

**Macomb Intermediate School District
Management Technology**



Elementary Scheduling

Special Thanks To:

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Janet Cameron – Warren Consolidated
Kathy Werner - Utica**



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Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

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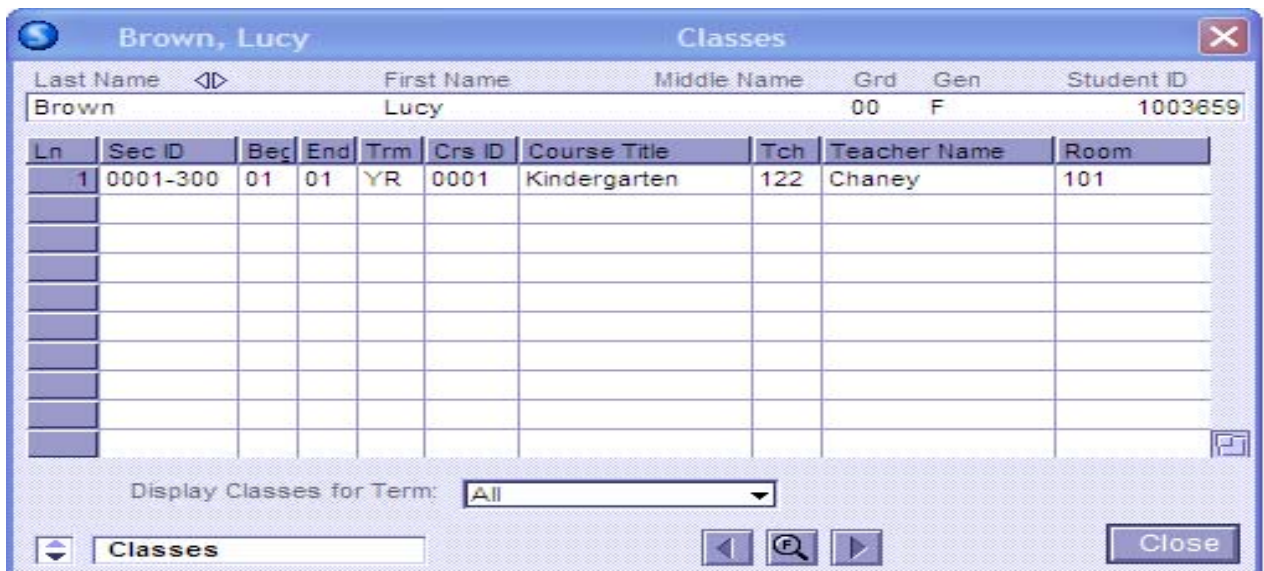
Advantages of Elementary Schools Using Schedules

Elementary schools that use schedules have the following options available to them:

- Ability to print student schedules, class schedules and teacher schedules
- Ability to produce attendance add-drop reports and other detailed attendance reports
- Ability to use grade reporting (progress reports/report cards)
- Ability to use the Walk-In Scheduling atom

Although using schedules requires some additional setup such as creating courses and sections, once created, these files can be rolled from year to year.

Below is an example of the SASI Classes atom, which reflects the student's section and course in which she is enrolled in.



The screenshot shows a software window titled "Brown, Lucy" and "Classes". It displays student information and a table of classes. The student's name is Lucy Brown, grade 00, gender F, and student ID 1003659. The table lists one class: Kindergarten, section 0001-300, room 101, taught by Chaney. The interface includes a search bar, a "Display Classes for Term" dropdown set to "All", and a "Close" button.

Ln	Sec ID	Beq	End	Trm	Crs ID	Course Title	Tch	Teacher Name	Room
1	0001-300	01	01	YR	0001	Kindergarten	122	Chaney	101

For further information on elementary scheduling setup and process, please refer to the documentation provided.

Elementary Scheduling With Schedules

Prepared By:
Midwest Educational Group

Course Description

This course teaches you to create teacher, course, and section records. It will also explain the scheduling process associated with an Elementary School with schedules.

Expected Outcomes

Upon Completion of this course you will be able to:

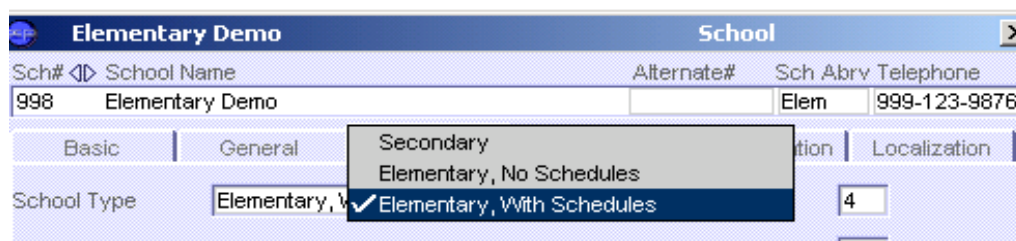
- Set up the correct fields in the School atom.
- Add, inactivate and delete teacher records using the Teacher atom.
- Add, inactivate and delete courses using the Course atom.
- Add and Duplicate Sections for both Primary and Special Teachers.
- Create Student Class List atoms to be used to enroll students into Sections (classes).
- Create Teacher Class List atoms to be used to enroll new or individual students into classes.

School Atom

Elementary, With Schedules

When this type is selected, SASIxp works with the Sections, Course, and Schedule atoms as well as the Teacher atom. For example, the program refers to the Sections atom when users find Class Attendance records. It looks for Teacher numbers in the Master Schedule (AMST) file when users sort Class Rosters and Attendance reports.

On the **Schedule Tab** of the School atom make sure that the School Type is Elementary, With Schedules



The screenshot shows the 'School' atom window in SASIxp. The window title is 'Elementary Demo School'. It contains a table with columns: Sch# (998), School Name (Elementary Demo), Alternate#, Sch. Abrv (Elem), and Telephone (999-123-9876). Below the table are tabs for 'Basic', 'General', 'Localization', and 'Schedule'. The 'General' tab is active, and the 'School Type' field is set to 'Elementary, With Schedules'. A dropdown menu is open, showing options: 'Secondary', 'Elementary, No Schedules', and 'Elementary, With Schedules' (which is selected with a checkmark). A small input box with the number '4' is visible to the right of the dropdown.

Some other fields that need to be set up in the School atom are also found on the **Schedule Tab** of the School atom.

Elementary Demo School

Sch# <ID> School Name Alternate# Sch Abrv Telephone
 998 Elementary Demo Elem 999-123-9876

Basic | **General** | **Schedule** | Enrollment | Term Duration | Localization

School Type: Elementary, With Schedules Course Length: 3
 Gen. Section ID: Course & Manual Section ID Length: 6
 Term Type: Year Schedule Homeroom Period:
 Teacher Aide:

Gen. Section ID How section IDs are to be generated. (It is suggested that you choose the Course & Manual discussed below.)

Course & Manual Tells the program to automatically assign the first portion of each section ID, using course numbers. Users can then complete the IDs with additional numbers as needed.

Course Length Maximum number of characters allowed for course IDs. You can allow up to 14 characters for course IDs. (3 or 4 suggested here)

Section ID Length Maximum number of characters allowed for class or section IDs. Specify by typing a number from 1 to 18. (6 or 7 suggested here)

On the **General Tab** of the School atom, the Period fields need to be filled in to reflect the number of subject areas you need to define in the Course atom. For 11 subjects (courses) the following Periods should be filled in. Begin 01, End 11.

Elementary Demo School

Basic | **General** | S

Grade Levels Taught
 00 01 02 03 04 05 06

Promote Grade Level to
 01 02 03 04 05 06

Periods: Begin 01 Password:
 End 11 Minimum Length
 Days to Expiratic

The **Term Duration Tab** of the School atom is where the start and ending dates are entered for each term. (This is where the default date is found for starting dates in the Sections atom before the school year is started.) For an elementary school with all courses that last all year the following setup could be used. Replace the Starting and Ending dates with your schools dates.

Elementary Demo School

Sch# <ID> School Name Alternate# Sch Abrv Telephone
 998 Elementary Demo Elem 999-123-9876

Basic | General | Schedule | Enrollment | **Term Duration** | Localization

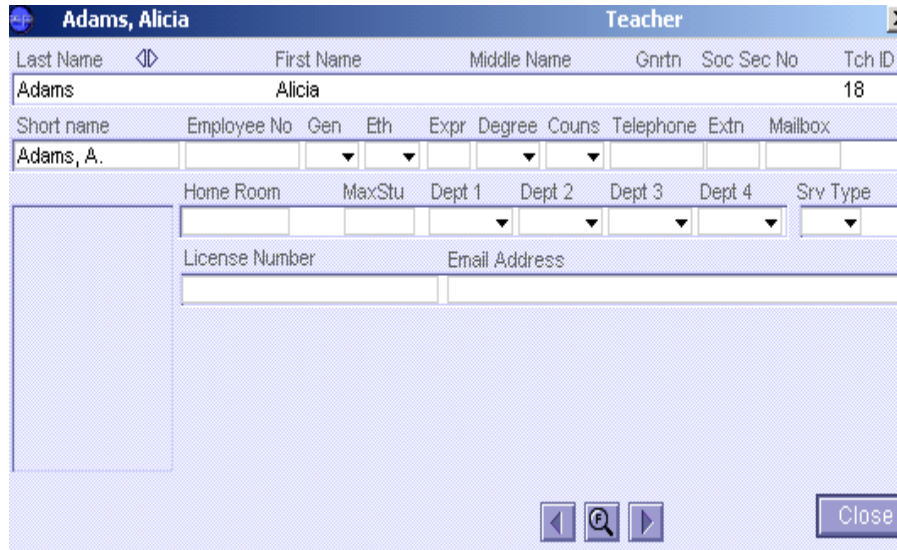
Term	Title	Starting	Ending	1	2	3	4	5	6
1	Year Schedule	09/05/00	06/14/01	YR					
2									
3									

Using the Teacher Atom

You use the Teacher atom (Basic Scheduling folder) to set up your teacher records. This is where you enter professional information for each teacher and assign the teacher ID's. After the teachers have been entered, this atom can be used to assign a group of students to a specific teacher.

Entering New Teachers

1. Open the Teacher atom within the Basic Scheduling atom.



The screenshot shows a software window titled "Adams, Alicia" with a "Teacher" tab. The form contains the following fields:

Last Name	First Name	Middle Name	Gnrtn	Soc Sec No	Tch ID
Adams	Alicia				18

Short name	Employee No	Gen	Eth	Expr	Degree	Couns	Telephone	Extn	Mailbox
Adams, A.									

Home Room	MaxStu	Dept 1	Dept 2	Dept 3	Dept 4	Srv Type

License Number	Email Address

At the bottom of the window, there are navigation buttons (back, search, forward) and a "Close" button.

2. From the Data Menu, select the ADD option or hold the Control key and press A. The Teacher ID field will populate with asterisks. When you complete the steps listed and save the next available teacher number in the system will replace the asterisks.
3. Type in the teachers last, first and middle names in the appropriate fields (Social Security number is optional.)
4. In the Short Name field, type the teacher's name as you would like it to appear on reports where space is limited, and also on the first page of the student form in the Name field next to the Tch #.
5. All of the other fields are optional and can be filled in as you wish.
6. Click SAVE to record entries, click UNDO to clear entries since the last save.

To Change Name, SSN, or ID

1. Open the Teacher atom within the Basic Scheduling atom then find the teacher whose record you want to change.
2. Click on the Teacher menu; select Change Name, SSN, ID option from the drop down menu.

3. Make the appropriate changes.
4. Click SAVE to record changes, click UNDO to clear entries since the last save.

Inactivating Teacher Records

1. Open the Teacher atom within the Basic Scheduling folder, then find the teacher whose record you want to inactivate
2. Click on the Data menu, then select the INACTIVATE option from the drop down menu.
3. Click SAVE to make the inactivation effective. Parentheses will appear around the teacher's name in the title bar to indicate an inactive status. Click UNDO to keep the teacher active.

Reactivating Teacher Records

1. Open the Teacher atom within the Basic Scheduling folder, and then find the teacher whose record you want to reactivate.
2. Click the Data menu, and then select the REACTIVATE option from the drop down menu.
3. Click SAVE to reactivate the records. The Parentheses around the teacher's name in the title bar indicating an inactive status will disappear. Click UNDO to cancel the reactivation.

Deleting Teacher Records

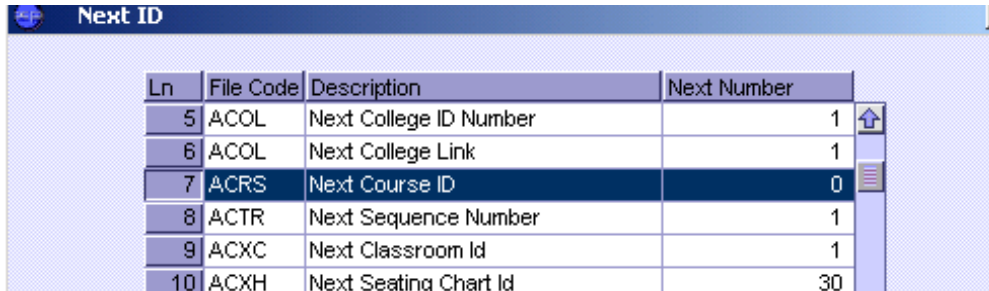
1. Open the Teacher atom within the Basic Scheduling folder, and then find the teacher whose record you want to delete.
2. Click on the Data menu, and then select the DELETE option from the drop down menu.
3. At the prompt, "Ok to Delete Records?" click OK. To abandon the delete, click CANCEL.

Deleting is permanent. If a teacher returns to your school, you will need to reenter all their pertinent information. Inactivating a teacher keeps their information in you system, but flags the teacher as inactive. If he/she returns to your school, simply reactivate their record.

Using the Course Atom

The Course Atom (Basic Scheduling folder) enables you to set up and maintain a record for each course taught at your school.

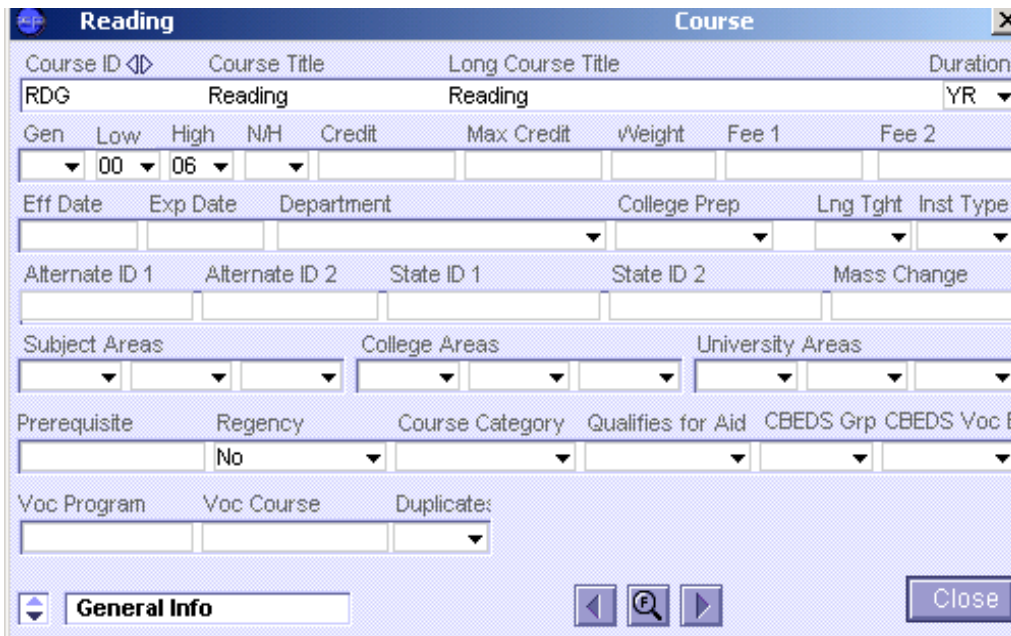
If you wish to name the courses according to subject matter i.e. ART, ENG, MTH rather than have SASIxp assign the next available numeric number you must open the Next ID atom (System Setup folder) and change the ACRS file Next Course ID to 0 in the Next Number field. Save, Close.



Ln	File Code	Description	Next Number
5	ACOL	Next College ID Number	1
6	ACOL	Next College Link	1
7	ACRS	Next Course ID	0
8	ACTR	Next Sequence Number	1
9	ACXC	Next Classroom Id	1
10	ACXH	Next Seating Chart Id	30

Entering New Courses

1. Open the Course atom within the Basic Scheduling atom.



Course ID: RDG Course Title: Reading Long Course Title: Reading Duration: YR

Gen: 00 Low: 06 High: N/H Credit: Max Credit: Weight: Fee 1: Fee 2:

Eff Date: Exp Date: Department: College Prep: Lng Tght: Inst Type:

Alternate ID 1: Alternate ID 2: State ID 1: State ID 2: Mass Change:

Subject Areas: College Areas: University Areas:

Prerequisite: Regency: No Course Category: Qualifies for Aid: CBEDS Grp: CBEDS Voc E:

Voc Program: Voc Course: Duplicate:

General Info [Navigation Buttons] Close

2. From the Data Menu, select the ADD option or hold the Control key and press A.
3. In the Course ID field enter the Course ID (chosed a combination of Alpha/Numeric characters) if the Next Course ID was set to zero. If not, this field will be populated with asterisks and the next ID available will populate this field upon saving the information.
4. In the Course Title field, type in an appropriate Short Title (18 char). This is the title that will appear on schedules, report cards and transcripts.

5. In the Long Course Title field, type in an appropriate Long Title (40 char). This is for descriptive purposes only.
6. In the Duration field, use the drop down list to select a term duration (YR in most cases at the elementary level).
7. In the Gender field, use the drop down list to select a gender restriction if one applies.
8. In the Low field, use the drop down list to select the lowest grade level allowed to take this course.
9. In the High field, use the drop down list to select the highest-grade level allowed to take this course.

These are the main fields necessary for elementary scheduling. The remainder of the fields can be filled in for reference purposes. If the elementary is using grade reporting, including GPA's and transcripts, the credits and N/H fields impact the GPA. Refer to the Grading Setup handout for further information.

10. Repeat Steps 2 – 9 to enter all remaining courses.

NOTE: If SASIxp Grade Reporting and /or InteGrade Pro are being used, all the subject areas for which the student receives a grade will need to be added as a course in SASIxp. (i.e. Reading, Spelling, English, Math, Science, Social Studies, Art, Music, PE, Computers, etc.)

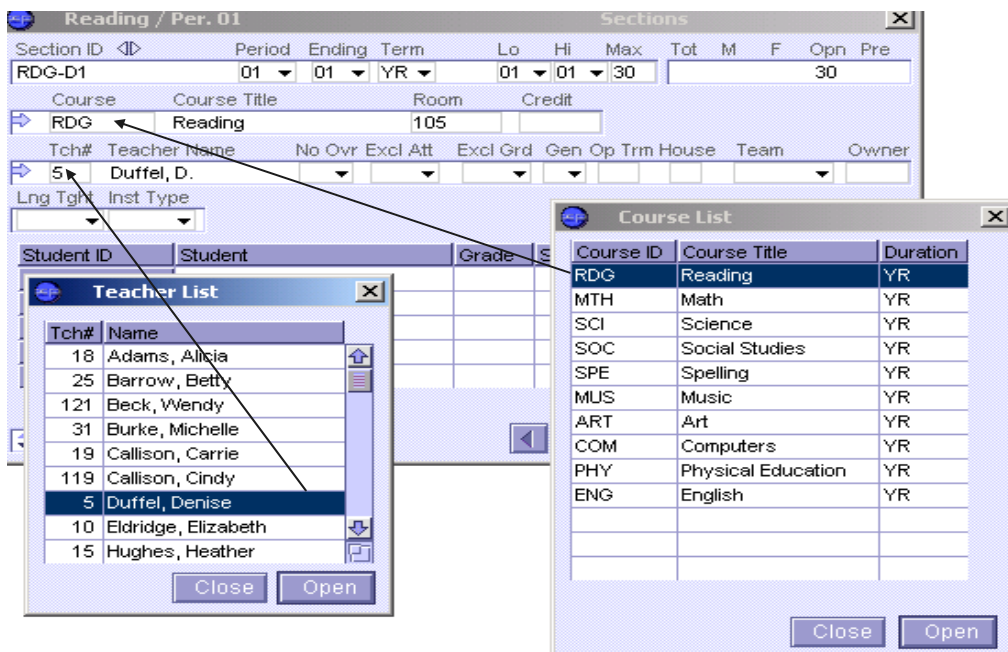
Once you have entered all courses, you can open the Course List atom (Basic Scheduling folder) to see a list of all courses.

Course ID	Course Title	Duration
RDG	Reading	YR
MTH	Math	YR
SCI	Science	YR
SOC	Social Studies	YR
SPE	Spelling	YR
MUS	Music	YR
ART	Art	YR
COM	Computers	YR
PHY	Physical Education	YR
ENG	English	YR

Using the Sections Atom

To Create Sections (For Primary Teachers)

1. Open the Sections atom in the Basic Scheduling folder. The atom will open to the Student List page.
2. From the Data menu, select the ADD option or hold the Control key and press A. Asterisks will appear in the Section ID field immediately. These will change when the Course ID has been selected if Course & Manual was selected in the School atom. Otherwise, the next available Section ID will replace the asterisks when you finish with the steps below and click SAVE.
3. Click the blue quick link arrow to the left of the Course field. The Course List will position itself on the far right side of the screen. Scroll down the list until you find the desired course. Position your mouse arrow on top of the Course ID number, click and hold until an outline box appears. Drag the outline box onto the Sections form and release. All appropriate Course information will automatically appear. (If Course & Manual has been chosen in the School atom, the Section ID field will now be filled with the Course ID followed by a hyphen – the actual section ID will need to be entered manually before the new section can be saved.)
4. Enter the second part of the Section ID after the hyphen – Many schools enter the grade level such as 01, 02 etc.. For those schools with more than one grade level, often the teachers' last name initial followed by grade level is used, such as P1 for Piper grade 1 or J1 for Johnson grade 1. In the example above, D1 would be added for Denise Duffel.
5. Click the blue quick link arrow to the left of the Teacher field. The Teacher List will position itself on the far right side of the screen. Scroll down the list until you find the desired teacher. Drag and drop the teacher number onto the Section screen just as you did for the Course. All appropriate teacher information will automatically appear.



6. Fill in the Period (beginning) and Ending from the drop down menu. This should be entered according to how you want the courses to show on the class schedule or report cards if using SASIxp grade reporting. For example 01 to 01 will print first, 02 to 02 will print second.

7. The Lo field should be filled with 01 for grade one and the Hi field with 01 for grade 1.
8. The Max field should be filled with the maximum number of students allowed in the class.
9. The room number for the teacher can also be added.

These are the fields that need to be entered. Any others can be added later if the need arises.

To Duplicate Sections (For Primary Teachers)

Keeping the Sections atom open, the Course List atom open, and Teacher List open, you are now ready to create sections for all grade levels. It is easiest to enter all sections of one course at a time. For example, since Reading RDG was chosen first, all courses of RDG should be added. Be sure to add one for each teacher.

1. From the Section menu, select Duplicate Section.

The section created on the previous page will now appear as below.

Section ID <ID>	Period	Ending Term	Lo	Hi	Max	Tot	M	F	Opn	Pre
RDG-	01	01	YR	01	01	30				30

Course	Course Title	Room	Credit
RDG	Reading	105	

Tch#	Teacher Name	No Ovr	Excl Att	Excl Grd	Gen Op	Trm House	Team	Owner
5	Duffel, D.							

Student ID	Student	Grade	Start Date	T/A	Override

2. From the Teacher List atom (still open on desktop) drag a new teacher onto the Tch# field. The new teacher number can also be typed into the Tch# field.
3. Enter the second part of the Section ID (after the hyphen) with the same identifier as used above. In the example shown, since the new teacher's name is Alicia Adams and she teaches first grade, an A1 will follow the hyphen: RDG-A1.
4. The Lo and Hi fields should be modified accordingly. When the second grade teacher is added to a section, the Lo and Hi fields should be filled with 02.
5. The room number for the teacher should also be changed.
6. Repeat Steps 2 – 5 (Duplicate Sections Primary Teachers) until all sections of Reading have been created.

Continue creating the next course by following the steps outlined in the "Create Sections for Primary Teachers" area on page 10-11.

To Create Sections (For Special Teachers)

Repeat all steps for creating sections for primary teachers, except when entering the manual part of the Section ID, enter the same ID used for the Primary Teacher. For example, the Section ID for Art would Be ART-D1 for Denise Duffel and ART-A1 for Alicia Adams.

To Duplicate Sections (For Special Teachers)

With the appropriate Section open (in this case ART), Select Duplicate Sections from the Sections menu.

The following window will appear.

Section ID	Period	Ending Term	YR	Lo	Hi	Max	Tot	M	F	Opn	Pre
ART-	08	08	YR	01	06	30					30

Course	Course Title	Room	Credit
ART	Art	ART	

Tch#	Teacher Name	No Ovr	Excl Att	Excl Grd	Gen Op Trm House	Team	Owner
15	Hughes, H.						

Student ID	Student	Grade	Start Date	T/A	Override

The only field that needs to be changed is the manual part of the Section ID. There should be a section of Art created for each primary teacher in the school.

To View / Edit Sections

1. Open the Sections atom. In Find mode, type an asterisk in the Section ID field. Click FIND.

A Matrix of all sections like the one below will appear.

Section ID	Beg	End	Trm	Crs ID	Course Title	Tch	Teacher Name	Room	Max	Tot	Opn
MTH-D1	04	04	YR	MTH	Math	5	Duffel, D.	105	30	30	
MUS-A1	07	07	YR	MUS	Music	24	Nord, N.	MUS	30	30	
MUS-D1	07	07	YR	MUS	Music	24	Nord, N.	MUS	30	30	
MUS-E2	07	07	YR	MUS	Music	24	Nord, N.	MUS	30	30	
PHY-A1	10	10	YR	PHY	Physical Education	29	Kirk, K.	GYM	30	30	
PHY-D1	10	10	YR	PHY	Physical Education	29	Kirk, K.	GYM	30	30	
PHY-E2	10	10	YR	PHY	Physical Education	29	Kirk, K.	GYM	30	30	
RDG-A1	01	01	YR	RDG	Reading	18	Adams, A.	106	30	30	
RDG-D1	01	01	YR	RDG	Reading	5	Duffel, D.	105	30	30	
RDG-E1	01	01	YR	RDG	Reading	10	Eldridge, E.	107	30	30	
SCI-D1	05	05	YR	SCI	Science	5	Duffel, D.	105	30	30	
SOC-D1	06	06	YR	SOC	Social Studies	5	Duffel, D.	105	30	30	
SPE-A1	02	02	YR	SPE	Spelling	18	Adams, A.	106	30	30	
SPE-D1	02	02	YR	SPE	Spelling	5	Duffel, D.	105	30	30	

19 Sections in the list

If something is missing or wrong in this list, double click on the Section ID to view or modify a particular section.

To Find sections for a certain teacher: In Find mode, enter the teacher number in the Tch# field and click FIND. A matrix like the one above will appear, including only sections assigned to the specific teacher. A different matrix will appear with the selection of different parameters.

To Create Lists of Students to Enter into Teacher Sections

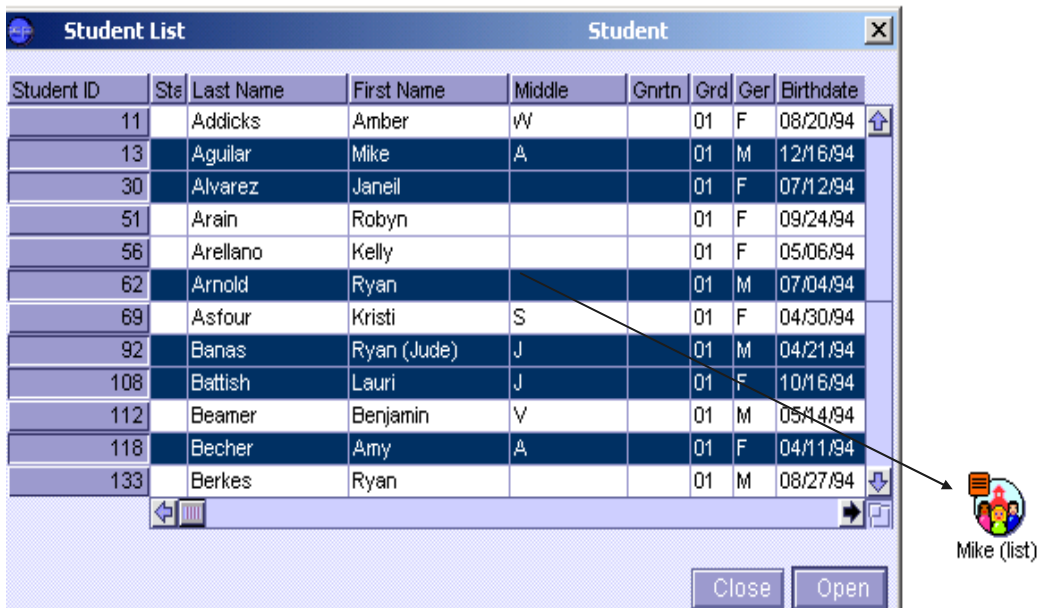
Once all sections have been created, the easiest way to create Student Schedules is to add the students to the sections that they will be a part of.

1. Open the Student or Enrollment atom.
2. Perform a Find using criteria designed to produce a matrix that includes the students you want to enroll in certain sections. For example a matrix of all the 1st grade students.

Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Student ID
*				01		

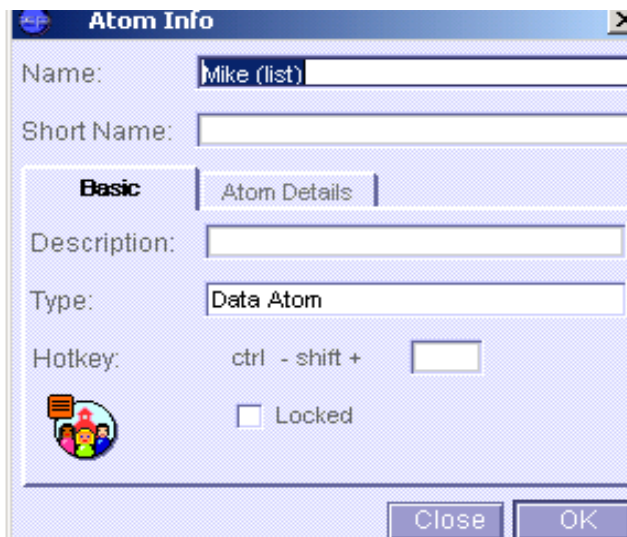
Page 1 | Page 2 | Page 3

3. Holding down the Shift key, click each student ID in the Student (Enrollment) matrix that you are going to add to certain sections. Release the Shift key and drag and drop all of the highlighted students onto a blank area of the desktop. A new atom will be created for this list of students.



To rename the Mike (list) atom, close all forms on your desktop. Highlight the Mike (list) atom and from the File menu choose Atom Info.

The following window will appear.



Change the Name Mike (list) to the class list of the teacher whose students have been selected. I.e. Duffels D11st grd stu list

A Description may be added if wished.

Repeat Steps listed above to create Lists for all students.

To create a “Student Class Lists” Folder in which to store all of your lists, go to the File menu and select New Folder. In the Save As field, type: “Student Class Lists” and click SAVE. Once the folder is created, you can drag and drop the student lists onto the new folder.

- Regardless of which Matrix you choose to use, double click on the first Section ID. This will open the Section where the students will be enrolled.

- Drag the correct student class list atom onto the section, in this case drag Duffels List 1st Grade atom onto the section “Student List” page.

- The students in the atom will be added to the Sections atom.

The students are added to the matrix in the Sections atom in alphabetical order.

The system date defaults in the Start Date cell for that student. If this process is done before the start date on the term duration page of the School atom the date will default to the date selected there. If the school year has already started you can mass change this start date later. (HINT: You can temporarily change the system date to the first day of school if you are adding numerous students.)

The students will be enrolled into the section as shown below.

Student ID	Student	Grade	Start Date	T/A	Override
13	Aguilar, Mike A.	01	09/05/00		
30	Alvarez, Janeil	01	09/05/00		
62	Arnold, Ryan	01	09/05/00		
92	Banas, Ryan (Jude) J.	01	09/05/00		
108	Battish, Lauri J.	01	09/05/00		

6. Close this section.
7. Repeat steps 3 – 6 until the students have been enrolled in all the sections for this teacher.

Once all students have been enrolled for this teacher, you are ready to repeat the above process for the remaining primary teachers and special teachers in your school.

To View a student's schedule

1. Open the Classes atom (Student Info folder, or Basic Schedule folder)
2. Find the student whose schedule you wish to view.

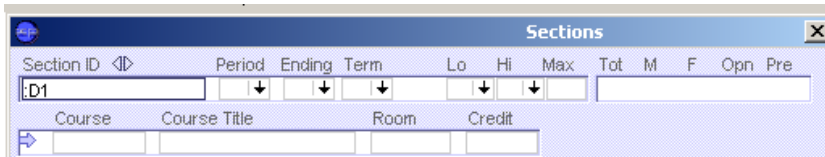
Ln	Sec ID	Beg	End	Trm	Crs ID	Course Title	Tch	Teacher Name	Room
1	RDG-D1	01	01	YR	RDG	Reading	5	Duffel, D.	105
2	SPE-D1	02	02	YR	SPE	Spelling	5	Duffel, D.	105
3	ENG-D1	03	03	YR	ENG	English	5	Duffel, D.	105
4	MTH-D1	04	04	YR	MTH	Math	5	Duffel, D.	105
5	SCI-D1	05	05	YR	SCI	Science	5	Duffel, D.	105
6	SOC-D1	06	06	YR	SOC	Social Studies	5	Duffel, D.	105
7	MUS-D1	07	07	YR	MUS	Music	24	Nord, N.	MUS
8	ART-D1	08	08	YR	ART	Art	15	Hughes, H.	ART
9	COM-D1	09	09	YR	COM	Computers	9	Jones, J.	MEDIA
10	PHY-D1	10	10	YR	PHY	Physical Education	29	Kirk, K.	GYM

3. From the Classes menu select CLS32 to print class schedules.
4. Class Rosters can be printed for individual sections from the Student atom. Open the Student atom select Class Rosters W/Sched (STU41) and choose to print individual sections or all sections for a certain teacher.

To Create Lists of Sections (Classes) for Scheduling New Students

Before scheduling an individual student, the following steps should be followed. Teacher Class List atoms should be created in a similar fashion to creating Student List atoms.

1. Open the Section atom.
2. Perform a find to produce a matrix listing all sections for an individual teacher. If you want to include the special classes in a student's schedule, you can enter the "contains" wildcard colon preceding the manual part of the Section ID that represents the teacher's sections (classes). For example, to create a list of all sections taught by Denise Duffel, enter :D1 in the section ID field when performing a find.



The following matrix will appear:

Section ID	Beg	End	Trm	Crs ID	Course Title	Tch	Teacher Name	Room	Max	Tot	Opn
ART-D1	08	08	YR	ART	Art	15	Hughes, H.	ART	30	30	
COM-D1	09	09	YR	COM	Computers	9	Jones, J.	MEDIA	30	30	
ENG-D1	03	03	YR	ENG	English	5	Duffel, D.	105	30	30	
MTH-D1	04	04	YR	MTH	Math	5	Duffel, D.	105	30	30	
MUS-D1	07	07	YR	MUS	Music	24	Nord, N.	MUS	30	30	
PHY-D1	10	10	YR	PHY	Physical Education	29	Kirk, K.	GYM	30	30	
RDG-D1	01	01	YR	RDG	Reading	5	Duffel, D.	105	30	30	
SCI-D1	05	05	YR	SCI	Science	5	Duffel, D.	105	30	30	
SOC-D1	06	06	YR	SOC	Social Studies	5	Duffel, D.	105	30	30	
SPE-D1	02	02	YR	SPE	Spelling	5	Duffel, D.	105	30	30	

3. Holding down the Shift key, click on the “Section ID” title. This will select or highlight all the sections (classes) in Denise Duffel’s section list. Release the Shift key, place the mouse over any of the beginning period fields, click and hold to see a shadow box, and then drag and drop all of the sections onto a blank area of the desktop. A new atom will be created (named for the first section selected from the Section matrix). In this case, the atom is titled ART-D1 (list) 1. Close all forms on your desktop and follow directions previously outlined to rename the atom.

Repeat Steps listed above to create all teacher class lists. Then create a new folder to keep all the class lists in.

NOTE: After creating new atoms, from File in the menu bar select Save Desktop.

To Assign a Schedule to a New (Individual) Student

1. Open the Classes atom (Student Info folder, or Basic Scheduling folder).
2. Find the Student for whom you wish to schedule classes.
3. Select the correct Teacher Class List atom from those you have created and drag this atom onto the Classes atom. The student will then be scheduled into all the sections (classes) that are assigned to this teacher.

Addicks, Amber W. Classes




Last Name	First Name	Middle Name	Grd	Gen	Student ID
Addicks	Amber	vW	01	F	11

Ln	Sec ID	Beg	End	Trm	Crs ID	Course Title	Tch	Teacher Name	Room
1	RDG-D1	01	01	YR	RDG	Reading	5	Duffel, D.	105
2	SPE-D1	02	02	YR	SPE	Spelling	5	Duffel, D.	
3	ENG-D1	03	03	YR	ENG	English	5	Duffel, D.	
4	MTH-D1	04	04	YR	MTH	Math	5	Duffel, D.	
5	SCI-D1	05	05	YR	SCI	Science	5	Duffel, D.	
6	SOC-D1	06	06	YR	SOC	Social Studies	5	Duffel, D.	
7	MUS-D1	07	07	YR	MUS	Music	24	Nord, N.	
8	ART-D1	08	08	YR	ART	Art	15	Hughes, H.	
9	COM-D1	09	09	YR	COM	Computers	9	Jones, J.	
10	PHY-D1	10	10	YR	PHY	Physical Education	29	Kirk, K.	

Display Classes for Term:

Classes

Teacher Class Lists

- 
Duffel D1 Class List (5)
- 
Eldridge E2 Class List (10)
- 
Adams A1 Class List (18)

4. Click Save if this schedule is correct.

5. The start date will automatically default to the system date. If this student is scheduled before school begins, the start date will be determined by the start date on the Term Duration Tab of the School atom. If you need to change the start date for the individual student, click on the Classes menu, select Show Start Dates. A new column will appear and the dates can then be manually changed.

Elementary Scheduling ~ In Practice

Warren Consolidated Schools

Building Level documentation

By: Janet Cameron

Elementary Scheduling

1. Create ToolBar for Elementary Scheduling

Utilities Folder

Query Atom

Generic Selection

Basic Scheduling Folder

Sections

Teacher List

Course List

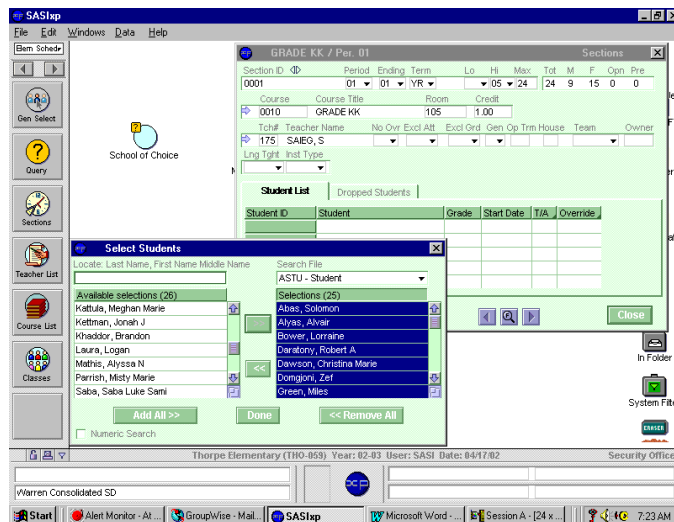
Classes

2. Click on Query Atom

Create the following filter changing the grade to the appropriate grade.

KEEP ASTU if GR = 00 and Status = ‘ ‘

3. Click on Sections Atom
Find section number for first Kindergarten class
4. Open Generic Selection and arrange windows on screen



5. Double click on the names on the left side of the screen that you wish in this section.
Once you have all the names on the right for this section, click on the Blue heading that says **Selections (25)** on the right side of the screen. This will highlight all the names.
Click and hold the mouse button until you get the marching ants and Then drag the names over to the Section in the upper right Corner of the screen and drop it on the sections.
6. Repeat this process for all sections in that grade level.
7. When grade level is complete, remove filter from System Filter Folder.
8. Repeat steps 2 – 7 for each grade level.
9. When completely finished make sure all filters are removed from the System Filter Folder.
10. In Sections, click on Sections on the Menu bar at the top. Click on Update Counts.

ELEMENTARY SCHEDULING FOR REPORT CARDS: (4th & 5th Grade Pilot only)

Complete the first ten steps above for all grades.

Open Mass Assign Classes Atom in the Basic Scheduling Folder.

Mass Assign Classes

Search List Section Lookup

Enter section(s) to locate in Student Schedules

Section ID	Course Title	Action
0401	GRADE 04	Drop

Note: For a drop or replace to take effect, the student must have all sections in the drop list

Grade level: Gender:

Query Statement (optional)

Add List Section Lookup

Enter section(s) to add, or to replace those in the Drop List.

Section ID	Course Title
0Art-4A	Art
Comm-4A	Comm
Cond-4A	Conduct
Heal-4A	Health
Lang-4A	Language
Math-4A	Math
Musi-4A	Music
Phys-4A	Phys Ed
Read-4A	Read
Scie-4A	Science
SocS-4A	Social Studies

Starting Date for New Classes: 08/26/03

Record Changes in Class History.

Close Assign

Lean Elementary (LEA-050) Year: 03-04 User: SASI Date: 06/09/03

On the left side, Search List, click on the Section Lookup Arrow at the top and select the section for Teacher A for the 4th Grade Section. In this example from Lean, Teacher A is teacher #102, Carpenter.

On the right side, Add List, click on the Section Lookup Arrow at the top and select all the sections for 4A except Band. Those will have to be individually scheduled.

Fill in the start date of 08/26/03.

Click ASSIGN.

Repeat this process for 4th Grade Teacher B and Teacher C
Repeat this process for all 5th Grade Teachers.

In Sections, click on Sections on the Menu bar at the top. Click on Update Counts.

Elementary Scheduling ~ In Practice

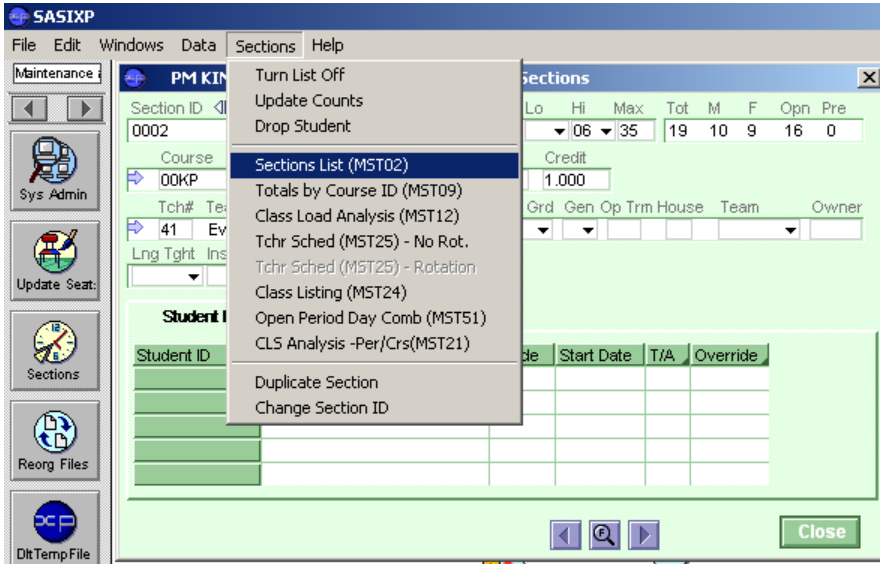
Utica Community Schools

Building Level documentation

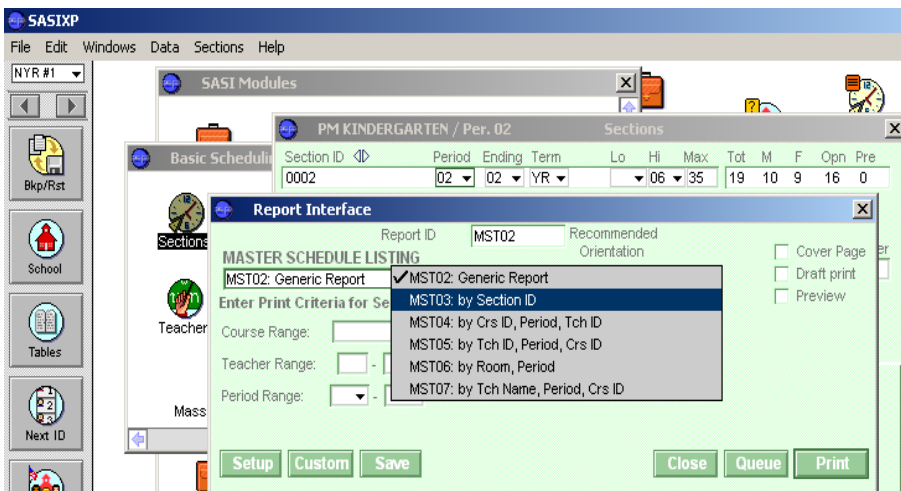
By: Kathy Werner

Elementary Procedure for Assigning Students to Classes

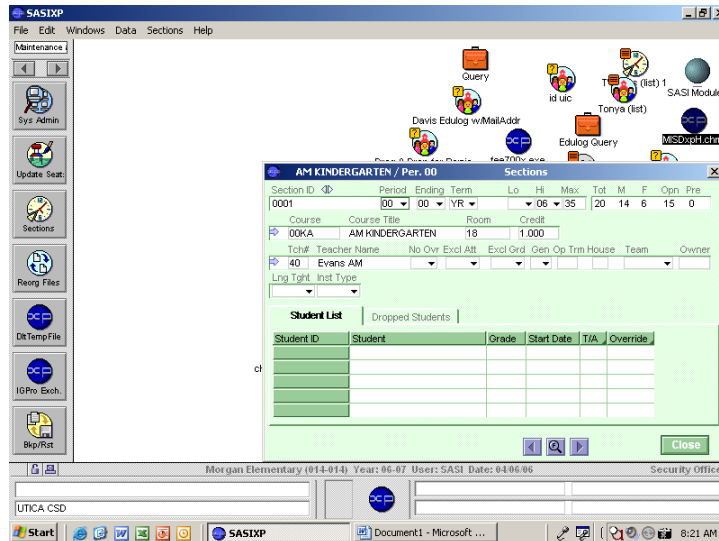
1. Log into the new school year (2006)
2. Open the Sections Atom
 Select Sections dropdown menu from the grey bar across the top
 Select MST02 report



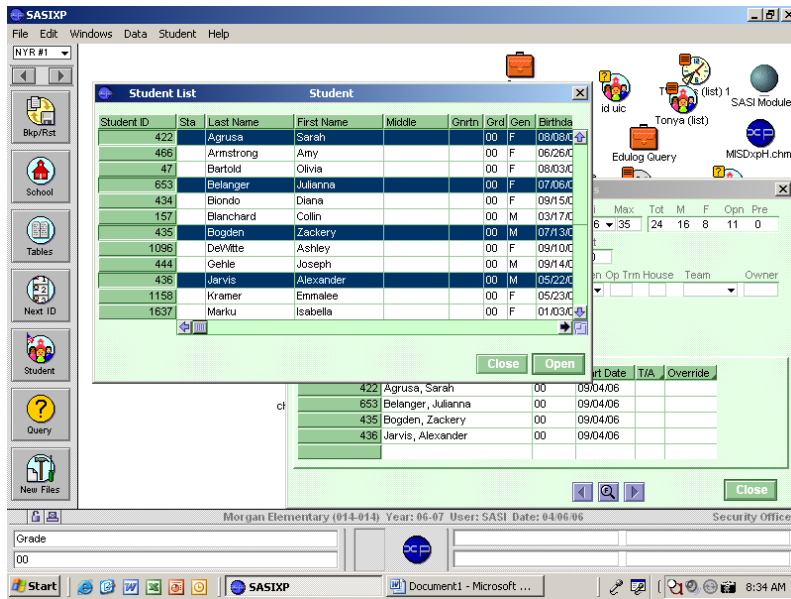
3. Change the report to the MST03 report
 Print the MST03
 Make all corrections to the teachers/sections/rooms etc. on the report.
 Make the same corrections in the sections atom.
 If a teacher changes, make additions/deletions in the teacher atom.



4. Open the Sections Atom
 - Find the section/class you are ready to assign students to
 - Drag the open section to the bottom right of your screen



5. Open the student atom
 - Select FIND
 - Place an * in the last name field
 - Select the grade level you're working on from the dropdown grade field
 - Select FIND (all students in that grade level will appear in a matrix)
 - Hold the Shift key down and select the students that are assigned to the first section/class that you have open. Drag the highlighted names to the open section. (The student names will now be listed in that section/class)



6. If you need to take a student out of a section/class, select the student, go up to the sections dropdown and select Drop Student. A box will appear, select Delete permanently (No History Record) SAVE
7. Repeat for each section/class and grade level.
8. Stay in the sections atom, select Sections from the dropdown and choose Update Counts. (must be on a section when updating counts)
9. Print new MST03 to verify master schedule.
10. When finished, run the following two queries to place the teacher number on the student screen in the Tch/Advisor and Counselor fields.
 These queries will also fill in the teacher number field on the enrollment atom.

Query [X]

CHANGE ▾ ASTU ACLS AMST Counselor = TchNum

#	Counselor Number	Teacher Number

1	2	3	4
ASTU	ACLS	AMST	
Telephone	Status	ClassLink	
Birthplace	SchoolNum*	SectionID	
BirthMeth	StuLink*	BegPeriod	
EngProf	ClassLink*	EndPeriod	
PrimaryLng	StartDate	SplitBeg	
HomeLng	EndDate	SplitEnd	
HomeLngCor	TchAide	Track	
504	AddTag	TermCode	
FreeMeals	MrgGrdCrS	Course*	
USCitizen	OverTermCd	CrSTitle	
Counselor*	OverFA	TchNum*	

Conditions

- IF
- \$ORT
- AND
- OR
- NOT
- =
- <>
- <
- <=
- >

Variables

- %0
- %1
- %2
- %3

Show Inactive Records

Show Empty Records

Close Do

Query [X]

CHANGE ▾ ASTU ACLS AMST Advisor = TchNum

#	Advisor Number	Teacher Number

1	2	3	4
ASTU	ACLS	AMST	
Birthplace	Status	ClassLink	
BirthMeth	SchoolNum*	SectionID	
EngProf	StuLink*	BegPeriod	
PrimaryLng	ClassLink*	EndPeriod	
HomeLng	StartDate	SplitBeg	
HomeLngCor	EndDate	SplitEnd	
504	TchAide	Track	
FreeMeals	AddTag	TermCode	
USCitizen	MrgGrdCrS	Course*	
Counselor*	OverTermCd	CrSTitle	
Advisor*	OverFA	TchNum*	

Conditions

- IF
- \$ORT
- AND
- OR
- NOT
- =
- <>
- <
- <=
- >

Variables

- %0
- %1
- %2
- %3

Show Inactive Records

Show Empty Records

Close Do