

## How to Change a Student's Schedule in Skyward

Go to Student > Student Profile > Scheduling > Current

**First, check your options.** If you are going to make several schedule changes after the fact and for the same effective date or at the end of the day for the same effective date, you can set your effective date so that you don't have to update this date repeatedly. Once you are done, you can go back and take off the option for the specific date. You always want to leave the "Prompt for Effective Date" option checked.

The screenshot shows the 'Current Scheduling (2018-19)' interface. On the left, the 'Options' button is highlighted with a yellow box. On the right, the 'Preference and Display Options' panel is shown with several options checked and highlighted by yellow callouts:

- Include Effective Date in Save**: \* Effective Date: 08/15/2018
- Prompt For Effective Date**
- Display Class Start Date in Student's Schedule**

Two yellow callout boxes provide additional context:

- One callout points to the 'Include Effective Date in Save' and 'Prompt For Effective Date' options, stating: "Think about the effective date and when you are making the changes and use this as helper tool."
- Another callout points to the 'Display Class Start Date in Student's Schedule' option, stating: "I think this is a handy option so that you can see the effective dates on the student's schedule."

### To update a student's homeroom code (if you need to):

Go to Student > Student Profile > Entity > Entity Info

1. Click Edit. You will get a popup.
2. Enter the new homeroom number and click Save.

The screenshot shows the 'Entity Info' form for 'Entity 127'. The 'Entity Information' section includes fields for Entity, School, Calendar, Student Type, Advisor, Counselor, Discipline Officer, Teacher of Record, and Instrument. The 'CY Homeroom Information' section includes fields for CY Homeroom, Room Number, Teacher, and Building. The 'Entity 127' section includes fields for Default Entity, Status, Next Year Status, Full/Part Time, Current Year Member, Family Representative, Include in Honor Roll, Include in Rank, Multi-Rank, Print/Display Rank, Print Report Card, Promotion Status, Percent Enrolled, and Addl Seat Count. A yellow box highlights the 'Edit' button in the 'Entity 127' section, with a blue callout '1' next to it. Another yellow box highlights the 'CY Homeroom' field, with a blue callout '2' next to it.

**Moving a student from one section of a course to another section of the same course when the student was active in the original section:**

Go to Student > Student Profile > Scheduling > Current and find the student.

1. Highlight the course that you are changing sections.
2. Select Chng Sect.

Current Scheduling (2018-19)

View:  List  Matrix  Semester-Day  Weekday By Term

Options Email Legend History

Views: General Filters: \*00-06 (YR = Year)

Prd	Trm	Str Trm	Slp Trm	Course	Description	Str Date	Days	Bldg	Room	Teacher	Credits	Acad Hrs	Teq	Period Times	Building Desc	Room Desc
1	01	Y	01	000200/05	READING 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M	7:45AM- 3:20PM	SANTA RITA ELI	999
2	02	Y	01	000240/05	SCIENCE 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
3	02	Y	01	000250/05	FINE ARTS 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
4	02	Y	01	000260/05	PE/HEALTH 2	08/15/2018	MTWRF	123	999	HICKS,C	0.000	0.000	M		SANTA RITA ELI	999
5	03	Y	01	000202/05	ELA 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
6	04	Y	01	000230/05	MATH 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
7	05	Y	01	000220/05	SOC STUD 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
8	12	Y	01	000012/05	ADA PERIOD 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999

Quick Print Edit Add Course Build Schedule Drop Chng Sect Replace Unschedule

You will get the popup below. You will see the student's current schedule and all of the sections of the course that you are updating. If you do not see all sections, check your filter.

3. Highlight the section that the student is moving to.
4. Select Schedule Class.

Edit Schedule (2018-19)

Student: [Name] Grad Yr: [Year]

Back

Student Schedule Legend

Prd	Term	Course	Description	Class Start	Days Meet	Credits
01	Y (01-06)	000200/05	READING 2	08/15/2018	MTWRF	0.000
02	Y (01-06)	000240/05	SCIENCE 2	08/15/2018	MTWRF	0.000
02	Y (01-06)	000250/05	FINE ARTS 2	08/15/2018	MTWRF	0.000
02	Y (01-06)	000260/05	PE/HEALTH 2	08/15/2018	MTWRF	0.000
03	Y (01-06)	000202/05	ELA 2	08/15/2018	MTWRF	0.000
04	Y (01-06)	000230/05	MATH 2	08/15/2018	MTWRF	0.000
05	Y (01-06)	000220/05	SOC STUD 2	08/15/2018	MTWRF	0.000
12	Y (01-06)	000012/05	ADA PERIOD 2	08/15/2018	MTWRF	0.000

Credits: 0.000

Change Edit Unschedule Delete View M Trans Period Times

This is the student's current schedule. The course that you are changing sections for will be highlighted.

Here are all of the available sections for the course. if you don't see all of them, then reset your filter under Quick Filter.

Course Filter

Sched Group: \*None\*

Subject: All Apply

Period: \*All\*

Teacher: All Teachers

Teacher: [Dropdown]

Only Classes with Seats Available

Only Classes that Fit

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

Course	Sec	Short Description	Fit	Avail Seats	Term	Prd	Days Meet	Teacher	Bldg	Room	Room Usage	Combined Room Usage
00001	01	ADA PERIOD 2	Yes	15	Y (01-06)	12	MTWRF	MONTANEZ,A	123	999	561/0	561/0
000012	02	ADA PERIOD 2	Yes	10	Y (01-06)	12	MTWRF	PEREDES,A	123	999	561/0	561/0
000012	03	ADA PERIOD 2	Yes	15	Y (01-06)	12	MTWRF	ERLANGER,C	123	999	561/0	561/0
000012	04	ADA PERIOD 2	Yes	11	Y (01-06)	12	MTWRF	BAKER,N	123	999	561/0	561/0
000012	05	ADA PERIOD 2	Enr	13	Y (01-06)	12	MTWRF	NEW TEACHE	123	999	561/0	561/0
000012	51	ADA PERIOD 2	Yes	25	Y (01-06)	12	MTWRF	BARRON,S	123	999	561/0	561/0

Quick Filter Chart Options Export Options Print Browse

Schedule Class View All Meets Options

You will get another popup below.

5. Check the effective dates. These dates are the student's first day in the new section.
6. Click Continue.

**Change Section**

Change Section

**Class Information: 000012 / 01**

Class: 000012 / 01  
Desc: ADA PERIOD 2  
Term: Y (01-06)  
Prd: 12

**Class Control Set**  
Scheduling Terms: Y (01-06) - YEAR [Normal]

**Transaction Details**

Effective Date: 08/16/2018 Thursday

**Change Class: 000012 / 05**

Class: 000012 / 05  
Desc: ADA PERIOD 2  
Term: Y (01-06)  
Prd: 12

**Class Control Set**  
Scheduling Terms: Y (01-06) - YEAR [Normal]

**Transaction Details**

Date Added: 08/14/2018  
Effective Date: 08/16/2018 Thursday

**Grade Check Info**  
There are No Grades Present.

The effective date is after the student start date of 08/15/2018 and cannot be deleted. Continue Scheduling will DROP this class.

Continue Back

You may get a popup like this:

7. Click Schedule.

**Scheduling Conflict...**

**Warning!** Class 000440/02 does not fit into [redacted] s current schedule.

Would you still like to schedule it?

Schedule Cancel

The course will go "green" on the student's schedule to indicate that it has been dropped.

You need to repeat steps 1-7 for all the courses. Once you are done changing all the course sections, the student's schedule will display the dropped sections in "green" along with the non-highlighted active sections like the example below.

Current Scheduling (2018-19)

View:  List  Matrix  Semester-Day  Weekday By Term

Options Email Legend History

Views: General Filters: \*00-06 (YR = Year)

Prd	Trm	Str Trm*	Slp Trm*	Course	Description	Str Date	Days	Bldg	Room	Teacher	Credits	Acad Hrs	Teq	Period Times	Building Desc	Room D
1	02	Y	01	06	000260/05	PE/HEALTH 2	08/15/2018			HICKS,C	0.000	0.000	M		SANTA RITA ELI	999
2	02	Y	01	06	000250/05	FINE ARTS 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
3	02	Y	01	06	000250/01	FINE ARTS 2	08/16/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
4	02	Y	01	06	000240/05	SCIENCE 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
5	02	Y	01	06	000240/01	SCIENCE 2	08/16/2018			MONTANEZ,A	0.000	0.000	M		SANTA RITA ELI	999
6	04	Y	01	06	000230/05	MATH 2	08/15/2018				0.000	0.000	M		SANTA RITA ELI	999
7	04	Y	01	06	000230/01	MATH 2	08/16/2018				0.000	0.000	M		SANTA RITA ELI	999
8	05	Y	01	06	000220/05	SOC STUD 2	08/15/2018				0.000	0.000	M		SANTA RITA ELI	999
9	05	Y	01	06	000220/01	SOC STUD 2	08/16/2018				0.000	0.000	M		SANTA RITA ELI	999
10	03	Y	01	06	000202/05	ELA 2	08/15/2018				0.000	0.000	M		SANTA RITA ELI	999
11	03	Y	01	06	000202/01	ELA 2	08/16/2018				0.000	0.000	M		SANTA RITA ELI	999
12	01	Y	01	06	000200/05	READING 2	08/15/2018				0.000	0.000	M	7:45AM- 3:20PM	SANTA RITA ELI	999
13	01	Y	01	06	000200/01	READING 2	08/16/2018			MONTANEZ,A	0.000	0.000	M	7:45AM- 3:20PM	SANTA RITA ELI	999
14	12	Y	01	06	000012/05	ADA PERIOD 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
15	12	Y	01	06	000012/01	ADA PERIOD 2	08/16/2018			MONTANEZ,A	0.000	0.000	M		SANTA RITA ELI	999

The green highlighted courses are the courses that were dropped. The non-highlighted courses are the current sections for the student.

**Moving a student from one section of a course to another section of the same course when the student was never active in the original section:**

You will follow most of the same steps below but will alter the effective date to delete the course section. This course needs to be deleted instead of dropped since the student was never active in the course.

Go to Student > Student Profile > Scheduling > Current and find the student.

1. Highlight the course that you are changing to the correct section.
2. Select Chng Sect.

Current Scheduling (2018-19)

View:  List  Matrix  Semester-Day  Weekday By Term

Options Email Legend History

Views: General Filters: \*00-06 (YR = Year)

Quick Filter Chart Options Export Options Print Browse

Prd	Trm	Str Trm*	Slp Trm*	Course	Description	Str Date	Days	Bldg	Room	Teacher	Credits	Acad Hrs	Teq	Period Times	Building Desc	Room Desc
1	01	Y	01	06	000200/05	READING 2	08/15/2018			NEW TEACHE	0.000	0.000	M	7:45AM- 3:20PM	SANTA RITA ELI	999
2	02	Y	01	06	000240/05	SCIENCE 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
3	02	Y	01	06	000250/05	FINE ARTS 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
4	02	Y	01	06	000260/05	PE/HEALTH 2	08/15/2018			HICKS,C	0.000	0.000	M		SANTA RITA ELI	999
5	03	Y	01	06	000202/05	ELA 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
6	04	Y	01	06	000230/05	MATH 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
7	05	Y	01	06	000220/05	SOC STUD 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
8	12	Y	01	06	000012/05	ADA PERIOD 2	08/15/2018			NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999

1

2

Chng Sect

You will get the popup below.

3. Highlight the section that the student should have been in.
4. Select Schedule Class.

Prd	Term	Course	Description	Class Start	Days Meet	Credits
01	Y (01-06)	000200/05	READING 2	08/15/2018	MTWRF	0.000
02	Y (01-06)	000240/05	SCIENCE 2	08/15/2018	MTWRF	0.000
02	Y (01-06)	000250/05	FINE ARTS 2	08/15/2018	MTWRF	0.000
02	Y (01-06)	000260/05	PE/HEALTH 2	08/15/2018	MTWRF	0.000
03	Y (01-06)	000202/05	ELA 2	08/15/2018	MTWRF	0.000
04	Y (01-06)	000230/05	MATH 2	08/15/2018	MTWRF	0.000
05	Y (01-06)	000220/05	SOC STUD 2	08/15/2018	MTWRF	0.000
12	Y (01-06)	000012/05	ADA PERIOD 2	08/15/2018	MTWRF	0.000

Course	Sec	Short Description	Fit	Avail Seats	Term	Prd	Days Meet	Teacher	Bldg	Room	Room Usage	Combined Room Usage
1 000012	01	ADA PERIOD 2		15	Y (01-06)	12	MTWRF	MONTANEZ,A	123	999	561/0	561/0
2 000012	02	ADA PERIOD 2	Yes	10	Y (01-06)	12	MTWRF	PAREDES,A	123	999	561/0	561/0
3 000012	03	ADA PERIOD 2	Yes	15	Y (01-06)	12	MTWRF	ERLANGER,C	123	999	561/0	561/0
4 000012	04	ADA PERIOD 2	Yes	11	Y (01-06)	12	MTWRF	BAKER,N	123	999	561/0	561/0
5 000012	05	ADA PERIOD 2	Enr	13	Y (01-06)	12	MTWRF	NEW TEACHE	123	999	561/0	561/0
6 000012	51	ADA PERIOD 2	Yes	25	Y (01-06)	12	MTWRF	BARRON,S	123	999	561/0	561/0

You will get another popup below.

5. Check the effective date for the correct course section. This is the student's first day in section.
6. Enter the effective date to match the "Date Added" date and click enter on your keyboard.
7. You will get an option to delete or drop the class. Select "Delete" in the Delete or Drop Class field. As long as grades are not present, you can delete the course.
8. Select Continue.

Class Information: 000012 / 01

Class: 000012 / 01  
Desc: ADA PERIOD 2  
Term: Y (01-06)  
Prd: 12

Transaction Details

Effective Date: 08/15/2018 Wednesday

Scheduling Alerts

Fit Warning: This class does not fit into student's current schedule.

Change Class: 000012 / 05

Class: 000012 / 05  
Desc: ADA PERIOD 2  
Term: Y (01-06)  
Prd: 12

Transaction Details

Date Added: 08/14/2018  
Effective Date: 08/14/2018 Tuesday

Grade Check Info

There are No Grades Present.  
Delete or Drop Class:  Delete  Drop

You need to repeat steps 1-8 for all the courses. Once you are done changing all the course sections, the student's schedule should display only with the non-highlighted active sections.

**Reactivating a student's schedule when they were withdrawn or no-showed and have returned (The student's schedule has "gone green"):**

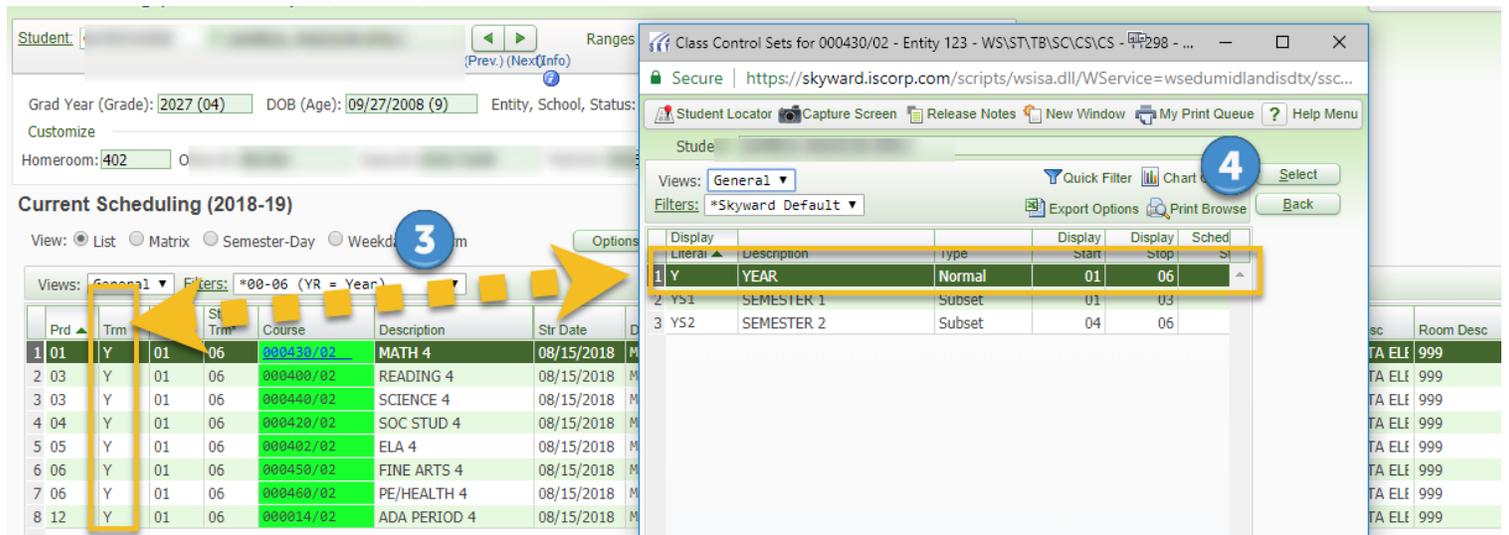
Go to Student > Student Profile > Scheduling > Current and find the student.

1. Highlight the course that you need to reactivate.
2. Select Activate.



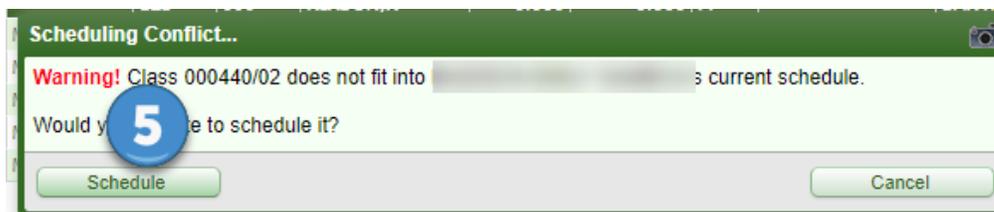
You will get the popup below.

3. Highlight the matching term to that from the student's schedule Trm column.
4. Click Select.



You may get another popup below.

5. Click Schedule.



You will get another popup below.

6. Check the effective date. This will be the student's re-entry date.
7. Click Save.

The screenshot shows a web browser window titled "Transaction Maintenance - Entity 123 - WS\ST\TB\SC\C5\C5S - 11...". The address bar shows a secure connection to "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidl...". The browser toolbar includes "Capture Screen", "Release Notes", "New Window", "My Print Queue", and "Help Menu".

The main content area displays a form for "Student: [redacted]". A popup window titled "000014/02 Transaction Information" is overlaid on the form. The popup contains the following fields and controls:

- \* Effective Date: 08/16/2018 (highlighted with a blue circle labeled '6')
- Thursday (dropdown menu)
- Save button (highlighted with a blue circle labeled '7')
- Back button

Below the popup, it states: "Asterisk (\*) denotes a required field".

The background shows a table with the following columns: "Days", "Student", "Course", "Section", "Room", and "Building Desc". The table contains multiple rows of data, with the first row showing "118 MTWRF" for the "Days" column and "NTA RITA ELE 999" for the "Room" and "Building Desc" columns.

You need to repeat steps 1-7 for all the courses. Once you are done changing all the course sections, the student's schedule should display only with the non-highlighted active sections.