

Elementary Scheduling Quick Reference

| Task | Completed | Initials |
|---|--------------------------|----------|
| Task #1 - Create Default Result Set. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Scheduler</u> » <u>Schedule Result Sets</u> | <input type="checkbox"/> | |
| Task #2 - Verify Homeroom Terms are set up correctly. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Initialization</u> » <u>Homeroom Terms</u> | <input type="checkbox"/> | |
| Task #3 - Verify Rooms/Locations. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Building Administration</u> » <u>Rooms/Locations</u> | <input type="checkbox"/> | |
| Task #4 - Verify existing homerooms to ensure each teacher has a homeroom. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Building Administration</u> » <u>Homerooms</u> | <input type="checkbox"/> | |
| Task #5 - Enter new courses and verify current courses. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Course Maintenance</u> » <u>Courses</u> | <input type="checkbox"/> | |
| Task #6 - Ensure tabs are setup correctly for each course. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Course Maintenance</u> » <u>Courses</u> | <input type="checkbox"/> | |
| Task #7 - Enter new course sections and verify current course sections. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Course Maintenance</u> » <u>Course Sections</u> | <input type="checkbox"/> | |
| Task #8 – Ensure tabs are setup correctly for each course section. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Course Maintenance</u> » <u>Course Sections</u> | <input type="checkbox"/> | |
| Task #9 - Enter new course groups and sections and verify current course groups and sections. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Course Maintenance</u> » <u>Course Groups</u> | <input type="checkbox"/> | |
| Task #10 - Ensure tabs are setup correctly for each course group. <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>Scheduling Administration</u> » <u>Course Maintenance</u> » <u>Course Groups</u> | <input type="checkbox"/> | |
| Task #11 - Bulk assign students into homerooms. <u>StudentInformation</u> » <u>Management</u> » <u>Ad-Hoc Updates</u> » <u>Homeroom Bulk Assignment</u> | <input type="checkbox"/> | |
| Task #12 - Bulk Assign Course Groups using Homerooms. <u>StudentInformation</u> » <u>SIS</u> » <u>Scheduling</u> » <u>Bulk Assign</u> | <input type="checkbox"/> | |
| Task #13 - Verify Student Assignments. <u>StudentInformation</u> » <u>SIS</u> » <u>Scheduling</u> » <u>Course Section Assignments</u> | <input type="checkbox"/> | |
| Task #14 - Add any needed assignments by bulk such as Band. <u>StudentInformation</u> » <u>SIS</u> » <u>Scheduling</u> » <u>Bulk Assign</u> | <input type="checkbox"/> | |
| Task #15 - Add individual course section assignments if needed. <u>StudentInformation</u> » <u>SIS</u> » <u>Scheduling</u> » <u>Course Section Assignments</u> <u>StudentInformation</u> » <u>SIS</u> » <u>Student</u> » <u>Student Schedule</u> » <u>Request Assignments</u> | <input type="checkbox"/> | |
| Task #16 - Removing Individual Course Section Assignments. <u>StudentInformation</u> » <u>SIS</u> » <u>Scheduling</u> » <u>Course Section Assignments</u> | <input type="checkbox"/> | |
| Task #17 - Bulk Removing Course Section Assignments. <u>StudentInformation</u> » <u>SIS</u> » <u>Scheduling</u> » <u>Bulk Course Section Management</u> | <input type="checkbox"/> | |