

**Parent Instructions for
Online Scheduling
2022 - 2023**

1. Go to the <https://www.sjschools.org/upton-middle-school> website
2. Click on: "Parents" in the menu bar at top of page. Then in the Parent Tools drop down, click: "Parent Portal by PowerSchool"
3. Scroll down, click on the link: "sjpowerschool.berrienresa.org" (link is in blue font)
4. Log in using your STUDENT'S 6 Digit ID Number _ _ _ _ _ (ask your student for this number)
5. For password, use your STUDENT'S password _____ (ask your student for this information)
6. Click "Sign In" (blue button)
7. Click on "Class Registration" (down the left-hand side menu)
8. Click on the "pencil icon" on the far right-hand side to select the subject area
9. Select the box on the far left-hand side to choose the course. *Some classes will be automatically selected for you, just click the "OKAY" button.
10. Click "OKAY" to lock-in your selections for each subject. **If done correctly, a green check-mark will appear on the screen on the right-hand side.*
11. Continue through each subject area until you have selected 1 English, 1 Math, 1 Science, 1 Social Studies, 2 Credits of Electives.

Possible Elective Formats:

Semester = 0.5 credit, Year-long = 1.0 credit

4 semester classes **OR** 1 year-long class & 2 semester classes **OR** 2 year-long classes

ELECTIVE OPTIONS

80103 Advanced Literature -8 th	0.5	81030 *Orchestra -8 th	1.0
81101 Art -8 th	0.5	80601 Recreation and Sport -8 th	0.5
80302 Astronomy -8 th	0.5	81220 Sewing & Consumer Ed. -8 th	0.5
81010 *Band -8 th	1.0	80531 Spanish 8th	1.0
80812 Communications	0.5	81110 *Studio Art -8 th	1.0
80910 Computer Sci Discoveries	0.5	81020 Uptones -8 th	1.0
81112 Digital Drawing & Animation	0.5	80602 Weight Training/Fitness -8 th	0.5
81210 Foods & Nutrition -8 th	0.5	81315 Woods – Design/Production	0.5
81314 Metals – Design/Production	0.5	80811 Yearbook -8 th	0.5
01004 Peer to Peer	0.5	<i>*Prerequisite Required</i>	

*Our Course Description Book is available online at: <https://www.sjschools.org/upton-middle-school> under the Guidance drop down tab.

12. When all subject areas have a green check-mark on the right hand side of the screen, click the "SUBMIT" button to complete your online schedule. If you do not submit, your selections will not be saved and you will have to start over.