



PowerSchool Course Selection User Guide (Upperclassmen)

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Introduction

The PowerSchool Parent Portal is a comprehensive resource for parents/guardians, students and teachers. PowerSchool is a web-based application that can be accessed from any device with an internet connection. Access to PowerSchool is secure and safe - the system is designed to encrypt all student information to ensure that only authorized users have access to student records.

PowerSchool provides each family access to student attendance, grades, and class schedules. This powerful system also offers parents a set of useful tools, such as a way to communicate with teachers, select classes, and complete class registrations.

Getting Started

Recommended Browsers

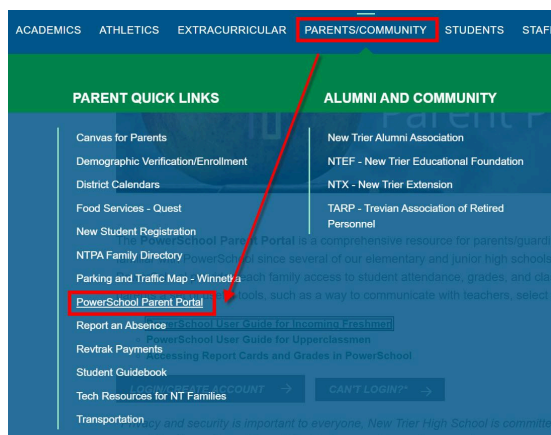
PowerSchool supports all major browsers including Internet Explorer, Firefox, Safari and Chrome. We encourage users to use **Google Chrome** to access PowerSchool.

You can use a browser on any computer or tablet to access the PowerSchool portal.

Logging Into PowerSchool

If this is your first time logging into PowerSchool, please refer to this document: [Logging into PowerSchool for the First Time](#).

- 1) From the **New Trier website** (<https://newtrier.k12.il.us>), go to the “Parent/Community” page and click “PowerSchool Parent Portal”.

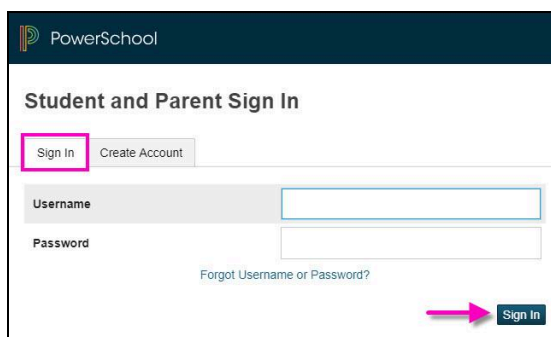


- 2) Next, click on “Login/Create Account”



- 3) On the “Sign in” tab, enter your PowerSchool Username and Password, and Click the “Sign In” button.

!! IMPORTANT !!: You are required to create your PowerSchool Username and Password the first time you visit the PowerSchool portal. Skip down to the “Creating a PowerSchool Account” section below to learn how.



Account Preferences

You can easily manage your profile, username, and password at any time.

- 1) Go to the “**Account Preferences**” link along the left navigation.
- 2) Click the “**Profile**” tab to edit your information.
- 3) Add your family’s information.
- 4) Click “**Save**”.

The screenshot shows the 'Account Preferences - Profile' page in the PowerSchool Parent Portal. The interface includes a top navigation bar with student names (Katrina, Margaret, Peter, Laura) and a 'A Tab for Each New Trier Student' label. A left sidebar contains a 'Navigation' menu with various links. The main content area has a 'Profile' tab selected, showing fields for First Name, Last Name, Account Email, Select Language, Username, and Current Password. A 'Save' button is at the bottom right. Numbered callouts indicate the steps: 1 points to 'Account Preferences' in the sidebar, 2 points to the 'Profile' tab, 3 points to the input fields, and 4 points to the 'Save' button.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Report Cards
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences**
- Level Changes/Dept Approvals

Account Preferences - Profile

Profile Students

2

3

4

1

First Name:

Last Name:

Account Email:

Select Language

Username:

Current Password:

New password must:

- Be at least 7 characters long

Cancel Save

Class Registration: Introduction

The Class Registration process **begins on January 31st and is completed by February 19th**. During this time advisers, teachers, post high school counselors, and department leaders will engage in meaningful conversations in support of the class registration process. Students and their families will have **READ-ONLY** access to PowerSchool from **January 31st** through **February 8th**. The purpose of this READ-ONLY time frame is to improve the advising/course request process and to allow time for department leadership to process level changes and departmental approvals. Students and their families will make their course selections in PowerSchool between **February 9th** and **February 19th** (by 9:00PM).

VIEW CLASS REGISTRATION (READ-ONLY)

PowerSchool's Parent Portal is available starting **January 31, 2019**. Initially, families will have a **9-day** window when PowerSchool will be Read-Only. During this time, students and their families will be able to:

- Review and accept the Class Registration Acknowledgement in order to complete class registration. You will be required to accept the Class Registration Acknowledgement again when it is time to make your final class selections (Between **2/9-2/19**).
- View and explore available courses.
- Students can use their NTHS credentials to log into PowerSchool on their device when working directly with their advisers (*extended adviser room periods are scheduled for students*).
- Review and discuss teacher recommendations, prerequisites, and course options.
- View comments from Department Chairs & Coordinators for any level changes or course recommendations that require department approval.

ENTER CLASS REGISTRATION

PowerSchool's Parent Portal is available to complete the class registration process starting **February 9, 2019**. Students and their families must complete class registration in PowerSchool by **February 19th at 9:00PM**. During this time frame, families will be able to:

- Review and accept the Class Registration Acknowledgement in order to complete class registration.
 - Continue to view and explore available courses.
 - Confirm if courses requiring department leadership approval have been processed.
 - Reference comments from Department Chairs & Coordinators related to level changes or course recommendations that require department leadership approval.
 - You can select and submit some of your courses and then return to PowerSchool to select and submit additional courses.
- !! IMPORTANT !!** You are required to select English & Kinetic Wellness (KW) courses before you will be able to submit.
- Submit final course selections.

View Class Registration (Read-Only)

- 1) Log into the [PowerSchool Parent Portal](#).
- 2) Click on the **"Class Registration"** link along the left-hand navigation. The first time you click on this link, you will be asked to read and accept the terms of the *Class Registration Acknowledgement*. **Check the box to confirm**, and Click **"Submit"**.

Here is an overview of what you can expect to see on this page:



Class Registration

Use this link to View and Select classes. Class Registration is due on **February 19th by 9:00PM**.



Multiple Students

If you have more than one child attending New Trier, you can easily toggle between your students.



Level Changes/ Department Approvals

If department leadership processed prerequisite overrides for your student, that information will populate at the top of this page.



View & Edit Class Selections

This icon allows you to View, Select, Edit, and Submit your class selections. There is an icon associated with each department.

Katrina Margaret Peter ← **A Tab for Each New Trier Student** **B**

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Report Cards
- School Bulletin
- Class Registration** **A**
- Balance
- My Schedule
- School Information
- Account Preferences
- Level

Welcome to the Winnetka Campus Class Registration System for 2019-2020 : Trevian, Tammy (Student Name)

FOR **JUNIOR YEAR** COURSE REGISTRATION for 2019-2020
Course Request Dates: Read only: **January 31 – February 8** **Enter Requests:** **February 9 – February 19**
Course Request Help:

- PowerSchool Help Line: (847)-784-7548
- Click here for PowerSchool Resources

View course requests

Level Changes/Departmental Approvals **C**

Year	Course Number	Course Name	Comment
No records available.			

Class Registration

English Click the edit button to request a course →

Minimum Graduation Requirement: 4 credits (4 years). You must select 1 course but not more than 2.
 Number of requests to generate : 1

Mathematics Click the edit button to request a course →

Minimum Graduation Requirement: 3 credits (3 years).

View Courses by Clicking the Pencil **D** →

View Class Registration (Read-Only), CONT.

- 3) Click on the pencil icon (far right) to **VIEW** your classes by *department*. This allows you to see all courses for that specific department.



Social Studies Click the edit button to request a course → **EDIT button** →

Minimum Graduation Requirement: 1 credit (1 year) World History & 1 Credit (1 year) US History.

- 4) The checkboxes along the left column indicate that these courses are available and your student meets the course prerequisites. **Check the box** to select the course.

***TIP:** Scroll down to the bottom of the window to see if there are additional pages of courses to review.

Science Minimum Graduation Requirement : 1 credit (1 year) Biology & 1 credit (1 year) of a Physical Science course.

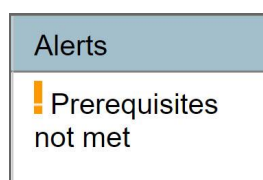
Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
☒ Physics	W740333		1		
☐ Physics (EB)	W74E333		1		
☐ Survey of Biology	W704232		1	DEPARTMENTAL APPROVAL	Prerequisites not met
☐ Survey of Physical Science	W705232		1	DEPARTMENTAL APPROVAL	Prerequisites not met

<< first < prev 1 2 3 4 5 6 next > last >>

✓ You may select up to 2 courses. You have selected 0 course(s).

Cancel **Okay**

Understanding the “Alerts” Column



	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
☐	Precalculus	W400423		0.5	ALGEBRA 2, LEVEL 3	Recommended MARY PARK

The “**Alerts**” column (*far right*) will indicate if your student has not met the prerequisites for the course. Please notice that these classes do not have a Checkbox along the left, and, therefore, cannot be selected.

***KEEP IN MIND:** If a teacher recommends a course, a message in the “Alerts” column will appear **bold**, and the word “Recommended” along with the teacher’s name will be displayed.

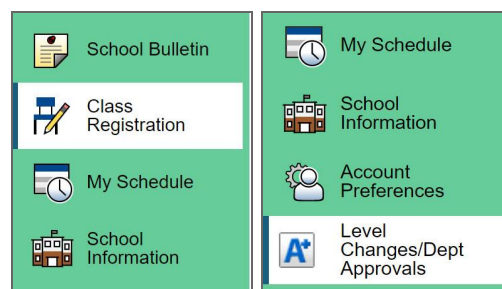
!! IMPORTANT !! In most cases, you will not be required to select a recommended course. Keep in mind that some recommended courses will be required. Follow the *Class Registration Worksheet* your student will complete with their adviser.

Class Selection and Registration

Now that you have explored PowerSchool and your student’s course options, the next step is to **SUBMIT** your student’s class selections and finalize the Class Registration process.

***REMEMBER:** The Parent Portal will allow you to officially submit class selections **starting February 9th**. Follow the steps below to complete this process:

- 1) After logging into the PowerSchool Parent Portal, click on the “**Class Registration**” link. You can also click on the “**Level Changes / Dept Approvals**” link to view class recommendation/approval updates.



- 2) Use the pencil icon to view/select courses for each department.



Science

Click the edit button to request a course =>

Minimum Graduation Requirement : 1 credit (1 year) Biology & 1 credit (1 year) of a Physical Science course.

- 3) Locate your course, and **Click the Checkbox**, and then **Click "OKAY"**. **!! IMPORTANT!!** If you do not see a Checkbox, parents will need to reach out to your student's adviser.

Social Studies

Minimum Graduation Requirement: 1 credit (1 year) World History & 1 Credit (1 year) US History.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
☒ World History	W800134		1		
☐ World History	W800132		1		
☐ World History	W901132		1	DEPARTMENTAL APPROVAL	! Prerequisites have not been met

<< first < prev 1 2 next > last >>

✓ You may select up to 2 courses. You have selected 1 course(s).

Cancel Okay

- 4) When you return to the Class Registration main page, you will now see a small box appear indicating your requested course(s). ***REMEMBER:** You can always come back and edit or add to your course selections at any time before the portal closes on **February 19th by 9:00PM.**

Mathematics

Minimum Graduation Requirement: 3 credits (3 years).

Computer Science

W405334 - 1 credits

Modern Classical Languages

Most colleges require a minimum of two years of the same foreign language for admission, and many strongly recommend three or four years of a single foreign language. The study of a modern or classical language is not a requirement for graduation from New Trier.

Chinese 1

N520139 - 1 credits

- 5) After selecting all of your student's classes, scroll down, and **Click the blue "Submit" button** to finalize your Class Registration.

☐	Good & Evil in Lit	W240439		1	ENGLISH 3, LEVEL 2,3 OR 9 OR AP LANG & COMP OR IGSS JUNIOR ENGLISH, LEVEL 4 OR 9 OR ENGLISH 1-TEAM: WORD STUDIES, LEVEL 4 OR 9	
☐	Great Books	W234433		1	ENGLISH 3, LEVEL 3 OR 9 OR IGSS JUNIOR ENGLISH, LEVEL 9 OR ENGLISH 2, LEVEL 3	! Prerequisites not met
☒	Humanities	W236439		1	ENGLISH 3, LEVEL 2,3,4 OR 9 OR IGSS JUNIOR ENGLISH, LEVEL 4 OR 9 OR AP LANG & COMP	

Navigate multiple pages using this tool.

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

✓ You may select between 1 and 2 courses. You have selected 2 course(s).

Cancel Submit

Getting Help and PowerSchool Resources

For assistance, please reach out to your PowerSchool support team. You can also explore the online resources available to you.

- For Class Registration inquiries, please call the **PowerSchool Help Line** at (847) 784-7548 or reach out to your students' Adviser, if applicable.
- For access and/or technical related issues, please visit the **PowerSchool Resource site** at <http://www.newtrier.k12.il.us/PowerSchoolParentPortal> OR

- Email the **PowerSchool Help Email** at PowerSchoolSupport@nthsh.net.