

# Student Registration Instructions



Email [support@gcds.net](mailto:support@gcds.net)  
if you have any questions.

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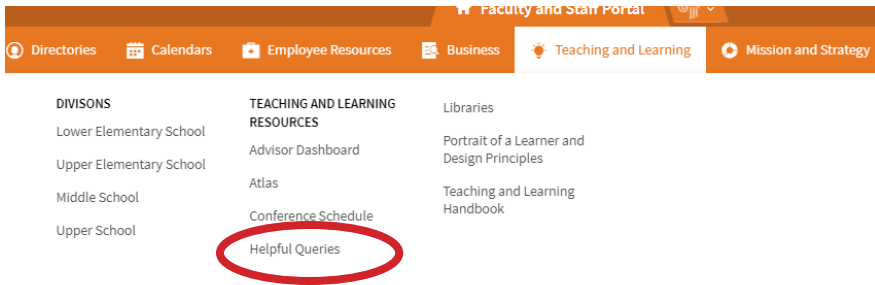
Entering Course Requests

# Accessing Prior Year Grades

1. Log Into Veracross Faculty Portal

<https://portals.veracross.com/gcds/faculty>

2. Click on Teaching and Learning then Helpful Queries



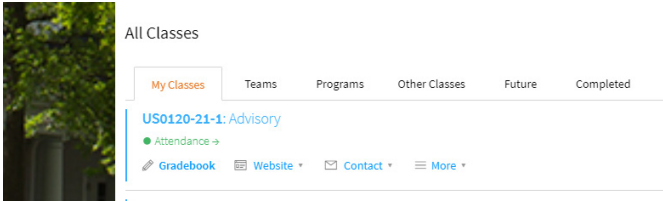
The query will show who is logged in there Advisees. You will only see your Advisees listed here. Their grades will be grouped by year. You will not see courses from previous school.

# Accessing Current Year Grades

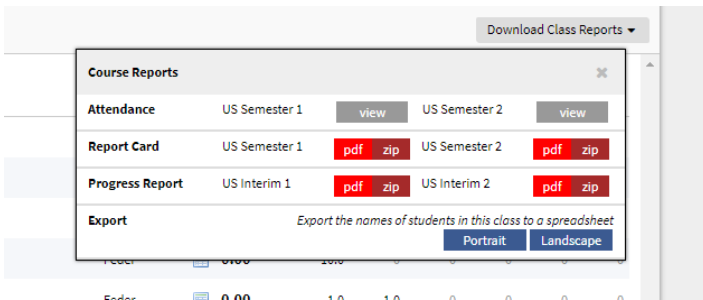
1. Log Into Veracross Faculty Portal

<https://portals.veracross.com/gcds/faculty>

2. Click on Your Advisory Under All Classes



3. Click download Class Reports



4. Click on the red pdf button for the report you would like to view.

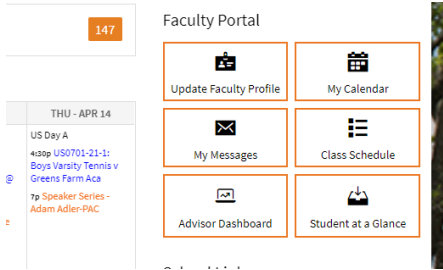
This will download a PDF file of all your advisees reports

# Accessing Prior Year Courses

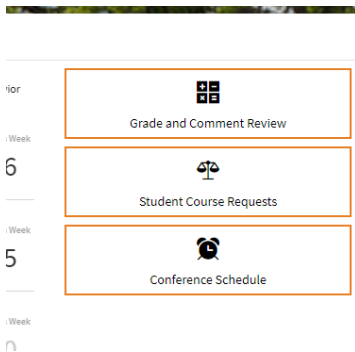
1. Log Into Veracross Faculty Portal

<https://portals.veracross.com/gcds/faculty>

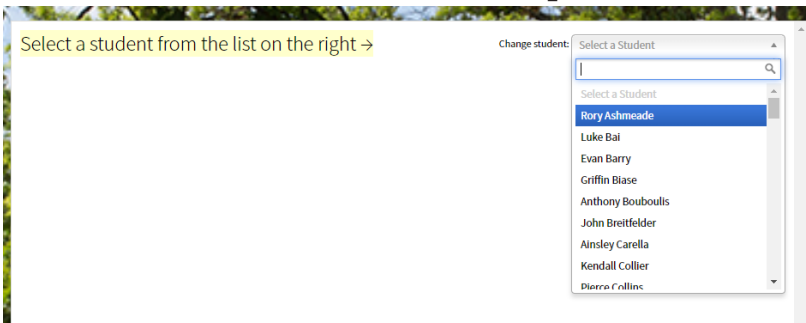
2. Click on Advisor Dashboard



3. Click on Course Requests



4. Select a student from the drop-down list.



# 1. Click on Previous Courses

Select a student from the list on the right → Change student: Luke Bai

[Course Requests](#) **[Previous Courses](#)** [Credit Report](#) [Current Schedule](#)

Year	Grading Period	Grade	Course
<b>US English</b>			
2021		11	US0127: English 11/12 Elective: British Literature
2021		11	US0186: English 11/12 Elective: Nature Writing & Environmental Literature
2020		10	xUS1010: English 10: American Studies - Literature
2019		9	-: Transfer-English
<b>US History</b>			
2021		11	US0044: History 11/12 Elective: Criminal Justice: Theory and Practice of Reform
2020		10	xUS1020: History 10: American Studies - History
2019		9	-: Transfer-History
<b>US Math</b>			

Here you will see all the students previous courses grouped by subject.

Courses from a previous school will be listed and “Transfer-Subject”

2019		9	-: Transfer-Math
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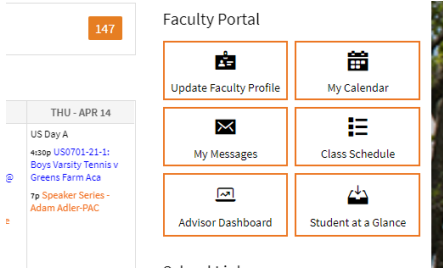
# Accessing Credit Report

## Graduation Requirements

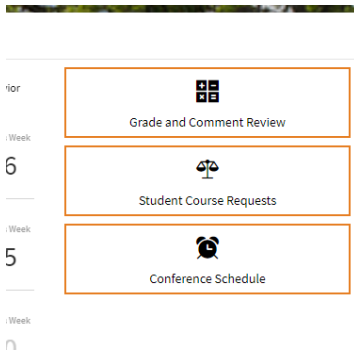
1. Log Into Veracross Faculty Portal

<https://portals.veracross.com/gcds/faculty>

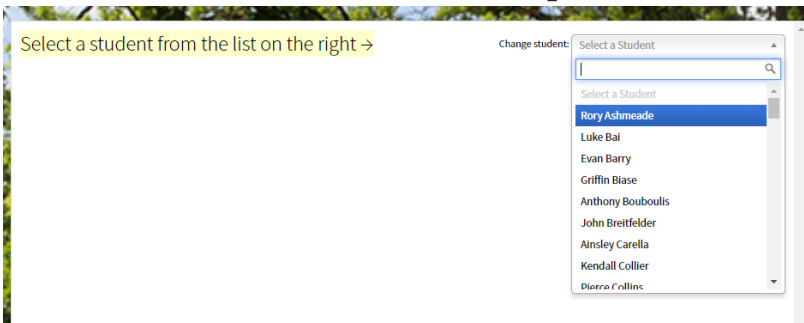
2. Click on Advisor Dashboard



3. Click on Course Requests



4. Select a student from the drop-down list.



# 5. Click on Credit Report

Select a student from the list on the right →

Change stud

Course Requests Previous Courses **Credit Report** Current Schedule

Subject	Credits				
	Required	Earned	Needed	Scheduled	Will Need
US English	4.0	2.0	2.0	1.0	1.0
US History	3.0	2.0	1.0	1.0	0.0
US Math	3.0	2.0	1.0	1.5	0.0
US Science	3.0	2.0	1.0	1.0	0.0
US World Language	2.0	2.0	0.0	1.0	0.0
US Performing Arts	1.0	0.0	1.0	0.0	1.0
US Visual Arts	1.0	2.0	0.0	0.0	0.0
Presentation of Learning	4.0	1.0	3.0	0.0	3.0
Interession	4.0	0.0	4.0	0.0	4.0
US Athletics	6.0	0.0	6.0	0.0	6.0
Junior Thesis	1.0	0.0	1.0	0.0	1.0

Here you will see Credits:

*Required*

*Earned*

*Needed*

*Scheduled*

*Will Need*

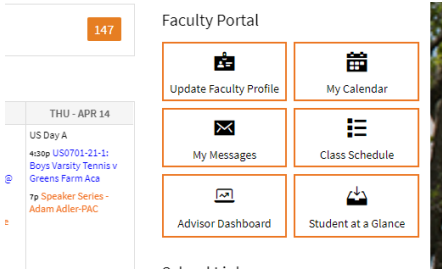


# Entering Course Requests

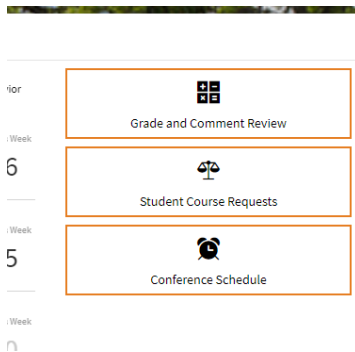
1. Log Into Veracross Faculty Portal

<https://portals.veracross.com/gcads/faculty>

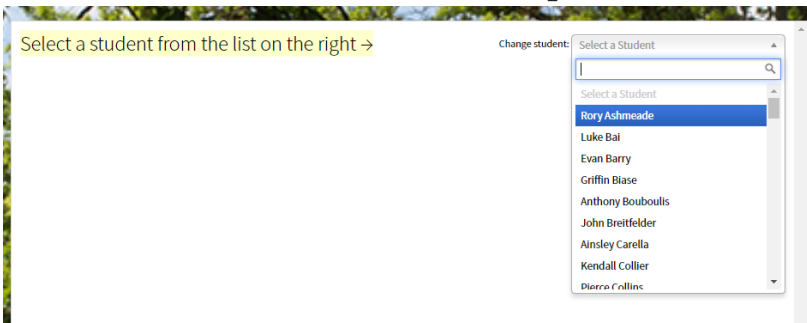
2. Click on Advisor Dashboard



3. Click on Course Requests



4. Select a student from the drop-down list.



## 5. You should be on the course request page

Select a student from the list on the right → Change student: Luke Bai

**Course Requests** Previous Courses Credit Report Current Schedule

**Luke Bai – Applying For Grade 12** Add Course Request

This student's course requests are complete

This screenshot shows the top portion of a web application. At the top, there is a search bar with the text "Select a student from the list on the right →" and a dropdown menu labeled "Change student:" containing the name "Luke Bai". Below this is a navigation bar with tabs: "Course Requests" (which is highlighted), "Previous Courses", "Credit Report", and "Current Schedule". Under the "Course Requests" tab, the user's name "Luke Bai" and the grade "Applying For Grade 12" are displayed. To the right of this information is a blue button labeled "Add Course Request". Below the user information, there is a checkbox labeled "This student's course requests are complete" which is currently unchecked.

Math Course Requests will already be loaded.

## 6. Click on Add Course Request

Select a student from the list on the right → Change student: Luke Bai

**Course Requests** Previous Courses Credit Report Current Schedule

**Luke Bai – Applying For Grade 12** Add Course Request

This student's course requests are complete

This screenshot is identical to the previous one, but the blue "Add Course Request" button is circled in red to draw attention to it.

## 7. You will see a list of Subjects.

Select a student from the list on the right → Change student: Luke Bai

**Course Requests** Previous Courses Credit Report Current Schedule

**Luke Bai – Applying For Grade 12** Add Course Request

This student's course requests are complete

Select Subject Select Course Create Request

Create alternates to:  
Select a Subject  
You'll select a course next.

US English	US Visual Arts
US History	US Performing Arts
US Math	US Creative Applied Technol
US Science	US Elective
US World Language	US Athletics

This screenshot shows a modal window that appears after clicking the "Add Course Request" button. The modal has a title bar with three buttons: "Select Subject" (highlighted in blue), "Select Course", and "Create Request". Below the title bar, there is a heading "Create alternates to:" followed by "Select a Subject" and a sub-heading "You'll select a course next.". A list of subjects is displayed in two columns. The subjects are: US English, US History, US Math, US Science, US World Language, US Visual Arts, US Performing Arts, US Creative Applied Technol, US Elective, and US Athletics.

8. Click on a subject for a course you would like to add.

You will see all the courses that are being offered for that subject listed. They are sorted by level with Advanced courses at the end. At the end of each course description you will see the prerequisites and whether it is a full year or semester.

The screenshot shows a web interface for course selection. At the top, there are three blue arrows labeled 'Select Subject', 'Select Course', and 'Create Request'. Below this, it says 'Create alternates to: US English' and 'Select a course. You can then enter a request for that course.' Two course options are listed:

- English 9: Global Literature**  
Focusing on the theme of personal identity, ninth graders think critically and creatively across disciplines through texts that explore conflict, loss, and growth within varied communities and experiences. Students will explore the field of global literature in its diversity of cultures, belief systems, genres, and time periods. In addition to close reading and discussion, students will engage in regular, meaningful analytic and narrative writing. Emphasis is on building skills in posing questions, devising claims, organizing an argument, and supporting it with textual evidence. Thematic connections and intersections will include self-reflection and self-awareness alongside nuanced understandings of home and belonging, tradition and modernity, and appreciating difference. Students will develop their ability to communicate with empathy and purpose through multiple modalities including projects, oral presentations, visual media, and discussions. Through participation in interdisciplinary projects and team-based learning, students will make connections with the historical concepts studied in History 9 such as migration, global revolutions, and imperialism & colonialism. Prerequisite: None Credit: ENG Semester: Full Year REQUIRED Grade 9 Course This course is taught in partnership with History 9 as part of the interdisciplinary 9th grade Global Studies program. These courses are scheduled back-to-back and frequently combine sections for team-teaching experiences.
- English 10: American Studies - Literature**  
Henry Adams identifies America as "not a unity but a multiple." Through the lenses of systems and power, students will be introduced to textual representations of America. Varied genres and both fiction and nonfiction texts will allow students to explore the experiences of early settlers and indigenous peoples through the modern era, considering the following questions: What does it mean to be American? What forces and beliefs shape the American character? How is an American identity informed by the broader world? This interdisciplinary course will overlap thematically and chronologically with History 10 in order to create an immersive experience for students. Multi-genre writing and collaborative interdisciplinary projects will continue to refine students' skills in analytic writing, reading, speaking, and critical

## 9. Click on the course you would like to add

The screenshot shows a web interface for course selection. At the top, there are three blue arrows labeled 'Select Subject', 'Select Course', and 'Create Request'. Below this, it says 'Create alternates to: Request English 11/12 Elective: African American Literature'. There are several form fields:

- Priority: Not Specified (dropdown menu)
- Term: ALL (dropdown menu)
- Level: N/A (dropdown menu)
- Approved:
- Recommended:
- Notes: A large empty text area.
- At the bottom left, there is a button labeled 'Add Course Request'.

## 8. Change the following settings:

**Priority:** Set whether this is 1st, 2nd, 3rd choice

**Term:** Select either semester or all for full year

**Level:** If applicable please select.

9. Click add course request

10. If you are adding a second choice for the same subject click Add Alternate Course at the bottom of the box.

The screenshot shows a web interface for a student named Luke Bai, who is applying for Grade 12. At the top left, there is a header "Luke Bai - Applying For Grade 12" and a blue button labeled "Add Course Request". Below the header, there is a checkbox labeled "This student's course requests are complete" and the text "Course Request 1". The main content area displays a course request for "English 11/12 Elective: African American Literature" with a "Remove Request" link in red. To the left of a large empty text box, there are several dropdown menus: "Priority" set to "First", "Term" set to "US Semeste", and "Level" set to "HON". Below these are two checkboxes, "Approved" and "Recommended", both of which are unchecked. At the bottom of the form, there is a dashed-line box containing the text "Add Alternate Course", which is circled in red.

11. If you are adding another subject click the blue Add Course Request and repeat the process.

Once you have added all the courses Check the box at the top that says The student's course requests are complete.