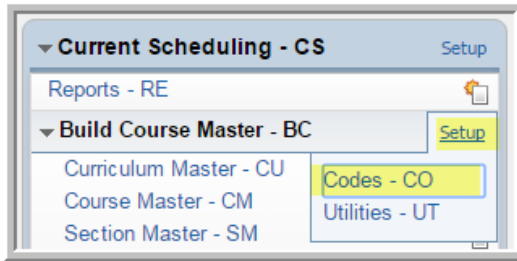


Creating Scheduling Groups for Elementary Scheduling

This document is for elementary schools needing to set up Scheduling Groups for the purpose of scheduling new students courses all at once.

1. Go to Office/Current Scheduling/Build Course Master/Setup/Codes [WS/OF/CS/BC/PS/CO]
2. Select Scheduling Groups

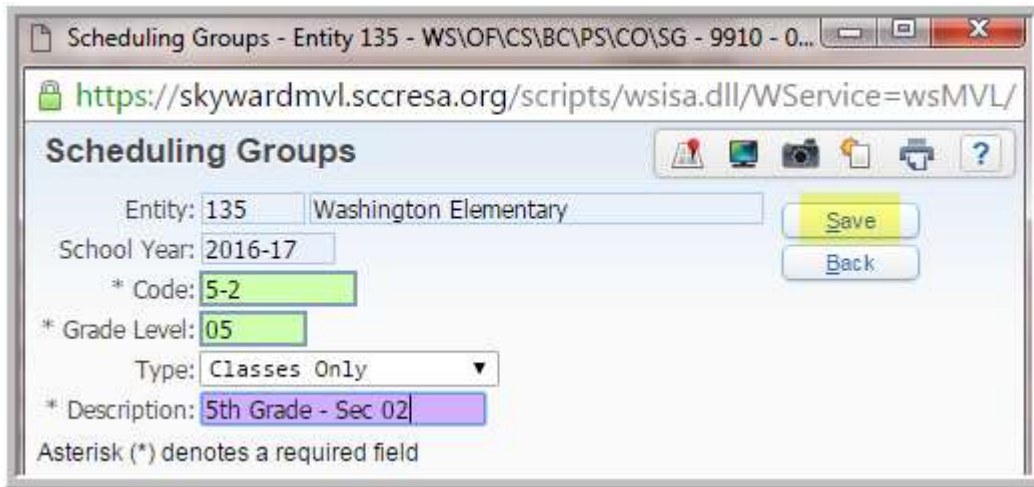


3. Click Add

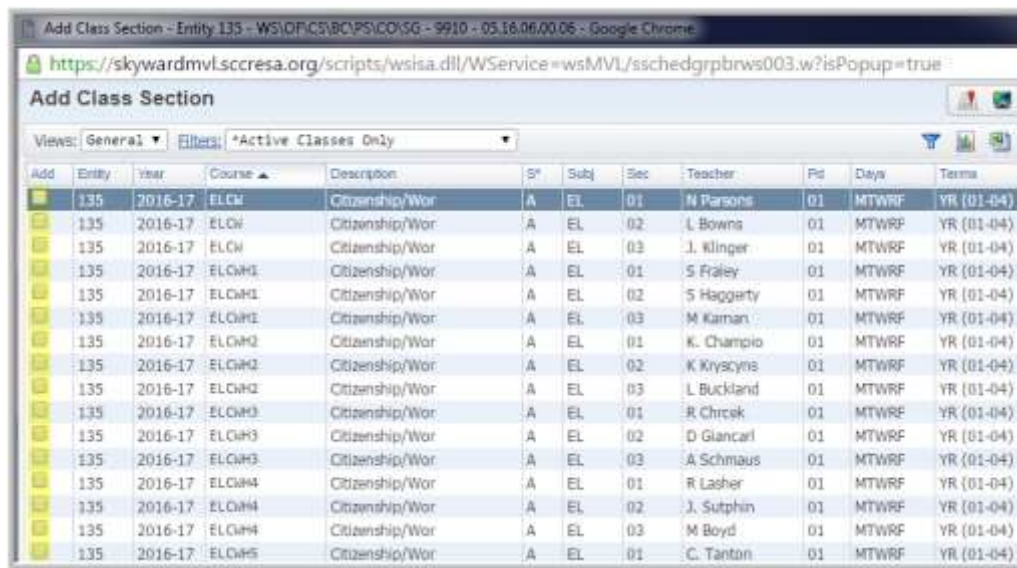



4. Fill out the Code, Grade Level, Type and Description and Save.

Note: We suggest you use a number or letter format that means something to you in regards to what you are scheduling. EX: Grade Level and Section.



5. Expand the saved Group by clicking on the Triangle to the left of the Group Code.
6. Expand Scheduling Group Detail
7. Click on Add Class Section
 - Select all the Courses you want to be in the group. In this case you would be selecting all Section 02's of all the 5th grade classes.



8. Click Save 

9. Continue Adding Scheduling Groups for all the desired Groups