

## **How to Select Your Courses**

## Introduction

This document lists the steps for the Ember Course Selection process.

## **Course Registration**

To begin, use the link provided to you by email after claiming your account or navigate to
 <u>Liberty.edu/CourseRegistration</u>. It should be noted that if you are currently an LU or LUO student, you will
 also see the option to register for your courses. If you have students enrolled in LUOA, as well as students
 enrolled in Ember, separate course registration options will appear for each enrollment type.

LIBERTY UNIVERSITY	≽ember
	1 Student
Hello, Sparky! Online - Senior	Ember Students Dashboard >
There are a number of holds or	
restrictions on your account that are preventing you from registering for courses. View All Restrictions	LIBERTY UNIVERSITY ONLINE ACADEMY
Look Un Courses for Fall 2022 N	1 Student
Fall 2023	LUOA Students Dashboard >

2. Click the Ember Students Dashboard button.





3. In the student dashboard menu, ensure the dropdown menu is set to the **Academy Term.** All currently enrolled students will be displayed.

E Course Registration	
Use this dashboard to register and	nanage courses for your students.
Academy 23-24 ↓ My Ember Students (2)	
Golden Eagle	PROGRAM Ember
Soaring Eagle	PROGRAM Ember

4. Click **Show Courses** to show current courses or click **Add/Drop Courses** to select additional classes.

P Course Registration			Academy 23-
Use this dashboard to register	ky! and manage courses for your students.		
Academy 23-24 🗸			Search Students
My Ember Students (2)			
Golden Eagle	PROBAM Ember		how Courses
Soaring Eagle	PROGRAM Ember	I	Add/Drop Courses
Welcome, Spark	<b>y!</b> nd manage courses for your students.		
Academy 23-24 🗸			Search Students
My Ember Students (2)			
Golden Eagle	PROGRAM Ember		Hide Courses Add/Drop Courses
ONLINE COUNSES World Ceography Bith Grade Language Arts Physical Science Pre-Algebra Bith Grade Bible			
Soaring Eagle	PROGRAM Ember		Show Courses Add/Drop Courses



n Anna Andreatin			A
Course Registration			Academy 23
Use this dashboard to register	ky! and manage courses for your students.		
Academy 23-24 ✓		Search	Students
My Ember Students (2)			
Golden Eagle	PROGRAM Ember	Show Course	s Add/Drop Courses
Soaring Eagle	PROGRAM Ember	Show Course	s Add/Drop Courses

5. If no courses have been selected for a student for the current year, click **Select Courses**.

Resk to Registration Home           Welcome, Sparky!           Use this dashboard to select and manage courses for your students.		
Academy 23 ∨ My Ember Students (1)	Academy Ember Both	Search Students
Golden Eagle PROGRAM L34176375 Ember		Select Courses

6. The course selection page will open.

	You are currently selecting courses for Golden Eagle (L00000000) Change Students							]
Level All Reset Options	~	Subject Code ALL - All Subjects	~	Course No. 0100	Course Title Old Testament Survey	Search		
SUBJECT/SEC	TIONS			тіт	LE			INSTRUCTOR
APP 0750				On	line Academy Success			N/A
APP 1200				Int	roduction to Engineering			N/A
APP 2000				Co	llege Planning & Preparation			N/A
APP 2050				Ac	ademic & Career Success			N/A
APP 2100				FA	CS: Essential Life Skills			N/A



7. If you know the **Grade Level**, **Subject Code**, **Course Number**, or **Course Title**, use the search boxes at the top of the screen to filter the courses.

			You are o	currently selecting courses for Go	lden Eagle (L00000000)	Change Students	]
Level All ~	Subject Code ALL - All Subjects	•	Course No. 0100	Course Title Old Testament Survey	Search		
SUBJECT/SECTIONS			тп	n.e			INSTRUCTOR
APP 0750			Or	nline Academy Success			N/A
APP 1200			Int	troduction to Engineering			N/A
APP 2000			Co	llege Planning & Preparation			N/A
APP 2050			Ac	cademic & Career Success			N/A
APP 2100			FA	CS: Essential Life Skills			N/A

8. If you do not know the course details, scroll through the list to find the desired course.

Level	Subject Code		Course No.	Course Title	
All 🗸	HIS - LUOA History	~	0100	Old Testament Survey S	earch
Reset Options					
SUBJECT/SECTIONS			т	пте	INSTRUCTOR
HIS 0101			1	st Grade History	N/A
HIS 0200			2	nd Grade History & Geography	N/A
HIS 0300			3	rd Grade History & Geography	N/A
HIS 0400			4	th Grade History & Geography	N/A
HIS 0500			5	th Grade History & Geography	N/A
HIS 0600			6	th Grade History & Geography	N/A
HIS 0700			c	ivics	N/A
HIS 0900			v	forld History I	N/A

9. Click the title of a course.

Level		Subject Code		Course No.	Course Title	
All	~	HIS - LUOA History	~	0100	Old Testament Survey Search	
Reset Options	6					
SUBJECT/SEC	CTIONS			п	TLE	INSTRUCTOR
HIS 0101				1	st Grade History	N/A
HIS 0200				21	nd Grade History & Geography	N/A
HIS 0300				3	rd Grade History & Geography	N/A
HIS 0400				41	th Grade History & Geography	N/A
HIS 0500				5	th Grade History & Geography	N/A
HIS 0600				61	th Grade History & Geography	N/A
HIS 0700				c	ivics	N/A
HIS 0900				W	forld History I	N/A



10. On the popout card, click **Save to Cart** to add the course to your cart.

եյ					Resources 🗸	Sparky Eagle (L12345678) ~
Course Registration	a	Course Search	🖾 Course Calendar	🕈 Diploma Campletian 🛛 Course History		Academy 23-24 🗸 🗸
Selected Courses	Level All V	Subject Code	Course No.	Course Title Old Testament Survey Search		HIS 0900 ×
EMBER Physical Science Rh Grade Language Acta	Reset Options			INK	INSTRUCTOR	CRN: 4963
Pre-Algebra World Geography	HIS 0101			1st Grade History	N/A	Save to Cart
Not Seland Allow	HIS 0200			2nd Grade History & Geography	N/A	Details Requirements - Restrictions - Fees \$0
	HIS 6300			(Ind Grade History & Geography N/A		
				Ath Grade History & Geography	N/A	About this Course
	Hts 0500			5th Grade History & Geography	N/A	The first half of World History uses a Biblical worldview to survey early African, American, Asian, and European suburer
	HE 5600 HE 5700 HE 5900 HE 5900			6th Grade History & Geography N/A		from creation to the establishment of early cocleties in the Americas. A Biblical approach to World History will
				Overs	N/A.	demonstrates that man, through made in the image of Gol J innetsity sindla and size instationar and in need of networks The course uses the Bible as a fustorical assure to complement historical research and study to reveal Gol as the priore actifutes in human havang and deuse Christ control to the history. Biodents will also study the peopre of ansars children in a sustance to incortextual the peopre of sures critical size is an atteact the contextual the peopre
				World History I	N/A	
				World Geography N/A	N/A	
				World History II	N/A	patterns of behavior, including religion, science, economy and povernment.
	HIS 1100			U.S. History	N/A	
	HES 1146			Virginia History	Not	Notes
	HIS 1201			Government	N/A	Full Year LLICA Erreber
	HIS 1202			Economics	N/A	Duration
	HIS 2000			History of the Constitution	N/A	52 weeks
	HIS 2150			Civil War & Reconstruction	N/A	
	HIS 2300			Americais Colonial Foundations	N/A	
Tr Cart Courses (0)						1

11. After saving multiple courses to your cart, click on **Cart Courses** in the bottom left corner.

Kelected Courses	Level	Subject Code			
\$ Pay for My Courses	All 🗸	LAN - LUOA Languag			
	Reset Options				
EMBER 7th Grade Language Arts	SUBJECT/SECTIONS				
<u>Civics</u> Life Science	LAN 0100				
<u>7th Grade Math</u> <u>7th Grade Bible</u>	LAN 0200				
	LAN 0300	LAN 0300			
	LAN 0400				
	LAN 0500				
	LAN 0600				
	LAN 0700	LAN 0700			
	LAN 0800	LAN 0800			
	LAN 0900				
	LAN OKOO				
	LAN 1000				
	LAN 1100				
듯 Cart Courses (2) ^	LAN 1200				



12. If there is a course in your cart that you are not ready to order, uncheck the box next to the title or click the **X** to remove it from the cart before clicking **Submit Your Order**.

			You are	currently selecting courses for Go		
Selected Courses	« Level	Subject Code	Course No.	Course Title		
\$ Pay for My Courses	All 🗸	LAN - LUOA Language Arts	✔ 0100	Old Testament Survey		
	Reset Options					
EMBER 7th Grade Language Arts	SUBJECT/SECTIONS		т	тце		
Life Science	LAN 0100		1	st Grade Literacy		
<u>7th Grade Math</u> 7th Grade Bible	LAN 0200		2	nd Grade Language Arts		
	LAN 0300		3	rd Grade Language Arts		
	LAN 0400		4	4th Grade Language Arts		
	LAN 0500		5	th Grade Language Arts		
	LAN 0600		6	th Grade Language Arts		
	LAN 0700		7th Grade Language Arts			
Cart Courses (2)	LAN 0800		8	th Grade Language Arts		
	LAN 0900		E	nglish 9		
VED ONLINE COURSES	LAN 0K00		к	indergarten Literacy		
4th Grade History & Geography	LAN 1000		E	nglish 10		
4th Grade Language Arts	×			-		
Submit Your Order (2)	LANTIO		E	ngiish T		
	LAN 1200		E	nglish 12		

13. Click **Submit Your Order** to select all the courses with check marks next to them.

					You are	currently selecting courses for	
*	Level		Subject Code		Course No.	Course Title	
	All	~	LAN - LUOA Language Arts	~	0100	Old Testament Survey	
	Reset Option						
EMBER 7th Grade Language Arts			SUBJECT/SECTIONS			TITLE	
	LAN 0100				1st Grade Literacy		
	LAN 0200			2nd Grade Language Arts			
	LAN 0300			3rd Grade Language Arts			
	LAN 0400			4th Grade Language Arts			
	LAN 0500				5th Grade Language Arts		
	LAN 0600				6th Grade Language Arts		
	LAN 0700				7th Grade Language Arts		
~	LAN 0800				8t	h Grade Language Arts	
	LAN 0900			English 9			
	LAN OKOO				кі	ndergarten Literacy	
4th Grade History & Geography X     Ath Grade Language Arts X					Er	nglish 10	
	LAN 1100			English 11			
	LAN 1200			English 12			
	* * *	<ul> <li>Level</li> <li>All</li> <li>Reset Option</li> <li>LAN 0100</li> <li>LAN 0200</li> <li>LAN 0300</li> <li>LAN 0300</li> <li>LAN 0500</li> <li>LAN 0500</li></ul>	Level     All     All	<ul> <li>Level Subject Code</li> <li>All          <ul> <li>LAN - LUOA Language Arts</li> <li>Reset Options</li> </ul> </li> <li>SUBJECT/SECTIONS</li> <li>LAN 0100</li> <li>LAN 0200</li> <li>LAN 0200</li> <li>LAN 0300</li> <li>LAN 0300</li> <li>LAN 0400</li> <li>LAN 0500</li> <li>LAN 0500</li></ul>	Level         Subject Code           All         LAN - LUOA Language Arts           Reset Options         Reset Options           SUBJECT/SECTIONS         LAN - LUOA Language Arts           LAN 0100         LAN 0200           LAN 0200         LAN 0200           LAN 0300         LAN 0400           LAN 0500         LAN 0500           LAN 0600         LAN 0700           LAN 0800         LAN 0800           LAN 0800         LAN 0800           LAN 0800         LAN 0800           LAN 1000         LAN 1000           LAN 1000         LAN 100	Kernel         Subject Code         Course No.           All         LAN - LUOA Language Arts         0100           Reset Options         Tri           LAN 0100         14           LAN 0200         22           LAN 0300         34           LAN 0500         55           LAN 0500         56           LAN 1000         56           LAN 1000         56           LAN 1200         56	



14. The **Order Submitted** popup will appear on the bottom right hand of the page, confirming your course selections, as well as providing a link to the **Pay for My Courses** page.

N/A	
N/A	
N/A	Order · Submitted
N/A	for your courses through our payment portal
N/A	(https://pay-emberliberty.edu)

15. The Pay for My Courses link can also be accessed from the top of the Selected Courses list.

≪ Selected Courses	Level		Subject Code	
SE Pay for My Courses	All	~	LAN - LUOA Languag	
	Reset Options			
EMBER				
7th Grade Language Arts	SUBJECT/SECTIONS			
<u>Civics</u>	LAN 0100			
Life Science				
7th Grade Math	LAN 0200			
7th Grade Bible				
4th Grade History & Geography	LAN 0300			
<u>Aur Grade Language Arts</u>	LAN 0400			



16. Additionally, an email with a link to the **Payment Portal** will be sent after you complete the Course Selection. \*



\*It should be noted that courses must be paid for by the end of the day you selected them, otherwise, all courses will be removed from your cart.

17. If you need help at any time in the process, click the **Resources** tab at the top of the screen and select **Ember Course Help**.

					Resources ^
÷ [	Diploma Completion 🕤 Cou	irse History			Ember Course Help
You are	currently selecting courses for Gold	en Eagle (L0000000)	Change Students		
Course No.	Course Title				
0100	Old Testament Survey	Search			
тг	TLE			INSTRUCTOR	



	START LESSON	
9(	ember	
Free	uently Asked Questions in the Ember K–12 Program	
=	How To	
=	Orientation Courses	
=	Understanding and Working with Ember	
=	Technology and General Information	
Ŧ	Homeschooling Basics	0

## **Need Assistance?**

If you have any questions or need further assistance, please reach out to Ember@Liberty.edu.