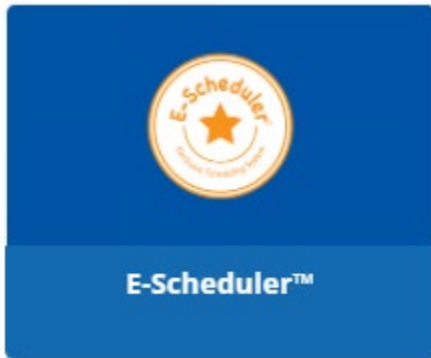


E-Scheduler General Information

What is the E-Scheduler?



The E-Scheduler tool offers templates for creating preschool, elementary, and secondary classroom schedules, with expanded options to delineate multiple staff responsibilities at once. Create a schedule from scratch or edit an existing template to customize it for any classroom.

The E-Scheduler tool also allows teachers to store and update schedules that they've created from scratch or developed from one of the easy-to-understand and use templates.

Why Use the E-Scheduler?

Scheduling can be a challenging and rewarding part of any teacher's work. As important as it is to think about what students need to accomplish across the day, we also must think about where staff fit into the equation, often changing multiple times an hour.

The E-Scheduler tool is helpful in the process of developing schedules that support students and staff across the day and through a wide variety of activities and locations. The easy-to-use and straightforward E-Scheduler system allows the teacher to navigate the non-negotiables of school life (e.g., recess and lunch) while scheduling time for routines (including group), PRT, and 1:1 instruction. Using the E-Scheduler to create daily schedules allows everyone – teachers, aides, and students included – to be more independent every day in the classroom!

How to Use the E-Scheduler

A few easy steps for E-Scheduler implementation	
1	Login to the E-Scheduler
2	Take a moment to view some of the existing templates under "STAR Templates" – even if you have some good ideas for your classroom schedule, you might find a few new ideas there
3	If you find a schedule that works for you, go ahead and use it! Just click on the "ellipsis button" and select "Print"
4	If you see a schedule that seems like a good fit, but you want to make some customizations, click on the "ellipsis button" on the right of that schedule and select "Duplicate." Then, go to "My Schedules," find the copy of that template, click "Edit" and make your changes (this is where you can change / manage staff, too), then save by clicking "Save Schedule"
5	Want to create your own? Click on "My Schedules," "Create," then select "Create New Schedule"
6	Any time you create a news schedule of your own, or duplicate and then edit and existing schedule and save, your schedule will be there next time your log in