Student Schedule (Health)

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Classic Path: Student Information > Health > General > Student Schedule

Search Terms: Health Student Schedule

The Student Schedule tool allows users to view a student's schedule within a specific calendar. A user is also able to view all course names and numbers, as well as section numbers, section teachers and room numbers for all classes within the calendar year selected.
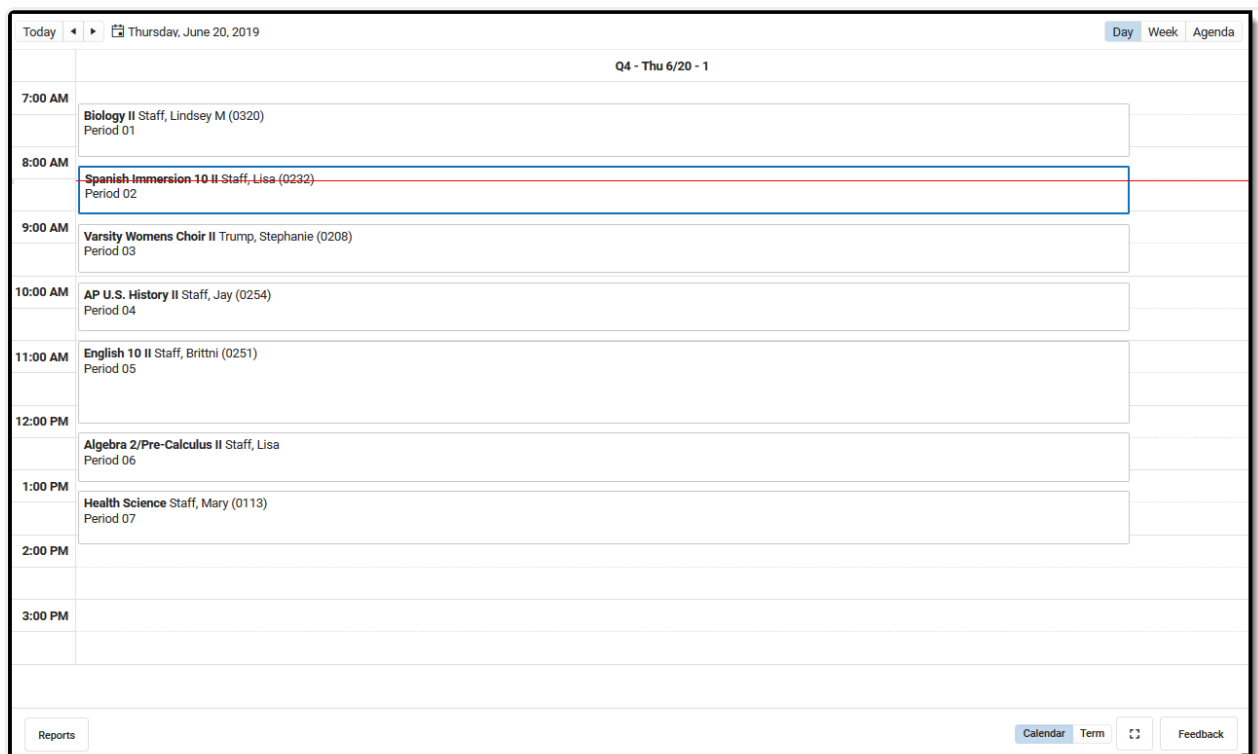

Image 1: Student Schedule Display in Student Information Health

Submit feedback for the new Schedule using the **Feedback** button in the bottom right hand corner. This takes you to the Campus Community Schedule forum topic where you can add your concerns or suggestions for potential future development related to the Student Schedule.

Image 2: Submit Feedback on New Student Schedule
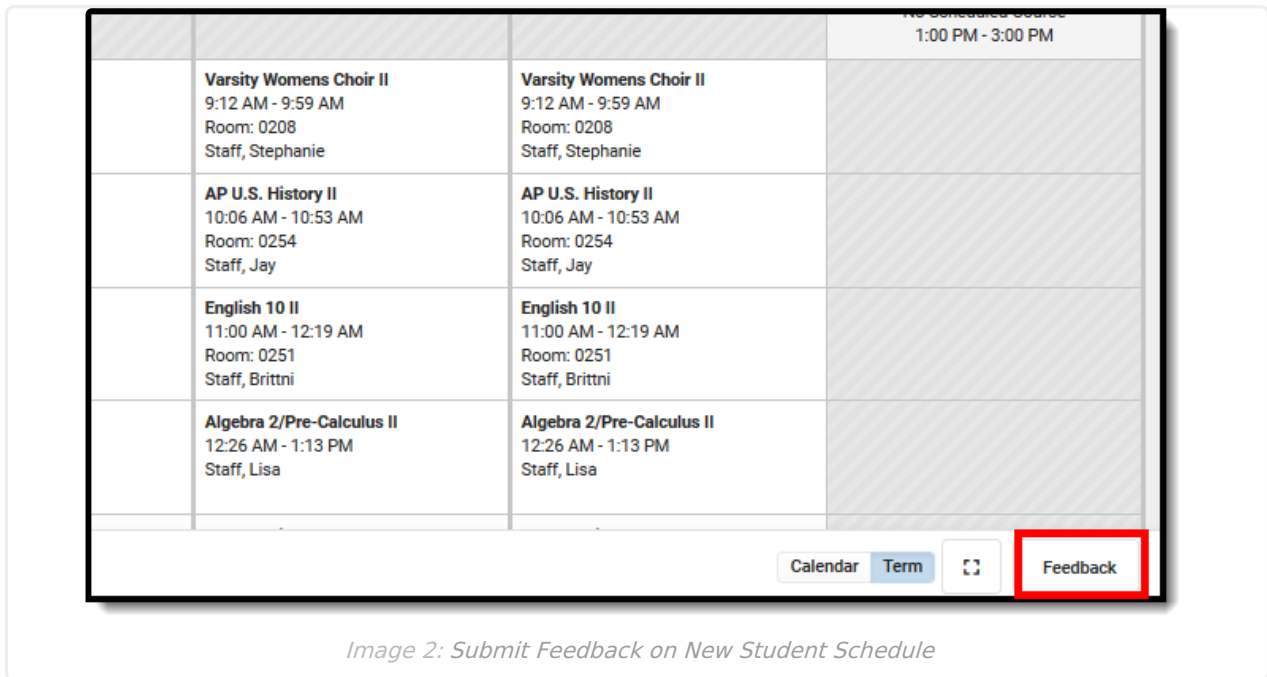
Tool Rights

Full access to the Health Student Schedule tab requires **R** rights to the following items:

- Student Information > Health > General > **Student Schedule**
- Student Information > Health > General > Student Schedule > **Additional Enrollment Schedules**
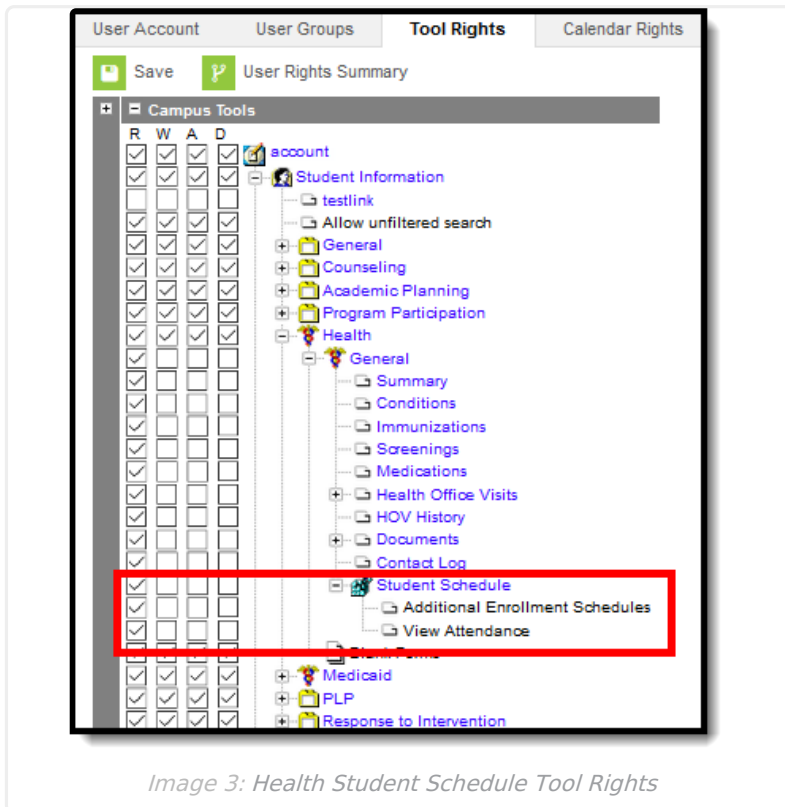- Student Information > Health > General > Student Schedule > **View Attendance**

Image 3: Health Student Schedule Tool Rights

Navigation of Health Student Schedule

Review the following information for a summary on features of the schedule and how to manage the Student Schedule. This new Student Schedule allows access using keyboard shortcuts when in the Calendar View. See the Keyboard Shortcuts section for navigation tips.

Note that when a user chooses to the view the student's Schedule in a certain way, by choosing one of the options of the **Calendar View** or by choosing the **Term View**, and then navigates away to a different tab within Campus, the next time the user accesses the student's Schedule, the same view option that was previously chosen displays again.

> A calendar must be selected in the Campus toolbar to display schedule information.

▸ Click here to expand...

Where do I...?

This table compares where you would complete tasks in the old Student Schedule tab (Student Information > General > Schedule) versus where that same task is done in the new Student Schedule tab (Student Information > Counseling > General > Schedule).

▸ Click here to expand...

Calendar View

Staff can view the student's schedule by the current Day (standard view), the current Week, or by an Agenda view.

- The **Day** view displays the student's courses for the selected day.
- The **Week** view displays the student's courses for the selected week.
- The **Agenda** view displays the student's courses in a planner view, with the date, time and courses.

Lunch assignment (when selected on the Course editor) and any scheduled Responsive Scheduling courses (when using Responsive Scheduling tools) display.
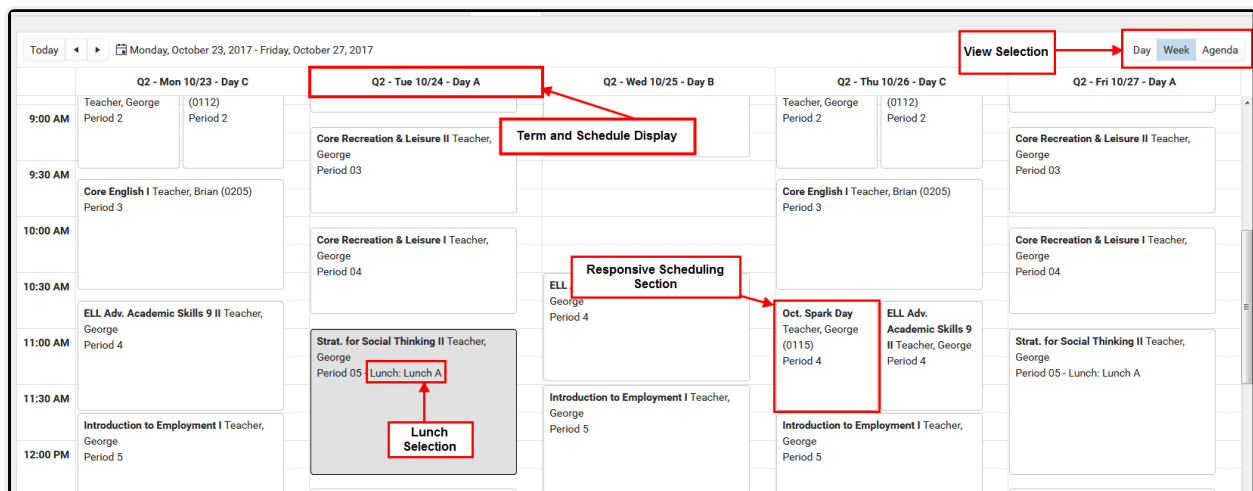

Image 4: Calendar View Option - Day, Week, Agenda

Keyboard Shortcuts

The following shortcuts can be used when accessing the Student Schedule in the Calendar View:

- **Arrow through the time slots**. Use all four directional arrow keys to highlight time slot cells and scroll through the courses.
- **Press enter to open courses**. Highlight a course using the tab key and press the Enter key to open the Course Side bar.
- **Tab through the courses and non-timed activities**. Use the Tab key to move through the courses and click Enter to open the Course Side panel (shows the course name, teacher, period name and time).
- **Arrow to next and previous.** Use the arrow keys in the Day and Week view to navigate to the next or previous day/week.
- **Escape to close side panels**. Click the ESC key to close open side panels.
- **Switch between calendar views**. Use 1, 2, 3 numbers across the top (not the number pad) to move between the Day, Week, and Agenda views.
- **Switch between term views.** Use 1, 2 numbers across the top (not the number pad) to move between the Term views.

> Certain browser settings (like spell check) may interfere with the use of keyboard shortcuts.

Day View

The Day view lists the student's courses for the selected day. The name of the Period, assigned Room Number, Course Name and Assigned Teacher and any recorded attendance for that period display. The current period is highlighted in a blue outline to easily determine where the student is. A red line indicates the current time.

- Click the course block to see the course information in the side panel.
- Click the **Grades** button in the side panel to view the student's Grades tab.
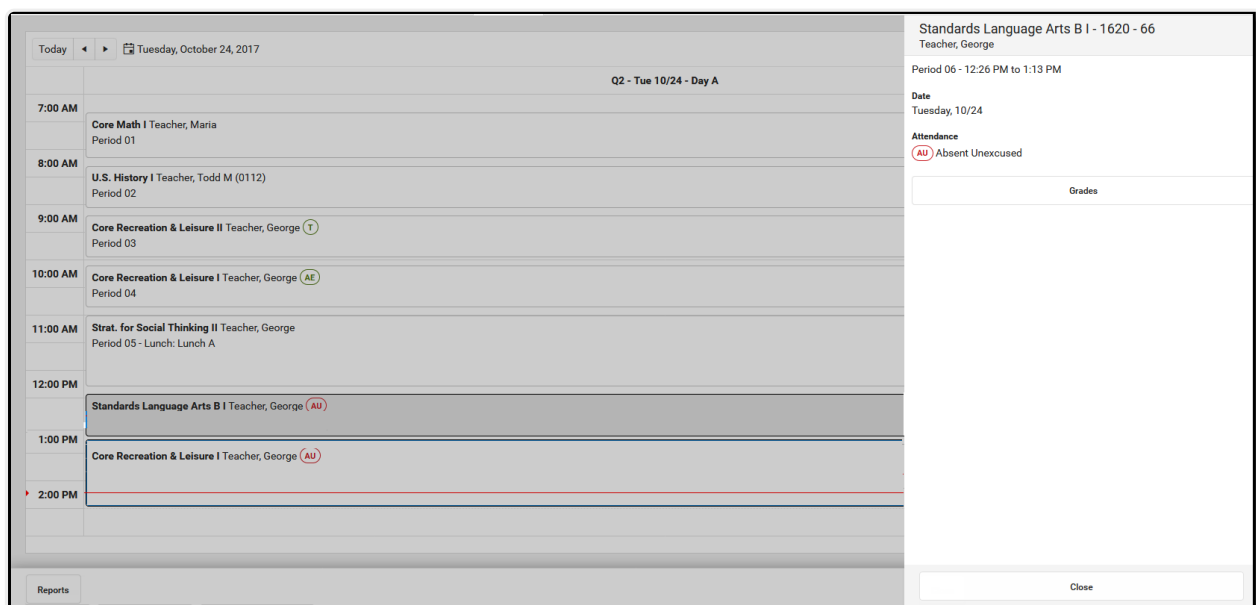
Image 5: Calendar Day View

Week View

The Week view lists the student's courses for the selected week. Similar to the Day view, the name of the Period, Course Name and Assigned Teacher and any recorded attendance for that period displays. The side panel shows the same information as he Day view.

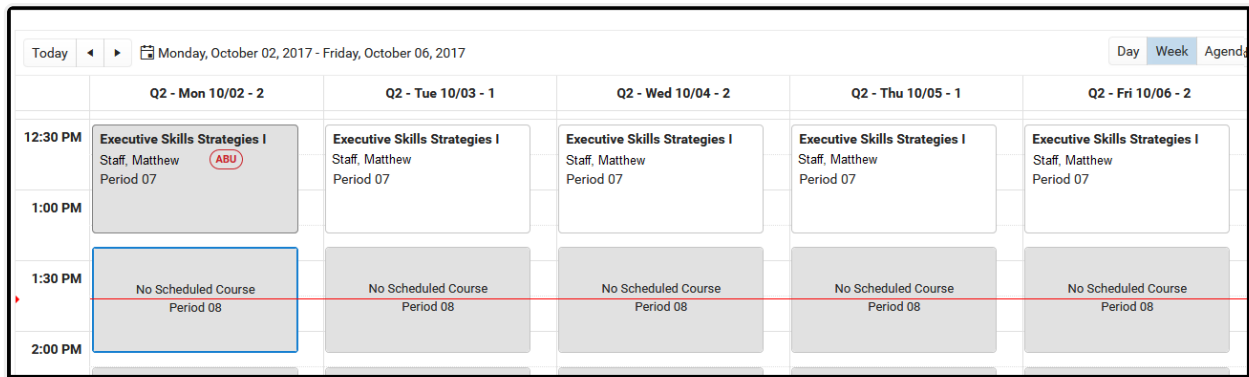The Week view is helpful if student courses change on a daily basis.

Image 6: Schedule Week View

Certain calendar formats, particularly at elementary schools, do not display well in the Week view, because of the amount of schedules, periods and classes. Consider using the Day or Agenda views instead.

Agenda View

The Agenda view lists the student's courses in a planner type of view, with the date, time and course. The current time and course is not highlighted in this view, but recorded attendance does display for course in which it was recorded.

Image 7: Schedule Agenda View

Term View

The Term View displays the student's courses for selected Term and each selected Period Schedule. Choose the **Filter** to select which terms and periods display.

When first accessing this view, all terms and all period schedules are selected. For a school using more unique formats for student schedules, like middle schools who are experimenting with the best learning for students, this view could get rather large.

Lunch assignment (when selected on the Course editor) and any scheduled Responsive Scheduling courses (when using Responsive Scheduling tools) display.

Responsive courses can be viewed for Future courses or Past courses.

Image 8: Schedule Term View

Remove the selected terms by clicking which Term or Period Schedule to not show in the Schedule. Terms and Period Schedules without a green checkmark DO NOT display in the schedule. In the example below, terms Q1, Q2, and Q3 are selected to display. Q4 is not selected and courses scheduled into that term do not display.

Image 9: Term and Period Schedule Selection

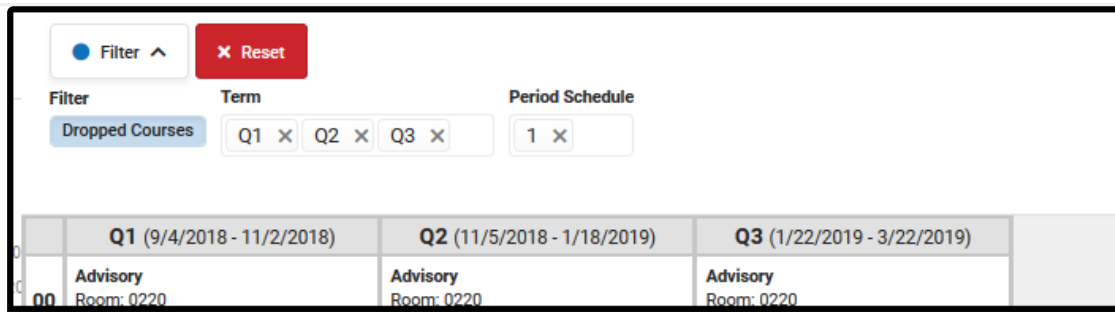Click the **Reset** button to undo any removed terms or period schedules.

Image 10: Term View Reset

Reports

Print the student's schedule in any selected view by choosing the **Reports** button at the bottom of the page and clicking the **Current View** report option. This prints the student's schedule in the selected view (Day, Week, Agenda, Term) in PDF format. If a user has removed certain terms by modifying the Filter bar selections (for example, printing the schedule report for only Term 4), only those options selected in the Filter bar are included in the print.
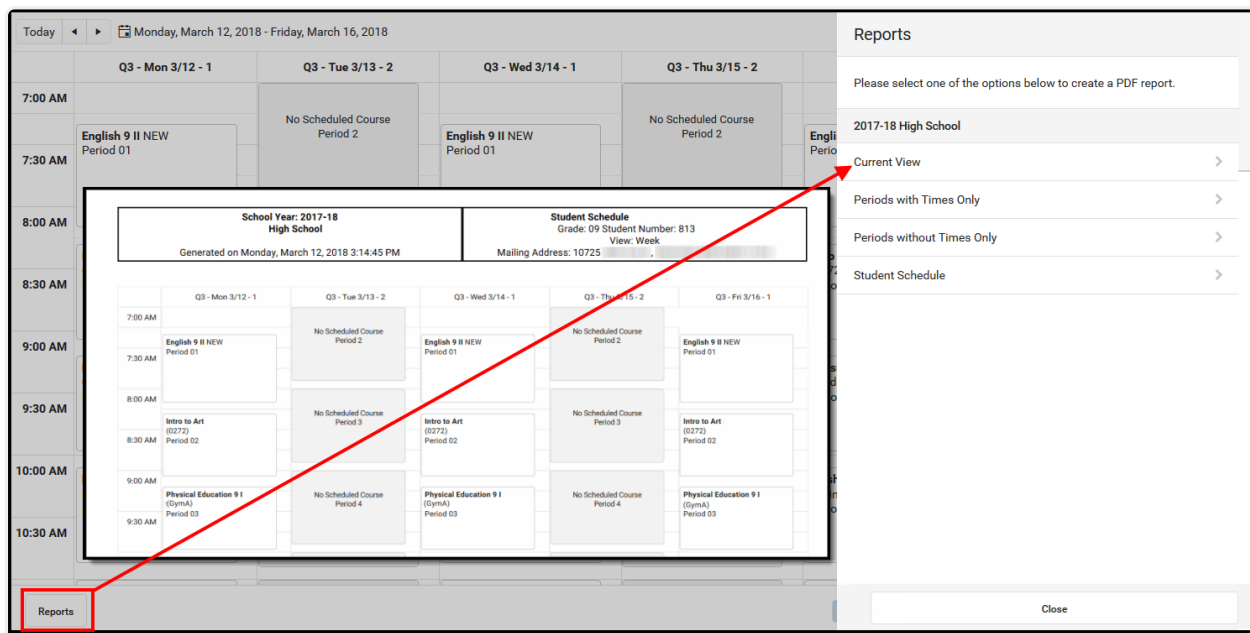

Image 11: Print View of Default Schedule Report

A report can also be printed for Periods without Times Only and Periods with Time Only. If there are no periods without times in the Schedule, the Periods without Time Only print option does not display. These periods can be left without assigned times, or if there should be times assigned to these periods, modify the Period Schedule to add the correct period times.

Other reports that display here for printing are created using the Preferences Reports tool in System Administration. See the Schedule Report Preferences article for more information.

There could be several schedule reports listed, including those for other schools if the student has multiple enrollments. These display if the user has rights to the other calendars.

Image 12: Print Schedule Reports