

# PowerSchool Handbook

## Course Request Management

Version 5.0  
February 7, 2024



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## About this Handbook

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This handbook was created by the San Diego Unified IT Training Team as reference material for the Site Tech/Power User responsible for setting up and monitoring the Student Registration Screens in PowerScheduler. It is updated periodically by the San Diego Unified IT Training Team. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or submit a support request online at <https://sdusd.cherwellondemand.com>



Dates and terms depicted throughout this handbook are used as examples and may not reflect the current scheduling school year or term.

If you are missing a course that your school plans to offer, contact Marcellus Walker at [mwalker@sandi.net](mailto:mwalker@sandi.net).

If you have questions regarding site schedule theory, policies/procedures, or any other course-related questions, please contact Dr. Jennifer Roberson at [jroberson@sandi.net](mailto:jroberson@sandi.net) or Sharon Rubalcava at [srubalcava@sandi.net](mailto:srubalcava@sandi.net).

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## What are Student Registration Screens?

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The Student Registration Screen is a tool used to collect course requests. Students and parents access the Registration Screen in the Parent/Student Portal to select their classes for next year. Counselors access the Registration Screen in PowerSchool to enter or modify course requests for their case load.

Student Registration Screens can be created for each grade level at your school. These screens contain course groups from which students select courses that have been tailored for their grade level.

If your school chooses to make this feature available to students and parents, and/or counselors, you control which grade level Registration Screen to enable or disable and the length of time each screen is open for course selection.



# Part 1: Preparation

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# Preparing to Create the Student Registration Screen

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Before creating the Student Registration Screen, some preparation is required and will vary from school to school.

It is important to know the grade-level requirements for your school:

- What are the required courses?
- What are the number of credits students must take in each grade level?

**IMPORTANT!** The **Course Catalog** in **PowerScheduler** must be updated **before** starting this process. Please refer to the **Scheduling Course Catalog job aid**. To find this job aid, click the PowerSchool Handbooks, Job Aids and Videos link at the bottom of the PowerSchool Start Page then select Master Schedule – Secondary.

Creating the Student Registration Screen involves these steps:

1. Collect the appropriate grade-level information, see **Grade-Level Requirements** beginning on page 7.
2. Create Course Groups, see **Creating Course Groups** on page 10.
3. Setup the Student Registration Screen, see **Building a Student Registration Screen** on page 14

Spend some time researching and gathering course information. Having this information available for reference will save time and eliminate errors when creating the Student Registration Screen.

**NOTE:** Only the **Power User** group has access to the Course Groups and Screen Setup features in PowerScheduler. If you are not a Power User but will be responsible for the technical setup of the Student Registration Screens, see your school's Site Tech for Power User access.



## Gathering Grade Level Requirements

This is an *example* of the information you might collect for each grade level:

- Required courses
- Number of credits students must earn
- Possible semester elective courses
- Possible year-long elective courses
- Possible no-credit courses
- Number of terms for each request
- Before or after school courses
- Online Credit Recover Courses

Gathering this information will allow you to quickly and accurately create course groups and course request pages for each grade level.

The following is an *example* of what might be collected for a tenth-grade request page:

Information to Collect	Example
<b>Required Courses</b>	2 credits of each Core Classes: English, Math, Social Studies, Science 2 credits of World Languages 2 credits of Physical Education
<b>Number of credits that must be taken</b>	Between 11 and 14 credits
<b>Possible semester electives (students may take one semester)</b>	Marching Band, Photography, Ceramics, Art
<b>Possible year-long electives (students must take both semesters)</b>	Orchestra, Band, ASB, Yearbook, Theatre
<b>No-credit courses</b>	iHigh Lab, Advisory
<b>Number of terms for each request</b>	Each request will represent 1 semester (1 term) Exception: Courses with an underscore 2 (_2) will represent yearlong (2 terms)
<b>Before or after school courses</b>	Students will not register online for extended day classes
<b>Credit recovery courses</b>	Students must meet with counselor to register for online credit recovery classes

## Gathering Course Group Information

Course Groups help organize courses into groups that satisfy specific requirements like Math or English.

To fulfill grade level requirements, students select courses from the Course Group.

Course Group	Example
English	<ul style="list-style-type: none"> <li>English 3-4 (1570/1571)</li> <li>Advanced English 3-4 (1572/1573)</li> <li>Advanced English 3-4 Seminar (1572S/1573S)</li> </ul>
Math	<ul style="list-style-type: none"> <li>Integrated Math II A/B (4159/4160)</li> <li>Advanced Integrated Math II A/B (4167/4168)</li> </ul>
History/Social Studies	<ul style="list-style-type: none"> <li>World History/Geography 1-2 (6605/6606)</li> <li>Advanced World Hist/Geo 1-2 (6645/6646)</li> <li>AP World History/Geography 1-2 (6639/6640)</li> </ul>
Science	<ul style="list-style-type: none"> <li>Biology 1-2 (6111/6112)</li> <li>Advanced Biology 1-2 (6121/6122)</li> <li>AP Biology 1-2 (6191/6192)</li> </ul>
Language other than English (LOTE) World Language	<ul style="list-style-type: none"> <li>Spanish 1-2 (2321/2322) 3-4 (2323/2324) 5-6 (2325/2326)</li> <li>French 1-2 (2001/2002) 3-4 (2003/2004)</li> <li>Japanese 1-2 (2161/2162) 3-4 (2163/2164)</li> </ul>
Visual & Performing Arts	<ul style="list-style-type: none"> <li>Orchestra 1-2 (5335/5336) 3-4 (5337/5338)</li> <li>Theatre 1-2 (1423/1424) 3-4 (1425/1426) 5-6 (1427/1428)</li> <li>Art 1-2 (0191/0192)</li> <li>Photo 1-2 (3691/3692) 3-4 (3693/3694)</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>PE 3-4 (5701/5702)</li> <li>ROTC PE 3-4 (4523/4524)</li> </ul>
Other	<ul style="list-style-type: none"> <li>AVID (8209/8210)</li> <li>PE Athletics (5712_2)</li> </ul>

# Part 2: Course Groups

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# Creating Course Groups

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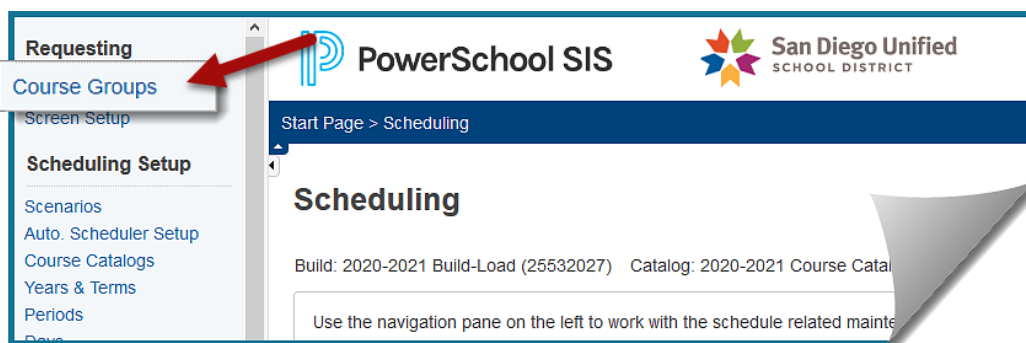
**IMPORTANT!** Update the **Course Catalog** in **PowerScheduler** before creating course groups.

Course Groups help organize courses into groups that satisfy specific requirements.

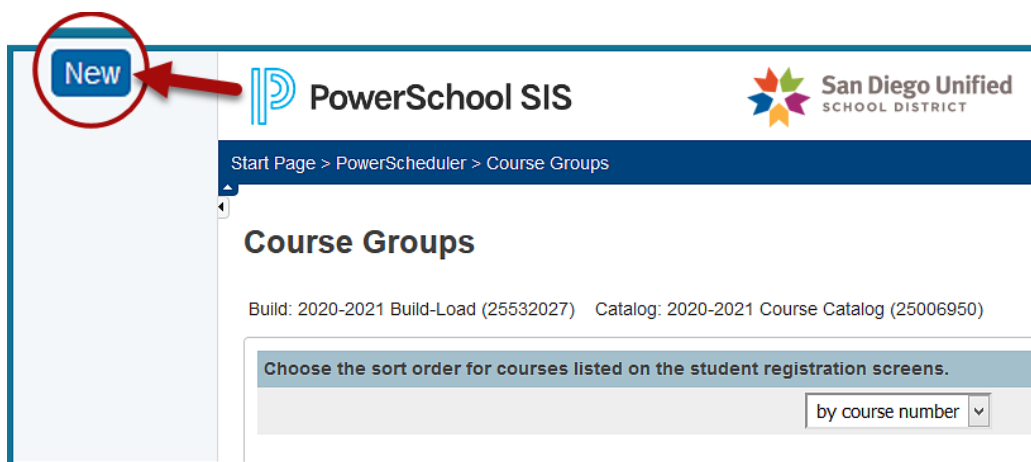
- Create as many course groups as needed.
- Course groups will carry over from year to year.

**NOTE:** If using a course group from last year, verify the courses associated with that group are still being used for the scheduling year. *These courses must be selected in the Course Catalog for them to display on the Student Registration Screen.*

1. On the **Start Page**, under Applications, click **PowerScheduler**.
2. On the **Scheduling** page, under Requesting, click **Course Groups**.



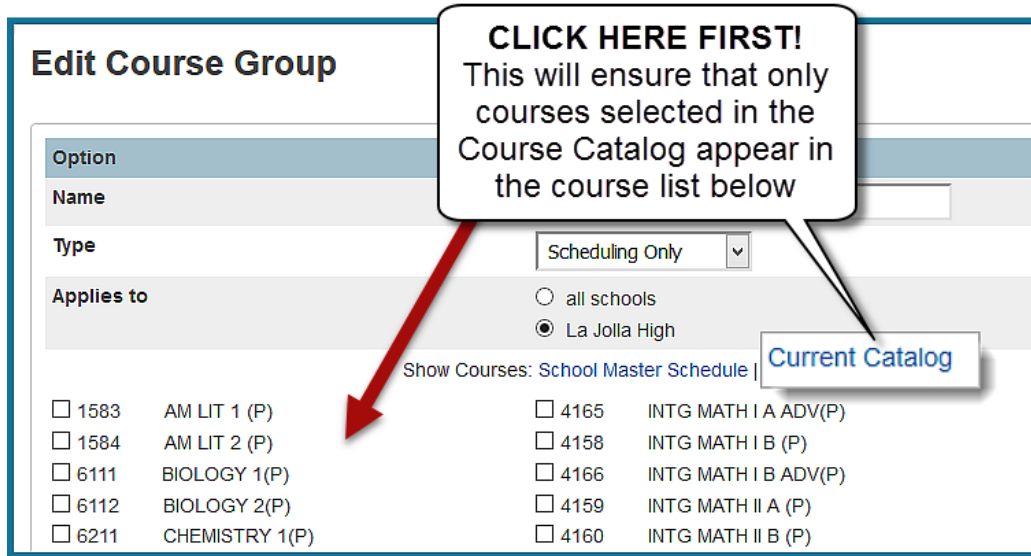
3. On the **Course Groups** page, click **New** in the upper left corner.



- On the **Edit Course Group** page, select **Current Catalog**.

Selecting **Current Catalog** ensures that your Course Group will only contain courses that will be offered at your school for next year. **NOTE:** These are the selected courses in the current course catalog.

**IMPORTANT!** Select Current Catalog *before* entering the Course Group name, otherwise the group name will be deleted.

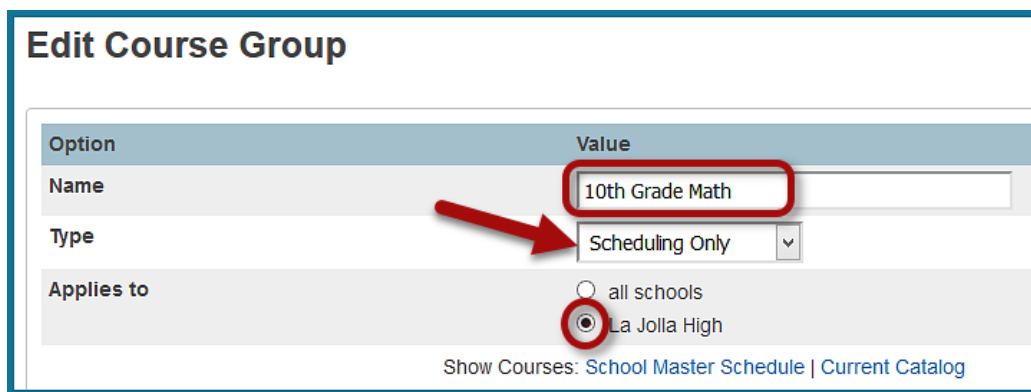


**CLICK HERE FIRST!**  
This will ensure that only courses selected in the Course Catalog appear in the course list below

**Edit Course Group**

Option	Name	Type	Applies to
		Scheduling Only	<input type="radio"/> all schools <input checked="" type="radio"/> La Jolla High
Show Courses: <a href="#">School Master Schedule</a>   <a href="#">Current Catalog</a>			
<input type="checkbox"/>	1583 AM LIT 1 (P)		
<input type="checkbox"/>	1584 AM LIT 2 (P)		
<input type="checkbox"/>	6111 BIOLOGY 1(P)		
<input type="checkbox"/>	6112 BIOLOGY 2(P)		
<input type="checkbox"/>	6211 CHEMISTRY 1(P)		
<input type="checkbox"/>	4165 INTG MATH I A ADV(P)		
<input type="checkbox"/>	4158 INTG MATH I B (P)		
<input type="checkbox"/>	4166 INTG MATH I B ADV(P)		
<input type="checkbox"/>	4159 INTG MATH II A (P)		
<input type="checkbox"/>	4160 INTG MATH II B (P)		

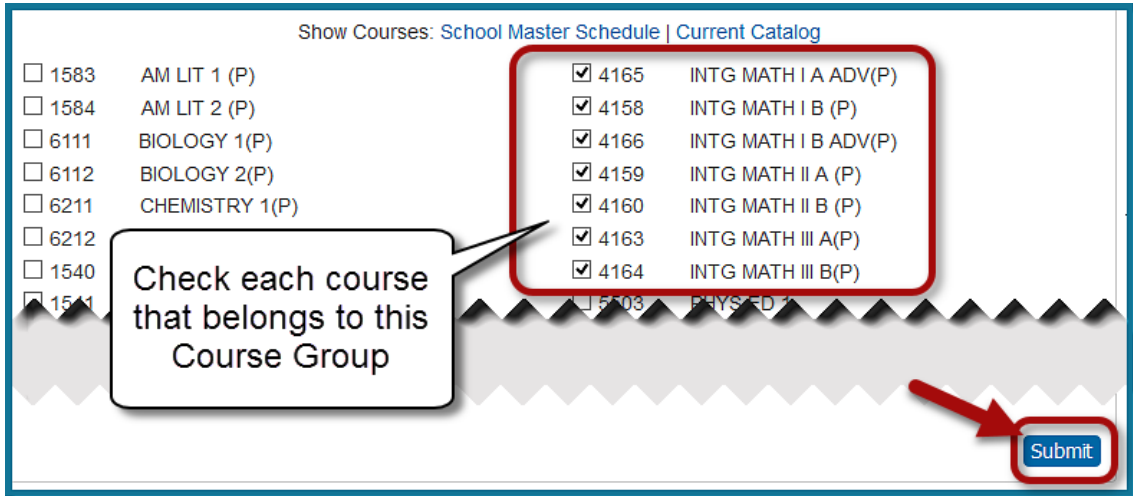
- Enter a name for the course group. **IMPORTANT!** *DO NOT* include a space *BEFORE* or *AFTER* the name.
- Scheduling Only** is the default **Type**. Do not change.
- Verify your *school name* is applied to this course group.



**Edit Course Group**

Option	Value
Name	10th Grade Math
Type	Scheduling Only
Applies to	<input type="radio"/> all schools <input checked="" type="radio"/> La Jolla High
Show Courses: <a href="#">School Master Schedule</a>   <a href="#">Current Catalog</a>	

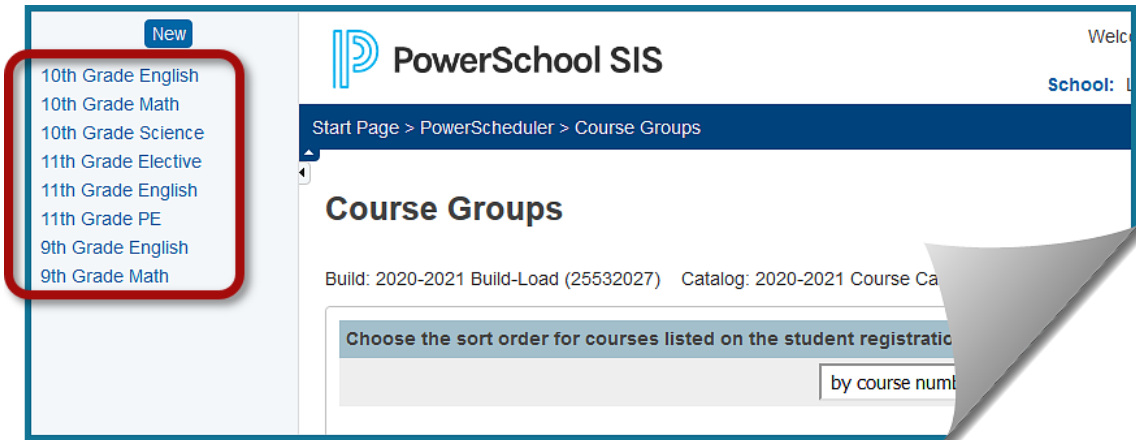
8. Check the box of **each course** that belongs to this course group.
9. Click **Submit**.



Annotations in the screenshot:

- A red box highlights a list of courses with checked boxes:
  - 4165 INTG MATH I A ADV(P)
  - 4158 INTG MATH I B (P)
  - 4166 INTG MATH I B ADV(P)
  - 4159 INTG MATH II A (P)
  - 4160 INTG MATH II B (P)
  - 4163 INTG MATH III A(P)
  - 4164 INTG MATH III B(P)
- A callout box points to the left column with the text: "Check each course that belongs to this Course Group".
- A red arrow points to a "Submit" button in the bottom right corner.

10. Repeat steps 4 – 10 until you have created all your course groups.



Annotations in the screenshot:

- A red box highlights a list of course groups in the left sidebar:
  - 10th Grade English
  - 10th Grade Math
  - 10th Grade Science
  - 11th Grade Elective
  - 11th Grade English
  - 11th Grade PE
  - 9th Grade English
  - 9th Grade Math
- The main content area shows the "Course Groups" page with a breadcrumb trail: "Start Page > PowerScheduler > Course Groups".
- Below the title, it says: "Build: 2020-2021 Build-Load (25532027) Catalog: 2020-2021 Course Ca".
- At the bottom, there is a dropdown menu for "Choose the sort order for courses listed on the student registratio" with "by course num" selected.

# Part 3: Student Registration Screen

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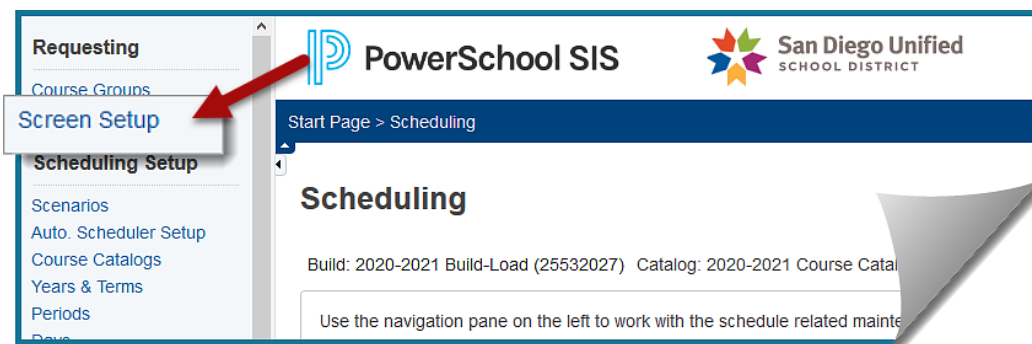
# Building a Student Registration Screen

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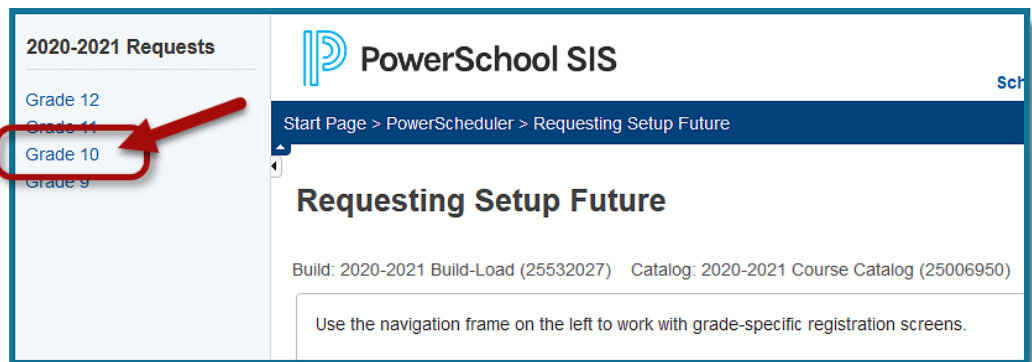
Student Registration Screens carry over from year to year. However, because course requirements vary for each grade level, it is highly recommended that you verify the existing setup is accurate for the upcoming school year.

## Setting up a New Grade Level Screen

1. On the **Start Page**, under Applications, click **PowerScheduler**.
2. On the **Scheduling Page**, under Requesting, click **Screen Setup**.



3. From the **Requests** menu, select the **Grade Level** for the page you want to create.

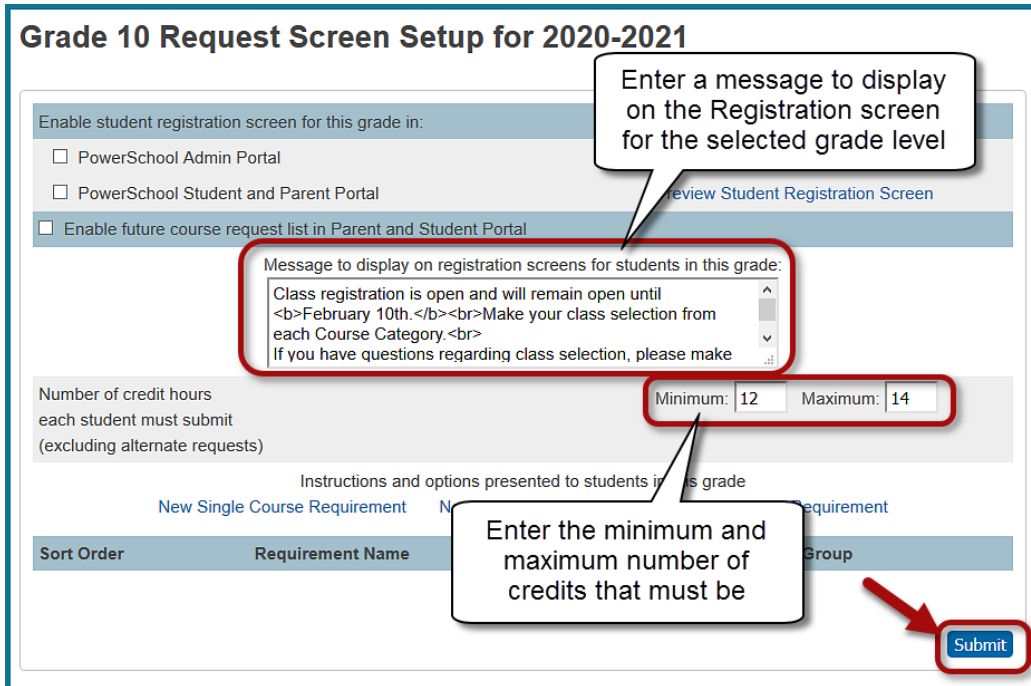




4. On the **Request Screen Setup** page, enter the message you want to be displayed on the Class Registration screen.
5. Enter the **minimum** and **maximum** number of **credit hours (credits)** that must be requested for the screen to be submitted. This means that the student and/or counselor must select at least the *minimum number of credits* to submit the page.

An Alert will warn if the number of credit hours has not been met.

6. Click **Submit**.



**Grade 10 Request Screen Setup for 2020-2021**

Enable student registration screen for this grade in:

- PowerSchool Admin Portal
- PowerSchool Student and Parent Portal [Review Student Registration Screen](#)
- Enable future course request list in Parent and Student Portal

Message to display on registration screens for students in this grade:

Class registration is open and will remain open until <b>February 10th.</b><br>Make your class selection from each Course Category.<br>If you have questions regarding class selection, please make

Number of credit hours each student must submit (excluding alternate requests)

Minimum: 12 Maximum: 14

Instructions and options presented to students in this grade

[New Single Course Requirement](#) [New Course Requirement](#)

Sort Order	Requirement Name	Group
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[Submit](#)

Callouts:

- Enter a message to display on the Registration screen for the selected grade level
- Enter the minimum and maximum number of credits that must be

## Creating New Course Requirements

The next step to building a grade level Registration Screen is to create Course Requirements.

Course Requirements give students options and instructions about which courses they must take to fulfill that requirement.

There are three types of Course Requirements:

### Single Course Requirement – see page 17

A Single-Course Requirement appears on the registration screen as a pop-up menu. Students choose a *single course* from the course group.

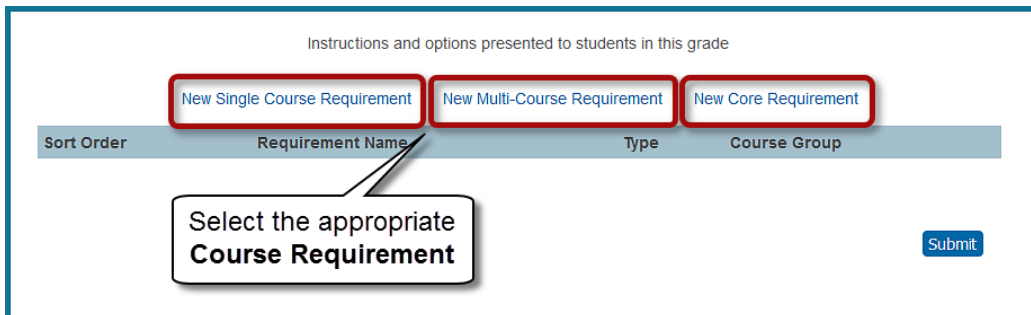
### Multi-Course Requirement – see page 19

A Multi-Course Requirement appears on the registration screen as a pop-up menu. Students choose *multiple courses* from course group.

### Core Requirement - see page 21

A Core Requirement is a set of pre-determined courses that are automatically assigned *when the student's registration screen is submitted*.

Students can view a list of these required courses on their registration screen but cannot make changes.



Instructions and options presented to students in this grade

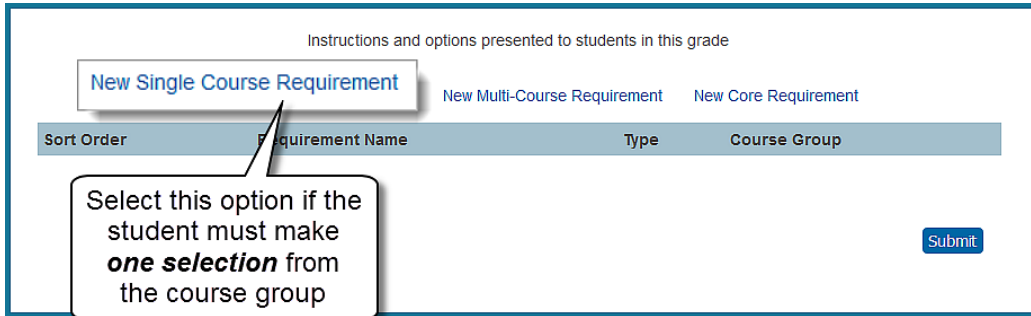
Sort Order	Requirement Name	Type	Course Group
		New Single Course Requirement	
		New Multi-Course Requirement	
		New Core Requirement	

Select the appropriate **Course Requirement**

Submit

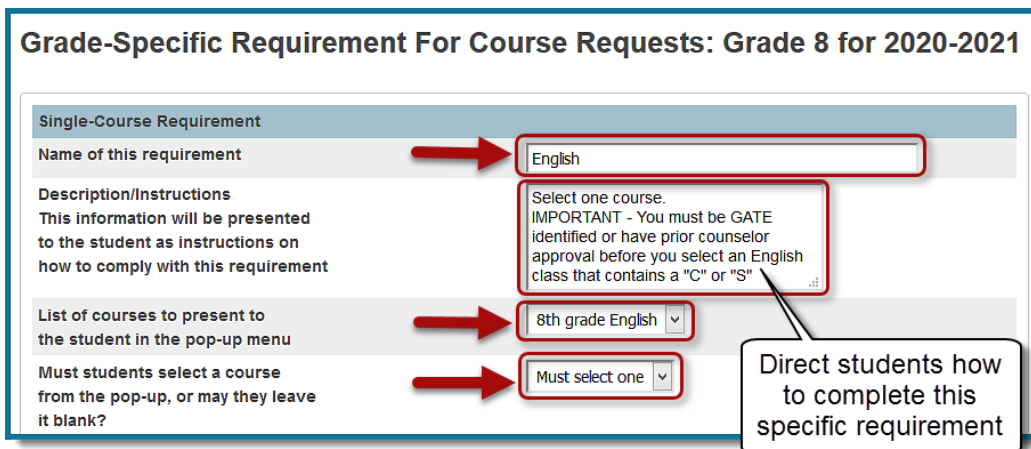
## Single Course Requirement

Select this option if students will make a **single course selection** from the course group. For example, this requirement can be used for year-long courses (designated with an underscore\_2) where the student will only pick one course.

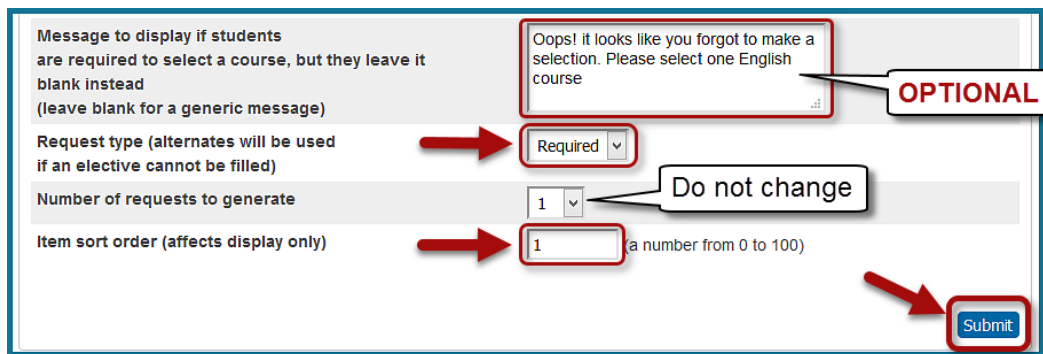


On the **Single-Course Requirement Screen**, do the following:

1. Enter a **Requirement Name**.
2. Enter **Description/Instructions** to direct students how to complete this specific requirement.
3. Select the appropriate **Course Group**. These courses are presented to students in a pop-up menu.
4. Indicate whether the student **must select one** course from the pop-up window, or if it **can be left blank**.
  - When **Must select one** is selected, students or counselors will not be able to bypass this requirement. They must make a selection. Bypassing will generate a validation error.
  - When **can leave blank** is selected, students or counselors have the option of bypassing this course.



5. **OPTIONAL:** Enter a **Message to Display** if the student does not select the correct number of requirements. A generic message will display if this text box is left blank.
6. Select a **Request Type** from the drop-down menu:
  - **Required** – Required course for this grade-level. Most course requirements should use this option.
  - **Elective** – This is not a required course and should only be used in conjunction with an Elective course group. When elective is used, all courses selected in this group are flagged as Electives.
  - **Alternate** – If an elective course cannot be scheduled, the courses selected in this group will be flagged as an Alternate Elective and will take the elective’s place when an Elective cannot be scheduled. When you view the student’s course requests in PowerScheduler, you will see that the alternate box has been checked, but no priority has been entered.
7. **Number of requests to generate** - Leave this field set to 1. This setting will create one course request for the selected requirement.
8. Enter a **sort order** for the placement of the requirement on the request screen.
9. Click **Submit**.



You will be taken back to the **Request Screen Setup** page where the newly created Requirement will be listed.

Instructions and options presented to students in this grade

[New Single Course Requirement](#) [New Multi-Course Requirement](#) [New Core Requirement](#)

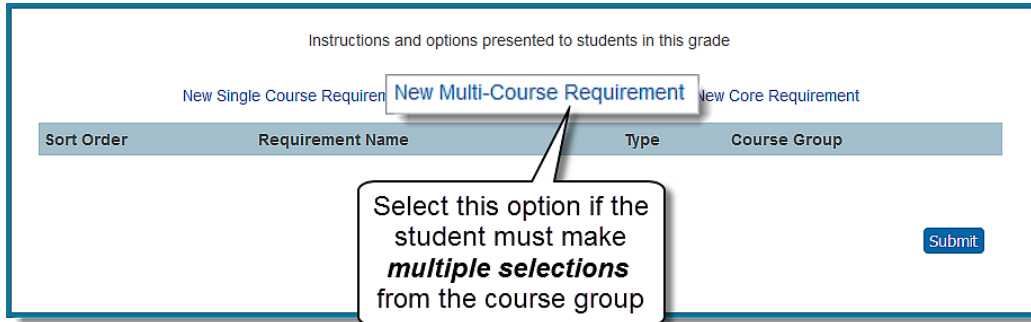
Sort Order	Requirement Name	Type	Course Group
1	English	Single Course	8th grade English

To edit the requirement, click on the **Requirement Name**

Submit

## Multi-Course Requirement

Select this option if students must make **multiple selections** from a course group. For example, this requirement can be used for semester courses where the student must pick a first and a second semester course, or when they may select more than one elective.



Instructions and options presented to students in this grade

New Single Course Requirement **New Multi-Course Requirement** New Core Requirement

Sort Order	Requirement Name	Type	Course Group

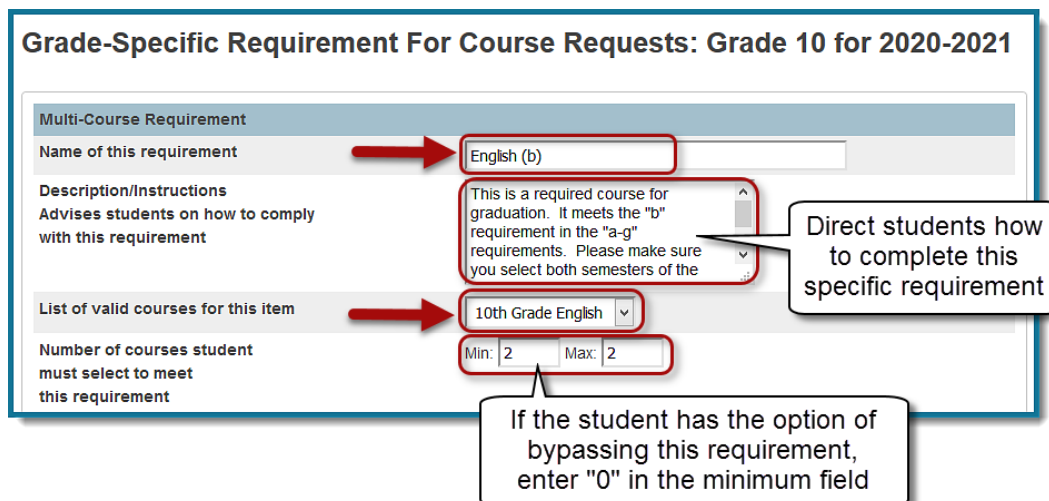
Submit

Select this option if the student must make **multiple selections** from the course group

On the **Multi-Course Requirement Screen**, do the following:

1. Enter a **Requirement Name**.
2. Enter a **Description/Instructions** to direct students how to complete this specific requirement.
3. Select the appropriate **Course Group**. These courses are presented to students in a pop-up menu.
4. Enter the **minimum** and a **maximum number** of courses the student must select to meet this requirement.

If the student has the option of bypassing this requirement enter "0" in the minimum field.



**Grade-Specific Requirement For Course Requests: Grade 10 for 2020-2021**

**Multi-Course Requirement**

Name of this requirement → English (b)

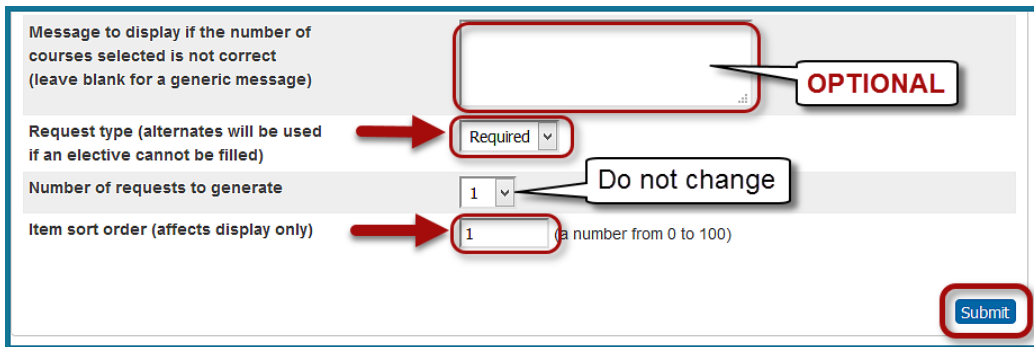
Description/Instructions  
Advises students on how to comply with this requirement → This is a required course for graduation. It meets the "b" requirement in the "a-g" requirements. Please make sure you select both semesters of the → Direct students how to complete this specific requirement

List of valid courses for this item → 10th Grade English

Number of courses student must select to meet this requirement → Min: 2 Max: 2

If the student has the option of bypassing this requirement, enter "0" in the minimum field

5. **OPTIONAL:** Enter a **Message to Display** if the student does not select the correct number of requirements. A generic message will display if this text box is left blank.
6. Select a **Request Type** from the drop-down menu:
  - **Required** – Required course for this grade-level. Most course requirements should use this option.
  - **Elective** – This is not a required course and should only be used in conjunction with an Elective course group. When elective is used, all courses selected in this group are flagged as Electives.
  - **Alternate** – If an elective course cannot be scheduled, the courses selected in this group will be flagged as an Alternate Elective and will take the elective’s place when an Elective cannot be scheduled. When you view the student’s course requests in PowerScheduler, you will see that the alternate box has been checked, but no priority has been entered.
7. **Number of requests to generate.** Leave this field set to “1”. This setting will create one course request for the selected requirement.
8. Enter a **sort order** for the placement of the requirement on the request screen.
9. Click **Submit**.



Message to display if the number of courses selected is not correct (leave blank for a generic message)

Request type (alternates will be used if an elective cannot be filled) Required

Number of requests to generate 1

Item sort order (affects display only) 1 (a number from 0 to 100)

Submit

You will be taken back to the **Request Screen Setup** page where the newly created Requirement will be listed.

Instructions and options presented to students in this grade

[New Single Course Requirement](#) [New Multi-Course Requirement](#) [New Core Requirement](#)

Sort Order	Requirement Name	Type	Course Group
1	English (b)	Multi-Course	10th Grade English

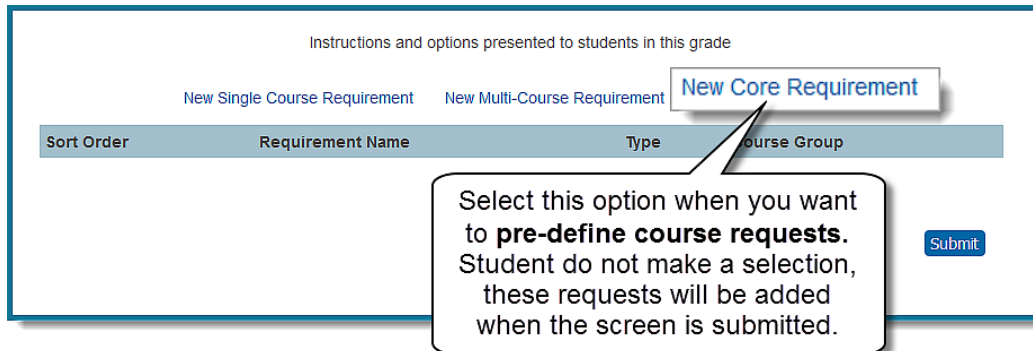
To edit the requirement, click on the **Requirement Name**

Submit

## Core Requirement

Select this option if you want to pre-define the student course requests. Students cannot make or change these selections.

**NOTE:** These courses will be added to the student only *when the screen is submitted*. If the screen is submitted in error, these requests must be manually deleted in PowerScheduler.



Instructions and options presented to students in this grade

New Single Course Requirement    New Multi-Course Requirement    **New Core Requirement**

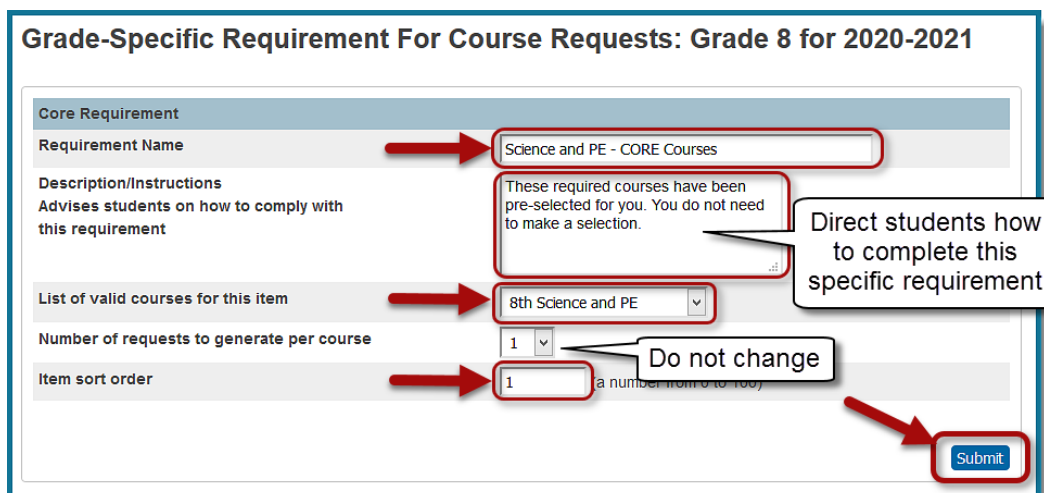
Sort Order	Requirement Name	Type	Course Group

Select this option when you want to **pre-define course requests**. Student do not make a selection, these requests will be added when the screen is submitted.

Submit

On the **Core Requirement Screen**, do the following:

1. Enter a **Requirement Name**.
2. Enter a **Description/Instructions** to direct students how to complete this specific requirement.
3. Select the appropriate **Course Group**.
4. Enter a **sort order** for the placement of the requirement on the request screen.
5. Click **Submit**.



**Grade-Specific Requirement For Course Requests: Grade 8 for 2020-2021**

Core Requirement

Requirement Name: Science and PE - CORE Courses

Description/Instructions: Advises students on how to comply with this requirement. These required courses have been pre-selected for you. You do not need to make a selection. Direct students how to complete this specific requirement

List of valid courses for this item: 8th Science and PE

Number of requests to generate per course: 1 (Do not change)

Item sort order: 1 (a number from 0 to 100)

Submit

You will be taken back to the **Request Screen Setup** page, where the newly created Requirement will be listed.

Instructions and options presented to students in this grade

[New Single Course Requirement](#) [New Multi-Course Requirement](#) [New Core Requirement](#)

Sort Order	Requirement Name	Type	Course Group
1	Science and PE - CORE Courses	Core Required	8th Science and PE

Submit

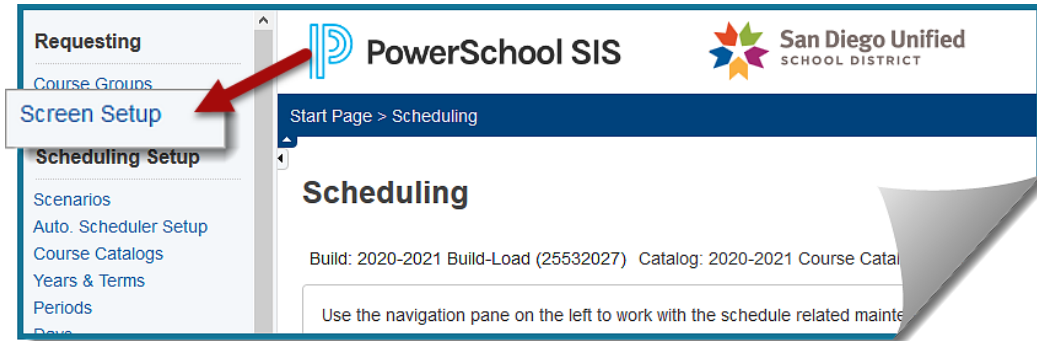
To edit the requirement, click on the **Requirement Name**



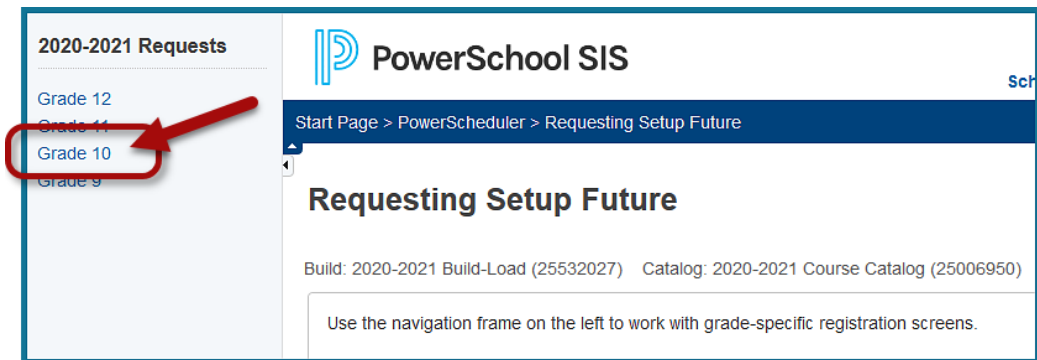
## Previewing the Student Registration Screen

As Course Requirements are created for each grade level, it is important to periodically preview the screen to determine if it is behaving as expected.

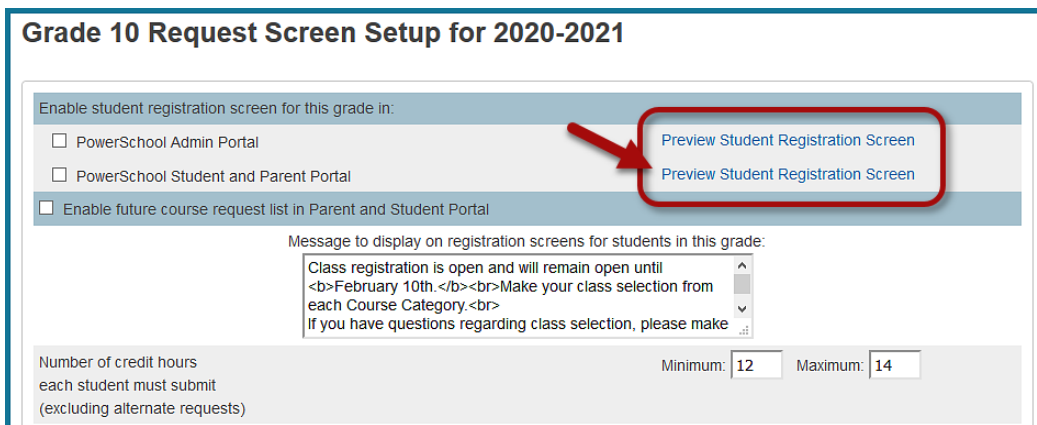
1. On the **Scheduling Page**, under Requesting, click **Screen Setup**.



2. From the Requests menu, select a **Grade Level**.



3. Click **Preview Student Registration Screen** for either the PowerSchool Admin Portal or the PowerSchool Student and Parent Portal.



- Click the **edit button** to view the list of courses for that requirement to see if it works as expected.



A green check mark confirms a selection or signifies an optional requirement.



A red exclamation mark indicates that the student has not selected a course to satisfy that requirement.

Double check for spelling and grammar errors.

- Click **Close Preview Window** to return to the Request Screen Setup to make changes or enable the page if you are satisfied.

### Welcome to the La Jolla High Class Registration System for 2020-2021

Class registration is open and will remain open until **February 10th**.  
 Make your class selection from each Course Category.  
 If you have questions regarding class selection, please make an appointment to see your counselor.

**History (a)** View course

This is a required course for graduation. It meets the "a" requirement in the "a-g" requirements. Please make sure you select both semesters of the course. If you are choosing AP History, you must have an A or B in your current History course.

Number of requests to generate : 1

**IMPORTANT!**  
Double check for spelling and grammar errors.

**English (b)** Click the

This is a required course for graduation. It meets the "b" requirement in the "a-g" requirements. Please make sure you select both semesters of the course. If you are choosing Advance English 3-4, you must have an A or B in your current English course.

Number of requests to generate : 1

Click the **edit button** to verify the screen works as expected.

**Math (c)** This is a required course for graduation. It meets the "b" requirement in the "a-g" requirements. Please make sure you select both semesters of the course. If you are choosing Advance English 3-4, you must have an A or B in your current English course.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/> ENG 3 ADV (P)	1572		1		
<input type="checkbox"/> ENG 3 ADV SM(P)	1572S		1		
<input checked="" type="checkbox"/> ENG 4 ADV (P)	1573		1		
<input type="checkbox"/> ENG 4 ADV SM(P)	1573S		1		
<input type="checkbox"/> ENGLISH 3 (P)	1570		1		
<input type="checkbox"/> ENGLISH 4 (P)	1571		1		

You may select 2 courses. You have selected 2 course(s).

**Science**

Three y  
from hig  
in the "a-g" requirements. Please make sure you select both semesters of the course.

Number of requests to generate : 1

Requires between 12 and 14 credit hours.  
 Requesting 0 credit hours.  
 Requesting 0 additional credit hours.

NOTE: Classes may not be requested for this grade from the PowerSchool Student and Parent Portal.

Close Preview Window

Click **Close Preview Window** to return to the Request Screen Setup.

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# Enabling or Disabling the Student Registration Screens

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Your school controls which grade level Registration Screen to enable or disable and the length of time each screen is open for course selection.

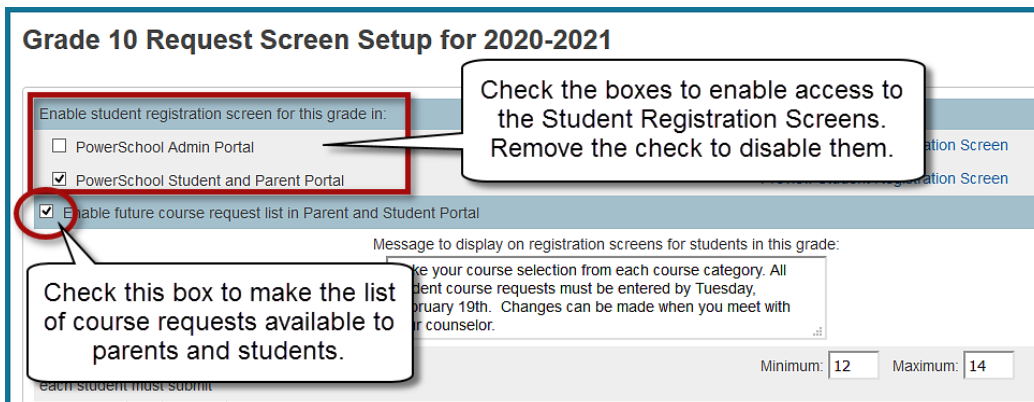
If your school chooses to make this feature available to students and parents, and/or counselors, you must enable the Student Registration Screen for the appropriate grade level.

**IMPORTANT! BEFORE** you enable the registration screens, it is recommended that you create a timeline for course request entry. Calendar these dates to remind you when to enable and *disable* each screen.

- How long will the window be open for student/parent submission?
- When will counselors have access to add, review, or make changes to student course requests?

Be sure students and counselors do not have over-lapping windows - having both enter course requests at the same time may result in duplicate requests.

1. On the **Start Page**, under Applications, click **PowerScheduler**.
2. On the **Scheduling Page**, under Requesting, click **Screen Setup**.
3. From the Requests menu, select a **Grade Level**.
4. Check **PowerSchool Admin Portal** or **PowerSchool Student and Parent Portal** to enable the Student Registration Screens. Uncheck the boxes to disable them.
5. **OPTIONAL:** Check the **Enable future course request list in Parent and Student Portal** box if you want to make the list of course requests available to parents and students. By default, Course Requests are hidden for all students and parents.
6. Click **Submit**.



**Grade 10 Request Screen Setup for 2020-2021**

Enable student registration screen for this grade in:

PowerSchool Admin Portal

PowerSchool Student and Parent Portal

Enable future course request list in Parent and Student Portal

Message to display on registration screens for students in this grade:

Make your course selection from each course category. All student course requests must be entered by Tuesday, February 19th. Changes can be made when you meet with your counselor.

Minimum:  Maximum:

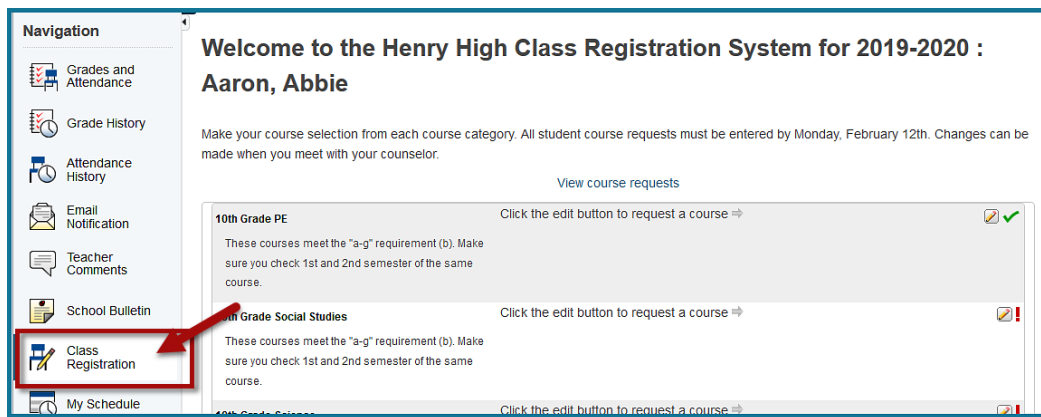
each student must submit

# Part 4: Student & Counselor Views

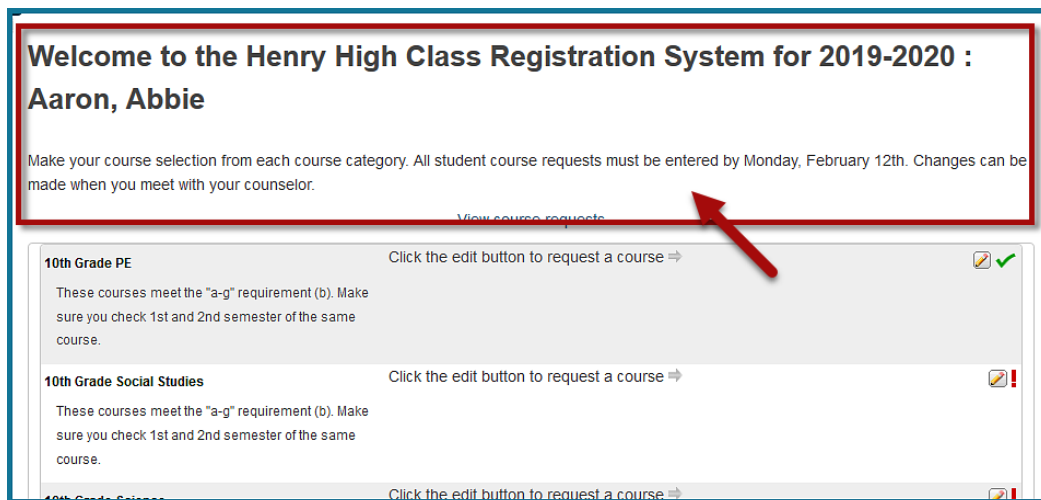
# Accessing the Student Registration Screen – for Students



Once the grade level **Student Registration Screens** have been enabled, students and parents can begin to select their courses in the Parent/Student Portal.


- Students begin by logging into the **Student Portal** and selecting **Class Registration** from the Navigation menu on the left.



- The **Student Registration Screen** will display a welcome message to students, with special instructions tailored to their grade level.

















- A green checkmark  indicates the requirement has been satisfied, or that it is an optional requirement and can be bypassed.
- A red exclamation mark  indicates the student is required to make a selection to satisfy the requirement.

- Instructions direct students how to complete the Course Requirement.
- Course requests that have been manually added and do not belong to an existing Course Group will appear under **Additional Requests**. These course requests cannot be edited on this screen.
- To select courses, click the **edit icon**  for the appropriate Course Requirement.

**Welcome to the Henry High Class Registration System for 2019-2020 :**  
**Aaron, Abbie**

Make your course selection from each course category. All student course requests must be entered by Monday, February 12th. Changes can be made when you meet with your counselor.

[View course requests](#)

<b>10th Grade PE</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	Click the 	
<b>10th Grade Social Studies</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	Click the 	
<b>10th Grade Science</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	Click the 	
<b>10th Grade Math</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	Click the edit button to request a course ⇒	
<b>10th Grade English</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	Click the 	
<b>10th Grade World Language</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	Click the edit button to request a course ⇒	
<b>10th Grade Electives</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	Click the edit button to request a course ⇒	
<b>10th Grade "Other"</b> If your grade level differs from your "Class of" select core courses. Electives will be chosen when you meet with your counselor.	Click the 	
<b>Additional Requests</b> Requests that are not associated with any course group Requires between 12 and 14 credit hours. Requesting 0 credit hours. Requesting 0 additional credit hours.	Click the edit button to request a course ⇒	

**Submit**

**A green check** confirms a selection, or signifies an optional requirement.

**A red exclamation mark** indicates that the student is required to select a course to satisfy that requirement.

Instructions direct students how to complete this specific requirement.

To select courses, click the **edit icon**.

Courses that do not belong to an existing Course Group will appear under **Additional Requests**.

- On the **Course Selection Screen**, select the appropriate course(s) and click **Okay**.

**10th Grade Electives**

These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	ART 1 (P)	0191		1		
<input checked="" type="checkbox"/>	ART 2 (P)	0192		1		
<input type="checkbox"/>	AVID 10 A (P)	8209		1		
<input type="checkbox"/>	AVID 10 B (P)	8210				
<input type="checkbox"/>	BAND 3 (P)	5320				
<input type="checkbox"/>	BAND 4 (P)	5321				
<input type="checkbox"/>	BRDCST JOUR 1(P)	8432		1		
<input type="checkbox"/>	BRDCST JOUR 2(P)	8433		1		
<input type="checkbox"/>	CHO ENSB AV1(P)	5365		1		
<input type="checkbox"/>	CHO ENSB AV2(P)	5366		1		

<< first < prev 1 2 3 4 5 next > last >>

You may select up to 2 course(s). **You have selected 2 course(s).**

Cancel **Okay**

Select the appropriate course(s), then click **Okay**.

The green arrow and confirmation indicate the course requirement has been satisfied.

- Once the student has satisfied all course requirements, they may **Submit** the Screen.

### Welcome to the Henry High Class Registration System for 2019-2020 : Aaron, Abbie

Make your course selection from each course category. All student course requests must be entered by Monday, February 12th. Changes can be made when you meet with your counselor.

View course requests

<b>10th Grade PE</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	PE STRENGTH/COND 1 5757 - 1 credits	PE STRENGTH/COND 2 5758 - 1 credits	<input type="checkbox"/> ✓
<b>10th Grade Social Studies</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	WD HST1 AP(HP) 6639 - 1 credits	WD HST2 AP(HP) 6640 - 1 credits	<input type="checkbox"/> ✓
<b>10th Grade Science</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	BIO 1 AP (HP) 6191 - 1 credits	BIO 2 AP (HP) 6192 - 1 credits	<input type="checkbox"/> ✓
<b>10th Grade Math</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	INTG MATH III A ADV(P) 4169 - 1 credits	INTG MATH III B ADV(P) 4170 - 1 credits	<input type="checkbox"/> ✓
<b>10th Grade English</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	ENG 3 ADV (P) 1572 - 1 credits	ENG 4 ADV (P) 1573 - 1 credits	<input type="checkbox"/> ✓
<b>10th Grade World Language</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	FR 5(P) 2005 - 1 credits	FR 6(P) 2006 - 1 credits	<input type="checkbox"/> ✓
<b>10th Grade Electives</b> These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.	ART 1 (P) 0191 - 1 credits	ART 2 (P) 0192 - 1 credits	<input type="checkbox"/> ✓
<b>10th Grade "Other"</b> If your grade level differs from your "Class of" select core courses. Electives will be chosen when you meet with your Counselor.	Click the edit button to request a course ⇒		<input type="checkbox"/> ✓
<b>Additional Requests</b> Requests that are not associated with any course group	Click the edit button		<input type="checkbox"/> ✓
Requires between 12 and 14 credit hours. Requesting 14 credit hours. Requesting 0 additional credit hours			<input type="checkbox"/> ✓

Green checks indicate the Course Requirements have been satisfied.

IMPORTANT!  
All Course Requirements must be fulfilled in order to submit the page.

Requires between 12 and 14 credit hours.  
 Requesting 14 credit hours.  
 Requesting 0 additional credit hours



- 
- 
- If you have opted to enable the course request list for parents and students, the selected course requests will be listed.

If you have opted to leave the course request list disabled, then the student will receive a notification that ***Course Requests are unavailable.***

**IMPORTANT!** As long as the **Student Registration Screen** is enabled, students may go back and edit their selections.

- To edit course selections, click the **Class Registration** link to open the **Student Registration Screen**.

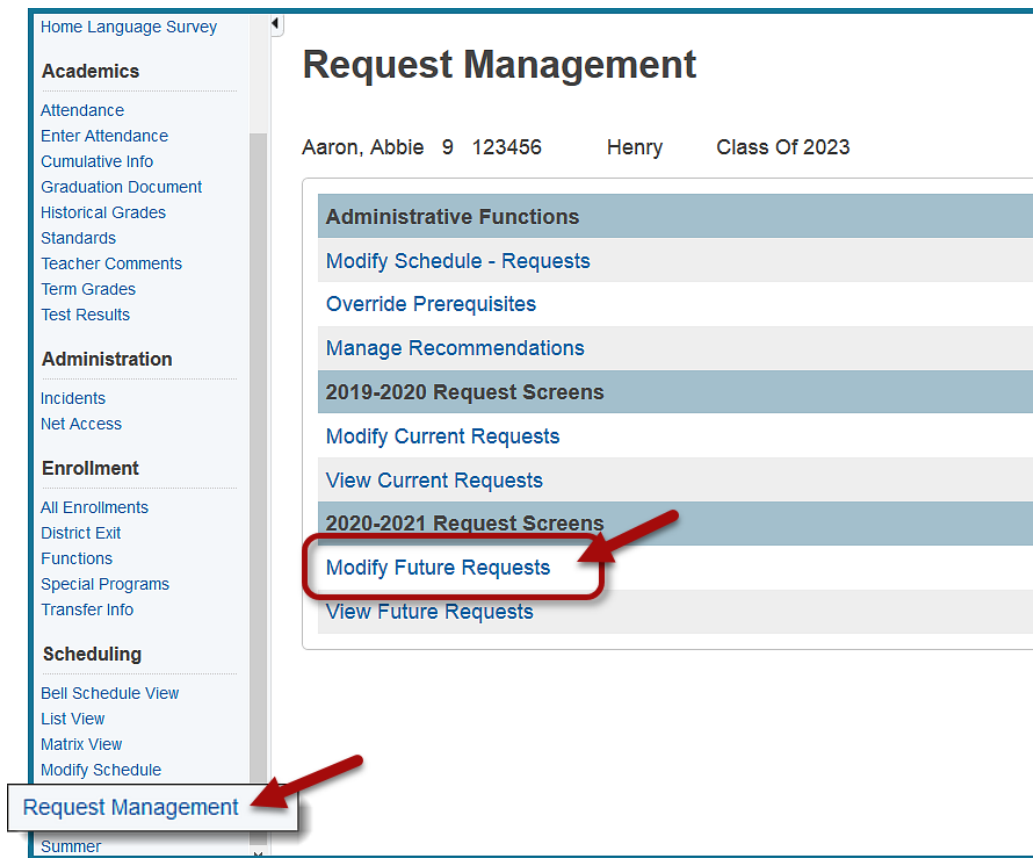
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# Accessing the Request Management Page – for Counselors

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Once the grade level Student Registration Screens have been enabled for counselors, student course requests can be entered or modified using the **Request Management** page in PowerSchool.

- On the **Start Page**, search for and select a student.
- On the **Student page**, under Scheduling on the left menu, select **Request Management**.
- On the **Request Management** page, select **Modify Future Requests**.








The screenshot displays the PowerSchool interface for a counselor. On the left is a navigation sidebar with the following sections:

- Home** (Language Survey)
- Academics**
  - Attendance
  - Enter Attendance
  - Cumulative Info
  - Graduation Document
  - Historical Grades
  - Standards
  - Teacher Comments
  - Term Grades
  - Test Results
- Administration**
  - Incidents
  - Net Access
- Enrollment**
  - All Enrollments
  - District Exit
  - Functions
  - Special Programs
  - Transfer Info
- Scheduling**
  - Bell Schedule View
  - List View
  - Matrix View
  - Modify Schedule
- Request Management** (highlighted with a red arrow)
- Summer

The main content area is titled **Request Management** and shows student information: Aaron, Abbie 9 123456 Henry Class Of 2023. Below this, there are several functional buttons:

- Administrative Functions
- Modify Schedule - Requests
- Override Prerequisites
- Manage Recommendations
- 2019-2020 Request Screens
- Modify Current Requests
- View Current Requests
- 2020-2021 Request Screens
- Modify Future Requests** (highlighted with a red arrow)
- View Future Requests

On the student's Requests screen,












- A green check   indicates the requirement has been satisfied, or that it is an optional requirement and can be bypassed.
- A red exclamation mark   indicates the student is required to make a selection to satisfy the requirement.
- Courses that do not belong to an existing Course Group appear under **Additional Requests**. Changes to these course requests must be made in PowerScheduler.
- Click the **edit icon**  to add, delete or modify existing course requests.

### Requests for 2019-2020 (Henry High)

Aaron, Abbie 9 619019 Henry

Make your course selection from each course category. All student course requests must be entered by Monday, February 12th. Changes can be made when you meet with your counselor.

[Course Catalog](#)

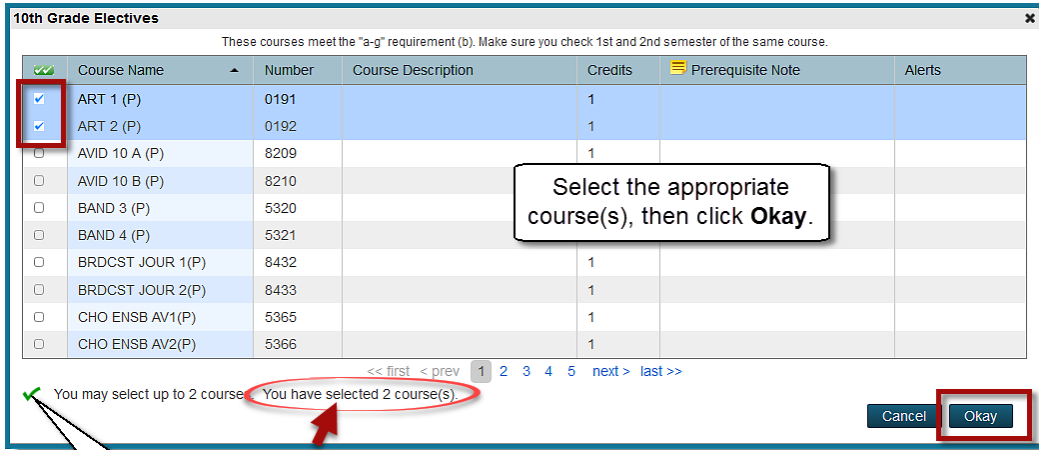
<b>10TH GRADE PE</b>	PE STRENGTH/COND 1 5757 - 1 credits	PE STRENGTH/COND 2 5758 - 1 credits	 
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.			
<b>10TH GRADE SOCIAL STUDIES</b>	WD HST1 AP(HP) 6639 - 1 credits	WD HST2 AP(HP)	 
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.			
<b>10TH GRADE SCIENCE</b>	BIO 1 AP (HP) 6191 - 1 credits	BIO 2 AP (HP) 6192 - 1 credits	 
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.			
<b>10TH GRADE MATH</b>	INTG M 4489		 
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.			
<b>ADDITIONAL REQUESTS</b>	Requests that are not associated with any course group		 
Requires between 12 and 14 credit hours. Requesting 14 credit hours. Requesting 0 additional credit hours.			

[Submit](#)

Click the edit icon to add, delete, or modify existing course requests.

Courses that do not belong to an existing Course Group will appear under **Additional Requests**.  
Changes to these course requests must be made in PowerScheduler.

- On the **Course Selection Screen**, select the appropriate course(s) and click **Okay**.



✓	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	ART 1 (P)	0191		1		
<input checked="" type="checkbox"/>	ART 2 (P)	0192		1		
<input type="checkbox"/>	AVID 10 A (P)	8209		1		
<input type="checkbox"/>	AVID 10 B (P)	8210				
<input type="checkbox"/>	BAND 3 (P)	5320				
<input type="checkbox"/>	BAND 4 (P)	5321				
<input type="checkbox"/>	BRDCST JOUR 1(P)	8432		1		
<input type="checkbox"/>	BRDCST JOUR 2(P)	8433		1		
<input type="checkbox"/>	CHO ENSB AV1(P)	5365		1		
<input type="checkbox"/>	CHO ENSB AV2(P)	5366		1		

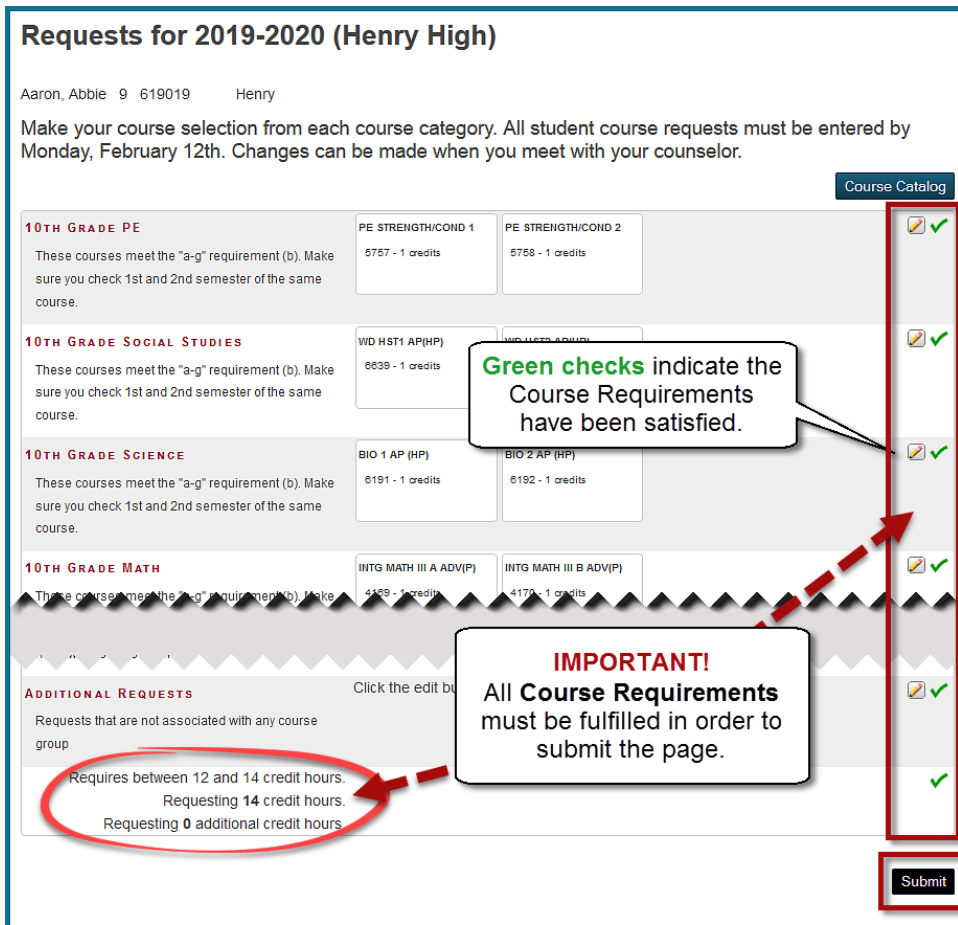
<< first < prev 1 2 3 4 5 next > last >>

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

Cancel Okay

The green arrow and confirmation indicate the course requirement has been satisfied.

- Once all course requirements have been satisfied, **Submit** the Screen.



### Requests for 2019-2020 (Henry High)

Aaron, Abbie 9 619019 Henry

Make your course selection from each course category. All student course requests must be entered by Monday, February 12th. Changes can be made when you meet with your counselor.

Course Catalog

**10TH GRADE PE**  
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.

PE STRENGTH/COND 1 5757 - 1 credits	PE STRENGTH/COND 2 5758 - 1 credits
--	--

**10TH GRADE SOCIAL STUDIES**  
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.

WD HST1 AP(HP) 6639 - 1 credits	WD HST2 ADV(P)
------------------------------------	----------------

**10TH GRADE SCIENCE**  
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.

BIO 1 AP (HP) 6191 - 1 credits	BIO 2 AP (HP) 6192 - 1 credits
-----------------------------------	-----------------------------------

**10TH GRADE MATH**  
These courses meet the "a-g" requirement (b). Make sure you check 1st and 2nd semester of the same course.

INTG MATH III A ADV(P) 4189 - 1 credits	INTG MATH III B ADV(P) 4170 - 1 credits
--	--

**ADDITIONAL REQUESTS**  
Requests that are not associated with any course group

Requires between 12 and 14 credit hours.  
Requesting 14 credit hours.  
Requesting 0 additional credit hours.

Submit

Green checks indicate the Course Requirements have been satisfied.

**IMPORTANT!**  
All Course Requirements must be fulfilled in order to submit the page.