

Levittown Public Schools Tutorial

Student Entry of 7th Grade Language Course Requests

Purpose: This document contains the steps for **current sixth grade students** to enter their Foreign Language course selection for the upcoming school year.

From the Levittown Public Schools homepage

1. Select Parent/Student Portal link from the drop down.



2. Enter the same **student username and password used in school** on the PowerSchool Student and Parent Sign In page. Click Sign In button.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

Forgot Username or Password?

Sign In

- Click on the Course Requests **Entry** icon at the top of the portal page.



- Choose either Italian, Spanish or French by clicking the pencil icon to the right.

The screenshot shows the 'Welcome to the School Name Class Registration System for 2018-2019' page. The page title is 'Welcome to the School Name Class Registration System for 2018-2019 : Student Name'. Below the title, it says '7th grade Foreign Language selection for 2018-2019 school year'. There are two main sections: 'Grade 7 Foreign Language Elective' and 'Additional Requests'. The 'Grade 7 Foreign Language Elective' section is highlighted with a red box and contains the text: 'Please choose either Italian or Spanish or French by clicking the pencil icon to the right. After course is selected click the Okay button then click the Submit button.' To the right of this text is a pencil icon, also highlighted with a red box. Below this section is the 'Additional Requests' section, which contains text about credit hours and a green checkmark. At the bottom right of the page is a 'Submit' button.

- Check the box to the left of the desired foreign language course.

- Click Okay button.

The screenshot shows a window titled '7th Grade Foreign Language'. It contains a table with the following columns: Course Name, Number, Course Description, Credits, Prerequisite Note, and Alerts. The table has three rows: French 7 (2571), Italian 7 (2572), and Spanish 7 (2570). The checkbox for Spanish 7 is checked and highlighted with a red box. Below the table, there is a message: 'You may select 1 course. You have selected 1 course.' At the bottom right, there are 'Cancel' and 'Okay' buttons, with the 'Okay' button highlighted with a red box.

- Confirm the correct course name appears on Welcome page

Note – if correct course does not appear on Welcome page, follow steps 5, 6 and 7 above to select correct course. Then proceed to step 8.

- Click **Submit** on bottom right of screen.

The screenshot shows the 'Welcome to the School Name Class Registration System for 2018-2019' page. The page title is 'Welcome to the School Name Class Registration System for 2018-2019 : Student Name'. Below the title, it says '7th grade Foreign Language selection for 2018-2019 school year'. There are two main sections: 'Grade 7 Second Language' and 'Additional Requests'. The 'Grade 7 Second Language' section is highlighted with a red box and contains the text: 'Please select one course.' To the right of this text is a pencil icon, also highlighted with a red box. Below this section is the 'Additional Requests' section, which contains text about credit hours and a green checkmark. At the bottom right of the page is a 'Submit' button, highlighted with a red box.