

SUNGARD® PUBLIC SECTOR

eSchoolPLUS Student Schedule Mass Entry

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Mass Entry

Use this page to view, add, or update multiple scheduled or modeled courses for a student. The options available depend on the type of schedule displayed, as indicated by the heading below the top section:

- **Modeled Student Schedule** - if you make changes to a schedule, such as adding new courses, dropping courses, or updating information, the schedule is considered modeled until you click **Keep**. This allows you to make changes, but go back to the original schedule if needed.
- **Student Schedule** - the actual schedule that the student will follow.

To open Mass Entry:

1. Click **Student Center > Scheduling > Mass Entry >** select student.

Options:

Save	Saves changes to the student's schedule. Use this option if you have made changes on the page but have not added or dropped courses.
Search	Returns you to the Student Search page so you can search for a different student.
List	Returns you to your previous search results list. You can then click on a different student.
Keep	Converts a modeled student schedule into a save student schedule. Use this option if you have added or dropped courses while on the Mass Entry page.
Discard	Erases any modeled courses you may have added and returns you to the actual schedule.

Adding a Course

You can add multiple courses to a student's schedule using the Mass Entry option.

To add a course(s)

1. Select **Student Center > Scheduling > Mass Entry**.
2. To display more of the screen without having to scroll, select **Hide** at the top left of your menu folders. You may use the **Tab** key to move from field to field while on the page.
3. Enter the **Building** in the building field.
4. Enter the course and section or use the drop down to access the Course Search page.
5. On the Course Search page enter the appropriate Date Added and check the Display Conflicts box if you want the Search to display the student's currently scheduled courses that would cause a conflict.
Note: Do not check the Display Conflicts box if you are searching the entire master schedule or using criteria that will select a large number of course sections. This will cause a performance problem.
6. Enter all or a part of the course information and click **Search**.
Note: You can search for courses that meet in more than one period, marking period or cycle by entering a comma delimited list. For example, if you want to find courses that meet in period 1 or 2 enter 1,2 in the period field.

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7. Click on the correct course and then click OK to return to the Student Schedule page and view your modeled schedule. You can then add another course to the schedule, if desired.
Note: You can select multiple courses by using ctrl click or shift click.
8. Change the **Status** to **Locked** if you will be running the Student Scheduler later and do not want this course to be rescheduled.
9. Click to check the **Ungraded** box if the student is auditing the course and is not expected to receive any grades.
10. Adjust the **First MP** if the student is joining the course in the middle of the school year. The field determines the first marking period the student is eligible to receive grades for the course. **Default** indicates that the first grading period defined by the master schedule will be used.
11. If you are trailing grades from a previously dropped course, enter the **Building** and select the appropriate **Course-Section**. Only courses with the same marks and marking periods are available for trailing.

Dropping a Course

You can drop multiple courses from a student's schedule using the Mass Entry option.

To drop a course(s)

1. Select **Student Center > Scheduling > Mass Entry**.
2. To display more of the screen without having to scroll, select **Hide** at the top left of your menu folders. You may use the **Tab** key to move from field to field while on the page.
3. Enter a **Date Dropped** for the course(s) you want to drop. The date entered here should be the last date the student attended the course.
4. Tab to the **Last MP** field and verify the last marking period for which the student is to receive marks appears. By default the **Last MP** field will be set to the marking period that the drop date falls in. This can be changed, if needed.
5. Tab to the **Mark Issued By** field and select the appropriate option.
No Marks – Choose this option if the student will not be receiving any grades for the course.
Teacher – Choose this option if the teacher will be entering grades for the student. The student will appear on the Teacher Access Center Report Cards page.
Office – Choose this option if office personnel will be entering grades for the student. The teacher will not be able to enter grades through the Teacher Access Center Report Cards page.
6. Select **Keep** to save your changes as the student's actual schedule, or select **Save** to save your changes as a modeled schedule.