

# SUNGARD® PUBLIC SECTOR

## eSchoolPLUS Student Schedule Entry Procedures

### Student Schedule

Use this page to view, add, or update 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 the Student Schedule:

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

#### Options:

<b>New or Quick Add</b>	To add a new course.
<b>Keep</b>	To save a modeled schedule as an actual schedule.
<b>Discard</b>	To remove the modeled schedule, reverting to the previously existing saved schedule.
<b>Lock</b>	To change the status of all a student's active courses to Locked. This prevents the Student Scheduler from dropping the courses.
<b>Unlock</b>	To change the status of all of a student's locked courses to Active.
<b>Fill Study Halls</b>	To fill in study halls in any unscheduled periods for the student.
<b>Restore</b>	To change a schedule with a status of Preserved to a status of Active.
<b>Clear</b>	To delete selected courses immediately from the student's schedule.

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### Display Settings

You can change the view of a student's courses to include dropped courses or to include only courses that meet in the checked marking periods. The latter option is useful if you have semesterized courses.

Use the **Save As Default** button to preserve your setting.

#### To view dropped courses:

1. Select **Student Center > Scheduling > Entry**.
2. Click **Show Dropped Courses** under the Display Settings heading to display any dropped courses for the student.

#### To view only selected marking periods:

1. Select **Student Center > Scheduling > Entry**
  2. Click the under the Display Settings heading to uncheck the marking periods. Only courses that meet in any of the checked marking periods will display.
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**eSchoolPLUS Student Schedule Entry Procedures****Adding a Course to a Student's Schedule**

You can add a course with either the New or Quick Add options.

Use **New** if you want to enter Resolved Conflict information, or if you know the course and section number. See page 3 for more information on Resolved Conflicts.

As soon as a course is added or dropped, the student's schedule is changed to a **Modeled** status. Modeled courses do not take up or free up seats in the Master Schedule. To save the changes all at once, click the **Keep** button. The **Keep** button will adjust the seat counts in the Master Schedule.

**To add a course with the New option:**

1. Select **Student Center > Scheduling > Entry** to open the Student List page.
2. Click a student's name to open the Student Schedule page.
3. Click **New** to open the Course Detail page.
4. Enter the course, section, and date added.
5. (Optional) Select the **Scheduling** tab to choose what marking periods and cycle days the student will attend the course (this is called a Resolved Conflict.) If the student will attend the course for all marking periods and days for which it is scheduled, skip this step.
6. (Optional) Select the **Trail History** tab to indicate that grades from a previously dropped course should be moved to the new course. See page 5 for more information on Trailing.
7. Click **Save** to return to the Student Schedule page and view your modeled schedule. You can then add another course to the schedule, if desired.
8. When you have finished adding courses, you can Keep or Discard the modeled schedule.
  - If you click **Keep**, the changes are saved as a real schedule and you are exited from Modeling mode.
  - If you click **Discard**, the model is deleted and the previous schedule for the student displays.
  - If the **Keep** button is grayed out, one or more courses do not **Fit** in the student's schedule. The **Fit** column displays to the right of the Status column for each course. Review the courses for which the Fit box is not checked. Make sure the add and/or drop dates do not overlap with another course or a dropped course scheduled in the same period, marking period, and cycle days.

**To add a course with the Quick Add option:**

1. Select **Student Center > Scheduling > Entry** to open the Student List page.
2. Click a student's name to open the Student Schedule page.
3. Click **Quick Add** to open the Course Search page.
4. **Important:** Check the Date Added field to make sure it is correct. This date defaults automatically from a school-wide setting.
5. 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 if you are using criteria that will select a large number of course sections. This will slow performance.
6. Enter all or 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 Schedule Entry page and view your modeled schedule. You can then add another course to the schedule, if desired.
  8. When you have finished adding courses, you can keep or discard the model schedule.
    - If you click **Keep**, the model is saved as a real schedule.
    - If you click **Discard**, the model is deleted and the previous schedule for the student displays.
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**Resolved Conflicts**

Resolved conflicts are used to force a student into a piece of a course, either by days or by marking periods. Use resolved conflicts at the beginning of the year to indicate that the student will not be enrolled in the course for its entire duration. For example, if a course meets all year, but you only want to enroll the student for the first semester, use the **New** option to add the course, and designate the marking periods that the course meets. Then click the Scheduling tab and uncheck the marking periods or days that the student will not be attending the class.

Use Resolved Conflicts sparingly:

- Resolved Conflicts should not be used when a course should be dropped.
- Attempted credit for the course may need to be adjusted manually on the student's Report Card Summary screen.
- Resolving courses on a marking-period basis may affect the marking period in which certain critical grades are awarded, such as exams or semester grades.

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### Dropping a Course

If you drop a course with a date that is before the first day of school (based on the student's calendar), no record of the course will be kept. If you drop a course after the first day of school, the dropped course record is saved and you can indicate when the last marks should be entered.

#### To drop a course:

1. Select **Student Center > Scheduling > Entry**.
  2. Click on the course link of the course to be dropped.
  3. Enter the Date Dropped in the Course Enrollment Information section of the Student Course Detail page. The Date Dropped should be the last date the student attended the course.
  4. Click the **Mark Reporting** tab.
  5. Select the appropriate Last Mark Issued By option:
    - No Marks** – Choose this option if the student will not be receiving any grades for the course in any marking period, and/or if no record will be retained permanently for this course.
    - Teacher** – Choose this option if the teacher will be entering grades for the student. For example, if the student drops the course a week before the end of the marking period. The student will appear on the Teacher Access Center Report Cards Entry page.
    - Office** – Choose this option if office personnel will be entering grades for the student, and/or if a record needs to be retained that the student attempted the course, but did not finish. For example, if the student drops the course at the beginning of third marking period and already has grades for marking periods 1 and 2. The student will not appear on the Teacher Access Center Reprot Cards Entry page.
  6. If the course was dropped with a Teacher or Office status, verify the Adjusted Last MP to Receive Marks field. By default the Adjusted Last MP field will be set to the marking period that the drop date falls in. Change the marking period if necessary to indicate the last marking period in which the student will receive grades.
  7. (Optional) Click the **Trail History** tab and enter trail information to trail grades from the course you are dropping into a new course which has already been added to the student's schedule. Only courses with the same marks and marking periods are available in the drop-down list. See page 5 for more information on Trailing.
  8. Click **Save** to to return to the Student Schedule page and view your modeled schedule. You can then add or drop another course, if desired.
  9. When you have finished dropping courses, you can Keep or Discard the modeled schedule.
    - If you click **Keep**, the model is saved as a real schedule and the Schedule Entry page displays.
    - If you click **Discard**, the model is deleted and the previous schedule for the student displays.
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## eSchoolPLUS Student Schedule Entry Procedures

### Deleting a Course

Before the start of the school year, you may choose to **Delete** a course from a student's schedule. No record of the course will be retained for the student. After the school year begins, only Delete a course if it was entered in error. If you need to retain attendance for the course, or any grading information, you must Drop the course, rather than Delete.

#### To delete a course:

1. Select **Student Center > Scheduling > Entry >** and select a student.
  2. Click on the link for the course that you want to Delete. This will open the Student Course Detail page.
  3. Click the **Delete** button at the top of your screen. This button may be restricted by security permissions.
  4. You will be prompted to confirm that you want to delete the course.
  5. Click **Yes**.
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### Filling in Study Halls

You can place study halls into openings in a single student's schedule with the Fill Study Halls option.

#### To fill in empty periods with study halls:

6. Select **Student Center > Scheduling > Entry >** and select a student.
  7. Make sure the student has been scheduled into all necessary courses. If the schedule is modeled, click **Keep** to create the schedule from the model.
  8. Click **Fill Study Halls**.
  9. In the pop-up window, enter the add date for the study halls in the Date Study Hall Added field.
  10. Click **Fill**.
  11. A message states the study hall task is being run. The main screen displays.
  12. When the task completes, check the log.
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## eSchoolPLUS Student Schedule Entry Procedures

### Trailing Marks From One Course to Another

If a student drops one course, but you want the marks for that course to appear in the course the student adds, you can trail the marks. The system will show the appropriate course on report cards, based on the last marking period selected.

In order to trail, both course-sections must issue exactly the same marks in the Master Schedule (for example, MP, EXM and SEM) and meet in the same marking periods. If you trail before the last marks have been issued for the old course, you will need to run the Synchronize option to have the marks appear under the new course.

To trail marks, you need to first drop the existing course and then add the new one.

#### To drop the course being trailed from:

1. Select **Student Center > Scheduling > Entry** to open the Student List page.
2. Click a student's name to open the Student Schedule page.
3. Click on the course link of the course to be dropped.
4. Enter the Date Dropped in the Course Enrollment Information section of the Student Course Detail page.
5. On the Mark Reporting Tab, drop with either a Teacher or an Office status, and enter the last marking period that the student receives a mark in the Adjusted Last MP To Receive Marks field.
6. Click **Save** and then **Keep** to continue with the add process below.

#### To add the course being trailed to:

1. Click **New** to add the new course. Enter the course information and add date.
2. On the **Mark Reporting** tab, change the Adjusted First MP To Receive Marks to the first marking period in which the student will get marks in the new course.
3. On the **Trail History** tab, enter the building of the dropped course.
4. You can either enter the course number or search through any dropped courses of the student. Only courses with the same marks and marking periods are available.
5. Click **Save** to return to the Student Schedule page and view your modeled schedule.
6. When you have finished, you can keep or discard the model schedule.

If you click **Keep**, the model is saved as a real schedule and the Schedule Entry page displays.

If you click **Discard**, the model is deleted and the previous schedule for the student displays.

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## eSchoolPLUS Student Schedule Entry Procedures

### Restoring Preserved Schedules

Use this page to restore a schedule that was preserved on the Entry/Withdrawal page when a student withdrew from school. The new add date for the courses in the schedule will be the newest entry date for the student. Schedules can also be restored when re-enrolling students.

Note that the Restore option should only be used if the student is attempting to re-enroll in the same building as the preserved schedule. The Restore option cannot be used to transfer a student from one building to another.

#### To restore a preserved schedule:

1. Make sure that the student's registration status is currently active.
2. Select **Student Center > Scheduling > Entry**.
3. Check the status of the student's courses. If the status is Preserved, you can continue.
4. If the student is returning to the same building, click **Restore**. If the student is coming from another building, click **Drop All**.
5. The schedule is restored in a modeled state. Click **Keep**. The model is saved as a real schedule and the Schedule Entry page displays.

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### Adding Course Requests and Modeling

The Model option on the Course Request page is used to create a modeled course schedule. If the model is acceptable, you can then keep it as the student's schedule.

#### To model a schedule:

1. Select **Student Center > Scheduling > Course Requests >** select a student.
2. Enter the student's requests and alternate requests.
3. Click the **Scheduler Parameters** tab. Enter the Date Active in Courses, and change any parameters, as needed.
4. Click **Model**. A pop-up window displays processing information.
5. When the Student Scheduler has finished processing, the Modeled Schedule window displays.
6. You can keep or discard the model schedule or view the Schedule Grid.
  - If you click **Keep**, the model is saved as a real schedule and the Schedule Entry page displays.
  - If you click **Discard**, the model is deleted and the Course Requests page displays.
  - If you click **Schedule Grid**, courses are displayed in grid format. Click **Close** to return to the Modeled Schedule page.

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## **eSchoolPLUS Student Schedule Entry Procedures**

### **Student Schedule Grid**

Use this page to view the student's schedule in a grid format. For each marking period, it displays a grid of timeslot and cycle. Courses scheduled are listed in the appropriate grid.

#### **Options:**

View more information by placing the mouse cursor over a course link. The course building, date added, period, and time the course meets display as a tool tip.

Open the course detail by clicking the course link.

#### **To open the Student Schedule Grid:**

1. Click **Student Center > Scheduling > Grid >** select student.
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### **Student Schedule History**

Use this page to view courses scheduled for a student in the current year, as well as any courses taken in prior years.

#### **To open the Student Schedule History:**

1. Click **Student Center > Scheduling > History >** select student.

#### **Options:**

Open the student's schedule, by clicking on the current school year heading.

Open the course detail by clicking the course link for a current school year course.

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### **Student Schedule Status**

Use this page to view whether a student is considered fully scheduled and if all of his/her course requests have been fulfilled.

#### **To open the Student Schedule Grid:**

1. Click **Student Center > Scheduling > Status >** select student.