



COURSE SCHEDULING PROCESS

SCHEDULING PROCESS FOR STUDENTS IN GRADE 7 AND 8

COURSE OF STUDIES BOOK: 2021-2022 ACADEMIC SCHOOL YEAR

- All classes that are offered at the Middle School are located on the district website
- Located at: www.ambridge.k12.pa.us Schools ➡ Middle School ➡ Course Selection Book or click the direct link here: <https://www.ambridge.k12.pa.us/?p=5451>
- A list of all Electives students can take by grade level are also listed in the Middle School Course Selection Booklet on pages 17 and 18.
- Please review on-line and make yourself familiar with classes, electives offered and pre-requisites (requirements for the next class).

WHAT TO EXPECT?

- Courses are released to staff and students
- Teachers meet with students to discuss recommendations for next school year and submit individual recommendation for each student in core courses
- 2- week window opens 1/25/21-2/5/2021, students log on to their Tyler account to submit chosen electives. **All selections by students are due by 2/05/2021**
- This must be done through the STUDENTS TYLER ACCOUNT. Students must know their USERNAME and PASSWORD. You must use your account, not your parents.
- Window closes; Parents will receive course selections in mail, sign off and return to guidance. There will be one week window to contact your child's counselor with any changes.
- All requested parent changes must be submitted by 2/12/21. If a parent overrides a teacher recommendation, a course waiver sheet is required

IMPORTANT INFORMATION:

- You will use your STUDENT TYLER ACCOUNT
- Please be sure you are familiar with your student username and password for Tyler.
- If you are not familiar with your Student Tyler Account, or having difficulty accessing your account, please reach out to the Ambridge Area High School Help Desk at helpdesk@ambridge.k12.pa.us

Directions for **SCHEDULING ELECTIVES** (see slides 7-10 for visual)

- Go to: GOOGLE**

- Search: Ambridge.k12.pa.us
- Go To: STUDENTS highlighted in YELLOW
- Scroll the LEFT HAND side:
- Find: TYLER SIS Portal

- LOGIN to your student TYLER account**

- 25josmtih12@ambridgearea.org

- 250012 (6 digits number)

- FIND SCHOOL LIFE** (left hand side)

- SELECT: Course Requests
 - Click on 8th Grade Electives
 - SELECT: Expand All
 - Drop down will show Electives that are offered
 - Primary Request –select 3
 - Alternate 1-select 1

- ELECTIVES:**

- Select at least 3 Electives
 - Select 4 Total Electives (1 alternate)

- Window closes; Parents will receive course selections in mail, sign off and return to guidance. There will be a 2 week window to contact your students counselor with any changes. If a parent overrides a teacher recommendation, a course waiver sheet is required

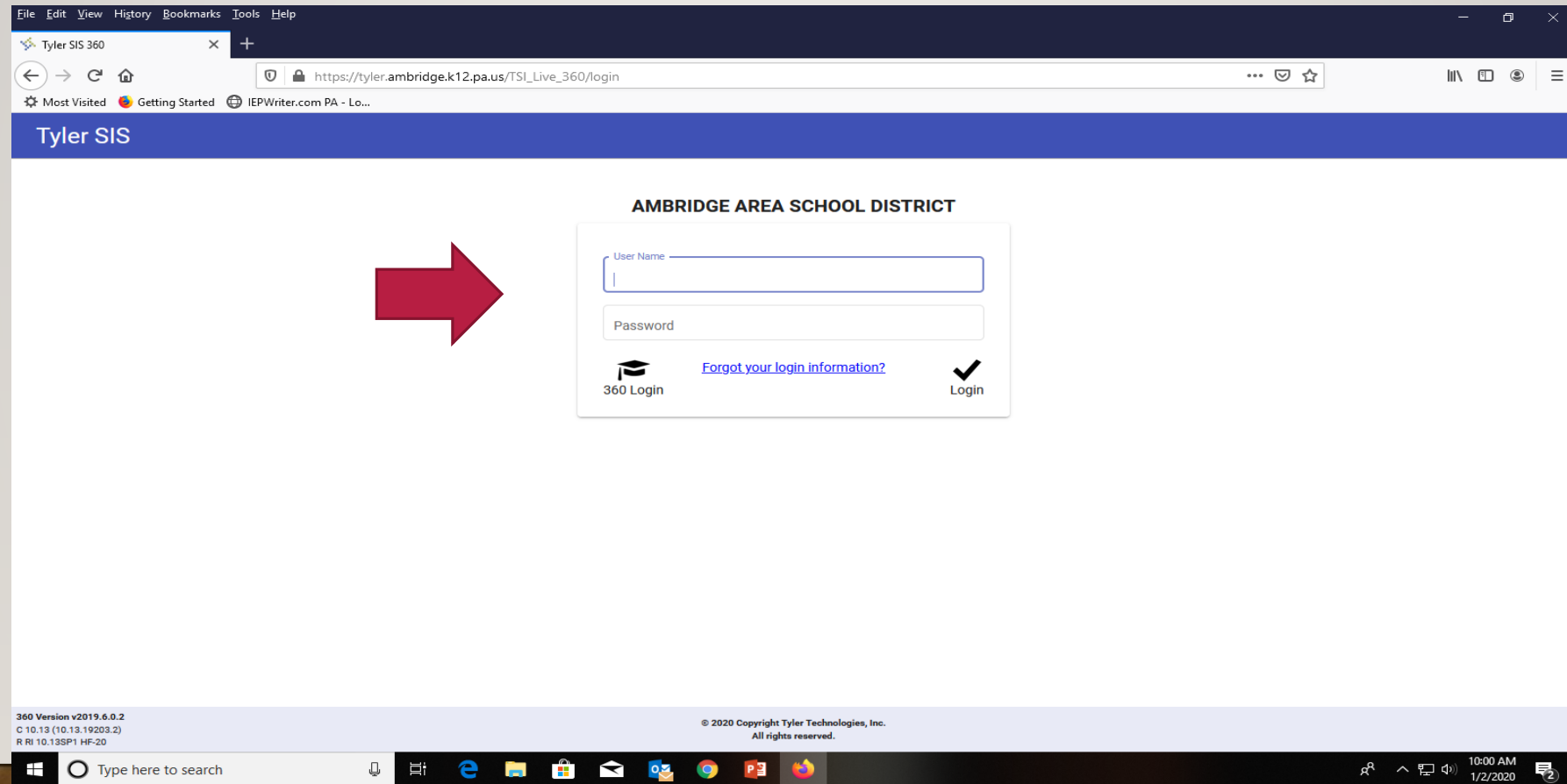
ACADEMIC TEACHER RECOMMENDATIONS: THE CORE CLASSES

- Academic Teacher of Record will be adding the next course in Core Subject areas for your student – i.e. English, Math, Science, Social Studies, Reading, Music and Tutorial 7 Teachers during the 1/25/2021-2/5/2021 scheduling window
- Recommendations are completed by the Academic Teacher of Record listed above
- Any questions on next year recommendations and classes are to be directed to the Academic Teacher

PROCESS: LOG IN

[HTTPS://TYLER.AMBRIDGE.K12.PA.US/TSI_LIVE_360/LOGIN](https://tyler.ambridge.k12.pa.us/TSI_LIVE_360/LOGIN)

STUDENTS ARE REQUIRED TO USE THEIR STUDENT ACCOUNT



The screenshot shows a web browser window with the address bar displaying https://tyler.ambridge.k12.pa.us/TSI_Live_360/login. The page has a blue header with "Tyler SIS". The main content area is white and features a login form titled "AMBRIDGE AREA SCHOOL DISTRICT". The form includes a "User Name" input field, a "Password" input field, a "Forgot your login information?" link, and a "Login" button with a checkmark icon. A large red arrow points to the login form. The footer of the page contains version information: "360 Version v2019.6.0.2", "C 10.13 (10.13.19203.2)", "R R 10.13SP1 HF-20", and copyright information: "© 2020 Copyright Tyler Technologies, Inc. All rights reserved." The Windows taskbar is visible at the bottom with the search bar and various application icons.

File Edit View History Bookmarks Tools Help

Tyler SIS 360



https://tyler.ambridge.k12.pa.us/TSI_Live_360/login

Tyler SIS

AMBRIDGE AREA SCHOOL DISTRICT

User Name

Password

 360 Login [Forgot your login information?](#)  Login

360 Version v2019.6.0.2
C 10.13 (10.13.19203.2)
R R 10.13SP1 HF-20

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Type here to search

10:00 AM
1/2/2020

GO TO:
>SCHOOL LIFE
>**CLICK** COURSE REQUESTS TAB



Tyler SIS

Student Summary

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL

Academic Year - 1920

Announcements 01/02/20

No announcements for current date.

Assignments

0 Missing in Last 30 Days

0 Due Today

0 Due Tomorrow

Today's Attendance

0 Tardy

0 Absent

Current Grades Q2

[GO TO GRADES](#)

Grade	Course Name	YTD Trdy	YTD Abs	
99 (A)	AP PHYSICS I	1	3	▼
	AP Physics I Lab			▼
	AP Physics I Lab		1	▼

Student Schedule [GO TO STUDENT SCHEDULE](#)

TODAY Thursday 01/02

NEXT SCHOOL DAY Friday 01/03

7:20 - 7:25 AM	Homeroom 6 - Hladio P
7:30 - 8:15 AM	AP PHYSICS I 6 - Hladio P
8:19 - 9:01 AM	AP Physics I Lab 6 - Hladio P
9:05 - 9:47 AM	HONORS CHEMISTRY 11 - Moon Kutzavich T
9:51 - 10:33 AM	HON.AMER.CULT II 130 - Knopsnyder L

DIRECTIONS FOR ADDING ELECTIVES:

- >CLICK ON 8TH GRADE ELECTIVES ON TOP LEFT CORNER:
- >PLEASE SELECT 3 ELECTIVES AND 1 ALTERNATE ELECTIVE . (THESE WILL "DROP DOWN")
- >ONCE SELECTED: HIT **SAVE** IN THE LOWER RIGHT HAND CORNER

Tyler SIS

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL

Academic Year - 1920

Course Requests

More	Requirement	Result	Type	Minimum Credits	Maximum Credits	Current Credits	Remaining Credits	Requested Count	Scheduled Credits
▼	11th Grade Electives - Please select		Multiple	1.00	3.00	2.00	0.00	2	0.00
<div><div>Status</div><div>Primary Request</div><div>+ Course Descriptions</div><div>Saved 0685 - AP COMPUTER SCIENCE PRIN...</div><div>Saved 1305 - MANUFACTURING TECH I - Cre...</div><div></div></div>									
>	School Entered			0.00	0.00	2.00	0.00	2	0.00
Total				1.00	3.00	4.00	0.00	4.00	0.00

Expand All Collapse All

Expand the More area to edit the requests.

save

ONCE COMPLETED WITH ELECTIVES, HIT **SAVE** ON THE LOWER RIGHT HAND CORNER OF YOUR SCREEN. STUDENTS CAN CHANGE SELECTIONS UP UNTIL 2/05/21, THEN SCHEDULING **WILL BE CLOSED**.

Tyler SIS

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL

Course Requests

Academic Year - 1920

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>	School Entered			0.00	0.00	2.00	0.00	2	0.00
Total				1.00	3.00	4.00	0.00	4.00	0.00

Expand All

Collapse All

Expand the More area to edit the requests.

Save

CHECKLIST: FINAL THINGS TO REMEMBER:

CORE CLASSES TO BE LISTED UNDER TEACHER RECOMMENDATIONS

- ENGLISH
- READING
- SCIENCE
- MATH
- SOCIAL STUDIES
- MUSIC DEPARTMENT
- TUTORIAL 7 TEACHER

ELECTIVES:

- Choose at least 3 electives
- Choose one alternate elective

THINGS TO REMEMBER:

- Any CORE class recommendation questions or concerns are to be directed to your Academic Teacher of Record – Math, English, Science, Social Studies, Reading, Music and Tutorial 7 – A full e-mail directory of all Teachers are listed at www.ambridge.k12.pa.us
- Any Tyler Student Account questions, inability to access your Tyler Student Account or HELP needed due to technology concerns via Tyler are to be directed to: Helpdesk@ambridge.k12.pa.us
- Once course demands have been collected course verification sheets with all courses to be scheduled for the 2021-2022 School Year will be mailed home to your parent or guardian.
- A signed copy will then be required to be submitted to the guidance department via mail or dropped off in the Guidance Department pending COVID-19 restrictions. It may also be emailed to Genifer L. Scaletta at gscaletta@ambridge.k12.pa.us.
- All information for Classes is listed at: www.ambridge.k12.pa.us – Schools –Middle School – Course Selection Book 2021-2022

DEADLINES TO REMEMBER:

- All STUDENT and TEACHER SELECTIONS IN TYLER ARE DUE BY **FEBRUARY 5, 2021**.
- **Scheduling will be closed to students after 2/05/21.**
- Please ensure all students have course selections done by February 5, 2021.
- All parent change requests are due by February 12, 2021. No changes will be made after that date as per schedules. Any CORE class recommendations are to be directed to the Academic Teacher of Record.
- In the event of a medical or extenuating circumstance, please contact the Middle School counselor:
 - Genifer L. Scaletta at: gscaletta@ambridge.k12.pa.us