

# Navigating Through the E-Scheduler

1. Once you've logged-in to the STAR Media Center and clicked on the E-Scheduler box, you can freely navigate through the E-Scheduler tool.
2. When you log in to the E-Scheduler tool, you will land on the "My Schedules" page. From there, you can use the tabs near the top to navigate between "My Schedules" and "STAR Templates":

The screenshot displays the E-Scheduler interface. At the top, a blue header contains the text "E-Scheduler". Below this is a breadcrumb trail: "Home / Media Center / E-Scheduler". The main content area is titled "My Schedules" and includes a search bar and a "Help" button. Three navigation tabs are visible: "STAR Templates", "My Schedules", and "My Rotation Schedules". The "My Schedules" tab is highlighted with a red circle. To the right of these tabs is an orange "Create" button with a dropdown arrow. Below the tabs, there are three schedule entries, each with an "Edit" button and a menu icon (three dots):

- Heather's Schedule**
- Kim's Elementary Expanded Schedule**  
Containing Routine Essentials:  
Arrival | Snack | Bathroom/Self-Care | Lunch | Recess | Small Group Activity | Departure
- Susan's Schedule**  
Containing Routine Essentials:  
Arrival | Bathroom/Self-Care | Snack | Recess | Small Group Activity | Departure

3. On the “My Schedules” page, you can click on the schedule name (yellow circle) to view or print the schedule. Use the “Edit” button (red circle) to edit the schedule including start and end times, activity name and description, enter staff directions, and manage staff members. Use the “ellipsis” button (green circle) to print, duplicate, download as a PDF, or delete. Click the “Create” button to develop a new schedule from scratch.

E-Scheduler

Home / Media Center / E-Scheduler

My Schedules

STAR Templates My Schedules My Rotation Schedules Create

**Heather's Schedule** Edit ...

**Kim's Elementary Expanded Schedule** Edit ...

Containing Routine Essentials:  
Arrival | Snack | Bathroom/Self-Care | Lunch | Recess | Small Group Activity | Departure

**Susan's Schedule** Edit ...

Containing Routine Essentials:  
Arrival | Bathroom/Self-Care | Snack | Recess | Small Group Activity | Departure

4. On the “STAR Templates” page, scroll down to see all the available schedule templates. Click the schedule name (yellow circle) to view or print the template schedule example. Click the “Edit” button (red circle) to make a copy that will appear on your “My Schedules” page for you to edit and customize. Use the “ellipsis” button (green circle) to print or duplicate the schedule.

E-Scheduler

Home / Media Center / E-Scheduler

My Schedules

STAR Templates My Schedules My Rotation Schedules Create

**Preschool Expanded (Half-day)** Edit ...

Containing Routine Essentials:  
Arrival | Snack | Bathroom/Self-Care | Recess | Departure | Small Group Activity

**Hybrid - Secondary - Scenario 2 - Daily Schedule (AM half-day in-person, PM half-day remote)** Edit ...

Containing Routine Essentials:  
Arrival | Lunch | Departure

**Hybrid - Secondary - Scenario 3 - Daily Schedule (2 days remote, 2 days in-person, 1 day off)** Edit ...

Containing Routine Essentials:  
Arrival | Breakfast | Lunch | Departure

## 5. Here's an example of a Preschool full-day schedule incorporating three staff members created using the E-Scheduler:

### Preschool Expanded (Full-day)

START TIME	END TIME	ACTIVITY NAME & DESCRIPTION	STAFF 1	STAFF 2	STAFF 3
7:45	- 8:00	<b>Arrival</b> Collect data one time a week. Use arrival mini-schedule. Limit verbal prompting. Use penny board/tangible reinforcers. Click "view" for additional arrival routine supports.	Example: Greet students at the door and prompt, as needed.	Example: Get Students 1-5 off bus. Bring tangible reinforcers, say "walk with me," and follow STAR Arrival Routine.	Example: Get students 5-10 off bus. Bring tangible reinforcers, say "walk with me," and follow STAR Arrival Routine.
8:00	- 8:15	<b>Circle - Morning</b> Use circle mini-schedule, song choice wheel, and additional visual supports. Create generalization chart. Click "view" for additional circle routine supports.	Example: Lead circle.	Example: Sit behind Students 1-2. Model actions and say "do this." Reinforce attending commands (hands down, sit down, stand up, look at me) with tangible reinforcers.	Example: Sit behind Students 3-5. Model actions and say "do this." Reinforce attending commands (hands down, sit down, stand up, look at me) with tangible reinforcers.
8:15	- 8:30	<b>Snack</b> Divide students into two small groups. Prepare snack tubs for each group (including snacks, placemats, wipes, and visual supports). Use snack mini-schedule and create generalization chart. Click "view" for additional snack routine supports.	Example: Lead snack (Yellow table).	Example: Lead snack (Green table).	Example: Sit behind Student X. Physically prompt, when needed, to request with visual supports.
8:30	- 9:50	<b>Rotations</b> Students rotate every 15 minutes using visual schedules. Option 1: One DT station, one PRT station, and one small group station. Option 2: Two DT stations and one PRT or . Option 3: Add Independent Work Station or computer for those who are independent.	Example: DT (Blue area)	Example: PRT (Orange area)	Example: Monitor students at Independent Work Station and computer.
9:50	- 10:50	<b>Gross Motor/Fine Motor/Art Rotations</b> Use mini-schedule and visual supports under Routine Essentials, Recess and Small Group.	Example: Lead art (Green table). Materials provided under Themes First!	Example: Lead gross motor activities.	Example: Lead fine motor activities.
10:50	- 11:00	<b>Bathroom/Self-Care</b> Collect data one time a week. Use bathroom/self-care mini-schedules. Click on "view" for additional bathroom/self-care routine supports.	Example: Assist Students A, B, and C with bathroom/handwashing.	Example: Monitor large group outside of hall bathroom.	Example: Assist Students X, Y, and Z with bathroom/handwashing.
11:00	- 11:30	<b>Lunch</b> Divide students into two small groups. Use lunch mini-schedule and visual supports. Click on "view" for additional lunch routine supports.	Example: Follow STAR Level 3 "Cafeteria Lunch" routine for Student A.	Example: Bring choice wheel for Student B.	Example: Use PRT strategies with Students X, Y, Z to increase requesting and commenting at lunch.
11:30	- 12:00	<b>Recess</b> Use mini-schedule and/or recess box visual. Click on "view" for additional recess routine supports.	Example: Use recess box with students A and B.	Example: Use PRT strategies with Student X to increase requesting.	Example: Use recess box with Students Y and Z.
12:00	- 1:20	<b>Rotations</b> Students rotate every 15 minutes using visual schedules. Option 1: One DT station, one PRT station, and one small group station. Option 2: Two DT stations and one PRT or . Option 3: Add Independent Work Station or computer for those who are independent.	Example: DT (Blue area)	Example: PRT (Orange area)	Example: Small Group (Green table). Materials provided under Themes First!
1:20	- 2:20	<b>Small Group Activity</b> Divide students into three small groups and rotate every 20 minutes. Small group activities could include academic or social activities. Use small group mini-schedule and create generalization charts. Lesson plans provided in Themes First!	List student names here.	List student names here.	List student names here.
2:20	- 2:30	<b>Bathroom/self-care</b> Collect data one time a week. Use bathroom/self-care mini-schedules. Click on "view" for additional bathroom/self-care routine supports.	Example: Write in daily communication notebooks.	Example: Assist Students A, B, and C with bathroom/handwashing.	Example: Assist Students X, Y, and Z with bathroom/handwashing.
2:30	- 2:45	<b>Departure</b> Collect data one time a week. Use departure mini-schedule. Limit verbal prompting. Use penny board/tangible reinforcers. Click on "view" for additional departure routine supports.	Example: Assist students A, B, C with departure routine.	Example: Assist students D, E, F with departure routine. Walk out bus #2 riders.	Example: Assist students X, Y, Z with departure routine. Walk out bus #3 riders.