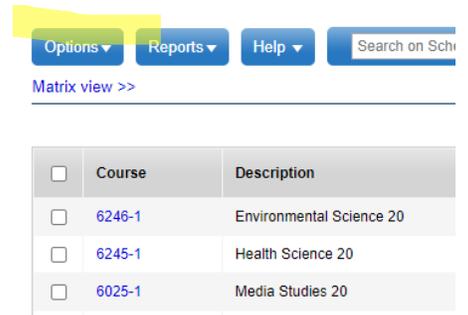


Student Schedule

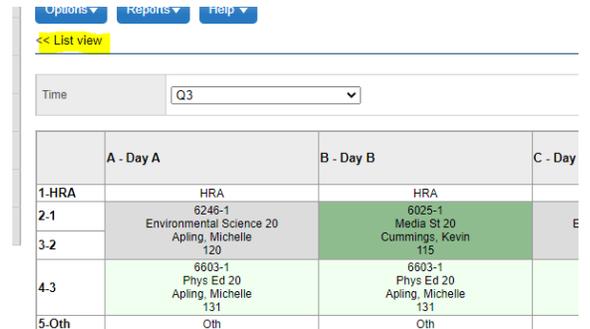
Student TT
 Select Student
 Schedule ST



Schedule SST

- Displays the student's schedule in List view (default).
- To change the schedule appearance to the grid or matrix view, select [Matrix view >>](#) at the top left of the schedule.
 - Matrix view allows an easy view of periods that are not scheduled
- Select [<< List View](#) to return to the list view

When working with a single student and adding or dropping classes, using the Student TT > Schedule ST area is most appropriate. The area to make these adjustments are in the Workspace SST.

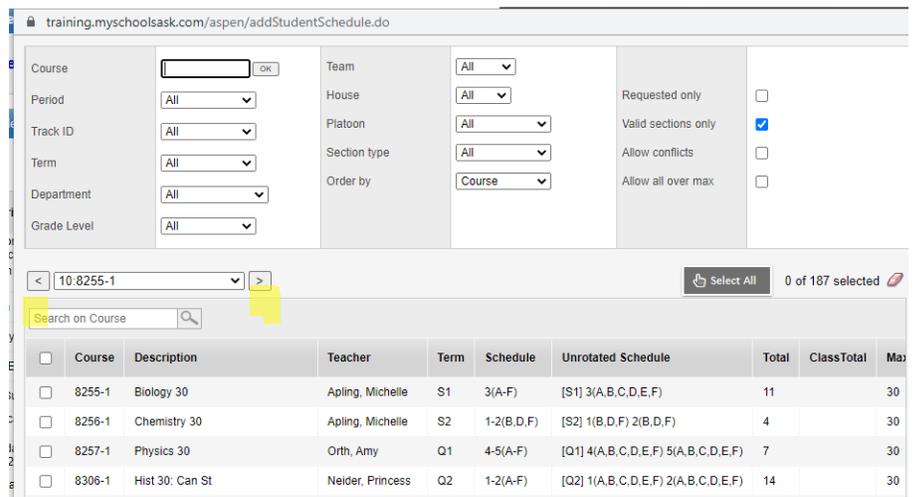
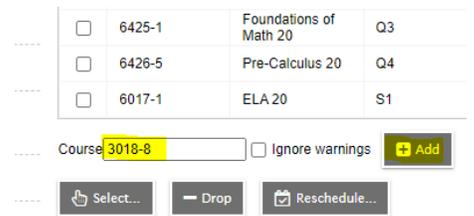


Workspace SST

Adding a Class(es) to a Student's Schedule

Known Course and Section Number

- If you know the course and section number, enter that into the Course field in course-sec# (901-1) format.
- Select **Add**
- **Post**, at the bottom right of the screen
- **You must Post all changes for them to be saved to the student's timetable.**



Unknown Course and Section Number

- If the specifics are not known, choose the Select button
- Scroll through the list of classes in the pop up and select the one to add the student to and select OK.

- Select **Post**, at the bottom right of the screen
- The top part of the pop provides different options to sort by. For example, if you know the period the class is taught in or are looking to fill a certain period in a student's timetable, use the Period drop down to make selection, and the list shows the classes in that period only.
- To search through the list, select the left or right arrow beside the course number field to move a page forward or back.
- To jump to a specific page, select the drop down menu and select the desired page, keeping in mind that the list shown displays the top course-section number on the page of 15 options.
- If a red popup is displayed after selecting Ok, check the message.
- Usually it means there is a conflict with the class being offered at the same time as another class.
- Determine what needs to be corrected.
 - Did you select the right class?
 - Is the class currently in the same period one that should be dropped?
- In some cases, having a class overlap is ok, such as for Outdoor Ed where a science, English and a social science maybe offered at the same time to complete the course requirements. In that case select the Allow Conflicts checkbox in the top section.
- Ok
- **Post**



Course OK

Period

Track ID

Term

Department

Grade Level

< 10:8255-1 >

1:0010-KA

2:106-1P

3:300-2

4:405-1

5:5019-1

6:603-1W

7:6306-1

8:7045-2

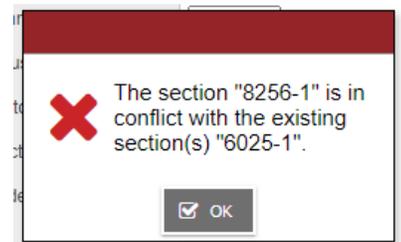
9:804-1

10:8255-1

11:901-1

12:ATT-AM-4

13:ATT-PM-5



Course OK

Period

Track ID

Term

Department

Grade Level

Team

House

Platoon

Section type

Order by

Requested only

Valid sections only

Allow conflicts

Allow all over max

Dropping a Class(es) from a Student's Schedule

- Double check to ensure you are dropping the correct class.
- Select the checkbox beside the class(es) to drop
- Select the Drop option below the timetable grid
- **Post**



<input type="checkbox"/>	6048-1	PAA Survey B20	S1
<input checked="" type="checkbox"/>	6247-1	Physical Science 20	Q1
<input type="checkbox"/>	6425-1	Foundations of Math 20	Q3
<input type="checkbox"/>	6426-5	Pre-Calculus 20	Q4
<input type="checkbox"/>	6017-1	ELA 20	S1

Course Ignore warnings

Attributes SST

- For a student to be available to schedule either manually or using the build/load process, the 'Include in Scheduling' check box under the Attributes SST needs to be selected.
- Other options that will be explored in the future are Team, House and Platoon.

The screenshot shows a web form for 'Attributes SST'. At the top right, there is a 'Default Template' button. Below it, there are 'Save' and 'Cancel' buttons. The main form area contains several fields:

- 'Include in scheduling': A checked checkbox.
- 'Exclude from studies': An unchecked checkbox.
- 'Schedule priority': A text input field containing the number '0'.
- 'Lock schedule': An unchecked checkbox.
- 'Balance code': An empty text input field.
- 'Team': A dropdown menu.
- 'Static team': An unchecked checkbox.
- 'House': A dropdown menu.
- 'Static house': An unchecked checkbox.
- 'Platoon': A dropdown menu.
- 'Unavailable schedule': A link labeled 'Edit Schedule'.

 At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Change History SST

- Displays a list of the courses that have been added or dropped from a student's schedule, the date the change happened and who made the change.

<input type="checkbox"/>	Type	Change Date	Effective Date	Course	SecNo	User	Schedule
<input type="checkbox"/>	Add	11/17/2021	11/17/2021	6245-1	1	Inclan, Josephine	1-2(A-F)
<input type="checkbox"/>	Add	10/6/2021	10/6/2021	6048-1	1	Inclan, Josephine	4-5(A,C,E)
<input type="checkbox"/>	Drop	10/6/2021	10/6/2021	6047-4	4	Inclan, Josephine	1-2(A,C,E)

Conflicts SST

- If courses have a conflict, such as scheduled in the same period as another, they would be listed on this page.

Requests SST

- Schools using the on-line course requests option with their students would see the student requests displayed here.
- Schools manually entering a student's course requests would add them here
 - Select the Select button to pick the courses
 - OK
 - When selected and saved using the OK, the selections will display on the page.

Graduation Progress SST

- Displays the student's progress toward graduation
- Details description is found in the Transcript section
- This is the same page as displayed in:
 - Transcript ST > Graduation Summary SST