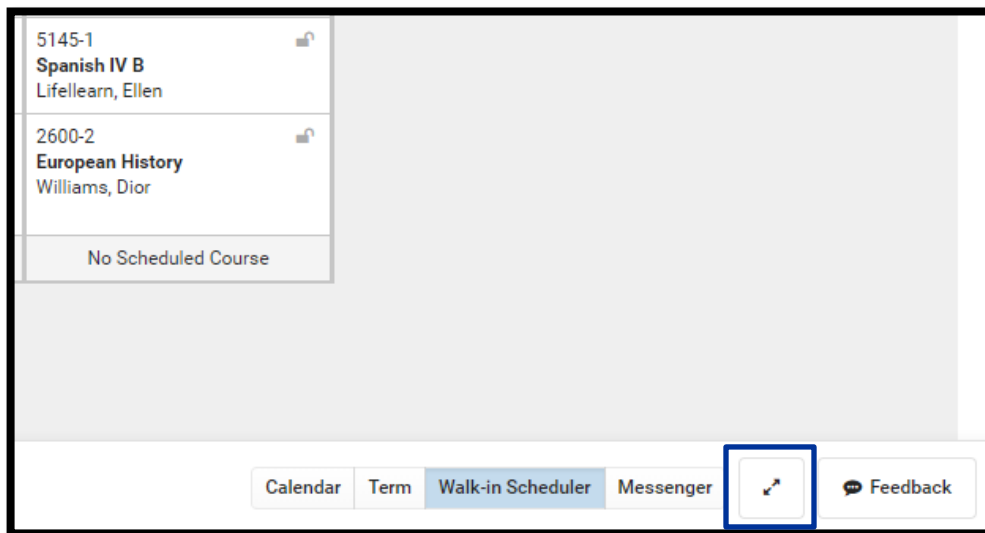


Navigating the Walk-In Scheduler

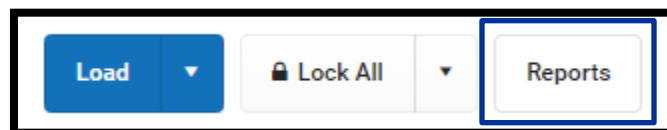
In 2018, new Student Schedule and Walk-In Scheduler tools were made available in the Student Information>Counseling>General toolset. In Summer 2019, those tools will replace the Student Schedule & Walk-In Scheduler available in Student Information>General.

Use the **Full Screen** icon to display just the Walk-In Scheduler in the entire browser window. This removes all tabs, all indexes, all headers, and just displays the Course grid and the Requests & Search panels.

- Click the icon again or the **ESC** key to return to a non-full screen view.

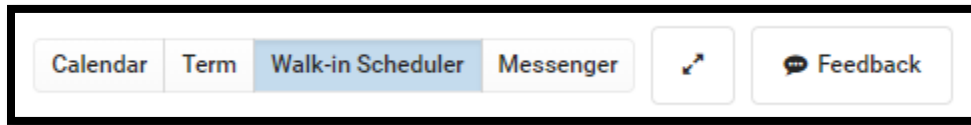


Access **Schedule Reports** by choosing the **Reports** button from the bottom of the page. Available reports display in the side panel.



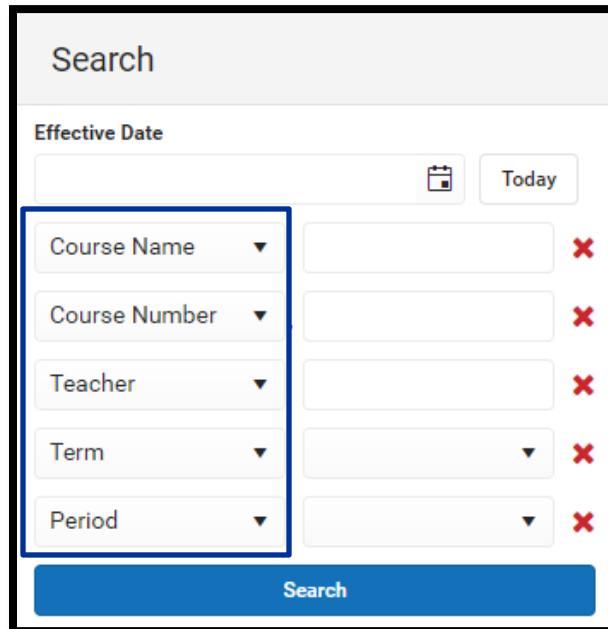
Access other Scheduling tools from the Action Bar –

- View the student's Schedule by choosing the **Calendar** or **Term** button
- Send scheduling related messages by choosing the **Messenger** button
- Submit Feedback about the Walk-In Scheduler by choosing the **Feedback** button



Search for courses to add to the student's schedule using the **Search** panel. Search by several different course related options, like Course Name or Number, Period, Term etc.

- Up to five search values can be chosen

The image shows a 'Search' panel. At the top is the title 'Search'. Below it is a section for 'Effective Date' with a text input field, a calendar icon, and a 'Today' button. Below that are five search criteria, each with a dropdown menu, a text input field, and a red 'X' icon: 'Course Name', 'Course Number', 'Teacher', 'Term', and 'Period'. A blue 'Search' button is at the bottom. A blue box highlights the dropdown menus for 'Course Name', 'Course Number', and 'Teacher'.

After search for a course, click the right-facing chevron next to the course name to display sections of the course and assigned teachers.

View a list of already **requested** courses, add more course requests, and see course the student has dropped on the Requests panel.

The screenshot shows the 'Requests' interface. At the top, it displays 'Requests' and 'Scheduling Units: 6/32'. On the left, there is a sidebar with 'Requests' and 'Search' buttons. The main area is divided into two panels: 'Requests' and 'Add Requests'.

The 'Requests' panel shows a table of course requests:

COURSE NAME	UNITS	TYPE	#
UNSCCHEDULED			
Skills Seminar A I (Academic) 0003	2	R	1
Advisory 0000	4	R	2

The 'Add Requests' panel shows a 'Quick Add' input field with '10' entered. Below it is a list of courses with 'UNITS' and 'ADD' columns:

COURSE NAME	UNITS	ADD
Essential Transition II 0010	2	+
Transition 12 I 0610	0	+
Mastery Language Arts I 1018	2	+
Mastery Language Arts II 1019	2	+
ELL Level 1 I 1020	4	+
ELL Level 1 II 1021	4	+
ELL Level 2 I 1022	4	+
ELL Level 2 II 1023	4	+
ELL Level 3 I		+

Load Course Requests using the **Load** button in the Action bar. Courses can also be ended en mass, completely unloaded and restored.

The screenshot shows the 'Action bar' with the following buttons: 'Unload', 'End', 'Restore', 'Load', 'Lock All', and 'Reports'. The 'Load' button is highlighted with a blue border.

Lock courses or unlock courses as needed using the **Lock All** button

- This options locks or unlocks **all** courses on the student's schedule

The courses in the grid display the course number and section & the course name and teacher name.

- See a quick glance at a course section on the student's schedule by hovering over the section.

		STAFF, MOLLY	STAFF, MOLLY Drop: 4/24/2018
🔒	26121308-6 ENGLISH III STAFF, ROBIN	🔒	26121308-6 ENGLISH III STAFF, ROBIN
		<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> Room: 234, Team: Blue, IEP: 0, Seat Count: 10/25 </div>	
🔒	61241308-1 CHEMISTRY STAFF, STEVEN	🔒	61241308-1 CHEMISTRY STAFF, STEVEN
🔒	61491138-11 INTEGRATED SCIENCE STAFF, SARAH B	🔒	61491138-11 INTEGRATED SCIENCE STAFF, SARAH B

When adding courses, review the information on the modal to ensure the correct course is added, the correct start date is entered, etc.

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@lgca.org.