OneSchool – How to Enter Subjects Electronically

CHANCELLOR STATE COLLEGE
The best we can be

Subject Selection Online Data Entry – Student Information

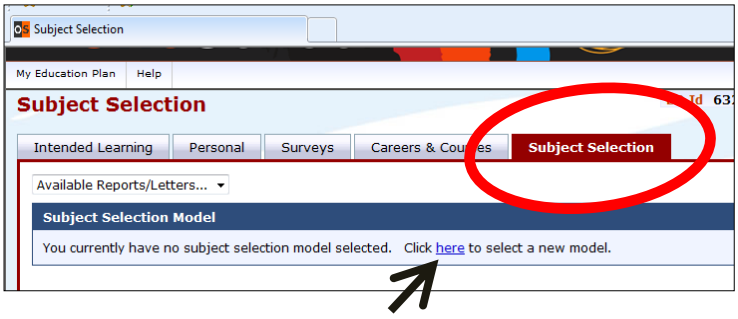
Website address: ***http://oslp.eq.edu.au***

YOU MAY then be taken to a page which asks for your location

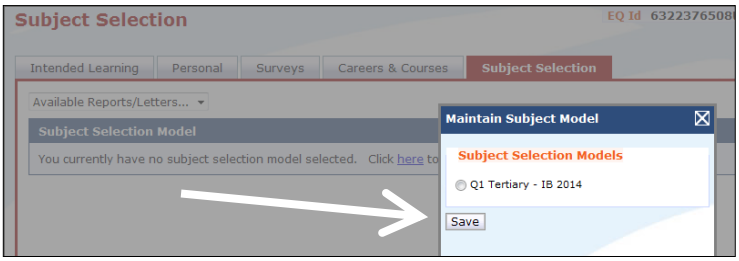
- In the drop down box you will have **Chancellor State College and any previous schools you have attended from last year**
- Choose the **Chancellor State College** option
- Go to **My Education Plan** in the top left corner
- There will be five tabs across the top of the page which need to be completed: Intended Learning, Personal, Surveys, Careers & Courses and Subject Selection.
- *You should have already completed the first four sections – **Intended Learning, Personal, Surveys, Careers & Courses** – during your MYJourney classes in early Term 3, so you <u>should</u> only need to go to **Subject Selection** and complete that section.*

SUBJECT SELECTION:

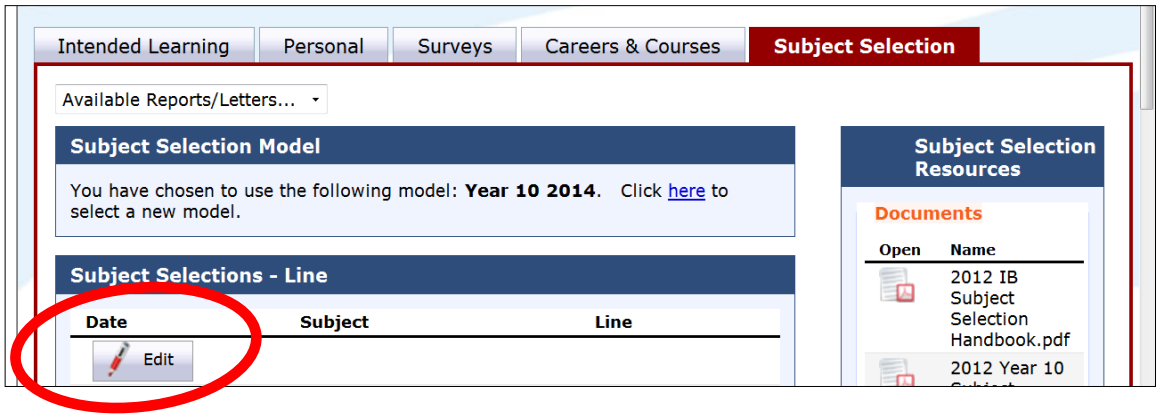
- Click on the "Subject Selection" tab
- Click on the word "here" to select subjects



- Click on the correct year level and click on Save



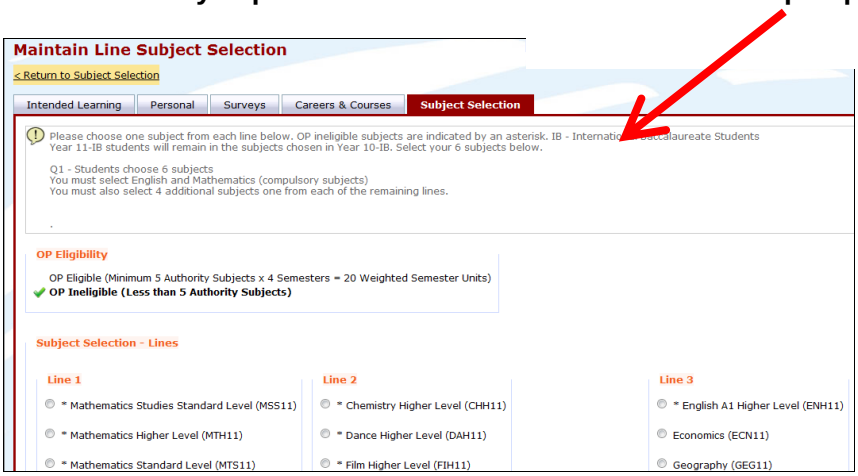
- Click on Edit to actually select your subjects.



1. Select your subjects

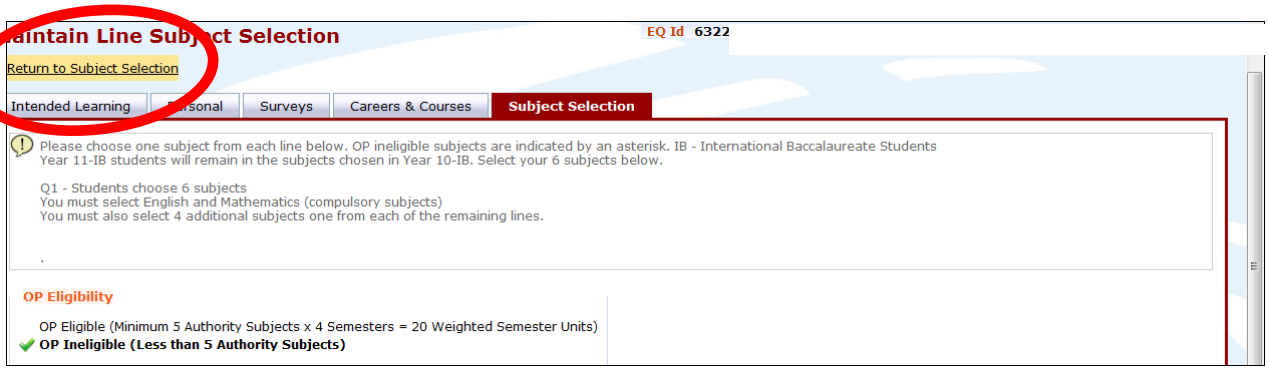
You will be presented with different subject selection screens based on what Senior Secondary Pathway you have selected.

NOTE: It is very important to read the instructions at the top of page on the screen.

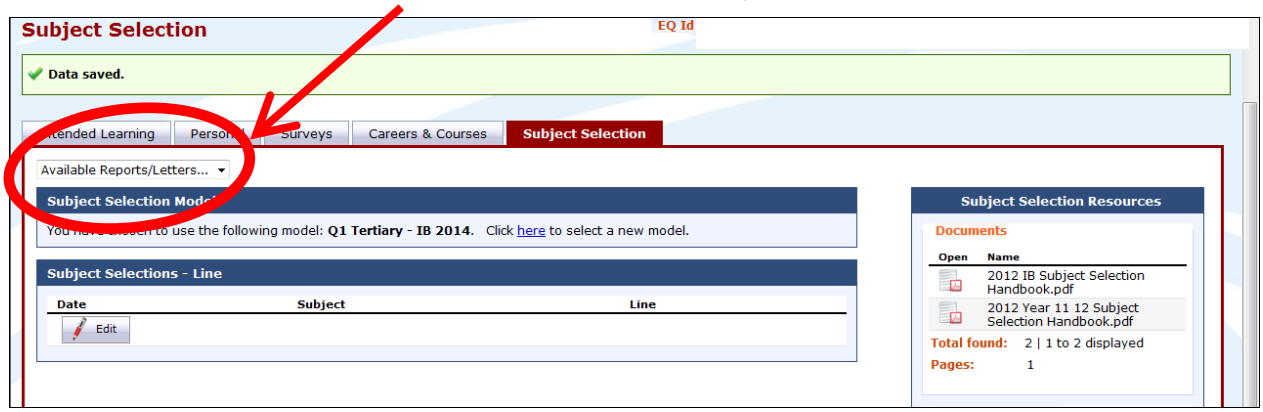


If you are in the following ***Future Skills*** Senior Secondary Pathway, then your OP eligibility status, as indicated by the green tick, will change once you have made your selections and clicked SAVE at the bottom of the page.

2. Select "Return to Subject Selection" from the top of the page



3. Go to "Available Reports/Letters" and choose "Subject Selection" and print it out



IMPORTANT:

- If you make a mistake, go back and edit your selections then **print another copy**.
- Finally, you **MUST** take the following two forms to your SET Plan Interview in Week 10:
    - Subject Selection
    - Financial Commitment

When you have finished click on the **My Education Plan** tab on the top left of the page.

SIGN OUT