

Selecting Course Requests – Step Sheet

1. Sign into PowerSchool through myOLSD, and click the “Class Registration” icon on the left.

The screenshot shows the PowerSchool interface. The left navigation menu has 'Class Registration' circled in red. A red arrow points from this icon to the 'Attendance By Class' table. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Q1', 'Q2', 'E1', 'S1', 'Absences', and 'Tardies'. The table lists 11 course groups with their respective teachers and room numbers.

Exp	Last Week					This Week					Course	Q1	Q2	E1	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
1(A-E)											Honors College Prep English 10 Fisk, Lauren Gray - Rm. 2405					0	0
2(A-E)											Spanish III Williams, Mia Angela - Rm. 1431					0	0
3(A-E)											Positive Leadership Wood, Patrick - Rm. 1260					0	0
4-5(A-E)											Study Hall-Sem 2 Walker, Gary - Rm. 1259					0	0
6-7(A-E)											Bible as Literature Hunter, Natalie Annette - Rm. 2419					0	0
8-9(A-E)											U.S. History 1877-Present Solis, Mark - Rm. 2204					0	0
10(A-E)											Lunch-Sem 2 Staff_Zzz, Staff_Zzz - Rm. CAFE					0	0
11(A-E)											Geometry Hesse, Tom Ried - Rm. 1517					0	0

2. Click the pencil for each course group and select all courses you wish to request for the upcoming school year.

The screenshot shows the PowerSchool 'Class Registration' page. The left navigation menu has 'Class Registration' circled in red. Three red arrows point from this icon to the 'English', 'Social Studies', and 'Math' course request sections. Each section has a pencil icon circled in red. The page title is 'Welcome to the Olentangy High School History Class Registration System for 2016-2017'.

English Click the edit button to request a course ⇒

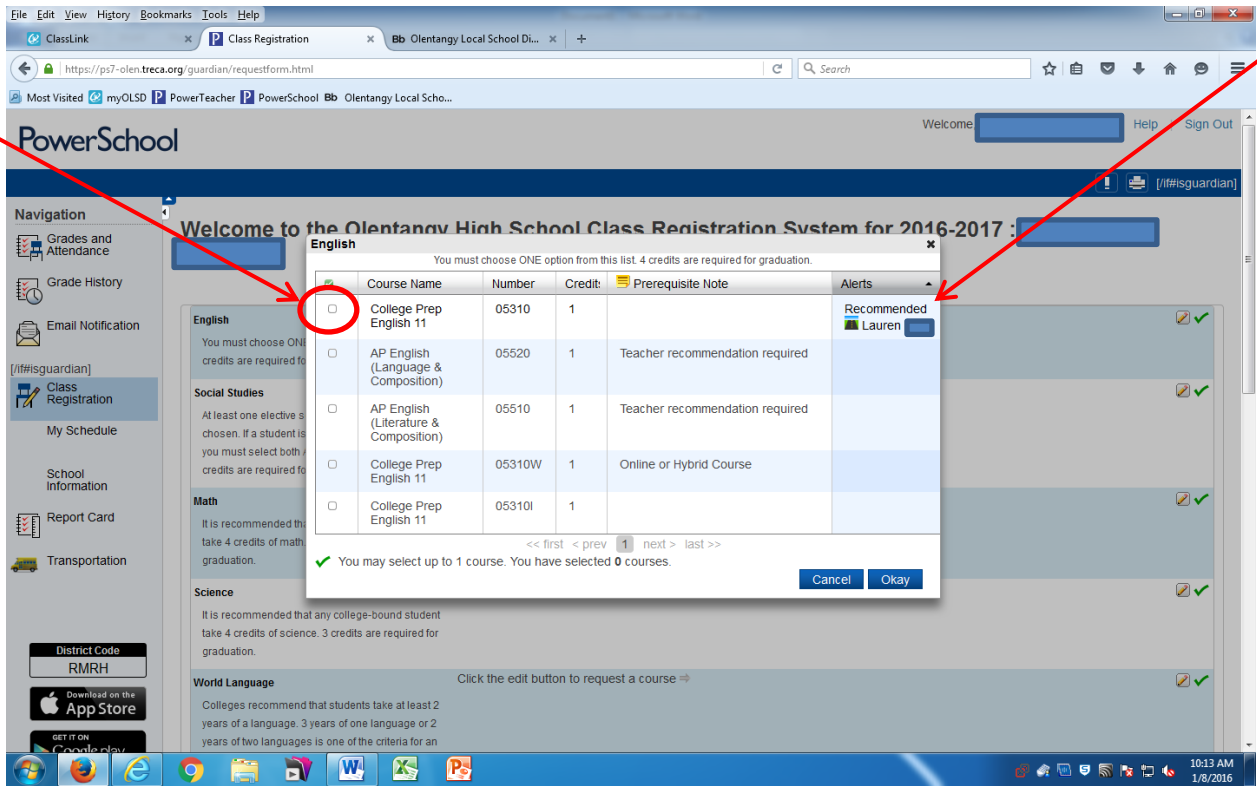
Social Studies Click the edit button to request a course ⇒

Math Click the edit button to request a course ⇒

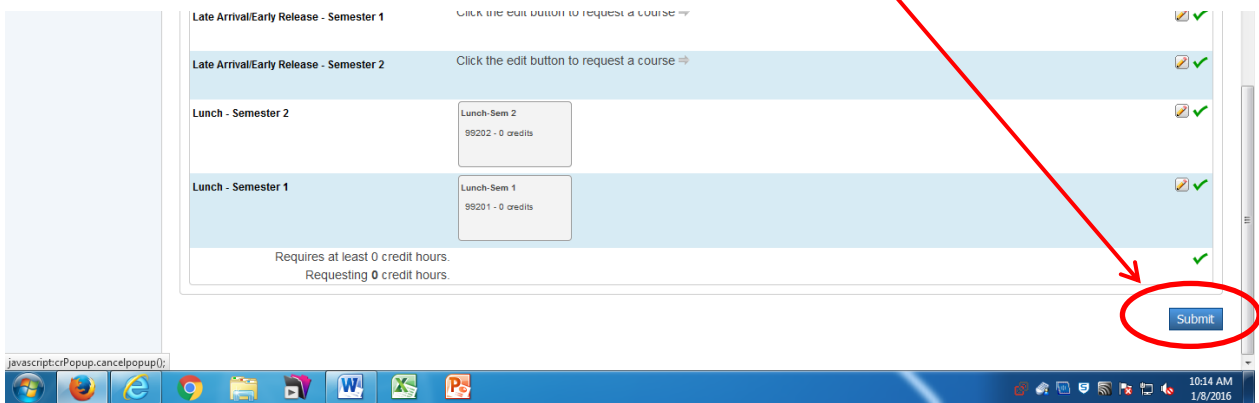
Science Click the edit button to request a course ⇒

World Language Click the edit button to request a course ⇒

3. In each course group, check the box for the course you wish to request. The course you are recommended for by your current teacher should be at the top of each group. If you do not see a recommendation identified, the teacher in that discipline has not made a recommendation. You may choose any class you wish as long as you meet the required pre-requisites for the given course. Once you select the course click “Okay.”



4. After you have made all of you requests for each course group, click “Submit” to save your requests.



- Review all of your course requests for the upcoming school year. In the next few weeks you will meet with your guidance counselor to review and confirm your selections. If you requested a course that requires an application, visit the OHS webpage to obtain the application and submit it by the deadline. If you have any questions about your requests, please be prepared to bring them to this meeting. Remember, these are your requests for the upcoming school year, not your schedule. Your schedule will be built based on all student requests and will be available in August. While we will do everything we can to grant these requests, we cannot guarantee you will get every class.

The screenshot shows the PowerSchool website interface. The main content area displays the following table of course requests:

Cr Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 05310	College Prep English 11	Required	1.00	
2. 11310	Algebra II	Required	1.00	
3. 99201	Lunch-Sem 1	Required	0.00	
4. 99202	Lunch-Sem 2	Required	0.00	
5. 03930	Marketing Applications	Elective	1.00	
6. 06340	Spanish IV	Elective	1.00	
7. 13310	Chemistry	Elective	1.00	
8. 13810	Anatomy & Physiology	Elective	1.00	
9. 15540H	AP Economics Host	Elective	1.00	
10. 99011	Study Hall-Sem 1	Elective	0.00	
11. 99012	Study Hall-Sem 2	Elective	0.00	
Total Credit Hours Requested			7.00	

The interface also includes a navigation sidebar with options like Grades and Attendance, Grade History, Class Registration, My Schedule, School Information, Report Card, and Transportation. The district code is RMRH, and there are links to download the app from the App Store and Google Play. The system clock shows 10:35 AM on 1/8/2016.