



EOY Scheduling Elementary Students for Upcoming Year

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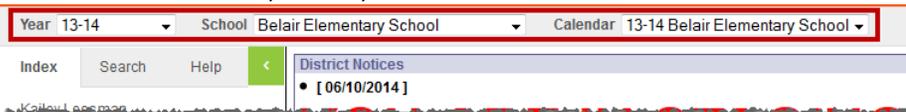
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Scheduling – Roster Setup

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

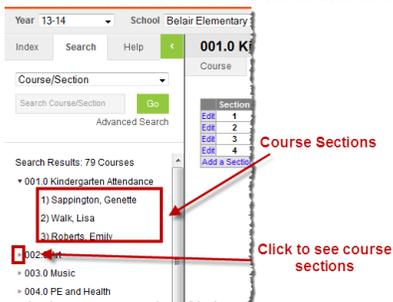
- 1) Select the current Year, School, and Calendar.



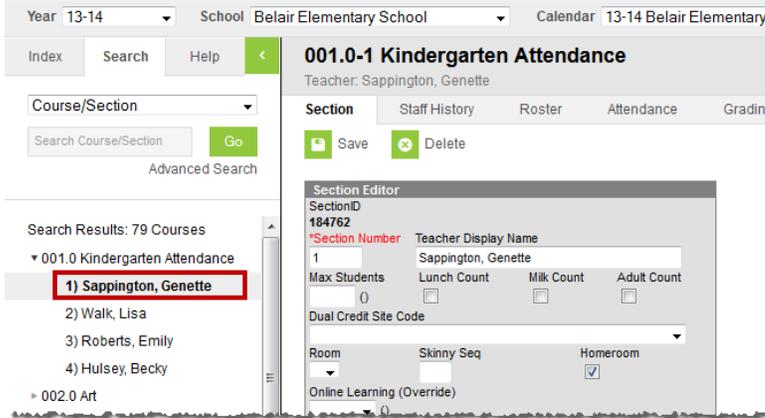
- 2) Select the **Search** tab and choose **Course/Section** as the search type. Click **GO**. This will pull up a list of all courses in the school for the year selected in step one.



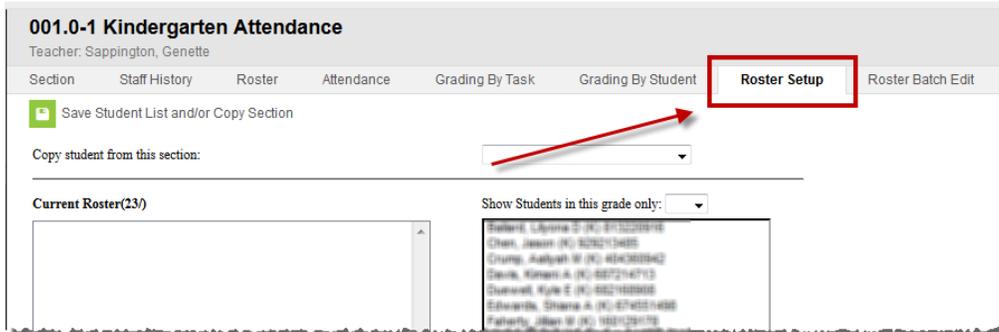
- 3) Roster all students to a grade level attendance course (001.0 Kindergarten Attendance, 100.1 Grade 1 Attendance, 2002.2 Grade 2 Attendance, etc.) first. Click on the **arrow** next to the the grade level course to see all of the sections built for a course.



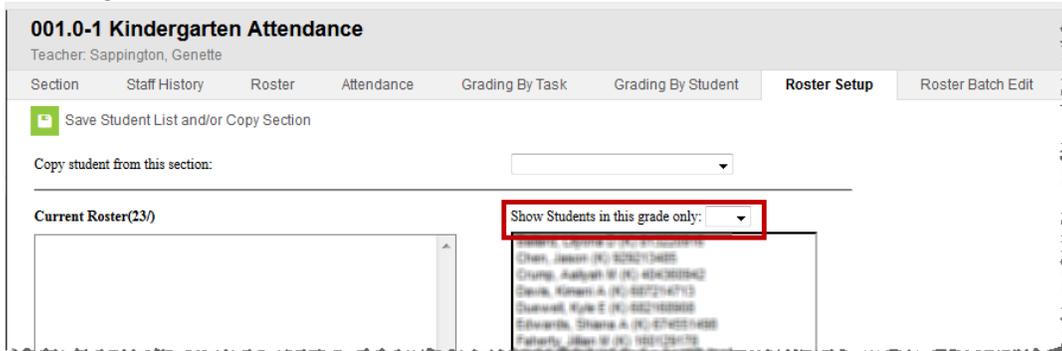
- 4) Select the teacher in the first Section (Sappington, Genette). This will bring up the **Section** tab.



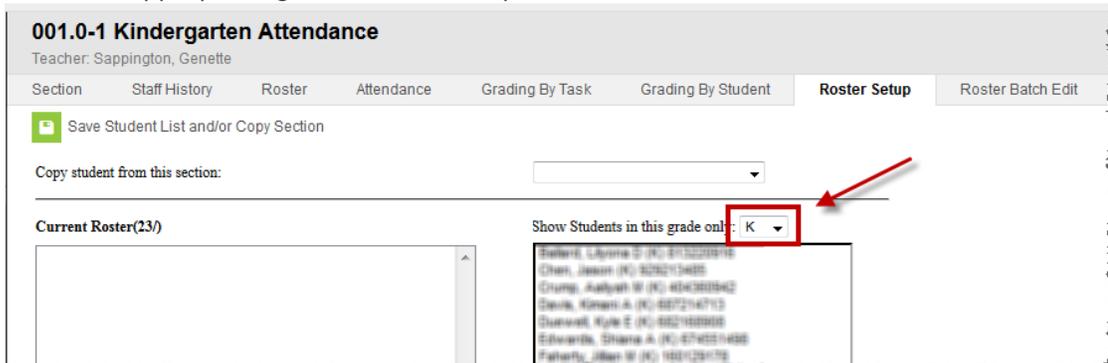
- 5) Click on the **Roster Setup** tab.



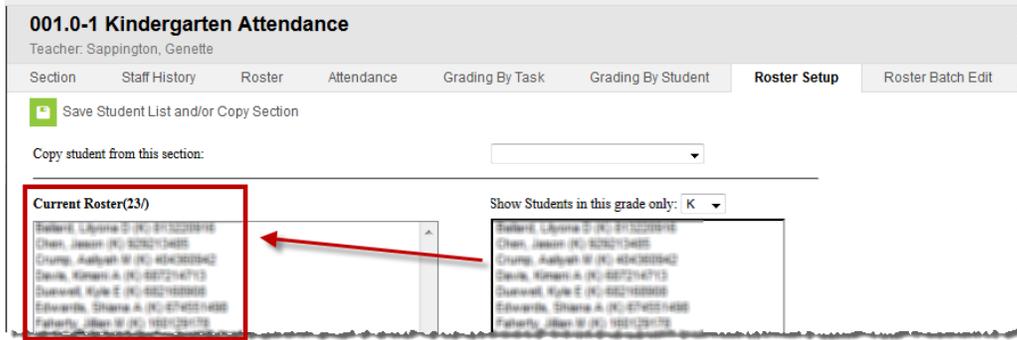
- 6) The listing on the right hand side gives a list of **ALL** students who are in the building in alphabetical order. This can be narrowed down to **GRADE** by clicking on the drop down box and selecting the needed grade.



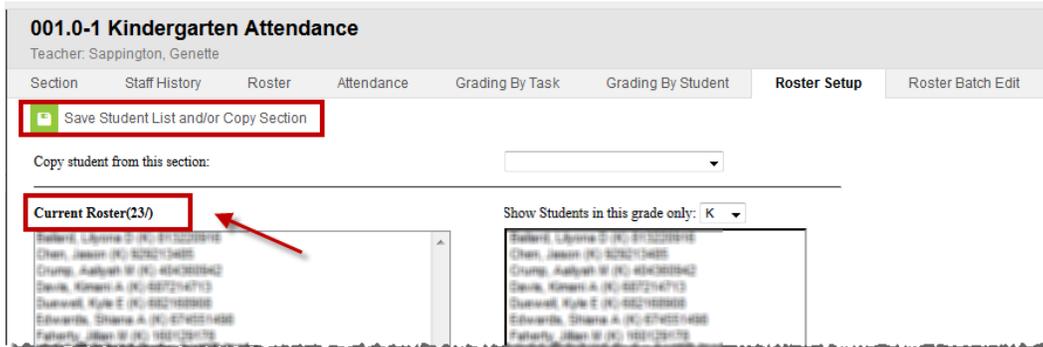
- 7) Select the appropriate grade from the drop down to narrow the list of students to select from.



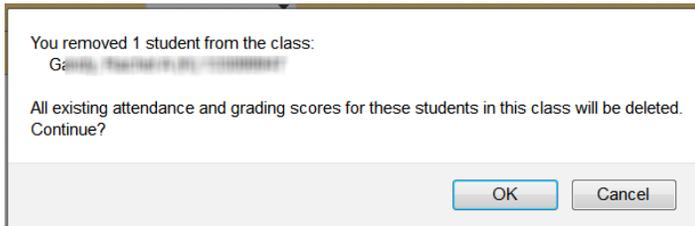
- 8) Begin selecting the students who will be rostered in this classroom by clicking on the student's name. They will appear in the **Current Roster** section of the page.



- 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.



- 10) To remove a student from the roster **BEFORE** 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 warning will pop up. If doing this **BEFORE** school starts, click **OK**. If this is during the school year, click **Cancel**.

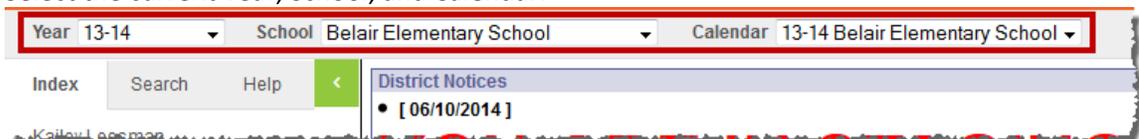


Creating and Assigning Sections

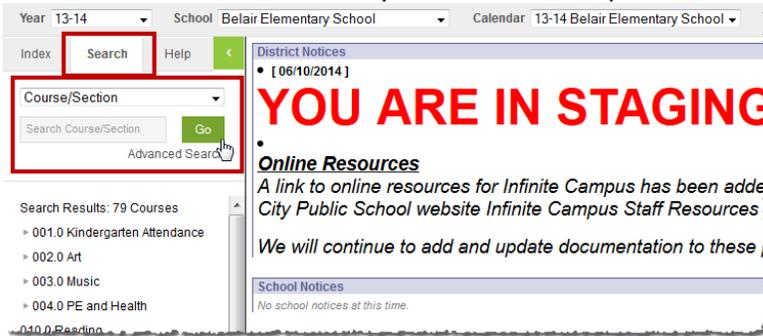
Courses and sections and teacher assignments will roll from year to year. However, there may be sections that need to be added or teachers that need to be re-assigned or added each year. The steps below will show you how to add a new section and assign/reassign teachers into sections.

Creating a section

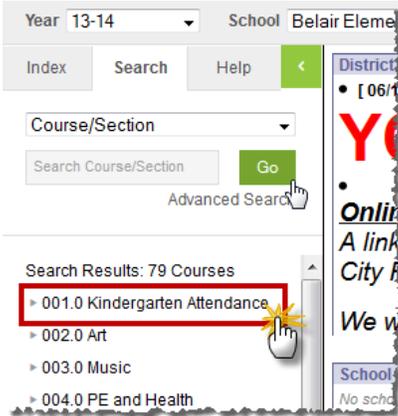
- 1) Select the current Year, School, and Calendar.



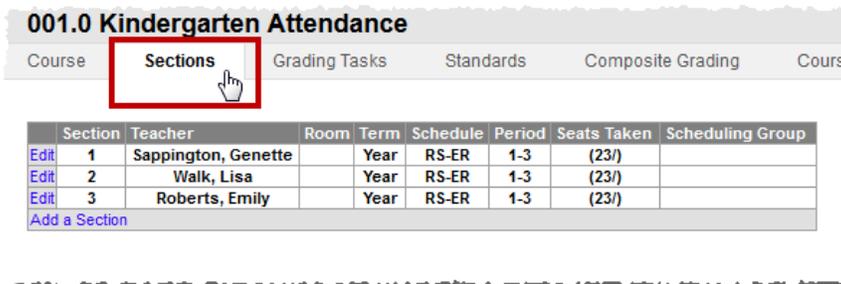
- 2) Select the **Search** tab and choose **Course/Section** as the search type. Click **GO**. This will pull up a list of all courses in the school for the year selected in step one.



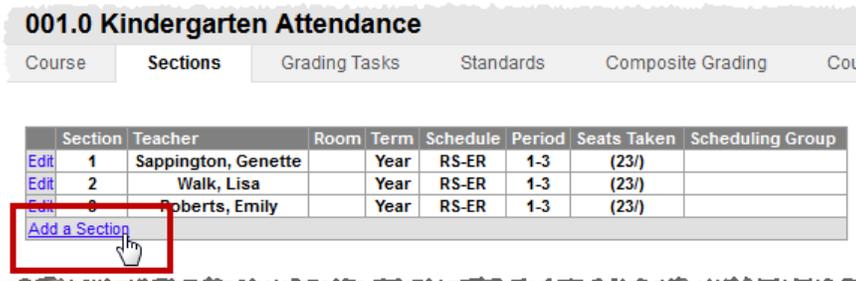
- 3) Click on the **course name** that needs a section added.



- 4) Click on the **Section Tab**.



- 5) Click on **Add a Section**.



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

Section Number: Next sequenced number

Position Code: 60: Teachers

Semester Code: 0: Full Year

The screenshot shows the 'Section Editor' form with the following fields highlighted in red boxes:

- *Section Number:** 4
- Position Code:** 60: Teachers
- Semester Code:** 0: Full Year

Other visible fields include: Teacher Display Name, Max Students, Lunch Count, Milk Count, Adult Count, Dual Credit Site Code, Room, Skinny Seq, Homeroom, Primary Teacher (with a red error message: 'There is no active primary teacher for this section.'), Course Time Unit, Minutes per Week, Caseload, Test Method, and Assignment Comment.

7) 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

Plan Time Course: Period Plan Time in all columns

The screenshot shows the 'Section Schedule Placement' grid. The grid has two main sections for Q1 and Q2. Each section has columns for days of the week (M, T, W, Th, F) and specific periods (M2 HR ER, T2 HR ER, W2 HR ER, Th 2 HR ER, F2 HR ER, M3 HR ER, T3 HR ER, W3 HR ER, Th 3 Hr ER, F3 HR ER, T2 HR LS, M2 Hr LS, W2 HR LS, Th 2 HR LS, F2 LS). The rows represent different course types: Period 1, Period 2, Period 3, Period 4, Period 5, Period 6, Period Courses, Period Specials, Period NI, and Period Plan Time. Checkmarks are present in the Period 1-6 rows for all days and periods in both quarters. The Period Courses, Period Specials, Period NI, and Period Plan Time rows have empty checkboxes.

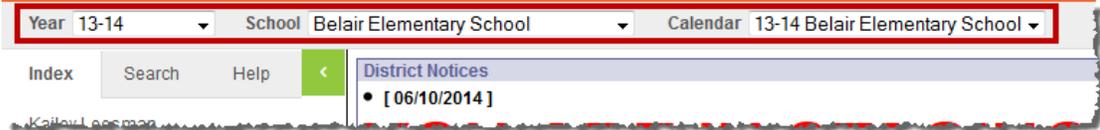
8) Click **Create Section**.



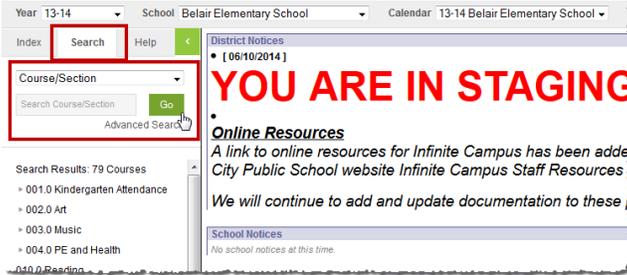
Assigning a teacher to a section

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

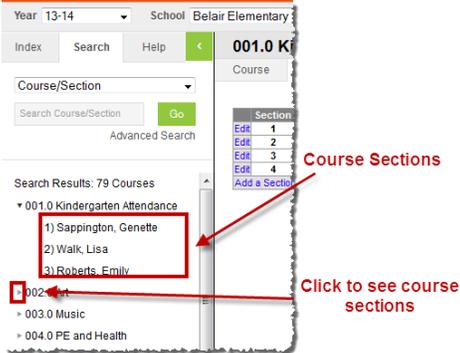
1) Select the current Year, School, and Calendar.



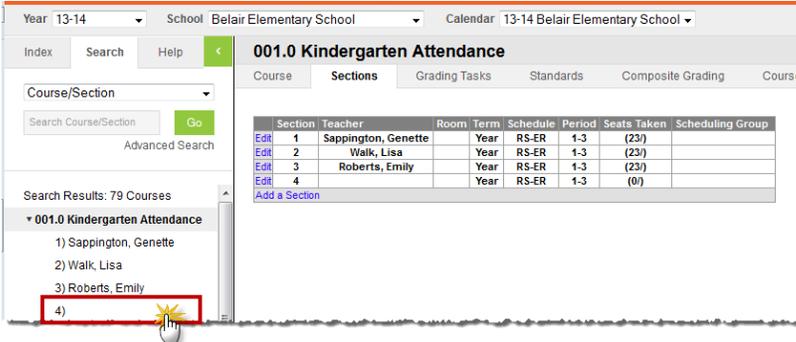
2) Select the **Search** tab and choose **Course/Section** as the search type. Click **GO**. This will pull up a list of all courses in the school for the year selected in step one.



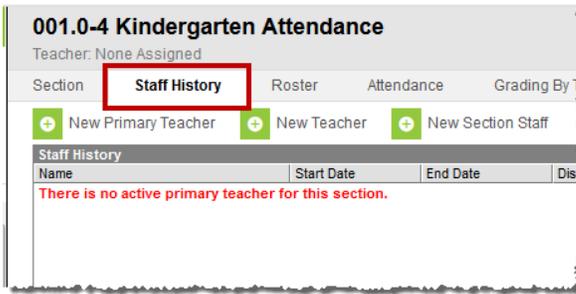
3) Click on the **arrow** next to the the grade level course to see all of the sections built for a course.



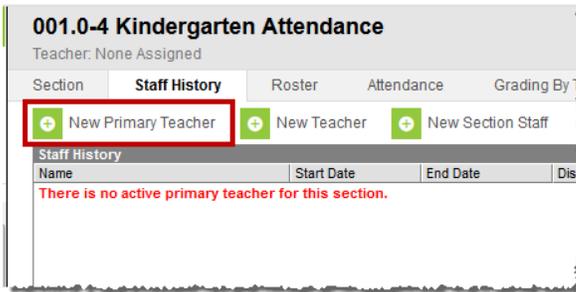
4) Select the section. This will bring up the **Section** tab.



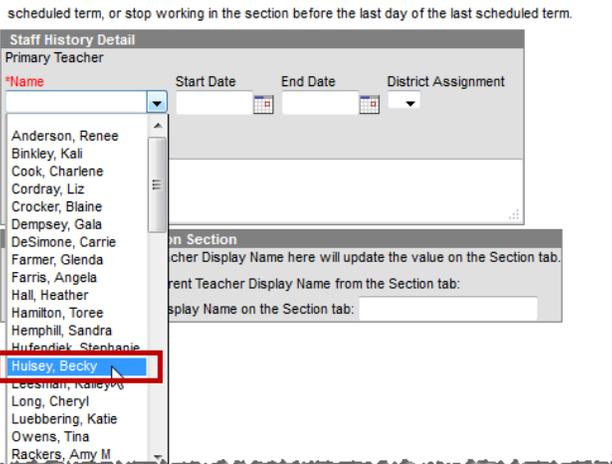
- 5) Select the **Staff History** tab.



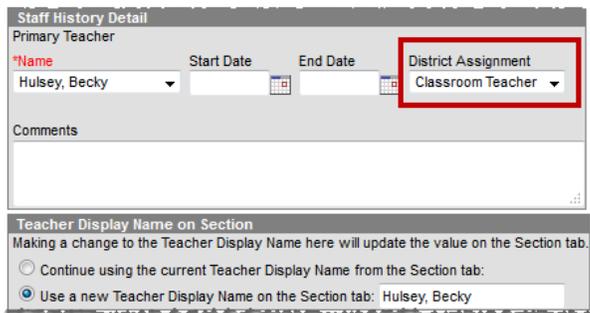
- 6) Select the New Primary Teacher button.



- 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.



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



9) Click **Save**.

001.0-4 Kindergarten Attendance
Teacher: None Assigned

Section **Staff History** Roster Attendance Grading By Task

Save + New Primary Teacher + New Teacher + New Section St

Staff History

Name	Start Date	End Date	District Ass
There is no active primary teacher for this section.			

Start Date and End Date fields should remain blank unless staff members start working in the sect scheduled term, or stop working in the section before the last day of the last scheduled term.

Staff History Detail

Primary Teacher

Name	Start Date	End Date	District Assignment
Hulsey, Becky			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

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 School Belair Elementary School Calendar 13-14 Belair Elementary School

Index Search Help < District Notices

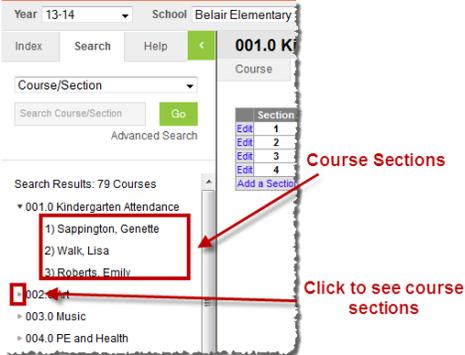
• [06/10/2014]

Kaitlyn Lesman

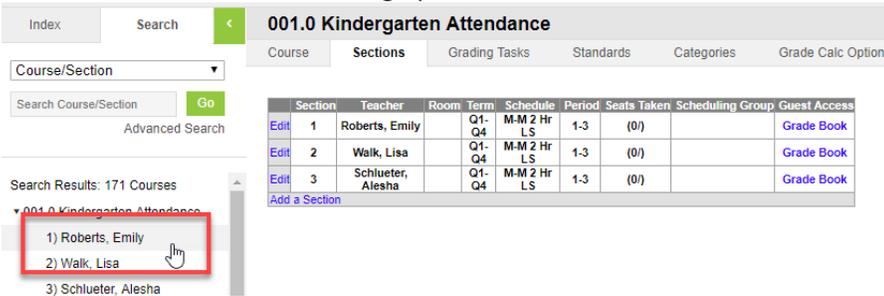
- 2) Select the **Search** tab and choose **Course/Section** as the search type. Click **“GO”**. This will pull up a list of all courses in the school for the year selected in step one.



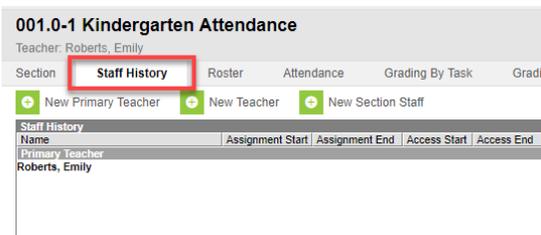
- 3) Click on the **arrow** next to the the grade level course to see all of the sections built for a course.



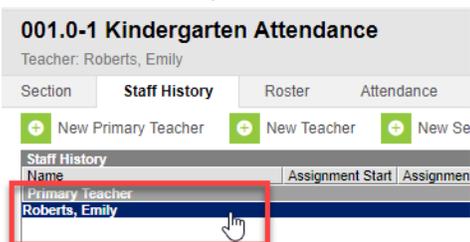
- 4) Select the section. This will bring up the **Section** tab.



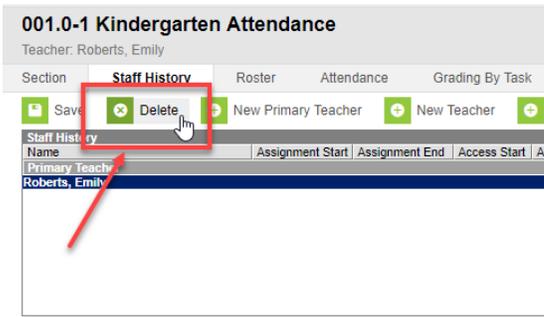
- 5) Select the **Staff History** tab.



- 6) Select the **Primary Teachers Name**

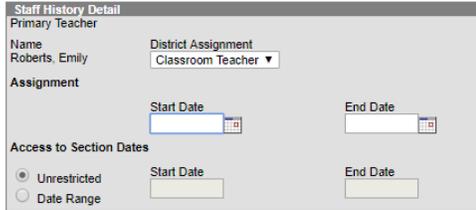


7) Select the **Delete** Button

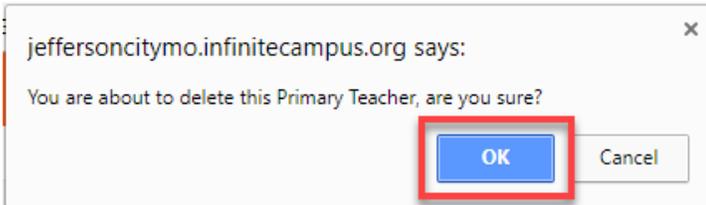


Assignment Start and End date fields should remain blank unless staff members start working in the scheduled term, or stop working in the section before the last day of the last scheduled term.

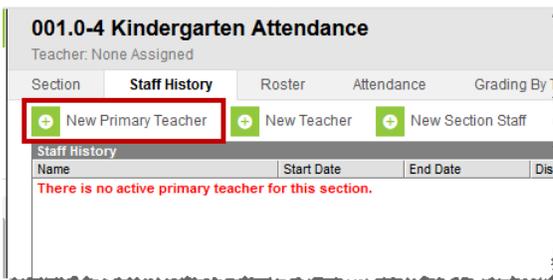
Access to this section is controlled by Access Start and End dates. To end a user's access to this se



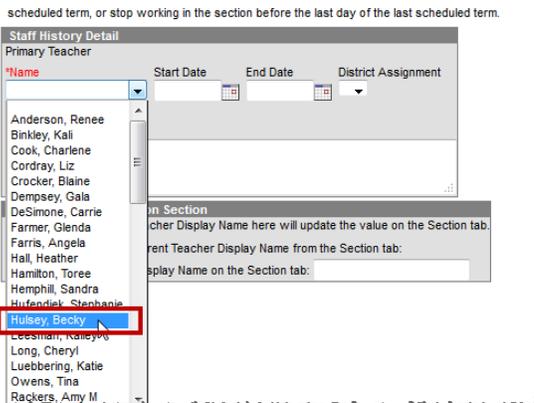
8) A message will pop up asking if you are sure you want to delete, select **OK**



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.



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

Staff History Detail
Primary Teacher

*Name: Hulsey, Becky | Start Date: | End Date: | District Assignment: 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 | Attendance | Grading By Task | Gr

Save | New Primary Teacher | New Teacher | New Section Staff

Name | Assignment Start | Assignment End | Access Start | Access End

There is no active primary teacher for this section.

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, e

Staff History Detail
Primary Teacher

*Name: Bearden, Jennifer | District Assignment: | Assignment: | 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