

Slide 1 - Slide 1

The screenshot shows the Skyward web application interface. The browser title is "Web Student Management - Entity 440 - WS - 10668 - 05.12.10.00.20 - Windows Internet Explorer". The page header includes "Entity (440) Grades 8 to 12 (440)" and "Skyward-Employee". The navigation menu includes Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main content area is titled "Student Management Setup" and contains several expandable sections: "Student Schedule Generation - SS", "Future Scheduling - FS", "Build Course Master - BC", "Request Processing - RP", and "Build Master Schedule - BM". A yellow callout box is overlaid on the "Build Course Master - BC" section, containing the following text:

Create Course Availability List

Click here to access the Create Course Availability List utility.

Who, What, When, Why?

This option allows users to create a course list or "Wish List" of available courses per Graduation Year. It also allows users to post the Availability List online through Family/Student Access.

Use this option when preparing for class registration for the upcoming school year.

At the bottom of the page, there is a copyright notice: "© 2013 Skyward, Inc. All rights reserved." and the text "Windows 7 / Internet Explorer 9".

Slide 2 - Slide 2

The screenshot shows a web browser window displaying the Skyward software interface. The browser title bar reads "Utilities - Entity 440 - WS\OF\FS\RP\PS\UT - 9056 - 05.12.10.00.20 - Windows Internet Explorer". The Skyward logo is in the top left, and the user is identified as "Skyward-Employee (10.1.2.16)". The navigation menu includes "Home", "Students", "Families", "Staff", "Student Services", "Food Service", "Office", "Administration", "Educator Access Plus", "Advanced Features", "Federal/State Reporting", and "Custom Reports". The "Utilities" section is active, showing a list of 88 utilities. A yellow callout box with the text "Click Create Course Availability List." points to the first item in the list: "Create Course Availability List - CA". Other items in the list include "Mass Add/Change/Delete Student Requests - MA", "Assign Scheduling Team", "Mass Assign Student Scheduling Teams - ST", "Mass Add/Delete Student Scheduling Categories - SC", "Copy Student Scheduling Teams - CS", and "Mass Request Recommended Courses - RR".

Slide 3 - Slide 3

The screenshot shows a software window titled "Course Availability List Parameters (114)". The window contains the following elements:

- Course Availability List Parameters** (Section Header)
- Process Type**: Radio buttons for "Append" and "Create" (selected).
- Course Wish Group**: A dropdown menu showing "WEB" (selected).
- Course Selection**: Radio buttons for "Electives and Required" (selected) and "Electives Only".
- Course Scheduling Types**: Checkboxes for "Include Normal Scheduled Types" (checked), "Include Manually Scheduled Types", and "Include Special Education Types".
- Other options**: "Select All Course Types" (checked), "Include Lunches", "Include Study Halls", and "Delete Lists not in Grad Year Range" (with a help icon).
- Buttons**: "Run" and "Back" at the top right; "Sort" and "Type" at the bottom.
- Text**: "Asterisk (*) denotes a required field" at the bottom left.

Two yellow callout boxes provide instructions:

- Callout 1**: "1. Select **Create** to create a new list or **Append** to modify an **existing** list." (Points to the "Create" radio button)
- Callout 2**: "2. You can select an **existing Course Wish Group**, or you can create a new one by clicking on the **Course Wish Group** link." (Points to the "Course Wish Group" dropdown)

Slide 4 - Slide 4

The screenshot displays the Skyward software interface. On the left, a navigation pane shows 'Utilities - UT' with options like 'Create Course', 'Mass Add/Cha', 'Assign Schedu', 'Mass Assign S', 'Mass Add/Del', 'Mass Assign S', 'Copy Student', and 'Mass Request'. The main window is titled 'Course Availability List Parameters (114)' and contains a 'Run' button. Overlaid on this is a 'Course Wish Group Selection (47)' window. This window has a 'Views: General' dropdown and a 'Filters: *Skyward Default' dropdown. It features a table with the following data:

Entity	Group	Short Description	Long Description	Web
1 440	WEB	WEB	WEB	Y

Below the table, there is a '20' dropdown, '1 records displayed', and a 'Group:' field. To the right of the table are buttons for 'Select', 'Add', 'Edit', 'Delete', and 'Print'. A yellow callout box with a pointer to the 'Add' button contains the text: 'Click **Add** to create a new **Course Wish Group** code or **Edit** to review an existing code.'

Slide 5 - Slide 5

The screenshot displays a multi-windowed software interface for Skyward. The background window is titled "Course Availability List Parameters (114)" and contains a "Run" button. Overlaid on this is a "Course Wish Group Selection (47)" window, which shows a table with one entry for Entity 440. In the foreground, a "Course Wish Group Maintenance (35)" window is open, showing fields for Entity (440), Wish Group Id (WEB), Short Description (WEB), and Long Description (WEB). A checkbox labeled "Use This Course Availability List in Family/Student Access" is checked. A yellow callout box points to this checkbox with the text: "To make the list available for **Online Request Entry**, check the option to **Use This Course Availability List in Family/Student Access**. Click **Save**." The interface also includes a left-hand navigation menu with options like "Create Course" and "Mass Add/Cha", and a right-hand side with "Preferences" and "Exit" buttons.

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Course Availability List Parameters (114)

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: 2013-14
* Course Wish Group: WEB WEB

Process Type
 Append Create

Range Parameters
Low High
Grad Yr/Grade: 2014 12 2018 08

Course Selection
 Electives and Required
 Electives Only

Course Scheduling Types
 Include Normal Scheduled Types
 Include Manually Scheduled Types
 Include Special Education Types

Select All Course Types Type
 Include Lunches
 Include Study Halls
 Delete Lists not in Grad Year Range ?

Sort Course Key

Asterisk (*) denotes a required field

Set the rest of your **Range Parameters** for your list, and then click **Run**.

Slide 7 - Slide 7

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Create Course Availability List

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Process Summary

School Year: 2014
Course Wish Group: WEB
Process Type: create

<u>Grad Year</u>	<u>Number Processed</u>	<u>Number Created</u>	<u>Number Updated</u>
2014	210	210	0
2015	201	201	0
2016	160	160	0
2017	103	103	0
2018	36	36	0

Deleted Course Availability Lists

***** End of report *****

A **report** showing the number of records **processed** and **created** displays at the conclusion of the process.

This concludes the tutorial.