

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, including 'Include Effective Date in Save', 'Prompt For Effective Date', and 'Display Class Start Date in Student's Schedule'. Two yellow callout boxes provide additional context: one points to the 'Effective Date' field and the 'Prompt For Effective Date' checkbox, stating 'Think about the effective date and when you are making the changes and use this as helper tool.'; the other points to the 'Display Class Start Date in Student's Schedule' checkbox, 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 contains fields for Entity, School, Calendar, Student Type, Advisor, Counselor, Discipline Officer, Teacher of Record, and Instrument. The 'CY Homeroom Information' section contains fields for CY Homeroom, Room Number, Teacher, and Building. The 'Entity 127' section contains 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 'CY Homeroom' field, and a blue circle with the number '2' is next to it. A yellow box highlights the 'Edit' button, and a blue circle with the number '1' is 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 Unschedule Delete View M Trans Period Times

Course Filter

Sched Group: *None*

Subject: All Apply

Period: *All*

Teacher: All Teachers

☐ 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
1 00001	01	ADA PERIOD 2	Yes	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	PEREDES,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

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

OptionsEmailLegendHistory

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	MTWRF	123	999	HICKS,C	0.000	0.000	M		SANTA RITA ELI	999
2	02	Y	01	06	000250/05	FINE ARTS 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
3	02	Y	01	06	000250/01	FINE ARTS 2	08/16/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
4	02	Y	01	06	000240/05	SCIENCE 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
5	02	Y	01	06	000240/01	SCIENCE 2	08/16/2018	MTWRF	123	999	MONTANEZ,A	0.000	0.000	M		SANTA RITA ELI	999
6	04	Y	01	06	000230/05	MATH 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
7	04	Y	01	06	000230/01	MATH 2	08/16/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
8	05	Y	01	06	000220/05	SOC STUD 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
9	05	Y	01	06	000220/01	SOC STUD 2	08/16/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
10	03	Y	01	06	000202/05	ELA 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
11	03	Y	01	06	000202/01	ELA 2	08/16/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
12	01	Y	01	06	000200/05	READING 2	08/15/2018	MTWRF	123	999	MONTANEZ,A	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	MTWRF	123	999	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	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
15	12	Y	01	06	000012/01	ADA PERIOD 2	08/16/2018	MTWRF	123	999	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	MTWRF	123	999	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	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
3	02	Y	01	06	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	06	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	06	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	06	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	06	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	06	000012/05	ADA PERIOD 2	08/15/2018	MTWRF	123	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999

1

2

Chng Sect

You will get the popup below.

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

Edit Schedule (2018-19)

Student
Student: [REDACTED]
Grad Yr: [REDACTED]

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

Course Filter
Sched Group: *None*

Subject: All
Period: *All*
Teacher: All Teachers

☐ 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
1 000012	01	ADA PERIOD 2	Yes	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	PEREDES,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

Credits: 0.000

4 Schedule Class

You will get another popup below.

- Check the effective date for the correct course section. This is the student's first day in section.
- Enter the effective date to match the "Date Added" date and click enter on your keyboard.
- 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.
- Select Continue.

Change Section

Class Information: 000012 / 01

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

Scheduling Terms: Y (01-06) - YEAR [Normal]

5 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

6 Transaction Details

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

7 Grade Check Info

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

8 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.

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.

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	Stp	Course	Description	Str Date	Days	Bldg	Room	Teacher	Credits	Acad Hrs	Teq	Period Times	Building Desc	Room Desc
1	01	Y	01	000430/02	MATH 4	08/15/2018	MTWRF	123	999	VOURAZERIS	0.000	0.000	M	7:45AM- 3:20PM	SANTA RITA ELI	999
2	03	Y	01	000400/02	READING 4	08/15/2018		3	999	NELSON,J	0.000	0.000	M		SANTA RITA ELI	999
3	03	Y	01	000440/02	SCIENCE 4	08/15/2018		3	999	NIXSON,K	0.000	0.000	M		SANTA RITA ELI	999
4	04	Y	01	000420/02	SOC STUD 4	08/15/2018		3	999	NIXSON,K	0.000	0.000	M		SANTA RITA ELI	999
5	05	Y	01	000402/02	ELA 4	08/15/2018		3	999	HOLEMAN,C	0.000	0.000	M		SANTA RITA ELI	999
6	06	Y	01	000450/02	FINE ARTS 4	08/15/2018		3	999	NEW TEACHE	0.000	0.000	M		SANTA RITA ELI	999
7	06	Y	01	000460/02	PE/HEALTH 4	08/15/2018		3	999	MARINO,B	0.000	0.000	M		SANTA RITA ELI	999
8	12	Y	01	000014/02	ADA PERIOD 4	08/15/2018		3	999	VOURAZERIS	0.000	0.000	M		SANTA RITA ELI	999

Student has been dropped from all courses.

Quick Filter Chart Options Export Options Print Browse

Edit Add Course Build Schedule Drop Activate Replace Unschedule

You will get the popup below.

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

Student: [Name] (Prev.) (Next) (Info)

Grad Year (Grade): 2027 (04) DOB (Age): 09/27/2008 (9) Entity, School, Status: [Name]

Customize Homeroom: 402 O

Current Scheduling (2018-19)

View: ☒ List ☐ Matrix ☐ Semester-Day ☐ Weekday By Term

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

Prd	Trm	Str	Stp	Course	Description	Str Date	D
1	01	Y	01	000430/02	MATH 4	08/15/2018	M
2	03	Y	01	000400/02	READING 4	08/15/2018	M
3	03	Y	01	000440/02	SCIENCE 4	08/15/2018	M
4	04	Y	01	000420/02	SOC STUD 4	08/15/2018	M
5	05	Y	01	000402/02	ELA 4	08/15/2018	M
6	06	Y	01	000450/02	FINE ARTS 4	08/15/2018	M
7	06	Y	01	000460/02	PE/HEALTH 4	08/15/2018	M
8	12	Y	01	000014/02	ADA PERIOD 4	08/15/2018	M

Options

Class Control Sets for 000430/02 - Entity 123 - WS\ST\B\SC\CS\CS - 9/29/2018 - ...

Secure | https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wshedumlandisdt/scc...

Student Locator Capture Screen Release Notes New Window My Print Queue Help Menu

Stude

Views: General Filters: *Skyward Default

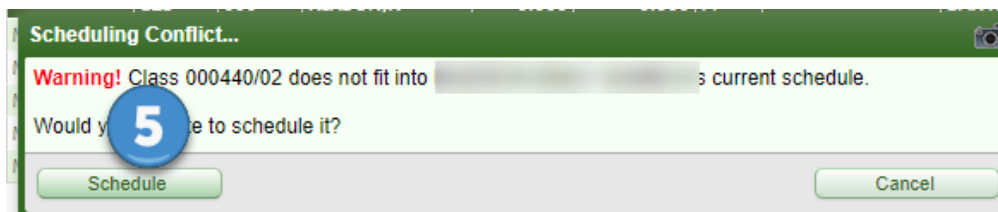
Quick Filter Chart Options Export Options Print Browse

Display	Description	Type	Display Start	Display Stop	Sched
1	Y	YEAR	01	06	
2	YS1	SEMESTER 1	01	03	
3	YS2	SEMESTER 2	04	06	

Select Back

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\CS - 11...". The address bar shows a secure connection to "https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumidl...". The browser toolbar includes buttons for "Locator", "Capture Screen", "Release Notes", "New Window", "My Print Queue", and "Help Menu".

On the left, there is a table with columns "Days" and "Courses". The "Courses" column contains the text "NTA RITA ELE 999" repeated several times.

The main content area displays a form for "Student: 000014/02 Transac...". A blue circle with the number "6" is overlaid on the form. Below the student ID, there is a field for "* Effective Date:" with a date picker showing "08/16/2018" and a calendar icon. To the right of the date field, there is a button labeled "Thursday". A blue circle with the number "7" is overlaid on the "Save" button.

At the bottom of the form, there is a note: "Asterisk (*) denotes a required field".

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.