# Quick Guide: Quick Schedule

The Quick Schedule feature allows users to schedule students into courses associated with a Homeroom. This can be done for individual students from the Student Profile screen or for an entire Homeroom using Mass Update Students. This feature is great for Elementary schools were the courses scheduled can easily be associated with a primary teacher and homeroom.

The Quick Schedule option is enabled by school. When enabled, the Room Catalog is used to associate courses to specific Homerooms.



Based on a Homeroom assignment, all courses for the Homeroom can be scheduled by simply checking off a box on the Student Profile screen. This makes scheduling new students at the elementary school level easy for the front office.
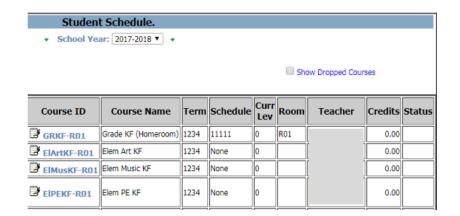


*Note: To have access to Quick Schedule on the Student Profile screen the individual user must have the Extra Security Option for Allow Quick Schedule.*
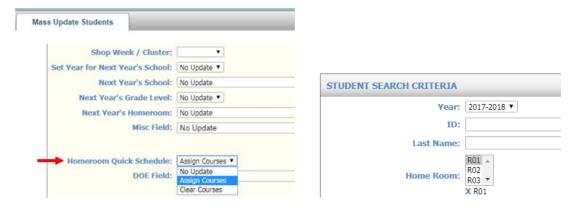
These courses are then added to the student's schedule.

Biographical System > Mass Update Students provides the option to mass schedule students who are all assigned to the same Homeroom.
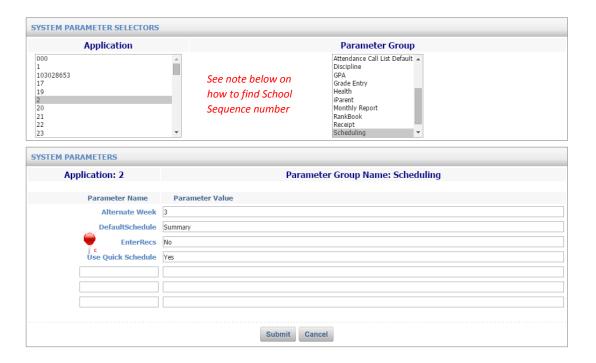


**Enabling the Quick Schedule Feature**

For schools to use the "Quick Schedule" feature a system administrator must give the school access.

Go to System Configuration > Parameter Maintenance >

Application = School Sequence Number; Parameter Group = Scheduling

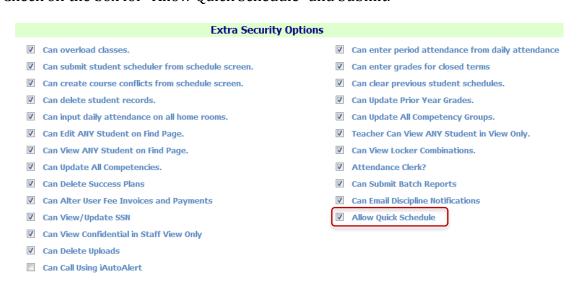In the field titled "Use Quick Schedule" type in "Yes".

To be able to use the "Quick Schedule" feature a user must have the Extra Security Option "Allow Quick Schedule" checked off in their User Account. When checked off the Quick Schedule check box will appear on the Student Biographical Profile screen.

Go to Security System > Manage Users > Search for user and click on their name.

Scroll down to the Extra Security Options section.

Check off the box for "Allow Quick Schedule" and Submit.

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Run a Table Report to find the School Sequence Number:
- Go to My Data > Table Report
- Select Table Name = SchoolProfile
- Select Fields = SchoolName and SchoolProfileSeq
- Submit and look for GenericTable report in Reports