

Post Secondary



2021 – 2022
(Basic Scheduling)

Post Secondary – Basic Scheduling (2021-2022)

Instructor/Teacher Information

- Send updated list of instructors/teachers to be removed/added to Rose Elarde

Courses & Sections

- Create all course sections for Instructors/Teachers

The Master Schedule Report/Teacher Schedule Report

- Check course section settings
- Check attendance and grade eligibility flags
- Check grading and standards indicator scales

Creating Packages

- Create packages (as needed) for Instructors/Teachers
- Check packages for correctness

Schedule Students

- Add courses to students schedule

Reports ?? Insert beneficial reports for post sec ??

- Check your loading reports
 - Students with Incomplete Schedules
 - Students with Overlapping Schedules
- Team Roster (to review students that do not have an enrollment team assigned)

Post Secondary – Basic Scheduling (2021-2022)

Table of Contents

Teacher Information	5
Add / Update Teacher Information.....	5
Add / Update Building and Room Information	5
Courses & Sections.....	6
Subject Setup	6
Adding Subjects.....	6
Deleting Subjects.....	7
Renaming Subjects.....	7
Moving/Copying Subjects	7
Course Setup	8
Adding Courses.....	8
Deleting Courses	9
Editing Courses.....	9
Copying Courses.....	10
Moving Courses.....	10
Section Setup	11
Adding Sections.....	11
Deleting Sections.....	14
Editing Sections	15
Copying Sections	15
Moving Sections.....	15
Courses & Sections Sub-tabs (Co-Teachers, History, Florida, and Inclusion).....	17
Co-Teacher Sections.....	19
Labeling the Course Section as Co-teach	19
Assigning Co-Teachers.....	20
Editing Assigned Co-Teachers	20
Deleting Assigned Co-Teachers.....	20
Assigning Co-Teachers for Grading Purposes Only	20
Changing Teachers	21
Changing a Teacher – Logging the Change	21
Changing a Teacher – Not Logging the Change.....	22
Editing a Record	22
Deleting a Record.....	22
The Master Schedule Report.....	23
Including Florida Fields.....	23
Customize Columns.....	24

Post Secondary – Basic Scheduling (2021-2022)

Using Filters to Search.....	24
Making Changes	24
Mass Updating Changes	24
Creating Packages (aka Parent/Child Sections).....	25
Linking or Parenting Courses via Creating Packages (simplest method)	25
Removing a Child Section	26
Removing a Parent Section	26
Checking Linked Sections	27
Scheduling Students	27
Scheduling Students into a Package.....	27
Individually Schedule a Student – Using Add a section Option	27
Individually Schedule a Student – Using Search for a Section to Add Option	28
Mass Add Course(s).....	29
Removing (Dropping) a Course from a Students Schedule BEFORE the Start Date.....	30
Removing (Dropping) a Course from a Students Schedule AFTER the Start Date	31
Loading Reports	31
Students with Incomplete Schedules.....	31
Students with Conflicting Schedules	32

Post Secondary – Basic Scheduling (2021-2022)

Teacher Information

Add / Update Teacher Information

The Teacher drop-down is populated by the District. You cannot manually add teachers to FOCUS. If you need a teacher added or removed, notify Rose Elarde (elardr@collierschools.com).

Make sure to provide the following information:

- Employee ID number
- First and Last Name
- Teacher Network Username
- Status (add or delete)

Providing this information will ensure the correct teacher is added in a timely manner.

Example:

Staff Number Identifier Local	Last First M	Gender	Username	Status
1000222222	Alexander, Annamarie Lynn	F	alexaa2	delete
1000333333	Alvarez, Nuvia	F	alvarn4	
1000044444	Avalos Gutierrez, Melissa	F	avalom1	add
1000555555	Bale, Regina M	F	baler12	add

Note: Refer to your Teacher Detail Report via the Reports tab.
(Reports tab/District Reports/Users/Teacher Detail Report)

Note: You do not have to provide this information if you are requesting a TBA teacher placeholder to be added.

Add / Update Building and Room Information

The Room drop-down is populated by the District. You cannot manually add building and rooms to FOCUS. If you need a room added, notify Rose Elarde (elardr@collierschools.com).

4-002
Room

4-002
Filter
4-002
4-003
4-004

Post Secondary – Basic Scheduling (2021-2022)

Courses & Sections

Subject Setup

Subjects are simply a way to organize the courses for quick navigation, particularly when building student schedules. This set up is the basis for building the sections for each offered course or grade level.

1. Click on the Scheduling tab.
2. Select Courses & Sections.
3. The subject (programs) folder will display on the left.

Note: Focus recommends that Subjects be set up and named by Program.

Subjects must be set up as the CTE and Adult Education programs offered. The programs set at the subject level will display on the students course history summary and the financial aid summary. Setting up subjects by program also allows the auto-schedule feature to function within FOCUS.

Adding Subjects

From the Subjects list:

1. Click the + (plus sign) at the bottom of the list.
2. The new subject fields are displayed at the top of the screen.
3. Enter a Title and Short Name of the program in the first two fields.
4. Enter the Vocational Program Number. This number is specified by the DOE Course Catalog and should be entered to properly define the program.
5. Enter the Total Hours for Program. This value needs to be entered as it appears in the DOE Course Catalog. It states the total hours necessary for program completion.
6. Click the Save button in the upper right of the screen.
7. The New Subject is added to the list.

35 Programs
Subject
Accounting Operations
Air Conditioning, Refrigeration and Heating Technology APPR
Air-Conditioning, Refrigeration and Heating Technology
Automotive Collision Repair and Refinishing
Automotive Collision Technology Technician
Automotive Service Technology
Automotive Service Technology 1
Automotive Service Technology 2
Aviation Airframe Mechanics
Aviation Powerplant Mechanics

New Program

Title Short Name Vocational Program Number Total Hours for Program Required Percentage of Hours Attended

35 Programs

Subject

[Medical Administrative Specialist](#)

[Medical Assisting](#)

[Surgical Technology](#)

[Veterinary Assisting](#)

[Welding Technology](#)

[+](#)

1

2 **3** **4** **5** **6**

Search **Save**

Post Secondary – Basic Scheduling (2021-2022)

Deleting Subjects

1. Select the Subject.
2. Click the Delete button in the subject information section at the top right portion of the page.
3. Click Delete to confirm that you want to delete the subject folder.
4. The Subject folder will be removed from the list.

Confirm Delete

Are you sure you want to delete that program?

2 Delete Cancel

Aviation Power Search Delete Save

Aviation Power	Aviation	T640400	1350	
Title	Short Name	Vocational Program Number	Total Hours for Program	Required Percentage of Hours Attended

36 Programs No Courses were found.

Subject	Course	Course Num
Accounting Operations	+	

Note: You cannot delete a subject folder if it contains courses. Sections/Courses must be removed from the folder prior to deleting.

Aviation Powerplant Mechanics Search Delete Save

Aviation Powerplant Mechanics	Aviation Powerplant Mecha	T640400	1350	
Title	Short Name	Vocational Program Number	Total Hours for Program	Required Percentage of Hours Attended

Please Remove all Courses from this Program and try again.

35 Programs **8 Courses**

Subject	Course	Course Num
Automotive Service Technology 2	AV MAINT GEN TECH	AM
Aviation Airframe Mechanics	AV POWERPLANT TECH 2	AM
Aviation Powerplant Mechanics	Aviation Maintenance Powerplant Technician 1	AM
Business Management and Analysis	Reciprocating Engine Overhaul-Part I	AM

Renaming Subjects

1. Select the Subject.
2. The subject information section will appear at the top of the page.
3. Make changes as needed.
4. Click Save.

Aviation Power Search Delete Save

Aviation Power	Aviation	T640400	1350	
Title	Short Name	Vocational Program Number	Total Hours for Program	Required Percentage of Hours Attended

Moving/Copying Subjects

Subject folders cannot be moved or copied.

Following the creation of Subjects, Courses will need to be created within that subject area.

Post Secondary – Basic Scheduling (2021-2022)

Course Setup

Courses align with the Course Catalog and are associated with state-approved course numbers. Schools are not able to create their own courses for State Reporting purposes. Within the courses, sections are assigned where the teacher, period, minutes, etc. are defined. Courses can be placed in any subject desired.

Setup	Students	Users	Scheduling	Grades	Assessment	Attendance	Discipline	Forms	Bill
Automotive Service Technology									
Automotive Service Technology		I470608		I470608		1800			
Title		Short Name		Vocational Program Number		Total Hours for Program			
35 Programs					9 Courses				
Subject					Course				
Accounting Operations					AER0418W				
Air Conditioning, Refrigeration and Heating Technology, APPR					AER0360W				
Air-Conditioning, Refrigeration and Heating Technology					AER0503W				
Automotive Collision Repair and Refinishing					AER0172W				
Automotive Collision Technology Technician					AER0014W				
Automotive Service Technology					AER0453W				
Automotive Service Technology 1					AER0257W				

Adding Courses

When adding courses, add it based on Courses found in the Course Catalog.

From the Courses list:

1. Click the + (plus sign) at the bottom of the list.
2. The course information fields will display at the top of the screen.
3. In the Course Number text field (highlighted in red), begin entering the course number. As numbers are typed, a list of corresponding courses matching the numbers will be shown.

Business Management and Analysis - New Course Search Save

Search Invalid Course - Prerequisites 1

Course Number

- OTA0030 ASST DIG PROD DSN
- OTA0030W ASST DIG PROD DSN
- OTA0040 INFO TECH ASST
- OTA0040A INFO TECH ASST
- OTA0040L INFO TECH ASST

Invalid Course

Prerequisites 2 Prerequisites 3 Graduation Requirements Program 2 Graduation Requirements Program 3 Credits per Course History Term

Allow Students to Request this Course ☐ Schedule this Course first ☐ WDIS OCP Hours OCP Course Sequence CAPE

Business Management and Analysis - Program Grade Level(s) Course Length Allow Teachers to Request This Course ☐ Requests Subject

Note: If a course number is entered and the drop-down does not appear, then the course is not in the course catalog. It is not recommended that you enter courses which have not been adopted to the course catalog.

4. Click the desired course. Once the course is selected, the course title field will auto-fill based on the course catalog.
5. It will populate the course number field as well as the Title Field.
6. Complete the following fields.
 - a. **Allow Students to Request this Course** = Select this check box to allow students to enter a request for this course. If this check box is not selected, only administrators will be able to enter requests for this course.
 - b. **WDIS OCP Hours** = Corresponds to the number of DOE approved hours that are required for that individual course. These hours are awarded to the student once he/she

Post Secondary – Basic Scheduling (2021-2022)

passes the course. This field is not editable and will auto populate based on the information in the course catalog.

- c. **OCP** = Occupational Completion Points in which the student is awarded upon completing the course. ??? Where does the user get this information ???
- d. **Course Sequence** = ??? Is this field used ??? If so, when ???
- e. **Course Length** = Automatic or Full Year

7. Click Save.

Automotive Service Technology - New Course

Search

Course Number Invalid Course - Title Invalid Course

Graduation Requirements Program 2 Graduation Requirements Program 3 Credits per Course History Term Allow Students to Request this Course ☐ Schedule this Course first ☐ WDIS OCP Hours OCP

Course Sequence CAPE Program Automotive Service Technology - Automatic ☐ Grade Level(s) Course Length Allow Teachers to Request This Course ☐ Requests Subject

Deleting Courses

1. Select the Course.
2. The course information fields will display at the top of the page.
3. Click the Delete button in the upper right corner.
4. Click Delete to confirm that you want to delete the course.
5. The Course folder will be removed from the list.

Confirm Delete

Are you sure you want to delete that course?

AUTO SERVICES ASST List Students in this Course List Unfilled Requests in this Course Search Copy Delete Save

AER0014W AUTO SERVICES ASST - VO - Career & Technical - Prerequisites 1 Prerequisites 2 Prerequisites 3 Graduation Requirements Program 2 Graduation Requirements Program 3

Course Number Title 0 Automotive Service Technology - Automatic

Credits per Course History Term Allow Students to Request this Course ☐ Schedule this Course first ☐ WDIS OCP Hours OCP Course Sequence CAPE Program Grade Level(s) Course Length

Allow Teachers to Request This Course ☐ Requests Subject

35 Programs	11 Courses	No Sections were found.
Subject	Course	Section
Automotive Collision Technology Technician	AUTO ENGN PERF TECH	AER0503W
Automotive Service Technology	AUTO HEATAC TECH	AER0172W
Automotive Service Technology 1	AUTO SERVICES ASST	AER0014W
Automotive Service Technology 2	AUTO SERVICES ASST	AER0014W

Note: You cannot delete a course folder if it contains sections. Sections must be removed from the folder prior to deleting.

AUTO HEATAC TECH List Students in this Course List Unfilled Requests in this Course Search Copy Delete Save

AER0172W AUTO HEATAC TECH - VO - Career & Technical - Prerequisites 1 Prerequisites 2 Prerequisites 3 Graduation Requirements Program 2 Graduation Requirements Program 3

Course Number Title 0 Automotive Service Technology - Automatic

Credits per Course History Term Allow Students to Request this Course ☐ Schedule this Course first ☐ WDIS OCP Hours OCP Course Sequence CAPE Program Grade Level(s) Course Length

Allow Teachers to Request This Course ☐ Requests Subject

Please Remove all Sections and try again.

35 Programs	11 Courses	3 Sections
Subject	Course	Section
Automotive Service Technology	AUTO ENGN PERF TECH	AER0503W
Automotive Service Technology 1	AUTO HEATAC TECH	AER0172W
Automotive Service Technology 2	AUTO SERVICES ASST	AER0014W

Editing Courses

1. Select the Course.
2. The course information fields will display at the top of the page.

Post Secondary – Basic Scheduling (2021-2022)

3. Make changes as needed.
4. Click Save.

AUTO SERVICES ASST List Students in this Course List Unfilled Requests in this Course Search Copy Delete Save

AER0014W AUTO SERVICES ASST - VO - Career & Technical

Course Number 0 Title AUTO SERVICES ASST - Prerequisites 1Prerequisites 2Prerequisites 3Graduation Requirements ProgramGraduation Requirements Program 2Graduation Requirements Program 3

Credits per Course History Term 0 Allow Students to Request this CourseSchedule this Course first 300 A N/A WDIS OCP HoursOCP Course SequenceCAPE Automotive Service Technology - Program Grade Level(s)

Automatic Course Length Allow Teachers to Request This CourseRequests Subject

Copying Courses

1. Select the Course.
2. The course information fields will display at the top of the page.
3. Click the copy button in the upper right corner.
4. The confirmation box will display.
5. Click OK to confirm that you want to create an exact duplicate.
6. The course will be added to the courses list with the appendage “ – copy”.

Note: Make changes as needed and click save. Once you click save the “copy” appendage will automatically be removed.

Note: Course folder content (sections) is not copied when copying courses, only the course itself.

Confirm Section/Course Copy

Are you sure you want to make an exact duplicate of this course or section?

OK Cancel

AUTO SERVICES ASST List Students in this Course List Unfilled Requests in this Course Search Copy Delete Save

AER0014W AUTO SERVICES ASST - VO - Career & Technical

Course Number 0 Title AUTO SERVICES ASST - Prerequisites 1Prerequisites 2Prerequisites 3Graduation Requirements ProgramGraduation Requirements Program 2Graduation Requirements Program 3

Credits per Course History Term 0 Allow Students to Request this CourseSchedule this Course first 300 A N/A WDIS OCP HoursOCP Course SequenceCAPE Automotive Service Technology - Program Grade Level(s) Course Length Automatic

Allow Teachers to Request This CourseRequests Subject

35 Programs 9 Courses 3 Sections

Subject	Course	Course Num	Section
Air-Conditioning, Refrigeration and Heating Technology	AUTO HEATAC TECH	AER0172W	02 02 - MTWHF - AST - Scott Martin Ruske
Automotive Collision Repair and Refinishing	AUTO SERVICES ASST	AER0014W	02 02 - MTWHF - ATY1 - Armando Padilla
Automotive Collision Technology Technician	AUTO SUSP STEER TE	AER0453W	02 02 - MTWHF - ATY2 - Robert Stephen Vachunek
Automotive Service Technology	AUTO TRANSAXLE		
Automotive Service Technology 1	ENGN RPR TECH		

35 Programs 10 Courses

Subject	Course	Course Num
Automotive Collision Repair and Refinishing	AUTO BRAKE SYS TECH	AER0418W
Automotive Collision Technology Technician	AUTO ELECELECT TECH	AER0360W
Automotive Service Technology	AUTO ENGN PERF TECH	AER0503W
Automotive Service Technology 2	AUTO SERVICES ASST	AER0014W
Aviation Airframe Mechanics	AUTO SERVICES ASST - Copy	AER0014W
Aviation Powerplant Mechanics	AUTO SUSP STEER TE	AER0453W

Moving Courses

1. Select the Course.
2. The course information fields will display at the top of the page.
3. Use the Program pull down in the upper left to select the appropriate subject folder.
4. Click Save.
5. The course folder and its contents (if any) will be moved to the new program/subject folder selected.

Post Secondary – Basic Scheduling (2021-2022)

MAN DRIVETRAINAXLE

List Students in this Course List Unfilled Requests in this Course Search Copy Delete Save

AER0274W MAN DRIVETRAINAXLE - VO - Career & Technical 0

Course NumberTitle Prerequisites 1Prerequisites 2Prerequisites 3Graduation Requirements Program 2Graduation Requirements Program 3Credits per Course History

150 D N/A

Allow Students to Request this CourseSchedule this Course first WDIS OCP HoursOCP Course SequenceCAPE

Automatic Requests Subject

Course LengthAllow Teachers to Request This Course

35 Programs

Subject

Accounting Operations

Air Conditioning, Refrigeration and Heating Technology APPR

Aviation Airframe Mechanics

Aviation Powerplant Mechanics

9 Courses

Course

AUTO BRAKE SYS TECH

AUTO ELECELECT TECH

MAN DRIVETRAINAXLE

3 Sections

Section

Automotive Service Technology

Accounting Operations

Air Conditioning, Refrigeration and Heating Technology APPR

Air-Conditioning, Refrigeration and Heating Technology

Automotive Collision Repair and Refinishing Technology

Automotive Collision Technology Technician

Automotive Service Technology

Automotive Service Technology 1

Automotive Service Technology 2

Aviation Airframe Mechanics

Legal Administrative Specialist

Section Setup

Sections represent the level in which students are scheduled into courses. They identify the *teacher*, *room*, *grading scales*, and *attendance and grade eligibility*. Additionally, **Co-teacher, Florida** and **Vocational/WDIS** Fields are defined here.

From the Courses & Sections screen:

1. Select the Subject, Course, and Section.
2. Section information will display at the top of the screen.

AUTO HEATAC TECH AER0172W: 02 02 - MTWHF - AST - Scott Martin Ruske

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Ruske, Scott Martin (1000540857) 6-123 Display Room Optional 02 02 MTWHF Full Year Marking Period 50 Seats IEP Seats ESOL/ELL Seats AST Short Name Full Year Course History Term

Takes Attendance Uses Attendance Scanner Graded Affects GPA Active Grade Level(s) blank for all gradelevels Non-Health Science Grading Scale Non-Health Science Standards Grading Scale Generic Calendar Calendar None Choose Parent Section

35 Programs

Subject

Automotive Collision Technology Technician

Automotive Service Technology

Automotive Service Technology 1

Automotive Service Technology 2

12 Courses

Course

AUTO ELECELECT TECH

AUTO ENGN PERF TECH

AUTO HEATAC TECH

AUTO SERVICES ASST

3 Sections

Section

02 02 - MTWHF - AST - Scott Martin Ruske

02 02 - MTWHF - ATY - Armando Padilla

02 02 - MTWHF - ATY2 - Robert Stephen Vachunek

Adding Sections

From the Sections list:

1. Click the + (plus sign) at the bottom of the list.
2. The section information fields will display at the top of the screen.

AUTO HEATAC TECH - New Section

N/A N/A N/A N/A Full Year Marking Period 001 Short Name Semesters Course History Term

Teacher Room Display Room Optional Beg End S M T W H F S Marking Period Seats IEP Seats ESOL/ELL Seats Standards Grading Scale Calendar Choose Parent Section

Takes Attendance Uses Attendance Scanner Graded Affects GPA Active Grade Level(s) blank for all gradelevels Grading Scale

35 Programs

Subject

Automotive Collision Technology Technician

Automotive Service Technology

Automotive Service Technology 1

Automotive Service Technology 2

12 Courses

Course

AUTO ELECELECT TECH

AUTO ENGN PERF TECH

AUTO HEATAC TECH

AUTO SERVICES ASST

3 Sections

Section

02 02 - MTWHF - AST - Scott Martin Ruske

02 02 - MTWHF - ATY - Armando Padilla

02 02 - MTWHF - ATY2 - Robert Stephen Vachunek

+

3. Complete the new section fields at the top of the screen as needed.

- a) **Teacher:** Select the Teacher name (the teacher of record) from the drop-down.
- b) **Room:** Use the drop-down to select the room from the room list.

Post Secondary – Basic Scheduling (2021-2022)

- c) **Beginning and Ending Periods:** Set the beginning and ending periods for the section. **??? will this B&E continue to be set to period 2 ???**
- d) **Meeting Day(s):** Adjust if the section only meets on specific days of the week.
- e) **Marking Periods:** Should be set to “Full Year”.
- f) **Seats:** Set the maximum number of students that can be assigned to the section.
- g) **Short Name:** **Correlates with the homeroom teacher number the section should be paired with. ??? Where does PostSec get their short name naming conventions from ???**
- h) **Course History Term:** Should be set to “Full Year”.
- i) **Takes Attendance:** Check/Uncheck as applicable.
Unchecked = Red X = Not Eligible (No) and Checked = Green check = Eligible (Yes)
Note: If the section is not marked attendance eligible the teacher will not be able to take attendance for the course section.
- j) **Graded:** Check/Uncheck as applicable.
Unchecked = Red X = Not Eligible (No) and Checked = Green check = Eligible (Yes)
Note: If the section is not marked grade eligible the teacher will not be able to enter grades for the course section.
- k) **Affects GPA:** Should not be checked. **?? does this apply to post sec ??**
- l) **Grading Scale:** Make sure the correct grading scale is selected based on the course. (refer to grade/standards indicator scale—these may default, select if applicable)
- m) **Standards Grading Scale:** Make sure the correct standards grading scale is selected based on the course. (refer to grade/standards indicator scale—these may default, select if applicable)
Non-Health Science, Dual Enrollment, Health Science, Phleb & NA ?? when do you use each one ??
- n) **Calendar:** Make sure to select the correct calendar.

Use the **Florida** tab to edit any of the state-specific fields, such as the *Weekly Class Minutes*, *Scheduling Method*, if the class is a *Reading Intervention Component*, etc.

??? what fields are enter for post secondary under the Florida tab ???

When creating a new course section, the Florida tab will open just below the section fields.

4. Complete the Florida fields as needed.

Pull-out field should not be checked.

??? What fields are applicable under the “Florida” tab for PostSec ???

Vocational/WDIS tab

Enter or Review the following data fields.

Edit the Vocational/WDIS fields as needed. The Vocational/WDIS fields include:

Post Secondary – Basic Scheduling (2021-2022)

Co-Teachers	History	Florida	Vocational/WDIS	Subs	Meeting Pattern
N/A	Z - Not enrolled in an asynchronous online course	Z - Not Applicable	Z - Not a dual enrolled student	Z - Not applicable	
Distance Learning	AGE Online Course Delivery Indicator	AGE Institutional Setting	Dual Enrollment Student Type	CTE Dual Enrollment Course Location	
☒	359 - Other CTE	-	-	-	-
Homeless Adult Indicator	Cost Reporting Code	Post Secondary Start Time	Post Secondary End Time	WDIS Class Start Date	
-	Z - Not Applicable	-	N/A	N/A	
WDIS Class End Date	Basic Skills Exam	Class Daily Hours	Adult Test Name	Adult Fee Status (First)	
-	S990005	-	☒	N/A	
Adult Fee Status (Second)	Voc./Adult Gen. Program Code	Apprenticeship Sponsor Code	Exclude from Billing	Reauthorization	
Z - Not Applicable	☒	☒			
Functioning Level	WDIS only	Exempt from Total Clock Hours			

The following fields will default based on the course catalog.

Co-Teachers	History	Florida	Vocational/WDIS	Subs	Meeting Pattern
N/A	Z - Not enrolled in an asynchronous online course	Z - Not Applicable	Z - Not a dual enrolled student	Z - Not applicable	
Distance Learning	AGE Online Course Delivery Indicator	AGE Institutional Setting	Dual Enrollment Student Type	CTE Dual Enrollment Course Location	
☒	359 - Other CTE	-	-	-	-
Homeless Adult Indicator	Cost Reporting Code	Post Secondary Start Time	Post Secondary End Time	WDIS Class Start Date	
-	Z - Not Applicable	-	N/A	N/A	
WDIS Class End Date	Basic Skills Exam	Class Daily Hours	Adult Test Name	Adult Fee Status (First)	
-	S990005	-	☒	N/A	
Adult Fee Status (Second)	Voc./Adult Gen. Program Code	Apprenticeship Sponsor Code	Exclude from Billing	Reauthorization	
Z - Not Applicable	☒	☒			
Functioning Level	WDIS only	Exempt from Total Clock Hours			

??? Note fields that default and which ones do they edit ???

Field	Description
Distance Learning	The Distance Learning indicator pulls from the Course Catalog and denotes that the students and the instructor(s) are separated in time and/or place during more than 50% of the instruction. This field is uneditable.
AGE Online Course Delivery Indicator	Select the applicable indicator from the pull-down; options include: Z - Not enrolled in an asynchronous online course or A - Enrolled in an asynchronous online course.
AGE Institutional Setting	Select the applicable setting from the pull-down; options include: Z - Not Applicable, A - Adult who is patient or resident of medical or special institution, B - Adult remanded to custody of state correctional facility, C - Adult remanded to custody of Federal correctional facility, D - Adult remanded to custody of county correctional facility, E - Adult remanded to custody of city correctional facility, or F - Adult participating in community correctional program.
CTE Dual Enrollment Course Location	Select the applicable physical location of the instruction provided to dual enrollment students from the pull-down; options include: Z - Not applicable, A - COE-accredited career center or charter technical career center campus, B - Other postsecondary/adult school location (non-accredited institution), C - High school campus, or D - Other K-12 public school location.
Homeless Adult Indicator	Select the check box to set the Homeless Adult Program Indicator in the Teacher Course Extract.
Cost Reporting Code	The cost reporting code defaults to the code linked to the program via the Course Catalog and is uneditable. Many tools within Focus rely on this field to properly award apprenticeships and/or technology diplomas.
Post Secondary Start Time	Enter the time the class begins.
Post Secondary End Time	Enter the time the class ends.
WDIS Class Start Date	Enter the WDIS date the class is set to start for the school year.
WDIS Class End Date	Enter the WDIS date the class is set to end for the school year.
Basic Skills Exam	Pulls the default Basic Skills Exam status for students enrolled in the class from the Course Catalog; this field is uneditable.

Post Secondary – Basic Scheduling (2021-2022)

Field	Description
Class Daily Hours	Enter the number of hours students can earn daily for the class / the number of hours the class is scheduled to take place.
Adult Fee Status (First)	This field indicates the status of the Adult Fee. The fee can be required, exempt, deferred, waived, or one of the many other options.
Adult Fee Status (Second)	This field indicates the status of the Adult Fee. The fee can be required, exempt, deferred, waived, or one of the many other options.
Voc./Adult Gen. Program Code	The program code is uneditable and pulls from the Course Catalog depending on the program the section is linked to (selected from the Subject column).
Apprenticeship Sponsor Code	Enter the applicable code for all postsecondary students enrolled in a registered apprenticeship program in which the student is actively registered. Record the six-digit numeric sponsor code listed in Appendix O.
Exclude from Billing	Select the check box to exclude the class from billing; i.e. selecting the check box will make users unable to bill students for the class.
Reauthorization / Bill By Reauthorization	Select how the class should be eligible for reauthorization for billing purposes from the pull-down, such as section, course, hours/custom, etc.
Functioning Level	Select the applicable functioning level from the pull-down. Indicates a default initial functioning level for students enrolled in the course based on TABE or CASAS scores.
WDIS Only	Select the check box to indicate that the section should be reported to WDIS where the site is combined K-12 and Postsecondary.
Exempt from Total Clock Hours	Select the check box to disregard the clock hours earned in the class as counting towards Total Clock Hours Earned Toward Award.

Deleting Sections

1. Select the Section.
2. The section information fields will display at the top of the page.
3. Click the Delete button in upper right corner.
4. Click Delete to confirm that you want to delete the section.
5. The section will be removed from the list.

**Sections CANNOT be deleted if there are students scheduled into the section.
DO NOT DELETE where attendance or grades are tied to the section.**

Confirm Delete

Are you sure you want to delete that section?

Delete
Cancel

AUTO ENGN PERF TECH AER0503W: 02 02 - MTWHF - 001 - Robert Stephen Vachunek

[List Students in this Section](#)

[List Unfilled Requests in this Section](#)

[Search](#) [Copy](#) [Delete](#)

Vachunek, Robert Stephen
 (1000540062)
 Teacher

6-123
 Display Room
 Optional

02 02 MTWHF
 Beg End Meeting Days

Full Year
 Marking Period

50
 Seats

IEP
 Seats

ESQUELL
 Seats

001
 Short Name

Full Year
 Course History Term

☒ Takes Attendance

☒ Uses Attendance Scanner

☒ Graded

☒ Affects GPA

☒ Grade Level(s)
 Active blank for all grade levels

Non-Health Science
 Grading Scale

Non-Health Science
 Standards Grading Scale Calendar

Generic Calendar

None
 Choose Parent Section

[Co-Teachers](#)

[History](#)

[Florida](#)

[Vocational/WDIS](#)

[Subs](#)

[Meeting Pattern](#)

35 Programs

12 Courses

4 Sections

Subject

Course

Course Num

Section

Automotive Service Technology

AUTO ELECLECT TECH

AER0360W

02 02 - MTWHF - 001 - Robert Stephen Vachunek

Automotive Service Technology 1

AUTO ENGN PERF TECH

AER0503W

02 02 - MTWHF - AST - Scott Martin Ruske

Post Secondary – Basic Scheduling (2021-2022)

Editing Sections

1. Select the Section.
2. The section information fields will appear at the top of the page.
3. Make changes as needed.
4. Click Save.

AUTO ENGN PERF TECH AER0503W: 02 02 - MTWHF - 001 - Robert Stephen Vachunek

List Students in this Section | List Unfilled Requests in this Section | Search | Copy | Delete | Save

Vachunek, Robert Stephen (1000540062) Teacher

Room: 6-123 | Display Room: Optional | 02 02 MTWHF | Beg End Meeting Days | Full Year | Marking Period | 50 Seats | IEP: None | ESOL/ELL: None | 001 Short Name | Full Year Course History Term | Non-Health Science Generic Calendar | Non-Health Science Standards Grading Scale | None Choose Parent Section

Takes Attendance: ☒ | Uses Attendance Scanner: ☒ | Graded: ☒ | Affects GPA: ☒ | Active blank for all gradelevels: ☒ | Non-Health Science Grading Scale | Non-Health Science Standards Grading Scale | Generic Calendar | None Choose Parent Section

Co-Teachers | History | Florida | Vocational/WDIS | Subs | Meeting Pattern

Subject	Course	Course Num	Section
Automotive Collision Technology Technician	AUTO ENGN PERF TECH	AER0503W	02 02 - MTWHF - 001 - Robert Stephen Vachunek
Automotive Service Technology	AUTO HEATAC TECH	AER0172W	02 02 - MTWHF - AST - Scott Martin Ruske
Automotive Service Technology 1			02 02 - MTWHF - ATY - Armando Padilla

Copying Sections

1. Select the Section.
2. The section information fields will appear at the top of the page.
3. Click the copy button in the upper right corner.
4. The confirmation box will display.
5. Click OK to confirm that you want to create an exact duplicate.
6. The section will be added to the top of the sections list and the section number will default to 001.

4 Sections

Section

02 02 - MTWHF - 001 - Robert Stephen Vachunek

02 02 - MTWHF - AST - Scott Martin Ruske

02 02 - MTWHF - ATY - Armando Padilla

02 02 - MTWHF - ATY - Robert Stephen Vachunek

Confirm Section/Course Copy

Are you sure you want to make an exact duplicate of this course or section?

OK | Cancel

AUTO ENGN PERF TECH AER0503W: 02 02 - MTWHF - ATY2 - Robert Stephen Vachunek

List Students in this Section | List Unfilled Requests in this Section | Search | Copy | Delete | Save

Vachunek, Robert Stephen (1000540062) Teacher

Room: 6-123 | Display Room: Optional | 02 02 MTWHF | Beg End Meeting Days | Full Year | Marking Period | 50 Seats | IEP: None | ESOL/ELL: None | ATY2 Short Name | Full Year Course History Term | Non-Health Science Generic Calendar | Non-Health Science Standards Grading Scale | None Choose Parent Section

Takes Attendance: ☒ | Uses Attendance Scanner: ☒ | Graded: ☒ | Affects GPA: ☒ | Active blank for all gradelevels: ☒ | Non-Health Science Grading Scale | Non-Health Science Standards Grading Scale | Generic Calendar | None Choose Parent Section

Co-Teachers | History | Florida | Vocational/WDIS | Subs | Meeting Pattern

Subject	Course	Course Num	Section
Automotive Collision Technology Technician	AUTO BRAKE SYS TECH	AER0418W	02 02 - MTWHF - AST - Scott Martin Ruske
Automotive Service Technology	AUTO ELECELECT TECH	AER0360W	02 02 - MTWHF - ATY - Armando Padilla
Automotive Service Technology 1	AUTO ENGN PERF TECH	AER0503W	02 02 - MTWHF - ATY2 - Robert Stephen Vachunek

Moving Sections

1. Select the Section.
2. The section information fields will appear at the top of the page.
3. Click the section title in the upper left corner.
4. A new window will display with another link to move the section to a different course folder.
5. Click "Move Section: ..." to a different course.
6. Another window will pop up defaulting the Courses & Sections screen.
7. Select the Subject/Course where the section is to be moved.

Post Secondary – Basic Scheduling (2021-2022)

8. A confirmation box will display.
9. Click OK.

Course Details: AUTO ENGN PERF TECH AER0503W

Teacher: Vachunek, Robert Stephen (1000540062)

Room: 6-123, Display Room, Optional

02 02 MTWHF, Full Year, 50 Seats, IEP, ESQUELL, 001 Short Name, Full Year Course History Term

Non-Health Science, Non-Health Science Standards Grading Scale, Generic Calendar, None Gradebook Parent Section

Co-Teachers, History, Florida, Vocational/WDIS, Subs, Meeting Pattern

35 Programs, 12 Courses, 4 Sections

Subject: Automotive Collision Technology Technician, Automotive Service Technology, Automotive Service Technology 1

Course: AUTO ELECELECT TECH (AER0360W), AUTO ENGN PERF TECH (AER0503W), AUTO HEATAC TECH (AER0172W)

Section: 02 02 - MTWHF - 001 - Robert Stephen Vachunek, 02 02 - MTWHF - AST - Scott Martin Ruske, 02 02 - MTWHF - ATY - Armando Padilla, 02 02 - MTWHF - ATY2 - Robert Stephen Vachunek

Move Section: 02 02 - MTWHF - 001 - Robert Stephen Vachunek to a different course.

Please Select Program/Course where you want to move: 02 02 - MTWHF - 001 - Robert Stephen Vachunek

Are you sure you want to move Section: 02 02 - MTWHF - 001 - Robert Stephen Vachunek to Course: AUTO HEATAC TECH? This change may affect report card grades.

OK Cancel

Post Secondary – Basic Scheduling (2021-2022)

Courses & Sections Sub-tabs (Co-Teachers, History, Florida, and Inclusion)

From the Courses & Section screen:

1. Select the section.
2. The sub-tabs will display at the bottom of the section information.

AUTO ELECELECT TECH AER0360W: 02 02 - MTWHF - **ATY - Armando Padilla** List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Padilla, Armando (1000009861) Teacher Room 6-107 Display Room Optional 02 02 MTWHF Beg End Meeting Days Full Year Marking Period 50 Seats IEP Seats ESOL/ELL Seats ATY Short Name Full Year Course History Term

☒ Takes Attendance ☒ Uses Attendance Scanner ☒ Graded ☒ Affects GPA ☒ Active blank for all gradelevels Non-Health Science Grading Scale Non-Health Science Standards Grading Scale Generic Calendar None Choose Parent Section

Co-Teachers **History** **Florida** **Vocational/WDIS** **Subs** **Meeting Pattern**

35 Programs **9 Courses** **3 Sections**

Subject	Course	Course Num	Section
Accounting Operations	AUTO BRAKE SYS TECH	AER0418W	02 02 - MTWHF - AST - Scott Martin Ruske
Air Conditioning, Refrigeration and Heating Techn	AUTO ELECELECT TECH	AER0360W	02 02 - MTWHF - ATY - Armando Padilla

The **Co-Teachers** tab is used to define the co-teachers for a section, set the co-teacher's permissions to the section's attendance and Gradebook, and define whether the co-teacher will be included in state reporting.

Co-Teachers **History** **Florida** **Vocational/WDIS** **Subs** **Meeting Pattern**

Co-Teacher	Permissions	Scheduling Method	Highly Qualified	Team Teacher Training
N/A	-	N/A		N/A

The **History** tab contains the previous teacher history records for the selected section. Changes are normally logged when the Teacher field on a section is modified and saved (including inclusion teachers or co-teachers).

Co-Teachers **History** **Florida** **Vocational/WDIS** **Subs** **Meeting Pattern**

1 Previous Teacher Search

Delete	Teacher	Start	End	Comment	Last Modified
☐	Abdo, Christopher Charles	04/12/2021	05/11/2021	-	05/13/2021 By
	N/A	05/13/2021	05/13/2021	-	

The **Florida** tab allows users to edit or view any of the state-specific fields, such as the *Weekly Class Minutes*, *Scheduling Method*, if the class is a *Reading Intervention Component*, etc. **??? is this used by post secondary ??**

Co-Teachers **History** **Florida** **Vocational/WDIS** **Subs** **Meeting Pattern**

N/A Not Applicable Day of Week Scheduled, Alternate Date Certain Class Minutes Weekly

FEFP Number District of Instruction School of Instruction

S - Self-contained ☒ Scheduling Method Exclude from FTE Exclude from FASTER 00 - School District Facility Facility Type N - Not an Online Course Online Course

Z - Not Applicable ☒ Dual Enrollment N/A N/A

Post Secondary – Basic Scheduling (2021-2022)

The **Vocational/WDIS** tab allows users to edit or view any of the vocational/WDIS fields, such as the *start and end times, start and end dates, class daily hours, functioning level, and more.*, etc.

Co-Teachers	History	Florida	Vocational/WDIS	Subs	Meeting Pattern
N/A Distance Learning	Z - Not enrolled in an asynchronous online course AGE Online Course Delivery Indicator	AGE Institutional Setting	Dual Enrollment Student Type	Z - Not applicable CTE Dual Enrollment Course Location	
Homeless Adult Indicator	355 - Industrial Cost Reporting Code	07:15 am Post Secondary Start Time	01:50 pm Post Secondary End Time	Aug 19, 2020 WDIS Class Start Date	
			1212 25/300		

The **Meeting Pattern** tab allows users to add meeting patterns that are different from the base meeting pattern defined in the section setup. The tab will confirm the different meeting pattern's start date/end date, start time/end time, meeting days, and class duration. The start date/end date of all meeting patterns must fall within the date range of the base meeting pattern listed in section details. **??? is this used by post secondary ??**

Co-Teachers	History	Florida	Vocational/WDIS	Subs	Meeting Pattern
Filter: OFF					
Days Selection			Overrides		
Start Date	End Date	Days	Start Time	End Time	Duration (Hours)
04/01/2021	05/20/2021	S ☐ M ☐ T ☒ W ☐ H ☒ F ☐ S ☐	09:00 am	11:00 am	2
			Period	Room	
			Pe...	06...	

Post Secondary – Basic Scheduling (2021-2022)

Co-Teacher Sections

True Co-Teaching is defined as two teachers (teacher candidate and cooperating teacher) working together with groups of students; sharing the planning, organization, delivery, and assessment of instruction, as well as the physical space. **??? is a "true" co-teach used by post secondary ??? if so what are the settings ???**

Co-Teachers	History	Florida	Vocational/WDIS	Subs	Meeting Pattern
Co-Teacher	Permissions	Scheduling Method	Highly Qualified	Team Teacher Training	
N/A	-	N/A		N/A	

Note: A co-teacher can be assigned to multiple sections/teachers; A teacher can have multiple co-teachers assigned to a single section.

From the Courses & Section screen:

1. Select the section that will be assigned a co-teacher.

Courses & Sections

PHYSICAL EDUCATION 1.5015030: 08 08 - 102 - Lori Ann Davidson

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Davidson, Lori Ann Teacher 1-204 Room 08 08 Beg End MTWHF Meeting Days Full Year Marking Period 25 Seats - SPED Seats 102 Short Name Full Year Course History Term

Takes Attendance Graded Affects GPA None Gender Restriction Grade Level(s) blank for all gradelevels L Grading Scale EMB Standards Grading Scale E1 Calendar FIRST GRADE: 00 00 - 102 - Vanessa Garrett

Co-Teachers History Florida Vocational/WDIS Inclusion

Labeling the Course Section as Co-teach

1. Click the Florida tab.
2. **Scheduling Method:** Select C-Co-teaching.
3. **Primary Instructor:** Select Yes (check).
4. Click Save.

PHYSICAL EDUCATION K 5015020: 08 08 - 053 - Jennifer Irwin Weiskopf

Weiskopf, Jennifer Irwin (1000302857) Teacher 00-NOTOC Room 08 08 Beg End Elementary Bell Schedule MTWHF Meeting Days Full Year Marking Period 40 Seats - IEP Se

Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Team Elementary P Grading Scale

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

101 - K-3 Basic FEFP Number
C - Co-teaching Scheduling Method
Z - Not Applicable Dual Enrollment Indicator
N/A Course Flag 3
N - No Reading Intervention Component
N/A Online Course Provider
X Gifted

District of Instruction
Exclude from FTE
Dual Enrollment Institution Type
N/A Course Flag 4
PURN
Blended Learning Course
Course Term
Semester Content

School of Instruction
Exclude from FASTER
Primary Instructor
I - Certified/Licensed in field being taught Cert/Licensure/Qual Status
Pull-out
N - The student is not in a district facility; virtual instru Location of Student

Post Secondary – Basic Scheduling (2021-2022)

Assigning Co-Teachers

1. Click the Co-Teachers tab.
2. **Co-Teacher:** Select the co-teacher from the list of active teachers at the school.
3. **Permissions:** Select whether the co-teacher has read-only access or modify rights to attendance and the Gradebook for this section, or select None to give the co-teacher no permissions.
4. **Scheduling Method:** Select C-Co-teaching.
5. **Team Teacher Training:** Select B – Has Training.
6. **Primary Instructor:** Select Yes (check).
7. **Report to DOE:** Select Yes (check).
8. **Days:** Select M, T, W, H, F.
9. Click Save.

Co-Teacher	Permissions	Scheduling Method	Team Teacher Training
Stover, Renee Christine (1000009178)	Modify	C - Co-teaching	B - Has training

Primary Instructor	Report to DOE	Start Date	End Date	Days Override
No	Yes	N/A	N/A	☐ S ☒ M ☒ T ☒ W ☒ H ☒ F ☐ S

Editing Assigned Co-Teachers

1. Locate the record and make changes as needed.
2. Click Save.

Deleting Assigned Co-Teachers

1. Change all fields back to N/A.
2. Uncheck the selected Days.
3. Click Save.

Assigning Co-Teachers for Grading Purposes Only

1. Click the Co-Teachers tab.
2. **Co-Teacher:** Select the co-teacher from the list of active teachers at the school.
3. **Permissions:** Select Modify rights to attendance and the Gradebook for this section.
4. Click Save.

Co-Teacher	Permissions	Scheduling Method	Highly Qualified	Team Teacher Training
Abdo, Christopher Charles (1000276463)	Modify	N/A		N/A
N/A	-	N/A		N/A

Post Secondary – Basic Scheduling (2021-2022)

Changing Teachers

When the Teacher field on a section is modified and saved, the system will prompt users to log the change.

Keep in mind, you will need to perform this action for all applicable course sections. For example, if Teacher A is going out on FMLA and has 8 course sections she is teaching. The teacher would need to be changed to reflect the replacement teacher on each and every one of the sections.

Changing a Teacher – Logging the Change

You should always log changes made to a teacher/section that has attendance and grades tied to it. You do not need to log changes made prior to the start of the school year.

From the Courses & Sections screen:

1. Select the section.
2. Click the Teacher field and select the replacement teachers name from the drop-down.
3. The Log Change pop-up window will display.
Note: If the teacher out-of-field warning pop-up displays, Click Yes.
4. Fill out the fields pertaining to the “current” teacher that is being replaced.
5. Click Done.
6. The change will be logged and displayed under the Course History tab.

FOCUS Servicedesk Courses & Sections

Setup Students Users Scheduling Grades Ass

AUTO ELECELECT TECH AER0360W: 02 02 - MTWHF - ATY2

Vachunek, Robert Stephen ()

Padilla, Armando ()

Parliament, Bridget Kathleen ()

Peters, Bruce Lynn ()

Pike, Luann Marie ()

Turmelle, Nancy ()

Vachunek, Robert Stephen ()

Aviation Airframe Mechanics

Aviation Powerplant Mechanics

Business Management and Analysis

WARNING: The assignment of this course creates an out-of-field issue for this teacher! Do you want to proceed?

Cancel Yes

You have assigned this teacher to a course that places the teacher out-of-field. This decision ensures that your teacher remains in compliance and fully qualified for his/her current position. Are you sure you want to do this?

Cancel Yes

Please fill out the following fields related to the previous or current teacher:

Vachunek, Robert Stepher

Current Teacher

August 19 2020 Clear Selected May 6 2021 Clear Selected Do not log history

Start Date End Date

Comment

Done

Post Secondary – Basic Scheduling (2021-2022)

Changing a Teacher – Not Logging the Change

From the Courses & Sections screen:

1. Select the section.
2. Click the Teacher field and select the teachers name from the drop-down.
3. The Log Change pop-up window will display.
Note: If the teacher out-of-field warning pop-up displays, Click Yes.
4. You do not need to fill out any of the fields because the change will not be logged.
5. Check the “Do Not Log History” checkbox.
6. Click Done.
7. Click Save.

Please fill out the following fields related to the previous or current teacher:

Vachunek, Robert Stepher
Current Teacher

August 19 2020 Clear Selected May 6 2021 Clear Selected Do not log history ☒

Start Date End Date

Comment

Done

Editing a Record

1. Click the History tab.
2. Make changes as needed.
3. Click Save.

Deleting a Record

1. Select the Checkbox in the Delete column.
2. Click Save.
3. The entry will be removed from the History.

Delete	Teacher	Start
☒	Caseres, Hillary Nicole	Jul 4, 2017
☐	Barnes, Ana Elba	Mar 10, 2017
☐	Chen, Angela Nicole	Aug 15, 2016
	N/A	July 9

Note: Be very careful when deleting history records. Only delete a history record if it absolutely should not be there.

Post Secondary – Basic Scheduling (2021-2022)

The Master Schedule Report

The Master Schedule Report provides a complete view of all subjects, courses, and sections of the master schedule. The report also shows the section information, including rotation days (if applicable), whether the class takes attendance, is graded, and all state required fields. Adjustments can be made directly from the Master Schedule Report; but it is highly recommended that you make changes on courses and sections screen instead.

To access the report:

1. Click the Scheduling tab.
2. Select Master Schedule Report.

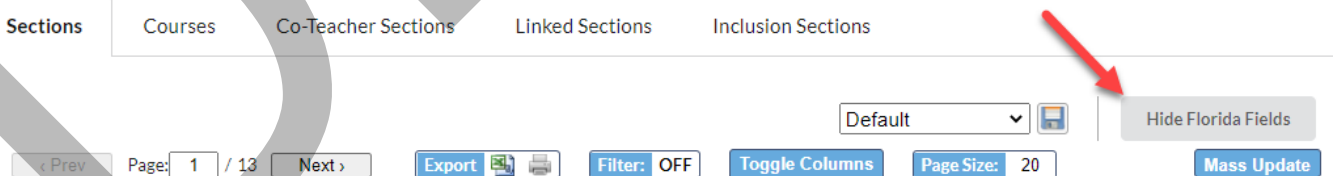
The Master Schedule Report defaults to display the first tab, Sections. There are four additional tabs on this screen: Courses, Co-Teacher Sections, Linked Sections, and Inclusion Sections.

Program Title	Course	Course #	Begin Period	End Period	Teacher	Section #
Business Management and Analysis	INFO TECH ASST	OTA0040W	Period 2	Period 2	Coinc...	BUY
Business Management and Analysis	SUPERVISOR/MANAGER TRAINEE	MNA0080W	Period 2	Period 2	Coinc...	BUY

1. The **Sections** tab displays a breakdown of the sections in the master schedule, and includes all of the information from the section setup on the **Courses & Sections** setup screen, as well as the state reporting fields.
2. The **Courses** tab displays a breakdown of the courses in the master schedule, and includes all of the course-level information from the course setup on the Courses & Sections setup screen.
3. The **Co-Teacher Sections** tab display all of the sections with attached co-teachers, and will include the primary teacher along with all of the information on the co-teachers. Sections that do not have co-teachers will not display on this tab.
4. The **Linked Sections** tab displays a list of any sections that are linked together in the master schedule
5. The **Inclusion Sections** tab displays a list of inclusion sections set up in the master schedule.

Including Florida Fields

1. Click the show Florida Fields button in the upper right corner of the report screen.



If button displays:

Show Florida Fields = Florida fields are not displayed.
Hide Florida Fields = Florida fields are displayed.

Post Secondary – Basic Scheduling (2021-2022)

Customize Columns

Use Toggle Columns to hide columns and control what columns are displayed.

1. Click the toggle columns button.
2. Uncheck any columns to be hidden from view when the report is displayed.
Note: Selected columns will remain hidden until the user re-checks them.
3. Click the “X” in the upper left corner to close the pop-up window.

Using Filters to Search

Turn on filters to search by specific sections, courses, teachers or any column header. This will be helpful if Mass Updating changes to the Master Schedule.

1. Click the Filters: button to turn ON/OFF.
2. When the filter is turned on, the filter row will display.

Making Changes

Updates made individually on this screen are auto-saved.

1. Make changes as needed.
2. The record will flash and auto-save.

Mass Updating Changes

When certain fields on the sections need to be changed, this can be quickly addressed using the Mass Update feature. **Be very careful when mass updating fields.**

From the Sections tab:

1. After the correct sections are displayed.
2. Click the Mass Update button.
3. Select the column you want to update.
4. Select the Value you want to populate this column with.
5. Click Update.
6. The updated fields will change to yellow and the save button will change to red.
7. Click save.

You can mass update multiple fields prior to saving.

Post Secondary – Basic Scheduling (2021-2022)

Other common changes that can be mass updated from the Master Schedule Report include but are not limited to:

- Room Number
- Marking Period
- Begin/End Period
- Total Seats
- Grading Scale
- Section Short Names

Creating Packages (aka Parent/Child Sections)

Package Scheduling ties multiple sections together for ease in scheduling (also referred to as “Parenting”). A perfect scenario for use of parent sections would be if a student were being enrolled in a Lab that needed to have a classroom component scheduled alongside.

Note: Before creating a package, ensure the individual sections are setup.

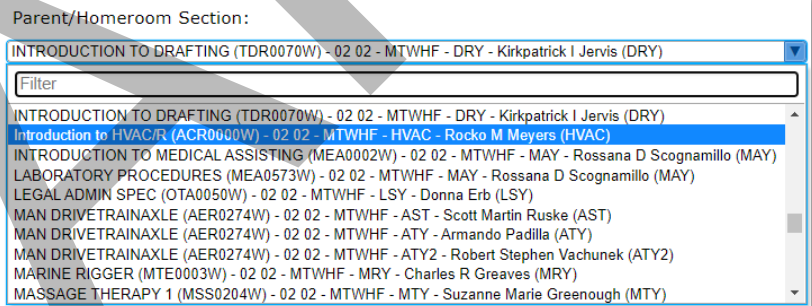
1. Click the Scheduling tab.
2. Select Create Packages.

Linking or Parenting Courses via Creating Packages (simplest method)

The Create Packages screen provides a quick and easy method to link or parent sections together.

Selecting a Parent/Homeroom Section:
From Create Packages:

1. Select the Parent/Homeroom section: pull-down.
2. Use the Filter box to search for the parent selection.
Begin to type the course name, number, teacher name, period, or section number in the Filter box. Sections that match the search criteria will display in the pull-down.



Parent/Homeroom Section:

INTRODUCTION TO DRAFTING (TDR0070W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Filter

INTRODUCTION TO DRAFTING (TDR0070W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

INTRODUCTION TO HVAC/R (ACR0000W) - 02 02 - MTWHF - HVAC - Rocko M Meyers (HVAC)

INTRODUCTION TO MEDICAL ASSISTING (MEA0002W) - 02 02 - MTWHF - MAY - Rossana D Scognamillo (MAY)

LABORATORY PROCEDURES (MEA0573W) - 02 02 - MTWHF - MAY - Rossana D Scognamillo (MAY)

LEGAL ADMIN SPEC (OTA0050W) - 02 02 - MTWHF - LSY - Donna Erb (LSY)

MAN DRIVETRAINAXLE (AER0274W) - 02 02 - MTWHF - AST - Scott Martin Ruske (AST)

MAN DRIVETRAINAXLE (AER0274W) - 02 02 - MTWHF - ATY - Armando Padilla (ATY)

MAN DRIVETRAINAXLE (AER0274W) - 02 02 - MTWHF - ATY2 - Robert Stephen Vachunek (ATY2)

MARINE RIGGER (MTE0003W) - 02 02 - MTWHF - MRY - Charles R Greaves (MRY)

MESSAGE THERAPY 1 (MSS0204W) - 02 02 - MTWHF - MTY - Suzanne Marie Greenough (MTY)

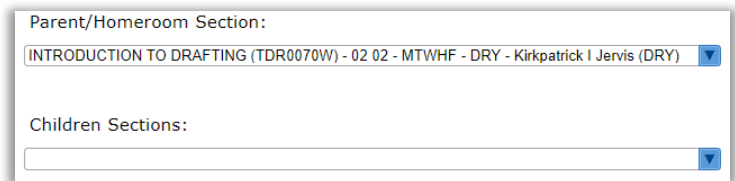
Note: To quickly locate a parent or child section enter the teacher short name (teacher number) in the filter box. Make sure you enter a space before entering the number.

3. Select the parent section.

Select Children Sections:

1. Select the Children Sections: pull-down.
2. Use the Filter box to search for the parent selection.

Begin to type the course name, number, teacher name, period, or section number in the Filter box. Sections that match the search criteria will display in the pull-down.



Parent/Homeroom Section:

INTRODUCTION TO DRAFTING (TDR0070W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Children Sections:

Post Secondary – Basic Scheduling (2021-2022)

Parent/Homeroom Section:
INTRODUCTION TO DRAFTING (TDR0070W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Children Sections:
ARCHITECTURAL DRAFT (TDR0570W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY), CIVIL DRAFTER (TDR0874W) - 02 02 - MTWHF ...

tdr

Check all visible Clear selected

- ☒ CIVIL DRAFTER (TDR0874W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☒ DRAFTING ASST (TDR0370W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☒ MECHANICAL DRAFTER (TDR0777W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☒ STRUCTURAL DRAFTER (TDR0875W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☒ DRAFTING DETAILER 1 (TDR0775W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☒ DRAFTING DETAILER 2 (TDR0776W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☒ ARCHITECTURAL DRAFT (TDR0570W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Note: To quickly locate a parent or child section enter the teacher short name (teacher number) in the filter box. Make sure you enter a space before entering the short name.

3. Select the children sections.
4. Select the boxes next to each of the teacher's sections.
5. Click Save.

Parent/Homeroom Section:
INTRODUCTION TO DRAFTING (TDR0070W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Children Sections:
ARCHITECTURAL DRAFT (TDR0570W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY), CIVIL DRAFTER (TIF ...

ARCHITECTURAL DRAFT (TDR0570W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
CIVIL DRAFTER (TDR0874W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
DRAFTING ASST (TDR0370W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
DRAFTING DETAILER 1 (TDR0775W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
DRAFTING DETAILER 2 (TDR0776W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
MECHANICAL DRAFTER (TDR0777W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
STRUCTURAL DRAFTER (TDR0875W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Removing a Child Section

From Create Sections:

1. Click the box to deselect it or select Clear Selected to delete all child sections.
2. Click Save.

Removing a Parent Section

Child sections can be unlinked from the Parent section from Courses & Sections or via the Master Schedule Report.

From Courses & Sections:

1. Select the section that is to be removed from the Parent.
2. In the section header, click the underlined Choose Parent Section link.
3. A new popup window will display.
4. Click the Remove the Parent button.
5. The popup window will close.

Note: The Parent Section will no longer be associated with the course. Only the underlined word Choose will be present. Verify that it is correct.

6. Click Save to finalize the Parent Section removal process.

Children Sections:

CIVIL DRAFTER (TDR0874W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Filter

Check all visible Clear selected

- ☒ CIVIL DRAFTER (TDR0874W) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☐ CLINICAL ASSISTING (MEA058) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☐ COLL REFINISHING TEC (ARR0) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)
- ☐ COLL REPAIR HELPERS (ARR0) - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis (DRY)

Post Secondary – Basic Scheduling (2021-2022)

Focus Scheduling System

Courses & Sections

Sheryl Priester | Lorenzo Walker Technic... | SIS | Admin | 2020-20... | Quarter... | ERP

Se... | St... | Us... | Sc... | Gr... | As... | Att... | Di... | Fo... | Bil... | Eli... | Fl... | S... | Re...

Courses

Remove the Parent (2)

35 Programs

Subject

Accounting Operations

Air Conditioning, Refrigeration and Heat

Air-Conditioning, Refrigeration and Heat

Automotive Collision Repair and Refinish

Automotive Collision Technology Technic

Automotive Service Technology

Database Application Development & Programmi

DRAFTING ASST | TDR0370W

DRAFTING DETAILER 1 | TDR0775W

DRAFTING DETAILER 2 | TDR0776W

INTRODUCTION TO DRAFTING | TDR0070W

MECHANICAL DRAFTER | TDR0777W

DRAFTING

Facials Specialty

Print | Messenger | Help | Logout

1 Section

Section

02 02 - MTWHF - DRY - Kirkpatrick I Jervis

INTRODUCTION TO DRAFTING - 02 02 - MTWHF - DRY - Kirkpatrick I Jervis

Choose Parent Section (1)

Save (3)

Checking Linked Sections

Review your packages carefully to make sure they are complete. If there are errors in your packages, there will be errors in your student schedules, grade reporting, FTE, etc. Refer to the Typical Scheduling Package Reference Sheet.

From the Master Schedule Report:

1. Select the Linked Sections tab.
2. All of your linked sections will display.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Export

Filter: OFF

Page Size: 20

Default

Mass Update

Parent Course	Parent Section	Takes Attendance	Graded	Linked Course	Linked Section	Takes Attendance	Graded
INTRODUCTION TO DRAFTING	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	☒	☒	MECHANICAL DRAFTER	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	☒	☒
				DRAFTING DETAILER 2	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	☒	☒
				DRAFTING ASST	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	☒	☒
				DRAFTING DETAILER 1	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	☒	☒
				CIVIL DRAFTER	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	☒	☒
				STRUCTURAL DRAFTER	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	☒	☒
Air Conditioning, Refrigeration and Heating Technology APPR	02 02 - MTWHF - OJT APPR - David Eugene Jones	☐	☐	Air Conditioning, Refrigeration and Heating Technology APPR	02 02 - T - RTI APPR - David Eugene Jones	☒	☐

Scheduling Students

Scheduling Students into a Package

Once course packages have been created, students can be scheduled into a homeroom section; this will schedule the student into all of the Child sections linked to the Parent Homeroom section. Students can be scheduled individually or en masse.

1. Click the Scheduling tab.
2. Select Student Schedule.

Individually Schedule a Student – Using Add a section Option

From the students schedule:

1. Click + Add a section.
- Note: The link is only visible before school starts.

Post Secondary – Basic Scheduling (2021-2022)

- The courses and sections screen will display.
- Select the program.
- Select the course.
- Select the teacher course section.
- All child sections will be added to the student's schedule automatically.
- Review and update schedule enrolled dates as needed.
- Click Save.

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Grad SSS

Effective Date: May 11 2021 Include Inactive Courses

Print Schedule BILL BY: Semester Create Invoice View Student Invoices Course List Weekly Planner

Search... Show Florida Fields Show Vocational/WDIS Fields Save

Full Year

No Classes were found.

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enroll
+ Add a Section							

Search for a section to add

Any Program Program

Student Schedule - Google Chrome

train.focus.collierschools.com/servicedesk/Modules.php?modname=Scheduling/Schedule.php&subject_id=7893&include_top=&m...

Sheryl Pries Lorenzo Walker Technical... SIS Elmore-Haendig Christina Joy

Admin 2020-2021 Quarter 4 ERP

Set... Stu... Us... Sc... Gra... Ass... Atte... Dis... For... Billi... Elig... Flor... S... Re...

Courses

View/Edit this Course List Students in this Course List Unfilled Requests in this Course Search

35 Programs **8 Courses** **1 Section**

Subject	Course	Course Num	Section	Ava	Sea
Dental Assisting					
Digital Media/Multimedia Design					
Drafting					
Facials Specialty					
Heating, Ventilation, Air Conditioning and Refrigeration					
MECHANICAL DRAFTER					
DRAFTING DETAILER 1	TDR0775W				
DRAFTING DETAILER 2	TDR0776W				
INTRODUCTION TO DRAFTING	TDR0070W				

7 Classes

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Estimated Course Completion Date	Billed	Attended Hours	Dropped	Exclude from FTE	FEFP Number	ELL Inst Mo
☐	MECHANICAL DRAFTER	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	TDR0777W	DRY	MTWHF	02-242	Full Year	May 11, 2021	Jun 23, 2021	00:00	-	-	X	N/A	N/A
☐	DRAFTING DETAILER 2	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	TDR0776W	DRY	MTWHF	02-242	Full Year	May 11, 2021	Jun 23, 2021	00:00	-	-	X	N/A	N/A
☐	DRAFTING ASST	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	TDR0370W	DRY	MTWHF	02-242	Full Year	May 11, 2021	N/A	00:00	-	-	X	N/A	N/A
☐	DRAFTING DETAILER 1	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	TDR0775W	DRY	MTWHF	02-242	Full Year	May 11, 2021	Jun 23, 2021	00:00	-	-	X	N/A	N/A

Individually Schedule a Student – Using Search for a Section to Add Option

From the student's schedule:

- Use any of the search criteria to search for a course section.
- Click Search.
- All sections meeting the search criteria will be listed in the Search for a Section module. This list will include full course section details, including the number of available seats remaining.
- Click the course name to select the course section to add.

Note: If there is a scheduling conflict with the selected period, a message will appear in the pop-up window. Click OK to continue.

Search for a section to add

Any Subject Course Number Course Title Section ID Any Period Any Teacher Full Year Search

Subject Period Teacher Term

- The section will be added to the student's schedule.
- Click Save to save the changes.

You can also click **+ Add a Section** to open Courses & Sections in a pop-up window and select the section that needs to be added to the student's schedule.

Post Secondary – Basic Scheduling (2021-2022)

Mass Add Course(s)

Mass adding a course allows for enrolling a select group of students into a specific course. Remember, packaging sections requires that only the parent course be added to students' schedules; all child courses will follow.

Note: If a new course is being added to a group of students, be sure to add the new course before dropping the course, otherwise you will not be able to easily search for those students.

1. Click the Scheduling tab.
2. Select Mass Add Course.
3. Enter your search criteria and Click Search.
4. The Mass Add Course screen will display.
5. Click the underlined words Choose Course to select the Course and Section into which students will be scheduled.
6. The courses & sections pop-up window will display.
7. Select the appropriate Program, Course, and Section (Teacher).

8. The pop-up window will automatically close and the Course Section(s) to Add field is now populated with the course section selected.

Note: Repeat steps above if adding multiple courses.

Note: Click the red X to remove a course section from the package.

9. Select a Start Date.

Note: The start date may vary depending on the time of year. It should reflect the first day a student will sit in that particular class. Drop dates and Start dates should never overlap. **?? is this okay to state for LWTC ??**

Post Secondary – Basic Scheduling (2021-2022)

10. Select a Drop Date.
11. Select Marking Period – Full Course Enrollment.
12. In the lower portion of the Mass Add Course screen is a student list containing the results from the student search performed previously. Use the checkbox on the left side of the student's name to include him or her in the scheduling function.
13. Verify the selected students and sections are correct.
14. Click Add Course(s) to Selected Students button in the upper right corner of the screen.

Course Section(s) to Add X AC REF HEAT MECH - 02 02 - MTWHF - HVY - Rocko M Meyers
[+ Choose more Courses](#)

Start Date: May 11, 2021 Clear Selected

Drop Date: N/A Clear Selected

Marking Period: Full Course Enrollment ☐ Locked

Search Screen **Simple List** Customized List

Student:

1 Student 1 Selected

☐	Photo	Student	Student ID	Grade	School	Status
☒		[Redacted]	[Redacted]	30	Lorenzo Walker Technical College (0281)	Active

15. A confirmation message, stating that the courses have added to students' schedules will display.

✓ Those courses have been added to the selected students' schedules.

Search Screen **Simple List** Customized List

Student Search

Removing (Dropping) a Course from a Students Schedule BEFORE the Start Date

The delete checkbox is only available *prior* to the course enrollment start date. The delete checkbox will not be present after the course enrollment start date has passed.

From the Students Schedule:

1. Select the checkbox in the Delete column to select the course(s) to delete from the student's schedule.
2. Click the Save button to delete all courses selected.

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term
☐							
☒	MECHANICAL DRAFTER	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	TDR0777W	DRY	MTWHF	02-242	Full Year
☒	DRAFTING DETAILER 2	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	TDR0776W	DRY	MTWHF	02-242	Full Year
☒	DRAFTING ASST	02 02 - MTWHF - DRY - Kirkpatrick I Jervis	TDR0370W	DRY	MTWHF	02-242	Full Year

Post Secondary – Basic Scheduling (2021-2022)

Removing (Dropping) a Course from a Students Schedule AFTER the Start Date

The delete checkbox will not be present after the course enrollment start date has passed, therefore you will have to drop the course(s) from the students schedule.

From the Students Schedule:

1. Locate the course you want to drop.
2. Scroll to the Dropped column.
3. Click the underlined dash and use the month, day, and year pull downs or click the calendar icon to select a date. This is the *last* day the student sat in the class. Schedule end and start dates should not overlap.
4. Click Save.
5. The course will appear as inactive and no longer be present on the Teachers/Students schedule.

If you add a course in error and absolutely need to drop it (and there are no survey, grades, or attendance tied to it), enter the end date as a date prior to the start date to remove the course record from the schedule.

Loading Reports

Students with Incomplete Schedules

??? What are some reports that Post Secondary can run to check the following:

- Students with incomplete schedules. Is there anything such as an incomplete schedule.
- Students with conflicting schedules. Do these exist since all course sections are scheduled into period 2.
- What other reports are available?

The Students with Incomplete Schedules report displays students who have one or more periods in which no courses are scheduled. This report includes the student, student ID, grade, and displays a red X for each period the student is not scheduled. This report is used once the Scheduler loader is no longer being used and student schedules need to be manually completed.

Note: The schedule loader is not used by Elementary Schools, therefore you can utilize this report at any time.

1. Click the Scheduling tab.
2. Select Loading Reports
3. Click the “Students with Incomplete Schedules” tab to see the list of students who have not been assigned a package.
4. The Search screen will display.
5. Click the Simple List tab to display all students regardless of criteria.

The screenshot shows the FOCUS Loading Reports interface. At the top, there's a navigation bar with tabs: Setup, Students, Users, Scheduling (selected), Grades, Assessment, Attendance, Discipline, Forms, Billing, Eligibility, Florida Reports, and Reports. Below this, there's a sub-navigation bar with tabs: Courses with Unfilled Requests, Overfilled Sections, Underfilled Sections, Unfilled Requests, and Percentage of Students Scheduled. The 'Students with Incomplete Schedules' tab is selected. The main content area shows a search screen with the following fields: Effective Date (August 13, 2019), Marking Period (Quarter 1), and Periods to Check (00, 01, 02, 03, 04, 05, 06, 07, 08). Below these fields, there's a table titled '866 Students with incomplete schedules'. The table has columns for Student ID, Grade, and Periods 00 through 08. The first three rows show students with incomplete schedules, indicated by red X's in the Period columns.

Student	Student ID	Grade	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
Student 1	12345	KG	X	X	X	X	X	X	X	X	X
Student 2	67890	03	X	X	X	X	X	X	X	X	X
Student 3	11111	03	X	X	X	X	X	X	X	X	X

Post Secondary – Basic Scheduling (2021-2022)

- Click on the students name to go to the scheduling screen and add a package.

Students with Conflicting Schedules

The Students with Conflicting Schedules report displays students who have more than one course scheduled into a single period during any period of the school day.

The report displays the student's name, student ID, grade level, and a column for each period. A red X displays in a column if the student is scheduled into more than one course during that period as of the effective date for the marking period selected.

- Click the Scheduling tab.
- Select Loading Reports.
- Click the "Students with Conflicting Schedules" tab to see the list of students who have more than one course scheduling into a period.
- The Search screen will display.
- Click the Simple List tab to display all students regardless of criteria.
- Click the checkbox to include sections that do not take attendance.

- Click on the students name to open the student's schedule in the Student Schedule pop-up window. Adjust the student's schedule as needed, and close the window when finished.

10 Classes										Customize Columns
Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term		Enrolled	
☐	ART - INTERM 1	00 00 - MW - 304 - Keith L Barber	5001040	304	MW	05-#104	Full Year		Aug 31, 2020	
☐	ART - INTERM 1	00 00 - MW - 306 - Keith L Barber	5001040	306	MW	05-#104	Full Year		Aug 31, 2020	
☐	THIRD GRADE	00 00 - 304 - Meghan Elizabeth Scannell	5100090	304	MTWHF	06-#141	Full Year		Aug 31, 2020	
☐	THIRD GRADE	00 00 - 306 - Myriam Vidaurri	5100090	306	MTWHF	06-#134	Full Year		Aug 31, 2020	