



TOUCH BASE TUESDAY AGENDA

March 17, 2020

Presenter: Jackie

Objective: Registration/Scheduling Overview

1. Individual Student Course Registration
 - Review screen elements
 - Add courses to student
2. Mass Registration- Multiple Students
 - Review Screen elements
 - Query students and add courses to registration
3. Schedule Students to Class
 - Review Student Select Options
 - Review Schedule Run Options
4. Useful Reports
 - Pre-Scheduling- Course Tally, Seat Availability by Period & Potential Conflict Matrix
 - Post-Scheduling- Reject Matrix, Teachers/Rooms assigned to Multiple Courses Same Period.

Next Touch Base Tuesday: April 21, 2020

