CCPS

Collier County Public Schools

BASIC SCHEDULING CHECKLIST

Part 1

ELEMENTARY

(2026-2027)

Steps to Success

Elementary Basic Scheduling

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.

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

Table of Contents

What needs to be done? 4
Teacher Information 9
Add / Update Teacher Information 9
Add / Update Teacher Numbers 9
Add / Update Building and Room Information 10
Add / Update Periods or Bell Schedule Information 10
Courses & Sections 11
Subject Setup 11
Adding Subjects 11
Deleting Subjects 12
Renaming Subjects 12
Moving/Copying Subjects 12
Course Setup 13
Adding Courses 13
Deleting Courses 14
Editing Courses 15
Copying Courses 15
Moving Courses 16
Viewing Students in a Course 16
Section Setup 17
Adding Sections 17
Florida Tab 19
Deleting Sections 20
Editing Sections 21
Copying Sections 21
Moving Sections 21
Inactive Sections 22
Viewing Students in a Section 22
Recess Courses 23
Review and Verify 25
Courses & Sections Sub-tabs (Co-Teachers, History, Florida, and Inclusion) 27
Co-Teacher Sections 29
Labeling the Course Section as Co-teach 29

Assigning Co-Teachers....30
Editing Assigned Co-Teachers....30
Deleting Assigned Co-Teachers....30
Using the Co-Teacher tab for Gradebook Access....30
Changing Teachers....31
Changing a Teacher – Logging the Change....31
Changing a Teacher – Not Logging the Change....32
Editing a Record....32
Deleting a Record....32
The Master Schedule Report....33
Tweaking the Current Master Schedule....33
The Master Schedule Report....33
Including Florida Fields....33
Customize Columns....34
Using Filters to Search....34
Making Changes....34
Mass Updating Changes....34
Class Minutes Weekly....35
The Teacher Schedule Report....36
Tweaking via the Teacher Schedule Report....36
Show Additional Information on Report....36
Filter report by Subject (grade level)....36
Filter by Teacher(s)....37
Scheduling Conflicts....37
Move Sections to the Correct Period....38
Creating Packages (aka Parent/Child Sections)....39
Packaging Sections....39
Linking or Parenting Courses via Creating Packages (simplest method)....39
Removing a Child Section....40
Removing a Parent Section....40
Checking Linked Sections....41
Scheduling Students....42
Scheduling Students into a Package....42
Individually Schedule a Student – Using Add a Section Option....42
Individually Schedule a Student – Using Search for a Section to Add Option....43

Mass Add Students to Packages....43
Drop a Course from the Students Schedule BEFORE the Start Date....45
Drop a Course from the Students Schedule AFTER the Start Date....45
Mass Drop a Course from a Group of Students....46
Print Class Lists....47
Gifted Students....48
Pre-K Walk-in Students....48
Pre-K Students (Regular)....49
Entering Program Codes for PK Students....50
Scheduling Related Arts Splits....51
Loading Reports....52
Students with Incomplete Schedules....52
Students with Conflicting Schedules....52

Elementary Basic Scheduling

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)

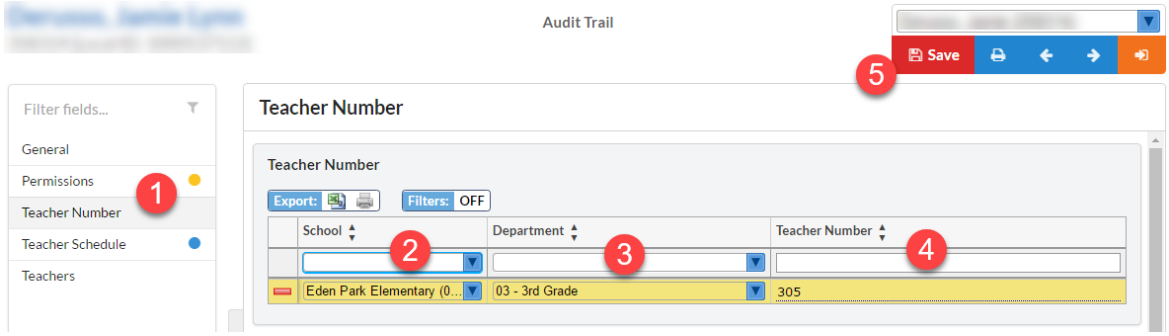
You can generate the following report to view teacher numbers assigned.
Reports tab > SCHDL_Teacher Number List

Recommended Teacher Numbering System:

Starts With	Grade Level	Example
0	PK	0xx
05	KG	05x
1	1st grade	1xx
2	2nd grade	2xx
3	3rd grade	3xx
4	4th grade	4xx
5	5th grade	5xx
6	6th 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

Elementary Basic Scheduling



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.

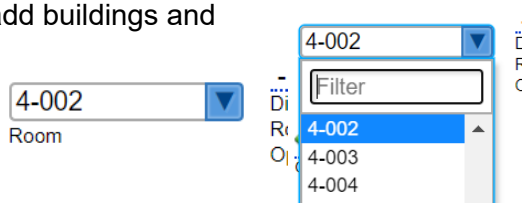
Review your Teacher Number List report to make sure you have assigned teacher numbers to all your teachers.

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).



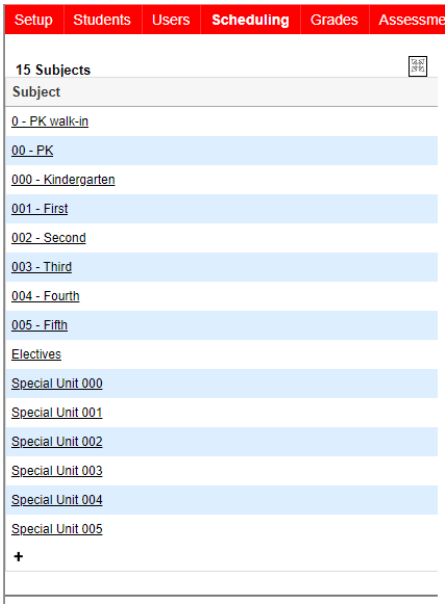
Add / Update Periods or Bell Schedule Information

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	-	-	-	✗	✓

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.

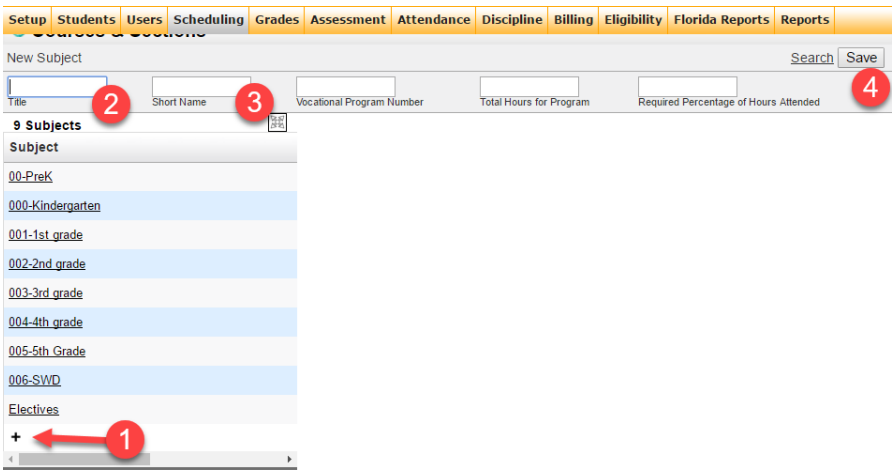
Note: Focus recommends that Subjects be set up and named by grade level for elementary schools.

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

Adding Subjects

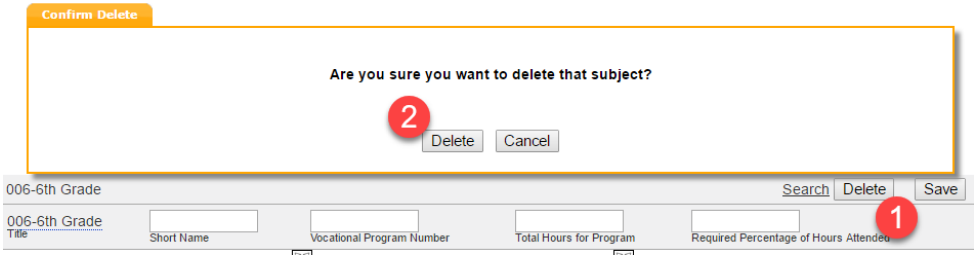
From the Subjects list:

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.

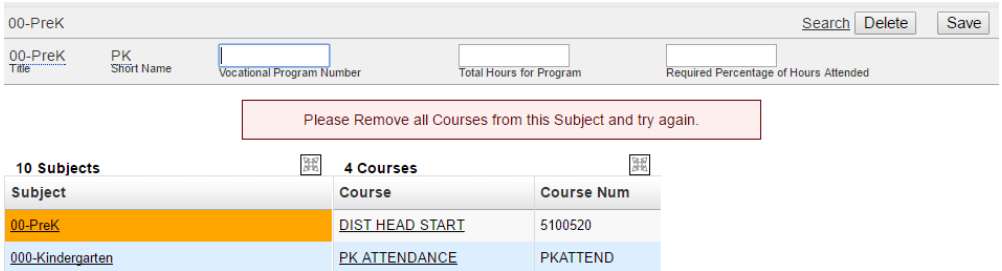


Deleting Subjects

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.

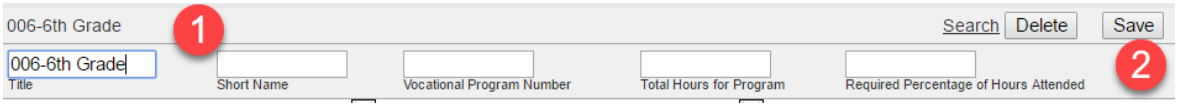


Note: You cannot delete a subject folder if it contains courses. Sections/Courses must be removed from the folder prior to deleting.



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.



Moving/Copying Subjects

Subject folders cannot be moved or copied.

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

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

Course numbers will vary depending on grade level.

Adding Courses

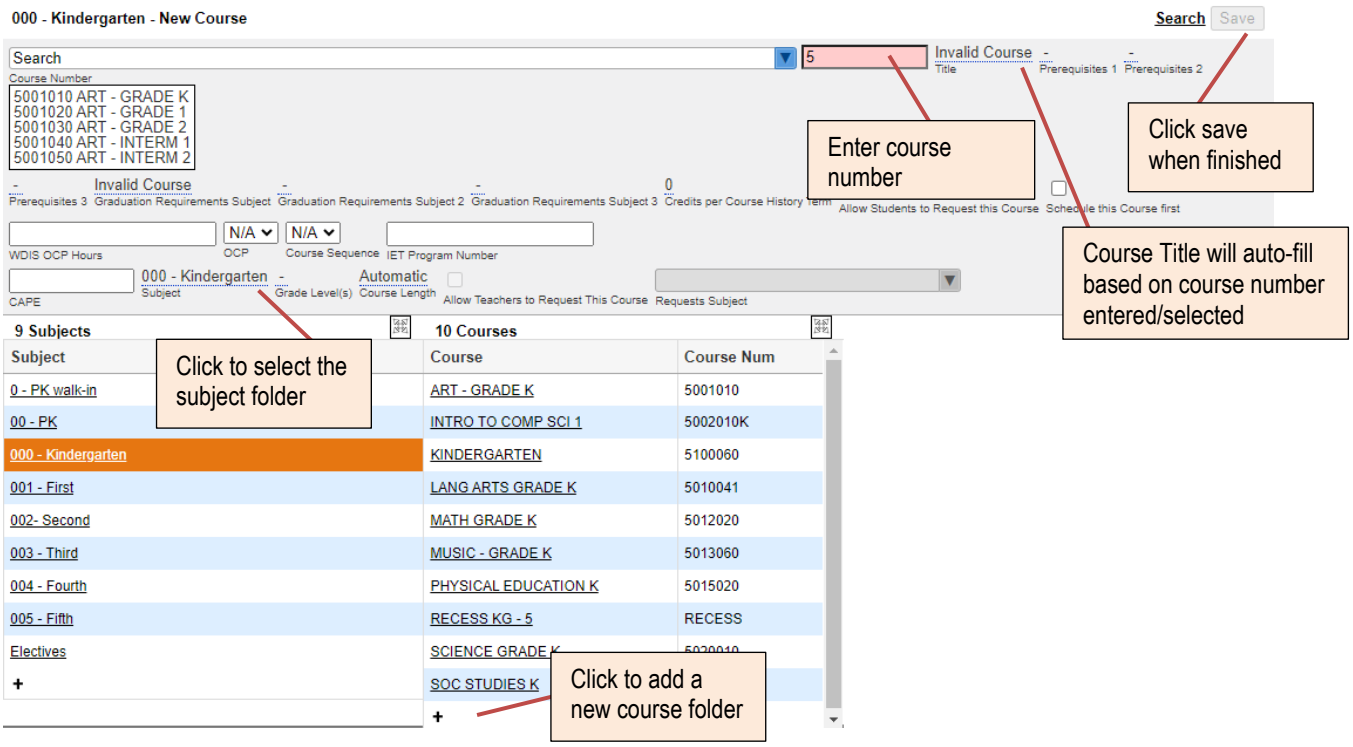
When adding courses, add it based on Courses found in the Course Catalog.

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.

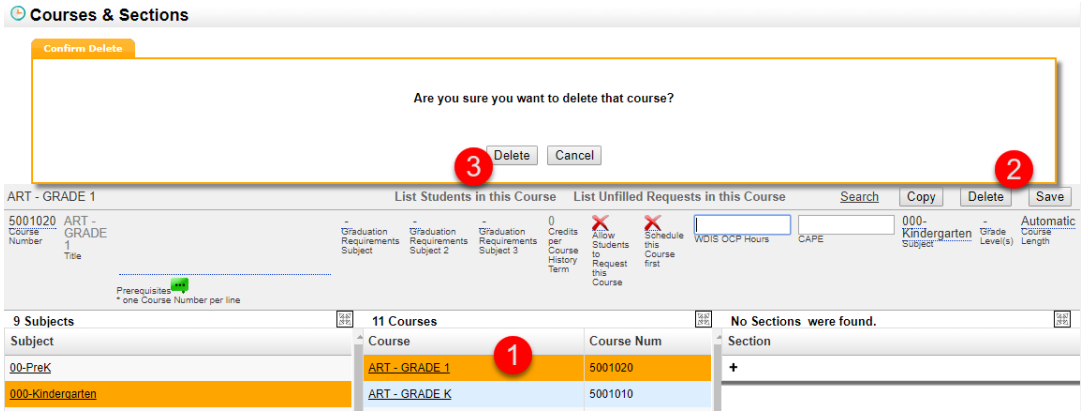
4. Click the desired course.
5. It will populate the course number field as well as the Title Field.
6. Select the Subject pull down in the upper right to place the new course in the appropriate subject folder.
7. Click Save.



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

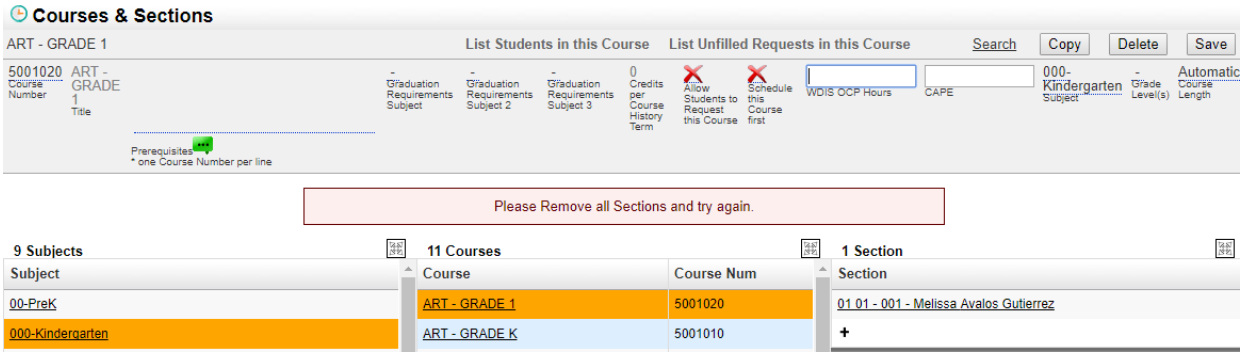
Deleting Courses

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



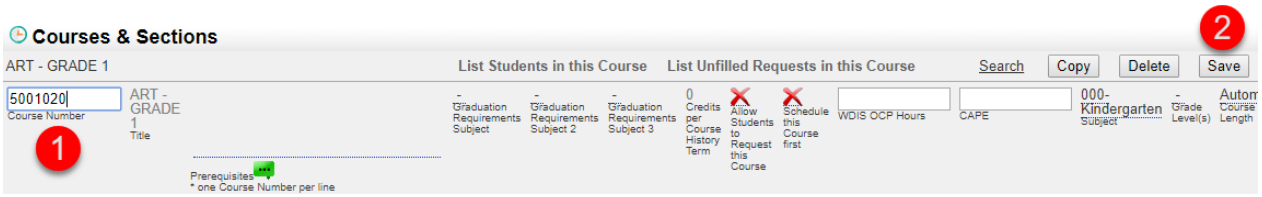
Elementary Basic Scheduling

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



Editing Courses

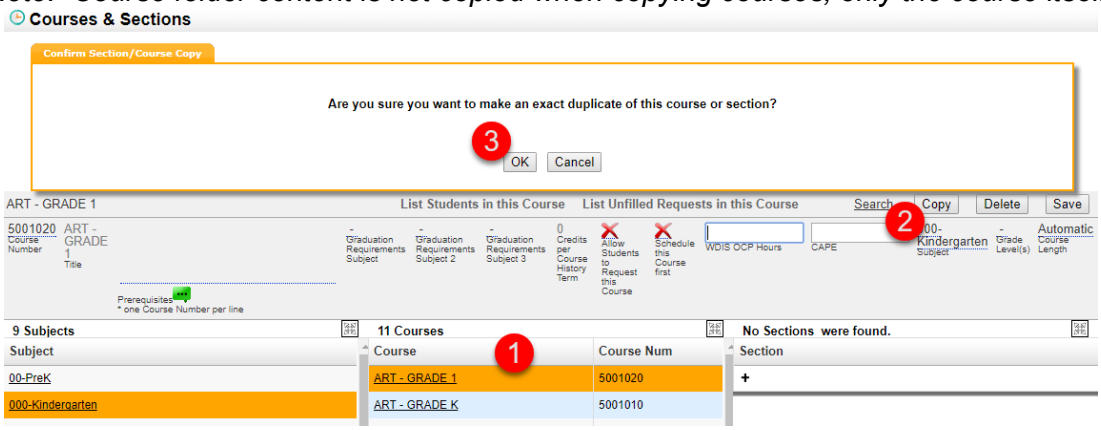
1. Select the Course.
2. The course information fields will display at the top of the page.
3. Make changes as needed.
4. Click Save.



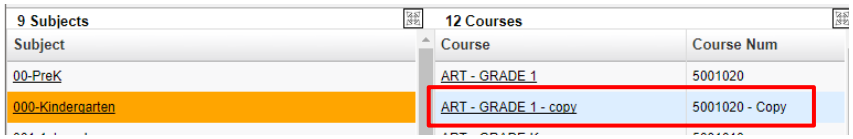
Copying Courses

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.

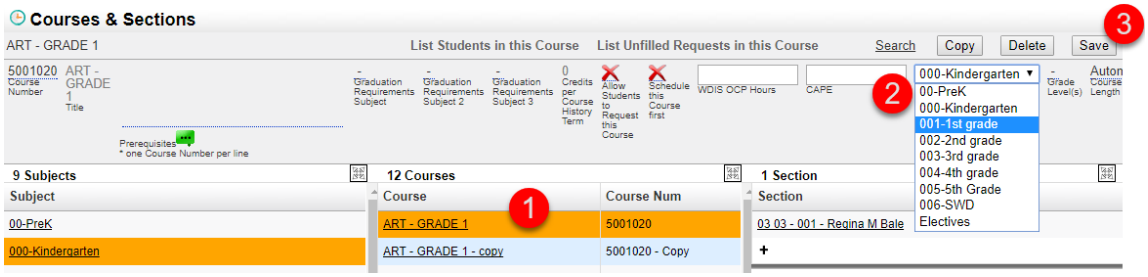


Elementary Basic Scheduling



Moving Courses

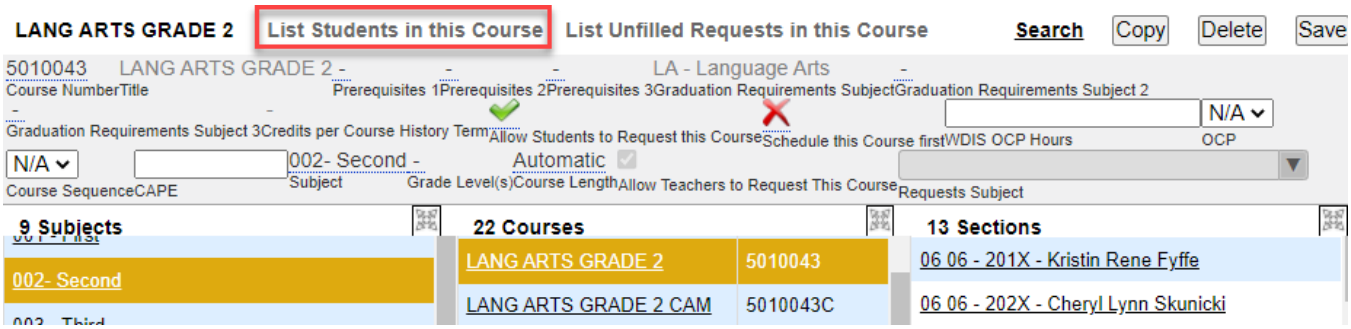
1. Select the Course.
2. The course information fields will display at the top of the page.
3. Use the subject pull down in the upper right to select the appropriate subject folder.
4. Click Save.
5. The course folder and its contents (if any) will be moved to the new course folder selected.

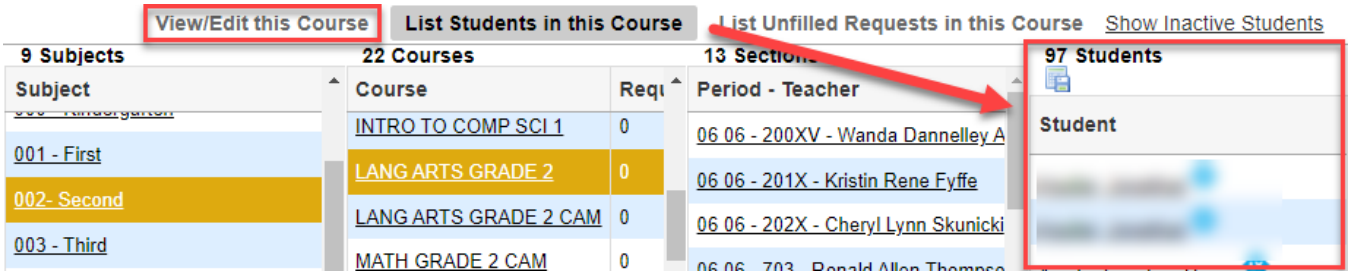


Viewing Students in a Course

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.



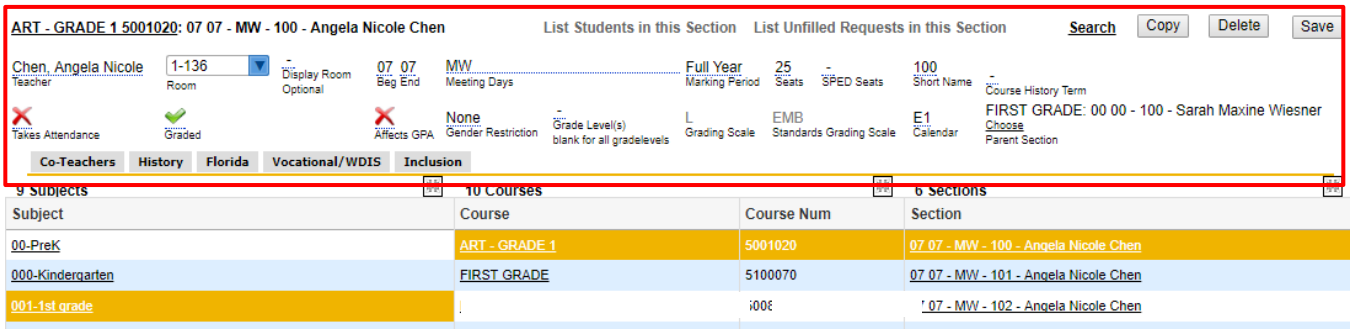


Section Setup

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:

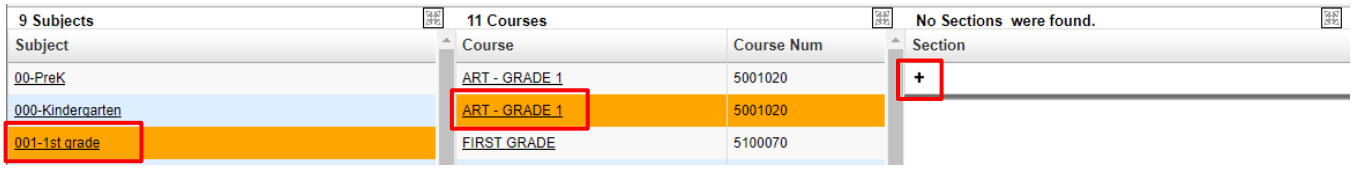
1. Select the Subject, Course, and Section.
2. Section information will display at the top of the screen.



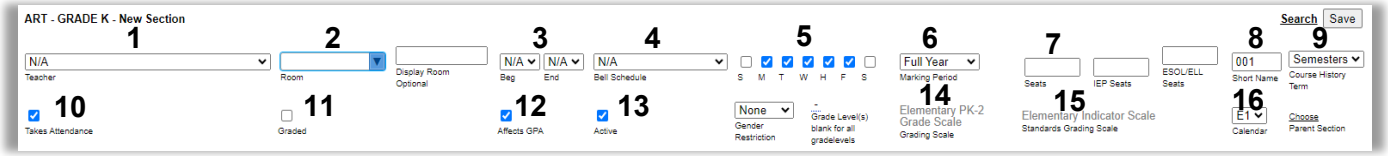
Adding Sections

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.



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)

Elementary Basic Scheduling

- 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

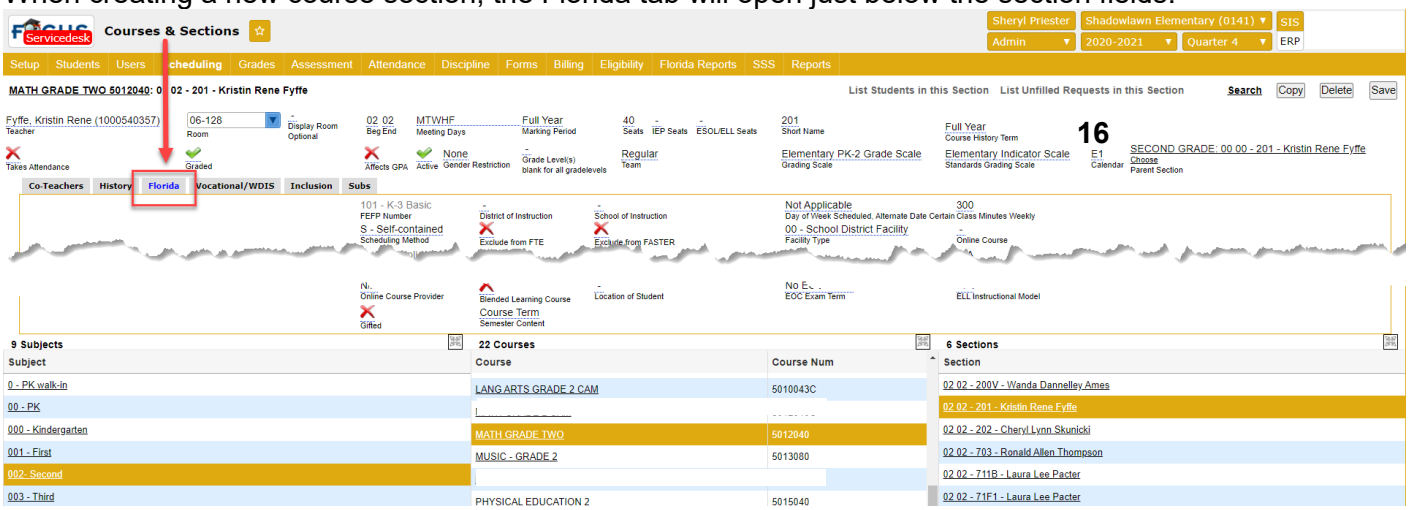
Revised 7/01/2026

Elementary Basic Scheduling

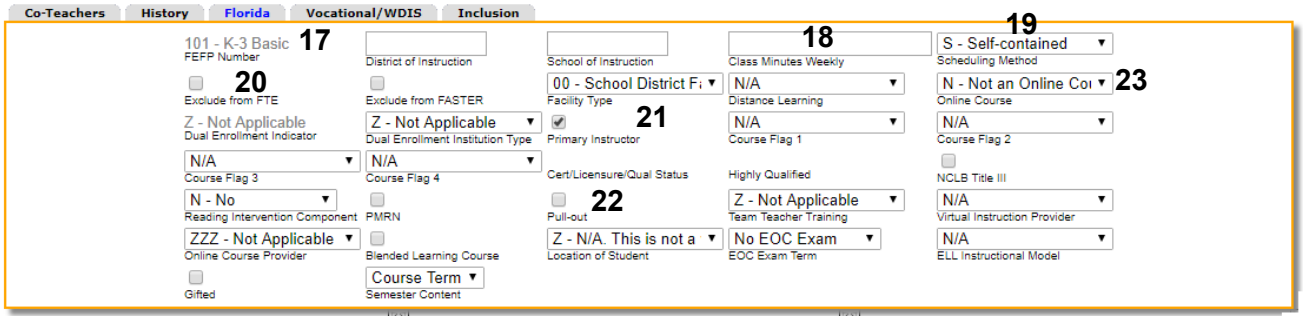
Florida Tab

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.

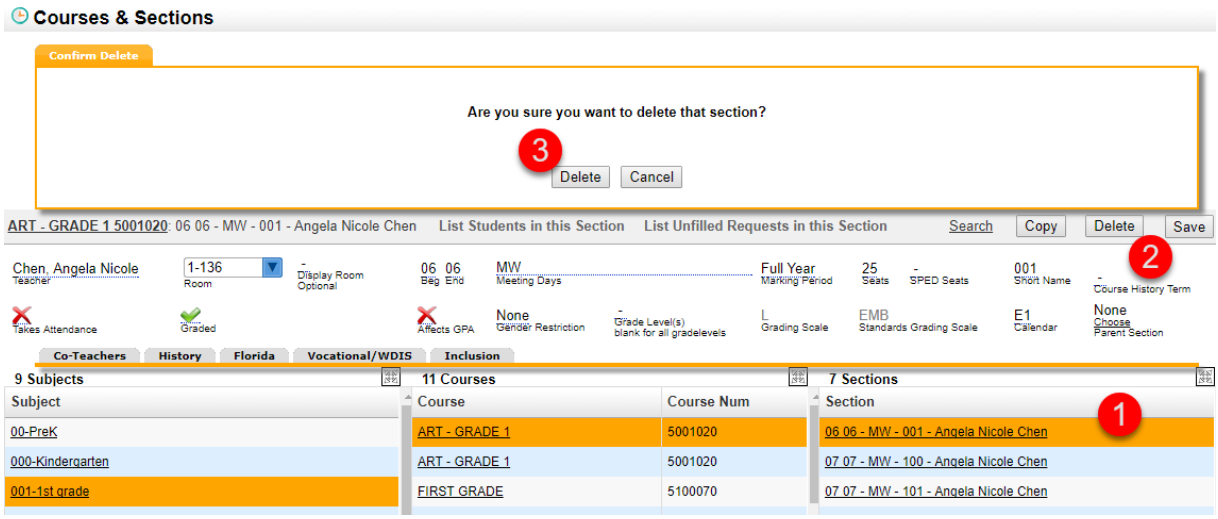
Reminder – the nightly job for ELL "LY" students will update the schedules with the FEFP number of 130 for the students that qualify for that funding.

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.

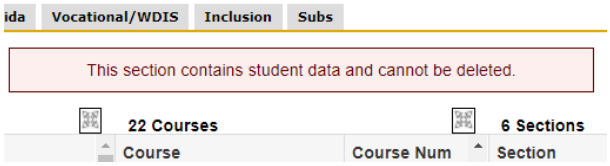
22. **Pull Out**: This field should not be checked. It indicates that this section is a “pull-out” section for students leaving their traditional class to receive extra instruction.
23. **Online Course**: Select an option to designate if this is an online course.
    Click Save.

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.



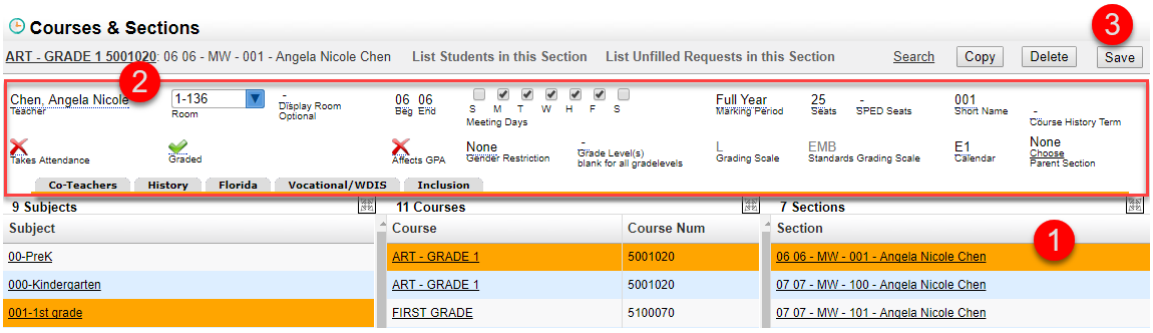
Sections CANNOT be deleted if there are students scheduled into the section.
DO NOT DELETE where attendance or grades are tied to the section.



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.

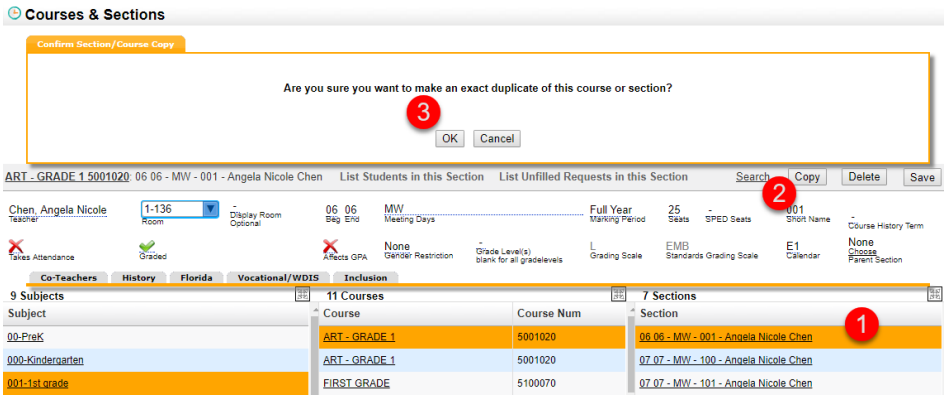


Note: Any section fields defined in the course catalog cannot be edited; if no field is set, the field is editable.

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..

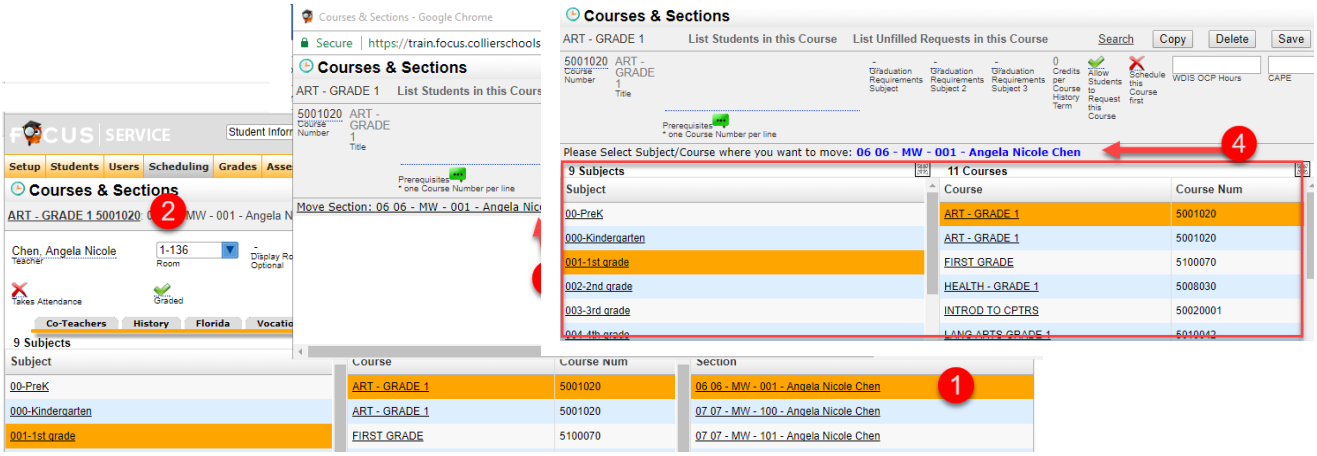
Note: The Short Name must be 3-5 digits and unique for each section.



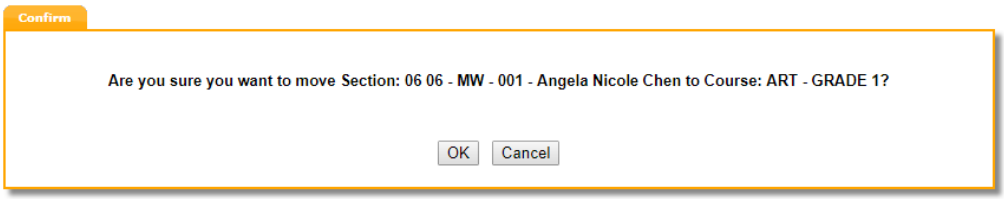
Moving Sections

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.



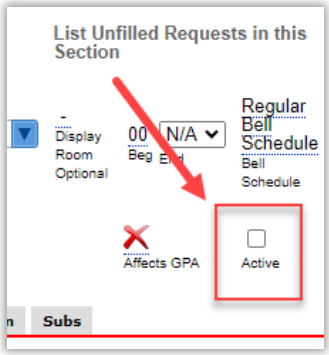
5. A confirmation box will display, click OK.
   The section is moved to the selected subject and course. Any standards assigned to the previous section will be assigned to the new section.



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.



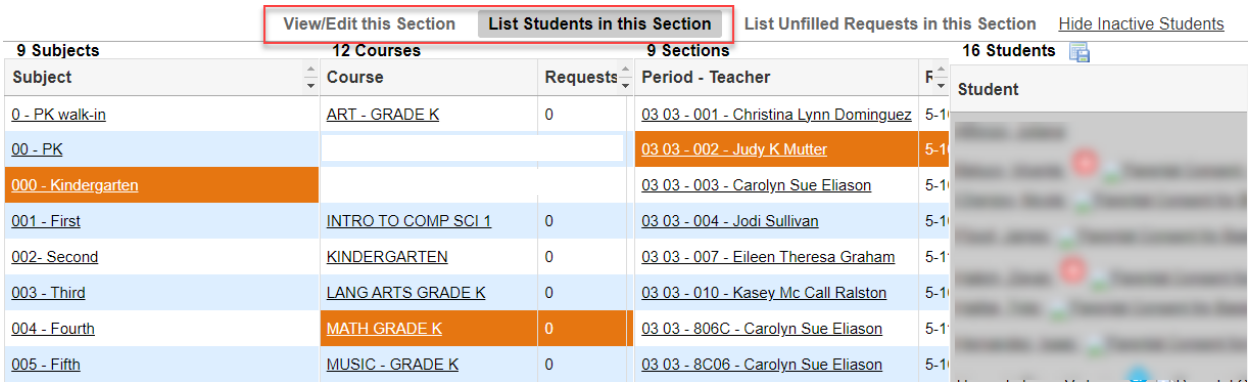
Viewing Students in a Section

Students enrolled in the section 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 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.
4. Click View/Edit this Section to return to viewing the section.

Elementary Basic Scheduling

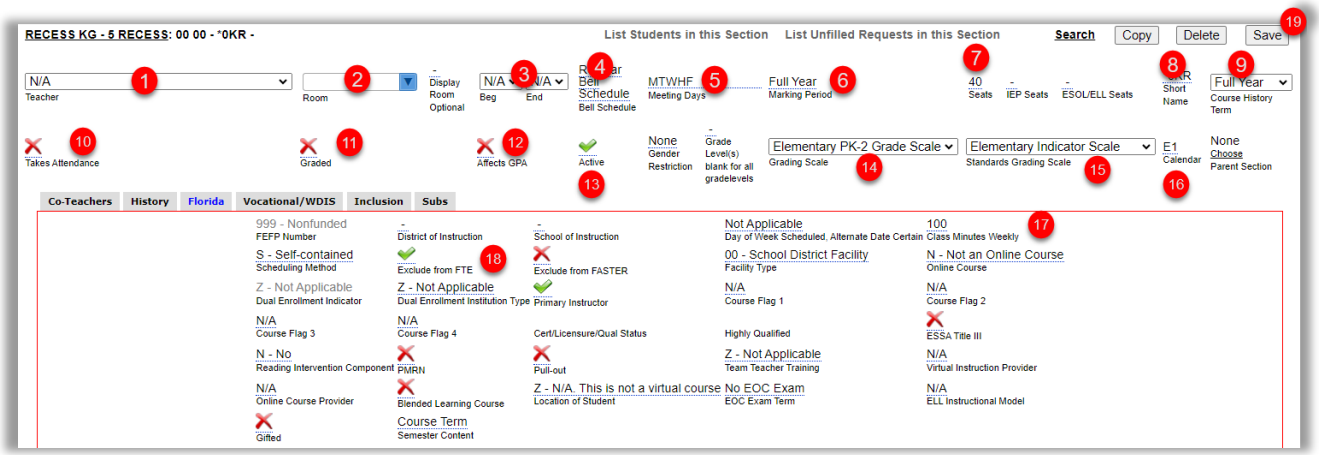


Note: Click Show Inactive Students to include students that have been withdrawn from the course section. Click Hide Inactive Students to show currently enrolled students only.

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.

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



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.

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.

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.

Attendance and Grade Eligibility Flags and Grading and Standards Indicator Scales

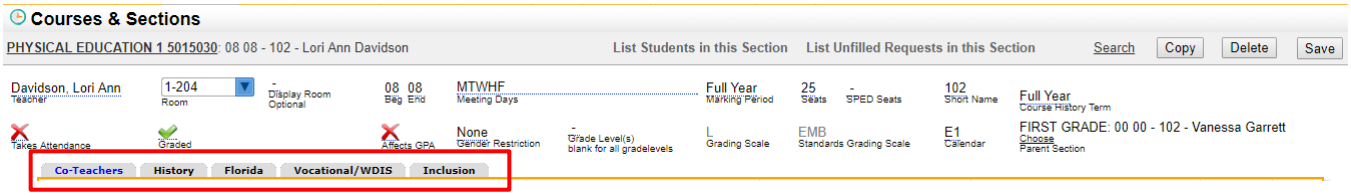
Subject	Takes Attendance	Graded	Grading Scale KG-1	Standard Grading Scale KG-1	Grading Scale 2-5	Standard Grading Scale 2-5
Grade Level Course	Yes (checked)	Yes (checked)	Elementary Effort Scale	Elementary Effort Scale	Elementary Effort Scale	Elementary Effort Scale
Art	No (unchecked)	Yes (checked)	Elementary 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

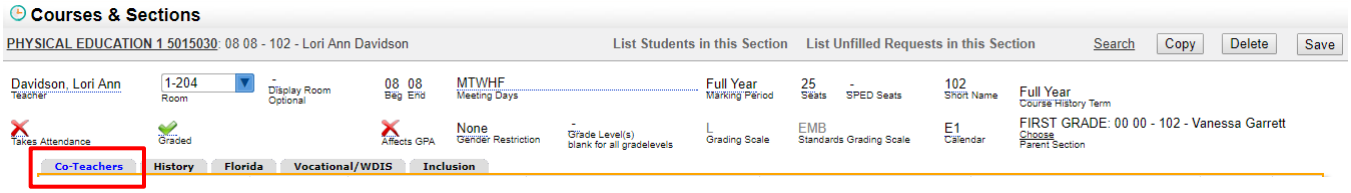
Courses & Sections Sub-tabs (Co-Teachers, History, Florida, and Inclusion)

From the Courses & Section screen:

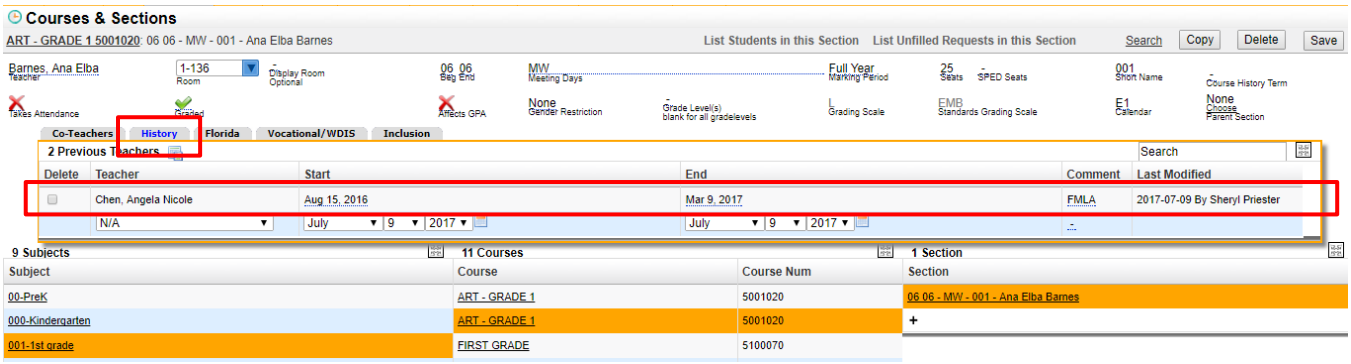
1. Select the section.
2. The sub-tabs will display at the bottom of the section information.



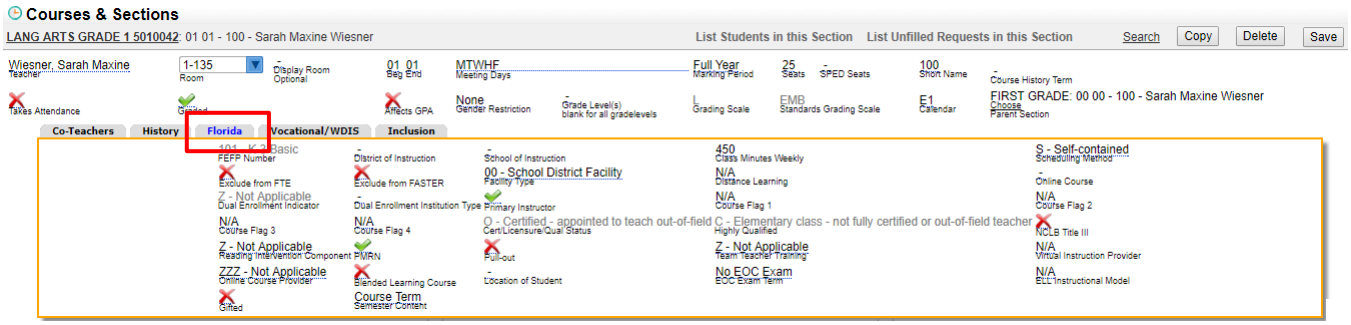
The **Co-Teachers tab** defines the co-teachers for a section, sets the co-teacher's permissions to the section's attendance and Gradebook, and defines whether the co-teacher will be included in state reporting.



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).

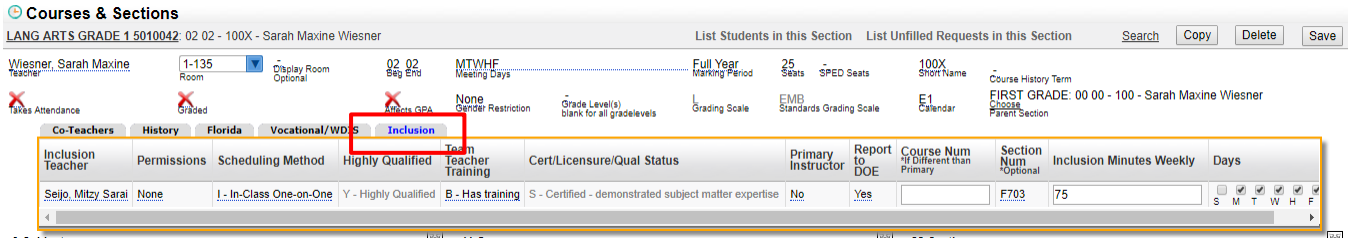


The **Florida tab** allows users to edit or view state-specific fields, such as the *Weekly Class Minutes, Scheduling Method*, if the class is a *Reading Intervention Component*, etc.



Elementary Basic Scheduling

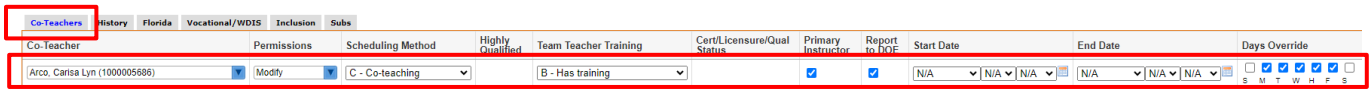
The **Inclusion tab** allows users to create inclusion sections without creating separate sections and package them together.



Co-Teacher Sections

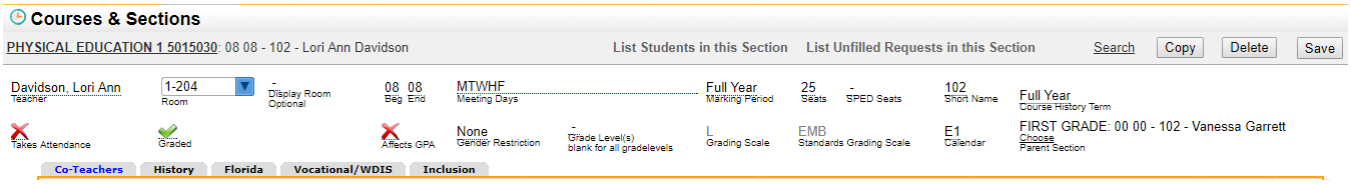
The Co-Teachers tab is used to document the co-teachers of the section, set the co-teachers permissions to the Gradebook and attendance for the section, and define whether the co-teacher will be included in state reporting. A co-teacher can work with more than one section, and a section can have more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



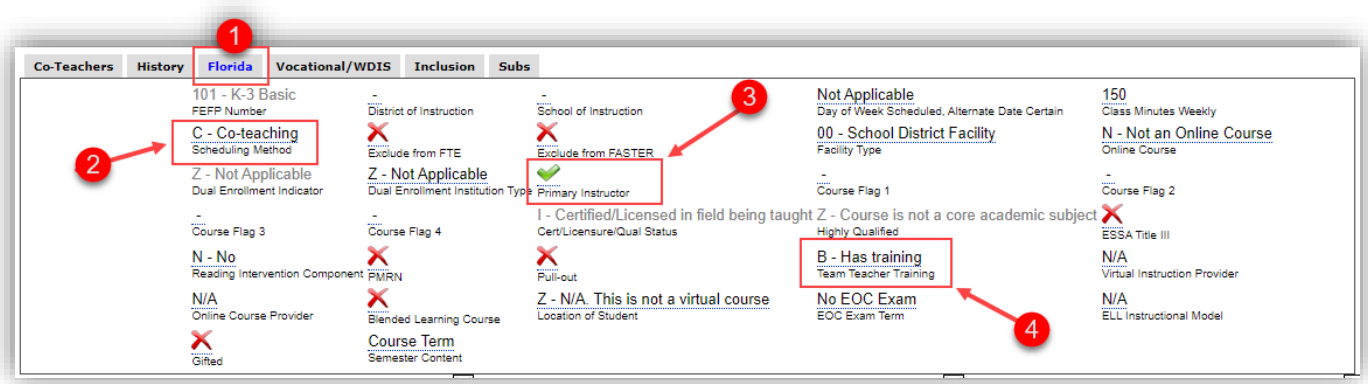
From the Courses & Section screen:

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



Labeling the Course Section as Co-teach

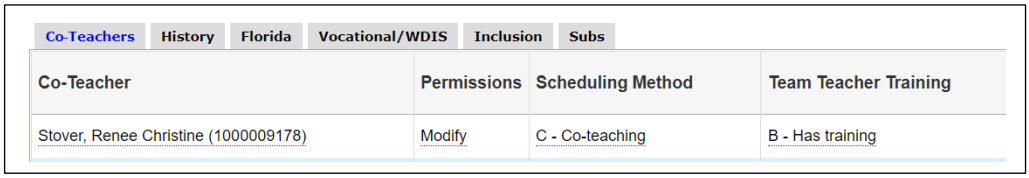
1. Click the Florida tab.
2. **Scheduling Method**: Select C-Co-teaching.
3. **Primary Instructor**: Select Yes (check).
4. **Team Teacher Training**: Select B-Has Training.
5. Click Save.

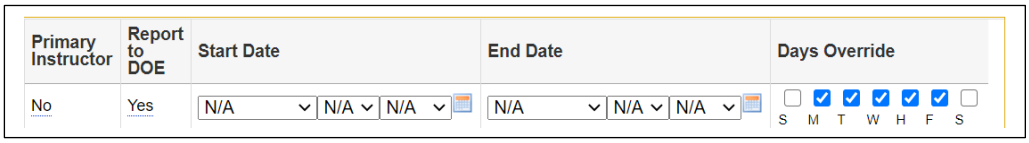


Elementary Basic Scheduling

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.





Editing Assigned Co-Teachers

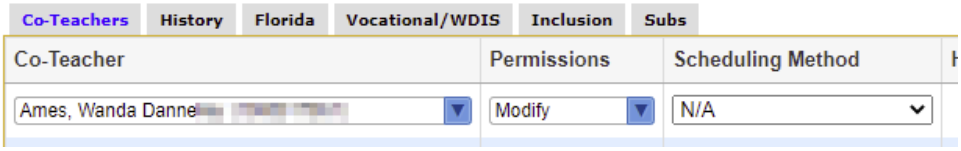
1. Make changes as needed.
2. Click Save.

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.



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.

Changing Teachers

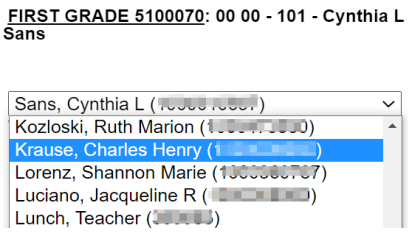
When the Teacher field on a section is modified and saved, the system will prompt users to log the change.

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.

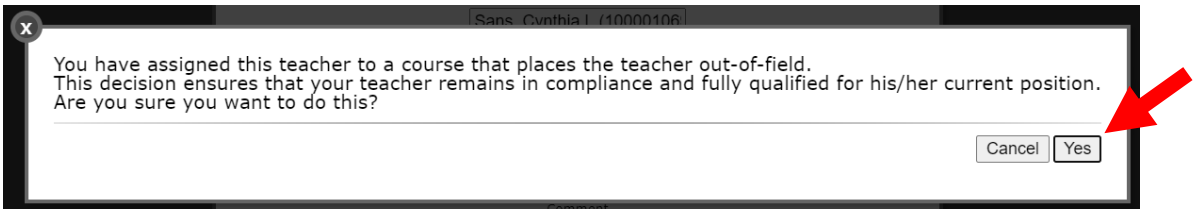
Changing a Teacher – Logging the Change

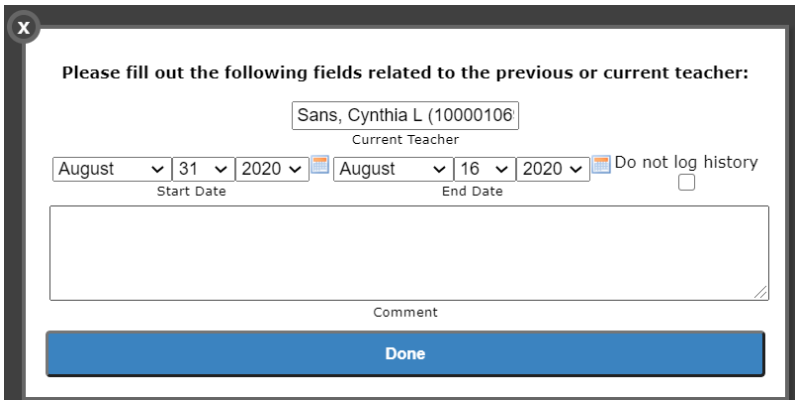
You should always log changes made to a teacher/section that has attendance and grades tied to it. You do not need to log changes made prior to the start of the school year.

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.

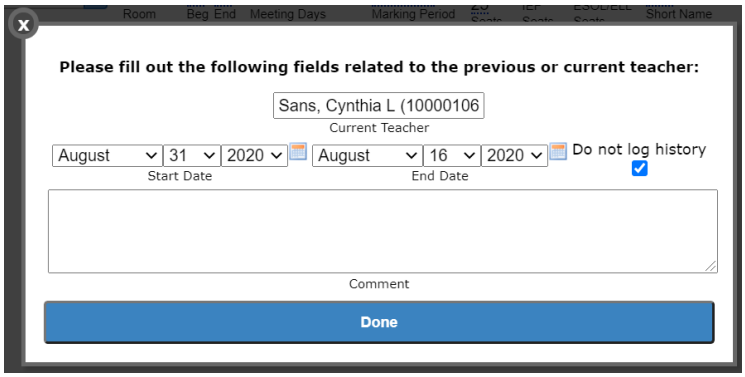




Changing a Teacher – Not Logging the Change

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.

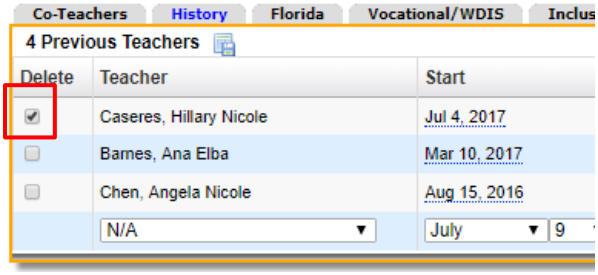


Editing a Record

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* <u>should not</u> be there.

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.

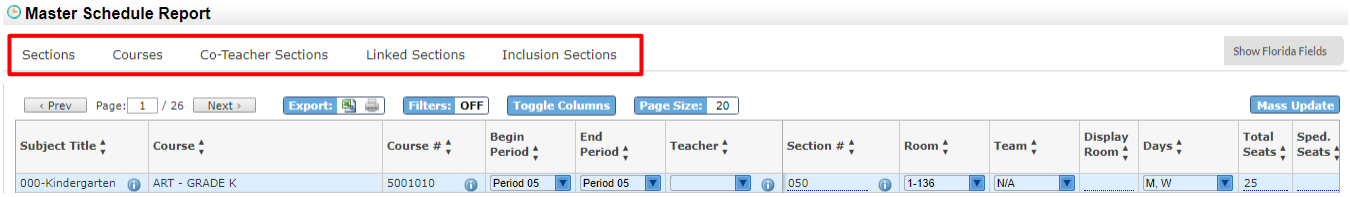
The Master Schedule Report

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.



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.

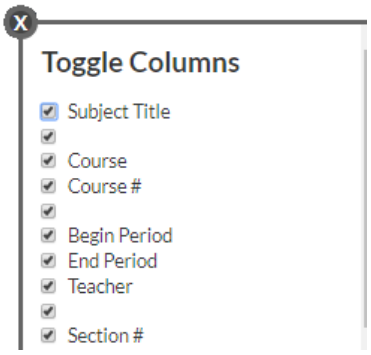
If button displays: Show Florida Fields = Florida fields are not displayed.
Hide Florida Fields = Florida fields are displayed.

Elementary Basic Scheduling

Customize Columns

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

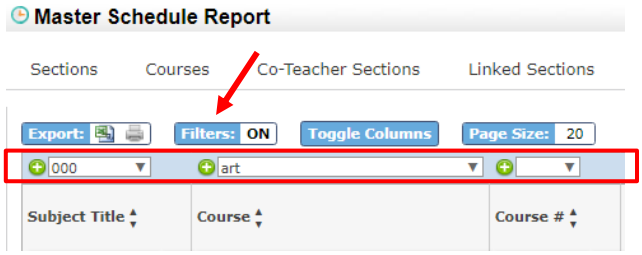
1. Click the toggle columns button.
2. Uncheck any columns to be hidden from view when the report is displayed.
   Note: Selected columns will remain hidden until the user re-checks them.
3. Click the "X" in the upper left corner to close the pop-up window.



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.

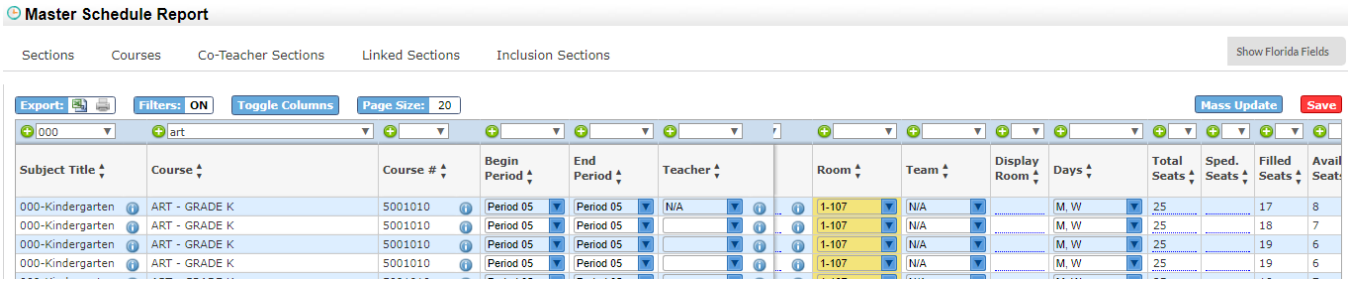
1. Make changes as needed.
2. The record will flash and auto-save.

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

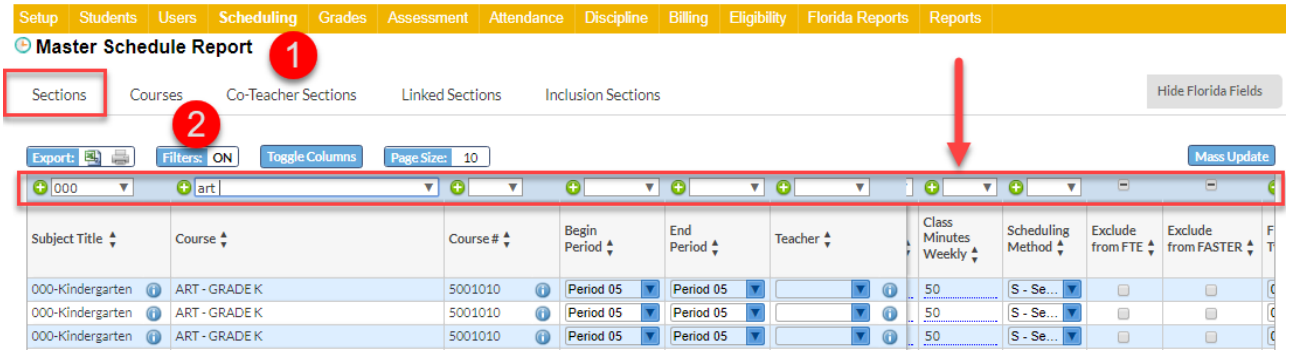
Class Minutes Weekly

Use the Master Schedule spreadsheet received from the FTE Team to ensure that all sections have the correct Class Minutes Weekly assigned. If applicable, these minutes can be updated from the Master Schedule Report.

DO NOT update minutes via the Master Schedule Report once students are scheduled in the course. The minutes do not copy down to the student's schedule. Changes should be made to the course section itself.

From the Master Schedule Report:

1. Make sure the Sections tab is highlighted.
2. Turn on the filters to look at specific sections or grade-level courses at one time.
3. Enter your filter criteria in the filter row.
4. Scroll to the Class Minutes Weekly column to view and/or update any missing or incorrect minutes.
5. Update minutes by clicking into the field and typing in the correct minutes.
6. The screen will auto-save your changes.
7. Repeat the process for all courses until all sections have been reviewed for minutes.



Note: ALL PE sections should be 150 minutes. Related Arts (Art, Music, and Computers) are 50 minutes each. Recess is 20 minutes per day (100 minutes per week). The Grade Level course should be 0 minutes. View the academic sections by grade level due to the difference in the number of required minutes. Refer to the Instructional Minutes Template provided to you by your school admin/FTE.

PE, Related Arts, and Recess/Lunch minutes cannot be changed.

Instructional Minutes Template
** Provided by FTE team. Used by Data Entry **

PE, Related Arts, and Recess/Lunch minutes cannot be changed.

Non-Extended Day Schools - Total School Minutes and Instructional Class Weekly Minutes

Grade Level	Language Arts 1	Language Arts 2	Math	Science	Social Studies	PE*	Related Arts	Recess & Lunch = No Funding	Instructional Class Minutes Weekly = 1725	Student Weekly Minutes from bell to bell = 1925
KG	600	180	300	220	125	150	150	200	1725	1925
1	600	180	300	220	125	150	150	200	1725	1925
2	525	180	300	245	175	150	150	200	1725	1925
3	525	180	300	245	175	150	150	200	1725	1925
4	450	180	300	270	225	150	150	200	1725	1925
5	450	180	300	270	225	150	150	200	1725	1925

*PE minutes are 150 a week because it includes the 100 minutes of required PE and 50 minutes of required health. This does not mean that health is taught during PE, it's just where the State is expecting to see the minutes (50 minutes a week) reflected.

Extended Day Schools - Total School Minutes and Instructional Class Weekly Minutes

Grade Level	Language Arts 1	Language Arts 2	Math	Science	Social Studies	PE*	Related Arts	Recess & Lunch = No Funding	Instructional Class Minutes Weekly = 1875	Student Weekly Minutes from bell to bell = 2075
KG	600	330	300	220	125	150	150	200	1875	2075
1	600	330	300	220	125	150	150	200	1875	2075
2	525	330	300	245	175	150	150	200	1875	2075
3	525	330	300	245	175	150	150	200	1875	2075
4	450	330	300	270	225	150	150	200	1875	2075
5	450	330	300	270	225	150	150	200	1875	2075

2025-2026 Extended Schools are: AVE, EPE, GGE, GTE, HCE, HLE, LES, LGE, LTE, MDE, MES, PSE, PCR, SLE & VOE

*PE minutes are 150 a week because it includes the 100 minutes of required PE and 50 minutes of required health. This does not mean that health is taught during PE, it's just where the State is expecting to see the minutes (50 minutes a week) reflected.

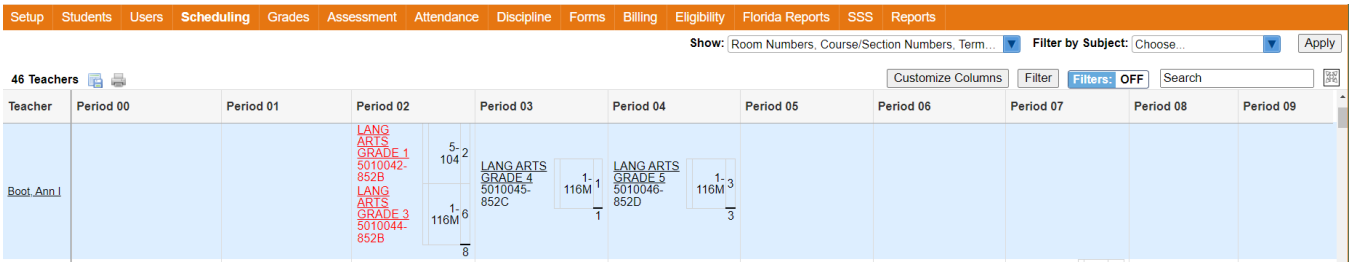
The Teacher Schedule Report

Tweaking 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.

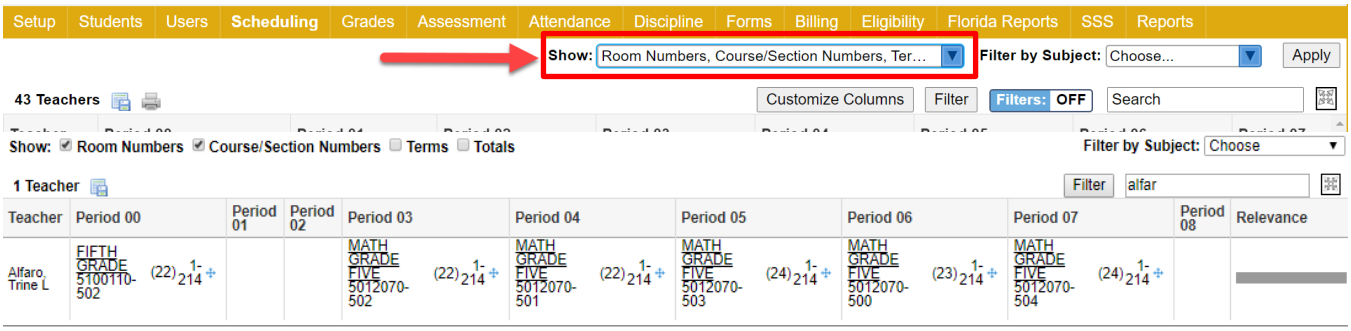
To access the report:

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



Show Additional Information on Report

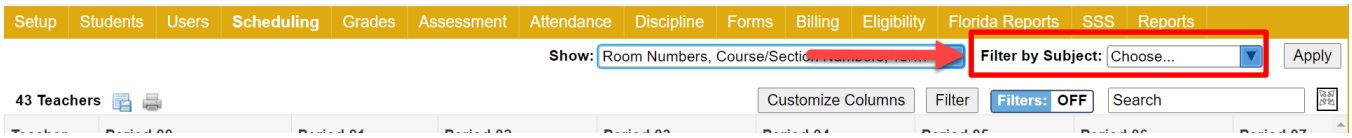
Show: Will allow you to include additional information such as Room Numbers, Course/Section Numbers, Terms, and Totals on the report.



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

Filter report by Subject (grade level)

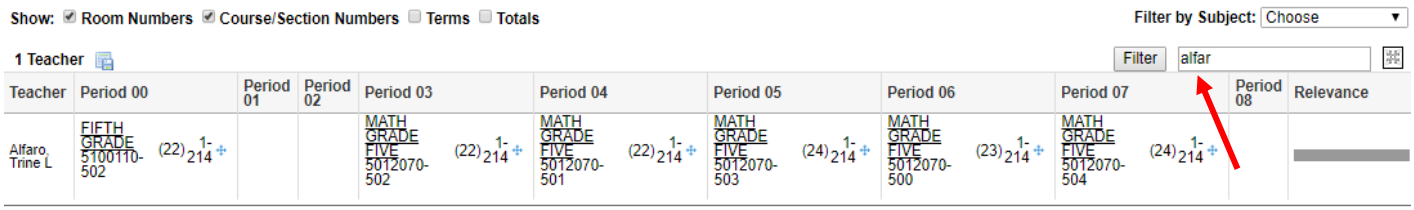
1. Select the subject in the **Filter by Subject** pull-down at the top-right corner of the screen.
2. The report will refresh and display only the teacher schedules for the selected subject



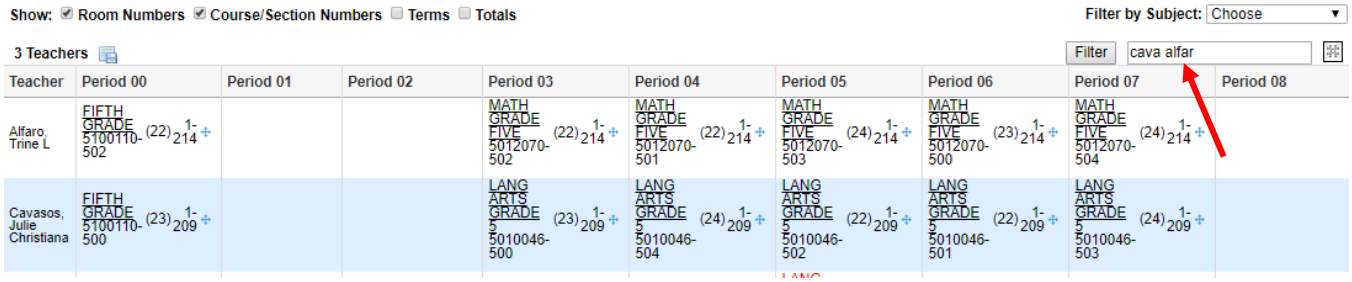
Elementary Basic Scheduling

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**.

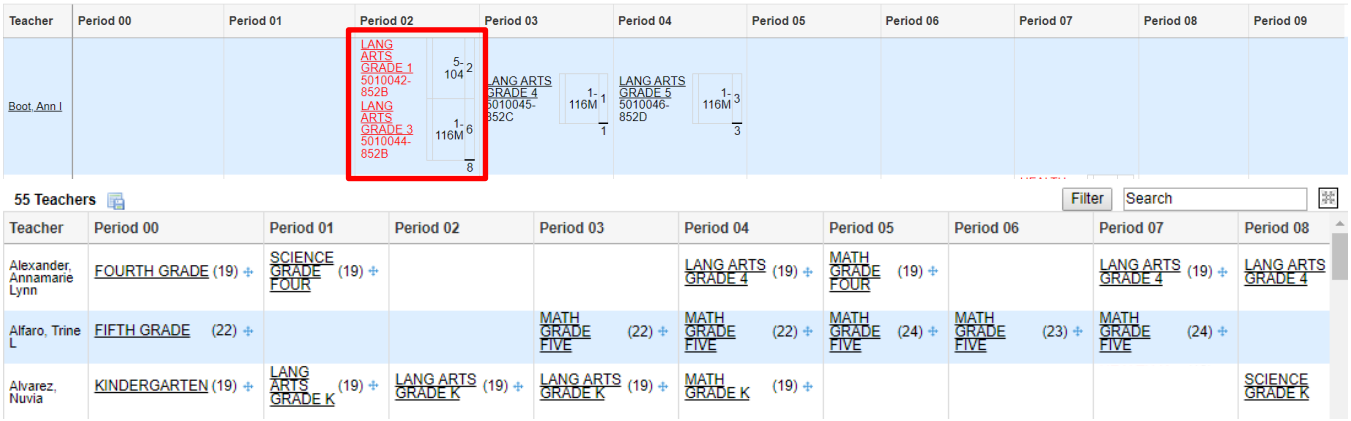


Enter multiple teachers in the search field separated by a space to display multiple teachers



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.



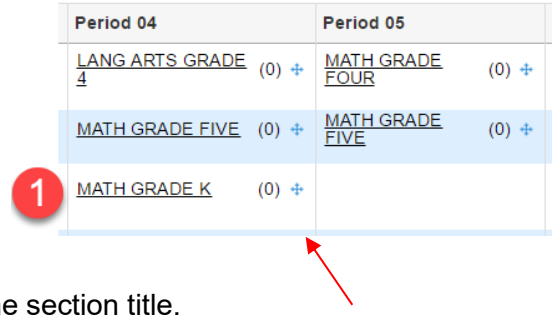
You will notice scheduling conflicts for the following scenarios:

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

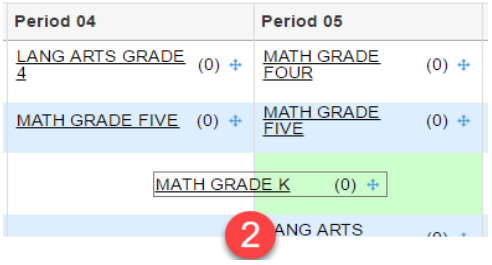
Tweaking should be done PRIOR to creating packages and scheduling students.

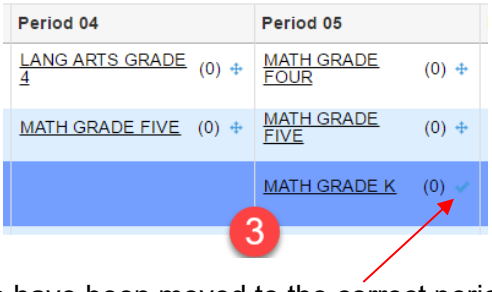
Elementary Basic Scheduling

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.



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.





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.

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.

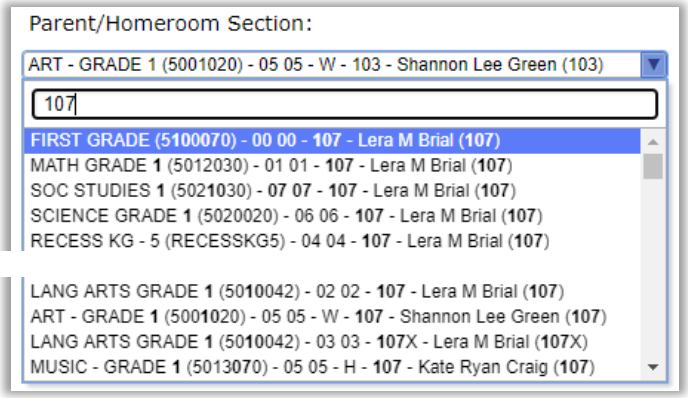
Linking or Parenting Courses via Creating Packages (simplest method)

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

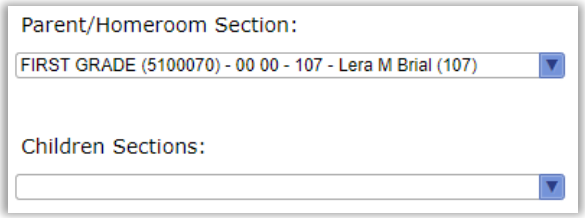
Selecting a Parent/Homeroom Section:
From Create Packages:

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.

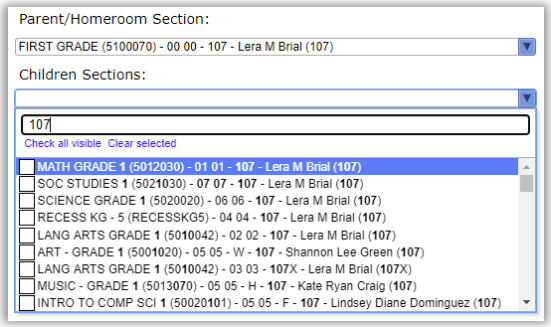


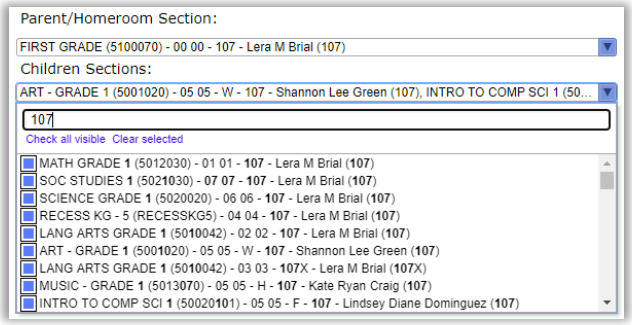
3. Select the parent section.



Select Children Sections:

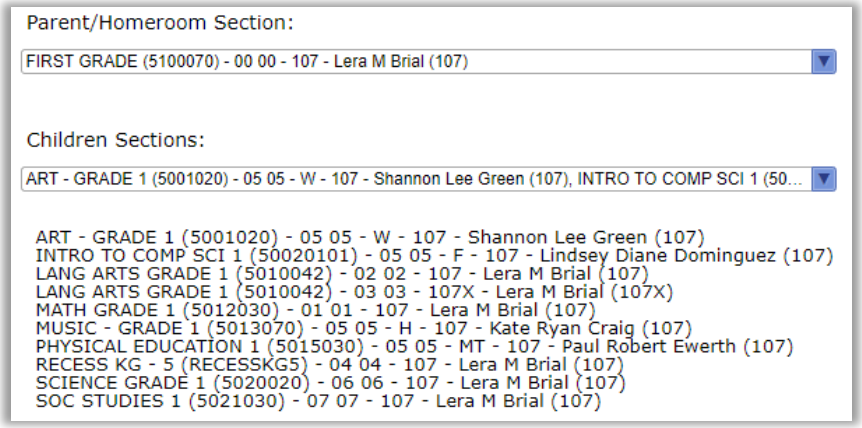
1. Select the Children Sections: pull-down.
2. Use the Filter box to search for the parent selection.
   Begin to type the course name, number, teacher name, period, or section number in the Filter box. Sections that match the search criteria will display in the pull-down.





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.

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

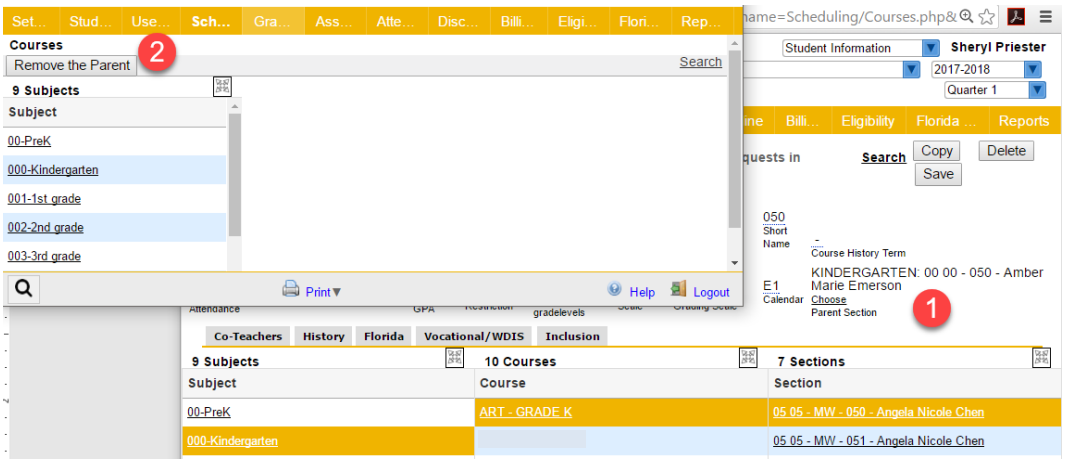


Removing a Child Section
Unchecking the checkbox by a course will remove it from the Children Sections.
Note: Click the Clear Selected link to deselect all checkboxes at once.

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.



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

Scheduling Students

Scheduling Students into a Package

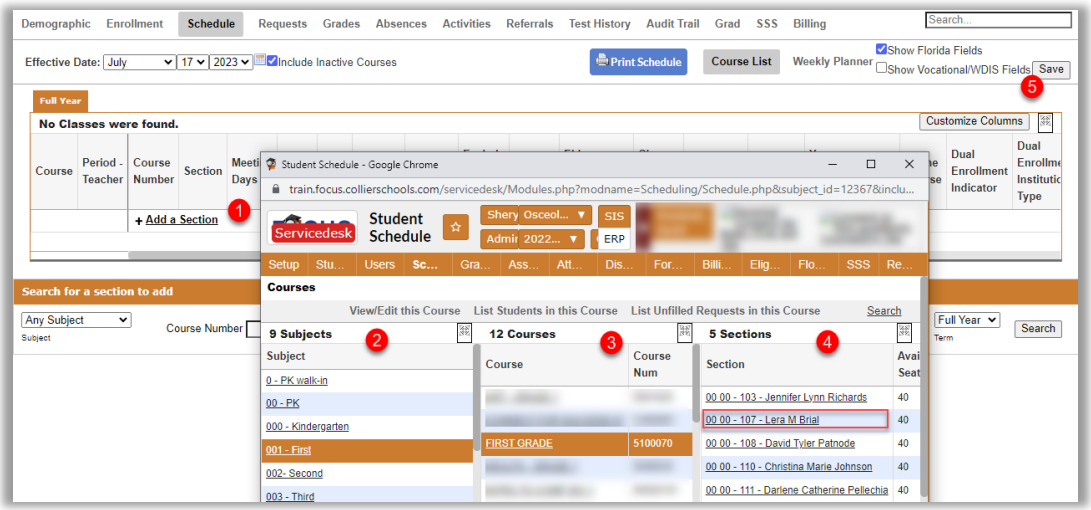
Once course packages have been created, students can be scheduled into a homeroom section; this will schedule the student into all the Child sections linked to the Parent Homeroom section. Students can be scheduled individually or en masse.

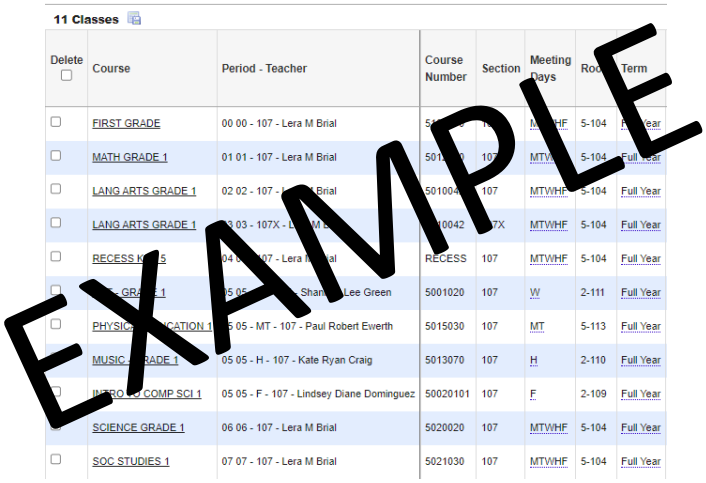
1. Click the Scheduling tab.
2. Select Student Schedule.

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.





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.

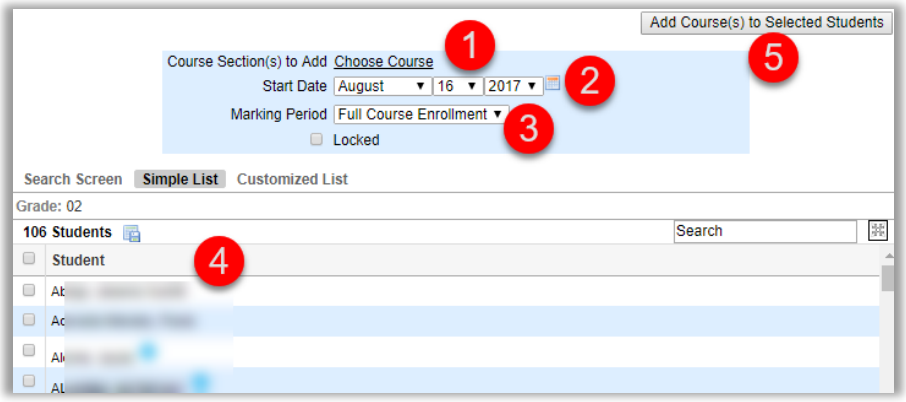
5. The section will be added to the student's schedule.
6. Click Save to save the changes.

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

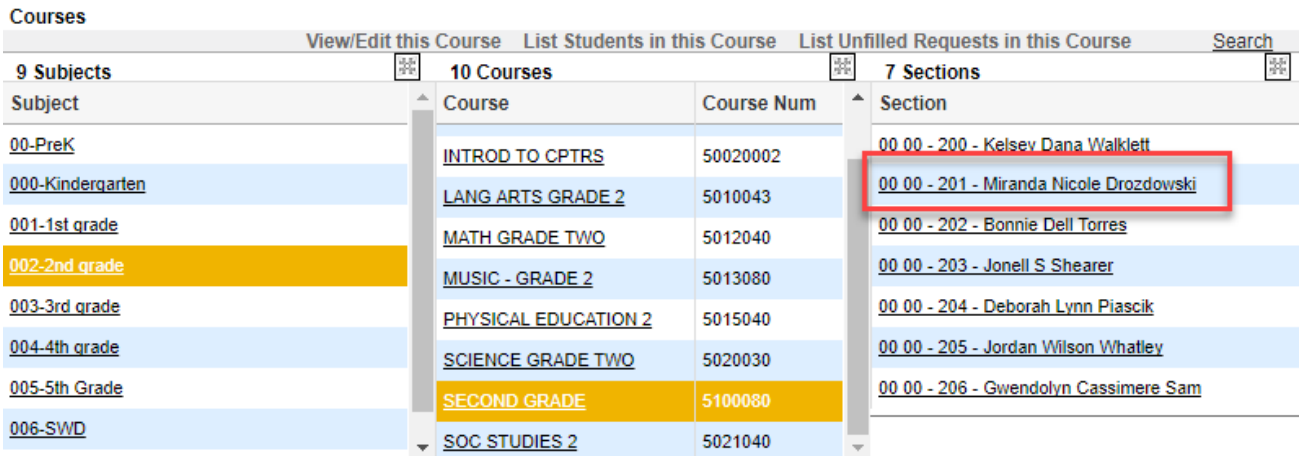
Mass Add Students to Packages

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.

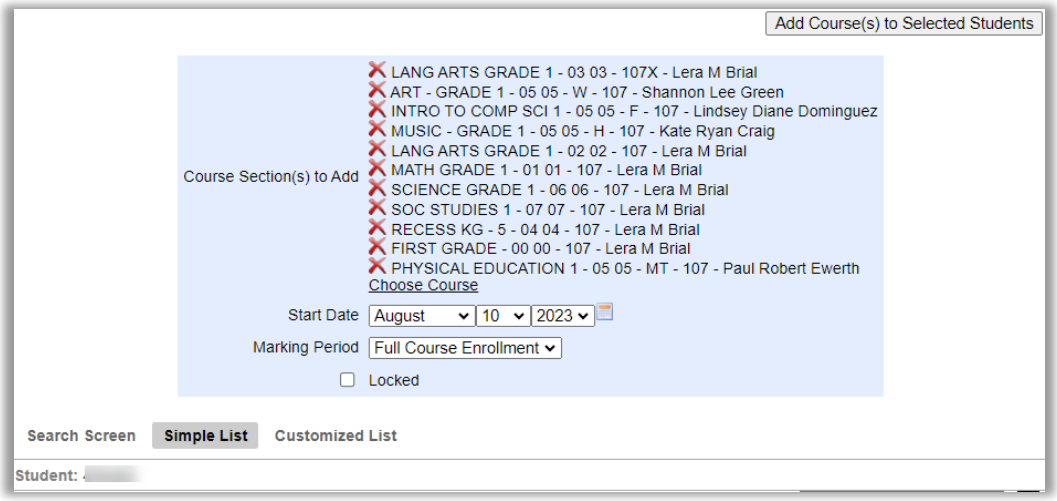
1. Click the Scheduling tab.
2. Select Mass Add Course.
3. Enter your search criteria and Click Search.
4. The Mass Add Course screen will display.
5. Click the underlined words Choose Course to select the Course and Section into which students will be scheduled.



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

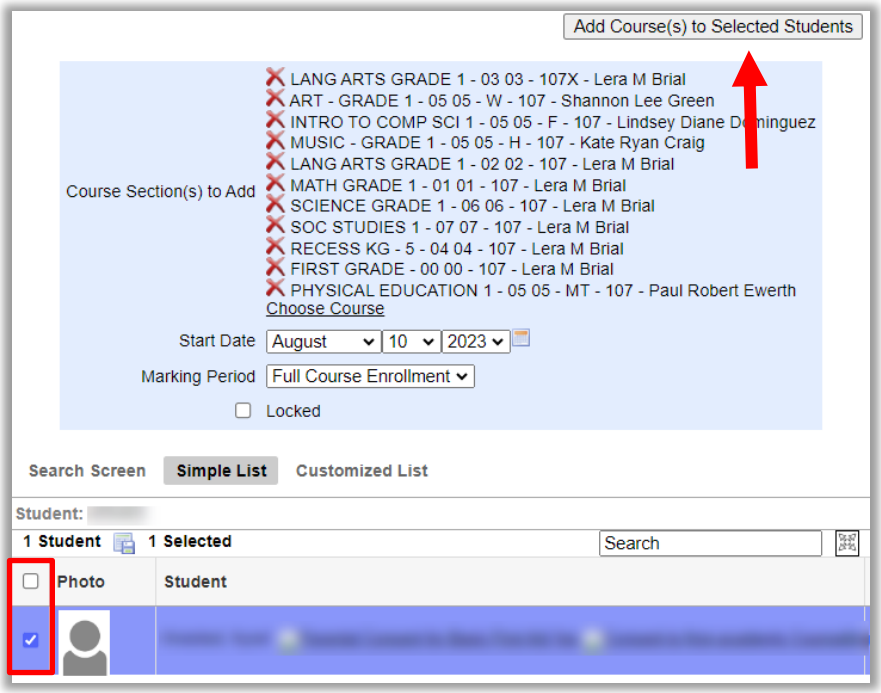


8. The pop-up window will automatically close and the Course Section(s) to Add field is now populated with all classes packaged from the Homeroom (Grade Level) section selected.

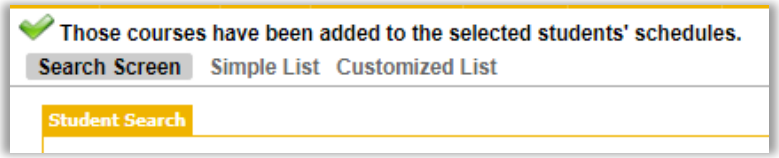


Note: Click the red X to remove a course section from the package.

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.

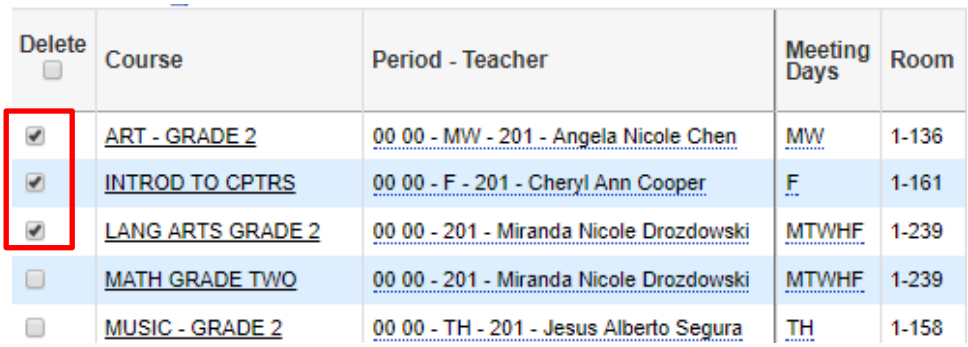


14. A confirmation message, stating that the courses have been added to students' schedules will display.



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.

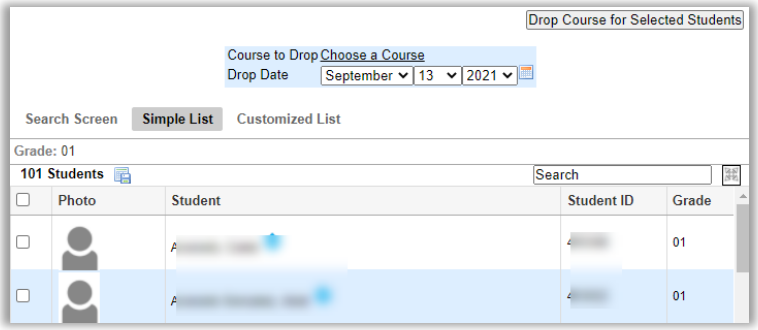
From the Student's Schedule:
1. Select the drop-date of the course section.
   Note: Drop Dates and Enrollment Dates should never overlap.
2. Click Save.

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.

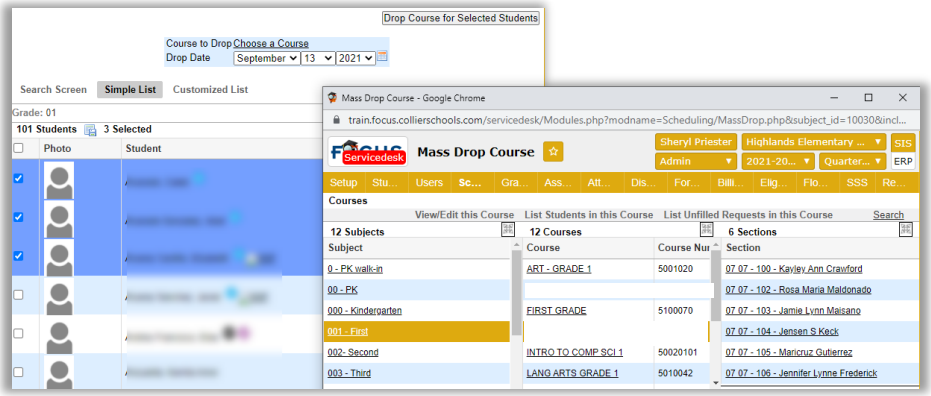
Elementary Basic Scheduling

Mass Drop a Course from a Group of Students

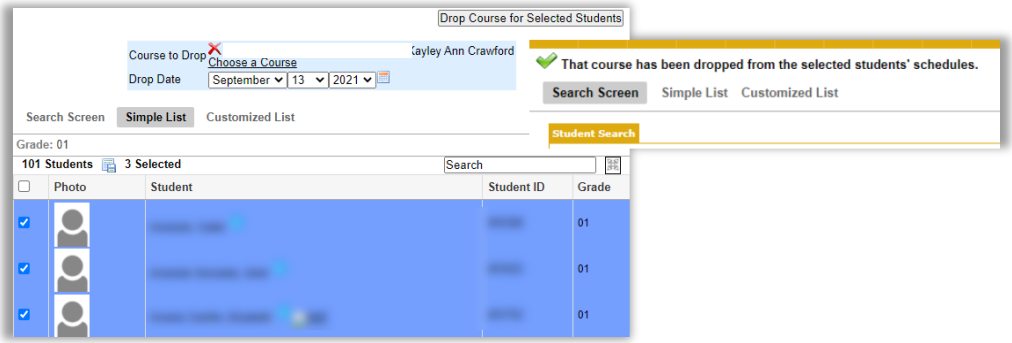
The Mass Drop Course is used to drop one or multiple courses from a group of students' schedules. Note: If a new course is being added to the group of students, be sure to add the new course before dropping the course, otherwise you will not be able to easily search for those students.



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.



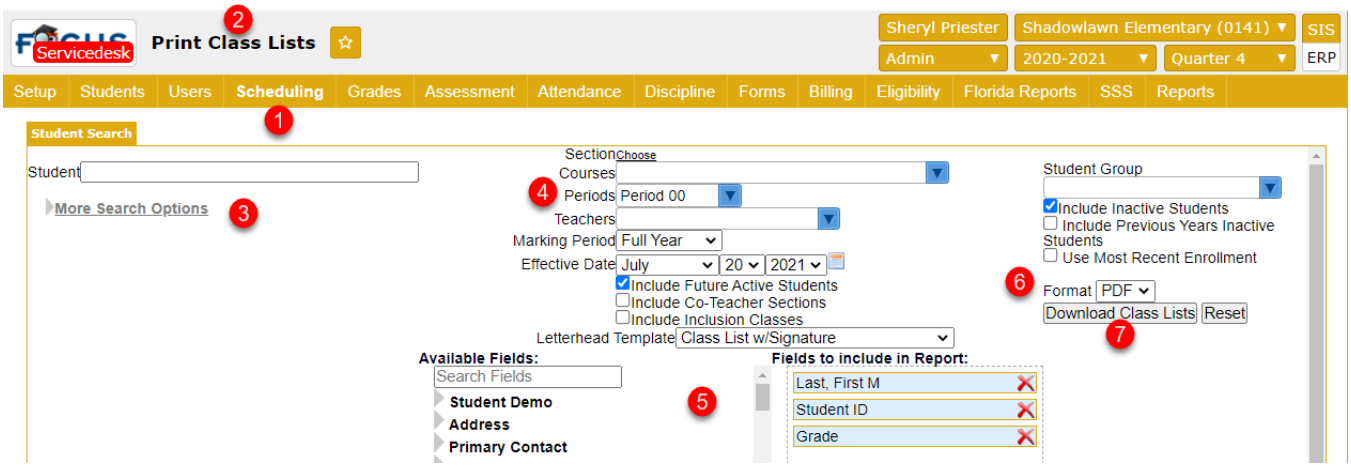
The Mass Drop or Mass Add feature can also be used to make individual schedule changes.

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.



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).

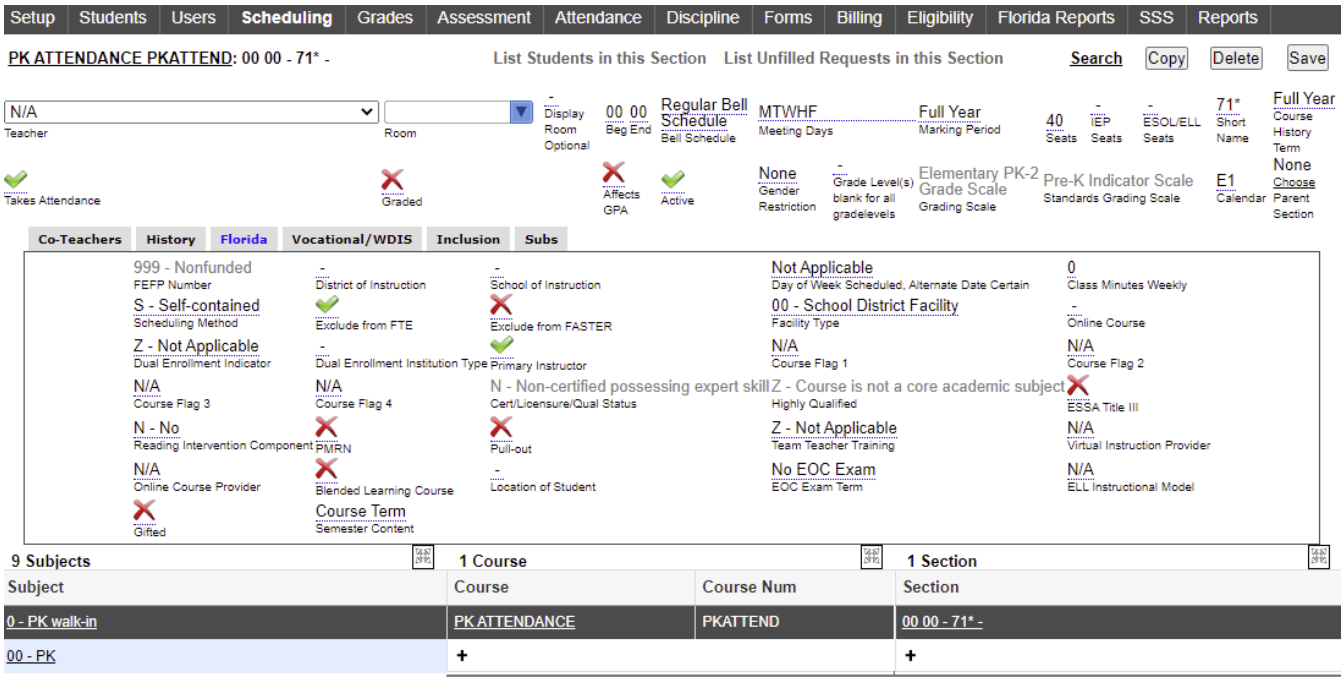
Course	Period - Teacher	Student Exceptionality Code
FOURTH GRADE	00 00 - 403 - Dana Ann Winogrodzki	-
LANG ARTS GRADE 4	01 01 - 403X - Dana Ann Winogrodzki	L - Gifted
LANG ARTS GRADE 4	02 02 - 403 - Dana Ann Winogrodzki	L - Gifted
SOC STUDIES 4	03 03 - 403 - Dana Ann Winogrodzki	L - Gifted
MATH GRADE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

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 Regular Bell Schedule.
5. **Meeting Day(s)**: MTWHF
   Note: Even though a student comes in on specific days, the course section should still be M-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**: 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**: 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.
11. **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)
12. **Affects GPA**: Should not be checked.
13. **Active**: Should be checked.
14. **Grading Scale**: Select Elementary PK-2 Grade Scale.
15. **Standards Grading Scale**: Select Pre-K Indicator Scale.
16. **Calendar**: Make sure to select the correct calendar (for example, E1, E46, etc.)
17. Click Save.

Elementary Basic Scheduling

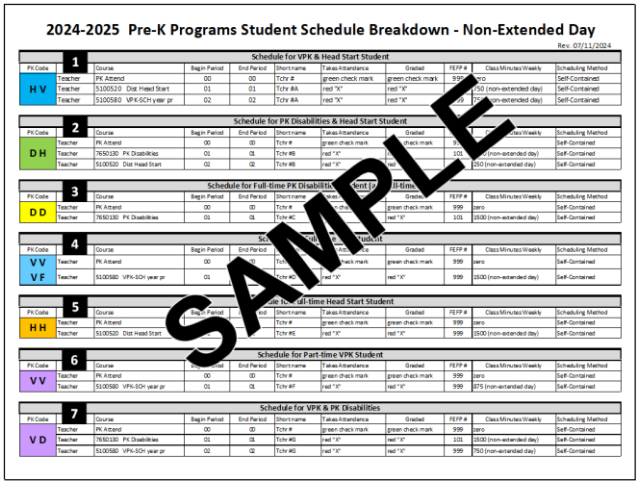


Pre-K Students (Regular)

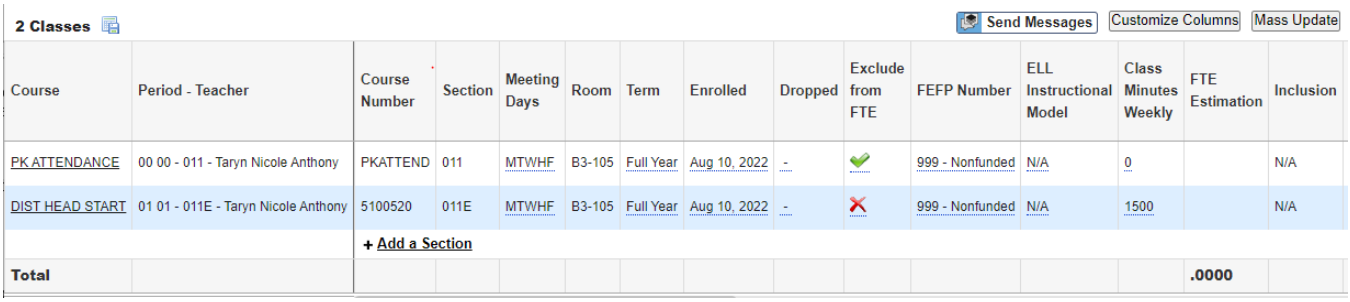
Regular Pre-K Students are scheduled based on the program they are placed in. The Pre-K Department will provide the list of students along with proper program codes.

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.



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



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

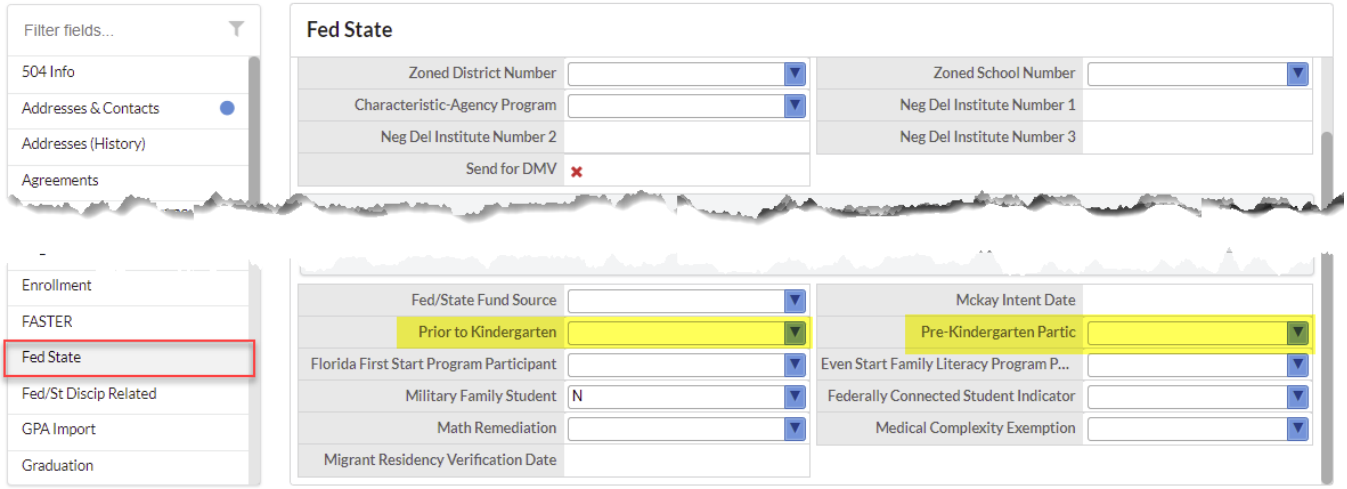
In addition to scheduling the PK students, you must enter the program codes on the Fed State tab. Program codes are provided by the VPK Department.

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.



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 Osb	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		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	05 05 - F - 107 - Donna Lee Kenyon Mirziai	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		102	MT	3-101	Full Year	Aug 16, 2021	-	✗
MUSIC - GRADE 1	05 05 - H - 102 - Jose Luis Cordero Andrade	5013070	102	H	2-105	Full Year	Aug 16, 2021	-	✗
INTRO TO COMP SCI 1	05 05 - F - 102 - Donna Lee Kenyon Mirziai	50020101	102	F	5-112	Full Year	Aug 16, 2021	-	✗

Homeroom Teacher

Dropped OLD related arts courses

Added NEW related arts courses

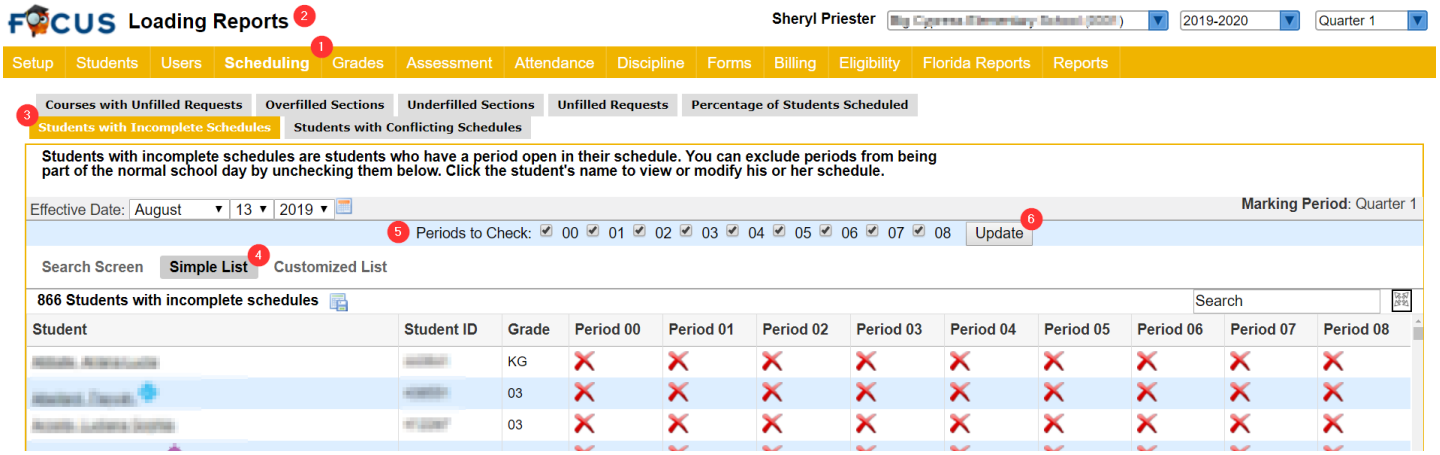
Loading Reports

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.



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

Students with Conflicting Schedules

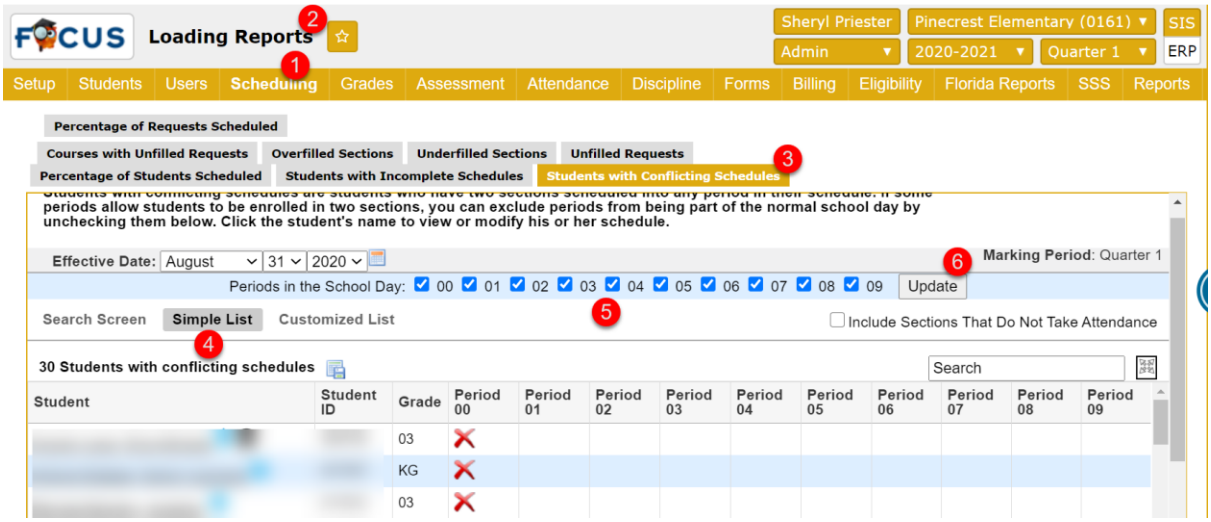
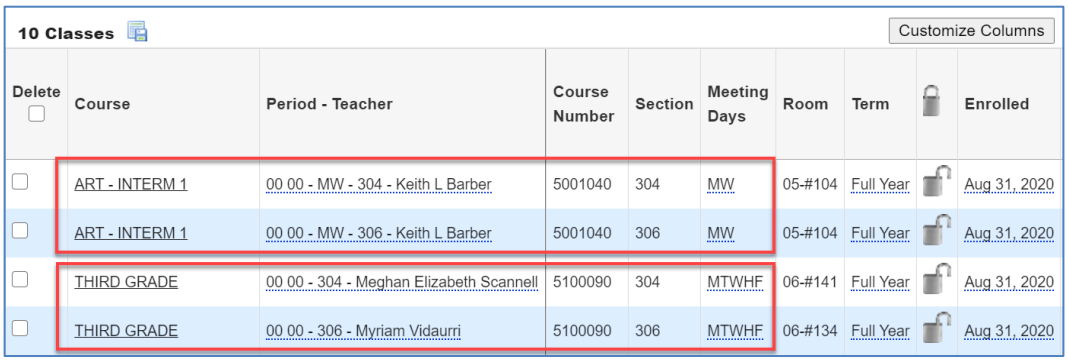
The Students with Conflicting Schedules report displays students who have more than one course scheduled into a single period during any period of the school day.

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.



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.