Entering On-Line Course Requests

NEW for 2018-19! Course Requests for students taking online courses through iHigh Virtual Academy must be entered in PowerScheduler.

These course requests are completely separate from the course requests typically entered by schools. Online course requests for iHigh will not be considered when using scheduling tools or reports within PowerScheduler.

1. On the Requests page, select New Online Request.

   ![PowerSchool Course Request Screen]

   **IMPORTANT!** The New Online Course Request screen will allow you to either manually enter course numbers, or use the Associate button to select from a group of courses. You cannot use both methods at the same time.

Direct Course Entry

1. Enter the online course number and hit the Tab key. The name of the course will appear and you will be advanced to the next entry field.

   **NOTE:** A red error validation will appear if the course number is invalid. An error validation means the course is not available to your school, or the course number has been entered incorrectly.

2. Correct all errors.
Click the **Load Courses** button to preview the course in the Courses text box, then click **Submit**.  
**NOTE:** This step is optional and may be bypassed by going directly to **Submit**, or hitting the **Enter** key.
2. From the **ChoicesDialog** box, make up to four course selections. Hold down the **Ctrl key** to make multiple selections.

3. Click **Submit**.

4. You will be returned back the **New Online Course Request** page, click **Submit**.

- Selected courses appear here.
5. Back on the Requests page, enter a **Priority** based on the order in which an online course should be scheduled.

6. Click **Submit**.

7. The IHIGH LAB course often used as a placeholder to show when a student is working on an online course will continue to be part of a school’s master schedule and must be entered in the regular course request area. Click **New Request** and enter the **8155 IHIGH LAB** course to the student’s regular course requests.