

Online Scheduling in Student Connect

Instruction Sheet for Scheduling 2022-2023 Classes

1. Go to: <http://hartlandschools.us>
2. Click: *Student Connect*
3. Enter: ID # and Password
4. Click: *Log In*
5. Select: *Hartland High School 22/23*
6. Select: *Requests* from the left side of the screen
7. Select: *Add/Edit Requests* from the right side of screen
8. **Ready to enter requests**
 - a. All available classes are listed in the box under “Select Course to Add” in alphabetical order.
 - b. Select your first class by clicking on it. Once it’s highlighted the course description will appear to the right. Under the description, you click *Add Selected Course*. If you add a course and later decide you do not want it, simply click on the **X** in the “Course Requests” box to delete.
 - c. 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. Click: *Submit*. Your requests will not be saved if you miss this step.
10. Click: *Sign Out* at the top right.
11. Return your completed course request sheet it to your English teacher by **January 26th**.

****Reminder****

You will NOT load Shared Time or DEEP courses because those programs require an application and not all students will be admitted. You need to enter 7-credits worth of HHS courses.