Elementary Scheduling Quick Reference

Task	Completed	Initials
Create Default Result Set ***StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Schedule Result Sets***	☐	
Task #1 - Verify Homeroom Terms are set up correctly ***StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Homeroom Terms.***	☐	
Task #2 - Verify Rooms/Locations ***StudentInformation » Management » School Administration » School Building Administration » Rooms/Locations***	☐	
Task #3 - Verify existing homerooms to ensure each teacher has a homeroom ***StudentInformation » Management » School Administration » School Building Administration » Homerooms***	☐	
Task #4 - Enter new courses and verify current courses ***StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses***	☐	
Task #5 - Ensure tabs are setup correctly for each course ***StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses***	☐	
Task #6 - Enter new course sections and verify current course sections ***StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Sections***	☐	
Task #7 – Ensure tabs are setup correctly for each course section ***StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Sections***	☐	
Task #8 - Enter new course groups and sections and verify current course groups and sections ***StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Groups***	☐	
Task #9 - Ensure tabs are setup correctly for each course group ***StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Course Groups***	☐	
Task #10 - Bulk assign students into homerooms ***StudentInformation » Management » Ad-Hoc Updates » Homeroom Bulk Assignment***	☐	
Task #11 - Bulk Assign Course Groups using Homerooms ***StudentInformation » SIS » Scheduling » Bulk Assign***	☐	
Task #12 - Task #20 - Verify Student Assignments ***StudentInformation » SIS » Scheduling » Course Section Assignments***	☐	
Task #13 - Add any needed assignments by bulk such as band ***StudentInformation » SIS » Scheduling » Bulk Assign***	☐	
Task #14 - Add individual course section assignments if needed ***StudentInformation » SIS » Scheduling » Course Section Assignments*** ***StudentInformation » SIS » Student » Student Schedule » Request Assignments***	☐	
Task #15 - Removing Individual Course Section Assignments ***StudentInformation » SIS » Scheduling » Course Section Assignments***	☐	
Task #16 - Bulk Removing Course Section Assignments ***StudentInformation » SIS » Scheduling » Bulk Course Section Management***	☐	