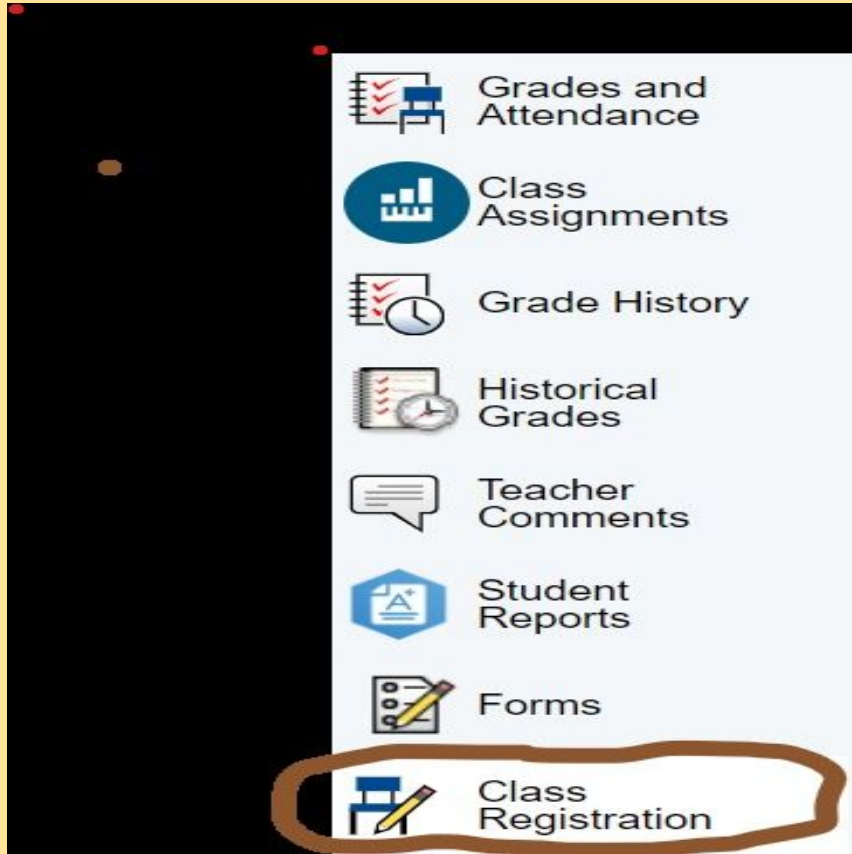


Entering Course Selections in Powerschool

Here is a step-by-step process to follow when entering your course selections for next school year in Powerschool! If you have questions, please follow-up with your school counselor!



1







Log in to your
Powerschool account.



Click on “**Class Registration**”. You normally do not see this tool as an option. It is only open when we are registering for classes.

2

English
Number of requests to generate : 1
 
Click the edit button to request a course ➔

Math
Number of requests to generate : 1
 
Click the edit button to request a course ➔

Science
Number of requests to generate : 1
 
Click the edit button to request a course ➔

Social Studies/Humanities
Number of requests to generate : 1
 
Click the edit button to request a course ➔


PF

Every *subject area* (or department) is listed in **bold** type. (This screenshot does not show all subject areas.)

Click on the pencil in the box to open up another menu which lists all classes available under that subject.

3

English


	Course Name	Number
<input type="checkbox"/>	AP ENGLISH LANG & COMP	LA325
<input type="checkbox"/>	AP ENGLISH LANG & COMP	LA326
<input type="checkbox"/>	AP ENGLISH LIT/COMP	LA422
<input type="checkbox"/>	AP ENGLISH LIT/COMP	LA421
<input type="checkbox"/>	COMMUNICATIONS 1	LA237
<input type="checkbox"/>	CREATIVE WRITING	LA235
<input type="checkbox"/>	ENGLISH 2	LA211
<input type="checkbox"/>	ENGLISH 2	LA212
<input type="checkbox"/>	ENGLISH 3	LA312
<input type="checkbox"/>	ENGLISH 3	LA311

Notice that classes are listed in **alphabetical order by the *name*** of the class.

Each semester of a class is listed separately and has a different number. So, a yearlong class will be listed by name twice and have 2 course numbers.

4

English


	Course Name	Number	Course Description	Credits
<input type="checkbox"/>	AP ENGLISH LANG & COMP	LA325		0.5
<input type="checkbox"/>	AP ENGLISH LANG & COMP	LA326		0.5
<input type="checkbox"/>	AP ENGLISH LIT/COMP	LA422		0.5
<input type="checkbox"/>	AP ENGLISH LIT/COMP	LA421		0.5
<input type="checkbox"/>	COMMUNICATIONS 1	LA237		0.5
<input type="checkbox"/>	CREATIVE WRITING	LA235		0.5
<input type="checkbox"/>	ENGLISH 2	LA211		0.5
<input type="checkbox"/>	ENGLISH 2	LA212		0.5
<input type="checkbox"/>	ENGLISH 3	LA312		0.5
<input type="checkbox"/>	ENGLISH 3	LA311		0.5

Notice that you may have to go to the *next* page to find your class!

5

As you search for your classes, you may see that some teachers have made recommendations for you.

You will also see prerequisites listed for some classes.

English						
	Course Name	Number	Course Description	Credits	 Prerequisite Note	Alerts
	ENGLISH 4	LA412		0.5		Recommended  BENJAMIN NORMAN
	ENGLISH 4	LA411		0.5		Recommended  BENJAMIN NORMAN

6

To select a class, click on the box next to the name of the class.

Remember, if it is a yearlong class, you will click on 2 boxes for that class.

In this case, we have selected a yearlong English class; both semesters have been selected.

✓	ENGLISH 3	LA312	0.5
✓	ENGLISH 3	LA311	0.5

<< first < prev 1 2 next > last >>

✓ You may select up to 6 courses. You have selected 2 course(s).

Cancel Okay

7

When you have selected the classes you want from that subject area, **hit “Okay”** at the bottom right hand side of the screen.

You will be taken back to the original subject area menu.

✓	ENGLISH 3	LA312	0.5
✓	ENGLISH 3	LA311	0.5

<< first < prev 1 2 next > last >>

✓ You may select up to 6 courses. You have selected 2 course(s).

Cancel Okay



8

English

Number of requests to generate : 1



ENGLISH 3

LA311 - 0.5 credits

ENGLISH 3

LA312 - 0.5 credits

Math

Number of requests to generate : 1



Click the edit button to request a course ➔

Notice that your selections show up in boxes under the subject you just completed.

Move on to the next subject area from which you'd like to select classes and follow the same process.

You do not have to have classes in each subject area. You may have more than one class in a subject area, as well!

Continue to enter all your selections.

9- Mistakes

If you realize that you've made a mistake, click on the pencil in the box under the appropriate subject area. Unclick the box you wish to discard, click on the class you did want!

Hit "okay" at the bottom of the page. Continue on.

10

When you have entered all your courses, scroll to the bottom of the page. Notice the number of “requests” you have entered. This should match what you have on the front of your registration folder. If it doesn’t match, look through both your folder and the screen to see where the error is, correct it.



Requires between 5.5 and 9 credit hours.

Requesting 6.5 credit hours.

Requesting 0 additional credit hours.

11

If you are satisfied with what you have entered, **click “Submit”** on the bottom right hand side of the screen. Submitting is the ***only way to save*** what you have entered.

✓

Requires between 5.5 and 9 credit hours.
Requesting 6.5 credit hours.
Requesting 0 additional credit hours.

Submit

12

Once you have submitted your course selections, another view of your classes will pop up. Review it. If you are still satisfied, you're done and can log out! If you see an error, start back at the beginning at "Class Registration" and with slide "9- Mistakes"!

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. LA411	ENGLISH 4	Required	0.50	
2. LA412	ENGLISH 4	Required	0.50	
3. AR202	INTERMEDIATE STUDIO ART 2D DESIGN	Elective	0.50	Must request AR201 or have take
4. MA303	MATHEMATICS IN ACTION	Elective	0.50	
5. MA304	MATHEMATICS IN ACTION	Elective	0.50	
6. SC301	ENVIRONMENTAL SCIENCE	Elective	0.50	Must have Biology.
7. SC303	FORENSICS	Elective	0.50	Must have biology.
8. SS311	ECONOMICS	Elective	0.50	
9. SS314	GOVERNMENT	Elective	0.50	
10. VE315	AUTO TECH 2	Elective	1.00	Must have Auto 1.
11. VE316	AUTO TECH 2	Elective	1.00	
Total Credit Hours Requested			6.50	

