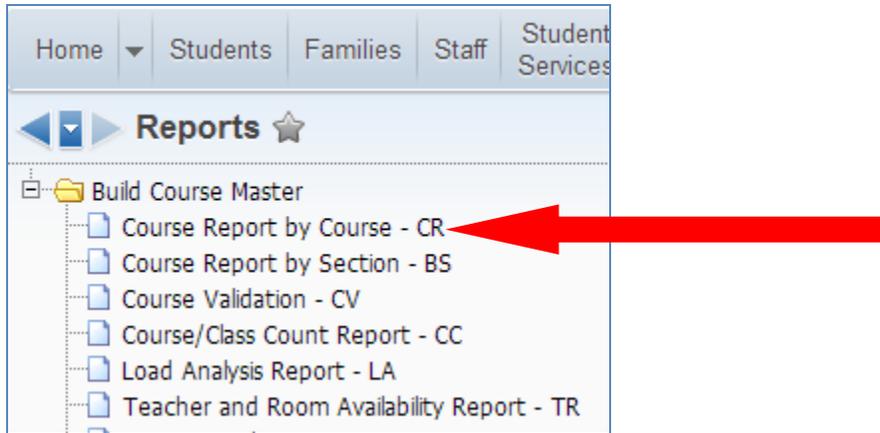


Elementary Scheduling Steps

1) Review the Course Master [WS/OF/CS/BC/RE]

NOTE: All steps should be done **in next school year**. You will need to use the Switch School Year button or option.

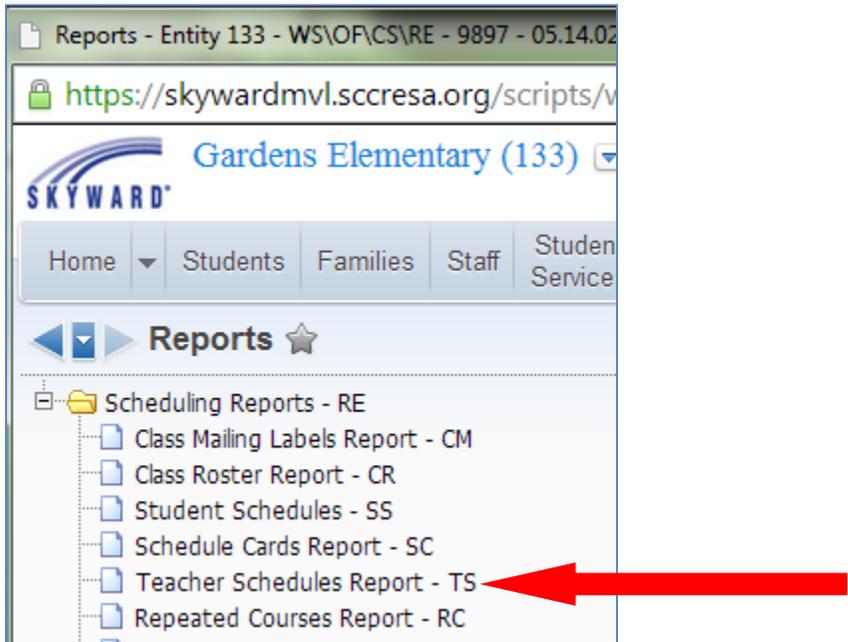
Select **Course Report By Course** or **Course Report by Section**



1soco33.p 21-2 05.14.02.00.00		Gardens Elementary Course Report by Section - Course										06/05/14		Page:1 11:27 AM	
Year	Course	Short Description	Long Description	Status	Lngr	Subj	Type	Dept	Elective	Range	Grades	Attend	Maximum	Number	TSP
Set	Crdts	Hours	Crdt	Crdt	Fee	Category	Secs	Type	Priority	Group	Area Id	Group	Repeat		
2015	ELCW	Citizenship/W	Citizenship/Work Habits	Active	YR	EL	N	Required	??-00	Yes	Yes	105	0	0	
1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No			
2015	ELCWH1	Citizenship/W	Citizenship/Work Habits	Active	YR	EL	N	Required	01-01	Yes	Yes	105	0	0	
1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No			
2015	ELCWH2	Citizenship/W	Citizenship/Work Habits	Active	YR	EL	N	Required	02-02	Yes	Yes	105	0	0	
1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No			
2015	ELCWH3	Citizenship/W	Citizenship/Work Habits	Active	YR	EL	N	Required	03-03	Yes	Yes	105	0	0	
1	0.000	0.000	0.000	0.000	0.0	Regular	0	Normal	0			No			

Elementary Current Year Scheduling guide

Another report to review the course master is the **Teacher Schedules Report [WS/OF/CS/RE]**



1teatn34.p 13-2 05.14.02.00.00		Gardens Elementary Teacher Class Schedule By Teacher				06/05/14		Page:1 12:16 PM	
INSTRUCTOR: Kimberly Behn									

Period 1		Period 2		Period 3		Period 4		Period 5	

ELCWH2/03	YR	ELELA2/03	YR	ELXA2/03	YR	ELMA2/03	YR	ELSC2/03	YR
MTWRF	0	MTWRF	0	MTWRF	0	MTWRF	0	MTWRF	0
133		133		133		133		133	
Citizenship/Wor		English Languag		Expressive Acad		Mathematics - G		Science - Grade	Social Studies

INSTRUCTOR: Jennifer L. DeGlopper									

Period 1		Period 2		Period 3		Period 4		Period 5	

ELCW/02	YR	ELELAK/02	YR			ELMK/02	YR	ELSC/02	YR
MTWRF	0	MTWRF	0			MTWRF	0	MTWRF	0
133		133				133		133	
Citizenship/Wor		English Languag				Mathematics - K		Science - KDG	Social Studies

INSTRUCTOR: Joseph Dehenau									

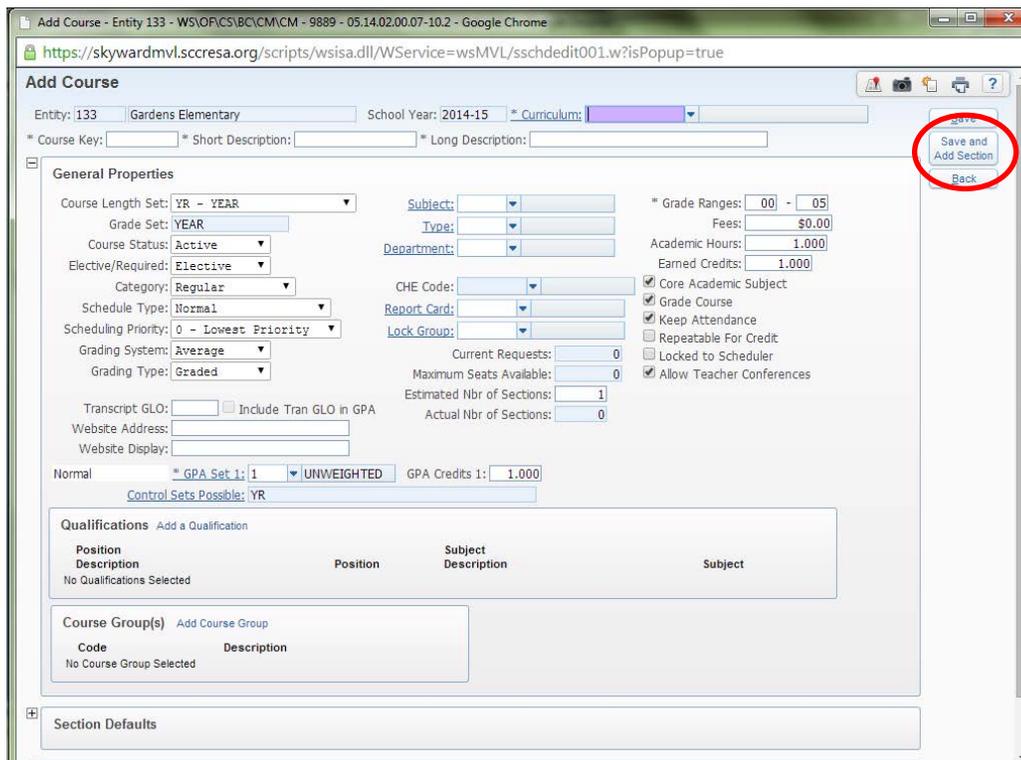
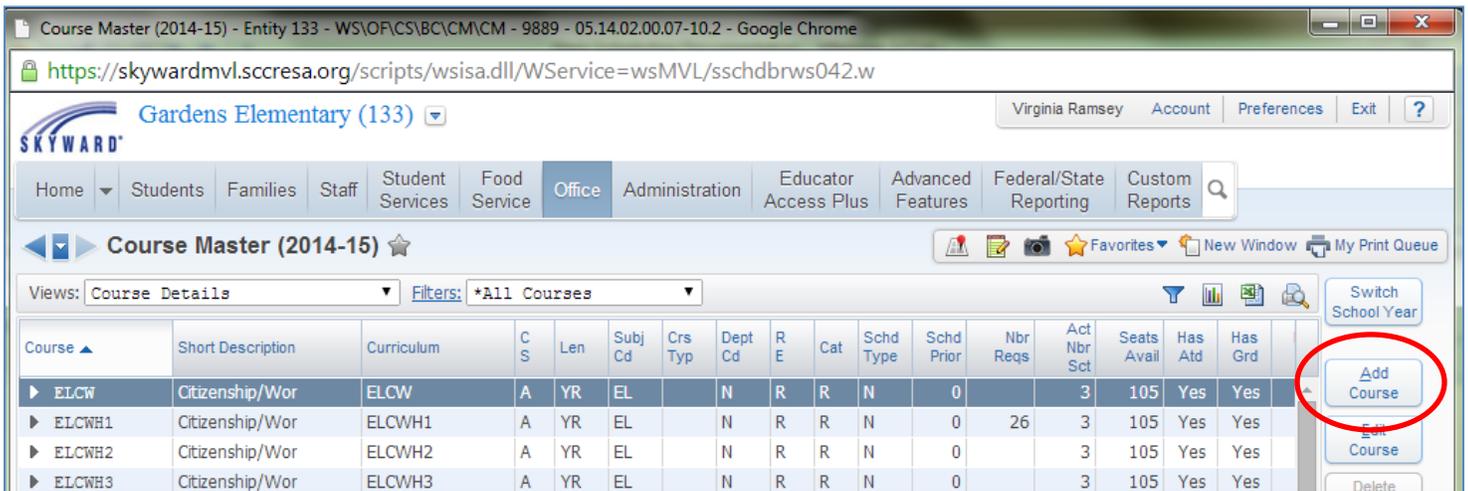
Elementary Current Year Scheduling guide

2) Update the course master [WS/OF/CS/BC/CM/CM]

- a) Add new courses, sections, and meet times for new courses
- b) Remove courses, sections, and meet times for classes no longer offered
- c) Update a courses/section meet times with replacement teachers

NOTE: All steps should be done **in next school year**. You will need to use the Switch School Year button or option.

To add a course to the course master go to **Office, Current Scheduling, Build Course Master, Course Master, Course Master [WS/OF/CS/BC/CM/CM]** Click on the **Add Course** button.



Fill in the Curriculum key, course key both descriptions and the general properties area, click on **Save and Add Section** button

Elementary Current Year Scheduling guide

Add a section number, and then fill in the General Properties fields, lastly fill in the Michigan State Specific fields. Click on **Save and Add Meet** button.

Fill out the **Term** and **scheduling term** Start and Stop fields (example a semester long class would be 1-2 for semester 1, 3-4 for semester 2, 1-4 all year class)

Select the **display period, scheduling period, attendance period**

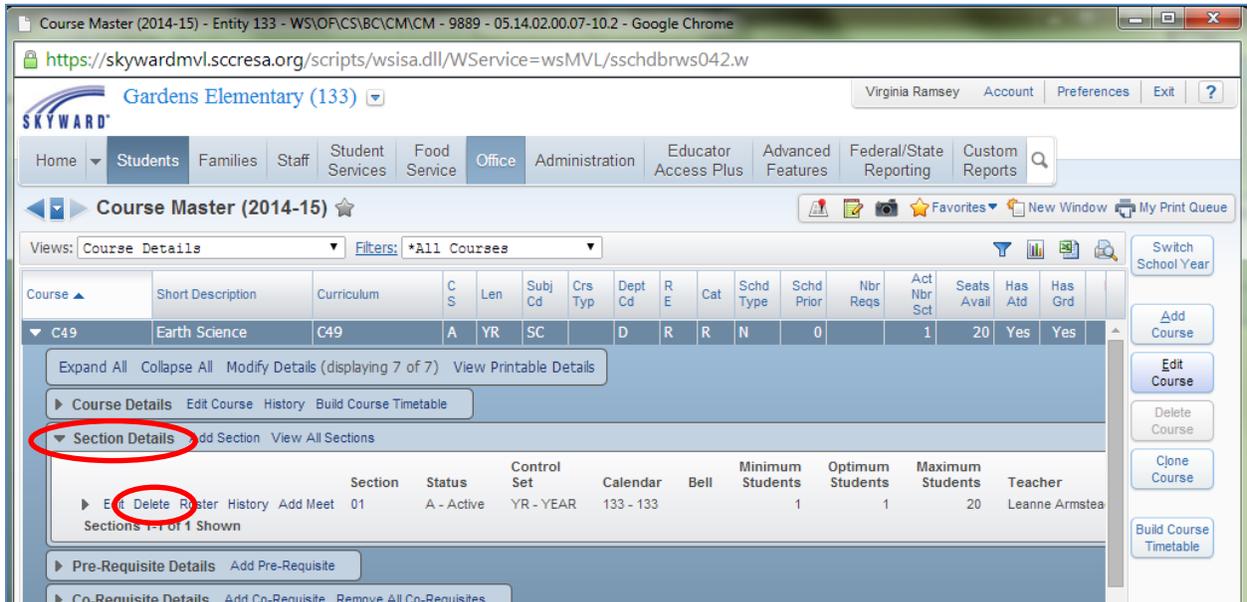
Add a **Room number** and **Teacher of record**. If a course has two teachers add another meet time and set the Teacher as alternate.

Click on **Save**.

Elementary Current Year Scheduling guide

To remove a course to the course master go to **Office, Current Scheduling, Build Course Master, Course Master, Course Master [WS/OF/CS/BC/CM/CM]**

Select desired course, expand menu, expand **Section Details**, click on the delete option on the desired section



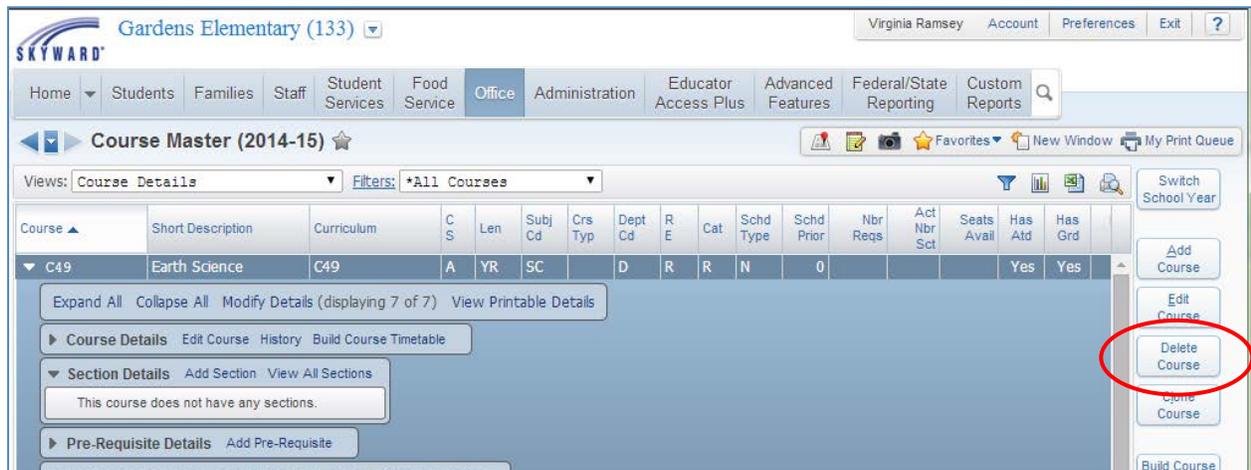
The screenshot shows the Skyward Course Master interface for Gardens Elementary (133). The 'Section Details' menu is expanded, and the 'Delete' option is circled in red. The table below shows the details for course C49, Earth Science.

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct	Seats Avail	Has Atd	Has Grd
C49	Earth Science	C49	A	YR	SC		D	R	R	N	0		1	20	Yes	Yes

Section Details table:

Section	Status	Control Set	Calendar	Bell	Minimum Students	Optimum Students	Maximum Students	Teacher
01	A - Active	YR - YEAR	133 - 133		1	1	20	Leanne Armstee

Once the sections have been removed you can click on the **Delete Course** button.



The screenshot shows the Skyward Course Master interface for Gardens Elementary (133). The 'Delete Course' button is circled in red. The table below shows the details for course C49, Earth Science.

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct	Seats Avail	Has Atd	Has Grd
C49	Earth Science	C49	A	YR	SC		D	R	R	N	0				Yes	Yes

To update a course to the course master go to **Office, Current Scheduling, Build Course Master, Course Master, Course Master [WS/OF/CS/BC/CM/CM]**

Elementary Current Year Scheduling guide

Highlight the course you need to update, click on the expand arrow.

Click on **Edit Course** to update information on the course

Click on **Section Detail**, Edit to update information on the section

Click on **Add Meet** to update information on the meeting period, teacher, etc.

Course Master (2014-15) - Entity 133 - WS\OF\CS\BC\CM\CM - 9889 - 05.14.02.00.07-10.2 - Google Chrome

https://skywardmvl.sccresa.org/scripts/wsisa.dll/WService=wsMVL/sschdbrws042.w

Gardens Elementary (133)

Virginia Ramsey Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Course Master (2014-15)

Views: Course Details Filters: *All Courses

Course	Short Description	Curriculum	C S	Len	Subj Cd	Crs Typ	Dept Cd	R E	Cat	Schd Type	Schd Prior	Nbr Reqs	Act Nbr Sct	Seats Avail	Has Atd	Has Grd
ELCW	Citizenship/Wor	ELCW	A	YR	EL		N	R	R	N	0		3	105	Yes	Yes

Expand All Collapse All Modify Details (displaying 7 of 7) View Printable Details

Course Details Edit Course History Build Course Timetable

Section Details Add Section View All Sections

Section	Status	Control Set	Calendar	Bell	Minimum Students	Optimum Students	Maximum Students	Teacher
01	A - Active	YR - YEAR	133 - 133		1	29	35	Jill Russell
02	A - Active	YR - YEAR	133 - 133		1	29	35	Jennifer Lynn De
03	A - Active	YR - YEAR	133 - 133		1	29	35	Tiffany Dietzel

Sections 1-3 of 3 Shown

Pre-Requisite Details Add Pre-Requisite

Co-Requisite Details Add Co-Requisite Remove All Co-Requisites

Switch School Year

Add Course

Edit Course

Clone Course

Build Course Timetable

3) Scheduling Students [WS\OF\CS\SS\PS\UT]

NOTE: All steps should be done **in next school year**. You will need to use the Switch School Year button or option.

There are several ways to schedule elementary students.

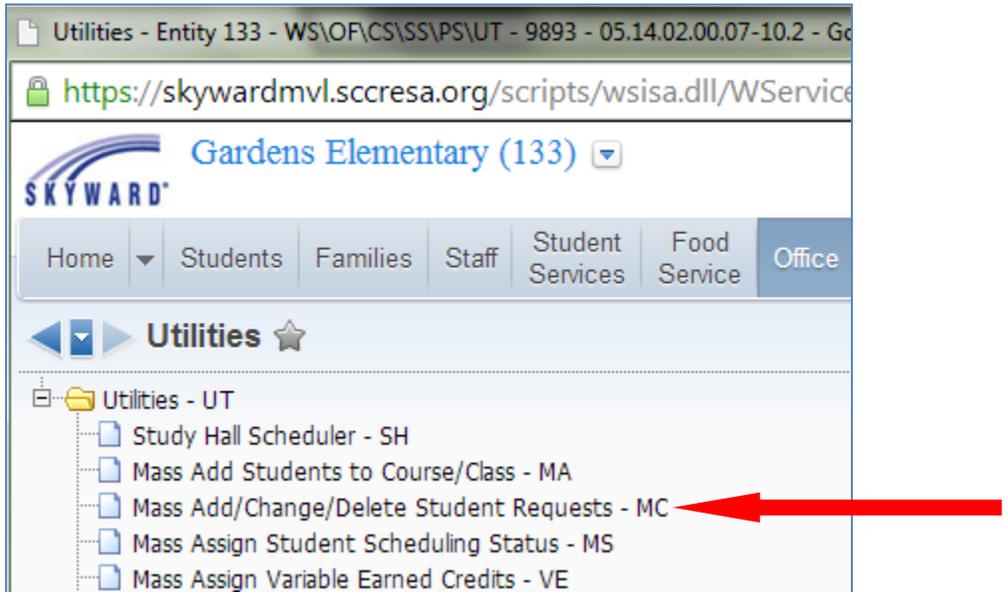
- Entry by Student, one student and one course at a time.
- Entry by Class, select class, select student to be scheduled in course.
- Scheduling Groups, create scheduling groups which contains multiple courses, then assign the students to that scheduling group
- Utility - Mass Add/Change/Delete Student Requests *(It is the RESA's recommendation to use this as the fastest way to mass schedule elementary students)*

I think the most efficient scheduling method is to use the **Mass Add/Change/Delete Student Requests** utility.

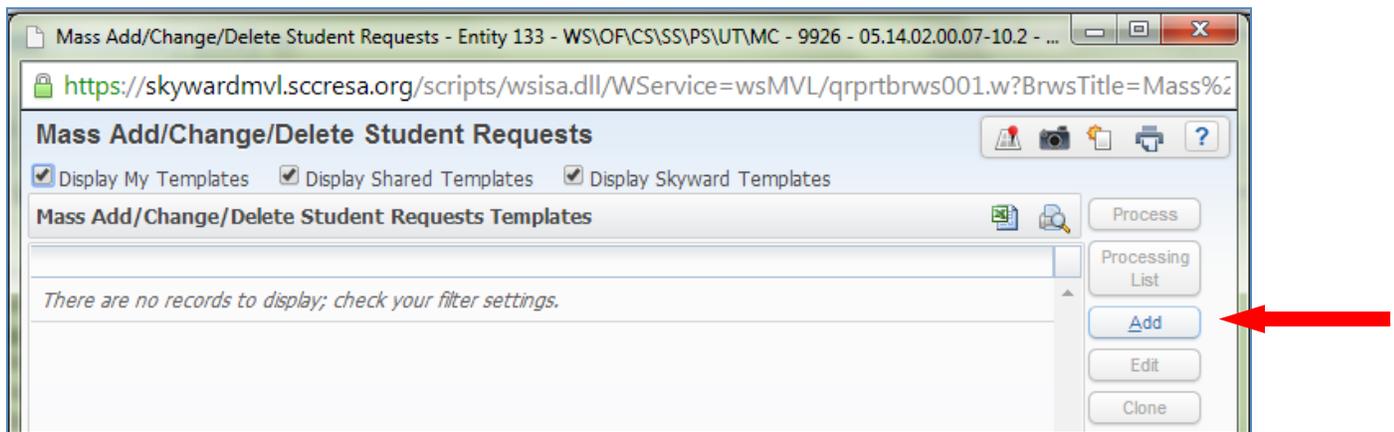
Go to **Office, Current Scheduling, Student Schedule, Product Setup, Utilities** [WS/OF/CS/SS/PS/UT]

Elementary Current Year Scheduling guide

Select **Mass Add/change/Delete Student Requests**



Click on **Add** to create a template



Give the template a **Description**/name, select the appropriate **school year**, in the **Process By** section select **Multiple Student**, click on **Multiple Students** button.

Elementary Current Year Scheduling guide

Now only my active first grade students are showing. Working from the class list given to you, select the students for the desired teacher by placing a checkmark in the check box by their name.

Student Key	Last Name	First	Middle	Gnd	Grade*	Grd Yr	Sts*	Schl	Guardian	Teleph	
<input checked="" type="checkbox"/>	ASPENAI000	Aspenson	Aiden	Roneil	M	01	2026	A	133	Aspenson, Amanda	(810)
<input type="checkbox"/>	BADGEDEN000	Badgerow	Dennis	Lee-Roy	M	01	2026	A	133	Badgerow, Roy	(810)
<input type="checkbox"/>	BAILESOP000	Bailey	Sophie		F	01	2026	A	133	Bailey, Linda	(810)
<input type="checkbox"/>	BARK GAV000	Bark	Gavin		M	01	2026	A	133	Bark, Amy	(810)
<input type="checkbox"/>	BARTLEVE000	Bartlett	Evelyn	Grace	F	01	2026	A	133	Kirkendall, Kaitlyn	(810)
<input type="checkbox"/>	BIWEJIL000	Biewer	Jillian	Marie	F	01	2026	A	133	Biewer, Jennifer	(810)
<input type="checkbox"/>	BLANCJAC000	Blanchard	Jackson	Henry	M	01	2026	A	133	Blanchard, Eryn	(248)
<input type="checkbox"/>	BURNSALE000	Burns	Alexis	Kristine	F	01	2026	A	133	Sears, Kristin	(810)
<input type="checkbox"/>	BURNSMOL000	Burns	Mollie	Abiageal	F	01	2026	A	133	Burns, Beverly	(810)
<input type="checkbox"/>	CASTESKY000	Casteel	Skylar	Jack	M	01	2026	A	133	Casteel, Veronica	(586)
<input type="checkbox"/>	CAZA TAY000	Caza	Taylor	Elizabeth	F	01	2026	A	133	Caza, Marcy	(810)
<input type="checkbox"/>	CHAPMJOS000	Chapman	Joselyn	Susan	F	01	2026	A	133	Chapman, Laura	(810)
<input type="checkbox"/>	COOK ASH000	Cook	Ashton	Michael	M	01	2026	A	133	Cook, Melissa	(810)
<input type="checkbox"/>	COULEJAY000	Coules	Jayden		F	01	2026	A	133	Coules, Kathleen	(810)
<input type="checkbox"/>	CRULLSYD000	Crull	Sydney	Lynn	F	01	2026	A	133	Crull, Cassandra	(810)
<input type="checkbox"/>	DINSDJAC000	Dinsdale	Jackson	James	M	01	2026	A	133	Dinsdale, Jackson	(810)
<input type="checkbox"/>	DONLEALE000	Donley	Alexander	Michael	M	01	2026	A	133	Goniwicha, Christina	(810)

In **Process Type** select **Add Course/Class** radio button the click on **Scheduled Class**

Process Type

Add Course/Class Change Course/Class

Course Request

Clear

Scheduled Class

Clear

Elementary Current Year Scheduling guide

Select the desired courses for this group of students

Select Classes - Entity 133 - WS\OF\CS\SS\PS\UT\MC - 9926 - 05.14.02.00.07-10.2 - Google Chrome

https://skywardmvl.sccresa.org/scripts/wsisa.dll/WService=wsMVL/smclsbrws001.w

Select Classes

Views: General Filters: *Skyward Default

Select	Course	Description	Sec	Teacher	Pd	Days	Terms
<input type="checkbox"/>	ELCW	Citizenship/Wor	01	Jill Russell	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELCWH1	Citizenship/Wor	01	Tracy Mosurak	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH2	Citizenship/Wor	01	Vicki Holth	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH3	Citizenship/Wor	01	Lisa Robinson	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH4	Citizenship/Wor	01	Jill Lewandowski	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH5	Citizenship/Wor	01	Eileen Smith	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELELA1	English Languag	01	Tracy Mosurak	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA2	English Languag	01	Vicki Holth	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA3	English Languag	01	Lisa Robinson	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA4	English Languag	01	Jill Lewandowski	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA5	English Languag	01	Eileen Smith	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELAK	English Languag	01	Jill Russell	02	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELMA1	Mathematics - G	01	Tracy Mosurak	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA2	Mathematics - G	01	Vicki Holth	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA3	Mathematics - G	01	Lisa Robinson	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA4	Mathematics - G	01	Jill Lewandowski	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA5	Mathematics - G	01	Eileen Smith	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMAK	Mathematics - K	01	Jill Russell	04	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELSC1	Science - Grade	01	Tracy Mosurak	05	MTWRF	YR (01-04)
<input type="checkbox"/>	ELSC2	Science - Grade	01	Vicki Holth	05	MTWRF	YR (01-04)

200 141 records displayed Course: ABC

You will see the list of classes that you selected to be scheduled to the students. Count the courses you have selected to ensure you have selected all appropriate classes. **Ensure your classes are in the Scheduled Cass area**

Process Type

Add Course/Class Change Course/Class Delete Course/Class Mass Delete All Requests

Course Request

Clear

Scheduled Class

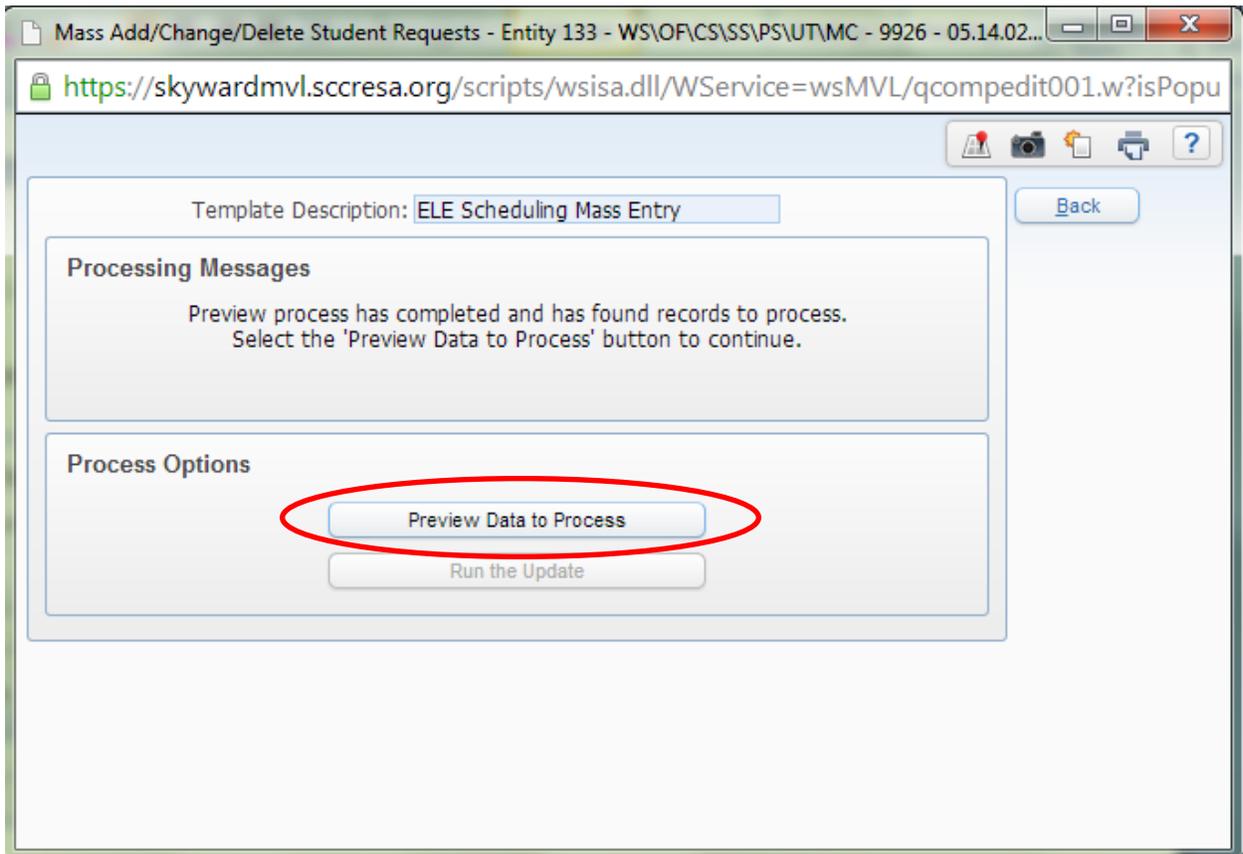
Clear

ELCWH1/01, ELELA1/01, ELMA1/01, ELSC1/01, ELSS1/01, ELXA1/01

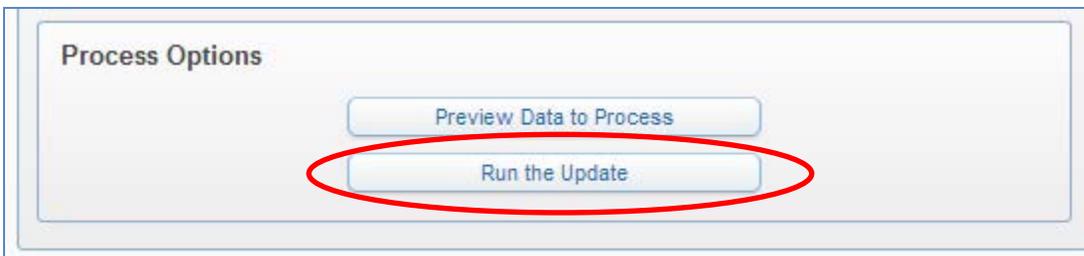
Click on the **Save and Process** button

Elementary Current Year Scheduling guide

When the process is complete, preview the processed data

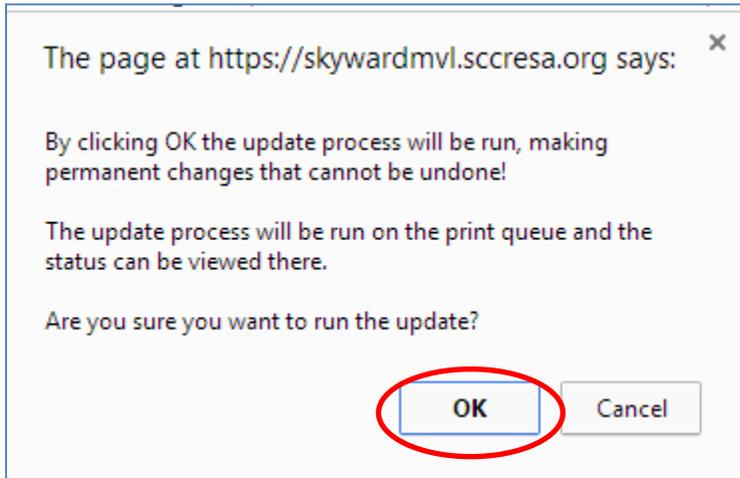


If the student list looks correct then click on **Run the Update**



Elementary Current Year Scheduling guide

Don't be alarmed by this message, click OK to continue



After the process is complete review the report

Student Name	Other Id	Grade	Grad Year	Course/Class	Added Status
Aspenson, Aiden	20006199	01	2026	6	Create Successful, Create Successful, Create Successful,
Badgerow, Dennis L.	20006672	01	2026	6	Create Successful, Create Successful, Create Successful,
Bailey, Sophie	20006378	01	2026	6	Create Successful, Create Successful, Create Successful,

Effective Date: 09/02/2014
Process Type: Add Course/Class
Course/Class List: ELCWH1/01 , ELELA1/01 , ELMA1/01 , ELSC1/01 ,
ELSS1/01 , ELXA1/01
Exclusions:

Total Number of Students Processed: 3
Total Number of Student Class Records Updated: 18

Elementary Current Year Scheduling guide

You can also verify the students are scheduled by going to **Student, Student Profile, Scheduling, Current (or Future if you are doing for the next school year)** to view their schedules. [WS/ST/TB/SC/CS/CS]

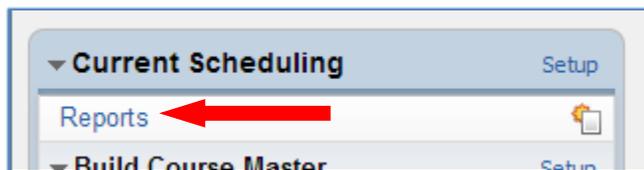
The screenshot shows the Skyward web application interface for Gardens Elementary (133). The main screen is titled "Current Scheduling (Main Screen)". The student profile for Aiden Ronell (ASPENAI000) is displayed, including his graduation year (2026), date of birth (01/23/2008), and advisor (Dietzel, Tiffany). Below the profile, the "Current Scheduling (2014-15)" section is active, showing a list view of the student's schedule. The table below contains the following data:

Prd	Trm	Str Trm	Stp Trm	Course	Description	Days	Bldg	Room	Teacher
01	YR	01	04	ELCWH1 /01	Citizenship/Wor	MTWRF	133		T Mosurak
02	YR	01	04	ELELA1 /01	English Languag	MTWRF	133		T Mosurak
03	YR	01	04	ELXA1 /01	Expressive Acad	MTWRF	133		
04	YR	01	04	ELMA1 /01	Mathematics - G	MTWRF	133		T Mosurak
05	YR	01	04	ELSC1 /01	Science - Grade	MTWRF	133		T Mosurak
06	YR	01	04	ELSS1 /01	Social Studies	MTWRF	133		T Mosurak

Repeat this process for each of your teachers/grades/groups.

4) Run Class Rosters [WS\OF\CS\RP]

To print **Class Rosters** go to **Office, Current Scheduling, Reports**



Select **Class Roster Report**



Elementary Current Year Scheduling guide

Create a template selecting the desired fields for the report.

Add Class Roster Report Template

Template Settings

* Template Description:

Share with other users in entity 144

Print Greenbar

Print Options

Class Selection

By Range By Individual Class(es)

School Year: 2019-20

Terms To Print: All=All Year

Class Ranges

	Low	High
Course/Class:	<input type="text"/>	<input type="text" value="ZZZZZ"/> <input type="text" value="ZZZ"/>
Teacher:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Class Building:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Course Grade:	<input type="text" value="00"/>	<input type="text" value="99"/>
Course Length:	<input type="text"/>	<input type="text" value="ZZZ"/>
Subject:	<input type="text"/>	<input type="text" value="ZZZ"/>
Department:	<input type="text"/>	<input type="text" value="ZZZ"/>
Course Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Class Period:	<input type="text" value="00"/>	<input type="text" value="99"/>

All Day Patterns

Cross-Entity Enrollment Classes: Include

Cross-Entity Enrollment Classes to Print: "Home" and "Away"

Items to Print

Detail Line 1	Detail Line 2	Detail Line 3
<input type="checkbox"/> Include Middle Name	<input type="checkbox"/> Print Detail 2 Heading Line	<input type="checkbox"/> Alert Information
<input type="checkbox"/> Print Other Name <input type="text" value="?"/>	<input type="checkbox"/> Address (51)	
<input type="text" value="ID Number"/>		

Save Template and run report.