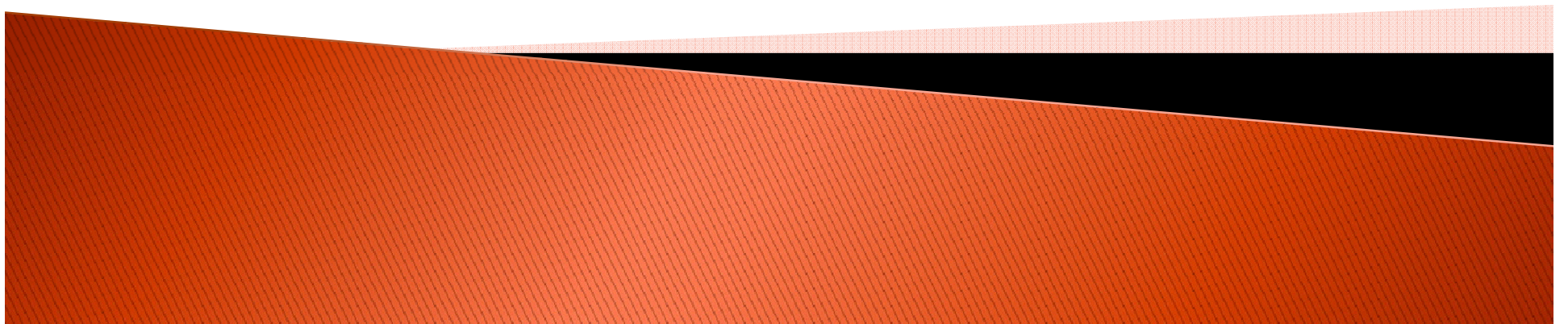


**BELDING HIGH SCHOOL  
ONLINE SCHEDULING  
2011-2012 SCH YR**



# The Process

- ▶ Access is opened at 3:00 p.m. on the first day of your grade's scheduling opportunity.

Class of 2012

Thursday, March 17

Class of 2013

Tuesday, March 22

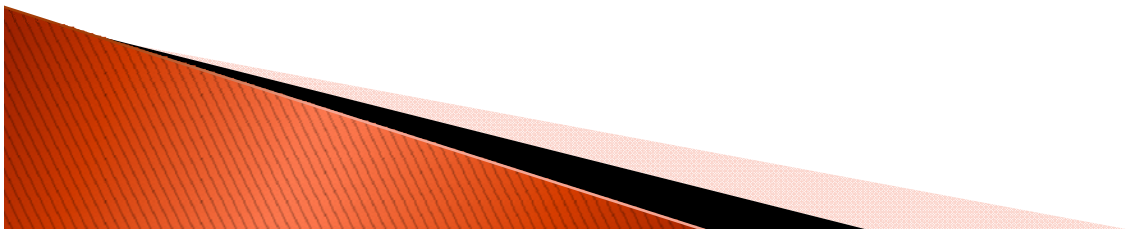
Class of 2014

Friday, March 25

Class of 2015

Tuesday, March 29

- ▶ The window will close for your grade at 2:30 p.m. on the day the next class opens.

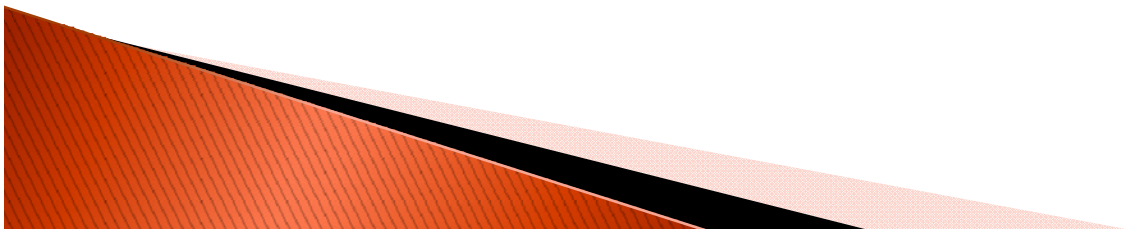


# Process, cont'd

- ▶ Computer access will be available in the HS Media Center after school on the 1<sup>st</sup> day the scheduling window opens for your class.
  - Class of 2012: Thursday, March 17 until 4:00 p.m.
  - Class of 2013: Tuesday, March 22 until 4:00 p.m.
  - Class of 2014: Friday, March 25 until 4:00 p.m.
- ▶ Computer access will be available in the MS Media Center for the Class of 2015 on the 1<sup>st</sup> day the scheduling window opens for your class.
  - Class of 2015: Tuesday, March 29 until 4:00 p.m.
- ▶ You should plan to arrive by 3:00 p.m.

# Online Scheduling Instructions

- ▶ Go to the Belding Area Schools website:  
**bas-k12.org.**
  - Click on the Online/Login tab near the top of the screen.
  - Click on the Student tab.
  - Click on the Skyward Family Access link. (If you are at school, you must log in to the network first using your network login and password)



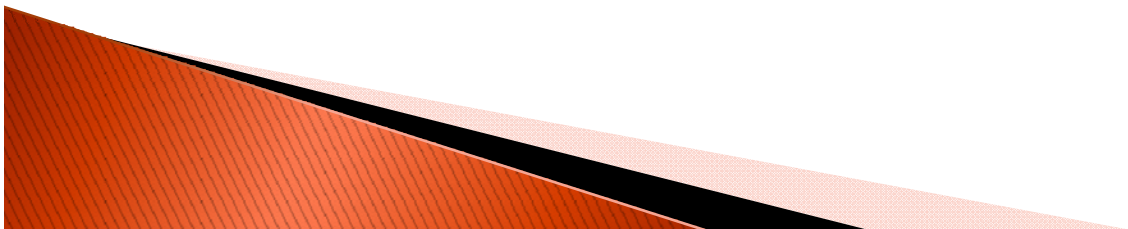
# Student Access

- ▶ You will be taken to a login screen that looks like the one below:



# Login

- ▶ Enter your Student Access Login name. Note: This is not the same as your parents' family access login.
- ▶ Press the tab key or click your mouse in the ***Password*** box and enter your password. Click the blue login button.



# 2011-2012 Courses

- ▶ On the left side of the screen you will see a link for next year's courses under the Arena Scheduling heading. Click on the ***Courses for 2011-2012*** link.

The screenshot shows the Skyward Family Access interface in Internet Explorer. The browser title is "Skyward Family Access - Windows Internet Explorer provided by Belding Area Schools". The address bar shows "https://teacher.bas-k12.org/scripts/cgip.exe/WService=". The page header includes "Current User:", "School: Belding Senior High School", and buttons for "Account Info", "Print", and "Logout".

The main content area features a calendar for "May 2009". The calendar grid shows days from Sunday to Saturday. Notable events include "8-4 book" on Friday, May 1st, and "No School" on Friday, May 25th. The calendar is flanked by "Previous Month" and "Next Month" navigation options.

On the left side, there is a navigation menu with two main sections:

- General Information**
  - Calendar
  - Student Information
  - Gradebook
  - Message Center
  - Attendance
  - Schedule
  - Discipline
  - Food Service
- Arena Scheduling**
  - Courses for 2009-2010
  - Courses for 2011-2012** (indicated by an orange arrow and the text "Click Here")

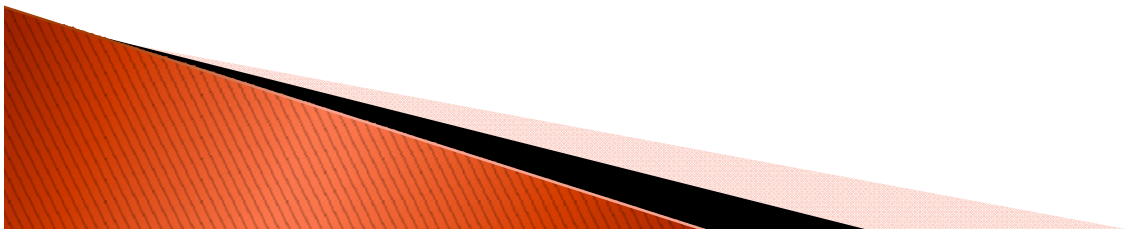
The bottom of the page shows a status bar with "Internet" and "100%" zoom level.

# Searching For Classes

- ▶ There are several tabs for screens across the top of your screen: ***Available***, ***Selected Courses***, ***Submit Classes*** and ***Messages***.
- ▶ Search for classes by period, by course name, by subject, or by teacher. On the ***Available*** screen, you will see the following:
  - Class number
  - Description or name of class
  - The teacher who will teach the class
  - The period the class is offered
  - The term the class is offered
  - The subject (category like Math or English)
  - The grades that are eligible to take the class
  - Seats available

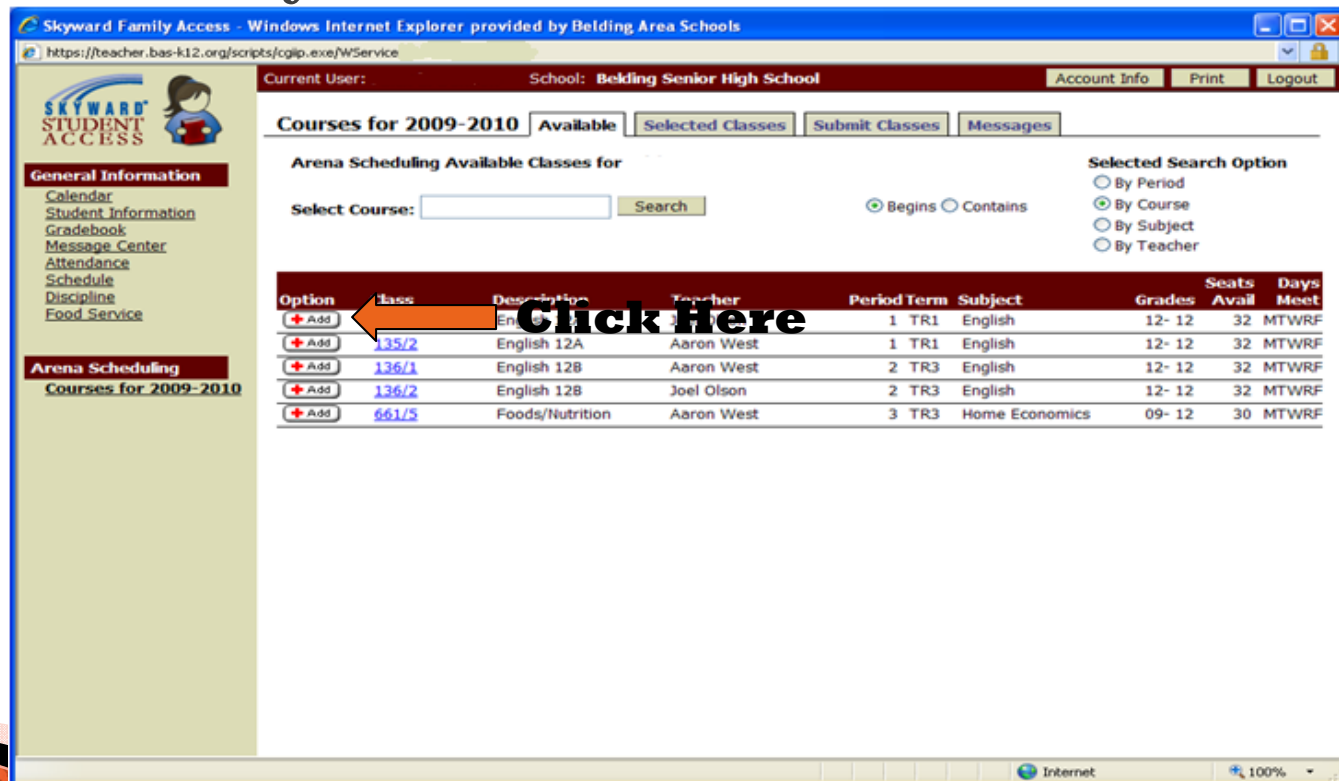
# Your Course Requests are Important

- ▶ The only courses available to you are the courses you requested .
- ▶ *YOU MUST SELECT COURSES THAT YOU REQUESTED ON YOUR “TRIMESTER SCHEDULING COURSE SELECTION FORM” in February.*



# Making a Selection

- ▶ Once you find a class that you want to add to your schedule, click on the **red + Add** button to add the class to your schedule.



Skyward Family Access - Windows Internet Explorer provided by Belding Area Schools

https://teacher.bas-k12.org/scripts/cgiip.exe/WService

Current User: School: Belding Senior High School Account Info Print Logout

Courses for 2009-2010 Available Selected Classes Submit Classes Messages

Arena Scheduling Available Classes for

Select Course: Search  Begins  Contains

Selected Search Option  
 By Period  
 By Course  
 By Subject  
 By Teacher

Option	Class	Description	Teacher	Period	Term	Subject	Grades	Seats Avail	Days Meet
<a href="#">+ Add</a>		En		1	TR1	English	12- 12	32	MTWRF
<a href="#">+ Add</a>	<a href="#">135/2</a>	English 12A	Aaron West	1	TR1	English	12- 12	32	MTWRF
<a href="#">+ Add</a>	<a href="#">136/1</a>	English 12B	Aaron West	2	TR3	English	12- 12	32	MTWRF
<a href="#">+ Add</a>	<a href="#">136/2</a>	English 12B	Joel Olson	2	TR3	English	12- 12	32	MTWRF
<a href="#">+ Add</a>	<a href="#">661/5</a>	Foods/Nutrition	Aaron West	3	TR3	Home Economics	09- 12	30	MTWRF

# Viewing Your Selections

- ▶ To see the classes you have selected, click on the ***Selected Classes*** tab.
- ▶ Remember: You must select 5 classes per term for all 3 terms.

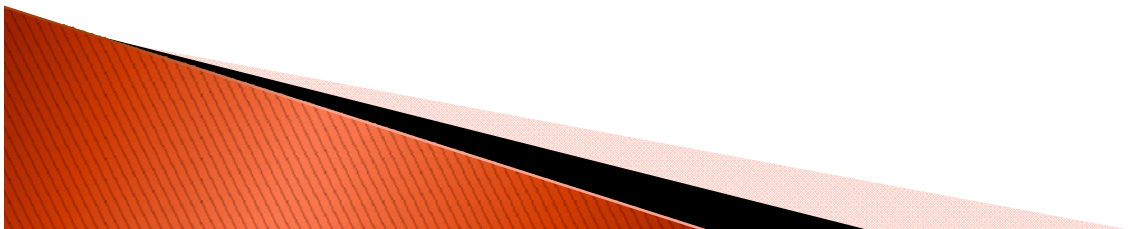
The screenshot shows the Skyward Family Access interface for Belding Senior High School. The user is logged in as 'Current User' and is viewing the 'Selected Classes' tab for the 2009-2010 school year. The page displays the student's status as 'Open', school year as '2010', graduation year as '2010', and credits as '1.500'. A table shows the selected classes for each term:

	Term 1	Term 2	Term 3
Period 1	<a href="#">English 12A</a> Joel Olson (135/1) - MTWRF		
Period 2			<a href="#">English 12B</a> Aaron West (136/1) - MTWRF
Period 3			<a href="#">Foods/Nutrition</a> Aaron West (661/5) - MTWRF
Period 4			
Period 5			
Period 6			
Period 7			

Click Class Description of underlined classes to delete it from your schedule.

# Changing a Selection

- ▶ To remove a class from your selections you can click on it once to delete it or you can click on the remove button in the ***Available*** classes area.
- ▶ Continue to select classes for your schedule until you have periods 1-5 filled for Term 1 through Term 3.
- ▶ Make sure you have not scheduled more than 1 section of the same class.



# Counselor Approval

## IMPORTANT!!

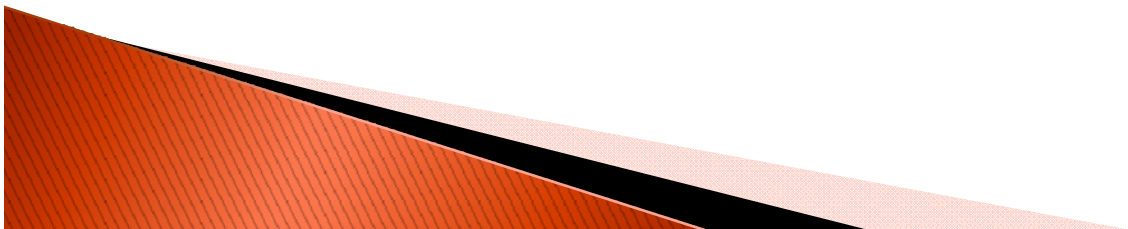
- ▶ When you have finished selecting your classes, you will need to submit them for approval by your counselor. ***DO NOT SUBMIT YOUR SCHEDULE IF YOU WERE NOT ABLE TO SCHEDULE 5 CLASSES PER TERM FOR ALL 3 TERMS.***
  - ***Once you submit your schedule, no changes can be made without counselor assistance!***

# Messaging

- ▶ The ***Message*** tab is used to communicate with your counselor. If you have questions, please use this feature.
  - Students with last names:
    - A – K Mrs. Schroeder
    - L – Z Mrs. Wilson
- ▶ Please note that once your grade's scheduling period is closed and the next grade's scheduling period opens, counselors will be unable to respond to your message if your scheduling period is closed.

# Submitting Your Classes

- ▶ If you were able to fill periods 1-5 for all 3 terms click on the ***Submit Classes*** tab and then click on the ***Submit Schedule*** button.
- ▶ **Please do not submit your schedule until you have periods 1-5 filled for all three terms.**



# Submitting Your Classes, Cont'd

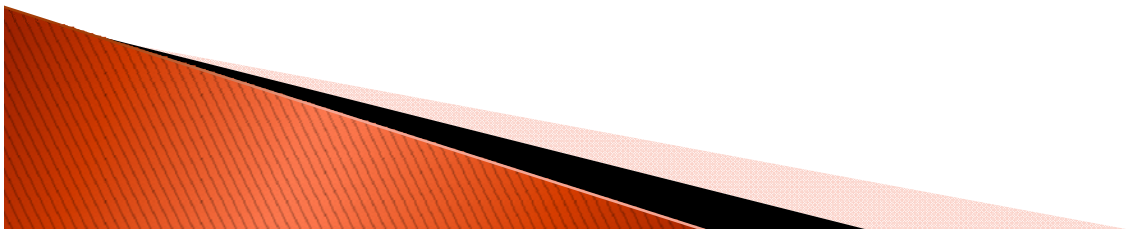
- ▶ **If you were not able to make a complete schedule** with your 15 requested classes, you should choose a class listed on the Master Schedule of Classes that will fill the opening you have in your schedule .
- ▶ **Message** (see blue tab above) your counselor and ask for that class to be used. **Make sure you consult the Master Schedule of Classes and indicate the term and block of the class that needs to be scheduled.** At that point, if the class is open and available, the class will likely be added to your schedule. Your counselor will leave a message for you regarding the change. If that change completes your schedule, your schedule will be approved by your counselor.
- ▶ **Check back to make sure your selections were approved.**

# Submitting Your Classes, Cont'd


- ▶ You may print your schedule here by clicking on the *Print* button.

## **IMPORTANT!**

- ▶ ***ONCE YOU SUBMIT YOUR SCHEDULE,  
NO CHANGES CAN BE MADE WITHOUT  
COUNSELOR ASSISTANCE.***

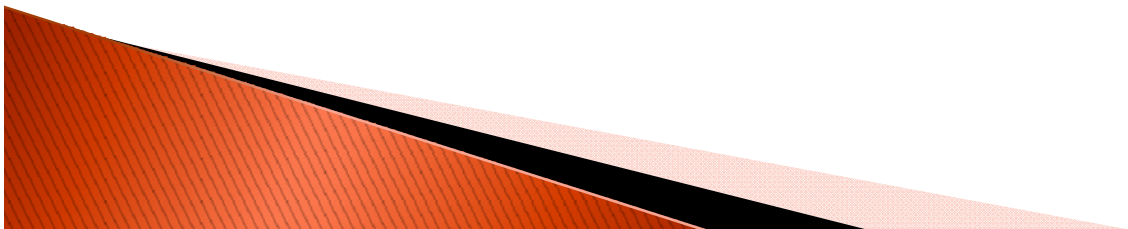


# Flexibility

- ▶ Be thinking ahead of time about a variety of options for scheduling.
  - ▶ Anticipate that you might not get everything exactly as you originally planned.
  - ▶ You can only use alternates ***IF*** you cannot fit your 15 requested classes in. If you need to use an alternate, you must message your counselor with the name of the class and why it is needed.
  - ▶ If you need to use an alternate, choose a course listed on the Master Schedule of Classes that will fill the opening you have in your schedule.
- 

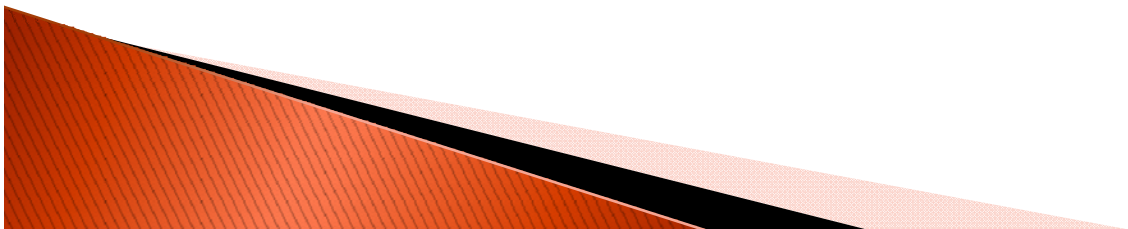
# Heartlands

- ▶ If you are registered for Heartlands classes, they will be added to your schedule at a later date. Please complete your schedule with the classes that are available to you and your schedule will be changed when your Heartlands schedule has been determined.



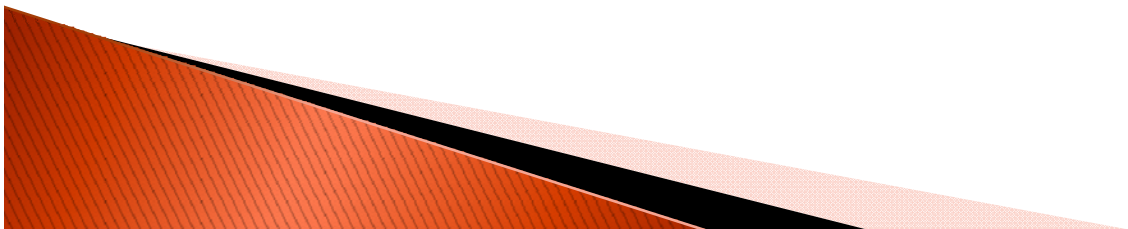
# Non Traditional Classes

- ▶ Dual Enrollment
- ▶ Independent Study
- ▶ MIVHS
- ▶ Others
- ▶ Select 5 courses each term when scheduling.  
The above options can be scheduled later after all of the required paperwork has been received.




# Support Schedule

- ▶ You can communicate with your counselor by using the *Message* tab on the scheduling screen. Messages will be reviewed during school hours.
- ▶ The Media Center computers will be available for your use on the first day the scheduling window opens for your class.



# Reminders

- ▶ You can only access your online scheduling from your grade's start date through 2:30 p.m. on the date the next class opens.
  - ▶ You can **ONLY** select classes that you requested on your Trimester Scheduling Form.
  - ▶ If you need to use an alternate, you must message your counselor.
  - ▶ **Once you “submit” your schedule you cannot make any additional changes without counselor assistance.**
- 

# Reminders, Cont'd

- ▶ Your schedule does not become official until it has been submitted to, and approved by your counselor.
- ▶ You can communicate with your counselor by using the message tab on the scheduling screen.
- ▶ Check your student access account for messages to you from your counselor and to see if your schedule has been approved.
- ▶ When waiting to have an alternate added to your schedule, the classes that you have already placed in your schedule will be held for you.

# Questions ?

- ▶ You can use the Message tab on the scheduling screen to communicate with your counselor who will review your message and respond during school hours.
- ▶ Problems with scheduling should be reported to the Counseling Office.

