESTER 1 (1 Unit)
- Preference 13: FRENCH B - SEMESTER 2 (1 Unit)
- Preference 14: SACE TOURISM C (1 Unit)
- Reserve 1: SACE PHOTOGRAPHY C (COMMUNICATION PRODUCTS) (1 Unit)
- Reserve 2: DESIGN AND TECHNOLOGIES - FOOD (1 Unit)
- Reserve 3: DANCE B (1 Unit)

Print 2 Copies of this receipt:

- 1 for your Care Group Teacher
- 1 for your own records

Although every effort is made to satisfy student choices, subjects can only run if student numbers and staffing deem them viable.

Student Signature: _____

Parent/Caregiver Signature: _____

Care Group Teacher Signature: _____

The above screen will appear. Print two copies of your Web Preferences Receipt by clicking on 'Print Receipt' in the top left corner of the screen. Complete the signatures at the bottom of the receipt and return to your Care Group Teacher or bring to your course counselling appointment if you are in Year 10 or 11.