

# Walk In Scheduler

The Walk-In Scheduler allows modification of a student's schedule, whether a student needs to drop a course, add a course, or a new student enrolls in the school at any time during the year. Changes made to the student's schedule occur in real time, which means when a student is added to a course section, the teacher of that course section can see the student was added to the course roster, and can record attendance for that student and begin tracking assignments for that student.

The Walk-In Scheduler is accessed from the **Student Information > General > Schedule tab**. Click the **Walk-In Scheduler** button in the action bar at the bottom of the page.

The screenshot shows the 'Walk-In Scheduler' interface for a student named Gar. The top navigation bar includes 'Student Information > General > Schedule'. Below the student's name and profile picture, there are tabs for 'Reading Support', 'Graduation Requirements 2021', 'IEP', and 'Secondary Enrollment'. A 'Filter' button is active, indicated by a blue dot. The main area is a grid with columns for terms 'S1 (6/1/2022 - 12/25/2022)' and 'S2 (12/26/2022 - 5/31/2023)', and rows for periods 'A', 'B', 'A Adv', and 'B Adv'. Most cells contain 'No Scheduled Course'. A sidebar on the right shows 'Requests' with 'Scheduling Units: 1/52' and a search for 'All Grade 10 MS910-1' with 1 unit.

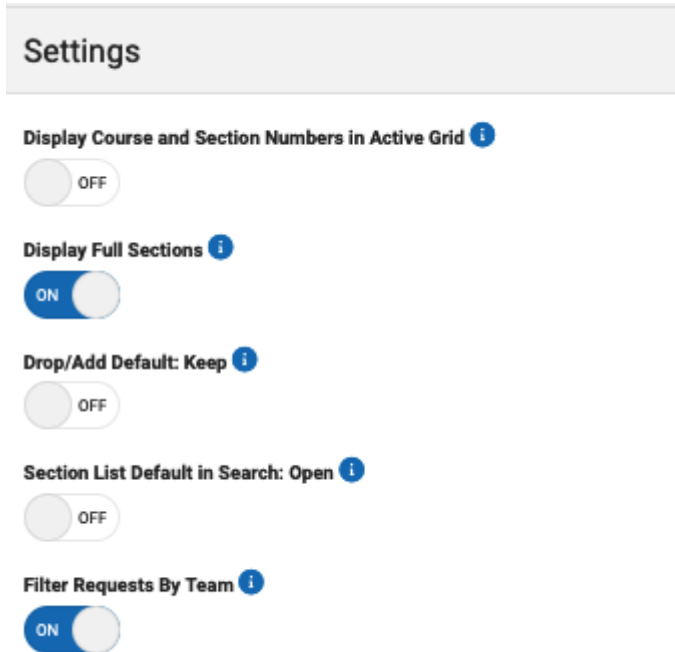
## Filter Options

When first accessing the Filter, the schedule grid displays all terms and period schedules, both active and dropped courses, and any special days marked on the Calendar Days tab. Click on the Filter to change the display. The blue dot on the Filter indicates the schedule is filtered. To go back click on **Reset**.

This close-up shows the 'Filter' button with a blue dot and an upward arrow. To its right are 'Reset' and 'Settings' buttons. Below these are three sections: 'Filter' with a dropdown menu currently set to 'Exception/Special Days'; 'Term' with buttons for 'S1' and 'S2', both with 'X' marks; and 'Period Schedule' with buttons for 'A', 'B', and 'F1', all with 'X' marks.

## Settings

There are five different settings that can be turned on or off when working with course requests and searching for courses. Each option also includes a short description of that setting that displays when clicking the info icon. Note that some of the settings may increase the overall height of the grid, which could limit the amount of data that displays. This image shows the default settings.



### Display Course and Section Numbers in Active Grid

With the setting **on**, the course number and section for the currently placed course displays.

With the setting **off**, the course number and section for the currently placed course does not display, and only the name of the course displays.

### Display Full Sections

With the setting **on**, sections that have reached the entered max seat count display in search results and in the schedule grid. Full sections display in red.

With the setting **off**, sections that have reached max seat count do not display in search results or in the schedule grid.

## Drop/Add Default: Keep

With the setting **on**, the Update modal highlights the option to keep the course in the schedule when courses overlap or meet in the same period. (ELEMENTARY Scheduling turn ON)

With the setting **off**, Update modal highlights the option to drop the course in the schedule when courses overlap or meet in the same period.

## Section List Default in Search: Open

With the setting **on**, searched courses return expanded, showing available course sections. (Recommend this be ON)

With the setting **off**, searched courses returned collapsed.

## Filter Requests By Team

With the setting **on**, searching for requests restricts the results to those courses taught by the team assigned to the student or assigned to no other team.

With the setting **off**, there is no restriction on the request search.

## Manage Course Requests

This is mostly for HS and MS and is done during Course Registration.

Here, users can see which requested courses have been scheduled, and how many total scheduling units (periods times terms) the student has filled. Use the **Add Requests** button to add more course requests. Use the Search panel to find and place additional courses for the student.

COURSE NAME	UNITS	TYPE	#
<b>UNSCHEDULED</b>			
Music Around the World MU212	1	R	1
Fitness 1 PE160	1	R	2
Spanish 1A WL151A	1	R	3
Spanish 1B WL151B	1	R	4
<b>SCHEDULED</b>			
Beginning Piano MU206 - 1	1	R	1
Study Hall B MS147B - 2	1	R	2
Study Hall A MS147A - 2	1	R	3
Health H100 - 9	1	R	4
String Orchestra B MU131B - 1	1	R	5
String Orchestra A MU131A - 1	1	R	6
Algebra 1B MA110B - 5	1	R	7
Algebra 1A MA110A - 5	1	R	8

## Adding Courses Manually

### Use Search Panel

Search for courses by entering one or more of the following options:

- Course Name (or part of the course name)
- Course Number
- Teacher's last name
- Term in which the course meets
- Period in which the course meets
- Schedule
- Team Name
- Department

If an Effective Date is not necessary then **Clear** it out.

For **Elementary** Scheduling the easiest search is the **Teacher's Last Name**. It's not necessary to enter the entire last name. With the recommended Settings turned 'On' Add courses is quick.

The screenshot displays a scheduling interface for Term T2 (11/1/2022 - 2/18/2023). On the left, a grid shows course sections for Monday (M), Tuesday (T), Wednesday (W), and Thursday (R). The first row shows 'Attendance Grade 3' sections for all days, taught by Sandoval, Mindy. The second row shows 'No Scheduled Course' for all days. The third row shows 'Reading Grade 3' sections for all days, taught by Sandoval, Mindy. The fourth row shows 'Writing Grade 3' sections for all days, taught by Sandoval, Mindy.

On the right, a search panel is open. It includes an 'Effective Date' field set to 7/25/2022 with 'Today' and 'Clear' buttons. Below is a 'Teacher' dropdown menu with 'sandoval, Mindy' selected. A red box highlights the text 'sandoval' in the dropdown, with a red arrow pointing to it from the text 'Teacher's Last Name' in the paragraph above. Below the dropdown is a '+ Add Option' button and a blue 'Search' button.

Below the search panel, a list of course sections is shown under the heading 'ADD COURSE AND SECTIONS'. The list includes sections for Reading Grade 3 (310), Writing Grade 3 (311), Communication Grade 3 (312), Mathematics Grade 3 (313), and Science Grade 3 (314). Each section is followed by its details: '3 (0/30) Sandoval, Mindy T1/M/Courses/NA/0'.

Click on each section. The Schedule Update box will appear. Click on Save.

### Schedule Update

**You are adding:**

315-3  
**Social Studies Grade 3**  
 Start: 7/25/2022

**Active Overlapping Courses** Keep All Drop All

310-3  
**Reading Grade 3**  
 Start: 7/25/2022

Keep Drop

311-3  
**Writing Grade 3**  
 Start: 7/25/2022

Keep Drop

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**Effective Date**  
 Enter a start date for the course. If no date is entered, the start date of the course is assumed to be the start date of the section.

For **Middle/High School Scheduling** double clicking on the period will display all available sections for that period. The search will Display will indicate Period and Term. Click on the correct section. The Schedule Update box will appear. Click on Save.

### Search

**Effective Date**

Period ▼ A1 ▼ ✖

Schedule ▼ A Adv ▼ ✖

Term ▼ S2 ▼ ✖

+ Add Option

Search

**ADD COURSE AND SECTIONS** 1

- Beginning Ceramics  
 A105  
 2 (31/32) Kerr, Kenzie L S2/A/A1/NA/0
- Beginning Drawing  
 A110  
 9 (27/32) Steele, Thomas Jon S2/A/A1/NA/0
- Intermediate Crafts  
 A140  
 2 (27/32) LeSage, Megan C S2/A/A1/NA/0
- Beginning Video Production  
 CTE110  
 2 (34/30) Johnson, Sarah E S2/A/A1/NA/0
- Intro Augment/Virtual Reality  
 CTE81100  
 3 (4/4) Teacher, IC S2/A/A1/NA/0
- Advanced Game Design  
 CTE83235  
 1 (2/2) Teacher, IC S2/A/A1/NA/0
- FRC MGD 1011 Adobe Photo I  
 CTE9029  
 1 (0/10) Teacher, CETC S2/A/A1/NA/0
- Intro to Criminal Justice  
 CTE8001

