Scheduling Guide

Contents

Student Counts for the New Year

Often in New Year scheduling, the user needs a count of students for the upcoming year to plan classes for the master schedule. The steps below explain how to get counts for the first day of school by using the **MFP/Ethnic Gender/Lunch** report.

Getting Started

1. On the left navigation panel, go to **Student Master**, then open the **Count** group of programs.
2. Under **Count**, select **MFP/Ethnic-Gender/Lunch.**

How-to

1. At the setup box, set the following:
   - **Year**: Set to the next year.
   - **Grades**: Set to the desired grade levels for next year.
   - **As of Date**: Set to the first day of school.
   - Click the **OK** button.
2. A count by grade level for the school will appear. Some of the column headings are explained below:
   - ? - number of students for which the grade cannot determined
   - MFP - number of students counted towards State Funding purposes
   - Enroll - number of students enrolled in the school
   - Adj - number of students adjusted (counted as both pre kind and preschool)
   - 22+ - number of student at age 22 or older
   - NR – number of students identified as not reported in SIS to state
   - Total – number of active students
3. **Note**: If you click on any count cell, the list of students will be displayed. Click the **Print** button to print the list of students.
4. The tabs at the bottom will break down the totals by **Regular Ed**, **Special Ed**, **Ethnic and Gender by School**, **Ethnic and Gender by Grade**, **Special Codes**, and **Lunch** codes.
5. Click **Print** to print or save the report
6. Use the count information to identify how many homerooms may be needed for each grade, as well as how many seats are needed for each class period.

Entering and Verifying Requests

Load Student Course Requests

This program allows the user to work with request posting on an individual student level.

1. In WebPams, in the left navigation panel, click on the "**Scheduling**" button.
2. Under "Entry", click on "**Load Student Course Requests**".
3. On the setup box
   - **Year**: For this program, the **Year** should be the upcoming school year
   - Set **District** and **School** to default based on security of the user.
   - **Stu Grades**: Select the grade level(s) of the students that need course requests.
   - **Active Only**: Check the box by "Active Only" to exclude those students who have been dropped.
   - The **date field below the "Active Only"** box is to tell the system what date the "Active Only" option should be using to find active students.
   - **Show**: Select to include "All" students, special ed students only, or regular ed students only.
   - **Spec Codes**: If desired, click to select special codes associated with students.
     - Example: Selecting OM2 will limit the students to those that are identified in Student Master with special code "OM2 Career Diploma".
   - **Include Scheduled Requests:** Click to show student requests that have already been scheduled. Leave unchecked to only view unscheduled requests.
   - **Allow Multiyear Requests:** Check the box to enter student requests up to five years in advance.
     - Handy for 5 year plan entry of requests. More work up front, but may pay off for future years.
   - **Skip Obsolete Courses**: Check to exclude courses that are obsolete from the course selection list.
   - **Course Grades**: Click to limit the course selection list to the grade levels selected.
   - **Create Courses From Master Schedule**: Check to limit the course selection list to only those courses in the next year master schedule
   - **Show Master Schedule Comments**: Check if comments are on the master schedule and need to be displayed while putting in requests.

4. Click **Ok** when the setup box is correct.

5. Normally, the first alphabetical student in the grade range will be displayed in the upper left. The user can start with this student, or use the **Find** button to locate the desired student.
   - To move to a different student, either click the **Next** or **Prev** (Previous) button, or click the **Find** button.
6. The left side of the screen is where the student`s requests will appear. On the right is the course selection list.
7. **To add requests**: Click on the desired course from the course selection list on the right, and it will then appear on the left.
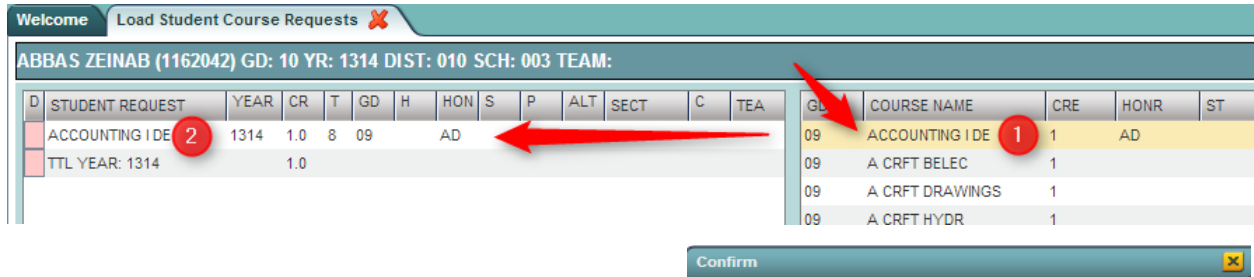
8. **If the student has taken the class previously**: The system will present a warning message as shown below. To continue adding the course, click **OK**. Click **Cancel** to stop adding the course.
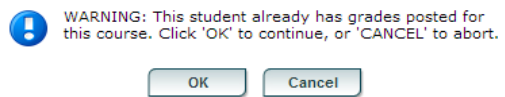
   - **TIP**: Need to check the transcript or current year grades as a result of getting the above message? Click the **Action** button in the upper right, then choose **iGear**, then either **Grades** or **Transcript.**
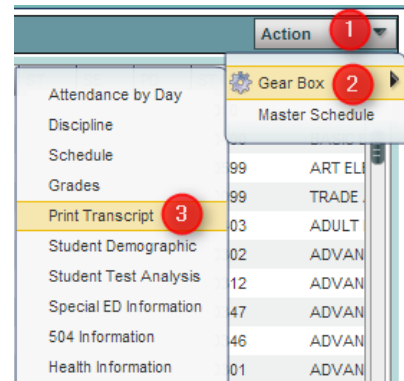
9. If the **Multiyear** option was checked on the setup box, the user will see a box asking which year is the request to be applied to.
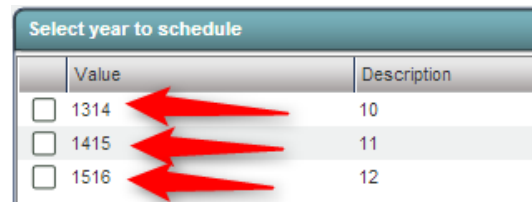
10. **To request part of a course**: Click in the cell under the column header "**H**". Choose to select "**1st Half**" of the course, or "**2nd Half**" of the course.
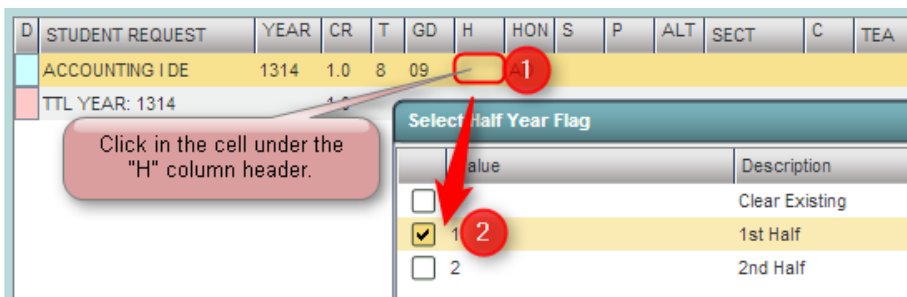
11. **To request a specific teacher**: Click in a cell under the column labeled **TEA**. A list of teachers assigned to the course for next year will be displayed. Click to select the desired teacher to request for the course.

12. **To Post an Alternate request**:
    - Enter a request for the primary desired course, such as IBCA.
    - Enter a request for the secondary course if IBCA cannot be scheduled, such as Computer Tech I.
    - In the column labeled **ALT**, click on the ALT cell of the primary course, then enter an alpha number combination such as "A1".
    - In the column labeled ALT, click on the ALT cell of the secondary course, then enter an alpha number combination that is sequential with the primary, such as "A2".
    - Each pairing should start with a different alpha value, such as the next alternate for the student would be "B1" paired with "B2" as the alternate.
    - **NOTE**: Requests with an alpha "1" will be processed for scheduling. Requests with alpha "2" on down will not be processed for scheduling.

13. **To delete a request:** Click the red cell to the left of the course.
14. **To Print a Request Sheet:** Click the **PrtStu** button to print a request sheet for this student, or multiple students.
    - **Use Homeroom Order?**: This is not usually used at this point in the request process because usually no homerooms have been set for next year. However, if homerooms have been set, click to use this print order.
    - **Homerooom Teacher:** Per above, this is not usually used at the request stage, but if homerooms have been identified for next year, click to select the desired homeroom teacher(s).
    - **Grade:** Click to set the desired grade range to print.
    - **Select Student(s):** By default, the current student's ID will be in this cell. Click in the cell to select all, or some of the students in the grade level.
    - **Add Alt Course Credit to Total Credits**: Not usually selected. If chosen, the credit totals for the ALT courses will be added to the credit totals for a class.
    - **Print Year**: Select the next year to print requests for. If using the **Multi Year** option, select the desired years to print requests for the student(s).
    - **Comment**: If the user wishes to place instructions or a message of some kind to the parent / guardian / student, enter them in the Comment cell.
    - **Print Comments**: Click to indicate that any text in the Comment section is to be printed on the request page.

- **Print Forms**: Click to print a form for the desired student(s). The user will see the requests listed, with any comments, as well as signature lines at the bottom of the request page.

Print Course Request Forms

HomeRoom and Grade Range
- [ ] Use Homeroom Order?

Homeroom Teacher :

Grade : 10

Student Selection

Select Student(s) : 1162042

Year and Credit Options
- [ ] Add Alt Course Credit to Total Credits
- [x] Print Year: 1314
- [ ] Print Year: 1415
- [ ] Print Year: 1516
- [ ] Print Year: 1617

Comment

Dear Parent / Guardian: Please review with your child and return to the Counselor's office by x/y/z date. Failure to do so will result in requests being selected for the student.

- [x] Print Comments

[Print Forms]   [Cancel]

15. **Action button allows access to other information**: Click the **Action** button in the upper right to access other useful programs such as…

- **iGear**: Click the iGear icon to see the student's attendance, grades, discipline, test scores, transcript, etc….

- **Master Schedule:** Click to see the next year master schedule.

Action   1

Attendance by Day   Gear Box   2   ▶
Discipline   Master Schedule
Schedule   99   ART ELI
Grades   99   TRADE
Print Transcript   03   ADULT
Student Demographic 02   ADVAN
3 Student Test Analysis 12   ADVAN
Special ED Information 47   ADVAN
504 Information   46   ADVAN
Health Information   01   ADVAN
                     01   ADVAN
Exit   03   AEROSI

Student Request Fast Loader

The **Student Request Fast Loader** allows the user to load course requests for one or more courses to groups of students at one time in a loader format.

1. In WebPams on the left navigation panel, click **Schedule**, then **Loaders**, then **Student Request Fast Loader**.
2. At the setup box, set the **Year** (*be sure to set to next year*), **District**, and **School**.
3. Other Setup box options:
   - **Grades**: Click to set the desired grade level of students.
   - **Gender**: Click to set the desired gender of students.
   - **Ethnic**: Click to set the desired ethnicity of students.
   - **Sports**: Click to set the desired sport code of students.
   - **Clubs**: Click to set the desired club code of students.
   - **Teams**: Click to set the desired Team code of students.
   - **Special Codes**: Click to set the desired Special code of students.
   - **Program Codes**: Click to set the desired Program code of students.
   - **Active Only**: A check will limit the list of students to only students who are enrolled. Default is to have this checked.
   - **As of Date**: If "Active Only" is checked, students enrolled as of this date will be displayed on the left side of the screen. The default is to have the current date, but can be set to the first day of school next year to show the new students gained for next year.
   - **Show:** Select to show "All" students, "Sped Only", or "Non Sped" students.
   - **Course Criteria / Grade Levels**: Click to limit the grade level of courses to pick from.
   - **Course Criteria / Transcript Group**: Click to limit the transcript group of courses to pick from. Example: Transcript group of "English" will limit the pick list of courses to those categorized as "English" such as "English I, Reading I, etc...
   - **Limit Courses to Master Schedule**? Normally checked. Check if the user wishes to limit the courses selection to those in the master schedule for the New Year.
   - **Active Only Courses**: Normally checked. Check if the user wishes to limit the courses selection to only courses that are not obsolete.
4. Click the **OK** button to begin the Student Request Fast Loader.

5. On screen, the user will see that there are students with select boxes on the left, and courses with select boxes on the right. Additionally, on the lower right, the user will notice that there are course alpha select buttons, along with a course search text box.

6. **Buttons at the bottom of the screen**:
   - **Load Requests:** Click this button to assign selected course requests to selected students.
   - **Unload Requests:** Click this button to remove selected course requests from selected students.
   - **Setup:** Click to return to the setup box to change settings for the utility.
   - **Print:** Click to Print the student listing.

7. **Selecting Students**: Click the select box next to the desired students. To select all students shown, click the box in the upper left next to the column header labeled "**SEL**". This will place a check in each student's box. To clear all selections, click in the same box again.

8. **Selecting Courses:** To locate a desired course either:
   - Scroll up / down to the desired course
   - In the lower right under the courses, click an alpha button to move the course listing to the letter clicked
   - In the lower right, type part or all of a course name to move the course listing to the desired course.

   - When the desired course is located, click the select box next to the desired course(s). To clear the selection, click the box in the upper middle of the courses listing next to the column labeled "**SEL**". This will place a check mark by each course. Click again to clear the check marks from all select boxes for courses.

9. **Assign the selected course requests to the selected students:** Click the **Load Request** button. The system will think a moment, then return a message of "Students requests set!". At this point, requests have been assigned.

10. **Remove the selected course requests from the selected students:** If a mistake was made, or a correction needed, and the requests need to be taken away, first select the desired students, then select the desired course to take away as a request. Click the **Unload Request** button. The system will think a moment, then display a message of "*Student requests unset*!" At this point, the requests for the selected courses have been removed from the selected students.

11. <mark>**TIP**</mark>: **Need to see the requests of the individual student from this screen?**

    ▪ Hover the mouse on the name of the student, then click the **iGear** icon.
    ▪ Click **Schedule**, then either **Schedule Maintenance**, or **Pattern Board**.
        1. **Schedule Maintenance**: Check the tab labeled **UnScheduled Requests**. From here, the user can add and remove requests for the single student.
        2. **Pattern Board**: Requests will show as unscheduled on the screen. From this screen, the user can delete and add requests for the single student.

Course Request Fast Loader

This program allows the user to load next year requests by current year course. For example, the user could choose to indicate that all currently scheduled students in English I will get a request for next year in English II.

1. In the left navigation pane, select **Schedule**, then **Loaders**, then **Course Request Fast Loader**.
2. Setup box options:
    a. **Year**: *Be sure to set to next year*
    b. **School**: Confirm that school is set correctly.
    c. **Grades**: Set desired grade level of students in a given course to assign the selected request to.
        i. **TIP**: Since many courses in high school have students of multiple grade levels, it may be best to use all grade levels at the school.
    d. **Active Only**: Normally set to "checked" status.
    e. **As of Date**: Normally set to current date.
    f. **Course Criteria**: **Grade Levels**: Set to grade levels of the school.
    g. **Transcript Group**: If desired, click to select a transcript group to limit the courses shown. *Example: Select Math to limit courses to work with as Math only courses*.
    h. **Limit Courses to Master Schedule**: Normally set to "checked". If there is a need to assign requests to courses that are currently not in the master schedule for next year, uncheck this option.
    i. **Active Only Courses Prev Year?:** Normally set to "checked". If unchecked, the user will be able to pick from courses marked "obsolete".
    j. **Active Only Courses New Year?:** Normally set to "checked". If unchecked, the user will be able to pick from courses marked "obsolete".

    k. Click **Ok** to begin.
3. The user will see there are two basic parts of the screen. On the left, a selection of current year courses is displayed with select boxes. On the right are select boxes of courses for next year.
4. The user picks a course on the left to represent students currently enrolled, such as "*English II*".

5. Next, the user picks a course on the right to represent the next year requests to be created, such as "*English III*".

Course	Grade	Credit	Honors	STD	SEM		Course	Grade	Credit	Honors	STD
BUSINESS ENGLISH	12	1			2		DE ENGLISH IV	12	1	AD	
DE BUSINESS ENG	11	1	D		2		ENGLISH I	9	1		*
DE ENGLISH IV	12	1	AD		2		ENGLISH II	10	1	T	*
DE-JD ENGLISH IV	12	1	D		2		ENGLISH III		1	T	*
DL LANGUAGE ARTS	9	0	1		2		ENGLISH IV	12	1		*
DL READING	9	0	1		2						
ENG COMPOSITION	12	1			2						
ENGLISH 100	12	0			1						
ENGLISH I	9	1		*	2						
ENGLISH I*	9	1	W		2						
ENGLISH I-H	9	1	HT		2						
ENGLISH II	10	1	T	*	2						
ENGLISH II-H	10	1	HT		2						
ENGLISH III	11	1	T	*	2						
ENGLISH III-H	11	1	HT		2						

6. Click the **Load Request** button. A confirmation message will indicate the number of requests created for the next year course.

7. Clear the selections and start the next course combination to load. Repeat for each combination desired.

Audit Request Validity

Running this report, and editing requests as a result of studying it, is crucial prior to any automatic scheduling.

This report is used to check requests of students to make sure they have a request in an appropriate transcript group, check total credits of requests, and identify any errors.

If errors are found in this report, browse to the **Load Student Course Requests** program to fix any problems.

1. In the left navigation pane of WebPams, click on **Scheduling**, then **Lists**, then **Audit Request Validity**.

2. On the setup box

   ▪ Select the desired **Year**, **District**, and **School**.

   ▪ For **Stu Grades**, select the grade level of the students to view. Leave blank if all grade levels is desired

      o NOTE: The user will find it easier to run this report one grade level at a time.

   ▪ Check the box **Active Only** to only see students who were active as of the date selected.

   ▪ For **Show**, select if you would like to include all students, special ed students only, or regular ed students only on the report

   ▪ For **SELECT CORE GROUPS**, select the transcript group codes to have the credits requested counted for each student in the CR column

      o NOTE: Usually all groups are selected

3. Click **OK**

4. This program will evaluate the student's requests and provide meaningful results. The user checks to see that students have requests in correct transcript groups, have correct TC (Total Credits) values, and have no counts in the green columns on the far right (possible errors).

5. The following are the fields and their meaning:

   ▪ **TG1 - TG9** are the total number of credits requested per transcript group number
      o **TG1** - English
      o **TG2** - Computer
      o **TG3** - Math
      o **TG4** - Social Studies
      o **TG5** - Science
      o **TG6** - Health and P.E.
      o **TG7** - Foreign Language
      o **TG8** - Vocation ED Electives
      o **TG9** - Regular ED Electives

   ▪ ***TC** is the total number of credits for all requested courses

- **CR** is the total number of credits for selected core transcript groups. See **SELECT CORE GROUPS** above
- **EL** is the total number of credits for elective courses
- ***PS** is the total number of credits short of the normal number of credits for a school day
- ***PO** is the total number of credits over the normal number of credits for a school day
- **TP** is the total number of credits requested that are TOPS course. For this field to be populated, course will need to be flagged with a T for primary TOPS courses or flagged with a t for TOPS substitute courses
- **HA** is the total number of half credit courses requested

6. The columns in green on the far right are possible errors. If there is a number in these columns, click on the cell count to view the courses that have an issue.
   - ***OB** is the total number of courses that are obsolete in the course catalog. Click on the number to view the request
   - ***DU** is the total number of duplicate requests. Click on the number to view the request
   - **UN** is the total number of unscheduled requests
   - **TR** is the total number of requests
   - ***NC** is the total number of requests that do not match any courses in the course catalog. Click on the number to view the request
   - ***MS** is the total number of requests that do not match any courses in the Master Schedule Editor. Click on the number to view the request
   - **RT** is the total number of teachers requested. Click on the number to view the request
   - **GDL** is the total number of requests that have a grade level error. Click on the number to view the request

Course Request List

This report generates a listing of students and the courses requested. It can be sorted / grouped by student or by course.

1. In the navigation panel on the left, select **Schedule**, then **Lists**, then **Course Request List**.
2. At the setup box, set the **Year**, **School,** and desired **Grade**(s).
3. Click **OK**.
4. The results will come up sorted by course name as shown below.

5. <u>To sort by student</u>, click the column labeled **Name** to sort from high to low on student names.
6. <u>To group by student</u>, move the cursor over the column labeled **Name**. A yellow down arrow will appear on the right of the column label cell. Click on the yellow drop down arrow and choose **Group by Name**.
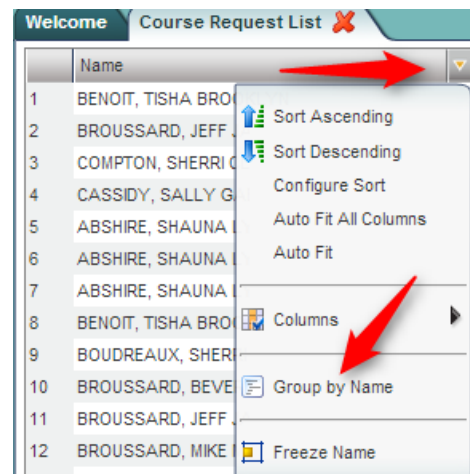
- Expand the arrows to see the classes in the grouping by student.

- To ungroup, move the mouse back over the column labeled **Name**. Click the down yellow arrow and select **Ungroup**.

7. To group by course, repeat steps 5 and 6, but perform these steps on the column labeled **Course**.

Audit Master Schedule Seats vs Requests

*Before running this report, please consider doing the following in the next year **Master Schedule Editor**:

1. **Review, and adjust if needed, the MAX count for next year courses**. Easiest way to do this is to "*freeze*" the **MAX** and **COURSE** columns of the Master Schedule Editor, then sort this listing by COURSE.
2. **Delete any unneeded courses for next year**. Clearing out any unnecessary courses in the next year Master Schedule Editor will improve results of the Seats vs Requests report.

Running this report, and editing requests as a result of studying it, is crucial prior to any automatic scheduling.

This report is typically done after requests for New Year scheduling have been entered. The report will show a count of requests for a course and the number of sections / seats available in the next year master schedule. From here, the user can plan how many sections of a given course are needed, as well as move requests from one class to another. Below is an example of what the report looks like.

Seat Count Audit For YR: 1213 DST: 027 SCH: 014

Dst	Sch	Course	Gd	Sec	Seats	Req	MS	S Avail	09	10	11	12
027	014	ACCOUNTING II	12	5	165	17	Y	+148	16		1	
027	014	ACT PREPARATION	09	5	165	12	Y	+153	10	2		
027	014	ALGEBRA I	09	2	66	38	Y	+28	25			13
027	014	ALGEBRA I-H	09	1	33	1	Y	+32	1			
027	014	CONFERENCE/PLANN	01	1	33	1	Y	+32		1		

1. On the left navigation pane, go to **Scheduling, Lists,** then **Audit Master Schedule Seats vs Requests**.

2. At the setup box, set the **Year** (*make sure to set for next school year!*), **District**, and **School**.

3. Other options are described below:

   - **Flag Blue if Under 10 Requests?**: By default, this is checked. If a class has under 10 requests for a class, the cell will be highlighted in blue. If unchecked, no cell highlighting will occur for this condition.

   - **Flag Red if Requests Exceed By:** By default, this is checked and set to 005. If a class has 5 or more requests than the max number of seats available in the master schedule, the cell will be highlighted in red. The user can set this count of 005 to a higher or lower number if desired. The user can also choose to deselect the option altogether in which no shading for classes that are high in count will show.

Seat Count Audit Setup

Year: 1112 District: 027 School: 004

☑ Flag Blue If Under 10 Requests?

☑ Flag Red If Requests Exceed By: 005

☐ Show Master Schedule Comments

Select Teams: [   ]

Show: ⦿ All ○ Opt3 Only ○ Non Opt3

TRANSCRIPT GROUPS	GROUP	DESC
☐	1	English
☐	2	Computer Education
☐	3	Math
☐	4	Social Studies

   - **Show Master Schedule Comments:** If selected, the comment field from the master schedule will show for the course.

   - **Select Teams:** If students and classes are assigned to teams, the user can identify a team to run the request counts against.

   - **Show:** Select All to run the report for all students. Selections for Opt3 are no longer valid.

   - **Transcript Groups:** Select a desired transcript group(s) to limit the report to the selected type of courses. Example: Select "English" to limit the report to just English classes.

4. Click the **OK** button to obtain results. It may take a minute or two to display.

5. The report will show the number of sections for a course currently in the master schedule, as well as the number of requests, also broken down by grade level. Clicking on the count will reveal the students who comprise the count. Columns shown on the screen are described below:

   - **Course**: Name of course

   - **Gd:** Grade level of the course

- **Sec:** Number of sections in the next year master schedule
- **Seats:** Number of seats available in the next year master schedule. {*Computed by taking the number of sections multiplied by the max seat count for each section from next year master schedule*}
  - **TIP**: If you find the max seat counts are too high, adjust in the next year master schedule by changing the "**Max**" column of the course.
- **Req:** Number of requests for the class. A user can click on the count to see a listing of students requesting the course.
- **MS:** Course in next year master schedule? A "Y" indicates that the course is in next year master schedule. A "N" indicates that the course is not in next year master schedule.
- **S Avail:** Seats available for the class based on next year master schedule. {*Computed by taking the number of seats (from Seats column) and subtracting the number of requests for the course.*}
- **09, 10, 11, etc... :** These are grade level columns which show counts of students requesting the course by grade. The user can click on these counts to see the students being counted. For example, to see which 10th graders are requesting Algebra I, click on the count under the grade 10 column.

Dst	Sch	Course	Gd	Sec	Seats	Req	MS	S Avail	07	08	09	10	11	12
027	006	ADAPTED PE	07	1	33	1	Y	+32	1					
027	006	ADAPTED PE	08	1	33	2	Y	+31		2				
027	006	ADAPTED PE	09	1	33	8	Y	+25	1	1				6
027	006	ADULT RESPONS	09	1	26	22	Y	+4					9	13
027	006	ADVANCED BAND	09	1	100	63	Y	+37			19	16	23	5
027	006	ADVANCED MATH I	11	2	50	33	Y	+17					6	27
027	006	AGRISCIENCE ELEC	11	1	25	6	Y	+19						6
027	006	AGRISCIENCE I	09	3	75	53	Y	+22	3	36	1	8	5	
027	006	AGRISCIENCE II	10	2	50	34	Y	+16			2	26	4	2
027	006	AGRISCIENCE III	11	1	25	18	Y	+7				2	14	2

6. **Print** button**:** Click to print the results shown on screen.
7. **MSched** (Master Schedule) button: Click to see the master schedule.
8. **Using the information shown on screen:** The user goes over the information for several purposes:
   - The count of requests per course helps the user plan on how many sections of each course are needed in planning the New Year master schedule.
   - Identify requests that may be for classes not offered in the master schedule, and as a result, either need to be added to the master schedule, or the students need to be moved to request a different course.
   - Move all or some of the student requesting a course to other courses. If the user finds that there are 3 ninth graders requesting Physics, the user can click on the count of 3 students and move them to a request for a more appropriate course.
9. **Move Students to Request a Different Course**: This can be done by clicking on the count of requests. A list of students will appear as shown below. The user will see that there is a Select box checked by each student.

Seat Count Audit For YR: 1112 DST: 027 SCH: 004

YEAR: 1112 DIST: 027 SCH: 004 COURSE: ART 6 (06)

Sel	Dst	Sch	Name	ID	Gd	HRoom	Eth	G	ECd	EDate	Cp	Room	Section	Gpa	PGpa	Recnum
✓	027	004	BREAUX, JOHN	5089988	06	ALBRO BE\	0	M	E1	2005-08-16	07	T-1	004383	3.50	2.50	13748361
✓	027	004	BREAUX, MIKE	5940331	06	ALBRO BE\	0	M	E4	2010-10-26	07	T-1	004383	2.00	2.16	13748365
✓	027	004	DAIGLE, TISHA	5040028	06		0	F	E4	2009-08-11	07	T-1	004383	2.00	3.08	13748325
✓	027	004	DEBARGE, MARK	2110153	06		0	M	E4	2003-11-10	07	T-1	004383	2.00	2.10	13748265
✓	027	004	DELAFOSSE, SHAUNA	8049947	06		0	F	E5	2007-10-29	07	T-1	004383	2.50	3.16	13748458
✓	027	004	DESHOTEL, SHAUNA	6049972	06		0	F	E1	2005-08-16	07	T-1	004383	2.00	3.83	13748377
✓	027	004	DIETZ, STEPHANIE	5040199	06		0	F	E1	2004-08-16	07	T-1	004383	0.00	1.50	13748343
✓	027	004	DRONET, ANGELA	5040044	06		0	F	E1	2004-08-12	07	T-1	004383	0.00	4.00	13748327

[M Sched] [MV Stus] [Print] [Close] [Select All] [Un-Select All]

- Select or deselect the desired students to move to request a different course.
- Click the **MV STUS** button. A set of directions will appear on screen. After reading over, click the **OK** button.
- A listing of courses will appear. Courses with teachers and periods/sections are associated with the master schedule. At the bottom, make sure "**Load Requests**" item is selected.

- Browse the listing to the desired course to move the students to. Click on the desired course row.
  - **Note:** If the user wishes to move the student from a request to a *scheduled* class, change the selection from **Load Requests** to **Load Scheduled Requests**. Then pick a specific class from the listing (*a course with a teacher, period, and section number*). With this option, the student(s) will actually be scheduled, not requested, for this specific course. The courses will be considered as manually scheduled.

- After selecting the desired course, a confirmation dialog will appear. Click "Yes" to process, or "No" to cancel the operation.
- After the move is complete the program will automatically perform the audit again to refresh the numbers on the main screen.

Request Matrix

Running this report and using it to plan / edit the master schedule classes is crucial prior to any automatic scheduling.

The **Request Matrix** is a report that helps the user plan the New Year master schedule. It is commonly reviewed after requests for the New Year are entered and verified. It provides a count of students requesting a course, then lists other courses this same count of students are requesting. For example, the report may show there are 89 students requesting Physics, and 78 of them additionally want Calculus. Therefore, it is important to plan these courses at different times.

- Usually this report is first run for *Singletons* (classes occurring only once in the master schedule), then run again for *Doubletons* (classes occurring twice in the master schedule), then finally for all classes if needed.

  1. In WebPams, on the left navigation panel, click **Scheduling**, then **Count**, then **Request Matrix**.

  2. At the setup box, set the **Year** (make sure it is set to the New Year), **District**, and **School**.

  3. Other Setup options:

     - **Stu Grades:** Grade level of next year students to count requests against.

     - **As Of Date:** Enrolled date of students to counts requests against. (**Note**: The user can set this to the first day of school for the next year to make sure new students are represented in the count.)

     - **Select Teams:** Select to limit the count of requests to those of students on a particular Team.

     - **Conflict Level:** Enter a number that identifies the amount of conflict is important to the user. **Example**: *Entering a "5" will highlight any cell which has a count of 5 requests or more for the same students, and for the same courses*.

     - **All Courses:** Click to run the report for all requests of all courses, no matter how many times the courses appear in the master schedule.

     - **Singletons:** Click to run the report for requests of courses which occur only once in the master schedule. **Note**:*Usually, this setting is used the first time the report is run*.

     - **Doubletons:** Click to run the report for requests of courses which occur twice in the master schedule. **Note**: *Usually, this setting is used after the report is run for Singletons*.

     - **Transcript Groups:** Click to limit the count of requests for courses that fit into a desired transcript category. For example, selecting "Math" will limit the course to performing requests comparisons for classes in the Math category only.

  4. Click the **Ok** button to begin the report.

5. The main screen will show courses with counts down the left. Across the top are state course code numbers of courses that have the same students requesting a second course.

- **TIP**: The **Print** view of this report is much simpler to read. If you find the screen is hard to work with, just go straight to the **Print** button at the bottom of the screen. A preview of the print job is shown on the next page.

- Hover over the cell counts. A tooltip showing the courses being compared will be shown.

- Clicking on the cell counts will give the user the option to see the sections in the master schedule, or the students who have requested the course.
  - o If the option to **Show Students** is chosen, a student listing will be shown. From here, the user can choose to move the students to a different request if needed.

6. Click the **Print** button to see the results in an easy to read manner. The print will show a count of students requesting a course, and a sub count of other courses the students requested. This can help the user plan courses in the master schedule that will not be conflicting against each other in the scheduling process.

Date: 01/06/2013
Type: Singletons

Potential Course Conflicts
006 Demo 006 7-12

Session Year

Course			Potential Conflicts								
Course	Code	Cnt	Course	Code	Cnt	Course	Code	Cnt	Course	Code	Cnt
FAM & CON SCI II	100402	9	ADVANCED BAND	030302	1	DL SCIENCE	171443	1	DL SOC STUDIES	171446	1
			PARENTHOOD ED	100601	1						
GEOMETRY-H	160323	22	ADVANCED BAND		3	BIOLOGY-H	150301	14	ENGLISH II-H	120332	14
			THEATRE I	030700	3						
HISTORY 100	171447		ENGLISH 100	999999	1	PHYSICS	150700	1	WORLD HISTORY	220401	1
HOS-HP SPED	500										
NURSING ASST	09			03	1	AHEC OF A SUMMER	090016	2	NUTRITION & FOOD	100300	1
				03	3	WORLD HISTORY	220401	1			
NUTRITION & FOOD	10			03	20	ADVANCED BAND	030302	1	AHEC OF A SUMMER	090016	1
				03	4	DE ALGEBRA III	160375	1	ENGLISH III-H	120333	3
				01	1	NURSING ASST	090237	1	PARENTHOOD ED	100601	1
			PUBLICATION YB	050603	1	THEATRE I	030700	1			

Since Geometry-H has 22 requests, and since 14 of the 22 students also request Biology-H, it is important to schedule these classes at different times.

Master Schedule Planning

Preparation Steps:

1. Develop a Master Schedule building team, such as Administrators, Counselors, Department Heads, to help design the Master Schedule.
2. Identify what are the core values of the school as it relates to the master schedule. Refer back to them when making difficult decisions.
   - Many schools have a set of values that express what is important to that school. Clearly identifying this ahead of time makes hard choices a little easier.
   - Example: "Our school supports a strong arts and sciences curriculum that produces students with high achievement in these areas." Resulting difficult decisions about the master schedule would refer back to this core value of the school.
3. Prepare a count report of students for first day of school for New Year.
   - Go to **Student Master** > **Count** > **MFP Ethnic Gender Report**
4. Verify all students have requests using the Audit Requests Validity Report
   - Go to **Schedule** > **Lists** > **Audit Requests Validity**
5. Prepare a report of Request Counts
   - Go To **Schedule** > **Lists** > **Audit Master Schedule Seats vs Requests**
   - Go through the listing and identify which courses are Singletons (courses that have only one section) and Doubletons (courses that have only two sections).
6. Prepare a **Request Matrix** report for Singletons and Doubletons, then for "All".
   - Go to **Schedule** > **Counts** > **Request Matrix**
7. Prepare a list of constraints, or locks, that affect the Master Schedule
   - Conference / Planning periods that have to occur at certain times
   - Courses that have to occur at a given time.
   - Courses that are joined together
   - Courses with unusual conditions
   - Teachers with specific course restrictions
8. Create a physical representation of the Master Schedule
   - Magnetic board, Project board, White Board, Excel file, etc…
   - Create class markers using post it notes, colored tiles, or in Excel, shaded cells.
     - Consider color coordinating by department, singletons/doubletons, or other groupings
   - Many will layout the physical Master schedule by department as much as possible. Therefore, English teachers are grouped together, then Math, etc…
9. On the new year master schedule, delete out any courses that will not be used for the coming year.

Steps to Creating, or Verifying a Master Schedule

1. **Place, or Verify Constraints, or Locked Sections, in the Master Schedule**

   - Go through and place markers in the master schedule that clearly identify sections that will be "locked in". These constrained, or locked courses, are sections that truly cannot move in the future.

2. **Place, or Verify Singleton Sections:**

   - Using the Request Matrix for courses that have been identified as singletons, and starting with any Senior level singletons, place the classes so that they are not offered at the same time. Repeat for Junior singletons, Sophomore singletons, and so on….

   - **Tip from San Diego Unified District document on Master Schedule building:** "The best placement for a singleton section is where there are no singleton or doubleton conflicts for that period. If this is not possible, place the section where there are no singleton conflicts, and very few doubleton conflicts."

   - **Don't move singletons after other classes begin to fill in unless absolutely necessary.

3. **Place, or Verify Doubleton Sections:**

   - Set the doubleton sections with as little conflict against other doubletons and singletons as possible, particularly at a given grade level.

   - **Tip from San Diego Unified District document on Master Schedule building**: "Therefore, search for two periods with no singleton or doubleton conflicts. If this is not possible, locate the two periods with no singleton conflicts and the fewest doubleton conflicts."

4. **Place, or Verify Courses with Many Sections:**

   - Going through from Senior classes to Freshman classes, begin placing courses with many sections. Try to make sure that additions go into periods where there are the fewest classes at that grade level.

   - For example, when adding 5 sections of a Senior English class, place them in the periods where there are fewest Senior classes being offered.

   - Check Count of Planning Times per Period.

5. **Count how many teachers have Planning/Conference by period.**

   - Ideally, this count should be fairly balanced across the periods.

6. **Count the Number of Classes per Period by Grade if Applicable.**

   - Go through each class period counting how many sections are available. Balance if needed.
     - Ex: 1st period has a total of 15 classes and 3rd period has 9 classes. Try to move a few 1st period to 3rd period.
     - Related report for this task: **Total Seat Count by Grade** report. Located in **Scheduling** > **Count** > **Total Seat Count by Grade**.

   - **TIP:** It is a good idea to do this by approximate grade level. For example, count how many 9th grade classes there are at each period, then check how many 10th grade classes there are at each period, etc.…

7. **Mock schedules for groups of students:**

   - Do a quick dry run of several types of typical students: Example: A Junior football player who takes Honor type courses. Does the master schedule work for this type of student?

Master Schedule Editor

The Master Schedule Editor is a program to insert, edit, and remove classes in a master schedule.

Getting Started

1. On the left, click on **Scheduling**
2. Under **Entry**, select **Master Schedule Editor**.

Setup Options

1. Select the desired "Year"
2. "District" and "School" should be defaulted based on security.
3. Below "Master Schedule To Edit", choose whether to "Edit Original Master Schedule" or to "Edit October Master Schedule".
   - "Edit Original Master Schedule" is the live working Master Schedule the system is using.
   - "Edit October Master Schedule" is a copy of the Original Master Schedule on October 2 at 12:01 a.m. used in October 1 LEADS State Reporting.
4. Below "Master Schedule Grade and Period Range", select the desired grade level and class periods of the sections to view. Leave the fields blank to view all.
5. Below "Load Count Coloring":
   - Check the box next to "Set blue if scheduled <" if it is desired that the fields C1 - C4 be blue when the count of students is less that the number set in this field.
   - Check the box next to "Set red if scheduled is > max" if it is desired that the fields C1 - C4 be red when the count of students is greater than the max count set for the class.
6. For "Default Sort Order", select the preferred order of the Master Schedule from the options. Either "Sort teacher/periods/course" or "Sort teacher/semesters/period/course".
7. For "Update Block Scheduling System", select "Yes - Validate Changes" to get a message when a section has been modified that effects a section in a block in the Block Fast Loader. Select "No - Do Not Validate Changes" to not receive a message.
8. For "Course List Function":
   - Leave the box to the left of "Include Obs Courses in Pick List" unchecked to exclude obsolete courses from the courses pick list.
     1. In the "Course Grade(s)" Select the desired grade level of the courses to view in the course pick list.
9. For "Load Count Roster Function":
   - Check "Active Only" if only active students are desired when getting a roster of students for a section by clicking on the counts in C1 - C4 fields.
   - Select the desired date of when students would have been active if "Active Only" is checked
10. Click "OK".

Master Schedule Columns and Their Meanings

1. **STAFF** – Staff Name
2. **ID/DEL** – Staff Identification Number. Deletion of a course with zero students scheduled and no assignments or assignment grades associated with the section.
3. **PD** – Class Period
4. **COURSE NAME** – Course Name
5. **COMMENTS** – Used to Make Comments about the section
6. **C1,C2,C3,C4** – Class Counts for Semester 1,2,3,4
7. **ST CODE** – State assigned Code for Courses
8. **CRED** – Credit given to a course in Course Catalog
9. **S1,S2,S3,S4** – Semester a course is being taught
10. **RM** - Room Number/Name or a combination

11. **NP** – Number of periods a class is taught
12. **GD** – Grade level of a course
13. **SECT** – Section number
14. **DIST** – Distance Learning
    - *State Virtual School Course* – Virtual School Site
    - *Satellite Course* – course that is being projected from site to another
    - *Other*
15. **Max** – Maximum number of students allowed in a class
16. **LKS** – Allows you to schedule two or more classes together by assigning the same combination of letters or numbers for all
17. **DOW** – Days of the week the class taught
18. **LUNCH** – lunch time
19. **SCH** – Local school number
20. **DIST** – Local district number
21. **RSCH** – School number of the school where class is taught if not the enrolled school
22. **RDIS** - District number of the school where class is taught if not the enrolled school
23. **MREM** – Maximum number of students that can be scheduled to a remote class
24. **REM** – Section is offered to other schools as a Remote section.
25. **REC** – Record number
26. **OBJFUNC** – Object Function Code (No longer used in state reporting. Not crucial in most cases).
27. **SE SPC** – Special Ed Placement Setting Code – will popup when a sped class is created
28. **12HR** – Indicates that a teacher is NOT qualified for one of the courses they are teaching, but has earned 12 college credit hours in the subject area
29. **TEAM** – Team assignment
30. **DOWTITLE** – Day of week assigned, if any
31. **C HRS** – College hours for a Dual Enrollment course.
32. **PSEC SITE** – Post Secondary site for a Dual Enrollment course.
33. **ADD STAFF** – Allows you add additional staff and percent of time teaching. Teaching time must add up to be less than 100%

Action Button

1. **Delete Scheduled Students by Section** - allows you to delete a group of students at one time
2. **Print Selected Teachers** - allows you to print or Save one teacher's sections in a list format

Buttons at the Bottom of the Page

1. **Setup** - returns you to the Set up Box; see instructions above
2. **Courses** - takes you to the Course Catalog
3. **Refresh** - refreshes the page to show new counts
4. **Save New** - use only when making a new section using the top blank line
5. **Print** - allows you to print or save the current screen of all teacher's sections in a list format
6. **Init**: Click for directions. Re-index class counts if needed.
7. **Remote**: Click for directions on setting up "hosted" and "remote" classes.

Add a Section to the Master Schedule

1. Click in the top blank cell below the heading "STAFF" above the first teacher
    - The list will default to TCH. If the employee is a TCH, make your selection. Other choices include ADM, SCH, DIST, VACANT and VOCATIONAL.
    - VOCATIONAL will provide a list of post-secondary persons whose sites are other than a school in the district.
2. Click in the top blank cell below the heading "PD". Select the period the course will be taught from the pick list then "OK"
3. Click in the top blank cell below the heading "COURSE NAME". Select the Course Name from the Course Selection by scrolling down the list or using the keyboard and clicking
4. Section numbers are automatically generated upon saving the record
5. Click "Save New" at the bottom of the screen
6. "Copy Saved Record" will appear upon clicking save. Change the number of copies to save for that teacher if the class is being taught more than the class period initially being created. Click "OK"

Change an Existing Section

Most items in the Master Schedule Editor can be changed simply by clicking on the existing item and clicking on the desired replacement

- **Note:** When changing items in the Master Schedule Editor, warning/verification boxes will appear. Read each box carefully and answer appropriately
- **Note2:** When changing a teacher's name, one of the questions is "Do you wish to replace all of Teacher A's records with Teacher B?". If Teacher B is taking over all of Teacher A's classes, then click "Yes". If only one or some of the classes are being taken over by Teacher B, then click "No"

Delete an Existing Section

Note: If there are students in the class, move them to another prior to deletion. *The system will not allow deletion of a class if there are students still scheduled to the section.*

1. Browse to the row containing the section to be deleted.
2. Next to the staff member's (teacher) name is a column labeled "ID/DEL". Click on the cell with the staff member's ID.
3. A dialog box asking "Are you sure you wish to delete this record?" will appear.
4. Click "Yes" to delete the class. Click "No" to cancel the deletion.

Dual Enrollment Courses in the Master Schedule

1. To begin, all Dual Enrollment courses must be unique in name and have an Honor code of "D" in the course catalog.
2. Add the course to the Master Schedule.
3. Once the new Dual Enrollment course is in the Master Schedule Editor, locate that course and then scroll to the right to find the columns **C HRS** and **PSEC SITE**.
4. For **C HRS**, enter the number of college hours the student will earn once the course is completed with a passing grade.
    - **Note**: If the Course Catalog has the Dual Enrollment course set for two semesters, but is only scheduled for one semester in the Master Schedule Editor, then the number of college hours entered into the **C HRS** field will be halved once rolled over to the Transcript.
5. For **PSEC SITE**, click in the field and select the college/post-secondary site the college hours apply to.

## *Classes in Non-District Locations in the Master Schedule*

- If a course is taught at a location that is not in the district, such as a Post-Secondary Site, the following should be entered in the master schedule:
    1. Locate the "**RSCH**" (Remote School) cell. Click in it to bring up a listing of sites in the state.
    2. Browse the listing for the non-district site where the class is taught.
    3. If working with a Post-Secondary institution, such as a Community College or University, Click on the **District** column header to sort by site number.
    4. Browse down to the sites that begin with either "2" (Two year institutions) or "4" (Four year university).

Remote Classes in the Master Schedule

Remote classes are classes in which the student at a school takes a class at another location in the district. The steps below identify how the host school can designate classes to be offered to other sites, and how other sites can incorporate this class into their master schedule. Doing this allows for the host site teacher to have one gradebook roster with students from other sites.

- **Host School – Remote Class Creation**
    - In the master schedule of the Host school, create the new class as normal. Locate the **MREM** (Max Remote) and **REM** (Remote) fields on the far right.

        - Click in the **MREM** (Max Remote) field and enter the maximum count of students allowed from each site. In the example below, a count of 10 will be allowed from each other site.
        - Click in the **REM** (Remote) cell. This will turn the row orange. This signifies that the course is a remote class offered by the host school to other locations in the district.
    - Click the **Save New** button to save the Remote class. If working on an existing class, no Save is needed. The user just updates the information on screen.
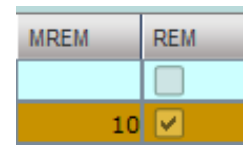
- **Other Schools – Adding Remote Class to Master Schedule**
    - In the master schedule, locate the **Remote** button in the lower right of the screen. Click to open. In the upper left, click the school to obtain the Remote class from.

REMOTE SITE SELECTION FOR YEAR 1011 DISTRICT 027 SCHOOL 004

		Select School(s)						Select Section(s) To Import							
SEL	Dst	Sch	Name		SEL	Dst	Sch	Teacher	Id	Section	Pd	Course	Gd	Lk	Tg	RMax	C1
☐	027	001	Demo 001 6-12		☐	027	006	BROWN MIKE	610634	006161	05	DE BUSINESS CALC	11		8	0	1
☑	027	006	Demo 006 7-12		☑	027	006	DESHOTEL WALLAC	992744	188	05	WELDING I	11		8	0	5
☐	027	010	Demo 010 K-12		☐	027	006	ISTRE ROBERT	892047	006337	01	AUTO TECH I	12		8	0	3

- On the right, a selection of remote classes from the host school appears. Click to select the desired classes to bring in, and then click the **Import** button to bring the classes into the master schedule. When done, close the **Remote** program.
- In the **Master Schedule Editor**, click the **Refresh** button. The Remote courses brought into the master schedule will be a pale yellow or beige color. Further, the **RSITE** (Remote Site) field will have the site number of the Host school.

Init Button: Update Class Counts in the Master Schedule

If the counts in the master schedule are off, please do the following to recalculate the seats.

1. In the **Master Schedule Editor**, click the **Init** button at the bottom center of the screen.
2. Set the Date to the current date, or the first day of school if school has not started yet.
3. Check the "**Realign student schedules to the master schedule**".
4. Click **Start Initialization**.
5. The process will take about 2 minutes. Afterwards, the class seats will be up to date.

Printing Master Schedules of Selected Teachers:

*   In the **Master Schedule Editor**, click the **Action** button in the upper right. Choose the **Print Selected Teachers** button. Select the desired teachers.
*   A listing of the teacher(s) and respective classes will be displayed. .
*   If a page break is desired on each teacher, in the lower right, select the option to page break after each teacher.
*   Click **Print**.

Print an Easy to Read Master Schedule: Teacher Schedule w/ Squares

To create an easy to read cross tab report of the master schedule, follow the following steps:

1. In the **Schedule** module, click **Lists**, then **Teacher Schedule w/ Squares**.
2. At the setup box, set the current year, grade level(s), and choose semester 1, or any other desired semester.
    *   **Master Schedule Course Diplay:** Typically *Course Name* is selected.
    *   **Select Campus Location Taught**:
        o   *On/Off*: If selected, courses on and off campus are shown.
        o   *On Campus*: If selected, only courses on campus are shown.
        o   *Off Campus*: If selected, only courses off campus are shown.
    *   **Select Core Groups**: Click to select each course type, or click to select only desired course types.
    *   Click the **OK** button.
3. When results are on screen, click the **Print** button to send the report to the printer.

Print Master Schedule with Room

This report is handy for a cross tab view of the master schedule, and it exports to Excel for easier use when planning a New Year master schedule.

1. In the navigation panel on the left, click **Schedule**, then **Lists**, then **Print Master Schedule with Room**.

2. At the setup box, set the desired **Year**, **School**, and **Grade**(s).
3. Click **OK**.
4. The report will show courses horizontally.
5. Click **Print** to create a master schedule grid printout
   - This report can be saved as an xls (Excel) file. Then it can be used to work with as you work with the master schedule.
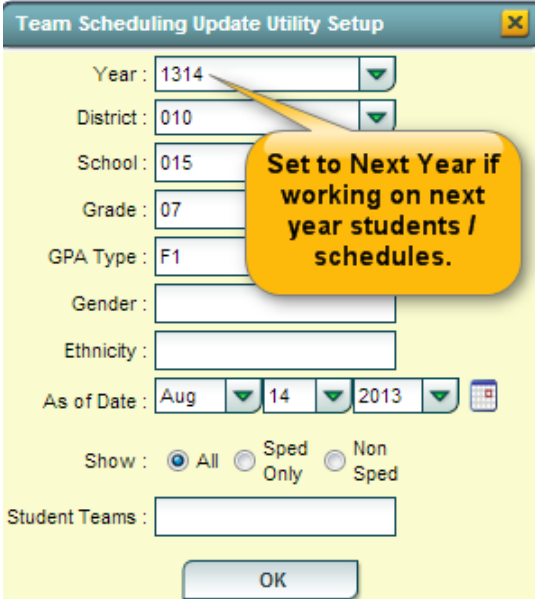
Team Scheduling

Starting the Team Scheduling Update Utility

1. Log in to WebPams, and then select **Scheduling** from the program list on the left.
2. Click the triangle next to **Loaders** to expand the selection pick list.
3. Select **Team Scheduling Update Utility**

Setup box options

1. Set the correct **Year**. If working on next year students, be sure to set to the matching year.
2. Verify the **District** and **School**. These default values are based on your security settings.
3. Select **Grade**. Leave the Grade field blank if all grade levels are to be included in the team assignment process. Otherwise click in the box to the right of "Grade" to select the desired grade level(s) to be included.
4. Select **GPA Type**: If the user is allowing the system to spread out students to teams based on GPA, here is where the user indicates which type of GPA is to be used. Usually, a school will use a Final grade GPA calculation, such as F1 (or F2 if on 4x4) for this purpose.
5. Select **Gender**. Leave the Gender field blank if both genders are to be included in the team assignment process. Otherwise, click in the box to the right of Gender to select the desired gender to be included.
6. Select **Ethnic**. Leave the Ethnic field blank if all ethnicities are to be included. Otherwise, click in the box to the right of Ethnic to select the desired ethnicities to be included.
7. Select the **As-of-Date**. This represents active students as of the date you choose. Usually it is set to the first day of school for next year.
8. The **Show** selection allows you to restrict your list of students to Regular Ed only, Special Ed only, or All students.
9. **Select Student Teams**: You may select one or more teams with which to work by clicking in the Student Teams field. All teams can be selected by leaving the Student Teams field blank or by clicking in the field and selecting the check box to the left of the Value at the top of the list.
10. Click **OK** to move to the next screen.

Create a Team

1. Click the **Action** button located in the upper right.
2. Select "**Add New Team**".

3. An '*Enter New Team*' popup window appears on the screen. Type the name of the new team. *Be sure to limit the name to 10 characters*. Click **Save**.
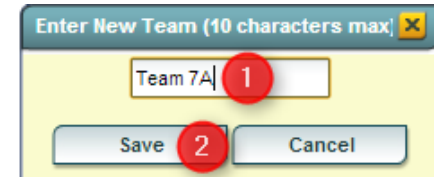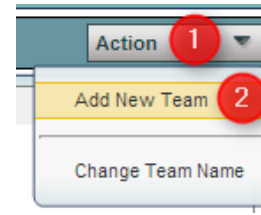
4. The new team will be in the alphabetized list of teams on the right side of the screen. Repeat these steps for each team desired.

5. **To delete a team:** Click the red '**DEL**' cell to the left of the team name. A popup box will ask you to confirm that you want to delete the team. Click **Yes**.
   - If there are students on the team, a prompt will appear asking if you want to remove students from this team. Click **Yes**.

Assigning Students to Teams: Summary of Methods

The user can assign students to teams in one of several methods. These methods are briefly described below:
- **Manual**: The user "hand selects" the students and the corresponding team.
- **Auto**: Students are automatically assigned to teams by the computer system in alternating fashion.
- **Auto-Capability**: Students are automatically assigned to teams by the computer system while balanced by GPA, ethnic, gender.
- **Auto-GPA**: Students are automatically assigned by the computer system to teams based on GPA. You must first decide the GPA range for each of the teams. Do not overlap or duplicate any GPA range.

Manual Assignment of Students to Teams

1. On the left pane will be a list of students with their homeroom, local ID, GPA, and Team. On the right pane will be a list of the existing teams.
2. Locate the "Team" column to the right of the student's name. Click in the cell in the Team column by the student's name. The letter "X" will appear in the field. Repeat the click in each "Team" cell for the desired students.
3. After all students have been selected, click the team name on the right name to which this group of students is being assigned. The user will see the "Team" cells selected will update to the selected Team name.

4. Repeat the process to assign other students to a different team.

5. **To re-assign a student to a different team**, click on the existing team by the student names of any student changing to the same team. This will change the existing information in the team field to an "X". Then select the new team name on the right side of the screen.

6. **To remove student(s) from a team**, click by a student's name in the Team column. The letter "X" will appear in the field, continue clicking by student names for each student that will be removed from Teams. It does not matter whether or not they are on the same team. After all students identified click on the blank line at the top of the list of Teams. You will get a prompt to confirm that all teams are to be removed. Click 'yes'.

Auto Assigning Students to Teams

This method will balance students in an alternating sequential pattern to teams. (Example: First student in listing goes to first team, second student goes to second team, and so on….)

1. Be sure the student names are sorted alphabetically before beginning this process.

2. On the right side of the screen click in the **Sel** column to select the teams to be used.

3. Click the **Auto** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.

4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

   - "**Do not overwrite assigned teams**": Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.

   - "**Overwrite assigned teams**": Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.

Auto-Capability Assigning Students to Teams

This utility will balance student team assignment according to Gender, Ethnicity, and GPA.

1. Make sure the student listing is in alphabetical order before starting.

2. On the right side of the screen, click in the **Sel** column to select the teams to be used.

3. Click the **Auto-Capability** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.

4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

   - "**Do not overwrite assigned teams**": Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.

- "**Overwrite assigned teams**": Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.

Auto-GPA Assigning Students to Teams

This utility will load team assignments of students by GPA. In this scenario, the teams are composed of students with a range of desired GPA levels.

1. Be sure the student names are sorted alphabetically before beginning this process.

2. On the right side of the screen click in the **Sel** column to select the teams to be used.

3. Click the **Auto** button at the bottom of the screen. A pop-up appears for selection of regular ed only, special ed only, or all.

4. The pop-up also gives the user an option on how to handle students who may have already been assigned to teams.

   - "**Do not overwrite assigned teams**": Choose this option to keep any currently assigned teams to students. Only students with blank Team associations will be filled.

   - "**Overwrite assigned teams**": Choose this option to clear out any assigned teams already associated with students. Everyone in the listing gets updated.

5. Enter the GPA range for each of the teams listed. Do not overlap or duplicate any GPA range.

   - In the example at right, the user is seeking to assign members to two teams based on a gpa range.

   - Students with blank teams who do not have the needed GPA will not get a team assignment.

   - **TIP**: For this to work best, the user may want to set all team assignments to "blank" first. In this manner, the user can clearly tell who just was assigned to a team.

6. Click **Begin**. When done, the user will see that students have team assignments. Additionally, the user will see student counts beside each team name.

Assign Classes/Sections to a Team

**Your master schedule needs to be completed before assigning courses/classes to the teams.

1. On the lower left, click on the blue green colored **Class Section Teams** tab. The new window will show Master Schedule records on the left of the screen. They will be sorted alphabetically within each grade. Clicking on the course column header will sort the data in alpha order. Or, you may sort in teacher order by clicking on the teacher column header.

2. A left mouse click in the cell by a course name in the Team column will place an 'X' in the cell. Continue clicking by each of the courses that are to be assigned to the same team. After marking the complete list of courses that are to be assigned to the same Team, select the Team name on the right of the screen. All of the pre-selected courses will have their 'X' changed to the selected Team. Repeat the process until all Teams have their courses identified.

3. **To re-assign a class section to a different team**, click in the Team column beside the section(s) to be changed (an 'X' will appear in the Team cell) and click on the new Team in the list of teams on the right.

4. **To remove section(s) from a team**, click in the Team column beside the section(s) to be changed (an 'X' will appear in the Team cell) and click on the blank line at the upper right above the Team listing.

Load Student Schedules

Use this utility only if the user is certain that the classes being loaded are in the correct time in the master schedule. You would not want to use this utility if the classes being loaded will be moved.

This loader will allow the user to manually load students into specific classes in the master schedule. It is very handy in New Year scheduling in which a listed group of students will be directly scheduled into a section that is not going to move or be changed, such as Athletic PE.

Below is a preview of the **Load Student Schedules** module: Students are on the left, courses in the middle, and students about to be scheduled are on the far right. Note the select box for students and courses.

1. In WebPams, in the navigation pane on the left, select **Schedule**, then **Loaders**, then **Load Student Schedules**.
2. At the setup box, set the **Year** (*Set for Next Year if working on New Year Scheduling)*, **District**, **School**, and **As of Date.**
3. Other Setup box items:

   ▪ **MSched Grades**: Set to filter the class listing based on the grade level of courses in the master schedule. Example: Set to grade of '1' to filter out classes except those with a grade level of 1 such as "Reading 1".

   ▪ **Class Periods**: Set to filter the class listing based on a desired class period. Example: Set class period to '1' will filter out all classes except those offered at 1st period.

   ▪ **Student Grades**: Set to filter the student listing based on a desired grade range of students.

   ▪ **Gender**: Set to filter the student listing based on the gender of the students.

   ▪ **Ethnicity**: Set to filter the student listing based on the ethnicity of the students.

   ▪ **Sports**: Set to filter the student listing based on the sport code of the students.

   ▪ **Clubs**: Set to filter the student listing based on the club code of the students.

   ▪ **Teams**: Set to filter the student listing based on the Teams code of the students.

   ▪ **Show**: "**All**" will show all students. "**Sped Only**" will show only Special Ed students. "**Non Sped**" will show only regular education students.

   ▪ **Show MSched Comments**: Selecting with show the "Comments" column from the master schedule.

   ▪ **Save As Manual Scheduled**: ******This is normally checked*** A very important setting indicating that the classes scheduled will be left alone when any automatic scheduler is run afterwards.

4. Click the **OK** button when done with the setup box.

5. A screen showing students on the left, and courses to pick from in the center is displayed as shown below. Note the select boxes on the side of each student and each course.

6. Buttons at the bottom of the screen are are explained below:

- **Setup**: Click to return to the setup box.
- **Create**: Click to assign selected students to selected classes.
- **Undo**: Click to "unschedule" selected students in selected classes.
- **De-select MSchedule**: Click to remove all of the checks from the classes.
- **De-select Schedules**: Click to remove students from the scheduled area of the student listing.
- **Print Sched List**: Click to produce a listing of students and classes that are selected to be scheduled. This can be printed before or after the Create action is performed.

7. **Selecting Students and Classes**: Click next to the desired student(s) names, then in the center, click next to the desired class or classes.

8. The user will notice that the course listings appear to be doubled for courses lasting two semesters or more. By default, the user will pick the first instance of the class and the second semester of the course will be automatically selected also. This is normal.

   - If the user wants to schedule the student to only a single semester of the course, slide the scroll bar to the see the semesters offered, then deselect the row of the semester that is not needed.

9. As the students and classes are selected, the user will notice that the students are shown on the right. They will appear twice for 2 semester courses: Once for semester 1, and again for semester 2. This is normal.

| Schedules | | | |
STUDENT	SIDNO	GD	SECTION
COLE, MARK DARRELL	1080092	11	014006
COLE, MARK DARRELL	1080092	11	014006
CORMIER, SALLY MARIE	1080095	11	014006
CORMIER, SALLY MARIE	1080095	11	014006
DURIO, MIKE GREGORY	0105023	11	014006
DURIO, MIKE GREGORY	0105023	11	014006

10. When done selecting the students and classes, click the **Create** button at the lower left of the screen. This will schedule the students to the class or classes. A confirmation message will appear.

11. If the user wishes to schedule other students and classes, click the buttons labeled **De-select MSchedule** and **De-select Schedules** to clear the selections and start over.

12. If the user made a mistake, or if things have changed, and there is a need to unschedule the students from the class, do the following:

    ▪ Select the students and class or classes scheduled earlier. Click the "**Undo**" button. This will take the students out of the class or classes.

13. **A Final Note**: Remember at the setup box there was a setting for "**Save as Manual Scheduled**"? If the user selected this before scheduling students with this utility, the classes scheduled will remain if any subsequent automatic scheduling is performed. In other words, the auto scheduler will leave these classes in place and work to schedule other requests around these classes.

Automatic Scheduler

This program examines classes in the student master records and suggests a schedule based on the availability of resources listed in the master schedule.

1. Go to **Scheduling** > **Loaders** > **Automatic Scheduler**.

2. The **Year**, **District**, and **School** will appear based on your security rights.

3. **Grades**: Select Student Grade(s) you want to schedule. Blank for all or click to select the grade or grades.

4. **Student Teams**: If using Teams, and if the user wishes to only auto schedule members of selected teams, click in the cell to select teams to auto schedule.

5. **Allowed Overloads**: Choosing a count here will allow the scheduler to put students in a class over the maximum.

   - This option is active ONLY if the "**Allow All Overloads**" option on this setup box is selected.

   - A user does not have to use this option – leave the count at 0 to adhere to the max seat count in the master schedule.

6. **Reschedule manually scheduled items**: This option is not usually checked. Selecting this option will clear any manually scheduled items. Most of the time, if the user has manually scheduled some students, he/she does not wish to clear them.

7. **Initialize counts**: Usually checked. This will make sure the class counts are indexed to make sure all counts are accurate. Takes a little more time, but is well worth it.

8. **Schedule by team**: Check if scheduling by team is desired.
   Students associated with teams will be scheduled to matching team sections.

9. **Allow teacher requests**: In the Load Student Course Request program, the user can identify a desired teacher for a course request. Checking this option will tell the automatic scheduler to honor the teacher selection on the request.

10. **Schedule special ed students**: Normally, this is checked. Select this option to include all special ed students in the automatic scheduler run.

11. **Allow all overloads**: If the **Allowed Overloads** option was set, check this option in combination with it. This will tell the automatic scheduler that classes can be scheduled over the Max by the amount selected in the Allowed Overloads setting.

12. **Set to request status only**: Select this option to basically take all students out of classes and set everything to request status.

13. **Master Schedule Grade Level Match Selection:**

    - **Student Grade**: Select if you wish to limit the Automatic Scheduler to only schedule classes that match the grade level of the student.

    - **Requested Course Grade**: Select if you wish the Automatic Scheduler to schedule a class regardless of what grade level the student is in. Select this option if the grade level of the student does not matter, the priority is on the course requested.

14. **Buttons at the bottom of the setup box:**

    - **Select Students** button: If desired, the user can click to select specific students in a grade/team range.

    - **Clear Counts** button: Seldom, if ever used. If there is a need to zero out counts, go with the option on #12, Set to request status only.

    - **Previous Schedules** button: Click to see previous automatic scheduler runs.

    - **New Run** button: Click to begin the automatic scheduler for students based on the setup options.

Creating a New Run using Automatic Scheduler

1. Click on the **New Run** button the setup box. The system will display a confirmation message asking if the user is sure that he/she wants to run the Auto Scheduler.
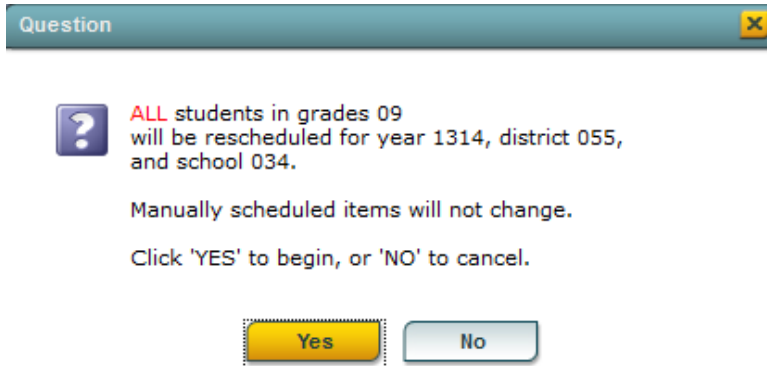
2. The Auto Scheduler will run for a while.   Usually it takes a little under a minute for 100 students.
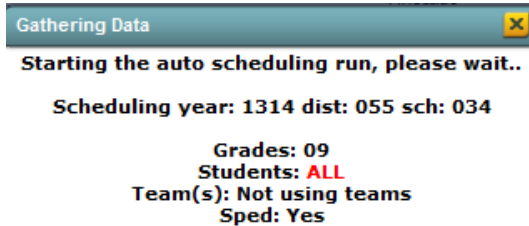
3. After the Auto Scheduler has finished processing, a box will appear with the date and time the Auto Scheduler finished processing, the number of students processed, and instructions to click the run number in the table to commit the schedules if desired. Click "**OK**"

4. A results screen will be presented with columns described below:

Run#	Abandons	Overloads	Success %	Complete %	Who Ran	When Ran	Who Committed	When Committed	Gd Level(s)	Stu Cnt	MSched Cnt

- **RUN#**: A number assigned to each run completed. At this point, the student schedules have not actually been created. The system is presenting information if the schedules were to be committed. If the results of the AutoScheduler are satisfactory, click this number to committ the results and place schedules in the LIVE system.   If the run number is not clicked, no student requests will be scheduled.

- **Abandons**: Number of students who could not have all requests scheduled – click to view the list of students.

- **Overloads**: Number of sections over the maximum seat count – click to view the list of sections.

- **Success %**: Percent of the students with all requests scheduled.

- **Complete %**: Percent of students with no empty periods.

- **Who Ran**: Who (username) performed this run.

- **When Ran**: When the run was started.

- **Who Committed**: Who (username) committed the run.

- **When Committed**: When the run was committed.

- **Gd Level(s)**: Student grade level(s) scheduled in this run.

- **Stu Cnt:** Number of students processed.

- **MSched Cnt**: Number of master schedule sections processed.

TIP: Often users print the **Abandons** list, and then commit the run by clicking on the Run #. This allows the user to deploy the **Pattern Board Scheduler** to help them determine the possible cause of conflicts or abandons. The abandons list contains students which can be printed or you can use the names and the **iGear** to access **Schedule**>**Pattern Board Schedule**.

5. The auto-scheduler can be executed as many times as necessary!!!
6. Any change made to the master schedule could require you to re-schedule the students. This is especially true if a section is added or deleted, a class period is changed, or a semester for a class is changed.

CONFLICT MATRIX FOR RUN 1 YR: 1314 DIST: 055 SCH: 034						
Total number of conflicts: 48				Most abandoned: PE II (G)		
Reason for most abandons: All sections of this course are full.				Total students scheduled: 304		
Total students with no scheduled items: 1						
Name	Gd	Sidno	GPA-cur	GPA-prev	Course	Suggestion

7. Clicking on the number in the **Student Cnt** column will provide you with the student schedules (8 per page) as well as any unscheduled courses of the students in the run.
8. After the run if you want to commit the schedules, click on the run number. A Question like below will appear. Answer **Yes** to commit the schedules.

Question

Are you sure you wish to commit schedules using run number 33.

This will overwrite the existing LIVE schedules

Yes   No
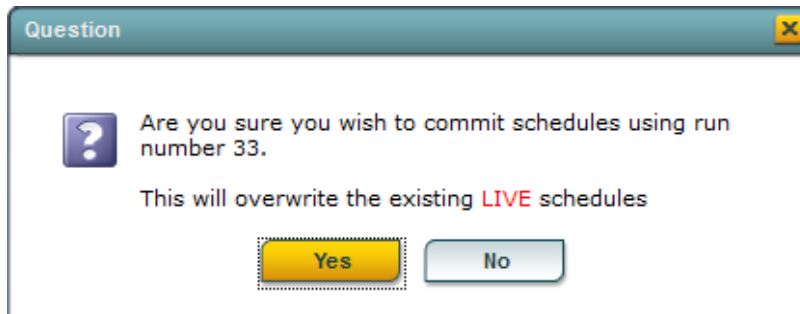
9. A dialog message appears asking the user to wait while the schedules are committed into the LIVE system.

Gathering Data

Committing Override 2013-03-28 13:21:26, please wait.
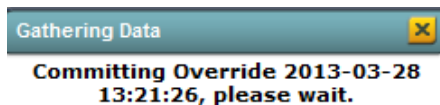
10. A dialog confirmation box will appear when schedules are committed with a date and time.

Viewing and Changing Schedules Using Pattern Board

This method can be used to update a student's schedule or schedule a new student.

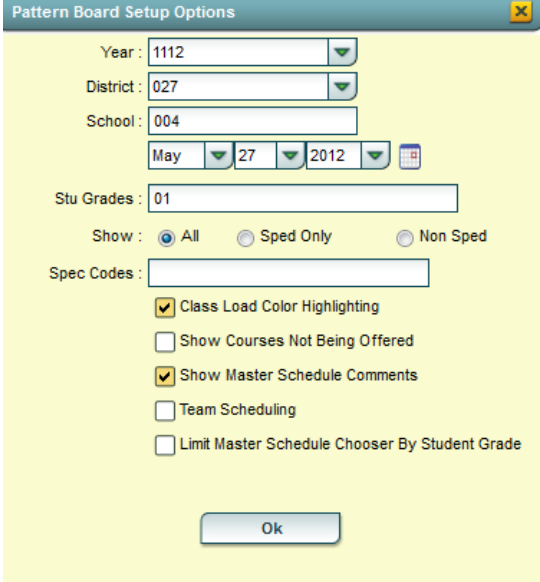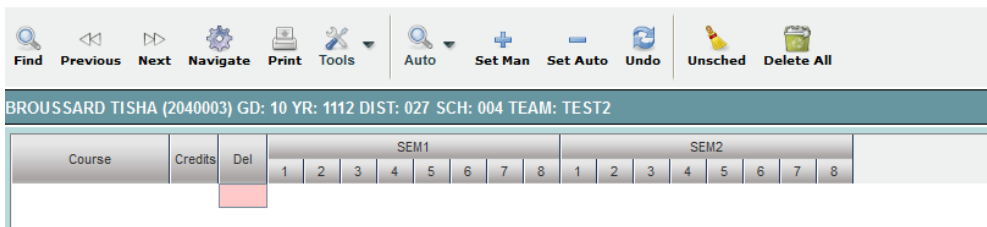1. Go to **Scheduling > Entry > Pattern Board Scheduler** or from the iGear icon of a student, click **Schedule**, then **Pattern Board**.

2. On the setup screen, choose the correct year, district, school, as of date, grade level(s), whether to show all students, SPED only, or Non-SPED. Special codes can be indicated to filter the list of students. The rest of the options to be checked or not are up to the user or what the school requires.

3. Choose items and click **OK**.
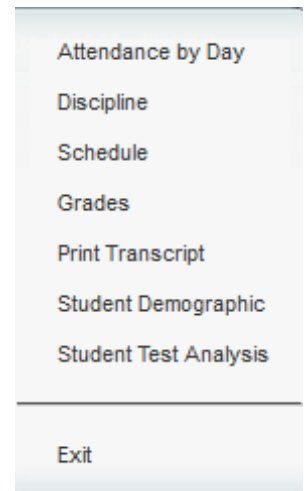
4. Find the student to work with first by clicking on the **Find** icon in the toolbar. The **Previous** or **Next** can be used to display other students.

5. This program allows for the quick scheduling of one student, graphically. Students can either be scheduled manually, or automatically. Using this program it is quite easy to determine a workable schedule for a student.

   - **Navigate Gear Wheel** – allows you to navigate to other system areas for the student such as attendance, discipline, grades, transcript

   - **Print** – Print Standard Schedule or Print Pattern

   - **Tools** – Setup – return to setup screen to change criteria

   - **Auto Schedule** – will auto schedule single student selected with options to "Preserve Manually Scheduled" or "Reschedule All".

   - **Set Man** – Set All scheduled requests to MANUALLY scheduled status.

   - **Set Auto** – Set All scheduled requests to AUTO scheduled status.

   - **Undo** – undo all changes done on the selected student

   - **Unschedule** – Used to revert all scheduled items to request status

   - **Delete All** - Used to delete all requests AND scheduled items for student

BROUSSARD TISHA (2040003) GD: 10 YR: 1112 DIST: 027 SCH: 004 TEAM: TEST2

Course	Credits	Del	SEM1 1	2	3	4	5	6	7	8	SEM2 1	2	3	4	5	6	7	8
ALGEBRA I	1.0		A		A						A		A					
ENGLISH I	1.0		A	A			A				A	A			A			
HEALTH EDUC	0.5							A										
INTRO TO BCA	1.0				A	A	A	A					A	A	A	A		
PHYSICAL ED I*	0.5																A	
PHYSICAL SCIENCE	1.0						A								A			
WORLD GEOGRAPHY	1.0		A				A		A								A	

6. Add a course request by clicking on the course in the bottom section. Delete a course by clicking the line under the "Del" column (pink). Screen contains A's, S's, and possible F's. A = Available class; S = class scheduled; and F = Class full where Max seat count has been reached.

7. To schedule a class click the A which becomes an S to indicate scheduled. To unschedule a class click the S and it becomes an A to indicate unscheduled. If you click on an F you will the class if full but ask if you want to place the student in this class anyway.

8. You can allow the computer to try to schedule the student by using the **Auto Schedule** button. Choose to "**Preserve Manually Scheduled Sections**" or "**Reschedule**". You probably want to use the first option to save manually scheduled subject(s).

9. If you need to manually schedule a student into a section(s), click the A to schedule and it becomes an S. Click in the **SET MAN** column which places an **M** for manually scheduled item. If Auto Scheduler is run, the class remains scheduled.

10. If the period contains two or more sections of the same subject, the section with the smallest class count will be chosen.

BROUSSARD TISHA (2040003) GD: 10 YR: 1112 DIST: 027 SCH: 004 TEAM: TEST2

Course	Credits	Del	SEM1 1	2	3	4	5	6	7	8	SEM2 1	2	3	4	5	6	7	8
AGRISCIENCE I	1.0					A			S					A			S	
ALGEBRA I	1.0		A		S						A		S					
ENGLISH I	1.0		A	S			A				A	S			A			
HEALTH EDUC	0.5							S										
INTRO TO BCA	1.0				A	A	S	A					A	A	S	A		
PHYSICAL ED I*	0.5																S	
PHYSICAL SCIENCE	1.0						S								S			
WORLD GEOGRAPHY	1.0		S				A				S				A			

The above student is scheduled as follows:

1st – World Geography

2nd – English I

3rd – Algebra I

4th – Intro to BCA

5th – Physical Science

6th – Health / PE I (Health in Semester 1 and PE I in Semester 2)

7th – Agriculture I

11. Make sure that each period in each semester contains a class by checking the S's.

Student Schedule Maintenance

Getting Started

1. Go to **Scheduling**, **Entry**, then **Student Schedule Maintenance**, *OR* from any "**Gear**" icon, select **Schedule**, then **Student Schedule Maintenance**.

Setup Options

1. Verify Year, District, and School. These default values are based on your security settings.
2. Select **Grade**. Leave the Grade field blank if all grade levels are to be included. Otherwise click in the box to the right of "Grade" to select the desired grade level(s) to be included.
3. **Student Order** - Select order option of "Grade" or "Grade and Name". The order option only affects the next and previous button. It does not affect the **Find** button.
4. Select **Active Only** by clicking the square to the right of Active Only to include only active students as of the date.
5. Select the **As-of-Date**. The date will default to the current date.
6. **For Copy GP1 Changes to GP2 on Full Credit Courses** select YES. This will allow the course to be copied to both semesters. If NO is selected, the user must click under each semester to assign a course.
7. **For Show Only Grades in Master Schedule Equal to Student's Grade** the response is dependent on the student's grade:
    ▪ For High School, the response must be NO.
    ▪ For Elementary and Middle School, the response usually is YES.
8. **For Show Only Semesters in Master Schedule Equal to Semester Clicked** the recommended response is NO.
9. **For Print Comments on Single Student Printed Schedules** select YES if comments are to be written for students.
10. Click **OK** to move to the next screen.

Tabs at the Bottom of the Schedule Maintenance Screen

1. **Current Schedule**: Shows the current schedule.
2. **Original Schedule**: Shows the original schedule for the duration of your schedule changing.
3. **Schedule History**: Shows the schedule history of the student.
4. **Unscheduled Requests**: Shows course requests that did not schedule to the student.

Buttons at the Bottom of the Schedule Maintenance Screen

1. **Prev**: Navigates to the previous student
2. **Next**: Navigates to the next student
3. **MSched**: Displays the master schedule selection screen
4. **Print Current Schedule**: Prints the student's current schedule
5. **Setup**: Displays the setup box
6. **Find**: Displays a list of students for selection

To Add a Course to a Student's Schedule

1. The Schedule window will default to the schedule of the first student alphabetically.
2. Click the **Find** button at the bottom of the screen to find the student whose schedule needs to be edited.
3. The schedule window will default to the **Current Schedule** tab. Make changes using this set of schedule data.
4. To add a course, click under the header (SEMESTER) and the Master Schedule will appear on the screen.
5. To move quickly to the new course sort the Master Schedule based on either the course name, teacher name or period by clicking the column header.
6. Click on the new course and the information will be entered into the semester(s) based on setup options.
7. Continue adding new courses to the student's schedule as needed.

To Add or Replace a Course at an Existing Period

1. Click in cell under Semester to add a new item or change the current scheduled item. This opens a screen with the Master Schedule.
2. Choose the course from the master schedule sections by clicking on the line. This will bring the subject into the student's schedule.
3. If a section is already scheduled for semester, and class period, you will see a screen requesting if you want to (1) add it as a same class period course (allows for multiple courses to be scheduled during the same class period), OR (2) replace existing course which would remove this existing section from the schedule, and replace it with the one you just selected.

To Delete a Student's Schedule One Course at a Time

1. Click the section number in the appropriate semester.
2. A delete confirmation will appear on the screen.
3. Respond **Yes** to delete or **No** to cancel the delete request.
4. Repeat for each semester and for additional courses.

To Delete the All Classes on the Schedule

1. Select the **Action** button at the top right
2. Select **Delete Schedule**
3. Click **Yes** to delete all courses on the student's schedule.

To Return to the Original Schedule

1. The original schedule can be recalled only if you have not 'left' this particular student's schedule screen.
2. Click the **Original Schedule** tab at the bottom of the window to recall the schedule.
3. The student's original schedule will appear on the screen.
4. Print the original schedule for the student to use when correcting the **current schedule**.
5. After deleting all schedule records either one at a time or the whole schedule, enter the new schedule on the **current schedule** screen.
6. You will need to re-enter each course from the original schedule screen on the current schedule screen. Use the **add a course** steps above.

To View/Add/Delete Unscheduled Requests

1. Click the **Unscheduled Requests** tab at the bottom of the window.
2. Any unscheduled requests will be displayed on the right side of the window. The left side of the window will display the courses available based on the Master Schedule Editor.
3. To **add** more requests, click the check box to the left of the course(s) then click **add request** tab. To remove check marks, click the **unsel** button.
4. To **delete** an unscheduled request, click the box to the left of the requests; a delete confirmation will appear on the screen.

Printing

1. Click the **Print Current Schedule** button.
2. If the setup box has the **print comments** option set to **Yes**, a popup for this student's message will appear. #Type the message and click continue.
3. A print preview will appear.

4. **To get the print icon** on this window, hover the mouse in the bottom right area of the preview. A grey rectangle will appear with several icons. Click the print icon at the right end of this rectangle.

5. Another print preview will appear; click the print button at the top left to print the report. Close the print preview.

Move Scheduled Students

This program will allow you to move or copy scheduled students from one section to another. Use the following steps to move or copy scheduled students.

Getting Started

1. Select **Scheduling** from the list of program areas on the left of the screen.
2. Select **Loaders**.
3. Select **Move Scheduled Students**.
4. Click **Ok** to move to the next screen.

Setup Box Options

1. Verify *Year*, *District*, and *School*. These default values are based on your security settings.
2. **Master Schedule Grade**: Leave the field blank if all grade levels are to be included. Otherwise click in the box to the right of **Master Schedule Grade** to select the desired grade level(s) to be included.
3. **As of Date**: This date is the enrolled **as of** date for students. It usually defaults to the current date.
4. **Sched Start Date**: Select the date the schedule change is to start.

Definitions of Column Headers

A split screen will be displayed. On the left, pick the class to move or copy students *FROM*. On the right, pick the class to move or copy the students *TO*. **Note**--Column Headers on both sides of the screen are the same.

- **Check box column**: Used to select the section which students are moving from (left side) and the section to which students are moving (right side)
- **Staff Name**: Name of teacher from the Master Schedule
- **Course**: Name of course from the Master Schedule
- **Section**: Section number from the Master Schedule.
- **S1 through S4**: Check boxes indicating which semester(s) the courses are scheduled
- **PD**: Class period in which course is scheduled
- **Room**: Location of course
- **GD**: Grade level from the Master Schedule
- **MAX**: Maximum number of students allowed
- **C1 through C4**: Count of students in the class by semester; C1: semester 1, C2: semester 2, etc.
- **SCH**: School where student is enrolled
- **DIST**: District where student is enrolled
- **RSCH**: School where teacher is assigned
- **RDIST**: District where teacher is assigned
- **REM**: Indicator that course is being offered to other schools remotely

Process for Moving Scheduled Students

1. You need to know the section number from which students are being moved or copied *FROM* and the section number *TO* which they are being moved or copied.
2. You may sort the each side of the screen based on Teacher name and/or on Section number.
3. Check the box by the original section on the left side of the screen (the course *FROM* which students are being moved or copied).
4. Check the box by the new section on the right side of the screen (the course *TO* which students are being moved or copied).

5. Click **Move Students** button at the bottom left of the screen.
6. A popup will appear on the screen. The top of the popup will show the information related to the two sections. Review for accuracy.
    - **If this is incorrect** click the **Cancel** button and start process over by unchecking the incorrect section(s) and click the **Move Students** button.
    - **If this is correct** continue with the steps below.
7. There are four remaining sections of the popup that needs to be reviewed and changed as needed.
    - *Select **Copy** or **Move** schedules from old section*:
        - The **Copy** choice will leave students in the original section and create schedule records for the new section.
        - The **Move** choice will remove the original section from the students' schedules and create schedule records for the new section.
    - *Select **Merge** or **Move** students in 'TO' section*:
        - The Merge choice (usually the default) will create the schedule records using the newly created section in the Master Schedule. If there are any students in the to section, the from students will be added to the roster.
        - The Move choice should be used only if the students in the TO Section are to be moved into another section and are being replaced by the students in the FROM Section. This option will create schedule records using a temporary section number (999999999999) for the original list of students in the TO Section. After completing the move students process, you will need to move students from the 99999999999 section to another section and delete the temporary class from the Master Schedule.
    - *Semester(s) From*: Select the semester(s) from which students are being moved or copied. You do not have to move them one semester at a time.
    - *Semester(s) To*: Select the semester(s) to which students are being moved or copied. The **Semester To** selection should match the **Semester From** selection above.
8. Click **Ok** and a list of students in the FROM Section will appear on the screen.
9. **To Move selected** students, click the check box to the left of the student's name.
10. **To Move all** students, click the "select all" check box at the top left of the window.
11. Click **Ok**.
12. Click the **Init** button to update counts for the effected courses.
13. Click the **Setup** button to refresh the screen to show corrected course counts; then, click **Ok** on the setup box.

Master Schedule Reports of Interest

Counts in Master Schedule by Ethnicity/Gender by Teacher/Course

This count gives you counts by section either in Teacher order or Course order using Gender and Ethnicity. The setup choices are:

1. **Year**, **District**, and **School** should appear according to your security.
2. **Grade** – leave blank for all grades or choose desired grades.
3. Choose the **As of Date** for the count.
4. **Active Only**: Select to work with students enrolled on As of Date.
5. Check if you want to include **Remote Students**.
6. Check if want to **Show SSN** or not.
7. **Order By** – the report can be printed in either Teacher order or Course order.
8. Click the OK button to begin the report.
9. Click **Print** to print the entire list showing on the screen.
10. Click on any of the counts to get a list of the students included in the counts.

Counts in Master Schedule by Grade, Teacher, or Ethnicity/Gender

This report count gives you Counts By Grade, Counts By Teacher, and Counts By Ethnicity/Gender per semester.

1. Select the **Year**, **District**, and **School**.
2. Select the **Grade(s)** to include in the report.
3. Select the **Teacher** or **Teachers** to include in the report.
4. Check off the "**Active Only**" and the "**As of Date**".
5. Select the **Master Schedule Grade(s)** to include in the report.
6. Select the **semester** to include in the report.
7. Select the **Class Period(s)** to include and check off the "**Scheduled Only**" to include only scheduled items.
8. **Output Order** can be selected by Teacher Order or by Course Order.
9. Check to include **Teacher's SSN** in the report.
10. Click **OK** to begin the report.

11. The three types of counts available by clicking the tabs the bottom of the report:
   - **Count By Grade**:

Teacher	Course	Period	Section	Room	Total	-1	00	01	02	03	04	05	06	07	08	09	10	11	12	og

.....

Teacher SSN	State Code	School	

   - **Count By Teacher**:

Teacher	Total	S1	S2	S3	S4	District	School

   - **Count By Eth/Gen**:

Teacher	Course	Period	Section	Room	Total	F0	F1	F2	F3	F4	M0	M1	M2	M3	M4	TF	TM

.....

Teacher SSN	State Code	School	District

Remote Sections List

This report lists any Remote sections in the master schedule offered to other schools in the district. It gives the course name, its state code, the section number, the Host site, counts for Host site per semester, the Remote site(s) with counts per semester.

	Course Name	State Code	Section	Host Site	HS1	HS2	HS3	HS4	Remote Site(s)	RS1	RS2	RS3	RS4
1	CT AUTO BODY I	310203	040002	040	14	13	15	15	005	2	2	2	2
2									013	4	4	4	4
3									015				
4									034	2	2	2	2
5									036	6	5	7	7
6	CT AUTO BODY II	310213	040003	040	2	2	2	3	005				
7									013	1	1	1	1
8									015				
9									034				1
10									036	1	1	1	1

Block Schedule Loading: (Schedule by Homeroom)

Note: Before starting Block scheduling, be sure the master schedule is correct, then be sure that there is a clear idea of the classes each homeroom will take. A sample form to help with this process is located at the end of this guide.

Note2: Block scheduling will give the student a schedule, as well as assign the student to a homeroom.

1. This is useful in scheduling groups of students with the same schedule throughout the day.
2. Go to Scheduling module, go to **Loaders** and click on **Block Fast Loader**.
3. When the setup box appears, enter the **Year, District,** and **School** to block schedule.
4. Enter the student grade(s) range to schedule.
5. Enter an active "**as of date**".
6. When done click **OK**.
7. You will see student names for that grade(s) on the left, and any existing blocks on the right. You can create a block, change a block or delete a block, if needed.

Creating a New Block

1. Click the **New Block** button at the bottom of the screen.
2. Click in the blank next to **Block Name**. A list of teachers will appear. Select the teacher name or close the list of teachers where the blinking cursor will be available in the field to type a name for the block.
3. Click in **the Homeroom Teacher** field and choose the homeroom teacher by clicking on the name. The **ID** and **Room No** will be filled in as well.
4. Add **Comments** if so desired.
5. Click the **Save New** button and a new block will be created.
6. The next screen will be the Schedule Maintenance screen where you will enter the schedule for each student in the Homeroom/Block. You must enter the schedule for the block to be created. Click in the 1st cell under the column Semester 1 to bring up a list of master schedule courses. Select the course needed. Continue down the periods filling in the complete schedule. If you need to delete a course added, click on the **Section** column in one of the 4 grids to delete a section from the schedule. You will be asked if you are sure you want to delete the section.
7. Keep in mind that the schedule you are creating is the schedule everyone in this homeroom will take when assigned to the block.

Change Block
If you need to change an existing block's information, select the block to change, and then click the button labeled **Change Block** at the bottom of the screen. Make necessary changes and then click **Save Changes** to store the new information. To make changes to the schedule, click on the **Block Number** to see the Student Schedule Maintenance screen and make the necessary changes.

Delete Block
If you need to delete an existing block, do so by clicking an existing block and click the button labeled **Delete Block.**

Schedule Students

1. To block schedule the students, (1) click under the **SEL** column next to each student's name to select the student. (2) Select the block on the right side of the screen.

2. Click the button labeled **Schedule** at the bottom.

3. A message will appear asking if you want to schedule the students. Click **Yes**. You should see a progress screen as each student is assigned.

Capability Student Scheduling: Auto Balance classes by Gender, Race, and GPA.

In some situations, the user may wish to initially allow the WebPams system to load students to blocks according to Gender, Race, and GPA. Afterwards, a user can then do shifting manually to accommodate for various situations such as students who cannot be in the same room. Follow the directions below to let WebPams do the initial sorting of students to blocks.

Note: Prior to doing this step, be sure the desired blocks have been setup.

1. In the Block Loader program, click the **Action** button in the upper right, then select **Capability Student Scheduling**. At the setup box, set the grade level to be worked on. Click the **Display Cap Grid** button.

2. On the left will be students at the selected grade level. On the right will be blocks associated with the selected grade level.

3. On the right side, click to select the blocks to have the students divided according to Gender, Race, and GPA.

4. Click the **Start Auto Schedule** button. The system will begin to assign students to the homerooms selected according to gender, race, and GPA.

5. When done, the user can click the **Ld** (Load) counts to see students associated with each block.

6. If a user wants to move students, close the **Capability Student Scheduler** and go back to the **Block Fast Loader**. Select the student to be moved, and then select the block to move the student to. Finally, click the **Schedule** button.

Block Changes: Updating Student Schedules to Match

If a user changes the classes or teacher of a block, or group of blocks, and wants to push the change to the students in the block, follow the steps below:

- Make the desired changes to the block or blocks. Click the **Action** button in the upper right, then choose **Reschedule Blocks**.
- Click **OK** after the warning text. A listing of the blocks will be displayed. Select the block(s) that a change was made to, and then click **Schedule**.

Adding a Single Course to Selected Students

Sometimes the user needs to add a single class to a group of students, such as Adaptive PE, Gifted, a remedial course, or some other unique class. The Single Course option is an easy way to add a single course to group of selected students.

1. Click in the select box of the desired students to schedule to a single class.
2. In the upper right, click the **Action** button, then choose **Single Course**.
3. A list of courses from the master schedule will appear. Browse to the desired course and click on the class.
4. The class will be added to the student's schedule.

Homeroom Maintenance:

Sometimes it is necessary to do some changes to homerooms for various reasons such as a teacher change and special student situations.

Change a Homeroom on a Single Student

In **Student Master**, **Find** the desired student. Click in the **Homeroom** field. A list of teachers will appear. Select the desired homeroom teacher, then click **Save**.

Mass Load Homerooms, Counselor, Advisors

1. In **Student Master**, click **Loaders**, then **Homeroom/Advisor/Counselor Auto Loader**

2. To Load Students to Homerooms, Counselor, or Advisor by First Hour:

   - Set the current year and date. For **Load**, select "**Homeroom**". For "**Load By**", set to "**Class/Grading Period**". Click **Next**.

   - Set the **Grade**, then click to enter "01" in the **Class Period** field. Set the Semester to 1 if doing this at the start of the year. Repeat with Semester 2 at the start of the spring.

   - Click **OK**. Click **OK** again at the warning.
   - The system will go through and assign homeroom to students by first period on the schedule.

Change a Homeroom Teacher for Students

1. In the Student Master module, click **Loaders**, then **Homeroom Loader**.
2. At the setup box, set for the desired year and grades.
3. On the left, a listing of students will appear. On the right will be a listing of teachers.
4. Click to place an "x" in the homeroom field of the students to change. Next, click on the replacement teacher on the right.
5. The homerooms of the students will be updated to match the new teacher.
6. TIP: sort on the homeroom field to be able to make sure all students have a homeroom. Blank homerooms will appear first.

Homeroom Listing

1. In Student Master, click **Lists**, then **Homeroom Teacher Affidavit w/Signatures**.

2. At the setup box, set to the current year, desired grades, and as of date.

3. Click **OK**.

4. A listing of homeroom teachers will be presented. Click selected teachers to print homeroom lists for. Click the Print button.

Setup

Year : 1112

District : 027

School : 004

Grade : -1,00,01,02,03,04,05,06,07,0

As of Date : May 16 2012

☐ Double Space

OK

Homeroom Counts

*   In **Student Master**, under **Counts**, run either **the Homeroom Count by Grade**, or the **Homeroom Gender/Ethnic List**.

Print Class Rosters

1. In **Scheduling**, go to **Lists**, then **Print Class Rosters**
2. Set for current year, grades, and date. Click **OK**.
3. A listing of classes appears with a select box on the side.
4. To print rosters for selected classes, click in the select box, then click the desired semester/periods across the bottom. Then click **Print**.
5. To print rosters for all classes, click the "**All**" button in the lower left, then select the desired semester/periods. Click **Print**.

Print Student Schedules

1. On the left navigation panel, click the **Schedule** button, then **Lists**, then **Print Student Schedules**
2. At the setup box, set for the desired **year**, **grade level(s)**.
3. Narrow the criteria using the items: **Gender, Ethnicity**, **Special Codes**, **Team**, **Homeroom**, **Counselor**, **Advisor**, **Clubs**, and **Sports**
4. Select **All** Students or **Sped Only** or **Non Sped**
5. Set the "**as of date**".
6. Select the **Order to List**: Alpha Order, Grade Order, Homeroom Order, Team Order, Advisor Order, or Counselor Order
7. Select the **number** of student schedules **per page**: 1, 2, 3, 4, 5, 6, 7, or 8.
8. Additional Printing Options include: **Print locker information**, **Include blank student schedules**, **Print unscheduled requests**, **Print Comments**, **Print AB DOW Titles**

Making Sure All Students Have Schedules:

Student Locator List

The student locator report will present a listing of students and the teacher they are scheduled to. It is handy to have a quick print out of where a student is in the course of a day. It is also a handy tool for making sure each student has a full schedule.

1. Go to **Student Master > Lists > Student Locator**.
2. At the setup box, set the desired **Year**.
3. District and School should be defaulted based on security.
4. Leave Grade, Gender, and Ethnic blank to include all criteria; otherwise, click in the box to make selections.
5. Set **Periods** to Show and Semester,
6. Set the print order in Order to List.
7. Adjust the **As of Date** if needed.
8. Leave **Special Codes** and **Team Codes** blank to include all criteria; otherwise, click in the box to make selections.
9. For **Show**, select All, Sped Only, or Non Sped.
10. For **Location Type**, select **Teacher**, **Room**, or **Course**.
11. Set the **Report Type** as either **Single Line Report** or **Multi Line Report**

    - **Multi Line Report** Option
        - The **Multi Line Report** option will print each cell with Subject name, Teacher, and class count.

        - When printing the **Multi Line Report**, the output will also show demographic information on the student, as well as Course, Teacher, and Class Count.

    - **Single Line Report** option
        - By choosing either **Single Line Report** options of **Teacher, Room,** or **Course,** the student's information will be shown on a single line.

        - When printing the **Single Line Report,** the results will also display in a single line.

Making Sure All Students Were Rolled to New Year

This report compares enrollments of the previous year to the current year. The report will lists students who were enrolled at the end of the previous year, but are not enrolled anywhere in the district for the current year.

Getting Started

1. In the left navigation panel of WebPams, click **Student Master**.
2. Expand the **Lists** section.
3. Browse down the listing, then click on **Student End of Year / Current Year Missing Report**.

Setup Box Options

1. **Year**: Set to the desired "current year".
2. **District**: Should be set to your district number.
3. **School(s)**: Set to the desired school site, or sites.
4. Click **Ok** to begin the report.

Report Features

1. The report will list students who were enrolled at the site at the end of the previous year, but are not found in the current year for any district location.
2. Column Descriptions
   - **District**: District number of previous year enrollment.
   - **School**: School number of previous year enrollment.
   - **Student ID**: ID number of student in previous year enrollment.
   - **Student Name**: Name of student in previous year enrollment.
   - **Grade**: Grade level of student in previous year enrollment.
   - **Entry Code**: Entry code of previous year enrollment.
   - **Entry Date**: Entry code of previous year enrollment.
3. To investigate students on the list further, open up the previous year's Student Master, then browse to the student's information for further details.

Student Entry of Requests via the Student Progress Center

Using the Student Progress Center, a student can enter requests for the new school year. Steps to take before this activity are listed below:

1. Communicate with your District Coordinator to have student logins created and distributed. For help on this, the District Coordinator would go to http://wiki.edgear.net/wiki/w/index.php?title=Creating_Student_Logins.

2. Communicate with your District Coordinator for the date range that the request system will be open for the students. The system can set a unique date range for each grade at a school.

Printing Student Logins/Passwords for a Large Group of Students

Getting Started

1. After logging in to WebPams, select **System** in the left navigation panel.

2. Select **Entry**.

3. Select **Student Login Editor**.

Printing Student Logins/Passwords

1. In WebPams, go to **System** > **Entry** > **Student Login Editor**.

2. At the setup box, configure to obtain the desired listing of students.

    - Pay attention to the **Order to List** option.

3. At the bottom of the setup box, select one of the print options:

    - **Print Break on Homeroom**: If **Order to List** was set to **Homeroom**, selecting this option will break the print job on each different homeroom.

    - **Print Break on Student**: Selecting this option will create a separate page for each student in the listing.

    - **Print Break on School:** Selecting this option will break the print job on each school site.

4. Click **OK** on the setup box. The user will see the students listed on screen. Click the **Print** button to obtain the report in the manner selected on the setup box (ie… *Print Break on Homeroom*, *Print Break on Student*, or *Print Break on School*)

5. **NOTE**: If desired, the user can export any listing to MSExcel for any Mail Merge type activities. After clicking the **Print** button, choose either the "xls" or "csv" option to create an Excel type file to use as a data source for Mail Merge actions.

Definitions of Column Headers

1. **Sidno**: Local Student ID number.

2. **Student**: Full name of student.

3. **School**: School in which student is enrolled.

4. **Login ID**: Username generated by program.

5. **Password**: Automatically generated value.

6. **Inactive**: If this box is checked then a student's or group of students' permission to use the Student Progress Center has been temporarily removed.

## *Working with Single Student Logins/Passwords in Student Master*

Edit an Existing Login / Password in Student Master

1. Select **Student Master** from the areas on the left of the main screen of WebPams.
2. Find the student whose Login/ID and/or Password needs to be changed.
3. Click the **Permissions** tab at the bottom of the window.
4. Click the **View Access** button.
5. The **Student Login Permissions** popup will appear with the following options:
   - **Inactive**: Check to temporarily remove this student's permissions to access the Student Progress Center.
   - **User Name** and **Generate Login** button: Click the **Generate Login** button to create a new **User Name** (login) for the student.
   - **User Password** and **Generate Password** button: Click the **Generate Password** button to create a new **User Password.**
6. Click **Save** at the bottom of the Student Master window to save the information.
7. Click the **Close** button of the Student Login Permissions window.

Student Entry of Requests on Student Progress Center

When enabled, students can login to the Student Progress Center to enter requests for next year. The directions below describe how a student would do this task.

1. Go to the Student Progress Center URL for your district. (*Works best in Google Chrome*)

2. On the menu bar at the top, on the far right, click "**Request**".
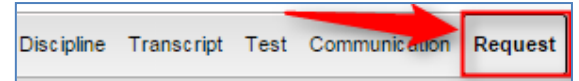
3. Click in the first blank cell.

4. A pick list of "English" type courses will appear. Click on the desired course.

5. The selected course will be displayed along with the credit associated with the course.
   a. **To remove the selection**, click the **"x"** on the far right.

6. Click in the next cell, then click the group "Math" to see a listing of Math courses. Select the desired Math course.

7. Repeat for each additional group such as "Science", "Social Studies", etc…

8. **When there are enough credits**, such as "7" or "8", the entry is complete. Click "**Logout**" or a different menu area.

Converting Student Progress Center Course Requests

When a student enters course requests, the requests are stored in a temporary unapproved status. School staff can review and convert the requests from "temporary" to "approved" status. Below are directions on how to perform this task.

1. Work with the District Coordinator to make sure students have a login / password to Student Progress Center.

2. Confirm dates of online course request entry with the District Coordinator.

3. After the time of online entry by students is over, go to the **Audit Request Validity** report (**Schedule** > **Lists** > **Audit Request Validity**).

   a. Set for next year and next year grade level(s).

4. A list of students will be presented on screen. Move to the far right to locate the column "**CONVERT PAR REQ**" (*Convert Parent Request*).

   a. If students have entered requests, the user will see a credit count of "**P Requests**" (*temporary status*).

5. **To Review and Approve Requests a Single Student at a Time**: Click in the cell containing the credit count of "**P Requests**".

   a. A listing of courses requested will appear with a select box by each as shown below.

   b. Click in the select box for each to be approved, **or** click the "**Select All**" button at the bottom.

   c. Click "**Convert Records**" button.

   d. This will move the requests from "**temporary**" to "**approved**" status.

   e. Repeat for each student.

   f. When the program is refreshed, you will see the requests show as credit counts in the transcript group columns. The requests are now "approved".

6. **To Convert an Entire Listing of Temporary Requests**:

   a. At the bottom of the Audit Requests screen, click the "**Select All**" button.

   b. Click the "**Convert Parent Requests**" button. Click "**Yes**" and "**Ok**" at the next dialog boxes.

   c. The Audit Requests screen will be refreshed with credit counts for the various transcript groups, indicating the requests have been converted from temporary to approved status.