



WSIPC Guide to Current Scheduling

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About This Guide

The Current Scheduling module is where you maintain an Entity's Course Master and student schedules. This module includes features, reports, and utilities that help you maintain the Course Master and student schedules for the current school year.

This Guide helps anyone responsible for maintaining the current year Course Master and coordinating the scheduling of students for the current year's classes. Typically this includes registrars and counselors, but might also include teachers and administrators, or anyone else who might be involved in the current year scheduling process.

This Guide does not explain how to use Future Scheduling tools for the current school year. See the *WSIPC Guide to Future Scheduling: Parts One through Six* to learn more about Future Scheduling tools and functionality, including the following:

- Master Schedule Builder
- Auto Scheduler
- Online Arena Scheduling

The Curriculum Master area of the Current Scheduling module is not discussed in this document. To learn more about the Curriculum Master and how to use it, see the *WSIPC Guide to Curriculum Master*.

What You Should Know Before You Start

You'll find that this Guide is much more helpful if you understand your Entity's scheduling business practices.

Be Sure You're Signed In

This Guide is intended to be read while you are working in Current Scheduling, so be sure you are signed in. Many of the procedures and concepts discussed in the Guide are best understood if you practice as you read.


How to Use This Guide

This section shows you how to follow navigation paths in a Guide, and how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Navigation Paths

The procedures in this Guide begin with navigation menu paths. Select the Display Navigation Menu Paths check box in User Preferences to ensure that you can follow these paths. The option is not available in User Preferences if it is already enabled for the entire district. To learn more about setting User Preferences, see the *WSIPC Guide to Skyward's School Management System*.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button  in the menu bar on the left side of the screen.

Screen Shots

You'll find screen shots throughout the Guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective *and* concise.

Some options you will see in the screen shots are only available if your Entity has enabled specific options in Entity Year Options of Scheduling Entity Year Setup. For the purposes of this Guide, Use Team Scheduling, Use Scheduling Categories, Use Course Recommendations, and Use Online Arena Scheduling have been enabled. Use Advanced Master Schedule Builder has not been enabled.

What's in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

If you need to create educational materials that address the specific needs of your Service Center or district, consider using this Guide as a starting point for developing your own customized materials.

What's New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
This Guide has been updated to reflect WSIPC's July 2015 software release version 05.15.06.00.00.	N/A
Build Schedule section has been expanded.	63
Class Profile information has been documented.	93
Summer School Utilities have been documented.	110
The Entity Year Setup option for Summer School has been documented.	142

Terms You Should Know

Before you begin learning about Current Scheduling, you should be familiar with two pairs of terms that are used throughout this Guide.

Section and Class

The words *Section* and *class* appear throughout the Current Scheduling module. While they mean the same thing, there are subtle differences in the way the terms are used. Most areas of Current Scheduling use the word *class* to refer to a process or area that involves a student, and the word *Section* to refer to a process or area that involves a Course or the Course Master. For example, a student enrolls in a class, but a Course contains Sections (though it is also technically correct to say a student enrolls in a Section). For the sake of simplicity, this Guide uses the word *Section* for both cases.

Request and Scheduled

Another pair of words you should be familiar with is *request* and *scheduled*. These words are not synonymous. For example, a student requests a Course, but is scheduled into a Section. The difference is that a request reflects a desire to enroll in a Section of a Course—a potential enrollment—but a scheduled student is actually enrolled in the Section.

Understanding the Relationship between Current and Future Scheduling

Several options in the Current Scheduling module are actually Future Scheduling options that have been made available in Current Scheduling. These options are available in Current Scheduling because you can schedule for the future during the current year, although this is not common. For example, if your Entity does not schedule Semester 2 until January of the current school year, you can use the tools in Future Scheduling to schedule for Semester 2 of the current year. To learn more about using Future Scheduling tools to schedule for the current year see Appendix E in any of the Future Scheduling Guides.

As you read about the Current Scheduling module, you see references to the following areas:

- Future Scheduling
- Master Schedule Builder
- Advanced Master Schedule Builder
- Auto Scheduler
- Online Arena Scheduling

These areas are covered in the following Guides:

- *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*
- *WSIPC Guide to Future Scheduling: Part Two – Managing Student Requests*
- *WSIPC Guide to Future Scheduling: Part Three – Building the Schedule Master*
- *WSIPC Guide to Future Scheduling: Part Four – Scheduling Students*
- *WSIPC Guide to Future Scheduling: Part Five – Concluding the Scheduling Process*
- *WSIPC Guide to Future Scheduling: Part Six – Miscellaneous Scheduling and Maintenance*
- *WSIPC Guide to Advanced Master Schedule Builder Process*

For details about options that are primarily used for Future Scheduling, see the appropriate Guide listed above.

Note If the Advanced Master Schedule Builder (AMSB) is enabled, the Master Builder Settings area appears on the Add Course screen (Figure 1). If your Entity does not use the AMSB and this area appears, clear the Use Advanced Master Schedule Builder check box in Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE\Entity Year Options).

Because this is a Future Scheduling feature, the Master Builder Settings area and the options that appear when the AMSB is enabled are not discussed in this Guide. See the *WSIPC Guide to Advanced Master Schedule Builder Process* to learn more about the AMSB.

The screenshot shows the 'Add Course' screen with the following fields and sections:

- Entity: 401 WSIPC High School School Year: 2015-16 Curriculum: [dropdown]
- * Course Key: [text] * Short Description: [text] * Long Description: [text]
- Buttons: Save, Save and Add Section, Back
- General Properties
- Section Defaults
- Master Builder Settings** (highlighted with a red box)
 - Control Sets Edit
 - Control Set Distribution
 - S1 50.00%
 - S2 50.00%
 - Day Patterns Edit
 - Day Pattern
 - No Day Patterns Selected
 - Periods Edit
 - Periods
 - 01 02 03 04 05 06
 - Recommended Staff Add
 - Priority Staff Min Percent Max Percent Clone To NY
 - No Recommended Staff Selected
 - Master Builder Constraints Add ?
 - Status Schedule First Constraint
 - No Master Builder Constraints Exist
 - Manual Course Rank: 999 Allow Multiple Sections To Be Scheduled During Same Period
 - Maximum Percentage Of Sections Allowed In One Period: 100.00
- Washington State Specific

Asterisk (*) denotes a required field

Figure 1 - Add Course screen when the Advanced Master Schedule Builder (AMSB) is enabled showing the Master Builder Settings area

Working with the Course Master

Before you can schedule students into a course, the course must exist in the Course Master. The Course Master contains all of an Entity's Courses. Each Course contains information from multiple areas, such as details for Sections, Meets, Pre-Requisites, and Co-Requisites. The Course Master also contains information on Course Alternate Setup, Requesting/Enrolled Students, and Course Requirement Rules.

To work with the Course Master:

- Go to Student Management\Office\CS\BC\CM. Figure 2 shows the Course Master screen and the configuration areas for a Course.

Note The Pre-Requisite Details, Co-Requisite Details, Course Alternate Setup and Course Requirement Rules areas are for Future Scheduling and are not discussed in this Guide. See the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule* to learn more about these areas.

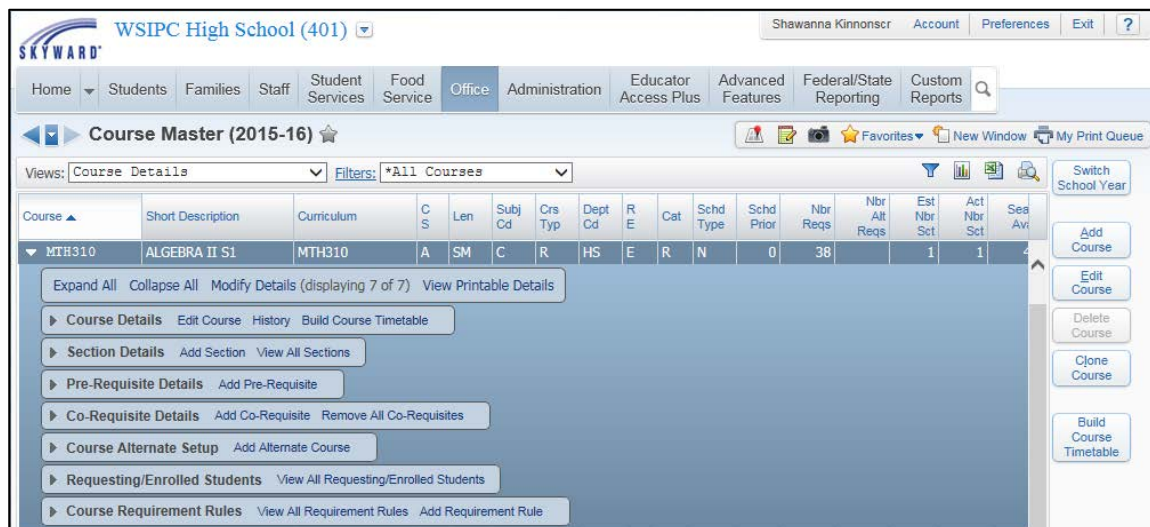


Figure 2 - Course Master screen showing the areas of configuration for a Course

Adding a Course to the Course Master

A Course represents specific curriculum that is taught in the classroom. Courses are Entity-specific and are the main components of a Course Master. When adding a Course to the Course Master, you enter specification information that identifies and defines the Course. You also configure General properties, Federal details, Section defaults, and Washington State Specific information. Figure 3 shows the five main configuration areas on the Add Course screen.

To add a Course to the Course Master:

1. Go to Student Management\Office\CS\BC\CM.
2. Click Add Course.
3. Configure the options in the Header area of the Add Course screen (Figure 3). Table 1 describes the options in this area.
4. Continue to [“Configuring General Properties”](#) (page 9).

Figure 3 - The Add Course screen showing the General Properties, Federal Details, Section Defaults, and Washington State Specific areas. The Header is highlighted.

Option	Description
Entity	Entity number and name. These fields are populated by default based on the Entity you’re adding the Course under.
School Year	School Year the Course is being offered. The school year appears by default based on the current school year’s record.

Option	Description
Curriculum	Links the Course to a Curriculum Master for Graduation Requirement tracking and links to Academic Standards. To learn more about the Curriculum Master, see the <i>WSIPC Guide to Curriculum Master</i> .
Course Key	Defines a Course’s quick-reference identifier. It appears on many Scheduling Reports. The Course Key can be up to six characters long.
Short Description	A brief description of the Course curriculum (such as 9 th Honors Engl). The Short Description can be up to 15 characters long.
Long Description	A more detailed description of the Course curriculum. The Long Description can be up to 30 characters long (for example, 9 th Grade Honors English).

Table 1 - Options in the Header area of the Add Course screen

Configuring General Properties

The General Properties area of the Add Course screen defines the current year Course, both for Current Scheduling and Future Scheduling, based on the options you select.

To configure General Properties:

1. Continuing from the procedure above, configure the options in the General Properties area (Figure 4). Table 2 describes the options in this area.
2. Continue to “[Adding Section Defaults](#)” (page 19).

Figure 4 - Add Course screen with the General Properties area expanded

Option	Description
Course Length Set	Length of time a Course spans during the school year. For example, a Semester Course Length Set defines a class that spans an 18-week period.
Grade Set	The Grade Set is assigned to the Course Length and cannot be edited. This field is automatically populated after you select a Course Length for the Course. Grade Sets are configured in the Grading module. To learn about Grade Sets, see the <i>WSIPC Guide to Grading Setup</i> .
Course Status	Determines whether a course is Active or Inactive. If a Course will not be offered during the current school year but may be offered in a future school year, it is typically inactivated, not deleted, from the Course Master. This is because you can make an inactive Course active again without recreating the Course.

Option	Description
Elective/Required	Defines which Courses students must take versus those they have an option to take.
Category	Defines a Course as Regular, Lunch, Study Hall, Transfer, Waiver or Alternative. Typically, you won't use the Lunch selection. Most Courses are defined as Regular. To learn more about Categories, see "Understanding Course Categories" (page 17).
Schedule Type	<p>Defines how a student is typically enrolled into the Course. Most Courses have a Schedule Type of Normal. The Walk-In and Auto Scheduler use the Schedule Type to determine how to schedule the student.</p> <p>To learn more about Schedule Types, see "Understanding Course Schedule Types" (page 18).</p>
Scheduling Priority	Specifies which Courses should receive scheduling preference when you use the Walk-In Scheduler or the Auto Scheduler in Future Scheduling.
Grading System Grading Type	Information that is used for reporting purposes only. Some reports contain a Grading System and Grading Type parameter. Your selections do not affect the Scheduling or Grading modules.
Team Sched Priority	Priority that a Team-Scheduled Course receives compared to a non-Team Scheduled Course when students are scheduled into their Sections by the Auto Scheduler. This option is used primarily for Future Scheduling. This option appears on the screen only if you select the Use Team Scheduling check box in Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE).

Option	Description
Transcript GLO	Grade Level Override. Specifies the grade level this Course should be assigned in a student's Grade History and Transcript. It overrides the student's actual grade level, to make it appear as though the student took the Course at a different grade level. This information is saved to each Student Class Record during Year End processing.
Include Tran GLO in GPA	Ensures that the student receives Transcript GPA credit for this Course. If you use the Transcript GLO, select the Include Tran GLO in GPA check box as well.
Website Address	Displays a link in Family Access to a district-defined website with information on the Course. The link appears anywhere a Course appears in Family Access (such as Schedule, Gradebook, Graduation Requirements, Academic History, and Course Requests).
Website Display	Allows you to specify text that appears as the link for the specified website address. For example, if the website address is entered as www.wsipc.com , you could enter the Website Display as <i>WSIPC Course Information</i> .
GPA Set	Specifies the GPA Set assigned to this Course. A GPA Set is a collection of Grade Marks with defined Grade Mark point values. To learn more about GPA Sets, see the <i>WSIPC Guide to Grading Setup</i> .
Control Sets Possible	Specifies the values that are assigned to, or can be assigned to, any Section of the Course. This option is used primarily for Future Scheduling.
Subject	<p>Summarizes the general subject content for the Course. Subjects are used by the Curriculum Master, which is used in Graduation Requirements and Academic Standards. If you attach a Subject Code to Courses that have a common curriculum, you can organize these Courses faster in Curriculum Master.</p> <p>To learn more about the Curriculum Master see the <i>WSIPC Guide to Curriculum Master</i>.</p>

Option	Description
Type	<p>Defines the kind of curriculum taught in the Course. Type Codes are usually linked to an appropriate Type Flag. There are three Type Flags: None, Skill Center and Vocational. If you create a Type Code of Vocational or Skill Center, you must also add a Type Flag of Vocational or Skill Center to the Code to identify it as such. These Codes and their associated Type Flags are an important part of the P-223 and CEDARS Washington State Reports because they identify Courses that are Vocational or Skill Center.</p>
Department	<p>Defines the Code used to group similar Courses in an Entity.</p> <p><i>Example:</i> A Department Code of “Humanities” might be used to group all English and Social Studies Courses together. This code can identify certain Courses on reports. Department Codes may also be assigned to teachers.</p>
Activity Link	<p>Specifies which Activity is linked to the Course. Scheduling Configuration Options (Student Management\Office\CS Setup\CF\SC) contain an option called Automatically Add Students to the Activities that are Linked to a Course. If you select this option, students are automatically enrolled in the Activity when you enroll a student into a Section of the Course.</p>
CIP Code	<p>Specifies the Course’s state Vocational Code. All Vocational Courses must have a corresponding CIP (Classification of Instructional Programs) Code in this box. This option appears only when you select Vocational as the Type Code for a Course. The CIP Code values are year-specific, defined by OSPI, and maintained by WSIPC.</p>

Option	Description
Report Card	Specifies the Report Card Group to which this Course is attached. A Report Card Group allows you to group Sections of different courses or Sections of the same Course on the same line on Report Cards. To learn more about configuring Report Cards, see the <i>WSIPC Guide to the Grading Cycle and Configuration</i> .
Lock Group	Used to flag two or more Courses of the same Course length that a student should <i>not</i> take at the same time. To learn more about this option, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> .
Current Requests	Number of students scheduled into or requesting this Course. The value in this box updates automatically when a student requests the Course or is scheduled into it.
Maximum Seats Available	Shows the total Maximum Students values found on each Section of this Course. The value in this box updates automatically.
Estimated Nbr of Sections	Estimated total number of Sections you think this Course should have. This information is used in Future Scheduling to help build a Master Schedule.
Actual Nbr of Sections	Actual number of Sections that exist for this Course, updated automatically as you add or delete Sections. This information is used in Future Scheduling to help build a Master Schedule.
GPA Credits	Typical GPA credit value a student earns after completing this Course. This value affects a student's GPA calculation. The GPA Credits box and the Earned Credits box typically contain the same value.
Grade Ranges	Grade level of students who should take this Course. These ranges do not prevent students from being enrolled in this Course if their grade level is outside the range. This option can be used to restrict Courses that appear on the Course Availability List.

Option	Description
Fees	Fee a student may be required to pay for this Course. This value does not affect Fee Management—it is for reporting and informational purposes only.
Academic Minutes	Total number of minutes this Course meets for instruction over a one-week period. The value in this box defaults into the Minutes Per Week box on the Sections of the Course. This value affects the P-223 State Report if your Entity bases that report’s calculations on the student’s schedule.
Earned Credits	Typical earned credit value a student earns after successfully completing this Course.
Available to Online Scheduling	Determines whether a Course is available for Future Scheduling Online Arena Scheduling. This check box appears only if you select the Use Online Arena Scheduling check box in “ Entity Year Setup ” (page 130).
Prohibit Student from Dropping	Determines whether a student can drop the Class when using Online Arena Scheduling in Student Access. See the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> to learn more about this option.
Core Academic Subject	For NCLB Reporting purposes only. Does not affect Washington State Reporting. However, it is used to determine a High School “Core” subject in My School Data software for some Early Warning criteria. It is used in combination with certain Content Area Codes.
Grade Course	Determines whether students receive a grade (Grade Mark) for taking this Course. If you don’t select this check box, teachers cannot enter Grade Marks for the Course in Educator Access Plus or in Gradebook.
Keep Attendance	Determines whether attendance can be entered for students who take this Course. If you don’t select this check box, teachers cannot enter attendance for this Course in Educator Access Plus.

Option	Description
Repeatable for Credit	Specifies whether a student can receive credit for taking this Course more than once. If a student is allowed to re-take a Course for credit, select this check box. This box works in conjunction with Student Access and Online Arena Scheduling. For example, a student may take Band for credit more than once throughout his or her high school years.
Locked to Scheduler	Allows a Course to be locked once desired enrollment is reached, or other criteria is met, and it prevents students from being scheduled and/or unscheduled from that Course when the Walk-In Scheduler is run. See the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> to learn more about this option.
Allow Teacher Conferences	Enables the Course to be used in the Conference Scheduler in Educator Access Plus. See the <i>WSIPC Guide to Conference Scheduler for Office Personnel</i> to learn more about setting up and using the Conference Scheduler.
Qualifications	Identifies a Certification Code that a staff member must be highly qualified in to teach the Course when the Advanced Master Schedule Builder is used to create the Master Schedule. To learn more about this option, see the <i>WSIPC Guide to Advanced Master Schedule Builder Process</i> .

Option	Description
Course Groups(s)	<p>Created for states that identify Courses using a “Laude System” which awards additional GPA Points without the points calculating into the student’s GPA. Laude courses are honors classes – Cum Laude, Magna Cum Laude and Suma Cum Laude, with weighted point values.</p> <p>However, you can create a Course Group for any grouping purpose. Each Course Group can be selected to print on a Skyward Custom transcript with Course counts for each group. Additionally, the User-defined course report option of the Course Report by Course Report (Student Management\Office\CS\BC\RE\CR) includes an option to display the Course Groups.</p>

Table 2 - Options in the General Properties area of the Add Course screen

Understanding Course Categories

The Category on a Course defines what the course is used for. The options are Regular, Lunch, Study Hall, Transfer, Waiver or Alternative. Some Future Scheduling processes have the option to include, or exclude, courses with a Category other than Regular. The non-Regular Categories are explained below.

Transfer Course Category

You use a Course defined as Transfer to enter historical scheduling and grading information for a student transferring into your district. For example, if a student transfers into your Entity from another district, you give the student a historical grade in a Course that has a Category of Transfer. This allows you to change the Course description and also allows you to enter a Course Completion Date for the Course in the student’s grade history. For CEDARS Reporting purposes, use the Transfer Category so the Course is reported as a Transfer Course (Location ID = 9999) in the Student Grade History File (H).

Transfer courses are not included in the Course Availability List. See the *WSIPC Guide to Future Scheduling: Part Two – Managing Student Requests* to learn more about the Course Availability List.

Alternative Course Category

The Alternative Category is similar to the Transfer Category in that it allows you to change the Course description and enter a Course Completion Date for the Course in the student's grade history. However, unlike the Transfer Category, the Alternative Category reports the Course at the Entity in which it was taken, in the CEDARS Student Grade History File (H). You may want to use the Alternative Category for such Courses as Online or Running Start Courses. By doing so, you can update the Course description but not have the Course appear to have been taken at another District, which is what the Transfer Category is for.

Waiver Course Category

You can use the Waiver Category for Courses that students are allowed to take as a Graduation Requirement waiver. See the *WSIPC Guide to Graduation Requirements* to learn more about using Graduation Requirement waivers.

Understanding Course Schedule Types

In addition to Normal, Manually Scheduled, Special Education, and Dropped Course are available options when configuring the Schedule Type for a Course. These Schedule Types are explained below.

Manually Scheduled Schedule Type

A Course that is marked Manually Scheduled prevents the Walk-In Scheduler and the Auto Scheduler in Future Scheduling from scheduling a student into the Course. You must hand-schedule a student into a Course with a Schedule Type of Manually Scheduled.

Special Education Schedule Type

The Special Education Schedule Type defines Courses that are only offered to Special Education students. This option prevents the Auto Scheduler from scheduling a student into the Course. You must hand-schedule a student into a Course with a Schedule Type of Special Education unless you select the Process Special Ed Courses option. To learn more about scheduling Special Education students, see "[Scheduling a Student Using the Walk-In Scheduler](#)" (page 58).

Dropped Course Schedule Type

The Dropped Course Schedule Type identifies a Course that is no longer offered.

Configuring Federal Details

The Federal Details area of the Add Course screen appears only if you select the Allow Use of NCES Course Codes check box in Scheduling Configuration Options (Student Management\Office\CS Setup\CF\SC). If your Entity does not use NCES (National Center for Education Statistics) Course Codes and this area appears, consider clearing this check box in Scheduling Configuration Options.

Best Practice	Because State Course Codes used by Washington State are not the same as NCES Course Codes, do not enable this feature.
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Adding Section Defaults

The Section Defaults area on the Add Course screen allows you to save time by creating Section defaults if all Sections for a Course have the same basic parameters. The information in this area is automatically assigned to new Sections created for this Course.

To add Section defaults:

1. Continuing from “[Configuring General Properties](#),” click the plus sign to the left of Section Defaults.
2. Configure options in the Section Defaults area of the Add Course screen (Figure 5). Table 3 describes the options in this area.

The screenshot shows the 'Add Course' interface. At the top, there are fields for 'Entity' (401 WSIPC High School), 'School Year' (2015-16), and 'Curriculum'. Below these are fields for '* Course Key:', '* Short Description:', and '* Long Description:'. The 'Section Defaults' section is expanded and highlighted with a red box. It contains a note: 'Note: The Values Entered Below Will Be The Default Field Values For All New Sections Of This Course.' Below the note are fields for 'Calendar' (401), 'Minimum Number Of Students' (10), 'Optimum Number Of Students' (25), and 'Maximum Number Of Students' (30). There is also a checkbox for 'Use Meeting Times'. To the right of these fields is a 'Room Type(s)' section with an 'Add Room Type' button and columns for 'Priority' and 'Description'. At the bottom of the form, there is a 'Washington State Specific' section and a note: 'Asterisk (*) denotes a required field'.

Figure 5 - Add Course screen with the Section Defaults area expanded

Option	Description
Calendar	Specifies the calendar used for the Section.
Minimum Number of Students	Defines the Section’s minimum seat capacity. Often used to justify whether the Section should be offered.
Optimum Number of Students	Defines the Section’s optimal seat capacity. Used in Automated scheduling processes for balancing the number of students placed into Sections.
Maximum Number of Students	Defines the Section’s maximum seat capacity and can prevent users from enrolling more students into the Section than the value allows <i>if</i> Use Security to Exceed Class Maximum is enabled in Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE). With proper security and setup, you can enroll more students into the Section than this maximum value allows. See “ Scheduling Options ” (page 137) to learn more about overriding the Maximum Number of Students.
Use Meeting Times	Determines whether you can use Class Meeting Time Override on a Meet for the Section to track student attendance by the minute. This was created for another state that receives funds for students based on minutes attended.
Room Type	Identifies the kind of classroom for the Section by its function (for example, Art, Band, Choir, or Gym).

Table 3 - Options in the Section Defaults area of the Add Course screen

Washington State Specific Information

The Washington State Specific area on the Add Course screen (Figure 6) is used for CEDARS Reporting, the Washington State Standardized Transcript, and P-223 Reporting.

To add Washington State Specific information:

1. Continuing from “[Configuring General Properties](#),” click the plus sign to the left of Washington State Specific.

2. Configure options in the Washington State Specific area of the Add Course screen (Figure 6). Table 4 describes the options in this area of the screen.

Note The State Course Code and Content Area Code boxes appear only if you select the Allow Use of State Course Codes check box in Scheduling Configuration Options (Student Management\Office\CS Setup\CF\SC).

3. Click Save or Save and Add Section.

The screenshot shows the 'Add Course' web interface. At the top, there are fields for 'Entity: 401 WSIPC High School', 'School Year: 2015-16', and a 'Curriculum' dropdown. Below these are fields for '* Course Key:', '* Short Description:', and '* Long Description:'. On the right side, there are buttons for 'Save', 'Save and Add Section', and 'Back'. The main content area is divided into several expandable sections: 'General Properties', 'Federal Details', 'Section Defaults', and 'Washington State Specific'. The 'Washington State Specific' section is expanded and highlighted with a red box. It contains two dropdown menus: 'State Course Code:' and 'Content Area Code:'. Below these is a 'Course Designations' section with a grid of checkboxes for various options: CADR Course, Quantitative, Running Start, College in High School, Direct Transcription Available, Science Lab, Local Comp Test, Tech Prep, Articulated Tech Prep, Honors Option, National Comp Test, Cambridge Program, Online Course, and Non Instructional. There is also an 'AP/IB Code:' dropdown and a 'Comment:' text area. At the bottom left, a note states 'Asterisk (*) denotes a required field'.

Figure 6 - Add Course screen with the Washington State Specific area expanded

Option	Description
State Course Code	<p>Specifies the state-defined Course Code for this Course. State Course Codes are defined by OSPI and the table is updated by WSIPC. State Course Code information is reported in CEDARS.</p> <p>This box appears only if you select the Allow Use of State Course Codes check box in Scheduling Configuration Options (Student Management\Office\CS Setup\CF\SC). You can only edit this box if the Allow Editing of State Course Codes on the Course Record check box is also selected in Scheduling Configuration Options.</p>
Content Area Code	<p>Specifies the content of this Course for State Reporting purposes. Content Area Codes are defined by OSPI and the table is updated by WSIPC. Content Area Code information is reported in CEDARS.</p> <p>This box appears only if you select the Allow Use of State Course Codes check box in Scheduling Configuration Options (Student Management\Office\CS Setup\CF\SC). You can only edit this box if the Allow Editing of State Course Codes on the Course Record check box is also selected in Scheduling Configuration Options.</p>
Course Designations	<p>Describes certain properties of a Course for State Reporting purposes. To ensure CEDARS, the P-223, and the Washington State Standardized Transcript are accurate, select all check boxes that apply to the Course and/or select the correct AP/IB Code. To learn more about using Course Designations for Running Start Courses, see “Appendix C - Recommendation for Creating Running Start Courses” (page 164).</p>

Option	Description
AP/IB Code	<p>Specifies that this Course is an Advanced Placement or Inter Baccalaureate Course. You select a specific AP/IB Placement Code that indicates the type of Course.</p> <p>Note: The information in the AP/IB Code box is not used to identify the Course for CEDARS if the Course has an associated State Course Code. Courses that qualify for either of these identifiers should be marked with their associated State Course Code.</p>

Table 4 - Options in the Washington State Specific area of the Add Course screen

Editing or Deleting a Course

There are times when you may need to edit or delete a Course. You can delete a Course only if it doesn't have any Sections attached to it.

To edit or delete a Course:

1. Go to Student Management\Office\CS\BC\CM.
2. Select the desired Course, and do one of the following:
 - Click Edit Course, make the necessary changes, and click Save.
 - Click Delete Course.

Note	You cannot delete a Course if there are any Sections associated with it. Consider marking the course as Inactive rather than deleting it if the Course may be taught the following year.
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Adding a Section to a Course in the Course Master

A Section is attached to a Course. Students are scheduled into Sections, not Courses. A Section contains information that defines its enrollment capacity, the terms during which the Section occurs, attendance and grading methods, and other information.

Unlike reviewing a course in the Course Master, which requires you to review information in several areas, when you review a Section of a Course you look at information for only two areas: General Properties and Washington State Specific.

Note The first time you add a Section to a Course, you must do so in the Course Master. To add a Section in the Section Master, one Section of the Course must already exist.

To add a Section to a Course in the Course Master:

1. Go to Student Management\Office\CS\BC\CM.
2. Expand the Course.
3. Click Add Section next to the Section Details heading.
4. Configure the General Properties and Washington State Specific areas (Figure 7). See Table 5 for a description of the options related to Current Scheduling.
5. Click Save or Save and Add Meet.

Add Section

Entity: 401 WSPIC High School School Year: 2016 Course Key: ART240 ADVANCED ART S2
 Status: Active Number of Requests: 18 * Section: 01

General Properties

Class Status: Active Minimum Students: 10 Attendance Method: Mixed
 * Class Control Set: S2 SEMESTER2 Optimum Students: 20 Assign Seats
 * Calendar: 401 Calendar (401) Maximum Students: 30 Rows: 005 Columns: 005
 Bell Schedule: Scheduling Category: Grading Method: Mixed
 Allow Students with No Category to be Assigned

Scheduling Team(s) Add Scheduling Team

Code	Description

PARCC Assessment: PARCC Submission: Max Special Ed Enroll %: 100.00

Bilingual Use Class Meeting Time Override
 Default Building: 401 Building (401)

Room Type(s) Add Room Type

Priority	Description

Washington State Specific

* Minutes Per Week: 300 ALE Funded: ?
 ALE Course Type: Not taught through ALE ?
 Teacher Has Valid CTE Endorsement: Yes No ?
 Course CIP Code: ?

Asterisk (*) denotes a required field

Figure 7 - Section properties when adding a new Section

AREA	PURPOSE OF AREA
General Properties	General information about the Section.
Options in This Area	Description of Options
Section	Specifies a unique alpha-numeric character that identifies the Section. It appears on Scheduling Reports whenever Section information is included. It can be up to three characters long.
Class Status	Specifies whether a class is Active or Inactive. If a class is available to enroll students into, select Active. Otherwise, select Inactive.
Class Control Set	Determines in which specific term, semester or trimester a Section is offered (for example, Semester 1 or Term 3).
Calendar	Specifies the calendar used for the Section. For example, if a Bell Schedule is not defined for this Section, the times for the Bell Schedule come from the Calendar assigned to the Section. See the <i>WSIPC Guide to Attendance</i> to learn more about Bell Schedules.
Scheduling Team	Scheduling Team assigned to the Section. Scheduling Teams ensure that only certain students (those who share the assigned team) can be scheduled into this Section by the Automated scheduling processes. See the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> to learn more about Scheduling Teams.
Bell Schedule	Specifies the start and stop times for each Period of the day. The Period times from the Bell Schedule appear on Scheduling Reports. If you don't assign a Bell Schedule in this box, the times come from the Calendar assigned to the Section in the Calendar box.
Minimum Students	Defines the Section's minimum seat capacity. Often used to justify whether the Section should be offered.

Options in This Area	Description of Options
Optimum Students	Defines the Section's optimal seat capacity. Used in Automated scheduling processes for balancing the number of students placed into Sections.
Maximum Students	Defines the Section's maximum seat capacity and can prevent users from enrolling more students into the Section than the value allows <i>if</i> Use Security to Exceed Class Maximum is enabled in Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE). With proper security and setup, you can enroll more students into the Section than this maximum value allows. See " Scheduling Options " (page 137) to learn more about overriding Maximum Students.
Scheduling Category	<p>Specifies which Scheduling Categories are assigned to the Section. More than one Scheduling Category can be assigned to a Section. Scheduling Categories are also assigned to students or a student's requests depending on the selected settings in Entity Year Options (Student Management\Office\CS Setup\CF\SE). The Scheduling Categories feature ensures that only students who are assigned to a particular Scheduling Category can be scheduled into a Section of a Course that is also assigned to that same Scheduling Category. This feature is typically used in Future Scheduling.</p> <p>This option appears only if you select the Use Scheduling Categories check box in Entity Year Setup (Student Management\Office\CS Setup\CF\SE).</p>
Allow Students with No Category to be Assigned	Appears if you select the Use Scheduling Categories check box in Entity Year Options (Student Management\OF\CS Setup\CF\SE). This flag allow students to be scheduled into the Section if they have no Category and the Section does. See the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> to learn more about Scheduling Categories.

Options in This Area	Description of Options
Attendance Method	Specifies which of three methods can be used to enter attendance for the Section: Computer, Mixed or Sheets. If your Entity allows attendance to be gathered via Sim Scans, select Sheets. If your Entity allows attendance to be entered via Educator Access Plus, select Computer. If both methods are allowed, select Mixed.
Assign Seats	Specifies if teachers are allowed to arrange their electronic seating chart in Educator Access Plus. If you don't select this option, teachers cannot arrange their electronic seating chart to match their physical classroom seating chart.
Rows/Columns	Specifies the default dimensions of the seating chart grid in Educator Access Plus. If you select the Assign Seats check box, teachers can reconfigure the dimensions to suit their needs.
Grading Method	Specifies which of three methods can be used to enter grading for the Section: Computer, Mixed or Sheets. If your Entity allows grades to be gathered using grading sheets, select Sheets. If your Entity allows grades to be entered using Educator Access Plus, select Computer. If both methods are allowed, select Mixed.
PARCC Assessment PARCC Submission	Partnership for Assessment of Readiness for College and Careers. Washington State is not a participant in PARCC.
Exclude from the Automatic Posting of Gradebook Grades	Determines whether this Section is exempt from the automatic posting of Gradebook grades. This flag only appears if Automatically Post Gradebook Grades to the Report Card for Grading Periods that are Open for Posting is enabled. Select this check box to override the automatic posting options in Secondary Gradebook configuration (Student Management\Educator Access Plus\GB\SE Setup\CF\PD).
Bilingual	Specifies whether the Section is taught bilingually. This information is used for reporting purposes only.

Options in This Area	Description of Options
Use Class Meeting Time Override	<p>Specifies on the Meet Record when the Class meets if it is different from the Scheduling Period Times. If you select this option, the Class Meeting Time Override area on the Meet Record becomes available to track student attendance by the minute. See Figure 9 (page 35) and Table 7 (page 40) to learn more about the Class Meeting Time Override option.</p> <p>This option was created for another state that receives funds for students based on minutes attended.</p>
Default Building	<p>Specifies the default value for building information on all new Meet Records for this Section. An Entity is the theoretical framework that contains buildings. <i>Buildings</i> are the physical structures themselves.</p> <p><i>Example:</i> A high school Entity may contain a gym, library, performing arts center, metals shop and main campus. Each of these locations is a building within the Entity. Each building is assigned rooms. Buildings and rooms are used in conjunction with Meet Records in the Course Master.</p>
Max Special Ed Enroll %	<p>Specifies the percentage of Special Education students (compared to Regular Education students) that the Future Scheduling Auto Scheduler can enroll in this Section.</p> <p><i>Example:</i> If you type “50.00” in the Max Special Ed Enroll % box, the scheduling program will not enroll Special Education students in the Section after 50% of the students in the Section are Special Education students. This box is available only when you select the Allow Limited Special Ed % Enrollment in Sections check box in “Entity Year Setup” (page 130).</p>

Options in This Area	Description of Options
Number of Days	This value is used by the Advanced Master Schedule Builder (AMSB). It defines how many Days per week a Section meets.
Number of Periods	This value is used by the AMSB. It specifies how many Periods per day a Section meets.
Number of Teachers	This value is used by the AMSB. It specifies the number of teachers a Section requires for its Meet Records.
Block Section	This value is used by the AMSB. It determines whether a multi-period Section meets during consecutive Periods of the day.
Section Locked From Master Builder	This value is used by the AMSB. It prevents the AMSB from changing information on the Section.
Control Set Locked From Master Builder	This value is used by the AMSB. It prevents the AMSB from changing the Control Set currently assigned to the Section.
Room Type(s)	Classroom for the Section by its function (such as Art, Band, Computer Lab, Classroom, Gym). This information is also used by the AMSB to assign a room to the Meet Record of the Section.

AREA	PURPOSE OF AREA
Washington State Specific	Options specific to users in Washington state.

Options in this Area	Description of Options
Minutes per Week	Specifies the value used for calculating a student's FTE for the P-223 State Report if your Entity bases this calculation on the student's schedule.

Options in this Area	Description of Options
<p>ALE Course Type</p>	<p>Identifies whether the Section is Not taught through ALE, or if it is an ALE (Alternative Learning Experience) Course, whether it is Online, Remote, or Site Based. If the students in the Section are in a Class with an ALE Course type, the option selected describes the type of ALE instruction for the Course. This information is used for Washington State CEDARS Reporting.</p> <p>This same information can be identified for individual students only, instead of for all students enrolled in the Section. This is specified on the Student Class Record, in the Washington State Specific area using the ALE Funded option, ALE Course Type Override.</p>
<p>Teacher has Valid CTE Endorsement</p>	<p>Identifies whether a teacher associated with this Section has a valid CTE endorsement for the CIP Code on the Course. This option allows you to identify a Section(s) where a teacher has not yet received a CTE Endorsement, rather than creating a separate Course and then moving students between Courses when the teacher receives the endorsement. This impacts Vocational information in State Reporting (CEDARS and P-223 Monthly School District Enrollment Report).</p>
<p>Course CIP Code</p>	<p>Displays the CIP Code assigned to the Course, if one is assigned. This is a display-only field and if the Course is a Vocational Course, it enables you to view the CIP Code assigned to the Course. This is helpful information to view when determining if the teacher has a valid CTE Endorsement for that Course.</p>
<p>ALE Funded</p>	<p>Identifies whether the students in this Section are receiving ALE funded instruction. This check box was used for Washington State CEDARS Reporting during the 2013-2014 school year only.</p>

Table 5 - Areas and options on the Add Section screen

Editing a Section Using the Course Master

You can edit a Section using the Course Master or using the Section Master. The editing options are identical from either location.

To edit a Section using the Course Master:

1. Go to Student Management\Office\CS\BC\CM.
2. Locate the Course of the Section you want to edit, and expand the Course Key area.
3. Expand the Section Details area, and click Edit next to the desired Section.
4. Make changes on the Edit Section screen (Figure 8). Table 6 describes the options on this screen.
5. Click Save.

Edit Section

Entity: 401 WSIPC High School School Year: 2016 Course Key: SCI204 MATERIAL SCIENCE SEM 1
 Status: Active Number of Requests: 27 * Edit Section: 06

General Properties

Class Status: Active Minimum Students: 15 Attendance Method: Mixed
 * Class Control Set: S1 SEMESTER1 Optimum Students: 25 Assign Seats
 * Calendar: 401 Calendar (401) Maximum Students: 30 Rows: 005 Columns: 005
 Bell Schedule: Scheduling Category: Grading Method: Mixed
 Allow Students with No Category to be Assigned

Scheduling Team(s) Add Scheduling Team

Code	Description

Corequisite Information

Corequisite: SCI224 Same Teacher: Yes Same Period: Yes Different Semester

Student Count By Term

	Term 1	Term 2	Term 3	Term 4
Enrolled	21	21	0	0
Females	5	5	0	0
Males	16	16	0	0
Spec Ed Students	0.00	0.00	0.00	0.00

PARCC Assessment: PARCC Submission:
 Bilingual Use Class Meeting Time Override Max Special Ed Enroll %: 100.00
 Default Building: 401 Building (401)

Room Type(s) Add Room Type

Priority	Description

Washington State Specific

Asterisk (*) denotes a required field

Figure 8 - Edit Section screen with Student Count By Term area highlighted. This area is available only on the Edit Section screen.

Option	Description
Student Count by Term	Specifies the number of female, male, and total enrolled students in this Section by Term.
Co-Requisites	Specifies a co-requisite Section to pair (optional) with this Section. This area of the screen does not appear when you initially add a Section and is available when you edit a Section only if a co-requisite has been set up in the Course Master. Co-Requisite information is used during the student request process and by the Auto Scheduler. To learn more about co-requisites, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> .

Table 6 - Options on the Edit Section screen

Editing a Section Using the Section Master

You can also use the Section Master to edit a Section. The Section Master allows you to work with all of an Entity's Sections without having to view Course information. It is a subset of the Course Master because it contains information from three of the five areas that are part of the Course Master:

- Section Details
- Meet Details
- Student Roster (i.e. Enrolled Students)

You can perform the same processes and view the same information in the Section Master that you can in the Course Master. However, you cannot use the Section Master to add a Section to a Course that doesn't already have Sections.

To edit a Section using the Section Master:

1. Go to Student Management\Office\CS\BC\SM.
2. Locate and select the Section you want to edit, and click Edit Section on the right side of the screen.
3. Make changes on the Edit Section screen (see Figure 8 and Table 6 above).
4. Click Save.

Deleting a Section

Delete a Section only if you're sure you won't use it in the future. You cannot delete a Section if students are enrolled in it. If you think you might use the Section at a later date, you can inactivate it. You can delete a Section using the Course Master or through the Section Master. Both methods are described below.

To delete a Section using the Course Master:

1. Go to Student Management\Office\CS\BC\CM.
2. Expand the Course Key area of the Section you want to delete.
3. Click Delete to the left of the Section you want to delete. The following message appears:

“Are you sure you want to delete Section [xx]?”

Note	If the Section you are deleting has one or more Meets associated with it, a message appears stating that if you delete the Section, the associated Meet Records are also deleted. You are given the opportunity to proceed or to cancel the action.
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4. Click OK.

To delete a Section using the Section Master:

1. Go to Student Management\Office\CS\BC\SM.
2. Select the Section you want to delete, and click Delete Section on the right side of the screen. The following message appears:

“Are you sure you want to delete this Section [Course Key and Section xx]?”

3. Click Yes.

Adding a Meet to a Section in the Course Master

A Meet, also referred to as a Meet Pattern or Meeting Pattern, is primarily used to define the following:

- Who is teaching a Section of a Course
- Which days of the week the Section is taught
- Which period(s) of the day the Section is offered

Meets can allow additional flexibility to Sections. For example, if two different teachers are assigned to different terms of the same Section, you create two Meet Records for the Section. If a Section is a block Section (offered over two periods during the day) you create two Meets for the Section, one for each period.

To add a Meet to a Section in the Course Master:

1. Go to Student Management\Office\CS\BC\CM.
2. Expand the Course.
3. Expand the Section Details area.
4. In the Section Details area, locate the Section you want and click Add Meet.
5. Configure options on the Add Class Meet screen (Figure 9). Table 7 describes the options on this screen.
6. Click Save.

Figure 9 - Add Class Meet screen

AREA	PURPOSE OF AREA
Course	Information about the Course this Meet is associated with.
Options in This Area	Description of Options
Entity	Entity the Course/Section/Meet are in.
Class	Course/Section information for this Meet.
Control Set	Class Control Set on the Section the Meet is associated with.
Class Status	Shows whether the Section the Meet is associated with is Active or Inactive.

AREA	PURPOSE OF AREA
Start and Stop Terms	Term information for the Meet.
Options in this Area	Description of Options
Display Term Start / Stop Scheduling Term Start / Stop	Specifies which terms this Meet spans. This allows scheduling to be more flexible. <i>Example:</i> A two-term Section taught during Semester 1 can have a different teacher instructing each term. To do this, create a separate Meet for each term and attach a separate teacher to each Meet. Typically, the Display and Scheduling Term Start and Stop ranges have the same values.
AREA	PURPOSE OF AREA
Meet Pattern	Specifies which Period of the day and on which day the Meet appears.
Options in this Area	Description of Options
Display Period Scheduling Period Attendance Period	Specify which Period of the day you want the Meet to: <ul style="list-style-type: none"> ▪ Display on the students' schedules ▪ Actually schedule the student into ▪ Record attendance associated with this Meet Typically, the value in these three boxes is the same. The value represents the Period during the day when this Section truly meets. These boxes can contain different values to allow for varying display, scheduling, and attendance setups. Note: The schedulers will not schedule a student into a Section with a Scheduling Period of 00.
MTWRFS (Weekdays) or Day Rotation Numbers	Days of the week that each of the Display, Scheduling, and Attendance Periods meet. Typically, the Weekday boxes match.

AREA	PURPOSE OF AREA
Lunch Code	Associates a Lunch Code with a Meet.
Options in this Area	Description of Options
None Group A, Group B, Group C, Group D, Group E, Group F	Selected Lunch Code for the Meet. This Code appears next to the Meet information on a student's printed schedule if the Scheduling Period Times table (Student Management\Office\CS\BC Setup\CO\SP) includes a Period with a matching Lunch Code.
AREA	PURPOSE OF AREA
Building/Room/ Type/Usage	Specifies Class location.
Options in this Area	Description of Options
Building	<p>Specifies the Building the Room is located in.</p> <p>In general, Rooms are assigned to Buildings (Student Management\Office\OF Setup\PS\CO\BU), Buildings are attached to Schools and Schools are attached to an Entity through the Entity School Cross-Reference table found in School Codes (Student Management\Office\OF Setup\PS\CO\SC).</p>
Room	<p>Specifies the Class location.</p> <p>To assign a Room to the Meet, a Building must also be assigned to the Meet. The room information appears on Scheduling Reports.</p>
Type	<p>A view-only field that displays the Type associated with the Room. The Type field populates from the Room table.</p> <p>Room Types are defined by the district and can be used to identify specific types of rooms, such as Gym or Computer Lab.</p>
Usage	A view-only field that displays the Seating Maximum (which populates from the Room table) and the seats taken.

AREA	PURPOSE OF AREA
Teacher / Teacher Type	Specifies Teacher information for the Meet.
Options in this Area	Description of Options
Teacher	Specifies which teacher teaches the Section. Because Sections can have more than one Meet, two teachers can be assigned to a Section if each is assigned to a different Meet.
Teacher Type	Determines whether the teacher assigned to the Meet is the Primary teacher or an Alternate teacher. Each Meet must have one Primary teacher per term. While a Meet can have only one Primary teacher, there is no limit to how many Alternate teachers can be assigned.
Display This Class Meet On Student Schedules	Determines whether the Meet information appears on the student's schedule. If a Section has more than one Meet, you can clear this check box to suppress the appearance of a Meet's information on the student's schedule. This might be helpful if both a Primary and Alternate teacher are assigned to a Section, but only the Meet information for the Primary teacher should appear on the schedule.
Allow Access to EA+	Determines whether the teacher assigned to the Meet can view this Section in Educator Access Plus. This option is automatically selected for the Primary Teacher Type. You can allow teachers attached to the Alternate Teacher Type to see this class in Educator Access Plus.
Allow Access to Gradebook	Determines whether the teacher attached to the Alternate Teacher Type can view this Section's Gradebook in Educator Access Plus. The option is automatically selected for the Primary teacher.

AREA	PURPOSE OF AREA
Class Meeting Time Override	Defines meeting times for the Meet if different from Scheduling Period Times.
Options in this Area	Description of Options
Start Time Stop Time	Exact meeting time of the class. If selected, this information appears on the Current Scheduling sub-tab and prints on student schedules. This was created for another state that receives funding for student attendance defined down to the minute. This area is only available when you select the Use Class Meeting Time Override check box on the Section (Figure 7 on page 24 and Table 5 on page 30).
AREA	PURPOSE OF AREA
Class Meet Type	Specifies information about the type of Meet.
Options in this Area	Description of Options
Instructional Lunch Recess Study Hall Other	Specifies the type of Meet as Instructional, Lunch, Recess, Study Hall, or Other. This setting is for reporting purposes only.
AREA	PURPOSE OF AREA
Washington State Reporting	Identifies Washington State Reporting requirements.
Options in this Area	Description of Options
Teacher Indicator	<p>Identifies the teacher's roll on this Meet in the CEDARS extract. This option defaults to Primary. Other roles include Alternate, Substitute, Team, or Job Share. For additional guidance regarding this option, see the <i>OSPI CEDARS Data Manual</i>.</p> <p>This option is only enabled if the option Enable Selection of Instructional Staff and Teacher Indicator (Student Management\Federal State Reporting\WA Setup\CF\DC) is set to Yes.</p>

Options in this Area	Description of Options
Instructional Staff	<p>Includes the selected Teacher on the Class Meet in the CEDARS extract. This option defaults to Yes and can be selected on multiple Class Meet Records for a Section. If you select No, the teacher is excluded from the CEDARS extract. For additional guidance regarding staff who should be included in the CEDARS extract, see the <i>OSPI CEDARS Data Manual</i>.</p> <p>This option is only enabled if the option Enable Selection of Instructional Staff and Teacher Indicator (Student Management\Federal State Reporting\WA Setup\CF\DC) is set to Yes.</p>

Table 7 - Options on the Add Class Meet screen

Editing or Deleting a Meet

There are times when you need to make changes to a Meet, or you may want to delete a Meet if it's no longer needed.

To edit or delete a Meet:

1. Go to Student Management\Office\CS\BC\CM.
2. Expand the Course.
3. Expand the Section Details heading.
4. In the Section Details area, locate the Section you want to edit or delete the Meet for and expand the record.
5. Do one of the following:
 - Click the Edit link next to the Meet, make the necessary changes on the Edit Class Meet screen, and click Save.
 - Click the Delete link next to the Meet. Click Yes in response to the message, "Are you sure you wish to delete this class meet?"

Viewing and Printing All Requesting/Enrolled Students

The Requesting/Enrolled Students area of the Course Master screen contains a list of students who are currently enrolled or have a request for the Course. The screen display is limited to 25 students. You can view or print a roster of students who are requesting or are scheduled into a Section of a Course from the Course Master.

To view or print all Requesting/Enrolled students:

1. Go to Student Management\Office\CS\BC\CM.
2. Expand the Course Record.
3. Click View All Requesting/Enrolled Students in the Requesting/Enrolled Students heading.
4. To print the Section roster from the View All Students screen, click Print Class Roster (see Figure 10).

Note The Print Class Roster button does not appear unless at least one student in the list has a Record Type of Current.

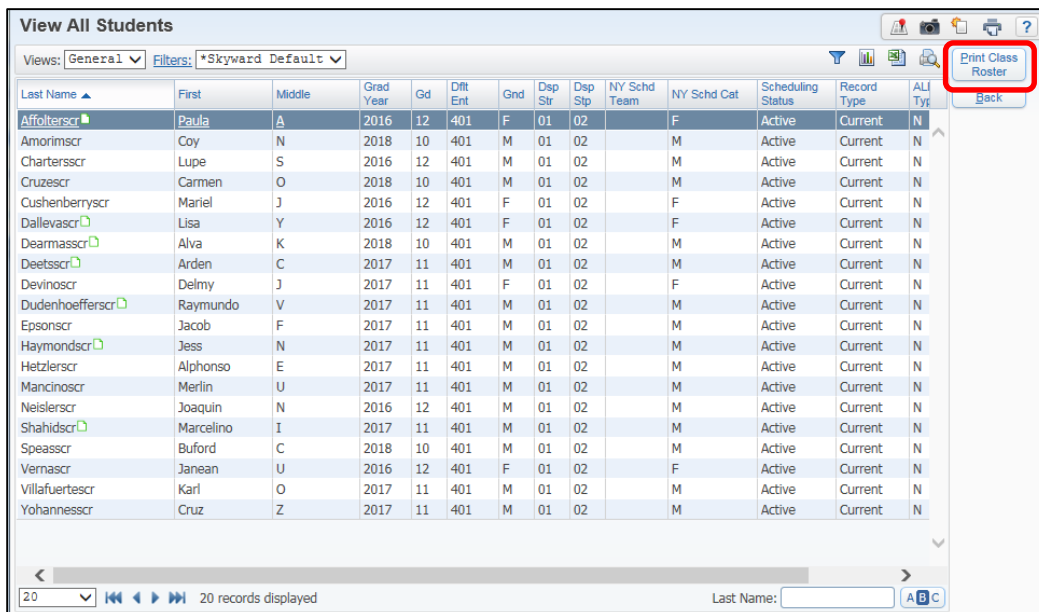


Figure 10 - View All Requesting/Enrolled Students screen with the Print Class Roster button highlighted

Cloning a Course

Cloning a Course can save you time if most options that Courses have in common are the same. When you clone a Course, you can also clone the Course's Section and Meet information.

To clone a Course:

1. Go to Student Management\Office\CS\BC\CM.
2. Locate and select the Course you want to clone and click Clone Course on the right side of the screen.
3. Enter information in the Curriculum, Course Key, Short Description, and Long Description boxes on the Clone Course screen for the new Course.
4. Select the Information to Clone from [current Course] check boxes that apply to the new Course.
5. Click Save.

Building a Course Timetable

The Class Meeting Timetable helps you build Meet Records for the Sections of a selected course while viewing any unavailability for the Teacher—whether due to another class the teacher is instructing or a Staff Unavailability Record that has been created. Using this area, you can select a Course's Section and assign a teacher, room, and period for the current term or for all terms defined in the Entity to build a Meet Record. Instead of adding Meet Records for Sections of a Course one at a time, you can build them in one area.

Scheduling a Student

There are two areas where you can schedule a student into a Class:

- Entry by Student (Student Management\Office\CS\SS\BS)
- Entry by Class (Student Management\Office\CS\SS\BC)

When you schedule a student into a Class in either of these areas, you can set up Scheduling Screen options that determine various features, including the following:

- How Courses display for your selection
- Whether you can enroll a student into a subset of a Course
- Alert messages that appear under certain circumstances

This section discusses how to configure Scheduling Default Settings, as well as how to schedule a student using Entry by Student, Entry by Class, the Walk-in Scheduler, the Build Schedule, and Scheduling Groups.

Configuring Scheduling Default Settings

You can configure Default Settings so that certain features automatically appear under specific conditions when working in the Entry by Student or Entry by Class areas of Current Scheduling. The Default Settings affect Transaction Update Options, Preference and Display Options, and Alert Message Options.

To configure Scheduling Default Settings:

1. Go to one of the following:
 - Entry by Student (Student Management\Office\CS\SS\BS).
 - Entry by Class (Student Management\Office\CS\SS\BC).
 - Student Profile Scheduling tab (Student Management\Students\ST\PR).
2. Click Options on the right side of the screen.

3. Configure the Default Settings screen. Figure 11 shows the Default Settings for Transaction Update Options, Schedule Display Options, Alert Message Options, Matrix Display and Matrix View Add Course Screen Options in Entry by Student. Figure 12 shows the Default Settings for the Entry by Class screen. Table 8 describes each option on these screens.
4. Click Save.

Note	Settings in each area apply to the other area. For example, if you select an option in the Current Scheduling Entry by Class area, that setting applies to the Current Scheduling Entry by Student area and vice versa.
-------------	---

Default Settings

Transaction Update Options

* Calendar: 401 Calendar (401)

Include Effective Date in Save
 * Effective Date: 06/05/2015

Prompt For Effective Date

Record Person Requesting Schedule Change
 Requested By:

Prompt to Apply Attendance When Changing Sections

Preference and Display Options

Schedule Display Options

Display All Classes

Display Enrolled Classes

Display Dropped Classes

Display Period By Period Course Availability

Display 'Adjusted' Records in Light Blue

Display 'Double Booked' Records in Yellow

Display Only Courses At Student's Grade Level On Add

Display Class Control Set Selection Screen on Add

Display Only Classes that Fit when Adding By Open Classes

Display Only Same Term/Period/Day Classes When Replacing a Course

Display Student Enrollment By Term on Add

Display Class Start Date in Student's Schedule

Hide Teacher Name in Current Scheduling

Hide Room Number in Current Scheduling

Display Supplemental Auto-Scheduling Arbitrary Scheduling Techniques

Use Academic Minutes instead of Credits

Alert Message Options

Alert When Adding to Students That Have Graduated

Alert When Adding a Course the Student Has Already Passed ?

Alert When Adding a Class That Violates a Scheduling Constraint

Matrix Display Options

Line1: Course/Section [Room(Building)] ▼

Line2: Course Description ▼

Line3: Teacher ▼

Line4: Blank Line ▼

Line5: Blank Line ▼

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Matrix View Add Course Screen Options

When adding a course in Matrix view(+), screen will display:

Current period and term courses

User selected courses filtered by Term and Period options

Asterisk (*) denotes a required field

Figure 11 - Default Settings for Transaction Update, Schedule Display, Alert Message Options, Matrix Display and Matrix View Add Course Screen Options in Entry by Student

Figure 12 - Default Settings for Entry by Class screen

AREA	PURPOSE OF AREA
Transaction Update Options	Determines how and what information is included in the Scheduling Transaction Record that is created when you add, edit, change, replace, or delete a Section from a student's schedule.
Options in This Area	Description of Options
Calendar	For display purposes only. Remaining screen options are not calendar specific.
Include Effective Date in Save	Effective date used for all Scheduling Transaction Records. The Effective Date defaults to the current date. Note: Effective date is typically the date on which the transaction occurs.

Options in This Area	Description of Options
Prompt for Effective Date	<p>Causes a screen to appear, allowing you to enter the transaction effective date.</p> <p>Note: Enable this option if you wish to delete a Class if the current date is after the Class's Start Date.</p>
Record Person Requesting Schedule Change	<p>The name you enter into the Requested By box is recorded on the Scheduling Transaction Record as the Requested By person. You can leave this box blank.</p>
Prompt to Apply Attendance When Changing Sections	<p>Allows you to move the student's attendance from the old Section to the new Section. Attendance can only be moved when moving the student from one Section of a Course to another Section of the <i>same</i> Course. This option appears in the Transaction Details area of the Change Section screen. See "Changing a Student's Section Record" (page 77) to learn more about changing a student's section.</p>

AREA	PURPOSE OF AREA
Preference and Display Options	<p>Determines which records (dropped, enrolled) appear on the screen and which warning messages appear when you add, edit, change, replace, or delete a Section from a student's schedule, and which Classes and warning messages appear.</p>

Options in this Area	Description of Options
<p>Display All Classes</p> <p>Display Enrolled Classes</p> <p>Display Dropped Classes</p>	<p>Determines which Classes appear. Dropped Sections are highlighted in green.</p>
Display Period by Period Course Availability	<p>Shows information about the Course and Section including the current Period the student is enrolled in and any open or closed Sections offered during other Periods.</p>
Display 'Adjusted' Records in Light Blue	<p>Shows a blue highlight on a Section that has a term adjustment.</p>

Options in This Area	Description of Options
Display 'Double Booked' Records in Yellow	<p>Shows a yellow highlight on Courses that are scheduled for the same term or semester and Period.</p> <p>Note: For a student to be double-booked, you must select the option Allow Students to be Double-Scheduled in Scheduling Options under Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE).</p>
Display Only Courses At Student's Grade Level on Add	Shows only those Courses that are marked for the student's grade level when scheduling the student into a Section.
Display Class Control Set Selection Screen on Add	Shows the Class Control Set Selection screen when adding, editing, replacing, or changing a Section on a student's schedule if your Entity allows students to enroll in subsets of a Control Set (term adjustments).
Display Only Classes that Fit when Adding By Open Classes	Shows only Sections of a Course that fit into the student's current schedule.
Display Only Same Term/Period/Day Classes When Replacing a Course	<p>Shows only Sections that fit into the student's schedule when replacing an already scheduled Class.</p> <p>For example, if you're replacing a Semester 2, period 3, MTWRF Section on a student's schedule, when the Replace screen appears, only Courses that meet Semester 2, Period 3, MTWRF are available for selection.</p>
Display Student Enrollment By Term on Add	Shows the enrollment count of the Class by term rather than the highest enrollment number amongst all terms for each Class.

Options in This Area	Description of Options
Display Class Start Date in Student's Schedule	Displays the start date of each scheduled Class, in the student's schedule. If the student is enrolled in the Class for the entire Term, this date is the Class Start Date on the Class Control Set. If the student is enrolled in the Class after the Class starts, it is the date the student was added to the Class. For example, if the Class started on 9/4 but the student was added on 10/20, the date is 10/20.
Hide Teacher Name in Current Scheduling	Removes the Teacher column from student schedule display screens.
Hide Room Number in Current Scheduling	Removes the Room and Building columns from student schedule display screens.
Display Supplemental Auto-Scheduling Arbitrary Scheduling Techniques	Determines whether or not the supplemental codes used by the Auto-Scheduling processes appear.
Use Academic Minutes instead of Credits	Displays the Academic Minutes value of the Section on the student schedule display screens.
AREA	PURPOSE OF AREA
Alert Message Options	Determines when you are alerted when adding a Course or Section to students who have certain demographic and scheduling conditions.
Options in this Area	Description of Options
Alert When Adding to Students That Have Graduated	Determines if a warning appears when a student with the Graduated flag set to Yes on Student Profile is scheduled into a Section.

Options in This Area	Description of Options
Alert When Adding a Course the Student Has Already Passed	<p>Displays a message warning you that the student has previously passed this Course under this Curriculum Master. Examples of this situation include taking the Course in a previous year or taking it under a different Course title.</p> <p>Note: This option requires that the Curriculum Master is properly implemented within your district. The message only appears if you don't flag the course as 'Repeatable for Credit' in the Course Master.</p>
Alert When Adding a Class That Violates a Scheduling Constraint	<p>Displays a Scheduling Alert and Constraint Warning advising you that the class you've selected to schedule the student into violates a scheduling constraint for that student. A scheduling constraint is created for an individual student in Entry By Student. To learn more about using scheduling constraints, see "Step 3: Enter Student Scheduling Constraints" in the <i>WSIPC Guide to Future Scheduling – Part Two: Managing Student Requests</i>.</p>

AREA	PURPOSE OF AREA
Matrix Display Options	Determines what information is included when viewing a student's schedule using the Matrix view.

Options in this Area	Description of Options
Line 1, 2, 3, 4, 5	<p>Select Course Description, Course/Section [Room (Building)], Days Meet/Credits/Technique or Teacher to appear on a line. If no selections are made, the default information is Course/Section [Room (Building)] on Line 1 and 2, Course Description on Line 3 and Teacher on Line 4.</p>

AREA	PURPOSE OF AREA
Matrix View Add Course Screen Options	Determines which classes are displayed.
Options in this Area	Description of Options
Current period and term courses	Displays the Sections available for the selected Period/Term. You have the option to select a different Display Period.
User selected courses filtered by Term and Period options	Displays the Sections available for the selected Period/Term and allows you to filter by Period, Term, and Courses.

Table 8 - Options on the Default Settings screens in Entry by Student and Entry by Class

Scheduling a Student into a Course Using Entry by Student

The Entry by Student area is where you can give a student a Course request for a specific Course, or schedule a student into a Section of a Course. The Edit Schedule screen, where you perform Entry by Student, has a customizable Course Filter area (see Figure 13 below) that allows you to narrow the selection of Courses by specific criteria, such as Sections offered during a specific Period of the day or Courses that are assigned to a specific subject. These Course Filters and the process of scheduling a student into a Course using Entry by Student are explained below.

To schedule a student into a Course using Entry by Student:

1. Go to Student Management\Office\CS\SS\BS.
2. Expand the student’s record on the Entry by Student screen.
3. Click Add Course in the heading that has the current year’s dates and the word “Schedule” (for example, 2015-16 Schedule).
4. On the Edit Schedule screen (Figure 13), locate the Course/Section you want to schedule the student into.

5. Click Schedule Class. Table 9 describes the available options when scheduling a student into a Course/Section.

Note	If No appears in the Fit column of the Course/Section list, the Section does not fit into the student's scheduled Classes. If Yes appears, the Section fits.
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Caution	If you select the Allow Students to be Double-Scheduled check box in " Scheduling Options " (page 137), you can schedule students into Sections that do not fit into their schedule. If you don't select this check box, you will have the option to drop the conflicting Course.
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6. If your Entity allows students to enroll in a subset of a Course (for example, if a student is allowed to enroll in Semester 1 of a year-long Course), a Class Control Sets selection appears on the Schedule Class screen. Select the Control Set you want to enroll the student into and click Continue.
7. The student is scheduled into the Section you selected. Repeat steps 4 through 6 for all Course Sections you're enrolling the student into.
8. When you're done, click Back.

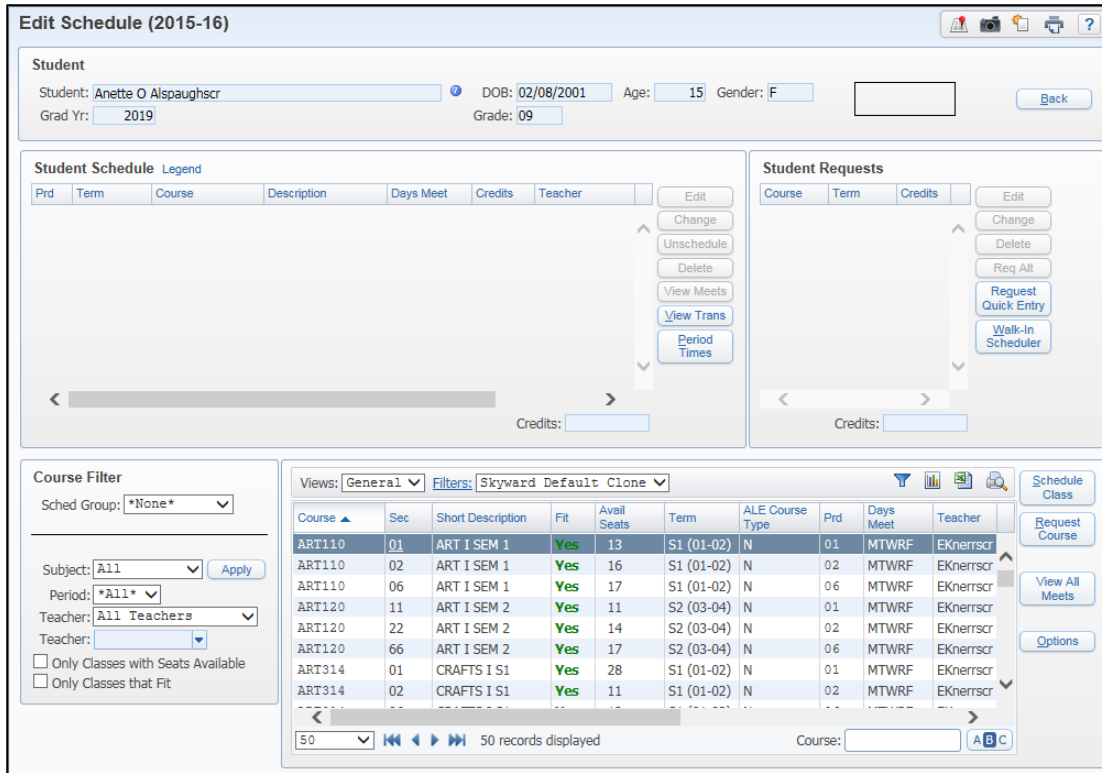


Figure 13 - Edit Schedule screen where you can add a request or schedule a student into a class

AREA	PURPOSE OF AREA
Course Filter	Located in the lower-left corner of the screen, Course Filter allows you to narrow the display of Courses and Sections in the Course/Section list according to the options entered.
Options in This Area	Description of Options
Sched Group	Identifies all Course/Sections of an available Scheduling Group. Select the Sched Group and click Apply. A Scheduling Group is a grade-level specific group of Course requests and/or Sections that can be selected for a student. See “Scheduling Groups” (page 128) to learn more about Scheduling Groups.
Subject	Identifies all Course/Sections associated with a specific Subject.

Options in This Area	Description of Options
Period	Identifies Course/Sections offered during a specific Period of the day.
Teacher	Identifies all Sections of a Course taught by a specific teacher, currently unassigned to a teacher, or taught by any teacher. In the first Teacher box, select All Teachers, No Teacher, or Specific Teacher. If you select Specific Teacher in the first Teacher box, select the specific teacher you want from the list that appears in the second Teacher box.
Only Classes with Seats Available	Identifies all Course/Sections that have not met the maximum seats available count on the Section in the Course Master. This helps you schedule students into Sections where seats are still available.
Only Classes that Fit	Identifies all Course/Sections that fit into the student's current schedule.
Apply	Refreshes the Course/Section list based on the selections made in the Course Filter area.

Button	Description
Schedule Class	Schedules the student into the Course/Section selected in the list. Depending on your Scheduling Screen options, you may be taken to a series of screens where you have to enter or select additional scheduling information about the Section.
Request Course	Gives the student a scheduling request for the Course/Section selected in the list. Requests are usually entered when using the Walk-In Scheduler, Build Schedule, or for Future Scheduling.
View All Meets	Displays Meet details for the selected Course/Section.

Button	Description
Options	Defines your Default Settings so that certain features automatically appear when scheduling a student. To learn more about these Default Settings, see “ Configuring Scheduling Default Settings ” (page 43).

Table 9- Schedule student options and buttons in the Edit Schedule screen

Scheduling a Student into a Section Using Entry by Class

Scheduling a student in the Entry by Class (Section) area is where you can enroll a student, or students, into a Section by selecting the Course/Section first. Unlike Entry by Student where you locate a student and then add a Course or Section to the student’s schedule, in Entry by Class, you first locate the Course and Section and then enroll the student into it.

To access Entry by Class:

- Go to Student Management\Office\CS\SS\BC.

Understanding the Entry by Class Screen

The Entry by Class screen is divided into three areas, the Class Details area, the Class List area, and the Class Transactions area. In Figure 14 a Class is expanded to show each area. The areas are described in the sections following Figure 14.

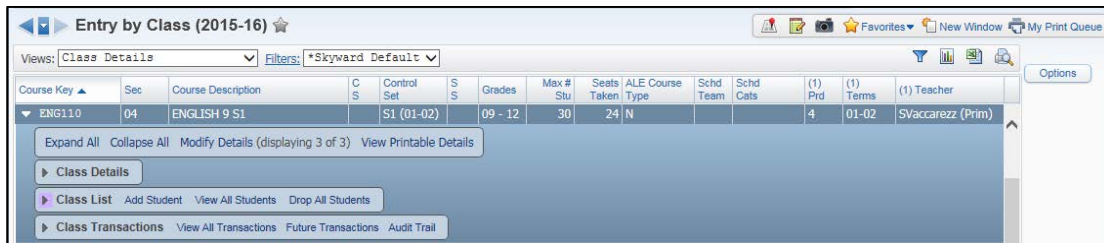


Figure 14 - Entry by Class screen with a Class expanded to show Class Details, Class List and Class Transactions areas

Class Details

The Class Details area displays information specific to the Section and Meet (Figure 15), such as who teaches the class and where the class meets. The information in this area is view only. You can expand the Class Details area to view the information associated with the Section.

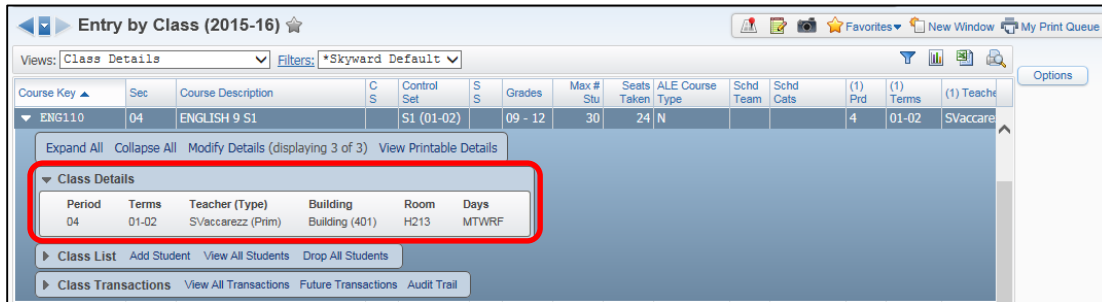


Figure 15 - Class Details area of a Section Record in Entry by Class

Class List

The Class List area (Figure 16) displays the students who are enrolled in or have been dropped from the Section. You can add, edit, drop, and activate a student for the selected Section from this area.

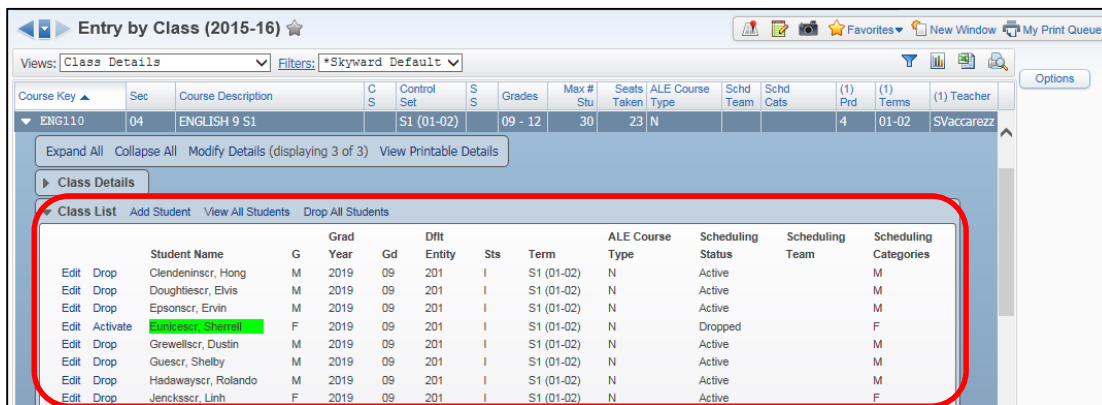


Figure 16 - Class List area of a Section Record in Entry by Class

Class Transactions

Transaction Records contain information such as the date a student was added into a Section, the date the student was dropped, who performed the transaction, and the date and time the transaction took place. The Class Transactions area (Figure 17) displays the first 21 Transaction Records for all students who have been scheduled into or dropped from the Section. The View All Transactions option allows you to see all transactions for the Section. In Future Transactions, you can see the Transaction Records with a future date if the Enable Batch Processing of Future Scheduling Transactions is selected in Scheduling Configuration (WS\Office\CS Setup\CF\SC). Click Audit Trail to see all Transaction Records including those that have been deleted. To learn more about Transaction Records, see “[Student Schedule Transaction Records](#)” (page 87).

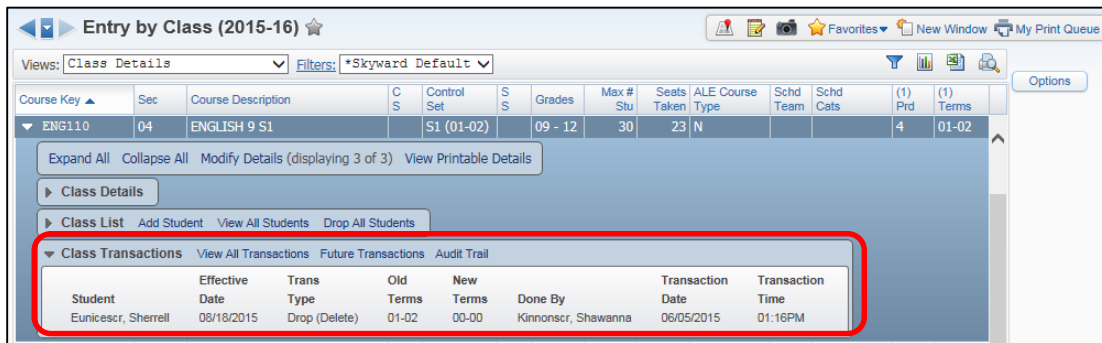


Figure 17 - Class Transactions area of a Section Record in Entry by Class

Scheduling a Student into a Section Using Entry by Class

Now that you understand the three areas on the Entry by Class screen, you can schedule a student into a Section using this method.

To schedule a student into a Section using Entry by Class:

1. Go to Student Management\Office\CS\SS\BC.
2. Expand the Section on the Entry by Class screen.
3. Click Add Student in the Class List heading.

4. On the Add Students to Class screen, locate the student you are scheduling, and select the Add check box to the left of the student's name.

Tip To schedule multiple students simultaneously, select the Add check box next to each student you want to enroll.

Click **Select All** to add all students in the list to the Course and Section. To clear the Add check box for all students, click **Deselect All**.

5. Click **Save**. If your Entity allows students to enroll in a subset of a Course (for example, if a student is allowed to enroll in Semester 1 of a year-long Course), a **Class Control Sets** box appears.
6. If a **Class Control Sets** box appears, select the **Class Control Set** you want to enroll the student into and click **Select**.

Note If you enroll multiple students in a class simultaneously, and your Entity allows students to enroll in a subset of a Course, you must make the **Class Control Sets** selection for each student individually.

Note Multiple warning messages and request screens may appear depending on your Entity setup and your Scheduling Screen defaults.

Editing, Dropping, or Activating a Student Enrolled in a Section

The process for editing, dropping, or activating a student's schedule in Entry by Class is the same as it is when working in Entry by Student or from the Current Scheduling sub-tab in Student Profile. To learn more about editing, dropping, or activating a student's record, see "[Changing a Student's Schedule](#)" (page 74).

Scheduling a Student Using the Walk-In Scheduler

The methods for scheduling explained above involve manually scheduling a student where you decide which Section of a course the student is scheduled into. If you prefer to use an automatic scheduling program to schedule the student's requests in Current Year Scheduling, you can use the Walk-In Scheduler.

To schedule a student using the Walk-In Scheduler, you must first assign Course requests to a student. You can assign Course requests for a student using the Entry by Student area of the module. To learn how to assign Course requests using Entry by Student, see “[Scheduling a Student into a Course Using Entry by Student](#)” (page 51). Once a student has Course requests, you can run the Walk-In Scheduler. This automatically schedules the student into a Section for each of the Course requests.

To schedule a student using the Walk-In Scheduler:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry By Student screen.
3. Expand the student’s record.
4. Expand the Add Course area under the heading that has the current year’s dates and the word “Schedule” (for example, 2015-16 Schedule).
5. Locate the Course that you want to request for the student.
6. Select the Course on the bottom of the Edit Schedule (school year) screen and click Request Course.

Note If your Entity allows students to enroll in a subset of a Class, a Request Course screen appears. In the Scheduling Terms box, select the Class Control Set you want to enroll the student into, and then click Continue.

7. Repeat steps 5 and 6 until you have entered all of the student’s Course requests.
8. Click Walk-In Scheduler in the Student Requests area on the right side of the screen.

Note You can also find the Walk-In Scheduler on the Entry by Student screen under Utilities. The link appears next to the heading that has the current year’s dates and the word “Schedule” (for example, 2015-16 Schedule). If you use the Walk-In Scheduler under the Utilities menu, the student must already have Requests and you begin the process of using the Walk-In Scheduler at this step. See “[Entry by Student Utilities](#)” (page 122) to learn more about features found in the Entry by Student Utilities menu.

9. Configure the options in the Scheduling Options area on the Walk-In Scheduler screen (Figure 18). Table 10 describes the option in this area.
10. Click Save.
11. Click Auto Schedule on the right side of the screen.
12. Do one of the following:
 - Click Accept to accept the schedule as the utility scheduled it.
 - Click Revert to reject the schedule as the utility scheduled it.

Note	If you don't like the outcome of the schedule, you can use the Ignored Courses area to ignore a course on another scheduling run to see if the utility schedules the student more successfully. To use the Ignored Courses area, select the course to be ignored in the Courses To Be Scheduled list and click Remove. Finally, click Auto Schedule. Repeat this process until the program gives you a schedule that is acceptable.
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13. To leave the Walk-In Scheduler, click OK.

If you like most of the schedule, but not all of it, you can accept the schedule as is and then unlock the courses you want to reschedule. To unlock a single course, double-click the record in the Courses To Be Scheduled list. You can also click Unlock All to unlock all remaining courses in the Courses To Be Scheduled list. Run the utility again to see if you get different results. The results are typically the same unless you change the selections in the Scheduling Options area or make changes in the Course Master area, such as adding more Sections or changing the Period when a Class is offered.

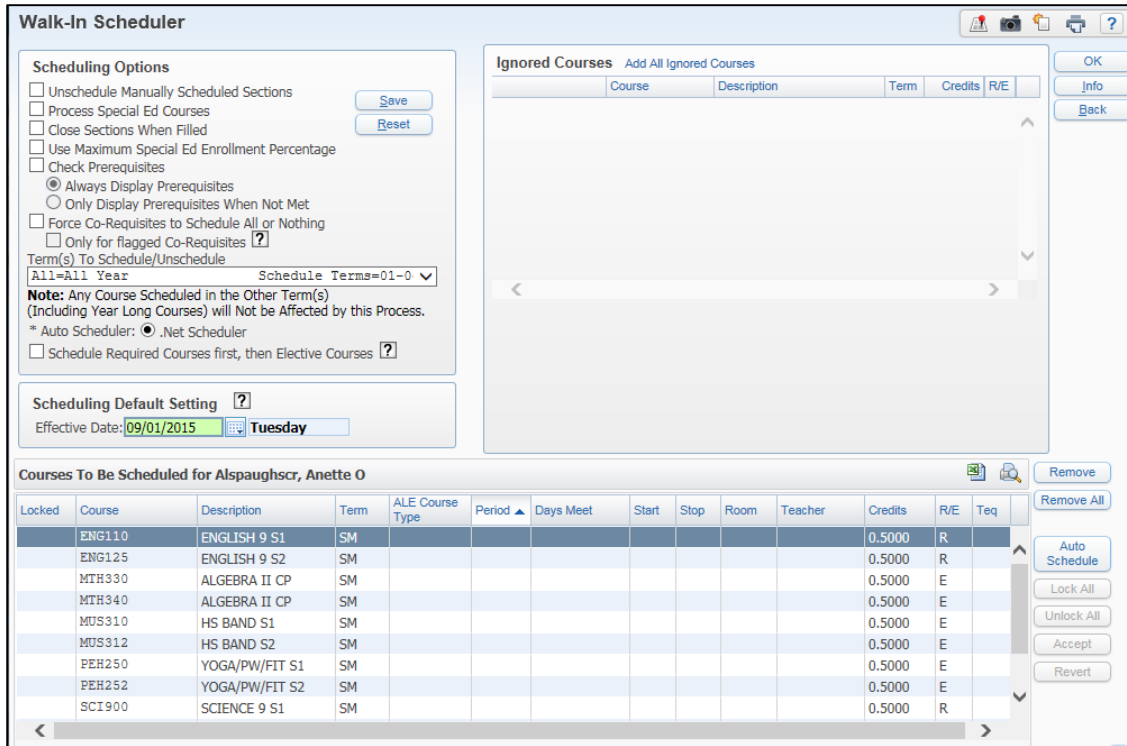


Figure 18 - Walk-In Scheduler Scheduling Options area in the upper-left corner of screen

Option	Description
Unschedule Manually Schedule Sections	Allows the Walk-In Scheduler to unschedule manually scheduled Sections.
Process Special Ed Courses	Allows the Walk-In Scheduler to schedule Courses that are flagged as Special Education.
Close Sections When Filled	Automatically closes the Section when it is full.
Use Maximum Special Ed Enrollment Percentage	<p>Applies the Special Ed Enrollment Percentage limits as defined on the Section, allowing or preventing the student from being scheduled into the Section.</p> <p>Note: This option only appears if you select the Allow Limited Special Ed Enrollment in Sections option in Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE).</p>

Option	Description
<p>Check Prerequisites</p> <p>Always Display Prerequisites</p> <p>Only Display Prerequisites When Not Met</p>	<p>Validates course prerequisites before permitting the student to be scheduled into a Class, and displays results on the Prerequisite Validation screen (appears after selecting Auto Schedule).</p> <p>If you select Always Display Prerequisites, all prerequisites for course requests appear on the Prerequisite Validation screen. Each prerequisite appears in either the Missing Prerequisites area or in the Prerequisite Courses Taken area.</p> <p>If you select Only Display Prerequisites When Not Met, only those prerequisites that are not met for Course requests appear on the Prerequisite Validation screen. Any prerequisite that has not been met appears in the Missing Prerequisites area.</p>
<p>Force Co-Requisites to Schedule All or Nothing</p>	<p>Forces the scheduler to schedule all of the Courses that comprise a co-requisite for a student. Otherwise, none of the co-requisites are scheduled. If you select this option, it applies to all co-requisites in the student's schedule. If this rule only applies to specific co-requisites, select the Only for flagged Co-Requisites option. To learn more about co-requisites, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i>.</p>
<p>Only for Flagged Co-Requisites</p>	<p>Enforces the restraint (Force Co-Requisites to Schedule All or Nothing) <i>only</i> on those Courses where the individual Co-Requisite has the option Schedule All Co-Requisite Courses or None selected.</p>
<p>Term(s) To Schedule/Unschedule</p>	<p>Determines which terms the student should be scheduled for.</p>
<p>Auto Scheduler</p>	<p>The .Net Scheduler is the programming language used to run the Walk-In Scheduler.</p>

Option	Description
Schedule Required Courses first, then Elective Courses	Schedules students into Classes where the Course is marked as Required before scheduling students into courses marked as Elective. The scheduler first processes required Singletons and multiple-Section Courses, and then processes elective Singletons and multiple-Section Courses.
Scheduling Default Setting Effective Date	Date you want this schedule to become effective. Note: The date reflected here is the Effective Date as configured on the Default Settings screen through Options on the Current Scheduling sub-tab. To learn more about Scheduling Defaults, see “Configuring Scheduling Default Settings” (page 43). Although you can change the date, the date resets to the Default Settings value each time you open the Walk-In Scheduler.

Table 10 - Scheduling Options on the Walk-In Scheduler screen

Scheduling a Student Using Build Schedule

Build Schedule is another area in the software where you can schedule an individual student. Build Schedule is a color-coded matrix board that shows you when a student’s requested Courses are offered across all periods and days of the week.

To schedule a student using Build Schedule:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Click the arrow to the left of the student’s name.
4. Next to the heading that has the current year’s dates and the word “Schedule” (for example, 2015-16 Schedule), click Build Schedule.

5. Click the Course/Section information on the chip (ex. ENG110/05) for the term/day/period you want to schedule the student (Figure 19). This is the lower portion of the chip that appears on the Matrix Board. Repeat this step until you've selected all Courses you want to schedule.

Note	When you schedule a Course/Section, the Req (Request) check box in the Selected Courses list is cleared (as the Course is no longer a request). The Hide check box is also selected (so that other Sections of the Course no longer appear in the Matrix Board).
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6. Click Save.

Note	Any class that you add to the Student Schedule list doesn't get scheduled until you click Save to complete the process. Previously scheduled classes that appear in the list remain scheduled.
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7. Click Continue.

For a full explanation of the Build Schedule screen, how it functions, and the available options, see Table 11 (page 66), Table 12 (page 67), and Table 13 (page 69).

Scheduling a Student

The screenshot shows the 'Build Schedule' interface for a student named Roy W. Betterson. The student's information includes DOB: 12/14/2000, Age: 15, Gender: M, and Grade: 09. The '2015-16 Selected Courses' list includes:

Course	Description	Term	Credits	Req	Hide
ENG110	ENGLISH 9 S1	SM	0.500	<input type="checkbox"/>	<input type="checkbox"/>
ENG125	ENGLISH 9 S2	SM	0.500	<input type="checkbox"/>	<input type="checkbox"/>
MTH220	GEOMETRY S1	SM	0.500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MTH222	GEOMETRY S2	SM	0.500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MUS310	HS BAND S1	SM	0.500	<input type="checkbox"/>	<input type="checkbox"/>
MUS312	HS BAND S2	SM	0.500	<input type="checkbox"/>	<input type="checkbox"/>
PEH250	YOGA/PW/FIT S1	SM	0.500	<input type="checkbox"/>	<input type="checkbox"/>
PEH252	YOGA/PW/FIT S2	SM	0.500	<input type="checkbox"/>	<input type="checkbox"/>
SCI900	SCIENCE 9 S1	SM	0.500	<input type="checkbox"/>	<input type="checkbox"/>

The '2015-16 Student Schedule' shows two scheduled courses:

Prd	Term	Course	Description	Days Meet	Credits	Te
02	S1 (01-02)	MTH220/02	GEOMETRY S1	MTWRF	0.500	RAI
02	S2 (03-04)	MTH222/22	GEOMETRY S2	MTWRF	0.500	RAI

The Matrix Board displays a grid of course sections for Term 01 and Term 02, with columns for Day M, Day T, Day W, Day R, and Day F. The grid shows various course sections like SCI900, PEH250, SOC215, and MUS310 across different days and terms.

Figure 19 - The Build Schedule screen displaying requests, two scheduled courses (MTH220/02 and MTH222/22) and the Matrix Board.

The Selected Courses area is a holding bin of Courses the student is already scheduled into, Courses which they have requested, and Courses added from using Select Course. Table 11 below describes the options in this area.

Selected Courses Options	Selected Courses Description
Select Course	Shows the Select Courses screen where you can enter Course requests for the student.
Remove	Removes the request from the Selected Courses list. The student no longer has a request for the Course. If the Course is scheduled, this button is not available.
Hide All	Hides all requested Courses on the Matrix Board. By default, all remaining Sections of scheduled Courses are hidden.

Selected Courses Options	Selected Courses Description
Show All	Displays all Sections of selected Courses on the Matrix Board.
Credits	Total credits from requested and scheduled Courses.
Req	<p>Identifies a Course as a request for the student. If a Course is added using Select Course, it will not be requested for the student when Save is selected on the Build Schedule screen, unless the Req check box is selected. After a Course has been scheduled, the Req check box is cleared automatically.</p> <p>If the Req check box is cleared and Save is selected on the Build Schedule screen, the Course will not be retained as a request for the student.</p>
Hide	<p>Hides the Course/Section chip on the Matrix Board.</p> <p>Tip: Hiding Courses on the Matrix Board is helpful when building a schedule. For example, you may want to hide Courses that have Sections offered every Period or most Periods of the day. This allows you to first schedule the Courses that have limited availability. Then unhide the Courses and schedule what remains.</p>

Table 11 - Options available in the Selected Courses area of the Build Schedule screen

The Student Schedule area is a list of previously scheduled classes and classes added from the Matrix Board that will be scheduled when you click Save. Table 12 below describes the options available in this area.

Student Schedule Options	Student Schedule Description
Legend	Displays the Scheduling Display Legends screen, which details the Course Display Legend colors, the Auto-Scheduling Technique codes, and the Period By Period Display Legend codes

Student Schedule Options	Student Schedule Description
Revert Schedule	Sets the student’s schedule back to the way it appeared at the beginning of the session, when you entered the Build Schedule screen.
Adjust Terms	Allows you to change the terms of the selected class. If your Entity allows students to enroll in a subset of a Course (for example, if a student is allowed to enroll in Semester 1 of a year-long Course), terms other than the Normal control set appear in the Term menu. Select the Class Control Set you want to enroll the student into and click Select.
Remove	Removes the selected Course/Section from the Student Schedule list. If the Course/Section was previously scheduled this causes the Course/Section to be dropped and placed back into unscheduled status when you save and leave the screen. If the Course/Section was added to the list but not processed (saved), it is removed from the list. All Sections of the Course reappear on the Matrix Board.
View Meets	Allows you to view the details of all meets of the scheduled class.
View Trans	Displays the scheduling transactions of the selected class.
Period Times	Displays the Scheduling Period Times for the Entity for the year being scheduled.
Options	Opens the Default Settings options. To learn more about the available options, see “ Configuring Scheduling Default Settings ” (Page 43).
Credits	Total credits of the Courses in the Student Schedule area.

Table 12 – Options available in the Student Schedule area of the Build Schedule screen

The Matrix Board displays all Sections of any scheduled and requested Courses from the Selected Courses list that are not hidden. Scheduled classes are displayed in bold, with an asterisk preceding the Course/Section.

The list is organized by Term, Day/Rotation, and Period according to when the Course is scheduled. Table 13 describes the options in this area.

Note	The colors that appear for each of the Courses are randomly assigned and change each time you leave and re-enter the Build Schedule screen.
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Matrix Board Options	Matrix Board Description
Term	Terms according to your Entity Scheduling setup. If you click the Term title, the Section for that term collapses and hides the information for that term.
Day	Days of the week according to your Entity Schedule.
Period	Periods during the day according to your Entity Schedule setup. If you click the Period title, the row the row for that period collapses and hides the information for that period.

Matrix Board Options	Matrix Board Description
Chip	<p>A chip is comprised of two parts. An upper portion which shows the Course key and the lower portion which shows the Course/Section information.</p> <div data-bbox="602 436 841 525" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">SCI900 SCI900/03</p> </div> <p>Pause your mouse pointer over a Course in the Matrix Board to highlight (in white) all of the possible locations the Course meets (term, day, period).</p> <ul style="list-style-type: none"> ▪ If you click on the upper portion of the chip, the lower portion of the chip disappears for all chips for that Course. ▪ If you click on the lower portion of a chip, the upper portion of the chip disappears and an asterisk appears next to the Course/Section. Clicking the lower portion of the chip also adds the details of this scheduled request to the Student Schedule list which indicates the Course/Section is ready to be scheduled. ▪ If you click a chip that has an asterisk, the Course/Section is removed from the Student Schedule list and all chips for that Course reappear on the Matrix Board.

Table 13 – Options available in the Matrix Board area of the Build Schedule screen

Using Scheduling Groups to Schedule a Student

Scheduling Groups gather together Sections of a Course and/or Courses and assign them to a student for scheduling purposes. You can assign the Courses that comprise a Scheduling Group at the request level or at the scheduled Class level. A Scheduling Group allows for the request or scheduling of the same group of Classes all at once for one student, rather than adding them individually by each Course or Section. This is useful for assigning a group of grade level specific requests, or for creating a schedule for students who were not registered when Future Year Scheduling was performed.

For example, a Scheduling Group called “9th Grade” groups all Core Classes that ninth graders are required to take. After creating a “9th Grade” Scheduling Group, you can then assign the Scheduling Group to any ninth grader in one step that then gives the ninth grader a request for all requested Courses in the group. You can then use the Walk-In Scheduler to schedule the requests for the student. You can create multiple groups per grade level, such as creating a 9th grade group for Core Classes, but also creating a 9th grade group for those students taking Honors Classes. You can also create a 9th grade group for the Core Classes (that includes scheduled classes into a specific rotation of classes) for those taking Band and other 9th grade groups to represent the scheduled Classes for alternate 9th grade rotations.

Creating a Scheduling Group

Before assigning a student to a Scheduling Group, you must first create the group and then assign Courses and/or Classes to the group. When assigning Courses and/or Classes to the group, you must specify whether the group consists of Requests Only (unscheduled at the Course level), Classes Only (scheduled at the Section level) or Both (a mixture of unscheduled and scheduled Courses/Classes).

To create a Scheduling Group:

1. Go to Student Management\Office\CS\BC Setup\CO\SG.
2. Click Add.

3. In the Code box, enter a value up to eight characters in length to identify the group.
4. In the Grade Level box, enter a grade level. This restricts the Scheduling Group to students with the same Grade Level only.
5. In the Type box, select a type value that represents the type of Courses/Classes that the group will contain (requests or scheduled classes or both).
6. In the Description box, enter a description for the group, up to 20 characters in length.
7. Click Save.
8. To add courses to the Scheduling Group, expand the Group Code.
9. Expand the Scheduling Group Detail area.
10. Do one of the following, depending on the Type you selected when the Scheduling Group was created:
 - To add unscheduled request(s), click Add Course Request.
 - To add course Sections, click Add Class Section.
11. Select Courses and/or Classes from the Add Course Request or Add Class Section screen to include them in the Scheduling Group.
12. Click Save.

Cloning Scheduling Groups

The Clone Scheduling Groups Utility allows you to clone Scheduling Groups from one school year to another instead of creating groups again each school year.

To clone Scheduling Groups:

1. Go to Student Management\Office\CS\BC Setup\UT\CS.
2. In the School Year to copy from box select the school year to copy from. This is typically the current school year.
3. In the School Year to copy to box, select the school year to copy to. This is typically the next school year.
4. Select the Overwrite details of existing Scheduling Groups check box if you want to overwrite any existing Scheduling Groups in the next school year with the Scheduling Groups from the school year you are copying from.
5. Select the check box next to the Scheduling Group(s) that you want to clone to the next school year.
6. Click Clone.

Assigning a Scheduling Group to a Student

The Entry by Student scheduling area allows you to add requests or schedule a student into all Sections of a Scheduling Group simultaneously.

To assign a Scheduling Group to a student:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Next to the heading that has the future year's dates and the word "Schedule" (for example, 2015-16 Schedule), click Add Course.

5. In the Course Filter area of the Edit Schedule screen, select the Scheduling Group in the Sched Group box. The Course requests or Classes appear in the 2015-16 Available Classes For Group screen.

Note	If Scheduling Group selections do not appear, there are no Scheduling Groups for the selected school year with a Grade Level equal to the selected student's Grade Level.
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Note	If the word No appears in the Fit column of the Course/Section list, the Section does not fit into the student's scheduled Classes. If the word Yes appears, the Section fits. If Enr appears, the student is already scheduled into the Class. No appears in red. Yes appears in green. Enr appears in blue.
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6. Click Schedule All.
7. Select Yes or No, for the Schedule Class and/or Request Course options. These options appear based on the Type you selected when you created the Scheduling Group.
8. If your Entity allows students to be scheduled in a subset of a Course (for example, if a student is allowed to enroll in Semester 1 of a year-long Course), a Scheduling Terms selection menu appears on the Schedule Class screen. Select the Control Set you want to enroll the student into, and click Continue.

Note	You may also see Scheduling Alerts depending on whether the Class fits in the student's schedule and whether specific requirements are met (Scheduling Constraints, Pre-Requisites).
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9. Click Continue.
10. Click Back.

If requests for courses were added to a student's schedule with the Scheduling Group, run the Walk-In Scheduler to schedule the Course requests. See [“Scheduling a Student Using the Walk-In Scheduler”](#) (page 58) to learn more about this process.

Changing a Student's Schedule

After creating student schedules, you may need to make changes to a schedule. Current Scheduling allows you to make many kinds of changes to a student's schedule. For example, you can drop a student from a Section or change the amount of credit that the student earns for the Section.



Caution

If the Allow Students to be Double-Scheduled check box is selected in Scheduling Options (Student Management\OF\CS Setup\CF\SE), you can schedule students into Sections that do not fit their schedule.

Editing a Student's Section Record

When you schedule a student into a Section, a Section Record is created for that student. This record contains specific data about the student's enrollment in the Section, such as the following information:

- How many credits the student earns
- How long the student is enrolled in the Section
- Whether the student earns Student Transcript GLO (Grade Level Override)
- Whether the student earns Washington Course Designators

You can edit the Section Record to update this information. For example, you can specify that a particular student earns .33 credits upon successful completion rather than .50 credits.

To edit a student's Section Record:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.

4. Expand the heading that has the current year's dates and the word "Schedule" (for example, 2015-16 Schedule).
5. Locate the Course and Section that you want to change and click the E link next to it.
6. On the Student Class Maintenance screen, change any of the values in the Student Class Information area.
7. Click Save.

You can also perform this process in the Entry By Class area (Student Management\Office\CS\CC\BS) and on the Current Scheduling sub-tab in Student Profile. See "[Scheduling a Student into a Section Using Entry by Class](#)" (page 55) to learn more about Entry by Class.

Dropping or Deleting a Student's Section Record

You can drop a Section from a student's schedule and in some cases, delete it. Dropping a Section retains all Transaction Records in the Transaction file. If you delete a Section, it removes these records. In some cases, it can also delete grades the student may have received in the Section.

Note	Before dropping or deleting a Section, consider the information in step 6 below.
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To drop or delete a student's Section Record:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Expand the heading that has the current year's dates and the word "Schedule" (for example, 2015-16 Schedule).

5. Locate the Course and Section you want to drop or delete and click the D link next to it. One of two things occurs:
 - The Delete or Drop/Inactivate This Class screen appears if the student has no Gradebook assignment grades in the Section's Gradebook.
 - The Drop/Inactivate This Class screen appears if the student has existing Gradebook assignment grades in the Section's Gradebook.
6. Click Drop or Delete. Click Delete *only* if the student was enrolled in the Section by mistake, or if *all* of the following are true:
 - Gradebook Assignment grades do not exist
 - The student will not receive a grade in the Section after being dropped
 - You know the student will not be reactivated (re-enrolled) into the Section

Note When you click Delete, if Prompt for Effective Date is selected in Scheduling Options and if no grades exist, the following note appears in the Delete or Drop/Inactivate This Class? screen:

“If choosing Delete, the Effective Date entered must be [effective date of the Add Record] or earlier.”

As a best practice, if the student attended class one day or more, click Drop.

You can also perform this procedure in Entry By Class. See “[Scheduling a Student into a Section Using Entry by Class](#)” (page 55) to learn more about Entry by Class.

Changing a Student's Section Record

Use the Change feature to move a student from one Section of a Course to another Section of the *same* course. This feature drops (or deletes) the student from one Section and enrolls the student into another Section of the selected Course.

To change a student's Section Record:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Expand the heading that has the current year's dates and the word "Schedule" (for example, 2015-16 Schedule).
5. Locate the course and Section you want to change and click the C link next to it.

The Edit Schedule screen appears listing all of the Sections for this same Course, including the one the student is currently scheduled into. One of the following occurs:

- If No appears under the Fit heading of the list, the Section does not fit into the student's scheduled classes.
 - If Yes appears, the Section fits.
 - When Enr appears, this is the Section the student is currently scheduled into.
6. Select the Section you want to move the student into, and click Schedule Class. The Change Section screen appears. One of the following occurs:
 - If you selected a Section that fits (Yes) into the student's schedule, in the Grade Check Info area select whether to Delete or Drop the Section being changed.

- If you selected a Section that does not fit (No) into the student's schedule and Allow Students to be Double-Scheduled is selected in Scheduling Options in Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE), a Scheduling Alert appears below to the selected Class, warning you that the Class does not fit into the student's current schedule. You can still proceed with the change and the student is double-scheduled into a Period. Use the arrow next to the Scheduling Terms box to select the Class Control Set you want to enroll the student into.
- If you selected a Section that does not fit (No) into the student's schedule and Allow Students to be Double-Scheduled is *not* selected in Scheduling Options in Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE), a Fit Conflict Section appears along with the Class Information and Change Class Sections. In order to continue, you must select to Delete or Drop the class conflicting with the selected class.

Note Depending on your Scheduling Screen options, you may also need to enter Transaction Details information on the Change Section screen.

If the option Prompt to Apply Attendance When Changing Sections is enabled, you are prompted to Move Attendance to [Course Code/Section – Short Description].

One of two things occurs in the Change Class area under Grade Check Info:

- A message appears that indicates you cannot delete the Section and that the Section is dropped instead.
- There are no grades present and you are given the option to Delete or Drop the Section. Click Delete only if the student was enrolled in the Section by mistake, or *all* of the following conditions are true:
 - Gradebook Assignment grades do not exist.

- The student will not receive a grade in the Section after being dropped.
 - You know the student will not be reactivated (re-enrolled) into the Section.
7. Click Continue to complete the transaction and enroll the student into the new Section.



Caution

You can schedule a student into a Section that results in a scheduling conflict. If this schedule change causes a potential conflict, a message appears on the Change Section screen in the Class Information area under Scheduling Alerts. If you want to continue the Section change, even though it doesn't fit into the student's schedule, click Continue. Otherwise, click Back and choose another Section.

Replacing a Student's Section with a Section from a Different Course

Use the Replace feature to replace the Section that a student is currently *enrolled* in, with a Section from a *different* course. This feature drops (or deletes) the student from one Section and enrolls the student into another Course and Section.

To replace a student's Section with a Section from a different Course:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Expand the heading that has the current year's dates and the word "Schedule" (for example, 2015-16 Schedule).
5. Locate the Course and Section you want to replace and click the R link next to it.

6. From the list of Course Master courses on the Replace Section screen, locate and expand the Course you want to enroll the student into. One of the following occurs:
 - If No appears under the Fit heading of a Section's list details, the Section does not fit into the student's scheduled Classes.
 - If Yes appears, the Section fits.
 - If Enr appears, the student is already enrolled in the Section.



Caution

If you select the Allow Students to be Double-Scheduled check box in "[Scheduling Options](#)" (page 137), you can schedule a student into a Section that does not fit into his or her schedule.

7. Locate the Section you want to enroll the student into and click Schedule Section next to it. One of the following occurs:
 - The Delete or Drop/Inactivate This Class screen appears if the student has no Gradebook assignment grades for the Section you want to drop.
 - The Drop/Inactivate This Class screen appears if the student *does* have existing Gradebook assignment grades for the Section you want to drop.
8. Click Delete or Drop. If Gradebook Grades are present, the only option available is Drop. Click Delete only if the student was enrolled in the Section by mistake, or if *all* of the following conditions are true:
 - Gradebook Assignment grades do not exist
 - The student will not receive a grade in the Section after being dropped
 - You know the student will not be reactivated (re-enrolled) into the Section

Note	Depending on your Scheduling Screen options, a Transaction Maintenance screen may appear. Enter Transaction Information on the screen and click Save.
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Note	If your Entity allows students to enroll in a subset of a class, a Class Control Sets screen may appear. If this occurs, select the control set you want to enroll the student into and click Select.
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9. If the Section fits into the student's schedule without conflict, the transaction completes and the student is enrolled into the new Section. However, if your Entity allows a student to be double-scheduled into Sections, the Scheduling Conflict screen appears and asks if you would still like to schedule the Section. Do one of the following:
- If you want to continue with scheduling the Course and Section, click Schedule.
 - If you do not want to schedule it, click Cancel. See "[Scheduling Options](#)" (page 137) to learn more about double-scheduling a student.

Note	The Transaction Maintenance screen may appear again if you had a conflict and selected Schedule. Enter the Effective Date and click Save.
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Activating a Student's Dropped Section

Use the Activate feature to re-enroll a student into a Section that was dropped. You can perform this action on a student's dropped Section, but not on a deleted Section.

To activate a student's dropped Section:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.

4. Expand the heading that has the current year's dates and the word "Schedule" (for example, 2015-16 Schedule).
5. Locate the course and Section you want to activate and click the A link next to it. A Class Control Sets screen may appear if your Entity allows students to enroll in a subset of a Class. If this occurs, select the Control Set you want to enroll the student into, and click Select.

Note	A Section dropped from a student's schedule appears in the Schedule list with an A link next to it. This indicates that the Section was dropped and can be activated. A Section deleted from a student's schedule no longer appears in the Schedule list. Dropped courses are highlighted green.
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6. If the Section fits into the student's schedule without conflict, the student becomes active in the Section. However, if there is a conflict, the Scheduling Conflict screen appears, and asks if you still want to schedule the Section. Do one of the following:
 - If you want to continue scheduling the Section, click Schedule.
 - If you do not want to schedule the Section, click Cancel.

You can also perform this process in Entry By Class. See "[Scheduling a Student into a Section Using Entry by Class](#)" (page 55) to learn more about Entry By Class.

Unscheduled a Student from a Section

Use the Unschedule feature to change a scheduled Section to an unscheduled Request. You can do this when you want to remove a Class from a student's schedule, but leave the Course as an unscheduled Request. This feature is only available for scheduled Requests.

To unschedule a student from a Section:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.

3. Expand the student's record.
4. Expand the heading that has the current year's dates and the word "Schedule" (for example, 2015-16 Schedule).
5. Locate the Course and Section you want to change from a scheduled Section to a Request, and click the U link next to it. The Unschedule This Class screen appears with one of the following messages:
 - If Gradebook assignment grades are present for the Section, and Allow Delete of Class with Grades Present is selected in Scheduling Options of Scheduling Entity Year Setup (Student Management\ Office\CS Setup\CF\SE), the Unschedule This Class screen states: "Gradebook Assignment Grades ARE Present! Do you wish to Unschedule Class [Course/Section] for [student name]? This will also Delete Grades and Comments. Note: The Course will Remain on the Student's Schedule as a Request."
 - If Gradebook assignment grades are present for the Section, and Allow Delete of Class with Grades Present is *not* selected in Scheduling Options of Scheduling Entity Year Setup (Student Management\ Office\CS Setup\CF\SE), the Class can Not be Unscheduled screen states: "Warning! Gradebook Grades ARE Present! Gradebook Assignment Grades. You cannot Unschedule Class [Course/Section] for [student name]." Click OK.
 - If there are no Gradebook assignment grades present for the Section, the Unschedule This Class screen states: "There are No Grades Present. Do you wish to Unschedule Class [Course/Section] for [student name]? Note: The Course will Remain on the Student's Schedule as a Request."
6. Click Unschedule.

Using Scheduling Utilities for an Individual Student

When working with an individual student's schedule in Entry by Student, there are several utilities available to alter or validate a student's schedule. To learn more about the utilities listed below, see "[Entry by Student Utilities](#)" (page 122).

- Mass Delete Schedule
- Move Grades to Different Course
- Pre-requisite Verification
- Revert Student's Schedule at Start
- Transfer Student Schedule
- Study Hall Scheduler
- Walk-In Scheduler

Of these utilities, only the Walk-In Scheduler is also available in the Scheduling tab of Student Profile.

Deleting a Student's Schedule

When students withdraw from an Entity, they should be dropped or deleted from all of their Sections. Instead of dropping a student from each Section individually, you can use the Mass Delete Schedule Utility to drop all scheduled Sections at the same time.

To delete a student's schedule using the Mass Delete Schedule Utility:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Click Utilities to the right of the heading that has the current year's dates and the word "Schedule" (for example, 2015-16 Schedule).
5. On the Utilities menu, select Mass Delete Schedule.
6. On the Mass Delete Student Schedule screen, if the Classes With Grades area is available, select Drop/Inactivate. Select Delete only if *all* of the following conditions are true:
 - Gradebook Assignment grades do not exist
 - The student will not receive a grade in the Section after being dropped
 - You know the student will not be reactivated (re-enrolled) into the Section
 - The student did not yet attend the class and has no attendance

7. Select Delete in the Classes Without Grades area on the Mass Delete Schedule screen if *all* of the following conditions are true:
 - No Gradebook Assignment grades exist
 - The student will not receive a grade in the Section after being dropped
 - You know the student will not be reactivated (re-enrolled) into the Section
 - The student did not yet attend the class and has no attendance



Caution Sections that have Gradebook grades can be deleted if you select the Allow Delete of Class With Grades Present check box in "[Scheduling Options](#)" (page 137).

8. Click Run.

Student Schedule Transaction Records

When a change occurs to a Section a student is scheduled into, a Scheduling Transaction Record containing information about the change is created. In *Current Year* scheduling, this includes add, drop, or delete actions. This information provides a historical record of the changes in a student's schedule, affects proper attendance entry, and affects your ability to add or drop other Sections from the student's schedule.

Viewing a Student's Scheduling Transaction Records

Transaction Records contain information, such as the date a student was added into a Section, the date the student was dropped, who performed the transaction, and the date and time the transaction took place.

To view a student's Scheduling Transaction Records:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Expand the heading that has the current year's dates and the words "scheduling transactions," such as 2015-16 Scheduling Transactions. The Scheduling Transactions details appear showing the most recent Transaction Records (up to 16).
5. To view all Scheduling Transaction Records for the student, click View All Transactions next to the Scheduling Transactions heading.

Modifying a Student's Scheduling Transaction Record

You can modify a Scheduling Transaction Record to apply attendance from one Class (dropped) to another Class (added), or to change the effective date of the record.

To modify a student's Scheduling Transaction Record:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Expand the heading that has the current year's dates and the words "Scheduling Transactions," such as 2015-16 Scheduling Transactions. The Scheduling Transactions details appear displaying the most recent Transaction Records (up to 16).
5. Click Edit next to the Transaction Record you want to modify.
6. Update the date in the New Effective Date box and select the Apply Attendance from Old Class to New Class check box to move attendance.

Note You have the option to Apply Attendance from Old Class to New Class only for a Drop Record, not an Add Record.

7. In the New Class box, select the new Class to move the attendance to.
8. Click Save.

Deleting a Student's Scheduling Transaction Record

A Scheduling Transaction Record can sometimes cause performance issues in Attendance entry for a student and can prevent other Scheduling Transactions, such as an add or drop of a Section. Under such circumstances, it may be necessary to delete a student's Scheduling Transaction Record.



Caution While you can delete a student's Scheduling Transaction Record, doing so can also cause attendance and scheduling problems for the student. Before deleting a Scheduling Transaction Record, consult your Information Service Center.

To delete a student's Scheduling Transaction Record:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Expand the heading that has the current year's dates and the words "Scheduling Transactions," such as 2015-16 Scheduling Transactions. The Scheduling Transactions details appear displaying the most recent Transaction Records (up to 16).
5. Click Delete next to the record you want to delete. The following message appears:

"Are you sure you want to delete this Scheduling Transaction (Course/Section – Course short description)?"
6. To delete the Scheduling Transaction, click OK.

Viewing a Transaction Record's Audit Trail

The Audit Trail log lists every Transaction record for a student's schedule. The Audit Trail log includes all Add, Drop, Delete, Change, Replace, and Activate Transaction records that are created when you schedule or unschedule a student, whether or not you are tracking student schedule changes. The Audit Trail log also contains any Transaction Records deleted from the Transaction Record file.

To view a Transaction Record's audit trail:

1. Go to Student Management\Office\CS\SS\BS.
2. Locate the student on the Entry by Student screen.
3. Expand the student's record.
4. Click Audit Trail next to the heading that has the current year's dates and the words "Scheduling Transactions," such as 2015-16 Scheduling Transactions.

Note	When a drop is performed on a student schedule and delete is selected because grades are not present, the student's Transaction Record shows a Transaction Type of Drop. However, in the Audit, the Transaction Type is Delete.
-------------	---

Current Scheduling in Student Profile

Many of the functions performed in Entry by Student can also be performed in Student Profile.

Scheduling from Student Profile

Student Profile allows you to view and manage a student's schedule from the Current Scheduling sub-tab (Figure 20) on the Scheduling tab. See Table 14 describes options in this area.

To schedule from Student Profile:

- Go to Student Management\ Students\ST\PR.

Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Room	Teacher	Credits	Acad Mins/Wk	ALE Course Type
01	S1	01	02	SOC113/13	WRLD HIS/CUL S1	MTWRF	401	H212	DFermbyscr	0.500	300.000	N
01	T3S	03	03	SOC225/11	WRLD HIS/CUL S2	MTWRF	401	H201	JWharyscr	0.250	300.000	N
02	S1	01	02	MTH310/02	ALGEBRA II S1	MTWRF	401	H222	WDaringscr	0.500	300.000	N
02	S2	03	04	MTH320/22	ALGEBRA II S2	MTWRF	401	H222	WDaringscr	0.500	300.000	N
03	S1	01	02	PER240/03	WEIGHT TRAIN S1	MTWRF	401	GYM	MMibyscr	0.500	300.000	N
03	S2	03	04	PER242/33	WEIGHT TRAIN S2	MTWRF	401	GYM	MMibyscr	0.500	300.000	N
04	S1	01	02	ENG210/04	ENGLISH 10 S1	MTWRF	401	H213	SVaccarezz	0.500	300.000	N
04	S2	03	04	ENG225/44	ENGLISH 10 S2	MTWRF	401	H213	SVaccarezz	0.500	300.000	N
05	S1	01	02	WLA300/05	SPANISH II S1	MTWRF	401	H114	KRulsonsc	0.500	300.000	N
05	S2	03	04	WLA302/55	SPANISH II S2	MTWRF	401	H114	KRulsonsc	0.500	300.000	N
06	S1	01	02	SCI110/06	BIOLOGY S1	MTWRF	401	H202	CGrauerscr	0.500	300.000	N
06	S2	03	04	SCI212/66	BIOLOGY S2	MTWRF	401	H202	CGrauerscr	0.500	300.000	N

Figure 20 - Current Scheduling sub-tab in Student Profile

Option	Description
Options	Defines what is included on the Schedule screen and what occurs when a change is made to a student's schedule. To learn more about these options, see " Configuring Scheduling Default Settings " (page 43).

Option	Description
Email	Sends an email regarding the student to one or more of the following: All Staff, All Student's Teachers and Student's Current Term Teachers.
Legend	Descriptions of Course Display colors, Auto Scheduling Techniques, and Period By Period Display Legends.
History	Shows the student's past, current, and future Class Records in a list by year.
Quick Print	<p>Options in the Quick Print screen allow you to print Student Schedules, Student Schedule Cards, Schedule Changes or Student Check Out Forms in accordance with available templates. You can send these reports to your Local Printer or a Centralized Printer.</p> <p>Note: The Custom and District Transcript Reports are available but are not used in Washington State.</p>
Edit	Allows you to update Scheduling Terms, GPA Credits, Variable Credits, Student Transcript GLO (Grade Level Override), and Washington State Specific – Student Course Designation information for the selected Class.
Add Course	Allows you to enroll the student into a Course.
Build Schedule	A color-coded matrix board that allows you to schedule an individual student. This tool shows you when a student's requested courses are offered across all Periods and days of the week.
Drop	Allows you to drop a Class.
Chnge Sect	Allows you to move a student from the selected Section of a Course to another Section of the same Course.
Replace	Allows you to change the selected Section a student is currently <i>enrolled</i> in with a Section from a <i>different</i> Course.

Option	Description
Unschedule	Allows you to unschedule the selected class. It will remain on the student's schedule as a request. You can only unschedule classes without Gradebook grades present unless the Allow Delete of Class With Grades Present check box is selected in Scheduling Options (Student Management\Office\CS Setup\CF\SE).
Walk-In Scheduler	Allows you to quickly schedule a student when Requests exist.
Alternates	Used in Future Scheduling. To learn more about this option, see the <i>WSIPC Guide to Future Scheduling: Part Two – Managing Student Requests</i> .
View Trans	Allows you to view Scheduling Transaction Records.

Table 14 - Current Scheduling sub-tab in Student Profile

Viewing Class Profile Information

When you view a student's schedule from Student Profile and select a Class, you can click the Course hyperlink (Figure 21) to view information about that Course.

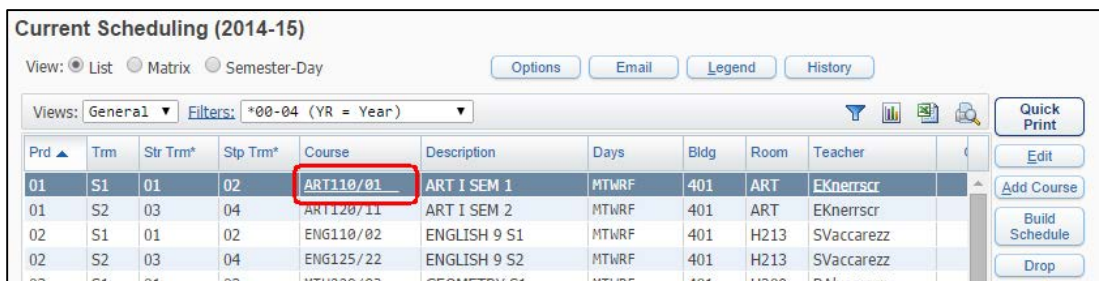


Figure 21 - Current Scheduling sub-tab in Student Profile with a class selected showing the Course link

The Class Profile screen (Figure 22) provides a quick overview of Gradebook options, Class details, Class Roster, and Grading and Attendance graphs specific to the Section. Table 15 describes the information on the Class Profile screen.

Class Profile

Options

- View Gradebook
- View Lesson Scheduler
- View Class Summary
- View Curriculum Map
- View Teacher Scorecard

Class Profile Summary Course Class Section Meeting Times

Class: ART110 / 01 ART 1 SEMESTER 1 Period: 1 Room: ART
 Teacher: Elida Knerrscr
 Scheduled Terms: 1 - 2 (09/02/14 - 01/24/15)
 Entity: 401 - WSIPC High School
 Curriculum: ART110 - ART I SEM 1
 Department: HS - HIGH SCHOOL
 Subject: J - FINE ARTS (ART, DRAMA, MUSIC)
 Gradebook: Secondary

Class Roster

Last Name	First	Middle	Gender	Terms	Status
Amorinscr	Coy	N	M	1 - 2	A
Burellscr	Antione	K	M	1 - 2	A
Cushenberryscr	Akiko	K	F	1 - 2	A
Devinoscr	Delmy	J	F	1 - 2	A
Doubledayscr	Tien	B	F	1 - 2	A
Huffstetlerscr	Ulysses	W	M	1 - 2	D
Ibeyscr	Ji	N	F	1 - 2	A
Jarettscr	Jere	T	M	1 - 2	A
Kaselscr	Leonia	A	F	1 - 2	A
Krizanscr	Shella	Z	F	1 - 2	A
Lindstedtscr	May	A	F	1 - 2	A
Madonnascr	Michal	E	M	1 - 2	A

33 records displayed

Enrollment Stats

	Term 1	Term 2
Enrolled	26	26
Females	17	17
Males	9	9

TERM 1 Grades

Graph Options

Figure 22 - Class Profile screen

AREA	PURPOSE OF AREA
Options	Allows access to Class information from Educator Access Plus
Options in This Area	Description of Options
View Gradebook	Current assignments, grades, and reports for this Class.
View Lesson Scheduler	Daily lessons on the teacher's calendar or to view lesson plans being taught in this Class.
View Class Summary	A snapshot of grades and attendance for the students in this Class.
View Curriculum Map	Standards and Benchmarks being taught within each Curriculum Map unit.

Options in This Area	Description of Options
View Teacher Scorecard	<p>A snapshot of the teacher's class, including student statistics.</p> <p>Note: The Scorecard only populates if you run the Gradebook Tracker process (Student Management\ Educator Access Plus\TT Setup\CF) for the Teacher and Class.</p>

AREA	PURPOSE OF AREA
Class Profile	Displays detailed information about the Class.

Options in this Area	Description of Options
Summary	Summary of information for this Course.
Course	Course detail.
Class Section	Details for this Section.
Meeting Times	Details for this Class Meet.

AREA	PURPOSE OF AREA
Class Roster	Information about the students enrolled in the Class.

Options in this Area	Description of Options
Class Roster	<p>List of all students who have been enrolled into the Class including Active and Dropped students.</p> <p>You can click on a student's name to view information specific to that student.</p>
Print Class Roster	Quick print of the students enrolled in the Class.

AREA	PURPOSE OF AREA
Enrollment Stats	Displays enrollment information for the Section.
Options in this Area	Description of Options
Term [#]	Provides a Term column for each Term that students can be enrolled in the Section.
Enrolled	Total number of students enrolled in the Section for each Term.
Females Males	Number of female and male students enrolled in the Section by Term.
AREA	PURPOSE OF AREA
Graph Options	Visual display of grading and attendance information.
Options in this Area	Description of Options
Graph Data	Determines whether grade or attendance information is graphed.
Graph Type	Determines the style of the graph, such as pie or 3D bar graph.
Grade Bucket	Determines which grades are graphed. Displays how many students have earned each grade mark. This option is available only when the Graph Data is Grades.
Attendance Day	Determines the day that attendance is graphed. Displays how many students in the Class were absent by Category on the Absence Type Code and how many students were present for the selected date. This option is available only when the Graph Data is Attendance.

Table 15 – Information available on the Class Profile screen

Reports

Reports are located in the following three areas of the Current Scheduling module:

- Current Scheduling (Student Management\Office\CS\RE)
- Build Course Master (Student Management\Office\CS\BC\RE)
- Student Schedule Generation (Student Management\Office\CS\SS\RE)

Each area contains multiple reports that provide Scheduling information. For example, the reports located in the Build Course Master area generate information about the Course Master.

Current Scheduling Reports

Current Scheduling Reports focus on information from Sections (such as the Class Roster List), Student Schedules, and Scheduling Codes (such as the Control Sets Report).

To run Current Scheduling Reports:

- Go to Student Management\Office\CS\RE.

Class Mailing Labels Report

The Class Mailing Labels Report is useful when you must mail documents to the homes of students in particular Classes. For example, you can use this report to generate labels to send home a field trip permission form for English 101 Classes. You can generate mailing labels for students, or for their parents and guardians for a selected group of Classes, or by a range of Classes. You can also include students who are currently enrolled in the Section and/or those who have dropped it.

Class Roster Report

The Class Roster Report generates a list of student names, and can include certain student demographic information such as date of birth, address, and home phone. You can generate this report for a single Section, for several Sections of different Courses, or for a range of Sections. The contents of the report are determined by the choices you make in the Class Ranges, Items to Print, Formatting, and Student Ranges sub-areas of the Roster Options area.

Student Schedules

The Student Schedules Report generates a report of a student's schedule. You can run the report for an individual student, several students, or a range of students. The Student Printing Options for this report allow you to use this report to identify students who:

- Do not have a schedule (blank schedule)
- Are over-scheduled or under-scheduled (have too many or not enough Courses scheduled)
- Had a scheduling transaction occur on a specific date

Schedule Cards Report

The Schedule Cards Report is another report that generates a student's schedule. This report has fewer printing options compared to the Student Schedules Report because it is intended to be printed on card stock, which most Information Service Center (ISC) printers do not support.

Teacher Schedules Report

The Teacher Schedules Report generates a matrix view by period of a teacher's assigned Sections. You can also use the report to identify teachers without scheduled classes and to identify staff who are assigned scheduled Classes but who are not flagged as teachers in the Staff table. If you want the Period times to correctly appear on this report, you must set up the Scheduling Period Times. To learn more about setting up Scheduling Period Times, see "[Scheduling Period Times](#)" (page 129).

Repeated Courses Report

The Repeated Courses Report generates a list of all students who have taken the same Course more than once during the selected school year within the defined ranges of the report. The report contains a summary of the students with repeated Courses, or if you choose the Print Option of Detail, the report includes the Course information. The Curriculum Master must be properly implemented within your district and Entity in order for this report to run effectively. To learn more about the Curriculum Master, see the *WSIPC Guide to Curriculum Master*.

There are four options that define which courses to include on the Repeated Courses Report. Table 16 describes these options.

Option	Description
Include Courses Repeatable For Credit	Includes Courses that are allowed to be repeated for credit (such as Band and Choir). You must select the Course Repeatable For Credit check box in the Course Master area to qualify the Course under this option.
Exclude 0.0 Credit Courses	Excludes Courses from the Course Master with zero earned credit.
Print Only Repeats of Courses Currently Taken	Only includes Courses that the student is taking (or requesting) more than once.
Print Only when Student Credits Exceed Course Credits	Only includes Courses where the student has earned (or will earn) more credits than the Course is worth. This occurs when a student repeats a Course and earns credit both times. Because the student earns credit both times, they're getting more credit for this Course than it is actually worth (twice the amount). You must run a GPA Calculation before you select this option for this report. See the <i>WSIPC Guide to Grading</i> to learn about running GPA Calculations.

Table 16 - Repeated Courses Report options

Pre-Requisite Verification Report

The Prerequisite Verification Report generates a list of students who have requested Courses, or are taking Courses, for which there is a prerequisite. If a student requests a Course (of any length) which has a prerequisite, the software verifies whether the student has taken the prerequisite Course in the following areas:

- Student's history from previous years
- Student's current year schedule
- Student's requests for next year

This report can be generated for Only Courses with Prerequisites Met, Only Course with Prerequisites NOT Met, or for both conditions. If prerequisites have been met, the report shows the prerequisite Course's name and the year it was taken.

Non-Occurrence Report

The Non-Occurrence Report generates a list of students who have not taken, have failed, or have dropped a specific Course or Courses. The report checks for specific Courses in a student's Course history and in the student's current and future schedules.

Student Transaction Reports

The Student Transaction Report generates a list of students and their Scheduling Transaction Records as defined in the ranges of the report template. The report can include Transaction Records with the type of Adds Only, Drops Only, Adjusts Only, or any combination of these three. Adjusts Only means the student has a modified term for the Section's Transaction Record, and the student is enrolled in a subset of the Section (Term 1 of a semester long Course).

Future Student Transaction Reports

The Future Student Transaction Report generates a list of students and their current year Scheduling Transaction Records with a future effective date as defined in the ranges. Future Scheduling transactions reflect schedule changes that are set to occur in the future. The report can include Transaction Records for Adds Only, Drops Only, Adjusts Only, or any combination of these three options. Adjusts Only means the student has a modified term for the Section's Transaction Record, and the student is enrolled in a subset of the Section (term 2 of a semester long course).

Note	You must enable the Enable Batch Processing of Future Scheduling Transactions option in Scheduling Configuration Options (Student Management\Office\CS Setup\CF\SC) or this report won't produce valid results.
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Student Check-Out Forms

The Student Check-Out Forms Report generates either a Withdrawal Form or a Year End Check-Out Form for an individual or range of students. You use the Withdrawal Form during the school year when a student is withdrawing from an Entity. The form has a place for the teacher's signature, as well as a place to record the student's grade and any outstanding fines the student may have. The form also has a place for the student and parent to sign, as well as various school officials. Typically you use the Year End Check-Out Form at year end when many or all students are checking out for the school year but intend to return the next year.

Buildings Report

The Buildings Report generates a list of all of the buildings for the district. To learn more about Building Codes, see "[Buildings](#)" (page 125).

Building Rooms Report

The Building Rooms Report generates a list of all of the rooms in all buildings. To learn more about Building Codes, see "[Buildings](#)" (page 125).

Control Sets Report

The Control Sets Report generates a list of the term definitions. To learn more about term definitions, see "[Term Definition](#)" (page 140).

Department Codes Report

The Department Codes Report generates a list of the departments. To learn more about departments, see “[Departments](#)” (page 127).

Homerrooms Report

The Homerrooms Report generates a list of the homerrooms. To learn more about homerrooms, see “[Homerrooms](#)” (page 126).

Scheduling Groups Report

The Scheduling Groups Report generates a list of the Scheduling Groups. To learn more about Scheduling Groups, see “[Scheduling Groups](#)” (page 128).

Subjects Report

The Subjects Report generates a list of the Subject Codes. To learn more about Subjects, see “[Subjects](#)” (page 129).

Build Course Master Reports

Build Course Master Reports contain a collection of reports that focus on information about the Course Master. Each report for this area is described below.

To run Build Course Master Reports:

- Go to Student Management\Office\CS\BC\RE.

Course Report by Course

The Course Report by Course provides a variety of ranges and report formats, including a user-defined format, for generating a report that contains Course and Section information. The best way to become familiar with the information that can be provided on this report is to experiment with the range and report formats and save the report templates.

Course Report by Section

The Course Report by Section provides a variety of ranges and report formats, including a user-defined format, for generating a report that contains detailed Section information. The best way to become familiar with the information that can be provided on this report is to experiment with the range and report formats and save the report templates.

Course Validation

The Course Validation Report searches every Course in an Entity's Course Master for the selected school year and shows any warnings and errors due to incorrect data or incorrect relationships among Courses, Sections, and Meet Records. You must change any items identified as Errors on the report before scheduling works properly. You can change items identified as warnings but you are not required to.

Course/Class Count Report

The Course/Class Count Report generates a list of Courses with specific enrollment capacity information according to the options you identify on the report template. This report can provide a breakdown of Course Section enrollment by gender, grade level, ethnicity, and school. This report is often used to justify the need for additional teacher FTE in an Entity.

Load Analysis Report

The Load/Analysis Report generates a list of Course/Section enrollment counts by Period. This report template offers five Report By options (Course, Class, Teacher, Building/Room and Department). For example, if you select Teacher, the report generates a list of all the teachers in the Entity and their student counts (load counts) by Period of the day. The report also includes a column that displays the average student per Period. You can use this report to determine if Sections of a Course should be moved to a different Period of the day, or if more Sections should be created in a certain Period of the day.

Teacher and Room Availability Report

The Teacher and Room Availability Report generates a list of Course/Sections and the assigned teacher and room. This report helps you determine which teachers or rooms are available or unavailable during the day.

Course Catalog Report

The Course Catalog Report generates a Course catalog that students can use to select the Courses they want to take. Typically you use this report in the Future Scheduling process. To make the most of this report, use the Curriculum Master and that you maintain Curriculum Explanations in that area. To learn more about the Curriculum Master, see the *WSIPC Guide to Curriculum Master*.

Course Recommendation Report

The Course Recommendation Report displays all of the current Course recommendations that have been placed on the students in this Entity. This report is available only when you select the Use Course Recommendations option in Entity Year Options. To learn more about configuring Course Recommendations, see “[Entity Year Options](#)” (page 133).

Graduation Requirement Application Report

The Graduation Requirement Application Report displays what percentage of a Course’s credit value is applied to Graduation Requirements.

Note	This report only displays Courses with at least one Meeting Pattern with Start/Stop Terms within the Terms to Print selection of the template.
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Student Credit Discrepancy Report

The Student Credit Discrepancy Report generates a list of students in each Course who have different Earned Credits and/or GPA Credits than the Course.

Course Requirement Verification Report

The Course Requirement Verification Report verifies that a student’s scheduled Courses with requirements meet the Course Requirement Rules set up on a Course in the Course Master. Students who appear on the report do not meet the Course requirements. You can run this report by Course or student.

Student Schedule Generation Reports

Student Schedule Generation Reports contain a collection of reports that focus on information about student schedules. Each report for this area is described below.

To run Student Schedule Generation Reports:

- Go to Student Management\Office\CS\SS\RE.

Student Conflict Report

The Student Conflict Report can be used to identify students who are double scheduled into a Period within the same Term. This report is also used in Future Scheduling. To learn more about this report, see the *WSIPC Guide to Future Scheduling: Part Six – Miscellaneous Scheduling and Maintenance*.

Free Period Report

The Free Period Report generates a list of students who are not scheduled into a Section for a specific Period of a Term. Use this report as a guide for assigning students to Study Halls or other Course/Sections to give them a complete schedule.

Student Credit Count Report

The Student Credit Count Report generates a list of all the students who meet the Credit Range Options criterion. You can use this report to find those students with too few and/or too many scheduled or requested Course credits.

Student Course Recommendation Report

The Student Course Recommendation Report, when run for the current year, shows the recommended Classes for the current school year plus the Class from which the student was recommended. However, Recommendations are not stored from year to year. Therefore, run this report at the end of the school year to display a student's grades for the current Class for which the Recommendation is assigned, to help you decide whether to approve the Recommendation. Typically you use this report in Future Scheduling. To learn more about this report, see the *WSIPC Guide to Future Scheduling: Part Six – Miscellaneous Scheduling and Maintenance*.

Student Schedule Credit Report

The Student Schedule Credit Report generates a list of students who fall within a certain range of Course credits. You can use this report to check students' schedules to ensure they have the proper number of credits (GPA or Earned) for the year. The report displays by total credits per semester.

Student Alternate Request Report

The Student Alternate Request Report generates a list of students and their Alternate requests. When used with the Free Period Report, this report helps place students into an Alternate Request Course for any period they have open. Typically you use this report in Future Scheduling. To learn more about this report, see the *WSIPC Guide to Future Scheduling: Part Six – Miscellaneous Scheduling and Maintenance*.

Students with Specific Combination of Courses

The Students with Specific Combination of Courses Report generates a list of students who are scheduled into, or who have a request for, the courses you identify on the report template. Use this report to find students who are taking a specific combination of Courses, or who aren't but should be (such as a Physics Course and a Physics Lab Course).

Student Locator Report

The Student Locator Report generates a list of students and the rooms they are scheduled into by Period. Every Section's Meet Record must have a room assignment for this report to display accurate and complete data.

Tip When Scheduling Period times are present and student Classes still do not appear on the report, check for a gap in dates of the Term and Semester definitions.

Schedule Changes Report

The Schedule Changes Report generates a list of students who have a Drop, Add, or Scheduling Transaction Record adjustment on or during the date range you indicate on the report template. It contains a signature line for each transaction so that a student might use this report to obtain a teacher's signature in a Class he or she is dropping or adding. The student can then turn in the report to the registrar to verify that the teacher made the appropriate change to the Class roster.

Course Requests in Course Sequence Reports

The Course Requests in Course Sequence Report generates a list of students who are scheduled into, or who have a request for, the individual or range of courses you select on the report template. There is an option to print student names on the report. If you do not choose this option, only the Course totals by grade level and gender appear on the report. This report is not a Section-by-Section breakdown or a Class list. Students on the report with an asterisk next to their names are scheduled into a Section of the Course.

Student Request Report

The Student Request Report generates a list of students and their scheduled and requested Courses. You can report on All Students, Only Students with Requests, Only Students without Requests, or Only Students with Dropped Courses. You can also use the Credit Ranges on the report template to generate the report for students who have less than, more than, or an exact number of credits.

Registration Confirmation Report

The Registration Confirmation Report generates a list of unscheduled Course requests and/or scheduled Classes, including credit and fee information. Use this report to verify student schedules prior to the start of the upcoming school year or term.

Scheduling Team Roster

The Scheduling Team Roster Report generates a list of students assigned to the Scheduling Teams you select on the report template. Run this report after Scheduling Teams have been assigned to students to see which students are teamed together. You can sort this report by totals for Gender, Race, and Student Type to help you determine the composition of a team and to help you determine whether you must make changes. If individual team assignment modifications are needed, you must perform these changes before scheduling students into Classes.

Scheduling Teams are moved from Next Year Scheduling Team (NY Sched Team) to Current Year Scheduling Team (CY Sched Team) during Year End processing. A counselor or registrar may want to run this report to see who is on a CY Team before adding a new student to a team. Run this report before using the Walk-In Scheduler to place a new student into Classes.

Future Scheduling Transaction Process Results

The Future Scheduling Transaction Process Results Report generates a list of Future Scheduling Transaction Records if your Entity is batch-processing Future Scheduling Transactions. To learn more about configuring batch-processing, see [“Appendix B - Enabling Batch Processing of Future Scheduling Transactions”](#) (page 152).

Course Requirement Verification Report

The Course Requirement Verification Report verifies that a student’s scheduled Courses with requirements meet the Course Requirement Rules set up on a Course in the Course Master. Students who appear on the report do not meet the Course requirements. You can run this report by Course or student.

Students Missing Specific Courses/Subjects Report

The Students Missing Specific Course/Subject Report shows all students who are not scheduled into the specified Course(s) or Subject(s). You can use this report to find students who have not requested or have not been scheduled into a specific Subject or Course. For example, this is helpful in finding any 9th grade student who has not requested or been scheduled into a Math Course for the current school year. If you select multiple Courses or Subjects, the software determines whether the student has requested or is scheduled into at least one of the selected Courses or Subjects.

If students meet the criteria, they are not listed on the report. For example, you select Algebra I, Algebra II, Honors Algebra, and Geometry as Courses. Student Alex Smith has requested Algebra II for the upcoming school year. He is not listed on the report because he has requested at least one of the selected Courses. Other students who do not have a request, or who have not been scheduled into one of the selected Courses, are listed on the report.

Utilities

Utilities are located in four major areas of the Current Scheduling module:

- Current Scheduling (Student Management\Office\CS Setup\UT)
- Build Course Master (Student Management\Office\CS\BC Setup\UT)
- Student Schedule Generation (Student Management\Office\CS\SS Setup\UT)
- Entry by Student (Student Management\Office\CS\SS\BS)

Each area contains utilities that perform changes or updates to information associated with the area in which they reside. For example, the utilities located in the Build Course Master area affect information about the Course Master. This section describes the utilities located in each area.

Current Scheduling Utilities

Current Scheduling Utilities contain six utilities. One is specific to Future Scheduling. Three are Summer School Utilities. Each utility is described below.

To run Current Scheduling Utilities:

- Go to Student Management\Office\CS Setup\UT.

Assign Scheduling Teams by Student

The Assign Scheduling Teams by Student Utility allows you to assign students to a team on a student-by-student basis, or to modify existing individual team assignments for scheduling purposes. Use this option if you want to place students on a specific Scheduling Team rather than having the software randomly assign a student to a team, or if you need to modify the team a student was assigned to. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Student Homeroom Quick Entry

The Student Homeroom Quick Entry Utility allows you to assign a specific homeroom to all students in a selected range or individually.

Clone Homeroom Codes

The Clone Homeroom Codes Utility allows you to clone an Entity's Homeroom Codes from one school year to another.

Summer School Utilities

There are three utilities that are specific to Summer School. These utilities are intended to be run for Summer School Entities only. An Entity is identified as Summer School based on the Entity Type (Student Management Setup\Entity\CF\EY>Edit.)

Mass Assign Student Summer School Information

The Mass Assign Student Summer School Information Utility moves Summer School Course and Grade Records to the student's non-Summer School Entity.

Note	If the Summer School Entity is using Gradebook, you can't move grades to the student's non-Summer School Entity.
-------------	--

Mass Create Summer School Classes

You can use the Mass Create Summer School Classes Utility to create and cross-reference classes offered in the Summer School Entity with a corresponding Course in the non-Summer School Entity.

Roll Student Class Records to Students' Regular Entity

The Roll Student Class Records to Student's Regular Entity Utility moves grades for Courses taken in the Summer School Entity to the linked Course in the student's non-Summer School Entity.

Note	If the Summer School Entity is using Gradebook, you can't move grades to the non-Summer School Entity.
-------------	--

Build Course Master Utilities

Build Course Master Utilities affect the Course Master information. Each utility in this area is described below.

To run Build Course Master Utilities:

- Go to Student Management\Office\CS\BC Setup\UT.

Clone Scheduling Groups

The Clone Scheduling Groups Utility allows you to clone Scheduling Groups from one school year to another.

Re-synchronize Student Class Counts

The Re-synchronize Student Class Counts Utility corrects the values in the Current Requests box on the Course Master and in the Number of Requests box for each Section. As you add and drop Sections and requests from a student's schedule, these counts update automatically. However, if you think the counts may be off for the current school year, run this utility. After you clone the Schedule Master from the current year to next year, you can also run this utility to reset the counts.

Update Control Sets Possible

The Update Control Sets Possible Utility scans all active courses in the Course Master and assigns the Control Sets Possible values for that course. You can update the Control Sets Possible box with all possible (available) Control Set values in your Entity or with only those Control Set values already assigned to existing Sections of the Course. The utility also removes any incorrect Control Set Possible values. Typically you use this utility in Future Scheduling. However, you may need to run this utility if new Classes are added in the current school year. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Mass Change Section Minutes Per Week

The Mass Change Section Minutes Per Week Utility updates the Minutes-Per-Week value on multiple Sections at one time. You must have accurate information in the Minutes Per Week boxes on every Section in the Course Master for P-223 Monthly School District Enrollment Reporting purposes, if your calculations are based on the student's schedule. You can select the Sections you want to update by Course, Period, Meet Days, Scheduling Category, or any combination of these.

Mass Change Course Master Fields

Running the Mass Change Course Master Field Utility is optional. It updates all Course, Section, and Meet fields. This utility has two parts. In the first part, you select which Course Master, Class Section, and Class Meet to update. In the second part, you enter the current value that is in the field or fields to be updated and the new value you want to replace it with.

Clone Schedule Master Files to Another Entity

The Clone Schedule Master Files to Another Entity Utility clones a Course Master (or parts of a Course Master) from one Entity to another within the same or different school years. If you use this utility to clone Courses that another Entity already maintains and that you need in your Course Master, you save time by not having to manually add new Courses. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Advanced Master Schedule Builder Setup

This utility helps you set up your data for use with the Advanced Master Schedule Builder (AMSB). It is intended to be run on Current Year data before cloning the Schedule Master for next year. To learn more about this utility, see the *WSIPC Guide to Advanced Master Schedule Builder Process*.

Cross-Entity Enrollment Verification Utility



Caution Avoid using the Cross-Entity Enrollment Utility. It may cause inaccurate Washington State Enrollment Reporting.

The Cross-Entity Enrollment Verification Utility updates all Cross-Entity Enrollment information for Student-Class Records. Each Cross-Entity “Home” course should have a Student-Class Record as well as a Cross-Entity “Away” course. Any linked records that don’t exist are created, and this utility fixes those that are incorrect. A report is generated that details what was created or corrected by the utility.

Mass Create of Homeroom Sections

The Mass Create of Homeroom Sections Utility creates Section Records (including Meets) for an existing Homeroom on the Entity Info sub tab in Student Profile (Student Management\Students\PR\Entity\Entity Info), and schedules the students into those Sections.

Before running this utility, create one unique Homeroom Course in the Course Master, including one Section and one Meet Record. You can set up several Homeroom Courses with different Term lengths if needed, but it’s not necessary to create a Course for each possible homeroom. All you need is one Course, Section, and Meet, and then the utility creates the additional Section and Meets Records for that Course for each unique Homeroom it finds in the Student-Entity area.

All Section and Meets Records that this utility creates have identical fields, except for Section Number, Building Code, Room Number, and Teacher. This information comes from the Homeroom table information. Therefore, when you create the initial Meet Record, you must leave the Building and Teacher field information empty. The utility looks at the Homeroom field on the Student-Entity Record and uses that information to enroll students in their correct Section.

Mass Move of Class Sections

The Mass Move of Class Sections Utility removes selected Sections from one Course and attaches them to another Course in the Course Master. All of the Section and Meet information is moved to the new Course. The Course you are moving the Section to must not already have a Section with the same number. For example, if you are moving Section 05 from ENG410 to ENG420, ENG420 must not already have a Section 05, or the Section is not moved.



Caution

Before running this utility, contact your Information Service Center for guidance. When run for the current school year, this utility removes students, attendance, gradebook assignments and posted grades. It will *not* remove assignment scores.

Mass Create Additional Class Meet Records

The Mass Create Additional Class Meet Records Utility creates Class-Meet Records with the Day and Bell Period for every Class-Meet Record found. You must set up the following to use this utility: Attendance Period Time on the default Bell Schedule, Day Patterns, and Scheduling Period Times. You must also create the initial Class-Meet Record. Only schools that utilize a Drop Rotation schedule use this utility.

For example, an Entity uses a four-day rotation. Section 1 of Course ABC has a Meet associated for Period 8 on Days 2, 3, and 4. However, the Class actually meets Period 6 on Day 2, Period 5 on Day 3, and Period 4 on Day 4. This utility creates the additional Meets for Day 2, 3, and 4, reflecting the associated Period of the day for the Class.

Mass Assign Additional GPA Methods

This utility helps you fill in appropriate GPA Set(s) for newly created GPA Method(s) by assigning a GPA Set to each GPA Method. The current GPA Credit value from GPA Set 1 on selected Courses is copied to the additional GPA Credit value(s). To learn more about GPA Methods and GPA Sets, see the *WSIPC Guide to Grading*.

Mass Assign Day Meet Pattern by Display Period

The Mass Assign Day Meet Pattern by Display Period Utility uses the specified Display Period to find Scheduling Period Times and/or Class Meet Records and update the Day Meet Pattern. For example, any Class Meet with a Display Period of 7 has the Day Pattern changed to MWF. Records to Process can be Scheduling Period Times, Class Meets, or Scheduling Period Times and Class Meets. You must create Scheduling Period Time Codes before using this utility.

Unlink Linked CECE Courses

You can use the Unlink Linked CECE (Cross Entity Course Enrollment) Courses Utility to take two Cross Entity Courses and remove the Cross Entity link between them. This would be used if a link was created in error, or if the Cross Entity Course Enrollment setup was done incorrectly between two Courses. If gradebook grades exist for students in away Courses, those Courses are not unlinked.



Caution Do not use the Cross-Entity Enrollment feature, as it may cause inaccurate Washington State Enrollment Reporting.

Course Master Audit

The Course Master Audit Utility processes through the Course Master and deletes Courses and Sections that do not have student transactions, such as Enrolled Students, Student Requests, Student Scheduling Transactions, or Future Scheduling Transactions. You use this utility to clean up the Course Master after scheduling is complete, and to provide a Preview of Data prior to actually deleting the Courses and Sections. Individual Courses and Sections can be excluded from the list prior to completing the process.

Mass Change Co-Requisite 'Schedule All or None' Option

This utility allows you to update the co-requisite details for any Course that has a co-requisite created, to select or clear the option Schedule All Co-Requisite Courses or None. This utility is typically used in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling – Part Six: Miscellaneous Scheduling and Maintenance*.

Student Schedule Generation Utilities

Student Schedule Generation Utilities is a collection of utilities that update information on students' schedules and assign students to various scheduling teams. Each utility in this area is described below.

To run Student Schedule Generation Utilities:

- Go to Student Management\Office\CS\SS Setup\UT.

Study Hall Scheduler

The Study Hall Scheduler Utility allows you to schedule a student into a Course that has been identified in the Course Master with a Category of Study Hall. The most critical part of using the Study Hall Scheduler is setting up the Courses, Sections, and Meet Records which must match when students have free Periods. To be affected by this utility, students must already be scheduled into at least one Section of any Course, and must have a free Period in their schedule. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part Five – Concluding the Scheduling Process*.

Mass Add Students to Course/Class

The Mass Add Students to Course/Class Utility moves or copies students from one scheduled or requested Course (Source Course) to one or more scheduled or requested Courses (Target Course). This utility is helpful when you have a group of students with a particular request and need to give them requests for a different Course, or if you need to move a group of students from one Section of a Course to another Section of the same Course or to a different Course and Section.

The Exclusion option allows you to exclude students from the process who are already scheduled or requested into another particular Course and Section. For example, you can enroll all 9th grade students who are in 9th grade English 101 into 9th grade English 102 except those who are enrolled in 9th grade Honors English. The utility generates a report of the students who will be affected.

Mass Add/Change/Delete Student Requests

A large group of students often share common requests (such as Core Classes), especially in elementary and middle schools and in schools using block scheduling. To reduce the time it takes to enter student requests, use this utility to assign groups of students the same request(s). You can use Processing Lists containing student names with this utility to add requests for specific groups of students. For example, only add a request for Chemistry students if they received a passing grade last year in Biology.

After requests are added for groups of students, you need to enter only unusual situations or elective requests. You can also use the utility to change or delete requests for a course, or to delete all unscheduled requests.

Run this utility for selected individual students, multiple students, a range of students, or for a specific Course. This last option is especially helpful when the same group of students need a request or need to be scheduled into a Course the next year (such as Advisory Courses).

The Exclusion option allows you to prevent students with specific Course requests from being included when the utility is run. All of the students within the entered ranges are processed EXCEPT for the students who already have a request for the selected Course/Section.

Example:

All 10th grade students are to be given a request for Biology except students with a request for AP Biology or Introduction to Biology. Both AP Biology and Introduction to Biology are selected as exclusions. The students in the basic and advanced courses are typically manually scheduled into those courses or requests for those classes were entered earlier for specific students.

Typically you use this utility in Future Scheduling.

Mass Assign Student Scheduling Status

Before a guardian or student can make changes to a student's schedule through Online Arena Scheduling, you must change the status to Open. You can do this using the Mass Assign Student Scheduling Status Utility to process a group of students together. Use this utility at a later time to change specific status values to other status values, such as changing schedule status to Locked when scheduling is complete so that students and guardians cannot make further schedule changes. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part Four – Scheduling Students*.

Mass Assign Variable Earned Credits

The Mass Assign Variable Earned Credits Utility adjusts the credits a student earns for successfully completing a Course to an amount different from what the student would typically earn for that Course. This utility is helpful because it allows you to adjust credits for multiple Courses and students instead of adjusting it manually by individual student. You must select the Use Audit/Variable Credits option in “[Entity Year Options](#)” (page 133) or variable credits won't apply.

Mass Delete Dropped Scheduling Records

This utility deletes all Scheduling Records that are labeled as Dropped for the selected Entity and School Year. If the Allow Delete of Class with Grades Present option in Scheduling Options is set to No, Dropped Scheduling Records are not deleted. To learn more about Scheduling Options, see “[Scheduling Options](#)” (page 137).



Caution

Your Entity may allow Classes to be deleted even if students enrolled in the Classes have grades. If you run this utility and delete the Dropped Transaction Records, the grade information and all related schedule information is deleted.

Do *not* run this utility for Classes in the current year.

Mass Change Transaction Records

This utility allows you to change the Effective Date on Scheduling Transaction Records marked as Add or Drop. The date being changed (Old Date) and the date the record is being changed to (New Date), must fall within the dates in the School Year Ranges boxes.

Mass Add/Delete Student Scheduling Categories

The Mass Add/Delete Student Scheduling Categories Utility efficiently assigns or deletes Scheduling Categories for selected students. You can assign Scheduling Category Codes to selected students using the utility, or randomly assign one Scheduling Category Code to selected students. You can also use the utility to change the Scheduling Category assigned to students or delete Scheduling Category Codes from selected students. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Mass Assign Student Scheduling Teams

The Mass Assign Student Scheduling Teams Utility allows you to assign Student Scheduling Teams to a range of students. After you enter a value in the Total Number of Sections box, the software calculates the average number of students per Student Scheduling Team based on the total number of students selected through the parameters on the Student Ranges screen. The utility also allows you to balance students on the Scheduling Teams by gender, race and/or Student Type. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Mass Delete Orphaned Student Class Records

This process analyzes all Student Class and Student Class Transaction Records for *every* year in each Entity, verifying that the student exists in the Student file and that the Courses exist in the Course file. If a student or Course is not found, the Student Class and/or Student Class Transaction Record(s) are deleted and cannot be recovered. A warning is printed on the resulting report for valid Student Class Records if a discrepancy is found in the Entity, Year, or Section Number.

Use this utility if you notice problems with incomplete Scheduling Transaction information such as a missing Student Name Key.



Caution

Do *not* run or start other major scheduling or grading processes, such as mass add processes, while this utility runs.

Student Transaction File Verification

The Student Transaction File Verification Utility can run in Report Only mode or in Report and Delete/Modify/Add mode.

This utility deletes student Scheduling Transaction Records that meet at least one of the following criteria for any Course/Section:

- Both Add and Drop Records exist on the same effective date.
- An Add Record exists with no current year class linked to it, and no Drop Record exists on a later effective date.
- A Drop Record exists, and no Add Record exists on a later effective date with a current year class linked to it.
- An Adjusted Record exists with an Add Record on an earlier effective date with the same old and new start and stop terms.
- An Adjusted Record exists for a Course that is requested.

This utility also modifies:

- Add Records that have a current year Class linked to them where the record's new start and stop terms don't match the current year Class's start and stop terms.
- Drop Records where the old start and stop terms don't match the previous Add Record's new start and stop terms.

This utility also adds:

- A Drop Record with an effective date one day after the Add Record for any dropped current year classes with an Add Record without a Drop Record on a later effective date.

Copy Student Scheduling Teams

The Copy Student Scheduling Teams Utility copies the student's current year Scheduling Team assignment to the student's next year Scheduling Team or vice versa.

Student Class Audit by Class

The Student Class Audit by Class Utility lists changes, by Transaction Type, that have been made to a Course roster over the course of the school year. Use this utility when troubleshooting scheduling errors.

Student Class Audit by Student

The Student Class Audit by Student Utility lists changes, by Transaction Type, that have been made to a student's schedule over the course of the school year. Use this utility when troubleshooting scheduling errors on a particular student.

Mass Create Initial Add Scheduling Transactions

The Mass Create Initial Add Scheduling Transactions Utility creates initial Add Transaction Records for Classes that do not have any existing Scheduling Transactions. In the past, this utility was a step in Year End Processing, but it is now a separate utility in Current Scheduling. You can only run this utility on or after the first day of school.

Note If students are enrolled in the Class (through Future Scheduling) and do not have an Add Transaction Record, the software uses the Control Set Start Date as the date that the student enrolled.

Teachers can see the students in the Gradebook even if they don't have Transaction Records.

Copy Student Scheduling Categories

The Copy Student Scheduling Categories Utility copies the students' current year Scheduling Categories to next year or vice versa. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Entry by Student Utilities

The utilities found in Entry by Student are a collection of seven utilities that you can use to manage an individual student's schedule. Two of the utilities have already been discussed. The Walk-in Scheduler Utility is explained in "[Scheduling a Student Using the Walk-In Scheduler](#)" (page 58). The Mass Delete Schedule Utility is explained in "[Deleting a Student's Schedule](#)" (page 85). The remaining utilities are described below.

To run Entry by Student Utilities:

1. Go to Student Management\Office\CS\SS\BS.
2. Expand the student's record.
3. Click Utilities (Figure 23) in the heading that has the current year's dates and the word "Schedule" (for example, 2014-15 Schedule).
4. Click the utility name.

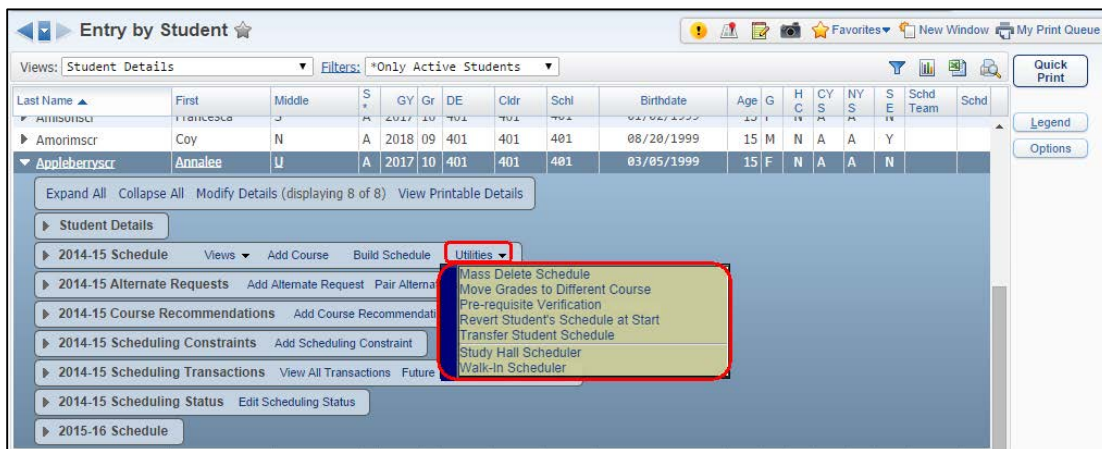


Figure 23 - Utilities menu on Entry by Student screen

Move Grades to Different Course

The Move Grades to Different Course Utility compares the Control Length Set (Course Length) between students' dropped and active Courses, and then allows you to move the grades from the dropped Course to the active Course. This utility is available only if you select the Allow Grades to be Moved To Different Course check box in "[Scheduling Options](#)" (page 137).

Note	This utility moves the posted grade, not Gradebook assignment grades. A teacher must use the New button to transfer Gradebook assignment grades to the new Course.
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Pre-Requisite Verification

The Pre-Requisite Verification Utility generates a list of students who have requested courses, or are taking courses, for which there is a prerequisite. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part Two – Managing Student Requests*.

Revert Student's Schedule At Start

The Revert Student's Schedule At Start Utility undoes all changes you've made to the student's schedule (including Scheduling Transaction Records) since you first entered the Entry by Student screen. This utility only works for the current session you're in. After you leave this screen, you cannot return to the screen and use the utility to revert the schedule to the changes you made in your previous session.

Transfer Student Schedule

The Transfer Student Schedule Utility allows a student's schedule (including posted grades) to be transferred from another Entity within the district. The Existing Courses in Other Entities to be Transferred list shows the Courses that the student is *currently enrolled in*, in other Entities. Each item in this list has a corresponding row in the Courses to be Added and Existing Classes in this Entity list on the right. The list on the right shows the Course from the current Entity that best matches the Course from the student's transfer Entity. The Short Description of the Course is used to match the records. This corresponding Course is also the Course that the posted term grades are transferred to.

Only Courses in the list on the right side of the screen that have a Section in the Sec column are transferred into the current Entity. You can edit an unmatched Course selection and select a matching Section. The corresponding Course in the list on the left side of the screen is automatically dropped in the previous Entity.

Note	This utility copies the posted grades (not Secondary Gradebook Assignment grades) of Buckets that have closed Grading Periods to the new class as a Grade Adjustment, so that a cumulative grade can be calculated. A teacher must use the New button to Transfer Assignment/Term Scores From a Dropped Class to the new Course. To learn how to transfer scores in a teacher's Gradebook, see the <i>WSIPC Guide to Secondary Gradebook for Teachers</i> .
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Study Hall Scheduler

The Study Hall Scheduler Utility schedules the individual student into a Course that has been identified in the Course Master with a Category of Study Hall. Typically you use this utility in Future Scheduling. To learn more about this utility, see the *WSIPC Guide to Future Scheduling: Part Five – Concluding the Scheduling Process*.

Configuring Current Scheduling

When configuring the Current Scheduling module, there are several tasks you must perform, including the creation of Current Scheduling Codes and Build Course Master Codes, as well as Entity Year Setup tasks. There are also Scheduling Configuration Options and Scheduling Lock Options you must configure. If you want to allow students to schedule themselves with Online Arena Scheduling instead of using an auto-scheduling program to schedule students, there are some additional setup options for this.

Current Scheduling Codes

Scheduling Codes define certain scheduling features that affect the performance of the area in which they reside. For example, the Codes located in the Current Scheduling area are used to group students and teachers by Buildings and Homerooms.

To create or maintain Current Scheduling Codes:

- Go to Student Management\Office\CS Setup\CO.

Buildings

An Entity is the framework that contains buildings. Buildings are the physical structures themselves. For example, a high school Entity may contain a gym, library, performing arts center, metal shop, and main campus. Each of these locations is a building within the Entity, and each building is assigned rooms. Buildings and rooms are used in conjunction with Meet Records in the Course Master.

Homerooms

Homerooms are classrooms to which students report during the school day but not necessarily to receive instruction. A Homeroom Period can occur during any Period of the day, though typically it is the first Period. Homerooms are maintained in a Homeroom table where they are linked to a specific room and building contained in the Building Codes. Optionally, you can assign a teacher to a homeroom to allow the teacher to access student information for that homeroom in My Homeroom in Educator Access Plus.

You can use the Homeroom feature to group students for reporting or tracking.

Student Tracks

Student Tracks were created for districts that use year-round schooling where there are four groups of students but only three groups attend school at any one time.

Build Course Master Codes

Build Course Master Codes define certain scheduling features that affect the performance of the area in which they reside. For example, Codes located in this area are used to define details of a Course.

To create or maintain Current Scheduling Codes:

- Go to Student Management\Office\CS\BC Setup\CO.

Course Length Sets

Course Length Sets define the length of time a Course meets during the school year. For example, a Semester Course Length Set defines a Class that spans an 18-week period.

Course Types

Course Type Codes specify the type of Course. Common values for this box are Normal or Regular, Running Start, Skill Center and Vocational.

Day Patterns

Day Patterns specify the groups of days of the week when a Course/Section meets (such as MTWRF, MWF, TR). They are used when establishing Scheduling Period Times to specify which days of the week a Period meets, and in certain utilities to identify a specific Day Pattern.

Departments

The Department box defines the Code used to group similar Courses in an Entity and is school year specific. For example, a Department Code of “Humanities” might be used to group all English and Social Studies Courses. This Code can identify certain Courses on reports. Subject Codes are combined under one department heading. Department Codes may also be assigned to teachers. This can help you during Future Scheduling when using the Interactive Scheduling Board because you can sort teachers by Department to verify Course and Section placement for the Master Schedule.

When you add or edit a Department Code, you see an area called New Report Card Options. The options in this area are used only by a few specialized districts in other states that need to calculate and report composite (group) grades, or have the software flag and report students who are retained based on grades in certain Core Classes.

Lock Groups

Lock Groups connect two or more Courses of the same Course Length that a student should not take at the same time. Typically you use Lock Groups in Future Scheduling. To learn more about Lock Groups, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Report Card Groups

A Report Card Group groups Sections of different Courses or Sections of the same Course on the same line when Report Cards are printed. After you create the Report Card Group Codes, you must attach them to the correct Courses in the Course Master.

Each Course you want to group on the Report Card must be assigned to the same Report Card Group. If everything is configured correctly, the Grade Marks from the two Classes print on the same line of the Report Card. The Course information that appears with the grades (such as description and teacher) comes from the Class that occurs later in the year. For example, when printing a Semester 1 and a Semester 2 course as a Report Card Group, the grades print with the Semester 2 class information.

Room Types

Room Types define the classroom by its function. For example, the names Art, Band, Choir, and Gym specify the purpose of the room. This information can then be used when assigning a room to the Meet Record of a Section. It is also used by the Advanced Master Schedule Builder. Optionally, you can list the Estimated Number of Seats that the Room Type can accommodate.

Scheduling Categories

Scheduling Categories allow you to schedule students into specific Sections of a Course. Typically you use Scheduling Categories in Future Scheduling. To learn more about Scheduling Categories, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Scheduling Groups

Scheduling Groups gather together Sections and Courses and assign them to a student for Current or Future Scheduling purposes. The Courses that comprise a Scheduling Group are assigned as an unscheduled or scheduled request. A Scheduling Group allows the same group of classes to be requested or scheduled at once rather than individually by Course or Section. For example, a Scheduling Group called “9th Grade” groups all Core Classes that 9th graders are required to take. After creating a “9th Grade” Scheduling Group, you can assign the Scheduling Group to a 9th grader which either gives that 9th grader a request for all Courses in the group or schedules the student into all of the Sections that are part of the group.

Scheduling Period Times

Scheduling Period Times define the scheduling start and stop times of each Period of each day of the week and are year-specific. Some Scheduling Reports display these times, so it's important to have complete and accurate data in this table. If the Use Period Redefinition check box is selected in the Entity Year Options area of Scheduling Entity Year Setup (Student Management\Office\CS Setup\CF\SE), you can define the Scheduling Period for Period Redefinition. The Scheduling Periods Times also define the Period columns that appear in the Interactive Scheduling Board which is used in Future Scheduling.

Scheduling Team Codes

Scheduling Teams ensure that only certain students (those who share the assigned team) are scheduled into a Section with the same Code by the automated scheduling processes. Typically you use Scheduling Teams in Future Scheduling. To learn more about Scheduling Teams, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.

Subjects

The Subject box summarizes the subject content for the Course. Subjects are used by the Curriculum Master, which is used in Graduation Requirements. If you attach a Subject Code to Courses that have a common curriculum, you can organize these Courses faster in Curriculum Master. For example, you might use a Subject Code of “World Language” to identify all French, Spanish, German, Japanese, and Chinese courses. To learn more about the Curriculum Master, see the *WSIPC Guide to Curriculum Master*. You can also use Subject Codes in Scheduling Reports to sort or report on specific Subjects.

AP and IB Codes

AP and IB Codes define a course as an Advanced Placement (AP) or as an International Baccalaureate (IB) course. When you create an AP or IB Code, assign an AP/IB Type, which is a Code table maintained by WSIPC and defined and approved by OSPI. Once you assign an AP/IB Code an AP/IB Type, and then assign the AP/IB Code to a course in the Course Master, the AP/IB Code is reported in CEDARS. An indicator also prints on the Washington State Transcript and on the Academic History Report for the Course.

Course Requirement Rules

You can create Course Requirement rules to define specific age or GPA requirements for Courses. The Age Requirement allows for a Grace Period definition. Once you create the rules, you can assign them to specific Courses in the Course Master within the Course Requirement Rules section.

Rotations

You can add Rotation Codes and define a Rotation Pattern for each Rotation. Each Rotation Pattern has a Primary Meet and supporting Meets. The Periods increment for each Day of the pattern. You can elect to not display non-primary Meets on Student Schedules. Rotation Codes can be assigned to a Class Meet of a Section in the Course Master (Student Management\Office\FS\BC\CM) if Allow Rotation Scheduling has been enabled in Scheduling Options for Scheduling Entity Year Setup (Student Management\Office\FS Setup\CF\SE).

Course Groups

Course Groups were created for another state that uses the Skyward Transcript. Course Groups allow you to group Courses by the associated Course Group Code. These Codes are not used by the Washington State Standardized Transcript.

Entity Year Setup

An Entity is an administrative educational unit that defines its own calendars, grading, attendance, and scheduling Entity Year Setup that directly impact the performance of the Current Scheduling module. Entity Year Setup includes defining Semester, Term and Period values, Course defaults, and setting up Summer School information.

To configure Entity Year Setup:

1. Go to Student Management\Office\CS Setup\CF\SE.
2. Expand the School Year Record to show the following areas on the Scheduling Entity Year Setup screen:
 - Maximum Semester, Term, and Period Values
 - Entity Year Options
 - Scheduling Options
 - Term Definition
 - Course Defaults
 - Summer School Information

- Click Edit [heading name] and configure each area.

Note To learn more about each Entity Year Setup area, see [“Maximum Semester, Term and Period Values”](#) (page 131), [“Entity Year Options”](#) (page 133), [“Scheduling Options”](#) (page 137) [“Term Definition”](#) (page 140), [“Course Defaults”](#) (page 141), and [“Summer School Information”](#) (page 142).

- Click Save.

Maximum Semester, Term and Period Values

The Maximum Semester, Term and Period Values area of Entity Year Setup (Figure 24) defines the following options when setting up the current school year for your Entity:

- Day Type (Weekdays or Day Rotation)
- Number of Periods in a school day
- Number of scheduled Terms/Semesters in a school year
- How future year scheduling changes are tracked
- Grade Level ranges offered at an Entity

Table 17 describes each option in the Maximum Semester, Term and Period Values area of Scheduling Entity Year Setup.

Maximum Semester, Term and Period Values

Scheduling Entity Year
 Entity: 401 WSIPC High School School Year: 2015-16

Day Type Option
 Day Type: Weekdays Days in Rotation: 0 Day Label: MTWRF

Maximum Semester/Term/Period Values		
Display	Scheduling	Attendance
Semesters: 2	Terms: 4	Terms: 4
Terms: 4	Periods: 7	Periods: 7
Periods: 7		

Scheduling Change Tracking Options

	Current Year	Future Year
Track Student Schedule Changes:	<input checked="" type="checkbox"/> Track	<input type="checkbox"/> Track
Allow Selective Tracking of Schedule Changes:	<input type="checkbox"/> Track	<input type="checkbox"/> Track

Entity Grade Range
 Low: 9 High: 12

Figure 24 - Maximum Semester, Term, and Period Values in Scheduling Entity Year Setup

Option	Description
Day Type	Determines whether your Entity operates on a normal weekday schedule or an alternating/rotating day schedule. If your Entity operates on a normal weekday schedule (MTWRF), select Weekdays in the Day Type box. If your Entity operates on a day rotation (Day 1, Day 2, Day 3), select Day Rotation in the Day Type box. If you select Day Rotation, the Days in Rotation box becomes available. To learn more about Day Rotations, see “ Appendix A - Creating Day Rotations ” (page 149).
Days in Rotation	Number of days in your rotating/alternating day schedule. This value is zero for the Day Type of Weekdays.
Day Label	Label for the Day Type of Weekdays (MTWRF) or Day Rotation (Alphabetic or Numeric). If you select Alphabetic for the Day Type of Day Rotation, you must enter alphabetic characters that match the number of days in the day rotation. This label appears whenever Meet information is displayed to identify the days in your Entity’s schedule.
Maximum Semester/Term/Period Values Display Scheduling Attendance	Defines how the school year is set up for display, scheduling, and attendance areas of these specific values. Enter the maximum number of Semesters, Terms, and Periods to use for Current Year scheduling. In most cases, the values that appear in the Scheduling and Display boxes are the same.
Track Student Schedule Changes	Determines whether a Transaction Record is created for each Add, Drop, and Section change for all transactions for Future Year Scheduling. Once the current school year has begun, Scheduling Transaction Records are automatically created and you cannot clear the Track Student Schedule Changes check box for the Current Year.

Option	Description
<p>Allow Selective Tracking of Schedule Changes</p>	<p>Activates a prompt that asks you whether an individual student’s Transaction Record should be created. The verification prompt appears in Future Scheduling Entry By Student after you select a Course and add it to the student’s schedule.</p> <p>The Allow Selective Tracking of Schedule Changes (Future Year) check box is only available when you select the Track Student Schedule Changes (Future Year) check box. Selective tracking is unavailable for Current Year.</p>
<p>Entity Grade Range</p>	<p>Specifies the default Entity Grade Ranges values that automatically appear in the Grade Range boxes when you add a new Course to the Course Master (Student Management\Office\CS\BC\CM).</p> <p>It’s important that these grade levels are correct if this Entity is used to clone information to another Entity. It’s also used in the Civil Rights Data Collection (CRDC) Reports and Student Year End Processing.</p>

Table 17 – Maximum Semester, Term, and Period Values options available on the Scheduling Entity Year screen

Entity Year Options

Entity Year Options (Figure 25) define specific Entity features such as Team Scheduling and the use of variable credits. Table 18 describes options in the Entity Year Options area.

The screenshot shows the 'Entity Year Options' configuration window. At the top, it displays 'Scheduling Entity Year' with 'Entity: 401 WSI PC High School' and 'School Year: 2015-16'. Below this, there are 'Save' and 'Back' buttons. The main section is titled 'Entity Year Options' and contains several checkboxes:

- Use Period Redefinition
- Use Team Scheduling
- Display 0 period in Period by Period Availability
- Use Advanced Master Schedule Builder
- Base P223 on Schedule
- Use Course Recommendations
- Use Scheduling Categories
- Use Online Arena Scheduling
- Include this entity in the CEDARS extract
- Exclude from State Reports
- Use Audit/Variable Credits
- Use Scheduling Categories Alphabetically
- Use Advisor Schedule Verification
- Basic Ed and Skills Center Courses (?)

 At the bottom, there is a dropdown menu for 'Drop/Withdrawal Grade Mark Code' set to 'W' and another dropdown for 'Type of Scheduling Category' set to 'Category is assigned to the Student'.

Figure 25 - Entity Year Options in Scheduling Entity Year Setup

Option	Description
Use Period Redefinition	<p>Activates the Period Redefinition box for each period in the Scheduling Period Times table (Student Management\ Office\CS\BC Setup\CO\SP). Period Redefinition associates a specific Display Period and time with a specific Scheduling Period.</p> <p>This is typically used when an Entity has a Period or Periods that meet over a split lunch hour. For example, if lunch is offered three times during Period 4 at the beginning, in the middle (split) and at the end, create three Scheduling Period Times for Period 4 in the table. Each one appears with the Period Redefinition of Scheduling Period 4.</p>
Use Team Scheduling	<p>Specifies whether you will use Scheduling Teams as part of your scheduling process. Scheduling Teams let you assign a Code to a student and to Course/Sections to ensure a student's enrollment into a specific Section that corresponds to his or her team assignment. This option is typically used to assign a group of students who should be in the same Classes together or who should have the same teacher or groups of teachers for their Courses. This feature is typically used in Future Scheduling. To learn more about Team Scheduling, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i>.</p>
Display 0 period in Period by Period Availability	<p>Determines whether Period zero appears wherever there is a Matrix option to view schedules.</p>
Use Advanced Master Schedule Builder	<p>Activates the Future Scheduling Advanced Master Schedule Builder (AMSB) for the next school year. After you select this check box, new utilities, tabs and boxes appear in the Course Master and other areas of the software. To learn more about AMSB, see the <i>WSIPC Guide to Advanced Master Schedule Builder Process</i>.</p>

Option	Description
Base P223 on Schedule	Determines whether the Monthly School District Enrollment Report (P-223) calculations are based on students' schedules. Otherwise, the calculations are based on the enrollment FTE as defined on the student's Entry/Withdrawal tab in Student Profile. If the calculations are based on the student's schedule, each Section in the Course Master must have correct data in the Minutes Per Week box.
Use Course Recommendations	Activates the use of Course Recommendations functionality. This feature is typically used in Future Scheduling. To learn more about Course Recommendations, see the <i>WSIPC Guide to Future Scheduling: Part Two – Managing Student Requests</i> .
Use Scheduling Categories	Specifies whether you intend to use Scheduling Categories as part of your scheduling process. This feature is typically used in Future Scheduling. To learn more about Scheduling Categories, see the <i>WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule</i> .
Use Online Arena Scheduling	Specifies whether you intend to use Online Arena Scheduling in Family and Student Access. This feature is typically used in Future Scheduling. To learn more about Online Arena Scheduling, see the <i>WSIPC Guide to Future Scheduling: Part Four – Scheduling Students</i> .
Include this entity in the CEDARS extract	Determines whether the selected Entity is included in WSIPC CEDARS extract files for the selected School Year. The option is selected by default, so you must clear it if you don't want to include an Entity in the extract files. The option is also school year specific so you can include an Entity in one or more years. When no longer necessary or required, you can exclude the Entity.

Option	Description
Exclude from State Reports	<p>Allows WSIPC districts to exclude a specific Entity for the selected school year from Washington State-specific reports. This allows you to run reports for historical years when the Entity was still included in State Reports. Select this check box only on the final school year or the years the Entity is considered closed and is not to be included.</p> <p>Note: Skyward Reports are not validating against this setting. This option is specific to Washington State Reports. However, not all Washington State Reports check this setting, such as CEDARS, Transcript, and Academic History.</p>
Use Audit/Variable Credits	<p>Determines whether a variable credit for a Course can be assigned to a student. This means the student receives more credits or fewer credits than are normally earned after successfully completing a Course.</p>
Use Scheduling Categories Alphabetically	<p>Causes Scheduling Categories to appear in alphabetical order. If you don't select this option, the Scheduling Categories appear in the order in which they're created. This check box is unavailable unless you select the Use Scheduling Categories check box.</p>
Use Advisor Schedule Verification	<p>Activates the use of the student's scheduling status to approve a student's schedule and activates the use of messages. Both features are typically used with Online Arena Scheduling. If you select this check box, the Scheduling Status heading appears on the Entry By Student screen (Student Management\Office\CS\SS\BS) for each student.</p>

Option	Description
Basic Ed and Skills Center Courses	<p>Enables students to be reported accurately on the WSIPC P-223 Enrollment Reports. Only select this option if both of the following are true:</p> <ul style="list-style-type: none"> ▪ There are students in this Entity who are enrolled in both Basic Education and Skills Center Classes. ▪ The Skills Center Classes in this Entity have Minutes Per Week greater than zero.
Drop/Withdrawal Grade Mark Code	<p>Specifies which Grade Mark value is used to automatically fill in a Grade Bucket when a student drops (withdraws from) a Section. If you leave the box blank, no Grade Mark is assigned.</p>
Type of Scheduling Category	<p>Specifies whether the Scheduling Category is assigned to the student or the student's Course Request. This option is available only when you select Use Scheduling Categories.</p>

Table 18 - Entity Year options in Scheduling Entity Year Setup

Scheduling Options

In the Scheduling Options area (Figure 26), you can activate specific Entity features that affect the scheduling of students into Course/Sections such as allowing grades to be moved to different Courses and using security to exceed Class maximums. Table 19 describes options in this area.

Figure 26 - Scheduling Entity Year Setup options

Option	Description
Allow Limited Special Ed Enrollment in Sections	Course Master (Student Management\Office\CS\BC\CM). This feature allows you to limit the percentage of Special Education students that any auto-scheduling program can schedule into a Section.
Use Security to Exceed Class Maximums	Specifies that only a system-wide user or a user with a level 5 access to Entry by Student or Entry by Class can exceed the Section enrollment limit. Any user, regardless of security, is allowed to overload a class enrollment limit if you don't select this check box.
Allow Grades to be Moved To Different Course	Activates the Move Grades to Different Course Utility in Entry By Student (Student Management\Office\CS\SS\BS). This utility moves a student's grades from a Dropped Course to an Active Course.
Allow Multiple Term Requests	Enables the ability to make requests for a specific Term. Note: The ability to request specific Terms does not apply to Family Access request entry. This option was designed for another state to allow students who failed a particular term of a course to enter a request for the portion of the course that they failed.
Use Additional Student Class Seat Counts	Allows you to reserve more than one seat when enrolling a student into a Section. When you select this check box, you can enter an additional seat count percentage value in the Addl Seat Count box on a student's Entity Info tab in Student Profile. This feature is typically used for Special Education students to account for more than one physical seat for them in a Class.

Option	Description
Allow Students to Be Double-Scheduled	Allows you to enroll a student into more than one Class for a specific Term and specific Period in Entry By Student (Student Management\Office\CS\SS\BS). If you don't select this check box, you can't double-schedule a student into two different Classes for the same Period and the same or overlapping terms. If you try to do this, the software prompts you to drop the student from any conflicting Classes before allowing you to add the new (conflicting) Section.
Allow Rotation Scheduling	Enables options in the Class Meet of a Section to allow a class to be on a rotating schedule.
Allow Change of Class Section Number	Allows you to change the Section Number assigned to the Section. Do not use this feature if, during the year, Arena Scheduling Cards/Labels have been printed or information has been exported to a third-party Gradebook program.
Allow Delete of Class With Grades Present	Allows you to delete a Section from a student's schedule even if grades are present, including when you use the Mass Delete Schedule Utility. To learn more about the Mass Delete Schedule Utility, see "Deleting a Student's Schedule" (page 85). You can't delete a class if Gradebook grades are present, even if you select this option.
Schedule Multiple Times Per Year	Allows an Entity to use the mass-scheduling tools in Future Scheduling to schedule (or re-schedule) the entire current school year, or a current or future semester or term. This feature allows an Entity to wait until after Year End processes have taken place to perform an Actual Scheduling Run for the current school year (either for the entire year or a single semester or term).

Option	Description
Allow Current Year Scheduling	Select the Allow Current Year Scheduling check box if your Entity wants to schedule for the current year. Select the Schedule Multiple Times Per Year check box and then select Schedule By either Semester or Term to schedule multiple times per year in a current or future school year. Optionally, also select the Allow Current Semester Scheduling or Allow Current Term Scheduling check box if your Entity wants to schedule several times each year in the current school year.
Meeting Time Types	Specify which Meet Records with the selected Meeting Time Types should be counted for attendance calculations. When you create a Meet Record in the Course Master, you can link that Meet Record to one of the following Time Types: Instructional, Lunch, Recess, Study Hall or Other. If the Meet Record is identified as any Time Type other than Instructional, you can count that Time Type for attendance calculations by selecting the corresponding check box in this area. This information is typically used for reporting purposes only, but is not used in State Reporting.

Table 19 - Scheduling Entity Year Setup options in Scheduling Entity Year Setup

Term Definition

In the Term Definitions area (Figure 27), your Entity defines its Semester and Term information, including the date ranges associated with each Semester/Trimester and Term. Term Definitions affect the date range within which all other date-sensitive items must fall, such as calendar and Control Sets.

Note	Your Entity must build Terms within its Semesters (or Trimesters) whether or not you intend to use those Terms for scheduling or grading.
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See the *WSIPC Guide to Grading* to learn how to set up Term Definitions.

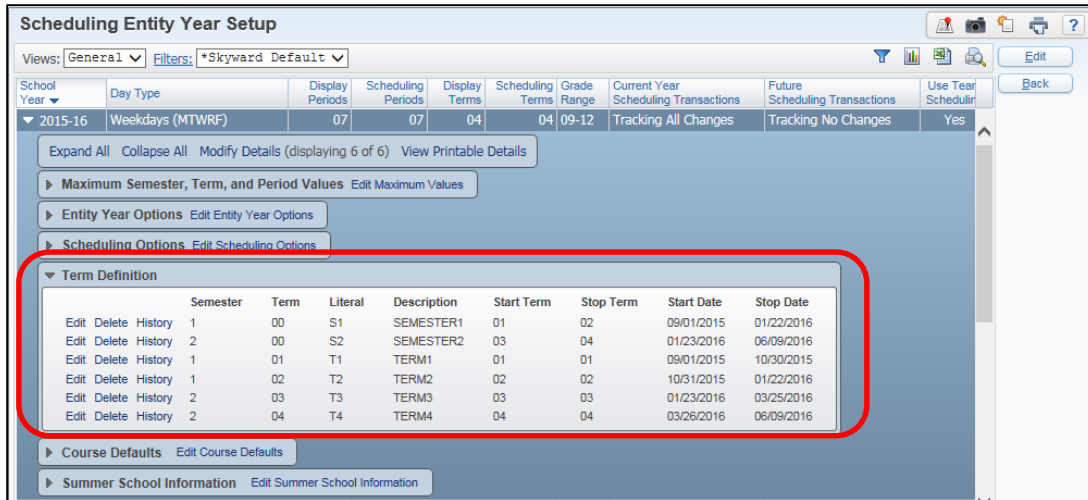


Figure 27 - Scheduling Entity Year Setup screen with the Term Definition area highlighted

Course Defaults

The Course Defaults area (Figure 28) allows you to define certain default values for some Course, Section, and Meet fields. These values default on the Add Course/Section/Meet screens the first time you add a Course, Section, or Meet to the Course Master. Review the defaults and update them as needed. To learn more about the options available on the Course/Class/Class-Meet Defaults Maintenance screen, see [“Configuring General Properties”](#) (page 9), [“Adding a Section to a Course in the Course Master”](#) (page 23) and [“Adding a Meet to a Section in the Course Master”](#) (page 34).

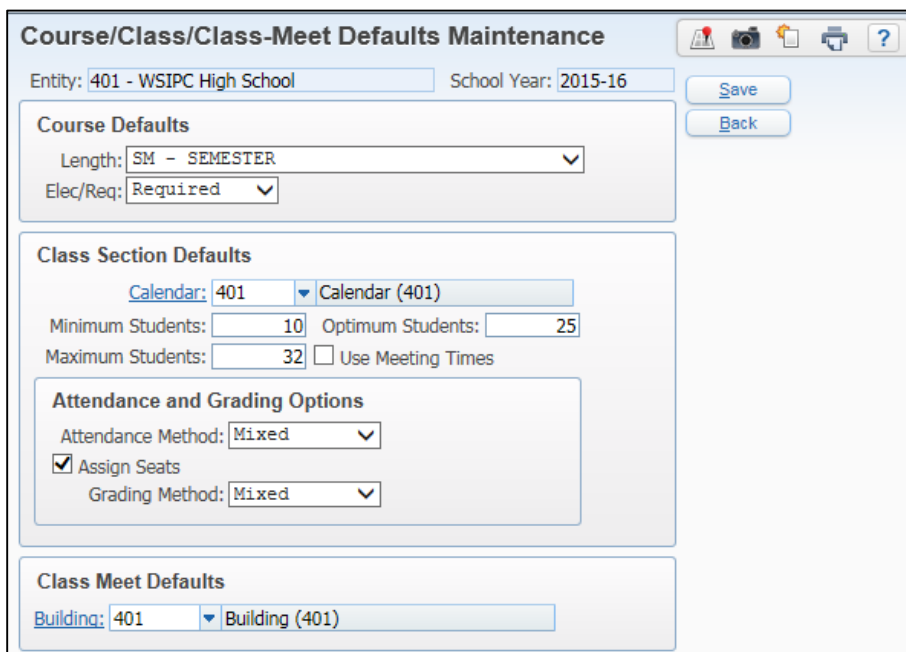


Figure 28 - Course Details of Scheduling Entity Year Setup

Summer School Information

The Summer School Information area (Figure 29) contains one option. If you enable the option, Allow Summer School Courses to be Rolled Into this Entity, student Class Records from the selected Summer School Entity are brought into this Entity. The option is enabled in the Entity that will receive grades from the Summer School Entity. You must flag the Summer School Entity with the Entity Type of Summer School. The grading setup in both Entities must be exactly the same. You must link the Courses taken in the Summer School Entity to a Course in the Entity the grades will be moved to.

Note If the Summer School Entity is using Gradebook, grades cannot be moved to the non-Summer School Entity.

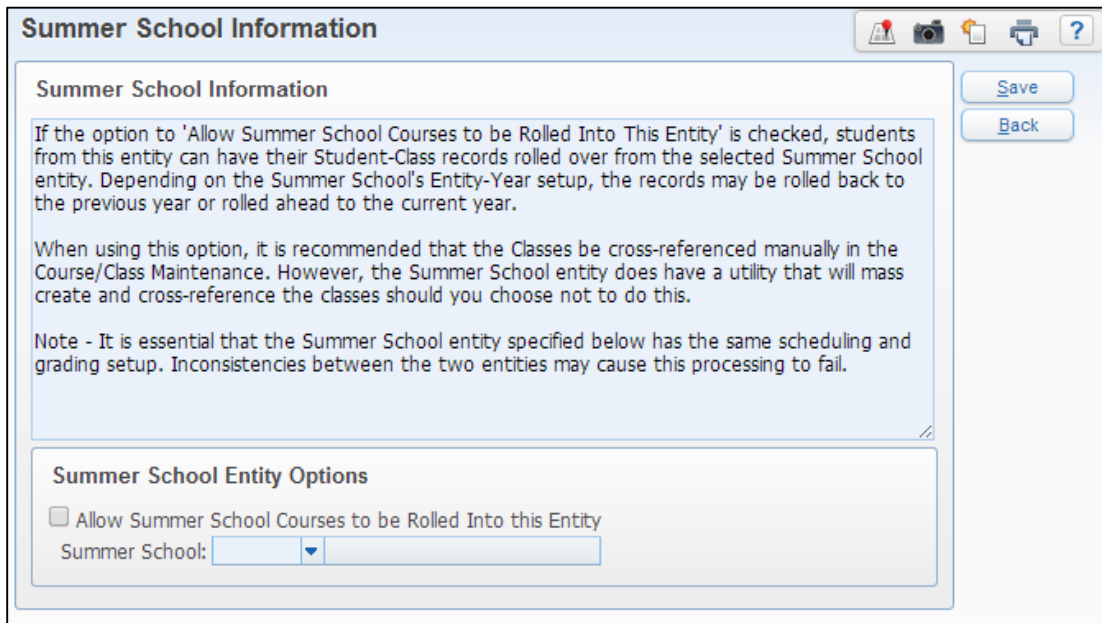


Figure 29 - Summer School Information screen

Scheduling Configuration Options

Scheduling Configuration Options affect various areas of Current Scheduling. For example, you can use this area to allow an Activity to be linked to a Course.

To access the Scheduling Configuration Options:

1. Go to Student Management\Office\CS Setup\CF\SC.
2. Configure the Scheduling Setup screen (Figure 30). Table 20 describes options on this screen.
3. Click Save.

The screenshot shows the 'Scheduling Setup' window with the following options:


- Scheduling Setup Options:**
 - Automatically Add Students to the Activities that are Linked to a Course
 - Require Courses to be Assigned to a Curriculum Master
 - Assign Default Building/Room from Teacher's Staff Entity Record
- Require Level 5 Access to Update**
 - Course Master**
 - Earned Credits
 - GPA Sets and GPA Credits
 - Curriculum
 - Course Key
 - Short Description
 - Long Description
 - Section**
 - Maximum Students (Current Year)
 - Maximum Students (Future Year)
- Allow Assignment of Non-Staff Personnel from any Entity as Teachers
- Enable Batch Processing of Future Scheduling Transactions
- Allow 'Weekday by Term' View in Scheduling by Student
- Allow Use of NCES Course Codes
- Allow Editing of NCES Course Codes on the Course Record
- Allow Use of State Course Codes
- Allow Editing of State Course Codes on the Course Record
- Suppress Cobol Scheduler
- Show Room Usage on Scheduling screens
- Show Number of Sections and Percentages in Control Set Distribution

Default Current Year value for "Prompt for Effective Date": No

Default Future Year value for "Prompt for Effective Date": No

Figure 30 - Scheduling Setup screen

Option	Description
<p>Automatically Add Students to the Activities that are Linked to a Course</p>	<p>Allows you to link an Activity to a Course by placing an Activity Code into the Activity Link box on the Course in the Course Master (Student Management\Office\CS\BC\CM). If you select this check box, a student enrolled into a Section of that Course is automatically added to the linked Activity on the Course.</p>
<p>Require Courses to be Assigned to a Curriculum Master</p>	<p>Prevents you from entering a new Course into the Course Master without assigning a Curriculum Master to it.</p>
<p>Assign Default Building/Room from Teacher's Staff Entity Record</p>	<p>Prompts you to add the building and room information associated with a teacher when you add the teacher to a Meet Record. This applies to moving chips in the Interactive Scheduling Board, when the View is By Teacher. For this functionality to work, you must assign a teacher to a building and room in Staff Profile (Student Management\Staff\SF\SF\Entity).</p>
<p>Require Level 5 Access to Update</p>	<p>Requires a Security level 5 access to change any of the values for the following fields on the Course Master:</p> <ul style="list-style-type: none"> ▪ Earned Credits ▪ GPA Sets and GPA Credits ▪ Curriculum ▪ Course Key ▪ Short Description ▪ Long Description <p>Requires a Security level 5 access to change any of the values for the following fields on the Section:</p> <ul style="list-style-type: none"> ▪ Maximum Students (Current Year) ▪ Maximum Students (Future Year)

Option	Description
<p>Allow Assignment of Non-Staff Personnel from any Entity as Teachers</p>	<p>Allows you to select <i>any</i> name from the Name table as a teacher on a Meet. The names come from the Name table and include only names with a Format of Individual. Businesses are not included.</p> <p>When you select this option, the Staff Selection predefined browse filter options are All Personnel and All Personnel – Teachers only.</p> <p>If you don't select this option, the Staff Selection predefined browse filter options are Current Year Active Staff in Entity #### and Current Year Active Staff in Entity #### - Teachers Only.</p> <p> Caution: This option affects all Entities, not just the one you enable it in.</p>
<p>Enable Batch Processing of Future Scheduling Transactions</p>	<p>Activates a daily batch process for Scheduling Transaction Records with future dates (in the Current school year). To learn more about Batch Processing, see “Appendix B - Enabling Batch Processing of Future Scheduling Transactions” (page 152).</p> <p><i>Example:</i> A Transaction Record exists for a Course that will be dropped from a student's schedule next Monday. The course is dropped next Monday when the transaction is processed.</p>
<p>Allow “Weekday by Term” View in Scheduling by Student</p>	<p>Adds the Weekday by Term View link in Entry By Student (Student Management\Office\CS\SS\BS) that appears when you view a student's schedule. This feature lets you view a student's schedule by Term, by Period, or by Day of the Week. The typical Entry by Student view is the List View. If both views are available, you can toggle back and forth between them.</p>

Option	Description
Allow Use of NCES Course Codes	Activates the Federal Details area of a Course in the Course Master (Student Management\Office\CS\BC\CM). If your Entity uses NCES Course Codes, you must select this option.
Allow Editing of NCES Course Codes on the Course Record	Determines whether you can add or edit an NCES Course Code on a Course in the Course Master (Student Management\Office\CS\BC\CM).
Allow Use of State Course Codes	Activates the State Details area of a Course in the Course Master (Student Management\Office\CS\BC\CM). If your Entity uses State Course Codes required for CEDARS Reporting, you must select this option.
Allow Editing of State Course Codes on the Course Record	Determines whether users with the necessary security level can add or edit a State Course Code on a Course in the Course Master (Student Management\Office\CS\BC\CM).
Suppress Cobol Scheduler	Allows you to suppress the COBOL Scheduler option if your district has converted to Progress 10.2b and must use the Progress Scheduler or .Net option when running the Auto Scheduler (Student Management\Office\CS\SS\AS\GS).
Show Room Usage on Scheduling screens	Displays a Room Usage column on Scheduling screens, showing the number of seats scheduled into the room and the Seating Maximum value for the room. Usage is specific to the Term and Period when the room is being used.
Show Number of Sections and Percentages in Control Set Distribution	Allows you to determine the Control Set distribution as a percentage or number of Sections. The distribution value is stored as a percentage. However, when this option is enabled, you can enter a value in the Section Distribution box and the Percent Distribution value is calculated (and vice versa).

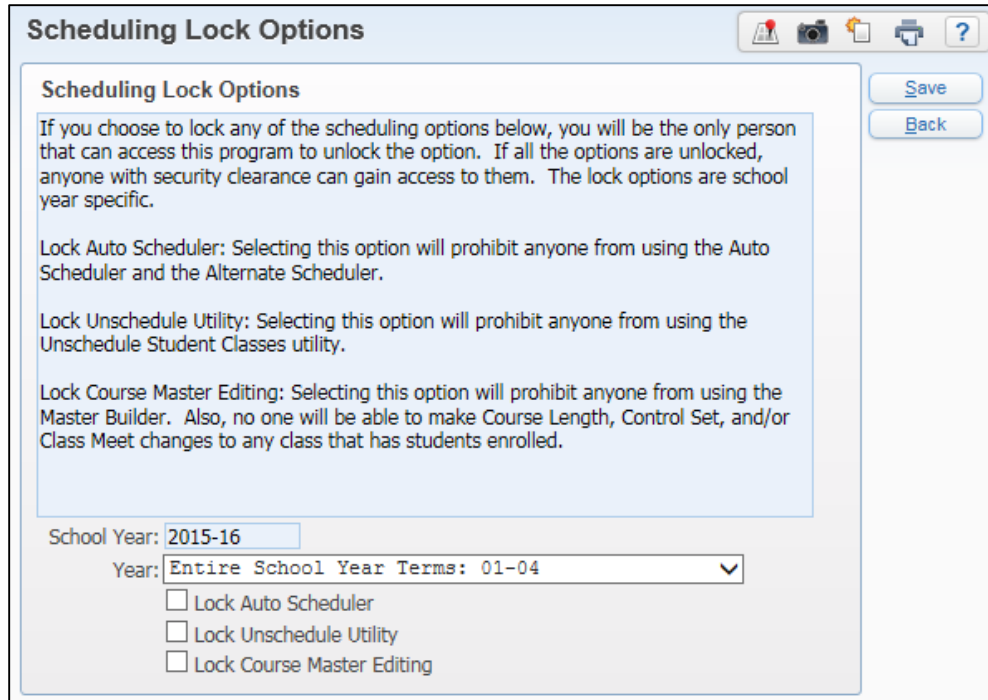
Option	Description
Default Current Year value for “Prompt for Effective Date”	Activates the Prompt for Effective Date option on the Default Settings area of the Options screens in both the Entry by Student and Entry by Class areas of Current Scheduling for a user who has never saved these screen defaults.
Default Future Year value for “Prompt for Effective Date”	Activates the Prompt for Effective Date option on the Default Settings area of the Options screen in both the Entry by Student and Entry by Class areas of Future Scheduling for a user who has never saved these screen defaults.

Table 20 – Available options on the Scheduling Setup screen

Scheduling Lock Options

There are three Scheduling Lock Options (Figure 31) that allow you to restrict other users from certain Scheduling Options. The first two Scheduling Lock Options, Lock Auto Scheduler and Lock Unschedule Utility, apply to Future Scheduling only. The Lock Course Master Editing option is the only option available for the current year. Selecting this option prohibits anyone from editing the Course Master. You cannot add, edit, or delete Meet information for existing Sections in which students are enrolled. If no students are enrolled in the Section, you can make changes. Whoever selects the Lock Course Master Editing option is the only one who can unlock the option. The lock option is school-year specific.

To learn more about the Lock Auto Scheduler and Lock Unschedule Utility options, see the *WSIPC Guide to Future Scheduling: Part One – Preparing to Schedule*.



The screenshot shows a web-based configuration window titled "Scheduling Lock Options". At the top right, there are icons for help, print, and other functions. Below the title, there is a "Save" button and a "Back" button. The main content area contains a text box with the following text: "If you choose to lock any of the scheduling options below, you will be the only person that can access this program to unlock the option. If all the options are unlocked, anyone with security clearance can gain access to them. The lock options are school year specific." Below this text, there are three sections of text describing the lock options: "Lock Auto Scheduler: Selecting this option will prohibit anyone from using the Auto Scheduler and the Alternate Scheduler.", "Lock Unschedule Utility: Selecting this option will prohibit anyone from using the Unschedule Student Classes utility.", and "Lock Course Master Editing: Selecting this option will prohibit anyone from using the Master Builder. Also, no one will be able to make Course Length, Control Set, and/or Class Meet changes to any class that has students enrolled." Below the text, there is a "School Year" dropdown menu set to "2015-16" and a "Year" dropdown menu set to "Entire School Year Terms: 01-04". At the bottom, there are three checkboxes: "Lock Auto Scheduler", "Lock Unschedule Utility", and "Lock Course Master Editing", all of which are currently unchecked.

Figure 31 - Scheduling Lock Options

Online Arena Scheduling Time Periods

Instead of using an auto-scheduling program to schedule students, you can allow students to schedule themselves with Online Arena Scheduling (Student Management\Office\CS\SS Setup\CF\OA). You can use this feature in Current Scheduling if you select the Schedule Multiple Times Per Year check box in "[Entity Year Setup](#)" (page 130), and set the start and stop dates and times for students and guardians to request a student's schedule through Student or Family Access.

Online Arena Scheduling is typically a Future Scheduling method for scheduling a student. To learn more about Online Arena Scheduling Time Periods, see the *WSIPC Guide to Future Scheduling: Part Four – Scheduling Students*.

Appendix A - Creating Day Rotations

Does your school want to use Day Rotations? Are you unsure about how to set them up?

Do you already use Day Rotations but have difficulty taking accurate attendance on early release or special occasion days?

Overview

Configuring an Entity to use Day Rotations allows you to define the Periods of the Day and which Days of the Week they meet. For example, in a Middle School, most Classes meet every day but Exploratory Classes meet every other day. In a High School, Periods 1 through 4 meet one Day of the Week, and Periods 5 through 8 meet another Day of the Week. Day Rotations allow you to configure your Entity for either of these scenarios. When an Entity is configured correctly for a Day Rotation, attendance and student schedules are accurately represented.

Regardless of the type of Day Rotation, you may have circumstances where an exception exists to the standard rotation. For example, a Middle School may have an Assembly schedule where all Classes (including Exploratory Classes) meet on a given day. In the High School, they may have an alternate schedule when Finals are administered, where Periods 1, 3, 5, and 7 meet one day and Periods 2, 4, 6, and 8 meet the next. Typically, these groups of Periods wouldn't meet on the same day. Configured correctly, Day rotations can accommodate these situations so that attendance can be taken for the Periods that are actually meeting that day.

Steps one through five listed below are required to configure an Entity to use Day Rotations. Step six is needed when special circumstances exist.

- [Step One: Configure the Entity to Use Day Rotation](#)
- [Step Two: Create the New Day Patterns](#)
- [Step Three: Update the Scheduling Period Times Records](#)
- [Step Four: Update the Meet Patterns](#)
- [Step Five: Update the Calendar to Reflect the Day Rotation](#)
- [Step Six: Update the Day Number Assigned to Special Days / Update Periods of Attendance](#)

Step One: Configure the Entity to Use Day Rotation

Once you decide to use Day Rotations, the first step is to configure the Entity, switching the Day Type from Weekdays to Day Rotation.

To configure the Entity to Use Day Rotation:

- Go to Student Management\Student Management Setup.

Step Two: Create the New Day Patterns

After configuring the Entity to use Day Rotations, you must create a pattern that represents each combination of days that will be used in a Meet Pattern.

To create the New Day Patterns:

- Go to Student Management\Office\CS\BC Setup\CO\DP.

Step Three: Update the Scheduling Period Times Records

In Scheduling Period Times, you must identify each Period of the day and what day that Period meets.

To update the Scheduling Period Times Records:

- Go to Student Management\Office\CS\BC Setup\CO\SP.

Step Four: Update the Meet Patterns

You must update each Meet Pattern so that it reflects the Day Rotation (Day Pattern) when it meets, rather than the day(s) of the week. You do this through the Mass Change Course Master Fields Utility.

To update the Meet Patterns:

- Go to Student Management\Office\CS\BC Setup\UT\MC.

Step Five: Update the Calendar to Reflect the Day Rotation

You must update the calendar to assign a specific Day Rotation to each Calendar Day. You do this through the Mass Assign Day Number Utility.

To update the Calendar to reflect the Day Rotation:

- Go to Student Management\Office\AT Setup\CO\CC.

To learn more about this utility, see the *WSIPC Guide to Attendance*.

Step Six: Update the Day Number Assigned to Special Days / Update Periods of Attendance

As exception days are identified, you must modify the Calendar Day to assign the appropriate Day Rotation. You might also modify the Periods of the day when the exception day will meet.

To update the Day Number assigned to Special Days / Update Periods of Attendance:

- Go to Student Management\Office\AT Setup\CO\CC.

To learn more about this process, see the *WSIPC Guide to Attendance*.

Appendix B - Enabling Batch Processing of Future Scheduling Transactions

Has your school counselor ever known in advance that a student will have a schedule change on a future day, but did not want to wait to make the schedule change? There is a configuration option that allows you to do just that.

Overview

Selecting the option to Enable Batch Processing of Future Scheduling Transactions allows you to make Current Year schedule changes for a future date. For example, today is Monday and the student will be changing their Period 04 classes on Friday. On Monday the counselor or registrar can schedule the Drop and Add Course to occur on Friday morning. A scheduled task is run each morning to batch process all schedule changes with the current date.



Caution

Do not enable this feature until *after* the current school year has started. It could keep the students from appearing in Gradebooks and other reports until the first day of the Term.

Step One: Configure the Entity to Batch Process Future Scheduled Transactions

To enable Batch Processing of Future Scheduled Transactions:

1. Go to Student Management\Office\CS Setup\CF\SC.
2. Select the Enable Batch Processing of Future Scheduling Transactions check box.
3. Click Save.

After you enable the option, you must configure several settings to effectively use Future Scheduled Transactions.

The screenshot shows a web-based interface titled "Scheduling Setup". At the top right, there are icons for a location pin, a camera, a document, a printer, and a help icon. Below the title bar, there are "Save" and "Back" buttons. The main content area is titled "Scheduling Setup Options:" and contains several sections of checkboxes:

- Automatically Add Students to the Activities that are Linked to a Course
- Require Courses to be Assigned to a Curriculum Master
- Assign Default Building/Room from Teacher's Staff Entity Record

Below these is a section titled "Require Level 5 Access to Update" which contains two sub-sections:

- Course Master**
 - Earned Credits
 - GPA Sets and GPA Credits
 - Curriculum
 - Course Key
 - Short Description
 - Long Description
- Section**
 - Maximum Students (Current Year)
 - Maximum Students (Future Year)

Below these sections are more checkboxes:

- Allow Assianment of Non-Staff Personnel from any Entity as Teachers
- Enable Batch Processing of Future Scheduling Transactions** (This option is circled in red in the original image)
- Allow 'Weekday by Term' View in Scheduling by Student
- Allow Use of NCES Course Codes
- Allow Editing of NCES Course Codes on the Course Record
- Allow Use of State Course Codes
- Allow Editing of State Course Codes on the Course Record
- Suppress Cobol Scheduler
- Show Room Usage on Scheduling screens
- Show Number of Sections and Percentages in Control Set Distribution

At the bottom, there are two dropdown menus:

Default Current Year value for "Prompt for Effective Date": No ▼
Default Future Year value for "Prompt for Effective Date": No ▼

Figure 32 - Scheduling Option to enable the Batch Processing of Future Scheduled Transactions feature

Step Two: Configure the Scheduled Task Notifications (Optional)

A Scheduled Task (Product Setup\System Administration\PQ\ST) is automatically created for the Entity to process the Future Scheduled Transactions on the effective date assigned when making the schedule changes. You can edit this task and have the daily report emailed to the counselor or registrar. You can also add this task to the Notifications widget of the Home screen for selected users.



Caution

This Scheduled Task only processes **active** students. If you pre-enroll a student to enter his or her future schedule, the student’s status must be changed to Active before the nightly process is run, or the student’s schedule will not be activated. You must then manually enter the student’s schedule and delete the future transactions that may be in error status.

The screenshot shows a web-based interface for managing scheduled tasks. The main window is titled 'Scheduled Tasks' and displays a table of tasks. The selected task is 'Process Future Scheduling Transactions - Entity 401', which is active and scheduled to run at 1:00 am on 10/20/2014. Below the table, the 'Schedule' section shows the task runs on Sunday through Saturday, with details for days of the month and months. The 'Process History' section shows a list of completed runs with dates, times, and results.

Task Description	User	Status*	Sync Params	Start Time	Start Date	End Date	Last Scheduled
Process Future Scheduling Transactions - Entity 401	Skyward	Active	N	1:00 am	10/20/2014	12/31/2999	03/19/2015 1:00 am

Schedule

- Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- Week(s) of the Month: First, Second, Third, Fourth, Fifth, Sixth
- Months: January, February, March, April, May, June, July, August, September, October, November, December
- Email Results To:
- Export Location:
- Program: student\1soltrn07.p
- Program Desc: Process Future Scheduling Transactions
- Parameters: 401

Process History

Date	Time	Status	Time Processing	Result
View 03/19/2015	1:00 AM	Completed	00:00:05	PDF file was created (2)
View 03/18/2015	1:00 AM	Completed	00:00:06	PDF file was created (2)
View 03/17/2015	1:00 AM	Completed	00:00:05	PDF file was created (2)
View 03/16/2015	1:00 AM	Completed	00:00:05	PDF file was created (2)

Figure 33 - The Process Future Scheduling Transactions Scheduled Task for Entity 401

Step Three: Setting Scheduling Entity Year Options

You must enable the Scheduling Entity Year option allowing students to be double-scheduled in the current school year to avoid conflicts when scheduling a future class while still enrolled in another.

To set Scheduling Entity Year options:

1. Go to Student Management\Office\CS Setup\CF\SE.
2. Expand the arrow next to the current school year.
3. In the Scheduling Options area, click Edit Scheduling Options.
4. Select the Allow Students to be Double-Scheduled check box.
5. Click Save.

Step Four: Enabling Options in Scheduling Default Settings

Batch processing of Future Scheduling Transactions is done on a student-by-student basis, and not through mass process utilities. Each person who will create Future Scheduled Transactions must enable two options within Scheduling Default Settings.

To enable options in Scheduling Default Settings:

1. Go to one of the following:
 - Student Management\Students\Student Profile. Click the Current Scheduling sub-tab.
 - Student Management\Office\CS\SS\BS.
2. Click Options.

3. In the Transaction Update Options area, select the Prompt for Effective Date check box.



Caution Selecting the Prompt for Effective Date check box ensures that you can enter the future effective date when dropping or adding a Course to a student's schedule. If you don't select the Prompt for Effective Date check box, the transaction uses the current date.

4. In the Schedule Display Options area, select the Display Future Transaction Courses check box.
5. Click Save.

The Display Future Transaction Courses check box displays the future Drops and Adds with the effective date, when viewing a student's schedule in Student Profile and Entry by Student (Figure 34).

The screenshot shows a 'Default Settings' window with the following configuration:

- Transaction Update Options:**
 - * Calendar: 401 (dropdown menu shows Calendar (401))
 - Include Effective Date in Save
 - * Effective Date: 06/07/2015
 - Prompt For Effective Date
 - Record Person Requesting Schedule Change
 - Requested By: [text input field]
 - Prompt to Apply Attendance When Changing Sections
- Preference and Display Options:**
 - Schedule Display Options:**
 - Display All Classes
 - Display Enrolled Classes
 - Display Dropped Classes
 - Display Future Transaction Courses

Buttons for 'Save' and 'Back' are visible on the right side of the window.

Figure 34 - Default Settings showing options needed for Batch Processing

Step Five: Drop and Add Using a future Effective Date

After the Enable Batch Processing of Future Scheduling Transactions option has been enabled, you can Drop and Add classes using future dates.

To drop and add classes using a future Effective Date:

1. Go to one of the following:
 - Student Management\Students\Student Profile. Click the Current Scheduling sub-tab.
 - Student Management\Office\CS\SS\BS.
2. If you need to drop a student from a class, see “[Dropping or Deleting a Student’s Section Record](#)” (page 75) and do the following:
 - a. On the Transaction Maintenance screen, select a future Effective Date.
 - b. Click Save.
3. To add a Course, see “[Scheduling a Student into a Course Using Entry by Student](#)” (page 51) and do the following:

Note	Selecting Only Classes with Seats Available in the Course Filter may be helpful because the Avail Seats column includes any future enrollments.
-------------	---

The Only Classes that Fit option is not useful as the future Scheduled Transactions are not seen until the batch process has occurred on the Effective Date.

- a. Select a class and click Schedule Class. Figure 35 below shows a Student Schedule in the Add Course area of the Edit Schedule (2014-15) screen with a future Drop and Add.

- b. Enter a future Effective Date in the Transaction Details area of the Schedule Class screen (Figure 36).

Note A Scheduling Alert still appears warning you that the class does not fit.

4. To proceed with adding the Transaction, click Continue (Figure 36).

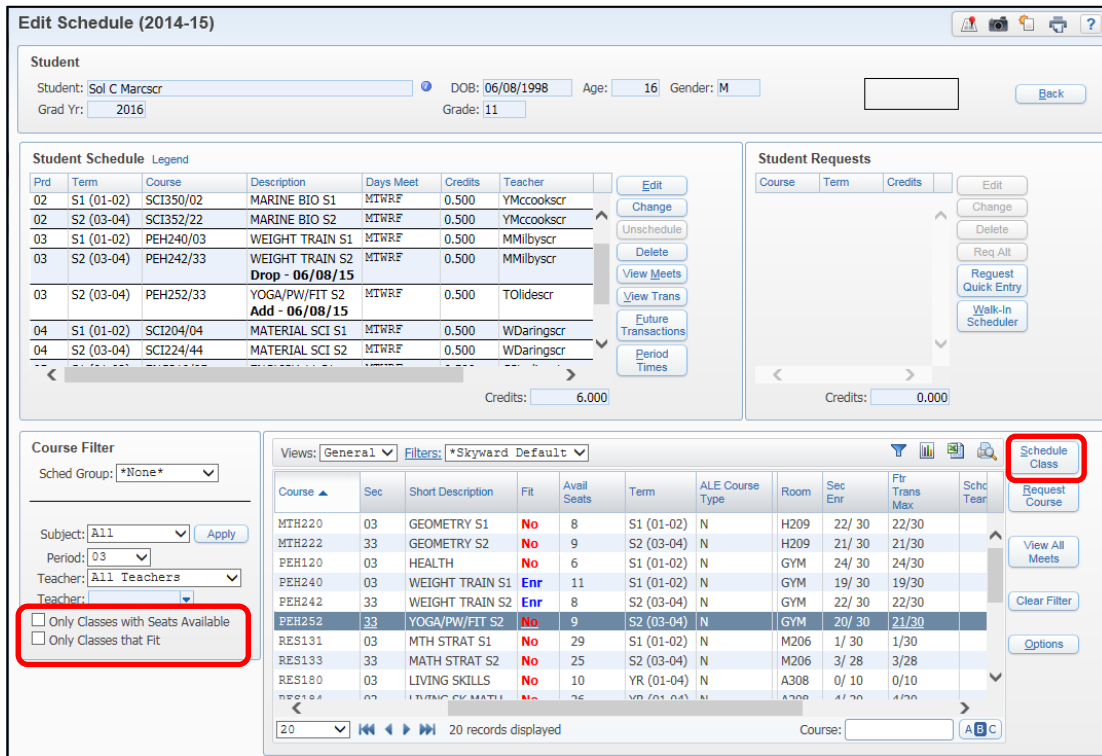


Figure 35 - Add Course screen showing Course Filter area and Schedule Class button and a Student Schedule with a future Drop and Add

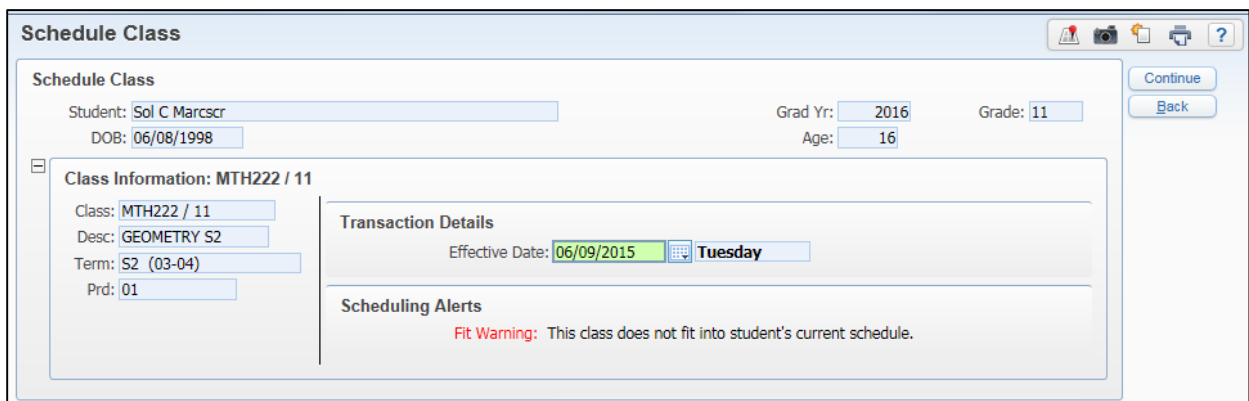


Figure 36 - Schedule Class screen with a future effective date and a Scheduling Alert when Scheduling Entity Year Setup allows students to be double-scheduled

Future Transaction Adjustments

Before adding or dropping a student from a class, you can click the Future Transaction Maximums hyperlink to see what affect this will have on the enrollment of a class that has existing future scheduled transactions.

In the Add Course area of the Edit Schedule [YYYY-YY] screen (Figure 37), both the Section Enrollment and Future Transaction Maximums columns appear.

Student Schedule

Prd	Term	Course	Description	Days Meet	Credits	Teacher
02	S1 (01-02)	SCI350/02	MARINE BIO S1	MTWRF	0.500	YMccooksr
02	S2 (03-04)	SCI352/22	MARINE BIO S2	MTWRF	0.500	YMccooksr
03	S1 (01-02)	PEH240/03	WEIGHT TRAIN S1	MTWRF	0.500	MMilbyscr
03	S2 (03-04)	PEH242/33	WEIGHT TRAIN S2	MTWRF	0.500	MMilbyscr
			Drop - 06/08/15			
03	S2 (03-04)	PEH252/33	YOGA/PW/FIT S2	MTWRF	0.500	Tolidescr
			Add - 06/08/15			
04	S1 (01-02)	SCI204/04	MATERIAL SCI S1	MTWRF	0.500	WDaringscr
04	S2 (03-04)	SCI224/44	MATERIAL SCI S2	MTWRF	0.500	WDaringscr

Credits: 6.000

Course Filter

Sched Group: *None*

Subject: All Apply

Period: 03

Teacher: All Teachers

Only Classes with Seats Available
 Only Classes that Fit

Views: General Filters: *Skyward Default*

Course	Sec	Short Description	Fit	Avail Seats	Term	ALE Course Type	Room	Sec Enr	Ftr Trans Max
MTH220	03	GEOMETRY S1	No	8	S1 (01-02)	N	H209	22/ 30	22/30
MTH222	33	GEOMETRY S2	No	9	S2 (03-04)	N	H209	21/ 30	21/30
PEH120	03	HEALTH	No	6	S1 (01-02)	N	GYM	24/ 30	24/30
PEH240	03	WEIGHT TRAIN S1	Enr	11	S1 (01-02)	N	GYM	19/ 30	19/30
PEH242	33	WEIGHT TRAIN S2	Enr	8	S2 (03-04)	N	GYM	22/ 30	22/30
PEH252	33	YOGA/PW/FIT S2	No	9	S2 (03-04)	N	GYM	20/ 30	21/30
RES131	03	MTH STRAT S1	No	29	S1 (01-02)	N	M206	1/ 30	1/30
RES133	33	MATH STRAT S2	No	25	S2 (03-04)	N	M206	3/ 28	3/28
RES180	03	LIVING SKILLS	No	10	YR (01-04)	N	A308	0/ 10	0/10

20 records displayed

Figure 37 - Add Course screen showing Section Enrollment and Future Transaction Maximums. Notice the future drop for PEH242/55 and add for PEH252/33.

You can click the hyperlink for a class in the Ftr Trans Max column to see the Future Transactions Adjustments for the selected class. This allows you to see what impact adding or dropping this student this will have on future transactions already entered for this class based on the selected Effective Date.

To update the Future Transaction Adjustments display:

1. Select the Transaction Type.
2. Enter an Effective Date.
3. Click Apply.

Notice the Effective Date in Figure 38 is equal to the first record and before the second record. If the example student were to be added on the selected Effective Date, the Future Enrollment for Terms 3 and 4 would be higher when the second student is added on a later date.

Future Transaction Tracking for PEH252/33

Future Transactions Adjustment

This section allows you to see this student will affect the counts of the class based on whether adding/removing the student and an effective date. The Calculated Enrollment column will be adjusted according.

NOTE: This does not create any records. Also, the 'Course' column will have a background color of yellow on the records that would have been affected by this transaction.

Student: Marcscr, Sol C MARCSSOL000 Addl Seat Count: 0.00 **Apply**

Transaction Type: Add Drop Effective Date: 06/08/2015 **Monday** **Reset**

Views: General Filters: *Skyward Default **Back**

Effective Date	Transaction Type	Course	Description	Old Terms	New Terms	Calculated Enrollment	Ftr Enr Term 1	Ftr Enr Term 2	Ftr Enr Term 3	Ftr Enr Term 4	Last Name
06/08/2015	Add	PEH252/33	YOGA/PW/FIT S2	00-00	03-04	21/30	0	0	21	21	Marcscr
06/10/2015	Add	PEH252/33	YOGA/PW/FIT S2	00-00	03-04	23/30	1	1	23	23	Marmoscr

Figure 38 - Future Transaction Tracking accessed through the Ftr Trans Max column

Viewing Future Scheduled Transactions

All Transactions that have been created since the Batch Processing feature was enabled appear when viewing Future Scheduled Transactions for a student. Information about the Course and who performed the Transaction is available.

To view all future scheduled Transactions for a student:

1. Do one of the following:
 - In Entry by Student, click Future Transactions in the heading that has the current year’s dates and the words “Scheduling Transactions” (such as 2015-16 Scheduling Transactions).
 - In Student Profile on the Current Scheduling sub-tab, click Future Transactions (Figure 39).

Current Scheduling (Main Screen)

Student: MARCSSOL000 Marcscr, Sol C

Grad Year (Grade): 2016 (11) DOB (Age): 06/08/1998 (16) Entity, School, Status: 401, 401, A Default: 401, 401, A

Advisor: Studivantscr, Colton S Gender: M NY Status: A Other ID: 527457 Phone: (555)967-3278

Current Scheduling (2014-15)

View: List Matrix Semester-Day Weekday By Term

Scheduling Status: L - Locked

Views: General Filters: *03-04 (S2 = SEMESTER2)

Prd	Trm	Str Trm*	Stp Trm*	Course	Description	Days	Bldg	Room	Teacher
01	S2	03	04	MTH320/11	ALGEBRA II S2	MTWRF	401	H222	WDaringscr
02	S2	03	04	SCI352/22	MARINE BIO S2	MTWRF	401	H102	YMccookscr
03	S2	03	04	PEH242/33	WEIGHT TRAIN S2 Drop - 06/08/15	MTWRF	401	GYM	MMilbyscr
03	S2	03	04	PEH252/33	YOGA/PW/FIT S2 Add - 06/08/15	MTWRF	401	GYM	TOLidescr
04	S2	03	04	SCI224/44	MATERIAL SCI S2	MTWRF	401	H106	WDaringscr
05	S2	03	04	ENG325/55	ENGLISH 11 S2	MTWRF	401	H109	CStudivant
06	S2	03	04	SOC320/66	U S HISTORY S2	MTWRF	401	H110	JPontesscr

7 records displayed

Future Transactions (circled in red)

Figure 39 - Current Scheduling sub-tab in Student Profile displaying future Adds and Drops and the Future Transactions button

You can edit the Effective Date, or delete a Future Transaction with a Status of Scheduled. The Transaction is view-only if the Transaction Status is Processed (Figure 40).

Future Transactions

Views: General Filters: *Skyward Default

Effective Date	Transaction Type	Transaction Status	Course	Description	New Terms	Period	Teacher	Performed By	Transaction Date
06/08/2015	Drop	Scheduled	PEH242/33	WEIGHT TRAIN S2	00-00	03	MMilbyscr	Kinnonscr, Shawanna	06/07/2015
06/08/2015	Add	Scheduled	PEH252/33	YOGA/PW/FIT S2	03-04	03	TOLidescr	Kinnonscr, Shawanna	06/07/2015

Figure 40 - View of Future Transactions showing a Drop and Add for the future

Future Transaction Reports and Utilities

There are several reports and one utility that include options to print Future Scheduled Transactions and two that are specific to this feature. Those reports are described below.

To run Current Scheduling Reports and utilities related to Future Transactions:

1. Go to one of the following:
 - Student Management\Office\CS\RE.
 - Student Management\Office\CS\SS\RE\TP.
 - Student Management\Office\CS\SS Setup\UT\TR.

Student Schedules

When scheduling is complete, you can print a schedule with the Future Transactions using the options Print Schedule For Specific Date Using Schedule Transaction File and Print Future Transactions on Schedule.

Class Roster Report

The Class Roster Report has additional options in the Student Ranges area when Batch Processing is activated. You can use the Print Class Lists for Specific Date Using Schedule Transaction File Date and Use Future Transactions option to identify students with scheduling transaction with a future date.

Future Student Schedule Transaction Reports

This report generates a list of students with Scheduling Transactions that were entered using a future Effective Date. You can select records with a Future Scheduled Transaction Status of Error, Processed, Scheduled, or All Transaction statuses.

lsotrnr06.p 01-2		WSIPC High School										06/09/15		Page:1			
05.15.06.00.00		TRANSACTION REPORT BY STUDENT/DATE												10:53 AM			
STUDENT KEY	STUDENT NAME	GRD	GENDER	ADVISOR NAME													
TYPE	EFF. DATE	COURSE	SRC	COURSE DESC.	TEACHER NAME	PD	MEET	DAYS	ROOM	O	TRM	N	TRM	TRANS DATE	USER	TRNS	STS
AUVILREY000	Auvilsr, Reynaldo L.	09	MALE	Olidesr, Tula Z.													
DRP	06/10/2015	MIS555	66	ACAD SUPPORT S2	YMccookscr	06	MTWRF		H102		03-04			06/08/2015	KINNOSHA000	S	
ADD	06/10/2015	SCI224	66	MATERIAL SCI S2	WDaringscr	06	MTWRF		H106			03-04		06/08/2015	KINNOSHA000	S	
COBLEDAR000	Coblersr, Darwin S.	09	MALE	Neisensr, Charita D.													
DRP	10/27/2014	PEH120	05	HEALTH	TOlidesr	05	MTWRF		HGYM		01-02			10/22/2014	BECK ROB000	P	
DARINSTE000	Daringsr, Stephany K.	10	FEMALE	Formbyscr, Dorian T.													
DRP	10/24/2014	MIS260	03	IND ST GERMAN	LScardinas	03	MTWRF		OFF		01-02			10/22/2014	BECK ROB000	P	
ADD	10/24/2014	MIS261	03	IND STU FRENCH	LScardinas	03	MTWRF		OFF			01-02		10/22/2014	BECK ROB000	P	
DRP	10/24/2014	MIS270	33	IND ST GERM S2	LScardinas	03	MTWRF		OFF		03-04			10/22/2014	BECK ROB000	P	

Figure 41 - Future Student Schedule Transaction Report with Adds and Drops

Future Scheduling Transaction Process Results

To see the results of the nightly process by date, you can view the Future Scheduling Transaction Process Results. A report of what was processed in the nightly Scheduled Task appears when you select a date and click View.

Student Transaction Utilities

This utility allows you to change the Effective Date on multiple Add or Drop Scheduled Transaction Records. The Effective Date being changed must be in the current school year. For example, schedule changes were been made with an Effective Date of 10/31/2015, but the date really should have been 11/03/2015.

Appendix C - Recommendation for Creating Running Start Courses

Running Start classes are taught at a:

- College campus, or
- High School campus – all students in the classroom are Running Start, or
- High School campus – some students in the classroom are Running Start and some are not

OSPI states that “Running Start courses are considered transfer courses no matter where the course is physically housed” because the credits are being offered through a college or university. This means that Running Start classes reported in the CEDARS Student Grade History File (H) must have Location ID (H05) = 9999.

CEDARS logic was modified (in an Addendum Release on November 19, 2014) so that it no longer only reports Location ID (H05) as 9999 when the student’s Grade History Record has Course Category = Transfer, but now also reports the Location ID (H05) as 9999 when the student’s Class History Record has Course Designation = Running Start. The Course Designation source may be the Course Record (COURSE.WA-RUNNING-START = Y) or the Student Class Record (STUDENT-CLASS.WA-RUNNING-START = Y).

The result of this CEDARS logic change is that a single Course/Section Record can be created in the Course Master for scheduling and grading purposes, regardless of the setting of the Running Start class and even if a class taught in the high school contains a mix of Running Start and non-Running Start students.

The following chart shows the data needed for Course, Section and Class Meet Records when creating a single Course/Section for a Running Start course, as well as the results for the three Running Start settings (college or high school campus). It also addresses the other reports which use the Running Start Course Designation. Those are the P-223 Monthly School District Enrollment, the Standardized Transcript and the Academic History.

Running Start Courses in WESPac

	Running Start at College	Running Start at High School – All Students RS	Running Start at High School – Some Students RS
Course Description	“Running Start” <i>(see Notes)</i>	Appropriate for the course	Appropriate for non-RS students
“Grade Course” Checked	Yes	Yes	Yes
Course Category	Alternative	NOT Transfer	Alternative
Course Designation(s)	Running Start	Running Start	Only if appropriate for ALL students <i>(see Notes)</i>
Credits	As provided by the college	As provided by the college	Appropriate for the non-RS students <i>(see Notes)</i>
Minutes Per Week on Section	Zero	Zero	Appropriate for the non-RS students
Class Meet with Teacher	Optional; if Class Meet is created, grades are available in Family Access	Yes	Yes
Results			
Students Enrolled	Yes	Yes	Yes
On Student Schedule	Yes	Yes	Yes
Grades Can Be Entered	Yes – in Student Management; Alternative course Category allows	Yes – in Gradebook	Yes <i>(see Notes)</i>

Appendix C – Recommendation for Creating Running Start Courses

	Running Start at College	Running Start at High School – All Students RS	Running Start at High School – Some Students RS
	entry of a different Description and Course Completion Date		
Gradebook	No	Yes – for attendance and grading	Yes – single gradebook for RS and non-RS students
Family Access – Grades Available	Yes, if there is a Class Meet	Yes	Yes
Transcript/Academic History Print RS Course Designation	Yes	Yes	Yes
P-223 Recognizes RS Course Designation	Yes	Yes	Yes
CEDARS Course Catalog (D)	Yes	Yes	Yes
CEDARS Student Schedule (E)	Yes	Yes	Yes
CEDARS Student Grade History (H) with Location ID = 9999	Yes	Yes	Yes, students with Course Designation = RS; Location ID = <Entity #> for other students

Notes:

Running Start at College:

- Could create multiple Sections for a course or multiple courses with the same attributes.

Running Start at High School – Some Students Are Running Start:

- Teachers can enter grades in Gradebook for both Running Start and non-Running Start students; however, the course Description will be the same for all students. Change the course Description for Running Start students on the student's Class History Record. For example, if the course description = US History it could be changed to RS US History.
- Course Designation(s) other than Running Start should be entered on a course only if they are appropriate for ALL students. For Running Start students, enter the Running Start Course Designation on each student's Class History Record, plus any other Course Designation(s) appropriate for the student. For the non-Running Start students, enter other Course Designation(s) as appropriate on each student's Class History Record.
- The Course's Credit values are appropriate for non-Running Start students. If the credit values are different for Running Start students, change the credit values for the Running Start students on the student's Class History Record if they should be different.