

Schedule Inquiry (Walk-In Scheduler)

Table of Contents

Schedule Inquiry (Walk-In Scheduler) 1

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Grade Reporting > Maintenance > Walk-In Scheduler > Sched Inquiry

This tab allows you to view a student's schedules. The page is a duplicate of Maintenance > Student > Individual Maint > Sched Inquiry.

You must retrieve a student on the Scheduler tab before the Sched Inquiry tab can be accessed.

View data:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

❑ Click **Retrieve**.

- The student's demographic data is displayed.
- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.
- The student's schedules for all semesters are displayed.
- The most recent active instructor with Class Role = 1 (or the lowest class role) is displayed for the course-section.
- Inactive instructors are indicated with a number sign (#).

Include WD Courses	Select to show withdrawn courses. Withdrawn courses are displayed in bold type. Only the most recent withdrawal is displayed for the course. To see all withdrawals for the course-section, use Maintenance > Student > Individual Maintenance > Crs Assign. Self-paced courses are always displayed, even if they have a withdrawal date and **Include WD Courses** is not selected. The self-paced indicator is set for the course in the district master schedule.
Include Xfr Courses	Select to show transferred courses. In the grid, **Xfr Crs** is selected for transfer courses. Transfer courses are displayed even if they have a withdrawal date and **Include WD Courses** is not selected.
Current Track	The attendance track the student is currently on for the campus to which you are logged on is displayed. This is the attendance track with the most current enrollment date on Registration > Maintenance > Student > Individual Maint > Demo1 or W/R Enroll.
Current Sem #	The dates on which semester 1 and semester 2 begin for the student's current track are displayed.

Print	Print the student's schedule. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.


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Back Cover