Midland Independent School District

Skyward Elementary Current Scheduling Guide

STUDENT INFORMATION SYSTEMS

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Classroom Instructional Facilitators

The process **must** be followed in order to submit valid data during PEIMS submissions and scheduling.

- **Short Term Substitutes** hired for **less** than 10 days **are not** to be entered in Skyward.
  - To keep the gradebook active a campus administrator such as a Principal, Asst. Principal or Lead teacher should be entered as the meet until a Long-Term substitute is hired, and/or the Teacher of Record returns.
  - It is also critical that the administrator/staff member be **excluded** from the class meet PEIMS reporting purposes.

- **Classroom Instructional Facilitators (CIF) and/or FMLA Substitutes** hired for **more** than 10 days more must be requested through HR.

1) Once a substitute has been approved through ESS, campuses must submit to the SIS department the FMLA SUBSTUTUTES, CIF OR NEW TEACHER GRADEBOOK ACCESS REQUEST FORM via Google Form.

   - **Accurate** start and end dates for the Teacher Vacancy positions and FMLA positions are critical. Dates are PEIMS reportable and also used to determine the extent of time allotment for Skyward gradebook access.

2) **IMPORTANT STEP**: CIF's Classroom Position of **02 – Assistant Teacher** under the Edit Class Meet area in Skyward. This record will be excluded from PEIMS and the SIS department will build the responsibility for PEIMS.
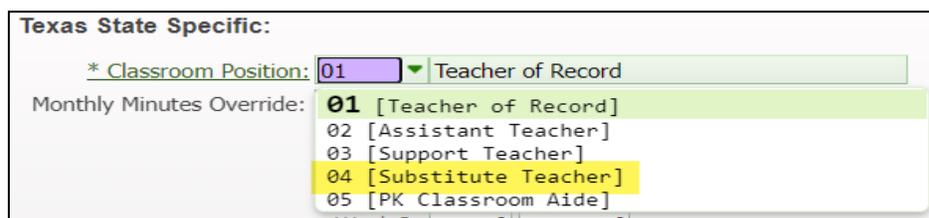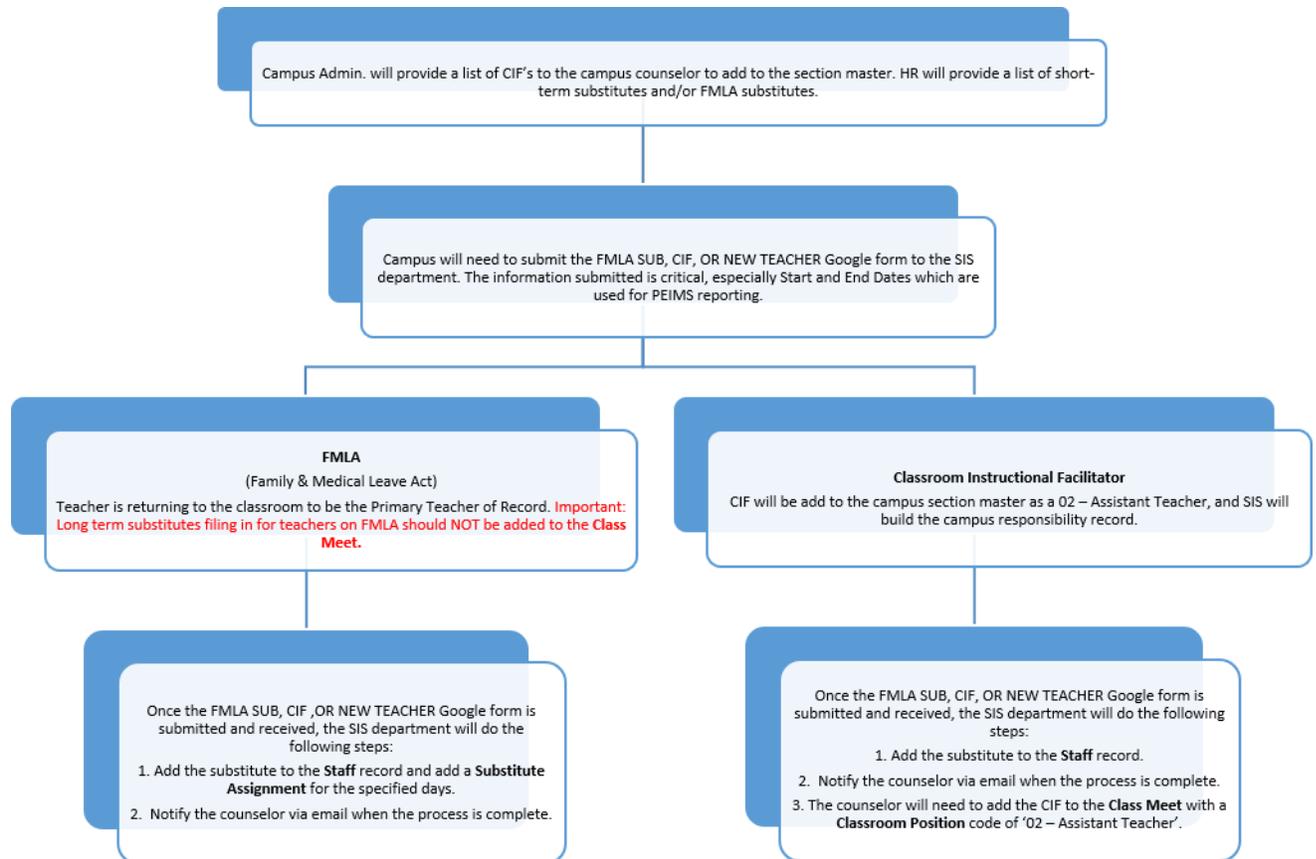

FMLA substitutes which are considered long term substitutes filling in for teachers on **FMLA** should **NOT** be added to the class meet (Master Schedule) instead;

1) Campuses must submit the FMLA SUBSTUTUTES, CIF OR NEW TEACHER GRADEBOOK ACCESS REQUEST FORM. Once the form is submitted and received;
2) SIS will create a substitute assignment for the substitute filling in for a **FMLA** position and notify the counselor via email when complete.

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Substitute Process Flow Chart

Campus Admin. will provide a list of CIF's to the campus counselor to add to the section master. HR will provide a list of short-term substitutes and/or FMLA substitutes.

Campus will need to submit the FMLA SUB, CIF, OR NEW TEACHER Google form to the SIS department. The information submitted is critical, especially Start and End Dates which are used for PEIMS reporting.

FMLA

(Family & Medical Leave Act)

Teacher is returning to the classroom to be the Primary Teacher of Record. Important: Long term substitutes filing in for teachers on FMLA should NOT be added to the **Class Meet.**

Classroom Instructional Facilitator

CIF will be add to the campus section master as a 02 – Assistant Teacher, and SIS will build the campus responsibility record.

Once the FMLA SUB, CIF ,OR NEW TEACHER Google form is submitted and received, the SIS department will do the following steps:

1. Add the substitute to the **Staff** record and add a **Substitute Assignment** for the specified days.
2. Notify the counselor via email when the process is complete.

Once the FMLA SUB, CIF, OR NEW TEACHER Google form is submitted and received, the SIS department will do the following steps:

1. Add the substitute to the **Staff** record.
2. Notify the counselor via email when the process is complete.
3. The counselor will need to add the CIF to the **Class Meet** with a **Classroom Position** code of '02 – Assistant Teacher'.

Elementary Teacher Homeroom Number Table:

Homeroom Codes are maintained at the campus level.

Grade Level or Position	Teacher # 1st Digit	Teacher # 2nd Digit	Teacher # 3rd Digit	Exclude from PEIMS	Section Nbrs
Pre-Kindergarten	0	0	Seq 1-9	No	Last 2 digits
Pre-K Emergent Bilingual (EB)	8	8	Seq 1-9	No	8, last digit
Kindergarten	0	1	Seq 1-9	No	Last 2 digits
KG Emergent Bilingual (EB)	8	0	Seq 1-9	No	8, last digit
1st Grade	1	0	Seq 1-9	No	Last 2 digits
1st Emergent Bilingual (EB)	8	1	Seq 1-9	No	8, last digit
2nd Grade	2	0	Seq 1-9	No	Last 2 digits
2nd Emergent Bilingual (EB)	8	2	Seq 1-9	No	8, last digit
3rd Grade	3	0	Seq 1-9	No	Last 2 digits
3rd Bilingual (EB)	8	3	Seq 1-9	No	8, last digit
4th Grade	4	0	Seq 1-9	No	Last 2 digits
4th Emergent Bilingual (EB)	8	4	Seq 1-9	No	8, last digit

5th Grade	5	0	Seq 1-9	No	Last 2 digits
5th Emergent Bilingual (EB)	8	5	Seq 1-9	No	8, last digit
6th Grade	6	0	Seq 1-9	No	Last 2 digits
6th Emergent Bilingual (EB)	8	6	Seq 1-9	No	8, last digit
Special Education	7	0	Seq 1-9	No	5, last digit

*Note: Homeroom Code 8 will also be used for the Newcomers, as these are usually Bilingual classes. If the class isn't bilingual contact the SIS department for further instructions.*

Homeroom Codes

Before you get started with your Homeroom Code updates, make sure that you have the name key for the teacher that you are going to add to your homeroom code table. You can locate the name key on the Staff tab by going to **Staff > Staff-SF**. This will pull up all of your staff members. If the teacher has not populated in your **Staff** Browse, then you may still update the homeroom code leaving the teacher name field blank.
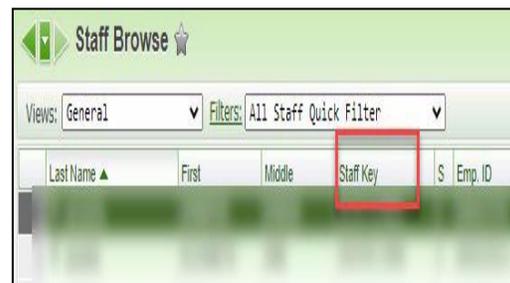
Add Homeroom Codes:

1. Go to **Office > Current/ Scheduling > Setup > Codes > Homerooms-HO**. You will get a popup that will display all of your existing Homeroom Codes.
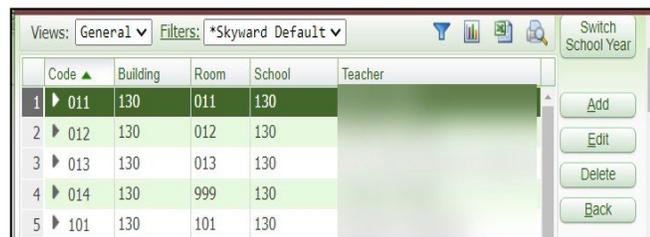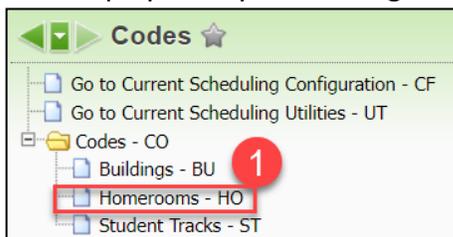
<mark>WARNING:</mark> The Homeroom code table is school year specific, so you will need to verify the school year *BEFORE* you make a CY updates. Otherwise, you run the risk of changing the current school year homeroom codes.

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To verify and switch school years, click **Switch School Year**. You will get a popup that will show the school year choices in a dropdown menu. Select the school year that you want to update (for the **2025-2026** school year, you will select **2026** from the dropdown).
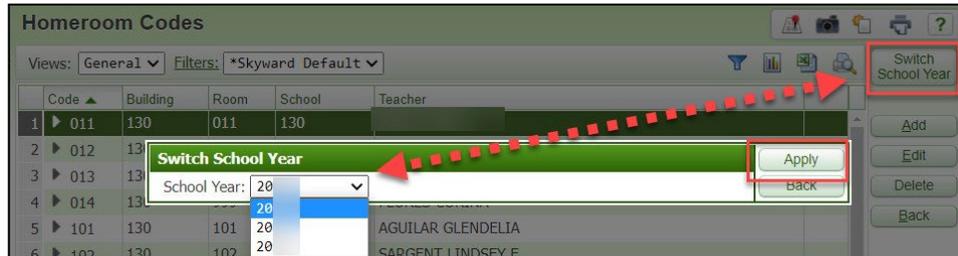

Now that you have verified the correct school year, you can make your updates as indicated below.

2. Click the **Add** button.

3. Enter the number in the Homeroom field for the new homeroom such as 203 or 504. (Refer to the Teacher Homeroom Table on page. 2)
4. Enter your 3-digit campus code in the Building field.
5. Enter the room number of the teacher, or you can enter 999.
6. Enter your 3-digit campus code in the School field.
7. Enter the staff member's name key that you found on the Staff tab. You may also click on the Teacher link to find the teacher if you do not have the name key. You can also **leave the teacher field blank and come back later and update to the new teacher's name key once it has populated your Staff Browser roster tab.**
8. Click **Save**.
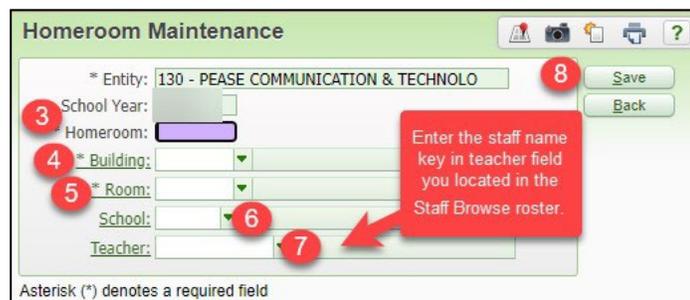
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Update Homeroom Codes:

1. Go to **Office > Current Scheduling-CS > Setup > Codes > Homerooms-HO**. **Make sure to be in the correct school year.**
2. Highlight the homeroom code that you want to update to a different teacher.
3. Click **Edit**.
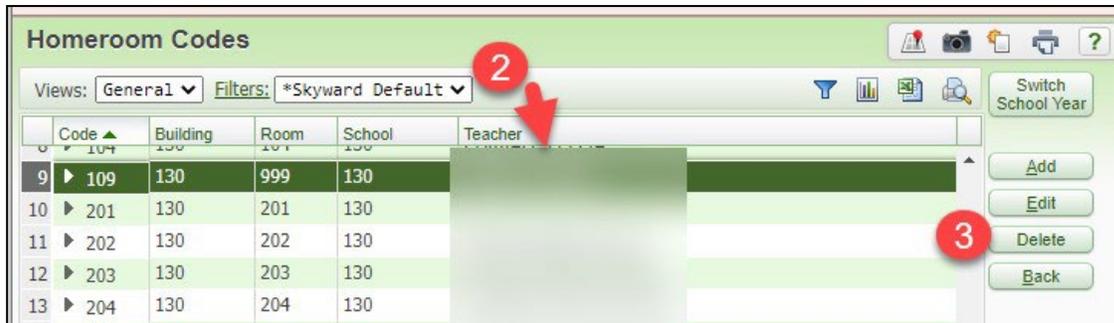
The popup below will appear to update the teacher information.

4. Enter the staff name key in the Teacher field that was located on the Staff Browser. You may also click on the Teacher link to find the teacher if you do not have the staff name key. Remove the teacher's name in the **Teacher** field and leave blank. **You can come back later and update to the new teacher's name key once it has populated your Staff tab.**
5. Click **Save**.

Delete Homeroom Codes

1. Go to **Office > Current Scheduling > Setup > Codes > Homerooms-HO**. You will get the popup below that will display all of your existing **Homeroom Codes**. **Make sure to be in the correct school year.**
2. Highlight the homeroom code you want to delete.

3. Click **Delete**. **Note:** The Skyward record will only be deleted if no students are tied to that homeroom code.
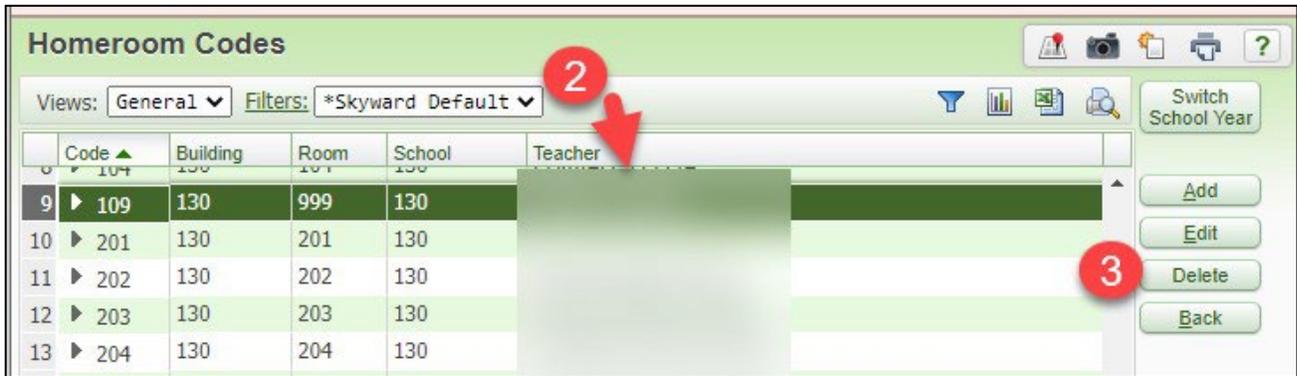
A popup will appear to confirm the delete. **If you are certain that you need to delete this homeroom code, then select Yes on the popup.**
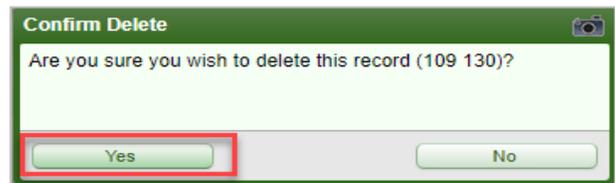
Assigning Homeroom Codes

Assigning Current Year Homeroom Code to a single student:

1. Go to Students > Student Profile
2. Go to the Entity Info tab
3. Click Edit
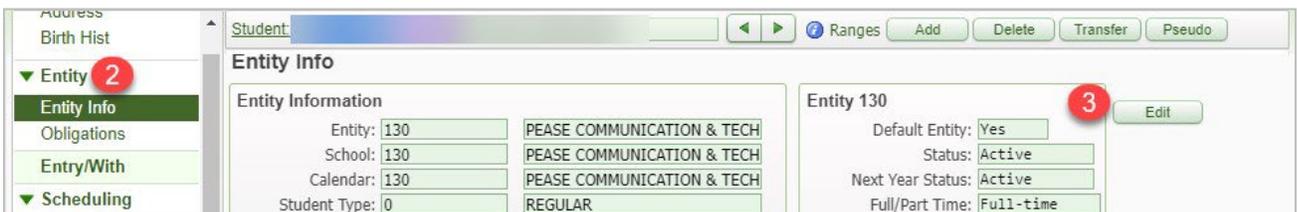
4. Go to **CY Homeroom Information** area and click on the "**CY Homeroom**" hyperlink to get a list of teacher numbers.
5. You click to highlight the CY teacher and click "**Select**". The CY homeroom selected will populate on the Entity Maintenance screen.
6. Click **Save**.
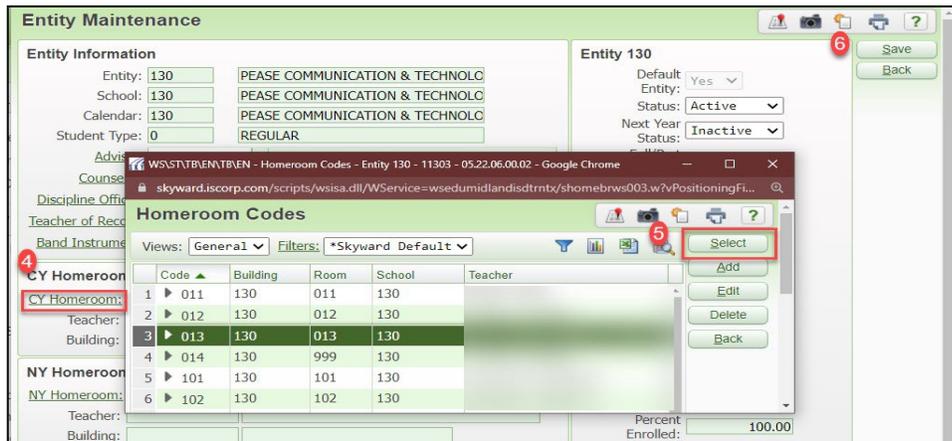
Mass assign homeroom codes and assign a homeroom code to a **Single** student are two options to assign homeroom codes to students.

To Mass assign Homeroom Codes:

1. In Skyward, go to **Office > Current Scheduling>Setup>Utilities**.
2. Click on **Student Homeroom Quick Entry.**
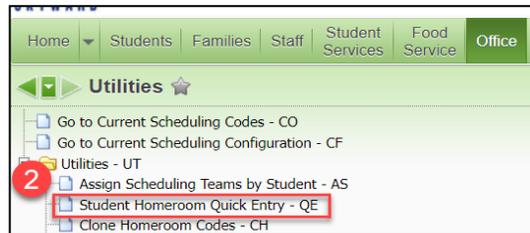
Note: When you click on **Student Homeroom Quick Entry-QE** link, two different windows will pop up. On the **Student Ranges** window:
3. Select **By Grade Range.** Input the grade level you wish to assign homeroom codes.
4. Once you **click Save** on the Student Ranges window, you will be directed to the Student Homeroom Quick Entry window as shown on the next page.
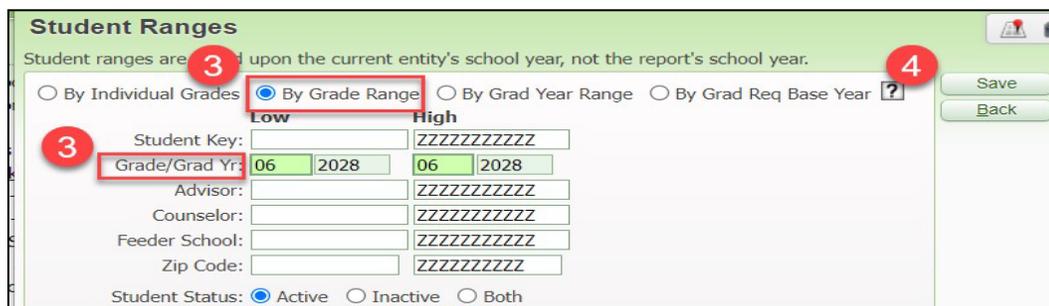
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On the Student Homeroom Quick Entry Screen select the following options accordingly on the **Record Selection** area:

5. Select the **Multiple Student Selection** and the **Current Year Homeroom** options.
6. Select the students you wish to assign to a Homeroom Code.

Once you have selected this homeroom group of students, on the **New Homeroom Info for Selected Students** area:

-   You may select more students by using the arrows to advance the page to the next 20 records as shown highlighted in green on the screenshot below.

7. Click on the **Homeroom hyperlink** or type in the homeroom the selected students will be going to Current Year.
8. Click **Update**. This will automatically update the Homeroom code for the selected students.
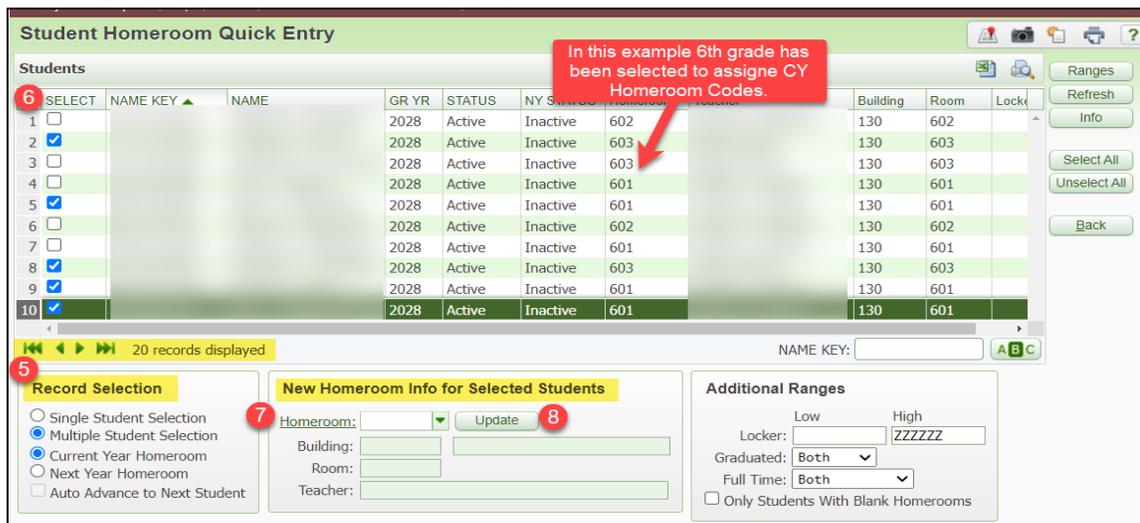
IMPORTANT NOTE: Make sure that after you have clicked on the Update button, you click on Unselect All. If you don't, you will run the risk of assigning those same students to another homeroom.

You can check the **Entity Info** screen, to see the CY Homeroom code as well.
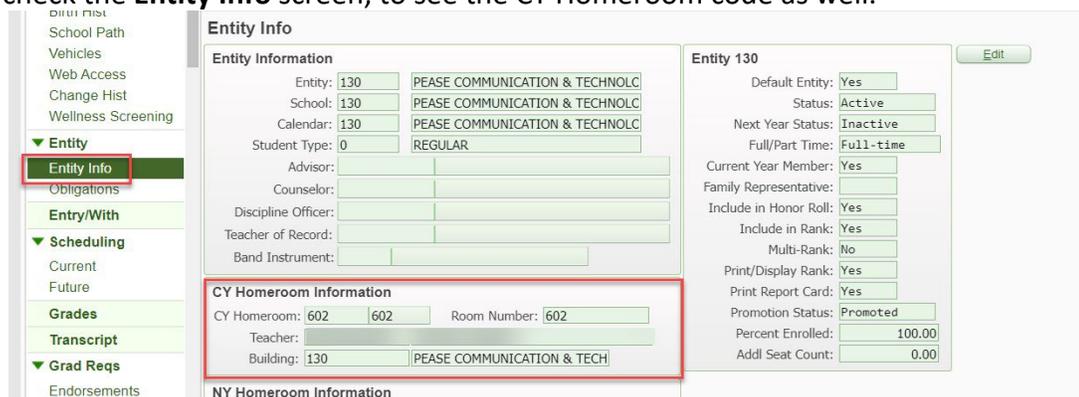
Elementary Curriculum Course Master

Note: Music, Theater and AVID courses are for select campuses.

Course Nbr	Short Description	Course Nbr	Short Description	Course Nbr	Short Description	Course Nbr	Short Description
PK		**KG**		**1ST**		**2ND**	
000003	ADA LEAP SPED	000017	ADA PERIOD KG	000011	ADA PERIOD 1	000012	ADA PERIOD 2
000004	ADA LEAP REG	000020	SOC STUD KG	000101	ELAR 1	000201	ELAR 2
000005	ADA PERIOD PK	000021	ELAR KG	000111	SLAR 1	000211	SLAR 2
000006	ADA PERIOD HS	000022	SLAR KG	000120	SOC STUD 1	000220	SOC STUD 2
000009	PE PK	000030	MATH KG	000130	MATH 1	000230	MATH 2
000018	FINE ARTS PK	000040	SCIENCE KG	000140	SCIENCE 1	000240	SCIENCE 2
000105	ADA EE SPED	000050	FINE ARTS KG	000150	FINE ARTS 1	000250	FINE ARTS 2
		000056	MUS G-KG	000156	MUS G-1	000256	MUS G-2
		000057	THEA G-KG	000157	THEA G-1	000257	THEA G-2
		000060	PE/HEALTH KG	000160	PE/HEALTH 1	000260	PE/HEALTH 2
		000061	PE/DANCE KG	000161	PE/DANCE 1	000261	PE/DANCE 2
		000070	FLES LNG-SPAN K	000170	FLES LNG-SPAN 1	000270	FLES LNG-SPAN 2
		000090	AVID K	000190	AVID 1	000290	AVID 2
		000091	AR ZONE KG	000191	AR ZONE 1	000291	AR ZONE 2
				MAP100	MAP 1	MAP200	MAP 2
3RD		**4TH**		**5TH**		**6TH**	
000013	ADA PERIOD 3	000014	ADA PERIOD 4	000015	ADA PERIOD 5	000016	ADA PERIOD 6
000301	ELAR 3	000401	ELAR 4	000501	ELAR 5	000602	ELAR 6
000311	SLAR 3	000411	SLAR 4	000511	SLAR 5	000612	ESL 6
000320	SOC STUD 3	000420	SOC STUD 4	000520	SOC STUD 5	000620	SOC STUD 6
000330	MATH 3	000430	MATH 4	000530	MATH 5	000630	MATH 6
000340	SCIENCE 3	000440	SCIENCE 4	000540	SCIENCE 5	000640	SCI/HEALTH 6
000350	FINE ARTS 3	000450	FINE ARTS 4	000550	FINE ARTS 5	000650	FINE ARTS 6
000355	STRINGS 3	000455	STRINGS 4	000555	STRINGS 5	000651	ART MID SCH 1
000356	MUS G-3	000456	MUS G-4	000556	MUS G-5	000655	STRINGS 6
000357	THEA G-3	000457	THEA G-4	000557	THEA G-5	000656	MUS G-6
000360	PE/HEALTH 3	000460	PE/HEALTH 4	000560	PE/HEALTH 5	000658	THEA MID SCH 1
000361	PE/DANCE 3	000461	PE/DANCE 4	000561	PE/DANCE 5	000659	DANCE MID SCH 1
000370	FLES LNG-SPAN 3	000470	FLES LNG-SPAN 4	000570	FLES LNG-SPAN 5	000660	PE 6
000390	AVID 3	000490	AVID 4	000590	AVID 5	000661	PE/DANCE 6
000391	AR ZONE 3	000491	AR ZONE 4	000591	AR ZONE 5	000670	FLES LNG-SPAN 6
MAP300	MAP 3	MAP400	MAP 4	MAP500	MAP 5	000681	AVID 6
						000591	AR ZONE 6
						MAP600	MAP 6

MAP courses are optional.

Building Sections in Skyward

Please refer to the instructions below on how to add sections in the Section Master OR Course Master.

To Create a Section and Meet:

1. Go to **Office>Current Scheduling>Build Course Master> Course Master OR Sections Master**
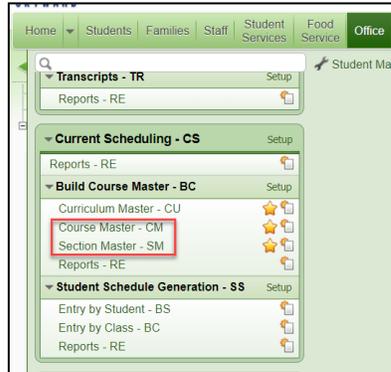
- Course Master – The counselor will have to select the course, click on the arrow next to the course, then under **Section Details** click **Add Section.**
- Section Master – The counselor will have to select the course/section and click **Add Section** on the right-hand side of the screen.
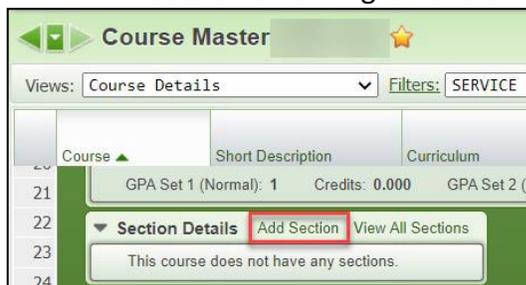
To create the **Section** and **Meet,** follow these steps:

1. In the **Section** field, enter the section number. *Refer to the Elementary Teacher Homeroom Number table.*
2. In the **General Properties** section, update the following as needed:
   - Update the **Maximum Students** as needed. *Note: Be sure to update this field for MAP sections.*
   - In the **Attendance Method** field, verify **Mixed** is selected.
3. Expand the **Texas State Specific** sections and update the following PEIMS fields as needed:

Field Name	Description	Field Values
Course Sequence Codes	Identifies when a course is taught during a single grading period or	Enter '1' in the first field and '2' in the second field.

	semester or across multiple grading periods or semesters.	
Non-High School Course	Identifies non-high school courses.	All Elementary sections need to have Non-High School Course checked off.
Exclude record from PEIMS	Only check if the section should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box for any other courses but the following: • MAP • ADA
Class Type	Identifies the type of class providing instruction to students.	• 01 – Regular • 02 – Non-Regular Special Education Setting (if the class is only self-contained special education students)
Population Served	This code is determined by who the class is defined for. For example, if you have special education and regular students in the same class, 01 (regular) would be the population served since the class is not designed specifically for special education students.	• 01 – Regular Students • 02 – Bilingual Students • 04 – Gifted and Talented Students (Carver Center) • 06 – Special Education Students • 07 – ESL Students

4. Click **Save and Add Meet.**

5. Input the **Display Period, Scheduling Period, and Attendance Period.**
   • <mark>The ADA Course for ELEMENTARY must be period 12.</mark>
6. Input the **Room Number.**

7. Select the **Teacher** link to select the teacher that will be teaching the course or leave the teacher field blank and come back later and update to the new teacher's name key once it has populated your Staff Browser roster tab.
8. In the **Texas State Specific** section, update the following PEIMS fields as needed:

Field Name	Description	Field Values
Classroom Position	Indicates the type of position the staff member holds in the specific class.	• 01 – Teacher of Record indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class.
Monthly Minutes Override	The total number of minutes in a month devoted to each class.	Example: Teacher A spends 90 minutes a day on 1st grade math, the total number of monthly minutes would be 1800 (90 minutes * 20 days in October).
Physical Education Instruction	Identifies the section as PE.	Check this box for all primary (Teacher of Record) PE teachers. Do not check this box for Assistant PE teachers.
Week #: Days/Minutes	The total number of days and minutes by week devoted to each PE class.	For PE courses, we must report how many days and minutes in a week devoted to each class. Only enter these values for the primary (Teacher of Record) PE teacher; these fields must be left blank for Assistant PE teachers.
Exclude record from PEIMS	Only check if the meet (teacher) should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box for any other courses other than: • ADA • MAP
ADSY – Additional Days School Year	ADSY program that utilizes anywhere from one to 30 additional days and with design flexibility as long as it meets the requirements above.	ADSY is used for MISD during Intersession for grades PK – 5th.

9. Click **Save**.

IMPORTANT: Because the **effective date** for teacher transactions **defaults to the current date**, you will need to **edit and update** the effective date if you are adding teachers who were active in a course section **on a previous or different date** or will be active in a course section **on a date**. If the teacher was active since the first day of school, you will delete the transaction details.

To update the effective date to a date other than the first day of school:

1. Under the Section Master, expand the course and click on the **Edit** link located under the Teacher Transactions title.

2. In the **Teacher Transaction Maintenance** window**,** enter the correct **effective date** for the **teacher's first day** in the classroom.
3. Click **Save**.

To Change Teachers on your Section Master

Before adding a staff member, you will have to have the **alphakey** for the staff member that you are going to add. You can locate the **alphakey** on the **Staff** tab by going to **Staff > Staff**. This will pull up all of your staff members.

Use these steps below to "**edit a meet**" on the course section to move a section from one teacher to another teacher. Go to **Office > Current Scheduling > Build Course Master > Section Master.**

1. Under **Views**, select **Class Section Details** and make sure you are in correct school year.

2. Find and expand the course section that you need to update. This will open the section information.
3. **Open the Section Details and the Meet Details.**
4. Click **Edit** in the **Meet Details** area.

You will get the popup below to **Edit Class Meet** information.

5. Enter the staff member's alphakey that you found on the **Staff** tab or click on the **Teacher** link to find the teacher. You can **leave the teacher field blank and come back later and update to the new teacher's name key once it has populated your Staff Browser roster tab.**
6. Select **Primary** under **Teacher Type.**
7. Leave the **Display This Class Meet on Student Schedules**, **Allow Access to EA+**, and **Allow Access to Gradebook** fields checked.
8. Select the correct **Classroom Position** under the **Texas State Specific** area and verify that **Texas State Specific** information is correct.
9. Click **Save**.

The new teacher's meet will be added to the section and you will see the **Teacher Transaction** details for the "A-Add" and "D-Drop" as well as the effective date of the change. **Any teacher transaction edits made prior to the first day of school will not appear.**
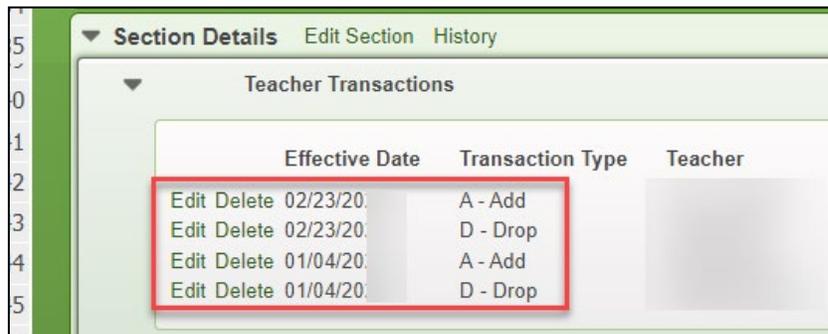
IMPORTANT: Because the effective date for teacher transactions **defaults to the current date**, you will need to **edit and update** the effective date if you are dropping and adding teachers who were active in a course section **on a previous/different/future date. If the teacher was active since the first day of school, you will delete the transaction details.**

To update the effective date to a date other than the first day of school:

1. Under the Section Master, expand the course and click on the **Edit** link located under the Teacher Transactions title.

2. In the **Teacher Transaction Maintenance** window**,** enter the correct **effective date** for the **teacher's first day** in the classroom.
3. Click **Save**.

4. If the teacher started on the first day of school, select **Delete** next to the Teacher Transaction. The date will default to the first day of school.

5. Select **OK** on the confirmation message.

The screen will need to be reloaded to confirm the update:
- Right-click and reload your screen or, do **CTRL+R** and Continue to reload the screen or,
- Press the F5 function key to Confirm Form Resubmission. Sometimes it takes several of these for the screen to refresh and display the corrected effective dates.

You will need to repeat these steps for any other course sections that need to be moved from one staff member to another staff member.

Add Assistant and Support Teachers in Skyward

Please refer to the definitions below to determine if a teacher is considered an assistant teacher or a support teacher.

An "**Assistant Teacher**" is almost always in the classroom of a particular course section and assists the "Teacher of Record" in the delivery of the class curriculum to the students. This teacher may work with the students as a whole or in part as directed by the "Teacher of Record."	A "**Support Teacher**" is occasionally in the classroom assisting the "Teacher of Record" with the delivery of specialized instruction related to that course and section for all or part of the class as directed by the "Teacher of Record."

Before you get started, make sure that you have the **alphakey** for the staff member that you are going to add as an assistant or support teacher. You can locate the **alphakey** on the **Staff** tab by going to Staff > Staff. This will pull up all of your staff members.

In **Skyward,** go to Office > Future Scheduling > Build Course Master > Section Master.

1. In the **Views** dropdown, select **Meet Details** and in the **Filters** dropdown, select **All sections**. Verify you are in correct school year.
2. Find the course section that you need to update. Click the arrow to the left of the course number. This will open the section information.
3. **Expand the Meet Details.**
4. Click **Add Meet.** You will get the popup below to **Add Class Meet** information.

5. Enter the staff member's alphakey that you found on the Staff tab. You may also click on the **Teacher** link to find the teacher if you do not have the alphakey.
6. **Select Alternate under Teacher Type.**
   - The 1st meet defaults to Primary and you can only have one Primary teacher.
   - You must have Primary teacher before adding an Alternate teacher or it will default to Primary.
7. Uncheck the **Display This Class Meet on Student Schedules** box.
8. If you want this staff member to have access to **EA+** or to **Gradebook**, leave these fields checked. Otherwise, remove the checks.
9. Update the **Texas State Specific** area as needed.
10. Click **Save.**

Field Name	Description	Field Values
Classroom Position	Indicates the type of position the staff member holds in the specific class.	• 02 - Assistant Teacher is almost always in the classroom of a particular course section and assists the "Teacher of Record" in the delivery of the class curriculum to the students. This teacher may work with the students as a whole or in part as directed by the "Teacher of Record." Assistant teachers also include Classroom Instructional Facilitators. CIF's are excluded from PEIMS and they are • 03 - Support Teacher is occasionally in the classroom assisting the "Teacher of Record" with the delivery of specialized instruction related to that course and section for all or part of the class as directed by the "Teacher of Record." • 05 – PK Classroom Aid indicates that the this aid is not the teacher of record, but still aides in the PK class.
Monthly Minutes Override	The total number of minutes in a month devoted to each class.	Example: Teacher A spends 90 minutes a day on 1st grade math, the total number of <u>monthly</u> minutes would be 1800 (90 minutes * 20 days in October).
Exclude record from PEIMS	Only check if the meet (teacher) should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box for any other courses other than: • ADA • MAP

You will need to repeat these steps (1-10) for each course section that the staff member serves as an alternate teacher.

IMPORTANT: Because the effective date for teacher transactions **defaults to the current date**, you will need to **edit and update** the effective date if you are adding teachers who were active in a course section **on a previous/different/ date**. If the teacher was active since the first day of school, you will delete the transaction details.

To update the effective date to a date other than the first day of school:

1. Under the Section Master, expand the course and click on the **Edit** link located under the Teacher Transactions title.

2. In the **Teacher Transaction Maintenance** window**,** enter the correct **effective date** for the <u>**teacher's first day**</u> **in the classroom**.

3. Click **Save**.

4. If the teacher started on the first day of school, select **Delete** next to the Teacher Transaction. The date will default to the first day of school.

5. Select **OK** on the confirmation message.

The screen will need to be reloaded to confirm the update:

- Right-click and reload your screen or, do **CTRL+R** and Continue to reload the screen or,
- Press the F5 function key to Confirm Form Resubmission. Sometimes it takes several of these for the screen to refresh and display the corrected effective dates.

Skyward Elementary Schedule Guide

You will need to repeat these steps for any other course sections that need to be moved from one staff member to another staff member.

Closing a Section in Skyward

If students are no longer enrolled in a section and the section is no longer available for scheduling, the teacher must be removed so that the teacher's name will no longer appears as if they are still teaching the course section.

WARNING: DO NOT inactivate a course section that students were enrolled in. Instructions were provided at some point during the school year as this will negatively affect PEIMS reporting.

To close a section:

1. In **Skyward,** go to **Office > Current Scheduling > Build Course Master > Section Master.**

2. Verify you are viewing the correct school year (2023-24) and click the arrow to the left of the course section to see section details.
3. Click to expand **Section Details** and **Meet Details**.

4. Click **Edit** on the **Meet Details.**
5. You will get the popup to **Edit Class Meet** information. Delete the teacher's name from the **Teacher** field and <mark>click Save</mark>.

To update the effective date to a date other than the first day of school:
1. Under the Section Master, expand the course and click on the **Edit** link located under the Teacher Transactions title.

2. In the **Teacher Transaction Maintenance** window**,** enter the correct **effective date** for the **teacher's first day** in the classroom.
3. Click **Save**.

6. If the teacher started on the first day of school, select **Delete** next to the Teacher Transaction. The date will default to the first day of school.

7. Select **OK** on the confirmation message.

The screen will need to be reloaded to confirm the update:
- Right-click and reload your screen or, do **CTRL+R** and Continue to reload the screen or,
- Press the F5 function key to Confirm Form Resubmission. Sometimes it takes several of these for the screen to refresh and display the corrected effective dates.

You will need to repeat these steps for any other course sections that need to be moved from one staff member to another staff member.

Scheduling Groups

Scheduling Groups are used to quickly add courses to a student. You can add multiple courses to a student in one quick step as opposed to adding each course manually.

NOTE: *The Student Information Systems (SIS) Department clones Scheduling Groups from year to year. You will need to add, delete or update existing Scheduling Groups as needed.*

Adding a Scheduling Group:

1. In **Skyward,** go to **Office>Current Scheduling – CS>Build Course Master – BC>Setup>Codes**.

Skyward Elementary Schedule Guide
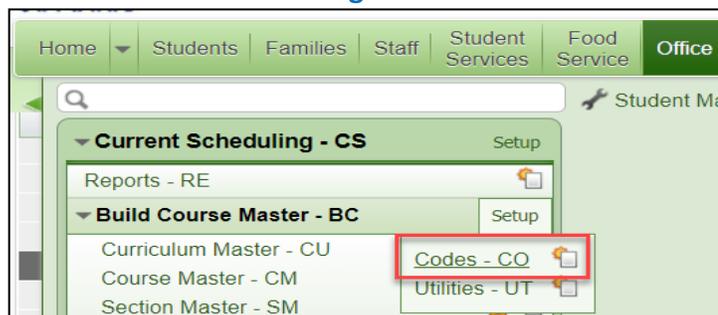
2. Select **Scheduling Groups - SG.**

3. To verify you are in the correct year:
   a. Click **Switch School Year.**
   b. Select the **School Year** from the dropdown.
   c. Click **Apply**. (Screenshot on the next page)
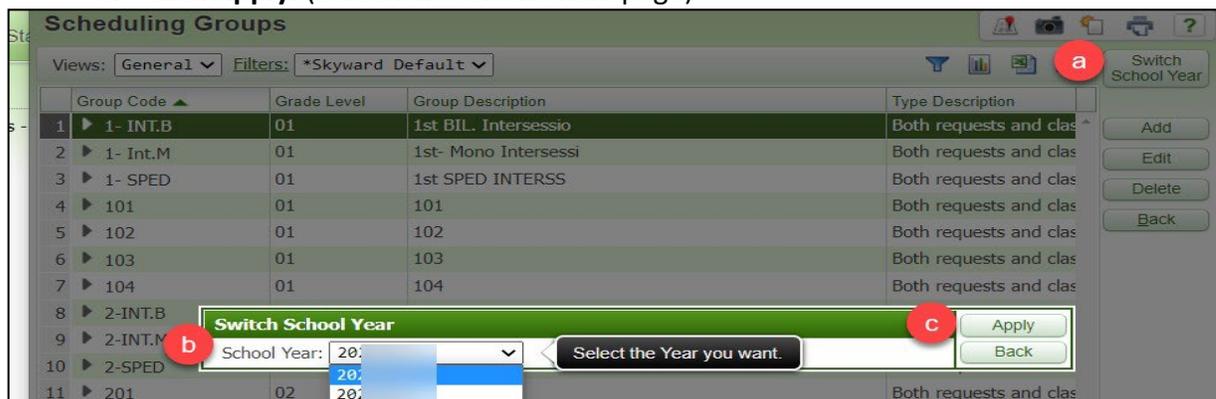
To create a Scheduling Group:
1. Click **Add.**
2. In the **Code** field, input the Homeroom Code. *NOTE: The homeroom will need to be created prior to this step. (Refer to page 6 on how to Add a New Homeroom Code).*
3. Input the **Grade Level.** *NOTE: A Scheduling Group will need to be created for each grade level the homeroom teacher will teach (i.e. SPED teachers).*
4. In the **Type** field dropdown select Both.
5. In the **Description** field, re-enter the Homeroom Code.
6. Click **Save.**

7. Expand the Scheduling Group.
8. Select **Add Class Section.**
9. Apply the **Filters** to *Active Classes Only.*
10. Click the filter icon.
11. Input the **Sec** (section) number. ***NOTE***: *The section and meet will need to be created prior to this step.*
12. Click **Apply Filter** and <mark>click Save.</mark>
13. Select the classes. Be sure to verify the section corresponds to the scheduling group/homeroom code and <mark>click Save</mark>.

14. The Scheduling Group is now setup and ready for use. Refer to pg. 28 for instructions on how to add courses to a student using a Scheduling Group.

Deleting a Scheduling Group

If you no longer need a Scheduling Group, you may delete it by following these steps:

1. Highlight the Scheduling Group to delete.
2. Click **Delete.**
3. Click *Yes* on the popup.

Updating a Scheduling Group

If you need to make changes to a Scheduling Group, you may edit it by following these steps:

1. Highlight the Scheduling Group to edit.
2. Click **Edit.**
3. Update the fields as needed.
4. **Click Save.**

Updating a Scheduling Group Class Sections

If you need to make changes to a Scheduling Group's class sections, you may add or delete them by following these steps:

1. Expand the Scheduling Group.
2. Click **Add Class Section** OR Click **Delete**.
3. A popup window will appear, click OK to confirm your action.
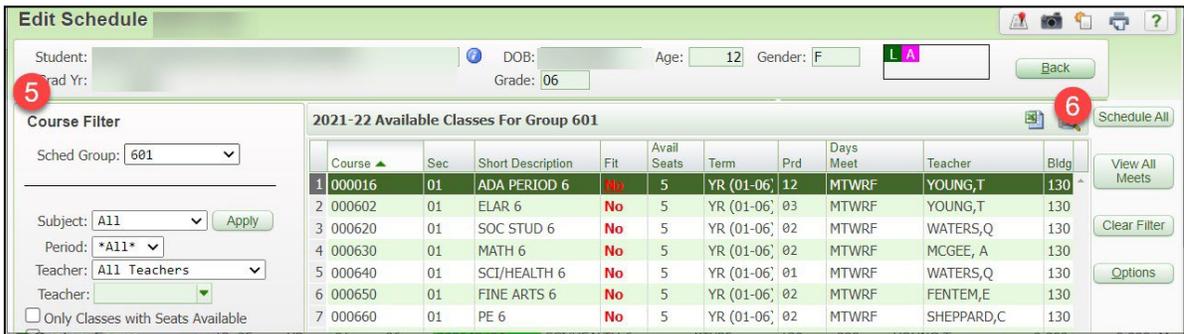
Skyward Elementary Schedule Guide
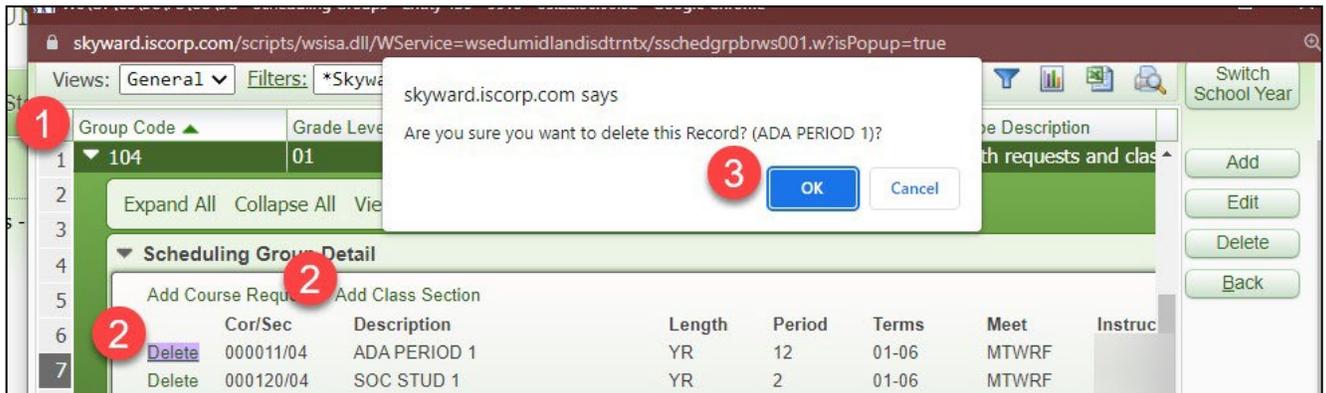
Using a Scheduling Group

To add courses to a student using a Scheduling Group, follow these steps:

1. Go to **Students>Students – ST>Student Profile – PR.**
2. Go to the **Scheduling>Current**
3. Locate the student by Student ID, Name or by clicking the **Student** link.
4. Once the student is populated, click **Add Course.**
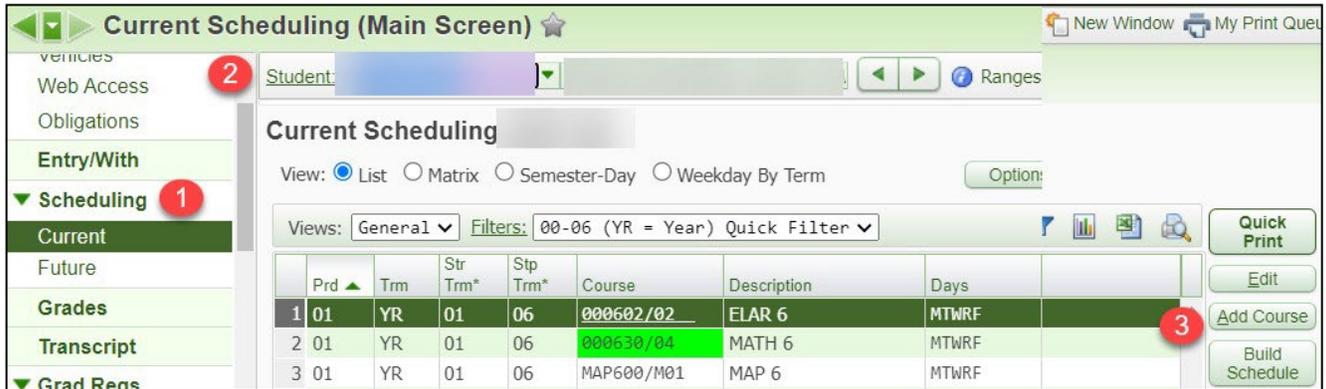
5. In the **Course Filter** area select **Sched Group**
6. Then select **Schedule All.**

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OPTIONAL: *Setup your **Transaction Update Options** to 'Prompt For Effective Date' to ensure you enter the correct course effective date.*

7. For <u>each</u> class enter the **Effective Date. IMPORTANT:** This date should be the first day the student enrolled in the class.
8. Then click **Continue.**

9. Click **Back.**

Student Schedule Changes in Skyward

Go to **Student > Student Profile > Scheduling > Current**

First, check your **options**. If you are going to make several schedule changes after the fact and for the same effective date or at the end of the day for the same effective date, you can set your effective date so that you don't have to update this date repeatedly. Once you are done, you can go back and take off the option for the specific date. You always want to leave the **Prompt for Effective Date** option checked.
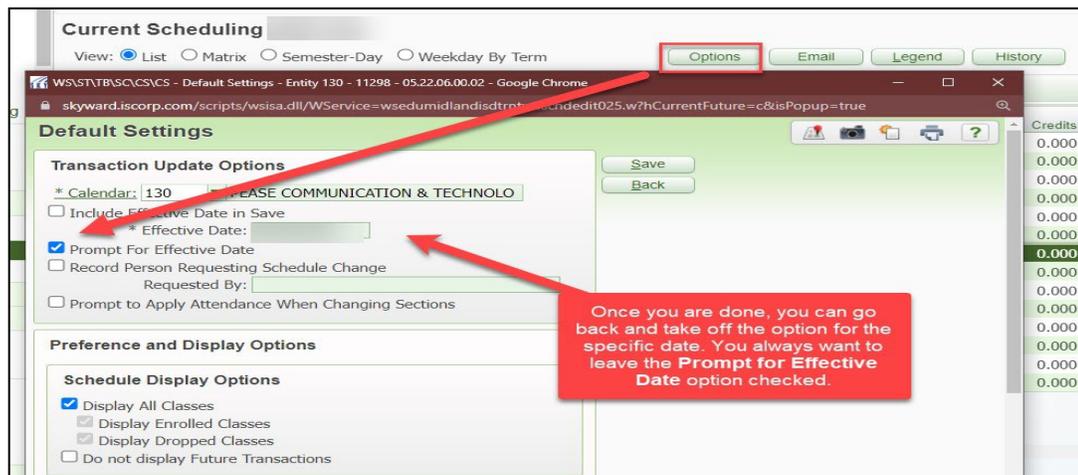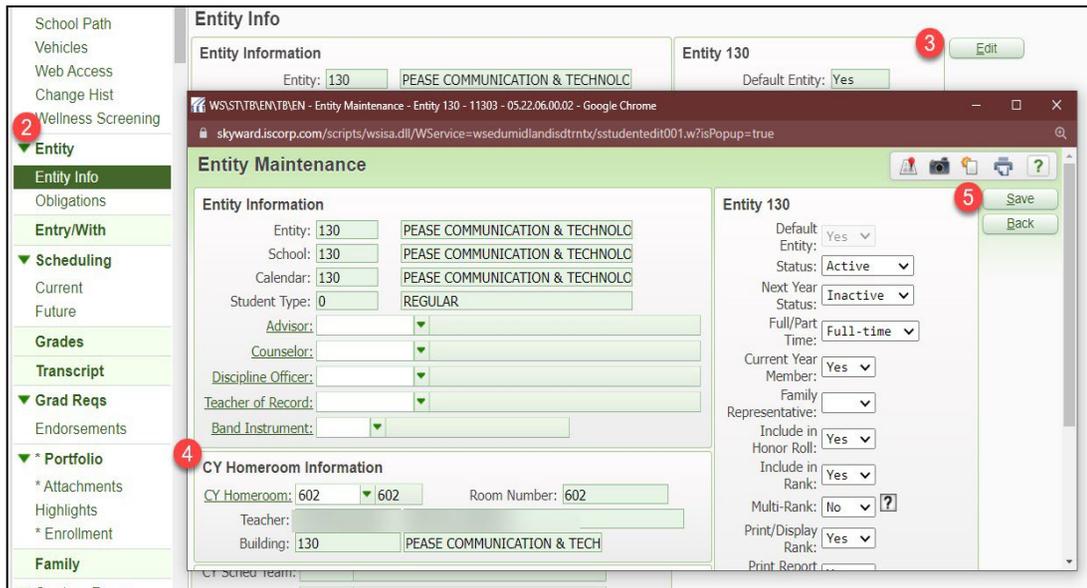
Update Homeroom code (if you need to):

1. In **Skyward**, go to **Students>Student Profile.**
2. Under the **Entity Tab**, click **Entity Info.**
3. Click **Edit**. You will get a popup.
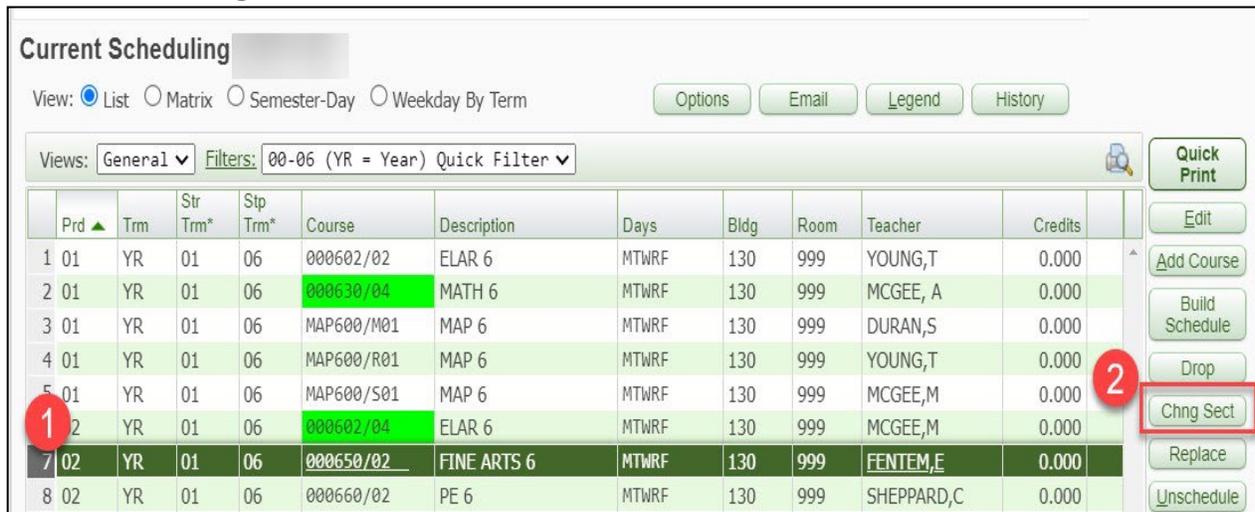4. Enter the new **CY Homeroom.**
5. Click **Save.**

Skyward Elementary Schedule Guide

Course Change (Change Section) Active Student:

Go to **Student > Student Profile > Scheduling > Current** and find the student.

1. Highlight the course that you are changing sections.
2. Select **Chng Sect.**

You will get the popup below. You will see the student's current schedule and all of the sections of the course that you are updating. If you do not see all sections, check your filter.

3. Highlight the section that the student is moving to.
4. Select **Schedule Class.**

You will get another popup below.

5. Check the **Effective Dates**. These dates are the student's first day in the new section.
6. Click **Continue**.

You may get a popup like the one shown:

7. Click Schedule.
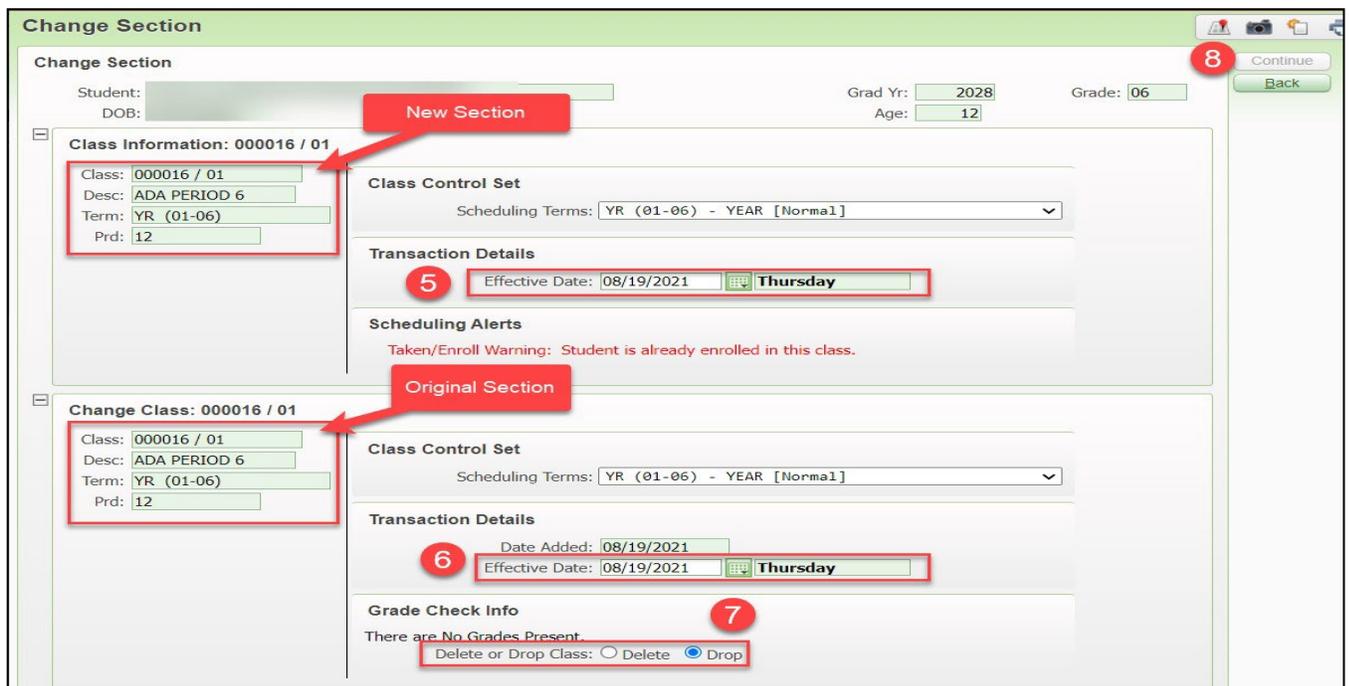
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The course will change to "green" on the student's schedule to indicate that it has been dropped. You need to repeat steps 1-7 for all the courses. Once you are done changing all the course sections, the student's schedule will display the dropped sections in "green" along with the non-highlighted active sections like the example on the next page.

Course Change (Change Section) Non- Active Student:
You will follow most of the same steps 1-5 listed on page. 33, but will alter the effective date to delete the course section. This course needs to be **deleted** instead of dropped since the student was never active in the course.

Go to **Student > Student Profile > Scheduling > Current** and find the student.

1. Highlight the course that you are changing to the correct section.
2. Select **Chng Sect.**
3. Highlight the section that the student should have been in.
4. Select **Schedule Class.**
5. Check the **Effective Date** for the correct course section. This is the student's first day in section.
6. Enter the effective date to **match** the **Date Added** date and click enter on your keyboard.
7. You will get an option to **delete** or **drop the class**. Select "Delete" in the Delete or Drop Class field. **As long as grades are not present, you can delete the course**.
8. Select **Continue**. You need to repeat steps 1-8 for all the courses. Once you are done changing **all** the course sections, the student's schedule should display only with the non-highlighted active sections.

Reactivating a student's schedule

If a student was withdrawn or no-showed and have returned (The student's schedule will appear in "==green==":

Go to **Student > Student Profile > Scheduling > Current** and find the student.
1. Highlight the course that you need to reactivate.
2. Select **Activate**.
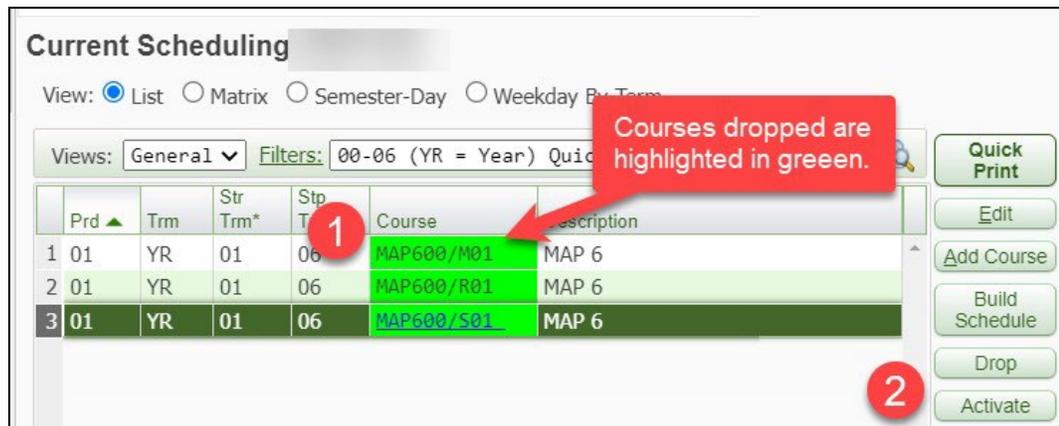
3. A popup will appear for **Class Control Set,** select **YEAR.**
4. A popup will appear. Check the **effective date**. This will be the student's re-entry date.
5. Click **Save**.
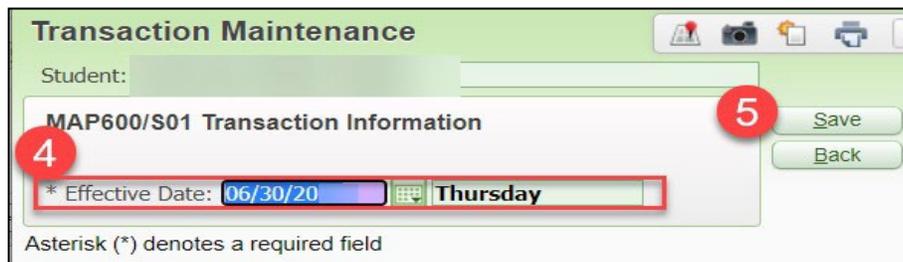
6. A pop-up may appear if there is a scheduling conflict. Click on the **Schedule** button to continue with verifying or entering the **Effective Date**.
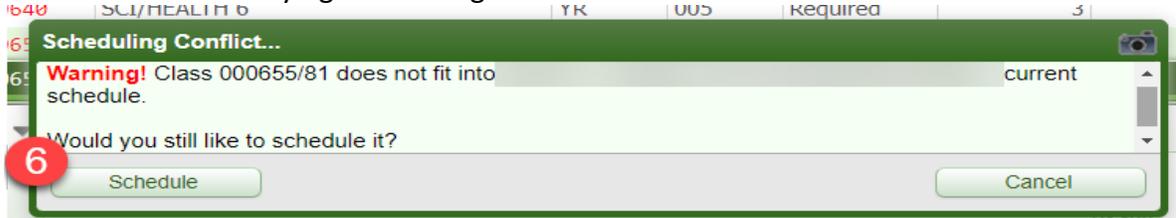
Skyward Elementary Schedule Guide

You need to repeat steps 1-5 for all the courses. Once you are done changing all the course sections, the student's schedule should display only with the non-highlighted active sections.

Change Course (Replace)

Follow these steps to move a student from one course to a <u>different</u> course.
- *Example: Move student from Fine Arts (000650) to Strings (000655).*

Go to **Student > Student Profile > Scheduling > Current** and find the student.
1. Highlight the course that you are replacing.
2. Select **Replace**.

You will get the popup (on the following page). You will see all of the courses on your master schedule. To narrow down to just the replacement course, change your filter and enter the course number for the replacement course. (For example: Strings is 000655)

1. In the **Course** lookup box, input the new course number and then click enter.
2. Verify the correct course is highlighted and then click the arrow to expand the course.
3. Select **Schedule Section.**

4. If grades are present, the following pop-up will display, click Drop.

Drop/Inactivate This Class?

Warning! Gradebook Grades ARE Present!
   Gradebook Assignment Grades

You cannot Delete Class 000650/02 for

Do you wish to Drop/Inactivate it?

④

| Drop | Cancel |
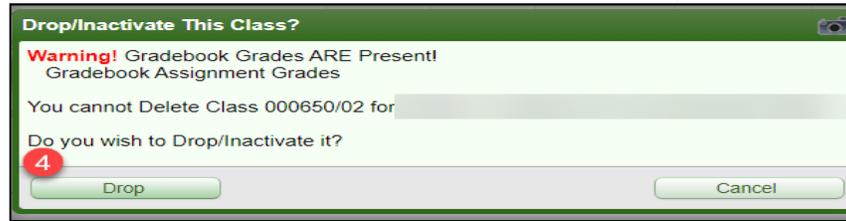
5. Input the **Effective Date**. This date should be the first day the student was no longer enrolled in the class. A future date can be used.
6. Click **Save**.

Transaction Maintenance

Student:

000650/02 Transaction Information   **⑥** Save

Back

⑤ Date Added: 07/28/20   Wednesday
  * Effective Date: 10/08/20   Friday

Asterisk (*) denotes a required field

7. Select the **YR (Year)** class control set.
8. **Click on Select.**

Class Control Sets for 000655/81

Student:

Views: General ▾   Filters: *Skyward Default ▾   ▼ ◫ ◫ ◪   **⑧** Select

Back

	Display Literal ▲	Description	Type	Display Start	Display Stop	S
1	**⑦** YR	YEAR	Normal	01	06	
2	YS1	SEMESTER 1	Subset	01	03	
3	YS2	SEMESTER 2	Subset	04	06	

9. If there is a scheduling conflict, the following pop-up will display, click **Schedule.**
   Note: Skyward is setup to allow double scheduling.

| 640 | SCI/HEALTH 6 | | YR | 005 | Required | | 3 |

Scheduling Conflict...

Warning! Class 000655/81 does not fit into   current
schedule.

Would you still like to schedule it?

⑨

| Schedule | Cancel |

10. Input the **Effective Date.** This date should be the first day the student was enrolled in the new class. A future date can be used.
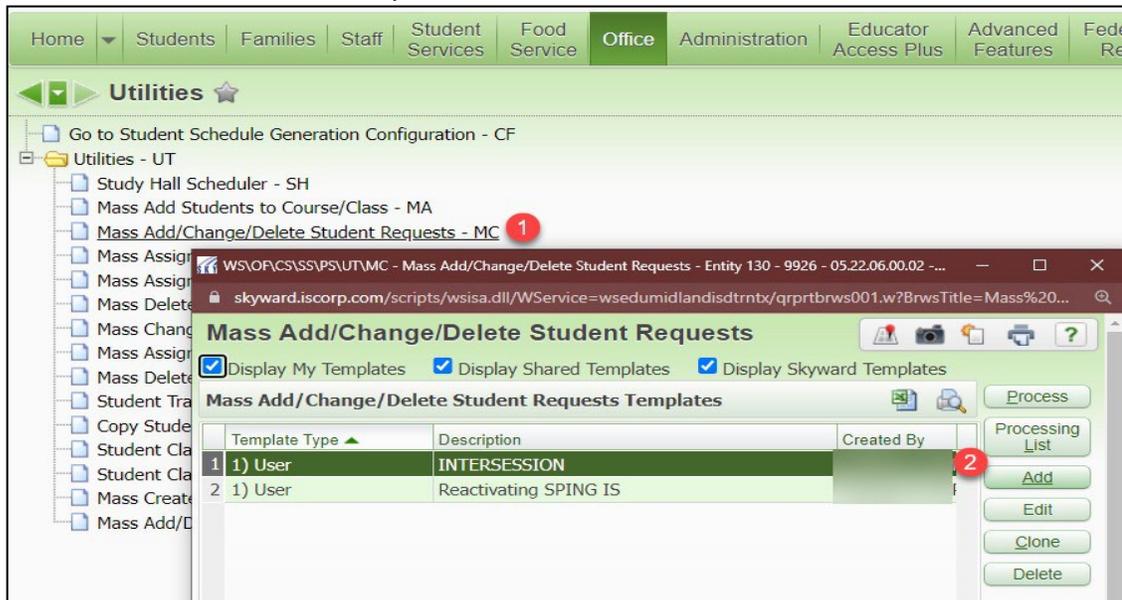
11. Click **Save.**

- The dropped course will now be highlighted in green ***Note:** If you input a future transaction date, the course will not be highlighted until that date.*
- **IMPORTANT:** The dropped grades will NOT automatically transfer to the new course. IF the grades need to be transferred to the new class, have your secretary remove the grades from the dropped class and add it to the new class. ***Note: The teacher will need to manually transfer the grades by using the 'NEW' button in their Skyward Gradebook.***

Please contact the SIS department for any questions regarding this process.

Mass Add/Change/Delete Courses

This utility can be used to mass add, change or delete student scheduled classes.

1. Go to **Office > Current Scheduling > Student Schedule Generation > Setup > Utilities > Mass Add/Change/Delete Student Requests**
2. Add, edit, view or clone a template.

3. Add a **Template Description** if new template.
4. Select the current **school year** 2023-24.
5. Select which students to make schedule changes to under **Process By**
   a) Individual – select each/student the changes apply to.
   b) Multiple – select if making the same changes to multiple students.
   c) Range – select students by range (i.e. grade level, gender, scheduling team, etc.)
   d) Course – select if needing to move entire sections of a course.
6. Update the **Effective Date** to date when students will actually be enrolled in class.
7. Select **Process Type**
   a) Add/Course Class – select if adding a class
   b) Change Course/Class – select if changing from one class to another class
   c) Delete Course/Class – select if dropping or deleting students from a class that will have no replacement

Scheduling Reports

Class Roster Report
Office > Current Scheduling > Reports
The Class Roster Report generates a list of student names and can include certain student demographic information such as date of birth, address, and home phone. This report can be generated for a single section, for several sections of different courses, or for a range of sections. The contents of the report are determined by the choices you make in the Roster Options, Items to Print, Formatting and Student Ranges areas of the report template.

Student Schedules
Office > Current Scheduling > Reports
The Student Schedules Report generates a student's schedule. The report can be run for a single student, several students or a range of students.

Schedule Cards Report
Office > Current Scheduling > Reports
The Schedule Cards Report is another report that generates a student's schedule. This report has fewer printing options compared to the Student Schedules report because it is intended to be printed on card stock.

Teacher Schedules Report
Office > Current Scheduling > Reports
The Teacher Schedules Report generates a matrix view by period of a teacher's assigned sections. You can also use the report to:
- Identify teachers without scheduled classes (select Print Teachers Without Scheduled Classes).
- Identify staff who are assigned scheduled classes but who are not flagged as teachers in the staff table (select Print Staff Members Not Flagged as a Teacher Assigned to a Class).
- Print period times on this report.