



# Current Year Scheduling Training Class Outline

**Length:** 1 day

**Description:** The Current Year scheduling module is an integral piece of the Student Records software. Although it is not required that students be placed into schedules, with the creation of the Skyward Educator Access and Gradebook packages, it has become a necessity for most schools (including elementary schools). This course will show how the module is setup by defining the course lengths that will be offered, how course and section information is created so that students can be placed into courses and also how to use the system for day to day processes including adding and dropping students from courses and reporting this information.

Click the following link to view an overview tutorial for the Current Year Scheduling system.

[Current Year Scheduling Overview](#)

**Interaction:** Many systems rely on the correct setup and processing of current year schedules. Modules that use scheduling information include: Attendance, Grading, Gradebook, Fee Management, Graduation Requirements, Textbook Tracking and Obligations.

**Audience:** Attendees for this class usually include secretarial and guidance staff. Anyone who will need to add/modify student schedules should attend. Although other users may need to view or print a student schedule it is the users who will modify schedules on a regular basis and who will need to report more detailed information from this area that will benefit most from this course.

**Goal:** Upon completion of this training class, the attendee will be able to do the following:

- Maintain the course master during the school year.
- Modify a student's schedule.
- Use the walk-in scheduler.
- Produce reports.

## Current Year Scheduling Class Outline:

- A. **General System Overview**
  - 1. Browse and Filter functionality.
  - 2. Training Resources: Documentation & Website Review
  
- B. [Product Setup](#) and [Configuration](#)
  
- C. **Build Course Master**
  - 1. Review of Filters and Lookup options
  - 2. Adding a Course
  - 3. [Adding a Section](#)
  - 4. Adding a Meeting Pattern
  - 5. [Creating Reports for Course\Section information](#)
  
- D. **By Student**
  - 1. Adding a Course to a Student
  - 2. [Changing a Section](#)
  - 3. Dropping a Student from a Course
  - 4. [Walk-In Scheduler](#)
  - 5. Review of Defaults Button
  - 6. [Viewing/Modifying Transactions](#)
  - 7. Overview of Alternates, Recommendations and [Constraints](#)
  
- E. **By Class**
  - 1. [Modifying a Class List](#)
  
- G. [Printing Student Schedules](#)
  
- H. [Printing Class Rosters](#)
  
- I. **Other Scheduling Reports**
  - 1. [Course Class Count Report](#)
  - 2. [Teacher Room Availability](#)
  - 3. [Teacher Schedule Report](#)
  - 4. [Transaction Report](#)
  - 5. [Locator Report](#)
  
- J. **Utilities**
  - 1. [Mass Add Students](#)
  - 2. [Delete Orphans](#)
  - 3. Study Hall Scheduler

4. [Transaction File Utilities](#)

K. **Review / Question and Answer**