



ES SCHEDULING FOR THE NEW YEAR

COURSE & SECTION SETUP (E)



OVERVIEW

Courses and sections are the foundations for scheduling students, organizing teachers' grade books, assigning grades and credit amounts to students, and attendance. Proper setup is crucial to the success of a Campus school.

OBJECTIVES

During this lesson, you will learn how to

- Create a new course.
- Edit existing courses.
- Define the fields on a course.
- Create sections of courses.

Course—a unit of a school's curriculum with a specific set of content to be taught. Biology, Language Arts or French are courses.

Section—an offering of a course with a specific teacher, meeting place and time, and a particular roster of students who meet together. Mr. Cortez's 4th hour Biology class is a section.

Adding a New Course

1. In the Index outline, expand the Scheduling module.
2. Select Add Course
3. Enter the data for the new course in the fields provided. Consult the next page for course field definitions.
4. When finished, select Save.

Searching for an Existing Course

1. Select the Search tab.
2. Select Course/section in the drop down on the search tool.
3. Enter either the number or part of the name of the course.
4. Click Go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name.

Courses that have sections attached to them will have the plus sign to the left of the name. Expanding the search result (by clicking on the plus sign) will then display all sections of the course and the teacher assigned to that course.

The Elements of a Course are Divided into 9 Tabs

Course tab-holds basic information for grading and scheduling.

Sections tab-the instances of the course.

Grading Tasks tab-a grading task is a mark that the teacher is expected to submit. Selecting the tasks and the reporting frequency is done on the Grading Tasks tab.

Standards tab-allows the course to be aligned to standards from the Standards Bank

Composite Grading tab- a place to set a mathematical formula between grading tasks, such as having quarter grades averaged with a semester test to calculate a semester grade.

Scheduling Rules tab-defines how requests for this course are loaded by the Schedule Wizard in relation to other courses.

Fees tab- defines fees (such as a material fee) that students should be assessed for taking the course.

Build Constraints- used by the Schedule Wizard when building sections.

Assessments -define a list of teacher-scored assessments that display scores on the student assessment tab.

Course & Section Setup (No Catalog)

Sections

A section is an instance of a course. When a teacher meets with a particular group of students (a roster) at a particular time on the schedule in a certain room, this is a section. If any of those items are different (a different teacher with a different roster), another section will be required.

Adding a Section of a Course

To create a new section, navigate to the course by searching for the course in the search tool.

1. Select the Sections tab.
2. Click the link to "Add a Section."
3. Enter the Section Number.
4. Enter a Maximum Number of Students for this section if it is different than the course-defined maximum number.
5. Select the Room that the course will meet in.

to the attendance tool for this section to allow these counts to be taken in the classroom.

7. Skinny Sequence is used to determine which course (if two or more courses are skinned together into a particular period) prints first on the student schedule.
8. If scheduling groups/teams have been defined for the school, select the Team the section belongs to.
9. In the Section Schedule Placement Grid, select the terms(s), day(s) and period(s) this section will meet.
10. Click Create section.

	Main			
	T1	T2	T3	T4
AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11. Select the Staff History Tab to add the teachers who will be teaching the section. Choose New Primary Teacher and on the Staff History Detail window, use the drop down menu to select the Teacher's name. Start Date and End Date are left blank unless there is a teacher change to the section during the school year.

12. If additional teachers will be teaching this section, choose New Teacher and use the drop down menu to select the Teacher's name. After all teacher's have been added to the section, access the Teacher Display Name on Section to choose how you want the Teacher name to display.

NAVIGATE TO AN EXISTING SECTION

1. Select the search tab in the outline.
2. Choose the option to search for a course/section.
3. Enter either the number or part of the name of the course.
4. Select go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name and then select the Sections tab, OR Click on the plus sign to the left of the course name to see existing sections. Select the section by clicking on the section number or teacher name.
7. Make changes as needed. Select Save when finished.

ROSTER TAB

The roster will show all students who have been placed into that section. Students who are actively enrolled in the sections as of that day will display in the Active Students section. Students who are future enrolled will display in the Incoming Students section. Any students who have had a schedule change and have been dropped will automatically be moved to the Dropped Students on the bottom of the roster along with any students who have withdrawn from school.

Active Students							
Active Students: 0		Males:0		Females:0			
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health
Incoming Students							
Incoming Students: 0		Males:0		Females:0			
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health
Dropped Students							
Dropped Students: 0		Males:0		Females:0			
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)	Flags	Health

Course & Section Setup (No Catalog)

Attendance Tab

The attendance tab presents a view of the teacher's attendance tool for that section. This tool allows attendance data for a section to be viewed or changed for any attendance date. All attendance events that are created here will be an unknown type. Excusing absences is done in the Attendance module.

Student Name	ID	A	P	U	Teacher Comments
1. Aldred, Sander	10103854				
1. Alton, Milos	10103853				
1. Amelung, Rose	10103852				
1. Aves, Eiko	10104422				
1. Borden, Gaurav					
1. Boudreau, Graham					
1. Boudreau, Madi					

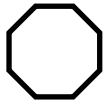
Grading by Task/Grading by Student

The grading tabs on a section allow for changes to be made to submitted grades in the case of teacher error. The fields are available at any time, irregardless of the grading window (active mask) being open or closed.

Name	Percent Score	Comments
10 Aldred, Sander #103854	90 A	
10 Alton, Milos #103853	100 A	
10 Amelung, Rose #103852	100 A	
10 Aves, Eiko #104422	100 A	

To change a grade for a student:

- On grading by task
 1. Select the grading task that needs to be changed.
 2. Change the score and percent for the correct student.
 3. Enter any new comments if needed.
 4. When finished, click Save.
- On grading by student
 1. Select the student whose grade needs to be changed.
 2. Change the score and percent (if needed) for the particular grading task or standard.
 3. Enter any new comments if needed.
 4. When finished, click Save.



Roster setup should only be used **prior to the start of school** to build rosters for courses;

it should not be used once the section has started to change the roster, as it will remove all traces of the student being in that section.

Course & Section Setup (No Catalog)

Roster Setup

The Roster Setup tool allows a roster to quickly be created by selecting students and adding them to a course. This tool is often used in elementary schools to create the roster for a particular teacher's homeroom course.

To manually build a roster for a section:

1. Search for the course and select the proper course from the search results.
2. Click the Sections tab.
3. Select the section you wish to build a roster for.
4. Click the Roster Setup tab.
5. In the text field on the right, click the student's name you wish to add to the section. To reduce the amount of scrolling you may filter the list to a particular grade level by selecting that grade level at the top of the text field.
6. When finished, click Save Student List.

Roster Batch Edit

The Roster Batch Edit tab allows changes to be made to the existing roster for the current section, determine if the student will receive credit for the course and whether or not the student will need to repeat the course.

A student's placement in the selected course section may be ended by entering an end date in the appropriate fields. This will move the student from the active student list to the dropped student list, and modify the student's schedule tab to indicate the student dropped the course.

1. Enter the date the student began attending the course section as the Start Date, if applicable.
2. Enter the date the student stopped attending the course section as the End Date for the appropriate student.
3. If the student should repeat the section, mark the Repeat checkbox.
4. If the student is not receiving credit for this section, mark the No Credit checkbox. The course will still post to the student's transcript with Credits Attempted field set to zero.
5. Click Save when finished.

ROSTER COPY WIZARD

OVERVIEW

The Roster Copy Wizard allows students to be copied from one section to another section. This can be used for copying rosters from one school year to another or within the same school year.

OBJECTIVES

During this lesson, you will learn how to:

- Copy rosters between school years.
- Copy rosters within a school year.

The Roster Copy Wizard

Path: Scheduling > Roster Copy

The Roster Copy Wizard will copy some or all of the students from one section to another. If a student exists in the destination section, the student will not be duplicated. Students who have dropped the source section will not be copied. Only students who are enrolled in the destination calendar will be copied.

1. Select the calendar that the roster is being copied from in the Source Calendar dropdown list.
2. Select the schedule structure that the roster is being copied from in the Schedule Structure dropdown list.
3. Select the schedule structure that the roster is being copied to in the Destination Schedule Structure dropdown list.
4. Select the course that the roster is being copied from in the Source Course dropdown list.
5. Select the course the roster is being copied to in the Destination Course dropdown list.
6. Select the section the roster is being copied from in the Source Section dropdown list.
7. Select the section the roster is being copied to in the Destination Section dropdown list.
8. When finished, click RUN. The students will be copied from the source section into the destination section. A message will appear when the copying is complete stating how many rosters (students) were copied.



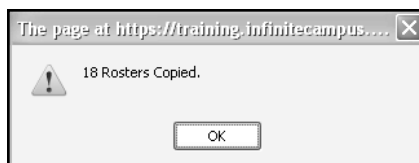
The Roster Copy Wizard dialog box contains the following fields:

Source Calendar	Destination Calendar
09-10 North High	09-10 North High

Source Schedule Structure	Destination Schedule Structure
Main	Main

Source Course	Destination Course
0137 Art Studio-Ceramics	0110 Advanced Ceramics

Source Section	Destination Section
0137-1 Kopp, S	0110-1 Kopp, S



ELEMENTARY SCHEDULING REPORTS



OVERVIEW

Several canned reports may be used to analyze the active schedule and determine if it is ready for any clean-up.

Master Schedule

The Master Schedule Report will show key information about the active trial. The data included on the report will show the teacher assigned to each section, when and where the section meets, and information about the students scheduled into that section, including counts by gender, team, room number and students with active IEP's. This report will also show the current number of seats still available in that section.

A screenshot of the Master Schedule Report form. It includes fields for Course #, Course Name, Section #, Teacher Last Name, Room #, Term, Period, Department (set to English), Sort By (set to Course), and Group. A "Generate Report" button is at the bottom.

To generate the report:

1. Select the Master Schedule Report for the report options
2. If desired, the master schedule report may be ran for a particular subset of the schedule by selecting the options on the report screen.
3. When ready, select generate report.
4. The report will open as a PDF in a new window to be printed or saved as needed.

Á

Dept/Course/Section	Teacher	Room	Team	Term	Schedule	Period	IEP	M	F	T	Max	Rem
English							26	250	178	428	4023	3595
1000s 9thWorldLit/Comp							10	22	15	37	568	531
1000s-1	Teacher TBA	320		1-4	A-B	03	0	11	4	15	32	17

Scheduling Reports

Teacher Load

Teacher Load report will show for each selected teacher the number of courses (preps) each teacher has (useful in determining balance of prep work between teachers to insure compliance with teacher union contracts), number of sections and periods they teach (to avoid any overload situations), and the number of students scheduled to be taught by the teacher. The student number will include the total number from section rosters and an indication of unique students (names/faces the teacher would need to learn).

Teacher Load Report

Teacher Load Report summarizes teachers' utilization, which includes the number of classes, sections, periods(exclude noninstruction periods), students, Special Ed students, the total number of unique students they taught. The records are breakdown by term.

Which teachers would you like to include in the report

All
Abra, Dean
Adams, David
Addy, David
Administrator, System
Allen, David
Alley, David
Axtman, Debbie
Backham, Dave

CTRL-click or SHIFT-click to select multiple

Generate Report

To generate the report:

1. Select the Teacher Load Report
2. Select the teachers for analysis.
3. Click Generate Report.

Teacher	Term	Courses	Sections	Periods			Students/Unique	Special Ed/Unique
				A	B	Total		
Abra, Dean	1	2	3	2	2	4	32/25	6/2
	2	2	3	2	2	4	32/25	6/2
	3	2	2	1	1	2	28/24	6/2
	4	2	2	1	1	2	28/24	6/2
	Total:	4	3	10	6	6	120/27	24/2
Adams, David	1	1	1	1	1	2	2/1	0/0
	2	1	1	1	1	2	2/1	0/0
	3	1	1	1	1	2	2/1	0/0
	4	1	1	1	1	2	2/1	0/0
	Total:	4	2	4	4	8	8/1	0/0

Schedule Batch/Teacher Schedule Batch

The Schedule Batch & Teacher Schedule Batch may be used for two purposes:

- Spot checking students and teachers with complicated schedules
- Distribution to students and teachers to be ready for next year

Schedule Batch Report

This report will batch print student schedules. 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students not per batch.

Report Options: ☐ All ☐ Use the default format

Display Options: ☐ Table ☐ Group By Term

Which students would you like to include in the report?

☐ Grade: ☐ All Has Filter

Enrollment Effective Date: 10/21/2007

☐ Print one copy per student

How would you like the report sorted?

☐ Alpha ☐ Grade/Alpha ☐ Zip ☐ Teacher

Generate Report

Teacher Schedule Report

This report will batch print teachers' schedules. 1 page per teacher suitable for handing out to teachers. This is a very complex report, so try to limit the number of teachers not per batch.

Select Teachers (Total: 253):

Select Departments (Total: 12):

CTRL-click or SHIFT-click to select multiple

Sort Options: ☐ Department ☐ Name

Generate Report

07-08
4T4P Block - Harrison High
181 Harrison Parkway, Mount Airy, NC 27551
Created on 10/21/2007 10:50 AM Page 1 of 1

Student Schedule For: **Abra, Dean**
Grade: 10 Student Number: 00000
Course section: 0
Mailing Address: 2177 Aspen Rd., St Paul, MN 55115

Term 1 07/08/07 - 08/08/07	Term 2 08/08/07 - 09/08/07	Term 3 09/08/07 - 10/08/07	Term 4 10/08/07 - 11/08/07
2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0	2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0	2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0	2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0
2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0	2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0	2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0	2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0
2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0	2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0	2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0	2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0
2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0	2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0	2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0	2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0

07-08
4T4P Block - Harrison High
181 Harrison Parkway, Mount Airy, NC 27551
Created on 10/21/2007 10:50 AM Page 1 of 1

Teacher Schedule Report
Teacher: **Abra, Dean**
Department: **English**
Grade: **10**
Course: **0**
Section: **0**
Student Count: **0**

Term 1 07/08/07 - 08/08/07	Term 2 08/08/07 - 09/08/07	Term 3 09/08/07 - 10/08/07	Term 4 10/08/07 - 11/08/07
2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0	2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0	2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0	2000-1 (Day A) English Abra, Dean Rm. 320 Student Count: 0
2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0	2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0	2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0	2000-2 (Day B) English Abra, Dean Rm. 320 Student Count: 0
2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0	2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0	2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0	2000-3 (Day C) English Abra, Dean Rm. 320 Student Count: 0
2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0	2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0	2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0	2000-4 (Day D) English Abra, Dean Rm. 320 Student Count: 0

Infinite Campus
University

This report displays the rosters for each section taught by a specific teacher.

1. Select the Term from the dropdown list.
2. Select the Period in the list of periods to include on the report.
3. Check the box to Exclude the address and phone number from the report.
4. Select the Date of the term by typing in mmddyy format or clicking the calendar link to select a date.
5. Select the teacher(s) from the list.
6. Click the Generate Report button. The report will display in a PDF (Adobe) document that lists the students enrolled in each section.

Term: 1
 Period: ACT
 01
 02
 03
 04

CTRL-click or SHIFT-click to select multiple
 Exclude Address/Phone ☐
 Add page break after each section ☒
 Effective Date: 08/26/2019
 Teacher:

Adna, Dawn #10156
Adams, David #17720
Addy, David #10729
Admirent, Scott # Systems #
Aiken, David #13724
Ailey, David #10735
Andrew, Catherine #10316
Andrison, David #16780
Anttinen, David #13720
Archer, David #10727
Armes, David #13724
Arm, David #10728
Arslanov, David #13729
Asa, Deborah #10817
Ashley, David #10720
Alym, David #10731
Atty, David #10732
Austman, David #10619
Baill, David #10733
Bair, David #10734

CTRL-click or SHIFT-click to select multiple
 Generate Report

Course: 3300-1 English 11 A					Term: 1	Period: 01 01	Time: 08:25 AM-09:57 AM	Students: 30	Male: 18	Female: 12
Student	Student#	Grade	Phone	Address						
Adred, Sandor	103854	11	(555)475-1424							
Buhling, Reid	107696	11	(555)844-5697							
Bundschuh, Freya	107784	11	(555)886-5497							
Camps, Howard	108198	11	(555)847-8855							
Camap, Judith	108263	11	(555)844-0516							
Clementz, Krysten	108759	11	(555)205-8238							
Coulson, Craig	109114	11	(555)844-5629							
Critten, Geraldine	109301	11	(555)847-0559							

ELEMENTARY WALK-IN SCHEDULER (E)



OVERVIEW

The Walk-in Scheduler allows a counselor or secretary to build a schedule for a student or make changes to an existing schedule. The moment changes are made in the Walk-In Scheduler, the change is made to the teacher's roster and in the teacher's grade book, thus minimizing the amount of time spent in duplicate data entry.

OBJECTIVES

At the end of this lesson the learner will be able to:

- Create a full schedule for a student.
- Change a student's schedule for a current term in the proper way—preserving all grading and attendance data from the old section and the dates of the change.
- Change a student's schedule for a future term in the proper way.
- Fill an empty period with a course that is available at that given time.
- Restore a student's schedule to put them back into their sections.

Accessing the Walk-In Scheduler

1. Expand Student Information.
2. Select General.
3. The Student Information for the last student whose data you worked with will display. If this student is correct, skip to step four. If the incorrect student displays, click the Search tab. Select Student as the search type, and search for the student using part of their last name [comma] first name (e.g. A, Dylan).
4. Click the Schedule tab to bring up the current schedule for the student.
5. On the Schedule tab, select Walk-in Scheduler.

Period numbers/names that are shaded in light grey are **Non-Instructional** periods. These are commonly used as placeholders for academic courses at the elementary level.

The screenshot shows the "Schedule" tab of the Infinite Campus software. At the top, there are tabs for Summary, Enrollments, Schedule (active), Attendance, Programs, Grades, Transcript, Credit Summary, and Assessment. Below the tabs, there are various controls including a table group by dropdown, checkboxes for "Display Active Courses Only", "Print OR", and "Choose a report option". There are also buttons for "Load", "Unload", "End", "Restore", "Search", "Save Reqs", "Clear Reqs", and "Get Sched Reqs". The "Effective Date" is set to 08/11/2009, and "Terms" are selected for 1, 2, 3, and 4. The "Requested Units" are 0/8. The main area contains a table with columns for Q1, Q2, Q3, and Q4, each with a date range. Below this, there are rows for AM and PM periods, all of which are currently empty. To the right of the main table, there is a table with columns for Course #, Course Name, Sn#, Type, and Lock, with four rows of empty fields.

Creating a Schedule Based upon Search Results

1. If not already in Search mode, click the Search button at the top of the student Schedule tab.

Table - Group by Course (All Terms)	<input type="checkbox"/> Display Active Courses Only
<input type="checkbox"/> Load <input type="checkbox"/> Unload <input type="checkbox"/> End <input type="checkbox"/> Restore <input type="button" value="Search"/>	

Unload - This will remove all courses from the student's schedule. This option should not be used after the student has attended any course on his/her schedule.

Start Date - This is the date the student will begin attending the course.

End Date - The date the student will stop attending the course.

2. Any one of the fields provided or a combination of fields may be used for searching. The Start Date field at the top of the Section Search will be used as the start date the student will begin attending that section. It will also trigger the teacher's roster to include that student on that date.
3. Search results will appear below the section search.
4. The search results will show course number, section number, current student count/maximum, teacher, term, period and the number of students currently in that section with a locked (active) IEP. Courses in red have reached capacity and may not be added to a student's schedule unless the right to overload sections has been granted.
5. To add a course, select the section in the search results.

Section Search

Start Date	02/18/2010
Course Number	
Course Name	
Department	
Teacher	
Term	T1
Period	HR
Schedule	

Search

100 First Grade Homeroom

100-1 (0/25) Bowers, Grace T:T1-T3 P:HR IEPs: 0

100-2 (0/25) Carter, Grant T:T1-T3 P:HR IEPs: 0

100-3 (0/25) Coleman, Heidi T:T1-T3 P:HR IEPs: 0

100-4 (0/25) Cottam, Gwen T:T1-T3 P:HR IEPs: 0

100-5 (0/25) Cox, Heather T:T1-T3 P:HR IEPs: 0

200 Second Grade Homeroom

200-1 (15/25) Lifellearn, Nola T:T1-T3 P:HR IEPs: 0

200-2 (15/25) Lifellearn, Oliver T:T1-T3 P:HR IEPs: 0

200-3 (14/25) Lifellearn, Patricia T:T1-T3 P:HR IEPs: 0

200-4 (15/25) Lifellearn, Quentin T:T1-T3 P:HR IEPs: 0

200-5 (15/25) Lifellearn, Rebecca T:T1-T3 P:HR IEPs: 0

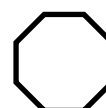
200-6 (15/25) Lifellearn, Sam T:T1-T3 P:HR IEPs: 0

200-7 (14/25) Lifellearn, Ted T:T1-T3 P:HR IEPs: 0

Walk-In Scheduler

Filling an Empty Hole in the Schedule

Clicking on the word “EMPTY” in a particular term and period in the left area of the Walk-In Scheduler will automatically do a search for the sections that meet during that time. Search results will show in the white area in the lower right.



If a student has attended the class even once, it is critically important to preserve any

and all data associated with that roster entry, such as grades in the teacher grade book and attendance data. Preserving this information will be done if a drop date is added for the last day of attendance in the class.

1. Select the period for which to add sections by clicking on the hyper-linked word Empty.
2. When this is done, the right-hand side of the screen will provide a search screen. The term and period search fields will be entered by default, and matching course sections will appear in the search results area.
3. Select the desired section from the search results. The selected section will appear in the student's schedule grid.

End - This will end the student's enrollment in all course sections on the schedule.

Ending a Course for a Student in the Current Term

1. Select the section number in the student's schedule.
2. A new window will open.
3. Enter the End Date.
4. When finished, save the dates by clicking Save.

Ending a Course for a Student in a Future Term

If a student has NEVER attended a course, and there are no grades or attendance data, a course may be deleted from the student's schedule.

1. Select the section number in the student's schedule.
2. A new window will open where the roster entry can be deleted.

Walk-In Scheduler

Restoring a Schedule for a Re-Enrolled Student.

If a student has left the school and an end date was put on their enrollment, the schedule will automatically be ended. If the student returns to school, their schedule can be restored once a new enrollment in the same school and year is created.

The screenshot shows the 'Walk-In Scheduler' interface. At the top, there is a dropdown menu set to 'Table - Group by Course (All Terms)' and a button 'Display Active Courses Only'. Below this are buttons for 'Load', 'Unload', 'End', 'Restore', and 'Student Requests'. The 'Restore' button is highlighted with a red box. Below the buttons is an 'Effective Date' field and a 'Terms' section with checkboxes for 1, 2, and 3. The main area is a table with three columns labeled T1, T2, and T3. Each column contains a list of courses with their respective drop dates.

	T1 08/11/2009 - 11/25/2009	T2 11/26/2009 - 02/12/2010	T3 02/15/2010 - 06/10/2010
400-6	400-6	400-6	400-6
HR Fourth Grade Homeroom Drop: 02/17/2010	Fourth Grade Homeroom Drop: 02/17/2010	Fourth Grade Homeroom Drop: 02/17/2010	Fourth Grade Homeroom Drop: 02/17/2010
410-3 Reading 4 Drop: 02/17/2010	410-3 Reading 4 Drop: 02/17/2010	410-3 Reading 4 Drop: 02/17/2010	410-3 Reading 4 Drop: 02/17/2010
415-1 Language 4 Drop: 02/17/2010	415-1 Language 4 Drop: 02/17/2010	415-1 Language 4 Drop: 02/17/2010	415-1 Language 4 Drop: 02/17/2010
420-2 Math 4 Drop: 02/17/2010	420-2 Math 4 Drop: 02/17/2010	420-2 Math 4 Drop: 02/17/2010	420-2 Math 4 Drop: 02/17/2010

1. Enter an Effective Date.
2. Click Restore.