Grade 11-12 Instruction Page (Current Grade 10 and 11)

- 1. Log into PowerSchool through a Web Browser
- 2. Select the Class Registration icon on the left and you will see a screen that looks like this.
 - Welcome to the Charles Spencer High School Class Registration System for 2023-2024

ŧ	E	Grades and Attendance		View course requests	
ŧ	0	Grade History	English	Click the edit button to request a course =	2 🗸
L		Attendance	Number of requests to generate : 1		
r	U	History	Social Studies	Click the edit button to request a course \Rightarrow	2 🗸
		Teacher Comments	Number of requests to generate : 1		
	•	School Bulletin	Mathematics	Click the edit button to request a course ⇒	2 🗸
			Number of requests to generate : 1		
7		Class Registration	Science	Click the edit button to request a course \Rightarrow	2 🗸
	0		Number of requests to generate : 1		
		My Schedule	French Immersion	Click the edit button to request a course \Rightarrow	2 🗸
		Test Secres	Number of requests to generate : 1		
		Test Scores	The Academy	Click the edit button to request a course \Rightarrow	2 🗸
		Report Card	You must apply and be approved by the Academy to register in these courses.		
		SchoolEngage	Number of requests to generate : 1		
			Languages	Click the edit button to request a course \Rightarrow	2 🗸
		Message Sender	Number of requests to generate : 1		
		Condor	Fine Arts	Click the edit button to request a course \Rightarrow	2 🗸
		Assignment	Number of requests to generate : 1		

3. Click the Pencil on the right to select courses under each heading.

	View	w course requests
nglish	Click the edit button to request a course 👳	2~
Number of requests to generate : 1		
ocial Studies	Click the edit button to request a course 10	Ø 🗸
Number of requests to generate : 1		
	Click the add builton in results in recent in	

4. A pop-up window like the one below will appear for you to make your selection. Once your selection is made click the Okay button.

uttion to request a course =								
tion to request a course	Engli	sh	-	_		_		
	-	Course Name		Number	Course Description	Credits	Prerequisite Note	Alerts
tion to request a course =	0	English 20-1		ELA2105		5		
	0	English 20-2		ELA2104		5		
ton to request a course -	< <frat 1="" <prev="" nmt=""> last>></frat>							
	~	You may select up to 2	courses	. You have a	elected o course(s).			Cancel Okay
tion to request a course of	_		_					
atton to request a course =								

- 5. Select core and options course to meet your requirements. Incoming grade 11 students are reminded to select a full course load. Incoming Grade 12 students need to select sufficient courses to meet grad requirements.
- 6. Click the Submit button on the lower righthand corner to submit your choices.
- You can log in to PowerSchool and select Class Registration at any point to check your selections. If you log in, your screen will list your selections in a format like this below. Note: the Cr Hrs column will not always match the actual number of credits you will receive for the course.

- -

View Requests	for 2020-2021 (Charles Spencer Hig	jh School) 🕴 🖄 🗳	
	CSH		
Crs Num	Course	Туре	Cr Hrs
1. ELA2105	English 20-1	Elective	5.00
2. MAT2791	Mathematics 20-1	Elective	5.00
3. SST2771	Social Studies 20-1	Elective	5.00
		Total Credit Hours Requested	15.00