

## Elementary Scheduling Steps – Future Scheduling

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This document is for anyone who needs to schedule elementary student for the next school year. It covers the quickest and most efficient way to schedule elementary students into multiple classes using a scheduling utility.

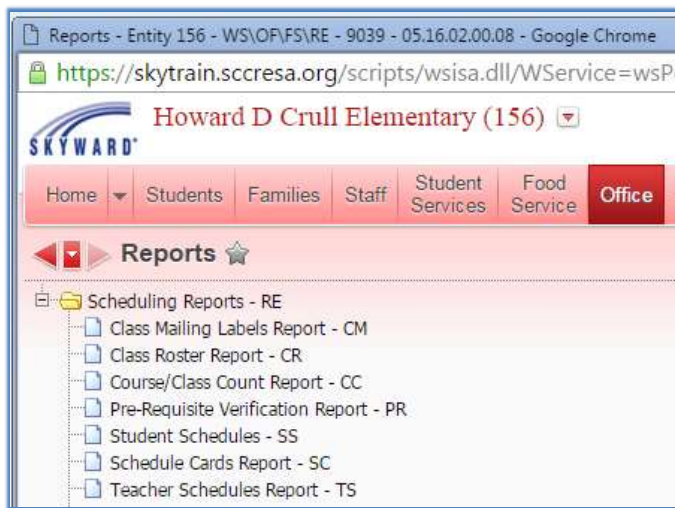
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Overview: There are three steps for scheduling elementary student using this process.

1. Updating the Course Master WS\OF\FS\RE
  2. Creating the scheduling templates and scheduling the students WS\OF\FS\SS\PS\UT
  3. Printing Class Rosters
- 

### 1) Review the Course Master [ WS/OF/FS/BC/RE]

To review the course master run the **Teacher Schedules Report** [WS/OF/FS/RE]



I recommend printing of the Teacher Schedule Report and note the changes on the paper copy. The report prints in a grid format that is very helpful when checking teacher, classes, sections, etc. With the changes noted on the report you can work on the updates\changes when time permits. See a sample of the report on the following page.

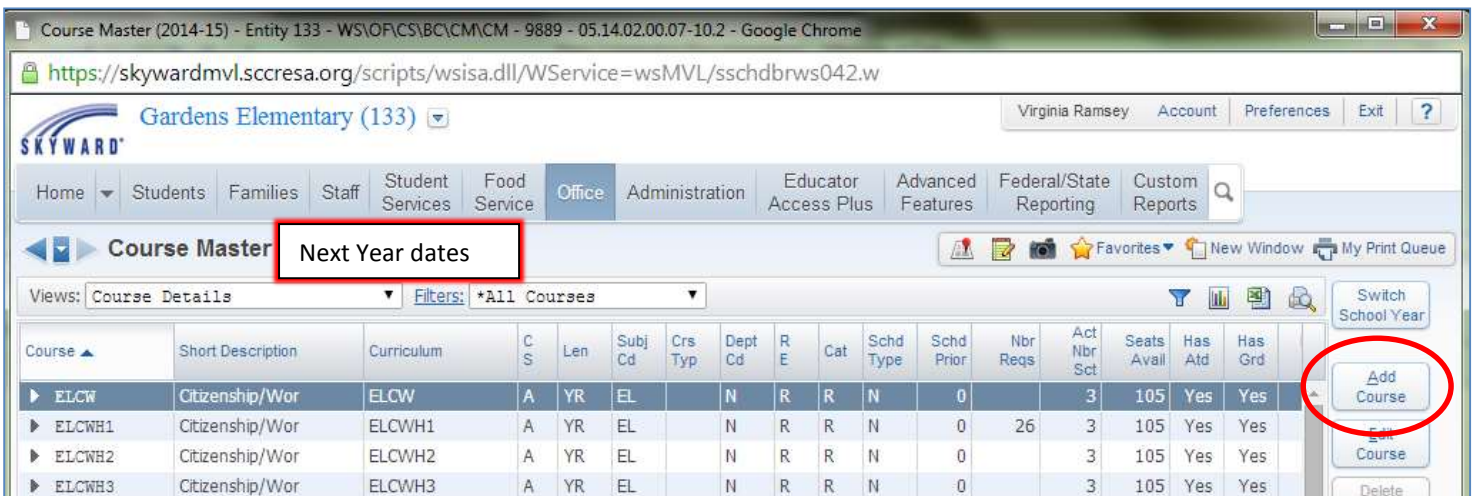
# Elementary Future Year Scheduling guide

1teatn34.p 13-2 05.14.02.00.00												Gardens Elementary Teacher Class Schedule By Teacher												06/05/14		Page:1 12:16 PM									
INSTRUCTOR: Kimberly Behn																																			
Period 1						Period 2						Period 3						Period 4						Period 5						Period 6					
ELCWH2/03		YR		ELELA2/03		YR		ELXA2/03		YR		ELMA2/03		YR		ELSC2/03		YR		ELSS2/03		YR													
MTWRF		0		MTWRF		0		MTWRF		0		MTWRF		0		MTWRF		0		MTWRF		0													
133		133		133		133		133		133		133		133		133		133		133		133													
Citizenship/Wor				English Languag				Expressive Acad				Mathematics - G				Science - Grade				Social Studies															
INSTRUCTOR: Jennifer L. DeGlopper																																			
Period 1						Period 2						Period 3						Period 4						Period 5						Period 6					
ELCW/02		YR		EELAK/02		YR						ELMAR/02		YR		ELSCK/02		YR		ELSSK/02		YR													
MTWRF		0		MTWRF		0						MTWRF		0		MTWRF		0		MTWRF		0													
133		133										133		133		133		133		133		133													
Citizenship/Wor				English Languag								Mathematics - K				Science - KDG				Social Studies															
INSTRUCTOR: Joseph Dehenau																																			

## 2) Update the course master [WS/OF/FS/BC/CM/CM]

- a) Add new courses, sections, and meet times for new courses
- b) Remove courses, sections, and meet times for classes no longer offered
- c) Update a courses/section meet times with replacement teachers

To add a course to the course master go to **Office, Future Scheduling, Build Course Master, Course Master, Course Master [WS/OF/FS/BC/CM/CM]** Click on the **Add Course** button.



## Elementary Future Year Scheduling guide

Entity: 133 Gardens Elementary School Year: 2014-15 Curriculum: [dropdown]

\* Course Key: [text] Short Description: [text] Long Description: [text]

**General Properties**

Course Length Set: YR - YEAR  
Grade Set: YEAR  
Course Status: Active  
Elective/Required: Elective  
Category: Regular  
Schedule Type: Normal  
Scheduling Priority: 0 - Lowest Priority  
Grading System: Average  
Grading Type: Graded

Subject: [dropdown] Type: [dropdown] Department: [dropdown]  
DNE Code: [dropdown] Report Card: [dropdown] Lock Group: [dropdown]

\* Grade Range: 00 - 05  
Fees: \$0.00  
Academic Hours: 1,000  
Earned Credit: 1.000

Core Academic Subject  
 Grade Course  
 Keep Attendance  
 Repeatable For Credit  
 Locked to Scheduler  
 Allow Teacher Conferences

Current Requests: 0  
Maximum Seats Available: 0  
Estimated Nbr of Sections: 1  
Actual Nbr of Sections: 0

Transcript GLD: [checkbox] Include Tran GLD in GPA  
Website Address: [text]  
Website Display: [text]

Normal \* GPA Set 1: 1 UNWEIGHTED GPA Credits 1: 1.000  
Control Sets Possible: YR

**Qualifications** Add a Qualification

Position Description	Position	Subject Description	Subject
No Qualifications Selected			

**Course Group(s)** Add Course Group

Code	Description
No Course Group Selected	

**Section Defaults**

Fill in the Curriculum key, course key both descriptions and the general properties area, click on **Save and Add Section** button

Add a section number, and then fill in the General Properties fields, lastly fill in the Michigan State Specific fields. Click on **Save and Add Meet** button.

Entity: 133 Gardens Elementary School Year: 2015 Course Key: C49 Earth Science  
Status: Active Number of Requests: 0 \* Section: [dropdown]

**General Properties**

Class Status: Active  
\* Class Control Set: YR  
\* Calendar: 133

Minimum Students: 0 Attendance Method: Sheets  
Optimum Students: 0 Assign Seats  
Maximum Students: 0 Rows: 000 Columns: 000  
Grading Method: Sheets

PARCC Assessment: [dropdown]  
PARCC Submission: [dropdown]

Bilingual  Use Class Meeting Time Override  
Default Building: 133 Gardens Elem

**Room Type(s)** Add Room Type

Priority	Description

**Michigan State Specific**

Asterisk (\*) denotes a required field

## Elementary Future Year Scheduling guide

The screenshot shows the 'Add Class Meet' form with the following details:

- Course:** Entity: 133, Class: C49/01, Earth Science, Control Set: YR, Class Status: Active
- Start and Stop Terms:** \* Display Term Start: 01, \* Stop: 04, \* Scheduling Term Start: 01, \* Stop: 04
- Meet Pattern:** M T W R F S  
\* Display Period: 00, Display: [checked] [checked] [checked] [checked] [ ] [ ]  
\* Scheduling Period: 00, Scheduling: [checked] [checked] [checked] [checked] [ ] [ ]  
\* Attendance Period: 00, Attendance: [checked] [checked] [checked] [checked] [ ] [ ]
- Lunch Code:**  None,  Group A,  Group B,  Group C,  Group D,  Group E,  Group F
- Building:** 133, Gardens Elem
- Teacher:** [dropdown],  Do not send teacher to TSDL
- Teacher Type:**  Primary,  Alternate  
 Display This Class Meet On Student Schedules  
 Allow Access to EA+  
 Allow Access to Gradebook
- Class Meeting Time Override:** Start Time: 12:00 AM, Stop Time: 12:00 AM
- Class Meet Type:**  Instructional,  Lunch,  Recess,  Study Hall,  Other

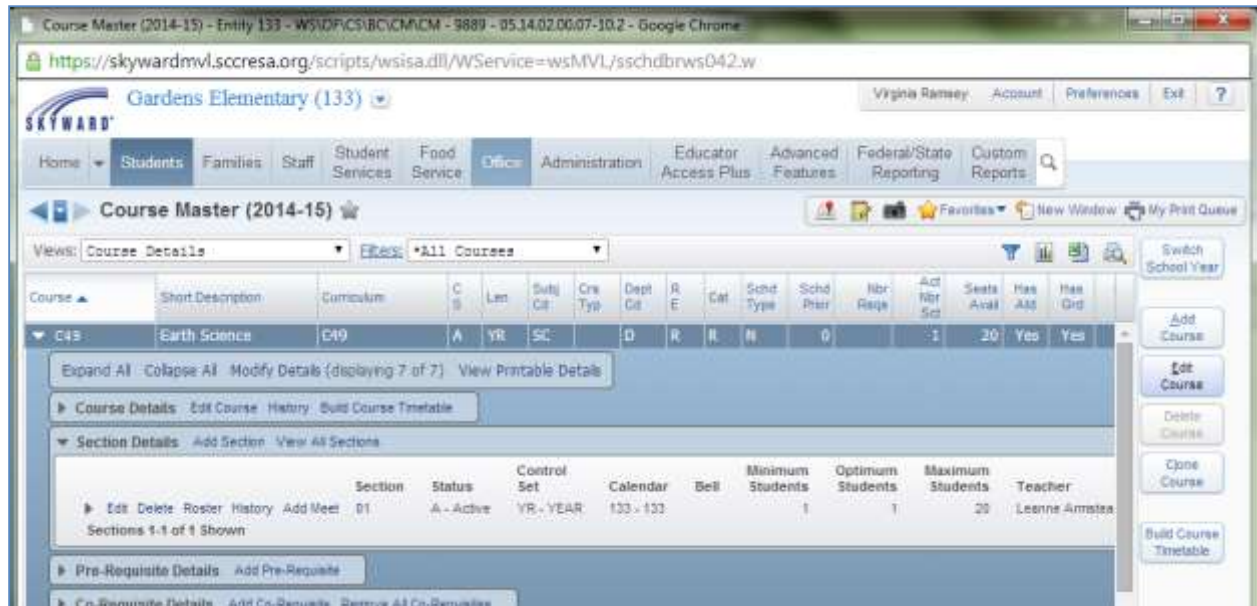
- Fill out the **Term** and **scheduling term** Start and Stop fields (example a semester long class would be 1-2 for semester 1, 3-4 for semester 2, 1-4 all year class)
- Select the **display period**, **scheduling period**, **attendance period**
- Add a **room number** and **Teacher** of record. If a course has two teachers add another meet time and set the Teacher as alternate.
- Click on **Save**.



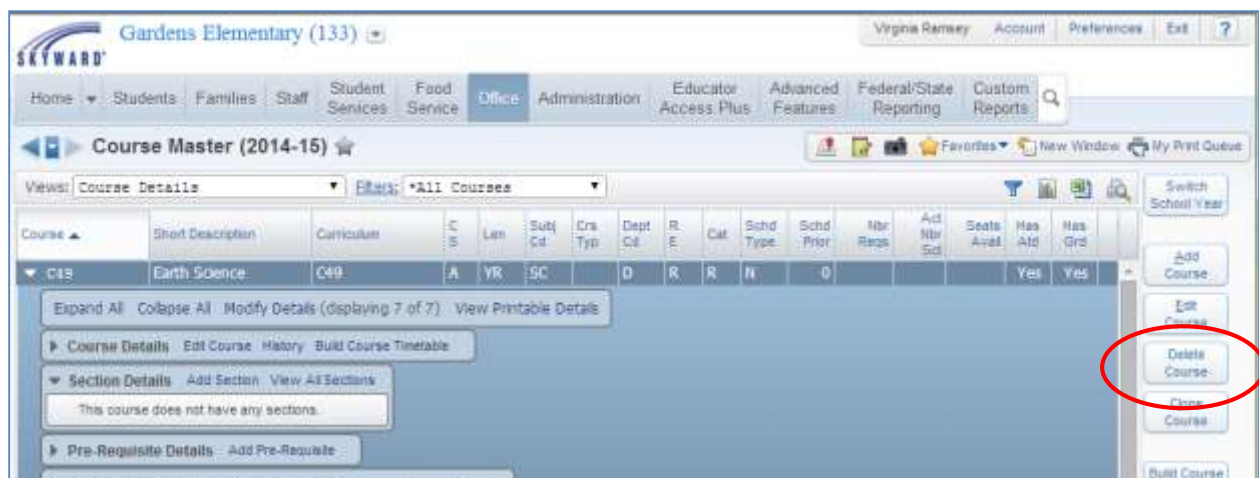
## Elementary Future Year Scheduling guide

To remove a course to the course master go to **Office, Future Scheduling, Build Course Master, Course Master, Course Master** [WS/OF/FS/BC/CM/CM]

Working backward first delete all meets, then delete the sections and finally delete the course. Select desired course, expand menu, expand **Section Details**, expand on the **Meet** then click on the delete option on the desired meet and then the section.



Once the sections have been removed you can click on the **Delete Course** button.



## Elementary Future Year Scheduling guide

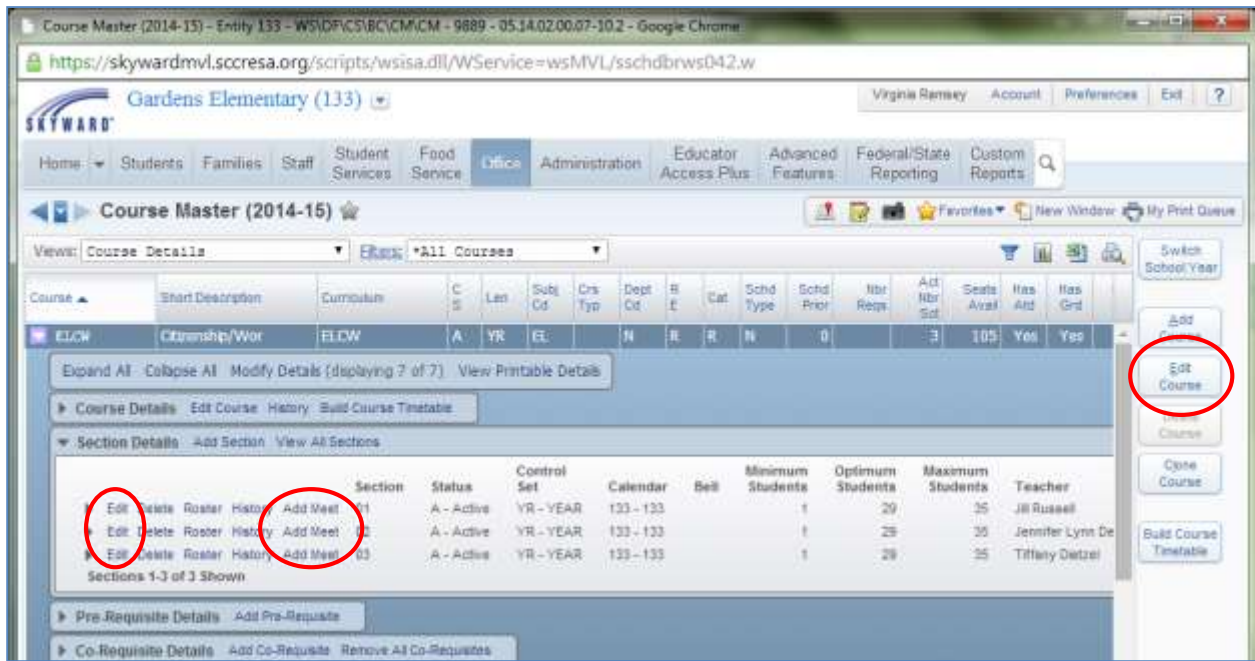
To update a course to the course master go to **Office, Future Scheduling, Build Course Master, Course Master, Course Master** [WS\OF\FS\BC\CM\CM]

Highlight the course you need to update, click on the expand arrow.

Click on **Edit Course** to update information on the course

Click on **Section Detail**, Edit to update information on the section

Click on **Add Meet** to update information on the meeting period, teacher, etc.



### 3) Scheduling Students [WS\OF\FS\SS\PS\UT]

**NOTE:** All steps should be done in next school year.

There are several ways to schedule elementary students.

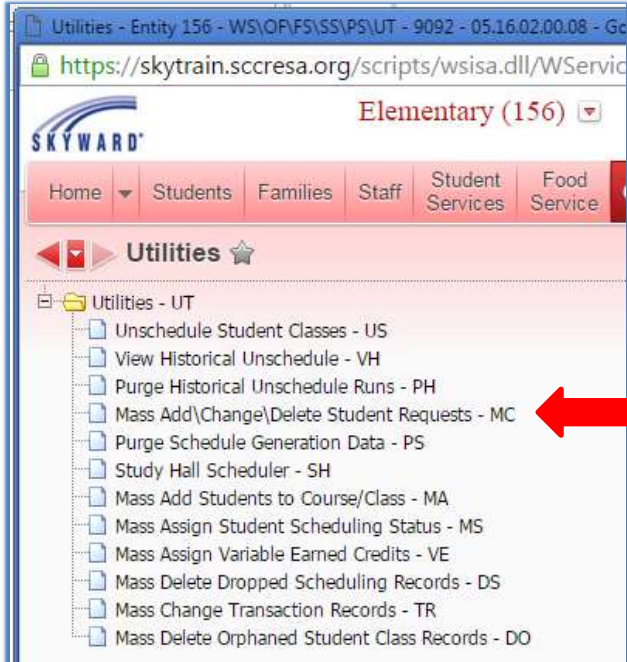
- Entry by Student, one student and one course at a time.
- Entry by Class, select class, select student to be scheduled in course.
- Scheduling Groups, create scheduling groups which contains multiple courses, then assign the students to that scheduling group
- Utility - Mass Add/Change/Delete Student Requests

This process is the most fast and efficient scheduling method is to use the **Mass Add/Change/Delete Student Requests** utility.

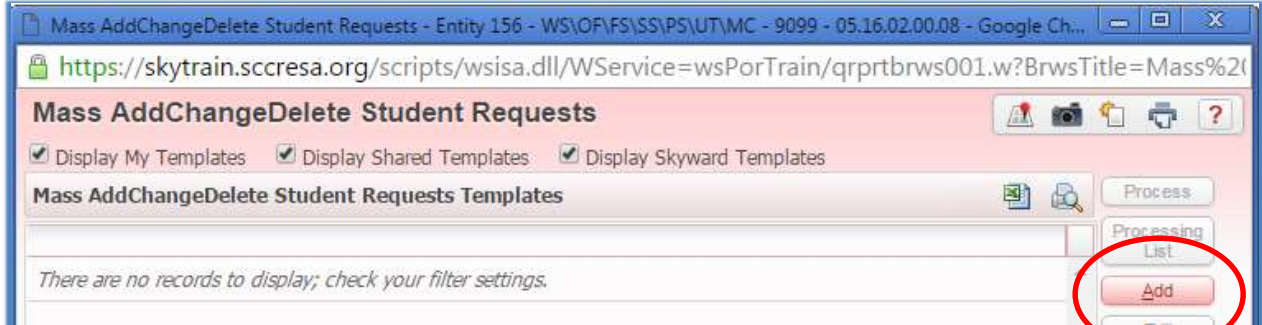
Go to **Office, Future Scheduling, Student Schedule, Product Setup, Utilities** [WS\OF\FS\SS\PS\UT]

## Elementary Future Year Scheduling guide

### Select **Mass Add/change/Delete Student Requests**



### Click on **Add** to create a template



## Elementary Future Year Scheduling guide

Give the template a **Description**/name (example 16-17 Teacher LN), select the appropriate **school year**, in the **Process By** section select **Multiple Student**, click on **Multiple Students** button.

Mass Add/Change/Delete Student Requests - Entity 156 - WS\OF\FS\SS\PS\UT\MC - 9099 - 05.16.02.00.08 - Google Chrome

https://skytrain.sccresa.org/scripts/wsisa.dll/WService=wsPorTrain/smusredit001.w?isPopup=true

### Mass Add/Change/Delete Student Requests

Mass Add/Change/Delete Student Request Processing Options

This process will mass add, change, or delete student course requests and/or scheduled class sections. A list of the selected student or students within range will be displayed prior to processing.

**Template Settings**

\* Template Description:

Share with other users in entity 156

School Year: 2016-17

**Process By**

Individual  Multiple Students  Range  Course

Individual

Save

Save and Process

Back

Click on the **Quick Filter** icon and select the desired group of students (for example if I want to schedule for my first grade I would filter on grade 01 to 01 and status A)

Students - Entity 133 - WS\OF\FS\SS\PS\UT\MC - 9926 - 05.14.02.00.07-10.2 - Google Chrome

https://skywardmvl.sccresa.org/scripts/wsisa.dll/WService=wsMVL/sarptbrws006.w?isPopup=true

### Students

Views: General Filter: \*Skyward Default

Quick Filter

Student Key	Last Name	First	Middle	Gen	Grade	Grd Yr	Sta	Sect	Guardian	Teleph
ABDOUNAR000	Abdou	Manofo		F	05	2022	A	133	Abdou, Thomas	(810)
ADAM NIC000	Adam	Nicholas	Michael	M	02	2025	A	133	Adam, Debi	(810)
ADAMSBR000	Adams	Brodie	Ryan	M	02	2025	A	133	Adams, Jennifer	(810)
ALAFAGAB000	Alafa	Gabriel	Eliase	M	11	2016	I	133		
ALAFAJUL000	Alafa	Jule		F	11	2016	I	133		
ALAWADE000	Alawdi	Adem		M	03	2024	A	133	Ahmed, Lufta	(313)
ALAWDAR000	Alawdi	Ahmed	Abdula	M	04	2023	A	133	Ahmed, Lufta	(313)
ALEXAAM000	Alexander	Amber	Nicole	F	00	2011	I	133		
ALEXABRE000	Alexander	Breanna	P.	F	06	2021	I	133	Alexander, Brian	(810)
ALLENISA000	Allen	Isaac		M	02	2025	A	133	Allen, Jennifer	(810)
ALLENISA001	Allen	Isabel	Pearl	F	06	2021	I	133	Allen, Jennifer	(810)

Apply Filter Hide Filter

Save

Back

Deselect All



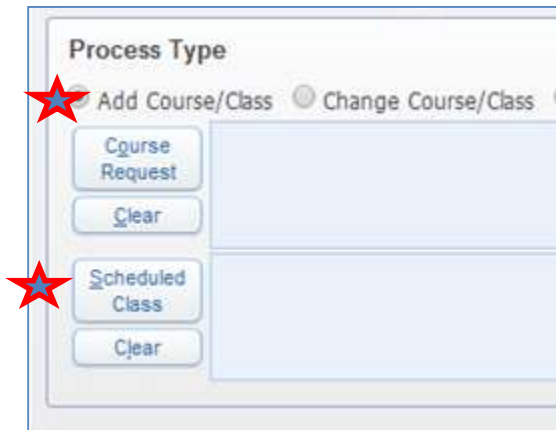
## Elementary Future Year Scheduling guide

Now only my active first grade students are showing. Working from the class list given to you, select the students for the desired teacher by placing a checkmark in the check box by their name.



Student Key	Last Name	First	Middle	Gnd	Grade*	Grd Yr	Sts*	Schl	Guardian	Telephone
<input type="checkbox"/> BADGEAID000	Badgerow	Aiden	Cole	M	01	2028	A	156	Badgerow, Lissa	(810) 8
<input type="checkbox"/> BALDRSY'000		Sy'Air	Herburt	M	01	2028	A	156	Leggett, Sasha	(313) 9
<input type="checkbox"/> BELKIMAR000		Maranda		F	01	2028	A	156	Belkiewicz, Michael	(810) 8
<input type="checkbox"/> BELLISAM000		Samantha		F	01	2028	A	156	Lopiccolo, Nicole	(810) 9
<input type="checkbox"/> BENETZAC000		Zac	Andrew	M	01	2028	A	156	Beneteau, Paula	(810) 9
<input type="checkbox"/> BOOMSCHL000		Chloe	Andi	F	01	2028	A	156	Booms, Mary	(810) 9
<input type="checkbox"/> BOUGHTRE000		Trey	Jackson	M	01	2028	A	156	Boughner, Desiray	(810) 8
<input type="checkbox"/> BURKEHAR000		Harmony		F	01	2028	A	156	Lee, Rochelle	(810) 4
<input type="checkbox"/> BURNSDER000		Derrick	Anthony	M	01	2028	A	156	Burns, Madalyn	(810) 8
<input type="checkbox"/> CRUCIELL000		Elliana	Jae	F	01	2028	A	156	Cruciano, Jason	(810) 3

In **Process Type** area select **Add Course/Class** radio button then click on **Scheduled Class**



**Process Type**

Add Course/Class  Change Course/Class

Course Request

Clear

Scheduled Class

Clear

## Elementary Future Year Scheduling guide

From the **Scheduled Class** view, select the desired courses for this group of students, both core and itinerant classes. Place checkmark in the courses and click on the **Select** button when done.

The screenshot shows the 'Select Classes' web application. The table below represents the data visible in the interface:

Select	Course	Description	Sec	Teacher	Pd	Days	Terms
<input type="checkbox"/>	ELCW	Citizenship/Wor	01	Jill Russell	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELCWH1	Citizenship/Wor	01	Tracy Mosurak	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH2	Citizenship/Wor	01	Vicki Holth	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH3	Citizenship/Wor	01	Lisa Robinson	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH4	Citizenship/Wor	01	Jill Lewandowski	01	MTWRF	YR (01-04)
<input type="checkbox"/>	ELCWH5	Citizenship/Wor	01	Eileen Smith	01	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELELA1	English Languag	01	Tracy Mosurak	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA2	English Languag	01	Vicki Holth	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA3	English Languag	01	Lisa Robinson	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA4	English Languag	01	Jill Lewandowski	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELA5	English Languag	01	Eileen Smith	02	MTWRF	YR (01-04)
<input type="checkbox"/>	ELELAK	English Languag	01	Jill Russell	02	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELMA1	Mathematics - G	01	Tracy Mosurak	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA2	Mathematics - G	01	Vicki Holth	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA3	Mathematics - G	01	Lisa Robinson	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA4	Mathematics - G	01	Jill Lewandowski	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMA5	Mathematics - G	01	Eileen Smith	04	MTWRF	YR (01-04)
<input type="checkbox"/>	ELMAK	Mathematics - K	01	Jill Russell	04	MTWRF	YR (01-04)
<input checked="" type="checkbox"/>	ELSC1	Science - Grade	01	Tracy Mosurak	05	MTWRF	YR (01-04)
<input type="checkbox"/>	ELSC2	Science - Grade	01	Vicki Holth	05	MTWRF	YR (01-04)

You will see the list of classes that you selected to be scheduled to the students in this template

The 'Process Type' section includes the following options and data:

- Add Course/Class
- Change Course/Class
- Delete Course/Class
- Mass Delete All Requests

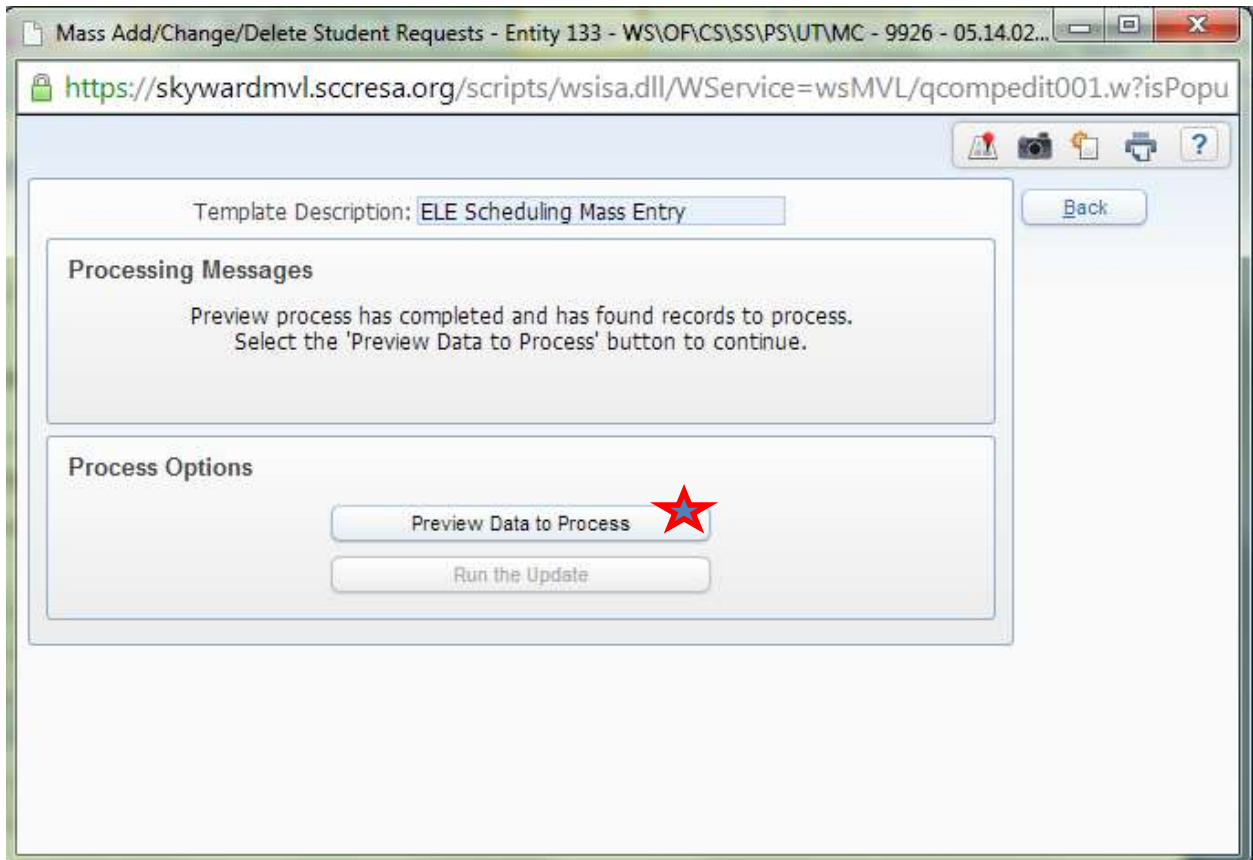
Course Request: [Empty text box]

Scheduled Class: ELCWH1/01, ELELA1/01, ELMA1/01, ELSC1/01, ELSS1/01, ELXA1/01

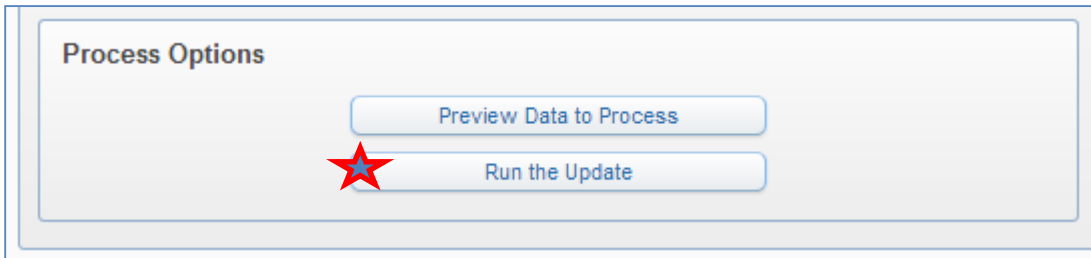
Click on the **Save** and **Process** button

## Elementary Future Year Scheduling guide

When the process is complete, preview the processed data



If the student list looks correct then click on **Run the Update** button







## Elementary Future Year Scheduling guide

### Select Class Roster Report



Create a template by selecting the desired fields for the report.

### Edit Class Roster Report Template

**Template Settings**

\* Template Description:

Share this template with other users in entity 133

Print Greenbar

**Print Options**

**Class Selection**

By Range  By Individual Class(es)

School Year: 2014-15

Terms To Print: All=All Year Schedule Terms=01-04

**Roster Options**

**Class Ranges**

	Low	High
Course/Class:	<input type="text"/>	<input type="text" value="ZZZZZZ"/> <input type="text" value="ZZZ"/>
Teacher:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/> <input checked="" type="checkbox"/> All Day Patterns <input type="button" value="Day Patterns"/>
Class Building:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Course Grade:	<input type="text" value="00"/>	<input type="text" value="99"/>
Course Length:	<input type="text"/>	<input type="text" value="ZZZ"/>
Subject:	<input type="text"/>	<input type="text" value="ZZZ"/>
Department:	<input type="text"/>	<input type="text" value="ZZZ"/>
Course Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Class Period:	<input type="text" value="00"/>	<input type="text" value="99"/>

Cross-Entity Enrollment Classes:

Cross-Entity Enrollment Classes to Print:

**Items to Print**

Save template and run report.