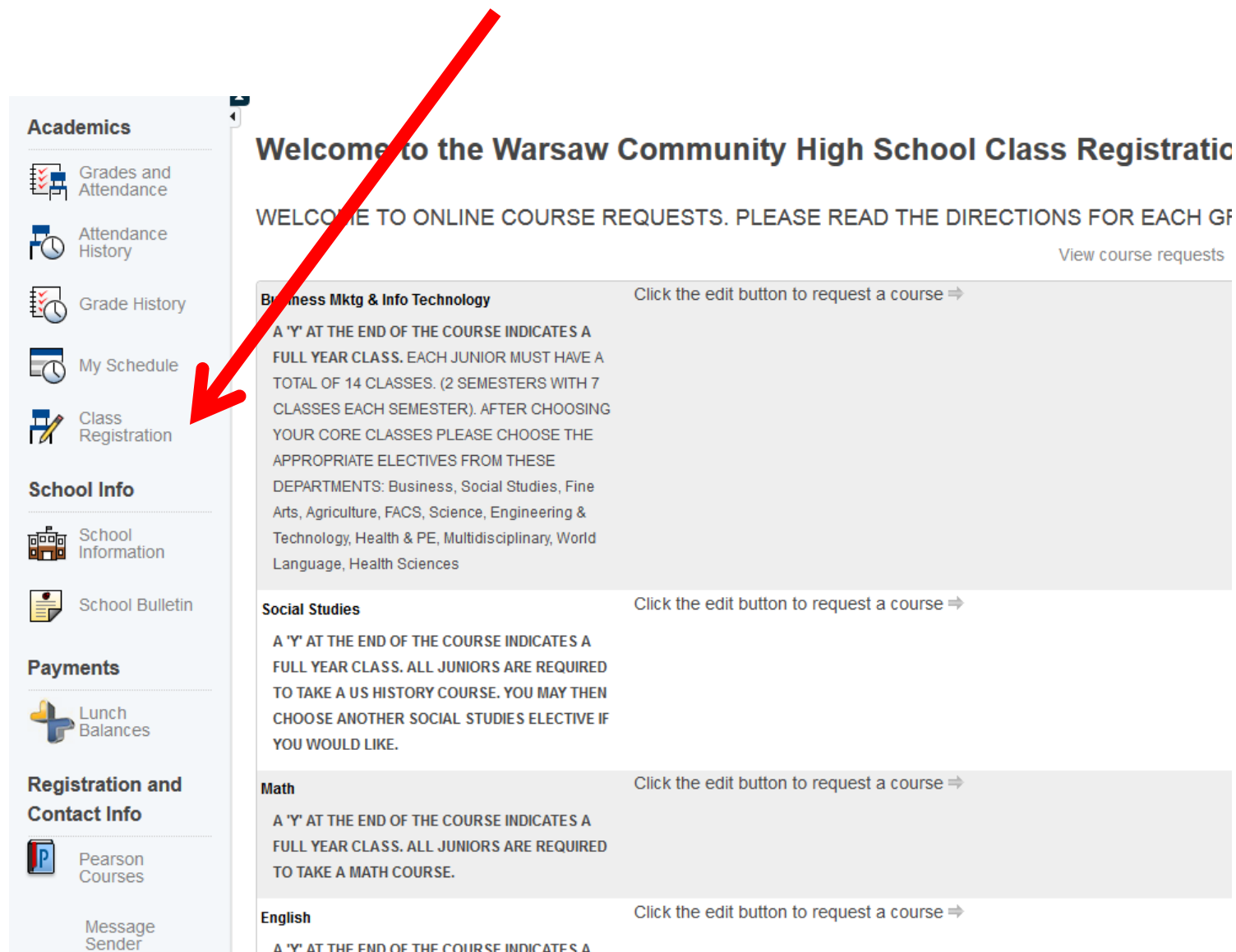


# INSTRUCTIONS ON REGISTERING FOR CLASSES

➤ Student will log in to their Powerschool account

➤ Click on Class Registrations (left side)



The screenshot shows the Warsaw Community High School Class Registration interface. On the left is a sidebar with navigation links: Academics (Grades and Attendance, Attendance History, Grade History, My Schedule, Class Registration), School Info (School Information, School Bulletin), Payments (Lunch Balances), and Registration and Contact Info (Pearson Courses, Message Sender). The main content area is titled 'Welcome to the Warsaw Community High School Class Registration' and includes a sub-header 'WELCOME TO ONLINE COURSE REQUESTS. PLEASE READ THE DIRECTIONS FOR EACH GRADE' and a 'View course requests' link. Below this are three course request cards: Business Mktg & Info Technology, Social Studies, and Math. Each card contains instructions for course selection and a 'Click the edit button to request a course' link. A red arrow points from the 'Class Registration' link in the sidebar to the top of the main content area.

**Academics**

- Grades and Attendance
- Attendance History
- Grade History
- My Schedule
- Class Registration

**School Info**

- School Information
- School Bulletin

**Payments**

- Lunch Balances

**Registration and Contact Info**

- Pearson Courses
- Message Sender

## Welcome to the Warsaw Community High School Class Registration

WELCOME TO ONLINE COURSE REQUESTS. PLEASE READ THE DIRECTIONS FOR EACH GRADE

[View course requests](#)

**Business Mktg & Info Technology** [Click the edit button to request a course ⇒](#)

A "Y" AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. EACH JUNIOR 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

**Social Studies** [Click the edit button to request a course ⇒](#)

A "Y" AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. ALL JUNIORS ARE REQUIRED TO TAKE A US HISTORY COURSE. YOU MAY THEN CHOOSE ANOTHER SOCIAL STUDIES ELECTIVE IF YOU WOULD LIKE.

**Math** [Click the edit button to request a course ⇒](#)

A "Y" AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. ALL JUNIORS ARE REQUIRED TO TAKE A MATH COURSE.

**English** [Click the edit button to request a course ⇒](#)



A "Y" AT THE END OF THE COURSE INDICATES A

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



Welcome to the Warsaw Community High School Class Registration System for 2017-2018

WELCOME TO ONLINE COURSE REQUESTS. PLEASE READ THE DIRECTIONS FOR EACH GROUP CAREFULLY BEFORE MAKING YOUR CHOICES.



View course requests

**Business Mktg & Info Technology** Click the edit button to request a course ⇒  

A 'Y' AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. EACH JUNIOR 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

**Social Studies** Click the edit button to request a course ⇒  

A 'Y' AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. ALL JUNIORS ARE REQUIRED TO TAKE A US HISTORY COURSE. YOU MAY THEN CHOOSE ANOTHER SOCIAL STUDIES ELECTIVE IF YOU WOULD LIKE.

**Math** Click the edit button to request a course ⇒  

A 'Y' AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. ALL JUNIORS ARE REQUIRED TO TAKE A MATH COURSE.

- 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.

WELCOME TO ONLINE COURSE REQUESTS. PLEASE READ THE DIRECTIONS FOR EACH GROUP CAREFULLY BEFORE MAKING YOUR CHOICES.

View course requests

**Business Mktg & Info Technology** Click the edit button to request a course ⇒


A 'Y' AT THE END OF THE COURSE INDICATES A FULL YEAR CLASS. EACH JUNIOR 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

**Social Studies** Click the edit button to request a course ⇒

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

<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	Geography and History of the World A	C1570	1		
<input type="checkbox"/>	Geography and History of the World B	C15701	1		
<input type="checkbox"/>	World History and Civilization A	C1548	1		
<input type="checkbox"/>	World History and Civilization B	C15481	1		

<< first < prev 1 next > last >>

 You may select up to 7 courses. You have selected 0 courses.

Cancel 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 the URL '2.in.us/admin/powerschedule/requestsetup/requestformpreview.html?mode=preview&gradelevel=9&schedulerequestyearid=2500'. The page lists several departments with their course offerings:

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

- 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'. Below this is a table of course options:

<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		

A red arrow points to the 'SS Transportation June' row. At the bottom, there are navigation buttons: '<< first < prev 1 2 3 4 next > last >>'. A green checkmark icon is followed by the text: 'You may select up to 2 courses. You have selected 0 courses.' At the bottom right, there are 'Cancel' and 'Okay' buttons.

- 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.

**Students will be meeting with counselors one on one after initial selections are made.**