

Elementary Scheduling Steps – Future Scheduling

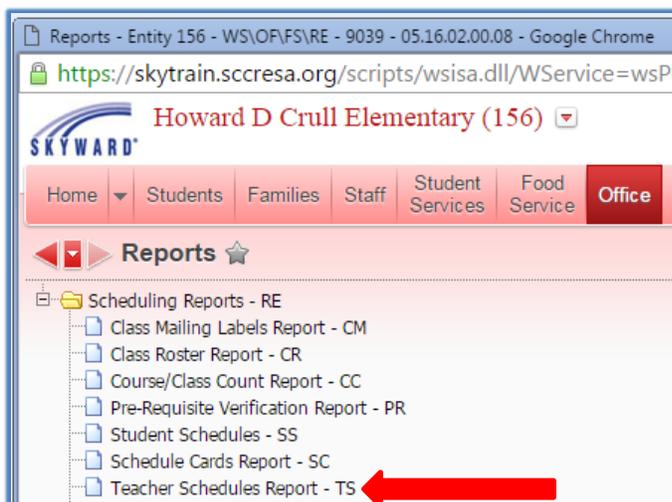
This document is for anyone who needs to schedule elementary student or schedule groups of students for the next school year. It covers the quickest and most efficient way to schedule elementary students into multiple classes using a scheduling utility.

Overview: There are three steps for scheduling elementary student using this process.

1. Updating the Course Master WS\OF\FS\RE
 2. Creating the scheduling templates and scheduling the students WS\OF\FS\SS\PS\UT
 3. Printing Class Rosters
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1) Review the Course Master [WS/OF/FS/RE]

To review the course master run the **Teacher Schedules Report** [WS/OF/FS/RE]



I recommend printing of the Teacher Schedule Report and note the changes on the paper copy. The report prints in a grid format that is very helpful when checking teacher, classes, sections, etc. With the changes noted on the report you can work on the updates\changes when time permits. See a sample of the report on the following page.

Elementary Future Year Scheduling guide

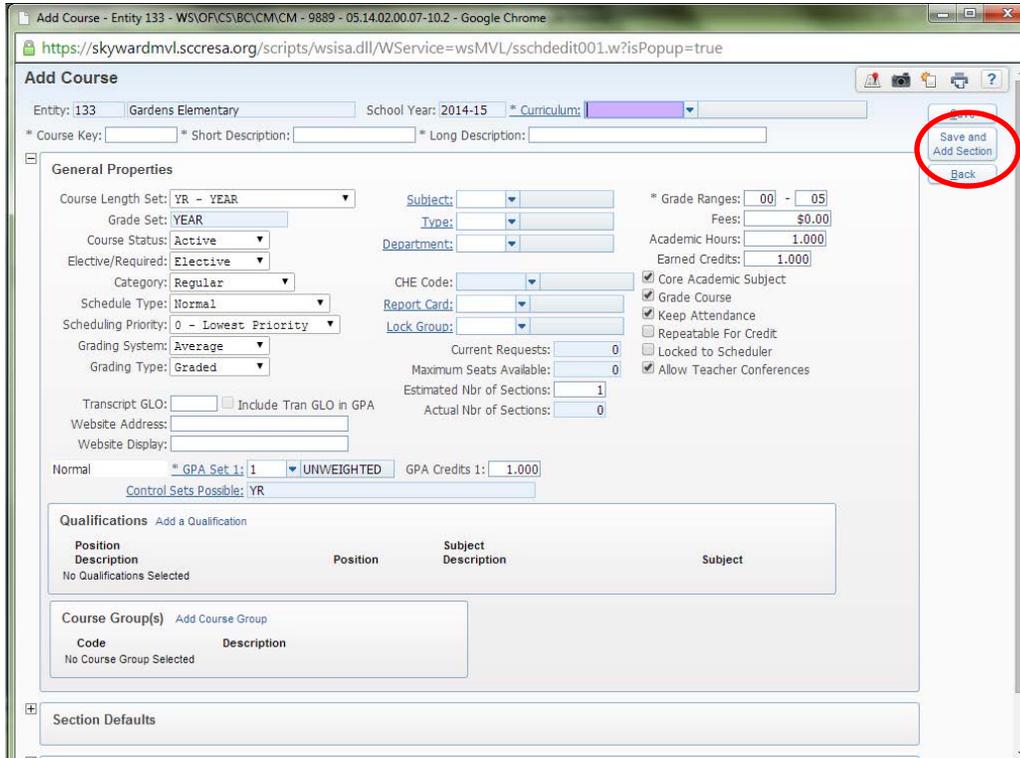
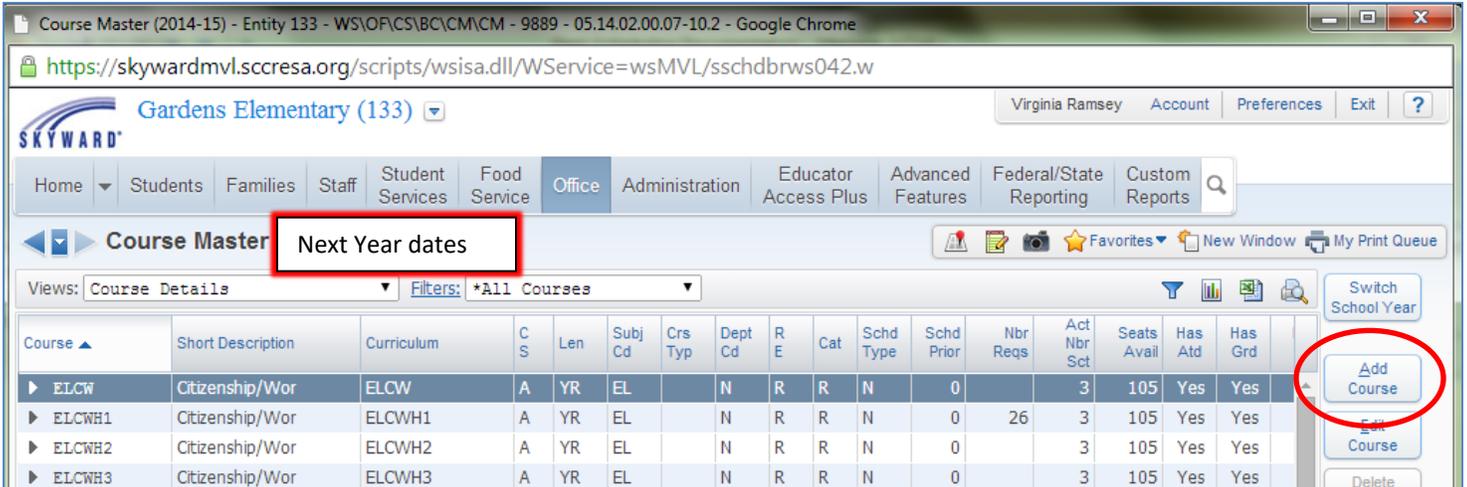
1teatn34.p 13-2 05.14.02.00.00		Gardens Elementary Teacher Class Schedule By Teacher				06/05/14		Page:1 12:16 PM	
INSTRUCTOR: Kimberly Behn									
Period 1	Period 2	Period 3	Period 4	Period 5	Period 6				
ELCWH2/03 YR	ELELA2/03 YR	ELXA2/03 YR	ELMA2/03 YR	ELSC2/03 YR	ELSS2/03 YR				
MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0				
133	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	Period 6				
ELCW/02 YR	ELELAK/02 YR		ELMAK/02 YR	ELSCK/02 YR	ELSSK/02 YR				
MTWRF 0	MTWRF 0		MTWRF 0	MTWRF 0	MTWRF 0				
133	133		133	133	133				
Citizenship/Wor	English Languag		Mathematics - K	Science - KDG	Social Studies				
INSTRUCTOR: Joseph Dehenau									

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 <i>Smith</i>									
Period 1	Period 2	Period 3	Period 4	Period 5	Period 6				
ELCWH2/03 YR	ELELA2/03 YR	ELXA2/03 YR	ELMA2/03 YR	ELSC2/03 YR	ELSS2/03 YR				
MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0	MTWRF 0				
133	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	Period 6				
ELCW/02 YR	ELELAK/02 YR		 ELMAK/02 YR	ELSCK/02 YR	ELSSK/02 YR				
MTWRF 0	MTWRF 0		 MTWRF 0	MTWRF 0	MTWRF 0				
133	133		 133	133	133				
Citizenship/Wor	English Languag		 Mathematics - K	Science - KDG	Social Studies				
INSTRUCTOR: Joseph Dehenau <i>Jones</i>									

2) Update the course master [WS/OF/FS/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

a) To **add a course** to the course master go to **Office, Future Scheduling, Build Course Master, Course Master, Course Master [WS/OF/FS/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

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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.

Add Section

Entity: 133 Gardens Elementary School Year: 2015 Course Key: C49 Earth Science

Status: Active Number of Requests: 0 Section:

General Properties

Class Status: Active Minimum Students: 0 Attendance Method: Sheets

* Class Control Set: YR Optimum Students: 0 Assign Seats

* Calendar: 133 Maximum Students: 0 Rows: 000 Columns: 000

Bell Schedule: Grading Method: Sheets

PARCC Assessment: PARCC Submission:

Bilingual Use Class Meeting Time Override

Default Building: 133 Gardens Elem

Room Type(s) Add Room Type

Priority Description

Michigan State Specific

Asterisk (*) denotes a required field

Add Class Meet

Course

Entity: 133 Gardens Elementary

Class: C49/01 Earth Science

Control Set: YR Class Status: Active

Start and Stop Terms

* Display Term Start: 01 * Stop: 04 * Scheduling Term Start: 01 * Stop: 04

Meet Pattern

* Display Period: 00 Display: M T W R F S

* Scheduling Period: 00 Scheduling:

* Attendance Period: 00 Attendance:

Lunch Code

None Group A Group B Group C Group D Group E Group F

Building: 133 Gardens Elem

Room: Type:

Teacher: Do not send teacher to TSDL

Teacher Type

Primary Alternate

Display This Class Meet On Student Schedules

Allow Access to EA+

Allow Access to Gradebook

Class Meeting Time Override

Start Time: 12:00 AM Stop Time: 12:00 AM

Class Meet Type

Instructional Lunch Recess Study Hall Other

Some Districts like to have consistency regarding course and display period.

For example, In Port Huron they request that the following set up be followed:

- Period
- 01: Life Skills
- 02: Art
- 03: PE (a)
- 04: Music
- 05: PE (b)
- 06: Tech
- 07: ELA
- 08: Math
- 09: Science
- 10: Social Studies

Check with your district or review the course master to see if there is a period/course correlation.

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- 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**.

b) To remove a course to the course master go to **Office, Future Scheduling, Build Course Master, Course Master, Course Master [WS/OF/FS/BC/CM/CM]**

Working backward first delete all meets, then delete the sections and finally delete the course. Select desired course, expand menu, expand **Section Details**, expand on the **Meet** then click on the delete option on the desired meet and then the section.

The screenshot shows the Skyward Course Master interface for Gardens Elementary (133). The user is logged in as Virginia Ramsey. The interface displays the 'Course Master (2014-15)' page with a table of courses. The course C49, Earth Science, is selected. The 'Section Details' tab is active, showing a table of sections. The 'Delete' button in the 'Meet' column is circled in red.

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

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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 user is logged in as Virginia Ramsey. The interface includes a navigation menu with options like Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main area displays the 'Course Master (2014-15)' view, showing a list of courses. The course 'C49 Earth Science' is selected, and its details are expanded. The 'Delete Course' button is circled in red.

c) To **update a course** to the course master go to **Office, Future Scheduling, Build Course Master, Course Master, Course Master [WS/OF/FS/BC/CM/CM]**

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.

The screenshot shows the Skyward Course Master interface for Gardens Elementary (133). The user is logged in as Virginia Ramsey. The interface includes a navigation menu with options like Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The main area displays the 'Course Master (2014-15)' view, showing a list of courses. The course 'ELCW Citizenship/Wor' is selected, and its details are expanded. The 'Edit Course' button is circled in red. The 'Section Details' table is also visible, with the 'Add Meet' button circled in red.

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

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

NOTE: All steps should be done **in next school year**.

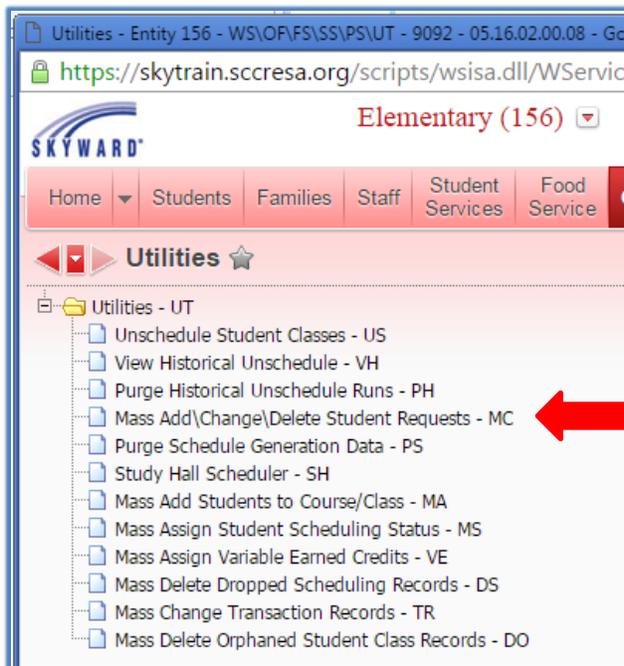
There are several ways to schedule elementary students.

- Entry by Student, one student and one course at a time. [WS/OF/FS/SS/BS/BS]
- Entry by Class, select class, select student to be scheduled in course.[WS/OF/FS/SS/BC]
- Scheduling Groups, create scheduling groups which contains multiple courses, then assign the students to that scheduling group [WS/OF/FS/BC/PS/CO/SG]
- Utility - Mass Add/Change/Delete Student Requests [WS/OF/FS/SS/PS/UT/MC]

This process is the most fast and efficient scheduling method is to use the **Mass Add/Change/Delete Student Requests** utility.

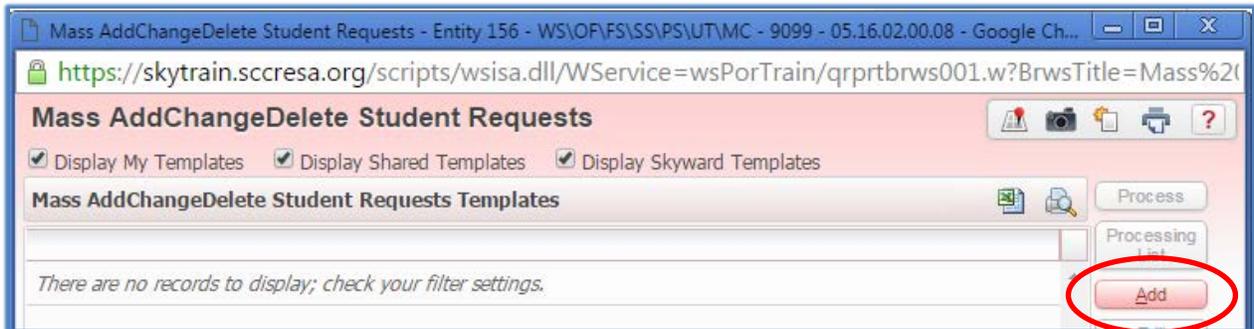
Go to **Office, Future Scheduling, Student Schedule, Product Setup, Utilities** [WS/OF/FS/SS/PS/UT]

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



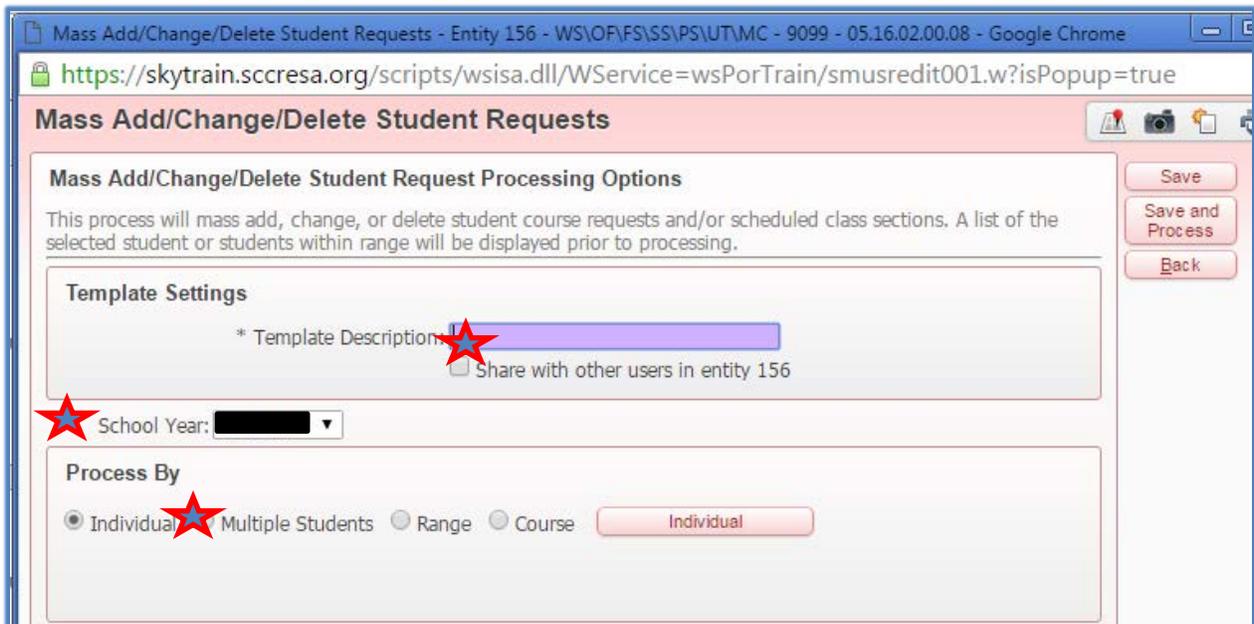
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Click on **Add** to create a template



NOTE: Cloning or updated a template from the previous year will not work. You must create new templates each school year.

Give the template a **Description**/name (example 19-20 Teacher LN), select the appropriate **school year**, in the **Process By** section select **Multiple Student**, and click on **Multiple Students** button.



Click on the **Quick Filter** icon and select the desired group of students (for example if I want to schedule for my first grade I would filter on grade 01 to 01 and status A)

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From the **Scheduled Class** view, select the desired courses for this group of students, both core and itinerant classes. Place checkmark in the courses and click on the **Select** button when done.

The screenshot shows the 'Select Classes' interface. The table contains the following data:

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)

You will see the list of classes that you selected to be scheduled to the students in this template

The 'Process Type' section shows the following options:

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

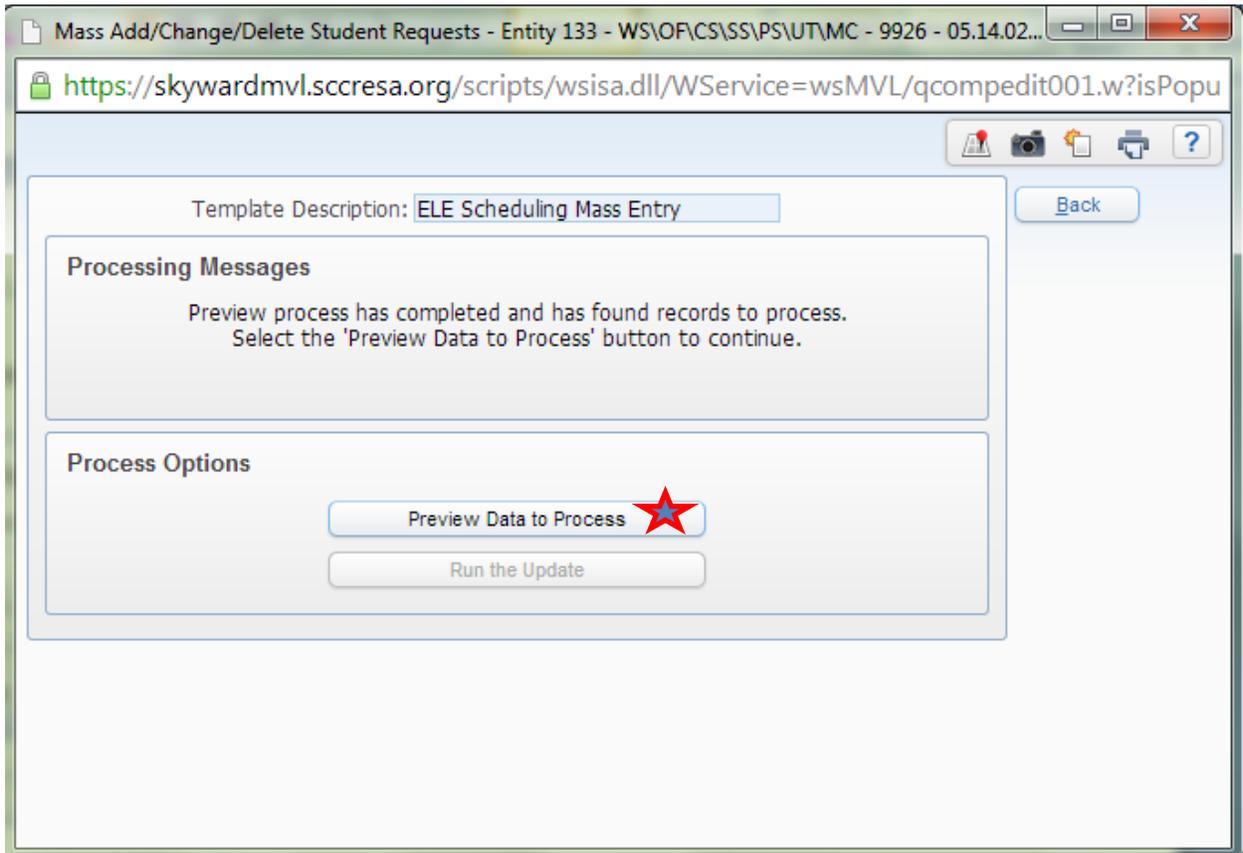
Buttons: Course Request, Clear, Scheduled Class, Clear

Scheduled Class: ELCWH1/01, ELELA1/01, ELMA1/01, ELSC1/01, ELSS1/01, ELXA1/01

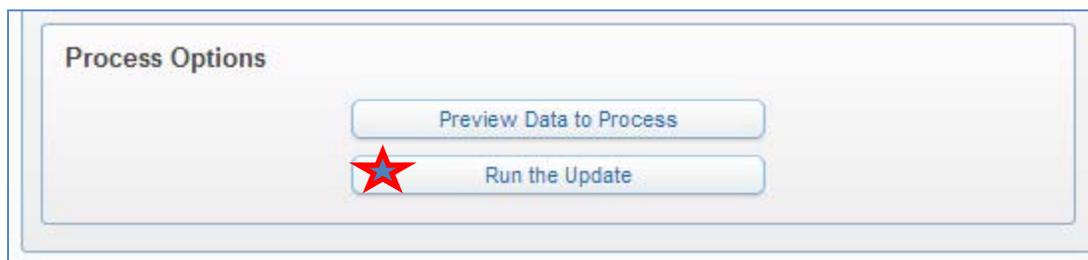
Click on the **Save** and **Process** button

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When the process is complete, preview the processed data

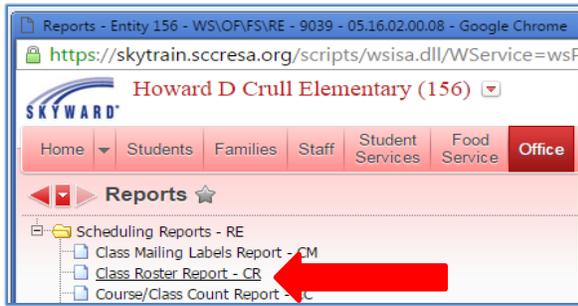


If the student list looks correct then click on **Run the Update** button. At this point you can only remove students to be processed. To Add students you need to go back Multiple students and add missing student(s).



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Select Class Roster Report



Create a template by selecting the desired fields for the report.

The "Edit Class Roster Report Template" form is divided into three main sections:

- Template Settings:** Includes a "Template Description" field, a "Share this template with other users in entity 133" checkbox, and a "Print Greenbar" checkbox.
- Print Options:** Includes "Class Selection" (radio buttons for "By Range" and "By Individual Class(es)"), "School Year" (dropdown menu set to "2014-15"), "Terms To Print" (dropdown menu set to "All=All Year"), "Schedule Terms" (dropdown menu set to "01-04"), and a "Class Sort" button.
- Roster Options:** Includes "Class Ranges" (Low and High) with fields for Course/Class, Teacher, Class Building, Course Grade, Course Length, Subject, Department, Course Type, and Class Period. It also has checkboxes for "All Day Patterns" and a "Day Patterns" button. Below this are "Cross-Entity Enrollment Classes" (dropdown menu set to "Include") and "Cross-Entity Enrollment Classes to Print" (dropdown menu set to "Home" and "Away").

Save template and run report.