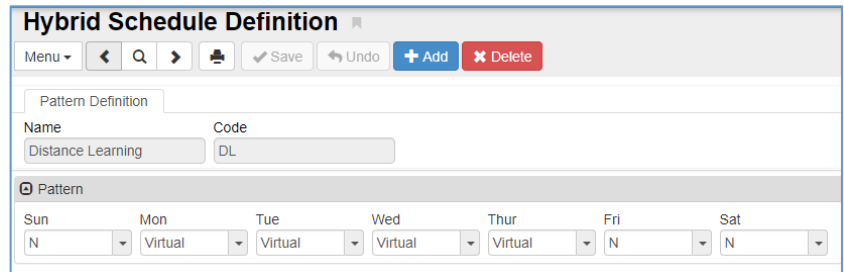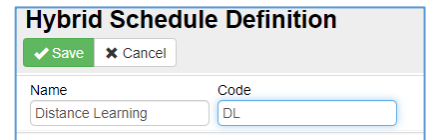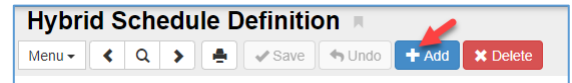# Creating & Applying a Hybrid Schedule Pattern

Creating a Hybrid Schedule

1. Go to Hybrid Schedule Definition in the Quick Launch.
2. Scroll forward to see what definitions have already been created.
3. Click the Add button to create a new definition.
4. Enter the Description for the definition and a code (example "Distance Learning" / code "DL").
5. Save.
6. From the drop-down menu for each day, select "In-Person" or "Virtual." If school does not meet on that day of the week (such as Fridays for a 4-Day schedule not meeting on Fridays), leave the "N."
7. Save.

Applying and Ending a Hybrid Schedule for a Student

All students are considered "in-person" unless a Hybrid Schedule has been set for the student.

For students starting the year in distance learning:

1. Go to the Student | Enrollment History tab for the student.
2. Click the Enter Date for the current school year.
3. Click Show Detail.
4. Select the Hybrid Pattern from the drop-down.
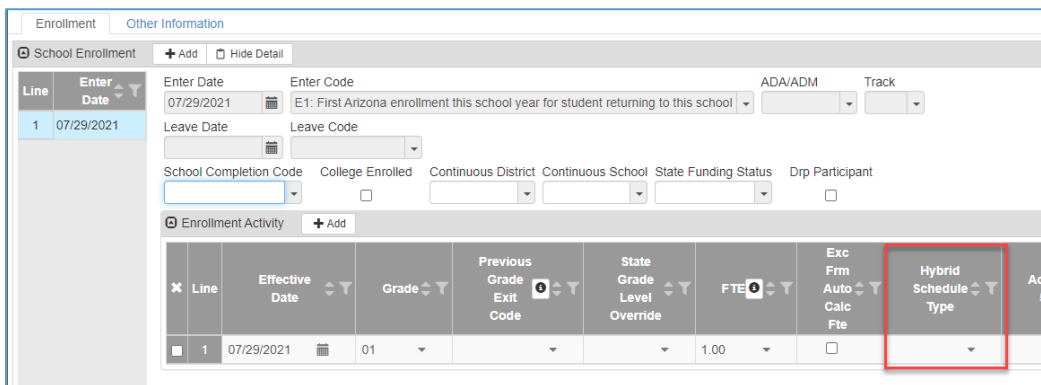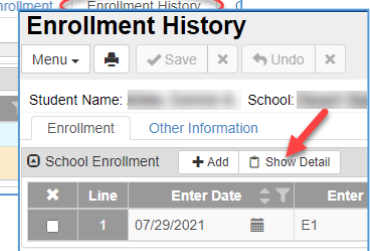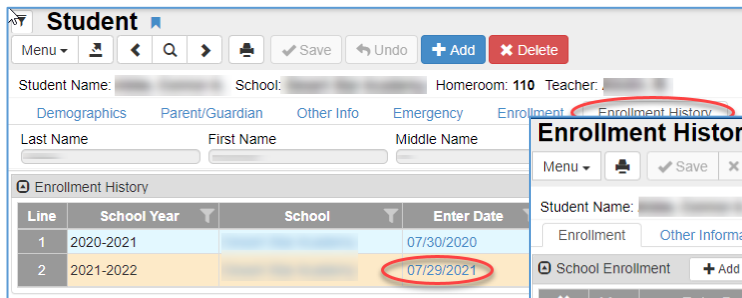
5. Save and close the Enrollment Activity window.

Creating & Applying a Hybrid Schedule Pattern

Applying a Hybrid Schedule to a Student (continued.....)

For students transitioning from in-person to distance learning after the start of the school year:

1. Go to the Student | Enrollment tab for the student.
2. Enter an Effective Date (the date the student will start with the new hybrid pattern) and select the Hybrid Pattern from the drop-down.
3. Save.

Ending a Hybrid Schedule for a Student

For students transitioning from distance learning back to in-person:

1. Go to the Student | Enrollment tab for the student.
2. Enter an Effective Date (the date the student will return to in-person learning) and select the blank at the top of the Hybrid Pattern drop-down.
3. Save.

- Note: each time you enter and save the effective date and pattern, a new Enrollment Activity line is created. If you need to correct the effective date and/or pattern after you have saved, you will need to go to the Student | Enrollment History tab, click on the Enter Date for the current school year, click Show Detail, and then correct the appropriate activity line.