



Scheduling Secondary Students

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General Information

- At the secondary level, the Counselors schedule students into their classes.
- 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.

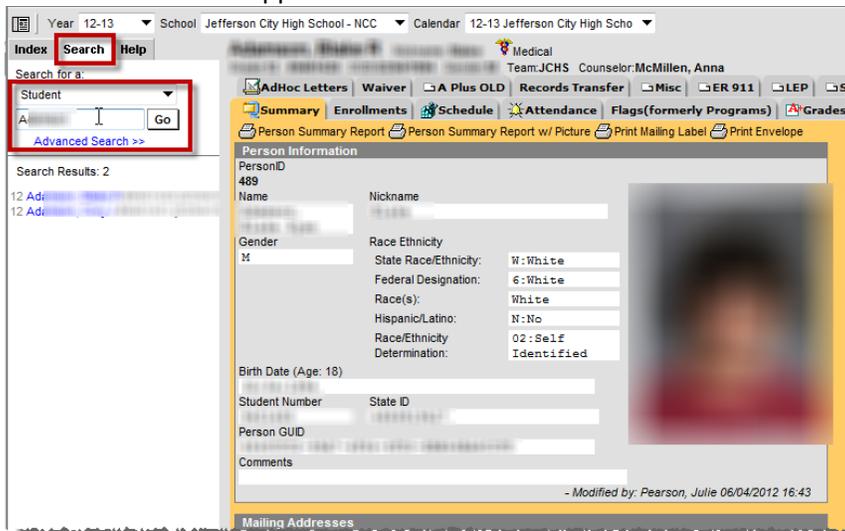
Walk-In Scheduler

This is to be used to schedule individual students if they come in **AFTER** school starts.

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



- 2) Select the **Search** tab 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.

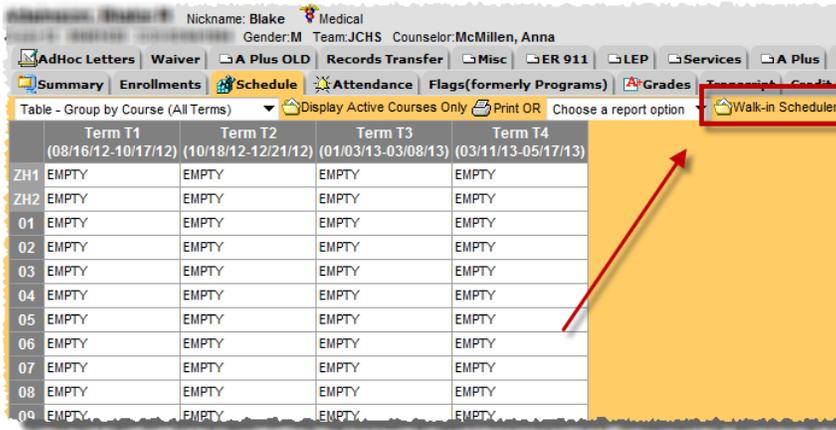


- 3) Select the **Schedule** Tab.

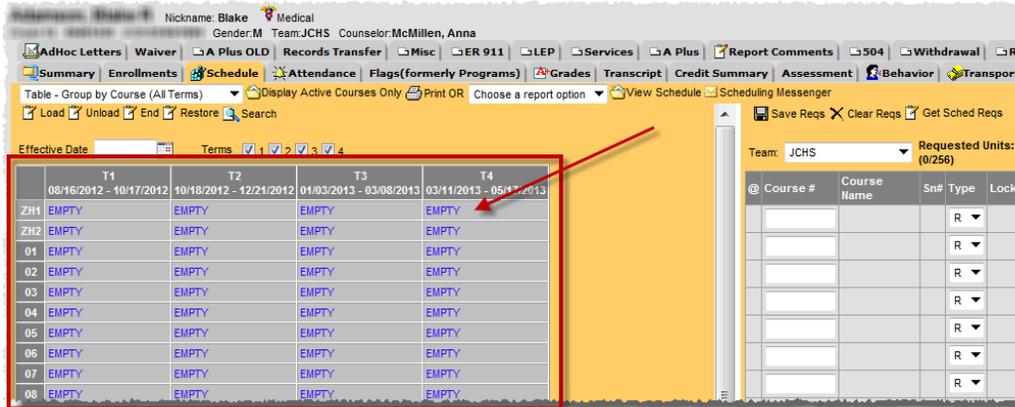
A screenshot of the software interface showing the 'Schedule' tab selected. The student's name 'Blake' and other details are visible at the top. Below the navigation tabs, there is a table showing course offerings for four terms: Term T1 (08/16/12-10/17/12), Term T2 (10/18/12-12/21/12), Term T3 (01/03/13-03/08/13), and Term T4 (03/11/13-05/17/13). The table has columns for course numbers (ZH1, ZH2, 01, 02, 03, 04, 05, 06, 07, 08, 09) and rows for course offerings. All cells in the table are currently empty.

| | Term T1 (08/16/12-10/17/12) | Term T2 (10/18/12-12/21/12) | Term T3 (01/03/13-03/08/13) | Term T4 (03/11/13-05/17/13) |
|-----|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| ZH1 | EMPTY | EMPTY | EMPTY | EMPTY |
| ZH2 | EMPTY | EMPTY | EMPTY | EMPTY |
| 01 | EMPTY | EMPTY | EMPTY | EMPTY |
| 02 | EMPTY | EMPTY | EMPTY | EMPTY |
| 03 | EMPTY | EMPTY | EMPTY | EMPTY |
| 04 | EMPTY | EMPTY | EMPTY | EMPTY |
| 05 | EMPTY | EMPTY | EMPTY | EMPTY |
| 06 | EMPTY | EMPTY | EMPTY | EMPTY |
| 07 | EMPTY | EMPTY | EMPTY | EMPTY |
| 08 | EMPTY | EMPTY | EMPTY | EMPTY |
| 09 | EMPTY | EMPTY | EMPTY | EMPTY |

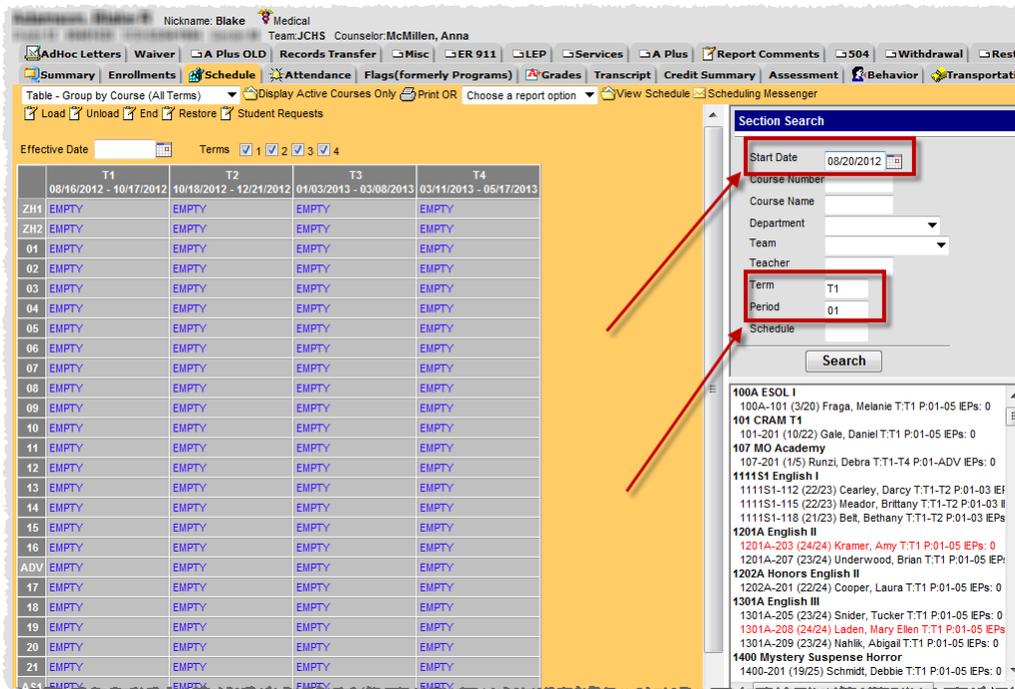
- 4) Notice that the schedule is empty. Click on Walk-In Scheduler.



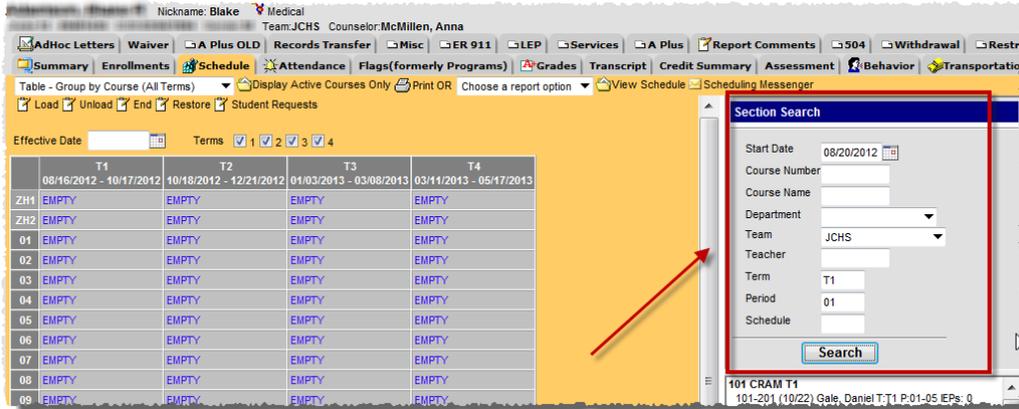
- 5) Each period should be showing a blue "Empty" hyperlink.



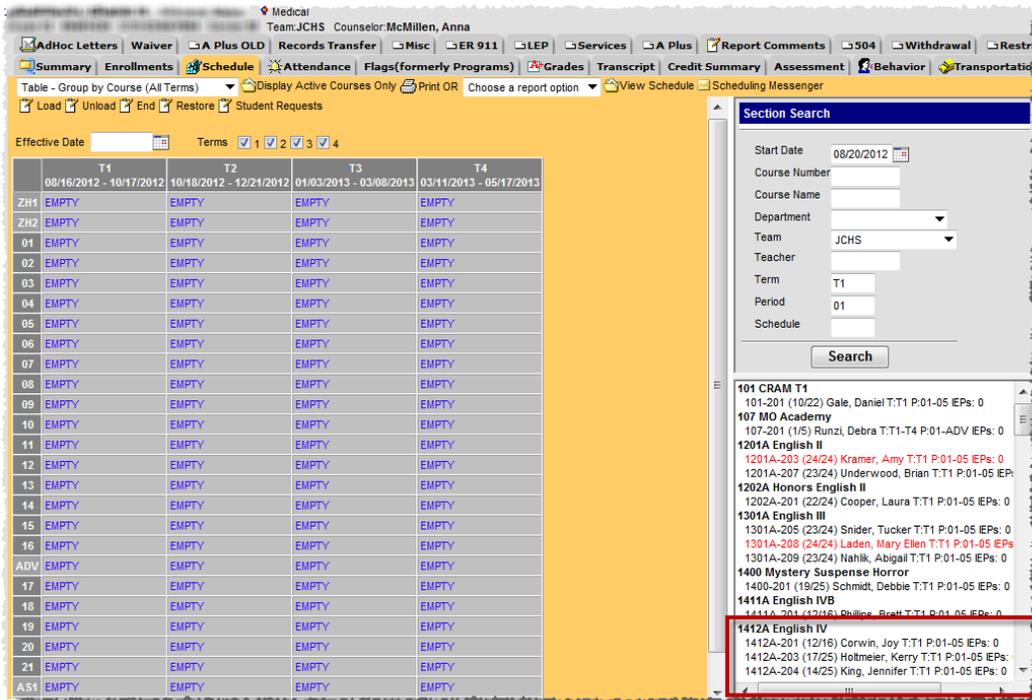
- 6) Click on the "EMPTY" link for first period that needs to be scheduled. This will bring up the Section Search box. Make sure the Start Date is the first day the student will be in class. Notice, based on the period and term selected, it will populate in the Section Search area and will only display course/sections that fall in that time frame.



- 7) The Course/Section list can be narrowed down by several other things:
 - a. Course Number
 - b. Course Name
 - c. Department
 - d. Team



- 8) Click on the course/section the student will be rostered into.



9) This will schedule the student into the class selected.

The screenshot shows a scheduling interface with a grid of periods. The columns represent terms: T1 (08/16/2012 - 10/17/2012), T2 (10/18/2012 - 12/21/2012), T3 (01/03/2013 - 03/08/2013), and T4 (03/11/2013 - 05/17/2013). The rows represent individual periods. A red box highlights the first five rows of the T1 column, which contain the course '1412A-201 English IV' with a start date of '08/20/2012'. A red arrow points to the first row of this box. The interface also shows a sidebar with a list of courses and a 'Requested Units: (0/256)' indicator.

10) Repeat steps 6 and 7 for every empty period and every term until the schedule is filled. Notice there is not a **start date** listed for Terms 2, 3, and 4 because the student is not starting that class in the middle of the term.

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

The screenshot shows the same scheduling interface, but now the T1 column is filled with courses. The courses are: 01-05: 1412A-201 English IV (Start: 08/20/2012); 06-10: 2200A-204 World History (Start: 08/20/2012). The other terms (T2, T3, T4) are empty. The interface also shows a sidebar with a list of courses and a 'Requested Units: (0/256)' indicator.

| | T1 08/16/2012 - 10/17/2012 | T2 10/18/2012 - 12/21/2012 | T3 01/03/2013 - 03/08/2013 | T4 03/11/2013 - 05/17/2013 |
|-----|--|-------------------------------|-------------------------------|-------------------------------|
| ZH1 | EMPTY | EMPTY | EMPTY | EMPTY |
| ZH2 | EMPTY | EMPTY | EMPTY | EMPTY |
| 01 | 1412A-201 English IV Start:08/20/2012 | 1412B-201 English IV | 5425A-201 AP Spanish | 5425B-201 AP Spanish |
| 02 | 1412A-201 English IV Start:08/20/2012 | 1412B-201 English IV | 5425A-201 AP Spanish | 5425B-201 AP Spanish |
| 03 | 1412A-201 English IV Start:08/20/2012 | 1412B-201 English IV | 5425A-201 AP Spanish | 5425B-201 AP Spanish |
| 04 | 1412A-201 English IV Start:08/20/2012 | 1412B-201 English IV | 5425A-201 AP Spanish | 5425B-201 AP Spanish |
| 05 | 1412A-201 English IV Start:08/20/2012 | 1412B-201 English IV | 5425A-201 AP Spanish | 5425B-201 AP Spanish |
| 06 | 2200A-204 World History Start:08/20/2012 | 2200B-204 World History | 7210A-204 Accounting I | 7210B-204 Accounting I |
| 07 | 2200A-204 World History Start:08/20/2012 | 2200B-204 World History | 7210A-204 Accounting I | 7210B-204 Accounting I |
| 08 | 2200A-204 World History Start:08/20/2012 | 2200B-204 World History | 7210A-204 Accounting I | 7210B-204 Accounting I |
| 09 | 2200A-204 World History Start:08/20/2012 | 2200B-204 World History | 7210A-204 Accounting I | 7210B-204 Accounting I |
| 10 | 2200A-204 World History | 2200B-204 World History | 7210A-204 Accounting I | 7210B-204 Accounting I |

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.

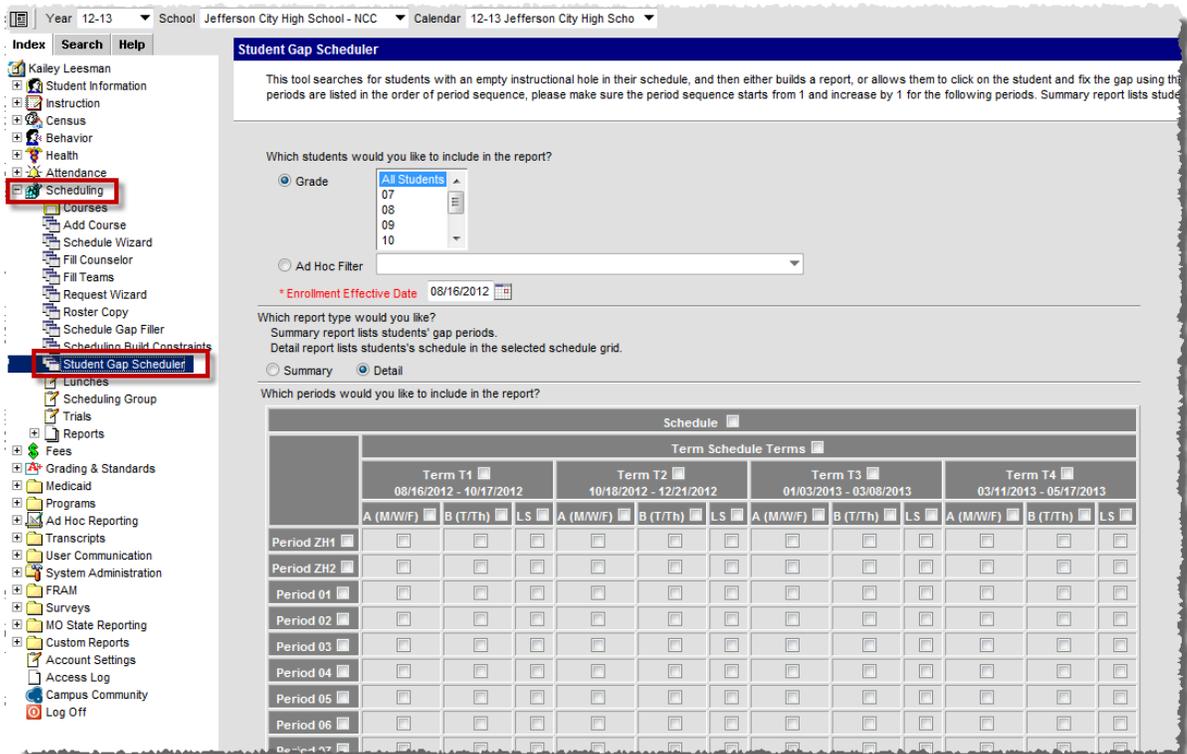
Students may be on this list for several reasons:

- 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**”.

Detail Report

- 1) **Grade:** All Students
- 2) **Enrollment Effective Date:** First day of school
- 3) Select **Detail**
- 4) Select **Schedule** and all **Periods**. Then uncheck **LS (Late Start)** and **ER (Early Release)**.
- 5) Select **Generate Report**.

Student Gap Scheduler

This tool searches for students with an empty instructional hole in their schedule, and then either builds a report, or allows them to click on the student and fix the gap using the wa...
periods are listed in the order of period sequence, please make sure the period sequence starts from 1 and increase by 1 for the following periods. Summary report lists students' g...

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade:

Enrollment Effective Date:

Which report type would you like?
 Summary report lists students' gap periods.
 Detail report lists students' schedule in the selected schedule grid.

Summary Detail

Which periods would you like to include in the report?

Schedule Term Schedule Terms

| | Term T1 <input checked="" type="checkbox"/> 08/16/2012 - 10/17/2012 | | | | Term T2 <input checked="" type="checkbox"/> 10/18/2012 - 12/21/2012 | | | | Term T3 <input checked="" type="checkbox"/> 01/03/2013 - 03/08/2013 | | | | Term T4 <input checked="" type="checkbox"/> 03/11/2013 - 05/17/2013 | | | |
|------------|--|-------------------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|-------------------------------------|--|--------------------------|-------------------------------------|--------------------------|--|-------------------------------------|--------------------------|--------------------------|
| | A (M/W/F) | | B (T/Th) | | A (M/W/F) | | B (T/Th) | | A (M/W/F) | | B (T/Th) | | A (M/W/F) | | B (T/Th) | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period ZH1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period ZH2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 01 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 02 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 03 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 04 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 05 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 06 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 07 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 08 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 09 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 10 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Period 11 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|--|--|
| 12-13 Jefferson City High School - NCC 609 Union Street, Jefferson City MO 65101 Generated on 07/23/2012 11:00:22 AM Page 1 | Student Gap Scheduling Report Enrollment Effective Date: 08/16/2012 All Grades Selected periods: 96 Total Students: 0 X: Booked period Shaded Cell: schedule gap --non-exist or unselected period |
|--|--|

| Student | Schedule | | | | Student | Schedule | | | |
|---------------------------------|----------|---------|---------|---------|---------------------------------|----------|---------|---------|---------|
| | Term T1 | Term T2 | Term T3 | Term T4 | | Term T1 | Term T2 | Term T3 | Term T4 |
| Grade: 12 Gender: F Gaps: 22 | M/W/F | M/W/F | M/W/F | M/W/F | Grade: 09 Gender: M Gaps: 12 | M/W/F | M/W/F | M/W/F | M/W/F |
| Period 01 | X | X | X | X | Period 01 | X | X | X | X |
| Period 02 | X | X | X | X | Period 02 | X | X | X | X |
| Period 03 | X | X | X | X | Period 03 | X | X | X | X |
| Period 04 | X | X | X | X | Period 04 | X | X | X | X |
| Period 05 | X | X | X | X | Period 05 | X | X | X | X |
| Period 06 | X | X | X | X | Period 06 | X | X | X | X |
| Period 07 | X | X | X | X | Period 07 | X | X | X | X |
| Period 08 | X | X | X | X | Period 08 | X | X | X | X |
| Period 09 | X | X | X | X | Period 09 | X | X | X | X |
| Period 10 | X | X | X | X | Period 10 | X | X | X | X |
| Period 11 | X | X | X | X | Period 11 | X | X | X | X |
| Period 12 | X | X | X | X | Period 12 | X | X | X | X |
| Period 13 | X | X | X | X | Period 13 | X | X | X | X |
| Period 14 | X | X | X | X | Period 14 | X | X | X | X |
| Period 15 | X | X | X | X | Period 15 | X | X | X | X |
| Period 16 | X | X | X | X | Period 16 | X | X | X | X |
| Period ADV | | | | | Period ADV | | | | |
| Period 17 | | | X | X | Period 17 | X | X | X | X |
| Period 18 | | | X | X | Period 18 | X | X | X | X |
| Period 19 | | | X | X | Period 19 | X | X | X | X |
| Period 20 | | | X | X | Period 20 | X | X | X | X |
| Period 21 | | | X | X | Period 21 | X | X | X | X |
| Period AS1 | | | | | Period AS1 | | | | |
| Period AS2 | | | | | Period AS2 | | | | |
| Grade: 12 Gender: F Gaps: 12 | M/W/F | M/W/F | M/W/F | M/W/F | Grade: 11 Gender: M Gaps: 12 | M/W/F | M/W/F | M/W/F | M/W/F |
| Period 01 | X | X | X | X | Period 01 | X | X | X | X |
| Period 02 | X | X | X | X | Period 02 | X | X | X | X |
| Period 03 | X | X | X | X | Period 03 | X | X | X | X |
| Period 04 | X | X | X | X | Period 04 | X | X | X | X |
| Period 05 | X | X | X | X | Period 05 | X | X | X | X |
| Period 06 | X | X | X | X | Period 06 | X | X | X | X |
| Period 07 | X | X | X | X | Period 07 | X | X | X | X |
| Period 08 | X | X | X | X | Period 08 | X | X | X | X |
| Period 09 | X | X | X | X | Period 09 | X | X | X | X |
| Period 10 | X | X | X | X | Period 10 | X | X | X | X |