

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

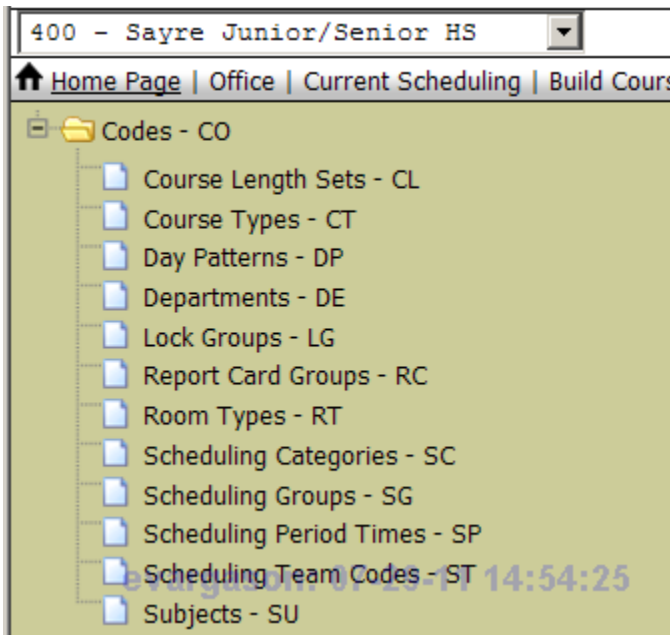
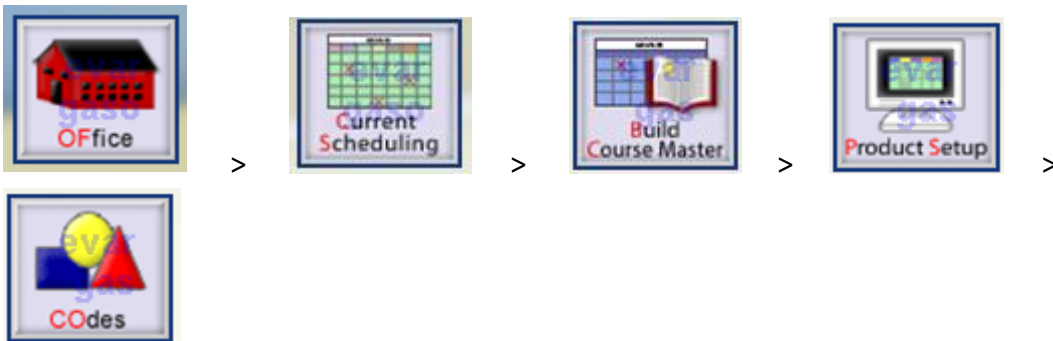
USING A SCHEDULING GROUP

Purpose

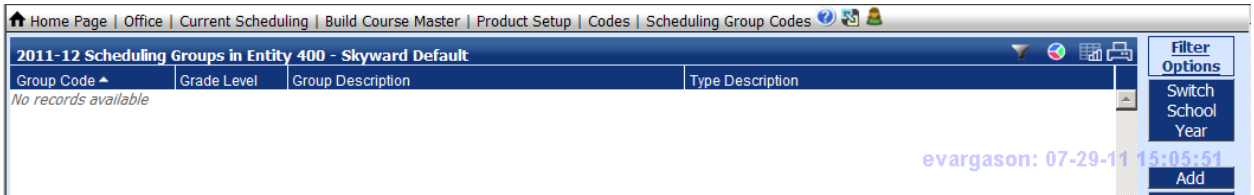
The purpose to this technology tip is to quickly schedule a student.

Procedure

Follow this path:



Go to Scheduling Groups – SG

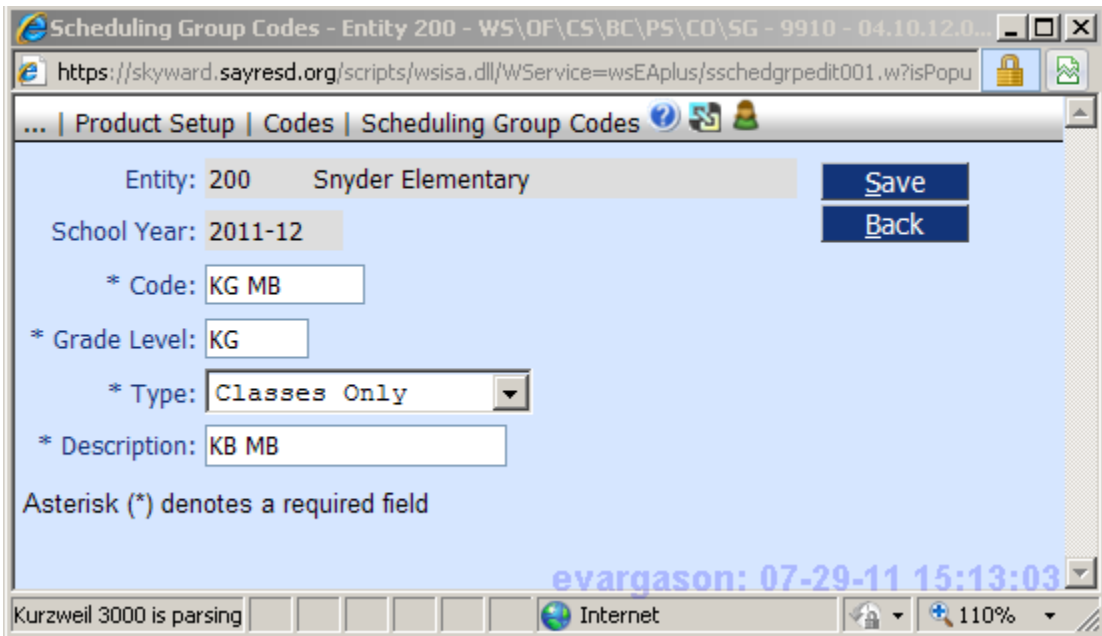


Go to Add

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

Type should be Classes Only

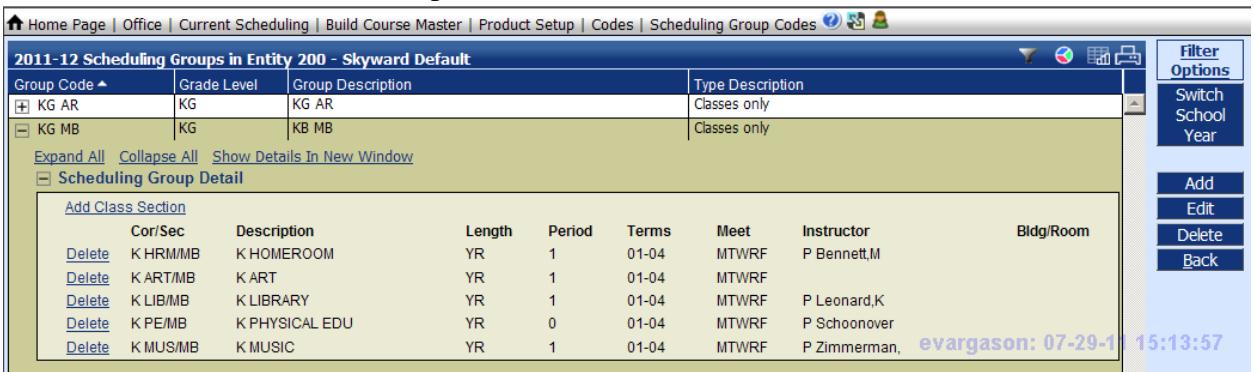
Description should be same as Code



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

Select Course with that teacher.

It should look like this when complete:



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

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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.