

## Scheduling Courses for Elementary School Specialist

To schedule specials like Art and Music, you need to do the following. First, you must be logged in with Counselor or Administrator rights. Then do the following:

1. Click on *Scheduling*
2. Click on *Step 3, Subject Scheduling*
3. Find the elective courses and click on the check box in front of the course name. Then open one course. This way you will be able to click Next and move from one course to the next.
4. Where it says teacher is the *"Default teacher"* click on the radio button that says *"Specify."*
5. Change that to the correct specialist and the class will show up when the specialist logs into SMS.

The screenshot shows the SMS Scheduling interface for 'Art 2'. The left sidebar contains a navigation menu with the following categories and items:

- STUDENT**
  - Student Search
  - Quick
  - Basic
  - Detailed
  - Family Search
- CLASS**
  - Homerooms
  - Classes
- SCHOOL**
  - Attendance
  - Awards
  - Student Behavior
  - School Info
  - School Transfers...
  - Manage Programs
- ADMIN**
  - School Setup
  - Scheduling** (circled in red)
  - Grading
  - Attendance
  - District Setup
  - Reports
  - Exports

The main content area is titled 'Art 2' and includes the following fields and options:

- Generic subject: Art
- Grade level: 2
- \*Subject number: [ ]
- Designation: Specialty
- Schedule**
  - Can schedule
  - Student:  Automatically assign this subject to all students in grade 2  
 School will assign this subject to individual students
  - Default teacher:  Homeroom teacher  
 School plans to use team teaching  
 Specify: **Foley, J** (circled in red)
  - Number of rosters:  One roster per homeroom  
 Specify: 1