Student Schedule Tool Rights

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The **Student Schedule** allows users to view and print the student's scheduled courses in multiple formats. The student's schedule can be used to find where the student is during the day, to determine which courses the student should be taking in future years and to print the student's schedule.

> See the Student Schedule article to learn more about how this tool is used.

Student Schedule - term View

> There are several subrights that are needed for full access to the Student Schedule, defined below. In addition to those subrights, **Read** rights to Student Grades and to the Grade Book subright for Grades are needed.

Available Tool Rights

Subrights are in *italics*

▶ Click here to expand...

Student Schedule Tool Rights

R	W	A	D
Schedule			

R	W	A	D
- Select and view the student's Schedule. - Switch between the Calendar and Term views. - View the schedule in full-screen mode. - Switch between the Day, Week, and Agenda views and choose the correct day when in the Calendar view. - Set filter options to display desired terms and period schedules in the Term view. - View the Settings panel and turn on or off the available settings appropriate to the available views. - Select a course on the course grid to view details in the side panel. - Print available schedule reports.	- Displays the Walk-In Scheduler button. - Enter Walk-In Scheduler Notes. - View the Settings panel and turn on or off additional settings available for the Walk-In Scheduler view. - View the Requests and Search panels. - Change the assigned Course Type (R, E, or A) on the Requests panel. **Additional subrights are needed to display the courses on the grid, to add requests to the schedule, and to search for courses.**	N/A	Delete a course from a student's schedule through the Roster Update panel. **Deleting a course removes ALL records for attendance and grades.**
Can Overload Sections			

R	W	A	D
- View the Walk-In Scheduler course grid. - Modify the student's start and end date and the Lock, No Credit, and Repeated options on the Roster Update panel. - Add the student to a section that has met its Student Max count. - Add courses from the Requests panel to the schedule grid. - Search for courses and add them to the course grid. - Use the Load/End/Restor and Local All/Unlock All options.			
Grade Book			

R	W	A	D
• On the Calendar and Term views, select a course and view assignment scores and posted grades. **This right also requires Read rights to the Student Grades tool.**			
View Attendance			
• On the Calendar view, see whether the student has been marked absent for a particular course in the Day, Week, and Agenda formats and in the schedule reports.			
Can Override Strict Student Constraints			
• On the Walk-In Scheduler, add students who have strict constraints with another student to a course section.			
Scheduling Messenger			

R	W	A	D
• Use the Scheduling Messenger to send messages to a student's teachers.			
User Group Formats			
• View and send messages using existing templates.			
Additional Enrollment Schedules			
• Generate reports for schedules for other enrollments the student may have.			

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- Attendance Clerks
- Behavior Administrators
- Counselors
- Front Office Staff
- Health Office Staff
- Health Office Administrators
- Principals
- Schedulers
- Special Education Administrators
- Special Education Staff
- Teachers
- Walk-In Scheduling

See User Groups and Suggested Roles for more information.