



Training Course: SchooInsight Manual Scheduling

Description:

This is an introductory course designed to teach you how to manually set up and manage scheduling with SchooInsight. This course begins with an overview of manual scheduling and setup procedures, followed by details for defining a master schedule, constructing individual student schedules, printing schedules and reports.

Audience:

This course is intended for new users responsible for creating master/student schedules each year. Often this is a member of the main office staff or the technology coordinator.

We recommend taking this class if you use automated scheduling. It will teach the underlying scheduling concepts useful when modifying automatically generated schedules.

Training Format:

- Slide presentation of concepts
- Demo of functionality
- Hands on lab exercises

Content:

This course is comprised of the following lessons:

- Lesson 1: Introduction
- Lesson 2: Setup and Options
- Lesson 3: Cycle Days / Bell Schedule
- Lesson 4: Master Schedule
- Lesson 5: Student Schedules
- Lesson 6: Printing and Reports

Preparation:

Prior to taking this training you should have completed the 'Introduction to Basic Setup' course or be familiar with the 'Basic Setup' functions for SchooInsight. All SchooInsight basic setup; academic year, instructors, students, courses, classes, must be complete prior to using SchooInsight manual scheduling.