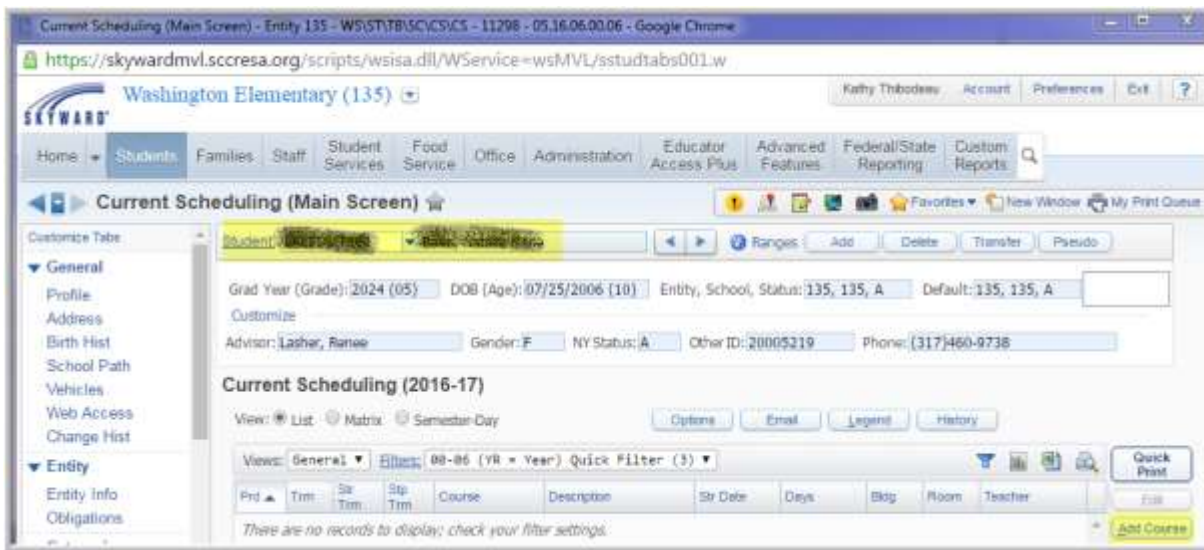


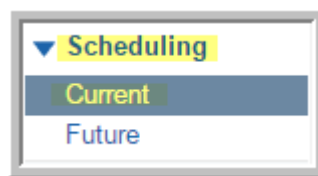
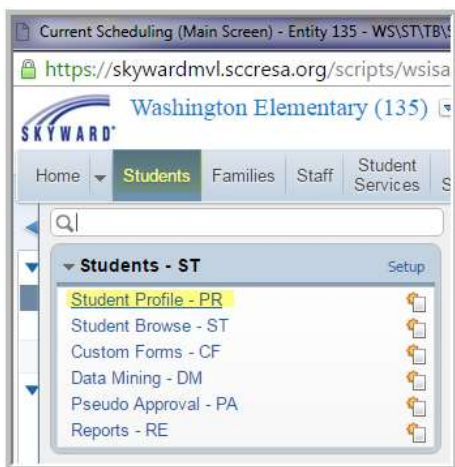
Scheduling Students using Scheduling Groups

This document is for elementary schools that want to schedule all the courses a student needs for the year in one step by using Scheduling Groups.

1. Go to Student Profile WS/ST/TB
2. Find your student, by typing the alpha key in the student field
 - a. Alpha Key is first 5 characters of last name, first 3 characters of first name, then 3 position tie breaker 000



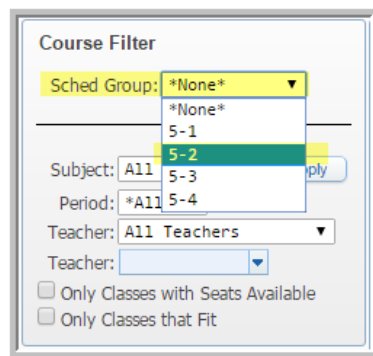
3. On the left side of screen under customize tab select, Scheduling/Current



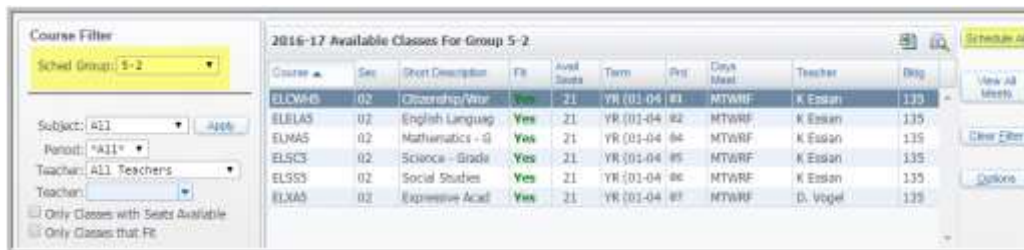
4. Click on the Add Course button



5. From the Sched Group drop down and select the Group you wish to schedule the student into. EX: 5th Grade Student going into section 02 would be Group 5-2



Note: The courses that are tied to the selected group will appear in the 20xx-xx Available Classes for Group (selected)



6. Verify the courses displayed are the desired courses, click on the Schedule All button

The screen will change to list all the courses to be scheduled and each will have a toggle button to select Schedule Class Yes No , and an Effective Date box for you to select the effective date to schedule the course. It will default to today's date. Select the appropriate date.

Scheduling Group: 5-2

Student: [REDACTED] Grad Yr: 2024 Grade: 05
 DOB: 07/25/2006 Age: 10

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

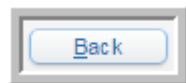
Schedule Class 1: ELCWH5 / 02

Class: ELCWH5 / 02 Schedule Class: Yes No
 Desc: Citizenship/Wor
 Term: YR (01-04)
 Prd: 01

Transaction Details

Effective Date: 08/11/2016 Thursday

7. Click Continue and student will be scheduled in all appropriate classes.
8. Click the Back Button



Student is now fully scheduled.

Current Scheduling (Main Screen) - Entity 135 - WS/ST/TE/SC/CS/CS - 11298 - 05.16.06.00.06 - Google Chrome

https://skywardmvl.sccresa.org/scripts/wsisa.dll/WService=wsMVL/sstudtabs001.w

Kathy Thibodeau Account Preferences Exit ?

Washington Elementary (135)

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Current Scheduling (Main Screen)

Student: [REDACTED] School: [REDACTED]

Grad Year (Grade): 2024 (05) DOB (Age): 07/25/2006 (10) Entity, School, Status: 135, 135, A Default: 135, 135, A

Advisor: Lisher, Renee Gender: F NY Status: A Other ID: 20005219 Phone: (317)460-9738

Current Scheduling (2016-17)

View: List Matrix Semester-Day Options Email Legend History Export Options

Views: General Filters: 00-06 (YR - Year) Quick Filter (3)

Prd	Tim	Sr Tim	Sr Tim	Course	Description	Str Date	Days	Blg	Room	Teacher
01	YR	01	04	ELCWH5 / 02	Citizenship/Wor	09/08/2016	MTWRF	135	110	K Esslan
02	YR	01	04	ELELA5 / 02	English Languag	09/08/2016	MTWRF	135		K Esslan
04	YR	01	04	ELMA5 / 02	Mathematics - G	09/08/2016	MTWRF	135		K Esslan
05	YR	01	04	ELSC5 / 02	Science - Grade	09/08/2016	MTWRF	135		K Esslan
06	YR	01	04	ELSS5 / 02	Social Studies	09/08/2016	MTWRF	135		K Esslan
07	YR	01	04	ELXA5 / 02	Expressive Acad	09/08/2016	MTWRF	135		R Sparachu
07	YR	01	04	ELXA5 / 02	Expressive Acad	09/08/2016	MTWRF	135		E Wilkins
07	YR	01	04	ELXA5 / 02	Expressive Acad	09/08/2016	MTWRF	135		H Zick-Pow
07	YR	01	04	ELXA5 / 02	Expressive Acad	09/08/2016	MTWRF	135		D. Vogel

Quick Print Edit Add Course Build Schedule Drop Change Sect Replace Unschedule Work-In-Scheduler Alternates New Trans