

# Office of Teaching and Learning

## PowerSchool Instructions for Users

### Find and Register for Courses

1. Choose **Course Catalog** in the main menu.
2. In the **Course Search** channel, search by course number, course title, course description, section number, section title, section notes, and instructor name. Also, use the Advanced Search or Show All options.
3. In the **Competencies** channel, expand and collapse the tree to locate the desired competency, then click **Explore**.
4. In the **Course by Subject** channel, click the desired category.

### Register for an Instructor-Led Course

For an instructor-led course type, you will register for a specific section.

1. Click a course or section title to view additional details. (Click *i* for a quick preview of section details.) The number of seats available for each section is displayed.
2. Click **Register** for the desired section.
3. Confirm the section information, then click **Next** to continue.
4. If the course offers more than one credit type, you will be prompted to choose the credit you want to earn for the course. Then click **Next**.
5. If you are responsible for paying any course fees, you will be prompted to select your payment type (choices will be determined by your organization). Select your payment type and complete any resulting forms. If applicable, an invoice will be created.
6. Once registration is successful, the confirmation screen will appear.
7. Select **My Course List** to view a list of courses for which you've registered.
8. Select **Course Search** to search for additional courses.
9. Select **Click here** to link your Professional Development calendar to your personal calendar. For more information, see [Link to External Calendar](#).

## Search for a Course

1. Click **Course Catalog** in the tabs along the top of the screen.

### *Basic Search*

1. In the Course Search channel, enter a search term.
2.  **Note:** You can search by course number, course title, course description, section number, section title, section notes, and instructor name.
3. Click **Search**.
4. A list of all courses matching the criteria and accessible to you displays.

### *Advanced Search*

1. In the Course Search channel, click **Advanced Search**.
2. Complete the form, then click **Search**.
3. A list of all courses matching the criteria and accessible to you displays.

### *Browse All*

1. In the Course Search channel, click **Show All**.
2. A list of all courses accessible to you displays.

### *Search by Competency*

1. Locate the Competencies channel.
2. Click the + and - to expand and collapse the tree.
3. Click **Explore** for the desired competency.
4. A list of all courses aligned to the competency and accessible to you displays.

### *Search by Subject*

1. Locate the Course by Subject channel.
2. Click the desired category.
3. A list of all courses aligned to the subject and accessible to you displays.

## Withdraw from a Registered Course

1. Access your **My Courses** channel. This can be done from the home page or the course catalog page.
2. Locate the course from which you wish to withdraw and click the **withdraw icon**.
3. Click **Withdraw** again to confirm.

## **Withdraw from a Wait List**

1. Access your **My Courses** channel. This can be done from the home page or the course catalog page.
2. Click **View All**.
3. Click the **Wait List** tab.
4. Locate the course from which you wish to withdraw and click the **withdraw icon**. (This option is available for unpaid courses only.)
5. Click **Withdraw** again to confirm.

## Take a Survey

1. To access your surveys, return to the **Course Catalog** tab.
2. Locate the **My Surveys** channel.
3. Once a course is completed and the participant is marked complete, a survey will appear in this list. Click **Start Survey**.
4. Complete the survey form. If the form contains more than one category, click **Record & Go to Next Category**. Otherwise, click **Record & Return to Menu**.
5. A status summary of the survey will display. If necessary, click a category name to complete it.

## View Your Transcript

1. To access your transcript, return to the **Course Catalog** tab.
2. Locate the **My Courses** channel.
3. Click on **My Transcript**.