



COURSE SCHEDULING PROCESS

SCHEDULING PROCESS FOR STUDENTS IN GRADE 7 AND 8

COURSE OF STUDIES BOOK: 2022-2023 ACADEMIC SCHOOL YEAR

- All classes that are offered at the Middle School are located on the link below
- Located at: www.ambridge.k12.pa.us Schools ➡ Middle School ➡ Course Selection Book
- A list of all Electives students can take by grade level are also listed in the Middle School Course Selection Booklet on pages: 15,16 and 17.
- 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 1/12/22-2/4/2022, students log on to their Tyler account to submit chosen electives. **All selections by students are due by 2/04/2022**
- 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 2/12/22. 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

SCHEDULING ELECTIVES

- **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

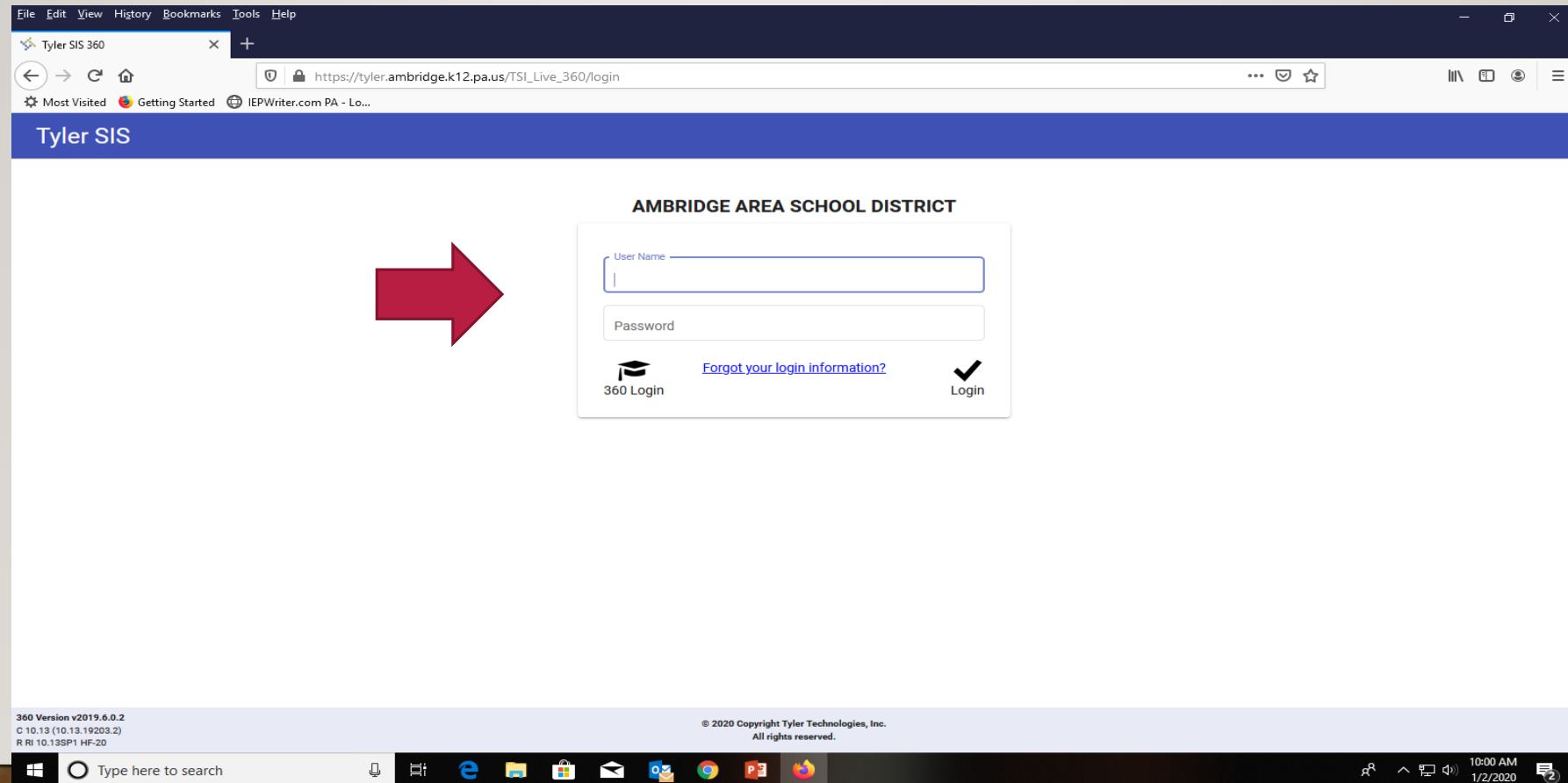
ACADEMIC TEACHER RECOMMENDATIONS: THE CORE CLASSES

- 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 Teachers during the 1/12/2022-2/4/2022 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 displays a web browser window with the URL https://tyler.ambridge.k12.pa.us/TSI_Live_360/login. The page header reads "Tyler SIS" and "AMBRIDGE AREA SCHOOL DISTRICT". The main content area features a login form with the following elements:

- A "User Name" input field.
- A "Password" input field.
- A link for "[Forgot your login information?](#)".
- A "360 Login" button with a graduation cap icon.
- A "Login" button with a checkmark icon.

A large red arrow points from the left towards the login form. At the bottom of the page, there is a footer with the text: "360 Version v2019.6.0.2", "C 10.13 (10.13.19203.2)", "R RI 10.13SP1 HF-20", and "© 2020 Copyright Tyler Technologies, Inc. All rights reserved." The Windows taskbar at the bottom shows the time as 10:00 AM on 1/2/2020.

GO TO:

>SCHOOL LIFE

>**CLICK** COURSE REQUESTS TAB

>MAKE SURE YOU ARE USING A FULL SCREEN NOT SPLIT



Tyler SIS 🔗 🖨️ ? 🗎

Student Summary Academic Year - 1920

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL **SETTINGS**

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

Student Schedule **GO TO STUDENT SCHEDULE**

TODAY Thursday 01/02 **NEXT SCHOOL DAY** Friday 01/03

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

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	▼

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

The screenshot displays the Tyler SIS Course Requests interface. At the top, the user is logged in as 'Tyler SIS' and is viewing the 'Course Requests' page for 'Grade 10 - AASD-AMBRIDGE HIGH SCHOOL' in the 'Academic Year - 1920'. A table lists the course requests with columns for 'More', 'Requirement', 'Result', 'Type', 'Minimum Credits', 'Maximum Credits', 'Current Credits', 'Remaining Credits', 'Requested Count', and 'Scheduled Credits'. A red arrow points to the '11th Grade Electives - Please select' dropdown menu. The dropdown is expanded, showing a 'Status' of 'Primary Request' and a '+ Course Descriptions' link. Below this, there are three 'Saved' dropdown menus containing the following course codes: '0685 - AP COMPUTER SCIENCE PRIN...', '1305 - MANUFACTURING TECH I - Cre...', and an empty dropdown. At the bottom of the table, a 'Total' row shows a total of 4.00 credits requested. The interface also includes 'Expand All' and 'Collapse All' buttons, a yellow callout box that says 'Expand the More area to edit the requests.', and a 'save' button in the bottom right corner.

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
▼				0.00	0.00	2.00	0.00	2	0.00
Total				1.00	3.00	4.00	0.00	4.00	0.00

ONCE COMPLETED WITH ELECTIVES, HIT **SAVE** ON THE LOWER RIGHT HAND CORNER OF YOUR SCREEN. STUDENTS CAN CHANGE SELECTIONS UP UNTIL 2/04/22, THEN SCHEDULING **WILL BE CLOSED**.

Tyler SIS

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL

Course Requests


Academic Year - 1920

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
Status: Primary Request + Course Descriptions									
Saved: 0685 - AP COMPUTER SCIENCE PRIN...									
Saved: 1305 - MANUFACTURING TECH I - Cre...									
▼									
>	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, – 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 selected course verification sheets with all courses to be scheduled for the 2022-2023 School Year will be mailed home to your parent or guardian.
- We make every attempt that you are scheduled for your desired elective, but please understand due to course demand that is not always possible
- 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 2022-2023



DEADLINES TO REMEMBER:

- All STUDENT and TEACHER SELECTIONS IN TYLER ARE DUE BY **FEBRUARY 4, 2022.**
- **Scheduling will be closed to students after 2/04/22.**
- Please ensure all students have course selections done by February 4, 2022.
- All parent change requests are due by February 18, 2022. 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