

Schedule - Start here

Last Modified on 06/17/2026 3:28 pm CDT

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. The [Walk-in Scheduler](#) and the [Scheduling Messenger](#) are also accessed from the Schedule tool.

Getting started

Student Schedule

- [Navigation of Student Schedule](#)
- Available Schedule views of [Calendar](#), [Day](#), [Week](#), and [Agenda](#)

Walk-in Scheduler

- [Navigation of Walk-In Scheduler](#)
- [Keyboard Shortcuts](#)
- [Checklist for Scheduling](#)

How-to guides

Student Schedule

- [Print Schedule reports](#)
- [Upload documents](#) to the schedule
- Change the [schedule format](#)
- See only [active courses](#) on the schedule
- View the [period times](#) on the schedule
- Access the [Walk-in Scheduler](#)
- View the student's [current grades](#) in a course

Schedule Messenger

- [Create a new message](#)
- [Send a message](#)

Walk-In Scheduler

- [Enter Notes](#) about student requests and courses
- Update the [Section Student Detail information](#) from the student's schedule
- Modify a student's schedule
 - [Load](#) and [unload](#) requests
 - [End](#) and [restore](#) a schedule
- Manage course requests
 - [Add course requests, quick add requests, and add planned courses](#)
 - Remove [non-scheduled course requests](#)
 - [Change request types](#)
 - [Assign a student to a team](#)
 - Add requests for courses via [Manual Mode](#)
 - Navigate the [Search panel](#)
- Modify Section Rosters from the Schedule
 - Access the [Section Student Detail](#) from Walk-In Scheduler
 - Add a [start date](#) or [end date](#) to a scheduled course
 - [Delete a student](#) from a roster
 - [Lock a student's course selection](#)

Tutorials

- [Student Schedule video](#)
- [Walk-In Scheduler video](#)

Reference

- [Schedule information in Ad hoc Filter Designer](#)
- [Scheduling Messenger field descriptions](#)
- [Walk-In Scheduler for Cross-Site Enrollment](#)
- [Walk-In Scheduler information in Ad hoc Filter Designer](#)

Administrator setup

- [Student Schedule Tool Rights](#)

Explanation

- [Filter options and settings](#) for the student schedule
- [Calendar](#), [Day](#), [Week](#), and [Agenda](#) schedule views
- [Search panel options](#) for Walk-in Scheduler
- [Filter options and settings](#) for the Walk-In Scheduler