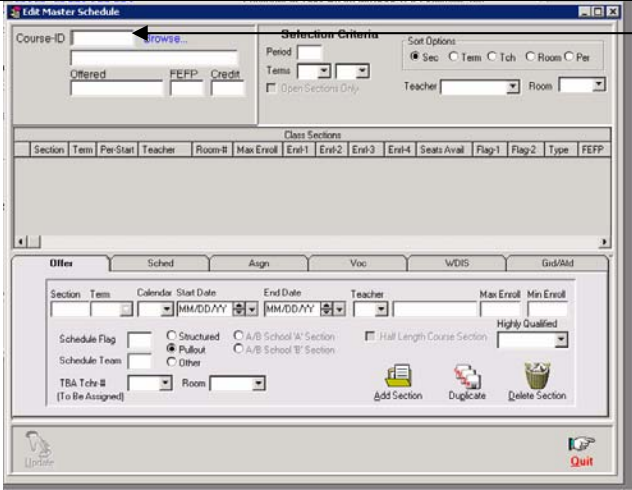
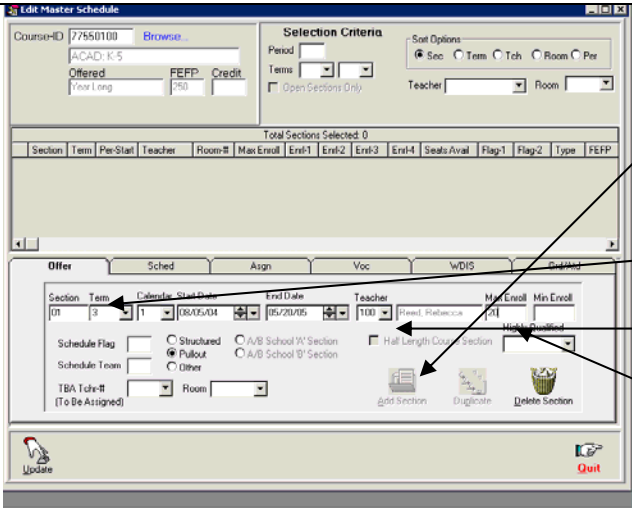


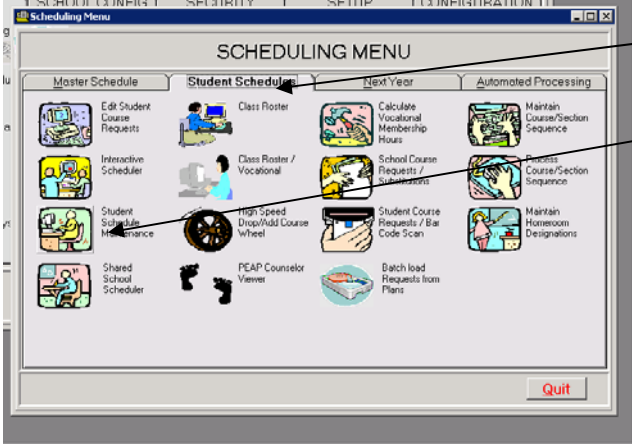
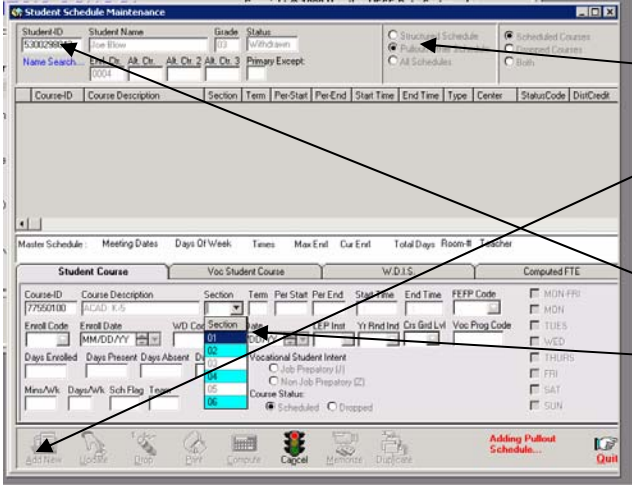
Genesis Scheduling Elementary ESE Pullouts

Steps	Screen Displayed	Procedures
1.		Type in course number and hit enter.
2.		<p>Type In Course number and hit enter</p> <p>Click Add Section (section number will be added for you)</p> <p>Select term</p> <p>Select teacher</p> <p>Type in MAX enrollment</p>

Genesis Scheduling Elementary ESE Pullouts

Steps	Screen Displayed	Procedures
3.		<p>Click on the SCHED tab</p> <p>Select bell schedule (number 2)</p> <p>Select period (period reflects the time of the day you need the course scheduled for that student.) leave default of Monday-Friday for flexibility in scheduling.</p> <p>Click UPDATE</p>
4.		<p>You may click Duplicate to create the next section. Just remember to change period on Sched tab. You will need to create a section for each teacher for each period.</p>

Genesis Scheduling Elementary ESE Pullouts

Steps	Screen Displayed	Procedures
5.		<p>Click on the Student Schedule tab</p> <p>Click on Student Schedule Maintenance</p>
6.		<p>Choose Pullout/Other</p> <p>Click Add New</p> <p>Type in student number hit enter.</p> <p>Type in course number tab to section and click drop down. Choose section and hit enter.</p>

Genesis Scheduling Elementary ESE Pullouts

Steps	Screen Displayed	Procedures
7.		<p>If selected days are required click on days student need to be scheduled for.</p> <p>Click update</p>
8.		<p>Student schedule will show in the grid.</p>