

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.

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

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Index Search Help	District Notices
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Group Help	

3) Click "GO".

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Index Search Help Search for a: Course/Section	District Notices No district notices at this time. School Notices No school notices at this time.
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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 2nd grade and will be in the 300 Upcoming Gr 3_Basic Skills course because they are moving into 3rd 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 3rd, 4th, & 5th grade students in her summer school class. She will have a section in course 300 for her 3rd grade students, 400 for her 4th grade students, and 500 for her 5th 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.

Year 12-13 🔻 School Belair	Elementary School Calendar SS Belair Elementary 12-13
Index Search Help	01-1 Upcoming KG_Basic Skills
Search for a:	Teacher: None Assigned
Course/Section 🔻	Section Roster Attendance Grading By Task Grading By Student Ros
Go	🔚 Save 🗙 Delete
Advanced Search >>	
	Section Editor
Search Results: 7	152912
O1 Upcoming KG_Basic Skills	*Section Number Teacher Display Name
🥮 1) Rm:	1
🧐 2) Rm:	Max Students Lunch Count Milk Count Adult Count
🧐 3) Rm:	(18)
🧐 4) Rm:	Dual Credit Site Code
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200 Upcoming Gr 2_Basic Skills	Room Skinny Seq Homeroom
300 Upcoming Gr 3_Basic Skills	
400 Upcoming Gr 4_Basic Skills	Primary Teacher District Assignment
500 Upcoming Gr 5_Basic Skills	· · · · · · · · · · · · · · · · · · ·
600 Upcoming Gr 6_Basic Skills	Anderson, Renee
	Barrett, Karen
	Cordray, Liz
	Feeler, Amy
	Hamilton, Toree 🗸
	Hemphill, Sandra 🗏
	Hillen, Dan Hollmann, Cara
	Hufendiek, Stephanie
	Hulsey, Becky
	Long, Cheryl
	Patrick, Shirley
	Puls, Brittney
	Rackers, Amy M
	Rayl, Sara
	Rynard, Cindy

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 <u>before</u> 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 <u>new</u> **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 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.