

## Entering Your Courses in PowerSchool- Rising 9th Grade

STEP 1: Complete the paper copy of your course selection sheet prior to attempting to enter your requests in PowerSchool.

STEP 2: Log in to your PowerSchool account on a computer. Click on the Class Registration icon in the left column.

The screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with icons and labels: Grades and Attendance, Missing Assignments, Grade History, Attendance History, Teacher Comments, Student Reports, School Bulletin, Class Registration (highlighted in yellow), My Schedule, and School Information. The main content area is titled 'Welcome to the Hoover High School Class Registration'. Below the title is a welcome message: 'Please follow the directions on the screen carefully to choose your courses. Once your selection is complete and turned in, your grade level counselor will make sure you are properly placed.' There are three main sections for course selection, each with an 'edit' button and a 'Number of requests to generate' field set to 1. The first section is 'Schedule Type', which includes instructions: 'Please choose your schedule type, which determines what time you will arrive or leave school each day. Transportation is not provided for zero period schedules or virtual classes. DO NOT choose zero period schedule if you ride the bus. Students with zero period schedules must leave campus at 2:50 and are not allowed to stay on campus to wait for after school activities.' The second section is 'CREW', with instructions: 'All 9th graders will be assigned to a CREW class, which acts as a homeroom. Please choose your CREW type.' The third section is 'English Course', with instructions: 'Choose your English class. If you wish to take'.

STEP 3: Pay close attention to the directions throughout this process.

- If you plan to take a **Pre-IB** English or History course, you must indicate this choice on your paper copy of the Course Selection Sheet. You will choose the **ADVANCED** course in PowerSchool. You will not see a Pre-IB option in PowerSchool, so it is important that you mark this on your Course Selection Sheet.
- If you plan to take a course **VIRTUALLY**, please indicate this choice on your paper copy and choose the course you wish to take in PowerSchool. You will not see a virtual option in PowerSchool, so it is important that you mark this on your Course Selection Sheet.
- In each of these situations above, your counselor will make sure that you are placed in the correct course, either Pre-IB or Virtual.

STEP 4: To begin choosing your courses, click the pencil icon next to the red exclamation point. Make sure to read the instructions that accompany each category.

Welcome to the Hoover High School Class Registration System for 2024-2025

Please follow the directions on the screen carefully to choose your courses for next year. In addition to completing online course requests, make sure your course selection sheet is complete and turned in. Your grade level counselor will make sure you are placed in the correct course.

View course requests

Schedule Type

Click the edit button to request a course =>

Please choose your schedule type, which determines what time you will arrive or leave school each day. Transportation is not provided for zero period schedules or virtual classes. DO NOT choose zero period schedule if you ride the bus. Students with zero period schedules must leave campus at 2:50 and are not allowed to stay on campus to wait for after school activities.

Number of requests to generate : 1

CREW

Click the edit button to request a course =>

All 9th graders will be assigned to a CREW class, which acts as a homeroom. Please choose your CREW type.

Number of requests to generate : 1

English Course

Click the edit button to request a course =>

Choose your English class. If you wish to take Advanced English or Pre-IB, choose the Advanced English course. Make sure your selection is on your course selection sheet as well. If you wish to take a virtual class, select the name of the course and indicate that you would like to be in a virtual section of the class on your course selection sheet.

Number of requests to generate : 1

STEP 5: Click on the checkbox next to the class you wish to request. Click okay in the bottom right corner.

Schedule Type

Please choose your schedule type, which determines what time you will arrive or leave school each day. Transportation is not provided for zero period schedules or virtual classes. DO NOT choose zero period schedule if you ride the bus. Students with zero period schedules must leave campus at 2:50 and are not allowed to stay on campus to wait for after school activities.

	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	Regular Schedule	22996X10as	School code for scheduling non-full-day students or assisting in grouping students in the schedule development process, e.g.,Zero Period, Lunch A.	0		
<input type="checkbox"/>	Zero Period	22996X10at	School code for scheduling non-full-day students or assisting in grouping students in the schedule development process, e.g.,Zero Period, Lunch A.	0		

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

Cancel Okay

STEP 6: Check for a green checkmark instead of the red exclamation mark. This checkmark means you completed the request(s) for this category. Your request(s) will appear as small squares next to the category's instructions.

REPEAT STEPS 4, 5, & 6 for each of the categories on your course selection page.  
Make sure you pay attention to the directions, descriptions, and icons.

### Important Notes

- Prerequisite notes include courses that you should have taken before taking this course or recommendations/information to help you determine if this is the best course for you.
- You may still request a course with a prerequisite note. If you haven't fulfilled the required course prerequisite, you may see an orange exclamation point by a message.
- If you are unable to select a course in PowerSchool that you plan to take, please make a special note on your paper course selection sheet so your counselor will see that request.

STEP 7: Once you have entered all of your requests that you marked on your paper Course Selection Sheet, check for the green checkmark for all of the categories on your course selection screen. **There should be no red exclamation points.** Click submit in the bottom right corner. If there is an error with any of your requests, you will get a pop up. Follow the instructions on the screen to enter your course selections correctly.

STEP 8: When all of your requests have been entered correctly, you will be able to view a list of your course requests by clicking on the "View Course Requests" below the instructions. You may make changes to your requests until the Request Portal closes on February 16.

### A Note about Electives and Alternates

The HHS master schedule is complex. Unfortunately, we may not be able to grant every student's first elective choice(s). It is important that you indicate your alternate choices on your paper Course Selection Sheet. Any course that is on your sheet could be placed on your schedule.