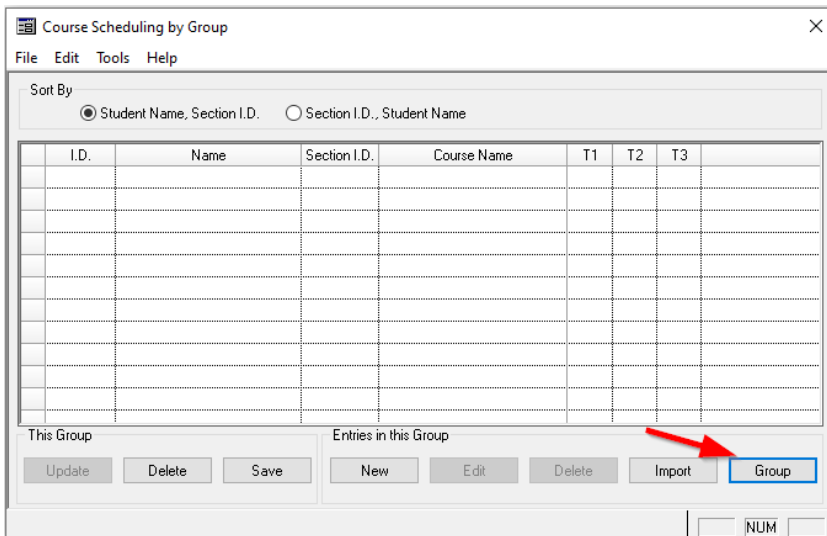
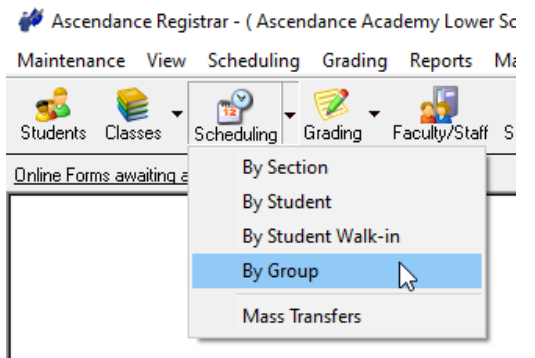


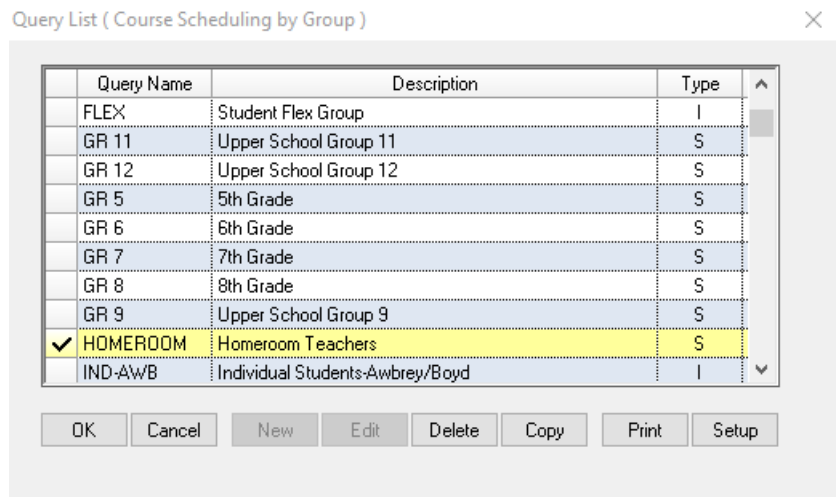
How to Schedule by Group – Homeroom

Go to Scheduling By Group



Click on the Group Button

Create/ Select a query for Homeroom Teachers



Select the section then OK (repeat for each section to be scheduled)

Section Search

Search For:

Name

Sort By: Name Dept. I.D. Faculty

Sort Order: Ascending Descending

	Name	I.D.	No. Stu.	Department	Faculty	Floor
Art	1	811-13	17	ELM	Mrs. Kimberly Andrea Long	
Art		811-11	17	ELM	Mrs. Kimberly Andrea Long	
Art		811-12	17	ELM	Mrs. Kimberly Andrea Long	
Art		811-14	17	ELM	Mrs. Kimberly Andrea Long	
Art		821-21	17	ELM	Mrs. Kimberly Andrea Long	
Art		821-24	17	ELM	Mrs. Kimberly Andrea Long	
Art		821-22	17	ELM	Mrs. Kimberly Andrea Long	
Art		821-23	17	ELM	Mrs. Kimberly Andrea Long	
Art		831-04	17	ELM	Mrs. Kimberly Andrea Long	
Art		831-01	17	ELM	Mrs. Kimberly Andrea Long	
Art		831-02	17	ELM	Mrs. Kimberly Andrea Long	

2 OK Cancel Delete

Course Scheduling by Group

Query List:

In Process:

Courses

	I.D.	Name	T1	T2	T3
→	200-23	Reading	Y	Y	Y
→	200-23	Reading	Y	Y	Y
→	210-23	Language Arts	Y	Y	Y
→	220-23	Mathematics	Y	Y	Y
→	230-23	Science	Y	Y	Y
→	250-23	Social Studies	Y	Y	Y
→	260-23	Behavior & Work Habits	Y	Y	Y

New Delete Search

OK Cancel

Add all sections to be scheduled then click OK

The window will display each student and the section to be scheduled. Review this for accuracy. Then click Update

I.D.	Name	Section I.D.	Course Name	T1	T2	T3	
MILT012	Joshua Willie Allen	200-23	Reading	Y	Y	Y	
MILT012	Joshua Willie Allen	210-23	Language Arts	Y	Y	Y	
MILT012	Joshua Willie Allen	220-23	Mathematics	Y	Y	Y	
MILT012	Joshua Willie Allen	230-23	Science	Y	Y	Y	
MILT012	Joshua Willie Allen	250-23	Social Studies	Y	Y	Y	
MILT012	Joshua Willie Allen	260-23	Behavior & Work Habits	Y	Y	Y	
BAKE053	Emily Betsey Baker	200-23	Reading	Y	Y	Y	
BAKE053	Emily Betsey Baker	210-23	Language Arts	Y	Y	Y	
BAKE053	Emily Betsey Baker	220-23	Mathematics	Y	Y	Y	
BAKE053	Emily Betsey Baker	230-23	Science	Y	Y	Y	
BAKE053	Emily Betsey Baker	250-23	Social Studies	Y	Y	Y	
BAKE053	Emily Betsey Baker	260-23	Behavior & Work Habits	Y	Y	Y	

! The Schedules for this Batch were successfully updated!

OK

You will get this confirmation message click OK

The Students are now scheduled