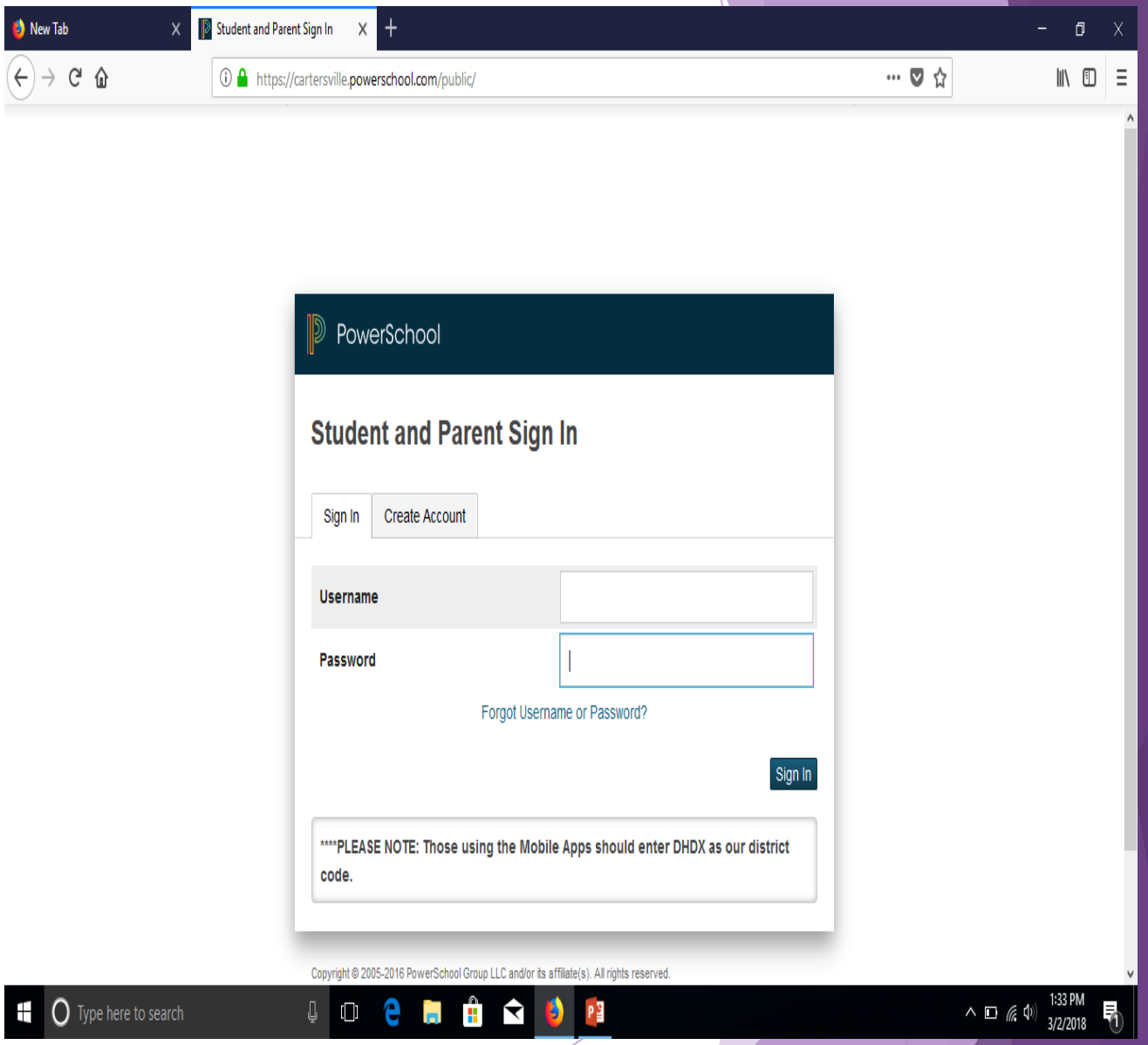
Online Elective Course Registration for the 2018-19 School-Year

- 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.

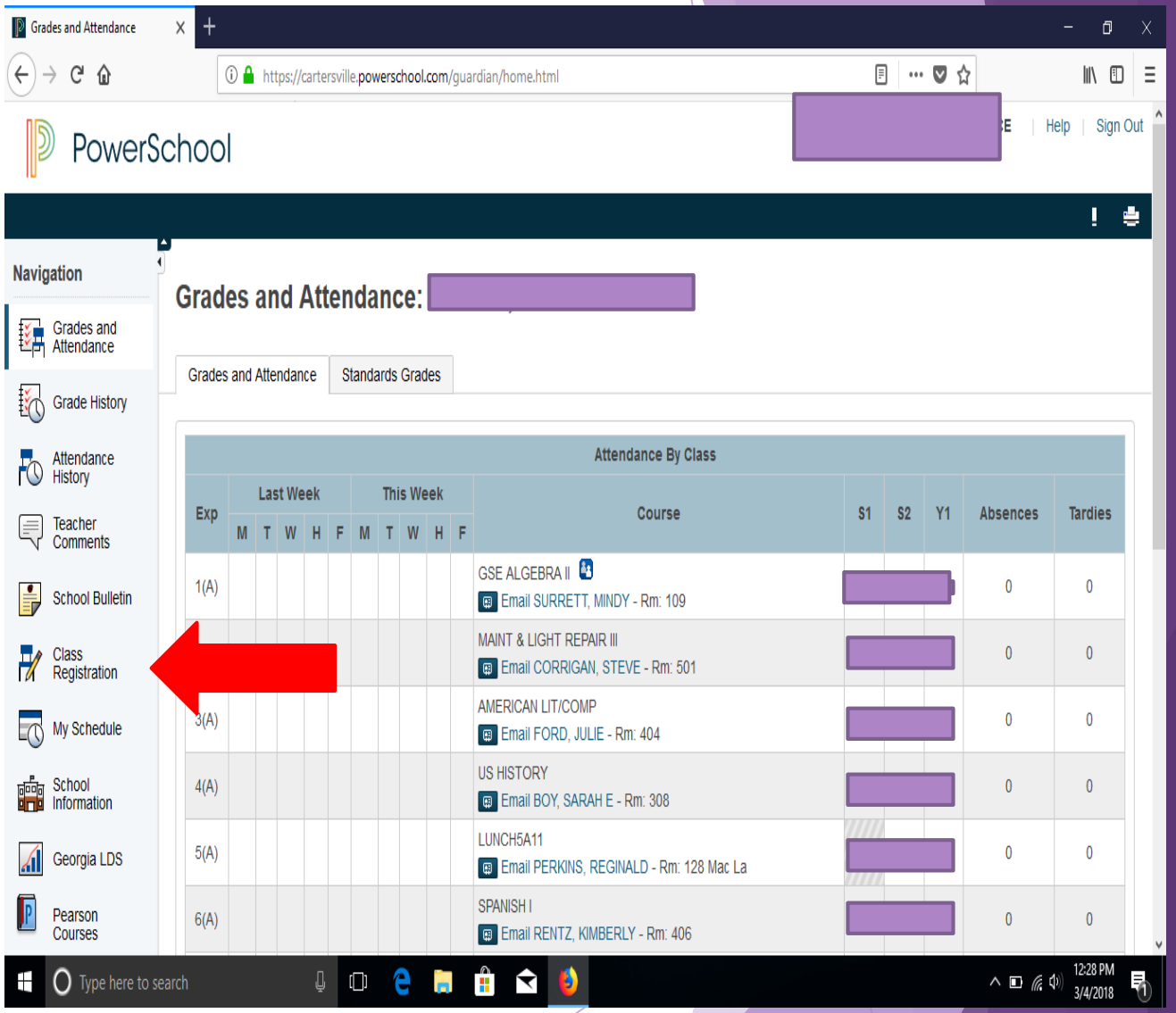
Step 1: Login to your PowerSchool Portal account

- 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.

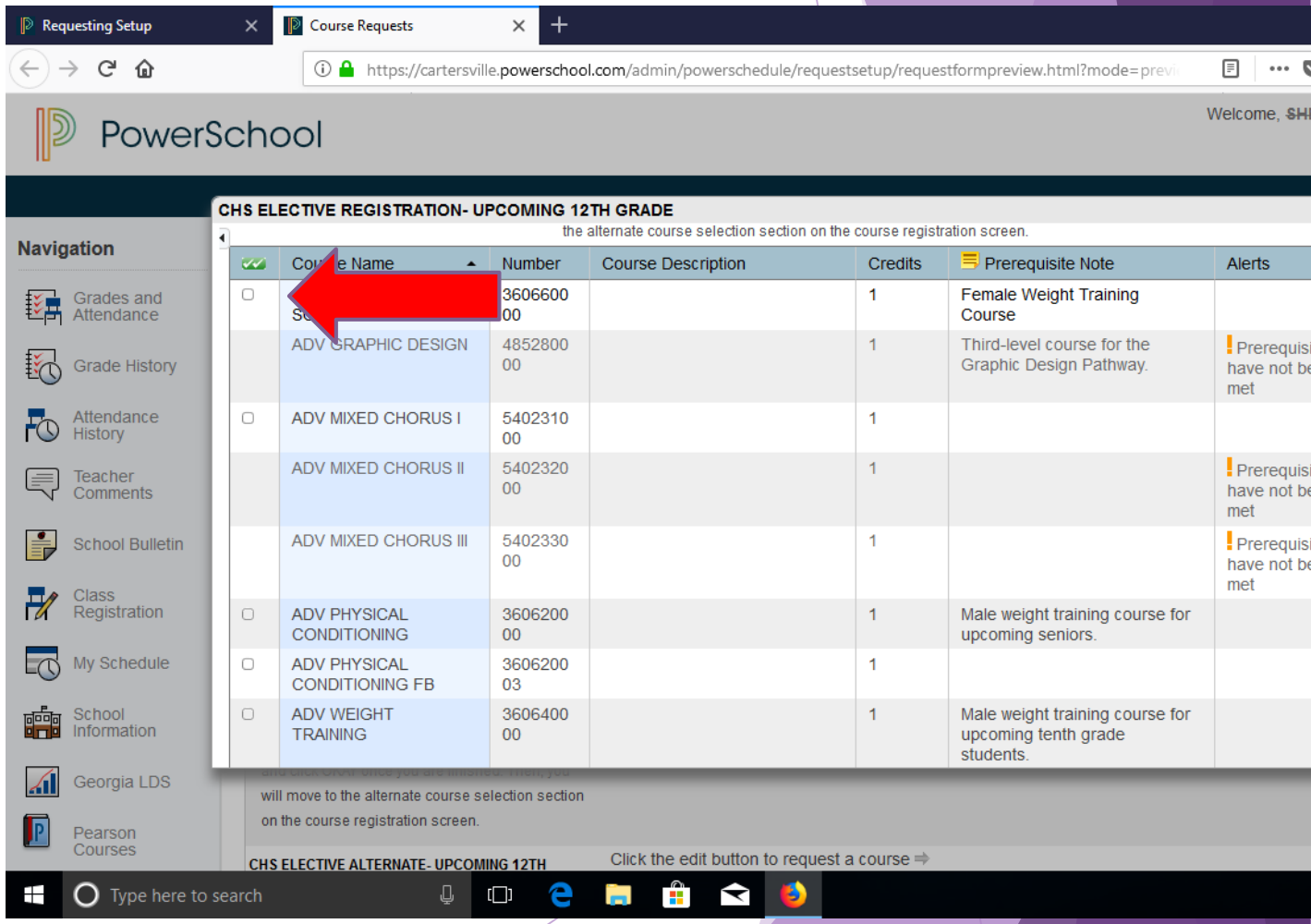


Step 3: Choose your top three elective choices

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.

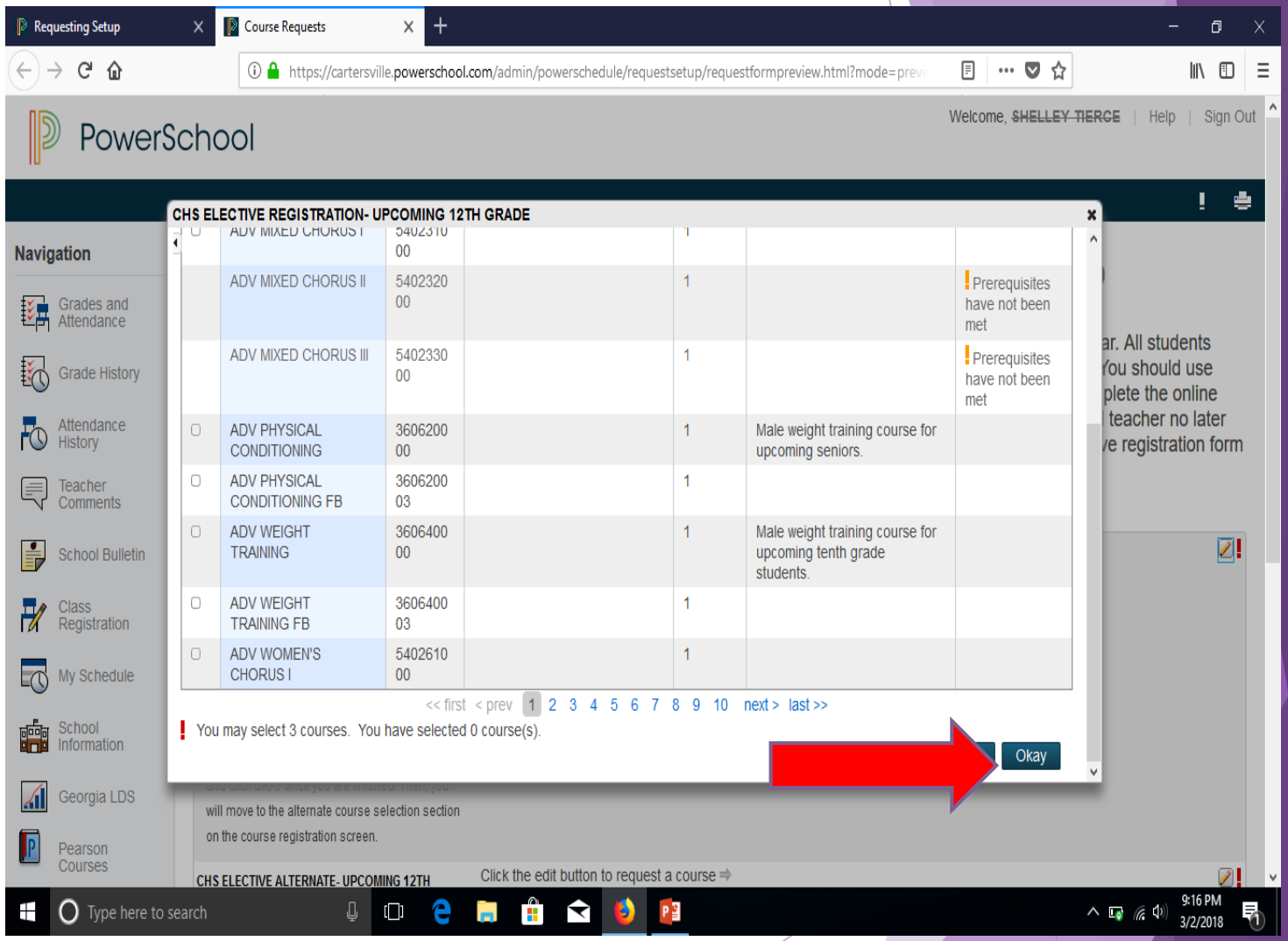
Step 4: Choose three courses from the elective course catalog.

- 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.

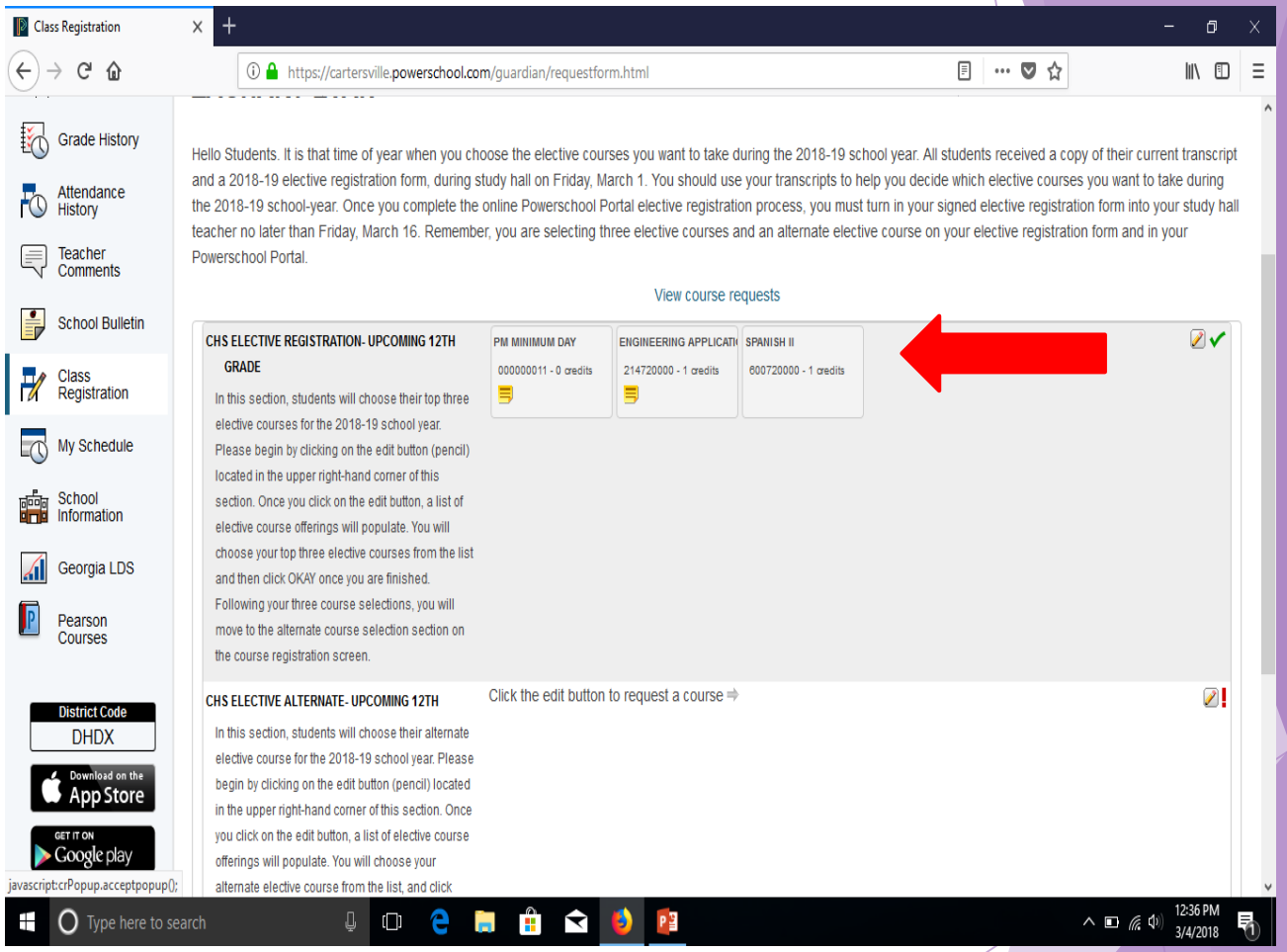


Step 4- continued

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

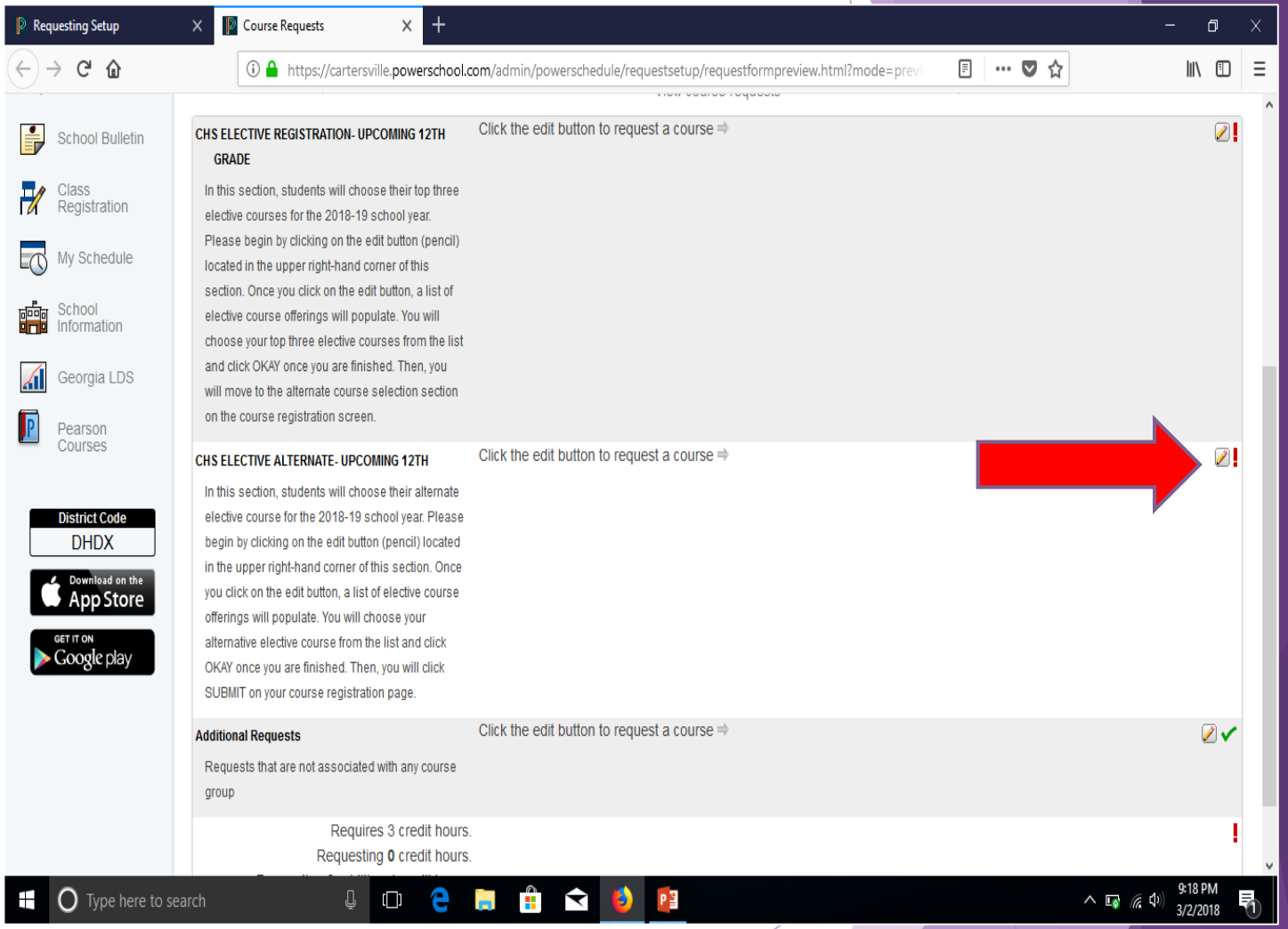


Once OKAY is clicked in Step 4, this screen will appear, which shows the three electives picked in the elective course catalog.



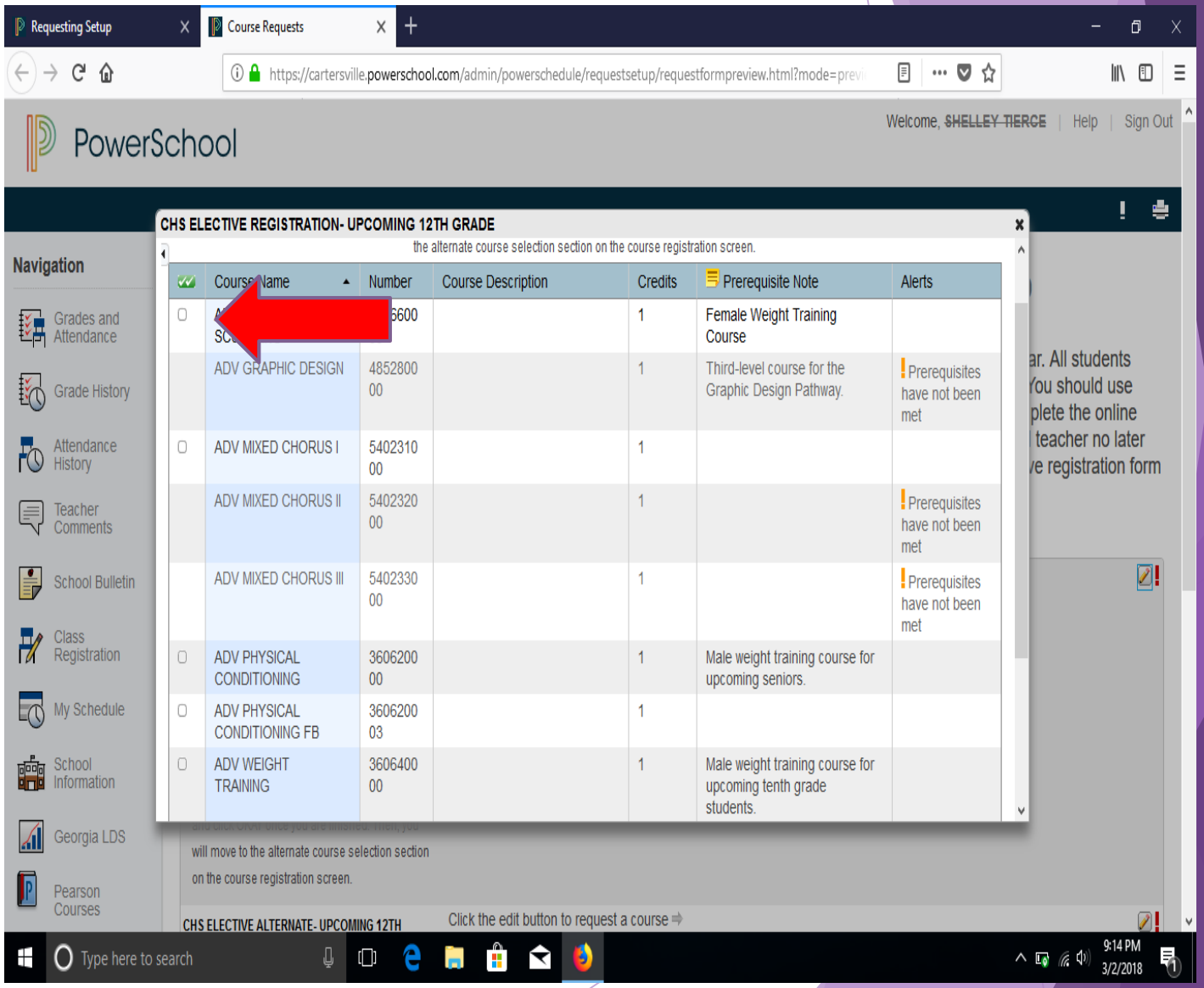
Step 5: Choose your “alternate” elective course.

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.



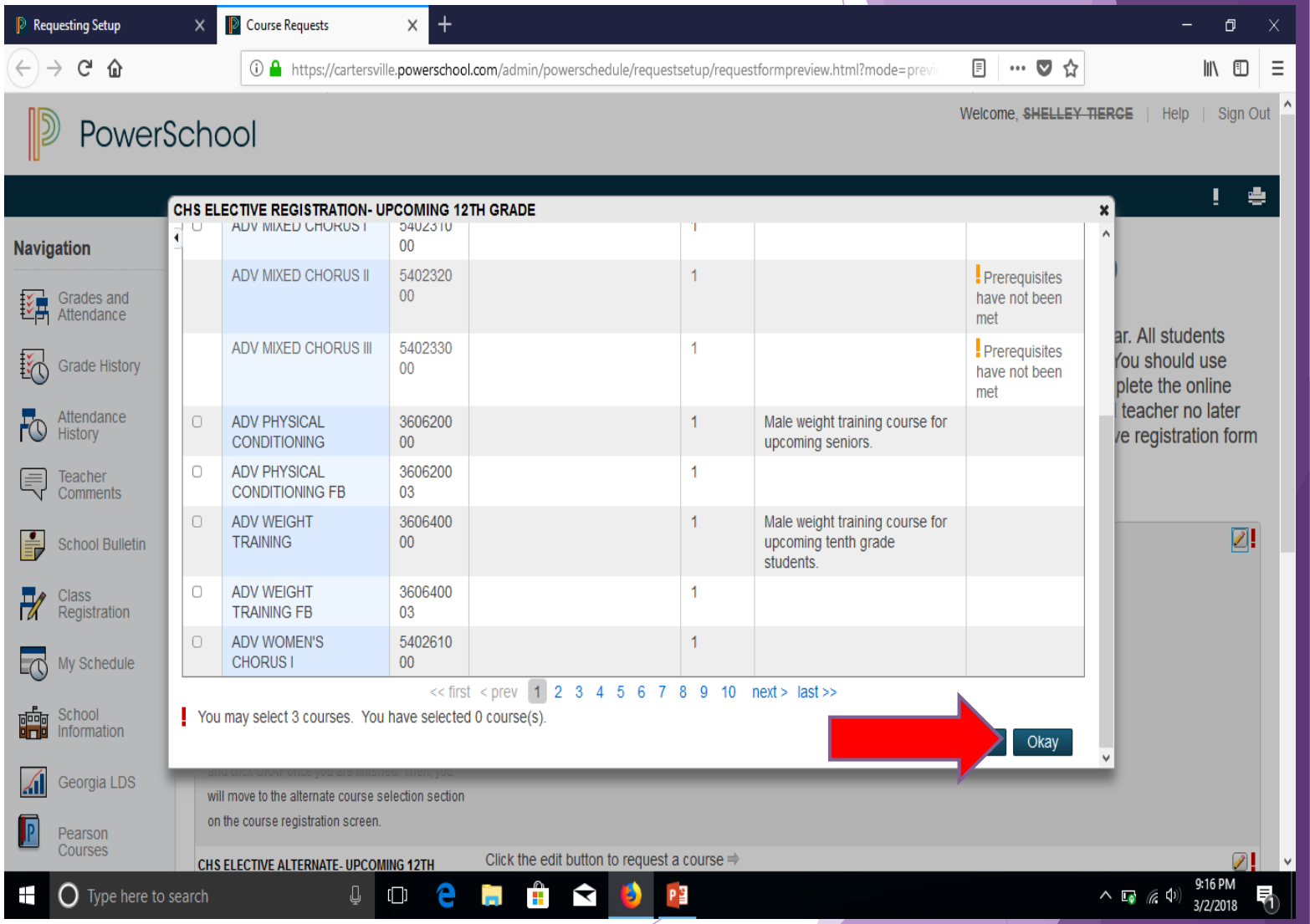
Step 5 continued:
Choose one course from the elective course catalog.

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.

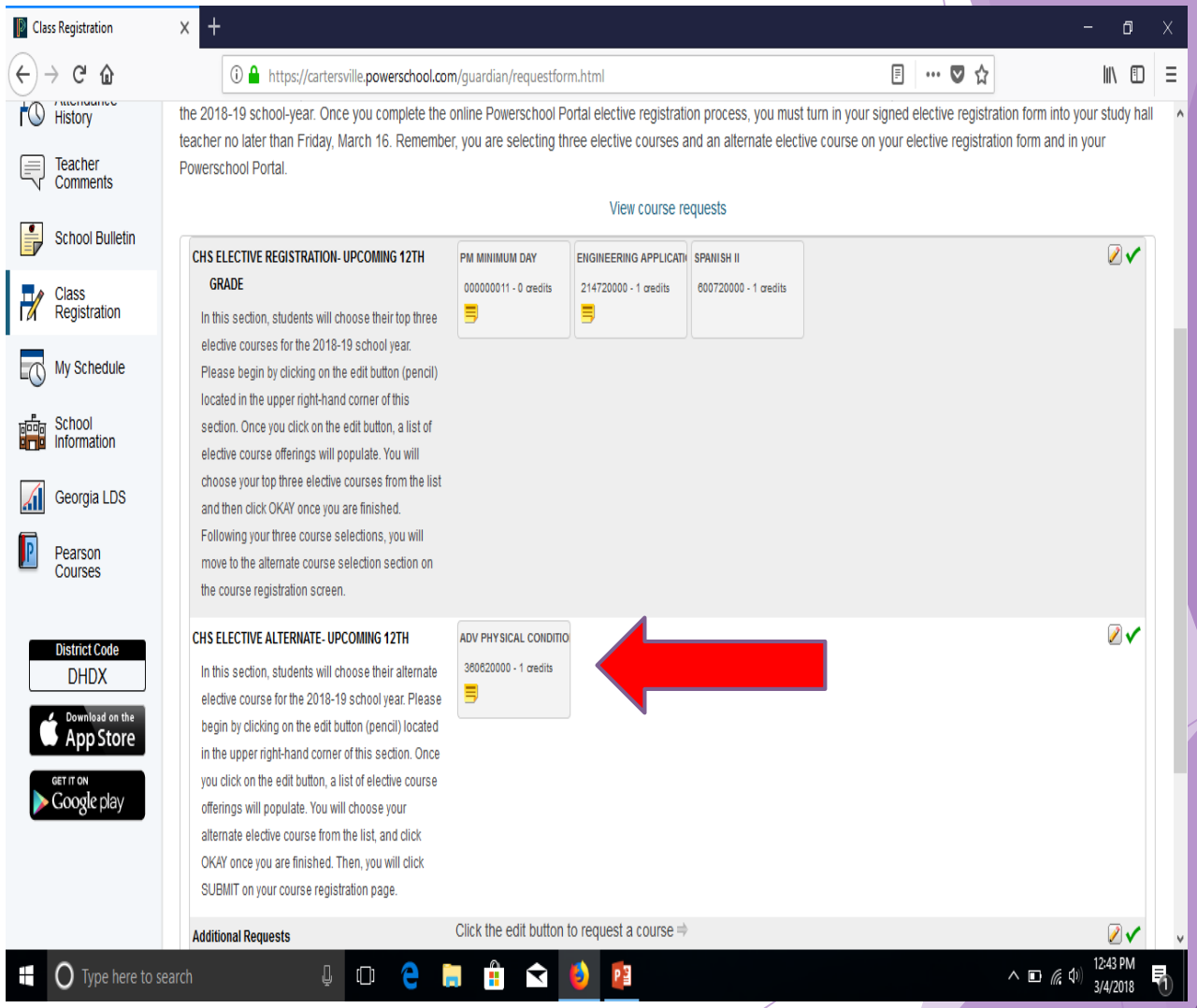


Step 5 continued:

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



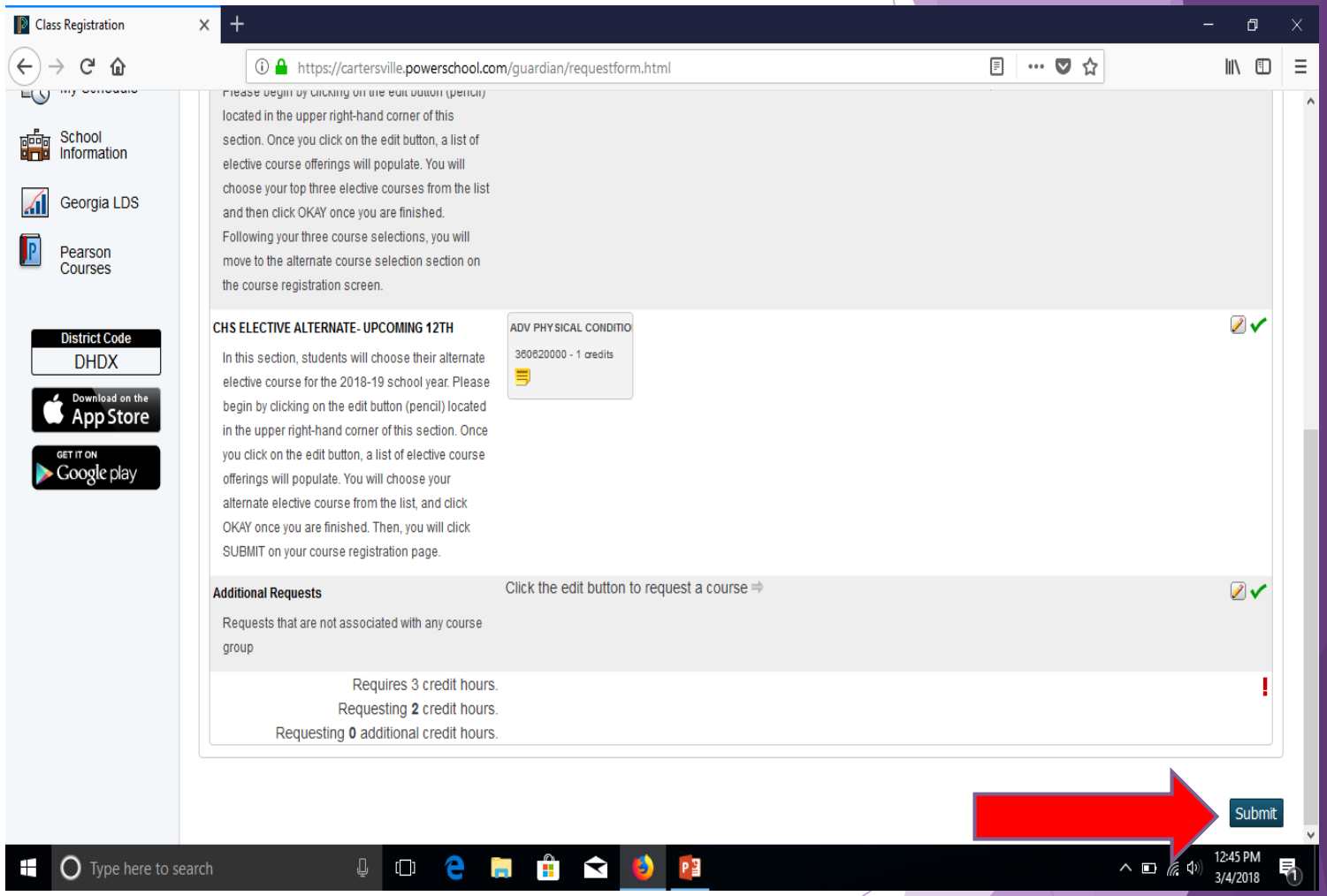
Once OKAY is clicked in Step 5, this screen will appear, which shows the alternate elective.



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.

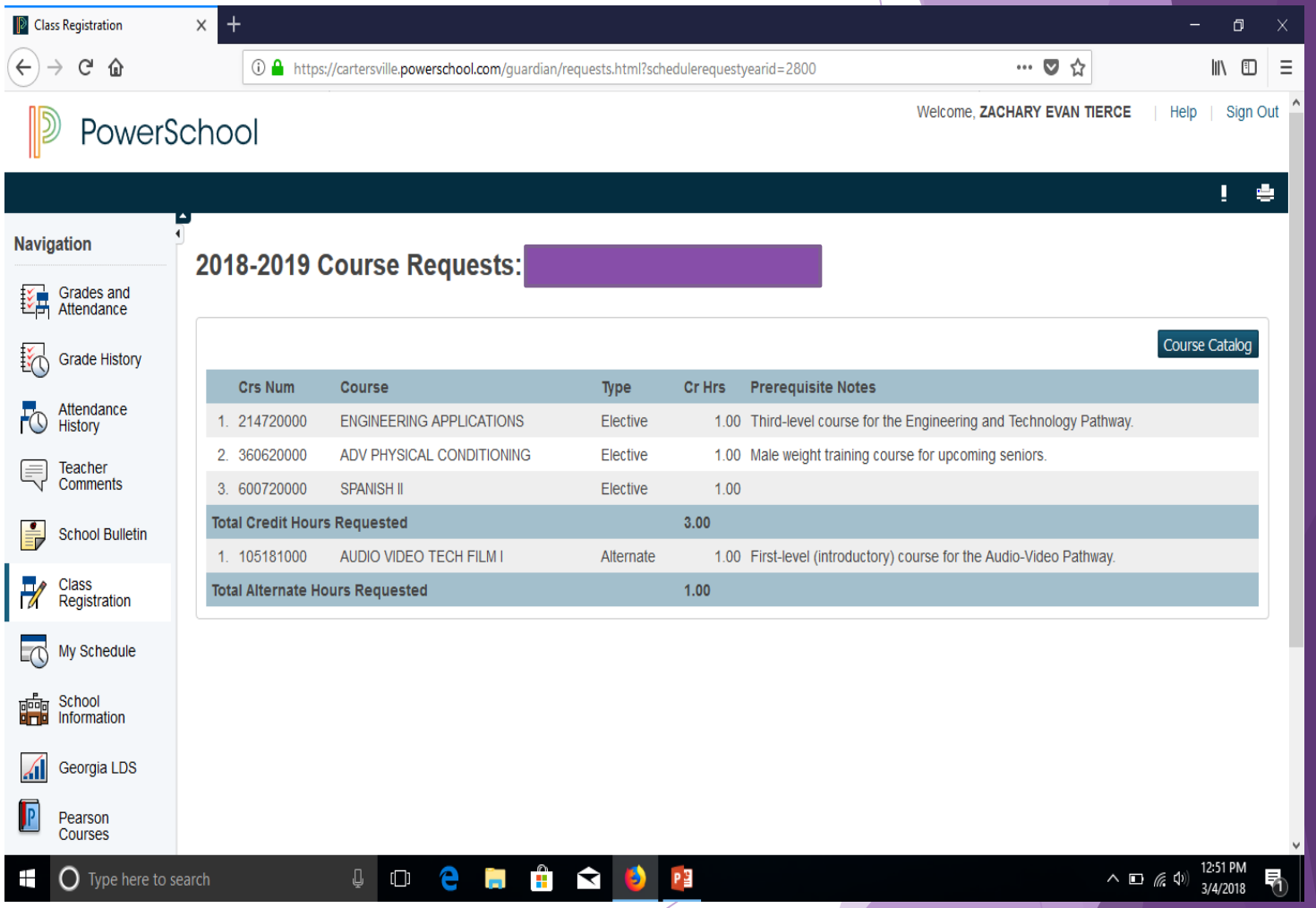
Click SUBMIT as indicated on the screenshot.



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.



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.**