

Selecting Course Requests – Step Sheet

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

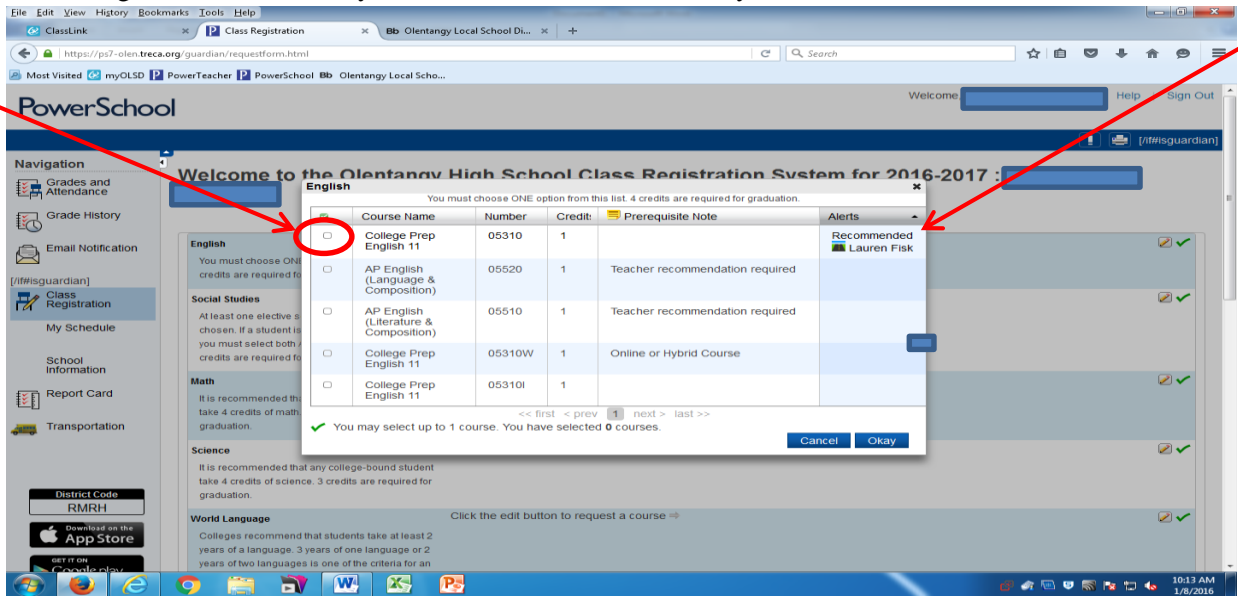
The screenshot shows the PowerSchool interface. On the left navigation menu, the 'Class Registration' icon is circled in red. A red arrow points from this icon to the 'Attendance By Class' table. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Q1',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

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

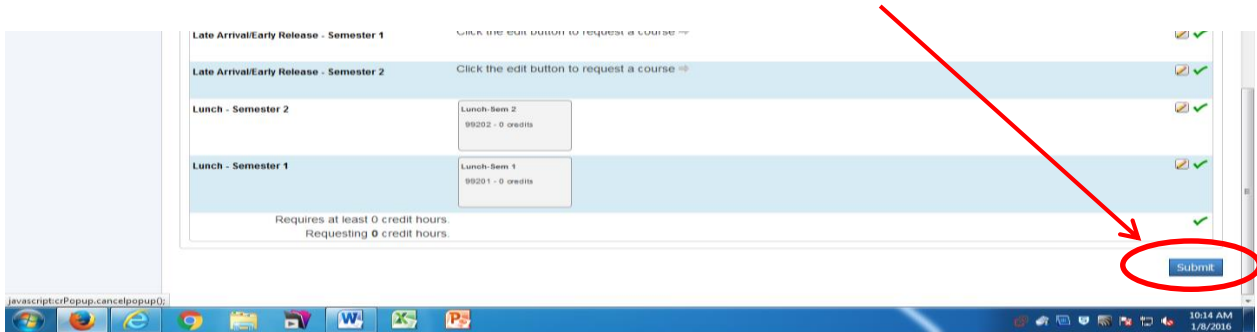
2. Click the pencil for each course group and select all courses you wish to request for the upcoming school year.

The screenshot shows the 'Class Registration' page. The navigation menu on the left has 'Class Registration' selected. The main content area is titled 'Welcome to the Olentangy High School History Class Registration System for 2016-2017'. It lists five course categories: English, Social Studies, Math, Science, and World Language. Each category has a description and an 'edit' button. To the right of each category, there is a pencil icon and a checkmark icon, both of which are circled in red. Red arrows point from the 'Class Registration' icon in the previous screenshot to these pencil icons.

- 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 prerequisites for the given course. Once you select the course click "Okay."



- After you have made all of your 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 OOHS 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.

