

PowerSchool Course Selection

IMPORTANT: You need a PowerSchool account in order to complete the course selection steps. If you don't already have a PowerSchool log in, please contact Shannon Pritzl via email or phone at shannon.pritzl@roncallicatholicschools.org or **920-686-8145**.

How to select courses

1. Access PowerSchool by hovering over either the **STUDENTS** or **PARENTS** tab on the school website.
2. Enter your PowerSchool's **Username** and **Password** (Please contact Shannon Pritzl at 920-686-8145 if you don't already have a PowerSchool log in).
3. Main Menu → Click Class **Registration**
4. Required courses are already pre-selected for you.
5. Click the **Pencil** icon on the far right to select courses
6. **Course Request** pop-up window appears
7. Choose a course (There may be more than one page available for that group of courses).
8. Click Okay
9. Course Request pop-up window closes
 - a. A **green** checkmark appears for selected courses. **Note:** A red question mark (!) will appear if there are errors or omissions in an area.
10. Repeat above for each course.
 - a. Eight (8) credits need to be selected.
 - b. One (1) credit of alternates needs to be selected.
11. Click **Submit**.
 - a. The Course Requests page appears.

How to View Course Requests

1. Main Menu ⇒ Click **Class Registration**
2. Click **View Future Course Requests**