

Online Scheduling Via Home Access Center

To enter course requests: (PLEASE HAVE YOUR COURSE SELECTION FORM WITH YOU FOR THIS!)

1. Go to Muhlenberg's website (www.muhsdk12.org) and 'login' into the Home Access Center (HAC) using your personal USERNAME and PASSWORD - the same way you go into HAC to check on student grades.
2. Once you are on the main student screen, click on the Classes tab,

The screenshot shows the Home Access Center interface. At the top, there is a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The 'Classes' icon is highlighted with a black arrow. Below the navigation bar, there are tabs for 'Week View' and 'Calendar'. The main content area displays a weekly schedule for Monday, December 08, 2014, to Friday, December 12, 2014. The schedule table has columns for each day and rows for different classes.

| Class | Current Average | Monday 12/08 Day: 3 | Tuesday 12/09 Day: 4 | Wednesday 12/10 Day: 5 | Thursday 12/11 Day: 6 | Friday 12/12 Day: 1 |
|---|-----------------|---------------------|----------------------|------------------------|-----------------------|---------------------|
| BLUE BAND (357 - 1) Per: 1 Luckenbaugh D | | | | | | |
| JAZZ BAND (358 - 1) Per: 1 Luckenbaugh D | | | | | | |
| STUDY HALL FALL (SH1F - 1) Per: 1 Zielinski D | | | | | | |

3. Click on the Requests tab. When you click on the Requests tab, the Course Requests screen will appear.

The screenshot shows the Course Requests screen. At the top, there is a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The 'Requests' icon is highlighted with a black arrow. Below the navigation bar, there are tabs for 'Classwork', 'Schedule', and 'Requests'. The main content area displays a table of course requests for the 021 - 1 GLOBAL STUDIES class.

View Classwork for for Report Card Run 2

Show (All Classes) Order By Class

Alert me if my student receives a course average below 80 % or above 81 %.

Alert me if my student receives an assignment average below 75 % or above %.

021 - 1 GLOBAL STUDIES (Last Updated: 12/2/2014) **Quarter 66.78%**

| Date Due | Date Assigned | Assignment | Category | Score | Total Points |
|------------|---------------|---|-------------|-------|--------------|
| 12/08/2014 | | Magical Realism Check-In | Homework | | 5.00 |
| 12/08/2014 | | SS - Chinese Religions Quiz | Quiz | | 40.00 |
| 12/08/2014 | | SS - Study Guide #4 (China) | Study Guide | | 20.00 |
| 11/26/2014 | | ENG - Lesson 5 Vocab Quiz | Quiz | 24.00 | 30.00 |
| 11/26/2014 | | ENG - Lesson 5 Vocabulary/Constructions | Homework | 8.00 | 15.00 |

4. To begin choosing courses for your 2018-2019 schedule, first find the Department column which is 1st column of the Course Requests table (ie. English, Math, Science). Click on the Edit button to the right of the Courses. You will now see the Select A Course screen along with a list of all available courses in that department.

5. To select a course for your schedule, click on the box located to the left of the course you want to request. **DO NOT USE THE ALTERNATE COLUMN AT ALL!! 'BACK-UP ELECTIVES' SHOULD NOT BE PUT INTO THE COMPUTER!!**

| Request | DESCRIPTION | COURSE | CREDIT | Alternate |
|--------------------------|------------------|--------|--------|----------------------------------|
| <input type="checkbox"/> | AP ENG LIT/COMP | 030 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | BASIC ENGLISH* | 500 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 10 COL | 013 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 10 HON | 012 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 10* | 502 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 11 COL | 023 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 11* | 503 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 12 COL | 033 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 12 HON | 031 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH 12* | 504 | 1.0000 | --- Make Course an Alternate --- |
| <input type="checkbox"/> | ENGLISH SAT PREP | 040 | 0.5000 | --- Make Course an Alternate --- |

6. When you have finished selecting courses in a department, click the Save button. Repeat these steps for each department that contains courses you wish to select. After selecting all courses you would like in your 2018-2019 schedule (NOT including 'BACK-UP ELECTIVES'), you can use the web browser's Print function to save a copy of your selections.

****IMPORTANT!****

- The *Course Requests* online scheduling feature of HAC will only be available from: Friday, January 26, 2018, through Monday, February 12, 2018 (@ 8 a.m)!

All requests must be input online within this time frame!

- Inputting requests online will assist you in getting your 'first choices' for your 2018-2019 schedule; however, online scheduling does NOT replace the need for a completed COURSE SELECTION FORM being handed in on February 9! Students who follow ALL instructions in filling out and handing in the usual Course Selection Form AND who input all requests online (as described above) will have the best chance of getting all desired courses.
- Please call or see your school counselor as questions arise!

~ THANK YOU SO MUCH ~