Changing Individual or Small Numbers of Student Schedules

1. Highlight the Student in the Add/Edit Students menu
2. Click on the Schedule button
3. Highlight the course you want to delete
4. Click on the Delete button
5. Click on the Insert button
6. Find the course you want to insert and double click on it
7. The course appears in the bottom box—click on Add

Making Schedule Changes for a Large Group of Students

1. Go to the Courses on the menu bar
2. Choose Scheduling
3. Choose Schedule Maintenance
4. Highlight the course that needs to have major changes
5. Click Select
6. Either Delete individual students for minor changes to the list OR use the Delete All to recreate the entire list
7. If you just Delete individual students, add new ones by using the Insert Button
8. To assign an entire Home Room to a class—Click on Add by Group
9. Select the correct home room or group and click Apply