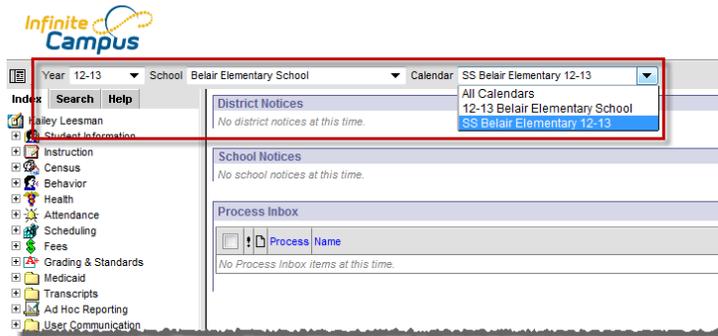


# Scheduling Elementary Students in a Summer School Classroom

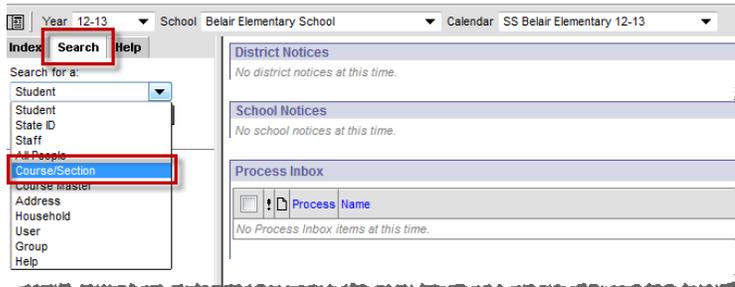
## Roster Setup

The Roster Setup tab is under **Search>Course/Section**. Choose a section and schedule students to that class by selecting the students from a list.

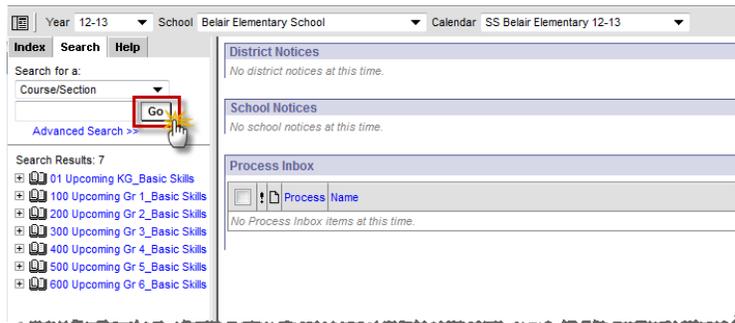
- 1) At the top of the page, select Year for the upcoming year, select the School, and select the Summer School calendar.



- 2) Select the **Search** tab, then click on the **Search for a:** drop down box and choose **Course/Section** as the search type.

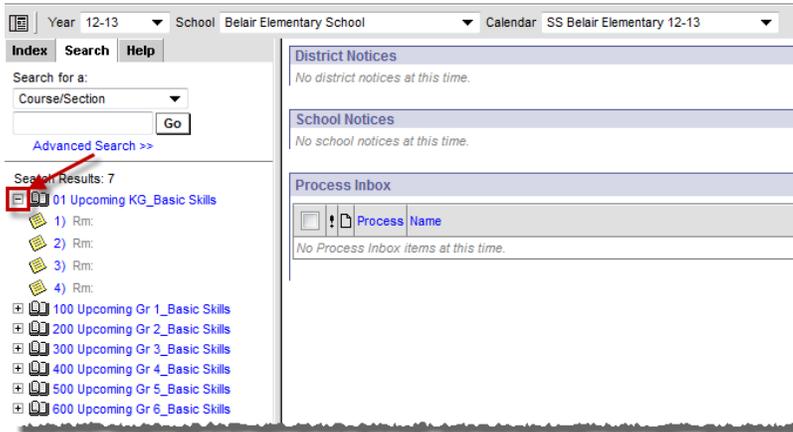


- 3) Click **“GO”**.



- 4) Click on the “+” next to the **Course Grade**. The user will now be able to see the sections under this particular grade level course.

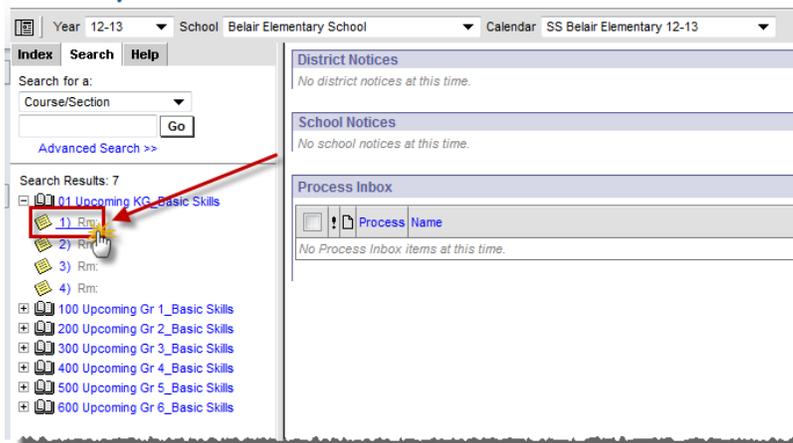
**\*NOTE:** The courses are set up for the student’s upcoming grade, i.e, students currently in 2<sup>nd</sup> grade and will be in the 300 Upcoming Gr 3\_Basic Skills course because they are moving into 3<sup>rd</sup> grade as of next year.



- 5) Teachers will need to be added to the number of sections needed. To do this, click on a **Section Number**.

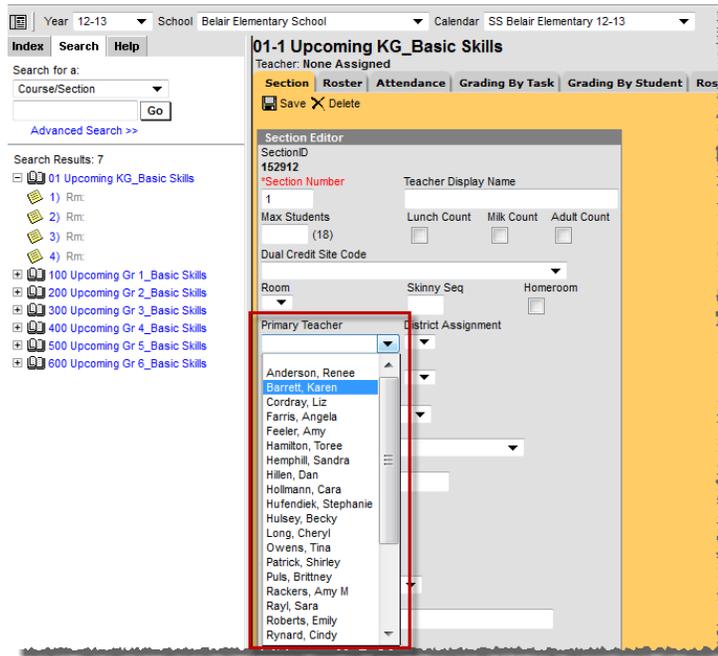
**\*NOTE:** More sections may be listed than actually used. If a section needs to be added, contact The Office of Student Information, Planning, & Assessment at 659-3043.

**\*\*NOTE:** If a teacher is teaching students in multiple grades, the teacher will need a section in each grade level course, i.e, Karen Barrett is teaching 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grade students in her summer school class. She will have a section in course 300 for her 3<sup>rd</sup> grade students, 400 for her 4<sup>th</sup> grade students, and 500 for her 5<sup>th</sup> grade students.

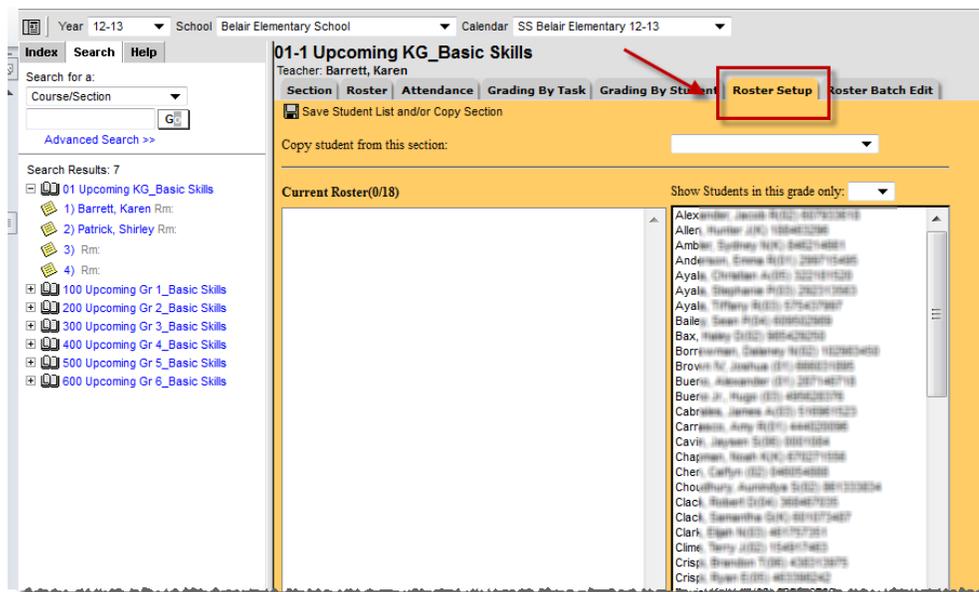


- 6) In the **Primary Teacher** Drop down box, select the teacher who will be teaching this section and click **Save**.

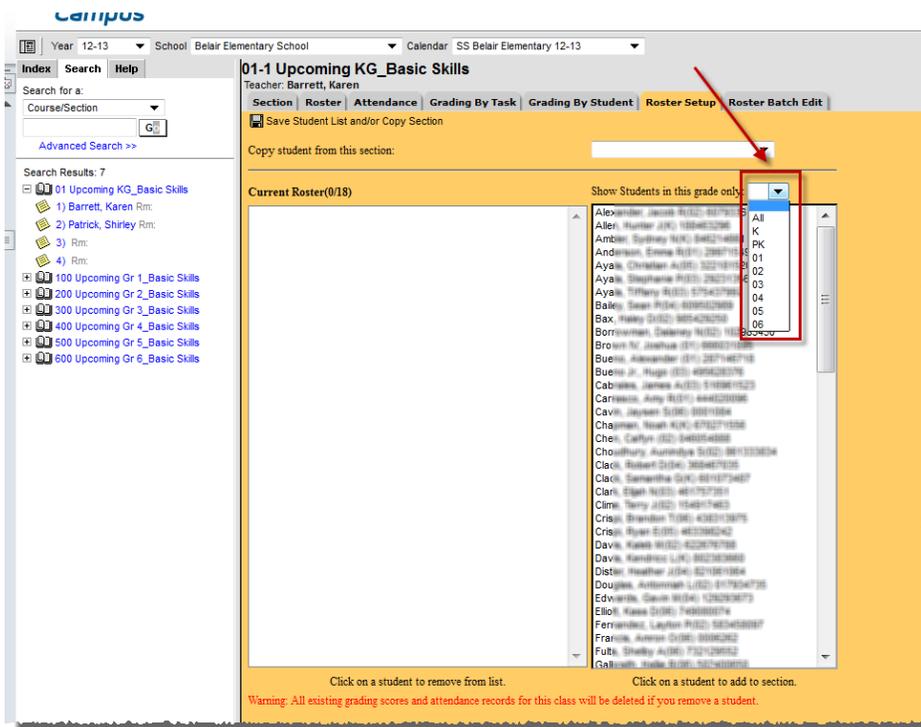
**\*NOTE:** If the teacher is not listed, contact The Office of Student Information, Planning, & Assessment at 659-3043.



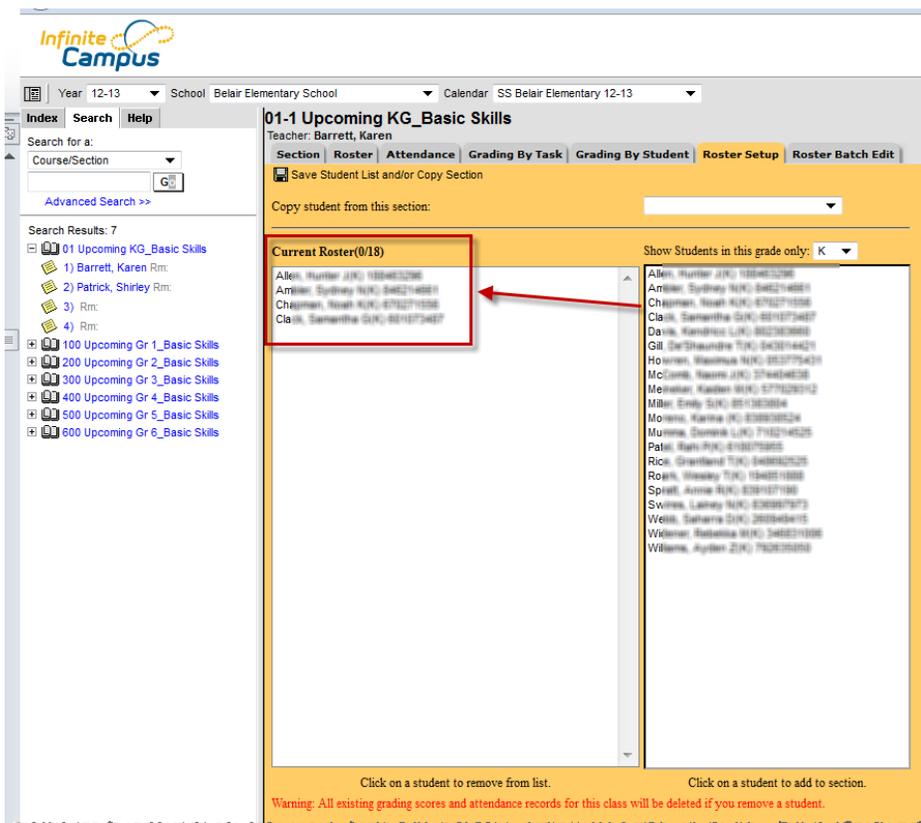
- 7) Next, click on the **Roster Setup** tab.



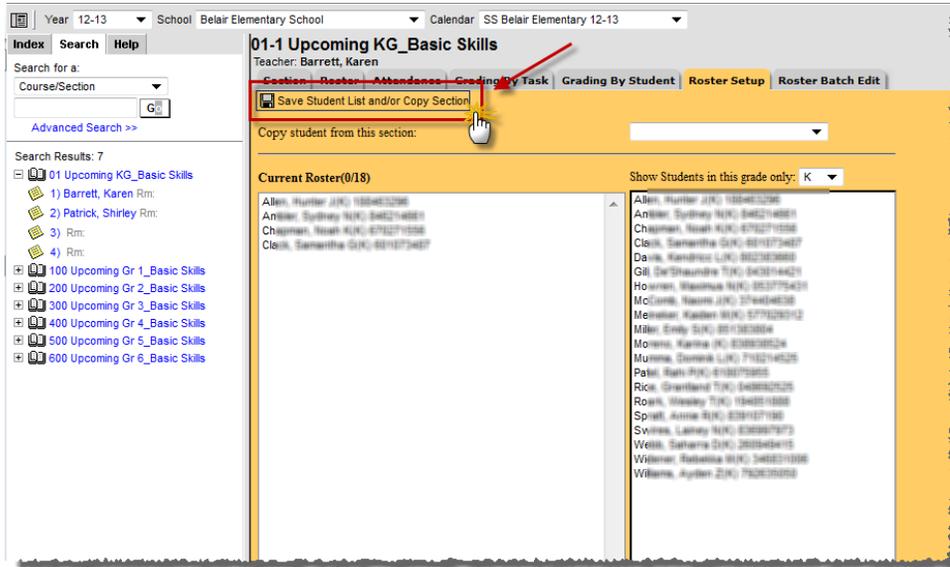
- 8) The listing on the right hand side gives a list of **ALL** students enrolled in summer school in alphabetical order. This can be narrowed to just the **GRADE** being worked on by clicking on the drop down box and selecting the grade needed.



- 9) Begin selecting the students who will be rostered in this classroom. As the user clicks on the students, they will be loaded into the **Current Roster** as seen in the example below.

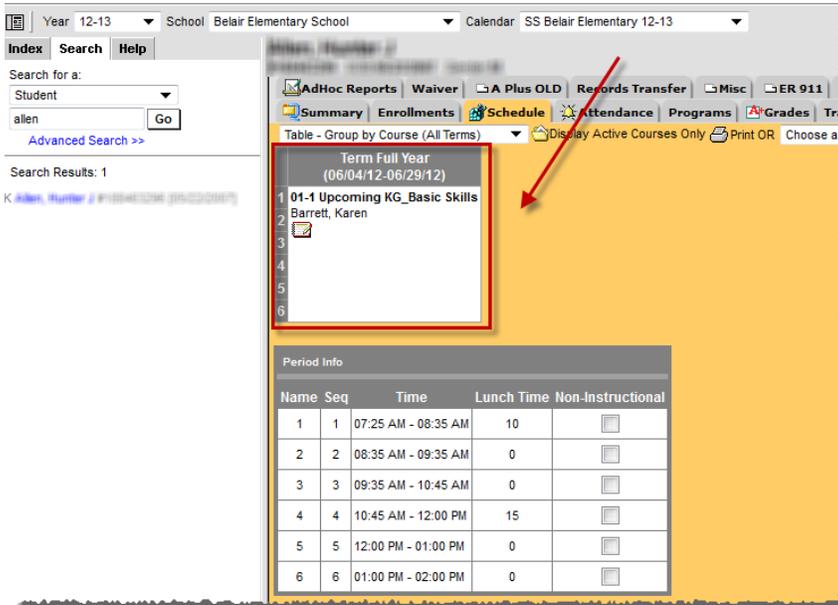


- 10) Once all students have been rostered who need to be scheduled with this teacher, click **Save Student List and/or Copy Section**. This will save the roster.



- 11) If a student needs removed from a roster and scheduled in a different class **before** school starts, that can be done here as well. Go to the **Roster Setup** tab for the section the student is currently in and click on the student to be removed from that class. Click **Save Student List and/or Copy Section**. Go to the student's **new Roster Setup** tab for the new section. Select the student from the student list and place in the new teacher's **Current Roster**. Then click **Save Student List and/or Copy Section**.

- 12) After a student has been scheduled, their **Schedule** tab will look like the example below.



- 13) Once Summer School starts, roster changes will be made by The Office of Student Information Planning and Assessment.