



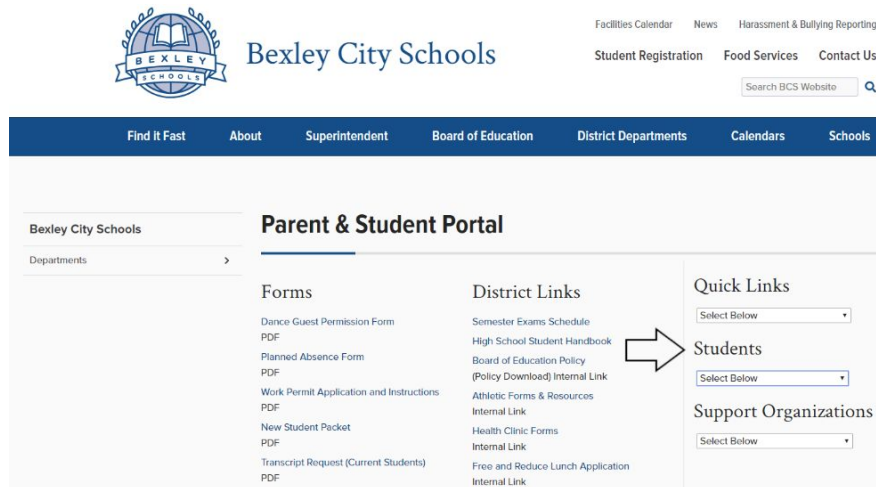
Submitting Course Requests through *PowerSchool*: Current 9th - 11th Grade Students

The following information is provided to help Bexley High School students, **currently in grades 9-11**, to access, evaluate and submit course requests in *PowerSchool* for the 2021-2022 academic year. Students and families are strongly encouraged to review the course recommendations / descriptions PRIOR to submitting a final course request through *PowerSchool*. Students are also encouraged to meet with their assigned school counselor, college counselor and/or teachers (past, present and potentially future) to help make the most informed decision based on personal goals and areas of interest (academic and non-academic).

NOTE: for any technology support (reset password, accessing information in PowerSchool, etc.), please contact Pam Moenter (Senior Database Administrator for PowerSchool / pam.moenter@bexley.us)

Viewing Course Recommendations & Submitting Requests in *PowerSchool*

- Go to www.bexleyschools.org and scroll over the **FIND IT FAST** text on the top, left-hand side of the page. When you 'hover' over the FIND IT FAST text, a drop-down menu will appear. From this drop-down menu, select **Parent & Student Portal**. From the *Parent & Student Portal*, select the drop down box under **Students** on the right-hand side of the page and then select **PowerSchool**.



- Login to *PowerSchool* using the Student's username and password. The Username uses the format of `FirstName.LastName` and the password is unique to the individual student.





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- After logging in, students will be directed to the **Home Screen** (example shown below). From this screen, select the **Class Registration** link on the left-hand side.

PowerSchool Welcome [Name] Help Sign Out

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration**
- My Schedule
- School Information

District Code: GRMF

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Grades and Attendance: [Name]

Grades and Attendance Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	E1	S1	Q3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
HR(A)											HOME ROOM Messerly, Jennifer - Rm: 4235						0	0
1(A)											World Studies Schottenstein, Anna - Rm: 4246						0	0
2(A)											Algebra I Fleming, Ali - Rm: 4312						0	0
3(A)											Spanish II Higgins, Sherri - Rm: 4307						0	0
4(A)											Study Hall Hoch, Nikki - Rm: 4227						2	0
4(A)											Healthy Cuisine Motasem, Marybeth - Rm: 7229						0	0
5(A)											Ceramics Groot, Helma - Rm: 7111						0	0
5(A)											Study Hall Hemmelgarn, Chad - Rm: 4254						0	0
6(A)											Physical Science Hoch, Nikki - Rm: 4227						0	0
7(A)											H English 9 Hayes, Jamie - Rm: 4247						0	0

- The **Class Registration** page provides detailed information for each of the four core subject areas (English, Math, Science, Social Studies) as well as elective course option (year-long & semester-long).

PowerSchool Welcome Help Sign Out

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Welcome to the BEXLEY HIGH SCHOOL Class Registration System for 2016-2017 :

View course requests

ENGLISH	Click the edit button to request a course ⇨	📌
MATHEMATICS	Click the edit button to request a course ⇨	📌
SCIENCE	Click the edit button to request a course ⇨	📌
SOCIAL STUDIES	Click the edit button to request a course ⇨	📌
ELECTIVE (YEAR LONG)	Click the edit button to request a course ⇨	📌
ELECTIVE (SEMESTER LONG)	Click the edit button to request a course ⇨	📌

Requires between 4.5 and 7 credit hours.
Requesting 0 credit hours.

Submit


Within each *Core Subject & Elective Type (year-long or semester long)*, students are required to select a course request within each category. Students / parents will need to click on each  icon to view the options and make a decision on which course the student would like to request.



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NOTE: please remember **World Language courses** fall under the Elective (Year-long) category. Students requesting a foreign language course should select it under the year-long Electives category.

5. After selecting the  icon, students will see the following course options screen which provides Course Names, Numbers, Credits, etc.

English

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	English 9	ENG100		1	Teacher recommendation	Recommended  Chevy Sidel
	H English 9	ENG103		1	Teacher recommendation	Prerequisites have not been met


<< first < prev 1 next > last >>

 You may select 1 course. You have selected 0 courses.

Cancel Okay

Using the sample screen above, the student has been *recommended for English 9* and therefore one *English 9* is the only selection box available.

NOTE: if a student would like to further discuss the available course options and/or teacher recommendation, students and parents are encouraged to meet with his/her current classroom teacher(s) and/or school counselor prior to scheduling classes for the upcoming year.

After selecting a course request within each category, which will be reflected by the  icon on the right-hand side, you can click 'Submit' to save and request the courses you have selected.

Total Credits: students must request at least 5.25 credit hours before submitting the selected courses. If the courses selected do not meet or exceed this amount, the system will not allow the request to be submitted.

Study Hall: students **DO NOT** need to request a Study Hall period even if he/she would like to have a study hall during the academic day. By selecting any combination of classes that covers 6 academic periods each semester, *PowerSchool* will automatically fill in one academic period with a Study Hall.

6. Once all of the course requests have been submitted, the student will be directed to a confirmation page (example provided below) reflecting the courses the student is requesting for the upcoming academic year.

Crs Num	Course	Type	Cr Hrs	Requirements
1. ENG103	H English 9	Required	1.00	Teacher recommendation
2. FAR936	Womens Glee Club	Required	1.00	Placement audition with instructor
3. FLR430	French II	Required	1.00	French I and teacher recommendation
4. MTH100	Algebra I	Required	1.00	Teacher recommendation
5. SCI330	H Biology	Required	1.00	Teacher recommendation
6. SOC510	AP World History	Required	1.00	
7. XCT999	Study Hall	Required	0.00	
			Total Credit Hours Requested	6.00



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NOTE: *Course requests are not listed in any particular order (class period, order of preference, etc.)*

NOTE: It is important for students and families to understand that while every effort is made to accommodate and fulfill all course requests for all students, course requests are not guaranteed due to restrictions and limitations within the master schedule.

7. Students can view their course schedule through *PowerSchool* as follows:
 - Freshman (class of 2025): August 5th
 - Sophomores (class of 2024): August 6th
 - Juniors (class of 2023) and Seniors (class of 2022): August 9th