

ENTERING NEXT YEAR'S CLASS SELECTIONS IN POWERSCHOOL

Helpful Tips and Common Problems

- On your PSchool home page, click on "Class Registration"
- Remember that you will be making 14 total selections to have a complete schedule. Most selections will be worth 1 credit per selection but remember there are exceptions (i.e. Study Hall – 0 credits, Area 31 – usually 6 credits, Internships – 2 credits).
- Click on the pencil at the far right of each class subject section to select courses in that area. A red exclamation point indicates this section is required for your grade level (a counselor must manually override this if you have a circumstance in which you do not need selections in these sections)
- Within each subject section you will click on each class credit you are selecting. Click both the Fall and Spring box for full year classes (F and S next to class #). Click only 1 box for single semester or 1 credit classes. Each subject section gives you information on the expected # of selections.
- Be mindful of courses that have prerequisites (noted to the right). If the system does not have evidence that you are eligible for a selection it will not allow you to submit it (may not even be listed as a class option for you). If you feel there is an error regarding this, make your selections as best you can then address this when you meet with your counselor (or send an email). ***Again, if a class does not show available for you to select, it means PowerSchool does not indicate you have met the requirements for that class.***
- After each section is completed, click "ok" to confirm selections. Note your total # of selections out of 14 at the bottom of the pg.
- After you have gone to each section to select your courses, click on the pencil for the Alternates section (note this is required) and click on at least 2 course credits. These should be 2nd choices for any of your main selections (alternates recommended for Science, electives, and English for upperclassmen).
- A full and accurate selection list should typically show at the bottom a total of 14 or 12 in some cases. You may attempt to submit your selections (bottom right) at any point you believe you have successfully entered in all selections. ***If you have not selected enough courses or made any errors, it will tell you what the error is and not allow you to submit. Attempt to resolve the error by unchecking the incorrect class, select another option, then click ok and submit again.*** REMEMBER TO ALWAYS CLICK "OK" AFTER ANY CHANGES IN EACH SECTION.
- COMMON ERRORS THAT WILL PREVENT YOUR SUCCESSFUL SUBMISSION INCLUDE:
 - A. Trying to select a class you do not have the prerequisite for
 - B. Only selecting 1 semester of a full year class***
 - C. Forgetting to select alternates
 - D. Selecting too few or too many courses (14 selections are required) *Your total shows at the bottom*
- After you click "submit," an accurate and complete submission of classes will take you to the next page where you will see all selections. You can always go back to "Class Registration" and make any changes then re-submit.
- If you are having trouble resolving errors, try to do the best you can to get a full schedule to submit successfully then your counselor will make any needed changes to ensure that your selections reflect your plan.

- HOWEVER...DO NOT JUST RANDOMLY SELECT CLASSES TO GET THIS DONE AND ASSUME IT WILL BE FIXED BY YOUR COUNSELOR. Putting thought into this process during the time frame you have been given with all needed information is your best opportunity to get the desired classes. All courses and programs have NO GUARANTEE of availability so the sooner you get selections made the better opportunity you will have for first choices. ***Also the counselor session will be to REVIEW your selections, NOT to plan them.***