

Using Walk In Scheduler to Schedule Elementary Students

These steps will work for NEW students or students who need to be moved to different courses/sections

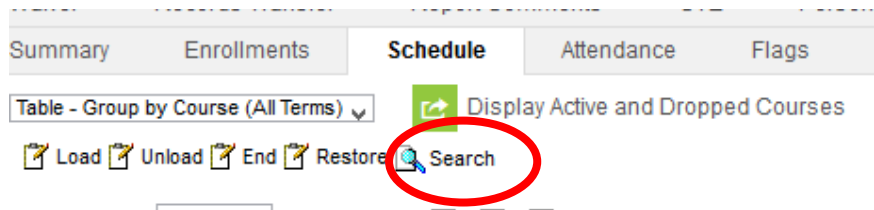
1. Find student

Index > Student Information > General > Schedule

2. Click on Walk In Scheduler button to Add courses



3. To find the needed courses, click on the Search button



4. Be sure the Start Date is the date you want the student to begin the class(es)

For a NEWLY enrolled student, no Start Date is needed. The schedule will take effect based on the Start Date used on the Enrollment tab

A screenshot of a 'Section Search' form. It has a blue header with the text 'Section Search'. Below the header are several input fields: 'Start Date' (with a date picker showing 10/20/2014), 'Course Number', 'Course Name', 'Department' (a dropdown menu), 'Team' (a dropdown menu), 'Teacher' (with the text 'bray' entered), 'Term', 'Period', and 'Schedule'. At the bottom of the form is a 'Search' button.

4000 HOMEROOM 4
4000-2 (33/33) Bray, Harry S T:T1-T3 P:ATT IEPs: 0
4010 MATH
4010-2 (33/) Bray, Harry S T:T1-T3 P:MATH IEPs: 0
4020 READING
4020-2 (33/) Bray, Harry S T:T1-T3 P:RDG IEPs: 0
4030 WRITING
4030-2 (33/) Bray, Harry S T:T1-T3 P:WRTG IEPs: 0
4040 SPEAKING/LISTENING
4040-2 (33/) Bray, Harry S T:T1-T3 P:SP/L IEPs: 0
4050 LANGUAGE
4050-2 (33/) Bray, Harry S T:T1-T3 P:LANG IEPs: 0
4060 SCIENCE
4060-2 (33/) Bray, Harry S T:T1-T3 P:SCI IEPs: 0
4070 SOCIAL SCIENCE
4070-2 (33/) Bray, Harry S T:T1-T3 P:SS IEPs: 0
4080 HEALTH
4080-2 (33/) Bray, Harry S T:T1-T3 P:HEA IEPs: 0
4090 VISUAL AND PERFORMING ARTS
4090-2 (33/) Bray, Harry S T:T1-T3 P:VPA IEPs: 0

To find the student's needed sections, enter the HR teacher's name in the Teacher Search field

Click each section listed to add the student to the listed sections

The left side with the periods will become filled in as you click on each of the needed sections.

The right side will not change until new search criteria is entered.

When the student has a completed schedule, all content periods will be filled with a course/section

Section Search

Start Date

Course Number

Course Name

Department

Team

Teacher

Term

Period

Schedule

Search

Remember: If the prep courses are taught by a teacher other than the HR teacher, search either the Course number OR that prep teacher's name to find to appropriate teacher

4095 PHYSICAL EDUCATION
 4095-1 (32/) Fontenot, Philip L/Duke T:T1-T3 P:PE IEPs: 0
 4095-2 (33/) Fontenot, Philip L/Bray T:T1-T3 P:PE IEPs: 0

KEY DETAIL: At this point in the school year, Roster Setup and Roster Batch Edit should NOT be used to make student schedule changes. Doing so, could lead to lost attendance records and grades.