

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

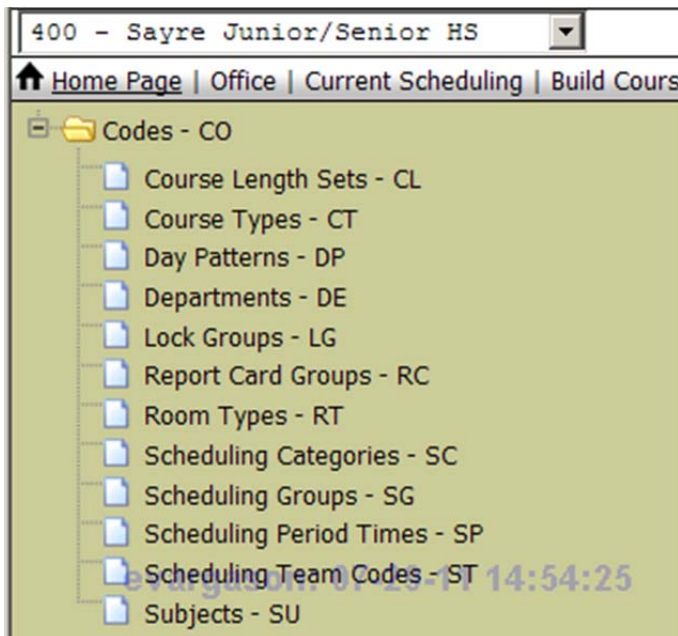
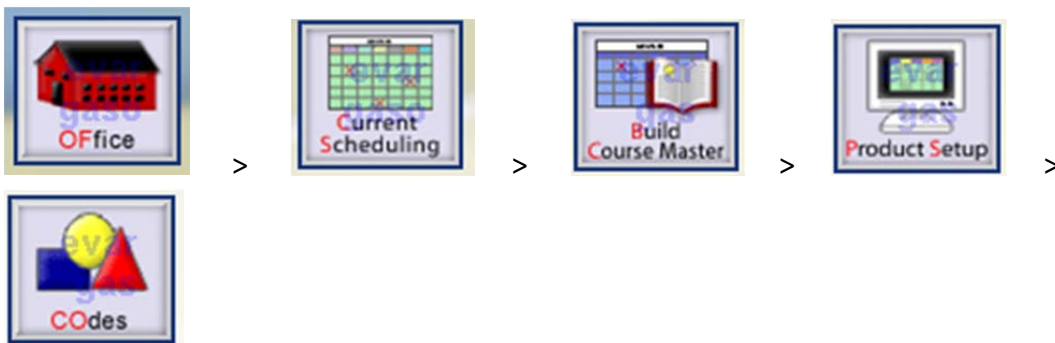
USING A SCHEDULING GROUP

Purpose

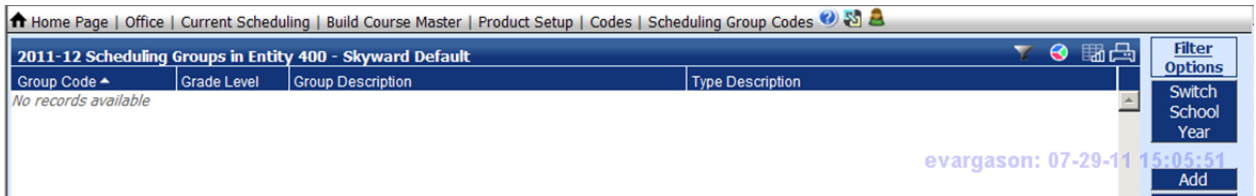
The purpose to this technology tip is to quickly schedule a student.

Procedure

Follow this path:



Go to Scheduling Groups – SG

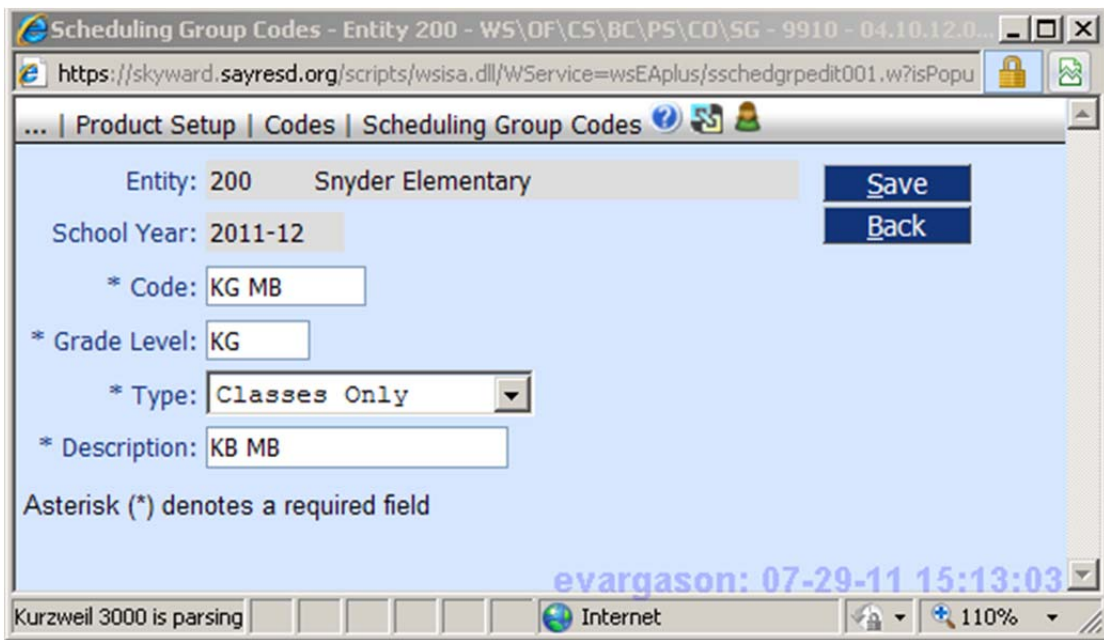


Go to Add

Input the data then Save (Code should be in this format GradeTeacher: KGMB)

Type should be Classes Only

Description should be same as Code



Expand the group that you just made then Add Class Section Link

Select Course with that teacher.

It should look like this when complete:

Home Page | Office | Current Scheduling | Build Course Master | Product Setup | Codes | Scheduling Group Codes

2011-12 Scheduling Groups in Entity 200 - Skyward Default

Group Code	Grade Level	Group Description	Type Description
KG AR	KG	KG AR	Classes only
KG MB	KG	KB MB	Classes only

Expand All Collapse All Show Details in New Window

Scheduling Group Detail

Add Class Section

	Cor/Sec	Description	Length	Period	Terms	Meet	Instructor	Bldg/Room
Delete	K HR/MB	K HOMEROOM	YR	1	01-04	MTWRF	P Bennett,M	
Delete	K ART/MB	K ART	YR	1	01-04	MTWRF		
Delete	K LIB/MB	K LIBRARY	YR	1	01-04	MTWRF	P Leonard,K	
Delete	K PE/MB	K PHYSICAL EDU	YR	0	01-04	MTWRF	P Schoonover	
Delete	K MUS/MB	K MUSIC	YR	1	01-04	MTWRF	P Zimmerman,	

evargason: 07-29-11 15:13:57

Now you need to verify that this has worked:



To verify that you have made the groups successfully follow this path:



Find student and expand:

Last Name	First	Middle	S	GY	Gr	DE	Schl	Birthdate	Age	G	C	S	S	E	Other ID	Student
Alexander	John	Douglas	I	2017	07	400	200	11/05/1998	12	M	N	I	I	N	300003	ALEXAN

Expand All Collapse All Show Details in New Window Modify Details (displaying 6 of 6)

Student Details

2011-12 Schedule Views Add Course Utilities Reports

2011-12 Alternate Requests Add Alternate Request Pair Alternates

evargason: 07-29-11 15:21:38

Select Add Course(down arrow next to it).

Alexander John Douglas I 2017 07

Expand All Collapse All Show Details in New Window Modify Details

Student Details

2011-12 Schedule Views Add Course Utilities

2011-12 Alternate Requests Add

2011-12 Scheduling Constraints

2011-12 Scheduling Transactions

- Add By Course
- Add By Period
- Add By Subject
- Add By Scheduling Group

Select Add By Scheduling Group

Now select the correct group and use the Add button. Now finish enrolling the student and you will be complete.