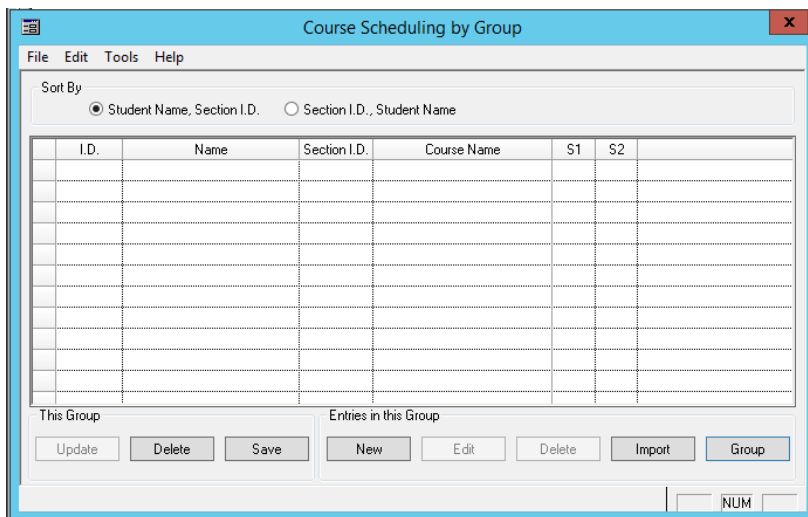
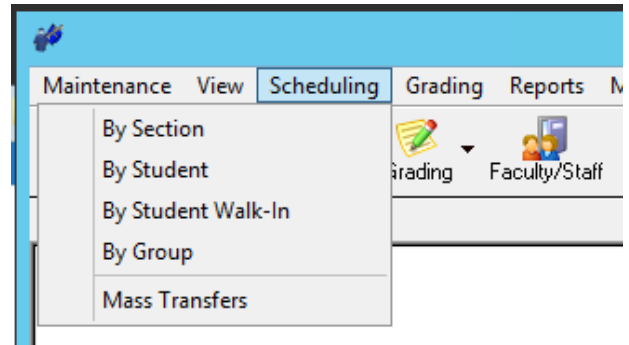


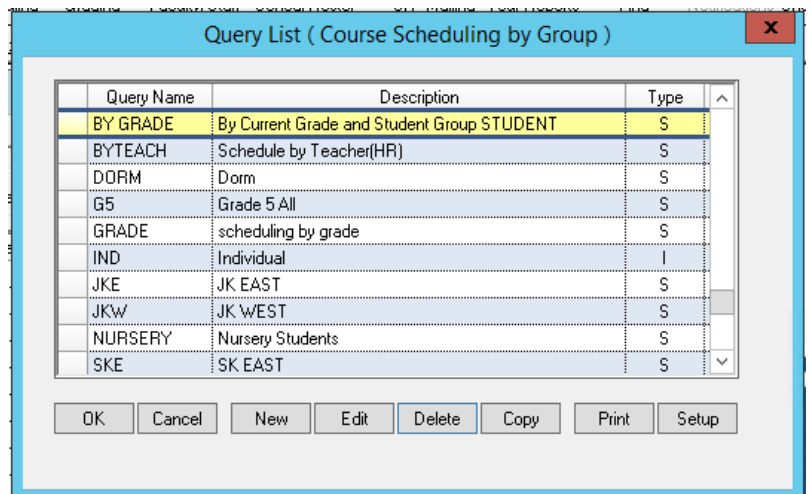
How do I Schedule By Group in Registrar?

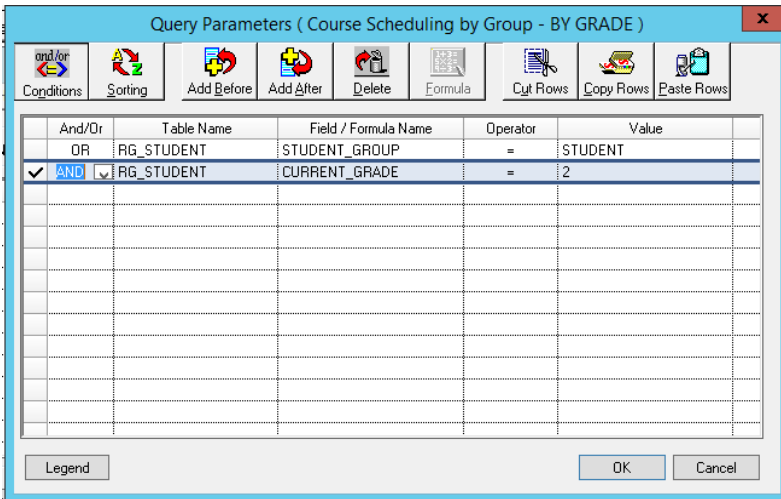
Go to Registrar>Scheduling>by Group.



Select the Group button in the lower right-hand side of the window.

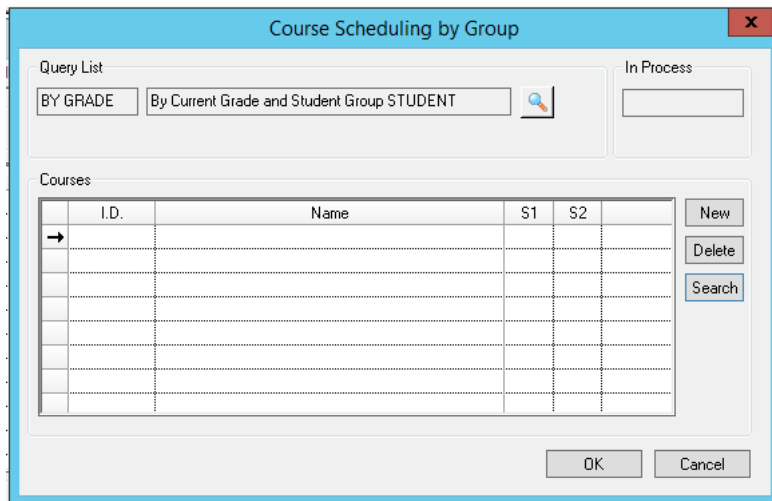
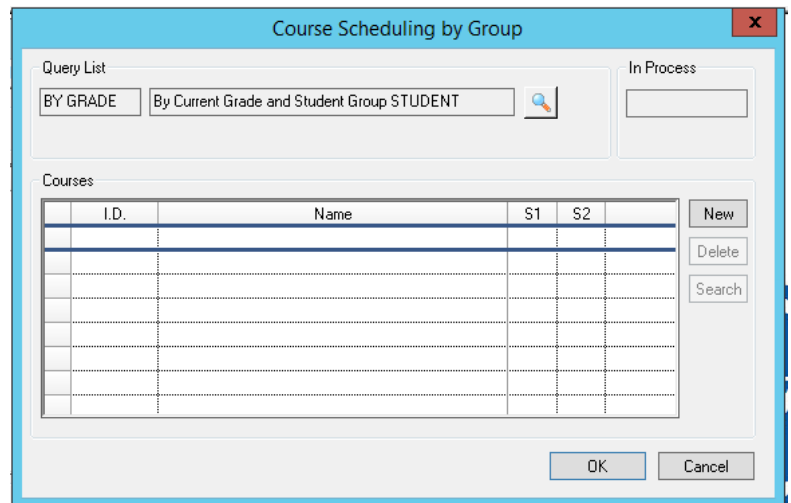
Create a query to select only Student Group STUDENT, and the Current Grade of the students being scheduled





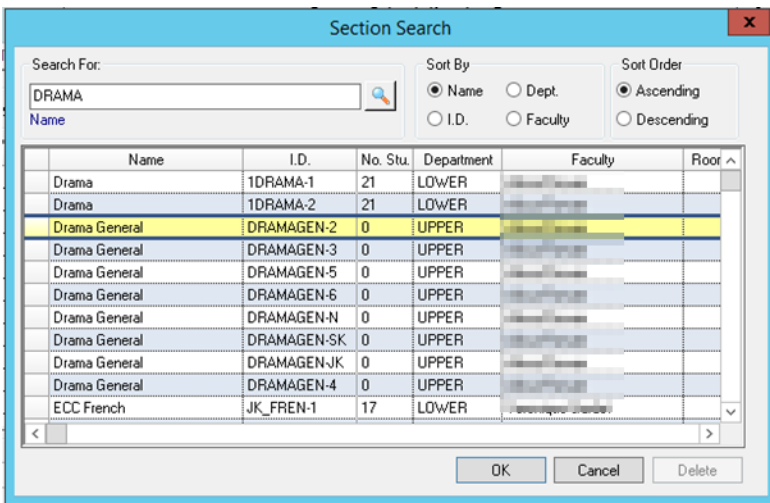
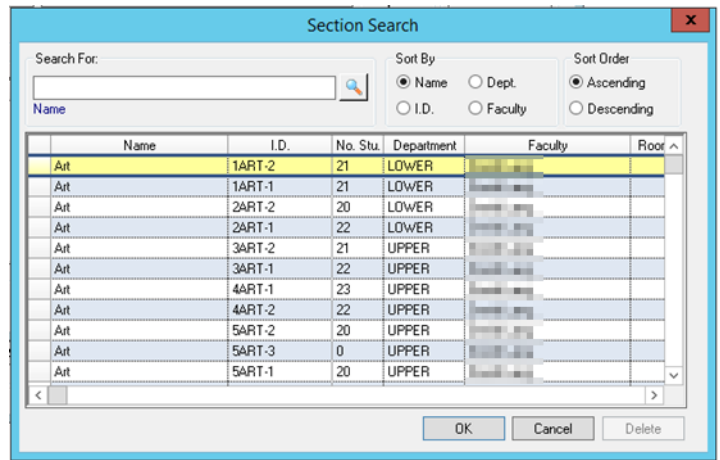
Then click OK

At the Course Scheduling by Group window, use the New button to add a Section to the process.



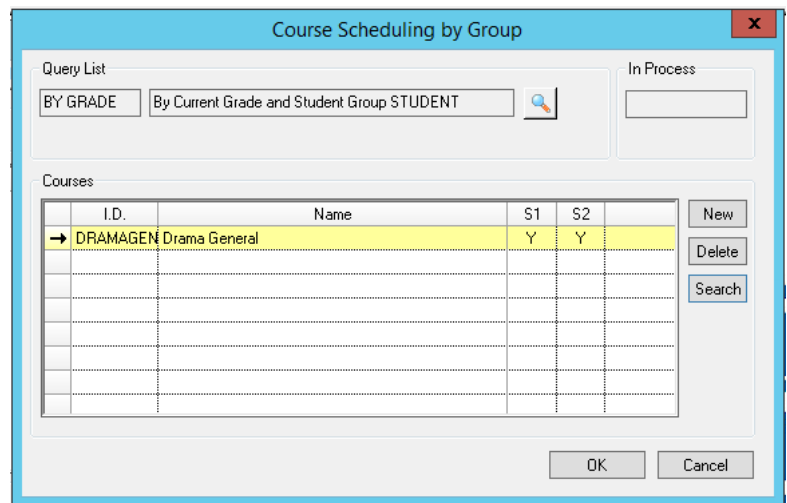
This will activate the Search button, which enables the user to look up the correct Section from the list provided.

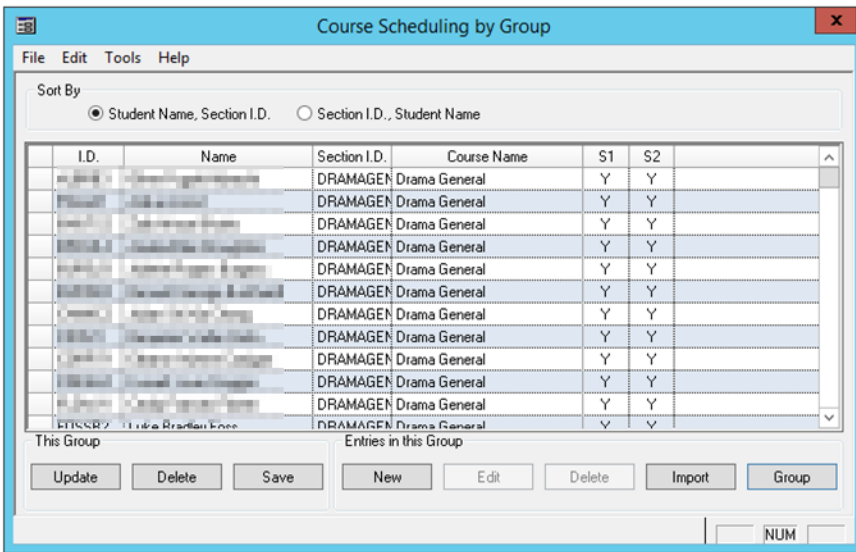
Find the appropriate Section on the list, highlight it, and click OK.



If there are other Sections to which the students will need to be scheduled, continue this process until they are all selected.

Once all of the list of Sections is "final", click OK on the course Scheduling by Group window.

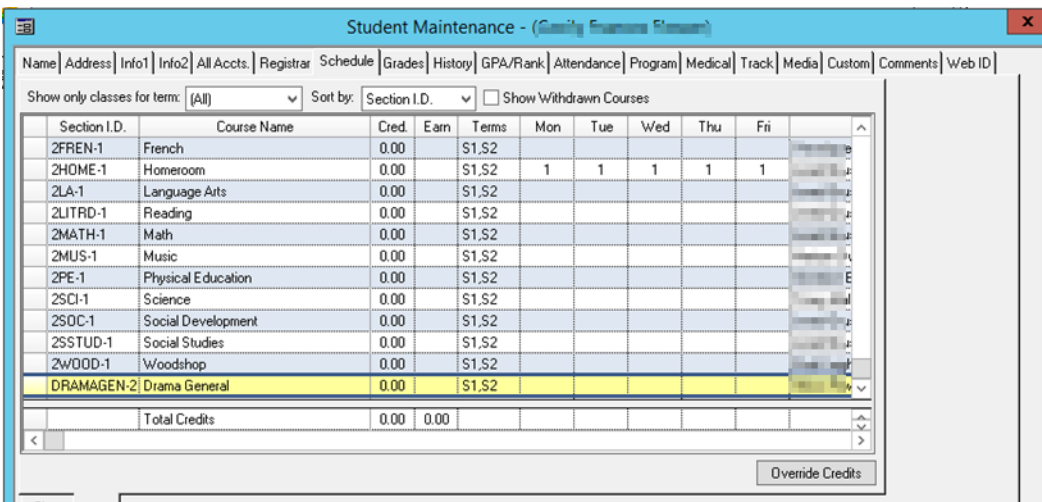
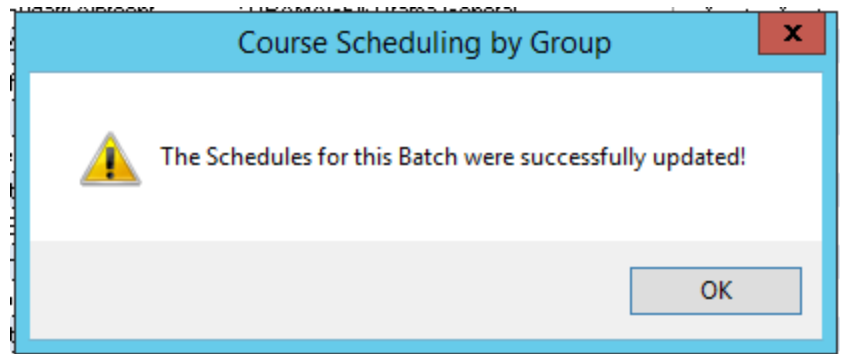




This system will pull into the list of students ANY child who meets the criteria for the original query (Student Group = Student, Current Grade = 2).

Review the list of Students, to ensure that the correct ones have been selected. Click Update, to now Schedule the students into the desired Section(s).

When the process has completed, the user will receive a confirmation message that the Schedules for this Batch were Successfully Updated.



From here, the user can go into the different students' Schedules, and see the newly added Section.

Or, the user can go directly to the Section, and view the Roster tab, to confirm the list of students.
 (Classes>Sections>Section Maintenance)

The screenshot shows a software interface for 'Section Maintenance Search'. The main window displays a list of sections with 'DRAMAGEN-2' selected. A secondary window titled 'Section Maintenance - (Drama General)' is open, showing the 'Roster' tab with a list of students enrolled in that section.

Section ID	Course Name
1DRAMA-1	Drama
1DRAMA-2	Drama
DRAMAGEN-2	Drama Ge
DRAMAGEN-3	Drama Ge
DRAMAGEN-4	Drama Ge
DRAMAGEN-5	Drama Ge
DRAMAGEN-6	Drama Ge
DRAMAGEN-JK	Drama Ge
DRAMAGEN-N	Drama Ge
DRAMAGEN-SK	Drama Ge

Student ID	Student	Grade
00001	Benjamin Franklin	2
00002	Abraham Lincoln	2
00003	John Adams	2
00004	George Washington	2
00005	Thomas Jefferson	2
00006	James Madison	2
00007	James Monroe	2
00008	John Quincy Adams	2
00009	Andrew Jackson	2
00010	Martin Van Buren	2
00011	William Henry Harrison	2
00012	John Tyler	2
00013	James K. Polk	2
00014	Zachary Taylor	2
00015	Franklin Pierce	2
00016	Millard Fillmore	2
00017	Frederick Douglass	2
00018	Harriet Tubman	2
00019	Sojourner Truth	2

10 rows returned.
 Search complete.