




Homeroom Scheduling en Masse

Students > Scheduling > Schedule Manager

Homeroom scheduling in WebSmart can be handled through a simple, bulk process.

Schedule Manager

To schedule students using Schedule Manager:

- Open the campus schedule by clicking on the  edit button
- Click on the **Homerooms** tab
- Verify that all the proper courses are attached to the Homeroom before scheduling students. To do this:
 - Click the **▼ Show Detail** button
 - This will list all classes that will be scheduled to the students
- Click  **Add Student(s)**:
 - Select the students by clicking on the check box beside their name.
 - Be sure to go through all pages. The page size can be changed to allow the user to see more students at one time.
 - Click  **Save**
- Use the  **Return to homeroom list** button to work through all homerooms.

Important notes – once a student is scheduled via Schedule Manager, all changes to the student's schedule must be handled on the student's Course Enrollment screen.