


# Student Schedule Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

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.



Schedule

Student: Addie

Student #: 832513 Grade: 10 DOB: 07/26/2009 Counselor: Mary Staff

Immersion

Transportation Opt-Out

HS Grad Req eff 2023-24

Student Information

General

Schedule

Related Tools

Filter

Settings

	Q1 (9/3/2024 - 11/1/2024)		Q2 (11/6/2024 - 1/23/2025)		Q3 (1/27/2025 - 3/21/2025)		Q4 (3/24/2025 - 6/4/2025)	
	Main	FF/Adv.	Main	FF/Adv.	Main	FF/Adv.	Main	FF/Adv.
02	AP Seminar I 9:30 AM - 10:19 AM Room: 0111	AP Seminar I 9:23 AM - 10:05 AM Room: 0111	AP Seminar I 9:30 AM - 10:19 AM Room: 0111	AP Seminar I 9:23 AM - 10:05 AM Room: 0111	AP Seminar II 9:30 AM - 10:19 AM Room: 0111	AP Seminar II 9:23 AM - 10:05 AM Room: 0111	AP Seminar II 9:30 AM - 10:19 AM Room: 0111	AP Seminar II 9:23 AM - 10:05 AM Room: 0111
FF/Adv.		Dukowitz 10:11 AM - 10:51 AM Room: CAFE Start: 9/26/2024 Complete: 9/26/2024 Gregor 10:11 AM - 10:51 AM Room: 0303 Start: 10/3/2024 Complete: 10/3/2024		No Scheduled Course 10:11 AM - 10:51 AM		No Scheduled Course 10:11 AM - 10:51 AM		No Scheduled Course 10:11 AM - 10:51 AM
03	U.S. History 10:25 AM - 11:14 AM Room: 0204	U.S. History 10:57 AM - 11:39 AM Room: 0204	U.S. History 10:25 AM - 11:14 AM Room: 0204	U.S. History 10:57 AM - 11:39 AM Room: 0204	AP Spanish Lang and Culture II 10:25 AM - 11:14 AM Room: 0220	AP Spanish Lang and Culture II 10:57 AM - 11:39 AM Room: 0220	AP Spanish Lang and Culture II 10:25 AM - 11:14 AM Room: 0220	AP Spanish Lang and Culture II 10:57 AM - 11:39 AM Room: 0220
04	Biology I 11:14 AM - 12:39 PM Room: 0320	Biology I 11:39 AM - 12:58 PM Room: 0320	Biology I 11:14 AM - 12:39 PM Room: 0320	Biology I 11:39 AM - 12:58 PM Room: 0320	Pre-Calc. II 11:14 AM - 12:39 PM Room: 0356	Pre-Calc. II 11:39 AM - 12:58 PM Room: 0356	Pre-Calc. II 11:14 AM - 12:39 PM Room: 0356	Pre-Calc. II 11:39 AM - 12:58 PM Room: 0356
05	Health Science 12:45 PM - 1:34 PM Room: 0270	Health Science 1:04 PM - 1:47 PM Room: 0270	Health Science 12:45 PM - 1:34 PM Room: 0270	Health Science 1:04 PM - 1:47 PM Room: 0270	Photography 12:45 PM - 1:34 PM Room: 0270	Photography 1:04 PM - 1:47 PM Room: 0270	Photography 12:45 PM - 1:34 PM Room: 0270	Photography 1:04 PM - 1:47 PM Room: 0270
06	Pre-Calculus I 1:40 PM - 2:29 PM Room: 0331	Pre-Calculus I 1:53 PM - 2:36 PM Room: 0331	Pre-Calculus I 1:40 PM - 2:29 PM Room: 0331	Pre-Calculus I 1:53 PM - 2:36 PM Room: 0331	Falcon Focus B (Study Hall) 1:40 PM - 2:29 PM	Falcon Focus B (Study Hall) 1:53 PM - 2:36 PM	Falcon Focus B (Study Hall) 1:40 PM - 2:29 PM	Falcon Focus B (Study Hall) 1:53 PM - 2:36 PM
07	Falcon Focus A (Study Hall) 2:35 PM - 3:25 PM Room: CAFE	Falcon Focus A (Study Hall) 2:42 PM - 3:25 PM Room: CAFE	Falcon Focus A (Study Hall) 2:35 PM - 3:25 PM Room: CAFE	Falcon Focus A (Study Hall) 2:42 PM - 3:25 PM Room: CAFE	U.S. History 2:35 PM - 3:25 PM	U.S. History 2:42 PM - 3:25 PM	U.S. History 2:35 PM - 3:25 PM	U.S. History 2:42 PM - 3:25 PM
08	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
09	Swimming - Girls Start: 9/4/2024	Swimming - Girls Start: 9/4/2024	Swimming - Girls	Swimming - Girls	Swimming - Girls	Swimming - Girls	Swimming - Girls	Swimming - Girls

Print

Calendar

Term

Walk-in Scheduler

Messenger

Student Schedule - Term View

Several subrights are required for full access to the Student Schedule, as defined below. In addition to those subrights, **Read** rights to [Student Grades](#) and to the Grade Book subright for Grades are needed.

Calendar Modify Rights take precedence over tool rights. When a user is assigned the recommended tool rights, but not modify rights to the calendar, updates to the schedule are not made.

**Read** rights to the Schedule and all of the available subrights provide full access to the Schedule tool only. **Read and Write** rights to the Schedule provide access to the Walk-In Scheduler.

**Delete** rights to the Schedule allow the removal of students from a Course Section.

**Write** rights to Student Attendance are necessary (in addition to Delete rights assigned to schedule) to delete the course when the student has attendance records associated to the section.

## Available Tool Rights

Subrights are in *italics*.

R	W	A	D
<ul style="list-style-type: none"> <li>• Select and view the student's Schedule.</li> <li>• Switch between the Calendar and Term views.</li> <li>• View the schedule in full-screen mode.</li> <li>• Switch between the Day, Week, and Agenda views and choose the correct day when in the Calendar view.</li> <li>• Set filter options to display desired terms and period schedules in the Term view.</li> <li>• View the Settings panel and enable or disable the available settings relevant to the selected views.</li> <li>• Select a course on the course grid to view details in the side panel.</li> <li>• Print available schedule reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Displays the Walk-In Scheduler button.</li> <li>• Enter Walk-In Scheduler Notes.</li> <li>• View the Settings panel and turn on or off additional settings available for the Walk-In Scheduler view.</li> <li>• View the Requests and Search panels.</li> <li>• Change the assigned Course Type (R, E, or A) on the Requests panel.</li> </ul> <p><b>Additional subrights are required to display courses on the grid, add requests to the schedule, and search for courses.</b></p>	<ul style="list-style-type: none"> <li>• Add Course Requests for a student.</li> </ul>	<ul style="list-style-type: none"> <li>• Delete a course from a student's schedule through the Roster Update panel.</li> </ul> <p><b>Deleting a course removes ALL records for attendance and grades.</b></p>

R	W	A	D
<b>Can Overload Sections</b>			
<ul style="list-style-type: none"> <li>• View the Walk-In Scheduler course grid.</li> <li>• Modify the student's start and end date and the Lock, No Credit, and Repeated options on the Roster Update panel.</li> <li>• Add the student to a section that has met its Student Max count.</li> <li>• Add courses from the Requests panel to the schedule grid.</li> <li>• Search for courses and add them to the course grid.</li> <li>• Use the Load/End/Restore and Local All/Unlock All options.</li> </ul>			
<b>Grade Book</b>			

R	W	A	D
<ul style="list-style-type: none"> <li>On the Calendar and Term views, select a course and view assignment scores and posted grades.</li> </ul> <p><b>This right also requires Read rights to the Student Grades tool.</b></p>			
<b>View Attendance</b>			
<ul style="list-style-type: none"> <li>On the Calendar view, check whether the student has been marked absent for a particular course in the Day, Week, and Agenda formats, as well as in the schedule reports.</li> </ul>			
<b>Can Override Strict Student Constraints</b>			
<ul style="list-style-type: none"> <li>On the Walk-In Scheduler, add students who have strict constraints with another student to a course section.</li> </ul>			
<b>Scheduling Messenger</b>			

R	W	A	D
<ul style="list-style-type: none"> <li>Use the Scheduling Messenger to send messages to a student's teachers.</li> </ul>			
<b>User Group Formats</b>			
<ul style="list-style-type: none"> <li>View and send messages using existing templates.</li> </ul>			
<b>Additional Enrollment Schedules</b>			
<ul style="list-style-type: none"> <li>Generate reports for schedules for other enrollments the student may have.</li> </ul>			

## 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.