Scheduling Maintenance

Calcasieu Parish

6/22/2018

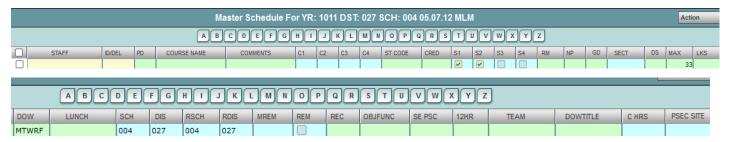# Table of Contents

Updating the Master Schedule

- In the navigation panel, click **Schedule**, then under **Entry**, click **Master Schedule Editor**. At the setup box, be sure to set the **YEAR** CORRECTLY for next year. If desired, a user can narrow the display by choosing different criteria such as grade range, period range, course catalog grade level, etc.

Inserting a New Class in the Master Schedule:

 New records are entered using the blank row at the top of the table. It is best to start selecting the information from left to right. Click in a cell on the first row to begin the entry process.

	STAFF	ID/DEL	PD	COURSE NAME	COMMENTS	C1	C2	C3	C4	ST CODE	CRED	S1	S2	S3	S4	RM	NP	GD	SECT	DS	MAX	LKS
☐												☑	☑	☐	☐						33	

DOW	LUNCH	SCH	DIS	RSCH	RDIS	MREM	REM	REC	OBJFUNC	SE PSC	12HR	TEAM	DOWTITLE	C HRS	PSEC SITE
MTWRF		004	027	004	027		☐								

- Select the **Teacher** teaching the course. The list is provided from the Human Resource module.

- Select the **Period**.

- Select the **Course Name**. The course information brings in the course name, state course code, credit, number of periods and grade level.

- **Comments** can be used to identify special information about the course.

- **C1** through **C4** are the load counts, click to get a list of students scheduled to the section, where **C1** is the load count for semester one*,* **C2** for semester two, and so on.

- Select the Semester(s) that the course will the course be taught: Two semester schools – If the class is taught in semester one only, select just **S1 or S2**, whichever is the case. If it will be taught in semesters one and two, check off **S1** and **S2**. **4x4** schools will use **S1** and **S2** for **Fall** classes and **S3** and **S4** for **Spring** courses.

- Enter the room in **RM** column. The existing room numbers will be displayed. If a new room number needs to be added place a check in the blank line at the top of the list. A window appears to enter the room number.

- The section number in the **SECT** column will be automatically created, but can be changed by clicking on the section number assigned.

- **DS** is a distance learning flag. 1-State Virtual School Course, 2-8g Satellite Courses, or 3-Other Distance Learning.

- **LKS** is used to tell the auto scheduler that 2 or more courses MUST be scheduled together. Enter a value of up to 9 characters. Enter the same value in ALL sections which must be scheduled together.

- **DOW** is entered if the class is offered on specific days of the week.

- **RSCH** and **RDIS** (Remote School and Remote District) are selected if the class will be taught off campus at a location such as a Vocational Technical School or another high school.

- **REM** is used by a school to mark classes which will be offered as remote classes to other schools.

- **SE PSC** (Special Ed setting placement): Select to change/enter a special education placement setting code. This is required for all special education courses.

- **Saving the new class**: After the above details are selected, click the **Save New** button in the lower center portion of the screen. A screen requesting the number of copies will be displayed. Leave at "01" to create a single class. If multiple copies of the course are needed, change the number of copies to a desired count.

- **TEAM** is used by a school to mark classes which will be offered to only certain teams, if this feature is used.

- **C HRS** is used to mark the post-secondary credit for Dual Enrollment credit.

- **PSEC SITE** is used to mark the post-secondary site for a Dual Enrollment class.

Changing an Existing Class:

Click on the old value in the table, select the new value, and the program will automatically save the change(s).

Deleting an Existing Class:

To delete a class there can be no students currently enrolled and no grades or attendance posted to the class. If there is a need to delete the class from the master schedule, click in the **ID/DEL** column of the line that needs to be deleted. You will be asked to make sure that the section needs to be deleted.

Remote Classes in the Master Schedule

Remote classes are classes in which the student at a school takes a class at another location in the district. The steps below identify how the host school can designate classes to be offered to other sites, and how other sites can incorporate this class into their master schedule. Doing this allows for the host site teacher to have one gradebook roster with students from other sites.

- Host School – Remote Class Creation
    - o In the master schedule of the Host school, create the new class as normal. Locate the MREM (Max Remote) and REM (Remote) fields on the far right.
        - ▪ Click in the MREM (Max Remote) field and enter the maximum count of students allowed from each site. In the example below, a count of 10 will be allowed from each other site.
        - ▪ Click in the REM (Remote) cell. This will turn the row a pink color. This signifies that the course is a remote class offered by the host school to other locations in the district.
- Other Schools – Adding Remote Class to Master Schedule
    - o In the master schedule, locate the Remote button in the lower right of the screen. Click to open. In the upper left, click the school to obtain the Remote class from.
    - o On the right, a selection of remote classes from the host school appears. Click to select the desired classes to bring in, and then click the Import button to bring the classes into the master schedule. When done, close the Remote program.
    - o In the Master Schedule Editor, the Remote courses brought into the master schedule will be a pale yellow or beige color. Further, the RSITE (Remote Site) field will have the site number of the Host school.

Master Schedule: Working with Classes in Non-District Locations

If a course is taught at a location that is not in the district, such as a Post-Secondary Site, the following should be entered in the master schedule:

- Locate the "RSCH" (Remote School) cell. Click in it to bring up a listing of sites in the state.
- Browse the listing for the non-district site where the class is taught.
- If working with a Post-Secondary institution, such as a Community College or University, Click on the District column header to sort by site number.
- Browse down to the sites that begin with either "2" (Two year institutions) or "4" (Four year university).

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**.
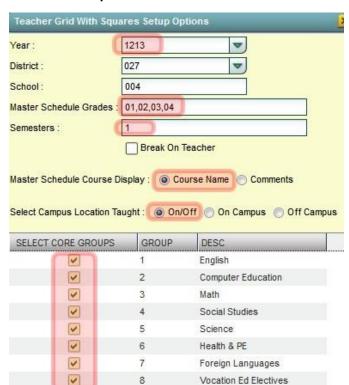5. The process will take about 2 minutes. Afterwards, the class seats will be up to date.

Printing Master Schedules of Selected Teachers:

- In the **Master Schedule Editor**, click the **Action** button in the upper right. Choose the **Print Selected Teachers** button. Select the desired teachers.
- A listing of the teacher(s) and respective classes will be displayed. .
- If a page break is desired on each teacher, in the lower right, select the option to page break after each teacher.
- Click **Print**.

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.
   - **Master Schedule Course Diplay:** Typically *Course Name* is selected.
   - **Select Campus Location Taught**:
     - *On/Off*: If selected, courses on and off campus are shown.
     - *On Campus*: If selected, only courses on campus are shown.
     - *Off Campus*: If selected, only courses off campus are shown.
   - **Select Core Groups**: Click to select each course type, or click to select only desired course types.
   - Click the **OK** button.
3. When results are on screen, click the **Print** button to send the report to the printer.

Print Master Schedule with Room

This report is handy for a cross tab view of the master schedule, and it exports to Excel for easier use when planning a New Year master schedule.

1. In the navigation panel on the left, click **Schedule**, then **Lists**, then **Print Master Schedule with Room**.
2. At the setup box, set the desired Year,

To create a master schedule grid printout including:

Teacher Name	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Room	Grade

This report can be printed or saved/opened as an xls file. Then it can be used to work with as you work with the master schedule.

Managing Schedules Using Pattern Board (Request Based)

This program allows for the quick scheduling of one student, graphically. Students can either be scheduled manually, or automatically. Using this program it is quite easy to determine a workable schedule for a student.

1. In Student Master, Find a student who needs a schedule change.
2. Click the **Gear** icon, then **Schedule**, then **Pattern Board**.
3. Across the top are icons in the toolbar.
   a. **Gear** – allows you to navigate to other system areas for the student such as attendance, discipline, grades, transcript
   b. **Print** – Print Standard Schedule or Print Pattern
   c. **Tools** – Setup – return to setup screen to change criteria
   d. **Auto Schedule** – will auto schedule single student selected with options to "Preserve Manually Scheduled" or "Reschedule All".
   e. **Set Man** – Set All scheduled requests to MANUALLY scheduled status.
   f. **Set Auto** – Set All scheduled requests to AUTO scheduled status.
   g. **Undo** – undo all changes done on the selected student
   h. **Unschedule** – Used to revert all scheduled items to request status
   i. **Delete All** - Used to delete all requests AND scheduled items for student

4. **Add a course request** by clicking on the course in the bottom section.
5. **Delete a course** by clicking the line under the "Del" column (pink).
6. Screen contains A's, S's, and possible F's. **A = Available class**; **S = class scheduled**; and **F = Class full** where Max seat count has been reached.

7. **To schedule a class,** click the A which becomes an S to indicate scheduled. To unschedule a class click the S and it becomes an A to indicate unscheduled. If you click on an F you will the class if full but ask if you want to place the student in this class anyway.
8. You can allow the computer to try to schedule the student by using the **Auto Schedule** button. Choose to "**Preserve Manually Scheduled Sections**" or "**Reschedule**". You probably want to use the first option to save manually scheduled subject(s).
9. If you need to manually schedule a student into a section(s), click the A to schedule and it becomes an S. Click in the **SET MAN** column which places an **M** for manually scheduled item. If Auto Scheduler is run, the class remains scheduled.
10. If the period contains two or more sections of the same subject, the section with the smallest class count will be chosen.

BROUSSARD TISHA (2040003) GD: 10 YR: 1112 DIST: 027 SCH: 004 TEAM: TEST2

Course	Credits	Del	SEM1 1	2	3	4	5	6	7	8	SEM2 1	2	3	4	5	6	7	8
AGRISCIENCE I	1.0					A			S					A			S	
ALGEBRA I	1.0		A		S						A		S					
ENGLISH I	1.0		A	S			A				A	S			A			
HEALTH EDUC	0.5							S										
INTRO TO BCA	1.0			A	A	S	A					A	A	S	A			
PHYSICAL ED I*	0.5																S	
PHYSICAL SCIENCE	1.0					S								S				
WORLD GEOGRAPHY	1.0		S				A				S				A			

The above student is scheduled as follows:

1st – World Geography

2nd – English I

3rd – Algebra I

4th – Intro to BCA

5th – Physical Science

6th – Health / PE I (Health in Semester 1 and PE I in Semester 2)

7th – Agriculture I

11. Make sure that each period in each semester contains a class by checking the S's.

Student Schedule Maintenance

1. In Student Master, Find a student who needs a schedule change.
2. Click the **Gear** icon, then **Schedule**, then **Schedule Maintenance**.
3. The student's schedule for Fall/Spring will be on the screen.

Tabs at the Bottom of the Schedule Maintenance Screen

1. **Current Schedule**: Shows the current schedule.
2. **Original Schedule**: Shows the original schedule for the duration of your schedule changing.
3. **Schedule History**: Shows the schedule history of the student.
4. **Unscheduled Requests**: Shows course requests that did not schedule to the student.

Buttons at the Bottom of the Schedule Maintenance Screen

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

To Add a Course to a Student's Schedule

1. To add a course, click under the header (SEMESTER) and the Master Schedule will appear on the screen.
2. To find the new course, sort the Master Schedule based on either the course name, teacher name or period by clicking the column header.
3. Click on the new course and the information will be entered into the semester(s) based on setup options.
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.

Schedule Students by Homeroom (Blocks) for Elementary Grades

- Find the student in Student Master. Click the Gear icon, then choose Schedule, then Block Schedule.
- Select the student on the left.
- Review the homeroom blocks on the right with load counts.
- Select the homeroom block to schedule the student to.
- Click the Schedule button.
- The student will be assigned to this homeroom and will have the homeroom block schedule.

Move Scheduled Students

This program will allow you to move or copy scheduled students from one section to another. Use the following steps to move or copy scheduled students.

Getting Started

1. Select **Scheduling** from the list of program areas on the left of the screen.
2. Select **Loaders**.
3. Select **Move Scheduled Students**.
4. Click **Ok** to move to the next screen.

Setup Box Options

1. Verify *Year*, *District*, and *School*. These default values are based on your security settings.
2. **Master Schedule Grade**: Leave the field blank if all grade levels are to be included. Otherwise click in the box to the right of **Master Schedule Grade** to select the desired grade level(s) to be included.
3. **As of Date**: This date is the enrolled **as of** date for students. It usually defaults to the current date.
4. **Sched Start Date**: Select the date the schedule change is to start.

Process for Moving Scheduled Students

1. You need to know the section number from which students are being moved or copied *FROM* and the section number *TO* which they are being moved or copied.
2. You may sort the each side of the screen based on Teacher name and/or on Section number.
3. Check the box by the original section on the left side of the screen (the course *FROM* which students are being moved or copied).
4. Check the box by the new section on the right side of the screen (the course *TO* which students are being moved or copied).
5. Click **Move Students** button at the bottom left of the screen.
6. A popup will appear on the screen. The top of the popup will show the information related to the two sections. Review for accuracy.
    a. **If this is incorrect** click the **Cancel** button and start process over by unchecking the incorrect section(s) and click the **Move Students** button.
    b. **If this is correct** continue with the steps below.
7. There are four remaining sections of the popup that needs to be reviewed and changed as needed.
    a. Select **Copy** or **Move** schedules from old section:
        i. The **Copy** choice will leave students in the original section and create schedule records for the new section.
        ii. The **Move** choice will remove the original section from the students' schedules and create schedule records for the new section.
    b. Select **Merge** in 'TO' section:
        i. The Merge choice (usually the default) will create the schedule records using the newly created section in the Master Schedule. If there are any students in the to section, the from students will be added to the roster.
    c. **Semester(s) From**: Select the semester(s) from which students are being moved or copied. You do not have to move them one semester at a time.
    d. **Semester(s) To**: Select the semester(s) to which students are being moved or copied. The **Semester To** selection should match the **Semester From** selection above.
8. Click **Ok** and a list of students in the FROM Section will appear on the screen.
9. **To Move selected** students, click the check box to the left of the student's name.
10. **To Move all** students, click the "select all" check box at the top left of the window.
11. Click **Ok**.

Adding a Single Course to Selected Students from the Block Fast Loader

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.

*   Click in the select box of the desired students to schedule to a single class.
*   In the upper right, click the **Action** button, then choose **Single Course**.
*   A list of courses from the master schedule will appear. Browse to the desired course and click on the class.
*   The class will be added to the student's schedule.
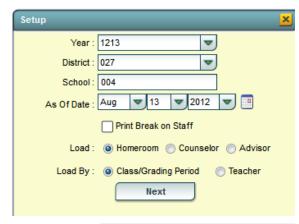
Homeroom Maintenance:

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

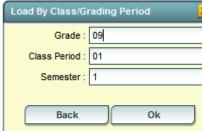## *Change a Homeroom on a Single Student*

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

Mass Load Homerooms, Counselor, Advisors

- In **Student Master**, click **Loaders**, then **Homeroom/Advisor/Counselor Auto Loader**

- To Load Students to Homerooms, Counselor, or Advisor by First Hour

  - Set the current year and date. For **Load**, select "**Homeroom**". For "**Load By**", set to "**Class/Grading Period**". Click **Next**.

- Set the Grade, then click to enter 01 in the Class Period field. Set the Semester to 1 if doing this at the start of the year. Repeat with Semester 2 at the start of the spring.

- Click **OK**. Click **OK** again at the warning.

- The system will go through and assign homeroom to students by first period on the schedule.
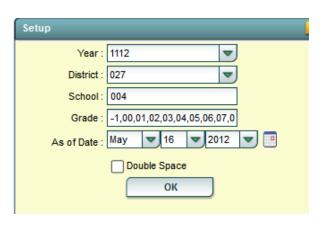
Change a Homeroom Teacher for Students

- In the Student Master module, click **Loaders**, then **Homeroom Loader**.

- At the setup box, set for the desired year and grades.

- On the left, a listing of students will appear. On the right will be a listing of teachers.

- Click to place an "x" in the homeroom field of the students to change. Next, click on the replacement teacher on the right.

- The homerooms of the students will be updated to match the new teacher.

- TIP: sort on the homeroom field to be able to make sure all students have a homeroom. Blank homerooms will appear first.

Homeroom Listing

- In Student Master, click **Lists**, then **Homeroom Teacher Affidavit w/Signatures**.

- At the setup box, set to the current year, desired grades, and as of date.

- Click **OK**.

- A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the Print button.

Homeroom Counts

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

Print Class Rosters

The Print Class Rosters program will allow a user to print the class roster(s) for one teacher, a small group of teachers, or all teachers. There is a select teacher function or an all teachers function.

1. Select **Scheduling** on the left side of the screen. Select **Lists**, then **Print Class Rosters**.
2. **Setup Options:** Set the usual options such as Year, School, Grade, As of Date.
   a. **Print by Homeroom (Form Type Only)** - Checking this box will give a class roster for each homeroom teacher for each teacher selected using the **Print Form** button only.
   b. **Print only selected semesters and periods** - Checking this affects the PRINTING of rosters. For example, if you want to print all 1st semester rosters even if they have a 2nd semester class, only the semester chosen at the bottom of the page will print. If you don't check, classes that have students in the 1st semester will print and the 2nd semester will print also.
   c. **Print Student Address (Form Type Only)** - Checking this box will show the student's address when using the **Print Form** button only. Note: You can only use this when **Print by Homeroom** is not checked.
   d. **Print LEP** - Checking this box will print the student's LEP status.
   e. **Print by Advisor (Form Type Only)** - Checking this box will give a separate class roster for each advisor when using the **Print Form** button only.
   f. **Print Telephone** - Checking this box will print each student's home phone number on the roster and CSV export.
   g. **Print 504 Status** - Checking this box will print each student's 504 status on the roster.
   h. **Print Co Teachers** - Checking this box will show one or more co teachers on the roster.
   i. **Print Sped Status** - Checking this box will print each student's special education status.
3. **Filters button:** Allows the user to limit the results as follows:
   a. **Teacher selection--**select a teacher's name(s)
   b. **Set transcript groups--**select a transcript group(s)
   c. **Select course--**select a course(s)
   d. **Show either All, Remote Only or Non Remote** to include/exclude students from your school who that travel to off campus remote schools.
   e. **Show either All, Sped Only, or Non Sped.** This option will print rosters with All students, Special Ed students only, or Non Sped (Regular ed) students only.
   f. **Show either All, 504 Only, or Non 504.** This option will print rosters with All students, 504 students only, or Non 504 students only.
   g. **Show either All, LEP only, or non LEP.** This option will print rosters with All students, LEP students only, or Non LEP students only.
4. Click **OK** to move to the next screen.
5. Boxes appear across the bottom to filter the results.
   a. **Reset** --removes all check boxes
   b. **All**--select all check boxes
   c. **Semester**-- click in box to choose semester(s) for which you need to print rosters
   d. **Class Period**--class period(s) for which you need to print rosters
6. **Setup** button--returns to the setup box to change selected classes

7   **Print Form** button--prints the rosters for the selected classes

8   **Export Roster**--export using a list format to a 'csv' file

Printing Rosters for a Teacher or Group of Teachers for a Single Period or Multiple Periods

1. To select the teacher, click the check box to the left of the teacher's name for each period for which rosters are needed or use the filter tab and choose the teacher.

2. Select the semester at the bottom of the screen. If you select more than one semester, you will get a roster for each semester selected.

3. Select period(s) at the bottom of the screen. If you leave the class period blank, all class periods will print.

Printing Rosters for One or More Periods for ALL Teachers

1. Click the **ALL** button at the bottom of the screen to choose all teachers.

2. Select the semester(s) and class period(s) or leave blank for all semesters and class periods.
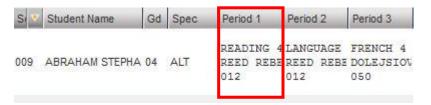
Print Student Schedules

1. On the left navigation panel, click the **Schedule** button, then **Lists**, then **Print Student Schedules**

2. At the setup box, set for the desired **year**, **grade level(s)**.

3. Narrow the criteria using the items: **Gender, Ethnicity**, **Special Codes**, **Team**, **Homeroom**, **Counselor**, **Advisor**, **Clubs**, and **Sports**

4. Select **All** Students or **Sped Only** or **Non Sped**

5. Set the "**as of date**".

6. Select the **Order to List**: Alpha Order, Grade Order, Homeroom Order, Team Order, Advisor Order, or Counselor Order

7. Select the **number** of student schedules **per page**: 1, 2, 3, 4, 5, 6, 7, or 8.

8. Additional Printing Options include: **Print locker information**, **Include blank student schedules**, **Print unscheduled requests**, **Print Comments**, **Print AB DOW Titles**.

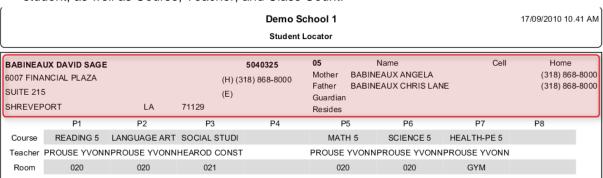# Making Sure All Students Have Schedules:

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.
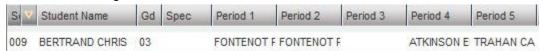
- Directions: The **Student Locator List** can be accessed under **Student Master**, expand **Lists.** Select **Student Locator**.
- At the setup box, set the desired **Year.**
- **District** and **School** should be defaulted based on security.
- Leave **Grade, Gender,** and **Ethnic** blank to include all criteria; otherwise, click in the box to make selections.
- Set **Periods to Show** and **Semester,**
- Set the print order in **Order to List**.
- Adjust the **As of Date** if needed.
- Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
- For **Show,** select **All, Sped Only,** or **Non Sped.**
- For **Location Type,** select **Teacher, Room,** or **Course.**
- Set the **Report Type** as either **Single Line Report** or **Multi Line Report**
  a. **Multi Line Report** Option
     - The **Multi Line Report** option will print each cell with Subject name, Teacher, and class count.

     - When printing the **Multi Line Report**, the output will also show demographic information on the student, as well as Course, Teacher, and Class Count.

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

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