



Updating a Secondary Student Schedule

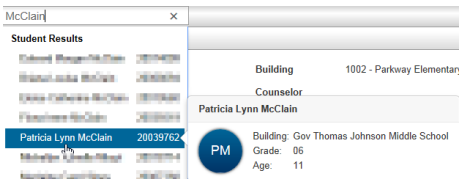
Adding Courses to a Student Schedule

Step 1 - Search for Student


- Enter Student's name or ID in the Quick Search bar and click Enter **OR**





- Click on the Search icon  to open Student Search
- Enter Student Criteria
- Click on the Load Records icon 
- 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**
- Scroll down to Schedule Panel and click on Navigate to Page icon 

Step 3 – Adding Courses

- Enter the Course Number in the **Course Section** Column
- Enter the Course Section in the **Description** Column
- Enter a date added in the **Add Date** Column
- Enter First marking period to receive marks in the **First MP** Column **OR**
- Click on the Master Schedule Search icon  to open the Master Schedule search pop up
 - Enter Date in **Date Added** Box
 - Enter Search Criteria
 - Click on the Load Records icon 
 - Select Course

- Click on OK

Master Schedule Search

Scheduling Parameters

Date Added* 12/13/2017

Display Schedule Conflicts

Override Prerequisites

Selections

Search Results

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<input type="checkbox"/>	Bldgs.	Course	Section	Description	Teacher	Pds	Marking Period	Cycles	Seats
<input checked="" type="checkbox"/>	3083	163111	10	AMER STUDIES 2 HONORS	Smarick, Nate	5	M3,M4	M,T,W,R,F	0 / 35
<input type="checkbox"/>	3083	163111	11	AMER STUDIES 2 HONORS	Miller, Jessica	1	M1,M2	M,T,W,R,F	4 / 35

- Click on Keep

This schedule is in a modeled state. Keep Discard

Dropping Courses from a Student Schedule

Step 1 – Search for Student (See Step 1 above)

Step 2 – Navigate to Schedule Entry Page (See Step 2 above)

Step 3 – Drop Course

- Enter a date in the **Drop Date** field
 - Note: The date cannot overlap with the Add Date
- Enter how the marks should be handled (O,T, N) in the **Marks** field
 - O – Office, Trailed
 - T – Teacher, Can also be Trailed
 - N – No Marks
- Enter the first marking period the student should receive grades for this course in the **First MP** field
- Enter the last marking period the student should receive grades for this course in the **Last MP** field

Description	Ovr	Teacher	Room	Status	Add Date	Drop Date	Mark Reporting		
							Marks	First MP	Last MP
SPANISH 3	<input type="checkbox"/>	Brown Bethany	B202	D	06/05/2017	12/13/2017	O	M1	M1

- Click on Keep button

Trailing Courses

Trailing courses keeps a clean record on the report card. This is how we tell the system what courses should appear on the student report card each term when a student transfers from one Frederick County School to another.

Step 1 – Drop Course (see directions above)

Step 2 – Add New Course (see directions above)

Step 3 – Trail Course from Old Course to New Course (Option 1)

- From the New Course, ensure that your dropped course and new course are dropped and added correctly
 - Marks are dropped with an 'O'
 - First MP and Last MP are correct
- Click the dropdown in the **Trail From** field and select the dropped course
- Click the Keep button

Description	Ovr	Teacher	Room	Status	Add Date	Drop Date	Mark Reporting			Marking Period	Trail From
							Marks	First MP	Last MP		
ENGLISH 9 HONORS	<input type="checkbox"/>	Patrick, Caitlin	A200	A	12/04/2017		G	M2		M1 M2	131111- x 12 - ENGLISH 9 HONORS (06/05/20 - 12/01/20'
ENGLISH 9 HONORS	<input type="checkbox"/>	Schoder Edward	B206	D	06/05/2017	12/01/2017	O	M1	M1	M1 M2	

Dates cannot overlap

The new class will receive first marks in Marking Period 2

Dropped class will received marks in Marking Period 1


Step 3 – Trail Course from Old Course to New Course (Option 2)

- From the New Course, ensure that your dropped course and new course are dropped and added correctly
 - Marks are dropped with an 'O'
 - First MP and Last MP are correct
- Click on the Description of the New Course
- Expand the Trailed Course Information by clicking on the Expand icon ▶

- Click on the dropdown in the **Trail From** field and select dropped course

Course Information									
Building	3083 - Oakdale High School	House / Team	Periods	Description	Room	Teacher	Cycle Days	Marking Periods	
Course	131111	11	Modeled	1	ENGLISH 9 HONORS	A200	Patrick, Caitlin	M T W R F	M1 M2
Description*	ENGLISH 9 HONORS			Course Status	A - Active				

Date Range Detail									
Dates: 12/04/2017 - Present									
Course Dates			Mark Reporting			Resolved Conflict Information			
Date Added*	Date Dropped	Marks	First MP	Last MP					
12/04/2017		G - Graded	M2	M2					
Trailed Course Information					Other Student Course Information				
Trail From	131111-12 - ENGLISH 9 HONORS (06/05/2017 - 12/01... x			Trail To					

- Click on the Save icon 
- Click on the Keep button