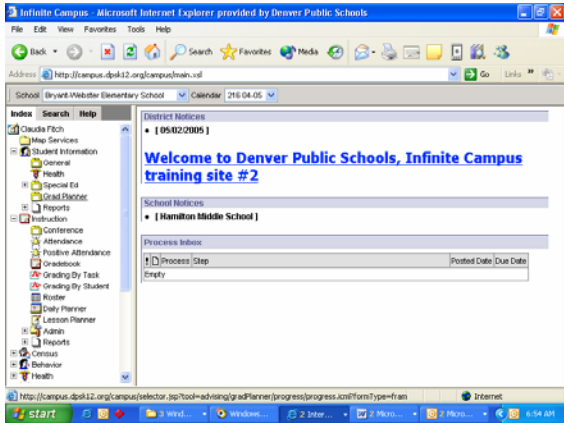
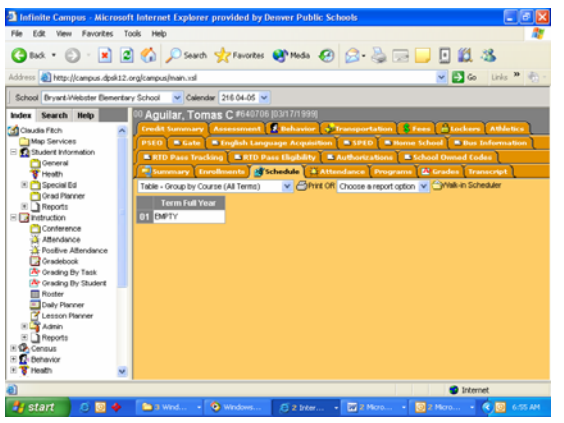
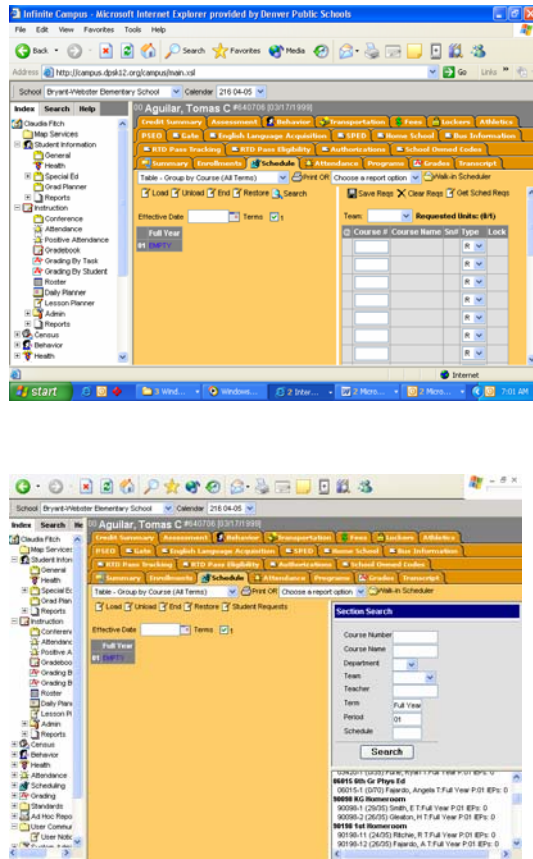


Window	Information
<p>Accessing the Student's Schedule</p> 	<ol style="list-style-type: none"> 1. From the Index, select the Student Information folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. 2. Select the General folder within Student Information folder. 3. Search for a student using either the Search tab or the Advanced Search option. 4. After selecting a student, click the Schedule tab.
<p>Viewing the Student's Schedule</p> 	<p>The Schedule tab provides a view for the student's class the year and by the period in a specific calendar.</p> <p>The schedule tab shows the name of the course (class) and course number, the teacher's name, and room number. Users can make changes to the schedule from here as well.</p> <p>Courses (classes) that have been ended will appear with a date below the course. The date will also appear if the student began the class after the beginning of the term.</p> <p>Open class periods will appear with the word EMPTY.</p> <p>This main page of the schedule is a view-only screen. Changes are made by clicking on the <i>Walk-In Scheduler</i> icon.</p>

Adding a Class to an Empty Period



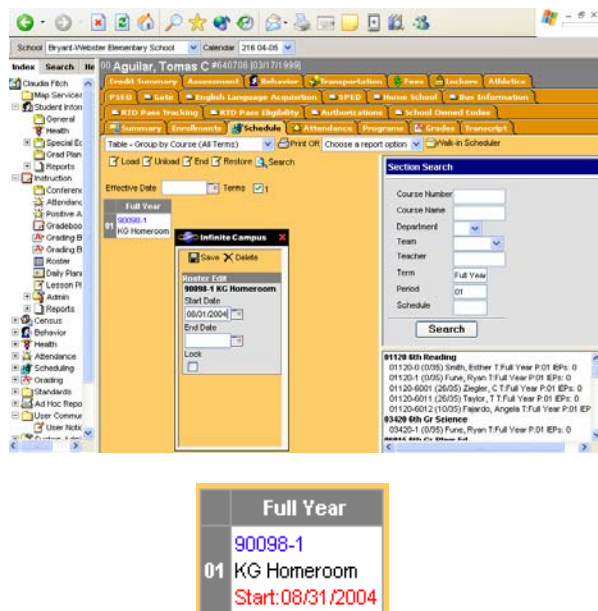
The screenshot shows the Infinite Campus interface for a student named Aguilera, Tomas. The 'Walk-In Scheduler' is active, displaying a search box for course sections. The interface includes a sidebar with navigation options like 'Student Information', 'Attendance', and 'Scheduling'. The main area shows a list of search results for course sections, with some sections highlighted in red and others in black.

1. From the Schedule tab, select the **Walk-In Scheduler** icon. The page will change to a split screen. On the right-hand side will be a request entry area; the left-hand side will list the schedule.
2. Select the **Empty**. When this is done, the right-hand side of the screen will provide a search screen.
3. Users can *also* search by *course number, course name, department, teacher and schedule*.
4. Click the **Search** button. Matching course sections will appear below the search box.
5. Select the appropriate (class), section, for the student. When this is done, the section will appear in the student's schedule.

Courses in the **Search Result** area appearing in red indicate that the section is full.

Courses in the **Search Result** area appearing in black indicate that the section is in a future term.

Adjusting the Starting Dates for a Section

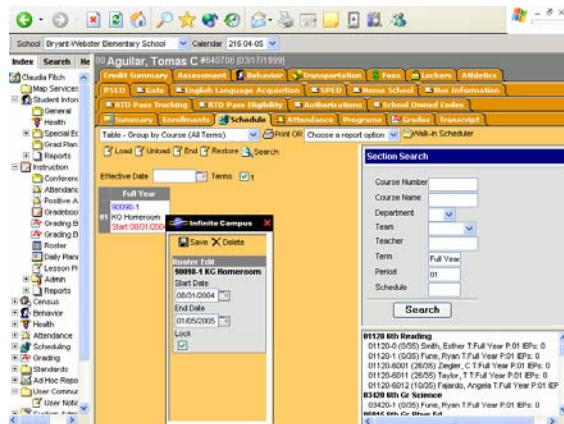


The screenshot shows the Infinite Campus interface with a 'Section Search' popup window open. The popup window displays search criteria and a list of search results. The 'Start Date' field is highlighted, and a date of 08/31/2004 is entered. The interface also shows a 'Full Year' section for '90098-1 KG Homeroom' with a start date of 08/31/2004.

When a student registers for a section after the beginning of the term, the start dates on the class need to be adjusted.

1. Select the section by clicking on the blue hyperlink of the course. A popup window will appear.
2. Enter the date the student will begin attending the course in the **Start Date** field by typing in mmddyy format or by clicking the calendar icon to select a date.
3. Click the **Save** icon. The start date will then appear below the section that was changed.

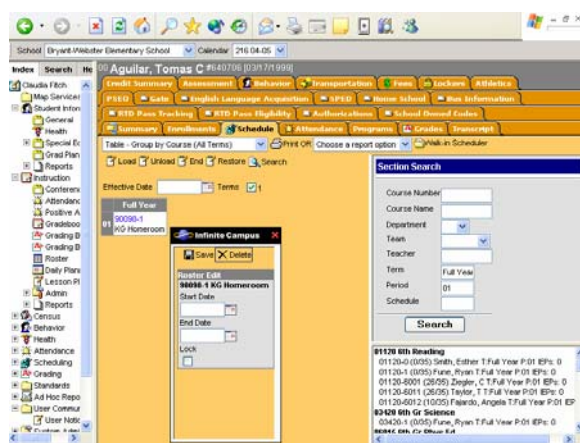
Dropping a Student from a Course



When a student drops a class (attended the course for any amount of time, even for a day), the end date for the section needs to be adjusted.

1. Select the section by clicking on the blue hyperlink of the course. A popup window will appear.
2. Enter the date the student will stop attending the course in the **End Date** field by typing in mmddyy format or by clicking the calendar icon to select a date.
3. Click the **Save** icon. The drop date will then appear below the section that was changed.

Deleting Sections from a Schedule



Sections should only be removed from the schedule if the student has never attended the course at all. If a student has attendance the course, and assignments were given and attendance was taken, upon deletion, that information will be removed from the database.

1. Select the section by clicking on the blue hyperlink of the course. A popup window will appear.
2. Click the **Delete** icon in the popup window. A user warning will appear, notifying the user that all stored grades and attendance data will be deleted if this is done. If this is what should be done, click **OK**. The section will be removed from the schedule, and in its place will be the word **EMPTY**.