COUNSELOR SANDBOX EXPLORATION

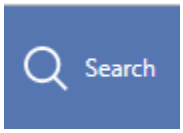


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TASK 1: LOCATE A STUDENT

There are multiple ways to locate a student. The primary way is **Global Search**



1. Click the **search icon** (upper left-hand corner)
2. Type **ID#** or **name**
3. Type "Sam" and hit **ENTER**

In the global search, you'll be able to find (with appropriate permissions):

- Students & student profile
- Staff
- Teachers
- Teacher Gradebooks (view-only)

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

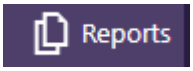
TASK 2: HAND STUDENT A PRINTED SCHEDULE



For new students looking for their schedule, here's how to make them a printed schedule.

1. Click the **Student Profile** icon.
2. On the left-hand side of the screen, click the **scheduling tab** and open the **schedule list**



3. On the right-hand side of the screen, click 

4. Select the **student schedule**.
    a. From here, you will be prompted to change some of the items to print and can print the schedule.

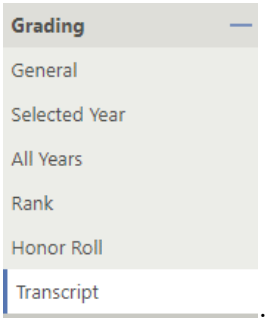
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

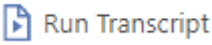
TASK 3: RUN TRANSCRIPT FOR AN INDIVIDUAL STUDENT



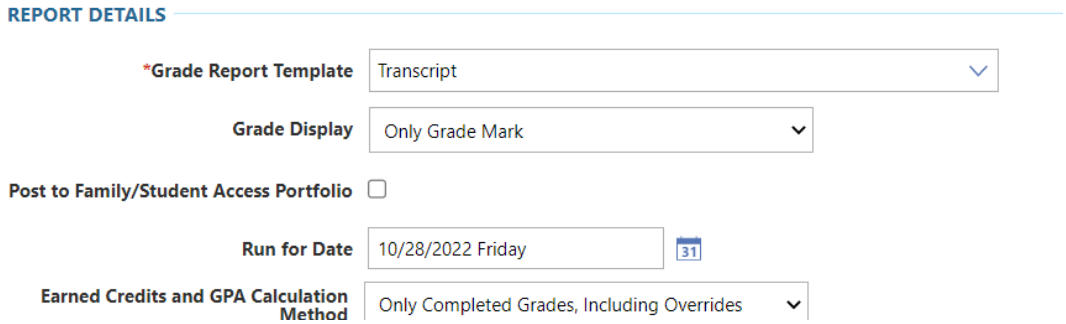
Generating an individual transcript: Note – you also have the ability to send multiple transcripts to different schools. Within the Student Profile, you'll want to use the Grading Tab and select Transcript.

1. Click the **Student Profile** icon.
2. On the left-hand side of the screen, click the **Grading Tab** and select **Transcript**



3. From here, you can:
    a. Document where transcripts have been sent.
    b. Run an Official Transcript as needed.
4. Click 

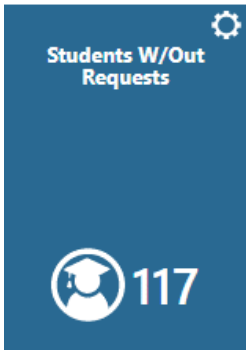
5. In the **Grade Report** template:
    a. Select "Transcript"
    b. Choose a Grade Display option
    c. Choose Earned Credits and GPA Calculation Method:



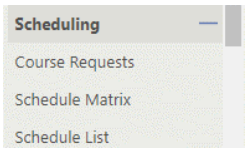
6. Click Run Report
7. Print and distribute as needed.

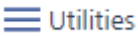
SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

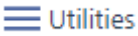
TASK 4: STUDENT SCHEDULER



1. Click the **Students W/Out Requests** tile.
2. Within the student list, select a student and click 
3. Click the **Scheduling tab** and open the **Schedule List**



4. Click 

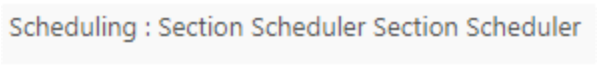
to select **Add by Scheduling Group.**
5. Click the **Next** button.
6. The requests the student will receive is displayed. Click **Run Process.**
7. Click 

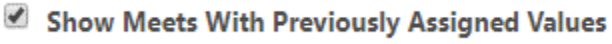
and select **Student Scheduler.**

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD

TASK 5: USING THE SECTION SCHEDULER AND SCHEDULING BOARD

This feature is used when building next year's schedule.

1. Click the star  to open **favorites.**
2. Click 

    a. This allows your district to take previously-requested courses and place them in a manner that best f its students, staff, and room assignments.
3. Click 

to look at **previously-scheduled sections.**
4. Click the **analysis tool**  to see the optimal time to offer a specific section
5. **Alerts** will pop up when there are scheduling conflicts. Click  to see what caused the alert.
6. **Blue numbers** show the ranking for the least amount of conflict, and are hyperlinks to a screen that provides details on the number of **actual** vs. **potential** conflicts.
    a. The  will show the list of actual and potential conflicted students.
7. Fine-tune sections by clicking the **favorites** star  and click 

8. **Apply filters:** Select **Year-Long Courses** 

and courses offering **1-2 sections** 

9. Display specific **color coding** based on number of sections available. Click 

10. Click  to close filters. Click again to unhide this menu.

11. Each tile indicates a section meet. Click the  tile to see options to edit the meet, analyze the location, view conflicts, and view meet details

12. **Move tiles** via the Analyze function or simply by dragging and dropping.

    a. This is a live move, and immediately assigns the meet to a new period, teacher, and/or room.
    b. When the Scheduling Board is set as teacher, you are viewing the teacher's schedule.

SELECT THE SKYWARD ICON TO RETURN TO YOUR DASHBOARD