



Adding Courses to Schedule a Student

Step 1. Confirm Grade, Calendar & Homeroom

Navigation: **Student Top Tab>Choose Student>Details Side Tab**

Ensure the student has DIV or HR number inserted in the Homeroom field, that the grade listed is correct, and that the Calendar displays "Standard."

Year of graduation	2025	Confidential Student Date	<input type="text"/>
Dip/SCCP Date	<input type="text"/>	Confidential Student Flag	<input type="checkbox"/>
Grade level	04	Family Courier	Yes
Grade sub level	<input type="text"/>	Locker	<input type="text"/>
Enrollment status	Active	Parking Space	<input type="text"/>
Calendar	Standard	Counsellor	<input type="text"/>
Care Card	<input type="text"/>	Homeroom	DIV 003 Teacher

Step 2. Confirm student is NOT loaded into courses

Navigation: **Student Top Tab>Schedule Side-Tab**

Ensure that the student is not currently loaded into ANY courses.

Student List :: 04 -

Course	Description	GrdLvl	Term	Classrm	Teacher	Term	Schedule	Unrotated Schedule	Description	Name	How Taken
Should be empty											
No matching records											

Step 3. Load Student Into Courses

Navigation: **Student Top Tab>Schedule Side-Tab>Workspace Side-Sub-Tab**

Student List :: 04 -

Student Schedule (0% scheduled - Class credits: 0.0)

Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House	Platoon	Inclusion?	Lock
No matching records												

Course Request

Number	Description	SecType	SecNo	Term	Periods per cycle	Staff > Name	TermCode	TermContent	Alternate?	AltPri	Inclusion?	Alt 1 > CrsNo	Alt 2 > CrsNo	Allow over max
No matching records														

IGNORE THIS AREA



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- Click on **Select...** in the top part of the Workspace screen. The following dialogue Box will appear. Re-size it so you can see the entire contents, especially the **OK and Cancel** at the bottom. When you first click in this box you will see all the current courses/classes that have been set up for your school.

The screenshot shows a dialog box for selecting courses. It includes filters for Course, Period, Track ID, Term, Department, and Grade Level. There are also dropdowns for Team, House, and Platoon (set to DIV 003). Checkboxes for 'Requested only', 'Valid sections only', 'Allow conflicts', and 'Allow all over max' are present. A table of courses is displayed with columns for Course, Description, Teacher, Term, Schedule, Unrotated Schedule, Total, Max, Closed at max?, SecType, Team, House, Platoon, and Inclusion?. The table lists various courses like ATT-AM-003, ATT-AM-SR-003, etc. Buttons for 'OK' and 'Cancel' are at the bottom.

Annotations in the screenshot:

1. Select HR/DIV (points to the Platoon dropdown)
2. Check these boxes (points to the checkboxes for 'Allow conflicts' and 'Allow all over max')
3. Select Courses (points to the course table)
4. Click here to go to next page (points to the right arrow button)
5. Click here when finished (points to the OK button)

- Choose the same field values that you see here in the screen shot; however, in the Platoon field select the **DIV/HR #** that you have assigned to the student. In this example, it is DIV 003. Once you click **OK**, it will narrow the search of courses to the teacher assigned to that Division #.
- To set up your attendance classes for the student, Click on the **ATT-AM** (Morning Attendance Class for the specific teacher) and then the **ATT-PM** (Afternoon Attendance Class for the same teacher). You will also need to add the **ATT-AM-SR-** Social Responsibility and Work Habits course to each student.
- Then choose the Grade (Report card) classes associated with your student based on his/her grade. Remember many teachers in elementary have multi-grade classes. So be sure to choose the correct grade if you see multi grade classes for a teacher. In this example the counter indicates 13 classes. **TIP:** Please use the page indicator to move to the next page of courses. *Screen shot in this example only displays the first page (9 Courses).*
- When you are sure you have them all, click **OK**.

The Workspace Side-Sub-Tap now displays all the classes that you entered for the student. Review the schedule to ensure that all classes are there and that they reflect the student’s correct grade. If you have entered an incorrect class, you can remove it by clicking on the check-box next to the Course name and then clicking **DROP**. You will then have to go back in and choose the correct class. You will notice that the Courses all have an * at the end of the course name. This simply means that the courses have not yet been posted to the Student Schedule.



Adding Courses to Schedule a Student

Student Schedule (100% scheduled - Class credits: 0.0)

0 of 13 selected

[Matrix view >>](#)

<input type="checkbox"/>	Course	Description	Term	Schedule	Unrotated Schedule	Teacher	Classrm	SecType	Team	House	Platoon	Inclusion?	Lock <input type="checkbox"/>
<input type="checkbox"/>	ATT-AM-003*	AM Attendance	FY	AM(One)							DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	ATT-PM-003*	PM Attendance	FY	PM(One)							DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	ATT-AM-SR-003*	SOCIAL RESPONSIBILITY AND WORK HABITS	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	ATT-AMSSA-003*	STUDENT SELF ASSESSMENT OF CORE COMPETENCIES	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MADST04-003*	APPLIED DESIGN SKILLS AND TECHNOLOGIES 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MAE-04-003*	ARTS EDUCATION 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MCE-04-003*	CAREER EDUCATION 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MEN-04-003*	ENGLISH LANGUAGE ARTS 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MMA-04-003*	MATHEMATICS 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MPHE-04-003*	PHYSICAL AND HEALTH EDUCATION 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MSC-04-003*	SCIENCE 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	MSS-04-003*	SOCIAL STUDIES 4	FY								DIV 003	N	<input type="checkbox"/>
<input type="checkbox"/>	XLDCG04-003*	FRENCH 4	FY								DIV 003	N	<input type="checkbox"/>

Course Ignore warnings

Click here to save 

If the schedule is ready to be saved (posted) go to the far right hand side of the Workspace screen and click on **“POST”**

Asterisks disappear and the Student’s Schedule is now finalized.