Northwest Guilford Middle School

The purpose of this document is to assist the student in selecting course requests for the following school year in their PowerSchool student portal account. Counselors will be available to assist students during school hours the week of 2/17-2/21 if needed.

1. Login to your <u>STUDENT</u> PowerSchool account. Choose Class Registration from the menu on the left side.

| Navigation | Welcome to the U | ackeen Middle Class Peristration System for 2015 2016 | Alsten Jane Many | | | | | | | |
|---------------------------------------|---|---|------------------|--|--|--|--|--|--|--|
| Grades and Attendance | Welcome to the Jackson Middle Class Registration System for 2015-2016 : Alston, Jane Mary Studert mut choose 1 Larouace Arts. 1 Math. 1 Science. 1 Social Studies. 1 PE: and 2 encore courses | | | | | | | | | |
| Y Test Results | olucent must choose i Language Aris, i nam, i ociento, i occiar oluces, i Pic, ano 2 encore courses View course requests | | | | | | | | | |
| Grade History | Language Arts | Click the edit button to request a course => | 21 | | | | | | | |
| Attendance History | Math | Click the edit button to request a course 🕫 | Ø1 | | | | | | | |
| Email Notification | Science | Click the edit button to request a course IP | 21 | | | | | | | |
| Comments | Social Studies | Click the edit button to request a course 🕫 | ⊗! | | | | | | | |
| 7 | Physical Education | Click the edit button to request a course 👳 | 21 | | | | | | | |
| Class Registration My Calendars | Encore | Click the edit button to request a course \oplus | 21 | | | | | | | |
| School Information | Requires at lear Requestin | * | | | | | | | | |
| Account Draference | | | Submit | | | | | | | |

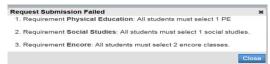
2. Click the pencil icon to the right of the course subject. Courses associated with the subject will appear. Choose the course(s) required by clicking the box next to the course(s) name. Click OK.

| • | Course Name | Number | Credits | 🗏 Prerequisite Note | Alerts |
|---|---|----------------|---------|---------------------|--------|
| • | LANGUAGE ARTS ADVANCED GRADE 8 | 10582Y 0Y0A | 0 | | |
| 0 | LANGUAGE ARTS GRADE 8 | 1058AY 0Y0E | 0 | | |
| | LANGUAGE ARTS GRADE 8 | 10582Y 0Y00 | 0 | | |

 Once courses have been chosen for all subjects, click submit. The list of your course requests will appear and the counselor at the school can now view the requests.

| Attendance | | | | | |
|-----------------------|-------------------------|--------------------------------|----------|---------------------------|--|
| Test Results | Crs Num | Course | Туре | Cr Hrs Prerequisite Notes | |
| | 1. 10582Y0Y0A | LANGUAGE ARTS ADVANCED GRADE 8 | Required | 0.00 | |
| Grade History | 2. 20082Y0Y00 | MATH GRADE 8 | Required | 0.00 | |
| | 3. 30082Y0S00 | SCIENCE GRADE 8 | Required | 0.00 | |
| Attendance History | 4. 4008AY0Y0E | SOCIAL STUDIES GRADE 8 | Required | 0.00 | |
| Email Notification | 5. 60482Y0X00 | PE/HEALTH GRADE 8 A/B DAY | Required | 0.00 | |
| | 6. 11412YAX00 | SPANISH IA A/B DAY | Elective | 0.50 | |
| Teacher Comments | 7. 54082Y0X00 | ART GRADE 8 A/B DAY | Elective | 0.00 | |
| | Total Credit Hours Requ | ested | | 0.50 | |

If 'Submit' is clicked before the required number of courses are chosen, an error message appears.



Close the error message and the system will return to the first screen. Follow the steps above until the appropriate amount of courses are chosen. PowerSchool Student Portal Registration must be completed online. Registration portal will be open from Friday, February 14th @ 5pm-Sunday, February 23rd.

<u>Please note that online course registration is</u> <u>NOT time-stamped.</u> There is no priority given based on when students register. Students may register at any time during this window, and requests are not matched to create a schedule in the computer until the summer.