HIGH SCHOOL
STUDENT COURSE REQUESTING SYSTEM

TUTORIAL
How do I get to Class Choice to request courses?

1) Login to your PowerSchool Account

2) Click on the ClassChoice link in the sidebar menu. Use your back arrow to return to PowerSchool.
What are the Student Course Requesting Tools?

STUDENT COURSE REQUESTING TOOLS:
Student Course Requesting Tutorial
2018-19 NSD High School Course Catalog

These Student Course Requesting Tools are available on the home requesting screen to help as you select your course requests.

- You may access this Student Course Requesting Tutorial at any time. It will launch in a separate tab, so you can refer to it as often as needed.

- The NSD High School Course Catalog is an interactive PDF document. Learn more about courses available to you; read course descriptions; find course prerequisites; and find at what site(s) courses are hosted.

If you have additional questions, please see your school counselor.
The Graduation Requirements Table displays your credits towards graduation. It is UNOFFICIAL and for reference purposes only. For an official transcript, see your school counselor.

Credit Description Examples:
- **1.0 needed** (2 credits still required)
- **Requested** (credit hours have been requested, but not yet taken)
- **Complete** (credit hours met; courses IN PROGRESS (IP), which are courses you are currently taking, will also show here as Complete)

Why might this be important to me?
The table acts as a guide to help you meet your graduation requirements. For example, if you are uncertain that you have earned your Humanities credits, this table will help you.

This data is pulled from your Historical Grades in Power School. To access your Historical Grades (UNOFFICIAL and not a transcript) click the link at the top, left hand side of the screen. See next screen on how to understand your Historical Grades table.
How Do I Read My Historical Grades

Reading your Historical Grades

- **Grade Level** – This indicates the grade in which you took the course referenced.

- **Term:**
  - **S1** – 1st Semester
  - **S2** – 2nd Semester
  - **S3** – Course may have been taken in Summer School or from a Dual Credit or IDLA program.
  - **IP** – In Progress (You are currently enrolled in the course.)

- **Course Name:**
  - If the course name is RED, that indicates 60% or less earned in the course.

- **Grade:**
  - **I** – Incomplete
  - **N/C** – No Credit
  - **IP** – When a course is in progress (you’re currently taking the course), you are given full credit and 100% in your Historical Grades. Once the semester is finished and grades have been reported, this will be updated.

- **Credit:**
  - Credits earned are shown.
What is the Summary Bar?

The **Summary** box is a bar that communicates your overall progress as you make requests.

The **Summary** bar displays credit hours (credits):

1. Bar displays all RED - no credit hours have been requested.
2. Bar displays all GREEN – required credit hours have been requested.
3. Bar displays in both RED & GREEN – in progress, process not complete.
Each student will have courses available to them that are specific to their grade level, including the courses in which they have met any required prerequisites.

- Example: You want to take Horse Riding II, but you haven’t met the prerequisite and taken Horse Riding I. The course would not be available for you to select.

- **Mouse Over for Unavailable Classes**
  - displays the course(s) you have:
    - already selected;
    - you’re not eligible to request because you have not met the prerequisites;
    - or you have already earned the credit(s).
  
- If no courses are available to request, or you have concerns, see your counselor.

This field (1.00) indicates how many credit hours earned for passing the course. Once you have made your requests, these credits will appear in your Graduation Requirements Table as Requested.

This field indicates if a step is Required, Recommended or Optional, and then how many Credits are required or recommended.

To read the course catalog description, hover over the [info] link after the course of interest.
Getting Started: Step 1 Core

- You are not allowed to move on to Step: 2 Electives until Step: 1 Core has been completed. The Complete Core Requirements message will display until the Core step has been completed.

- A red message will display if the step is Required until you have completed the step as instructed OR to draw your attention to Recommendations. The message disappears once you’ve successfully completed the step if it were a Required step.

What does Core mean?
All courses required for graduation, excluding Humanities and Elective credits/credit hours.

Credits & Credit Hours are one in the same.

Click on the Add Core to launch the Core request window.
I’ve Chosen My Core Course Requests – May I Make Changes?

• After you’ve saved your course requests they populate to the Home Requests screen. You may remove any request, by clicking on the “remove” link. You can make another choice as long as the requesting window is open to your grade level (see the window dates on the login screen).

• The Step: 2 Electives drop down field will appear once you’ve requested your Core requests.

• Here is a sample of the Unavailable Classes popup window. You must first remove a course from the home requesting screen to select another course.
“Important to Know” Before Moving to Electives

- Any choices you request can be edited as long as the requesting window is open.
- **Saved** requests will remain when you return if you aren’t able to finish or want to do additional research.
- If the screen remains inactive for too long, you will be timed out and need to login again. **Save Requests** periodically to keep your choices in tact. You can return to the step and make edits even after you save.

- Before continuing to **Step: 2 Electives**, be sure that you are comfortable with your choices. This is the best time, not the only, to make changes to your Core requests.

- After you move to the Electives Step and make your requests, any Core course removed will drop any Elective choices you have saved. You can always re-enter them, but keep a record or Print the Requests. You will be given a **“Warning”** message & prompted to confirm the action.

- Don’t let the warning function scare you. As long as you can recall your requests or keep a record, you can quickly and easily re-enter them.

- Why do I lose my Elective requests I’ve saved if I choose to return and edit my Core requests? Your Core requests must be satisfied for the system to grant access to the Electives. If you remove one, then the system prompts you again to **Complete Core Requirements**, consequently removing any Electives already requested.
Step: 2 Electives

- The courses listed in the **Electives** window are courses available for you to choose.

- Courses are in **bold** because prerequisites have been completed.

- Eligible **CTE** courses will also be listed in this step.

- Check your **Summary** bar as you begin to near finishing your requests.

- **BE CAUTIOUS NOT TO OVER REQUEST**

If the screen remains inactive for too long, you will be timed out after 10 minutes and need to login again. **Save Requests** periodically, to keep your choices in tact. You can return to the step and make edits even after you save.
As indicated on your Student Course Request form (see below), choose 3 different Alternate requests than what you chose in your Core or Electives steps. 

In the event that your primary requests are unavailable, your Alternate choices may be substituted into your schedule.

**NOTE:** The Graduation Requirements Table is UNOFFICIAL and for guidance & reference purposes only.

**ALTERNATE REQUESTS**
You are required to choose 3 DIFFERENT alternate requests which may be assigned to you in the event that your primary requests are unavailable. DO NOT DUPLICATE your requests above. See your counselor if you have questions.
Finishing Up – Double Check for Accuracy

You may return to edit your requests anywhere you have PowerSchool access, and at anytime, as long as the window for your grade level is open.

- If an **OVER REQUESTED** message displays, it will indicate how many credits have been over requested.

- Return to your Electives step and make the needed corrections.

- Failure to correct **OVER REQUESTED** courses forfeits your power to make your own choices.

- Refer to your Graduation Requirements table to check your status.

- Click on Print Requests for a copy of your requests you can save or print if you have printer access.