



In-Person Sign-up Instructions

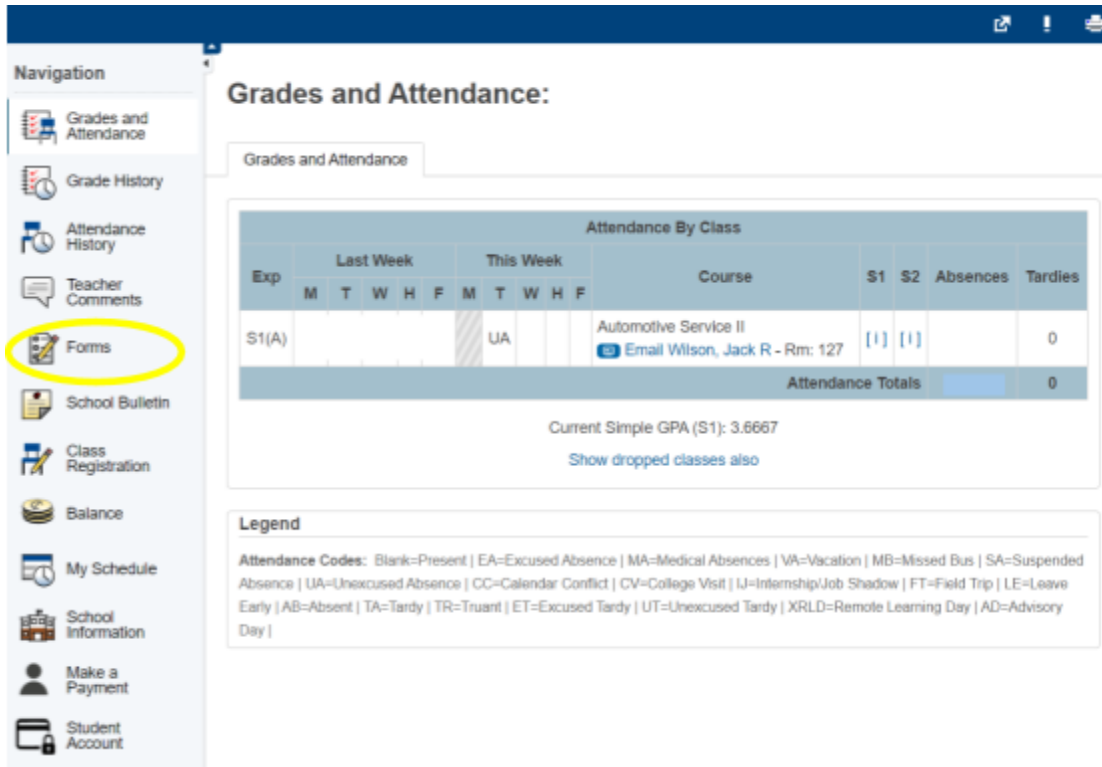
This document outlines the instructions and procedures for students to sign-up for in-person classes held at the Lake County Tech Campus. Classes will be held Monday, Tuesday, Thursday, and Friday during our scheduled times (Session 1: 8:20-10:15, Session 2: 10:25-12:15, Session 3: 1:00-2:50). Students will sign up a week in advance through PowerSchool. Students should attempt to sign up for at least one (1) session, but no more than two (2) at this time. **Sign-ups will open on Mondays, at 3:00 p.m., and will close on Wednesdays at 3:00 p.m.**

- 1). Students must sign in to PowerSchool through <https://powerschool01.techcampus.org/>. **Students will log in with their six-digit ID number issued by the Tech Campus & their password.**

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. The main content area contains a 'Username' field with a cursor, a 'Password' field, and a 'Forgot Username or Password?' link. A blue 'Sign In' button is located at the bottom right of the form area.

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2). After logging in, students will see the home page. The home page is where students can track attendance, grades, contact their teacher, and more. Students will click on the **Forms** option on the left side of their screen.



Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- Forms**
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Make a Payment
- Student Account

Grades and Attendance:

Grades and Attendance

Exp	Attendance By Class										S1	S2	Absences	Tardies		
	Last Week					This Week									Course	
	M	T	W	H	F	M	T	W	H	F						
S1(A)						UA						Automotive Service II Email Wilson, Jack R - Rm: 127	[1]	[1]		0
Attendance Totals															0	

Current Simple GPA (S1): 3.6667
[Show dropped classes also](#)

Legend

Attendance Codes: Blank=Present | EA=Excused Absence | MA=Medical Absences | VA=Vacation | MB=Missed Bus | SA=Suspended Absence | UA=Unexcused Absence | CC=Calendar Conflict | CV=College Visit | IJ=Internship/Job Shadow | FT=Field Trip | LE=Leave Early | AB=Absent | TA=Tardy | TR=Truant | ET=Excused Tardy | UT=Unexcused Tardy | XRLD=Remote Learning Day | AD=Advisory Day



3). After students select the **Form** option, students will see a sign-up sheet provided by their instructor under **Class Forms**. The sheet is labeled “In-Person Sign-Up.” This calendar will have available sessions for students. Only twelve students are permitted to sign up for each session. Students will need to agree to be symptom-free of COVID-19, or otherwise agree not to attend Tech if they are showing symptoms. Additionally, students must make Tech Campus aware if they came into contact with anyone with COVID-19. Finally, students will provide their instructor with the best email to contact them for reminders.

(DEMO)In-Person Sign-up

There are no previous responses to this form.

(DEMO)In-Person Sign-up

As we move to a hybrid model of learning at Tech Campus, students are responsible for signing up for in-person sessions for their programs. Ideally, students should sign up for at least one session when their program is on campus. Students can sign up for as many as two (2) in-person sessions for their week.

Student Agreement *
When you come in on the day that you register, you are self-certifying that you do not have any of the following symptoms: fever, cough, chills, muscle aches, sore throat, runny nose, loss of taste or smell, nausea, vomiting, diarrhea, shortness of breath or headaches. If I do have any of these symptoms, I will not attend Tech Campus for that session, and contact my instructor to open my spot.

I agree that I do not have symptoms of COVID-19.

COVID-19 Contact Agreement *
By checking this box, you acknowledge that you have not come into contact with anyone who has symptoms or is a carrier of COVID-19.

I acknowledge.

Contact Information *
What email should I contact you with a reminder?

In-Person Instruction Signups
Please sign up for no more than two (2) sessions for the week. Students can attend any session that fits into their schedule that has space. No more than twelve (12) students will be allowed in a session at a time.

Sep 6, 2020 – Sep 4, 2021

September 21, 2020 🕒

8:20am - 10:15am	● Session 1 Sign-Up
10:20am - 12:15pm	● Session 2 Sign-Up



4). Students will select one of the time slots available. A **blue** circle indicates there are spots available for the student, while a **red** circle indicates no available seats. Students should only sign-up for a slot in which they can attend in its entirety. Upon selecting a time slot, students can put in a note for their instructor, and then register.

Event Detail

Sign-up for event.

Date & Time:

Start:

Sep 22, 2020 8:20 AM

End:

Sep 22, 2020 10:15 AM

Sign-Up:

Provider:

Wilson, Jack R (LCTC) ▾

Registered: 0 of 12

Notes:

Register ▾

Cancel



5). Students are registered for their in-person when they see a **green** circle next to a date. If a student needs to cancel, it is the student's responsibility to notify their instructor. The instructor will then open up the spot to a new student if required.

In-Person Instruction Signups

Please sign up for no more than two (2) sessions for the week. Students can attend any session that fits into their schedule that has space. No more than twelve (12) students will be allowed in a session at a time.

Sep 6, 2020 – Sep 4, 2021

☰ provider day week month **list** today < >

September 21, 2020 ☰

8:20am - 10:15am	●	Session 1 Sign-Up (Registered)
10:20am - 12:15pm	●	Session 2 Sign-Up
1:00pm - 2:50pm	●	Session 3 Sign-Up

September 22, 2020 ⌚

6). Instructors will follow up to confirm attendance for the following week. **If a student cannot attend their session, please email the instructor.**