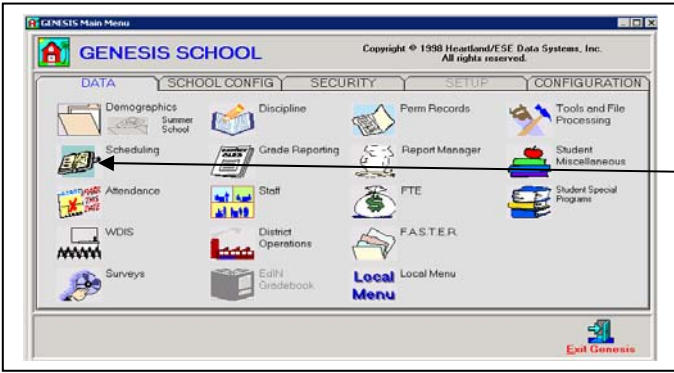
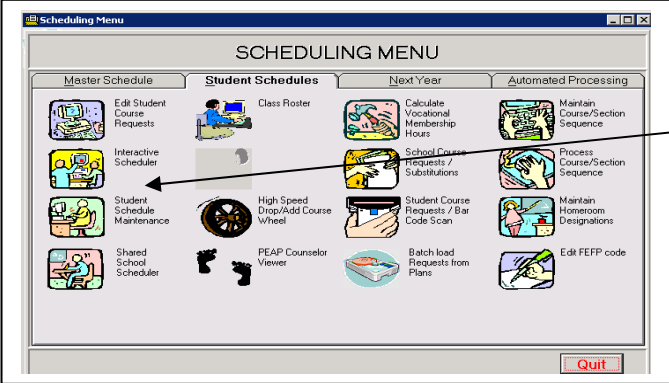
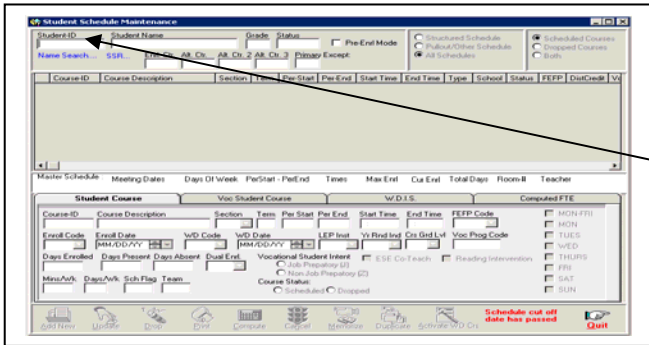
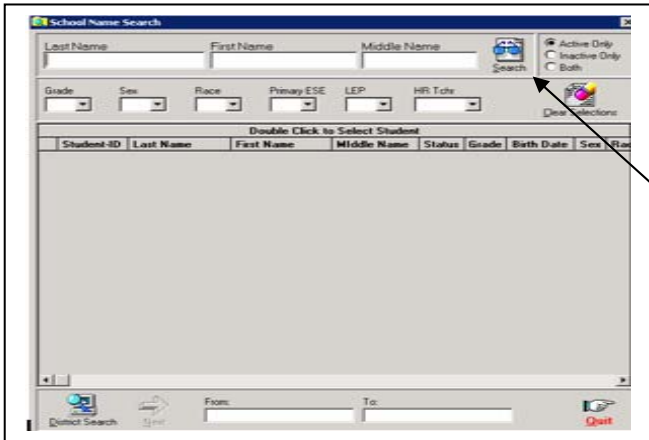
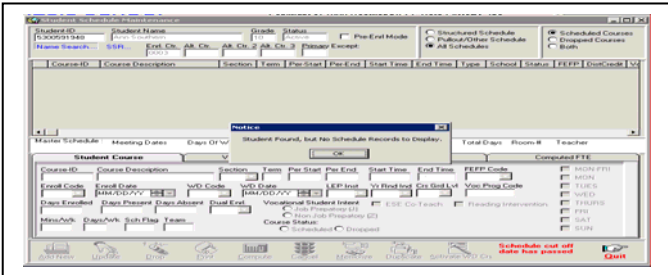
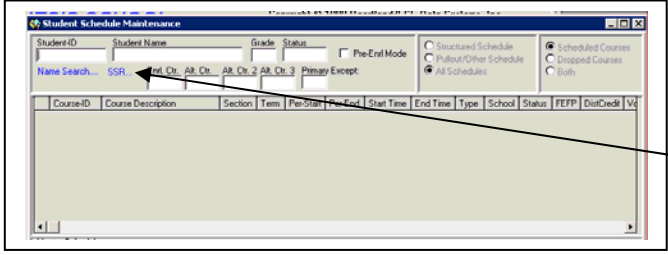
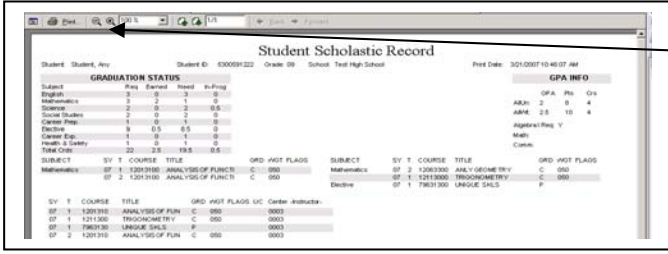
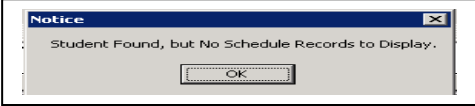
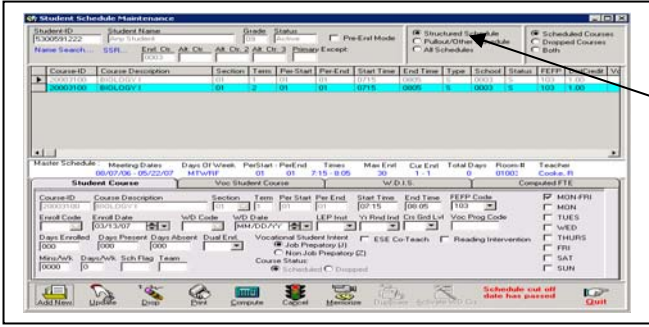
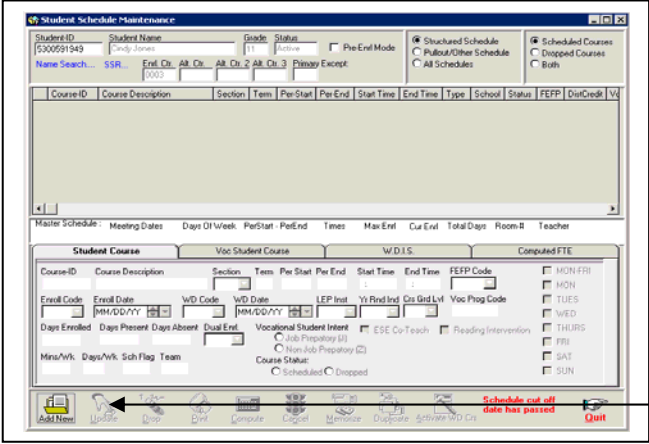
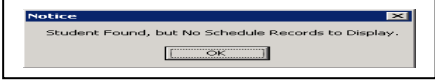
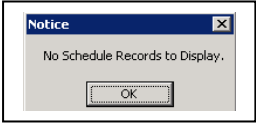


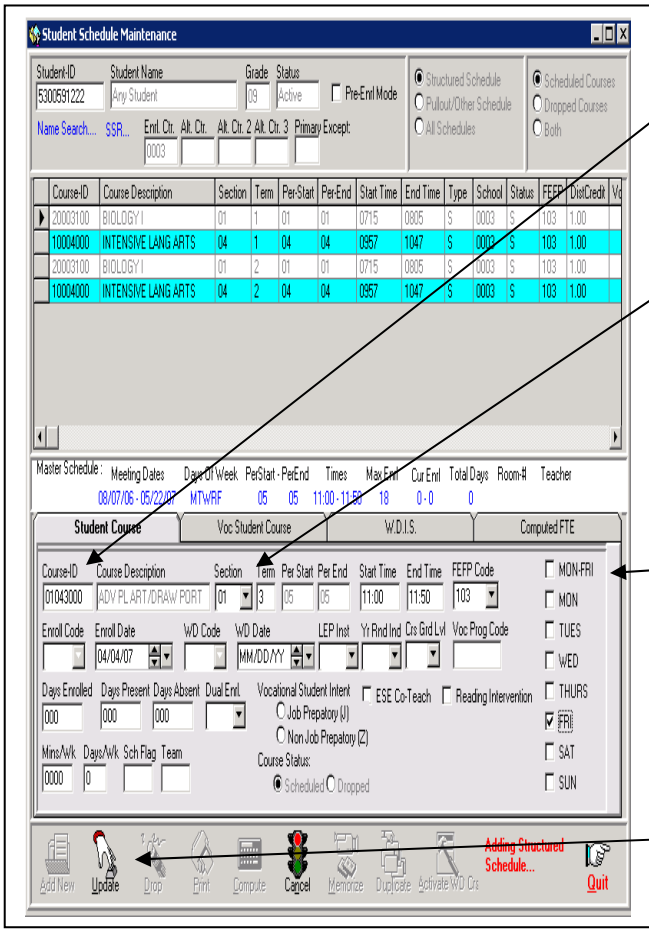
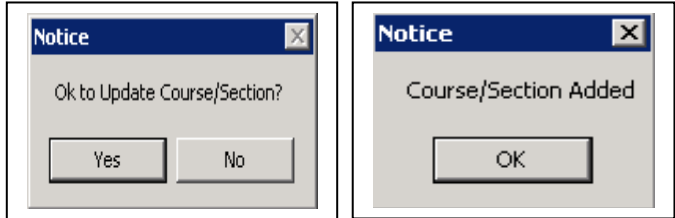
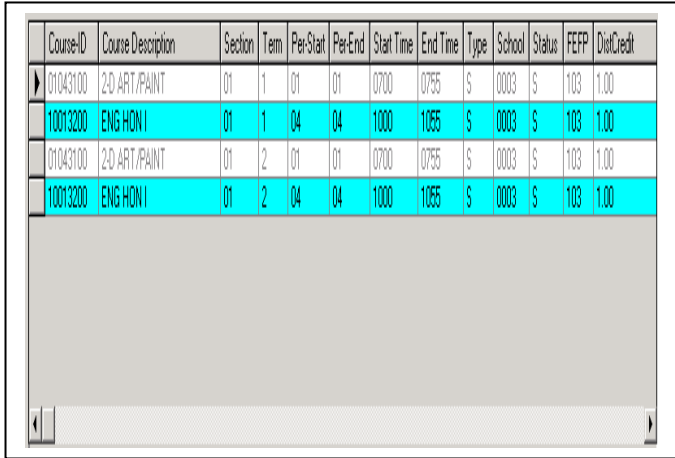
Genesis - Scheduling Student Schedule Maintenance

Steps	Screen Displayed	Procedures
1	 	<p>After logging onto Genesis, the Genesis Main Menu will be displayed.</p> <ul style="list-style-type: none"> Click the Scheduling icon <p>The Scheduling Menu will be displayed.</p> <ul style="list-style-type: none"> Click the Student Schedule Maintenance icon
2	 	<p>The Student Schedule Maintenance screen is displayed</p> <ul style="list-style-type: none"> Type in the Student ID # <p style="text-align: center;">Or</p> <p><u>Search By Student's Last Name, First Name:</u></p> <ul style="list-style-type: none"> Click Name Search Click in Last Name box Type Last Name Press Tab Type First Name or portion of First Name Click the Search icon Double Click to select the Student

Genesis - Scheduling Student Schedule Maintenance

Steps	Screen Displayed	Procedures
3	  	<p><u>To view the Student Scholastic Record:</u></p> <p>If the Student does not have a schedule a notice box will appear.</p>  <ul style="list-style-type: none"> • Click the OK button <p>If the Student has a schedule</p> <ul style="list-style-type: none"> • Click the SSR button <p>The Student Scholastic Record is displayed</p> <ul style="list-style-type: none"> • Click the Print icon to print the Report <li style="text-align: center;">Or • Click the X in the top right corner to close the report
4	 	<p><u>To add a course using the Student Schedule Maintenance:</u></p> <ul style="list-style-type: none"> • Select the Structured Schedule button <p>If the Student does not have a schedule a notice box will appear.</p>  <ul style="list-style-type: none"> • Click the OK button <p>If the Student does not have a schedule, after Selecting Structured Schedule a notice box will appear.</p>  <ul style="list-style-type: none"> • Click the OK button • Click the Add New icon

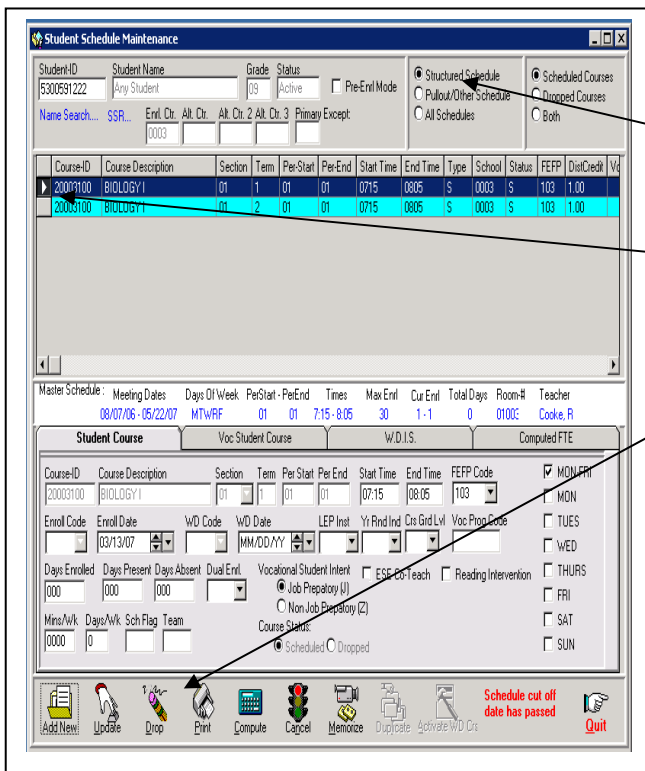
Genesis - Scheduling Student Schedule Maintenance

Steps	Screen Displayed	Procedures
5		<ul style="list-style-type: none"> • Type in the Course ID # • Press the Tab button on the keyboard • Select the Course Section, by using the drop-down • Press the Tab button on the keyboard <p>After pressing the Tab button, all the course information will appear.</p> <ul style="list-style-type: none"> • Select the Mon-Fri for a course offered 5 days a week <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Select the appropriate day(s) the Course is being offered • Click the Update icon
6	 	<p>After Clicking Update, a Notice box will appear.</p> <ul style="list-style-type: none"> • Click the Yes button • Click the OK button <p><u>The Course will display in the Student Schedule Maintenance table.</u></p>

Genesis - Scheduling Student Schedule Maintenance

Steps	Screen Displayed	Procedures
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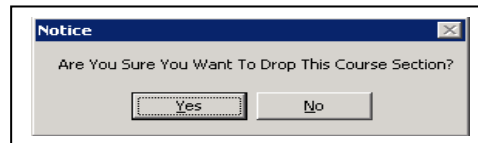
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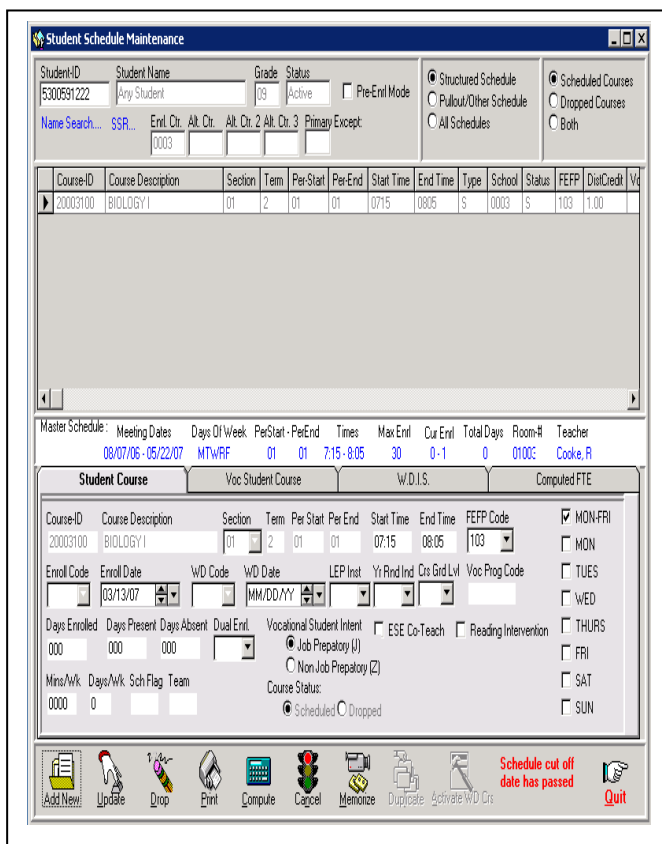
To drop a course using the Student Schedule Maintenance:

- Select the **Structured Schedule** button
- Highlight the **course** to be dropped
- Click the **Drop** icon

A notice box will appear.

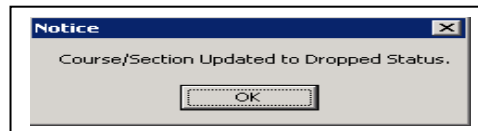


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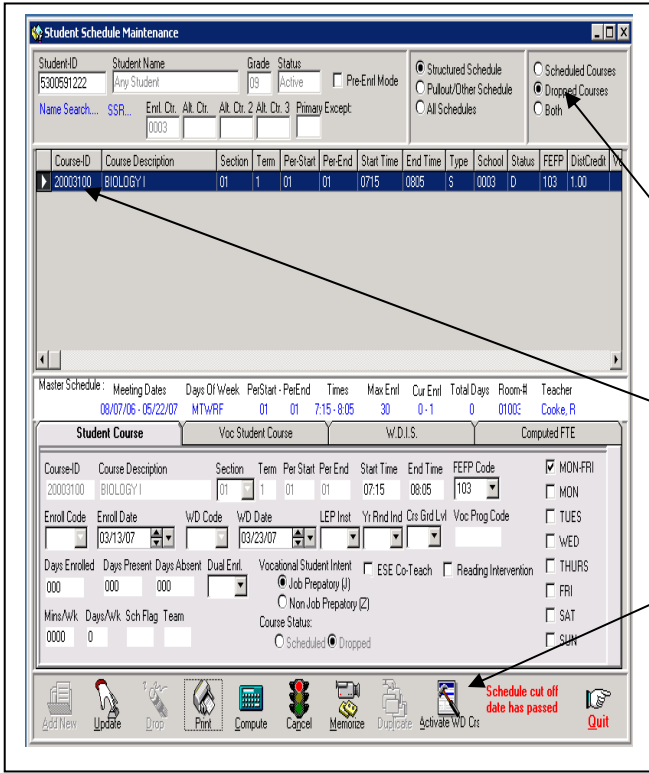
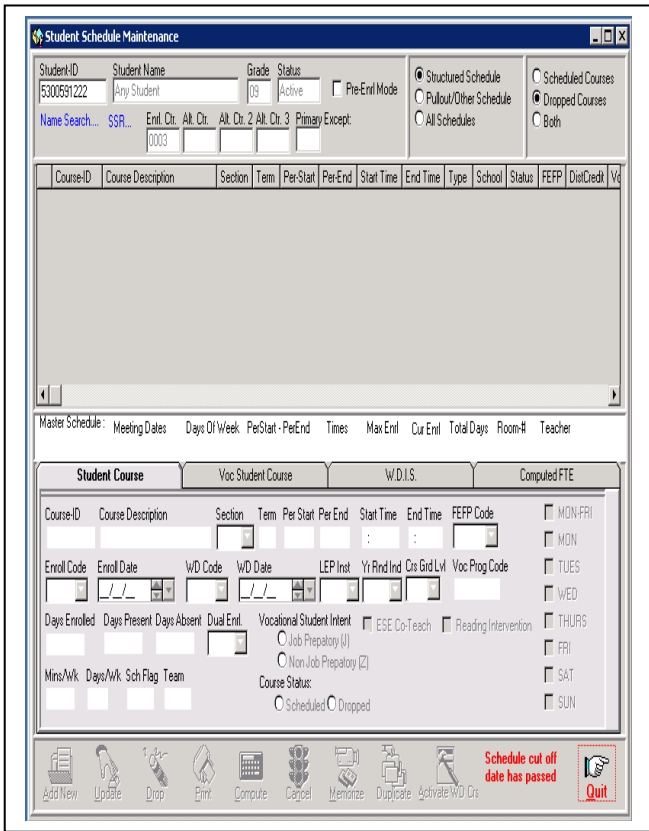
- Click the **Yes** button to confirm that you want to drop the Course Section

A notice box will appear.

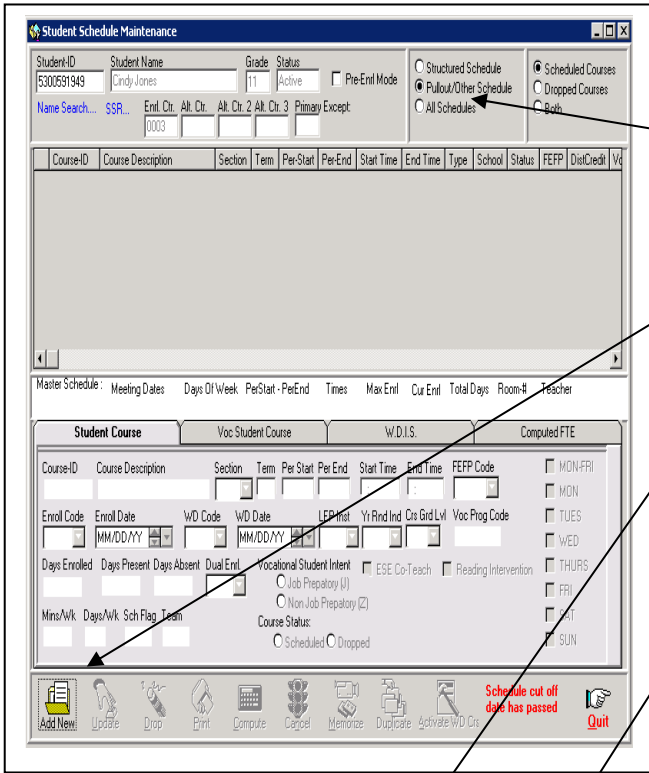
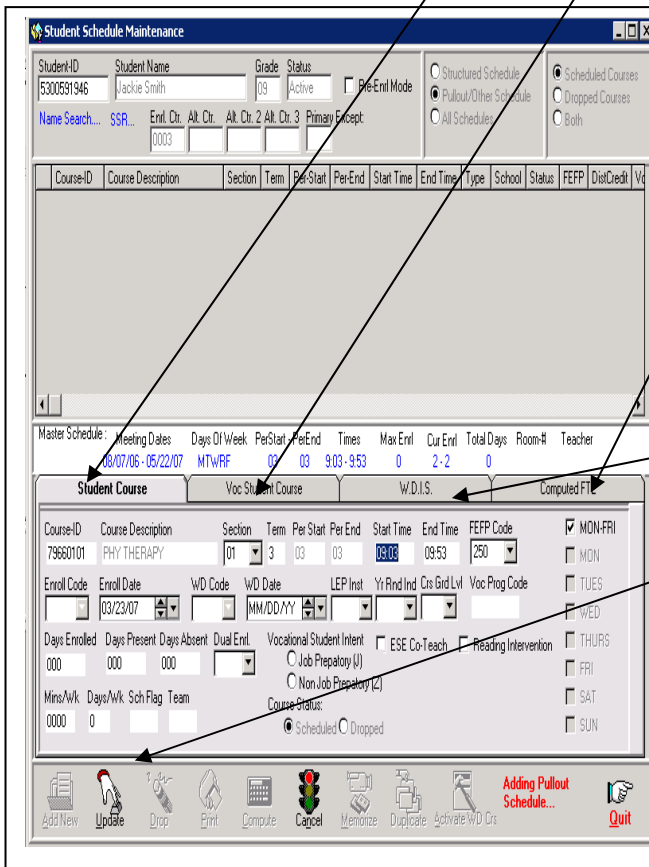


- Click the **Ok** button

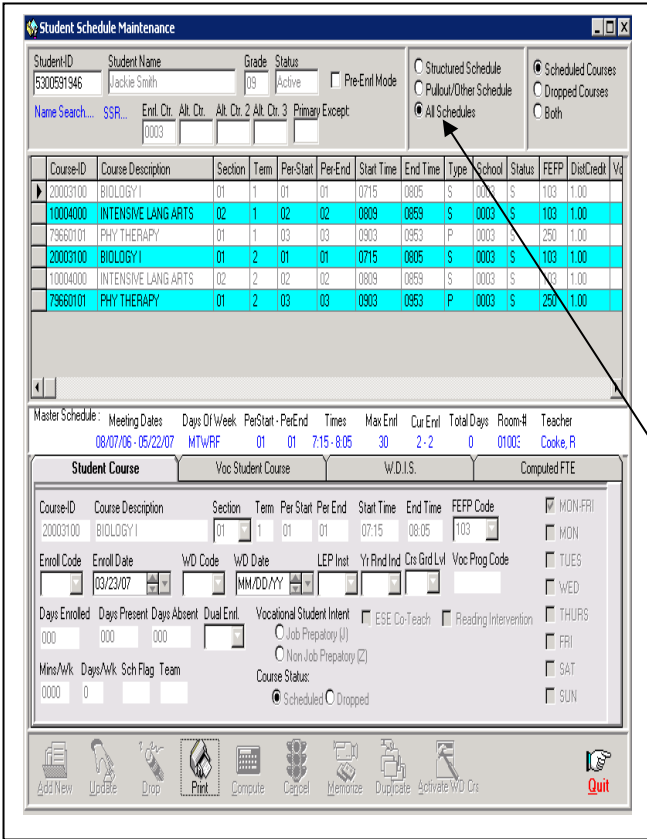
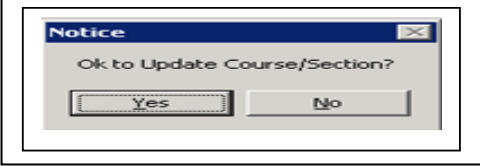
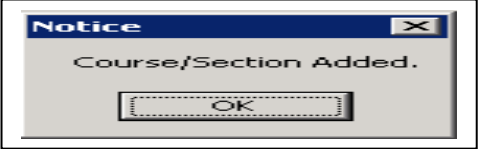
Genesis - Scheduling Student Schedule Maintenance

Steps	Screen Displayed	Procedures
9		<p><u>To Re-Activate a Dropped / Withdrawn Course using the Student Schedule Maintenance:</u></p> <p><u>Note: If there is a course number with the same, section and period available use it first.</u></p> <ul style="list-style-type: none"> • Select the Dropped Courses button • Highlight the Course to be Activated • Click the Activate WD course icon
10		<p>A notice box will appear.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold;">Notice</p> <p style="text-align: center;">Are You Sure You Want To Activate This Course Section?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div> <ul style="list-style-type: none"> • Click the Yes button <p>A notice box will appear</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold;">Notice</p> <p style="text-align: center;">Course/Section Updated to Active Status.</p> <p style="text-align: center;"> <input type="button" value="OK"/> </p> </div> <ul style="list-style-type: none"> • Click the Ok button <p><u>Note: If there are no more dropped courses</u></p> <p>A notice box will appear</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-weight: bold;">Notice</p> <p style="text-align: center;">Student Found, but No Schedule Records to Display.</p> <p style="text-align: center;"> <input type="button" value="OK"/> </p> </div> <ul style="list-style-type: none"> • Click the Ok button

Genesis - Scheduling Student Schedule Maintenance

Steps	Screen Displayed	Procedures
11		<p><u>To add a Pullout/Other course using the Student Schedule Maintenance:</u></p> <ul style="list-style-type: none"> • Select the Pullout / Other Schedule button • Click the Add New button • Type in the Course ID # • Press the Tab button on the keyboard • Select the Course Section, by using the drop-down • Press the Tab button on the keyboard
12		<p>After pressing the Tab button, all the course information will appear.</p> <ul style="list-style-type: none"> • Select the Mon-Fri for a course offered 5 days a week <li style="text-align: center;">Or • Select the appropriate days the Course is being offered • Enter the appropriate Start Time and End Time • Click Update

Genesis - Scheduling Student Schedule Maintenance

Steps	Screen Displayed	Procedures
13		<p>A notice box will appear.</p>  <ul style="list-style-type: none"> • Click the Yes button <p>A notice box will appear.</p>  <ul style="list-style-type: none"> • Click the Ok button • Select All Schedules to show all Pullout / Other Courses and Scheduled Courses. • Click the Quit button to leave the Student Schedule Maintenance screen