

2022 Next Year Scheduling

Training & Support at a Glance



All trainings will be held online using Google Meet. An email with registration and Google Meet information will be sent prior to each offering.

January

- ✚ **January 4, 2022 - Next Year Database opens**
- ✚ January 6, 2022 – MS New Registrar Introduction to Next Year Scheduling
HS New Registrar Introduction to Next Year Scheduling
- ✚ January 13, 2022 – MS Course Requests/Recommendations
HS Course Requests/Recommendations

February

- ✚ February 8, 2022 - Analyzing Course Requests
- ✚ February 18, 2022 – Entering the Master Schedule

March

- ✚ March 2, 2022 – Evaluating the Master Schedule

April

- ✚ April 6, 2022 – Running the Student Scheduler Training

What is Open Lab? ... Open Lab is OPTIONAL. It provides a computer lab environment at the SDC away from the office. Schools can reserve a lab independently. Contact Chastidy.Thomas@fcps.org to schedule a date. If available, Patti McClain can set up office hours during scheduled lab time through Google Meet. Contact Patricia.McClain@fcps.org to coordinate. All COVID-19 Guidelines will need to be followed.



- If school is canceled, class and Open Lab are canceled.
- If school is delayed, AM classes are canceled. PM classes will be held as scheduled.