

# 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.

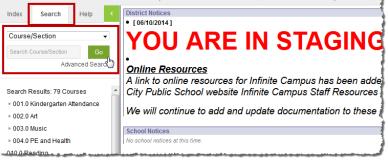
### **Creating a section**

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

Year 13	-14 🗸	School	Bela	air Elementary School	•	Calendar	13-14 Belair Elementary School 🗸
Index	Search	Help	<	District Notices			
Kailovilo				• [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 -



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

Year 13	-14 -	School	Bela	ir Eleme
Index	Search	Help	<	District
				• [ 06/1
Course	Section		•	Y
Search C	ourse/Section	Go		
	Ad	vanced Sear	3	• Onlir
				A link
Search R	esults: 79 Co	ourses	-	City İ
► 001.0 k	Kindergarten	Attendance	Ł	Wew
▶ 002.0 /	\rt	6	<sup>m</sup> )	I we w
► 003.0 I	Ausic		1	School
▶ 004.0 F	PE and Health	1		No scho

4) Click on the Section Tab.

		Ś						-	
Sec	tion Teache	er	Room	Term	Schedule	Period	Seats Taken	Scheduling G	roup
Edit	1 Sappir	igton, Genette		Year	RS-ER	1-3	(23/)		
Edit	2 V	Valk, Lisa		Year	RS-ER	1-3	(23/)		
Edit	3 Rot	perts, Emily		Year	RS-ER	1-3	(23/)		
Add a Se	ection								

5) Click on Add a Section.

Course	•	Sections	Gra	ading Ta	asks	Stand	lards	Composi	te Grading	Cou
Se	ction Te	acher		Room	Term	Schedule	Period	Seats Taken	Scheduling	Group
Edit	1 Sa	appington, G	enette		Year	RS-ER	1-3	(23/)		
Edit	2	Walk, Lis	sa		Year	RS-ER	1-3	(23/)		
Cult	0	Roberts, E	mily		Year	RS-ER	1-3	(23/)		
4.44 - 0	ection	-								

6) In the Section Editor, enter the following information:
 Section Number: Next sequenced number
 Position Code: 60: Teachers

Semester Code: 0: Full Year tion Editor Teacher Display Name tion Number 4 Adult Count Lunch Count Milk Count max Students 0 Dual Credit Site Code • Room Skinny Seq Homeroom Ŧ **Primary Teacher** There is no active primary teacher for this section. Course Time Unit Position Code 60: Teachers Caseload Semester Code  $\square$ 0: Full Year •

Ŧ

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

ection Schedule Pla	acemen	ıt							Q1																				(
	м	т	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	T	w	Th 💻	F	M 2 HR ER	T 2 HR ER	W 2 HR ER	
Period 1 🗹																													Ø
Period 2 🗹																													
Period 3 🗹																													
Period 4 🗹																													6
Period 5 🗹																													6
Period 6 🗹																													6
riod Courses 🔳																													1
riod Specials 🗖																													6
Period NI																													0
iod Plan Time 📕	.p.	La,		L n	lo.	l.			p.		lę.		Q.	n,	П	A.	Q.	D.			D.		Ι	, e	0	l. <sub>0</sub> .	D.		l c

#### 8) Click Create Section.

Period 6	•	•	•	•			-											
	_				 1.	•								•	• •			0
		•	• •											•	• •			2
Period Courses																		b r
Period Specials																		b r
Period NI 🔲 🔲 🗌																		b r
Period Plan Time 🗖 🔲 🗌																		b r

### Assigning a teacher to a section

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

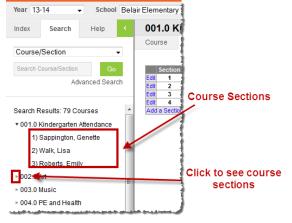
1) Select the current Year, School, and Calendar.

Year	13-14	<ul> <li>School</li> </ul>	Belair Elementary School	<ul> <li>Caler</li> </ul>	ndar 13-14 Belair Elementary School 🗸	
Index	Search	Help	< District Notices			
Kailov	Loosmon		• [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 Bel	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 Search	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 update 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	Land the second s

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.

Year 13-14 - School Bela	ir Elementary School	- Cal	endar	13-14 Belair I	Elementary Scho	ol 🗕	
Index Search Help <	001.0 Kindergart	en Attend	ance				
	Course Sections	Grading 1	asks	Standard	ls Composi	te Grading	Cours
Course/Section -							
Search Course/Section Go	Section Teacher	Room	Term	Schedule Pe	riod Seats Taken	Scheduling G	roup
Advanced Search	Edit 1 Sappington,	Genette	Year	RS-ER 1	1-3 (23/)		
Auvanceu Search	Edit 2 Walk, L		Year		1-3 (23/)		
	Edit 3 Roberts,	Emily	Year		1-3 (23/)		
Search Results: 79 Courses	Edit 4 Add a Section		Year	RS-ER 1	1-3 (0/)		
• 001.0 Kindergarten Attendance							
1) Sappington, Genette							
2) Walk, Lisa							
3) Roberts, Emily							
4)							
and the second	and the second state of th		-	the state of the s	a da sen el contra do	a second desired in such	-

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

	Kindergarter	n Attendance		1
Section	Staff History	Roster Atten	dance Grad	ing By T
New	Primary Teacher	New Teacher	New Section S	taff
Staff Histo	ory			
Name		Start Date	End Date	Dist
There is r	no active primary tead	ther for this section.		

6) Select the New Primary Teacher button.

	Kindergarte	en Attendan	ce	
Section	Staff History	Roster	Attendance	Grading By T
🕂 New F	Primary Teacher	🕀 New Teache	er 🕂 New	Section Staff
Staff Histo Name	ry	Start Date	End D	ate Dist
	o active primary te			

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	
Binkley, Kali	
Cook, Charlene	
Cordray, Liz	E
Crocker, Blaine	
Dempsey, Gala	
DeSimone, Carrie	on Section
Farmer, Glenda	cher Display Name here will update the value on the Section tal
Farris, Angela	rent Teacher Display Name from the Section tab:
Hall, Heather	
Hamilton, Toree	splay Name on the Section tab:
Hemphill, Sandra	
Hufendiek Stenhanie	
Hulsey, Becky	
Leesman, Kaleyvy	
Long, Cheryl	
Luebbering, Katie	
Owens, Tina	
Rackers, Amy M	بمسرق فالحاقيين وقراح فالمسامعاتها فاستواح اختراصي متيراك

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 Primary Teacher					
*Name	Start Date	End Date	Distri	ict Assignmen	t l
Hulsey, Becky	•				-
Comments					
					зđ,
Teacher Display Name					
Making a change to the To	eacher Display	Name here will u	update the v	alue on the Se	ection tab.
O Continue using the c	urrent Teacher I	Display Name fro	om the Sect	ion tab:	
Use a new Teacher I	Display Name or	n the Section tab	: Hulsey, B	ecky	
	and the second second				

9) 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 🗸			Classroom Teacher 👻
Comments			
			.tt.
Teacher Display Name o	n Section		
		ne here will updat	e the value on the Section tab.
Continue using the curr	ent Teacher Disp	lav Name from th	e Section tab:
Use a new Teacher Dis		· _	
S use a new feacher bis	splay walle off the	e Section tab. Hu	ISCY, DECKY

#### 10) Click Save.

001.0-4   Teacher: Nor	-	arten A	tten	dance	Ð				
Section	Staff Histo	ory	Roster	A	ttenda	ance	Gradi	ng By	Task
Save		Primary Te	acher	•	Vew T	eacher	⊕ N	ew S	ection S
Staff Hi-ory Name		_	Star	Date		End Date		D	strict As
Scheduled te Staff Histor Primary Teach	rm, or stop wo y Detail Ier		section		e last	day of the I District As	last sche signment	duled	
scheduled te Staff Histor Primary Teach	rm, or stop wo y Detail Ier	orking in the	section	before th	e last	day of the I	last sche signment	duled	
Scheduled te Staff Histor Primary Teach	rm, or stop wo y Detail Ier	orking in the	section Er	before th	e last	day of the I District As	last sche signment	duled	
scheduled te Staff Histor Primary Teach *Name Hulsey, Beck Comments Teacher Dis	m, or stop wo y Detail er y -	Start Date	Er Er	before th	e last	day of the District As Classroor	last sche signment n Teache	r 👻	
scheduled te Staff Histor Primary Teach *Name Hulsey, Beck Comments Teacher Dis Making a char	m, or stop wo y Detail ier y v play Name o nge to the Team	start Date	section Er	hefore the dotted of the dotte	update	day of the District As Classroor	last sche signment n Teache	r 👻	
scheduled te Staff Histor Primary Teach *Name Hulsey, Beck Comments Teacher Dis Making a char © Continue	m, or stop wo y Detail er y -	n Section n Section cher Displa, ent Teache	section Er y Name I r Display	he fore th nd Date here will u Name fro	update om the	day of the District As: Classroor the value of Section tal	last sche signment n Teache	r 👻	

- 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.

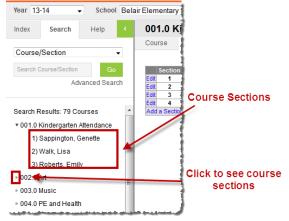
1) Select the current Year, School, and Calendar.



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
Course/Section	YOU ARE IN STAGING
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 ▶ 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.

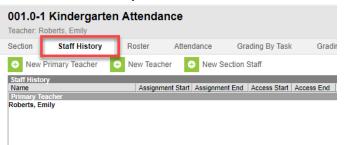
3) Click on the **arrow** next to the the grade level course to see all of the sections built for a course.



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

Index Search <	001	.0 K	indergarte	n Atten	dance				
Course/Section •	Cour	se	Sections	Grading	Tasks	Stan	dards	Categories	Grade Calc Option
Search Course/Section Go		Section	Teacher	Room Term		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
* 001.0 Kindergarten Attendance	Add	a Sectio	n						
1) Roberts, Emily 2) Walk, Lisa									
3) Schlueter, Alesha									

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



#### 6) Select the Primary Teachers Name



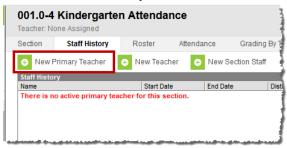
#### 7) Select the Delete Button

001.0-1 Kinderg Teacher: Roberts, Emily	jarten Attenda	nce	
Section Staff Hist	torv Roster	Attendance	Grading By Task
Save Oele Staff Hist oy Name Primary Feacher Roberts, Emily	5	ry Teacher o	New Teacher 📀
Roberts, Emily Assignment	rking in the section before	the last day of the la	st scheduled term.
Access to Section Dates			
<ul> <li>Unrestricted</li> <li>Date Range</li> </ul>	Start Date	End Date	

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



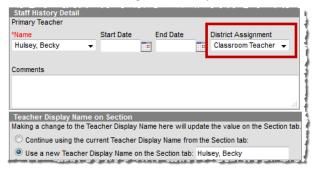
9) Select the New Primary Teacher button.



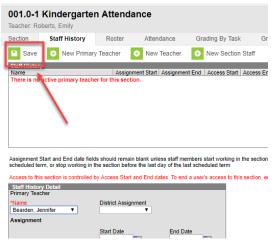
10) Select the **Name** drop down and select the **teacher's name** from the list. If the teacher's name is not in the list, contact the Office of Student Information, Planning and Assessment.

	p w	orking in the sec	ction before th	ie last	day of the last scheduled	term.
Staff History Detail						
Primary Teacher						
*Name		Start Date	End Date		District Assignment	
	-		=	-	-	
Anderson, Renee Binkley, Kaii Cook, Charlene Cordray, Liz Crocker, Blaine Desimone, Carrie Farmer, Glenda Farris, Angela Hall, Ireather Hamilton, Toree Hemphill, Sandra Hurfondie: Stonbanie		n Section cher Display Na rent Teacher Dis splay Name on t	splay Name fro	om the	.it the value on the Section Section tab:	tab.
Hulsey, Becky						
Leesman, Kalleyou Long, Cheryl Luebbering, Katie Owens, Tina Rackers, Amy M						

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



12) Click Save.



- 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.

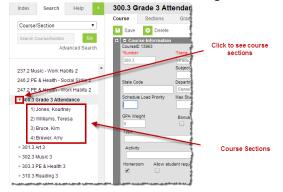
1) Select the current Year, School, and Calendar.

Year 13	-14 🗸	School	Bela	ir Elementary School	•	Calendar	13-14 Belair Elementary School 🗸
Index	Search	Help	<	District Notices			
- Kailov Le	10-2 10-2 M			• [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) 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	Help	٠	300.3	Grade 3 At	endanc	е					
				Course	Sections	Grading	Tasks	Stand	lards	Composite	Grading	Course Rule
Course	e/Section		•									
Search (	Course/Sectior	Go		Sect	tion Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling	Group
	A.	tvanced Sear	- h	Edit 1	Jones, Kour	tney	Q1-Q4	RS-ER	1-3	(0/)		
	A	avanced Sear	cn	Edit 2		resa	Q1-Q4		1-3	(0/)		
					Bruce, Ki		Q1-Q4		1-3	(0/)		
46.2 PF	E & Health - S	ocial Skills 2	-	Edit 4		my	Q1-Q4	RS-ER	1-3	(0/)		
				Add a Sec	tion							
247.2 PE	E & Health - V	/ork Habits 2										
* 300.3	Grade 3 Atte	ndance										
1)	Jones, Kourtr	ley										
2)	Williams, Ter	esalim										
		$\bigcirc$										
3)	Bruce, Kim											
	Brewer Amy											

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

			-			
	300.3-1	I Grade 3 Atte	endance			
	Teacher: J	ones, Kourtney	_			1
	Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student
	🕂 New	Primary Teacher	New Teacher	r 😛 New S	ection Staff	
	Staff Histo	ory				1
	Name		Start Date	e End I	Date District As	signment
	Primary Te					
	Jones, Kou	urtney				
						1
						1
						3
.,,						

6) Select the New Teacher button.

Teacher: Jo	ones, Kourtney				
Section	Staff History	Roster	Attendance	Grading By Task	
New F     Staff Histo	Primary Teacher	+ New Teacher	⊕ New Set	ection Staff	
Name		Start Date	End D	ate District A	ssig
Primary Te	acher				
Jones, Kou	rtnev				

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 t first scheduled term, or stop working in the section before the last day of the last scheduled	
Staff History Detail Teacher	
*Name Start Date End Date District Assignment	- 1
Hudson, Katie	1
Jones, Kourtney	1
Koestner, Laura	- 1
Lawson, Bryan Lee, Debbie	- 1
Lueckenhoff, Amanda	1
Moats, Stephanie Mueller, Deidre	11
Phillips, Janna Phillips, Janna Display Name here will update the value on the Section tab	1.2
Roling, Jennifer Schaefer, Holly	¥Y -
Silvey, Kim	∎ ₿
Stafford, Michelle Starke, Jason De Wayne	
Stoehr, Julie	- 1
Thompson, Maureen	1
Thorne, Mary	- 1
Williams, Teresa	- 1

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.



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

Staff History Detail Teacher			
'Name Thompson, Maureen 🗸	Start Date	End Date	District Assignment
Comments			Long Term Substitute
		e here will update	the value on the Section tab.
Teacher Display Name on Se Making a change to the Teach		e here will update	the value on the Section ta

#### 10) Click Save.

300.3-1 ( Teacher: Jon	Grade 3 At es, Kourtney	tendance	•			-
Section	Staff History	Roster	Attend	ance	Grading By Task	Gradin
Staff horv	New Prima	ary Teacher	⊕ New Te	eacher	⊕ New Section Sta	ff
Name		Star	t Date	End Dat	te District As:	signment
first schedul	ed term, or stop w				bers start working in the of the last scheduled te	
Staff History Teacher	Detail					
*Name		Start Date	End Date	Distri	ct Assignment	
Thompson,	Maureen 👻		2	E Long	Term Substitute 👻	
Comments						
	play Name on Sec				ii.	
	-				ue on the Section tab.	

- 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:
  - a. Reading
  - b. Language
  - c. Writing
  - d. Math
  - e. Science
  - f. Social Studies
  - g. 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:

a. Art - Skills & Habits

OR

b. Music – Skills & Habits

#### OR

c. PE and Health – Skills & Habits

Office of Student Information, Planning and Assessment

# Scheduling <u>BEFORE</u> 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 <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.

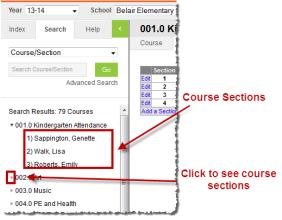
1) Select the current Year, School, and Calendar.



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 Bel	air Elementary School   Calendar 13-14 Belair Elementary School
Index Search Help <	District Notices  • [06/10/2014]
Course/Section  Course/Section Go Advanced Search	YOU ARE IN STAGING
Search Results: 79 Courses	A link to online resources for Infinite Campus has been adde City Public School website Infinite Campus Staff Resources
<ul> <li>▶ 001.0 Kindergarten Attendance</li> <li>▶ 002.0 Art</li> </ul>	We will continue to add and update documentation to these
► 003.0 Music ► 004.0 PE and Health	School Notices No school notices at this time.
010 0 Reading	

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	Elementary	School •	- Calendar	13-14 Belair El	ementary
Index Search	Help	<		Kindergarter ppington, Genette	n Attendar	nce	
Course/Section	•		Section	Staff History	Roster	Attendance	Grading
Search Course/Section	Go		Save	× Delete			
Adv	anced Search						
Search Results: 79 Co • 001.0 Kindergarten A		^	SectionID 184762 *Section Num 1	nber Teacher Display Sappington, Ge		_	
1) Sappington, G	ienette		Max Student	s Lunch Count	Milk Count	Adult Count	
2) Walk, Lisa			Dual Credit S	ite Code			
3) Roberts, Emil	y		Room	Skinny Seg	Ho	▼ meroom	1 1
4) Hulsey, Becky		=	T	Skilliy Seq			
► 002.0 Art			Online Learn	ing (Override)			

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

	Kindergarte	n Attend	ance				-
Section	Staff History	Roster	Attendance	Grading 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: $\checkmark$		
				Dailard, Ulyo Ohan, Jakam Drama, Aally Davia, Kinat Diawad, Kiyi Edwarda, Sh Fahardy, Jilla	He D (K) BY13220348 (K) B25215485 HV (K) 4545550542 (A (K) 657214713 E (K) 6527585055 arra A (K) 674551488 HV (K) 954551488		

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.

	Kindergarte	n Attend	ance				
Section	Staff History	Roster	Attendance	Grading 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:	1	
				Chan, Jason Chan, Jason Chan, Jason Danket, Kipit Danket, Kipit Edwards, Sh Fatarty, Jilla	18 (F(1)) 1022/13485 (F(1)) 1022/13485 (F(1)) 1022/13485 (F(1)) 1024/1025/12 (F(1)) 1024/12 (F(1)) 1024/12 (F(1)) 1024/12 (F(1)) 1024/12 (F(1))		

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

	Kindergarte	n Attend	ance					
Section	Staff History	Roster	Attendance	Gradir	ng 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 Student	s in this grade only : K 👻		
				*	Salard, Upor Ohen, Jaecon Ohen, Jaecon Salard, Kohen Suewell, Kohe Edwards, Sh Fahards, Jiller	# 2 (4) 313220346 (4) 32321346 # W (4) 484082842 A (4) 887214713 5 (4) 687214713 8 (4) 687214713 8 (4) 687214800 8 (4) 68716800 8 (4) 1982128178		

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.

	Kindergarter ppington, Genette	n Attenda	nce					
Section	Staff History	Roster	Attendance	Grading E	By Task	Grading By Student	Roster Setup	Roster Batch Edit
Save S	tudent List and/or C	opy Section						
Copy student	t from this section:					•		
Current Ros	ster(23/)			SI	how Students	in this grade only: K 👻		1
Estilanti, Libya Otam, Janur Orung, Aaliy Davis, Kiman Duawali, Ky Estwartis, Si Fatarty, Jilla	He D (K) 813220346 (K) 929213485 ah W (K) 45430342 1.4 (K) 857214713 b (K) 857214713 b (K) 857214713 b (K) 857214713 here A (K) 874551450 here A (K) 19242515	+			Dallard, Librard Dhard, Jaason () Drumg, Aaslynd Dawas, Komani - Duawasil, Kyle I Edwardis, Shia Fahardiy, Jilliar	4.0 (40) 81152203448 () 8292715488 NII (40) 48045803402 A (40) 480472146713 6 (40) 4804783 Ha A (40) 474551488 Ha A (40) 474551488		

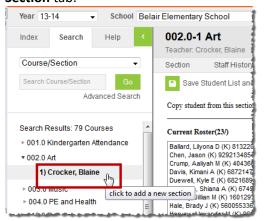
9) After all students have been rostered to the section, click on **Save Student List and/or Copy Section**. After saved, the Current Roster should show the number of students who have been rostered.

	Kindergarte appington, Genette	n Attenda	ince				
Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup	Roster Batch Edit
	Student List and/or (	Copy Section					
Copy studen	t from this section:				•		
Current Ro	ster(23/)	•		Show Student	is in this grade only: $\kappa$ $\bullet$		
Dallard, Libri Chan, Jason Crump, Auto	HTE (F) 8732203915 H (K) 825213485 HE W (K) 404360342			<ul> <li>Balleril, Libri Ohen, Jasson Orume, Aallo</li> </ul>	Ha 5 (N) 813220916 (N) 929213485 W W (N) 404360542		
Danville, Körnar Daanveill, Kör	HI.A. (M)/68272114(71(3) No. E. (M)/682211605606			Classical, Körnari Chamwell, Kol	1.4.(H)(007214713) # E (H)(002100000		
Edwards, St Faiturly, Jills	Nama A. (4)-67455148 an W (4)-165125175			Edwards, St Falsely Jills	Nerrie A. (K) 4074000 H488 n W (K) 1982/2281728		

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: G∉	
All existing attendance and grading scores for these st Continue?	tudents in this class will be deleted.
	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 nubmers in the grade level). Select the section listed under Art, Music, or PE and Health. This will bring up the Section tab.



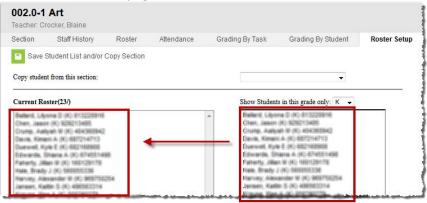
#### 12) Click on the Roster Setup tab.

<b>002.0-1</b> Teacher: Cro	Art ocker, Blaine					
Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup
🖹 Save S	Student List and/or (	Copy Section				
Copy student	t from this section:				•	
Current Ros	ster(23/)			Show Studen	ts in this grade only:	
				Ballerit, Lily Oten, Jakon Grung, Aalty Davia, Kimar	HIA D (K) 813220516 (K) 929213405 (K) 929213405 (K) 929213405 (K) 929213405 (K) 929214713	

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

002.0-1 Teacher: C	Art rocker, Blaine					
Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student	Roster Setup
	Student List and/or nt from this section:	Copy Section			•	
Current Ro	oster(23/)			Show Studen	ts in this grade only: $\kappa$ $\bullet$	
				Chan, Jason Chan, Jason Crump, Aalt Davis, Kima	(K) 829213485 (K) 829213485 (K) 80(4) 454363542 (K, K) (K) 6557214713	

14) Roster the students into the approriate 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 be 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.

002.0-1 Teacher: C	Art rocker, Blaine						
Section	Staff History	Roster	Attendance	Gradi	ng By Task	Grading By Student	Roster Setup
Save	Student List and/or	Copy Section					
Copy studer	nt from this section:					·	
Current Ro	oster(23/)				Show Student	ts in this grade only: $K \rightarrow$	
Bellerit, Lily Ohen, Jason Drung, Aal Davie, Kima Duevesit, K Edwards, K Faherby, Jil	чина () (4) 813220314 ин (4) 82321(3485 Арай M (4) 404360243 ані. А. (4) 4043602443 ані. А. (4) 402721457(3 ум. Е. (4) 402721457(5 Бланка, А. (4) 42742514 Вланка, А. (4) 42742514 Бал. (4) 428225(78	9 2 846		*		He D (K) 813220845 (K) 823215405 AH 6 (K) 607215405 K 6 (K) 607216216 (K) 6072160005 Name A (K) 627402168 Name A (K) 627402168 Name A (K) 627402168 (K) 6401226105 A (K) 627402168 A (K) 6274068 A (K) 6274068 A (K) 627408 A (K) 627408 A (K) 627408 A (K) 62	
Harsony, Ala Januari, Ka	(4) (4) sector (5) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)	254			Farmer, Kall	ander W (K) 903750254 In S (K) 400500314 4. (K) 400540314	

## **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.

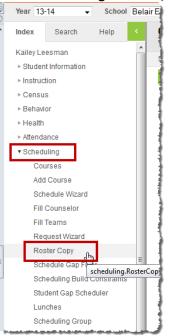
**\*NOTE:** This is <u>ONLY</u> to be used when scheduling classes <u>BEFORE</u> school starts. This is <u>NOT</u> to be used when scheduling individual students throughout the year.

Use the <u>Course Copy Chart</u> (Appendix A) to help determine the source course and destination course in the next steps.

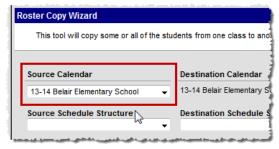
1) Select the current Year, School, and Calendar

Year 13	-14 🗸	School	Bela	air Elementary School	-	Calendar	13-14 Belair Elementary School 🗸
Index	Search	Help	<	District Notices			
				• [06/10/2014]			
Kailov Lo	esmen				_		

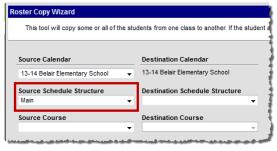
2) Select **Scheduling > Course/Section** as the search type.



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



4) Select the Schedule Structure of Main.



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

Roster Copy Wizard	
This tool will copy some or all of the stu	dents from one class
Source Calendar	Destination Calen
13-14 Belair Elementary School 🔹	13-14 Belair Element
Source Schedule Structure	Destination Sched
Main 👻	1.1.1
Source Course 001.0 Kindergarten Attendance 👻	Destination Cours
Source Section	Destination Section

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



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

This tool will copy some or all of the	stu	dents from one class to another. If the stud
Source Calendar		Destination Calendar
13-14 Belair Elementary School	•	13-14 Belair Elementary School
Source Schedule Structure Main	•	Destination Schedule Structure Main -
Source Course 001.0 Kindergarten Attendance	•	Destination Course
Source Section		Destination Section
001.0-1 Sappington, Genette	•	· · · · · · · · · · · · · · · · · · ·
	_	RUN

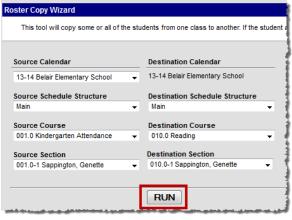
8) Select the **Destination Course**. This is the course you are selecting to copy the roster **to**. Use the chart on **page 12 and 13** to determine which courses need roster's copied to.



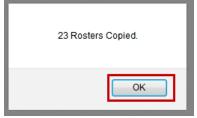
9) Select the **Destination Section**. This is the section you are copying the roster to.

Roster Copy Wizard	
This tool will copy some or all of the st	udents from one class to another. If the student
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
and the second sec	أحليه المحجولي لمتي المطبق محليب التي المحاجم

#### 10) Click Run.



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



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

# **Scheduling <u>AFTER</u> School Starts**

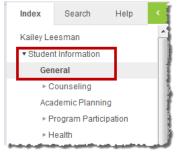
### Walk-In Scheduler

**Student Information General >Schedule:** This is to be used to schedule individual students into classes if they come in <u>AFTER</u> 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

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

#### 2) Select Student Information > General



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.

Index	Search	Help	•	A Grade: K #	¢0377919
Student			•	AdHoc Lette	rs
Age,≣		Go		Summary	Enri
	Adv	anced Sear	rch	合 Persor	Summa
Search Res	ults: 1			Person Infe PersonID 89035 Name	ormation
K Ayalia, Eria	6#13779	HEROS (015-24	6200	Gender M	

#### 4) Select the students name

Index Search Help <	A Grade: K #03779	91933 DOB:	Gender: M			1
Student -	AdHoc Letters	Waiver R	ecords Transfer	Misc ER 91	I1 LEP S	ervices
A E Go	Summary E	nrollments	Schedule Atter	idance Flags	Grades	Transcript
Advanced Search	合 Person Sumr	mary Report 🛛 🚖	Person Summary F	Report w/ Picture	🔁 Print Mailing Lab	el 👌 Prin
Search Results: 1	Person Informati Person D 89035 Name Gender M Birth Date (Age: 5)	Nickname Race Ethnicity State Race/Ethnic Federal Designat Race(S): Hispanic/Latino: Race/Ethnicity Determination:			mage Available	
	Student Number	State ID				

#### 5) Select the **Schedule** Tab.

AdHoc	Lette	rs V	Vaiver	Records	Transfer	Misc	: E	R 911	LEP	Service
Summa	ary	Enrol	ments	Schedu	le At	tendance	F	lags	Grades	Trans
Table - (	Group	by Course	(All Terms)	<b>.</b> 🗠	Display Ac	tive Cours	es Only	•	Print OR	Choose a rep
(06/1		n Q1 -10/15/14)		m Q2 I-12/19/14)	Term (01/05/15-0			m Q4 5-05/20/	15)	
1 EMPT	Y		EMPTY		EMPTY		EMPTY			
2 EMPT	Y		EMPTY		EMPTY		EMPTY			
3 EMPT	Y		EMPTY		EMPTY		EMPTY			
4 EMPT	Y		EMPTY		EMPTY		EMPTY			
5 EMPT	Y		EMPTY		EMPTY		EMPTY			
6 EMPT	Y		EMPTY		EMPTY		EMPTY			
	Day	RS	Day		Day ER					
Name	Day Seq	RS Tin	ne	Lunch Time	Non-Instr	uctional				
Name 1	Day I Seq 1	RS Tin 09:00 AM -	ne 10:02 AM		Non-Instr	uctional				
Name	Day I Seq 1	RS Tin	ne 10:02 AM	Lunch Time	Non-Instr	uctional				
Name 1	Day I Seq 1 2	RS Tin 09:00 AM -	ne 10:02 AM 11:04 AM	Lunch Time 0	Non-Instr	uctional				
Name 1 2	Day I Seq 1 2 3	RS Tin 09:00 AM - 10:02 AM -	ne 10:02 AM 11:04 AM 12:54 PM	Lunch Time O O	Non-Instr	uctional				
Name 1 2 3	Day I Seq 1 2 3 4	RS Tin 09:00 AM - 10:02 AM - 11:04 AM -	ne 10:02 AM 11:04 AM 12:54 PM 01:56 PM	Lunch Time 0 0 21	Non-Instr	uctional ] ] ] ] ]				

الإستحداثاء فيعدن الالتلاصي المؤردة ورشاقا الأطار الوطي بالتلاب أوير والتقوي والمحور التكر المتورية فتورك التق

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

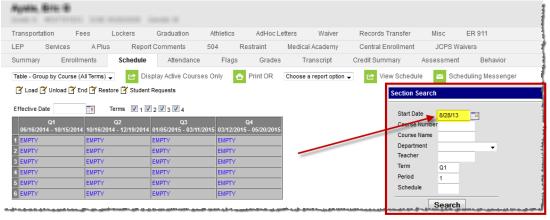
dHoc Letters	Waiver	Records T	ransfer	Misc	ER 911	LEP	Services	A Plus	Report Com	ments	504 F	Restraint	
ummary Er	nrollments	Schedule	Attend	lance	Flags	Grades	Transcript	Credit	Summary	Assessment	Beha	vior	Tra
Table - Group by Cou	ırse (All Terms) 🗸	🖸 🗠 D	isplay Active (	Courses O	nly 🔂 F	Print OR	Choose a report optic	on 👻 🗠	Walk-in Scheo	tuler 🖂 🗧	Scheduling	Messenge	r
Term Q1 (06/16/14-10/15/	Term (		Term Q3		Term Q4	5)		<b>x</b> -					
EMPTY	EMPTY		INDS/15-03/11 IPTY	EMPT		<b>J</b>							
2 EMPTY	EMPTY	EN	IPTY	EMPT	Y	-							
EMPTY	EMPTY	EN	IPTY	EMPT	Y	_							
EMPTY	EMPTY	EN	IPTY	EMPT	Y	_							
EMPTY	EMPTY	EN	IPTY	EMPT	Y	_							
5 EMPTY	EMPTY	EN	IPTY	EMPT	Y	_							

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

dHoc Letters	Waiver	Records Tran	sfer Mis	c ER 911	LEP	Services	A Plus	Report C	omments	504	Restrain
Summary E	Enrollments	Schedule	Attendance	e Flags	Grades	Transcript	Credit	Summary	Assessm	nent	Behavior
Table - Group by Co	ourse (All Terms)	- Disp	lay Active Cour	ses Only 👩	Print OR	Choose a report op	tion 🚽 🔽	View Sche	dule 🖂	Schedulin	a Messenaer
						encode a repent op					gineeeeiigei
🏹 Load 🏹 Unioa	d 🏹 End 🏹 Res	tore 🔍 Search									
Effective Date		Terms V 1 V :	2 2 3 2 4		and the second se						
		Terms 🔽 1 🔽 2	2 🗹 3 🗹 4								
Q1		Q2	Q3		¥4						
Q1 06/16/2014 - 10/1		Q2	Q3	0 1/2015 03/12/2015							
Q1 06/16/2014 - 10/1 EMPTY		Q2 14 - 12/15/2014 0	Q3								
Q1 06/16/2014 - 10/1 EMPTY	15/2014 10/16/20	Q2 114 - 13:13:2014 0 E	Q3 )1/05/2015 - 03/1	1/2015 03/12/2015							
Q1 06/16/2014 - 10/1 EMPTY EMPTY	15/2014 10/16/20	Q2 114 - 12:15/2014 0 E	Q3 11/05/2015 - 03/1 MPTY	1/2015 03/12/2015 EMPTY							
Q1 06/16/2014 - 10/1 EMPTY EMPTY EMPTY	15/2014 10/16/20 EMPTY EMPTY	Q2 114 - 42:1972014 0 E E	Q3 11/05/2015 - 03/1 EMPTY EMPTY	1/2015 03/12/2015 EMPTY EMPTY							
Q1	15/2014 10/16/20 EMPTY EMPTY EMPTY	Q2 114 - 1211-12014 0 E E E	Q3 11/05/2015 - 03/1 MPTY MPTY MPTY	1/2015 03/12/2015 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 mataches the enrollment start date.

**\*NOTE:** If a student is enrolled to start on a sepcific 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 attendce records will need to be cleared out.



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

Nymm, Bitch		Sec. 100 - 101						
Transportation Fe	es Lockers	Graduation	Athletics	AdHoc Let	tters Waiver	Records Transfer	Misc	ER 911
LEP Services	A Plus Report	t Comments 5	04 Re	straint	Medical Academy	Central Enrollment	JCPS Wai	vers
Summary Enrollm	ents Schedule	Attendance	Flags	Grades	Transcript	Credit Summary	Assessment	Behavior
Table - Group by Course (A		play Active Courses ( Requests	Only 合	Print OR	Choose a report option 👻	View Schedul		duling Messenger
Q1         Q1           06/16/2014 - 10/15/2014         0           1         EMPTY         2           2         EMPTY         4           4         EMPTY         6	EMPTY EMPTY EMPTY EMPTY	Q3		14 - 05/20/2015		Start Da Course Departm Teacher Term Period Schedu	0/20/2014           Number           Name           01           1	
						001.0-1 (9) 001.0-2 (7) 001.0-3 (8) 001.0-4 (9)	/0) Training, K.2 T: /0) Training, K.3 T: /0) Training, K.4 T: /0) Roberts, Emily	Q1-Q4 P:1-3 IEPs: ()

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.

Lockers	Graduation	Athletics	AdHoc Letter	s Waiver	Records Transfe	r Misc	ER 911	LEP	Services	A Plus	Report Com	ments		
504	Restraint or Removal	Centr	al Enrollment	JCPS Waivers	Person Docum	ents 21st C	entury Grant	Attend	ance Docum	entation	National Student	t Clearinghouse		
Summary	Enrollments	Schedul	e Attendan	ce Flags (	Grades Tr	anscript Cr	edit Summary	Asses	ssment	Behavior	Transportation	Fees		
Table - Gr	oup by Course (All Terms)	- -	Display Active a	and Dropped Courses	Print OR	Choose a repo	tontion V	View St	chedule	Scheduli	ng Messenger			
	Unload 🕈 End 🕈 Re						- op a chi						/ r	Get Sched Regs
La Load L	Unicad L1 End L1 Re	sto e 🔄 Sear	-cn Tim									Save Reqs	Clear Regs L	J Get Sched Reds
Effective [	Date	Turna 🗷	<b>¥ 1</b> 3 🗹 4									Team:	Requ	uested Units: (0/47)
	Q1 08/16/2018 - 10/1	8/2018	10/19/2	Q2 018 - 12/21/2018	01/03/20	Q3 019 - 03/07/2019		Q4 03/08/2019 - 0				@ Course #	Course Name	Sn# Type Lock
	001.0-1		001.0-1		001.0-1		001.0-1							RT
1	(M, 2 Hr ER) Kindergarte Start:08/21/2018	n Attendance	(M, 2 Hr ER, 3 Hr El Start:08/21/2018	R ) Kindergarten Attendan	Ce (M, 2 Hr ER) K Start:08/21/201		nce (M, 2 Hr El Start:08/21		ndergarten Atte	ndance				RV
	001.0-1		001.0-1	R.) Kindergarten Attendan	001.0-1		001.0-1							RT
2	(M, 2 Hr ER) Kindergarte Start:08/21/2018	n Attendance	Start:08/21/2018	R ) Kindergarten Attendan	Start:08/21/201	Indergarten Attenda 18	Start:08/21		idergarten Atte	noance				RT
	001.0-1 (M, 2 Hr ER) Kindergarte		001.0-1	D \ Kindergarten Attendan	001.0-1	inderenden Attenda	001.0-1		adoreanton Alla	ndanaa				RT
3	Start:08/21/2018	IT Allendance	Start:08/21/2018	R ) Killdergalten Allendan	Start:08/21/201		Start:08/21		iderganen Alle	liualice				RT
4	001.0-1 (M, 2 Hr ER) Kindergarte		001.0-1 (M, 2 Hr ER) Kinder	garten Attendance	001.0-1 (M_2 Hr ER) K	indergarten Attenda	001.0-1	R) Kindergarter	Attendance					RV
	Start:08/21/2018	Allendarioe	Start:08/21/2018	ganen Allendande	Start:08/21/201	18	Start:08/21	1/2018	Allendance					RT
	001.0-1 (M) Kindergarten Attenda	ance	001.0-1 (M) Kindergarten At	tendance	001.0-1 (M) Kindergarte	en Attendance	001.0-1 (M) Kinder	garten Attendar	nce					RT
	Start:08/21/2018		Start:08/21/2018		Start:08/21/201	18	Start:08/21	1/2018						RV
	001.0-1 (M) Kindergarten Attenda		001.0-1 (M) Kindergarten At	tendance	001.0-1 (M) Kindergarte	en Attendance	001.0-1 (M) Kinder	garten Attendar	nce					R 🔻
0	Start:08/21/2018		Start:08/21/2018 EMPTY		Start 08/21/201	18	Start:08/21	1/2018		_				RT
Courses Specials	EMPTY		EMPTY		EMPTY		EMPTY			_				RV
The shakes and	EMPTY		EMPTY		EMPTY		EMPTY							RT
	EMPTY		EMPTY		EMPTY		EMPTY							RT
														R T
														<u> </u>

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

Lockers	Graduation Atl	hletics	AdHoc Letters	Waiver F	lecords Tra	ansfer M	Visc I	ER 911	LEP	Services	A Plus	Report C	omments		
504	Restraint or Removal	Centra	al Enrollment	JCPS Waivers	Person De	ocuments	21st Cen	tury Grant	Atter	ndance Docum	entation	National Stud	lent Clearingh	ouse	
Summary	Enrollments	Schedule	Attendance	Flags 0	irades	Transcript	Credi	it Summary	Ass	essment	Behavior	Transporta	tion Fee	es	
Table - Gr	oup by Course (All Terms)	•	Display Active and	Dropped Courses	📄 Prin	t OR Choo	ise a report of	ption 🔻	🖄 View	Schedule	Schedulir	ng Messenger			
🕈 Load 🕻	🕈 Unload 🗳 End 🗳 Restore	e 🗹 Stude	ent Requests		_								Section Searc	h	
Effective E	ate Te	rms 🖌 1	€ 2 € 3 € 4												
	Q1			22		Q3				14			Start Date Course Numb	8/21/2018	
1	08/16/2018 - 10/18/20 001.0-1 (M, 2 Hr ER) Kindergarten At Start:08/21/2018	tendance	001.0-1	- 12/21/2018 Kindergarten Attendand	001.0-1	1/03/2019 - 03/07 ER) Kindergarte 21/2018		001.0-1	, 3 Hr ER ) I	- 05/16/2019 Kindergarten Atte	endance		Course Name Department		•
2	001.0-1 (M, 2 Hr ER) Kindergarten At Start:08/21/2018	tendance	001.0-1 (M, 2 Hr ER, 3 Hr ER ) Start:08/21/2018	Kindergarten Attendand	e 001.0-1 (M, 2 Hr   Start.08/2		n Attendance	001.0-1 (M, 2 Hr ER Start:08/21/		Kindergarten Atte	endance		Team Teacher Term	Roberts	ſ
3	001.0-1 (M, 2 Hr ER) Kindergarten At Start:08/21/2018	tendance	001.0-1 (M, 2 Hr ER, 3 Hr ER ) Start:08/21/2018	Kindergarten Attendand	e 001.0-1 (M, 2 Hr   Start:08/2	ER) Kindergarte 21/2018	n Attendance	001.0-1 (M, 2 Hr ER Start:08/21/	t, 3 Hr ER ) I 2018	Kindergarten Atte	endance		Period	Courses	
4	001.0-1 (M, 2 Hr ER) Kindergarten At Start:08/21/2018	tendance	001.0-1 (M, 2 Hr ER) Kindergan Start:08/21/2018	len Attendance	001.0-1 (M, 2 Hr I Start:08/2	ER) Kindergarte 21/2018	n Attendance	001.0-1 (M, 2 Hr ER Start:08/21/		en Attendance				Search	
5	001.0-1 (M) Kindergarten Attendance Start:08/21/2018		001.0-1 (M) Kindergarten Atteno Start:08/21/2018	lance	001.0-1 (M) Kinde Start:08/2	ergarten Attenda 21/2018	ance	001.0-1 (M) Kinderg Start:08/21/	arten Atteno 2018	lance			001.0 Kinderga	rten Attendance	
6	001.0-1 (M) Kindergarten Attendance Start:08/21/2018		001.0-1 (M) Kindergarten Atteno Start:08/21/2018	lance	001.0-1 (M) Kinde Start:08/2	ergarten Attenda 21/2018	ance	001.0-1 (M) Kinderg Start:08/21/		lance			001.0-1 (2/) R 001.0-2 (1/) W 001.0-3 (1/) S	berts, Emily T:Q1- alk, Lisa T:Q1-Q4 chlueter, Alesha T:	
	EMPTY		EMPTY		EMPTY			EMPTY						ndrie, Arynn T:Q1	
Specials			EMPTY		EMPTY			EMPTY						all, Heather T:Q1-C Jfendiek, Stephani	
	EMPTY		EMPTY		EMPTY			EMPTY					IEPs: 0		
Plan Time	EMPTY		EMPTY		EMPTY			EMPTY					100.1-4 (0/) SI 200 2 Grade 2		Q1-Q4 P:1-6 IEPs: 0

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.

	t, Conner G * Health ( #353163008 DOB: 07/21/201				
ockers	Graduation Athletics	AdHoc Letters Waiver R	ecords Transfer Misc E	ER 911 LEP Services A	Plus Report Comments
04	Restraint or Removal Cent	ral Enrollment JCPS Waivers	Person Documents 21st Cen	tury Grant Attendance Documentation	National Student Clearinghouse
ummary	Enroliments Schedu	le Attendance Flags G	rades Transcript Credi	t Summary Assessment Behav	ior Transportation Fees
Table - Gri	oup by Course (All Terms)	Display Active and Dropped Courses	Print OR Choose a report or	tion 🔻 🔀 View Schedule 🔤 Sch	edulina Messenaer
	Unioad II End II Restore II Stu		Cilouse a report of		Section Search
1 Load L	1 Unload L1 End L1 Restore L1 Stu	lent Requests			Section Search
Effective D	ate Terms 🕑	1 2 2 3 4			Start Date entronse T
	Q1 08/16/2018 - 10/18/2018	Q2 10/19/2018 - 12/21/2018	Q3 01/03/2019 - 03/07/2019	Q4 03/08/2019 - 05/16/2019	Start Date 8/21/2018
	001.0-1	001.0-1	001.0-1	001.0-1	Course Name
	(M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	(M, 2 Hr ER, 3 Hr ER ) Kindergarten Attendance Start:08/21/2018	(M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	(M, 2 Hr ER, 3 Hr ER ) Kindergarten Attendance Start:08/21/2018	Department
	001.0-1	001.0-1	001.0-1	001.0-1	Team v Teacher Debate
	(M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	Start:08/21/2018	Start:08/21/2018	(M, 2 Hr ER, 3 Hr ER ) Kindergarten Attendance Start:08/21/2018	Roberts
	001.0-1 (M_2 Hr ED) Kindergarten Attendance	001.0-1 (M_2 Hr EP_3 Hr EP_) Kindergarten Attendance	001.0-1 (M. 2 Hr ER) Kindergarten Attendance	001.0-1 (M, 2 Hr ER, 3 Hr ER ) Kindergarten Attendance	Period Courses
	Start:08/21/2018	Start:08/21/2018	Start:08/21/2018	Start:08/21/2018	Schedule
	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	Search			
	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	010-0 Reading K
6	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start.08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	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: b
Courses	010.0-1 (M, 2 Hr ER) Reading K Start:08/21/2018	010.0-1 (M, 2 Hr ER, 3 Hr ER ) Reading K Start:08/21/2018	010.0-1 (M, 2 Hr ER) Reading K Start:08/21/2018	010.0-1 (M, 2 Hr ER, 3 Hr ER ) Reading K Start:08/21/2018	012.01 Writing K 012.0-1 (0) Roberts, Emily T.Q1-Q4 P.Courses IEPs: 0 013.01 Math. K 013.0-1 (1) Roberts, Emily T.Q1-Q4 P.Courses IEPs: 0
Specials	EMPTY	EMPTY	EMPTY	EMPTY	014.0 Science K
NI	EMPTY	EMPTY	EMPTY	EMPTY	014.0-1 (1/) Roberts, Emily T.Q1-Q4 P.Courses IEPs: 0 015.0 Social Studies K
lan Time	EMPTY	EMPTY	EMPTY	EMPTY	015.0-1 (1/) Roberts, Emily T:Q1-Q4 P:Courses IEPs: 0 019.0 Habits & Parent Comments K

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

Lockers	Graduation	Athletics	AdHoc Letters	Waiver	Records Tr	ransfer	Misc ER 911	LEP	Services	A Plus	Report Comr	nents
504 I	Restraint or Removal	Central	Enrollment	JCPS Waivers	Person D	Documents	21st Century Gra	nt Atte	endance Docun	nentation	National Student	Clearinghous
ummary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summ	ry As	sessment	Behavior	Transportation	Fees
Table - Grou	up by Course (All Terms)	•	Display Active and	Dropped Courses	🚍 Prir	nt OR Cho	ose a report option 🔻	🗠 Viev	/ Schedule	🖂 Schedulir	ng Messenger	
김 Load 🏹	Unload 🗳 End 🗳 Resi	tore 🕈 Studen	t Requests									
		al annua	and a second second	and the second second					a stran			a start and a st
0	(M, 2 Hr ER) Social Studie Start:08/21/2018	s K	015.0-1 (M, 2 Hr ER, 3 Hr Start 08/21/2018	ER ) Social Studies K		015.0-1 (M, 2 Hr ER) S Start:08/21/201	ocial Studies K 18	015.0-1 (M, 2 Hr Start:08/	ER, 3 Hr ER ) So 21/2018	cial Studies K		
() S ()	(M, 2 Hr ER) Social Studie Start:08/21/2018 019.0-1 (M, 2 Hr ER) Habits & Par		(M, 2 Hr ER, 3 Hr Start:08/21/2018 019.0-1 K (M, 2 Hr ER, 3 Hr		Comments K	(M, 2 Hr ER) S Start:08/21/201 019.0-1 (M, 2 Hr ER) H	18 labits & Parent Commer	(M, 2 Hr Start:08/ 019.0-1 s K (M, 2 Hr	21/2018 ER, 3 Hr ER ) Ha		omments K	
	(M, 2 Hr ER) Social Studie Start:08/21/2018 019-0-1 (M, 2 Hr ER) Habits & Par		(M, 2 Hr ER, 3 Hr Start:08/21/2018 019.0-1 K (M, 2 Hr ER, 3 Hr Start:00/21/2010		Comments K	(M, 2 Hr ER) S Start:08/21/201 019.0-1 (M, 2 Hr ER) H	18 labits & Parent Commer	(M, 2 Hr Start:08/ 019.0-1 s K (M, 2 Hr Start:00/	21/2018 ER, 3 Hr ER ) Ha		omments K	
Specials	(M, 2 Hr ER) Social Studie Start:08/21/2018 019-0-1 (M, 2 Hr ER) Habits & Par		(M, 2 Hr ER, 3 Hr Start:08/21/2018 019.0-1 K (M, 2 Hr ER, 3 Hr		Comments K	(M, 2 Hr ER) S Start:08/21/201 019.0-1 (M, 2 Hr ER) H	18 labits & Parent Commer	(M, 2 Hr Start:08/ 019.0-1 s K (M, 2 Hr	21/2018 ER, 3 Hr ER ) Ha		omments K	

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.

						la l
ckers	Graduation Athletics	AdHoc Letters Waiver Records			port Comments	
4	Restraint or Removal Central I	Enrollment JCPS Waivers Person	Documents 21st Century Grant	Attendance Documentation Nationa	al Student Clearinghouse	
mmary	Enrollments Schedule	Attendance Flags Grades	Transcript Credit Summary	Assessment Behavior Trans	sportation Fees	
ble - Gr	oup by Course (All Terms) 🔻 🖆	Display Active and Dropped Courses 🛛 🚍 P	rint OR Choose a report option V	😢 View Schedule 🛛 🖂 Scheduling Messer	nger	
Load [	3 Unload 🕈 End 🕈 Restore 🕉 Student	Requests				Section Search
ctive (	Date Terms 🕑 1 🗹					
scrive t		02	03	64		Start Date 8/21/2018
	08/16/2018 - 10/18/2018	10/19/2018 - 12/21/2018	01/03/2019 - 03/07/2019	03/08/2019 - 05/16/2019	4	Course Number
	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER, 3 Hr ER.) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER, 3 Hr ER ) Kindergarten Atlendance Start:08/21/2018		Department v
	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER, 3 Hr ER.) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER, 3 Hr ER.) Kindergarten Atlendance Start.08/21/2018		Teacher Term Q1
	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER, 3 Hr ER.) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER, 3 Hr ER.) Kindergarten Atlendance Start:08/21/2018	]	Period Special Schedule
	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018	001.0-1 (M, 2 Hr ER) Kindergarten Attendance Start:08/21/2018		Search
	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	]	002.0 Art K
	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018	001.0-1 (M) Kindergarten Attendance Start:08/21/2018		002.0-1 (1/) Crocker, Blaine T:Q1-Q4 P:Specials IE 002.0-2 (1/) Crocker, Blaine T:Q1-Q4 P:Specials IE
	010.0-1 (M, 2 Hr ER) Reading K Start:08/21/2018	010.0-1 (M, 2 Hr ER, 3 Hr ER.) Reading K Start:08/21/2018	010.0-1 (M, 2 Hr ER) Reading K Start:08/21/2018	010.0-1 (M, 2 Hr ER, 3 Hr ER.) Reading K Start:08/21/2018		002.0-3 (1/) Crocker, Blaine T.Q.1-Q4 P.Specials IE 003.0 Music K
	011.0-1 (M, 2 Hr ER) Language K Start:08/21/2018	011.0-1 (M, 2 Hr ER, 3 Hr ER.) Language K Start:08/21/2018	011.0-1 (M, 2 Hr ER) Language K Start:08/21/2018	011.0-1 (M, 2 Hr ER, 3 Hr ER.) Language K Start:08/21/2018		003.0-1 (1/) McFall, Ryan T:Q1-Q4 P.Specials IEP: 003.0-2 (1/) McFall, Ryan T:Q1-Q4 P.Specials IEP: 003.0-3 (1/) McFall, Ryan T:Q1-Q4 P.Specials IEP: 004.0 PE & Health K
1868	013.0-1 (M, 2 Hr ER) Math K Start:08/21/2018	013.0-1 (M, 2 Hr ER, 3 Hr ER.) Math K Start:08/21/2018	013.0-1 (M, 2 Hr ER) Math K Start:08/21/2018	013.0-1 (M, 2 Hr ER, 3 Hr ER ) Math K Start:08/21/2018		004.0-1 (11) Braun, Paige TO1-04 P. Specials IEP 004.0-2 (11) Braun, Paige TO1-04 P. Specials IEP 004.0-3 (10) Braun, Paige TO1-04 P. Specials IEP 028.0 Art: Skills & Habits K
rses	014.0-1 (M. 2 Hr ER) Science K	014.0-1 (M. 2 Hr ER. 3 Hr ER.) Science K	014.0-1 (M. 2 Hr ER) Science K	014.0-1 (M. 2 Hr ER. 3 Hr ER.) Science K		028.0-1 (0/) Crocker, Blaine T:Q1-Q4 P:Specials IE 028.0-2 (1/) Crocker, Blaine T:Q1-Q4 P:Specials IE

15) The student should now have a full schedule.

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

#### Perod Courses: 6 Subject Level Courses

#### Period Specials: 6 Speicals Courses

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

Summary	Enrollments	Schedule	Attendanc	e Flags	Grades	Transcript	Credit S	Summary	Assessment	Behavior	Transportation	Fees
Table - Grou	ip by Course (All Terms)	· • 🗠 🛙	Display Active a	nd Dropped Co	urses 🛛 🚍 P	Print OR Choos	e a report opti	on 🔻 🖬	Walk-in Schedule	r 🖂 Schedul	ing Messenger	
		Term Q1 6/18-10/18/18)			Term (10/19/18-1				Term Q3 (01/03/19-03/07/	19)		Term Q4 (03/08/19-05/16/19)
1 2 3 4 5 6	001.0-1 Kindergarten / Roberts, Emily, Team: H Start: 08/21/2018		. E		rten Attendance am: K-Section 1	(M, M 2 HR ER, M 3	HR ER )	001.0-1 Kind Roberts, Emil	ergarten Attendance y, Team: K-Section 1	(M, M 2 HR ER)	001.0-1 Kindergarte Roberts, Emily, Tean	n Attendance (M, M 2 HR ER, M 3 HR ER ) . K-Section 1
	010.0-1 Reading K (M, Roberts, Emily, Team: H		E		K (M, M 2 HR ER, am: K-Section 1	M 3 HR ER )		010.0-1 Read Roberts, Emil	ing K (M, M 2 HR ER) y, Team: K-Section 1		010.0-1 Reading K ( Roberts, Emily, Team	M, M 2 HR ER, M 3 HR ER ) : K-Section 1
	011.0-1 Language K (N Roberts, Emily, Team: H	M, M 2 HR ER) K-Section 1	F	Roberts, Emily, Te				Roberts, Emil	uage K (M, M 2 HR EF y, Team: K-Section 1	۹)	011.0-1 Language K Roberts, Emily, Team	(M, M 2 HR ER, M 3 HR ER ) : K-Section 1
	Start: 08/21/2018 012.0-1 Writing K (M, M Roberts, Emily, Team: H	M 2 HR ER) K-Section 1	ĺ	Roberts, Emily, Te					ng K (M, M 2 HR ER) y, Team: K-Section 1		Roberts, Emily, Team	
	Start: 08/21/2018 013.0-1 Math K (M, M 2		E		4, M 2 HR ER, M 3 am: K-Section 1	HR ER )			K (M, M 2 HR ER) y, Team: K-Section 1		013.0-1 Math K (M, I Roberts, Emily, Team	/I 2 HR ER, M 3 HR ER ) : K-Section 1
Courses	Roberts, Emily, Team: H	K-Section 1	E	14.0-1 Science Roberts, Emily, Te	K (M, M 2 HR ER, am: K-Section 1	M 3 HR ER )			nce K (M, M 2 HR ER) y, Team: K-Section 1		014.0-1 Science K ( Roberts, Emily, Team	M, M 2 HR ER, M 3 HR ER ) : K-Section 1
	014.0-1 Science K (M, Roberts, Emily, Team: H Start: 08/21/2018		E	15.0-1 Social St Roberts, Emily, Te	udies K (M, M 2 H am: K-Section 1	IR ER, M 3 HR ER )		015.0-1 Socia Roberts, Emil	al Studies K (M, M 2 H y, Team: K-Section 1	IR ER)	015.0-1 Social Stud Roberts, Emily, Team	ies K (M, M 2 HR ER, M 3 HR ER) : K-Section 1
	015.0-1 Social Studies Roberts, Emily, Team: H Start: 08/21/2018		R)	19.0-1 Habits & oberts, Emily, Te	Parent Comment am: K-Section 1	s K (M, M 2 HR ER,	M 3 HR ER )	019.0-1 Habit Roberts, Emil	is & Parent Comment y, Team: K-Section 1	s K (M, M 2 HR ER)	019.0-1 Habits & Pa Roberts, Emily, Team	rent Comments K (M, M 2 HR ER, M 3 HR ER ) : K-Section 1
	019.0-1 Habits & Paren Roberts, Emily, Team: K Start: 08/21/2018	nt Comments K ( K-Section 1	(M, M 2 HR ER)									
	002.0-1 Art K (M, M 2 H Crocker, Blaine, Team: Start: 08/21/2018		9	02.0-1 Art K (M, Crocker, Blaine, T	M 2 HR ER, M 3 H eam: K-Section 1	IR ER )			(M, M 2 HR ER) le, Team: K-Section 1		002.0-1 Art K (M, M Crocker, Blaine, Tear	2 HR ER, M 3 HR ER ) n: K-Section 1
	003.0-1 Music K (M, M McFall, Ryan, Team: K-			03.0-1 Music K AcFall, Ryan, Tea	M, M 2 HR ER, M m: K-Section 1	3 HR ER )			c K (M, M 2 HR ER) Team: K-Section 1		003.0-1 Music K (M, McFall, Ryan, Team:	M 2 HR ER, M 3 HR ER ) K-Section 1
	Start: 08/21/2018		c	04.0-1 PE & Hea	Ith 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, M 3 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 <u>not been scheduled</u> 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

Year 13	-14 🗸	School	Bela	air Elementary School	•	Calendar	13-14 Belair Elementary School 🗸
Index	Search	Help	<	District Notices			
Kailau La	06 10 00 · · · · · ·			• [06/10/2014]			

2) Click on Scheduling > Student Gap Scheduler



There are two ways to run this report. <u>Summary</u> will only list students with gaps in their schedules. If a student has not been scheduled, the report will show gaps for ALL periods. <u>Detail</u> 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**".

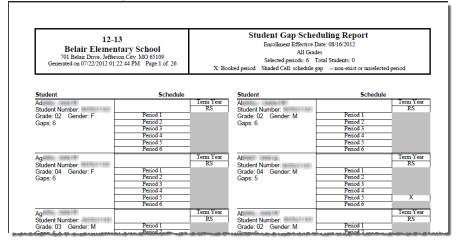
#### **Summary Report**

- 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 07/22/2012 01:14:01 PM Page 1 of 19					Student Gap Scheduling Report Enrolmer Effective Date (0816/2012 All Gnide Selected pesiods: 6 Total Students: 0									
			Gap pe	riods					Gap pe	riods				
Student	Gaps	Term	Schedule	Period	Seq	Student	Gaps	Term	Schedule	Period	Sei			
Ad along, and a solution Student Number: Grade: 02 Gender: F	6	Year Year Year Year Year Year	RS RS RS RS RS RS	123456	123456	Allen, Northan S Student Number: 043521143 Grade: 02 Gender: M	6	Year Year Year Year Year Year	RS RS RS RS RS RS	123456	123456			
Ag Student Number: Grade: 04 Gender: F	6	Year Year Year Year Year Year	RS RS RS RS RS RS RS	123456	123456	Altern Number: Martine Student Number: Martine Student Number: Martine Student F	6	Year Year Year Year Year Year	RS RS RS RS RS RS RS RS	123456	123456			
Agramat, Amulya Student Number: 043121143	6	Year	RS	1	1	Adem, Nathan L. Student Number: 1043121143	6	Year	RS	1	1			

#### **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.



# **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
001.0 Kindergarten Attendance	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
002.0 Art	026.0 Art – Skills & Habits K
003.0 Music	036.0 Music – Skills & Habits K
004.0 PE and Health	046.0 PE and Health – Skills & Habits K
100.1 Grade 1 Attendance	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
101.1 Art	126.1 Art – Skills & Habits 1
102.1 Music	136.1 Music – Skills & Habits 1
103.1 PE and Health	146.1 PE and Health – Skills & Habits 1

200.2 Grade 2 Attendance	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
201.2 Art	226.2 Art – Skills & Habits 2
202.2 Music	236.2 Music – Skills & Habits 2
203.2 PE and Health	246.2 PE and Health – Skills & Habits 2
300.3 Grade 3 Attendance	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
301.3 Art	326.3 Art – Skills & Habits 3
302.3 Music	336.3 Music – Skills & Habits 3
303.3 PE and Health	346.3 PE and Health – Skills & Habits 3
400.4 Grade 4 Attendance	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
401.4 Art	426.4 Art – Skills & Habits 4
402.4 Music	436.4 Music – Skills & Habits 4
403.4 PE and Health	446.4 PE and Health – Skills & Habits 4
500.5 Grade 5 Attendance	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
501.5 Art	526.5 Art – Skills & Habits 5
502.5 Music	536.5 Music – Skills & Habits 5
503.5 PE and Health	546.5 PE and Health – Skills & Habits 5