Adding Courses to Student Schedule

The Modify **Schedule** screen is used to add new courses to a student's schedule. Classes can be added in two ways: **Search Available Classes** or **Quick Enroll**. This document will demonstrate both ways of adding a class to a student schedule in the current year.

Adding Courses – Search Available Classes

This option is used when the desired course AND section are not known; or, when a student needs a course for a specific period. Users can search in this area for either a desired course or a desired period.

Navigation: Start Page > Select Student > Scheduling > Modify Schedule

1. Verify the correct **Year and Term** are selected and query for the desired student.

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2. On the student's menu, click **Modify Schedule** found in the **Scheduling** section.

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List View
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Modify Schedule
Request Management
Scheduling Setup

Enter the **Effective Enrollment Date** (this date will be the first day the student will start the course).

- Functions	
Enrollments	
Effective Enrollment Date 04/01/2016	

- **3.** There are two ways to search for classes when using the **Search Available Classes** area:
 - **a.** By **Course Number** = enter the desired course number in which to enroll the student
 - **b.** By **Period** = select the desired period from the drop-down

Note: When searching by **Period** the user can select one period in which to search or ALL periods. To search for all available courses in period 1, leave the **Course Number** blank and select 1 from the **Period** drop-down.

4. Click **Find** once all the search criteria has been entered.

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- 5. The Available Courses screen will display all courses scheduled during the time of search. This page contains additional filtering options in the Filter By section. Enter additional filter options if desired.
 - **a. Period** = filter by period
 - **b.** Term = filter by term
 - c. Teacher = filter by teacher
 - **d.** Day = filter by day in your school
 - **e. Grade** = filter by grade level

- **f.** Credit Type = filter by credit type
- **g. Course** = course number
- h. Show only classes with available seats = if checked, shows only classes with open seats
- i. Enroll date = verify the date the student will begin class

Page > Student Select	tion > Schedule > Modify Schedule > Available Courses								21
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Filter By									
Period	1 -	Term	15-16 -	Teacher	All	•			
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Course		Show only classes	with available seats	8					
		Enroll date:	04/01/2016	_					
Irs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
2A017X0V.1 🚺	AP Calculus BC NCVPS	R	1(B)	15-16		9	2A01	1.00	4/29
1A007X01.1	AP English Language and Composition	R	1(A)	15-16		9	1A00	1.00	24/29
1A007X01.2	AP English Language and Composition	R	1(B)	15-16		9	1A00	1.00	20/29
1A017X01.1 🚨	AP English Literature and Composition	R	1(B)	15-16		9	1A01	1.00	10/29
1A017X01.2 🖪	AP English Literature and Composition	2	1(A)	15-16		9	1A01	1.00	12/29
4A077X01.1	AP United States History	8	1(B)	15-16		9	4A07	1.00	24/29
4A077X01.2	AP United States History	12	1(A)	15-16		9	4A07	1.00	20/29
A087X01.1	AP World History	2	1(A)	15-16		9	4A08	1.00	10/29
A087X01.2	AP World History	2	1(B)	15-16		9	4A08	1.00	12/29
L092X00.1	Cosmetology I	3	1(A-B)	15-16		9	IL09	2.00	9/20
CS972X01.8	CTE Internship	2	1(A)	15-16		9	CS97	1.00	1/29
96102X001.1	EC Curriculum Assistant	12	1(B)	15-16		9	9610	1.00	1/1
10210X0.99	English I		1(A-B)	15-16		0	1021	1.00	8
50492X01.1	Health and Physical Education: Grade 9	R	1(A)	15-16		9	6049	1.00	15/29
0492X01.3	Health and Physical Education: Grade 9	2	1(B)	15-16		9	6049	1.00	18/29
C065X01.1	HIS132 American History II	2	1(B)	15-16		9	4C06	1.00	1/1
95045X00.1 👪	Leadership Ed IV Honors	R.	1(A)	15-16		9	9504	1.00	1/1
49359X01 1	Not Returning	R	1-4(A-B)	15-16		9	9935	0.00	0/29

Important: Courses displayed with the **Enrollment** column data in red are full. Additional students cannot be added to these sections without the administrative override password.

6. Click on the desired Course Name. (Be sure to select a class with available seats.)

Crs.Sec	Course Name	Note	Expression	Term	Teacher	Grade	Credit Type	Cr Hrs	Enrollment
2A017X0V.1 🚨	AP Calculus BC NCVPS	10) (11)	1(B)	15-16		9	2A01	1.00	4/29
1A007X01.1	AP English Language and Composition	1	1(A)	15-16		9	1A00	1.00	24/29
1A007X01.2	AP English Language and Composition	2	1(B)	15-16		9	1A00	1.00	20/29
1A017X01.1 🚦	AP English Literature and Composition	1	1(B)	15-16		9	1A01	1.00	10/29
1A017X01.2 🚦	AP English Literature and Composition	R	1(A)	15-16		9	1A01	1.00	12/29
4A077X01.1	AP United States History	R	1(B)	15-16		9	4A07	1.00	24/29
4A077X01.2	AP United States History	12	1(A)	15-16		9	4A07	1.00	20/29
4A087X01.1	AP World History	R	1(A)	15-16		9	4A08	1.00	10/29
4A087X01.2	AP World History	R	1(B)	15-16		9	4A08	1.00	12/29
IL092X00.1	Cosmetology I	<u>B</u>	1(A-B)	15-16		9	IL09	2.00	9/20
CS972X01.8	CTE Internship	R	1(A)	15-16		9	CS97	1.00	1/29
96102X001.1	EC Curriculum Assistant	10	1(B)	15-16		9	9610	1.00	1/1
10210X0.99	English I		1(A-B)	15-16		0	1021	1.00	8
60492X01.1	Health and Physical Education: Grade 9	10	1(A)	15-16		9	6049	1.00	15/29
60492X01.3	Health and Physical Education: Grade 9	2	1(B)	15-16		9	6049	1.00	18/29
4C065X01.1	HIS132 American History II	8	1(B)	15-16		9	4C06	1.00	1/1
95045X00.1 🕙	Leadership Ed IV Honors	2	1(A)	15-16		9	9504	1.00	1/1
99359X01.1	Not Returning	8	1-4(A-B)	15-16		9	9935	0.00	0/29

The newly selected course will now display in the **Enrollments** section of the **Modify Schedule** screen for the student.

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Adding Courses – Quick Enroll

The Quick Enroll section can be used when the desired course code and section are known.

Navigation: Start Page > Select Student > Scheduling > Modify Schedule

- 1. Once the student has been selected, navigate to the Modify Schedule screen in the Scheduling area.
- 2. In the Quick Enroll area enter the desired course and section in the Course.section field.

Modify Schedule - Enrollments ®				
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Enrollments Requests				
			View Entire Year Schedule	Edit Auto Schedule Parameters
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Enrollments	Search Available Classes	Quick Enroll		
Effective Enrollment Date	Course Number Period	Course.Section		
04/01/2016		SA007X02.1		
Enrollments				
Lead-	Note Teacher	Room	Enroll Le	eave Drop

Important: Verify a dot has been entered between the course number and the section number.

- 3. Click Enroll.
 - **a.** If there are available seats, the student will be enrolled in the class and the class will be displayed in the **Enrollments** area of the **Modify Schedule** screen.

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b. If there are no seats available, the 'Section is Full' screen will display.

Section is Full			
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