



Focus University Training Document

FOCUS Training: Secondary Walk In Scheduling

2016

Training Agenda

- ❖ Scheduling Students Before the School Year Begins
 - Manually schedule by section
 - Adjust a student schedule
 - Delete and re-enter a student schedule
 - Using requests to schedule a student
- ❖ Scheduling Students After the School Year Begins
 - Manually schedule by section
 - Adjusting a student schedule
 - Deleting and re-entering a student schedule
- ❖ Term Overrides
- ❖ Adding an Inclusion section for an ESE student
- ❖ Adding a Pull-out section for an ESE student

Objectives

- To manually build schedules for students enrolling after the beginning of a semester, transferring or requiring schedule change
- To delete or change a student's schedule before and after a term has started
- To schedule an Inclusion section for an ESE student

Training URL:
train.focus.collierschools.com

Survey Monkey link:
surveymonkey.com/r/5PHRN2D

Secondary Walk-in Scheduling Scenarios

Walk-In Scheduling

Walk-in Scheduling is used for students who enroll after the beginning of the semester, transfer from outside the school district or require a schedule change. This training will address how to schedule a student with no current schedule and how to delete or change a schedule before the school year begins and after the current term has started. A student's schedule can be generated manually by adding sections or by adding requests. Auto-scheduling the requested courses can also generate the schedule.

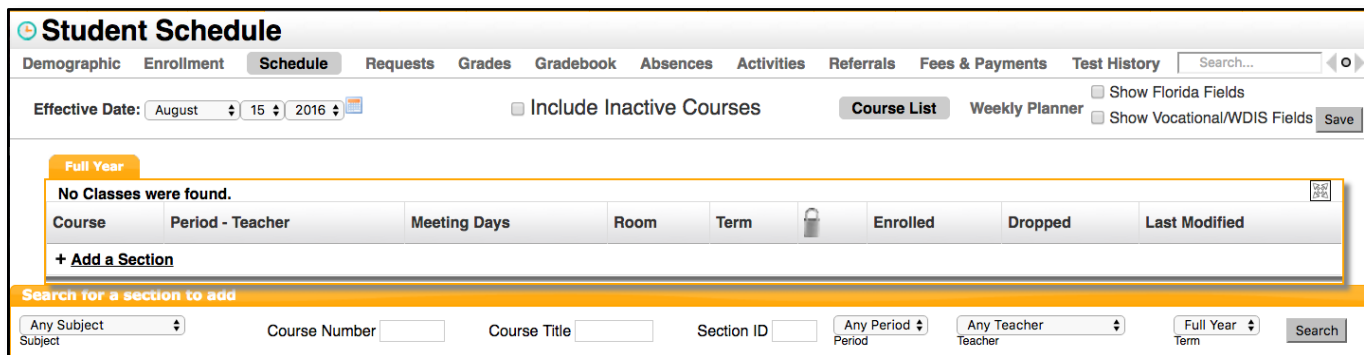
Editing Existing Student Schedules PRIOR to the First Day of School or Current Term

If the current term has not yet started, courses can be deleted or changed without the need to enter drop dates, since attendance and grade records do not yet exist.

To begin editing a student schedule, navigate to:

- **Scheduling Menu → Student Schedule**
- Enter the student name or ID number in the search box.
- Click Search.

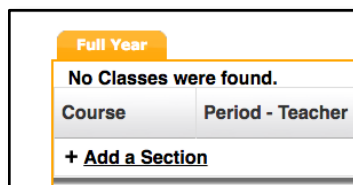
The student's schedule screen will display.



➤ **SCENARIO:** *an individual student does not have a schedule*

Method 1

- Click on the **+ Add a Section** option at the top of the schedule screen. If this button



A new window pops up with the courses listed on the left.

- Select the **Subject, Course** and then **Section** to add to the student's schedule.

Secondary Walk-in Scheduling Scenarios

Student Schedule				
Courses				
View/Edit this Course List Students in this Course List Unfilled Requests in this Course Search				
14 Subjects	18 Courses	9 Sections		
Subject	Course	Course Num	Section	Available Seats
Campus Aide	Eng 1 SOS	1001310	Period 1 - 149ENGL7 - Melissa Bright	0
College Courses	Eng 2	1001340	Period 3 - Melissa Bright	0
CTE	Eng 2 Honors	1001350	Period 3 - Shay Murray	0
Electives	Eng 2 SOS	1001340	Period 4 - Scott Schwartz	0
English	ENG 3	1001370	Period 4 - Shay Murray	0
ESE ACCESS courses	Eng 3 Honors	1001380	Period 5 - Lee Lambert	0
ESE Part-Time	Eng 3 SOS	1001370		

- Continue to select courses until the student's schedule is complete.

Student Schedule

Demographic Enrollment **Schedule** Requests Grades Gradebook Absences Activities Referrals Fees & Payments Test History

Effective Date: September 15, 2016
☐ Include Inactive

Course List Weekly Planner

☐ Show Florida Fields
☐ Show Vocational/WDIS Fields
Save

Courses

6 Classes

Mass Update

Delete	Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Dropped	Last Modified
☐	ENG 3	Period 3 - Melissa Bright	MTWHF	149	Full Year	Sep 15, 2016	-	Admin Administrator Mar 30, 2016 01:45 pm
☐	Alg 2	Period 5 - Ishmael Riddle	MTWHF	350	Full Year	Sep 15, 2016	-	Admin Administrator Mar 30, 2016 01:45 pm
☐	Chorus 2	Period 6 - Ray Hinton	MTWHF	704	Full Year	Sep 15, 2016	-	Admin Administrator Mar 30, 2016 01:45 pm
☐	Art/2-D Compre 2	Period 4 - ARTC1 - Eaton Ball	MTWHF	503	Full Year	Sep 15, 2016	-	Admin Administrator Mar 30, 2016 01:45 pm
☐	Env Sci	Period 1 - Alvin White	MTWHF	164	Full Year	Sep 15, 2016	-	Admin Administrator Jun 15, 2016 10:22 am
☐	Amer Hist	Period 7 - Imogene Helvenston Page	MTWHF	365	Full Year	Sep 15, 2016	-	Admin Administrator Jun 15, 2016 10:23 am

+ Add a Section

Search for a section to add

Any Subject
Subject

Course Number

Course Title

Section ID

Any Period
Period

Any Teacher
Teacher

Full Year
Term

Search

Method 2 (available anytime during the school year):

- Use the **Search for a Section to Add** feature at the bottom of the schedule screen. Search from any one of the following options or multiple options:

Search for a section to add

Any Subject
Subject

Course Title

Course Number

Any Period
Period

Any Teacher
Teacher

Full Year
Term

Search

- Once the selection has been made, click the **Search** button. A list of courses will display that meet the search criteria. The list includes full course details, including the number of available seats in the course.

- Click the + sign to add a course from the list.

Secondary Walk-in Scheduling Scenarios

Search for a section to add

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

67 Sections

Course	Course Number	Period	Teacher	Section ID	Room	Term	Days	Credits	Seats: Available / Total
+ Eng 1	1001310	Period 1	Noble, Solomon	008	Any		MTWHF	0.50	25 / 25
+ Eng 1	1001310	Period 1	Hunter, Daquan	001	Any		MTWHF	0.50	25 / 25
+ Eng 1	1001310	Period 3	Bright, Melissa	004	Any		MTWHF	0.50	25 / 25

- Continue the same steps to add other courses to the student's schedule.
- If courses have been linked, selecting the Parent will automatically schedule the Child; HOWEVER, if the Child section is selected, the Parent section will not schedule**

Delete	Course	Period - Teacher
☐	Eng 1	06 06 - 9001 - Kristen Angel Favaro
☐	WRIT 1	07 07 - S1 - 9001 - Kristen Angel Favaro
☐	WRIT 2	07 07 - S2 - 9001 - Kristen Angel Favaro

Delete	Course	Period - Teacher
☐	WRIT 1	07 07 - S1 - 9001 - Kristen Angel Favaro

- Click the **Save** button once all courses have been added.

Note: A dialogue box alerts the user that there is a conflict if courses are added to the same period or a section with no available seats has been selected. This safeguard will help prevent scheduling errors.

Confirm

There is a conflict. Are you sure you want to add this section?

Note: That section is already full.

OK Cancel

Activity 1 – Use Loading reports to identify students needing completed schedules.

- Select **Students with Incomplete Schedules**
- Search without any criteria
- Select a student and schedule the student using Method 1 above
- Select a different student and use Method 2 to schedule the student



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FOCUS Training: Walk-In Scheduling

Method 3: Auto-Scheduling the Student Using Requests

Adding requests to the student's scheduling record allows the user to first identify what courses the student needs to take and then allows Focus to **Auto-Schedule** the student based on the requests. Focus will look for the best scheduling option for the student. Manual adjustments can still be made to the student's schedule after running the **Auto-Schedule** feature.

To use the auto-scheduler, first add requests to the **Request** section of the student's record.

- To navigate to the **Request** screen, click the **grey Requests sub-menu** on the student's record.

Student Requests

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Fees & Payments Test History

Search...

- Using the **Course pull-down** feature, select the appropriate course for each requirement. Remember to set the Elective priorities.

Add a Request: Quick List

Subject	Course / Elective Priority
English	Eng 2 (1001340) - English
Math	Alg 2 (1200330) - Math
Algebra 1	
American History	
World History	World Hist (2109310)
Economics	
American Government	
HOPE	HOPE (PE) (3026010) - Per...
Performing Fine Arts	Art/2-D Compre 2 (0101310)
Science	
Electives	Critical Thinking (1700370)
	Int. Reading SOS (1000410...)
	Speech 2 (1007310) 2

- Click **SAVE** after making all selections. The requested courses will populate at the top of the Requests screen. Set any restrictions necessary (this reduces scheduling options).

Student Requests

Demographic Enrollment Schedule **Requests** Grades Gradebook Absences Activities Referrals Fees & Payments Test History

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

Approved by Counselor: ☐ Locked for Students: ☐

6 Requests And 0 Alternates

Export: Filters: OFF

	Course	Course #	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Last Modified By
☐						☐	☐	☐	☐	
☐	ENG 3 (1001370) - E...	1001370				☐	☐	☐	☐	Administrator, Admin
☐	Alg 2 (1200330) - Math	1200330				☐	☐	☐	☐	Administrator, Admin
☐	Env Sci (2001340) - S...	2001340				☐	☐	☐	☐	Administrator, Admin
☐	Cptr Appis 1 (0200310)	0200310				☐	☐	☐	☐	Administrator, Admin
☐	Art/2-D Compre 2 (01...	0101310				☐	☐	☐	☐	Administrator, Admin
☐	Chorus 2 (1303310)	1303310				☐	☐	☐	☐	Administrator, Admin

Focus Training: Walk-In Scheduling

NOTE: If courses are selected that the student has already taken or that has pre-requisites, a dialog box will pop up warning of a conflict. By clicking the OK button, it will still add the course requests.

- Once all the requests and any restrictions are set, click the **Auto-Schedule this Student** button.

The screenshot shows the 'Student Requests' window with tabs for Demographic, Enrollment, Schedule, Requests, Grades, Gradebook, Absences, Activities, Referrals, Fees & Payments, and Test History. The 'Requests' tab is active. A red arrow points to the 'Auto-Schedule this Student' button. Other buttons include 'Include Inactive', 'Courses For All Grade Levels', 'Export', and 'Filters: OFF'. Below the buttons is a table with columns: Course, Course #, Elective Priority, Term, Inclusion, With Teacher, Without Teacher, With Period, Without Period, and Last Modified By. Two requests are listed: 'ENG 3 (1001370) - E...' and 'Alg 2 (1200330) - Math'.

Focus will now attempt to schedule the student based on the requests and available seats in the various Course Sections. Once complete, a pop-up box with several override options will appear.

- Select any option that may apply and then click the **OK** button to proceed.

The dialog box has a green checkmark and the text 'Finished in 0 minutes 1 seconds.' Below this are three override options, each with a checkbox and a description: 'Override Period Links between Semesters', 'Override Period & Teacher Links between Semesters', and 'Override Team'. At the bottom is an 'OK' button.

Unscheduled Requests

The student's schedule will now display. All scheduled courses will display in the student's **Schedule** section and any unavailable courses will display in the student's **Unscheduled Request** section.

The screenshot shows the 'Student Schedule' window with tabs for Demographic, Enrollment, Schedule, Requests, Grades, Gradebook, Absences, Activities, Referrals, Fees & Payments, and Test History. The 'Schedule' tab is active. It shows a table of scheduled classes with columns: Delete, Course, Period - Teacher, Meeting Days, Room, Term, Enrolled, Dropped, and Last Modified. Below the table is a section for 'Unscheduled Requests' with a table that has columns: Request, Available Seats, Sections, Elective Priority, Has an Un-filled Alternate?, Has a filled Alternate?, Teacher, and Period. A red arrow points to the 'Unscheduled Request' section.

Focus Training: Walk-In Scheduling

Four options are open to the user at this point:

Option 1: Click on a **course link** to open the Courses and Sections to *manually select a section, add seats to a section or create a new section* (not typical) to override the restrictions that prevented the scheduler from adding the section.

Request	Available Seats	Sections
+ Cptr Appls 1	0	0

Student Schedule				
Courses				
View/Edit this Course		List Students in this Course	List Unfilled Requests in this Course	Search
14 Subjects	41 Courses	No Sections were found.		
Subject	Course	Course Num	Section	Available Seats
Campus Aide	Car Ed: 9-12	7921330		
College Courses	Care/Prev of Ath Inj	1502490		
CTE	Car PI	7980130		
Electives	Car Resa&deci Mak	1700380		
English	Cptr Appls 1	0200310		

Option 2: Click on + **Add a Section** to open the Courses & Sections to select a new course and section

Option 3: Use the **Search for a Section to add** feature to search by *subject, course title, course number, class period or teacher*

Option 4: Adjust the student's requests and run the **Auto-Schedule** feature again

Activity 2 – Using Requests and Auto-schedule to schedule a student:

- From the Scheduling Menu select Loading Reports
- Select *Students with Incomplete Schedules*
- Search without any criteria
- Locate a student without a schedule
- Auto schedule the student using Requests
- Manually complete the schedule if necessary to overcome conflicts or class size restrictions

PRIOR to the First Day of School or Current Term:

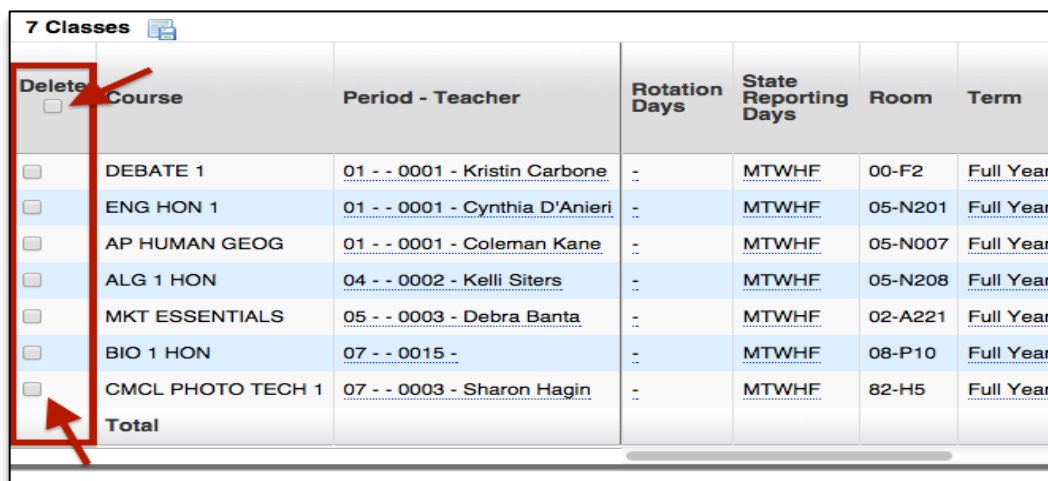
➤ **Scenario: the student has a schedule but it needs to be completely removed and created new**

Prior to the first day of the active marking period, classes can be **deleted** from a student's schedule. Since the class has not yet started deleting the class will not impact attendance or grades.

- From the **Scheduling** menu select **Student Schedule**
- Enter the student name or ID number in the search box and click Search

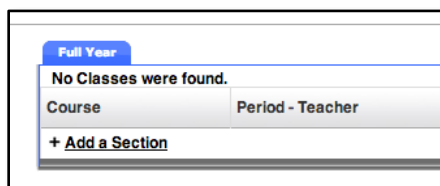
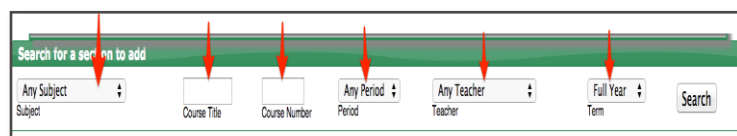
The student's schedule will appear. To the left of the Course column there is a Delete column. (If the delete column is not displaying, please deselect "Show Florida Fields").

- To delete *all sections* in the student's schedule click the Delete checkbox in the header and all sections will be checked. Click Save to delete the classes on the student's schedule



Delete	Course	Period - Teacher	Rotation Days	State Reporting Days	Room	Term
☐	DEBATE 1	01 - - 0001 - Kristin Carbone	-	MTWHF	00-F2	Full Year
☐	ENG HON 1	01 - - 0001 - Cynthia D'Anieri	-	MTWHF	05-N201	Full Year
☐	AP HUMAN GEOG	01 - - 0001 - Coleman Kane	-	MTWHF	05-N007	Full Year
☐	ALG 1 HON	04 - - 0002 - Kelli Sifers	-	MTWHF	05-N208	Full Year
☐	MKT ESSENTIALS	05 - - 0003 - Debra Banta	-	MTWHF	02-A221	Full Year
☐	BIO 1 HON	07 - - 0015 -	-	MTWHF	08-P10	Full Year
☐	CMCL PHOTO TECH 1	07 - - 0003 - Sharon Hagin	-	MTWHF	82-H5	Full Year
☐	Total					

The student will now show with no classes. Follow the steps for adding classes using the **+ Add a Section** or **Search for a section to add** (pages 2-4)

Activity 3 – Completely drop a schedule prior to the start of school:

- From the Scheduling Menu select Scheduling
- Search for the student you fully scheduled in the above activity (2)
- Click on the checkbox to delete all classes
- Use one of the above methods to reschedule the student

Focus Training: Walk-In Scheduling

- **Scenario: The student has a schedule but it needs to be adjusted to balance classes or for other reasons but the schedule does not need to be deleted – just reorganized.**

Prior to the first day of the active marking period classes can be changed on the student's schedule by clicking the **Period-Teacher** pull-down. The pull-down will display all other sections of this course. It also displays who the teacher is for each section as well as the number of available seats.

- Check the box in front of the course that needs to be changed

Delete ☐	Course	Period - Teacher
☐	DEBATE 1	03 -- 0002 -- Kristin Carbone (25 seats) ▾
☒	ENG HON 1	✓ 01 -- 0001 -- Cynthia D'Anieri 02 -- 0002 -- Cynthia D'Anieri (26 seats) 03 -- 0003 -- Cynthia D'Anieri (27 seats) 04 -- 0004 -- Cynthia D'Anieri (26 seats) 07 -- 0005 -- Cynthia D'Anieri (25 seats) 07 -- 0008 -- Shannon Arczynski (25 seats)
☐	AP HUMAN GEOG	
☐	ALG 1 HON	
☐	MKT ESSENTIALS	

- Select a new section
- Repeat this for all sections that need to be moved
- Click Save

Activity 4 – Tweaking a schedule prior to the start of school:

- From the Scheduling Menu select Scheduling
- Search for the student you fully scheduled in the above activity
- Adjust the student's schedule by moving classes from one period to another using the pull-downs in the Period-Teacher column

☐ Editing Existing Student Schedules AFTER the First Day of School or Current Term

➤ **Scenario: The student has a schedule but it needs to be completely removed and created new**

Once the first day of the class term has arrived the “Delete” column will no longer display on the schedule and neither will the ability to use a pull-down to move sections from one period to another. This is because the class is active and attendance and grades may be tied to the section. If the section was deleted all attendance and grade data would be lost. To preserve the attendance and grade data classes must be dropped and added.

8 Classes 								Mass Update 
Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Dropped	Last Modified	
Adv Pl World Hist	02 02 - ADWH2 - Preston Mccoy	MTWHF	VP113	Full Year	Aug 14, 2015	-	Mikayla Daniels Sep 28, 2013 09:07 pm	
ENG 1	02 02 - 058ENGL1 - Lacey Carr	MTWHF	214	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Alg 2 Honors	03 03 - 126ALGH3 - Adele Deleon	MTWHF	312	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Virtual HOPE	04 04 - S2 - GHPEP4 - Tyrone Medina	MTWHF		Semester 2	Jan 20, 2016	-	Admin Administrator Oct 06, 2014 08:52 pm	
Critical Thinking	04 04 - S1 - 127CRTH4 - Gloria Hayes	MTWHF	341	Semester 1	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
ENG HON 2	05 05 - ENGH3 - Sybil Castro	MTWHF	217	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Spanish 1	06 06 - SPAN6 - Maya Bennett	MTWHF	083	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Bio 1 Honors	07 07 - 159BIOH7 - Graham Hyde	MTWHF	351	Full Year	Aug 14, 2015	-	Mikayla Daniels Sep 28, 2013 09:07 pm	

If, after the school year begins, the delete column still appears for some sections this is because that section begins in a future marking period with a future start date. An example is a semester class being offered Semester 2. Since this class will not begin until January the delete option as well as the pull-down options still remain until the January start date.

☐	Virtual HOPE	04 04 - S2 - GHPEP4 - Tyrone Medina	MTWHF	Semester 2	Jan 20, 2017
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Sections that need to be dropped due to schedule changes can be dropped individually by **clicking on the dropped column and entering the drop date**, remembering the drop date is the last day the student was in the class

8 Classes 								Mass Update 
Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Dropped	Last Modified	
Adv Pl World Hist	02 02 - ADWH2 - Preston Mccoy	MTWHF	VP113	Full Year	Aug 14, 2015	-	Mikayla Daniels Sep 28, 2013 09:07 pm	
ENG 1	02 02 - 058ENGL1 - Lacey Carr	MTWHF	214	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Alg 2 Honors	03 03 - 126ALGH3 - Adele Deleon	MTWHF	312	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Virtual HOPE	04 04 - S2 - GHPEP4 - Tyrone Medina	MTWHF		Semester 2	Jan 20, 2016	-	Admin Administrator Oct 06, 2014 08:52 pm	
Critical Thinking	04 04 - S1 - 127CRTH4 - Gloria Hayes	MTWHF	341	Semester 1	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
ENG HON 2	05 05 - ENGH3 - Sybil Castro	MTWHF	217	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Spanish 1	06 06 - SPAN6 - Maya Bennett	MTWHF	083	Full Year	Aug 14, 2015	-	Admin Administrator Jun 15, 2016 02:23 pm	
Bio 1 Honors	07 07 - 159BIOH7 - Graham Hyde	MTWHF	351	Full Year	Aug 14, 2015	-	Mikayla Daniels Sep 28, 2013 09:07 pm	

Focus Training: Walk-In Scheduling

If all sections on the student's schedule need to be dropped the Mass Update option can be used.

- Click on Mass Update

Student Schedule

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Fees & Payments Test History Interventions

Effective Date: April 29 2015 Include Inactive Courses Course List Weekly Planner Show Florida Fields Show Vocational/WDIS Fields Save

5 Classes Full Year Semester 1 Semester 2 click to drop all classes **Mass Update**

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Dropped	Last Modified
Alg 1-B	0001 - 01 - 02 - S2 - Erik Gill	MTWHF	05-N203	Semester 2	Tue Jan 6, 2015	-	
Eng Hon 1	0003 - 03 - 03 - FY - Cynthia D'Anieri	MTWHF	05-N201	Full Year	Mon Aug 18, 2014	-	
Speech 1	0001 - 04 - 04 - FY - Kristin Carbone	MTWHF	00-F2	Full Year	Mon Aug 18, 2014	-	
Vocal Ens 1	0001 - 05 - 06 - S2 - Shane Thomas	MTWHF	10-D2	Semester 2	Tue Jan 6, 2015	-	
Bio 1 Hon	0015 - 07 - 07 - FY - Ashley Pantona Price	MTWHF	08-P10	Full Year	Mon Aug 18, 2014	-	

+ Add a Section

The Mass Update fields will show at the top of the schedule.

- Select **Dropped** from the pull-down
- Select the **Drop Date** for the classes
- Click **Run Mass Update** to place the dropped dates on the schedule.

MASS UPDATE

Dropped April 28 2015

Run Mass Update

5 Classes Full Year Semester 1 Semester 2 Mass Update

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Dropped
Alg 1-B	0001 - 01 - 02 - S2 - Erik Gill	MTWHF	05-N203	Semester 2	Tue Jan 6, 2015	April 28 2015
Eng Hon 1	0003 - 03 - 03 - FY - Cynthia D'Anieri	MTWHF	05-N201	Full Year	Mon Aug 18, 2014	April 28 2015
Speech 1	0001 - 04 - 04 - FY - Kristin Carbone	MTWHF	00-F2	Full Year	Mon Aug 18, 2014	April 28 2015
Vocal Ens 1	0001 - 05 - 06 - S2 - Shane Thomas	MTWHF	10-D2	Semester 2	Tue Jan 6, 2015	April 28 2015
Bio 1 Hon	0015 - 07 - 07 - FY - Ashley Pantona Price	MTWHF	08-P10	Full Year	Mon Aug 18, 2014	April 28 2015

+ Add a Section

- Click the red Save button that will appear in the top right corner and the sections will be removed from the schedule.

The student's schedule will now display no sections. Use one of the previously trained methods to add sections to the student's schedule.

To see the dropped classes, click the **Include Inactive Courses** checkbox.

Effective Date: June 15 2016

☒ Include Inactive Courses

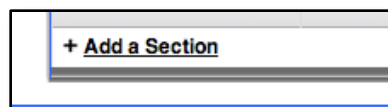
Focus Training: Walk-In Scheduling

- **Scenario:** The student has a schedule but it needs to be adjusted to balance classes or to adjust classes due to some other change

- Select the section to be dropped and enter a drop date.

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Dropped
Alg 1-B	0001 - 01 - 02 - S2 - Erik Gill	MTWHF	05-N203	Semester 2	Tue Jan 6, 2015	•
Eng Hon 1	0003 - 03 - 03 - FY - Cynthia D'Anieri	MTWHF	05-N201	Full Year	Mon Aug 18, 2014	•

- Click Save to save the changes
- Use the **+Add a Section** to locate and add the replacement section



To see the dropped classes, along with the currently active classes check the **Include Inactive Courses** checkbox.

Effective Date: June 15 2016

☒ **Include Inactive Courses**

☐ Edits that can be made during anytime of the school year

Term Overrides

- **Scenario:** A student is making up ½ a full year course

Some students need only one semester of a full year course. In this case a term override can be attached to the student schedule.

- From the **Scheduling** menu, select **Student Schedule**
- Enter the student's name or ID number in the search box and click Search
- Select the class needing the term override
- Click on the *Full Year* in the Term column and change this to *Semester 1* or *Semester 2*
- Save the change.

Course	Period - Teacher	Meeting Days	Room	Term
Geo Cr	0002 - 02 - 02 - FY - Grace Burns	MTWHF	82-H6	✓ Full Year
Geo Cr	0003 - 03 - 03 - FY - Charles Kenyon	MTWHF	03-M1	Semester 1
Geo Cr	0001 - 04 - 04 - FY - Grace Burns	MTWHF	82-H6	Semester 2
Geo Cr	0001 - 04 - 04 - FY - Grace Burns	MTWHF	82-H6	Quarter 1
Geo Cr	0001 - 04 - 04 - FY - Grace Burns	MTWHF	82-H6	Quarter 2
Geo Cr	0001 - 04 - 04 - FY - Grace Burns	MTWHF	82-H6	Quarter 3
Geo Cr	0001 - 04 - 04 - FY - Grace Burns	MTWHF	82-H6	Quarter 4
Eng 3 Cr	0001 - 06 - 06 - FY - Christopher Williams	MTWHF	03-M1	Full Year

Focus Training: Walk-In Scheduling

Once the Term override is saved the selected Semester is preceded with an asterisk. The * identifies this a term override.

Term
Full Year
* Semester 2
Full Year

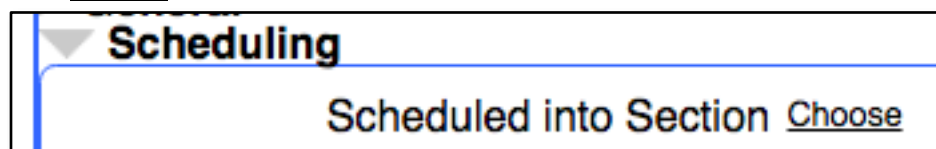
Activity 5 – Scheduling a student into Semester 2 only of a full year class

- From the Scheduling Menu select Scheduling
- Search for any student that has a schedule
- Locate the student's math class
- Set the term to Semester 2 (notice the * that will appear as will the January date)

Collapsing a Section and Moving the Students after school begins or when the sections meet different periods of the day

➤ **Scenario: It is determined that one of many sections of a course will be dissolved and the students will be moved into other remaining sections.**

- Identify the students in the section to be dissolved
- From the **Students** menu select **Student Info**
- In **More Search Options**, select *Scheduling > Scheduled into Section*
- Click on the **Choose** link



Focus Training: Walk-In Scheduling

The Courses window will pop up allowing searching for the desired section to be dissolved:

Courses			
View/Edit this Course		List Students in this Course	List Unfilled Requests in this Course
Search			
17 Subjects	19 Courses	14 Sections	
Subject	Course	Course Num	Section
Career & Technical	Eng 1	1001310	01 01 - 010 - Solomon Noble
Chemistry	ENG 1	1001310S	01 01 - 363ENGL1 - Daquan Hunter
College Courses	Eng 1 Honors	1001320	01 01 - 364ENG1 - Scott Schwartz
Electives	Eng 2	1001340	02 02 - 358ENGL2 - Iris A Leon
English	ENG 2	1001340S	03 03 - 011 - Solomon Noble
ESE Full Self Contained	Eng 2 Honors	1001350	03 03 - 360ENGL3 - Alfreda Avery

- Select the Section to be dissolved and the screen will default back to the Student search screen showing the selected section.
- Click search.

Search Screen Simple List Customized List

Student Search

General

Last Name

First Name

Student ID

Address

Grade ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ PK

Calendar

☐ Search All Schools

☐ Include Inactive Students

Scheduling

Scheduled into Section ☐ Not Scheduled

Scheduled into Course

Scheduled into Course

- This will provide a list of students that need to be rescheduled into a different period and section

Student Info		
Search Screen Simple List Customized List		
Scheduled into Section: Eng 1: 02 02 - 153ENGL2 - Shay Murray		
23 Students		
Student	Student ID	Grade
Allen, Evan	6102003135	09
Bender, Randall	6107012328	09
Christensen, Emery	6109015215	09
Copeland, Sean	6101001105	09
Garrett, Bruce	6111017833	09

- Select a student from the list, which will open to the student's demographic record
- Click on the grey Schedule sub menu and adjust their schedule.

Student Info

Demographic Enrollment Schedule Requests Grades Absences

- Use the grey arrows on the schedule screen to toggle to the next student in the list



Focus Training: Walk-In Scheduling

Moving a Section, with the teacher and students, to a different course number

- Select **Scheduling** Menu → **Courses/Sections**
- Navigate to the section to be moved

Subject $\rightarrow$ Course $\rightarrow$ Section

20 Subjects	17 Courses	4 Sections
Subject	Course	Section
Career & Technical	Adv PI Eng Comp	03 03 - 366ENGH3 - Eden J Maxwell
Chemistry	ADV PL ENG COMPO	05 05 - TH - 149ENGH2 - Lavinia Brown
College Courses	Adv PI Eng Lit Comp	06 06 - 366ENGH6 - Eden J Maxwell
Electives	Eng 1	06 07 - MWF - 149ENGH6 - Bertha Sullivan
English	ENG 1	+
ESE Full Self Contained	Eng 1 Honors	
ESE Part-Time	Eng 2	

- Click on the section to open it and then click on the section name in the top left corner

Courses & Sections

Eng 1 Honors 1001320: 03 03 - 366ENGH3 - Eden J Maxwell

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

Maxwell, Eden J	366 Room	Display Room Optional	Period 3	MTWHF Meeting Days	Full Year Marking Period	25 Seats	- SPED Seats	366ENGH3 Short Name	Semesters Course History Term
Takes Attendance	Graded	Affects GPA	None Gender Restriction	Grade Level(s) blank for all gradelevels	Team	Unweighted Grading Scale	Unweighted Standards Grading Scale	Default Grading Posting Scheme	Default Calendar
Co-Teachers	History	Florida							None Ch0080 Parent Section

- Click on the link to move the section

Courses & Sections

ENG HON 1

List Students in this Course

List Unfilled Requests in this Course

Search

Copy

Delete

Save

1001320	ENG HON 1	English Graduation Requirements Subject	1.0 Credits per Course History Term	Schedule this Course first	WDIS OCP Hours	CAPE	English Subject	- Grade Level(s)	Automatic Course Length
Course Number Title Prerequisites * one Course Number per line									
Move Section: 03 03 - 366ENGH3 - Eden J Maxwell to a different course.									

- Select the new *Subject* and *Course* to move the section to. In this example the section is being moved from Honors English 1 to English 1.

Please Select Subject/Course where you want to move : 03 03 - 366ENGH3 - Eden J Maxwell		
17 Subjects	18 Courses	
Subject	Course	Course Num
<u>Career & Technical</u>	<u>Adv PI Eng Comp</u>	1001420
<u>Chemistry</u>	<u>ADV PL ENG COMPO</u>	1001420
<u>College Courses</u>	<u>Adv PI Eng Lit Comp</u>	1001430
<u>Electives</u>	<u>Eng 1</u>	1001310
<u>English</u>	<u>ENG 1</u>	1001310S
<u>ESE Full Self Contained</u>	<u>Eng 1 Honors</u>	1001320

- Click OK to confirm moving the section.

Focus Training: Walk-In Scheduling

The section will now appear in the selected Subject and Course area.

The teacher, students, grades and attendance have now all been moved to the new course number.

Courses & Sections																					
Eng 1 1001310: 03 03 - 366ENGH3 - Eden J Maxwell																					
List Students in this Section		List Unfilled Requests in this Section		Search		Copy		Delete		Save											
Maxwell, Eden J Teacher		366 Room		- Display Room Optional		Period 3 Period		Default Bell Schedule Bell Schedule		MTWHF Meeting Days		Full Year Marking Period		25 Seats		- SPED Seats		366ENGH3 Short Name		Semesters Course History Term	
Takes Attendance		Graded		Affects GPA		None Gender Restriction		- Grade Level(s) blank for all grade levels		Unweighted Grading Scale		Unweighted Standards Grading Scale		Default Grading Posting Scheme		Default Calendar		None Choose Parent Section			
Co-Teachers		History		Florida																	
17 Subjects				18 Courses				15 Sections													
Subject				Course				Course Num				Section									
Career & Technical				Adv Pl Eng Comp				1001420				02 02 - 153ENGL2 - Shay Murray									
Chemistry				ADV PL ENG COMPO				1001420				02 02 - 363ENGL2 - Daquan Hunter									
College Courses				Adv Pl Eng Lit Comp				1001430				03 03 - 009 - Solomon Noble									
Electives				Eng 1				1001310				03 03 - 363ENGL3 - Daquan Hunter									
English				ENG 1				1001310S				03 03 - 364ENGL3 - Scott Schwartz									
ESE Full Self Contained				Eng 1 Honors				1001320				03 03 - 366ENGH3 - Eden J Maxwell									
ESE Part-Time				Eng 2				1001340				04 04 - 149ENGL4 - Bertha Sullivan									

Activity 6– Moving an entire section from one course number to another

- From the Scheduling Menu select Courses and Sections
- Locate a section of Honors Math (select any one)
- Move this section to the non-Honors course number for the same course
(example – select a 1200320 section and move it to 1200310)

Adding an Inclusion section for an ESE student

It may be necessary to delete courses from the student's schedule to add the selected courses.

➤ Method 1: For schools that have built SEPARATE sections for the Inclusion teacher

The Inclusion section can be manually added using **+Add Section** and searching for the Inclusion section from Courses & Sections.

ENG 1	1001310	01 01 - X003 - Willow Burton
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Focus Training: Walk-In Scheduling

➤ Method 2: Using Student Requests (works in conjunction with sections created on the Inclusion Tab)

The Inclusion section can be added by checking the Inclusion box on the student's request screen or Mass Added to students on the Mass Request screen. When "Auto Schedule this Student" is clicked, the Inclusion section will be automatically added to the student's schedule.

Student Requests screen:

	☐	Course ▾	Course # ▾	Elective Priority ▾	Term ▾	Inclusion ▾
						☐
☐	☐	Critical Thinking (1700370) ▾	1700370			☐
☐	☐	ENG 1 (1001310) - English ▾	1001310			☒

Mass Request screen:

Request(s) to Add

✖ ENG 1

+ Choose more Courses

☒ Inclusion

With

Teacher

Period

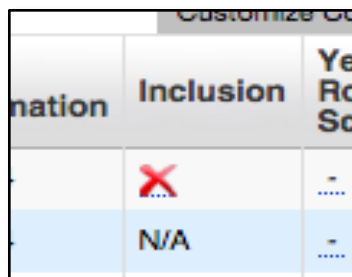
Without

Teacher

Period

➤ Method 3: Manually Add from the schedule (works in conjunction with sections created on the Inclusion tab)

If the desired course has an Inclusion section attached, it will display an editable red X in the Inclusion column on the schedule (after sections have been added or requests have been entered and "Auto Schedule this Student" has been clicked). This indicates the course has an Inclusion section but the student is not assigned to it.



- **Double click the red X**, which after saving, will turn to an editable green check mark. The Inclusion section will appear below it with a green checkmark that cannot be edited.

ion	Inclusion	Year-Round/ School
	✓	...
	✓	...

If the desired course does not have the red X in the Inclusion column:

- **PRIOR** to the start of a term, click the **Period-Teacher** link and select a new section (page 9)
- **AFTER** the start of the term, enter a drop date for the course and add the new course using either **+Add a Section** or **Search for a Section to Add** (page 10).
- Click **Save** after making any changes to the student schedule.
- Once the student schedule is completed, be sure that **Show Florida Fields** is checked in order to view and edit **Class Weekly minutes** for each course as applicable
- (8.4.3.1 version and up) Focus will subtract the number of minutes for the inclusion class (if entered on the Inclusion tab) from the total minutes for the general education section of the same course

Course	Period - Teacher	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion
ENG 1	Period 3 - 363ENGL2 - Daquan Hunter	-	✗	103 - 9-12 Basic	N/A	125	.0417	✓
ENG 1	Period 3 - Burch, Charity	-	✗	103 - 9-12 Basic	N/A	125	.0417	✓

- If the section added was a pullout section, the minutes will need to be manually adjusted for the pullout and the gen ed course the student is being pulled from.

Activity 7 – Adding ESE services

- From the Scheduling Menu select Scheduling
- Search for and select an ESE student (HINT: Use More Search Options)
- Based on how your school created Inclusion sections, add an Inclusion Math section to the student's schedule
- Add a section for Physical Therapy for 30 minutes on Friday. Subtract the time from the social studies class