Navigating Through the E-Scheduler

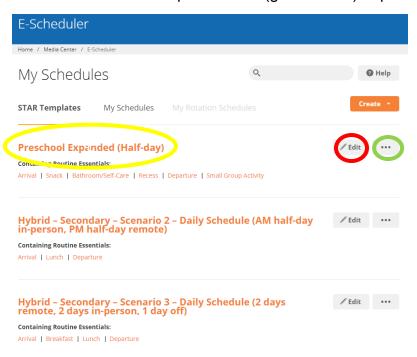
- 1. Once you've logged-in to the STAR Media Center and clicked on the E-Scheduler box, you can freely navigate through the E-Scheduler tool.
- 2. When you log in to the E-Scheduler tool, you will land on the "My Schedules" page. From there, you can use the tabs near the top to navigate between "My Schedules"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

E-Scheduler			
Home / Media Center / E-Scheduler			
My Schedules	Q	C	Help
STAR Templates My Schedules	My Rotation Schedules	Crea	ate 👻
Heather's Schedule		/ Edit	•••
Kim's Elementary Expanded Schee Containing Routine Essentials:	dule	/ Edit	•••
Arrival Snack Bathroom/Self-Care Lunch Rece	ess Small Group Activity Departure		
Susan's Schedule		✓ Edit	•••
Containing Routine Essentials: Arrival Bathroom/Self-Care Snack Recess Sma	all 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			0) Help
STAR Templates My Schedules	s My Rotation Schedule		Crea	ate 🔹
Heather's Schedule			/ Edit	
Kim's Elementary Expanded		🖉 Edit		
Containing Routine Essentials: Arrival Snack Bathroom/Self-Care Lunc	th Recess Small Group Activity	Departure		
Susan's Schedule			/ Edit	***
Containing Routine Essentials: Arrival Bathroom/Self-Care Snack Rece	ess Small Group Activity Depart	ure		

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.



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 TIM	E	END TIME	ACTIVITY NAME & DESCRIPTION	STAFF 1	STAFF 2	STAFF 3	
7:45		8:00	Arrival Collect data one time a week. Use arrival mini-schedule. Limit verbal prompting. Us penny baard/angible reinforcers. Click "view" for additional arrival routine supports.	Example: Greet students at the door and prompt, as needed.		1- Example: Get students 5-10 off bus. Bring tangible reinforcers, say "walk with me," and follow STAR Arrival Routine.	
8:00	-	8:15	Circle - Morning Use circle mini-schedule, song choice wheel, and additional visual supports. Create generalization chart. Click 'View' fo additional circle routine supports.	Example: Lead circle.	Example: Sit behind Students 1-2. Model actions and say "do thi Reinforce attending commands (hands dow sit down, stand up, loo at me) with tangible reinforcers.	vn,	
8:15		8:30	Snack 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	Rotations 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: PRT (Orange area)	Example: Monitor students at Independent Work Station and computer.	
9:50	•	10:50	Gross Motor/Fine Motor/Art Rotations Use mini-schedule and visual supports under Routine Essentials, Recess and Sma Group.	table). Materials provided		Example: Lead fine motor activities.	
10:50	-	11:00	Bathroom/Self-Care Collect data one time a week. Use bathroom/self-care mini-schedules. Click on "view" for additional bathroom/self-car routine supports.	A, B, and C with bathroom/handwashing.	Example: Monitor large group outside of hall bathroom.	e Example: Assist Students X, Y, and Z with bathroom/handwashing.	
11:00	-		Divide students into two small groups. Use	Example: Follow STAR E Level 3 "Cafeteria Lunch" v routine for Student A.	xample: Bring choice wheel for Student B.	Example: Use PRT strategies with Students X, Y, Z to increase requesting and commenting at lunch.	
11:30			Recess Use mini-schedule and/or recess box visual. Click on "view" for additional recess routine supports.	with students A and B. s	xample: Use PRT trategies with Student X o increase requesting.	Example: Use recess box with Students Y and Z.	
12:00	-		Rotations 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.		ixample: PRT (Orange rea)	nge Example: Small Group (Green table). Materials provided under Themes First!	
1:20	-		Small Group Activity 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. L	ist student names here.	re. List student names here.	
2:20			Collect data one time a week. Use	communication A	xample: Assist Students , B, and C with athroom/handwashing.	Example: Assist Students X, Y, and Z with bathroom/handwashing.	
2:30	-			A, B, C with departure E routine. r	xample: Assist students), E, F with departure outine. Walk out bus #2 Iders.	Example: Assist students X, Y, Z with departure routine. Walk out bus #3 riders.	