Schedule Builder - Creating a Schedule

When an admin **has enabled schedules** in the **Program Settings** and has set up the **Course Catalog,** parents will be all set to create their schedules.

 The date that the notification of the schedule will become active on the parent end will depend on the dates that were inputted by admins in the Years Settings. Admins will be able to select different dates for the full year, 2nd Semester Changes, or Mid-year students (see more here)

If a schedule has been **enabled and the dates have been set**, when a parent logs into their InfoCenter during the Schedule Builder time frame, they should see the **notification to submit:**

📌 **Notification to Submit Schedules**

If a parent clicks on the "Submit Now" button and the notification is for **multiple students (as shown in the reference above),** then they should be taken to the Homeroom dashboard. Notifications for the Schedule will appear for each individual student on the Homeroom dashboard as a **red exclamation mark** (see **"Notification-Entry" below as an icon example**).

Parents will see individual notifications for the students to submit their schedules here (see below)

When a parent clicks on this notification, they should be taken directly to the Schedule Builder.

> 📄 **Please Note:** If a parent clicks on the **"Submit Now"** button from the **dashboard** and the notification is **only regarding one student**, then they should be taken **directly to the Schedule Builder (see order below)**

Schedule Builder Order

The order of the Schedule Builder should be as follows:

Scenario 1: IF Testing Preference, Diploma-seeking, and Schedules are all enabled:

- **Testing Preference** → **Diploma-seeking** → **Schedules**

Scenario 1a: IF Testing Preference (Opt-out option chosen), Diploma-seeking, and Schedules are enabled:

- **Testing Preference** → **Opt-out Form** → **Diploma-seeking** → **Schedules**

Scenario 2: IF Testing Preference and Schedules are Enabled

- **Testing Preference** → **Schedules**

Scenario 2a: IF Testing Preference (Opt-out option chosen) and Schedules are enabled:

- **Testing Preference** → **Opt-out Form** → **Schedules**

Scenario 3: IF Diploma-seeking and Schedules are Enabled

- **Diploma-seeking** → **Schedules**

Once the parent has clicked on the schedule notification, they should be able to see the first page of the Schedule Builder once they have gone through any other pages before it (see scenarios above)

📌 **Blank Schedule Builder**

Schedule Builder Page Layout & Functionality

> ℹ️ **Note on the Schedule Builder page layouts:** While the parent is going through the flow of building a schedule, they should see a similar layout for all pages. Please see the details below:

Title:

The title of the pages throughout the Schedule Builder should always be **"Schedule"**

Back Chevron:

There should be a **back chevron on the top left corner of this page**

- When the parent clicks on the back chevron, they should be taken back to the previous page. This will **always depend on what was enabled/disabled.** At this point in the Schedule Builder process, the previous page could either be the Diploma-seeking page, the Testing Preference Opt-out page, or the Testing Preference main page

Years Dropdown:

If the student had accepted schedules for previous school years, there should be a year's dropdown at the top right corner which will allow parents to view past schedules.

Student Information:

There should be a student information section right below the back chevron and the title of the page. This information section should contain the following:

Student Name, Student Grade Level, Special Education Status (if applicable), School District, and Diploma-seeking status
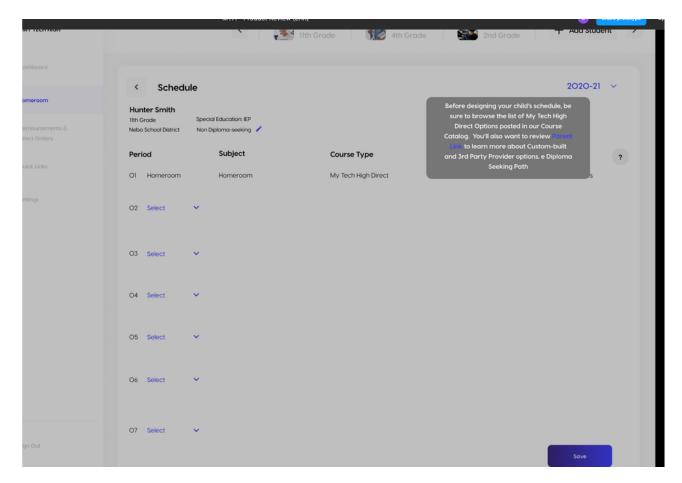
> ⚠️ **Please Note:**
> - If the diploma-seeking selection was **enabled on the admin end,** the parent would have chosen their status on the **previous page**. This **status would reflect on the bottom right of the Student information section.**
> - If the diploma-seeking selection was **not enabled on the admin end,** then parents would not have been able to select a status and there would be **no status shown** on the bottom right of the student information section.
>
> **Please see the context behind enabling/disabling the diploma-seeking status here:**
>
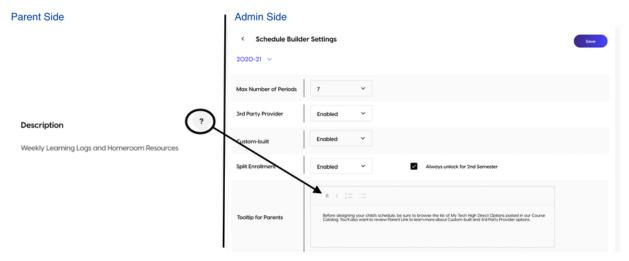> 📄 Program Settings | If the admin enables the schedules in the program settings:

Parent Tooltip:

There should be a **tooltip for parents on the top right** which will show what the admin inputted on their end (please see below):

Parent Schedule with Tooltip for Parents Showing

Please see the Admin/Parent Settings connection of the tooltip below:

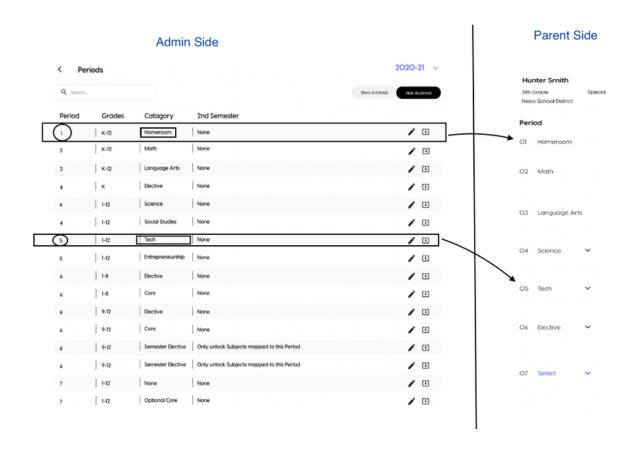Tooltip Description from Schedule Builder Settings

Period Column

The periods listed under the Period column will be **connected to all of the periods (see reference here) that were set up on the admin end.**

- Next to the period number, **all of the categories tied to the associated periods will show**

ℹ️ **For example:**

The category **next to the period number** should reflect the **what was inputted by the admin and connected to those periods.**

When a parent clicks on the **Select dropdown next to the period,** they will be able to **select a category from the dropdown list (see below)**

| ⚠ | Sometimes, the period will only have **one** associated category. |

For example:

Period 1 only has the **"Homeroom" category** associated to it. When this happens, homeroom should already be **pre-populated** on the parent end and parents **should not see a select dropdown because there will only be one option.**

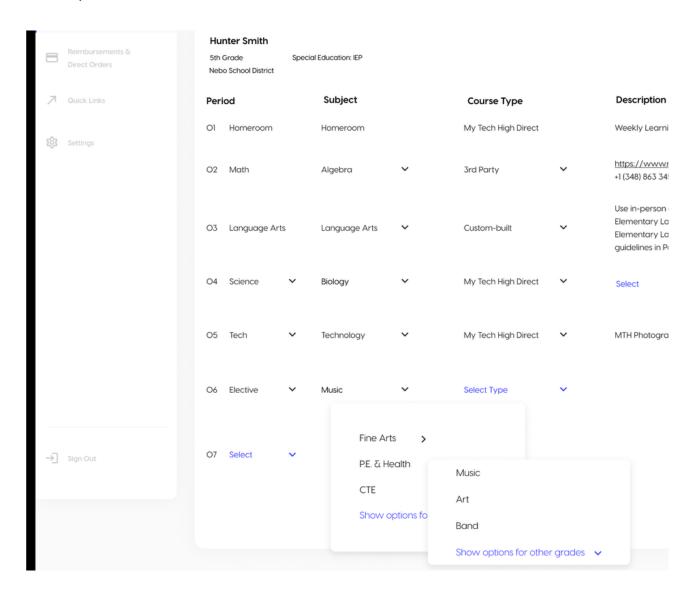It will be common for periods to have multiple categories associated to them

For example:

Period 5 has **both** Tech and Entrepreneurship associated with it. Now the parent will have the opportunity to **select between the two** for their student. In this case, the Period 5 Tech and Entrepreneurship categories will **both be applicable for the 5th-grade student** (since they are for grade levels 1-12). When the parent clicks on the dropdown, they will choose between the two. In the reference above, the parent has selected "Tech" from the dropdown.
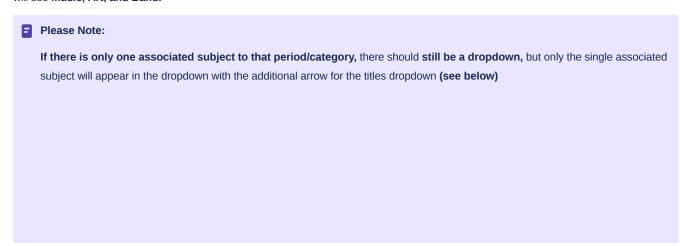
Subject Column

Under the **subject column, parents should be able to select a subject and what we would call a "Title" on the admin end.** Since they have already selected the category in the previous dropdown, all subjects/titles from that selected category **should populate for the applicable grade levels** that the admin had selected for the subject/title.
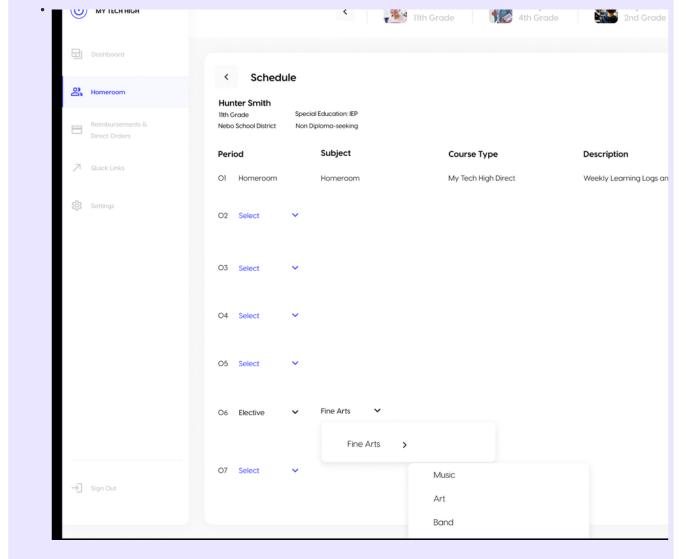
Example 1:

When the parent has selected a category and moves to the Subject dropdown, they **should see all associated subjects when they click on the dropdown**

For example, if we look at Period 6, the parent will click on the subjects dropdown which will show subjects linked to Period 6 Electives. Here, they will have three subject options to choose from Fine Arts, P.E & Health, and CTE. Some subjects will have associated titles that the admin will also be able to select from. This will be shown to parents in the form of a side arrow (>), creating a cascading menu experience for parents. If a parent clicks on the subject's arrow, they will see **all titles associated with that subject.** In this case, parents will see **Music, Art, and Band.**

> **Please Note:**
>
> **If there is only one associated subject to that period/category,** there should **still be a dropdown,** but only the single associated subject will appear in the dropdown with the additional arrow for the titles dropdown **(see below)**

"Fine Arts" will be the only subject shown in the dropdown, and the additional menu of titles will be shown when the admin clicks on the (>) arrow.

⚠️ **Please Note:**

If a **subject does not have any titles associated to it,** parents should be able to **select it directly.** For example, parents will be able to select CTE directly and it will populate in the subject field.

Exception: If a subject **has associated titles,** parents will **be required to select a title from the additional menu.** Parents will not be able to select that subject alone. In the above example, parents would **not** be able to select "Fine Arts" and have it show in the dropdown as "Fine Arts"

They will only be able to select from the three associated titles to fine arts
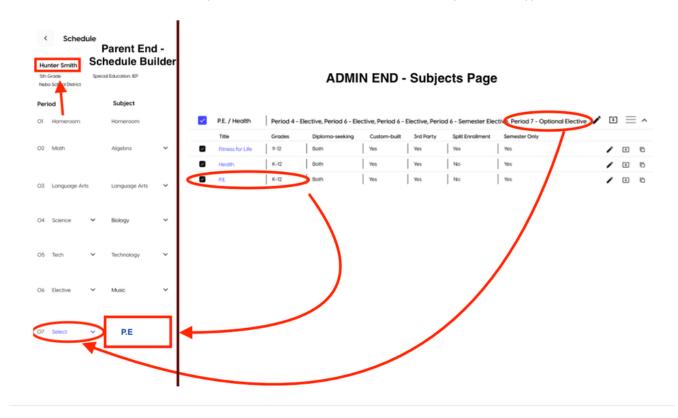
ℹ️ **Show options for other grades:** Parents should be able to click on **"Show options for other grades"** if there were alternative grade levels inputted on the admin end for that specific subject/title. This will allow parents to see **additional grade options and give them flexibility to select the right subject/title for their student.**

Example 2 (Link to Admin End):

Hunter, who is in 5th grade wants to add a subject for Period 7. He has already decided that he wants this to be an "Optional Elective" category, and has moved forward to the subject dropdown.

Since the admin has set up a P/E / Health subject for grades K-12 (see reference below), Hunter will be able to select this from the first subject dropdown.

Once Hunter selects P/E / Health as the subject, there should be a **cascading** menu with title options for this subject. In our case, these titles will be **"Health" and "P.E."** and the parent will be able to select one of the two since they will both be applicable to Hunter.

Course Type Column

The **"Course Type"** column will allow parents to **select the type of course/provider they will be using for the class.** Parents will be able to choose between **three options** (see reference below):
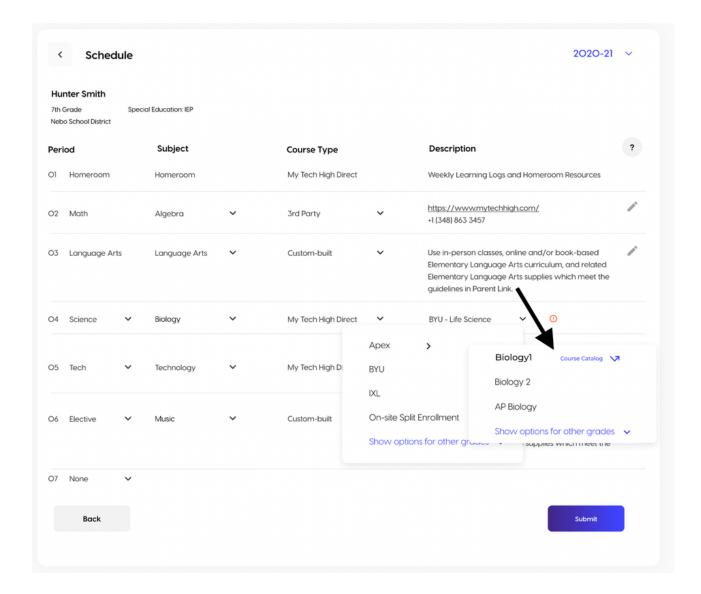
📌 **Course Type Dropdown Example**

1.My Tech High Direct

The My Tech High Direct curriculum will give parents **direct access to courses that are self-paced, mentor-supported, online teacher-led, or even in-person classes with the "Split Enrollment" option.** Parents can mix and match to get exactly what is needed for their students. Admins can **add providers for these courses** in the Providers section of the admin InfoCenter. The providers will have various My Tech High (MTH) Direct Course* offerings, and the courses will be **mapped to various subjects that have been added to the subjects page by admins.**

> ℹ️ **Please Note:**
>
> The **My Tech High Direct** course type will **ONLY be available IF** there have been **providers linked** to the **subject/title** chosen in the first two columns of the schedule builder/selection dropdowns.

When a parent selects this option from the dropdown, the description box will **populate with all provider courses that have been mapped to that subject/title. For example:**

If the parent selected **"My Tech High Direct"** as a **"Course Type"** for the **"Science"** subject, any **Providers** from the admin provider section that **were mapped to the Science-Biology subject/title will populate in the description dropdown.**

In this case, we can see that **Apex, BYU, IXL, and On-site Split Enrollment are provider options**

- If there are multiple courses from that provider mapped to that subject/title, there should be **another arrow that will expand an additional menu of those courses.** Parents will be able to select between these options
- Whatever provider course is chosen by the parent will **populate in the description dropdown**

Show options for other grades: Parents should be able to click on **"Show options for other grades"** if there were alternative grade levels inputted on the admin end for that specific subject/provider. This will allow parents to see additional options and give them flexibility.

Link to Course Catalog

Sometimes, admins will add links to Provider courses to make it easier for parents to get information on that provider course. You could see this reflected here as **"Course Catalog"** next to the Biology 1 option.

On-site Split Enrollment:

If this option is selected, this means the parent/student will want to take part in the course in-person at a **local school.** If the parent/student clicks this option, they will see the following pop-up asking for additional information:

📌 **On-site Split Enrollment Pop-up**

They will need to enter a **District School, the Name of the School District** (the dropdown should be connected to the School Districts imported for that region in the admin's program settings), and the name of the course that they are planning to do a Split Enrollment for

If the parent clicks **"Cancel"**

- The information will not be saved
- The pop-up will close
- The parent **will have to select a Course Type from the dropdown again**

If the parent clicks **"Save"**

- The Split Enrollment information will be saved
- The information will **reflect on the schedule**

| O6 | Elective | Music | On-site Split Enrollment | Mountain Valley High Sunset School District Band |

Split Enrollment Description Example on the schedule

💡**Please Note:**
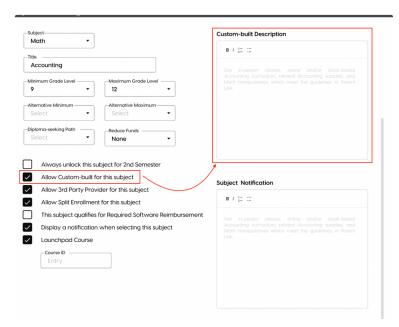
All fields of this pop-up will be required. If the parent clicks **"Save"** without filling out any one of the fields, they will see the following **"Required"** error messages and the blank field will be highlighted in red:

📌 **On-site Split Enrollment Errors**

2. Custom-built

The Custom-built option will be customized by the parent/student. This will provide parents with the freedom to create customized learning experiences. Parents will be able to identify Custom-built resources and may be able to expense costs that come with Custom-built classes (future features)

The Custom-built option **will be available to select if the admin enabled it on their end for the specific title (see below)**

Admin Side - Custom-built Enabled

If the admin chooses to allow Custom-built classes, they will be able to put a description with instructions that should be shown to parents. Parents will then be able to **edit this Custom-built description to give admins all details regarding the Custom-built class.**

If the parent selects a Custom-built class, they will see the following pop-up to type in their description of the course:

📌 **Custom-built Pop-up**

Parents should be able to type into the text box and should initially see the instructions from the admin.

If a parent clicks **"Cancel"**

- The pop-up should close
- No changes should be saved

If a parent clicks **"Save"**

- The pop-up should close
- The Custom-built description should be saved
- The description should populate on the schedule (see example below)

O3   Language Arts   Language Arts   ∨   Custom-built   ∨   Use in-person classes, online and/or book-based   ✏
                                                                                        Elementary Language Arts curriculum, and related
                                                                                        Elementary Language Arts supplies which meet the
                                                                                        guidelines in Parent Link.

Language Arts Custom-built Course Description

💡 **Please Note:**

If the admin selects Custom-built, the Custom-built description of the course will be required. If the parent clicks **"Save"** without typing out a description, they will see the following:

📌 **Custom-built Error**

The **"Custom-built Description" will be highlighted in red**, and the **box will be outlined in red.** There should also be a **"Required"** error message below the box.

Parents should always be able to **edit the course description up until they submit the schedule by clicking on the edit pencil icon.**

3. 3rd Party Provider

3rd Party Provider courses allow students to take advantage of resources/social experiences in their local communities. Examples of these courses could be **group art classes, dance classes, driver's education, etc.** If a parent selects **"3rd Party Provider" as the Course Type,** they will see the following pop-up:

📌 **3rd Party Provider Blank View**

On the pop-up, the parent will have to fill out the **Name of the Provider and Course, their phone number, and their website.** Parents will be able to add additional links for reference by **clicking on the "Add Link" button.**

- If a parent clicks on the **"Add Link" button, another "Website"** field should display that will allow them to enter an additional link.
  - Parents should be allowed to **include as many links as they want here**

⚠ If a parent adds too many links by accident or wants to delete a link, they should always be able to use the "Remove Link" trash icon on the last link. The trash icon will always show on the last active link, **but it should not show if there is only one link (default view shown above)**

- Please see the reference below for the **"Remove Link"** example. When the parent hovers over the icon, they should see a tooltip that states **"Remove Link"**

-

  Remove Link

  - If the parent clicks on the icon, **the link will be removed**

📌 **3rd Party Provider with Website Trash Icon**

- If a parent clicks on the **"Cancel"** button
  - The pop-up will close
  - Nothing will be saved
- If a parent clicks on the **"Save"** button
  - The pop-up will close
  - **All information will be saved**
  - All 3rd Party Provider information will be reflected on the Schedule (see example below)

2	Math	Algebra	⌄	3rd Party	⌄	https://www.mytechhigh.com/ +1 (348) 863 3463	✏️

Parents will be able to **edit this information up until they submit the schedule by clicking on the pencil edit icon**

💡 **Please Note**

All fields of the 3rd Party Provider pop-up will be required (including at least one link). If the parent clicks **"Save"** without filling out any one of the fields, they will see the following **"Required"** error messages and the blank field will be highlighted in red:

📌 **3rd Party Provider Errors**

Additional Details

Semester-based Courses

If there is a warning icon next to a description, this will mean that the course is a semester-based **provider**. Please see the example below:

04	Science	⌄	Biology	⌄	My Tech High Direct	⌄	BYU - Life Science	⌄	⊘

Warning icon next to the description dropdown

If the parent hovers over this icon, they should see the semester-based tooltip (see below)

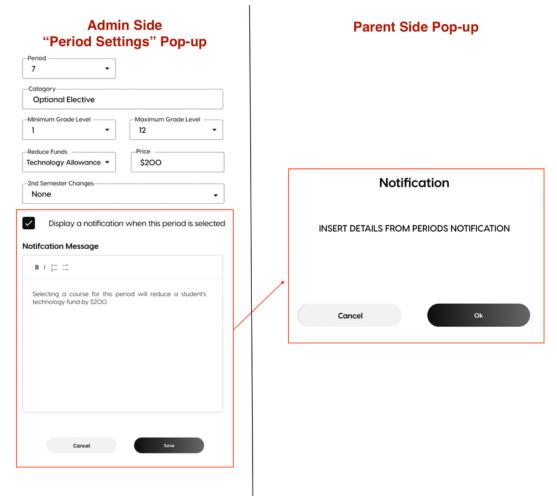📌 **Semester Based Tooltip**

Notifications

On the admin end, there will be several notification messages that admins will be able to input for parents going through the Schedule Builder. Please see all details below:

Periods Notification:

Admins will be able to input a notification associated with a period/category on their end. If this occurs, parents should see the notification on their end when they select that specific period/category. (see below)

📌 **Periods Notification**

Please see the admin-parent connection below:

Admin/Parent Periods Notification Connection

All details added to the text box on the admin side will populate in the periods pop-up when that category is selected for the associated period.

For example, The specific pop-up shown in the reference above should **only show when the admin selects** the **"Optional Elective"** category for Period 7. If they select Period 7 with another category, they will only see a notification if the admin had inputted a notification for that specific period/category.

If the admin clicks **"Cancel" on the notification:**

- The pop-up should close
- The **period/category should be unselected**

If the admin clicks **"Ok" on the notification**

- The pop-up should close
- The **period/category should remain selected**

2nd Semester Notification:

Details to come soon

📌 **2nd Semester Notification**

Reduce Funds Notification:

If there is a reduction of funds associated with a subject/title or provider/course, the notification will be shown to the parent once they select that provider/course or subject/title. It will appear as a pop-up on the page. Please see below:

📌 **Reduce Funds Notification**

If the admin clicks **"Cancel" on the notification**

- The pop-up should close
- The **subject/title OR provider/course should be unselected**

If the admin clicks **"Ok" on the notification**

- The pop-up should close
- The **subject/title OR provider/course should remain selected**

Subject Notification:

If the admin chose to add a **"Subject Notification"** associated with a subject/title, the notification will be shown to the parent once they select that subject/title. It will appear as a pop-up on the page. Please see below:

📌 **Subject Notification**

If the admin clicks **"Cancel" on the notification**

- The pop-up should close
- The **subject/title should be unselected**

If the admin clicks **"Ok" on the notification**

- The pop-up should close
- The **subject/title should remain selected**

Course Notification:

If the admin chose to add a **"Course Notification"** associated with a provider/course, the notification will be shown to the parent once they select that provider/course. It will appear as a pop-up on the page. Please see below:

📌 **Course Notification**

If the admin clicks **"Cancel" on the notification**

- The pop-up should close
- The **provider/course should be unselected**

If the admin clicks **"Ok" on the notification**

- The pop-up should close
- The **provider/course should remain selected**

Custom-built Description:

If the admin decides to allow custom-built courses, they will be able to add a description to the course which parents will see on their end.

Multiple Periods Notification:

If the admin chose to **require multiple periods for a provider,** they would also have **written a notification message for parents.** The multiple periods notification will be shown to the parent once they **select that provider/course for the first time.** This will **limit the**

options that the parent has to choose from in the remaining periods, but there may still be some options. The notification will appear as a **pop-up on the page.** Please see below:

📌 **Multiple Periods Notification Pop-up**

"Save Draft" Button:

There should be a **"Save Draft"** button on the **bottom right corner of the page** that will allow parents to save their edits/additions to the Schedule Builder as they work on it

When the parent clicks "Save Draft," all additions/changes made to the Schedule Builder up until that point will be saved and they will see a confirmation pop-up for the saved changes (see below)

📌 **Schedule Builder Saved Changes Pop-up**

If the parent clicks **"Ok"** the pop-up will close

If a parent decides to **navigate elsewhere** in the InfoCenter by clicking either on the **back chevron** or anywhere on the Side Bar menu, they should see the **"Unsaved Changes"** pop-up to remind them to save their work on the Schedule Builder (see below):

📌 **Unsaved Changes Pop-up**

If the parent clicks **"Cancel"**

- The pop-up should **close**
- The parent should **remain on the page**
- The parent will have the opportunity to save their changes/additions to the Schedule by clicking **"Save Draft"**

If the parent clicks **"Yes"**

- The pop-up should **close**
- **No changes will be saved**
- The parent will be **sent to the page that they navigated to**

> ℹ️ **Please Note:** If a parent navigates elsewhere in the infocenter **without making any changes to the schedule builder/leaving it blank, they should not see the "Unsaved Changes" pop-up**

Submit Schedule

When a parent has filled out all of the required information for the schedule, they should see a **"Submit"** button shown **in place of the previous "Save Draft" button. The "Save Draft" button will now be moved to the bottom left side of the page.**

Parents should still be able to save a draft here before submitting it, but their schedule will now be **completed and ready for submission** based on the fields that have been filled out (see below):

📌 **Submit Button**

When the parent has filled out all of the fields on the schedule builder page, **the Schedule should be ready for submission along with the Testing Preference (if applicable) and Diploma-seeking (if applicable) options, they will click on the "Submit" button**

Parents should **still be able to save a draft here before submitting it,** but their schedule will now be **completed and ready for submission** based on all of the fields that have been filled out

Once the parent clicks on the **"Submit"** button, they should see the **following pop-up:**

The pop-up should be **customized to show the student's preferred first name**

The parent can close this pop-up by clicking on **"Done"**

When the parent clicks "Done"

- The pop-up should **close**
- They should be taken back to the **Dashboard view**
- The schedule should be **sent to the admin "Schedules" page for approval**
- The **Schedule "Submit Now" to-do list item should disappear from the parent dashboard and homeroom**

> ℹ️ **Please Note:**
>
> Once the schedule has been **sent to the admin end for approval,** admins will be able to review it on their end and **decide how to take action on it.** For example, they can approve it, ask for changes to be made, etc. Please see the **Schedules page on the admin end for more information.**
>
> The admin review **will have a direct impact on the parent end.** There will be **several possible scenarios that can occur once a schedule has been submitted. Please see below for more information.**

If the parent submits the schedule for the first time and decides they want to edit it **before the admin has reviewed it,** they will be able to do this through the **student profile view:**

When the admin clicks on the blue **"Edit/View All" button on the right corner of the Schedule section**, they should be taken back to the schedule builder page and be able to edit/submit their new updated schedle.

> ⚠️ **Please Note:** Since the schedule would **not have been reviewed on the admin end yet,** the parent's changes will **not reflect as "resubmitted"** and the **timestamp of the original submission would not be updated. Please see more information about this on the Schedules Confluence**

Schedule Review

📌 **Accepted Schedule by Admin:**

When a schedule has been accepted by the admin, the parent should **see the above view of the schedule.**

📌 **Request Changes Pop-up:**

📌 **Updates Required:**