

**MIDDLE SCHOOL
SCHEDULING OUTLINE**

TERMS

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<http://instructionaltech.browardschools.com/terms/>

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TIME LINE
SCHEDULING WINDOW – FEBRUARY THRU APRIL
Articulation, Master Schedule, Student Schedules

Department Chairs — Curriculum Discussions.....	December
Curriculum Review — Faculty, School Improvement Plan, School Advisory, PTA, Student Council.....	January
Prepare Curriculum Guide, Course Selection Sheets.....	January
Meet with Feeder Schools Staff.....	February
Assemblies & Articulation Meetings with Students	February
Parents Night, Magnet Orientations, School Visitations,	School Decisions
Enter Bell Schedule, Teachers, Rooms Course Restrictions, Course Priorities Next School field rolled by Instruction & Technology.....	January
After mid-year promotions, and once student’s “next school” field is rolled, Enter Course Definitions and Progression Chart Recommendations In Virtual Counselor for Core Subject Areas	February
Enter Course Requests Students Enter Course Requests in Virtual Counselor	February-March
Tallies, Request Verifications, Conflict Matrix, Generate Master Schedule	March - April
Generate Student Schedules, Resolve Conflicts	April – May
Update Student Schedules using final data (i.e grades, test scores, etc.).....	June
New Registrations, Finalizing Master Schedule.....	June - July

TERMS SCHEDULING FLOW

DEFINE CURRICULUM, HOUSES AND TEAMS

- Virtual Counselor or Course Selection Cards
- Curriculum Office updates the County Course Dictionary
- ETS rolls over the County Course Dictionary
- ETS T's (Transfers) students to next grade and incoming students
- L03 Enrollment

CO1 ROOMS

CO2 BELL SCHEDULE

C04/C05 TEACHERS

- Verify and Update Certifications

C/14/C15 COURSE DICTIONARY

- Adjust Seat Counts
- Adopt New Courses
- C15 Detail – Course Restrictions, Priorities, Alerts

C27 DEFINE HOUSES / C25 DEFINE TEAMS

STUDENTS

- A04 Next School
- Course Requests in Virtual Counselor
- **Course Requests on A09** – Student Restrictions, Priorities, Alerts
- Teams
 - A04, A09 or E06 or E16 Bar Code

REPORTS MENU

Scheduling Reports Menu

1. Team/House Roster TS1115P (Page 21)
2. Incoming Students TS1132P (Page 21)
3. Student's without requests TS2070P (Page 22)
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5. Course Rosters TS2029P (Page 26)
6. Singleton/Doubleton TS2032 (Page 27-28)
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9. Students Without Courses ZSSID119 (Page 30)
(After you post Student Schedule)

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STUDENTS WITHOUT COURSE REQUESTS TS2070P

TALLIES TS2028P

- Clean up tally

CLEAN UP SEAT COUNTS

SET COURSE PRIORITIES/RESTRICTIONS

- C15 Course Priority/Restrictions and Forces and/or Avoids

DROP UNREQUESTED COURSES TS2058U

MASTER SCHEDULE

- BS0505U Generate Master Schedule
- Enter Master Schedule
 - E11 Fast Entry Teachers & Rooms
 - C17 Master Schedule Individual Courses
 - Generate Report #17 Teacher Loads (Cross Check Master Schedule)
 - Room Utilization Report

STUDENT SCHEDULES

- BS0511U Student Schedule (Rotating 7,A/B and Middle)
- ZSDBD413 Student Schedule via Virtual Counselor

STUDENTS WITHOUT COURSES ZSSID119

CLEAN UP (After Posting Student Schedules)

- A11 or A10
- Generate Reports
 - TS2057U Update Seat Counts
 - TS1150U Update Team/House Counts
 - Master Schedule Report – DWH Special Reports Scheduling Folder SCHI002
 - Teacher Loads – DWH Special Reports Scheduling Folder STF1001
 - BS2064 Two Few/Too Many
 - BS2063U Fill with Study Hall
 - Student Locator DWH Special Reports Scheduling Folder SCHI004

CLASS SIZE CONSIDERATIONS:

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

LO3 ENROLLMENT COUNTS

PANEL: ____		L03. ENROLLMENT COUNTS									
SCHL/TYP	0000	YOUR SCHOOL					AREA: __	Curr/Next: __	Year		
GRADE	WHITE	BLACK	PACIF	INDIAN	ASIAN	MULTI	MALE	FEMALE	TOTAL	HISP	
06	139	223	0	3	0	6	189	182	371	81	
07	157	173	0	2	3	10	190	155	345	98	
08	157	180	0	3	6	7	173	180	353	70	
TOTAL	453	576	0	8	9	23	552	517	1069	249	

LO3 PANEL – Select #1 Enrollment

You can view the current year’s or next year’s student enrollment
 Type “C” or “N” in the Curr/Next: ____ field

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

CO1 ROOMS

PANEL: ____		CO1. ROOM RESOURCES						Year
SCHL: 0000 YOUR SCHOOL								
A	BLDG-RM	FISH	U	DESCRIPTION	STUDENT	FAC	OTHER	SQ-FT
C	_____	_____	_____		STATIONS	_____	SCHL	
__	01	112	112	__	INTERMEDIATE/MIDDLE SKILLS LAB (4-8)	022	00	966
__	01	113	113	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	931
__	01	115	115	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	914
__	01	116	116	__	INTERMEDIATE/MIDDLE SKILLS LAB (4-8)	022	00	1000
__	01	117	117	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	931
__	01	119	119	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	931
__	01	120	120	__	INTERMEDIATE/MIDDLE SKILLS LAB (4-8)	022	00	966
__	01	122	122	__	E S E PART-TIME	015	00	901
__	01	125	125	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	901
__	01	126	126	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	901
__	01	127	127	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	901
__	01	128	128	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	728
__	01	129	129	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	914
__	01	130	130	__	INTERMEDIATE/MIDDLE CLASSROOM (4-8)	022	00	901

PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 11=L/R 12=ESCAPE

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

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

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

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

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

CO2 BELL SCHEDULES

```
PANEL: _____ C02. BELL SCHEDULES
SCHL: 0000 YOUR SCHOOL
BELL: 1
CAL: _____

PRD    TIMES
1      0915 1015
2      1015 1115
3      1115 1215
4      1215 1315
5      1345 1445
6      1445 1545
7      _____
8      _____
9      _____
10     _____
11     _____
12     _____
13     _____
14     _____

PF1=HFIP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DFI 12=ESCAPE
```

The times used will be "military times" and need not match your "ringing bells." Bell Schedules are used to determine academic time for FTE purposes. Schools may use more than one bell schedule. The Bell Schedule identifies academic time. Minutes should not be added for lunch.

Bell 1 – Always your primary schedule

Calendar – Rotator calendar is always "01"

HINT: After entering the bell number press the ENTER key prior to typing the bell times.

C04 TEACHERS QUERY

PANEL: _____		C04. STAFF/FACULTY QUERY						Year	
SCHL: 0000 YOUR SCHOOL		I							
NBR	T	NAME (LONG)	(SHORT)	SSN	S	R	DP	BLDG-RM	SDE
077		BELL NATHANIEL	BELL N	XXXXXXXXXX	M	B			XXXXXXXXXX
081		BENITEZ DIANA	BENITEZ D	XXXXXXXXXX	F	W			XXXXXXXXXX
086		BENNETT THERESA	BENNETT TH	XXXXXXXXXX	F	W			XXXXXXXXXX
098		BIRD CARL	BIRD CARL	XXXXXXXXXX	M	W			XXXXXXXXXX I
099		BIRD DONNA	BIRD DONNA	XXXXXXXXXX	F	W			XXXXXXXXXX
100		BRACE VALERIE	BRACE V	XXXXXXXXXX	F	W			XXXXXXXXXX
105		BLACK REGINA	BLACK REGI	XXXXXXXXXX	F	B			XXXXXXXXXX
111		BOLAH ALLISON	BOLAH A	XXXXXXXXXX	F	B			XXXXXXXXXX
112		BOYNTON DANA	BOYNTON DA	XXXXXXXXXX	F	B			XXXXXXXXXX
113		BOOTHE DAWN	BOOTHE DAW	XXXXXXXXXX	F	W			XXXXXXXXXX I
114		BRAWER CATHALEEN	BRAWER C	XXXXXXXXXX	F	W			XXXXXXXXXX
115		BRUNET MARIA	BRUNET M	XXXXXXXXXX	F	H			XXXXXXXXXX
126		BROWN KENNY	BROWN KENN	XXXXXXXXXX	M	B			XXXXXXXXXX
127		BURNS ROBERT	BURNS R	XXXXXXXXXX	M	W			XXXXXXXXXX

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

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

C05 TEACHER DETAIL

PANEL: _____		C05. STAFF/FACULTY						Year			
SCHL: 0000 YOUR SCHOOL											
NBR	T	FIRST NAME	LAST NAME	SMITH JOHN			SHORT NAME				
999		JOHN	SMITH				SMITH JOHN				
SSN	0000000000	JOB	___	S	M	R	W	BLDG-RM	01 112	STARTS-ENDS	081312
SDE	0000000000	DP	___	CER: N			BERS:	00000000	AREA	EXP:	T
FND	SRC: N										

RDG

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

RDG: This field identifies a teacher's eligibility to teach Content Area Reading.

- N = No Reading (Default = Teacher has none of the following)
- R = Certified (ETS will populate Teachers that are Certified or Endorsed)
- C = CAR PD or NGCAR PD (New Generation CAR PD)
- P = In Progress of getting NG CAR PD, or teacher has intent (School will identify)

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

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

C14 COURSE DICTIONARY – QUERY

PANEL: _____	C14. COURSE QUERY	Year
SCHL: 0000 YOUR SCHOOL		
COURSE	P SC	C D S
1_____	SA XF DP S W TP PGM STS GRDES P S R AVAIL T S T	
	_____ 08 _____	
1000000A READ RESOURCE SPECIL	0 N 102	YYYYNN N N I
1000000B HELPING TEACHER	0 N 101	YYYYNN N N I
1000000C ALLIANCE COACHES	0 N 101	YYYYNN N N I
1000000F M/J INTENSIVE LA	NC LA 0 N 102	YYYYNN N N I
10000000 M/J INTENSIVE LA	NC LA 0 N 102	YYYYNN N N I
10000001 M/J INTENSIVE LA	NC LA 0 N 102	YYYYNN N N I
10000002 M/J INTENSIVE LA	NC LA 0 N 102	YYYYNN N N I
10000008 M/J INTENSIVE LA	NC MC 0 N 130	YYYYNN N N I
1000010A M/J INTENSIVE READ	NC RE 0 N 102	YYYYNN N N I
1000010B M/J INTENSIVE READ	NC RE 0 N 102	YYYYNN N N I
1000010C M/J INTENSIVE READ	NC RE 0 N 102	YYYYNN N N I
1000010E M/J INTENSIVE READ	NC RE 0 N 102	YYYYNN N N
1000010F M/J INTENSIVE READ	NC RE 0 N 102	YYYYNN N N
1000010G M/J INTENSIVE READ	NC RE 0 N 102	YYYYNN N N
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE		

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

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

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

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

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

C15 COURSE RECORD

```

PANEL: _____ C15. COURSE RECORD Year
SCHL: 0000 YOUR SCHOOL
COURSE: NUMBER TITLE SA XF DP PS W FLGS WGT SCHOOL TYPE
        1000010G M/J INTENSIVE READ NC RE 0 N . . . . .
TEMPLATE ID: _____ FORGIVENESS: _____ USER CDS: 59 27
VALUE: CRDT TRMS DUR MAX GREQ QUAL: PGM STS GRADES P S R AVAIL
        . 1 1 . - 102 26 06 08 - - - YYYYN
MISC: OPT CRS/LVL CERT DESC ESOL-CAT PGM-130 IB DEI T COURSE
        S 1 1 1 Y N Z
VOC: SUB-PGM LENG INT PRTY FEES: ST TYPE AMT TYPE AMT TYPE AMT
        . . . Z . . . . .
DATES: ADOPTED UPDATED DROPPED RI HQC
        080805 060812 R Y
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE
    
```

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

C15 COURSE RESTRICTIONS

```

PANEL: _____ C15. COURSE RESTRICTIONS YEAR: 13
SCHL: 0000 YOUR SCHOOL
COURSE: 1000010G M/J INTENSIVE READ
-----Next Course-----
Seq Term or Seq Prd
TERM/PERIOD PERIODS: 01 02 03 04 05 06 07 08 09 10 11 12 13 14 FRC
RESTRICTIONS TERM 1: - - - - -
TERM 2: - - - - -
----- COURSE MATCHES ----- COURSE AVOIDS -----
1000010D M/J INTENSIVE READ
TEACHER: _____ BLDG/RM: _____
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 12=ESCAPE
    
```

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

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

See School Scheduling Enhancements – Appendix A

C17 MASTER SCHEDULE

PANEL : _____		C17. MASTER SCHEDULE						Year			
SCHL : 0000 YOUR SCHOOL								TYPE: 2			
CLASS: COURSE SEC/M		SA XF DP P W		FLGS WGT		CRS/LVL					
1000010H 102 M/J INTENSIVE READ		NC RE 0 N				1					
T PRDS	DAYS	TCHR	BLDG-RM	TP	STS	OCCUP	TIMES	MINS	DATES		
3 0404	MTWRF	114 DOELL	99 786	00	30	20 20	1215 1315	300	082012 060613		
VALUE:	CRDT TRM DUR TOT MAX GREQ QUAL:	PGM--E HQT C O GRADES		P S R		SCI GE DR					
	1 1 180	102 Y Y I N 06 08		_ _ _		Z Y Z					
MISC:	C S A 130 CAT B CL SM TTT DEI G W A P	FTE-1		FTE-2		FTE-3		FTE-4			
	_ _ _ Y 1 1 01 S Z Z N N N N			
VOC:	SET SUB-PGM VOC-OCC BB I LS FEE:S TYPE	AMT		TYPE		AMT		TYPE		AMT	
	_ _ _ Z 0 Z Z	
GROUP:	CNTRL OPT TM	RI		GUEST		FTA					
	_ _ _ S _	R				000					
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE											

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

S – SCHOOL OPTION = OPEN TO SCHOOL

This section is open to all students in the school regardless of A04 current/next house/team.

T – TEAM OPTION = OPEN TO TEAM

WHEN OPT FIELD IS A “T”, the section is open to students in the school with the corresponding A04 current/next team.

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

The TEAM field is required when OPT = T.

See School Scheduling Enhancements – Appendix A

C27 HOUSES

PANEL : _____		C27. HOUSES					Year
SCHL : 0000 YOUR SCHOOL							
A C	HOUSE	DESCRIPTION	GRDES	STS / OCC	BELL		
—	6	PRODUCERS	— —	—	7-	—	
—	7	REPORTS	— —	—	2-	—	
—	8	MANAGERS	— —	—	.	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	
—	—	—	— —	—	—	—	

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

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

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

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

C25 TEAM DEFINITIONS

PANEL : _____		C25. CLASS TEAMS					Year
SCHL : _____							
A C	TEAM	DESCRIPTION	TCHR	GRDES	STS/OCC	BELL	
—	6D	DIRECTORS	—	— —	—	—	
—	6E	EDITORS	—	— —	—	—	
—	6L	LINGUISTIC	—	— —	—	—	
—	6P	PRODUCERS	—	— —	—	—	
—	6T	TALENT	—	— —	—	—	
—	7L	LINGUISTIC	—	— —	—	—	
—	7N	NEWSROOM	—	— —	—	—	
—	7R	REPORTS	—	— —	—	—	
—	7T	TALENT	—	— —	—	—	
—	7W	WRITERS	—	— —	—	—	
—	8C	CAMERMAN	—	— —	—	—	
—	8L	LINGUISTIC	—	— —	—	—	
—	8M	MANAGERS	—	— —	—	—	
—	8P	PERFORMERS	—	— —	—	—	

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

IF NOT USING HOUSE, and the **TEAM is two characters**, the first character of the two-character TEAM must be defined on the C27 House Panel (i.e. before creating TEAM AR, you would be required to define House "6" on C27 in order to have Team "6E" on C25.)

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

C15 COURSE RECORD / OPT and

RESPONSIBLE INSTRUCTOR

PANEL: _____	C15. COURSE RECORD										Year		
SCHL: 0000	YOUR SCHOOL												
COURSE: NUMBER	TITLE				SA	XF	DP	PS	W	FLGS	WGT	SCHOOL	TYPE
1001320P	ENG HON I				EN		LA	0	N	V	Y		
TEMPLATE ID: _____	FORGIVENESS: EN1				USER CDS: 06 93								
VALUE: CRDT	TRMS	DUR	MAX	GREQ	QUAL:	PGM	STS	GRADES	P	S	R	AVAIL	
.50	1	1	1.00			103	25	09 31				YYYYNN	
MISC: OPT	CRS/LVL	CERT	DESC	ESOL-CAT	PGM-130	IB	DEI	T	COURSE				
S	3			1	Y	N	Z						
VOC: SUB-PGM	LENG	INT	PRTY	FEES: ST	TYPE	AMT	TYPE	AMT	TYPE	AMT			
		Z											
DATES: ADOPTED	UPDATED	DROPPED	RI	HQC									
082007	011907		R	Y									
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 10=DEL 12=ESCAPE													

OPT Field is required field to be used for scheduling students in defined houses (C27) or Teams (C25).

Valid values are:

S = Open to School (any student in the school can enter)

H = Open to House (only students in a specific house can be scheduled into this course).

T = Open to Team (Only students in a specific team can get in this course and section.)

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

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

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

RESPONSIBLE INSTRUCTOR FOR READING:

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

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

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

A04 NEXT SCHOOL

PANEL: _____		A04. GENERAL ASSIGNMENTS (PK-12)				YEAR : 13							
STDT: 000000000	DOE JOHN			SCHL: 0021	GR: 08	ST: A							
HOMEROOM	HOUSE/TEAM	COUNSELOR		SCHL	GR	AS-SCHL	CAL						
CUR: _____	8P PERFORMERS	_____		0000	08	01	01						
NXT: _____	_____	_____		0000	09	01	03						
LST: _____	7C WRITERS	_____		0000	07	01	01						
FREE/RED	ELG	PRT	DATE	AUDIT				FIC	IAP				
LUNCH: 9		Y	121312	_____				Z	_____				
BREAKFST: 9		Y	121312	_____									
LUNCH NO		3	SUMMER	CPST	DATE	XTRA	V/A-ECN	S-P	LCKR	GE	NMS	NAS	NHS
				N		N	N		Z	Y	Z	Z	Z
HeadStart: _____	OTHER TRANSPORTATION		DECAL#	TAG#	LOC#	COMBINATION							
GED TEST: Z													
GRAD	IB	PS	EA	BAS				ELEM	MIDD	HIGH			
17	ST	Z	99	Z				BOUNDARY: 0751	0021	0361			

A04 NEXT SCHOOL

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

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

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

A04 NEXT TEAM / HOUSE

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

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

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

A09 COURSE REQUESTS

PANEL: _____	A09. COURSE REQUESTS		Year	
STDT: 0000000000 DOE, JOHN	RENA _____	SCHL: 1681	GR: 11	TM: _____
	PRIORITY: 2	NEXT: 1681	GR: 12	TM: _____
				ST: A

A COURSE	SY	SECM	SCHL	T	PRDS	PGM	FLGS	P	VOC-OCC	SUB-PGM
C _____	---	---	---	---	---	---	---	---	---	---
10014200 ADV PL ENG LANG COMP	13		1681							
12003300 ALGEBRA II	13		1681							
13023200 BAND III	13		1681							
1700370B CRIT THINK ST SKLS	13		1681							
18013200 LEAD ED TR III JROTC	13		1681							
20033500 CHEMISTRY I HON	13		1681							
21003200 AMER HISTORY HONORS	13		1681							
21073000 PSYCHOLOGY I	13		1681					A		
84171100 HEALTH SCIENCE II	13		1681							
_____	---	---	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---	---	---
_____	---	---	---	---	---	---	---	---	---	---

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

Priority = Schedule the student first, before the normal sequence:
 (Grade 12 alpha, Grade 11 alpha, Grade 10 alpha, and Grade 9 alpha).

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

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

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

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

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

A09 COURSE REQUEST ALERT

```

PANEL: _____ A09. COURSE REQUESTS YEAR: 13
STDT: € 0000000000 DOE, JOHN SCHL: 1681 GR: 11 TM: ____ Year
NEXT: 1681 GR: 12 TM: ____

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

10014200 ADV PL ENG LANG COMP 13 ____ 1681
12003300 ALGEBRA II 13 ____ 1681
13023200 BAND III 13 ____ 1681
1700370B CRIT THINK ST SKLS 13 ____ 1681
18013200 LEAD ED TR III JROTC 13 ____ 1681
20033500 CHEMISTRY I HON 13 ____ 1681

Std: 00000000X DOE, JOHN Stat: A
SY COURSE A13 RECORD A10 RECORD
12 12054106 SY T CRDT SY T SECM
APPLIED MATH II 12 2 211
F3 = EXIT
WARNING! Student is currently taking this course. ____
(Student has credit in this course)
    
```

Course Requests on the A09 are checked when updated (press Enter) –

did the student already receive credit in course (on A13)

or is student currently enrolled in course (on A10)?

This is merely an "Alert." Exit the Alert with **F12**.

A09 SCHEDULE RESTRICTIONS

```

PANEL: _____ A09. SCHEDULE RESTRICTIONS Year
STDT: 0000000000 DOE, JOHN SCHL: 3541 GR:
NEXT: GR:
SY: 14
PERIOD: 1 TERM 1 2
2
3
4 X
5 X
6 X
7 X

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

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

SY = School Year for which you are scheduling

PERIOD / TERM = "X - out" the periods and / or terms that student should not be scheduled (For example, student leaves and attends Community College in the afternoon.)

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

E06 FAST ENTRY HOUSE/TEAM/COUNSELOR

PANEL: ____		E06 HOMEROOM / TEAM / HOUSE COUNSELOR						Year
Y R N	HTC T	SCHL 4321	GR 08	ST A	LAST	FIRST	M SR STDT	
		4321	08		ABAD	KRISTY	FW 000000000	_____
		4321	08		ABOUHANA	KRISTIN	M FW 000000000	WZ
		4321	08		ABRAHAMS	ADRIAN	MW 000000000	WZ
		4321	08		ADDISON	DOUGLAS	MW 000000000	_____
		4321	08		ADLET	HERALD	J MW 000000000	_____
		4321	08		AGUAYO	JAVIER	J MH 000000000	WZ
		4321	08		ALBORNOZ	DESIREE	FH 000000000	_____
		4321	08		ALCAINO	DENNIS	MH 000000000	_____
		4321	08		ALEJANDRO	DANIEL	A MH 000000000	WZ
		4321	08		ALEXANDER	SHEKIA	FB 000000000	WZ
		4321	08		ALLEN	CHARLES	E MB 000000000	_____
		4321	08		ALLISON	JOHN	B MW 000000000	_____
		4321	08		ALMANZAR	JOSE	A MH 000000000	_____
		4321	08		ALMODOVAR	MICHAEL	A MH 000000000	_____
		4321	08		ALVAREZ	DEBBIE	R FH 000000000	_____

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

- YR** = N (next)
- HTC** = T (house/team/counselor)
- GR** = Grade

Note: Two (2) - character House/Team code must be defined on C27 and C25.

E16 BAR CODE REQUESTS

PANEL: ____		E16. COURSE REQUESTS			Year
STUDENT: 0000000000		DOE JOHN	CSCHL: 6789	GR: 07	ST: A
			NSCHL: 4321	GR: 08	
COURSE: _____			SY: 14		
COURSE	TITLE	COUNT	03		
10010700	M/J LANG ARTS 1				
12050700	M/J MATH				
20013100	ERTH/SPA SC				
PF1 = HELP 3 = EXIT 6 = FLAG 9 = NXT PAGE 12 = ESCAPE					
PLEASE SCAN COURSES					

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

OPTISPOOL

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


Advanced Processing and Imaging
OptiSpool Web
Copyright 2002

User ID:
Password:
sign in

Reports display in **date** order

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

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

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

sign out

Filter Date 
Refresh 
Query ??
Index 

Descriptions of Drop Downs

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

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

SCHEDULING REPORTS

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

```

MSREPT1                               Reports Menu                               12/21/12  12:15:06
LS3200001                               AS9625D
Select one of the following:

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

Selection or command
_____

F3=Exit  F12=Cancel
    
```

```

MSREPT2                               Scheduling Reports Menu                               12/21/12  12:32:32
LS3200001                               AS9625D
Select one of the following:

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

```

MSREPT4                               Scheduling Updates Menu                               12/21/12  12:35:06
LS3200001                               AS9625D
Select one of the following:

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

Selection or command
_____
    
```

TS1115P TEAM ROSTER

```

Current Year: ZSSJD802
Current Year: ZSSJD802
TEAM ROSTER (TS1115P)
11:56:33

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

Sort Sequence:  _  A = House/Team,      STDT Name, STDT NBR
                  B = House/Team,      STDT NBR
                  C = House/Team, Grade, STDT Name, STDT NBR
                  D = House/Team, Grade, STDT NBR

School Year:    _  06=2005/2006
School:         _  0000
Current/Next:   _  C=Current N=Next
Grade:          _
House/Team:     _

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

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

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

TS1132P INCOMING (NEW) STUDENTS

```

Current Year: ZSSDD801
Current Year: ZSSDD801
PRINT INCOMING (NEW) STUDENTS (TS1132P)
11:57:34

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

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

INCOMING GRADE: _
PRINT ADDRESS:  _

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

SCHOOL YEAR:   _  06=2005/2006

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

- Printer Menu**
Option #3 Scheduling Reports - Menu
Option #2 TS1132P - Incoming Students

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

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

T02070P STUDENTS WITHOUT COURSE REQUESTS

```

-----
Year                               Students Without Course Requests (T02070P)          09:15:28
ZSSDD803

Print Request:  _   Y = Print on all pages
                _   N = Print on header page only
Sort Sequence:  G  G = School, Grade,      Name, Id
                _   T = School, Grade, Team, Name, Id
                _   O = School,      Team, Name, Id
Course Req Ct:  _   Minimum nbr of courses bypassed
                  Students with < this nbr included
School:         0000
Current or Next:  _   C = Current, N = Next
From Grade:      _
To Grade:        _
School Year:     _   06 = 2005/2006
Term:            _   Blank, 3, 6, 8, 1, 2, A, B, C
Status:         _   blank = Active and Inactive
                  A = Active only
                  I = Inactive only
                  N = Next School only

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

Printer Menu

Option #3 Scheduling Reports - Menu

Option #3 T02070P Students Without Course Requests

This report will produce names of those students that do not have the required number of course requests on the A09.

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

TS2028P COURSE REQUEST TALLIES

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

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

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

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

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

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

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

TRM = Blank
RND PCT = 070
EXC = N

TS2028P COURSE REQUEST TALLIES

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

COLUMN EXPLANATIONS:

- | | | |
|----------|---|---|
| 1 | GRADES | These are the Grade Level Restrictions for the Course on the C15 Panel. |
| 2 | P | The scheduling priority given the course on the C15 Panel.
R = Required or "Heavy"
Blank = No priority
Hint: It is only necessary to indicate the "R" Courses. |
| 3 | T – D | The Terms and Duration as specified on the District Course Record.
2 – 1 indicates a full year course
1 – 1 indicates a semester course, or terms 6 and 8 |
| 4 | GRADE/TM-HS | Indicates the Grade, Team, House |
| 5 | QUALIFIED REQUESTS | |
| | P-1 P-14 | The number of course requests that have been qualified to a specific Period on the Course Request Panel (A09). |
| | T1 | The number of course requests that have been qualified to Term 1 on A09 (4x4 = 6) |
| | T2 | The number of course requests that have been qualified to Term 2 on A09 (4x4 = 8) |
| | SEC | Course requests that have been qualified to a specific section. |
| | Note: <i>Duplicated</i> indicates that the same course request be counted in more than one category. | |
| 6 | TOT REQ | The total number of course requests for the Grade/Team/House/School |

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

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

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

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

Examples of errors may include:

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

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

TS2029P COURSE ROSTERS

```

Year                Request Verification - Course (TS2029P)                11:44:07
ZSSDD805

Sort Sequence:  _   A = Course,      ,STDT Name
                  B = Course,      ,STDT NBR
                  C = Course,Team,STDT Name
                  D = Course,Team,STDT NBR

School: 0000
Current or Next: _ C = Current, N = Next
Grade:  _
House/Team:  _
School Year:  _ 13 2010-2012
Term:  _ Blank, 6, 8, 1, 2, 3, A

Courses (enter up to 20 courses):

_____
_____
_____
_____

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

PF3=Exit PF12=Cancel ENTER=Process

```

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

TRM = Blank

COURSE = Blank if you want rosters for all courses

If you want rosters for specific courses, enter course number

TS2032P SINGLETON/DOUBLETION CONFLICT

OPTIONAL

```

Year                               Singleton/Doubleton Conflict (TS2032P)           09:24:05
ZSSDD808

Print Request:  _  Y = Print on all pages
                _  N = Print on header page only
School:        0000
Current or Next: _  C = Current, N = Next
Grade:         _
School Year:   _  06 = 2005/2006
Term:         _
Rounding Percent: _  050 = 50%
Number of Sections: _
Status:        _  blank = Active and Inactive
                _  A = Active only
                _  I = Inactive only
                _  N = Next School only

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

Reports Menu

Option #3 Scheduling Reports Menu

Option #8 TS2032P Singleton / Doubleton

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

GR = Blank

TRM = Blank

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

NBR SEC = 1 (to identify singletons)

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

TS2032P SINGLETON/DOUBLETON CONFLICT

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

COLUMN EXPLANATIONS:

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

TS2064P TOO FEW / TOO MANY

```

12/20/07          Too Few/Too Many Schedules (TS2064P)          09:25:39
ZSSDD810

Print Request:   - Y = Print on all pages
                 - N = Print on header page only
Sort Sequence:  - A = Student Name      B = Student ID
                 - C = Grade, Name      D = Grade, ID
                 - E = Homeroom, Name   F = Homeroom, ID
School:         - 0000
Current or Next: - C = Current, N = Next
Grade:         -
Status:        - blank = Active and Inactive
                 - A = Active only
                 - I = Inactive only
                 - N = Next School only
School Year:   - 06 = 2005/2006
Term:         -
Current School Type: - 1 = Elementary      2 = Middle
                       - 3 = Center        4 = High
                       - 5 = Adult
                       - blank = All Types

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

Reports Manu

Option #3

Option #10 TS2064P Too Few / Too Many Rotator 7

This report is VERY IMPORTANT to run AFTER POSTING student schedules. You should run this frequently up until you print your schedules. Too Few/Too Many identifies students with too few or too many courses.

- GR** = Blank
- TRM** = 1 or 3 (In January use 2 for Term 2)
- PRT TYP** = (Middle Schools are Type 2)

ZSSDD119 STUDENTS WITHOUT COURSES

ZSSDD119	STUDENTS WITHOUT COURSES	YEAR	13:49:28 AS9625D
School Year:	<u>Current School Year</u>		
Curr/Next	—	(C=Current N=Next)	
Select Terms:	—	(Valid Terms - A, B, C, D, S, 1, 2, 3, 4, 5, 6, 7, 8, 9) (Blank - All Terms)	
Report Type:	—	(S - Summary Only) (D - Detail and Summary)	
Day or Evening:	<u>D</u>	(D - Day School) (E - Evening School) (B - Both)	
Number of Periods:	—	Students with < this nbr included	
F3=EXIT F12=CANCEL ENTER TO CREATE REPORT			

Reports Menu

Option #3 Scheduling Menu - Reports

Option #11 ZSSDD119 Students Without Courses

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

See School Scheduling Enhancements – Appendix A

SCHEDULING UPDATES MENU

```

                                     Scheduling Updates Menu
                                     13:52:23
                                     AS9625D
Select one of the following:
  1. TS1150U Update Team/House Counts      16. TS1149U Upd Homeroom Cts
  2.                                     17. ZSDBD447 Load SBR Next TM
  3. TS2027U Batch Enter Requests          18. ZSDBD537 Recommended Crses
  4. TS2058U Drop Unrequested Courses      19. ZSDBD413 Reqs via Virtual
  5. TS2046U Purge Request/Rejects
  6. BS0505U Generate Master Schedule
  7. BS0511U Student Scheduling R7
  8. BS0506U Student Scheduling 4x4
  9. TS2063U Fill-in with Study Hall
 10. TS2057U Update M.S. Seat Count
 11. TS2052U Roll Package Schedules
 12. TS2056U Post Package Schedules
 13. BS0001U Flip/Flop
 14. ZSDBD433 Roll Student Demographic Data(homeroom,team,counselor)
 15. ZSDBD413 Scheduling via Virtual Counselor or TERMS
Selection or command
_____
F3=Exit  F12=Cancel
```


TS1150U UPDATE TEAM / HOUSE COUNTS

```

Year
ZSSDD811

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

School: 0000
Current or Next: _ C = Current, N = Next
School Year: _ 06 = 2005/2006

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

Reports Menu

- Option #4 Scheduling Updates Menu**
- Option #1 TS1150U Update Team/ House Counts**

This report should be run frequently to allow you to monitor the balance of your teams. After entering Teams for your students or making a number of Team changes, run Update Team Counts to **synchronize the counts**. A report will not be produced.

TS2058U DROP UNREQUESTED COURSES

```

Year
ZSSDD814

DROP UNREQUESTED COURSES (TS2058U) 12:40:05

Print Request:
School: 0000
Current or Next: _ C = Current, N = Next
School Year: _ 06 = 2005/2006

DROP DATE: _ _ _ MM/DD/YY

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

Reports Menu

- Option #4 Scheduling Updates Menu**
- Option #4 TS2058U Drop Unrequested Courses**

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

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

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

TS2046U PURGE REQUEST / REJECTS

Year ZSSDD815	PURGE REQUESTS/REJECTS	(TS2046U)	12:04:03
Sort Sequence: ___ A = STDT Name, B = STDT NBR School: <u>0000</u> Current or Next: ___ C = Current, N = Next Grade: ___ Home Room: ___ House/Team: ___ A08 Misc1: ___ A08 Misc2: ___ A08 Misc4: ___ Post/Edit: ___ P = Post, E = Edit School Year: ___ 06 = 2005/2006 Course Purge: ___ Course Replace: ___			
PF3=Exit 12=Cancel ENTER=Proceed			

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

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

PURGE = Course number to be dropped from course requests

REPLACE = Course number to replace dropped course in course requests

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

BS0505U GENERATE MASTER SCHEDULE

Year ZSSDD816 -----	Generate Master Schedule (BS0505U)	13:56:47
Prt Rqt Sch1 C/N Grd Sch Yr Trm Rnd PCT P/E Status Type Bell Replace		
- 0000 - - - - - - - - - - - - - - -		
- 0000 - - - - - - - - - - - - - - -		
- 0000 - - - - - - - - - - - - - - -		
- 0000 - - - - - - - - - - - - - - -		

<p>Prt Rqt : Y = Print on all pages N = Print on HDR page only</p> <p>C/N : 11 = 2011/2012 = Next</p> <p>Sch Yr : 06 = 2005/2006</p> <p>Round PCT: 070 = 070%</p>	<p>P/E : P = Post, E = Edit</p> <p>Status : blank = Active and Inactive A = Active Only I = Inactive Only N = Next School Only</p> <p>Type : 1 = Elementary, 2 = Middle 3 = Center, 4 = High 5 = Adult</p> <p>Bell : blank = default</p> <p>Replace: blank=no, Y=Overlay existing</p>
---	---

PF3=Exit PF12=Cancel Enter=Process

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

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

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

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

BS0511U STUDENT SCHEDULES

YEAR		Generate Student Schedule (BS0511U)										09:34:57
ZSSDD817		Schl	C/N	Grd	Sch Yr	Trm	NEG	PRI	AER	SCO	P/E	Status
-	0000	-	-	-	-	-	-	-	-	-	-	-
-	0000	-	-	-	-	-	-	-	-	-	-	-
-	0000	-	-	-	-	-	-	-	-	-	-	-
-	0000	-	-	-	-	-	-	-	-	-	-	-

Prt Rqt : Y = Print on all pages N = Print on HDR page only C/N : C = Current, N = Next Sch Yr : 06 = 2005/2006 NEG : Y = Yes, N = No PRI : Y = Yes, N = No	AER : A = All Students R = Students with conflicts SCO : Y = Yes, N = No P/E : P = Post, E = Edit Status : blank = Active and Inactive A = Active Only I = Inactive Only N = Next School Only
--	--

PF3=Exit PF12=Cancel Enter=Process

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

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

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

Student Activity/Reject Report

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

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

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

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

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

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

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

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

TS2063U FILL WITH STUDY HALL

```

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

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

Sort Sequence:   _  A = SCHOOL,STDT NAME, STDT NBR
                  _  B = SCHOOL,STDT NBR
                  _  C = SCHOOL, GRADE, STDT NAME, STDT NBR
                  _  D = SCHOOL, GRADE, STDT NBR
                  _  E = SCHOOL, HOME RM, STDT NAME, STDT NBR
                  _  F = SCHOOL, HOME RM, STDT NBR

Course
School            0000
Grade             _
School Year       _
Term              _  1, 2, 3, 6, 7, 8, 9
Status            _  A = Active, I = Inactive, blank = both

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

Reports Menu

Option #4 Scheduling Updates Menu

Option #9 TS2063U Fill – In with Study Hall

Enter Study Hall (or other chosen course) into your Master Schedule for every period.

SPECIAL NOTE: *If you have a Community School on site, set up your Run Card with one line for each grade level*

TS2057U UPDATE M.S. SEAT COUNTS

```

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

School Year:    _  06 = 2005/2006

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

Reports Menu

Option #4 Scheduling Updates Menu

Option #10 TS2057U Update M.S. Seat Counts

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

E11 FAST ENTRY TEACHERS & ROOMS

PANEL: _____		E11. TEACHER/ROOM ASSIGNMENT										Year
SCHL: 0000 YOUR SCHOOL												
COURSE	SEC/M		B	TM	T	-DAYS-	PRDS	TCH	BLDGRM	TEACHER	STS	PGM
<u>1001310</u>	_____		---	---	---	-----	---	---	---		---	---
1001310B 030	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0303</u>	<u>914</u>	<u>101003</u>	WILLIAMS J	<u>029</u>	<u>103</u>
1001310B 040	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0404</u>	<u>914</u>	<u>101003</u>	WILLIAMS J	<u>029</u>	<u>103</u>
1001310B 050	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0505</u>	<u>914</u>	<u>101003</u>	WILLIAMS J	<u>030</u>	<u>103</u>
1001310B 230	ENG I		<u>1</u>	---	<u>2</u>	MTWRF	<u>0303</u>	<u>914</u>	<u>101003</u>	WILLIAMS J	<u>029</u>	<u>103</u>
1001310B 240	ENG I		<u>1</u>	---	<u>2</u>	MTWRF	<u>0404</u>	<u>914</u>	<u>101003</u>	WILLIAMS J	<u>029</u>	<u>103</u>
1001310B 250	ENG I		<u>1</u>	---	<u>2</u>	MTWRF	<u>0505</u>	<u>914</u>	<u>101003</u>	WILLIAMS J	<u>030</u>	<u>103</u>
1001310R 020	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0202</u>	<u>263</u>	<u>111126</u>	DURKACS BR	<u>034</u>	<u>103</u>
1001310R 220	ENG I		<u>1</u>	---	<u>2</u>	MTWRF	<u>0202</u>	<u>263</u>	<u>111126</u>	DURKACS BR	<u>034</u>	<u>103</u>
10013100 010	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0101</u>	<u>488</u>	<u>101013</u>	KLEIN BETH	<u>030</u>	<u>103</u>
10013100 020	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0202</u>	<u>488</u>	<u>101013</u>	KLEIN BETH	<u>030</u>	<u>103</u>
10013100 040	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0404</u>	<u>488</u>	<u>101013</u>	KLEIN BETH	<u>030</u>	<u>103</u>
10013100 051	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0505</u>	<u>488</u>	<u>101013</u>	KLEIN BETH	<u>030</u>	<u>103</u>
10013100 060	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0606</u>	<u>914</u>	<u>101003</u>	WILLIAMS J	<u>030</u>	<u>103</u>
10013100 070	ENG I		<u>1</u>	---	<u>1</u>	MTWRF	<u>0707</u>	<u>488</u>	<u>101013</u>	KLEIN BETH	<u>030</u>	<u>103</u>

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

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

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

REPORTS ON THE DATAWAREHOUSE

To Access the School Reports:

- 1) Open your web browser
- 2) Type in <http://web/dwh/> - This will take you to the Datawarehouse
- 3) Click on School Reports Menu
 This will take you to the sign on screen for the School Reports Menu
 You must have a sign on to run reports
 School signon is sa01####d (# identifying your location number)
 Signon is case sensitive
- 4) Enter user ID and password and click "Login"

You will now be at the School Reports Menu. Note on the left side of your screen the Folders containing your reports:

- 1) Select the **Scheduling folder** and click. A list of reports available will appear – to name a few:

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

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

Printing Reports:

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

Downloads:

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

**ZSDD433 SCHEDULING VIA
VIRTUAL COUNSELOR OR TERMS**

ZSSDD433	ROLL STUDENT DEMOGRAPHIC DATA	14:14: AS9625
School	<u>0000</u>	
From/To School Yrs	<u>13 14</u>	From School Yr, To School Yr
Grades	<u> </u> <u> </u>	Enter up to 2 grades at a time
House/Team	<u> </u>	House is 1st position of Team
Edit/Post	<u>E</u>	(E=Edit, P=Post)
ENTER=SUBMIT JOB PF3=EXIT PF12=CANCEL		

Reports Menu

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

ZSDBD413 SCHEDULING VIA VIRTUAL COUNSELOR OR TERMS

```

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

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

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

Type of Rpt       F          (F=Full E=Exception 0=Only Errors, N=New, G)
  
```

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

Reports Menu

Option #4 Scheduling Menu - Updates

Option #15 ZSSDD413 Scheduling via Virtual Counselor or TERMS

This report is used to **LOAD student Course Requests via Virtual Counselor or TERMS**

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

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

This scheduling function should be used instead of BS0506/BS0511 for the following reasons:

- Courses are paired.
- Override Team/House/School settings on TERMS C17.
- Ignore TERMS A09 'Scheduling Restrictions' Alternate Course Requests.
- Courses span multiple periods.
- Use Virtual Counselor's 'Course Disapproval File.

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

ZSDBD413-Scheduling via Virtual Counselor or TERMS

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

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

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

Virtual Counselor

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

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

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

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

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

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

This scheduling function should be used instead of BS0506/BS0511 for the following reasons:

- Courses are paired.
- Override Team/House/School settings on TERMS C17.
- Ignore TERMS A09 'Scheduling Restrictions' Alternate Course Requests.
- Courses span multiple periods.
- Use Virtual Counselor's 'Course Disapproval File.

Reports Menu

Option #4 Scheduling Menu - Updates

Option #15 ZSSDD413 Scheduling via Virtual Counselor or TERMS

Press one of the following function keys depending on task being performed.

- <F10> A10 criteria. Assign Seats.
- <F9> A09 criteria. Assign Courses.

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

Output

Output from the run is located in OPTISPOOL.

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

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

PROBLEM DETERMINATION for "Course Requests"

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

Skip to the last page in the report and verify that the "**PROGRAM Ended Normally**".

If the program did not end normally do not continue. Run the program again. If the problem persists report the problem to the help-desk.

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

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

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

PROBLEM DETERMINATION for “Schedule Requests”

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

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

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

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

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

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

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

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

A10 CURRENT SCHEDULE

PANEL: _____	A10. CURRENT SCHEDULE (PK-12)	Current Year
STDT: 0000000000 DOE, JOHN	SCHL: 0021 GR: 08 TM: 8P ST: A	NEXT: 0361 GR: 09 TM:
	ST: A T: _____ SY: 13	
A COURSE SEC/M DATE SCHL T PRDS	PGM MINS DAYS BLD-RM TCHR ST	
10000102 101 082012 3 0101 M/J INTENS	102 300 MTWRF 01142 QUINCE	
12050800 110 082012 3 0202 M/J MATH 3	102 300 MTWRF 01130 WILLIA	
20030200 107 082012 3 0303 M/J PHYSIC	102 300 MTWRF 01410 MCKENZ	
10010800 103 082012 3 0404 M/J LANG A	102 300 MTWRF 01129 MITCHE	
23050000 103 082012 3 0505 M/J CAREER	102 300 MTWRF 03169 WELLS	
21000250 115 082012 3 0606 M/J US HIS	102 300 MTWRF 01133 LAWRIE	
		1800 ESTIMATED WEEKLY MINS
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE		

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

A10 SCHEDULE DETAIL PANEL

PANEL: _____	A10. SCHEDULE DETAIL	YEAR: 13
STDT: 0605006157 MALLIN, BROOKE A	SCHL: 00	CURRENT YEAR
CLASS 0000000000 DOE, JOHN	SA WGT	T SY
10000102 101 082012 0021 M/J INTENSIVE READ	NC	2 13
MEETS: T PRDS DAYS TIMES LOC: TP BLDG-RM		
3 0101 MTWRF 0915 1015 00 01 142 142 INTERMEDIA		
MBSHP: MINS ENTRY W/D--DATE TOT TCHR: NBR		RI
300 180 727 QUINCE SHANILE		R
VALUE: CRDT TRMS DUR ATTP GREQ QUAL: PGM--E EXC GE DR PS	FLGS	CI
1 1 .00 102 Y Y Z 0		
MISC: ELL MODEL MBRH R I F D A DEI LS LOC:GR EL SK AUD LOC V/A:ED SC OR VC		
Z N Z Z Z ZZ N C Z		
VOC: SET VA-PGM LENG VOC-OCC MOC IP EVS B S TOTAL PAID DUE		
Z Z N Z 0		
PF1=HELP 3=EXIT 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE		
Record is displayed...Next? TERML: QPADEV		

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

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

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

Students in Grades K – 12 who scored Level 2 may have Reading or other course with CARPD (NGCARPD) Option – with a Reading Component - School will code A10 detail RIC field on the appropriate course decided by the school for each individual level 2 student.

The Possible Codes Are?

- N** No, the course is not used to provide reading intervention
F **Flexibility**, Grade 11 and 12 only. This course is used to provide reading intervention to students who have met the graduation requirement in reading with a score of Level 2 on FCAT Reading.
Y **Yes**, the course is used to provide reading intervention

Level 1 students must have a Reading Course – Reading Teacher will be certified or endorsed
Level 2 may have Reading, Language Arts, or other course with CAR PD (NGCAR PD) Option with Reading Component

- **This field can be modified by the school**
- **DWH Special Reports – Test Folder**
- **Fcat Scores TSTI004 can sort students by grade by level to identify who needs an RIC**
- **Sort by grade then FCAT level order**

A11 INTERACTIVE SCHEDULER

```
PANEL: _____ A11. INTERACTIVE SCHEDULER 3
STDT: 060000000000 DOE JOHN SCHL: A
A COUR _____ A COURSE/TRM SECM P TM: 8P C/N: _
_ 10000102 3 101 *01 M/J INTENSIVE READ _ _ _
_ 12050800 3 110 *02 M/J MATH 3 ADV _ _ _
_ 20030200 3 107 *03 M/J PHYSICAL SCI A _ _ _
_ 10010800 3 103 *04 M/J LANG ARTS 3 AD _ _ _
_ 23050000 3 103 *05 M/J CAREER EDUCATI _ _ _
_ 21000250 3 115 *06 M/J US HIST ADV & _ _ _
_ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _
F _____ M _____
G _____ N _____
H _____ O _____
I _____ P _____
J _____ Q _____
```

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

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

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

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

See School Scheduling Enhancements – Appendix A

BS0001U FLIP FLOP PROGRAM

Year ZSSD0830	FLIP/FLOP (BS0001U)	15:11
School: <u>0000</u> Sort Sequence: <u> </u> A = CRSE#, SEC#, STDT# B = CRSE#, SEC#, STDT NAME C = TCHR NAME, CRSE#, SEC#, STDT# D = TCHR NAME, CRSE#, SEC#, STDT NAME E = TCHR#, CRSE#, SEC#, STDT# F = TCHR#, CRSE#, SEC#, STDT NAME School Year: <u> </u> 06 = 2005/2006 Current Term: <u> </u> New Term: <u> </u> Beginning Section #: <u> </u> Current Team: <u> </u> Current Grade Level: <u> </u> Mode: <u> </u> E = Edit P = Post		
PF3=Exit PF12=Cancel ENTER=Process		

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

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

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

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

See School Scheduling Enhancements – Appendix A

TERMS PACKAGE SCHEDULING

DEVELOPING THE CLASS PACKAGE

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

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

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

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

PACKAGE SCHEDULING COURSE TALLIES

Tallies can be generated by using one of two methods:

- 1) A hand count of all course requests
- 2) Input Course Requests on the A09 Panel and run TS2028P GENERATE TALLIES

ROLL MASTER SCHEDULE

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

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

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

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

TS2052U ROLL CLASS PACKAGES

YEAR	Roll/Purge Class Packages	(TS2052U)
	School	: 0000
	From Schl Year	: █
	To Schl Year	: —
	Delete Old Class Packages	: — (Y=Yes, N=No)
	Post/Edit	: — (P=Post, E=Edit)

PF3=Exit 12=Cancel ENTER=Proceed

Report Menu

Option #4 Scheduling Updates Menu

Option #11 TS2052U Roll Class Packages

CLASS PACKAGES can be rolled from one year to the next (i.e. 11 to 12)

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

CO3 HOMEROOMS/PACKAGE

DEFINE AND TITLE THE PACKAGE

PANEL : ____		C03. HOMEROOMS				Current
SCHL : 0000 YOUR SCHOOL						
A	HMRM	TCHR	BLDG-RM		TIMES	STS/OCC
C	_____	_____	__ __			
-	6AAA	014	01 251		__ __	__
-	6D01	307	01 362		__ __	__
-	66AK	222	01 121		__ __	__
-	66CL	700	01 222		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
-	_____	_____	__ __		__ __	__
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE						
cursor in protected area of display.						

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

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

TCHR = Teacher Number (Required)

BLDG-RM = Building-Room

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

C18 HOMEROOMS/PACKAGE

ENTERING THE COURSES INTO THE PACKAGE

PANEL: ____	C18. CLASS PACKAGE	Current
SCHL: 0000 YOUR SCHOOL		PKG: <u>6BG1</u>
A		
C	COURSE SEC/M	TCHR T DAYS TIMES BLDG-RM FG
-	10000100 BG3 M/J INTENSIVE READ	SALANSKY J 3 MTWRF 11:15 12:15 99-P16 YY
-	10010100 BG4 M/J LANG ARTS 1	URQUHART K 3 MTWRF 12:15 13:15 99-P17 YY
-	12050100 BG6 M/J MATH 1	RODRIGUEZ 3 MTWRF 14:15 15:15 99-P14 YY
-	20020400 BG1 M/J COMP SCI 1	SMITH, MAR 3 MTWRF 09:15 10:15 01-165 YY
-	21090100 BG2 M/J WORLD HISTORY	GOLDMAN 3 MTWRF 10:15 11:15 99-P11 YY
-	82001100 J65 BUS KEYBOARDING	BLOUNT 6 MTWRF 13:15 14:15 01-133 YY
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
-	_____	_____
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 12=ESCAPE		TERML: QPADEV
NO ADDITIONAL PAGES...NEXT?		

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

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

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

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

A04 GENERAL ASSIGNMENTS

```

PANEL: _____ A04. GENERAL ASSIGNMENTS (PK-12) YEAR _____
STDT: 0000000000 DOE, JOHN SCI 0000 91 GR: 07 ST: 01
HOMEROOM HOUSE/TEAM COUNSELOR 0000 L GR AS-SCHL CAL
CUR: 7CM1 C7 ENTERPRISE 182 DAVIS MARV 0000 1 07 01 01
NXT: 8CM1 C8 182 0000 1 08 01 01
LST: C6 ENTERPRISE 182 DAVIS MARV 1 06 01 01

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

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

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

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

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

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

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

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

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

E06 FAST ENTRY HOMEROOM/TEAM PACKAGE

PANEL: ____		E06. HOMEROOM/TEAM/COUNSELOR								YEAR
R	HTC	SCHL	GR	TM	ST	LAST	FIRST	M	SR	STDT
N	H	2611								
		2611	06			ABDELHALIM	RAMY		MW	_____
		2611	07			ABUL-KHAIR	HASAN		MA	_____
		2611	06			ACHILLE	CARDYLANG		MB	_____
		2611	07			ACUNA	JENNIFER	D	FW	_____
		2611	06			ADIPIETRO	DOMINIC	J	MW	_____
		2611	06			AFTAB	HAREEM		FA	_____
		2611	06			AFTAB	MARIUM		FA	_____
		2611	06			AGUDELO	ALEJANDRO		MH	_____
		2611	06			AGUILAR	ASTRID		FH	_____
		2611	06			AGUIRRE	JASMINE	A	FM	_____
		2611	07			AHMED	NIDA	J	FA	_____
		2611	06			AHMED	TASNIEM	Y	FB	_____
		2611	08			ALBARRAN	JOZELLE	L	FH	_____
		2611	07			ALCANTARA	MARIAN	A	FW	_____
		2611	06			ALCENORD	ASHELY	L	FB	_____

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

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

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

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

After the July Rollover schools should sign on to Year 14 and use "C" for current year.

TS2056U POST PACKAGES

Current Date							
Post Package Schedules (TS2056U)							
ZSSDD823							
Prt	Rqt	Schl	C/N	PKG#	Sch Yr	P/E	Status
-		<u>0000</u>	-	----	---	-	-
-		<u>0000</u>	-	----	---	-	-
-		<u>0000</u>	-	----	---	-	-
-		<u>0000</u>	-	----	---	-	-
Prt Rqt : Y = Print on all pages N = Print on HDR page only				P/E : P = Post, E = Edit			
C/N : C = Current, N = Next				Status : blank = Active and Inactive A = Active Only I = Inactive Only N = Next School Only			
Sch Yr : 06 = 2005/2006							

POST PACKAGE NUMBERS TO A10

- Reports Menu
- Option #4 Scheduling Reports Menu
- Option #12 TS2056U (ZSSDD823) Post Package Schedules

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

DO NOT RUN IF A04 WAS USED TO ENTER PACKAGE NUMBERS

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

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

TS2057U UPDATE M.S. SEAT COUNTS

Current Date	UPDATE M.S. SEAT COUNTS (TS2057U)
School Year: <u>09</u> 06 = 2005/2006	
PF3=Exit PF12=Cancel ENTER=Process	

Reports Menu

Option #4 Scheduling Updates Menu

Option #10 TS2057U Update M.S. Seat Counts

Run Update Master Schedule Seat Counts **after posting student schedules**, making numerous schedule changes, and/or running Fill With Study Hall. The program will synchronize course seat counts. This report should be run often, ESPECIALLY when you see non-matching seat counts on C17, class rolls etc.

TS1150U UPDATE TEAM / HOUSE COUNTS

```
-----
ZSSDD811          UPDATE TEAM / HOUSE COUNTS      (TS1150U)

School:  3911
Current or Next:  C  0000          Next
School Year:  09 06 = 2005/2006

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

- Reports Menu**
- Option #4 Scheduling Updates Menu**
- Option #1 TS1150U (ZSSDD811) Update Team / House Counts**

This report should be run frequently **after posting student schedules**, to allow you to monitor the balance of your teams. After entering Teams for your students or making a number of Team changes, run Update Team/House Counts to synchronize the counts. A report will not be produced.

TS1115P TEAM / HOUSE ROSTERS

YEAR	TEAM ROSTER (TS1115P)
	Print Request: _ Y = Print on all pages N = Print on header page only
	Sort Sequence: _ A = House/Team, STDT Name, STDT NBR B = House/Team, STDT NBR C = House/Team, Grade, STDT Name, STDT NBR D = House/Team, Grade, STDT NBR
	School Year: _ 06=2005/2006
	School: 0000
	Current/Next: _ C=Current N=Next
	Grade: _
	House/Team: _
	Status: _ blank = Active and Inactive A = Active only I = Inactive only N = Next School only
<hr/>	
PF3=Exit PF12=Cancel ENTER=Process	

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

A10 CURRENT SCHEDULE

PANEL: _____		A10. CURRENT SCHEDULE (PK-12)				YEAR								
STDT: 00000000		DOE JANE		SCHL: 0000		GR: 07 ST: A								
						'MM: _____		TM: _____						
				SY: 11										
A	COURSE	SEC/M	DATE	SCHL	T	PRDS	ST: A	T: _	PGM	MINS	DAYS	BLD-AM	TCHR	ST
_	01000100	U71	010206	1	0101	M/J	ART/AR	102	300	MTWRF		01189	VITALE	
_	10010400	AR2	010206	3	0202	M/J	LANG A	102	300	MTWRF		01160	WEBER	
_	20020700	AR3	010206	3	0303	M/J	COMP 5	102	300	MTWRF		025L1	CLOCK	
_	12050400	AR4	010206	3	0404	M/J	MATH 2	102	300	MTWRF		01189C	MENDEZ	
_	1000010E	DP5	010206	3	0505	M/J	INTENS	102	300	MTWRF		01155	MIRAND	
_	21030100	DY6	010206	3	0606	M/J	GEOGRA	102	300	MTWRF		01128	KORSUN	
_	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PF1=HELP 3=EXIT 5=REFRESH 7=BKWD 8=FWD 9=NXT PAGE 11=PRINT 12=ESCAPE														
No additional pages...Next?												TERML: QPADEU		

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

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

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

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

TS2064P TOO FEW / TOO MANY

```

DATE
    Too Few/Too Many Schedules (TS2064P)

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

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

Reports Menu

Option #3 Scheduling Reports Menu

Option #10 TS2064P Too Few / Too Many

This report is VERY IMPORTANT to run AFTER POSTING student schedules. You should run this frequently up until you "buy" your schedules. **Too Few/Too Many identifies students with too few or too many courses for the Term.**

GR = Blank

TRM = 1 (In January use 2 for Term 2 if using 1 & 2)

PRT TYP = Middle Schools are Type 2

MASTER SCHEDULE SUMMARY

SCHEDULING FOLDER – SCHI002

It is a **VERY HELPFUL** report that gives you great detail.

Use this report option after you have POSTED your Master Schedule.

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

TEACHER AND ROOM USAGE

SCHOOL FOLDER – SCHI003

School Type = 2 (Middle School)
School Year = Year for which you are scheduling (i.e., 14)
Sort Sequence = Building, Room, Team or
 Team, Building, Room
Term = 1, 2, 3 or 6 (you can select multiple TERMS)
Team = Team Identifier (C25)

STUDENT LOCATOR

SCHEDULING FOLDER SCHI004

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

A11 INTERACTIVE SCHEDULER

PANEL:	_____	A11. INTERACTIVE SCHEDULER	SCHL:	
STDT:	060000000000	DOE JOHN		
A COUR			A COURSE/TRM SECM P	TM: 8P C/N: _
10000102	3 101	*01 M/J INTENSIVE READ	_____	_____
12050800	3 110	*02 M/J MATH 3 ADV	_____	_____
20030200	3 107	*03 M/J PHYSICAL SCI A	_____	_____
10010800	3 103	*04 M/J LANG ARTS 3 AD	_____	_____
23050000	3 103	*05 M/J CAREER EDUCATI	_____	_____
21000250	3 115	*06 M/J US HIST ADV &	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
F	[REDACTED]			M
G	[REDACTED]			N
H	[REDACTED]			O
I	[REDACTED]			P
J	[REDACTED]			Q

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

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

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

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

See School Scheduling Enhancements – Appendix A