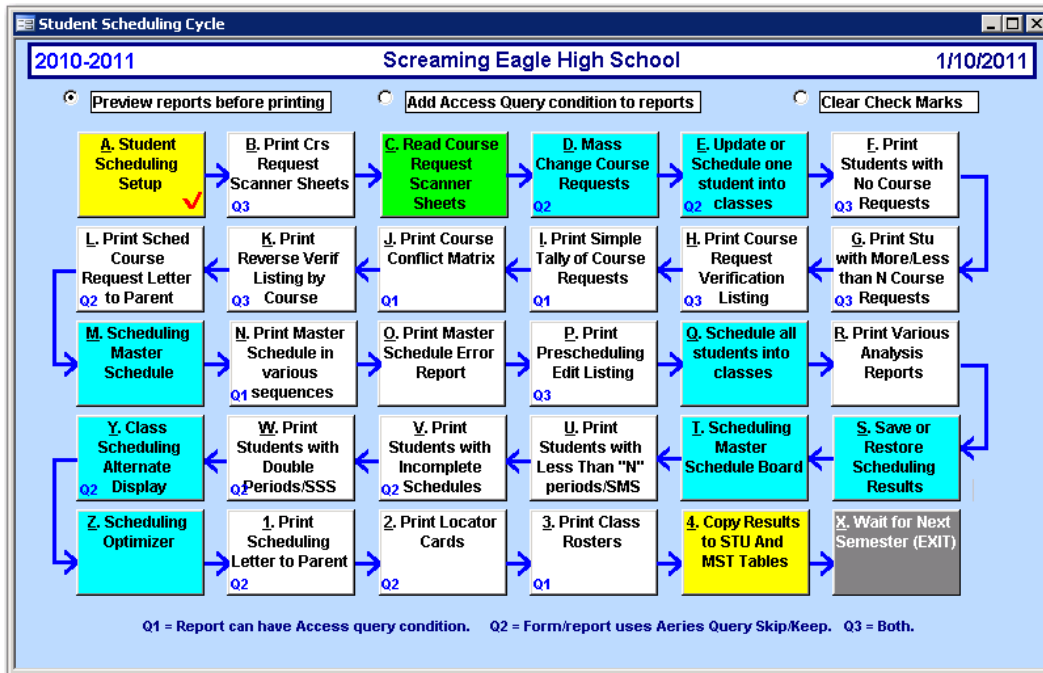




## Student Scheduling

The **Student Scheduling Cycle** form displays various programs and reports utilized in scheduling students. The form is color coded to visually display which steps are procedural steps (yellow), printed reports (white), scanner sheets (green), or forms for displaying and updating data (blue.)



As each step is performed a **red** check mark displays on the button and will display until **Student Scheduling Setup** is generated. The above example displays a red message on the bottom indicating students are being scheduled using next year's grade level.

The **Preview Reports before printing** defaults and selected reports will display on the form. To automatically print reports, de-select the option and all reports will be generated. A query condition can be added to select certain criteria and has query conditions that can be utilized with **Access** or **Aeries** query. A code displays in the left corner of the box indicating which query can be utilized. No query is available if a code does not display.

- Q1** - indicates that only **Access** query can be utilized.
- Q2** - indicates that only **Aeries** query can be utilized.
- Q3** - indicates that either one of these queries can be utilized.

To add a query condition, click the mouse on **Add Access Query Condition** and enter a query condition into the text box. For example, to print a class list for teacher number 1, enter **TN = 1**. The query statement will display in **red** at the bottom of the form.



**NOTE:** In Access all alphanumeric (non-numeric) fields must be surrounded by quotes. Numeric fields do not require quotes. Pay close attention to criteria selected. For instance, if a report does not contain teacher info you cannot select it to print for a particular teacher.

The **Student Scheduling Cycle** form tracks all programs accessed throughout the current month. After the program is accessed at the bottom of the right hand corner a **red** check mark will display. To clear the check marks, click the mouse on the **Clear Checkmarks** button in the top right hand corner of the form.

## STUDENT SCHEDULING SETUP

From the **Student Scheduling Setup** click the mouse on either the capability to **Schedule Students into Classes for the Current School Year** or **Schedule Students for the Next School Year in this School Year's Database**. If you are scheduling students for the **Next School Year** you must remember to have your feeder students loaded into this schools database.

Scheduling for next year in this year's database will schedule active students and students status tagged with an "\*" using the **Next Grade** field. A **Red** message, "**Scheduling Using Next Years Grades**" will display on the left side of this form. Select the type of course request scanner sheets to be utilized or the option that scanner sheets will not be used.

Click the mouse on **button 1** to create an empty **Student Scheduling (SSS)** table. Click the mouse on **button 4** to create an empty **Scheduling Master Schedule (SMS)** table.



**NOTE:** If scheduling has previously been performed these tables will contain data. Selecting either of these options will create an empty table and will delete any existing data.

Select which classes will be used for scheduling. For example, if re-scheduling is being performed for a typical two-semester high school for the spring semester, click on Year, Spring, 3<sup>rd</sup> and 4<sup>th</sup> quarter. These choices apply to both the student classes copied and the master schedule sections copied.

The remainder of the form is used if student's classes are prescheduled prior to the spring semester. The students' classes can be copied from the current class schedule or **SEC** table.

Click the mouse on **button 2** to copy the current class schedule and create prescheduled sections. The student will keep the same sections they were in during the previous session.

Click the mouse on **button 3** to copy the current schedule and create course requests.

Click the mouse on **button 5** to copy the current master schedule or **MST** table to the new scheduling master schedule or **SMS** table.

Click the mouse on **button 6** to copy last years regular master schedule to use as the basis for this years scheduling master schedule for a new year's scheduling session.

When all options have been selected click the mouse on the **Exit** button.



**NOTE:** Care must be taken when copying last years **MST** table. Section numbers previously assigned this year in the **SSS** table will be a larger number compared to section numbers in last years **MST** table.

## PRINT COURSE REQUEST SCANNER SHEETS

The **Print Course Request Scanner Sheets** will create scanner sheets used by students to select courses for the upcoming semester. There are **two** basic types of scanner sheets used to gather course requests. The first has **sixteen areas** for students to manually bubble in four digit course numbers. These course numbers can only be numeric and range from 0001 to 9999. The second will create scanner sheets printing up to **156 course titles** on each scanner sheet with a bubble next to each course that students can mark to select a course.

### **16-REQUEST SCANNER SHEET**

The **sixteen-request** scanner sheet is available for 27 and 48 channel scanners. The student number can be pre-printed on the 16-request sheet but can also be hand bubbled. These sheets only allow four digit course numbers and four digit student numbers. If student numbers are over 9999 a special sequence number will be printed and saved in each student's record. In this case, the number cannot be bubbled in. When the scanner sheets are read the sequence number will be used to find the correct student. When scanner sheets are selected to print, the version compatible with your scanner will be selected. Prior to printing verify that the scanner defined in the **Scanner Test Program** is correct.

Start the printing process and a preview of the printout will display. A test can be generated to print one sheet on the printer until the printer lines up correctly. If using continuous forms the controls can be adjusted to align the forms on the printer.

The laser cut version can be adjusted by using the printer lineup option that displays after the print course request is selected. Printing the scanner sheets can be adjusted by changing the margins for the left side, and the top of the sheet. Make very small adjustments and then print one sheet. Continue with adjustments until bubbles appear in the correct place on the scanner sheet.

The following example is a 48-channel laser cut version scanner form with 16-course requests marked by a student.

**STUDENT COURSE REQUEST**

Abbott, Allen  
Stu# 3598  
Grade: 9

	DESCRIPTION	COURSE NO.	LENGTH		DESCRIPTION	COURSE NO.	LENGTH
1	US History AP	1811	Y	9			
2	Biology	1700	Y	10			
3	Chemistry H	1732	Y	11			
4	Pre Calculus H	1529	Y	12			
5	English 3rd	1208	Y	13			
6	ROP Gen.	0994	Y	14			
7	Tennis	1611	S	15			
8				16			

ALTERNATES - LIST HERE

	DESCRIPTION	COURSE NO.	LENGTH		DESCRIPTION	COURSE NO.	LENGTH
1				3			
2				4			

STUDENT I.D. NO. 3598

	1	2	3	4	5	6	7	8
COURSE NO.	1811	1700	1732	1529	1208	0994	1611	
TCHR NO.								

### 156-PRINTED TITLE REQUEST SCANNER SHEET

When creating **156 course titles** the **Update Course Request Sheet Table** is utilized. This will create scanner sheets that allow up to **156 course titles** to be printed on each sheet. Next to each course is a bubble that students mark to indicate the request. Each grade level can have its own set of courses but may require more than one page per student to list courses available.

Prior to printing verify the scanner defined in the **Scanner Test Program** is correct. When they are selected to print, the version compatible with your scanner will be selected. If using a laser printer with cut sheets, a laser printer version of the printing program will be used.

Start the printing process and a scanner preview will display. A test can be generated to print one sheet on the printer until the printer lines up correctly. If using continuous forms the controls can be adjusted to align the forms on the printer.

The laser cut version can be adjusted by using the printer lineup option that displays after the print course request is selected. The printing of scanner sheets can be adjusted by changing the margins for the left side, and the top of the sheet. Make very small adjustments and try printing one sheet. Continue to make adjustments until the dark bubbles for the student number appear in the correct place on the scanner sheet.

### UPDATE COURSE REQUEST SHEET TABLE

The **Update Course Request Sheet Table** is utilized to select courses to be printed on the scanner sheets for each grade level. This form displays if the option is selected in the **Scheduling Setup** to use printed course requests. Scanner sheets only allow four digit student numbers. If a student number is over 9,999 a message will display indicating a sequence number will be assigned to each student. All sheets will be printed with a sequence number instead of the actual student number.

When the form displays all courses in the course table will be listed. If a course has a grade level restriction, it will only display on the form for the grades that offer this course. Scanner sheets can print up to **156 course titles** on each sheet.

If more than 156 courses are selected additional sheets will print for each student. The column on the left indicates whether the course will print for the grade selected. A "Y" displays for every course when the table is first created but can be de-selected.

Print on Sheet?	Sort Code	Course ID	Course Title	Actual Total This Year
Y		0969	Academic Comptn (0969)	0
Y		0987	Adm F Hlth/Car (0987)	0
Y		0998	Admin Drp (0998)	0
Y		0971	Admin F Art (0971)	0
Y		0972	Admin F Bus (0972)	0
Y		0974	Admin F Comput (0974)	0
Y		0993	Admin F Dance (0993)	0
Y		0988	Admin F Dr Ed (0988)	0
Y		0989	Admin F Drama (0989)	0
Y		0973	Admin F English (0973)	0
Y		0994	Admin F Fam Lvg (0994)	0
Y		0975	Admin F For Lan (0975)	0
Y		0976	Admin F Home Ec (0976)	0
Y		0978	Admin F Ind Art (0978)	0
Y		0979	Admin F Math (0979)	0
Y		0977	Admin F Music (0977)	0
Y		0981	Admin F PE (0981)	0
Y		0992	Admin F Peer Tc (0992)	0
Y		0984	Admin F Rop (0984)	0
Y		0986	Admin F Science (0986)	0
Y		0982	Admin F Soc Stu (0982)	0
Y		0985	Admin F Spec Ed (0985)	0
Y		0983	Admin F Wee (0983)	0
Y		0995	Adult Ed (0995)	0
Y		2114	Algebra A Inv (2114)	0
Y		2115	Algebra B Inv (2115)	0
Y		1425	Biology CP AVID (1425)	0

Buttons on the right: Create a New Sheet Table, Tag None, Add a Course to Sheets, Get Totals from This Year, Untag and Tag Based on Totals, Restore Tags from Last Printing, Print Scanner Sheets, eXR.

Summary statistics: Grade level shown: 9, Total courses to print (156=1pg): 510, Total Sheets per Student: 4.  Hide Un-Tagged Courses

Courses display in order of subject area code in the course table and then by **course title** for the grade selected. The sequence can be changed when the sheet table is created. Different grade levels can be displayed by clicking the mouse on the up and down arrows.

## CREATE A NEW SHEET TABLE

Click the mouse on the **Create a New Sheet Table** button. A message will display to create a new sheet table. To proceed click the mouse on the **Yes** button. Select which order the course requests will be sorted and click the mouse on the **OK** button.

**SORT REQUESTS BY?**

Do you want your course requests sorted by...

- 1 - Subject Area Code and Course Title
- 2 - Department Code and Course Title
- 3 - Course Title only
- 4 - Course ID only

Buttons: OK, Cancel

Input field: 1

**NOTE:** A warning message will display if scanner sheets have already been printed. If so, it is suggested that you **DO NOT** use this option.

## **TAG NONE**

Will change the **Print on Sheet?** column to "N" for No for all courses.

## **ADD A COURSE TO SHEETS**

If a course has been added after the sheet table was created it can be added to the grade displayed. Click the mouse on the **Add A course to Sheets** button. Enter the course number in the text box and click the mouse on the **OK** button and the course will be added.

## GET TOTALS FROM LAST YEAR OR GET TOTALS FROM THIS YEAR

Totals can be calculated to determine how many students were enrolled in each course. This can help determine whether or not a course should be offered. If you are scheduling for Next Year and a copy is available of last years database click the mouse on the **Get Totals From Last Year** button. If you are scheduling for this year the button will display **Get Totals From This Year**.

If the database is located a message will display. Click the mouse on the **Yes** button. A total number of students who took the courses listed will be calculated and will display under **Actual Total Last Year**.

## UNTAG AND TAG BASED ON TOTALS

After the **Get Totals From Last Year or This Year** has been calculated the **Actual Total Last Year or This Year** field will display a zero for a course that did not have any classes.

When **Untag and Tag Based on Totals** is selected the **Print on Sheet?** column will change to 'N' for any course displaying zero. This course will not print on the course request scanner sheets. The courses with totals will change to "Y".

## RESTORE TAGS FROM LAST PRINTING

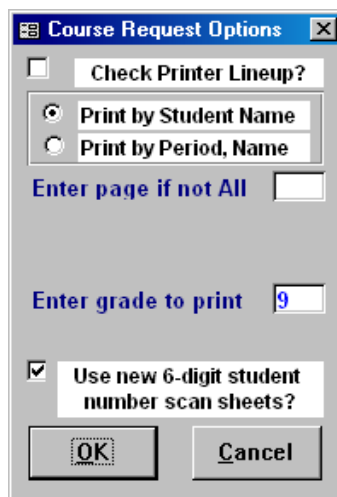
Will restore the print tags from the last time the scan sheets were printed.

## SELECT COURSES TO PRINT

To select a course to print and to change the "N" under **Print on Sheet** to "Y", click the mouse on the course selected and a "Y" will now display. The course will now print on the course request scanner sheets. If a "Y" displays this course will be printed. To change the "Y" under **Print on Sheet** to "N" click the mouse on the course selected and an "N" will now display. The course will not print on the course request scanner sheets.

## PRINT SCANNER SHEETS

When the **Course Request Sheet** table is complete, click the mouse on the **Print scanner sheets** button. The **Course Request Options** will display to **Check the Printer Lineup, Print by Student Name or Print by Period, Name**. Select which grade level of scanner sheets to print and click the mouse on the **OK** button.



The image shows a dialog box titled "Course Request Options". It contains the following elements:

- Check Printer Lineup?
- Print by Student Name
- Print by Period, Name
- Enter page if not All
- Enter grade to print
- Use new 6-digit student number scan sheets?
- OK button
- Cancel button

There are scanner sheets available for both 27 and 48 channel scanners. The default scanner sheets to be printed will be the one selected in the **Scheduling Setup**.

The following example is a 48 Channel Course Selection scanner sheet. **The bottom row on this sheet is not used, to maintain compatibility with the 27 channel sheets.**

STUDENT NAME	GRADE	SEX	STUDENT ID
Allen Abbott	9	M	003598
SCHOOL NAME	HOMEROOM	COUNSELOR	
Eagle High School			
Page 1 of 3 pages			
0001 No Zero Period	0097 Tchr Aide		
0002 No First Period	0098 Tchr Aide		
0005 No Fifth Period	0099 Sports PE		
0006 No Sixth Period	0100 Student Trng		
0007 Lep	0101 Art 1-2		
0008 First Aid	0102 Arts Crafts 1-2		
0009 Fines/Fees Owed	0103 Arts Crafts 3-4	0321 Reading Fundmtl	
0010 PE 9	0104 Ceramics 1-2	0322 Basic Comp	
0011 PE	0105 Ceramics 3-4	0323 English Make-Up	
0012 Weight Trng	0106 Dr/Paint 1-2	0324 English Intervn	
0013 Ind Stdy P.E.	0107 Dr/Paint 3-4	0325 Sh Eng Lit I	
0014 Adapt PE	0108 Jewelry Making	0331 Beg Drama	
0015 Marching PE	0111 Advanced Art	0332 Adv Drama	
0016 Frosh Marching	0113 Adv Arts/Crafts	0333 Play Prod	

## READ COURSE REQUEST SCANNER SHEET

The **Read Course Request Scanner Sheet** form will read scanner sheets containing student's course requests. Click the mouse on **Read Course Request Scanner Sheet**. A message will display, **OK To Erase Existing Course Requests?**. Click the mouse on **Yes**.

**REMEMBER: ALL existing course requests will be deleted for students scanned.**

The sheet will be scanned and the student name will display. Courses marked on the scanner form will display. All valid courses will be placed into the students scheduling record. Any invalid course will display **INVALID COURSE ID**.

Sheet#	Student:	Grade:	Sex:
3598	Abbott, Alice	10	F
CourseID	Course Title		
1208	Fine Art		
1811	*** INVALID COURSE ID ***		
0994	Admin F Fam Lvg		
0010	PE 9		
0330	*** INVALID COURSE ID ***		
0914	RSP Math 9		

**Scan ONE Form** or **Scan Continuously** can be selected to scan course requests. When scanning is complete press the **Exit Scan Program**. All course requests **MUST** be scanned prior to mass assigning course requests using the **Mass Change** form.

**If requests have already been loaded, for example for another grade DO NOT select this option. Otherwise, ALL student's requests will be deleted before ones on the scanner sheet are loaded.**

## MASS CHANGE COURSE REQUEST

The **Mass Change Course Request** form is used to change student's course requests during scheduling. Multiple courses can be added to all students or select students. Multiple courses requests can also be dropped or to change multiple courses requests to new requests. A text box also displays at the bottom where a QUERY IF condition can be entered to further limit the changes to students selected.

## CHANGE COURSE REQUEST

To change a course number requested to another course number, enter the course number requested on the left side of the form. Enter the new number on the right side of the form. Click the mouse on the **Preview Only** button. A list of students will display. Verify the list of students. If correct click the mouse on the **Update SSS** button.

## ADD A COURSE REQUEST

To add course numbers to a student's course request enter the course numbers to be added on the right side of the form and leave the left side of the form blank. Click the mouse on the **Preview Only** button. A list of students will display. Verify the list of students. If correct click the mouse on the **Update SSS** button.

The **View CRS** and **CrsReqPack** buttons will let you view and add courses to the form from the **Course** table or from **Course Request Packets**. Click the mouse on the **View CRS** button and the **Course** table will be displayed. Courses can be sorted or filtered by the course fields. Doubleclick on a **Course ID** to add to the **Mass Change Course Request** form.

Course ID / Title	Long Title	N/H	Coll Prep	Acad Load	Lo	Hi	Default Cred	Max Cred	Subject Area Codes	Dpt	Lvl	Type	CBEDS#	T/A	Tag
0010	PE 9	N		0	9	9	5.00	10.00	B		P	32	6012		
0011	PE	N		0	10	12	5.00	30.00	B	J	P	32	2500		
0012	Weight Trng	N		0	10	12	5.00	30.00	B	J	P	32	2500		
0013	Ind Stdy P.E.	N		0	9	12	5.00	30.00	B		P		6012		
0014	Adapt PE	N		0	9	12	5.00	40.00	B	J	P	36	3104		
0015	Marching PE	N		0	9	12	5.00	20.00	B	J	P	32	2598		

Click the mouse on the **CrsReqPack** button to display packets. Courses can be added to the form by selecting a packet.

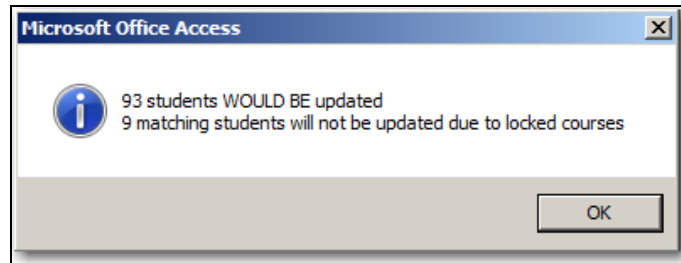
Packet Code/Description	Grd - Rng	Course Info
10H	10	1
10R	10	1
10R.1	10	1
11H	11	1
11R	11	1

## DROP A COURSE REQUEST

To drop courses requested from a student's course request enter the course numbers to be dropped on the left side of the form and leave the right side of the form blank. Click the mouse on the **Preview Only** button. A list of students will display. Verify the list of students. If correct click the mouse on the **Update SSS** button.

## PERMANENT-LOCK COURSES

Student's individual courses can be locked by adding a code to the **Permanent Lock** field on the **Class Scheduling** form. Courses with a **Permanent Lock** code cannot be dropped by using the **Mass Change Course Request** form. The following message will display if attempting to drop a course for a student with a **Permanent Lock**.



**NOTE:** More information on Permanent Locks is on page 17.

## DISPLAY AVAILABLE COURSES

To display courses available for selection click the mouse on the drop down arrow for Crs ID for display in **Course ID** order or **Course Title** and the courses available will display in order by course ID or title.

## SELECT CERTAIN STUDENTS TO UPDATE

Prior to clicking the mouse on **Update SSS** certain criteria can also be selected. At the bottom of the form certain grade levels can be selected, as well as, whether the changes are to be made to only one sex. Inactive students can also be selected. A text box also displays at the bottom where a QUERY IF condition can be entered to further limit the changes to students selected.

<b>Limit by Student Grade:</b> K: <input type="checkbox"/> Grade 1: <input type="checkbox"/> Grade 2: <input type="checkbox"/> Grade 3: <input type="checkbox"/> Grade 4: <input type="checkbox"/> Grade 5: <input type="checkbox"/> Grade 6: <input type="checkbox"/> Grade 7: <input type="checkbox"/> Grade 8: <input checked="" type="checkbox"/> Grade 9: <input checked="" type="checkbox"/> Grade 10: <input checked="" type="checkbox"/> Grade 11: <input checked="" type="checkbox"/> Grade 12: <input checked="" type="checkbox"/>	<b>Only change...</b> Males: <input checked="" type="checkbox"/> Females: <input checked="" type="checkbox"/> <b>Include Inactive Students?</b> Yes: <input type="radio"/> No: <input checked="" type="radio"/>
<b>Only change students who meet the following conditions (without IF)</b> <input type="text"/>	
<b>STUDENTS ARE BEING SCHEDULED WITH NEXT YEARS GRADE</b>	
<input type="button" value="Preview Only"/> <input type="button" value="Update SSS"/> <input type="button" value="Print List"/> <input type="button" value="Reset"/> <input type="button" value="Import Requests"/> <input type="button" value="Help"/> <input type="button" value="eXit"/>	

## PREVIEW SSS

The button labeled **Preview Only** will simulate making the change and display how many students would be updated if it were performed. Students with **Permanent Locks** will display on the bottom right of the form and will not be updated.

The screenshot shows the SSS interface with the following elements:

- Buttons: View CRS, CrsReqPack, Leave blank to ADD courses only., Leave blank to DROP courses only., Preview Only, Update SSS, Print List, Reset, Import Requests, Help, eXit.
- Limit by Student Grade: None (selected), Grade 9: checked, Grade 10: checked, Grade 11: checked, Grade 12: checked.
- Only change...: Males: checked, Females: checked.
- Include Inactive Students?: No (selected).
- Students with Permanent Locks (will NOT move):

Stu#	Last Name	First Name	NG	Sex
0391	Chase	Andrew	12	M
0642	Estrada	Adam	11	M
0810	Gomez	Manuel	11	M
0934	Hernandez	Andrew	11	M
1353	Martinez	Jonathan	11	M

## UPDATE SSS

To perform the mass change that has been setup, select **Update SSS**. The mass change will be completed.

## PRINT LIST

A report can be generated before and/or after students have been updated. Click the mouse on the **Print List** button to generate a report listing the Course IDs that will be dropped or added at the top. The students will be listed as well as students with **Permanent Locked** courses.

Screaming Eagle High School					4/8/2011
2010-2011					3:38:23 PM
Mass Change Course Requests List					Page 1
Drop: 0011					
Add: 0011					
Stu#	Last Name	First Name	NxtGr	Sex	
509	Dancel	Kevin	12	M	
707	Flowers	Matthew	12	M	
806	Goldberg	Mark	12	M	
1565	Ochoco Jr	Joshua	12	M	
1592	Ostrowski	Richard	12	M	
1918	Schmid	Robert	12	M	
2277	Wise	Adrian	12	M	
Students With Permanent Locked Course Requests					
Stu#	Last Name	First Name	NxtGr	Sex	
391	Chase	Andrew	12	M	
1407	Mejia	Brett	12	M	

## IMPORT REQUESTS

The Import Requests button will open the **Import Course Requests from Academic Plan** form. Can then **Update SSS** from existing **Individualized Academic Plans**.

## INDIVIDUALIZED ACADEMIC PLANS

The **Individualized Academic Plan Course Requests** is a form accessible from **View All Forms** that will allow Districts to map out an academic plan for each student. Course requests can be hand entered individually or the **Course Request Packets** program can be used to select a specific packet to add a large number of courses.

This form will only allow you to **Add** or **Delete** courses for the student displayed. Any course added or deleted will be logged in the **APL** table. These records can be viewed from the **Individualized Academic Plan Log** by clicking the mouse on the **Log** button in the lower right corner of the form.

Individualized Academic Plan (APC) - Screaming Eagle High School - 1/10/2011

2010-2011

Stu# 1 Last Name (Abbey) Abbott First Name (Al) Allan Middle Name (Harri) James Perm ID No. 099400001 Sex M Grd 11 Prg H Trk A LangFlu L Status

Counselor Number/Name 708 Durbin, Scott PerRng 0 SchedGrp 9 Expected Grad Graduated 6/1/2010 Grad Stat GradTrk CrsReqPack

Inclusion Reason Comment

Grd	Term	Course ID	Location
9	1	0066	Frosh Football HS High School
9	1	0308	Hon Eng 9 CP HS High School
9	1	0402	French II HS High School
9	1	0590	Music Apprecn HS High School
9	1	0614	Hon Geom/Trg Cp HS High School

When adding course requests to the student displayed you **MUST** first enter an **Inclusion Reason** and if desired, a **Comment** at the bottom of the form which will be added to the log for all records entered.

The codes for the **Inclusion Reasons** must be set up in the **Update Code Table** accessible through **Miscellaneous** functions. The **Table** is **APL-Academic Plan Log** and the **Field** is **ICD-Inclusion Reason**. The following are examples for the **Inclusion Reasons**.

Update Code Table : Form - Screaming Eagle High School - 1/10/2011

Table: APL Academic Plan Log Field: ICD Inclusion Reason

Code	Description	Amount	Code	Count
+	Counselor Recommendation	0.00	I	181
F	Change Due to Class Failure	0.00		
I	Initial Setup	0.00		
P	Parent Request Change	0.00		
S	Student Request Change	0.00		

Click the mouse on the **Add** button to add all courses. Remember – once a course request has been added the record cannot be changed and can only be deleted.

Individualized Academic Plan (APC) - Screaming Eagle High School - 1/10/2011

2010-2011

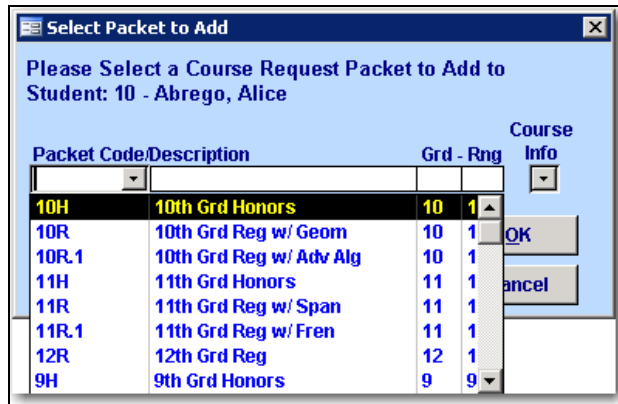
Stu# 10 Last Name Abrego First Name Alice Middle Name A Perm ID No. 099400010 Sex F Grd 9 Prg Trk LangFlu Status

Counselor Number/Name 623 Monarch PerRng 0 SchedGrp 9 Expected Grad Graduated Grad Stat GradTrk CrsReqPack

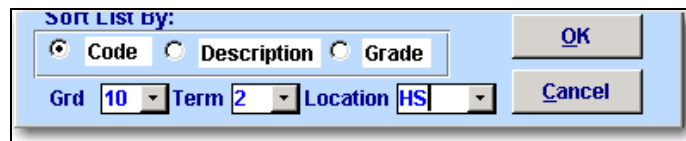
Inclusion Reason Comment

Grd	Term	Course ID	Location
0			
		0841	ROP Hotel/Rest 0 0 R F
		0844	ROP Adv Electr 0 0 R F
		0852	ROP Acad Gro Chk 0 0 F
		0855	ROP Ret Nursery 0 0 F
		1401	English 9 CP/M 0 0

The **CrsReqPack** button can also be used to add multiple course requests. Remember you **MUST** first enter an **Inclusion Reason** and any **Comment** which will be added to the log for all records entered. Click the mouse on the **CrsReqPack** button and the selection box will display. Click the mouse on the drop down and select a **Packet Code**.



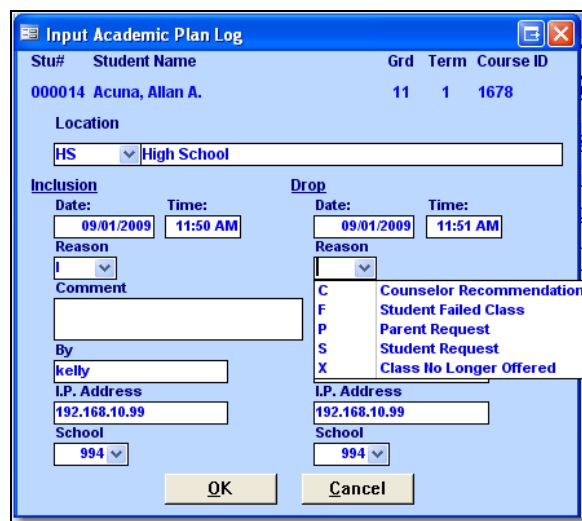
Enter the **Grd**, **Term** and **Location** which will be added to all course records added. Click the mouse on the **OK** button. A verification message will display. Click the mouse on the **OK** button.



All courses in the packet will be added to the student displayed.

Grd	Term	Course ID	Location
10		0011 PE	
10		0309 Hon Eng 10 CP	
10		0617 Hon Adv Alg Cp	
10		0657 Honors Biology	
10		0675 Hon Phys Sci,CP	
*	0		

All course requests hand entered or added using the **Course Request Packet** program will also be added to the **Log**. If a course is deleted from the **Individualized Academic Plan Course Request** form an entry box will display. The left side will display **Inclusion** information when the course was added. The right side will display **Drop** information that will be added to this course in the **Log**.



After the **OK** button is selected the course will no longer display on the **Individualized Academic Plan Course Requests** form but will still display on the **Individualized Academic Plan Log** with the **Drop** information that was added to the entry box.

Grd	Term	Course ID	Inclusion	Date	Time	Reason	Comment	By	IP Addr	School
10		0011	Inclusion	01/10/2011	2:05 PM			administrator	192.168.10.195	994
		Location	Drop							0
10		0309	Inclusion	01/10/2011	2:05 PM			administrator	192.168.10.195	994
		Location	Drop	01/10/2011	2:09 PM	P		administrator	192.168.10.195	994
10		0617	Inclusion	01/10/2011	2:05 PM			administrator	192.168.10.195	994
		Location	Drop							0

The course requests displayed on the **Individualized Academic Plan Course Requests** form and **Individualized Academic Plan Log** can be sorted by various columns. Click the mouse on the column heading and the records will display in ascending order.

For example, clicking the mouse on the Course ID column will sort by Course number. Click the mouse on the column heading again and the records will display in descending order.

Grd	Term	Course ID	Location
9	2	0010	PE 9 HS High School
10	1	0011	PE HS High School
9	2	0308	Hon Eng 9 CP HS High School
10	1	0309	Hon Eng 10 CP HS High School
9	2	0608	Geometry Cp HS High School

## **SCHEDULING MASTER SCHEDULE**

The **Scheduling Master Schedule** displays each section setup and can update the **SMS** table. When setting up sections the section number can be assigned by period, such as, section 100-199 for first period, etc. Course ID is selected from available courses in the **CRS** table and the teacher assigned is from the **TCH** table.

The days of the week this class meets will display on the form and can be changed to create a **Split Term**. For example, if a class meets only **Mon** and **Fri** click the mouse on the days this class will **NOT** be in session. The **black check** will no longer display. **Any combination of days can be setup for a Split Term**. The **Split Term** field can still be used to select certain days a class will meet and will change the **Days** fields to display the split term selected.

The **Scheduling Group** is used to setup sections so students can be assigned to a scheduling group, which will restrict the classes scheduled into. The codes may be any letter (A-Z) or number (0-9). If the **Scheduling Group** field is used, students can then be assigned to a scheduling group using the **Students** form, the **Class Scheduling** form, or **Query**.

For example, when students are scheduled, students with a scheduling group of “A” will be scheduled into sections that have a matching scheduling group of “A” or sections that have a blank scheduling group. Students with a blank **Scheduling Group** field will be restricted from sections that have a **Scheduling Group**.

The screenshot shows the 'Scheduling Master Schedule - Using Next Years Grade' window for Screaming Eagle High School, dated 4/8/2011. The main table displays the following data:

Section	Period	Blk	Sem	Course ID	Course Title	TchNum	Teacher Name	Highly Qlfd	Tchr	Room	Tag
15	0	1	Y	0614	Hon Geom/Trg Cp	632	Enos			R4	

Below the main table, there are fields for 'ClassID' (0), 'Credit' (5.00), and 'School (if not current)'. At the bottom, the 'Scheduling' section shows 'GradeRng' (9, 12), 'SchedGrp' (A), 'TmCrsGp' ( ), 'Team#' (0), and 'SemGp' ( ).

The **Team Class Group** and **Team Number** fields may be any letter (A-Z) and the **Team Number** field may be any number 0-9999. To use the **Team Class Group** and **Team Number** fields, assign the **SAME** Team Class Group letter (A-Z) to **ALL** sections of **ALL** courses that are to be divided into teams or groups.

This screenshot is identical to the previous one, but the 'Team#' field in the 'Scheduling' section at the bottom is now set to 1.

Then use the **Team Number** field to indicate the sections that are to be assigned to each group. You may use 1 for the first group of sections (Team A), 2 for the second group of sections (Team B), etc. You do not have to use 1 for the first group of sections, but the first group of sections must have the **SAME** Team Number.

There is a count of total students scheduled into the **SSS** table and the total number of males and females scheduled. This form can also be used to move **ALL** students or individual students into a new class. The **New Section** field has a drop down arrow and displays available section numbers to select.

## ADD SECTIONS TO SCHEDULING MASTER SCHEDULE

To add sections click the mouse on the **Add** button. The cursor will display in the **Period** field. Type a period number and press **Tab**. The next available section number will be assigned but can be changed.

Enter information for the block, semester, course number, teacher number, room, credit, group fields, tag, track, program and maximum students. When complete press **Enter**. The class will be added to the **SMS** table.

The screenshot shows the same software window, but the 'Section' field in the main table is now 85, and the 'TchNum' and 'Teacher Name' fields are set to 0 and 'Unassigned' respectively.

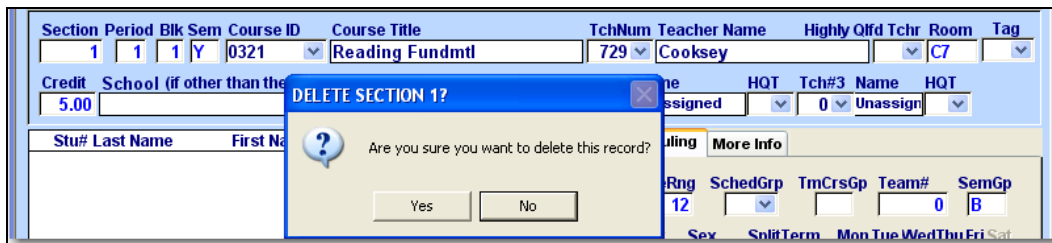
## CHANGE SECTIONS TO SCHEDULING MASTER SCHEDULE

To update any information about the class currently displayed, click the mouse on the **Change** button. The cursor will display under **Period**. Press **Tab** to the data to be changed and make any necessary changes. Press **Enter** to update. Press the **ESC** key to cancel the change before **Enter** is pressed and the original data will redisplay.

## DELETE SECTIONS TO SCHEDULING MASTER SCHEDULE

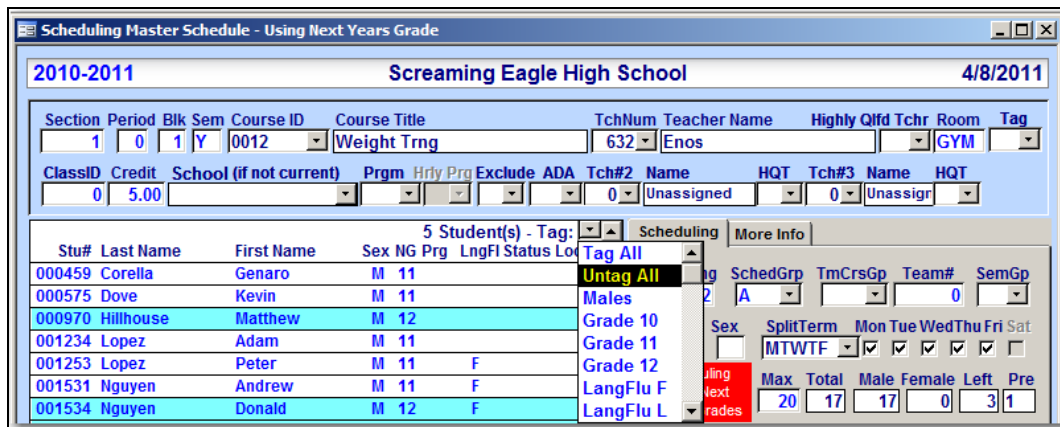
The **Delete** button is used to delete unused sections from the scheduling master schedule and should not have any students assigned to the class. Select the correct section to be deleted and click the mouse on the **Delete** button.

A message will display verifying the deletion of this section. Click the mouse on the **Yes** button to delete the class.



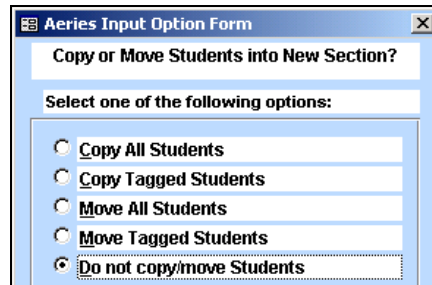
## TAGGING STUDENTS

To tag a student click the mouse on the student's last name and the entire record will be highlighted in blue. Students can be mass tagged by using the **Tag** dropdown to the top right of the student list. Click the mouse on the **Tag** dropdown and click on any of the options to tag a group of students. To untag, click the mouse on the **Untag All** option.



## COPY SECTIONS TO SCHEDULING MASTER SCHEDULE

The **Copy** button on the bottom of the form is used to create a new section by copying a section already setup in the scheduling master schedule. Select the section to be copied. Click the mouse on the **Copy** button. A message will display verifying this section will be copied into a new section. Click the mouse on the **Yes** button and the following message will display. Select the appropriate option and click the mouse on the **OK** button to continue or the **Cancel** button to cancel the Copy process.

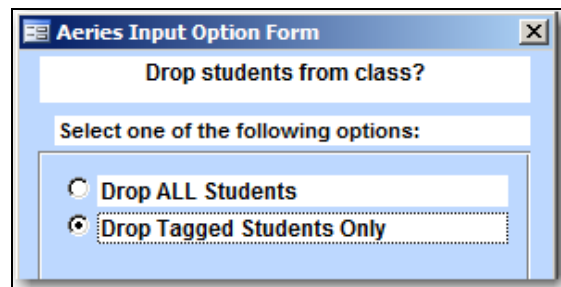


The screenshot shows a dialog box titled "Aeries Input Option Form" with a close button (X) in the top right corner. The main heading is "Copy or Move Students into New Section?". Below this, it says "Select one of the following options:". There are five radio button options listed in a scrollable area: "Copy All Students", "Copy Tagged Students", "Move All Students", "Move Tagged Students", and "Do not copy/move Students". The "Do not copy/move Students" option is currently selected.

All information will be copied except for the section number and period number. Enter the period number and press **Tab** and the section number will be assigned. Change any other information and press **Enter**. A **NEW** section will now be added to the Scheduling Master Schedule.

## MOVE OR COPY STUDENTS

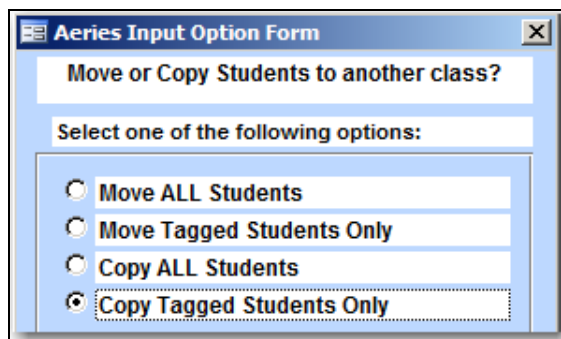
The **Move or Copy Students** button allows students to be moved or copied from the section displayed on the form to another section or to drop them from this section. Click the mouse on the drop down listing from the **New Section** field to select a section or type a section number into the **New Section** field. To drop all students from the section displayed, enter section number **0** in the **New Section** field and the following message will display.



The screenshot shows a dialog box titled "Aeries Input Option Form" with a close button (X) in the top right corner. The main heading is "Drop students from class?". Below this, it says "Select one of the following options:". There are two radio button options listed in a scrollable area: "Drop ALL Students" and "Drop Tagged Students Only". The "Drop Tagged Students Only" option is currently selected.

Select the appropriate option and click on the **OK** button. Click on the **Cancel** button to cancel.

To move or copy students to a new section Click the mouse on the drop down listing from the **New Section** field to select a section or type a section number into the **New Section** field. Click the mouse on the **Move or Copy Students**. the following message box will display.



The screenshot shows a dialog box titled "Aeries Input Option Form" with a close button (X) in the top right corner. The main heading is "Move or Copy Students to another class?". Below this, it says "Select one of the following options:". There are four radio button options listed in a scrollable area: "Move ALL Students", "Move Tagged Students Only", "Copy ALL Students", and "Copy Tagged Students Only". The "Copy Tagged Students Only" option is currently selected.

Select the appropriate option and click on the **OK** button and the students will now be assigned to the new section number. Click on the **Cancel** button to cancel.

## UPDATE OR SCHEDULE STUDENT CLASSES

The **Update or Schedule One Student into Classes** is used to schedule **individual students** into classes for the upcoming semester or school year after student's requested courses are entered. The **Class Scheduling** form can then be utilized to schedule individual students into their new classes. The **Crs ID** field can be accessed to have data entered. Any field that is underlined can be clicked on with the mouse to turn the tab stop off or on and either gives access to the field or restricts access.

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Nm	Sec#	Per	Trm	Tr	SG	Gp	CG	Tm#	Reject	PrmLk	ALL
0416	Spanish I	-	X	F	A	A	A	A	A	A	-	000	Marruffo	1038	1	Y								
0301	English 9 CP	-	A	X	A	A	A	F	-	-	-	000	Wilcox	2021	2	Y								
0607	Algebra Cp	-	F	A	X	F	F	A	-	-	-	000	Nielsen	3043	3	Y								
0674	Phys Science,CP	-	A	A	A	X	A	-	-	-	-	000	Sturgeon	4069	4	Y								
0530	Ed Technology	-	A	-	-	-	X	-	-	-	-	000	Shaffer	5045	5	Y								
0090	Athletics	-	-	-	-	-	-	X	A	-	-	000	Cooksey	6022	6	Y								

## ADD STUDENT COURSE REQUESTS

To add course requests for the student displayed click the mouse on the **Add** button. The cursor will display under **CRS ID** at the end of all course requests. Type a valid course number in the field and press **Tab**. A section number can also be entered by hi-liting the **SEC#** field and typing a valid section number. Press **Enter** and the course request will be added.

## CHANGE STUDENT COURSE REQUESTS

To make changes to the course requests for the student displayed click the mouse on the **Change** button. The cursor will be positioned under the first **CRS ID** displayed. Press **Tab** to the **CRS ID** selected and type any changes. When complete press **Enter** to update.

## DELETE STUDENT COURSE REQUESTS

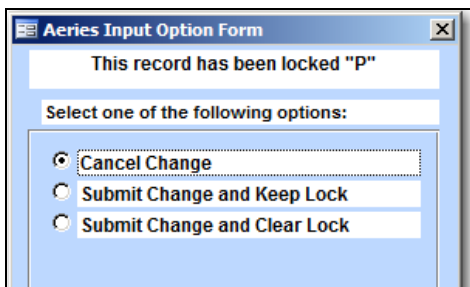
To delete a course request for the student displayed click the mouse to the left of the course request and a **black arrow** will display. Verify that the correct course request has been selected. Click the mouse on the **Delete** button and a message will display to verify the deletion of the course request. Click the mouse on the **Yes** button to continue or **NO** to abort the deletion.

## PERMANENT-LOCK COURSES

Student's individual courses with sections scheduled can be locked by adding a code the **PrmLk** field. Codes can be added to the COD table for the **SSS Table** and **PL Field**. Some examples of **Permanent-Locked** Codes are Parent Request, Administration, LEP or Special Ed.

Crs ID	Course Title	0	1	2	3	4	5	6	7	8	9	Prf	Teacher Nm	Sec#	Per	Trm	Tr	SG	Gp	CG	Tm#	Reject	PrmLk	ALL
0416	Spanish I	-	X	F	A	A	A	A	A	A	-	000	Marruffo	1038	1	Y						*PRMLK*	P	
0301	English 9 CP	-	A	X	A	A	F	-	-	-	-	000	Wilcox	2021	2	Y						*PRMLK*	A	
0607	Algebra Cp	-	F	A	X	F	F	A	-	-	-	000	Nielsen	3043	3	Y								
0674	Phys Science,CP	-	A	A	A	X	A	-	-	-	-	000	Sturgeon	4069	4	Y								
0530	Ed Technology	-	A	-	-	-	X	-	-	-	-	000	Shaffer	5045	5	Y								
0090	Athletics	-	-	-	-	-	X	A	-	-	-	000	Cooksey	6022	6	Y								

If a user attempts to delete or change a course that is **Permanent Locked**, the following message will display.



A course with a **Permanent Lock** can be changed or deleted after being warned but all changes will be logged in the **LOG** table.

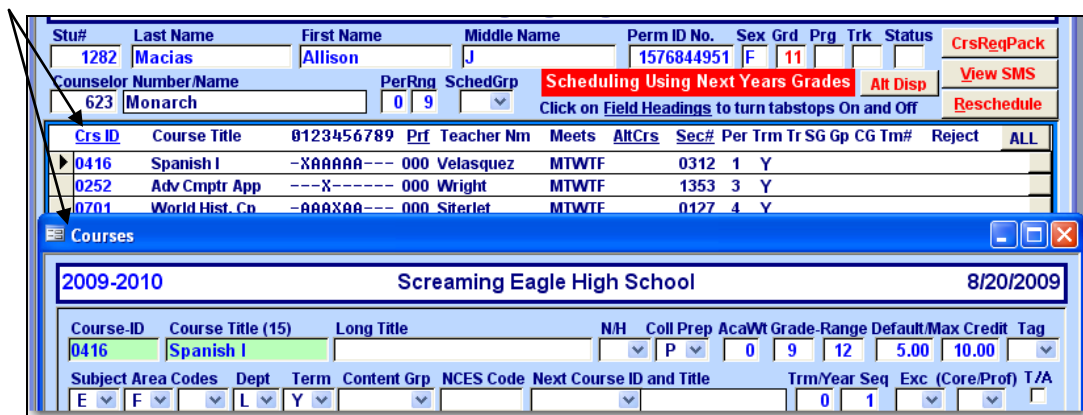
## VIEW SMS

To display the **Scheduling Master Schedule** click the mouse on **View SMS** in the upper right corner. A window will display with basic data. This data can be adjusted to display certain sections, periods, courses, teachers or rooms and can be sorted by any of these fields.

Sections can also be selected for scheduling the student displayed by double clicking on the section number. A message will display to verify the section and student to be updated. To exit this window, click the mouse on the **X** in the upper right hand corner.

## VIEW COURSE DATA

To display the **Course Data** form, double-click the mouse on the **Course ID** number selected. The **Course Data** form will display with the information for the course selected.



## VIEW TEACHER DATA

To display the **Teacher Data** form double-click the mouse on the **Teacher** name. The **Teacher Data** form will display with the information for the teacher selected.

## VIEW SCHEDULING MASTER SCHEDULE

To display the **Scheduling Master Schedule** form click the mouse on **Section** number selected. The **Scheduling Master Schedule** form will display with the information for the section number selected.

## LAST REJECT COURSE REQUEST

The **Last** function will display the preceding student in the file alphabetically who has a rejected course request. Click the mouse on the **Last** button. Any student preceding the student currently displayed with a reject will display. If there are no other rejects a message will display.

## NEXT REJECT COURSE REQUEST

The **Next** function will display the next student in the file alphabetically who has a rejected course request. Click on the **Next** button. Any student following the student currently displayed with a reject will display. If there are no other rejects a message will display.

## REASONS FOR REJECTS

**C = CONFLICT** = courses scheduled for the student displayed will not work together, can also mean there are too many requests to fit in the period range available

**F = ALL FULL** = All the sections for this course are full.

**G = GRADE RNG** - All sections of course restricted to other grades.

**I = INVALID** - The course number is invalid and not offered.

**O = STU GROUP** –section Scheduling group code does NOT match Students Scheduling group code.

**S = SEX RESTR** - All sections of course restricted to opposite sex.

**T = TRACK** - All sections of course are restricted to other tracks.

**X = ALTERNATE** - Alternate course put in place of course

## SHOW ALTERNATE COURSE REQUEST

The **Show Alternates** option allows alternate course requests to be entered and displayed. This field normally displays the days of the week a class meets but when selected the area displays alternate course requests. If an alternate course request has been entered and a student is scheduled into an alternate, the preferred and alternate course requests are switched in the student scheduling record, and a tag set in the record.

The word “**ALTERNATE**” will display under the **REJECT** heading. If the student is scheduled again for any reason, the courses are switched back again, and the tag removed. This gives the preferred course a chance to be scheduled first. If it cannot, the alternate is used.

## SCHEDULE ALTERNATE COURSE REQUEST

The **Schedule Alternates** option **must** be set before alternate course requests will be scheduled. Otherwise, the regular course requests are scheduled.

## RESCHEDULE ALTERNATE COURSE REQUEST

To reschedule the classes for the student displayed click the mouse on the **Reschedule** button. The scheduling module will attempt to reschedule this student's classes. If there is a rejected course request, it will display the top of the list of courses, with the reason for the reject in red letters.

## VIEW ALTERNATE DISPLAY

The view a color chart of the **Class Scheduling** form click the mouse on the **Alt Display** button and the following form will display.

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grd	Prg	Trk	Status	CrsReqPack
1282	Macias	Allison	J	1576844951	F	11				
Counselor Number/Name	PerRng	SchedGrp	Scheduling Using Next Years Grades			Qtr Disp	View SMS			
623 Monarch	0   9						Reschedule			
Sec#	Pd	Tm	Days	Course Title	Teacher Name	Room	1st QTR	2nd QTR	3rd QTR	4th QTR
0003	0	Y	MTWTF	Office Training	Wright	Boff	MTWTF	MTWTF	MTWTF	MTWTF
0312	1	Y	MTWTF	Spanish I	Velasquez	BC1	0			
1240	2	Y	MTWTF	English 11 CP	Miller	C8	1			
1353	3	Y	MTWTF	Adv Cmptpr App	Wright	B7	2			
0127	4	Y	MTWTF	World Hist. Cp	Siterlet	T3	3			
0225	5	Y	MTWTF	Biology Cp	Wilber	R1	4			

## PRINT COURSE REQUEST VERIFICATION LISTING

The **Print Course Request Verification Listing** displays the course requests for each student and is printed in order by grade level and student name. It can be used to verify student's requests and to see which students have none, invalid, or too few requests. The following is an example of the Course Request Listing by Student.

Screaming Eagle High School							1/10/2011
2010-2011	COURSE REQUEST LISTING BY STUDENT						Page 1
Student Name	Grade	Sex	STU#	CRS#	Course Title	CRS#	Course Title
Abrego, Ivette	9	F	000011	0017	Beq Dance	0255	Intro Cmptr Lit
				0308	Hon Eng 9 CP	0416	Spanish I
				0625	Algebra A	0674	Phys Science,CP

## PRINT SIMPLE TALLY OF COURSE REQUESTS

The **Print Simple Tally of Course Requests** displays total requests for each course, with subtotals for each grade level and can be printed by course number, course title or department code.

Screaming Eagle High School							1/10/2011
2010-2011	COURSE REQUEST TALLY						Page 1
Course Number and Title	Grade:	9th	10th	11th	12th	TOTAL	
0010 PE 9		103	2	0	0	105	
0011 PE		0	95	18	38	151	
0012 Weight Trng		0	111	68	88	267	
0013 Ind Stdy P.E.		0	0	0	5	5	

## PRINT COURSE CONFLICT MATRIX

The **Print Course Conflict Matrix** prints a requested course and any course requested by a student that conflicts. This report has an option to print the titles of the other courses requested or the course numbers. An option is also available to print all courses or one or more select courses on the report. The following is an example of the **Course Conflict Matrix**.

Screaming Eagle High School							1/10/2011	
2010-2011	Course Conflict Matrix						Page 13	
<b>0090</b>	<b>Athletics</b>							
Crs#	Title	Requests	Crs#	Title	Requests	Crs#	Title	Requests
0010	PE 9	2	0505	Creativ Cooking	18	0873	ROP Photo III	1
0011	PE	2	0506	Lab Asst Cons Tech	1	0875	ROP Telecom	2
0012	Weight Trng	29	0530	Ed Technology	10	0876	ROP Photo II	2
0013	Ind Stdy P.E.	1	0590	Study Skills	7	0892	ROP Act I	6
0014	Adapt PE	1	0582	Adv Band	2	0896	ROP GphDsgn/Sik	2

## PRINT REVERSE VERIFICATION LISTING

The **Print Reverse Verification Listing** will print all students who requested each course. Certain courses can be selected to print or all courses will print. The option is also available to include or exclude inactive students to print on this report. The following is an example of the **Reverse Verification Listing**.

<b>Screaming Eagle High School</b>								1/10/2011	
2010-2011		<b>Reverse Verification Listing</b>				Page 1			
0010				PE 9					
STU#	Last Name	First Name	NxtGr	Sex	STU#	Last Name	First Name	NxtGr	Sex
000051	Amezcuca	Christopher	9	M	000937	Hernandez	Beatriz	9	F
000066	Arat	Antonio	9	M	000955	Hernandez	Octavio	9	M
000080	Arevalo	Santiago	9	M	000973	Hjorth	Ryan	9	M
000086	Arizmendi	Israel	9	M	000974	Hoang	Tabetha	9	F

## PRINT PRE-SCHEDULING EDIT LISTING

The **Print Pre-Scheduling Edit Listing** will generate students not scheduled into courses requested due to various problems and should be run before students are scheduled into classes. The **Scheduling Master Schedule** must be created prior to running this report. The following is an example of the **Pre-Scheduling Edit Listing**.

<b>Screaming Eagle High School</b>								1/10/2011
2010-2011		<b>PRESCHEDULING EDIT LISTING</b>				Page 13		
Student Name	Grade	Sex	Trk	STU#	Crs.ID	Course Title	Per Avail	Comments
Morffi, Michael	12	M		001487		Period range problem		
					0618	Ap/1b Calculus	-----P	*** Period Range ***
					0011	PE	--AFAA--	
					0704	Civics Cp	-AA-----	
					0714	Economics Cp	-F-----P	*** Period Range ***
					0304	English 12 CP	-----P	*** Period Range ***
					0252	Adv Cmptr App	---A-----	

The following are possible problems that will display:

- **No course requests** - the student has not requested any courses.
- **Invalid course request** - course is not offered in the schedule master schedule.
- **Too many requests for period range** - student's available periods are not enough for all the courses requested based on their duration in the schedule master schedule.
- **Grade, sex or track restriction** - this course is not offered to this student's grade, sex, or track.

## PRINT VARIOUS ANALYSIS REPORTS

The **Print Various Analysis** contains various reports, which includes **Scheduling Class Load Analysis**, **Course Request Analysis** and **Reject Analysis Listing**. For example, the **Course Request Analysis** report displays the total requests for each course, total seats available, seats short, total sections offered, average class size, requests per section and the actual number of students who requested the course who have been rejected.

The reason for the reject may or may not have anything to do with the seats available, but for example, if there are 10 seats short most likely there will be at least 10 rejects.

2010-2011		<b>Screaming Eagle High School</b>					10-Jan-11	
<b>COURSE REQUEST ANALYSIS</b>								Page 1
Course Number and Title	Total Requests	Total Seats	Seats Short	Total Sections	Average Size	Requests / Section	Actual Rejects	
0010 PE 9	105	235		5	47	21	103	
0011 PE	151	224		4	56	38	40	
0012 Weight Trng	268	270		6	45	45	30	
0013 Ind Stdy P.E.	5	35		1	35	5	1	

The **Print Reject Analysis Listing** displays all students who had rejected course requests. This listing includes the classes selected and gives the reason for any classes rejected.

2010-2011		<b>Screaming Eagle High School</b>					10 Jan 2011	
<b>REJECT ANALYSIS LISTING BY STUDENT</b>								Page 200
Student Name	STU#	Sex	Trk	PerRng	CRS#	Course Title	Per Avail	Rej Sec Per Sem Teacher
Ramsey, Lora	1749	F	0	9	0719	Teen Leadershi	---AF---	G *** Grade Range ***
					0304	English 12 CP	-----	G *** Grade Range ***
					0714	Economics Cp	-----	G *** Grade Range ***
					0704	Civics Cp	-AA-----	G *** Grade Range ***
					0014	Adapt PE	-----	0002 0 Y Wilber
1500	Tchr Aide	FFFFF--	3166 3 Y Aldrich					

## SCHEDULING MASTER SCHEDULE REPORT

The **Scheduling Master Schedule** report prints all the pertinent data about each section defined in the scheduling master schedule table. There are various print options available.

Print Options

Choose from the options below.

Fall
  Spring
  Year

Period and Section  
 Room and Period  
 Course and Period  
 Teacher and Period  
 Department and Period

Page Break on Change?  
 Skip Inactive Sections  
 Skip Classes without Students (TS=0)  
 Skip Teacher Aides?  
 Include Teacher Aide in Class Average?  
 Include Teacher Aide in Total Seats/Students?

OK Cancel

The following is an example of the options set to print the report in sequence by period and section number, to include TA's in the class average and in total seats/students.

2010-2011		<b>Screaming Eagle High School</b>					01/10/2011													
<b>SCHEDULING MASTER SCHEDULE BY PERIOD and SECTION</b>								02:45:30 PM												
Sec#	Pd-BI	Sm	Days	CRS ID	Course Title	Dept	Tot#	Teacher Name	Room	Credit	Sex	Low	High	Max	Tot	Boys/Pct	Girls/Pct	Pre	Sm Sch Crs Team	
0001	0	Y	MTWTF	0012	Weight Trng	P	702	Sanders	GYM	5.0		9	12	46	46	17	38	28	62	0
0002	0	Y	MTWTF	0014	Adapt PE	P	835	Wilber	GYM	5.0		9	12	30	12	4	33	8	67	0
0003	0	F	MTWTF	0015	Marching PE	P	802	Schuler	L1	5.0		9	12	200	50	25	50	25	50	0
0004	0	Y	MTWTF	0021	Work Exper Educ	B	840	Wright	B10	5.0		10	12	25	21	11	52	10	48	0

## SCHEDULE ALL STUDENTS INTO CLASSES

The **Schedule All Students into Classes** will attempt to schedule **all** students into requested classes. The message **Using Students Grade Next Year** in red indicates students are being scheduled for next year in the current year's database. Verify the following options prior to running the scheduler.

Screenshot of the "Schedule Students Into Classes" software interface. The window title is "Schedule Students Into Classes". The interface shows the school name "Screaming Eagle High School" and the date "1/10/2011".

**Scheduling sequence:**  
by Grade (select one)  
 Ignore grade level  
 Schedule low to high  
 Schedule high to low

**Using Students Grade Next Year** (highlighted in red)  
by Name (select one)  
 Schedule alphabetically  
 Schedule reverse alpha  
 Schedule randomly

**Scheduling Options:**  
 10 Seconds = max time per Stu  
 Schedule alternates  
 Ignore class maximums  
 Include inactive students  
 Prevent gaps in schedule  
 Display scheduling progress  
 Ignore group codes K-Z  
 Balance Academic Weight

Buttons on the right:  
Schedule all students  
Exit  
Reject  
Lock all students schedules  
Lock non-rejects schedules  
Unlock all student schedules

Summary fields at the bottom right:  
Total students scheduled: \_\_\_\_\_  
Students completely scheduled into classes: \_\_\_\_\_  
Students with one or more unscheduled requests: \_\_\_\_\_  
Percent completely scheduled: \_\_\_\_\_

### SCHEDULING SEQUENCE

The default for scheduling students is alphabetically, without regard to grade level. To schedule by grade level, select **Schedule low to high** or **Schedule high to low**. Select **Schedule reverse alpha** to schedule backwards alphabetically. To schedule without regard to name click the mouse on **Schedule randomly**.

### SCHEDULING OPTIONS

**Maximum time per student** – maximum time the program spends trying to schedule a student. The default time is set at 10 seconds but can be changed.

**Schedule alternates** – if an alternate class was entered into a student's course request and a student has a rejected class the program will attempt to schedule the alternate class.

**Ignore class maximums** – all students requesting a class will be scheduled regardless of the maximum number of student's setup to be enrolled.

**Include inactive students** – inactive students will be included when scheduling classes. If scheduling students for next year students tagged "\*" (asterisk) will automatically be included.

**Prevent gaps in schedule** - will attempt to schedule every student into the tightest period range possible and takes a lot longer to run. Should not be used until the final scheduling run.

**Display scheduling progress** – every course the scheduler attempts to schedule will display for every student. This option slows down the scheduler and is suggested that it is not selected.

**Ignore group codes K-Z** – if certain classes are grouped with the same teacher they are flagged with a matching letter from K – Z. Selecting this option will ignore the group flags.

**Balance Academic Weight** – uses the **CRS.AC (Academic Weight)** field to ensure academic classes are balanced across all 4x4 terms. Using this option may result in a higher number of rejects.

After selecting the options click the mouse on the **Schedule all students** button. The scheduler will scan the current scheduling master schedule, saving data about each class and will then scan the student's current scheduling records counting any prescheduled sections. Then it will start the actual scheduling process.

The scheduling statistics display on the form while the scheduler runs. The grade and name of the current student being scheduled will display. At the bottom of the form the elapsed time in seconds, total students scheduled, total rejects and the percentage scheduled without rejects will display.

If **Display scheduling progress** was selected each section of each course it tries to schedule the student into will display. The progress of the scheduler displays as tries to find a perfect match of classes available to courses requested. The hardest courses to get into are listed first.

**Abort** - While the scheduler is running, the **Exit** button will display **Abort**. Clicking the mouse on the **Abort** button will cancel the scheduling process. When the scheduler is finished, the **Abort** button will change back to **Exit**.

**Reject** - If the schedule process is taking too long for a student click the mouse on the **Reject** button to cancel scheduling that particular student.

**Lock All Student Schedules** - Click the mouse on **Lock All Student Schedules** to lock students into their currently scheduled classes. This can be used before other mass changes are performed, for example, scheduling was complete except for assigning homerooms. Then add homeroom course requests and students could be scheduled into their homerooms alphabetically.

**Unlock All Student Schedules** - Click the mouse on **Unlock All Student Schedules** to remove the locks on student's course requests. Unlocking the schedule will allow them to be scheduled again into any section.