



## **Scheduling Guide – Request Based 21-22 School Year**

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## Contents

Rollover Steps to Perform Before Starting New Year Scheduling .....	4
Create New Year Master Schedule.....	4
Create New Year Student Master .....	5
Useful Reports about Students for Next Year .....	7
Complete Caseload – Special Education Students. ....	7
504 Student List.....	8
English Proficiency List – ESL Students .....	8
.....	9
Test Scores by Roster .....	9
Where Did My Students Come From? – Student Feeder Trends.....	10
Where Did My Students Go? Student Next School List .....	10
Entering and Verifying Requests.....	11
Course Request Fast Loader .....	11
Student Request Fast Loader .....	12
Load Student Course Requests .....	14
Graduation Template Editor .....	17
Graduation Template Loader .....	18
Audit Request Validity .....	18
Audit Master Schedule Seats vs Requests .....	20
Request Matrix.....	23
Student Counts for the New Year .....	25
Master Schedule Editor.....	25
Add a Section to the Master Schedule .....	27
Change an Existing Section .....	28
Delete an Existing Section.....	28
Dual Enrollment Courses in the Master Schedule.....	28
Classes in Non-District Locations in the Master Schedule.....	29
Remote Classes in the Master Schedule.....	29
Init Button: Update Class Counts in the Master Schedule.....	29
Print an Easy-to-Read Master Schedule: Teacher Schedule w/ Squares.....	30
Team Scheduling.....	30
Starting the Team Scheduling Update Utility.....	30
Create a Team .....	31
Assigning Students to Teams: Summary of Methods .....	31
Manual Assignment of Students to Teams .....	31
Auto Assigning Students to Teams .....	32
Auto-Capability Assigning Students to Teams .....	32
Auto-GPA Assigning Students to Teams .....	33
Assign Classes/Sections to a Team .....	34
Load Student Schedules .....	34
Automatic Scheduler.....	37
Creating a New Run using Automatic Scheduler.....	38
Managing Schedules Using Pattern Board (Request Based) .....	39
Student Schedule Maintenance.....	41
Move Scheduled Students.....	44
Print Class Rosters.....	45
Printing Rosters for One or More Periods for ALL Teachers.....	46
Print Student Schedules .....	46
Homeroom Maintenance:.....	46
Change a Homeroom on a Single Student .....	46

Mass Load Homerooms, Counselor, Advisors..... 47  
Manually Set a Homeroom Teacher for a Group of Students ..... 47  
Homeroom Listing..... 47  
Homeroom Counts ..... 47  
Student Locator List ..... 48  
Making Sure All Students Were Rolled to New Year ..... 49

## Rollover Steps to Perform Before Starting New Year Scheduling

- ***In some districts, only the district coordinator performs this step. If unsure, please check with your district coordinator.***

The programs below describe how to...

- Roll the current master schedule to next year master schedule
- Roll current year students up a grade level in next year student master.

### Create New Year Master Schedule

1. In the left navigation pane, go to **Scheduling > Entry > Create New Year Master Schedule.**
2. Setup options:

- a. **Year to copy from:** Set to 2021
- b. **Year to copy to:** Set to 2022
- c. **District:** Defaults to user login.
- d. **School:** Will default to the site of the user. Should not have to change.
- e. **Regenerate Section Numbers:** (Check with your district coordinator before selecting this) This will re-create section numbers in the Master Schedule Editor. The Block Fast Loader will be updated as well.
- f. **Roll remote sections:** Select this option to roll sections which are remotely scheduled from another site.
- g. **Roll remote sections to other districts:** Select this option to roll sections remotely scheduled to another district.
- h. **Roll remotely scheduled with no matching host:** Select this option to roll sections which are remotely scheduled, but the remote (host) site section does not yet exist.
- i. **Clear Comments:** Select this option to clear all comments from the master schedule comments column.
- j. **Clear Grade Type:** Select to clear the grade type from the Master Schedule **GD Type** column.
- k. **Clear Course Weight:** Select to clear the course weight from the Master Schedule **Weight** column.
- l. **Skip rolling obsolete courses:** Select to skip rolling Master Schedule sections containing obsolete courses.
- m. **Clear Lock:** Select to remove all lock code values from the new year Master Schedule **LKS** column.
- n. **Clear Add Staff:** Select to remove any teachers added in the **Add Staff** column of the Master Schedule Editor.
- o. **Set remote section's max and remote max to zero:** Select to set the remote section's max column (**MAX**) and remote max column (**MREM**) to zero.
  - i. Host remote sections have the column labeled "**REM**" selected.
  - ii. Remotely scheduled sections from other schools have either the remote district column (**DIS**) set to the value that is different from the remote district (**RDIS**), or the school (**SCH**) set as different from the remote school (**RSCH**).

#### Create New Year Master Schedule

Year to copy from :	2021
Year to copy to :	2122
District :	026
School :	009
Regenerate Section Numbers :	<input type="checkbox"/>
Roll remote sections :	<input checked="" type="checkbox"/>
Roll remote sections to other districts :	<input type="checkbox"/>
Roll remotely scheduled with no matching host :	<input type="checkbox"/>
Clear Comments :	<input type="checkbox"/>
Clear Grade Type :	<input type="checkbox"/>
Clear Course Weight :	<input type="checkbox"/>
Skip rolling obsolete courses :	<input type="checkbox"/>
Clear Lock :	<input type="checkbox"/>
Clear Add Staff :	<input checked="" type="checkbox"/>
Set remote section's max and remote max to zero :	<input type="checkbox"/>

3. Click the "OK" button at the bottom left of the page to execute to rollup of the master schedule to next year.
4. When done, there will be a stamp at the bottom of the page showing when the program was last run and who was the user that ran the program.

Last run: 2021-02-15 13:19:33 Who: Override Yrs: 2021 To 2122  
Last undo: 2021-02-15 13:19:28 Who: Override Yrs: 2021 To 2122

5. **Using the “Undo” button:** Sometimes a master schedule may be rolled up to next year, and for some reason, a user may want to start over by recopying the current year master schedule to the next year.
  - a. [You may want to discuss this with your district coordinator before executing the Undo button.](#)
  - b. Clicking the **Undo** button will take out the previous roll of next year’s master schedule. Then the user can rerun the Copy New Year Master Schedule program to start over with a copy of this year’s master schedule.

## Create New Year Student Master

This program will "roll over" the current year Student Master (demographic only) student records to the upcoming school year.

1. On the left navigation panel, select **Scheduling > Entry > Create New Year Student Master**. This will open the setup options.
2. **Basic Setup Options:** Many of these vary from school to school and district to district. If not sure, check with your district coordinator.
  - a. **Current Student Master Year** – Set to “2021”
  - b. **New Student Master Year** – Set to “2122”
  - c. **District** – No adjustment needed. This will default to your district.
  - d. **School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.
  - e. **Student Grades to Roll** - Select the grade levels to roll up to next year.
    - i. If grade **-1** is selected, a special codes list for **PreK** students to be rolled up will appear on the screen.
    - ii. Uncheck any code for which a **PreK** student will not be promoted to Kindergarten (ex. "SE2" in which little infant toddlers are not to be rolled up to Kindergarten).
    - iii. **PreK** students will automatically be given a special code of K01 on the rollover if promoted to Kindergarten for next year.
  - f. **Upgrade Grade (0-12) of students who passed** – (Usually checked) Check to advance student to next grade level for the upcoming year.
    - i. If a 9<sup>th</sup> grade student has a Special Code of **TRA** (Transitional), the student will remain in the same grade level in the new school year. The **TRA** code will be clear for the student in the new school year.
3. **Other Setup Options:**
  - a. **Promote to Next Grade Level for These SBLC Codes** - Select student SBLC codes to promote. Students who have an SBLC code in the box will be promoted to their next grade level whether their SBLC code is a promotion code or a retention code.

Current Student Master Year :	2021
New Student Master Year :	2122
District :	026
School :	022
Student Grades To Roll From :	
Upgrade grade(0-12)of students who passed :	<input checked="" type="checkbox"/>
Promote To Next Grade Level For These SBLC Codes :	
Clear out homeroom teacher :	<input checked="" type="checkbox"/>
Clear out counselor :	<input type="checkbox"/>
Clear out bus numbers :	<input type="checkbox"/>
Clear out locker information :	<input checked="" type="checkbox"/>
Clear out comments section :	<input type="checkbox"/>
Clear out teams :	<input type="checkbox"/>
Clear out advisors :	<input type="checkbox"/>
Clear out fees :	<input type="checkbox"/>
Clear out general permissions A-G :	<input type="checkbox"/>
Clear out Entry/Leave Comments :	<input type="checkbox"/>
Include next school students :	<input type="checkbox"/>
Keep retained students in current school (overrides next school) :	<input checked="" type="checkbox"/>
Keep highest grade passed :	<input type="checkbox"/>
Keep user changed students in the new year :	<input checked="" type="checkbox"/>
Roll students based on DMS? :	<input type="checkbox"/>
Change entry code and date for the new year (optional) :	
Select students to roll or undo using the setup options :	
Select Ooz Code(s) :	

**Pre-K Selection**

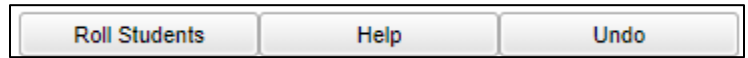
**Choose the pre-school codes to roll up to the next grade level**

- P01 Title 1
- P02 INVALID
- P03 Starting Points
- P04 Even Start
- P05 8(g) Block Grant
- P06 Locally Funded
- P07 Head Start (4 yr olds)
- P08 Head Start (3 yr olds)
- P09 LA 4(formerly Early Childhood Dvlpmnt)
- P10 Rural Education Achievement Prgm. (REAP)
- P11 Education Excellency Fund (EEF)
- P98 Other
- SE1 Preschool Special Ed
- SE2 Special Ed Infant Program
- TAN TANF ( or LA 4 Pre-K Program )

- i. Students in the 9th Grade with a Special Code of **TRA** will be rolled up as follows: If they have an SBLC code of "9", they will be rolled to the 9th grade and if they have an SBLC code of "10", they will be rolled up to the 10th grade.
- b. **Clear out homeroom teacher, counselor, bus numbers, locker information, comments, teams, advisors, fees, general permissions A-G, Clear Out Entry/Leave Comments** - Check or uncheck as needed according to what is needed at your school for next year.
- c. **Include Next School Students** – Check if the Student Master [Next School Loader](#) is used to control movement of students from feeder schools. A list of students will appear, allowing you to choose yes to include them or no to exclude them.
- d. **Keep Retained Students in Current School** - Check if you want the students who are retained to stay at their current school regardless of what the *Next School Loader* says.
- e. **Keep Highest Grade Passed** - Check ONLY if the school range for the next year is changing to include the next highest grade. (Example: Elementary school has been reconfigured from PreK - 5 to PreK - 6 for next year.)
  - i. If your highest grade is 12, you will NEVER check this item.
- f. **Keep user changed students in the new year** - Check to keep the changes to the student's demographic records in Student Master that have already been updated in the upcoming new year, even when the **Undo** process is executed and re-rolled again.
  - i. If the rollover has been done without the check, you cannot go back and undo it and all changes to the new year demographics will be gone. This will also affect the student's grade level if it was changed in the upcoming year.
- g. **Roll students based on DMS**
  - i. If not checked, student(s) will be rolled up based on their present school.
  - ii. If checked, this will utilize the [District Mapping System](#) if the user's district has purchased it and is enabled in their district. Students will be rolled to the appropriate school in the new school year based on the student's **physical address** and the attendance zones drawn in the [District Mapping System](#).
  - iii. The DMS school attendance zones can be overridden by doing one of two things:
    1. Enter an approved **Request School** on the "Out of Zone" tab in Student Master before rolling the students over.
    2. Enter a **Next School** on the "Sports" tab or in the [Next School Loader](#), before rolling the students over. A school entered in the Next School field will override both (DMS & OOO) and roll the student up to the school specified in the Next School.
  - iv. A student that was entered into the new school year through ORS will not be undone by either DMS, OOO or Next School as long as **Keep user changed students in the new year** is checked.
  - v. The "Current Zone" and "Next Zone" are two items displayed on the "Demographics" tab in Student Master. This will help a user identify the current school and next school attendance zones a student belongs to based on the student's physical address and the attendance zones drawn in the [District Mapping System](#).
    1. Note that if there is a **999** in the "Next Zone", the student's address is not included in any of the attendances zones drawn in District Mapping System.
    2. Also, note that the "Current Zone" and "Next Zone" will not be changed by editing the "Next School" or the "Request School".
- h. **Change entry code and date for the new year (optional)** - Click to change the default entry code and entry date for the new year Student Master records OR leave this box unchecked to copy the existing entry information to the new year.
- i. **Select students to roll or undo using the setup options** - Click in the box to select the students to roll over or undo.
- j. **Select OOO Code(s)** - Click to select the students to roll or undo using the selected setup options, then click the roll or undo button to process the selected students.
- k. **Note:** The setup options selected by the user will be saved for next time the program is used.

#### 4. Bottom Buttons / Features

- Roll Students** - Click to roll up students to new year. If the "Next School" option was chosen, a list of the students meeting the criteria is shown. Select the students to move to the selected school.
- Help** - Click this button to view written instructions and/or videos.
- Undo** – If this is the second, or higher, time this program is being executed, click the **Undo** button to clear out previous enrollments. Doing this procedure will remove students who have dropped since the last time this program was executed and add in new students who enrolled since last execution of this program.
  - Normally the user selects all grade levels when performing an UNDO. However, if performing an UNDO on just one or two grade levels, the "Student Grades to Roll" setting will need to be the grade level of the next year. (Example: For "Student Grades to Roll", pick "7" to UNDO next year's 7th graders.)
  - This will not take out any manually entered students for next year, such as new students from out of state, PreK students, or students from Private or Parochial schools.
- Last Runs** and **Last Undos** will be documented with the date, time and who did these as shown in the picture below.



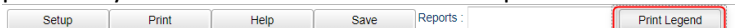
Last run: 2021-02-15 13:19:33 Who: Override Yrs: 2021 To 2122  
Last undo: 2021-02-15 13:19:28 Who: Override Yrs: 2021 To 2122

## 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.

- Enter a keyword in the search box at top left or go to **Special Ed > Lists > Complete Caseload**.
- Configure for next year, an as of date of first day of school in the new school year, grade level(s) to review, other options to select criteria for the report: Gender, Ethnicity, Exceptionality, Services, Teacher Selection, Delivery Option, and Custom Codes.
- Select the **Columns** you need on your report.
- Other options include: Sort by Teacher, Print Exceptionality Initials, and Double Space Print.
- Reports** allow you to Save the criteria chosen for later use.
- Click OK.
- Use the **"Print Legend"** to lookup the values in the report. This legend provides you with all codes listed in the report.



## 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.
3. Additional criteria can be selected or leave blank for all to appear on the report.

## 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. Use the **“Filters”** button to limit to desired grade level or other grouping of students.

- b. Use the **Advanced** button to select other criteria
  - i. **Test Date From** and **Test Date To**
  - ii. **Final Grade Order** – Order by final grade per section
  - iii. **Order** by allows Name, Section or Teacher order
  - iv. **Use Final Grade** displays final grades or current previous year
  - v. **Column** allows you to select the columns to display on the report
- c. Other options also available
  - i. **Show Only Most Recent** shows only the most recent score for the selected test

or

**Tip:** Once results are on screen, for advanced manipulation of data, you may find it easier to export the data to an Excel file.

- ii. 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.

Setup-03.12.2020

Year : 2122

District : 026

School : 022

Grade :

As Of Date : Aug 31 2021

Show GPA on Report

Show Transferred to School

Sped :  All  Sped Only  Non Sped

Prev Sch :  All  Has a Previous School  Has no Previous School

Previous School :

Order By Previous School

Student Counts and Percentages are found on the Counts Tab

OK

## 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 2021. Set the desired grade level(s).
3. Set the “**As of Date**” to the current date in 2021, or if running during the summer after the close of 2021 year, set to last day of 2021, then click the “**Ok**” button.
4. Focus on the column “**Next School**”.

Setup-04.12.2019

Year : 2021

District : 026

School : 022

Grades : 08,09,10,11

Special Codes :

Programs :

Exceptionality :

As Of Date : Feb 16 2021

OK

## Entering and Verifying Requests

### 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.

- In the left navigation pane, select **Schedule**, then **Loaders**, then **Course Request Fast Loader**.
- Setup box options:
  - New Year:** Set to "2122".
  - School:** Confirm that school is set correctly.
  - 2021 Grades:** Set current year desired grade level of students in each course to assign the selected request to.
    - 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.
    - 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.

- 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.
- The user picks a course on the left to represent students currently enrolled, such as "English I".
- Next, the user picks a course on the right to represent the next year requests to be created, such as "English II".

	<input type="checkbox"/>	Course 2021	Grade	Credit	Honors	STD	SEM	# PDs	PRI	SEQ	Group	State Code	Sel	Course 2122	Grade	Credit	Honors	STD	SEM	# PDs	PRI	SEQ	Group	State Code
1	<input type="checkbox"/>	AP ENGLISH III	9	1	4W	2	1			1	120325		<input type="checkbox"/>	AP ENGLISH III	9	1	4W	2	1			1	120325	
2	<input type="checkbox"/>	AP ENGLISH IV	9	1	4W	2	1			1	120326		<input type="checkbox"/>	AP ENGLISH IV	9	1	4W	2	1			1	120326	
3	<input type="checkbox"/>	APPL ELA III SE	9	0	1	2	1			1	500057		<input type="checkbox"/>	APPL ELA III SE	9	0	1	2	1			1	500057	
4	<input type="checkbox"/>	APPL ELA II SE	9	0	1	2	1			1	500056		<input type="checkbox"/>	APPL ELA II SE	9	0	1	2	1			1	500056	
5	<input type="checkbox"/>	APPL ELA I SE	9	0	1	2	1			1	500051		<input type="checkbox"/>	APPL ELA I SE	9	0	1	2	1			1	500051	
6	<input type="checkbox"/>	APPL ELA IV SE	9	0	1	2	1			1	500058		<input type="checkbox"/>	APPL ELA IV SE	9	0	1	2	1			1	500058	
7	<input type="checkbox"/>	BUS ENGLISH	9	1		2	1			1	120336		<input type="checkbox"/>	BUS ENGLISH	9	1		2	1			1	120336	
8	<input type="checkbox"/>	DE ENG COMP	9	1	DW	2	1			1	120606		<input type="checkbox"/>	DE ENG COMP	9	1	DW	2	1			1	120606	
9	<input type="checkbox"/>	ENGLISH ELEC I	9	1		2	1			1	120399		<input type="checkbox"/>	ENGLISH ELEC I	9	1		2	1			1	120399	
10	<input checked="" type="checkbox"/>	ENGLISH I	9	1	F	2	1			120331	1	120331	<input type="checkbox"/>	ENGLISH I	9	1	F	2	1			120331	1	120331
11	<input type="checkbox"/>	ENGLISH I H	9	1	HW	2	1			120331	1	120331	<input type="checkbox"/>	ENGLISH I H	8	1	HPW	2	1	9		1	120331	
12	<input type="checkbox"/>	ENGLISH II	9	1		2	1			120332	1	120332	<input type="checkbox"/>	ENGLISH II	9	1	HW	2	1			120331	1	120331
13	<input type="checkbox"/>	ENGLISH II H	9	1	HW	2	1			120332	1	120332	<input checked="" type="checkbox"/>	ENGLISH II H	9	1	HW	2	1			1	120332	
14	<input type="checkbox"/>	ENGLISH III	9	1		2	1			120333	1	120333	<input type="checkbox"/>	ENGLISH III H	9	1	HW	2	1			1	120332	
15	<input type="checkbox"/>	ENGLISH III H	9	1	HW	2	1			120341	1	120341	<input type="checkbox"/>	ENGLISH III	9	1		2	1			1	120333	
16	<input type="checkbox"/>	ENGLISH IV	9	1		2	1			120334	1	120334	<input type="checkbox"/>	ENGLISH IV	9	1		2	1			1	120334	

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

## 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.

- In JCampus on the left navigation panel, click **Schedule**, then **Loaders**, then **Student Request Fast Loader**.
- At the setup box, set the **Year** to "2122". District and School should be based on your login.

- **Student 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 2122.
  - **Special Ed, 504, LEP:** Select from the choices to filter students by Special Ed, 504, or LEP.
  - **Edit Next School Requests:** If working as a middle school Counselor needing to enter requests at the next school for next year, click here. Note: Needs special user management settings to be able to do this.
  - **Select Year to Schedule:** If the user wishes to fast load requests into future years other than next year, click to specify the year being loaded.
  - **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.
  - **Stu Courses Filter:** Click to select a course that will show only students who have requested this course. For example, picking "Algebra III" will cause the loader to only show students that have requested this course.
- Click the **OK** button to begin the Student Request Fast Loader.

Student Request Fast Loader Setup 03.11.19.11 MLM

Year: 2122

District: 026

School: 022

Student Grades: 09

Gender:

Ethnic:

Sports:

Clubs:

Student Teams:

Counselor:

Special Codes:

Custom Codes:

Select Program Codes:

Active Only

As Of Date: Aug 31 2021

Special Ed:  All  Sped Only  Non Sped

504:  All  504 Only  Non 504

LEP:  All  LEP Only  Non LEP

Edit Next School Requests

Select Year To Schedule:

Course Criteria

Course Grades:

Transcript Group:

Limit Courses to Master Schedule?

Active Courses Only?

Stu Courses Filter:

OK

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 is course alpha select buttons, along with a course search text box.

	Name	Sidno	Grade	Ethnic	Gender		Course	Grade	School Offered	Credit	Honors
1	ACCARDO, JOHN M	0423623	09	0 White	M	<input type="checkbox"/>	APPL MATH IV SE	9	022	0	1
2	ACOSTA, RACHAEL	0395195	09	2 Hispanic	F	<input type="checkbox"/>	APPL SCI II SE	9	022	0	1
3	ACOSTA, ROBERT MARK...	0395795	09	2 Hispanic	M	<input type="checkbox"/>	APPL SCI I SE	9	022	0	1
4	ADAMS, JEFF	9019965	09	1 Black	M	<input type="checkbox"/>	APPL SOCST II SE	9	022	0	1
5	AGUIRRE, RACHAEL J	0488261	09	2 Hispanic	F	<input type="checkbox"/>	APPL SOCST I SE	9	022	0	1
6	AGURCIA-MEJIA, JOHN A...	0403399	09	2 Hispanic	M	<input type="checkbox"/>	AP WORLD HISTORY	9	022	1	4W
7	ALANIS-ZAMORA, DAVID	0395100	09	2 Hispanic	M	<input type="checkbox"/>	ART I	9	022	1	
8	ALEXANDER, RACHAEL	0396161	09	1 Black	F	<input type="checkbox"/>	ART II	9	022	1	
9	ALLEN, RACHAEL ALANI	0402829	09	1 Black	F	<input type="checkbox"/>	BIOLOGY	9	022	1	
10	ALLGOOD, STEPHANIE...	0099909	09	0 White	F	<input type="checkbox"/>	BIOLOGY H	9	022	1	HW
11	ALVARADO, DARRYL DAVID	1229932	09	2 Hispanic	M	<input type="checkbox"/>	BIOLOGY II	9	022	1	
12	ALY, DAVID MOHAMED	0449201	09	0 White	M	<input type="checkbox"/>	BUS ENGLISH	9	022	1	
13	AMADOR, JAY JOSEPH	0395155	09	2 Hispanic	M	<input type="checkbox"/>	BUS MATH	9	022	1	
14	ANDERSON, BEVERLY A...	0395142	09	2 Hispanic	F	<input type="checkbox"/>	CHEMISTRY	9	022	1	
15	ANTUNEZ, RACHAEL JAN...	1209932	09	2 Hispanic	F	<input type="checkbox"/>	CHEMISTRY H	9	022	1	
16	APLES, JASON DAVID	0402172	09	1 Black	M	<input type="checkbox"/>	CIVICS	9	022	1	HW
17	ARTEAGA, JASON Y	0448306	09	2 Hispanic	M	<input type="checkbox"/>	CIVICS H	9	022	1	HW
18	BACCARO, MARK	9399960	09	2 Hispanic	M	<input type="checkbox"/>	COM BAS INSTR 4S	9	022	1	1
19	BAKER, SALLY LASHAY	0490775	09	1 Black	F	<input type="checkbox"/>	COMM BAS INST SE	9	022	0	1
20	BAKER, STEPHANIE CHR...	0395782	09	1 Black	F	<input type="checkbox"/>	CR WRITING	9	022	1	
21	BARAHONA, CATHERINE N	0423012	09	2 Hispanic	F	<input type="checkbox"/>	DE ALGEBRA III	9	022	1	DW
22	BARAHONA, ROBERT AN...	0405402	09	2 Hispanic	M	<input type="checkbox"/>	DE BIOLOGY I	9	022	1	DW
23	BARNES, ROBERT	0399784	09	1 Black	M	<input type="checkbox"/>	DE ENG COMP	9	022	1	DW
24	BARNES, SALLY NYCOLE...	0395785	09	1 Black	F	<input type="checkbox"/>	DE LODG MGMT 1C	9	022	1	D
25	BARRE', STEPHANIE LAT...	0422827	09	1 Black	F	<input type="checkbox"/>	DE WEST CIV I	9	022	1	DW
26	BAZLEY, REBECCA RICH...	0396185	09	1 Black	F	<input type="checkbox"/>	DIGITAL MEDIA I	9	022	1	
27	BECKER, ANGELA MICHE...	0417491	09	0 White	F	<input type="checkbox"/>	DIGITAL MEDIA II	9	022	1	
28	BELL, STEPHANIE BRIAN...	0385009	09	1 Black	F	<input type="checkbox"/>	DIG MEDIA III	9	022	1	
29	BELTRAN, CHRIS	0395158	09	2 Hispanic	M	<input type="checkbox"/>	EDU CAREERS	9	022	1	
30	BENITEZ, JEFF F	0396031	09	2 Hispanic	M	<input type="checkbox"/>	ENGLISH ELEC I	9	022	1	
31	BEZA, JOHN	1399994	09	2 Hispanic	M	<input type="checkbox"/>	ENGLISH I	9	022	1	F

Search:

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. **TIP: 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.

## Load Student Course Requests

This program allows the user to work with requests 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.
  - Handy for 5 year plan entry of requests. More work up front but may pay off for future years.
  - When checked, the program will ask what year is the course request going to be associated with.
  - 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.

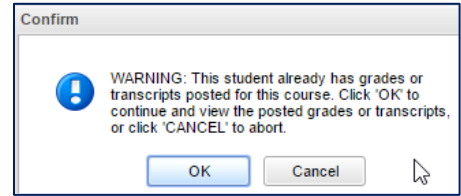
5. Normally, the first alphabetical student in the grade range will be displayed in the upper left. The user can start with this student or use the **Find** button to locate the desired student.

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

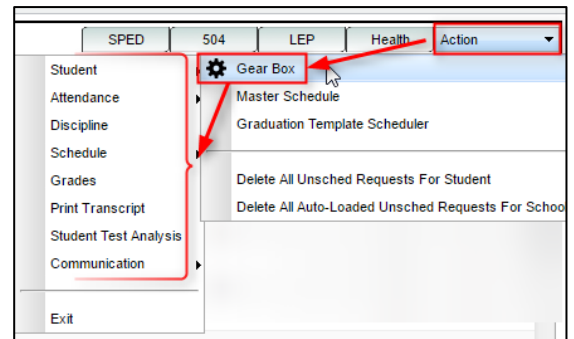
6. The left side of the screen is where the student's requests will appear. On the right is the course selection list.

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.

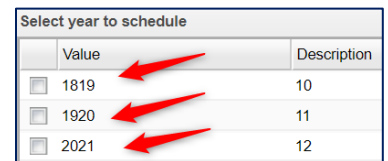


- **TIP:** Need to check the transcript or current year grades as a result of getting the above message? Click the **Action** button in the upper right, then choose **iGear**, then either **Grades** or **Transcript**.



9. If the **Multiyear** option is checked on the setup box, the user will see a box asking which year the request should be applied to.

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

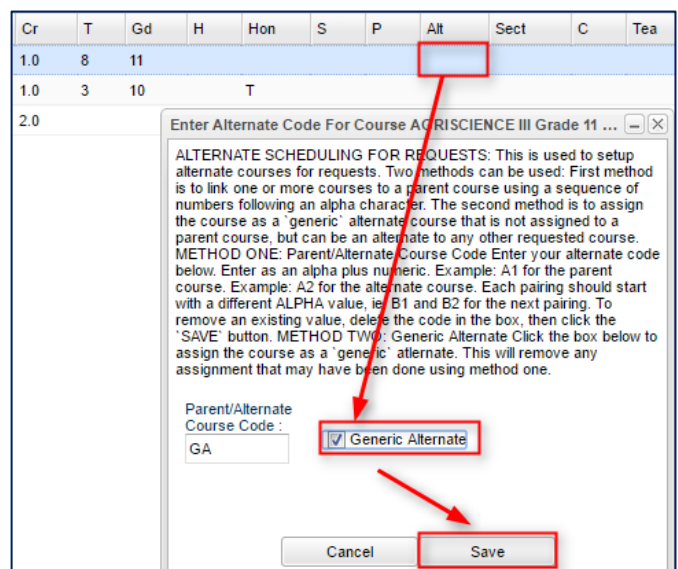


10. **To request part of a course:** Click in the cell under the column header "**H**". Choose to select "**1<sup>st</sup> Half**" of the course, or "**2<sup>nd</sup> Half**" of the course.

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.

**Print Course Request Forms**

Print Options

Include Scheduled Requests :

Include Unconverted Parent Requests :

Print Course Offerings :

Print Stu Short Form :

Course Listing Layout :  Horizontal  Vertical

HomeRoom and Grade Range

Use Homeroom Order?

Homeroom Teacher :

Grade :

Student Selection -

Special Codes :

Programs :

Select Students :

Year and Credit Options

Add Alt Course Credit to Total Credits

Print Year:2122

Print Year:2223

Print Year:2324

Print Year:2425

Comment

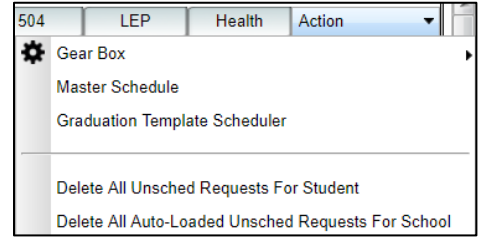
Print Comments

Print Forms Cancel



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**: Don’t use this. Automatic loading of requests is no longer done in schools due to detailed graduation requirements.



16. **Non-Site Requests** button at bottom: If this button contains black letters, not gray, it means that the student has course requests from another school in the district.

- Click the **Non-Site Requests** button to see the requests from the other school site.

## 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: “9<sup>th</sup> 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**.

Audit Requests Setup 07.12.20 MLM

Year: 2122 District: 026 School: 022

Master Schedule: Live

Student Grade: 11

Special Codes:

Clubs:

Sports:

Counselor:

Active Only

As Of Date: Aug 31 2021

Sped:  All  Sped Only  Non Sped

No Semesters: 4 No ClsPrd: 04

Show:  All  Opt3 Only  Non Opt3

Course Long Name Options

Audit By Long Course Name en English : Default Language

Select Core Groups	Group	Description
<input type="checkbox"/>	1	English
<input type="checkbox"/>	2	Computer Education
<input type="checkbox"/>	3	Math
<input type="checkbox"/>	4	Social Studies
<input type="checkbox"/>	5	Science
<input type="checkbox"/>	6	Health & PE

OK



## 7. CONVERT PAR REQ (far right in yellow)

- This column shows a count of requests from the Student Progress Center.
- Click on the number to view the recommendations created by the parent or student.
- After reviewing the parent's recommendations, if accepted, place a check by the recommendations then click "**Convert Records**". Otherwise, simply ignore the recommendations and close the screen.
- **(Usual method)** To convert all Student Progress Center requests:
  - Click the "**Select All**" button at bottom to place a check mark by each student.
  - Click "**Convert Parent Requests**" button. Click "**Yes**".
  - When done, you will see the Counts of credits by subject area will be filled in, indicating the requests have been moved from Student Progress Center to "Approved" status and are now in the scheduling system.

## 8. CONVERT PAR REQ ALT

- Recommendations for alternates made through the Student Progress Center.
- Click on the number to view the recommendations and close the screen.
- After reviewing the parent's recommendations, if accepted, place a check by the recommendations then click "**Convert Records**".
- Otherwise, simply ignore the recommendations and close the screen.
- To convert all selected parent recommendations, click "**Convert Parent Requests**".

## 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 "2122". **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.

Transcript Group	Group	Description
<input type="checkbox"/>	1	English
<input type="checkbox"/>	2	Computer Education
<input type="checkbox"/>	3	Math
<input type="checkbox"/>	4	Social Studies
<input type="checkbox"/>	5	Science
<input type="checkbox"/>	6	Health & PE
<input type="checkbox"/>	7	Foreign Languages
<input type="checkbox"/>	8	Vocation Ed Electives
<input type="checkbox"/>	9	Regular Ed Electives

- **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.
  - **Custom Codes:** Select Custom codes created in the Custom Code Management to filter the student list.
  - **Special Codes:** Select Special Codes if needed.
  - **Grades:** Select Master Schedule grades to process.
  - **Exclude Custom Codes:** Select Custom Codes to omit to filter the student list.
  - **Exclude Special Codes:** Select Special Codes to omit to filter the student list.
  - **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	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)															
<input checked="" type="checkbox"/>	Dis	Sch	Student Name	SIDNO	GD	Hmm	Eth	Gen	ECode	EDate	ClsPrd	Room	Sect	GPA	P GPA
<input type="checkbox"/>	0	0			11		0	M	E1	2018-08-14	04	217	025626	1.41	2.48
<input type="checkbox"/>	0	0			09		4	F	E4	2018-10-05	02	217	025267	0.00	0.00
<input type="checkbox"/>	0	0			11		0	F	E1	2018-08-14	04	217	025626	2.50	2.83
<input type="checkbox"/>	0	0			12		1	M	E1	2018-08-14	04	217	025626	2.30	2.88
<input type="checkbox"/>	0	0			09		0	F	E7	2018-08-14	05	217	025643	1.85	0.00
<input type="checkbox"/>	0	0			11		0	M	E1	2018-08-14	01	217	025542	2.75	2.48
<input type="checkbox"/>	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.
  - **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: 2122 District: 026 Sch: 022)

Search :

Sch	Course	Teacher	GD	CR	PD	Section	Room	C1	C2	C3	C4	Team	Comments
700	ABODY REPAIR I		09	2.00									
700	ABODY REPAIR II		09	2.00									
700	ABODY REPAIR III		09	2.00									
700	ABODY REPAIR IV		09	2.00									
700	ACA READINESS ...		09	0.00									
700	ACCOUNTING I		09	1.00									
700	ACT PREP		09	1.00									
022	ACT PREP	STAFF02299	09	1.00	01	022403	229	0	0	0	0		
022	ACT PREP	STAFF02299	09	1.00	01	022425	229	0	0	0	0		
022	ACT PREP	STAFF02299	09	1.00	02	022426	229	0	0	0	0		
022	ACT PREP	STAFF02299	09	1.00	02	022405	229	0	0	0	0		
022	ACT PREP	STAFF02299	09	1.00	04	022499	229	0	0	0	0		
022	ACT PREP	STAFF02299	09	1.00	04	022493	229	0	0	0	0		
700	ACT PREP 1/2		09	0.50									

Close  Load Requests  Load Scheduled Requests

**If this is selected, the course selected will become a req**

**With this selection, the students will be scheduled to the selected course section.**

- 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.)

Setup - 11.25.20 MLM

Year : 2122  
 District : 026  
 School : 022

Master Schedule : Live  
 Stu Grades : 09,10,11,12  
 As Of Date : Aug 31 2021

Select Teams :  
 Conflict Level :  
 Select Semester(s) :

All Courses  Singletons  Doubletons

Show Unscheduled Course Requests Only

SEL	Group	Description
<input type="checkbox"/>	1	English
<input type="checkbox"/>	2	Computer Education
<input type="checkbox"/>	3	Math
<input type="checkbox"/>	4	Social Studies
<input type="checkbox"/>	5	Science
<input type="checkbox"/>	6	Health & PE
<input type="checkbox"/>	7	Foreign Languages
<input type="checkbox"/>	8	Vocation Ed Electives
<input type="checkbox"/>	9	Regular Ed Electives

Ok

**Run the report first for Singletons, then for Doubletons, then**

- **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.
- 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.

Course Name	Code	0	3	4	0	1	1	1	1	0	1	5	5
ACTING I	030700	22											
ACT PREP	400107	310						149	29	15			4
ADAPTED PE HS	190100		3									3	
ADV MATH PCALC H	160366				1						1		
ALGEBRA I	160321	22										370	
ALGEBRA II	160322												
ALGEBRA II H	022001		29							65			
ALGEBRA III	160375		15			1		2			155		
APPLD SCIENCE IV	500064			3									3
APPL ELA II SE	500056			4									17

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	028008	2
			D MEDIA I 1S	028010	2	ENGLISH III ADV	028015	1
			ENGLISH IV DW	120606	12	ENV SCIENCE DW	150914	1
			FINE ARTS SURVEY	028016	4	HEALTH ED	190500	2
			INTRO TO BCA	040401	1	LAW STUDIES	220506	2
			PE IV BOY ATH-A	028040	3	PE IV GIRL ATH-B	028042	2
			PRE-CALCULUS DW	028044	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



## 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.
    - 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.

## Master Schedule Editor

Use the information from the Audit Seats vs Requests and the Request Matrix to go over the master schedule and make changes. Use the data to modify number of sections a course has, the time it is to be offered, the max number of students, the semester to offer, and the staff member teaching the class. Items highlighted in yellow below are commonly used columns in the master schedule.

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 next "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. **PD** – Class Period
3. **COURSE NAME** – Course Name
4. **GRP** – Transcript group from the courses file
5. **COMMENTS** – Used to Make Comments about the section
6. **SECT** – The section number for the current record. This is a unique number identifying each record in the master schedule.
7. **C1, C2, C3, C4** – Class Counts for Semester 1,2,3,4
8. **ST CODE** – State assigned Code for Courses
9. **HONR** – Identifies the course type. 1 = Sped. 3 = Gifted Talented. 4 = Adv Placement. A = Alternate Grade Scale. D = Dual Enrollment. H = Honors. W = Weighted.
10. **CRED** – Credit given to a course in Course Catalog
11. **S1, S2, S3, S4** – Semester a course is being taught
12. **RM** - Room Number/Name or a combination
13. **NP** – Number of periods a class is taught
14. **GD** – Grade level of a course
15. **DS** – Distance learning flag
16. **Max** – Maximum number of students allowed in a class
17. **LKS** – Allows you to schedule two or more classes together by assigning the same combination of letters or numbers for all
18. **DOW** – Days of the week the class taught
19. **LUNCH** – Lunch break time that occurs during a section
20. **SCH** – Local school number
21. **DIST** – Local district number
22. **RSCH** – School number of the school where class is taught if not the enrolled school
23. **RDIS** - District number of the school where class is taught if not the enrolled school
24. **MREM** – Maximum number of students that can be scheduled to a remote class
25. **REM** – Section is offered to other schools as a [Remote](#) section.
26. **REC** – Record number
27. **SE SPC** – Special Ed Placement Setting Code – will popup when a sped class is created
28. **TEAM** – Team assignment
29. **C HRS** – College hours for a [Dual Enrollment](#) course.
30. **PSEC SITE** – Post Secondary site for a [Dual Enrollment](#) course.
31. **ADD STAFF** – Allows you add additional staff and percent of time teaching. Teaching time must add up to be less than 100%
32. **CR** – Category Required – Select if section assignments must have a category.
33. **DP** – Difficulty Points – This is a number adjustment to the final grade to enhance the overall section average.
34. **GD TYPE** – Grade Type override of Sponsor or Course Catalog PPP settings.
35. **RSec** – Reported Section Number – Send this section number for state reporting.
36. **WEIGHT** – Course Weight override of Sponsor or Course Catalog PPP settings.
37. **FEES** – Section's fee amount

### Action Button

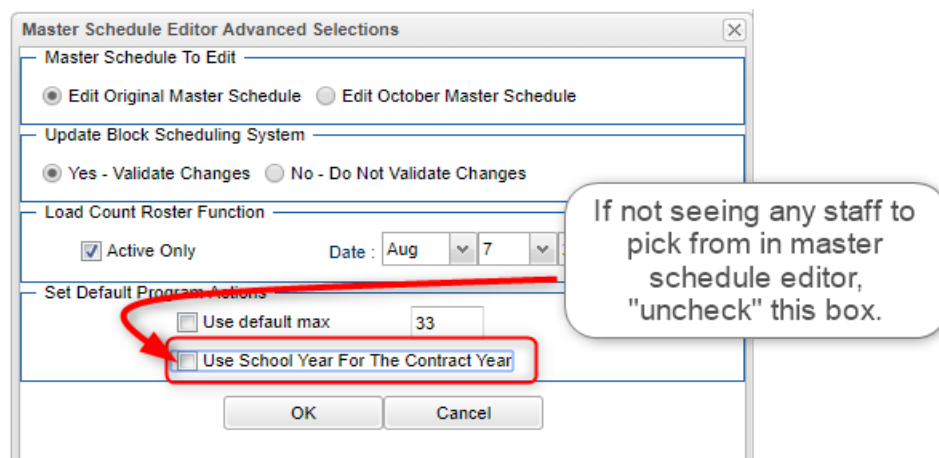
1. **Delete Scheduled Students by Section** - allows you to delete a group of students at one time
2. **Print Selected Teachers** - allows you to print or Save one teacher's sections in a list format

### 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.*
  - 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. Place a check in the box.
  2. 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 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.

## 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.

Team Scheduling Update Utility Setup 07.30.20.3 MLM

Year: 2122

District: 026

School: 022

Grade: 09,10,11,12

GPA Type: P1

Gender:

Ethnicity:

As Of Date: Aug 31, 2021

Show:  All  Sped Only  Non Sped

Student Teams:

Select Programs:

Custom Codes:

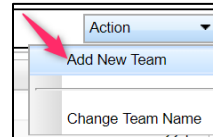
Master Schedule: Live

OK

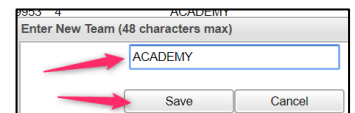
9. **Select Student Teams:** You may select one or more teams with which to work by clicking in the Student Teams field. All teams can be selected by leaving the Student Teams field blank or by clicking in the field and selecting the check box to the left of the Value at the top of the list.
10. **Select Programs:** Click to select the student programs to process if any are assigned to the students – leave empty to not process by program.
11. **Custom Codes:** Filter students by custom codes.
12. **Master Schedule:** You are able to select the Live Master Schedule or any copies of the Master Schedule.
13. 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**.

Del	Team
	ACADEMY

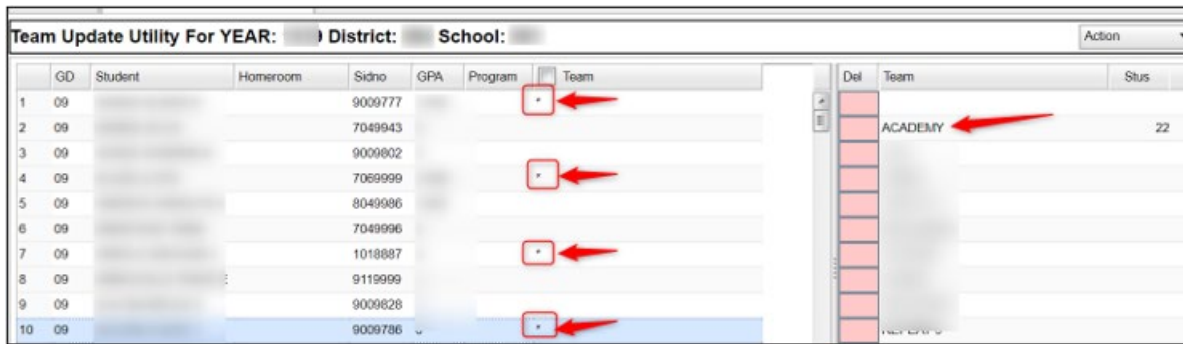
## Assigning Students to Teams: Summary of Methods

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.



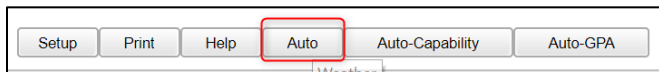
4. Repeat the process to assign other students to a different team.
5. **To re-assign a student to a different team**, click on the existing team by the student names of any student changing to the same team. This will change the Team name to an asterisk marker (\*). Then select the new team name on 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

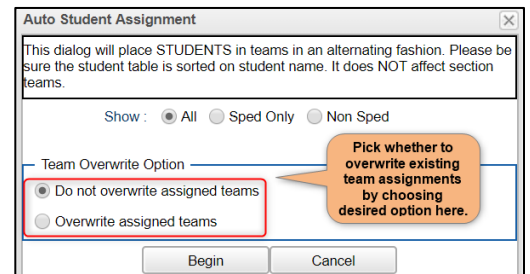
This method will balance students in an alternating sequential pattern to teams. (Example: First student in listing goes to first team, second student goes to second team, and so on....)

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.

Del	Team	Stus	Sections	Sel
	Team A	4		*
	Team B	1		*



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.

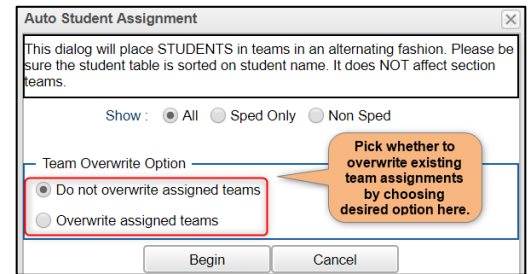
Del	Team	Stus	Sections	Sel
	Team A	4		*
	Team B	1		*



- 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.
- 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.

- 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.

- Be sure the student names are sorted alphabetically before beginning this process.
- On the right side of the screen click in the **Sel** column to select the teams to be used.
- 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.
- The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

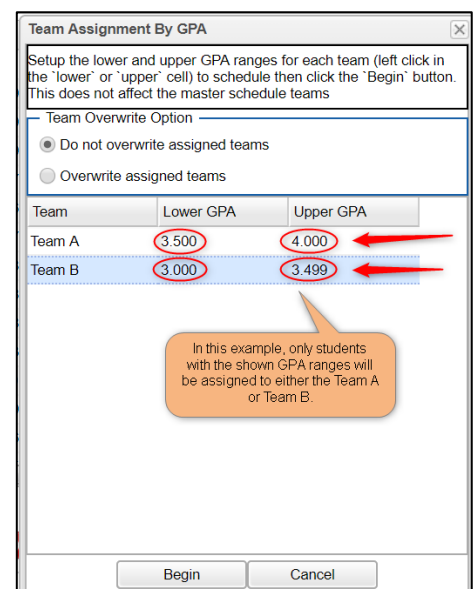
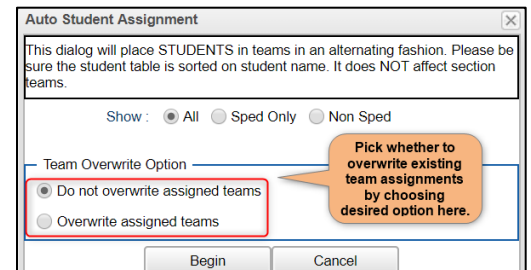
Del	Team	Stus	Sections	Sel
	Team A	4		*
	Team B	1		*

- **“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.

- 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.

- 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.**

- 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.
- 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.

Team Update Utility For YEAR: 1718 District: 027 School: 006								Action		
GD	Course	Teacher	Room	PD	Sems	Section	Team	Del	Team	Stus
18	07	CONFERENCE/PLA...	405	07	1.2	006178				
19	07	CONFERENCE/PLA...	423	07	1.2	006455			Team A	4
20	07	ELA 7 A	418	01	1.2	006448	*		Team B	1
21	07	ELA 7 A	418	02	1.2	006449				
22	07	ELA 7 A	418	03	1.2	006886				
23	07	ELA 7 A	423	01	1.2	006175	*			
24	07	ELA 7 A	423	02	1.2	006213				

- 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.
- 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.

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

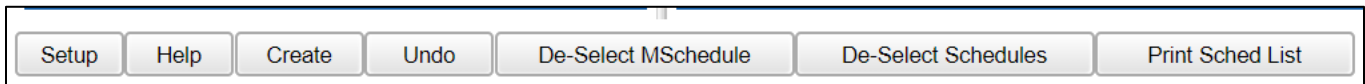
1. In JCampus, in the navigation pane on the left, select **Schedule**, then **Loaders**, then **Load Student Schedules**.
2. At the setup box, set the **Year** (*Set for Next Year if working on New Year Scheduling*), **District**, **School**, and **As of Date**.
3. Other Setup box items:

- **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\*\** An especially 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.

Student				Master Schedule			
	Student Name	SIDNO	GD	STAFF	ID/DEL	PD	COURSE N
<input checked="" type="checkbox"/>	ACHANE, MIKE ISAIAH	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
<input checked="" type="checkbox"/>	ARDOIN, MIKE CHRISTO...	2009946	10	<input type="checkbox"/>	BATY II EMERSON	499483	06 PHYSICAL ED II
<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

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:** 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 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.
  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.

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

## 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 do 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.
- 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.

- 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.

- 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

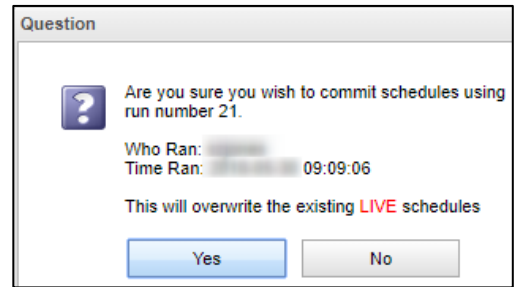
1. Click the **New Run** button on the setup box. The system will display a confirmation message asking if the user is sure that he/she wants to run the Auto Scheduler.
2. The Auto Scheduler will run for a while.
  - Click the **Task Status** button to check the progress of the run.
  - Usually, it takes 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 is presenting 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.
- The auto-scheduler can be executed as many times as necessary!!!
  - 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.
  - 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.
  - 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.
  - A dialog message appears asking the user to wait while the schedules are committed into the LIVE system.
  - 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.

- 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**.
- Across the top are icons in the toolbar.



- Find:** Search for a student
- Prev & Next:** Move from one student to another
- Gear:** Click to navigate to other system areas for the student such as attendance, discipline, grades, transcript
- 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 ne school site. Click on the icon to view the requests from the previous site in the district.
- Print:** Print the student’s schedule
- Setup:** Return to setup screen to change criteria
- 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”.
- Set Man:** Set All scheduled requests to MANUALLY scheduled status.
- Set Auto:** Set All scheduled requests to AUTO scheduled status.
- Undo:** Undo all changes done on the selected student
- Copy Schedule:** Click to copy the current schedule to other students. (*Note: This will overwrite any existing schedule the other students may have*)
- 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	
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	
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 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 student to the right is scheduled as follows:

- 1<sup>st</sup> – CIVICS-FR ENT
- 2<sup>nd</sup> – BASIC SKILLS I
- 3<sup>rd</sup> – ENGLISH I
- 4<sup>th</sup> – AGRISCIENCE I
- 5<sup>th</sup> – BIOLOGY
- 6<sup>th</sup> – BUSINESS MATH
- 7<sup>th</sup> – PHYSICAL ED I AB

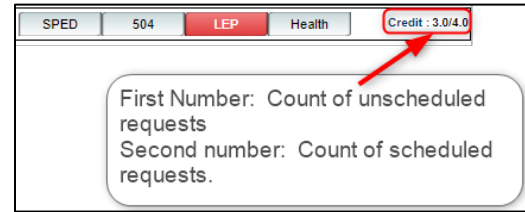
ADAMS ROBERT (7089918) GD: 09 Yr: 1617 Dist: 027 Sch: 006 Team:										SPED									
Course	Credit	Alt	Del	SEM1								SEM2							
				1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
AGRISCIENCE I	1.0				F		S	A		A			A		S	A		A	
BASIC SKILLS I	1.0			A	S	A	A	A			A	S	A	A	A				
BIOLOGY	1.0				A	A	A	S	A	A		A	A	A	S	A	A		
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	

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).

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

#### 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 did not schedule to the student.

#### Buttons at the Bottom of the Schedule Maintenance Screen

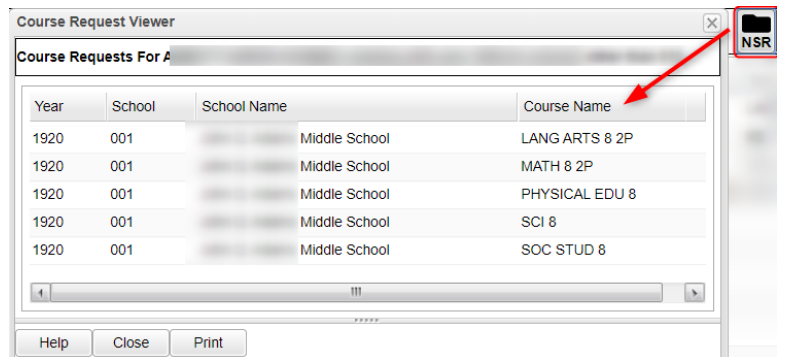
1. **Help:** Navigates to the Help System
2. **Prev:** Navigates to the previous student
3. **Next:** Navigates to the next student
4. **MSched:** Displays the master schedule selection screen
5. **Print Current Schedule:** Prints the student's current schedule
6. **Copy:** Click to copy the current 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 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 **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 do not 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.
    - 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 asterisk (\*) 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.

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								
<b>BABINEAUX DAVID SAGE</b>		<b>5040325</b>	<b>05</b>					
6007 FINANCIAL PLAZA		(H) (318) 868-8000	Mother BABINEAUX ANGELA					
SUITE 215		(E)	Father BABINEAUX CHRIS LANE					
SHREVEPORT LA 71129			Guardian Resides					
Cell			Home (318) 868-8000					
			(318) 868-8000					
Course	P1	P2	P3	P4	P5	P6	P7	P8
	READING 5	LANGUAGE ART	SOCIAL STUDI		MATH 5	SCIENCE 5	HEALTH-PE 5	
Teacher	PROUSE YVONNPROUSE YVONNHEAROD CONST			PROUSE YVONNPROUSE YVONNPROUSE 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		<b>STUDENT LOCATOR</b>						
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	

## 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.