

Online Scheduling in Student Connect

Instruction Sheet for Scheduling 2017-2018 Classes

1. Go to: <http://hartlandschools.us> or <https://zangleweb.resa.net/hartland/studentconnect>
2. Click on: *Student Connect*
3. Enter: ID # and Password
4. Click on: *Log On*
5. Select: Top of page where it says “Hartland High School 16/17 at the drop down arrow, select *Hartland High School 17/18*
6. Select: *Requests* from the left side of the page
7. Select: *Add/Delete Requests*
8. **Ready to create schedule**
 - a. All available classes are listed under “Courses Offered.”
 - b. Use the scroll down arrows to view additional classes.
 - c. Select your first class by clicking on it. Once it’s highlighted you may click on the box above to read its *Description* and/or you may click on the box above to *Add Course*. If you add a course and later decide you do not want it, simply click on the *X* in the “Student Course Requests” box to delete.
 - d. When you have selected all of your classes, make sure your screen selections match your Course Request Sheet selections. Confirm that you have a total of 7 credits.
9. Select: *Sign Out* at the top right.
10. Sign the Course Request Sheet and return it to your Math teacher no later than March 8th.