

K10001102 – How to Lock a Student’s Schedule During Rebuild or Reschedule Processes

Usage

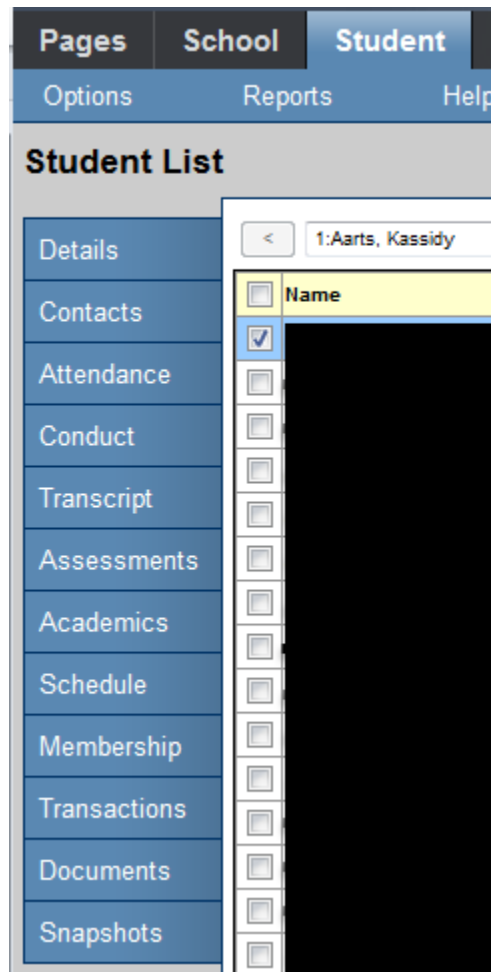
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Summary

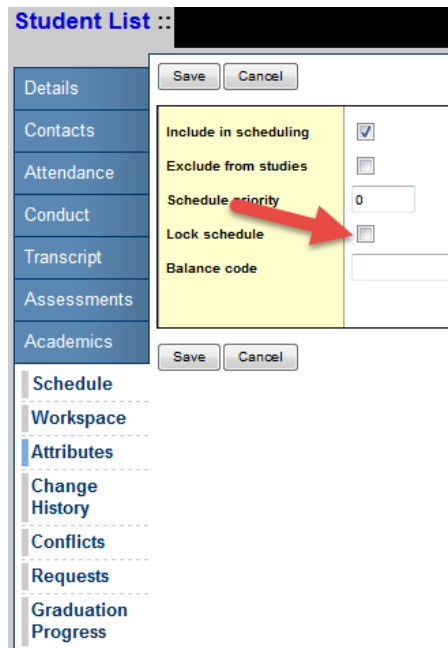
Individual student schedules can be locked to ensure that when a schedule rebuild occurs, this schedule remains intact. Locking a schedule may be an option for schools if any special programming has been implemented (for academic, social, or emotional reasons, for example).

Required Steps

To lock a student schedule, select the student from the **Student List** under the **Student** top tab.



Select the **Schedule** side tab and the **Attributes** sub tab. Then check the **Lock schedule** box. Press **Save**.



Student List :: [Redacted]

Save Cancel

Details

Contacts

Attendance

Conduct

Transcript

Assessments

Academics

Save Cancel

Include in scheduling

Exclude from studies

Schedule priority 0

Lock schedule

Balance code

Save Cancel

Schedule

Workspace

Attributes

Change History

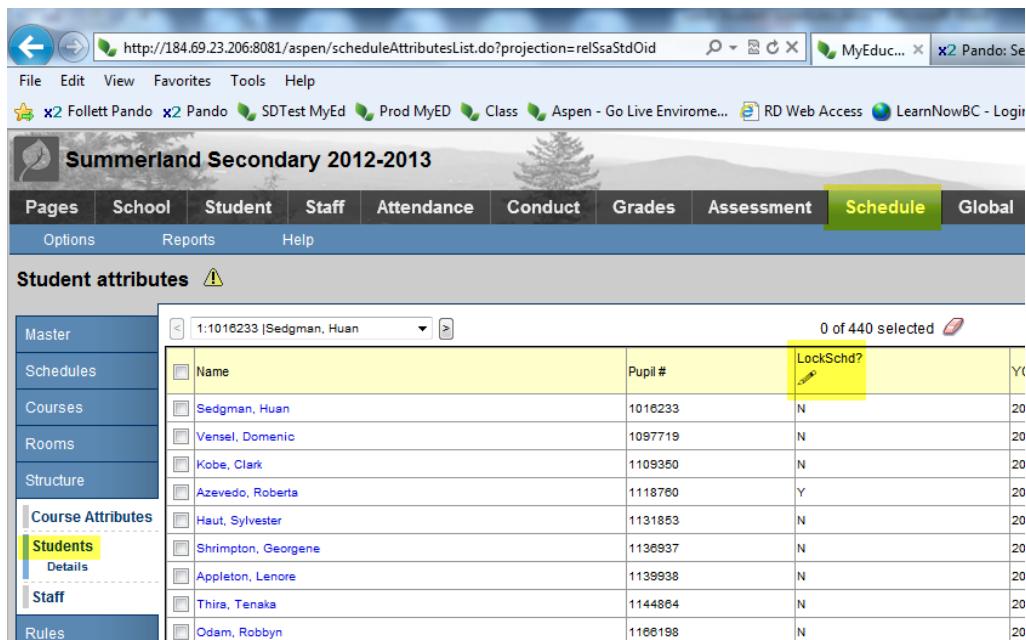
Conflicts

Requests

Graduation Progress

Alternately, schedules can be locked *en masse* for a selected group of students.

Go to the **Schedule** top tab, the **Schedule Attributes** side tab, and then the **Students** sub side tab. Then use the **Options** menu to select **Modify List** or **Mass Update**. The **LockSchd** column shows which student schedules are locked or unlocked.



Summerland Secondary 2012-2013

Pages School Student Staff Attendance Conduct Grades Assessment **Schedule** Global

Options Reports Help

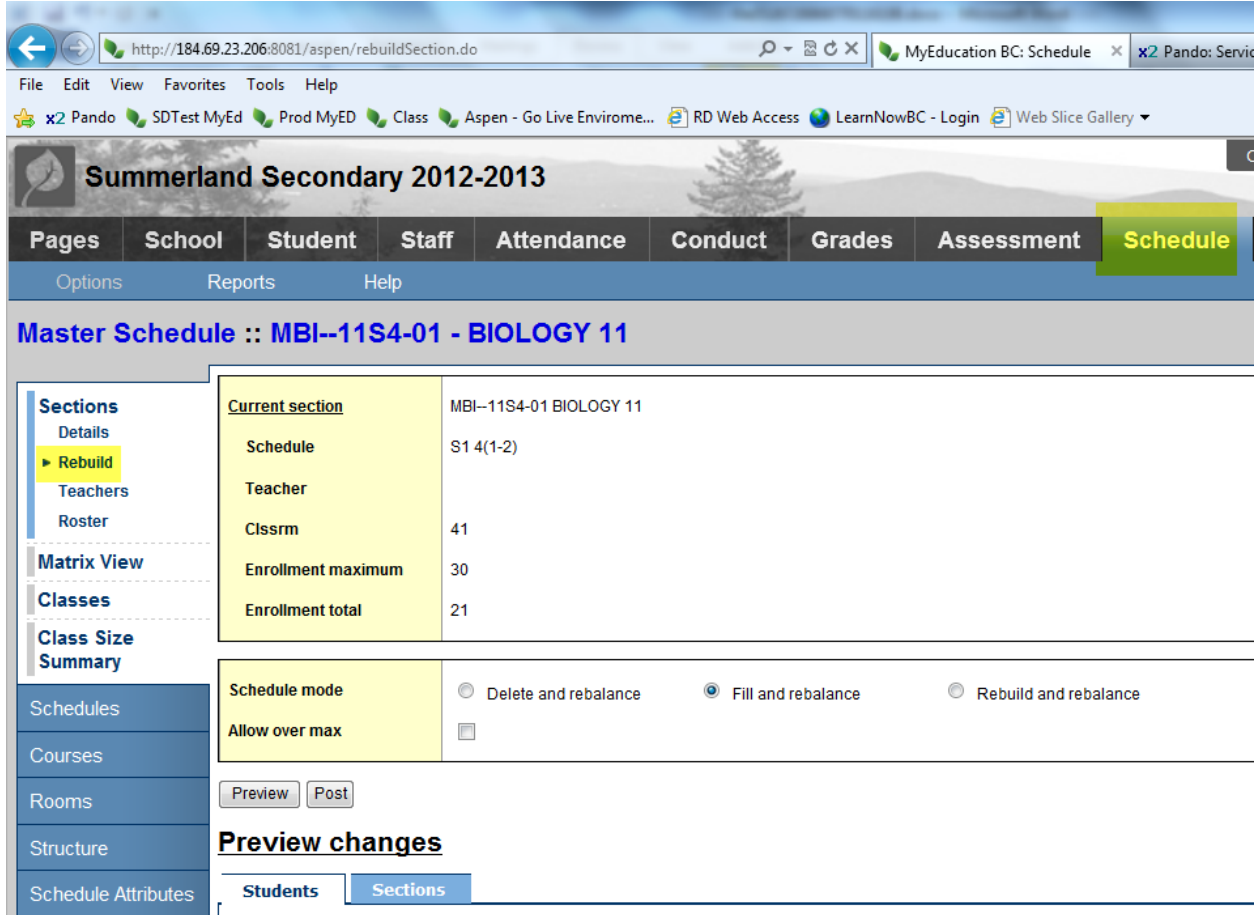
Student attributes ⚠

Master 1:1016233 | Sedgman, Huan 0 of 440 selected

Name	Pupil #	LockSchd?	YC
<input type="checkbox"/> Sedgman, Huan	1016233	N	20
<input type="checkbox"/> Vensel, Domenic	1097719	N	20
<input type="checkbox"/> Kobe, Clark	1109350	N	20
<input type="checkbox"/> Azevedo, Roberta	1118760	Y	20
<input type="checkbox"/> Haut, Sylvester	1131853	N	20
<input type="checkbox"/> Shrimpton, Georgene	1136937	N	20
<input type="checkbox"/> Appleton, Lenore	1139938	N	20
<input type="checkbox"/> Thira, Tenaka	1144864	N	20
<input type="checkbox"/> Odam, Robbyn	1166198	N	20

Outcomes

Individual student schedules remain intact during rebuild or reschedule processes. An example of the **Rebuild** function is shown below:



The screenshot shows a web browser window with the URL `http://184.69.23.206:8081/aspden/rebuildSection.do`. The page title is "Summerland Secondary 2012-2013". The navigation menu includes "Pages", "School", "Student", "Staff", "Attendance", "Conduct", "Grades", "Assessment", and "Schedule". The "Schedule" menu item is highlighted.

The main content area displays "Master Schedule :: MBI--11S4-01 - BIOLOGY 11". On the left, a sidebar menu includes "Sections", "Matrix View", "Classes", "Class Size Summary", "Schedules", "Courses", "Rooms", "Structure", and "Schedule Attributes". The "Rebuild" option under "Sections" is highlighted.

The main content area shows the following details for the current section:

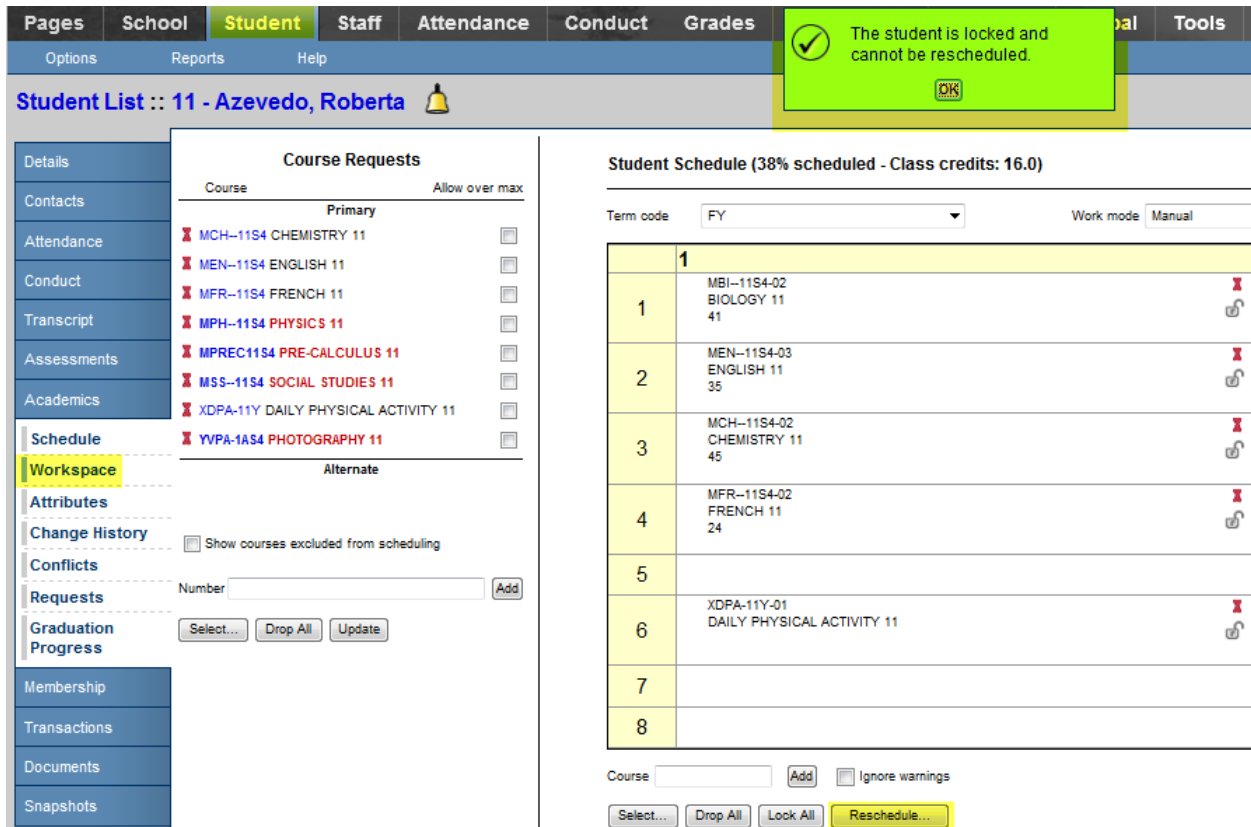
Current section	MBI--11S4-01 BIOLOGY 11
Schedule	S1 4(1-2)
Teacher	
Classrm	41
Enrollment maximum	30
Enrollment total	21

Below the table, there are two sections:

- Schedule mode**: Three radio buttons are present: "Delete and rebalance" (unselected), "Fill and rebalance" (selected), and "Rebuild and rebalance" (unselected).
- Allow over max**: A checkbox is present and is currently unchecked.

At the bottom of the main content area, there are "Preview" and "Post" buttons, followed by the heading "Preview changes". Below this heading, there are two tabs: "Students" and "Sections", with "Sections" being the active tab.

An example of the **Reschedule** process is shown below. Note that when the **Reschedule** button is pressed, a message indicates that the schedule is locked.



The screenshot shows the 'Student' tab for '11 - Azevedo, Roberta'. A green message box at the top right says 'The student is locked and cannot be rescheduled.' with an 'OK' button. The 'Course Requests' section lists several courses under 'Primary' and 'Alternate' categories. The 'Student Schedule' section shows a list of 8 slots, with the first six containing course information and the last two being empty. At the bottom, there are buttons for 'Select...', 'Drop All', 'Lock All', and 'Reschedule...'. The 'Reschedule...' button is highlighted in yellow.

Related Content

n/a

Version History

Version	Date	Description
1.0	September 23 2014	Initial document creation