

# Scheduling Group Utility use in Elementary Scheduling

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This document will walk you through creating Scheduling Groups found in Current\Future Scheduling and how to use these groups for scheduling new students with the desired core teacher and specialist teachers in one easy step.

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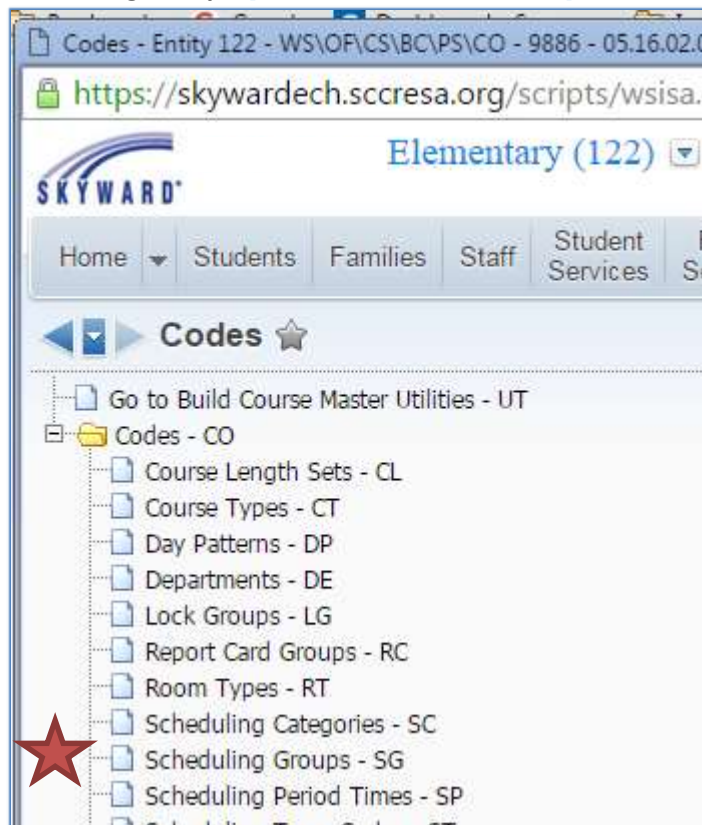
## Overview

**This document will cover the following process: (add it applicable)**

- Step 1. Creating the Scheduling Group for each grade level and section
  - Step 2. Using the Scheduling Group to schedule students via Student Profile
  - Step 3. Print the student's schedule
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## 1. Creating the Scheduling Group

- Go to **Office, Current Scheduling, Build Course Master, Setup** then codes: [\[WS\OF\CS\BC\PS\CO\]](#)
- Click on **Scheduling Groups** [\[WS\OF\CS\BC\PS\CO\SG\]](#)



- When naming your scheduling groups make sure that your group name reflects its purpose. In the example below they are using **Grade level and Section number** for their group names. Examples: 1<sup>st</sup> grade - section 1 is 1-1 and 3<sup>rd</sup> grade - section 2 is 3-2

Group Code ▲	Grade Level	Group Description	Type Description
▶ 1-1	01	01 Section 1	Classes only
▶ 1-2	01	01 Section 2	Classes only
▶ 1-3	01	01 Section 3	Classes only
▶ 2-1	02	02 Section 1	Classes only
▶ 2-2	02	02 Section 2	Classes only
▶ 2-3	02	02 Section 3	Classes only
▶ 3-1	03	03 Section 1	Classes only
▶ 3-2	03	03 Section 2	Classes only
▶ 3-3	03	03 Section 3	Classes only

- Click on the Add button to create a scheduling group. Assign a Code, Grade Level, Type of Classes Only and the Description for the group. Click on Save.

- Click on the expand symbol, then on Add Class Section

- Click on the courses for the desired scheduling group. Example: If I'm creating the scheduling group for 1<sup>st</sup> grade, section 3 click on all 1<sup>st</sup> grade courses with a section 03. Click on Save

Add Class Section - Entity 122 - WS\OF\CS\BC\PS\CO\SG - 9910 - 05.16.02.00.09 - Google Chrome

https://skywardch.sccresa.org/scripts/wsisa.dll/WService=wsECH/sschedgrpbrws003.w?isPopup=true

### Add Class Section

Views: General Filters: Active Classes Only Clone

Add	Entity	Year	Course	Description	Teacher	S*	Subj	Sec	Pd	Days	Terms
<input checked="" type="checkbox"/>	122	2015-16	EL111	Citizenship/Wor		A	EL	03	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL121	English Languag		A	23	03	02	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL131	Mathematics - 1		A	MA	03	03	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL141	Science - 1st G		A	SC	03	04	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL151	Social Studies		A	SS	03	05	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL162	Art - 1st Gr	ar	A	EL	03	06	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL163	Library/Media -	ian	A	EL	03	09	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL164	Music - 1st Gr		A	EL	03	07	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL165	Physical Educat	rho	A	EL	03	08	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	122	2015-16	EL171	Optional Teache		A	EL	03	11	MTWRF	YR (01-04)
<input type="checkbox"/>	122	2015-16	EL211	Citizenship/Wor		A	EL	03	01	MTWRF	YR (01-04)
<input type="checkbox"/>	122	2015-16	EL211	Citizenship/Wor		A	EL	01	01	MTWRF	YR (01-04)

- Expand on the Group Code to see the selected courses.

### Scheduling Groups

Views: General Filters: Skyward Default Clone

Group Code	Grade Level	Group Description	Type Description
▶ 1-1	01	01 Section 1	Classes only
▶ 1-2	01	01 Section 2	Classes only
▶ 1-3	01	01 Section 3	Classes only

Expand All Collapse All View Printable Details

#### Scheduling Group Detail

Add Class Section	Cor/Sec	Description	Length	Period	Terms	Meet
Delete	EL111/03	Citizenship/Wor	YR	1	01-04	MTWRF
Delete	EL121/03	English Languag	YR	2	01-04	MTWRF
Delete	EL131/03	Mathematics - 1	YR	3	01-04	MTWRF
Delete	EL141/03	Science - 1st G	YR	4	01-04	MTWRF
Delete	EL151/03	Social Studies	YR	5	01-04	MTWRF
Delete	EL162/03	Art - 1st Gr	YR	6	01-04	MTWRF
Delete	EL163/03	Library/Media -	YR	9	01-04	MTWRF
Delete	EL164/03	Music - 1st Gr	YR	7	01-04	MTWRF
Delete	EL165/03	Physical Educat	YR	8	01-04	MTWRF
Delete	EL171/03	Optional Teache	YR	11	01-04	MTWRF

## 2. Using the Schedule Group via Student Profile

- After the student is enrolled you can use the scheduling group to place the student in the desired grade, section, and teacher. Go to Students, Student profile, on the left hand column (the left hand column is represented with a TB) select Schedule then Current. WS\ST\TB\SC\CS\CS
- On the right side of the screen click on Add Course



- Under **Course Filters** select the desired **Sched Group** from the drop down, then click on **Schedule All** button

**Course Filter**

Sched Group: 3-1

Subject: All Apply

Period: \*All\*

Teacher: All Teachers

Only Classes with Seats Available  
 Only Classes that Fit

**2015-16 Available Classes For Group 3-1**

Course	Sec	Short Description	Fr	Edg
EL311	01	Citizenship/Wor	En	22
EL321	01	English Languag	En	22
EL331	01	Mathematics - 3	En	22
EL341	01	Science - 3rd G	En	22
EL351	01	Social Studies	En	22
EL362	01	Art - 3rd Gr	En	22
EL363	01	Library/Media -	En	22
EL364	01	Music - 3rd Gr	En	22

Schedule All  
View All Meets  
Clear Filter  
Options

- Selected courses will display, click on Continue button to complete scheduling process

Scheduling Group: 4-3

Student: Sadie Ramsey      Grad Yr: 2024      Grade: 04  
 DOB: 05/28/2006      Age: 9

**\*\* Scheduling a Class or Co-requisite with Fit Conflict(s) will process the Fit Conflict Class(es). \*\***

**Schedule Class 1: EL411 / 03**


Class: EL411 / 03      Schedule Class:  Yes  No  
 Desc: Citizenship/Wor  
 Term: YR (01-04)  
 Prd: 01

**Class Control Set**  
 Scheduling Terms: YR (01-04) - YEAR [Normal]

**Transaction Details**  
 Effective Date: 05/27/2016      Friday

**Schedule Class 2: EL421 / 03**

Class: EL421 / 03      Schedule Class:  Yes  No

Continue   
 Back

The students Schedule will now display, click on Back to close the screen.

**Student**

Student: Sadie Ramsey      DOB: 05/28/2006      Age: 9      Gender:   
 Grad Yr: 2024      Grade: 04

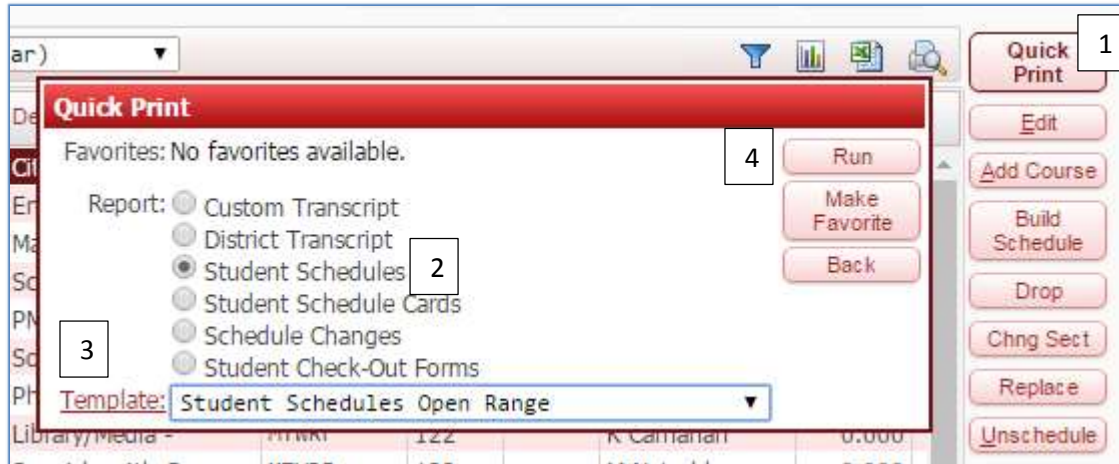
**Student Schedule Legend**

Prd	Term	Course	Description	Days Meet	Credits	Teacher	
01	YR (01-04)	EL411/03	Citizenship/Wor	MTWRF	0.000	J	<input type="button" value="Edit"/>
02	YR (01-04)	EL421/03	English Languag	MTWRF	0.000	J	<input type="button" value="Change"/>
03	YR (01-04)	EL431/03	Mathematics - 4	MTWRF	0.000	J	<input type="button" value="Unschedule"/>
04	YR (01-04)	EL441/03	Science - 4th G	MTWRF	0.000	B	<input type="button" value="Delete"/>
04	YR (01-04)	PMATTD/6	PM Attendance	MTWRF	0.000	J	<input type="button" value="View Meets"/>
05	YR (01-04)	EL452/03	Social Studies	MTWRF	0.000	J	<input type="button" value="View Trans"/>
06	YR (01-04)	EL465/03	Physical Educat	MTWRF	0.000	V	<input type="button" value="Period Times"/>
07	YR (01-04)	EL463/03	Library/Media -	MTWRF	0.000	K	
08	YR (01-04)	EL466/03	Spanish - 4th G	MTWRF	0.000	M	

Credits: 0.000

### 3. Print the students schedule

- Click on the Quick Print button
- Select Student Schedules
- Select the desired template
- Click on Run



View and Print the students schedule

15-16 RAMSESAD000 Ramsey, Sadie		Grade 04 122	Homeroom							
		Birth 05/28/2006								
		Gender Female								
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Semester 1	Mon	Tue	Wed	Thu	Fri	Trm	Bldg	Room	Course/Cls	Course
	1	1	1	1	1	YR	122	12	EL411 /03	Citizen
	2	2	2	2	2	YR	122		EL421 /03	English
	3	3	3	3	3	YR	122		EL431 /03	Mathema
	4	4	4	4	4	YR	122		EL441 /03	Science