

### **Student and Calendar Roll Forward (1 hour)**

- Demonstrate the tools necessary to manage school year elements for scheduling, grading, and enrollment-related data elements.
- How to create a new and/or copy data into an existing calendar by rolling forward using the Calendar Wizard tool. Also the school year, enter required calendar data elements, schedule structure, terms and term dates, periods for a school and learn to set the active year.

### **South Dakota DOE (2 hours)**

- Verification Educational Structure
- Verification of School Information In IC
- Contacts in IC
- State Reporting Fields
- Attendance
- Validating the data
- Graduation Tab
- LEP

### **Student Requests (1 hour)**

- Features include entering individual student course requests and batch requests using Request Wizard. This session highlights enabling course registration via the Portal.
- Also covered is how to generate request batch, counts, detail, and conflicts reports to analyze requests.

### **Schedule Wizard (2 hours)**

- Learn to complete student schedules, define parameters for student request fulfillment, load student requests into a master schedule, and manage sections using course and staff planner.
- Use student's requests and alternate course requests to complete a student's schedule first by using the course planner and staff planner in the wizard to help build the schedule. Next by using the schedule wizard to set section balancing configuration preferences, load and unload student requests, copy a trial, make a trial active, and add sections to a course.
- Demonstration of Walk-in Scheduling using student requests

### **Elementary Scheduling (1 hour)**

- This session will highlight the scheduling process for elementary schools. Participants will learn to create courses, sections, attach teachers to sections, create rosters, and learn how to edit a student's schedule, how to print rosters/class lists and more.