Scheduler

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This tab allows you to schedule a student who does not have *any* scheduled classes, including students who previously withdrew from the campus.

If the student is re-enrolling, any class taken during the semester for which he is re-enrolling must be withdrawn prior to the student's most recent enrollment date.

Required courses are scheduled first, from least to most number of sections available. Then, elective courses are scheduled.

About gender restrictions

Gender restriction is set at the Section and District master schedule page. The program looks at the Section tab first. If a gender restriction exists on the Section tab, it checks if the student meets that restriction.

- If the student does not meet the gender restriction, the course-section cannot be added.
- If there is no gender restriction on the Section tab, the program looks for a gender restriction on the District page and validates the student's gender. If the student does not meet the gender restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the Section tab indicates if you can override the restriction:
  - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.
  - If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.

About grade restrictions

Grade restrictions are set on the Section and Course tabs at the campus level. The program looks at the Section tab first. If a grade restriction exists on the Section tab, it checks if the student meets that restriction.

- If the student does not meet the restriction, the course-section cannot be added.
- If there is no grade restriction on the Section tab, the program looks for a grade restriction on the Course tab and validates the student's grade level. If the student does not meet the grade restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the Section tab indicates if you can override the restriction:
  - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.

- If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.

Schedule a student:

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.

The student's demographic data is displayed.

If the student is already scheduled into at least one course, a "Student already scheduled" message is displayed on the Scheduler tab, and the Scheduler tab is disabled.

❏ Click the Sched Inquiry tab to view the student's schedule.

Crs Entry Sem #	The student's entry dates are displayed, which are based on his campus entry date and the calculated semester start dates. Type different dates if necessary in the MMDDYYYY format. You cannot enter dates for a semester prior to the student's most recent entry date.
Crs Nbr	Click ⋮ to select the course.
Title	The course title is displayed.
Sec Nbr	(Optional) Click ⋮ to select the section if you want to schedule the student into a specific section. Only unlocked sections of the course are listed. Course-sections are locked in the campus master schedule. If **Override Max Seats** is selected, an asterisk (*) is displayed next to the seat count if the section has met or exceeded the maximum number of seats. If not, only the course-sections that have available seats are listed.
Sem	(Optional) Select the semester the course-section meets. The field is used if you want to schedule the student into one semester of a two-semester course or into a one-semester course that is offered in multiple semesters. You can select a semester even if you do not select a section.
Self Pcd	The field indicates if the course is self paced, as indicated in the district master schedule.
Nbr Sem	The number of semesters the course-section meets is displayed.
Override Max Seats	Select to allow the scheduler to place the student in a full course-section. If blank, only sections with at least one seat available are used.

If a student has not been scheduled in any classes:

❏ Click **+Add** to add another course.

A blank row is added to the grid.

❏ To delete a course request, click 🗑.

❏ When you have added all courses, click **Run Scheduler**.

The scheduler attempts to place the courses.

Placed (upper grid)	The column is displayed with a check box selected for each course that was successfully scheduled.

The student's generated (i.e., draft) schedules are displayed in the schedule grids at the bottom of the tab.

- Only courses assigned by the walk-in scheduler are displayed for semesters on or after the student's most recent semester of enrollment.

- Any courses taken previously during the semester of re-enrollment are not displayed.

- Any courses taken for semesters prior to the one in which the student is re-enrolling cannot be modified.

- The most recent active instructor with Class Role = 1 (or the lowest class role) is displayed for the course-section.

- If errors were encountered, click **View Error List** to view the walk-in scheduler errors. Review, save, and print the report.

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.

Update a student's schedule:

Before saving, you can change the student's generated schedules in one of the following ways:

❑ In the course request (upper) grid, make changes to the course requests, and then click **Run Scheduler** again.

The placed courses in the schedule grid are cleared and replaced. You can repeat this process as many times as needed before saving.

❑ In the schedule (lower) grids, add, delete, or change the course-sections as follows:

❏ Click **+Add** in a lower grid to add a course to a particular semester.

A blank row is displayed in that grid.

Course	Click ⋮ to select the course.
Title	The course title is displayed.
Sec	(Optional) Click ⋮ to select the section if you want to schedule the student into a specific section. Only unlocked sections of the course are listed. Course-sections are locked in the campus master schedule. If **Override Max Seats** is selected, an asterisk (*) is displayed next to the seat count if the section has met or exceeded the maximum number of seats. If not, only the course-sections that have available seats are listed.
Per	The class period that applies to the course-section is displayed.
Entry Date	Type the date the student entered the course in the MMDDYYYY format. The initial entry date is usually the first day of the semester, unless the student started late or had a schedule change.
WD Date	To withdraw a student from a course, type the withdrawal date in the MMDDYYYY format. The date is the first school day after the last date the student attended the class.
Xfr Crs	Select if the student took the course at a different campus in the school district in the same school year. If selected, the entry date for the course will be before the student's campus entry date, because his entry date into the course is from the prior campus. **Example:** A student took 1000-Algebra 1 at campus 001 during semester 1, and his entry date was 8/24/19. Then, he transferred to campus 002 in the same district on 10/1/19, and he continued taking 1000-Algebra 1 at campus 002. His entry date for campus 002 is 10/01/2019. Therefore, campus 002 should add 1000 - Algebra 1 with an entry date of 08/24/2019, and **Xfr Crs** field should be selected. This indicates that the student has been enrolled in the course since the beginning of the school year.
Self Pcd	The field indicates if the course is self paced, as indicated in the district master schedule.

❏Click **Save**.

> **IMPORTANT:** Once the schedules are saved, the scheduler cannot be run again.

Any non-transfer courses that have the same entry and withdrawal date are deleted.

❏ Click the Sched Inquiry tab to view the student's schedule.

Delete a course from the student's schedule.

1. Click ⬚ to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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