

# Navigating the Student Schedule

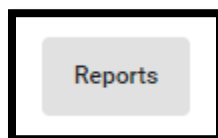
In 2018, new Student Schedule and Walk-In Scheduler tools were made available in the Student Information>Counseling>General toolset. In Summer 2019, those tools will replace the Student Schedule & Walk-In Scheduler available in Student Information>General.

## General Navigation

1. Use the **Walk-In Scheduler** to modify the student's Schedule.
2. Use the Scheduling Messenger to send messages to the student's current teachers by choosing the **Messenger** button.
3. Use the **Full Screen** icon to display just the schedule in the entire browser window. This removes all tabs, all indexes, all headers, and just displays the schedule.
  - o Click the icon again or the **ESC** key to return to a non-full screen view.



Access **Schedule Reports** by choosing the Reports button from the bottom of the page. Available reports display in the side panel.



To see more information about a course, select that course from the grid. A side panel opens that includes the course information, section information, any recorded attendance for that day, assigned scheduling teams and access to view posted grades.

The screenshot shows a grid of courses for three periods. The side panel for Spanish IV A - 5140 - 1 is open, displaying the following information:

- Course:** Spanish IV A - 5140 - 1
- Instructor:** Lifellearn, Ellen
- Period:** 2 - 9:45 AM to 10:05 AM
- Room:** 419
- Phone:** 7179148425448
- Grades:** (button)

## Calendar View Navigation

When displaying the schedule in the **Calendar** view, the student's schedule can be displayed for the **Day**, for the **Week**, or in an **Agenda** layout.

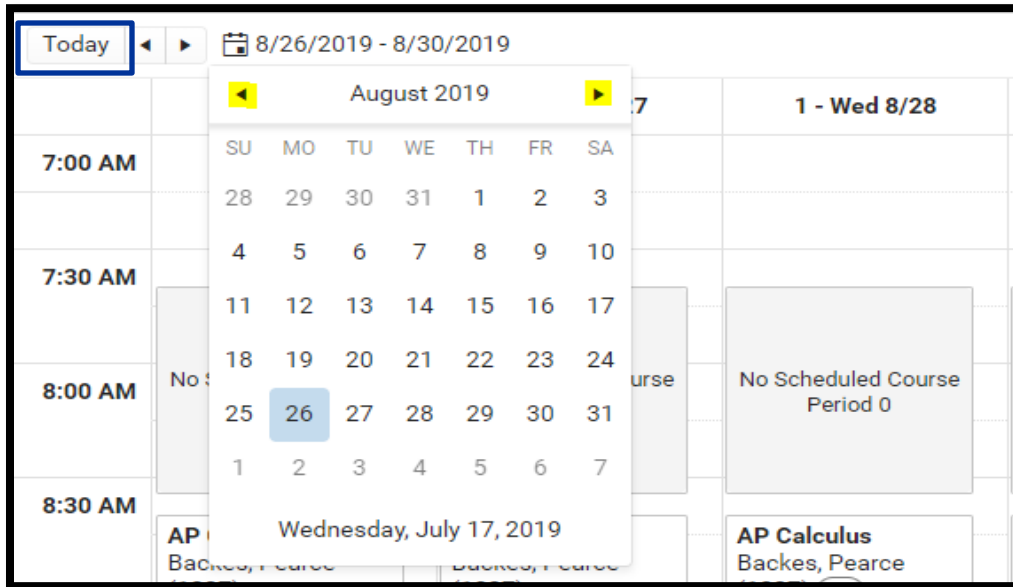
- Automatic scrolling to the current time of day occurs when viewing the schedule.

The screenshot shows a calendar view for Wednesday, August 21, 2019. The view is set to 'Day' mode. The timeline shows the following schedule:

- 7:00 AM - 8:00 AM:** No Scheduled Course Period 0
- 8:00 AM - 9:00 AM:** AP Calculus Backes, Pearce (1327) Period 1

When in the **Calendar** view, the selected date always displays the current date. Use the left or right arrow keys to navigate to future dates or past dates.

- If viewing a future or past date, click the **Today** icon to return to the current date.



## Term Navigation

Choose the **Term View** button to display the Schedule organized by the term (Quarters, Trimesters, etc.).

- For schools that use multiple period schedule, the schedulers are labeled within each term.
- Periods where the student is not scheduled into a course section are gray and the field displays *No Scheduled Course*
- Periods where the schedule course section does not meet (school holiday or other non-instruction day) are gray and the field displays *No Scheduled Course*

Select which Terms and Period Schedules to display by expanding the Filter dropdown and removing the Terms from the Term list and removing the selection of the period schedules from the Period Schedule list (if applicable).

- The Filter only displays when there is more than one term and/or one period schedule.



In the **Term** view, see dropped courses in the date in which they were dropped. The currently active course displays at the top of the period. This required *Dropped Courses* to be selected in the Filter.

- The student must have dropped courses in order for this option to display.

	Start, Jenn	Start, Jenn	
<b>03</b>	<b>Physics I</b> 9:12 AM - 9:59 AM Room: 0323 Staff, Jay	<b>Physics I</b> 9:12 AM - 9:59 AM Room: 0323 Staff, Jay <b>Drop: 1/17/2019</b>	No Scheduled Course 9:12 AM - 9:59 AM
<b>04</b>	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM	No Scheduled Course 10:06 AM - 10:53 AM
<b>05</b>	No Scheduled Course 11:00 AM - 12:19 AM	No Scheduled Course 11:00 AM - 12:19 AM	No Scheduled Course 11:00 AM - 12:19 AM
	No Scheduled Course	No Scheduled Course	No Scheduled Course

**Need further assistance? Refer to Campus Community for more detailed documentation in regards to the Walk-In Scheduler, or contact the LGCA Student Team at [sis\\_help@lqca.org](mailto:sis_help@lqca.org).**