How to Change a Student's Schedule in Skyward

Go to Student > Student Profile > Scheduling > Current

<mark>First, check your options.</mark> 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.

<mark>To update a student's homeroom code (if you need to):</mark>

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.

==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.

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.

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.

You may get a popup like this:

7. Click Schedule.

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.

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.

You will get the popup below.

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

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.

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.

<mark>Reactivating a student's schedule when they were withdrawn or no-showed and have returned (The student's schedule has "gone green":</mark>
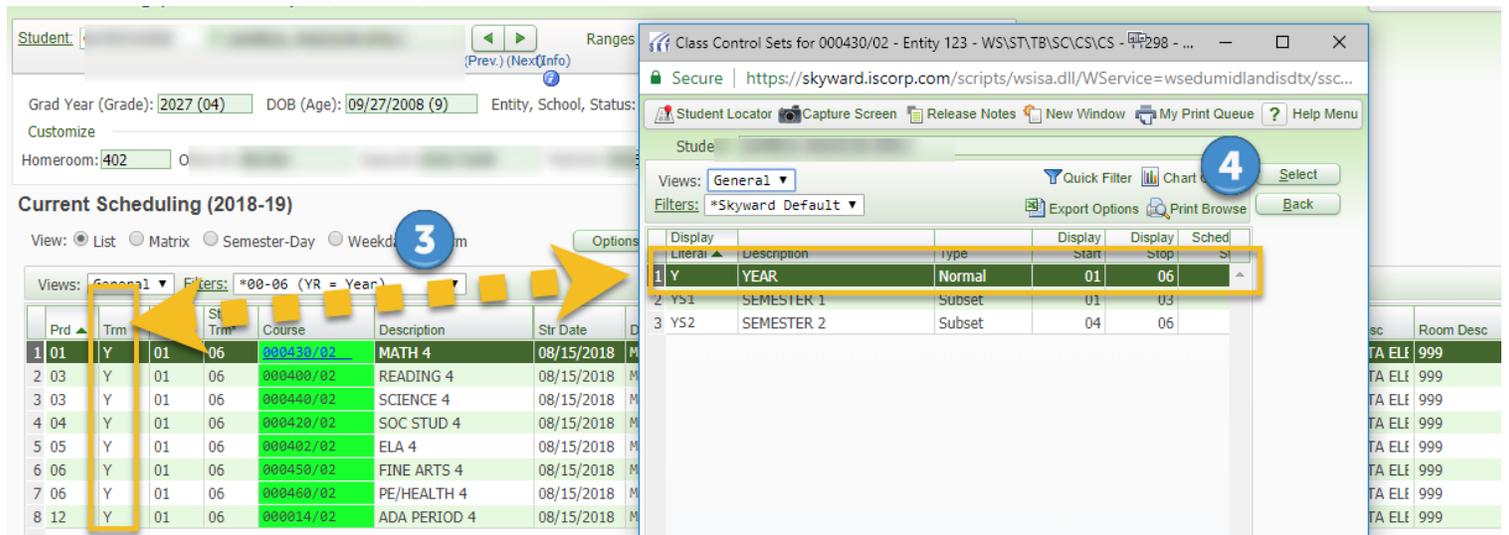
Go to Student > Student Profile > Scheduling > Current and find the student.

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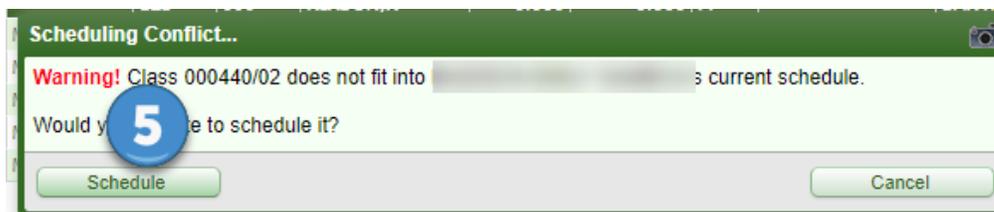2. Select Activate.

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.

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.