

# Quick Guide

## Modify Schedules – Drop/Restore & Remove Courses



Go to Scheduling System > Modify Schedules

Scheduling System

- Modify Schedules
- Course Catalog
- Master Schedule Builder
- Requests
- Run Student Scheduler
- Scheduler History
- Schedule Study Halls
- Teacher Schedule
- Locate a Course
- Reports - Scheduling
- Maintenance - Scheduling

Search for student:

STUDENTS FILTERS

Search

You may use Enter/Return or Click Search

Student ID: 4177 SASID: LASID:

Last Name: First Name: Homeroom:

Grade: Enrollment: Enrolled Group:

Counselor: Sort By: Name (Last + First)

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search Clear

The Student Schedule Summary screen will display:

**New for 2016-2017:** “Drop/Restore” option and check box to “Show Dropped Courses”.

Student Schedule.											
Rotation & Summary		Q1	Print Schedule	<b>New</b>	School Year: 2015-2016			<b>New</b>			
			<input type="checkbox"/> Show Dropped Courses								
Lock	Remove	Drop/Restore	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0181-001	Comm / English 8	1234	111111	1	0118	Johnston	1.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0481-001	Integrated Science 8	1234	111111	1	0116	Duda	1.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0281-001	Us History 8	1234	111111	1	0115	Brown	1.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0005-001	Ms Lunch / Study	1234	555555	0	CAFE	Activity	0.00	

Add Unscheduled Student Requests

**Drop/Restore – New** – Use “Drop/Restore” to drop a course AFTER school has started. This will keep a record of the student in that course to allow access to grades and to maintain a record of a course reported in October 1 SCS for June SCS state reporting. Dropped courses can be “Restored” at any time using the Drop/Restore check box.

To “drop” the course, check the “Drop/Restore” box and Submit.

Drop/Restore	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
<input type="checkbox"/>	0181-001	Comm / English 8	1234	111111	1	0118	Johnston	1.00	

To see the dropped course, check off the “Show Dropped Courses” box. The course will appear with Status = Dropped.

Drop/Restore	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
<input type="checkbox"/>	0181-001	Comm / English 8	1---	111111	1	0118	Johnston	1.00	Dropped

**NOTE:** The new “Drop” feature will automatically update the course schedule to remove the subsequent terms (Terms *after* the Term at the time of the drop), saving the user the step of having to de-select the terms manually to “withdraw” the student from the course.

Example: “Drop” course during Term 1:

## Quick Guide

### Modify Schedules – Drop/Restore & Remove Courses



Check off “Drop/Restore” and Submit. Check off the box to “Show Dropped Courses”. The course shows the Term have been automatically adjusted to remove subsequent terms (2-4).

Show Dropped Courses

Drop/Restore	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	0181-001	Comm / English 8	1---	111111	1	0118	Johnston	1.00	Dropped

To “Restore” the course, check off the “Drop/Restore” box and Submit. The course will be added back into the student’s Schedule Summary. The Terms will automatically be updated based on the date the course was restored.

**NOTE:** To Remove (delete) a “dropped” course it must first be “restored”. If the dropped course is in conflict with a scheduled course you will need to check off the box to “Schedule the course even if it creates a conflict” prior to checking off the Drop/Restore box and submitting.

**Remove** – Use “Remove” to permanently remove or delete a course from a student’s schedule. During the school year, use this to remove a course that was scheduled in error or when scheduling for the *next* school year, prior to the school year starting. This can be used to remove a course prior to October 1 SCS state reporting and if no record of the course section needs to be kept for the student.

Check the “Remove” box and Submit.

Remove	Drop/Restore	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	0181-001	Comm / English 8	1234	111111	1	0118	Johnston	1.00	
<input checked="" type="checkbox"/>	<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	0481-001	Integrated Science 8	1234	111111	1	0116	Duda	1.00	

The course is deleted from the student’s schedule. Checking off “Show Dropped Courses” will not show the “removed” course because it has been deleted from the student’s schedule.

Q1 [Print Schedule](#)  Show Dropped Courses

Remove	Drop/Restore	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	0181-001	Comm / English 8	1234	111111	1	0118	Johnston	1.00	
<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	0281-001	Us History 8	1234	111111	1	0115	Brown	1.00	
<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	<input type="checkbox"/> <a href="#">Check All</a> <a href="#">Clear All</a>	0005-001	Ms Lunch / Study	1234	555555	0	CAFE	Activity	0.00	

Use the **Drop/Add Report** to see changes made to the student’s schedule in the “Action” column.

Drop/Add Report					
Date/Time	Action	Course-Sec	Description	Term	Changed By
08/16/2016:19:31:58	DEL	0481-001	Integrated Science 8		Support Account

- “Restore” – Class has been restored (added back)
- “Dropped” – Class has been dropped
- “TRem” – Terms have been removed from a class record
- “Tadd” – Terms have been added to a class record
- “ADD” – Class has been newly added to the student’s schedule
- “DEL” – Class was deleted (REMOVED) from the student’s schedule

