

Using Walk In Scheduler to Schedule Elementary Students

The image shows a screenshot of a web-based 'Section Search' form. The form has a blue header with the text 'Section Search'. Below the header, there are several input fields: 'Start Date' with the value '10/20/2014', 'Course Number' with the value '4095', 'Course Name', 'Department' (a dropdown menu), 'Teacher' (a dropdown menu), 'Term', 'Period', and 'Schedule'. The form is set against a light gray background with some orange and blue accents.

Remember: If the prep courses are taught by a teacher other than the HR teacher, search either the Course number OR that prep teacher's name to find to appropriate teacher

KEY DETAIL: At this point in the school year, Roster Setup and Roster Batch Edit should NOT be used to make student schedule changes. Doing so, could lead to lost attendance records and grades.