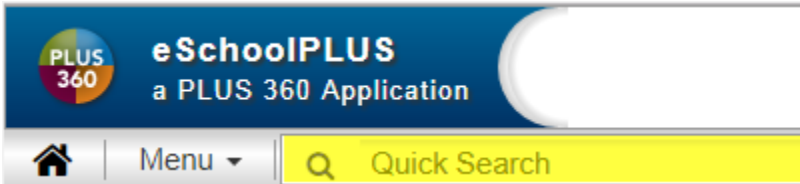


SCHEDULING A NEW STUDENT

Step 1 - Find student using the Quick Search by entering the student ID# or last name of student.



Once you click on the student's name, you will be on the Student Summary screen.

Student Summary

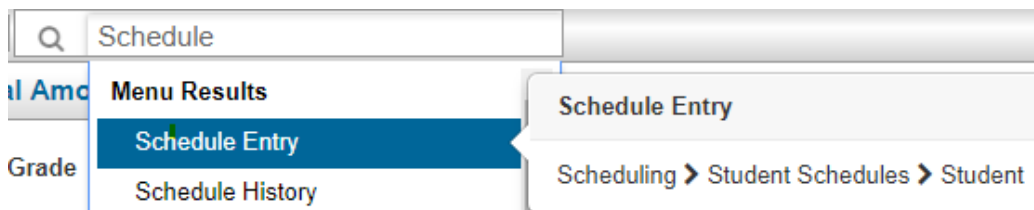
Student Information			Entry Information		Withdrawal Information	
Grade	Building	Calendar	Entry Code	Entry Date	Withdrawal Code	Withdrawal Date
03	108	0	0	9/11/2017		

Current Year Demographics

Building	Counselor	Primary Homeroom	Secondary Homeroom
108 - Hancock Elementary		300 - Gladstone, T	
Calendar	House/Team	Primary Homeroom Teacher	Secondary Homeroom Teacher
0		GLADSTONE, THERESA	

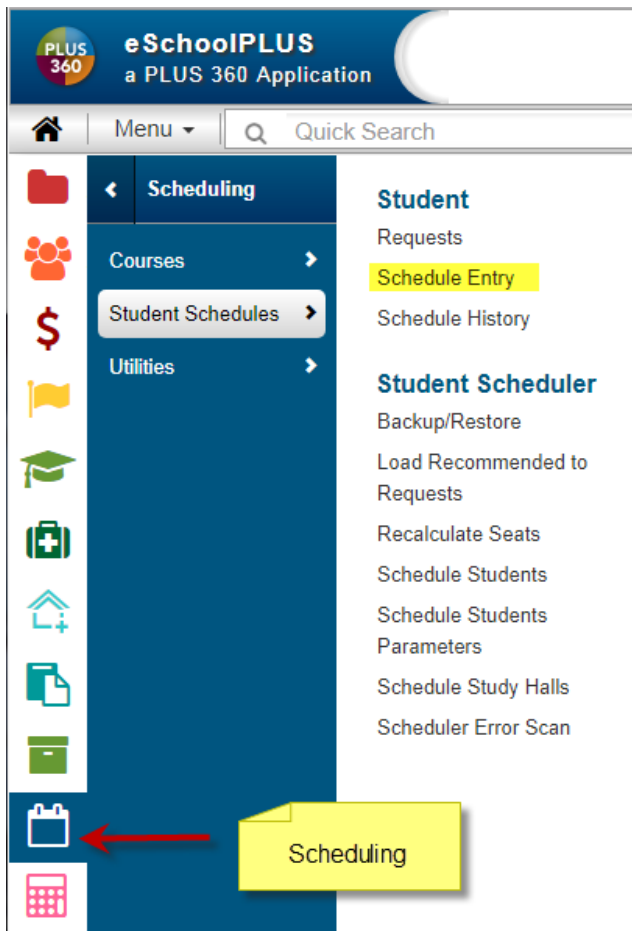
District Registration Information

Step 2 - You may type in the Quick Search "Schedule" and see Schedule Entry. Click on Schedule Entry.

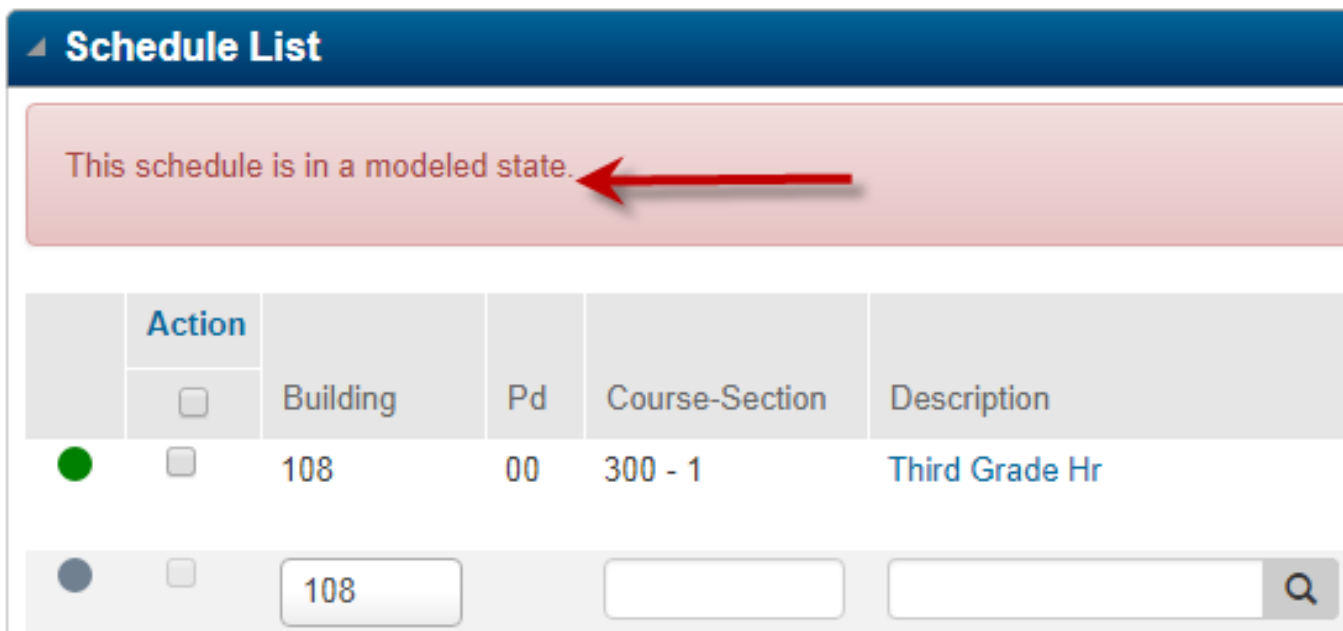


OR

Step 2a - Path: **Click on Menu>Scheduling> Student Schedules > Schedule Entry**

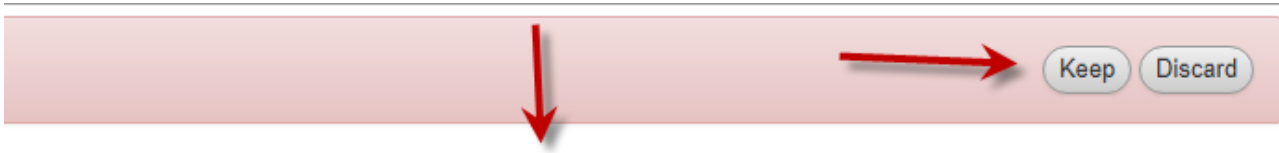


Step 3 - Enter the course/section with the **correct Add Date**. Please note that as you add each course/section, the pink area 'reminds' you that this schedule is in a modeled state (not saved).



When the course is active, you will see a “G” (Graded). When the course is dropped, you will either see an “N” or “T” depending on the time of the schedule change.

Step 4 – Save the schedule by clicking on “Keep”.



Status	Add Date	Drop Date	Mark Reporting			Trail From
			Marks	First MP	Last MP	
A	09/11/2017		G	MP1		
			G			