

Schedule Changes - Dropping/Adding/Deleting/Replacing a Class

This is the process for dropping a class and adding a new one, or “Replacing Student Section”.

Path: Administrative Access > Student > Student List > Scheduling > Schedule List

1. Find the class that you want to drop and click the down arrow

2. Record Options:

- Delete Student Section – use this only before the term starts, if the student has never set foot in the classroom and there are no attendance records or grades.
- Change Student Section – use this to move the student to a new section within the same course.
- Drop Student Section – use this if you are dropping and not replacing with a new class
- Replace Student Section – use this to both drop and add a course in one transaction
- Unschedule Student Section – this returns the course to a request status

In this example, we will be dropping Studio Art 2 and adding Photography 1.

3. Click the down arrow and select **Replace Student Section**

The screenshot shows the 'STUDENT SCHEDULE' interface. At the top, there is a search bar labeled 'Search Sort Number' and a 'View: Skyward Default' button. Below this is a table with columns: 'Length', 'Primary', 'Course Code', and 'Course Description'. The table lists several courses: LIB100 (HIGH SCHOOL LIBRA), EN109A (H LT ANL&COM 1A), SST120 (HONORS WORLD HIS), SST121 (HONORS WORLD HIS), and ART115 (STUDIO ART 1). A dropdown menu is open for the 'ART115' row, showing options: 'Delete Student Section', 'Change Student Section', 'Drop Student Section', 'Replace Student Section' (highlighted with a red box), and 'Unschedule Student Section'. A red box also highlights the dropdown arrow on the 'ART115' row.

4. On the **Replace Student Section** window, the **End Date** defaults to the current day, this can be changed – the drop day should be the day after the last day of attendance in the class.
5. Choose the Early Exit Reason “DROP”
6. Add the replacement class and section.

The screenshot shows the 'Replace Student Section' window. At the top, it says 'Enter New Student Section Details'. Below this are buttons for 'Next' (highlighted with a red box) and 'Cancel'. The form contains fields for 'Full Name', 'Indicators', 'Student Number', 'Course' (ART115 - STUDIO ART 1), and 'Section Code' (131). A message box states: 'The student's enrollment in class ART115 / 131 - STUDIO ART 1 cannot be replaced because grades exists; class will be'. Below this is the 'DROP CLASS DETAILS' section, which includes a date field for '*End Date' (01/31) and a dropdown for 'Early Exit Reason' (D) with a 'Drop' button (both highlighted with a red box). The 'REPLACEMENT CLASS DETAILS' section includes fields for '*Course' (ART125) and '*Section' (131), both highlighted with a red box. At the bottom, there is a 'Requested By' field.

7. Click **Next**. A Verification Summary page will appear.

Replace Student Section

Verification Summary

 Save  Cancel

 Full Name Indicators Student Number

ORIGINAL CLASS: ART115 / 131 - STUDIO ART 1
 1 Student Section will be dropped.

PROPOSED CLASS: ART125 / 131 - PHOTOGRAPHY 1
 1 Student Section will be created.
 1 Student Section Transaction(s) will be created.

8. Click **Save**

9. You can double check the student's new schedule by looking at the schedule matrix. The dropped class appears in pink and the new class appears in green.

Health

MTSS

Online Form

Portfolio

Process Management

Scheduling

Course Requests

Schedule Matrix

Schedule List

DAY: M

0	HIGH SCHOOL LIBRARY... LIB100 / Murray, Katherine Brynn LIB
1	H LT ANL&...EN10... Hutch, Hei... 2306 S1
2	HONORS ... SST1... Hakes, Nic... 3307 S1 Hakes, I
3	STUDIO ... ART... P... A... A Newton, ... 2410 S1 Kir...2...Q
	Newton
	BIOLOGY A SC20 BIOLOG

The Schedule List also shows the Start Date and End Date of each course:

STUDENT SCHEDULE										
Search Sort Number			View: Skyward Default		Filter: All		Quick Filter			
	Display Period	Section Length	Course Code	Course Description	Section	Days	Staff Names	Start Date	End Date	B
	2		SST121	HONORS WORLD HISTORY 2	222	M,T,W,R,F		01/31/20	06/23/20	4
	3		ART115	STUDIO ART 1	131	M,T,W,R,F		08/29/20	01/14/21	4
	3	Q2	ART125	PHOTOGRAPHY 1	131	M,T,W,R,F		01/15/21	01/30/21	4
	3		ART215	STUDIO ART 2	231	M,T,W,R,F		01/31/20	06/23/20	4