What's New:

When a coordinator is done entering a schedule, they should click the checkbox "Check if this schedule is completed" in the Planner View:

Once that's checked, I get flagged that the department is ready to be entered into the system. The coordinator can still make changes at this point. The coordinator can also uncheck the button if they decide that it isn't ready to be entered.

When I am ready to enter the schedule into the system, I will Lock it. When that happens, the schedule will no longer be editable. Instead, coordinators will see this:

There is a change to the comment field. There are now two separate comment boxes (as seen below), one for published comments and one that is for notes just for me. When you hover over the ⓘ , it will give you a description of what that particular box is for.

Comments for Scheduling ⓘ These are internal comments for the scheduling office. They will not be published. Example: This class has a combined cap.	Quarterly Notes ⓘ These notes will be published in the online quarterly for students to see. Example: This class has a field trip on Saturday, Nov. 11.