

Levittown Public Schools Tutorial

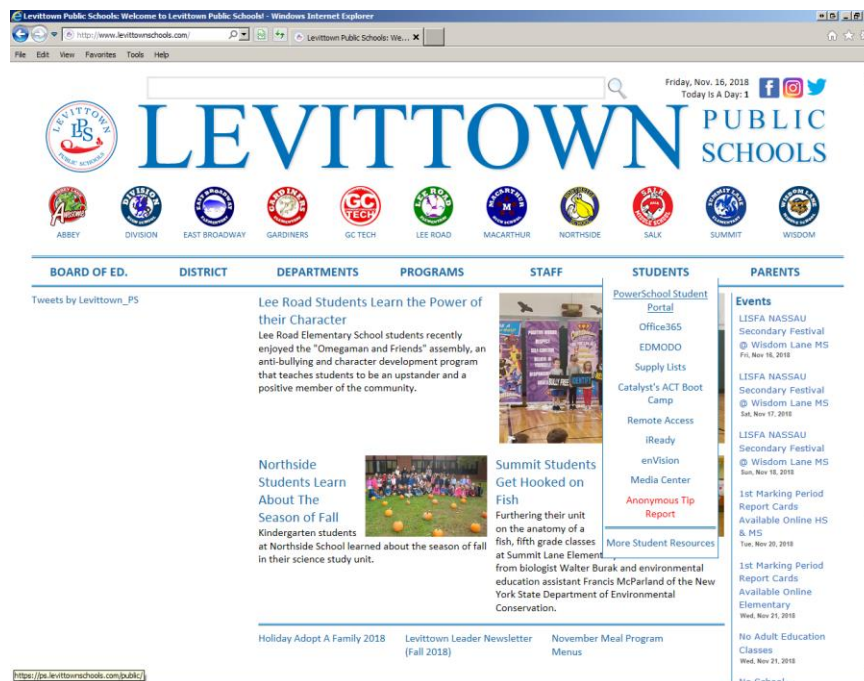
Student Entry of 10th Grade On-Line Course Requests

Version: 1.0
11/16/2018

Purpose: This document contains the steps for **current ninth grade students** to enter their tenth grade course selections for the upcoming school year.

From the Levittown Public Schools homepage

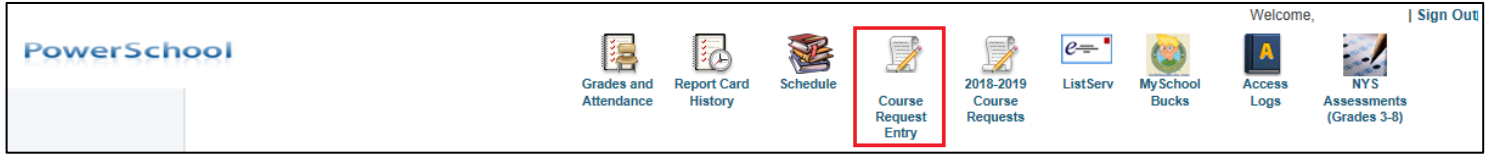
1. Select PowerSchool Student Portal link under STUDENTS.



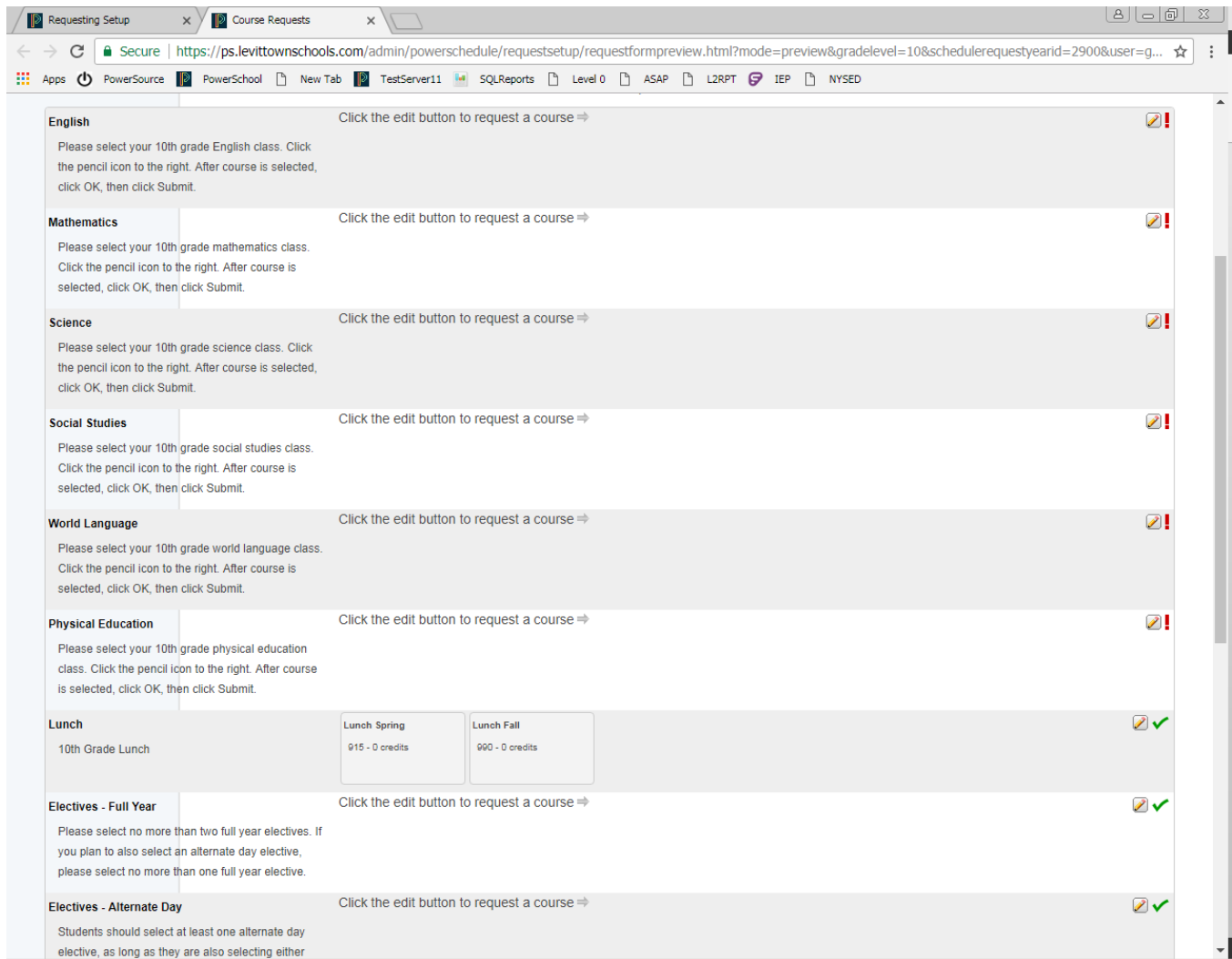
2. Enter the same **student username and password used in school** on the PowerSchool Student and Parent Sign In page.

A screenshot of the PowerSchool 'Student and Parent Sign In' page. The page has a 'Sign In' button and a 'Create Account' button. There are two input fields: 'Username' and 'Password'. A red box highlights the 'Sign In' button. A red box highlights the 'Username' field, and a red box highlights the 'Password' field. A red box with the text 'Enter student username & password' has arrows pointing to both the Username and Password fields. Below the input fields is a 'Forgot Username or Password?' link.

3. Click on the 2019-2020 Course Request **Entry** icon at the top of the portal page.

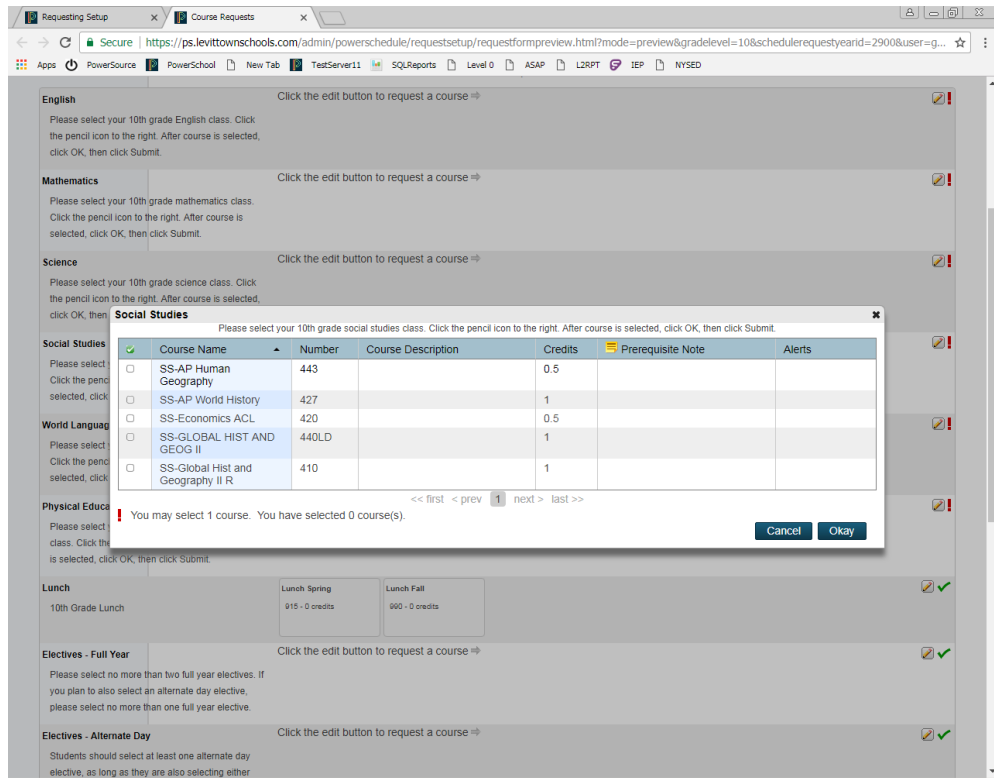


4. Choose courses for each subject area by clicking the pencil icon on the right. Courses chosen or pre-selected (such as lunch) will display on the page. A red exclamation indicates a required course has not been selected yet. A green check indicates a course has been selected or is not required.

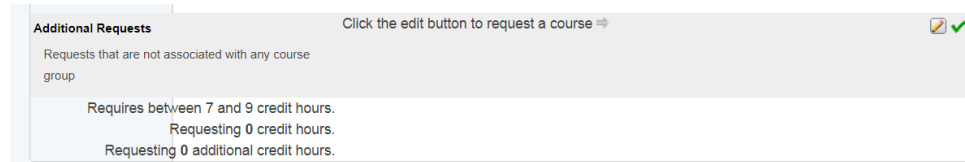


5. Check the box to the left of the course you would like to register for. Use the page buttons at the bottom of the course selection window to advance to courses on the next page. Click the Okay button when finished choosing desired course(s).

Core courses such as English are required and must be selected. Elective courses are divided among full, semester and alternating day categories. Depending on what you can fit into your schedule will determine how many electives you can select. It is not required to pick electives from every category.



6. Confirm the correct course names appears on the request screen for each subject area
7. At the bottom of the request screen, you will see how many total credits your chosen courses add up to. You must select a sufficient amount of courses that sum between 7 and 9 credits in order to submit your requests.



8. Click Submit on bottom right of screen.
9. You will be scheduled to meet with your school counselor to review your course selections after submission.