



Adding a Student to a Course Section

Method 1: Using the Workspace

1. Student TopTab > Select Student > Schedule SideTab > Workspace SubSideTab
2. In the Student Schedule section at the top, click the Select Button.
The Schedule Master Pick List window pops up.
3. Select the sections of the courses you wish to assign to the student.
Click the OK button at the bottom of the window.
4. The new courses should now be in the student schedule.
Click the Post Button at the far right of the screen to save changes.

Method 2: Group Scheduling Option

1. Schedule TopTab > Master SideTab (becomes Sections SideTab)
2. Select the sections of courses that you wish to assign to the student.
3. Options Menu > Show Selected.
4. Options Menu > Group Scheduling (Load Students by Group window pops up).
5. Student Field Selection remains at Homeroom.
Sections should display the number of sections that you selected.
Students > Click "Selection" (Student Pick List window pops up).
6. Search for, and select, the student(s) that you wish to go into the sections.
7. Click OK in the Student Pick List window.
8. Click OK in the Load Students by Group window.



Removing a Student from a Course Section

Method 1: Using the Workspace

1. Student TopTab > Select Student > Schedule SideTab > Workspace SubSideTab
2. In the Student Schedule section at the top, select the sections you wish to Drop.
3. Click the Drop Button.
The new courses should now be removed from the student schedule.
4. Click the Post Button at the far right of the screen to save changes.

Method 2: Course Section Roster (Don't use after grades have been posted)

1. Schedule TopTab > Master SideTab (becomes Sections SideTab)
2. Select a course section.
3. Sections SideTab > Roster Leaf
4. Select the student(s) you wish to remove.
5. Options Menu > Delete