

BASIC SCHEDULING CHECKLIST

Part 1



ELEMENTARY (2026-2027)

Elementary Basic Scheduling

TRAINING AND Support

Training:

- Contact **Sheryl Priester** ext. 70417 or email priess@collierschools.com

Support:

- Contact the **Help Desk** at ext. 70445 or email helpdesk@collierschools.com

Elementary Basic Scheduling

Things you will need:

- Homeroom Teacher list for each grade level (including PK if applicable)
- Updated School Map
- SWD Special Units (if applicable)
- Instructional Minutes Template (*approved*)
- Departmentalization Specifics (*approved*)
- Related Arts Schedule including Split Homerooms

- _____ 1. Update Teacher Information
- _____ 2. Update Teacher Numbers (Users/User Info)
- _____ 3. Update Courses & Sections (Refer to Typical Scheduling Package Worksheet)
- _____ 4. Review Your Master Schedule Template
- _____ 5. Tweak the Master Schedule Report
- _____ 6. Update Class Weekly Minutes
- _____ 7. Tweak the Teacher Schedule Report
(move courses and sections to the proper periods)
- _____ 8. Create Packages
- _____ 9. Schedule Students

Note: For lunch eligibility purposes, we are requesting that you **schedule** your **Pre-K students first**. Disregard this notice if you do not have Pre-K at your location.

Elementary Basic Scheduling

Beginning of Year (BOY) Scheduling – Elementary

What needs to be done?

You should have the following

(If not, consult with your Administrator)

- Homeroom Teacher list for each grade level (including PK if applicable)
- Updated School Map
- SWD Special Units (if applicable)
- Instructional Minutes Template
- Departmentalization Specifics (approved)
- Related Arts Schedule including Split Homerooms

Teacher Information

- Received Homeroom Teacher List
- Sent updated list of teachers to be removed/added to Rose Elarde.
- Updated teacher department and number under user info/teacher number.

Courses & Sections

- Create all course sections for Homeroom Teachers and Related Arts Teachers.

Departmentalization (if applicable)

- Remember the teacher name reflects the teacher that is teaching the course.
- The short name reflects the class the teacher is teaching.

The Master Schedule Report/Teacher Schedule Report

- Refer to Master Schedule and Scheduling Guide
 - Assign periods
 - Update teacher, section, and room
 - Update class weekly minutes
 - Check attendance and grade eligibility flags
 - Check grading and standards indicator scales
 - The only course that should be in Period 00 is the grade-level course

Creating Packages

- Create all packages for Homeroom Teachers.
- Check packages for correctness (Refer to the Typical Scheduling Package Reference Sheet).

Schedule Students

- After you have confirmed that you are past the major changes.
- Add courses to student's schedule.

Reports

- Check your Loading Reports
 - Students with Incomplete Schedules
 - Students with Overlapping Schedules

Elementary Basic Scheduling

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Teacher Information

Add / Update Teacher Information

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

Make sure to provide the following information:

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

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

Example:

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

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

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

Add / Update Teacher Numbers

1. Click the Users tab.
2. Select User Info.
3. Search and Select the Teacher.
4. Select the Teacher Number sub-section on the left.
5. Enter criteria on the blank row to create a new record.
6. Select the School.
7. Select the Department.
8. Enter the Teacher Number.
9. Click Save.

Note: A teacher can have multiple teacher numbers/departments assigned. (for example, a teacher assigned to multiple locations)

You can generate the following report to view teacher numbers assigned.

Reports tab > SCHDL_Teacher Number List

Recommended Teacher Numbering System:

Starts With	Grade Level	Example
0	PK	0xx
05	KG	05x
1	1 st grade	1xx
2	2 nd grade	2xx
3	3 rd grade	3xx
4	4 th grade	4xx
5	5 th grade	5xx
6	6 th grade	6xx
7	Special Teachers*	7xx
8	ESE Provider #	8xx
9	Special Units	9xx

* Special teacher example – Resource, ELL Immersion, Coaches, ESE Teacher/Special Ed #ESE Provider = Speech, Language, OT, PT

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The screenshot shows the 'Teacher Number' screen in the FOCUS software. It includes a sidebar with 'Filter fields...' and a main area with 'Teacher Number' and 'Teacher Schedule' tabs. The 'Teacher Number' tab is active, showing a table with columns for School, Department, and Teacher Number. A red circle with the number 1 points to the 'Permissions' tab in the sidebar. A red circle with the number 2 points to the 'School' dropdown menu. A red circle with the number 3 points to the 'Department' dropdown menu. A red circle with the number 4 points to the 'Teacher Number' dropdown menu. A red circle with the number 5 points to the 'Save' button in the top right corner.

Delete Teacher Numbers

From the Teacher Number screen:

1. Locate the row containing the teacher number record you want to delete.
2. Click the red minus to the left of the row to delete the record.
3. Click Save.

Review your Teacher Number List report to make sure you have assigned teacher numbers to all your teachers.

1. Click the Reports tab.
2. Locate and Select the published advanced report named SCHDL_Teacher Number List.
3. The report will be generated.
4. Review the report and remove or add records as needed.

Note: The Teacher number field is referenced when generating the Homeroom Teacher Tally Report.

Add / Update Building and Room Information

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

The screenshot shows a dropdown menu for 'Room' with the value '4-002' selected. The dropdown is open, showing a list of rooms: 4-002, 4-003, and 4-004.

Add / Update Periods or Bell Schedule Information

The Periods drop-down is populated by the District. You cannot manually add/update periods or bell schedules in FOCUS. If you need periods/bell schedules added, notify Sheryl Priester (priess@collierschools.com).

Regular Bell Schedule								
+ Add/Modify Bell Schedules								
	Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Required for Scheduling
-	Period 00	00	0	8:25AM	2:50PM	5	✓	✓
-	Period 01	01	1	-	-	-	✗	✓
-	Period 02	02	2	-	-	-	✗	✓
-	Period 03	03	3	-	-	-	✗	✓

Elementary Basic Scheduling

Courses & Sections

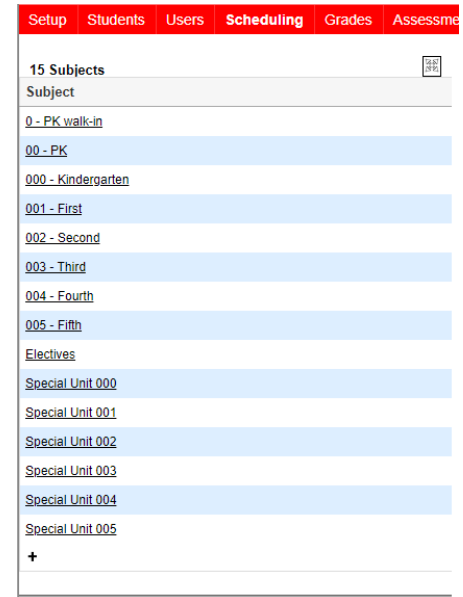
Subject Setup

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

1. Click on the Scheduling tab.
2. Select Courses & Sections.
3. The existing list of subject folder is displayed on the left.

Note: Focus recommends that Subjects be set up and named by grade level for elementary schools.

00 – Pre-K
 000 – Kindergarten
 001 – First Grade
 002 – Second Grade
 003 – Third Grade
 004 – Fourth Grade
 005 – Fifth Grade
 Electives – Speech, Language, OT/PT, Vision, Hearing, and English Lang Dev courses
 Special Unit – Special Unit 000, 001, 002, 003, 004, 005

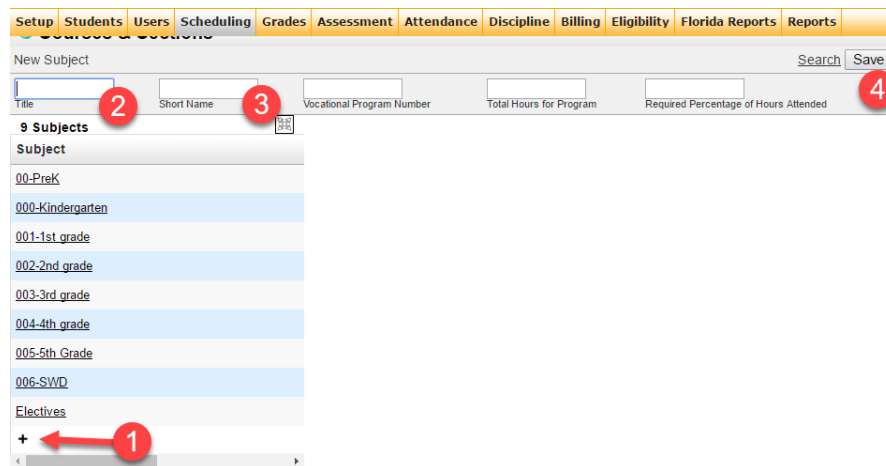


The screenshot shows the 'Scheduling' tab selected in the top navigation bar. On the left, a list of subjects is displayed under the heading '15 Subjects'. The list includes: 0 - PK walk-in, 00 - PK, 000 - Kindergarten, 001 - First, 002 - Second, 003 - Third, 004 - Fourth, 005 - Fifth, Electives, Special Unit 000, Special Unit 001, Special Unit 002, Special Unit 003, Special Unit 004, and Special Unit 005. A plus sign (+) is visible at the bottom of the list, indicating where to click to add a new subject.

Adding Subjects

From the Subjects list:

1. Click the + (plus sign) at the bottom of the list.
2. The new subject fields are displayed at the top of the screen.
3. Enter a Title and Short Name for the newly created Subject.
4. Click the Save button in the upper right of the screen.
5. The New Subject is added to the list.



The screenshot shows the 'New Subject' form in the Focus Scheduling interface. The form is titled 'New Subject' and has a 'Search' button and a 'Save' button in the top right corner. The form contains several input fields: 'Title' (labeled with a red circle 2), 'Short Name' (labeled with a red circle 3), 'Vocational Program Number', 'Total Hours for Program', and 'Required Percentage of Hours Attended' (labeled with a red circle 4). Below the form, a list of subjects is displayed, including '00-PreK', '000-Kindergarten', '001-1st grade', '002-2nd grade', '003-3rd grade', '004-4th grade', '005-5th Grade', '006-SWD', and 'Electives'. A plus sign (+) is visible at the bottom of the list, labeled with a red circle 1, indicating where to click to add a new subject.

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Deleting Subjects

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

Confirm Delete

Are you sure you want to delete that subject?

2 Delete Cancel

006-6th Grade Search Delete Save

006-6th Grade Title Short Name Vocational Program Number Total Hours for Program Required Percentage of Hours Attended 1

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

00-PreK Search Delete Save

00-PreK Title PK Short Name Vocational Program Number Total Hours for Program Required Percentage of Hours Attended

Please Remove all Courses from this Subject and try again.

10 Subjects 4 Courses

Subject	Course	Course Num
00-PreK	DIST HEAD START	5100520
000-Kindergarten	PK ATTENDANCE	PKATTEND

Renaming Subjects

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

006-6th Grade Search Delete Save

006-6th Grade Title Short Name Vocational Program Number Total Hours for Program Required Percentage of Hours Attended 1 2

Moving/Copying Subjects

Subject folders cannot be moved or copied.

Elementary Basic Scheduling

Course Setup

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

9 Subjects		10 Courses	
Subject		Course	Course Num
0 - PK walk-in		ART - GRADE K	5001010
00 - PK		INTRO TO COMP SCI 1	5002010K
000 - Kindergarten		KINDERGARTEN	5100060
001 - First		LANG ARTS GRADE K	5010041
002- Second		MATH GRADE K	5012020
003 - Third		MUSIC - GRADE K	5013060
004 - Fourth		PHYSICAL EDUCATION K	5015020
005 - Fifth		RECESS KG - 5	RECESS
Electives		SCIENCE GRADE K	5020010
+		SOC STUDIES K	5021020
		+	

Note: As per state reporting guidelines, state-approved courses have 7 digits, and schools cannot create their own courses. However, districts may add an 8th digit or allow the schools to add an 8th digit for identification purposes. DO NOT ADD AN 8TH DIGIT unless the district has added the course to the course catalog.

Each Subject (grade level) folder should contain the following Course sub-folders:

Art	Math	Soc Studies
Computer Science	Music	Recess
Grade level course	Physical Education	
Lang Arts	Science	

Course numbers will vary depending on grade level.

Adding Courses

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

From the Courses list:

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

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

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- Click the desired course.
- It will populate the course number field as well as the Title Field.
- Select the Subject pull down in the upper right to place the new course in the appropriate subject folder.
- Click Save.

000 - Kindergarten - New Course

Search [5] Invalid Course Title Prerequisites 1 Prerequisites 2

Course Number
5001010 ART - GRADE K
5001020 ART - GRADE 1
5001030 ART - GRADE 2
5001040 ART - INTERM 1
5001050 ART - INTERM 2

Invalid Course
Prerequisites 3 Graduation Requirements Subject 1 Graduation Requirements Subject 2 Graduation Requirements Subject 3 Credits per Course History Term Allow Students to Request this Course Schedule this Course first

WDS OCP Hours N/A N/A Course Sequence IET Program Number

CAPE 000 - Kindergarten Subject Automatic Course Length

Allow Teachers to Request This Course Requests Subject

9 Subjects
Subject
0 - PK walk-in
00 - PK
000 - Kindergarten
001 - First
002 - Second
003 - Third
004 - Fourth
005 - Fifth
Electives
+

10 Courses
Course Course Num
ART - GRADE K 5001010
INTRO TO COMP SCI 1 5002010K
KINDERGARTEN 5100060
LANG ARTS GRADE K 5010041
MATH GRADE K 5012020
MUSIC - GRADE K 5013060
PHYSICAL EDUCATION K 5015020
RECESS KG - 5 RECESS
SCIENCE GRADE K 5030010
SOC STUDIES K

Click to select the subject folder

Enter course number

Click save when finished

Course Title will auto-fill based on course number entered/selected

Click to add a new course folder

Note: Once a specific course is selected, the Course Title field will auto-fill based on the course catalog.

Deleting Courses

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

Courses & Sections

Confirm Delete

Are you sure you want to delete that course?

Delete Cancel

ART - GRADE 1
5001020 ART - GRADE 1
Course Number Title
Prerequisites one Course Number per line

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

Graduation Requirements Subject 1 Graduation Requirements Subject 2 Graduation Requirements Subject 3 Credits per Course History Term Allow Students to Request this Course Schedule this Course first WDS OCP Hours CAPE 000 - Kindergarten Subject Automatic Course Length

9 Subjects
Subject
00-PreK
000-Kindergarten

11 Courses
Course Course Num
ART - GRADE 1 5001020
ART - GRADE K 5001010

No Sections were found.
Section
+

1

2

3

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

Courses & Sections

ART - GRADE 1

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

5001020 ART - GRADE 1
Course Number Title

Graduation Requirements Subject Graduation Requirements Subject 2 Graduation Requirements Subject 3 0 Credits per Course History Term Allow Students to Request this Course Schedule this Course first WDIS OCP Hours CAPE 000- Kindergarten Subject Grade Level(s) Automatic Course Length

Prerequisites *one Course Number per line

Please Remove all Sections and try again.

9 Subjects 11 Courses 1 Section

Subject	Course	Course Num	Section
00-PreK	ART - GRADE 1	5001020	01 01 - 001 - Melissa Avalos Gutierrez
000-Kindergarten	ART - GRADE K	5001010	+

Editing Courses

1. Select the Course.
2. The course information fields will display at the top of the page.
3. Make changes as needed.
4. Click Save.

Courses & Sections

ART - GRADE 1

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

5001020 ART - GRADE 1
Course Number Title

Graduation Requirements Subject Graduation Requirements Subject 2 Graduation Requirements Subject 3 0 Credits per Course History Term Allow Students to Request this Course Schedule this Course first WDIS OCP Hours CAPE 000- Kindergarten Subject Grade Level(s) Automatic Course Length

Prerequisites *one Course Number per line

Copying Courses

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

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

Courses & Sections

Confirm Section/Course Copy

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

OK Cancel

ART - GRADE 1

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

5001020 ART - GRADE 1
Course Number Title

Graduation Requirements Subject Graduation Requirements Subject 2 Graduation Requirements Subject 3 0 Credits per Course History Term Allow Students to Request this Course Schedule this Course first WDIS OCP Hours CAPE 000- Kindergarten Subject Grade Level(s) Automatic Course Length

Prerequisites *one Course Number per line

9 Subjects 11 Courses No Sections were found.

Subject	Course	Course Num	Section
00-PreK	ART - GRADE 1	5001020	+
000-Kindergarten	ART - GRADE K	5001010	

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9 Subjects	12 Courses
Subject	Course Course Num
00-PreK	ART - GRADE 1 5001020
000-Kindergarten	ART - GRADE 1 - copy 5001020 - Copy

Moving Courses

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

Courses & Sections

ART - GRADE 1

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

5001020 ART - GRADE 1

Prerequisites *one Course Number per line

9 Subjects

Subject

00-PreK

000-Kindergarten

12 Courses

Course Course Num

ART - GRADE 1 5001020

ART - GRADE 1 - copy 5001020 - Copy

1 Section

Section

03.03 - 001 - Regina M. Bale

000-Kindergarten

00-PreK

000-Kindergarten

001-1st grade

002-2nd grade

003-3rd grade

004-4th grade

005-5th Grade

006-SWD

Electives

Viewing Students in a Course

Students enrolled in the course can be viewed on the Courses & Sections screen.

1. Select the Section.
 2. Click List Students in this Section at the top of the screen.
 3. The Schedule Report is displayed, with students enrolled in the course listed along the right side of the screen.
- Note: Click the Students name to open the student's schedule in a pop-up window.
4. Click View/Edit this Section to return to viewing the course.

LANG ARTS GRADE 2 List Students in this Course List Unfilled Requests in this Course Search Copy Delete Save

5010043 LANG ARTS GRADE 2 - LA - Language Arts

Prerequisites 1Prerequisites 2Prerequisites 3Graduation Requirements SubjectGraduation Requirements Subject 2

Graduation Requirements Subject 3Credits per Course History TermAllow Students to Request this CourseSchedule this Course firstWDIS OCP Hours OCP

N/A 002 - Second - Automatic

Course SequenceCAPE Subject Grade Level(s)Course LengthAllow Teachers to Request This Course Requests Subject

9 Subjects

Subject

002 - Second

22 Courses

Course Course Num

LANG ARTS GRADE 2 5010043

LANG ARTS GRADE 2 CAM 5010043C

13 Sections

Section

06.06 - 201X - Kristin Rene Fyffe

06.06 - 202X - Cheryl Lynn Skunicki

View/Edit this Course List Students in this Course List Unfilled Requests in this Course Show Inactive Students

9 Subjects

Subject

001 - First

002 - Second

003 - Third

22 Courses

Course Requi

INTRO TO COMP SCI 1 0

LANG ARTS GRADE 2 0

LANG ARTS GRADE 2 CAM 0

MATH GRADE 2 CAM 0

13 Sections

Period - Teacher

06.06 - 200XV - Wanda Dannelley A

06.06 - 201X - Kristin Rene Fyffe

06.06 - 202X - Cheryl Lynn Skunicki

06.06 - 703 - Ronald Allen Thompson

97 Students

Student

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Section Setup

Sections identify the *Teacher, Room, Period, Bell Schedule, Rotation Days, Marking Period, Meeting Days, Seats (capacity), Short Name, Course History Term, Calendar, Grading Scales, as well as checkboxes for Taking Attendance, Graded, Affects GPA, and a link to create parent/child sections.* Additionally, **Co-teachers** and **Florida Fields** are defined here. Any of the above can be edited on this screen. Sections may be rolled from year to year. During this process, all section fields are rolled, including the teacher and period.

From the Courses & Sections screen:

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

Subject	Course	Course Num	Section
00-PreK	ART - GRADE 1	5001020	07 07 - MW - 100 - Angela Nicole Chen
000-Kindergarten	FIRST GRADE	5100070	07 07 - MW - 101 - Angela Nicole Chen
001-1st grade		5100070	07 07 - MW - 102 - Angela Nicole Chen

Adding Sections

From the Sections list:

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

Subject	Course	Course Num	Section
00-PreK	ART - GRADE 1	5001020	
000-Kindergarten	ART - GRADE 1	5001020	
001-1st grade	FIRST GRADE	5100070	

3. Enter the following data for the numbered fields:

1. **Teacher:** Select the Teacher name from the drop-down.
2. **Room:** Use the drop-down to select the room from the room list.
3. **Beginning and Ending Periods:** Set the beginning and ending periods for the section.
4. **Bell Schedule:** Select the bell schedule (Default or Regular Bell Schedule) from the drop-down.
5. **Meeting Day(s):** Adjust if the section only meets on specific days of the week.
 - Language Arts, Math, Science, Social Studies, and Recess = 5 days a week (MTWHF)

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- PE = 2 days a week (Monday and Tuesday), Art = Wednesday, Music = Thursday, Intro to Computers = Friday
- 6. **Marking Periods:** Should be set to "Full Year".
- 7. **Seats:** Set the maximum number of students that can be assigned to the section.
- 8. **Short Name:** Correlates with the homeroom teacher number the section should be paired with.
- 9. **Course History Term:** Should be set to "Full Year".
- 10. **Takes Attendance:** Uncheck the box. Only Homeroom class takes Attendance.
Unchecked = Red X = Attendance Eligible (No) and Checked = Green check = Attendance Eligible (Yes)
Note: If the section is not marked attendance eligible the teacher will not be able to take attendance for the course section.
- 11. **Graded:** Check/Uncheck as applicable.
Unchecked = Red X = Grade Eligible (No) and Checked = Green check = Grade Eligible (Yes)
Note: If the section is not marked grade eligible the teacher will not be able to enter grades for the course section.
- 12. **Affects GPA:** Should not be checked.
- 13. **Active:** Should be checked.
- 14. **Grading Scale:** Make sure the correct grading scale is selected based on the grade level and course. (refer to grade/standards indicator scale – these may default, select if applicable)
- 15. **Standards Grading Scale:** Make sure the correct standards grading scale is selected based on the grade level and course. (refer to grade/standards indicator scale – these may default, select if applicable)
- 16. **Calendar:** Make sure to select the correct calendar (for example, E1, E46, etc.)
Note: If a school has rotation days set in system preferences, the rotation days will be included in the section setup.

Attendance and Grade Eligibility Flags and Grading and Standards Indicator Scales

Subject	Takes Attendance	Graded	Grading Scale KG-1	Standard Grading Scale KG-1	Grading Scale 2-5	Standard Grading Scale 2-5
Grade Level Course	Yes (checked)	Yes (checked)	Elementary Effort Scale	Elementary Effort Scale	Elementary Effort Scale	Elementary Effort Scale
Art	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
Computer Science	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
Lang Arts	No (unchecked)	Yes (checked) *main section only	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Math	No (unchecked)	Yes (checked)	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Music	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
PE	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
Recess	No (unchecked)	No (unchecked)	N/A	N/A	N/A	N/A
Science	No (unchecked)	Yes (checked)	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Social Studies	No (unchecked)	Yes (checked)	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Pre-K Attendance	Yes (checked)	Yes (checked)	Pre-K Indicator Scale	Pre-K Indicator Scale	N/A	N/A

Revised 7/01/2026

Elementary Basic Scheduling

Florida Tab

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

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

Enter the following data for the numbered fields:

Pull-out field should not be checked.

17. **FEFP Number:** This field will default.

Note: Do not fill in School of Instruction unless it differs from the student's enrolled school. The only FEFP numbers the schools should use in the FEFP Number fields should be 101, 102, or 103. They should never enter a 111, 112, 113, 254, or 255 in the FEFP Number field.

Reminder – the nightly job for ELL “LY” students will update the schedules with the FEFP number of 130 for the students that qualify for that funding.

18. **Class Weekly Minutes:** Enter the number of minutes this class meets each week.

19. **Scheduling Method:** Select Self-Contained.

20. **Exclude from FTE:** Select the check box to exclude the section from FTE. For example, Grade level course, PK Attendance, and Recess should be checked with a green checkmark.

21. **Primary Instructor:** Select the check box to indicate the teacher assigned to the section is the primary instructor. The Primary Instructor check box should be selected for sections with an S scheduling method. If a co-teacher is assigned to the section, only one teacher can be designated as the primary instructor.

Elementary Basic Scheduling

22. **Pull Out:** This field should not be checked. It indicates that this section is a “pull-out” section for students leaving their traditional class to receive extra instruction.
23. **Online Course:** Select an option to designate if this is an online course.
Click Save.

Deleting Sections

1. Select the Section.
2. Click the Delete button in the upper right corner.
3. Click Delete to confirm that you want to delete the section.
4. The section will be removed from the list.

Courses & Sections

Confirm Delete

Are you sure you want to delete that section?

3 Delete Cancel

ART - GRADE 1 5001020: 06 06 - MW - 001 - Angela Nicole Chen List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Chen, Angela Nicole Teacher 1-136 Room Display Room Optional 06 06 Beg End MW Meeting Days Full Year Marking Period 25 Seats - SPED Seats 001 Short Name Course History Term

Takes Attendance X Graded X Affects GPA X None Gender Restriction Grade Level(s) blank for all gradelevels L Grading Scale EMB Standards Grading Scale E1 Calendar None Chooses Parent Section

2

Co-Teachers History Florida Vocational/WDIS Inclusion

9 Subjects 11 Courses 7 Sections

Subject	Course	Course Num	Section
00-PreK	ART - GRADE 1	5001020	06 06 - MW - 001 - Angela Nicole Chen 1
000-Kinderqarten	ART - GRADE 1	5001020	07 07 - MW - 100 - Angela Nicole Chen
001-1st grade	FIRST GRADE	5100070	07 07 - MW - 101 - Angela Nicole Chen

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

ida Vocational/WDIS Inclusion Subs

This section contains student data and cannot be deleted.

22 Courses 6 Sections

Course	Course Num	Section
--------	------------	---------

Elementary Basic Scheduling

Editing Sections

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

Courses & Sections

ART - GRADE 1 5001020: 06 06 - MW - 001 - Angela Nicole Chen

Chen, Angela Nicole
Teacher

1-136
Room

06 06
Beg End

S M T W T F S
Meeting Days

Full Year
Marking Period

25
Seats

SPED Seats

001
Short Name

Course History Term

Takes Attendance

Graded

Affects GPA

None
Gender Restriction

Grade Level(s)
blank for all gradelevels

L
Grading Scale

EMB
Standards Grading Scale

E1
Calendar

None
Choose
Parent Section

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

9 Subjects

Subject

00-PreK

000-Kinderqarten

001-1st grade

11 Courses

Course

ART - GRADE 1

ART - GRADE 1

FIRST GRADE

Course Num

5001020

5001020

5100070

7 Sections

Section

06 06 - MW - 001 - Angela Nicole Chen

07 07 - MW - 100 - Angela Nicole Chen

07 07 - MW - 101 - Angela Nicole Chen

Note: Any section fields defined in the course catalog cannot be edited; if no field is set, the field is editable.

Copying Sections

1. Select the Section.
The section information fields will appear at the top of the page.
2. Click the copy button in the upper right corner.
The confirmation box will display.
3. Click OK to confirm that you want to create an exact duplicate.
4. The section will be added to the top of the sections list and auto-populate with period of 00 00 and section of 001, 002, etc..

Note: The Short Name must be 3-5 digits and unique for each section.

Courses & Sections

Confirm Section/Course Copy

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

OK Cancel

ART - GRADE 1 5001020: 06 06 - MW - 001 - Angela Nicole Chen

Chen, Angela Nicole
Teacher

1-136
Room

06 06
Beg End

MW
Meeting Days

Full Year
Marking Period

25
Seats

SPED Seats

001
Short Name

Course History Term

Takes Attendance

Graded

Affects GPA

None
Gender Restriction

Grade Level(s)
blank for all gradelevels

L
Grading Scale

EMB
Standards Grading Scale

E1
Calendar

None
Choose
Parent Section

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

9 Subjects

Subject

00-PreK

000-Kinderqarten

001-1st grade

11 Courses

Course

ART - GRADE 1

ART - GRADE 1

FIRST GRADE

Course Num

5001020

5001020

5100070

7 Sections

Section

06 06 - MW - 001 - Angela Nicole Chen

07 07 - MW - 100 - Angela Nicole Chen

07 07 - MW - 101 - Angela Nicole Chen

Moving Sections

Sections can be moved to different course folders as needed.

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

Elementary Basic Scheduling

Courses & Sections

ART - GRADE 1

5001020 ART - GRADE 1

Move Section: 06 06 - MW - 001 - Angela Nicole Chen

Chen, Angela Nicole

1-136 Room

Display Rd Optional

Co-Teachers History Florida Vocatio

9 Subjects

Subject	Course	Course num	Section
00-PreK	ART - GRADE 1	5001020	06 06 - MW - 001 - Angela Nicole Chen
000-Kindergarten	ART - GRADE 1	5001020	07 07 - MW - 100 - Angela Nicole Chen
001-1st grade	FIRST GRADE	5100070	07 07 - MW - 101 - Angela Nicole Chen

11 Courses

Subject	Course	Course Num
00-PreK	ART - GRADE 1	5001020
000-Kindergarten	ART - GRADE 1	5001020
001-1st grade	FIRST GRADE	5100070
002-2nd grade	HEALTH - GRADE 1	5008030
003-3rd grade	INTROD TO CPTR	5002001
004-4th grade	LANG ARTS GRADE 1	5010043

- A confirmation box will display, click OK.
The section is moved to the selected subject and course. Any standards assigned to the previous section will be assigned to the new section.

Confirm

Are you sure you want to move Section: 06 06 - MW - 001 - Angela Nicole Chen to Course: ART - GRADE 1?

OK Cancel



Moving existing sections in this manner will move all grade book grades and attendance to the correct course. It will not update posted quarter grades or exams. These records will have to be manually corrected, by student, on the final grades page.

Inactive Sections

Select the check box to designate that this section is an active section. Unchecking the check box will prevent students from being enrolled in the section. Only sections that do not have students currently enrolled can be marked as inactive. Inactive sections are not displayed on the Teacher Schedules Report. Attempting to add an inactive section to a student's schedule in Student Schedule or Mass Add Course will display an error message.

List Unfilled Requests in this Section

Display Room Optional

00 N/A

Reg Bell Schedule

Reg Bell Schedule

Affects GPA

Active

Subs

Viewing Students in a Section

Students enrolled in the section can be viewed on the Courses & Sections screen.

- Select the Section.
- Click List Students in this Section at the top of the screen.
- The Schedule Report is displayed, with students enrolled in the section listed along the right side of the screen.
Note: Click the Students name to open the student's schedule in a pop-up window.
- Click View/Edit this Section to return to viewing the section.

06 - 300 - Teresa

List Students in this Section

Full Year

Elementary Basic Scheduling

View/Edit this Section		List Students in this Section	List Unfilled Requests in this Section	Hide Inactive Students
9 Subjects	12 Courses	9 Sections	16 Students	
Subject	Course	Requests	Period - Teacher	F
0 - PK walk-in	ART - GRADE K	0	03 03 - 001 - Christina Lynn Dominguez	5-1
00 - PK			03 03 - 002 - Judy K Mutter	5-1
000 - Kindergarten			03 03 - 003 - Carolyn Sue Eliason	5-1
001 - First	INTRO TO COMP SCI 1	0	03 03 - 004 - Jodi Sullivan	5-1
002- Second	KINDERGARTEN	0	03 03 - 007 - Eileen Theresa Graham	5-1
003 - Third	LANG ARTS GRADE K	0	03 03 - 010 - Kasey Mc Call Ralston	5-1
004 - Fourth	MATH GRADE K	0	03 03 - 806C - Carolyn Sue Eliason	5-1
005 - Fifth	MUSIC - GRADE K	0	03 03 - 8C06 - Carolyn Sue Eliason	5-1

Note: Click Show Inactive Students to include students that have been withdrawn from the course section. Click Hide Inactive Students to show currently enrolled students only.

Recess Courses

Recess will be scheduled using the Recess KG-5 course number (RECESS). Refer to the *Typical Scheduling Package Reference Sheet* for course numbers.

Course Num...	Course Title	Date Added	Acti...	Long Title	Transcript Title
- RECESS	RECESS KG - 5	07/12/2021	Yes	Recess KG ...	Recess KG ...

1. Create course sections for each homeroom (grade level) teacher.

RECESS KG - 5 RECESS: 00 00 - *0KR -

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

1 N/A Teacher 2 Room 3 N/A Beg 4 N/A End 5 MTWTF Meeting Days 6 Full Year Marking Period 7 40 Seats 8 IEP Seats 9 ESOL/ELL Seats 10 Takes Attendance 11 Graded 12 Affects GPA 13 Active 14 None Gender Restriction 15 Grade Level(s) blank for all gradelevels 16 Elementary PK-2 Grade Scale 17 Elementary Indicator Scale 18 E1 Calendar 19 None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

999 - Nonfunded FEFP Number S - Self-contained Scheduling Method Z - Not Applicable Dual Enrollment Indicator N/A Course Flag 3 N - No Reading Intervention Component N/A Online Course Provider X Gifted

District of Instruction Exclude from FTE Z - Not Applicable Primary Instructor N/A Course Flag 4 X PMRN Blended Learning Course Course Term Semester Content

School of Instruction Exclude from FASTER Primary Instructor Cert/Licensure/Qual Status X Pull-out Z - N/A. This is not a virtual course Location of Student

Not Applicable Day of Week Scheduled, Alternate Date Certain 00 - School District Facility Facility Type N/A Course Flag 1 Highly Qualified Z - Not Applicable Team Teacher Training No EOC Exam EOC Exam Term

100 Class Minutes Weekly N - Not an Online Course Online Course N/A Course Flag 2 X ESSA Title III N/A Virtual Instruction Provider N/A ELL Instructional Model

Course Section Details:

1. **Teacher:** Select the Homeroom Teachers name from the drop-down.
2. **Room:** Select the room from the room list.
3. **Beginning and Ending Periods:** Set the beginning and ending periods for the section.
4. **Bell Schedule:** Select the bell schedule (Default or Regular Bell Schedule) from the drop-down.
5. **Meeting Day(s):** M, T, W, H, F.
6. **Marking Periods:** Should be set to "Full Year".
7. **Seats:** Set the maximum number of students that can be assigned to the section.
8. **Short Name:** Homeroom Teacher Number.

Elementary Basic Scheduling

9. **Course History Term:** Should be set to "Full Year".
10. **Takes Attendance:** Uncheck the box.
11. **Graded:** Uncheck the box.
Unchecked = Red X = Grade Eligible (No) and Checked = Green check = Grade Eligible (Yes)
Note: If the section is not marked grade eligible the teacher will not be able to enter grades for the course section.
12. **Affects GPA:** Should not be checked.
13. **Active:** Should be checked.
14. **Grading Scale:** Default or Elementary (PK-2 or 3-5) Grade Scale.
15. **Standards Grading Scale:** Default or Elementary Indicator Scale.
16. **Calendar:** E1.
Note: If a school has rotation days set in system preferences, the rotation days will be included in the section setup.

From the Florida Tab:

17. **Class Minutes Weekly:** 100.
18. **Exclude from FTE:** Should be checked.
Note: Because the course is not reported to the state (999), the minutes will not be calculated in the students class weekly minutes.
19. Click Save.

Elementary Basic Scheduling

Review and Verify

Courses and Sections

- **Periods** = (Begin Period & End Period)
 - KG-05 should be single periods = Example = Beg 01 End 01
 - No blocked periods = Example = Beg 01 End 02 (unless your school is block schedule)
 - Periods for PK = Refer to the PK Breakdown Document.
- **Teacher** = Select the Teacher name from the drop-down.
- **Section** = Correlates with the homeroom teacher number the section should be paired with.
- **Room** = Should not be blank and should match your current school map
- **Days** =
 - Language Arts, Math, Science, Social Studies, and Recess = 5 days a week (MTWHF)
 - PE = 2 days a week (Monday and Tuesday), Art = Wednesday, Music = Thursday, Intro to Computers = Friday
- **Marking Period** = Full Year
- **Grading Scale** = Refer to grading and standards indicator scale – these may default
- **Standards Grading Scale** = Refer to grading and standards indicator scale – these may default
- **Bell Schedule** = Default
- **Calendar** = E1
- **Takes Attendance** = Grade level course or PK Attendance Course (green check mark) takes attendance. No other courses are marked as attendance eligible.
- **Graded** =
 - Grade level course = green check mark
 - Math, Science, Social Studies, PE, Art, Music, Computers = green check mark
 - ONLY one section of Language Arts (second section – unchecked)
 - Recess = red X (unchecked)
- **FEFP number** =
 - PK-03 all courses = 101
 - 04-05 all courses = 102
 - Grade Level courses = 999
- **Scheduling method** = Self-Contained
- **Exclude from FTE** =
 - Green check for the Grade level course, PK Attendance, and Recess.

Elementary Basic Scheduling

Attendance and Grade Eligibility Flags and Grading and Standards Indicator Scales

Subject	Takes Attendance	Graded	Grading Scale KG-1	Standard Grading Scale KG-1	Grading Scale 2-5	Standard Grading Scale 2-5
Grade Level Course	Yes (checked)	Yes (checked)	Elementary Effort Scale	Elementary Effort Scale	Elementary Effort Scale	Elementary Effort Scale
Art	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
Computer Science	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
Lang Arts	No (unchecked)	Yes (checked) *main section only	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Math	No (unchecked)	Yes (checked)	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Music	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
PE	No (unchecked)	Yes (checked)	Elementary Related Arts Scale	N/A	Elementary Related Arts Scale	N/A
Recess	No (unchecked)	No (unchecked)	N/A	N/A	N/A	N/A
Science	No (unchecked)	Yes (checked)	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Social Studies	No (unchecked)	Yes (checked)	Elementary K-1 Grade Scale	N/A	Elementary 2-5 Grade Scale	N/A
Pre-K Attendance	Yes (checked)	Yes (checked)	Pre-K Indicator Scale	Pre-K Indicator Scale	N/A	N/A

Revised 7/01/2026

Elementary Basic Scheduling

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

From the Courses & Section screen:

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

Courses & Sections
PHYSICAL EDUCATION 1 5015030: 08 08 - 102 - Lori Ann Davidson

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

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

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

Co-Teachers History Florida Vocational/WDIS Inclusion

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

Courses & Sections
PHYSICAL EDUCATION 1 5015030: 08 08 - 102 - Lori Ann Davidson

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

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

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

Co-Teachers History Florida Vocational/WDIS Inclusion

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

Courses & Sections
ART - GRADE 1 5001020: 06 06 - MW - 001 - Ana Elba Barnes

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

Barnes, Ana Elba Teacher 1-136 Room Display Room Optional 06 06 Beg End MW Meeting Days Full Year Marking Period 25 Seats - SPED Seats 001 Short Name Course History Term

Takes Attendance Graded Affects GPA None Gender Restriction Grade Level(s) blank for all gradelevels L Grading Scale EMB Standards Grading Scale E1 Calendar None Choose Parent Section

Co-Teachers **History** Florida Vocational/WDIS Inclusion

2 Previous Teachers

Delete	Teacher	Start	End	Comment	Last Modified
☐	Chen, Angela Nicole	Aug 15, 2016	Mar 9, 2017	FMLA	2017-07-09 By Sheryl Priestner
☐	N/A	July 9, 2017	July 9, 2017		

9 Subjects 11 Courses 1 Section

Subject	Course	Course Num	Section
00-Pres	ART - GRADE 1	5001020	06 06 - MW - 001 - Ana Elba Barnes
000-Kindergarten	ART - GRADE 1	5001020	+
001-1st grade	FIRST GRADE	5100070	

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

Courses & Sections
LANG ARTS GRADE 1 5010042: 01 01 - 100 - Sarah Maxine Wiesner

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

Wiesner, Sarah Maxine Teacher 1-135 Room Display Room Optional 01 01 Beg End MTWHF Meeting Days Full Year Marking Period 25 Seats - SPED Seats 100 Short Name Course History Term

Takes Attendance Graded Affects GPA None Gender Restriction Grade Level(s) blank for all gradelevels L Grading Scale EMB Standards Grading Scale E1 Calendar FIRST GRADE: 00 00 - 100 - Sarah Maxine Wiesner Choose Parent Section

Co-Teachers History **Florida** Vocational/WDIS Inclusion

101 - K-2 Basic	District of Instruction	School of Instruction	450 Class Minutes Weekly	S - Self-contained Scheduling Method
FEPP Number	Exclude from FASTER	00 - School District Facility	N/A Distance Learning	Online Course
Exclude from FTE	Dual Enrollment Institution Type	Primary Instructor	N/A Course Flag 1	N/A Course Flag 2
Z - Not Applicable Dual Enrollment Indicator	N/A Course Flag 4	O - Certified - appointed to teach out-of-field	G - Elementary class - not fully certified or out-of-field teacher	N/A Course Flag 3
N/A Course Flag 3	Reading Intervention Component (PLRN)	Certification/Career Status	Z - Not Applicable Team Teacher Training	K-12 Title III
Z - Not Applicable	Enriched Learning Course	Location of Student	No EOC Exam	N/A Virtual Instruction Provider
ZZZ - Not Applicable Online Course Provider	Course Term	Semester/Context	EOC Exam Term	N/A ELL Instructional Model

Elementary Basic Scheduling

The **Inclusion** tab allows users to create inclusion sections without creating separate sections and package them together.

Courses & Sections

LANG ARTS GRADE 1 5010042 02 02 - 100X - Sarah Maxine Wiesner

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

Wiesner, Sarah Maxine
Teacher

1-135 Room Display Room Optional 02 02 Beg End MTWTF Meeting Days Full Year Marking Period 25 Seats SPED Seats 100X Short Name Course History Term: FIRST GRADE: 00 00 - 100 - Sarah Maxine Wiesner

X Absence Attendance X Graded X Subject GPA None Gender Restriction Grade Level(s) blank for all grade levels L Grading Scale EMB Standards Grading Scale E1 Calendar Choose Parent Section

Co-Teachers History Florida Vocational/WD S **Inclusion** Teacher Training

Inclusion Teacher	Permissions	Scheduling Method	Highly Qualified	Teacher Training	Cert/Licensure/Qual Status	Primary Instructor	Report to DOE	Course Num If Different than Primary	Section Num Optional	Inclusion Minutes Weekly	Days
Seijo, Mitzu Sarai	None	1 - In-Class One-on-One	Y - Highly Qualified	B... Has training	S - Certified - demonstrated subject matter expertise	No	Yes		F703	75	☐ S ☒ M ☒ T ☒ W ☒ H ☒ F

Elementary Basic Scheduling

Co-Teacher Sections

The Co-Teachers tab is used to document the co-teachers of the section, set the co-teachers permissions to the Gradebook and attendance for the section, and define whether the co-teacher will be included in state reporting. A co-teacher can work with more than one section, and a section can have more than one co-teacher.

True Co-Teaching is defined as two teachers (teacher candidate and cooperating teacher) working together with groups of students, sharing the planning, organization, delivery, and assessment of instruction, as well as the physical space.

From the Courses & Section screen:

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

Labeling the Course Section as Co-teach

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

Elementary Basic Scheduling

Assigning Co-Teachers

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

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

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

Editing Assigned Co-Teachers

1. Make changes as needed.
2. Click Save.

Deleting Assigned Co-Teachers

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

Using the Co-Teacher tab for Gradebook Access

The co-teachers tab is sometimes used to give another teacher access to a teacher's grade book. In other words, the teacher only needs access to the grade book, whether to view or contribute; they are not a co-teacher.

Co-Teacher	Permissions	Scheduling Method
Ames, Wanda Danne	Modify	N/A

1. Click the Co-Teachers tab.
2. **Co-Teacher:** Select the teacher from the list of active teachers at the school.
3. **Permissions:** Select whether the teacher has read-only access or edit rights to attendance and the Gradebook for this section.
4. **Primary Instructor:** Select No (uncheck).
5. **Report to DOE:** Select No (uncheck).
6. **Days:** Select M, T, W, H, F.
7. Click Save.

Note: The section will display in the co-teachers section of the teachers gradebook.

Elementary Basic Scheduling

Changing Teachers

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

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

Changing a Teacher – Logging the Change

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

From the Courses & Sections screen:

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

FIRST GRADE 5100070: 00 00 - 101 - Cynthia L Sans

Elementary Basic Scheduling

Changing a Teacher – Not Logging the Change

From the Courses & Sections screen:

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

Editing a Record

1. Make changes as needed.
2. Click Save

Deleting a Record

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

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

Co-Teachers			History	Florida	Vocational/WDIS	Inclus
4 Previous Teachers						
Delete	Teacher	Start				
☒	Caseres, Hillary Nicole	Jul 4, 2017				
☐	Barnes, Ana Elba	Mar 10, 2017				
☐	Chen, Angela Nicole	Aug 15, 2016				
	N/A	July 9				

Elementary Basic Scheduling

The Master Schedule Report

Tweaking the Current Master Schedule

Adjustments can be made directly from the Master Schedule Report and the Teacher Schedule Report – this is known as “Tweaking”. Tweaking the Master Schedule and Teacher Schedule Report is a great alternative to setting up all new courses and sections, especially when fewer changes to courses and sections from the previous year are needed.

Tweaking should be done PRIOR to creating packages and scheduling students. DO NOT tweak via the Master Schedule Report *after* students are scheduled in the course; changes should then be made via the course section itself.

The Master Schedule Report

The Master Schedule Report provides a complete view of all subjects, courses, and sections of the master schedule. It also shows section information, including rotation days (if applicable), whether the class takes attendance, is graded, and all state-required fields.

To access the report:

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

The Master Schedule Report defaults to displaying the first tab, Sections. This screen has four additional tabs: Courses, Co-Teacher Sections, Linked Sections, and Inclusion Sections.

Master Schedule Report

Sections	Courses	Co-Teacher Sections	Linked Sections	Inclusion Sections	Show Florida Fields
----------	---------	---------------------	-----------------	--------------------	---------------------

< Prev Page: 1 / 26 Next > Export: Filters: OFF Toggle Columns Page Size: 20 Mass Update

Subject Title	Course	Course #	Begin Period	End Period	Teacher	Section #	Room	Team	Display Room	Days	Total Seats	Sped. Seats
000-Kindergarten	ART - GRADE K	5001010	Period 05	Period 05		050	1-136	N/A		M, W	25	

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

Including Florida Fields

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

Master Schedule Report

Sections	Courses	Co-Teacher Sections	Linked Sections	Inclusion Sections	Show Florida Fields
----------	---------	---------------------	-----------------	--------------------	---------------------

If button displays: Show Florida Fields = Florida fields are not displayed.
Hide Florida Fields = Florida fields are displayed.

Elementary Basic Scheduling

Customize Columns

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

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

Using Filters to Search

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

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

Making Changes

Updates made individually on this screen are auto-saved.

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

Mass Updating Changes

When certain sections' fields need to be changed, the Mass Update feature can quickly address this. However, be **very careful when mass updating fields.**

From the Sections tab:

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

You can mass update multiple fields before saving.

Other common changes that can be mass updated from the Master Schedule Report are:

- Room Number
- Section Short Name
- Grading Scale
- Days
- Bell Schedule
- Course History Term
- Calendar
- Takes Attendance
- Total Seats
- Class Minutes Weekly
- Graded
- Marking Period
- Active

Elementary Basic Scheduling

The Teacher Schedule Report

Twaking via the Teacher Schedule Report

The Teacher Schedule Report lists scheduled teachers and their scheduled sections. This report can be used to change a teacher's schedule by moving (dragging and dropping) sections around, much like a "whiteboard schedule". The information can be filtered to display and choose additional fields such as Room Numbers, Course/Section Numbers, Terms, and Totals. The report also identifies possible section conflicts by displaying those sections in red. It indicates more than one section has been scheduled into a single period.

To access the report:

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

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09
Boot, Ann L			LANG ARTS GRADE 1 5010042-852B LANG ARTS GRADE 3 5010044-852B	5-104-2 1-116M-6 8	LANG ARTS GRADE 4 5010045-852C 1-116M-1 1	LANG ARTS GRADE 5 5010046-852D 1-116M-3 3				

Show Additional Information on Report

Show: Will allow you to include additional information such as Room Numbers, Course/Section Numbers, Terms, and Totals on the report.

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Relevance
Alfaro, Trine L	FIFTH GRADE 5100110-502 (22) 1-214 +		MATH GRADE FIVE 5012070-502 (22) 1-214 +	MATH GRADE FIVE 5012070-501 (22) 1-214 +	MATH GRADE FIVE 5012070-503 (24) 1-214 +	MATH GRADE FIVE 5012070-500 (23) 1-214 +	MATH GRADE FIVE 5012070-504 (24) 1-214 +			

It is recommended that you have Room Numbers and Course/Section Numbers selected.

Filter report by Subject (grade level)

1. Select the subject in the **Filter by Subject** pull-down at the top-right corner of the screen.
2. The report will refresh and display only the teacher schedules for the selected subject

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09

Elementary Basic Scheduling

Filter by Teacher(s)

1. Enter the Teacher name in the Search field in the upper right corner.
2. Press Enter.
3. The report will refresh and display teacher schedules that match the search criteria.
4. To remove the search criteria, clear the field and press **Enter**.

Show: ☒ Room Numbers ☒ Course/Section Numbers ☐ Terms ☐ Totals

Filter by Subject: Choose

1 Teacher

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Relevance
Alfaro, Trine L	FIFTH GRADE 5100110-502 (22) 1-214 +			MATH GRADE FIVE 5012070-502 (22) 1-214 +	MATH GRADE FIVE 5012070-501 (22) 1-214 +	MATH GRADE FIVE 5012070-503 (24) 1-214 +	MATH GRADE FIVE 5012070-500 (23) 1-214 +	MATH GRADE FIVE 5012070-504 (24) 1-214 +		

Enter multiple teachers in the search field separated by a space to display multiple teachers

Show: ☒ Room Numbers ☒ Course/Section Numbers ☐ Terms ☐ Totals

Filter by Subject: Choose

3 Teachers

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
Alfaro, Trine L	FIFTH GRADE 5100110-502 (22) 1-214 +			MATH GRADE FIVE 5012070-502 (22) 1-214 +	MATH GRADE FIVE 5012070-501 (22) 1-214 +	MATH GRADE FIVE 5012070-503 (24) 1-214 +	MATH GRADE FIVE 5012070-500 (23) 1-214 +	MATH GRADE FIVE 5012070-504 (24) 1-214 +	
Cavasos, Julie Christiana	FIFTH GRADE 5100110-500 (23) 1-209 +			LANG ARTS GRADE 5 5010046-500 (23) 1-209 +	LANG ARTS GRADE 5 5010046-504 (24) 1-209 +	LANG ARTS GRADE 5 5010046-502 (22) 1-209 +	LANG ARTS GRADE 5 5010046-501 (22) 1-209 +	LANG ARTS GRADE 5 5010046-503 (24) 1-209 +	

Scheduling Conflicts

The report identifies possible section conflicts by displaying those sections in red. It indicates that *more than one section* has been scheduled into a single period.

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09
Boat, Ann L			LANG ARTS GRADE 1 5010042-852B 5-104 2 LANG ARTS GRADE 3 5010044-852B 1-116M 6 1-116M 8	LANG ARTS GRADE 4 5010045-852C 1-116M 1	LANG ARTS GRADE 5 5010046-852D 1-116M 3					

55 Teachers

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
Alexander, Annamarie Lynn	FOURTH GRADE (19) +	SCIENCE GRADE FOUR (19) +			LANG ARTS GRADE 4 (19) +	MATH GRADE FOUR (19) +		LANG ARTS GRADE 4 (19) +	LANG ARTS GRADE 4
Alfaro, Trine L	FIFTH GRADE (22) +			MATH GRADE FIVE (22) +	MATH GRADE FIVE (22) +	MATH GRADE FIVE (24) +	MATH GRADE FIVE (23) +	MATH GRADE FIVE (24) +	
Alvarez, Nuvia	KINDERGARTEN (19) +	LANG ARTS GRADE K (19) +	LANG ARTS GRADE K (19) +	LANG ARTS GRADE K (19) +	MATH GRADE K (19) +				SCIENCE GRADE K

You will notice scheduling conflicts for the following scenarios:

- Related Arts will have multiple sections scheduled in one period.
- Special Scheduling sections

Tweaking should be done PRIOR to creating packages and scheduling students.

Elementary Basic Scheduling

Move Sections to the Correct Period

Initially, all courses will be displayed in Period 00. Refer to your Instructional Minutes template to move course sections to the applicable periods. Only the Grade Level course should remain in Period 00.

Note: It may be helpful to filter the report by Subject to view one grade level at a time.

Period 04	Period 05
<u>LANG ARTS GRADE 4</u> (0) +	<u>MATH GRADE FOUR</u> (0) +
<u>MATH GRADE FIVE</u> (0) +	<u>MATH GRADE FIVE</u> (0) +
<u>MATH GRADE K</u> (0) +	

1. Click and Hold the blue plus sign (+), located to the right of the section title.
2. Drag the section to the new location (period).
3. Drop (release) when the new block (period) appears highlighted.
4. You will see a temporary blue checkmark appear in the new period block.

Period 04	Period 05
<u>LANG ARTS GRADE 4</u> (0) +	<u>MATH GRADE FOUR</u> (0) +
<u>MATH GRADE FIVE</u> (0) +	<u>MATH GRADE FIVE</u> (0) +
	<u>MATH GRADE K</u> (0) +

Period 04	Period 05
<u>LANG ARTS GRADE 4</u> (0) +	<u>MATH GRADE FOUR</u> (0) +
<u>MATH GRADE FIVE</u> (0) +	<u>MATH GRADE FIVE</u> (0) +
	<u>MATH GRADE K</u> (0) ✓

Continue this process until all the teacher's sections have been moved to the correct period for that grade level.

Sections should be moved PRIOR to building packages and scheduling students.

Note:

- It is not recommended that you move courses from one teacher period to another teacher period.
- Click the underlined class section title to access section information.
- The blue cross used to drag and drop sections is only available during BOY master scheduling. After the first day of school, the blue cross will no longer be available.

Elementary Basic Scheduling

Creating Packages (aka Parent/Child Sections)

Packaging Sections

Package Scheduling ties multiple sections together for ease in scheduling (also called “Parenting”). The Homeroom (grade level course) section is identified as the Parent Section. All other sections assigned to the teacher are called the Child Sections—this includes Specials. There are multiple approaches to creating packages for scheduling (i.e. Create Packages, Teacher Schedule Report).

Note: Ensure the homeroom (grade level) section is set up before creating a package.

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

Linking or Parenting Courses via Creating Packages (simplest method)

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

Selecting a Parent/Homeroom Section:

From Create Packages:

1. Select the Parent/Homeroom section: pull-down.
2. Use the Filter box to search for the parent selection.

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

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

3. Select the parent section.

Select Children Sections:

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

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

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

Elementary Basic Scheduling

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

Parent/Homeroom Section:

FIRST GRADE (5100070) - 00 00 - 107 - Lera M Brial (107)

Children Sections:

ART - GRADE 1 (5001020) - 05 05 - W - 107 - Shannon Lee Green (107), INTRO TO COMP SCI 1 (50...

ART - GRADE 1 (5001020) - 05 05 - W - 107 - Shannon Lee Green (107)
 INTRO TO COMP SCI 1 (50020101) - 05 05 - F - 107 - Lindsey Diane Dominguez (107)
 LANG ARTS GRADE 1 (5010042) - 02 02 - 107 - Lera M Brial (107)
 LANG ARTS GRADE 1 (5010042) - 03 03 - 107X - Lera M Brial (107X)
 MATH GRADE 1 (5012030) - 01 01 - 107 - Lera M Brial (107)
 MUSIC - GRADE 1 (5013070) - 05 05 - H - 107 - Kate Ryan Craig (107)
 PHYSICAL EDUCATION 1 (5015030) - 05 05 - MT - 107 - Paul Robert Ewerth (107)
 RECESS KG - 5 (RECESSKG5) - 04 04 - 107 - Lera M Brial (107)
 SCIENCE GRADE 1 (5020020) - 06 06 - 107 - Lera M Brial (107)
 SOC STUDIES 1 (5021030) - 07 07 - 107 - Lera M Brial (107)

Removing a Child Section

Unchecking the checkbox by a course will remove it from the Children Sections.

Note: Click the Clear Selected link to deselect all checkboxes at once.

Removing a Parent Section

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

From Courses & Sections:

1. Select the section that is to be removed from the Parent.
2. In the section header, click the underlined Choose Parent Section link.
3. A new popup window will display
4. Click the Remove the Parent button.
5. The popup window will close.
Note: The Parent Section will no longer be associated with the course. Only the underlined word Choose will be present. Verify that it is correct.
6. Click Save to finalize the Parent Section removal process.

Set... Stud... Use... Sch... Gra... Ass... Atte... Disc... Billi... Eligi... Flori... Rep...

Remove the Parent **2**

9 Subjects

Subject

00-PreK

000-Kindergarten

001-1st grade

002-2nd grade

003-3rd grade

Q

Print

Attendance GPA

Co-Teachers History Florida Vocational/WDIS Inclusion

9 Subjects

Subject

00-PreK

000-Kindergarten

10 Courses

Course

ART - GRADE K

7 Sections

Section

05 05 - MW - 050 - Angela Nicole Chen

05 05 - MW - 051 - Angela Nicole Chen

Student Information Sheryl Priestler

2017-2018

Quarter 1

me Billi... Eligibility Florida... Reports

quests in Search Copy Delete

Save

050 Short Name

Course History Term

KINDERGARTEN: 00 00 - 050 - Amber Marie Emerson

E1 Calendar

Choose Parent Section **1**

Elementary Basic Scheduling

Checking Linked Sections

Review your packages carefully to ensure they are complete. If your packages contain errors, your student schedules, grade reporting, FTE, etc. will also be affected. Refer to the Typical Scheduling Package Reference Sheet.

From the Master Schedule Report:

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

Parent Course	Parent Section	Takes Attendance	Graded	Linked Course	Linked Section	Takes Attendance	Graded
FIRST GRADE	00 00 - 107 - Lera M Brial	☒	☒	LANG ARTS GRADE 1	03 03 - 107X - Lera M Brial	☐	☐
				ART - GRADE 1	05 05 - W - 107 - Shannon Lee Green	☐	☒
				INTRO TO COMP SCI 1	05 05 - F - 107 - Lindsey Diane Dominguez	☐	☒
				MUSIC - GRADE 1	05 05 - H - 107 - Kate Ryan Craig	☐	☒
				LANG ARTS GRADE 1	02 02 - 107 - Lera M Brial	☐	☒
				MATH GRADE 1	01 01 - 107 - Lera M Brial	☐	☒
				SCIENCE GRADE 1	06 06 - 107 - Lera M Brial	☐	☒
				SOC STUDIES 1	07 07 - 107 - Lera M Brial	☐	☒
				RECESS KG - 5	04 04 - 107 - Lera M Brial	☐	☐
				PHYSICAL EDUCATION 1	05 05 - MT - 107 - Paul Robert Ewerth	☐	☒

All Grade Level Homeroom Packages should contain the following:

- Language Arts (2 sections in different periods – only 1 section is checked graded)
- Math
- Science
- Social Studies
- PE
- Art
- PK Attendance (PKAttend) only for PK homerooms or Speech Pathologist for walk-in students
- Music
- Computer Science
- Grade Level Course
- Recess

Elementary Basic Scheduling

Scheduling Students

Scheduling Students into a Package

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

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

Individually Schedule a Student – Using Add a Section Option

From the students schedule:

1. Click + Add a section.
Note: The link is only visible before school starts.
The course Subjects by grade level will be displayed.
2. Select the grade-level course folder.
3. Select the grade level course section (i.e. Second Grade, First Grade, etc.).
4. Select the teacher course section.
All child sections will be added to the student's schedule automatically.
5. Click Save.

11 Classes

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term
☐	FIRST GRADE	00 00 - 107 - Lera M Brial	5000070	107	MTWTF	5-104	Full Year
☐	MATH GRADE 1	01 01 - 107 - Lera M Brial	5010010	107	MTWTF	5-104	Full Year
☐	LANG ARTS GRADE 1	02 02 - 107 - Lera M Brial	5010040	107	MTWTF	5-104	Full Year
☐	LANG ARTS GRADE 1	03 03 - 107X - Lera M Brial	5010042	107X	MTWTF	5-104	Full Year
☐	RECESS 107	04 04 - 107 - Lera M Brial	5010040	107	MTWTF	5-104	Full Year
☐	SCIENCE GRADE 1	05 05 - 107 - Lera M Brial	5010040	107	MTWTF	5-104	Full Year
☐	PHYSICAL EDUCATION 1	06 06 - MT - 107 - Paul Robert Everth	5015030	107	MT	5-113	Full Year
☐	MUSIC GRADE 1	05 05 - H - 107 - Kate Ryan Craig	5013070	107	H	2-110	Full Year
☐	INTERDISCIPLINARY SCI 1	05 05 - F - 107 - Lindsey Diane Dominguez	50020101	107	F	2-109	Full Year
☐	SCIENCE GRADE 1	06 06 - 107 - Lera M Brial	5020020	107	MTWTF	5-104	Full Year
☐	SOC STUDIES 1	07 07 - 107 - Lera M Brial	5021030	107	MTWTF	5-104	Full Year

Elementary Basic Scheduling

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

From the students schedule:

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

Search for a section to add

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

Subject Period Teacher Term

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

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

Mass Add Students to Packages

Mass adding a course allows for enrolling a select group of students into a specific course. Remember, packaging sections requires that only the Homeroom course needs to be added to students' schedules.

1. Click the Scheduling tab.
2. Select Mass Add Course.
3. Enter your search criteria and Click Search.
4. The Mass Add Course screen will display.
5. Click the underlined words Choose Course to select the Course and Section into which students will be scheduled.

Mass Add Course

Course Section(s) to Add Choose Course 1

Start Date August 16 2017 2

Marking Period Full Course Enrollment 3

☐ Locked

Search Screen Simple List Customized List

Grade: 02

106 Students 4

Student

AL

Add Course(s) to Selected Students 5

6. The courses & sections pop-up window will display.
7. Select the appropriate Subject (Grade Level), Course (Homeroom), and Section (Teacher).

Courses			
View/Edit this Course List Students in this Course List Unfilled Requests in this Course Search			
9 Subjects	10 Courses	7 Sections	
Subject	Course	Course Num	Section
00-PreK	INTROD TO CPTRS	50020002	00 00 - 200 - Kelsev Dana Walklett
000-Kindergarten	LANG ARTS GRADE 2	5010043	00 00 - 201 - Miranda Nicole Drozdowski
001-1st grade	MATH GRADE TWO	5012040	00 00 - 202 - Bonnie Dell Torres
002-2nd grade	MUSIC - GRADE 2	5013080	00 00 - 203 - Jonell S Shearer
003-3rd grade	PHYSICAL EDUCATION 2	5015040	00 00 - 204 - Deborah Lynn Piascik
004-4th grade	SCIENCE GRADE TWO	5020030	00 00 - 205 - Jordan Wilson Whatley
005-5th Grade	SECOND GRADE	5100080	00 00 - 206 - Gwendolyn Cassimere Sam
006-SWD	SOC STUDIES 2	5021040	

Elementary Basic Scheduling

8. The pop-up window will automatically close and the Course Section(s) to Add field is now populated with all classes packaged from the Homeroom (Grade Level) section selected.

Add Course(s) to Selected Students

Course Section(s) to Add

- ✗ LANG ARTS GRADE 1 - 03 03 - 107X - Lera M Brial
- ✗ ART - GRADE 1 - 05 05 - W - 107 - Shannon Lee Green
- ✗ INTRO TO COMP SCI 1 - 05 05 - F - 107 - Lindsey Diane Dominguez
- ✗ MUSIC - GRADE 1 - 05 05 - H - 107 - Kate Ryan Craig
- ✗ LANG ARTS GRADE 1 - 02 02 - 107 - Lera M Brial
- ✗ MATH GRADE 1 - 01 01 - 107 - Lera M Brial
- ✗ SCIENCE GRADE 1 - 06 06 - 107 - Lera M Brial
- ✗ SOC STUDIES 1 - 07 07 - 107 - Lera M Brial
- ✗ RECESS KG - 5 - 04 04 - 107 - Lera M Brial
- ✗ FIRST GRADE - 00 00 - 107 - Lera M Brial
- ✗ PHYSICAL EDUCATION 1 - 05 05 - MT - 107 - Paul Robert Ewerth

Choose Course

Start Date: August 10 2023

Marking Period: Full Course Enrollment

☐ Locked

Search Screen Simple List Customized List

Student:

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

9. Select a Start Date.
Note: The start date may vary depending on the time of year. It should reflect the first day a student will sit in that particular class. Drop dates and Start dates should never overlap.
10. Select Marking Period – Full Course Enrollment.
11. In the lower portion of the Mass Add Course screen is a student list containing the results from the student search performed previously. Use the checkbox on the left side of the student's name to include him or her in the scheduling function.
12. Verify the selected students and sections are correct.
13. Click Add Course(s) to Selected Students button in the upper right corner of the screen.

Add Course(s) to Selected Students

Course Section(s) to Add

- ✗ LANG ARTS GRADE 1 - 03 03 - 107X - Lera M Brial
- ✗ ART - GRADE 1 - 05 05 - W - 107 - Shannon Lee Green
- ✗ INTRO TO COMP SCI 1 - 05 05 - F - 107 - Lindsey Diane Dominguez
- ✗ MUSIC - GRADE 1 - 05 05 - H - 107 - Kate Ryan Craig
- ✗ LANG ARTS GRADE 1 - 02 02 - 107 - Lera M Brial
- ✗ MATH GRADE 1 - 01 01 - 107 - Lera M Brial
- ✗ SCIENCE GRADE 1 - 06 06 - 107 - Lera M Brial
- ✗ SOC STUDIES 1 - 07 07 - 107 - Lera M Brial
- ✗ RECESS KG - 5 - 04 04 - 107 - Lera M Brial
- ✗ FIRST GRADE - 00 00 - 107 - Lera M Brial
- ✗ PHYSICAL EDUCATION 1 - 05 05 - MT - 107 - Paul Robert Ewerth

Choose Course

Start Date: August 10 2023

Marking Period: Full Course Enrollment

☐ Locked

Search Screen Simple List Customized List

Student:

1 Student 1 Selected

Search

☐	Photo	Student
☒		

Elementary Basic Scheduling

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


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

Search Screen Simple List Customized List

Student Search

Drop a Course from the Students Schedule BEFORE the Start Date

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

From the Students Schedule:

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

Delete	Course	Period - Teacher	Meeting Days	Room
☐				
☒	ART - GRADE 2	00 00 - MW - 201 - Angela Nicole Chen	MW	1-136
☒	INTROD TO CPTRS	00 00 - F - 201 - Cheryl Ann Cooper	F	1-161
☒	LANG ARTS GRADE 2	00 00 - 201 - Miranda Nicole Drozdowski	MTWHF	1-239
☐	MATH GRADE TWO	00 00 - 201 - Miranda Nicole Drozdowski	MTWHF	1-239
☐	MUSIC - GRADE 2	00 00 - TH - 201 - Jesus Alberto Segura	TH	1-158

Drop a Course from the Students Schedule AFTER the Start Date

The delete checkbox will not be present, therefore you will have to drop the course from the students schedule.

From the Student's Schedule:

1. Select the drop-date of the course section.
Note: Drop Dates and Enrollment Dates should never overlap.
2. Click Save.

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

Elementary Basic Scheduling

Mass Drop a Course from a Group of Students

The Mass Drop Course is used to drop one or multiple courses from a group of students' schedules.

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

1. Click the Scheduling tab.
2. Select Mass Drop Course.
3. Enter your search criteria and Click Search.
4. The Mass Drop Course screen will display.
5. Click the underlined words Choose Course to select the Course and Section in which students will be dropped.
6. The courses and sections pop up window will display.
7. Select the subject, course, and section you would like to drop from the student's schedules.

8. The selected section is displayed next to Course to Drop.
Note: If the wrong section was selected, click the red X next to the section to delete it.
9. Click the Choose a Course link to select more sections if needed.
10. Select the drop date.
11. Select the check box next to each student to mass drop the course from their schedules, or select the check box in the column header to select all the students in the list.
12. Click Drop Course from Selected Students at the top of the screen.
13. A green check mark and confirmation message will display indicating the course has been dropped from the selected students' schedules.



The Mass Drop or Mass Add feature can also be used to make individual schedule changes.

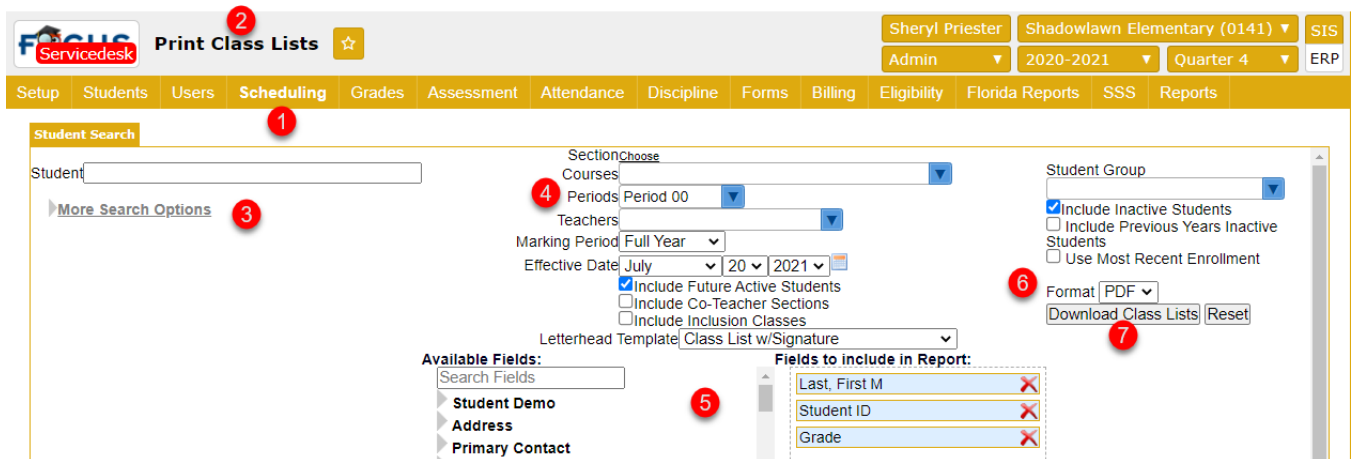
Elementary Basic Scheduling

Print Class Lists

The Print Class Lists screen is used to print class lists that can be customized to include a variety of student information, such as demographic, contact, ESE, ELL, schedule, attendance, grade, and discipline information. Class lists can be printed in PDF or CSV format.

1. Click the Scheduling tab.
2. Select Print Class Lists.
3. Enter your search criteria (if applicable) on the left.
4. In the period drop-down, Select Period 00 to generate a class list for the homeroom teacher.
5. Use the available fields and Fields to Include in Report section to add additional student fields to the class list beside the fields that are included by default.
6. Select the Format, PDF or CSV.
PDF (printable copy for distribution); CSV (exports to Excel)
7. Click Download Class Lists

Note: When PDF is selected, a PDF Preview of the class lists is displayed, which can be saved to your computer or printed. Click Return to Focus to go back to the Print Class Lists screen.



The screenshot shows the 'Print Class Lists' interface. At the top, the 'Scheduling' tab is selected (1). The 'Print Class Lists' button is highlighted (2). On the left, the 'Student Search' section contains a search bar and a 'More Search Options' link (3). The main area contains several filters: 'Section Choose' (4), 'Courses' (4), 'Periods' set to 'Period 00' (4), 'Teachers' (4), 'Marking Period' set to 'Full Year', 'Effective Date' set to 'July 2021', and checkboxes for 'Include Future Active Students' (checked), 'Include Co-Teacher Sections', and 'Include Inclusion Classes'. The 'Letterhead Template' is set to 'Class List w/Signature'. On the right, the 'Student Group' dropdown is set to 'Include Inactive Students' (checked), with options for 'Include Previous Years Inactive Students' and 'Use Most Recent Enrollment'. The 'Format' is set to 'PDF' (6), and the 'Download Class Lists' button is visible (7). At the bottom, the 'Available Fields' section on the left includes 'Student Demo', 'Address', and 'Primary Contact'. The 'Fields to include in Report' section on the right includes 'Last, First M', 'Student ID', and 'Grade' (5).

Elementary Basic Scheduling

Gifted Students

The gifted designation (L-Gifted) should be added to the student's individual schedule in the "Student Exceptionality Code" column of all CORE COURSES (Lang Arts, Math, Science, and Social Studies).

Course	Period - Teacher	Student Exceptionality Code
<u>FOURTH GRADE</u>	00 00 - 403 - Dana Ann Winogrodzki	-
<u>LANG ARTS GRADE 4</u>	01 01 - 403X - Dana Ann Winogrodzki	L - Gifted
<u>LANG ARTS GRADE 4</u>	02 02 - 403 - Dana Ann Winogrodzki	L - Gifted
<u>SOC STUDIES 4</u>	03 03 - 403 - Dana Ann Winogrodzki	L - Gifted
<u>MATH GRADE FOUR</u>	04 04 - 403 - Dana Ann Winogrodzki	L - Gifted
<u>ART - INTERM 2</u>	06 06 - TWHF - 403 - James Wesley Iv Fitch	-
<u>INTRO TO COMP SCI 1</u>	06 06 - MTHF - 403 - Virginia Stack	-
<u>SCIENCE GRADE FOUR</u>	07 07 - 403 - Dana Ann Winogrodzki	L - Gifted
<u>PHYSICAL EDUCATION 4</u>	08 08 - 403 - Dana Ann Winogrodzki	-

Pre-K Walk-in Students

Students that come in only for services are considered as Pre-K Walk-in Students.

The Pre-K Department will provide a list of students that meet this criteria.

The only course section created/scheduled for Pre-K Walk-in students would be the PK Attendance course.

- Teacher:** Select the Teacher name from the drop-down.
- Room:** Use the drop-down to select the room from the room list.
- Beginning and Ending Periods:** Set the beginning and ending periods for the section.
- Bell Schedule:** Select Regular Bell Schedule.
- Meeting Day(s):** MTWHF
Note: Even though a student comes in on specific days, the course section should still be M-F.
- Marking Periods:** Should be set to "Full Year".
- Seats:** Set the maximum number of students that can be assigned to the section.
- Short Name:** Correlates with the homeroom teacher number the section should be paired with.
- Course History Term:** Should be set to "Full Year".
- Takes Attendance:** Check the box. In this case, Pre-K Walk-in course sections are attendance eligible.
Unchecked = Red X = Grade Eligible (No) and Checked = Green check = Grade Eligible (Yes)
Note: If the section is not marked attendance eligible the teacher will not be able to take attendance for the course section.
- Graded:** Uncheck the box. The course section is not grade eligible.
These students are only coming in for services, therefore no grades will be entered.
Unchecked = Red X = Grade Eligible (No) and Checked = Green check = Grade Eligible (Yes)
- Affects GPA:** Should not be checked.
- Active:** Should be checked.
- Grading Scale:** Select Elementary PK-2 Grade Scale.
- Standards Grading Scale:** Select Pre-K Indicator Scale.
- Calendar:** Make sure to select the correct calendar (for example, E1, E46, etc.)
- Click Save.

Elementary Basic Scheduling

Setup	Students	Users	Scheduling	Grades	Assessment	Attendance	Discipline	Forms	Billing	Eligibility	Florida Reports	SSS	Reports						
PK ATTENDANCE PKATTEND: 00 00 - 71* - List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save																			
N/A Teacher		Room		00 00 Reg End		Regular Bell Schedule Bell Schedule		MTWHF Meeting Days		Full Year Marking Period		40 IEP		- ESOL/ELL		71* Short Name		Full Year Course History Term	
Takes Attendance		Graded		Affects GPA		Active		None Gender Restriction		- Grade Level(s) blank for all gradelevels		Elementary PK-2 Grade Scale		Pre-K Indicator Scale Standards Grading Scale		E1 Calendar		None Choose Parent Section	
Co-Teachers				History		Florida		Vocational/WDIS		Inclusion		Subs							
999 - Nonfunded FEFP Number S - Self-contained Scheduling Method Z - Not Applicable Dual Enrollment Indicator N/A Course Flag 3 N - No Reading Intervention Component N/A Online Course Provider X Gifted				- District of Instruction Exclude from FTE - Dual Enrollment Institution Type N/A Course Flag 4 PMRN Blended Learning Course Course Term Semester Content				- School of Instruction Exclude from FASTER Primary Instructor N - Non-certified possessing expert skill Cert/Licensure/Qual Status Pull-out - Location of Student				Not Applicable Day of Week Scheduled, Alternate Date Certain 00 - School District Facility Facility Type N/A Course Flag 1 Z - Course is not a core academic subject Highly Qualified Z - Not Applicable Team Teacher Training No EOC Exam EOC Exam Term				0 Class Minutes Weekly - Online Course N/A Course Flag 2 ESSA Title III N/A Virtual Instruction Provider N/A ELL Instructional Model			
9 Subjects				1 Course				1 Section											
Subject				Course				Course Num				Section							
0 - PK walk-in				PK ATTENDANCE				PKATTEND				00 00 - 71* -							
00 - PK				+								+							

Pre-K Students (Regular)

Regular Pre-K Students are scheduled based on the program they are placed in. The Pre-K Department will provide the list of students along with proper program codes.

Refer to the *PK Program Student Schedule Breakdown Sheet* for course section information.

Build course sections and schedule the student based on the PK Program coding assigned to the student.

2024-2025 Pre-K Programs Student Schedule Breakdown - Non-Extended Day										
New 2024-2025										
Schedule for VPK & Head Start Student										
PK Code	1	Course	Begin Period	End Period	Start time	Trans-Attendance	Graded	FEET #	Class Minutes/Week	Scheduling Method
HV	Teacher	PK Attestd	00	00	Tues	green check mark	green check mark	990	990	Self-Contract
	Teacher	SL030520 - Day Head Start	01	01	Tues AM	green check mark	green check mark	990	990 (non-extended day)	Self-Contract
	Teacher	SL030589 - VPK 5K+ year pr	02	02	Tues AM	red "X"	red "X"	990	990 (non-extended day)	Self-Contract
Schedule for PK Disabilities & Head Start Student										
PK Code	2	Course	Begin Period	End Period	Start time	Trans-Attendance	Graded	FEET #	Class Minutes/Week	Scheduling Method
DH	Teacher	PK Attestd	00	00	Tues	green check mark	green check mark	990	990	Self-Contract
	Teacher	PK030520 - PK Disabilities	01	01	Tues AM	green check mark	green check mark	100	100 (non-extended day)	Self-Contract
	Teacher	SL030520 - Day Head Start	02	02	Tues AM	red "X"	red "X"	100	100 (non-extended day)	Self-Contract
Schedule for Full-time PK Disabilities										
PK Code	3	Course	Begin Period	End Period	Start time	Trans-Attendance	Graded	FEET #	Class Minutes/Week	Scheduling Method
DD	Teacher	PK Attestd	00	00	Tues	green check mark	green check mark	990	990	Self-Contract
	Teacher	PK030520 - PK Disabilities	01	01	Tues AM	green check mark	green check mark	100	100 (non-extended day)	Self-Contract
	Teacher	SL030520 - Day Head Start	02	02	Tues AM	red "X"	red "X"	100	100 (non-extended day)	Self-Contract
Schedule for Full-time Head Start Student										
PK Code	4	Course	Begin Period	End Period	Start time	Trans-Attendance	Graded	FEET #	Class Minutes/Week	Scheduling Method
VF	Teacher	PK Attestd	00	00	Tues	green check mark	green check mark	990	990	Self-Contract
	Teacher	SL030589 - VPK 5K+ year pr	01	01	Tues AM	green check mark	green check mark	990	990 (non-extended day)	Self-Contract
	Teacher	SL030520 - Day Head Start	02	02	Tues AM	red "X"	red "X"	990	990 (non-extended day)	Self-Contract
Schedule for Part-time Head Start Student										
PK Code	5	Course	Begin Period	End Period	Start time	Trans-Attendance	Graded	FEET #	Class Minutes/Week	Scheduling Method
HH	Teacher	PK Attestd	00	00	Tues	green check mark	green check mark	990	990	Self-Contract
	Teacher	SL030520 - Day Head Start	01	01	Tues AM	green check mark	green check mark	990	990 (non-extended day)	Self-Contract
	Teacher	SL030520 - Day Head Start	02	02	Tues AM	red "X"	red "X"	990	990 (non-extended day)	Self-Contract
Schedule for Part-time VPK Student										
PK Code	6	Course	Begin Period	End Period	Start time	Trans-Attendance	Graded	FEET #	Class Minutes/Week	Scheduling Method
VV	Teacher	PK Attestd	00	00	Tues AM	green check mark	green check mark	990	990	Self-Contract
	Teacher	SL030520 - VPK 5K+ year pr	01	01	Tues AM	green check mark	green check mark	990	990 (non-extended day)	Self-Contract
	Teacher	SL030520 - VPK 5K+ year pr	02	02	Tues AM	red "X"	red "X"	990	990 (non-extended day)	Self-Contract
Schedule for VPK & PK Disabilities										
PK Code	7	Course	Begin Period	End Period	Start time	Trans-Attendance	Graded	FEET #	Class Minutes/Week	Scheduling Method
VD	Teacher	PK Attestd	00	00	Tues	green check mark	green check mark	990	990	Self-Contract
	Teacher	PK030520 - PK Disabilities	01	01	Tues AM	green check mark	green check mark	100	100 (non-extended day)	Self-Contract
	Teacher	SL030589 - VPK 5K+ year pr	02	02	Tues AM	red "X"	red "X"	990	990 (non-extended day)	Self-Contract



Minutes are only calculated for funded courses and these courses are 999-non-funded. Therefore, the total minutes will equal 0.00

[illegible]

PK courses, excluding the attendance course, should be unchecked for Exclude from FTE and Affects GPA.

Elementary Basic Scheduling

Entering Program Codes for PK Students

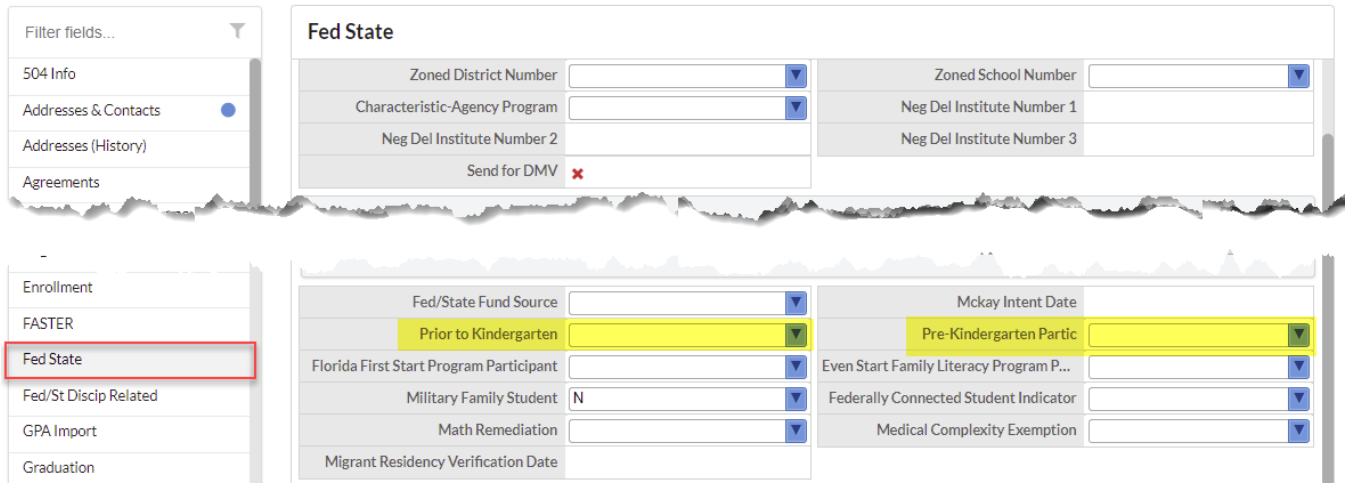
In addition to scheduling the PK students, you must enter the program codes on the Fed State tab. Program codes are provided by the VPK Department.

From the Demographics screen:

1. Select the Fed State sub-tab from the left sidebar.
2. Select the proper program code in the Prior to Kindergarten field.
3. Select the proper program code in the Pre-Kindergarten Participation field.
4. Click Save.

STUDENT PROGRAM	PRIOR TO KINDERGARTEN	PRE-KINDERGARTEN PARTIC
Head Start / VPK Federal Coding: H;V*	H – Head Start	V – Voluntary Prekindergarten
Head Start / Inclusion Federal Coding: H;D	H – Head Start	D – Children with Disabilities
VPK Parent Pay Federal Coding: V;V	V – Voluntary Prekindergarten	V – Voluntary Prekindergarten
VPK Parent Pay / Inclusion Federal Coding: V;D	V – Voluntary Prekindergarten	D – Children with Disabilities
Pre-K Disability / IBI Federal Coding: D;D	D – Children with Disabilities	D – Children with Disabilities

* Note: for H;V students, please, do not add the “V” on Prior to Kindergarten field. If you do that, student name will NOT appear on our VPK attendance for Early Learning Coalition. You can only add the “V” in Prior to Kindergarten for V;V or V;D students.



Fed State

Zoned District Number [Dropdown] Zoned School Number [Dropdown]

Characteristic-Agency Program [Dropdown] Neg Del Institute Number 1 [Text]

Neg Del Institute Number 2 [Text] Neg Del Institute Number 3 [Text]

Send for DMV [X]

Fed/State Fund Source [Dropdown] Mckay Intent Date [Text]

Prior to Kindergarten [Dropdown] Pre-Kindergarten Partic [Dropdown]

Florida First Start Program Participant [Dropdown] Even Start Family Literacy Program P... [Text]

Military Family Student [Dropdown] Federally Connected Student Indicator [Text]

Math Remediation [Dropdown] Medical Complexity Exemption [Text]

Migrant Residency Verification Date [Text]

Elementary Basic Scheduling

Scheduling Related Arts Splits

Related Arts Splits are defined as students who follow another teachers related arts schedule instead of their homeroom class schedule.

1. Review the students current schedule.
2. Drop the "OLD" related arts courses (intro to computers, art, music, and pe) from the student's schedule that correspond with the students homeroom teacher.
3. In the students schedule, add a drop date based on the last date the student sat in the related arts course sections.
4. Add the "NEW" related arts sections (computer science, art, music, and pe) of the teacher in which the student is following.
5. Make sure to use the correct dropped/enrolled date.

For example, the student below is in homeroom 107, but will follow teacher 102 related arts schedule.

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Exclude from FTE
FIRST GRADE	00 00 - 107 - Erin E Osborn	100070	107	MTWHF	6-116	Full Year	Aug 10, 2021	-	✓
MATH GRADE 1	01 01 - 107 - Erin E Osborne	5012030	107	MTWHF	6-116	Full Year	Aug 10, 2021	-	✗
LANG ARTS GRADE 1	02 02 - 107 - Erin E Osborne	5010042	107	MTWHF	6-116	Full Year	Aug 10, 2021	-	✗
LANG ARTS GRADE 1	03 03 - 107X - Erin E Osborne	5010042	107X	MTWHF	6-116	Full Year	Aug 10, 2021	-	✗
RECESS KG - 5	04 04 - 107 - Erin E Osborne	RECESS	107	MTWHF	6-116	Full Year	Aug 10, 2021	-	✓
ART - GRADE 1	05 05 - W - 107 - Anthony Ernest Guida	5001020	107	W	3-100	Full Year	Aug 10, 2021	Aug 13, 2021	✗
PHYSICAL EDUCATION 1	Dropped OLD related arts courses	5015030	107	MT	3-101	Full Year	Aug 10, 2021	Aug 13, 2021	✗
MUSIC - GRADE 1		5013070	107	H	2-105	Full Year	Aug 10, 2021	Aug 13, 2021	✗
INTRO TO COMP SCI 1		50020101	107	F	5-112	Full Year	Aug 10, 2021	Aug 13, 2021	✗
ART - GRADE 1	05 05 - W - 102 - Anthony Ernest Guida	5001020	102	W	3-100	Full Year	Aug 16, 2021	-	✗
PHYSICAL EDUCATION 1	05 05 - MT	5013070	102	MT	3-101	Full Year	Aug 16, 2021	-	✗
MUSIC - GRADE 1	05 05 - H - 102 - Jose Luis Cordero Andrade		102	H	2-105	Full Year	Aug 16, 2021	-	✗
INTRO TO COMP SCI 1	05 05 - F - 102 - Donna Lee Kenyon Mirzai		102	F	5-112	Full Year	Aug 16, 2021	-	✗

Elementary Basic Scheduling

Loading Reports

Students with Incomplete Schedules

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

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

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

The screenshot shows the FOCUS Loading Reports interface. At the top, there's a navigation bar with tabs: Setup, Students, Users, Scheduling (selected), Grades, Assessment, Attendance, Discipline, Forms, Billing, Eligibility, Florida Reports, and Reports. Below this, there's a sub-navigation bar with tabs: Courses with Unfilled Requests, Overfilled Sections, Underfilled Sections, Unfilled Requests, and Percentage of Students Scheduled. The 'Students with Incomplete Schedules' tab is selected. The main area displays a search screen with the 'Simple List' tab selected. It shows a table of 866 students with incomplete schedules. The table has columns for Student, Student ID, Grade, and Periods 00 through 08. Red X marks are visible in the Period columns for several students, indicating periods where no course is scheduled. The interface also includes a search bar, a date selector (August 13, 2019), and a marking period selector (Quarter 1).

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

Students with Conflicting Schedules

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

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

1. Click the Scheduling tab.
2. Select Loading Reports.
3. Click the “Students with Conflicting Schedules” tab to see the list of students who have more than one course scheduled for a period.
4. The Search screen will display.
5. Click the Simple List tab to display all students regardless of criteria.

Elementary Basic Scheduling

6. Click the checkbox to include sections that do not take attendance.

FOCUS Loading Reports

Sheryl Priester Pinecrest Elementary (0161) SIS
Admin 2020-2021 Quarter 1 ERP

Setup Students Users **Scheduling** Grades Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports

Percentage of Requests Scheduled
Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests
Percentage of Students Scheduled Students with Incomplete Schedules **Students with Conflicting Schedules**

Students with conflicting schedules are students who have two sections scheduled into any period in their schedule. If some periods allow students to be enrolled in two sections, you can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: August 31 2020 Marking Period: Quarter 1

Periods in the School Day: ☒ 00 ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☒ 08 ☒ 09 Update

Search Screen **Simple List** Customized List ☐ Include Sections That Do Not Take Attendance

30 Students with conflicting schedules

Student	Student ID	Grade	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09
		03	X									
		KG	X									
		03	X									

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

10 Classes Customize Columns

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