



Chancery SMS

Walk In Scheduling Training

Table of Contents

Log onto the System	3
Opening Student Schedules from the Demographics Page	4
Opening Student Schedules from the Student Search Page	5
Effective Dates for Schedule Changes	6
Entering Course Requests for Students.....	7
Entering Alternate Requests for Students.....	10
Deleting Course and Alternate Requests for Students	13
Generating Schedules for Students	13
Adding, Dropping or Transferring Classes	15

Log onto the System

1. *Type* **User ID**
2. *Type* **Password**
3. *Click* on the **Log On** button.

Chancery SMS

User ID:

Password:

[Change Password](#)

7.0.0.5103

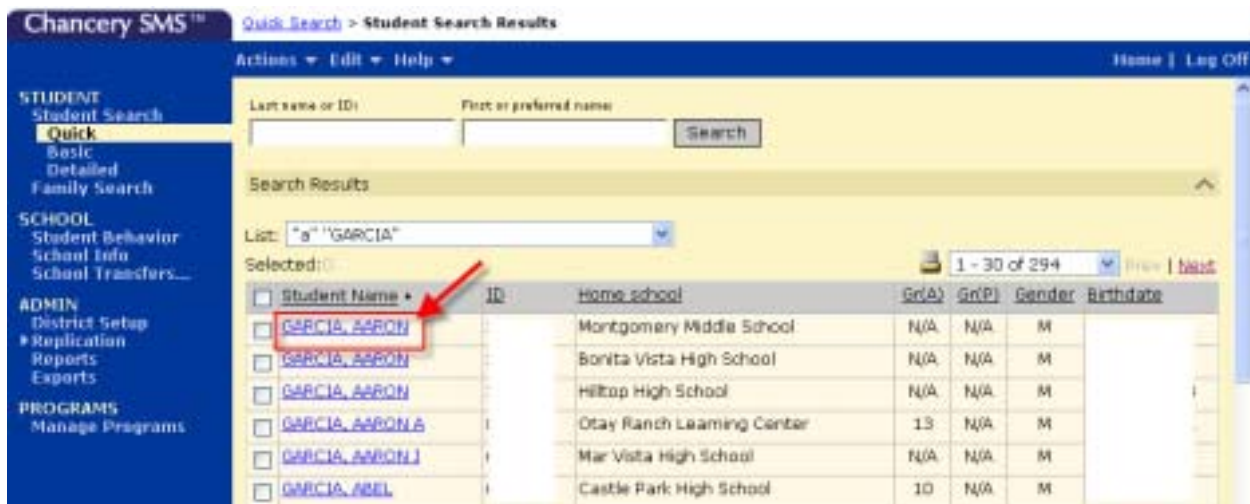
PEARSON Copyright© 1998-2009 Pearson Education, Inc., or its affiliate(s). All rights reserved.
www.pearsonschoolsandcolleges.com

Opening Student Schedules from the Demographics Page

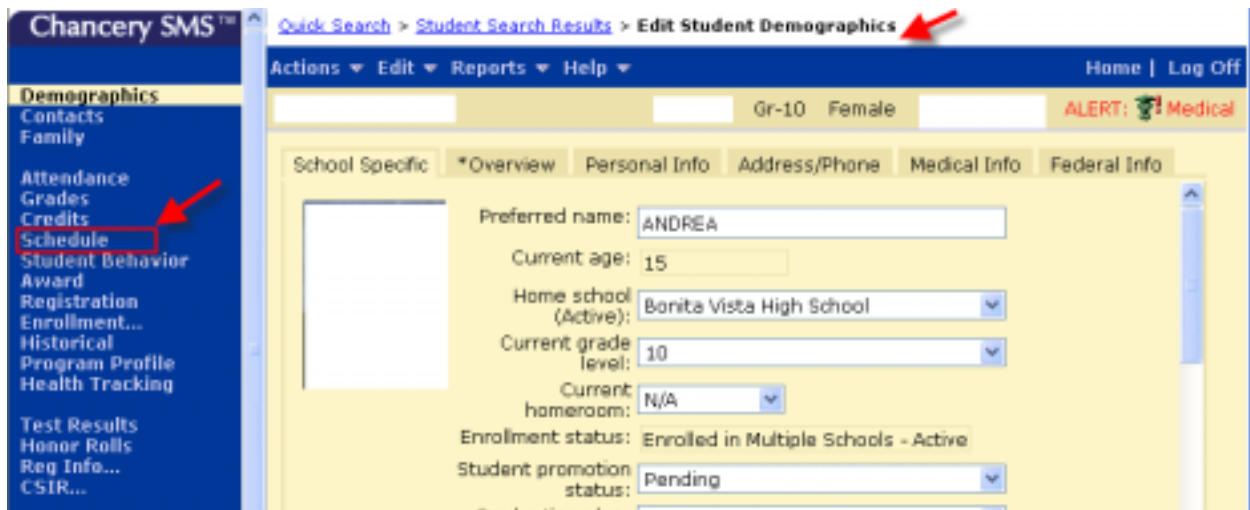
1. *Type* in the students' **Last Name, First Name, or ID**.
2. *Click* **Search** button.



3. In the **Student Name** Column, *click* the student's name.



4. On the Student Demographics page, *Click* **Schedule** on left toolbar.

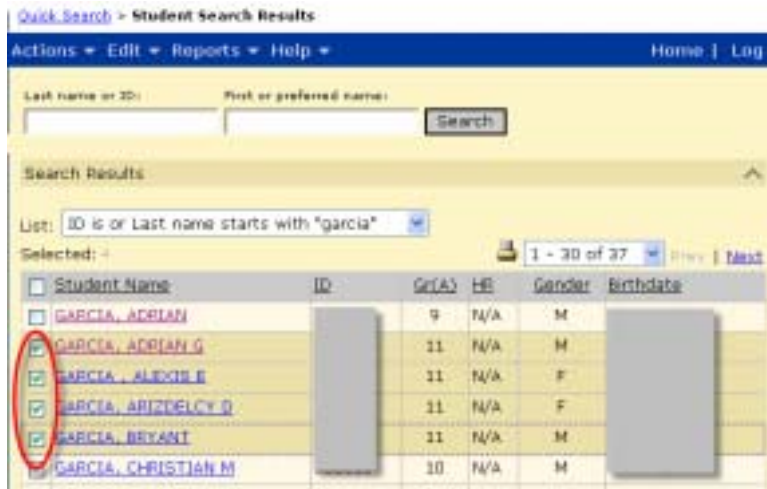


Opening Student Schedules from the Student Search Page

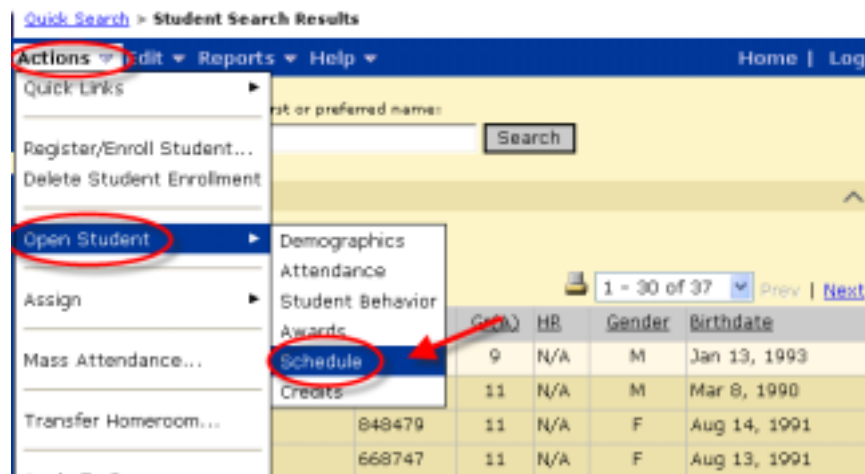
1. *Type* in the students' **Last Name, First Name, or ID.**
2. *Click* **Search** button.



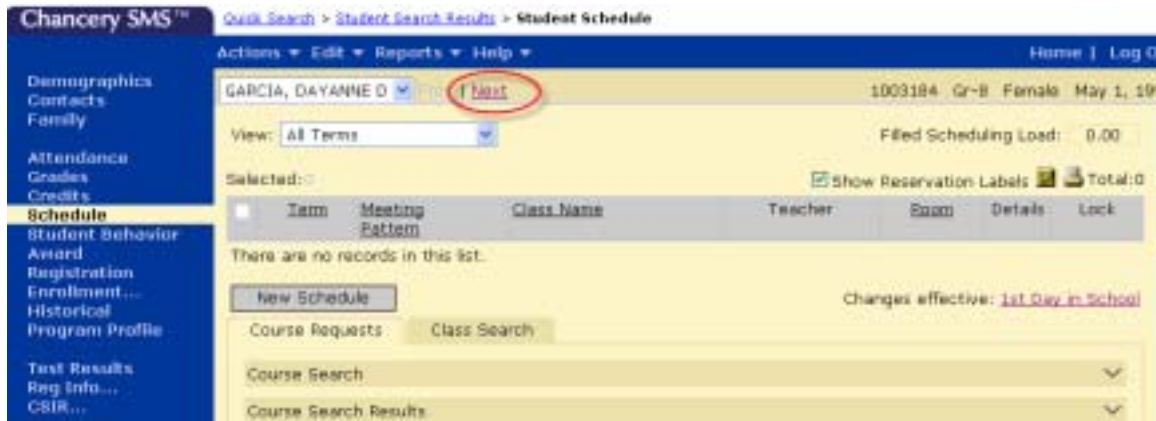
3. From the **Search Results**, *select* students whose schedules you want to view.



4. Click on **Actions >> Open Student >> Schedule**.



- If more than one student is selected, *click* **Prev** | **Next** to scroll through schedules.

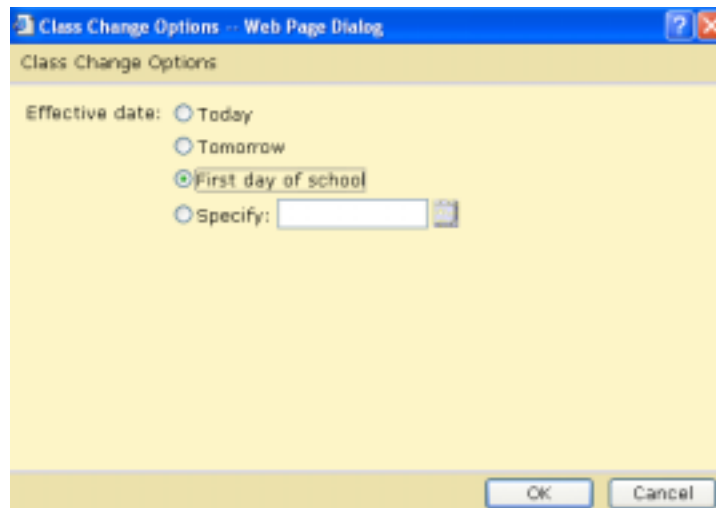


Effective Dates for Schedule Changes

- Click the **blue hyperlink** to change the effective date for the schedule change.

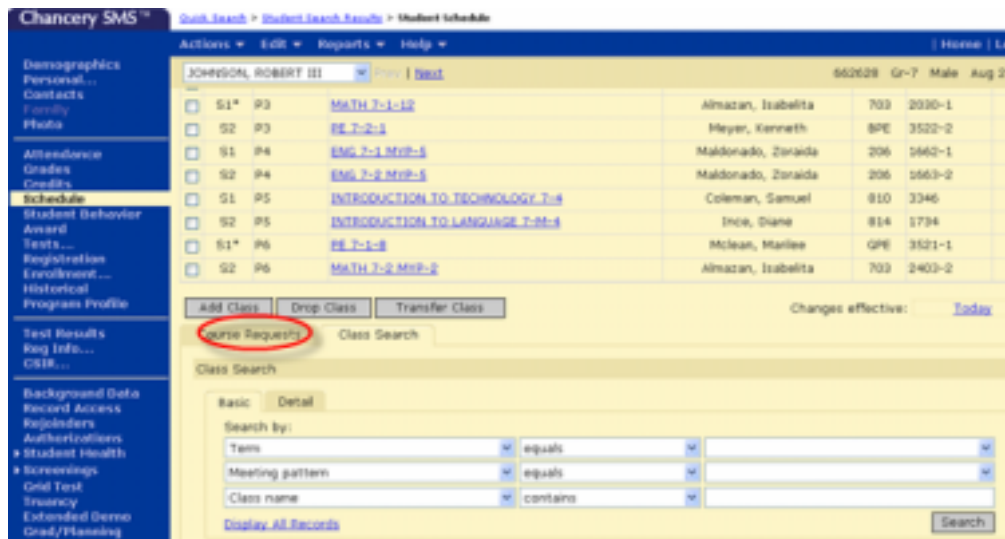


- Specify the effective date for the change.
- Click **OK**.



Entering Course Requests for Students

1. Click **Course Requests** tab.



2. To add **Course Requests** by searching for courses, *click* the **arrow** to expand **Course Search**.



3. Enter criteria for the **Course Search**.
4. Click **Search**.

Chancery SMS™ Quick Search - Student Search Results - Student Schedule

ALATORRE, DAVID U | [Class | List](#) | 1012974 Gr-7 Male Dec 23, 11

Change effective: [1st Day in School](#)

Course Requests Class Search

Course Search

Basic Detail

Search by:

Course name contains

Course grade level equals

Course saved last equals

Display All Records

Course Search Results

Course Requests

Course #:

Selected: Total: 3

<input type="checkbox"/>	Status	Constraints	Course Name	Course #	Term	Priority	Required	Load Factor
<input type="checkbox"/>			HEALTH EDUCATION 7 & 8	84000		30	Required	0.5
<input type="checkbox"/>			MATHEMATICS 7	82030		30	Required	1
<input type="checkbox"/>			PE-7	82521		30	Required	1
<input type="checkbox"/>			WORLD CULTURE 7	84119		30	Required	1

5. Select the requested course and click **Add Request**.

Chancery SMS™ Quick Search - Student Search Results - Student Schedule

ALATORRE, DAVID U | [Class | List](#) | 1012974 Gr-7 Male Dec 23, 11

Change effective: [1st Day in School](#)

Course Requests Class Search

Course Search

Course Search Results

List:

Selected: Total: 3

<input type="checkbox"/>	Course Name	Course #	Load Factor	Alternate Name	Short Name	Class #
<input checked="" type="checkbox"/>	PE-7	82521	1		PE7	2590
<input type="checkbox"/>	PE-8	82522	1		PE8	2600
<input type="checkbox"/>	PE ADAPTED (7 & 8)	82533	1		PEADAPT7/8	2598

6. To add **Course Requests** by number, *enter* the **Course #** and *click* **Add**.

Chancery SMS™ Quick Search > Student Search Results > Student Schedule

ALATORRE, DAVID U [View](#) | [Next](#) 1012874 Gr-7 Male Dec 23, 19

Course #:

Status	Constraints	Course Name	Course #	Term	Priority	Required	Load Factor
<input type="checkbox"/>	★	HEALTH EDUCATION 7 & 8	84008		10	Required	0.5
<input type="checkbox"/>	★	MATHEMATICS 7	80030		10	Required	1
<input type="checkbox"/>	★	PE-2			10	Required	1
<input type="checkbox"/>	★	WORLD CULTURE 7	84119		10	Required	1
<input type="checkbox"/>	★	GENERAL SCIENCE 1	80384		10	Required	0.5
<input type="checkbox"/>	★	ELD 7/8 HOUR 1 (7 & 8)	81471		10	Required	1
<input type="checkbox"/>	★	ELD 7/8 HOUR 2 (7 & 8)	81155		10	Required	1
<input type="checkbox"/>	★	SES	SES		10	Elective	0.00

Requested scheduling load: Required: 6.00 Elective: 0.00

7. New features: Term (Override / Preference)
 - a. YR – Year long courses
 - b. YR* - Course taken only for 1 term
 - c. Term – For repeat semester courses: S1[O] / S1[P] / S2[O] / S2[P]

Chancery SMS™ Quick Search > Student Search Results > Student Schedule

ALATORRE, DAVID U [View](#) | [Next](#) 1012874 Gr-7 Male Dec 23, 19

Term	Priority	Required	Load Factor
S1 PS	10	Required	0.5
S2 PS	10	Required	1
YR PB	10	Required	1
YR PB	10	Required	0.00

Changes effective: [1st Day in School](#)

Course Requests

Course Search

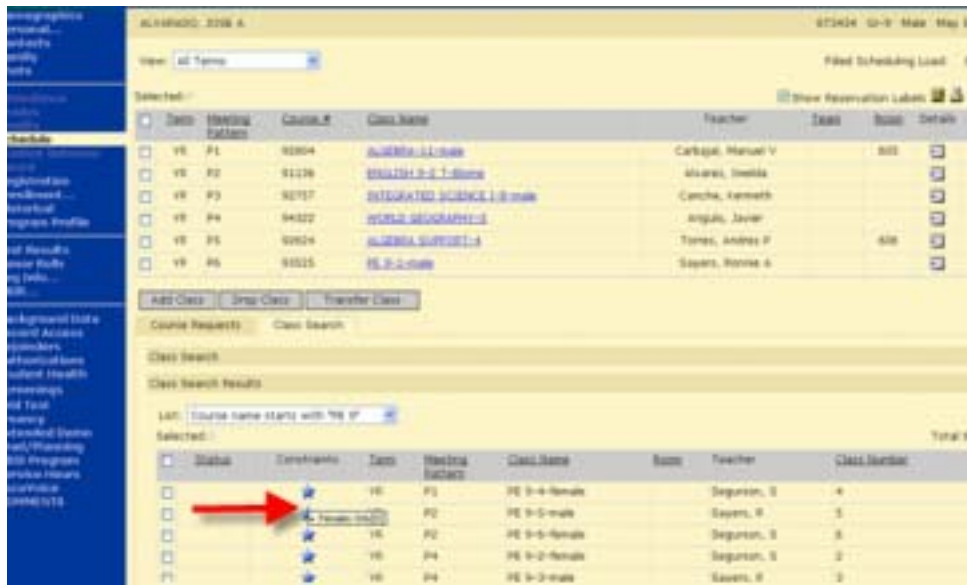
Course Search Results

Course Requests

Course #:

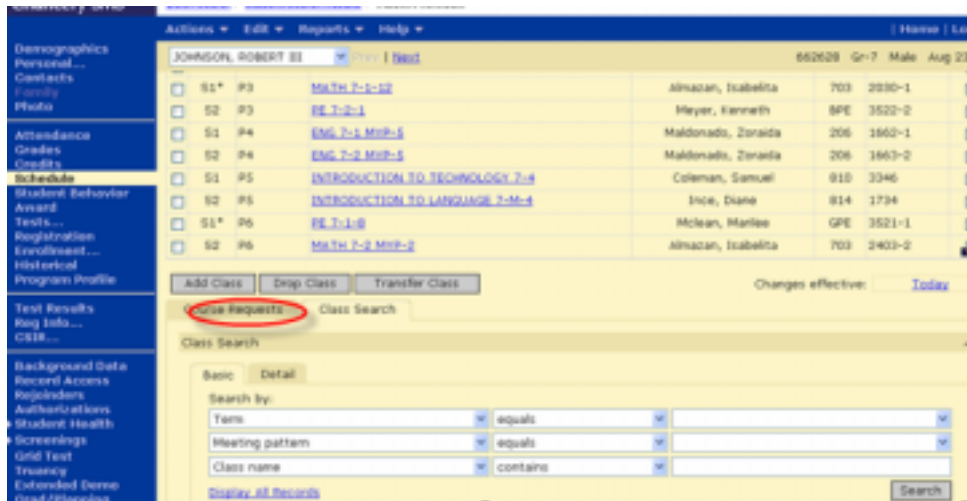
Status	Constraints	Course Name	Course #	Term	Priority	Required	Load Factor
<input type="checkbox"/>	★	HEALTH EDUCATION 7 & 8	84008	None	10	Required	0.5
<input type="checkbox"/>	★	MATHEMATICS 7	80030		10	Required	1
<input type="checkbox"/>	★	PE-2	80021		10	Required	1
<input type="checkbox"/>	★	WORLD CULTURE 7	84119		10	Required	1
<input type="checkbox"/>	★	GENERAL SCIENCE 1	80384	S2(O)	10	Required	0.5
<input type="checkbox"/>	★	ELD 7/8 HOUR 1 (7 & 8)	81471		10	Required	1

8. New Features: Constraints
 - a. ★ - Constraints can only be attached to Class (section)
 - b. If blue then a constraint is attached to class
 - c. Example: PE female only course
 - d. Roll mouse over ★ to see the constraint.

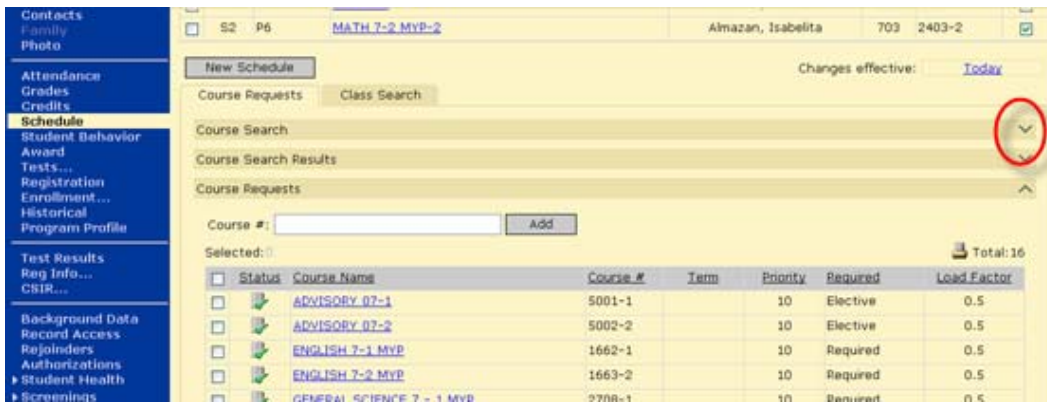


Entering Alternate Requests for Students

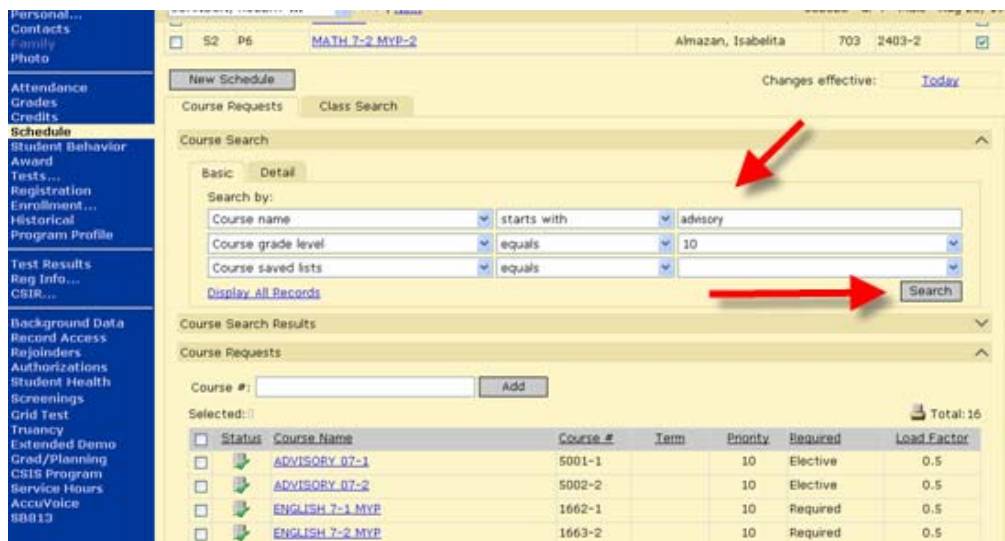
1. Click the **Course Requests** tab.



2. To add Alternate Requests by searching for courses, *click* the **arrow** to expand **Class Search**.



3. Enter criteria for the **Course Search**.
4. Click **Search**.



5. Select the requested alternate course and click **Add Alternate**.



6. To add Alternate Courses by number, *enter* the course number and *click* **Add**.
7. *Click* **Save**.

<input type="checkbox"/>		LUNCH 7-2	5540-2		10	Elective	0.5
<input type="checkbox"/>		INTRODUCTION TO LANGUAGE 7MYP	1734		10	Required	0.5
<input type="checkbox"/>		INTRODUCTION TO TECH 7.MYP	3346		10	Required	0.5
<input type="checkbox"/>		MATH 7-1	2030-1		10	Required	0.5
<input type="checkbox"/>		ADVISORY SPECIAL EDUCATION 1	5039-1		10	Elective	0.5

Requested scheduling load: Required: 5.00 Elective: 3.50

Alternate course #:

Selected: 0 Total: 0

<input type="checkbox"/>	Status	Course Name	Course #	Term	Priority	Load Factor	Alternate For
There are no records in this list.							

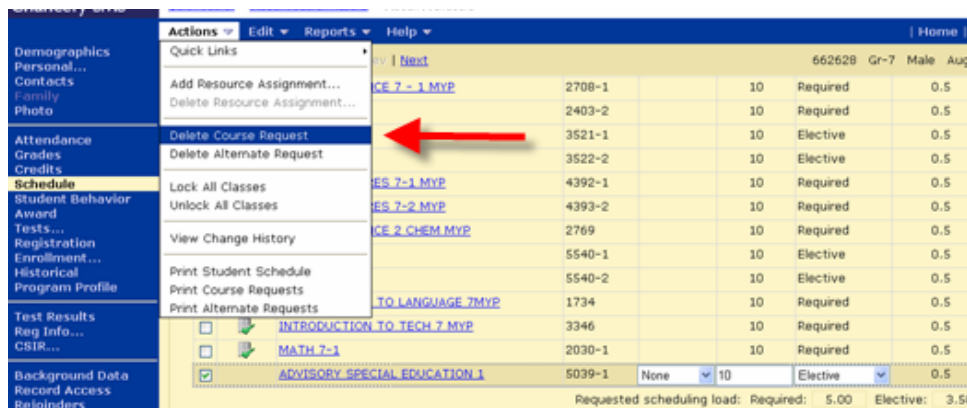
Total: 0

Deleting Course and Alternate Requests for Students

1. *Open* a Students Schedule.
2. *Click* **Course Requests** tab.



3. *Select* Course or Alternate Request to delete.
4. Go to **Actions >> Delete Course Request** (or **Delete Alternate Request**).



Generating Schedules for Students

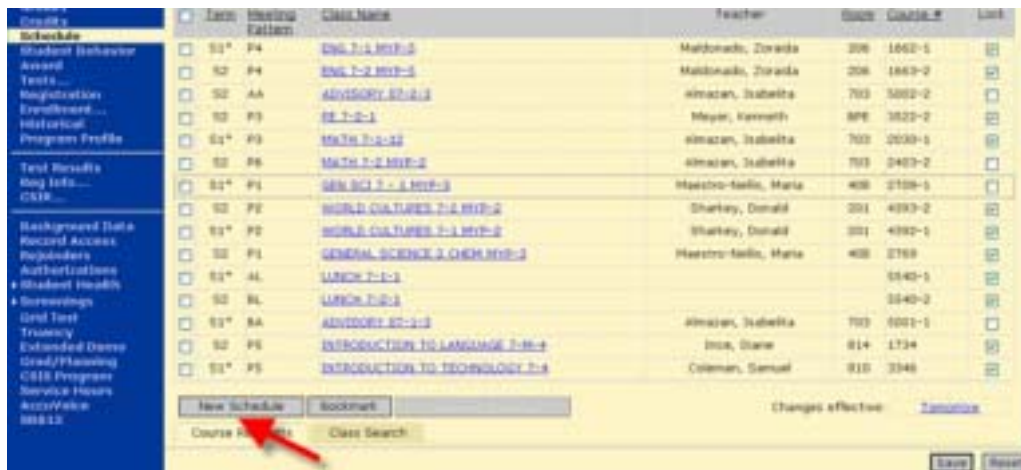
1. *Open* a Students Schedule.
2. If not already done, *enter* any Course or Alternate Requests.
3. *Click* **New Schedule** button.



4. Do one of the following:
 - a. To accept the schedule generated, *Click Save*.



- b. To generate a different schedule, *click New Schedule* again.



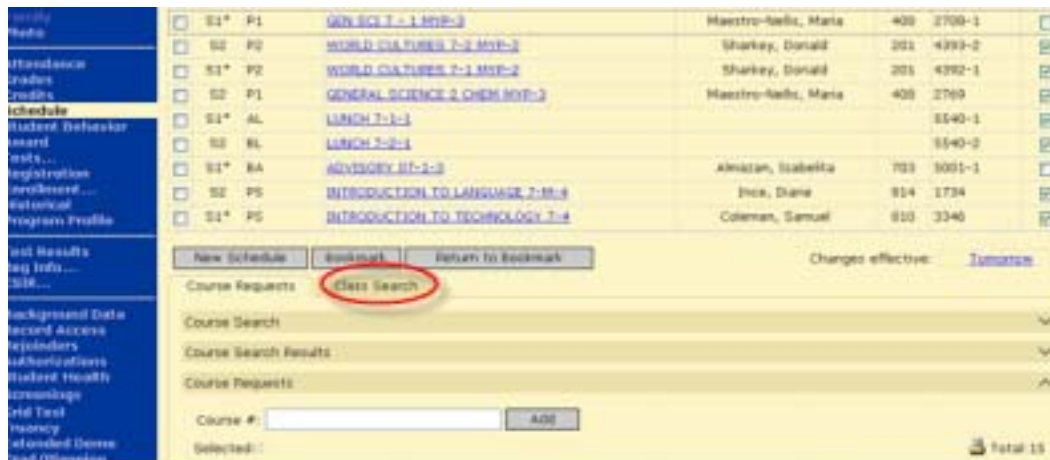
- c. To store the current schedule and generate a new schedule, *click Bookmark*, then *click New Schedule* again.



(Note: You can only Bookmark one schedule. Each time you click the Bookmark button, the current schedule will overwrite the previously bookmarked schedule).

Adding, Dropping or Transferring Classes

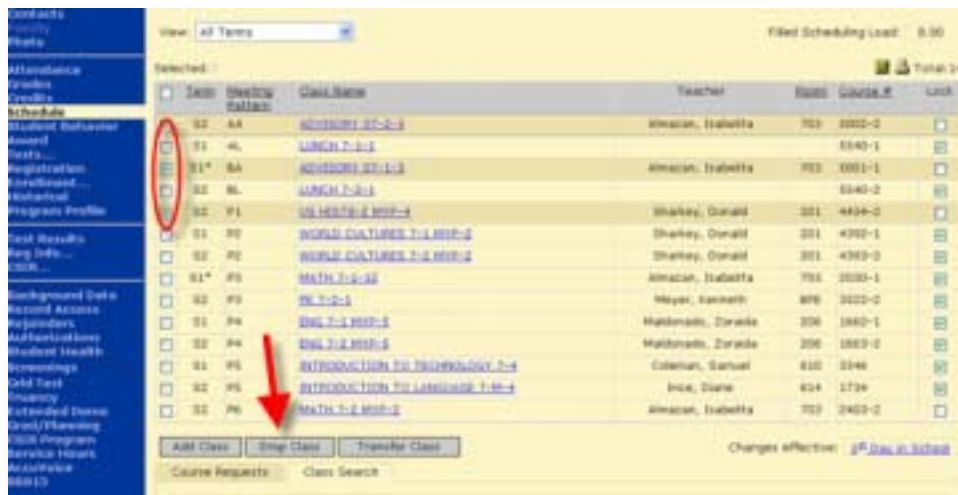
1. *Open a Students Schedule.*
2. *Click the **Class Search** Tab.*



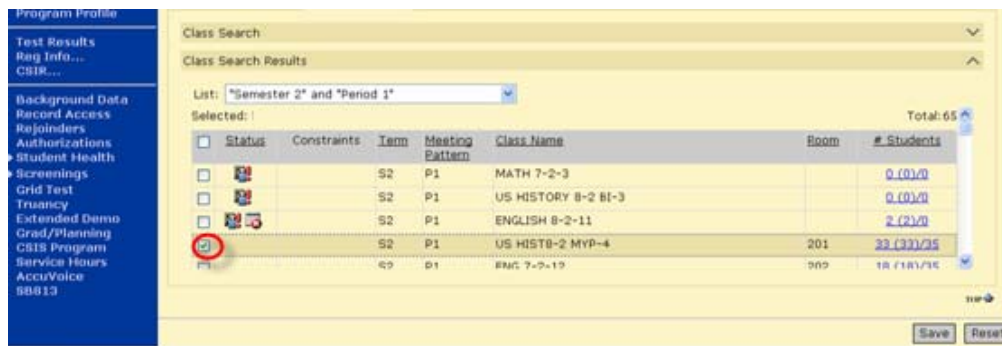
3. To add a class, *click the **checkbox** for the class in the **Class Search Results** section and click **Add Class**.*



- To drop a class, mark the **checkbox** on the far left column for the class and **click Drop Class**.



- To transfer a class, search for and **select** the class you want to add.



6. Select the class you want to remove from the student's schedule.

View: All Terms Filed Scheduling Load: 8.00 Total: 14

Term	Meeting Pattern	Class Name	Teacher	Room	Course #	Lock
<input type="checkbox"/>	S2 AA	ADVISORY 07-2-3	Almazan, Isabella	703	5002-2	<input type="checkbox"/>
<input type="checkbox"/>	S1 AL	LUNCH 7-1-1			5540-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S1* BA	ADVISORY 07-1-3	Almazan, Isabella	703	5001-1	<input type="checkbox"/>
<input type="checkbox"/>	S2 BL	LUNCH 7-2-1			5540-2	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	S2 P1	ENG 7-2-12	Leonhardt, Karla	202	1133-2	<input type="checkbox"/>
<input type="checkbox"/>	S1 P2	WORLD CULTURES 7-1 MYP-2	Sharkey, Donald	201	4392-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P2	WORLD CULTURES 7-2 MYP-2	Sharkey, Donald	201	4393-2	<input type="checkbox"/>
<input type="checkbox"/>	S1* P3	MATH 7-1-12	Almazan, Isabella	703	2030-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P3	PE 7-2-1	Meyer, Kenneth	8PE	3522-2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S1 P4	ENG 7-1 MYP-5	Maldonado, Zoraida	206	1662-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P4	ENG 7-2 MYP-5	Maldonado, Zoraida	206	1663-2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S1 P5	INTRODUCTION TO TECHNOLOGY 7-4	Coleman, Samuel	810	3346	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P5	INTRODUCTION TO LANGUAGE 7-M-4	Ince, Diane	814	1734	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P6	MATH 7-2 MYP-2	Almazan, Isabella	703	2403-2	<input type="checkbox"/>

Changes effective: 1st Day in School

7. Click **Transfer Class**.

8. Click **Save**.

View: All Terms Filed Scheduling Load: 8.00 Total: 14

Term	Meeting Pattern	Class Name	Teacher	Room	Course #	Lock
<input type="checkbox"/>	S2 AA	ADVISORY 07-2-3	Almazan, Isabella	703	5002-2	<input type="checkbox"/>
<input type="checkbox"/>	S1 AL	LUNCH 7-1-1			5540-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S1* BA	ADVISORY 07-1-3	Almazan, Isabella	703	5001-1	<input type="checkbox"/>
<input type="checkbox"/>	S2 BL	LUNCH 7-2-1			5540-2	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	S2 P1	ENG 7-2-12	Leonhardt, Karla	202	1133-2	<input type="checkbox"/>
<input type="checkbox"/>	S1 P2	WORLD CULTURES 7-1 MYP-2	Sharkey, Donald	201	4392-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P2	WORLD CULTURES 7-2 MYP-2	Sharkey, Donald	201	4393-2	<input type="checkbox"/>
<input type="checkbox"/>	S1* P3	MATH 7-1-12	Almazan, Isabella	703	2030-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P3	PE 7-2-1	Meyer, Kenneth	8PE	3522-2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S1 P4	ENG 7-1 MYP-5	Maldonado, Zoraida	206	1662-1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P4	ENG 7-2 MYP-5	Maldonado, Zoraida	206	1663-2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S1 P5	INTRODUCTION TO TECHNOLOGY 7-4	Coleman, Samuel	810	3346	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P5	INTRODUCTION TO LANGUAGE 7-M-4	Ince, Diane	814	1734	<input checked="" type="checkbox"/>
<input type="checkbox"/>	S2 P6	MATH 7-2 MYP-2	Almazan, Isabella	703	2403-2	<input type="checkbox"/>

Changes effective: 1st Day in School