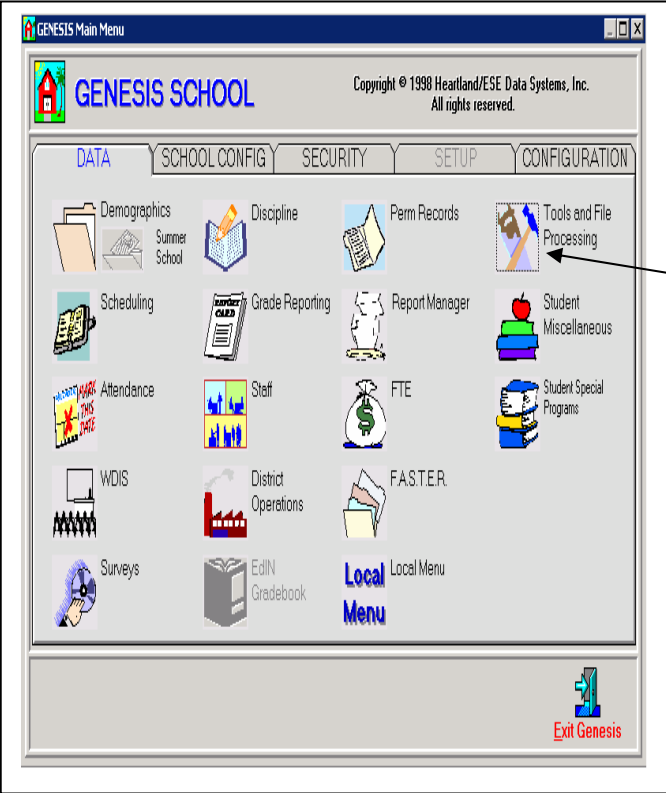
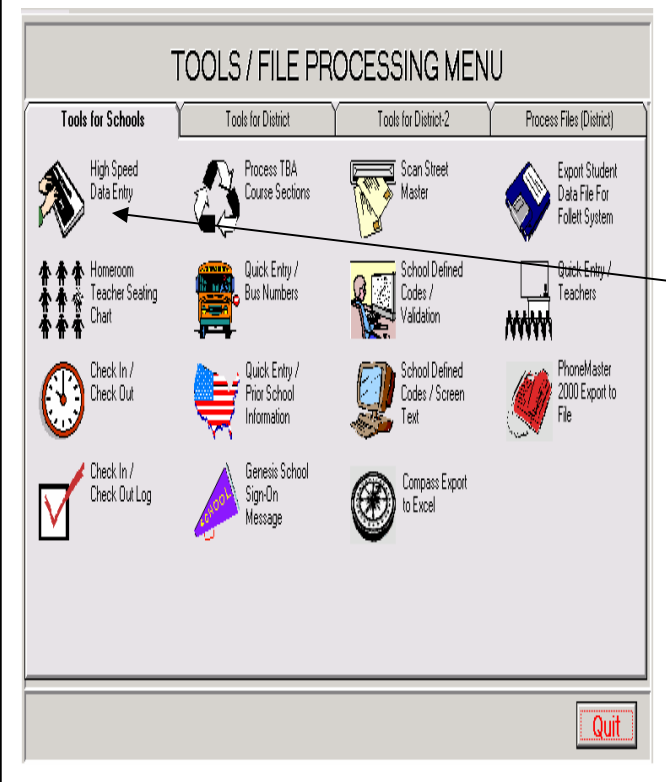


Genesis Scheduling High Speed Data Entry – Teams

Steps	Screen Displayed	Procedures
1		<p>Click on the ‘Tools and File Processing’ icon</p>
2		<p>Click on the ‘High Speed Data Entry’ icon</p>

Genesis Scheduling High Speed Data Entry – Request Plans

Steps	Screen Displayed	Procedures
3		<p><i>The High Speed Data Entry screen will display.</i></p> <ul style="list-style-type: none"> Click the '+' next to the 'Student_Schedule_Basic' table Click on 'Scheduling Team' <p><i>The item will show up in the selected item field.</i></p> <ul style="list-style-type: none"> Type in the 'Team Letter' <p><i>Data Entry Choices (Only one can be used at a time):</i></p> <ul style="list-style-type: none"> Select the 'Selected Students' and type the 'Students #'s' <p><i>These are the students that you want to have the Plan that you put in the value field. If this box is not checked then select one of the following:</i></p> <ul style="list-style-type: none"> Select the 'Students with this Homeroom Teacher' box and then select the 'Homeroom Teacher' Select the 'Selected Grade' box and then select the 'Grade Level' Select the 'Students with Selected School Use Code' box and then type in the 'School Use Code' <p><i>After this is done:</i></p> <ul style="list-style-type: none"> Click the 'Process' Icon Click the 'Quit' Icon