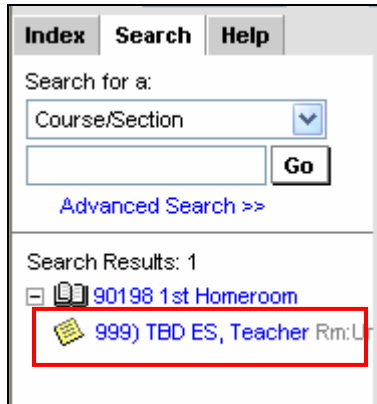


	<p>Check that you are in the correct school <b>Year</b>.</p>
<p><b>Scheduling Students rostered in section 999</b></p>	
<p><b>Vocabulary:</b></p> <p><b>Course Requests:</b> Student requests for courses used to load schedules.</p> <p><b>Scheduling Group (Team):</b> Identifies classes associated with homerooms.</p> <p><b>Core Courses:</b> Reading, Writing, Math, Science and Social Sciences.</p> <p><b>Specials Courses:</b> PE, Visual Arts, Library Information Literacy, Music, World Language, Technology, Drama, Theatre and ELD</p> <p><b>Roster:</b> Class list.</p>	<p>All students not assigned to a homeroom in IC at the end of the previous school year have been rostered into a course named “<b>1<sup>st</sup> Homeroom</b>”, section number <b>999</b> (as a temporary holding center).</p> <p>All students in the 999 section have been assigned Course <b>Requests</b> for Reading, Writing, Math, Science, Social Science and Specials.</p> <p>The following steps will walk through the proper way to move these students into their correct Homeroom, assign a Scheduling Group (Team), and roster them into Core and Specials courses.</p>
<p><b>Printing a Section 999 student roster</b></p>	
	<ol style="list-style-type: none"> <li>1. Index → Scheduling → Courses</li> </ol>
	<ol style="list-style-type: none"> <li>2. Search → Search for a : Course/Section → Advance Search</li> <li>3. Section # : 999 → Search</li> </ol>



4. Click on “999) TBD ES, Teacher”.

90198-999 1st Homeroom  
Teacher: TBD ES, Teacher

Section | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup

Print

Active Students: 62

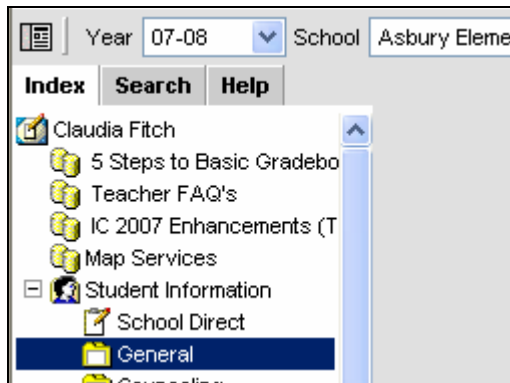
Name	Student #	Gender	Grade	Start Date	End Date
EC Anderson, Charlotte G	682629	F	EC		
00 Arellano, Audrey J	675119	F	00		
EC Arellano, Layla E	686111	F	EC		
EC Berube, Julien R	682095	M	EC		
04 Binegar, Dara	616068	F	04		
EC Blakesley, Xander W	688544	M	EC		
02 Bonilla, Miriam	617299	F	02		
00 Bouck, Addison B	687015	F	00		
EC Cereceres, Jose G	687438	M	EC		

5. Select the **Roster** tab.

6. Click the **Print** icon.

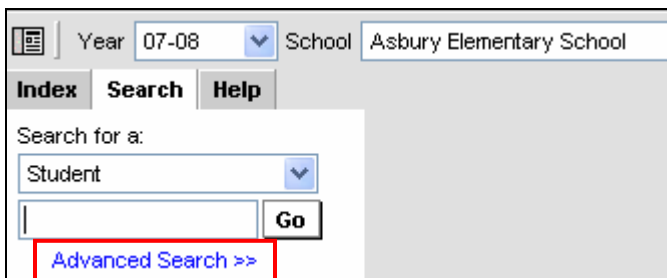
This will give you the list of all students that have been rostered into the 999 section; these students do not have a full schedule.

## Find a student in Section 999



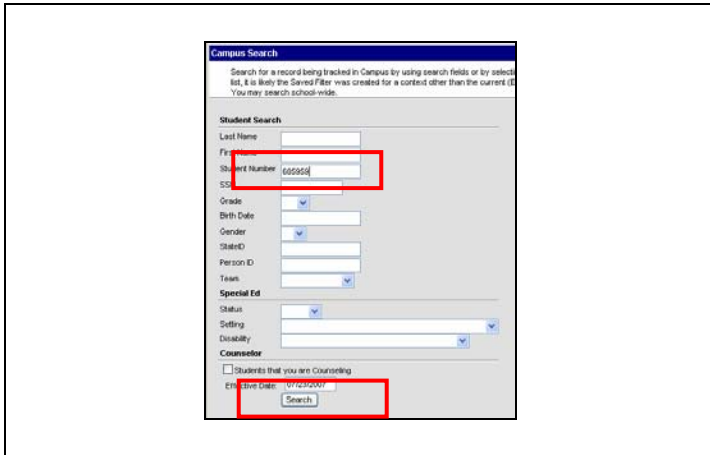
Using the roster of students from Section 999, select a student to be scheduled. Decide which teacher, homeroom and Scheduling Group the student is going to be rostered.

1. Index → Student Information → General.



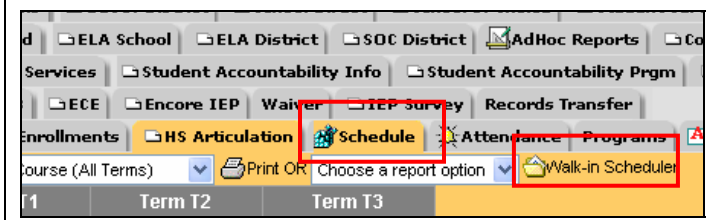
2. Select the **Search** tab.

3. Click **Advanced Search**.

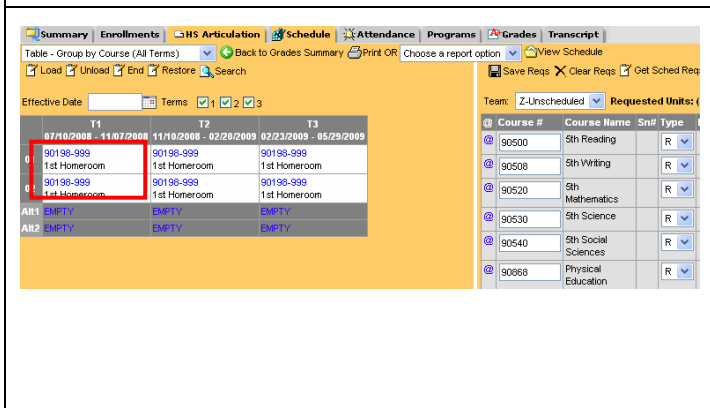


4. Enter the **Student Number**.
5. Click **Search**.

## Scheduling a Student using Walk-in Scheduler

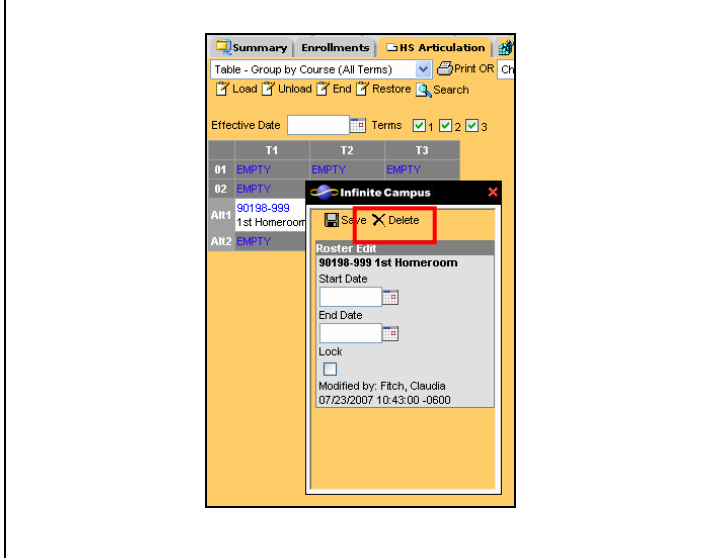


1. Select the **Schedule** tab.
2. Click **Walk-in Scheduler**.



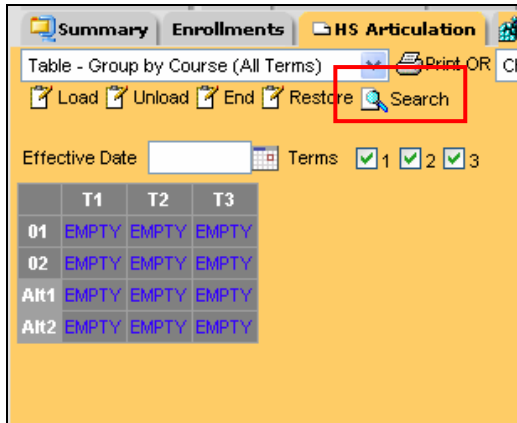
The **Walk-in Scheduler** window will open. The student's schedule will be displayed on the left. The courses that have been requested for the student will be displayed on the right.

A **1<sup>st</sup> Homeroom, section 999** has been temporarily scheduled for the student in periods 01 and 02. This needs to be changed to the correct homeroom for the student, periods 01, 02.



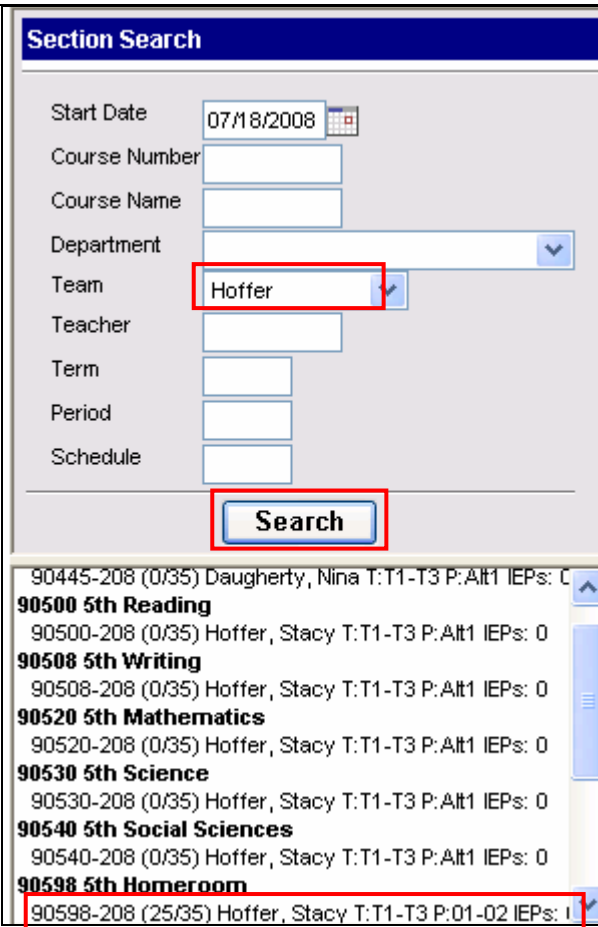
3. Click on the **Section number 999 XX Homeroom**, from the left side of the schedule screen. (the blue hyperlink of the course)
  4. Select **Delete** to delete this section from the student's schedule in the popup window.
- Select **OK** from the warning screen *only* if you are deleting **prior** to the first day of school.
- 
- If moving the student as of the 1<sup>st</sup> day of school and thereafter, enter an **End Date** and save.

6. Click **OK**.



The Schedule will now be filled with the word **Empty**.

7. Click **Search**.



A **Section Search** window will appear.

8. Search for the **Team**. Select from the drop-down list.

(**Team (Scheduling Group)** is the homeroom teacher's last name.)

9. Click **Search**

A list of all classes that have been assigned to that **Team (Scheduling Group)** will be listed below.

10. Click on the section hyperlink below the Homeroom course name.

**90598 5th Homeroom**  
90598-208 (25/35) Hoffer, Stacy T:T1-T3 P:01-02 IEPs: 1

Table - Group by Course (All Terms) Back to Grades Summary

Load 
  Unload 
  End 
  Restore

Effective Date:  Terms:  1  2  3

	T1 08/18/2008 - 11/07/2008	T2 11/10/2008 - 02/20/2009	T3 02/23/2009 - 05/2
01	90598-208 5th Homeroom	90598-208 5th Homeroom	90598-208 5th Homeroom
02	90598-208 5th Homeroom	90598-208 5th Homeroom	90598-208 5th Homeroom
Alt1	EMPTY	EMPTY	EMPTY
Alt2	EMPTY	EMPTY	EMPTY

The schedule on the left will now show that Homeroom has been scheduled in period 01 and 02.

11. Click **Search**.

Continue to **Click Search** until the Search button turns into a **Student Requests** button.



## Changing Team (Scheduling Group) Assignment

Summary | Enrollments | HS Articulation | **Schedule** | Attendance | Programs | Grades

Table - Group by Course (All Terms) Print OR choose a report option

Load 
  Unload 
  End 
  Restore

Effective Date:  Terms:  1  2  3

	T1	T2	T3
01	90498-208 4th Homeroom	90498-208 4th Homeroom	90498-208 4th Homeroom
02	90498-208 4th Homeroom	90498-208 4th Homeroom	90498-208 4th Homeroom
Alt1	EMPTY	EMPTY	EMPTY
Alt2	EMPTY	EMPTY	EMPTY

**Section Search**

Course Number:

Course Name:

Department:

Team:

Teacher:

Term:

Period:

Schedule:

1. Click **Student Requests**.

2. Select the correct **Team (Scheduling Group)** from the drop down list.

This will allow all the requested courses to be scheduled with the correct teacher (**Team/Scheduling Group**) at one time.

3. Click **Save Reqs**.

Walk-in Scheduler

Save Reqs  Clear Reqs

Team: Z-Underscheduled

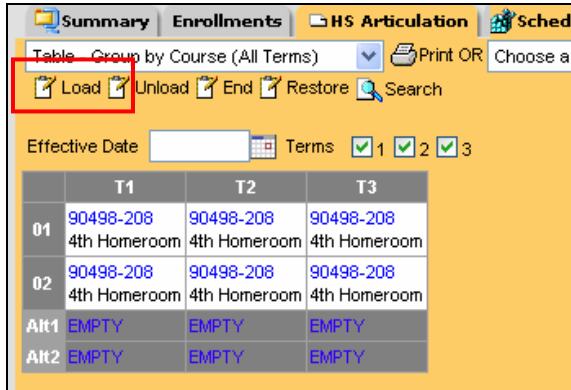
@	Course	Teacher	Name
@	Soto-Full		
@	900 Magoffin-Full		
@	Burke-Full		
@	904 Z-TBD-101		ing
@	Chapman		
@	904 Vieau		ing
@	Nikolaou		
@	904 Warring		
@	Z-TBD-201		ing
@	905 Berge		
@	Napolitano		
@	905 Cappedge-Full		ing
@	Burke-AM		
@	905 Compton		
@	Parment		
@	908 Hoffer		
@	Z-TBD-ELD		
@	908 Soto-AM		
@	Z-Underscheduled		
@	91956		music

Save Reqs  Clear Reqs  Get Sched Reqs

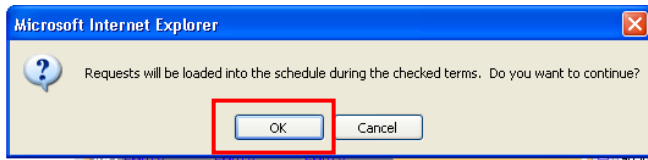
Team:  **Requested Units: (0/6)**

@	Course #	Course Name	Sn#	Type	Lo
@					

## Loading Course Requests



1. Click **Load**.



A dialog window will open:  
**Requests will be loaded into the schedule. Do you want to continue?**

2. Click **OK**.

The left side will now show a full schedule.

	T1	T2	T3
01	90498-208 4th Homeroom	90498-208 4th Homeroom	90498-208 4th Homeroom
02	90498-208 4th Homeroom	90498-208 4th Homeroom	90498-208 4th Homeroom
Alt1	90400-208 4th Reading	90400-208 4th Reading	90400-208 4th Reading
	90408-208 4th Writing	90408-208 4th Writing	90408-208 4th Writing
	90420-208 4th Mathematics	90420-208 4th Mathematics	90420-208 4th Mathematics
	90430-208 4th Science	90430-208 4th Science	90430-208 4th Science
	90440-208 4th Social Sciences	90440-208 4th Social Sciences	90440-208 4th Social Sciences
	90868-208 Physical Education	90868-208 Physical Education	90868-208 Physical Education
	90870-208 Visual Arts	90870-208 Visual Arts	90870-208 Visual Arts
	90879-208 Library & Information Literacy	90879-208 Library & Information Literacy	90879-208 Library & Information Literacy
	91956-208 Music	91956-208 Music	91956-208 Music
	Alt2		

Every student should have:

- Homeroom
- Reading
- Writing
- Math
- Science
- Social Sciences
- PE
- Visual Arts
- Lib & Info Lit
- Music

Specials will vary according to schools.

This will automatically SAVE.

## Additional Information

- **Non-ELA E/S ECE** students should be scheduled only in a homeroom, no specials or cores.
- **ELA-E/S ECE** students should be scheduled in a homeroom and **ELD**, no specials or cores.
- **Non-ELA E/S KG** students should be scheduled in a homeroom with specials and cores.
- **ELA E/S KG** students should be scheduled in a homeroom and **ELD** with specials and cores.
- **Platooning** is included in the team schedule.



# ES Scheduling - 999 Students Elementary School Schedule

*Sample*

Table - Group by Day (Term T1)	
Term T1 (08/20/2007 - 10/26/2007)	
01	08:30:00 AM-03:15:00 PM <b>90198-103 1st Homeroom</b> Chapman, Julie A
02	Rm: 103
	03:20:00 PM-03:25:00 PM <b>90120- 1st Math</b> Chapman, Julie A
	Rm: 103
	03:20:00 PM-03:25:00 PM <b>90100- 1st Reading</b> Chapman, Julie A
	Rm: 103
	03:20:00 PM-03:25:00 PM <b>90130- 1st Science</b> Chapman, Julie A
	Rm: 103
	03:20:00 PM-03:25:00 PM <b>90140- 1st Social Studies</b> Chapman, Julie A
	Rm: 103
AR1	03:20:00 PM-03:25:00 PM <b>90108- 1st Writing</b> Chapman, Julie A
	Rm: 103
	03:20:00 PM-03:25:00 PM <b>90870- Art</b> Werner, Jennifer
	Rm: 213
	03:20:00 PM-03:25:00 PM <b>91956- Music</b> Medina, Donna
	Rm: Aud
	03:20:00 PM-03:25:00 PM <b>90868- Physical Education</b> Rogers, Pamela K
	Rm: Gym
AR2	<b>EMPTY</b>