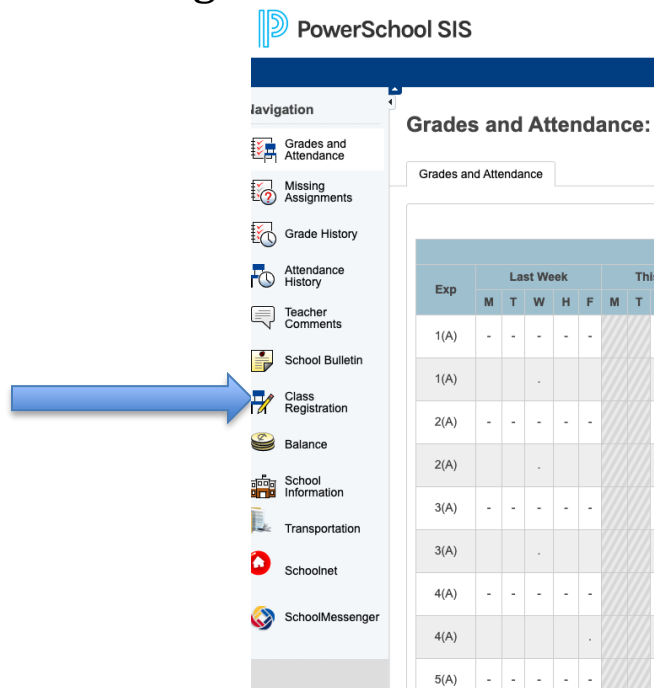


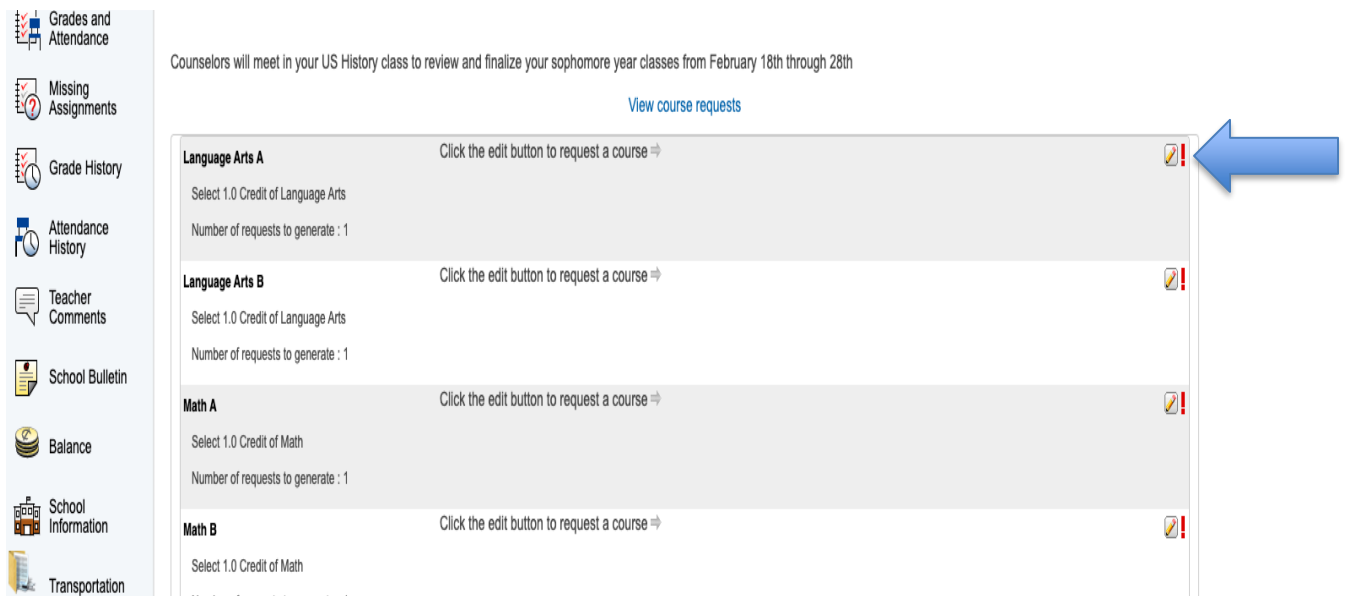
How-To Add Your Schedule Requests in PowerSchool

1. Login to PowerSchool
2. Next, Choose “Class Registration”



The screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with various options. A blue arrow points to the 'Class Registration' option, which is highlighted with a blue background. To the right, the 'Grades and Attendance' section is visible, featuring a table with columns for 'Exp', 'Last Week' (M, T, W, H, F), and 'This' (M, T). The table contains several rows of data, including course numbers like 1(A), 2(A), 3(A), 4(A), and 5(A).

Enter course by clicking on the pencil at the right of each subject (has an red ! next to it)



The screenshot shows the 'View course requests' page in PowerSchool. The page displays a list of subjects with their respective details and an edit button (pencil icon) next to each. A blue arrow points to the edit button for 'Language Arts A'. The subjects listed are Language Arts A, Language Arts B, Math A, and Math B. Each subject entry includes a description and the number of requests to generate.

Counselors will meet in your US History class to review and finalize your sophomore year classes from February 18th through 28th

[View course requests](#)

Subject	Action	Status
Language Arts A	Click the edit button to request a course ⇒	!
Language Arts B	Click the edit button to request a course ⇒	!
Math A	Click the edit button to request a course ⇒	!
Math B	Click the edit button to request a course ⇒	!

Scheduling Frequently Asked Questions

Q: What if I can't decide between two classes before meeting with my counselor?

A: Enter your selections to the best of your ability. While meeting with your counselor adjustments can be made if necessary.

Q: I am unable to enter a specific course in PowerSchool. What do I do?

A: You will need to enter a place holder class. It can be anything. Write a note on your scheduling sheet to discuss it with your counselor when you meet with them.

Q: I failed a class. How can I recover that credit?

A: You can register for the class again, or you can discuss recovery options with your counselor at your meeting.

Q: Where do I find the Course Catalog?

A: Course catalog is available on the OHS Webpage, academics/counseling/Course Catalogs and Curriculum. [OHS Course Catalog Page](#) (The answers to all your scheduling needs are in this document!)

Q: I lost my scheduling sheet. What do I do?

A: Come to the Counseling Office to pick up a new one or click here to for all scheduling [Scheduling Sheets](#)

Q: I can't log in to PowerSchool. What do I do?

A: Your username is OX and your student #. (Ex: OX12345) Your password is your 8-digit birthday. If that doesn't work, come to the Media Center Technology Office for assistance.

Q: I am not currently enrolled in a seated Social Studies class. What do I do?

A: Please stop by counseling and ask for your scheduling sheet. Follow the process of entering your selections on PowerSchool. Turn all of your forms in (stapled and signed) to the counseling office. When you do, an appointment will be made for you to meet with your counselor to discuss it at a later date.

Q: I really want to talk to my counselor about my scheduling choices BEFORE I meet with him/her in my Social Studies class. What do I do?

A: Don't panic! Counselors will be available February 29th and March 1st, in front of the Media Center to answer questions. If you still have questions write them down on a sticky note and put it on your sheet, so you don't forget anything during your face-to-face meeting.

Q: If I enter my choices into PowerSchool are they permanent?

A: Your counselor can make adjustments during your scheduling meeting.