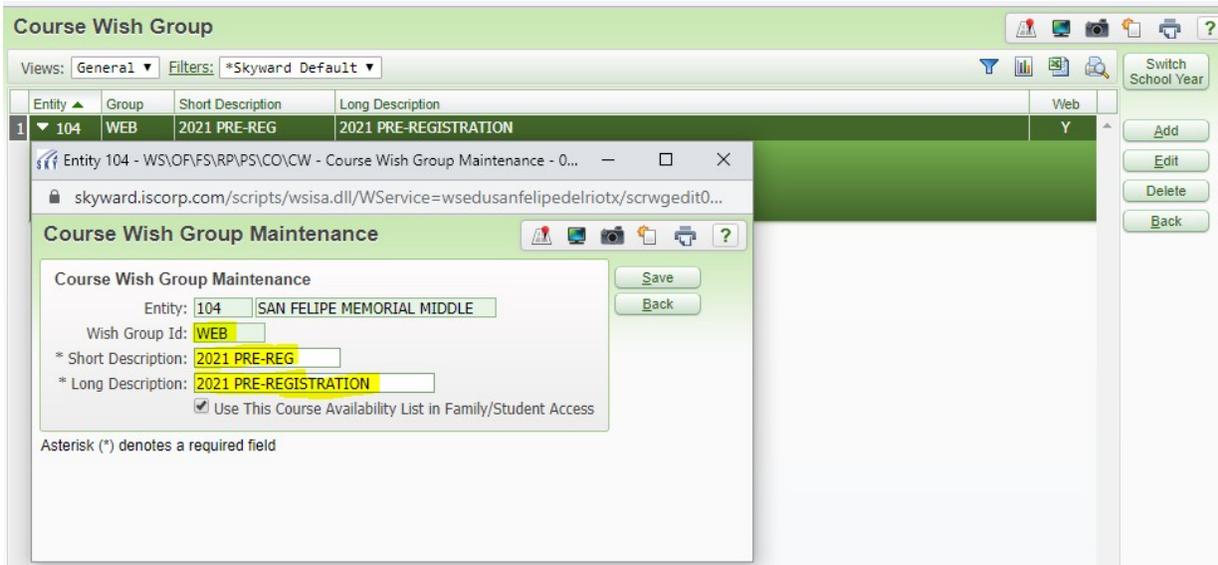


CREATING THE COURSE WISH GROUP

1) Office > Future Scheduling > Request Processing > Setup > Codes > Course Wish Group

- Click *Switch School Year*
 - Confirm school year is set for the next year
- *Delete* old templates; *Add* a new template using the settings shown below; click *Save*



2) Office > Future Scheduling > Request Processing > Setup > Utilities > Course Availability List

- Confirm the grade level is set for 20 – 21 6th graders (Grad Yr 2027)
- *Select All Course Types* and *Select All Course Groups* must be checked
- *Course Selection* and *Course Scheduling Types* pull from the Course Master
- Click *Run*

Course Master

Course Key: 6170 * Short Description: ESL I

General Properties

Course Length Set: YR - YEAR

Grade Set: YEAR

Course Status: Active

Elective/Required: Required

Category: Regular

Schedule Type: Normal

Scheduling Priority: 9 - Highest Priority

Grading System: Average

Grading Type: Graded

Team Sched Priority: 0 = No Priority

Transcript GLO: Include Tran GLO in

Website Address:

Website Display:

Note:

Course Availability List Parameters

This process will create a new or append to an existing Course Availability List for each Graduation Year specified using the ranges below for the selected Course Wish Group.

School Year: 2020-21

* Course Wish Group: WEB 2021 PRE-REG

Process Type: Append Create

Range Parameters

Grade/Grad Yr: Low 06 2027 High 06 2027

Course Selection

Electives and Required
 Electives Only

Select All Course Types
 Select All Course Groups

Include Lunches
 Include Study Halls
 Delete Lists not in Grad Year Range ?

Course Scheduling Types

Include Normal Scheduled Types
 Include Manually Scheduled Types
 Include Special Education Types

Sort Course Key

Run Back

3) Review the results under the Course Wish Group (see step #1)

Course Wish Group

Views: **General** Filters: ***Skyward Default**

Entity	Group	Short Description	Long Description	Web	
1	104	WEB	2021 PRE-REG	2021 PRE-REGISTRATION	Y

Expand All Collapse All View Printable Details

▼ Course Availability List

▼ Grad Year 2027 View All Courses

	Nbr	Crs Key	Course Description	Status	Nbr	Crs Key	Course Description	Status	
Append	0001	0004	HOMEROOM	Dropped	Drop	0026	6171	ESL II	Original
Drop	0002	1000	TCHR DUTY	Appended	Drop	0027	6180	ELA ADVANCED	Original
Drop	0003	2000	TCHR CONF	Appended	Drop	0028	6200	READING SUPPORT	Original
Drop	0004	4000	C&I PROF DEV	Appended	Drop	0029	6300	MATH	Original
Drop	0005	5000SG	SGLC	Appended	Drop	0030	6300-N	MATH 504-N	Original
Drop	0006	6000	ART	Original	Drop	0031	6300A	MATH LEP ADV	Original
Drop	0007	6006	LUNCH	Original	Drop	0032	6300AH	MATH LEP AH	Original
Drop	0008	6010	SPANISH	Original	Drop	0033	6300B	MATH LEP BEG	Original
Drop	0009	6033	TECH APPL	Original	Drop	0034	6300G	MATH 504	Original
Drop	0010	6040	STRINGS	Original	Drop	0035	6300I	MATH LEP INT	Original
Drop	0011	6050	CHOIR	Original	Drop	0036	6300SE	MATH-SE	Original
Drop	0012	6060	LIBRARY AIDE	Original	Drop	0037	6340	MATH INC/CT	Original
Drop	0013	6061	BAND	Original	Drop	0038	6341	MATH AS	Original
Drop	0014	6070	OFFICE AIDE	Original	Drop	0039	6380	MATH ADV	Original
Drop	0015	6100	ELA	Original	Drop	0040	6381	MATH ADV/GT	Original
Drop	0016	6100-N	ELA 504-N	Original	Drop	0041	6400	SOC STDS	Original
Drop	0017	6100A	LEP ADVANCED	Original	Drop	0042	6400B	SS LEP BEG	Original
Drop	0018	6100AD	LEP ADV HIGH	Original	Drop	0043	6480	SOC S ADV	Original
Drop	0019	6100B	LEP BEGINNERS	Original	Drop	0044	6481	SS ADV/GT	Original
Drop	0020	6100G	ELA 504	Original	Drop	0045	6500	SCIENCE	Original
Drop	0021	6100I	LEP INTERMED	Original	Drop	0046	6500B	SCI LEP BEG	Original
Drop	0022	6100SE	ELA-SE	Original	Drop	0047	6580	SCI ADV	Original
Drop	0023	6140	ELA INC/CT	Original	Drop	0048	6633	PE	Original

- *Drop* courses that should not be an option from which the students can choose.
- If a course is accidentally dropped, *append* the course to make the course available
- If a course is missing from the list, confirm the setup in the master schedule and rerun the *Course Availability* utility (see step #2). Check the radio button for *Append* before running the utility; otherwise, any changes previously mad to the *Course Wish Group* will be lost.