INSTRUCTION FOR ONLINE REGISTRATION

Before Requesting Courses

1. View the online Program of Studies (POS) at http://inside.isb.ac.th/parentportal/hs/program-of-studies/.

2. Read through the POS carefully. Take great care in noting the course numbers in preparation for online registration.

3. Any questions regarding course selection should be directed to counselors before the end of the registration period.

4. Download registration planning sheet from the POS website at http://inside.isb.ac.th/parentportal/hs/program-of-studies/

Online Course Request Registration

1. Prepare your course selections on your planning sheet BEFORE you login to register. Take your time! Be sure to enter course numbers correctly.

2. Online registration, for students grades 8-11, will begin on March 19, 2014. During the appropriate time period assigned to your grade level, you may log on to PowerSchool – using your normal logon process – and register for classes.

3. After your scheduled online registration closing date, if you have not registered, or registered incorrectly, you take a chance that the courses you request might not be available to you.

Note for students leaving ISB

Even if you do not plan to return to ISB next year, it is essential that you complete the registration process as if you were staying. This helps us plan for new students and helps you think about what you might take no matter what school you attend next year. Please enter your requests during the grade level assigned registration dates. If you have any questions, see your counselor.

How to request your courses

1. Go to http://powerschool.isb.ac.th

2. Log in with your student username and password – if you don't know this, please contact the Powerschool Office within the HS Office.

3. Once in Powerschool, click on the Class Registration button (found on your left).

4. You will be informed of the courses you are required to take. This is dependent on what grade you will be entering. If you would like to look at what these are, click the edit button pencil icon.

5. This edit button (pencil icon) is the main button for selecting course requests. For each section, click on the pencil icon if you are going to request a course in that section. <u>An exclamation mark indicates that you are required to select a course from this section.</u>

6. When you click on the edit button, check the box next to the course you are selecting. Some sections allow for only one course to be requested, others allow for more than one to be checked.

7. Click OK when you have selected the course(s) that for that section.

8. Many of the course selection windows have multiple pages. Click on the page number links to move through the pages of selections.

9. Continue this process through each of the sections.

10. At the bottom of the page, you will see a running total of the amount of credits you have requested. This number should fall between the grade level requirements.

11. At the end of the process, submit your course requests at which time you will either be asked to fix a mistake or you will be shown a preview of your course requests

12. You may wish to print this page for your records. You can always revisit your course requests, by clicking the Class Registration button in Powerschool.