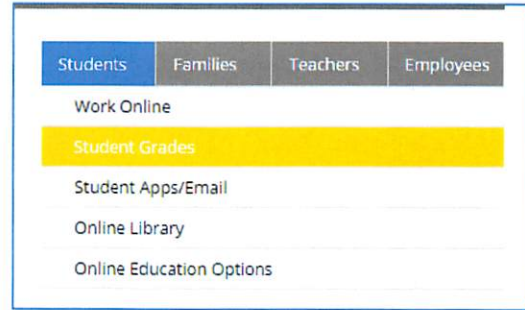
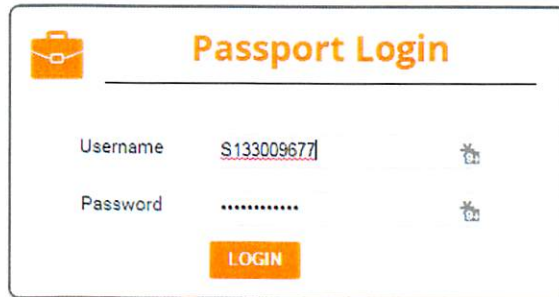


## Online Scheduling Instructions

Login into your Passport account by navigating to the <http://www.besd.net> homepage and clicking the “Student Grades” link under the “Students” Menu. Or go directly to <https://portal.besd.net/Passport/loginp.aspx>.

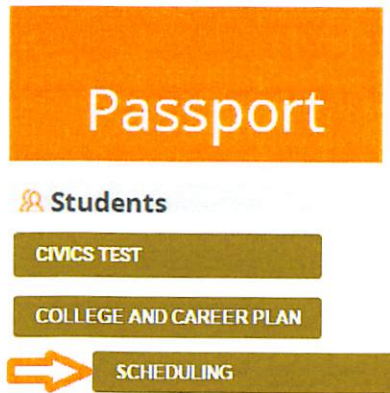


On the Passport Login Screen, login into your Account using your BESD student computer



Passport credentials.

Once logged into Passport, Click the Scheduling Link



### Scheduling

You will see a schedule layout for the terms you are allowed to request courses. Your school may allow you to request courses for the entire year, or just a specific term. Your schedule will appear on the left and your graduation requirements on the right. Below this, you will see a Search bar with a list of courses below that.

You will see a Status Bar above your schedule layout indicating how far along you are in the completion of scheduling. NOTE: This will vary dependent on how many periods your school has.

### Current Progress By Class



### Searching for Courses

There are three ways to search and select courses. Each of these will bring up the same results.

- 1) You may click on the requirements on the right to get a list of those courses that fall under that requirement.
- 2) You may start typing in the search box to search for a course by: course name, course number, teacher, and period. This search will limit to only those courses, teacher or period for which you enter. NOTE: your school must allow searching by teacher name. Contact your counselor if searching for teacher does not return results. Searching for a teacher will limit the results to the courses taught by that teacher only.

Box Elder High 2018

Overall Credit	30.00	11.00	7.50	11.50
Requirement	Req'd	Earn	Plan	Need
Language Arts 9	1.50	1.50	—	
Language Arts 10	1.00	0.50	0.50	
Language Arts 11	1.00	0.00	1.00	
Language Arts 12	1.00	0.00	—	1.00
Foreign Lang	—	0.50	0.50	

Q Search Language Arts

- 3) You may click on the period number in a period box on your schedule template. When you do, it puts "Period:3" in the search field and, the list will return only those courses available during that period.

3	Orchestra C Findlay, J Room ORCH
4	Spanish II B Robinson, M Room A-3

Q Search Period:3

One can further narrow the search by putting in the desired term.  
Example: T1 Period:3 returns only those

Q Search T1 Period:3

One additional search feature is to search by teacher name.  
Example: Jones returns only classes taught by a teacher by the name of Jones.

Q Search Jones

You can use any of these filter options or even combine them all.

Q Search Jones T1 Period:3

### Selecting a Course

Once you have searched for a course, you can click on the course name and open the list of terms/periods that course is offered.

#### L0-Language Arts 10

Lang Arts 10 A (54050) Credit: 0.50

2	2
Nelson, B 1 seats available Room: W-8 44001-10	Wiberg, D 0 seats available Room: M-12 44001-14
T3	T3

Click on the course you want added to your schedule and it will be inserted into your schedule.

### Replacing a Course

If you choose a course in a period for which you already have a class the following message will appear letting you know which class you are already scheduled for and allow you to confirm you want to replace it. By clicking “Replace” you will place yourself in that course. By clicking “cancel”, your schedule will remain.

Already Scheduled

You are already scheduled. Please confirm you wish to replace the following class

- Ceramics 11102-11

« Cancel
Replace »

### Deleting a Course

By clicking on the red “x” in the course box, you can delete that course from your schedule. NOTE: Once you click the red “x”, the course will disappear immediately.

3	Orchestra C Findlay, J Room ORCH	0.50 Credit
---	--	-------------

## Reviewing and Printing Schedule

To review your schedule and print it, click on the “View Schedule Only” button below the schedule

 [View Schedule Only](#)

This will bring up the schedule only where you can print your schedule.

### 2015-16

#	All Year (3Trimesters)	
	Trimester 3	
1	<b>Released Time B</b> Seminary . S Room SEM	0.00 Credit
2	<b>Health II</b> McKee . J Room M-2	0.50 Credit
<b>B</b>		
3	<b>Orchestra C</b> Findlay . J Room ORCH	0.50 Credit
4	<b>Spanish II B</b> Robinson . M Room A-3	0.50 Credit
5	<b>Chorus SA B</b> Bigler . C Room CHOIR	0.50 Credit
6	<b>Biology B</b> Miller . A Room A-4	0.50 Credit