

# Customizing Your Student's Schedule

Now that you have started in the school year, you may find you prefer to do certain subjects on certain days. Or, maybe you find it easier to do 2 Science lessons on one day of the week rather than 1 on two days of the week. You can customize your student's schedule so you are completing the coursework you desire on the day of the week you prefer.

You will want to notice the "Weekly Total" before you change the schedule so you will know how many lessons need to be completed in a week to be done in the school year. As a general rule – Math, Literature and Language Skills need to be done each day (5 lessons per week) and Science/History 2-3 times per week. I don't put a lot of trust into the "calculate projected end date" button – it seems to be somewhat misleading – so, just be careful that you are doing the # of lessons as outlined above and working on about a 180 days of school calendar. 😊

From your OLS Homepage, select "Plan"

The screenshot shows the OLS Homepage interface. At the top, there is a navigation bar with the following items: "Welcome, Steve", "Home", "Plan" (circled in red with a red arrow pointing to it), "Progress", "Courses", "K-Mail", "Community", and "Help". Below the navigation bar, the main content area is divided into several sections. On the left, there is a purple sidebar with announcements: "You have no new K-Mail messages", "You have 2 announcements", "04/01 K12 National Clubs -- You're invited!", and "02/14 Announcements Test". The main content area features a green header for "TODAY'S TO DO LIST" dated "Tuesday, April 2, 2013". Below this, there are three tasks: "Attendance" (Enter Attendance (1595 missing days)), "Class Connect" (See Upcoming Class Connect Sessions), and "Advance Prep" (Check Upcoming Advance Prep). A horizontal line of dots follows. Below the tasks, there is a section titled "MY STUDENTS" with two student profiles: "3rd Grade" and "4th Grade", both associated with "School: K12 DEMO". Each profile has links for "Daily Plan", "Weekly Plan", "Progress", "Courses", and "Lessons". On the right side, there is a "Quick Links" section with links to "Class Connect Sessions", "Contact Our Teachers", "My Info", "Study Island", and "Grolier's Encyclopedia". At the bottom right, there is a "What's In Your Future" banner for a "College & Career Workshop" on "Fridays at 2PM ET".

Now choose "Schedule Setup" from the drop-down box.

The screenshot shows a user interface with a navigation menu. The 'Plan' dropdown menu is open, and 'Schedule Setup' is highlighted with a red circle and a red arrow pointing to it. The menu items include: Daily Plan, Class Connect Sessions, 3rd Grade (K12 DEMO), 4th Grade (K12 DEMO), 5th Grade (K12 DEMO), 6th Grade (K12 DEMO), 7th Grade (K12 DEMO), 8th Grade (K12 DEMO), Just 1st (K12 DEMO), Kindergarten (K12 DEMO), Test (K12 DEMO), VIVI (K12 DEMO), Materials for Today, Advance Prep for Today, Schedule Setup, and Attendance. The background shows a 'COURSE LIST' for Tuesday, April 2, 2013, and a '4th Grade' section with a 'Daily Plan' link.

You may recognize this screen from when we talked about marking days as "off". 😊 To customize your schedule though, choose the second tab in the pop-up – "Plan"

The screenshot shows a pop-up window titled '7th Grade's Schedule'. The 'Plan' tab is selected. The main content area is circled in red. It contains a table of scheduled courses and a summary table.

**Scheduled Courses**

Scheduled Courses	Est. Time Per Lesson	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total	Projected End Date
MS Pre-Algebra	60 min		1	1	1	1	1		5	--
Intermediate Language Skills B	60 min		1	1	1	1	1		5	--
Intermediate Literature B	60 min		1	1	1	1	1		5	--
Advanced Life Science	60 min		1		1		1		3	--
Life Science	60 min		1		1		1		3	--
Intermediate World History A	60 min			1		1			2	--
Intermediate Art: World A	45 min		1		1		1		3	--
Music Concepts B	45 min			1		1			2	--

**Summary Table**

Total Number of Lessons	0	6	5	6	5	6	0	28	
Total Lesson Hours	0	5.75	4.75	5.75	4.75	5.75	0	26.75	

Buttons: Save, Restore, Calculate

you will need to select each student and adjust his/her plan accordingly.

