How To Schedule A Teacher To A Course Section In CrownSIS

Scheduling teachers to the appropriate course sections is a vital task for school administrators, ensuring that courses are properly staffed and run smoothly. In CrownSIS, this process is user-friendly and can be accomplished in just a few steps. This guide will walk you through the process of scheduling a teacher to a course section.

Step 1: Access the Scheduling Menu

1. **Navigate to the Menu** : Log into your CrownSIS account with administrative privileges.
2. **Select ‘Schedule Teacher’** : In the 'Scheduling' section of the menu, click on ‘Schedule Teacher’ to start the process.

Step 2: Search for and Select the Teacher

1. **Click on the Plus Sign**: You'll see a plus sign (+) next to 'Teacher.' Click on this icon to open a search box.



2. **Enter Search Criteria** : In the search box, enter relevant search criteria such as the teacher's name, ID, or department to find the teacher you want to schedule.



3. **Click ‘Search’** : After entering the criteria, click ‘Search.’ A list of all teachers in the system matching your criteria will appear.
4. **Select the Teacher** : From the list, select the teacher you wish to schedule for a course section.



Step 3: Search for and Select the Course Section

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



2. **Enter Course Section Search Criteria** : Enter the relevant search criteria to find the course section. This could include the course name, section number, or other details.
3. **Click ‘Search’** : Click ‘Search’ to see a list of all available course sections in the system.
4. **Choose the Course Section** : From the list, select the course section you want to assign the teacher to. 

Step 4: Confirm the Teacher's Availability

1. **Review the Summary** : After selecting both the teacher and the course section, a summary of the scheduling details will appear below, showing the teacher and the course section they will teach.
2. **Click on ‘Check Availability’** : To ensure that the teacher is available to be scheduled for the selected course section, click on ‘Check Availability.’
3. **Handle Availability Issues** :
   - If the teacher is unavailable, the system will mark this in red.
   - You will need to remove this selection and either choose a different course section or another time for the same teacher, then check availability again. 

Step 5: Schedule the Teacher

1. **Start Scheduling** : Once you've confirmed the teacher's availability, click on ‘Start Scheduling’ to finalize the assignment.
2. **Success Confirmation** : The teacher is now successfully scheduled to the selected course section.

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