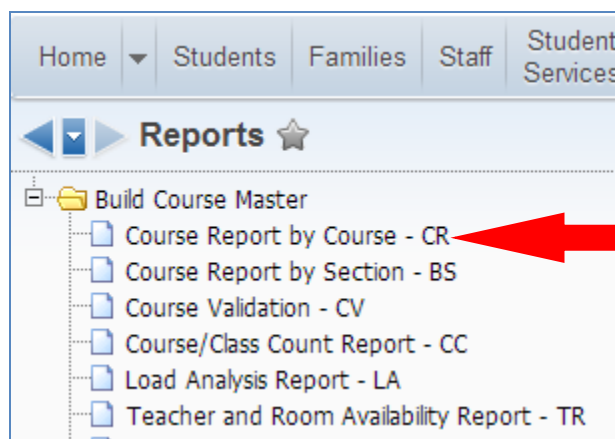


## Elementary Scheduling Steps

### 1) Review the Course Master [ WS/OF/CS/BC/RE]

NOTE: All steps should be done **in next school year**. You will need to use the Switch School Year button or option.

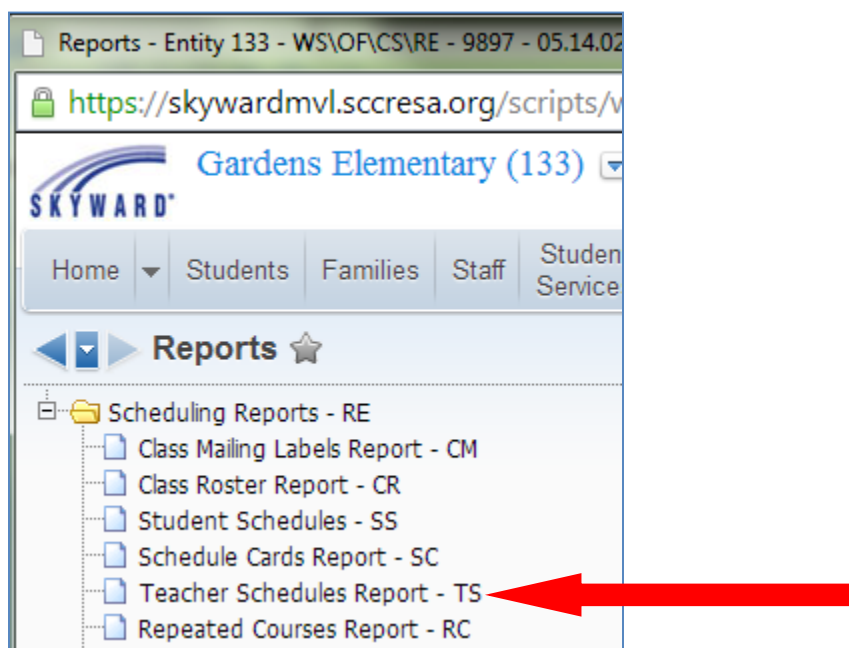
Select **Course Report By Course** or **Course Report by Section**



1socr33.p 21-2 05.14.02.00.00				Gardens Elementary Course Report by Section - Course										06/05/14		Page:1 11:27 AM					
		Short		Long												Required	Grade	Keep	Keep	Maximum	Number
Year	Course	Description	Description	Status	Lngr	Subj	Type	Dept	Elective	Range	Grades	Attend	Students	Requests	TSP						
		GPA	Earned	Academc	GPA	GPA2	Est #		Schd	Lock	Instr	Rptcrd	Can								
		Set	Crdts	Hours	Crdt	Crdt	Fee	Category	Secs	Type	Priority	Group	Area Id	Group	Repeat						
2015	ELCW			Citizenship/W	Citizenship/Work	Habits	Active	YR	EL	N	Required	??-00	Yes	Yes	105	0	0				
	1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No								
2015	ELCWH1			Citizenship/W	Citizenship/Work	Habits	Active	YR	EL	N	Required	01-01	Yes	Yes	105	0	0				
	1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No								
2015	ELCWH2			Citizenship/W	Citizenship/Work	Habits	Active	YR	EL	N	Required	02-02	Yes	Yes	105	0	0				
	1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No								
2015	ELCWH3			Citizenship/W	Citizenship/Work	Habits	Active	YR	EL	N	Required	03-03	Yes	Yes	105	0	0				
	1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No								

## Elementary Current Year Scheduling guide

Another report to review the course master is the **Teacher Schedules Report [WS/OF/CS/RE]**



l1eatn34.p 13-2  
05.14.02.00.00

Gardens Elementary  
Teacher Class Schedule By Teacher

06/05/14

Page:1  
12:16 PM

INSTRUCTOR: Kimberly Behn

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
ELCWH2/03 YR	ELELA2/03 YR	ELXA2/03 YR	ELMA2/03 YR	ELSC2/03 YR	ELSS2/03 YR
MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0
133	133	133	133	133	133
Citizenship/Wor	English Languag	Expressive Acad	Mathematics - G	Science - Grade	Social Studies

INSTRUCTOR: Jennifer L. DeGlopper

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
ELCW/02 YR	ELELA/02 YR		ELMAK/02 YR	ELSC/02 YR	ELSSK/02 YR
MTWRF 0	MTWRF 0		MTWRF 0	MTWRF 0	MTWRF 0
133	133		133	133	133
Citizenship/Wor	English Languag		Mathematics - K	Science - KDG	Social Studies

INSTRUCTOR: Joseph Dehenau

## 2) Update the course master [WS/OF/CS/BC/CM/CM]

- Add new courses**, sections, and meet times for new courses
- Remove courses**, sections, and meet times for classes no longer offered
- Update a courses/section meet times** with replacement teachers

**NOTE:** All steps should be done **in next school year**. You will need to use the Switch School Year button or option.

To **add a course** to the course master go to **Office, Current Scheduling, Build Course Master, Course Master, Course Master [WS/OF/CS/BC/CM/CM]** Click on the **Add Course** button.

The screenshot shows the Skyward Course Master (2014-15) interface for Gardens Elementary (133). The 'Office' tab is selected. A table lists courses, including ELCW, ELCWH1, ELCWH2, and ELCWH3. The 'Add Course' button is circled in red.

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct	Seats Avail	Has Atd	Has Grd
▶ ELCW	Citizenship/Wor	ELCW	A	YR	EL		N	R	R	N	0		3	105	Yes	Yes
▶ ELCWH1	Citizenship/Wor	ELCWH1	A	YR	EL		N	R	R	N	0	26	3	105	Yes	Yes
▶ ELCWH2	Citizenship/Wor	ELCWH2	A	YR	EL		N	R	R	N	0		3	105	Yes	Yes
▶ ELCWH3	Citizenship/Wor	ELCWH3	A	YR	EL		N	R	R	N	0		3	105	Yes	Yes

The screenshot shows the 'Add Course' form in Skyward. The 'Save and Add Section' button is circled in red.

**Add Course**

Entity: 133 Gardens Elementary School Year: 2014-15 \* Curriculum: [dropdown]

\* Course Key: [text] \* Short Description: [text] \* Long Description: [text]

**General Properties**

Course Length Set: YR - YEAR Grade Set: YEAR Course Status: Active Elective/Required: Elective Category: Regular Schedule Type: Normal Scheduling Priority: 0 - Lowest Priority Grading System: Average Grading Type: Graded

Subject: [dropdown] Type: [dropdown] Department: [dropdown] CHE Code: [dropdown] Report Card: [dropdown] Lock Group: [dropdown]

\* Grade Ranges: 00 - 05 Fees: \$0.00 Academic Hours: 1,000 Earned Credits: 1,000

☒ Core Academic Subject ☒ Grade Course ☒ Keep Attendance ☐ Repeatable For Credit ☐ Locked to Scheduler ☒ Allow Teacher Conferences

Current Requests: 0 Maximum Seats Available: 0 Estimated Nbr of Sections: 1 Actual Nbr of Sections: 0

Transcript GLO: [checkbox] Include Tran GLO in GPA Website Address: [text] Website Display: [text]

Normal \* GPA Set 1: 1 UNWEIGHTED GPA Credits 1: 1,000 Control Sets Possible: YR

**Qualifications** Add a Qualification

Position Description	Position	Subject Description	Subject
No Qualifications Selected			

**Course Group(s)** Add Course Group

Code	Description
No Course Group Selected	

**Section Defaults**

Fill in the Curriculum key, course key both descriptions and the general properties area, click on **Save and Add Section** button

## Elementary Current Year Scheduling guide

Add a section number, and then fill in the General Properties fields, lastly fill in the Michigan State Specific fields. Click on **Save and Add Meet** button.

Entity: 133 Gardens Elementary School Year: 2015 Course Key: C49 Earth Science

Status: Active Number of Requests: 0 \* Section:

**General Properties**

Class Status: Active Minimum Students: 0 Attendance Method: Sheets

\* Class Control Set: YEAR Optimum Students: 0 Assign Seats

\* Calendar: 133 Maximum Students: 0 Rows: 000 Columns: 000

Grading Method: Sheets

Bell Schedule: PARCC Assessment: PARCC Submission: Use Class Meeting Time Override

Bilingual Default Building: 133 Gardens Elem

Room Type(s) Add Room Type

Priority Description

**Michigan State Specific**

Asterisk (\*) denotes a required field

Course

Entity: 133 Gardens Elementary

Class: C49/01 Earth Science

Control Set: YR Class Status: Active

**Start and Stop Terms**

\* Display Term Start: 01 \* Stop: 04 \* Scheduling Term Start: 01 \* Stop: 04

**Meet Pattern**

\* Display Period: 00 M T W R F S

\* Scheduling Period: 00 Display: [X] [X] [X] [X] [X] [X]

\* Attendance Period: 00 Scheduling: [X] [X] [X] [X] [X] [X]

Attendance: [X] [X] [X] [X] [X] [X]

**Lunch Code**

None Group A Group B Group C Group D Group E Group F

Building: 133 Gardens Elem

Room: Type:

Teacher: Do not send teacher to TSDL

**Teacher Type** ?

Primary Alternate

Display This Class Meet On Student Schedules

Allow Access to EA+

Allow Access to Gradebook

**Class Meeting Time Override**

Start Time: 12:00 AM Stop Time: 12:00 AM

**Class Meet Type**

Instructional Lunch Recess Study Hall Other

Fill out the **Term** and **scheduling term** Start and Stop fields (example a semester long class would be 1-2 for semester 1, 3-4 for semester 2, 1-4 all year class)

Select the **display period, scheduling period, attendance period**

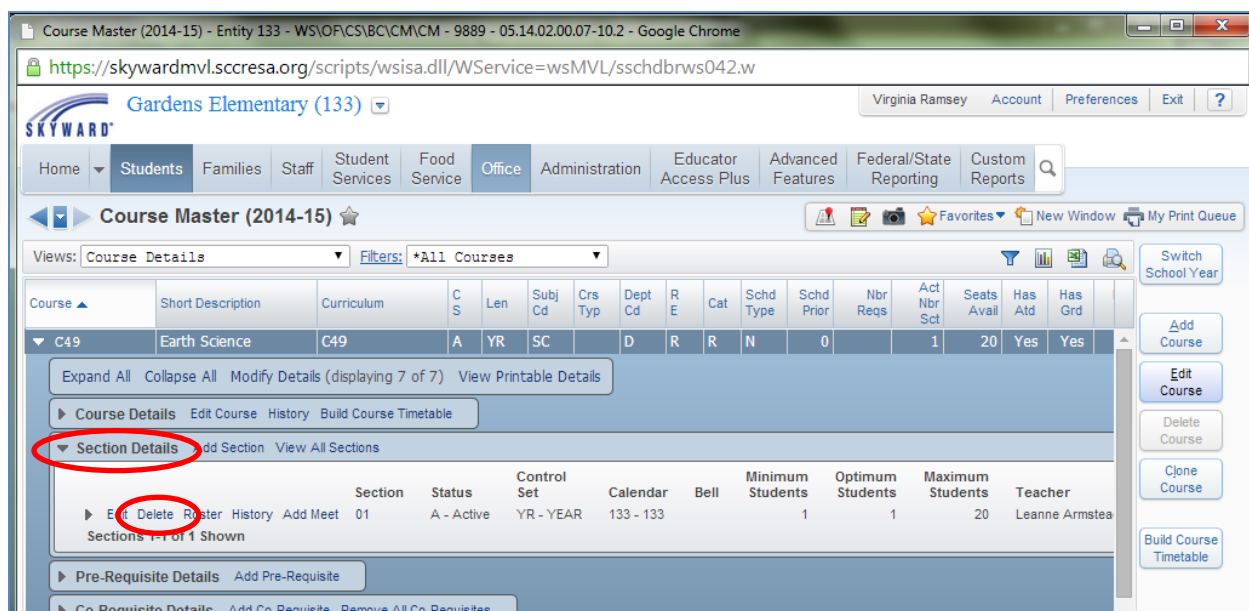
Add a **Room number** and **Teacher of record**. If a course has two teachers add another meet time and set the Teacher as alternate.

Click on **Save**.

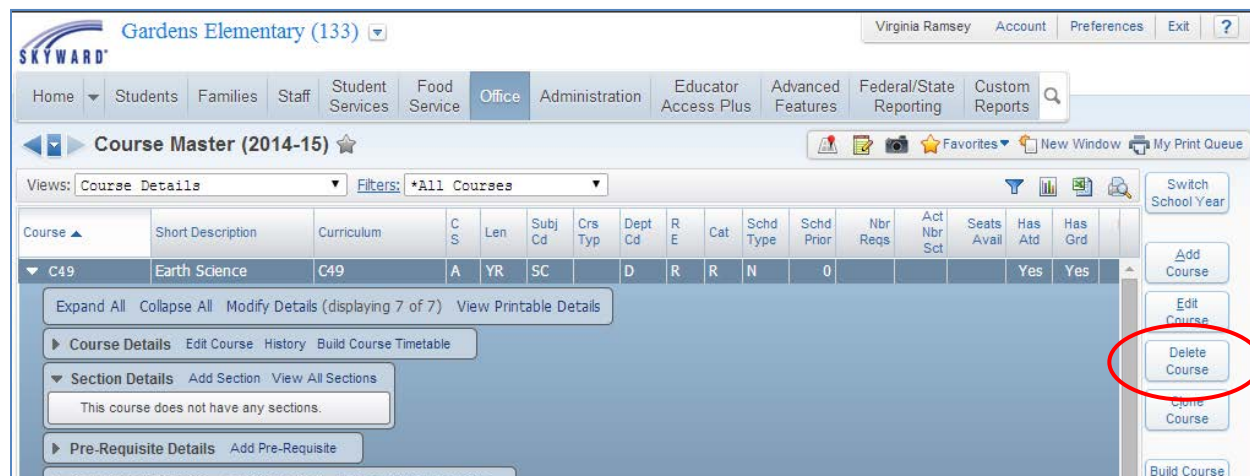
## Elementary Current Year Scheduling guide

To remove a course to the course master go to **Office, Current Scheduling, Build Course Master, Course Master, Course Master** [WS/OF/CS/BC/CM/CM]

Select desired course, expand menu, expand **Section Details**, click on the delete option on the desired section



Once the sections have been removed you can click on the **Delete Course** button.



To update a course to the course master go to **Office, Current Scheduling, Build Course Master, Course Master, Course Master** [WS/OF/CS/BC/CM/CM]



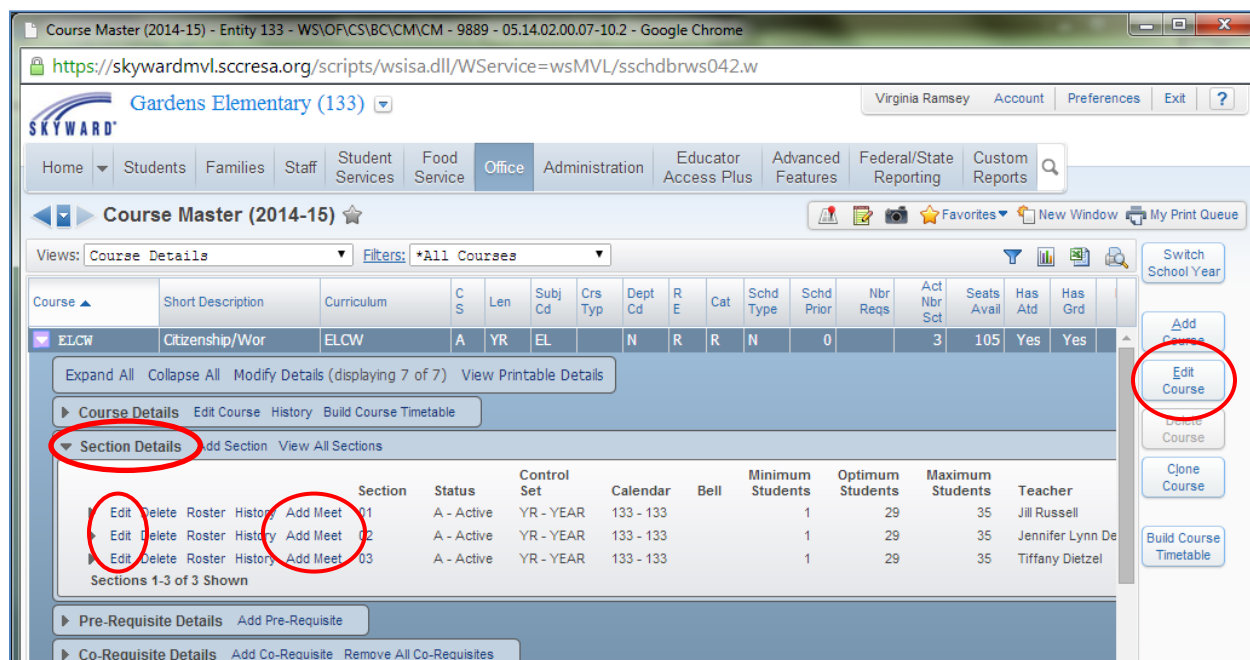
## Elementary Current Year Scheduling guide

Highlight the course you need to update, click on the expand arrow.

Click on **Edit Course** to update information on the course

Click on **Section Detail**, Edit to update information on the section

Click on **Add Meet** to update information on the meeting period, teacher, etc.



### 3) Scheduling Students [WS\OF\CS\SS\PS\UT]

NOTE: All steps should be done **in next school year**. You will need to use the Switch School Year button or option.

There are several ways to schedule elementary students.

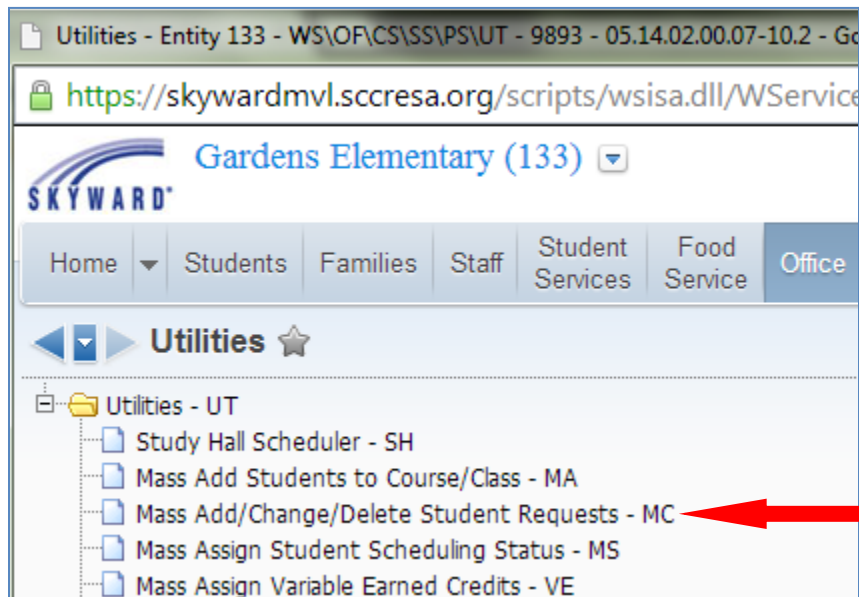
- Entry by Student, one student and one course at a time.
- Entry by Class, select class, select student to be scheduled in course.
- Scheduling Groups, create scheduling groups which contains multiple courses, then assign the students to that scheduling group
- Utility - Mass Add/Change/Delete Student Requests (*It is the RESA's recommendation to use this as the fastest way to mass schedule elementary students*)

I think the most efficient scheduling method is to use the **Mass Add/Change/Delete Student Requests** utility.

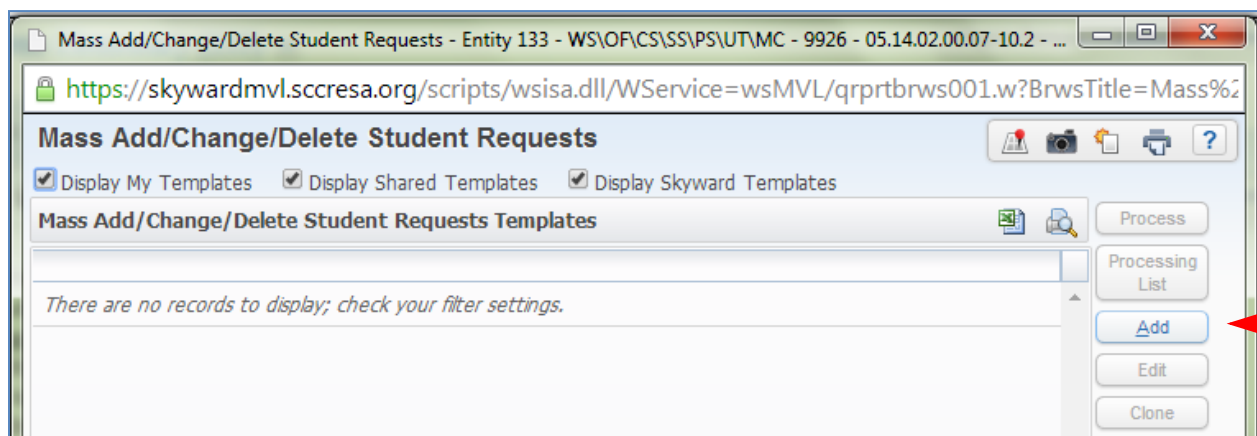
Go to **Office, Current Scheduling, Student Schedule, Product Setup, Utilities** [WS/OF/CS/SS/PS/UT]

## Elementary Current Year Scheduling guide

Select **Mass Add/change/Delete Student Requests**



Click on **Add** to create a template



Give the template a **Description**/name, select the appropriate **school year**, in the **Process By** section select **Multiple Student**, click on **Multiple Students** button.

## Elementary Current Year Scheduling guide

Mass Add/Change/Delete Student Requests - Entity 144 - WS\OF\CS\SS\PS\UT\MC - 9926 - 05.19.10.00.12 - Google Chrome... — □

skywardmem.sccresa.org/scripts/wsisa.dll/WSservice=wsMEM/smusredit001.w?isPopup=true

### Mass Add/Change/Delete Student Requests

**Mass Add/Change/Delete Student Request Processing Options**

This process will mass add, change, or delete student course requests and/or scheduled class sections. A list of the selected student or students within range will be displayed prior to processing.

**Template Settings**

\* Template Description: **ELE Scheduling Mass Entry**

☐ Share with other users in entity 144

**School Year:** 2019-20 ▾

**Process By**

☐ Individual ☒ Multiple Students ☐ Range ☐ Course

**Multiple Students**

Click on the **Quick Filter** icon and select the desired group of students (for example if I want to schedule for my first grade I would filter on grade 01 to 01 and status A)

Students - Entity 144 - WS\OF\CS\SS\PS\UT\MC - 9926 - 05.19.10.00.12 - Google Chrome

skywardmem.sccres.org/scripts/wsisa.dll/WService=wsMEM/sarptbrws006.w

## Students

Views: General ▾ Filters: Skyward Default Quick Filter ▾

Student Key ▴ Last Name First Middle Grade\* Grd Yr Sts\* Schl Guardian Telephone

ZZZZ	ZZZZZZZZZZZZ	ZZZZZZZZZZZZZZZZZZZZ	ZZZZZZZZZZZZ	ZZZZ	01	999999	A	ZZZZ	ZZZZZZZZZZZZZZZZZZZZ	ZZZZZZ
ZZZZ	ZZZZZZZZZZZZ	ZZZZZZZZZZZZZZZZZZZZ	ZZZZZZZZZZZZ	ZZZZ	01	999999	A	ZZZZ	ZZZZZZZZZZZZZZZZZZZZ	ZZZZZZ

Reset Reset

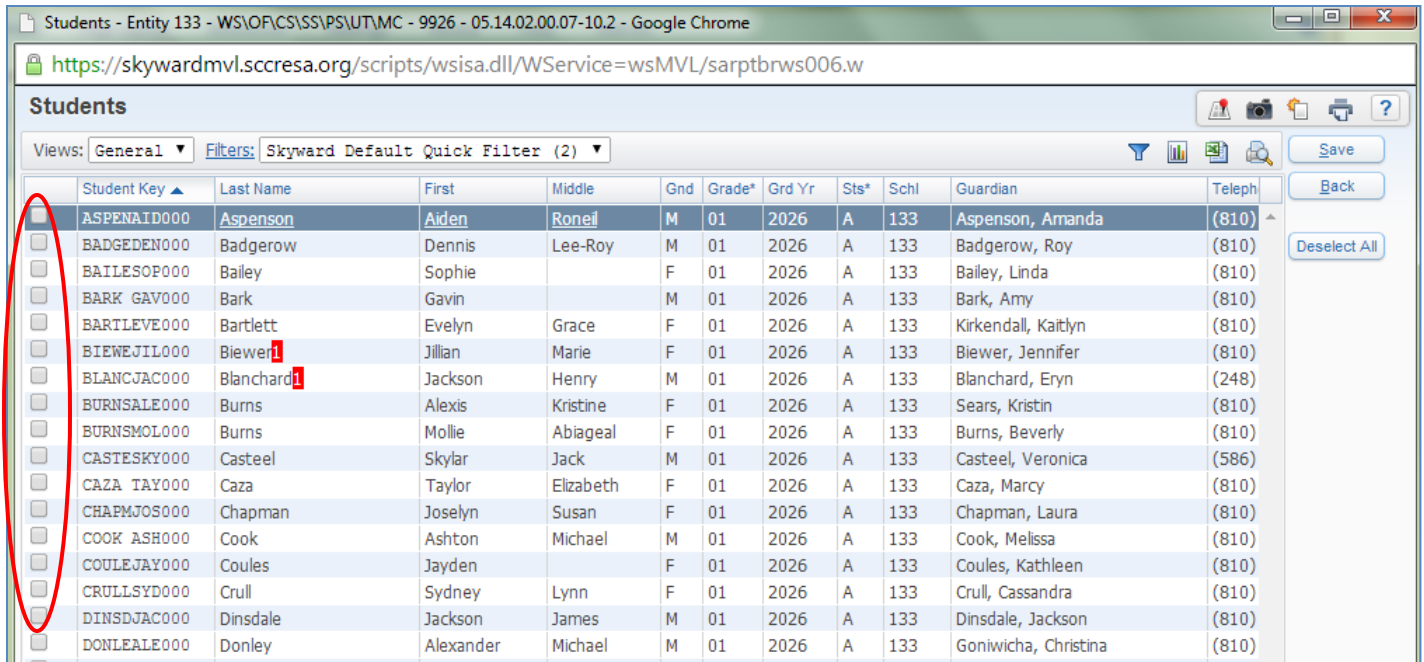
Apply Filter Hide Filter

Student Key	Last Name	First	Middle	Grade	Grd Yr	Sts	Schl	Guardian	Telephone	
AC	A	P	A	F	01	2031	A	144	A	(586) 45
AC	A	B	L	F	01	2031	A	144	A	(586) 26
BC	B	K	E	F	01	2031	A	144	P	(810) 53
BC	B	K	E	F	01	2031	A	144	P	(810) 75



## Elementary Current Year Scheduling guide

Now only my active first grade students are showing. Working from the class list given to you, select the students for the desired teacher by placing a checkmark in the check box by their name.



Students - Entity 133 - WS\OF\CS\SS\PS\UT\MC - 9926 - 05.14.02.00.07-10.2 - Google Chrome

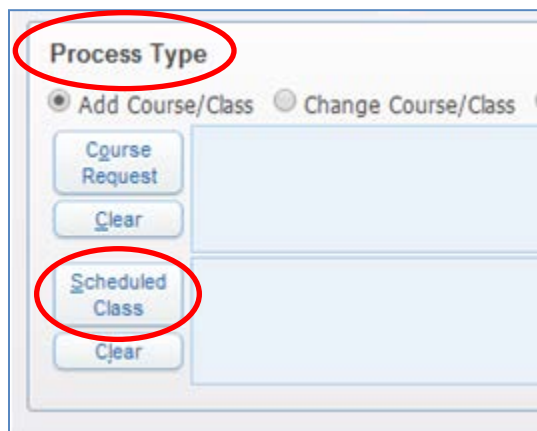
https://skywardmvl.sccresa.org/scripts/wsisa.dll/WService=wsMVL/sarptbrws006.w

Students

Views: General Filters: Skyward Default Quick Filter (2)

	Student Key	Last Name	First	Middle	Gnd	Grade*	Grd Yr	Sts*	Schl	Guardian	Teleph
<input checked="" type="checkbox"/>	ASPENAI000	Aspenson	Aiden	Roneil	M	01	2026	A	133	Aspenson, Amanda	(810)
<input type="checkbox"/>	BADGEDEN000	Badgerow	Dennis	Lee-Roy	M	01	2026	A	133	Badgerow, Roy	(810)
<input type="checkbox"/>	BAILESOP000	Bailey	Sophie		F	01	2026	A	133	Bailey, Linda	(810)
<input type="checkbox"/>	BARK GAV000	Bark	Gavin		M	01	2026	A	133	Bark, Amy	(810)
<input type="checkbox"/>	BARTLEVE000	Bartlett	Evelyn	Grace	F	01	2026	A	133	Kirkendall, Kaitlyn	(810)
<input type="checkbox"/>	BIWEJIL000	Biewer	Jillian	Marie	F	01	2026	A	133	Biewer, Jennifer	(810)
<input type="checkbox"/>	BLANCJAC000	Blanchard	Jackson	Henry	M	01	2026	A	133	Blanchard, Eryn	(248)
<input type="checkbox"/>	BURNSALE000	Burns	Alexis	Kristine	F	01	2026	A	133	Sears, Kristin	(810)
<input type="checkbox"/>	BURNSMOL000	Burns	Mollie	Abiageal	F	01	2026	A	133	Burns, Beverly	(810)
<input type="checkbox"/>	CASTESKY000	Casteel	Skylar	Jack	M	01	2026	A	133	Casteel, Veronica	(586)
<input type="checkbox"/>	CAZA TAY000	Caza	Taylor	Elizabeth	F	01	2026	A	133	Caza, Marcy	(810)
<input type="checkbox"/>	CHAPMJOS000	Chapman	Joselyn	Susan	F	01	2026	A	133	Chapman, Laura	(810)
<input type="checkbox"/>	COOK ASH000	Cook	Ashton	Michael	M	01	2026	A	133	Cook, Melissa	(810)
<input type="checkbox"/>	COULEJAY000	Coules	Jayden		F	01	2026	A	133	Coules, Kathleen	(810)
<input type="checkbox"/>	CRULLSYD000	Crull	Sydney	Lynn	F	01	2026	A	133	Crull, Cassandra	(810)
<input type="checkbox"/>	DINSDJAC000	Dinsdale	Jackson	James	M	01	2026	A	133	Dinsdale, Jackson	(810)
<input type="checkbox"/>	DONLEALE000	Donley	Alexander	Michael	M	01	2026	A	133	Goniwicha, Christina	(810)

In **Process Type** select **Add Course/Class** radio button the click on **Scheduled Class**



Process Type

☒ Add Course/Class ☐ Change Course/Class

Course Request

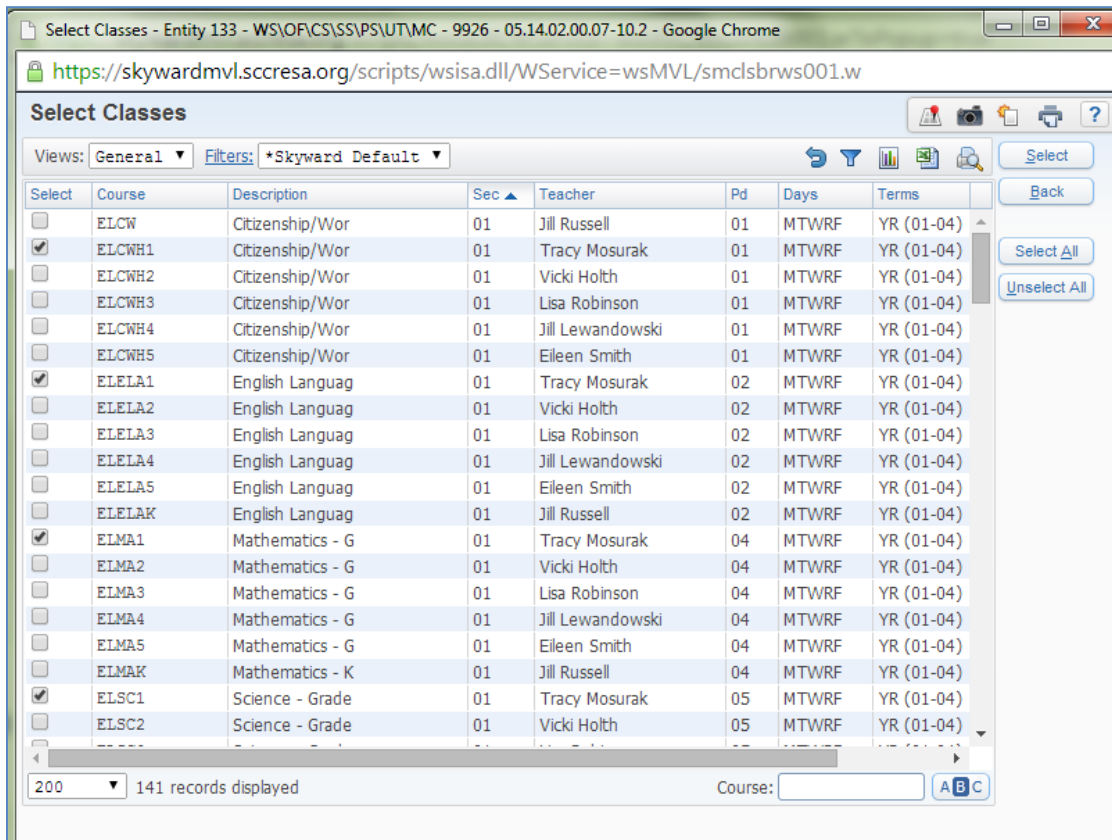
Clear

**Scheduled Class**

Clear

## Elementary Current Year Scheduling guide

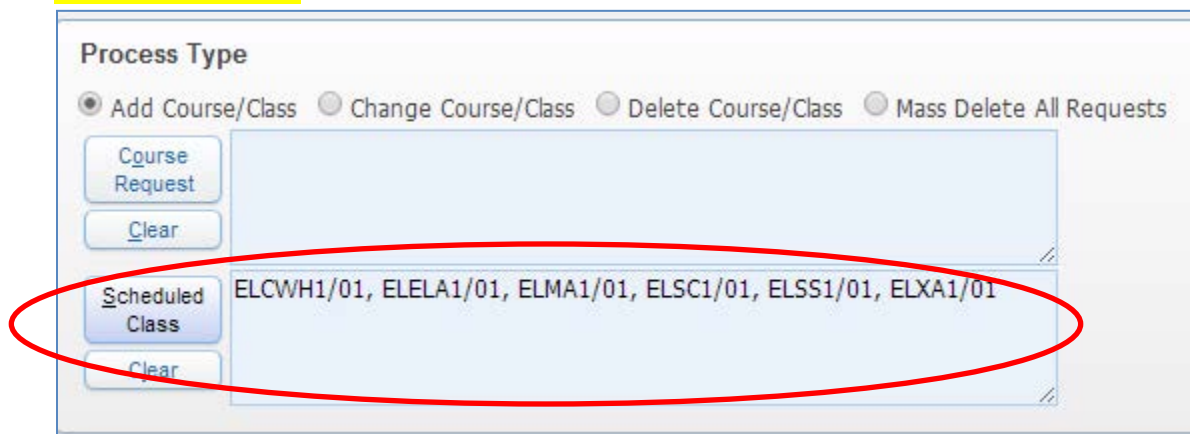
Select the desired courses for this group of students



The screenshot shows a web browser window with the URL <https://skywardmvl.sccresa.org/scripts/wsisa.dll/WService=wsMVL/smdlsbrws001.w>. The page title is "Select Classes". Below the title, there are tabs for "Views: General" and "Filters: \*Skyward Default". A table of courses is displayed with columns: Select, Course, Description, Sec, Teacher, Pd, Days, and Terms. The table contains 20 rows of data. The first row is ELCW (Citizenship/Wor) with Sec 01, Teacher Jill Russell, Pd 01, Days MTWRF, and Terms YR (01-04). The second row is ELCWH1 (Citizenship/Wor) with Sec 01, Teacher Tracy Mosurak, Pd 01, Days MTWRF, and Terms YR (01-04). The third row is ELCWH2 (Citizenship/Wor) with Sec 01, Teacher Vicki Holth, Pd 01, Days MTWRF, and Terms YR (01-04). The fourth row is ELCWH3 (Citizenship/Wor) with Sec 01, Teacher Lisa Robinson, Pd 01, Days MTWRF, and Terms YR (01-04). The fifth row is ELCWH4 (Citizenship/Wor) with Sec 01, Teacher Jill Lewandowski, Pd 01, Days MTWRF, and Terms YR (01-04). The sixth row is ELCWH5 (Citizenship/Wor) with Sec 01, Teacher Eileen Smith, Pd 01, Days MTWRF, and Terms YR (01-04). The seventh row is ELELA1 (English Languag) with Sec 01, Teacher Tracy Mosurak, Pd 02, Days MTWRF, and Terms YR (01-04). The eighth row is ELELA2 (English Languag) with Sec 01, Teacher Vicki Holth, Pd 02, Days MTWRF, and Terms YR (01-04). The ninth row is ELELA3 (English Languag) with Sec 01, Teacher Lisa Robinson, Pd 02, Days MTWRF, and Terms YR (01-04). The tenth row is ELELA4 (English Languag) with Sec 01, Teacher Jill Lewandowski, Pd 02, Days MTWRF, and Terms YR (01-04). The eleventh row is ELELA5 (English Languag) with Sec 01, Teacher Eileen Smith, Pd 02, Days MTWRF, and Terms YR (01-04). The twelfth row is ELELAK (English Languag) with Sec 01, Teacher Jill Russell, Pd 02, Days MTWRF, and Terms YR (01-04). The thirteenth row is ELMA1 (Mathematics - G) with Sec 01, Teacher Tracy Mosurak, Pd 04, Days MTWRF, and Terms YR (01-04). The fourteenth row is ELMA2 (Mathematics - G) with Sec 01, Teacher Vicki Holth, Pd 04, Days MTWRF, and Terms YR (01-04). The fifteenth row is ELMA3 (Mathematics - G) with Sec 01, Teacher Lisa Robinson, Pd 04, Days MTWRF, and Terms YR (01-04). The sixteenth row is ELMA4 (Mathematics - G) with Sec 01, Teacher Jill Lewandowski, Pd 04, Days MTWRF, and Terms YR (01-04). The seventeenth row is ELMA5 (Mathematics - G) with Sec 01, Teacher Eileen Smith, Pd 04, Days MTWRF, and Terms YR (01-04). The eighteenth row is ELMAK (Mathematics - K) with Sec 01, Teacher Jill Russell, Pd 04, Days MTWRF, and Terms YR (01-04). The nineteenth row is ELSC1 (Science - Grade) with Sec 01, Teacher Tracy Mosurak, Pd 05, Days MTWRF, and Terms YR (01-04). The twentieth row is ELSC2 (Science - Grade) with Sec 01, Teacher Vicki Holth, Pd 05, Days MTWRF, and Terms YR (01-04). The table has a scrollbar on the right. Below the table, there is a "200" dropdown menu, "141 records displayed", and a "Course:" input field with "ABC" buttons.

Select	Course	Description	Sec	Teacher	Pd	Days	Terms
<input type="checkbox"/>	ELCW	Citizenship/Wor	01	Jill Russell	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELCWH1	Citizenship/Wor	01	Tracy Mosurak	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELCWH2	Citizenship/Wor	01	Vicki Holth	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH3	Citizenship/Wor	01	Lisa Robinson	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH4	Citizenship/Wor	01	Jill Lewandowski	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH5	Citizenship/Wor	01	Eileen Smith	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELELA1	English Languag	01	Tracy Mosurak	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA2	English Languag	01	Vicki Holth	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA3	English Languag	01	Lisa Robinson	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA4	English Languag	01	Jill Lewandowski	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA5	English Languag	01	Eileen Smith	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELAK	English Languag	01	Jill Russell	02	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELMA1	Mathematics - G	01	Tracy Mosurak	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA2	Mathematics - G	01	Vicki Holth	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA3	Mathematics - G	01	Lisa Robinson	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA4	Mathematics - G	01	Jill Lewandowski	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA5	Mathematics - G	01	Eileen Smith	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMAK	Mathematics - K	01	Jill Russell	04	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELSC1	Science - Grade	01	Tracy Mosurak	05	MTWRF	YR (01-04)
<input type="checkbox"/>	ELSC2	Science - Grade	01	Vicki Holth	05	MTWRF	YR (01-04)

You will see the list of classes that you selected to be scheduled to the students. Count the courses you have selected to ensure you have selected all appropriate classes. **Ensure your classes are in the Scheduled Cass area**



The screenshot shows a web browser window with the title "Process Type". Below the title, there are four radio buttons: "Add Course/Class" (selected), "Change Course/Class", "Delete Course/Class", and "Mass Delete All Requests". Below the radio buttons, there are two sections. The first section is "Course Request" with a "Clear" button. The second section is "Scheduled Class" with a "Clear" button. The "Scheduled Class" section contains a list of course IDs: "ELCWH1/01, ELELA1/01, ELMA1/01, ELSC1/01, ELSS1/01, ELXA1/01". A red circle is drawn around the "Scheduled Class" section.

Click on the **Save and Process** button

## Elementary Current Year Scheduling guide

When the process is complete, preview the processed data

Mass Add/Change/Delete Student Requests - Entity 133 - WS\OF\CS\SS\PS\UT\MC - 9926 - 05.14.02...

<https://skywardmvl.sccresa.org/scripts/wsisa.dll/WSservice=wsMVL/qcompedit001.w?isPopu>

Template Description:

[Back](#)

**Processing Messages**

Preview process has completed and has found records to process.  
Select the 'Preview Data to Process' button to continue.

**Process Options**

[Preview Data to Process](#)

[Run the Update](#)

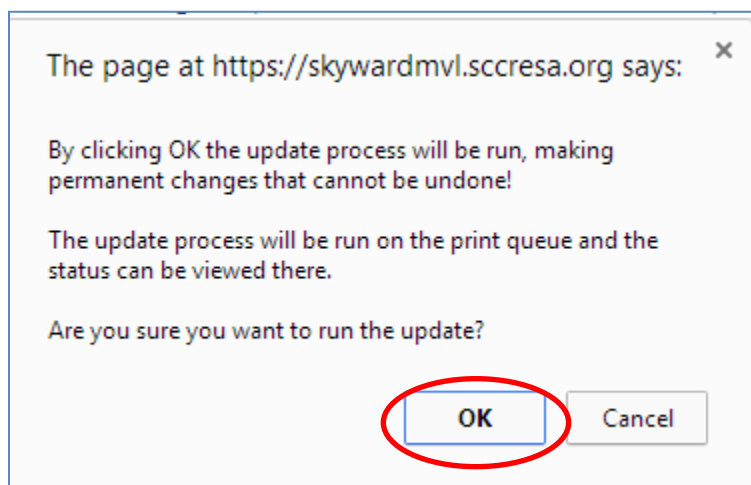
If the student list looks correct then click on **Run the Update**

**Process Options**

[Preview Data to Process](#)

[Run the Update](#)

Don't be alarmed by this message, click OK to continue



After the process is complete review the report

1ssmsr02.p 10-2 05.14.02.00.00	Gardens Elementary Mass Add Student Requests for 2014-15	06/05/14	Page:1 3:44 PM		
Effective Date: 09/02/2014					
Process Type: Add Course/Class					
Course/Class List: ELCWH1/01 , ELELA1/01 , ELMA1/01 , ELSC1/01 , ELSS1/01 , ELXA1/01					
Exclusions:					
Course/Class					
<u>Student Name</u>	<u>Other Id</u>	<u>Grade</u>	<u>Grad Year</u>	<u>Added</u>	<u>Status</u>
Aspenson, Aiden	20006199	01	2026	6	Create Successful, Create Successful, Create Successful,
Badgerow, Dennis L.	20006672	01	2026	6	Create Successful, Create Successful, Create Successful,
Bailey, Sophie	20006378	01	2026	6	Create Successful, Create Successful, Create Successful,
Total Number of Students Processed: 3					
Total Number of Student Class Records Updated: 18					

## Elementary Current Year Scheduling guide

You can also verify the students are scheduled by going to **Student, Student Profile, Scheduling, Current (or Future if you are doing for the next school year)** to view their schedules. [WS/ST/TB/SC/CS/CS]

Current Scheduling (Main Screen) - Entity 133 - WS\ST\TB\SC\CS\CS - 11298 - 05.14.02.00.07-10.2 - Google Chrome

https://skywardmvl.sccres.org/scripts/wsisa.dll/WService=wsMVL/ssstudtabs001.w

Gardens Elementary (133)

Virginia Ramsey Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Current Scheduling (Main Screen)

Student: ASPENAI000 Aspen, Aiden Ronell

Grad Year (Grade): 2026 (01) DOB (Age): 01/23/2008 (6) Entity, School, Status: 133, 133, A Default: 133, 133, A

Customize

Advisor: Dietzel, Tiffany Gender: M NY Status: A Other ID: 20006199 Phone: (810)941-4868

Current Scheduling (2014-15)

View: List Matrix Semester-Day Options Email Legend History

Views: General Filters: \*00-04 (YR = Year)

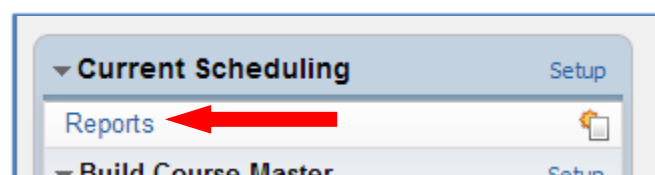
Prd	Trm	Str Trm	Stp Trm	Course	Description	Days	Bldg	Room	Teacher
01	YR	01	04	ELCWH1 /01	Citizenship/Wor	MTWRF	133		T Mosurak
02	YR	01	04	ELELA1 /01	English Language	MTWRF	133		T Mosurak
03	YR	01	04	ELXA1 /01	Expressive Acad	MTWRF	133		T Mosurak
04	YR	01	04	ELMA1 /01	Mathematics - G	MTWRF	133		T Mosurak
05	YR	01	04	ELSC1 /01	Science - Grade	MTWRF	133		T Mosurak
06	YR	01	04	ELSS1 /01	Social Studies	MTWRF	133		T Mosurak

Quick Print Edit Add Course Build Schedule Drop Chng Sect Replace Unschedule Walk-In Scheduler

Repeat this process for each of your teachers/grades/groups.

### 4) Run Class Rosters [WS\OF\CS\RP]

To print **Class Rosters** go to **Office, Current Scheduling, Reports**



Select **Class Roster Report**



## Elementary Current Year Scheduling guide

Create a template selecting the desired fields for the report.

skywardmem.sccresa.org/scripts/wsisa.dll/WService=wsMEM/sclsredit001.w?isPopup=true

### Add Class Roster Report Template

**Template Settings**  
\* Template Description:   
☐ Share with other users in entity 144  
☐ Print Greenbar

**Print Options**  

**Class Selection**  
☒ By Range ☐ By Individual Class(es)  
Terms To Print: All=All Year Schedule Terms=01-03

School Year: 2019-20

**Class Ranges**

	Low	High
Course/Class:	<input type="text"/>	<input type="text" value="ZZZZZ"/> <input type="text" value="ZZZ"/>
Teacher:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Class Building:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Course Grade:	<input type="text" value="00"/>	<input type="text" value="99"/>
Course Length:	<input type="text"/>	<input type="text" value="ZZZ"/>
Subject:	<input type="text"/>	<input type="text" value="ZZZ"/>
Department:	<input type="text"/>	<input type="text" value="ZZZ"/>
Course Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Class Period:	<input type="text" value="00"/>	<input type="text" value="99"/>

☒ All Day Patterns

Cross-Entity Enrollment Classes:

Cross-Entity Enrollment Classes to Print: "Home" and "Away"

**Items to Print**

Detail Line 1	Detail Line 2	Detail Line 3
<input type="checkbox"/> Include Middle Name	<input type="checkbox"/> Print Detail 2 Heading Line	<input type="checkbox"/> Alert Information
<input type="checkbox"/> Print Other Name <input <="" td="" type="text" value="?"/> <td><input type="checkbox"/> Address (51)</td> <td></td>	<input type="checkbox"/> Address (51)	
<input type="text" value="ID Number"/>		

Save Template and run report.