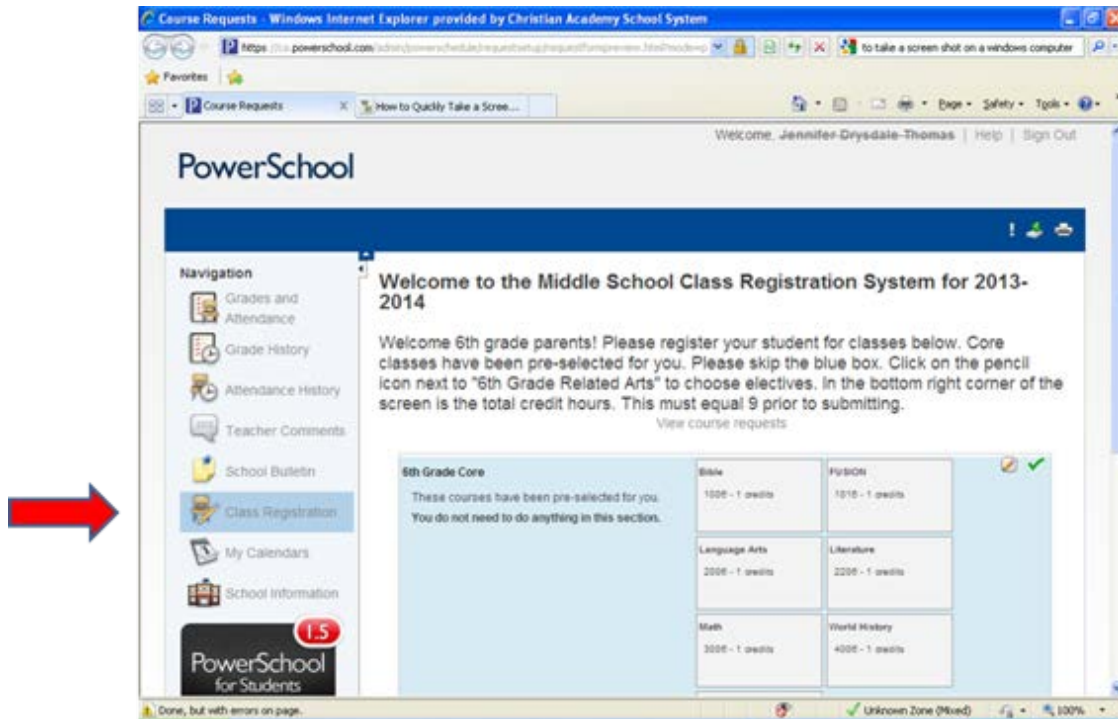


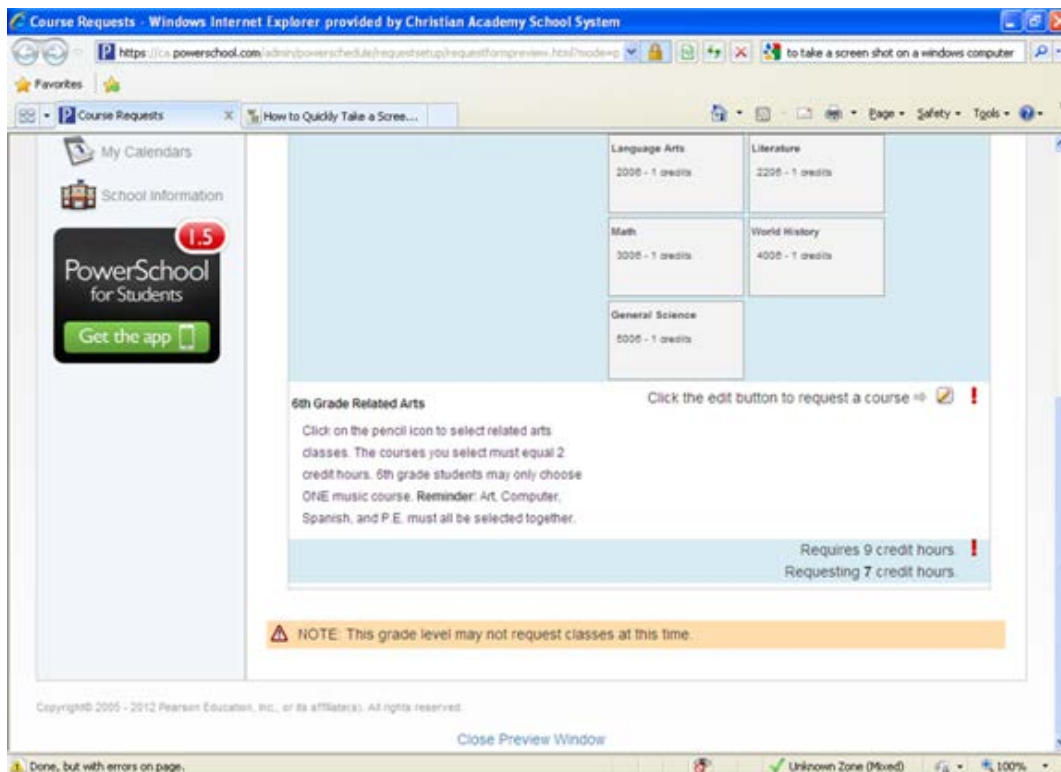
## Directions for accessing On-line Course Registration:

**STEP 1:** Log on to your PowerSchool account. If you do not have an account, please contact the Technology Department by e-mail at [support@caschools.us](mailto:support@caschools.us).

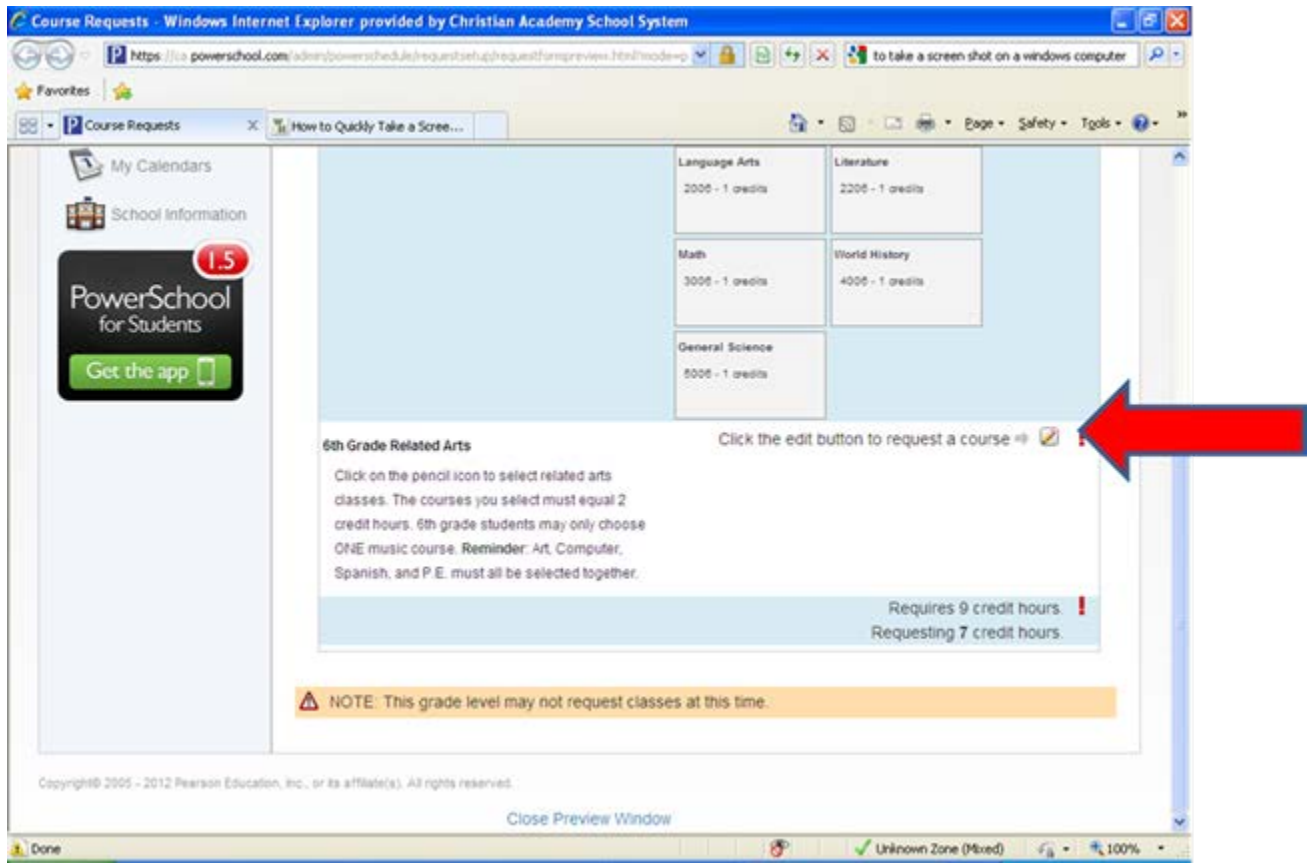
**STEP 2:** Click on “Class Registration” on the left side of the screen.



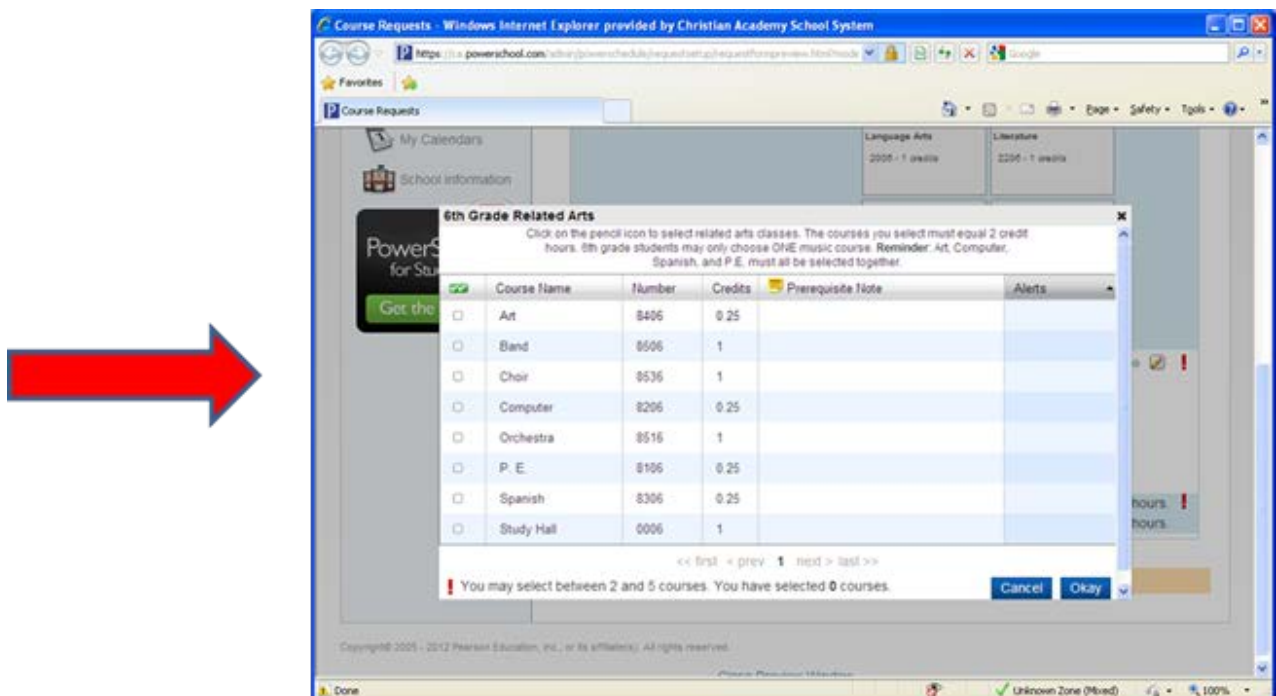
**STEP 3:** Read instructions, then scroll down to the bottom of the screen. Core classes have been selected for you, please skip the first blue section labeled “Core Classes” and scroll down to the “Related Arts” selection page.



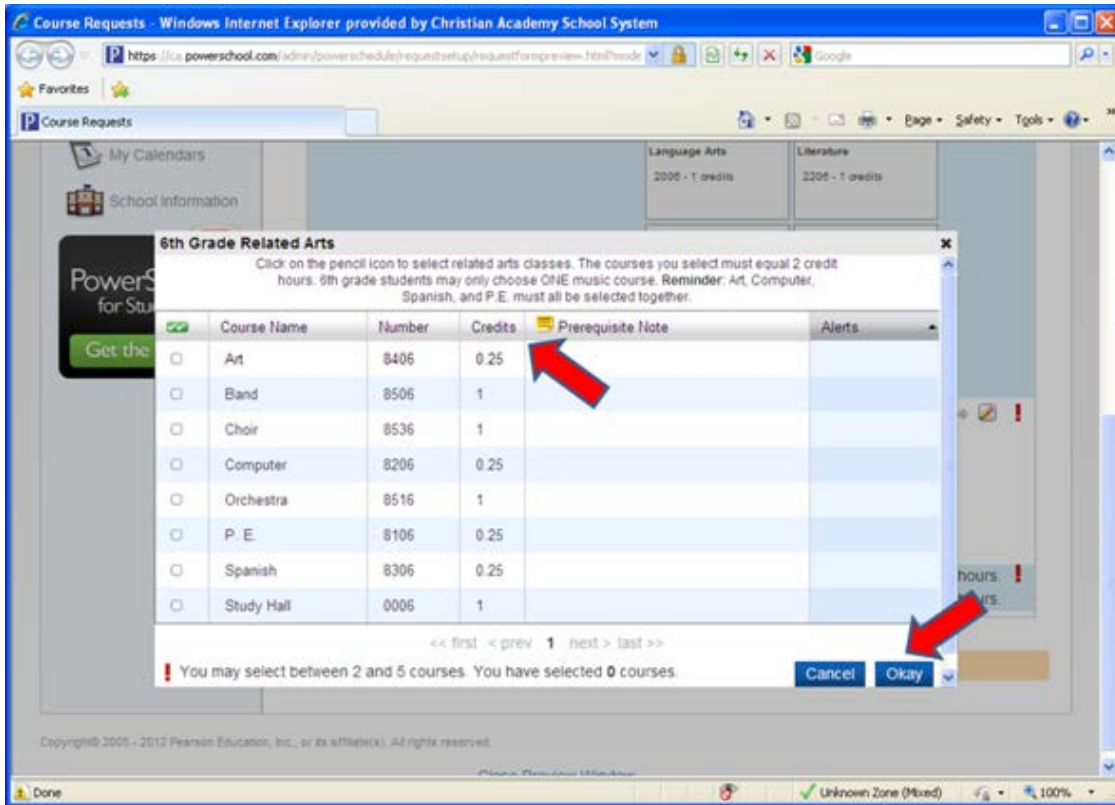
**Step 4: Click the Pencil icon in the “Related Arts” section to select courses.** See attached course descriptions for more information on individual classes. The electives you choose must equal TWO credits. Please note, Art, Spanish, Computer, and P.E. are quarterly classes. All four must be selected together to equal one credit. Students can choose ONE instrumental music class (For example, a student can take Orchestra and Choir but not Orchestra and Band).



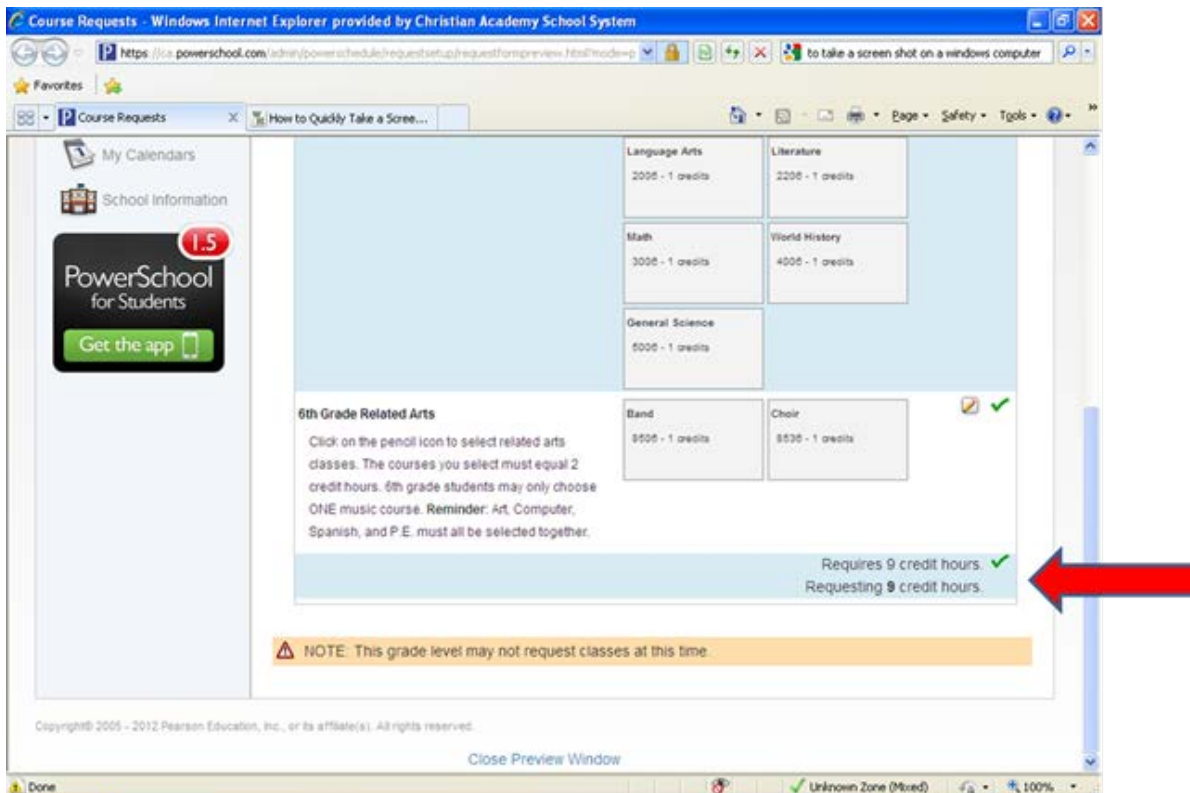
The following window will pop up:



**Step 5: Select your elective Courses then click “Okay”.** Remember the electives you choose must equal 2 credits. Art, Spanish, P.E. and Computer = 1. When you are finished click “Okay”.



**Step 6: The bottom of the page should now say 9 credits. If it says 9 you can click “Submit” in the bottom right hand corner of the screen.**



**Step 7: You are finished! If you have any questions please contact the middle school office!**