

How To Schedule A Student To A Course Section In CrownSIS

Scheduling students to specific course sections is a crucial task for ensuring that their academic plans are properly managed. In CrownSIS, this process is streamlined to make it easy for administrators to assign students to their desired courses. This guide will walk you through the steps to schedule a student to a course section efficiently.

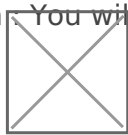
Step 1: Access the Scheduling Menu

1. **Navigate to the Menu** : Log into your CrownSIS account with administrative access.
2. **Select 'Schedule Student'** : Go to the 'Scheduling' section on the menu. Click on 'Schedule Student' to begin the scheduling process.

Step 2: Search for and Select Students

1. **Click on the Plus Sign** : You will see a plus sign (+) next to 'Student.' Click on this icon

to open the search box.



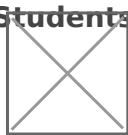
2. **Enter Search Criteria** : In the search box, enter any relevant criteria to find the students you wish to schedule. This could include student name, ID, or other identifiers.
3. **Click 'Search'** : After entering your criteria, click 'Search.' A list of all active students

matching your search criteria will appear.



4. **Select Students** : From the list, select the students you want to schedule for a course

section.



Step 3: Search for and Select Course Sections

1. **Click on the Plus Sign Beside 'Course Section'** : Now, you'll see a plus sign (+) next to 'Course Section.' Click on it to open another search box.



1. **Enter Course Search Criteria** : Input the relevant search criteria to find available course sections. This might include course name, section number, or other details.
2. **Click 'Search'** : Click 'Search' to view a list of all available course sections in the system.



3. **Choose the Course Section** : From the list, select the course section where you want to schedule the students.



Step 4: Confirm Scheduling Details

1. **Review the Summary** : After selecting the course section, a summary of the scheduling details will appear below.
2. **Alter Start Date** : You can adjust the start date for when the students will begin the course section if needed.
3. **Click 'Schedule Student'** : Once you've reviewed and confirmed the details, click on 'Schedule Student' to finalize the scheduling process.



Step 5: Handle Scheduling Errors

1. **Review Scheduling Report** : If any students are not scheduled successfully, a detailed report will be generated.
2. **Click 'View Report'** : To access this report, click on 'View Report.' This report will provide information on any issues encountered during the scheduling process, allowing you to make necessary corrections.