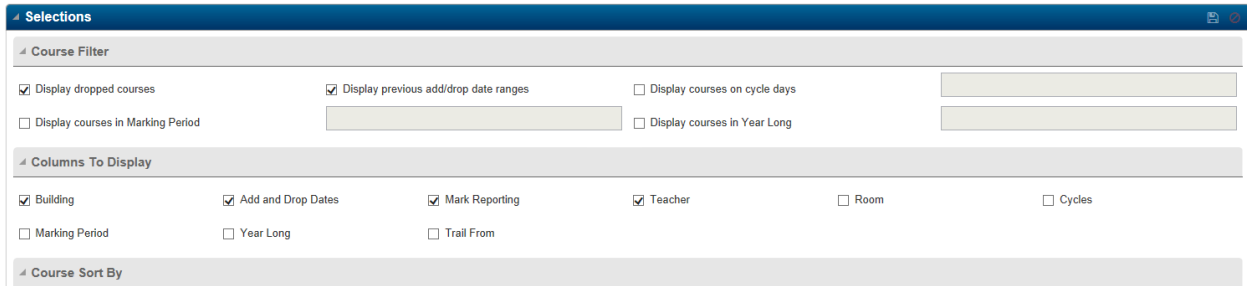


Creating a Student Schedule

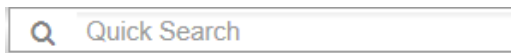
Note: eSchoolPlus 4.0 offers the flexibility to customize your schedule entry page to best fit how you prefer to work with student schedules. On the Selections panel, choose the schedule information to show under Course Filter and select information about course under Columns to Display. Click on the Save icon on the panel to use these settings every time you use Schedule Entry.



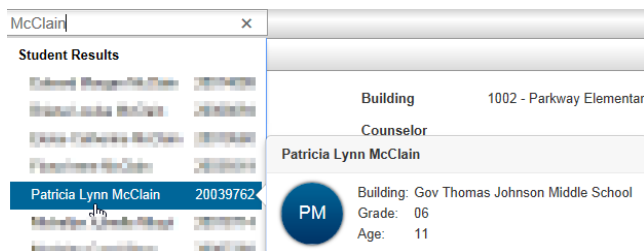
Adding Courses to a Student Schedule

Step 1 - Search for Student

- Enter Student’s name or ID in the Quick Search bar and click Enter



- Select Student



Step 2 - Navigate to the **Schedule Entry** page by one of these three methods

- Go to: Menu | Scheduling | Student Schedules | Schedule Entry or
- Search in the Quick Search bar with key word “Schedule” or “Schedule Entry” and click on Schedule Entry or
- From the Student Summary Screen, scroll down to Schedule Panel and click on Navigate to Page icon

Step 3A Part 1 – Adding Courses if Course Number and Section is known

- If course numbers are known, add course number, course section, and date




This schedule is in a modeled state. Keep Discard

	Building	Pd	Course-Section	Description	Ovr	Teacher	Status	Add Date	Drop Date	Mark Reporting			
										Marks	First MP	Last MP	Marking Period
<input checked="" type="checkbox"/>	2027	1	6801 - 1	PHYSICAL EDUCATION 6	<input type="checkbox"/>	Miller, Daniel	A	06/01/2016		G	M4		M2 M3 M4


- Continue to add courses until schedule is complete
- Click **Keep**

Step 3A Part 2– Adding Courses if Course Number and Section is Unknown

- If course number is unknown, click on search icon
 - Enter date added
 - Check Display Schedule Conflicts
 - Enter description or other information known
 - Click on Load Records to search the Master Schedule 

Master Schedule Search

▲ Scheduling Parameters

Date Added* 

Display Schedule Conflicts

Override Prerequisites

▲ Selections

Building End Period


Course Marking Period

Course Section Cycle Code

Description Subject Area

Staff Name House Team

Start Period


▲ Search Results 

OK Cancel

- Select course, click on OK

Master Schedule Search


▲ Scheduling Parameters

Date Added* 

Display Schedule Conflicts

Override Prerequisites

▶ Selections

▲ Search Results 

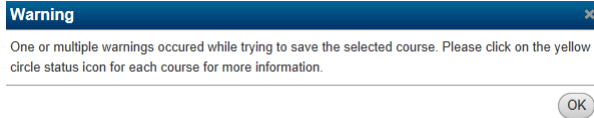
Page 1 of 1 | 500 | View 1 - 20 of 20

	Bldgs	Course	Section	Description	Teacher	Pds	Marking Period	Cycles	Seats
<input checked="" type="checkbox"/>	2027	6802	1	HEALTH	Miller, Daniel	1	M1	M,T,W,R,F	15 / 35
<input type="checkbox"/>	2027	6802	2	HEALTH	Miller, Daniel	1	M2	M,T,W,R,F	9 / 35

Building	Pd	Course-Section	Description	Ovr	Teacher	Status	Add Date	Drop Date	Mark Reporting	Marks	First MP	Last MP	Marking Period
2027	1	6802 - 1	HEALTH	<input type="checkbox"/>	Miller, Daniel	A	06/01/2016		G	M1		M1	
2027	1	6801 - 1	PHYSICAL EDUCATION 6	<input type="checkbox"/>	Miller, Daniel	A	06/01/2016		G	M4		M2 M3 M4	

- Continue to add courses until schedule is complete
- Click **Keep** to save schedule

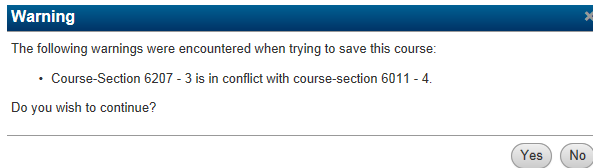
Note: If you get a warning message, read through the message, follow the instructions, click OK then decide if you want to continue with the scheduling.



Each course has a colored status indicator in the leftmost column. Hover over or click on these indicators to see the specific message for the indicator.

●	<input type="checkbox"/>	2027	6	6011 - 4	LANG ARTS 6 HONORS
●	<input type="checkbox"/>	2027	6	6207	

The message below is displayed when the yellow indicator is clicked. In this example, we would select **No** and choose a class that did not conflict with the other class. It's very important to read the warning messages before continuing your data entry.



Step 3B Part 1– Adding Courses using the add course icon

- From the Schedule List Panel, click on the to add course
- If course number is known, enter course number and section.

Course Information

Building* 2027 - Gov Thomas Johnson Middle School
 House / Team 6
 Course* 6801 1
 Course Status A - Active
 Description* PHYSICAL EDUCATION 6

- Enter Date Added in the Date Range panel

Date Range Detail

Dates: 6/1/2016 - Present

Course Dates: Date Added* 06/01/2016, Date Dropped
 Mark Reporting: Marks G - Graded, First MP M4, Last MP M4

- Click on Trail Course Information if course needs to have a trail added
- Enter trailed course information

Trailed Course Information


Trail From Trail To

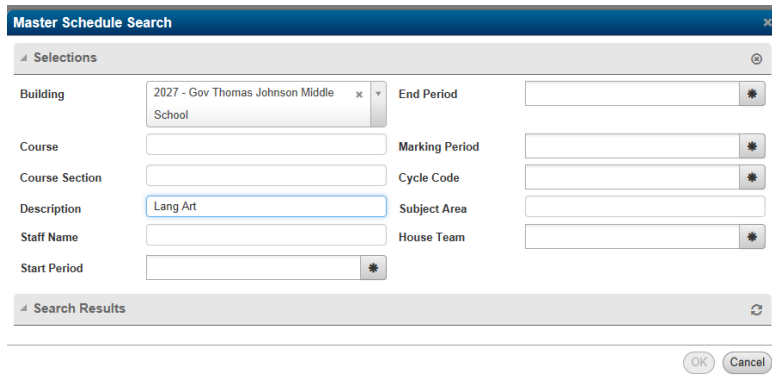
- Click on the **Save** icon

- If all courses are added, click on **Keep** to change schedule from modeled to saved

This schedule is in a modeled state. Keep Discard

Step 3B Part 2 – Entering Courses if Course Number is Not Known


- Click on the Add icon 
- Click on the search icon to search the master schedule and enter any part of the course that you know. In this example, part of the Description is entered

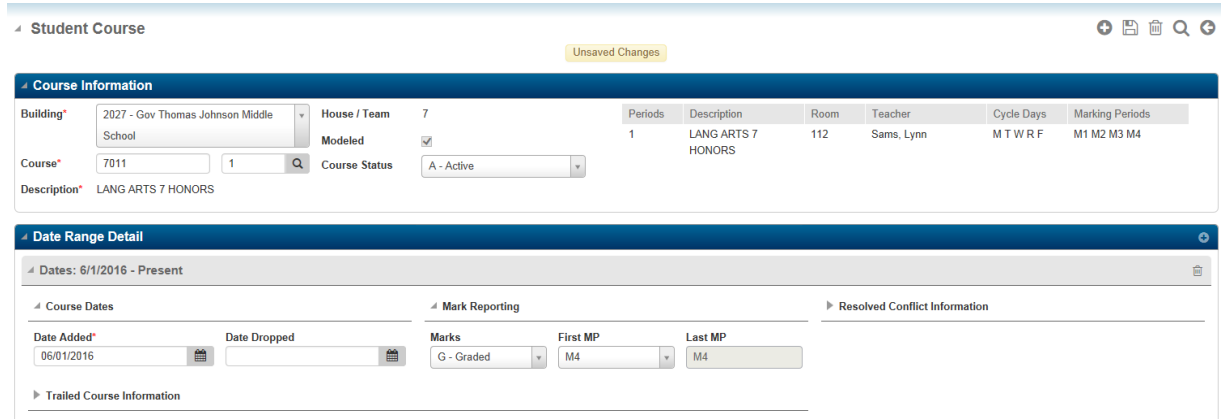


The 'Master Schedule Search' dialog box contains the following fields:

- Building:** 2027 - Gov Thomas Johnson Middle School
- End Period:** [Empty]
- Course:** [Empty]
- Marking Period:** [Empty]
- Course Section:** [Empty]
- Cycle Code:** [Empty]
- Description:** Lang Art
- Subject Area:** [Empty]
- Staff Name:** [Empty]
- House Team:** [Empty]
- Start Period:** [Empty]

Buttons: OK, Cancel

- Click on load records for search results 
- Select course and click on OK



Student Course (Unsaved Changes)

Course Information

Building*	House / Team	Periods	Description	Room	Teacher	Cycle Days	Marking Periods
2027 - Gov Thomas Johnson Middle School	7	1	LANG ARTS 7 HONORS	112	Sams, Lynn	M T W R F	M1 M2 M3 M4

Course*: 7011 | Modeled: | Course Status: A - Active

Description*: LANG ARTS 7 HONORS


Date Range Detail (Dates: 6/1/2016 - Present)

Course Dates: Date Added: 06/01/2016 | Date Dropped: [Empty]

Mark Reporting: Marks: G - Graded | First MP: M4 | Last MP: M4

Resolved Conflict Information: [Empty]

Trailed Course Information: [Empty]

- Enter date added
- Click on **Save** to save changes or click on  to add another course
- Add other courses if needed
- Click on **Keep** to save schedule

Dropping a course from a Student Schedule

Note: Courses should **NOT** be cleared from a student schedule during the school year, they should be dropped. Deleting a course totally eliminates the course as well as the attendance associated with the course. Clear should only be used during the Next Year Scheduling Process, and should be used as opposed to dropping.

Step 1 – Navigate to **Schedule Entry** page (see Step 2 above)

- Enter date in **Drop Date** column
Note: This date must not overlap with the new course being added
- Click on **Marks dropdown** to enter Mark Reporting information
 - N – No Marks
 - O – Office graded or course is being trailed
 - T – Teacher graded
- Enter **First MP** to receive grades and **Last MP** to receive grades
- Click **Keep**

Schedule List											Mark Reporting			
	Building	Pd	Course-Section	Description	Ovr	Teacher	Status	Add Date	Drop Date	Marks	First MP	Last MP	Trail From	
<input type="checkbox"/>	2027	2	7801 - 2	PE 7	<input type="checkbox"/>	Garner, Jamar	A	04/05/2016		G	M3			
<input type="checkbox"/>	2027	7	6011 - 3	LANG ARTS 6 HONORS	<input type="checkbox"/>	Grimmer Molly	D	04/05/2016	04/05/2016	T	M3	M3		
<input type="checkbox"/>	3013				<input type="checkbox"/>					G				

Trailing a Course

Step 1 – Drop Course (see above)

- Drop course with an 'O' in the **Marks Column**
- Add new course
- Enter the first MP to receive grades for new course
- Either click the drop down in the Trail from box to select course or enter course number

The screenshot shows a search dropdown menu with a search bar at the top containing a magnifying glass icon. Below the search bar, the following text is displayed:

2027 - Gov Thomas Johnson Middle School
6011-3 - LANG ARTS 6 HONORS (04/05/2016 - 04/05/2016)

- Click **Keep**

Schedule List

This schedule is in a modeled state. Keep Discard

		Building	Pd	Course-Section	Description	Ovr	Teacher	Status	Add Date	Drop Date	Mark Reporting			Trail From
											Marks	First MP	Last MP	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2027	2	7801 - 2	PE 7	<input type="checkbox"/>	Garner, Jamar	A	04/05/2016		G	M3		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2027	7	6011 - 3	LANG ARTS 6 HONORS	<input type="checkbox"/>	Grimmer Molly	D	04/05/2016	04/05/2016	O	M3	M3	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2027	6	6012 - 3	LANG ARTS 6 MERIT	<input type="checkbox"/>	Grimmer Molly	A	04/06/2016		G	M3		6011-3 - x LANG ARTS 6 HONORS (04/05/20)