

Schedule Changes - Dropping/Adding/Deleting/Replacing a Class

This is the process for dropping a class and adding a new one, or “Replacing Student Section”.

Path: Administrative Access > Student > Student List > Scheduling > Schedule List

Student List > Student Profile

Student: Type to search... Filter: All Students Quick Filter

Student Name Indicators Student Number Gender Identity Birth Date Age Grad Year

SCHEDULE LIST

Effective: 31 Scheduled Credits: 0.50 Total Credits:

STUDENT SCHEDULE

Search Sort Number View: Skyward Default Filter: All Quick Filter

Display Period	Section Length	Course Code	Course Description
0		LIB100	HIGH SCHOOL LIBRARY 9-12
1		EN109A	H LT ANL&COM 1A
1		EN109B	H LT ANL&COM 1B
2		SST120	HONORS WORLD HISTORY 1
2		SST121	HONORS WORLD HISTORY 2
3		ART115	STUDIO ART 1

1. Find the class that you want to drop and click the down arrow

Record Options

- Delete Student Section
- Change Student Section
- Drop Student Section
- Replace Student Section
- Unschedule Student Section

2. Record Options:
 - a. Delete Student Section – use this only before the term starts, if the student has never set foot in the classroom and there are no attendance records or grades.
 - b. Change Student Section – use this to move the student to a new section within the same course.
 - c. Drop Student Section – use this if you are dropping and not replacing with a new class
 - d. Replace Student Section – use this to both drop and add a course in one transaction
 - e. Unschedule Student Section – this returns the course to a request status

In this example, we will be dropping Studio Art 2 and adding Photography 1.

3. Click the down arrow and select **Replace Student Section**

The screenshot shows the 'STUDENT SCHEDULE' interface. A dropdown menu titled 'Record Options' is open, listing several actions: 'Delete Student Section', 'Change Student Section', 'Drop Student Section', 'Replace Student Section' (highlighted with a red box), and 'Unschedule Student Section'. Below the menu, a table lists student sections. The section 'ART115 STUDIO ART 1' is highlighted, and its corresponding dropdown arrow is also highlighted with a red box.

Length	Primary	Course Code	Course Description
		LIB100	HIGH SCHOOL LIBRA
		EN109A	H LT ANL&COM 1A
		SST120	HONORS WORLD HIS
		SST121	HONORS WORLD HIS
		ART115	STUDIO ART 1

4. On the **Replace Student Section** window, the **End Date** defaults to the current day, this can be changed – the drop day should be the day after the last day of attendance in the class.
5. Choose the Early Exit Reason “DROP”
6. Add the replacement class and section.

The screenshot shows the 'Replace Student Section' window. At the top, there are 'Next' and 'Cancel' buttons. Below them are fields for 'Full Name', 'Indicators', 'Student Number', 'Course' (ART115 - STUDIO ART 1), and 'Section Code' (131). A message states: 'The student's enrollment in class ART115 / 131 - STUDIO ART 1 cannot be replaced because grades exists; class will be'. The 'DROP CLASS DETAILS' section includes an '*End Date' field (01/31) and an 'Early Exit Reason' dropdown set to 'D' with a 'Drop' button. The 'REPLACEMENT CLASS DETAILS' section includes an '*Course' dropdown set to 'ART125' with 'PHOTOGRAPHY 1' next to it, and an '*Section' dropdown set to '131'. A 'Requested By' field is at the bottom.

7. Click **Next**. A Verification Summary page will appear.

Replace Student Section

Verification Summary

Save **Cancel**

Full Name Indicators Student Number

ORIGINAL CLASS: ART115 / 131 - STUDIO ART 1
 1 Student Section will be dropped.
 1 Student Section Transaction(s) will be updated.

PROPOSED CLASS: ART125 / 131 - PHOTOGRAPHY 1
 1 Student Section will be created.
 1 Student Section Transaction(s) will be created.

8. Click **Save**

9. You can double check the student's new schedule by looking at the schedule matrix. The dropped class appears in pink and the new class appears in green.

Health	+
MTSS	+
Online Form	+
Portfolio	+
Process Management	+
Scheduling	-
Course Requests	
Schedule Matrix	
Schedule List	

DAY: M	
0	HIGH SCHOOL LIBRARY... LIB100 / Murray, Katherine Brynn LIB
1	H LT ANL&...EN10... Hutch, Hei... 2306 S1
2	HONORS ... SST1... Hakes, Nic... 3307 S1 Hakes, I
3	STUDIO ... ART... P... A... Newton, ... 2410 S1 Kir...2..Q
	STUDY Newton
	BIOLOGY A... SC20 BIOLOG

The Schedule List also shows the Start Date and End Date of each course:

STUDENT SCHEDULE										
Search Sort Number		View: Skyward Default		Filter: All		Quick Filter				
	Display Period	Section Length Subset Summary	Course Code	Course Description	Section	Days	Staff Names	Start Date	End Date	
	2		SST121	HONORS WORLD HISTORY 2	222	M,T,W,R,F		01/31/20	06/23/20	4
	3		ART115	STUDIO ART 1	131	M,T,W,R,F		08/29/20	01/14/21	4
	3	Q2	ART125	PHOTOGRAPHY 1	131	M,T,W,R,F		01/15/21	01/30/21	4
	3		ART215	STUDIO ART 2	231	M,T,W,R,F		01/31/20	06/23/20	4