

# Heritage High PowerSchool Course Selection Instructions

**February 26 – March 19, 2021**

Students should request courses for the 2021-2022 school year according to the dates above. Juniors have been prepped through junior conferences and may proceed with instructions below. Counselors will meet with freshmen and sophomores during their second period classes, March 1<sup>st</sup> to March 18th. Students have the option of completing the process at home with parents or at school during independent work time or lunch. Counselors are available during all lunches to assist students at the Counseling Corner (virtual and face to face), March 3<sup>rd</sup> and March 12<sup>th</sup> 9:30am-1pm via Google Meet (link will be sent to student via Remind), and by appointment.

## **IMPORTANT NOTES**

- A. Students wishing to enroll in a CTE Internship, an NCVPS course, a Wake Tech CCP course, or a course requiring an application or audition will not see the specific course to select. Instead, students should choose another course as if the application course is not available (a placeholder course). If the student is not selected for the special course, the chosen elective or an alternate elective will automatically be scheduled. Print a copy of the requested courses and write the name of the actual course you are seeking/applying for beside the placeholder course. Turn this copy into Student Services or email it to your counselor.
- B. Want to graduate midyear? You must still choose 8 primary courses and 3 alternate electives. Those you do not need will be dropped during your summer meeting.
- C. Rising senior applying for a reduced schedule? You must still choose 8 primary courses and 3 alternate electives. Once the application is processed, the preferred elective(s) to be dropped listed on the application will be removed from the student's schedule.
- D. AP Capstone Info: Rising sophomores choosing Pre-AP Honors English 2 are automatically paired with AP Seminar. AP Research is automatically paired with teacher cadet. AP Research students must submit a teacher cadet application to Ms. Mwanda by the deadline. Refer to specific Capstone "box" on the course options selection sheet.
- E. Be sure to save your selections in each category but do not click "SUBMIT" until you are certain of all course selections. You may log back in and edit your selections as much as you need to until March 19.
- F. Review the course recommendations entered by your teachers. This will help you to make informed decisions about courses for next year.
- G. Students will be able to review and make changes to these initial course selections from mid-April to late May 2021.
- H. **Plan now for the entire school year. Students will NOT be able to make "change-of heart" schedule changes midyear.**

## **1. LOG IN to PowerSchool**

Log in to your Wake ID portal from the link found on Student page of HHS school website or go directly to the link - <https://wakeid.wcpss.net/>. Then, click on the NCEdCloud icon. Can't remember how to log in? Getting an error message? Stuck on how to log-in? Contact our Media Center staff at [bit.ly/huskytechhelp](http://bit.ly/huskytechhelp)

## **2. SELECT 11 COURSES (8 PRIMARY, 3 ALTERNATES)**

- A. Click "Class Registration." The "Class Registration" screen will appear. The screen will indicate that courses have not been requested by the 0 credit hours at the bottom of the screen. An exclamation mark indicates a student must select a course in the category. A check mark indicates a student does not have to choose a course in the category.
- B. Click the "pencil" for each category provided in order to select the appropriate course being requested. Note: if courses are required and have not been selected for a particular area, a red exclamation point will be displayed. A group of courses will be displayed.
- C. Check the box beside the course being requested. A message may appear indicating the number of courses that need to be selected. View messages at the top of the screen.

- D. Select "Cancel" if you are not ready to save the course selection. Click "Okay" to save the selected course and proceed to another subject area.
- E. The selected course will display on the screen. Proceed to select courses for each subject area. When courses are selected, the number of credit hours will be displayed at the bottom of the screen.
- F. Be sure to choose three alternate courses.
- G. Click "Submit". The number of selected courses must match the required number of hours on the screen. If you do not have the required number of courses, the screen will prompt a "Submit" again.
- H. When the course requests submission is successful, a screen will appear listing the course selections for the 2021-22 school year.
- I. If you chose a course that you intend to drop for an application course, print your selections or save as a pdf to email to your counselor. Click the printer icon at the top right of the screen to print a copy of the requested courses. On the top right hand side, write your current grade level. You can include any message that you need your counselor to know (see "A" from Important Notes). Turn in sheet to Student Services or email it to your counselor by March 19.