

# Scheduling Elementary Students

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## General Information

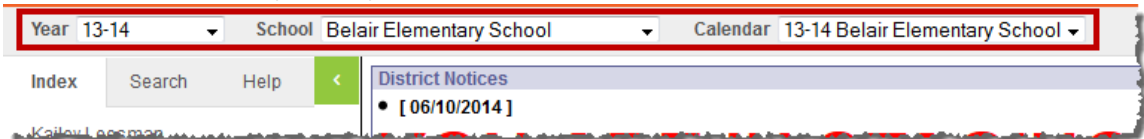
- If the student is part time, their schedule needs to reflect the class they are attending throughout the week. See the “Enrolling a Part-Time Student” Document to see how to enter the student’s enrollment. The instructions below walk through how to create a full schedule.
  - Ex: If a student just comes for Art, Music, and PE, they will need to be rostered to an Art, Music, and PE section.
  - Ex: If a student just comes for PE, they will need to be rostered to a PE section.

## Creating and Assigning Sections

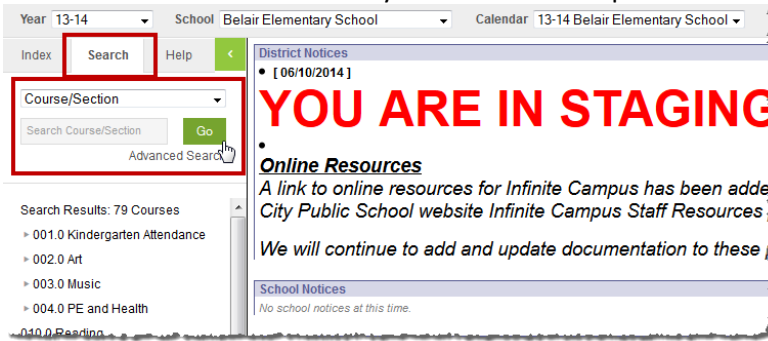
Courses and sections and teacher assignments will roll from year to year. However, there may be sections that need to be added or teachers that need to be re-assigned or added each year. The steps below will show you how to add a new section and assign/reassign teachers into sections.

### Creating a section

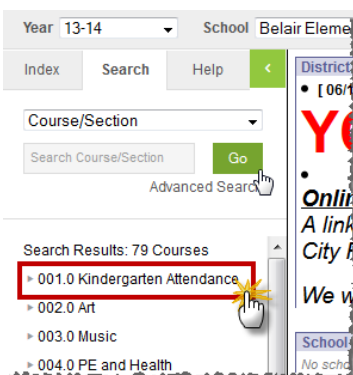
- 1) Select the current Year, School, and Calendar.



- 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**.

**001.0 Kindergarten Attendance**

Course **Sections** Grading Tasks Standards Composite Grading Course

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
<a href="#">Edit</a>	1	Sappington, Genette		Year	RS-ER	1-3	(23/)	
<a href="#">Edit</a>	2	Walk, Lisa		Year	RS-ER	1-3	(23/)	
<a href="#">Edit</a>	3	Roberts, Emily		Year	RS-ER	1-3	(23/)	
<a href="#">Add a Section</a>								

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

**001.0 Kindergarten Attendance**

Course **Sections** Grading Tasks Standards Composite Grading Course

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
<a href="#">Edit</a>	1	Sappington, Genette		Year	RS-ER	1-3	(23/)	
<a href="#">Edit</a>	2	Walk, Lisa		Year	RS-ER	1-3	(23/)	
<a href="#">Edit</a>	3	Roberts, Emily		Year	RS-ER	1-3	(23/)	
<a href="#">Add a Section</a>								

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

**Section Number:** Next sequenced number

**Position Code:** 60: Teachers

**Semester Code:** 0: Full Year

**Section Editor**

\*Section Number  Teacher Display Name

Max Students  Lunch Count ☐ Milk Count ☐ Adult Count ☐

Dual Credit Site Code

Room  Skinny Seq  Homeroom ☐

**Primary Teacher**

There is no active primary teacher for this section.

Course Time Unit

Position Code

Minutes per Week

Caseload

Semester Code

Test Method

Assignment Comment

- \*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.

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

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

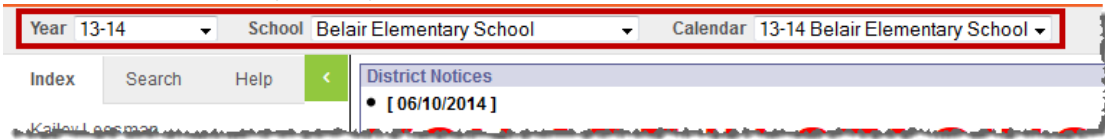
[illegible]

- [illegible]

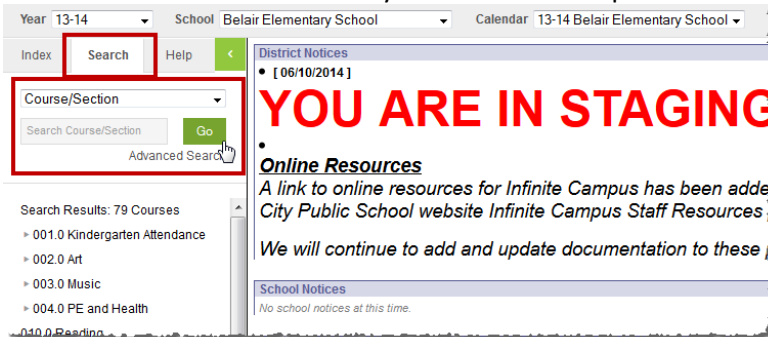
## Assigning a teacher to a section

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

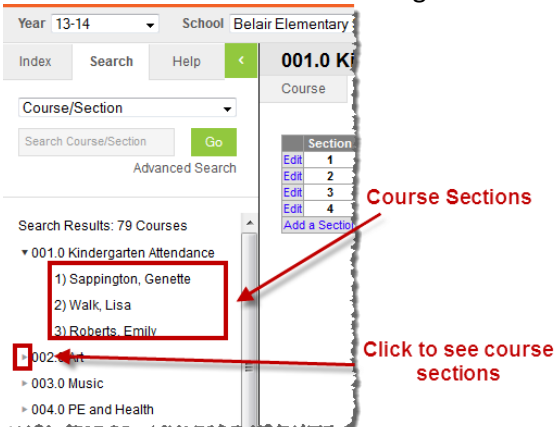
- 1) Select the current Year, School, and Calendar.



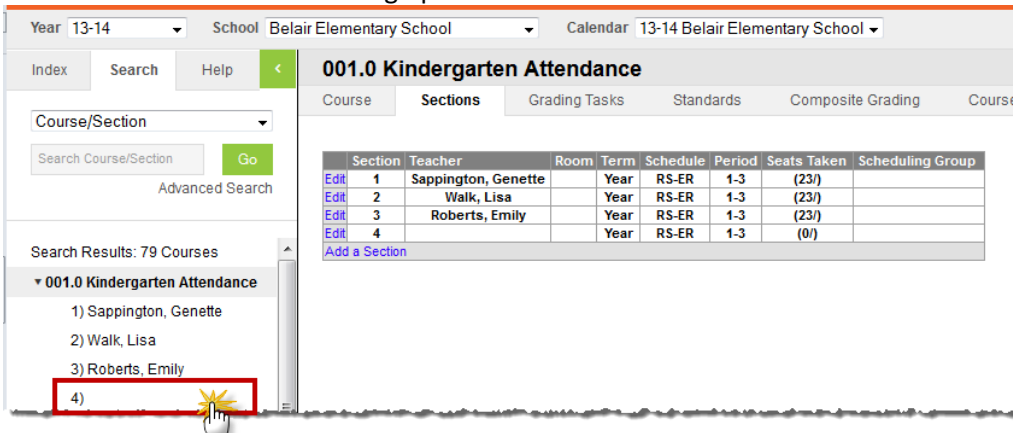
- 2) Select the **Search** tab and choose **Course/Section** as the search type. Click **GO**. This will pull up a list of all courses in the school for the year selected in step one.



- 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.

The screenshot shows the '001.0-4 Kindergarten Attendance' form. The 'Teacher: None Assigned' label is at the top. Below it are tabs for 'Section', 'Staff History', 'Roster', 'Attendance', and 'Grading By'. The 'Staff History' tab is highlighted with a red box. Below the tabs are three buttons: '+ New Primary Teacher', '+ New Teacher', and '+ New Section Staff'. Below these buttons is a table with columns 'Name', 'Start Date', 'End Date', and 'District'. A red message states: 'There is no active primary teacher for this section.'

- 6) Select the New Primary Teacher button.

This screenshot is identical to the previous one, but the '+ New Primary Teacher' button is highlighted with a red box.

- 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.

The screenshot shows the 'Staff History Detail' form. The 'Primary Teacher' section has a dropdown menu for '\*Name' which is open, showing a list of teachers. 'Hulse, Becky' is highlighted with a red box. To the right of the dropdown are fields for 'Start Date', 'End Date', and 'District Assignment'. Below the dropdown is a section titled 'Teacher Display Name on Section' with a text box and a note: 'Making a change to the Teacher Display Name here will update the value on the Section tab.' Below this are two radio buttons: 'Continue using the current Teacher Display Name from the Section tab:' (selected) and 'Use a new Teacher Display Name on the Section tab: Hulse, Becky'.

- 8) If the teacher is starting at the beginning of the year, start dates and end dates do not need to be entered. If a teacher is starting after the first day of school place a start date in the record.

This screenshot is identical to the previous one, but the 'Start Date' and 'End Date' fields are highlighted with a red box.

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

The screenshot shows the 'Staff History Detail' form for a 'Primary Teacher'. It includes fields for \*Name (Hulse, Becky), Start Date, End Date, and District Assignment (Classroom Teacher). A red box highlights the District Assignment dropdown menu. Below these fields is a 'Comments' section. At the bottom, there is a 'Teacher Display Name on Section' section with two radio buttons: 'Continue using the current Teacher Display Name from the Section tab' and 'Use a new Teacher Display Name on the Section tab: Hulse, Becky'.

10) Click **Save**.

The screenshot shows the '001.0-4 Kindergarten Attendance' form. The 'Teacher: None Assigned' is noted. The 'Staff History' tab is selected, showing a table with columns for Name, Start Date, End Date, and District Assignment. A red message states: 'There is no active primary teacher for this section.' Below the table, there is a note: 'Start Date 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.' At the bottom, there is a 'Staff History Detail' form for Primary Teacher assignment, identical to the one in step 9.

11) If a section has been added to an **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 (beginning of year only)

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]

- 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 Belair Elementary School Calendar 13-14 Belair Elementary School

Index Search Help < District Notices

• [06/10/2014]

**YOU ARE IN STAGING**

Course/Section

Search Course/Section Go

Advanced Search

Search Results: 79 Courses

- 001.0 Kindergarten Attendance
- 002.0 Art
- 003.0 Music
- 004.0 PE and Health

Online Resources

A link to online resources for Infinite Campus has been added to the City Public School website Infinite Campus Staff Resources

We will continue to add and update documentation to these resources

School Notices

No school notices at this time.

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

Year 13-14 School Belair Elementary School

Index Search Help < 001.0 Kindergarten Attendance

Course/Section

Search Course/Section Go

Advanced Search

Search Results: 79 Courses

- 001.0 Kindergarten Attendance
  - 1) Sappington, Genette
  - 2) Walk, Lisa
  - 3) Roberts, Emily
- 002.0 Art
- 003.0 Music
- 004.0 PE and Health

Section

1 2 3 4

Course Sections

Click to see course sections

- 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 Options

Course/Section

Search Course/Section Go

Advanced Search

Search Results: 171 Courses

- 001.0 Kindergarten Attendance
  - 1) Roberts, Emily
  - 2) Walk, Lisa
  - 3) Schlueter, Alesha
- 002.0 Art
- 003.0 Music
- 004.0 PE and Health

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access
1	Roberts, Emily		Q1-Q4	M-M 2 Hr LS	1-3	(0/)		Grade Book
2	Walk, Lisa		Q1-Q4	M-M 2 Hr LS	1-3	(0/)		Grade Book
3	Schlueter, Alesha		Q1-Q4	M-M 2 Hr LS	1-3	(0/)		Grade Book



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

The screenshot shows the '001.0-1 Kindergarten Attendance' page. The 'Teacher: Roberts, Emily' is listed. The 'Staff History' tab is highlighted with a red box. Below the tabs, there are buttons for 'New Primary Teacher', 'New Teacher', and 'New Section Staff'. A table titled 'Staff History' is visible, with columns for 'Name', 'Assignment Start', 'Assignment End', 'Access Start', and 'Access End'. The first row shows 'Primary Teacher Roberts, Emily'.

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

The screenshot shows the '001.0-1 Kindergarten Attendance' page. The 'Staff History' tab is selected. In the 'Staff History' table, the 'Primary Teacher' row is highlighted, and the name 'Roberts, Emily' is selected with a red box and a mouse cursor.

- 7) Select the **Delete** Button

The screenshot shows the '001.0-1 Kindergarten Attendance' page. The 'Staff History' tab is selected. In the 'Staff History' table, the 'Primary Teacher' row is highlighted. The 'Delete' button is highlighted with a red box and a mouse cursor.

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

The screenshot shows the 'Staff History Detail' form. The 'Primary Teacher' section is visible, showing the name 'Roberts, Emily' and the 'District Assignment' dropdown set to 'Classroom Teacher'. The 'Assignment' section has 'Start Date' and 'End Date' fields. The 'Access to Section Dates' section has radio buttons for 'Unrestricted' and 'Date Range', with 'Unrestricted' selected.

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

The screenshot shows a confirmation dialog box from 'jeffersoncitymo.infinitecampus.org'. The message says: 'You are about to delete this Primary Teacher, are you sure?'. There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

- 9) Select the **New Primary Teacher** button.

001.0-4 Kindergarten Attendance  
Teacher: None Assigned

Section Staff History Roster Attendance Grading By Task

+ New Primary Teacher + New Teacher + New Section Staff

Staff History

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

- 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 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

Anderson, Renee  
Binkley, Kali  
Cook, Charlene  
Cordray, Liz  
Crocker, Blaine  
Dempsey, Gala  
DeSimone, Carrie  
Farmer, Glenda  
Farris, Angela  
Hall, Heather  
Hamilton, Torea  
Hemphill, Sandra  
Hufendick, Stephanie  
**Hulse, Becky**  
Loomis, Kelley  
Long, Cheryl  
Luebbeling, Katie  
Owens, Tina  
Rackers, Amy M.

in Section  
Teacher Display Name here will update the value on the Section tab.  
Current Teacher Display Name from the Section tab:  
Display Name on the Section tab:

- 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

Hulse, 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: Hulse, Becky

- 12) Click **Save**.

001.0-1 Kindergarten Attendance  
Teacher: Roberts, Emily

Section Staff History Roster Attendance Grading By Task

Save + New Primary Teacher + New Teacher + New Section Staff

Staff History

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, enter the Access End date.

Staff History Detail

Primary Teacher

\*Name District Assignment

Bearden, Jennifer

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

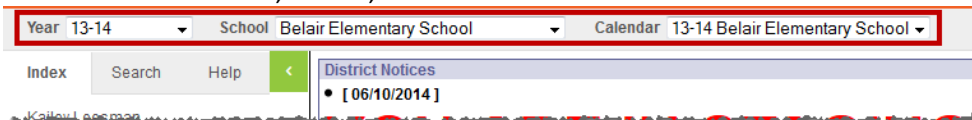
If a section has been added to an **Art, Music, or PE and Health Course**, repeat steps **3-12** for the following courses for the appropriate grade level:

- d. Art – Skills & Habits
- OR**
- e. Music – Skills & Habits
- OR**
- f. PE and Health – Skills & Habits

## Assigning a long term sub to a section

If a teacher is out for greater than 20 days a long term sub will be assigned to their classroom. The long term sub will need to be listed as a teacher for each section the primary teacher is scheduled to.

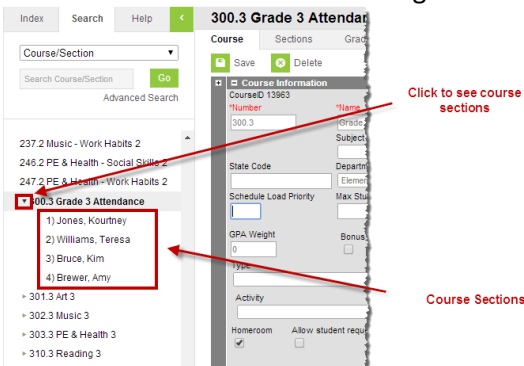
1) Select the current Year, School, and Calendar.



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.

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
<a href="#">Edit</a> 1	Jones, Kourtney		Q1-Q4	RS-ER	1-3	(0)	
<a href="#">Edit</a> 2	Williams, Teresa		Q1-Q4	RS-ER	1-3	(0)	
<a href="#">Edit</a> 3	Bruce, Kim		Q1-Q4	RS-ER	1-3	(0)	
<a href="#">Edit</a> 4	Brewer, Amy		Q1-Q4	RS-ER	1-3	(0)	

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

Name	Start Date	End Date	District Assignment
Primary Teacher			
Jones, Kourtney			

- 6) Select the New 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.

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

Staff History Detail

Teacher

\*Name: Thompson, Maureen

Start Date:  End Date:  District Assignment:

Teacher Display Name here will update the value on the Section tab.

Teacher Display Name from the Section tab: Jones, Kourtney

Teacher Display Name on the Section tab:

- 8) If the teacher is starting at the beginning of the year, start dates and end dates do not need to be entered. If a teacher is starting after the first day of school place a start date in the record.

Staff History Detail

Teacher

\*Name Start Date End Date District Assignment

Comments

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

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

Staff History Detail

Teacher

\*Name Start Date End Date District Assignment

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: Jones, Kourtney

☐ Use a new Teacher Display Name on the Section tab: Thompson, Maureen

- 10) Click **Save**.

300.3-1 Grade 3 Attendance

Teacher: Jones, Kourtney

Section Staff History Roster Attendance Grading By Task Grading

Name Start Date End Date District Assignment

Primary Teacher

Jones, Kourtney

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

Staff History Detail

Teacher

\*Name Start Date End Date District Assignment

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: Jones, Kourtney

☐ Use a new Teacher Display Name on the Section tab: Thompson, Maureen

- 14) If a section has been added to an **Grade Level Attendance Course**, repeat steps **3-10** for the following courses for the appropriate grade level:

- Reading
- Language
- Writing
- Math
- Science
- Social Studies
- Habits & Parent Comments

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:

- Art – Skills & Habits
- OR**
- Music – Skills & Habits
- OR**
- PE and Health – Skills & Habits

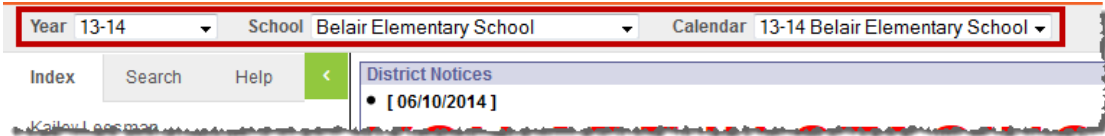
# Scheduling BEFORE School Starts

## Step 1: Roster Setup

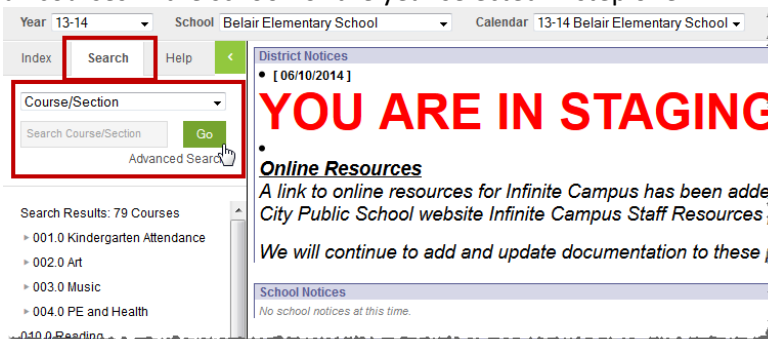
**Search>Course/Section:** This tool allows you to set up the class list for a course.

**\*NOTE:** 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.

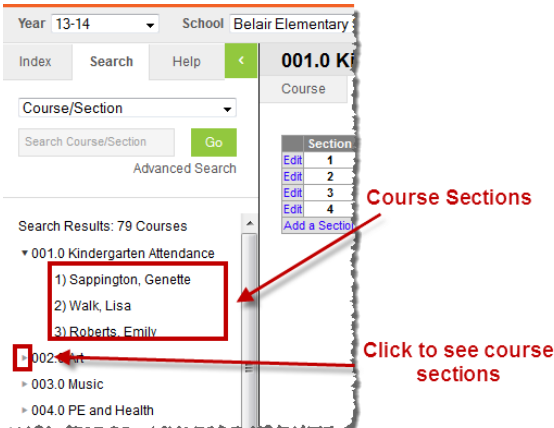
- 1) Select the current Year, School, and Calendar.



- 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.

Year 13-14 School Belair Elementary School Calendar 13-14 Belair Elementary

Index Search Help

Course/Section

Search Course/Section Go

Advanced Search

Search Results: 79 Courses

▼ 001.0 Kindergarten Attendance

1) Sappington, Genette

2) Walk, Lisa

3) Roberts, Emily

4) Hulsey, Becky

► 002.0 Art

**001.0-1 Kindergarten Attendance**

Teacher: Sappington, Genette

Section Staff History Roster Attendance Grading

Save Delete

**Section Editor**

SectionID 184762

\*Section Number 1 Teacher Display Name Sappington, Genette

Max Students 1 Lunch Count 0 Milk Count 0 Adult Count 0

Dual Credit Site Code

Room Skinny Seq Homeroom

Online Learning (Override)

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

**001.0-1 Kindergarten Attendance**

Teacher: Sappington, Genette

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(23/)

Show Students in this grade only: K

- 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 Kindergarten Attendance**

Teacher: Sappington, Genette

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(23/)

Show Students in this grade only: K

Salerno, Lorraine D (K) 813220816  
Chen, Jason (K) 828213485  
Crump, Anthony W (K) 404388942  
Davis, Kismet A (K) 887214713  
Dunwell, Kyle E (K) 882188888  
Edwards, Shana A (K) 874051488  
Faherty, John W (K) 188129178

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

**001.0-1 Kindergarten Attendance**

Teacher: Sappington, Genette

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

Current Roster(23/)

Show Students in this grade only: K

- 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.

**001.0-1 Kindergarten Attendance**  
Teacher: Sappington, Genette

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

**Current Roster(23/)**

Show Students in this grade only: K

Ballard, Lilyona D (K) 81322018  
Chen, Jason (K) 929213485  
Crump, Aaliyah W (K) 404368942  
Davis, Kimani A (K) 687214713  
Dueswell, Kyle E (K) 68216889  
Edwards, Shana A (K) 674551488  
Faherty, Brian W (K) 188129178

- 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 Kindergarten Attendance**  
Teacher: Sappington, Genette

Section Staff History Roster Attendance Grading By Task Grading By Student **Roster Setup** Roster Batch Edit

Save Student List and/or Copy Section

Copy student from this section:

**Current Roster(23/)**

Show Students in this grade only: K

Ballard, Lilyona D (K) 81322018  
Chen, Jason (K) 929213485  
Crump, Aaliyah W (K) 404368942  
Davis, Kimani A (K) 687214713  
Dueswell, Kyle E (K) 68216889  
Edwards, Shana A (K) 674551488  
Faherty, Brian W (K) 188129178

- 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**.

You removed 1 student from the class:  
Gavin, Gavin W (K) 110000000

All existing attendance and grading scores for these students in this class will be deleted.  
Continue?

OK Cancel

- 11) For **Art, Music, and PE and Health** all grade level students will be rostered into 3 section for each specials course (\*NOTE: Pioneer Trail could potentially have 4 sections depending on student numbers in the grade level). Select the section listed under **Art, Music, or PE and Health**. This will bring up the **Section** tab.

Year 13-14 School Belair Elementary School

Index Search Help

Course/Section

Search Course/Section Go

Advanced Search

Search Results: 79 Courses

- 001.0 Kindergarten Attendance
- 002.0 Art
  - 1) Crocker, Blaine
- 003.0 Music
- 004.0 PE and Health

click to add a new section



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

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

14) Roster the students into the appropriate group for each Art, Music, PE and Health Section. Selecting the students listed in the grade level by clicking on the student's name. They will appear in the **Current Roster** section of the page.

15) 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.

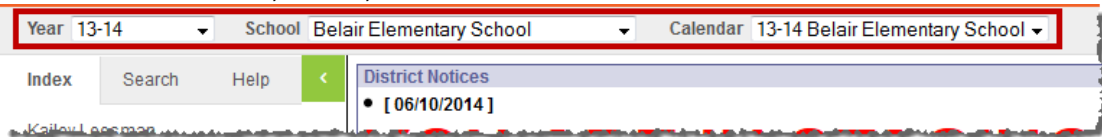
## Step 2: Roster Copy

**Scheduling > Roster Copy:** After students have been scheduled into the grade level attendance courses and the **Art, Music, and PE and Health** courses, the students need to be rostered into the following courses: **Reading, Writing, Math, Science Social Studies, Spelling, Social Studies, Habits & Parent Comments, Art – Skills & Habits, Music – Skills & Habits, PE and Health – Skills & Habits**. The Roster Copy tool will allow you to easily copy the rosters into each of these courses.

**\*NOTE:** 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.

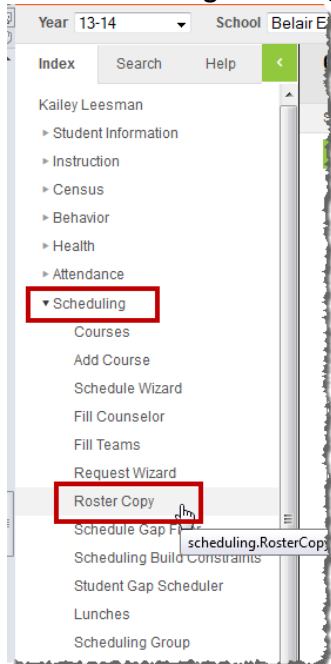
Use the [Course Copy Chart](#) (Appendix A) to help determine the source course and destination course in the next steps.

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



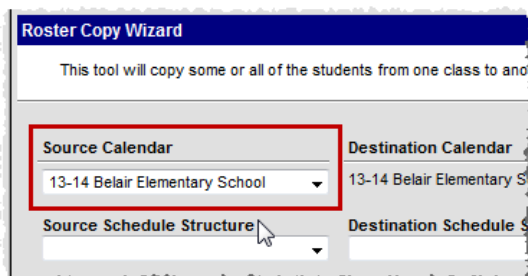
The screenshot shows the top navigation bar of the system. It includes three dropdown menus: 'Year' set to '13-14', 'School' set to 'Belair Elementary School', and 'Calendar' set to '13-14 Belair Elementary School'. Below these are buttons for 'Index', 'Search', and 'Help'. A 'District Notices' section is visible on the right, showing a notice dated '06/10/2014'.

- 2) Select **Scheduling > Course/Section** as the search type.



The screenshot shows the left sidebar menu. The 'Scheduling' option is highlighted with a red box. Below it, the 'Roster Copy' option is also highlighted with a red box. Other options in the menu include 'Student Information', 'Instruction', 'Census', 'Behavior', 'Health', 'Attendance', 'Courses', 'Add Course', 'Schedule Wizard', 'Fill Counselor', 'Fill Teams', 'Request Wizard', 'Schedule Gap F', 'Scheduling Build Constraints', 'Student Gap Scheduler', 'Lunches', and 'Scheduling Group'.

- 3) Select the **Source Calendar**. This is the calendar you are selecting to copy the roster **from**.



The screenshot shows the 'Roster Copy Wizard' dialog box. It has a title bar and a description: 'This tool will copy some or all of the students from one class to another.' Below the description are four fields: 'Source Calendar' (set to '13-14 Belair Elementary School'), 'Destination Calendar' (set to '13-14 Belair Elementary School'), 'Source Schedule Structure' (set to 'Standard'), and 'Destination Schedule Structure' (set to 'Standard').

- 4) Select the **Schedule Structure** of Main.

The screenshot shows the 'Roster Copy Wizard' form. The 'Source Calendar' is set to '13-14 Belair Elementary School'. The 'Source Schedule Structure' dropdown is highlighted with a red box and shows 'Main' selected. The 'Destination Calendar' is also '13-14 Belair Elementary School'. The 'Destination Schedule Structure' dropdown is empty. The 'Source Course' and 'Destination Course' dropdowns are also empty.

- 5) Select the **Source Course**. This is the course you are copying the roster **from**.

The screenshot shows the 'Roster Copy Wizard' form. The 'Source Calendar' is '13-14 Belair Elementary School'. The 'Source Schedule Structure' is 'Main'. The 'Source Course' dropdown is highlighted with a red box and shows '001.0 Kindergarten Attendance' selected. The 'Destination Calendar' is '13-14 Belair Elementary School'. The 'Destination Schedule Structure' is empty. The 'Destination Course' dropdown is empty. The 'Source Section' and 'Destination Section' dropdowns are also empty.

- 6) Select the **Source Section**. This is the section you are copying the roster **from**.

The screenshot shows the 'Roster Copy Wizard' form. The 'Source Calendar' is '13-14 Belair Elementary School'. The 'Source Schedule Structure' is 'Main'. The 'Source Course' is '001.0 Kindergarten Attendance'. The 'Source Section' dropdown is highlighted with a red box and shows '001.0-1 Sappington, Genette' selected. The 'Destination Calendar' is '13-14 Belair Elementary School'. The 'Destination Schedule Structure' is empty. The 'Destination Course' dropdown is empty. The 'Destination Section' dropdown is empty.

- 7) The **Destination Calendar** will always be the calendar selected at the top of the page. Select the **Destination Schedule Structure** of Main.

The screenshot shows the 'Roster Copy Wizard' form. The 'Source Calendar' is '13-14 Belair Elementary School'. The 'Source Schedule Structure' is 'Main'. The 'Source Course' is '001.0 Kindergarten Attendance'. The 'Source Section' is '001.0-1 Sappington, Genette'. The 'Destination Calendar' is '13-14 Belair Elementary School'. The 'Destination Schedule Structure' dropdown is highlighted with a red box and shows 'Main' selected. The 'Destination Course' dropdown is empty. The 'Destination Section' dropdown is empty. A 'RUN' button is at the bottom.

- 8) Select the **Destination Course**. This is the course you are selecting to copy the roster **to**. Use the chart on **page 12 and 13** to determine which courses need roster's copied to.

The screenshot shows the 'Roster Copy Wizard' window. It contains several dropdown menus for selecting source and destination data. The 'Destination Course' dropdown is highlighted with a red rectangle. The 'Source Course' is set to '001.0 Kindergarten Attendance' and the 'Source Section' is '001.0-1 Sappington, Genette'.

Source Calendar	Destination Calendar
13-14 Belair Elementary School	13-14 Belair Elementary School

Source Schedule Structure	Destination Schedule Structure
Main	Main

Source Course	Destination Course
001.0 Kindergarten Attendance	010.0 Reading

Source Section	Destination Section
001.0-1 Sappington, Genette	

**RUN**

- 9) Select the **Destination Section**. This is the section you are copying the roster **to**.

The screenshot shows the 'Roster Copy Wizard' window. The 'Destination Section' dropdown is highlighted with a red rectangle. The 'Source Course' is set to '001.0 Kindergarten Attendance' and the 'Source Section' is '001.0-1 Sappington, Genette'.

Source Calendar	Destination Calendar
13-14 Belair Elementary School	13-14 Belair Elementary School

Source Schedule Structure	Destination Schedule Structure
Main	Main

Source Course	Destination Course
001.0 Kindergarten Attendance	010.0 Reading

Source Section	Destination Section
001.0-1 Sappington, Genette	010.0-1 Sappington, Genette

**RUN**

- 10) Click Run.

The screenshot shows the 'Roster Copy Wizard' window. The 'RUN' button at the bottom is highlighted with a red rectangle. The 'Source Course' is set to '001.0 Kindergarten Attendance' and the 'Source Section' is '001.0-1 Sappington, Genette'.

Source Calendar	Destination Calendar
13-14 Belair Elementary School	13-14 Belair Elementary School

Source Schedule Structure	Destination Schedule Structure
Main	Main

Source Course	Destination Course
001.0 Kindergarten Attendance	010.0 Reading

Source Section	Destination Section
001.0-1 Sappington, Genette	010.0-1 Sappington, Genette

**RUN**

- 11) A message will appear with how many students were copied into the roster. Click Ok.

The screenshot shows a message box with the text '23 Rosters Copied.' and an 'OK' button. The 'OK' button is highlighted with a red rectangle.

23 Rosters Copied.

**OK**

- 12) Repeat the steps above for all Grade Level Attendance Courses and Art, Music & PE rosters.

## Scheduling AFTER School Starts

### Walk-In Scheduler

**Student Information General >Schedule:** This is to be used to schedule individual students into classes if they come in **AFTER** school starts. This tool allows you to put in a start date for the student in a class.

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

The screenshot shows the top of the application with three dropdown menus: 'Year' set to '13-14', 'School' set to 'Belair Elementary School', and 'Calendar' set to '13-14 Belair Elementary School'. Below these are buttons for 'Index', 'Search', and 'Help'. A 'District Notices' section shows a notice for '06/10/2014'.

- 2) Select **Student Information > General**

The screenshot shows the 'Student Information' menu with 'General' selected. Other options include 'Counseling', 'Academic Planning', 'Program Participation', and 'Health'.

- 3) The **Search** tab will appear and choose **Student** as the search type. Enter the student's name (last name first) in the search box below and click "GO". The student must be enrolled in the calendar selected in step 1 in order for them to appear.

The screenshot shows the 'Search' tab with 'Student' selected in the search type dropdown. A search box contains 'Aya, E' and a 'Go' button is next to it. Below the search box is an 'Advanced Search' link. The search results show 'K Aya, E' with a grade of K and a student ID of #03779193.

- 4) Select the students name

The screenshot shows the 'Student Information' page for 'K Aya, E'. The page includes a 'Person Information' section with fields for 'PersonID', 'Name', 'Nickname', 'Gender', 'Race Ethnicity', 'State Race/Ethnicity', 'Federal Designation', 'Race(s)', 'Hispanic/Latino', 'Race/Ethnicity Determination', 'Birth Date (Age: 5)', 'Student Number', and 'State ID'. The 'Person Information' section is highlighted with a red box and a mouse cursor pointing to it.

5) Select the **Schedule** Tab.

Ad Hoc Letters Waiver Records Transfer Misc ER 911 LEP Services

Summary Enrollments **Schedule** Attendance Flags Grades Trans

Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option

	Term Q1 (06/16/14-10/15/14)	Term Q2 (10/16/14-12/19/14)	Term Q3 (01/05/15-03/11/15)	Term Q4 (03/12/15-05/20/15)
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY

**Period Info**

Day RS		Day LS		Day ER	
Name	Seq	Time	Lunch Time	Non-Instructional	
1	1	09:00 AM - 10:02 AM	0		
2	2	10:02 AM - 11:04 AM	0		
3	3	11:04 AM - 12:54 PM	21		
4	4	12:54 PM - 01:56 PM	0		
5	5	01:56 PM - 02:58 PM	0		
6	6	02:58 PM - 04:00 PM	0		

6) Notice that the schedule is empty. Click on **Walk-In Scheduler**.

Ad Hoc Letters Waiver Records Transfer Misc ER 911 LEP Services A Plus Report Comments 504 Restraint

Summary Enrollments **Schedule** Attendance Flags Grades Transcript Credit Summary Assessment Behavior Trans

Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option **Walk-In Scheduler** Scheduling Messenger

	Term Q1 (06/16/14-10/15/14)	Term Q2 (10/16/14-12/19/14)	Term Q3 (01/05/15-03/11/15)	Term Q4 (03/12/15-05/20/15)
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY

**Period Info**

Day RS		Day LS		Day ER	
--------	--	--------	--	--------	--

7) Each period should be showing a blue “Empty” hyperlink. Click on the first period.

Ad Hoc Letters Waiver Records Transfer Misc ER 911 LEP Services A Plus Report Comments 504 Restraint

Summary Enrollments **Schedule** Attendance Flags Grades Transcript Credit Summary Assessment Behavior

Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option View Schedule Scheduling Messenger

Load Unload End Restore Search

Effective Date Terms ☒ 1 ☒ 2 ☒ 3 ☒ 4

	Q1 06/16/2014 - 10/15/2014	Q2 10/16/2014 - 12/19/2014	Q3 01/05/2015 - 03/11/2015	Q4 03/12/2015 - 05/20/2015
1	EMPTY	EMPTY	EMPTY	EMPTY
2	EMPTY	EMPTY	EMPTY	EMPTY
3	EMPTY	EMPTY	EMPTY	EMPTY
4	EMPTY	EMPTY	EMPTY	EMPTY
5	EMPTY	EMPTY	EMPTY	EMPTY
6	EMPTY	EMPTY	EMPTY	EMPTY

- 8) This will bring up the **Section Search** box. Make sure the **Start Date** is the first day the student will be in class and that this date matches the enrollment start date.

**\*NOTE:** If a student is enrolled to start on a specific day but does not come in, the enrollment start date AND schedule start date will need to be adjusted. If attendance has been entered on these days the attendance records will need to be cleared out.

Section Search

Start Date: 8/28/13

Course Number:

Course Name:

Department:

Teacher:

Term: Q1

Period: 1

Schedule:

Search

- 9) Click on the grade level attendance course/section the student will be rostered into.

Section Search

Start Date: 8/28/2014

Course Number:

Course Name:

Department:

Teacher:

Term: Q1

Period: 1

Schedule:

Search

001.0 Kindergarten Attendance

001.0-1 (9/0) Training, K.1 T:Q1-Q4 P:1-3 EPs: 0

001.0-2 (7/0) Training, K.2 T:Q1-Q4 P:1-3 EPs: 0

001.0-3 (9/0) Training, K.3 T:Q1-Q4 P:1-3 EPs: 0

001.0-4 (9/0) Training, K.4 T:Q1-Q4 P:1-3 EPs: 0

001.0-5 (0/0) Roberts, Emily T:Q1-Q4 P:1-3 EPs: 0

010.0 Reading

- 10) This will schedule the first three hours of the day. The student will also need to be rostered into the other core subject courses (Reading, Language, Writing, Math, Science, Social Studies, Social Skills, Work Habits, and Upcoming School Year). Select the **Search** button to pull up the Section Search box again.

Section Search

Start Date: 8/28/2014

Course Number:

Course Name:

Department:

Teacher:

Term: Q1

Period: 1

Schedule:

Search

001.0 Kindergarten Attendance

001.0-1 (9/0) Training, K.1 T:Q1-Q4 P:1-3 EPs: 0

001.0-2 (7/0) Training, K.2 T:Q1-Q4 P:1-3 EPs: 0

001.0-3 (9/0) Training, K.3 T:Q1-Q4 P:1-3 EPs: 0

001.0-4 (9/0) Training, K.4 T:Q1-Q4 P:1-3 EPs: 0

001.0-5 (0/0) Roberts, Emily T:Q1-Q4 P:1-3 EPs: 0

010.0 Reading



- 11) Enter a **The teachers last name** into the Teacher box and enter **Courses** into the Period box, then select **Search**

Section Search

Start Date: 8/21/2018

Course Number:

Course Name:

Department:

Team:

Teacher: Roberts

Term: Q1

Period: Courses

Schedule:

Search

001.0 Kindergarten Attendance  
 001.0-1 (2) Roberts, Emily T-Q1-Q4 P-1-6 IEPs: 0  
 001.0-2 (1) Walk, Lisa T-Q1-Q4 P-1-6 IEPs: 0  
 001.0-3 (1) Schlanter, Alesha T-Q1-Q4 P-1-6 IEPs: 0  
 100.1 Grade 1 Attendance  
 100.1-1 (0) Londrie, Arryn T-Q1-Q4 P-1-6 IEPs: 0  
 100.1-2 (0) Hall, Heather T-Q1-Q4 P-1-6 IEPs: 0  
 100.1-3 (0) Hufendiek, Stephanie T-Q1-Q4 P-1-6 IEPs: 0  
 100.1-4 (0) Simpson, Melissa T-Q1-Q4 P-1-6 IEPs: 0  
 200.2 Grade 2 Attendance

- 12) Select the sections under each course (**Reading, Language, Writing, Math, Science, Social Studies, Habit & Parent Comments**) to place each record into the Courses period.

Section Search

Start Date: 8/21/2018

Course Number:

Course Name:

Department:

Team:

Teacher: Roberts

Term: Q1

Period: Courses

Schedule:

Search

010.0 Reading K  
 010.0-1 (2) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 011.0 Language K  
 011.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 012.0 Writing K  
 012.0-1 (0) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 013.0 Math K  
 013.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 014.0 Science K  
 014.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 015.0 Social Studies K  
 015.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 019.0 Habits & Parent Comments K  
 019.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0

- 13) To schedule Art select the **Empty** hyperlink in the Specials period.

Section Search

Start Date: 8/21/2018

Course Number:

Course Name:

Department:

Team:

Teacher: Roberts

Term: Q1

Period: Courses

Schedule:

Search

010.0 Reading K  
 010.0-1 (2) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 011.0 Language K  
 011.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 012.0 Writing K  
 012.0-1 (0) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 013.0 Math K  
 013.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 014.0 Science K  
 014.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 015.0 Social Studies K  
 015.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0  
 019.0 Habits & Parent Comments K  
 019.0-1 (1) Roberts, Emily T-Q1-Q4 P-Courses IEPs: 0



14) The **Section Search** box should still have the Start Date that was entered before. Select the correct sections under the **Art, Music, PE & Health, Art-Skills & Habits, Music-Skills & Habits, and PE & Health –Skills & Habits Courses**.

The screenshot displays a student's schedule interface. At the top, there are tabs for various school-related functions: Lockers, Graduation, Athletics, AdHoc Letters, Waiver, Records Transfer, Misc, ER 911, LEP, Services, A Plus, Report Comments, 504, Restraint or Removal, Central Enrollment, JCPS Waivers, Person Documents, 21st Century Grant, Attendance Documentation, National Student Clearinghouse, Summary, Enrollments, **Schedule**, Attendance, Flags, Grades, Transcript, Credit Summary, Assessment, Behavior, Transportation, Fees. Below these tabs, there are options to 'Table - Group by Course (All Terms)', 'Display Active and Dropped Courses', 'Print OR', 'Choose a report option', 'View Schedule', and 'Scheduling Messenger'. A 'Load' button is also present. The main area shows a grid of courses for four terms: Q1 (08/16/2018 - 10/16/2018), Q2 (10/16/2018 - 12/21/2018), Q3 (01/03/2019 - 03/07/2019), and Q4 (03/08/2019 - 05/16/2019). The courses listed include Kindergarten Attendance, Reading K, Language K, Math K, Science K, Social Studies K, Art K, Music K, and PE & Health K. On the right side, there is a 'Section Search' sidebar with fields for Start Date (8/21/2018), Course Number, Department, Team, Teacher, Term (Q1), Period, and Schedule. A 'Search' button is at the bottom of the sidebar. Below the search fields, there is a list of search results, including '002.0 Art K', '002.0-1 (1) Crocker, Blaine T.Q1-Q4 P-Specials IEPs', '002.0-2 (1) Crocker, Blaine T.Q1-Q4 P-Specials IEPs', '002.0-3 (1) Crocker, Blaine T.Q1-Q4 P-Specials IEPs', '003.0 Music K', '003.0-1 (1) McFall, Ryan T.Q1-Q4 P-Specials IEPs', '003.0-2 (1) McFall, Ryan T.Q1-Q4 P-Specials IEPs', '003.0-3 (1) McFall, Ryan T.Q1-Q4 P-Specials IEPs', '004.0 PE & Health K', '004.0-1 (1) Braun, Paige T.Q1-Q4 P-Specials IEPs', '004.0-2 (1) Braun, Paige T.Q1-Q4 P-Specials IEPs', '004.0-3 (1) Braun, Paige T.Q1-Q4 P-Specials IEPs', '008.0 Art-Skills & Habits K', '008.0-1 (1) Crocker, Blaine T.Q1-Q4 P-Specials IEPs', and '008.0-2 (1) Crocker, Blaine T.Q1-Q4 P-Specials IEPs'.

15) The student should now have a full schedule.

**Periods 1-6: 1 Grade Level Attendance Course**

**Period Courses: 6 Subject Level Courses**

**Period Specials: 6 Specials Courses**

**\*NOTE:** A Start Date **MUST** be listed if a student is starting a class **after** the first of School.

Summary	Enrollments	<b>Schedule</b>	Attendance	Flags	Grades	Transcript	Credit Summary	Assessment	Behavior	Transportation	Fees
Table - Group by Course (All Terms)		Display Active and Dropped Courses		Print OR	Choose a report option	Walk-in Scheduler		Scheduling Messenger			
		Term Q1 (08/16/18-10/18/18)	Term Q2 (10/19/18-12/21/18)	Term Q3 (01/03/19-03/07/19)	Term Q4 (03/08/19-05/16/19)						
1		001.0-1 Kindergarten Attendance (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	001.0-1 Kindergarten Attendance (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	001.0-1 Kindergarten Attendance (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	001.0-1 Kindergarten Attendance (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
2											
3		Start: 08/21/2018									
4											
5											
6											
Courses		010.0-1 Reading K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1 Start: 08/21/2018	010.0-1 Reading K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	010.0-1 Reading K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	010.0-1 Reading K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
		011.0-1 Language K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1 Start: 08/21/2018	011.0-1 Language K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	011.0-1 Language K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	011.0-1 Language K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
		012.0-1 Writing K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1 Start: 08/21/2018	012.0-1 Writing K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	012.0-1 Writing K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	012.0-1 Writing K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
		013.0-1 Math K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1 Start: 08/21/2018	013.0-1 Math K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	013.0-1 Math K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	013.0-1 Math K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
		014.0-1 Science K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1 Start: 08/21/2018	014.0-1 Science K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	014.0-1 Science K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	014.0-1 Science K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
		015.0-1 Social Studies K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1 Start: 08/21/2018	015.0-1 Social Studies K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	015.0-1 Social Studies K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	015.0-1 Social Studies K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
		019.0-1 Habits & Parent Comments K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1 Start: 08/21/2018	019.0-1 Habits & Parent Comments K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1	019.0-1 Habits & Parent Comments K (M, M 2 HR ER) Roberts, Emily, Team: K-Section 1	019.0-1 Habits & Parent Comments K (M, M 2 HR ER, M 3 HR ER) Roberts, Emily, Team: K-Section 1						
		002.0-1 Art K (M, M 2 HR ER) Crocker, Blaine, Team: K-Section 1 Start: 08/21/2018	002.0-1 Art K (M, M 2 HR ER, M 3 HR ER) Crocker, Blaine, Team: K-Section 1	002.0-1 Art K (M, M 2 HR ER) Crocker, Blaine, Team: K-Section 1	002.0-1 Art K (M, M 2 HR ER, M 3 HR ER) Crocker, Blaine, Team: K-Section 1						
		003.0-1 Music K (M, M 2 HR ER) McFall, Ryan, Team: K-Section 1 Start: 08/21/2018	003.0-1 Music K (M, M 2 HR ER, M 3 HR ER) McFall, Ryan, Team: K-Section 1	003.0-1 Music K (M, M 2 HR ER) McFall, Ryan, Team: K-Section 1	003.0-1 Music K (M, M 2 HR ER, M 3 HR ER) McFall, Ryan, Team: K-Section 1						
			004.0-1 PE & Health K (M, M 2 HR ER, M 3 HR ER)	004.0-1 PE & Health K (M, M 2 HR ER)	004.0-1 PE & Health K (M, M 2 HR ER)						

# Scheduling Report

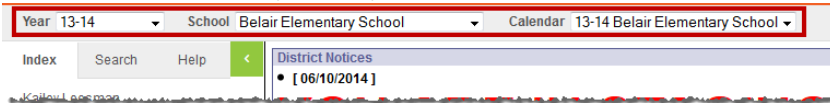
## Student Gap Scheduler Report

After scheduling students into a class, it is a good practice to run the **Student Gap Scheduler** report. This report will show any students who have not been scheduled into a class. Run the report before the first day of school to ensure all students have been scheduled to a class.

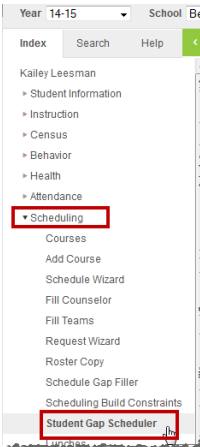
Students may be on this list for several reasons:

- A student was missed and needs to be scheduled into a class
- A student moved and their enrollment has not been “**End Dated**”.
- A student moved and was “**End Dated**” but the “**No Show**” check box in their Enrollment has not been marked.

### 1) Select the current **Year, School,** and **Calendar**



### 2) Click on **Scheduling > Student Gap Scheduler**



There are two ways to run this report. **Summary** will only list students with gaps in their schedules. If a student has not been scheduled, the report will show gaps for **ALL** periods. **Detail** will show a breakdown **by period** of a student's schedule. If a student isn't scheduled into a period, the period will display in **grey**. If they are scheduled into a period, the period will display an “**X**”.

## Summary Report

- 1) **Grade:** All Students
- 2) **Enrollment Effective Date:** First day of school
- 3) Select **Summary**
- 4) Select **Schedule**, then uncheck **NI & Plan Time periods**
- 5) Select Generate Report.

12-13 Belair Elementary School 701 Belair Drive, Jefferson City, MO 65109 Generated on 07/22/2013 01:14:01 PM Page 1 of 19				Student Gap Scheduling Report Enrollment Effective Date: 08/16/2012 All Grades Selected periods: 6 Total Students: 0			
Gap periods				Gap periods			
Student	Gaps	Term	Schedule Period Seq	Student	Gaps	Term	Schedule Period Seq
Adams, Anna M Student Number: 060321143 Grade: 02 Gender: F	6	Year	RS 1 1 Year RS 2 2 Year RS 3 3 Year RS 4 4 Year RS 5 5 Year RS 6 6	Adams, Anna M Student Number: 060321143 Grade: 02 Gender: M	6	Year	RS 1 1 Year RS 2 2 Year RS 3 3 Year RS 4 4 Year RS 5 5 Year RS 6 6
Agnew, Amanda Student Number: 060321143 Grade: 04 Gender: F	6	Year	RS 1 1 Year RS 2 2 Year RS 3 3 Year RS 4 4 Year RS 5 5 Year RS 6 6	Allen, Nathan L Student Number: 060321143 Grade: 04 Gender: F	6	Year	RS 1 1 Year RS 2 2 Year RS 3 3 Year RS 4 4 Year RS 5 5 Year RS 6 6
Agnew, Amanda Student Number: 060321143	6	Year	RS 1 1 Year RS 2 2	Allen, Nathan L Student Number: 060321143	6	Year	RS 1 1 Year RS 2 2

## Detail Report

- 1) **Grade:** All Students
- 2) **Enrollment Effective Date:** First day of school
- 3) Select **Detail**
- 4) Select **Schedule**, then uncheck **NI & Plan Time periods**
- 5) Select Generate Report.

12-13 Belair Elementary School 701 Belair Drive, Jefferson City MO 65109 Generated on 07/22/2012 01:22:44 PM Page 1 of 26			Student Gap Scheduling Report Enrollment Effective Date: 08/16/2012 All Grades Selected periods: 6 Total Students: 0 X: Booked period Shaded Cell: schedule gap --non-exist or unselected period		
Student	Schedule	Term Year	Student	Schedule	Term Year
Ad Student Number: [REDACTED] Grade: 02 Gender: F Gaps: 6	Period 1 Period 2 Period 3 Period 4 Period 5 Period 6	RS	Al Student Number: [REDACTED] Grade: 02 Gender: M Gaps: 6	Period 1 Period 2 Period 3 Period 4 Period 5 Period 6	RS
Ag Student Number: [REDACTED] Grade: 04 Gender: F Gaps: 6	Period 1 Period 2 Period 3 Period 4 Period 5 Period 6	RS	All Student Number: [REDACTED] Grade: 04 Gender: M Gaps: 5	Period 1 Period 2 Period 3 Period 4 Period 5 Period 6	RS
Ag Student Number: [REDACTED] Grade: 03 Gender: M Gaps: 6	Period 1 Period 2	RS	All Student Number: [REDACTED] Grade: 02 Gender: M Gaps: 6	Period 1	RS

## APPENDIX A: Course Copy Chart

Use the following chart to help determine which source course you choose with which destination course.

Source Course	Destination Course
<b>001.0 Kindergarten Attendance</b>	010.0 Reading K
	011.0 Language K
	012.0 Writing K
	013.0 Math K
	014.0 Science K
	015.0 Social Studies K
	016.0 Habits & Parent Comments K
<b>002.0 Art</b>	026.0 Art – Skills & Habits K
<b>003.0 Music</b>	036.0 Music – Skills & Habits K
<b>004.0 PE and Health</b>	046.0 PE and Health – Skills & Habits K
<b>100.1 Grade 1 Attendance</b>	110.1 Reading 1
	111.1 Language 1
	112.1 Writing 1
	113.1 Math 1
	114.1 Science 1
	115.1 Social Studies 1
	116.1 Habits & Parent Comments 1
<b>101.1 Art</b>	126.1 Art – Skills & Habits 1
<b>102.1 Music</b>	136.1 Music – Skills & Habits 1
<b>103.1 PE and Health</b>	146.1 PE and Health – Skills & Habits 1

<b>200.2 Grade 2 Attendance</b>	210.2 Reading 2
	211.2 Language 2
	212.2 Writing 2
	213.2 Math 2
	214.2 Science 2
	215.2 Social Studies 2
	216.2 Habits & Parent Comments 2
<b>201.2 Art</b>	226.2 Art – Skills & Habits 2
<b>202.2 Music</b>	236.2 Music – Skills & Habits 2
<b>203.2 PE and Health</b>	246.2 PE and Health – Skills & Habits 2
<b>300.3 Grade 3 Attendance</b>	310.3 Reading 3
	311.3 Language 3
	312.3 Writing 3
	313.3 Math 3
	314.3 Science 3
	315.3 Social Studies 3
	316.3 Habits & Parent Comments 3
<b>301.3 Art</b>	326.3 Art – Skills & Habits 3
<b>302.3 Music</b>	336.3 Music – Skills & Habits 3
<b>303.3 PE and Health</b>	346.3 PE and Health – Skills & Habits 3
<b>400.4 Grade 4 Attendance</b>	410.4 Reading 4
	411.4 Language 4
	412.4 Writing 4
	413.4 Math 4
	414.4 Science 4
	415.4 Social Studies 4
	416.4 Habits & Parent Comments 4
<b>401.4 Art</b>	426.4 Art – Skills & Habits 4
<b>402.4 Music</b>	436.4 Music – Skills & Habits 4
<b>403.4 PE and Health</b>	446.4 PE and Health – Skills & Habits 4
<b>500.5 Grade 5 Attendance</b>	510.5 Reading 5
	511.5 Language 5
	512.5 Writing 5
	513.5 Math 5
	514.5 Science 5
	515.5 Social Studies 5
	516.5 Habits & Parent Comments 5
<b>501.5 Art</b>	526.5 Art – Skills & Habits 5
<b>502.5 Music</b>	536.5 Music – Skills & Habits 5
<b>503.5 PE and Health</b>	546.5 PE and Health – Skills & Habits 5