

## Levittown Public Schools Tutorial

### On-Line Course Requests for Incoming Grade 6

1/13/2025

1. Select “PowerSchool Student Portal” link under STUDENTS from the district website.
2. Enter the same log-in credentials to log into your Chromebook
3. Click on the **Course Request Entry** icon at the left side of the portal page.

**Navigation**

- Grades and Attendance
- Forms
- My Schedule
- Course Request Entry
- Report Card History
- ListServ
- MySchoolBucks
- Access Log
- Student Portfolio

4. 5<sup>th</sup> grade students are required to select a music course for 6<sup>th</sup> grade. The required course may be selected in the first row. They have the option to choose a second music course as an elective by selecting a course in the second row. **If a student does not wish to take a second music, they MUST select “No Music Elective” as their choice in the second row.**

6th grade Music Selection

View course requests

<b>Music Requirement</b> Please choose one Music course by clicking the pencil icon to the right. After course is selected click the Okay button then click the Submit button. Number of requests to generate : 1	Click the edit button to request a course ⇒	❗
<b>Additional Music Elective</b> Select an additional music class as an elective. <b>If you do not want a second music course, then select the course “No Music Elective”</b> Number of requests to generate : 1	Click the edit button to request a course ⇒	❗

Choose courses for each row by clicking the pencil icon on the right. For both rows, a course **MUST** be selected. A red exclamation on the right side of the subject area indicates a required course has not yet been selected. A green check indicates a course has been selected or is not required.

- A pop-up will display when clicking the pencil icon. Courses available within the subject area will be displayed with their course number, description, credits and prerequisites.



Check the box to the left of the course you would like to register for. Click the Okay button when finished choosing the desired course(s).

- Confirm the correct course names appears on the request screen for each subject area.

#### 6th grade Music Selection

**Music Requirement**

Please choose one Music course by clicking the pencil icon to the right. After course is selected click the Okay button then click the Submit button.

Number of requests to generate : 1

Band 6  
2660 - 0 credits

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**Additional Music Elective**

Select an additional music class as an elective. **If you do not want a second music course, then select the course "No Music Elective"**

Number of requests to generate : 1

Chorus 6  
2663 - 0 credits

- Click **Submit** on bottom right of screen.