

Submitting Course Requests in PowerSchool



This is a step by step guide for how to submit course requests for next school year in PowerSchool. There are two sets of directions. The first set of directions is for our rising 6th grade students. The second set of directions is for our rising 7th and 8th grade students. Please refer to the page that reflects the grade level that your student will be in next year.

Rising 6th Grade (Current 5th Grade Students)

Step 1:

Log in to PowerSchool using the parent/student login page. You may request courses through the parent portal OR the student portal.

Need the link? Click below:

https://nkms.newkentschools.org/students/power_school_portal

PowerSchool SIS

Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In

Step 2:

Click on the “Class Registration” icon on the left hand side.

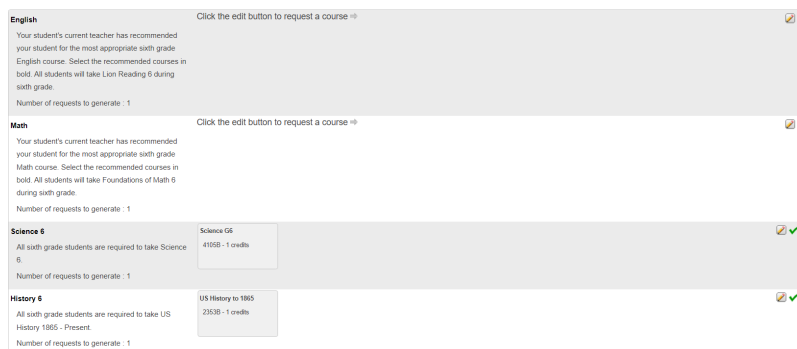
Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- Student Reports
- School Bulletin
- Class Registration**

Step 3:

Click through each of the four core subjects: English, Math, Science, and Social Studies. You will use the pencil icon  to access the selection screens for each of these categories.

The courses that your student was recommended for are highlighted in yellow. Select these courses. Click “Okay” once you have selected these courses. Once you have finished all four core subjects, you should see four green check marks next to the pencil icons.



English Click the edit button to request a course ⇨

Your student's current teacher has recommended your student for the most appropriate sixth grade English course. Select the recommended courses in bold. All students will take Lon Reading 6 during sixth grade.

Number of requests to generate: 1

Math Click the edit button to request a course ⇨

Your student's current teacher has recommended your student for the most appropriate sixth grade Math course. Select the recommended courses in bold. All students will take Foundations of Math 6 during sixth grade.

Number of requests to generate: 1

Science 6 Science 6G 4105B - 1 credits

All sixth grade students are required to take Science 6.

Number of requests to generate: 1

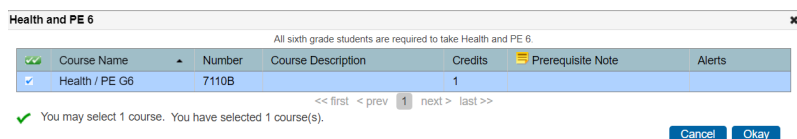
History 6 US History to 1805 235B - 1 credits

All sixth grade students are required to take US History 1805 - Present.

Number of requests to generate: 1

Step 4:

Click on Health and PE. Since Health and PE is a required course for all middle school students, make sure you have checked this course to request it for next year. Click “Okay” once you have selected this course.



Health and PE 6

All sixth grade students are required to take Health and PE 6.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
Health / PE G6	7110B		1		

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✓ You may select 1 course. You have selected 1 course(s).

Cancel Okay

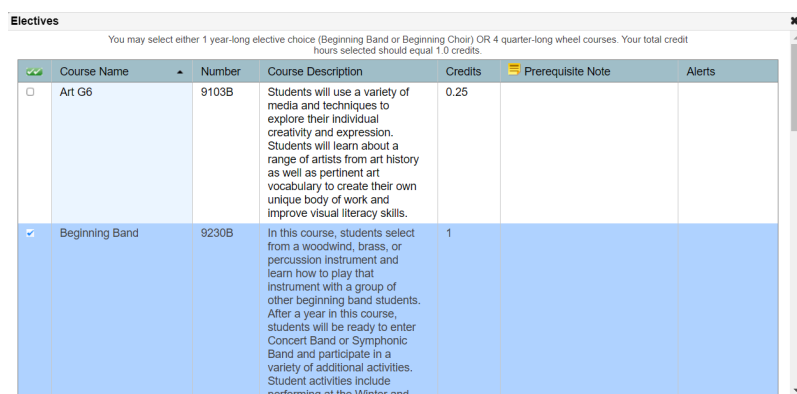
Step 5:

Click on Electives. On this screen, you will select either (1) 1.0 credit class or (4) 0.25 credit classes.

Examples:

- Request Beginning Choir (1.0 Credits)
- Request World Drumming (0.25 Credits), Exploratory Theatre (0.25 Credits), Art 6 (0.25 Credits), and Business Skills and Keyboarding (0.25 Credits) - Totaling 1.0 Credits

Once you have finished your selections, scroll down and click “Okay.”



Electives

You may select either 1 year-long elective choice (Beginning Band or Beginning Choir) OR 4 quarter-long wheel courses. Your total credit hours selected should equal 1.0 credits.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
Art G6	9103B	Students will use a variety of media and techniques to explore their individual creativity and expression. Students will learn about a range of artists from art history as well as pertinent art vocabulary to create their own unique body of work and improve visual literacy skills.	0.25		
Beginning Band	9230B	In this course, students select from a woodwind, brass, or percussion instrument and learn how to play that instrument with a group of other beginning band students. After a year in this course, students will be ready to enter Concert Band or Symphonic Band and participate in a variety of additional activities. Student activities include performance at the Winter and	1		

Step 6:

Click on Alternate Electives. On this screen, you will choose your back up option(s) in case one or more of your top classes is not available.

If you chose a 1.0 credit class as your top choice, choose (4) 0.25 credit classes on this screen.

If you chose (4) 0.25 credit classes as your top choices, choose either (1) 1.0 credit class as your alternate choice OR (1) 0.25 credit class as your alternate choice.

Click “Okay” once you have made your selections.

Alternate Elective Options

			systems and the evolution of technology. Students will be taught the design process and use it to explore the concept of design. They will be introduced to common materials and processes as they challenge themselves to solve innovative problems. The class is very interactive and consists of hands on activities and working in teams.			
☒	Introduction to Choir	9269	Students will be introduced to sight-singing basics, how to create a beautiful singing tone, and will sing a wide variety of choral music.	0.25		
☐	World Drumming	9230WD	Students will learn how to use several different kinds of drums and be able to play music from West Africa, Latin America and the Caribbean.	0.25		

✔ Select between 1 and 4 courses. You have selected 1 course(s).

Cancel Okay

Step 7:

You are finished! Review your selections to ensure that everything is correct. Click “Submit” to finalize your course requests for next school year. Please note that these selections are requests and may not guarantee placement.

Rising 7th and 8th Grade (Current 6th and 7th Grade Students)

Step 1:

Log in to PowerSchool using the parent/student login page. You may request courses through the parent portal OR the student portal.

Need the link? Click below:

https://nkms.newkentschools.org/students/power_school_portal



Parent Sign In

Sign In

Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In

Step 2:

Click on the “Class Registration” icon on the left hand side.

Navigation

- Grades and Attendance
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Step 3:

Click through each of the four core subjects: English, Math, Science, and Social Studies. You will use the pencil icon to access the selection screens for each of these categories. The courses that your student was recommended for are highlighted in yellow. Select these courses.

English Click the edit button to request a course ➡

Your student's current English teacher has recommended your student for the most appropriate seventh grade English course based on their current classroom performance. Select the recommended course(s) in bold.

Number of requests to generate : 1

Math Click the edit button to request a course ➡

Your student's current Math teacher has recommended your student for the most appropriate seventh grade Math course based on their current classroom performance. Select the recommended course(s) in bold.

Number of requests to generate : 1

US History: 1865 - Present US History: 1865 to Present 2348 - 1 credits

All seventh grade students are required to take US History: 1865 to Present.

Number of requests to generate : 1

Life Science 7 Life Science G7 4198 - 1 credits

All seventh grade students are required to take Life Science.

Number of requests to generate : 1

Activate Windows
Go to Settings to activate Windows.

Step 4:

Click on Health and PE. Since Health and PE is a required course for all middle school students, make sure you have checked this course to request it for next year.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
Health / PE G8	7200B		1		

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✓ You may select 1 course. You have selected 1 course(s).

Cancel Okay

Step 5:

Click on Electives Part A. On this screen, you will select either (1) 1.0 credit class or (2) 0.5 credit classes.

Rising 7th Grade Example:

- Request Beginning Band (1.0 Credits), OR
- Request Computer Solutions (0.5 Credits) and General Music (0.5 Credits) - Totaling 1.0 Credits

Rising 8th Grade Example:

- Request Beginning Band (1.0 Credits), OR
- Request Design Multimedia (0.5 Credits) and Agriscience Exploration 8 (0.5 Credits)

Once you have made your selections, scroll down and click “Okay.”

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
Agriscience Exploration 8	8013	Students explore science as it relates to agriculture and develop an understanding of human relations, communication, the importance of agriculture to the economy, and key scientific terms related to the field of agriculture.	0.5		
Art G8	9115B	Students continue to gain an appreciation for art, its history, aesthetics and criticism. Using a variety of art media and techniques, students will create and explore artistic expression. Students will explore art vocabulary, visual literacy and cultural art.	0.5		
Creative Writing 8	1165B8	Creative Writing explores different genres of writing, through both reading and writing, as well as the other necessary elements needed to	0.5		

Step 6:

Click on Alternate Elective Options for Part A. On this screen, your student will choose 2 **different** courses from the previous screen as back-up options in the case that one of their top choices is not available to them.

Note: If an alternate course request matches a top course request (Example: If you selected Inventions and Innovations in “Electives Part A” and “Alternate Elective Options for Part A”), a random elective request may be generated for your student. Please ensure that your student’s requests on this screen are unique from their requests on the previous screen.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
Art G8	9115B	Students continue to gain an appreciation for art, its history, aesthetics and criticism. Using a variety of art media and techniques, students will create and explore artistic expression. Students will explore art vocabulary, visual literacy and cultural art.	0.5		
Creative Writing 8	1165B8	Creative Writing explores different genres of writing, through both reading and writing, as well as the other necessary elements needed to improve writing and composition skills. This course is designed with the goal of inspiring students to develop original pieces and ideas. Writing genres covered are autobiographies, family storytelling, fairy tales, fantasies, short stories, and journals.	0.5		
Design Multimedia	6630S	Students will learn how to create, format, edit, and design	0.5		

Step 7:

Click on Electives Part B. On this screen, you will select your top 2 year long courses. Your total credits should appear as 2.0 credits once you have finished this screen.

Some courses may be on both Part A and Part B. You only need to select a course **once**; you do not need to select it on both parts.

Note: If your student applied for or auditioned for any year-long electives, the course(s) they were accepted into will be highlighted in yellow. You will also see that your student was recommended for these course(s).

Electives Part B					
☒	Introduction to Agriscience	8011	Students will explore the importance of plant and animal agriculture, scientific principles, agricultural mechanics, natural resources management, and career opportunities related to agriculture, agriscience, and agribusiness.	1	
☐	Lion Choir	9270B	Lion Choir consists of both 7th and 8th graders. Students will sing a wide variety of music, and will focus on quality tone production, vowels, sight reading, and will be geared toward performances such as Music in the Parks, Veteran's Day Celebration, and seasonal choral concerts.	1	
☒	Multi-Media Journalism	1220I	Students will focus on the process of collecting, writing, editing video-based news. Students may participate in an on-going activity of creating a school-wide news program. Students will also have an opportunity to learn the craft of	1	

Step 8:

Click on Alternate Elective Options for Part B. On this screen, your student will choose **2 different** courses from the previous screen as back-up options in the case that one of their top choices is not available to them.

Note: If an alternate course request matches a top course request (Example: If you selected Lion Choir in “Electives Part B” and “Alternate Elective Options for Part B”), a random elective request may be generated for your student. Please ensure that your student’s requests on this screen are unique from their requests on the previous screen.

Alternate Elective Option for Part B					
☒	Sculpture and Crafts	9100G	This course will introduce students to creating 2- and 3-dimensional art and crafts, while working with a multitude of different materials and media. This is an introduction to the tools and techniques used in the industry of crafts and craft making.	1	
☒	Spanish I, Part A	5513B	This foreign language course will introduce students to culture, elementary grammar, conversational skill development, and introductory reading and writing of Spanish. Priority will be given to students that earned a final grade of an A or B in English 6. This is a high school credit class that is completed over two years.	1	Spanish I, Part A is a high school credit course (0.5 credits) and is the first of two year long courses required to earn a full credit for Spanish I. Students may not take both Spanish and French at the same time.

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✓ You may select 2 courses. You have selected 2 course(s).

Cancel Okay

Step 9:

You are finished! Review your selections to ensure that everything is correct. Click “Submit” to finalize your course requests for next school year. Please note that these selections are requests and may not guarantee placement.

Please note that “credits” do not mean high school credits; they are to track the total number of courses that you have selected. If a course offers high school credit, this is indicated in the course description and on the Course Information Website.