SCHEDULING: PROCEDURAL OVERVIEW

Prerequisites for scheduling students:

In your **Next Year** database, enter new teachers in the **Teacher Catalog** and update information on existing teachers.

Menu Access:
Applications > Building Administration > Teachers

- In your **Next Year** database, enter any new rooms in the **Room Catalog** and update information on existing rooms.

  Menu Access:
  Applications > Building Administration > Rooms

- In your **Next Year** database, add new courses in the **Course Catalog** and make necessary changes to any existing courses. Verify the data entry fields, which default to the course/sections created in the Master Schedule.

  Menu Access:
  Applications > Scheduling > Course Catalog

- In your **SMS** database, update the **Next Homeroom** field on the **Miscellaneous** window in Demographics for active students if you plan to print schedules by homeroom. You can also assign the next homeroom field by using the option Demographics **Assignment** to assign a next homeroom value for multiple students.

  Menu Access:
  Applications> Building Administration > Demographics >
  Demographics Assignment.

  For additional information on using the **Demographics Assignment** option, refer to the StudentPlus How-To document on the APSCN SMS website called **Demographics Assignment Wizard**.

- In your **Next Year** database run the **Prerequisite Rules** report (schdrule.rpt). Review and update information on all course prerequisites.

  Menu Access:
  Applications > Scheduling > Course Prerequisites > Prerequisite Rules.

Procedures
<u>Step 1</u> – Enter Student Requests
Student requests can be entered using any of the following options:

Scanning Request forms
Manually entering student requests
Add Requests by Course
Single Student Scheduler

When you have completed entering student requests, run the following **Scheduling** reports. These reports are 132 characters wide.

Menu Access: Reports >Scheduling

Simple Tally (schdtlly.rpt)
Pre-Assignment Class Lists (preassgn.rpt)
Student Verification (schdstvr.rpt)
Student Request Summary (schdstsm.rpt)

<u>Step 2</u> – Define your Master Schedule
Your current **Master Schedule** was transferred to **Next Year** database when the database was created. Add new course/sections for next year and update information on existing course/sections such as the instructor teaching the course/section, room assignment, and marking periods course is taught.

Menu Access:
Applications > Scheduling > Master Schedule

When you have completed creating and updating course/sections in the Master Schedule, run the **Master Schedule Matrix (Custom)** report. This report is helpful in verifying information in your master schedule.

Menu Access:
Applications > Scheduling > Master Schedule Matrix (Custom)

Note: If a course is missing on this report, run the Recalculate Seats option.
The following StudentPlus Scheduling reports also help analyze information about your Master Schedule. These reports are 132-character wide reports.

Menu Access: Reports > Scheduling >

Seat Availability (schdseat.rpt
Teacher Utilization (tea_util.rpt)
Room Utilization (roomutil.rpt)
Teacher Availability (teafrepr.rpt)
Room Availability (roomaval.rpt)

<u>Step 3</u> – Check Course Prerequisites (optional)
In your **Next Year** database, run the **Prerequisite Exceptions** report. This report lists students who have requests for courses for which they have not met the prerequisite requirements.

Menu Access:
Reports > Scheduling > Prerequisites Exceptions

<u>Step 4</u> – **Run the Verification Scan (schderr.rpt**)
Run the **Verification Scan** report to check for errors in the Course Catalog, Master Schedule, Student Requests, Blocked Courses, and Course Prerequisites.

Menu Access:
Applications > Scheduling > Mass Scheduler > Verification Scan

For additional information regarding the **Verification Scan** error glossary, refer to the **StudentPlus Scheduling Training Guide**. After errors have been corrected, run the **Verification Scan** again to verify errors no longer exist. Continue this process until the verification report is error free.

<u>Step 5</u> – Run Recalculate Seats
Run **Recalculate Seats** to set all seat counts back to zero (0) and include any new course/sections created in the Master Schedule.
Note: When your Master Schedule was copied into the **Next Year** database the seat counts for each course were carried over also.

Menu Access:
Applications > Scheduling > Mass Scheduler > Recalculate Seats

<u>Step 6</u> – Run Schedule Students
The **Schedule Students** option processes student requests in order to schedule students into specific courses.

Menu Access:
Applications > Scheduling > Mass Scheduler> Schedule Students

The scheduler attempts to schedule requests for a student, trying various combinations of course/sections until the most logical combination is found **or** it has reached the maximum number of tries. Some students may be partially scheduled because of insufficient course requests, conflicts regarding course, grade, gender or teacher restrictions.

When the scheduler has completed processing, review the following logs.
The **schdalgo.log** lists information on the number of schedule attempts, processing time, number of conflicts and whether schedules were filled using only regular requests or alternate requests. An overview of the scheduling process is listed at the end of the log and lists
The **conflict.log** lists only students who have conflicts and contains the same information as the schdalgo.log.

Step 7 – Run Scheduling Reports

The following reports should be generated in order to analyze the results of your scheduling run. These are wide (132 character) reports.

Course Section by Period/Day (schdcsec.rpt)
Courses Causing Trouble (trblecrs.rpt)
Student Conflict Analysis (schdcflt.rpt)
Non-Scheduled Class Lists (nonclass.rpt)

After reviewing the reports, you may decide to change information in your master schedule or change student requests. If this is the case, make corrections and run the option to delete scheduled courses.

Menu Access:
Applications > Scheduling > Mass Scheduler > Delete Scheduled Courses.

Once scheduled courses are removed you must re-run the option **Recalculate Seat**s mentioned in Step 5 to set the seat counts back to 0.
Return to **Step 6** and run **Schedule Students** again.

Step 8 – Add additional courses using the Student Schedule window

When you are satisfied with the scheduling results, use the **Student Schedule** window to add additional courses for students with partial schedules.

Menu Access:
Applications > Scheduling > Student Schedules

Step 9 – Schedule Study Halls

There are two methods available for scheduling study halls for students with free periods in their schedules: Have students request the study hall course or use the **Schedule Study Halls** option. Both methods require you to create a course in your **Course Catalog** using the study hall course code 999000. Next, define the study hall sections in your **Master Schedule** adding at least one section for each period.

Options

#1 Enter a request for course 999000 for the student. When the scheduler is run, the study hall will be scheduled just like any other course.

#2 The **Study Hall** checkbox in the **Course Catalog** indicates the course will be used by the **Study Hall Scheduler**. Complete scheduling students and run **Lock Scheduled Courses**. Run the option **Schedule Study Halls** from the **Mass Scheduler** window and the system will assign a study hall to every student who has an open unassigned period in their schedule.

When the study hall assignments are completed, run the report **List Study Halls** to verify information.

<u>Step 10</u> – Print Schedules
You may print full or half page schedules by running the **Student Schedules** option.
Menu Access:
Reports > Scheduling > Student Schedules (schedules.rpt)

Helpful Tips:

When entering the **Start Date** information, enter the earliest possible date staff members began scheduling students into courses. For example, if you began scheduling students in early April, enter 04/01/05 as the **Start Date**. Leave today's date as the default **End Date.** Schedules can be printed in **List** or **Matrix** format. The **List** style schedule can be printed two per page or one per full page. The **Matrix** style will print on a full page only.

If you will be printing schedules using a **Slave Printer**, APSCN recommends you use the **Select Students** button to set criteria for a grade level in order to print a limited number of schedules. Large print jobs sent to a slave printer are known to be unreliable. If you are printing to a **Default Report Printer** with a print server attached it is not necessary to set criteria by grade.

If you desire to print student schedules based on their location during a period in their schedule, run the option **Homeroom Assignment by Period**. This option will check the students schedule and update the homeroom field to the room number for the period of the day and marking period entered in the prompts. Once the option is run, you can generate report cards by homeroom by updating the **Advanced Sort** option to sort by homeroom and student name. You must have completed the scheduling process prior to running this option.

Menu Access:
Applications. Building Administration > Demographics >
Homeroom Assignment by Period (reghrm.log)

<u>Step 11</u> – Print Class Lists
Run the **Class Lists** option to generate a class list for each course/section in the Master Schedule. The lists are sorted by teacher name and course/section. Only course sections with students assigned will print unless you check the **Display All Courses** option.
Menu Access:
Reports > Scheduling > Class Lists (schdclss.log)

Note: APSCN recommends you run **Class Lists** for the current marking period only.
<u>Step 12</u> – Turn on Log Drops option
When the deadline for schedule changes has passed in your building, verify that the **Log Drops** prompt in the building's **Scheduling Configuration** has been checked.

Menu Access:
Applications > District Administration > StudentPlus Configuration > Scheduling

This step is especially important for buildings that enter attendance using the **Class Attendance** option. The **Verify Attendance** option validates the class attendance data against scheduling information. If the **Log Drops** option is not activated, no record of the dates a student was active in a status 9 dropped course is retained and any absence entered for the course will be considered invalid. If a user runs **Verify Attendance** with the **Delete Invalid Absences** checked, all valid attendance information will be deleted for the student during the time the student was active in the course.

Maintaining Schedules

Use the **Schedule Students** option to maintain student schedules as students add and drop courses. This option allows you to select a course by period and view remaining seats as you consider schedule changes for the student preventing overloading of sections.
Periodically, run the **Add/Drop Verification** report to ensure all adds and drops were made with the appropriate dates. If you determine a date and/or report card status is incorrect, you can update the information on the **Student Schedule** window.
Note: Once the rollover has been completed, you will work in your current-year **sms** database and you will no longer have access to the **next** database.

Deactivate Schedule

When you have a student withdrawing from your building or leaving the school district use the **Deactivate Schedule** option to drop the student's **entire** schedule. You can choose to save a copy of the student's schedule so that the schedule can be reactivated in the future if you feel there is a high likelihood the student will return. Once the schedule is deactivated, you should withdraw the student from the current enrollment building in the **Demographics** system.
When you use this option to drop a schedule, the following actions are taken:
The student is dropped from all classes using the date specified.
Courses dropped with a **Report Card Status** of 2 or 3 are saved in Report Cards and Transcript systems. Courses that are dropped with a status 9 and already have report card records created will be saved but will not print on reports and will be purged at the end of the school year.
Seat counts are adjusted in the **Master Schedule** for all of the dropped course/sections.
If you chose to save the schedule, a copy of the student's schedule is saved in the Save Courses table (schd_save_crses).

Note: The **Log Drops** checkbox **must** be checked on the building's **Scheduling Configuration** window if you want to retain class attendance information for courses that are dropped with a report card status of 9.

Menu Access:
Applications > Scheduling > Student Schedules.

The application displays the **Student Search** window.

Procedures

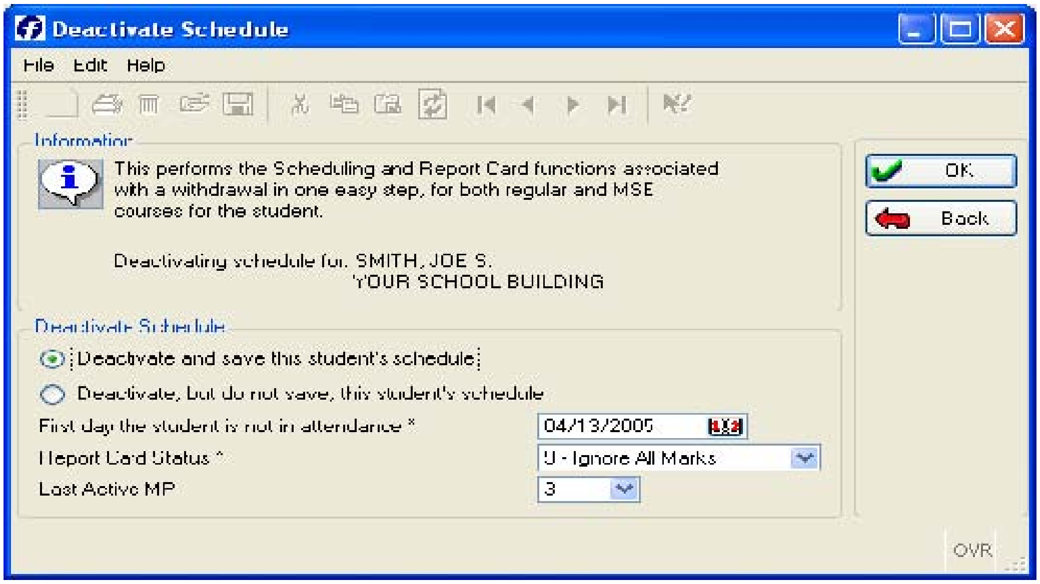
1 Search for and select the appropriate student. The application then displays the **Student Schedule** window where you can view the student's current schedule.

2 Click the **Deactivate Schedule** button and the following window displays.

3 Select the appropriate radio button to specify whether or not to save the student's schedule.

4 Enter the **First day the student is not in attendance** information. This date will be used by the Class Attendance system to determine when attendance can be taken for a student.

5 Enter **the Report Card Status** information. Select one of the following codes:



Status 9 **Ignore All Marks.**

Status 2 **Teacher will enter marks and grades for dropped courses and courses will print on reports.**

Status 3 Office will enter marks and grades for dropped courses and courses will print on reports. Status 3 courses **DO NOT** print on **Mark Entry Sheets** but you can elect to print status 3 courses on **Mart Verification Sheets**.

1 Enter the **Last Active Marking Period** in which the student will receive a grade for the status 2 or 3 dropped courses**.**

2 Click **OK** to finish deactivating the student's schedule. A pop-up message displays indicating the **Synchronize Schedules** will be run in background to adjust marking period information in the report card records on all the dropped courses. Click **OK** and you are retuned to the **Student Schedule** window.

3 After dropping the schedule, go to Demographics to withdraw the student.

Reactivate Schedule

This option allows you to reactivate a saved schedule for a student returning to your building. Only schedules dropped using the **Deactivate Schedule** option can be reactivated. APSCN recommends you update the student's Entry/Withdrawal information in **Demographics** by re-activating the student in the building prior to running **Reactivate Schedule**.

When you use this option to reactivate a schedule, the following actions are taken:

The student's schedule is restored from the **Save Courses** table.

A record is kept of the original add and drop date of the courses to maintain the integrity of **Class Attendance** information.

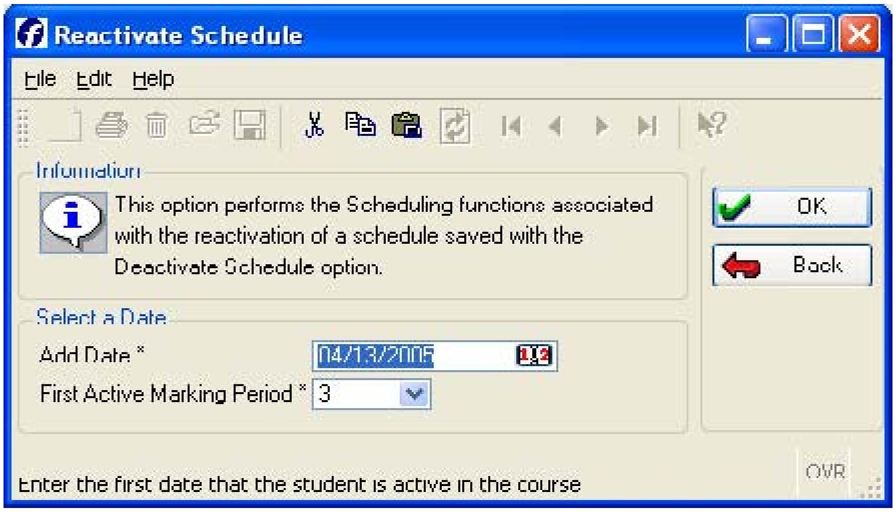
Seat counts in the **Master Schedule** are adjusted for all course/sections reactivated.

Synchronize Schedules program is run to adjust marking period information in the report card records for all the reactivated courses.

Menu Access:
Applications > Scheduling > Student Schedules

The application displays the **Student Search** window.
Procedures

1 Search for and select the appropriate student. The application then displays the **Student Schedule** window where you can view the student's current inactive schedule.
2 Click **Reactivate Schedule** and the following window displays.
3 Enter the **Add Date** to use in reactivating the student's schedule.
4 Enter the **First Active Marking Period** information. If conflict records were created when the schedule was deactivated, the conflict records will be updated based on the marking period specified.
5 Click **OK** to finish reactivating the student's schedule. A pop-up message displays indicating the **Synchronize Schedules** will be run in background to adjust marking period information in the report card records on all the reactivated courses. Click **OK** and you are returned to the **Student Schedule** window.


Reactivate Schedule
File Edit Help
Information
This option performs the Scheduling functions associated with the reactivation of a schedule saved with the Deactivate Schedule option.
OK
Back
Select a Date
Add Date *
04/13/2005
First Active Marking Period *
3
Enter the first date that the student is active in the course
OVR