

Directions for Making Course Requests

1.) Log into your PowerSchool account, and you will see your homepage.

The screenshot shows the PowerSchool interface with the 'Grades and Attendance' page selected. The page title is 'Grades and Attendance: G [redacted]'. Below the title, there are tabs for 'Grades and Attendance' and 'Standards Grades'. The main content area is titled 'AUP Quiz Taken and Passed - - - AUP signed and returned'. Below this is a table titled 'Attendance By Class'.

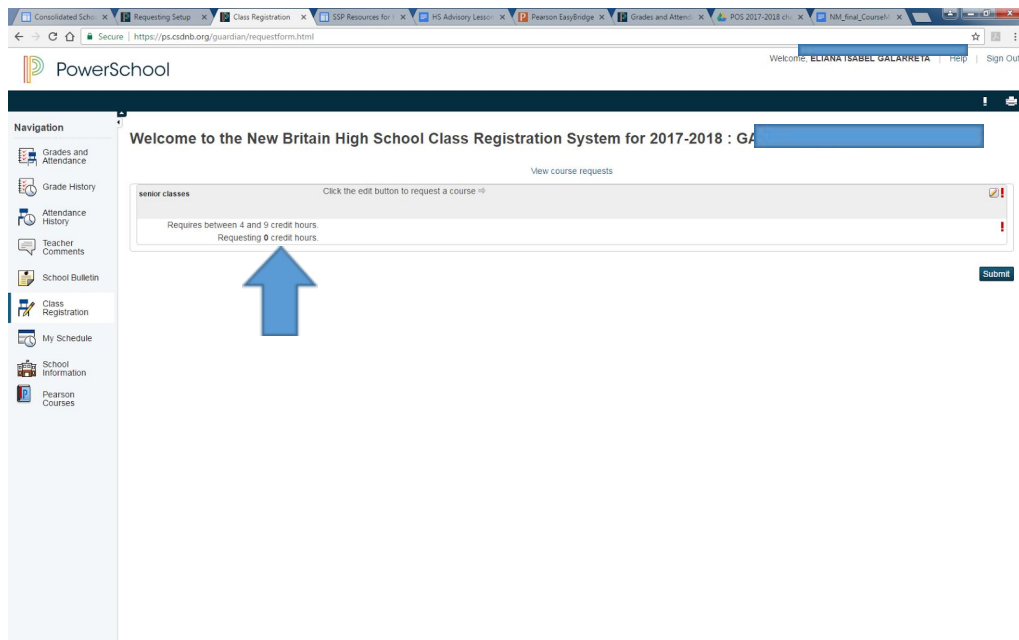
Exp	Last Week				This Week				Course	Q1	Q2	E1	S1	Q3	Q4	E2	S2	Y1	Absences	Tardies
	M	T	W	F	M	T	W	F												
1(A-E)			T	X					Chem and the Community Email Roberts, Darilyn H - Rm: 312	C 74	C- 70	D- 62	C- 70	B 86	[1]	[1]	[1]	C 75	0	2
2(A-E)									Geometry Email Duffin, Colm A - Rm: 328	C- 70	D 65	D 63	D- 61	A- 92	[1]	[1]	[1]	C- 70	0	0
3(A-E)									Marketing 1 Email Carroll, Jean - Rm: 125	B- 82	B+ 87	A- 90	B 86	B 83	[1]	[1]	[1]	B 85	0	0
4(A-E)									Child Development 2 Email Ganley, Carolyn G - Rm: 108	F 49	D+ 67	B 85	D 63	A 100	[1]	[1]	[1]	C 74	0	0
5(A-E)	A								Creative Writing Email Pugliare, Roberto - Rm: 238					F 50	[1]	[1]	F 50	1	0	
6(A-E)						A			World History Email Hudyma, Evelyn F - Rm: 213	B 85	B- 80	F 0	D 66	A 98	[1]	[1]	[1]	C 75	1	0
7(A-E)									Lunch Spring Email Pinchera, Joseph - Rm: CAFE					[1]	[1]	[1]	[1]	0	0	
8(A-E)	T				T	T	T		World Literature Email Church, John - Rm: 200	D 64	F 51	C- 71	D- 60	B 85	[1]	[1]	[1]	D+ 67	0	5
9(A-E)									Advisory Class Email Rudnick, Lawrence R - Rm: 536		[1]	[1]	[1]	[1]	[1]	[1]	[1]	0	0	
Attendance Totals																		2	7	

Current TotalCredits GPA (S1): 13.500
Show dropped classes also

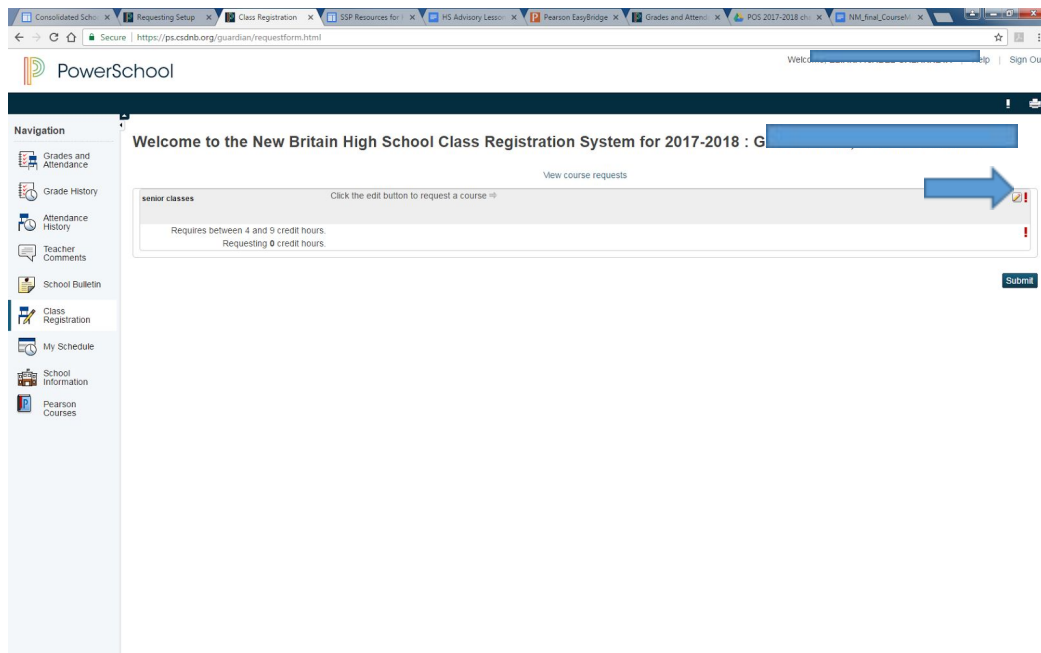
2.) Click on 'Class Registration'.

This screenshot is identical to the one above, but with a blue arrow pointing to the 'Class Registration' link in the left-hand navigation menu. The arrow originates from the left edge of the screen and points directly to the 'Class Registration' icon and text.

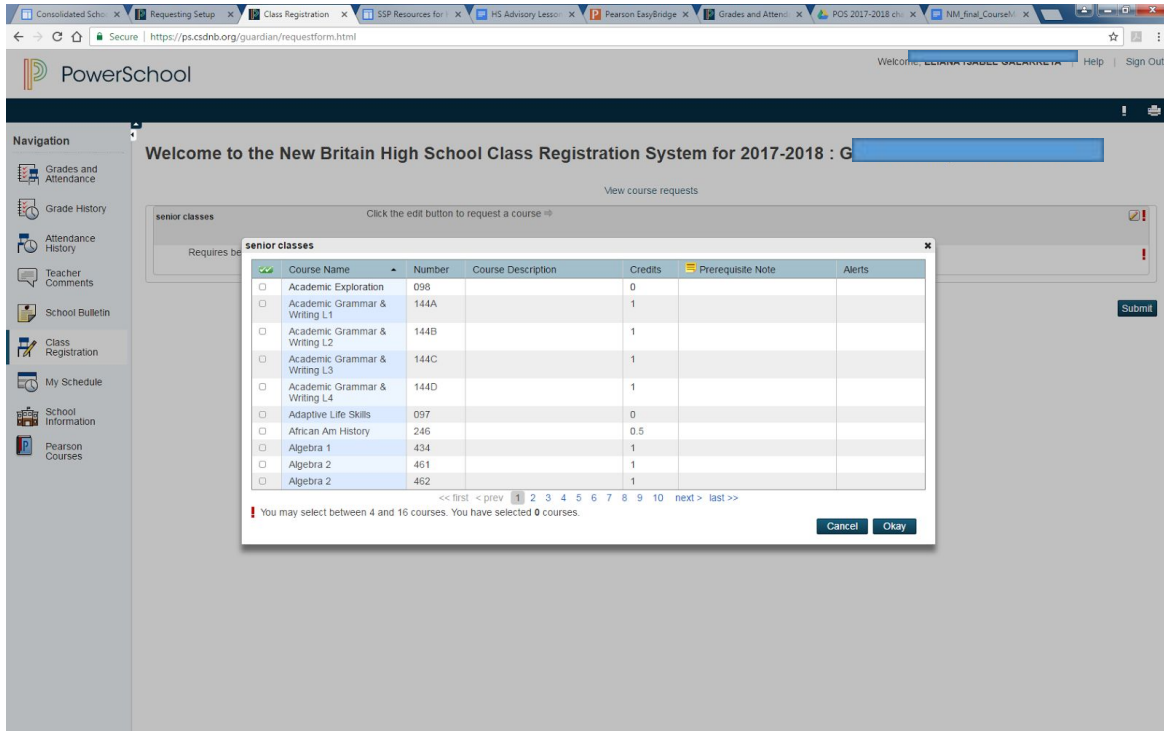
3.) The Class Registration screen will tell the student the minimum and maximum number of credits they should be requesting for next year.



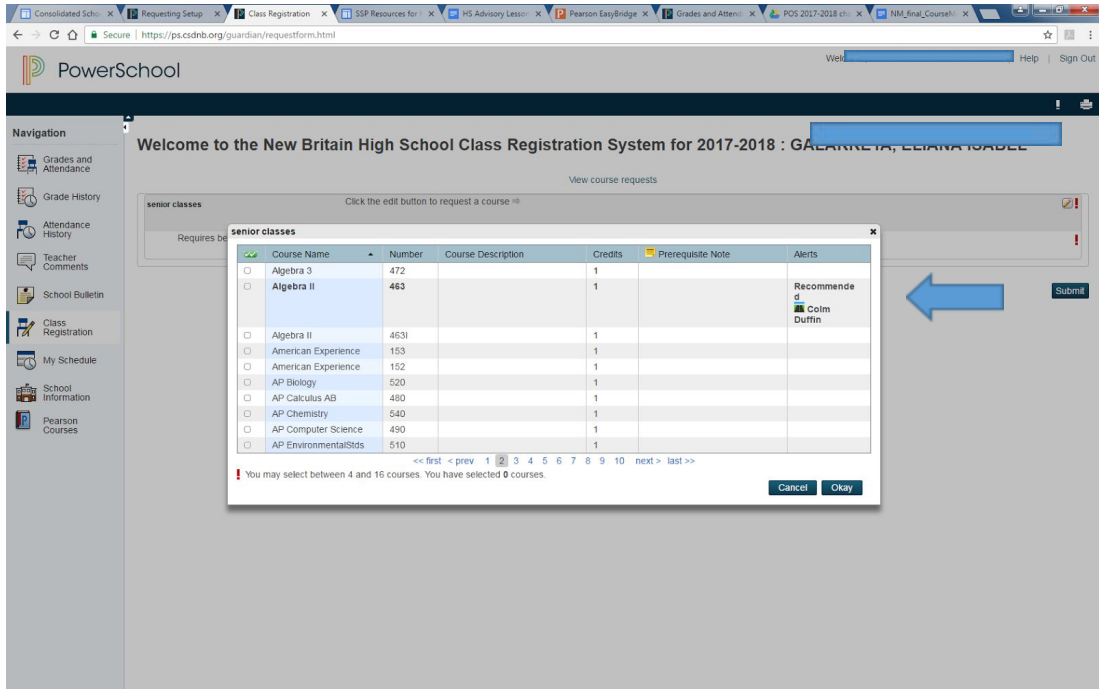
4.) To begin requesting courses, please click on the 'pencil icon' in the top right-hand corner of the screen.



5.) A request pop-up page will appear that looks like below:



This is the screen you will use to check off the courses you want to request for next year. Your teachers have recommended some courses for you. If you would like for your recommended courses to be brought to the first page, click on "Alerts" in the top right corner. A teacher's course recommendation will be in the alert column and will look like this:



You should be selecting the courses your teachers have recommended.

6.) Once you have selected all your classes for next year, click 'Okay'.

You will be able to view these requests through the month of February to review them with your parent/guardian and counselor. If you want to make any changes, you need to click on the pencil icon, uncheck the course you no longer want and check the course that you are now selecting.