

- When scheduling a new student as of the **first day of school and thereafter**, you must **verify the start date**.
- When there is a teacher change - (if you are replacing a teacher during the school year, contact the hotline for additional instructions on this procedure) - **verify the start and add an end date**.
- When a student is moved from one Team (Scheduling Group) to another - **verify the start and add an end date**.

This quick Reference Guide will walk you through the steps of scheduling a student as of the **first day of school and thereafter** when any of the above applies.

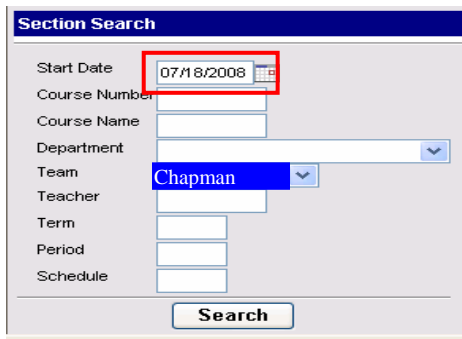
For complete instructions on Scheduling a New Student, see the **ES Scheduling New Students Prior to 1st day Quick Reference Guide**.

Verifying Start Dates - When to modify the **START DATE**:

Starting the **first day of school** every new class a student is scheduled into must have a start date.

- When adding a course to a student's schedule before the first day of school, a start date does not need to be used. (**Do not use a start date.**)
- When adding a course to a student's schedule as of the first day of school a start date does need to be used. (**Use a start date.**)

New Student



1. Student → General → Student Information → Advanced Search → Enter student number → Search.
2. Select the Schedule tab
3. Select Walk in Scheduler.
4. Select Search.

The Section Search window will open. The start date field will auto fill with today's date.

Verify the date and **change** if needed.

Step 1. Search for the Team.

Select from the drop-down list. Team (Scheduling Group) is the homeroom teacher's last name.

Step 2. Click Search.

A list of all classes that have been assigned to the **Team (Scheduling Group)** will be listed below.

The student will need to be assigned to each of the classes listed.

Section Search

Start Date: 07/18/2008

Course Number:

Course Name:

Department:

Team: Chapman

Teacher:

90100 1st Reading
90100-103 (21/35) Chapman, Julie A T:T1-T3 P:Alt1 IEPs: 0

90108 1st Writing
90108-103 (0/35) Chapman, Julie A T:T1-T3 P:Alt1 IEPs: 0

Step 3. Select the *Reading* section.
Click on the section hyperlink below the *Reading* course name.

Continue with this 3-step process:

- Step 1. **Select** the Team
- Step 2. **Select** Search
- Step 3. **Select** the Section

until all courses for the Scheduling Group have been added to the schedule.

Effective Date	T1 07/10/2008 - 11/07/2008	T2 11/10/2008 - 02/20/2009	T3 02/23/2009 - 05/29/2009
01	90398-206 3rd Homeroom	90398-206 3rd Homeroom	90398-206 3rd Homeroom
02	90398-206 3rd Homeroom	90398-206 3rd Homeroom	90398-206 3rd Homeroom
Alt1	90300-206 3rd Reading Start:07/18/2008	90300-206 3rd Reading Start:07/18/2008	90300-206 3rd Reading Start:07/18/2008
Alt2	EMPTY	EMPTY	EMPTY

The schedule will show the modified start date in **RED**.

Prior to the first day of school IC automatically assumes a start date of the first day of the Trimester for the first day of attendance.

Starting the first day of school, IC automatically will populate the start date as today's date for the first date of attendance.

Manually modifying a start date

	T1 07/10/2008 - 11/07/2008	T2 11/10/2008 - 02/20/2009	T3 02/23/2009 - 05/29/2009
01	90398-206 3rd Homeroom	90398-206 3rd Homeroom	90398-206 3rd Homeroom
02	90398-206 3rd Homeroom	90398-206 3rd Homeroom	90398-206 3rd Homeroom
Alt1	EMPTY	EMPTY	EMPTY
Alt2	EMPTY	EMPTY	EMPTY

Roster Edit
90398-206 3rd Homeroom

Start Date: 08/30/2008

End Date:

Lock RepeatCourse

Modified by: Fitch, Claudia
07/15/2008 00:00:00 -0600

1. Click on the Section Number (on the blue hyperlink of the course)
2. Enter the modified date of the **Start Date** field.
3. Click **Save**.

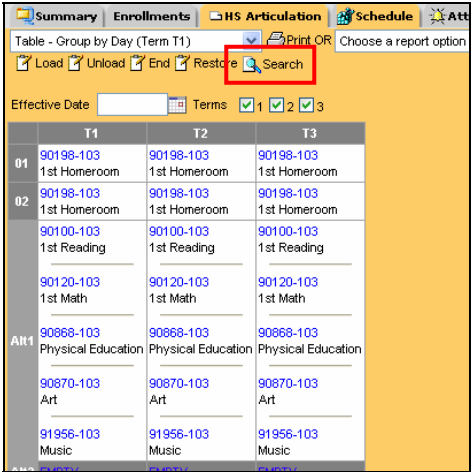
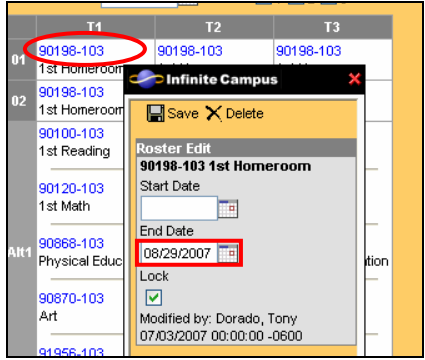
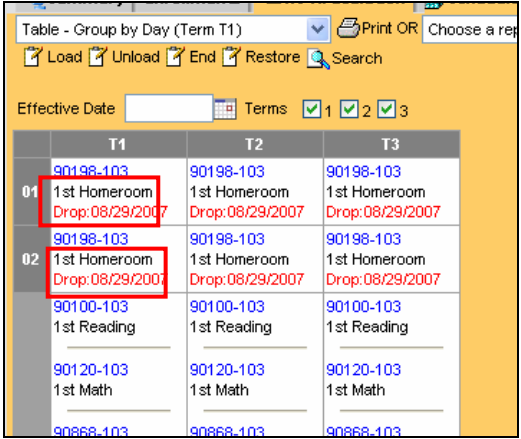
<p>Moving a Student to a Different Scheduling Group (Team)</p>	<p>End and Start Dates</p>
	<p>End date or Drop a Student from classes</p> <ol style="list-style-type: none"> 1. Student → General → Student Information → Advanced Search → Enter student number → Search. 2. Select Schedule tab. 3. Select Walk in Scheduler. 4. Select Search.
	<ol style="list-style-type: none"> 5. Click on the Section number. (on the blue hyperlink of the course – in this case it is for Homeroom) 6. Enter End Date. (End Date is the last day of attendance) 7. Click Save.
	<p>The schedule will now show a drop date for the course. Homeroom will show a drop date for both Period 01 and 02.</p>
	<p>Repeat steps 1-7 if there are additional classes that need to be dropped.</p>

Table - Group by Day (Term 11) Print OR Choose a

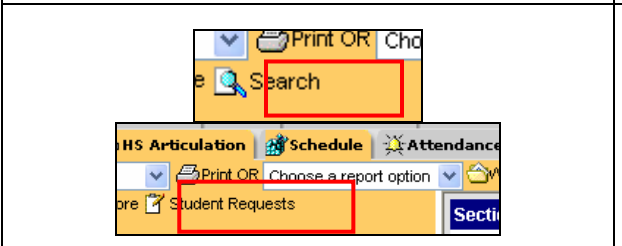
	11	12	13
01	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007
02	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007
Alt1	90120-103 1st Math	90120-103 1st Math	90120-103 1st Math
	90868-103 Physical Education	90868-103 Physical Education	90868-103 Physical Education
	90870-103 Art	90870-103 Art	90870-103 Art
	91956-103 Music	91956-103 Music	91956-103 Music
	90100-103 1st Reading Drop: 08/29/2007	90100-103 1st Reading Drop: 08/29/2007	90100-103 1st Reading Drop: 08/29/2007
Alt2	EMPTY	EMPTY	EMPTY

The schedule will now show a drop date for the course.

Notice that the Reading course appears below the courses that have not been dropped in Period Alt1.

01	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007
02	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007	90198-103 1st Homeroom Drop: 08/29/2007
Alt1	90100-103 1st Reading Drop: 08/29/2007	90100-103 1st Reading Drop: 08/29/2007	90100-103 1st Reading Drop: 08/29/2007
	90108-103 1st Writing Drop: 08/29/2007	90108-103 1st Writing Drop: 08/29/2007	90108-103 1st Writing Drop: 08/29/2007
	90120-103 1st Math Drop: 08/29/2007	90120-103 1st Math Drop: 08/29/2007	90120-103 1st Math Drop: 08/29/2007
	90130-103 1st Science Drop: 08/29/2007	90130-103 1st Science Drop: 08/29/2007	90130-103 1st Science Drop: 08/29/2007
	90140-103 1st Social Studies Drop: 08/29/2007	90140-103 1st Social Studies Drop: 08/29/2007	90140-103 1st Social Studies Drop: 08/29/2007
	90868-103 Physical Education Drop: 08/29/2007	90868-103 Physical Education Drop: 08/29/2007	90868-103 Physical Education Drop: 08/29/2007

The schedule will show all courses as dropped, with dates when this process has been completed.



Adding a student to classes

1. Click **Search**.
2. Select **Student Requests**.
3. **Team:** Select the down arrow and scroll to and select the new **Scheduling Group (Team)**.
4. Click the **Save Reqs** icon

	<p>5. Click the Search icon.</p>
	<p>6. Search by Team.</p> <p>Scroll to Team/Scheduling Group</p> <p>7. Click Search icon.</p>
	<p>A list of courses with sections assigned to the Scheduling Group for which the search was done will appear in the bottom box.</p>
	<p>8. Click the first section.</p> <p>(this should be Reading)</p> <p>The Reading selection will automatically move to the schedule.</p> <p>9. Repeat Scheduling a Student Using Walk-in Scheduler page 2 until all classes are scheduled for the new Scheduling Group (Team).</p>

T1	T2	T3
90198-205 1st Homeroom Start:08/30/2007	90198-205 1st Homeroom Start:08/30/2007	90198-205 1st Homeroom Start:08/30/2007
90198-103 1st Homeroom Drop:08/29/2007	90198-103 1st Homeroom Drop:08/29/2007	90198-103 1st Homeroom Drop:08/29/2007
90198-205 1st Homeroom Start:08/30/2007	90198-205 1st Homeroom Start:08/30/2007	90198-205 1st Homeroom Start:08/30/2007
90198-103 1st Homeroom Drop:08/29/2007	90198-103 1st Homeroom Drop:08/29/2007	90198-103 1st Homeroom Drop:08/29/2007
90100-205 1st Reading Start:08/30/2007	90100-205 1st Reading Start:08/30/2007	90100-205 1st Reading Start:08/30/2007
90108-205 1st Writing Start:08/30/2007	90108-205 1st Writing Start:08/30/2007	90108-205 1st Writing Start:08/30/2007
90120-205 1st Math Start:08/30/2007	90120-205 1st Math Start:08/30/2007	90120-205 1st Math Start:08/30/2007
90130-205 1st Science Start:08/30/2007	90130-205 1st Science Start:08/30/2007	90130-205 1st Science Start:08/30/2007
Music Start:08/30/2007	Music Start:08/30/2007	Music Start:08/30/2007
90100-103 1st Reading Drop:08/29/2007	90100-103 1st Reading Drop:08/29/2007	90100-103 1st Reading Drop:08/29/2007
90108-103 1st Writing Drop:08/29/2007	90108-103 1st Writing Drop:08/29/2007	90108-103 1st Writing Drop:08/29/2007
90120-103 1st Math Drop:08/29/2007	90120-103 1st Math Drop:08/29/2007	90120-103 1st Math Drop:08/29/2007
90130-103 1st Science Drop:08/29/2007	90130-103 1st Science Drop:08/29/2007	90130-103 1st Science Drop:08/29/2007
90140-103 1st Social Studies Drop:08/29/2007	90140-103 1st Social Studies Drop:08/29/2007	90140-103 1st Social Studies Drop:08/29/2007
90868-103 Physical Education Drop:08/29/2007	90868-103 Physical Education Drop:08/29/2007	90868-103 Physical Education Drop:08/29/2007
90870-103 Art Drop:08/29/2007	90870-103 Art Drop:08/29/2007	90870-103 Art Drop:08/29/2007

When all new courses have been added, the schedule will look similar to this.

The dropped courses will show at the bottom of each period.

All new courses will have dates at this time; all dropped courses will have a drop date.

The **new courses** with the **Start Dates** will show above the **old courses** with the **Drop Dates**



ES Scheduling New Students as of the 1st day

Elementary School Schedule 2007-08

Change Team

After start of school

Term T1 (08/20/2007 - 10/26/2007)	
01	08:30:00 AM-03:15:00 PM 90198-103 1st Homeroom Chapman, Julie A Rm: 103 Start: 08/21/2007
02	03:20:00 PM-03:25:00 PM 90120- 1st Math Chapman, Julie A Rm: 103 Start: 08/21/2007
	03:20:00 PM-03:25:00 PM 90100- 1st Reading Chapman, Julie A Rm: 103 Start: 08/21/2007
	03:20:00 PM-03:25:00 PM 90130- 1st Science Chapman, Julie A Rm: 103 Start: 08/21/2007
	03:20:00 PM-03:25:00 PM 90140- 1st Social Studies Chapman, Julie A Rm: 103 Start: 08/21/2007
Alt 1	03:20:00 PM-03:25:00 PM 90108- 1st Writing Chapman, Julie A Rm: 103 Start: 08/21/2007
	03:20:00 PM-03:25:00 PM 90870- Art Werner, Jennifer Rm: 213 Start: 08/21/2007
	03:20:00 PM-03:25:00 PM 91956- Music Medina, Donna Rm: Aud Start: 08/21/2007
	03:20:00 PM-03:25:00 PM 90868- Physical Education Rogers, Pamala K Rm: Gym Start: 08/21/2007
Alt 2	EMPTY

	Term T1 (07/20/07-10/26/07)	Term T2 (10/29/07-02/15/08) (02/15/08)
01	90298-112 2nd Homeroom Nikolaou, Stephanie A, Team: Nikolaou Rm: 112 Start: 08/22/2007	
02	90298-111 2nd Homeroom Vieau, Stephanie, Team: Vieau Rm: 111 Drop: 08/21/2007	
	90200-112 2nd Reading Nikolaou, Stephanie A, Team: Nikolaou Rm: 112 Start: 08/22/2007	
	90208-112 2nd Writing Nikolaou, Stephanie A, Team: Nikolaou Rm: 112 Start: 08/22/2007	
	90220-112 2nd Math Nikolaou, Stephanie A, Team: Nikolaou Rm: 112 Start: 08/22/2007	
	90220-112 2nd Math Nikolaou, Stephanie A, Team: Nikolaou Rm: 112 Start: 08/22/2007	
	90230-112 2nd Science Nikolaou, Stephanie A, Team: Nikolaou Rm: 112 Start: 08/22/2007	
	90240-112 2nd Social Studies Nikolaou, Stephanie A, Team: Nikolaou Rm: 112 Start: 08/22/2007	
	90868-112 Physical Education Rogers, Pamala K, Team: Nikolaou Rm: Gym Start: 08/22/2007	
	90200-111 2nd Reading Vieau, Stephanie, Team: Vieau Rm: 111 Drop: 08/21/2007	
	90208-111 2nd Writing Vieau, Stephanie, Team: Vieau Rm: 111 Drop: 08/21/2007	
	90220-111 2nd Math Vieau, Stephanie, Team: Vieau Rm: 111 Drop: 08/21/2007	
	90230-111 2nd Science Vieau, Stephanie, Team: Vieau Rm: 111 Drop: 08/21/2007	