

How do I hide next year's schedules from teachers, parents, and students until we are ready to release them?

There are several system configuration settings you can use to hide viewing of future schedules until you are ready to make them available.

Hide future schedules from Teachers:

- Go to Administration > District Resources > District Configuration
- Under Display of Schedules, set Show Which Schedule(s) = Current & Prior

Setting this to All will show future along with current and prior schedules.

NOTE: To give access to certain users (ie. Guidance Counselors, Administrators, Department Heads) you need to use Assign Teacher Access to give them access to Future Student Schedules and Future Teacher Schedules when future schedules are restricted.

- Go to Security System > Assign Teacher Access
- Enter Last Name of the user that needs to access future schedules
- Click on Future Student Schedules
- Select School
- Click Check All to select all teachers
- Submit
- Click on Future Teacher Schedules
- Click Check All to select all teachers
- Submit

Hide future schedules from Parents in iParent

- Go to Security System > Manage - iParent > iParent Configuration
- Select school **(must be done for each school)*
- Set Show Schedule Information = Current and Prior

Setting this to All will show future along with current and prior schedules.

- To keep parents from seeing teacher names or home room numbers once future schedules are made available, set Hide Teacher Name and Room Number on students schedule for select school years = 2015-2016 (next school year).

Hide future schedules from Students in iStudent

- Go to Security System > iStudent Configuration
- Set Show Schedule Information = Current and Prior

Setting this to All will show future along with current and prior schedules.

To keep students from seeing teacher names or home room numbers once future schedules are made available, set Hide Teacher Name and Room Number on students schedule for select school years = 2015-2016 (next school year).

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