## **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

### 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.



### 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.

| Course Master (2014-15) - Entity 133 - WS | S\OF\CS\BC\CM\CM -               | 9889    | 9 - 05.14 | 1.02.00.   | .07-10.2   | 2 - Goo    | ogle C      | hrome            | -            | -                  | _           | _                    | -              |            | - 22       |         | - • • ×               |
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| https://skywardmvl.sccresa.org/           | /scripts/wsisa.dll,              | /WS     | ervice    | =wsl       | MVL/s      | sschd      | brw         | 6042             | .w           |                    |             |                      |                |            |            |         |                       |
| Gardens Elementary                        | (133) 💌                          |         |           |            |            |            |             |                  |              |                    | Virg        | ginia Rams           | ey Ad          | ccount     | Prefe      | erences | Exit ?                |
| Home 👻 Students Families Staf             | Student Food<br>Services Service | d<br>ce | Office    | Admi       | inistrat   | tion       | Edu<br>Acce | icator<br>ss Plu | Ad<br>Is F   | dvanced<br>eatures | Fede<br>Re  | ral/State<br>porting | Cust<br>Repo   | om C       | 2          |         |                       |
| Course Master Next                        | Year dates                       |         |           |            |            |            |             |                  |              |                    | 2           | 🗴 🏫 Fa               | ivorites 🔻     | 🖞 👘 Ne     | ew Wind    | iow 🕻   | My Print Queue        |
| Views: Course Details                     | ▼ <u>Filters:</u> *A11           | Cour    | rses      |            | T          |            |             |                  |              |                    |             |                      |                | 7 🛄        | 8          | Ø,      | Switch<br>School Year |
| Course  Short Description                 | Curriculum                       | C<br>S  | Len       | Subj<br>Cd | Crs<br>Typ | Dept<br>Cd | R<br>E      | Cat              | Schd<br>Type | Schd<br>Prior      | Nbr<br>Reqs | Act<br>Nbr<br>Sct    | Seats<br>Avail | Has<br>Atd | Has<br>Grd |         |                       |
| ELCW Citizenship/Wor                      | ELCW                             | A       | YR        | EL         |            | Ν          | R           | R                | Ν            | 0                  |             | 3                    | 105            | Yes        | Yes        |         | Course                |
| ▶ ELCWH1 Citizenship/Wor                  | ELCWH1                           | A       | YR        | EL         |            | Ν          | R           | R                | Ν            | 0                  | 26          | 3                    | 105            | Yes        | Yes        |         | Edit                  |
| ▶ ELCWH2 Citizenship/Wor                  | ELCWH2                           | A       | YR        | EL         |            | Ν          | R           | R                | Ν            | 0                  |             | 3                    | 105            | Yes        | Yes        |         | Course                |
| ▶ ELCWH3 Citizenship/Wor                  | ELCWH3                           | A       | YR        | EL         |            | Ν          | R           | R                | Ν            | 0                  |             | 3                    | 105            | Yes        | Yes        |         | Delete                |



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

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.

| Section  |                         |                                  |                    |                      |              | 🥂 📾 🛍 🤠           |
|--|-------------------------|----------------------------------|--------------------|----------------------|--------------|-------------------|
| ntity: 133 Gardens Elementa<br>atus: Active Numb | ry<br>er of Requests: 0 | School Year:                     | 2015 Course Key: C | Earth Science        |              | Save              |
| General Properties                               |                         |                                  |                    |                      |              | Save an<br>Add Me |
| Class Status: Active                             | •                       |                                  | Minimum Students:  | 0 Attendance Method: | Sheets 🔻     |                   |
| * Class Control Set: YR                          | /EAD                    |                                  | Optimum Students:  | 0                    | Assign Seats |                   |
| * Calendar: 133 🔻                                | 133                     |                                  | Maximum Students:  | 0 Rows:              | 000 Columns: | 000               |
|  |                         |                                  |                    | Grading Method:      | Sheets 🔻     |                   |
| Bell Schedule:                                   |                         |                                  |                    |                      |              |                   |
| PARCC Assessment:                                |                         |                                  | •                  |                      |              |                   |
| PARCC Submission:                                |                         |                                  | •                  |                      |              |                   |
| 🔲 Bilingual                                      | 🔲 Use Clas              | s Meeting Time Override          | e                  |                      |              |                   |
| Default E  | luilding: 133           | <ul> <li>Gardens Elem</li> </ul> |                    |                      |              |                   |
| Room Type(s) Add Room Typ                        | e                       |                                  |                    |                      |              |                   |
| Priority Des                                     | cription                |                                  |                    |                      |              |                   |
|  |                         |                                  |                    |                      |              |                   |
|  |                         |                                  |                    |                      |              | 1                 |

Add Class Meet - 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/sschdedit003.w?isPopup=true Some Districts like to have Add Class Meet 🥂 💼 😩 🤠 🥐 consistency regarding Course Save course and display period. Back Entity: 133 Gardens Elementary Class: C49/01 Earth Science For example, In Port Huron Control Set: YR Class Status: Active they request that the Start and Stop Terms following set up be \* Display Term Start: 01 \* Stop: 04 \* Scheduling Term Start: 01 \* Stop: 04 followed: Meet Pattern Period MTWRFS 01: Life Skills \* Display Period: 00 Display: 02: Art \* Scheduling Period: 00 Scheduling: 🗹 🗹 🗹 💭 \* Attendance Period: 00 Attendance: 🗹 🗹 🖉 🖉 🗐 03: PE (a) 04: Music Lunch Code 05: PE (b) 06: Tech Building: 133 -Gardens Elem 07: ELA Room: -Type: Teacher: -🔲 🔲 Do not send teacher to TSDL 08: Math Display This Class Meet On Student Schedules 09: Science Teacher Type ? Allow Access to EA+ 10: Social Studies Primary Alternate 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

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

- 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 <u>remove a course</u> 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.



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

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| se 🔺                          | Short Description  | Curriculum   | C<br>S               | Len     | Subj<br>Cd | Crs<br>Typ | Dept<br>Cd | R<br>E     | Cat               | Schd<br>Type | Schd<br>Prior      | Nbr<br>Regs   | Act<br>Nbr<br>Sct  | Seats<br>Avail | Has<br>Atd | Has<br>Grd |       | A da                               |
| 249                           | Earth Science  | C49  | A                    | YR      | SC         |            | D          | R          | R                 | N            | 0                  |               |                    |                | Yes        | Yes        |       | Course                             |
| Expand All Course D Section D | Collapse All Modify De<br>etails Edit Course Histo<br>etails Add Section Vie | etails (displaying 7<br>ory Build Course T<br>w All Sections | of 7) Vi<br>imetable | ew Prin | table D    | etails     |            |            |                   |              |                    |               |                    |                |            |            | 0     | Edit<br>Course<br>Delete<br>Course |
|                               |  |  |                      |         |            |            |            |            |                   |              |                    |               |                    |                |            |            |       | Clone                              |

c) To <u>update a course</u> 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.

| Course Master (2014-15) - Entity 133 - WS                   | OF\CS\BC\CM\CM - 9               | 889 - 05.14 | 4.02.00.07-1   | 0.2 - Google   | e Chrome | -                       |                           | -               | 1000             | _ <b>D</b> X           |
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| Gardens Elementary (  | (133) 💌                          |             |                |                |          |                         | Virginia Ram              | isey Ad         | ccount Preferenc | es Exit ?              |
| ŚŔŶWARD'  |                                  |             |                |                |          |                         |                           |                 |                  |                        |
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| Course Master (2014-18                                      | 5) 😭                             |             |                |                |          |                         | 📴 📷 🏫                     | avorites        | New Window       | My Print Queue         |
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| Course  Short Description                                   | Curriculum C S                   | Len         | Subj<br>Cd Typ | Dept R<br>Cd E | Cat      | Schd Schd<br>Type Prior | Nbr Act<br>Reqs Sct       | Seats<br>Avail  | Has Has Atd Grd  |                        |
| ELCW Citizenship/Wor  | ELCW A                           | YR          | EL 🛛           | N R            | R        | N 0                     | 3                         | 105             | Yes Yes 4        | Course                 |
| Expand All Collapse All Modify Details                      | (displaying 7 of 7) N            | /iew Printa | able Details   | J              |          |                         |                           |                 |                  | <u>E</u> dit<br>Course |
| Course Details Edit Course History                          | Build Course Timetable           |             |                |                |          |                         |                           |                 |                  | Delete                 |
| Section Details Add Section View A                          | All Sections                     |             |                |                |          |                         |                           |                 |                  | Course                 |
|   | Section Statu                    | s Se        | ontrol<br>et   | Calendar       | Bell     | Minimum<br>Students     | Optimum Ma<br>Students St | ximum<br>udents | Teacher          | Clone<br>Course        |
| Edit Delete Roster History Add M                            | leet 01 A - A                    | ctive YI    | R - YEAR       | 133 - 133      |          | 1                       | 29                        | 35              | Jill Russell     |                        |
| Edit Delete Roster History Add M                            | leet 02 A-A                      | ctive YI    | R - YEAR       | 133 - 133      |          | 1                       | 29                        | 35              | Jennifer Lynn De | Build Course           |
| Edit Delete Roster History Add M<br>Sections 1-3 of 3 Shown | leet 03 A - A                    | ctive YI    | R - YEAR       | 133 - 133      |          | 1                       | 29                        | 35              | Tiffany Dietzel  | Timetable              |
| Pre-Requisite Details Add Pre-Requi                         | isite                            |             |                |                |          |                         |                           |                 |                  |                        |
| Co-Requisite Details Add Co-Requisi                         | ite Remove All Co-Requi          | sites       |                |                |          |                         |                           |                 |                  |                        |

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

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

There are several was 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



#### Click on Add to create a template

| Mass AddChangeDelete Student Requests - Entity 156 - WS\OF\FS\SS\PS\UT\MC - 9099 - 05.16.02.00.08 - Google Ch |              |
|---|--------------|
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| Mass AddChangeDelete Student Requests   | 1 🖶 ?        |
| <ul> <li>Display My Templates</li> <li>Display Shared Templates</li> <li>Display Skyward Templates</li> </ul> |              |
| Mass AddChangeDelete Student Requests Templates   | Process      |
|   | Processing   |
| There are no records to display; check your filter settings.  | Add          |

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.

| Mass Add/Change/Delete Student Requests - Entity 156 - WS\OF\FS\SS\PS\UT\MC - 9099 - 05.16.02.00.08 - Google C  | nrome |                             |
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| Mass Add/Change/Delete Student Requests   |       | 🗴 🖒                         |
| Mass Add/Change/Delete Student Request Processing Options<br>This process will mass add, change, or delete student course requests and/or scheduled class sections. A list of the<br>selected student or students within range will be displayed prior to processing. |       | Save<br>Save and<br>Process |
| Template Settings * Template Description Share with other users in entity 156   |       | Dark                        |
| School Year:     Process By     Individual Multiple Students Range Course Individual  |       |                             |

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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| P      |        | Student Key 🔺        | Last Name                               | First             | Middle          | Gnd   | Grade* | Grd Y   | Sts* | Schl | Guardian                                |         | Telep | phone | 1 |
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|        |        |                      |   |                   |                 |       | Reset  |         | Rese | /    |   |         |       |       |   |
|        |        |                      |   |                   |                 |       |        |         |      |      | Apply Filter                            | Hide Fi | iter  | ו     |   |
| Ì      |        | All                  | A                                       | I                 | M               | М     | 01     | 2031    | A    | 144  | A -                                     |         | (586  | 5) 45 |   |
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| I,     |        | BC                   | Bc                                      | K                 | E               | F     | 01     | 2031    | A    | 144  | Pi                                      |         | (810  | ) 75  |   |
| 1      |        | R .                  | B                                       | Δ.                | 1               | F     | 01     | 2031    | Δ    | 144  | B                                       |         | (586  | 5) 89 |   |

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.

|   |       | ,                              |                      |                    |                  |          | · -o-   |         |      |      |          |       |           |              |
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|   | Stu   | dents - Entity 156 -           | WS\OF\FS\SS\PS\UT    | NC - 9099 - 05.16. | 02.00.08 - Googl | le Chrom | ne      |         |      |      |          |       |           |              |
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|   |       | Student Key 🔺                  | Last Name            | First              | Middle           | Gno      | Grade*  | Grd Yr  | Sts* | Schl | Guardian |       | Telepho   | Back         |
| Н | -     | BADGEAID000                    | <u></u> 1            | A                  | C                | М        | 01      | 2028    | Α    | 156  | В        |       | (810) 8 ^ |              |
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|   |       | CRUCIELL000                    |                      | E                  | Ja               | F        | 01      | 2028    | А    | 156  | С        |       | (810) 3   |              |

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

| Add Course/(               | lass 🔍 Change Course/Class |
|----------------------------|----------------------------|
| Course<br>Request<br>Clear |                            |
| Scheduled<br>Class         |                            |
| Clear                      |                            |

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.

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| blect   | Course                     | Description                 | Sec 🔺     | Teacher          | Pd      | Days     | Terms                                 | Баск           |
|         | ELCW                       | Citizenship/Wor             | 01        | Jill Russell     | 01      | MTWRF    | YR (01-04) 🔺                          |                |
|         | ELCWH1                     | Citizenship/Wor             | 01        | Tracy Mosurak    | 01      | MTWRF    | YR (01-04)                            | Select All     |
|         | ELCWH2                     | Citizenship/Wor             | 01        | Vicki Holth      | 01      | MTWRF    | YR (01-04)                            |                |
|         | ELCWH3                     | Citizenship/Wor             | 01        | Lisa Robinson    | 01      | MTWRF    | YR (01-04)                            |                |
|         | ELCWH4                     | Citizenship/Wor             | 01        | Jill Lewandowski | 01      | MTWRF    | YR (01-04)                            |                |
|         | ELCWH5                     | Citizenship/Wor             | 01        | Eileen Smith     | 01      | MTWRF    | YR (01-04)                            |                |
|         | ELELA1                     | English Languag             | 01        | Tracy Mosurak    | 02      | MTWRF    | YR (01-04)                            |                |
|         | ELELA2                     | English Languag             | 01        | Vicki Holth      | 02      | MTWRF    | YR (01-04)                            |                |
|         | ELELA3                     | English Languag             | 01        | Lisa Robinson    | 02      | MTWRF    | YR (01-04)                            |                |
|         | ELELA4                     | English Languag             | 01        | Jill Lewandowski | 02      | MTWRF    | YR (01-04)                            |                |
| 0       | ELELAS                     | English Languag             | 01        | Eileen Smith     | 02      | MTWRF    | YR (01-04)                            |                |
|         | ELELAK                     | English Languag             | 01        | Jill Russell     | 02      | MTWRF    | YR (01-04)                            |                |
|         | ELMA1                      | Mathematics - G             | 01        | Tracy Mosurak    | 04      | MTWRF    | YR (01-04)                            |                |
|         | ELMA2                      | Mathematics - G             | 01        | Vicki Holth      | 04      | MTWRF    | YR (01-04)                            |                |
|         | ELMA3                      | Mathematics - G             | 01        | Lisa Robinson    | 04      | MTWRF    | YR (01-04)                            |                |
|         | ELMA4                      | Mathematics - G             | 01        | Jill Lewandowski | 04      | MTWRF    | YR (01-04)                            |                |
|         | ELMA5                      | Mathematics - G             | 01        | Eileen Smith     | 04      | MTWRF    | YR (01-04)                            |                |
|         | ELMAK                      | Mathematics - K             | 01        | Jill Russell     | 04      | MTWRF    | YR (01-04)                            |                |
|         | ELSC1                      | Science - Grade             | 01        | Tracy Mosurak    | 05      | MTWRF    | YR (01-04)                            |                |
|         | ELSC2                      | Science - Grade             | 01        | Vicki Holth      | 05      | MTWRF    | YR (01-04)                            |                |
|         |                            | i                           | 1         |                  |         |          | · · · · · · · · · · · · · · · · · · · |                |
| <i></i> |                            | and a disa lawa d           |           |                  | 6       |          |                                       |                |

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

| Add Cours                  | se/Class 🔍 Change Course/Class 🔍 Delete Course/Class 🔍 Mass Delete All Reque |
|----------------------------|--|
| C <u>o</u> urse<br>Request |  |
| <u>C</u> lear              |  |
| Scheduled<br>Class         | ELCWH1/01, ELELA1/01, ELMA1/01, ELSC1/01, ELSS1/01, ELXA1/01                 |
| Clear                      |  |

Click on the Save and Process button

When the process is complete, preview the processed data

| Mass Add/Change/Delete S | tudent Requests - Entity 133 - WS\OF\CS\SS\PS\U | T\MC - 9926 - 05. | .14.02 💶 🖸  |            |
|--------------------------|---|-------------------|-------------|------------|
| 🔒 https://skywardmvl.s   | ccresa.org/scripts/wsisa.dll/WService=          | wsMVL/qcom        | npedit001.w | /?isPopu   |
|                          |   |                   | 1 💼 🛍 י     | <b>.</b> ? |
| Template Des             | scription: ELE Scheduling Mass Entry            |                   | Back        |            |
| Processing Messages      |   |                   |             |            |
| Preview proce            | ess has completed and has found records to proc | cess.             |             |            |
| Select un                | e Preview Data to Process Datton to continue.   |                   |             |            |
|                          |   |                   |             |            |
| Process Options          |   |                   |             |            |
|                          | Preview Data to Process                         |                   |             |            |
|                          | Run the Update                                  |                   |             |            |
|                          |   |                   |             |            |
|                          |   |                   |             |            |
|                          |   |                   |             |            |
|                          |   |                   |             |            |
|                          |   |                   |             |            |

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).

| Preview Data to Process |  |
|-------------------------|--|
| A                       |  |
| Run the Update          |  |

Don't be alarmed by this message, we can undo the process if necessary, click OK to continue

| The page at https://skywardmvl.sccresa.org says: ×  |
|---|
| By clicking OK the update process will be run, making<br>permanent changes that cannot be undone! |
| The update process will be run on the print queue and the<br>status can be viewed there.          |
| Are you sure you want to run the update?  |
| <b>OK</b> Cancel  |

#### After the process is complete review the report





# 4) Run Class Rosters [WS\OF\FS\RP]

#### To print Class Rosters go to Office, Future Scheduling, Reports

| - Futu | re Scheduling - FS | Setup |
|--------|--------------------|-------|
| **     | Terms: 01 to 03 ** |       |
| Report | s - RE             | 4     |

#### Select Class Roster Report



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

| emplate Settings                      |  |  |
|---------------------------------------|--|--|
| * Template Description:               |  |  |
|                                       | Share this template with other users in entity 133 |  |
|                                       | Print Greenbar                                     |  |
| rint Options                          |  |  |
|                                       |  |  |
| Class Selection                       | Class Sort   |  |
| By Range      By Individual Class(es) | School Year: 2014-15 V                             |  |
|                                       |  |  |
| Terms To Print: All=All Year          | Schedule Terms=01-04                               |  |
| <b>A</b> 1                            |  |  |
| oster Options                         |  |  |
| Class Ranges                          |  |  |
| low                                   | High   |  |
| Course/Class:                         | ZZZZZZ ZZZ   |  |
| Teacher:                              | ZZZZZZZZZZ All Day Patterns Day Patterns           |  |
| Class Building:                       | ZZZZZ  |  |
| Course Grade: 00                      | 99   |  |
| Course Length:                        | ZZZ  |  |
| Subject:                              | ZZZ  |  |
| Department:                           | ZZZ  |  |
| Course Type:                          | ZZZ  |  |
| Class Period: 00                      | 99   |  |
| Cross-Entity Enrollment Class         | ses: Include 🔻                                     |  |
|                                       | rint: "Home" and "Away" 🔻                          |  |
| Cross-Entity Enrollment Classes to Pr |  |  |

Save template and run report.