

# Elementary Course Maintenance

**Each Student needs to have the following 2 areas populated:**

- I. Registration Primary Homeroom – Attendance, Mark Reporting, Homeroom Teacher
- II. Master Schedule Records – State Reporting

**Check that your data is ready to use:**

**1) Registration Center/Room Catalog:**

- **Update** Rooms with new staff
- **Remove** old staff values by deselecting the ACTIVE checkmark or by updating the description if applicable

**2) Registration Center/Staff Catalog**

- **Search** Catalog without building value or active status to find all available staff members
- **Update** the staff data, make them inactive or active in your building (UNCHECK ACTIVE BOX)
- If inactivating, remove the homeroom value, grade level, department, phone number
- If activating, add the homeroom, grade level, department, phone number
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**3) Assign the Primary Homerooms**

Menu Path: Utilities/Registration Assignment

First, **Search** for Active kids in grade

Registration Assignment

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**Building:\***   Fairfield Elementary

**Field:\***

**Create a New Program Record:**

**Withdrawal Date of Current Record:\***

**Entry Date of New Record:\***

**Fill Method:**  Balance  Fill

**Maximum Students:**

**Values:\***

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Student Search

And/Or	Area	Field Name	Condition	Value	Delete
	<input type="text" value="Demographic"/>	<input type="text" value="Current Status"/>	<input type="text" value="= (equals)"/>	<input type="text" value="A"/>	<input type="checkbox"/>
And <input type="button" value="↓"/>	<input type="text" value="Demographic"/>	<input type="text" value="Grade"/>	<input type="text" value="= (equals)"/>	<input type="text" value="01"/>	<input type="checkbox"/>

**Click** on SEARCH, it will bring the list of students up, **Check** the Remove on the ones that shouldn't get that value, **Click** on Model, it will fill in the data for you, then **SAVE**

**Building:** 584 Fairfield Elementary  
**Field:** Homeroom Primary  
 Create a New Program Record:   
**Withdrawal Date of Current Record:**   
**Entry Date of New Record:**   
**Fill Method:**  Balance  Fill  
**Maximum Students:**   
**Values:**

Students Selected

The search found 38 records

Student ID	Student Name	Current Value	New Value	Remove
5958	Tocher, Azjah Niome	7	Sanchez	<input type="checkbox"/>
6131	Ruano, Erik Michael	7	Sanchez	<input type="checkbox"/>
6161	Vasquez, Jazmin	7	Sanchez	<input type="checkbox"/>
6163	Hoffine, Zion Stephen	7	Sanchez	<input type="checkbox"/>
6164	Glover-Stark, Even Thomas	7	Sanchez	<input type="checkbox"/>

**Scheduled Courses Grid:**

Grade KA-KP	Grade 01-05	Grade 03-05	Grades Using Competencies
Multisubject Course: 99005	Multisubject Course: 99010	Reading: 51044RDG03/04/05 Math:52033MTH03/04/05	Spelling: 99011S Writing: 99011 SocialStudies: 99054 Science: 99081

You may need to add a RESOURCE and/or SPECIAL EDUCATION course as well for select students (Check with Linda Hood):

Special Ed 99301

Add a section for each teacher, job shares will be scheduled together unless one staff is teaching the specialty course by themselves. You also need to make sure to put a start date in for the staff teaching the course. Here is how one building describes the courses:

51044RDG04-5	Reading -04 Mallery
51044RDG05-1	Reading -04 Mallery
52033MTH03-1	Math-03 Minson
99005-1	KA/KP Kindergarten-Smith
99005-2	KA Kindergarten Roehl
99010-1	Grade 1- Chesser
99011S-1	Spelling- 04 Perrigo

CHECK TEACHER DATE VALUES

Scheduling Center/Master Schedule/Master Schedule:

- Search Master Schedule courses and check teacher values

Search

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Clear Criteria

And/Or	Area	Field Name	Condition	Value	Delete
	Master Schedule	Building	= (equals)	584	<input type="checkbox"/>

Number of records found: 12  
 Include Session Information

Course-Section	Description	Building	Max Seats	House/Team	Delete
<a href="#">99005 - 1</a>	KA/KP Kindergarten	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99005 - 2</a>	KA/KP Kindergarten	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 1</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 2</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 3</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 4</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 5</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 6</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 7</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 8</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 9</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>
<a href="#">99010 - 10</a>	Multi Subject K-8	584 - Fairfield Elementary	35		<input type="checkbox"/>

Check the information for the teacher by opening the course:

**Master Schedule Course Information**

Save Search List New

Building: 584 - Fairfield Elementary  
 Course: 99010  
 Course Section: 2  
 5/31/2011 5:30:48 PM LHOOD

Class List  
 Course Catalog  
 Conflicts

**Master Schedule Course Information**

Description: Multi Subject K-8  
 Gender Restriction: B - Both  
 Track: N/A Not Applicable  
 Block Type: N - Regular Course  
 Maximum Seats: 35  
 Fee: \$ 0.00  
 Grad Req Credit Rule: Fill Credit Into Subject Areas In Order  
 Lock:

Department:   
 Study Hall:   
 Grade Restriction:   
 House Team:   
 Duration Type: M - Marking Period  
 VoTec:   
 Average ID:

**Teacher Qualification**

Qualification Delete

**Master Schedule Session Information**

New Session

Description: Multi Subject K-8  
 Starts: 2 End: 2  
 Used Seats: 0  
 Primary Staff: 3905 Sanchez, Angella  
 Secondary Staff:   
 Room: 7 Sanchez  
 Marking Periods: M1 M2 M3 M4  
 Cycles: 1 2 3 4 5  
 Marks Are: T - Retained for Transcripts  
 Course Level: 0 MIDDLE SCHOOL  
 Credit: 0  
 Include in GPA:  Middle School GPA Level: 0  
 Weighted GPA Level: 0

- Update values with correct staff ids and primary homeroom values (if needed)

4) **Mass Schedule Students Menu Path:**

Scheduling Center/StudentScheduler/ScheduledCourseLoad/Unload/Lock/EraseScheduledCourses

SEARCH for your students:

**Mass Load/Unload/Lock/Erase Scheduled Courses Search**

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And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Building	= (equals)	582	<input type="checkbox"/>
And	Demographic	Homerom Primary	= (equals)	3	<input type="checkbox"/>
And	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>

Now, review the list of students and confirm they are right. Enter the following prompts to add the student schedules, your building number, Mass Load, and the date added can be 'today's date', whatever date you are scheduling on. Please be sure to have the correct values for the staff member. There is a SEARCH feature that will help you here... Then HIT RUN

**Load/Unload/Lock/Erase Scheduled Courses**

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**Course Building:** 582

**Action:** 1 - Mass Load

**Date Added:** 8/29/2011

**Date Dropped:**

**Erase Locked Courses:**

**Erase Modeled Courses:**

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**Course List**

Course-Section	Ungraded	Remove
99010 - 1 Multi Subject K-8	<input type="checkbox"/>	<input type="checkbox"/>

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**Run Option**

Now  Once

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**Students Affected**

Number of students found: 16

Student ID	Student	Building	Grade	House/Team	Counselor	Status	Remove
96319	Aparicio, Ashley	582 - Clear Lake Elementary	01			Active	<input type="checkbox"/>
96306	Baker, Madeline Olivia	582 - Clear Lake Elementary	01			Active	<input type="checkbox"/>
96619	Blake, Connor	582 - Clear Lake Elementary	01			Active	<input type="checkbox"/>

- 5) **How to schedule more than one course:** Use criteria to find the correct set of students to load:  
here is an example of just one student:

**Load/Unload/Lock/Erase Scheduled Courses**

Run Search

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**Course Building:\*** 582  Clear Lake Elementary  
**Action:\*** 1 - Mass Load   
**Date Added:** 9/4/2012   
**Date Dropped:**   
**Erase Locked Courses:**   
**Erase Modeled Courses:**

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**Course List**

Course-Section*			Ungraded	Remove
51043RDG03	- 2	<input type="button" value="↓"/>	Reading-03	<input type="checkbox"/>
52033MTH03	- 2	<input type="button" value="↓"/>	Math-03	<input type="checkbox"/>
99010	- 2	<input type="button" value="↓"/>	Multi Subject K-8	<input type="checkbox"/>
<input type="text"/>	-	<input type="button" value="↓"/>		<input type="checkbox"/>

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**Run Option**

Now  Once

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**Students Affected**

Remove

Number of students found: 46

Student ID	Student	Building	Grade	House/Team	Counselor	Status	Remove
95237	Ausmus, Emily Rose	582 - Clear Lake Elementary	03			Active	<input type="checkbox"/>