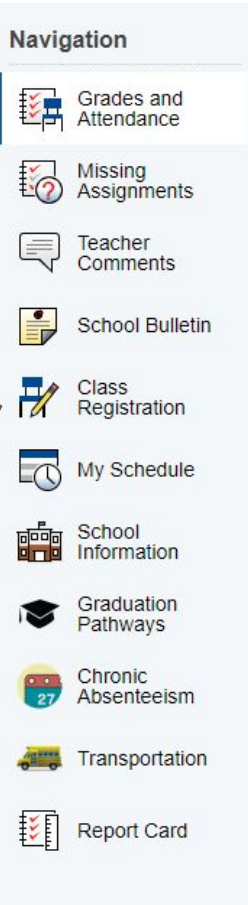

Adding Course Requests to Powerschool




— Scheduling for —
Canal Winchester High School



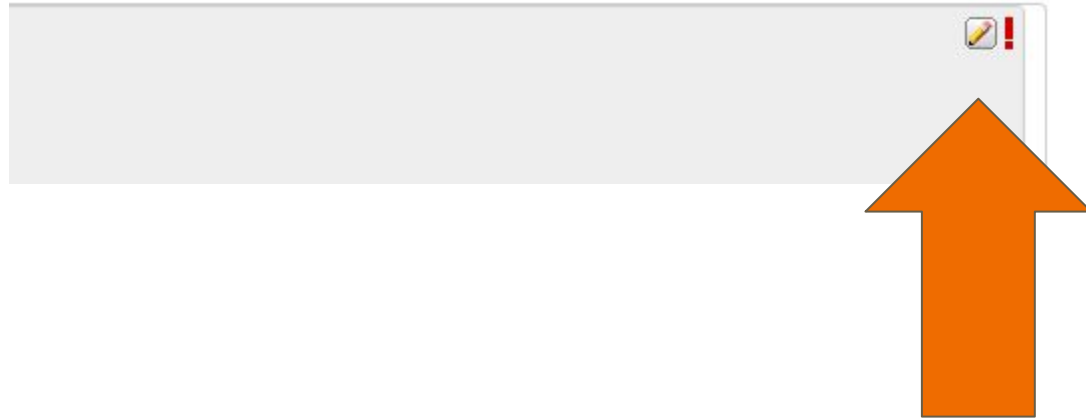
STEP 1:

1. LOGIN to your powerschool account.
2. Click "CLASS REGISTRATION" from the sidebar at the left of the screen.

This is the next screen that you should see.

9th Grade English MUST Choose One Number of requests to generate : 1	Click the edit button to request a course ⇒	
9th Grade Science MUST Choose One Number of requests to generate : 1	Click the edit button to request a course ⇒	
9th Grade Math MUST Choose One Number of requests to generate : 1	Click the edit button to request a course ⇒	
9th Grade Social Studies All 9th Grade students must take US Studies Number of requests to generate : 1	<div data-bbox="401 585 550 670">Us Studies From 1877 102 - 1 credits</div>	 
9th Grade Exploring Careers Required for all 9th grade students Number of requests to generate : 1	Click the edit button to request a course ⇒	 
English Electives Number of requests to generate : 1	Click the edit button to request a course ⇒	 
World Language Electives World languages are not required for graduation but are highly recommended for college admissions. Number of requests to generate : 1	Click the edit button to request a course ⇒	 

For each category of classes, you must click the pencil icon to the far right in order for the class choices to appear:



Once you click the pencil, the course choices for that category will appear.
You must click the box to the left of the course that you want in order to choose that course

9th Grade English ✕

MUST Choose One

<input checked="" type="checkbox"/>	Course Name ▲	Number	Course Description	Credits	☰ Prerequisite Note	Alerts
<input type="checkbox"/>	Cp Freshman English	059		1		
<input type="checkbox"/>	Pre-AP English 9	058		1		

<< first < prev 1 next > last >>

! You may select 1 course. You have selected 0 course(s).


Cancel Okay

Teacher recommendations will appear in the Alerts Box next to the class the teacher is recommending

Once you click the course, it will be highlighted

9th Grade English ✕

MUST Choose One

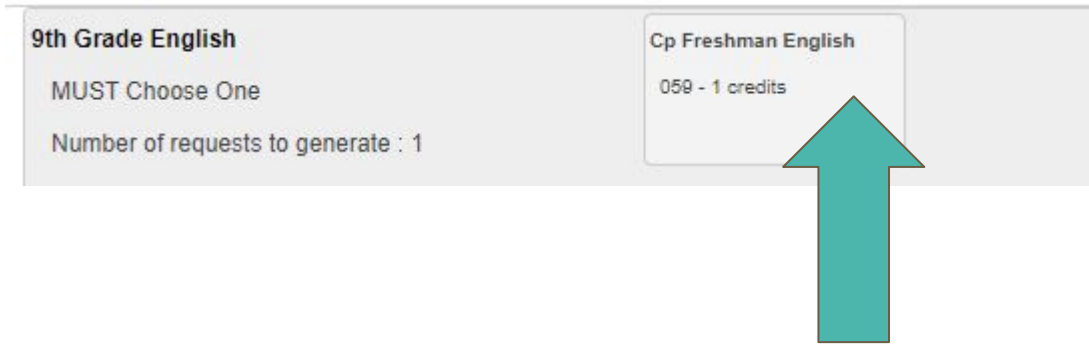
<input checked="" type="checkbox"/>	Course Name ▲	Number	Course Description	Credits	 Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	Cp Freshman English	059		1		
<input type="checkbox"/>	Pre-AP English 9	058		1		

<< first < prev **1** next > last >>

You may select 1 course. You have selected 1 course(s).

After you choose the course, click “OKAY”

After you click “okay,” you will see the course you picked on the main screen























Repeat this process for all core academic classes that you need to schedule (English, Science, Math and Social Studies)

Electives

Click the pencil for each category where you want a class, and then choose the class from the menu that pops-up.








Click "OKAY" to save your class choices for each section.

Don't forget to include 2-3 alternate elective choices

English Electives	Click the edit button to request a course =>	 
Number of requests to generate : 1		
World Language Electives	Click the edit button to request a course =>	 
World languages are not required for graduation but are highly recommended for college admissions.		
Number of requests to generate : 1		
Visual Arts Electives	Click the edit button to request a course =>	 
All students must take Art Foundations before taking any other art class. You may choose up to TWO visual arts electives as a 9th grade student.		
Number of requests to generate : 1		
Performing Arts Electives	Click the edit button to request a course =>	 
Number of requests to generate : 1		
Technology Electives	Click the edit button to request a course =>	 
Number of requests to generate : 1		
Business Electives	Click the edit button to request a course =>	 
Number of requests to generate : 1		
Pre-Engineering Electives	Click the edit button to request a course =>	 
Students can choose ONE 1 credit pre-engineering class		
Number of requests to generate : 1		
Family & Consumer Science Electives	Click the edit button to request a course =>	 
Students can choose ONE .5 credit family and consumer science elective		
Number of requests to generate : 1		
Health Electives	Click the edit button to request a course =>	 
Required to graduate but can be taken anytime throughout high school		
Number of requests to generate : 1		
Physical Education Electives	Click the edit button to request a course =>	 
.5 credits of PE is required to graduate. If you have not yet met this requirement (or have not earned a PE Waiver from sports), you need to sign up for PE.		
Number of requests to generate : 1		

You can double-check that you have chosen the correct classes by looking at the courses that appear in the gray boxes.

PLEASE MAKE SURE that these boxes are correct!!!

9th Grade English MUST Choose One Number of requests to generate : 1	Cp Freshman English 050 - 1 credits	
9th Grade Science MUST Choose One Number of requests to generate : 1	PHYSICAL SCIENCE 200 - 1 credits	
9th Grade Math MUST Choose One Number of requests to generate : 1	Algebra I 301 - 1 credits	
9th Grade Social Studies All 9th Grade students must take US Studies Number of requests to generate : 1	Us Studies From 1877 102 - 1 credits	
9th Grade Exploring Careers Required for all 9th grade students Number of requests to generate : 1	Exploring Careers 501 - 0.83 credits	
English Electives Number of requests to generate : 1	Click the edit button to request a course →	
World Language Electives World languages are not required for graduation but are highly recommended for college admissions. Number of requests to generate : 1	Click the edit button to request a course →	
Visual Arts Electives All students must take Art Foundations before taking any other art class. You may choose up to TWO visual arts electives as a 9th grade student. Number of requests to generate : 1	Ceramics 1/Sem 702 - 0.5 credits	Art Foundations/Sem 730 - 0.5 credits 
Performing Arts Electives Number of requests to generate : 1	Click the edit button to request a course →	
Technology Electives Number of requests to generate : 1	Intro To Computer Sci 355 - 0.5 credits	

STUDY HALL

- **YOU DO NOT ENTER STUDY HALL AS A REQUEST**
- **The scheduling system will automatically fill any blank classes in your schedule with a study hall.**

At the bottom of the screen, you will see your total number of credits. The number should be somewhere between 5 and 7 credits.

Requires between 5 and 7 credit hours.
Requesting **6.13** credit hours.
Requesting **0** additional credit hours.

**Click SUBMIT to save
all of your requests**

Submit



See your finalized Requests:

2020-2021 Course Requests

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 059	Cp Freshman English	Required	1.00	
2. 102	Us Studies From 1877	Required	1.00	
3. 200	PHYSICAL SCIENCE	Required	1.00	
4. 301	Algebra I	Required	1.00	This course is required for all freshman except those who completed it in 8th grade
5. 355	Intro To Computer Sci	Elective	0.50	
6. 501	Exploring Careers	Elective	0.62	
7. 702	Ceramics 1/Sem	Elective	0.50	Must have passed Art Foundations to take Ceramics 1
8. 730	Art Foundations/Sem	Elective	0.50	
Total Credit Hours Requested			6.12	

This screen will list your course requests for high school.

Course Confirmation Sheet

This spring, you will be given a course confirmation sheet.

We will want this sheet to get a parent signature and to be returned to the school.

If there are errors in your requests, they can be fixed at that time.

NO SCHEDULING changes will occur after June 6th.