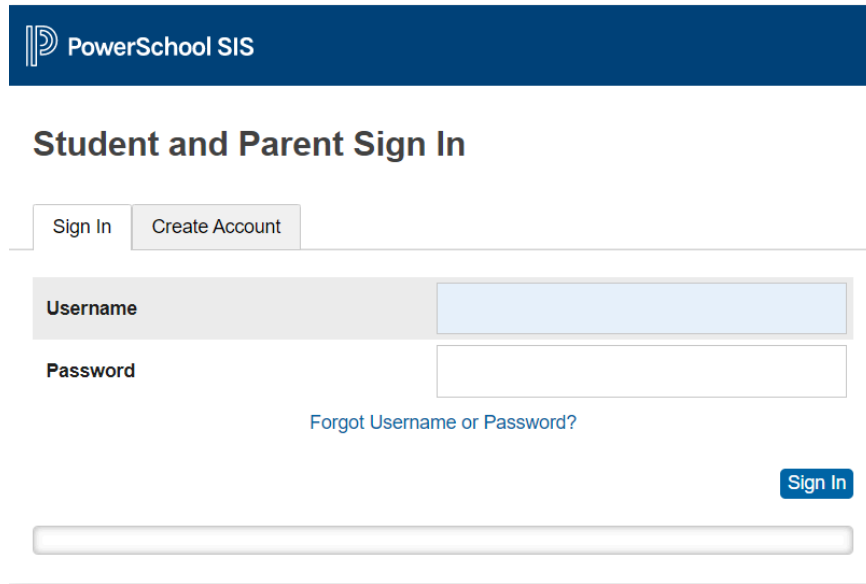


CCHS PowerSchool Class Registration

The following instructions and screenshots are provided to help guide students and parents through the step-by-step process for requesting courses for the 2024-2025 school year. If you have any questions regarding the process, please contact the School.

To begin, go to <https://powerschool.crps.ca/public/>



The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The "Sign In" tab contains a "Username" field with a light blue placeholder, a "Password" field, and a "Forgot Username or Password?" link. A "Sign In" button is located to the right of the password field. Below the login fields is a horizontal separator line.

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

After entering your Username and Password, you will be directed to the Home Screen (example shown below). From this screen, select the *Class Registration* link on the left-hand side.

The screenshot shows the 'Grades and Attendance' page. On the left, a 'Navigation' sidebar lists several options: 'Grades and Attendance', 'Missing Assignments', 'Attendance History', 'Email Notification', 'School Bulletin', 'Class Registration' (highlighted with a red circle), 'My Schedule', 'School Information', and 'Account Preferences'. Below these are links for 'District Code', 'ZVZW', 'App Store', and 'Google play'. The main content area is titled 'Grades and Attendance:' and includes a link to 'Click Here to see a list of all your students past assignments for this term.' Below this is a table with columns for 'Exp', 'Last Week', 'This Week', 'Attendance By Class', 'Course', 'P1', 'P2', and 'S1'. The table lists various courses and their corresponding attendance data.

The *Class Registration* page provides information for each Course Category. Within each Course Category students are required to make a course request.

Students will need to click on each  icon to view the options and decide which course the student would like to request.

The screenshot shows the 'Class Registration' page. At the top, there is a link 'View course requests'. Below this is a list of course categories, each with a 'Click the edit button to request a course' link and a pencil icon. A red arrow points to the pencil icon for the 'English' category. The categories are: English, Math, Social, Science, Phys Ed 10 and CALM 10, Grade 10 Option, and Additional Requests. Each category has a 'Click the edit button to request a course' link and a pencil icon. The 'Additional Requests' category has a green checkmark icon.

After selecting the  icon, students / parents will see the following course options screen which provides Course Names, Numbers, Credits, etc.

Using the sample screen below the student has been recommended to take Humanities 10-1

generate : 1

English

Choose one English course.

☒	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
☐	Humanities 10-1	HUM2010		0		Recommended  Krystal MacKinnon
☐	Humanities 10-2	HUM2020		0		

<< first < prev 1 next > last >>

You may select 1 course. You have selected 0 course(s).

Cancel Okay

Click the edit button to request a course ➡

Please be sure to click on the icon located next to EACH CLASS and click Okay after you have chosen your course.

After selecting a course request within each category, which will be reflected on the right-hand side, you can click 'Submit' to save.

View course requests

English Choose one English course. Number of requests to generate : 1	Humanities 10-1 HUM2010 - 0 credits 				 
Math Choose one Math course Number of requests to generate : 1	Math 10C MAT1791 - 5 credits 				 
Social Choose one Social course. Number of requests to generate : 1	Humanities 10-1 HUM2010 - 0 credits 				 
Science Choose one Science course. Number of requests to generate : 1	Science 10 SCH1270 - 5 credits 				 
Phys Ed 10 and CALM 10 You must choose Phys Ed 10 and CALM 10 Number of requests to generate : 1	Career & Life Mgmt PED0770 - 3 credits 	Physical Education 10 PED1445 - 5 credits 			 
Grade 10 Option Please choose 2 options. Number of requests to generate : 1	Foods 1 CTS4535 - 5 credits 	Const Tech 1 CTS4655 - 5 credits 	Art 10 FNA1400 - 5 credits 	Drama 10 FNA1410 - 5 credits 	 
Additional Requests Requests that are currently not associated with any requirement group. Requires between 37 and 60 credit hours. Requesting 38 credit hours. Requesting 0 additional credit hours.	Click the edit button to request a course ➡				 

Submit



PLEASE NOTE THE FOLLOWING:

- If you do not select enough credits, the system will not allow you to “Submit” the request.
- Students/parents will view the *Course Requests* screen by clicking on the words “View Course Requests”.
- Course selections you see are NOT in any particular order (in terms of the class period of the day) and the teacher assignments will not be confirmed until just prior to the start of school.