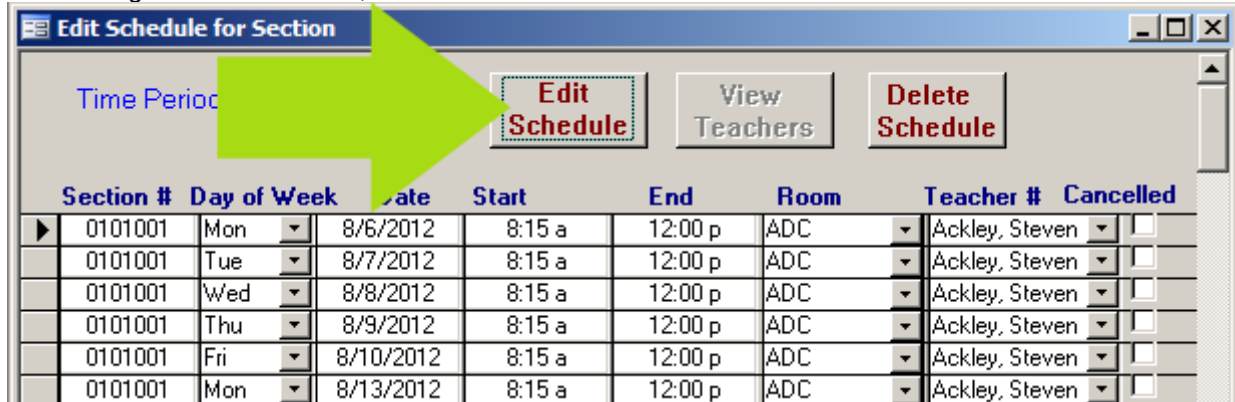


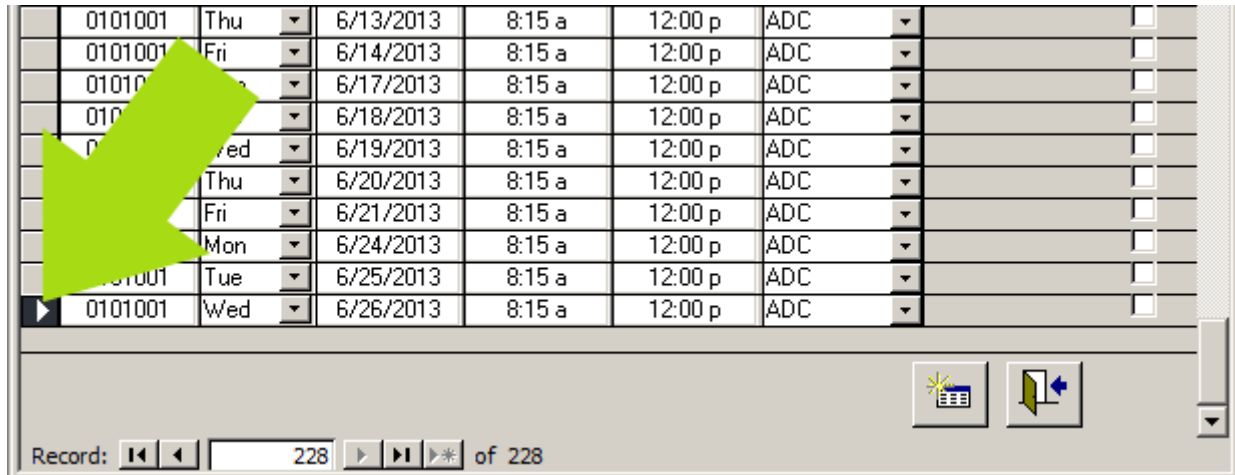
Make Changes to Schedule

Make changes to the schedule, click on "Edit Schedule"



Section #	Day of Week	Date	Start	End	Room	Teacher #	Cancelled
0101001	Mon	8/6/2012	8:15 a	12:00 p	ADC	Ackley, Steven	<input type="checkbox"/>
0101001	Tue	8/7/2012	8:15 a	12:00 p	ADC	Ackley, Steven	<input type="checkbox"/>
0101001	Wed	8/8/2012	8:15 a	12:00 p	ADC	Ackley, Steven	<input type="checkbox"/>
0101001	Thu	8/9/2012	8:15 a	12:00 p	ADC	Ackley, Steven	<input type="checkbox"/>
0101001	Fri	8/10/2012	8:15 a	12:00 p	ADC	Ackley, Steven	<input type="checkbox"/>
0101001	Mon	8/13/2012	8:15 a	12:00 p	ADC	Ackley, Steven	<input type="checkbox"/>

1. **Existing attendance records:** You can only make changes from the first non-attendance date forward
2. **Outstanding attendance sheets:** You can cancel the sheet(s) if the changes are during the time frame of the printed sheets. You can choose not to cancel sheet(s) if the changes will not affect attendance taken on the sheets.
3. **Removing a meeting or meetings:** Right click on the gray square at the far left of the record(s), press "Delete" key

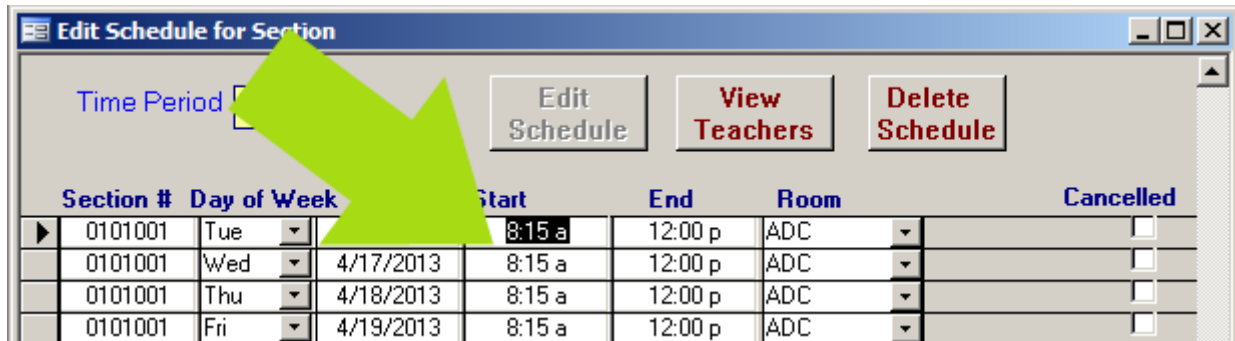


0101001	Thu	6/13/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Fri	6/14/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Sat	6/15/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Sun	6/16/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Mon	6/17/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Tue	6/18/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Wed	6/19/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Thu	6/20/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Fri	6/21/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Sat	6/22/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Sun	6/23/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Mon	6/24/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Tue	6/25/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>
0101001	Wed	6/26/2013	8:15 a	12:00 p	ADC		<input type="checkbox"/>

Record: of 228

4. **Change the class day, date or beginning/end times:** Highlight the field you want to make a change and type over it.

Make Changes to Schedule



Edit Schedule for Section

Time Period

Section #	Day of Week	Start	End	Room	Cancelled
▶ 0101001	Tue	8:15 a	12:00 p	ADC	<input type="checkbox"/>
0101001	Wed	4/17/2013 8:15 a	12:00 p	ADC	<input type="checkbox"/>
0101001	Thu	4/18/2013 8:15 a	12:00 p	ADC	<input type="checkbox"/>
0101001	Fri	4/19/2013 8:15 a	12:00 p	ADC	<input type="checkbox"/>

Note: do not press the "Schedule" button again. If you do, it will simply reschedule the class with the same information that you've entered on the section screen.