



## **Scheduling Guide – Homeroom Based**

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## Student Counts for the New Year

Often in New Year scheduling, the user needs a count of students for the upcoming year to plan classes for the master schedule.

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**.
3. 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.
4. A count by grade level for the school will appear. Some of the column headings are explained below:
  - **Enroll** - number of students enrolled in the school
  - **Total** – number of active students
5. If you click on any count cell, the list of students will be displayed.
6. 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.
7. **Use the count information to identify how many homerooms may be needed for each grade, as well as how many seats are needed for each class period.**

## Useful Reports about Students for Next Year

### Complete Caseload – Special Education Students.

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

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

Setup-10.19.2018

Year : 1920

District : 010

School : 002

As Of Date : Aug  07  2019

Grades : 05

Gender :

Ethnic :

Exceptionality :

Services :

Teacher :

Delivery Option :

Sort By Teacher

Print Exceptionality Initials

Double Space Print

- 24 In Regular EC Program less than 10 hrs/week and major services outside regular class.

## 504 Student List

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

Setup-09.03.2018

Year: 1920

District: 010

School: 003

Grade: 09

Counselor: \_\_\_\_\_

Team: \_\_\_\_\_

Disabilities: \_\_\_\_\_

Accommodations: \_\_\_\_\_

Column: \_\_\_\_\_

Sped:  All  Sped Only  Non Sped

Show Non-Gifted/Talented Only

Show:  SSN  State ID Num

Active Only

As Of Date: Aug 07 2019

Print Break on School

Show Remote Scheduled Only

Show Detail

## 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, grade level to review, and an as of date for the first day of school.

Setup-08.27.2018

Year: 1920

District: 010

School: 010

Grade: 05

Special Codes: \_\_\_\_\_

Program: \_\_\_\_\_

Clubs: \_\_\_\_\_

Sports: \_\_\_\_\_

Team: \_\_\_\_\_

As Of Date: Aug 7 2019

Show Detailed Accommodations

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

List If	Do Not List If
<input type="checkbox"/> There is an Entry Date	<input type="checkbox"/> Country of Birth is US or Blank
<input type="checkbox"/> There is a Funding Code	<input type="checkbox"/> Country of Origin is US or Blank
<input type="checkbox"/> There is an English Proficient Code	<input type="checkbox"/> Language Code is English or Blank
<input checked="" type="checkbox"/> English Proficient Code is LIMITED	<input type="checkbox"/> Fully English Proficient
<input type="checkbox"/> Include Inactive Students	<input type="checkbox"/> There is no Entry Date
<input type="checkbox"/> Students Coded LEP in Last 2 Years	
<input type="checkbox"/> First Language Is Not English	

## Test Scores by Roster

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

Test Scores By Roster Setup - 10.31.18

Year: 1920  
 District: 010  
 School: 025  
 As Of Date: Aug 7 2019  
 Section:   
 Test Name: LEAP 2025  
 Test Date From:   
 Test Date To:   
 Show Remote Scheduled  
 Show Only Most Recent  
 Show Detailed Benchmark Scores  
 Show Attendance  
 Show Discipline  
 Load Potential Point Count Coloring  
 Set green if points < 20  
 Set red if points > 99  
 Filters

Select a test type here

Click to filter students

## Where Did My Students Come From? – Student Feeder Trends

1. Go to **Student Master / Lists / Student Feeder Trends**.
2. Set for next year, with the desired grade level, and the **“As of Date”** for first day of school.
3. Click Ok to obtain the results. A report of students showing school from last year is displayed.

Setup-12.01.2017

Year: 1920  
 District: 010  
 School: 051  
 Grade: 09  
 As Of Date: Aug 7 2019  
 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

## 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 last year. Set to desired grade level(s).
3. Set the **“As of Date”** to the last day of school last year, then click the **“Ok”** button.
4. Focus on the column **“Next School”**.

Setup-03.22.2018 SV

Year: 1819  
 District: 023  
 School: 010  
 Grades:   
 Special Codes:   
 Programs:   
 Exceptionality:   
 As Of Date: May 22 2019  
 OK

## Master Schedule Planning

1. The Master Schedule Editor shows what classes are taught by the teacher.
2. The Block Fast Loader shows what classes the students in the homeroom are taking.
3. It is best to get a good idea of how the classes will be scheduled before going to the master schedule editor.

### Make a grid of teachers, homerooms, and classes.

- a. A sample grid by teacher, class, homeroom for lower elementary is shown below.

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

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

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

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

## Master Schedule Editor

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

### Getting Started

1. On the left, click on **Scheduling**
2. Under **Entry**, select **Master Schedule Editor**.
3. **Filters** button: Click to filter the master schedule by course, course type, specific teacher, etc...
  - a. **Teacher**: Use to limit the master schedule to a specific teacher or teachers.
  - b. **Grade**: Use to limit the master schedule to a specific grade level.
  - c. **Column**: Use to limit the columns in the master schedule.
    - i. Set for basics such as Teacher, Period, Subject, Section number, C1, C2, Room
  - d. After setting filters, click **OK** to close the filters box.

### Master Schedule Columns and Their Meanings

1. **STAFF** – Staff Name
2. **ID/DEL** – Staff Identification Number. Deletion of a course with zero students scheduled and no assignments or assignment grades associated with the section.
3. **PD** – Class Period
4. **COURSE NAME** – Course Name
5. **GRP** – Transcript group from the courses file
6. **COMMENTS** – **Use this field to enter the homeroom that is taking the class.**
7. **SECT** – The section number for the current record. This is a unique number identifying each record in the master schedule.
8. **C1,C2,C3,C4** – Class Counts for Semester 1,2,3,4
9. **ST CODE** – State Course Code for class.
10. **S1,S2,S3,S4** – Semester a course is being taught.
11. **RM** - Room Number
12. **NP** – Number of periods a class is taught.
13. **GD** – Grade level of a course.
14. **SE SPC** – Special Ed Placement Setting Code – will popup when a sped class is created.

### 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 one teacher's sections in a list format.

### Buttons at the Bottom of the Page

1. **Setup** - returns you to the Set-up Box.
2. **Help** – Display help information.
3. **Courses** - takes you to the **Course Catalog Maintenance** program.
4. **Refresh** - refreshes the page to show new counts.
5. **Save New** - use 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** – Use to re-index class counts if counts in the master schedule are off or if the class rosters are off.
8. **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 a pick list for "**Tch**" (Teacher). If the employee is a Teacher, make your selection.
  - Other choices include **ADM** (Administrator), **SCH** (School Staff), **DIST** (District Staff), and **VACANT** (Vacancy Position).
2. Click in the top blank cell below the heading "**Course Name**". Select the Course Name from the Course Selection by scrolling down the list or using the keyboard and clicking.
3. Section numbers are automatically generated upon saving the record
4. Click "**Save New**" at the bottom of the screen
5. "**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

**Note:** If there are students in the class, move them to another prior to deletion. *The system will not allow deletion of a class if there are students still scheduled to the section.*

1. Browse to the row containing the section to be deleted.
2. Click the select box on the far left.
3. Click the "**Delete**" button at the bottom.
4. A dialog box asking, "Are you sure you wish to delete this record?" will appear.
5. Click "Yes" to delete the class. Click "No" to cancel the deletion.

## Init Button: Update Class Counts in the Master Schedule

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

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



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

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

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

## Block Fast Loader (Homeroom Scheduler)

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

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

## Roll over Blocks from 1819 to 1920

If blocks were previously created, they can be rolled over to the new year.

If you prefer to start your block (homeroom) schedules from scratch, skip this step.

1. Go to **Scheduling, Loaders, Block Fast Loader**.
2. Set for **1819**, then click OK.
3. In the upper right, click **ACTION** button, then select **Roll Current Year Blocks to New Year**.
4. Click **OK** mesmerizing words.
5. Set "From Year" to **1819**. Set "To Year" to **1920**.
6. Click "**Start Copying**".

The screenshot shows a dialog box titled "Create New Year Blocks". It has three input fields: "From Year" with a dropdown menu set to "1819", "New Year" with a dropdown menu set to "1920", and "Schools" with a text box containing "004". Below these fields is a text box with the instruction "Select the year and school to copy to then click `Start Copying`". At the bottom of the dialog are two buttons: "Start Copying" and "Cancel".

## Getting Started with 1920 Block Fast Loader

1. Go to **Scheduling, Loaders, Block Fast Loader**.
2. At the setup box, set year to 1920.
3. Set the Student Grades and Block Grades to grade level(s) to work on.
4. **As of Date:** Normally set to either first day of school or day during school year.
5. **Sched Start Date.** Normally set to either first day of school or day during school year.
  - a. The only time you may want to change this is if you need to back date the start date as a correction.
6. When done click **OK**.
7. You will see student names for that grade(s) on the left, and any existing blocks on the right.

## Creating a New Block

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

**New Block Dist: 026 Sch: 003**

Enter Field Information Then Click 'Save Changes'

Block Number :

Grade :

Homeroom Teacher Id :

Advisor :

Standard Capacity : 30

Block Name :

Homeroom Teacher :

Counselor :

Room No. :

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

Comments :

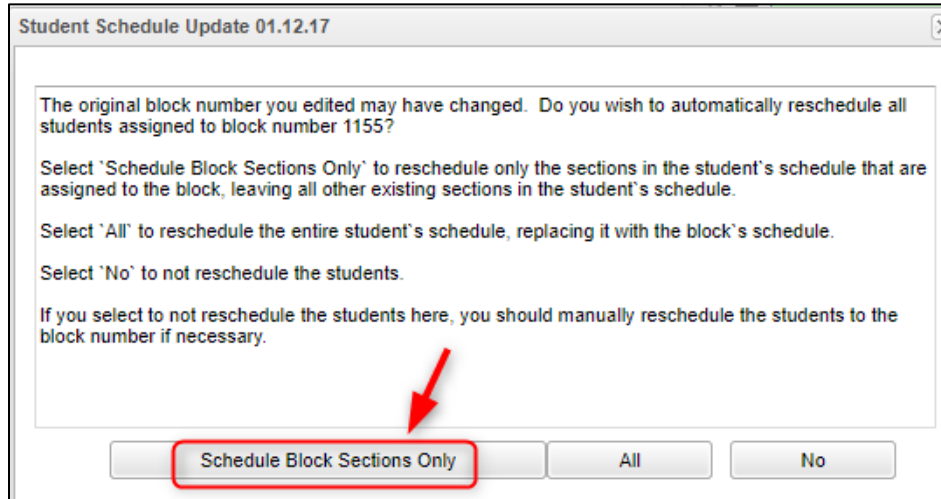
Save Changes Cancel

7. The next screen will be the Schedule Maintenance screen where you will enter the schedule for the Homeroom.
  - a. Click in the 1<sup>st</sup> cell under the column Semester 1 to bring up a list of master schedule courses.
  - b. Click on the column header “Comment” to sort the selections.
  - c. Look for the courses with the Comment that matches the homeroom.
  - d. Select the courses needed. Continue down the periods filling in the complete schedule.
  - e. To find other classes to add, sort the pick list by “Teacher”.
  - f. If you need to delete a course added, click on the **Section** column in the Semesters to delete a section from the schedule. You will be asked if you are sure you want to delete the section.

Semester 1							Semester 2						
CP	RM	Semester 1	Teacher	LD	Section	DoW	CP	RM	Semester 2	Teacher	LD	Section	DoW
01	419	MATH 7M	CORMIER ROSE M	25	006457	MTWRF	01	419	MATH 7M	CORMIER ROSE M	25	006457	MTWRF
02	418	ELA 7 A	HEBERT DIANNE	25	006449	MTWRF	02	418	ELA 7 A	HEBERT DIANNE	25	006449	MTWRF
03	405	SCIENCE 7M	RICHARDSON STEPH...	24	006042	MTWRF	03	405	SCIENCE 7M	RICHARDSON STEPH...	24	006042	MTWRF
04							04						
05	418	ELA 7 B NOGRD	HEBERT DIANNE	25	006329	MTWRF	05	418	ELA 7 B NOGRD	HEBERT DIANNE	25	006329	MTWRF
06	420	SOCIAL STUDIES7M	GUIDRY HOLLY	25	006779	MTWRF	06	420	SOCIAL STUDIES7M	GUIDRY HOLLY	25	006779	MTWRF
07							07						
08							08						

- g. **Keep in mind that the schedule you are creating is the schedule everyone in this homeroom will take when assigned to the block.**
- h. When done, click the “x” in the upper right to close the Block schedule.

- i. A dialog box as shown bellow will appear. Select **Schedule Block Sections only**.



## Change Block

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

## Delete Block

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

## Assign Students to Block Schedules

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

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

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

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

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

## Managing Single Student Schedules

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

### Adding a Single Course to Selected Students

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

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

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

## Student Schedule Maintenance

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

Student Schedule Setup Options 12.05.18.10 MLM

Year: 1920

District: 010

School: 003

Grade:

Clubs:

Order To List:

Show Offered Courses Only

Active Only

As Of Date: Aug 14 2019

Sched Start Date: Aug 14 2019

More Options

Advanced Printing Options

OK

- **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).

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

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

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

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

### To Add a Course to a Student's Schedule

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

### To Add or Replace a Course at an Existing Period

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

### To Delete a Student's Course

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

### To View the Original Schedule

1. The original schedule can be recalled only if you have not 'left' this particular student's schedule screen.
2. Click the **Original Schedule** tab at the bottom of the window to recall the schedule.
3. The student's original schedule will appear on the screen.
4. Print the original schedule for the student to use when correcting the **current schedule**.
5. After deleting all schedule records either one at a time or the whole schedule, enter the new schedule on the **current schedule** screen.
6. You will need to re-enter each course from the original schedule screen on the current schedule screen. Use the **add a course** steps above.

## Print Student Schedules

1. On the left navigation panel, click the **Schedule** button, then **Lists**, then **Print Student Schedules**
2. At the setup box, set for the desired **year, grade level(s)**.
3. Narrow the criteria using the items: **Gender, Ethnicity, Special Codes, Team, Homeroom, Counselor, Advisor, Clubs, and Sports**
4. Select **All Students** or **Sped Only** or **Non-Sped**
5. Set the **"as of date"**.
6. Select the **Order to List:** Alpha Order, Grade Order, Homeroom Order, Team Order, Advisor Order, or Counselor Order

7. Select the **number** of student schedules **per page**: 1, 2, 3, 4, 5, 6, 7, or 8.
8. Additional Printing Options include: **Print locker information, Include blank student schedules, Print unscheduled requests, Print Comments, Print AB DOW Titles.**

## Homeroom Maintenance:

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

### Change a Homeroom on a Single Student

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

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

### Change Homeroom Teacher

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

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

### Homeroom Listing

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

1. In Student Master, click **Lists**, then **Homeroom Teacher Affidavit w/Signatures**.
2. At the setup box, set to the current year, desired grades, and as of date.
3. Click **OK**.
4. A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the Print button.

Setup-08.12.2015 BM

Year : 1920

District : 010

School : 028

Grade :

As Of Date : Aug 7 2019

Double Space

Only Name And Signature On Report

OK

### Homeroom Counts

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

## Making Sure All Students Have a Schedule: Student Locator List

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

1. Go to **Student Master > Lists > Student Locator**.
2. At the setup box, set the desired **Year**.
3. District and School should be defaulted based on security.
4. Leave Grade, Gender, and Ethnic blank to include all criteria; otherwise, click in the box to make selections.
5. Set **Periods** to Show and Semester,
6. Set the print order in Order to List.
7. Adjust the **As of Date** if needed.
8. Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
9. For **Show**, select All, Sped Only, or Non Sped.
10. For **Location Type**, select **Teacher, Room, or Course**.
11. Set the **Report Type** as either **Single Line Report** or **Multi Line Report**

- **Multi Line Report** Option

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

S	Student Name	Gd	Spec	Period 1	Period 2	Period 3
009	ABRAHAM STEPHA	04	ALT	READING 4 REED REBE 012	LANGUAGE 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>		5040325	05
6007 FINANCIAL PLAZA		(H) (318) 868-8000	Name
SUITE 215		(E)	Cell
SHREVEPORT LA 71129		Guardian	Home
		Resides	
	P1	P2	P3
Course	READING 5	LANGUAGE ART	SOCIAL STUDI
Teacher	PROUSE YVONN	PROUSE YVONN	HEAROD CONST
Room	020	020	021
	P4	P5	P6
		MATH 5	SCIENCE 5
			HEALTH-PE 5
	P7	P8	

- **Single Line Report** option

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

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

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

Year: 1011 District: 027		Ethnic: ALL		Gender: F,M		<b>STUDENT LOCATOR</b>			
				Semester: 1		As of: 06/05/2012			
Sch	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
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		



