

Edit a Student Schedule

You can add to or remove one or more class from a student's schedule as well as transfer a student from one class to another.



Useful Information

When you add classes, HeadMaster will display a message if the class time conflicts with another class on the student's schedule.

▼ To add a class to a student's schedule

1. On the Home screen, click **Students**.
2. Click to select a student's name.
3. Click **Edit Student Schedule**. The Edit Schedule window displays.
4. Click the **Class Name** you want to add to the schedule. To select multiple classes, press and hold **Ctrl**.
5. Click **Add**.
6. Click **Close**.

Useful Information

In the Edit Schedule window, you can filter the All Classes list. To filter, click the criteria you want to filter for. For example, to filter for all 12th grade classes, under Grade Level, click "**12**" so that it is highlighted. Click . To remove the filter, click .

▼ To transfer a student from one class to another

1. On the Home screen, click **Students**.
2. Double-click the student you want to transfer.
3. Click the **Schedule** tab.
4. Select the class you want to transfer the student out of.
5. Click **Transfer**. The Transfer window displays.
6. Select the class you want to transfer the student into.
7. Click **Next**.
8. Review and edit grades if necessary.
9. Click **Finish**. When the transfer is complete, click **OK > Close**.