

According to the state, we will now have to schedule a Teacher Prep period for each teacher. This information will be pulled in the October Report, so we will have to enter this in a timely manner. I have attached instructions on how to enter your teacher prep period.

Teachers have period time during Art, Music, and PE.

Your teachers need to be split into thirds because they cannot all have their prep period at the same time.

To do this, schedule your:

- PK – 2 grade teachers for a prep period during the same time as ART
- 3 – 4 grade teachers for a prep period during the same time as Music
- 5 – 6 grade teachers for a prep period during the same time as PE
- Specialty teachers (art, music, PE, speech, all special education inclusion and self contained, gate, ELL teachers, Reading Recovery, Literacy Specialist,) for a prep period during the same time as Reading – (This should be Period 1)

You will also need to put a Length of 40 minutes on this Prep Period. I have included how to do this in the instructions.

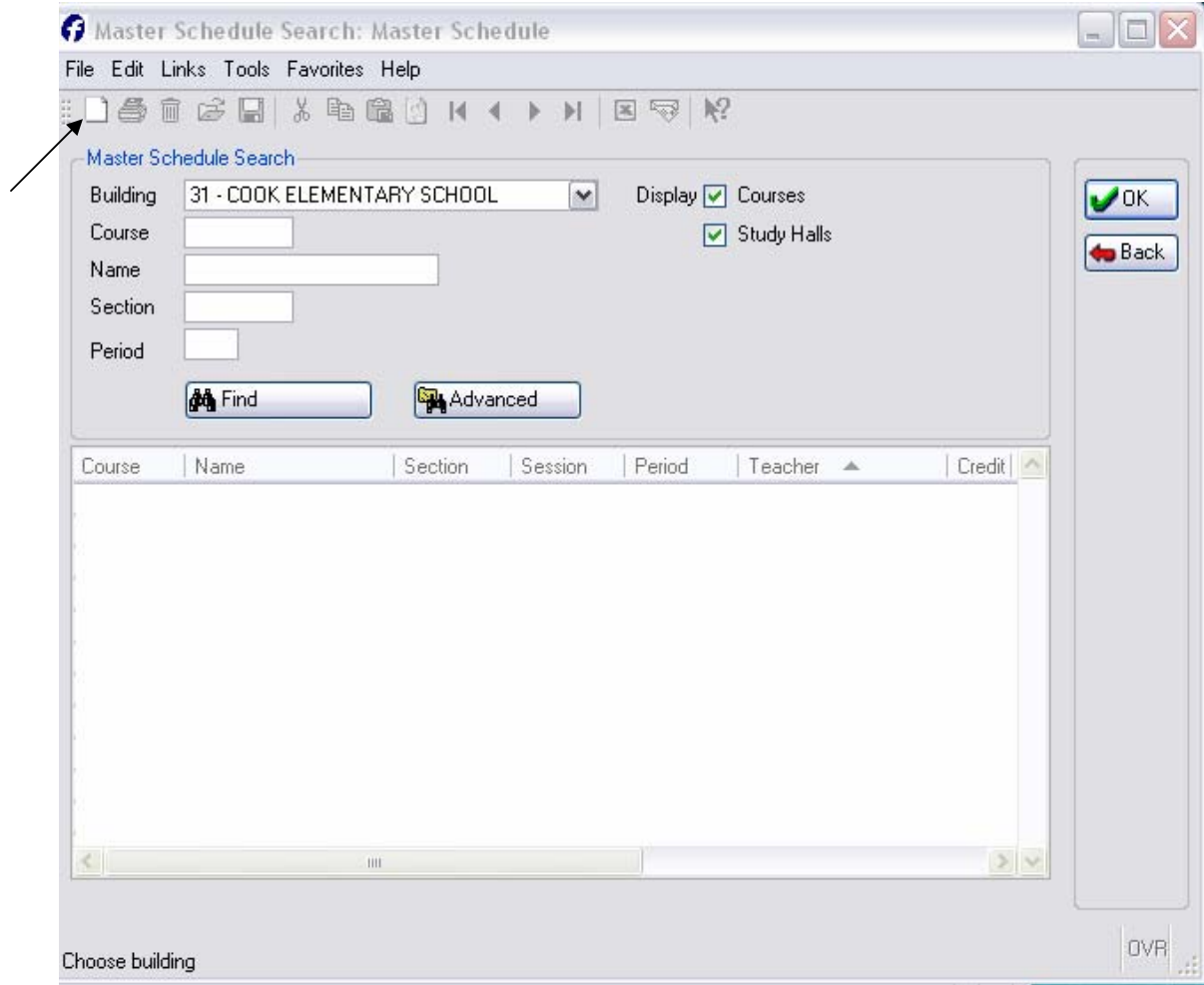
This Prep period **WILL NOT** be scheduled, nor will it affect scheduling. It will only sit in the Master Schedule showing the state that each teacher has a planning period.

This means this is a **REGULAR** course, not a block or blockette. It will be set up like GATE and Speech, but never scheduled.

Your section number will increment each time you add a new teacher prep period, like: 1,2,3,4,5.... and so on. By the time you are done, your section number should equal the same number of teachers that you have in your building.

Please read the attached instructions on how to add the prep hour and what fields to enter.

**Menu Path:**  
**Applications>Scheduling>Master Schedule**



Click on the white piece of paper at the top left had corner to add a new prep period

The following screen will display

## Under Course Information

Enter in Course # **999800** for Teacher Prep period

**Section 1** should come up for starters. \*\*\*\*\* For each new entry the increment for the section will increase. Ex: 1,2,3,4...

The **Session** should always stay **0**

**TEACHER PREP HR** will show up for the for the Name

Check the **Regular** circle on the right hand side for a regular course

## Under Details

Select the appropriate class **period** for the teacher (Art, Music, or PE time)

Enter **40** for the **Length** (this is 40 minutes)

Choose the appropriate **teacher**

Choose the teacher's **Room**

Choose **No Attendance** for **Attendance**

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## Under Section Date

Keep the **Gender** at **Both**

Enter the grade the teacher teaches for the **Grade List** after you select this for one grade, (like KF for kindergarten) you will have to uncheck that grade (KF) when you go to your first grade and check (1.)

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## Mark Reporting Tab

Select the **Not issued circle** under marks

The **Credit** value should come up as **0.0000** – **if it does not please change it to this.**

Make sure that there are no check marks on the bottom section of this screen called Rank. You will most likely have to uncheck the GPA/RANK.

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## District Defined Tab

On this section everything should come up as follows except the Field 3. You will have to change it to **6** for **NOT APPLICABLE**.

Field 1: Leave Blank

Field 2: Leave Blank

Field 3: Enter 6 for **NOT APPLICABLE**

Field 4: Distance Learning – N/A Not applicable

Field 5: Enter N for not college credit

Field 6: Leave Blank

Field 7: Enter N for not Special Ed

Field 8: Alternative Env: Enter

Click **OK** to Save