

EOY Scheduling Elementary Students for Upcoming Year

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Scheduling – Roster Setup

This tool allows you to set up the class list for a course. This is <u>ONLY</u> to be used when scheduling <u>classes</u> <u>BEFORE</u> school starts. This is <u>NOT</u> to be used when scheduling individual students throughout the year.

1) Select the current Year, School, and Calendar.

Year	13-14	✓ Sc	chool	Bela	ir Elementary School	•	Calendar	13-14 Belair Elementary School 🗸
Index	Search	Help	р	<	District Notices			
Kailo	Leesman		i anti-s	_	• [06/10/2014]			

2) Select the **Search** tab and choose **Course/Section** as the search type. Click "**GO**". This will pull up a list of all courses in the school for the year selected in step one.



3) Roster all students to a grade level attendance course (001.0 Kindergarten Attendanc, 100.1 Grade 1 Attendance, 2002.2 Grade 2 Attendance, etc.) first. Click on the **arrow** next to the the grade level course to see all of the sections built for a course.



4) Select the teacher in the first Section (Sappington, Genette). This will bring up the **Section** tab.

Year 13-14 - School E	Belair Eleme	entary School	 Calendar 	13-14 Belair El	ementary		
Index Search Help	< 001 Teact	.0-1 Kindergarte	en Attendar	nce			
Course/Section -	Secti	on Staff History	Roster	Attendance	Grading		
Search Course/Section Go		Save 😣 Delete					
Advanced Search		_					
Search Results: 79 Courses	* 1847	SectionD 184762 "Section Number Teacher Display Name 1 Sappington Genette					
1) Sappington, Genette	Max	Students Lunch Count	Milk Count	Adult Count			
2) Walk, Lisa	Dual	() Credit Site Code					
3) Roberts, Emily	Dere	Oldered Com		•			
4) Hulsey, Becky	-	Skinny Seq		heroom			
	Online	Learning (Override)					

5) Click on the **Roster Setup** tab.

001.0-1 Teacher: S	Kindergarte	n Attenda	nce				-
Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
Save	Student List and/or	Copy Section					-
Copy stude	nt from this section:				•		
Current R	oster(23/)			Show Students	s in this grade only:		1
				A Salard, Upv Chan, Jasan Crung, Aaly Savia, Kinan Suawadi, Kya Elivarda, Sh Faharty, Jila	He D (K) 8113220316 (K) 823215485 41 W (K) 4545803542 (A. (K) 4545803542 (A. (K) 657214713 6 (K) 657214713 8416 A. (K) 674551438 9 W (K) 152125175		

6) The listing on the right hand side gives a list of **ALL** students who are in the building in alphabetical order. This can be narrowed down to **GRADE** by clicking on the drop down box and selecting the needed grade.

001.0-1 Teacher: Sa	Kindergarte appington, Genette	n Attend	ance								
Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit				
E Save	Student List and/or	Copy Section									
Copy studer	t from this section:				▼						
Current Ro	ster(23/)			Show Student	Show Students in this grade only:						
				Chan, Jacon Chan, Jacon Chung, Aalty Davis, Kinas Duewal, Ky Edwards, St Faharty, Jile	(K) 329215485 4h M (K) 454555542 4h M (K) 454555542 (K) 4527556515 6 E (K) 4527555515 18448 A (K) 4574551455 18448 A (K) 4574551455 18478 A (K) 1955125155	-					

7) Select the appropriate grade from the drop down to narrow the list of students to select from.

001.0-1 Teacher: Sa	Kindergarte	n Attenda	ance					
Section	Staff History	Roster	Attendance	Gradir	ng By Task	Grading By Student	Roster Setup	Roster Batch Edit
Save S	Student List and/or	Copy Section						
Copy studen	t from this section:					•		
Current Ro	ster(23/)				Show Student	s in this grade only : $\kappa \rightarrow$	-	
				^	Chern, Jasson	Han (D) (R()) (BH 31222338118) (R()) (B2282211(346835)		
					Crump, Aally Caula, Kimar	#R-W-(RC)-HEHOREE L.A. (RC)-REP721147713		
					Duewell, Kak	E ((4)/682168908		4
					Faiturity Jillia	n W (M) 1982125175		

8) Begin selecting the students who will be rostered in this classroom by clicking on the student's name. They will be appear in the **Current Roster** section of the page.

001.0-1 Teacher: Sa	Kindergarter appington, Genette	n Attenda	ance				
Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
Save S	Student List and/or C	opy Section					
Copy studen	t from this section:				T		
Current Ro	ster(23/)			Show Student	s in this grade only: $\kappa \rightarrow$		
Statianiti, Liby Ohan, Jaacon Ohang, Aaliy Sauvis, Kimar Saawati, Kiy Sitwanitis, Si Faihanity, Jillia	ина (2) (4) 8/132203/46 h (4) 825927(3485 yah (4) 825927(3485 h) A (4) 825727(477) a) E (4) 825727(477) a) E (4) 82572103008 b) 8446 A (42) 8727103018 b) 8446 A (42) 9257(257)455	+		 Ballarit, Ulyo Chan, Jason Chang, Aulty Danis, Kinan Dunwalt, Kyh Edwardt, Syh Edwardt, Sh Faharby, Jille 	HA D (K) 8113230348 (K) 8252113485 ah W (K) 454530542 (A. (K) 4545214713 e (K) 4521246713 e (K) 45214551488 a W (K) 4574551488 h W (K) 1521(25175)		

9) After all students have been rostered to the section, click on **Save Student List and/or Copy Section**. After saved, the Current Roster should show the number of students who have been rostered.

001.0-1 Teacher: Sa	Kindergarte	n Attenda	nce					
Section	Staff History	Roster	Attendance	Gradi	ng By Task	Grading By Student	Roster Setup	Roster Batch Edit
Save \$	Student List and/or (Copy Section						
Copy studen	t from this section:					•		
Current Ro	ster(23/)				Show Student	s in this grade only: κ –		
Dallard, Lib/ Otan, Japan	HINE (D) (NO) BRIDDOMINE N (NO) BORDIN SHARE	-		~	Ealard, Lipsy Otan, Japan	Hal (D. (H)) &H32228418 (H): 82582113488		
Drump, Hally	with W (N) HEHEREDENCE				Crump, Aallys	#Fi W ((4)) 4834038883462		,
Cashila, Morean	H.A. (R) 487214713				Clavia, Kinani	1.4. (N) 4857211471(3) F (N) 4857211471(3)		
Edwards, S	Hierrie (HC) (HC) (E7451511415	6			Edwards, Sh	arta (A. (H)/074551458		
Falsely Jill	en W (N) 1607(251/75				Falsely Jillar	NW (NC) 19881(2981(798		

10) To remove a student from the roster <u>BEFORE</u> school starts, click on the student's name in the Current Roster section and it will remove the name from the list. Click Save Student List and/or Copy Section. A warring will pop up. If doing this <u>BEFORE</u> school starts, click OK. If this is during the school year, click Cancel.

You removed 1 student from the class: Gr	
All existing attendance and grading scores for these st Continue?	udents in this class will be deleted.
	OK Cancel

Creating and Assigning Sections

Courses and sections and teacher assignments will roll from year to year. However, there may be sections that need to be added or teachers that need to be re-assigned or added each year. The steps below will show you how to add a new section and assign/reassign teachers into sections.

Creating a section

1) Select the current Year, School, and Calendar.

Year 13	-14 🗸	School	Bela	air Elementary School	•	Calendar	13-14 Belair Elementary School 🗸
Index	Search	Help	<	District Notices			
				• [06/10/2014]			
KailovLo	A STREET		-			and the second second	

2) Select the **Search** tab and choose **Course/Section** as the search type. Click "**GO**". This will pull up a list of all courses in the school for the year selected in step one.



3) Click on the course name that needs a section added.



4) Click on the Section Tab.

Cou	rse	Sections G	Grading Tasks		Standards		Composite Grading		Соц
	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling G	Group
Edit	1	Sappington, Genette	e	Year	RS-ER	1-3	(23/)		
Edit	2	Walk, Lisa		Year	RS-ER	1-3	(23/)		
Edit	3	Roberts, Emily		Year	RS-ER	1-3	(23/)		
Add	a Section	1							

5) Click on Add a Section.

00	1.0 Ki	indergarte	en At	tenda	ance	•				1
Cou	rse	Sections Gra		ding Tasks		Stand	lards	Composi	Cou	
	Section	Teacher		Room	Term	Schedule	Period	Seats Taken	Scheduling	Group
Edit	1	Sappington, G	enette		Year	RS-ER	1-3	(23/)		1
Edit	2	Walk, Lis	sa		Year	RS-ER	1-3	(23/)		
Edit	0	Poberts, E	mily		Year	RS-ER	1-3	(23/)		
Add	a Sectio	5								

6) In the Section Editor, enter the following information:

Section Number: Next sequenced number

Position Code: 60: Teachers

Semester Code: 0: Full Year

Section Edito	nr		
*Section Numb	er Feacher Display	Name	
4			
Max Students	Lunch Count	Milk Count	Adult Count
0			
Dual Credit Site	Code		
Room	Skinny Seq	Hon	neroom
-			
Primary Tea	cher		
There is no	active primary tead	her for this se	ection.
Course Time U	nit		
Position Code			
60: Teachers		-	
Minutee per W	sok		
Caseload			
Semester Code	•		
0: Full Year	-	ar and a second	
Test Method		~0	
	-		
Assignment Co	mment		

Mark the section Schedule Placements depending on the type of section that is being added.
 *NOTE: Any time a section is added in a core class, an Art, Music, and PE section will need to be created with a corresponding section number.

Attendance Course: Periods 1-6 in all columns

Reading, Writing, Language, Math, Science, Social Studies, Habits & Parent Comments Courses: Period Courses in all columns

Art, Art Skills & Habits, Music, Music Skills & Habits, PE & Health, PE & Health Skills & Habits Courses: Period Specials in all columns

Title 1 Reading, ELL, Concert Orchestra, Resource, and Speech and Language Courses: Period NI in all columns

Section Schedule Pla	acemen	ıt																											
									Q1																				Q2
	м	T	w	Th 🗖	F	M 2 HR ER	T 2 HR ER	W 2 HR ER	Th 2 HR ER	F 2 HR ER	M 3 HR ER	T 3 HR ER	W 3 HR ER	Th 3 Hr ER	F 3 HR ER	T 2 HR LS	M 2 Hr LS	W 2 HR LS	Th 2 HR LS	F 2 LS	м 🗆	т	w	Th 🗖	F	M 2 HR ER	T 2 HR ER	W 2 HR ER	Th 2 HR ER
Period 1 🗹																				₹									
Period 2 🗹												◄																	
Period 3 🗹																													
Period 4 🗹																													
Period 5 🗹																													
Period 6 🗹																													
Period Courses																													
Period Specials																													
Period NI																													
Priod Plan Time	D.					ŋ.			Π.	Π.	0		Q.	D.		A	P		Π.				0.	, e	0	0			

Plan Time Course: Period Plan Time in all columns

8) Click Create Section.

Period 4																							E
Period 5 🗹																							E
Period 6 🗹																							E
Period Courses																							i i
Period Specials																							í í
Period NI																							í í
Period Plan Time 🔳																							i î
	 		 			 	 	 		 	 	 			 	 	 		C	reate :	Sectio	n	

Assigning a teacher to a section

Once a section is created a teacher needs to be assigned to the section.

1) Select the current Year, School, and Calendar.

Year 13	-14 🗸	Schoo	Bela	air Elementary School	•	Calendar	13-14 Belair Elementary School 🗸
Index	Search	Help	<.	District Notices			
- Kailov Le	osper			• [06/10/2014]			

2) Select the **Search** tab and choose **Course/Section** as the search type. Click "**GO**". This will pull up a list of all courses in the school for the year selected in step one.

Year 13-14 - School Bela	air Elementary School 🗸 Calendar 13-14 Belair Elementary School 🔹 👔
Index Search Help <	District Notices • [06/10/2014]
Course/Section Search Course/Section Go	YOU ARE IN STAGING
Advanced Seard	Online Resources
Search Results: 79 Courses	A link to online resources for Infinite Campus has been adde City Public School website Infinite Campus Staff Resources
• 001.0 Kindergarten Attendance	We will continue to add and undate documentation to these
▶ 002.0 Art	we will continue to add and update documentation to these
▶ 003.0 Music	School Notices
▶ 004.0 PE and Health	No school notices at this time.
.010.0.Reading	

3) Click on the **arrow** next to the the grade level course to see all of the sections built for a course.



4) Select the section. This will bring up the **Section** tab.

ndex Search H	elp <	001.0	Kindergarte	n Attend	ance				
		Course	Sections	Grading T	asks	Standard	s Composi	te Grading	Cours
Course/Section	•								
Search Course/Section	Go	Secti	ion Teacher	Room	Term	Schedule Per	riod Seats Taken	Scheduling G	roup
Advance	d Sooreb	Edit 1	Sappington, G	enette	Year	RS-ER 1	-3 (23/)		
Advance	u Search	Edit 2	Walk, Lis	a	Year	RS-ER 1	-3 (23/)		
		Edit 3	Roberts, Er	nily	Year	RS-ER 1	-3 (23/)		
earch Results: 79 Courses	6	Add a Sec	ction		Year	RS-ER 1	-3 (0/)		
001.0 Kindergarten Atten	dance								
1) Sappington, Genett	e								
2) Walk, Lisa									
3) Roberts, Emily									

5) Select the **Staff History** tab.

001.0-4 Teacher: N	Kindergarte	n Attendan	ce		
Section	Staff History	Roster	Attenda	nce G	rading E
Hew	Primary Teacher	 New Teache 	r 🕀	New Sectio	n Staff
Staff Histo Name	o ry	Start Date		End Date	1
Name		Start Date		LIIU Date	
There is r	to active primary tea	cher for this sect	lon.		
There is r	to active primary tea	cher for this sect	lion.		

6) Select the New Primary Teacher button.

	001.0-4 Teacher: No	Kindergarte	en At	tenda	nce				
	Section	Staff History	R	oster	Atter	ndance	e (Grading I	By T
	🕂 New F	Primary Teacher	⊕ N	lew Teac	her	⊕ N	ew Secti	on Staff	
	Staff Histo	гу				-			
	Name			Start Da	ite	Er	nd Date		Dist
-	There is n	o active primary te		or unis sa	ecuon.			-	

7) Select the **Name** drop down and select the **teacher's name** from the list. If the teacher's name is not in the list, contact the Office of Student Information, Planning and Assessment.

scheduled term, or stop	working in the section before the last day of the last scheduled te
Staff History Detail	
Primary Teacher	
*Name	Start Date End Date District Assignment
Anderson, Renee	<u> </u>
Binkley, Kali	
Cook, Charlene	
Cordray, Liz	
Crocker, Blaine	4
Dempsey, Gala	
DeSimone, Carrie	on Section
Farmer, Glenda	cher Display Name here will update the value on the Section tab
Farris, Angela	rent Teacher Display Name from the Section tab
Hall, Heather	Tent reacher bisplay Name from the Section tab.
Hamilton, Toree	splay Name on the Section tab:
Hemphill, Sandra	
Hufendiek Stenhanie	
Hulsey, Becky	
Leesman, Kalleyvy	
Long, Cheryl	
Luebbering, Katie	
Owens, Tína	
Rackers, Amy M	Name and an

8) Select the **District Assignment** drop down and select **Classroom Teacher** from the list.

Staff History Detail Primary Teacher				
*Name	Start Date	End Date	_	District Assignment
Thuisey, Decky		-		
Comments				
Teacher Display Name o	on Section			
Making a change to the Tea	cher Display Na	me here will u	update	the value on the Section tab
Continue using the cur	rent Teacher Dis	splay Name fr	om the	Section tab:
Use a new Teacher Di	splay Name on t	he Section tal	b: Hul	sey, Becky

9) Click Save.

001.0-4 Teacher: No	Kinderga ne Assigned	arten At	tendand	e			
Section	Staff Histo	R R	oster	Attenda	nce	Grading	By Task
Save	🕀 New F	Primary Tead	ther 🕀	New Te	acher	🕂 Nev	v Section S
Name	/	_	Start Date	_	End Date	_	District As
Start Date an scheduled te Staff Histor Primary Teac *Name Hulsey, Bec	id End Date fiel rm, or stop wo y Detail her	ds should ren rking in the so Start Date	nain blank unle action before t End Date	ess staff the last d	members s ay of the la District Assi	tart workir st schedu	ng in the sec led term.
Comments	., .				Classroom	Teacher	•
Comments Teacher Dis Making a cha	splay Name o	n Section	ame here will	undate 1	Classroom	Teacher	•
Comments Teacher Dis Making a cha O Continue	splay Name o nge to the Tead using the curr	n Section cher Display M ent Teacher E	ame here will	update f	Classroom the value or Section tab:	Teacher	▼ .:i
Comments Teacher Dis Making a cha O Continue O Use a ne	splay Name o nge to the Tead using the curr w Teacher Dis	n Section cher Display N ent Teacher D play Name on	ame here will lame here will lisplay Name f the Section ta	update t rom the s ab: Hulse	Classroom the value or Section tab: ay, Becky	the Section	▼: on tab.

- 10) If a section has been added to a **Grade Level Attendance Course**, repeat steps **3-10** for the following courses for the appropriate grade level:
 - a. Reading
 - b. Language
 - c. Writing
 - d. Math
 - e. Science
 - f. Social Studies
 - g. Habits & Parent Comments
 - h. Plan Time

If a section has been added to an **Art, Music, or PE and Health Course**, repeat steps **3-10** for the following courses for the appropriate grade level:

a. Art – Skills & Habits

OR

b. Music – Skills & Habits

OR

c. PE and Health – Skills & Habits

Changing teacher assigned to a section

As long as you are making staff changes for the upcoming school year you can follow the steps below to change a teacher linked to a section.

1) Select the current Year, School, and Calendar.

Year	13-14	 Scl 	hool	Bela	ir Elementary School	•	Calendar	13-14 Belair Elementary School 🗸	
Index	Search	Help		<	District Notices				
					• [06/10/2014]				
Kailov	Looemon		_						-

2) Select the **Search** tab and choose **Course/Section** as the search type. Click "**GO**". This will pull up a list of all courses in the school for the year selected in step one.



3) Click on the **arrow** next to the the grade level course to see all of the sections built for a course.



4) Select the section. This will bring up the Section tab.

Index	Search	<	001.0 Kindergarten Attendance									
		Course		Sections	Grading Tasks		Standards		Categories	Grade Calc Option		
Course/Sect	ion	•										
Search Course	/Section	Go		Section	n Teacher	Room 1	Term	Schedule	Period	Seats Take	N Scheduling Group	Guest Access
Advanced Search			Edit	1	Roberts, Emily	· · · ·	Q1- Q4	M-M 2 Hr LS	1-3	(0/)		Grade Book
			Edit	2	Walk, Lisa		Q1- Q4	M-M 2 Hr LS	1-3	(0/)		Grade Book
Search Results: 171 Courses		Edit	3	Schlueter, Alesha		Q1- Q4	M-M 2 Hr LS	1-3	(0/)		Grade Book	
		Add	a Sectio	n								
1) Rober	ts, Emily	11										
2) Walk,	Lisa 🖑											
3) Schlue	eter, Alesha	-										

5) Select the **Staff History** tab.



6) Select the Primary Teachers Name



7) Select the Delete Button

001.0-1 Kinde Teacher: Roberts, Em	rgarten Atten	dance								
Section Staff H	listory Roster	Attendance	Grading By Task							
Sav. O D Staff Hist ov Name Primary factor Roberts, Emily	New Pri	mary Teacher 🤇	New Teacher 🔶							
Assignment Start and End date fields should remain blank unless staff members start working in the scheduled term, or stop working in the section before the last day of the last scheduled term. Access to this section is controlled by Access Start and End dates. To end a user's access to this se Staff History Detail Primary Teacher										
Name	District Assignment									
Assignment	Classroom Teacher	*								
Access to Section Dat	Start Date	End Da	ate							
 Unrestricted Date Range 	Start Date	End Da	ite							

8) A message will pop up asking if you are sure you want to delete, select OK



9) Select the New Primary Teacher button.



10) Select the **Name** drop down and select the **teacher's name** from the list. If the teacher's name is not in the list, contact the Office of Student Information, Planning and Assessment.

scheduled term, or sto	p w	orking in the	secti	on before th	ie last	day of the last schedule	ed ter
Staff History Detail							
Primary Teacher							
*Name		Start Date		End Date		District Assignment	
	-					-	
Andrew Deven							
Anderson, Renee							
Dirikley, Kall							
Cordray Liz	Ξ						
Crocker Blaine							
Dempsey Gala						,it,	
DeSimone Carrie	_	on Section					
Farmer, Glenda		cher Display	Nam	e here will u	update	e the value on the Sectio	n tat
Farris, Angela		rant Tanahar	Dian	lav Nama fr	om the	Conting tab:	
Hall, Heather		rent reacher	Disp	ay wante in	onnune	e Section tab.	_
Hamilton, Toree		splay Name o	in the	e Section tab	DC .		
Hemphill, Sandra							
Hufendiek Stenhanie							
Hulsey, Becky							
Leesman, Maleyvy							
Long, Cheryl							
Luebbering, Katie							
Owens, Lina							
Rackers, Amy M	17.						_

11) Select the **District Assignment** drop down and select **Classroom Teacher** from the list.

Staff History Detail								
Primary Teacher								
Name	Start Date	End Date	_	District Assignment				
Hulsey, Becky 🗸	Π	•		Classroom Teacher 👻				
Comments								
Teacher Display Name on Section								
Making a change to the Teacher Display Name here will update the value on the Section tab.								
◯ Continue using the current Teacher Display Name from the Section tab:								
Use a new Teacher Display Name on the Section tab: Hulsey, Becky								

12) Click Save.

001.0-1 Kindergarten Attendance Teacher: Roberts, Emily											
Section	Staff History	Roster	Attendar	ce Gr	ading By Ta	ask	Gr				
Save	New Primary	/ Teacher	🕀 New Tea	icher 🕂 🕀	New Sect	ion Staff					
Name There is no	ctive primary teache	Assig er for this sec	nment Start As	signment End	Access St	art Access	s En				
Assignment Start and End date fields should remain blank unless staff members start working in the section scheduled term, or stop working in the section before the last day of the last scheduled term. Access to this section is controlled by Access Start and End dates. To end a user's access to this section, et											
Staff Histor Primary Teac	y Detail her	_	_	_							
*Name Bearden, Je	nnifer 🔻	District Assi	gnment ▼								
		Start Date	-	End Date							

- 13) If a section has been added to an **Grade Level Attendance Course**, repeat steps **3-12** for the following courses for the appropriate grade level:
 - a. Reading
 - b. Language
 - c. Writing
 - d. Math
 - e. Science
 - f. Social Studies
 - g. Habits & Parent Comments
 - h. Plan Time

If a section has been added to an **Art, Music, or PE and Health Course**, repeat steps **3-12** for the following courses for the appropriate grade level:

d. Art – Skills & Habits

OR

- e. Music Skills & Habits OR
- f. PE and Health Skills & Habits