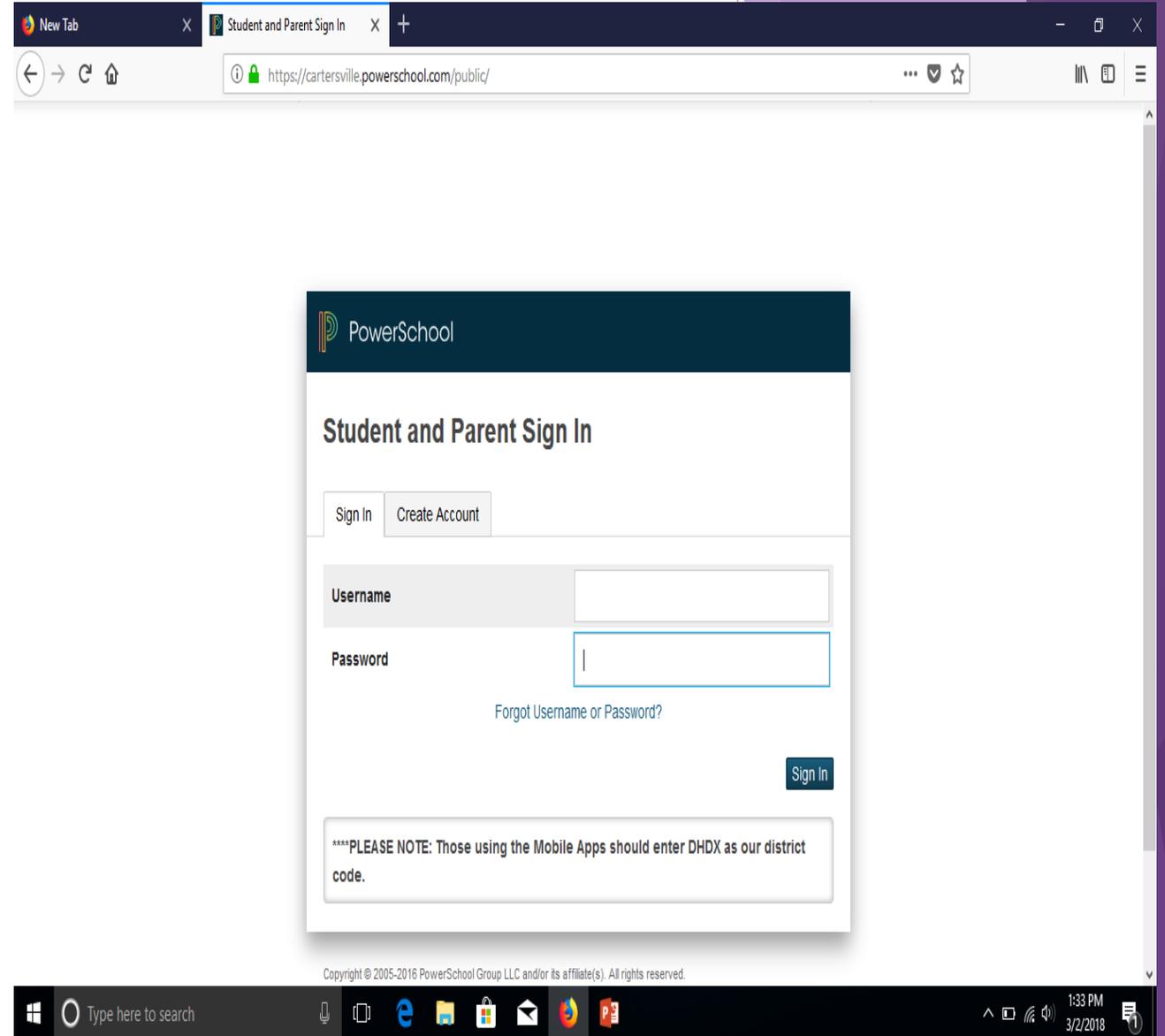


Online Elective Course Registration for the 2018-19 School-Year

- ▶ Students will use their PowerSchool Portal accounts to register for their elective courses for the 2018-19 school year. The PowerSchool Portal will be open beginning Monday, March 5 through Friday, March 16. Students can go online and register for their elective courses from 11:00 a.m. until 9:00 p.m. each day the registration link is open.

Step 1: Login to your PowerSchool Portal account

- To begin the online elective registration process, students should login to their PowerSchool Portal accounts. (cartersville.powerschool.com/public)
- Students must use a computer, laptop, or a device that can access the internet. *Students will not be able to use the PowerSchool Portal app.



Step 2: Select the CLASS REGISTRATION link

Click on **Class Registration** as indicated on the screenshot.

The screenshot shows the PowerSchool website interface. The browser address bar displays <https://cartersville.powerschool.com/guardian/home.html>. The page title is "Grades and Attendance: [redacted]". The navigation menu on the left includes the following items:

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration** (indicated by a red arrow)
- My Schedule
- School Information
- Georgia LDS
- Pearson Courses

The main content area shows the "Attendance By Class" table. The table has columns for "Exp", "Last Week", "This Week", "Course", "S1", "S2", "Y1", "Absences", and "Tardies". The "Last Week" and "This Week" columns are further divided into days of the week (M, T, W, H, F). The table lists several classes with their respective teachers and room numbers. The "Class Registration" link in the navigation menu is highlighted with a red arrow.

Exp	Last Week		This Week		Course	S1	S2	Y1	Absences	Tardies					
	M	T	W	H							M	T	W	H	F
	1(A)											GSE ALGEBRA II Email SURRETT, MINDY - Rm: 109			
					MAINT & LIGHT REPAIR III Email CORRIGAN, STEVE - Rm: 501				0	0					
3(A)					AMERICAN LIT/COMP Email FORD, JULIE - Rm: 404				0	0					
4(A)					US HISTORY Email BOY, SARAH E - Rm: 308				0	0					
5(A)					LUNCH5A11 Email PERKINS, REGINALD - Rm: 128 Mac La				0	0					
6(A)					SPANISH I Email RENTZ, KIMBERLY - Rm: 406				0	0					

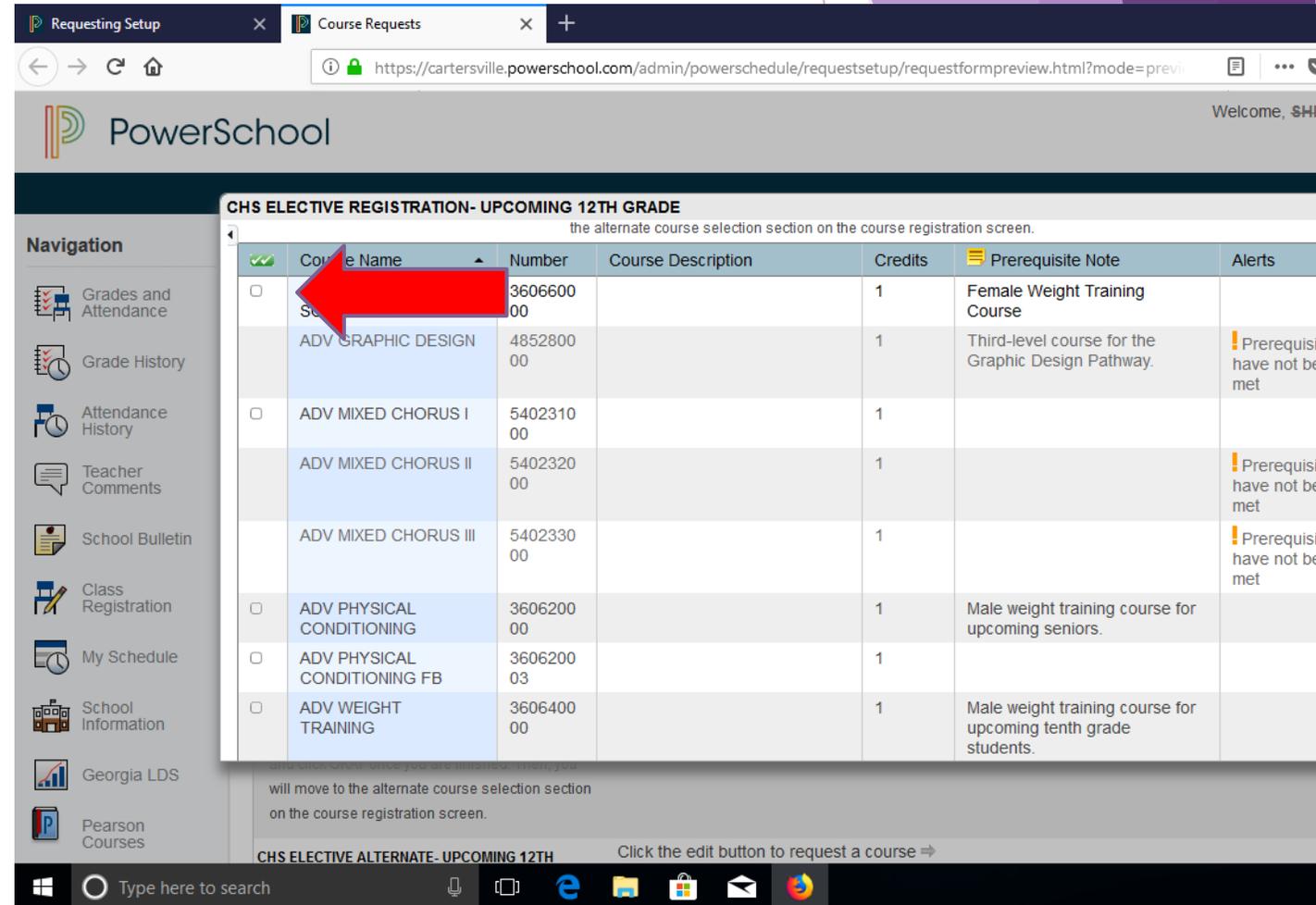
Step 3: Choose your top three elective choices

Students will choose their top three elective choices in the first section on the class registration screen. To begin this process, students will click on the edit button (pencil) as indicated on the screenshot.

The screenshot displays a web browser window with two tabs: 'Requesting Setup' and 'Course Requests'. The address bar shows the URL: <https://cartersville.powerschool.com/admin/powerschedule/requestsetup/requestformpreview.html?mode=previ>. The main content area is titled 'Welcome to the Cartersville High School Class Registration System for 2018-2019'. Below the title, there is a message to students: 'Hello Students, It is that time of year when you choose the elective courses you want to take during the 2018-19 school year. All students were provided with a copy of their transcript and a 2018-19 elective registration form during study hall on Friday, March 1. You should use your transcripts to help you decide which elective courses you want to take during the 2018-19 school-year. Once you complete the online Powerschool Portal elective registration process, you must turn in your signed elective registration form into your study hall teacher no later than Friday, March 16. Remember, you are selecting three elective courses and an alternate elective course on your elective registration form and in your Powerschool Portal.' A link 'View course requests' is visible. The page is divided into sections for 'CHS ELECTIVE REGISTRATION- UPCOMING 12TH GRADE' and 'CHS ELECTIVE ALTERNATE- UPCOMING 12TH'. Each section contains instructions and an 'edit' button (pencil icon) in the top right corner. A large red arrow points to the edit button in the first section. The left sidebar contains navigation links: Grades and Attendance, Grade History, Attendance History, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, Georgia LDS, and Pearson Courses. At the bottom, there are buttons for 'District Code DHDX' and 'Download on the App Store'. The Windows taskbar at the bottom shows the search bar, task view, and various application icons, with the system tray displaying the time as 1:40 PM on 3/2/2018.

Step 4: Choose three courses from the elective course catalog.

- Please know course prerequisites have been set for certain courses. This means students cannot take a course if they have not successfully completed certain courses within a sequence. For example, a student cannot take Audio/Video II if he or she has not passed Audio/Video I. **Not all courses have prerequisites, and those courses with prerequisites have been noted in the elective course catalog.*
- To pick your top three elective courses, simply click on the box to the left of the course name. **PLEASE use your elective registration form and the course NUMBERS found on the form.** The names on the elective registration form might not align with the course names listed in PowerSchool. This is why it is very important you use the course numbers listed on your course registration form when choosing your classes.



The screenshot displays the PowerSchool interface for course registration. The main window shows a table titled "CHS ELECTIVE REGISTRATION- UPCOMING 12TH GRADE" with the following columns: Course Name, Number, Course Description, Credits, Prerequisite Note, and Alerts. A red arrow points to the checkbox in the first row, which is for "SENIOR WEIGHT TRAINING" (Course Number: 36066000). Other courses listed include ADV GRAPHIC DESIGN, ADV MIXED CHORUS I, ADV MIXED CHORUS II, ADV MIXED CHORUS III, ADV PHYSICAL CONDITIONING, ADV PHYSICAL CONDITIONING FB, and ADV WEIGHT TRAINING. The interface also includes a navigation sidebar on the left and a taskbar at the bottom.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
SENIOR WEIGHT TRAINING	36066000		1	Female Weight Training Course	
ADV GRAPHIC DESIGN	48528000		1	Third-level course for the Graphic Design Pathway.	Prerequisites have not been met
ADV MIXED CHORUS I	54023100		1		
ADV MIXED CHORUS II	54023200		1		Prerequisites have not been met
ADV MIXED CHORUS III	54023300		1		Prerequisites have not been met
ADV PHYSICAL CONDITIONING	36062000		1	Male weight training course for upcoming seniors.	
ADV PHYSICAL CONDITIONING FB	36062003		1		
ADV WEIGHT TRAINING	36064000		1	Male weight training course for upcoming tenth grade students.	

Step 4- continued

Click **OKAY** once you have picked your top three elective choices.

The screenshot shows the PowerSchool interface for course requests. The main window displays a list of elective courses for 12th grade. The courses listed are:

Course Name	Course ID	Prerequisites	Notes
ADV MIXED CHORUS I	54023100		
ADV MIXED CHORUS II	54023200	Prerequisites have not been met	
ADV MIXED CHORUS III	54023300	Prerequisites have not been met	
ADV PHYSICAL CONDITIONING	36062000		Male weight training course for upcoming seniors.
ADV PHYSICAL CONDITIONING FB	36062003		
ADV WEIGHT TRAINING	36064000		Male weight training course for upcoming tenth grade students.
ADV WEIGHT TRAINING FB	36064003		
ADV WOMEN'S CHORUS I	54026100		

At the bottom of the window, a message states: "You may select 3 courses. You have selected 0 course(s)." A red arrow points to the "Okay" button.

Once OKAY is clicked in Step 4, this screen will appear, which shows the three electives picked in the elective course catalog.

The screenshot shows a web browser window titled "Class Registration" with the URL <https://cartersville.powerschool.com/guardian/requestform.html>. The page content includes a sidebar with navigation links: Grade History, Attendance History, Teacher Comments, School Bulletin, Class Registration (highlighted), My Schedule, School Information, Georgia LDS, and Pearson Courses. Below the sidebar are buttons for "District Code" (DHDX), "Download on the App Store", and "GET IT ON Google play".

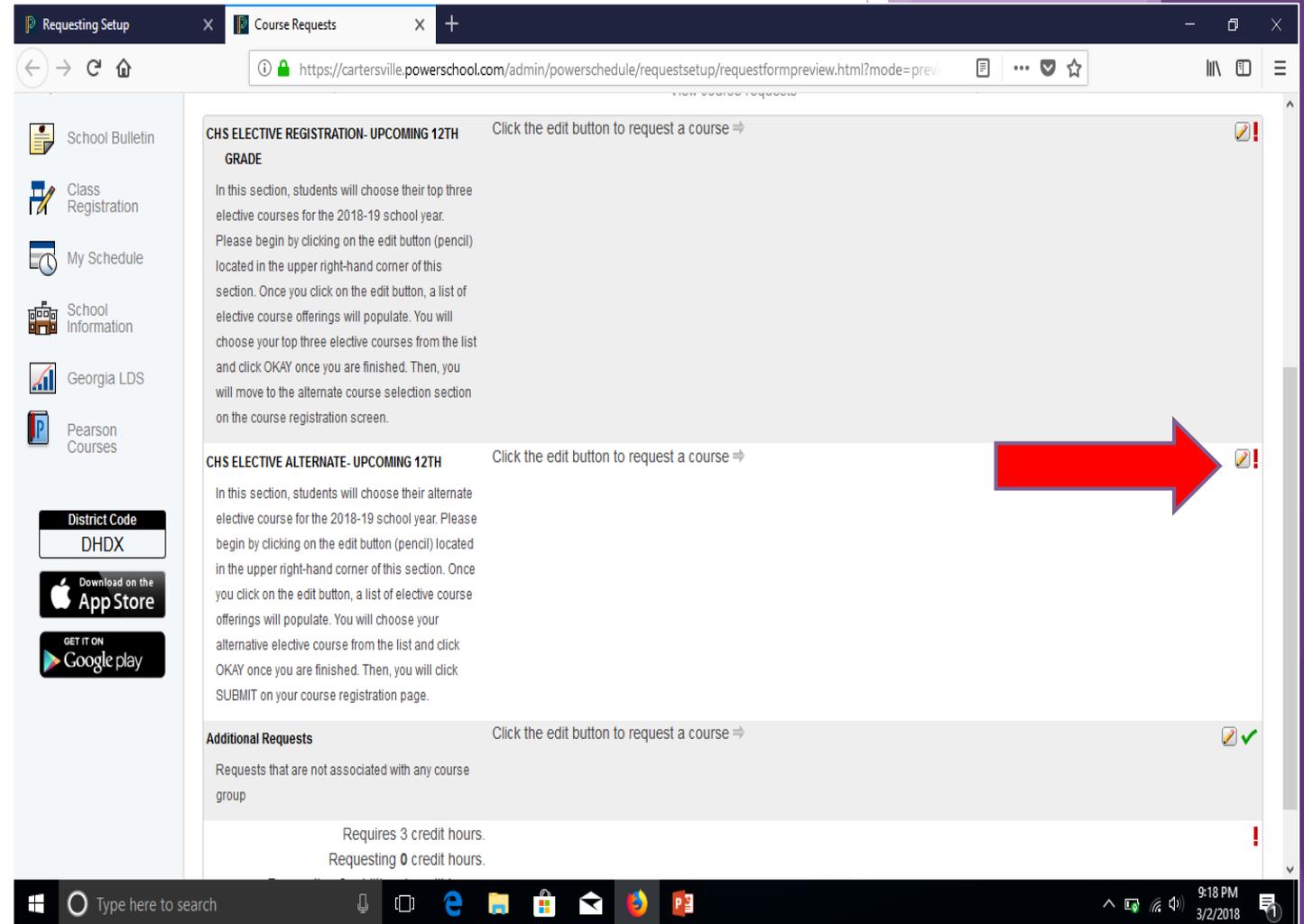
The main content area features a heading "View course requests" and a section titled "CHS ELECTIVE REGISTRATION- UPCOMING 12TH GRADE". This section contains three course selection boxes: "PM MINIMUM DAY" (000000011 - 0 credits), "ENGINEERING APPLICATI" (214720000 - 1 credits), and "SPANISH II" (600720000 - 1 credits). A red arrow points to the "SPANISH II" box. Each box has an edit icon (pencil) and a checkmark icon in the top right corner. Below these boxes is instructional text: "In this section, students will choose their top three elective courses for the 2018-19 school year. Please begin by clicking on the edit button (pencil) located in the upper right-hand corner of this section. Once you click on the edit button, a list of elective course offerings will populate. You will choose your top three elective courses from the list and then click OKAY once you are finished. Following your three course selections, you will move to the alternate course selection section on the course registration screen."

Below the main section is another section titled "CHS ELECTIVE ALTERNATE- UPCOMING 12TH" with a note: "Click the edit button to request a course =>". It contains text: "In this section, students will choose their alternate elective course for the 2018-19 school year. Please begin by clicking on the edit button (pencil) located in the upper right-hand corner of this section. Once you click on the edit button, a list of elective course offerings will populate. You will choose your alternate elective course from the list, and click".

The Windows taskbar at the bottom shows the search bar, system tray, and the date/time "12:36 PM 3/4/2018".

Step 5: Choose your “alternate” elective course.

Students will choose their alternate elective choice in the second section on the class registration screen. To begin this process, students will click on the edit button (pencil) as indicated on the screenshot.



The screenshot shows a web browser window with two tabs: "Requesting Setup" and "Course Requests". The address bar displays the URL: <https://cartersville.powerschool.com/admin/powerschedule/requestssetup/requestformpreview.html?mode=previ>. The page content is organized into sections:

- School Bulletin**: Includes links for "Class Registration", "My Schedule", "School Information", "Georgia LDS", and "Pearson Courses".
- District Code**: A dropdown menu showing "DHDX".
- Download on the App Store** and **GET IT ON Google play** buttons.
- CHS ELECTIVE REGISTRATION- UPCOMING 12TH GRADE**: Contains instructions for selecting top three elective courses. An edit button (pencil icon) is located in the upper right-hand corner of this section.
- CHS ELECTIVE ALTERNATE- UPCOMING 12TH**: Contains instructions for selecting an alternate elective course. A red arrow points to the edit button (pencil icon) in the upper right-hand corner of this section.
- Additional Requests**: Contains instructions for requests not associated with any course group. An edit button (pencil icon) is located in the upper right-hand corner of this section.

The Windows taskbar at the bottom shows the search bar, task view, and various application icons. The system tray on the right indicates the time is 9:18 PM on 3/2/2018.

Step 5 continued: Choose one course from the elective course catalog.

To pick your alternate elective course, simply click on the box to the left of the course name. **PLEASE use your elective registration form and the course NUMBERS found on the form.** The names on the elective registration form might not align with the course names listed in PowerSchool. This is why it is very important you use the course numbers listed on your course registration form when choosing your classes.

The screenshot shows the PowerSchool interface for 'CHS ELECTIVE REGISTRATION- UPCOMING 12TH GRADE'. A table lists various elective courses with checkboxes for selection. A red arrow points to the checkbox for the first course, 'ADV SCULPTURE'.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/> ADV SCULPTURE	360600		1	Female Weight Training Course	
<input type="checkbox"/> ADV GRAPHIC DESIGN	48528000		1	Third-level course for the Graphic Design Pathway.	! Prerequisites have not been met
<input type="checkbox"/> ADV MIXED CHORUS I	54023100		1		
<input type="checkbox"/> ADV MIXED CHORUS II	54023200		1		! Prerequisites have not been met
<input type="checkbox"/> ADV MIXED CHORUS III	54023300		1		! Prerequisites have not been met
<input type="checkbox"/> ADV PHYSICAL CONDITIONING	36062000		1	Male weight training course for upcoming seniors.	
<input type="checkbox"/> ADV PHYSICAL CONDITIONING FB	36062003		1		
<input type="checkbox"/> ADV WEIGHT TRAINING	36064000		1	Male weight training course for upcoming tenth grade students.	

Step 5 continued:

Click **OKAY** once you have picked your top alternate elective choice.

The screenshot shows the PowerSchool interface with a 'Course Requests' window open. The window title is 'CHS ELECTIVE REGISTRATION- UPCOMING 12TH GRADE'. It contains a table of elective courses with checkboxes for selection. A red arrow points to the 'Okay' button at the bottom right of the window.

Course Name	Course ID	Prerequisites
<input type="checkbox"/> ADV MIXED CHORUS I	54023100	
<input type="checkbox"/> ADV MIXED CHORUS II	54023200	Prerequisites have not been met
<input type="checkbox"/> ADV MIXED CHORUS III	54023300	Prerequisites have not been met
<input type="checkbox"/> ADV PHYSICAL CONDITIONING	36062000	Male weight training course for upcoming seniors.
<input type="checkbox"/> ADV PHYSICAL CONDITIONING FB	36062003	
<input type="checkbox"/> ADV WEIGHT TRAINING	36064000	Male weight training course for upcoming tenth grade students.
<input type="checkbox"/> ADV WEIGHT TRAINING FB	36064003	
<input type="checkbox"/> ADV WOMEN'S CHORUS I	54026100	

Navigation: Grades and Attendance, Grade History, Attendance History, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, Georgia LDS, Pearson Courses

Message: You may select 3 courses. You have selected 0 course(s).

Buttons: Okay

Once OKAY is clicked in Step 5, this screen will appear, which shows the alternate elective.

The screenshot shows a web browser window with the address bar displaying <https://cartersville.powerschool.com/guardian/requestform.html>. The page content includes a sidebar on the left with navigation options: History, Teacher Comments, School Bulletin, Class Registration (highlighted), My Schedule, School Information, Georgia LDS, and Pearson Courses. Below the sidebar are buttons for District Code (DHDX), App Store, and Google Play.

The main content area features a heading "View course requests" and two sections:

- CHS ELECTIVE REGISTRATION- UPCOMING 12TH GRADE**: This section contains instructions for selecting three elective courses. It includes three course selection boxes: "PM MINIMUM DAY" (00000011 - 0 credits), "ENGINEERING APPLICATI" (214720000 - 1 credits), and "SPANISH II" (600720000 - 1 credits). A green checkmark icon is visible in the top right corner of this section.
- CHS ELECTIVE ALTERNATE- UPCOMING 12TH**: This section contains instructions for selecting an alternate elective course. It includes one course selection box: "ADV PHYSICAL CONDITIO" (360620000 - 1 credits). A large red arrow points to this box. A green checkmark icon is visible in the top right corner of this section.

At the bottom of the main content area, there is a section titled "Additional Requests" with a link that says "Click the edit button to request a course =>".

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the time is 12:43 PM on 3/4/2018.

FINAL STEP: **SUBMIT** your course requests

Once you have selected your top three elective choices and an alternative elective choice, you are ready to submit your course requests.

Click SUBMIT as indicated on the screenshot.

The screenshot shows a web browser window with the URL <https://cartersville.powerschool.com/guardian/requestform.html>. The page content includes:

- Instructions:** "Please begin by clicking on the edit button (pencil) located in the upper right-hand corner of this section. Once you click on the edit button, a list of elective course offerings will populate. You will choose your top three elective courses from the list and then click OKAY once you are finished. Following your three course selections, you will move to the alternate course selection section on the course registration screen."
- CHS ELECTIVE ALTERNATE- UPCOMING 12TH:** "In this section, students will choose their alternate elective course for the 2018-19 school year. Please begin by clicking on the edit button (pencil) located in the upper right-hand corner of this section. Once you click on the edit button, a list of elective course offerings will populate. You will choose your alternate elective course from the list, and click OKAY once you are finished. Then, you will click SUBMIT on your course registration page." A box next to it shows "ADV PHYSICAL CONDITIO" and "360620000 - 1 credits".
- Additional Requests:** "Requests that are not associated with any course group". A note below states: "Requires 3 credit hours. Requesting 2 credit hours. Requesting 0 additional credit hours." A red exclamation mark is visible next to this note.
- Submit Button:** A blue button labeled "Submit" is located at the bottom right of the form, with a large red arrow pointing to it.

The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the time is 12:45 PM on 3/4/2018.

Check your work

- Once elective course requests are submitted, this screen will appear. Please review this screen and make sure the elective course selections are correct.
- If the course selections are correct, please sign-out of your PowerSchool account.

The screenshot shows a web browser window with the URL <https://cartersville.powerschool.com/guardian/requests.html?schedulerequestyearid=2800>. The page title is "Class Registration" and the user is logged in as "ZACHARY EVAN TIERCE". The main content area displays "2018-2019 Course Requests:" followed by a table of requested courses.

Cr Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 214720000	ENGINEERING APPLICATIONS	Elective	1.00	Third-level course for the Engineering and Technology Pathway.
2. 360620000	ADV PHYSICAL CONDITIONING	Elective	1.00	Male weight training course for upcoming seniors.
3. 600720000	SPANISH II	Elective	1.00	
Total Credit Hours Requested			3.00	
1. 105181000	AUDIO VIDEO TECH FILM I	Alternate	1.00	First-level (introductory) course for the Audio-Video Pathway.
Total Alternate Hours Requested			1.00	

The interface includes a navigation sidebar with options like Grades and Attendance, Grade History, Attendance History, Teacher Comments, School Bulletin, Class Registration (highlighted), My Schedule, School Information, Georgia LDS, and Pearson Courses. A Windows taskbar at the bottom shows the time as 12:51 PM on 3/4/2018.

Making Changes

- ▶ If students decide to make a change to their elective course selections, he or she may go back through the steps and make changes.
- ▶ Please know you must un-click/drop the course you do not want to take and then click on the course you wish to add.

Reminders

- ▶ Mrs. Tierce and the CHS Counselors will be available for help. They will be in the 310 Computer Lab on **Thursday, March 8** and **Thursday, March 15**, during study hall periods.
- ▶ ALL students should have received a letter from the Counseling Department, inviting students and parents to individual scheduling meetings. We hope all students and parents can attend their assigned meeting time.
- ▶ Students have until **Friday, March 16** to complete their online course registration and turn in their completed and signed elective course registration forms to their study hall teachers.
 - ▶ Remember, students' PowerSchool Registration Portal will be open beginning **Monday, March 5** through **Friday, March 16** from **11:00 a.m.** until **9:00 p.m.** each day.