





Non-Homeroom Scheduling



Use the following instructions to schedule students using Scheduling Tracks.

Creating a Student's 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 NOT say ****Homeroom Scheduling****
- Select the **Track** – this is the Scheduling Track which defines which Periods are available to schedule the student and defines the student's ADA period (this is managed on the Schedule in Schedule Manager)
- Define the **Effective Date** – this is the date the schedule starts, this must fall within the dates of the ADA record selected
- Click 

- To view the schedule, click 


- To Add a course:
 - Click the  for the desired period
 - Select the **Course Section** from the drop menu
 - Use the **Transfer Average** drop menu to define how to handle the transfer average
 - Define the **Effective Date**, the first day the student enters the new section
 - Click 
- Repeat as needed

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  This should only be done for courses entered incorrectly and NEVER for courses in which the student had a valid enrollment.



To withdraw a student from a course, while retaining the enrollment history (required for PEIMS reporting):

- 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 


To switch sections of a course:


- If the new section is the same course as the existing section
 - Click the  for the period for the *new* section
 - Select the **Course Section** from the drop menu
 - Use the **Transfer Average** drop menu to define how to handle the transfer average
 - Define the **Effective Date**, the first day the student enters the new section
 - Click 

To Add a course by period:

- Click the  for the desired period
- Select the **Course Section** from the drop menu
- Use the **Transfer Average** drop menu to define how to handle the transfer average, if applicable
- Define the **Effective Date**, the first day the student enters the new section
- Click 





To add a course not taught during a student's standard schedule:




- Click the  **Create Enrollment**
- Select the **Course** from the drop menu
- Select the **Course Section** from the drop menu

- Set the **AAR Code** if applicable, by having the system use the section's settings or by selecting from the drop menu.
- Use the **Transfer Average** drop menu to define how to handle the transfer average, if applicable
- Define the **Effective Date**, the first day the student enters the new section
- Click 

Changing a Schedule Track And/Or Re-Scheduling a Returning Student



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 on  **Change Track/Homeroom**
- The **Enrollment** should default to the first ADA record. Use the drop menu to select a different ADA record if this is incorrect.
- **Academic Plan** should NOT say ****Homeroom Scheduling****
- Select the **Track** – this is the Scheduling Track which defines which Periods are available to schedule the student and defines the student's ADA period (this is managed on the Schedule in Schedule Manager)
- Define the **Effective Date** – this is the date the schedule starts, this must fall within the dates of the ADA record selected
- Click 

- To view the schedule, click 
- To Add a course:
 - Click the  for the desired period
 - Select the **Course Section** from the drop menu
 - Use the **Transfer Average** drop menu to define how to handle the transfer average
 - Define the **Effective Date**, the first day the student enters the new section
 - Click 
- Repeat to fill the schedule

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