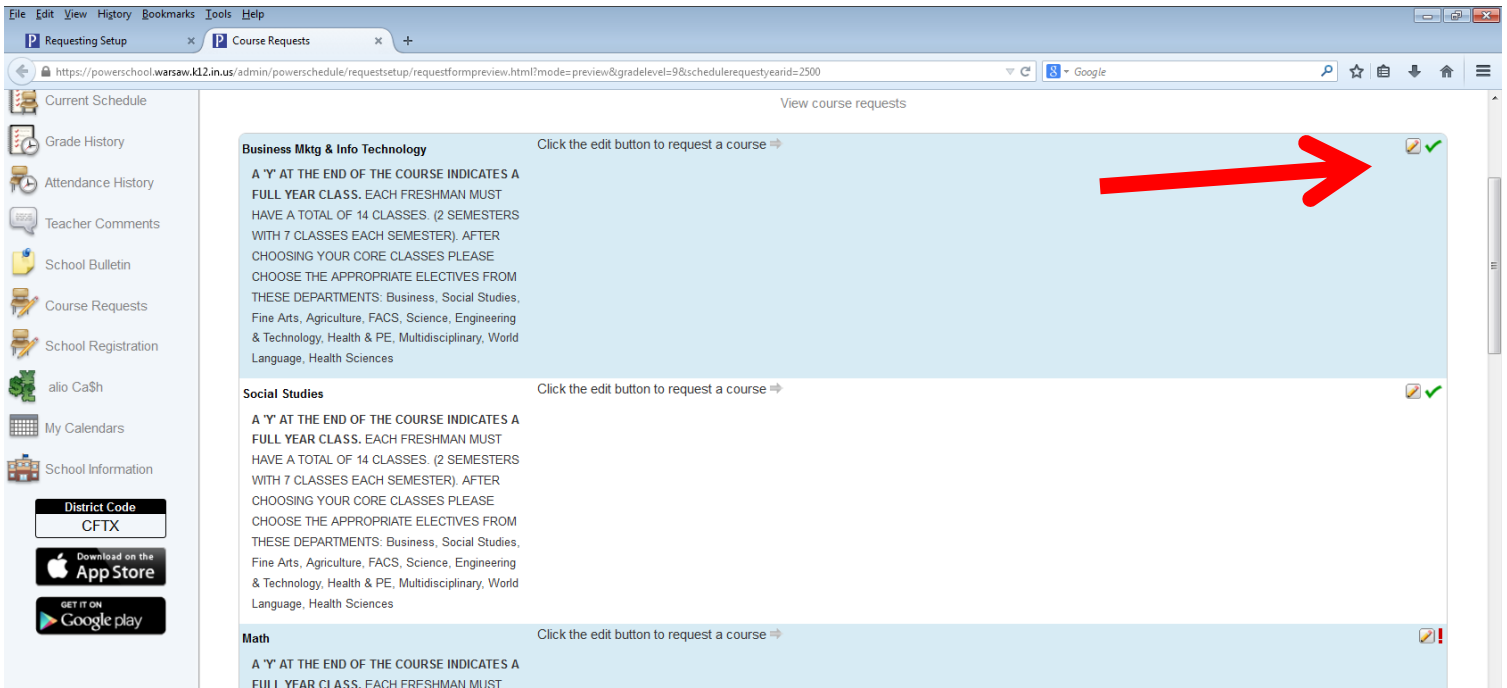


INSTRUCTIONS ON REGISTERING FOR CLASSES

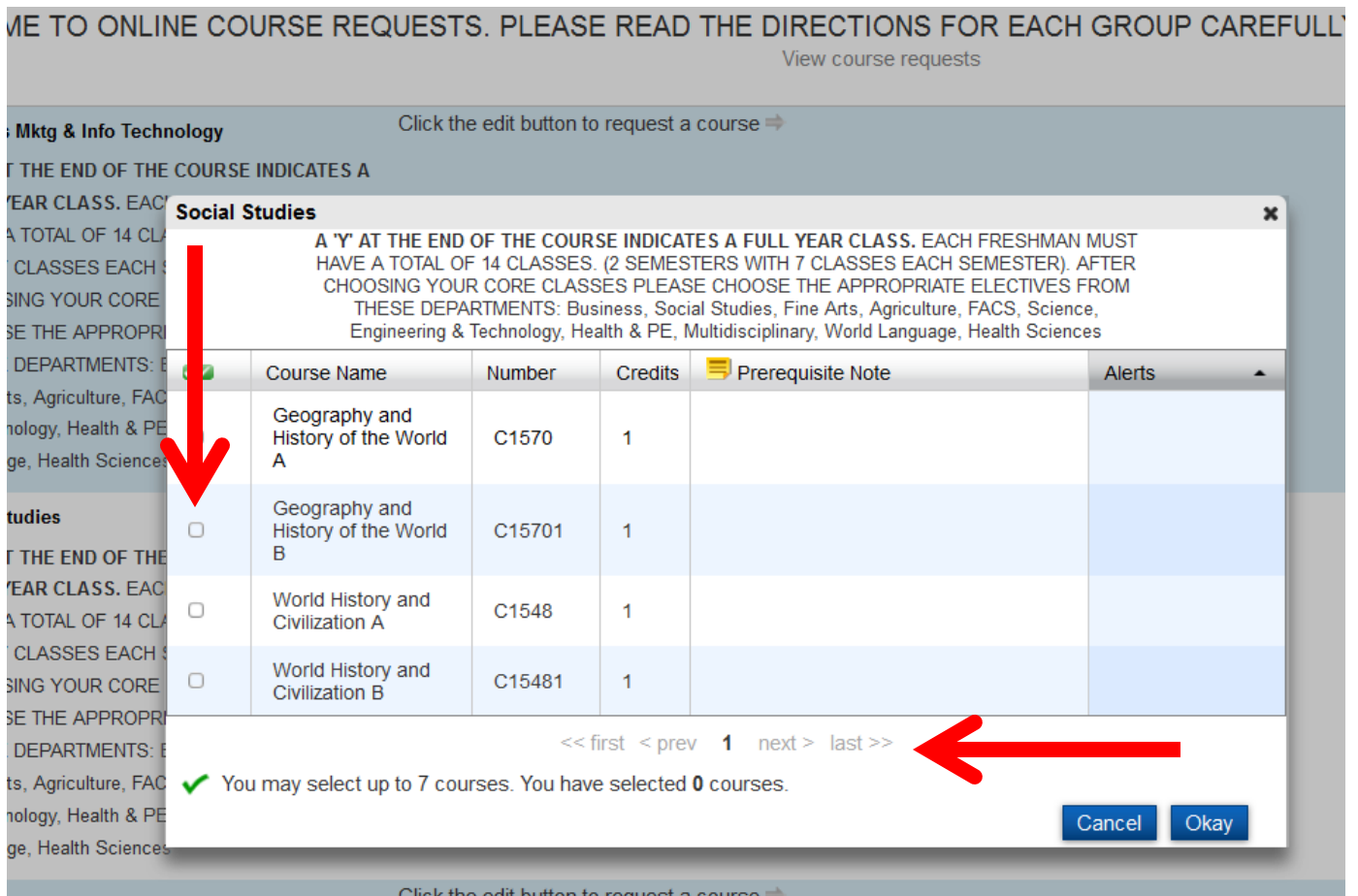
- Student will log in to their Powerschool account
- Click on Course Requests (left side)

The screenshot shows a web browser window with two tabs: 'Requesting Setup' and 'Course Requests'. The address bar shows the URL: <https://powerschool.warsaw.k12.in.us/admin/powerschedule/requestsetup/requestformpreview.html?mode=preview&gradelevel=9&schedulerequestyearid=2>. The page content includes a navigation sidebar on the left with the following items: Grades and Attendance, Current Schedule, Grade History, Attendance History, Teacher Comments, School Bulletin, **Course Requests** (highlighted with a red arrow), School Registration, alio Ca\$h, My Calendars, and School Information. Below the navigation is a 'District Code' field containing 'CFTX' and a 'Download on the' button. The main content area displays a 'Welcome to the Warsaw Community High School' message and a section for 'Business Mktg & Info Technology' with a 'Click the edit button to request a course' link. Below this is a 'Social Studies' section with a similar link. The text in the course selection area reads: 'A 'Y' AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. EACH FRESHMAN MUST HAVE A TOTAL OF 14 CLASSES. (2 SEMESTERS WITH 7 CLASSES EACH SEMESTER). AFTER CHOOSING YOUR CORE CLASSES PLEASE CHOOSE THE APPROPRIATE ELECTIVES FROM THESE DEPARTMENTS: Business, Social Studies, Fine Arts, Agriculture, FACS, Science, Engineering & Technology, Health & PE, Multidisciplinary, World Language, Health Sciences'.

- Student can now choose each department to schedule their desired classes. Click on the Pencil icon on the right side to bring up selections.



- A window will open with all the courses available to that grade level within that department. Students click the check box on the right to select which course they want. Watch for Departments having more than one page of selections. Click Okay.



- Follow the above instructions for each department that a course is being requested. As courses are selected students will see them listed by the respective department.

The screenshot shows a web browser window titled 'Course Requests' with a URL: 2.in.us/admin/powerschedule/requestsetup/requestformpreview.html?mode=preview&gradelevel=9&schedulerequestyearid=2500. The page lists several departments with their respective course options:

- Math:** Algebra I (D2520Y - 1 credits). A red arrow points to this course box.
- English:** Honors English 9 (E10021Y - 1 credits).
- Fine Arts:** Dance Performance I (F4146 - 1 credits) and Dance Performance II (F41461 - 1 credits). A red arrow points to the Dance Performance II course box.
- Agriculture Food & Natural Resources:** A link to 'Click the edit button to request a course'.

- PLEASE NOTE THAT WHEN CHOOSING A CLASS IN EACH SESSION OF SUMMER SCHOOL THAT **TRANSPORTATION IS AVAILABLE AS A COURSE SELECTION**. ALL STUDENTS THAT WILL NEED BUS TRANSPORTATION TO SCHOOL SHOULD SELECT THIS.

The screenshot shows a 'SUMMER SCHOOL JUNE' selection interface. The instruction reads: 'CHOOSE ONLY ONE COURSE FOR JUNE. PLEASE SELECT TRANSPORTATION IF YOU WILL RIDE A BUS'. The table below lists the available courses:

<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	SS Supervised Ag Experience	G52281	1		
<input type="checkbox"/>	SS Transportation June	00TRJN	0		
<input type="checkbox"/>	SS US Government June	C15401	1		
<input type="checkbox"/>	SS US History A June	C15424	1		
<input type="checkbox"/>	SS World Hist and Civ A June	C15482	1		

Navigation: << first < prev 1 2 3 4 next > last >>

Status: You may select up to 2 courses. You have selected 0 courses.

Buttons: Cancel Okay

- Possible errors you will encounter will be a message saying that Pre-Requisites have not been met for the course that is being requested.

WRITE THE DESIRED COURSE ON THE STUDENTS SELECTION SHEET AND THE COUNSELORS WILL HAVE TO HAND SCHEDULE THIS COURSE.

- After all courses have been selected click Submit at the bottom of the page.
- Students are to turn in their selection sheets to the Guidance Office after requests have been made.

All applications required for a course must be turned in to the Guidance Office by February 26, 2016.