



Scheduling Guide – Homeroom Based Acadia Parish 2021

714 Ashley Ridge Loop
Shreveport, Louisiana 71106
(318) 868-8000
(800) 509-7070
support@edgear.com
www.edgear.com

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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 be determined.
 1. 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.

Setup-03.02.2020

Year: 2021

District: 001

School: 001

As Of Date: Aug 6 2020

Grades: 0q

Gender:

Ethnic:

Exceptionality:

Services:

Teacher:

Delivery Option:

Column:

Sort By Teacher

Print Exceptionality Initials

Double Space Print

Report:

OK

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.

Setup-09.29.2019

Year: 2021

District: 001

School: 005

Grade: 09

Counselor:

Team:

Disabilities:

Accommodations:

Column:

Sped: All Sped Only Non Sped

Show Non-Gifted/Talented Only

Show: SSN State ID Num

Active Only

As Of Date: Aug 6 2020

Print Break on School

Show Remote Scheduled Only

Show Detail

Show Only Exited Students (Blue)

OK

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”**.

Setup-01.24.2020

Year : 2021
 District : 001
 School : 008
 Grade : 06
 Special Codes :
 Program :
 Clubs :
 Sports :
 Team :
 As Of Date : Aug 6 2020
 Show Detailed Accommodations
 Print Comments
 Column :

Note
 Select either List If: 'There is an Entry Date' or Do Not List If: 'There is no Entry Date' for records that have an Entry Date.

List If
 There is an Entry Date
 There is a Funding Code
 There is an English Proficient Code
 English Proficient Code is LIMITED
 Include Inactive Students
 Students Coded LEP in Last 2 Years
 First Language Is Not English

Do Not List If
 Country of Birth is US or Blank
 Country of Origin is US or Blank
 Language Code is English or Blank
 Fully English Proficient
 There is no Entry Date

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. Use the **“Filters”** button to limit to desired grade level or other grouping of students.
 - b. Use **“Advanced”** button to filter tests within a specific date range.
 - c. **Tip:** In **“Advanced”**, there is a field for **“Columns”**. Select just the desired columns for the report.

Test Scores By Roster Setup - 09.30.19

Year : 2021
 District : 001
 School : 017
 As Of Date : Aug 6 2020
 Section :
 Test Name : LEAP 2025 Gr. 3-8

Achievement Level Zones
 Below : 99 (red)
 Above : 20 (green)
 Show Zone Students Only
 Legend

Filters Advanced OK

Set date range here

Use to set grade level

Select Test Type here

Master Schedule Planning

1. The Master Schedule Editor shows what classes are taught by the teacher.
2. The Block Fast Loader shows what classes the students in the homeroom are taking.
3. It is best to get a good idea of how the classes will be scheduled before going to the master schedule editor.
4. Labelling sections in **Comment** cell of the Master Schedule Editor is a good way to reference the teacher schedule with the student schedules. For example, if you have 4 sections of first grade then label as 1A, 1B, 1C, 1D. Then if 3 sections of second label as 2A, 2B, 2C. When you will build your blocks (student schedules) this will be very helpful.
5. **Make a grid of teachers, homerooms, and classes.**
 - a. **A sample grid by teacher, class, homeroom for lower elementary is shown below.**

Teacher	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8
Cooks, D	ELA 2 2A	ELA 2 2A	Math 2 2A	Math 2 2A	Soc St 2 2A	Sci 2 2A	Art / Mus 2 2A	Conduct 2 2A
Hunt, A	ELA 2 2B	ELA 2 2B	Math 2 2B	Math 2 2B	Soc St 2 2B	Sci 2 2B	Art / Mus 2 2B	Conduct 2 2B
Darcey, T	PE 2 / PE2 2A / 2B	PE 1 / PE 1 1A / 1B	PE 3 / PE 3 3A / 3B	PE 4 / PE 4 4A / 4B	PK PE / PK PE PK A / PK B	PE 5 / PE 5 5A / 5B	PE K / PE K K A / K B	

- b. In the example above, the teacher's schedule of classes is what would be entered in the master schedule.
 - i. Mrs. Cooks teaches all her own homeroom (2A) except the PE class.
 - ii. The PE class for homeroom 2A is taught by Mr. Darcey at period 1.
- c. The classes assigned to homeroom 2A would be the Block Schedule.
 - i. The classes with 2A would be in the Block (homeroom) schedule of 2A.
- d. **A sample grid by teacher, class, homeroom for upper elementary**

Teacher	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8
Lusignan, D	ELA 5 5A	ELA 5 5A	Soc St 5 5A	ELA 5 5B	ELA 5 5B	Soc St 5 5B	Art / Mus 5 5A	Conduct 5 5A
Shields, D	Math 5 5B	Math 5 5B	Sci 5 5B	Math 5 5A	Math 5 5A	Sci 5 5A	Art / Mus 5 5B	Conduct 5 5B
Darcey, T	PE 2 / PE2 2A / 2B	PE 1 / PE 1 1A / 1B	PE 3 / PE 3 3A / 3B	PE 4 / PE 4 4A / 4B	PE 5 / PE 5 5A / 5B	PK PE / PK PE PK A / PK B	PE K / PE K K A / K B	

- e. In the example above, the teacher's schedule of classes is what would be entered in the master schedule.

- i. The classes taught by Mrs. D Lusignan would be in the master schedule editor. She teaches two homerooms (5A and 5B) the ELA and Social Studies classes. Also, she teaches her own homeroom (5A) Art – Music and Conduct.
- f. The classes assigned to homeroom would be the Block Schedule.
 - i. The classes with 5A would be in the Block (homeroom) schedule for 5A.
 - ii. The classes with 5B would be in the Block (homeroom) schedule for 5B.

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

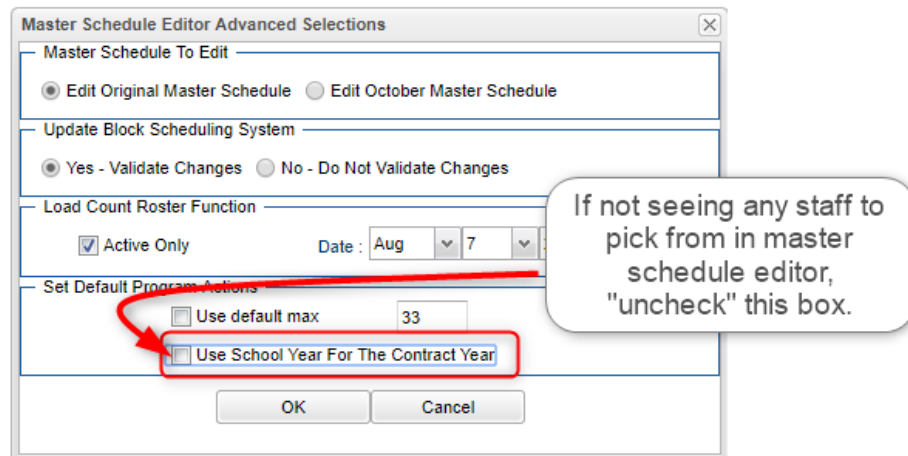
1. **Setup** - returns you to the Set-up Box; see instructions above
2. **Help** – Display help information.
3. **Courses** - takes you to the [Course Catalog](#)
4. **Refresh** - refreshes the page to show new counts
5. **Save New** - use only when making a new section using the top blank line
6. **Print** - 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...
 1. On the setup box of Master Schedule Editor, click the **Advanced** button.
 2. Uncheck the box labeled **"Use School Year for the Contract Year"**.
 3. 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.*
 - 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.*
 - 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.

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".
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 Display:** 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.

Block Fast Loader (Homeroom Scheduler)

Note: Before starting Block scheduling, be sure the master schedule is correct, then be sure that there is a clear idea of the classes each homeroom will take. A sample form to help with this process is located at the end of this guide.

Note2: Block scheduling will give the student a schedule, as well as assign the student to a homeroom.

Getting Started with 2021 Block Fast Loader

1. Go to **Scheduling, Loaders, Block Fast Loader**.
2. At the setup box, set year to **2021**.
3. Set the Student Grades and Block Grades to grade level(s) to work on.
4. **As of Date:** Normally set to either first day of school or day during school year.
5. **Sched Start Date.** Normally set to either first day of school or day during school year.
 - a. The only time you may want to change this is if you need to back date the start date as a correction.
6. When done click **OK**.
7. You will see student names for that grade(s) on the left, and any existing blocks on the right.

Creating a New Block

1. Click the **New Block** button at the bottom of the screen.
2. Enter a "**Grade**" level for the block.
3. Click in the blank next to **Block Name**. A list of teachers will appear. Close the list of teachers where the blinking cursor will be available in the field to type a name for the block. Type the name given to the block in the Comments of the Master Schedule.
4. The **Homeroom Teacher** field will have populated from the selection of Block teacher. If incorrect, click to choose the homeroom teacher. The **ID** and **Room No** will be filled in based on the selection.
5. Use the **Comments** field to enter the homeroom abbreviation, such as "2A", "5B", etc...
6. Click the **Save Changes** button and a new block will be created.

New Block Dist: 026 Sch: 003

Enter Field Information Then Click 'Save Changes'

Block Number :

Grade :

Homeroom Teacher Id :

Advisor :

Standard Capacity : 30

Room No. :

Block Name :

Homeroom Teacher :

Counselor :

Comments :

Optional:
Enter homeroom initials here, such as "2A"

Save Changes Cancel

7. The next screen will be the Schedule Maintenance screen where you will enter the schedule for the Homeroom.
 - a. Click in the 1st cell under the column Semester 1 to bring up a list of master schedule courses.

- b. Click on the column header "Comment" to sort the selections.
- c. Look for the courses with the Comment that matches the homeroom.
- d. Select the courses needed. Continue down the periods filling in the complete schedule.
- e. To find other classes to add, sort the pick list by "Teacher".
- f. If you need to delete a course added, click on the **Section** column in the Semesters to delete a section from the schedule. You will be asked if you are sure you want to delete the section.

Schedule Maintenance							Schedule Maintenance						
BIK: 1057 Hmrm: CORMIER ROSE M GD: 07 Yr: 1617 Dist: 027 Sch: 006							Action						
CP	RM	Semester 1	Teacher	LD	Section	DoW	CP	RM	Semester 2	Teacher	LD	Section	DoW
01	419	MATH 7M	CORMIER ROSE M	25	006457	MTWRF	01	419	MATH 7M	CORMIER ROSE M	25	006457	MTWRF
02	418	ELA 7 A	HEBERT DIANNE	25	006449	MTWRF	02	418	ELA 7 A	HEBERT DIANNE	25	006449	MTWRF
03	405	SCIENCE 7M	RICHARDSON STEPH...	24	006042	MTWRF	03	405	SCIENCE 7M	RICHARDSON STEPH...	24	006042	MTWRF
04							04						
05	418	ELA 7 B NOGRD	HEBERT DIANNE	25	006329	MTWRF	05	418	ELA 7 B NOGRD	HEBERT DIANNE	25	006329	MTWRF
06	420	SOCIAL STUDIES7M	GUIDRY HOLLY	25	006779	MTWRF	06	420	SOCIAL STUDIES7M	GUIDRY HOLLY	25	006779	MTWRF
07							07						
08							08						

- g. **Keep in mind that the schedule you are creating is the schedule everyone in this homeroom will take when assigned to the block.**
- h. When done, click the "x" in the upper right to close the Block schedule.
- i. A dialog box as shown bellow will appear. Select **"All"**.
 - i. When "All" is chosen, if students are selected on the left, their schedules will update to all of the classes on the block schedule.

Student Schedule Update 01.12.17 [X]

The original block number you edited may have changed. Do you wish to automatically reschedule all students assigned to block number 12?

Select 'Schedule Block Sections Only' to reschedule only the sections in the student's schedule that are assigned to the block, leaving all other existing sections in the student's schedule.

Select 'All' to reschedule the entire student's schedule, replacing it with the block's schedule.

Select 'No' to not reschedule the students.

If you select to not reschedule the students here, you should manually reschedule the students to the block number if necessary.

Selected semester(s) that will be scheduled: All Semesters

Change Block

1. If you need to change an existing block's teacher, or homeroom teacher, or comment, select the block to change on the right and then click the bottom button labeled **Change Block**.
 - a. Make necessary changes and then click **Save Changes** to store the new information.
2. To make changes to the schedule, click on the **Block Number** to see the Schedule Maintenance screen
 - a. From the Schedule Maintenance Screen, add classes, replace classes, or remove classes.
 - b. When done, click the "x" in the upper right, then select "Schedule Block Sections Only".

Delete Block

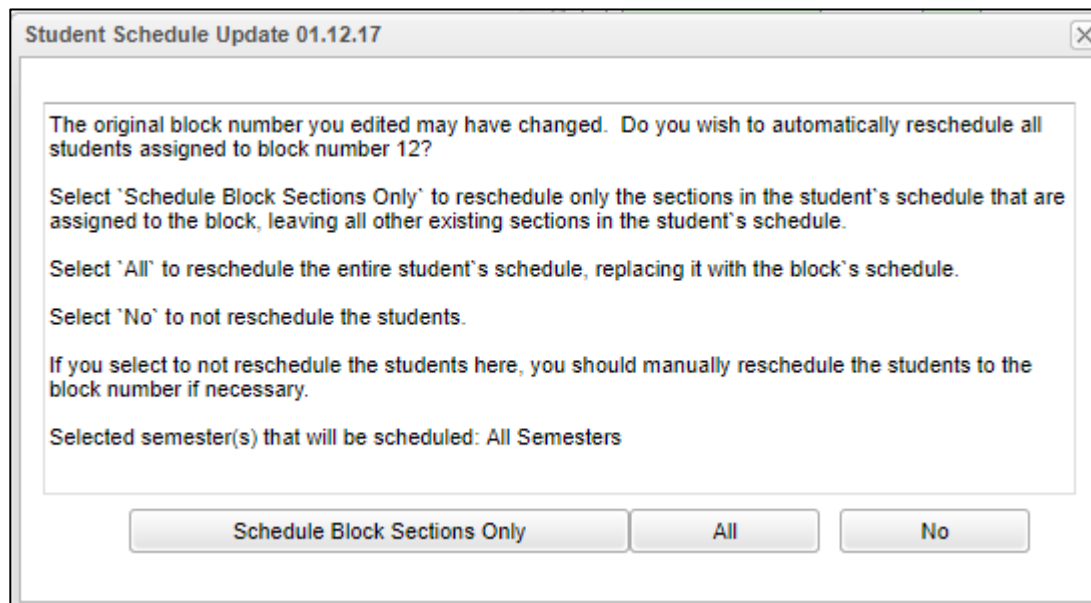
1. If you need to delete an existing block, do so by clicking an existing block on the right, and click the bottom button labeled **Delete Block**.

Assign Students to Block Schedules

1. To assign students to block schedules, click to place a check by each student on the left student listing.
2. On the right, click in the select box of the block schedule to assign to the students.
3. Click the button labeled **Schedule** at the bottom.
4. A message will appear asking if you want to schedule the students. Click **Yes**.
5. When done, the selected students will have a block number in the “Blk” column, and a homeroom teacher in the “homeroom” column. On the right, the block will have a count of students who are assigned to the block schedule. Click to see the students.
6. Repeat until all students have a Blk number and homeroom teacher.
7. Use this same set of steps to move a student from one block schedule to another.

Welcome						Block Fast Loader						
<input type="checkbox"/>	Name ^	GD	Blk	Homeroom	SIDNO	<input type="checkbox"/>	Blk	GD	LD	Homeroom	Blk Name	Hrm #
<input type="checkbox"/>	ABRAHAM, TISHA ELIZAB...	07	1051	HEBERT DIANNE	8089957	<input type="checkbox"/>	1057	07	25	CORMIER ROSE...	CORMIER R...	419
<input type="checkbox"/>	ACHANE, CATHERINE SO...	07	1057	CORMIER ROSE...	8089889	<input type="checkbox"/>	1049	07	23	GUIDRY HOLLY	GUIDRY HO...	420
<input type="checkbox"/>	ADAMS, REBECCA SANAAI	07	1275	MCNEILLY SHAW...	9089968	<input type="checkbox"/>	1051	07	25	HEBERT DIANNE	HEBERT DIA...	418
<input type="checkbox"/>	ADAMS, ROBERT DWAYNE	07	1055	RICHARDSON S...	0089948	<input type="checkbox"/>	1277	07	17	MCNEILLY SHAW...	MADOXLOG...	415

8. What about the questions at the end of the selection?
 - a. Most of the time, users select “All” to fully replace the student’s previous schedule with the classes in the block schedule.
 - b. Selecting “Schedule Block Sections Only” will put the block classes into the student’s schedule, but the other classes that don’t match will remain.
 - c. Selecting “No” means that the user has worked with the block, but doesn’t want to push any changes out to the existing students in the homeroom block.



Capability Student Scheduling: Auto Balance classes by Gender, Race, and GPA.

In some situations, the user may wish to initially allow the system to load students to blocks according to Gender, Race, and GPA. Afterwards, a user can then do shifting manually to accommodate for various situations such as students who cannot be in the same room.

1. In the Block Loader program, click the **Action** button in the upper right, then select **Capability Student Scheduling**. At the setup box, set the grade level to be worked on. Click the **Display Cap Grid** button.
2. On the left will be students at the selected grade level. On the right will be blocks associated with the selected grade level.
3. On the right side, click to select the blocks to have the students divided according to Gender, Race, and GPA.
4. Click the **Start Auto Schedule** button. The system will begin to assign students to the homerooms selected according to gender, race, and GPA.
5. When done, the user can click the **Ld** (Load) counts to see students associated with each block.
6. If a user wants to move students, close the **Capability Student Scheduler** and go back to the **Block Fast Loader**. Select the student to be moved, and then select the block to move the student to. Finally, click the **Schedule** button.

Managing Single Student Schedules

Sometimes, after initially loading students to block schedules, it is necessary to edit student schedules for reasons such as special ed and electives.

Adding a Single Course to Selected Students

Sometimes the user needs to add a single class to a group of students, such as Adaptive PE, Gifted, a remedial course, or some other unique class. The Single Course option is an easy way to add a single course to group of selected students.

This routine does not replace a class, but simply adds a class to the student.

1. On the left, select the students who need a class added to their schedule.
2. In the upper right, click the **Action** button, then choose **Single Course**.
3. A list of courses from the master schedule will appear. Browse to the desired course and click on the class.
4. The class will be added to the student's schedule.

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".

Student Schedule Setup Options 12.10.19 MLM

Year: 2021

District: 001

School: 021

Grade:

Clubs:

Order To List: Name

Show Offered Courses Only

Active Only

As Of Date: Aug 08 2020

Sched Start Date: Aug 08 2020

More Options

Advanced Printing Options

OK

Schedule Maintenance Advanced Options

Copy GP1 Changes to GP2 On Full Credit Courses :

Yes No

Show Only Grades In Master Schedule Equal To Student's Grade :

Yes No

Show Only Semesters In Master Schedule Equal To Semester Clicked :

Yes No

Course Long Name Options

Display Long Course Names en English : Default Language

OK Cancel

- **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 it 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).

Schedule Maintenance Printing Options

Print Comments On Single Student Printed Schedules :
 Yes No

Print Master Comments Instead Of DOW On Printed Schedules :
 Yes No

Print Course Long Names Instead Of Short Names :
 Yes No

Print StateID On Single Student Printed Schedules :
 Yes No

Print State Code On Single Student Printed Schedules :
 Yes No

OK Cancel

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 **add a course** steps above.

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

Usually, the Block Loader system takes care of Homeroom assignment, but if there are exceptions to be handled, this method works.

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

Change Homeroom Teacher

Usually changing homeroom teachers are taken care of in the Block Fast Loader. Use this program if needed to make a fast fix.

1. In the Student Master module, click **Loaders**, then **Homeroom Loader**.
2. At the setup box, set for the desired year and grades.
3. On the left, a listing of students will appear. On the right will be a listing of teachers.
4. Click to place an "x" in the homeroom field of the students to change. Next, click on the replacement teacher on the right.
5. The homerooms of the students will be updated to match the new teacher.
6. **TIP:** sort on the homeroom field to be able to make sure all students have a homeroom. Blank homerooms will appear first.

Homeroom Listing

This is a good form for checking students at start of year, October 1, and February 1.

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.

Setup-08.12.2015 BM

Year: 1920

District: 010

School: 028

Grade:

As Of Date: Aug 7 2019

Double Space

Only Name And Signature On Report

OK

Homeroom Counts

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

Making Sure All Students Have a Schedule: 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.

S	Student Name	Gd	Spec	Period 1	Period 2	Period 3
009	ABRAHAM STEPHA	04	ALT	READING 4 REED REBE 012	LANGUAGE FRENCH 4 REED REBE 012	FRENCH 4 DOLEJSIOV 050

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

Demo School 1		17/09/2010 10.41 AM	
Student Locator			
BABINEAUX DAVID SAGE		5040325	05
6007 FINANCIAL PLAZA		(H) (318) 868-8000	Name
SUITE 215		(E)	Cell
SHREVEPORT LA 71129		Guardian	Home
		Resides	
	P1	P2	P3
Course	READING 5	LANGUAGE ART	SOCIAL STUDI
Teacher	PROUSE YVONN	PROUSE YVONN	HEAROD CONST
Room	020	020	021
	P4	P5	P6
	MATH 5	SCIENCE 5	HEALTH-PE 5
	P7	P8	
	PROUSE YVONN	PROUSE YVONN	PROUSE YVONN
	020	020	GYM

- **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.

S	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4	Period 5
009	BERTRAND CHRIS	03		FONTENOT F	FONTENOT F		ATKINSON E	TRAHAN CA

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

Year: 1011 District: 027		Ethnic: ALL		Gender: F,M		STUDENT LOCATOR			
				Semester: 1		As of: 06/05/2012			
Sch	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4	Period 5	
009	ABRAHAM STEPHANIE	04	ALT	REED REBECCA	REED REBECCA	DOLEJSIOVA O	REED REBECCA		
009	ACHANE CHRIS	05		DOMINGUE UVO	FREDERICK AL	MCCLEERY ELI	HOFFPAUR BA		
009	ACHANE MARK	03		FONTENOT PEG	FONTENOT PEG	JONES MARY S	CUMMINGS LOR		
009	ACHANE STEPHANIE	05		FREDERICK AL	HOFFPAUR BA	DORR KATIE F	MCKINLEY NAN		

