MIDDLE SCHOOL
SCHEDULING OUTLINE

TERMS

IT Service Desk 754-321-0411

Service Desk FAX 754-321-0970

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LO3 ENROLLMENT COUNTS

```
                                                                    YEAR10
   PANEL: ___              L03. ENRCLLMENT CCUNTS
                                                                    01/17/09

   SCHL/TYP  1881 _ PINES MIDDLE             AREA: __  Curr/Next: C 03/03/09

   GRADE    WHITE  BLACK   HISP  ASIAN INDIAN  MULTI      MALE FEMALE  TOTAL
    06       100    202    217     22     0     30        315    256    571
    07       107    165    169     14     1     15        224    247    471
    08       118    158    172     16     1     24        248    241    489

   TOTAL     325    525    558     52     2     69        787    744   1531
```

```
                                                                    YEAR 11
   PANEL: ___              L03. ENRCLLMENT CCUNTS
                                                                    01/17/09

   SCHL/TYP  1881 _ PINES MIDDLE             AREA: __  Curr/Next: N 03/03/09

   GRADE    WHITE  BLACK   HISP  ASIAN INDIAN  MULTI      MALE FEMALE  TOTAL
    06        92     99    118     12     1     16        163    175    338
    07        99    201    217     22     0     30        313    256    569
    08       107    167    169     14     1     15        226    247    473

   TOTAL     298    467    504     48     2     61        702    678   1380
```

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, ETS 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. RCOM RESOURCES            YEAR 11

SCHL: 0701 PARKWAY MIDDLE

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

_  01 GUID 101H __  ASSISTANT PRINCIPAL/OTHER OFFICE    000   00 ____   184
_  01 STAF 103K __  ASSISTANT PRINCIPAL/OTHER OFFICE    000   00 ____   125
_  01 STA1 103C __  ASSISTANT PRINCIPAL/OTHER OFFICE    000   00 ____   182
_  01 STA2 103A __  ASSISTANT PRINCIPAL/OTHER OFFICE    000   00 ____   186
_  02 104  104  __  DINING AREA                         000   00 ____  4658
_  03 107  107  __  LIBRARY (READING ROCM/STACKS)       000   00 ____  3649
_  04 112  112  __  INTERMEDIATE/MIDDLE CLASSROOM (4-8)  022   00 ____   824
_  04 112B 112B __  INTERMEDIATE/MIDDLE SKILLS LAB (4-8  022   00 ____  1181
_  04 114  114  __  ART - MIDDLE                         029   00 ____  1243
_  04 115  115  __  RECEPTICN AREA                       000   00 ____   267
_  04 116  116  __  HCME ECCNOMICS EXPLCRATION LAB       017   00 ____  1190
_  04 117  117  __  HCME ECCNOMICS EXPLCRATION LAB       016   00 ____  1134
_  05 123  123  __  P E GYMNASTICS & DANCE               000   00 ____   711
_  05 124  124  __  MUSIC RELATED SPACE                  000   00 ____   608

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

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

Room Usage field will identify any use of an area other than class scheduling. This field is 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.

CO2 BELL SCHEDULE

```
PANEL: ____              CO2. BELL SCHEDULES              YEAR 11

SCHL: 1791 APOLLO MIDDLE

BELL: 1                      PRD    TIMES
                              1    0900 0955
  CAL: __                     2    1000 1055
                              3    1100 1155
                              4    1155 1225
                              5    1230 1325
                              6    1330 1425
                              7    1430 1525
                              8    ____ ____
                              9    ____ ____
                             10    ____ ____
                             11    ____ ____
                             12    ____ ____
                             13    ____ ____
                             14    ____ ____


PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
NOT AUTHORIZED TO UPDATE/DELETE.                     TERML: CPADEV
```

The times are "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 shows academic time only. Minutes should not be added for "Lunch."

Bell 1 – Always your primary schedule

Calendar – Rotator calendar is always "01"

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 11

 SCHL:

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

 ___ _  _____  _____   _____  _ _ __ __ ____   _____  _

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

 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 DATA

```
 PANEL: ____            C05. STAFF/FACULTY                    YEAR 11
 SCHL:   2751 TARAVELLA J P HIGH

 NBR T FIRST NAME      LAST NAME                        SHORT NAME
 006 _ BRIAN           ACKERMAN          ACKERMAN BRIAN         ACKERMAN B

 SSN 000000000   JOB ___   S M R W   BLDG-RM __ _____   STARTS-ENDS 041505 _____
 SDE 0000000000 DP ___ PRIM: Y PERS: 00000000 AREA EXP: T _
 FND SRC: N




 ASSIGN:    21003100 AMER HISTORY          21023100 ECONOMICS
            21033000 WORLD CULT GEOGRAPHY  21063100 AMER GOVT
            2109310E WORLD HISTORY         21093100 WORLD HISTORY
            2109320E WORLD HISTORY HON     99000100 GEN ED-P




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

ETS rolls over your teachers from year to year. Only make necessary changes, such as additions for new teachers. Enter **"END"** date only for teachers not returning to your school the next year.

C14 COURSE DICTIONARY – QUERY

```
                                                                    YEAR 11
    PANEL: ___              C14. COURSE QUERY

    SCHL:  1791 APCLLC MIDDLE

                                    P   SC                             C D S
    COURSE                     SA XF DP S W TP PGM   STS GRDES P S R AVAIL T S T
                                                         08
    _____                   __ __ __ _ _ __ ___     __ __ __  _____ _ _ _

    1501000A M/J PHYS FITNESS   NC    PE 0 N    102    30 05 08     YYYYNN N N
    15010000 M/J PHYSICAL FITNESS NC  PE 0 N    102    30 05 08     YYYYNN N N
    15010001 M/J PHYSICAL FITNESS NC  PE 0 N    102    30 05 08     YYYYNN N N
    15010002 M/J PHYSICAL FITNESS NC  PE 0 N    102    30 05 08     YYYYNN N N
    15010003 M/J PHYSICAL FITNESS NC  PE 0 N    102    30 05 08     YYYYNN N N
    15010005 M/J PHYS FITNESS    NC   SR 0 N    102    30 05 08     YYYYNN N N
    15010100 M/J BODY MANAGEMENT NC   PE 0 N    102    30 05 08     YYYYNN N N
    15010105 M/J BODY MANAGEMENT NC   SR 0 N    102    30 05 08     YYYYNN N N
    15010200 M/J THROW/CATCH     NC   PE 0 N    102    30 05 08     YYYYNN N N
    15010205 M/J THROW/CATCH     NC   SR 0 N    102    30 06 08     YYYYNN N N
    1501025R M/J THR/CAT CP RECCV NC  PE 0 N    102    30 07 08     YYYYNN N N
    15010250 M/J THROW/CATCH & CA NC  PE 0 N    102    30 07 08     YYYYNN N N
    15010300 M/J STRIKING/BODY   NC   PE 0 N    102    30 05 08     YYYYNN N N
    15010305 M/J STRIKING BODY   NC   SR 0 N    102    30 06 08     YYYYNN N N


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

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 County Course Dictionaries can be found on web/TERMS.

C15 COURSE RECORD

```
 PANEL: ____                    C15. COURSE RECORD              YEAR 11

 SCHL:   1791 APCLLC MIDDLE

 COURSE: NUMBER   TITLE                    SA XF DP PS W FLGS WGT   SCHOOL TYPE
         2100010B M/J US HISTORY           SS __ SS 0 N ____  .    __ __ __ __

 TEMPLATE ID: _____      FORGIVENESS: ____       USER CDS: 59 00 __ __ __ __

 VALUE:  CRDT TRMS DUR MAX   GREQ   QUAL:    PGM  STS   GRADES  P S R    AVAIL
          .    1   1   .      _              102  _30   07 08   _ _ _    YYYYNN

 MISC: CPT CRS/LVL CERT DESC ESCL-CAT PGM-130 IB T COURSE
        S     2               2        2      N _ _____
                                               _ _____

 VOC:    SUB-PGM   LENG INT   PRTY    FEES: ST TYPE  AMT  TYPE  AMT  TYPE  AMT
         _____   ___   Z    _          _ __ ____  .  __ ____  .  __ ____  .
                                          __ ____  .  __ ____  .  __ ____  .
 DATES:  ADOPTED   UPDATED   DROPPED  RI HCC __ ____  .  __ ____  .  __ ____  .
         082895    073195    _____   _  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 active on C15 (not dropped). Questions about the County Course Dictionary should be directed to the Curriculum & Instruction Office. Changes may occur throughout the year. Updates from the Curriculum & Instruction Office are posted on the TERMS website.

COURSE RESTRICTIONS

```
 PANEL: ____                    C15. COURSE RESTRICTIONS          YEAR 11

 SCHL:    2751  TARAVELLA J P HIGH              -------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 (or C15 Second Page). Too many restrictions might NEGATE each other.

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).

C25 TEAM DEFINITIONS

```
   PANEL: C27                                                    YEAR: 11
   SCHL: 2611 BAIR MIDDLE

    A      HOUSE      DESCRIPTION       GRDES       STS / OCC   BELL
    C        _                           __

    A        6        _____       __ __      _____       _
    A        7        _____       __ __      _____       _
    A        8        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _
    _        _        _____       __ __      _____       _

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

```
   PANEL: C25                                                     YEAR: 11

   SCHL: 2611 BAIR MIDDLE

    A      TEAM    DESCRIPTION   TCHR                    GRDES   STS/OCC  BELL
    C       ___                  ____                     __

    A       6A     _____    ____        _          __ __   _____    _
    A       6B     _____    ____                   __ __   _____    _
    A       6C     _____    ____                   __ __   _____    _
    A       7A     _____    ____                   __ __   _____    _
    A       7B     _____    ____                   __ __   _____    _
    A       7C     _____    ____                   __ __   _____    _
    A       8A     _____    ____                   __ __   _____    _
    A       8B     _____    ____                   __ __   _____    _
    A       8C     _____    ____                   __ __   _____    _
```

Every **TEAM** within your school must be defined for the school year. Before defining   r
TEAMS on the C25 panel, you must define your **House on the C27 panel**. **THE HOUSE IS THE FIRST CHARACTER OF THE TW0-CHARACTER TEAM.**

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 &         │
│        RESPONSIBLE INSTRUCTOR            │
└─────────────────────────────────────────┘

 PANEL: ___                                          YER YEAR 11

 SCHL:   2611 BAIR MIDDLE                             TYPE: 2

 CLASS:  COURSE  SEC/M                SA XF DP P W    FLGS WGT  CRS/LVL
         10000101 7B1  M/J INTENSIVE READ   NC   RE 0 N                1

 T PRDS DAYS  TCHR           BLDG-RM TP STS  OCCUP   TIMES   MINS    DATES
 3 0101 MTWRF  161 COOPER LIN 01 185  00  30  18 18 0915 1045  450 082409 060910

 VALUE:  CRDT TRM DUR TOT MAX GREQ QUAL: PGM--E HQT C O GRADES  P S R  SCI GE DR
              1   1 180                   102 Y Y   I N 06 08   _ _ _   Z  Y Z

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

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

 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 Teams (C25).
Valid values are:

> **S = Open to School (any student in the school can enter)**
> **in this course and section)**
> **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 team identified. (This is the old NT-No Team option). Use this option for those courses that you do not want to have sections created by Team.

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 – When defined on C15, all C17 Master Schedules will default to this same code. You may leave C15 RI blank, and define individual C17s. See following instructions next page.

C17 MASTER SCHEDULE

```
 PANEL: ___                                                    YEAR 11

 SCHL:   2611 BAIR MIDDLE

 CLASS:  COURSE  SEC/M                    SA XF DP P W     FLGS WGT  CRS/LVL
         10000101 7B1  M/J INTENSIVE READ    NC    RE 0 N                 1

 T PRDS  DAYS  TCHR            BLDG-RM TP STS  OCCUP   TIMES   MINS    DATES
 3 0101 MTWRF  161 COOPER LIN 01 185  00  30   18 18 0915 1045  450 082409 060910

 VALUE:  CRDT TRM DUR TOT MAX GREQ QUAL: PGM--E HQT C O GRADES  P S R  SCI GE DR
              1   1  180                  102 Y Y   I N 06 08  _ _ _   Z   Y Z

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

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

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

A Required Field to be used for Scheduling Students in Defined 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.

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 identified. The TEAM field is required when OPT = T.

When you run BS0505U (Create Master Schedule) and the C15 OPT = "T", sections are created with team "6C" where the student's A04 current/next Team = "6C".

2010-2011 Responsible Instructor Reading, Writing and Mathematics

1. For **All students in grades K-12.** Must identify teacher primarily responsible for instructing the student in reading.

2. Report Social Security Numbers for the instructor.

2. STUDENTS WITHOUT A READING COURSE:
   a. Social Security Numbers of teachers of students in elementary self-contained classes will be reported.
   b. Middle and High School student without a Reading Course will report the Language Arts teacher as responsible for Reading.

5. KEY FIELDS: The key fields for this format is item numbers 2, 3, 5, 6, and 7. If a key field needs to be changed, the record must be deleted and resubmitted as an add.

****

Student Course records created on the A10 panel will default this value. YOU SHOULD ONLY ENTER ON C17 (or C15), YOUR MASTER SCHEDULE. Acceptable values are:

R - Reading

A04 NEXT SCHOOL

```
                                                              YEAR 11
  PANEL: ___

 STDT: 0000000000    DOE, JOHN          EL           SCHL: 2611  GR  07  ST: F

      HOMEROOM         HOUSE/TEAM    COUNSELOR           SCHL GR AS-SCHL CAL
 CUR: ____              __           _                   2611 07 01      01
 NXT: ____              8A           _                   2611 08 01 ____ 01
 LST: ____                                               2611 06 01      01

 FREE/RED  ELG     PRT  DATE           MST  MPS   QAD      RESIDENCY FIC  IAF
    LUNCH: 0       N    _____ _        Z    Z    00000000 _____    Z   __
 BREAKFST: 0       N    _____ _
 LUNCH NO:   7688 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 MAJOR                         ELEM MIDD HIGH
 15 ST  Z  99 Z  __  1200              BOUNDARY:   2531 2611 1901

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

A04 NEXT SCHOOL
Next school **must be maintained** by the Current School once ETS has automatically rolled this year's students to their next school. This **must be done** for new entries, transfer, 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
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

```
                                                                    YEAR 10

  PANEL: ___

  STDT:   0000000000 DOE, JOHN                    SCHL: 2611  GR: 07  TM: __   ST: A
                                        PRIORITY: _   NEXT: 2611  GR: 08  TM: 8A

A COURSE                       SY SECM SCHL T PRDS PGM   FLGS P VOC-OCC SUB-PGM
C _____                     11 ____ ____ _

_ 10000101 M/J INTENSIVE READ  11 ____ 2611 _ ____ ____ ____ _ _____ _____
_ 10010700 M/J LANG ARTS 3     11 ____ 2611 _ ____ ____ ____ _ _____ _____
_ 12050700 M/J MATH 3          11 ____ 2611 _ ____ ____ ____ _ _____ _____
_ 15010200 M/J THROW/CATCH     11 ____ 2611 _ ____ ____ ____ _ _____ _____
_ 21000250 M/J US HIST ADV & CP 11 ____ 2611 _ ____ ____ ____ _ _____ _____
_ 20021000 M/J COMP SCI 3      11 ____ 2611 _ ____ ____ ____ _ _____ _____
_ _____                        __ ____ ____ _ ____ ____ ____ _ _____ _____
_ _____                        __ ____ ____ _ ____ ____ ____ _ _____ _____
_ _____                        __ ____ ____ _ ____ ____ ____ _ _____ _____
_ _____                        __ ____ ____ _ ____ ____ ____ _ _____ _____
_ _____                        __ ____ ____ _ ____ ____ ____ _ _____ _____
_ _____                        __ ____ ____ _ ____ ____ ____ _ _____ _____
_ _____                        __ ____ ____ _ ____ ____ ____ _ _____ _____

  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).

Optional element that may be used to qualify the priority to be given to the course request during the scheduling process. If specified, acceptable values in the "P" field are:
1 – 9 Primary (1 being the highest)
A – L Alternate (L being the lowest)

"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: ____                                                          YEAR 10

 STDT: 06  000000000  DOE, JOHN       CRUZ        SCHL: 2611  GR: 07  TM: __   ST: A
                                      PRIORITY: _  NEXT: 2611  GR: 08  TM: 8A

A COURSE                            SY SECM SCHL T PRDS PGM   FLGS P VOC-OCC SUB-PGM
C _____                         10
                                    10
_ 10000101 M/J INTENSIVE READ       10 ____ 2611 _ ____ ____ _ ____ ____ _ _____ _____
_ 10010700 M/J LANG ARTS 3          10 ____ 2611 _ ____ ____ _ ____ ____ _ _____ _____
_ 12050700 M/J MATH 3               10 ____ 2611 _ ____ ____ _ ____ ____ _ _____ _____
_ 15010200 M/J THROW/CATCH          10 ____ 2611 _ ____ ____ _ ____ ____ _ _____ _____
_ 21000250 M/J US HIST ADV & C      10 ____ 2611 _ ____ ____ _ ____ ____ _ _____ _____
_ 20021000 M/J COMP SCI 3           11 ____ 2611 _ ____ ____ _ ____ ____ _ _____ _____
```

```
    Stdt: 592504293X  SMITH, MARY JANE              Stat: A
                                            A13 RECORD       A10 RECORD
    SY         COURSE                       SY  T  CRDT      SY  T  SECM
    09         12054106     APPLIED MATH II              10  02   211

    F3 = EXIT
    WARNING!  Student is currently taking this course.
```

Course Requests on the A09 are checked when updated (press Enter) -- did 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 10
 STDT: 56  131715  ABOULANA, SHARENE ANTOINETTE          SCHL: 2431  G
                                                         NEXT: 2831  G
 SY: 11
                              TERM
                               1    2
              PERIOD:  1      _    _
                       2      _    _
                       3      _    _
                       4      _    _
                       5      _    _
                       6      _    _
                       7      _    _

    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
  Record is displayed...Next?                          TERML: QPADEV
```

SY   = 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 courses used when program attempts to resolve conflict

E06 FAST ENTRY HOUSE/TEAM/COUNSELOR

```
PANEL: ___              E06  HOMEROOM / TEAM / COUNSELOR           YEAR: 10
Y
R   HTC  SCHL  GR  ST   LAST                FIRST          M  SR  STDT
N   T    4321  08   A   _____  _____   _  __

         4321  08       ABAD                KRISTY            FW  0000000000  _____
         4321  08       ABOUHANA            KRISTIN        M  FW  0000000000  WZ
         4321  08       ABRAHAMS            ADRIAN            MW  0000000000  WZ
         4321  08       ADDISON             DOUGLAS           MW  0000000000  _____
         4321  08       ADLET               HERALD         J  MW  0000000000  _____
         4321  08       GUAYO               JAVIER         J  MH  0000000000  WZ
         4321  08       LBORNOZ             DESIREE           FH  0000000000  _____
         4321  08       LCAINO              DENNIS            MH  0000000000  ____
         4321  08       LEJANDRO            DANIEL         A  MH  0000000000  WZ
         4321  08       LEXANDER            SHEKIA            FB  0000000000  WZ
         4321  08       LLEN                CHARLES        E  MB  0000000000  _____
         4321  08       LLISON              JOHN           B  MW  0000000000  _____
         4321  08       LMANZAR             JOSE           A  MH  0000000000  _____

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

This panel may be used as a 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 Team code must be defined on C25.**

E16 BAR CODE REQUESTS

```
PANEL: ___                    E16.  COURSE REQUESTS                  YEAR: 11

STUDENT:  0000000000  SMITH JOSEPH          CSCHL:  2611 07  ST: A
                                            NSCHL:  2611 08

COURSE: _____              SY: 11

COURSE       TITLE              COUNT  03

10010700     M/J LANG ARTS 1
12050700     M/J MATH
20013100     ERTH/SPA SCI



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 <u>web/optispool</u>
- **Internet Explorer**
    - o   PC   – IE 5.5 or higher
    - o   Mac – OS 9.0, IE 5.1.7 or higher
- 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.

- **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

When signing in to TERMS you can go directly to the **Reports Menu, selecting Option #4.**

```
■TRANSMIT                  ETS Liaison Menu                          11:46:48
 LS3200001                                           01/10/10        AS9625D
 Select one of the following:

      1. Centrals                       12. Display Object Information
      2. Printer Menu                   13. Display Message Description
      3. Security Menu
      4. Reports Menu (like schools)
      5. District Reports Menu
      6. WRKQRY
      7.
      8. CPYSCRN
      9. Access District TERMS
     10. Production Control Menu        50. Old Bulletins Menu
                                        60. Optispool
                                        70. Special Menu
     89. Display Messages
     90. Sign Off
 Selection or command
     ____

 F3=Exit   F12=Cancel
```

From anywhere in terms you can put **"PRT" i**n the menu selection, and be directed to the "Reports Menu."

REPORTS MENU

Select one of the four options in the selection field and hit "enter."

```
MSREPT1                    Reports Menu              3/26/09  14  01/10/10
LS3200001                                                     AS
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
```

SCHEDULING REPORTS MENU

```
MSREPT2                 Scheduling Reports Menu                    11:54:1
LS3200001                                        01/10/10        AS9625D
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
     ____
```

Select one of the options in the selection field and hit enter.

TS1115P TEAM ROSTER

```
 1/10/06              TEAM ROSTER  (TS1115P)                  11:56:33
ZSSJD802

 01/10/10        Print Request:   _   Y = Print on all pages
 ZSSJD802                             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

```
 01/10/10           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.

T02070P STUDENTS WITHOUT COURSE REQUEST

```
                      Students Without Course Requests (T02070P)        09:15:28
01/10/10
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

TS2028P COURSE REQUEST TALLIES

```
 01/10/10
 ZSSDD804
                          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**

TS2029P COURSE ROSTERS

```
 01/10/09          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:  __   10 = 2009/2010
                            Term:  _   Blank, 0, 0, 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

TS2033P CONFLICT MATRIX

```
 01/10/09              Potential Conflict Matrix (T02033P)      09:21:45
 ZSSDD806


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


                Current/Next     _      C=Current N=Next

                School         0000
                Grade          __
                Year           __       10 = 2009/2010
                Term           _        Blank, b, 8, 1, 2

                Percentage     ___      000-100
                Nbr Sections   _        0-9

                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 #6 TS2033P Conflict Matrix

Conflict Matrix MUST BE RUN in order to **prepare the data for the Master Schedule Generator.** A large chart report is produced and may be used as reference to identify conflicting singletons. **The report is very large. If you do not plan to use it, then don't print it.**

GR	= Blank
TRM	= Blank
RND PCT	= Rounding Percentage (use same for all programs)
NBR SEC	= 1 (to identify singletons)

TS2032P SINGLETON/DOUBLETON

```
                  Singleton/Doubleton Conflict (TS2032P)           09:24:05
12/20/09
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:  __   10 = 2009/2010
                       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)

TS2064P TOO FEW / TOO MANY

```
 12/20/08           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
```

Reports Menu
Option #3   Scheduling Reports Menu
Option #10 TS2064P Too Few / Too Many Rotator 7

This report is VERY IMPORTANT to run AFTER POSTING student schedules. You should run this frequently up until you print your schedules. Too Few/Too Many **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   = Middle Schools are Type 2

ZSSDD119 STUDENTS WITHOUT COURSES

```
ZSSDD119              STUDENTS WITHOUT COURSES      12/20/08    09:27:29
                                                                AS9625D

        School Year:           10

        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)



                                   -



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.**

SCHEDULING MENU UPDATES

```
MSREPT4                 Scheduling Updates Menu        12/20/08        09:30:03
LS3200001                                                              AS9625D
Select one of the following:
     1.   TS1150U   Update Team/House Counts     16.   TS1149U  Upd Homeroom Cts
     2.   TS2060U   Cross Walk                   17.   ZSDBD447 Load SBR Next TM
     3.   TS2027U   Batch Enter Requests
     4.   TS2058U   Drop Unrequested Courses
     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 COUNTS

```
 1/10/06              UPDATE TEAM / HOUSE COUNTS      (TS1150U)              12:30:43
 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 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

```
 12/07/09              DROP UNREQUESTED COURSES (TS2058U)              12:40:05
 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. 08/08/09.)

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

TS2046U PURGE REQUEST / REJECTS

```
12/07/09          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:  __   10 = 2009/2010
                   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

```
 12/07/09              Generate Master Schedule  (BS0505U)            09:33:55
 ZSSDD816

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

   _      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 : C = Current, N = Next                A = Active Only
                                                I = Inactive Only
   Sch Yr :                                     N = Next School Only
            10 = 2009/2010
                                       Type : 1 = Elementary, 2 = Middle
Round PCT: 070 = 070%                          3 = Center,     4 = High
                                               5 = Adult
                                     Bell : blank = default
 _____

 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 10. The information must be typed in the current school (CSCHL).

BS0511U STUDENT SCHEDULES

```
05/07/09            Generate Student Schedule  (BS0511U)            09:34:57
ZSSDD817


Prt Rqt  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 :                             P/E : P = Post, E = Edit
           10 = 2009/2010
    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)

Use BS0511U Generate Student Schedules if you **have input priority codes** (A09) and/or **Team indicators** for students. Run in **EDIT** mode until satisfied with student schedules created. Once satisfied with student schedules then run it in **POST** mode. **POST ONLY ONE TIME.**

GR	= Blank
TRM	= 1
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)
PRINT TCH	= N

NOTE: BS0511U Generate Student Schedules is for Rotating 7 High Schools ONLY.

TS2063U FILL WITH STUDY HALL

```
12/20/09              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


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

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

```
 07/30/10               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

```
  PANEL: E11                                              YEAR 11

  SCHL:   2611 BAIR MIDDLE

  COURSE  SEC/M             B TM T -DAYS- PRDS TCH BLDGRM TEACHER    STS PGM
  1001    ____              _ __ _ _____  ____ ___ _____            ___ ___

  10010100 6A1  M/J LANG ARTS 1 1 __ 3 MTWRF 0101 151 01168 SINGER, BA 030 102
  10010100 6A4  M/J LANG ARTS 1 1 __ 3 MTWRF 0404 151 01168 SINGER, BA 030 102
  10010100 6A6  M/J LANG ARTS 1 1 __ 3 MTWRF 0606 151 01168 SINGER, BA 030 102
  10010100 6B2  M/J LANG ARTS 1 1 __ 3 MTWRF 0202 162 01162 GRIFFIN D  030 102
  10010100 6B3  M/J LANG ARTS 1 1 __ 3 MTWRF 0303 162 01162 GRIFFIN D  030 102
  10010100 6B4  M/J LANG ARTS 1 1 __ 3 MTWRF 0404 162 01162 GRIFFIN D  031 102
  10010100 6C2  M/J LANG ARTS 1 1 __ 3 MTWRF 0202 230 01171 MCKINNISS  030 102
  10010100 6C3  M/J LANG ARTS 1 1 __ 3 MTWRF 0303 230 01171 MCKINNISS  030 102
  10010100 6C5  M/J LANG ARTS 1 1 __ 3 MTWRF 0505 230 01171 MCKINNISS  030 102
  1001020B 6G2  M/J LANG ARTS 1 1 __ 3 MTWRF 0202 151 01168 SINGER, BA 030 102
  1001020G 6G2  M/J LANG ARTS 1 1 __ 3 MTWRF 0202 151 01168 SINGER, BA 030 251
  10010200 6A3  M/J LANG ARTS 1 1 __ 3 MTWRF 0303 151 01168 SINGER, BA 030 102
  10010200 6B1  M/J LANG ARTS 1 1 __ 3 MTWRF 0101 162 01162 GRIFFIN D  030 102
  10010200 6B5  M/J LANG ARTS 1 1 __ 3 MTWRF 0505 162 01162 GRIFFIN D  030 102

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

After the Master Schedule is **posted**, and **before you finalize your schedule**, 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.)

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 (example, 025)

 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 the reports available will appear:

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**
SCHI022	**-**	**Student Schedules**
SCHI025	**-**	**Responsible Instructor (TERMS A10)**
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 format on your desktop
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.

MASTER SCHEDULE SUMMARY
SCHEDULING FOLDER - SCHI002

It is a **VERY HELPFUL** report that gives you great detail**.**
Use this report option after you have POSTED your Master Schedule.

School Type   =   4 (High School)
School Year   =   Year for which you are scheduling (i.e., 10)
Sort Sequence   =   A (Course / Section) I (Teacher Number)
Term   =   1

TEACHER AND ROOM USAGE
SCHOOL FOLDER – SCLI003

School Type   =   4 (High School)
School Year   =   Year for which you are scheduling (i.e., 10)
Sort Sequence   =   Building, Room, Team or Team, Building, Room
Term   =   1 or 6 (you can select multiple TERMS)
Team   **=**   Team Identifier (C25)

STUDENT LOCATOR
SCHEDULING FOLDER SCHI004

You can use this report for reference just prior to students reporting.

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 the reports available will appear:

SCHI001	**-**	**Class Roll**
SCHI002	**-**	**Master Schedule**
SCHI004	**-**	**Student Locator – Current Grade**
SCHI006	**-**	**Student Locator w Grades (3 character sections only)**
SCHI007	**-**	**Student Locator with Grades**
SCHI007	**-**	**Student Schedule**
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**
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 format on your desktop
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.

MASTER SCHEDULE SUMMARY
SCHEDULING FOLDER - SCHI002

It is a **VERY HELPFUL** report that gives you great detail.
Use this report option after you have POSTED your Master Schedule.

School Type	=	2 (Middle School)
School Year	=	Year for which you are scheduling (i.e., 10)
Sort Sequence	=	A (Course / Section) I (Teacher Number)
Term	=	1 or 3

TEACHER AND ROOM USAGE
SCHOOL FOLDER – SCLI003

School Type	=	2 (Middle School)
School Year	=	Year for which you are scheduling (i.e., 10)
Sort Sequence	=	Building, Room, Team or Team, Building, Room
Term	=	1, 3 or 6 (you can select multiple TERMS)
Team	**=**	Team Identifier (C25)

STUDENT LOCATOR
SCHEDULING FOLDER SCHI004

You can use this report for reference just prior to students reporting.

ZSSDD433 ROLL STUDENT DEMOGRAPHIC DATA

```
ZSSDD433              ROLL STUDENT DEMOGRAPHIC DATA       01/08/10    14:14:56
                                                                      AS9625D
    School                0000

    From/To School Yrs    10 11    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 ZSSDD433 Roll Student Demographic Data (homeroom, team, counselor)

This report is used to **roll** a student's Homeroom, Team, House, or Counselor

A10 CURRENT SCHEDULE

```
 PANEL: ___              A10. CURRENT SCHEDULE (PK-12)            YEAR 11

STDT:   0000000000 DOE, JOHN                    SCHL: 2611  GR: 07 ST: A
                                                     :      TM:
                                    ST: A  T: _   SY 10

A COURSE   SEC/M  DATE   SCHL T PRDS              PGM  MINS  DAYS  BLD-RM TCHR   ST
_ 15010200 S71   082007       1 0101 M/J THROW/  102   300  MTWRF 01212  GAZZIL
_ 86000100 2B71  012308       2 0101 INTRO TO T  102   300  MTWRF 01194  BURTON
_ 12050400 7B2   082007       3 0202 M/J MATH 2  130   300  MTWRF 01160  MENDEZ
_ 10080400 7A3   082007       3 0303 M/J READ 2  130   300  MTWRF 01159  BRUSCA
_ 10010400 7B4   082007       3 0404 M/J LANG A  130   300  MTWRF 01158  ROSALL
_ 20020700 7B5   082007       3 0505 M/J COMP S  130   300  MTWRF 02SL1  JARRET
_ 21030100 7B6   082007       3 0606 M/J GEOGRA  130   300  MTWRF 01165  BATTAN

_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____
_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____
_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____
_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____
_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____
_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____
_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____
_ _____ _____ _____ ____ _ ____              ___   ___   _____ _____

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.

A11 INTERACTIVE SCHEDULER

```
 PANEL: ___              A11. INTERACTIVE SCHEDULER           YEAR 11
 STDT: 0000000000 ALUARRAN, JUZLLLL LLE          SCHL: 2611 GR. OT ST.   H
A COURSE/TRM SECM P                A COURSE/TRM SECM P      TM:   C/N: _
_ 86000100 1 B71 *01 INTRO TO TECHNOLOG _ 15010200 2 B712*01 M/J THROW/CATCH
_ 21030200 3 7B2 *02 M/J WORLD GEOG ADV _ _____ _
_ 10010500 3 7B3 *03 M/J LANG ARTS 2 AD _ _____ _
_ 20020800 3 7B4 *04 M/J COMP SCI 2 ADV _ _____ _
_ 1008050A 3 7D5 *05 M/J READ 2 ADV     _ _____ _
_ 12050400 3 7A6 *06 M/J MATH 2         _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
F                                K
G                                L
H                                M
I                                N
J                                O
Record is displayed...Next?          OPTION: _          TERML: QPADEV
```

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.

BS0001U FLIP FLOP PROGRAM

```
 01/30/10                    FLIP/FLOP (BS0001U)                  13:03:12
 ZSSD083


                        School:   0951

                 Sort Sequence:   A

    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   06 = 2005/2006

                  Current Term:   _

                      New Term:   _

           Beginning Section #:   _

                          Mode:   E   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.

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.

TERMS PACKAGE SCHEDULING

DEVELOPING THE CLASS PACKAGE

The class package is a helpful tool for student scheduling. It allows multiple courses to be assigned to a specified grouping. Packages are assigned a unique number (alpha and/or numeric). This is called the "Package Number".

Package assignments to students are completed either on the **A04 'General Assignments' Panel or the E06 'Fast Entry Homeroom/Team Panel'.** Once the package number is assigned to a student, the courses linked to that package number will appear on the student's **A10 Panel.** Package scheduling eliminates having to enter multiple courses on the A10 Panel for students.

Package numbers must be created using C03 'Homeroom/ Package' Panel

Courses are assigned to a 'Package' using C18 'Package Panel'

PACKAGE SCHEDULING COURSE TALLIES

Tallies can be generated by using one of two methods:
1) A hand count of all course requests
2) Input Course Requests on the A09 Panel and run TS2028P GENERATE TALLIES

ROLL MASTER SCHEDULE

There are two methods used to create a Master Schedule using Package Scheduling.

You may choose to roll your current Master Schedule or you can create a new Master Schedule by hand, assigning periods, teachers, and rooms. Enter course information on the C17 Master Schedule.

You may have your Master Schedule "rolled" (copied) for the current year into the next school year. UPON REQUEST – ETS will "roll" your master schedule to the next school year. Courses, section numbers, rooms and teachers will be copied. This will require extensive editing.

If you have a Community School on site, inform the Community School Administrator and Data Processing Secretary that you have rolled the Master Schedule. The Community School courses will also roll.

TS2052U ROLL CLASS PACKAGES

```
1/10/10          Roll/Purge Class Packages     (TS2052U)            14:25:09


               School                   :   0000
               From Schl  Year          :   █_
               To   Schl  Year          :   __
               Delete Old Class Packages :   _          (Y=Yes,N=No)
               Post/Edit                :   _          (P=Post,E=Edit)













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

Report Menu
Option #4   Scheduling Updates Menu
Option #11 TS2052U Roll Class Packages

CLASS PACKAGES can be rolled from one year to the next (i.e. 09 to 10)

If your packages are remaining somewhat the same with few changes, the TS2052U can be used.

CO3 HOMEROOMS/PACKAGE

DEFINE AND TITLE THE PACKAGE

```
 PANEL: ___                    C03. HOMEROOMS                        Year 11

SCHL: 2611 BAIR MIDDLE

    A    HMRM   TCHR                        BLDG-RM    TIMES      STS/OCC
    C    ____   ____                        __ ____   ____ ____    ____

    _    6AAA   014                         01 251    ____ ____    ____
    _    6D01   307                         01 362    ____ ____    ____
    _    66AK   222                         01 121    ____ ____    ____
    _    66CL   700                         01 222    ____ ____    ____

    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____              -         __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____
    _    ____   ____                        __ ____   ____ ____    ____

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
cursor in protected area of display.
```

AC = Use **"A" to add** a package or teacher and **"C" to change** an existing package or teacher.

HMRM = Homeroom/Team (Package/team number- up to 4 characters)

TCHR = Teacher Number (Required)

BLDG-RM = Building-Room

Use the C03 to assign package numbers and then go to the C18 to enter the courses in the package.

C18 HOMEROOMS/PACKAGE

ENTERING THE COURSES INTO THE PACKAGE

```
 PANEL: ___                    C18. CLASS PACKAGE                 Year 11

 SCHL:   2611 BAIR MIDDLE                       PKG: 6BG1

 A
 C COURSE  SEC/M                         TCHR      T  DAYS     TIMES     BLDG-RM FG
 _ 1000010D BG3   M/J INTENSIVE READ     SALANSKY J 3 MTWRF  11:15 12:15 99-P16  YY
 _ 10010100 BG4   M/J LANG ARTS 1        URQUHART K 3 MTWRF  12:15 13:15 99-P17  YY
 _ 12050100 BG6   M/J MATH 1             RODRIGUEZ  3 MTWRF  14:15 15:15 99-P14  YY
 _ 20020400 BG1   M/J COMP SCI 1         SMITH, MAR 3 MTWRF  09:15 10:15 01-165  YY
 _ 21090100 BG2   M/J WORLD HISTORY      GOLDMAN    3 MTWRF  10:15 11:15 99-P11  YY
 _ 82001100 J65   BUS KEYBOARDING        BLOUNT     6 MTWRF  13:15 14:15 01-133  YY
 _ _____ ____
 _ _____ ____
 _ _____ ____
 _ _____ ____
 _ _____ ____
 _ _____ ____
 _ _____ ____
 _ _____ ____
 _ _____ ____

 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE
 NO ADDITIONAL PAGES...NEXT?                            TERML: QPADEV
```

Use this panel to group a set of courses/sections together to form a "package".

PKG   = Package Number (The package number created on the **C03** panel.
               The package number is tied to a package leader (teacher) through the
               Homeroom Panel (C03).

Course/Section Number = Type the courses/sections that represent the classes you
               want to be a part of this Class Package. (You may enter as
               many different course/section numbers as necessary to make
               up this package). **A/C**= Use **"A" to add** a course number
               /section and **"C" to change**.

**Students are assigned to the package through (A04) General Assignments Panel
(or the E06 Fast Entry panel.)**

A04 GENERAL ASSIGNMENTS

```
 PANEL: ___              A04. GENERAL ASSIGNMENTS (PK-12)              YEAR 10
 STDT:  0000000000 DOE, JOHN
                                              SCHL: 1791  GR: 07  ST: ┌
        HOMEROOM        HOUSE/TEAM    COUNSELOR           SCHL GR AS-SCHL CAL
 CUR: 7CM1              C7 ENTERPRISE 182 DAVIS MARV      1791 07 01      01
 NXT: 8CM1              C8            182                 1791 08 01 ____ 01
 LST:                  C6 ENTERPRISE 182 DAVIS MARV      1791 06 01      01

 FREE/RED   ELG    PRT  DATE  AUDIT      MST   MPS    QAD    RESIDENCY FIC  IAF
    LUNCH:   3      Y   091307  _        Z     Z   00000000 _____  Z   ___
 BREAKFST:   3      Y   091307  _
 LUNCH NO:   4764 SUMMER    CPST DATE    XTRA V/A-ECN S-P LCKR  GE  NMS NAS NHS
            __ ____        N _____      N   N    _     Z ____  Y   Z   Z   Z


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

  GRAD   IB  PS EA BAS CUR-MAJ LST-MAJ             ELEM MIDD HIGH
 13 ST   Z   08 Z  __  0000   _____     COMPUTED: 0971 1791 0241

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

Prior to the rollover, the **Next School** field must be used to enter the Package Number. **After the July rollover, sign on to year 10 and enter package number under current year.**

Students' Homerooms/Packages are assigned to the students using your choice of two panels: **A04 or E06. E06 may be used to enter multiple Students' Homeroom/ Packages on one panel. You should choose to use one or the other. (If using E06, once you post you will then use only the A04. Only Post Once.)**

NOTE: When the package number has been entered and updated on the General Assignments Panel (A04) it posts the courses/sections in the package to the students' schedules (A10).

If you choose to move a student into another package, DO NOT type over a package number to change it (or you will have double courses posted). You must delete the unwanted Package Number and type in the new Package Number in the blank space.

The A10 Student Schedule will update when you delete a package number and enter a new package number on the A04.

EO6 FAST ENTRY HOMEROOM/TEAM PACKAGE

```
 PANEL: ___              E06. HOMEROOM/TEAM/COUNSELOR              YEAR 10

 R HTC SCHL GR TM ST     LAST            FIRST    M SR   STDT
 N  H  2611  __ __ _ _____ _____ _ __

       2611 06      ABDELHALIM      RAMY       MW          ____
       2611 07      ABUL-KHAIR      HASAN      MA          ____
       2611 06      ACHILLE         CARDYLANGE MB          ____
       2611 07      ACUNA           JENNIFER  D FW         ____
       2611 06      ADIPIETRO       DOMINIC   J MW         ____
       2611 06      AFTAB           HAREEM      FA         ____
       2611 06      AFTAB           MARIUM      FA         ____
       2611 06      AGUDELO         ALEJANDRO   MH         ____
       2611 06      AGUILAR         ASTRID      FH         ____
       2611 06      AGUIRRE         JASMINE   A FM         ____
       2611 07      AHMED           NIDA      J FA         ____
       2611 06      AHMED           TASNIEM   Y FB         ____
       2611 08      ALBARRAN        JOZELLE   L FH         ____
       2611 07      ALCANTARA       MARIAN    A FW         ____
       2611 06      ALCENORD        ASHELY    L FB         ____

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

E06 Fast Entry panel may be used to enter Homeroom (Package) assignments for all students. Use the "GR" field to query for specific grade levels.

YR   = N/Next, C/Current
HTC   = H/Homeroom, T/Team, C/Counselor
GR   = 6, 7, 8   Blank = All

Note: The 4 character Homeroom code must have been defined on C03.
Use either A04 or E06 to enter package numbers; DO NOT USE BOTH.

After the July Rollover schools should sign on to Year 11 and use "C" for current year.

TS2056U POST PACKAGES

```
 1/10/10

                        Post Package Schedules (TS2056U)            12:47:05
 ZSSDD823

   Prt Rqt       Schl       C/N      PKG#      Sch Yr      P/E      Status

      _          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 : C = Current, N = Next                  A = Active Only
                                                  I = Inactive Only
  Sch Yr : 06 = 2005/2006                         N = Next School Only
```

POST PACKAGE NUMBERS TO A10

Reports Menu
Option #4   Scheduling Reports Menu
Option #12 TS2056U Post Package Schedules

For Posting to the A10 Student Schedule after completing E06 Fast Entry Panel, run TS2056U Post Package Schedule Report.

<u>DO NOT RUN IF A04 WAS USED TO ENTER PACKAGE NUMBERS</u>

Run Post Package Schedules <u>one time!!!</u> The E06 should be fully completed prior to posting.

After you have run this Batch Submission once, you will have to use the individual A04 to schedule to the A10 – (the A04 automatically writes to the A10).

TS2057U UPDATE M.S. SEAT COUNTS

```
1/10/10              UPDATE M.S. SEAT COUNTS (TS2057U)            13:41:2




                    School Year: 09 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 Master Schedule 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.

TS1150U UPDATE TEAM / HOUSE COUNTS

```
 1/10/10              UPDATE TEAM / HOUSE COUNTS      (TS1150U)              13:42:50




                            School:  3911

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

                       School Year:  09 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 **after posting student schedules**, 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/House Counts to synchronize the counts. A report will not be produced.

TS1115P TEAM / HOUSE ROSTERS

```
 1/10/10            TEAM ROSTER  (TS1115P)                    14:33:42


              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

A10 CURRENT SCHEDULE

```
 PANEL: ___                 A10. CURRENT SCHEDULE (PK-12)          Year 11

 STDT:████████████████████████████           SCHL: 2611  GR: 07 ST: A
                                              'IMRM:          TM:
                                     ST: A  T: _  SY: 11
 A COURSE   SEC/M  DATE   SCHL T PRDS           PGM  MINS  DAYS  BLD-RM  TCHR   ST
 _ 01000100 V71  010206      1 0101 M/J ART/AR 102   300  MTWRF 01189  VITALE
 _ 10010400 AR2  010206      3 0202 M/J LANG A 102   300  MTWRF 01160  WEBER
 _ 20020700 AR3  010206      3 0303 M/J COMP S 102   300  MTWRF 02SL1  CLOCK
 _ 12050400 AR4  010206      3 0404 M/J MATH 2 102   300  MTWRF 01189C MENDEZ
 _ 1000010E DP5  010206      3 0505 M/J INTENS 102   300  MTWRF 01155  MIRAND
 _ 21030100 DY6  010206      3 0606 M/J GEOGRA 102   300  MTWRF 01128  KORSUN
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____
 _ _____ ____ _____ ____ _ ____              ___  ____ _____ _____

 PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE
 No additional pages...Next?                             TERML: QPADEV
```

Once a package number is assigned using the A04 or E06/E11 panels, the student's A10 record will reflect their courses.

NOTE: If you use A04, do not run TS2056U. This could cause duplicate courses on A10.

If you move a student into another package on the A04 DO NOT type over a package number to change it (or you will have double courses posted). You must **delete the unwanted Package Number and type in the new Package Number** in the blank space.

When you delete a package number and then enter a new package number on the A04, the change will update on the A10.

TS2064P TOO FEW / TOO MANY

```
1/10/10                    Too Few/Too Many Schedules (TS2064P)              14:37:57


                     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 #10 TS2064P Too Few / Too Many

This report is VERY IMPORTANT to run AFTER POSTING student schedules. You should run this frequently up until you "buy" your schedules. **Too Few/Too Many 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)

MASTER SCHEDULE SUMMARY
SCHEDULING FOLDER – SCHI002

It is a **VERY HELPFUL** report that gives you great detail**.**
Use this report option after you have POSTED your Master Schedule.

School Type	=	2 (Middle School)
School Year	=	Year for which you are scheduling (i.e., 10)
Sort Sequence	=	A (Course / Section)
		I (Teacher Number)
Term	=	1 or 3

TEACHER AND ROOM USAGE
SCHOOL FOLDER – SCHI003

School Type	=	2 (Middle School)
School Year	=	Year for which you are scheduling (i.e., 10)
Sort Sequence	=	Building, Room, Team or
		Team, Building, Room
Term	=	1, 3 or 6 (you can select multiple TERMS)
Team	**=**	Team Identifier (C25)

STUDENT LOCATOR
SCHEDULING FOLDER SCHI004

You can use this report for future reference just prior to students reporting.

A11 INTERACTIVE SCHEDULER

```
 PANEL: ___                    A11. INTERACTIVE SCHEDULER              YEAR: 08
 STDT: 0000000000 JONES, ARABELLA                      SCHL: 2611  GR: 07 ST: F
A COURSE/TRM SECM P                     A COURSE/TRM SECM P         TM:
_ 1001050G 3 7G1 *01 M/J LANG ARTS 2 AD _ _____ _
_ 1200320T 1 7G2 *02 ALGEBRA I HON (GEM _ 1200320T 2 27G2*02 ALGEBRA I HON (GEM
_ 2002080G 3 7G3 *03 M/J COMP SCI 2 ADV _ _____ _
_ 1008050A 3 7S4 *04 M/J READ 2 ADV     _ _____ _
_ 2103020G 3 7G5 *05 M/J GEOGRAPHY ADV  _ _____ _
_ 0708340M 1 L76 *06 SPANISH I          _ 0708340M 2 2L76*06 SPANISH I
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
_ _____ _                            _ _____ _
F                                       K
G                                       L
H                                       M
I                                       N
J                                       O
Record is displayed...Next?              OPTION: _            TERML: QPADEV
```

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.