

## How to Select Courses on PowerSchool - 10th-12th



1. Students will receive registration materials on **Tuesday, February 14th** in Homeroom (during Phoenix Time). **Take materials home and discuss with parents/guardians.**
  - a. We encourage you to talk with your teachers about correct placement for next year!
  - b. Your math choices will be pre-selected for you
2. On **Thursday, February 16th** in Homeroom (during Phoenix Time) you will register for your courses for the 2023-24 school year **in the PowerSchool portal.**
3. When you are ready to select your courses, **begin by logging in to the PowerSchool public portal.** Click on the icon entitled **“Class Registration”** on the left hand side of the screen. You will be taken to the course selection screen.
4. You must first choose a **career cluster** (1-3 choices) of possible interest . This is an important planning tool designed to help students develop a program of study with a purpose in mind. Students will NOT be enrolled in a Career Cluster course.
5. Courses are grouped by departments. **Click on the pencil** to add a course within the department.
6. Please note that **departments may have courses listed on more than one screen page.** Note the **“next” option** at the bottom of the selection box. You may need to page through to see all options for a department.
7. Be sure to **select BOTH semesters of a year-long class.**
8. You must select at least **2 or more alternate elective** courses. Do **NOT** duplicate courses you have already selected as primary choices.
9. If you intend to take a **study hall(s) next year**, you must register for it. Study halls will not count as credits.
10. After you have finished selecting all your courses, click **“submit”** on the bottom of the screen. Turn in your course selection worksheet to your Homeroom teacher.

\*Important - You **MUST HIT SUBMIT** or course selections will not save!
11. Once you hit submit, **PLEASE LOG OUT** of PowerSchool!!!