

Ashwaubenon Summer School
ONLINE CLASS REGISTRATION
Detailed Instructions

ASHWAUBENON SUMMER SCHOOL
2280 South Broadway
Ashwaubenon, WI 54304
P: 920.448.2870 F: 920.448.2873
www.ashwaubenon.k12.wi.us/summer_school.cfm

This Spring we will be using Online Class Registration for the 2017 Summer School session. Online Class Registration will be done by current PK3 through 11th Grade students planning on attending Summer School 2017.

We feel we're providing students and parents enough instruction and support for this more efficient and convenient process. If necessary, utilize the support resources of documentation, Summer School staff, and our website at www.ashwaubenon.k12.wi.us/summer_school.cfm.

THE PROCESS TIMELINE

Monday, March 6: Online Course Selection OPENS

Thursday, April 6, 3:00 p.m.: Online Course Selection CLOSSES

The main Summer School session takes place **Tuesday, June 13th through Wednesday, July 12th**, with Monday, July 3rd and Tuesday, July 4th off for the Fourth of July Holiday. *These start and end dates have been slightly adjusted from those appearing in earlier district publications.*

HELP DOCUMENTATION

Documentation to help you select classes online is listed below. These resources, with the exception of the Quick Reference with Usernames/Passwords, are posted on our website at www.ashwaubenon.k12.wi.us/summer_school.cfm and linked to the Class Registration screen. The Quick Reference with Usernames/Passwords is emailed to parent email addresses on file.

The PowerSchool Summer School Parent & Student Access Quick Reference with Usernames/Passwords

- In order to register for classes, you will have to sign in to Summer School PowerSchool using the **student's** PowerSchool Username and Password. Sign in info is included on the Quick Reference sheet.
- This is different than the Quick Reference sheet used to sign in to PowerSchool during the normal school year.

Summer School Course Offerings Booklet

- The Course Booklet gives an in-depth description about each course and its grade-level requirements.
- Before signing into Summer School PowerSchool to select classes, please look at this booklet to determine which classes you'd like to request.

OPTIONAL: This Online Class Registration Detailed Instructions document

- The detailed instructions are step-by-step and more detailed than the Quick Reference sheet mentioned above.

IMPORTANT GENERAL NOTES ABOUT THE CLASS REGISTRATION SCREEN

Each Class Registration screen is specific to the grade the student is in THIS, the 2016-17, school year. In other words, the list of courses from which the student can choose varies depending on what grade they are currently in. The sample screens shown throughout these instructions depict a typical Class Registration screen for 1st Graders.

Typically, you'll select 2 courses as your 1st two choices (i.e. highest priority) and 2 courses as your Alternates (i.e. lower priority). Differences here are current PK3 and 4K students who only can select 1 course and grades 6-11 who can sign up for a 3rd set of courses for Athletics and, in the case of 8th Graders, Marching Band.

To request courses, you click on the edit button, which is a pencil icon as shown to the right.



Once you've made your course selections, **YOU MUST CLICK ON THE SUBMIT ICON AT THE VERY BOTTOM RIGHT OF THE SCREEN TO SAVE YOUR COURSE SELECTIONS.** To see that Submit icon, you may have to scroll to the very bottom of the page. If you don't click on the Submit icon, any work you've done will be lost, and you will have to re-enter your course selections.

Once you've clicked on Submit, you should review your course selections which will appear on the Class Registration screen. You can enter some selections, Submit them, and come back at a different time to enter your remaining selections. Likewise, you can come back and delete or replace course requests.

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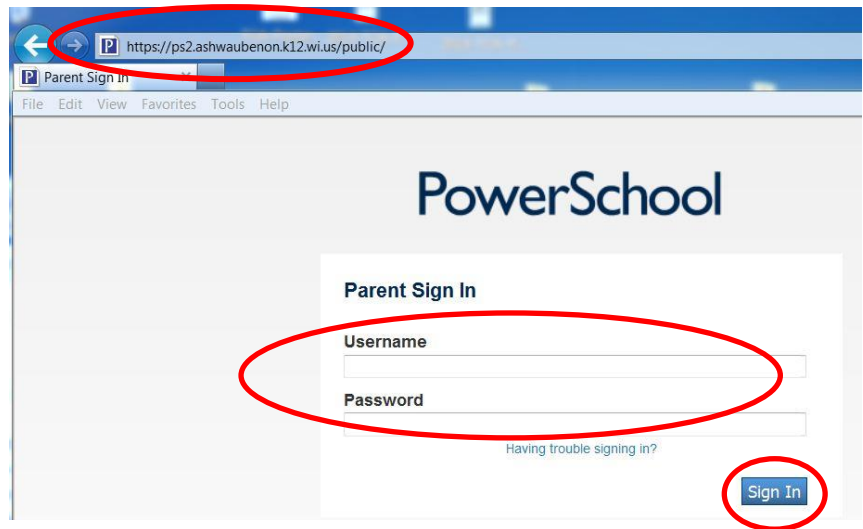
www.ashwaubenon.k12.wi.us/summer_school.cfm

STEP 1 Access the Summer School PowerSchool Parent/Student Access site by entering <https://ps2.ashwaubenon.k12.wi.us/public> in the Address entry box of your web browser. *This is a different site address than the normal school year PowerSchool site!*

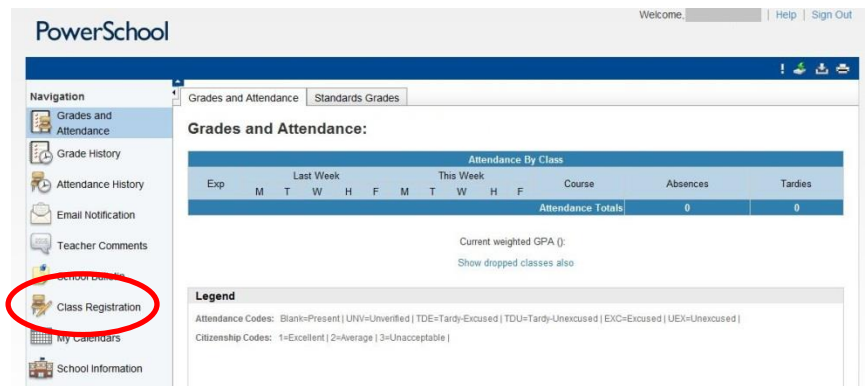
The sign in screen will appear.

Enter the student's Username and Password. Usernames and Passwords are printed on the Summer School Parent & Student Access Quick Reference sheet.

Click the **Sign In** icon.

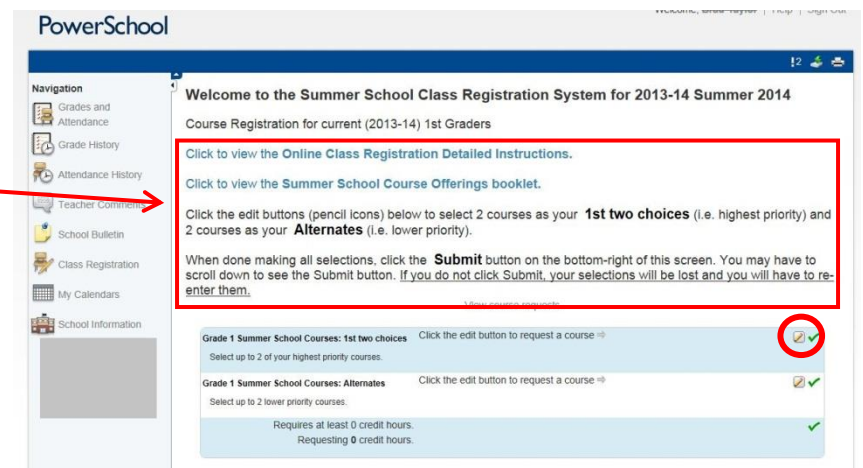


STEP 2 Once signed in to Summer School PowerSchool, click on the 'Class Registration' icon to get to the screen for entering Online Course Selections.



STEP 3 Please read ALL information on the screens, including the general message shown here.

To make course selections, click on the edit button, which is the pencil icon.



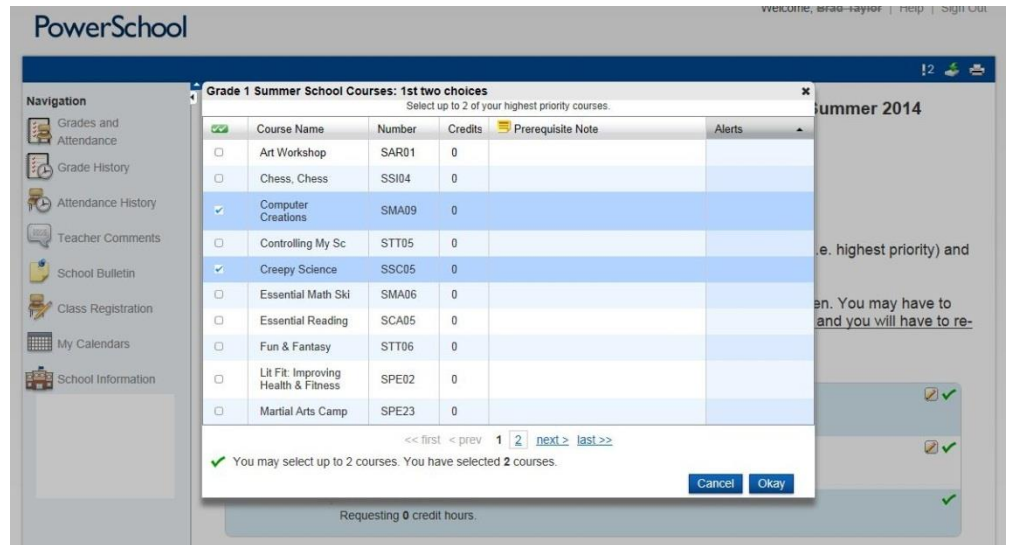
Typically, you'll select 2 courses as your 1st two choices (i.e. highest priority) and 2 courses as your Alternates (i.e. lower priority). Differences here are current Pre-K and 4K students who only can select 1 course and grades 6-11 who can sign up for a 3rd set of courses for Athletics and, in the case of 8th Graders, Marching Band.

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STEP 4 Select your 1st choices of courses (i.e. highest priority) by **clicking in the box** next to the Course Name. A checkmark will appear. You can un-select a course by clicking on the box again - the checkmark will disappear.

If available, you can go to another screen of possible courses by clicking on ‘next’ and ‘prev’ near the bottom of the window.

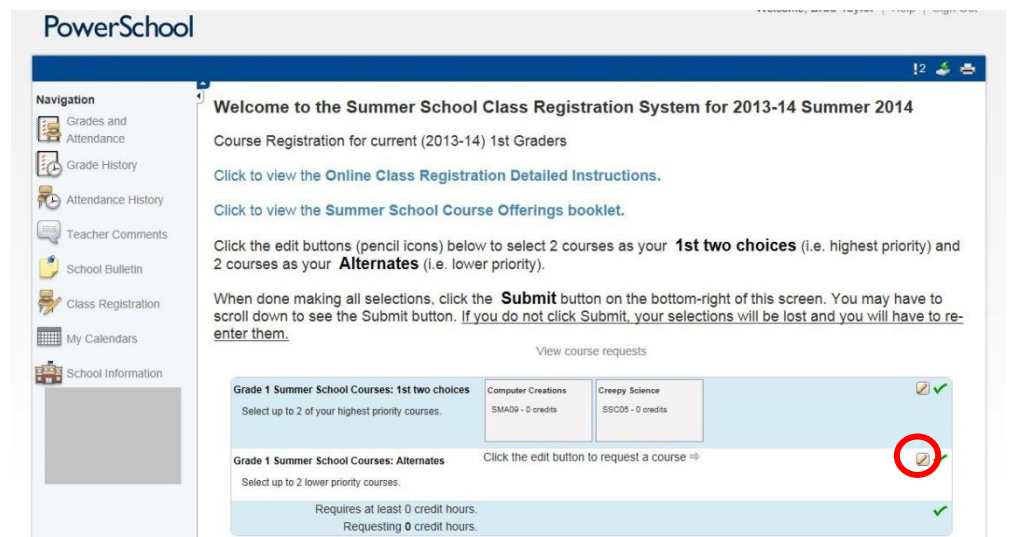
Once you’ve selected the number of courses stated at the bottom of the screen (typically 2), click the **Okay** button.



STEP 5 After clicking Okay as mentioned above, you will return to the main Class Registration screen shown here.

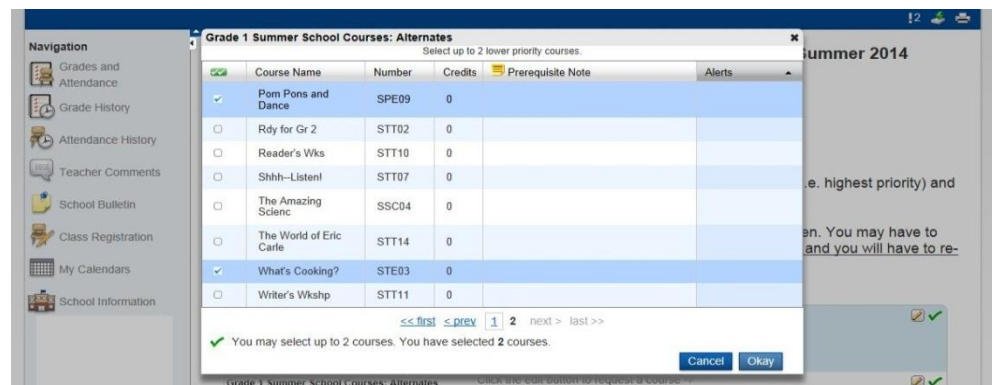
Unless the student is a Pre-K or 4K student, you are now ready to make your Alternate (lower priority) course choices. To do that, click on the edit button (the pencil) next to the Alternates section.

If you are registering a Pre-K or 4K student, go to STEP 8.



STEP 6 As done in STEP 4, select your Alternate (lower priority) course selections.

Once you’ve selected the number of courses stated at the bottom of the screen (typically 2), click the **Okay** button.



STEP 7 If you are registering a grade 6-11 student, you have the option to sign up for a 3rd set of courses for Athletics and, in the case of 8th Graders, Marching Band. The process is similar to STEP 5 and STEP 6 above.

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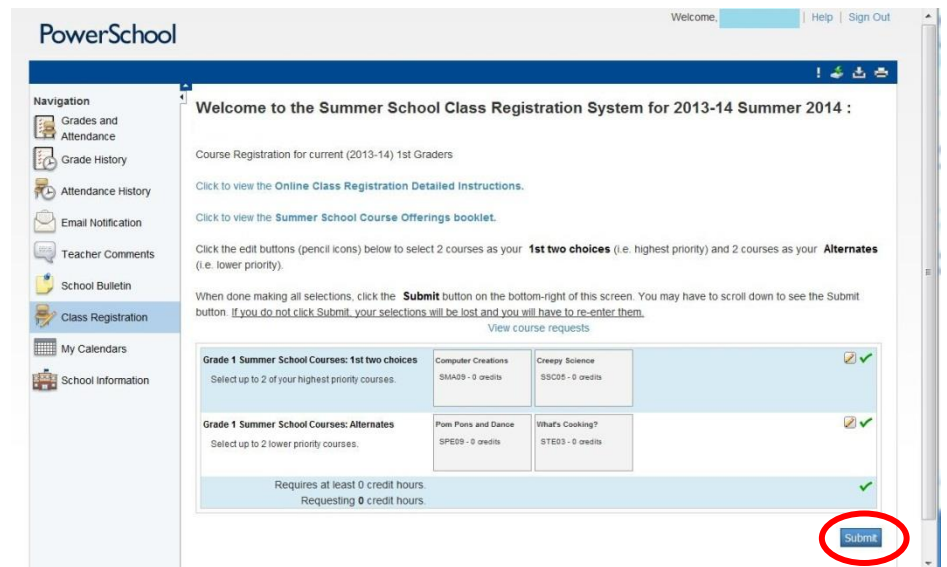
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STEP 8 After clicking Okay as mentioned above, you will return to the main Class Registration screen shown here.

Review your course selections here. You can make changes by clicking on the edit button (the pencil) next to the 1st Choices or Alternates section.

To save your selections, you must click the **'Submit'** button on the bottom-right of this screen. You may have to scroll down to see the Submit button. *If you do not click Submit, your selections will be lost and you will have to re-enter them.*

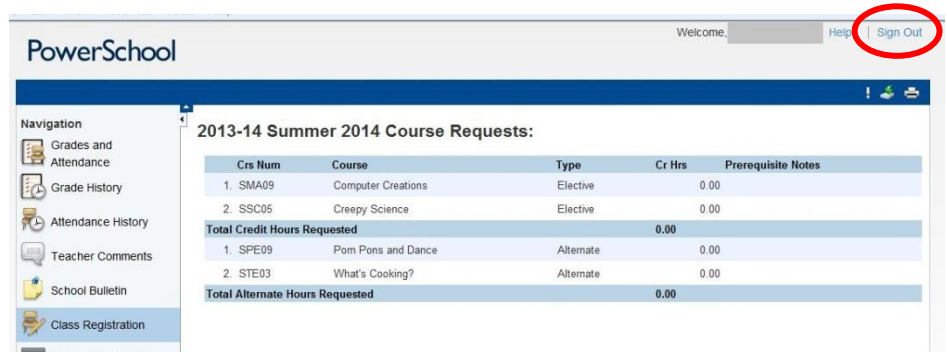


STEP 9 After clicking Submit as mentioned above, a list of your course selections appears as shown here.

You can now sign out of PowerSchool by clicking **Sign Out** at the top right of the screen.

Remaining signed in allows anyone at your computer to see your child's information.

For security purposes, you will be automatically logged out after 15 minutes of inactivity. However, it is always best to **click the Logout button when you are finished.**



*For more information & resources, visit
www.ashwaubenon.k12.wi.us/summer_school.cfm
or go to the District's website at
www.ashwaubenon.k12.wi.us
and click on **Summer School** in the left margin.*

THANK YOU for registering online to select Summer School courses!