

Levittown Public Schools Tutorial

Student Entry of 8th 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 the drop down.

The screenshot shows the Levittown Public Schools homepage. At the top, there is a navigation bar with tabs for BOARD OF ED., DISTRICT, DEPARTMENTS, PROGRAMS, STAFF, STUDENTS, and PARENTS. The STUDENTS tab is active, and a dropdown menu is open, listing various resources like PowerSchool Student Portal, Office365, EDMODO, Supply Lists, Catalyst's ACT Boot Camp, Remote Access, iReady, enVision Tutorials, Media Center, Anonymous Tip Report, and More Student Resources. The main content area features several news items, including 'GC Tech Open House! January 15, 2019 6pm - 8 P.M.' and 'Board Game Buddies at Wisdom Lane'.

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

The screenshot shows the PowerSchool Student and Parent Sign In page. The page has a header with the Levittown Public Schools logo and the PowerSchool logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Sign In' button is selected. There are two input fields: 'Username' and 'Password'. Below the input fields, there is a link that says 'Forgot Username or Password?'. At the bottom right, there is a 'Sign In' button.

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



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

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

8th grade elective course selection for 2017-018 school year

Grade 8 Music or Art Elective ✎ !
 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.

Additional Requests ✎ ✓
 Requests that are not associated with any course group

Requires 0 credit hours.
 Requesting 0 credit hours.
 Requesting 0 additional credit hours. ✓

- Check the box to the left of the desired elective course.

- 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**

- 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.

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 ✎ ✓
 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. Chorus 8
2681 - 0 credits

Additional Requests ✎ ✓
 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