Scheduling Guide – Request Based
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Contents

Student Counts for the New Year

Often in New Year scheduling, the user needs a count of students for the upcoming year to plan classes for the master schedule. The steps below explain how to get counts for the first day of school by using the **MFP/Ethnic Gender/Lunch** report.

Getting Started

1. On the left navigation panel, go to **Student Master**, then open the **Count** group of programs.
2. Under **Count**, select **MFP/Ethnic-Gender/Lunch.**

How-to

1. At the setup box, set the following:
   - **Year**: Set to the next year.
   - **Grades**: Set to the desired grade levels for next year.
   - **As of Date**: Set to the first day of school.
   - Click the **OK** button.
2. A count by grade level for the school will appear. Some of the column headings are explained below:
   - **?** - The number of students for which the grade level cannot determined.
     - Usually involves a disagreement between the special ed data and student master data.
   - **MFP** – The number of students counted towards State Funding purposes
   - **Enroll** – The number of students enrolled in the school
   - **Adj** – The number of students adjusted (counted as both Pre K grade 24 and Preschool grade 20.)
   - **22+** - The number of students with an age of 22 or older
   - **NR** – The number of students identified as not reported in SIS to state.
   - **Total** – The number of active students
3. **Note**: If you click on any count cell, the list of students will be displayed. Click the **Print** button to print the list of students.
4. The tabs at the bottom will break down the totals by **Regular Ed**, **Special Ed**, **Ethnic and Gender by School**, **Ethnic and Gender by Grade**, **Special Codes**, and **Lunch** codes.
5. Click **Print** to print or save the report.

Useful Reports about Students for Next Year

Complete Caseload – Special Education Students.

Run this report to obtain special ed information about the new students coming to school.

1. Enter a keyword in the search box at top left or go to **Special Ed > Lists > Complete Caseload**.
2. Configure for next year, grade level to review, and an as of date of first day of school in the new school year.
3. Use the "**Print Legend**" to lookup the values in the report.
4. Column "IS" contains the placement information:
   - 1 Regular Class 80% or More of Day (Age 6+)
   - 2 Regular Class 40-79% or More of Day (Age 6+)
   - 3 Regular Class Less than 40% of Day (Age 6+)
   - 5 Hospital/Homebound (Age 6+)
   - 6 Home and receives majority of services at home (Age 3-5)
   - 9 Separate School (Age All)
   - 10 Residential Facility (Age All)
   - 14 Service Provider Location (Age 3-5)
   - 18 ECSE Separate Class (Age 3-5)
   - 19 Correctional Facilities (Age 6+)
   - 20 Parentally Placed in Private Schools (Service Plans Only)
   - 21 In Regular EC Program at least 10 hrs/week and major services in regular class.
   - 22 In Regular EC Program at least 10 hrs/week and major services outside regular class.
   - 23 In Regular EC Program less than 10 hrs/week and major services in regular class.
   - 24 In Regular EC Program less than 10 hrs/week and major services outside regular class.

504 Student List

1. Enter a keyword in the search box at top left or go to **Student Master > Lists > 504 Student List**.
2. Configure for next year, grade level to review, and first day of school.

English Proficiency List – ESL Students

1. Enter a keyword in the search box at top left or go to **Student Master > Lists > English Proficiency List.**
2. Configure the report for next year.
3. Set the desired grade levels.
4. Set the As of Date to the first day of the new school year.
5. Place a check on the box for "**English Proficient Code is LIMITED**".

Test Scores by Roster

1. Enter a keyword in the search box at the top left or go to **Grades > Lists > Test Scores by Roster**
2. Configure for next year, with an as of date for first day of school. Select the desired test type.
   a. If you select "**Show Only Most Recent**", the test results will give the most recent result on file.
   b. Use the "**Filters**" button to limit to desired grade level or other grouping of students.
   c. **Tip**: Once results are on screen, for advanced manipulation of data, you may find it easier to export the data to an Excel file.
      i. Click the "**Export**" button at bottom, then choose "**xls**" file type.

Where Did My Students Come From? – Student Feeder Trends

1. Go to **Student Master / Lists / Student Feeder Trends**.
2. Set for desired grade level and the "**As of Date**" for start of school or current date.
3. Click Ok to obtain the results. A report of students showing school from last year is displayed.

Where Did My Students Go? Student Next School List

Set the report to the last day of school last year to see what school site the students rolled up to.

1. Go to **Student Master / Lists / Student Next School List**
2. Set the **Year** to 1819. Set the desired grade level(s).
3. Set the "**As of Date**" to the current date in 1819, or if running during the summer after the close of 1819 year, set to last day of 1819, then click the "**Ok**" button.
4. Focus on the column "**Next School**".

Entering and Verifying Requests

Load Student Course Requests

This program allows the user to work with request posting on an individual student level.

1. In JCampus, in the left navigation panel, click on the "**Scheduling**" button.

2. Under "Entry", click on "**Load Student Course Requests**".

3. On the setup box

   - **Year**: For this program, the **Year** should be the upcoming school year

   - Set **District** and **School** to default based on security of the user.

   - **Stu Grades**: Select the grade level(s) of the students that need course requests.

   - **Active Only**: Check the box by "Active Only" to exclude those students who have been dropped.

   - The **date field below the "Active Only"** box is to tell the system what date the "Active Only" option should be using to find active students.

   - **Show**: Select to include "All" students, special ed students only, or regular ed students only.

   - **Include Scheduled Requests:** Click to show student requests that have already been scheduled. Leave unchecked to only view unscheduled requests.

   - **Allow Multiyear Requests:** Check the box to enter student requests up to five years in advance.

     o Handy for 5 year plan entry of requests. More work up front but may pay off for future years.

     o When checked, the program will ask what year is the course request going to be associated with.

     o If not checked, the program assumes any request entered is for the coming 1920 school year only.

   - **Skip Obsolete Courses**: Check to exclude courses that are obsolete from the course selection list.

   - **Course Grades**: Click to limit the course selection list to the grade levels selected.

   - **Create Courses From Master Schedule**: Check to limit the course selection list to only those courses in the next year master schedule

   - **Show Master Schedule Comments**: Check if comments are on the master schedule and need to be displayed while putting in requests.

   - **Edit Next School Requests**: This setting will allow you to view the students at the school they are enrolled for next year and allow you to load their templates or requests for their next school.

   - **Filters Button**: Click to choose additional filters when selecting students. After selecting filters, then click OK.

4. Click **Ok** when the setup box is correct.

5. Normally, the first alphabetical student in the grade range will be displayed in the upper left. The user can start with this student or use the **Find** button to locate the desired student.

   ▪ To move to a different student, either click the **Next** or **Prev** (Previous) button or click the **Find** button.

6. The left side of the screen is where the student`s requests will appear. On the right is the course selection list.

7. **To add requests**: Click on the desired course from the course selection list on the right, and it will then appear on the left.

8. **If the student has taken the class previously**: The system will present a warning message as shown below. To continue adding the course, click **OK**. Click **Cancel** to stop adding the course.
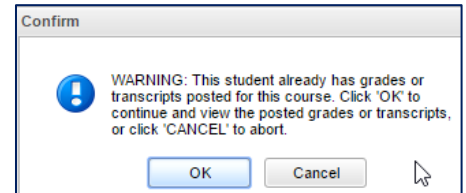
   ▪ <mark>TIP</mark>: Need to check the transcript or current year grades as a result of getting the above message? Click the **Action** button in the upper right, then choose **iGear**, then either **Grades** or **Transcript.**
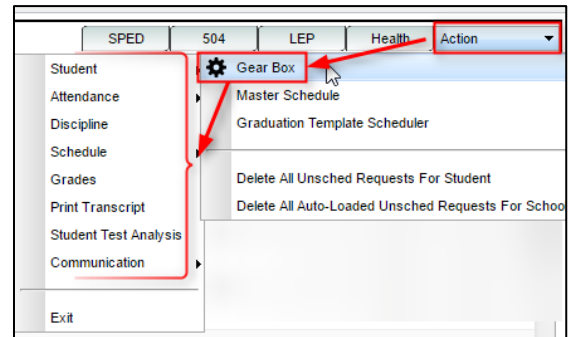
9. If the **Multiyear** option is checked on the setup box, the user will see a box asking which year the request should to be applied to.

   ▪ If this option is not selected on the setup box, then move to the next step.

10. **To request part of a course**: Click in the cell under the column header "**H**". Choose to select "**1ˢᵗ Half**" of the course, or "**2ⁿᵈ Half**" of the course.

11. **To request a specific teacher**: Click in a cell under the column labeled **TEA**. A list of teachers assigned to the course for next year will be displayed. Click to select the desired teacher to request for the course.

12. **To Post a Generic Alternate request**: (Optional): This will designate additional courses that could be substituted if a vocational or elective course cannot be scheduled.

   ▪ Enter a request for an elective course to be used as a Generic Alternate.

   ▪ In the column labeled **ALT**, click on the **ALT** cell of the alternate course, then place a check mark for "**Generic Alternate**", then click the **SAVE** button.

13. **To delete a request:** Click the red cell to the left of the course.

14. **To Print a Request Sheet:** Click the **PrtStu** button to print a request sheet for this student, or multiple students.

- **Include Scheduled Requests**: Usually not checked.
- **Include Unconverted Parent Requests**: Check to show requests entered via the Student Progress Center.
- **Print Course Offerings**: Check to print a course listing with select boxes.
- **Print Stu Short Form**: Check to add page with student demographics for parent/guardian to verify.
- **Course Listing Layout**: Recommend Vertical for easier reading.
- **Use Homeroom Order?**: If requests are printed and need to be handed out to students in the current year, then when rollover is done, do not clear the Homeroom Teacher.
- **Homeroom Teacher:** If homerooms from current year have been rolled over to next year, click to select the desired homeroom teacher(s).
- **Grade:** Click to set the desired grade range to print.
- **Special Codes**: Click to filter print out by students with specific special codes in student master.
- **Programs**: Click to filter print out by students with specific program codes in student master.
- **Select Student(s):** By default, the current student's ID will be in this cell. Click in the cell to select all, or some of the students.
- **Add Alt Course Credit to Total Credits**: Not usually selected. If chosen, the credit totals for the ALT courses will be added to the credit totals for regular requests.
- **Print Year**: Select the next year to print requests for. If using the **Multi Year** option, select the desired years to print requests for the student(s).
- **Comment**: If the user wishes to place instructions or a message of some kind to the parent / guardian / student, enter them in the Comment cell.
- **Print Comments**: Click to indicate that any text in the Comment section is to be printed on the request page.
- **Print Forms**: Click to print a form for the desired student(s). The user will see the requests listed, with any comments, as well as signature lines at the bottom of the request page.

15. **Action button allows access to other information**: Click the **Action** button in the upper right to access other useful programs such as…

- ▪ **iGear**: Click the iGear icon to see the student's attendance, grades, discipline, test scores, transcript, and other details.

- **Master Schedule:** Click to see the next year master schedule.

- **Graduation Template Scheduler:** Click on a Grad Template to assign to a student, then click SAVE.

- **Delete All Unsched Requests For Student**: Deletes unscheduled requests for chosen student.

- **Delete All Auto-Loaded Unsched Requests For Student**: Deletes only unscheduled requests auto-loaded for chosen student.

Student Request Fast Loader

The **Student Request Fast Loader** allows the user to load course requests for one or more courses to groups of students at one time in a loader format.

1. In JCampus on the left navigation panel, click **Schedule**, then **Loaders**, then **Student Request Fast Loader**.

2. At the setup box, set the **Year** to "1920". District and School should be based on your login.

   - Other Setup box options:
   - **Grades**: Click to set the desired grade level of students.
   - **Gender**, **Ethnic, Sports, Clubs, Teams, Special Codes, Program Codes**: Click to filter the students by these items if needed.
   - **Active Only**: A check will limit the list of students to only students who are enrolled. Default is to have this checked.
   - **As of Date**: If "Active Only" is checked, students enrolled as of this date will be displayed on the left side of the screen. Normally this is set to first day of school for 1920.
   - **Show:** Select to show "All" students, "Sped Only", or "Non-Sped" students.
   - **Course Criteria / Grade Levels**: Click to limit the grade level of courses to pick from.
   - **Course Criteria / Transcript Group**: Click to limit the transcript group of courses to pick from. *Example*: Transcript group of "English" will limit the pick list of courses to those categorized as "English" such as "English I, Reading I, etc..
   - **Limit Courses to Master Schedule**? Normally checked. Check if the user wishes to limit the courses selection to those in the master schedule for the New Year.
   - **Active Only Courses**: Normally checked. Check if the user wishes to limit the courses selection to only courses that are not obsolete.

3. Click the **OK** button to begin the Student Request Fast Loader.

4. On screen, the user will see that there are students with select boxes on the left, and courses with select boxes on the right. Additionally, on the lower right, the user will notice that there are course alpha select buttons, along with a course search text box.
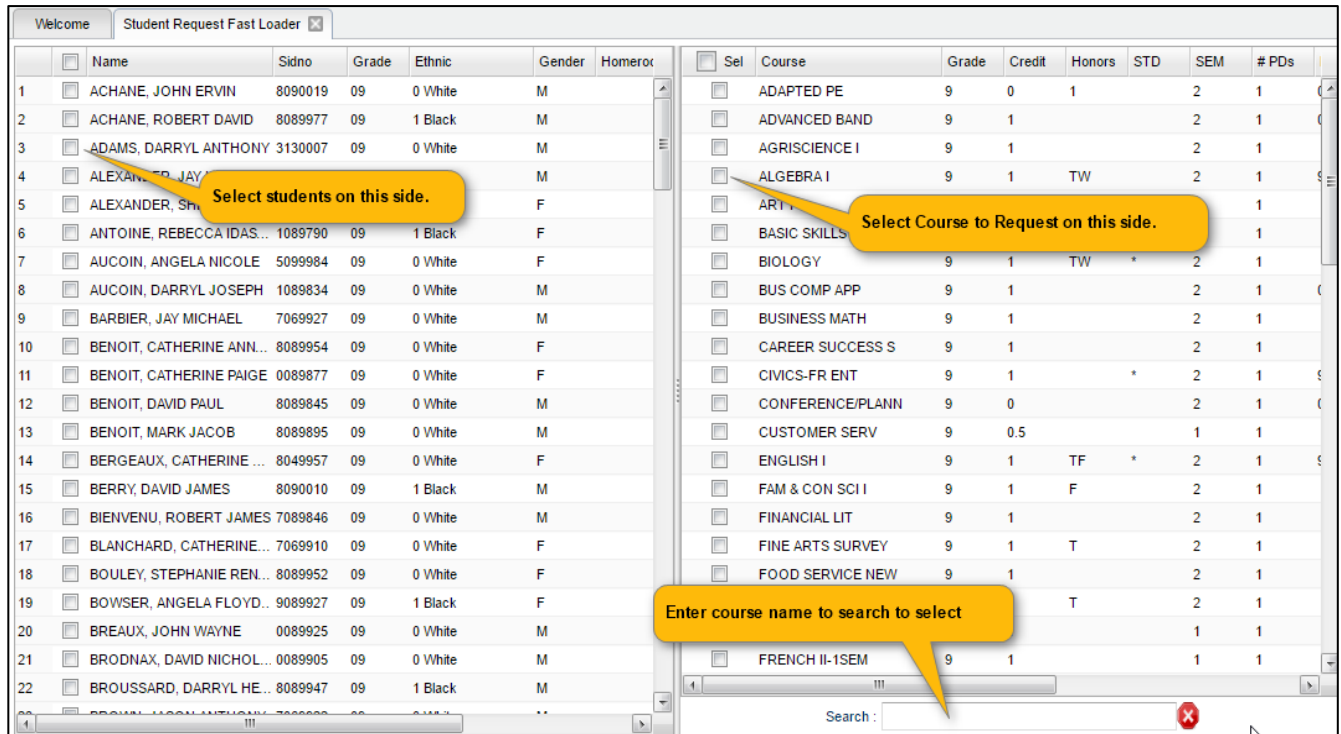
5. **Buttons at the bottom of the screen**:
   - **Load Requests:** Click this button to assign selected course requests to selected students.
   - **Unload Requests:** Click this button to remove selected course requests from selected students.
   - **Setup:** Click to return to the setup box to change settings for the utility.
   - **Print:** Click to Print the student listing.

6. **Selecting Students**: Click the select box next to the desired students. To select all students shown, click the box in the upper left next to the column header labeled "**SEL**". This will place a check in each student's box. To clear all selections, click in the same box again.

7. **Selecting Courses:** To locate a desired course either:
   - Scroll up or down to the desired course, or use the Search box in the lower right under the course listing.
   - When the desired course is displayed, click the select box to the left of the course.
   - Multiple courses can be selected to load more than one course at a time.

8. **Assign the selected course requests to the selected students:** Click the **Load Request** button. The system will think a moment, then return a message of "Students requests set!". At this point, requests have been assigned.

9. **Remove the selected course requests from the selected students:** If a mistake was made, or a correction needed, and the requests need to be taken away, first select the desired students, then select the desired course to take away as a request. Click the **Unload Request** button. The system will think a moment, then display a message of "*Student requests unset*!" At this point, the requests for the selected courses have been removed from the selected students.

10. <mark>TIP</mark>: **Need to see the requests of the individual student from this screen?**
    - Hover the mouse on the name of the student, then click the **iGear** icon.
    - Click **Schedule**, then either **Schedule Maintenance**, or **Pattern Board**.
        1. **Schedule Maintenance**: Click the tab labeled **UnScheduled Requests**. From here, the user can add and remove requests for the single student.

2. **Pattern Board**: Requests will show as unscheduled on the screen. From this screen, the user can delete and add requests for the single student.
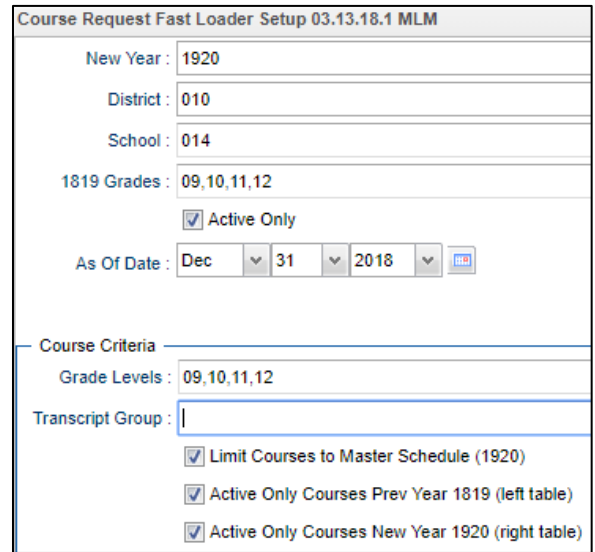
Course Request Fast Loader

This program allows the user to load next year requests by current year course. For example, the user could choose to indicate that all currently scheduled students in English I will get a request for next year in English II.

1. In the left navigation pane, select **Schedule**, then **Loaders**, then **Course Request Fast Loader**.

2. Setup box options:

   - **Year**: Set to "1920".

   - **School**: Confirm that school is set correctly.

   - **Grades**: Set desired grade level of students in a given course to assign the selected request to.

     i. **TIP**: Since many courses in high school have students of multiple grade levels, it may be best to use all grade levels at the school.

     ii. **Active Only**: Normally set to "checked" status.

   - **As of Date**: Normally set to current date.

   - **Course Criteria**: **Grade Levels**: Set to grade levels of the school.

   - **Transcript Group**: If desired, click to select a transcript group to limit the courses shown. *Example: Select Math to limit courses to work with as Math only courses*.

   - **Limit Courses to Master Schedule**: Normally set to "checked". If there is a need to assign requests to courses that are currently not in the master schedule for next year, uncheck this option.

   - **Active Only Courses Prev Year?:** Normally set to "checked". If unchecked, the user will be able to pick from courses marked "obsolete".

   - **Active Only Courses New Year?:** Normally set to "checked". If unchecked, the user will be able to pick from courses marked "obsolete".

   - Click **Ok** to begin.

3. The user will see there are two basic parts of the screen. On the left, a selection of current year courses is displayed with select boxes. On the right are select boxes of courses for next year.

4. The user picks a course on the left to represent students currently enrolled, such as "*English I*".

5. Next, the user picks a course on the right to represent the next year requests to be created, such as "*English II*".

6. Click the **Load Request** button. A confirmation message will indicate the number of requests created for the next year course.
7. Clear the selections and start the next course combination to load. Repeat for each combination desired.

Graduation Template Editor

The Graduation Template Editor will allow the counselor to create a multi-year request template so that they may easily load in students` requests by using the Student Graduation Template Loader. Once loaded, the counselor can quickly review the students` current and future requests and adjust based on the students` progress.

1. On the left navigation panel select Scheduling > Entry > Graduation Template Editor.
2. Setup Options:
   - **Year** – Set to Next School Year.
   - **District** - Default value is based on your security settings. You will be limited to your district only.
   - **School** - The school default value will be your school site code.
   - **OK** - Click to continue
3. Enter a Name and Description for the template. Make sure the name is unique for every template created.
   - Example: "9th Grade Honors Program"
4. Click in the course name field to place an asterisk. On the right, pick the course that will be taken in year 1.
   - If needed, use either the "Search" field, and/or "Transcript Group" to find the course for year 1.
5. Repeat for year 2, 3, 4 if desired.
6. For subsequent rows, enter the year in the cell, then click to place an asterisk placeholder. Go over to the right and pick the course to go into this course cell.
7. Repeat for courses to assign to a group of students.
8. When done identifying the courses for the template, click "Save" at the bottom.
   - There is also a green "Save" cell on the far right
9. To start a new template, click the "Clear" button and begin with step 3 above.
10. To retrieve a previously defined template, click the "Find" button and select the template to work on.
11. To save time, a user can "copy" an existing template to create a new one.
    - Use "Find" to pull up a template to copy from.
    - Click "Copy" button to enter the name and description to copy the template to.
    - The new template can be located in the "Find" button.
    - Edit to match the needs of the new template.

Graduation Template Loader

The Graduation Template Loader is a simple loader that has students on the left, and Graduation Templates on the right.

The user identifies which students go in a desired template, then requests in the Grad Template are assigned to these students.

1. Go to Scheduling / Loaders / Student Graduation Template Loader.
2. At the setup, configure for next year, grade level of students, and the usual filters.
   - Make sure "As of Date" is the first day of school next year.
   - Click "Ok" to get a listing of students.
3. On the left will be students. On the right is a pick list of Graduation Templates.

4. Click to select students in the boxes to the left of each student's name.
5. On the right, click the Graduation Plan to assign to these students.
    - The system will ask for a confirmation. After clicking Yes, the column "Grad ID" will update with the code associated with the Grad Template.
6. Need to see the course details of the Grad Plan? Click on the "Detail" icon next to each plan.
7. Need to change a Template assigned to a student? Click the select box, and select the Grad Template to assign to the student.
8. The iGear is floating by each student to investigate details about the student.

Audit Request Validity

Running this report, and editing requests as a result of studying it, is crucial prior to any automatic scheduling.
This report is used to check requests of students to make sure they have a request in an appropriate transcript group, check total credits of requests, and identify any errors.
If errors are found in this report, browse to the **Load Student Course Requests** program to fix any problems.

1. In the left navigation pane of JCampus, click on **Scheduling**, then **Lists**, then **Audit Request Validity**.

2. On the setup box
    - Select the desired **Year**, **District**, and **School**.
    - For **Student Grade**, select the grade level of the students to view. Leave blank if all grade levels are desired

      NOTE: The user will find it easier to run this report one grade level at a time.
    - Check the box **Active Only** to only see students who were active as of the date selected.
    - For **Sped**, select if you would like to include all students, special ed students only, or regular ed students only on the report
    - Set Number of Semesters and Number of Class Periods:
        - For 9 weeks schools: Semesters = "2" and Number of Class Periods is the number of periods in a normal day.
        - For 4x4 schools: Semesters = "4" and the Number of Class Periods is the number of periods in a normal day.
    - **Select Core Groups:** Usually nothing is selected here. If a transcript group is selected, the count of credits in the CR column will display only for courses in this grouping.

3. Click **OK.**

4. This program will evaluate the student's requests and provide meaningful results. The user checks to see that students have requests in correct transcript groups, have correct TC (Total Credits) values, and have no counts in the green columns on the far right (possible errors).

Sel	Student Name	SIDNO	GD	TG1	TG2	TG3	TG4	TG5	TG6	TG7	TG8	TG9	TC	CG	EL	PS	PO	TP	HA	No Code Type	Core	Elective	OB	DU	UN	TR	NC
☐	ACHANE MIKE	6089969	11	1		1		1		1		1	5	1	3							5				5	5
☐	AGUILLARD MARK	5088110	11	1		1		1		1		1	5	1	3							5				5	5
☐	ARDOIN MIKE	2009946	11	1		1		1		1		1	5	1	3							5				5	5

5. The following are the fields and their meaning:
   - **TG1 - TG9** are the total number of credits requested per transcript group number
     - **TG1** - English
     - **TG2** - Computer
     - **TG3** - Math
     - **TG4** - Social Studies
     - **TG5** - Science
     - **TG6** - Health and P.E.
     - **TG7** - Foreign Language
     - **TG8** - Vocation ED Electives
     - **TG9** - Regular ED Electives
   - ***TC** is the total number of credits for all requested courses
   - **CG** is the total number of credits for selected core transcript groups. See **Select Core Groups** as explained in setup options earlier.
   - **EL** is the total number of credits for elective courses
   - ***PS** is the total number of credits short of the normal number of credits for a school day
   - ***PO** is the total number of credits over the normal number of credits for a school day
   - **TP** is the total number of credits requested for TOPS courses.
     - For this field to be populated, in Course Catalog Maintenance, the course would need to have a code of "T" assigned in the Honors field.
   - **HA** is the total number of half credit courses requested

6. The columns in green on the far right are possible errors. If there is a number in these columns, click on the cell count to view the courses that have an issue.
   - ***OB** is the total number of courses that are obsolete in the course catalog. Click on the number to view the request
   - ***DU** is the total number of duplicate requests. Click on the number to view the request
   - **UN** is the total number of unscheduled requests
   - **TR** is the total number of requests
   - ***NC** is the total number of requests that do not match any courses in the course catalog. Click on the number to view the request
   - ***MS** is the total number of requests that do not match any courses in the Master Schedule Editor. Click on the number to view the request
   - **RT** is the total number of teachers requested. Click on the number to view the request
   - **GDL** is the total number of requests that have a grade level error. Click on the number to view the request

Audit Master Schedule Seats vs Requests

*Before running this report, please consider doing the following in the next year **Master Schedule Editor**:

1. **Review, and adjust if needed, the MAX count for next year courses**. Easiest way to do this is to "*freeze*" the **MAX** and **COURSE** columns of the Master Schedule Editor, then sort this listing by COURSE.
2. **Delete any unneeded courses for next year**. Clearing out any unnecessary courses in the next year Master Schedule Editor will improve results of the Seats vs Requests report.
3. Please run this report in "wide" mode by hiding the navigation panel (click the "waffle" icon on the left top of navigation panel).

Running this report, and editing requests as a result of studying it, is crucial prior to any automatic scheduling.

This report is typically done after requests for New Year scheduling have been entered. The report will show a count of requests for a course and the number of sections / seats available in the next year master schedule. From here, the user can plan how many sections of a given course are needed, as well as move requests from one class to another. Below is an example of what the report looks like.

1. On the left navigation pane, go to **Scheduling, Lists,** then **Audit Master Schedule Seats vs Requests**.
2. At the setup box, set the **Year** to "1920". **District**, and **School** will automatically populate based on your login.
3. Other options are described below:
   - **Flag Blue if Under 10 Requests?**: By default, this is checked. If a class has under 10 requests for a class, the cell will be highlighted in blue. If unchecked, no cell highlighting will occur for this condition.
   - **Flag Red if Requests Exceed By:** By default, this is checked and set to 005. If a class has 5 or more requests than the max number of seats available in the master schedule, the cell will be highlighted in red. The user can set this count of 005 to a higher or lower number if desired. The user can also choose to deselect the option altogether in which no shading for classes that are high in count will show.
   - **Show Master Schedule Comments:** If selected, the comment field from the master schedule will show for the course.
   - **Select Teams:** If students and classes are assigned to teams, the user can identify a team to run the request counts against.
   - **Show:** Select All to run the report for all students. Selections for Opt3 are no longer valid.
   - **Transcript Groups:** Select a desired transcript group(s) to limit the report to the selected type of courses. Example: Select "English" to limit the report to just English classes.
4. Click the **OK** button to obtain results. It may take a minute or two to display.
5. The report will show the number of sections for a course currently in the master schedule, as well as the number of requests, also broken down by grade level. Clicking on the count will reveal the students who comprise the count. Columns shown on the screen are described below:
   - **Course**: Name of course
   - **Gd:** Grade level of the course
   - **Sec:** Number of sections in the next year master schedule

- **Seats:** Number of seats available in the next year master schedule. {*Computed by taking the number of sections multiplied by the max seat count for each section from next year master schedule*}
  - **TIP**: If you find the max seat counts are too high, adjust in the next year master schedule by changing the "**Max**" column of the course.
- **Req:** Number of requests for the class. A user can click on the count to see a listing of students requesting the course.
- **MS:** Course in next year master schedule? A "Y" indicates that the course is in next year master schedule. A "N" indicates that the course is not in next year master schedule.
- **S Avail:** Seats available for the class based on next year master schedule. {*Computed by taking the number of seats (from Seats column) and subtracting the number of requests for the course.*}
- **09, 10, 11, etc.:** These are grade level columns which show counts of students requesting the course by grade. The user can click on these counts to see the students being counted. For example, to see which 10th graders are requesting Algebra I, click on the count under the grade 10 column.

Dst	Sch	Course	Gd	Sec	Seats	Req	MS	S Avail	07	08	09	10	11	12
027	006	ADAPTED PE	07	1	33	1	Y	+32	1					
027	006	ADAPTED PE	08	1	33	2	Y	+31		2				
027	006	ADAPTED PE	09	1	33	8	Y	+25	1	1				6
027	006	ADULT RESPONS	09	1	26	22	Y	+4					9	13
027	006	ADVANCED BAND	09	1	100	63	Y	+37			19	16	23	5
027	006	ADVANCED MATH I	11	2	50	33	Y	+17					6	27
027	006	AGRISCIENCE ELEC	11	1	25	6	Y	+19						6
027	006	AGRISCIENCE I	09	3	75	53	Y	+22			3	36	1	8	5
027	006	AGRISCIENCE II	10	2	50	34	Y	+16				2	26	4	2
027	006	AGRISCIENCE III	11	1	25	18	Y	+7				2	14	2

6. **Print** button**:** Click to print the results shown on screen.
7. **MSched** (Master Schedule) button: Click to see the master schedule.

Using the information shown on screen: The user goes over the information for several purposes:

1. The count of requests per course helps the user plan on how many sections of each course are needed in planning the New Year master schedule.
2. Identify requests that may be for classes not offered in the master schedule, and as a result, either need to be added to the master schedule, or the students need to be moved to request a different course.
3. Move all or some of the student requesting a course to other courses. If the user finds that there are 3 ninth graders requesting Physics, the user can click on the count of 3 students and move them to a request for a more appropriate course.
4. **Move Students to Request a Different Course**: This can be done by clicking on the count of requests. A list of students will appear as shown below. The user will see that there is a Select box checked by each student.

Year: 1819 District: 010 Sch: 025 Course: BUSINESS ENG REG (09)

✓	Dis	Sch	Student Name	SIDNO	GD	Hmrm	Eth	Gen	ECode	EDate	ClsPrd	Room	Sect	GPA	P GPA
☐	0	0			11		0	M	E1	2018-08-14	04	217	025626	1.41	2.48
☐	0	0			09		4	F	E4	2018-10-05	02	217	025267	0.00	0.00
☐	0	0			11		0	F	E1	2018-08-14	04	217	025626	2.50	2.83
☐	0	0			12		1	M	E1	2018-08-14	04	217	025626	2.30	2.88
☐	0	0			09		0	F	E7	2018-08-14	05	217	025643	1.85	0.00
☐	0	0			11		0	M	E1	2018-08-14	01	217	025542	2.75	2.48
☐	0	0			12		0	F	E1	2018-08-14	01	217	025542	3.50	4.21

- Select or deselect the desired students to move to request a different course.

- Click the **MV STUS** button. A set of directions will appear on screen. After reading over, click the **OK** button.
- A listing of courses will appear. Courses with teachers and periods/sections are associated with the master schedule. If a course has no teacher and period/section associated with the master schedule, you can choose the row with a 700-course site. At the bottom, make sure "**Load Requests**" item is selected.
- Browse the listing to the desired course to move the students to. Click on the desired course row.
  - o **Note:** If the user wishes to move the student from a request to a *scheduled* class, change the selection from **Load Requests** to **Load Scheduled Requests**. Then pick a specific class from the listing (*a course with a teacher, period, and section number*). With this option, the student(s) will be scheduled, not requested, for this specific course. The courses will be considered as manually scheduled.

Select New Course To Move To (Year: 1819 District: 010 Sch: 025)

Search :

Sch	Course	Teacher	GD	CR	PD	Section	Room	C1	C2	C3	C4	Team	Comments
700	ENGLISH I		09	1.00									
025	ENGLISH I	ANDREPONT JOSEPH T	09	1.00	07	025527	217	22	22	0	0		
025	ENGLISH I	GARY DANICA	09	1.00	01	025183	221	24	25	0	0		
025	ENGLISH I	GARY DANICA	09	1.00	05	025264	221	28	27	0	0		
025	ENGLISH I	LEBERT MEGHAN A.	09	1.00	02	025134	216	24	24	0	0		
025	ENGLISH I	LEBERT MEGHAN A.	09	1.00	03	025014	216	24	24	0	0		
025	ENGLISH I	LEBERT MEGHAN A.	09	1.00	04	025604	216	25	24	0	0		
025	ENGLISH I	LEBERT MEGHAN A.	09	1.00	05	025470	216	26	26	0	0		
025	ENGLISH I	SOILEAU LOGAN J	09	1.00	01	775014	CPAS-W	3	3	0	0		CPAS WEST
025	ENGLISH I	UPMEYER CANDICE	09	1.00	01	025511	219	24	24	0	0		
025	ENGLISH I	UPMEYER CANDICE	09	1.00	02	025008	219	24	24	0	0		
025	ENGLISH I	UPMEYER CANDICE	09	1.00	03	025211	219	22	22	0	0		
700	ENGLISH I .5CR		09	0.50									
700	ENGLISH I .5LCBA		09	0.50									
700	ENGLISH I ADV		09	1.00									
025	ENGLISH I ADV	GARY DANICA	09	1.00	06	025379	221	25	25	0	0		
025	ENGLISH I ADV	GARY DANICA	09	1.00	07	025536	221	25	25	0	0		
700	ENGLISH I GIFTED		08	1.00									
700	ENGLISH I GIFTED		09	1.00									
025	ENGLISH I GIFTED	STEVENS HANNAH R.	09	1.00	06	025241	252	15	15	0	0		
700	ENGLISH I LCBA1S		09	1.00									
700	ENGLISH I PRE AP		09	1.00									
700	ENGLISH I-LCBA		09	1.00									
700	ENGLISH II		09	1.00									

If this is selected, whatever is clicked on above, the student will be scheduled to it.

If this is selected, whatever is clicked on above is a "Request" only.

Close   ● Load Requests   ○ Load Scheduled Requests

- After selecting the desired course, a confirmation dialog will appear. Click "Yes" to process, or "No" to cancel the operation.
- After the move is complete the program will automatically perform the audit again to refresh the numbers on the main screen.

Request Matrix

Running this report and using it to plan / edit the master schedule classes can be helpful prior to and after automatic scheduling.

The **Request Matrix** is a report that helps the user plan the New Year master schedule. It is commonly reviewed after requests for the New Year are entered and verified. It provides a count of students requesting a course, then lists other courses this same group of students are requesting. For example, the report may show there are 89 students requesting Physics, and 78 of them additionally want Calculus. Therefore, it is important to plan these courses at different times.

▪ Usually this report is first run for *Singletons* (classes occurring only once in the master schedule), then run again for *Doubletons* (classes occurring twice in the master schedule), then finally for all classes if needed.

1. In JCampus, on the left navigation panel, click **Scheduling**, then **Count**, then **Request Matrix**.

2. At the setup box, set the **Year** (make sure it is set to the New Year), **District**, and **School**.

3. Other Setup options:

 ▪ **Stu Grades:** Grade level of next year students to count requests against.

 ▪ **As Of Date:** Enrolled date of students to counts requests against. (**Note**: The user can set this to the first day of school for the next year to make sure new students are represented in the count.)

 ▪ **Select Teams:** Select to limit the count of requests to those of students on a particular Team.

 ▪ **Conflict Level:** Enter a number that identifies the amount of conflict is important to the user. **Example**: *Entering a "5" will highlight any cell which has a count of 5 requests or more for the same students, and for the same courses*.

 ▪ **All Courses:** Click to run the report for all requests of all courses, no matter how many times the courses appear in the master schedule.

 ▪ **Singletons:** Click to run the report for requests of courses which occur only once in the master schedule. **Note**: *Usually this setting is used the first time the report is run*.

 ▪ **Doubletons:** Click to run the report for requests of courses which occur twice in the master schedule. **Note**: *Usually this setting is used after the report is run for Singletons*.

 ▪ **Transcript Groups:** Click to limit the count of requests for courses that fit into a desired transcript category. For example, selecting "Math" will limit the course to performing requests comparisons for classes in the Math category only.

4. Click the **Ok** button to begin the report.

5. The main screen will show courses with counts down the left. Across the top are state course code numbers of courses that have the same students requesting a second course.

- **TIP**: The **Print** view of this report is much simpler to read. If you find the screen is hard to work with, just go straight to the **Print** button at the bottom of the screen. A preview of the print job is shown on #6 below.
- Hover over the cell counts. A tooltip showing the courses being compared will be shown.

Course Name	Code	040101	310112	030302	080410	100301	160347	026001	010364	010301	010302	010303	010304	160321	026002	160322	026003	160375	026004	090101	220310
ACCOUNTING I	040101	7		2			1	1								1	1				2
AC REFRIG II	310112		1																		
ADVANCED BAND	030302	2		61			3	5		4	1			13	3	9	9	5			6
ADV CAR READ LCB	080410				9		1		1									3			
ADV FOOD & NUTR	100301					1		1													
ADVMATH FN DW 1S	160347	1		3	1		14		1			1									
ADV NUT & FD	026001	1		5	1			45		4	1			6		16	4	3		3	5
AG LEADERSHIP	010364				1		1		1												
AGRISCIENCE I	010301			4				4		63				21	8	6	2	1			
AGRISCIENCE II	010302			1				1			40	2		13		2	5	2			1
AGRISCIENCE III	010303						1				2	13		1		6		1			1
AGRISCIENCE IV	010304												3					2			
ALGEBRA I	160321			13			6			21	13	1		98	2						
ALGEBRA I ADV	026002			3						8											
ALGEBRA II	160322	1		9			16	6		2	6					81	11	2		1	10
ALGEBRA II ADV	026003	1		9			4	2													5
ALGEBRA III	160375			5	3		3	1												1	4
ALG II GFT-LCBA	026004																				
ALLIED HEALTH I	090101						3									1		1		11	1
AP HUMAN GEOG	220310	2		6			5			1	1					10	5	4		1	18

Tooltip: ALGEBRA I/AGRISCIENCE I (21)

Callout: There are 98 requests for Algebra 1. 21 of the 98 also want Agriscience 1.

- Clicking on the cell counts will give the user the option to see the sections in the master schedule, or the students who have requested the course.
  - If the option to **Show Students** is chosen, a student listing will be shown. From here, the user can choose to move the students to a different request if needed.

Show Student Roster Or Sections

Show Students - Show a student roster for the selected course(s)

Show Sections - Show all sections teaching the selected course(s)

Course: ALGEBRA I 160321

Conflicting Course: AGRISCIENCE I 010301

[Show Students] [Show Sections]

6. Click the **Print** button to see the results in an easy to read manner. The print will show a count of students requesting a course, and a sub count of other courses the students requested. This can help the user plan courses in the master schedule that will not be conflicting against each other in the scheduling process.

ADVMATH FN DW	160347	14			
ACCOUNTING I	040101	1	ADVANCED BAND	030302	3
AG LEADERSHIP	010364	1	AGRISCIENCE III	010303	1
CAREER READINESS	080409	3	CHEMISTRY	026008	2
D MEDIA I 1S	026010	2	ENGLISH III ADV	026015	1
ENGLISH IV DW	120606	12	ENV SCIENCE DW	150914	1
FINE ARTS SURVEY	026016	4	HEALTH ED	190500	2
INTRO TO BCA	040401	1	LAW STUDIES	220506	2
PE IV BOY ATH-A	026040	3	PE IV GIRL ATH-B	026042	2
PRE-CALCULUS DW	026044	2	PROB & STAT DW	160356	2
SOCIOLOGY DW	220601	1	SPANISH II	122502	1
TRIGONOMETRY DW	160501	14	U.S. HISTORY	220403	1
WORLD HIST DW	220450	1	WORLD HISTORY	220401	13

Callout: Try not to schedule these classes at the same time.

Of the 14 students wanting ADVMATH FN DW, most of them want these other classes too.

Course Request List

This report generates a listing of students and the courses requested. It can be sorted / grouped by student or by course.

1. In the navigation panel on the left, select **Schedule**, then **Lists**, then **Course Request List**.
2. At the setup box, set the **Year**, **School,** and desired **Grade**(s).
3. Click **OK**.
4. The results will come up sorted by course name as shown below.

Student Name	SIDNO	Grade	Gender	Ethnic	Special Codes	Course
		11	M	0	ECD,ECD,CTU,...	ADVANCED BAND
		11	M	0	CTU,CON	ADVANCED BAND
		11	M	0	ECD,ECD,CTU,...	ADVANCED BAND
		11	M	1	OM4,ECD,ECD,...	ADVANCED BAND
		11	M	0	ECD,ECD,CCA,...	ADVANCED BAND
		11	M	0	CCA,ECD	ADVANCED BAND
		11	M	1	ECD,ECD,CTU,...	ADVANCED CHORUS
		11	M	1	ECD,ECD,CTU,...	ADVANCED CHORUS
		11	F	0	CTU,CON	ADVANCED CHORUS
		11	M	0	ECD,ECD,CTU,...	ADVANCED CHORUS
		11	M	0	CTU,CON	ADVANCED CHORUS

5. <u>To sort by student</u>, click the column labeled **Name** to sort from high to low on student names.

Master Schedule Editor

The Master Schedule Editor is a program to insert, edit, and remove classes in a master schedule.

Getting Started
1. On the left, click on **Scheduling**
2. Under **Entry**, select **Master Schedule Editor**.

Setup Options
1. Select the desired "Year", then click OK.
2. **Filters** button: Click to filter the master schedule by course, course type, specific teacher, etc…

Master Schedule Columns and Their Meanings
1. **STAFF** – Staff Name
2. **ID/DEL** – Staff Identification Number. Deletion of a course with zero students scheduled and no assignments or assignment grades associated with the section.
3. **PD** – Class Period
4. **COURSE NAME** – Course Name
5. **GRP** – Transcript group from the courses file
6. **COMMENTS** – Used to Make Comments about the section
7. **SECT** – The section number for the current record. This is a unique number identifying each record in the master schedule.
8. **C1,C2,C3,C4** – Class Counts for Semester 1,2,3,4
9. **ST CODE** – State assigned Code for Courses

10. **HONR** – Honor codes from the Course Catalog
11. **CRED** – Credit given to a course in Course Catalog
12. **S1,S2,S3,S4** – Semester a course is being taught
13. **RM** - Room Number/Name or a combination
14. **NP** – Number of periods a class is taught
15. **GD** – Grade level of a course
16. **DS** – Distance learning flag
17. **Max** – Maximum number of students allowed in a class
18. **LKS** – Allows you to schedule two or more classes together by assigning the same combination of letters or numbers for all
19. **DOW** – Days of the week the class taught
20. **LUNCH** – Lunch break time that occurs during a section
21. **SCH** – Local school number
22. **DIST** – Local district number
23. **RSCH** – School number of the school where class is taught if not the enrolled school
24. **RDIS** - District number of the school where class is taught if not the enrolled school
25. **MREM** – Maximum number of students that can be scheduled to a remote class
26. **REM** – Section is offered to other schools as a [Remote](#) section.
27. **REC** – Record number
28. **SE SPC** – Special Ed Placement Setting Code – will popup when a sped class is created
29. **12Hr** – 12 HR Employee – Denotes the instructor is teaching out of content area but has 12 credit hours in the area of the course.
30. **TEAM** – Team assignment
31. **DOWTITLE** – Day of week assigned, if any
32. **C HRS** – College hours for a [Dual Enrollment](#) course.
33. **PSEC SITE** – Post Secondary site for a [Dual Enrollment](#) course.
34. **ADD STAFF** – Allows you add additional staff and percent of time teaching. Teaching time must add up to be less than 100%
35. **CR** – Category Required – Select if section assignments must have a category.
36. **DP** – Difficulty Points – This is a number adjustment to the final grade to enhance the overall section average.
37. **GD TYPE** – Grade Type override of Sponsor or Course Catalog PPP settings.
38. **RSec** – Reported Section Number – Send this section number for state reporting.
39. **WEIGHT** – Course Weight override of Sponsor or Course Catalog PPP settings.
40. **FEES** – Section's fee amount

Action Button

1. **Delete Scheduled Students by Section** - allows you to delete a group of students at one time
2. **Print Selected Teachers** - allows you to print or Save one teacher's sections in a list format

Buttons at the Bottom of the Page

1. **Setup** - returns you to the Set-up Box; see instructions above
2. **Help** – Display help information.
3. **Courses** - takes you to the [Course Catalog](#)

4. **Refresh** - refreshes the page to show new counts
5. **Save New** - use only when making a new section using the top blank line
6. **Print** - allows you to print or save the current screen of all teacher's sections in a list format
7. **Init** – When class roster counts are off, click here to re-index class counts. Details in this guide.
8. **Remote -** Click to add a class from another site to the master schedule. Details in this guide.
9. **Delete** – Delete selected section(s).

Add a Section to the Master Schedule

1. Click in the top blank cell below the heading "STAFF" above the first teacher
   - The list will default to TCH. If the employee is a TCH, make your selection. Other choices include ADM, SCH, DIST, VACANT and VOCATIONAL.
   - VOCATIONAL will provide a list of post-secondary persons whose sites are other than a school in the district.
   - **Whoops! Not seeing any teachers to pick from?**
        1. Usually this means that the staff have not been rolled over yet.
        2. Do the following to temporarily get a staff pick list from previous years until staff are rolled over…
             a. On the setup box of Master Schedule Editor, click the **Advanced** button.
             b. Uncheck the box labeled "**Use School Year for the Contract Year**".
             c. Click Ok at the bottom of the "Advanced" box, then click OK at the Master Schedule Editor setup screen.
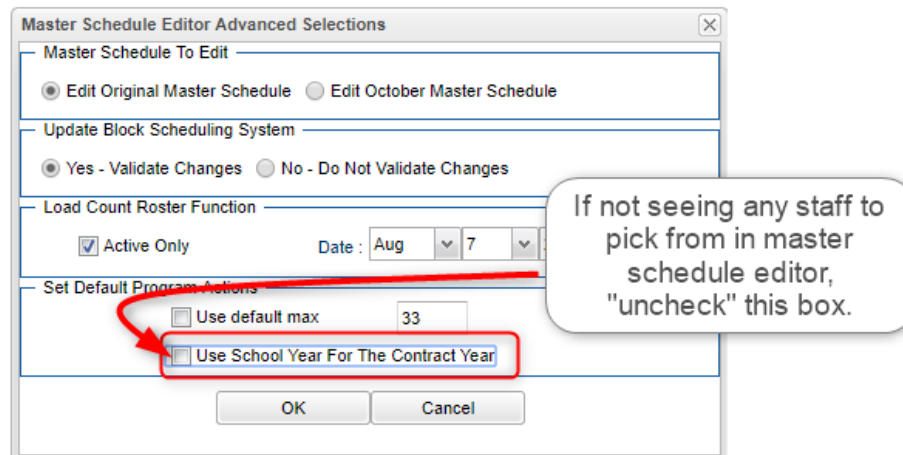
2. Click in the top blank cell below the heading "PD". Select the period the course will be taught from the pick list then "OK"
3. Click in the top blank cell below the heading "COURSE NAME". A pick list of courses will appear. Scroll down the listing or type the course name in the search box. Be sure to pick the course with the appropriate grade level association, number of semesters, and number of periods.
4. Section numbers are automatically generated upon saving the record
5. Click "Save New" at the bottom of the screen
6. "Copy Saved Record" will appear upon clicking save. Change the number of copies to save for that teacher if the class is being taught more than the class period initially being created. Click "OK"

Change an Existing Section

Most items in the Master Schedule Editor can be changed simply by clicking on the existing item and clicking on the desired replacement

- **Note:** When changing items in the Master Schedule Editor, warning/verification boxes will appear. Read each box carefully and answer appropriately
- **Note2:** When changing a teacher's name, one of the questions is "Do you wish to replace all of Teacher A's records with Teacher B?". If Teacher B is taking over all of Teacher A's classes, then click "Yes". If only one or some of the classes are being taken over by Teacher B, then click "No"

Delete an Existing Section

- *The system will not allow deletion of a class if there are students still scheduled to the section.*
    - o   If there are students in the class, move them to another prior to deletion.
- *After the year is underway, the system will not allow deletion of a class if there are graded assignments associated with it.*
    - o   In this case, just leave the old class in the master schedule with no students in it.
1. Browse to the row containing the section to be deleted.
2. Next to the staff member's (teacher) name is a column labeled "ID/DEL". Click on the cell with the staff member's ID or you can select the section and click the Delete button at the bottom of the screen.
3. A dialog box asking, "Are you sure you wish to delete this record?" will appear.
4. Click "Yes" to delete the class. Click "No" to cancel the deletion.

Dual Enrollment Courses in the Master Schedule

1. To begin, all Dual Enrollment courses must be unique in name and have an Honor code of "D" in the course catalog.
2. Add the course to the Master Schedule.
3. Once the new Dual Enrollment course is in the Master Schedule Editor, locate that course and then scroll to the right to find the columns **C HRS** and **PSEC SITE**.
4. For **C HRS**, enter the number of college hours the student will earn once the course is completed with a passing grade.
    - **Note**: If the Course Catalog has the Dual Enrollment course set for two semesters but is only scheduled for one semester in the Master Schedule Editor, then the number of college hours entered into the **C HRS** field will be halved once rolled over to the Transcript.
5. For **PSEC SITE**, click in the field and select the college/post-secondary site the college hours apply to.

Classes in Non-District Locations in the Master Schedule

If a course is taught at a location that is not in the district, such as a Post-Secondary Site, the following should be entered in the master schedule:

1. Locate the "**RSCH**" (Remote School) cell. Click in it to bring up a listing of sites in the state.
2. Browse the listing for the non-district site where the class is taught.
3. Browse to the sites that begin with either a "2" (Two-year institution) or "4" (Four-year university).
4. Click on the site name. The master schedule "RSCH" cell will now show the course is being taken at another location.

Remote Classes in the Master Schedule

Remote classes are classes in which the student at a school takes a class at another location in the district. The steps below identify how the host school can designate classes to be offered to other sites, and how other sites can incorporate this class into their master schedule. Doing this allows for the host site teacher to have one gradebook roster with students from other sites.

1 **Host School – Remote Class Creation**

 a. In the master schedule of the Host school, create the new class as normal. Locate the **MREM** (Max Remote) and **REM** (Remote) fields on the far right.

 b. Click in the **MREM** (Max Remote) field and enter the maximum count of students allowed from each site. In the example below, a count of 10 will be allowed from each other site.

 c. Click in the **REM** (Remote) cell. This will turn the row a pink color. This signifies that the course is a remote class offered by the host school to other locations in the district.

2 **Other Schools – Adding Remote Class to Master Schedule**

 a. In the master schedule, locate the **Remote** button in the lower right of the screen. Click to open. In the upper left, click the school to obtain the Remote class from.

 b. On the right, a selection of remote classes from the host school appears. Click to select the desired classes to bring in, and then click the **Import** button to bring the classes into the master schedule. When done, close the **Remote** program.

 c. In the **Master Schedule Editor**, the Remote courses brought into the master schedule will be a pale yellow or beige color. Further, the **RSITE** (Remote Site) field will have the site number of the Host school.

Init Button: Update Class Counts in the Master Schedule

If the counts in the master schedule are off, please do the following to recalculate the seats.

1. In the **Master Schedule Editor**, click the **Init** button at the bottom center of the screen.
2. Set the Date to the current date, or the first day of school if school has not started yet.
3. Check the "**Realign student schedules to the master schedule**" box.
4. Click **Start Initialization**.
5. The process will take about 2 minutes. Afterwards, the class seats will be up to date.

Print an Easy to Read Master Schedule: Teacher Schedule w/ Squares

To create an easy to read cross tab report of the master schedule, follow the following steps:

1. In the **Schedule** module, click **Lists**, then **Teacher Schedule w/ Squares**.
2. At the setup box, set the current year, grade level(s), and choose semester 1, or any other desired semester.
 a. **Master Schedule Course Diplay:** Typically *Course Name* is selected.
 b. **Select Campus Location Taught**:
  i. *On/Off*: If selected, courses on and off campus are shown.
  ii. *On Campus*: If selected, only courses on campus are shown.
  iii. *Off Campus*: If selected, only courses off campus are shown.
 c. **Select Core Groups**: Click to select each course type, or click to select only desired course types.
 d. Click the **OK** button.
3. When results are on screen, click the **Print** button to send the report to the printer.

Team Scheduling

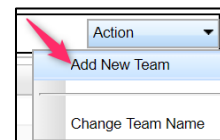## Starting the Team Scheduling Update Utility

1. In the navigation pane on the left, select **Scheduling**.
2. Click the little plus sign (+) next to **Loaders** to expand the selection pick list.
3. Select **Team Scheduling Update Utility**

Setup Box Options

1. Set the correct **Year**. If working on next year students, be sure to set to the matching year.
2. Verify the **District** and **School**. These default values are based on your security settings.
3. Select **Grade**. Leave the Grade field blank if all grade levels are to be included in the team assignment process. Otherwise click in the box to the right of "Grade" to select the desired grade level(s) to be included.
4. Select **GPA Type**: If the user is allowing the system to spread out students to teams based on GPA, here is where the user indicates which type of GPA is to be used. Usually, a school will use a Final grade GPA calculation, such as F1 (or F2 if on 4x4) for this purpose.
5. Select **Gender**. Leave the Gender field blank if both genders are to be included in the team assignment process. Otherwise, click in the box to the right of Gender to select the desired gender to be included.
6. Select **Ethnic**. Leave the Ethnic field blank if all ethnicities are to be included. Otherwise, click in the box to the right of Ethnic to select the desired ethnicities to be included.
7. Select the **As-of-Date**. This represents active students as of the date you choose. Usually it is set to the first day of school for next year.
8. The **Show** selection allows you to restrict your list of students to Regular Ed only, Special Ed only, or All students.
9. **Select Student Teams**: You may select one or more teams with which to work by clicking in the Student Teams field. All teams can be selected by leaving the Student Teams field blank or by clicking in the field and selecting the check box to the left of the Value at the top of the list.
10. Click **OK** to move to the next screen.

Create a Team

1. Click the **Action** button located in the upper right.
2. Select "**Add New Team**".

3. An '*Enter New Team*' popup window appears on the screen. Type the name of the new team. *Be sure to limit the name to 10 characters*. Click **Save**.

4. The new team will be in the alphabetized list of teams on the right side of the screen. Repeat these steps for each team desired.

5. **To delete a team:** Click the red **'DEL'** cell to the left of the team name. A popup box will ask you to confirm that you want to delete the team. Click **Yes**.

- If there are students on the team, a prompt will appear asking if you want to remove students from this team. Click **Yes**.

Assigning Students to Teams: Summary of Methods

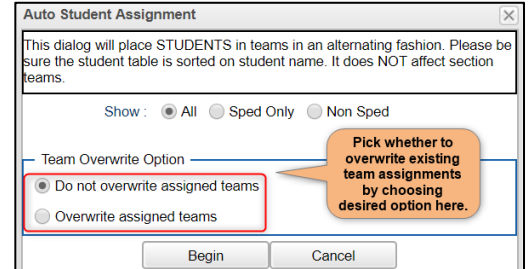The user can assign students to teams in one of several methods. These methods are briefly described below:

- **Manual**: The user "hand selects" the students and the corresponding team.
- **Auto**: Students are automatically assigned to teams by the computer system in alternating fashion.
- **Auto-Capability**: Students are automatically assigned to teams by the computer system while balanced by GPA, ethnic, gender.
- **Auto-GPA**: Students are automatically assigned by the computer system to teams based on GPA. You must first decide the GPA range for each of the teams. Do not overlap or duplicate any GPA range.

Manual Assignment of Students to Teams

1. On the left pane will be a list of students with their homeroom, local ID, GPA, and Team. On the right pane will be a list of the existing teams.
2. Locate the "**Team**" column to the right of the student's name. Click in the cell in the Team column by the student's name. An asterisk marker (*) will appear in the field. Repeat the click in each "Team" cell for the desired students.
3. After all students have been selected, click the Team name on the right to which this group of students is being assigned. The user will see the "Team" cells with asterisks will update to the selected Team name.

4. Repeat the process to assign other students to a different team.
5. **To re-assign a student to a different team**, click on the existing team by the student names of any student changing to the same team. This will change the Team name to an asterisk marker (*). Then select the new team name on the right side of the screen. The asterisk markers will update to the new Team name selected.
6. **To remove student(s) from a team**, click by a student's name in the Team column. An asterisk marker (*) will appear in the field. Continue clicking for each student that is to be removed from a Team. Next, click on the blank line at the top of the list of Teams. You will get a prompt to confirm that all teams are to be removed. Click "Yes". The asterisk markers (*) will then update to blanks.

Auto Assigning Students to Teams

This method will balance students in an alternating sequential pattern to teams. (Example: First student in listing goes to first team, second student goes to second team, and so on….)

1. Be sure the student names are sorted alphabetically before beginning this process.

2. On the right side of the screen, click in the **Sel** column to select the teams to be used.

3. Click the **Auto** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.

4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

- "**Do not overwrite assigned teams**": Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.

- "**Overwrite assigned teams**": Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.

Auto-Capability Assigning Students to Teams

This utility will balance student team assignment according to Gender, Ethnicity, and GPA.

1. Make sure the student listing is in alphabetical order before starting.

2. On the right side of the screen, click in the **Sel** column to select the teams to be used.

3. Click the **Auto-Capability** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.

4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

- "**Do not overwrite assigned teams**": Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.

- "**Overwrite assigned teams**": Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.
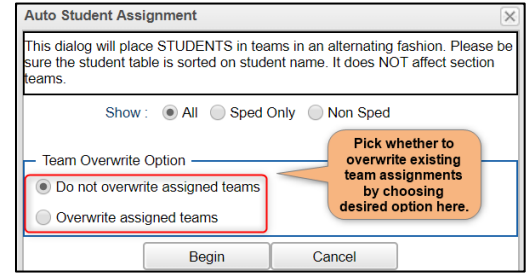
Auto-GPA Assigning Students to Teams

This utility will load team assignments of students by GPA. In this scenario, the teams are composed of students with a range of desired GPA levels.


1. Be sure the student names are sorted alphabetically before beginning this process.

2. On the right side of the screen click in the **Sel** column to select the teams to be used.

3. Click the **Auto-GPA** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.

4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

- "**Do not overwrite assigned teams**": Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.

- "**Overwrite assigned teams**": Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Enter the GPA range for each of the teams listed. Do not overlap or duplicate any GPA range.

- In the example at right, the user is seeking to assign members to two teams based on a GPA range.

- Students with blank teams who do not have the needed GPA will not get a team assignment.

- **TIP**: For this to work best, the user may want to set all team assignments to "blank" first. In this manner, the user can clearly tell who just was assigned to a team.

6. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.
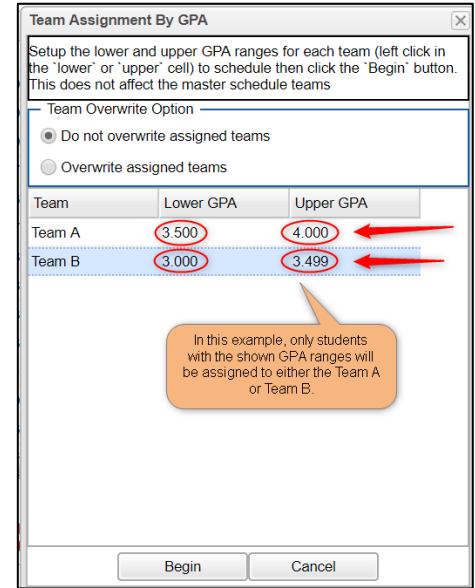
Assign Classes/Sections to a Team

**Your master schedule needs to be completed before assigning courses/classes to the teams.

1. On the lower left, click on the **Class Section Teams** tab. The new window will show Master Schedule records on the left of the screen. The initial sort order is by grade level first, then course name.

- If you want to sort the listing by course name, click on the "Course" column header.

- If you want to sort the listing by Teacher, click on the "Teacher" column header.

- A search box is located at the bottom left to help locate courses to select.

2. Click in the Team column cell to place an asterisk marker (*) for the course. Continue by clicking each course that is to be assigned to the same team. After marking the complete list of courses that are to be assigned to the same Team, select the Team name on the right of the screen. You will see the asterisk markers (*) change to the selected Team name.
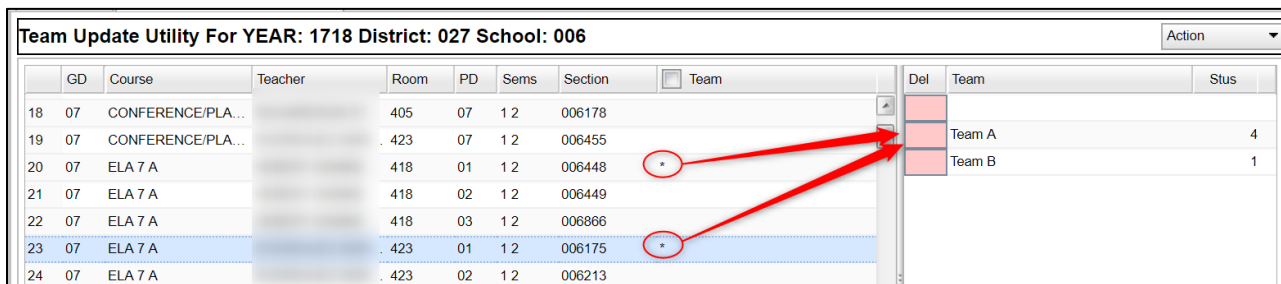
3. **To re-assign a class section to a different team**, click in the Team column beside the section(s) to be changed. An asterisk marker (*) will appear in the Team cell. Click on the new Team on the list of teams on the right. The asterisk will update to the new Team name.

4. **To remove section(s) from a team**, click in the Team column beside the section(s) to be changed (an asterisk marker (*) will appear in the Team cell). Click on the blank line at the upper right above the Team listing. The asterisks will then change to blank cells.

Load Student Schedules

Use this utility only if the user is certain that the classes being loaded are in the correct time in the master schedule. You would not want to use this utility if the classes being loaded will be moved.

This loader will allow the user to manually load students into specific classes in the master schedule. It is very handy in New Year scheduling in which a listed group of students will be directly scheduled into a section that is not going to move or be changed, such as Athletic PE.

Below is a preview of the **Load Student Schedules** module: Students are on the left, courses in the middle, and students about to be scheduled are on the far right. Note the select box for students and courses.

1. In JCampus, in the navigation pane on the left, select **Schedule**, then **Loaders**, then **Load Student Schedules**.
2. At the setup box, set the **Year** (*Set for Next Year if working on New Year Scheduling)*, **District**, **School**, and **As of Date.**
3. Other Setup box items:

- **MSched Grades**: Set to filter the class listing based on the grade level of courses in the master schedule. Example: Set to grade of '1' to filter out classes except those with a grade level of 1 such as "Reading 1".
- **Class Periods**: Set to filter the class listing based on a desired class period. Example: Set class period to '1' will filter out all classes except those offered at 1st period.
- **Student Grades**: Set to filter the student listing based on a desired grade range of students.
- **Gender**: Set to filter the student listing based on the gender of the students.
- **Ethnicity**: Set to filter the student listing based on the ethnicity of the students.
- **Sports**: Set to filter the student listing based on the sport code of the students.
- **Clubs**: Set to filter the student listing based on the club code of the students.

- **Teams**: Set to filter the student listing based on the Teams code of the students.
- **As of Date**: Enrollment date to look for students.
- **Sched Start Date**: Date schedules should begin. If working on schedules during the summer use the first day the students begin. If working during the school year choose the date the students begin.
- **Show**: "**All**" will show all students. "**Sped Only**" will show only Special Ed students. "**Non-Sped**" will show only regular education students.
- **Show MSched Comments**: Selecting with show the "Comments" column from the master schedule.
- **Save As Manual Scheduled**: **This is normally checked** A very important setting indicating that the classes scheduled will be left alone when any automatic scheduler is run afterwards.
- Click the **OK** button when done with the setup box.

4. A screen showing students on the left, and courses to pick from in the center is displayed as shown below. Note the select boxes on the side of each student and each course.

5. Notice that the courses in the center may appear to be listed twice. This is not an error. If the course lasts two semesters, then it is displayed twice, one for part 1, then again for part 2.

6. Buttons at the bottom of the screen are explained below:

Setup	Help	Create	Undo	De-Select MSchedule	De-Select Schedules	Print Sched List
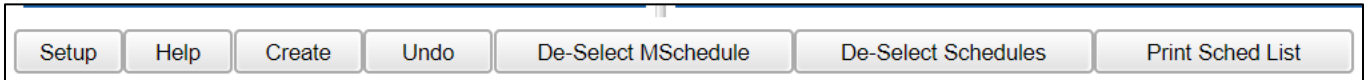
- **Setup**: Click to return to the setup box.
- **Create**: Click to assign selected students to selected classes.
- **Undo**: If a mistake was made in loading students to classes with this program, click the "**Undo**" button. This will take out the selected student/class schedule changes made with the "Create" button.
- **De-select MSchedule**: Click to remove all of the checks from the classes.
- **De-select Schedules**: Click to remove students from the scheduled area of the student listing.
- **Print Sched List**: Click to produce a listing of students and classes that are selected to be scheduled. This can be printed before or after the Create action is performed.

7. **Selecting Students and Classes**: Click in the select box of the students on the left. In the center courses list, click in the select box of the course or courses to schedule students to.

8. The user will notice that the course listings appear to be doubled for courses lasting two semesters or more. By default, the user will pick the first instance of the class and the second semester of the course will be automatically selected also. This is normal.

    - If the user wants to schedule the student to only a single semester of the course, slide the scroll bar to the see the semesters offered, then deselect the row of the semester that is not needed.

Schedule			
Student Name	SIDNO	GD	Section
BABINEAUX, JASON MICHA...	6069850	10	00634
BABINEAUX, JASON MICHA...	6069850	10	00634
BATEY, SHERRI BROOKE	7089912	10	00634
BATEY, SHERRI BROOKE	7089912	10	00634
BEROID, SHERRI ANJANAE	6089968	10	00634
BEROID, SHERRI ANJANAE	6089968	10	00634
CHARLES, JASON JONTAY	2130109	10	00634
CHARLES, JASON JONTAY	2130109	10	00634

9. As the students and classes are selected, the user will notice that the students are shown on the right. They will appear twice for 2 semester courses: Once for semester 1, and again for semester 2. This is normal.

10. When done selecting the students and classes, click the **Create** button at the lower left of the screen. This will schedule the students to the class or classes. A confirmation message will appear.

11. If the user wishes to schedule other students and classes, click the buttons labeled **De-select MSchedule** and **De-select Schedules** to clear the selections and start over.

12. If the user made a mistake, or if things have changed, and there is a need to unschedule the students from the class, do the following:

    - Select the students and class or classes scheduled earlier. Click the "**Undo**" button. This will take the students out of the class or classes.

13. **A Final Note**: Remember at the setup box there was a setting for "**Save as Manual Scheduled**"? If the user selected this before scheduling students with this utility, the classes scheduled will remain if any subsequent automatic scheduling is performed. In other words, the auto scheduler will leave these classes in place and work to schedule other requests around these classes.

Automatic Scheduler

This program examines classes in the student master records and suggests a schedule based on the availability of resources listed in the master schedule.

- The program has been updated so that when a **New Run** is started, the scheduling process will run on the server and not prevent the user from working in other programs. The user can click on the **Task Status** button to view the status of the new run. When complete, the run information will appear in the report.

1. Go to **Scheduling** > **Loaders** > **Automatic Scheduler**.

2. The **Year**, **District**, and **School** will appear based on your security rights.

3. **Grades**: Select the grade level(s) of students to be scheduled.

4. **Reschedule manually scheduled items**: *This option is not usually checked.* Selecting this option will clear any manually scheduled students/classes done ahead of time.

   - Most of the time, if the user has manually scheduled some students, he/she does not wish to clear them.

5. **Initialize counts**: Usually checked. This will make sure the class counts are indexed to make sure all counts are accurate.

6. **Allow teacher requests**: In the Load Student Course Request program, the user can identify a desired teacher for a course request. Checking this option will tell the automatic scheduler to honor the teacher selection on the request.

7. **Schedule special ed students**: Normally, this is checked. Select this option to include all special ed students in the automatic scheduler run.

   - Unchecked will result in only regular education students being scheduled.

8. **Set to request status only**: Select this option to basically take all students out of classes and set everything to request status.

   - This would be used if the user has "committed" scheduling runs but finds there is a need to start over and set everything back to the beginning to do some major changes to the master schedule.

9. **Use general alts for unscheduled groups 8 or 9**: (*Note: This is an optional setting*) If "general alternates" are assigned in the Load Student Course Request program, then this option could be selected.

   - In the Load Student Course Request program, the user can identify requests for electives as "general alternates". In this case, the user would indicate alternative electives that the student could be scheduled to if the first elective cannot be scheduled.

   - **Final Note:** *Be careful with this option*. Currently, there can be some precise graduation course requirements. Great care is needed when deciding to let one kind of elective be a possible replacement for another.

10. **Schedule by team**: Check if scheduling by team is desired.

    - If you wish to only do an automatic scheduler run on students in a team or teams, click in the blank cell to the right and select. Only these teams/students will be in the automatic scheduler run.

11. **Allow All Overloads**: Placing a check here, followed by entering a count, will allow the automatic scheduler to put students in a class over the maximum.

    - To use the option, do two things: Place a check in the box, then enter a count.

    - **Note:** *A user does not have to use this option:*

      - If you wish to have max seat counts be honored with no exceptions, don't check the option and leave the count at "O".

12. **Master Schedule Grade Level Match Selection:**

    - **Student Grade**: *Seldom used today*. Select if you wish to limit the Automatic Scheduler to only schedule classes that match the grade level of the student.

- **Requested Course Grade**: *This is usually the best selection.* Select this option if the grade level of the student does not matter, the priority is on the course being requested regardless of grade level of the student.

13. **Buttons at the bottom of the setup box:**

- **Select Students**: If desired, the user can click to select specific students in a grade/team range.
- **Previous Schedules**: Click to see previous automatic scheduler runs.
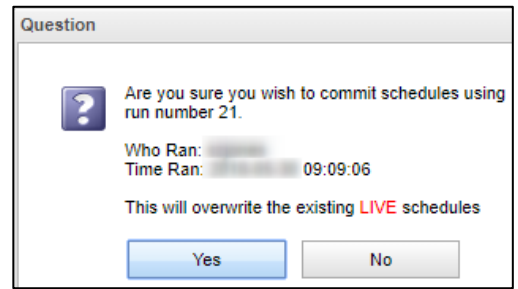- **New Run**: Click here to begin the automatic scheduler based on the setup options.

Creating a New Run using Automatic Scheduler

1. Click the **New Run** button on the setup box. The system will display a confirmation message asking if the user is sure that he/she wants to run the Auto Scheduler.

2. The Auto Scheduler will run for a while.

   - Click the **Task Status** button to check the progress of the run.
   - Usually it takes a little under a minute for 100 students.
   - *The user can minimize or close this area and do other tasks while the auto scheduler is working*.

3. After the Auto Scheduler has finished processing, a box will appear with the date and time the Auto Scheduler finished processing, the number of students processed, and instructions to click the run number in the table to commit the schedules if desired. Click "**OK**".

4. A results screen will be presented with columns described below:

Run#	Abandons	Overloads	Success %	Complete %	Who Ran	When Ran	Who Committed	When Committed	Gd Level(s)	Stu Cnt	MSched Cnt

- **RUN#**: A number assigned to each run completed. At this point, the student schedules have not actually been created. The system is presenting information if the schedules were to be committed. If the results of the Auto Scheduler are satisfactory, click this number to committ the results and place schedules in the LIVE system.   If the run number is not clicked, no student requests will be scheduled.
- **Abandons**: Number of students who could not have all requests scheduled – click to view the list of students.
  - <mark>TIP:</mark> Often users print the **Abandons** list, and then commit the run by clicking on the Run #. This allows the user to deploy the **Pattern Board Scheduler** to help them determine the possible cause of conflicts or abandons. The abandons list contains students which can be printed, or on screen, you can use **iGear** by each student to access **Schedule**>**Pattern Board Schedule**.
- **Overloads**: Number of sections over the maximum seat count – click to view the list of sections.
- **Success %**: Percent of the students with all requests scheduled.
- **Complete %**: Percent of students with no empty periods.
- **Who Ran**: Who (username) performed this run.
- **When Ran**: When the run was started.
- **Who Committed**: Who (username) committed the run.
- **When Committed**: When the run was committed.
- **Gd Level(s)**: Student grade level(s) scheduled in this run.
- **Stu Cnt:** Number of students processed.
- **MSched Cnt**: Number of master schedule sections processed.

5. The auto-scheduler can be executed as many times as necessary!!!

6. Any change made to the master schedule could require you to re-schedule the students. This is especially true if a section is added or deleted, a class period is changed, or a semester for a class is changed.

7. Clicking on the number in the **Student Cnt** column will provide you with the student schedules (8 per page) as well as any unscheduled courses of the students in the run.

8. After the run if you want to commit the schedules, click on the run number. A Question like on the right will appear. Answer **Yes** to commit the schedules.

9. A dialog message appears asking the user to wait while the schedules are committed into the LIVE system.

10. A dialog confirmation box will appear when schedules are committed with a date and time.

> **Question**
>
> ❓ Are you sure you wish to commit schedules using run number 21.
>
> Who Ran:
> Time Ran: 09:09:06
>
> This will overwrite the existing LIVE schedules
>
> [Yes]   [No]

Managing Schedules Using Pattern Board (Request Based)

This program allows for the quick scheduling of one student, graphically. Students can either be scheduled manually, or automatically. Using this program, it is quite easy to determine a workable schedule for a student.

1. Two ways to get started:
   - "**Find**" the student in Student Master. Click the i**Gear** icon > **Schedule > Pattern Board**.
   - In the left navigation, go to **Scheduling** > **Entry** > **Pattern Board Student Scheduler.**

2. Across the top are icons in the toolbar.

Find	Prev	Next	iGear	Print	Tools	Auto	Set Man	Set Auto	Undo	Unsched	Delete All	Reports

   a. Find – Search for a student
   b. Prev / Next – Move from one student to another
   c. **Gear** – allows you to navigate to other system areas for the student such as attendance, discipline, grades, transcript
   d. **Print** – Print Standard Schedule or Print Pattern.
   e. **Tools** – Setup – return to setup screen to change criteria
   f. **Auto Schedule** – after courses are added to a student this program will auto schedule single student selected with options to "Preserve Manually Scheduled" or "Reschedule All".
   g. **Set Man** – Set All scheduled requests to MANUALLY scheduled status.
   h. **Set Auto** – Set All scheduled requests to AUTO scheduled status.
   i. **Undo** – undo all changes done on the selected student
   j. **Unschedule** – Used to revert all scheduled items to request status
   k. **Delete All** - Used to delete all requests AND scheduled items for student
   l. **Reports** – indicate Diploma Path, Career Option, Cluster, and/or Area of Concentration

ADAMS ROBERT (7089918) GD: 09 Yr: 1617 Dist: 027 Sch: 006 Team: **SPED**

Course	Credit	Alt	Del	SEM1								SEM2							
				1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
AGRISCIENCE I	1.0				F		A	A		A			A		A	A		A	
BASIC SKILLS I	1.0			A	A	A	A	A				A	A	A	A	A			
BIOLOGY	1.0				A	A	A	A	A	A			A	A	A	A	A	A	
BUSINESS MATH	1.0				A		A		A	A			A		A		A	A	
CIVICS-FR ENT	1.0			A	A	A	A	F				A	F	A	A	F			
ENGLISH I	1.0			A	A	A	A	A	A	A		A	A	A	A	A	A		
PHYSICAL ED I AB	1.0							A								A			

3. **Add a course request** by clicking on the course in the bottom section.

4. **Delete a course** by clicking the line under the "Del" column (pink).

5. Screen contains A's, S's, and possible F's. **A = Available class**; **S = class scheduled**; and **F = Class full** where Max seat count has been reached.

6. **To schedule a class,** click the "A" (Available) which will change to an "S" to indicate "scheduled". To unschedule a class, click the S and it becomes an A to indicate it is back to "available" status.

   - A class with an "F" means it is full (at or above max). If you click on a class labeled "F", a notification will display indicating that the class if full, but also asks if you want to place the student in this class anyway with a "Yes" or "No" button.

7. You can allow the computer to try to schedule the student by using the **Auto Schedule** button. Choose to "**Preserve Manually Scheduled Sections**" or "**Reschedule**". You probably want to use the first option to save manually scheduled subject(s).

8. If you need to set a class as manually scheduled so that the automatic scheduler does not overwrite it:

   - *To set all scheduled classes (ones with "S") as manually scheduled,* in the top menu bar, click on the "Set Man" icon. This will take all "S" scheduled courses and make them "M" as manually scheduled.

   - *To set just one class as manually scheduled*, right click on a "S" cell. A listing of all times the course is offered is displayed. The one in pink is the class the student is currently scheduled to. Click on the pink row. You will be returned to the Pattern Board screen. You will see that the "S" has been changed to "M" for manually scheduled.

9. If the period contains two or more sections of the same subject, the section with the smallest class count will be chosen.

The above student is scheduled as follows:

1st – CIVICS-FR ENT

2nd – BASIC SKILLS I

3rd – ENGLISH I

4th – AGRISCIENCE I

5th – BIOLOGY

6th – BUSINESS MATH

7th – PHYSICAL ED I AB

10. Make sure that each period in each semester contains an "S". This will make sure a student has a scheduled class for each period.

11. Over to the far right at the top of the screen is a count of Credits unscheduled versus scheduled.

    - First number: Credit count of unscheduled requests.

    - Second number: Credit count of scheduled requests.
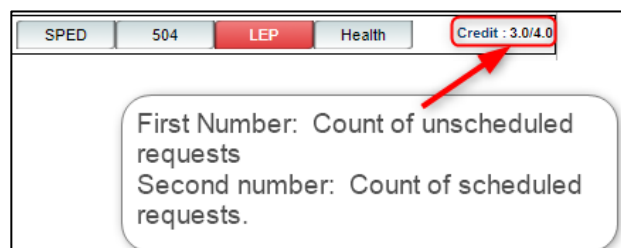
- Most of the time you want a first number of "0" indicating that there are no unscheduled requests.

Student Schedule Maintenance

1. In Student Master, click the **Find** button to locate the student who needs a schedule change.

2. Click the **Gear** icon, then **Schedule**, then **Schedule Maintenance**, or you can go to **Scheduling> Entry> Student Schedule Maintenance** in the left navigation panel.

3. If using Scheduling> Entry> Student Schedule Maintenance, you will see the setup box. Some to look at closely are:

- **Show Offered Courses Only**: Normally this is checked. Only courses offered on master schedule can be selected.

- **Active Only**: Normally this is checked. Students to find / select will be determined by when they are enrolled with the "As of Date".

- **As of Date:** During new year scheduling, this is usually the first day of school.

- **Sched Start Date:** During new year scheduling, this is usually the first day of school.

- **Advanced Button:**

  - **Copy GP1 Changes to GP2 on Full Credit Courses:** Usually this is set to "Yes".

  - **Show Only Grades in Master Schedule Equal to Student's Grade:** Really handy for elementary and middle schools. Classes to select from match the grade of the student.

    - *Usually set to "Yes"*, but if working with an elementary special ed student, you may want to set to "No" to allow for class selection that does not match grade level of student.

  - **Show Only Semesters in Master Schedule equal to Semester Clicked**: Usually set to "Yes".

- **Printing Options Button:** Select the options to show when the schedule is printed. Of interest are the following:

  - **Print Comments on Single Student Printed Schedules:** Some schools like to use this because is shows the "Comment" information from the Master Schedule.

  - **Print StateID on Single Student Printed Schedules:** A growing number of sites are using the state ID on the schedule rather than the local ID (sidno).

Tabs at the Bottom of the Schedule Maintenance Screen

1. **Current Schedule**: Shows the current schedule.
2. **Original Schedule**: Shows the original schedule for the duration of your schedule changing.
3. **Schedule History**: Shows the schedule history of the student.
4. **Alternate Schedule** – alternate schedule used when teachers are absent.
5. **Unscheduled Requests**: Shows course requests that did not schedule to the student.

Buttons at the Bottom of the Schedule Maintenance Screen

1. **Help**: Navigates to the Help System
2. **Prev**: Navigates to the previous student
3. **Next**: Navigates to the next student
4. **MSched**: Displays the master schedule selection screen
5. **Print Current Schedule**: Prints the student's current schedule
6. **Setup**: Displays the setup box
7. **Find**: Displays a list of students for selection

To Add a Course to a Student's Schedule

1. To add a course, click on a row in a desired semester (Usually Fall S1, or Spring S3 if 4x4). The Master Schedule listing of courses will appear at the bottom of the screen.
2. To search for a desired class, click on the column header for either Teacher, Course, or Period (PD). Next, type the matching criteria in the Search box.
    *   Example: If Teacher column is highlighted, enter teacher name in Search box. If the course name column is highlighted, type name of the course in search box. If the period (PD) column is highlighted, type the period number in the search box
3. Click on the new course and the information will be inserted into the semesters that the course is offered.
4. Continue adding new courses to the student's schedule as needed.

To Add or Replace a Course at an Existing Period

1. Click in cell under Semester to add a new item or change the current scheduled item. This opens a screen with the Master Schedule.
2. Choose the course from the master schedule sections by clicking on the line. This will bring the subject into the student's schedule.
3. If a section is already scheduled for semester, and class period, you will see a screen requesting if you want to (1) add it as a same class period course (allows for multiple courses to be scheduled during the same class period), OR (2) replace existing course which would remove this existing section from the schedule, and replace it with the one you just selected.

To Delete a Student's Course

1. Click the section number in the appropriate semester.
2. A delete confirmation will appear on the screen.
3. Respond **Yes** to delete or **No** to cancel the delete request.

To View the Original Schedule

1. The original schedule can be recalled only if you have not 'left' this particular student's schedule screen.
2. Click the **Original Schedule** tab at the bottom of the window to recall the schedule.

3. The student's original schedule will appear on the screen.
4. Print the original schedule for the student to use when correcting the **current schedule**.
5. After deleting all schedule records either one at a time or the whole schedule, enter the new schedule on the **current schedule** screen.
6. You will need to re-enter each course from the original schedule screen on the current schedule screen. Use the steps described earlier to add the course to the schedule.

Move Scheduled Students

This program will allow you to move or copy scheduled students from one section to another. Use the following steps to move or copy scheduled students.

Getting Started
1. Select **Scheduling** from the list of program areas on the left of the screen.
2. Select **Loaders**.
3. Select **Move Scheduled Students**.
4. Click **Ok** to move to the next screen.

Setup Box Options
1. Verify *Year*, *District*, and *School*. These default values are based on your security settings.
2. **Master Schedule Grade**: Leave the field blank if all grade levels are to be included. Otherwise click in the box to the right of **Master Schedule Grade** to select the desired grade level(s) to be included.
3. **As of Date**: This date is the enrolled **as of** date for students. It usually defaults to the current date.
4. **Sched Start Date**: Select the date the schedule change is to start.

Process for Moving Scheduled Students
1. You need to know the section number from which students are being moved or copied *FROM* and the section number *TO* which they are being moved or copied.
2. You may sort the each side of the screen based on Teacher name and/or on Section number.
3. Check the box by the original section on the left side of the screen (the course *FROM* which students are being moved or copied).
4. Check the box by the new section on the right side of the screen (the course *TO* which students are being moved or copied).
5. Click **Move Students** button at the bottom left of the screen.
6. A popup will appear on the screen. The top of the popup will show the information related to the two sections. Review for accuracy.
   a. **If this is incorrect** click the **Cancel** button and start process over by unchecking the incorrect section(s) and click the **Move Students** button.
   b. **If this is correct** continue with the steps below.
7. There are four remaining sections of the popup that needs to be reviewed and changed as needed.
   a. Select **Copy** or **Move** schedules from old section:
      i. The **Copy** choice will leave students in the original section and create schedule records for the new section.
      ii. The **Move** choice will remove the original section from the students' schedules and create schedule records for the new section.
   b. Select **Merge** in 'TO' section:

i. The Merge choice (usually the default) will create the schedule records using the newly created section in the Master Schedule. If there are any students in the to section, the from students will be added to the roster.

c. **Semester(s) From**: Select the semester(s) from which students are being moved or copied. You do not have to move them one semester at a time.

d. **Semester(s) To**: Select the semester(s) to which students are being moved or copied. The **Semester To** selection should match the **Semester From** selection above.

8. Click **Ok** and a list of students in the FROM Section will appear on the screen.

9. **To Move selected** students, click the check box to the left of the student's name.

10. **To Move all** students, click the "select all" check box at the top left of the window.

11. Click **Ok**.

Print Class Rosters

The Print Class Rosters program will allow a user to print the class roster(s) for one teacher, a small group of teachers, or all teachers. There is a select teacher function or an all teachers function.

1. Select **Scheduling** on the left side of the screen. Select **Lists**, then **Print Class Rosters**.

2. **Setup Options:** Set the usual options such as Year, School, Grade, As of Date.

    a. **Print by Homeroom (Form Type Only)** - Checking this box will give a class roster for each homeroom teacher for each teacher selected using the **Print Form** button only.

    b. **Print only selected semesters and periods** - Checking this affects the PRINTING of rosters. For example, if you want to print all 1st semester rosters even if they have a 2nd semester class, only the semester chosen at the bottom of the page will print. If you don't check, classes that have students in the 1st semester will print and the 2nd semester will print also.

    c. **Print Student Address (Form Type Only)** - Checking this box will show the student's address when using the **Print Form** button only. Note: You can only use this when **Print by Homeroom** is not checked.

    d. **Print LEP** - Checking this box will print the student's LEP status.

    e. **Print by Advisor (Form Type Only)** - Checking this box will give a separate class roster for each advisor when using the **Print Form** button only.

    f. **Print Telephone** - Checking this box will print each student's home phone number on the roster and CSV export.

    g. **Print 504 Status** - Checking this box will print each student's 504 status on the roster.

    h. **Print Co Teachers** - Checking this box will show one or more co teachers on the roster.

    i. **Print Sped Status** - Checking this box will print each student's special education status.

3. **Filters button:** Allows the user to limit the results as follows:

    a. **Teacher selection--**select a teacher's name(s)

    b. **Set transcript groups--**select a transcript group(s)

    c. **Select course--**select a course(s)

    d. **Show either All, Remote Only or Non Remote** to include/exclude students from your school who that travel to off campus remote schools.

    e. **Show either All, Sped Only, or Non-Sped.** This option will print rosters with All students, Special Ed students only, or Non-Sped (Regular ed) students only.

    f. **Show either All, 504 Only, or Non 504.** This option will print rosters with All students, 504 students only, or Non 504 students only.

    g. **Show either All, LEP only, or non LEP.** This option will print rosters with All students, LEP students only, or Non LEP students only.

4. Click **OK** to move to the next screen.
5. Boxes appear across the bottom to filter the results.
    a. **Reset** --removes all check boxes
    b. **All**--select all check boxes
    c. **Semester**-- click in box to choose semester(s) for which you need to print rosters
    d. **Class Period**--class period(s) for which you need to print rosters
6. **Setup** button--returns to the setup box to change selected classes
7. **Print Form** button--prints the rosters for the selected classes
8. **Export Roster**--export using a list format to a 'csv' file

Printing Rosters for a Teacher or Group of Teachers for a Single Period or Multiple Periods
1. To select the teacher, click the check box to the left of the teacher's name for each period for which rosters are needed or use the filter tab and choose the teacher.
2. Select the semester at the bottom of the screen. If you select more than one semester, you will get a roster for each semester selected.
3. Select period(s) at the bottom of the screen. If you leave the class period blank, all class periods will print.

Printing Rosters for One or More Periods for ALL Teachers
1. Click the **ALL** button at the bottom of the screen to choose all teachers.
2. Select the semester(s) and class period(s) or leave blank for all semesters and class periods.

Print Student Schedules
1. On the left navigation panel, click the **Schedule** button, then **Lists**, then **Print Student Schedules**
2. At the setup box, set for the desired **year**, **grade level(s)**.
3. Narrow the criteria using the items: **Gender, Ethnicity**, **Special Codes**, **Team**, **Homeroom**, **Counselor**, **Advisor**, **Clubs**, and **Sports**
4. Select **All** Students or **Sped Only** or **Non-Sped**
5. Set the "**as of date**".
6. Select the **Order to List**: Alpha Order, Grade Order, Homeroom Order, Team Order, Advisor Order, or Counselor Order
7. Select the **number** of student schedules **per page**: 1, 2, 3, 4, 5, 6, 7, or 8.
8. Additional Printing Options include: **Print locker information**, **Include blank student schedules**, **Print unscheduled requests**, **Print Comments**, **Print AB DOW Titles**.

Homeroom Maintenance:

Sometimes it is necessary to do some changes to homerooms for various reasons such as a teacher change and special student situations.

Change a Homeroom on a Single Student

In **Student Master**, **Find** the desired student. Click in the **Homeroom** field. A list of teachers will appear. Select the desired homeroom teacher, then click **Save**.

Mass Load Homerooms, Counselor, Advisors

1. In **Student Master**, click **Loaders**, then **Homeroom/Advisor/Counselor Auto Loader**

2. To Load Students to Homerooms, Counselor, or Advisor by First Hour:

   - Set the current year and date. For **Load**, select "**Homeroom**". For "**Load By**", set to "**Class/Grading Period**". Click **Next**.

   - Set the **Grade**, then click to enter "01" in the **Class Period** field. Set the Semester to 1 if doing this at the start of the year. Repeat with Semester 2 at the start of the spring.

     o If a 4x4 school, set to Semester 1 for fall. In Spring, set to Semester 3.

   - Click **OK**. Click **OK** again at the warning.

   - The system will go through and assign homeroom to students by first period on the schedule.

Manually Set a Homeroom Teacher for a Group of Students

1. In the Student Master module, click **Loaders**, then **Homeroom Loader**. At the setup box, set for the desired year and grades. Set the teacher pick list to come from "Human Resources".

2. On the left, a listing of students will appear. On the right will be a listing of teachers.

3. Click to place an askterisk (*) in the homeroom field of the students to change. Next, click on the teacher on the right.

4. The homerooms of the students will be updated to match the new teacher.

5. TIP: Sort on the homeroom field to be able to make sure all students have a homeroom. Blank homerooms will appear first.

Homeroom Listing

1. In Student Master, click **Lists**, then **Homeroom Teacher Affidavit w/Signatures**.

2. At the setup box, set to the current year, desired grades, and as of date.

3. Click **OK**.

4. A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the **Print** button.

Homeroom Counts

- In **Student Master**, under **Counts**, run either the **Homeroom Count by Grade**, or the **Homeroom Gender/Ethnic List**.

Student Locator List

The student locator report will present a listing of students and the teacher they are scheduled to. It is handy to have a quick print out of where a student is in the course of a day. It is also a handy tool for making sure each student has a full schedule.

1. Go to **Student Master > Lists > Student Locator**.

2. At the setup box, set the desired **Year**.

3. District and School should be defaulted based on security.

4. Leave Grade, Gender, and Ethnic blank to include all criteria; otherwise, click in the box to make selections.

5. Set **Periods** to Show and Semester,

6. Set the print order in Order to List.

7. Adjust the **As of Date** if needed.

8. Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.

9. For **Show**, select All, Sped Only, or Non-Sped.

10. For **Location Type**, select **Teacher**, **Room**, or **Course**.

11. Set the **Report Type** as either **Single Line Report** or **Multi Line Report**

   - **Multi Line Report** Option

      - The **Multi Line Report** option will print each cell with Subject name, Teacher, and class count.

      - When printing the **Multi Line Report**, the output will also show demographic information on the student, as well as Course, Teacher, and Class Count.

- **Single Line Report** option
  - By choosing either **Single Line Report** options of **Teacher, Room,** or **Course,** the student's information will be shown on a single line.

  - When printing the **Single Line Report,** the results will also display in a single line.

Making Sure All Students Were Rolled to New Year

This report compares enrollments of the previous year to the current year. The report will list students who were enrolled at the end of the previous year, but are not enrolled anywhere in the district for the current year.

Getting Started

1. In the left navigation panel of JCampus, click **Student Master**.
2. Expand the **Lists** section.
3. Browse down the listing, then click on **Student End of Year / Current Year Missing Report**.

Setup Box Options

1. **Year**: Set to the desired "current year".
2. **District**: Should be set to your district number.
3. **School(s)**: Set to the desired school site, or sites.
4. Click **Ok** to begin the report.

Report Features

1. The report will list students who were enrolled at the site at the end of the previous year but are not found in the current year for any district location.
2. Column Descriptions
   - **District**: District number of previous year enrollment.
   - **School**: School number of previous year enrollment.
   - **Student ID**: ID number of the student in the previous year enrollment.
   - **Student Name**: Name of the student in previous year enrollment.
   - **Grade**: Grade level of the student in previous year enrollment.
   - **Entry Code**: Entry code of previous year enrollment.
   - **Entry Date**: Entry code of previous year enrollment.
3. To investigate students on the list further, open the previous year's Student Master, then browse to the student's information for further details.