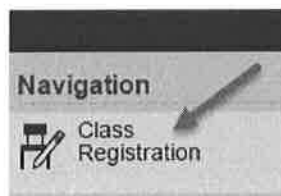





HOME BASE

HB - SIS
Student - LEA
920


Once in PowerSchool, click **Class Registration**.



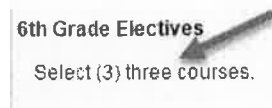
The **Class Registration** screen for the student's next school will appear. The screen will indicate that courses have not been requested by a **red exclamation point !** beside the **pencil icon** .

Important: The information displayed for each student will depend on the student's next school, so each student's screen will look differently.



Note: If courses have already been selected or are optional, a green check  will display. If courses are required and have not been selected, a red exclamation point will be displayed.

Follow the course selection process instructions provided by the school.



Click the **pencil** icon to select the appropriate course or courses being requested.

Click the edit button to request a course



A group of courses will be displayed. Check the box beside the course being requested. A message may appear indicating the number of courses needed to select.

6th Grade Electives Select (3) three courses.

	Course Name	Number	Credit	Prerequisite Note	Alerts
<input type="checkbox"/>	Advanced Strings	52782Y 0A1	0		
<input type="checkbox"/>	Exp Bus, Marketing, Entrepreneurship B	BU202Y 0B	0		
<input type="checkbox"/>	Olympics of Science and Math	30092Y 0F	0		
<input type="checkbox"/>	Physical Education Grade	60272Y 0	0		
<input type="checkbox"/>	Spanish I B(Level 1/Part 2) MS/HS Credit	11412Y B	1		

<< first < prev 1 next > last >>

! You may select between 1 and 3 courses. You have selected 0 courses.

Cancel
Okay

After selecting the courses, the screen will display information regarding the student's selection.

6th Grade Electives Select (3) three courses.

	Course Name	Number	Credit	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	Advanced Strings	52782Y 0A1	0		
<input type="checkbox"/>	Exp Bus, Marketing, Entrepreneurship B	BU202Y 0B	0		
<input checked="" type="checkbox"/>	Olympics of Science and Math	30092Y 0F	0		
<input type="checkbox"/>	Physical Education Grade	60272Y 0	0		
<input checked="" type="checkbox"/>	Spanish I B(Level 1/Part 2) MS/HS Credit	11412Y B	1		

<< first < prev 1 next > last >>

✓ You may select between 1 and 3 courses. You have selected 3 courses.

Click **Okay** to save the selected course or courses or **Cancel** if they are not ready to save the course selections.



The selected course or courses will display on the screen, along with a **green checkmark** to indicate the requirement has been completed.



Click **Submit**.



Be sure to have students select the required number of courses indicated by the student's next school's instructions.

When the course requests submission is successful, the following screen will appear listing the course selections for the next school year.

2016-2017 Course Requests: /

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 11412YB	Spanish I B(Level 1/Part 2) MS/HS Credit	Elective	1.00	
2. 30092Y0F	Olympics of Science and Math	Elective	0.00	
3. 52782Y0A1	Advanced Strings	Elective	0.00	

Click the printer icon at the top right of the screen to print a copy of the requested courses. Follow the instructions to print the list.



If you have issues with students accessing NCEdCloud or PowerSchool, please see your school's data manager for assistance.