

Levittown Public Schools Tutorial

Student Entry of Eighth Grade Elective Course Requests

Purpose: This document contains the steps for **current seventh grade students** to enter their Music or Art elective course selection for the upcoming school year.

From the Levittown Public Schools homepage

1. Select Parent/Student Portal link from choices in blue on left side of screen.

The screenshot shows the Levittown Public Schools homepage. On the left is a navigation menu with the following items: SCHOOLS, BOARD OF EDUCATION Meeting Info., DISTRICT District Forms, DEPARTMENTS, PROGRAMS, RESOURCES, NEWS, MEDIA CENTER Office365 with OneDrive (Learn More), EDMODO, **Parent/Student Portal** (Learn More) (highlighted with a red box), POWER TEACHER, TUTORIALS, DISTRICT E-MAIL, REMOTE ACCESS, and STAFFTRAC. The main content area features a header with the school logo and name, a date 'Friday, Dec. 08, 2017 - Today Is Day: 1' with links for Lunch Menus, Calendars, Employment, and Media Center, and a search bar. Below the header is a featured announcement: 'Please Join Us for "Progression Of A Substance Abuse Disorder" A Presentation by Cortney Lovell'. A text box describes Cortney Lovell as a nationally recognized recovery coach and addiction counselor. To the right of this announcement is a blue box for an event on 'TUESDAY, DEC. 12, 2017' at 7:00 P.M. at Wisdom Lane Middle School. Below the announcement is a yellow banner for a 'Parent Portal Update' stating that elementary report cards for the 1st trimester are now available. The main content area is divided into three columns: 'Current Resources' with links for New Driver Ed. Info, 8th to 9th Grade Parent Workshop, Levittown For Levittown Fundraiser Fundraiser Flyer, Kaplan SAT Prep Class Information, Holiday-Adopt-A-Family Program, Kindergarten Registration Information, Kindergarten Registration Dates, Levittown For Levittown Hurricane Fundraiser, Levittown District Wellness News, Instrumental Music Registration, 2018 Levittown Hall of Fame Project, Levittown's 70th Anniversary Special Events Facebook Page, Senior Citizen Gold Card Program, and 'In The News' with links for Students Explore Animal Survival Skills, Division Peer Leaders Lead the Way During LEADD Week, Abbey Lane Students Learn The Challenges of Pilgrims, Summer Reading and Safety Shine at BOE Meeting, Middle School 101 Takes the Stage at Salk, Elementary Musicians Selected for LISFA Festival, New Members Inducted into National Technical Honor Society, Northside Student Council Candidates Campaign for Positions, and Wisdom Lane Earth and Space Club Meets Astronauts. On the right side of the page is an 'Events' section listing: Feast of the Immaculate Conception (Fri, Dec 8, 2017), Chanukah Begins at Sundown (Tue, Dec 12, 2017), Progression of a Substance Abuse Disorder - Presented by Ms. Cortney Lovell @ Wisdom MS (Tue, Dec 12, 2017 7:00pm @ Auditorium), First Day of Chanukah (Wed, Dec 13, 2017), Board of Education Regular Meeting @ LMEC (Wed, Dec 13, 2017 7:30pm), No Dance & Gymnastics Classes (Sat, Dec 23, 2017), Holiday Recess-Christmas Day (Mon, Dec 25, 2017), Holiday Recess (Tue, Dec 26, 2017), and Kwanzaa (Tue, Dec 26, 2017).

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

3. Click Sign In button.
4. Click on the 2018-2019 Course Request **Entry** icon at the top of the portal page.



5. Choose either Art or Music course by clicking the pencil icon to the right.

6. Check the box to the left of the desired elective course.
7. Click Okay button.

8th grade elective course selection

Please choose a music or art course by clicking the pencil icon to the right. After course is selected click Okay button then click Submit button.

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Art 8	2780		0		
<input type="checkbox"/>	Band 8	2680		0		
<input type="checkbox"/>	Beg. Band II	2674		0		
<input checked="" type="checkbox"/>	Chorus 8	2681		0		
<input type="checkbox"/>	Orchestra 8	2685		0		

<< first < prev 1 next > last >>

✓ You may select 1 course. You have selected 1 course.

Cancel Okay

8. 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.
9. **Click Submit** on bottom right of screen.

Welcome to the **School Name** Class Registration System for
 2018-2019 : **Student Name**

8th grade elective course selection for 2018-019 school year

Grade 8 Music or Art Elective Chorus 8
 Please choose a music or art course by clicking the pencil icon to the right. After course is selected click the Okay button then click the Submit button.
 2681 - 0 credits

Additional Requests Click the edit button to request a course
 Requests that are not associated with any course group
 Requires 0 credit hours.
 Requesting 0 credit hours.
 Requesting 0 additional credit hours.

Disregard this section

Submit

2018-2019 Course Requests page will appear with selected courses.

10. **IMPORTANT** - Click **Sign Out** on top right of screen.

PowerSchool

Grades and Attendance Report Card History Schedule 2018-2019 Course Request Entry 2018-2019 Course Requests ListServ MySchool Bucks Access Logs NYS Assessments (Grades 3-8)

Welcome, Sign Out