Homeroom Scheduling

Use the following instructions to schedule students into Homeroom schedules during the enrollment process.

Creating a Student's Homeroom Schedule

Students > Students > Student Manager

- Click on the student's record (if it is not already open)
- Click on the **Enrollment** tab
- Click on **Course Schedule**
- Click **Create Schedule**
- The **Enrollment** should default to the ADA record
- **Academic Plan** should say **Homeroom Scheduling**
- Select the **Homeroom**
- Click

This will build the student's schedule with all courses associated with the selected Homeroom.
- To view the schedule, click
- Notice that you now see both semesters courses on one screen, sorted by periods.

Changing a Student's Homeroom

Students > Students > Student Manager

- Click on the student's record (if it is not already open)
- Click on the **Enrollment** tab
- Click on **Course Schedule**
- Click **Change Track/Homeroom**
- The **Enrollment** should default to the active ADA record, if the change affects a different record, select it from the drop list
- **Academic Plan** should say **Homeroom Scheduling**
- Select the new **Homeroom**

- Set the **Effective Date** to the first day the student is in the new Homeroom. If the date is set to the start of the current schedule it will REPLACE it with the new schedule.
- Click

There will now be multiple lines listed, one for each Homeroom Schedule including the date range valid for each schedule.
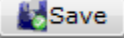
Changing Individual Course Enrollments

Students > Students > Student Manager

- Click 🖊 on the student's record (if it is not already open)
- Click on the **Enrollment** tab
- Click on 🖊 **Course Schedule**
- Click 🖊 for the schedule

To completely remove a course enrollment:
- Click the ❌

To withdraw a student from a course, while retaining the enrollment history:
- Click the 🖊 for the enrollment
- Make any needed grade entries
- Set the **Exit Date** drop menu to [[WITHDRAW / DROP]], then enter the end date for the course enrollment.
- Click

Stopping a Schedule

Students > Students > Student Manager

- Click 🖊 on the student's record (if it is not already open)
- Click on the **Enrollment** tab
- Click 🖊 **ADA Enrollment**
- Follow Withdrawal procedures, the system stops the schedule for you