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							

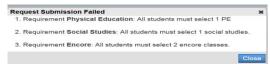
2. Click the pencil icon to the right of the course subject. Courses associated with the subject will appear. Choose the course(s) required by clicking the box next to the course(s) name. Click OK.

•	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.