

## COURSE REGISTRATION INSTRUCTIONS

### Register for next year's classes via PowerSchool.

Prior to signing on to PowerSchool to enter your elective choices, read the course descriptions thoroughly and develop a list of courses you want so you can enter them quickly into the computer. *(If you are in PowerSchool for longer than 30 minutes, the system will "time out" and you will have to start the process over again.)*

1. While on the Internet, type the following into your web address line:  
<https://ps.dexterschools.org/public/home.html>
2. While on the PowerSchool log-in page, enter the following information:
  - ❖ **Username:** \_\_\_\_\_
  - ❖ **Password:** \_\_\_\_\_
3. Once you're in, **click on the "Class Registration" icon**. At the top of the screen, you'll see your Core and Enrichment classes, which have already been pre-selected. (Current 7<sup>th</sup> graders will not see a math class displayed for 8<sup>th</sup> grade.)
4. **Below the Core and Enrichment classes are your elective options, which are explained below.** At the very bottom right side of the Class Registration screen is an area that lists the credit hours required and the credit hours requested. Your "requested" number will increase as you select courses. The "requested" number of credit hours must match the required number or the computer will not accept the request.
5. **If you are choosing Band or Orchestra**, click the "pencil" icon next to the green check mark on the right side of the screen. These are yearlong classes. Be sure to select "S1 and S2" (semester 1 and 2) and click the "okay" button in the bottom right of the pop-up menu.
6. **Vocal Music may be taken either for a semester or a full year.** To take vocal music for only a semester (two quarters), select "Mill Creek Singers" S1. To take vocal music for a full year, select S1 and S2.
7. **Foreign Language (8<sup>th</sup> grade only) is a year long course.** If you wish to take a foreign language in 8<sup>th</sup> grade, click the "pencil" icon next to the green check mark on the right side of the screen and select both sections (A and B) of the language of your choice. Click the "okay" button in the bottom right of the pop-up menu.
8. **ILH may be selected for 1-4 quarters if you have a teacher recommendation.**
9. **Additional Electives – All other elective courses not discussed above are listed in the Additional Elective section.** Courses that require a "teacher recommendation" are listed in the text below the "Additional Electives" heading on the Class Registration page and in the text at the top of the additional electives course selection pop-up window. If you want one of the courses that require a recommendation, you must *download the Teacher Recommendation Form from the Mill Creek scheduling page.*

10. **Courses that may be repeated in 8<sup>th</sup> grade** are listed in the text below the "Additional Electives" heading on the Class Registration page, in the text at the top of the Additional Electives course selection pop-up window, and in a separate document on the Mill Creek scheduling page. Eighth graders may not repeat any courses other than those listed.
11. **There are 4 pages of courses in the "Additional Electives" pop-up window.** You can get to them by scrolling down and clicking the page numbers at the bottom of the window. Click the box by the name of the courses you would like to take. If you have not selected any electives before "Additional Electives" (Music, ILH, etc.), you will need to choose 8 electives in the "Additional Electives" window. **NOTE:** You may need to scroll down to click the "okay" button when working in the "Additional Electives" pop-up window. When you click "okay" to submit your choices, the courses you have selected will be displayed in boxes in the middle of the page, just like your core and enrichment classes.
12. **You must select 10 alternates!** Below Additional Elective is the "Alternates" section. There is a counter at the bottom of the "Alternates" pop-up window that tells you how many alternates you have selected. When you have chosen 10 alternates and clicked "ok", the red exclamation point (!) will change to a green check mark.
13. **Submitting Electives.** When you have made all your selections, verify that the number of courses requested matches the number of courses required in the bottom right corner of the Class Registration screen and click the "Submit" button at the bottom of the page. Your screen should show a confirmation of the courses that were chosen.