



COURSE SCHEDULING PROCESS

SCHEDULING PROCESS FOR STUDENTS IN GRADE 7 AND 8

COURSE OF STUDIES BOOK: 2023-2024 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.
- Please review on-line and make yourself familiar with classes, electives offered and pre-requisites (requirements for the next class).

WHAT TO EXPECT?

- STUDENTS TYLER ACCOUNT – All students are to log-in using their own student Tyler account information via the Computer. Access through a cell phone does not always translate correctly.
- 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 Middle School Help Desk at **helpdesk@AMBRIDGE.K12.PA.US**

Example:

Username: 22basmith34@ambridgearea.org

Password: 221234

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

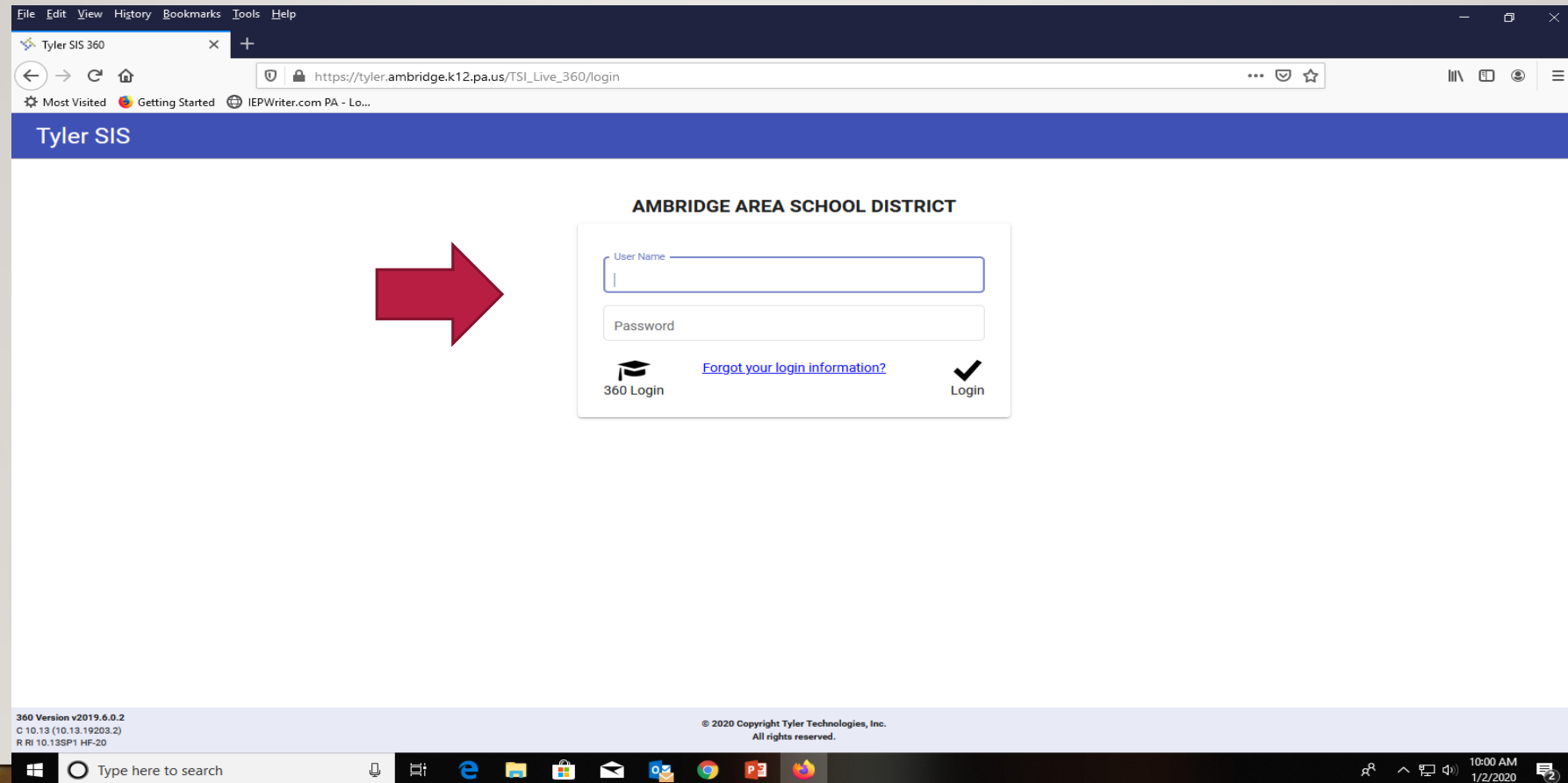
ACADEMIC TEACHER RECOMMENDATIONS: THE CORE CLASSES

- 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 1/18/2023-2/8/2023 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 labeled "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 version information: "360 Version v2019.6.0.2", "C 10.13 (10.13.19203.2)", and "R RI 10.13SP1 HF-20". 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**

Current Academics

- Assignments
- Grades

Daily Student Activity

- Attendance
- Student Schedule
- Transportation

School Life

- Announcements
- Calendar
- Course Requests**

Student History

- Academic History
- Student Portfolio

Student Details

Announcements 01/02/20

No announcements for current date.

Today's Attendance

Tardy	0
Absent	0

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	▼

Assignments

Missing in Last 30 Days	0
Due Today	0
Due Tomorrow	0

Student Schedule **GO TO STUDENT SCHEDULE**

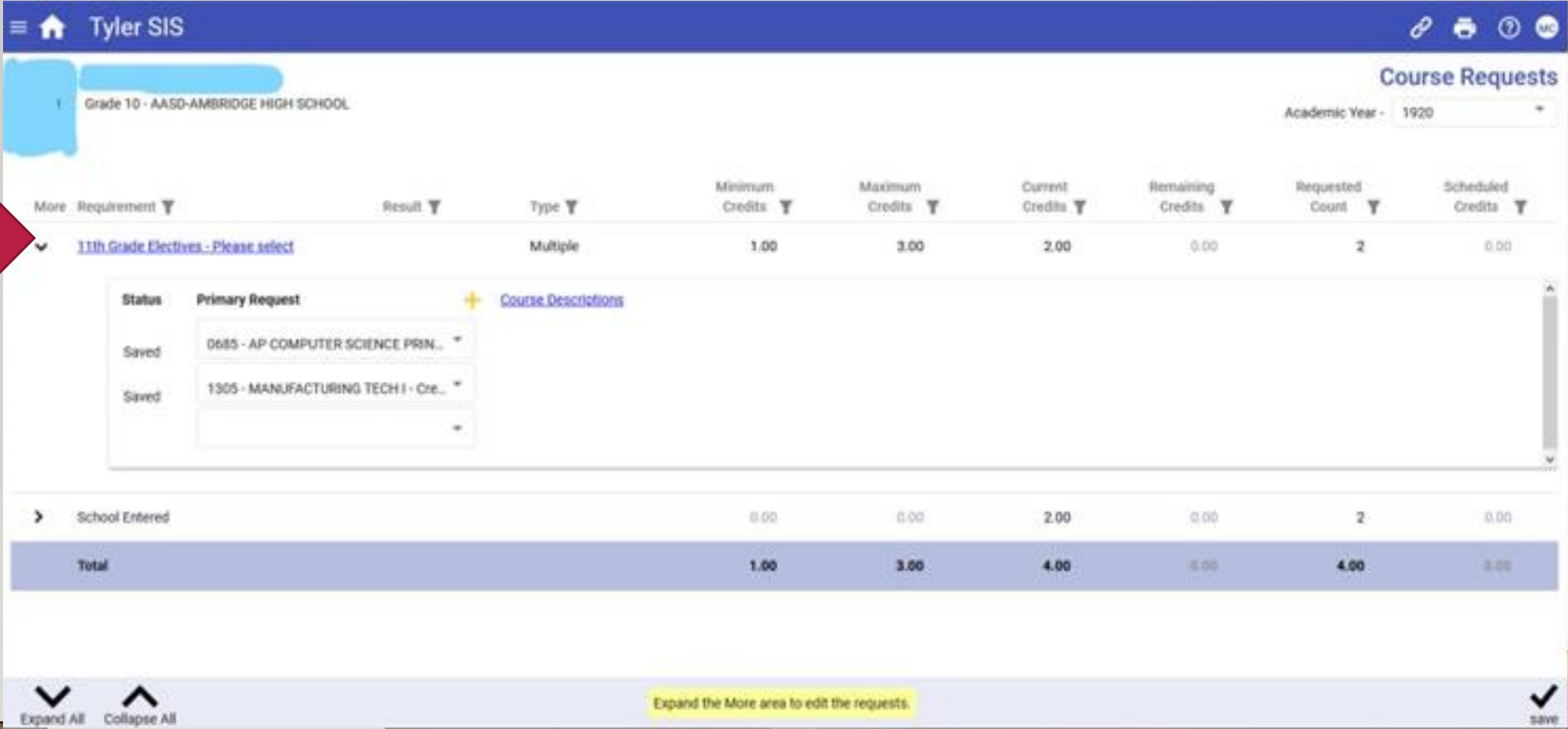
TODAY Thursday 01/02	NEXT SCHOOL DAY Friday 01/03
7:20 - 7:25 AM	Homeroom 6 - Hadio P
7:30 - 8:15 AM	AP PHYSICS I 6 - Hadio P
8:19 - 9:01 AM	AP Physics I Lab 6 - Hadio P
9:05 - 9:47 AM	HONORS CHEMISTRY 11 - Moon Kutzavich T
9:51 - 10:33 AM	HON. AMER. CULT II 130 - Knopsnyder L

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 red arrow points to the '11th Grade Electives - Please select' dropdown menu, which is currently expanded to show a 'Primary Request' section. This section includes three saved course options: '0685 - AP COMPUTER SCIENCE PRIN...', '1305 - MANUFACTURING TECH I - Cre...', and an empty dropdown. The interface also features a table with columns for 'Minimum Credits', 'Maximum Credits', 'Current Credits', 'Remaining Credits', 'Requested Count', and 'Scheduled Credits'. A summary row at the bottom indicates a total of 4.00 credits requested. At the bottom right, there is a 'save' button.

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

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 2/08/23, 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, Health and PE – 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 2023-2024 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 2023-2024



DEADLINES TO REMEMBER:

- All STUDENT and TEACHER SELECTIONS IN TYLER ARE DUE BY **FEBRUARY 8, 2023.**
- **Scheduling will be closed to students after 2/8/23.**
- Please ensure all students have course selections done by February 8, 2023.
- All parent change requests are due by February 15, 2023. 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