

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

1. Sign In to PowerSchool
2. Click on “Class Registration” (down the left-hand side menu)
3. Click on the “pencil icon” on the far right-hand side to select the subject area.
4. 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.*
5. 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.*
6. Continue through each subject area until you have selected 1 English, 1 Math, 1 Science, 1 Social Studies, 1 Credit of Rotations, 1 Credit of Electives from list below

ELECTIVE OPTIONS

71002 Band – 7th – Woodwinds
71001 Band – 7th – Brass/Percussion
71022 Choir – 7th
71006 Orchestra – 7th - Bass/Cello
71007 Orchestra – 7th - Violin/Viola
70613 PE – 7th Year Long

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

*******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.