

## Checking for Highly Qualified Entries

Go to Applications>Scheduling>Master Schedule

Click on the Advanced button

Master Schedule Search

Building: 24 - NORTHSIDE HIGH SCHOOL

Course: [ ]

Name: [ ]

Section: [ ]

Period: [ ]

Display  Courses

Study Halls

Find Advanced

Course	Name	Section	Period	Teacher	Type	Credit	Grade List	B
--------	------	---------	--------	---------	------	--------	------------	---

Choose building OVR

You will get the following screen

Advanced Search: Master Schedule

Search Information

Search Name: New Search

Search Description: A new, unsaved search.

ID	Search Name	Search Description	Public Search	Owner
151	Course List	A new, unsaved search.	Private	Yes
283	HQT Search	A new, unsaved search.	Private	Yes

Advanced Search Criteria

-- Area -- -- Item -- -- Operation -- End

OK Back Load Save

Please select an area to help narrow down data item choices OVR

Make the fields look like this:

ID	Search Name	Search Description	Public Search	Owner
151	Course List	A new, unsaved search.	Private	Yes
283	HQT Search	A new, unsaved search.	Private	Yes
289	New Search	A new, unsaved search.	Private	Yes

Advanced Search Criteria

Master Schedule	User Define Field3	Equals	2	And
Master Schedule	Course Building	Equals	24	End

OK Back Load Save

Please select the value for this item of data OVR

Master Schedule

User Defined Field3

Course Building

Equals

(1,2,3,4,5 or 6)  
one @ a time  
Building number

End

Click the **Save** button and enter in a name like (HQT Search at the top)

Click **OK** again to save

Click **OK** search for the names of Highly qualified teachers with matching criteria.

(For example: this search would list all teachers that are marked as 2 @ building 24)

You will come to the next screen that lists the courses and teachers who matched the criteria.

Click on the Print button

Master Schedule Search

Building: 24 - NORTHSIDE HIGH SCHOOL

Course: [ ]

Name: [ ]

Section: [ ]

Period: [ ]

Display  Courses

Study Halls

Find Advanced

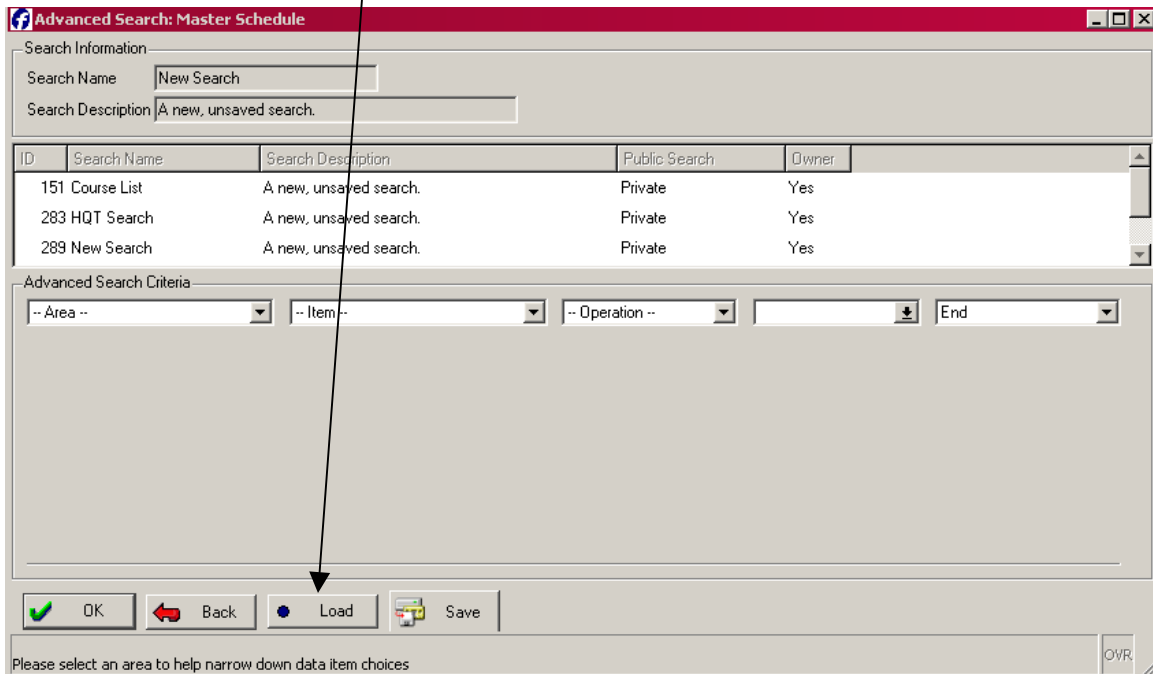
Course	Name	Section	Period	Teacher	Type	Credit	Grade List	Building
412000	ENGLISH 11	9	4	PRATT, GLENDA	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
412000	ENGLISH 11	10	7	PRATT, GLENDA	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
412002	ENGLISH 11 P	1	6	PRATT, GLENDA	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
412002	ENGLISH 11 P	2	3	PRATT, GLENDA	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
412007	ENGLISH 11 TBS	1	1	STAFF	Regular	0.5000	10,11,12	24 - NORTHSIDE HIGH S
412008	ENGLISH 11	1	1	JONES, MICHAEL	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
41200D	ENGLISH 11	1	2	PRATT, GLENDA	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
41200G	ENGLISH 11	1	2	JONES, MICHAEL	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
41200R	11 ENGLISH	1	1	PATH, PENNY	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
41200R	11 ENGLISH	2	2	PATH, PENNY	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
41200R	11 ENGLISH	3	3	PATH, PENNY	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
41200R	11 ENGLISH	4	4	PATH, PENNY	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S
41200R	11 ENGLISH	5	5	PATH, PENNY	Regular	1.0000	10,11,12	24 - NORTHSIDE HIGH S

139 records found

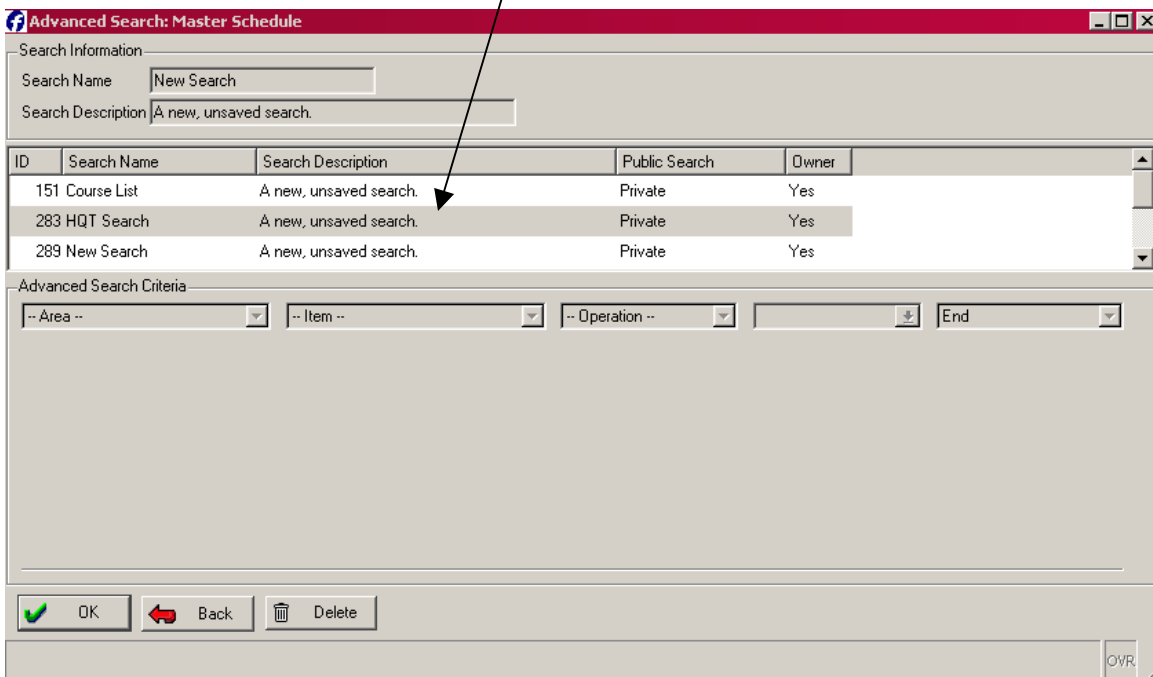
OVR

This will print this list of all the HQT's that are marked with the criteria status. Mark at the top on the print off what criteria it is (for: example 1,2,3,4,5, or 6) so you don't get any mixed up.

Since you have saved the first criteria search you will go to the Load button on the Advanced search screen



It will let you pick you saved search (it will show in blue)



Click the one you want and Click **OK**

Changed the HQT criteria to another number (1-6)

ID	Search Name	Search Description	Public Search	Owner
151	Course List	A new, unsaved search.	Private	Yes
283	HQT Search	A new, unsaved search.	Private	Yes

Advanced Search Criteria

Master Schedule	User Define Field3	Equals	2	And
Master Schedule	Course Building	Equals	24	End

OK Back Load Save

Please select an area to help narrow down data item choices OVR

Click **OK** and your next search will be displayed

Go through this procedure for each of the 6 possible entries.

You will end up with six print offs.

You may also edit your HQT's within this search window if you find a mistake.