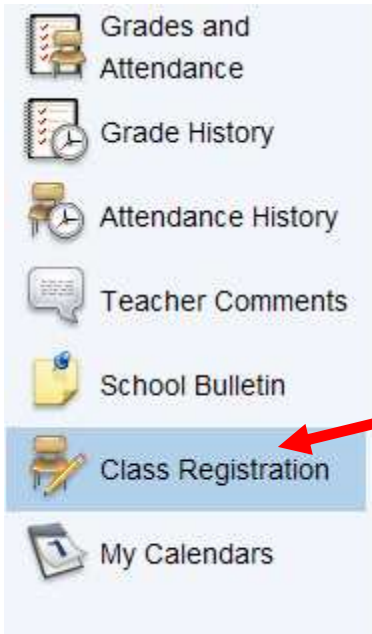


Helping students register for classes next year using the On-Line Scheduler

1. Have the student log into PowerSchool using their log in.
2. From the main page, select the icon for Class Registration (Picture A)
3. Wait for the page to load. There are directions at the top of the page, and then each set of classes is loading particular to each grade level. Should only take about 10 seconds.
4. There will be different department lines. At the end of the line there is an icon that looks like a small square with a diagonal pencil. Click this icon to open the dialogue box for the particular courses for that department line. Students click on the small bubbles on the very left of the course name. BE AWARE – on the course sheet in the student's hands courses are in course number order BUT on the on-line registration window, all classes are in alphabetical order. (Only way it works) (Picture B)
5. Have students select the courses they want. They may need to click to the next window if that department has many courses from which to choose. When done, click OKAY. You will see the selected courses appear on the registration screen. (Pictures C)
6. Repeat this for all departmental sections. If upper class students don't want PE, that is okay. Select all courses appropriately and carefully.
7. When completely finished, click on the SUBMIT button. THIS FINISHES THE PROCESS. YOU MUST CLICK SUBMIT FOR YOUR CHOICES TO STORE. (PICTURE D)
8. You will now see a list of all the classes chosen in alphabetical order. PRINT THIS SCREEN and ATTACH TO THE STUDENT SELECTION SHEET from which you and the student were working. These two sheets come back to the student services office.











Picture A

Welcome to the Rhinelander High School Class Registration System for 2012-2013 School Year :

Use the following links to select the courses you want to take for the 2012-13 school year.

[View course requests](#)

English	Click the edit button to request a course ⇒  
Math	Click the edit button to request a course ⇒  
Social Studies Carefully select the social studies classes you want to take for the 2012-13 year.	Click the edit button to request a course ⇒  
Science Please carefully select science classes for 2012-13.	Click the edit button to request a course ⇒  

Picture B

English					
<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	21st CENT / TECH WRTG	H1237	0.5		
<input type="checkbox"/>	ADV DEBATE U	H135	0.5		
<input type="checkbox"/>	AP ENG. LIT & COMP A (U)	H1295	0.5		
<input type="checkbox"/>	AP ENG. LIT & COMP B (U)	H1296	0.5		
<input type="checkbox"/>	AP LANG & COMP A (U)	H1223	0.5		
<input type="checkbox"/>	AP LANG & COMP B (U)	H1224	0.5		
<input type="checkbox"/>	COMTEMP LIT	H124	0.5		
<input type="checkbox"/>	CREAT WRITE	H110	0.5		
<input type="checkbox"/>	DEBATE 1 U	H111	0.5		
<input type="checkbox"/>	ENGLISH IN DIGITAL AGE	H1235	0.5		

<< first < prev 1 2 next > last >>

! You may select between 1 and 4 courses. You have selected 0 courses.

 Cancel Okay

Picture C

Science Please carefully select science classes for 2012-13.	CHEMISTRY a H810 - 0.5 credits	CHEMISTRY b H811 - 0.5 credits	<input checked="" type="checkbox"/>
PE Make a choice for PE class for 2012-13.	TOTAL FITNESS TRNG H793 - 0.5 credits		<input checked="" type="checkbox"/>
Electives Choose electives that you know you will want to take during the 2012-1 school year.	INTRO DIG MEDIA H030 - 0.5 credits	ACCOUNT 2 H063 - 0.5 credits	<input checked="" type="checkbox"/>
	BUS LAW H088 - 0.5 credits	ARCH CAD DESIGN 1 H429 - 0.5 credits	
Study Hall Select appropriate study hall classes based on what your schedule needs.	STUDY HALL H1000 - 0 credits		<input checked="" type="checkbox"/>

Requires between 6 and 7 credit hours. !
 Requesting 3.5 credit hours

Submit

Picture D