



NEXT GEN DOCUMENTATION ~SCHEDULES~

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Student Scope

The Student Scope is a link found in the Quick Links on many of the main pages in JMC's Next Gen Office Application.

The Student Scope allows you to simultaneously view 6 different types of data for a student from the JMC Next Gen database. Each individual user may specify which 6 types of data they wish to view in the Student Scope.

The following is a list of the types of data that may be viewed within the Student Scope, depending upon what access is assigned to your user account in JMC:

- Attendance
- Schedules
- Student Lunch Transactions
- Period Attendance
- Discipline
- Health Immunizations
- Report Cards
- Student Contacts
- Student Progress Report
- Student Transcript

An example of how to get to the Student Scope is shown here is Schedules – Student – Edit Schedules.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015 Logout

Grade: All Find: <- ->

Student ID: 569 Student Name: Adams, Carla Grade: 7

Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Cont
-	S1.1 En...	567 BAND JH	X																	
-	S1.2 En...	573 MATH 7	X																	
-	S1.255 ...	560 GUIDED STUDY 7	X																	
-	S1.3 En...	570 SOCIAL 7	X																	
-	S1.4 En...	571 SCIENCE 7	X																	
-	S1.5 En...	575 PE/HEALTH 7	X																	
-	S1.7 En...	569 ENGLISH 7	X																	
-	S2.1 En...	567 BAND JH	X																	
-	S2.2 En...	573 MATH 7	X																	
-	S2.255 ...	560 GUIDED STUDY 7	X																	
-	S2.3 En...	570 SOCIAL 7	X																	
-	S2.4 En...	571 SCIENCE 7	X																	
-	S2.5 En...	575 PE/HEALTH 7	X																	
-	S2.7 En...	569 ENGLISH 7	X																	

Quick Links:

- Student Data
- Student Scope
- Print Schedule
- Print Transcript
- Delete All Courses
- Copy Schedule From Another Student

Notice the Student Scope link on the right of the page under Quick Links. If you click on the Student Scope link you will get a page that pops up similar to the next figure.

A Quick Link to Student Scope may also be found on Edit – Student Data and Grading – Entry – Edit Grades.

Mozilla Firefox
http://localhost:53212/StudentScope.aspx

Student ID: 569 **Name:** Adams, Carla **Grade:** 7 **Gender:** F **StateID:** 1234567890123 **Stu Email:** cadams@someisp.net

Contact: **Phone:** **Email:**

Student Progress Report [Print](#)

Term	Period	Course	Progress Term	Teacher
Sem1	1	BAND JH	Qtr1 Qtr2	D Schultz
Sem1	2	MATH 7	Qtr1 Qtr2	J Ashford
Sem1	3	SOCIAL 7	Qtr1 Qtr2	P Hughes
Sem1	4	SCIENCE 7	Qtr1 Qtr2	Q Neidermeier
Sem1	5	PE/HEALTH 7	Qtr1 Qtr2	M Kelsey
Sem1	7	ENGLISH 7	Qtr1 Qtr2	G Peterson
Sem2	1	BAND JH	Qtr3 Qtr4	D Schultz
Sem2	2	MATH 7	Qtr3 Qtr4	J Ashford
Sem2	3	SOCIAL 7	Qtr3 Qtr4	P Hughes
Sem2	4	SCIENCE 7	Qtr3 Qtr4	Q Neidermeier
Sem2	5	PE/HEALTH 7	Qtr3 Qtr4	M Kelsey
Sem2	7	ENGLISH 7	Qtr3 Qtr4	G Peterson

Schedules [Print](#)

Period	Course	Course#	Term	Days Met	Teacher	Room
1	BAND JH	567	Sem1	12---	D Schultz	BAND
2	MATH 7	573	Sem1	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem1	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem1	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem1	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem1	12---	G Peterson	ROOM 134
1	BAND JH	567	Sem2	12---	D Schultz	BAND
2	MATH 7	573	Sem2	12---	J Ashford	ROOM 132
3	SOCIAL 7	570	Sem2	12---	P Hughes	ROOM 133
4	SCIENCE 7	571	Sem2	12---	Q Neidermeier	ROOM 125
5	PE/HEALTH 7	575	Sem2	12---	M Kelsey	ROOM 131
7	ENGLISH 7	569	Sem2	12---	G Peterson	ROOM 134

Student Lunch Transactions [Print](#)

Family Lunch Balance = \$ -2.20

Deleted	Date	User	Transaction	Purchase	Status	Amount	Balance
False	02/03/2015	JMCADMIN	Transfer:			\$ 2.20	\$ 0.00
False	02/03/2015	JMCADMIN	Student Lunch		P	\$ -2.20	\$ -2.20
False	07/10/2014	JMCAD	Deposit			\$ 0.00	\$ 0.00

Period Attendance [Print](#)

Periods for Day	0	1	2	3	4	5	6	7
No absences or tardies for this student.	0	0	0	0	0	0	0	0

Reason Code Reason

0	No Note or Call
1	Sent to Office
2	Sick
3	Appt-Other
4	Doctor
5	Dental-Ortho
6	Overslept

Health Immunizations [Print](#)

Immunization	Date (Age)	Exemption Dosage	Administered at School
DTaP	10/1/2001 - (0Y 2M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	12/3/2001 - (0Y 4M)	Full	<input type="checkbox"/>
DTaP	2/4/2002 - (0Y 6M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/28/2002 - (1Y 3M)	Full	<input type="checkbox"/>
DTaP	9/19/2005 - (4Y 1M)	Full	<input type="checkbox"/>
Diphtheria, Tetanus, and Pertussis	10/1/2001 -		

Discipline [Print](#)

To change the type of data viewed in any of the 6 panels in the Student Scope, simply click on the menu in the upper left corner of that panel and select a different data type.

JMC Schedules/Grading Modules Overview

General

The Schedules & Grade modules of JMC Next Gen Office Application are purchased together. They are used to schedule students, maintain and report grades and generate scheduling and grading lists and reports for K-12 students. The scheduling functions incorporate all of the best tools to help you through the various stages of scheduling your students. The **6 Stages of Scheduling** are described in detail in the section following this overview.

Other important features included in The Schedules & Grade modules:

- Transcripts** maintenance and reporting, including options for including a wide variety of data on a student's printed transcript, such as activities & commendations, immunizations, health note, test scores, & class ranking. Transfer credits and grades may be added to your students' transcripts as well.

- Class Ranks and GPAs** are determined using students' current and transcript grades as well as course data regarding course weights, courses that do/don't count in GPA, etc.

- Standardized Test and Assessment** maintenance and reporting, including options for importing test scores from many assessment vendors. Test scores may be included on transcripts and may also be viewed in Online Teacher. Various options govern which test score records are to be viewed in these settings.

- Prerequisite Checker** to aide administrators when scheduling students. Students' current and historical courses are checked against their course registration to ensure that they are only placed in courses appropriate to their progress and ability.

- Credit Checker** to aide administrators when scheduling students. Graduation requirements may be defined for each graduation year, including requirements for specific subject areas as well as overall credit totals. At key times during the school year administrators can run reports to highlight students who may not be on track for graduation for the target date.

- Online Course Registration** to allow the students to register for course on-line. Later an administrator or appropriate staff review these requests prior to the formal scheduling process.

- Online Teacher Software** includes numerous tools for teachers to monitor their students and their academic performance in their coursework. Online Teacher offers the ability to set up course assignments, projects, tests, quizzes, etc. and weight them appropriately for a course grade calculation. Course grades, progress reports, midterm reports can all be used to communicate student progress to the student and their parents. Parents may receive communications by traditional printed reports as well as via emails and via JMC's Online Parent module. Lesson plans, seating charts, daily attendance,

lunch counts, discipline referrals, and other communications may also be viewed and/or generated as appropriate. Other data that can be viewed in Online Teacher include: contact data, medical emergency plans, and standardized test scores and assessments.

•**Online Parent and Online Student Software** allows parents and students to view student coursework online as soon as teachers record and publish them, as well as many other types of data such as lunch balances & purchases, contact information, etc.

Custom Report Card Forms

JMC's stock report cards are rich with options to accommodate most clients' needs. However, in some cases clients want to design their own custom report card forms. One common setting for this is for lower elementary schools that wish to have more of a skills-based report card rather than a course-centric report card, or perhaps a combination of the two. JMC incorporates the use of our Standards and Benchmarks module for designing the skills lists and the custom forms for recording and reporting the assessments results for these skills.

Directions for Master Schedule Building

The master schedule building process can be broken down into 6 Stages. You will find a general overview of the Six Stages below and then detailed directions for each stage.

Note for schools who build their schedule “by hand”.

Some schools choose to build their master schedule by hand for various reasons. If you choose to build a schedule by hand this means that you will choose the periods that each course is taught instead of having JMC pick the best master schedule for you. Throughout this document there will be notes in boxes like this one for schools who choose to build their master schedule by hand.

Stage 1. Courses -- The 1st stage deals with your current course information. In this stage you will remove any courses that are no longer being used and add new courses for the upcoming school year. *Important Note: You do not need to remove the existing master schedule from the previous year! (i.e you do not need to remove the periods the course are taught.)*

Stage 2. Registration -- The 2nd stage deals with loading the students into their courses. The required courses are quickly bulk loaded and the electives can be entered using Online Registration or Add Courses.

Stage 3. Analyzing the Registration -- The 3rd stage deals with deciding how many sections of the courses you wish to offer and also filling in any constraints you have in your courses.

Stage 4. Building the Master Schedule -- The 4th stage deals with using the Scheduling Aid to build a master schedule.

Stage 5. Conflicts -- The 5th stage involves analyzing your student conflicts.

Stage 6. Scheduling the Students and Study Halls -- The 6th stage involves scheduling your students into their classes.

****Helpful Tools****

Listed below are helpful tools that are typically used in the master schedule building process but can be really helpful for moving students around, getting a group of students into a specific section and more. Familiarize yourself with these tools so you can use them if needed.

A) Move or Copy Students/Groups – Schedules: Develop: Move Students -- Students who are scheduled into a course and section or students who have not been scheduled into a section of a course can be:

- Moved to a different section, different course, or the same course.
- Copied as a group to a different course and section.

B) Bulk Load by Random – Schedules: Develop: Bulk Load Courses – Bulk Loading can now be done by a Random group of students instead of just by Grade or Advisor. This allows you to choose any group of students and bulk load them into any number of courses.

C) Schedule by Course - Schedules: Develop: Schedule by Section – 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.

D) Copy Schedule From Another Student - Schedules: Student: Edit Schedules – If a new student comes to your school after the master schedule has been built and students have already been scheduled into their sections, you can copy another student’s schedule for that student if they are taking all, or most, of the same courses. This link is found on the bottom right corner of this screen.

E) Teachers who teach different classes the same periods in the same room (i.e. independent studies or multiple levels of a foreign language course.) – If you have a situation where a teacher teaches multiple classes during the same period this is how you would set up those courses so you can still run the Master Schedule Builder in JMC.

- Set up a few “fake” teacher names on Attendance: Staff: Teachers.
- Set up these “fake” teachers as the teacher of the courses that are taught at the same time as the corresponding courses on the Schedules: Course: Edit Course Data screen.
- Set up a few “fake” rooms on Attendance: Staff: Rooms.
- Make these “fake” rooms the same time as the other courses on the Schedules: Course: Edit Course Data screen.
- When the Scheduling Aid is running it will not put that teacher over the load limit because it won’t be putting all of those courses in for the same teacher.
- After you have built your Master Schedule you can go back into the courses (Schedules: Course: Edit Course Data) with the “fake” teachers and rooms and set them to the “real” teacher and room.

If you need any assistance during the master schedule building process, please contact JMC through any of the following avenues:

1.800.524.8182 x1 Monday through Friday 8:00 am until 4:30 pm.

techsupport@jmcinc.com

651/345-2215 fax

JMC now has the ability to take control of your computer from our location through remote technical support if you desire.

Stage 1 - Courses

Please note that there is a video explaining this step in the link below. This video not only covers the steps below but includes more helpful tips for working with your course data.
http://jmcinc.com/resources/view/next_gen_scheduling_stage_1_course_info

A) Print a Course Data List in Schedules: Course: Course Data List

Leave the selection as Name and Number. Sort the report by “Course Name” and make sure to uncheck the box labeled “Only Include Courses with Students Enrolled”. If you receive a blank page that means you left the box checked.

The screenshot shows the JMC Demo School interface. At the top, it says "JMC Demo School", "Day: 42 - 12/09/2014 - Tuesday", and "2014-2015". On the left, there is a list of radio buttons for course selection: "Course Number and Name" (selected), "Course Number and Name - expanded", "Course Schedule Info", "Course Schedule Constraints", "Course Grading Info", and "Course Teacher Info". Below this list is a checkbox labeled "Only Include Courses With Students Enrolled". On the right, there are two sections: "Sort By:" with radio buttons for "Course Number" (selected) and "Course Name", and "Order By:" with radio buttons for "Ascending" (selected) and "Descending". At the bottom, there are five buttons: "Preview", "Print", "Create Course Export", "Create Sections Export", and "Create Teacher Sections Export".

The course data list shows you the current course names and associated numbers inside of JMC. If you offered a course last year and will not be offering it this year you may remove it by selecting [Schedules: Course: Edit Course Data](#). You may either enter the name or number of the course in the “Find” box in the upper left hand corner of the screen.

To remove a course simply highlight and remove the Course Name. You can delete out the sections if you would like but this isn’t necessary.

B) Adding a course

If you wish to add a course offering for the upcoming school year please print out the Course Data List in step 1A making sure to “Sort By: Number.” This time the print out will show you all of the course numbers and the available numbers are the ones with no name next to them.

Next go to [Schedules: Course: Edit Course Data](#) and enter the number you wish to use in the Find box. To create the course, click in the Course Name box and enter the name of the new course. You do not need to worry about the other information on the screen at this point because it is not necessary to have that information to register students for the course. Many schools do choose to put some sections in with teacher info at this time however.

Note for schools who build their schedule “by hand.”

Course Data: If you will not be having JMC pick the periods that the courses are taught you will have to choose the period for each section of each course. If the courses will be taught the same period as they were last year there would be nothing to change for that course.

Additionally, you may not want to choose the period the sections are taught until after students have registered for courses so you can see how many sections you will have to offer.

Stage 2 – Registration

Please Note: You can complete the following steps in any order and there may be reasons to complete them in a specific order. Please read through all of the student registration options before starting the process.

Important Note: Do not have students register for “alternative courses.” Alternative courses are courses that students would want to enroll in if they didn’t get into their ‘first choice’ courses.

A) Required Courses – bulk loading

Please note that there is a video explaining this step in the link below.

http://jmcinc.com/resources/view/bulk_loading

1) Bulk loading by Grade or Advisor

The courses that are required or taken by the vast majority of the students in a grade level or advisor group can be bulk loaded using Schedules: Develop: Bulk Load Courses. Select the Grade Level or Advisor on the right and then highlight the courses you wish to bulk load for the selected group. NOTE: On Macintosh, click on the first course and then hold down the Command key for multiple selections. On Windows, click on the first course and then hold down the Ctrl key for multiple selections.

The screenshot shows a web interface for selecting courses. On the left, under the heading "Select Course(s):", is a scrollable list of course numbers and names: 82 - SPANISH III, 83 - COMP APP. II, 84 -, 85 - DRAWING (highlighted in blue), 86 - PAINTING, 87 - LEARN SKILL-1, 88 - MUSIC AWARENESS, 89 - HEALTH (highlighted in blue), 90 - P.E. (highlighted in blue), 91 -, 92 - NURSE AIDE, and 93 - DR. ED. To the right of this list are three radio button options: "By Random", "By Grade" (which is selected), and "By Advisor". Further right are two dropdown menus: "Grade:" with "0" selected and "Gender:" with "All" selected. Below these options is a box labeled "Selected Course(s):" which contains the following list: 85 - DRAWING, 89 - HEALTH, and 90 - P.E.

2) Bulk loading by groups other than Grade or Advisor

If you have a situation where you want to bulk load by a group other than grade level or advisor group, you can bulk load by “Random”. You can go to Schedules: Develop: Bulk Load Courses, choose the “Random” option, choose the students, and bulk load any group of students into a course or multiple courses.

Important Note: If you make a mistake and accidentally bulk load the incorrect courses for a group, please select Schedules: Course: Drop Courses. Select the courses you incorrectly loaded and the student registration will be removed. But you will need to redo any groups that were already mass loaded into those course numbers. Dropping courses only removes student registration; it does not remove the course data.

If you wish to check the accuracy of your bulk loading, please select Schedule: Course: Course Tally.

B) Elective Courses

There are four methods available for loading the electives (choices) for the student. JMC's recommendation is to consider Online Registration. Online Registration allows the student to sign up for the electives themselves saving Office and/or Guidance Professionals the time-consuming task of entering the electives for each student.

Important Note: Do not have students enter alternate course choices. Students should not register for more courses than would fit into their schedule if they were to get into all of their requested courses. If a student did register for alternate courses (i.e. a school has a 7 period day so a student registers for 7 courses they want and 2 alternate choices for a total of 9 courses), you will overload the student's schedule and cause conflicts.

The four alternatives for entering electives:

1) Manual entry – Please note that there is a video explaining this step in the link below.

http://jmcinc.com/resources/view/hand_scheduling_students

Go to Schedules: Student: Edit Schedules. You may either enter the course number or course name in the Course column and click the return/enter button to move you to the next course "slot." You can use the "Add Courses" button located on the top right of the screen but this tool is used more for editing a student's schedule once they have been scheduled into their sections. If you use the "Add Courses" button please take into account the *Important Note* below as it applies to this button.

Important Note: For the next two methods there is one screen that determines which courses each grade level is allowed to sign up for. If at any time you notice that a course is not listed as a choice for a certain grade level, please select Schedules: Course: Courses To Add.

2) Online student registration -- Please note that there is a video explaining this step in the link below.

http://jmcinc.com/resources/view/online_course_reg_office

This feature allows students to enter their own electives through the Online Student Portal. Typically, students are bulk loaded into the required courses after they have completed the Online Course registration. Listed below is a brief explanation of the steps.

1. Make sure all the courses on Schedules: Course: Courses to Add have the correct grade levels chosen for each course.
2. To "open" the course registration feature, go to File: Online Settings, click the "Course Registration" tab, click the Opening Registration button, and then click Save.
3. Make sure each student has his or her login information for the Online Student Portal. This can easily be printed in Attendance: Student: Lists.
4. Bring students into the computer lab with a guide sheet to help them register for their electives. They will log in and register for their courses. If you would like

students to watch a brief instructional video showing them how to complete the Online Registration please have them view the following link.
http://jmcinc.com/resources/view/student_online_course_registration

3) Add courses – Please note that there is a video explaining this step in the link below.

http://jmcinc.com/resources/view/student_add_courses

Go to Schedules: Student: Add Courses. After finding the student with whom you want to work, click on the courses on the left side and it will register the student for those courses. Courses are listed in alphabetical order on this screen.

4) Copy schedule from another student – Please note that there is a video explaining this step in the link below.

http://jmcinc.com/resources/view/copy_schedule_from_another_student

This is a great feature that is not typically used for registering students but it could be. If you had a small group of students (i.e students who are all in the same special education courses) you could register one student for all of those courses and then copy the schedule for the other students. This would work but it may be easier to bulk load the students by the “Random” option which is step **A2) Bulk loading by groups other than Grade or Advisor.**

C) Printing a hard copy of student registration

After registration is complete, you may want to print a hard copy of each student’s registration. Schools would typically do this because once you start working with students’ individual schedules and you delete or change courses, you can have a record of what they originally registered for. These can be printed in Schedules: Student: Verify Registration.

Stage 3 Analyzing Registration

A) Identifying how many students have registered for each course

Once registration is complete select Schedules: Course: Course Tally. The Course Tally identifies how many students have been registered for each of your courses.

		Total	9	10	11	12	#Sec	Avg	Terms
81	French I	21	1	20	.	.	2/2	10	Year
82	Spanish I	31	.	.	30	1	2/2	15	Year
83	German I	6	.	.	.	6	1/1	6	Year
90	PE 9	25	25	.	.	.	1	25	Sem 1 Sem 2
92	Adv. PE	23	.	.	19	4	1	23	Sem 1 Sem 2
93	Health	25	25	.	.	.	1	25	Sem 2
94	Adv. PE II	1	.	.	.	1	1	1	Sem 1 Sem 2

- The first column is the course number followed by the course name.
- The column labeled Total shows how many students have registered for that specific course. To the right of the Total column are the grade levels.

- The column labeled # sec shows how many sections are currently set.
- The Avg column shows what the average class size would be considering the amount of students registered and the current number of sections defined.
- The Terms column shows what terms are currently set to offer this course.

B) Identifying mis-registration

If you notice looking at the course tally that a 9th grader is signed up for a 12th grade class, we know a mistake was made. To get a listing of which students are representing the numbers on the course tally, go to Schedules: Course: Course Registration.

You can remove the student's mis-registration by going to Schedules: Student: Edit Schedules. Click on the "X" next to the incorrect course number to delete it.

C) Determining the number of sections

Looking at the Total column will show you how many students have signed up for each course. You will use these numbers to determine how many sections of each course you will be offering.

The "Avg" column will show you the expected average number of students in a section. This helps you determine if you should add or remove a section.

D) Deciding to not offer a course

If you find courses in which the interest was not great enough to justify offering even one section of the course, you will want to print out a list of these students so they can be notified that the course is not going to be offered. Go to Schedules: Course: Course Registration. Click the "Random" button, find and select the course, then Preview and Print.

To remove the course registration for the course that is not going to be offered, select Schedules: Course: Drop Courses and the course will be removed from everyone's schedule who has registered for it.

E) Deciding to offer another section

If you have decided to offer an additional section because a larger than expected number of students have registered for a course, you can go to Schedules: Course: Edit Course Data, find the correct course and click the "add section" link to add a new section. If you do not know how to work with course data, please watch the instructional video below. http://jmcinc.com/resources/view/next_gen_scheduling_stage_1_course_info

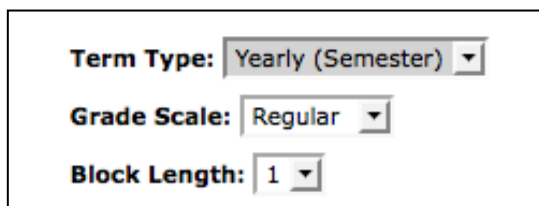
F) Setting important course parameters

All of the following items are found on the Schedules: Course: Edit Course Data screen.

For the purpose of scheduling we need to make sure that the following four items are set correctly.

1) Term Type and Block Length.

- Term Type - Term Type is the length that



The screenshot shows a portion of the 'Edit Course Data' form. It contains three dropdown menus: 'Term Type' is set to 'Yearly (Semester)', 'Grade Scale' is set to 'Regular', and 'Block Length' is set to '1'.

the majority of students spend inside of the class.

- **Block Length** - Block Length is how long the course is in comparison to normal courses. You may have an Automotive course which the students spend both 1st and 2nd period in the class. This course would be set as a Block Length of 2.

2) Setting the number of sections.

Each of the lines in the center box represents a section of the course. To edit a section/line, click the “Edit” link to the left of the section. If the course is year long and you wish to have one section each semester you would have two lines listed. One would have the term labeled Sem 1 and the other labeled Sem 2. If the course is a semester long and you would like 3 sections during the year, you would have 3 lines listed.

Sections							
Constraints							
State Specific - Section							
Teachers							
Grading Schemes							
State Specific - Course							
Fees							
Add Section							
	Term	Period	Section	Days	Teacher	Room	Enroll
Edit Delete	Sem1	-	2	M T W R F	Mr. Hawley	Room 109	00/00
Edit Delete	Sem1	-	1	M T W R F	Mrs. Thomas	Room 105	00/00
Edit Delete	Sem2	-	4	M T W R F	Mr. Hawley	Room 109	00/00
Edit Delete	Sem2	-	3	M T W R F	Mrs. Thomas	Room 105	00/00

Important Note: Last year’s master schedule will be appearing in the period column. You do not need to remove last year’s master schedule (i.e. you do not need to remove the periods a course was taught last year from each section for each course).

3) Teachers and rooms.

If you know which Teacher and Room is involved with this course, please select the Teacher and Room on each line/section. If you do not know which Teacher will be teaching or what room will be used, please leave those items blank.

Helpful Hint: The scheduling aid will not put two sections in the same room, or assign more than one section to a teacher during the same period, ex. multiple independent study courses being taught during the same period by the same teacher in the same room. The solution for this is found on page two of this document under Helpful Tools E.

4) Setting restrictions and capacity

If you know of any factors which affect when a course or teacher can or cannot be used enter them on the “Constraints” Tab at Schedules: Course: Edit Course Data.

Sections	Constraints	State Specific - Section	Teachers	Grading Schemes	State Specific - Course	Fees	
	Terms	Periods	Days	Section	Capacity	Teacher	Room
Edit	Sem1	1 2 3 4 5 6 7 8	M T W R F	2	0	Mr. Hawley	Room 109
Edit	Sem1	1 2 3 4 5	M T W R F	1	24	Mrs. Thomas	Room 105
Edit	Sem2	1 2 3 4 5 6 7 8	M T W R F	4	0	Mr. Hawley	Room 109
Edit	Sem2	1 2 3 4 5	M T W R F	3	24	Mrs. Thomas	Room 105

In the picture above notice that I have removed the check marks for periods 6, 7, and 8 for the 2 sections assigned to Mrs. Thomas. I have told JMC that it cannot schedule her sections for periods 6, 7, and 8. It may be a situation where Mrs. Thomas is at the Elementary building at the end of the day. I have also entered a course capacity limit by clicking on the 0 listed under Cap and changing it to 24. Please note that a capacity of “0” means there is no maximum capacity limit.

Note for schools who build their schedule “by hand”.

Constraints: When entering constraints there is no need to enter “Period” constraints because you will be hand selecting each period that each course is taught. But if you want to have a maximum capacity for a course you can enter a capacity so when JMC schedules the students, it will not put more students in a section than the maximum capacity.

In the example below I have unchecked all of the period boxes except for period 1. I have told the computer that this section of this course will be meeting period 1.

Sections	Constraints	State Specific - Section	Teachers	Grading Schemes	State Specific - Course	Fees	
	Terms	Periods	Days	Section	Capacity	Teacher	Room
Update Cancel	<input checked="" type="checkbox"/> Sem1 <input type="checkbox"/> Sem2	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	M T W R F 2	2	<input type="text" value="0"/>	Mr. Hawley	Room 109

If you would like a print-out showing you all of the constraints you have entered select Schedules: Course: Course Data List. Select the option named “Course Schedule Constraints.”

Stage 4 - Scheduling Aid

Very Important: Before running the scheduling aid, make sure the following is correct:

- Term Type of Courses
- Block Length of Courses
- Number of Sections
- Days the course meets
- Constraints for Courses and Teachers

Moving forward without making sure that all of these are correct may result in needing to re-do your master schedule. The Scheduling Aid is a very powerful scheduling tool but

can only produce a master schedule that works for you if all of the course data in JMC is 100% correct.

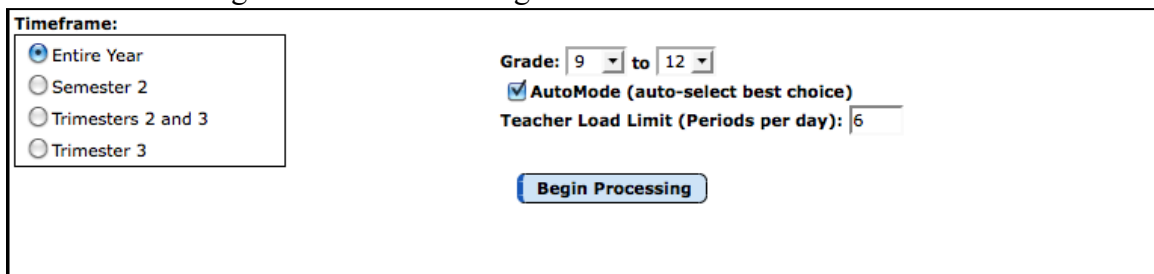
Note for schools who build their schedule “by hand”.

Building the Master Schedule: At this point in the scheduling process you would be going to each course in Schedules: Course: Edit Course Data and changing/editing the periods that each course and section are taught to match the master schedule you build out of JMC “by hand.” In essence, you will not be using the Scheduling Aid.

A) Setting up the Scheduling Aid

The Scheduling Aid is the powerful scheduling tool that will create the best master schedule for you. This master schedule will be built based on student requests and constraints you have entered so it is very important that these are 100% correct before proceeding.

To run the Scheduling Aid, go to Schedules: Develop: Scheduling Aid. You will need to enter the following to run the Scheduling Aid.

The screenshot shows a web form for setting up the Scheduling Aid. On the left, under the heading "Timeframe:", there are four radio button options: "Entire Year" (which is selected), "Semester 2", "Trimesters 2 and 3", and "Trimester 3". To the right of these options, there is a "Grade:" label followed by two dropdown menus showing "9" and "12" with a "to" label between them. Below the grade selection, there is a checked checkbox labeled "AutoMode (auto-select best choice)". Underneath that is a label "Teacher Load Limit (Periods per day):" followed by a text input field containing the number "6". At the bottom center of the form is a blue button labeled "Begin Processing".

1. Time Frame - Typically a school will build the master schedule for the entire year but some schools will do the first term and then when it is closer to semester (or Tri) 2 they will schedule that term. Unless you have a really good reason to not do it, we recommend scheduling the entire year.

2. Grade - Enter the Grade range for which you wish to build the schedule. Typically a school would do all the grade levels in a building.

3) AutoMode (check box) - Keep the check in the box labeled AutoMode so JMC will automatically pick the best periods each course will be taught. This means the computer will only prompt you when a Teacher or Room has not been entered for a section. If this was un-checked, you would have to pick the best period for each section of each course.

4) Teacher Load Limit - Enter the maximum number of periods the majority of Teachers can teach. If I had a 7 period day and knew that the educators need one prep period, I would enter 6. If you have a Teacher who actually does teach all 7 periods then the computer will stop you when it reaches the 7th section for that Teacher and make sure that it is ok to give the Teacher the 7th section.

B) Running the Scheduling Aid

Please note that there is a video explaining this step in the link below.

http://jmcinc.com/resources/view/scheduling_aid

Helpful Hint: You can run the Scheduling Aid as many times as you would like because it will simply make a new schedule when you run the Scheduling Aid again. Because of this we recommend you do a practice run through your data if you have never done it before just to see how the Scheduling Aid works and runs.

This process will allow you to see if there are any courses or rooms that are overloaded or if you forgot to enter any teachers or rooms for a specific section. If you change or choose any course information during the Scheduling Aid process, those changes will not be permanently saved to the course data until the Scheduling Aid process is complete.

In the most typical situations, a school will run the Scheduling Aid, analyze the registration, conclude that they like the Master Schedule and work with students' individual schedules. The school may instead run the Scheduling Aid, analyze the registration and see some problems with the schedule. They would then make adjustments to the way the courses are set up and run the Scheduling Aid again.

1) Press the OK button and the Scheduling Aid will begin building your master schedule. Every time that you use the Scheduling Aid (Pressing OK on Schedules: Develop: Scheduling Aid), a back-up copy of the existing master schedule is automatically placed in your JMC data. A screen similar to the one below will start to run:

40/87 Sections to Schedule

1 1st Math Mrs. White

Terms: S1

Periods: . 1 2 3 4 5 6 7 8

Days: MTWRF

Teacher: Mr. Mac

Room: Gym

Select (Top is best)

- Sem1 - 8 *Tchr Conflict
- Sem1 - 6
- Sem1 - 7
- Sem1 - 1
- Sem1 - 2
- Sem1 - 3
- Sem1 - 5
- Sem1 - 4 *Tchr Conflict

Next
Back
Quit

Teacher Day Load

of days/cycle each period each 3 wk interval

Per	====	Sem 1	====	====	Sem 2	====
0
1
2
3
4	5	5	5	5	5	5
5	5	5
6
7
8	5	5	5	5	.	.

- 2) The scheduling aid will run by itself unless one of the following happens:
- A Room or Teacher needs to be chosen. If the Scheduling Aid reaches a situation where a Teacher or Room has not been selected, you will have to choose a teacher or room but you can do this right on the Scheduling Aid screen.
 - A Room or Teacher conflict occurs. If a teacher is over the “Load Limit” or the room where the course was to be taught is not available any of the periods because it is already being used all periods in the day, you will have to choose a different teacher or room but you can do this right on the screen.

3) If a Teacher and/or Room have been used already see the example below.

The screenshot shows the Scheduling Aid interface for '4 1st Math Johnson'. The top right corner indicates '2/82 Sections to Schedule'. The interface includes fields for 'Terms: S1', 'Periods: . 1', 'Days: MTWRF', 'Teacher: Mr. Apple', and 'Room: Room 104'. Below these fields is a 'Select (Top is best)' dropdown menu showing 'Sem1 - 1 *Tchr & Room Conflict'. To the right of the dropdown are three buttons: 'Next', 'Back', and 'Quit'. At the bottom, there is a 'Teacher Day Load' table showing the number of days per cycle for each period over a 3-week interval for Sem 1 and Sem 2.

Teacher Day Load														
# of days/cycle each period each 3 wk interval														
Per	Sem 1					Sem 2								
0	
1	5	5	5	5	5	5	5	5	5	5	.	.	.	
2	
3	
4	
5	
6	
7	
8	

In this example the Teacher and Room have already been used for period 1 Sem 1 because, in this scenario, I constrained two courses to the same room and teacher for the same period.

You would need to select a new Teacher and Room from the drop down menus and then click on the Next button.

The bottom of the screen shows when the Teacher is already being used. The 5's listed in Period 1 show that this Teacher is already teaching 5 days per week. When you change the Teacher the bottom will reflect the new teacher's current schedule.

4) If the Teacher or Room had not been assigned it will also stop and require you to select the missing Teacher and/or Room.

5) You can decide to stop the process at any time. If you do decide to stop but wish to return to the Scheduling Aid, you will have the option to start over or to continue on from where you left off per the picture below.

Timeframe:

☒ Entire Year
☐ Semester 2
☐ Trimesters 2 and 3
☐ Trimester 3

Grade: to

☒ AutoMode (auto-select best choice)

Teacher Load Limit (Periods per day):

Begin Processing

OR, to continue previous execution from where it left off

Continue

6) When you are finished you will see the message below.

Periods:
Days:

Teacher:

Back (Top is best)

OK

1st Handwriting Mrs. White S1 1
1st Handwriting Mrs. White S2 1
KG PE Johnson S1 2
KG PE Johnson S2 5
ENTREP. Q1 2
ADVANCED MATH S1 2
ADVANCED MATH S2 6
Language Arts S1 2

Teacher Day Load
of days/cycle each period each 3 wk interval

Done
Back
Quit

7) Press “OK” and you will be taken back to the Scheduling Aid screen.

19/18 Sections to Schedule

0 PROCESS COMPLETE

Terms:
Periods:
Days:

Teacher:

Room:

Select (Top is best)

Phy Ed S1 1
MUSIC AWARENESS S2 1
PRE. ALG. S1 2
PRE. ALG. S2 1
World History S1 3
World History S2 2
SPANISH III S2 2
HEALTH S1 4
HEALTH S1 5
CHEMISTRY S1 6
CHEMISTRY S2 3
CHEMISTRY S2 4
CHEMISTRY S1 7
Language Arts S1 1
Language Arts S2 1
Math S1 1
Math S2 1
SPANISH III S1 2

Teacher Day Load
of days/cycle each period each 3 wk interval
Per ==== Sem 1 ==== ==== Sem 2 =====

Done
Back
Quit

8) Press the “Done” button to complete and save the Master Schedule that has been built. It is only after you have pressed the “Done” button that any changes/updates you made to the Teachers and Rooms will be saved in your course data.

Stage 5 - Student Conflicts

Note for schools who build their schedule “by hand”.

Even if you build your schedule by hand it can be helpful to review the percentage of student conflicts you have before moving forward with your schedule. You may find out that the schedule you built has a high number of conflicts so you may want to rework it. The steps in this stage can be helpful for you.

A) Overview of student conflicts

Select Schedules: Develop: Student Conflicts. Enter the grade levels and click the “Summary Only” button in the bottom right corner. If necessary check the “Require Quarters/Trimesters...” boxes. Click the “Show Report” button to preview the report.

Students: <input checked="" type="radio"/> By Grade <input type="radio"/> Selected Student(s)	Grades from: 9 To: 12
Timeframe: <input checked="" type="radio"/> Entire Year <input type="radio"/> Semester 2 <input type="radio"/> Trimesters 2 and 3 <input type="radio"/> Trimester 3	<input type="checkbox"/> Require Quarters of same course to be back to back <input type="checkbox"/> Require Trimesters of same course to be different terms
Include: <input type="radio"/> Conflicting Courses <input type="radio"/> All courses <input checked="" type="radio"/> Summary Only	
<div>Show Report Print</div>	

The Conflict Totals screen will show you how many students could be scheduled into every course they have requested (i.e. No Conflicts and how many students have a conflict). A general guiding principal is that each grade level should have 70% No Conflicts for it to be considered a good schedule. Depending on the size of your school and sections offered, this may not be possible.

Grade 9:	No Conflicts 102 / 114= 89%	Conflicts 12 / 114= 10%
Grade 10:	No Conflicts 75 / 97= 77%	Conflicts 22 / 97= 22%
Grade 11:	No Conflicts 52 / 80= 65%	Conflicts 28 / 80= 35%
Grade 12:	No Conflicts 48 / 91= 52%	Conflicts 43 / 91= 47%

B) Individual student conflicts

Select Schedules: Develop: Student Conflicts. Enter the grade levels you desire and click on the Print button. You will receive a report of students listing their conflicts.

Timeframe:

☒ Entire Year
☐ Semester 2
☐ Trimesters 2 and 3
☐ Trimester 3

☐ Require Quarters of same course to be back to back
☐ Require Trimesters of same course to be different terms

Include:

☒ Conflicting Courses
☐ All courses
☐ Summary Only

[Show Report](#) [Print](#)

#	Course	Offered	Periods	Days Met
52	BIOLOGY	YrS2 6 ..	M T W R F
150	JOURNAL-1	Sem2 6 ..	M T W R F

In the example above, the student is requesting 2 courses during the 2nd semester which are offered at the same time. We would probably remove the Journal-1 course and ask the student for an alternative.

C) Working with individual students

Please note that there is a video explaining this step in the link below.

http://jmcinc.com/resources/view/editing_a_students_schedule

Go to Schedules: Student: Edit Schedules. Enter the name or number of the student in the Find box.

- To remove a course, click on the “X” to the right of the course name.
- To add a course, click on the available drop-down menu under the “Course” column and enter the number manually or type in the name of the course. If you wish to check the conflict for the student again, you may select Schedules: Develop: Conflicts for a Student.

*Important Note: You may make minor changes directly inside of the Course Data by selecting Schedules: Course: Edit Course Data. Any changes are automatically reflected inside of the View Totals report. If you need to make major changes to the number of sections, teacher information, rooms, or restrictions you **may want to re-run the scheduling aid**.*

Stage 6 - Scheduling Students and Study Halls

At this point the students are registered for their classes and the master schedule is built.

Note for schools who build their schedule “by hand”.

This stage can be used if you schedule by hand. There are very few reasons why a school would have to choose every section for every student. Using the Schedules: Develop: Schedule Student function will save you the time of going to each student’s schedule to pick each section.

In addition, using the homeroom option at the end of this stage can save you time.

A) Scheduling students into the sections

To have the computer place the students into the actual terms and periods, go to Schedule: Develop: Schedule Students.

The screenshot shows the 'JMC Demo School' interface for scheduling students. At the top, it displays 'Day: 53 - 01/05/2015 - Monday' and the school year '2014-2015'. The 'Students' section has two radio buttons: 'By Grade' (selected) and 'Selected Student(s)'. To the right, 'Grades from:' is set to 9 and 'To:' is set to 12. The 'Timeframe' section has four radio buttons: 'Entire Year' (selected), 'Semester 2', 'Trimesters 2 and 3', and 'Trimester 3'. To the right of these are five checkboxes: 'Year Courses-Prefer same period all year', 'Require Quarters of same course to be back to back', 'Require Trimesters of same course to be different terms', 'Save any existing Grade Data', and 'Balance by Genders'. At the bottom of the form are 'Process' and 'Print' buttons. Below the form is a large empty rectangular area for the results.

B) Load print

To see how the courses ended up being loaded, please select Schedules: Course: Load Print. This report shows how the students were loaded into the courses.

C) Class lists

Class Lists may be printed by selecting Schedules: Course: Class Lists.

D) Printing student schedules

Student Schedules may be printed by selecting Schedules: Student: Print Schedules.

E) Printing a master schedule

To print out the master schedule, go to Schedule: Staff: Teacher Utilization. This print-out shows the Teachers with their classes.

G) Locking the schedule

To lock the schedule so no one will be able to run the Scheduling Aid or Schedule Students functions, go to Schedules: Develop: Locking Options. Enter your zip code for the Access Code. This prevents someone from re-scheduling every student at once. You may still work with individual students.

Important Note: If someone does accidentally re-schedule all of the students, do not panic. JMC automatically makes a back-up of the current student schedules whenever someone re-schedules all students.

H) Study halls – There are three options for study halls in JMC

- 1) Students enroll in a Study Hall before being scheduled into sections -- Setting up study hall courses and having students enroll in a study hall to “fill” out their schedule.

- 2) JMC Set Study Halls -- Letting JMC set the Study Halls so when a student's schedule prints it says "Study" on their schedule and a room # is printed.
- 3) *New option in JMC!* After the Master Schedule is built, students are put into study hall courses – This option is very easy and allows study hall teachers to take attendance and check student scores.

1) Students enroll in a Study Hall before being scheduled into sections - Setting up study hall courses and having students enroll in a study hall to "fill" out their schedule. To do this you would create Study Hall courses in Schedules: Course: Edit Course Data, just like you would any other course. Then during the course registration process a student could register for a Study Hall just like they would register for any other course.

2) JMC Set Study Halls – Using JMC set study halls is the easiest option. You simply put the room numbers in for each grade level, period, and day, and any place on a student's schedule where they are not enrolled in a section it will say "Study" and the room # will appear there. This is not an actual course so teachers cannot take attendance for those students but you can print a list of students who would be in each study hall.

If you are using the automatic study halls, you need to select Schedules: Study: Edit Data.

	DAYS				
	1	2	3	4	5
1	3	51	51	51	51
2					
3					
4					
5					

You need to select the location for each study hall. To do this you click the "Allow Changes" box. Next choose the Grade, Term and Room you want to set for a Study Hall. Lastly, click in the space where you want to set the room.

In the example to the right I have set the 9th Grade, Period 1, Day 1, Study Hall room to be JMC room #3 which is room 104.

If you would like to see the big picture of how many students ended up in study halls, select Schedules: Study: Study Analysis.

For a print-out of the students in study halls, select Schedules: Study: Study Lists.

3) *New option in JMC!* After the Master Schedule is built, students are put into study hall courses – This easy option allows study hall teachers to take attendance and check student scores.

This is done in three easy steps. You create the study hall course(s), you print out a list of students who are not scheduled by period, and then students are placed into the sections of their Study Hall courses. To do this, follow the steps below.

I) Create/Edit the Study Halls on the Schedules: Course: Edit Course Data screen per the instructions in Stage 2 of this document.

II) Print out the students in study halls by selecting Schedules: Study: Study Lists.

III) Take that list, which will be the students who have not been scheduled into a course by period, and use it to enroll students into a section of the Study Hall course(s) you created on the Schedules: Develop: Schedule by Section screen.

JMC Demo School **Day: 54 - 01/06/2015 - Tuesday**

Course: 122 - Study Hall

Section: S2 4 Enr 0 MTWRF Mr. Apple 113

Grade: All

Available Students:

- ☐ Aaseth, John
- ☐ Aasimov, Aaron
- ☐ Aasimov, Abbie *
- ☐ Aasimov, Andy
- ☐ Anderson, Christine *
- ☐ Anderson, James
- ☒ XX Andrews, Allen
- ☐ Anthony, Kelly
- ☐ Beale, Lucas
- ☐ Bernadone, Francis M
- ☐ Carlisle, Luke John*
- ☐ Casey, Adair
- ☐ Comfrey, John
- ☐ Demo, Caley P
- ☐ Estherville, Esther
- ☐ Example, Student
- ☐ Foley, Lisa *
- ☐ Frazee, John
- ☐ Freed, Paul
- ☐ Freid, Bonnie
- ☐ Freid, David *
- ☐ Freid, Jeff
- ☐ Freid, John
- ☐ Freid, Judy
- ☐ Freid, Julie
- ☐ Freid, Lisa Katie*
- ☐ Freid, Paul
- ☐ Freid, Sammy

Current Students:

Andrews, Allen

Save **Revert to Original**

On the screen (pictured above), click on the course and section into which you want to schedule students. Next click on the student(s) on the left hand side. This will put an “XX” next to their name indicating they have been put into the course and section.

After you click “Save” in the bottom right of the screen, the students listed will be scheduled into the Study Hall courses and section you have set.

Schedules—Develop — Bulk Load Courses

This option may be used to quickly register all students in a grade level or students who have the same advisor for specific courses.

1. Select Schedules—Develop—Bulk Load Courses. The page will appear similar to Figure 1.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Select Course(s):

- 200 - ENGLISH 9 A
- 201 - ENGLISH 9 B
- 202 - ENGLISH 10 A
- 203 - ENGLISH 10 B
- 204 -
- 205 -
- 206 -
- 207 - SHAKESPEARE
- 208 - MODERN LIT
- 209 - ORAL INTERP
- 210 - ADV. COMP
- 211 - LIT CLASSICS
- 212 - CREATIVE WRITING
- 213 - MYTHOLOGY
- 214 - COMPOSITION
- 215 - I.S. LIT CLASS
- 216 - I.S. FANTASY/SF
- 217 - COMMUNICATIONS
- 218 - MYTHOLOGY
- 219 - HUMANITIES
- 220 - SHORT STORY
- 221 - MULTI-CULTURAL
- 222 - CR. WRITING P/D
- 223 - FANTASY/SCI-FIC

☐ By Random ☒ By Grade ☐ By Advisor

Grade: 0 Gender: All

Selected Course(s):

- 200 - ENGLISH 9 A

Load

Figure 1:

Bulk Load
Courses

2. Select the course or courses to be bulk loaded.
3. Select the random student(s), grade level, or advisor desired.

Note: Before moving to the next step, be sure that the correct grade level or advisor is selected.

4. Click the Load button to generate the records in the students' schedules. To view updated schedules you may select Schedule – Student – Edit Schedules.

To check the result of a Bulk Load, a course tally may be generated by selecting Schedules—Course—Course Tally. Also, student schedules may be verified by selecting Schedules – Student – Edit Schedules.

If a course is accidentally bulk loaded several times, use Schedules—Course—Drop Course to drop the course from the students' requests. Then use Schedules—Develop—Bulk Load Courses again.

Electives may be entered on an individual student basis using Schedules—Student—Edit Schedules, or Schedules—Student—Add Courses.

Schedules—Develop — Conflict Analysis

The Conflict Analysis option is a tool which may be used as the master schedule is being built. The Conflict Analysis will determine the number of conflicts between courses and identify the affected students.

1. Select Schedules—Develop—Conflict Analysis. The page will appear similar to Figure 2.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Timeframe:
☒ Entire Year
☐ Semester 2
☐ Trimesters 2 and 3
☐ Trimester 3

Show Courses with at most conflict(s) with the selected course(s).
 Grades from: To:

Courses

- 001 - STUDY HALL A
- 002 - STUDY HALL B
- 003 - PSEO-MedTerm.50
- 004 - T-HS - MATH
- 005 - PSEO-Soc.75
- 006 - PSEO-Comput.25
- 007 - PSEO-ClasTrad.1
- 008 - PSEO-Comput.25
- 009 - PSEO-Geog.1
- 010 - OL Economics
- 011 - PSEO-SolidWk.75
- 012 - PSEO-Dig Art.75
- 013 - PSEO-OralInt.75
- 014 - PSEO-Stats.75
- 015 - PSEO-Chem.1

Selected Courses

- 100 - INFO PROCESS I
- 158 - CAREER HORIZONS
- 200 - ENGLISH 9 A
- 254 - INT. ALGEBRA I
- 255 - INT. ALGEBRA II
- 256 - GEOMETRY I

Conflict List

- 105 - I.S. Media Arts (0)
- 106 - MEDIA ARTS IIA (0)
- 110 - ENTR/MRKTG. (0)
- 114 - PERS/BUS LAW (0)
- 152 - TEEN ISSUES (0)
- 153 - SENIOR ISSUES (0)
- 167 - I.S. AP PSY (0)
- 208 - MODERN LIT (0)
- 209 - ORAL INTERP (0)
- 210 - ADV. COMP (0)
- 212 - CREATIVE WRITING (2)
- 213 - MYTHOLOGY (2)
- 217 - COMMUNICATIONS (2)
- 224 - INTRO TO THEATR (3)
- 225 - THEATER PROD. (0)
- 226 - MYSTERY LIT (0)
- 242 - SPANISH 2A (0)
- 243 - SPANISH 2B (0)
- 250 - INT. ALGEBRA 3 (0)
- 260 - STATS/TRIG I (0)
- 261 - STATS/TRIG II (0)
- 264 - PRE CALC I (0)
- 265 - PRE CALC II (0)
- 268 - I.S. MATH PREP (0)
- 271 - I.S. CABINETRY (0)

Students with Conflicts

[Select New List](#) [Run Analysis >>>](#) [Show Report](#)

Figure 2:
Conflict
Analysis

2. Select a Time Frame.
3. Select a course or courses from the list.
4. Enter into the box the maximum number of conflicts between courses to look for. During scheduling you would usually look for zero conflicts.
5. Enter the grade level range if desired. If a range is not entered, all students will be included.
6. A list will be displayed of the courses matching the criteria entered. The **Conflict List** will show the course number, the course name, and the number of conflicts.

To list the students with a conflict, select the course(s) from the **Conflict List** and then click on **Show Report**.

Schedules—Develop — Scheduling Aid

The Scheduling Aid is used to help build the master schedule, taking into account student conflicts, teacher restrictions, course capacities, course constraints, and balance. In other words, the Scheduling Aid helps to prepare the course data before actually scheduling students.

The Scheduling Aid may be run one step at a time or in auto mode, which completes the master schedule automatically and only alerts the user if conflicts exist.

A teacher load limit may be specified to keep teacher course loads within a specified periods per day.

Teacher Day Loads are automatically tallied and displayed as needed during the Scheduling Aid process, thus eliminating the need for hand charting this data.

Before running the Scheduling Aid, make sure to check the course data so that the days and terms each course is offered have been entered correctly. Courses that require

specific terms, periods, days, or course capacities may be edited in the **Constraints** tab of the Schedules-Courses-Edit Data screen. A detailed report of the currently specified course constraints may be printed by selecting Schedules-Reports-Course Data Lists and specifying the **Course Scheduling Constraints** option.

1. Select Schedules-Develop-Scheduling Aid. The screen will appear similar to Figure 3.

Figure 3: Specify criteria for the Scheduling Aid.

2. Specify the criteria for the Scheduling Aid.

Time Frame Select the time frame. See Figure 1 for available time frame options.

Grade Specify the grade level range. In most cases this can be left at 0 to 12 (all students). An exception to this would be when a middle school and high school share the same JMC data base. In this case you may wish to build the master schedule separately for each school.

Auto Mode When this item is checked, the Scheduling Aid will proceed automatically by using the best choice for each course. The process will prompt you of there are conflicts to be resolved.

Teacher Load Limit Specify the maximum number of periods in a day that a teacher may be scheduled without generating a conflict for the Scheduling Aid process.

Note: Make sure you have already set restrictions on meeting times and number of sections in the **Constraints** tab of Schedules-Course-Edit Data before continuing on to the next step.

3. Click **Begin Processing** to continue. There will be a pause while the Scheduling Aid sorts the course data in preparation for the next phase. Once the sort is completed, the Scheduling Aid suggests when your courses should meet based on the course data and student requests as of the start of the aid. Teacher and room availability will be checked automatically. The Scheduling Aid will suggest which periods and terms your courses should meet, as in the example shown in Figure 4.

The course that is to be placed is shown at the top of the window. The list on the right shows, in order, the best period(s) and term(s) for the course to be offered. The top choice in the list will be highlighted. If you would like the course to meet a different term/period, highlight the desired term/period.

4. If no conflict exists for the currently listed course, you may click **Next** to proceed to the next course. If you click **Quit**, the Scheduling Aid process will cease and you will return to the main screen of the JMC Office Application (no changes will be saved to the course data).

Sunnyville High School	Day: 177 - 05/21/2015 - Thursday	2014-2015																																																																																																			
GEOMETRY I S1 4 GEOMETRY II S2 4 SPANISH 1B S2 5 SPANISH 1A S1 5 BIOLOGY B S2 7 BIOLOGY A S1 7 I.S. Geometry S2 6 I.S. Geometry S1 6 PSEO-Geog 1 S1 6 I.S. MATH PREP S1 2 STUDY HALL A S1 7 STUDY HALL A S1 6 STUDY HALL B S2 7 STUDY HALL B S2 6 RS RM ENGLISH S1 7 RS RM ENGLISH S1 7 PSEO-Chem 1 S1 2 RES RM STUDY S2 6 PSEO-Bio .75 S1 4 RES WRK EXP A/B S1 6 RES WRK EXP A/B S2 6 RS RM ENGLISH S2 7 RS RM ENGLISH S2 7 RS RM MATH S2 4	<p>508 RS RM MATH</p> <p>Terms: S2</p> <p>Periods: 7</p> <p>Days: 12</p> <p>Teacher: MS. TAPLIN-MASON</p> <p>Room: ROOM 122</p> <p>Select (Top is best)</p> <ul style="list-style-type: none"> Sem2 - 7 *Tchr & Room Conflict 	<p>2014-2015</p> <p>82/427 Sections to Schedule</p>																																																																																																			
	<p>Teacher Day Load</p> <p># of days/cycle each period each 3 wk interval</p> <table border="1"> <thead> <tr> <th>Per</th> <th colspan="5">Sem 1</th> <th colspan="5">Sem 2</th> </tr> </thead> <tbody> <tr><td>0</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td></tr> <tr><td>1</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td></tr> <tr><td>2</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td></tr> <tr><td>3</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td></tr> <tr><td>4</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>5</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td><td>.</td></tr> <tr><td>6</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>7</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td></tr> </tbody> </table>	Per	Sem 1					Sem 2					0	1	2	3	4	2	2	2	2	2	5	6	2	2	2	2	2	3	3	3	3	3	7	2	2	2	2	2	2	2	2	2	2	<p>Next</p> <p>Back</p> <p>Quit</p>
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5. You will be alerted by the Scheduling Aid if one of the following conflicts/issues occurs:

Last update on February 16, 2017

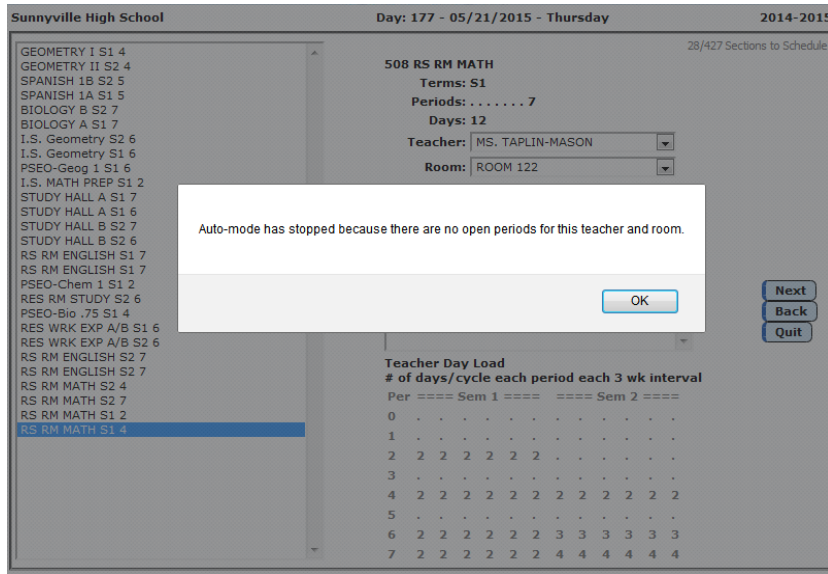


Figure 5:

Alert for a course section with a scheduling conflict.

Room Conflict The room specified for the currently listed course is already in use for the specified term and period.

Teacher Load Conflict The specified teacher is already at or has exceeded the Teacher Load Limit as specified by you on the first screen of the Scheduling Aid (see Figure 1). The **Teacher Day Load**, as displayed in the lower right corner of the screen (see Figure 2), shows the number of teaching hours per period and semester that a teacher has already been scheduled into. The **Teacher Day Load** chart is broken up into 3-week segments, thus showing the breakdown of the teacher load for the various terms throughout the school year. Prior to this release of the Scheduling Aid, a similar chart would have been manually drawn up by the user as the Scheduling Aid process was running.

Teacher or Room not assigned If a teacher or room have not yet been assigned to a course section, you will be prompted to select one. The Teacher and Room menus will only list options that do not cause a conflict, i.e. only teachers or rooms that are available for the currently selected term and period will be listed in the menus. See Figure 6 for an example of this type of scheduling issue.

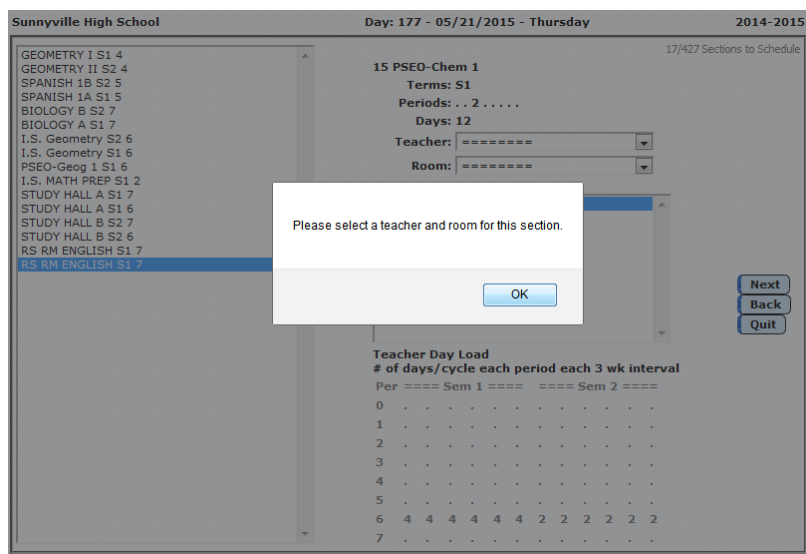


Figure 6:

Alert for a course section with no teacher or room assigned.

6. Continue the placement of courses until all courses have been placed. After all courses have been placed, you will be informed that the course data has been updated according to the specifications of the Scheduling Aid process.
7. You may wish to analyze the results of the Scheduling Aid process by printing out a course tally under Schedules—Course—Course Tally to verify terms offered, OR use Schedules—Course—Course Data List and select Scheduling info for a detailed listing of your course sections including days and terms.

Schedules—Develop — Move Students

This selection provides 2 options for moving or copying students' courses within their schedules. These options are:

Move Students to a Different Section This option will move all students from one course section to another. This option will put a new course record in the pertinent students' schedules but will remove the original course record.

Copy Students to a Different Section This option will copy all students from one course section to another. This option will put a new course record in the pertinent students' schedules and will also leave the original course record.

1. Select Schedules—Develop—Move Students. The page will appear similar to Figure 7.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Action: Move Students to a different section

Original Section:

Course: 200 - ENGLISH 9 A

Section: Sem1 Per 3 Enr 24 12 MR. MEDINA ROOM 138

Destination Section:

Course: 200 - ENGLISH 9 A

Section: Sem1 Per 5 Enr 26 12 MR. MEDINA ROOM 138

Prepare to Move/Copy

Figure 7:

Move
Students
criteria
screen.

2. Select the appropriate action from the **Action** menu.
3. Specify the original course and section for the **Original Section**.
 - First enter the course in the **Course** menu in the **Original Section**. As a result of specifying the course, the **Section** menu will be filled in with the currently available sections for the specified course.
 - Next select the appropriate section from the **Section** menu in the **Original Section**.
4. Specify the new (destination) course and section in the **Destination Section**.
 - First enter the course in the **Course** menu in the **Destination Section**. As a result of specifying the course, the **Section** menu will be filled in with the currently available sections for the specified course.
 - Next select the appropriate section from the **Section** menu in the **Destination Section**.
5. Click **Prepare to Move/Copy** to continue. The page will update with an indicator the number of students to be moved, the original course and section, and the new (destination) course and section. Click **Proceed** to process the course changes or click **Cancel** to abandon the process.
7. Upon completing the process, a screen will appear indicating the number of student course records that were moved/copied.

Note: The terms or periods may be **LOCKED** on some student schedules. Locked student schedule records will not be moved by this process. See [Schedule-Student-Edit Schedules](#) for more details on locking terms or periods on a student schedule.

Schedules—Develop — Student Conflicts

This option generates a report of those students whose course requests are in conflict with the current master schedule.

The results of this printed report may be used to determine if a change should be made in the master schedule to better accommodate those students with conflicts, or if a change

should be made in the student's requests so as to fit the master schedule. The student conflict will identify which courses and periods are currently in conflict for the student.

1. Select Schedules—Develop—Student Conflicts. The page will appear similar to Figure 8.

Figure 8:

Student
Scheduling
Conflicts - By
Grade

2. Select the students you wish to check by either specifying the grade level(s) or by selecting individual students. If **By Grade** option is selected, as in Figure 8, the range of grade levels to be analyzed by this report may be specified in the appropriate grade menus. In Figure 9 the **Selected Students** option is chosen, so the options are the page have changed appropriately.

Figure 9:

Student
Scheduling
Conflicts –
Selected
Student(s)

3. **Time Frame** Specify the Time Frame for the student scheduling conflict analysis by selecting one of the four choices listed.

Require Quarters... Checkbox When this box is checked, the conflict analyses will include students whose course requests contain two sections of a quarter course that could not be scheduled back to back. Back to back quarter courses would be scheduled as adjacent pairs of either quarters 1 & 2 or quarters 3 & 4.

Require Trimesters...Checkbox When this box is checked, the conflict analyses will include students whose course requests contain two sections of a trimester course that could not be scheduled back to back. Back to back trimester courses would be scheduled as adjacent pairs of either trimesters 1 & 2 or trimesters 2 & 3.

Include:

Conflicting Courses When this option is selected, the report will only show the actual courses in conflict.

All Courses When this option is selected, the report will show all courses the student is registered for and will **BOLD** the courses in conflict.

Summary Only – When this option is selected, the report will show only the summary. This is the quickest way to view the current conflict situation as it shows the percentage of each grade level that could be scheduled into all of their requests at this point in time. This can be helpful in spotting possible problems in the grade levels.

Show Report Click on **Show Report** to process and preview the requested report.

Print Click **Print** to print a copy of the currently displayed report.

Schedules—Develop — Schedule Students

This option schedules students into specific course sections.

The Schedule Students option assigns course sections to students using their course requests and the master schedule. The scheduler will attempt to balance the students as per your preferences and load.

Preferences for the scheduler may be established using existing course constraints (course capacities) and prerequisites.

You may use this option as many times as you wish.

WARNING: Once the final master schedule has been determined and students' schedules have been finalized and printed, do not use this scheduling option. It will reschedule the students, possibly resulting in different schedules. To prevent accidental rescheduling from happening, use the Scheduling—Develop—Locking Options.

Note: For your convenience, a backup copy of the Student Schedules and Grades table will automatically be created before the scheduling process is accomplished.

Note: Check your student conflicts before scheduling to determine if any errors were made in the course data. Refer to Schedules—Develop—Student Conflicts and use the Summary Only option.

1. Select Schedules—Develop—Schedule Students. The page will appear similar to Figure 10.

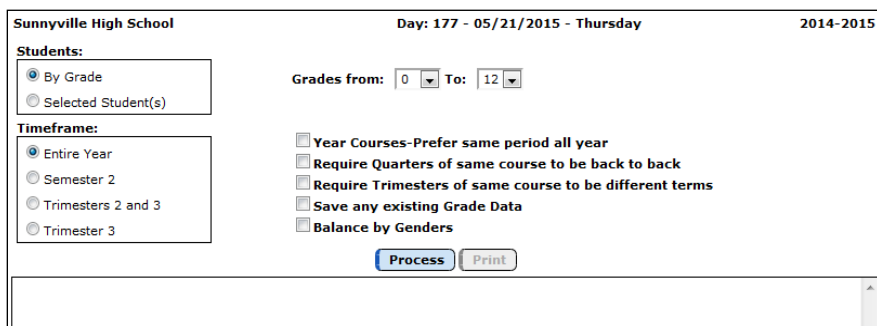


Figure 10:

Schedule
Students
specifications
screen

2. Select the students you wish to schedule by either specifying the grade level(s) or by selecting individual students. If **By Grade** option is selected, as in Figure 10, the range of grade levels to be analyzed by this report may be specified in the appropriate

grade menus. Alternately, the **Selected Students** option may be used to specify individual students for this process.

Note: For best results, schedule the entire school rather than a grade or small range of grades due to the usual amount of crossover of course requests between grades.

3. **Time Frame** Specify the Time Frame for the student scheduling process by selecting one of the four choices listed.

Year Courses...Checkbox If you prefer that a student have a year course during the same period each semester or trimester, check the **Year Courses** box. If possible, the student will be scheduled into the same period each semester or trimester of a year course.

Require Quarters... Checkbox When this box is checked, students whose course requests contain two sections of a quarter course will be scheduled back to back. Back to back quarter courses would be scheduled as adjacent pairs of either quarters 1 & 2 or quarters 3 & 4.

Require Trimesters...Checkbox When this box is checked, students whose course requests contain two sections of a trimester course will be scheduled back to back. Back to back trimester courses would be scheduled as adjacent pairs of either trimesters 1 & 2 or trimesters 2 & 3.

Save any existing Grade Data The box allows users to preserve term grades if they are rescheduling students who had been already given term grades this year. If you wish to save existing grade data, check the **Save any existing Grade Data** box.

Balance by Gender Checkbox If you wish classes to be balanced by gender, check the **Balance by Gender** box.

Process Click **Process** to start the scheduling process. This process may require several minutes to complete.

Print Click **Print** to print a copy of the currently displayed report.

Schedules—Develop — Conflicts for a Student

This option identifies which courses are in conflict for the student. The results of this printed report may be used to determine if a change should be made in the master schedule to better accommodate those students with conflicts, or if a change should be made in the student's requests so as to fit the master schedule.

1. Select Schedules—Develop—Conflicts for a Student. The page will appear similar to Figure 11.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Students:
☒ By Grade
☐ Selected Student(s)

Grades from: 0 To: 12

Timeframe:
☒ Entire Year
☐ Semester 2
☐ Trimesters 2 and 3
☐ Trimester 3

☐ Require Quarters of same course to be back to back
☐ Require Trimesters of same course to be different terms

Include:
☒ Conflicting Courses
☐ All courses
☐ Summary Only

Show Report Print

Figure 11:

Conflicts For
A Student
report
specification
screen

2. **Students** Select the students you wish to check by either specifying the grade level(s) or by selecting individual students. If **By Grade** option is selected, as in Figure 11, the range of grade levels to be analyzed by this report may be specified in the appropriate grade menus. Alternately, the **Selected Students** option may be used to specify individual students for this process.
3. **Time Frame** Specify the Time Frame for the student scheduling conflict analysis by selecting one of the four choices listed.

Require Quarters... Checkbox When this box is checked, the conflict analyses will display two sections of a quarter course that could not be scheduled back to back. Back to back quarter courses would be scheduled as adjacent pairs of either quarters 1 & 2 or quarters 3 & 4.

Require Trimesters...Checkbox When this box is checked, the conflict analyses will display two sections of a trimester course that could not be scheduled back to back. Back to back trimester courses would be scheduled as adjacent pairs of either trimesters 1 & 2 or trimesters 2 & 3.

Include:

Conflicting Courses When this option is selected, the report will only show the actual courses in conflict.

All Courses When this option is selected, the report will show all courses the student is registered for and will **BOLD** the courses in conflict.

Summary Only – When this option is selected, the report will show only the summary.

Show Report Click **Show Report** to preview the report as specified.

Print Click **Print** to print a copy of the currently displayed report.

Schedules—Develop — Schedule a Student

This option will automatically determine the schedule for an individual student.

The Schedule a Student option will assign the student a schedule using the student's course requests and the master schedule. This may be done after a course registration change or if the student is new to the school during the year.

1. Select Schedules—Develop—Schedule a Student. The page will appear similar to Figure 12.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Students:
☐ By Grade
☒ Selected Student(s)

Find:
 Adams, Carla *
 Adams, Katherine
 Adams, Luke
 Adams, Olive
 Adamson, Ashley
 Adamson, Brady *

Selected Students

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 Trimesters of same course to be different terms
☐ Save any existing Grade Data

Process **Print**

Figure 12:

Schedule A
Student
criteria
screen

2. **Students** Select the students you wish to schedule by either specifying the grade level(s) or by selecting individual students. If **By Grade** option is selected, the range of grade levels to be analyzed by this report may be specified in the appropriate grade menus. Alternately, the **Selected Students** option may be used to specify individual students for this process.

Note: For best results, schedule the entire school rather than a grade or small range of grades due to the usual amount of crossover of course requests between grades.

3. **Time Frame** Specify the Time Frame for the student scheduling process by selecting one of the four choices listed.

Year Courses...Checkbox If you prefer that a student have a year course during the same period each semester or trimester, check the **Year Courses** box. If possible, the student will be scheduled into the same period each semester or trimester of a year course.

Require Quarters... Checkbox When this box is checked, students whose course requests contain two sections of a quarter course will be scheduled back to back. Back to back quarter courses would be scheduled as adjacent pairs of either quarters 1 & 2 or quarters 3 & 4.

Require Trimesters...Checkbox When this box is checked, students whose course requests contain two sections of a trimester course will be scheduled back to back. Back to back trimester courses would be scheduled as adjacent pairs of either trimesters 1 & 2 or trimesters 2 & 3.

Save any existing Grade Data Checkbox If you wish to save existing grade data, check the **Save any existing Grade Data** box.

Process Click **Process** to start the scheduling process. This process may require several minutes to complete.

Print Click **Print** to print a copy of the currently displayed report.

Schedules—Develop — Schedule By Section

This option schedules students into a specific course section. Using this option a random group of students can now be bulk scheduled into a section, such as putting students into study halls.

1. Select Schedules—Develop— Schedule By Section. The page will appear similar to Figure 13.

The screenshot shows the 'Schedule By Section' criteria screen. At the top, it displays 'Sunnyville High School', 'Day: 177 - 05/21/2015 - Thursday', and '2014-2015'. Below this, there are dropdown menus for 'Course' (set to '240 - SPANISH 1A') and 'Section' (set to 'S1 1 Enr 0 12 MR. AUGIE ROOM'). A 'Grade' dropdown is set to 'All'. The main area is divided into two columns: 'Available Students' and 'Current Students'. The 'Available Students' list contains names such as Adams, Carla; Adams, Katherine; Adams, Luke; Adams, Olive; Adamson, Ashley; Adamson, Brady; Adamson, Brenda; Adamson, Jared; Adamson, Josh; Aguilera, Alejandro; Alderson, Hellen; Alderson, Mason; Ambrose, Elizabeth ANN; Ambrose, Jenny; Ambrose, Perry; Anderson, Angela; Anderson, Bart; Anderson, John; Anderson, Mary; Anderson, Morgan; Arnold, Alecia; Arnold, Allan; Arnold, Andrew; Arnold, Mary; Baker, Craig; Baker, Daniel; Barber, Arianna; and Barber, Hannah. The 'Current Students' list is empty. At the bottom, there are 'Save' and 'Revert to Original' buttons.

Figure 13:

Schedule By
Section
criteria
screen

2. Specify the course and section. First enter the course in the **Course** menu. As a result of specifying the course, the **Section** menu will be filled in with the currently available sections for the specified course. Next select the appropriate section from the **Section**.

Grade This menu affects which students are included in the student list. If a specific grade is selected then only students from that grade will be included in the list

Students To add a student to the **Current Students** list, click on the student's name in the **Available Students** list. To remove a student to the **Available Students** list, click on the student's name in the **Available Students** list.

Save Click **Save** to save the scheduling changes from this page.

Revert to Original Click **Revert to Original** to discard the scheduling changes from this page.

Schedules—Develop — Locking Options

This option is used to prevent the accidental rescheduling of students and prevents the Scheduling Aid from being run so the master schedule cannot be altered en masse. If students have been scheduled into classes and finalized, this option may be used to prevent mass changes. Individual students will still be able to be scheduled using Schedule a Student. Individual changes may also continue to be made on the student's schedule/grades window.

These scheduling options are affected when schedules are locked:

- Bulk Load Courses
- Scheduling Aid
- Schedule Students
- Drop Courses

1. Select Schedules—Develop—Locking Options. The page will appear similar to Figure 14.

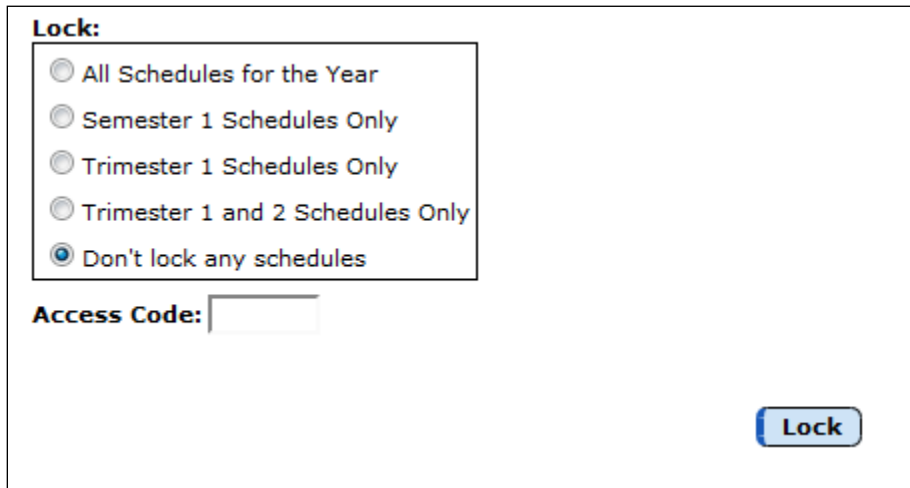


Figure 14:

Schedule
Locking
options

2. Select the **Time Frame** to lock.
3. Enter the **Access Code**. (The access code is the zip code appearing on the main window)
4. Click **OK**.

Schedules—Student — Edit Schedules

This option may be used to enter or edit student schedules, grades, and comments.

1. Select Schedules—Student—Edit Schedules. The page will appear similar to Figure 15.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Student ID: 20 Student Name: Adams, Olive Grade: 10

Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Com
-	S1 2 En...	202 ENGLISH 10	X																	
-	S1 3 En...	402 WORLD HIST	X																	
-	S1 4 En...	101 AUDIO VIS DESIG	X																	
-	S1 5 En...	240 SPANISH 1	X																	
-	S1 6 En...	258 ADV ALGEBRA I	X																	
-	S1 7 En...	352 BIOLOGY	X																	
-	S2 1 En...	1 STUDY HALL	X																	
-	S2 2 En...	202 ENGLISH 10	X																	
-	S2 3 En...	402 WORLD HIST	X																	
-	S2 4 En...	166 WORLD FOODS	X																	
-	S2 5 En...	240 SPANISH 1	X																	
-	S2 6 En...	259 ADV ALGEBRA II	X																	
-	S2 7 En...	352 BIOLOGY	X																	

	Earned	Attempted	Grade Pts	Cum GPA
Previous:	6.000	6.000	21.650	3.608
This Year:	0.000	0.000	0.000	0.000
Total:	6.000	6.000	21.650	3.608

Save

Logout

Switch Building: Sunnyville Hi

Quick Links:

- Student Data
- Student Scope
- Print Schedule
- Print Transcript
- Delete All Courses
- Copy Schedule From Another Student

Figure 15: Edit Student Schedules and Grades

2. Select the student to be edited by typing the name of the student in the **Find** box at the top of the page and then selecting the student from the drop down list.

Add Courses... To add a course to the currently displayed student's schedule, click **Add Courses**. The page will appear similar to Figure 16 listing courses to add to the student's schedule. A checkbox in the lower left corner of this list controls whether the list will contain all courses OR only courses that would fit into the student's current schedule (based on term and period). To select a course section from the list click on the **Select** link to the left of the course. To leave this dialog without selecting a course section click the **Close** button.

Note: Courses can be constrained to specific grade levels by selecting Schedules – Course – Courses To Add.

Note: **Another common way to add a course to the currently displayed student's schedule** is to first locate an available row in the schedule (one that has no course assigned) and then click on the drop down list in the Course column. The drop down

list will then populate with available courses to choose from. Once the course has been selected you may also select the course section by clicking on the drop down list in the Sections column. ***If you are simply registering the student for the course then you would not specify a section at this time but would let the Next Gen scheduling process do that for you.*** To assign a section for a course, click on the section menu and select the a section from the menu. To remove a section for a course, click on the section menu and select the blank section at the top of the menu.

Course#	Course	Term	Period	Load	Days	Teacher	Room
				Met			
Select 60	BAND HS	Sem1	1	15	2	B Schmidt	BAND
Select 62	CHOIR	Sem1	1	35	1	J Gilmore	ROOM 120
Select 250	INT. ALGEBRA 8	Sem1	1	9	12	B Schmidt	ROOM 132
Select 557	RES RM MATH	Sem1	1	0	12	O Olson	ROOM 123
Select 556	RES RM STUDY	Sem1	1	11	12	P Mason	ROOM 122
Select 556	RES RM STUDY	Sem1	1	9	12	O Olson	ROOM 123
Select 556	RES RM STUDY	Sem1	1	0	12	M Hope	ELEM
Select 504	RES WRK EXP	Sem1	1	0	12	P Mason	ROOM 122
Select 502	RS LIFE SKILL	Sem1	1	0	12	P Mason	ROOM 122
Select 1	STUDY HALL	Sem1	1	18	12	M Pollard	ROOM 127
Select 1	STUDY HALL	Sem1	1	17	12	K Miller	ROOM 115
Select 1	STUDY HALL	Sem1	1	0	12	M Shoemaker	ROOM 114
Select 1	STUDY HALL	Sem1	1	22	12	B Schmidt	ROOM 126
Select 1	STUDY HALL	Sem1	1	24	12	Q Neidermeier	ROOM 125
Select 1	STUDY HALL	Sem1	1	20	12	M Irving	ROOM 135

☐ Show All Available Courses

Close

Figure 16:

Add Courses
button dialog from
Edit Student
Schedules page

Print To print a schedule for the currently displayed student, click **Print**.

Save To save changes to a schedule for the currently displayed student, click **Save**.

Midterms Checkbox To view/hide midterm grades for the currently displayed student, check/uncheck the checkbox in the lower right corner of the screen labeled "Midterms".

Deleting a Course Section To delete a course section from the currently displayed students' schedule, click on the "X" to the right of the course name in the list.

Note: If you plan on **allowing the Next Gen scheduling processes to schedule your students**, you only need to enter the course numbers.

Note: If you are **scheduling the student by hand**, you need to enter a period and term also by selecting the course section from the section menu.

Note: If the option Schedule - Develop - Schedule Students or Schedule - Develop - Schedule a Student is used, the periods/terms are automatically entered for those students who do not have a conflict.

Note: If the section is blank, the student is unscheduled.

Locking a schedule for students who need special placement:

If you plan on allowing the computer to schedule and balance your students into classes, you may have some students that require special placement. If you have students that must be in a certain class at a certain time you may need to "lock" the students. Only a small percentage of your students should need special placement.

This feature may be used in the following instances:

- A course is a normal full year course.
(The student needs to take just one semester of the course)
- A course is offered both semesters.
(The student must take the course a specific semester)
- A course is offered multiple periods.
(The student must take the course a specific period)

To **lock** a student into half of a full year course:

Examples: A student who is graduating early but still wants to take the first semester of a full year course OR a student who is required to repeat one semester of a full year course.

On the student's schedule window, click on the drop down list in the **Lock** column and select the desired term option (e.g. **Any Sem 1**, **Any Qtr 3**, etc.).

Note: The lock indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

Note: Be sure the course number does not appear anywhere else in the student's schedule.

To **lock** a student into a specific term of a class offered more than one term:

Examples: A student who has a conflict with a teacher, needs an early release, or attends for a half-day only.

On the student's schedule window, click on the drop down list in the **Lock** column and select the desired term option (e.g. **Any Sem 1**, **Any Qtr 3**, etc.).

Note: The lock icon indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

To **lock** a period of a course for a student:

On the student's schedule window, click on the drop down list in the **Lock** column and select the option **Lock Section**.

Note: The lock icon indicates that the course is locked and that the student will be scheduled into the course according to the new locking specification the next time the student is scheduled.

To **unlock** a term or period:

On the student's schedule window, click on the drop down list in the **Lock** column and select the top option (blank).

Schedules—Student — Print Schedules

This option is used to print student schedules.

1. Select Schedules—Student—Print Schedules. The page will appear similar to Figure 17.

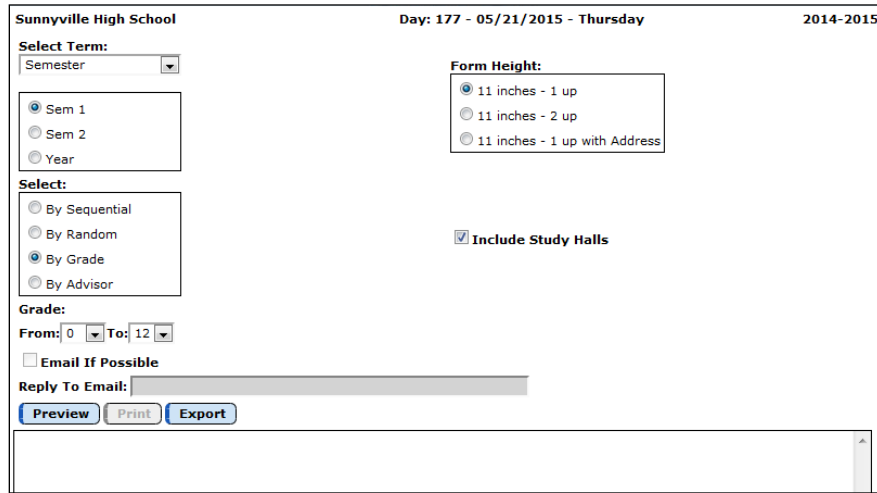
The screenshot shows a web interface for Sunnyville High School. At the top, it says "Sunnyville High School" on the left, "Day: 177 - 05/21/2015 - Thursday" in the center, and "2014-2015" on the right. Below this is a "Select Term:" section with a "Semester" dropdown menu. To the right of this is a "Form Height:" section with three radio button options: "11 inches - 1 up" (selected), "11 inches - 2 up", and "11 inches - 1 up with Address". Below the "Select Term:" section is a "Select:" section with four radio button options: "By Sequential", "By Random", "By Grade" (selected), and "By Advisor". To the right of this is a checkbox labeled "Include Study Halls" which is checked. Below the "Select:" section is a "Grade:" section with "From:" and "To:" dropdown menus, both set to "0" and "12" respectively. Below the "Grade:" section is a checkbox labeled "Email If Possible" which is unchecked. Below that is a "Reply To Email:" text input field. At the bottom of the form are three buttons: "Preview", "Print", and "Export".

Figure 17:

Print
Schedules
options

2. Select the correct term type from the **Select Term** menu, then specify the desired term option.

Note: Schedules may be printed for semester 1, semester 2, trimester 1, trimester 2, trimester 3, or the entire year.

3. Select the students for whom schedules are to be printed. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers
4. Select the **Form Height** of the schedule form being used:
 - 1 up will print one schedule per page.
 - 2 up will print two schedules per page when using JMC laser/inkjet sheets #5500.
 - 1 up w/ Address will print one schedule per page. The mailing address of the student's Primary Contact(s) will also appear at the bottom of the printed schedule.

Email if Possible This option may be used to email schedules (where possible) instead of printing them.

Note: In order for schedules to be emailed the students' primary contacts must have at least one email address entered if the primary contact is checked for In Mailings and In Reports on Edit – Student Data. If the primary contact has multiple email addresses then the report card would be received at each email address.

Note: In order to report cards to be successfully emailed, the SMTP server settings must be configured. For more information about configuring your SMTP server. Please refer to Appendix B.

Click **Preview** to preview the schedules.

Click **Print** to print the previewed schedules.

Click **Export** to export schedules for the specified student(s) to a CSV (comma-separated) text file.

Schedules—Student — Reference Cards

This option is used to print student reference cards for use in the office.

1. Select Schedules—Student—Reference Cards. The page will appear similar to Figure 18.

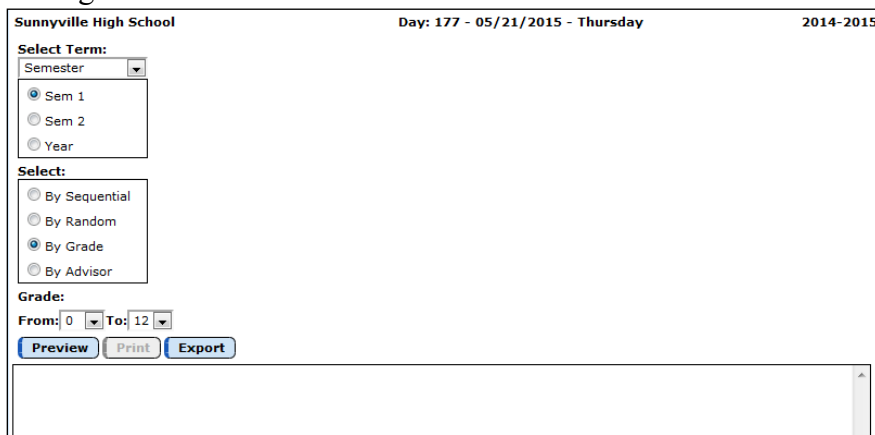


Figure 18:

Reference
Cards
options

2. Select the correct term.
 - Use the pop-up menu in the upper-left corner to select the term for which cards are to be printed.
 - Cards may be printed for semester 1, semester 2, trimester 1, trimester 2, trimester 3, or the entire year.
3. Select the students for whom reference cards are to be printed. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers

Click **Preview** to preview the reference cards.

Click **Print** to print the previewed reference cards.

Click **Export** to export reference cards for the specified student(s) to a CSV (comma-separated) text file.

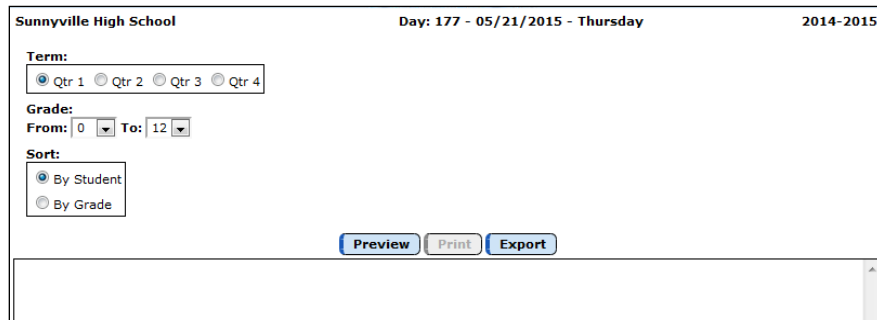
Reference cards are printed on JMC #8035 labels and can be attached to:

- JMC #8237 continuous plain reference cards or
- JMC #5291 continuous rolodex cards for insertion into JMC file #0558 or #1058

Schedules—Student — Schedule Table

This option is used to print an abbreviated student schedule list.

1. Select Schedules—Student—Schedule Table. The page will appear similar to Figure 19.



The screenshot shows a web interface for Sunnyville High School. At the top, it says "Sunnyville High School", "Day: 177 - 05/21/2015 - Thursday", and "2014-2015". Below this, there are several options: "Term:" with radio buttons for "Qtr 1", "Qtr 2", "Qtr 3", and "Qtr 4"; "Grade:" with "From:" and "To:" dropdown menus set to 0 and 12 respectively; and "Sort:" with radio buttons for "By Student" and "By Grade". At the bottom, there are three buttons: "Preview", "Print", and "Export".

Figure 19:

Schedule
Table
options

2. Select the semester for which the table is to be printed.
3. Select the range of grades to be included.
4. Select whether the list is to be sorted by student or by grade.

Click **Preview** to preview the schedule table.

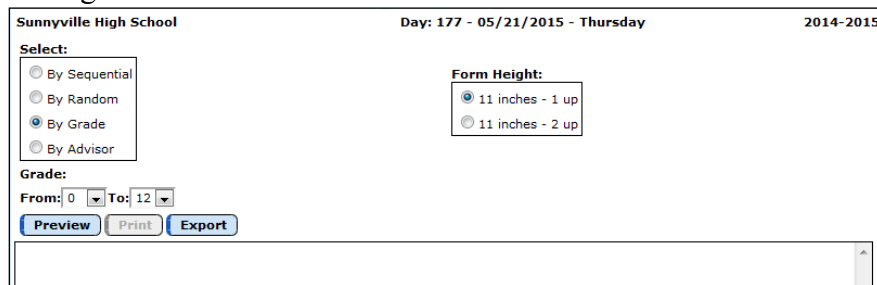
Click **Print** to print the previewed schedule table.

Click **Export** to export the schedule table to a CSV (comma-separated) text file.

Schedules—Student — Verify Registration

This option is used to print a verification of the courses for which students have registered for the year.

1. Select Schedules—Student—Verify Registration. The page will appear similar to Figure 20.



The screenshot shows a web interface for Sunnyville High School. At the top, it says "Sunnyville High School", "Day: 177 - 05/21/2015 - Thursday", and "2014-2015". Below this, there are several options: "Select:" with radio buttons for "By Sequential", "By Random", "By Grade", and "By Advisor"; "Form Height:" with radio buttons for "11 inches - 1 up" and "11 inches - 2 up"; and "Grade:" with "From:" and "To:" dropdown menus set to 0 and 12 respectively. At the bottom, there are three buttons: "Preview", "Print", and "Export".

Figure 20:

Verify
Registration
options

2. Select the students for whom verification is to be printed. Options will vary depending upon which **Select** option you choose.

- Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers
3. Select the **Form Height** being used:
 - 1 up will print one schedule per page.
 - 2 up will print two schedules per page when using JMC laser/inkjet sheets #5500.

Click **Preview** to preview the verification.

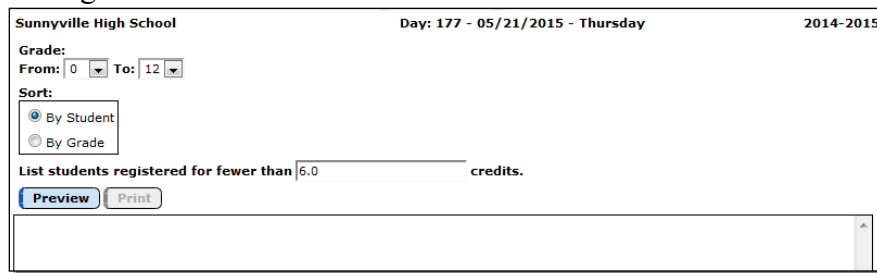
Click **Print** to print the previewed verification.

Click **Export** to export the verification to a CSV (comma-separated) text file.

Schedules—Student — Registration Check

This option is used to find students registered for a low number of credits.

1. Select Schedules—Student—Registration Check. The page will appear similar to Figure 21.



Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade:
From: 0 To: 12

Sort:
☒ By Student
☐ By Grade

List students registered for fewer than 6.0 credits.

Preview Print

Figure 21:

Registration
Check
options

2. Select the range of grades to be included on the report.
3. Select the manner in which the report is to be sorted.
4. Enter a number of credits.

Note: Students registered for fewer than this number of credits for the year will be reported.

Click **Preview** to preview the registration check.

Click **Print** to print the previewed registration check.

Schedules—Student — Add Courses

This option may be used in conjunction with Bulk Load Courses and/or Edit Student Schedules to enter student course requests.

Before using this option, it is necessary to use Schedules—Course—Courses to Add to set up a list of courses for which students in each grade level may register.

1. Select Schedules—Student—Add Courses. The page will appear similar to Figure 22.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Grade: All Find: <- ->

Student ID: 20 Student Name: Adams, Olive Grade: 10

Available Courses:	Current Courses:
XX ADV ALGEBRA I	ADV ALGEBRA I
XX ADV ALGEBRA II	ADV ALGEBRA II
— AM HISTORY 9	AUDIO VIS DESIG
XX AUDIO VIS DESIG	BIOLOGY
— BAND HS	BIOLOGY
— BASIC AUTO MAIN	ENGLISH 10
— BASIC FOODS	ENGLISH 10
— BEG. ALGEBRA 8	SPANISH 1
— BEG. ALGEBRA I	SPANISH 1
— BEG. ALGEBRA II	STUDY HALL
XX BIOLOGY	WORLD FOODS
— BLDG TRADES I	WORLD HIST
— BLDG TRADES II	WORLD HIST
— CADD I	
— CADD II	
— CAREER HORIZONS	
— CERAM/SCULPT II	
— CERAMICS/SCULPT	
— CHILD DEVELOP	
— CHOIR	
— DESIGN/PRINT	
— DRAW/PAINT I	
— DRAW/PAINT II	
XX ENGLISH 10	
— ENGLISH 9	
— ENTR/MRKTG.	
— EXPL CHILDHOOD	
— FABRICATION I	

Save Revert to Original

Figure 22:

Add Courses options

- If student course requests are to be entered for a grade, click **By Grade**. Student course request sheets should be in alphabetical order by grade.
- If student course requests are to be entered without regard to grade, click **By Name**. Student course request sheets should be in alphabetical order.
- Use the **Find** box to locate the first student.
 - Courses available for this student are shown in the **Available Courses** list, as specified for this grade level in Schedules— Courses— Courses to Add.
 - If the student is already registered for the course, the course has a “XX in front of it.
 - The student’s current course requests are listed in the **Current Courses** list.

Note: To add or remove a course from the student’s list of current course requests, click on the course in the Available Courses list.

Save Click **Save** to save course request updates for the student.

Revert to Original If any mistakes are made for a student, **Revert to Original** will redisplay the student’s original list of courses.

Schedules—Course — Edit Course Data

This option is used to enter and edit course data for scheduling and grading purposes. New courses and course sections may be created, edited, and/or deleted from this screen. Scheduling constraints, teacher, grading scheme, fees, and state-specific course/section data may be specified for the course.

Select Schedules—Course— Edit Course Data. The page will appear similar to Figure 23.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Find:

Course #: 258

Course Name:

Weight:

Alternative Course ID:

Alternative Course Name:

Grad Credit Starts in Grade:

☒ Counts in GPA Cumulative Start in Grade:

Term Type:

Grade Scale:

Block Length:

☒ Report Card

☒ Honor Roll

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

Add Section

	Term	Period	Section	Days	Teacher	Room	Enroll
Edit	Sem1	2	2	1 2	K Miller	ROOM 115	15/58
Edit	Sem1	6	3	1 2	K Miller	ROOM 115	19/58
Edit	Sem1	7	1	1 2	K Miller	ROOM 115	24/58

Figure 23: Sections tab for the Schedules-Course-Edit Data page.

General Items

Number The number is the course number that you are currently working on.

Note: To create a new course, first select the course number of an available (unused) course and then edit the data for that course (course name, etc.). To find out which course numbers are available, print a course data list by selecting Schedules-Reports-Course Data List and selecting the options Print: Course Name and Number and Sort: By Number. Then enter the course number you wish to use in the **Find** box of the Schedules-Course-Edit Data page.

Course Name The name of the course is edited in the **Course Name** box at the top of the page. A course name may be up to 31 characters long.

Weight The course weight may be specified for up to 3 decimal places in the **Weight** box.

- The weight is the amount of credit a student in the upper grades receives toward graduation for passing this course.
- The weight is also used to determine the amount of weight a grade for this course has when determining a grade point average for an honor roll.
- The weight is usually based on the term length and the number of days met.

Example: Suppose that a course meeting **every day** for the **entire year** has a weight of **1.000**, then weights for other courses would probably be:

<u>Term</u>	<u>Days</u>	<u>Weight</u>
Year	Every	1.000
Semester	Every	.500
Quarter	Every	.250
Trimester	Every	.333
Semester	Alternate	.250
Quarter	Alternate	.125

Alternate Course ID This field allows you to designate an alternate course ID.

Alternate Course Name This field allows you to designate an alternate course name.

Grad Credit Starts in Grade This menu allows you to specify when a course allows the student to receive graduation credit. From this menu you will select the minimum grade level for which students will graduation credit for this course.

- Note:* A student will receive graduation credit for a course if:
- the course is designated as counting for graduation credit
 - the student's grade level is at or above the minimum grade level for receiving graduation credit for the course
 - the student received a grade for the course that qualifies for graduation credit (as defined on the [Grades-Utilities-Edit Grade Values](#) screen).

Counts In GPA This check box allows you to designate whether grades earned from this course will affect the students' GPA.

Cumulative Start in Grade This check box allows you to designate the students' grade level for which this course will affect the student's cumulative GPA.

Note: A grade received in this course is considered in the calculation of a grade point average if:

1. **Counts In GPA** is checked, AND
2. The grade received is one that is defined as affecting the grade point average.

Note: For this class to affect in the students' cumulative GPA you need to select the grade level from the menu for which you want cumulative GPAs to start.

Term Type The term type (Semester, Quarter, Trimester, etc.) may be specified in the **Term Type** menu.

Year A course has a Year term if it is normally taken by a student for the entire year. If it is divided into 2 semesters it is regarded as Yr (sem). If it is divided into 3 trimesters it is regarded as Yr (tri).

Semester If a course is taken for one semester (typically 18 weeks) then it is regarded as a Semester course.

Quarter If a course is taken for one quarter (typically 9 weeks) then it is regarded as a Quarter course.

Trimester If a course is taken for one trimester (typically 12 weeks) then it is regarded as a Trimester course.

Hex If a course is taken for one hex (typically 6 weeks) then it is regarded as a Hex course.

Grade Scale The grading scale may be specified as Regular, Raised, or Lowered in the **Grade Scale** menu. This menu assigns a course to use the corresponding grading scales as established on Grades-Utilities-Edit Grade Values.

Block Length If a section of a course meets for more than the normal one period:

- Select the block of periods the course meets in the **Block Length** menu.
- Only the first period of the block should be specified in the **Period** menu.

Note: Examples of such courses are Building Trades, Auto Mechanics, etc.

Report Card The course name and grades received are printed on the report card if the box labeled **Report Card** is checked.

Note: Students in this course are exported to teacher grade entry disks if the box labeled **Report Card** is checked.

Honor Roll A grade received by a student affects the honor roll for a grading period if:

1. The box labeled **Honor Roll** is checked on this screen, AND
2. The grade is one that qualifies for the grade point average, AND
3. The box labeled **Honor Roll** is checked on the Edit-Student Data page for that student.

Save To save the changes to the currently selected course, click **Save**.

Find Data for a course may be accessed by entering either the course number (1-599) or the first letters of the course name in the **Find** box at the top of the page.

Sections

For purposes of scheduling, some of these items, such as **Term**, **Period**, **Teacher**, and **Room** may or may not need to be set in advance.

Examples of Specifying Section Information with regard to Scheduling:

A semester course could be in either Semester 1 or Semester 2

- Leave the term unspecified in the **Term** menu.
- Specify the **Term Type** as Semester.
- Allow the **Scheduling Aid** to determine which semester is the best fit for your master schedule.

A Spanish II and Spanish III course are to be taught during the same period by the same teacher because only 4 students registered for the Spanish III course. If the same teacher and room are selected for both sections, then the Scheduling Aid will consider these to be a conflict.

- Select the teacher and room for Spanish II.
- Do NOT select the teacher and room for Spanish III prior to running the **Scheduling Aid**.
- While running the **Scheduling Aid** you may specify the teacher and room for the Spanish III course.

Note: If terms and/or periods are edited on the **Sections** tab of the course data, then some constraints may be automatically modified in the **Constraints** tab to fit the new section information. For example, if a course section has been changed from period 2 to period 3 and the section had been constrained to period 2 only, then the constraint will automatically adjust to period 3 only.

Add Section To add a new section for the currently displayed course, click on the **Add Section** link. The new section will have no values specified in the **Term**, **Period**, **Teacher**, and **Room** menus.

Note: Before running the **Scheduling Aid** you may wish to add or remove course sections based on student course registration requests. Once students have registered for courses you may get a course tally from [Schedules-Course-Course Tally](#). The course tally will show the total number of students requesting the course as well as the average class size based upon the currently specified number of course sections. Using this average you may wish to adjust the number of course sections offered until the average class size is appropriate for the course.

Edit To edit a section for the currently selected course, click the **Edit** link to the left of the desired course section. The page will appear similar to Figure 24. The make the desired changes and click on the **Update** link to the left of the course section to save the changes.

The screenshot shows a web-based interface for managing course sections. The 'Sections' tab is active. Below the tabs is a form titled 'Add Section'. The form contains several input fields and checkboxes. The 'Term' field is set to 'Sem1'. The 'Period' field is set to '2'. The 'Section' field is set to '2'. The 'Days' field has checkboxes for '1' and '2', both of which are checked. The 'Teacher' field is set to 'K Miller'. The 'Room' field is set to 'ROOM 115'. The 'Enroll' field shows '15/58'. There are also links for 'Update', 'Cancel', and 'Edit'.

Figure 24: Editing a Course Section in the Sections Tab

Delete To delete a section for the currently selected course, click the **Delete** link to the left of the desired course section.

Note: If a course section has students enrolled you will not be able to delete that section.

Term The term type must first be specified in the **Term Type** menu at the top of the page, then select the specific term for a course section may be selected in the **Term** menu.

Note: If a course section has students enrolled you will not be able to edit the term type for that section.

Periods The period for a course section may be selected from the **Period** menu.

Note: If a course meets for a block of periods, check only the first period in the block.

Note: The number of periods in a day may be edited by selecting [File-Administrator Options...](#)

Section This is a section ID supplied by JMC and is not editable by the user.

Days Check the boxes for those days that the course meets in each term it is offered.

Note: The day names and the number of days in the cycle may be edited by selecting [File-Administrator Options...](#)

Teacher To assign a teacher to a course section, select the teacher from the **Teacher** menu.

Note: The list of teacher names may be edited by selecting [Attendance-Staff-Teachers](#).

Room To assign a room to a course section, select the room from the **Room** menu.

Note: The list of rooms may be edited by selecting [Attendance-Staff-Rooms](#).

Enroll Two numbers are displayed in this column separated by a slash. The first number is the number of students enrolled in the specific course section and the second number is the total number of students enrolled in the currently displayed course.

Constraints

To edit the scheduling constraints for a course, first select the course on the [Schedules-Course-Edit Data](#) page and then click on the **Constraints** tab. The page will appear similar to Figure 25.

The screenshot shows the 'Constraints' tab for course #258, 'ADV ALGEBRA I'. The interface includes a 'Find' search bar, navigation buttons, and a 'Save' button. The 'Constraints' tab is selected, showing a table of course sections with columns for Terms, Periods, Days, Section, Capacity, Teacher, and Room. The table lists three sections: Sem1 Sem2 (Section 2, Capacity 0), Sem1 Sem2 (Section 3, Capacity 28), and Sem1 (Section 1, Capacity 28). All sections are currently unchecked for constraints.

	Terms	Periods	Days	Section	Capacity	Teacher	Room
Edit	Sem1 Sem2	2	1 2	2	0	K Miller	ROOM 115
Edit	Sem1 Sem2	1 2 3 4 5 6 7	1 2	3	28	K Miller	ROOM 115
Edit	Sem1	1 2 3 4 5 6 7	1 2	1	28	K Miller	ROOM 115

Figure 25: Constraints tab for the [Schedules-Course-Edit Data](#) screen.

Constraints are used to mark whether a course section absolutely can or cannot be offered a certain term or period of the day. **To place constraints on a course section**, click on the desired term and/or period. By checking a term or period you are indicating that the course section may be offered during that term or period. By unchecking a term or period you are indicating that the course section may not be offered during that term or period.

Note: If there are **no constraints** on the course sections, do NOT edit the term or period data on this screen (leave all appropriate terms and periods checked). By leaving course sections unrestricted you are allowing the **Scheduling Aid** to determine where these courses would best fit into the master schedule.

Note: Much of this information was formerly entered during the **Scheduling Aid** process.

Edit To edit a section for the currently selected course, click the **Edit** link to the left of the desired course section. The page will appear similar to Figure 26. Then make the desired changes and click on the **Update** link to the left of the course section to save the changes.

Figure 26: Editing Course Constraints for a Section

Cap The course capacity (maximum number of students allowed to enroll in the section) may be edited by clicking on the number in the column labeled Cap. for the desired course section and entering a number.

Note: A cap of 0 means that the course capacity is unrestricted.

Examples of Constraints in Scheduling:

A course has 3 sections. One section must meet period 4.

- Make sure period 4 is checked and that all other periods are unchecked for one course section.
- The other two course sections should have all periods checked.

A course has 3 sections. The teacher is not available periods 6-7.

- Make sure periods 6 & 7 are unchecked and that all other periods are checked for all course sections for this teacher.

A course has 3 sections. One section must meet period 4 and the course cannot be offered periods 1 or 7.

- For one course section, make sure period 4 is checked and that all other periods are unchecked.
- For the other two course sections, make sure periods 1 & 7 are unchecked and that all other periods are checked.

A course has 3 sections. One section must meet during Semester 2.

- Make sure Semester 2 is checked and that Semester 1 is unchecked for one course section.
- For the other two course sections, make sure Semesters 1 & 2 are checked.

State Specific - Section

To edit the state-specific section data for a course, first select the course on the Schedules-Course-Edit Data page and then click on the **State Specific - Section** tab. The page will appear similar to Figure 27 (IA), Figure 28 (MN), Figure 29 (NE), or Figure 30 (WI).

Figures 27 & 28:

Edit Course Data – State Specific Section tab (Iowa, Minnesota)

Sections

Constraints

State Specific - Section

Teachers

Grading Schemes

State Specific - Course

Fees

Term	Period	Section	Instruction Method	Marking Ind	Instr Minutes	Instr Language
Edit -		4	Classroom	True	1	11
Edit Sem1	2	2	Classroom	True	1	11

Sections

Constraints

State Specific - Section

Teachers

Grading Schemes

State Specific - Course

Fees

Term	Period	Section	Controlling District	Delivery Model	Dual Credit
Edit Sem2	2	2	59-0013	Classroom - Not Career Academy	Not Available

Sections

Constraints

State Specific - Section

Teachers

Grading Schemes

State Specific - Course

Fees

Term	Period	Section	Classroom Type	Dual Credit	Enroll	Bilingual	ESL	Dist Ed	Virtual Online	Project Based	PTOE District
Edit Sem1	5	2	S - Single	NA - Not Applicable	NA - Not Applicable	NA - Not Applicable	NA - Not Applicable	False	False	False	

Figures 29 & 30:

Edit Course Data – State Specific Section tab (Nebraska, Wisconsin)

Teachers

To edit the state-specific section data for a course, first select the course on the [Schedules-Course-Edit Data](#) page and then click on the **Teachers** tab. The page will appear similar to Figure 31 (IA & NE), Figure 32 (MN), or Figure 33 (WI).

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees					
Term	Period	Section	Teacher	Teacher 2	
Edit -	-	3	-	-	
Edit Sem1	6	1	CLARK	-	
Edit Sem2	6	2	CLARK	-	

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees										
Term	Period	Section	Teacher	Teacher of Record	Teacher 2	Tchr2 of Record	Teacher 3	Tchr3 of Record	Teacher 4	Tchr4 of Record
Edit -	4	-	-	True	-	False	-	False	-	False
Edit Sem1	2	K Miller	True	-	False	-	False	-	False	-

Sections Constraints State Specific - Section Teachers Grading Schemes State Specific - Course Fees										
Term	Period	Section	Teacher	Teacher Role	Teacher 2	Teacher 2 Role	Teacher 3	Teacher 3 Role	Teacher 4	Teacher 4 Role
Edit Sem1	3	MRS OLSON	ST	-	ST	-	ST	-	ST	-
Edit Sem2	3	MRS OLSON	ST	-	ST	-	ST	-	ST	-

Figures 31-33:

Edit Course Data – Teacher tab

Figure 31:
Iowa/Nebraska

Figure 32:
Minnesota

Figure 33:
Wisconsin

Note: The column labeled Teacher (primary teacher) is not editable on this tab – it must be edited on the Sections tab.

Grading Schemes

To edit the grading scheme data for a course, first select the course on the [Schedules-Course-Edit Data](#) page and then click on the Grading Scheme tab. The page will appear similar to Figure 34. The options vary depending upon the term type selected.

Figure 34:

Edit Course
Data –
Grading
Schemes tab

Using a Semester grading option window as an example, selecting the line:

Qtr Qtr Sem means a grade is given each quarter, a semester grade is given, and the credit for the course is based on the semester grade.

Qtr Qtr means a grade is given each quarter, there is no semester grade, and the credit for the course is split between the two quarter grades.

Hex Hex Hex Sem means a grade is given every six weeks, a semester grade is given, and the credit for the course is based on the semester grade.

Hex Hex Hex means a grade is given every six weeks, there is no semester grade, and the credit for the course is split among the three six-week grades.

Sem means only a semester grade is given and credit is based on the semester grade.

Exam It is assumed that there will be an exam grade if the Exam Required box is checked. If the box is not checked, the exam grade is assumed to be optional.

It should be noted that the broadest, most encompassing term included in the grading scheme is assumed to be the credit-bearing grade in the scheme. A credit-bearing grade would be the grade that is significant for printing on transcripts and for inclusion in grade point average calculations. In the grading scheme “Qtr Qtr Sem” the semester is the broadest term and is therefore the credit-bearing grade for this scheme. In the grading scheme “Sem Sem Year” the year is the broadest term and is therefore the credit-bearing grade for this scheme. In the grading scheme “Qtr Qtr” the quarter is the broadest term and therefore the quarter grades in this scheme are considered to be the credit-bearing grades. The Exam grade would never be used as the credit-bearing grade.

State Specific Course

To edit the state-specific course data for a course, first select the course on the [Schedules-Course-Edit Data](#) page and then click on the **State Specific - Course** tab. The page will appear similar to Figure 35 (IA), Figure 36 (MN), Figure 37 (NE), or Figure 38 (WI).

Edit Course
Data –
State Specific
Course tab

Figure 35:
Iowa

Edit Course
Data –
State Specific
Course tab

Figure 37:
Nebraska

Figure 38:
Wisconsin

Fees

To edit the fees for a course, first select the course on the [Schedules-Course-Edit Data](#) page and then click on the Fees tab. The page will appear similar to Figure 39.

Figure 39:
Edit Course
Data Fees tab

Add Fee To add a new fee for a course, click on the **Add Fee** link. The page will appear similar to Figure 40.

Fee	Cost
Band Fee - reed	\$ 2.00

Figure 40:
Editing Course
Fees

Note: The list of fees may be edited by selecting [Tuition/Fees-Data-Edit Fees](#).

Schedules—Course — Course Data List

This page offers reports showing various elements of course data as defined on [Schedules – Course – Edit Course Data](#).

This page also includes options for exporting course, course section, and/or teacher section data to a CSV text file.

1. Select [Schedules—Course—Course Data List](#). The screen will appear similar to Figure 41.

The screenshot shows a web interface for Sunnyville High School. At the top, it displays 'Day: 177 - 05/21/2015 - Thursday' and '2014-2015'. On the left, there is a list of selection options: 'Course Number and Name' (selected), 'Course Number and Name - expanded', 'Course Schedule Info', 'Course Schedule Constraints', 'Course Grading Info', and 'Course Teacher Info'. To the right, there are 'Sort By' and 'Order By' dropdown menus. 'Sort By' has 'Course Number' selected, and 'Order By' has 'Ascending' selected. Below these is a checkbox labeled 'Only Include Courses With Students Enrolled' which is checked. At the bottom, there are five buttons: 'Preview', 'Print', 'Create Course Export', 'Create Sections Export', and 'Create Teacher Sections Export'.

Figure 41:

Course Data
List selection
criteria

2. Specify the desired report option.

- Select **Course Number & Name** to print a reference list showing:
Course Number
Course Name
- Select **Course Number & Name – expanded** to print a reference list showing:
Course Number Course Name
Additional state-specific fields
- Select **Course Scheduling Info** to print a report showing:
Course Number Course Name
Term Period
Enrollment (per section and totals for all sections)
Days Met Teacher
Room Block Cap
- Select **Course Scheduling Constraints** to print a report showing:
Course Number Course Name
Term Period
Possible Terms Possible Periods
Days Met Teacher
Room Capacity
- Select **Course Grading Info** to print a report showing:
Course Number Course Name
Weight Grading Scale
Graduate Credit flag GPA flag
Honor Roll flag Report Card flag
Required Grades (grading scheme for this course)

2. Select the course or courses that are to be dropped from the **Select Course(s)**.
Selected courses will then show up in the **Selected Course(s)** list on the right side of the page.

3. Click **Drop**.

The course data for the course is not altered. The course is only removed from the list of students' course requests.

Schedules—Course — Course Tally

This option is a report showing the number of students in each grade who have registered for each course.

1. Select Schedules—Course—Course Tally. The page will appear similar to Figure 43.

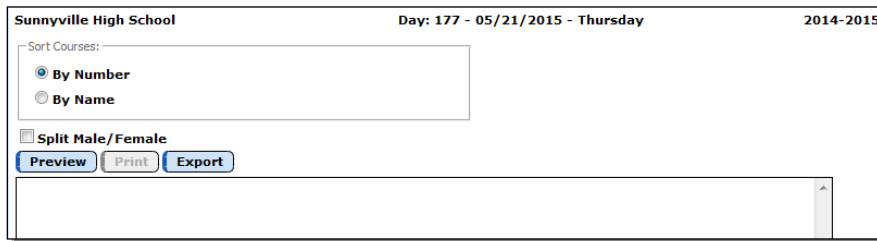
The screenshot shows a web interface for Sunnyville High School. At the top, it says "Sunnyville High School" on the left, "Day: 177 - 05/21/2015 - Thursday" in the center, and "2014-2015" on the right. Below this is a section titled "Sort Courses:" with two radio buttons: "By Number" (which is selected) and "By Name". Below the radio buttons is a checkbox labeled "Split Male/Female". At the bottom of this section are three buttons: "Preview", "Print", and "Export". Below these buttons is a large, empty rectangular area, likely for the report content.

Figure 43:

Course Tally
options

2. Select if the **Sort** order for the report (number or name).
3. Check the box named **Split Male/Female** if you wish the numbers broken down by male/female counts.

Preview Click **Preview** to print the report.

Print Click **Print** to print the currently displayed report.

Export Click **Export** to export the report data to a CSV text file.

The report shows the course number, course name, total students registered for the course, students registered in each grade level, number of sections, average enrollment per section, and the terms that the course is offered.

The course tally may be used to determine the number of sections that will be offered for each course.

Schedules—Course — Load Print

A report showing the number of students in each section of each course. This report may be printed for all grades or for any particular grade. The report may be used to help identify scheduling load imbalances in the master schedule.

1. Select Schedules—Course—Load Print. The page will appear similar to Figure 44.

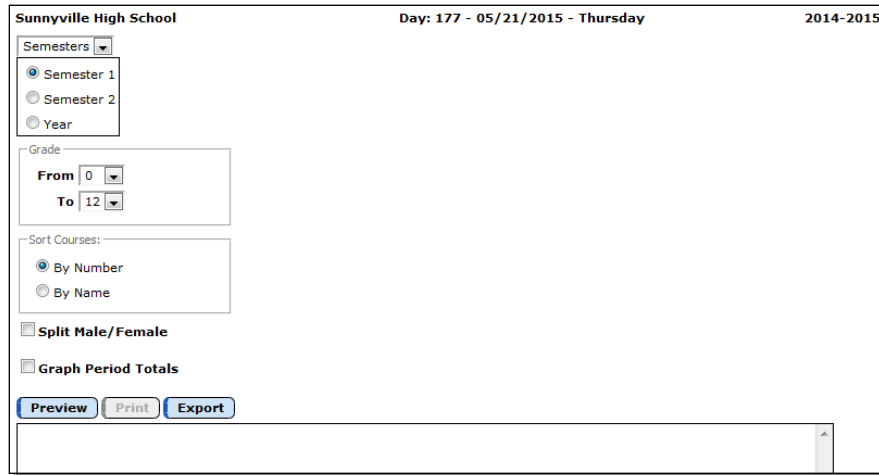
The screenshot shows a web application window titled "Sunnyville High School". In the top right corner, it displays "Day: 177 - 05/21/2015 - Thursday" and "2014-2015". The main area contains several settings: a "Semesters" dropdown menu with "Semester 1" selected; a "Grade" section with "From" and "To" dropdowns set to "0" and "12" respectively; a "Sort Courses:" section with "By Number" selected; a "Split Male/Female" checkbox; and a "Graph Period Totals" checkbox. At the bottom, there are three buttons: "Preview", "Print", and "Export".

Figure 44:

Load Print
options

2. Select the correct term from the menu in the upper corner of the window.
 - For load prints for quarter courses, select Quarters, and then the quarter.
 - For load prints for semester courses, select Semesters, and then the semester.
3. Specify the **Grade** Level(s) for the report.
4. Select if the **Sort** order for the report (number or name).
5. Check the box named **Split Male/Female** if you wish the numbers broken down by male/female counts.
6. Check the box named **Graph Period Totals** if you wish the totals to be displayed as a graph.

Preview Click **Preview** to print the report.

Print Click **Print** to print the currently displayed report.

Export Click **Export** to export the report data to a CSV text file.

The report shows the course number, course name, number of students unscheduled, number of students in each period, male/female split, total number scheduled, course term, and a bar graph showing unscheduled students and a weighted load of students by period and grade level.

To identify unscheduled students, see [Schedules—Course—Unscheduled Students](#).

Schedules—Course — Course Registration

A report showing the students registered for selected courses.

1. Select Schedules—Course—Course Registration. The page will appear similar to Figure 45.

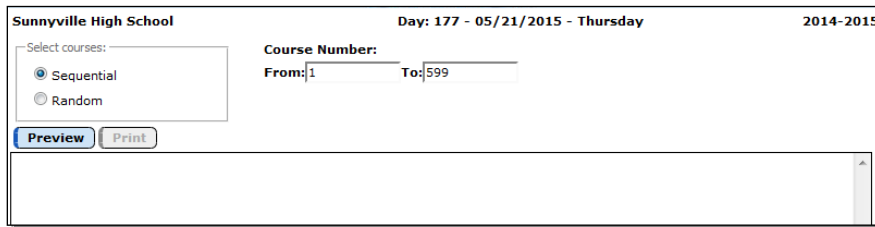


Figure 45:

Course
Registration
Options

2. Select the manner in which you would like to print the course registration lists:

Sequential

- Enter the range of course numbers that are to be printed.

Random

- If Random is selected for the **Select courses** option, the page will appear similar to Figure 46.
- Add courses to the list by entering the course number in the box and then clicking the **Add** button.
- This course will then appear under the courses box.
- Enter as many course numbers as desired.

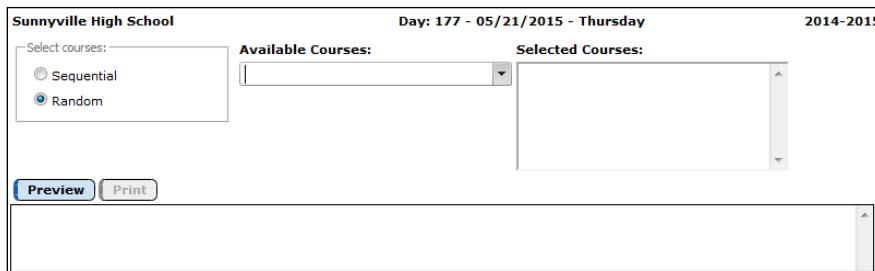


Figure 46:

Course
Registration
for random
course(s)

Preview Click **Preview** to print the report.

Print Click **Print** to print the currently displayed report.

Schedules—Course — Unscheduled Students

A report showing the students who are registered for but not scheduled into a particular period of a course.

1. Select Schedules—Course—Unscheduled Students. The page will appear similar to Figure 47.

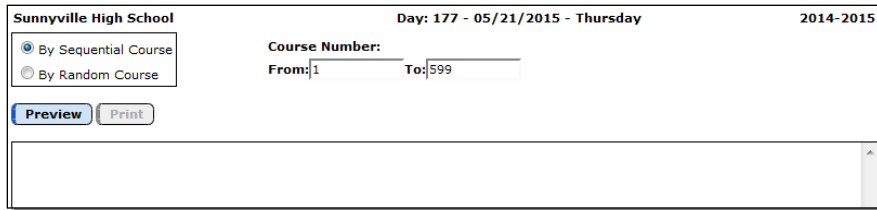
The screenshot shows a web interface for Sunnyville High School. At the top, it says "Sunnyville High School" on the left, "Day: 177 - 05/21/2015 - Thursday" in the center, and "2014-2015" on the right. Below this, there are two radio buttons: "By Sequential Course" (which is selected) and "By Random Course". To the right of these is a "Course Number:" label, followed by "From: 1" and "To: 599". Below the radio buttons are two buttons: "Preview" and "Print". At the bottom, there is a large empty rectangular box, likely for displaying the report results.

Figure 47:
Unscheduled
Students
options

2. Select the manner in which you would like to print the unscheduled student lists:

Sequential Course

- Enter the range of course numbers that are to be printed.

Random Course

- Add courses to the list by entering the course number in the box and then clicking the Add button.
- This course will then appear under the courses box.
- Enter as many course numbers as desired.

Preview Click **Preview** to print the report.

Print Click **Print** to print the currently displayed report.

Schedules—Course — Courses to Add

Used to set up a list of courses for which a student in a certain grade level may register.

This option is used in conjunction with Schedule—Student—Add Courses. This option also controls which courses are available for students to choose when using the **Online Course Registration**.

By determining which courses are grade level appropriate on this page, the option Schedules—Student—Add Courses will be more efficient because it will only display courses that are grade level appropriate for the students.

1. Select Schedules—Course—Courses to Add. The page will appear similar to Figure 48.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Mark the grade levels allowed for each course. This information is used in Schedules>Student>Add Courses.

Sort courses by:
☒ Number
☐ Name

	CourseNum	CourseName	12	11	10	9	8	7	6	5	4	3	2	1	0
Edit	51	I.S. ART	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	52	CERAMICS/SCULPT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	53	CERAM/SCULPT II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	54	DESIGN/PRINT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	56	DRAW/PAINT II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	60	BAND HS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	62	CHOIR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	100	INFO PROCESS I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	101	AUDIO VIS DESIG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	102	I.S. INFO PROC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	105	I.S. Media Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	106	MEDIA ARTS IIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	107	MEDIA ARTS IIB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	108	MEDIA ARTS IA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	109	MEDIA ARTS IB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	110	ENTR/MRKTG.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	114	PERS/BUS LAW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	115	SPORT/TRV MRKG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	116	ACCOUNTING	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	152	TEEN ISSUES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	153	SENIOR ISSUES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	154	CHILD DEVELOP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	156	EXPL CHILDHOOD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	158	CAREER HORIZONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	160	REC SEWING I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

|< < Prev 25 Next 25 > >|

Page 3 of 11
255 records found

Figure 48:

Courses
to
Add
page

2. Click in the column under the grade level if a course may be taken by a student in that grade.
 - Click the button in the lower left corner to toggle between a numeric and alphabetical listing.
 - Double-click on a line to toggle between selecting and deselecting all grade levels.
3. Use Schedules—Student—Add Courses to select courses to add to a student's list of course requests.

Schedules—Course — Class Lists

Prints lists by period of those students scheduled for a course. The lists will include any grades and comments previously entered and/or spaces for grades and comments to be entered when using class list grade entry.

1. Select Schedules—Course—Class Lists. The page will appear similar to Figure 49.

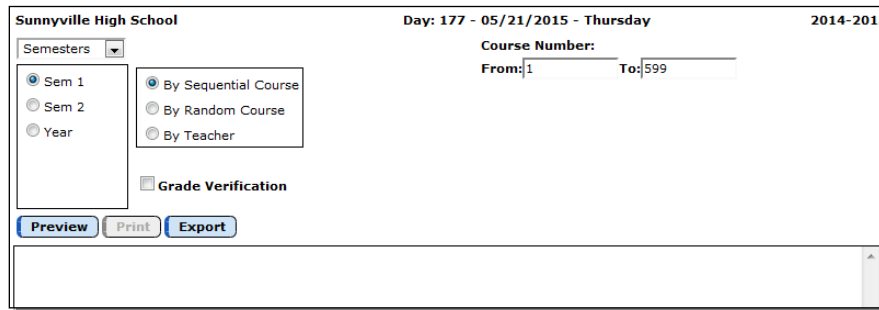
The screenshot shows a web application window titled "Sunnyville High School". At the top, it displays "Day: 177 - 05/21/2015 - Thursday" and "2014-2015". Below this, there are several sections. On the left, a "Semesters" dropdown menu is set to "Sem 1". To its right, there are three radio button options: "By Sequential Course" (selected), "By Random Course", and "By Teacher". Below these is a checkbox for "Grade Verification". In the center, there is a "Course Number:" label with "From:" and "To:" input fields; "From:" contains "1" and "To:" contains "599". At the bottom left, there are three buttons: "Preview", "Print", and "Export". The main content area below these buttons is currently empty.

Figure 49:

Class Lists
options

2. Select the correct term from the menu in the upper corner of the window.
 - To print class lists for quarter courses, select Quarters, and then the quarter.
 - To print class lists for semester courses, select Semesters, and then the sem.

3. Select the manner in which you would like to print class lists:

By Sequential Course

- All class lists for the selected term will be printed unless the From and To blanks are edited.
- Enter the range of course numbers that are to be printed.

By Random Course

- Add courses to the list by entering the course number in the box and then clicking the **Add** button. This course will then appear under the courses box.
- Enter as many course numbers as desired.

Note: Once a course is added to the list, a list of terms and periods that the course is offered will appear under the Terms/Periods box.

Note: All sections of the course will be printed.

- Specific sections of the course may be selected by highlighting the desired section(s).
- To select two or more sections, click on one section to highlight.
- To select another section, hold down the shift key and click on the next section desired.

By Teacher

- Choose the desired teacher from the Teacher menu.

Note: All class lists for this teacher for the selected term will be printed.

- If the class lists are to be printed for grade verification, click the Grade Verification box.

Schedules—Course — CRDC Data

A report showing the total number of certain cohorts for each course offered. The cohorts include gender, lunch status, IEP, Section 504, ELL/LIEP, and race/ethnicity. If desired, each cohort may also be split by gender.

The race/ethnicity utilized by this report may be specified as either the legacy (older numeric) codes or the newer race-ethnicity data elements that allow for greater specificity. All race/ethnicity data elements are located on Edit – Student Data in the Race/Ethnicity tab.

1. Select Schedules—Course—CRDC Data. The page will appear similar to Figure 50.

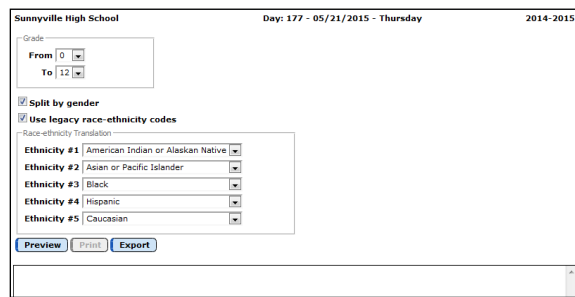
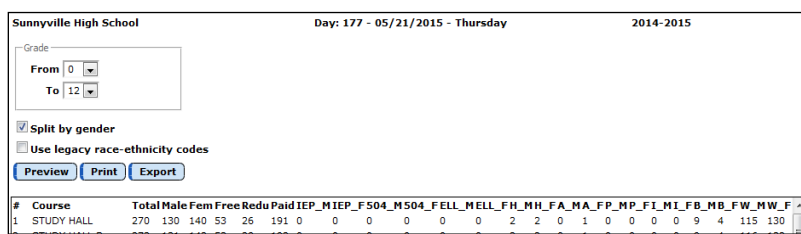


Figure 50:

CRDC
Data
Report
options

2. Specify the **Grade** Level(s) for the report.
3. Check the box named **Split by Gender** if you wish the numbers broken down by male/female counts.
4. Check the box named **Use legacy race-ethnicity codes** if you wish to use the legacy (numeric) codes for your race-ethnicity breakdowns. If this box is checked you will need to set the Race-ethnicity Translation as displayed in Figure 50. If this box is unchecked the page will appear similar to Figure 51 and your report will use the newer race-ethnicity data elements that allow for more than one category to be specified.



#	Course	Total	Male	Fem	Free	Redu	Paid	IEP	MIEP	F504	M504	FELL	MELL	FH	MH	FA	MA	FP	MP	FI	MI	FB	MB	FW	MW	F
1	STUDY HALL	270	130	140	53	25	191	0	0	0	0	0	0	2	2	0	1	0	0	0	0	9	4	115	130	

Figure 51:

CRDC Data
Report options
for newer
race-ethnicity
data elements

Preview Click **Preview** to print the report.

Print Click **Print** to print the currently displayed report.

Export Click **Export** to export the report data to a CSV text file.

Note: The exported JMC CRDC report is **NOT** something that can be uploaded for your CRDC data submission. ***For more information on submitting CRDC forms please see Appendix C of this document.***

Schedules—Course — Import Course Data

This option will import course data from the prior year's course data. In some cases there will be course data changes that happen after course data is rolled up for the following year, typically course data elements that are involved with year-end state reporting. This option was created for these circumstances, allowing these changes from late in the year to be brought forth into the subsequent year.

1. Select Schedules—Course—Import Course Data. The page will vary by state. For Minnesota schools, the page will appear similar to Figure 52. For Nebraska and Wisconsin schools, the page will appear similar to Figure 53. For all other states there is no current need to import course data at this time as the roll-up procedures take care of all necessary course data migration.

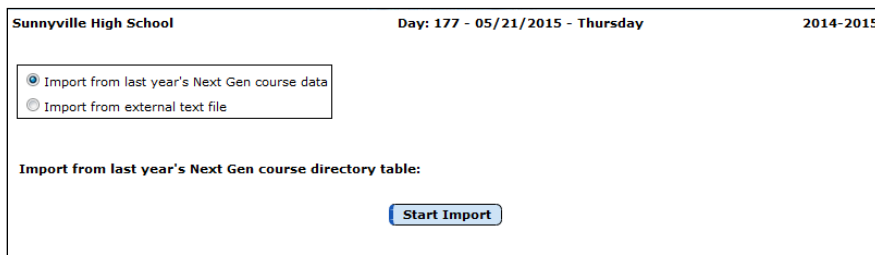


Figure 52:

Import Course Data options for Minnesota clients

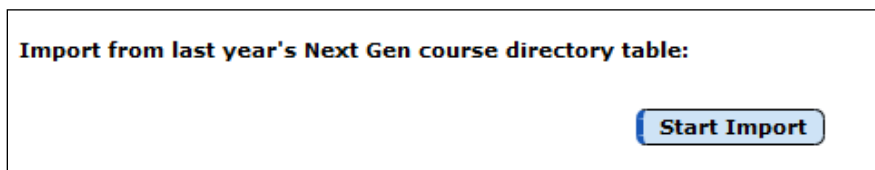


Figure 53:

Import Course Data options for Nebraska and Wisconsin clients

For Minnesota clients, select the import option and then click the **Start Import** button.

Note: The option Import from external text file is typically no longer used with the possible exception of clients who have recently converted from JMC's classic software to the web-based Next Gen software. In a few cases there will be course data entered into the classic software database for MCCC reporting that took place after the classic data was converted to Next Gen. Contact JMC if you have any questions about your data conversion.

Schedules—Prerequisites — Edit Prerequisites

This option is used to enter and edit course prerequisites for scheduling purposes. Prerequisites may be maintained for current-year courses, as specified on [Schedules—Course— Edit Course Data](#).

Prerequisites can be configured to draw from one main group of courses or from multiple groups of courses where at least one course from each group is required to fulfill the prerequisite.

Select [Schedules—Prerequisites—Edit Prerequisites](#) . The page will appear similar to Figure 54. Initially, the **Transcript Course List** on the left side of the screen will contain courses defined for the current year and the **Prerequisites List** in the middle of the screen will contain the current state of the prerequisites for the currently listed course. This list will be blank if no prerequisites have been set for the currently listed course.

Sunnyville High School

Day: 177 - 05/21/2015 - Thursday 2014-2015

Transcript Year: 12-13

Course: 259 ADV ALGEBRA II

Transcript Courses List

- 116 ACCOUNTING
- 258 ADV ALGEBRA I
- 259 ADV ALGEBRA II
- 364 ADV BIO I
- 365 ADV BIO II
- 210 ADV. COMP
- 590 ALGEBRA 8
- 400 AM HISTORY 9 A
- 401 AM HISTORY 9 B
- 228 AP ENGLISH I
- 229 AP ENGLISH II
- 416 AP PSYCH I
- 417 AP PSYCH II
- 414 AP US HIST I
- 415 AP US HIST II
- 581 ART 8
- 567 BAND 7
- 583 BAND 8
- 060 BAND A
- 061 BAND B
- 450 BASIC AUTO MAIN

Prerequisites List

Course	Transcript Year	Value
258 ADV ALGEBRA I	12-13	0.500
258 ADV ALGEBRA I	13-14	0.500
258 ADV ALGEBRA I	14-15	0.500

Instructions: Use Ctrl-Click to select (and move) more than 1 entry at a time. The Add/Remove buttons in the center build the list of prerequisites for the selected course. The right-hand set of buttons moves selections to Top, Up one group, Down one group, and Bottom, respectively.

Figure 54:
Edit
Prerequisites
page

Transcript Year To view the list of courses available for a specific transcript year, click on the **Transcript Year** menu and select the desired year.

Course To change courses for the **Prerequisites List**, click on the **Course** menu and select the course whose prerequisites you wish to edit.

Transcript Courses List This list, on the left hand side of the screen, displays the list of courses available for the transcript year specified in the **Transcript Year** popup menu. Courses may be added from this list to the **Prerequisites List** in the middle of the screen.

Note: The **Transcript Courses List** may not be edited on this screen. It can be modified by using the option [Grades—Transcripts—Edit Transcript Courses](#) for past year courses or [Schedules - Courses - Edit Courses](#) followed by [Grades-Transcripts-Bring XX-YY Up To Date](#) for current year courses.

Prerequisites List This is the large list in the middle of the screen. Courses within a group are sorted alphabetically by name and then by transcript year. Once there are courses in the **Prerequisites List** they may be moved from one group to another by

clicking on a course record to select it and then using the up/down buttons on the right side of the page. See Figure 55 for a description of what each of these up/down buttons do.

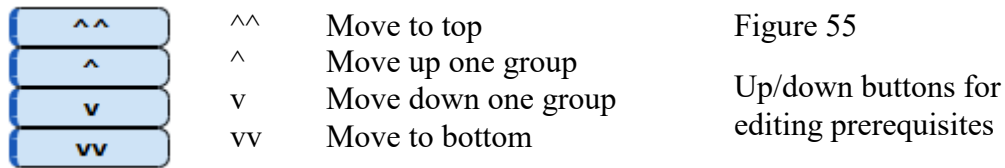


Figure 55

Up/down buttons for editing prerequisites

To add a course to the **Prerequisites List**, select the course in the **Transcript Courses List** on the left side of the screen and then click on the **Add >>** button. The newly added course will show up at the bottom of the Prerequisites List in its own group.

Note: Appendix A of this document contains detailed examples of how to set up complex prerequisites for a course.

To create a new group within the Prerequisites List, drag a course to the blank line at the end of the list. This will cause a new section to appear in the list with a new dividing line.

To remove a course from the Prerequisites List, select the course in the Prerequisites List and then click on the **<< Remove** button.

Schedules—Prerequisites — Prerequisites Check for a Student

This selection is used to generate a report showing prerequisites deficiencies for the specified students for courses that are contained within their current year's schedule. A report will be printed for each individual student that has insufficient prerequisites for at least one course. The detail of each report will include a list of courses for which the student is deficient.

For the purposes of this report, a student is considered to have met the prerequisites if they have the passed or are currently registered for a one course from each group. This report does not consider whether any courses for which they have registered are or will be taken in the correct sequence. This sequencing issue would be addressed during the Schedule—Develop—Schedule Students process.

1. Select Schedules—Prerequisites—Prerequisites Check for a Student. The page will appear similar to Figure 56.

Figure 56:

Prerequisites
Check for a
Student
options

2. Select the students for whom labels are to be printed. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids

- Random: select one or more students from the list by clicking
- Grade: specify the grade range
- Advisor: specify the range of advisor numbers

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export this report for the specified student(s) to a CSV (comma-separated) text file.

Schedules—Prerequisites — Prerequisites Check Overview

This selection is used to generate a report that lists all students who have prerequisites deficiencies for courses that are contained within their current year's schedule.

Please refer to Appendix A for a Prerequisites overview and examples.

For the purposes of this report, a student is considered to have met the prerequisites if they have the passed or are currently registered for a one course from each group. This report does not consider whether any courses for which they have registered are or will be taken in the correct sequence. This sequencing issue would be addressed during the Schedule—Develop—Schedule Students process.

1. Select Schedules—Prerequisites—Prerequisites Check Overview. The page will appear similar to Figure 57.

Figure 57:

Prerequisites
Check
Overview
options

2. Select the students for whom labels are to be printed. Options will vary depending upon which **Select** option you choose.
 - Sequential: specify the range of student Ids
 - Random: select one or more students from the list by clicking
 - Grade: specify the grade range
 - Advisor: specify the range of advisor numbers

Click **Preview** to preview the report.

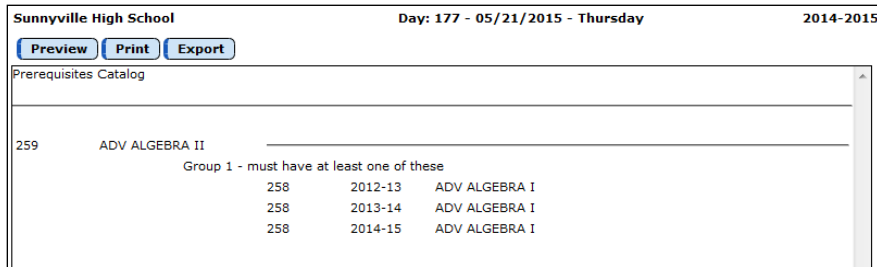
Click **Print** to print the previewed report.

Click **Export** to export this report for the specified student(s) to a CSV (comma-separated) text file.

Schedules—Prerequisites — Prerequisites Catalog

A report showing a catalog of all prerequisite definitions as specified on [Schedules—Prerequisites—Edit Prerequisites](#).

1. Select [Schedules—Prerequisites—Prerequisites Catalog](#). The page will appear similar to Figure 58.



The screenshot shows the 'Prerequisites Catalog' report for Sunnyville High School. At the top, it displays 'Day: 177 - 05/21/2015 - Thursday' and the school year '2014-2015'. Below the title, there are three buttons: 'Preview', 'Print', and 'Export'. The main content area shows a table with the following data:

Course	Prerequisite
259 ADV ALGEBRA II	Group 1 - must have at least one of these
258	2012-13 ADV ALGEBRA I
258	2013-14 ADV ALGEBRA I
258	2014-15 ADV ALGEBRA I

Figure 58:

Prerequisites
Catalog
options

Click **Preview** to preview the report.

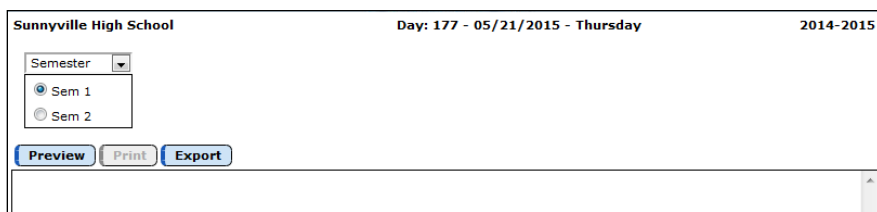
Click **Print** to print the previewed report.

Click **Export** to export this report for the specified student(s) to a CSV (comma-separated) text file.

Schedules—Staff — Teacher Utilization

A report showing teacher assignments. The report shows the teacher, the periods of the day, and then for each period, the course taught, the room, the days met, and the number of students in the class.

1. Select [Schedules—Staff—Teacher Utilization](#). The page will appear similar to Figure 59.



The screenshot shows the 'Teacher Utilization' report interface for Sunnyville High School. At the top, it displays 'Day: 177 - 05/21/2015 - Thursday' and the school year '2014-2015'. Below the title, there is a 'Semester' dropdown menu with 'Sem 1' selected. There are three buttons: 'Preview', 'Print', and 'Export'.

Figure 59:

Teacher
Utilization
report options

2. Select the correct term from the menu in the upper corner of the window.
 - To print the report for a semester, select Semesters, and then the semester.
 - To print the report for a trimester, select Trimesters, and then the trimester.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export this report for the specified student(s) to a CSV (comma-separated) text file.

Schedules—Staff — Room Utilization

A report showing room usage. The report shows the room, the periods of the day, and then for each period, the course taught, the teacher, the days met, and the number of students in the class.

1. Select Schedules—Staff—Room Utilization. The page will appear similar to Figure 60.

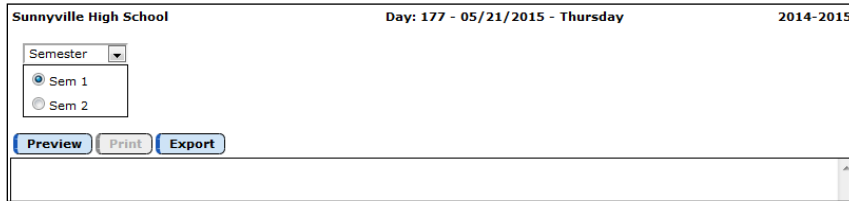


Figure 60:

Room
Utilization
report options

2. Select the correct term from the menu in the upper corner of the window.
 - To print the report for a semester, select Semesters, and then the semester.
 - To print the report for a trimester, select Trimesters, and then the trimester.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Click **Export** to export this report for the specified student(s) to a CSV (comma-separated) text file.

Schedules—Study — Edit Data

This selection is used to edit the study hall locations by grade, quarter, period, and day. If a student is not scheduled into a class for a certain period or day or quarter, the student's grade level and the study data below will be used to determine where the student should be for study, and then print the location on the student's schedule card.

1. Select Schedules—Study—Edit Data. The page will appear similar to Figure 61. The window shows the study locations for each quarter, period, and day for a grade. The periods are listed down the left side and the day names are listed across the top for each quarter.

Figure 61:

Edit Data
page for
Study Hall
Locations

2. Select the grade level to be displayed in the **Grade** menu.
3. Select the term to be displayed in the **Term** menu.
4. Select the room to be displayed in the **Room** menu. This is the room that the study hall will be assigned to for the grade, term, and period specified.
5. Click the **Allow Changes** checkbox.
6. Click on the location in the grid to be edited. When you click on the period the room number slot chosen in step 4 will appear in that spot in the grid.
7. Enter the new location in the edit box at the bottom of the window. As soon as another location is selected, the previous location will be entered into the grid.

Schedules—Study — Study Analysis

A report of the number of students in study hall (unscheduled) by grade, period, and day. The report may be used to determine where various grades will be assigned for study hall using the Edit Study Data option. The report will include students unregistered and those with conflicts, so using this option early in the scheduling process would yield misleading numbers of students in study.

1. Select Schedules—Study—Study Analysis. The page will appear similar to Figure 62.

Figure 62:

Study
Analysis
options

2. Select the term for which the report is to be printed.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Schedules—Study — Study Lists

This report prints study lists (unscheduled students). If a student is not scheduled for a particular course for any period or day, the student is assumed to be in a study hall.

Note: The study hall locations are assigned using [Schedules—Study—Edit Data](#).

1. Select [Schedules—Study—Study Lists](#). The page will appear similar to Figure 63.

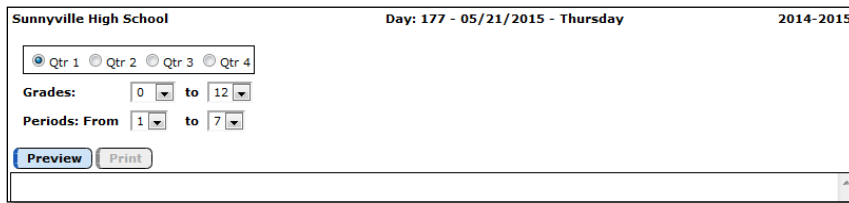
The screenshot shows a web form titled "Sunnyville High School" with a header indicating "Day: 177 - 05/21/2015 - Thursday" and the school year "2014-2015". The form contains four radio buttons for "Qtr 1", "Qtr 2", "Qtr 3", and "Qtr 4", with "Qtr 1" selected. Below these are two dropdown menus for "Grades:" ranging from "0" to "12", and another two for "Periods: From" ranging from "1" to "7". At the bottom of the form are two buttons: "Preview" and "Print".

Figure 63:

Study Lists
options

2. Enter the quarter, the range of grades, and the range of periods to be printed.

Click **Preview** to preview the report.

Click **Print** to print the previewed report.

Appendix A

Prerequisites Overview

The Prerequisites Checker is intended to assist guidance counselors in student course registration by identifying students who have registered for courses for which they have not met the prerequisites.

Prior to finishing the scheduling process, the prerequisites check reports will identify anyone who has signed up for a course which requires a prerequisite and the student has not passed or is not signed up for the prerequisite course. The prerequisite check reports will check the current year schedule / course requests and the transcript history for a student. EXAMPLE: Accounting II requires that the student has taken and passed Accounting I. The Prerequisite Check will search this year's registration and the student's transcript history to make sure that Accounting I has been taken.

Later, the Schedules-Develop-Schedule Students option will attempt to create student schedules with the prerequisite course placed in a term prior to the other course. If the student has signed up for Algebra A and Algebra B during the same year, the scheduler will attempt to schedule Algebra A before Algebra B.

The Prerequisites Checker uses the screens [Edit Prerequisites](#), [Prerequisites Check for a Student](#), [Prerequisites Check Overview](#), and [Prerequisites Catalog](#) from the [Schedules-Prerequisites](#) menu.

The [Prerequisites Check for a Student](#) and [Prerequisites Check Overview](#) reports generated by the Prerequisites Checker can save a tremendous amount of time for guidance counselors by identifying students who do not have the necessary prerequisites for a course they are registered or have requested..

The Prerequisites Check reports can only be accurate if three things are accomplished first:

1. The student transcript records are accurate and up-to-date
2. The student schedules and/or course requests are accurate and up-to-date
3. The Prerequisites are accurate and up-to-date

Here is a sequence of events that makes sense when working with the Prerequisites Checker:

1. Request the JMC data to be moved up for the coming school year.
2. Set up the data for the new school year on the server.
3. Update the course information for the new school year.

4. Run the JMC Office Application for the new year and select Grades – Transcripts – Bring XX-YY Up To Date. This will update the Transcript Course information for the new year.
5. Run the JMC Office Application for the current year and select Grades – Transcripts – Bring XX-YY Up To Date.
6. Generate the prerequisites for the new year
 - generate the prerequisites manually by utilizing available course registration materials and editing the prerequisites for all appropriate courses
 - import from a prior year (if available – must have set up a prior year in order to import) (this option will be available soon)
 - edit the prerequisites for the prior year as needed before performing the import
 - can only do the import in the new year's Next Gen application
 - edit the newly imported prerequisites as needed in the Next Gen application for the new year (new courses, course number changes, etc.)
7. Have students register for courses
8. Run Prerequisites Checker reports (Schedules-Prerequisites-Prerequisites Check for a Student and Schedules-Prerequisites-Prerequisites Check Overview) to identify students with prerequisites deficiencies during the registration and scheduling processes. This part of the prerequisites check will identify prerequisites deficiencies based on prior years' data as well as the new year's course requests, but it will not attempt to determine if courses within the new year's requests will be scheduled in the correct order (this aspect will be examined in step 9)
9. Fine tune the course registration for students
10. Complete the scheduling process, during which time some additional prerequisites deficiencies within the current year may be identified. You will be prompted during the scheduling process with options for handling any prerequisites deficiencies within the current year.

Initial Setup for the Prerequisites Checker

In any given year, before the Prerequisites Checker can be useful, the transcript records must be accurate and up to date. Whenever a Prerequisites Checker report is generated, it is based on the current state of the student transcript records, i.e. courses completed, grades assigned.

The Prerequisites Checker reports will also be based on the current year's schedule and/or course requests, so these will also need to be as current as possible.

The next step is to define the prerequisites on the Schedules-Prerequisites-Edit Prerequisites screen. See the examples later in this appendix.

Once these steps have been taken, a few test reports should be generated by the Schedules-Prerequisites- Prerequisites Check for a Student or Schedules-Prerequisites- Prerequisites Check Overview reports. These test reports should be scrutinized to see that the courses that require a prerequisite are treated as intended. For example, prerequisites for an Algebra II course may be established that require a student to have taken Algebra I as a prerequisite. In many schools, most students would take Algebra I in 9th grade; however, some schools have accelerated tracks in mathematics and may have these students take Algebra I in 8th grade. In this case, if the prerequisites created by the user do not allow for variations such as this, then the prerequisites reports will not be accurate or valid. Also, some Algebra 1 courses may be defined differently than others (block length, term type, credit amounts) but may still qualify as a prerequisite for Algebra II. Therefore, there may be several courses within the same school year and/or across school years that need to be included in the prerequisites definitions if they are to be complete.

You may need to modify the prerequisites as such omissions and other changes come to light.

Editing the Prerequisites Checker in Subsequent Years

Once again, first make sure the transcripts and current year schedules/course requests are as current and accurate as possible. Then the prerequisites for future years may be imported from the previous year's JMC data. The import will try to project the previously defined prerequisites one year into the future and will look for courses with the same names and numbers in the data for the projected year. If the importer does not find the projected course, it will not be included in the imported data.

As students progress through the grade levels, the courses they will be taking during each new year will need to be added to the prerequisites data. Most of this will be handled by importing from the previous year; however, some new courses will be added and some existing courses will have been renamed, renumbered, or made obsolete. Therefore, some editing of prerequisites may be required each year.

Prerequisites definition examples.

The first example shows a pool of courses prerequisites for the course Advanced Algebra II. In this example, students are required to take Advanced Algebra I in a prior or current year AND take Geometry I in a prior or current year.

Notice how the course 258 Advanced Algebra I could have been taken in 12-13, 13-14, OR 14-15 in order to fulfill the prerequisite for the first group in this list. Similarly, the course 256 Geometry I could have been taken in 12-13, 13-14, OR 14-15 in order to fulfill the prerequisite for the second group in this list.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday 2014-2015

Transcript Year: 12-13 Course: 259 ADV ALGEBRA II

Available Courses	Selected Prerequisites	
006 ELL ART	258 ADV ALGEBRA I..... 12-13 0.500	
007 ELL ENGLISH	258 ADV ALGEBRA I..... 13-14 0.500	
008 ELL MATH	258 ADV ALGEBRA I..... 14-15 0.500	
005 ELL PE/HEALTH	and	
003 ELL SERVICES	256 GEOMETRY I..... 12-13 0.500	
009 ELL SOCIAL	256 GEOMETRY I..... 13-14 0.500	
202 ENGLISH 10 A	256 GEOMETRY I..... 14-15 0.500	
203 ENGLISH 10 B		
569 ENGLISH 7		
585 ENGLISH 8		
200 ENGLISH 9 A		
201 ENGLISH 9 B		
110 ENTR/MRKTG.		
156 EXPL CHILDHOOD		
454 FABRICATION I		
455 FABRICATION II		
610 FACS		
710 FACS		
565 FACS 7		
223 FANTASY/SCI-FIC		
256 GEOMETRY I		

Instructions
Use Ctrl-Click to select (and move) more than 1 entry at a time. The Add/Remove buttons in the center build the list of prerequisites for the selected course. The right-hand set of buttons moves selections to Top, Up one group, Down one group, and Bottom, respectively.

Figure A1: Prerequisites example for an Advanced Algebra II course.

The courses in the list may not always have the same course number. For example, Advanced Algebra I may have had a course number other than 258 in one or more years. It is also possible that Advanced Algebra I has variations that require it to have more than 1 course number within a year. For example, some students may take Advanced Algebra I as a block course that is 2 periods in length for a semester while others take it as a skinny that is one period in length for a whole year. In such cases, these 2 courses would have different course numbers but either would satisfy the prerequisite and both should be included in the group for Advanced Algebra I.

Note: The credit amounts are listed for reference only and have no bearing on how prerequisites are implemented.

The next example shows a pool of courses prerequisites for the course Spanish 4. In this example, students are required to take Spanish 3 in a prior or current year.

Sunnyville High School
Transcript Year: 12-13

Day: 177 - 05/21/2015 - Thursday
Course: 554 Spanish 4

2014-2015

501 RES RM ENGLISH
558 RES RM MATH
557 RES RM MATH
559 RES RM SOC/SCIE
556 RES RM STUDY
504 RES WRK EXP A
505 RES WRK EXP B
502 RS LIFE SKILL
571 SCIENCE 7
587 SCIENCE 8
153 SENIOR ISSUES
207 SHAKESPEARE
220 SHORT STORY
465 SMALL ENGINES
570 SOCIAL 7
586 SOCIAL 8
240 SPANISH 1A
241 SPANISH 1B
242 SPANISH 2A
243 SPANISH 2B
553 Spanish 3

Add >>
<< Remove

553 Spanish 3..... 12-13 1.000
553 Spanish 3..... 13-14 1.000
553 Spanish 3..... 14-15 1.000

^^
^
v
vv

Instructions
Use Ctrl-Click to select (and move) more than 1 entry at a time. The Add/Remove buttons in the center build the list of prerequisites for the selected course. The right-hand set of buttons moves selections to Top, Up one group, Down one group, and Bottom, respectively.

Figure A2: Prerequisites example for a Spanish 4 course.

Notice that this short list of Spanish 4 prerequisites would be acceptable because it is likely that a school would set up prerequisites for a Spanish 3 course that would require the student to sign up for and/or pass Spanish 2. Also, prerequisites for a Spanish 2 course would include Spanish 1. In this case, the prerequisites for Spanish 4 would not have to list Spanish 1 and Spanish 2 since it is implied that those prerequisites have already been met if they have passed or are scheduled to take Spanish 3.

Appendix B

Email Setup – Admin Options

In order to report cards to be successfully emailed, the SMTP server settings must be configured by selecting File – Administrator Options and entering the SMTP server address and other appropriate settings. If you have any questions about how to configure JMC Next Gen for sending email please contact JMC technical support at 800-524-8182.

Note: Once you have configured the email settings correctly you would not have to change them again unless something changes with your email server, internet service provider...

Note: The configuration for sending email from JMC Next Gen must be done for each building.

Sunnyville High School Day: 177 - 05/21/2015 - Thursday

Security:
☐ Allow users to save passwords at login time

School Settings:
Number of periods in a day: 7
Days in Cycle: 2
Day Labels:
1. 1
2. 2
Sort schedules by:
☒ Semester
☐ Trimester
☐ Quarter

Sending Email:
SMTP server: smtp.onlinejmc.com:25
Send From Email Address:
☐ SMTP server requires secure connection (SSL)
☒ SMTP server requires authentication
Account ID: sunnyville@onlinejmc.com
Password: password

Student Photos:
[Import Student Photo Linking File](#)

Set Usernames and Passwords:
[Set random student and parent passwords](#)

Phone Settings:
[Phone Dialer Settings](#)
[Initialize Contact Phone Numbers](#)

Figure B1:

Configuring
JMC Next Gen
for
emailing reports
on
Administrator
Options page

Appendix C

Civil Rights Data Collection (CRDC) for JMC Clients

Use the following link to access background information, school and/or LEA forms, details about data elements, etc. for 2015-16 CRDC reporting.

<https://www2.ed.gov/about/offices/list/ocr/data.html>

Using JMC to assist with filling out the form

First off, there is no “magic button” in JMC for filling out this form; HOWEVER, there is one particularly useful JMC report that is designed to help you fill out one section of the form. Using, Schedules – Course – Civil Rights (CRDC) Data you can generate a report showing the total number of certain cohorts for each course offered. The cohorts include gender, lunch status, IEP, Section 504, ELL/LIEP, and race/ethnicity. If desired, each cohort may also be split by gender.

JMC’s CRDC report can be a great time saver when filling out your CRDC form. It can even be exported to a CSV file and opened in Excel if you prefer to work in Excel.

Please be aware, though, that the exported JMC CRDC report is not something that can be uploaded for your CRDC form. Also be aware that Excel may reformat some of your data. For example, if a student has a state ID that begins with one or more zeros, Excel will lop off any leading zeros unless specifically told to treat that column as text. Excel may also display long numbers such as state IDs in scientific notation.

The JMC CRDC report will provide you with many totals and breakdowns that you can use primarily to fill in Section III of the 2015-16 CRDC All Schools Form as found at the following link: <http://www2.ed.gov/about/offices/list/ocr/docs/crdc-2015-16-all-schools-form.pdf>