

Scheduling:

Steps in Scheduling –

1. Put in new Course
2. Put in new Teachers
3. Put in new Rooms
4. Build Sections
5. Build Timetable
6. Put students in classes

Option 1: Keeping Old Schedule

1. Add Teachers
 - a. Click on Details Module
 - b. Click “Teacher” icon
 - c. Select “File” drop down from toolbar
 - d. Click “New”
2. Add Courses
 - a. Click on Details Module
 - b. Click “Courses” icon
 - c. Select “File” drop down from toolbar
 - d. Click “New”
3. Remove students out of current class(es)
 - a. Click on Scheduler Module – select all students
 - b. Choose Master
 - c. Select all students (Shift + Single Left Mouse Click)
 - d. Select “Schedule” drop down from toolbar
 - e. Click on “Change Students”
 - f. Clear Timetables
 - g. Click “Perform”
4. Place Students into Homerooms
 - a. Click on Scheduler Module
 - b. Click “List” Icon
 - c. Select Grade
 - d. Right double click on a grade level
 - e. Select appropriate students for a Homeroom
 - f. Select “Schedule” drop down from toolbar
 - g. Assign Homeroom
 - h. Option 1 – Change to appropriate Homeroom teacher
5. Schedule students in classes (all the same classes)
 - a. Click on Scheduler Module
 - b. Click “Students” Icon
 - c. Select “Edit” drop down from toolbar
 - d. Click “Sort” on Grade Level and Homeroom
 - e. Select all students in that homeroom (Control + Single Left Mouse Click on first student-be sure all get selected)
 - f. Deselect one student in that homeroom (Single Left Mouse Click)

- g. Assign correct classes to that ONE student
- h. Select “Edit” drop down from toolbar
- i. Click “Copy”
- j. Choose timetable
- k. Click “OK”
- l. Select “Edit” drop down from toolbar
- m. Click “Multi-paste”
- n. Click “OK”
- o. Repeat steps e. – n.. for each homeroom

Option 2: Building New Schedule

1. Add Teachers
 - a. Click on Details Module
 - b. Click “Teacher” icon
 - c. Select “File” drop down from toolbar
 - d. Click “New”
2. Add Courses
 - a. Click on Details Module
 - b. Click “Courses” icon
 - c. Select “File” drop down from toolbar
 - d. Click “New”
3. Create new schedule
 - a. Click on Scheduler Module
 - b. Choose Master
 - c. Select “Schedule” drop down from toolbar
 - d. Click “New Schedule”
 - e. Click “OK”
4. Create Sections
 - a. Click on Scheduler Module
 - b. Select “Windows” drop down from toolbar
 - c. Click “Sections”
 - d. Find course name in upper left window
 - e. Double Click course in top left window to create appropriate number of sections (will see the number of sections created in bottom left window)
 - f. Highlight/Color in terms
5. Set Timetable
 - a. Click on Scheduler Module
 - b. Select “Windows” drop down from toolbar
 - c. Click “School Timetable”
 - d. Build classes – line up class, teacher and room
 - e. Double click in the correct period in bottom window to set classes
 - f. Repeat steps c. – d. to complete all classes
6. Place Students into Homerooms
 - a. Click on Scheduler Module

- b. Click “List” Icon
 - c. Select Grade
 - d. Right double click on a grade level
 - e. Select appropriate students for a Homeroom
 - f. Select “Schedule” drop down from toolbar
 - g. Assign Homeroom
 - h. Option 1 – Change to appropriate Homeroom teacher
7. Schedule students in classes (all the same classes)
- a. Click on Scheduler Module
 - b. Click “Students” Icon
 - c. Select “Edit” drop down from toolbar
 - d. Click “Sort” on Grade Level and Homeroom
 - e. Select all students in that homeroom (Control + Single Left Mouse Click on first student-be sure all get selected)
 - f. Deselect one student in that homeroom (Single Left Mouse Click)
 - g. Assign correct classes to that ONE student
 - h. Select “Edit” drop down from toolbar
 - i. Click “Copy”
 - j. Choose timetable
 - k. Click “OK”
 - l. Select “Edit” drop down from toolbar
 - m. Click “Multi-paste”
 - n. Click “OK”
 - o. Repeat steps e. – n.. for each homeroom