



Scheduling Guide – Homeroom Based

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Useful Reports about Students for Next Year

Complete Caseload

A list of students with their special education case history and IEP Teacher provider. This includes the seven (7) teacher fields on the IEP tab and supplemental providers.

Menu Location

Go to **Special Education > Lists > Complete Caseload**.

Setup Options

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Grade - Grade level of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if all grade levels are to be included. Otherwise, click in the field to the right of Grade(s) to select the desired grade level(s) to be included.

Gender - Gender of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if both genders are to be included. Otherwise, click in the field to the right of Gender to select the desired gender to be included.

Ethnic - Ethnicity of students whose records need to be edited or whose names are to be included on a report. Leave the field blank if all ethnics are to be included. Otherwise, click in the field to the right of Ethnic to select the desired ethnic(s) to be included.

Exceptionality - The area of functioning in which the student is significantly different from an established norm. Categories and sub-categories are available to be chosen.

Exclude Exceptionality - This will allow the user to exclude any exceptionalities when running their reports.

Services - Select specific services to display.

Teacher - The staff members displayed for this option are from a collection of evaluation coordinators and special education service providers.

Delivery Option - Click in the box and another box will pop up. Select an option.

Custom Codes - Select the Custom Codes created in the Custom Code Management to filter the student list.

Column - Leave blank to include all columns. Click to obtain a pick list of columns that can be selected to view on the report.

Value	Description
1	Direct
2	Consultation
3	Tracking/Monitoring

Sort by Teacher - This option will sort by teacher selected.


Print Exceptionality Initials - Print the abbreviation of the exceptionality instead of the state number associated

Double Space Print - This option will double space the report when printed.

Report - The user can click in this box to select a report that was previously created.

Click **OK** to continue.

Main

	Student Name	SIDNO	SASID	Sch	Juris ...	Juris Start Date	Eth	Gen	GD	Age	Birth Date	Except	Sec. Except	IS
1	ALLEN, JASON MICHAEL	3109970	4845224186	004	027010	2018-08-10	0	M	08	14	2008-04-03	12: MiMD;		3
2	ALLEN, JASON MICHAEL 	3109970	4845224186	004	027010	2018-08-10	0	M	08	14	2008-04-03	12: MiMD;		3
3	ALLEN, RACHAEL GRACE	2109969	5719153446	010	027010	2018-08-10	0	F	09	15	2007-04-12	19: OHI;		1
4	ARDOIN, CHRIS SHANE L...	2109999	8231478167	010	027010	2016-09-20	0	M	10	15	2006-12-18	11(01): LD(B...		1
5	ARDOIN, JASON LUKE	9009979	4268977619	027010	027010	2016-04-08						01: AUT;		1
6	ARNOTH, DARRYL JAMES	3049990	2155138377	004	027004	2013-04-19	0	M	08	15	2006-10-25	19: OHI;		1
7	BADON, DARRYL	3009954	5932499613	027004	027004	2020-11-30						28(01): SI(A);		1
8	BADON, DARRYL	3009954	5932499613	027004	027004	2020-11-30						28(01): SI(A);		1
9	BADON, DARRYL	3009954	5932499613	027004	027004	2020-11-30						28(01): SI(A);		1
10	BADON, DARRYL	3009954	5932499613	027004	027004	2020-11-30						28(01): SI(A);		1

Column Headers

Student Name - Student's name.

SIDNO - Student's identification number.

SASID - Student's state identification number.

Sch - School number offering the course.

Juris Site - Special Ed Jurisdiction Site.

Juris Start Date - Special Ed Jurisdiction start date.

Eth - Student's ethnicity.

Gen - Student's gender.

GD - Student's grade of enrollment.

Age - Student's age.

Birth Date - Student's date of birth.

Except - Student's primary exceptionality.

Sec Exc - Student's secondary exceptionality.

IS - Placement/Service determination.

MIN - Frequency min/day.

D - Frequency Days/Week - Days/week support received.

Eval - Student's evaluation date.

IEP DT - IEP/Service plan date. If the student has an '*' in the SP field, then this date is a Service Plan Date.

Open Enrollment Begin - Open Enrollment begin date.

SP* Student with a service plan.

Service - The service code/description and this information comes from [Special Ed Master](#)>Service tab.

Service Start Date - Service start date.

User Login - The user that last saved the Service record.

Create Date - The date/time the service record was entered into the system.

Change Date - The last date/time the service record was saved.

Provider - This is the service providers name. But if the provider's SSN in SER data does not match the SSN in [Human Resource Master](#), the social security number will display. This report is purposely programmed to only show the last four digits of the SSN.

State ID - Staff member's state ID number.

Obj Func - Staff member's object function code.

Staff School Assignment - Staff school assignment.

Sped Activity End Date - Sped activity end date.

Sped Activity Exit Reason - Sped activity exit reason.

Delivery - Service Delivery Option

L/A - Statewide assessment the student will participate in.

RE - Reading/Language assessment grade.

MA - Mathematics assessment grade.

Testing Accommodations - Student's specified testing accommodations.

Address 1 - Student's mailing address line 1.

Apt/Lot/Ste - Student's mailing address line 2.

City - Student's mailing address city.

State - Student's mailing address state.

Zip - Student's mailing address zip code.

Phone Number - Student's phone number.

Bottom



Setup - Click to go back to the Setup box.

Print - This will allow the user to print the report. Row count will show in the top right corner.

HELP - Click to view written instructions and/or videos.

Print Legend - This prints the legend for the exceptionality codes and the testing accommodations.

English Proficiency List

This program will list the students with LEP, EL, ELL Funding Sources, and Accommodations.

Menu Location

On the left navigation panel, select **Student Master > List > English Proficiency List**.

Setup Options

Setup-03.14.23

Year: 2324

District: 010

School: 001

Grade:

Special Codes:

Custom Codes:

Program:

Clubs:

Sports:

Team:

As Of Date: Aug 11 2023

Show Detailed Accommodations

Print Comments

Show Remote Scheduled Only

Column:

Reports:

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

List If

There is an Entry Date

There is a Funding Code

There is an English Proficient Code

English Proficient Code is LIMITED

Include Inactive Students

Students Coded LEP in Last 2 Years

First Language is Not English

Do Not List If

Country of Birth is US or Blank

Country of Origin is US or Blank

Language Code is English or Blank

Fully English Proficient

There is no Entry Date

OK

Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

District - Default value is based on the user's security settings. It will be limited to their district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code.

Grade - Leave blank or select all to include all grade levels. Otherwise, choose the desired grade level.

Special Codes - Leave blank if all special codes are to be included into the report. Otherwise, choose the desired special code.

Program - Leave blank if all program codes are to be included into the report. Otherwise click in the field to the right of Program Codes to select the desired program code(s) to view.

Clubs - Leave blank if all clubs are to be included into the report. Otherwise, choose the desired club.

Sports - Leave blank if all sports are to be included into the report. Otherwise, choose the desired sport.

Teams - Leave blank if all team names are to be included into the report. Otherwise, choose the desired team.

As of Date - This choice will list only those students who are actively enrolled as of the date selected in the date field.

Show Detailed Accommodations - Select to display detailed accommodations on the report.

Print Comments - This will print comments on report.

Show Remote Scheduled Only - Select to show remote scheduled students only.

Columns - Select the columns to show on the report.

Report - The user can click in this box to select a report that was previously created.

US Entry Date: From Date and To Date - Blank out dates if the US Entry dates don't need to be consulted for a particular report. A set of dates that limits the selection of records for the report to a beginning date (from) and an ending date (to) range.

NOTE - Select either **List If: There is an Entry Date** or **Do Not List If: There is no Entry Date** for records that have an Entry Date.

List If:

- **There is an Entry Date**
- **There is a Funding Code**
- **There is an English Proficient Code**
- **English Proficient Code is LIMITED**
- **Include Inactive Students**
- **Students Coded LEP in Last 2 Years**
- **First Language is Not English**

Do Not List If:

- **Country of Birth is US or Blank**
- **Country of Origin is US or Blank**
- **Language Code is English or Blank**
- **Fully English Proficient**
- **There is no Entry Date**

OK - Click to continue.

Main

	<input type="checkbox"/>	School	Grade	Student Name	SIDNO	SASID	Homeroom	Country Entry Date	US School Entry ...	Birth Country	Country Of Origin	English Prof	Years As EL	L
1	<input type="checkbox"/>	010	03	AARON JR REBECCA LESHAE	2109881	1239632599	ABEL ADRIENNE X	2022-08-01		US	US	04		2

Column Headers

Country Entry Date - the date the student entered the US.

US School Entry Date - student's entry date into the school.

Birth Country - The two letter abbreviation of the country in which the student was born- This information comes from the [Student Master](#)>Birth Date> Birth Country field. If no country is chosen, the column will default to US (United States) for this program.

Country of Origin - Student's country of origin-Indicates country of which student came from and is considered to be a citizen. This information displays from the [Student Master](#)>Country Entry> Country of Origin field. If no country is chosen, the column will default to US (United States) for this program.

English Proficiency - codes denoting the level of proficiency:

01 - fully proficient

02 - limited English proficient

03 - LEP, passed first parts of the ELDA

LEP Year - the year in which the student was first determined to be LEP

Fund - funding source:

01 - Title I Basic Program.

02 - Even Start.

03 - Migrant Education.

04 - Special Education.

05 - Vocational Education.

06 - Title VII - Bilingual Education.

07 - Emergency Immigrant Program.

08--MFP Only.

09 - 8(g) Block Grant.

10 - 8(g) Competitive Grant.

11 - Local Funding.

12 - Other state programs.

13 - NO services provided.

14 - Title III.

Years as EL - Total number of years, prior to setup box year, the student had English Proficiency codes of either "02, 03, or 04. This information displays from the [Student Master](#)>Country Entry>English Proficiency field.

LEP Year - Student's LEP year.

Fund - Student's LEP source funding.

Language - Three digit code for the language with the Language the child speaks.

Home Language - Language spoken in the home; format is three digit code followed by the Language.

Native Language - Student's native language code; format is three digit code followed by the Language.

Newcomer Entry Date - Entry date of newcomer.

Date Registered - Student's date registered.

Current ESL Placement - Current placement of the student for ESL.

ESL Entry Level - ESL level when student was initially evaluated for ESL.

Staff Responsible - Staff member assigned to this student.

Gender - Gender of the student; male, M; female, F.

Ethnic - Ethnicity of the student.

Birth date - Date of birth of the student.

LEP Classroom Accommodations - the list of state available accommodations for the child while in the classroom. This information can be found in the [Student Master](#) Country Entry fields.

LEP Testing Accommodations - the list of available accommodations for the child when being tested. This information can be found in the [Student Master](#) Country Entry fields.

Special Ed - Displays if the student is in Special Education (Y/N).

SPED Exceptionality - Student's Special Education Exceptionality codes.

SPED Accommodations - Student's Special Education accommodations.

504 - Displays if the student is 504 (Y/N).

Homeless - Student's Homeless status (Y/N) as indicated in Programs tab of Student Master.

ELAD Exit Date - ELAD exit date.

LEP Acc Notes - LEP Accommodation Notes.

State Assessments to be Administered - This information can be found in the Student Master Country Entry fields.

Additional Accommodation Plan - This information can be found in the Student Master Country Entry fields.

LEP Start Date - The date in the LEP Start Date column comes from the Student Master > Country Entry > LEP Start Date field.

LEP End Date - The date in the LEP End Date column comes from the Student Master > Country Entry > LEP End Date field.

NOTE - This information is pulled from **Country Entry** in Student Master.

Bottom

Setup	Print	Help	Mass Print LEP ...	Save	Reports : <input type="text"/>
-----------------------	-----------------------	----------------------	------------------------------------	----------------------	--------------------------------

Setup - Click to go back to the Setup box.

Mass Print LEP - Click here to mass print LEP forms.

Save - Click after all areas have been entered or updated.

[Report](#) - The user can click in this box to select a report that was previously created.

Student Counts for the New Year

Often in New Year scheduling, the user needs a count of students for the upcoming year to plan classes for the master schedule. The steps below explain how to get counts for the first day of school by using the **MFP/Ethnic Gender/Lunch** report.

Getting Started

Go to **Student Master > Count> MFP/Ethnic-Gender/Lunch**.

Setup box:

- **Year:** Set to the next year.
- **Grades:** Set to the desired grade levels for next year.
- **As of Date:** Set to the first day of school.
- Click the **OK** button.

2. A count by grade level for the school will appear. Some of the column headings are explained below:

- ? - number of students for which the grade cannot be determined
- MFP - number of students counted towards State Funding purposes
- Enroll - number of students enrolled in the school
- Adj - number of students adjusted (counted as both pre kind and preschool)
- 22+ - number of student at age 22 or older

- NR – number of students identified as not reported in SIS to state
- Total – number of active students

Note: If you click on any count cell, the list of students will be displayed. Click the **Print** button to print the list of students.

The tabs at the bottom will break down the totals by **Regular Ed, Special Ed, Ethnic and Gender by School, Ethnic and Gender by Grade, Special Codes,** and **Lunch** codes.

Click **Print** to print or save the report

Use the count information to identify how many homerooms may be needed for each grade, as well as how many seats are needed for each class period.

Master Schedule Planning-Sample

1. The Master Schedule Editor shows what classes are taught by the teacher.
2. The Block Fast Loader shows what classes the students in the homeroom are taking.
3. It is best to get a good idea of how the classes will be scheduled before going to the master schedule editor.
4. Labeling sections in Comments of the Master Schedule Editor is a good way to reference the teacher schedule with the Student schedules. For example, if you have 4 sections of 1st grade then label as 1A, 1B, 1C, 1D. Then if 3 sections of 2nd Grade label as 2A, 2B, 2C. When you build your blocks (Student Schedules) this will be very helpful.
5. Make a grid of teachers, homerooms, and classes.
 - a. A sample grid by teacher, class, homeroom for **lower elementary** is shown below. The teacher's schedule of classes is what would be entered in the Master Schedule Editor.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Teacher 1A	Language 1 1A	Math 1 1A	Soc Liv 1 1A		Conduct 1 1A	Handwrit 1 1A		
Teacher 1B	Language 1 1B	Math 1 1B	Soc Liv 1 1B		Conduct 1 1B	Handwrit 1 1B		
Teacher 2A	Language 2 2A	Math 2 2A	Soc Liv 2 2A		Conduct 2 2A	Handwrit 2 2A		
Teacher 2B	Language 2 2B	Math 2 2B	Soc Liv 2 2B		Conduct 2 2B	Handwrit 2 2B		
Teacher 3A	Language 3 3A	Math 3 3A	Soc Liv 3 3A		Conduct 3 3A	Handwrit 3 3A		
Teacher 3B	Language 3 3B	Math 3 3B	Soc Liv 3 3B		Conduct 3 3B	Handwrit 3 3B		
Art Teacher								Art 1 1A/1B Art 2 2A/2B Art 3 3A/3B Art K KA/KB
PE Teacher							PE 1 1A/1B PE 2 2A/2B PE 3 3A/3B PE K KA/KB	

- a. In the example above, the classes assigned to Homeroom 2A would be the Block Schedule. Therefore, the classes with 2A would be in the Block(Homeroom) schedule of 2A. The classes with 2B would be in the Block schedule of 2B.

- b. A sample grid by teacher, class, homeroom for upper elementary. The teacher's schedule of classes is what would be entered in the Master Schedule Editor.

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Teacher 4A	Language 4 4A Language 4 4B		Soc. Stud 4 4A Soc. Stud 4 4B		Conduct 4 4A	Handwrit 4 4A Handwrit 4 4B		
Teacher 4B		Math 4 4A Math 4 4B		Science 4 4A Science 4 4B	Conduct 4 4B			
Teacher 5A	Language 5 5A Language 5 5B		Soc. Stud 5 5A Soc. Stud 5 5B		Conduct 5 5A	Handwrit 5 5A Handwrit 5 5B		
Teacher 5B		Math 5 5A Math 5 5B		Science 5 5A Science 5 5B	Conduct 5 5B			
PE Teacher							PE 4 4A/4B PE 5 5A/5B	
Art Teacher								Art 4 4A/4B Art 5 5A/5B

- c. In the above example, the classes with 4A would be in the Block schedule for 4A, the classes with 4B would be in the Block Schedule for 4B,

Master Schedule Editor

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

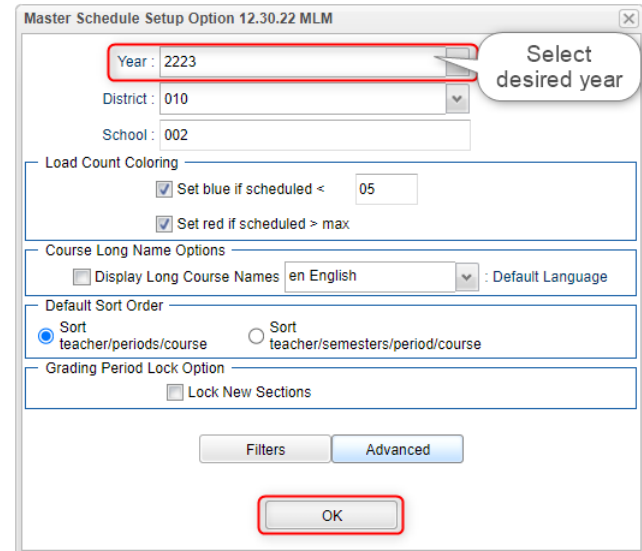
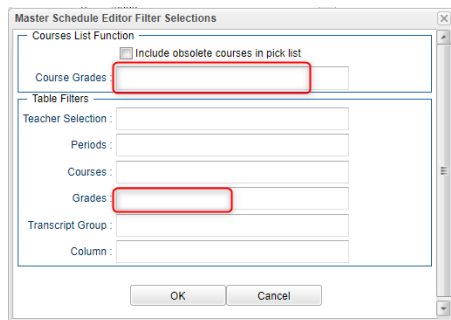
****Remember- this is the teacher's schedule.**

Getting Started

1. On the left, click on **Scheduling**
2. Under **Entry**, select **Master Schedule Editor**.

Setup Options

1. Select the desired "Year", then click OK.
2. **Filters** button: Click to filter the master schedule by course, course type, specific teacher, grade level, etc...



****Suggestion:** Work with one grade level at a time by filtering Grades and Course Grades.

Master Schedule Columns and Their Meanings

1. **STAFF** – Staff Name
2. **ID/DEL** – Staff Identification Number. Deletion of a course with zero students scheduled and no assignments or assignment grades associated with the section.
3. **PD** – Class Period
4. **COURSE NAME** – Course Name
5. **GRP** – Transcript group from the courses file
6. **COMMENTS** – Used to Make Comments about the section
7. **SECT** – The section number for the current record. This is a unique number identifying each record in the master schedule.
8. **C1,C2,C3,C4** – Class Counts for Semester 1,2,3,4
9. **ST CODE** – State assigned Code for Courses
10. **HONR** – Honor codes from the Course Catalog
11. **CRED** – Credit given to a course in Course Catalog
12. **S1,S2,S3,S4** – Semester a course is being taught
13. **RM** - Room Number/Name or a combination
14. **NP** – Number of periods a class is taught
15. **GD** – Grade level of a course
16. **DS** – Distance learning flag
17. **Max** – Maximum number of students allowed in a class
18. **LKS** – Allows you to schedule two or more classes together by assigning the same combination of letters or numbers for all

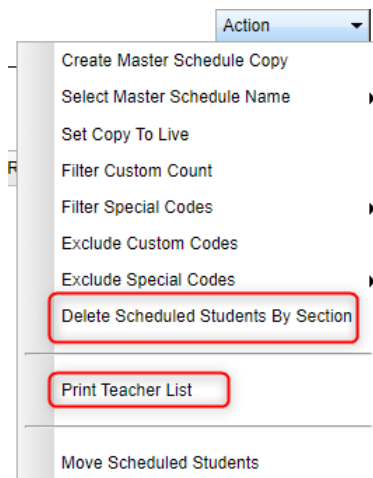
19. **DOW** – Days of the week the class taught
20. **LUNCH** – Lunch break time that occurs during a section
21. **SCH** – Local school number
22. **DIST** – Local district number
23. **RSCH** – School number of the school where class is taught if not the enrolled school
24. **REDIS** - District number of the school where class is taught if not the enrolled school
25. **MREM** – Maximum number of students that can be scheduled to a remote class
26. **REM** – Section is offered to other schools as a [Remote](#) section.
27. **REC** – Record number
28. **SE SPC** – Special Ed Placement Setting Code – will popup when a sped class is created
29. **12Hr** – 12 HR Employee – Denotes the instructor is teaching out of content area but has 12 credit hours in the area of the course.
30. **TEAM** – Team assignment
31. **DOWTITLE** – Day of week assigned, if any
32. **C HRS** – College hours for a [Dual Enrollment](#) course.
33. **PSEC SITE** – Post Secondary site for a [Dual Enrollment](#) course.
34. **ADD STAFF** – Allows you add additional staff and percent of time teaching. Teaching time must add up to be less than 100%
35. **CR** – Category Required – Select if section assignments must have a category.
36. **DP** – Difficulty Points – This is a number adjustment to the final grade to enhance the overall section average.
37. **GD TYPE** – Grade Type override of Sponsor or Course Catalog PPP settings.
38. **RSec** – Reported Section Number – Send this section number for state reporting.
39. **WEIGHT** – Course Weight override of Sponsor or Course Catalog PPP settings.
40. **FEES** – Section's fee amount

Action Button

1. **Delete Scheduled Students by Section** - allows you to delete a group of students at one time
2. **Print Selected Teachers** - allows you to print or Save one teacher's sections in a list format

Buttons at the Bottom of the Page

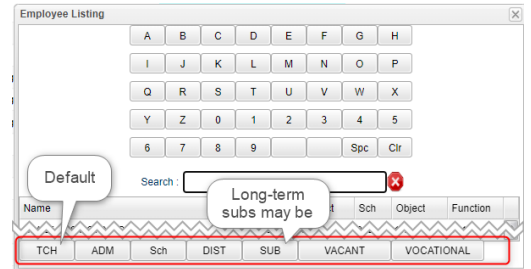
1. **Setup** - returns you to the Set up Box; see instructions above
2. **Help** – Display help information.
3. **Courses** - takes you to the [Course Catalog](#)
4. **Refresh** - refreshes the page to show new counts
5. **Save New** - use only when making a new section using the top blank line
6. **Print** - allows you to print or save the current screen of all teacher's sections in a list format
7. **Init**: Click for directions. Re-index class counts if needed.
8. **Remote**: Click for directions on setting up "hosted" and "remote" classes.
9. **Delete** – Delete selected section(s).



Add a Section to the Master Schedule

STAFF	ID/DEL	PD	COURSE NAME	GRP	COMMENTS	SECT	C1	C2	C3	C4	SCH	RSCH	ST CODE	HONR	NP
											002	002			
ABATE-JUSTICE YODIT	610062	01	CONDUCT *	9		002105	0	1	0	0	002	002	999999		1
ABATE-JUSTICE YODIT	610062	02	LANGUAGE 3*	1		002106	0	1	0	0	002	002	500099		1

- Click in the top blank cell below the heading "STAFF" above the first teacher
 - The list will default to TCH. If the employee is a TCH, make your selection. Other choices include ADM, SCH, DIST, VACANT and VOCATIONAL.
 - VOCATIONAL will provide a list of post-secondary persons whose sites are other than a school in the district.
- Click in the top blank cell below the heading "PD". Select the period the course will be taught from the pick list then "OK"
- Click in the top blank cell below the heading "COURSE NAME". Select the Course Name from the Course Selection by scrolling down the list or using the keyboard and clicking
- Section numbers are automatically generated upon saving the record
- Click "Save New" at the bottom of the screen
- "Copy Saved Record" will appear upon clicking save. Change the number of copies to save for that teacher if the class is being taught more than the class period initially being created. Click "OK"



Change an Existing Section

Most items in the Master Schedule Editor can be changed simply by clicking on the existing item and clicking on the desired replacement.

- Note:** When changing items in the Master Schedule Editor, warning/verification boxes will appear. **Read each box carefully and answer appropriately.**

*****BE CAREFUL*****

- Note2:** When changing a teacher's name, one of the questions is "**Do you wish to replace all of Teacher A's records with Teacher B?**". If Teacher B is taking over all of Teacher A's classes, then click "Yes". If only one or some of the classes are being taken over by Teacher B, then click "No"

Delete an Existing Section

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

- Browse to the row containing the section to be deleted.
- Next to the staff member's (teacher) name is a column labeled "ID/DEL". Click on the cell with the staff member's ID or you can select the section and click the Delete button at the bottom of the screen.
- A dialog box asking "Are you sure you wish to delete this record?" will appear.
- Click "Yes" to delete the class. Click "No" to cancel the deletion.

Init Button: Update Class Counts in the Master Schedule

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

Sometimes, due to many changes in the [Master Schedule Editor](#) and student schedules, the class counts may be incorrect, and as a result, need to be re-indexed (initialized) for accuracy. The steps below identify how to do this task.

In the **Master Schedule Editor**, at the bottom of the screen, click on the **Init** button.

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

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

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

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

Schedule Students by Homeroom (Blocks) for Elementary Grades

Note1: Before starting Block scheduling, be sure the master schedule is correct, then be sure that there is a clear idea of the classes each homeroom will take. A sample form to help with this process is located at the end of this guide.

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

Roll over Blocks to the New Year:

If blocks were previously created, they can be rolled over to the new year. Go to **Scheduling, Loaders, Block Fast Loader**. Click on **Roll Current Year Blocks to New Year**.

A screenshot of a software menu. The menu is titled 'Action' and contains several options. The option 'Roll Current Year Blocks To New Year' is highlighted in blue, and a red arrow points to it from the right. Other options include 'Master Schedule', 'Reschedule Blocks', 'Single Course', 'Clear Student Block Numbers', 'Alternating Student Scheduling', 'Sequential Student Scheduling', 'Capability Student Scheduling', 'Initialize Block Counts', 'Realign Blocks To Master Schedule', 'Remove School(s) Blocks From Selected Year', 'Assign Roster IDs', and 'Help'.

COPY BLOCKS TO NEW YEAR

This process will copy the selected school(s) blocks to a new year. The process will then automatically align the copied blocks to the new year's master schedule records for each block copied.

ALIGN BLOCKS TO MASTER SCHEDULE

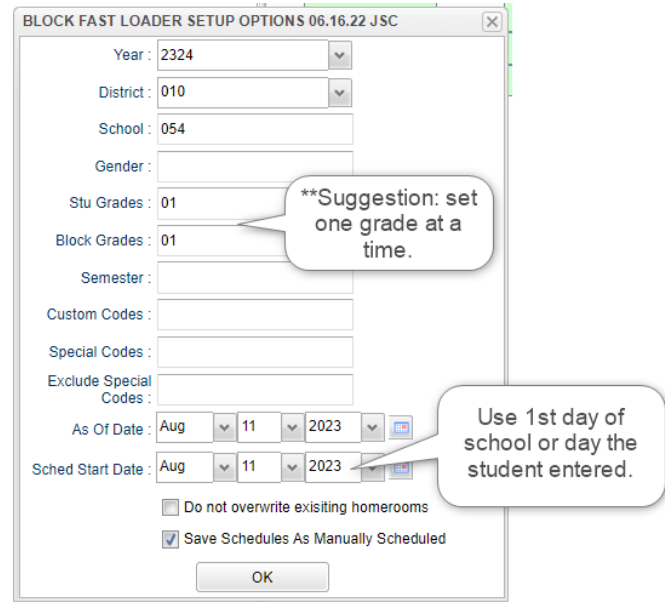
This function will update all blocks in the blocks database to match the master schedule. All information will be changed in ALL blocks where the section number of the block matches a section number in the master schedule for the year, district, and school selected on the setup of the block program. This process is used to update the blocks to match the master schedule when a new year starts, or master schedule records change. The alignment function will update the following in the block detail records: class period, classroom, teacher name, DOW (day of week). Please verify that your master schedule is setup correctly BEFORE running this function. Also note that the student schedules scheduled by this block program will NOT be updated using this procedure they will probably need to be scheduled to the blocks after the alignment process is complete. If a section is missing from the master schedule, the section for the block will either have to be deleted from the block detail records, or create the section number in the master schedule editor, and rerun the alignment process.

Then complete the **From Year**, the **New Year, School**. Click **Start Copying** button to copy the block from previous year to new year. ****Select Setup again to get results.**

A screenshot of a dialog box titled 'Create New Year Blocks'. It contains three input fields: 'From Year' with a dropdown menu showing '1718', 'New Year' with a dropdown menu showing '1819', and 'Schools' with a text box containing '002'. Below these fields is a text box with the instruction 'Select the year and school to copy to then click 'Start Copying''. At the bottom of the dialog are two buttons: 'Start Copying' and 'Cancel'.

Getting Started with Block Fast Loader

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



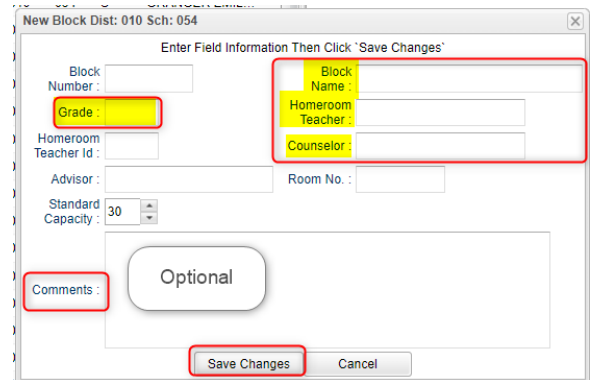
Block Fast Loader For YR: 2223 DST: 010 SCH: 054

Name	GD	Blk	Homeroom	SIDNO	G	Dist	Sch	Sped	Counselor
	01	103	WILLIAMS CAR...		F	010	054		GRANGER EMIL...
	01	103	WILLIAMS CAR...		M	010	054	S	GRANGER EMIL...
	01	103	WILLIAMS CAR...		M	010	054		GRANGER EMIL...
	01	105	JOHNSON STA...		M	010	054		GRANGER EMIL...
	01	107	WINTERS CAND...		F	010	054		GRANGER EMIL...
	01	105	JOHNSON STA...		F	010	054	S	GRANGER EMIL...
	H 01	107	WINTERS CAND...		M	010	054		GRANGER EMIL...

Blk	GD	LD	Homeroom	Blk Name	Hrm #	Blk Desc
105	01	16	JOHNSON STA...	JOHNSON S...	120	
103	01	15	WILLIAMS CAR...	STAFF05406		
107	01	16	WINTERS CAND...	STAFF05401		

Creating a New Block

1. Click the **New Block** button at the bottom of the screen.
2. Enter the **Grade Level**.
3. Click in the blank next to **Block Name**. A list of teachers will appear. Select the teacher name or close the list of teachers where the blinking cursor will be available in the field to type a name for the block.
4. Click in the **Homeroom Teacher** field and choose the homeroom teacher by clicking on the name. The **ID** and **Room No** will be filled in as well.
5. Add **Comments** if so desired.
6. Click the **Save Changes** button and a new block will be created.
7. The next screen will be the Schedule Maintenance screen where you will enter the schedule for each student in the Homeroom(Block). You must enter the schedule for the block to be created.
 - a. Click in the 1st cell under the column Semester 1 to bring up a list of master schedule courses.
 - b. **Click on the column header "Comment" to sort the selections. **Helpful Tip****
 - c. Look for the courses with the Comment that matches the homeroom.
 - d. Select the course needed. Continue down the periods filling in the complete schedule.
 - e. To find other classes to add, sort the pick list by "Teacher".



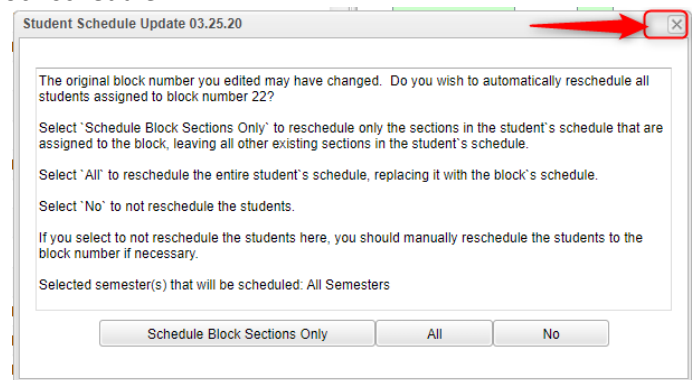
f. If you need to delete a course added, click on the **Section** column in one of the 4 grids to delete a section from the schedule. You will be asked if you are sure you want to delete the section.

Schedule Maintenance							Action						
Blk: 1057 Hmrm: CORMIER ROSE M GD: 07 Yr: 1617 Dist: 027 Sch: 006													
CP	RM	Semester 1	Teacher	LD	Section	DoW	CP	RM	Semester 2	Teacher	LD	Section	DoW
01	419	MATH 7M	CORMIER ROSE M	25	006457	MTWRF	01	419	MATH 7M	CORMIER ROSE M	25	006457	MTWRF
02	418	ELA 7 A	HEBERT DIANNE	25	006449	MTWRF	02	418	ELA 7 A	HEBERT DIANNE	25	006449	MTWRF
03	405	SCIENCE 7M	RICHARDSON STEPH...	24	006042	MTWRF	03	405	SCIENCE 7M	RICHARDSON STEPH...	24	006042	MTWRF
04							04						
05	418	ELA 7 B NOGRD	HEBERT DIANNE	25	006329	MTWRF	05	418	ELA 7 B NOGRD	HEBERT DIANNE	25	006329	MTWRF
06	420	SOCIAL STUDIES7M	GUIDRY HOLLY	25	006779	MTWRF	06	420	SOCIAL STUDIES7M	GUIDRY HOLLY	25	006779	MTWRF
07							07						
08							08						

g. Keep in mind that the schedule you are creating is the schedule everyone in this homeroom will take when assigned to the block.

h. When done, click the “x” in the upper right to close the Block schedule.

i. A dialog box as shown below will appear, select “No” or “x” out of this box.



Change Block

1. If you need to change an existing block’s information such as teacher, homeroom, or comment, select the block to change, and then click the button labeled **Change Block** at the bottom of the screen.
 - a. Make necessary changes and then click **Save Changes** to store the new information.
2. To make changes to the schedule, click on the **Block Number** to see the Student Schedule Maintenance screen.
 - a. From the Schedule Maintenance screen, add classes, replace classes, or remove classes.
 - b. When done, click the “x” in the upper right.
 - c. Then select “Schedule Block Sections Only”, if you have students selected or “No”, if you don’t want to schedule students at this time.

Delete Block

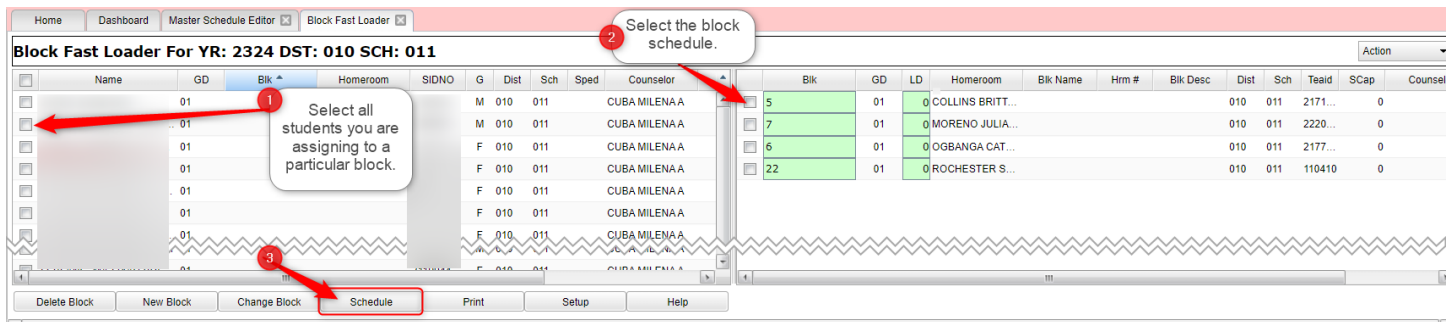
1. If you need to delete an existing block, do so by clicking an existing block and click the button labeled **Delete Block**.

Load Count (LD): the number of students assigned to each block

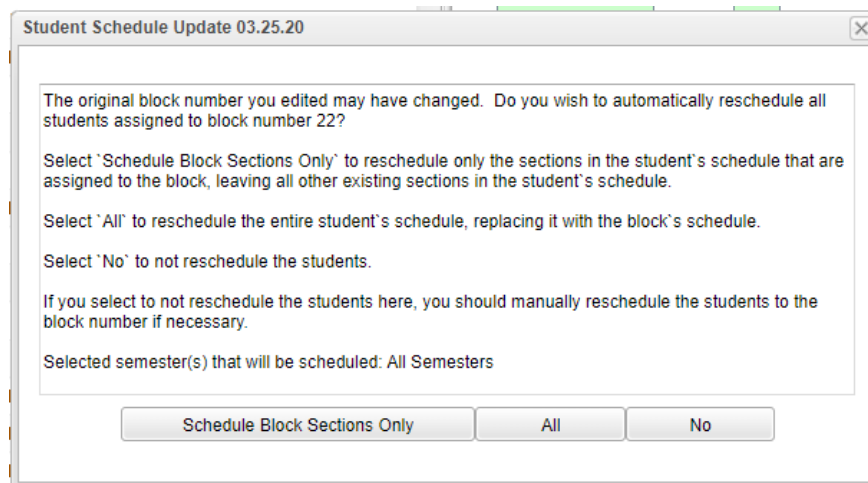
Click on the LD count to see a list of students assigned to a specific block.

Assign Students to Block Schedules

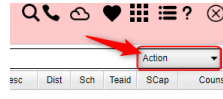
1. To assign students to block schedules, on the **left**, click under the **SEL** column next to each student's name to select the student.
2. On the **right**, select the box of the block schedule to assign to the students.
3. Click the button labeled **Schedule** at the bottom.



4. A message will appear asking if you want to schedule the students. Click **Yes**. You should see a progress screen as each student is assigned.
5. When done, the selected students will have a block number in the "Blk" column, and a homeroom teacher in the Homeroom column. On the right, the block will have a count of students who are assigned to the block schedule.
6. Repeat until all students have a Blk number and homeroom teacher.
7. Use the same steps to move a student from one block to another.
8. What about the questions at the end for the selection?
 - a. Most of the time, users select "All" to fully replace the student's previous schedule with the classes in the block schedule.
 - b. Selecting "Schedule Block Sections Only" will put the block classes into the student's schedule, but the other classes don't match will remain.
 - c. Selecting "No" means that the user has worked with the block, but doesn't want to push any changes out to the existing students in the homeroom block.



Features under the ACTION tab



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

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

Note: Prior to doing this step, be sure the desired blocks have been setup.

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

Reschedule Blocks

Block Changes: Updating Student Schedules to Match

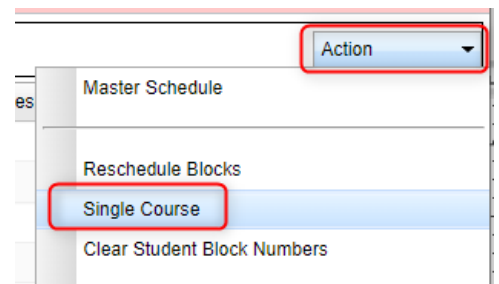
If a user changes the classes or teacher of a block, or group of blocks, and wants to push the change to the students in the block, follow the steps below:

- Make the desired changes to the block or blocks. Click the **Action** button in the upper right, then choose **Reschedule Blocks**.
- Click **OK** after the warning text. A listing of the blocks will be displayed. Select the block(s) that a change was made to, and then click **Schedule**.

Adding a Single Course to Selected Students- in Block Fast Loader

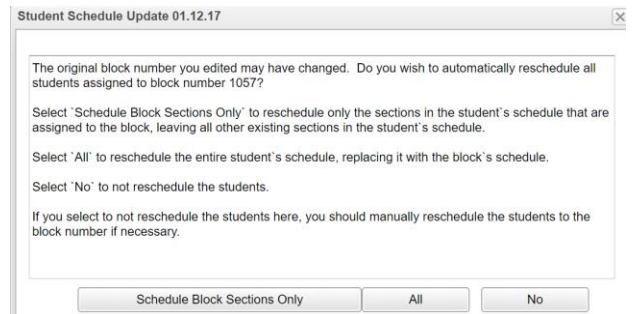
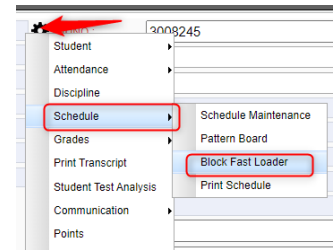
Sometimes the user needs to add a single class to a group of students, such as Adaptive PE, Gifted, a remedial course, or some other unique class. The Single Course option is an easy way to add a single course to group of selected students.

1. Click in the select box of the desired students to schedule to a single class.
2. In the upper right, click the **Action** button, then choose **Single Course**.
3. A list of courses from the master schedule will appear. Browse to the desired course and click on the class.
4. The class will be added to the student's schedule. This does not change the block.



To schedule one student from Student Master:

1. Find the student in **Student Master**. Click the **Gear** icon, then choose **Schedule**, then **Block Schedule**
2. Select the student on the left.
3. Review the homeroom blocks on the right with load counts.
4. Select the homeroom block to schedule the student to.
5. Click the **Schedule** button.
6. The student will be assigned to this homeroom and will have the homeroom block schedule. You will be asked which option you want to follow. See page 19 for explanation.

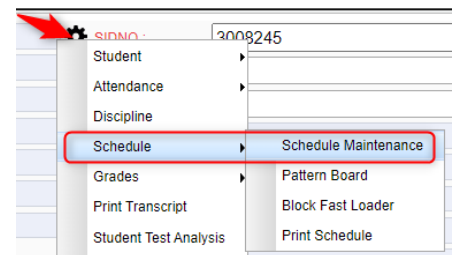
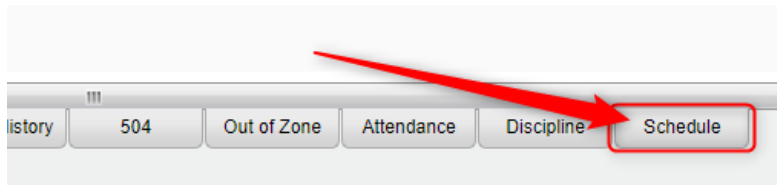


Student Schedule Maintenance

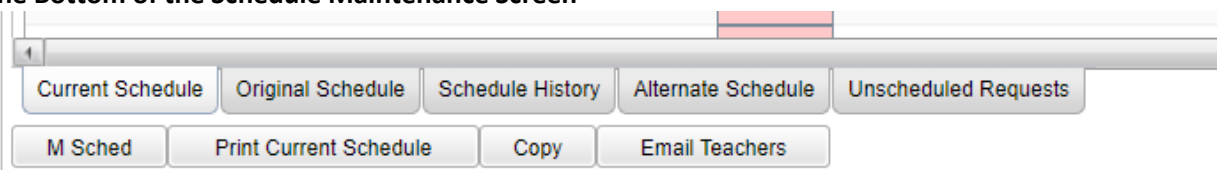
1. In **Student Master**, find a student who needs a schedule change.
2. Click the **Gear** icon, then **Schedule**, then **Schedule Maintenance**.
3. The student's schedule for Fall/Spring will be on the screen.

OR

Click the **Schedule** tab at the bottom of Student Master page.



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. **Alternate Schedule** – alternate schedule used when teachers are absent.
5. **Unscheduled Requests:** Shows course requests that did not schedule to the student.

Buttons at the Bottom of the Schedule Maintenance Screen

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

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.

To Copy a schedule to a selected student or group of students

1. After you have assigned a schedule or block to a student using Student Schedule Maintenance, select the **COPY** button at the bottom.
2. Select the student(s) from the Rosters list that appears.
3. Select a schedule start date.
4. Select Yes.

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 Were Rolled to New Year

This report compares enrollments of the previous year to the current year. The report will list students who were enrolled at the end of the previous year, but are not enrolled anywhere in the district for the current year.

Getting Started

1. In the left navigation panel of WebPams, click **Student Master**.
2. Expand the **Lists** section.
3. Browse down the listing, then click on **Student End of Year / Current Year Missing Report**.

Setup Box Options

1. **Year**: Set to the desired “current year”.
2. **District**: Should be set to your district number.
3. **School(s)**: Set to the desired school site, or sites.
4. Click **Ok** to begin the report.

Report Features

1. The report will list students who were enrolled at the site at the end of the previous year, but are not found in the current year for any district location.
2. Column Descriptions
 - **District**: District number of previous year enrollment.
 - **School**: School number of previous year enrollment.
 - **Student ID**: ID number of student in previous year enrollment.
 - **Student Name**: Name of student in previous year enrollment.
 - **Grade**: Grade level of student in previous year enrollment.
 - **Entry Code**: Entry code of previous year enrollment.
 - **Entry Date**: Entry code of previous year enrollment.
3. To investigate students on the list further, open up the previous year’s Student Master, then browse to the student’s information for further details.

Making Sure All Students Have a Schedule

Student Locator List

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

- 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**

- **Multi Line Report** Option

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

S	Student Name	Gd	Spec	Period 1	Period 2	Period 3
009	ABRAHAM STEPHA	04	ALT	READING 4 REED REBE 012	LANGUAGE FRENCH 4 REED REBE 012	FRENCH 4 DOLEJSIOVA 050

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

BABINEAUX DAVID SAGE		5040325	05	Name	Cell	Home		
6007 FINANCIAL PLAZA		(H) (318) 868-8000	Mother	BABINEAUX ANGELA		(318) 868-8000		
SUITE 215		(E)	Father	BABINEAUX CHRIS LANE		(318) 868-8000		
SHREVEPORT		LA 71129	Guardian Resides					
Course	P1	P2	P3	P4	P5	P6	P7	P8
Teacher	PROUSE YVONN	PROUSE YVONN	HEAROD CONST		PROUSE YVONN	PROUSE YVONN	PROUSE YVONN	
Room	020	020	021		020	020	GYM	

- **Single Line Report** option

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

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

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

Year: 1011 District: 027		STUDENT LOCATOR						
Ethnic: ALL		Semester: 1 As of: 06/05/2012						
Sch	Student Name	Gd	Spec	Period 1	Period 2	Period 3	Period 4	
009	ABRAHAM STEPHANIE	04	ALT	REED REBECCA	REED REBECCA	DOLEJSIOVA O	REED REBECCA	
009	ACHANE CHRIS	05		DOMINGUE UVO	FREDERICK AL	MCLEERY ELI	HOFFPAUIR BA	
009	ACHANE MARK	03		FONTENOT PEG	FONTENOT PEG	JONES MARY S	CUMMINGS LOR	
009	ACHANE STEPHANIE	05		FREDERICK AL	HOFFPAUIR BA	DORR KATIE F	MCKINLEY NAN	

