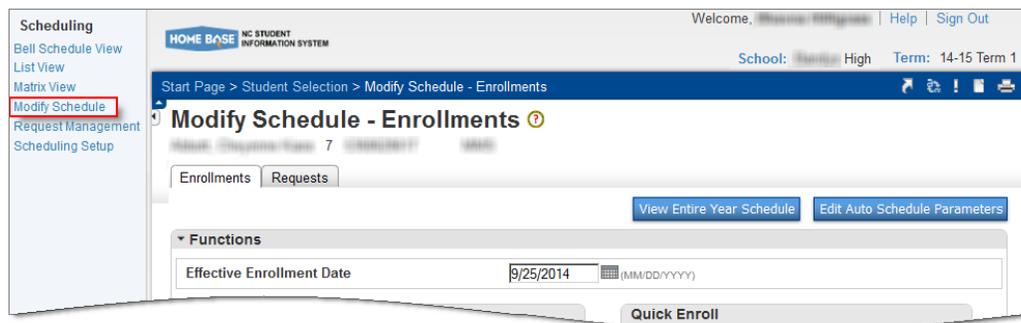


Automated Walk-In Scheduler

This document details the method to utilize Automated Walk-In (AWI) Scheduling to create a student's schedule after scheduling has been completed. AWI determines the most optimal schedule for a student without manually creating the schedule. Once a schedule is created, it can be manually adjusted as needed. Student requests must be entered in order for the **Automated Walk-In Scheduler** to operate.

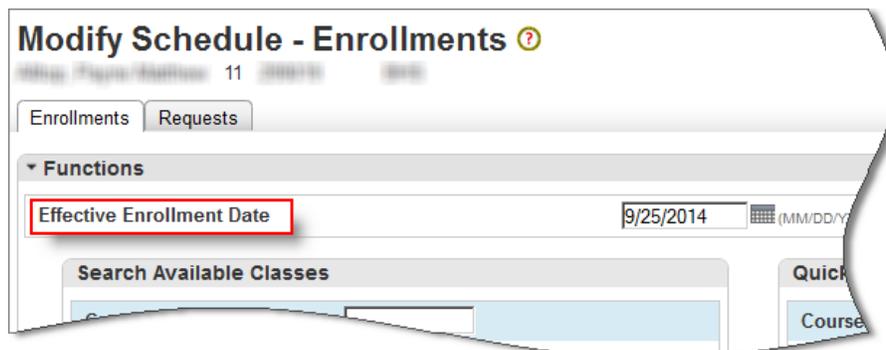
Note: For scheduling changes after End-of-Year (EOY) but prior to the first day of school, refer to the [End-of-Year \(EOY\) process](#) section on page 5.

Navigation: Start Page > Select student > **Scheduling** section > **Modify Schedule**



The **Modify Schedule-Enrollments** screen displays two tabs: **Enrollments** and **Requests**.

1. Under the **Enrollments** tab, enter an **Effective Enrollment Date**. This field defaults to current date, but must be changed to the day the student enrolls in the course for teacher to take attendance.



Automated Walk-In Scheduler

- Under the **Requests** tab, click **New**.

Modify Schedule - Requests for 2014-2015 ?

Enrollments Requests

New

Number	Course Name	Note	Alt	Code	Priority	Section Type	Alternate 1	Delete
--------	-------------	------	-----	------	----------	--------------	-------------	--------

- Enter a comma-separated list of courses into **Course List** or click **View Courses**.

Create Course Requests:

Courses to request

Type or paste in a comma-separated list of courses to request, then submit to create the requests

Course List

Crs Num	Crs Name
10232X01	English III
24012X01	Discrete Mathematics

Note: When using **View Courses**, the **Courses to Request** pop-up menu is displayed. Multiple courses can be selected by using COMMAND (Mac) or CONTROL (Windows). Press the **Okay** button to close the pop-up menu.

Type or paste in a comma-separated list of courses to request, then submit to create the requests

Course List

Courses to Request x

Select courses to request for this student

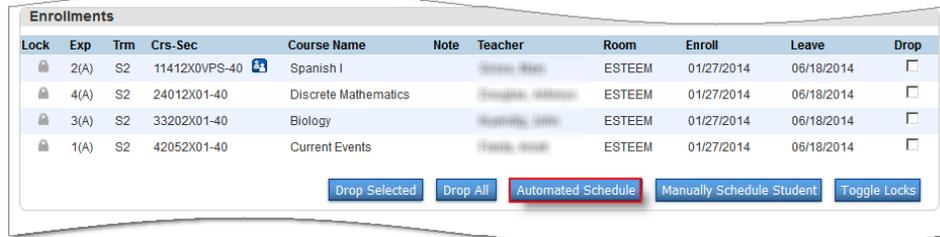
- 00012X01 (General Elective)
- 00012X01CC (CC COURSE - 1ST SEM. - PLACEHOLDER)
- 10175X0 (Eng111 Expository Writing)
- 10195X0 (ENG113 Literature-Based Research)
- 10212X0F (English I)
- 10212X0G (College Prep English I)
- 10212X0VPS (English I)
- 10215X01 (English I Honors)
- 10222X01 (English II)
- 10222X0C (College Prep Eng II)
- 10222X01 (English II Honors)

- Click **Submit**.

Automated Walk-In Scheduler

Important: The **Modify schedule – Requests for XXXX-XXXX** is displayed. This page utilizes functionality from the PowerScheduler and will not be addressed in this document.

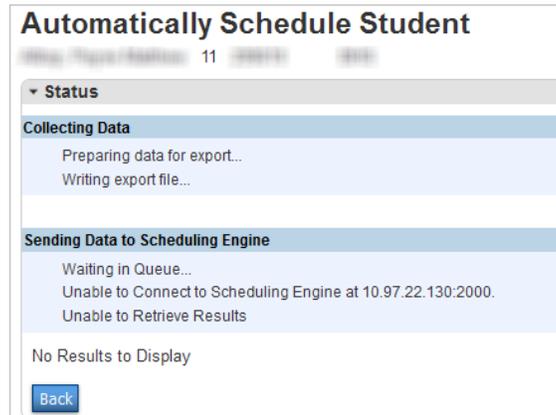
3. Click the **Enrollments** tab.
4. Click **Automated Schedule** button.



The screenshot shows a table titled "Enrollments" with the following columns: Lock, Exp, Trm, Crs-Sec, Course Name, Note, Teacher, Room, Enroll, Leave, and Drop. The table contains three rows of enrollment data. Below the table are five buttons: "Drop Selected", "Drop All", "Automated Schedule" (highlighted with a red box), "Manually Schedule Student", and "Toggle Locks".

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
🔒	2(A)	S2	11412X0VPS-40	Spanish I		Frank, Mark	ESTEEM	01/27/2014	06/18/2014	<input type="checkbox"/>
🔒	4(A)	S2	24012X01-40	Discrete Mathematics		Thompson, William	ESTEEM	01/27/2014	06/18/2014	<input type="checkbox"/>
🔒	3(A)	S2	33202X01-40	Biology		Wardlaw, John	ESTEEM	01/27/2014	06/18/2014	<input type="checkbox"/>
🔒	1(A)	S2	42052X01-40	Current Events		Frank, Mark	ESTEEM	01/27/2014	06/18/2014	<input type="checkbox"/>

Important: If the following message appears, the Scheduling engine is not turned on. Log a ticket with [Home Base Support Center](#) to have Pearson turn on the scheduling engine.



The screenshot shows a dialog box titled "Automatically Schedule Student" with a status bar indicating "11" students. The "Status" section is expanded to show the following progress and error messages:

- Collecting Data**
 - Preparing data for export...
 - Writing export file...
- Sending Data to Scheduling Engine**
 - Waiting in Queue...
 - Unable to Connect to Scheduling Engine at 10.97.22.130:2000.
 - Unable to Retrieve Results

At the bottom, it says "No Results to Display" and has a "Back" button.

Automated Walk-In Scheduler

The **Automated Schedule Results** page will display showing any error messages, enrollments, and course requests. The results can only be accepted or rejected. Manual adjustments can be made to the schedule if necessary.

5. Discard or Accept the schedule.

The screenshot shows the 'Automatically Schedule Student' page. At the top, it says 'HOME BASE NC STUDENT INFORMATION SYSTEM' and 'Welcome, [User Name] | Help | Sign Out'. Below that, it shows 'School: [School Name] High Term: 14-15 Year'. The main heading is 'Automatically Schedule Student'. Underneath, there is a 'Status' section with a dropdown arrow. Below that is a table titled 'Enrollments effective 08/19/2014'. The table has columns: Add/Drop, Lock, Exp, Trm, Crs-Sec, Course Name, Teacher, Room, Section Type, and Team. The table contains 8 rows of enrollment data. At the bottom of the table, there are two buttons: 'Discard' and 'Accept', both highlighted with red boxes.

Add/Drop	Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Section Type	Team
Add		4(A)	14-15	60492X02-1	Health and Physical Education	[Teacher]	811-WT		
Add		1(A-B)	S1	22015X00-1	High School Math II Honors	[Teacher]	220		
Add		2(A-B)	S1	11412X01-2	Spanish I (Fall)	[Teacher]	603		
Add		3(A-B)	S1	10215X00-4	English I Honors	[Teacher]	314		
Add		1(A-B)	S2	35015X00-1	Earth/Environ Science Honors	[Teacher]	304		
Add		2(A-B)	S2	43035X00-6	World History Honors	[Teacher]	311		
Add		3(A-B)	S2	11422X02-1	Spanish II (Spring)	[Teacher]	501		

The student's accepted schedule is displayed.

The screenshot shows the 'Enrollments' table. The table has columns: Lock, Exp, Trm, Crs-Sec, Course Name, Note, Teacher, Room, Enroll, Leave, and Drop. The table contains 8 rows of enrollment data. At the bottom of the table, there are five buttons: 'Drop Selected', 'Drop All', 'Automated Schedule', 'Manually Schedule Student', and 'Toggle Locks'. The 'Drop Selected' and 'Drop All' buttons are highlighted with red boxes.

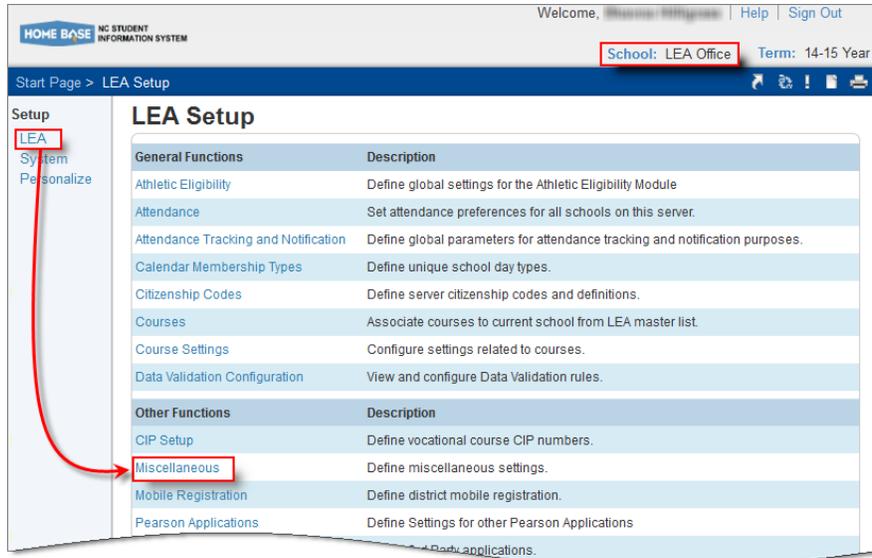
Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input checked="" type="checkbox"/>	1(A-B)	S1	11422X0C-6	SPANISH II		[Teacher]	T14	08/26/2013	01/18/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1(A-B)	S2	10142X0A-2	SPEECH I		[Teacher]	131	01/22/2014	06/11/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2(A-B)	S2	33202X0Y-3	BIOLOGY		[Teacher]	402	01/22/2014	06/11/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2(A-B)	S1	52302X0AF-1	VOCAL MUSIC I - MIXED CHORUS		[Teacher]	T5	08/26/2013	01/18/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3(A-B)	S1	20502X0A-3	FOUNDATIONS OF ALGEBRA		[Teacher]	403	08/26/2013	01/18/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3(A-B)	S2	42092X0A-2	CIVICS & ECONOMICS		[Teacher]	313	01/22/2014	06/11/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4(A-B)	S2	11412X0B-15	SPANISH I		[Teacher]	T13	01/22/2014	06/11/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4(A-B)	S1	10212X0X-4	ENGLISH I		[Teacher]	PodE	08/26/2013	01/18/2014	<input type="checkbox"/>

Note: Manual adjustments can be made to the schedule using **Drop Selected** or **Drop All** buttons. The Automated Scheduler can also be run again. When making manual adjustments to the schedule, classes to be kept can be locked by clicking the lock icon next to that class.

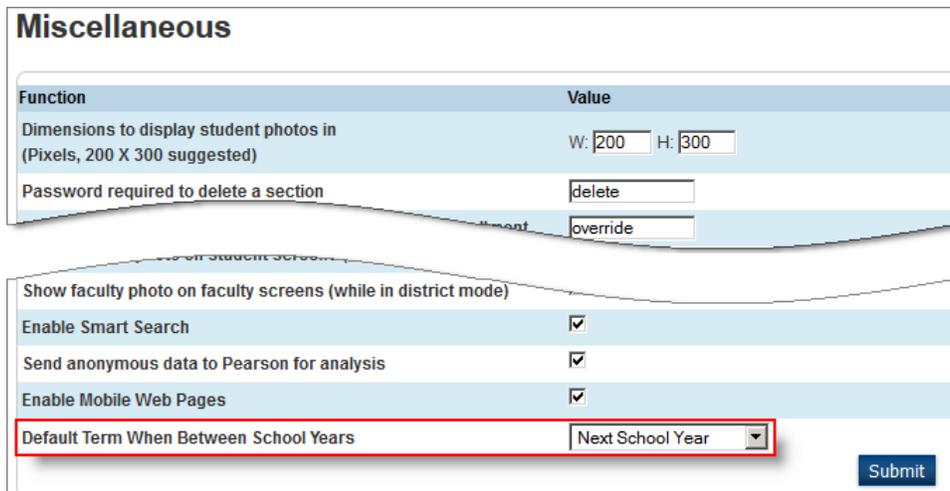
End-of-Year (EOY) process

In order to enter a students' course requests after End-of-Year (EOY) but prior to the first day of school, complete the following steps:

Navigation: Start Page > LEA > **Other Functions** section > **Miscellaneous**



1. Set the **Default Term when Between School Years** selection to 'NEXT SCHOOL YEAR'.



2. Click **Submit**.

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