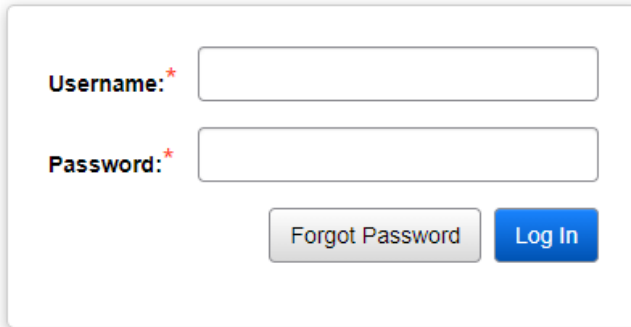


1.

To begin scheduling, go to the Preble Shawnee website. Click on schools and choose Jr/Sr High School and then click on guidance in the gray rectangle. When on the guidance page click on Online Scheduling Site and you should see this.



A login form with two input fields: 'Username:*' and 'Password:*'. Below the fields are two buttons: 'Forgot Password' (gray) and 'Log In' (blue).

Enter your Username and Password. Both are case sensitive so use caps, lowercase, and periods as shown. There is no letter 'O' in passwords or the alpha numeric section of the username. This will always be a zero '0'.

2.

When you entered your Username and Password you will see the following.

Course Requests

No requests exist. Search for the courses you would like to request.

Search Mode: Course Search Specify Course Code

Department:

Area of Study (AOS):

Course Subject Area (CSA):

Credits:

Course Groups:

Honor Courses:

Include Completed Courses:

Ignore all the dropdown menus and click on the blue button and classes will appear.

3.

If a class does not appear, such as Band or Advanced PE, click the Include Completed Courses box and click on search again. The class will appear highlighted in pink.

Course Requests

No requests exist. Search for the courses you would like to request.

Search Mode: Course Search Specify Course Code

Department:

Area of Study (AOS):

Course Subject Area (CSA):

Credits:

Course Groups:

Honor Courses:

Include Completed Courses:

Search

		Course	Course Name
<input type="checkbox"/>	+	201	ART IA
<input type="checkbox"/>	+	201B	ART 1-B
<input type="checkbox"/>	+	202	ART II
<input type="checkbox"/>	+	203	ART III
<input type="checkbox"/>	+	204	ART IV
<input type="checkbox"/>	+	250	MIXED CHOIR
<input type="checkbox"/>	+	260	BAND

3.

Put a check in the box next to the class you would like to take.

<input checked="" type="checkbox"/>	+	203	ART III
<input type="checkbox"/>	+	204	ART IV
<input type="checkbox"/>	+	250	MIXED CHOIR
<input checked="" type="checkbox"/>	+	260	BAND
<input type="checkbox"/>	+	265S	FLAG CORPS
<input type="checkbox"/>	+	301	SPANISH I
<input type="checkbox"/>	+	302	SPANISH II
<input type="checkbox"/>	+	303	SPANISH III
<input type="checkbox"/>	+	304	SPANISH IV
<input type="checkbox"/>	+	311	FRENCH I
<input type="checkbox"/>	+	312	FRENCH II
<input checked="" type="checkbox"/>	+	313	FRENCH III
<input type="checkbox"/>	+	314	FRENCH IV
<input type="checkbox"/>	+	401S	PE 9
<input type="checkbox"/>	+	402S	HEALTH
<input type="checkbox"/>	+	403S	PHYS ED 10
<input checked="" type="checkbox"/>	+	404S	ADVANCED PE
<input checked="" type="checkbox"/>	+	405S	WEIGHT TRAINING

4.

When you are finished go to the bottom of the page and click on Request Selected Courses.










<input type="checkbox"/>	+	990	YEARBOOK ECHO
<input type="checkbox"/>	+	EENG121S	COMPOSITION I
<input type="checkbox"/>	+	EENG123S	INTRO TO LITERATURE

Request Selected Courses

5.

Your selected classes will appear at the top of the page. Click on Review Request to review your classes before submitting your schedule. All classes with the letter 'S' are a semester long. Classes with just numbers are year long classes. In the below example there are 7 periods worth of classes. It may help to number a paper 1-7 and write the classes on them, putting 'S' classes in the same period, to make sure you don't have too many or too few classes. Students in grades 10-12 are allowed one study hall. Freshman are not allowed study halls. This will be put in after you submit your requests by the counselor. Any blank slot will become a study hall. If there is more than one study hall the counselor will fill in a class for you.

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name
	203	ART III
	260	BAND
	313	FRENCH III
	404S	ADVANCED PE
	405S	WEIGHT TRAINING
	507	ENGLISH 12
	512S	FILM AND LITERATURE
	516S	SHORT STORY
	608	PRE-CALCULUS

Review Requests

6.

If the classes are correct click on Submit Requests. You will note that the total credits you have requested are indicated.

Your requests have not been submitted. Click "Submit Requests" to confirm that you want these courses.

Course	Course Name	Teacher	Period
203	ART III		
260	BAND		
313	FRENCH III		
404S	ADVANCED PE		
405S	WEIGHT TRAINING		
507	ENGLISH 12		
512S	FILM AND LITERATURE		
516S	SHORT STORY		
608	PRE-CALCULUS		

Credit Total: 6.50

Submit Requests

Cancel

You have completed your schedule!

If you encounter any problems, please contact your Guidance Counselor.

Mr. Godfrey is at godfreyr@psarrows.com

Ms. Stevenson is at stevensona@psarrows.com