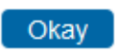**PowerSchool SIS**

Class Registration Instructions

Students will be registering for classses in PowerSchool AND completing a course selection sheet. Course selection sheets must be turned into the high office by Monday, February 9. Future freshman need to return their sheets to the counseling office. Current students can drop their course sheets off in the high school office.   After the deadline, the PowerSchool Class Registration Screen will not allow students to make any changes. Please make the courses entered on the sheet match those entered in PowerSchool.

1. Sign into your PowerSchool account (https://gbdioc.powerschool.com/public). There is a link to PowerSchool under Resources on our website.
2. On the left-hand side of the screen, under the bold heading Navigation, click "Class Registration"
3. At the very top of the screen is an explanation of course requirements, additional credits and the total you must select. Please read this section.
4. Courses are listed by department. If a student is required to make a selection in a specific department, there will be a red exclamation mark next to a pencil icon on the left-hand side of the screen. If no selection is required, there will be a green checkmark next to pencil icon. To make a course selection, click on the pencil icon.
5. A list of courses will appear. To select a course, click in the checkbox to the left of the course title. Scroll down to the bottom of the screen and click Okay. Notice to the left, there is a note making you aware of how many courses you can select as well as the number you have selected.
6. Close to the botttom of the page, there is a section labeled "Alternates". All students are required to select the listed number of Alternates. Alternates are used in the event one or more chosen electives are not offered or do not fit in a student's schedule. Alternates are listed alphabetically by course title. There are several pages of alternates. To see the next page, click on "next" under the course listing table.
7. Underneath "Alternates" is a section labeled "Additional Requests". Please ignore this section.
8. Once you have made your selections, before hitting the submit buttton at the bottom of the screen, make sure there are no ❗ appearing anywhere on the screen. If you hit submit before selecting a required course or the correct number of alternates, you will receive a "Request Submission Failed" alert. Note the reason(s) listed in the alert, click close and make the necessary additions/adjustments.

Questions or concerns can be directed to:

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