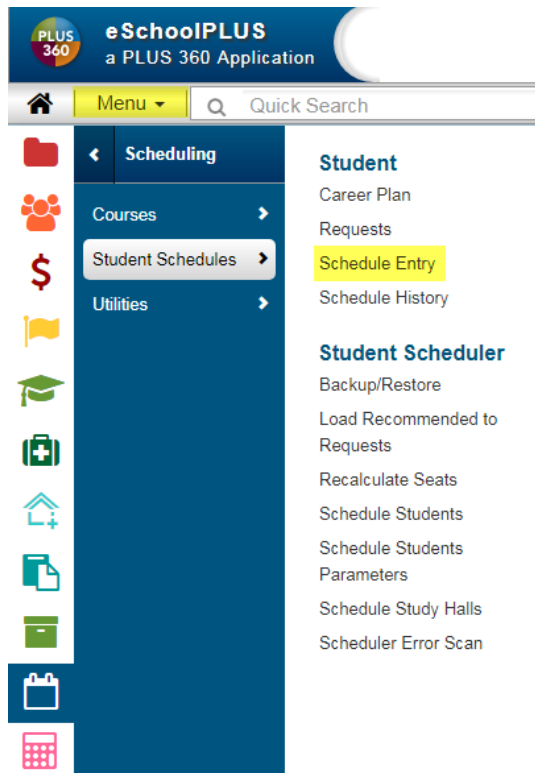


# MAKING SCHEDULE CHANGES

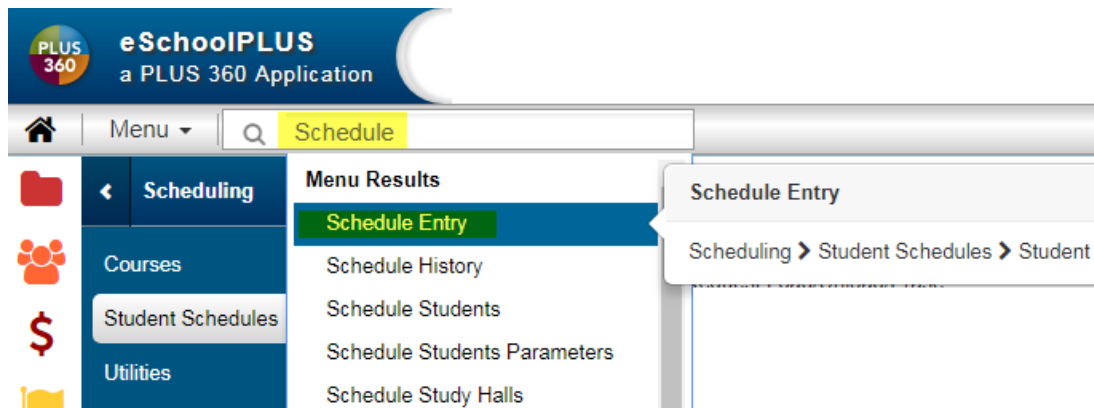
**Step 1 – Path:** **Menu > Scheduling > Student Schedules > Student > Schedule Entry**



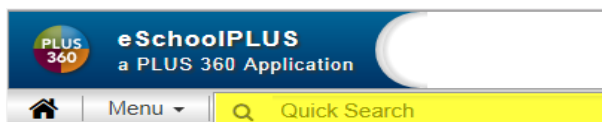
Or

You can type in the word Schedule in the “Quick Search” box.

Click on “Schedule Entry”.



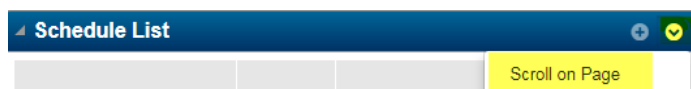
**Step 2** – Search for the student by using the “Quick Search”. Enter the student ID# or the last name of the student.



**NOTE:** You can change the way you scroll down the page by clicking on the drop down arrow on the “Schedule List” panel.



You can “Scroll on Page” or “Scroll in Grid”.



**Step 3** – Once you drop a course, make sure the “Add Date” is the following school day.

Action	Building	Pd	Course-Section	Description	Ovr	Teacher	Room	Status	Add Date	Drop Date	Mark Reporting	Marks	First MP
<input type="checkbox"/>	4	6	22121 - 2	Geometry	<input type="checkbox"/>	DI PALMA, SALLY A	2147	A	09/11/2017		G	N1	
<input type="checkbox"/>	4	6	22122 - 2	Geometry	<input type="checkbox"/>	DI PALMA, SALLY A	2147	A	01/24/2018		G	N3	
<input type="checkbox"/>	4	6	22122 - 2	Geometry	<input type="checkbox"/>	DI PALMA, SALLY A	2147	D	09/11/2017	01/23/2018	N		

When entering courses for a **returning** student –

If you schedule them in the same courses they were in before they left:

Click on the course name.

<input type="checkbox"/>	4	52	11011 - 8	Wd Geography K	Click on the course.	LLIAM J	1261	D	09/11/2017	01/09/2018	T	N1	N2
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This will take you to the **Student Course** screen. It will show the course that was dropped and the “Date Added” and “Date Dropped”.

**Student Course**

**Course Information**

Building: 4 - Cypress Creek High School | House / Team:

Course: 11011 | 8 | Modeled:

Description\*: Wd Geography K | Course Status: D - Dropped

Periods	Description	Room	Teacher	Cycle Days	Marking Periods
52	Wd Geography K	1261	BOZIC, WILLIAM J	M T W R F	N1 N2

**Date Range Detail**

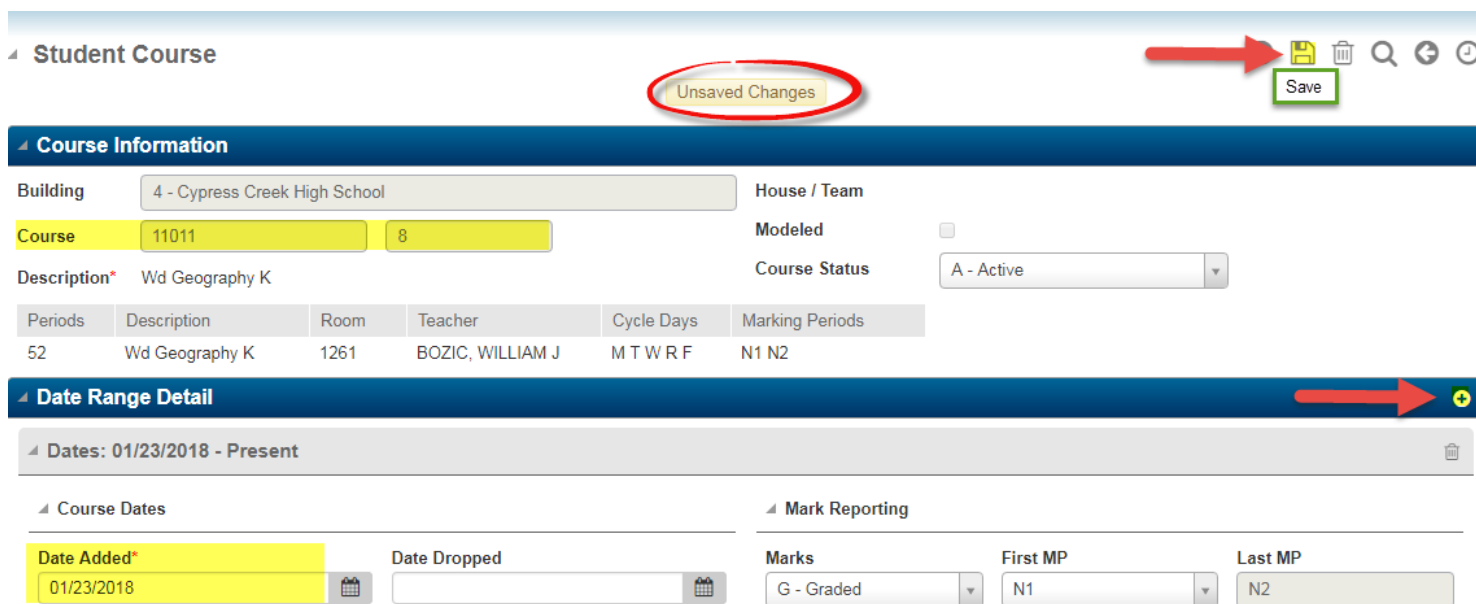
Dates: 09/11/2017 - 01/09/2018

Course Dates		Mark Reporting		
Date Added*	Date Dropped	Marks	First MP	Last MP
09/11/2017	01/09/2018	T - Teacher	N1	N2

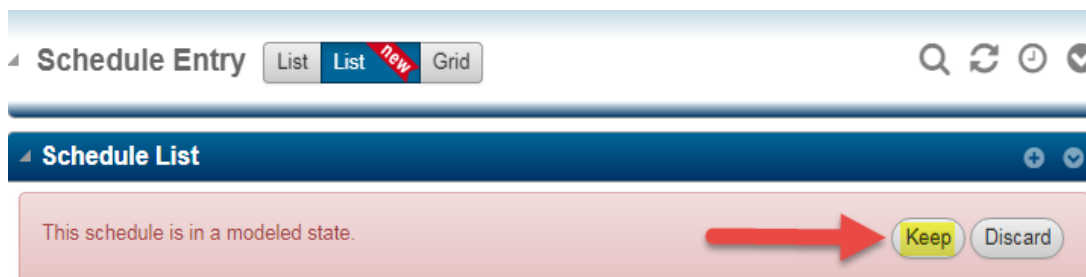
Click on the  Add symbol on the “Date Range Detail” panel to add the course back into the schedule.



The top of the screen will say “Unsaved Changes” until you are finished and click on “Save”.

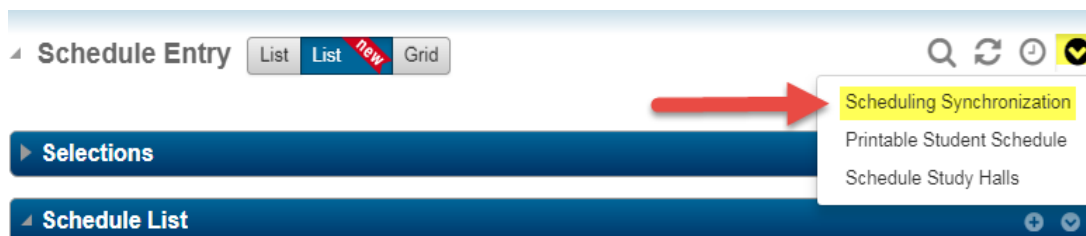


**Step 4 – “Keep” your changes.**



**Step 5 – Click on the drop down arrow for “Additional Options”**  ..

Click on “Scheduling Synchronization” to synchronize the schedule with the report card.



You can also use the drop down arrow to print the student’s schedule.

If you made a mistake and need to clear a course that the student has not attended yet,

**Step 1** - Click on the first “List” tab.

Then click on the drop down arrow on the “Schedule List” panel.

Screenshot of the 'Schedule Entry' interface. The 'Schedule List' panel is active, and a dropdown menu is open, showing options: Clear, Clear Immediate, Lock, Unlock, Class List, and Scroll on Page. A red arrow points to the 'List' tab, and another red arrow points to the dropdown arrow on the 'Schedule List' panel.

	<input type="checkbox"/>	Building	Pd	Course-Section	Description	Ovr	Teacher	Room	Status	Add Date	
<input type="checkbox"/>	<input type="checkbox"/>	4	45	32011 - 15	CHEMISTRY K	<input type="checkbox"/>	DAVIS, LEANNA	2226	A	09/11/2017	Clear
<input type="checkbox"/>	<input type="checkbox"/>	4	45	32012 - 15	CHEMISTRY K	<input type="checkbox"/>	DAVIS, LEANNA	2226	A	09/11/2017	Clear Immediate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	52	11011 - 8	Wd Geography K	<input type="checkbox"/>	BOZIC, WILLIAM J	1261	A	01/23/2018	Lock
<input type="checkbox"/>	<input type="checkbox"/>										Unlock
<input type="checkbox"/>	<input type="checkbox"/>										Class List
<input type="checkbox"/>	<input type="checkbox"/>										Scroll on Page

Put a check mark on the box under “Action”.

“Clear” will have a box appear asking you if you are sure you want to clear that course.

Warning dialog box. The text reads: "The following warnings were encountered when trying to clear the selected courses: Do you wish to continue?" Below the text are "Yes" and "No" buttons. A red box highlights the text "Click Yes or No" with an arrow pointing to the "Yes" button.

“Clear Immediate” will clear the course immediately.