



## **Scheduling Guide – Request Based Updated March 15, 2022**

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# Student Counts for the New Year

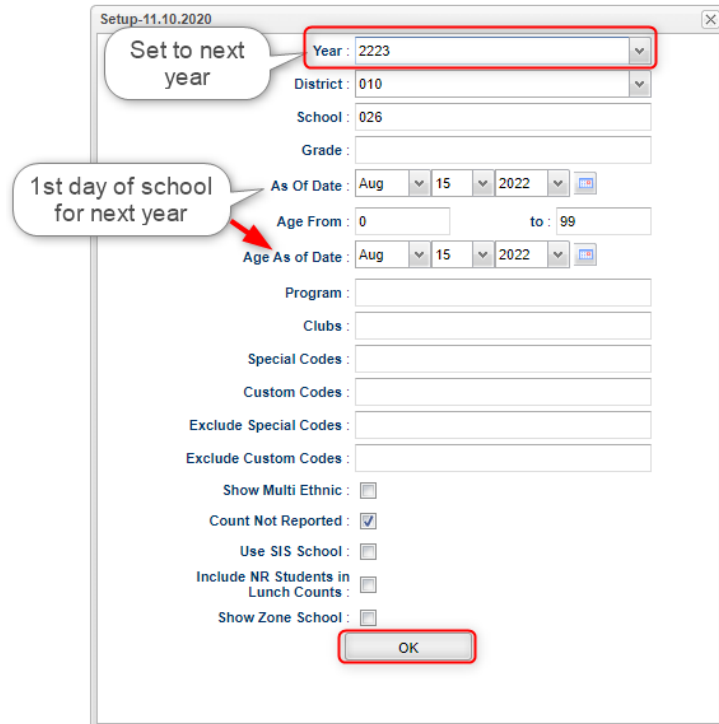
Often in New Year scheduling, the user needs a count of students for the upcoming year to plan classes for the master schedule. The steps below explain how to get counts for the first day of school by using the **MFP/Ethnic Gender/Lunch** report.

## Getting Started

1. On the left navigation panel, go to **Student Master > Count > MFP/Ethnic-Gender/Lunch**.

## How-to

1. At the setup box, set the following:
  - **Year:** Set to the next year.
  - **Grades:** Set to the desired grade levels for next year or leave blank to select all.
  - **As of Date:** Set to the first day of school for new school year.
  - 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

Dist	Sch	Site	INF	PRES	K	01	02	03	04	05	06	07	08	09	10	11	12	40	35	?	MFP	PREK	ADJ	22+	Enroll	NR	Total
010	026	IOWA HIGH SCHOOL									134	158	136	158	173	136	133				1028					1028	1028
010	?	Other																									
		Total									134	158	136	158	173	136	133				1028					1028	1028

- Total – number of active students
3. **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.
  4. 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.
  5. Click **Print** to print or save the report
  6. 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.

## Entering and Verifying Requests

### Load Student Course Requests

This program allows the user to assign course requests to individual students.

1. In the left navigation panel, go to **Scheduling > Entry > Load Student Course Requests**.
2. On the setup box

The screenshot shows the 'Load Requests Setup' dialog box with the following fields and options:

- Year:** 2223 (Callout: Select New School year)
- District:** 010
- School:** 033
- Stu Grades:** 09,10,11,12 (Callout: Select student grade(s) needed.)
- Active Only:**  (Callout: 1st day of school for new year)
- Date:** Aug 15 2022
- Include Scheduled Requests:**
- Allow Multiyear Requests:**
- Skip Obsolete Courses:**
- Course Grades:** 09,10,11,12
- Create Courses From Master Schedule:**  (Callout: Uncheck to see Courses from the State Course Catalog.)
- Show Master Schedule Comments:**
- Edit Next School Requests:**
- Current Year Requests Only:**
- Course Long Name Options:**  Display Long Course Names en English

An 'Additional Filters' dialog box is also visible on the right, containing fields for Spec Codes, Programs, Exclude Special Codes, Clubs, Sports, Counselor, and Team. It also has radio buttons for 'Show' (All, Sped Only, Non Sped), '504' (All, 504 Only, None), and 'LEP' (All, LEP Only, None), and an 'OK' button.

- **Year:** For this program, the **Year** should be the upcoming school year
- Set **District** and **School** to default based on security of the user.
- **Stu Grades:** Select the grade level(s) of the students that need course requests.
- **Active Only:** Check the box by "Active Only" to exclude those students who have been dropped.
- The **date field below the "Active Only"** box is to tell the system what date the "Active Only" option should be using to find active students.
- **Show:** Select to include "All" students, special ed students only, or regular ed students only.
- **Spec Codes:** If desired, click to select special codes associated with students.
  - Example: Selecting OM2 will limit the students to those that are identified in Student Master with special code "OM2 Career Diploma".
- **Include Scheduled Requests:** Click to show student requests that have already been scheduled. Leave unchecked to only view unscheduled requests.
- **Allow Multiyear Requests:** Check the box to enter student requests up to five years in advance. Handy for 5 year plan entry of requests. More work up front, but may pay off for future years.
- **Skip Obsolete Courses:** Check to exclude courses that are obsolete from the course selection list.
- **Course Grades:** Click to limit the course selection list to the grade levels selected.
- **Create Courses From Master Schedule:** Check to limit the course selection list to only those courses in the next year master schedule

- **Show Master Schedule Comments:** Check if comments are on the master schedule and need to be displayed while putting in requests.
  - **Edit Next School Requests:** This setting will allow you to view the students at the school they are enrolled for next year and allow you to load their templates or requests for their next school.
  - **Current Year Requests Only:** Select to show request records only for year selected on setup screen instead of all years.
  - **Filters Button:** Click to choose additional filters when selecting students. After selecting filters, then click OK.
3. Click **Ok** when the setup box is correct.
  4. Normally, the first alphabetical student in the grade range will be displayed in the upper left. The user can start with this student or use the **Find** button to locate the desired student.
    - To move to a different student, either click the **Next** or **Prev** (Previous) button or click the **Find** button.
  5. The left side of the screen is where the student's requests will appear. On the right is the course selection list.

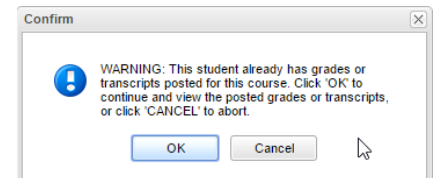
Student Request	Year	CR	T	GD	H	Hon	S	P	Alt	Sect	C	Tea
ALGEBRA III	2223	1.0	3	09								
ENGLISH IV	2223	1.0	1	09								
WORLD HISTORY	2223	1.0	4	09								
TTL YEAR: 2223		3.0										

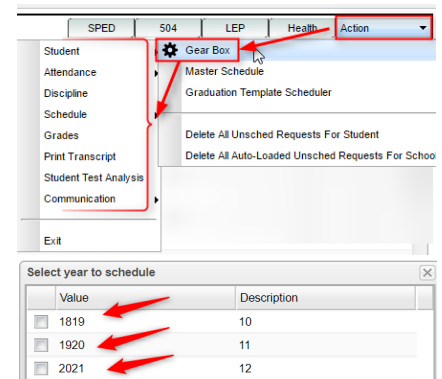
GD	COURSE NAME	CRE	HONR	ST	SE	PD	ST CODE	ST COURSE	LNUM
09	ADAPTED PE	1		2	1	1	190100	ADAPTED PHYSICAL E...	
09	ADVANCED BAND	1		2	1		030302	ADVANCED BAND	009117
09	ADVANCED BAND 5	0.5		1	1		030302	ADVANCED BAND	
09	ADV NUT & FD	0.5		1	1		100301	ADVANCED NUTRITIO...	009246
09	AG LEADERSHIP	1		2	1		010384	AG LEADERSHIP (1 C...	
09	AGRISCIENCE I	1		2	1		010301	AGRISCIENCE I	
09	AGRISCIENCE II	1		2	1		010302	AGRISCIENCE II	
09	AGRISCIENCE III	1		2	1		010303	AGRISCIENCE III	
09	ALGEBRA I	1		2	1		160321	ALGEBRA I	
09	ALGEBRA II	1		2	1		160322	ALGEBRA II	VS4202
09	ALGEBRA III	1		2	1		160375	ALGEBRA III	
09	ALGEBRA III DW	1	HEAD	1	1		160500	ALGEBRA III. DE - CMA...	

6. **To add requests:** Click on the desired course from the course selection list on the right, and it will then appear on the left.

7. **If the student has taken the class previously:** The system will present a warning message as shown below. To continue adding the course, click **OK**. Click **Cancel** to stop adding the course.



- **TIP:** Need to check the transcript or current year grades as a result of getting the above message? Click the **Action** button in the upper right, then choose **iGear**, then either **Grades** or **Transcript**.



8. If the **Multyear** option was checked on the setup box, the user will see a box asking which year the request should to be applied to.
9. **To request part of a course:** Click in the cell under the column header "**H**". Choose to select "**1<sup>st</sup> Half**" of the course, or "**2<sup>nd</sup> Half**" of the course.
10. **To request a specific teacher:** Click in a cell under the column labeled **TEA**. A list of teachers assigned to the course for next year will be displayed. Click to select the desired teacher to request for the course.

### 11. To Post an Alternate request: (Optional)

- Enter a request for an elective course to be used as an Alternate.
- In the column labeled **ALT**, click on the **ALT** cell of the alternate course, then place a check mark for "Generic Alternate", then click the SAVE button.

The screenshot shows a table with columns: Cr, T, Gd, H, Hon, S, P, Alt, Sect, C, Tea. The 'Alt' column has a red box around it. Below the table is a dialog box titled "Enter Alternate Code For Course AGRSCIENCE III Grade 11 ...". The dialog box contains the following text:

ALTERNATE SCHEDULING FOR REQUESTS: This is used to setup alternate courses for requests. Two methods can be used. First method is to link one or more courses to a parent course using a sequence of numbers following an alpha character. The second method is to assign the course as a 'generic' alternate course that is not assigned to a parent course, but can be an alternate to any other requested course. METHOD ONE: Parent/Alternate Course Code Enter your alternate code below. Enter as an alpha plus numeric. Example: A1 for the parent course. Example: A2 for the alternate course. Each pairing should start with a different ALPHA value, ie B1 and B2 for the next pairing. To remove an existing value, delete the code in the box, then click the 'SAVE' button. METHOD TWO: Generic Alternate Click the box below to assign the course as a 'generic' alternate. This will remove any assignment that may have been done using method one.

Parent/Alternate Course Code :  
GA

Generic Alternate

Cancel Save

### 12. To delete a request: Click the red cell to the left of the course.

### 13. To Print a Request Sheet: Click the **PrtStu** button to print a request sheet for this student, or multiple students.

- Include Scheduled Requests:** Usually not checked.
- Include Unconverted Parent Requests:** Check to show requests entered by student from Student Progress Center.
- Print Course Offerings:** Check to print a course listing with select boxes.
- Print Stu Short Form:** Check to add page with student demographics for parent/guardian to verify.
- Course Listing Layout:** Recommend Vertical for easier reading.
- Use Homeroom Order?:** This is not usually used at this point in the request process because usually no homerooms have been set for next year. However, if homerooms have been set, click to use this print order.
- Homeroom Teacher:** Per above, this is not usually used at the request stage, but if homerooms have been identified for next year, click to select the desired homeroom teacher(s).
- Grade:** Click to set the desired grade range to print.
- Special Codes:** Click to filter print out by students with specific special codes in student master.
- Programs:** Click to filter print out by students with specific program codes in student master.
- Select Student(s):** By default, the current student's ID will be in this cell. Click in the cell to select all, or some of the students.
- Add Alt Course Credit to Total Credits:** Not usually selected. If chosen, the credit totals for the ALT courses will be added to the credit totals for a class.
- Print Year:** Select the next year to print requests for. If using the **Multi Year** option, select the desired years to print requests for the student(s).
- Comment:** If the user wishes to place instructions or a message of some kind to the parent / guardian / student, enter them in the Comment cell.
- Print Comments:** Click to indicate that any text in the Comment section is to be printed on the request page.

The screenshot shows the "Print Course Request Forms" dialog box. The "Print Options" section is expanded, showing the following options:

- Include Scheduled Requests:
- Include Unconverted Parent Requests:
- Print Course Offerings:
- Print Stu Short Form:
- Course Listing Layout:  Horizontal  Vertical

The "HomeRoom and Grade Range" section is also expanded, showing:

- Use Homeroom Order?:
- Homeroom Teacher:
- Grade: 09,10,11,12

The "Student Selection" section shows:

- Special Codes:
- Programs:
- Select Students: 1004015

The "Year and Credit Options" section shows:

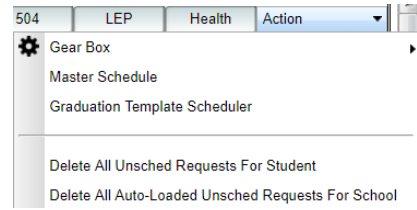
- Add Alt Course Credit to Total Credits:
- Print Year:  2223  2324  2425  2526

The "Comment" section is empty. The "Print Forms" button is highlighted.

- **Print Forms:** Click to print a form for the desired student(s). The user will see the requests listed, with any comments, as well as signature lines at the bottom of the request page.

14. **Action button allows access to other information:** Click the **Action** button in the upper right to access other useful programs such as...

- **iGear:** Click the iGear icon to see the student’s attendance, grades, discipline, test scores, transcript, etc....
- **Master Schedule:** Click to see the next year master schedule.
- **Graduation Template Scheduler:**



Student Template Scheduler YR: 2223 DIST: 010 SCH: 026

Year : 2223 District : 010 School : 026 Name : Description : Template Id : Perc Comp : 0

Select A Graduation Template For The Student

Year	Id	Name	Desc	Dist	Sch	Recno
[Empty table]						

Selected Graduation Template Schedule

Dist	Sch	Temp Name	Temp Id	Rec ID	Course Name	Gd	Id	Yr Taken	PreReq Course 1	PreReq Gd 1	PreReq Id 1	PreReq Course 2	PreReq Gd 2	PreReq Id 2	PreReq Course 3	PreRe
No items to show.																

Students Schedule

Student Request	Year	CR	T	GD	H	Hon	S	P	Alt	Sect	C	Tea	Tea ID
ALGEBRA I	1920	0.5	3	09						026288	1		221405
ALGEBRA I	1920	0.5	3	09						026288	2		221405
BIOLOGY	1920	0.5	5	09						026130	1		220272

- **Delete All Unsched Requests For Student:** Deletes unscheduled requests for chosen student.
- **Delete All Auto-Loaded Unsched Requests For Student:** Deletes only unscheduled requests auto-loaded for chosen student.

## Student Request Fast Loader

The **Student Request Fast Loader** allows the user to load course requests for one or more courses to groups of students at one time in a loader format.

1. In the left navigation panel, go to **Schedule > Loaders > Student Request Fast Loader**.
2. At the setup box, set the **Year** (*be sure to set to next year*), **District**, and **School**.

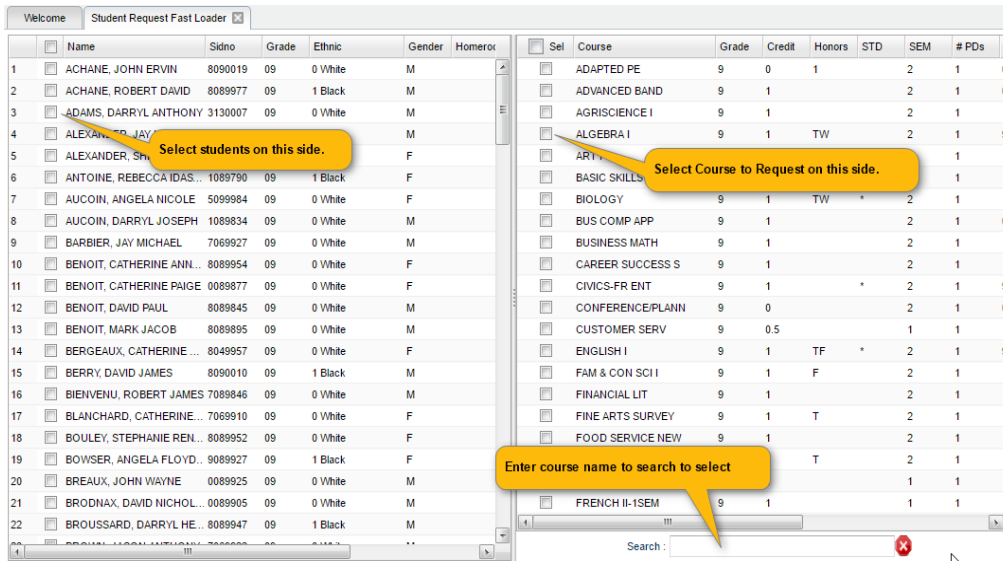
- Other Setup box options:
- **Grades:** Click to set the desired grade level of students.
- **Gender, Ethnic, Sports, Clubs, Teams, Special Codes, Program Codes:** Click to filter the students by these items if needed.
- **Active Only:** A check will limit the list of students to only students who are enrolled. Default is to have this checked.
- **As of Date:** If “Active Only” is checked, students enrolled as of this date will be displayed on the left side of the screen. The default is to have the current date, but can be set to the first day of school next year to show the new students gained for next year.
- **Show:** Select to show “All” students, “Sped Only”, or “Non Sped” students.
- **Edit Next School Requests:** Select to view students at the schools they are enrolled for next year, and load request for next year.
- **Course Criteria / Grade Levels:** Click to limit the grade level of courses to pick from.
- **Course Criteria / Transcript Group:** Click to limit the transcript group of courses to pick from. *Example:* Transcript group of “English” will limit the pick list of courses to those categorized as “English” such as “English I, Reading I, etc...”
- **Limit Courses to Master Schedule?** Normally checked. Check if the user wishes to limit the courses selection to those in the master schedule for the New Year.
- **Active Only Courses:** Normally checked. Check if the user wishes to limit the courses selection to only courses that are not obsolete.

The screenshot shows the 'Student Request Fast Loader Setup' dialog box. It contains the following fields and options:

- Year:** 2223 (Callout: Select new school year)
- District:** 010
- School:** 026
- Student Grades:** 10 (Callout: Select one grade level at a time or all grade levels.)
- Gender:** (empty)
- Ethnic:** (empty)
- Sports:** (empty)
- Clubs:** (empty)
- Student Teams:** (empty)
- Counselor:** (empty)
- Special Codes:** (empty)
- Custom Codes:** (empty)
- Select Program Codes:** (empty)
- Active Only** (Callout: Defaults to 1st day of new school year.)
- As Of Date:** Aug 15 2022
- Special Ed:**  All  Sped Only  Non Sped
- 504:**  All  504 Only  Non 504
- LEP:**  All  LEP Only  Non LEP
- Edit Next School Requests**
- Select Year To Schedule:** (empty)
- Course Criteria:**
  - Course Grades:** 09,10,11,12
  - Transcript Group:** (empty)
  - Limit Courses to Master Schedule?**
  - Active Courses Only?**
- Stu Courses Filter:** (empty)
- OK** button



4. On screen, the user will see that there are students with select boxes on the left, and courses with select boxes on the right. Additionally, on the lower right, the user will notice that there are course alpha select buttons, along with a course search text box.



5. **Buttons at the bottom of the screen:**

- **Load Requests:** Click this button to assign selected course requests to selected students.
- **Unload Requests:** Click this button to remove selected course requests from selected students.
- **Setup:** Click to return to the setup box to change settings for the utility.
- **Print:** Click to Print the student listing.

6. **Selecting Students:** Click the select box next to the desired students. To select all students shown, click the box in the upper left next to the column header labeled “SEL”. This will place a check in each student’s box. To clear all selections, click in the same box again.

7. **Selecting Courses:** To locate a desired course either:

- Scroll up / down to the desired course
- In the lower right under the courses, click an alpha button to move the course listing to the letter clicked
- In the lower right, type part or all of a course name to move the course listing to the desired course.
- When the desired course is located, click the select box next to the desired course(s). To clear the selection, click the box in the upper middle of the courses listing next to the column labeled “SEL”. This will place a check mark by each course. Click again to clear the check marks from all select boxes for courses.

8. **Assign the selected course requests to the selected students:** Click the **Load Request** button. The system will think a moment, then return a message of “Students requests set!”. At this point, requests have been assigned.

9. **Remove the selected course requests from the selected students:** If a mistake was made, or a correction needed, and the requests need to be taken away, first select the desired students, then select the desired course to take away as a request. Click the **Unload Request** button. The system will think a moment, then display a message of “Student requests unset!” At this point, the requests for the selected courses have been removed from the selected students.

10. **TIP: Need to see the requests of the individual student from this screen?**

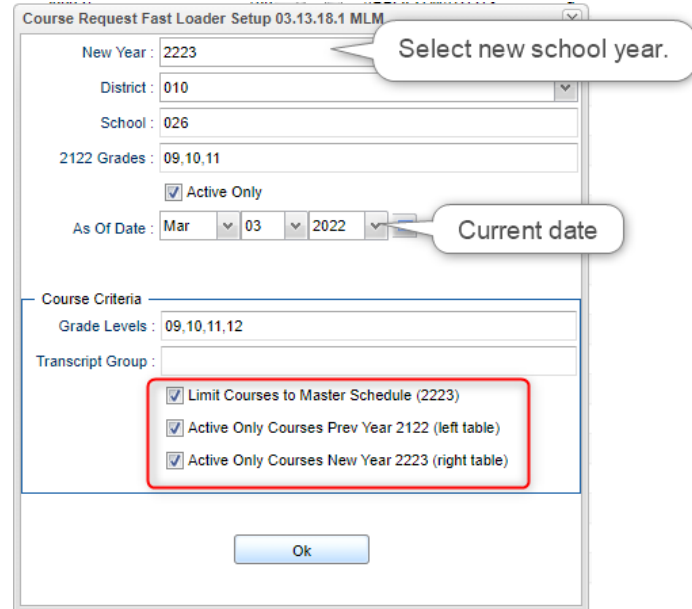
- Hover the mouse on the name of the student, then click the iGear icon.
- Click Schedule, then either Schedule Maintenance, or Pattern Board.
  1. **Schedule Maintenance:** Check the tab labeled **UnScheduled Requests**. From here, the user can add and remove requests for the single student.
  2. **Pattern Board:** Requests will show as unscheduled on the screen. From this screen, the user can delete and add requests for the single student.

## Course Request Fast Loader

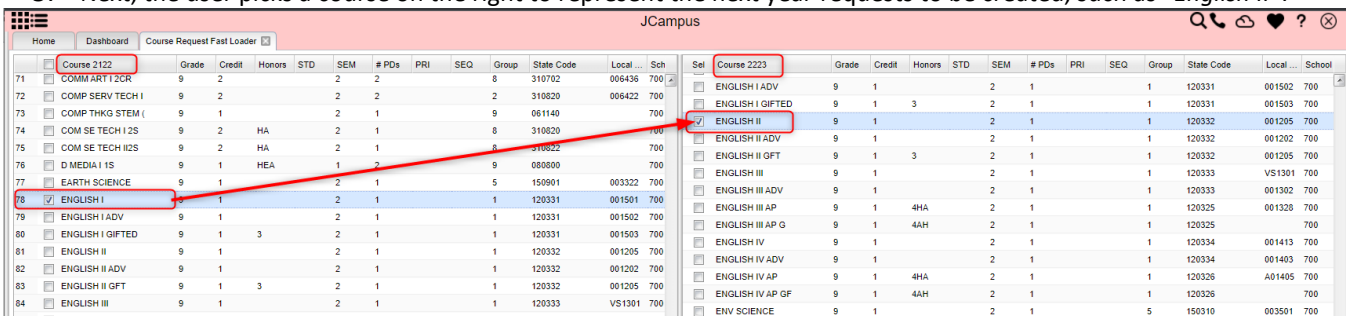
This program allows the user to load next year requests by current year course. For example, the user could choose to indicate that all currently scheduled students in English I will get a request for next year in English II.

1. In the left navigation panel, go to **Schedule > Loaders > Course Request Fast Loader**.
2. Setup box options:

- **Year:** *Be sure to set to next year*
- **School:** Confirm that school is set correctly.
- **Grades:** Set desired grade level of students in a given course to assign the selected request to.
  - i. **TIP:** Since many courses in high school have students of multiple grade levels, it may be best to use all grade levels at the school.
  - ii. **Active Only:** Normally set to “checked” status.
- **As of Date:** Normally set to current date.
- **Course Criteria: Grade Levels:** Set to grade levels of the school.
- **Transcript Group:** If desired, click to select a transcript group to limit the courses shown. *Example: Select Math to limit courses to work with as Math only courses.*
- **Limit Courses to Master Schedule:** Normally set to “checked”. If there is a need to assign requests to courses that are currently not in the master schedule for next year, uncheck this option.
- **Active Only Courses Prev Year?:** Normally set to “checked”. If unchecked, the user will be able to pick from courses marked “obsolete”.
- **Active Only Courses New Year?:** Normally set to “checked”. If unchecked, the user will be able to pick from courses marked “obsolete”.
- Click **Ok** to begin.



3. The user will see there are two basic parts of the screen. On the left, a selection of current year courses is displayed with select boxes. On the right are select boxes of courses for next year.
4. The user picks a course on the left to represent students currently enrolled, such as “English I”.
5. Next, the user picks a course on the right to represent the next year requests to be created, such as “English II”.



6. Click the **Load Request** button. A confirmation message will indicate the number of requests created for the next year course.



7. Clear the selections and start the next course combination to load. Repeat for each combination desired.

## Graduation Template Editor

The Graduation Template Editor will allow the counselor to create a multi-year request template so that they may easily load in students' requests by using the Student Graduation Template Loader. Once loaded, the counselor can quickly review the student's current and future requests and make adjustments based on the student's progress.

-On the left navigation panel, go to **Scheduling > Entry > Graduation Template Editor**.

### Setup Options:

- **Year** – Set to Next School Year.
- **District** - Default value is based on your security settings. You will be limited to your district only.
- **School** - The school default value will be your school site code.
- **OK** - Click to continue

### To create a Template:

1. Enter a Name and Description for the template. Make sure the name is unique for every template created.
  - Example: "9<sup>th</sup> Grade Honors Program"
2. Click in the course name field to place an asterisk.
3. On the right, pick the course that will be taken in year
  - If needed, use either the "Search" field, and/or "Transcript Group" to find the course for year 1.
4. Repeat for year 2, 3, 4 if desired.

Del	Course Name	GD	Yr Taken	PreReq Course 1	PreReq Gd 1	PreReq Course 2	PreReq Gd 2	PreReq Course 3	PreReq Gd 3
	*		1						
			2						
			3						
			4						

5. For subsequent rows, enter the year in the cell, then click to place an asterisk placeholder. Go over to the right and pick the course to go into this course cell.
6. Repeat for courses to assign to a group of students.
7. When done identifying the courses for the template, click "Save" at the bottom.
  - There is also a green "Save" cell on the far right
8. To start a new template, click the "Clear" button and begin with step 1 above.

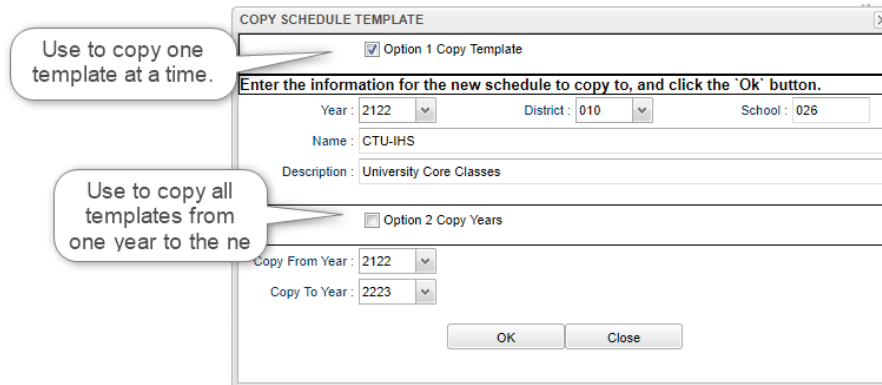
### To Copy a Previous Template to the next year:

1. In setup box: Use **current year**.

**You have two options:**

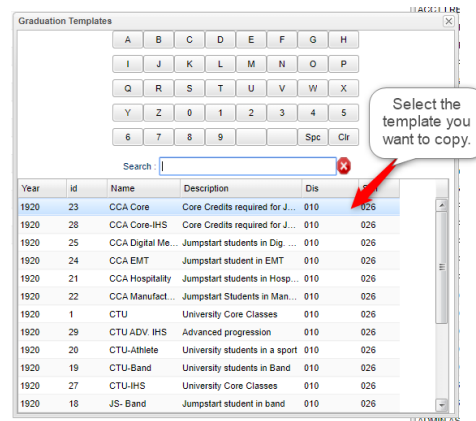
**Option 1 Copy Template** - Select this option for copying the **currently selected template** to a year, selected school(s) name, and description. If copying within the same year, the user must change the name or the description of the template by at least one character before it will complete the task.

**Option 2 Copy Years** - Select this option for copying **all templates** from 1 year to a different year. If copying to another year, then the user must change the year and no change to the template name or the description is needed.

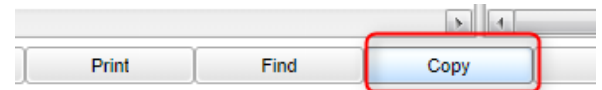


**For Option 1:**

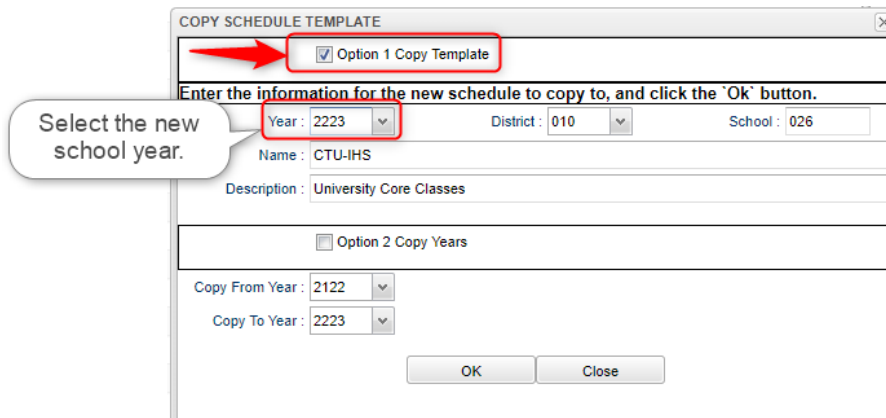
1. Use "Find" to pull up a template to copy from.
2. Select the template you want to copy.



- Click "Copy" button to enter the name and description to copy the template to.



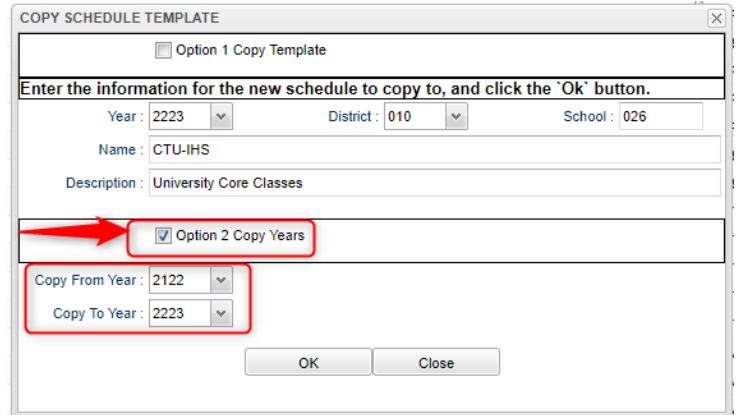
- In the Copy Schedule Template box: Select the new school year. Click **OK**.



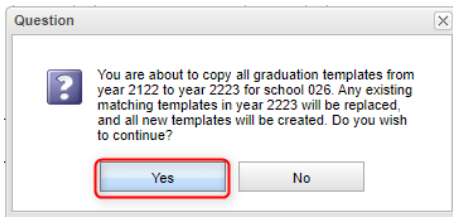
You can also edit the name if needed.

**For Option 2:**

1. Click "Copy" tab at the bottom.
2. Select "Option 2 Copy Years".



You will get a Question box verifying the year you are moving from and to. Select "Yes".

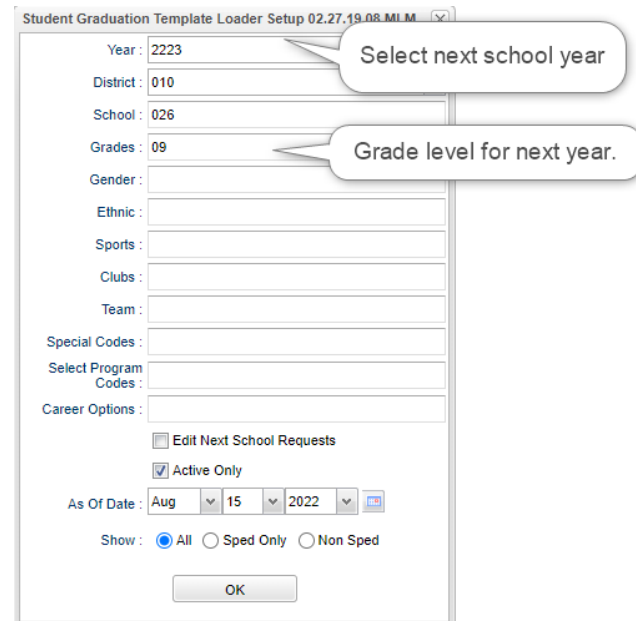


**Graduation Template Loader**

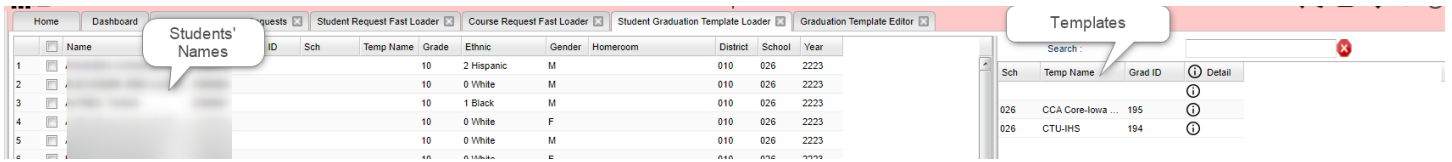
The Graduation Template Loader is a simple loader that has students on the left, and Graduation Templates on the right.

The user identifies which students go in a desired template, then requests in the Grad Template are assigned to these students.

1. In the left navigation panel, go to **Scheduling > Loaders > Student Graduation Template Loader**.
2. At the setup, configure for next year, grade level of students, and the usual filters.
  - Make sure "As of Date" is the first day of school next year.
  - Click "Ok" to get a listing of students.



- On the left will be students. On the right is a pick list of Graduation Templates.



- Click to select students in the boxes to the left of each student's name.
- On the right, click the Graduation Plan to assign to these students.
  - The system will ask for a confirmation. After clicking Yes, the column "Grad ID" will update with the code associated with the Grad Template.
- Need to see the course details of the Grad Plan? Click on the "Detail" icon next to each plan.
- Need to change a Template assigned to a student? Click the select box, and select the Grad Template to assign to the student.
- The iGear is floating by each student to investigate details about the student.
- 

## Audit Request Validity

**Running this report, and editing requests as a result of studying it, is crucial prior to any automatic scheduling.**

This report is used to check requests of students to make sure they have a request in an appropriate transcript group, check total credits of requests, and identify any errors.

If errors are found in this report, browse to the **Load Student Course Requests** program to fix any problems.

- In the left navigation panel, go to **Scheduling > Lists > Audit Request Validity**.
- On the setup box

- Select the desired **Year**, **District**, and **School**.
- For **Student Grades**, select the grade level of the students to view. Leave blank if all grade levels are desired
 

NOTE: The user will find it easier to run this report one grade level at a time.
- Check the box **Active Only** to only see students who were active as of the date selected.
- For **Sped**, select if you would like to include all students, special ed students only, or regular ed students only on the report
- Include Number of Semesters and Number of Class Periods.
- For **SELECT CORE GROUPS**, select the transcript group codes to have the credits requested counted for each student in the CR column
 

NOTE: Usually all groups are selected

- Click **OK**
- This program will evaluate the student's requests and provide meaningful results. The user checks to see that students have requests in correct transcript groups, have correct TC (Total Credits) values, and have no counts in the green columns on the far right (possible errors).

Select Core Groups	Group	Description
<input type="checkbox"/>	1	English
<input type="checkbox"/>	2	Computer Education
<input type="checkbox"/>	3	Math
<input type="checkbox"/>	4	Social Studies
<input type="checkbox"/>	5	Science
<input type="checkbox"/>	6	Health & PE

Welcome		Audit Request Validity		Audit Requests For YR: 1718 DST: 027 SCH: 006																							
Sel	Student Name	SIDNO	GD	TG1	TG2	TG3	TG4	TG5	TG6	TG7	TG8	TG9	TC	CG	EL	PS	PO	TP	HA	No Code Type	Core	Elective	OB	DU	UN	TR	NC
<input type="checkbox"/>	ACHANE MIKE	6089969	11	1		1							1	5		1	3				5					5	5
<input type="checkbox"/>	AGUILLARD MARK	5088110	11	1		1		1		1			1	5		1	3				5					5	5
<input type="checkbox"/>	ARDOIN MIKE	2009946	11	1		1		1		1			1	5		1	3				5					5	5

5. The following are the fields and their meaning:

- **TG1 - TG9** are the total number of credits requested per transcript group number
  - **TG1** - English
  - **TG2** - Computer
  - **TG3** - Math
  - **TG4** - Social Studies
  - **TG5** - Science
  - **TG6** - Health and P.E.
  - **TG7** - Foreign Language
  - **TG8** - Vocation ED Electives
  - **TG9** - Regular ED Electives
- **\*TC** is the total number of credits for all requested courses
- **CR** is the total number of credits for selected core transcript groups. See **SELECT CORE GROUPS** above
- **EL** is the total number of credits for elective courses
- **\*PS** is the total number of credits short of the normal number of credits for a school day
- **\*PO** is the total number of credits over the normal number of credits for a school day
- **TP** is the total number of credits requested that are TOPS course. For this field to be populated, course will need to be flagged with a T for primary TOPS courses or flagged with a t for TOPS substitute courses
- **HA** is the total number of half credit courses requested

6. The columns in green on the far right are possible errors. If there is a number in these columns, click on the cell count to view the courses that have an issue.

- **\*OB** is the total number of courses that are obsolete in the course catalog. Click on the number to view the request
- **\*DU** is the total number of duplicate requests. Click on the number to view the request
- **UN** is the total number of unscheduled requests
- **TR** is the total number of requests
- **\*NC** is the total number of requests that do not match any courses in the course catalog. Click on the number to view the request
- **\*MS** is the total number of requests that do not match any courses in the Master Schedule Editor. Click on the number to view the request
- **RT** is the total number of teachers requested. Click on the number to view the request
- **GDL** is the total number of requests that have a grade level error. Click on the number to view the request
- **\*TS** - Transcript records for the student's requested course. Click on the number to view the request.
- **\*PYG** - Previous year's grade records for the student's requested course records. Click on the number to view the request.

## Audit Master Schedule Seats vs Requests

\*Before running this report, please consider doing the following in the next year **Master Schedule Editor**:

1. **Review, and adjust if needed, the MAX count for next year courses.** Easiest way to do this is to “freeze” the **MAX** and **COURSE** columns of the Master Schedule Editor, then sort this listing by **COURSE**.
2. **Delete any unneeded courses for next year.** Clearing out any unnecessary courses in the next year Master Schedule Editor will improve results of the Seats vs Requests report.
3. Please run this report in “wide” mode by hiding the navigation panel (click the “waffle” icon on the left top of navigation panel).

### Running this report, and editing requests as a result of studying it, is crucial prior to any automatic scheduling.

This report is typically done after requests for New Year scheduling have been entered. The report will show a count of requests for a course and the number of sections / seats available in the next year master schedule. From here, the user can plan how many sections of a given course are needed, as well as move requests from one class to another. Below is an example of what the report looks like.

1. On the left navigation panel, go to **Scheduling > Lists > Audit Master Schedule Seats vs Requests**.
2. At the setup box, set the **Year** (*make sure to set for next school year!*), **District**, and **School**.
3. Other options are described below:
  - **Flag Blue if Under 10 Requests?:** By default, this is checked. If a class has under 10 requests for a class, the cell will be highlighted in blue. If unchecked, no cell highlighting will occur for this condition.
  - **Flag Red if Requests Exceed By:** By default, this is checked and set to 005. If a class has 5 or more requests than the max number of seats available in the master schedule, the cell will be highlighted in red. The user can set this count of 005 to a higher or lower number if desired. The user can also choose to deselect the option altogether in which no shading for classes that are high in count will show.
  - **Show Master Schedule Comments:** If selected, the comment field from the master schedule will show for the course.
  - **Select Teams:** If students and classes are assigned to teams, the user can identify a team to run the request counts against.
  - **Show:** Select All to run the report for all students. Selections for Opt3 are no longer valid.
  - **Transcript Groups:** Select a desired transcript group(s) to limit the report to the selected type of courses. Example: Select “English” to limit the report to just English classes.
4. Click the **OK** button to obtain results. It may take a minute or two to display.
5. The report will show the number of sections for a course currently in the master schedule, as well as the number of requests, also broken down by grade level. Clicking on the count will reveal the students who comprise the count. Columns shown on the screen are described below:
  - **Course:** Name of course
  - **Gd:** Grade level of the course
  - **Sec:** Number of sections in the next year master schedule
  - **Seats:** Number of seats available in the next year master schedule. *{Computed by taking the number of sections multiplied by the max seat count for each section from next year master schedule}*

Transcript Group	Group	Description
<input type="checkbox"/>	1	English
<input type="checkbox"/>	2	Computer Education
<input type="checkbox"/>	3	Math
<input type="checkbox"/>	4	Social Studies
<input type="checkbox"/>	5	Science
<input type="checkbox"/>	6	Health & PE
<input type="checkbox"/>	7	Foreign Languages
<input type="checkbox"/>	8	Vocation Ed Electives
<input type="checkbox"/>	9	Regular Ed Electives



- **TIP:** If you find the max seat counts are too high, adjust in the next year master schedule by changing the “Max” column of the course.
- **Req:** Number of requests for the class. A user can click on the count to see a listing of students requesting the course.
- **MS:** Course in next year master schedule? A “Y” indicates that the course is in next year master schedule. A “N” indicates that the course is not in next year master schedule.
- **S Avail:** Seats available for the class based on next year master schedule. *{Computed by taking the number of seats (from Seats column) and subtracting the number of requests for the course.}*
- **09, 10, 11, etc... :** These are grade level columns which show counts of students requesting the course by grade. The user can click on these counts to see the students being counted. For example, to see which 10th graders are requesting Algebra I, click on the count under the grade 10 column.

Dst	Sch	Course	Gd	Sec	Seats	Req	MS	S Avail	07	08	09	10	11	12
027	006	ADAPTED PE	07	1	33	1	Y	+32	1					
027	006	ADAPTED PE	08	1	33	2	Y	+31		2				
027	006	ADAPTED PE	09	1	33	8	Y	+25		1	1			6
027	006	ADULT RESPONS	09	1	26	22	Y	+4					9	13
027	006	ADVANCED BAND	09	1	100	63	Y	+37			19	16	23	5
027	006	ADVANCED MATH I	11	2	50	33	Y	+17					6	27
027	006	AGRISCIENCE ELEC	11	1	25	6	Y	+19						6
027	006	AGRISCIENCE I	09	3	75	53	Y	+22		3	36	1	8	5
027	006	AGRISCIENCE II	10	2	50	34	Y	+16			2	26	4	2
027	006	AGRISCIENCE III	11	1	25	18	Y	+7				2	14	2

6. **Print** button: Click to print the results shown on screen.
7. **MSched** (Master Schedule) button: Click to see the master schedule.

**Using the information shown on screen:** The user goes over the information for several purposes:

1. The count of requests per course helps the user plan on how many sections of each course are needed in planning the New Year master schedule.
2. Identify requests that may be for classes not offered in the master schedule, and as a result, either need to be added to the master schedule, or the students need to be moved to request a different course.
3. Move all or some of the student requesting a course to other courses. If the user finds that there are 3 ninth graders requesting Physics, the user can click on the count of 3 students and move them to a request for a more appropriate course.

- 4. **Move Students to Request a Different Course:** This can be done by clicking on the count of requests. A list of students will appear as shown below. The user will see that there is a Select box checked by each student.

Year: 2223 District: 010 Sch: 026 Course: ALGEBRA I (09)

<input type="checkbox"/>	Dis	Sch	Student Name	SIDNO	GD	Hmm	Eth	Gen	ECode	EDate	ClsPrd	Room	Sect	GPA	P GPA	C GPA
<input type="checkbox"/>	010	026			10		2	M	E1	2022-08-15				0.00	2.83	0.000
<input type="checkbox"/>	010	026			09		1	M	E1	2022-08-15				0.00	1.28	0.000
<input type="checkbox"/>	010	026			10		0	M	E1	2022-08-15				0.00	1.71	0.000
<input type="checkbox"/>	010	026			09		1	M	E1	2022-08-15				0.00	0.50	0.000
<input type="checkbox"/>	010	026			11		1	F	E1	2022-08-15				0.00	1.62	0.000
<input type="checkbox"/>	010	026			11		1	M	E1	2022-08-15				0.00	1.50	0.000
<input type="checkbox"/>	010	026			11		1	M	E1	2022-08-15				0.00	2.43	0.000
<input type="checkbox"/>	010	026			12		0	F	E1	2022-08-15				0.00	1.06	0.000
<input type="checkbox"/>	010	026			10		0	M	E1	2022-08-15				0.00	3.75	0.000
<input type="checkbox"/>	010	026			10		2	F	E1	2022-08-15				0.00	3.43	0.000
<input type="checkbox"/>	010	026			10		0	M	E1	2022-08-15				0.00	1.85	0.000
<input type="checkbox"/>	010	026			10		1	M	E1	2022-08-15				0.00	1.25	0.000
<input type="checkbox"/>	010	026			09		0	M	E1	2022-08-15				0.00	3.18	0.000
<input type="checkbox"/>	010	026			10		1	M	E1	2022-08-15				0.00	3.81	0.000
<input type="checkbox"/>	010	026			10		0	F	E1	2022-08-15				0.00	3.25	0.000
<input type="checkbox"/>	010	026			11		0	F	E1	2022-08-15				0.00	2.95	0.000
<input type="checkbox"/>	010	026			10		0	M	E1	2022-08-15				0.00	2.25	0.000
<input type="checkbox"/>	010	026			10		0	M	E1	2022-08-15				0.00	2.50	0.000
<input type="checkbox"/>	010	026			11		0	M	E1	2022-08-15				0.00	2.25	0.000
<input type="checkbox"/>	010	026			11		0	M	E1	2022-08-15				0.00	2.00	0.000
<input type="checkbox"/>	010	026			10		1	M	E1	2022-08-15				0.00	0.62	0.000

M Sched **MV Stus** Print Close

- Select or deselect the desired students to move to request a different course.
- Click the **MV STUS** button. A set of directions will appear on screen. After reading over, click the **OK** button.
- A listing of courses will appear. Courses with teachers and periods/sections are associated with the master schedule. At the bottom, make sure **“Load Requests”** item is selected.

Sch	Course	Teacher	Gr	Cr	Pd	Section	Room	C1	C2	C3	C4	Tea
700	WELDING I											
700	WELDING II											
700	WIND ENSEMBLE		09	1.00								
700	WORD PROCESSING		10	1.00								
700	WORLD GEOG-H		09	1.00								
700	WORLD GEOGRAPHY		09									
014	WORLD GEOGRAPHY FESTERVAND CATHERI		09	1.00	04	014434		1	1	0	0	
014	WORLD GEOGRAPHY GILBEAUX JAY L		09	1.00	02	014429		1	1	0	0	
700	WORLD HISTORY		12	1.00								

Close **Load Requests** Load Scheduled Requests

Load Requests **Load Scheduled Requests**

- Browse the listing to the desired course to move the students to. Click on the desired course row.

- Note:** If the user wishes to move the student from a request to a *scheduled* class, change the selection from **Load Requests to Load Scheduled Requests**. Then pick a specific class from the listing (*a course with a teacher, period, and section number*). With this option, the student(s) will actually be scheduled, not requested, for this specific course. The courses will be considered as manually scheduled.
- After selecting the desired course, a confirmation dialog will appear. Click **“Yes”** to process, or **“No”** to cancel the operation.
- After the move is complete the program will automatically perform the audit again to refresh the numbers on the main screen.

## Request Matrix

Running this report and using it to plan / edit the master schedule classes can be helpful prior to and after automatic scheduling.

The **Request Matrix** is a report that helps the user plan the New Year master schedule. It is commonly reviewed after requests for the New Year are entered and verified. It provides a count of students requesting a course, then lists other courses this same count of students are requesting. For example, the report may show there are 89 students requesting Physics, and 78 of them additionally want Calculus. Therefore, it is important to plan these courses at different times.

- Usually this report is first run for *Singletons* (classes occurring only once in the master schedule), then run again for *Doubletons* (classes occurring twice in the master schedule), then finally for all classes if needed.

1. On the left navigation panel, go to **Scheduling > Count > Request Matrix**.

2. At the setup box, set the **Year** (make sure it is set to the New Year), **District**, and **School**.

3. Other Setup options:

- Stu Grades:** Grade level of next year students to count requests against.
- As Of Date:** Enrolled date of students to counts requests against. (**Note:** The user can set this to the first day of school for the next year to make sure new students are represented in the count.)
- Select Teams:** Select to limit the count of requests to those of students on a particular Team.
- Conflict Level:** Enter a number that identifies the amount of conflict is important to the user. **Example:** Entering a "5" will highlight any cell which has a count of 5 requests or more for the same students, and for the same courses.
- All Courses:** Click to run the report for all requests of all courses, no matter how many times the courses appear in the master schedule.
- Singletons:** Click to run the report for requests of courses which occur only once in the master schedule. **Note:** Usually, this setting is used the first time the report is run.
- Doubletons:** Click to run the report for requests of courses which occur twice in the master schedule. **Note:** Usually, this setting is used after the report is run for *Singletons*.
- Transcript Groups:** Click to limit the count of requests for courses that fit into a desired transcript category. For example, selecting "Math" will limit the course to performing requests comparisons for classes in the Math category only.

4. Click the **Ok** button to begin the report.

Setup - 11.25.20 MLM

Year: 2223 New school year

District: 010

School: 026

Master Schedule: Live

Stu Grades: 09,10,11,12

As Of Date: Aug 15, 2022

Select Teams:

Conflict Level:

Select Semester(s):

All Courses  Singletons  Doubletons

Show Unscheduled Course Requests Only

SEL	Group	Description
<input type="checkbox"/>	1	English
<input type="checkbox"/>	2	Computer Education
<input type="checkbox"/>	3	Math
<input type="checkbox"/>	4	Social Studies
<input type="checkbox"/>	5	Science
<input type="checkbox"/>	6	Health & PE
<input type="checkbox"/>	7	Foreign Languages
<input type="checkbox"/>	8	Vocation Ed Electives
<input type="checkbox"/>	9	Regular Ed Electives

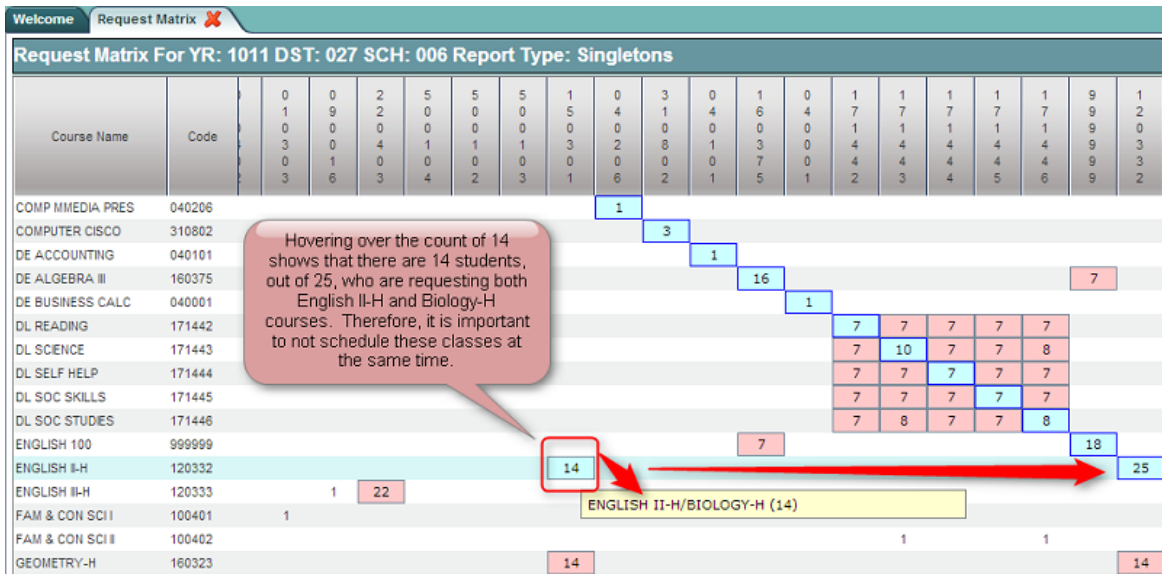
Ok

Courses that only occur once in Master Schedule.

Courses that only occur twice in Master Schedule.

5. The main screen will show courses with counts down the left. Across the top are state course code numbers of courses that have the same students requesting a second course.

- **TIP:** The **Print** view of this report is much simpler to read. If you find the screen is hard to work with, just go straight to the **Print** button at the bottom of the screen. A preview of the print job is shown on the next page.
- Hover over the cell counts. A tooltip showing the courses being compared will be shown.



- Clicking on the cell counts will give the user the option to see the sections in the master schedule, or the students who have requested the course.
  - If the option to **Show Students** is chosen, a student listing will be shown. From here, the user can choose to move the students to a different request if needed.

**Show Student Roster Or Sections**

Show Students - Show a student roster for the selected course(s)  
 Show Sections - Show all sections teaching the selected course(s)

Course: ENGLISH 100 999999  
 Conflicting Course: DE ALGEBRA III 160375

6. Click the **Print** button to see the results in an easy to read manner. The print will show a count of students requesting a course, and a sub count of other courses the students requested. This can help the user plan courses in the master schedule that will not be conflicting against each other in the scheduling process.

Date: 01/06/2013  
 Type: Singletons

**Potential Course Conflicts**  
 006 Demo 006 7-12

Session Year

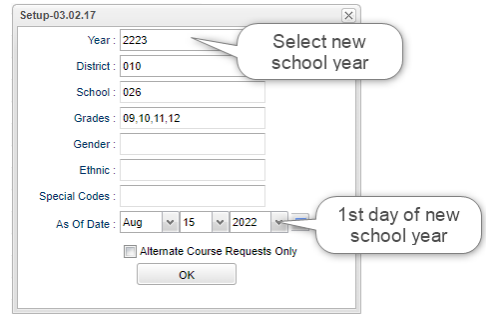
Course			Potential Conflicts								
Course	Code	Cnt	Course	Code	Cnt	Course	Code	Cnt	Course	Code	Cnt
FAM & CON SCI II	100402	9	ADVANCED BAND	030302	1	DL SCIENCE	171443	1	DL SOC STUDIES	171446	1
GEOMETRY-H	160323	22	PARENTHOOD ED	100601	1	BIOLOGY-H	150301	14	ENGLISH II-H	120332	14
HISTORY 100	171447		THEATRE I	030700	3	PHYSICS	150700	1	WORLD HISTORY	220401	1
HOS-HP SPED	500		ENGLISH 100	999999	1	AHEC OF A SUMMER	090016	2	NUTRITION & FOOD	100300	1
NURSING ASST	090237					WORLD HISTORY	220401	1			
NUTRITION & FOOD	100300					ADVANCED BAND	030302	1	AHEC OF A SUMMER	090016	1
						DE ALGEBRA III	160375	1	ENGLISH III-H	120333	3
						NURSING ASST	090237	1	PARENTHOOD ED	100601	1
			PUBLICATION TBS	050603	1	THEATRE I	030700	1			

Since Geometry-H has 22 requests, and since 14 of the 22 students also request Biology-H, it is important to schedule these classes at different times.

## Course Request List

This report generates a listing of students and the courses requested. It can be sorted / grouped by student or by course.

1. In the navigation panel, go to **Schedule > Lists > Course Request List**.
2. At the setup box, set the **Year, School,** and desired **Grade(s)**.
3. Click **OK**.



4. The results will come up sorted by course name as shown below.

Welcome		Course Request List <span style="color:red">✖</span>					
	Name	Sidno	Grade	Gender	Ethnic	Course	
1	BENOIT, TISHA BROOKLYN	4040000	09	F	0	ABC WELDING	
2	BROUSSARD, JEFF JAMES	2049985	09	M	0	ABC WELDING	
3	COMPTON, SHERRI CLAIRE	4040015	09	F	0	ABC WELDING	
4	CASSIDY, SALLY GABRIELLE	5080044	09	F	0	ABC WELDING	
5	ABSHIRE, SHAUNA LYNN	9130688	10	F	0	ACCOUNTING II	

5. To sort by student, click the column labeled **Name** to sort from high to low on student names.

## Master Schedule Editor

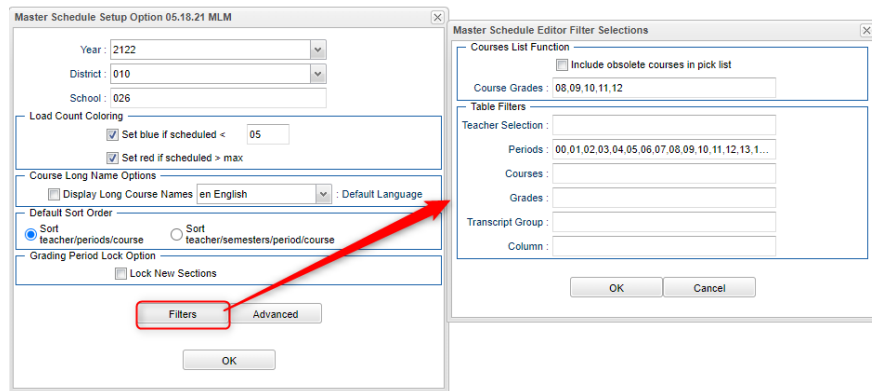
The Master Schedule Editor is a program to insert, edit, and remove classes in a master schedule.

### Getting Started

1. In the navigation panel, go to **Scheduling > Entry > 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, etc...



### Master Schedule Columns and Their Meanings

STAFF	ID/DEL	PD	COURSE NAME	COMMENTS	SECT	C1	C2	C3	C4	ST CODE	HONR	CRE	GD TYPE	S1	S2	S3	S4	RM	NP	GD	DS	MAX	LKS	DoW
			01 BUSN COMP APP		026098	15	15	0	0	040400	HA	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A119	1	09		21		MTWR
			02 BUSN COMP APP		026770	11	11	0	0	040400	HA	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A119	1	09		25		MTWR

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. **RDIS** - 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

Master Schedule For VR:: 2122 Dist: 010 Sch: 026 05.18.21 ML

STAFF	ID/DEL	PD	COURSE NAME	COMMENTS	SECT	C1	C2	C3	C4	ST CODE	HONR	CRE	GD TYPE	S1	S2	S3	S4	RM	NI
			01 BUSN COMP APP		026098	15	15	0	0	040400	HA	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				A119
			02 BUSN COMP APP		026752	14	14	0	0	040400	HA	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				A119
			03 MULTIMEDIA PRO		0261222	14	14	0	0	061116		1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				A119
			04 BUSN COMP APP		0261221	20	22	0	0	040400	HA	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				A119
			05 INTRO TO BCA		0261257	20	17	0	0	040401		1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				A119

Currently: (PRIN OF BUSINESS) Course name from Course Catalog. Click for Selection. -recourse

GD	Course	CRE	HONR	STD	Sem	NP	ST CODE	ST COURSE	LNUM	PT	SEQ	VOED	GRP	SCH	WEIGHT	LONG NAME
09	PRIN OF BUSINESS	1			2	1	040306	PRINCIPLES OF BUSINESS						8	700	

Buttons: Setup, Help, Courses, Refresh, **Save New**, Print, Init, Remote, Delete

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.
2. Click in the top blank cell below the heading "PD". Select the period the course will be taught from the pick list then "OK"
3. 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.
4. Section numbers are automatically generated upon saving the record
5. Click "**Save New**" at the bottom of the screen
6. "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
- **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.*

1. Browse to the row containing the section to be deleted.
2. 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.
3. A dialog box asking "Are you sure you wish to delete this record?" will appear.
4. Click "Yes" to delete the class. Click "No" to cancel the deletion.

## Dual Enrollment Courses in the Master Schedule

1. To begin, all Dual Enrollment courses must be unique in name and have an Honor code of "D" in the course catalog.
2. Add the course to the Master Schedule.
3. Once the new Dual Enrollment course is in the Master Schedule Editor, locate that course and then scroll to the right to find the columns **C HRS** and **PSEC SITE**.
4. For **C HRS**, enter the number of college hours the student will earn once the course is completed with a passing grade.
  - **Note:** If the Course Catalog has the Dual Enrollment course set for two semesters, but is only scheduled for one semester in the Master Schedule Editor, then the number of college hours entered into the **C HRS** field will be halved once rolled over to the Transcript.
5. For **PSEC SITE**, click in the field and select the college/post-secondary site the college hours apply to.

## 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.

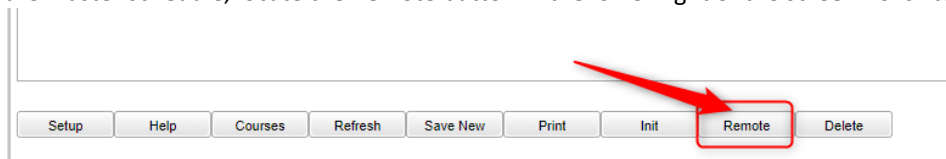
### 1 Host School – Remote Class Creation

- a. 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.
- b. 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.
- c. 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.

### 2 Other Schools – Adding Remote Class to Master Schedule

#### • Adding Remote Class to Master Schedule

- In the master schedule, locate the Remote button in the lower right of the screen. Click to open.





- On the left, click the school to obtain the Remote class from. *For example: CPAS, LCBA, T&I,...*
- On the right, a selection of remote classes from the host school appear. Click to select the desired classes to bring in, and then
- Click the **IMPORT** button to bring the classes into your Master Schedule.

REMOTE SITE SELECTION FOR YEAR 2122 DISTRICT 010 SCHOOL 003

Select School(s)

SEL	Dst	Sch	Name
<input type="checkbox"/>	010	004	BELL CITY HIGH SCHOOL
<input type="checkbox"/>	010	014	DECATUR HIGH SCHOOL
<input type="checkbox"/>	010	016	DOLY ELEMENTARY SCHOOL
<input type="checkbox"/>	010	010	FARVIEW ELEMENTARY SCHO
<input type="checkbox"/>	010	023	W T HENNING ELEMENTARY S.
<input type="checkbox"/>	010	026	KOIAS HIGH SCHOOL
<input type="checkbox"/>	010	030	LAGRANGE HIGH SCHOOL
<input type="checkbox"/>	010	034	W W LEVINS MIDDLE SCHOOL
<input type="checkbox"/>	010	035	LEBLANC MIDDLE SCHOOL
<input type="checkbox"/>	010	039	MOSS BLUFF ELEMENTARY S.
<input type="checkbox"/>	010	040	MOSS BLUFF MIDDLE SCHOOL
<input type="checkbox"/>	010	041	STURGE HIGH SCHOOL
<input type="checkbox"/>	010	046	PRIEN LAKE ELEMENTARY SC.
<input type="checkbox"/>	010	051	STURGE HIGH SCHOOL
<input type="checkbox"/>	010	052	SULPHUR HIGH SCHOOL
<input type="checkbox"/>	010	054	RICHARD W VINCENT ELEM.
<input type="checkbox"/>	010	056	VINTON HIGH SCHOOL
<input type="checkbox"/>	010	058	WASHINGTON MARION MAOR.
<input type="checkbox"/>	010	062	S J WELLS MIDDLE SCHOOL
<input type="checkbox"/>	010	064	WESTLAKE HIGH SCHOOL
<input type="checkbox"/>	010	066	F K WHITE MIDDLE SCHOOL
<input type="checkbox"/>	010	082	MAPLEWOOD ELEMENTARY
<input type="checkbox"/>	010	133	COLLEGE STREET VOGATOR.
<input type="checkbox"/>	010	162	SULPHUR HIGH SCHOOL 9TH
<input type="checkbox"/>	010	164	WESTLAKE TMI
<input type="checkbox"/>	010	700	CALCASIEU PARISH SCHOOL
<input type="checkbox"/>	010	745	CONNECTIONSRISE
<input type="checkbox"/>	010	748	LCB ACADEMY OF LEARNING
<input type="checkbox"/>	010	762	POSITIVE CONNECTIONS
<input type="checkbox"/>	010	765	Discover Cadeau Park and CCR
<input checked="" type="checkbox"/>	010	772	CPAS-East
<input type="checkbox"/>	010	775	CPAS-West
<input type="checkbox"/>	010	789	NOT REPORTED
<input type="checkbox"/>	010	907	BOY'S VILLAGE

Select Section(s) To Import

SEL	Dst	Sch	Teacher	Id	Section	Pr	Course	Comments	De	Lk	Tp	RM	C1	C2	C3	C4	S1	S2	S3	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712101	01	TECH WRITING	CPAS TIER 3	09	1	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712101	01	PE II SC	CPAS TIER 3 SEM 2	10	6	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712105	01	GEOMETRY	CPAS Tier 3	09	3	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712106	01	PE II	CPAS TIER 3	10	6	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712091	01	ENGLISH II	CPAS TIER 3	09	1	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712106	01	FINE ARTS SURVEY	CPAS TIER 3	09	9	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712095	01	BUSINESS ENG R.	CPAS TIER 3	09	1	21	1	1	1	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712105	01	GUEST FOR SUCC.	CPAS TIER 3	09	8	35	1	1	1	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712080	01	ENGLISH I	CPAS TIER 3	09	1	21	2	2	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712110	01	PE I SC	CPAS TIER 3 SEM 2	09	6	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712097	01	SPEECH I	CPAS TIER 3	09	9	21	2	1	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712212	01	PE IV	CPAS TIER 3	12	6	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712209	01	PE III	CPAS TIER 3	11	6	21	1	1	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712046	01	PE I SC	CPAS TIER 3 SEM 1	09	6	21	1	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712033	01	FOOD SCIENCE II	CPAS TIER 3	09	8	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712179	01	HEALTH ED	CPAS TIER 3 2ND	09	6	21	0	3	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712235	01	PE I	CPAS TIER 3	09	6	21	1	1	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712236	01	HEALTH ED	CPAS TIER 3 1ST	09	6	21	0	0	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712274	01	PE I	CPAS Tier 3	09	9	33	4	4	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712271	01	PE III SC	CPAS TIER 3 SEM 2	11	6	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712095	01	ENGLISH IV	CPAS TIER 3	09	1	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712270	01	PE III SC	CPAS TIER 3 SEM 1	11	6	21	0	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712092	01	ENGLISH III	CPAS TIER 3	09	1	21	1	1	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	ARMELIN AMANDA C	712206	01	PE II SC	CPAS TIER 3 SEM 1	10	6	21	1	0	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	AVERS FELICIA L	712000	01	ENGLISH 9	CPAS Tier 3 SPED	08	1	21	1	1	0	0	0	0	0	Y	N	
<input type="checkbox"/>	010	772	AVERS FELICIA L	712143	01	RESOURCE 6	CPAS Tier 3 SPED	08	9	21	0	0	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	AVERS FELICIA L	712009	01	RESOURCE 8	CPAS Tier 3 SPED	08	9	21	1	1	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	AVERS FELICIA L	712118	01	RESOURCE 7	CPAS Tier 3 SPED	07	9	21	1	1	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	AVERS FELICIA L	712116	01	MATH 7	CPAS TIER 3 SPED	07	3	21	1	1	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	AVERS FELICIA L	712144	01	ENGLISH 6	CPAS TIER 3	06	1	21	0	0	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	AVERS FELICIA L	712122	01	SOC STUDIES 7	CPAS TIER 3 SPED	07	4	21	1	1	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	AVERS FELICIA L	712120	01	SCIENCE 7	CPAS TIER 3 SPED	07	5	21	1	1	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	BATISTE STANLEY F	610301	01	RTI 6	CPAS Tiers 1 & 2	06	9	21	0	0	0	0	0	0	0	0	Y	N
<input type="checkbox"/>	010	772	BATISTE STANLEY F	712001	01	SOC STUDIES 6	CPAS Tiers 1 & 2	06	4	21	1	1	0	0	0	0	0	0	Y	N

Buttons: **Import** (highlighted), **Help**, **Close** (highlighted)

- You will get a Question box: Select **Yes**.

**Question**

Are you sure you wish to import the selected sections into:

Year: 2021

If the section number to import already exist in the district and school importing into, you will be prompted to let the program auto-generate a new section number for the master schedule record for the district and school importing into, allowing the program to insert the selected remote section after the existing record's section number is changed.

Select 'YES' when prompted to create the new section number and continue importing the section, or select 'NO' to skip importing that section into the school.

Click 'YES' below to start the import process or 'NO' to abort importing any sections

- It will tell when the imports are complete, click **OK**.

**Note**

All imports are complete...resetting the information

- Click **Close** on the bottom left, to get back to your Master Schedule Editor.

Buttons: **Import**, **Help**, **Close** (highlighted)

\*\*In the Master Schedule Editor, the Remote courses brought into the master schedule will be a pale yellow color. Further, the RSITE (Remote Site) field will have the site number of the Host school

## 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**” box.
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 navigation panel, go to **Schedule > Lists > 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.

Teacher	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period	9th Period	10th Period
	BUSN COMP APP 026098 (01) A119 09 25 15 Sem 1	BUSN COMP APP 026752 (02) A119 09 25 14 Sem 1	MULTIMEDIA PRO 0261222 (03) A119 09 33 14 Sem 1	BUSN COMP APP 0261221 (04) A119 09 33 20 Sem 1	INTRO TO BCA 0261257 (05) A119 09 33 20 Sem 1	CONF/PLANNING 0261256 (06) A119 09 33 0 Sem 1	INTRO TO BCA 026209 (07) A119 09 25 23 Sem 1	BUSN COMP APP 026859 (08) A119 09 25 21 Sem 1		
	BUSN COMP APP 026098 (01) A119 09 25 15 Sem 2	BUSN COMP APP 026752 (02) A119 09 25 14 Sem 2	MULTIMEDIA PRO 0261222 (03) A119 09 33 14 Sem 2	BUSN COMP APP 0261221 (04) A119 09 33 22 Sem 2	INTRO TO BCA 0261257 (05) A119 09 33 17 Sem 2	CONF/PLANNING 0261256 (06) A119 09 33 0 Sem 2	INTRO TO BCA 026209 (07) A119 09 25 22 Sem 2	BUSN COMP APP 026859 (08) A119 09 25 18 Sem 2		
	Total Students: 30 Special Codes: 15 Custom Codes: 15	Total Students: 28 Special Codes: 14 Custom Codes: 14	Total Students: 28 Special Codes: 14 Custom Codes: 14	Total Students: 42 Special Codes: 23 Custom Codes: 23	Total Students: 37 Special Codes: 21 Custom Codes: 21	Total Students: 0 Special Codes: 0 Custom Codes: 0	Total Students: 45 Special Codes: 24 Custom Codes: 24	Total Students: 39 Special Codes: 21 Custom Codes: 21		
	SPANISH 8 0261440 (01) C405 08 33 3 Sem 1	SPANISH I 026280 (02) C405 09 25 18 Sem 1	SPANISH I 0261226 (03) C405 09 33 18 Sem 1	SPANISH 8 026424 (04) C405 08 25 6 Sem 1		SPANISH 6 026079 (06) C405 06 25 11 Sem 1	SPANISH 7 026440 (07) C405 07 25 18 Sem 1	SPANISH 8 026423 (08) C405 08 25 9 Sem 1		
	SPANISH 8 0261440 (01) C405 08 33 3 Sem 2	SPANISH I 026280 (02) C405 09 25 19 Sem 2	SPANISH I 0261226 (03) C405 09 33 17 Sem 2	SPANISH 8 026424 (04) C405 08 25 6 Sem 2		SPANISH 6 026079 (06) C405 06 25 11 Sem 2	SPANISH 7 026440 (07) C405 07 25 18 Sem 2	SPANISH 8 026423 (08) C405 08 25 9 Sem 2		
	SPANISH I 026852 (01) C405 09 25 17 Sem 1	Total Students: 37 Special Codes: 19 Custom Codes: 19	Total Students: 35 Special Codes: 18 Custom Codes: 18	Total Students: 12 Special Codes: 2 Custom Codes: 6		Total Students: 22 Special Codes: 3 Custom Codes: 11	Total Students: 36 Special Codes: 9 Custom Codes: 18	Total Students: 18 Special Codes: 4 Custom Codes: 9		
	SPANISH I 026852 (01) C405 09 25 17 Sem 2									
	Total Students: 40 Special Codes: 17 Custom Codes: 20									

## Team Scheduling

This program will provide the user a way to mark students with a team and course sections with a team to have students scheduled to course sections with the same team name.

- This team can then be chosen in the setup box of the [Automatic Scheduler](#) to align students and course sections for the student's class schedules. Note that if the teamed course section is full, then the student will be placed in another course of the same name that is not tagged as a team. This is done to keep the student from being added to the [Abandons](#) list.

### Starting the Team Scheduling Update Utility

1. In the navigation panel, go to **Scheduling > Loaders > Team Scheduling Update Utility**

#### Setup Box Options

1. Set the correct **Year**. If working on next year students, be sure to set to the matching year.
2. Verify the **District** and **School**. These default values are based on your security settings.
3. Select **Grade**. Leave the Grade field blank if all grade levels are to be included in the team assignment process. Otherwise click in the box to the right of "Grade" to select the desired grade level(s) to be included.
4. Select **GPA Type**: If the user is allowing the system to spread out students to teams based on GPA, here is where the user indicates which type of GPA is to be used. Usually, a school will use a Final grade GPA calculation, such as F1 (or F2 if on 4x4) for this purpose.
5. Select **Gender**. Leave the Gender field blank if both genders are to be included in the team assignment process. Otherwise, click in the box to the right of Gender to select the desired gender to be included.
6. Select **Ethnic**. Leave the Ethnic field blank if all ethnicities are to be included. Otherwise, click in the box to the right of Ethnic to select the desired ethnicities to be included.
7. Select the **As-of-Date**. This represents active students as of the date you choose. Usually it is set to the first day of school for next year.
8. The **Show** selection allows you to restrict your list of students to Regular Ed only, Special Ed only, or All students.
9. **Select Student Teams**: You may select one or more teams with which to work by clicking in the Student Teams field. All teams can be selected by leaving the Student Teams field blank or by clicking in the field and selecting the check box to the left of the Value at the top of the list.
10. **Select Programs** - Click to select the student programs to process if any are assigned to the students. Leave empty to not process by program.
11. **Custom Codes** - Select the custom codes created in the Custom Codes Management to filter the student list.
12. **Master Schedule** - Select "Live" to edit the active Master Schedule records, or select "Oct1" to edit the Master Schedule backup records, or select one of the names of a "Copied" Master Schedule if any exist.
13. Click **OK** to move to the next screen.

Team Scheduling Update Utility Setup 05.14.21

Year: 2122

District: 010

School: 025

Grade:

GPA Type: P1

Gender:

Ethnicity:

As Of Date: Aug 13 2021

Show:  All  Sped Only  Non Sped

Student Teams:

Select Programs:

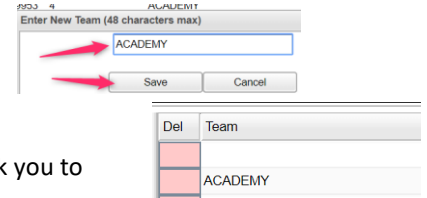
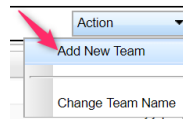
Custom Codes:

Master Schedule: Live

OK

## Create a Team

1. Click the **Action** button located in the upper right.
2. Select **"Add New Team"**.
3. An *'Enter New Team'* popup window appears on the screen. Type the name of the new team. *Be sure to limit the name to 10 characters.* Click **Save**.
4. The new team will be in the alphabetized list of teams on the right side of the screen. Repeat these steps for each team desired.
5. **To delete a team:** Click the red 'DEL' cell to the left of the team name. A popup box will ask you to confirm that you want to delete the team. Click **Yes**.
  - If there are students on the team, a prompt will appear asking if you want to remove students from this team. Click **Yes**.



## Assigning Students to Teams: Summary of Methods

The user can assign students to teams in one of several methods. These methods are briefly described below:

- **Manual:** The user "hand selects" the students and the corresponding team.
- **Auto:** Students are automatically assigned to teams by the computer system in alternating fashion.
- **Auto-Capability:** Students are automatically assigned to teams by the computer system while balanced by GPA, ethnic, gender.
- **Auto-GPA:** Students are automatically assigned by the computer system to teams based on GPA. You must first decide the GPA range for each of the teams. Do not overlap or duplicate any GPA range.

## Manual Assignment of Students to Teams

1. On the left pane will be a list of students with their homeroom, local ID, GPA, and Team. On the right pane will be a list of the existing teams.
2. Locate the "Team" column to the right of the student's name. Click in the cell in the Team column by the student's name. The letter "X" will appear in the field. Repeat the click in each "Team" cell for the desired students.
3. After all students have been selected, click the team name on the right name to which this group of students is being assigned. The user will see the "Team" cells selected will update to the selected Team name.

Team Update Utility For YEAR: 1819 District: School: Action									
GD	Student	Homeroom	Sidno	GPA	Program		Del	Team	Stus
1	09		9009777			X			
2	09		7049943						
3	09		9009802						
4	09		7069999			X			
5	09		8049986						
6	09		7049996						
7	09		1018887			X			
8	09		9119999						
9	09		9009828						
10	09		9009786			X			

Del	Team	Stus
	ACADEMY	22

4. Repeat the process to assign other students to a different team.
5. **To re-assign a student to a different team,** click on the existing team by the student names of any student changing to the same team. This will change the existing information in the team field to an "X". Then select the new team name on the right side of the screen.
6. **To remove student(s) from a team,** click by a student's name in the Team column. The letter "X" will appear in the field, continue clicking by student names for each student that will be removed from Teams. It does not matter whether or not they are on the same team. After all students identified click on the blank line at the top of the list of Teams. You will get a prompt to confirm that all teams are to be removed. Click 'yes'.

## Auto Assigning Students to Teams

This method will balance students in an alternating sequential pattern to teams. (Example: First student in listing goes to first team, second student goes to second team, and so on....)

1. Be sure the student names are sorted alphabetically before beginning this process.
2. On the right side of the screen click in the **Sel** column to select the teams to be used.

Del	Team	Stus	Sections	Sel
	Team A	4		*
	Team B	1		*

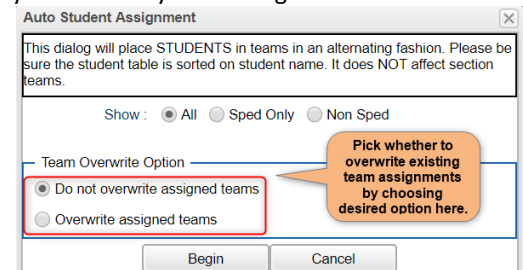
3. Click the **Auto** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.



4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

- **“Do not overwrite assigned teams”**: Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.
- **“Overwrite assigned teams”**: Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.



## Auto-Capability Assigning Students to Teams

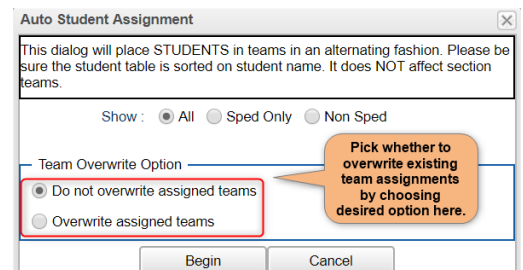
This utility will balance student team assignment according to Gender, Ethnicity, and GPA.

1. Make sure the student listing is in alphabetical order before starting.
2. On the right side of the screen, click in the **Sel** column to select the teams to be used.
3. Click the **Auto-Capability** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.
4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

Del	Team	Stus	Sections	Sel
	Team A	4		*
	Team B	1		*

- **“Do not overwrite assigned teams”**: Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.
- **“Overwrite assigned teams”**: Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.



## Auto-GPA Assigning Students to Teams

This utility will load team assignments of students by GPA. In this scenario, the teams are composed of students with a range of desired GPA levels.

1. Be sure the student names are sorted alphabetically before beginning this process.
2. On the right side of the screen click in the **Sel** column to select the teams to be used.
3. Click the **Auto-GPA** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.
4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.
  - **“Do not overwrite assigned teams”**: Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.
  - **“Overwrite assigned teams”**: Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.
5. Enter the GPA range for each of the teams listed. Do not overlap or duplicate any GPA range.
  - In the example at right, the user is seeking to assign members to two teams based on a GPA range.
  - Students with blank teams who do not have the needed GPA will not get a team assignment.
  - **TIP**: For this to work best, the user may want to set all team assignments to “blank” first. In this manner, the user can clearly tell who just was assigned to a team.
6. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.

Del	Team	Stus	Sections	Sel
	Team A	4		*
	Team B	1		*

Auto Student Assignment

This dialog will place STUDENTS in teams in an alternating fashion. Please be sure the student table is sorted on student name. It does NOT affect section teams.

Show:  All  Sped Only  Non Sped

Team Overwrite Option

Do not overwrite assigned teams

Overwrite assigned teams

Begin Cancel

Team Assignment By GPA

Setup the lower and upper GPA ranges for each team (left click in the 'lower' or 'upper' cell) to schedule then click the 'Begin' button. This does not affect the master schedule teams

Team Overwrite Option

Do not overwrite assigned teams

Overwrite assigned teams

Team	Lower GPA	Upper GPA
Team A	3.500	4.000
Team B	3.000	3.499

Begin Cancel

## Assign Classes/Sections to a Team

**\*\*Your master schedule needs to be completed before assigning courses/classes to the teams.**

1. On the lower left, click on the blue green colored **Class Section Teams** tab. The new window will show Master Schedule records on the left of the screen. They will be sorted alphabetically within each grade. Clicking on the course column header will sort the data in alpha order. Or, you may sort in teacher order by clicking on the teacher column header.
2. A left mouse click in the cell by a course name in the Team column will place an 'X' in the cell. Continue clicking by each of the courses that are to be assigned to the same team. After marking the complete list of courses that are to be assigned to the same Team, select the Team name on the right of the screen. All of the pre-selected courses will have their 'X' changed to the selected Team. Repeat the process until all Teams have their courses identified.

Team Update Utility For YEAR: 1718 District: 027 School: 006								Action		
GD	Course	Teacher	Room	PD	Sems	Section	Team	Del	Team	Stus
18	07	CONFERENCE/PLA...	405	07	12	006178			Team A	4
19	07	CONFERENCE/PLA...	423	07	12	006455			Team B	1
20	07	ELA 7 A	418	01	12	006448	*			
21	07	ELA 7 A	418	02	12	006449				
22	07	ELA 7 A	418	03	12	006866				
23	07	ELA 7 A	423	01	12	006175	*			
24	07	ELA 7 A	423	02	12	006213				

3. **To re-assign a class section to a different team**, click in the Team column beside the section(s) to be changed (an 'X' will appear in the Team cell) and click on the new Team in the list of teams on the right.
4. **To remove section(s) from a team**, click in the Team column beside the section(s) to be changed (an 'X' will appear in the Team cell) and click on the blank line at the upper right above the Team listing.

## Load Student Schedules

Use this utility only if the user is certain that the classes being loaded are in the correct time in the master schedule. You would not want to use this utility if the classes being loaded will be moved.

This loader will allow the user to manually load students into specific classes in the master schedule. It is very handy in New Year scheduling in which a listed group of students will be directly scheduled into a section that is not going to move or be changed, such as Athletic PE.

- In the navigation panel, go to **Schedule > Loaders > Load Student Schedules**.
- At the setup box, set the **Year** (*Set for Next Year if working on New Year Scheduling*), **District**, **School**, and **As of Date**.
- Other Setup box items:
  - **MSched Grades:** Set to filter the class listing based on the grade level of courses in the master schedule. Example: Set to grade of '1' to filter out classes except those with a grade level of 1 such as "Reading 1".
  - **Class Periods:** Set to filter the class listing based on a desired class period. Example: Set class period to '1' will filter out all classes except those offered at 1st period.
  - **Student Grades:** Set to filter the student listing based on a desired grade range of students.
  - **Gender:** Set to filter the student listing based on the gender of the students.
  - **Ethnicity:** Set to filter the student listing based on the ethnicity of the students.
  - **Sports:** Set to filter the student listing based on the sport code of the students.
  - **Clubs:** Set to filter the student listing based on the club code of the students.
  - **Teams:** Set to filter the student listing based on the Teams code of the students.
  - **As of Date:** Enrollment date to look for students.
  - **Sched Start Date:** Date schedules should begin. If working on schedules during the summer use the first day the students begin. If working during the school year choose the date the students begin.
  - **Show:** "All" will show all students. "Sped Only" will show only Special Ed students. "Non Sped" will show only regular education students.
  - **Show MSched Comments:** Selecting with show the "Comments" column from the master schedule.
  - **Save As Manual Scheduled:** *\*\*This is normally checked\*\** A very important setting indicating that the classes scheduled will be left alone when any automatic scheduler is run afterwards.
  - Click the **OK** button when done with the setup box.
- A screen showing students on the left, and courses to pick from in the center is displayed as shown below. Note the select boxes on the side of each student and each course.

Setup-07.30.20

Year: 2122

District: 010

School: 026

MSched Grade: 09,10,11,12

Class Period:

Student Grade: 10

Gender:

Ethnic:

Sports:

Clubs:

Team:

Custom Codes:

As Of Date: Mar 04 2022

Sched Start Date: Aug 13 2021

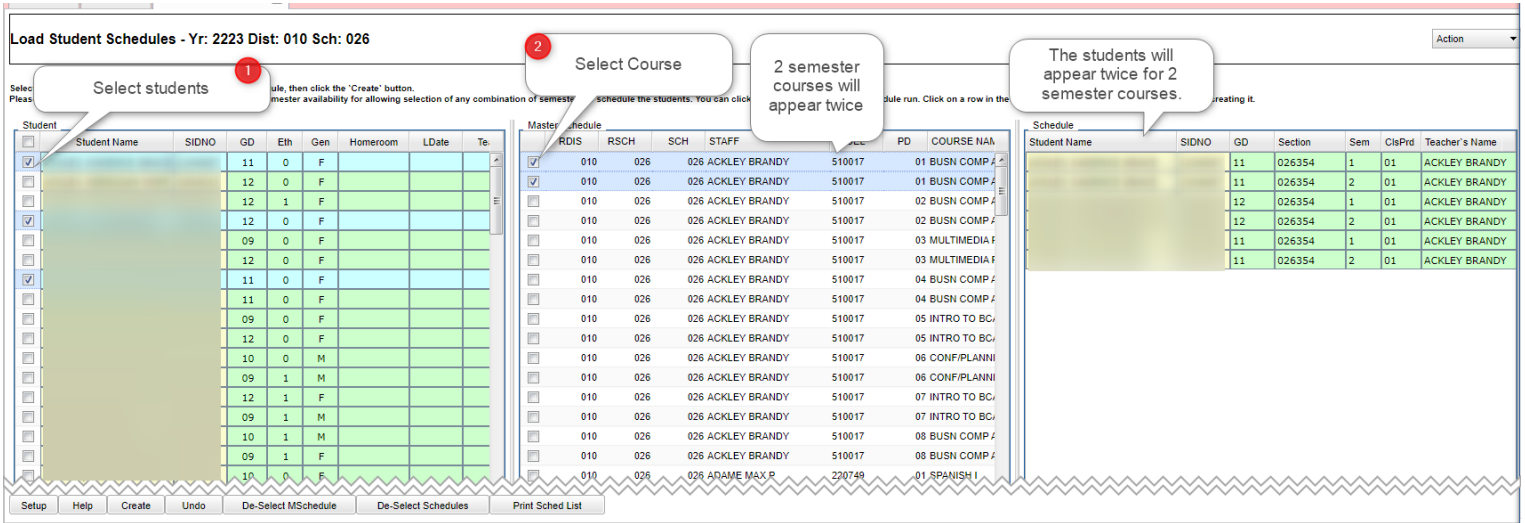
Sped:  All  Sped Only  Non Sped

Show MSched Comments

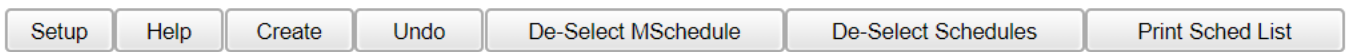
Save As Manually Scheduled

OK

Below is a preview of the **Load Student Schedules** module: Students are on the left, courses in the middle, and students about to be scheduled are on the far right. Note the select box for students and courses.



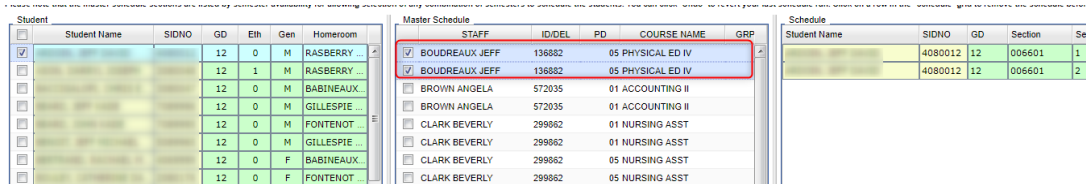
5. Buttons at the bottom of the screen are explained below:



- **Setup:** Click to return to the setup box.
- **Create:** Click to assign selected students to selected classes.
- **Undo:** Click to “unschedule” selected students in selected classes.
- **De-select MSchedule:** Click to remove all of the checks from the classes.
- **De-select Schedules:** Click to remove students from the scheduled area of the student listing.
- **Print Sched List:** Click to produce a listing of students and classes that are selected to be scheduled. This can be printed before or after the Create action is performed.

6. **Selecting Students and Classes:** Click next to the desired student(s) names, then in the center, click next to the desired class or classes.

7. The user will notice that the course listings appear to be doubled for courses lasting two semesters or more. By default, the user will pick the first instance of the class and the second semester of the course will be automatically selected also. This is normal.



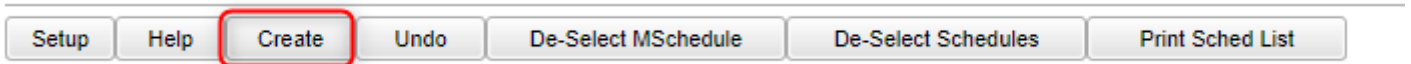
- If the user wants to schedule the student to only a single semester of the course, slide the scroll bar to the see the semesters offered, then deselect the row of the semester that is not needed.

8. As the students and classes are selected, the user will notice that the students are shown on the right. They will appear twice for 2 semester courses: Once for semester 1, and again for semester 2. This is normal.

Student Name	SIDNO	GD	Section
BABINEAUX, JASON MICHA...	6069850	10	00634
BABINEAUX, JASON MICHA...	6069850	10	00634
BATEY, SHERRI BROOKE	7089912	10	00634
BATEY, SHERRI BROOKE	7089912	10	00634
BEROID, SHERRI ANJANAE	6089968	10	00634
BEROID, SHERRI ANJANAE	6089968	10	00634
CHARLES, JASON JONTAY	2130109	10	00634
CHARLES, JASON JONTAY	2130109	10	00634



9. When done selecting the students and classes, click the **Create** button at the lower left of the screen. This will schedule the students to the class or classes. A confirmation message will appear.



10. If the user wishes to schedule other students and classes, click the buttons labeled **De-select MSchedule** and **De-select Schedules** to clear the selections and start over.
11. If the user made a mistake, or if things have changed, and there is a need to unschedule the students from the class, do the following:
- Select the students and class or classes scheduled earlier. Click the **“Undo”** button. This will take the students out of the class or classes.
12. **A Final Note:** Remember at the setup box there was a setting for **“Save as Manual Scheduled”**? If the user selected this before scheduling students with this utility, the classes scheduled will remain if any subsequent automatic scheduling is performed. In other words, the auto scheduler will leave these classes in place and work to schedule other requests around these classes.

## Automatic Scheduler

This program uses the current [Master Schedule Editor](#) and the student course requests to build a schedule for each student. This program examines classes in the student master records and suggests a schedule based on the availability of resources listed in the master schedule.

### Steps to Take Prior to Using the Automatic Scheduler

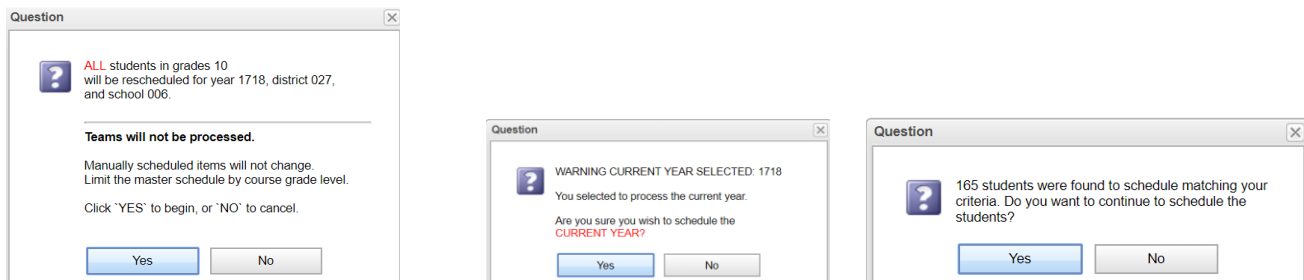
- The user must run the [Audit Request Validity](#) program first and then the [Audit Master Schedule Seats vs Requests](#) program second to identify potential problems BEFORE the Automatic Scheduler is ran.
- The program has been updated so that when a **New Run** is started, the scheduling process will run on the server and not prevent the user from working in other programs. The user can click on the **Task Status** button to view the status of the new run. When complete, the run information will appear in the report.

1. In the navigation panel, go to **Scheduling > Loaders > Automatic Scheduler**.
2. The **Year**, **District**, and **School** will appear based on your security rights.
3. **Grades:** Select Student Grade(s) you want to schedule. Blank for all or click to select the grade or grades.
4. **Student Teams:** If using Teams, and if the user wishes to only auto schedule members of selected teams, click in the cell to select teams to auto schedule.
5. **Allowed Overloads:** Choosing a count here will allow the scheduler to put students in a class over the maximum.
  - This option is active **ONLY** if the **“Allow All Overloads”** option on this setup box is selected.
  - A user does not have to use this option – leave the count at 0 to adhere to the max seat count in the master schedule.
6. **Reschedule manually scheduled items:** This option is not usually checked. Selecting this option will clear any manually scheduled items. Most of the time, if the user has manually scheduled some students, he/she does not wish to clear them.

7. **Initialize counts:** Usually checked. This will make sure the class counts are indexed to make sure all counts are accurate. Takes a little more time but is well worth it.
8. **Schedule by team:** Check if scheduling by team is desired. Students associated with teams will be scheduled to matching team sections.
9. **Allow teacher requests:** In the Load Student Course Request program, the user can identify a desired teacher for a course request. Checking this option will tell the automatic scheduler to honor the teacher selection on the request.
10. **Schedule special ed students:** Normally, this is checked. Select this option to include all special ed students in the automatic scheduler run.
11. **Allow all overloads:** If the **Allowed Overloads** option was set, check this option in combination with it. This will tell the automatic scheduler that classes can be scheduled over the Max by the amount selected in the Allowed Overloads setting.
12. **Set to request status only:** Select this option to basically take all students out of classes and set everything to request status.
13. **Master Schedule Grade Level Match Selection:**
  - **Student Grade:** Select if you wish to limit the Automatic Scheduler to only schedule classes that match the grade level of the student.
  - **Requested Course Grade:** Select if you wish the Automatic Scheduler to schedule a class regardless of what grade level the student is in. Select this option if the grade level of the student does not matter, the priority is on the course requested.
14. **Buttons at the bottom of the setup box:**
  - **Select Students** button: If desired, the user can click to select specific students in a grade/team range.
  - **Clear Counts** button: Seldom, if ever used. If there is a need to zero out counts, go with the option on #12, Set to request status only.
  - **Previous Schedules** button: Click to see previous automatic scheduler runs.
  - **New Run** button: Click to begin the automatic scheduler for students based on the setup options.

## Creating a New Run using Automatic Scheduler

1. Click on the **New Run** button the setup box. The system will display a confirmation message asking if the user is sure that he/she wants to run the Auto Scheduler.



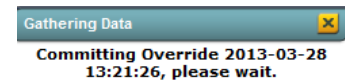
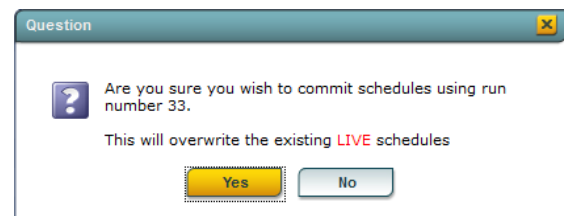
2. The Auto Scheduler will run for a while.
  - Click the **Task Status** button to check the progress of the run.
  - Usually it takes a little under a minute for 100 students.
  - The user can minimize or close this area and do other tasks while the auto scheduler is working.
3. After the Auto Scheduler has finished processing, a box will appear with the date and time the Auto Scheduler finished processing, the number of students processed, and instructions to click the run number in the table to commit the schedules if desired. Click "**OK**".
4. A results screen will be presented with columns described below:

Run#	Abandons	Overloads	Success %	Complete %	Who Ran	When Ran	Who Committed	When Committed	Gd Level(s)	Stu Cnt	MSched Cnt
------	----------	-----------	-----------	------------	---------	----------	---------------	----------------	-------------	---------	------------

- **RUN#:** A number assigned to each run completed. At this point, the student schedules have not actually been created. The system is presenting information if the schedules were to be committed. If the results of the AutoScheduler are satisfactory, click this number to commit the results and place schedules in the LIVE system. If the run number is not clicked, no student requests will be scheduled.
- **Abandons:** Number of students who could not have all requests scheduled – click to view the list of students.
- **Overloads:** Number of sections over the maximum seat count – click to view the list of sections.
- **Success %:** Percent of the students with all requests scheduled.
- **Complete %:** Percent of students with no empty periods.
- **Who Ran:** Who (username) performed this run.
- **When Ran:** When the run was started.
- **Who Committed:** Who (username) committed the run.
- **When Committed:** When the run was committed.
- **Gd Level(s):** Student grade level(s) scheduled in this run.
- **Stu Cnt:** Number of students processed.
- **MSched Cnt:** Number of master schedule sections processed.

**TIP:** Often users print the **Abandons** list, and then commit the run by clicking on the Run #. This allows the user to deploy the **Pattern Board Scheduler** to help them determine the possible cause of conflicts or abandons. The abandons list contains students which can be printed, or you can use the names and the **iGear** to access **Schedule>Pattern Board Schedule**.

5. The auto-scheduler can be executed as many times as necessary!!!
6. Any change made to the master schedule could require you to re-schedule the students. This is especially true if a section is added or deleted, a class period is changed, or a semester for a class is changed.
7. Clicking on the number in the **Student Cnt** column will provide you with the student schedules (8 per page) as well as any unscheduled courses of the students in the run.
8. After the run if you want to commit the schedules, click on the run number. A Question like below will appear. Answer **Yes** to commit the schedules.
9. A dialog message appears asking the user to wait while the schedules are committed into the LIVE system.
10. A dialog confirmation box will appear when schedules are committed with a date and time.



## 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** or Go to **Scheduling > Entry > Pattern Board Student Scheduler**.
3. Across the top are icons in the toolbar.



- Find** – Search for a student
- Prev / Next** – Move from one student to another
- Gear** – allows you to navigate to other system areas for the student such as attendance, discipline, grades, transcript
- NSR (Non Sites Requests)** - When a student has requests already entered from another site within the district, the NSR button will be lit up. Click to see the requests. The button will be grayed out if a student does not have any requests from other schools within the district.
- Print** – Print Standard Schedule or Print Pattern.
- Setup** - Click to return to the setup box.
- Auto** - Click to automatically schedule the selected course requests.
  - Preserve Manually Scheduled - This will reschedule all of the courses that are NOT already manually scheduled (marked with an 'M').
  - Reschedule All - This option will reschedule all of the courses, including the courses that were manually scheduled.
- Set Man** – Set All scheduled requests to MANUALLY scheduled status.
- Set Auto** – Set All scheduled requests to AUTO scheduled status.
- Undo** – undo all changes done on the selected student
- Copy Schedule** - Click to copy current schedule to selected students.
- Unschedule** – Used to revert all scheduled items to request status
- Delete All** - Used to delete all requests AND scheduled items for student
- Reports** – indicate Diploma Path, Career Option, Cluster, and/or Area of Concentration

ADAMS ROBERT (7089918) GD: 09 Yr: 1617 Dist: 027 Sch: 006 Team: SPED

Course	Credit	Alt	Del	SEM1								SEM2							
				1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
AGRISCIENCE I	1.0				F		A	A		A				A		A	A		A
BASIC SKILLS I	1.0			A	A	A	A	A				A	A	A	A	A			
BIOLOGY	1.0				A	A	A	A	A	A			A	A	A	A	A	A	A
BUSINESS MATH	1.0				A		A		A	A			A		A		A	A	A
CIVICS-FR ENT	1.0			A	A	A	A	F				A	F	A	A	F			
ENGLISH I	1.0			A	A	A	A	A	A			A	A	A	A	A	A	A	A
PHYSICAL ED I AB	1.0									A									A

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.

ADAMS ROBERT (7089918) GD: 09 Yr: 1617 Dist: 027 Sch: 006 Team: SPED

Course	Credit	Alt	Del	SEM1								SEM2								
				1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	
AGRISCIENCE I	1.0					F		S	A		A				A		S	A		A
BASIC SKILLS I	1.0			A	S	A	A	A				A	S	A	A	A				
BIOLOGY	1.0				A	A	A	S	A	A			A	A	A	S	A	A		
BUSINESS MATH	1.0				A		A		S	A			A		A		S	A		
CIVICS-FR ENT	1.0			S	A	A	A	F				S	F	A	A	F				
ENGLISH I	1.0			A	A	S	A	A	A	A		A	A	S	A	A	A	A		
PHYSICAL ED I AB	1.0								S										S	

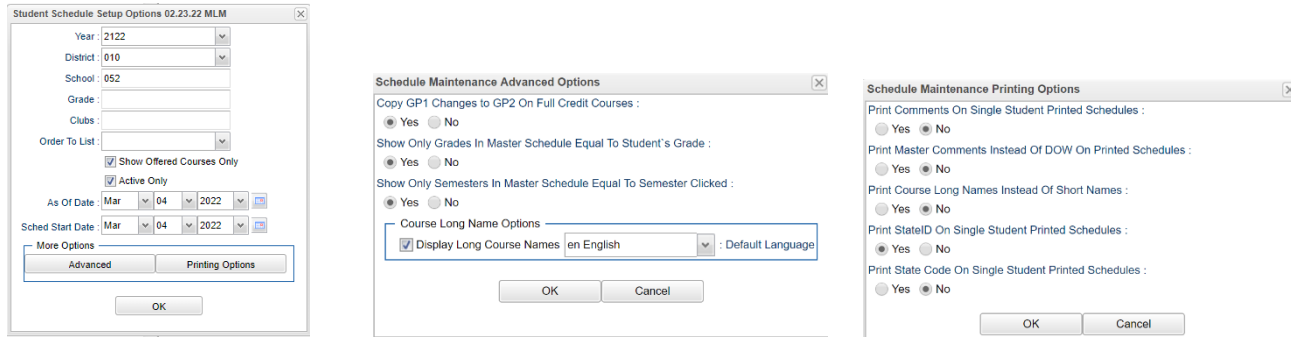
The above student is scheduled as follows:

- 1<sup>st</sup> – CIVICS-FR ENT
- 2<sup>nd</sup> – BASIC SKILLS I
- 3<sup>rd</sup> – ENGLISH I
- 4<sup>th</sup> – AGRISCIENCE I
- 5<sup>th</sup> – BIOLOGY
- 6<sup>th</sup> – BUSINESS MATH
- 7<sup>th</sup> – PHYSICAL ED I AB

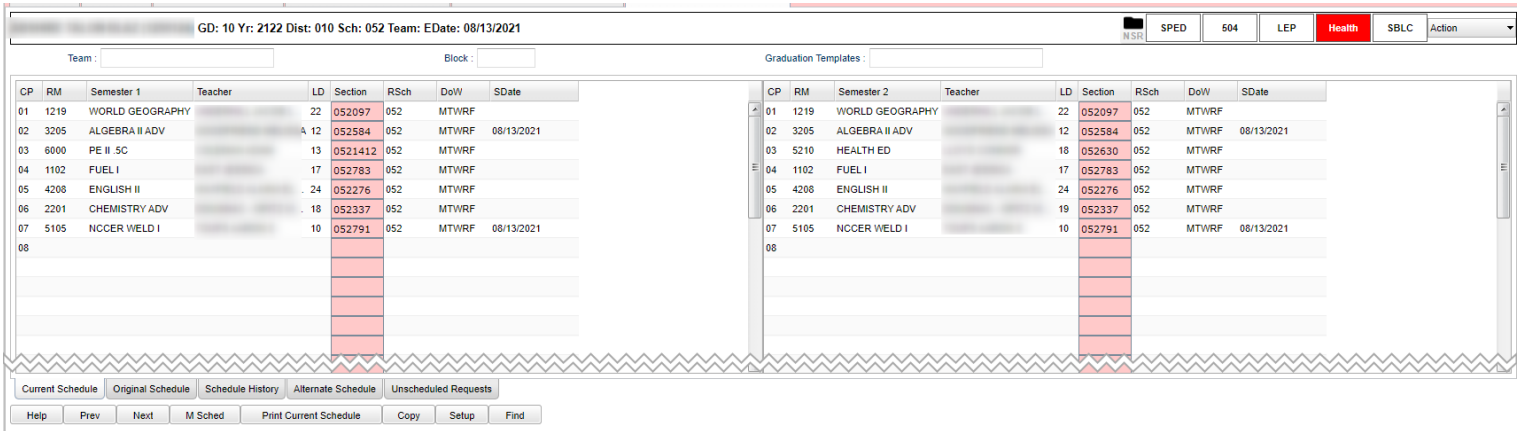
11. Make sure that each period in each semester contains a class by checking the S's.
12. Over to far right at top of screen the Credits are given as unscheduled/scheduled.

# Student Schedule Maintenance

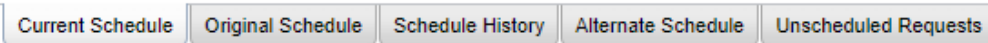
1. In Student Master, Find a student who needs a schedule change.
2. Click the **Gear** icon, then **Schedule**, then **Schedule Maintenance** or you can go to **Scheduling >Entry > Student Schedule Maintenance**.
3. The setup box, if using the Scheduling, Entry, Student Schedule Maintenance, has the standard setup options. Some to look at closely:
  - As of Date – date used to see who is enrolled at the site.
  - Sched Start Date – date the individual student actually enrolled



4. The student’s schedule for Fall/Spring will be on the screen.

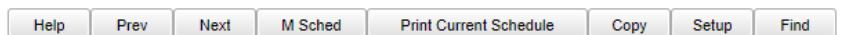


## Tabs at the Bottom of the Schedule Maintenance Screen



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. **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

#### **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.

## 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.

In the navigation panel, go to **Scheduling > Loaders > Move Scheduled Students**.

### Setup Box Options

1. Verify *Year, District, and School*. These default values are based on your security settings.
2. **Master Schedule Grade**: Select the Master Schedule Grade 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 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**.

## 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. In the navigation panel, go to **Scheduling > Lists > 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

Semester : 
 Class Period :

**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.

Print Class Rosters For YR: 2122 DST: 010 SCH: 062

Teacher's Name	Teacher ID	Course	GD	Section	PD	RM	S1	S2	S3	S4	C1	C2	C3	C4	Sch	Dis	Rem	Team
<input type="checkbox"/> BABINEAUX AMANDA N	510048	SOC STUDIES 7*	07	062726	07	106	Y	Y	N	N	1	1	0	0	062	010		
<input type="checkbox"/> BABINEAUX AMANDA N	510048	SOCIAL SKILLS *	08	062413	08	106	Y	Y	N	N	3	3	0	0	062	010		
<input type="checkbox"/> BAGWELL CHARLES T	510000	QUEST FOR SUCC 8	08	062996	02	303	Y	Y	N	N	20	21	0	0	062	010		
<input type="checkbox"/> BAGWELL CHARLES T	510000	QUEST FOR SUCC 8	08	062997	03	303	Y	Y	N	N	23	23	0	0	062	010		
<input type="checkbox"/> BAGWELL CHARLES T	510000	QUEST FOR SUCC 8	08	0621000	06	303	Y	Y	N	N	23	23	0	0	062	010		
<input type="checkbox"/> BAGWELL CHARLES T	510000	QUEST FOR SUCC 8	08	0621001	07	303	Y	Y	N	N	15	15	0	0	062	010		
<input type="checkbox"/> BAGWELL CHARLES T	510000	QUEST FOR SUCC 8	08	0621002	08	303	Y	Y	N	N	12	12	0	0	062	010		
<input checked="" type="checkbox"/> BARBRY PAMELA	217581	ENGLISH 7	07	062238	01	706	Y	Y	N	N	19	19	0	0	062	010		
<input checked="" type="checkbox"/> BARBRY PAMELA	217581	ENGLISH 7	07	062247	02	706	Y	Y	N	N	18	18	0	0	062	010		
<input checked="" type="checkbox"/> BARBRY PAMELA	217581	ENGLISH 7	07	062369	04	706	Y	Y	N	N	6	6	0	0	062	010		
<input checked="" type="checkbox"/> BARBRY PAMELA	217581	ENGLISH 7	07	062006	05	706	Y	Y	N	N	8	8	0	0	062	010		
<input checked="" type="checkbox"/> BARBRY PAMELA	217581	ENGLISH 7	07	062229	07	706	Y	Y	N	N	21	21	0	0	062	010		
<input checked="" type="checkbox"/> BARBRY PAMELA	217581	ENGLISH 7	07	062219	08	706	Y	Y	N	N	17	17	0	0	062	010		
<input type="checkbox"/> BASS ALLISON	221469	SOC STUDIES 6	06	062147	01	654	Y	Y	N	N	17	17	0	0	062	010		
<input type="checkbox"/> BASS ALLISON	221469	SOC STUDIES 6	06	062026	02	654	Y	Y	N	N	22	22	0	0	062	010		

**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, go to **Schedule > Lists > Print Student Schedules**
2. At the setup box, set for the desired **year, grade level(s)**.

Print Schedules Setup-02.03.22 MLM

Year: 2122  
 District: 010  
 School: 033

Filters    Print Option

OK

3. Narrow the criteria using the items in the Filters Tab:  
**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

Filters

Grade: 09  
 Gender:  
 Ethnic:  
 Special Codes:  
 Team:  
 Homeroom:  
 Counselor:  
 Advisor:  
 Clubs:  
 Sports:  
 Program:

Custom Codes:

Sped:  All  Sped Only  Non Sped  
 504:  All  504 Only  Non 504  
 LEP:  All  LEP Only  Non LEP  
 Show Remote Scheduled

As Of Date: Mar 15 2022

OK    Cancel

7. Additional Printing Options include:  
 -Select the **number** of student schedules **per page**: 1, 2, 3, 4, 5, 6, 7, or 8.  
 - **Print locker information, Include blank student schedules, Print unscheduled requests, Print Comments, Print AB DOW Titles.**

Print Option 02.04.22 MLM

Semester:  
 Class Period:  
 Schedules Per Page: 1  
 Order To List: Alpha Order  
 Semester Order:  
 Period Order:  
 Print custom codes:  
 Print special codes:

Print Locker Information  
 Print Comment  
 Include Blank Student Schedules  
 Print AB DOW Titles  
 Print Unscheduled Requests  
 Only Show Students With Unscheduled Requests  
 Hide DOW Title  
 Print Master Schedule Comments Instead Of DOW  
 Print Enrollment Form  
 Student Lunch ID  
 Print to DAS

Show Only Students with Missing Class Periods  
 Print Homeroom/Counselor/Team  
 Print State ID Number  
 Print Student Email  
 Print Course State Code  
 Print Lunch Time  
 Print Bus Information  
 Print Start Date  
 Print Bell  
 Print Bell Periods  
 Print SPC Login Information

Print Course Long Names Instead Of Short Names en English : Default Language

OK    Cancel

## 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

- On the left navigation panel, go to **Student Master > Loaders > 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

- On the left navigation panel, go to **Student Master > Loaders > 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 **“\*”** 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.

Student	SIDNO	G	Eth	Gen	Homeroom	Homero...	Sch
401		09	0 White	F	*		
402		09	0 White	F	*		
403		09	1 Black	M	*		
404		09	1 Black	M	*		
405		09	1 Black	F	*		
406		09	0 White	F	*		026
407		09	0 White	M			026
408		09	1 Black	F			026
409		09	4 Native	M			026
410		09	0 White	M			026
411		09	0 White	M			026
412		09	1 Black	M			026
413		09	0 White	F			026
414		09	1 Black	M			026
415		09	0 White	M			026
416		09	2 Hisp...	M			026

Teacher	Teacher ID	Eth	G	L	Sch	Obj
ACKLEY BRANDY			0	026		
ADAME MAX P			0	026		
ALEXANDER ANITA G			0	026		
ALEXANDER KAREY			0	026		
ANDERSON GRANT A			0	026		
ARENDT MICHELLE			0	026		
BESLIN ALYSON ME...			0	026		
BOURNE TIFFANY L...			0	026		
BOURQUE STEFANI...			0	026		
BROWN LISA M			0	026		
BURKHEAD BREAN...			0	026		
CHESSON KAYLA			0	026		
CHRISTIAN WILLIA...			0	026		
COOK STUART JUDE			0	026		
CRAWFORD KEVIN M			0	026		

## Homeroom Listing

1. On the left navigation panel, go to **Student Master > Lists > Homeroom Teacher Affidavit w/Signatures**.
2. At the setup box, set to the current year, desired grades, and as of date.
3. **Double Space** - If you want to double space the list of names on the rosters.
4. **Only Name and Signature on Report** - Click if you want only name and signature on report.
5. **Do Not Show Counts** - Check to not show total counts in the printout.
6. Click **OK**.
7. A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the Print button.

Setup-06.30.2021

Year : 2122

District : 010

School : 026

Grade : 09

Custom Codes :

Special Codes :

Program :

Select Special Codes to Display :

Select Custom Codes to Display :

As Of Date : Mar 08 2022

Double Space

Only Name And Signature On Report

Do Not Show Counts

OK

	School	Homeroom Teacher
1	026	BRASHEAR DENISE L
2	026	CCR NINTH
3	026	CHRISTIAN WILLIAM M
4	026	DEMARY TAMMY
5	026	FONTENOT MISTY M
6	026	KERSHAW JENNIFER M
7	026	MARTIN LAUREN ASHLEY
8	026	MELANSON ROBERT DAVID
9	026	PARMENTIER KENNETH C
10	026	PLANCHARD LOGAN FORD
11	026	REYNOLDS BLAKE
12	026	SAVOIE RONALD PAUL
13	026	STUDENT AT BOYS VILLAGE
14	026	STUDENT AT MALL

Select the teacher or select all.

Setup Print Help

## Homeroom Counts

- On the left navigation panel, go to **Student Master > Counts > Homeroom Count by Grade**, or the **Homeroom Gender/Ethnic List**.

Setup-07.29.2020

Year : 2122

District : 010

School : 026

Grade : 09,10,11,12

Custom Codes :

Active Only

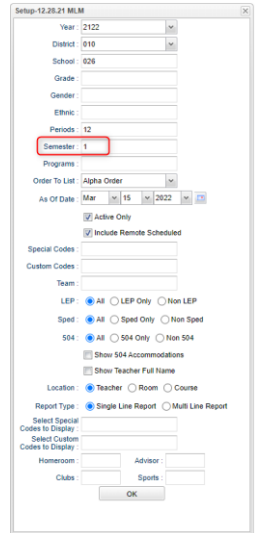
As Of Date : Mar 15 2022

OK

Homeroom Teacher	Sch	PRES	K	01	02	03	04	05	06	07	08	09	10	11	12	Other	Total
026													1	1	1		3
ANDERSON GRANT A	026													19			19
BABINEAUX DEBRA L	026												1				1
BRASHEAR DENISE L	026												1	1			2
CCR ELEVENTH	026													2			2
CCR NINTH	026												3				3
CCR TENTH	026												4				4
CCR TWELFTH	026														2		2
CHESSON KAYLA	026													23			23
CHRISTIAN WILLIAM M	026													24			24
COOK STUART JUDE	026													21			21
DEMARY TAMMY	026													24			24
DOWNNS HARVEY AR...	026														16		16
DUPONT TAYLOR A	026													22			22
FLEMING LATAINE	026														1		1
FONTENOT MISTY M	026												1	1	2		4
THOMPSON WILLIAM J	026													17	1		18
WASHINGTON JENNA	026													19			19
Grand Totals	026												158	172	137	132	599

## 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.



1. Go to **Student Master > Lists > Student Locator**.
2. At the setup box, set the desired **Year**.
3. District and School should be defaulted based on security.
4. Leave Grade, Gender, and Ethnic blank to include all criteria; otherwise, click in the box to make selections.
5. Set **Periods** to Show and Semester,
6. Set the print order in Order to List.
7. Adjust the **As of Date** if needed.
8. Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
9. For **Show**, select All, Sped Only, or Non Sped.
10. For **Location Type**, select **Teacher**, **Room**, or **Course**.
11. 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 REED REBE 012	FRENCH 4 DOLEJSIOV 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.

BABINEUX DAVID SAGE		5040325	05	Name	Cell	Home		
6007 FINANCIAL PLAZA		(H) (318) 868-8000	Mother	BABINEUX ANGELA		(318) 868-8000		
SUITE 215		(E)	Father	BABINEUX CHRIS LANE		(318) 868-8000		
SHREVEPORT		LA 71129	Guardian					
			Resides					
	P1	P2	P3	P4	P5	P6	P7	P8
Course	READING 5	LANGUAGE ART	SOCIAL STUDI		MATH 5	SCIENCE 5	HEALTH-PE 5	
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		<b>STUDENT LOCATOR</b>					
Ethnic: ALL		Semester: 1 As of: 06/05/2012					
Gender: F,M							
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	MCCLEERY 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

## 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, go to **Student Master > Lists > 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.