

<p>Scheduling New Students</p>	
<p><u>Vocabulary:</u></p> <p>Course Requests: Student requests for courses used to load schedules.</p> <p>Scheduling Group (Team): Identifies the classes associated with homerooms.</p> <p>Core Courses: Reading, Writing, Math, Science and Social Sciences.</p> <p>Specials Courses: PE, Visual Arts, Library Information Literacy, Music, World Language, Technology, Drama, Theatre and ELD.</p> <p>Roster: Class list.</p>	<p>All new students not in a homeroom will need to be assigned to a:</p> <ul style="list-style-type: none"> • Teacher • Scheduling Group (Team) • Homeroom • Fully scheduled <p>The following steps will roster new students into their correct Homerooms, assign a Scheduling Group (Team), roster them into Core and Specials courses.</p>
<p>Find a Student</p>	
	<p>Once a student had been enrolled, identify the teacher, homeroom and Scheduling Group with which the student is going to be rostered.</p> <ol style="list-style-type: none"> 1. Index → Student Information → General.
	<ol style="list-style-type: none"> 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.

Note: Both of which will be empty.

3. Click on the **Search** icon.

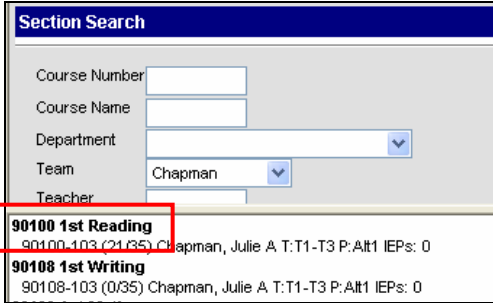
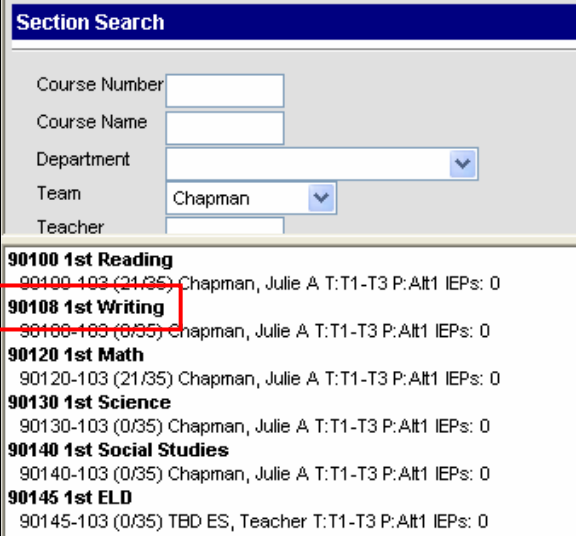
Section Search window will appear.

Schedule Reading:

Step 1. **Search** for the **Team**.
Select from the drop-down list.
 Team (Scheduling Group) is the homeroom teacher's last name.

Step 2. Click **Search**

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

	<p>The student will need to be assigned to each of the classes listed.</p>
	<p>Step 3. Select the <i>Reading</i> section. Click on the section hyperlink below the <i>Reading</i> course name.</p> <p>The <i>Reading</i> course will show in the schedule in Alt1.</p>
	<p>Schedule Writing:</p> <ol style="list-style-type: none"> Step 1. Select the Team. Step 2. Select Search. Step 3. Select the <i>Writing</i> section. <p>Click on the section hyperlink below the <i>Writing</i> course name.</p> <p>The <i>Writing</i> course will show in the schedule in Alt1.</p> <p>Continue with this 3-step process:</p> <ol style="list-style-type: none"> Step 1. Select the Team Step 2. Select Search Step 3. Select the Section <p>until all courses for the Scheduling Group have been added to the schedule.</p> <p>Add ELD (English Language Development) as defined by the ELD rules. See the “ES Scheduling Adding ELD” Quick Reference Guide.</p>

	T1	T2	T3	
01	90198-103 1st Homeroom	90198-103 1st Homeroom	90198-103 1st Homeroom	
02	90198-103 1st Homeroom	90198-103 1st Homeroom	90198-103 1st Homeroom	
AIT1	90100-103 1st Reading	90100-103 1st Reading	90100-103 1st Reading	
	90108-103 1st Writing	90108-103 1st Writing	90108-103 1st Writing	
	90120-103 1st Math	90120-103 1st Math	90120-103 1st Math	
	90130-103 1st Science	90130-103 1st Science	90130-103 1st Science	
	90140-103 1st Social Studies	90140-103 1st Social Studies	90140-103 1st Social Studies	
	90868-103 Physical Education	90868-103 Physical Education	90868-103 Physical Education	
	90870-103 Art	90870-103 Art	90870-103 Art	
	91956-103 Music	91956-103 Music	91956-103 Music	
	AIT2	EMPTY	EMPTY	EMPTY

A fully scheduled student will have:

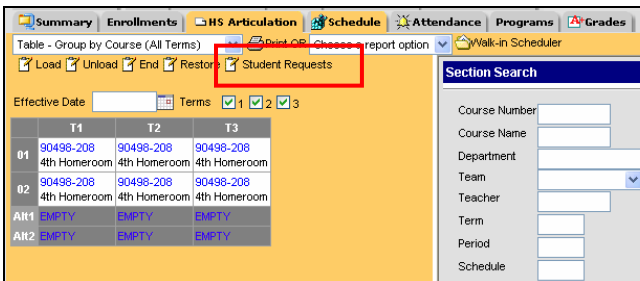
- Homeroom
- Reading
- Writing
- Math
- Science
- Social Sciences
- PE
- Visual Arts
- Lib & Info Lit
- Music

Specials will vary according to schools.

This will automatically **SAVE**.

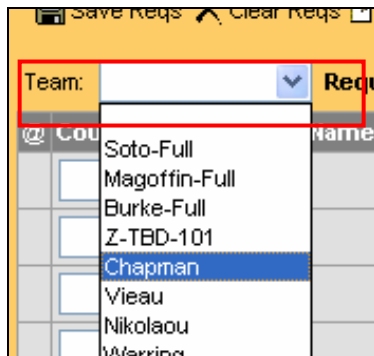
NOTE: All students are scheduled into a regular grade-level Homeroom. ELA E/S homeroom will not be used.

Adding a Team (Scheduling Group) Assignment



Adding a Team (Scheduling Group) to each student.

1. **Click Student Requests.**



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

This will assign the student to a **(Team/Scheduling Group)**.

3. **Click Save Reqs**



<p>Additional Information</p>	<ul style="list-style-type: none"> • 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.

Sample Elementary School Schedule

Prior to start of school

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