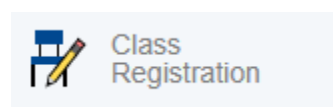


Instructions for Entering Course Requests through PowerSchool for Current 9th-11th Grade Students

All current 9th-11th graders will be entering their course requests online through PowerSchool. The student registration portal will be open February 14 through February 28. On March 1 all MBJH students will return course request forms to Biology teachers. All MBHS students will return course request forms to English teachers. Please consult with the **MBHS 2022-2023 Course Guide** for detailed information on courses, descriptions, prerequisites, teacher recommendation information, etc.

Step 1: Access PowerSchool through the PowerSchool icon in your ClassLink.


Step 2: On the left-side **Navigation** tab, click **Class Registration**.



Step 3: At the top of the page you will find the following message: *Welcome to the MBHS School Registration System for 2022-2023*. Using your Course Request Form as your guide, you will now enter your course requests. Here are some things to remember:

- All students are required to take one core course in English, social studies, math, and science.
- Sign up for the courses for which teachers have **recommended/approved**. If you intend to follow the parent placement process, please consult with the MBHS course guide for those procedures. Counselors will make any necessary request changes based on completed parent placement forms.
- 10th and 11th graders may take one independent study course each semester. 12th graders may take a maximum of two independent study courses each semester.
- Select enough requests to equal 8 class periods. Remember to properly account for semester courses and classes that are two-period classes (like AP Biology, AP Chemistry, and others).
- Application-based and audition-based requests will be entered/confirmed by counselors after all requests have been entered.

To enter requests, click on the pencil icon  in the top right corner for each category:

10th grade English	Click the edit button to request a course ⇒	
Choose one core English course. (English electives may be selected on the Electives/Athletics/PE tab.)		
Number of requests to generate : 1		

Click the box of the course you want to request:

10th grade English

Choose one core English course. (English electives may be selected on the Electives/Athletics/PE tab.)

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	English, Grade 10 (1 cr)	01002G1000	NOTE: FULFILLS ENGLISH CREDIT REQUIRED FOR GRADUATION. Reading literature, reading informational text, writing, speaking and listening, and language	1		
<input type="checkbox"/>	English, Grade 10, Adv Level (1 cr)	01002E1000	NOTE: FULFILLS ENGLISH CREDIT REQUIRED FOR GRADUATION. Advanced work in reading literature, reading informational text, writing, speaking and listening, and language	1		


<< first < prev 1 next > last >>

✓ You may select 1 course. You have selected 1 course(s).

Cancel

Okay

Click the Okay button on the bottom right corner. Continue selecting courses in all core classes and other categories. Remember to select enough requests for an 8-period day. A green check in the top right corner means you have successfully completed a request in a category.

10th grade English Choose one core English course. (English electives may be selected on the Electives/Athletics/PE tab.) Number of requests to generate : 1	English, Grade 10 (1 cr) 01002G1000 - 1 credits NOTE: FULFILLS	 
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Step 4: Once all requests have been selected, click **Submit** to save and request the courses you have selected. A confirmation page will appear.

Step 5: Check your course requests as listed on the confirmation page. If you need to make any changes, click on the **Class Registration** tab and continue through the previous steps again. Click **Submit** to save your requests.

IMPORTANT: Be sure to list your alternate requests on your **Course Request Form**. If you do not list alternates, they will be selected for you in the event that your primary requests cannot be accommodated in the master schedule.