JMC Elementary and Middle School Scheduling

We strongly recommend that you watch the Next- Gen Elem/MS Scheduling instructional videos on the office professionals page of our website at www.jmcinc.com
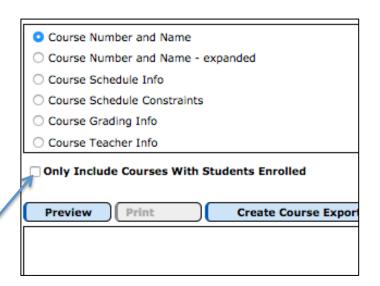
Overview

Stage 1) Courses – The first stage deals with adding, reviewing, and updating your course information.

Stage 2) Bulk Load Students – The second stage loads/registers all of the students in a particular grade level, or those assigned to a specific advisor, into a course or courses. This is the easiest way to load students into courses.

Stage 3) Hand Schedule Students – The third stage deals with registering students for courses into which they cannot be bulk loaded. Examples of this would be band, choir, reading courses where students are grouped together by ability level, and special education courses. There are four ways to hand schedule students. You can use Option A, Option B, Option C, or all three.

Stage 4) Schedule Students – The fourth stage takes all of the courses for which a student has been registered and puts them into sections. This step must be completed for teachers to see students in their courses.

Stage 5) Verify Completion of Registration and Troubleshooting - Check to make sure everyone is scheduled correctly.

After the Bulk of Scheduling is Complete – Important notes for scheduling groups of students into specific courses and sections.
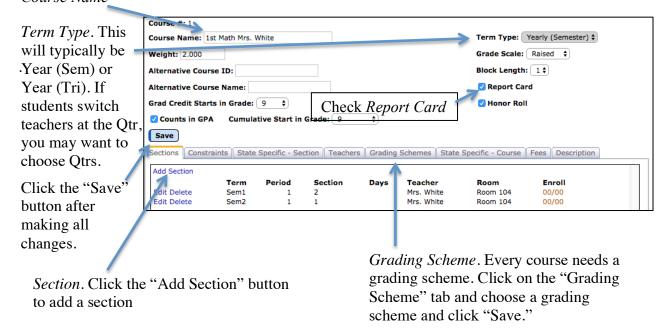
Stage 1) Courses – The first stage deals with reviewing and updating your course information.

A) *Review previously entered courses*. Go to <u>Schedules: Course: Course Data List</u> to print the courses you already have entered. Set up the screen in the way it looks on the right. This will give you a print-out of all the courses already entered into your data. (Make sure to uncheck the "Only Include Courses With Students Enrolled" box or you will get a blank screen because you haven't registered any students into classes yet.) Click "Preview" and "Print."

○ Course Number and Name
○ Course Number and Name - expanded
○ Course Schedule Info
○ Course Schedule Constraints
○ Course Grading Info
○ Course Teacher Info

☐ **Only Include Courses With Students Enrolled**

[**Preview**] [Print] [**Create Course Export**]

B) *Update your course information*. Go to Schedules: Course: Edit Course Data. Make sure each of the items below with an arrow is entered for each course being offered this year. (If you do not know how to add new courses refer to the instructional video.)

Course Name

Term Type. This will typically be ·Year (Sem) or Year (Tri). If students switch teachers at the Qtr, you may want to choose Qtrs.

Click the "Save" button after making all changes.

Course #: 1
Course Name: 1st Math Mrs. White   Term Type: Yearly (Semester) ⬍
Weight: 2.000   Grade Scale: Raised ⬍
Alternative Course ID: Block Length: 1 ⬍
Alternative Course Name: ☑ Report Card
Grad Credit Starts in Grade: 9 ⬍   *Check Report Card*   ☑ Honor Roll
☑ Counts in GPA   Cumulative Start in Grade: 9 ⬍
[Save]

Sections | Constraints | State Specific - Section | Teachers | Grading Schemes | State Specific - Course | Fees | Description

Add Section

	Term	Period	Section	Days	Teacher	Room	Enroll
Edit Delete	Sem1	1	2		Mrs. White	Room 104	00/00
Edit Delete	Sem2	1	1		Mrs. White	Room 104	00/00

Section. Click the "Add Section" button to add a section

Grading Scheme. Every course needs a grading scheme. Click on the "Grading Scheme" tab and choose a grading scheme and click "Save."

Daily Attendance Considerations - Think Ahead! Do teachers take daily attendance from their classroom via Online Attendance twice per day? You have two options for this:

A) Put one class in period 1, one in period 2, the rest in period 3 and you can keep the day unchecked. Put classes in period 0 only if there is a need, call tech support if you need to discuss this.

B) If the teacher who is the advisor takes attendance for the students you can (logged in as the JMCADMIN) go to File: Online Settings, to the CAE (Classroom Attendance Entry) tab and check "By Advisor." This means the advisor will take attendance for a student independent of what their schedule is. This is the easiest way to handle attendance for teachers in the Elem/MS.
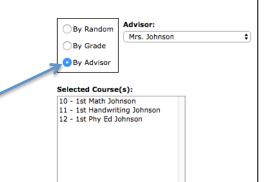
CAE	Course Registration	Parent Access	Student Access

Classroom Attendance Entry (CAE)

○ By Schedule   **Default Abscence:**   **Default Tardy:**

◉ ByAdvisor   ◉ Excused ○ Unexcused   ◉ Excused ○ Unexcused

Stage 2) Bulk Load Students – The second stage loads/registers all of the students in a particular grade level, or those assigned to a specific advisor, into a course or courses.

A) Go to Schedules: Develop: Bulk Load Courses.

B) Highlight the courses into which you want to bulk load students.

C) Choose whether you want to bulk load students by Grade Level or by Advisor. If you have not already assigned students to an Advisor, you must do so before you can bulk load by Advisor.

D) Click Load.

E) Repeat this step for all courses to be bulk loaded.

Select Course(s):
```
1 - 1st Math Mrs. White
2 - 1st Science Mrs. White
3 - 1st Handwriting Mrs. White
4 -
5 -
6 -
7 -
8
9
10 - 1st Math Johnson
11 - 1st Handwriting Johnson
12 - 1st Phy Ed Johnson
13 -
14 -
15 -
16 -
17 -
18 -
19 -
20 - 2nd Math Freid
21 - 2nd Language Arts Freid
22 - 2nd Phy Ed Freid
23 -
24 -
25 -
```

○ By Random   **Advisor:**   Mrs. Johnson

○ By Grade

◉ By Advisor

Selected Course(s):
```
10 - 1st Math Johnson
11 - 1st Handwriting Johnson
12 - 1st Phy Ed Johnson
```

[Load]

F) At this point you can review the work you have done by viewing a student's individual schedule in Schedules: Student: Edit Schedules. You will see that the students have been registered/loaded into the classes but they have not been scheduled into the sections of the courses for which they are registered.

[Add Courses...] [Print] [Save]   ☐ Midterms

Lock	Section	Course		Comment
- ▲▼	- ▼	11 1st Handwriting Johnson	X	▲▼
- ▲▼	- ▼	10 1st Math Johnson	X	▲▼
- ▲▼	- ▼	12 1st Phy Ed Johnson	X	▲▼

G) If you make a mistake and bulk load students incorrectly you can go to <u>Schedules:</u> <u>Course: Drop Courses</u>. This will drop/un-register all students from the course you choose. Then you can go back to Bulk Load Courses to load the correct group into the course.

Stage 3) Hand Schedule Students – The third stage deals with registering students for courses into which they cannot be bulk loaded. Examples of this would be band, choir, reading courses where students are grouped together by ability level, and special education courses. There are three ways to hand schedule students. You can use Option A, Option B, or Option C.

Option A) Go to <u>Schedules: Student: Edit Schedules</u>. Choose the student for which you want to enter courses and type in the course name or course # for which you want to register that student. After you type in the course name or course #, click "return" on your keyboard.

In the example above I found the student with whom I wanted to work and typed in the #282 in the "Course" column. After hitting "return" on my keyboard the student is registered for KG Math Level A. Then click "Save."

⭐Extra Tool. If you have multiple sections of a course but want to make sure a student gets into a specific section, you can click on the section drop-down menu and choose that section.

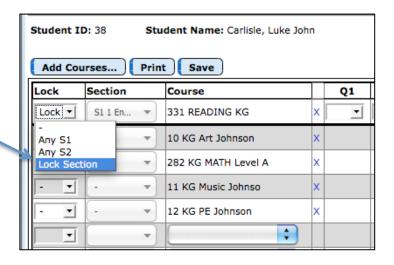After choosing the section click "Save."

⭐ (Extra tool continued)
After choosing the section in which you want the student, click in the column to the left of the section. Click "Save." The word "Lock" will appear next to the section.
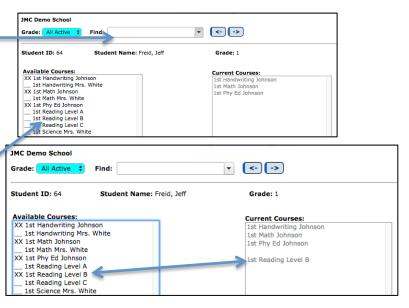
This will allow you to Lock the Section the student is in so when you hit the Schedule Students button they will be in that course section.

Option B) Go to Schedules: Student: Add Courses. Find the student for which you want to add courses. The courses they are currently registered for will be in the Current Courses column.
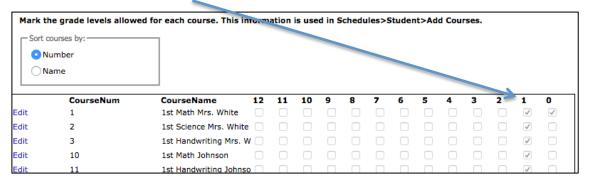
Click on the course for which you want to register them in the Available Courses column.

When you click on the course it will move to the Current Courses column. Now the student is registered for that course.

Important Note: The courses listed in the Available Courses column are determined by going to Schedules: Course: Courses to Add. The Courses are listed on the left side and the grade levels are listed at the top. Put a mark in the row of the class you want to make available under the grade level for which you want it to appear by clicking "Edit."
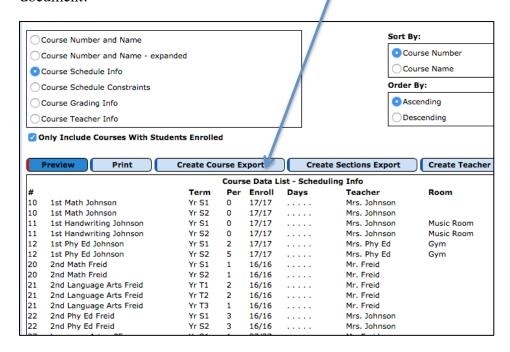
Option C) Copying a Student's Schedule: To copy an entire student schedule to another student, go to <u>Schedules: Student: Edit Schedules</u> and on the right hand side under the quick links is a link that says "Copy Schedule From Another Student." Click this link and choose a student whose schedule is complete to copy to your current student's schedule.

Stage 4) Schedule Students – The fourth stage takes all of the courses for which a student has been registered and puts them into sections.

A) Go to <u>Schedules: Develop: Schedule Students</u>.
– Choose the Time Frame. Typically schools will choose the Entire Year.
– Choose the grade levels you want to schedule.
– If any of the seven checkboxes apply to your scheduling situation, you can check them. Click "Process."

Students:
- ● By Grade
- ○ Selected Student(s)

Grades from: [0 ⇕] **To:** [12 ⇕]

Timeframe:
- ● Entire Year
- ○ Semester 2
- ○ Trimesters 2 and 3
- ○ Trimester 3

- ☐ Year Courses-Prefer same period all year
- ☐ Require Quarters of same course to be back to back
- ☐ Require 4 Quarters of same course to be back to back and same period/teacher
- ☐ Require 4 Quarters of same course to be back to back and same period
- ☐ Require Trimesters of same course to be different terms
- ☐ Save any existing Grade Data
- ☐ Balance by Genders

[Process] [Print]

B) After scheduling students you can view a student's finished schedule by going to <u>Schedules: Student: Edit Schedules</u>.

Stage 5) Verifying Registration and Troubleshooting Verify that all students have been scheduled into the course sections by going to <u>Schedules: Course: Course Data List</u> and choose to run a "Course Schedule Info" report. Look under the "Enroll" column. If everything was done correctly the numbers will match. So for the first course you will see below (#10 1ˢᵗ Math Johnson) that the Enroll is 17/17. This means that 17 students are enrolled and 17 students are scheduled. If the numbers do not match you will typically have to adjust the courses. See the "Troubleshooting" item next in this document.

- ○ Course Number and Name
- ○ Course Number and Name - expanded
- ● Course Schedule Info
- ○ Course Schedule Constraints
- ○ Course Grading Info
- ○ Course Teacher Info

Sort By:
- ● Course Number
- ○ Course Name

Order By:
- ● Ascending
- ○ Descending

☑ **Only Include Courses With Students Enrolled**

[Preview] [Print] [Create Course Export] [Create Sections Export] [Create Teacher]

Course Data List - Scheduling Info

#		Term	Per	Enroll	Days	Teacher	Room
10	1st Math Johnson	Yr S1	0	17/17	. . . . .	Mrs. Johnson	
10	1st Math Johnson	Yr S2	0	17/17	. . . . .	Mrs. Johnson	
11	1st Handwriting Johnson	Yr S1	0	17/17	. . . . .	Mrs. Johnson	Music Room
11	1st Handwriting Johnson	Yr S2	0	17/17	. . . . .	Mrs. Johnson	Music Room
12	1st Phy Ed Johnson	Yr S1	2	17/17	. . . . .	Mrs. Phy Ed	Gym
12	1st Phy Ed Johnson	Yr S2	5	17/17	. . . . .	Mrs. Phy Ed	Gym
20	2nd Math Freid	Yr S1	1	16/16	. . . . .	Mr. Freid	
20	2nd Math Freid	Yr S2	1	16/16	. . . . .	Mr. Freid	
21	2nd Language Arts Freid	Yr T1	2	16/16	. . . . .	Mr. Freid	
21	2nd Language Arts Freid	Yr T2	2	16/16	. . . . .	Mr. Freid	
21	2nd Language Arts Freid	Yr T3	1	16/16	. . . . .	Mr. Freid	
22	2nd Phy Ed Freid	Yr S1	3	16/16	. . . . .	Mrs. Johnson	
22	2nd Phy Ed Freid	Yr S2	3	16/16	. . . . .	Mrs. Johnson	

Trouble Shooting: If the Schedule Students function did not choose the sections for a course, it typically means one of the following:

- The sections chosen for that course had the same term, i.e. Sem 1 and Sem 1.
- If a class meets at the same time as another class they will not be able to be scheduled. In the elementary situation this typically means the sections were put into a period but the days were not unchecked.

To find which course is causing the problem go to <u>Schedules: Course: Course Data List</u> and choose to run a "Course Schedule Info" report. Scroll through the courses to see if any of them have Sem 1 and Sem 1 or the days were left checked.

Course did not schedule

After the Bulk of Scheduling is Complete – Here are some important things to consider:

A) After all students have been scheduled new students will come to your school and need to be scheduled. Typically a school will enter all of the course #'s on a student's schedule and then go to <u>Schedules: Develop: Schedule a Student</u> (not Schedule Students). Then you can choose that student and just schedule him/her.

To copy an entire student schedule to another student, go to <u>Schedules: Student: Edit Schedules</u> and on the right hand side under the quick links is a link that says "Copy Schedule From Another Student." Click this link and choose a student whose schedule is complete to copy to your current student's schedule.

B) If you have a list of students (typically special ed, band, choir, etc) that need to go into a specific course and section, you can schedule all of the students into their courses and sections quickly and easily. This is commonly used in the Middle School situation.

Go to <u>Schedules: Develop: Schedule by Section</u> – A random group of students can now be scheduled directly into a section of a course. Choose the Course and Section into which you want to put students. Next click on the students on the left side of the screen and, after clicking Save, those students will be put into that section.

C) Many schools will go to <u>Schedules: Develop: Locking Options</u> and lock schedules with the code. That code is your school's postal zip code. This prevents anyone from bulk loading students or clicking the Schedule Students button. If either of those happen, it may undo some of the work you have done.