Walk-In Scheduler: Complete or Change a Student's Schedule - Study Guide

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The Walk-In Scheduler can be used before school begins to complete a selected student's schedule. After school starts, the Walk-In Scheduler can be used to drop and add courses for a student, as well as build a schedule for a new student. Additional information is provided on related topics such as Academic Planning and Course Requests.

- Academic Planning and Course Requests
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Academic Planning and Course Requests

You may want to review optional background information regarding Academic Planning and Course Requests prior to learning how to use the Walk-In Scheduler to complete or change a student's schedule.

Academic Planning

Schools can use Academic Planning to map out and manage the progression of each student's course of study throughout their high school career.

+ Documentation

Request Wizard

The Request Wizard is used to enter student course requests en masse. Student course requests appear in the Walk-In Scheduler after they have been entered.

+ Documentation

+ Video

Teacher-Entered Requests

Districts can allow teachers to submit future course requests on behalf of students in their current

course sections.

+ **Documentation**

+ **Video**

Complete Or Change Individual Student's Schedule

Walk-In Scheduler

The Walk-In Scheduler is used to manage schedule changes for a selected student.

+ **Documentation**

+ **Video**

Scheduling Messenger

The Scheduling Messenger allows schedule-related messages to be sent to teachers and staff associated with course sections on a student's schedule. The messenger can be used to notify staff when a student's schedule has changed.

+ **Documentation**

+ **Video**

Student To Student Constraints

Student to student constraints are used to alert schedulers that specific students cannot or should not be scheduled into a course section with each other. Warnings will appear in the Walk-In Scheduler when trying to place a student into a section that already includes a student with whom they have a constraint.

+ **Documentation**

+ **Video**

View And Print Student Schedule

Users may view and print student schedule information.

+ **Documentation**

+ **Video**