

# 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

## 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**.