HIGH SCHOOL
SCHEDULING OUTLINE

TERMS

Instruction & Technology Service Desk 754-321-0411

Service Desk FAX 754-321-0970

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CLASS SIZE CONSIDERATIONS:
- What classes and subject areas are out of compliance?
- What class size strategies are you planning on employing next year to address your out of compliant class periods?
- Did you have periods that were running 5 or more students under compliance? If so, what is your plan to more efficiently utilize your teaching staff?
- If utilizing the co-teaching method, have the appropriate staff attended the co-teaching/ multi-grade professional development?
- Are there periods that are running under compliance that could either be nested in with another class or offered via Distance/Virtual Education?
- If utilizing teaming, is your teaming implementation cost neutral?

LO3 ENROLLMENT COUNTS

```
 PANEL: ___                    L03. ENROLLMENT COUNTS

SCHL/TYP  0000 YOUR SCHOOL                          AREA: ___ Curr/Next __   Year

 GRADE    WHITE   BLACK   PACIF  INDIAN  ASIAN   MULTI      MALE FEMALE   TOTAL    HISP
  09        80     251      0      10     10       8        191    168     359      68
  10        97     269      4      10     11       9        206    194     400      84
  11       119     291      0       2     12       1        213    212     425      72
  12       121     255      1       6     12       8        205    198     403      82

 TOTAL     417    1066      5      28     45      26        815    772    1587     306
```

LO3 PANEL – Select #1 Enrollment

You can view the current year's or next year's student enrollment
Type **"C" or "N" in the Curr/Next: ___   field**

At the beginning of the fiscal year, I & T populates your "Next School" field on the Student's A04 Panels.   These next schools are calculated on your Enrollment for the Next year to assist schools in Planning for the upcoming school year. On the LO3, Enrollment Panel, you can view the current years' enrollment, or you can enter an "N" to view the Next Years Enrollment.

CO1 ROOMS

```
 PANEL: ___ .                      C01. ROOM RESOURCES                          Year

SCHL:  0000   YOUR SCHOOL

A   BLDG-RM FISH  U  DESCRIPTION                          STUDENT  FAC OTHER SQFT
C                                                         STATIONS __  SCHL
    __  ____         _                                    _____

_   01 LIB   617   _  LIBRARY (READING ROOM/STACKS)         000     00  ____    6455
_   01 114   114   _  CONFERENCE ROOM                       000     00  ____     198
_   01 120   120   _  ASSISTANT PRINCIPAL/OTHER OFFICE      000     00  ____      78
_   01 126   126   _  RECEPTION AREA                        000     00  ____    1076
_   01 201   201   _  BUSINESS EDUCATION LAB                020     00  ____    1153
_   01 202   202   A  SENIOR HIGH CLASSROOM (9-12)          025     00  ____     889
_   01 203   203   _  BUSINESS EDUCATION LAB                020     00  ____     902
_   01 204   204   A  SENIOR HIGH CLASSROOM (9-12)          025     00  ____     815
_   01 205   205   _  SENIOR HIGH CLASSROOM (9-12)          025     00  ____     902
_   01 206   206   _  SENIOR HIGH CLASSROOM (9-12)          025     00  ____     692
_   01 206B  206B  _  REFERENCE                             000     00  ____     150
_   01 208   208   _  SMALL DISTRIBUTIVE/DIVERSIFIED LAB    020     00  ____     966
_   01 210   210   _  SMALL DISTRIBUTIVE/DIVERSIFIED LAB    020     00  ____     930
_   01 212   212   _  BUSINESS EDUCATION LAB                020     00  ____    1153

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
Page full...Continue.                                             TERML: QPADEV
```

I & T rolls over your room files from year to year. Only make necessary changes, i.e., portables, additional rooms, changes, or room usage changes.

Room Usage field will identify any use of an area other than class scheduling. This field is an important tool to assist you in class size reporting.

School Locations only enter BLDG-RM; FISH; USAGE
All other information is entered by Property Management.

NOTE: The Other Schl: field is for classes scheduled through your school but taken at another site. This field is for the location number of the other site.

☆ *District Schools "FAC" will be "00" - Charter Schools will identify Facility as "19"*

CO2 BELL SCHEDULES

Rotator 7

```
                                                              Year
   PANEL 0000  YOUR SCHOOL              :02. BELL SCHEDULES

  SCHL: 1711 DEERFIELD BEACH HIGH

  BELL: 1                         PRD    TIMES
                                   1    0730 0830
                                   2    0835 0935
   CAL: 01                         3    0940 1040
                                   4    1045 1145
                                   5    1150 1250
                                   6    1255 1355
                                   7    1400 1500
                                   8    1503 1605
                                   9    ____ ____
                                  10    ____ ____
                                  11    ____ ____
                                  12    ____ ____
                                  13    ____ ____
                                  14    ____ ____



   PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
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The times used will be "military times" and need not match your "ringing bells." Bell Schedules are used to determine academic time for FTE purposes. Schools may use more than one bell schedule. The Bell Schedule identifies academic time. Minutes should not be added for lunch.

Bell Schedules among Rotating 7 High Schools vary based upon the type of schedule, "rotating 7 with a constant period" or "rotating 7 without a constant period."

CAL (CALENDAR) : This is an Optional Field, to be used for scheduiing at schools with Multiple Calendars defined. If left blank, courses will be scheduled using the school's primary calendar.

Bell 1 – Always your primary schedule
Calendar – Rotator calendar is always "01"
(Calendar – 4 X 4 calendar is always "03" and 4X4 and Rotator Combination is always "03")
HINT: After entering the bell number press the ENTER key prior to typing the bell times.

C04 TEACHERS QUERY

```
 PANEL:                    C04. STAFF/FACULTY QUERY
                                                                Year
 SCHL:     0000  YOUR SCHOOL          ⅃

 NBR T   NAME(LONG)            (SHORT)      SSN      S R DP BLDG-RM    SDE      ST
 ___ _   _____      _____     _____  _ _ __ _____      _____   _

 077     BELL NATHANIEL        BELL N     XXXXXXXXX  M B              XXXXXXXXXX
 081     BENITEZ DIANA         BENITEZ D  XXXXXXXXX  F W              XXXXXXXXXX
 086     BENNETT THERESA       BENNETT TH XXXXXXXXX  F W              XXXXXXXXXX
 098     BIRD CARL             BIRD CARL  XXXXXXXXX  M W              XXXXXXXXXX I
 099     BIRD DONNA            BIRD DONNA XXXXXXXXX  F W              XXXXXXXXXX
 100     BRACE VALERIE         BRACE V    XXXXXXXXX  F W              XXXXXXXXXX
 105     BLACK REGINA          BLACK REGI XXXXXXXXX  F B              XXXXXXXXXX
 111     BOLAH ALLISON         BOLAH A    XXXXXXXXX  F B              XXXXXXXXXX
 112     BOYNTON DANA          BOYNTON DA XXXXXXXXX  F B              XXXXXXXXXX
 113     BOOTHE DAWN           BOOTHE DAW XXXXXXXXX  F W              XXXXXXXXXX I
 114     BRAWER CATHALEEN      BRAWER C   XXXXXXXXX  F W              XXXXXXXXXX
 115     BRUNET MARIA          BRUNET M   XXXXXXXXX  F H              XXXXXXXXXX
 126     BROWN KENNY           BROWN KENN XXXXXXXXX  M B              XXXXXXXXXX
 127     BURNS ROBERT          BURNS R    XXXXXXXXX  M W              XXXXXXXXXX

 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
 Page full...Continue.                                          TERML: QPADEV
```

C04 is a "search" or query panel for teachers. Put your cursor on the teacher and press enter for detailed information (C05**).**

C05 TEACHER DETAIL

```
 PANEL: ____               C05. STAFF/FACULTY            Year

 SCHL:    0000  YOUR SCHOOL

 NBR T FIRST NAME        LAST NAME                           SHORT NAME
 999 _ JOHN              SMITH                 SMITH JOHN     SMITH JOHN

 SSN 0000000000 JOB ___    S M R J   BLDG-RM 01 112   STARTS-ENDS 081312 _____
 SDE 0000000000 DP ___    RDG    PENS: 00000000 AREA EXP: T _
 FND SRC: N
```

I & T can roll your teachers from year to year. Only make necessary changes, such as additions for new teachers. Do not delete teacher records who are not returning to your school, enter an "END" date for them only.

RDG: This field identifies a teacher's eligibility to teach Content Area Reading.
- **N = No Reading (Default = Teacher has none of the following)**
- **R = Certified   (ETS will populate Teachers that are Certified or Endorsed)**
- **C = CAR PD or NGCAR PD (New Generation CAR PD)**
- **P = In Progress of getting NG CAR PD, or teacher has intent (School will identify)**

Teacher certification must be verified prior to entering in TERMS on the DOE Teacher Certification Site. Must have accurate Social Security Number and teacher's Permanent Florida Teaching Certificate number.

> **DWH School Reports - School Folder**
> **Staff/Faculty Summary SCLI005 will identify Reading status of teachers**

C14 COURSE DICTIONARY – QUERY

```
 PANEL: ___                    C14. COURSE QUERY                      Year

SCHL:  0000   YOUR SCHOOL
                                          P   SC                            C D S
COURSE                        SA XF DP  S  W  TP PGM   STS GRDES P S R AVAIL T S T
_____                      __ __ __  _  _  __ ___   ___ __    _ _ _       _ _ _

FIN1100D PERSONAL FINANCE     VO    BE  0  N     103   30  11 12        YYYYNN N N I
FRE1120D BEG FRENCH I         FL    FL  0  N     103   25  11 12        YYYYNN N Y I
FRE1120E BEG FRENCH I         FL    FL  0  N     103   25  12 12        YYYYNN N N I
FRE1121D BEG FRENCH II        FL    FL  0  N     103   25  11 12        YYYYNN N N I
FRE1121E BEG FRENCH II        FL    FL  0  N     103   25  12 12        YYYYNN N N I
FRE1130E BEG FRENCH I         FL    FL  0  N     103   30  12 12        YYYYNN N N I
FRE2200D INTER FRENCH I       FL    FL  0  N     103   25  11 12        YYYYNN N N I
FRE2201D INTER FRENCH II      FL    FL  0  N     103   25  11 12        YYYYNN N N I
GEA2000D WORLD GEOGRAPHY      EL    SS  0  N     103   25  11 12        YYYYNN N N I
GEA2000E WORLD GEOGRAPHY      EL    SS  0  N     103   25  12 12        YYYYNN N N I
GEB1011D INTRO TO BUSINESS    VO    BE  0  N     103   30  10 12        YYYYNN N N I
GEB1011E INTRO TO BUSINESS    VO    BE  0  N     103   30  12 12        YYYYNN N N I
GEB2112D ENTREPRENEURSHIP     VO    BE  0  N     103   30  11 12        YYYYNN N N I
GEB2955D INT CURRENT BUS PRAC VO    BE  0  N     103   30  11 12        YYYYNN N N I


PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
PAGE FULL...CONTINUE.                                          TERML: OPADEV
```

C14 Course Dictionary is a "query," or search panel.

Enter the first seven digits (or fewer) on the Course Number search line and press enter to find "variations" of a course.

Put the cursor on one of the course numbers and press enter to view details of the course (C15).

Up-to-Date Course Information can be found on the TERMS website.

NOTE: You must adopt any New Courses on the C15 before Virtual Counselor rolls your courses in to TERMS, or they will not be in your course definitions.

C15 COURSE RECORD

```
 PANEL: ____                    C15.  COURSE RECORD
                                                                    Year
 SCHL:   0000   YOUR SCHOOL

 COURSE: NUMBER    TITLE                    SA XF DP PS W FLGS WGT   SCHOOL TYPE
         1001310N ENG I _____            EN __ LA 0  N  _Y_ _.   __ __ __ _

 TEMPLATE ID: _____    FORGIVENESS: EN1_    USER CDS: 64 03 __ __ __ _

 VALUE:  CRDT TRMS DUR  MAX    GREQ   QUAL:    PGM   STS   GRADES  P S R    AVAIL
         .50   1    1   1.00   _              103   25    09 31   _ _ _    YYYYNN

 MISC: OPT CRS/LVL CERT DESC ESOL-CAT PGM-130 IB T COURSE
        S     2                 1        1     N  _ _____
                                                 _ _____

 VOC:    SUB-PGM    LENG INT   PRTY   FEES: ST TYPE   AMT   TYPE   AMT   TYPE   AMT
         _____         Z     _           __ __ ____.__ __ ____.__ __ ____.__
                                           __ __ ____.__ __ ____.__ __ ____.__
 DATES:  ADOPTED   UPDATED   DROPPED   RI HQC __ __ ____.__ __ ____.__ __ ____.__
         082602    012907    070708    _  Y

 PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
 Record is displayed...Next?                              TERML: QPADEV
```

C15 Course Record is the up-to-date County Course Dictionary. All courses offered in your school must be Ac17ctive on C15 (not dropped). Questions about the County Course Dictionary should be directed to the Office of College and Career Readiness. Changes may occur throughout the year. Updates are posted on the TERMS website

C15 COURSE RESTRICTIONS

```
 PANEL:                         C15.  COURSE RESTRICTIONS          Year
           0000   YOUR SCHOOL
 SCHL:                                         -------Next Course------
                                               Seq Term        Seq Prd
 COURSE: 1001310N ENG I                        _____    or  _____

     TERM/PERIOD     PERIODS: 01 02 03 04 05 06 07 08 09 10 11 12 13 14  FRC
     RESTRICTIONS     TERM 1: _  _  _  _  _  _  _  _  _  _  _  _  _  _   __
                      TERM 2: _  _  _  _  _  _  _  _  _  _  _  _  _  _   __
     ------ COURSE MATCHES -------       ------- COURSE AVOIDS -------
     _____                         _____
     _____                         _____
     _____                         _____
     _____                         _____
     _____                         _____
     _____                         _____
     _____                         _____
     _____                         _____
     _____                         _____
     _____                         _____

  TEACHER: ____                    BLDG/RM: __ _____
 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
 NOT ON FILE.                                             TERML: QPADEV
```

Course restrictions may be input on C15 Detail panel (F9 C15 Second Page). Too many restrictions   might NEGATE each other.

F	= **Force** in period (do not mix F and A)
A	= **Avoid** specified period (do not mix F and A)
FRC	= Number of sections to be forced into period (02 = 3 sections)
COURSE MATCHES	= Companion or offer same period(s).
COURSE AVOIDS	= Do not offer same period(s).

See School Scheduling Enhancements – Appendix A

C17 MASTER SCHEDULE

```
 PANEL: ____                  C17. MASTER SCHEDULE                           Year

SCHL:
        0000   YOUR SCHOOL
CLASS:  COURSE   SEC/M                        SA XF DP P W      FLGS WGT   CRS/LVL
        1001320P 202   ENG HON I              EN    LA 0 N     V Y           3

T PRDS  DAYS   TCHR           BLDG-RM TP STS  OCCUP    TIMES    MINS     DATES
2 0202 MTWRF   358 LANGLEY SH 01 238  00  25   0 13 0830 0930  300 012213 060613

VALUE:  CRDT TRM DUR TOT MAX GREQ QUAL:  PGM--E HQT C O GRADES   P S R  SCI GE DR
         .50   1   1  89 1.00             103  Y Y   O N 09 31   R _ _   Z   Y Z

MISC: C S A 130 CAT B CL SM TTT DEI   W A P  FTE-1    FTE-2    FTE-3    FTE-4
      _ _ _  Y   1  1 01 S  Z     Z   N N N  _____. _____. _____. _____.

VOC:    SET SUB-PGM  VOC-OCC  BB I  LS  FEE:S TYPE  AMT   TYPE  AMT   TYPE  AMT
        ___ _____    Z      0 Z   Z       _ __ _____. __ _____. __ _____.
                                           __ _____. __ _____. __ _____.
GROUP: CNTRL OPT  TM           RI GUEST FTA __ _____. __ _____. __ _____.
        ____  S   H             R

PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
Record is displayed...Next?                              TERML: QPADEV
```

A Required Field to be used for Scheduling Students in Defined Houses (C27) or Teams on (C25). The OPT field is defaulted from the C15 OPT value when C17 section is created.

S – SCHOOL OPTION = OPEN TO SCHOOL
This section is open to all students in the school regardless of A04 current/next house/team.

H – HOUSE OPTION = OPEN TO HOUSE
WHEN OPT FIELD IS "H", the section is open to students in the school with the corresponding A04 current/next house. (House is the 1st character of the team field).
 (For Example: When you run BS0505U (Create Master Schedule) and the C15 OPT = "H", sections are created with team "1Z" where the student's A04 current/next House = '1'.)

You can either leave the team created by BS0505 (House/Z = "1Z") or change it to a specific team (i.e. team "1B") while leaving the OPT field = H (i.e. 1Z – House 1, no Team specified).
EITHER WAY, THE TEAM FIELD IS REQUIRED WHEN OPT = H.

T – TEAM OPTION = OPEN TO TEAM
WHEN OPT FIELD IS A "T", the section is open to students in the school with the corresponding A04 current/next team.
When you run BS0505U (Create Master Schedule) and the C15 OPT = "T", sections are created with team "6A" where the student's A04 current/next Team = "6A".
The TEAM field is required when OPT = T.

C27 HOUSES

```
  PANEL: ____                      C27. HOUSES
                                                                    Year
  SCHL:  0000   YOUR SCHOOL

   A    HOUSE    DESCRIPTION    GRDES     STS / OCC   BELL
   C     _                       __
   _      C       COMMUN MAG     09 12     9999   507    1
   _      I       INTERN MAG     09 12     9999   629    1
   _      P       PROFES MAG     09 12     9999  ____    1
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _
   _      _       _____      __ __     ____         _

  PF1=HELP  3=EXIT  5=REFRESH  7=BKWD  8=FWD  12=ESCAPE
  No additional pages...Next?                      TERML: QPADEV
```

This panel looks the same as the C25 CLASS TEAMS Panel, however, every house within your school must be defined for the new school year. The House is the first character of the two character Team.

HOUSE	– One character (alpha/numeric)
DESCRIPTION	– Optional
GRADES	– Optional
STS	– Maximum seats, optional
OCC	– Number of students assigned to house

Every TEAM within your school must be defined for the new school year. Before defining your TEAMS on the C25 panel, you must define your House on the C27 panel.

C25 TEAM DEFINITIONS

```
  PANEL: ____                      C25. CLASS TEAMS
                                                                    Year
  SCHL:

   A    TEAM    DESCRIPTION    TCHR                GRDES   STS/OCC   BELL
   C     __                    ____                 __
   _     CB      CBA TEAM      ____                09 12   999 318    _
   _     CM      COMMUN MAG    ____                09 12   999 138    _
   _     IB      INT BAC TM    ____                09 12   999 295    _
   _     IM      INTERN MAG    ____                09 12   999 277    _
   _     PM      PROFES MAG    ____                09 12   999  47    _
   _     ____    _____    ____                __ __   ___ ___    _
   _     ____    _____    ____                __ __   ___ ___    _
   _     ____    _____    ____                __ __   ___ ___    _
   _     ____    _____    ____                __ __   ___ ___    _
   _     ____    _____    ____                __ __   ___ ___    _
   _     ____    _____    ____                __ __   ___ ___    _
   _     ____    _____    ____                __ __   ___ ___    _

  PF1=HELP  3=EXIT  5=REFRESH  7=BKWD  8=FWD  12=ESCAPE
  No additional pages...Next?                      TERML: QPADEV
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IF NOT USING HOUSE, and **the TEAM is two characters,** the first character of the two-character TEAM must be defined on the C27 House Panel (i.e. before creating TEAM AR, you would be required to define House "A" on C27 in order to have Team "AR" on C25.)

TEAM/ HOUSE	- Two characters (alpha/numeric)
DESCRIPTION	- Optional
TCHR	- Optional
GRDES	- Valid grade levels, optional
STS	- Maximum seats, optional
OCC	- Number of students assigned to team / house

C15 COURSE RECORD / OPT and RESPONSIBLE INSTRUCTOR

```
   PANEL: ___                    C15.  COURSE RECORD                    Year    3

 SCHL:  0000   YOUR SCHOOL


 COURSE:  NUMBER     TITLE                      SA  XF  DP PS W FLGS WGT    SCHOOL TYPE
          1001320P  ENG HON I                   EN  __  LA 0  N V Y  .     __ __ __ __

 TEMPLATE ID: _____    FORGIVENESS: EN1      USER CDS: 06 93 __ __ __ __

 VALUE:   CRDT  TRMS  DUR   MAX    GREQ   QUAL:    PGM   STS    GRADES   P S R    AVAIL
          .50    1    1    1.00    _               103   25     09 31   _ _ _   YYYYNN

 MISC:  OPT  CRS/LVL  CERT  DESC  ESOL-CAT  PGM-130  IB  DEI  T  COURSE
         S      3                    1         Y      N   Z   _ _____
                                                           _ _____

 VOC:     SUB-PGM    LENG  INT    PRTY    FEES: ST TYPE  AMT   TYPE  AMT   TYPE  AMT
          _____   ____   Z      _           __ __ ____.___ __ ____.___ __ ____.___
                                               __ __ ____.___ __ ____.___ __ ____.___
 DATES:   ADOPTED   UPDATED    DROPPED   RI HQC __ __ ____.___ __ ____.___ __ ____.___
          082007    011907     _____    R   Y

 PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
```

OPT Field is required field to be used for scheduling students in defined houses (C27) or Teams (C25). **Valid values are:**
   S = Open to School (any student in the school can enter)
   H = Open to House (only students in a specific house can be scheduled into this course).
   T = Open to Team (Only students in a specific team can get in this course and section.)

When OPT Option is S, sections are created with NO house/team identified. (This is the old NT-No Team option, and the default). Use this option for those courses that you do not want to have sections created by House/Team.

When OPT Option is H, students with an A04 current/next House will be scheduled for these courses. Sections will be created based on student's A04 current/next house.

When OPT Option is T, students with an A04 current/next team will be scheduled for these courses. Sections will be created based on student's A04 current/next team.

*****

RESPONSIBLE INSTRUCTOR FOR READING:

All students must have a Responsible Instructor for Reading reported to the state during Survey 8, which begins at the start of July through the end of September. This survey is to report the students who will participate in the PMRN Program. The Responsible Instructor's Social Security number is reported in this survey. Students' Responsible Instructor for Reading MUST be included, for students to be rostered for PMRN.

The Responsible Instructor will be identified by I & T. All Reading and Language Arts courses will be coded by I & T ETS with an "R" on the C15 panel, defaulting to C17 Master Schedule panels created for these courses.

Thereby, all students, in any section of these courses will have the "RI" field on their A10 detail panel coded, identifying the student's Responsible Instructor for Reading. For students who have both Reading and Language Arts, the Reading teacher will be reported for Survey 8. For students who do not have Reading, the Language Arts teacher will be reported. This field can be changed by the school, when required.

A04 NEXT SCHOOL

```
  PANEL:  ____              A04. GENERAL ASSIGNMENTS (PK-12)                    YEAR

  STDT:  0000000000   DOE JOHN                         |        SCHL: 1681  GR: 09  ST: A

       HOMEROOM          HOUSE/TEAM      COUNSELOR              SCHL  GR  AS-SCHL  CAL
  CUR:  ____               CO              ___              0000  09  01         01
  NXT:  ____               CO              ___              0000  10  01  ____   01
  LST:                     8B                               0000  08  73         01

  FREE/RED  ELG       PRT  DATE  AUDIT                                          FIC  IAP
     LUNCH:   0        N    _____  _                                            Z   ___
  BREAKFST:   0        N    _____  _
  LUNCH NO:  170320 SUMMER     CPST DATE      XTRA V/A-ECN S-P LCKR   GE   NMS NAS NHS
                             __ ____   N  _____    N   N    _    Z  ____  Y    Z   Z   Z


  HeadStart:  _       OTHER TRANSPORTATION       DECAL#  TAG#    LOC# COMBINATION
  GED TEST:   Z       _____ _____ _____ _____  _____

   GRAD   IB  PS EA BAS                                         ELEM MIDD HIGH
  16 ST    Z  99 Z   _                            BOUNDARY: 1421 0581 1681
```

A04 NEXT SCHOOL
Next school **must be maintained** by the Current School once I&T ETS has automatically rolled this year's students to their next school. This **must be done** for new entries, transfers, etc.

Only the school listed in the NEXT SCHOOL field is able to schedule the student.

DataWarehouse SCL1008 in the Next School Reports Folder will create a report of next school information (including students without next school).

A04 NEXT TEAM / HOUSE
You may enter **NEXT TEAM** on the A04 for students owned by your school (your school number appears under NEXT SCHOOL).

Note: Two (2) character Team code must be defined on **C25**.

DataWarehouse Report – SCL1008 in the Next School Folder creates a report of next school information (including students without next school).

A09 COURSE REQUESTS

```
 PANEL: ____                    A09. COURSE REQUESTS
                                                                    Year
 STDT:     0000000000 DOE, JOHN              SCHL: 0021  GR: 08  TM: 8P  ST: A
                                   PRIORITY:  2  NEXT: 0361  GR: 09  TM: __

 A COURSE                      SY SECM SCHL T PRDS PGM   FLGS P VOC-OCC SUB-PGM
 C _____                   __ ____ ____ _

 _ 10000102 M/J INTENSIVE READ 13 ____ 0021 _ ____ ____ ____ _ _____ _____
 _ 10010800 M/J LANG ARTS 3 ADV 13 ____ 0021 _ ____ ____ ____ _ _____ _____
 _ 12050800 M/J MATH 3 ADV     13 ____ 0021 _ ____ ____ ____ _ _____ _____
 _ 20030200 M/J PHYSICAL SCI ADV 13 ____ 0021 _ ____ ____ ____ _ _____ _____
 _ 21000250 M/J US HIST ADV & CP 13 ____ 0021 _ ____ ____ ____ _ _____ _____
 _ 23050000 M/J CAREER EDUCATION 13 ____ 0021 _ ____ ____ ____ _ _____ _____
 _ _____                   __ ____ ____ _ ____ ____ ____ _ _____ _____
 _ _____                   __ ____ ____ _ ____ ____ ____ _ _____ _____
 _ _____                   __ ____ ____ _ ____ ____ ____ _ _____ _____
 _ _____                   __ ____ ____ _ ____ ____ ____ _ _____ _____
 _ _____                   __ ____ ____ _ ____ ____ ____ _ _____ _____
 _ _____                   __ ____ ____ _ ____ ____ ____ _ _____ _____
 _ _____                   __ ____ ____ _ ____ ____ ____ _ _____ _____

 PF1=HELP 3=EXIT 5=REFRESH       7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
```

Priority = Schedule the student first, before the normal sequence:
(Grade 8 alpha, Grade 7 alpha, and Grade 6 alpha).

This is an Optional element that may be used to qualify the priority given the course request during the scheduling process.

If specified, acceptable values are:
1 – 9 Primary (1 being the highest) Virtual Counselor Primary Courses Values 1 – 8
A – L Alternate (L being the lowest) Virtual Counselor Alternate courses have the value A - L.

"Qualifiers" for student course requests may be entered on A09.

SECM = Section of the course into which the student should schedule
T = Term student should take the course
PRDS = Period(s) student should take the course (ex. 0202)
PGM = FTE category

Press F9 to access Schedule Restrictions panel (i.e., alternate course request and "x-out" periods/terms for student).

A09 COURSE REQUEST ALERT

```
 PANEL: ____                    A09. COURSE REQUESTS                          YEAR: 13

 STDT:  0000000000 DOE, JOHN                    SCHL: 0021  GR: 08  TM    Year      A
                                            RITY: _   NEXT: 0361  GR: 09  TM: __

 A COURSE                          SY SECM SCHL T PRDS PGM   FLGS P VOC-OCC SUB-PGM
 C _____                      __ _____ _ __
 _  10000102 M/J INTENSIVE READ    13 _____ 0021 _ ____ ____ ____ __ _____ _____
 _  10010800 M/J LANG ARTS 3 ADV   13 _____ 0021 _ ____ ____ ____ __ _____ _____
 _  12050800 M/J MATH 3 ADV        13 _____ 0021 _ ____ ____ ____ __ _____ _____
 _  20030200 M/J PHYSICAL SCI ADV  13 _____ 0021 _ ____ ____ ____ __ _____ _____
 _  21000250 M/J US HIST ADV & CP  13       0021
 _
 _        Stdt: 000000000X DOE, JOHN                        Stat: A
 _                                    A13 RECORD            A10 RECORD
 _        SY          COURSE          SY T CRDT             SY T SECM
 _        14          12050800           MATH 3 ADV         13 2  211
 _        F3 = EXIT
 _        WARNING!  Student is currently taking this course. _____
                    (Student has credit in this course) _____

 PF1=HELP 3=EXIT 5=REFRESH        7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
```

Course Requests on the A09 are checked when updated (press Enter) –
did the student already receive credit in course (on A13)
or is student currently enrolled in course (on A10)?
This is merely an **"Alert."** Exit the Alert with **F12.**

A09 SCHEDULE RESTRICTIONS

```
 _ PANEL: ____                    A09. SCHEDULE RESTRICTIONS
                                                                          Year
  STDT:  0000000000 DOE, JOHN                          SCHL: 3541  GR:
                                                       NEXT:        GR:

  SY: 14                          TERM
                                  1   2
                      PERIOD: 1   _   _
                              2   _   _
                              3   _   _
                              4   X   _
                              5   X   _
                              6   X   _
                              7   X

  ALTERNATE
  COURSE REQUEST 1:   _____
  COURSE REQUEST 2:   _____
  COURSE REQUEST 3:   _____
  COURSE REQUEST 4:   _____

  PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
```

SY 14   = School Year for which you are scheduling
PERIOD / TERM   = "X - out" the periods and / or terms that student should not be
                      scheduled (For example, student leaves and attends Community
                      College in the afternoon.)

ALTERNATE COURSE REQUEST = Alternate course to be used when program attempts
                               to resolve conflict

E06 FAST ENTRY HOUSE/TEAM/COUNSELOR

```
PANEL: ___                    E06  HOMEROOM / TEAM / HOUSE COUNSELOR                    Year

Y
R   HTC  SCHL  GR  ST    LAST                      FIRST              M  SR  STDT
N   T    4321  09  A     _____          _____       _  __

         4321  09        ABAD                      KRISTY                FW  0000000000  _____
         4321  09        ABOUHANA                  KRISTIN            M  FW  0000000000  WZ
         4321  09        ABRAHAMS                  ADRIAN                MW  0000000000  WZ
         4321  09        ADDISON                   DOUGLAS               MW  0000000000  _____
         4321  09        ADLET                     HERALD             J  MW  0000000000  _____
         4321  09        AGUAYO                    JAVIER             J  MH  0000000000  WZ
         4321  09        ALBORNOZ                  DESIREE               FH  0000000000  _____
         4321  09        ALCAINO                   DENNIS                MH  0000000000  ____
         4321  09        ALEJANDRO                 DANIEL             A  MH  0000000000  WZ
         4321  09        ALEXANDER                 SHEKIA                FB  0000000000  WZ
         4321  09        ALLEN                     CHARLES            E  MB  0000000000  _____
         4321  09        ALLISON                   JOHN               B  MW  0000000000  _____
         4321  09        ALMANZAR                  JOSE               A  MH  0000000000  _____
         4321  09        ALMODOVAR                 MICHAEL            A  MH  0000000000  _____
         4321  09        ALVAREZ                   DEBBIE             R  FH  0000000000  _____

PF1 = HELP   E = EXIT   5 = REFRESH   7 = BKWD   8 = FWD   12 = ESCAPE
PAGE FULL . . .  CONTINUE.
```

Fast data entry panel to enter team / house designations for students by school or by grade.
To enter team designations for students by grade, fill in the "YR" and "HTC" fields as indicated below.
Indicate the desired grade level under the "GR" field and press enter. TERMS will display the list of
students indicated by the grade level.

YR = N (next)
HTC = T (house/team/counselor)
GR = Grade
Note: Two (2) - character House/Team code must be defined on C27 and C25.

E16 BAR CODE REQUESTS

```
PANEL: ___                         E16.  COURSE REQUESTS                        Year

STUDENT:  0000000000   DOE JOHN                    CSCHL: 6789      GR: 08   ST: A
                                                   NSCHL: 4321      GR: 09

COURSE: _____            SY: 15

COURSE       TITLE              COUNT  03

10013100     ENG 1
12003000     PRE ALGEBRA
20013100     ERTH/SPA SC

PF1 = HELP   3 = EXIT   6 = FLAG   9 = NXT PAGE   12 = ESCAPE
PLEASE SCAN COURSES
```

**This Panel allows you to scan in student requests using bar codes on course request
cards. Be sure that the field SY has the correct year for which you are scheduling.**

OPTISPOOL

- Site User ID and Password is your TERMS sign on
- Web address web/optispool
- Enter **User ID** and **Password (TERMS Sign on)** into the fields provided then click the **Sign in** button to view your File Selections

Reports display in **date** order

- Column Headings: **Folder, File Name**, **User ID, Date Pages** (total # of pages in the report), **User Data** - the storage location of the archived spool file, **Form Type**, and *Extract Description*– the description of the report.

FOLDER	FILE NAME	USER ID	DATE	PAGES	USER DATA	FORM	EXTRACT
01713FG	OPTISPOOL	OPTISPOOL	11/03/2003	2	P0171 3	*STD	ACT768 SCHOOLS INTERNAL ACCOUNTS THRU 10/31/03

- **Filter Date** is used to set the date range of files to be displayed in the **File Selection** window.
  When a Filter Date is set, any files that were created prior to the selected **Filter Date** will not be displayed
- **Refresh** is to use at anytime to refresh the listing within the File Selection
- **Query** is used to find old reports and/or narrow your search. *NOTE:* When using the **Query** function **the Filter Date does not apply.**

Descriptions of Drop Downs

EQ - equals
NE - not equal to
GT - greater than
GE - greater than or equal to
LT - less than
LE - less than or equal to
CT - contains

FOLDER	FILE NAME	USER ID	DATE	PAGES	USER DATA	FORM	EXTRACT
01713FG	OPTISPOOL	OPTISPOOL	11/03/2003	2	P0171 3	*STD	ACT768 SCHOOLS INTERNAL ACCOUNTS THRU 10/31/03
01713FG	OPTISPOOL	OPTISPOOL	11/03/2003	3	Q0171 3	1PW	ACT753-1 BACKORDER ENCUMBRANCE ALL USES
FNC4195C	FNC4195C	OPTIOUTQ	11/04/2003	887	BRO	1PW	TRIAL BALANCE PERIOD 5 2004 11/04/03

SCHEDULING REPORTS

From anywhere in terms you can put **"PRT" i**n the menu selection, and be directed to the "Reports Menu." Select one of the options in the selection fields and hit "enter."

```
MSREPT1                    Reports Menu                    12          -06
LS3200001
Select one of the following:

     1. Grade Update/Report Menu
     2. Transcript Menu
     3. Scheduling Menu - Reports
     4. Scheduling Menu - Updates
     5.
     6.
     7.
     8.
     9.
    10.




Selection or command
     _____


 F3=Exit    F12=Cancel
```

```
 MSREPT2                 Scheduling Reports Menu
 LS3200001
 Select one of the following:

      1.   TS1115P   Team/House Roster
      2.   TS1132P   Incoming Students
      3.   TS2070P   Students w/o Request
      4.   TS2028P   Course Tallies
      5.   TS2029P   Course Rosters
      6.   TS2033P   Conflict Matrix
      7.   TS2030P   Requests by Students
      8.   TS2032P   Singleton/Doubleton
      9.   BS2064P   Too Few/Many Schd 4x4
     10.   TS2064P   Too Few/Many Schd R7
     11.   ZSSID119  Students Without Courses




 Selection or command

      _____
```

```
 MSREPT4                    Scheduling Updates Menu
 LS3200001
 Select one of the following:
      1.   TS1150U   Update Team/House Counts     16.   TS1149U   Upd Homeroom Cts
      2.                                          17.   ZSDBD447 Load SBR Next TM
      3.   TS2027U   Batch Enter Requests         18.   ZSDBD537 Recommended Crses
      4.   TS2058U   Drop Unrequested Courses     19.   ZSDBD413 Reqs via Virtual
      5.   TS2046U   Purge Request/Rejects
      6.   BS0505U   Generate Master Schedule
      7.   BS0511U   Student Scheduling R7
      8.   BS0506U   Student Scheduling 4x4
      9.   TS2063U   Fill-in with Study Hall
     10.   TS2057U   Update M.S. Seat Count
     11.   TS2052U   Roll Package Schedules
     12.   TS2056U   Post Package Schedules
     13.   BS0001U   Flip/Flop
     14.   ZSDBD433 Roll Student Demographic Data(homeroom,team,counselor)
     15.   ZSDBD413 Scheduling via Virtual Counselor or TERMS
 Selection or command

      _____
```

TS1115P TEAM ROSTER

```
                        TEAM ROSTER  (TS1115P)                      11:56:33
Current
ZSSJD802
                 Print Request:   _   Y = Print on all pages
                                      N = Print on header page only

                 Sort Sequence:   _   A = House/Team,      STDT Name,STDT NBR
                                      B = House/Team,                STDT NBR
                                      C = House/Team,Grade,STDT Name,STDT NBR
                                      D = House/Team,Grade,          STDT NBR
                 School Year:     __  06=2005/2006
                 School:          0000
                 Current/Next:    _   C=Current N=Next
                 Grade:           __
                 House/Team:      __

                 Status:          _   blank = Active and Inactive
                                      A = Active   only
                                      I = Inactive only
                                      N = Next School only



   PF3=Exit  PF12=Cancel  ENTER=Process
```

Reports Menu
Option #3   Scheduling Reports Menu
Option #1   TS1115P Team / House Rosters

TS1132P INCOMING (NEW) STUDENTS

```
Current Year     PRINT INCOMING (NEW) STUDENTS  (TS1132P)           11:57:34
ZSSDD801
                 Print Request:   _   Y = Print on all pages
                                      N = Print on header page only

                 Sort Sequence:   _   A = NEXT SCHOOL, STUDENT NUMBER
                                      B = NEXT SCHOOL, STUDENT NAME
                                      C = NEXT SCHOOL, CURR SCHOOL, STU NUMBER
                                      D = NEXT SCHOOL, CURR SCHOOL, STU NAME

                 INCOMING GRADE: __

                 PRINT ADDRESS:  _

                 STATUS (UA):    _   A = ACTIVE STUDENTS ONLY
                                     SPACE = ALL STUDENTS

                 SCHOOL YEAR:    __  06=2005/2006


   PF3=Exit  PF12=Cancel  ENTER=Process
```

Printer Menu
Option #3   Scheduling Reports - Menu
Option #2   TS1132P - Incoming Students
This Print Request on the Scheduling Reports menu will list all **NEW INCOMING students,**
based on NXT SCHL field on A04. The report will list students alpha, by each separate
school that they are coming from. This report is valuable for tracking incoming freshman
and transfers for scheduling purposes.

Information on Incoming Students can also be obtained in the DataWarehouse Special
Reports "Next School" folder.

T02070P STUDENTS WITHOUT COURSE REQUESTS

```
                          Students Without Course Requests (T02070P)        09:15:28
     Year
     ZSSDD803
                          Print Request:   _      Y = Print on all pages
                                                  N = Print on header page only
                          Sort Sequence:   G      G = School, Grade,        Name, Id
                                                  T = School, Grade, Team, Name, Id
                                                  O = School,         Team, Name, Id
                          Course Req Ct:   _      Minimum nbr of courses bypassed
                                                  Students with < this nbr included
                                 School:  0000
                        Current or Next:   _      C = Current, N = Next
                             From Grade:  __
                               To Grade:  __
                            School Year:  __      06 = 2005/2006
                                   Term:   _      Blank, 3, 6, 8, 1, 2, A, B, C

                                 Status:   _      blank = Active and Inactive
                                                  A = Active only
                                                  I = Inactive only
                                                  N = Next School only
     _____

       PF3=Exit   PF12=Cancel   ENTER=Process
```

Printer Menu
Option #3 Scheduling Reports - Menu
Option #3 T02070P Students Without Course Requests
This report will produce names of those students that do not have the required number of course requests on the A09.

The program is set to run less than the number you enter in "Course Req. count". (If you put a 9 in the field, it will give you students that have less than 9 – You cannot leave the field blank.)

TS2028P COURSE REQUEST TALLIES

```
 Year                        Course Request Tallies (TS2028P)           09:18:44
 ZSSDD804

                    Print Request:  _     Y = Print on all pages
                                           N = Print on header page only




                           School:  0000
                 Current or Next:    _     C = Current, N = Next
                            Grade:   __
                       Team/House:   __
                      School Year:   __    06 = 2005/2006
                             Term:   _     Blank, 6, 8, 1, 2
                       Percentage:   ___
                           Status:   _     blank = Active and Inactive
                                           A = Active only
                                           I = Inactive only
                                           N = Next School only


 PF3=Exit  PF12=Cancel   ENTER=Process
```

Reports Menu
Option #3 Scheduling Reports Menu
Option #4 TS2028P Course Request Tallies

This report will give you a report detailing how many students have selected each course. It will also show you how many sections will be created later based on number of requests, seating capacity and rounding percentage. This report is VERY HELPFUL for planning and developing your schedule.

First Run of the Report -- Set the Rounding Percentage at 70% (070).
Later you may want to change that depending upon your school's history of "no shows" or "walk ins."

TRM   = Blank
RND PCT   = 070
EXC   = N

TS2028P COURSE REQUEST TALLIES

The Course Request tallies report notifies you of any problems that should be fixed early in the scheduling process. This report is produced in Course Number order. The Tallies are broken down by Team/House and Grade Level. Tallies include both prescheduled and unscheduled requests. The programs reads terms 1,2,3,6 and 8.

COLUMN EXPLANATIONS:

1   GRADES   These are the Grade Level Restrictions for the Course on the C15 Panel.

2   P   The scheduling priority given the course on the C15 Panel.
                        R = Required or "Heavy"
                        Blank = No priority
                        Hint: It is only necessary to indicate the "R" Courses.

3   T – D   The Terms and Duration as specified on the District Course Record.
                        2 – 1 indicates a full year course
                        1 – 1 indicates a semester course, or terms 6 and 8

4   GRADE/TM-HS   Indicates the Grade, Team, House

5   QUALIFIED REQUESTS

    P-1 P-14   The number of course requests that have been qualified to a specific Period on the Course Request Panel (A09).

    T1   The number of course requests that have been qualified to Term 1 on A09 (4x4 = 6)

    T2   The number of course requests that have been qualified to Term 2 on A09 (4x4 = 8)

    SEC   Course requests that have been qualified to a specific section.

    Note: *Duplicated* indicates that the same course request be counted in more than one category.

6   TOT REQ   The total number of course requests for the Grade/Team/House/School

7	REC SEC	Based on the course seats on the course record, the number of requests for the course and the **rounding percentage** used, this is the number of **sections** that will be generated by the Master Schedule generator.

8   POS REJ   List the number of possible rejects. These are the students who will not have a seat (based upon the rounding percentage) unless corrections are made. The corrective action you take will depend upon where you are in the scheduling process. You could increase the number of course seats and/or change the rounding percentage and see what the results are.

Note: If you do change the rounding percentage, be sure to rerun all reports.

9   ERR   The number of errors you will have when you get into scheduling. This is an indication that certain restrictions (Grade, Term, Period, etc.) cannot be met. The number of errors on the tallies will equal the number of Warnings on the detail reports.

Examples of errors may include:

The course is restricted to grade 12, but a student is in grade 9. The student will not be scheduled for the course unless a correction is made.

The course is available only during second semester. The student's requests is qualified for Term 1. If a correction is not made, the student will not be scheduled for the course.

TS2029P COURSE ROSTERS

```
Year                    Request Verification - Course  (TS2029P)        11:44:07
ZSSDD805
                        Sort Sequence:  _      A = Course,     ,STDT Name
                                               B = Course,     ,STDT NBR
                                               C = Course,Team,STDT Name
                                               D = Course,Team,STDT NBR
                               School:  0000
                      Current or Next:  _    C = Current, N = Next
                                Grade:  __
                           House/Team:  __
                          School Year:  __   13   2010-2012
                                 Term:  _    Blank, 6, 8, 1, 2, 3, A
        Courses (enter up to 20 courses):

        _____   _____   _____   _____   _____
        _____   _____   _____   _____   _____
        _____   _____   _____   _____   _____
        _____   _____   _____   _____   _____
                           Status:  _     blank = Active and Inactive
                                          A = Active only
                                          I = Inactive only
                                          N = Next School only
        _____
        PF3=Exit  PF12=Cancel  ENTER=Process
```

Reports Menu
Option #3 Scheduling Reports Menu
Option #5 TS2029P Course Rosters

TRM = Blank

COURSE = Blank if you want rosters for all courses

If you want rosters for specific courses, enter course number

TS2032P SINGLETON/DOUBLETON CONFLICT

OPTIONAL

```
                    Singleton/Doubleton Conflict (TS2032P)            09:24:05
Year
ZSSDD808
                    Print Request:  _   Y = Print on all pages
                                        N = Print on header page only
                           School:  0000
                  Current or Next:  _   C = Current, N = Next
                            Grade:  __
                      School Year:  __  06 = 2005/2006
                             Term:  _
                 Rounding Percent:  ___  050 = 50%
               Number of Sections:  _
                           Status:  _   blank = Active and Inactive
                                        A = Active only
                                        I = Inactive only
                                        N = Next School only




 _____
 PF3=Exit   PF12=Cancel   ENTER=Process
```

Reports Menu
Option #3 Scheduling Reports Menu
Option #8 TS2032P Singleton / Doubleton

Singleton/Doubleton is an optional report and produces a **listing of courses which will conflict for the specified number of students if offered during the same period.**

GR　　　　= Blank

TRM　　　= Blank

RND PCT　= Rounding Percentage (use the same for all programs)

NBR SEC　= 1 (to identify singletons)

Note: The Potential Conflict Matrix presents the same information as the Single/Doubleton Conflict report. However, the information is presented in matrix format.

TS2032P SINGLETON/DOUBLETON CONFLICT

The Singleton/Doubleton Conflict report is used to list those courses for which the request load was low and would only create one or two sections when the Master Schedule is generated. It is designed to identify courses that would conflict if offered in the same period. The Master Schedule generator will attempt to put one course in one period and the conflicting course in another. At this point, no periods have been assigned. The report is telling you not to offer them in the same period.

COLUMN EXPLANATIONS:

1	**COURSE**	Courses for which the number of requests would generate sections equal or less than the NBR SEC on the request card.
2	**P**	Scheduling Priority from C15. R=Required Blank = No priority on C15
3	**T-D**	The terms and duration as specified on the District Course Record. 2 - 1 indicates a full-year course; 1 - 1 indicates a semester course.
4	**AVL**	The Terms in which the Course is available as Specified on C15
5	**REQ**	The number of students requesting this course (from Tallies)
6	**SEC**	The number of sections recommended for this Course from Tallies)
7	**QUALIFIED REQUESTS**	
	PERIODS 1 – 14	If there is at least one qualified request in a specified Period, that period number will print in the Associated Period Column. For example, if at least one student requested the course for period '4', 4 will print in the '4' column.
	TRMS 12	If there is at least one qualified request in a specific term, that term will print in the associated term column.
8	**COURSE**	Courses that could create a conflict if offered in the same period as the course in Column 1.
8 – 12		Same as for Course #1 except applies to Course #7.
NBR SEC		The number of sections parameter is used to determine which courses are to be checked for potential conflicts. Courses are included based upon the number of sections that will be offered. If number 2 is used in NBR SEC, courses that will generate only 1 or 2 sections, will be included in the report. Although this number may be as high as the number of periods in your school, it is impractical to use a number higher than 1 or 2. Using a higher number will result in so many course/conflicts being reported, that the report will be of little use.

BS2064P TOO FEW / TOO MANY
4 X 4 HIGH SCHOOL AND COMBINATION HIGH SCHOOL

```
Year                     Too Few/Too Many Schedules (BS2064P)              11:58:42
ZSSDD809
                Print Request:  _   Y = Print on all pages
                                    N = Print on header page only
                Sort Sequence:  _   A = Student Name    B = Student ID
                                    C = Grade, Name      D = Grade, ID
                                    E = Homeroom, Name F = Homeroom, ID
                       School:  0000
             Current or Next:  _   C = Current, N = Next
                        Grade:  ___
                       Status:  _   blank = Active and Inactive
                                    A = Active only
                                    I = Inactive only
                                    N = Next School only
                  School Year:  ___  06 = 2005/2006
                         Term:  _
          Current School Type:  _   1 = Elementary    2 = Middle
                                    3 = Center        4 = High
                                    5 = Adult
                                    blank = All types

    PF3=Exit   PF12=Cancel   ENTER=Process                              _
```

Reports Menu
Option #3 Scheduling Reports Menu
Option #9 BS2064P Too Few / Too Many 4 X 4 and Combination
This report is VERY IMPORTANT to run AFTER POSTING student schedules. Too Few/Too Many
**identifies students with too few or too many courses AFTER your files have been swept from Terms
1 and 2 to Terms 6 and 8.**
GR   = Blank
TRM   = 6, 7, 8, or 9
PRT TYP   = 4 (School Type, High School is Type 4)

TS2064P TOO FEW / TOO MANY
ROTATOR 7 HIGH SCHOOL / MIDDLE SCHOOL

```
Year                     Too Few/Too Many Schedules (TS2064P)              09:25:39
ZSSDD810
                Print Request:  _   Y = Print on all pages
                                    N = Print on header page only
                Sort Sequence:  _   A = Student Name    B = Student ID
                                    C = Grade, Name      D = Grade, ID
                                    E = Homeroom, Name F = Homeroom, ID
                       School:  0000
             Current or Next:  _   C = Current, N = Next
                        Grade:  ___
                       Status:  _   blank = Active and Inactive
                                    A = Active only
                                    I = Inactive only
                                    N = Next School only
                  School Year:  ___  06 = 2005/2006
                         Term:  _
          Current School Type:  _   1 = Elementary    2 = Middle
                                    3 = Center        4 = High
                                    5 = Adult
                                    blank = All Types

    PF3=Exit   PF12=Cancel   ENTER=Process
```

Option #10 TS2064P Too Few / Too Many Rotator 7
Identifies **students with too few or too many courses for Term 1.**
(You may want to use this report after running "Flip / Flops" in January to find students with too few or too
many courses for Term 2.)
GR   = Blank
TRM   = 1 (In January use 2 for Term 2)
PRT TYP   = (School Type, High Schools are Type 4 / Middle Schools are Type 2)

ZSSDD119 STUDENTS WITHOUT COURSES

```
  ZSSDD119                    STUDENTS WITHOUT COURSES       YEAR        13:49:28
                                                                        AS9625D

            School Year:              Current School Year

            Curr/Next                 _              (C=Current N=Next)

            Select Terms:             _ _ _ _  _  _ _
                                      (Valid Terms - A,B,C,D,S,1,2,3,4,5,6,7,8,9)
                                      (Blank - All Terms)

            Report Type:              _              (S - Summary Only)
                                                     (D - Detail and Summary)

            Day or Evening:           D              (D - Day School)
                                                     (E - Evening School)
                                                     (B - Both)

            Number of Periods:        _              Students with < this nbr included


  F3=EXIT   F12=CANCEL   ENTER TO CREATE REPORT
```

Reports Menu
Option #3   Scheduling Menu - Reports
Option #11 ZSSDD119 Students Without Courses

This report should be **run after entering all course requests**. This report should be **run periodically** until you have posted student schedules. **The report allows you to make sure all of next year's students will have a schedule.**

See School Scheduling Enhancements – Appendix A

SCHEDULING UPDATES MENU

```
                        Scheduling Updates Menu                        13:52:23
                                                                       AS9625D
Select one of the following:
      1.   TS1150U   Update Team/House Counts      16.   TS1149U   Upd Homeroom Cts
      2.                                           17.   ZSDBD447 Load SBR Next TM
      3.   TS2027U   Batch Enter Requests          18.   ZSDBD537 Recommended Crses
      4.   TS2058U   Drop Unrequested Courses      19.   ZSDBD413 Reqs via Virtual
      5.   TS2046U   Purge Request/Rejects
      6.   BS0505U   Generate Master Schedule
      7.   BS0511U   Student Scheduling R7
      8.   BS0506U   Student Scheduling 4x4
      9.   TS2063U   Fill-in with Study Hall
     10.   TS2057U   Update M.S. Seat Count
     11.   TS2052U   Roll Package Schedules
     12.   TS2056U   Post Package Schedules
     13.   BS0001U   Flip/Flop
     14.   ZSDBD433 Roll Student Demographic Data(homeroom,team,counselor)
     15.   ZSDBD413 Scheduling via Virtual Counselor or TERMS
Selection or command

      _____


F3=Exit    F12=Cancel
```

TS1150U UPDATE TEAM / HOUSE COUNTS

```
                        UPDATE TEAM / HOUSE COUNTS     (TS1150U)              12:30:43
 Year
 ZSSDD811




                           School:    0000

                   Current or Next:   _   C = Current, N = Next

                      School Year:    __  06 = 2005/2006




 _____
  PF3=Exit   PF12=Cancel   ENTER=Process
```

Reports Menu
Option #4 Scheduling Updates Menu
Option #1 TS1150U Update Team/ House Counts
This report should be run frequently to allow you to monitor the balance of your teams. After entering
Teams for your students or making a number of Team changes, run Update Team Counts **to
synchronize the counts**. A report will not be produced.

TS2058U DROP UNREQUESTED COURSES

```
                        DROP UNREQUESTED COURSES (TS2058U)                    12:40:05
 Year
 ZSSDD814          Print Request:

                           School:    0000
                   Current or Next:   _   C = Current, N = Next

                      School Year:    __  06 = 2005/2006


                         DROP DATE:   __ __ __ MM/DD/YY




 _____
  PF3=Exit   PF12=Cancel   ENTER=Process
```

Reports Menu
Option #4 Scheduling Updates Menu
Option #4 TS2058U Drop Unrequested Courses
You must run this report after you have entered all course requests. Remember **YOUR
DROP DATE** in order to identify courses you dropped versus courses that the county
dropped. **DROP DATE –** Date you dropped your courses (When typing the date, include the *SLASHES*.
Ex. Month/Day/Year.)

If you have a **Community School** on site, inform the Community School Administrator that you ran
this program. The Community School must **re-adopt** all courses after school begins.

**This program must be run before you generate a master schedule or generate
student schedules.**

TS2046U PURGE REQUEST / REJECTS

```
Year                    PURGE REQUESTS/REJECTS           (TS2046U)          12:04:03
ZSSDD815



              Sort Sequence:  _    A = STDT Name, B = STDT NBR
                     School:  0000
             Current or Next:  _    C = Current, N = Next
                      Grade:  __
                  Home Room:  _____
                 House/Team:  __
                  A08 Misc1:  __    A08 Misc2:  __     A08 Misc4:  __
                  Post/Edit:  _  P = Post, E = Edit
                School Year:  __  06 = 2005/2006
               Course Purge:  _____
             Course Replace:  _____




  _____
  PF3=Exit 12=Cancel   ENTER=Proceed
```

Reports Menu
Option #4 Scheduling Updates Menu
Option #5 TS2046U Purge Request / Rejects

This Report can be very helpful when moving large groups of students from one course to another.

PURGE   = Course number to be dropped from course requests

REPLACE = Course number to replace dropped course in course requests

You may **"purge and replace"** for specific grade levels, teams, miscellaneous codes, or entire school.

BS0505U GENERATE MASTER SCHEDULE

```
Year                          Generate Master Schedule  (BS0505U)              13:56:47
ZSSDD816
---------

      Prt Rqt  Schl C/N  Grd  Sch Yr Trm  Rnd PCT P/E  Status  Type  Bell  Replace


                0000
       _        0000   _    __     __   _   ___     _      _      _     _      _
       _        0000   _    __     __   _   ___     _      _      _     _      _
       _        0000   _    __     __   _   ___     _      _      _     _      _
       _        0000   _    __     __   _   ___     _      _      _     _      _
     _____|_____
      Prt Rqt : Y = Print on all pages          |    P/E : P = Post, E = Edit
                N = Print on HDR page only       |
                                                 | Status : blank = Active and Inactive
          C/N :   11 = 2011/2012     = Next      |          A = Active Only
                                                 |          I = Inactive Only
        Sch Yr : 06 = 2005/2006                  |          N = Next School Only
                                                 |   Type : 1 = Elementary, 2 = Middle
     Round PCT: 070 = 070%                       |          3 = Center,     4 = High
                                                 |          5 = Adult
                                                 |   Bell : blank = default
                                                 | Replace:blank=no,Y=Overlay existing
     _____
      PF3=Exit   PF12=Cancel   Enter=Process
```

Reports Menu
Option #4 Scheduling Updates Menu
Option #6 BS0505U Generate Master Schedule

Use Generate Master Schedule **if you have input Course Restrictions on C15 Detail
or have Teams**.   Run in **EDIT** mode until satisfied with Master schedule that is created.
Once satisfied with Master Schedule then run it in **POST** mode.   **POST ONLY ONE
TIME.**

GR   = Blank
TRM   = 1   4 X 4 Schools- TRM = Should be left blank, if you are scheduling for
                 the entire year.
RND PCT = Rounding Percentage (Use same for all programs)
PRT TYPE = School Type, High Schools are Type 4 / Middle Schools are Type 2)

**Note: After the rollover sign on to year 14. The information must be typed in the
current school (CSCHL).**

BS0511U STUDENT SCHEDULES ROTATING 7 HIGH SCHOOLS

```
YEAR                    Generate Student Schedule  (BS0511U)              09:34:57
ZSSDD817
            Schl    C/N    Grd    Sch Yr    Trm   NEG   PRI   AER   SCO   P/E   Status

   _        0000     _      _       _        _     _     _     _     _     _      _
   _        0000     _      _       _        _     _     _     _     _     _      _
   _        0000     _      _       _        _     _     _     _     _     _      _
   _        0000     _      _       _        _     _     _     _     _     _      _
 _____
 Prt Rqt : Y = Print on all  pages              AER : A = All Students
           N = Print on HDR page only                 R = Students with conflicts

     C/N : C = Current, N = Next                 SCO : Y = Yes, N = No

  Sch Yr : 06 = 2005/2006                        P/E : P = Post, E = Edit

     NEG : Y = Yes, N = No                    Status : blank = Active and Inactive
                                                       A = Active Only
     PRI : Y = Yes, N = No                             I = Inactive Only
                                                       N = Next School Only
 _____
 PF3=Exit  PF12=Cancel   Enter=Process
```

BS0506U STUDENT SCHEDULES 4 x 4

```
12/20/07                Generate Student Schedule  (BS0506U)              09:36:09
ZS  Year
Pr  ZSSDD8181           Grd    Sch Yr    Trm   NEG   PRI   AER   SCO   P/E   Status

   _        0000     _      _       _        _     _     _     _     _     _      _
   _        0000     _      _       _        _     _     _     _     _     _      _
   _        0000     _      _       _        _     _     _     _     _     _      _
   _        0000     _      _       _        _     _     _     _     _     _      _
 _____
 Prt Rqt : Y = Print on all  pages              AER : A = All Students
           N = Print on HDR page only                 R = Students with conflicts

     C/N : C = Current, N = Next                 SCO : Y = Yes, N = No

  Sch Yr : 06 = 2005/2006                        P/E : P = Post, E = Edit

     NEG : Y = Yes, N = No                    Status : blank = Active and Inactive
                                                       A = Active Only
     PRI : Y = Yes, N = No                             I = Inactive Only
                                                       N = Next School Only
 _____
 PF3=Exit  PF12=Cancel   Enter=Process
```

Reports Menu
Option #4 Scheduling Updates Menu
Option #7 BS05011U Student Schedules (R7 & Middles)
Option #8 BS0506U Student Schedules (4x4)

Use BS0511U AND BS0506U to Generate Student Schedules. (BS0511U is for Rotating schools only, and BS0506U for 4x4s only.) Run in **EDIT** mode until satisfied with student schedules created. Once satisfied with student schedules created, then run it in **POST** mode. **POST ONLY ONE TIME.**

GR	= Blank
(TRM	= 1 – for BS0511U Only)
OPTIONS NEG	= N or Y (Do you want to run Seat Counts into the Negative?)
OPTIONS PRI	= Y (Do you want the Scheduler to consider Priority?)
PRINT AER	= R (R - Students with Conflicts, A - All Students)
PRINT SCO	= N
PRINT AER	= R (R - Students with Conflicts, A - All Students)

Student Activity/Reject Report

BS0511U/BS0506U prints the Scheduler Activity/Reject Report. On the right-hand side of the report is a column labeled *"-ERROR-."* Up to seven Error Codes may appear to indicate why a request was rejected (not scheduled). The Error Codes, the position in which they will print in the "-ERROR-" column, and their meanings are listed below.

Position 1 – Error Code = T: Indicates that a student had a term-qualified request for a course and there were no sections of that course in the specified term. The solution to that reject is to either unqualify the request using TERMS Course Request Panel (A09), or create a class offering (if there are enough students rejected for the same reason to warrant it) using the TERMS Master Schedule Panel (C17).

Position 2 – Error Code = P: Indicates that a student had a period-qualified request for a course and there were no sections of that course in the specified period. The solution to that reject is to either unqualify the request using TERMS Course Request Panel (A09), or create a class offering (if there are enough students rejected for the same reason to warrant it) using the TERMS Master Schedule Panel (C17).

Position 3 – Error Code = G: Indicates that the student's current grade level is not within the grade level restriction for the course requested. Either delete the student's request (perhaps replacing it with a request for a different course) using the Course Request Panel (A09), or remove the grade level restriction on the course using the Master Schedule Panel (C17).

Position 4 – Error Code = /: Indicates that by the time it was this student's turn to be scheduled, there were no seats in any class offering for the requested course. If the school used the Master Schedule Generator (TS2038U), this message will not occur as sufficient seats were generated for all requests. If it does appear, the school will have to raise the capacity of a class (using the Master Schedule Panel (C17), create an additional offering (if a large number of students were so rejected), or change the student's request.

Position 5 – Error Code = R: Indicates that when it came time to schedule the student into this course, the student did not have a period open (due to the scheduling of higher priority courses) which matched an open class offering of the course. There are, however, seats available in other periods. To change the priority of the course being rejected (if desired), the request may be period qualified (check the Master Schedule recap to make sure a class is offered in the period being qualified). This may bump the course into a slot and find another period for the course which was displaced.

Position 6 – Error Code = S: Indicates that a student had a qualified request (Term or Period), and while there were seats available for this course, there are no sections available in the Term/Period requested. The request must be unqualified, or the seat counts must be increased in the Master Schedule.

Position 7 – Error Code = C: Indicates that a student has requested a course which is not being offered at the school. This request must be deleted. It will appear only if the request trailed the student from another school and was not corrected at the time the student was enrolled in the current school.

TS2063U FILL WITH STUDY HALL

```
Year                FILL WITH STUDY HALL (TS2063)                  09:36:44
ZSSJD819

                Print Request:  _   Y = Print on all pages
                                    N = Print on header page only

                Sort Sequence:  _   A = SCHOOL,STDT NAME, STDT NBR
                                    B = SCHOOL,STDT NBR
                                    C = SCHOOL, GRADE, STDT NAME, STDT NBR
                                    D = SCHOOL, GRADE, STDT NBR
                                    E = SCHOOL, HOME RM, STDT NAME, STDT NBR
                                    F = SCHOOL, HOME RM, STDT NBR
                Course          _____
                School          0000
                Grade           __
                School Year     __
                Term            _   1, 2, 3, 6, 7, 8, 9
                Status          _   A = Active, I = Inactive, blank = both

                Max Seat Check  _   Y, N, Blank
```

Reports Menu
Option #4 Scheduling Updates Menu
Option #9 TS2063U Fill – In with Study Hall

Enter Study Hall (or other chosen course) into your Master Schedule for every period.
SPECIAL NOTE: If you have a Community School on site, set up your Run Card with one line for each grade level

TS2057U UPDATE M.S. SEAT COUNTS

```
Year                UPDATE M.S. SEAT COUNTS (TS2057U)              14:13:29
ZSS00820




                    School Year: ___  06 = 2005/2006







_____
PF3=Exit   PF12=Cancel   ENTER=Process
```

 Reports Menu
 Option #4   Scheduling Updates Menu
 Option #10 TS2057U Update M.S. Seat Counts

Run Update Seat Counts after posting student schedules, making numerous schedule changes, and/or running Fill With Study Hall. The program will synchronize course seat counts. This report should be run often, ESPECIALLY when you see non-matching seat counts on C17, class rolls etc.   A report is not produced.

E11 FAST ENTRY TEACHERS & ROOMS

```
                                                              Year

AS9625D
File  Edit  View  Tools  Help

 PANEL  0000    YOUR SCHOOL         CHER/ROOM ASSIGNMENT              YEAR: 14

 SCHL:    1681 COCONUT CREEK HIGH

 COURSE  SEC/M                 B O TM T -DAYS- PRDS TCH BLDGRM TEACHER    STS PGM
 1001310

 10013100 101   ENG I          1 S    1 MTWRF 0101 569 01238 RIOS MICH   025 103
 10013100 103   ENG I          1 S    1 MTWRF 0303 630 01257 SHAVERS K   025 103
 10013100 104   ENG I          1 S    1 MTWRF 0404 630 01257 SHAVERS K   025 103
 10013100 105   ENG I          1 S    1 MTWRF 0505 569 01238 RIOS MICH   025 103
 10013100 106   ENG I          1 S    1 MTWRF 0606 109 01236 CLARK KAR   026 103
 10013100 107   ENG I          1 S    1 MTWRF 0707 569 01238 RIOS MICH   027 103
 10013100 111   ENG I          1 S    1 MTWRF 0101 630 01257 SHAVERS K   025 103
 10013100 115   ENG I          1 S    1 MTWRF 0505 109 01236 CLARK KAR   026 103
 10013100 117   ENG I          1 S    1 MTWRF 0707 630 01257 SHAVERS K   028 103
 10013100 121   ENG I          1 S    1 MTWRF 0101 109 01236 CLARK KAR   025 103
 10013100 201   ENG I          1 S    2 MTWRF 0101 569 01238 RIOS MICH   026 103
 10013100 203   ENG I          1 S    2 MTWRF 0303 630 01257 SHAVERS K   026 103
 10013100 204   ENG I          1 S    2 MTWRF 0404 630 01257 SHAVERS K   026 103
 10013100 205   ENG I          1 S    2 MTWRF 0505 569 01238 RIOS MICH   026 103

 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
 Page full...Continue.                                       TERML: QPADEV
```

After the Master Schedule is **posted**, you **must** input Teachers and Rooms on your courses. Those specified on C15 Course Restrictions will already be entered, but you must input all others. (You may also make corrections in Term, Days, Periods, Seats, and Program Category.)

TM	= Team
T	= Term
Days	= Days of week course is taught
PRDS	= Beginning and ending periods course is taught (example, 0101)
TCH	= Teacher number
BLDGRM	= Building/Room number
STS	= Seat Count (consider Class Size Requirements)
PGM	= FTE program category

REPORTS ON THE DATAWAREHOUSE

To Access the School Reports:
1) Open your web browser
2) Type in http://web/dwh/ - This will take you to the Datawarehouse
3) Click on School Reports Menu

   This will take you to the sign on screen for the School Reports Menu

   You must have a sign on to run reports

   School signon is sa01####d (# identifying your location number)

   Signon is case sensitive
4) Enter user ID and password and click "Login"

You will now be at the School Reports Menu. Note on the left side of your screen the Folders containing your reports:
1) Select the **Scheduling folder** and click. A list of reports available will appear – to name a few:

SCHI001	**-**	**Class Roll**
SCHI002	**-**	**Master Schedule**
SCHI004	**-**	**Student Locator – Current Grade Level**
SCHI006	**-**	**Student Locator with Report Card Grades**
SCHI007	**-**	**Student Locator with Final Grades**
SCHI008	**-**	**Student Locator with All Grades**
SCHI009	**-**	**Adopted Student Schedule**
SCHI010	**-**	**ESOL Students without ESOL Courses**
SCHI011	**-**	**Students without Specific Courses**
SCHI012	**-**	**Student Scheduling Priority**
SCHI013	**-**	**Middle School Classroll with Grades**
SCHI015	**-**	**Course Request from Virtual Counselor Report**
SCHI018	**-**	**Teacher Grade Distribution**
SCHI019	**-**	**College Readiness Advanced Courses**
SCHI022	**-**	**Student Schedule**
SCHI022	**-**	**Student Schedule Barcode**
SCHI024	**-**	**Middle School Promotion**
SCHI025	**-**	**Responsible Instructor (TERMS A10)**
SCHI027	**-**	**Dual Enrolled Students**
SCHI028	**-**	**Students with D and F Grades**
SCHI029	**-**	**Summer dual Enrollment**
SCHS002	**-**	**Students without Courses**
STFI001	**-**	**Teacher Load**

2) Click on the Report Name to open a report.
3) Enter the report parameters and click on the "Submit Request" button. After the report is run the name of the report will appear in the box at the top of the screen. This will become a drop down list of reports that you create and will remain available.
4) Use the navigation buttons at the top of the screen to arrow through the pages, create the report on your desktop in PDF format, export the report to Excel.

Printing Reports:
1) Click on the PDF Button at the top of the page. The first page of the report will open in pdf
2) Click on File and then Print to print the report (it is suggested that you print one page to make sure your print options are correctly set)
3) Reports may be saved to the desktop in a folder.

Downloads:
1) Click on the Downloads folder
2) Fill in your selection criteria. Then click on the "RUN" button at the bottom to submit.
   - The first page displays the limits you chose for your download
   - The second page will provide a link to access the download file. Click on this link to save the download to your desktop.

ZSDD433 SCHEDULING VIA VIRTUAL COUNSELOR OR TERMS

```
   ZSSDD433              ROLL STUDENT DEMOGRAPHIC DATA
                                                                        ᴣ

      School                0000

      From/To School Yrs    14 15     From School Yr, To School Yr

      Grades                __ __     Enter up to 2 grades at a time

      House/Team            __        House is 1st position of Team

      Edit/Post            E          (E=Edit,P=Post)




   ENTER=SUBMIT JOB
   PF3=EXIT    PF12=CANCEL
```

Reports Menu
Option #4 Scheduling Menu – Updates
      Option #14 Ross Student Demographic Data (homeroom, team, counselor)

ZSDBD413 SCHEDULING VIA
VIRTUAL COUNSELOR OR TERMS

```
ZSDDD413  Schedule Student Courses from TERMS A09 Requests        14:24:04
                                                                  AS9625D
                      0000
 School-Id            0000            (4 digit id of school)
 School Year,Term     12 F            (13=2012-2013) (F,R,X,1,3,6,8,H,M,A,Q,T,W)
 Current/Next School  C               (C=Current,N=Next)


 Update SRU SSS       N N             (Y=Post N=Edit) (SRU=A09) (SSS=A10)
 Grade Level          12 11 10 09     (12,11,10,09,HS),(08,07,06,MS)
 Student Status       E               (E=Every Stu,A=Active,I=Inactive,N=New)


 SBR Pri,Pre-sorts,Req Y A Q N  (Y=Yes N=No) (N,R,C,B,L,A,E) (Y,N,T,S,W) (Y,N)
 Sel Seat,Use Alt,Type N A        (Sel=Y,N) (Alt=N,A,S,P)
 Select Team          S               (N=No,T=Team,H=House,S=Schl)
 Override Nbr Courses  __ __ __ _     (Primary+Alt) (Primary)   (Term) (Period)




 Type of Rpt          F               (F=Full E=Exception O=Only Errors,N=New,G)



Enter=Submit 3=Exit 4=Default-A10 10=Last-A10
```

Reports Menu
Option #4 Scheduling Menu - Updates
Option #15 ZSSDD413 Scheduling via Virtual Counselor or TERMS

This report is used to **LOAD student Course Requests via Virtual Counselor or TERMS**
Optionally instead of scheduling via Virtual Counselor the submitter can schedule via TERMS. Under this scenario TERMS A09 records must already exist. ZSDBD413 is run instead of BS0506 or BS0511. ZSDBD413 is run after TS2058 as described in the scheduling process.

ZSDBD413 does not identify students who have no TERMS A09 records. The 'Too Few/Too Many' report would identify these students.

This scheduling function should be used instead of BS0506/BS0511 for the following reasons:
- Courses are paired.
- Override Team/House/School settings on TERMS C17.
- Ignore TERMS A09 'Scheduling Restrictions' Alternate Course Requests.
- Courses span multiple periods.
- Use Virtual Counselor's 'Course Disapproval File.

To 'Enter Course Requests (TERMS A09)' and/or 'Schedule Course Requests (TERMS A10) select option #15 from menu MSREPT4 menu (Scheduling Updates Menu).

ZSDBD413-Scheduling via Virtual Counselor or TERMS

This document describes the TERMS scheduling function ZSDBD413 that is used in conjunction with Virtual Counselor or as an alternative to some of the existing TERMS scheduling functions.

ZSDBD413 can be used to create TERMS A09 Course Request records and/or TERMS A10 Scheduling records. ZSDBD413 can create both the TERMS A09 records and the TERMS A10 records in a single job submission run or individual job submissions can be used to create TERMS A09 Course Request records and TERMS A10 Scheduling records.

ZSDBD413 can be used to create TERMS A10 Scheduling records even though ZSDBD413 was not used to create TERMS A09 Course Request Records.

Virtual Counselor

Virtual Counselor contains a file that contains course request records for multiple students for multiple schools. Each student has a maximum of 12 course request records in the file. Even though the file contains records for multiple schools only 1 school is processed per job. The school-id that corresponds to the id of the submitter of the job is used.

ZSDBD413 should not be run until the school's course requests are 'locked' in Virtual Counselor. This includes copying default course requests and teacher recommendation course requests for those students who did not enter course requests in Virtual Counselor. The file should be processed multiple times in non-update (EDIT) mode. The submitter of the job specifies an 'N N N' for 'Update SRU/SSS' to prevent TERMS from being updated.

The output from the non-update(EDIT) runs identify errors and also indicates how successful the course scheduling will be. The output from the EDIT runs should be used to correct errors and adjust the master schedule in order to improve the course request assignments for the next run. The 'do not update TERMS runs' should be performed over and over until the school scheduler is satisfied with the results.

The final run should specify 'Y Y N' for 'Update SRU/SSS'. Specifying a 'Y Y N' for 'Update SRU/SSS' will cause the physical files TSRUP and TSSSP to be updated and the data to be viewable via TERMS panels A09(Course Requests) and A10(Course Schedule). The seat counts in the physical file TSMSP(TERMS C17) are also updated when a 'Y' is specified for update DB's.

Optionally instead of scheduling via Virtual Counselor the submitter can schedule via TERMS. Under this scenario TERMS A09 records must already exist. ZSDBD413 is run instead of BS0506 or BS0511. ZSDBD413 is run after TS2058 as described in the scheduling process.

ZSDBD413 does not identify students who have no TERMS A09 records. The 'Too Few/Too Many' report would identify these students.
This scheduling function should be used instead of BS0506/BS0511 for the following reasons:
- Courses are paired.
- Override Team/House/School settings on TERMS C17.
- Ignore TERMS A09 'Scheduling Restrictions' Alternate Course Requests.
- Courses span multiple periods.
- Use Virtual Counselor's 'Course Disapproval File.

Reports Menu
Option #4 Scheduling Menu - Updates
Option #15 ZSSDD413 Scheduling via Virtual Counselor or TERMS

Press one of the following function keys depending on task being performed.
- <F10>   A10   criteria. Assign Seats.
- <F9>   A09   criteria. Assign Courses.

After the default parameters are accepted and the user presses <enter> the job is submitted. The job takes from 3-4 minutes to complete. The results are immediately sent to OPTISPOOL if the 'Send to OPTISPOOL' parameter is set to 'Y'.

Output

Output from the run is located in OPTISPOOL.

The OPTISPOOL extract information title is '**STUDENT COURSE REQUESTS**' or 'STUDENT SCHEDULE REQUESTS'

The report should be analyzed and errors should be resolved before running the job in update mode.

PROBLEM DETERMINATION for "Course Requests"

Logon to OPTISPOOL using 'Internet Explorer' and view the report in the DSG folder that contains the report name '**ZSDBD413 Student Course Requests**' in the Extract column.

Skip to the last page in the report and verify that the "**PROGRAM Ended Normally**".
If the program did not end normally do not continue. Run the program again. If the problem persists report the problem to the help-desk.

Go back one page and look for the row beginning with the words "WCRS STU CRSE SKIPPED". The number to the right is the number of 'Virtual Counselor Course Requests' **skipped**. Continuing the problem determination will identify the cause of why the records were skipped.

Go back to the page(one page) with the sub-title "Duplicate Course Requests". This page identifies students **requesting the same course twice**. If both requests are primary(not alternate) course requests the column titled 'P' will contain an '*'. The same course should not be requested twice. Correct the errors in Virtual Counselor.

Go back to the page(one page) with the sub-title "Students with A09 SRU already Existing". This page identifies students **that already have** 'TERMS A09 Course Request' records. Determine why students already have TERMS course requests. For example; were their required courses and the rest of the courses loaded at separate times.

PROBLEM DETERMINATION for "Schedule Requests"

Logon to OPTISPOOL using 'Internet Explorer' and view the report in the DSG folder that contains the report name '**ZSDBD413 Student Course Schedules**' in the Extract column.

Skip to the last page in the report and verify that the "**PROGRAM Ended Normally**".
If the program did not end normally do not continue. Run the program again. If the problem persists report the problem to the help-desk.

Go back 1 page and look at the percentage in the last item '**SSS RECS ADDED**". This number should be **at least 95%** before posting TERMS A10 Schedule records. This number represents the percentage of TERMS A10 schedule records that will be created based on the TERMS A09 course requests processed.

Look at the percentage for the 5th item from the top titled "**SBR RECS ALL SCHED YES**". This number should be **at least 75%** before posting TERMS A10 Schedule records. This number represents the percentage of students that were scheduled into all their TERMS A09 course requests.

Go back to the pages with the sub-title "**Course Information**". This is a copy of the "**TERMS C17 Master Schedule**" records. Print these pages using 'Landscape Mode'. The pages will be used in the subsequent problem determination.

Go forward to the pages with the sub-title "**Courses Needing Seats**". Look at the '**Reason Column**'. The meaning of the reasons are as follows.

MISS-CRS   Course is missing in the Master Schedule
NO-SPACE   No seats remaining in all sections for the Master Schedule course
NO-SEC   Section number requested not found for Master Schedule course
NO-TCHR   Teacher-id requested not found for Master Schedule course
NO-TERM   Term requested not found for Master Schedule course
NO-PER   Period requested not found for Master Schedule course
NO-CAMPUS   Campus requested not found for Master Schedule course
NO-GRADE   Student's grade level not found for Master Schedule course
NO-GENDER   Student's gender not found for Master Schedule course
NO-TEAM   Student's team not found for Master Schedule course
NO-SEAT   No seats remaining in Master Schedule course
PER-FORK   Student's schedule can be swapped around to fit the course
PER-BOXP   It is impossible to schedule a student's entire course requests
PER-CALS   Student's calendar conflicts with course calendar
PER-BELL   Student's bell conflicts with course bell

Correct all errors by either **changing the Master Schedule** or **changing the students Course Requests** except for reasons PER-FORK and PER-BOXP.

A10 CURRENT SCHEDULE

```
 PANEL: ___                    A10. CURRENT SCHEDULE (PK-12)        Current Year

STDT  0000000000 DOE, JOHN                    SCHL: 3011  GR: 11  TM:     ST: A
                                              NEXT: 3011  GR: 12  TM:
                                     ST: A  T: _  SY: 14
A COURSE   SEC/M  DATE  SCHL T PRDS            PGM  MINS   DAYS   BLD-RM TCHR   ST
_ 15013400 101    082012      1 0101 BEG WEIGHT 251   250 MTWRF  06616  MILLER
_ 15013500 201    012213      2 0101 INTER WGHT 251   250 MTWRF  06616  MILLER
_ 12013100 102    082012      1 0202 ANALYSIS O 251   250 MTWRF  07725  TAYLOR
_ 12013100 202    012213      2 0202 ANALYSIS O 251   250 MTWRF  07725  TAYLOR
_ 20034200 103    082012      1 0303 ADV PL PHY 251   250 MTWRF  131304 TRAVER
_ 20034200 203    012213      2 0303 ADV PL PHY 251   250 MTWRF  131304 TRAVER
_ 07083700 104    082012      1 0404 SPANISH IV 251   250 MTWRF  01161  BLONDE
_ 07083700 204    012213      2 0404 SPANISH IV 251   250 MTWRF  01161  BLONDE
_ 10014200 105    082012      1 0505 ADV PL ENG 251   250 MTWRF  01169  AMELKI
_ 10014200 205    012213      2 0505 ADV PL ENG 251   250 MTWRF  01169  AMELKI
_ 1007340J 106    082012      1 0606 DEBATE II  251   250 MTWRF  121218 COLE R
_ 1007340J 206    012213      2 0606 DEBATE II  251   250 MTWRF  121218 COLE R
_ 21003300 107    082012      1 0707 ADV PL U.S 251   250 MTWRF  04423  HITCHC
_ 21003300 207    012213      2 0707 ADV PL U.S 251   250 MTWRF  04423  HITCHC
_ _____ ___    _____ ___ _ ____                    ___
                                                      1750 ESTIMATED WEEKLY MINS
 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE
 No additional pages...Next?                             TERML: QPADEV
```

Use A10 Current Schedule to make necessary schedule changes on individual students after posting Student Schedules.

A10 SCHEDULE DETAIL PANEL

```
 PANEL: ____                      A10. SCHEDULE DETAIL                      YEAR: 13

 STDT: 0000000000 DOE, JOHN                         SCHL: 3011  GR: 11 ST: A

 CLASS: A COURSE  SEC/M   DATE   SCHL                     SA   WGT        T SY
        _ 10014200  105   082012  3011 ADV PL ENG LANG COMP EN            4 13

 MEETS: T PRDS     DAYS       TIMES        LOC: TP    BLDG-RM
        1 0505    MTWRF    1124 1214             00    01 169   169

 MBSHP: MINS   ENTRY  W/D--DATE  TOT     TCHR: NBR                        RI
        250    ___    ___ _____  91           019   AMELKIN DONNA        R

 VALUE: CRDT TRMS DUR  ATTP  GREQ       QUAL: PGM--E  EXC GE   DR  PS  FLGS   CI
        .50   1   1    .50                    251  Y   _  Y    Z   0   L Y    __

 MISC:  ELL MODEL   MBRH  RIC I F D A DEI LS LOC:GR EL SK AUD LOC V/A:ED CS SA VC
        Z    _____   N  _ _ Z _ Z  Z   _   _  __ _  _   _      ZZ N  C  Z

 VOC:   SET VA-PGM  LENG VOC-OCC MOC IP EVS   B S   TOTAL    PAID     DUE
        ____ _____ ____  Z     Z   N  Z     0 _  _____  _____.__  _____.__

 PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE
 Record is displayed...Next?                           TERML: QPADEV
```

The A10 Schedule Detail panel gives a total picture of a specific class. It may be used to override the normal class assignment. Any overrides must be within the bounds set by the master schedule: i.e., The number of credit attempts, The Program Code, Eligible or Not Eligible for funding, to print or not on a Report Card, Identifies Drop Out Prevention or PRIDE courses and Flags certain course requirements.

FLGS – Can identify up to four charactes describing course attributes which give additional information needed by the district or state to track credits, for use with weighted grade point averages. May identify codes to substitute for certain course requirements. *(see F1 Descriptions).*

Reading Intervention Component - Students in Grades K-12 who scored a Level 1 on the Reading portion of the FCAT, or who have been determined through diagnostic assessment to have a reading deficiency **must be** scheduled in a course used to provide reading intervention. ETS identifies these Level 1students' Reading courses, ascertains that the teacher is certified and/or endorsed, and populates the "RIC" Field on the A10 Detail Panel with a "Y".

Students in Grades K – 12 who scored Level 2 may have Reading or other course with CARPD (NGCARPD) Option – with a Reading Component - School will code A10 detail RIC field on the appropriate course decided by the school for each individual level 2 student.
The Possible Codes Are?
N   **No,** the course is <u>not</u> used to provide reading intervention
F   **Flexibility**, Grade 11 and 12 only. This course is used to provide reading intervention to students who have met the graduation requirement in reading with a score of Level 2 on FCAT Reading.
Y   **Yes,** the course is used to provide reading intervention

Level 1 students must have a Reading Course – Reading Teacher will be certified or endorsed
   Level 2 may have Reading, Language Arts, or other course with CAR PD (NGCAR PD) Option with Reading Component
- **This field can be modified by the school**
- **DWH Special Reports – Test Folder**
- **Fcat Scores TSTI004 can sort students by grade by level to identify who needs an RIC**
- **Sort by grade then FCAT level order**

A11 INTERACTIVE SCHEDULER ROTATING 7 HIGH SCHOOL

```
 PANEL: ___               A11. INTERACTIVE SCHEDULER                    3
 STDT:   060000000000  DOE JOHN                        SCHL:            A
 A COUR__. ... .___ .              A COURSE/TRM SECM P      TM:   C/N: _
 _ 15013400 1 101 *01 BEG WEIGHT TRAININ _ 15013500 2 201 *01 INTER WGHT TRAININ
 _ 12013100 1 102 *02 ANALYSIS OF FUNCTI _ 12013100 2 202 *02 ANALYSIS OF FUNCTI
 _ 20034200 1 103 *03 ADV PL PHYSICS B   _ 20034200 2 203 *03 ADV PL PHYSICS B
 _ 07083700 1 104 *04 SPANISH IV         _ 07083700 2 204 *04 SPANISH IV
 _ 10014200 1 105 *05 ADV PL ENG LANG CO _ 10014200 2 205 *05 ADV PL ENG LANG CO
 _ 1007340J 1 106 *06 DEBATE II HONORS   _ 1007340J 2 206 *06 DEBATE II HONORS
 _ 21003300 1 107 *07 ADV PL U.S. HISTOR _ 21003300 2 207 *07 ADV PL U.S. HISTOR
 _ _____ _                       _ _____ _
 _ _____ _                       _ _____ _
 _ _____ _                       _ _____ _
 _ _____ _                       _ _____ _
 _ _____ _                       _ _____ _
 _ _____ _                       _ _____ _
 _ _____ _                       _ _____ _
 _ _____ _                       _ _____ _
 F                                  M
 G                                  N
 H                                  O
 I                                  P
 J                                  Q
 Record is displayed...Next?          OPTION: _            TERML: OPADEV
```

Interactive Scheduler may be used to **"clean up"** schedules prior to the beginning of school. A11 **automatically purges schedule records already on A10 when posting a new schedule. A11 Interactive Scheduler is designed to schedule "Walk-Ins," or new students.**

The Interactive Scheduler is used for students that enroll in your school after the annual scheduling cycle is completed.

The panel allows you to interactively create a schedule for an individual student based upon course requests and available seats in classes. The "OPTION" field on the last line is used to indicate when the schedule should be constructed (S) for review or when an acceptable schedule should be posted (P).

It is important to remember that until the "POST" option is entered, the database is not changed. The "SCHEDULE POSTED…NEXT?" message is an indication that the schedule exists on the database. At that point, you may use the A10 Panel to view and print the schedule.

See School Scheduling Enhancements – Appendix A

4X4 HIGH SCHOOL
L11 INTERACTIVE SCHEDULER

```
 PANEL: ___                       L11. INTERACTIVE SCHEDULER
STDT:   06000000000 DOE, JOHN
                                                      TM:     C/N: _
A COURSE    T SEC/M P          (1ST QTR)  A COURSE    T SEC/M P        (2ND QTR)
_  15013400 1 101 *01 BEG WEIGHT TRAININ  _ _____ _
_  12013100 1 102 *02 ANALYSIS OF FUNCTI  _ _____ _
_  20034200 1 103 *03 ADV PL PHYSICS B    _ _____ _
_  07083700 1 104 *04 SPANISH IV          _ _____ _
_  10014200 1 105 *05 ADV PL ENG LANG CO  _ _____ _
_  1007340J 1 106 *06 DEBATE II HONORS    _ _____ _
A COURSE    T SEC/M P          (3RD QTR)  A COURSE    T SEC/M P        (4TH QTR)
_  15013500 2 201 *01 INTER WGHT TRAININ  _ _____ _
_  12013100 2 202 *02 ANALYSIS OF FUNCTI  _ _____ _
_  20034200 2 203 *03 ADV PL PHYSICS B    _ _____ _
_  07083700 2 204 *04 SPANISH IV          _ _____ _
_  10014200 2 205 *05 ADV PL ENG LANG CO  _ _____ _
_  1007340J 2 206 *06 DEBATE II HONORS    _ 21003300 1 107  07 ADV PL U.S. HISTOR

F                                         M
G                                         N
H                                         O
I                                         P
J                                         Q
Record is displayed...Next?               OPTION: _            TERML: QPADEV
```

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See School Scheduling Enhancements – Appendix A

BS0001U FLIP FLOP PROGRAM

```
Year                        FLIP/FLOP (BS0001U)                    15:11:
ZSSD0830


                        School:   0000


                  Sort Sequence:   _

  A = CRSE#,SEC#,STDT#            B = CRSE#,SEC#,STDT NAME
  C = TCHR NAME,CRSE#,SEC#,STDT#  D = TCHR NAME,CRSE#,SEC#,STDT NAME
  E = TCHR#,CRSE#,SEC#,STDT#      F = TCHR#,CRSE#,SEC#,STDT NAME


                   School Year:   __   06 = 2005/2006


                  Current Term:   _
                      New Term:   _
           Beginning Section #:   _
                  Current Team:   __
           Current Grade Level:   __


                          Mode:   _   E = Edit   P = Post


_____
  PF3=Exit   PF12=Cancel   ENTER=Process
```

Reports Menu
Option #4 Scheduling Updates Menu
Option #13 BS0001U FLIP FLOP

The Flip Flop Program must be run to create **Terms 2, 7 and 9** classes, the second semester master schedule and student schedules.

EVERYONE AT YOUR SITE must be signed off the system, except for the "SA" (System Administrator) running the program.

NOTE: run in Edit mode first and view the report before you run in "P" Post.

See School Scheduling Enhancements – Appendix A