







Registrar's Round Table - Schedule Change Options

	Delete  Drop	Drop 	Add 	Edit (Adj. Term) 	Change Section 	Replace 
WESPaC	<ul style="list-style-type: none"> • Uses an effective date • Removes any record of the course. • Entity/Grading Info setting can prevent deleting course with grades. 	<ul style="list-style-type: none"> • Uses an effective date • Immediately removes the course from the schedule display regardless of the effective date entered. • Information for the course can still be entered and reported on. • The course can be activated. 	<ul style="list-style-type: none"> • Uses an effective date • Displays in the schedule immediately, regardless of the effective date entered. • Student can be added to the full length of the course or just a subset (SM2 of a YR). 	<ul style="list-style-type: none"> • No prompt for effective date (ever), change is immediate. • The Student will remain in the schedule displays for the adjusted terms. • Auto email still picks up class when choosing the Current Term Teachers option. 	<ul style="list-style-type: none"> • Uses an effective date • Drop/add in one process • Same course different sections • Same as drop course WESPaC (with the exception of posted grades). • Moves all posted grades • Same as Add Course WESPaC (with the exception of course length assignment) • Once grades are posted to the section the student can't be enrolled in a different subset of the course. 	<ul style="list-style-type: none"> • Uses an effective date • Drop/Add in one process • Can be same course different section or different course • Same as drop course WESPaC • Doesn't move posted grades • Same as Add Course WESPaC • Can use different subsets than the original course/section
Gradebook	<ul style="list-style-type: none"> • Removes any record of the course. • The delete will also remove any information from a Gradebook backup 	<ul style="list-style-type: none"> • The student's status is changed to drop the morning of the effective date. • To see the student in the Gradebook after the drop effective date the teacher will need to change their display options to see dropped students. • The teacher can still enter/edit grades on the student. 	<ul style="list-style-type: none"> • Student added to the Gradebook on the morning of the effective date. • The "NEW" button will display if the added section is the same course as the dropped section. • The "NEW" button will show on every new student if this option is selected in the district setup. 	<ul style="list-style-type: none"> • Change of student status is immediate • No New Button • Student will only display during the scheduled terms (any grades given in a control set not included in the adjusted term will no longer display anywhere in the system) • Student will have an "*" by name in roster indicating they are enrolled in a subset • If a student is adjusted from a YR to S1Y class and has some assignments listed as Missing outside of the new adjusted term the teacher can not remove the missing status 	<ul style="list-style-type: none"> • If there are any posted grades on the course that is dropped those grades will be moved to the new course. • Same as Drop Course Secondary GradeBook • Same as Add Course Secondary GradeBook. 	<ul style="list-style-type: none"> • Posted grades will remain with the course/section they are earned. • Same as Drop Course Secondary GradeBook • Same as Add Course Secondary GradeBook.
Family Access	<ul style="list-style-type: none"> • Removes any record of the course. 	<p>Schedule:</p> <ul style="list-style-type: none"> • The drop arrow will display next to the course description immediately after the transaction is complete (it doesn't look at the effective date). • Information will still show for the course. <p>Gradebook:</p> <ul style="list-style-type: none"> • The drop arrow won't display until the morning of the effective date. • If you click on the hyperlink for the class that is dropped it displays the effective date. 	<p>Schedule:</p> <ul style="list-style-type: none"> • The added courses will show on the morning of the effective date, in both areas. <p>Gradebook:</p> <ul style="list-style-type: none"> • The added courses will show on the morning of the effective date, in both areas. 	<p>Schedule:</p> <ul style="list-style-type: none"> • shows in current term (if appropriate) • only continues to display for the adjusted terms. <p>Gradebook:</p> <ul style="list-style-type: none"> • Student will only display during the scheduled terms (any grades given in a control set not included in the adjusted term will no longer display anywhere in the system) • If a student is adjusted from a YR to S1Y class and has some assignments listed as Missing outside of the new adjusted term Family Access will continue to show that assignment as missing. 	<ul style="list-style-type: none"> • Same as Drop Course Family Access (with the exception of posted grades) • If there are any posted grades on the course that is dropped those grades will be moved to the new course. • Same as Add Course Family Access 	<ul style="list-style-type: none"> • Posted grades will remain with the course/section they are earned. • Same as Drop Course Family Access • Same as Add Course Family Access

- It is recommended to set the Transaction Update Options to Prompt for Effective Date. Within the scheduling edit screen click Options/Transaction Options/check Prompt for Effective Date.
- The Add and Drop effective dates will impact attendance, class rosters in EA+ and access to the student in the Gradebook. SIM SCANS will also look at the effective dates. Scheduling reports don't look at effective dates (i.e. locator report)
- **Unschedule** - unless there are Gradebook assignments or grades on the course it will remove the student from the GB (like a delete), after the process is completed the course will display as an unscheduled request in WESPaC.