Delete/Rebuild Student Schedules From Table

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This utility deletes and rebuilds elementary student schedules. The following occurs:

- Student schedules are automatically built based on student control numbers and information in the elementary courses table and instructor record.
- All existing student schedules are deleted.
- Students are transferred from one section to another.

NOTE: For elementary campuses on or after the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, use Maintenance > Student > Individual Maintenance > Crs/Sec Change for any schedule changes.

Update data:

Field	Description
Grade Level Selection	To delete/rebuild schedules by grade level, select one or more grade levels. This option is used at the beginning of the school year to build schedules for all students by grade level. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Select Individual Students For Processing</td><td>Select to delete/rebuild schedules by student. This option is used if new students are added after schedules have been built for all students.

If selected, the Process ONLY Selected Students grid appears.
<table><tr><td>Stu ID</td><td>Type the ID of the student whose schedule you want to delete/rebuild.</td></tr></table>
Click Find. The student's name and grade level are displayed.

Click +Add to add another student. A blank row is added to the grid.

To delete a student from the list, click .

If you clear the Select Individual Students For Processing field, the grid is no longer displayed.</td></tr>
<tr><td>Delete Existing Schedules</td><td>Select to delete existing schedules. If the old courses have cycle grades in ASCENDER, assignment grades in TeacherPortal, or absences in ASCENDER, records are created in an audit table. Transfer records are created for the new sections in TeacherPortal.

WARNING: This should be used only at the beginning of the school year before grades have been entered. Grades that have already been entered will be lost if you select this field.

If not selected, the Student Selection field appears.</td></tr>
<tr><td>Student Selection</td><td>This field is only displayed if Delete Existing Schedules is not selected.

Select the schedules to build.

• Select Only If No Courses to build schedules only for students with no courses.

• Select All to build schedules for all students. The Sec/Instr Change Option field appears.
<table><tr><td>Sec/Instr Change Option</td><td>Select to update existing course-sections to match section numbers assigned to student control numbers. If selected, the instructor records are accessed, and the section numbers are changed in the student schedules. If the old courses have cycle grades in ASCENDER, assignment grades in TeacherPortal, or absences in ASCENDER, records are created in an audit table. Transfer records are created for the new sections in TeacherPortal.</td></tr></table></td></tr>
<tr><td>Campus</td><td>The campus to which you are logged on is displayed.</td></tr>
</table>

Click **Execute**.

You are prompted to confirm that you want to permanently delete the old course-sections and add the new course-sections. Click **OK**.

The Students Processed page is displayed.

A message is displayed indicating the course assignment completed and prompting you to save the results. Click **OK**.

WARNING: If you close the Students Processed page without saving, existing schedules are deleted; however, schedules are not rebuilt.

Click **Save**.

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