Focus University Training Document

Focus Training: *Postsecondary (CTE) Scheduling*

Training Agenda

- **Adding Subjects, Courses and Sections to the List of Course Offerings**
  - **Editing Subject-Level Details and Required Hours**
  - **Configuring WDIS and OCP Details for Courses**
  - **Configuring Sections**

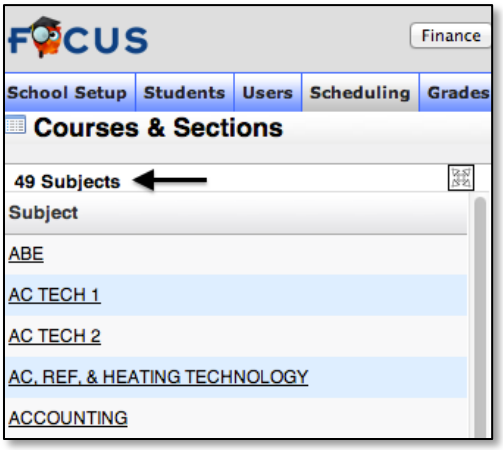
- **Master Schedule Report**
  - **Mass Updating on the Master Schedule**

- **Scheduling Students**
  - **Adding Courses to Student Schedules and Walk-In Scheduling**
  - **Editing Fields Within Student Schedules**
  - **Mass Updating Schedule Information**
  - **Reporting and Monitoring Total Clock Hours**
  - **Dropping Courses After They Have Been Added**
  - **Course Progressions**

Subject, Course and Section Setup

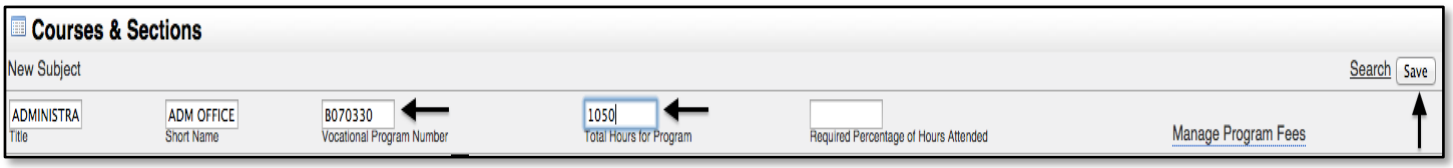
When preparing to schedule students, the proper configuration of subjects, courses and sections is essential to ensure that the process goes smoothly. In order to access the workspace for this process, navigate to the **Scheduling** menu and click **Courses and Sections.**

In the left-hand column, there is a list of subjects used for categorizing courses. In this case, Subjects must be set up as the the CTE and Adult Education programs offered at your institution. The programs set at the subject level will display on a student's course history summary and the financial aid summary. Setting up subjects by program also allows the auto-schedule feature to function within Focus.



In order to add a new subject to the list, click the **+** sign at the bottom of the **Subjects** menu.

Once that **+** sign is clicked, a menu will appear where a new subject can be added. Enter the **Title** and **Short Name** of the program in the first two fields (for example, enter ADMINISTRATIVE OFFICE SPECIALIST as the program Title and ADM OFFICE as the Short Name) .



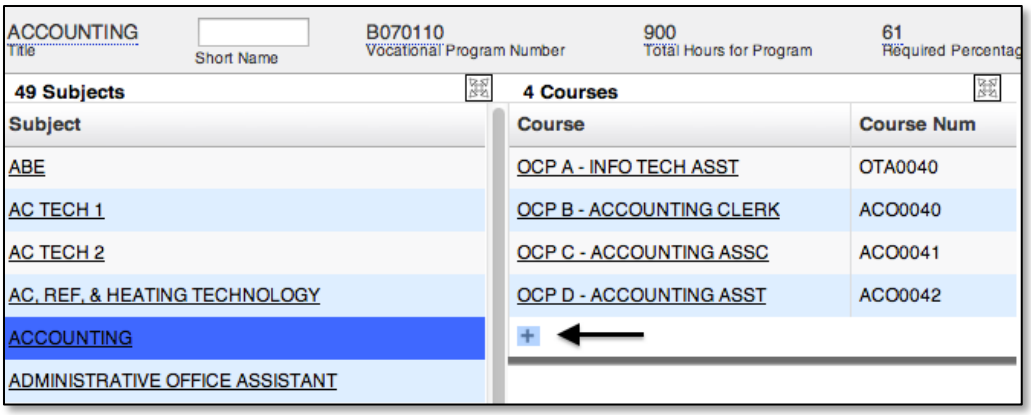
The next two fields in the subject menu will need to be filled out before continuing:

B070330 Vocational Program Number	Value #1 is the **Vocational Program Number**. This number is specified by the DOE Course Catalog and should be entered to properly define the program.
1050 Total Hours for Program	Value #2 is 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.

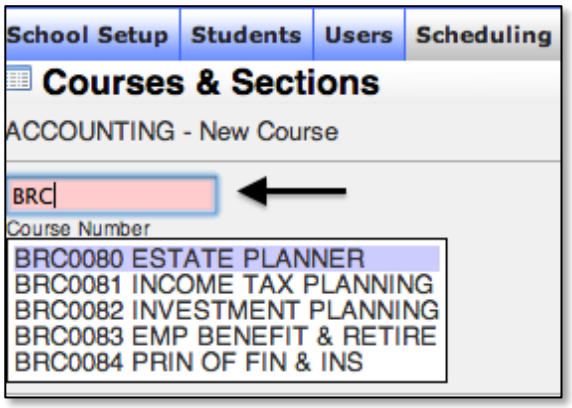
After completing these steps, click the Save button.

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

With the 'Subject' selected, click the **+** sign in the Course column to add a new course.

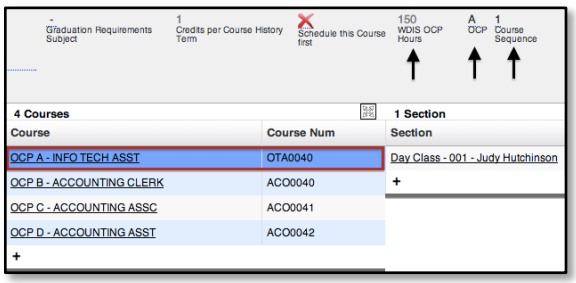


A new Course can be created by entering the Course Number in the Course Number box.



Note: As Course Numbers are entered, the pop-up box will populate with matching offerings. Once a few digits from the course code are entered, the proper course can be selected from the list.

Once a new course has been created, there are some mandatory fields that will need to be completed:

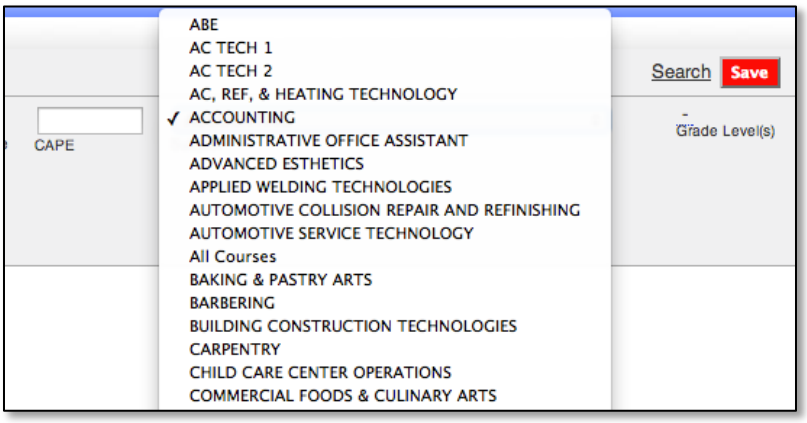


150 WDIS OCP Hours	**WDIS OCP Hours** corresponds to the number of DOE approved hours that are required for that individual Course. In this instance, the course requires 150 WDIS hours for completion. These hours are awarded to the student once he or she passes the course.
A OCP	The OCP field can be used to denote that this course is part of a series of courses meant to be taken in sequence. This field also defines the OCP the student will automatically receive when final grades are posted.
1 Course Sequence	If using the auto-schedule feature, the **Course Sequence** field defines the order in which courses are taken for a given program. Once the student's passing grade is posted for the course, Focus will automatically schedule the student into the next course in the sequence to start the following day. ***Note:*** The Short Name (i.e. section number) for the courses in the sequence must match; otherwise, Focus will randomly schedule the student into an available section for their next course.

After completing these steps, click the ***button.***

Upon creation of a course, the Subject under which it is categorized can always be changed. In order to change the Subject for a given course, select the **Subject** option in the right-hand corner of the Course details.

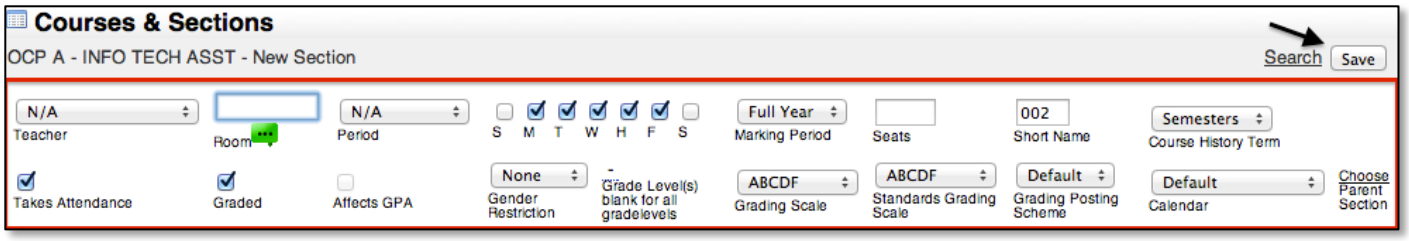
Once that drop-down menu is selected, all subjects that have been previously defined will be available. Select the new subject to which the course should be assigned.



After completing these steps, click the ***button.***

Following the creation of **Courses** within a given **Subject** area, **Sections** can be added to those courses. **Sections** represent the level in which students are actually scheduled into courses, and it's these sections that will have teachers, set meetings days and grades.

As was done with **Course** creation, the first step is to click the **+** in the **section** column in order to build a new section. When that button is selected, the following options for section creation will appear:



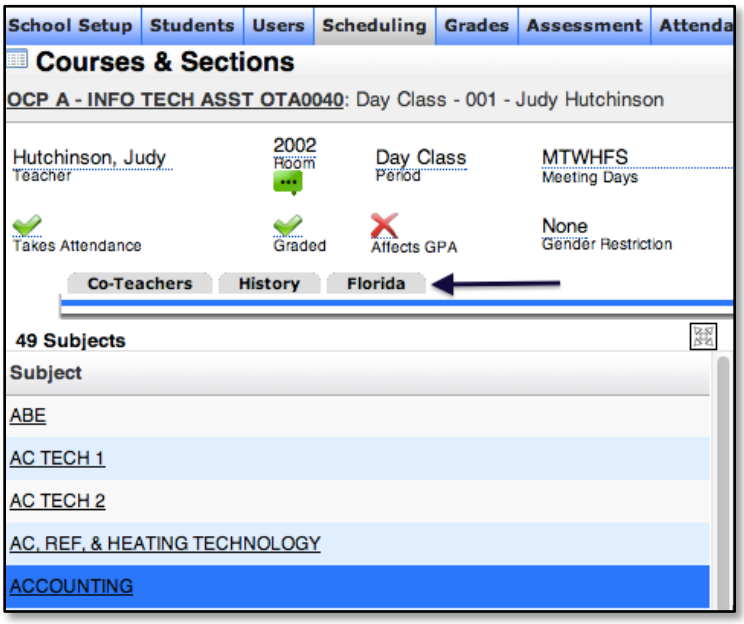
Listed below in the table are a variety of options regarding the creation of the sections:

N/A Teacher	The drop-down menu in the **Teacher** field allows the teacher of record for the course to be selected.
Room	The **Room** box allows a room to be selected for the course. This room will also print on student schedules. Click the to see all rooms within the school and select from a list.
N/A Period	The **Period** drop-down allows a specific period to be scheduled for the course. Typically with Post-Secondary Education, there will be relatively few options configured (such as **Day** or **Night)**
S M T W H F S Meeting Days	The **Class Meeting Days** box allows selection of specific meeting days for the course.
Full Year Marking Period	The **Marking Period** box allows you to select the marking period for the course. Typically, a marking period of **Full Year** is recommended, that way students do not have to be dropped and reenrolled at the end of the semester.
50 Seats	The **Seats** box allows the maximum number of students enrolled in the course to be set. So, a seats box set at 50 will only allow 50 students to enroll in that course unless overridden by an administrator.
001 Short Name	The **Short Name** box allows a display name to be entered for the course section. This field with automatically populate, and is the unique identifier sent in state reporting.
Full Year Course History Term	The **Course History Term** denotes when student final grades are posted to transcripts for a given course. **It should typically be set to Full Year for Post-Secondary courses**
Takes Attendance	The **Takes Attendance** box needs to be checked for courses where attendance will be taken.
Graded	If a student is receiving a grade for the course, the **Graded** box will need to be checked.

Affects GPA	The **Affects GPA** box needs to be selected if the course is going to have an impact on the student's final GPA. If left unchecked the course will not factor in to GPA calculation
None Gender Restriction	Users can specify whether they'd prefer only males or females enrolled in a specific section in the **Gender Restriction** drop-down menu.
- Grade Level(s) blank for all gradelevels	Sections can also be scheduled so that only one grade level can participate. Click the - on **Grade Level(s)** to select the grade level desired for the section.
ABCDF Grading Scale	The **Grading Scale** box decides what grading scale should be used for the section. Scales can be defined in the **Grades** menu under **Grading Scales and Comments**
ABCDF Standards Grading Scale	The **Standards Grading Scale** box decides what grading scale should be used if a teacher is using the Standards method of grading. Scales can be defined in the **Grades** menu under **Grading Scales and Comments. If teachers are using Curriculum Frameworks to assess students, an alternate grading scale (such as pass/fail) can be set.**
Default Calendar	This option allows the selection of a specific **Calendar** for this section. A non-default calendar should be used if the course meets on dates not defined on the default calendar, or if a course meets on dates that change frequently. To define custom calendars, select **Calendars** under the **School Setup** menu
Choose Parent Section	The **Parent Section** box can be used to select a 'Parent' section that will be scheduled alongside the section in which the student is being enrolled. 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.

After completing these steps, click the Save button.

Following the completion of the aforementioned steps, there are some fields within the **Florida** tab that also need attention as **Sections** are added:



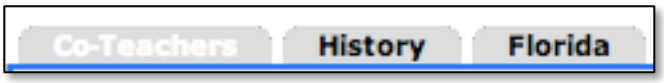
When the **Florida** tab has been opened, there are a number of fields that need to be considered for Post-Secondary Education:

Not Exempt Exempt from Total Clock Hours	For this field, there are two selections: **Exempt** and **Not Exempt.** Use this field to report whether or not a course has to record clock hours.
N/A Cost Reporting Code	The **Cost Reporting Code** specifies the type educational program under which the course falls.
N/A N/A N/A WDIS Class Start Date	The **WDIS Class Start Date** field denotes the day on which the course is scheduled to begin. These dates can be used to override the traditional academic calendar for courses that are short and can be started and completed within a term.
N/A N/A N/A WDIS Class End Date	The **WDIS Class End Date** field denotes the day on which the course is scheduled to conclude. These dates can be used to override the traditional academic calendar for courses that are short and can be started and completed within a term.
E – Not required or exempt Basic Skills Exam	The **Basic Skills Exam** field shows whether or not a student will be expected to take or pass the basic skills exam as part of enrolling in this course.
Z – Not Distance Learning Class Distance Learning	The **Distance Learning** box shows whether or not the section requires students to attend in class, or if the class can be held via internet, videoconference, or by other means.
N/A Adult Fee Status	The **Adult Fee Status** shows associated fees for the section, and can also be used to show fee exempt sections.
Voc./Adult Gen. Program Code	This box corresponds to the **program code** stipulated by the DOE for the program the section is a part of.

6 Class Daily Hours	The **Class Daily Hours** field is used to denote the amount of hours students will attend each day for that section.
Post Secondary Start Time	The **Post Secondary Start Time** field specifies the time that the section is scheduled to begin on each of the meeting days. ***Note: this field is only relevant and operational with the Focus Time Card System. It will not display on student schedules.***
Post Secondary End Time	The **Post Secondary End Time** field specifies the time that the section is scheduled to conclude on each of the meeting days. ***Note: this field is only relevant and operational with the Focus Time Card System. It will not display on student schedules.***
WDIS only	The **WDIS Only** field specifies that the course needs to be pulled for WDIS state reporting. This box should always be checked for Post Secondary courses.

The last feature that needs to be considered when adding courses and sections is whether or not the courses have a **co-teacher(s)** assigned to them. Within the menus at the section level, it's possible to add co-teachers for each section built.

Click the **Co-Teachers** tab near the Florida fields to begin:



Once the **Co-Teachers** tab is open, there are a series of menus in which a Co-Teacher can be added:

Co-Teacher	The **Co-Teacher** drop-down allows the co-teacher to be selected from a list of personnel at the school. All active teachers will appear in this menu.

Permissions	The **Permissions** field allows the co-teacher to be assigned specific user permissions so that they can either read or modify data from the teacher or record. Similarly, a co-teacher can also be set up without permissions to read or modify.
Report to DOE	**Report to DOE** asks if this co-teacher should be shown on state reporting protocol.
Days ☑ M ☑ T ☑ W ☑ H ☑ F	This field allows **Days** to be selected where the co-teacher is working with that section. ***Note: A co-teacher can work with more than one section and more than one co-teacher can work with a section***

Activity

Scenario: Your school is going to offer a new program to students (Accounting Operations, for example). Create the new program under Subjects. Add courses and sections to the new program. Be sure to save your work at each step.

Master Schedule Report

Section and course information can be updated on the Master Schedule Report. This report displays all the course sections offered at the school, along with editable fields for the majority of the section information. The Master Schedule Report also allows users to update information en masse.

Master Schedule Report

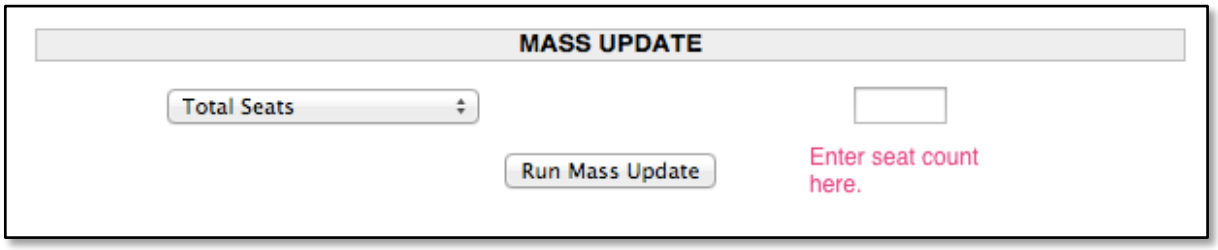
Filter by Subject | Hide Florida Fields | Save

41 Sections | Customize Columns | Mass Update | Filter | Search

Subject	Course	Course Number	Period	Teacher	Section ID	Days	Total Seats	Filled Seats	Marking Period	Grading Scale	Standards Grading Scale	Course History Term	Bell Schedule	Takes Attendance	Graded	Affects GPA
APPLIED ACADEMICS LAB	AAAE LANGUAGE	S990021	01	TILFORD, JOANN C	1ALL	TH	30	0	Semester 1	Unweighted	Unweighted	Semesters	AAL	✓	✗	✗
			01	TILFORD, JOANN C	2ALL	TH	30	2	Semester 2	Unweighted	Unweighted	Semesters	AAL	✓	✗	✗
APPLIED ACADEMICS LAB	AAAE MATH	S990011	01	TILFORD, JOANN C	1ALM	TH	30	0	Semester 1	Unweighted	Unweighted	Semesters	AAL	✓	✗	✗
			01	TILFORD, JOANN C	2ALM	TH	30	3	Semester 2	Unweighted	Unweighted	Semesters	AAL	✓	✗	✗
APPLIED ACADEMICS LAB	AAAE READ	S990031	01	TILFORD, JOANN C	1ALR	TH	30	0	Semester 1	Unweighted	Unweighted	Semesters	AAL	✓	✗	✗
			01	TILFORD, JOANN C	2ALR	TH	30	2	Semester 2	Unweighted	Unweighted	Semesters	AAL	✓	✗	✗
CERT. NURS. ASST.	BASIC HEALTHCARE WKR	HSC0003C	01	SMITH, CHRISTINE PARMELA	1SCA	MTWHF	25	0	Semester 1	Unweighted	Unweighted	Semesters	Adult Full Time	✓	✓	✗
			01	SMITH, CHRISTINE PARMELA	1AE	MTH	25	0	Semester 1	Unweighted	Unweighted	Semesters	Evening Adults	✓	✓	✗

To update the master schedule, click the **Mass Update** button located in the top right corner of the screen.

This will load a pull down menu; select the information to be updated from the pull-down and set the information to be mass updated; for example, to mass update the total seats for all sections, select **Total Seats** from the pull-down menu and enter the seat count in the text field. Next, click the **Run Mass Update** button.



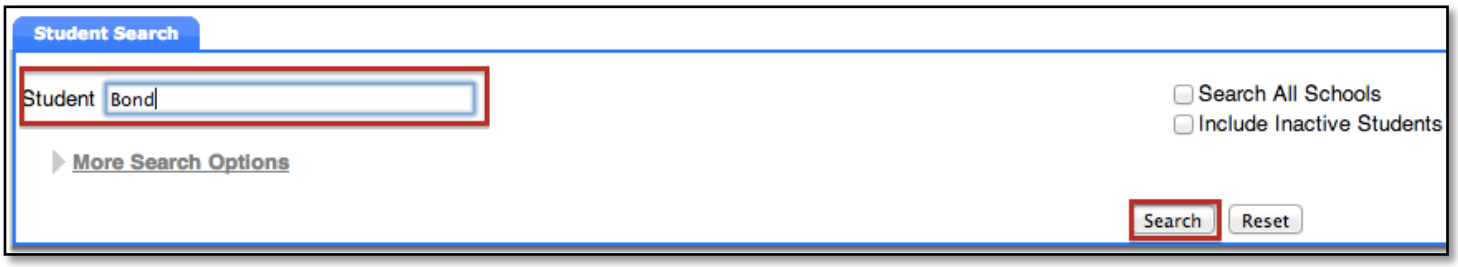
Walk-In Scheduling

Walk-in scheduling is used for students who enroll after the beginning of the term, transfer from outside the school district, or those who require a schedule change. This section will address how to schedule a student with no current schedule, and also how to delete/change a schedule before the school year begins and after the current term has already started.

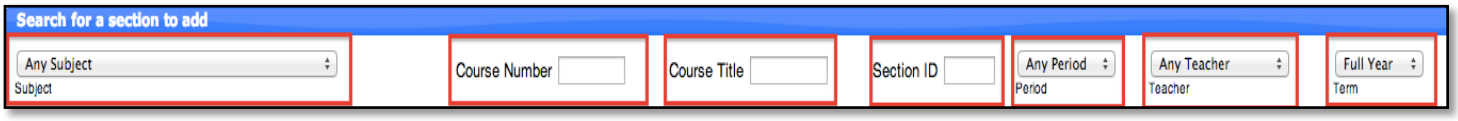
In order to access Student Schedules and begin the scheduling process, navigate to:

Scheduling Menu → Student Schedule

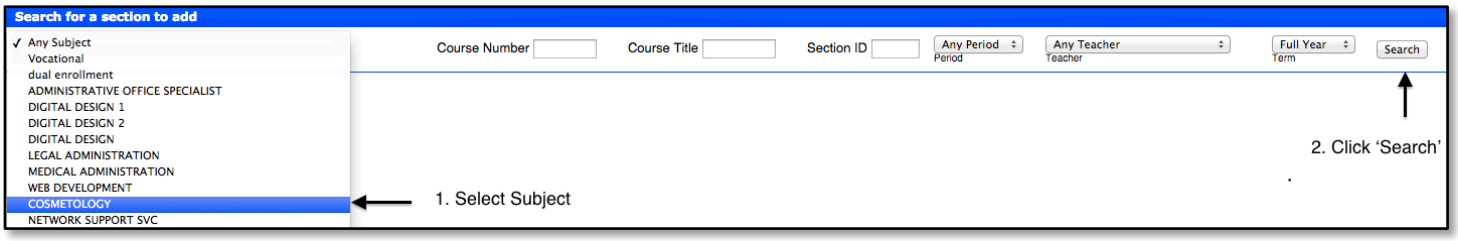
A 'Search' screen will appear so that you can search for the desired student(s).



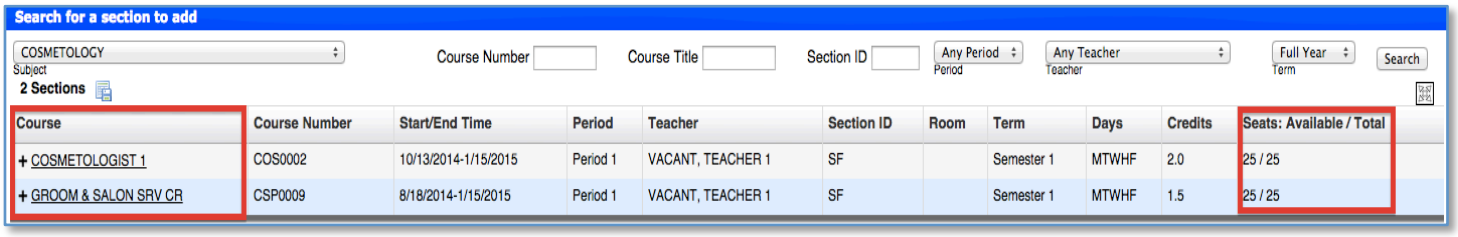
To manually schedule, you will use the **Search for a Section to Add** feature. You can search from any one of the following options:



In this example, the 'Subject' drop-down menu will be used to select a course with the subject 'Cosmetology.' Once the subject is selected from the drop-down menu, click the '**Search**' button in order to view all courses offered within that subject area.



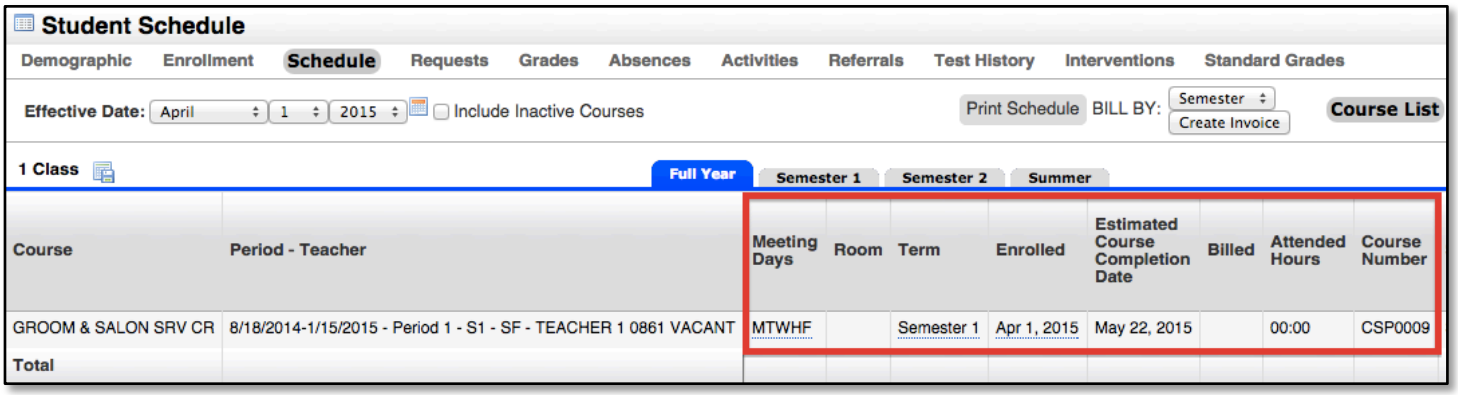
Once the 'Search' button has been pressed, a list of prospective courses will populate. Enroll the student in a course by clicking the course title. The course will then be added to the student's schedule.



Note: Pay careful attention to the seats available in the desired course. If there are no more seats available in that course, a dialogue box will alert you to the conflict. This warning is designed to prevent courses filling beyond capacity.

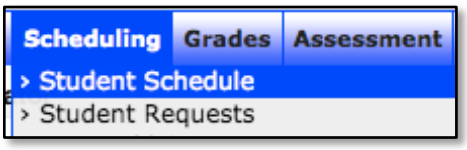
Continue the same steps to add other courses to the student's schedule.

When finished entering courses, a student's schedule will look like the example below, and display information regarding the course (meeting days, term, course number), and enrollment (enrollment date, estimated course completion, and attended hours).

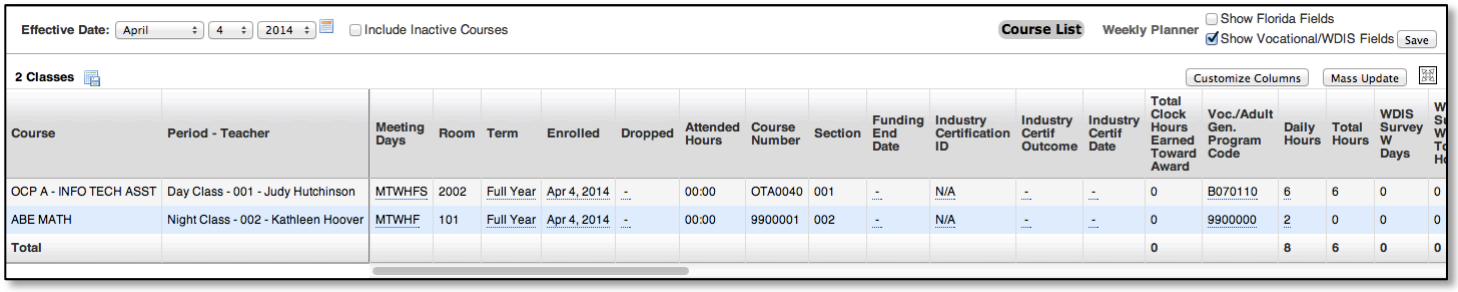


Configuring Student Schedules

Student schedules can be accessed through **Scheduling Menu → Student Schedule.** Use the student search screen that displays to access specific student schedules.

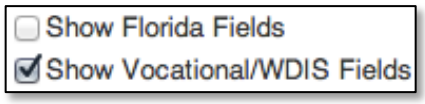


If a student record is already being viewed, click the **Schedule** link in the gray submenu at the top of the screen.



- The student schedule will display active records as of the effective date in the upper left corner. Select the Include Inactive Courses checkbox to display all schedule records for the student for the current school years.

- To display state-reporting fields for the schedule records, use the checkboxes in the upper right corner. Select the **Show Florida Fields** to display K-12 state-reporting fields (such as Dual Enrollment Indicator, Class Minutes Weekly, et cetera). Select **Show Vocational/WDIS Fields** to display the WDIS state-reporting fields (such as Daily Hours, Voc. C Points, et cetera).

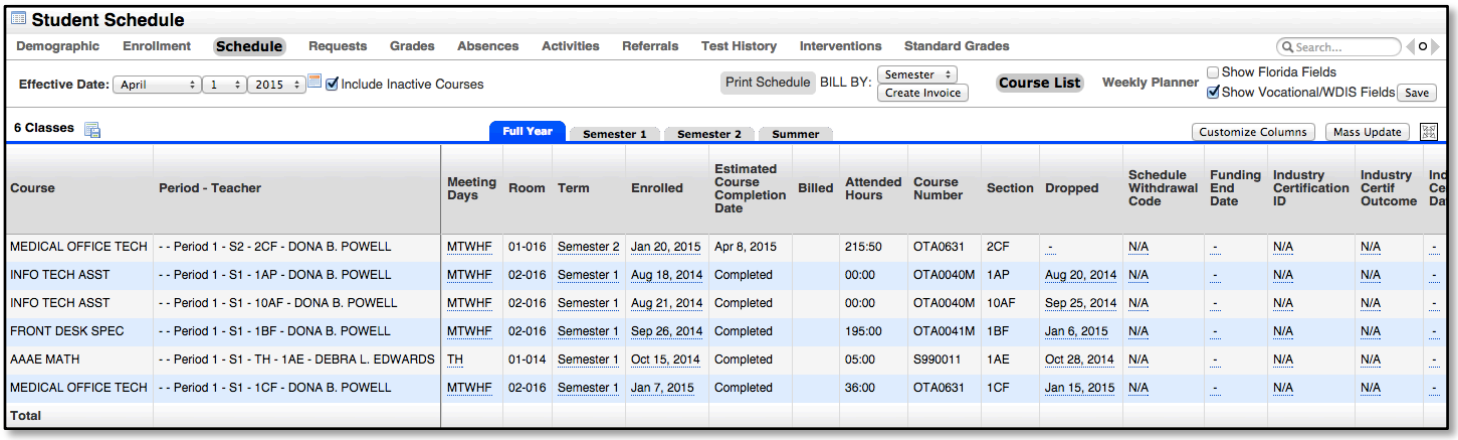


Below is an example of a student schedule with inactive courses and WDIS fields included:

Click on the fields to edit. Be sure to click the

button in the upper right corner after making any changes.

- **The student schedule fields below marked with an asterisk are also found on the section set-up screen**. When a student is enrolled in a section, these fields will be populated with the value from the section field. **The field can then be modified on the individual student schedule record if needed.**



Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Estimated Course Completion Date	Billed	Attended Hours	Course Number	Section	Dropped	Schedule Withdrawal Code	Funding End Date	Industry Certification ID	Industry Certif Outcome	Ind Ce Da
MEDICAL OFFICE TECH	- - Period 1 - S2 - 2CF - DONA B. POWELL	MTWHF	01-016	Semester 2	Jan 20, 2015	Apr 8, 2015		215:50	OTA0631	2CF	-	N/A	-	N/A	N/A	-
INFO TECH ASST	- - Period 1 - S1 - 1AP - DONA B. POWELL	MTWHF	02-016	Semester 1	Aug 18, 2014	Completed		00:00	OTA0040M	1AP	Aug 20, 2014	N/A	-	N/A	N/A	-
INFO TECH ASST	- - Period 1 - S1 - 10AF - DONA B. POWELL	MTWHF	02-016	Semester 1	Aug 21, 2014	Completed		00:00	OTA0040M	10AF	Sep 25, 2014	N/A	-	N/A	N/A	-
FRONT DESK SPEC	- - Period 1 - S1 - 1BF - DONA B. POWELL	MTWHF	02-016	Semester 1	Sep 26, 2014	Completed		195:00	OTA0041M	1BF	Jan 6, 2015	N/A	-	N/A	N/A	-
AAAE MATH	- - Period 1 - S1 - TH - 1AE - DEBRA L. EDWARDS	TH	01-014	Semester 1	Oct 15, 2014	Completed		05:00	S990011	1AE	Oct 28, 2014	N/A	-	N/A	N/A	-
MEDICAL OFFICE TECH	- - Period 1 - S1 - 1CF - DONA B. POWELL	MTWHF	02-016	Semester 1	Jan 7, 2015	Completed		36:00	OTA0631	1CF	Jan 15, 2015	N/A	-	N/A	N/A	-
Total																

Student Schedule Fields

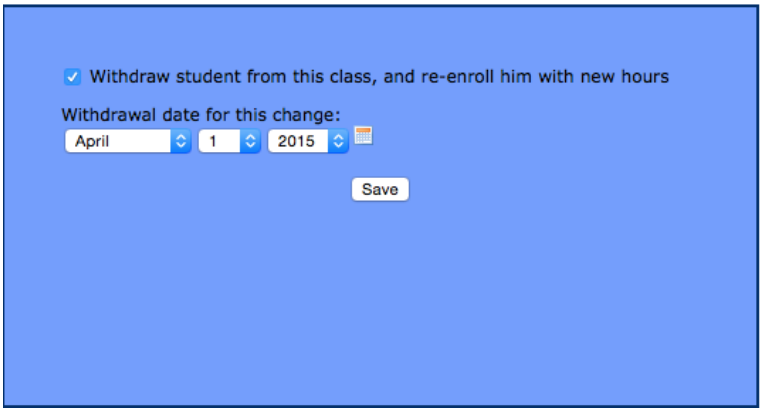
Meeting Days S M T W H F S	**Meeting Days*** Indicates the days of the week the student attends the section on a regular weekly basis.
Enrolled: Nov 1, 2013 Dropped: -	**Enrolled** and **Dropped** The enrolled date represents the first day of enrollment and the dropped date represents the last day of enrollment for the student in the section. *WDIS: Date of Entry and Date of Exit (for program, course, and section)*
Dual Enrollment Indicator C - Vocational certificate dual enrollment	**Dual Enrollment Indicator*** Note that this field will display only if the Show Florida Fields checkbox in the upper right of the student schedule screen is selected. *WDIS: Dual Enrollment Indicator*
Estimated Course Completion Date Apr 8, 2015	**Estimated Course Completion Date** This field will populate a course end date based upon the total hours for the course and the student's enrollment date.
Billed Semester 2	**Billed** The Billed filed will display the semester in which the student was invoiced for the course.
Attended Hours 215:50	**Attended Hours** The Attended Hours field will display the total number of hours the student has attended for the course to date. This is based upon the daily attendance that the teacher enters into the system.

Schedule Withdrawal Code (WGA) GED Exit Opt/GED Test	**Schedule Withdrawal Code** This code set in this field indicates the reason a student was withdrawn form a section, whether it was that the student progressed to a new section, or whether he/she dropped the course, etc. *WDIS: Total Clock Hours Earned Toward Award*
Total Clock Hours Earned Toward Award 300	**Total Clock Hours Earned Toward Award** This is a calculated field. See the next section in this guide for more information regarding total clock hours. *WDIS: Total Clock Hours Earned Toward Award*
Daily Hours 2.5	**Daily Hours*** Indicates the scheduled hours in the section for the student each class meeting. For teachers, this value will default for the student on the attendance screen. The Daily Hours will be used in the calculations for the Total Hours and Total Clock Hours Earned Toward Award. *WDIS: WDIS Student Instructional Hours*
Total Hours 192.5	**Total Hours** Represents total membership hours. It is a calculated by multiplying the Daily Hours by the number of days the class has met during the timeframe defined by the Enroll and Drop dates.
WDIS Survey W Days: 5 WDIS Survey W Total Hours: 30 WDIS Survey S Days: 19 WDIS Survey S Total Hours: 114 WDIS Survey F Days: 0 WDIS Survey F Total Hours: 0	**WDIS Survey Days** and **WDIS Survey Total Hours** These fields indicate the number of days the class met and the total hours reported for the student during each survey period.
Voc. C Points 1: A Voc. C Points 1 Date: Dec 18, 2014 Voc. C Points 2: - Voc. C Points 2 Date: -	**Voc. C Points and Dates 1-6** Indicates OCPs or LCPs earned by the student in the class, and the date earned. *WDIS: CTE/Adult General Education Completion Point Codes*
Post Test Y - Student took post test	**Post Test** *WDIS: Post Test Status*
Industry Certification ID: ACOPC001 Certified Professional Coder Industry Certif Outcome: P – Passed Industry Certif Date: February 16 201	**Industry Certification ID, Outcome, and Date** *WDIS: Industry Certification Identifier and Industry Certification Outcome*
Adult Fee Status R - Fee Required	**Adult Fee Status*** *WDIS: Adult Fee Status*
Basic Skills Exam Y - Demonstrated mastery	**Basic Skills Exam*** *WDIS: CTE Basic Skills Examination*

Cost Reporting Code 352 - Business Education	**Cost Reporting Code*** *WDIS: Cost Reporting Code*
Financial Assistance 1: A - Pell Grant Financial Assistance 2: N/A	**Financial Assistance 1-5** *WDIS: Financial Assistance Received*
Post Secondary Course Status C - Course in Progress	**Post Secondary Course Status** When the value is S or W, the Total Clock Hours Earned Toward Award will be calculated for the schedule record. *WDIS: Post-Secondary Course Status*
Adult Ed Functioning Level, Init: K - Adult Secondary Education Low (grade level 9.0-10.9) Adult Func Level: -	**Adult Ed Functioning Level, Init** and **Adult Ed Functioning Level, Final** *WDIS: Adult Educational Functioning Level, Initial and Final*
Residency for Tuition Purposes F - Florida resident for tuition purposes.	**Residency for Tuition Purposes** Indicates the student's residency status, which relates to whether the student will be billed for resident or non-resident tuition and fees.
Voc Gen Ed, Disability I - Receiving accommodations, level not evaluated	**Voc. Gen Ed, Disability** Information entered here is reported to the state if a student is receiving accommodations.
Full Program Completer A - Applied Technology Diploma	**Full Program Completer** This field is displays the certificate or diploma earned for students who have completed a program.
Career and Technical Education Date of Program Completion Mar 1, 2015	**Career and Technical Education Date of Program Completion** Shows the date on which the student officially completed his/her CTE program.
Enrollment, Not State Funded S - Not state fundable, State Inmate	**Enrollment, Not State Funded** *WDIS: Enrollment, Not State Funded*
Exempt from Total Clock Hours Not Exempt	**Exempt from Total Clock Hours*** Indicates whether the schedule record for the student is exempt from reporting total clock hours.
Funding End Date N/A N/A N/A	**Funding End Date** Populate this field to specify the date at which the funding for that individual course will end. This date is entered for a student who drops a course, or completes the course early without progressing to the next course.

Click on the fields to edit. Be sure to click the Save button in the upper right corner after making any changes.

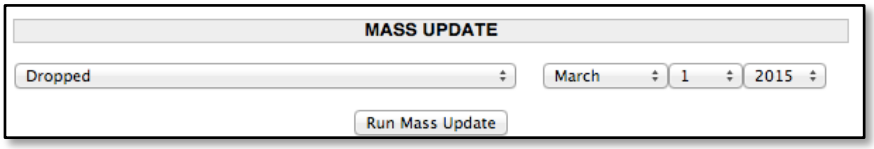
Note that if changes are made to class hours or meeting days, a blue pop-up window will appear asking whether the student should be withdrawn from the class and re-enrolled under the new hours. A withdrawal date can then be entered to drop the student form the currently scheduled class and re-enroll them based upon the new information.
If the student is not to be re-enrolled, simply uncheck the box and save.



Customizing the Student Schedule and Mass Updates

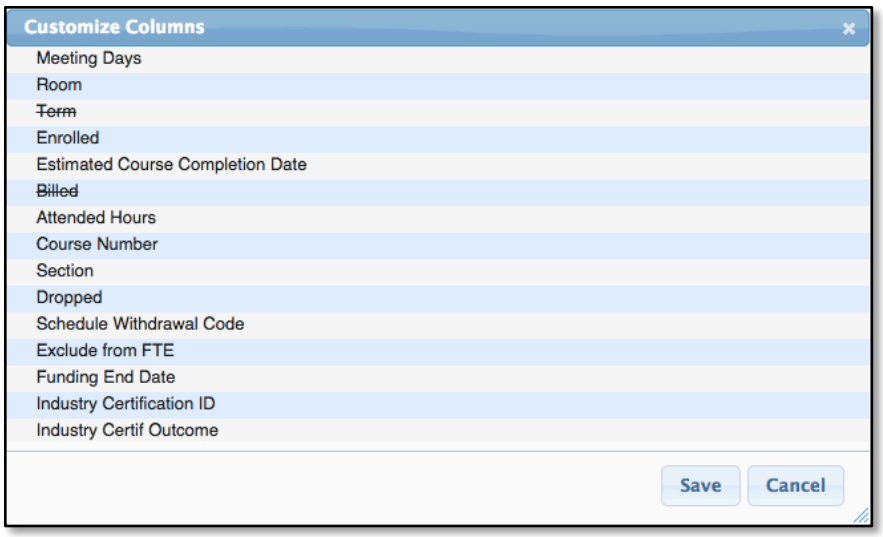
Similarly to the Master Schedule Report, users can update multiple fields on a student's schedule at once by using the **Mass Update** button located above the schedule.

Clicking on this button will open a pull-down menu; select the type of information to be updated from the pull-down, and set the information to be mass updated. Click **Run Mass Update** to run the process, then click the **Save** button to save the changes.



Users can also customize the fields displayed on the schedule screen by clicking the **Customize Columns** button, located next to Mass Update.

The window that pops up lists all the columns in the schedule. Click on a column title to exclude it from view on the student schedule; a strikethrough indicates that that column has been removed from view. Click Save to set the customized view.



Total Clock Hours Earned Toward Award Calculation

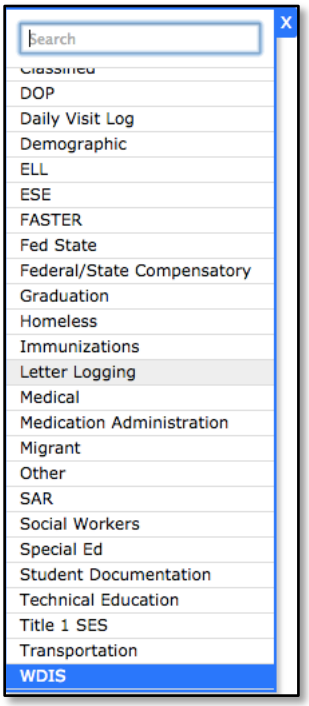
- For any schedule record with a Cost Reporting Code that starts with 3, the Total Clock Hours Earned Toward Award will be calculated when the Post Secondary Course Status field is set to "S – Satisfactory or Passing" or "W – Withdrew after drop/add period". Otherwise, the field will display 0 hours. Note that if the Exempt from Total Clock Hours field is set to Exempt, the clock hours will not be calculated.

- In the example below, the student only had 282 total hours. Since the WDIS OCP Hours for the course was greater (with 300 hours), the total clock hours was calculated to be 300 hours.

Course	Period - Teacher	Total Clock Hours Earned Toward Award	Voc./Adult Gen. Program Code	Daily Hours	Total Hours
OCP B - ACCOUNTING CLERK	Day Class - 002 - Judy Hutchinson	300	B070110	6	282

- For program total clock hours, the total clock hours from each schedule record with the same program number is added together.

- If additional hours need to be added for a student, use the **WDIS Additional Hours Entry** logging field on the WDIS tab in student demographics.



- Enter the Vocational Program Number and the additional hours to be added, and then click Save

	Vocational Program Number	Additional Hours
+	B070110	120

- In the example below, the 570 hours is the total clock hours based on the two completed courses and the additional 120 hours from the **WDIS Additional Hours Entry** field.

3 Classes

Course	Period - Teacher	Total Clock Hours Earned Toward Award	Voc./Adult Gen. Program Code	Daily Hours	Total Hours
OCP A - INFO TECH ASST	Day Class - MTWH - 001 - Judy Hutchinson	150	B070110	6	48
OCP B - ACCOUNTING CLERK	Day Class - 002 - Judy Hutchinson	300	B070110	6	282
OCP C - ACCOUNTING ASSC	Day Class - 003 - Judy Hutchinson	0	B070110	2.5	170
Total		570		14.5	500

Activity

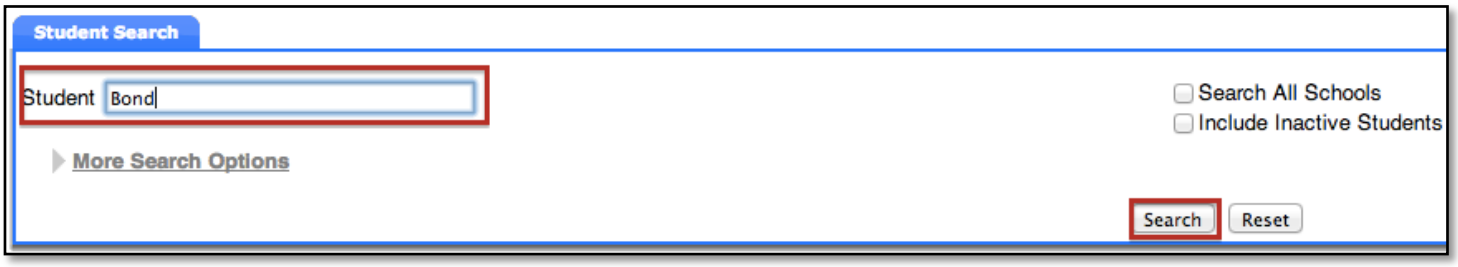
Search for a student and schedule him/her into a course in the Administrative Office Specialist Program. The course will begin at the beginning of next month; modify the Enrollment Date for the course. If a student already has a course on their schedule, withdraw the student from that course and enter the three fields involved when dropping a course from a schedule.

Dropping a Course Which was Previously Added

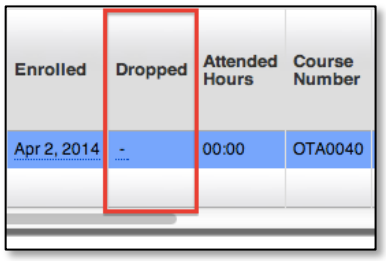
In order to access Student Schedules and drop courses, navigate to:

Scheduling Menu → Student Schedule

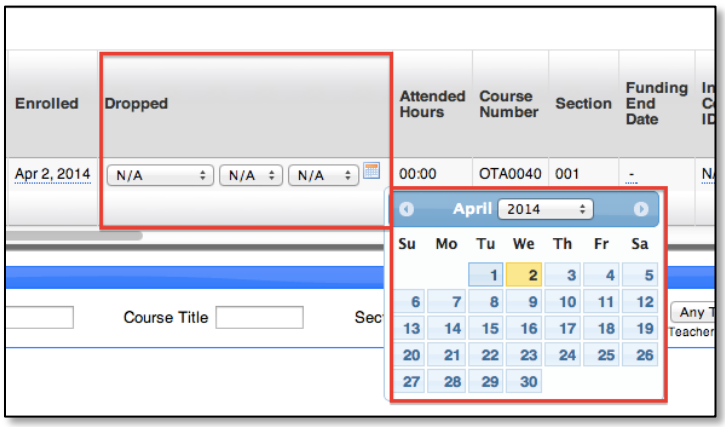
A 'Search' screen will appear so that you can search for the desired student(s).



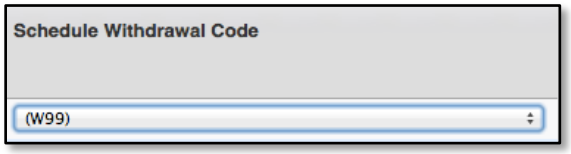
Click the - in the column entitled 'Dropped' in the student schedule record:



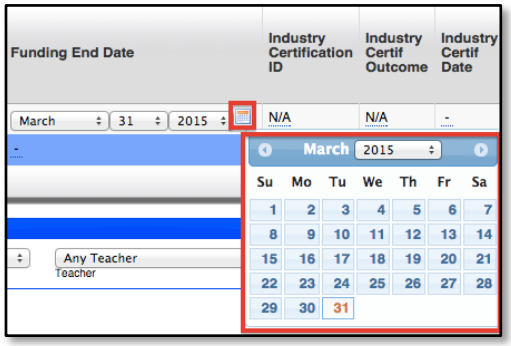
Once the - has been clicked, a drop down menu will ask you to specify the drop date for the course. The easiest way to achieve this is to click the icon that will appear. This will bring up a calendar that will allow the drop date for that course to be specified:



Following the addition of the **Drop Date,** a **Schedule Withdrawal Code** and **Funding End Date** will also need to be specified. Select the schedule withdrawal code from the pull-down menu.



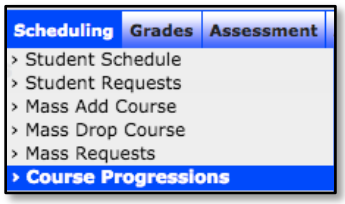
The funding end date is completed in the same manner as choosing the drop date. Click the icon that will appear. This will bring up a calendar that will allow the **Funding End Date** for that course to be specified:



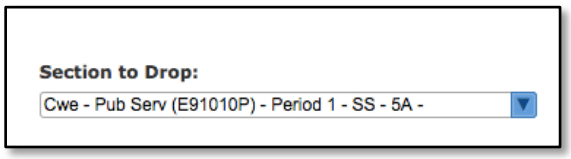
After selecting a **Drop Date**, **Schedule Withdrawal Code**, and **Funding End Date** for the course, click the Save button. The course will be removed from the student's schedule on the drop date chosen.

Course Progressions

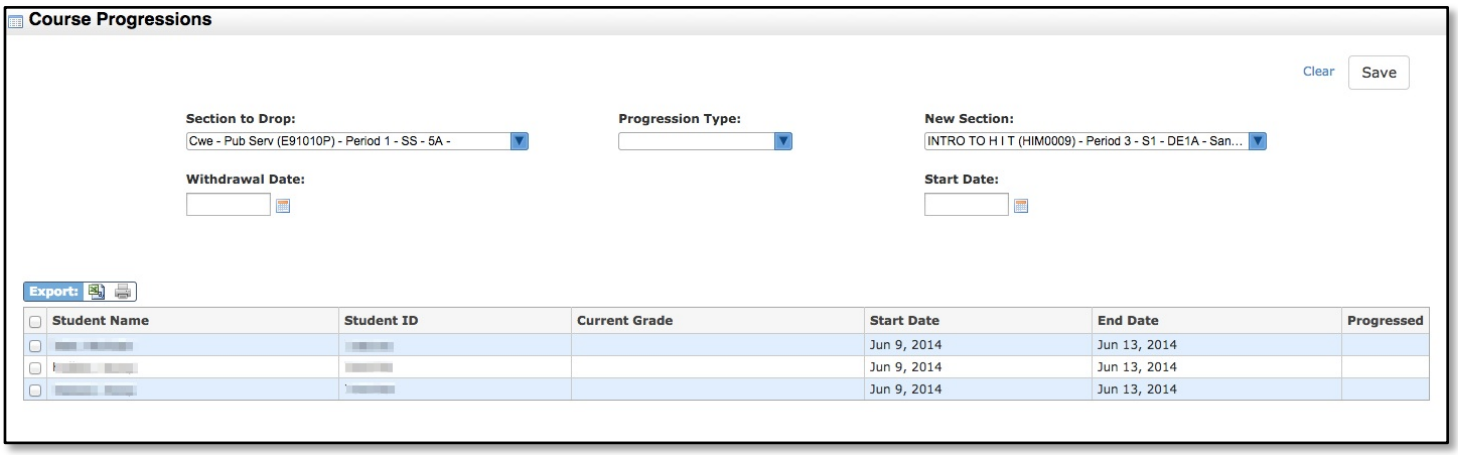
Course Progression allows schools to progress, fail or complete groups of students scheduled in a specific section. Access the course progression feature from the Scheduling menu.



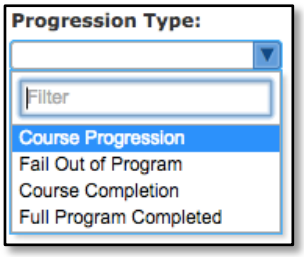
Select the section to drop from the **Section to Drop** pull-down menu.

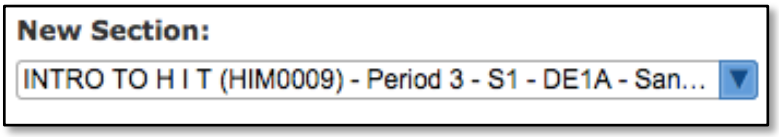


Focus then displays a list of students, containing the student's gradebook grade, enroll date, end date and whether or not the student has been progressed.

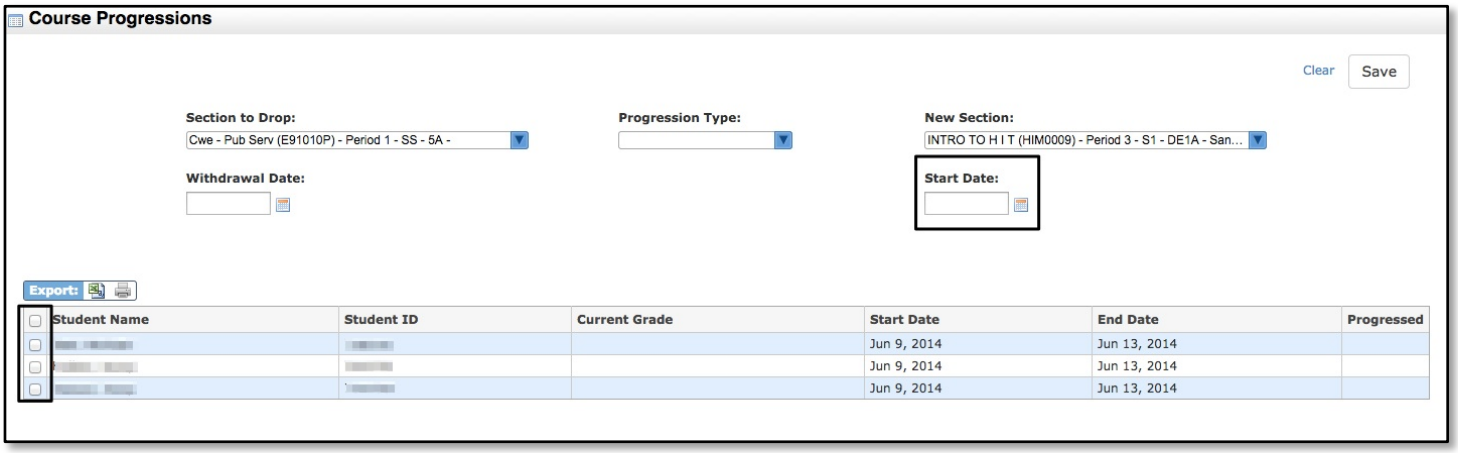


Select the appropriate progression type (Course Progression, Fail Out of Program, Course Completion or Full Program Completion) and the new section students will be progressing to.





Using the checkboxes next to the student list, select the students that will be assigned the progression type, and enter a Start Date for the new section to enroll.



Click the **Save** button at the top right of the screen to enter the course progression. Focus will assign the drop date, schedule the student into the new section with the selected start date, assign the appropriate schedule withdrawal code, and assign the corresponding postsecondary course status to the student's record.

Based on the **Progression Type** chosen, here is what will update on the student's schedule:

Course Progression:

- For every student with a passing grade, Focus will:
  - Assign WD code WCT- Completed course transferred to next course
  - Set Postsecondary Course Status to "S"
- For every student with a failing grade, Focus will:
  - Assign WD code WTF - Failed course transferred to next course
  - Set Postsecondary Course Status to "U"
- For every student, administrators must be able to select next course for student to be enrolled into (courses may go out of order depending on the program)
- The withdrawal date is set to the last day of attendance and is selected on this screen; the enrollment date for the new class is set for the following school day.
- The new schedule record must copy down the Financial Assistance codes and Fee Status code from the previous schedule record.
- The Funding End Date is set to equal the Withdrawal Date.
- The Voc C Points 1 Date field is set to the selected drop date.

Fail Out of Program:

- Assign WD code WLF - Failed course and exited program
- Funding End Date is last day of the term
- Assign drop date selected by administrator
- Set Postsecondary Course Status to "U"

Course Completion:

- Assign WD code W40 - Adult left other known reasons
- Funding End Date is last day of the term
- Assign the drop date selected by administrator

- Set Postsecondary Course Status to “S”
- Set the Voc C Points 1 Date field to the selected drop date
- Do *NOT* enroll in a new section

Full Program Completer:

- If student has Basic Skills, “N”, Focus assigns:
    - WD Code WNC - Completed program, did not pass basic skills
    - Full Program Completer code N
    - Focus will NOT set the program completer date
- If student has Basic Skills, “Y” or ANY exemption code, Focus will:
    - Assign WD Code W28 - Adult Job Prep Completer
    - Set the Funding End Date to the last day of the term
    - Assign the drop date selected by administrator
    - Award Vocational Credential
- If program is Cost Code 364, Focus will:
- set vocational credential to “A”
    - If program Cost Code is 371 or 372, set vocational credential to “P”
    - For any other cost code, set vocational credential to “V”
- Set Postsecondary Course Status to “S”
- Program Completer Date = WD Date
- Set the Voc C Points 1 Date field to the selected drop date