



Current Year Scheduling Training Outline

Description: The Current Year scheduling module is an integral piece of the Student Records software. Although it is not required that students be placed into schedules, with the creation of the Skyward Educator Access and Gradebook packages, it has become a necessity for most schools (including elementary schools). This course will show how the module is set up by defining the course lengths that will be offered, how course and section information is created so that students can be placed into courses and also how to use the system for day to day processes including adding and dropping students from courses and reporting this information.

Click the following link to view an overview video for the Current Year Scheduling system: [Current Year Scheduling Overview](#)

NOTE: Underlined items on the agenda are links to more information. Pressing the Ctrl button on the keyboard and clicking the link in the document at the same time will launch the item. You may receive Interaction:a prompt asking if you wish to open the document. Click OK.

Interaction: Many systems rely on the correct setup and processing of current year schedules. Modules that use scheduling information include: Attendance, Curriculum, Grading, Gradebook, Student, Staff, Family/Student Access, and Graduation Requirements.

Audience: Attendees for this class usually include secretarial and guidance staff. Anyone who is required to add/modify student schedules should attend. Although other users may need to view or print a student schedule, it is the users who will modify schedules on a regular basis and who will need to report more detailed information from this area that will benefit most from this course.

Outcome: Upon completion of this training class, the attendee will be able to do the following:

- Maintain the course master during the school year.
- Modify a student's schedule.
- Use the walk-in scheduler.
- Produce reports.

Resources: Click [here](#) for printable step-by-step information

Best Practices: Click [here](#) for best practice information



Current Year Scheduling

Class Outline

Session 1

General System Overview

- ☐ Overview of the current scheduling module (2-5 minutes)
- ☐ Training Resources: Documentation, Forum & Website Review

Scheduling Entity Year Setup

- ☐ Maximum Semester, Term, and Period Values
 - ☐ Day Rotations vs. Weekday
 - ☐ Difference between Display, Scheduling, and Attendance Periods
- ☐ Entity Year Options
 - ☐ Team Scheduling
 - ☐ Allow Cross-Entity Course Enrollment
 - ☐ Use Course Recommendations
 - ☐ Use Scheduling Categories/Type of Scheduling Category
 - ☐ Use Audit/Variable Credits
- ☐ Scheduling Options
 - ☐ Allow Limited Special Ed Enrollment in Sections
 - ☐ Use Security to Exceed Class Maximum
 - ☐ Allow Change of Class Section Number
- ☐ Term Definitions
 - ☐ How to Remove, Edit, and Add in Term Definitions
- ☐ Course Defaults
 - ☐ Course Defaults
 - ☐ Section Defaults
 - ☐ Attendance Method/Grading Method

Scheduling Configuration

- ☐ Enable batch processing of future scheduling transactions



Build Course Master

- ☐ Review of Filters and Lookup Options
 - ☐ Views
- ☐ Adding a Course
 - ☐ Curriculums
 - ☐ Course Lengths
 - ☐ Course Status
 - ☐ Elective/Required
 - ☐ Schedule Types
 - ☐ Subject Codes
 - ☐ Department Codes
 - ☐ Report Card Codes

Build Course Master (continued)

- ☐ Lock Group Codes
- ☐ Maximum Seats Available
- ☐ Actual Number of Sections
- ☐ Importance of Grade Ranges
- ☐ Earned Credits
- ☐ GPA Credits
- ☐ Grade Course
- ☐ Keep Attendance
- ☐ Adding a Section
 - ☐ Section Number
 - ☐ Class Control Sets
 - ☐ Minimum, Optimum, and Maximum Student Values
 - ☐ Attendance/Grading Method
 - ☐ Class Meeting Time overrides
- ☐ Adding a Meeting Pattern
 - ☐ Display Period
 - ☐ Scheduling Period
 - ☐ Attendance Period
 - ☐ Lunch Code
 - ☐ Building
 - ☐ Room
 - ☐ Teacher
 - ☐ Teacher Type (Primary vs. Alternate)
 - ☐ Display This Class Meet On Student Schedules
 - ☐ Allow Access to EA+
 - ☐ Allow Access to Gradebook



- ☐ Class Meeting Time overrides
- ☐ Adding Multiple Meeting Patterns (Block Course vs. Team Teaching)
- ☐ Creating Reports for Course\Section Information
 - ☐ Course Report by Course
 - ☐ Course Report by Section
 - ☐ Course Validation Report
 - ☐ Course/Class Count Report

☐ **Review of Section Master**

☐ **Review of items discussed in this session** (2-5 minutes)

Session 2

☐ **Overview of areas to be covered in this session** (2-5 minutes)

Maintaining Student Schedules through the Student Profile

- ☐ Views/Filters
 - ☐ Adding a Course to a Student
 - ☐ Course Filter Options
 - ☐ Scheduling Groups
 - ☐ Scheduling Courses vs. Requesting Courses
 - ☐ Scheduling Options
 - ☐ Transaction Update Settings
 - ☐ Prompt for Effective Date
 - ☐ Schedule display options
 - ☐ Display all classes vs. enrolled/dropped
 - ☐ Display period by period course availability
 - ☐ Display 'adjusted' records in light blue
 - ☐ Display 'double booked' courses in yellow
 - ☐ Display only courses at student's grade level on add
 - ☐ Display class control set selection screen on add
 - ☐ Display only classes that fit when adding by open classes
- ☐ Display on same term/period/day classes when replacing a class
- ☐ Changing a Section
- ☐ Replace
- ☐ Dropping a Student from a Course
 - ☐ Drop vs. Delete



- ☐ Walk-In Scheduler
 - ☐ Close Sections When Filled
 - ☐ Ignored Courses
- ☐ Viewing/Modifying Transactions
- ☐ Legend
- ☐ Quick Print -Student Schedule

Entry By Student

- ☐ Views\Filters ☐ Add
 - Course
 - ☐ Drop Course
 - ☐ Change Section ☐ Replace
 - Course
 - ☐ Scheduling Options
- Utilities
 - ☐ Mass delete schedule
 - ☐ Revert student's schedule at start
 - ☐ Study Hall Scheduler
 - ☐ Walk in scheduler
- ☐ Overview of Constraints
- ☐ Scheduling transactions

Entry By Class

- ☐ Views
 - ☐ Modifying a Class List
 - ☐ Add Student
 - ☐ Edit Student
 - ☐ Drop Student
 - ☐ Drop All Students
- ☐ Scheduling Options

- ☐ **Review of items discussed in this session** (2-5 minutes)



Session 3

☐ **Overview of areas to be covered in this session** (2-5 minutes)

☐ **Printing Student Schedules**

☐ [Student Schedules Report](#)

☐ **Printing Class Rosters**

☐ [Class Roster Report](#)

Other Scheduling Reports

☐ Course Class Count Report

☐ Teacher Room Availability ☐ Class

Mailing Labels

☐ Teacher Schedules Report

☐ Student Transaction Report

☐ Locator Report

Utilities

☐ [Mass Change Course Master Fields](#)

☐ Re-synchronize Student Class Counts

☐ [Mass Add Students to Course-Class](#)

☐ Mass Add Change Delete Student Requests

☐ Transaction File Utilities

☐ Student Transaction File Verification

☐ **Review of items discussed in this session** (2-5 minutes)



Printable Resources

[Current Year Scheduling Configuration](#)

[Current Year Scheduling Codes](#)

[Setting up Report Templates](#)

[Using the Print Queue](#)

[Current Year Scheduling Utilities](#)

[Building a Course Master](#)

[Scheduling By Student](#)

[Scheduling Reports](#)

Best Practices

[☐ Considerations in Using the Advanced Master Builder](#)

[☐ Schedule Changes Prior to First Day of School](#)

[☐ Scheduling Groups](#)

[☐ Scheduling Transactions](#)

[☐ Using Course Requests with Arena Scheduling](#)

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