



Scheduling Guide – Request Based

2425

Phase 2: Scheduling Students

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Overview of New Year Scheduling

Request Entry Phase

1. The district rolled over students from the current school year to next school year. This is done several times over the spring. A final rollover occurs in June.
2. Enter All Student Course Requests.
3. Review the Audit Request Validity Report for accuracy and adjust as needed.
4. Use Audit Master Schedule Seats vs. Requests to determine how many sections of each course you will offer.
5. Decide which teachers will teach the sections offered.
6. Think about other items you want reflected in the Master Schedule such as common planning time for teachers, Athletic PE, or any other specific conditions you want reflected in the Master Schedule.
7. Develop the Master Schedule (on paper, Excel file, or any other model) grade by grade beginning with Core singletons, then Core doubletons. Afterwards, work on placing electives.
8. Check the number of sections available for students at each period. Compare against the anticipated count of students coming next year.
 - a. Look for enough places for the students to go to at each period. Example: If there are 300 9th grade students, check to see if there are roughly 12 classes for the 9th graders to go at each period.
9. As you complete each grade level transfer it to a document or model that shows the teachers who will be teaching the sections at specific periods.
 - a. This helps you keep straight who is teaching each course at each period so that you will know which periods are available for the teachers as you move down through the grade levels.
10. Update your Master Schedule in the **next year** Master Schedule Editor.

Scheduling Phase

11. Verify student requests are still accurate. Update as necessary.
12. Based on updated requests, you may want to recheck steps 8 – 10 listed above.
13. Optional: Preload manually scheduled classes to students.
14. Run Automatic Scheduler. Some prefer to run it grade by grade, but it can be run for the entire school. It should run at a high percentage if all previous steps were completed as explained.
15. Check your Abandons by clicking on the number. If you are pleased with the run percentage and there appears to be no major issues with the abandons, commit your run by clicking on the Run Number.
16. Adjust student schedules through Student Schedule Maintenance or Pattern Board.
17. Check class count size, verify that all students have a complete schedule.
18. Assign students to homerooms.

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.

Student				Master Schedule				Schedule					
<input type="checkbox"/>	Student Name	SIDNO	GD	<input type="checkbox"/>	STAFF	ID/DEL	PD	COURSE N.	<input type="checkbox"/>	Student Name	SIDNO	GD	
<input checked="" type="checkbox"/>	ACHANE, MIKE ISIAH	6089969	10	<input type="checkbox"/>	BATY II EMERSON	499483	06	PHYSICAL ED II	<input type="checkbox"/>	ACHANE, MIKE ISIAH	6089969	10	00
<input type="checkbox"/>	AGUILLARD, MARK PAUL	5088110	10	<input type="checkbox"/>	BATY II EMERSON	499483	06	PHYSICAL ED II	<input type="checkbox"/>	ACHANE, MIKE ISIAH	6089969	10	00
<input checked="" type="checkbox"/>	ARDOIN, MIKE CHRISTO...	2009946	10	<input type="checkbox"/>	BATY II EMERSON	499483	06	PHYSICAL ED II	<input type="checkbox"/>	ARDOIN, MIKE CHRISTOPH...	2009946	10	00
<input type="checkbox"/>	BABINEAUX, JASON MIC...	6069850	10	<input type="checkbox"/>	BERTRAND JUDE	599391	01	PHYSICAL SCIE	<input type="checkbox"/>	ARDOIN, MIKE CHRISTOPH...	2009946	10	00
<input type="checkbox"/>	BABINEAUX, SALLY NIC...	7089929	10	<input type="checkbox"/>	BERTRAND JUDE	599391	01	PHYSICAL SCIE	<input type="checkbox"/>	BEALER, JASON BRENNON	6089971	10	00
<input type="checkbox"/>	BATEY, SHERRI BROOKE	7089912	10	<input checked="" type="checkbox"/>	BERTRAND JUDE	599391	02	PHYSICAL SCIE	<input type="checkbox"/>	BEALER, JASON BRENNON	6089971	10	00
<input checked="" type="checkbox"/>	BEALER, JASON BRENN...	6089971	10	<input checked="" type="checkbox"/>	BERTRAND JUDE	599391	02	PHYSICAL SCIE	<input type="checkbox"/>	BEASLEY, DARRYL KADE	6069805	10	00
<input checked="" type="checkbox"/>	BEASLEY, DARRYL KADE	6069805	10	<input type="checkbox"/>	BERTRAND JUDE	599391	03	PHYSICAL SCIE	<input type="checkbox"/>	BEASLEY, DARRYL KADE	6069805	10	00
<input type="checkbox"/>	BENOIT, BEVERLY ANN	7089934	10	<input type="checkbox"/>	BERTRAND JUDE	599391	03	PHYSICAL SCIE	<input type="checkbox"/>	BENOIT, JASON PAUL	7139977	10	00
<input checked="" type="checkbox"/>	BENOIT, JASON PAUL	7139977	10	<input type="checkbox"/>	BERTRAND JUDE	599391	04	PHYSICAL SCIE	<input type="checkbox"/>	BENOIT, JASON PAUL	7139977	10	00
<input type="checkbox"/>	BEROID, SHERRI ANJAN...	6089968	10	<input type="checkbox"/>	BERTRAND JUDE	599391	04	PHYSICAL SCIE	<input type="checkbox"/>	BERTRAND, JAY JOSEPH	5089894	10	00
<input checked="" type="checkbox"/>	BERTRAND, JAY JOSEPH	5089894	10	<input type="checkbox"/>	BERTRAND JUDE	599391	05	PHYSICAL SCIE	<input type="checkbox"/>	BERTRAND, JAY JOSEPH	5089894	10	00
<input type="checkbox"/>	BERTRAND, SHERRI LAY...	7089861	10	<input type="checkbox"/>	BERTRAND JUDE	599391	05	PHYSICAL SCIE	<input type="checkbox"/>	BOUDREAUX, ANGELA PAIGE	6069848	10	00
<input type="checkbox"/>	BLANCHARD, DARRYL P...	7119916	10	<input type="checkbox"/>	BERTRAND JUDE	599391	06	CONFERENCE/I	<input type="checkbox"/>	BOUDREAUX, ANGELA PAIGE	6069848	10	00

In JCampus, in the navigation pane on the left, select **Schedule**, then **Loaders**, then **Load Student Schedules**.

- At the setup box, set the **Year** (Set for Next Year if working on New Year Scheduling), **District**, **School**, and **As of Date**.
- 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.

Setup-07.30.20 ✕

Year : Next School Year ▼

District : 028 ▼

School : 010

MSched Grade : 09,10,11,12

Class Period : 03

Student Grade : 10

Gender :

Ethnic :

Sports :

Clubs :

Team :

Custom Codes :

As Of Date : ▼ 📅

Sched Start Date : ▼ 📅

Sped : All Sped Only Non Sped

Show MSched Comments

Save As Manually Scheduled

OK

- **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 Manually 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.
3. 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.

Student				Master Schedule			
<input type="checkbox"/>	Student Name	SIDNO	GD	<input type="checkbox"/>	STAFF	ID/DEL	PD COURSE N
<input checked="" type="checkbox"/>	ACHANE, MIKE ISIAH	6089969	10	<input type="checkbox"/>	BATY II EMERSON	499483	06 PHYSICAL ED II
<input type="checkbox"/>	AGUILLARD, MARK PAUL	5088110	10	<input type="checkbox"/>	BATY II EMERSON	499483	06 PHYSICAL ED II
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<input type="checkbox"/>	BABINEAUX, JASON MIC...	6069850	10	<input type="checkbox"/>	BERTRAND JUDE	599391	01 PHYSICAL SCIE
<input type="checkbox"/>	BABINEAUX, SALLY NIC...	7089929	10	<input type="checkbox"/>	BERTRAND JUDE	599391	01 PHYSICAL SCIE
<input type="checkbox"/>	BATEY, SHERRI BROOKE	7089912	10	<input checked="" type="checkbox"/>	BERTRAND JUDE	599391	02 PHYSICAL SCIE
<input checked="" type="checkbox"/>	BEALER, JASON BRENN...	6089971	10	<input checked="" type="checkbox"/>	BERTRAND JUDE	599391	02 PHYSICAL SCIE
<input checked="" type="checkbox"/>	BEASLEY, DARRYL KADE	6069805	10	<input type="checkbox"/>	BERTRAND JUDE	599391	03 PHYSICAL SCIE
<input type="checkbox"/>	BENOIT, BEVERLY ANN	7089934	10	<input type="checkbox"/>	BERTRAND JUDE	599391	03 PHYSICAL SCIE
<input checked="" type="checkbox"/>	BENOIT, JASON PAUL	7139977	10	<input type="checkbox"/>	BERTRAND JUDE	599391	04 PHYSICAL SCIE
<input type="checkbox"/>	BEROID, SHERRI ANJAN...	6089968	10	<input type="checkbox"/>	BERTRAND JUDE	599391	04 PHYSICAL SCIE
<input checked="" type="checkbox"/>	BERTRAND, JAY JOSEPH	5089894	10	<input type="checkbox"/>	BERTRAND JUDE	599391	05 PHYSICAL SCIE
<input type="checkbox"/>	BERTRAND, SHERRI LAY...	7089861	10	<input type="checkbox"/>	BERTRAND JUDE	599391	05 PHYSICAL SCIE
<input type="checkbox"/>	BLANCHARD, DARRYL P...	7119916	10	<input type="checkbox"/>	BERTRAND JUDE	599391	06 CONFERENCE/I

4. 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.
5. Buttons at the bottom of the screen are explained below:

Setup	Help	Create	Undo	De-Select MSchedule	De-Select Schedules	Print Sched List
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- **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.

6. **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.
7. 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

8. 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.
9. 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.
10. 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.
11. 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.
12. **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.
- Go to **Scheduling > Loaders > Automatic Scheduler**.
 - The **Year**, **District**, and **School** will appear based on your security rights.
 - Grades**: Select the grade level(s) of students to be scheduled.
 - 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.
 - Initialize counts**: Usually checked. This will make sure the class counts are indexed to make sure all counts are accurate.
 - 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.
 - 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.
 - 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 make some major changes to the master schedule.
 - 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.

Automatic Scheduler Setup 09.14.20 MLM

Year : Next School Year

District : 028

School : 002

Grades :

Select Custom Codes :

Select Special Codes :

Master Schedule : Live

Reschedule manually scheduled items

Initialize Counts

Allow teacher requests

Schedule special ed students

Set to request status only

Use general alts for unscheduled groups 8 or 9

Schedule by team

Allow all overloads 0

Master Schedule Grade Level Match Selection

Student Grade Requested Course Grade

Course Long Name Options

Display Long Course Names en English : Default Language

SELECT STUDENTS CLEAR COUNTS

NEW RUN PREVIOUS SCHEDULES

- **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 "0".

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

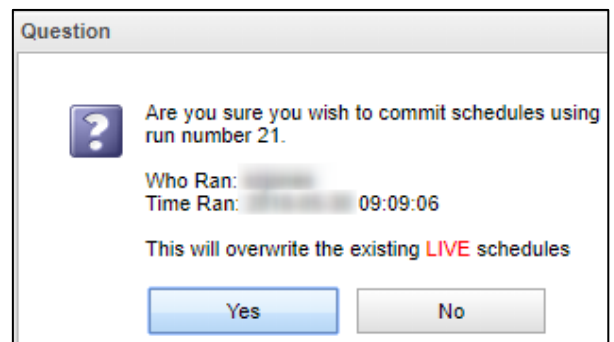
1. Click the **New Run** button on the setup box. The system will display a confirmation message asking if the user is sure that he/she wants to run the Auto Scheduler.
2. The Auto Scheduler will run for a while.
 - Click the **Task Status** button to check the progress of the run.
 - Usually, it takes 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 presents information if the schedules were to be committed. If the results of the Auto Scheduler are satisfactory, click this number to commit 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.
 - **TIP:** 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**.

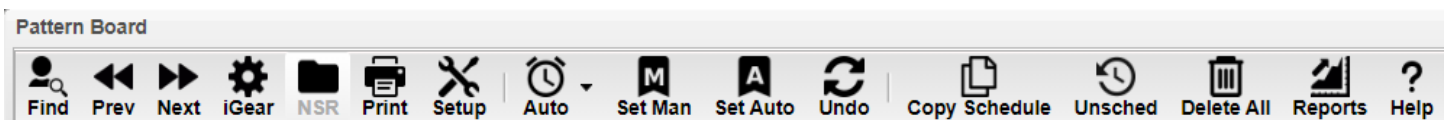
- **Overloads:** Number of sections over the maximum seat count – click to view the list of sections.
 - **Success %:** Percent of the students with all requests scheduled.
 - **Complete %:** Percent of students with no empty periods.
 - **Who Ran:** Who (username) performed this run.
 - **When Ran:** 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.



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 **iGear** 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.



- a. **Find:** Search for a student
- b. **Prev & Next:** Move from one student to another
- c. **Gear:** Click to navigate to other system areas for the student such as attendance, discipline, grades, transcript

- d. **NSR:** If in bold black, means that there are requests from a previous school's site that the user can view to help in scheduling the student at the new school site. Click on the icon to view the requests from the previous site in the district.
- e. **Print:** Print the student's schedule
- f. **Setup:** Return to setup screen to change criteria
- g. **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".
- h. **Set Man:** Set All scheduled requests to MANUALLY scheduled status.
- i. **Set Auto:** Set All scheduled requests to AUTO scheduled status.
- j. **Undo:** Undo all changes done on the selected student
- k. **Copy Schedule:** Click to copy the current schedule to other students. (*Note: This will overwrite any existing schedule the other students may have*)
- l. **Unschedule:** Used to revert all scheduled items to request status.
- m. **Delete All:** Used to delete all requests AND scheduled items for student.
- n. **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	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	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 is 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 the 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.

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		S	A		A			A		S	A		A	
BASIC SKILLS I	1.0			A	S	A	A	A			A	S	A	A	A				
BIOLOGY	1.0				A	A	A	S	A	A			A	A	A	S	A	A	
BUSINESS MATH	1.0				A		A		S	A			A		A		S	A	
CIVICS-FR ENT	1.0			S	A	A	A	F			S	F	A	A	F				
ENGLISH I	1.0			A	A	S	A	A	A	A	A	A	S	A	A	A	A	A	
PHYSICAL ED I AB	1.0								S									S	

The above student is scheduled as follows:

1st – CIVICS-FR ENT

2nd – BASIC SKILLS I

3rd – ENGLISH I

4th – AGRISCIENCE I

5th – BIOLOGY

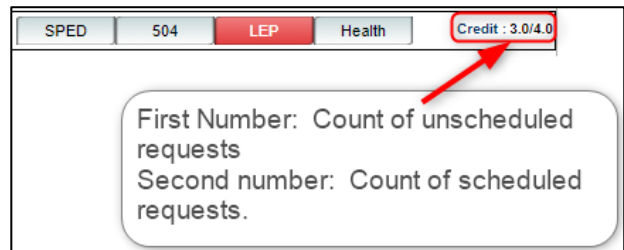
6th – BUSINESS MATH

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 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).

Items at the top of the screen:

- **Team** - Add/change student team.
- **Block** - Add/change student block. When the user clicks inside the box, they will be able to choose a block from the list which lists Block Number, Block Name, Homeroom Teacher, Block Advisor, Block Counselor, Number of Sections and Block Load (number of students).

❖ **Block option:**

Block Number	Block Name	Homeroom Teacher	Block Advisor	Block Counselor	Number Of Sections	Block Load
739	PK-NUNEZ	NUNEZ ANN			1	0
726	CARTER SAVAN...	FREMIN LEO P			8	14
1008	3RD-MATT	MATT CHERIE D			6	20
753	PK-PRIMEAUX	PRIMEAUX HEATHER A			1	0
724	RASBERRY MIC...	RASBERRY MICAH			8	26
722	3RD-TRAHAN	TRAHAN RACHELLE			6	20
1007	K-VEULEMAN	VEULEMAN BRIDGET			2	0
725	4B	HARDY BEVERLY RENEE			9	21
727	MATTE AMIE M...	MATTE AMIE MARIE			8	11
721	1B	JOHNSON ERIN			5	14
753	PK-PRIMEAUX	PRIMEAUX HEATHER A			1	0

- **Graduation Template** - Select/change the graduation template.

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 were not scheduled to the student.

Buttons at the Bottom of the Schedule Maintenance Screen

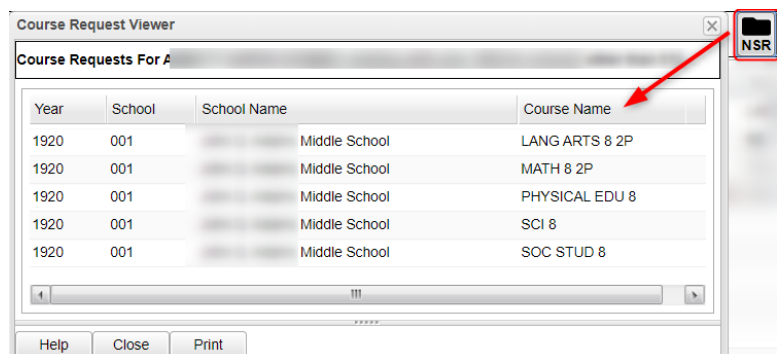
1. **Help:** Navigates to the Help System
2. **Prev:** Navigates to the previous student.
3. **Next:** Navigates to the next student
4. **MSched:** Displays the master schedule selection screen.
5. **Print Current Schedule:** Prints the student's current schedule.
6. **Copy:** Click to copy the current schedule to other students. (*Note: Will overwrite the entire schedule of the students selected*)
7. **Setup:** Displays the setup box
8. **Find:** Displays a list of students for selection

NSR (Non-Site Requests) Icon

This button will show in black when a student has requests from another site in the district.

This is helpful when gaining a student from another school and there is a need to see what requests are from the former school site.

Click on the icon to see the requests from the other site in the district.



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 the 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 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 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 the **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 the 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 need 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**.

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 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**

- 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.
 - 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

- 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".
- On the left, a listing of students will appear. On the right will be a listing of teachers.
- Click to place an asterisk (*) in the homeroom field of the students to change. Next, click on the teacher on the right.
- The homeroom of the students will be updated to match the new teacher.
- TIP:** Sort on the homeroom field to be able to make sure all students have homeroom. Blank homeroom will appear first.

Homeroom Listing

- In Student Master, click **Lists**, then **Homeroom Teacher Affidavit w/Signatures**.
- At the setup box, set to the current year, desired grades, and as of date.
- Click **OK**.
- 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 printout 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 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	Name		Cell	Home
6007 FINANCIAL PLAZA		(H) (318) 868-8000		Mother BABINEAUX ANGELA			(318) 868-8000
SUITE 215		(E)		Father BABINEAUX CHRIS LANE			(318) 868-8000
SHREVEPORT		LA	71129	Guardian Resides			
	P1	P2	P3	P4	P5	P6	P7
Course	READING 5	LANGUAGE ART	SOCIAL STUDI		MATH 5	SCIENCE 5	HEALTH-PE 5
Teacher	PROUSE YVONN	PROUSE YVONN	HEAROD CONST		PROUSE YVONN	PROUSE YVONN	PROUSE YVONN
Room	020	020	021		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		STUDENT LOCATOR							
Ethnic: ALL		Semester: 1 As of: 06/05/2012							
Gender: F,M		Sch	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4
009	ABRAHAM STEPHANIE	04	ALT	REED REBECCA	REED REBECCA	DOLEJSIOVA O	REED REBECCA		
009	ACHANE CHRIS	05		DOMINGUE UVO	FREDERICK AL	MCCLEERY ELI	HOFFPAUIR BA		
009	ACHANE MARK	03		FONTENOT PEG	FONTENOT PEG	JONES MARY S	CUMMINGS LOR		
009	ACHANE STEPHANIE	05		FREDERICK AL	HOFFPAUIR BA	DORR KATIE F	MCKINLEY NAN		

- **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.
1. To investigate students on the list further, open the previous year's Student Master, then browse to the student's information for further details.