Where do I...?

This table compares where you would complete tasks in the old Walk-In Scheduler (Student Information > General > Schedule > Walk-In Scheduler) versus where that same task is done in the new Walk-In Scheduler (Student Information > Counseling > General > Schedule > Walk-In Scheduler).

I want to...	Student Walk-In Scheduler	Counseling Walk-In Scheduler
	Student Information > General > Schedule > Walk-In Scheduler	*Student Information > Counseling > General > Schedule > Walk-In Scheduler*
Add requests for courses.	Enter course numbers to the panel on the right.	From the **Requests** panel, click the **Add Requests** button. An **Add Requests** panel opens; search for courses and add requests here. Those requests are saved and display on the Requests panel as Unscheduled courses.
Schedule requested courses.	Click the **Load** icon. Courses listed in the panel on the right are added to the schedule grid.	Click the **Load** button. Courses that can be placed are placed, and the unscheduled course requests become scheduled requests.
Lock a course section so the student remains in the course.	Mark the **Lock** checkbox when entering course requests. Or, select a placed course section and mark the Lock checkbox on the Roster Edit pop-up.	Click the padlock on the scheduled course section. This can also be done by selecting the course section and marking the **Lock** checkbox on the **Roster Update** panel. All courses can be locked by choosing the **Lock All** button in the action bar.
Find a course to add to a period where no course is scheduled.	In the course grid, click a period labeled **Empty.** A list of courses that meet during that period and term are listed in the search results to the right. Select a course and add it to the schedule.	In the course grid, click a period labeled **No Scheduled Course**. A list of courses that meet during that period display in the **Search** panel. Select one and update the roster.
Change the date a student began attending a course section.	Select the course from the schedule. On the **Roster Edit** pop-up and enter the new Start Date.	Select the course section from the grid. On the **Roster Update** panel, change the **Start Date** by entering the new date or choosing a new date.
Drop a course section.	Select the course from the schedule. On the **Roster Edit** pop-up and enter an End Date.	Select the course section from the grid. On the **Roster Update** panel, enter the date when the student no longer attended the course in the **End Date** field. This could be the current date, or yesterday's date.
Determine how full a student's schedule is	At the top of the search panel on the right, note the number of **Requested Units**.	Quickly scroll through the course grid and find any unscheduled courses. Or, check the **Scheduling Units** totals at the

		top of the Requests Panel.
Print a report of the student's scheduled courses.	Click the **Print** button or select a report from the dropdown list.	Click the **Reports** button.
Schedule courses for a specific scheduling team.	First, assign that scheduling group to the student using the Fill Teams tool. Second, make sure courses have been assigned a scheduling team by viewing the Course Info tab. Third, search for courses by Team on the Search panel, and add those courses to the student's schedule.	First, assign that scheduling group to the student using the Fill Teams tool. Second, make sure courses have been assigned a scheduling team by viewing the Course Info tab. Third, search for courses by Team on the Search panel, and add those courses to the student's schedule.