



## Online Course Registration using PowerSchool

For the **2018-2019** school year, Trillium Lakelands District School Board will be using our Student Administration Software program called PowerSchool for option entry. Students will be able to login and complete online course selections for the upcoming school year.

### Pre-login Planning Table

<b>Choose your Pathway</b>	<b>Choose one (1) Phys. Ed. Course</b>	<b>Choose two (2) options</b>	<b>Choose one (1) alternate</b> (in the event that one of the selected options won't fit the timetable)
<input type="checkbox"/> <b>Academic</b> (Path to University) <input type="checkbox"/> <b>Applied</b> (Path to College) <input type="checkbox"/> <b>Locally Developed</b> (Path to Workplace & Apprenticeship)	<input type="checkbox"/> <b>Male Phys. Ed.</b> <input type="checkbox"/> <b>Female Phys. Ed.</b>	<input type="checkbox"/> <b>Art</b> <input type="checkbox"/> <b>Intro to Information Technology</b> (Computers) <input type="checkbox"/> <b>Drama</b> <input type="checkbox"/> <b>Exploring Tech.</b> (Wood/Auto) <input type="checkbox"/> <b>Hospitality &amp; Tourism</b> (Foods) <input type="checkbox"/> <b>Music</b>	<input type="checkbox"/> <b>Art</b> <input type="checkbox"/> <b>Business Tech.</b> (Computers) <input type="checkbox"/> <b>Drama</b> <input type="checkbox"/> <b>Exploring Tech.</b> (Wood/Auto) <input type="checkbox"/> <b>Hospitality &amp; Tourism</b> (Foods) <input type="checkbox"/> <b>Music</b>

Please follow the instructions listed below to complete your online selection of courses.

### **COURSE SELECTION IS OPEN FROM FEBRUARY 5<sup>TH</sup> – 16<sup>TH</sup>, 2018**

Your student username will be your six digit student number, the same as you currently use to access the school computers.

Your password is your date of birth entered as follows: **mmddyyyy** e.g. birthdate of January 1, 2002 would be entered as **112002** - do not enter leading zeroes or / between the numbers.

Using a web browser, enter the following address (URL) to access the student/parent portal of PowerSchool – <https://pschool.tldsbo.on.ca/public>

The following screen will appear:

**PowerSchool**

**Parent Sign In**

Username  
[Input Field]

Password  
[Input Field]

[Having trouble signing in?](#)

**Sign In**

Enter your Username and Password.

**PLEASE NOTE:** You have a set amount of time (approximately 15 minutes) to Submit your changes before the screen times out. If the screen times out, you will have to Start Over!

The following menu will appear upon successful login to PowerSchool. You will see a screen indicating your current secondary school and a set of courses for your 2018-2019 grade.

## Welcome to the Gravenhurst High School Class Registration System for 2018-2019

Please choose courses only in the stream (ACADEMIC, APPLIED, or WORKPLACE) that you will be taking. Please read the instructions on each section carefully. To make a selection, click the pencil icon on the right side of the screen. If you have any questions, please make a guidance appointment.

[View course requests](#)

Path to <b>University</b> – access only these 3 screens	<b>Grade 9 ACADEMIC Compulsory Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> ACADEMIC students, please choose Male (PPL1OM) or Female (PPL1OF) phys-ed, and ALL other courses.
	<b>Grade 9 ACADEMIC Optional Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> ACADEMIC students, please choose TWO (2) optional courses.
	<b>Grade 9 ACADEMIC Alternate Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> ACADEMIC students, please choose ONE (1) alternate course in the event that one of your optional courses cannot be scheduled.
Path to <b>College</b> – access only these 3 screens	<b>Grade 9 APPLIED Compulsory Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> APPLIED students, please choose Male (PPL1OM) or Female (PPL1OF) phys-ed, and ALL other courses.
	<b>Grade 9 APPLIED Optional Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> APPLIED students, please choose TWO (2) optional courses
	<b>Grade 9 APPLIED Alternate Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> APPLIED students, please choose ONE (1) alternate course in the event that one of your optional courses cannot be scheduled.
Path to <b>Workplace &amp; Apprenticeship</b> – access only these 3 screens	<b>Grade 9 WORKPLACE Compulsory Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> WORKPLACE students, please choose Male (PPL1OM) or Female (PPL1OF) phys-ed, and ALL other courses.
	<b>Grade 9 WORKPLACE Optional Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> WORKPLACE students, please choose TWO (2) optional courses
	<b>Grade 9 WORKPLACE Alternate Courses</b> Click the edit button to request a course ➔ <span style="float: right;">✎ ✓</span> WORKPLACE students, please choose ONE (1) alternate course in the event that one of your optional courses cannot be scheduled.
Requires up to 8 credit hours. <span style="float: right;">✓</span> Requesting 0 credit hours.	

Click on the pencil icon to the right in order to select courses for each course group. Please note the first/prev and next/last items at the bottom of the screen. Some course groups may have more choices than will fit on one screen, and you can use these options to scroll through the screens to see all available options.

This example shows the Academic compulsory course screen. Detailed instructions will appear at the top of each screen.

<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	CGC1DR-Geography of Canada	CGC1DR	1		
<input type="checkbox"/>	ENG1DR-English	ENG1DR	1		
<input type="checkbox"/>	FSF1DR-French	FSF1DR	1	Minimum of 600 hours of French instruction, or equivalent.	
<input type="checkbox"/>	MPM1DR-Principles of Mathematics	MPM1DR	1		
<input type="checkbox"/>	PPL10F-Healthy Active Living Education	PPL10F	1		
<input type="checkbox"/>	PPL10M-Healthy Active Living Education	PPL10M	1		
<input type="checkbox"/>	SNC1DR-Science	SNC1DR	1		

<< first < prev 1 next > last >>

✓ You may select up to 6 courses. You have selected 0 courses.

Cancel Okay

Clicking once in the checkbox beside the desired course will select it.

After you make all of the required selections, be sure to click on the Okay button at the bottom of the screen to save your selections. You will then see a green checkmark when you have met the requirements for the completion of that course group.

A red exclamation point appears if courses need to be selected for an area.

Continue accessing all three (3) course groups in your desired pathway (Compulsory, Optional & Alternate) until you have selected all required courses.

After you click the **Submit button** a screen will display showing all the courses that you have selected. You may click on the printer icon in the upper right to print out the listing if you wish.

**Please make sure you click on Logout when finished.**