



## Scheduling Additional Kindergarten Subjects in SIM

The process to schedule additional Kindergarten Subjects involve several tasks:

1. Schedule the Subject Framework (for each applicable subject)
2. Create Student Schedules

### Schedule the Subject Framework (for each applicable subject)

1. On the horizontal **Menu bar**, under **Admin**, click **Scheduling**.
2. On the **Scheduling** page, under **Step 1**, click **Subject Framework**.
3. In the **Subject Framework**, click the **Y** where the subject to be scheduled and **K** intersect.

Generic Subject Name	PE	PK	K	1	2	3	4	5	6	7	8
LEARNING TECHNOLOGY				Y	Y	Y	Y	Y	Y	Y	Y
KG SPEAKING			Y								
KG LISTENING STAND			Y								
KG SOCIAL SCIENCE			Y								
KG SCIENCE			Y								
KG PHYSICAL ED			Y								
KG HEALTH			Y								
KG DRAMA			Y								
KG ART			Y								
KG MUSIC			Y								
KG DANCE			Y								
KG SPANISH			Y								
KG COMPUTER LAB			Y								
KG LIBRARY			Y								

4. Complete the **Edit Subject** page as illustrated here, and click **OK**.

Home > Scheduling > Subject Framework > Edit Subject      2016 - 2017 SY      Active      Planni

**KG SPEAKING K**

Can schedule

Student:  Automatically assign this subject to all students in grade Kindergarten  
 School will assign this subject to individual students

Default teacher:  Homeroom teacher  
 School plans to use team teaching

Specify:  
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Number of rosters:  One roster per homeroom  
 Specify: 1

\*Required      **OK**      Canc

**Note:** If the Homeroom teacher will be teaching the subject, select "Homeroom Teacher", instead of "Specify."

5. Repeat Steps 3 and 4 for each applicable Kindergarten subject.



## Create Student Schedules

1. On the **Scheduling** page, under **Step 5**, click **Create Student Schedules**.

**Step 5:** Assign students to homerooms and classes  
[Student Search](#)  
[Create Student Schedules...](#)

2. In the dialog box, click the **All Students** radio button, and click **OK** to add the additional Kindergarten subjects to the students' schedules.

