Scheduling

Who: *Administrators, Counselors, Counseling Secretaries, Registrars, Office Managers, and anyone else involved in the creation and maintenance of master and student schedules*

[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel so we can so we can get important information to the right persons.]

Current Year Schedules:

- **Schedule changes**—During this extraordinary time, schedule changes may be required to meet a student's needs. The procedure remains the same: 1) Drop current class as of the current date, 2) add the new class to start on the next day.
- **Clear communication**—Clear communication between teachers, students and parents of schedule changes is critical in this "Distance Learning for All" environment. When contacts with students aren't tracked in the information system, a teacher may not realize when a student is added to his or her class. When class rosters are created and maintained by the automated processes in LBL's SIS Suite applications, the rosters in Gradebook are always up to date. We recommend that the school administration provide communication guidelines to staff, students, and parents to help keep all parties working together.

Next Year:

- We anticipate the activities for next year scheduling will increase after the April 13 Distance Learning start date. For assistance, please create a Help ticket. Scheduling support will contact you as soon as possible.

We are here to help

- If you have <u>any</u> questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.

- As you've likely heard many times, we are <u>all</u> in this together. LBL's SIS team is here to help you succeed in these most challenging of times.