



# ClassChoice

Howell High School

Step-by-step instructions to help for entering requests via ClassChoice

**Step 1:** Log on to PowerSchool with your student or parent account. Open a web browser and go to <https://pschool.howellschools.com/public/>

**Step 2:** Select ClassChoice from the left hand menu in PowerSchool.

**Step 3:** Enter your Requests. You should be at the **Requesting Screen** in ClassChoice. There are several steps to entering your requests for next year. At our school it is divided into 3 steps.

**Core** - REQUIRED class in your grade level

**Electives** - Personal selections for non-core classes

**Alternates** - Extra electives (in case there are conflicts or classes are full)

When making your selections please keep in mind that later you will be able to make your own schedule and move classes around. However, you will only be able to select courses that you initially request, so it is important to be accurate and always choose the maximum alternates allowed so that you have more choices later to fill your schedule.

You must select all the Core Required classes first, before you will be able to see electives. Likewise, electives must be all selected to the exact credits required before you can see alternates.

**Request Screen in ClassChoice**  
The red/green bar will help make sure you have the 7 credits needed for a complete schedule.

Note the graduation requirements to the right, these will help you make the appropriate selections to fulfill those requirements.

The image shows two screenshots from the ClassChoice interface. The left screenshot is the 'Requesting Screen' with four steps: Step 1: Special (Total Special Hours: .00), Step 2: Core (Total Core Hours: .00), Step 3: Electives (Total Electives Hours: .00), and Step 4: Alternates (Total Alternates Hours: .00). A red bar is visible at the bottom of the screen. The right screenshot is the 'Graduation Requirements' screen for 12th Grade, listing various courses and their credit requirements. A red bar is also visible at the bottom of this screen.

Course	Hours	Status
English I	1.00	Completed
English II	1.00	Completed
English III-IV	2.00	Completed
Mathematics	4.00	Completed
Science - Biology	1.00	Completed
Science - Elective	2.00	Completed
Social Studies - U.S. History	1.00	Completed
Social Studies - U.S. Government	0.50	Completed
Social Studies - Economics	0.50	Completed
Social Studies - Elective	1.00	Completed
Physical Education	1.00	Completed
Computer Science	1.00	Completed
CTE or Foreign Language	1.00	Completed
Approved Electives	7.00	Completed
<b>Total</b>	<b>7.00</b>	<b>Completed</b>