

## Course Requests (Electives) Instructions

### STEP 1: Login to the Student/Parent Portal

1. Login on a computer, tablet or phone, open a browser (such as Firefox, Safari or Chrome).
2. Enter the PowerSchool Web address: <http://ps.mvwsd.org/public>
3. Login with your Username and Password.
4. Contact your school office if you don't know your PowerSchool Username or Password.

### STEP 2: Select Class Registration

Click on the "Class Registration" button on the left-hand side of the screen.

The screenshot shows the PowerSchool logo at the top. Below it is a navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Test Teacher Comments, School Bulletin, Class Registration (highlighted with a red arrow), My Schedule, and School Information. To the right of the menu, there is a 'Welcome t' message and a warning: 'You must ch THAN ONCE. You must click t Electives are n'. Below the warning, there are three sections for '6th Grade Elective Ct' with instructions to 'Select your top electi' and 'Number of requests |'.

### STEP 3: Request an Elective Course

Click the **pencil** to select your first Elective choice.

The screenshot shows the 'View course requests' page. It has a table with five rows for '6th Grade Elective Choice' and one row for '6th Grade Required Courses'. Each elective choice row has a pencil icon and an exclamation mark icon. A red callout bubble points to the pencil icon in the first row with the text: 'Click on the "Pencil" [pencil icon] to select an elective'. The required courses row shows four boxes: Language Arts 6 (LA6000 - 1 credits), PE 6 (PE6000 - 1 credits), Science 6 (SC6000 - 1 credits), and Social Science History 6 (SS6001 - 1 credits). A green checkmark icon is next to the required courses row.

6th Grade Elective Choice 1	6th Grade Elective Choice 2	6th Grade Elective Choice 3	6th Grade Elective Choice 4	6th Grade Elective Choice 5	6th Grade Required Courses
Select your First elective Number of requests to generate : 1	Select your Second elective Number of requests to generate : 1	Select your Third Elective Number of requests to generate : 1	Select your Forth Elective Number of requests to generate : 1	Select your Fifth Elective Number of requests to generate : 1	You will automatically be assigned the following courses. You will be placed in the appropriate Math class. Number of requests to generate : 1
Language Arts 6 LA6000 - 1 credits	PE 6 PE6000 - 1 credits	Science 6 SC6000 - 1 credits	Social Science History 6 SS6001 - 1 credits		

#### STEP 4: Review Elective Choices and Pick One

1. IMPORTANT! There may be two or three pages of elective. Click "next" and "prev" to review all pages.
2. Check the box beside your elective choice.
3. Click "Okay" when you are done.

#### NOTE: Make sure you select one Academic Elective

<input type="checkbox"/>	Music Orchestra II	936	Attendance at all evening performances is mandatory and graded. All students are responsible for finding their own transportation to every concert. Dates of performances will be posted at the beginning of the school year. Contact Mrs. Miyata for details and/or to set up an audition appointment.	1	Orchestra - Intermediate - Final Placement Contingent on Audition
<input type="checkbox"/>	Music Orchestra III	939		1	Orchestra - Advanced placement contingent on audition
<input type="checkbox"/>	School Service - Office	336	Students of special education are related to the general population. Aides use the same procedures to complete work or read independently.	1	Aides must be present above at the time of the application and must be present throughout the application process. Applications are submitted to the office.

<< first < prev 1 2 3 next > last >>

! You may select 1 course. You have selected 0 course(s).

Cancel Okay

**Tick one box to select an elective**


**Click "next" to see the next page of elective choices**

**IMPORTANT! Click "Okay" to submit your choice**

#### STEP 5: Repeat for other Elective Choices

1. Click on the pencil beside Elective Choice 2 through 5 to select your elective choices.
2. Review all pages of electives.
3. Check the box beside your second elective choice.
4. Click "Okay."

#### STEP 6: Review Your Choices and Click "Submit"

1. The RED exclamation marks  **!** mean you have not completed your selections. Please complete.
2. Review your choices. **YOU MUST CLICK SUBMIT** to save your elective choices.
3. You will automatically be assigned Science, Social Studies, Language Arts and Physical Education courses.
4. Your Mathematics courses will be assigned based on your individual academic needs.