MyStudent Elementary Scheduling
Next Year Classes

Enter into MyStudent/Maintenance/Scheduling

Be sure in each screen to select Year Next.

1) **Registration Status Report –** Run the Registration Status Report to check for students with errors in the Next Year School/Class fields. Fix students with errors in **Student Info/Edit/Demographics.**

2) **Teachers** – Update teachers. To add use the green plus or right-click/add. For unknowns, you can create STAFF1, STAFF2, etc., using your principal's employee number. As you complete your staffing, add new teachers and update the master schedule. To delete, highlight the teacher and use the red X or right-click/delete.
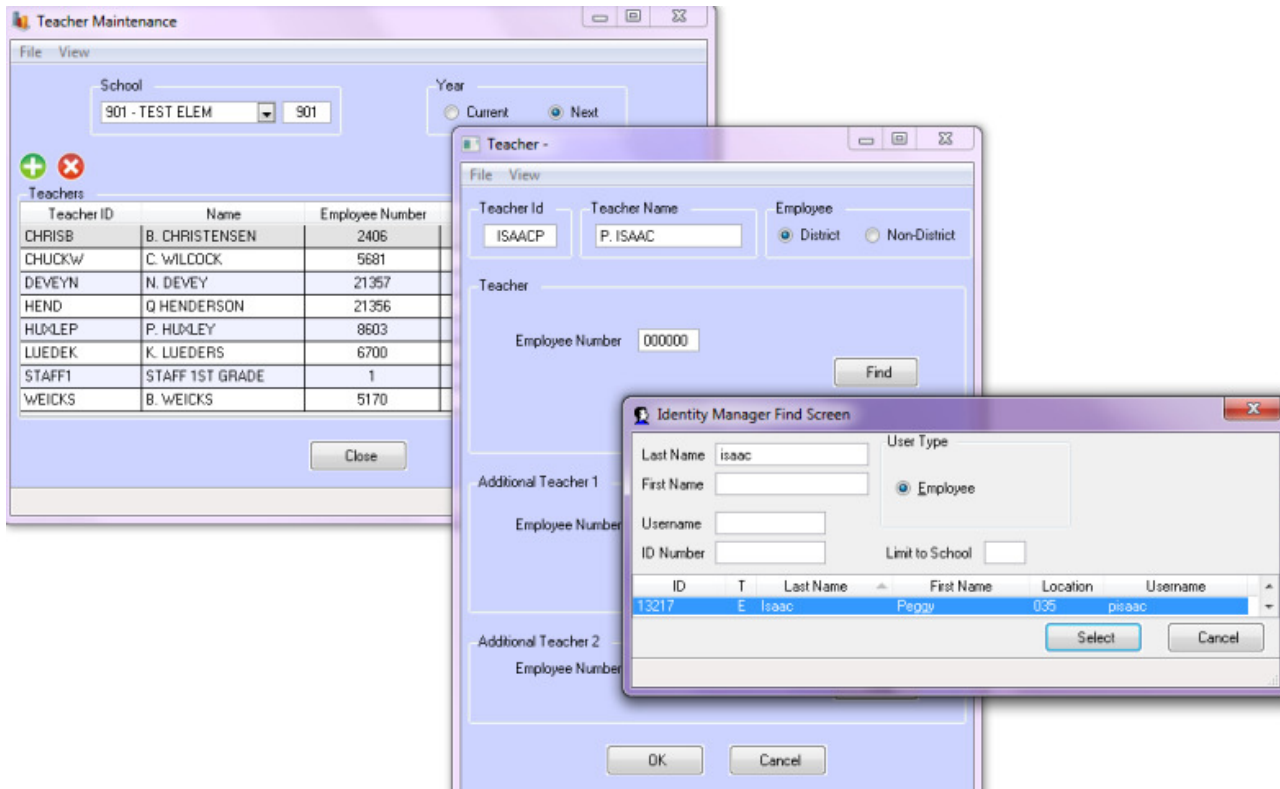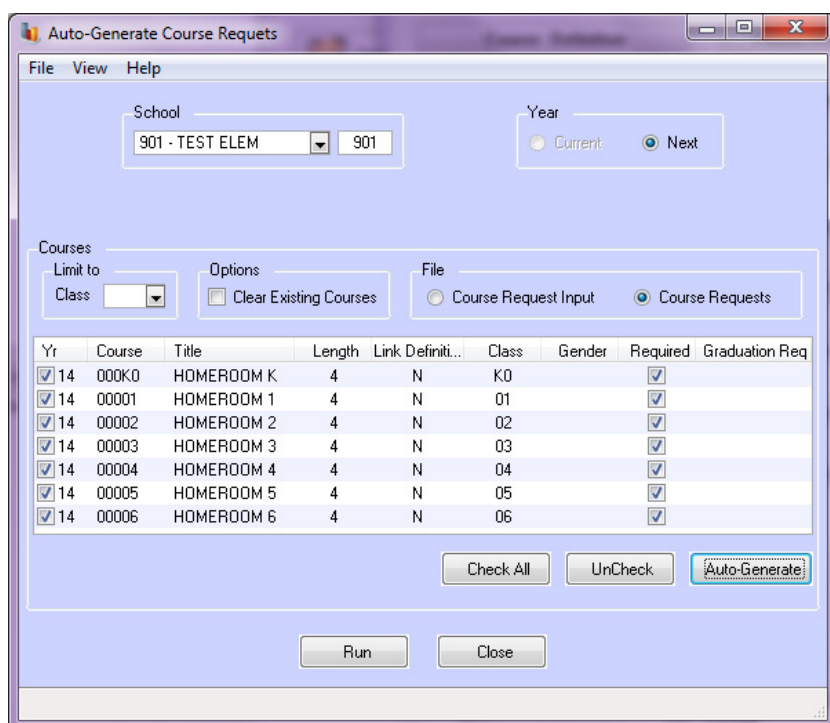

3) **Create Master Schedule from Last Year** – Switch to the **Resource Allocation Tab.** Copy the current year master schedule to the next year master schedule.
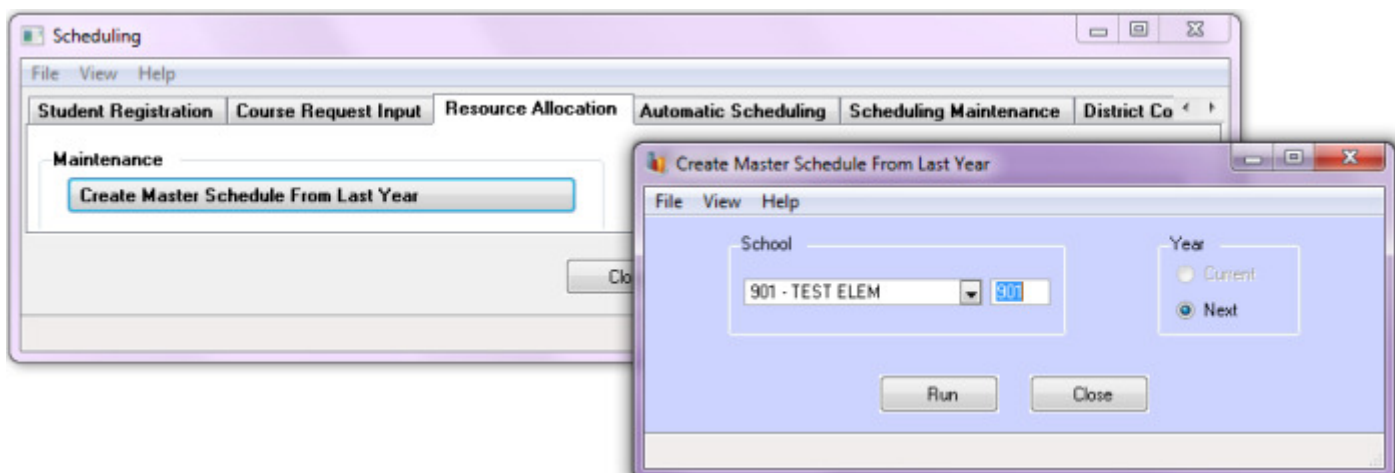
4) Master Schedule Maint – Update master schedule (i.e., change the teacher assigned to the course/section, add a course/section, delete a course/section). Double-click on an item to edit or right-click for Add/Change/Delete options.
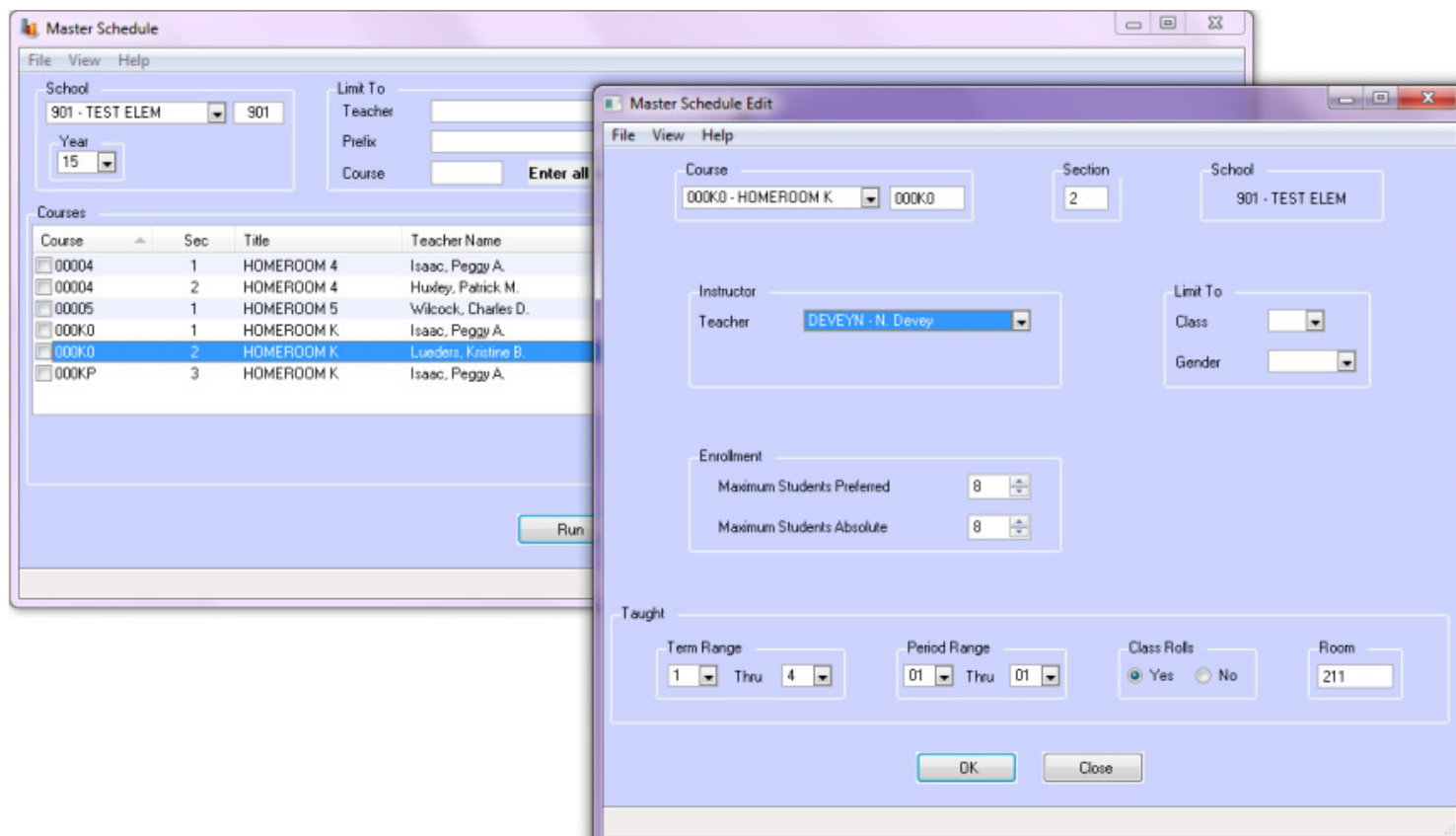

5) Auto-Generate Courses – Generate the student course (not section) into their schedule (i.e., add COURSE 00001 to all of next year 1st grade students). Enter your school and Run. Select the Course Request option, check boxes to select the courses, then click the Auto-Generate Button. For kindergarten – only select one K0 course to generate, usually KA. If you select all types, your K0 students will schedule into all types of K0 classes (AM, PM, Alternative).
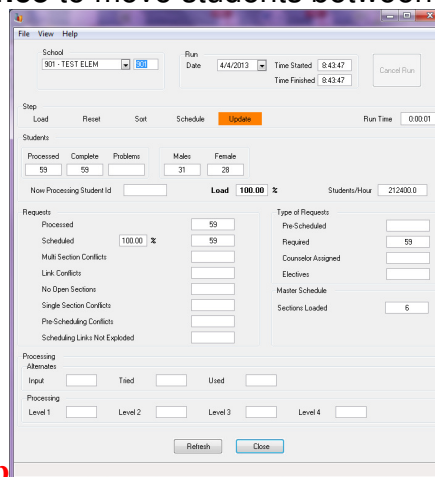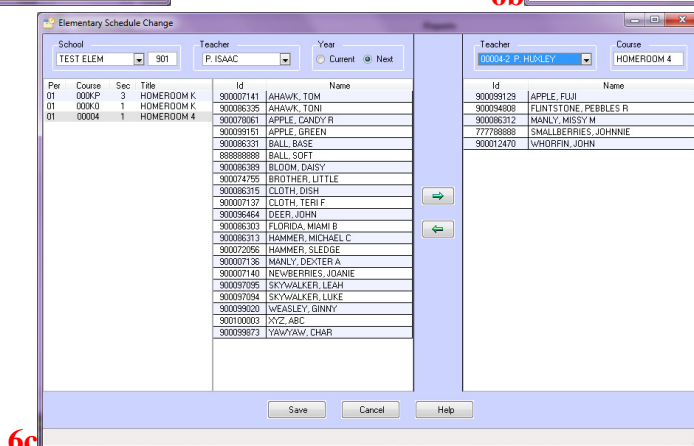
6) **Automatic Scheduler** – Schedule students into the course sections. Enter your school, check the pre-sort option and click Schedule button. Use the **Auto Schedule Status** to check your percent of students scheduled. Use the **Group Elementary Maintenance** to move students between classes.
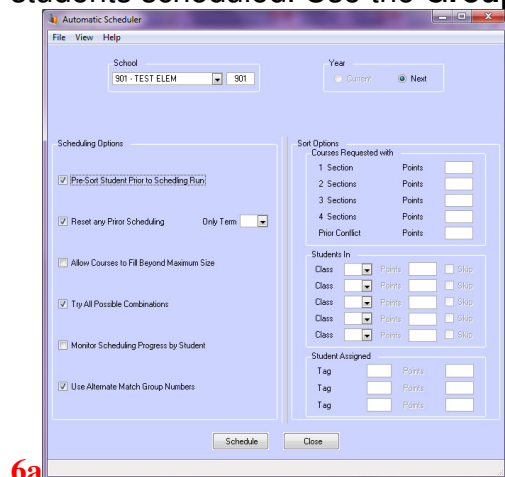
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7) **Course Requests** – Manual Schedule Option – Enter your school and click on NEXT (next year). Select the next year class level you want to work with. Double-click on a student to select a section or use the check boxes with the edit button to go through multiple students.