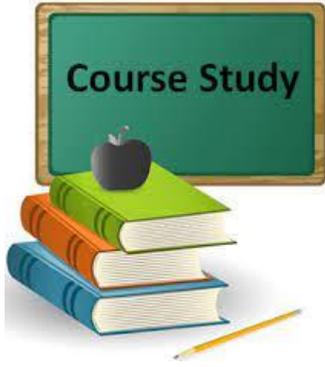


## Course of Study (COS) Instructions

Heritage Christian School San Diego (858) 541-2254



The Course of Study, or COS, must be submitted online through the Student Information System, SIS, at the beginning of each school year by **October 1st**. The COS is a list of the courses a student will study during the school year.

This is something that you only need to do once a year! If you change curriculum or courses throughout the year, no need to update your Course of Study!

Begin here for creating your COS for each student:

1. Log in to your SIS account ([sis.hcssd.org](http://sis.hcssd.org)). If you need assistance logging in to the Student Information System, please contact the school office. Once you are logged into your SIS account, click on **Students** tab, select your student's name on the top right, then select the **Course of Study** tab.
2. Select your student, and the **Course of Study** page will populate. You will see your student's current grade level. (If this is incorrect, please do not continue; contact the registrar at [registrar@hcssd.org](mailto:registrar@hcssd.org) with the correct grade level.
3. You will see the **Subject** column on the left, and the **Course** column in the center. For each **Subject**, use the **Course** dropdown window to select the specific course title desired. In the **Study Material** column, you may add curriculum title and publisher.
4. Continue with the **Subjects** and **Course** columns for those that apply.
  - If you would like to delete **Subjects**, use the **Delete** button on the **Action** column on the right.
  - If you would like to add additional **Subjects**, use the **Add Subjects** button at the bottom. For example, if you would like to list English - Composition, English - Grammar and English - Penmanship, you may do so with the **Add Subject** button.
5. Once you have completed all **Subjects**, you **MUST CLICK SAVE** at the bottom.
  - If you would like to view your successfully saved COS, **Click Here to View** the COS. A COS report will be generated for you to view or print.

You may then proceed to your next student by clicking the **Students** tab on your home page and continue with the same process.

**Assigning grades at the end of each semester:**

The COS that you have entered will populate your students page when you login to enter your students **Grades** at the end of each semester. You will assign the grade to the Course you previously selected. At that time, you may Delete or Add Subject as desired. Click SAVE when completed.

Again, no need to edit the COS once it has been completed.

Thank you for teaching your students in the high calling of homeschooling!