

SAS[®]Ixp[™] Basic Scheduling Training Guide

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Course Description

This course provides instruction in setting up scheduling options, and maintaining and using the data files and atoms that are included in the Basic Scheduling folder of the SASIxp™ educational software. You will learn the functions of Basic Scheduling including:

- User-defined data and program options
- Mass assigning of classes
- Use of the Fill Open Periods atom
- Use of the End of Term atom

Expected Outcomes

Upon completion of this course, you will be able to:

- Use the Scheduling Options atom to set preferences
- Create, enter, and maintain the course file using the Course atom
- Create, enter, and maintain the teacher file using the Teacher atom
- Create, enter, and maintain the master schedule using the Sections atom
- Use the Walk-in Scheduling atom to schedule one student at a time
- Use the Classes atom to modify student schedules

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Contents



Basic Scheduling

The Basic Scheduling module of the SASIxp™ software enables you to generate schedules for courses, teachers, and class sections. You can work with many sections at once, or generate individual schedules one at a time. You can also use the Scheduling module to process walk-in scheduling.

Walk-in scheduling uses the AMST (Master Schedule) and ACLS (Class Schedules) files for the current year. Any scheduling tasks that you perform using the Walk-in Scheduling atom affect the current year's schedules.



Using the Scheduling Options Atom

The Scheduling Options atom (in the Basic Scheduling or Mass Scheduling folder) enables you to set various parameters that affect how the program does automatic scheduling.

Generally, you set these options before school starts to define global scheduling rules. Select your scheduling options before you begin any type of automatic scheduling. The Scheduling Options screen has two pages where you can set up these options.

Scheduling Options Page 1

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Scheduling Options	
Maximum time (in seconds) to spend trying to schedule student	600
Allow duplicate course numbers in student's requests	No
Ignore maximum class size during scheduling of classes	No
Check teacher preferences when scheduling student requests	No
Check pre-requisite courses against student requests	No
Check alternate course requests when preferred is rejected	No
Use team scheduling	No
Term option	None
Balance classes by . . .	Total students
Scheduling sequence	Alphabetical
Page 1	
Close	



Scheduling Options Page 1 Fields

<i>Field</i>	<i>Description</i>
<i>Maximum time (in seconds) to spend trying to schedule student</i>	<p>Number of seconds that the program can use to try to find a schedule for each student. If the program is unable to create an acceptable schedule for the student within this time period, the schedule is rejected. A setting of zero means an unlimited amount of time. (The scheduling program schedules approximately 4 students per second.)</p> <p>Note: You may want to set this number very low (5 or 10 seconds) at the beginning stages of creating student schedules, so that the early attempts at creating schedules go quickly.</p>
<i>Allow duplicate course numbers in student's requests</i>	<p>When you set this flag to Yes, the student can be scheduled for the same course twice.</p> <p>If you schedule for a vocational course that covers several periods, you may want to enable duplicate course numbers to be scheduled. In this case, run the scheduling program with this flag set to No so that you can catch any errors not related to the vocational courses. Resolve the errors, then rerun with the flag set to Yes to schedule the multi-period classes.</p>
<i>Ignore maximum class size during scheduling of classes</i>	<p>When you set this flag to Yes, the program creates a class with a large number of students, indicating that additional sections should be opened. The maximum class size is set in the Scheduling Sections atom (in the Mass Scheduling folder).</p>



<i>Field</i>	<i>Description</i>
<i>Check teacher preferences when scheduling student requests</i>	If a teacher preference is entered on the Requests screen of the Scheduling atom (in the Mass Scheduling folder) and you set this flag to Yes, the program tries to schedule the student in the requested teacher's class. If the teacher is unavailable, it rejects the schedule. When you set this flag to Yes, columns for the teacher number and name display on the Requests screen.
<i>Check prerequisite courses against student requests</i>	When you set this flag to Yes, the program schedules the student for the first in a series of courses that have co-requisites within the current school year. The co-requisite is set in the Courses atom.
<i>Check alternate course requests when preferred is rejected</i>	<p>When you set this flag to Yes, the program checks for alternate courses entered on the Requests screen of the Scheduling atom. The columns where you can enter alternate course requests display only if this flag is set to Yes. When alternate courses are listed, the program tries to schedule the student in the alternate courses if the primary request cannot be scheduled. If an alternate course is scheduled, the program removes the primary request from the student's course request.</p> <p>To increase the chance that students receive their primary requests, use the following technique:</p> <ul style="list-style-type: none"> • Set this flag to Yes when collecting course requests. • Change it to No before running Schedule All Students. • Analyze the resulting Master Schedule and make appropriate changes. • Set the flag to Yes and run Schedule All Students again.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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<i>Field</i>	<i>Description</i>
<i>Use team scheduling</i>	When you set this flag to Yes, the program tries to schedule the student on the team selected on the Other Info screen of the Scheduling atom. If you set this flag to Yes, a column for the team displays on the Analysis and Schedules screens of the Scheduling atom.



<i>Field</i>	<i>Description</i>
<i>Term option</i>	<p>When you set this flag to Allow Term Preference, the program tries to schedule the student in the term requested on the Requests screen of the Scheduling atom. (The column where you enter term preferences on the Scheduling atom displays only when this flag is set.) If the preferred term is not available, the requested course is not scheduled.</p> <p>When you set this flag to Allow Term Overriding, you can request that a student be scheduled in one term of a multi-term course (semester 2 of a year-long course, for example). The column where you enter the term override displays on the Requests screen.</p> <p>If you set this flag to None, no term preferences or overrides can be entered on the Requests screen.</p>



<i>Field</i>	<i>Description</i>
<i>Balance classes by...</i>	<p>You can balance classes using one of these options:</p> <ul style="list-style-type: none"> • Total Students – Tries to put an equal number of students in each section of the course (no balancing). • Gender – Tries to put an even distribution of students by gender in each class, based on the ratio of males to females who requested the course. • Gender and Balance Code – Tries to put an evenly distributed number of each gender within each group code in each class. The Group (Balance) code is set in the <i>Balance</i> field on the Other Info screen of the Scheduling atom. • Balance Code – Assigns students to a group that is used to put an evenly distributed number of students from each group code in each class. The Balance code is set in the Scheduling atom. You can use Query to transfer ethnic codes to a group code so that the scheduling program can use it for balancing.



<i>Field</i>	<i>Description</i>
<i>Scheduling sequence</i>	<p>You can determine the order in which schedules are created during automatic scheduling. The choices are:</p> <ul style="list-style-type: none"> • Alphabetical – Creates the schedules in last name order. Schedules all of the A's, then all of the B's, and so on. • Alpha by reverse grade – Creates the schedules for the highest grade first, then the next highest, and so forth. Within each grade, schedules the A's first, then the B's, and so on. • Reverse alphabetical – Creates the schedules for all the Z's first, then the Y's, and so on. • Reverse alpha/grade – Creates the schedules for the highest grade first, then the next highest, and so on. Within each grade, schedules the Z's first, then the Y's, and so on. • Alpha starting at letter – Enables you to do alphabetical scheduling, but starts at a letter other than A. Proceeds through the alphabet to Z, then goes to A. If you select this option, a box displays where you can enter the starting letter. • Alpha at letter/reverse grade – Similar to alpha starting at letter, but within each letter, schedules the highest grade first, then the next highest, and so on. • As requests were input – Uses the order of request entry (which also includes the order in which the sheets are scanned) to maintain a first-come, first-served scheduling priority. • Random – Randomly selects the order of scheduling regardless of student name or grade.



Scheduling Options Page 2

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Scheduling Options Page 2 Field

<i>Field</i>	<i>Description</i>
<i>Use House Scheduling</i>	When you set this flag to Yes, the scheduling program assigns students to houses based on the house designation that was entered for this student on the Other Info screen of the Scheduling atom. Or, if there is no house designation for the student, the scheduling program uses the house designation of the first class to which the student is assigned. After the scheduler determines the house designation, all other classes are selected based on the house designation of the section.



Using the Teacher Atom

You use the Teacher atom (in the Basic Scheduling or Mass Scheduling folder) to set up your teacher records. This atom enables you to enter professional information for each teacher and assign the Teacher IDs. Personal and home information is stored in the Staff Info atom (in the Non-Student Info folder).

As teachers are added in the Teacher atom, they are automatically added to the list in the Teacher List atom. This list displays the names and IDs of all the teachers at a school.

Teacher Screens

The Teacher atom contains two screens:

- General Info
- Schedule Pro

The Schedule Pro screen is available only if your school is using Schedule Pro and has set up scheduling requirements in the Schedule Pro Global Scheduling Specifications atom.

General Info Screen

The General Info screen enables you to add teachers and enter professional information about each teacher.

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General Info Fields

<i>Field</i>	<i>Description</i>
<i>Last Name</i>	Teacher's last name. This field is required.
<i>First Name</i>	Teacher's first name.
<i>Middle Name</i>	Teacher's middle name.
<i>Gnrtn</i> (GNR table)	Teacher's generation. Use the pop-up list to select the appropriate generation code.
<i>Soc Sec No</i>	Teacher's Social Security Number.
<i>Tch ID</i>	Teacher number assigned to the teacher. This number is the next number available from the Next ID atom when you save the record. If your school is set up as an Elementary School, No Schedules, class lists are determined by the teacher ID entered. If your school is set up as a Secondary School or an Elementary School With Schedules, the Teacher IDs entered in this field are used by the program to do scheduling.
<i>Short name</i>	Abbreviated version of the teacher's name. This name is entered in Enrollment and Student records with the Teacher ID, and prints on report cards and class rosters. If left blank, the field defaults to the teacher's last name.
<i>Employee No</i>	Teacher's school-assigned employee number. (Do not confuse with the Staff ID in the Staff Info atom.)
<i>Gen</i> (GEN table)	Teacher's gender. Use the pop-up list to select Male or Female.
<i>Eth</i> (ETH table)	Teacher's ethnic code. Use the pop-up list to select the appropriate ethnic code.
<i>Expr</i>	Number of years of teaching experience the teacher has.



<i>Field</i>	<i>Description</i>
<i>Degree</i>	Highest degree the teacher has earned.
<i>Couns</i>	Indicates whether the teacher is also a counselor. X indicates the teacher is a counselor; blank indicates the teacher is not.
<i>Telephone</i>	Teacher's phone number at the school. No area code is needed.
<i>Extn</i>	Any extension to the teacher's number at the school.
<i>Mailbox</i>	Teacher's school mailbox.
<i>Home Room</i>	Teacher's homeroom number.
<i>Trk</i>	Track to which the teacher is assigned. This field displays only if the school is set up for tracks.
<i>MaxStu</i>	Maximum number of students who can be assigned to the teacher's class or classes.
<i>Dept 1 – Dept 4</i> (DPT table)	Teacher's primary areas of instruction. You can select up to four departments for a teacher. Select a department from the school-defined pop-up list.
<i>Srv Type</i>	Identifies the type of ELA service program the teacher is teaching. Select the information from a pop-up list to include all service types the district defines. The system stores the information in the ASPS file.
<i>License Number</i>	State license number for the teacher.
<i>Email Address</i>	Teacher's email address at the school.

Schedule Pro Screen

The system displays this screen only if your school is using Schedule Pro. See the *SASlxp™ Schedule Pro Training Guide* for information about this screen.



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Setting Up Teacher Records

How you set up teacher records depends on how you defined your school in the School atom:

- If your school is defined as elementary with no schedules, setting up teacher records consists of adding them in the General Info screen.
- If your school is defined as secondary or elementary with schedules, and you are using Schedule Pro, you can set up teacher records by adding them in the General Info screen. Then, enter teacher scheduling data in the Schedule Pro screen.

Adding a Teacher Record

1. Open the Teacher atom. The system displays the General Info screen.
2. Select the Add Teacher option from the Data menu. Asterisks display in the *Tch ID* field. This field contains the next number available from the Next ID atom when you save the record.
3. In the *Last Name* field, type the teacher's last name. Also complete the *First Name* and *Middle Name* fields.
4. In the *Gnrtn* field, use the pop-up list to select the teacher's generation, such as Jr. or Sr.



5. In the *Soc Sec No* field, type the teacher's Social Security Number.
6. In the *Short Name* field, type an abbreviated version of the teacher's name. This name is entered in Enrollment and Student records with the Teacher ID. If left blank, the field defaults to the teacher's last name. If you have teachers with the same last name, you can modify the short name to reflect their last name plus an initial.
7. Complete the remaining fields as appropriate.
8. Once general information is complete, click Save to add the teacher record.

Updating Teacher Records

You can update teacher records from the Teacher atom as needed. To change data in the first line of a teacher record, use the Change Name, SSN, ID option on the Teacher menu.

1. Open the Teacher atom and display the record you want.
2. Make changes as needed. If the fields are on the Scheduling Info screen, use the page selection box or a page advance arrow to display that screen.
3. Click Save to save all new entries (or click Undo to revert to previous entries in all fields).
4. Click OK to confirm that you want to save all changes.
5. After you save changes to a teacher record, click Close.

Changing Data in the Name, SSN, ID Line

1. From either screen in the Teacher atom, display the teacher record you want.
2. Select the Change Name, SSN, ID option from the Teacher menu.
3. Make the appropriate changes.
4. If you want to work in any other fields, make changes as needed.



5. Click Save to save all new entries (or click Undo to revert to previous entries in ALL fields).
6. Click OK to confirm that you want to save changes.

Inactivating and Deleting Teacher Records

You can work from the Teacher atom to delete, inactivate, or activate teacher records using options on the Data menu. The Inactivate option on this menu changes to Activate when an inactive record displays.

- Inactivating a teacher simply changes the status of his or her record to inactive. Because inactive records are not locked or removed from the database, you can display or reactivate them at any time. The names of inactive teachers are enclosed in parentheses in the title bars of teacher-related pages. In addition, their status is marked as I in matrixes produced by the Find function.
- Deleting a teacher from the Teacher atom permanently removes his or her file from the database.

Inactivating Teacher Records

1. Open the Teacher atom and display the record you want to inactivate.
2. Select the Inactivate Teacher option from the Data menu. The program encloses the teacher's name in parentheses in the title bar to indicate that the teacher is inactive.
3. Click Save to save the change.
4. Click OK to confirm that you want to save the change.

Reactivating Inactive Records

1. Open the Teacher atom and display the record you want to reactivate.
2. Select the Activate Teacher option from the Data menu. Parentheses are removed from the teacher's name in the title bar.
3. Click Save to save the change.
4. Click OK to confirm that you want to save the change.



Deleting Teacher Records

1. Open the Teacher atom and display the record you want to delete.
2. Select the Delete Teacher option from the Data menu. All data is cleared from the screen and the teacher's record is removed permanently from the database. Click OK to confirm the delete.
3. Click Close.

Options on the Teacher Menu

<i>Field</i>	<i>Description</i>
<i>Courses Taught</i>	Opens the Teacher Course Definition atom so that you can record the courses and number of sections taught by the teacher currently displayed in the Teacher atom.
<i>Attach Teacher Photo</i>	Enables you to attach a photo to a teacher record. The teacher's photo is shown in the photo box in Teacher atom screens and in the Mini Pic box in the message center whenever the teacher's record displays.
<i>Change Name, ID</i>	Unlocks the fields in the top line of Teacher atom screens so that you can make changes to a teacher's name, Social Security Number, and Teacher ID. Normally, this line is locked to prevent accidental change.



Using the Teacher List Atom

The Teacher List atom (in the Mass Scheduling or Basic Scheduling folder) lists the names and ID numbers of all the teachers at your school so that you can quickly access them from one place. Teachers are automatically added to the Teacher List when Teacher records are created in the Teacher atom.

Link arrows in the Enrollment, Scheduling Sections, and Sections atoms enable you to quickly display the Teacher List as you are working in these atoms. You can then drag and drop numbers from the list to assign teachers to students or to display a teacher's section list.

The Teacher List screen is view-only and displays information from the ATCH file.

Teacher List Screen



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Teacher List Field

Each row in the Teacher List is reserved for one teacher. The *Tch#* column contains the ID number assigned to the teacher in the Teacher atom and the *Name* column contains each teacher's last and first name from the Teacher atom.



Working with the Teacher List

You can use the Teacher List in a variety of ways:

- As a quick reference for teacher numbers
- As a quick way to display a teacher record
- As a handy source from which to drag and drop teacher numbers as you enroll students or make changes in the Enrollment atom

Viewing the Teacher List

1. Open the Teacher List atom.
2. The names and numbers of all the teachers display in a matrix.

Sorting the List by Teacher Number

Double-click the *Tch#* column heading to organize the list by teacher ID. The list is automatically displayed in alphabetical order by last name.

Displaying the Original Record for the Teacher

1. Double-click anywhere on a teacher's row in the Teacher List matrix to open the Teacher atom and display the record for the selected teacher.
2. When you close the Teacher atom, the program returns you to the Teacher List matrix.

Using the Teacher List in the Enrollment Atom

1. Open the Enrollment atom.
2. Enroll a student or update an enrollment record as you normally would.
3. In the *Teacher* field, click the link arrow beside it to open the Teacher List. (It remains on display until you close the Teacher List atom. If the list is already displayed, click it to move it to the front of any other screens.)



4. Click a teacher number in the Teacher List, drag its outline to the *Tch* field, and release the mouse to drop it. The number displays in this field and the name of the teacher displays in the *Teacher Name* field.
5. Click Close.

Using the Course Atom

The Course atom (in the Basic Scheduling or Mass Scheduling folder) enables you to set up and maintain a record for each course taught at your school. Basic information in course records includes:

- Title
- Duration
- Gender restrictions
- Low and high grades
- Whether a course is regular, honors, or non-academic
- Course credit
- Weight
- Fees
- Effective date and expiration date
- Department code
- Alternates
- States
- Subject areas
- College and university subject areas

The Course atom also provides screens for entering a complete course narrative, summer school information, and scheduling information to be used in the Schedule Pro module.

General Info Screen

The General Info screen enables you to add courses and enter basic information about each course.



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ROP Pre-Sch CVE Course [X]

Course ID	Course Title	Long Course Title	Duration
0181	ROP Pre-Sch CVE	ROP Pre-School CVE	YR
Gen	Low	High	NH
	10	12	
Credit	Max Credit	Weight	Fee 1
10.00	0.00		0.00
Fee 2	0.00		
Eff Date	Exp Date	Department	College Prep
Lng Tght	Inst Type		
Alternate ID 1	Alternate ID 2	State ID 1	State ID 2
Mass Change			
Subject Areas	College Areas	University Areas	
N	Q		
Prerequisite	Regency	Course Category	Qualifies for Aid
	No		
CBEDS Grp	CBEDS Voc E		
Voc Program	Voc Course	Duplicates	

General Info

Close

General Info Fields

Field	Description
Course ID	ID of the course.
Course Title	Title of the course.
Long Course Title	Longer version of the course title.
Duration	Duration of the course, such as Year, Semester, Trimester, or Quarter, etc. The SX, QX, and so on indicate that the course can be offered any semester, quarter, or other specified duration.
Gen	Specifies whether the course has any gender restriction. Blank is for no restriction, F is for Females only, and M is for Males only.
Low (GRD table)	Lowest grade that can be scheduled into this course.
High (GRD table)	Highest grade that can be scheduled into this course.



<i>Field</i>	<i>Description</i>
<i>N/H</i> (ACA table)	<p>Non-academic, regular, or honors code for the course.</p> <ul style="list-style-type: none"> • A blank indicates that it is an academic course and is counted in the GPA with standard weighting. • N indicates that it is a non-academic course that is not counted in the academic GPA. • H indicates that it is an honors course, and is added to the GPA calculation according to the weighting assigned to it in the GPA Definitions atom.
<i>Credit</i>	Credit value for the course for the term specified for transferring credits to course history.
<i>Max Credit</i>	Maximum credit normally allowed to be earned in this course, including up to two decimal places, if the course can be repeated. The <i>Max Credit</i> and <i>Credit</i> amounts are used to determine students who have taken a course too many times.
<i>Weight</i>	GPA weight code for the course.
<i>Fee 1</i>	Fee charged for taking the course.
<i>Fee 2</i>	Second fee charged for taking the course.
<i>Eff Date</i>	Date that a change to a course's status becomes effective.
<i>Exp Date</i>	Date that a course becomes inactive.
<i>Department</i> (DPT table)	Name of the department to which this course belongs.
<i>College Prep</i> (CPT table)	Enables you to mark a course as college preparatory or honors by selecting from a pop-up list. This designation displays on transcripts.



<i>Field</i>	<i>Description</i>
<i>Lng Tght</i> (LNG table)	Language the course instructor used when teaching the student in the class. Student information displays from the Student AELS file. Selections from the list include all languages set up by the district. Pre-defined selections are: <ul style="list-style-type: none"> • Blank – English • CAK – Cakchiquel • SPN – Spanish • SVT – Vietnamese
<i>Inst Type</i>	Type of instruction used when the student was taught the class. Student information displays from the AELS file. Selections from the list include all types defined by the district.
<i>Alternate ID 1</i>	An alternate course ID. This user-defined field can be used to store any additional information about a course ID. For example, if your school uses a different ID from the one used by the district, you could enter it here. The information in this field can be queried and used for sorting.
<i>Alternate ID 2</i>	Second alternate course ID.
<i>State ID 1</i>	State ID for this course.
<i>State ID 2</i>	Second state ID for this course.
<i>Mass Change</i>	Under development.
<i>Subject Areas</i> (SUB table)	Subject areas to which this course may apply when computing graduation status.
<i>College Areas</i> (CAR table)	The subject areas to which this course applies for college entrance requirements.
<i>University Areas</i> (UAR table)	Subject areas to which this course applies for university entrance requirements.



<i>Field</i>	<i>Description</i>
<i>Prerequisite</i>	Number of a course that must be scheduled before this course in the same year. For example, if you are setting up History 102 (a second semester course), and History 101 must be taken in first semester, enter 101 in this field. This entry tells the scheduling program to put students in 101 in the semester before they are put into 102.
<i>Regency</i>	Enables you to print a state-designated grade scan sheet when printing competency scan sheets.
<i>Course Category</i>	Used in the Tuition atom.
<i>QBE Code</i>	Contains a list of QBE codes present in the QBE program code table.
<i>Qualifies for Aid</i>	Flags this course as qualifying for financial aid – used in Tuition atom.
<i>CBEDS Grp</i>	Courses you want included in Part D of the California Basic Educational Data System report (CBEDS report).
<i>CBEDS Voc Ed</i>	Courses you want identified as vocational education courses and included in Part E of the California Basic Educational Data System report (CBEDS report).
<i>Voc Program</i>	State-required vocational program code for this course.
<i>Voc Course</i>	State-designated course number for vocational education courses.
<i>Duplicates</i>	Setting this field to Yes enables students to be scheduled into multiple sections of this course at the same time, and to earn separate grades for each of the sections of the same course.
<i>Fund Code</i>	A required code for the Student Schedule End Of Year Extract and the Summer School Extract.



Course Narrative Screen

Use the Course Narrative screen to enter the complete description of the course.

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Course Narrative Field

<i>Field</i>	<i>Description</i>
<i>Course Narrative</i>	Large text field for entering the complete description of the course. This field accepts up to 32,000 characters.

Summer School Screen

The Summer School screen enables you to identify apportionment information and course type for a course. For the system to correctly calculate apportionment minutes, you must tag every summer school course as either a proficiency course or core course. You do not need to define this information for non-summer school courses.



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Summer School Fields

Field	Description
<i>Apportionment Category</i> (APC table)	Apportionment category for the course. Selections might include Proficiency, Core, Community College, or Special Education.
<i>Course Type</i> (CRT table)	The type of course. Selections might include English or Math.
<i>Proficiency/Core</i>	Indicates whether apportionment minutes for the course should be included in proficiency totals or core totals.

Schedule Pro Screen

The Schedule Pro screen enables you to enter scheduling information used for courses. The system displays this screen only if your school has set up the Schedule Pro module.

See the *SAS/Exp™ Schedule Pro Training Guide* for information about this screen.



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Course [X]

Course ID [] Course Title [] Long Course Title [] Duration []

Course Type [] Group [] Term [] Dur [] PPM [] FPE [] MPC [] Request Priority []

Schedule Priority [] Tchr/Sec [] Room/Sec [] Opt Size [] Max Size [] Variance [] Increment []

Total Number of Sections: []

Sections Per Term (SPT) Distribution

Terms	1	2	3	4
Min # Sec	[]	[]	[]	[]
Max # Sec	[]	[]	[]	[]

[Tchr Alloc] [Room Alloc] [Link] [Load Rstr] [PAR] [CS Rules] [CL Rules]

[Schedule Pro] [Back] [Search] [Forward] [Close] [Find]



Setting Up Courses

Use the following procedures to set up a course.

Adding Course Records

1. Open the Course atom. The system displays the General Info screen.
2. Select the Add Course option from the Data menu. Asterisks display in the *Course ID* field. The system assigns the next number available from the Next ID atom when you save the record.
3. In the *Course Title* field, type the appropriate course title.
4. In the *Long Course Title* field, type the long course title.
5. In the *Duration* field, use the pop-up list to select the appropriate duration of the course.
6. Complete the remaining fields as appropriate.
7. When you reach the last field on the General Info screen of the Course atom, click the page advance down arrow or click the page selection box to display the Course Narrative screen.
8. Click the Course Narrative box to position the cursor. You can enter text (over 32,000 characters) just as you would with most word processors. Edit the text entered using options on the Edit menu.
9. Click the page advance down arrow or click the page selection box on the Scheduling Info screen of the Course atom to display the Summer School screen.
10. In the *Apportionment* field, use the pop-up list to select the appropriate option.
11. In the *Course Type* field, use the pop-up list to select the appropriate option.
12. Select whether the course minutes should count toward total Proficiency minutes or total Core minutes in the *Proficiency/Core* field.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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13. When you complete the summer school screen, click the page advance down arrow or click the page selection box to display the Schedule Pro screen. The fields on this screen of the Course page are used in Schedule Pro only. You can skip this screen for now and enter scheduling information later.
14. Click Save to save your entries and update the course record.

Updating Course Records

You can update course records from the Course atom as needed. To change data in the first line of a course record, use the Change ID and Title option on the Course menu.

Updating Course Records

1. Open the Course atom and display the record you want.
2. Locate the first field to be changed and make the appropriate changes. Continue making any changes you need to. If the fields are on the Course Narrative, Summer School, or the Schedule Pro screen, use the page box or a page advance arrow to display that screen.
3. Click Save to save all new entries.
4. After you save changes to a course record, click Close to close the Course atom.

Changing Course ID or Title

1. From any page in the Course atom, display the course record you want.
2. Select the Change ID and Title option from the Course menu.
3. Click the first field to be changed and make the appropriate changes.
4. If you want to work in any fields below the ID and Title line, click those fields and make changes as needed.
5. Click Save to save all new entries.



Inactivating and Deleting Course Records

You can work from the Course atom to delete, inactivate, or activate course records using options on the Data menu. The Inactivate option on this menu changes to Activate when an inactive record displays.

- Inactivating a course simply changes the status of the record to inactive. Because inactive records are not locked or removed from the database, you can display or reactivate them at any time. To mark records of inactive courses, the system encloses their names in parentheses in the title bars of course-related screens. In addition, their status is marked as I in matrixes produced by the Find function.
- Deleting a course from the Course atom permanently removes the record from the database.

Note: NCS Pearson does not recommend deleting courses because they may also be in the student's Course History record.

Inactivating Course Records

1. Open the Course atom and display the record you want to inactivate.
2. Select the Inactivate Course option from the Data menu. The system encloses the course's name in parentheses in the title bar to indicate that the course is inactive.
3. Click Save to save the change (or click Undo to keep the course active).
4. Click OK to confirm that you want to save the change.

Activating Inactive Records

1. Open the Course atom and display the record you want to activate.
2. Select the Activate Course option from the Data menu; parentheses are removed from the course's name in the title bar.
3. Click Save to save the change or click Undo to leave the course record inactive.
4. Click OK to confirm that you want to save the change.



Deleting Course Records

1. Open the Course atom and display the record you want to delete.
2. Select the Delete Course option from the Data menu. All data is cleared from the screen and the course's record is removed permanently from the database.
3. Click OK to confirm the deletion.
4. Click Close.

Options on the Course Menu

<i>Option</i>	<i>Description</i>
<i>Change ID and Title</i>	This option enables you to make changes in the fields displayed in the first line of all course screens. This data consists of course title, long course title, and duration. After you add a course, the first line is locked to prevent accidental changes. Selecting Change ID and Title from the Course menu unlocks it.

Using the Course List Atom

The Course List atom (Mass Scheduling or Basic Scheduling folder) lists the names and ID numbers of all the courses taught at your school so that users can quickly access them from one place. Courses are automatically added to the Course List when you create Course records in the Course atom.

Link arrows in the Scheduling Sections and Sections atoms enable you to quickly display the Course List as you work in these atoms. You can then drag and drop courses from the list to select course numbers for section records or to enter student course requests. You can also drag and drop courses to the Scheduling atom, to modify student schedules or pre-schedule students in courses.

If you use District Integration, the course lists must have all of the courses used throughout the district (all course IDs must be the same).



The Course List screen is view-only.

Course List Screen

s086a.bmp

Course ID	Course Title	Duration
0207	Accounting	SX
0855	Activity Office	SX
0607	Adapted PE	YR
0320	Adv Art Study	SX
0618	Adv Dance	YR
0192	Adv Photograph	YR
0530	Alg For Seniors	YR
0524	Alg II/Trig (H)	YR
0505	Algebra I	YR
0507	Algebra II/Trig	YR
0431	Am Lit 11 (H)	YR
0430	Am Lit/Comp 11	YR
0725	American Govt	SX

The *Course ID* column lists the number of the course, the *Course Title* column lists the name of the course, and the *Duration* column lists the duration of the course.

Working with the Course List

Use the Course List as a:

- Quick reference for course numbers.
- Quick way to display a course record.
- Handy source from which to drag and drop course numbers onto screens in other atoms.

Viewing the Course List

1. Open the Course List atom.
2. The numbers, titles, and duration of all the courses display in a matrix.



Sorting the Course List

Open the Course List atom.

- Double-click the *Course ID* column heading to organize the list numerically by course identification number.
- Double-click the *Course Title* column heading to organize the list alphabetically by course title.
- Double-click the *Duration* column heading to organize the list by the duration of the course.

Display the Original Course Record

1. Double-click anywhere on a course's row in the Course List matrix to open the Course atom and display the record for the selected course.
2. When you close the Course atom, the systems displays the Course List matrix.

Options on the Course List Menu

<i>Option</i>	<i>Description</i>
<i>Courses in SMS</i>	Displays courses included in the Scheduling Master Schedule file (ASMS). A new course list displays with this screen title: Course List – SMS.
<i>Courses in MST</i>	Displays courses included in the Master Schedule file (AMST). A new course list displays with this screen title: Course List – MST.
<i>Courses in SMS or MST</i>	Displays courses included in the Master Schedule (AMST) or Scheduling Master Schedule (ASMS) files. A new course list displays with this screen title: Course List – SMS/MST.



Using the Sections Atom

The Sections atom (Basic Scheduling folder) enables you to set up and maintain sections for the courses that were created in the Course atom. You can create the sections, then add students to the sections you have created. If your school is a secondary school or elementary school with schedules, the sections that you create are used during automatic scheduling.

The Sections atom also enables you to:

- Enter and view meeting day information
- Drop students from sections and view lists of dropped students
- Update section counts
- Print reports

As you add section records, you can quickly select the course and teacher for each new section by dragging and dropping their IDs from the Course List and Teacher List onto a section record.

Once you create section records, you can display sections data in a variety of ways.

- You can drag and drop a teacher data field onto a Sections record to display a list of the sections currently taught by a teacher.
- You can drag and drop a course data field onto a Sections record to display a list of all sections available for a course.
- You can drag and drop a student data field onto a Sections list to display a list of the sections in which a student is enrolled.
- By double-clicking a student ID in a Sections record, you can open the Classes atom and automatically display the schedule for that student.

The Sections atom contains five screens:

- Student List
- Dropped Students
- Meeting Days
- Supplemental
- HR Subject Area



Student List Screen

The Student List screen enables you to add sections and enter basic information about each one.

s012a.bmp

ROP Graphc 1-Hr / Per. 05 Sections

Section ID	Period	Ending	Term	Lo	Hi	Max	Tot	M	F	Opn	Pre
0132-02	05	05	YR	09	12	35	0	0	0	35	0

Course	Course Title	Room	Credit
0132	ROP Graphc 1-Hr	110	10.00

Tch#	Teacher Name	No Ovr	Excl Att	Excl Grd	Gen Op Trm	House	Team	Owner
89	Henry, Z							000

Lng Tght: 999 Inst Type: 112

Student ID	Student	Grade	Start Date	T/A	Override

Student List Close

Student List Fields

Field	Description
Section ID	ID of the section. You set the length of the field in the School atom, up to 18 characters.
Period (PER table)	Beginning period for the section.
Ending (PER table)	Ending period for the section.
Term	Length of the section (year, semester, quarter, and so on). Defaults to year.
Trk (TRK table)	Track the section is in. This field displays only if your school is set up for tracks in the School atom.
Lo (GRD table)	Lowest grade for this section. Defaults to the lowest grade for the school.



<i>Field</i>	<i>Description</i>
<i>Hi</i> (GRD table)	Highest grade for this section. Defaults to the highest grade for the school.
<i>Max</i>	Maximum number of students allowed in this section. If you enter 0, and <i>Forbid stu add to 0 size secs</i> is selected on the Schedule tab of the School atom, students cannot be scheduled into the section.
<i>Total fields</i>	If your school is set up to allow split year-long classes in the School atom, these fields display once for each term in your school. For example, if your school is set up for semesters, there are two total fields; for trimesters, there are three total fields. If your school does not allow split year-long classes, the totals display only once. <ul style="list-style-type: none"> • Tot – total number of students enrolled in this section. • M – total number of males enrolled in this section. • F – total number of females enrolled in this section. • Opn – number of seats remaining in this section. • Pre – number of students pre-scheduled in this section.
<i>Course</i>	Course ID for this section.
<i>Course Title</i>	Course title for this section.
<i>Room</i>	Number of the room where the section is taught.
<i>Credit</i>	Credit value for the section. If the course has a credit value, it displays in this field automatically.
<i>Tch#</i>	Number of the teacher who is teaching the section.



<i>Field</i>	<i>Description</i>
<i>Teacher Name</i>	Name of the teacher for this section.
<i>No Ovr</i>	<p>The options to either allow or not allow term overrides for this section.</p> <ul style="list-style-type: none"> • Don't Allow Term Override – places an X in the field and does not allow term overrides for this section. • Allow Term Override – allows a student to take fewer than all terms of a multiple-term course and get credit for only the term actually taken. For example, in a year course counting 10 credits for the year, a student may take one semester and obtain 5 credits. Term override allows a student to be enrolled only in the second term of a two-term course.
<i>Excl Att</i>	<p>Option to include or exclude this section from attendance.</p> <ul style="list-style-type: none"> • Blank – include this section in attendance. • X – exclude this section from attendance scan sheets (attendance information can be entered on screen). • Y – exclude this section from attendance scan sheets and on screen entry in Daily, Period, or Class Attendance atoms.
<i>Excl Grd</i>	Two program-defined options to either include or exclude this section from grading.
<i>Gen</i>	Specifies whether the course has any gender restriction. Blank is for no restriction, F is for females only, and M is for males only.



<i>Field</i>	<i>Description</i>
<i>Op Trm</i>	Enables you to mark the opposite term sections that cannot be taken concurrently. For example, if a student cannot take Government and Economics in the same semester, mark the sections for both courses with the same letter (for example, A). The scheduler program does not allow a student to have two "A" classes in the same term. The opposite term logic works for semesters, trimesters, and quarters.
<i>House</i>	Sections can receive a 1-character house designation that the scheduler uses to place students in specific groups of classes. When a section has a house designation and the Use House Scheduling flag is set to Yes in the Scheduling Options atom, students are placed in a house based on their house designation (optional) or on the best house assignment that the scheduler can make.
<i>Team</i> (TEA Table)	Team to which the section belongs.
<i>Owner</i>	ID for the school that owns this section.
<i>Lng Tght</i> (LNG Table)	Language the course instructor used when teaching the student in the class. Student information displays from the AELS file. Selections from the list include all languages set up by the district.
<i>Inst Type</i>	Type of instruction used when the student was being taught the class. Student information displays from the AELS file. Selections from the list include all types defined by the district.
<i>Student ID</i>	ID numbers of the students enrolled in this section.
<i>Student</i>	Names of the students enrolled in this section.
<i>Grade</i>	Grades of the students enrolled in this section.



Field	Description
Start Date	Displays the date each student was enrolled in this section.
T/A	Identifies the student as a teacher aide for this section. Yes means the student is an aide; blank means the student is not.
Override	Allows term overrides for an individual student in this section.

Dropped Students Screen

The Dropped Students screen displays a list of the students who have been dropped from this section.

s012b.bmp

The screenshot shows a window titled "Sections" with a close button. It contains several input fields for section information: Section ID, Period, Ending Term, Lo, Hi, Max, Tot, M, F, Opn, Pre, Course, Course Title, Room, Credit, Tch#, Teacher Name, No Ovr, Excl Att, Excl Grd, Gen Op Trm House, Team, Owner, Lng Tght, and Inst Type. Below these fields is a table with the following columns: Student ID, Student, Grade, Start Date, End Date, T/A, Override, and Grading. The table has five empty rows. At the bottom, there is a "Dropped Students" label, navigation buttons (back, search, forward), and "Close" and "Find" buttons.

Dropped Students Fields

The top portion of the screen contains information about the section that is carried forward from other screens in the atom. Additional fields on the Meeting Days screen are:



<i>Field</i>	<i>Description</i>
<i>Student ID</i>	IDs of the students who have been dropped from this section.
<i>Student</i>	Names of the students who have been dropped from this section.
<i>Grade</i>	Grade level for each student.
<i>Start Date</i>	Displays the date each student was enrolled in this section.
<i>End Date</i>	Date each student was dropped from this section.
<i>T/A</i>	Identifies the student as a teacher aide. Yes means the student is an aide; blank means the student is not.
<i>Override</i>	Allows term overrides for an individual student in this section.
<i>Grading</i>	Indicates whether the student should be included in the grading process even though he or she has been dropped.



Meeting Days Screen

The Meeting Days screen displays only if the Split Week option on the Schedule screen of the School atom is set to Split Week, Same Period or Split Week, or Allow Different Period, or the Scheduling Cycle is set to something other than "None." The number of days in the matrix depends upon the number of days set in the School atom for the scheduling cycle.

Meeting Days Fields

The top portion of the screen contains information about the section that is carried forward from other screens in the atom. Additional fields on the Meeting Days screen are:

Field	Description
<i>Begin</i>	Starting period for this section on the day shown at the top of the column. The setting for beginning and ending period at the top of the screen determines the period number in this field. To change the beginning period in the Meeting Days matrix, you must change the <i>Period</i> field of the section record.
<i>End</i>	Ending period for this section on the day shown at the top of the column. The setting for the ending period at the top of the screen determines the period number in this field.



Supplemental Screen

The supplemental page enables you to select the teacher planning schedule and the student planning schedule in the Sections atom.

Supplemental Fields

Field	Description
<i>Svc Type</i>	Choose from a pick list of codes from the drop down menu.
<i>Class Type</i>	Select a class type from the dropdown list.
<i>Ins Mins</i>	Enter the instructional minutes to be assigned in the supplemental page.
<i>Other Inst ID</i>	You can select or enter an Instructor ID you want for the supplemental page.
<i>Flag</i>	Select an Instructional flag you want for the supplemental page.
<i>EIP Tch ID</i>	Enter the Augmented EIP Teacher ID for the supplemental page.
<i>Planning Type</i>	Select the planning type you want for the supplemental page.



Field	Description
Start Time	Enter a time in 24-hour period format.
Total Min	Enter the total number of minutes in this field.
Include in Extract	Select this checkbox if you want to include the fields on the supplemental page in the extract.
Teacher Planning Schedule Day	Select the teacher planning schedule day for the 1st week and the 2nd week.
Student Planning Schedule Day	Select the student schedule day for the 1st week and the 2nd week.

HR Subject Area

The HR Subject Area page is a matrix in the Sections atom that enables you to select the subject areas, start time for the subject area and the number of instructional minutes assigned for the subject area.



HR Subject Area Fields

Field	Description
<i>Subj Area</i>	Select a subject area in the HR Subject Area page.
<i>Start Time</i>	Enter a time in 24-hour period format.
<i>Ins min</i>	Enter the instructional minutes to be assigned in the matrix.
<i>1 Sun - 1 Sat</i> <i>2 Sun - 2 Sat</i>	Select the two week schedule fields for the days for which you want the subject area.

Setting Up Sections

Use these steps to add section records.

1. Open the Sections atom. The Student List screen displays.
2. Select the Add Section option from the Data menu. The section is numbered according to the selection made in the School atom.
 - Manual – enables users to enter Section IDs. The program validates entries to prevent duplication. The cursor is positioned in the *Section ID* field.
 - Period & Counter – tells the program to automatically create Section IDs using the next available system-generated counters with period numbers in front. Asterisks display in the *Section ID* field until the section information is saved. The next number from the Next ID atom is assigned to the section when you save the record.
 - Counter – tells the program to automatically assign Section IDs using the next available number from the Next ID atom.
 - Course & Period – tells the program to automatically assign Section IDs putting the course number first, followed by the period number.
 - Course & Manual – tells the program to automatically assign the first portion of each Section ID, using course numbers. You manually enter the number you want to use following the course number.
3. If you set *Max* to 0, you will not be able to schedule students into the section if *Forbid stu add to 0 size secs* is selected on the Schedule tab of the School atom.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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4. In the *Course* field for the first record being added, click the link arrow next to the field to display the Course List. (The Section screen remains open in the background.) Drag and drop the course number from the Course List to the *Course* field on the Section screen. The Course number displays, the name of the course is automatically entered in the *Course Title* field, and the *Credit* field is also automatically entered if a number of credits was defined in the Course atom.

For subsequent sections, click the Course List to move it in front of the Sections screen and drag and drop the appropriate course number onto the new section.

5. In the *Room* field, type the room number for this section.
6. In the *Credit* field, type the credit value for this section if it hasn't defaulted from the Course atom.
7. In the *Tch#* field, for the first record being added, click the link arrow next to the field to display the Teacher List. (The section screen remains open in the background.) Drag and drop the teacher number from the Teacher List to the *Tch#* field on the Section screen. The teacher's number and name display automatically.

For subsequent sections, click the Teacher List to move it in front of the Sections screen and drag and drop the appropriate teacher number onto the new section.

8. Fill in the remaining fields as appropriate.
9. Click Save and OK or click Cancel to close without saving.

Setting Up Meeting Days

The Meeting Days screen of the Sections atom displays only if, in the School atom, your school is set up for split weeks, or if the scheduling cycle is anything other than None. On the Meeting Days screen you can set up the days that the class meets.

1. Open the Sections atom.
2. Display the records for the section for which you want to set up meeting days.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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3. Display the Meeting Days screen by using the selection box at the bottom of the screen.
4. For each day that the section meets, select the beginning and ending period by clicking the field under the schedule day. The beginning and ending periods default to the beginning and ending periods that are set up for the section (displayed at the top of the screen). For example, for a section that meets M, W, F during third period, click M, W, and F fields and select 03 as the beginning and ending period.
5. Save your entries by clicking Save.
6. Click Close.

Updating Section Records

You can update section records as needed. To change the ID number of the section, select the Change Section ID option on the Section menu.

Changing Section Records

1. Open the Sections atom and display the record you want.
2. Locate the field in the upper portion of the screen that you want to change and make the appropriate changes.
3. Make any additional changes as needed.
4. To make changes on the student list, double-click the student number you want to change. The Classes screen displays.
5. Make changes on the Classes screen as described in [Using the Classes Atom on page 74](#).
6. Make changes to Teacher information by clicking the link arrow next to the teacher number. When the Teacher screen displays, make changes to teacher information. Save entries and close the Teacher screen. The Sections screen redisplay.
7. Click Save to save all new entries.
8. Click OK to save all changes.



9. Click Close.

Changing Section ID Numbers

1. From any screen in the Sections atom, display the section record you want.
2. Select the Change Section ID option from the Sections menu. A check mark displays next to the Change ID menu selection, indicating that you can change the ID number.
3. The Section ID field is highlighted. Change the ID number as needed.
4. Click Save to save new entries (or click Undo to revert to previous entries in all fields).
5. Click OK to confirm that you want to save changes.
6. Select the Change Section ID option from the Sections menu to remove the check mark from the selection and prevent unwanted changes to the section ID.
7. Click Close.

Removing a Section From Scheduling

Remove a section from scheduling to prevent students from being scheduled into the section. The system automatically prevents students from being scheduled into a section when the section's *Max* field is set to 0 and *Forbid stu add to 0 size secs* is selected on the Schedule tab of the School atom.

1. Open the Sections atom and display the section.
2. Type 0 in the *Max* field.

If you set the *Max* field to 0 and there are students scheduled into the section, and *Forbid stu add to 0 size secs* is selected on the Schedule tab of the School atom, a message appears telling you to drop all students from the section first. For steps, see [Performing a Mass Drop of Classes on page 72](#).

3. Click Save, then click Close.



Deleting Section Records

You can work from the Sections atom to delete section records using options on the Data menu. Deleting a section from the Sections atom permanently removes the file from the database.

1. Open the Sections atom and display the record you want to delete.
2. Select the Delete Section option from the Data menu. The system clears all data from the screen and removes the section's record permanently from the database.

Note: You can only delete sections that have never had students enrolled in them.

3. Click OK to confirm the deletion.
4. Click Close.

Sections Menu Options

<i>Option</i>	<i>Description</i>
<i>Turn List Off</i>	Enables you to display the list of students in the section. When the list is turned off, the system responds faster because the list does not have to be created and sorted each time a new section screen displays. It enables you to move through the sections very quickly using the forward and backward arrows.
<i>Update Counts</i>	Enables you to update the student counts for all sections. This process takes several minutes, depending upon the size of your student list. The only time you need to update counts is after a mass change, after a backup and restore of the ASSS or ASMS file, or after duplicating sections.
<i>Drop Student</i>	Enables you to drop a student from the section. Select the student by clicking the Student ID to highlight the line; select Drop Student from the Sections menu, and enter a drop date in the dialog box that displays.



Option	Description
<i>Sections List (MST02)</i>	Prints a listing of each section in the Master Schedule file, that has been assigned a course number. The listing prints in section number sequence. Report fields consist of Section ID, Beginning Period, Ending Period, Course Title, Teacher Number, Teacher Name, Room #, Credit Value, Maximum Students and Total Students, assigned to each class.
<i>Totals by Course ID (MST09)</i>	Prints a listing of each section in the master schedule file that has been assigned a course number. The list prints the course sections in numerical order.
<i>Class Load Analysis (MST12)</i>	Prints a listing of all the classes in the master schedule sorted by period and section number. Report fields consist of Section ID, Period, Term, Course Title, Teacher Number, Teacher Name, Room, Credit Value, Gender Restriction, Grade Range, Maximum Students, Total Males, and Total Females.
<i>Tchr Sched (MST25) - No Rot.</i>	Prints a master schedule listing by teacher number, showing the room and course(s) for each period that the teacher has a class. Use this report for schools not using A/B block (rotation) schedule. The report is based on bell periods.
<i>Tchr Sched (MST25) - Rotation</i>	Prints a master schedule listing in order by teacher number, showing the room and course for each period that the teacher has a class. This report is for schools using A/B block rotation schedule. The report is based on bell periods.
<i>Class Listing (MST24)</i>	Prints a master schedule listing by course number, showing the room, teacher, and section for each period that the course meets. Reports can be generated with or without showing rotations.



<i>Option</i>	<i>Description</i>
<i>Open Period Day Comb (MST51)</i>	Prints a summary of the number of students who have open periods (no class scheduled) for each period of the day, for each combination of class days. Totals are shown for each of the terms in which classes are scheduled. Run this report before using the Fill Open Periods atom, to show how many sections of study hall are needed.
<i>CLS Ld Analys-Per/Crs (MST21)</i>	Shows the number of requests for each course and the number of sections of that course currently being offered to compute the average number of requests per section. Print this report after an attempt to schedule all students to see if class sizes need to be adjusted to accommodate more students.
<i>Duplicate Section</i>	Enables you to use information from one section to create a new section without having to re-enter all of the information about the section.
<i>Change Section ID</i>	This option enables you to make changes to the Section ID number. This option is a toggle. When it is checked, you can change the Section ID; when it is not checked, the Section ID number is locked to prevent accidental changes.

Enrolling Students in Sections

After students have been enrolled at a school and sections are set up, users at secondary schools or at elementary schools (with schedules) can work from the Enrollment atom, Student atom, or Sections atom to assign students to sections.



Enroll Students in Sections

1. Open the Enrollment atom or Student atom.
2. Perform a Find using criteria designed to produce a matrix that includes the students you want to enroll in a section. For example, use a matrix of all 9th grade students.
3. Reposition the matrix to the top of the workspace.
4. Open the Sections atom and position it in the lower portion of the workspace.
5. Display the record for the section in which you are enrolling students.
6. Holding down the Shift key, click students in the Enrollment matrix that you are enrolling in this section to select and highlight them. Release the shift key and drag and drop all students to the Sections screen.
 - The students are added to the matrix in the Sections screen in alphabetical order.
 - The system date defaults in the *Start Date* field for that student. You can change this date. (Hint: You can temporarily change the system date to the first day of school if you are adding several students.)
7. When you finish adding students to the Section record currently displayed, click Save to save the record.

Dropping Students from Sections

1. Open the Sections atom.
2. Display the record for the section from which you want to drop a student.
3. Click the student ID of the student to be dropped. This action highlights the entire row. To select several students, hold down the Shift key while clicking their student ID numbers.
4. Select the Drop Student option from the Sections menu. A dialog box displays enabling you to enter a drop date for the selected student. It also enables you to indicate whether to create a history record for the dropped student.



d012.bmp

Enter drop date for the selected student(s):

☐ Include in upcoming grade report

☐ Delete Permanently (No History Record)

Cancel Save

- To include a record of the dropped students in the upcoming grade report, click the *Include in upcoming grade report* checkbox.
 - To drop a student without creating a history record, click the *Drop Permanently (No History Record)* checkbox. If you do not create a history record, the drop date is ignored by the program.
 - If you do not select either checkbox, a history record is created for the dropped student, but the record is not included in the next grade report.
5. Click Save. (To cancel the drop, click Cancel.) The student is moved from the Student List screen to the Dropped Students screen.
 6. To view dropped students, go to the Dropped Students screen by clicking the page selection box.
 7. If needed, on the Dropped Students screen, you can change the “include in grading” selection. In the *Grading* field, select Yes to indicate that the student should be included in the grading process even though he or she has been dropped. Select blank (for No) if the student’s grades for this course should not be included on the next grade report.
- Once the dropped student is included in the appropriate grading report, you may want to change the value in this field to No to exclude the student from subsequent grading reports for this section.
8. Click Save to save your entries on the Dropped Students screen (or Click Undo to remove the entries).
 9. Click Close.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
----------	----------	--------	-------	----------	-------	------	---------	-------	----------	------	------



Marking Students as Teacher Aides

Students who are serving as teacher aides for a course should be added to the section where they act as a teacher aide, and then tagged as an aide.

1. Open the Sections atom.
2. Add the student who is the teacher aide to the section. You can do this by dragging and dropping the student's name on the Sections screen.
3. In the *T/A* field for this student, click until the word Yes displays. This marks the student as the teacher aide for this section.
4. Click Save to save the changes.



Using the Walk-in Scheduling Atom

When the school year is in progress, you can create schedules for new students who transfer into the school. They can be added to each class manually, or to a few classes manually and the rest automatically, or scheduled entirely by the system.

The Walk-in Scheduling atom (Basic Scheduling folder) works with the current Course and Section atoms, and the Master Schedule for the current term or year. Use the Walk-in Scheduling atom to create a schedule for a student who has transferred into your school.

The Walk-in Scheduling atom contains four tabs:

- Requests
- Analysis
- Schedules
- Other Info



Requests Tab

Use the Requests tab to enter course names or IDs for the specified student schedule. You can open the Course List atom (Basic Scheduling folder) and drag and drop course names on a student's request screen, or you can type the numbers.

You can also create a course list that includes the core courses for each grade, then drag and drop the course list on the student's request screen. If you pre-schedule a course, it forces the scheduler to place the student in the specified section of the course.

s104a.gif

Requests Tab Fields

Field	Description
Course ID	Course number.
Course title	Course name.
Duration	Term length for this course.
Pref Trm	Term in which the student wants to take this course. This field displays only if the <i>Check Term Option</i> flag is set to Allow Term Preferences in the Scheduling Options atom.



<i>Field</i>	<i>Description</i>
<i>Ovr Trm</i>	Term in which the student wants to take this course. This field displays only if the Term Option on the Scheduling Options screen is set to <i>Allow Term Preference</i> or <i>Allow Term Override</i> .
<i>Pre-Sched</i>	You can request a specific section for any of the courses listed for the student from a pop-up list. A section does not appear on the list if <i>Max</i> is set to 0 on the Student List screen of the Sections atom, and <i>Forbid stu add to 0 size secs</i> is selected on the Schedule tab of the School atom.
<i>Tch Num</i>	Enables you to request a specific teacher number so that the student is assigned to that teacher. This field displays only if the <i>Check Teacher Preferences</i> flag is set to Yes in the Scheduling Options atom.
<i>Teacher Name</i>	Teacher name that corresponds to the teacher number in the previous field.
<i>Alt ID</i>	Enables you to request an alternate course. The system tries to schedule the student in the alternate course before the schedule is rejected. This field displays only if the <i>Check Alternate Course Requests</i> flag is set to Yes in the Scheduling Options atom.
<i>Course Title</i>	Title of the course in the <i>Alt ID</i> field.

Analysis Tab

The Analysis tab displays the student's schedule in a matrix showing each period. It also shows if a class is available (A), full (F), or restricted (R). The *Comments* field indicates whether the student is pre-scheduled into that section, or why the student could not be scheduled into that section.



s104b.gif

Wright, Trina L. Walk-in Scheduling

Last Name First Name Middle Name Grntrn Grd Gen Student ID
 vWright Trina L 10 F 358067

Requests Analysis Schedules Other Info

Ln	Course ID	Course title	Trm	Beg Prd	End Prd	0	1	2	3	4	5	6	7	8	Team	Comm
1	0716	US History	YR	02	02			2	A	A	A	A				Locke
2	0507	Algebra II/Trig	YR	04	04				A	4	A	A	R			Locke
3	0431	Am Lit 11 (H)	YR	05	05			A	A	A	5	A				Locke
4	0607	Adapted PE	YR					A	A	A	A	A				

Undo Save

Analysis Tab Fields

Field	Description
Course ID	Course number. One course number can have multiple sections, depending upon the teacher and period taught.
Course title	Name of the course.
Trm	Term duration for this section. Set up in the Sections atom.
Beg Prd	Starting period for this section. Set up in the Sections atom.
End Prd	Ending period for this section. Set up in the Sections atom.
Days	If the school has been set up for split week scheduling or a scheduling cycle, the days that each course meets display in this field. If the school is not set up for split week schedules or using cycles, this field does not display in the matrix.



Field	Description
<i>Periods matrix</i>	The periods set up for the school display across the top of the matrix, with one cell for each period.
<i>Team</i>	Name of the team for the section to which the student is assigned. This column displays only if the <i>Use Team Scheduling</i> flag is set to Yes in the Scheduling Options atom.
<i>Comments</i>	Indicates whether the student is pre-scheduled into that section, whether the request is locked, or why the student cannot be scheduled into that section.

Schedules Tab

Use the Schedules tab to view the section number, teacher number and name, and any comments about the schedule or course.

s104c.gif

The screenshot shows the 'Walk-in Scheduling' window for student Wright, Trina L. The 'Schedules' tab is active, displaying a table of course sections. The table has columns for Ln, Course ID, Course title, Trm, Beg Prd, End Prd, Sec ID, Tch Num, Teacher Name, and Team. The data shows four sections: US History (0716-02), Algebra II/Trig (0507-02), Am Lit 11 (H) (0431-05), and Adapted PE (0607).

Ln	Course ID	Course title	Trm	Beg Prd	End Prd	Sec ID	Tch Num	Teacher Name	Team
1	0716	US History	YR	02	02	0716-02	138	Norby, T	
2	0507	Algebra II/Trig	YR	04	04	0507-02	75	Heinmiller, D	
3	0431	Am Lit 11 (H)	YR	05	05	0431-05	180	Van Geloof, C	
4	0607	Adapted PE	YR						



Schedules Tab Fields

<i>Field</i>	<i>Description</i>
<i>Course ID</i>	Course number. One course number can have multiple sections, depending upon the teacher and period taught.
<i>Course title</i>	Name of the course.
<i>Trm</i>	Term duration for this section. Set up in the Sections atom.
<i>Beg Prd</i>	Starting period for this section. Set up in the Sections atom.
<i>End Prd</i>	Ending period for this section. Set up in the Sections atom.
<i>Days</i>	Days that this class meets. This column displays only if the <i>Split Week Scheduling</i> flag is set to Yes in the School atom or a scheduling cycle is set up in the School atom.
<i>Sec ID</i>	Section number for the course.
<i>Tch Num</i>	Teacher number for the teacher of this section.
<i>Teacher Name</i>	Teacher name that corresponds to the teacher number.
<i>Team</i>	Name of the team for the section to which the student is assigned, or the name of the team to which the student is assigned. This column displays only if the <i>Use Team Scheduling</i> flag is set to Yes in the Scheduling Options atom.
<i>Comments</i>	Indicates whether the student is locked into that section, or why the student cannot be scheduled into that section.



Other Info Tab

Use the Other Info tab to enter scheduling information about the student if you want to assign teams or houses, or apply balancing. This information includes assigning the student to a team, defining the lowest and highest period to which the student can be assigned, entering a balance code for specialized class balancing, and assigning a house.

s104d.gif

Wright, Trina L. Walk-in Scheduling

Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Student ID
Wright	Trina	L		10	F	358067

Requests | Analysis | Schedules | **Other Info**

House	Team	Low Prd	High Prd	Balance
		01	06	

Navigation buttons: Previous, Search, Next, Undo, Save



Other Info Tab Fields

<i>Field</i>	<i>Description</i>
<i>House</i>	Enables you to assign students a house designation. This designation is used by the scheduler to place students in specific groups of classes. When a student has a house designation, and the <i>Use House Scheduling</i> flag is set to Yes in the Scheduling Options atom, students are placed in sections that have the same house designation. They are not scheduled into sections that have a different house designation.
<i>Team</i> (TEA table)	Enables you to assign a student to a specific team or teaching group. Team assignment is optional. Use the pop-up list to make the appropriate selection.
<i>Low Prd</i>	Earliest period to which a student can be assigned.
<i>High Prd</i>	Latest period to which a student can be assigned.
<i>Balance</i>	Code used when balancing classes. This code causes the program to try to evenly distribute numbers from each balance code in each class.

Using Walk-in Scheduling

1. Open the Walk-In Scheduling atom and find the student's record. The student must currently be enrolled.
2. On the Requests tab, enter requested courses and alternates using one of these methods:
 - From the Data menu, select Add Request, then type the course number in the *Course ID* field.
 - Open the Course List atom and drag a single course or group of courses onto the Requests tab.
 - Create an optional data atom with a list of core courses and drag its



icon onto the Requests tab.

If you are revising an existing student schedule, you may have to unlock the courses currently on the schedule before you can change them. Highlight the courses you want to unlock by clicking the line number field. Select Unlock Class from the Scheduling menu. The word “locked” is removed from the *Comments* field when the course is unlocked.

3. To preschedule the student into a specific section of a course, click the Pre-Sched cell for the course and choose from the drop-down list. Then click Save.
4. To allow the SASIxp software to schedule the courses automatically, select Schedule Student from the Scheduling menu.

If a schedule is rejected in either step 3 or 4, go to the Analysis tab to determine the reason.

Re-creating a Rejected Schedule

1. Check the *Comments* field on the Analysis tab for the reason that the student's schedule was rejected. Some examples of conflicts that might occur are:
 - **All classes full** – To force the student to be scheduled into the class, pre-schedule this student for the full class and re-run the schedule for this student by selecting Schedule Student from the Scheduling menu.
 - **Invalid course number** – Check the course number by looking at the Course List, and change it accordingly. Re-run the schedule for this student by selecting Schedule Student from the Scheduling menu.
 - **Duplicate course request** – Remove one of the duplicate courses by highlighting its row and selecting Delete Request from the Data menu. Re-run the schedule for this student by selecting Schedule Student from the Scheduling menu.
 - **Period conflict** – This error usually occurs when a student has requested two classes that meet the same period and no other period is available. Select a replacement for one of the classes. Delete one of the conflicting classes by highlighting its row and selecting Delete Request from the Data menu. Add the replacement request by selecting Add Request from the Data menu and entering the new class request. Re-run the schedule for this student by selecting Schedule Student from the Scheduling menu.



2. Unlock the locked courses (they are locked only if you clicked Save). Highlight the courses you want to unlock by clicking the *Ln* field. Select Unlock Class from the Scheduling menu.
3. Create the schedule again by selecting Schedule Student from the Scheduling menu.
4. Repeat the process until the student is scheduled successfully.
5. Click Save.
6. Click Close.

Options on the Walk-in Scheduling Menu

<i>Option</i>	<i>Description</i>
<i>Lock Class</i>	Locks an unlocked class. An unlocked class could potentially be changed to a different period when you select Schedule Student from the Walk-in Scheduling menu. To lock a class, highlight the row by clicking the line number, then select Lock Class from the menu.
<i>Unlock Class</i>	Unlock a locked class. A locked class is not changed when you select Schedule Student from the Walk-in Scheduling menu.
<i>Schedule Student</i>	Starts the walk-in scheduling process for this student only. The system tries to place the student in open sections of the requested courses.



Using the Mass Assign Classes Atom

The Mass Assign Classes atom (Basic Scheduling folder) enables you to add, drop, or replace classes for a group of students.

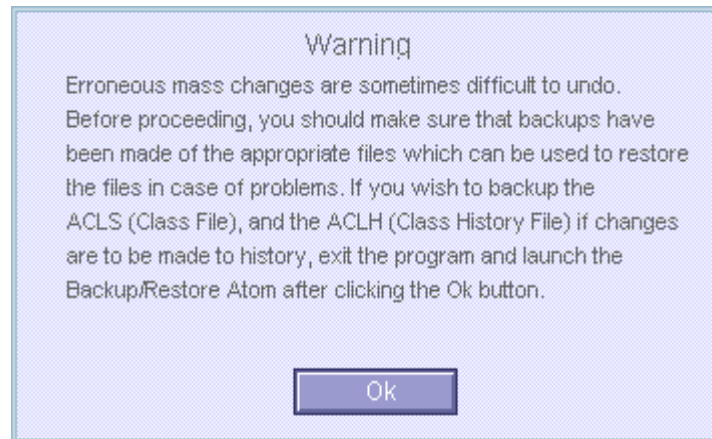
You can select a group of students and assign them to a class. First, you define the list of students. You can select the group by these criteria: enrollment in a certain section, grade, gender, or query statement. The program includes the students in the search list based on all of your selection criteria. They must be scheduled in the section in the search list, the grade that you select, the gender that you select, and match the query that you enter.

You can also define a list of classes to add the schedules of the students in the search list. When you click Assign, the program searches for students who match all of the queries in the search, and assigns them to the classes in the add list, or drops them from the classes that are marked to be dropped.

Note: Before beginning a mass assignment of classes, be sure you have a current backup of the ACLS and ACLH files.

When you open the Mass Assign Classes atom, this warning screen displays. If you have a current backup, click OK to continue.

d112.bmp



Mass Assign Classes Screen

The Mass Assign Classes screen enables you to define a group of students, select a group of classes, and assign selected students to classes. You can also use this screen to drop classes from the schedules of selected students.



s112a.bmp

Mass Assign Classes Fields

Search List Fields

From the *Search List* section on the left side of the screen, choose the criteria for selecting the students who have changes made to their class assignments. To be included in the mass change, students must match all of the selection criteria. For example, they must currently be scheduled in all of the listed sections and match the grade, track, and gender that you selected.

<i>Field</i>	<i>Description</i>
<i>Section Lookup</i>	This arrow opens the generic selection screen (see Select Master Schedules Screen on page 68) where you can quickly find the sections that you want to add to the schedules of the students in the Search List.
<i>Section ID</i>	Section number for the class that is shown on this line.
<i>Course Title</i>	Name of the course.



<i>Field</i>	<i>Description</i>
<i>Action</i>	Toggle from Add to Drop by clicking the <i>Action</i> field.
<i>Grade Level</i>	To limit the Search List by grade level, select a grade from the pop-up list. If this field is blank, all grade levels are included in the Search List.
<i>Gender</i>	To limit the Search List by gender, select a gender from the pop-up list. If the field is blank, there is no gender restriction for this search.
<i>Track</i>	This field displays only if your school is set up for tracks in the School atom. To restrict the search by track, select the appropriate track from the pop-up list.
<i>Query Statement</i>	<p>If you want to further restrict the Search List, you can enter a query statement that selects students based on fields in the ASTU file.</p> <p>You do not have to type the word IF; the program assumes this query is an IF statement.</p>

Add List Fields

From the *Add List* section on the right side of the screen, list the classes that you want to assign to the students that are selected by the search. These classes are added to the current schedules of the students who meet the selection criteria you designate.



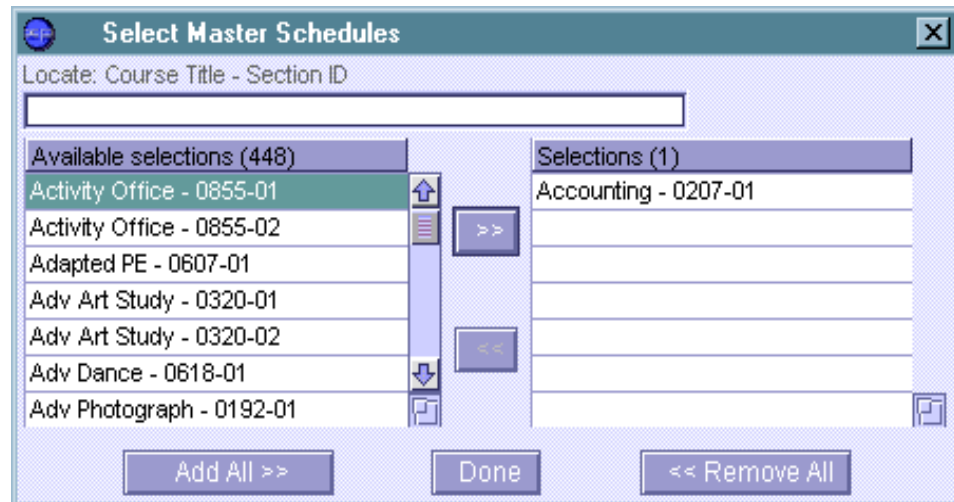
Field	Description
<i>Section Lookup</i>	This arrow opens the generic selection screen (see Select Master Schedules Screen on page 68) where you can quickly find the sections that you want to add to the schedules of the students in the Add List.
<i>Section ID</i>	Section number for the class that is shown on this line.
<i>Course Title</i>	Name of the course.
<i>Starting Date for New Classes</i>	Date the student is starting the new classes (defaults to tomorrow's date). This field displays only if there are classes in the Add List.
<i>Record Changes in Class History</i>	If you want to show the changes to student schedules in class history, check this box. Courses that are dropped display on the History screen of the Classes atom for each student in the Search List. This field displays if there are classes in the Search List.
<i>Ending Date for Dropped Classes</i>	Date the classes are dropped from the student's schedules (defaults to today's date). This field displays if you select the <i>Record Changes in Class History</i> checkbox.
<i>Assign</i>	When you click Assign, the system performs the requested changes. This task may take several minutes, depending upon the size of your school and scope of the changes.

Select Master Schedules Screen

The Select Master Schedules screen is a generic selection matrix in which the left side displays the available selections and the right side displays the items you have selected.



s112b.bmp



Select Master Schedules Fields

<i>Field</i>	<i>Description</i>
<i>Locate</i>	Use to quickly find the class you want. For example, to locate American Government, start typing American in this field. The Available Selections window moves to the first class in the list that starts with "American".
<i>Available selections</i>	List of the classes that are available for selection. When you select a class, it is removed from this list and displays in the <i>Selections</i> list.
<i>Selections</i>	Selections you have made from the <i>Available Selections</i> list display here. The matrix title shows the number of records selected in parentheses. The maximum you can select is 20 courses.

Working with the Select Master Schedules Screen

The Select Master Schedules screen displays when you click the Section Lookup link arrows above the search list and add list on the Mass Assign Classes screen.



1. Locate the class you want either by typing it in the *Locate* field or by moving the scroll bar up or down until the class you want displays.
2. Move the highlighted item into the *Selections* field by double-clicking it. To simultaneously move multiple items into the *Selections* field, hold down the Shift key and click each item you want to highlight. Release the Shift key and click >> to move the highlighted items to the *Selections* field.
3. When the list of classes is complete, click Done to move the list to the Mass Assign Classes screen.

If you clicked the link arrow above the search list, the system moves the list of classes to the search list. If you clicked the link arrow above the add list, the system moves the list of classes to the add list. The Select Master Schedules screen closes automatically.

Working with the Mass Assign Classes Atom

The Mass Assign Classes atom enables you to assign or drop a group of students to a group of classes. Use this atom to perform these tasks:

- Mass Add of Classes – Assigns an additional class to a group of students. For example, after selecting all the students in Chemistry section 3101, you can assign them to the Chemistry lab called Chemistry section 3102.
- Mass Change of Classes – Exchanges one class or group of classes for another. For example, you can change all students who are assigned to English section 4033 to English section 4034.
- Mass Drop of Classes – Removes a class from a group of students without exchanging it for another class. For example, you can drop students from regular PE who are taking Band/PE.

Performing Mass Changes

Use these steps to add a class to the schedules of a group of students while keeping all of their existing classes.

1. Open the Mass Assign Classes atom. The Mass Assign Classes screen and a warning message display. Click OK if you have a current backup.
2. Create the search list. Use one of these methods:
 - Open the Sections atom and drag and drop section numbers from



the Section List screen to the Search List matrix.

- Open the Select Master Schedules screen by clicking the Section Lookup link arrow above the search list.
3. For each section in the search list that you want to keep on the student's schedule, set the action to Keep by clicking the *Action* field until the word Keep displays.
 4. Set a grade level restriction by selecting a grade from the *Grade Level* pop-up list. If the field is blank, all grades are included.
 5. Set a gender restriction by selecting from the *Gender* pop-up list. If the field is blank, there is no gender restriction.
 6. If applicable, for schools that use tracks, select a track from the *Track* pop-up list. If the field is blank, there is no selection by track.
 7. If applicable, enter a query. You do not have to enter the IF statement at the beginning of the query.
 8. Create the add list. This list contains the classes that you want to add to the schedules of the students who are included in the search list. Use one of these methods:
 - Open the Sections atom and drag and drop section numbers from the Section List screen to the Search List matrix.
 - Open the Select Master Schedules screen by clicking the Section Lookup link arrow above the search list.
 9. When the add list is complete, click Assign. The classes in the add list are added to the current schedules of the students in the search list.

Performing a Mass Change of Classes

Use these steps to globally replace one or more classes with other classes. Classes listed in the Search List and marked Drop are dropped. Classes listed in the Add List are added. You do not need to have an equal number of classes in each list.

1. Open the Mass Assign Classes atom.
2. Create the search list. Use one of these methods:
 - Open the Sections atom and drag and drop section numbers from



the Section List screen to the Search List matrix.

- Open the Select Master Schedules screen by clicking the Section Lookup link arrow above the search list.
3. For each section in the search list that you want to drop from a student's schedule, set the action to Drop by clicking the *Action* field until the word Drop displays.
 4. Set the selection criteria for grade, gender, and track if necessary.
 5. Create the add list. This list contains the classes that you want to add to the schedules of the students who are included in the search list. Use one of these methods:
 - Open the Sections atom and drag and drop section numbers from the Section List screen to the Search List matrix.
 - Open the Select Master Schedules screen by clicking the Section Lookup link arrow above the search list.
 6. In the *Starting Date* field, enter the starting date for the new classes.
 7. If you want the dropped classes to be recorded on the History screen of the Classes atom, click the *Record Changes in Class History* checkbox.
 8. If the *Record Changes in Class History* checkbox is selected, an ending date field displays. Enter the ending date for the dropped classes.
 9. Click Assign. Classes in the search list marked Drop are removed from the schedules of students in the search list. Classes in the add list are added to the students' schedules.
 10. When the process of changing classes is complete, click Close to quit.

Performing a Mass Drop of Classes

Use these steps to drop classes from a group of students' schedules without replacing them with another class. Courses listed in the search list and marked Drop are removed from the students' schedules.



1. Open the Mass Assign Classes atom.
2. Create the search list. Use one of these methods:
 - Open the Sections atom and drag and drop section numbers from the Section List screen to the Search List window.
 - Open the Select Master Schedules screen by clicking the Section Lookup link arrow above the search list.
3. For each section in the search list that you want to drop from a student's schedule, set the action to Drop by clicking the *Action* field until the word Drop displays.
4. Set the selection criteria for grade, gender, and track if necessary.
5. If you want the dropped classes to be recorded on the History screen of the Classes atom, click the *Record Changes in Class History* checkbox.
6. If the *Record Changes in Class History* checkbox is selected, an ending date field displays. Enter the ending date for the dropped classes.
7. Click Assign. Classes in the search list marked Drop are removed from the schedules of the students in the search list.
8. When the process of dropping classes is complete, click Close.



Using the Classes Atom

The Classes atom (Basic Scheduling and Student Info folders) enables you to view and maintain current schedules for individual students. If you need to add or make changes to a student's schedule during the current term, you can delete and add courses from the Classes atom as needed. Any classes dropped from a student's schedule are reflected in the class history portion of the student's record.

To enter sections in a student's Classes record, you can use the add function from the Data menu and type the section numbers, or you can drag and drop sections from a Sections matrix.

After students have been enrolled at a school, and courses and sections have been set up, you can work from the Classes atom to assign sections to students at secondary schools or elementary schools using schedules. The reverse operation, adding students to sections, can be performed using the Sections atom.

The Classes atom contains four screens: Classes, Other Info, History, and Section Links.

Classes Screen

The Classes screen enables you to enter sections for the classes each student is taking. You can also see the period the class meets, the course title, teacher number and name, and room number. The rows in the Classes screen show data for each class section assigned to a student.

The screenshot shows the 'Classes' screen with a search bar at the top for Last Name, First Name, Middle Name, Grd, Gen, Trk, and Student ID. Below the search bar is a table with the following columns: Ln, Days, Crs ID, Course Title, Tch, Teacher Name, Room, Start Date, and T/A. The table has 10 rows. At the bottom of the screen, there are two dropdown menus: 'Display Classes for Term:' set to 'All' and 'Day:' set to 'No Rotation'. There are also buttons for 'Close' and 'Find'.



Classes Fields

<i>Field</i>	<i>Description</i>
<i>Sec ID</i>	Section number specific to this course for this period and this teacher.
<i>Beg</i>	Starting period (bell period) that this class is taught. If your school uses period rotation, the period shown in this field varies depending upon which rotation day you are viewing.
<i>End</i>	Ending period (bell period) for this section. If your school uses period rotation, the period shown in this field varies depending upon which rotation day you are viewing.
<i>Trm</i>	Term duration for this section, as determined by the information in Sections atom.
<i>Days</i>	Days of the scheduling cycle that this class meets. This column displays only if your school is set up to use scheduling cycles in the School atom.
<i>Crs ID</i>	Course number. One course number can have multiple sections, depending upon the teacher and period taught.
<i>Course Title</i>	Name of the course.
<i>Tch</i>	Teacher number for the teacher of this section.
<i>Teacher Name</i>	Name of the teacher for this section.
<i>Room</i>	Classroom where this section meets, as determined by information in the Sections atom.
<i>Start Date</i>	Date the student started in this class. This field displays only when Show Start Date is selected from the Classes menu. You can also display the Start Date by using the accelerator keys Ctrl-M.



Field	Description
T/A	Teacher Aide flag for the classes in which the student is an aide. This field displays only when Show Teacher Aide is selected from the Classes menu.
Display Classes for Term	Enables you to view this student's classes for a specific term or all terms. The terms you can select depend upon the settings on the Term Duration screen of the School atom.
Day	Enables you to view this student's classes for a specific day of the scheduling cycle. The days you can select depend upon the period rotation that has been set up in the Rotation Definition atom.

Other Info Screen

The Other Info screen contains information about the student that affects placement in classes. Use this screen to enter scheduling information about the student. This information includes assigning the student to a team, defining the lowest and highest period the student can be assigned, and entering a balance code and house designation.



Other Info Fields

<i>Field</i>	<i>Description</i>
<i>Team</i> (TEA table)	Enables you to assign a student to a specific team or teaching group. Team assignment is optional.
<i>Low Prd</i> (PER table)	Earliest period to which this student can be assigned.
<i>High Prd</i> (PER table)	Latest period to which this student can be assigned.
<i>Balance</i>	Code used when balancing classes. This code causes the program to try to evenly distribute numbers from each balance code in each class.
<i>House</i>	House assignment for this student.

History Screen

The History screen displays the classes and sections that have been dropped during the current school year. Each row in the history screen shows a course and section to which the current student was primarily assigned. During the process of creating a schedule, any class that was deleted displays on the history screen. Only the *Drop Date* field can be changed on this screen.



History Fields

<i>Field</i>	<i>Description</i>
<i>Sec ID</i>	Section number for the course you are viewing.
<i>Beg</i>	Beginning period for the course and section you are viewing.
<i>End</i>	Ending period for the course and section you are viewing.
<i>Trm</i>	Term duration for this section.
<i>Days</i>	Days of the scheduling cycle that this class meets. This column displays only if your school is set up to use scheduling cycles in the School atom.
<i>Crs ID</i>	Course number.
<i>Course Title</i>	Name of the course.
<i>Tch</i>	Teacher number for the teacher of this section.
<i>Teacher Name</i>	Name of the teacher for this section.
<i>Drop Date</i>	Date the student was dropped from this section.
<i>T/A</i>	Teacher Aid flag for the classes in which the student is an aide. This field displays only when Show Teacher Aide is selected from the Classes menu.

History Detail Screen

By double-clicking the *Ln* for any class on the History screen, you can see and modify the History Detail screen for that class.



s026d.bmp

Ansimo, Danielle **Classes**

Last Name	First Name	Middle Name	Grd Gen	Student ID
Ansimo	Danielle		07 F	101017

Current Class

Section ID	Beg	End	Term	Crs ID	Course Title
ENG07A-02	0	0	S1	ENG07A	ENG07A

Tch	Teacher	Room
5		104

Start Date	Teacher Aide	Override Term	Merge Grades from Dropped Course	Tag
09/07/98	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Close

History Detail Fields

You can modify the following information on the History Detail screen.

Field	Description
<i>Start Date</i>	Date the student was placed in this section of the course.
<i>Teacher Aide</i>	Indicates whether the student is a teacher aide for this section.
<i>Override Term</i>	Shows the alternate term. For example, if a course is a year-long course, but the student is taking only the second semester of the course, enter the term code for the semester the student is enrolled in the class. You can select a specific term by clicking the field and selecting a term from the pop-up list.
<i>Merge Grades from Dropped Course</i>	Indicates whether to merge the grade from the dropped course when grades are calculated.
<i>Tag</i>	Shows whether the section was added (A) or dropped (D) when the change was made to the student's schedule.



Section Links Screen

If your school has been set up to use section linking (on the Schedule tab of the School atom) and to use section attendance (on the Advanced tab of the Attendance Setup atom) the Classes atom will have a fourth screen called Section Links. Use this screen to link courses and their course types to track grades and attendance for dropped classes.

s026e.bmp

Ln	Sec ID	Beg	End	Link Code	Link Type	Crs ID	Course Title	Start Date
1	0506-01	02	02			0506	Geometry	08/31/09
2	0401-01	03	03			0401	Drama I	01/11/10
3	0401-02	03	03			0401	Drama I	08/31/09
4	0564-02	04	04			0564	Biology I	08/31/09
5	0491-07	05	05			0491	Spanish I	08/31/09
6	0406-10	06	06			0406	English 9	08/31/09
7	0669-01	07	07			0669	Swimming	01/11/10
8	0669-02	07	07			0669	Swimming	08/31/09

Section Links

Section Links Fields

Field	Description
Sec ID	Section number for the course you are viewing.
Beg	Beginning period for the course and section.
End	Ending period for the course and section.
Link Code (LCD table)	List of link codes defined in the Section Link Code.



<i>Field</i>	<i>Description</i>
<i>Link Type</i>	<p>Enables you to choose the link type:</p> <ul style="list-style-type: none"> • ATT - Attendance. Attendance on all attendance reports, absences for Progress reporting, and grade reporting based upon the attendance of the linked sections. • GRD - Grading. The Update Grades atom uses the section links when updating classes in the grade reporting file. • BOTH - Attendance and grading. Attendance on all attendance reports, absences for Progress reporting, and absences for Grade reporting are based upon the attendance in the linked sections. The Update Grades atom uses the section links when updating classes in the grade reporting file. <p>Note: When a class is tagged with a link code and type, all other classes tagged with the same link code have the same link type.</p>
<i>Crs ID</i>	ID of the course.
<i>Course Title</i>	Name of the course.
<i>Start Date</i>	Date student was enrolled in this section.
<i>Drop Date</i>	Date the student was dropped from this section.

Entering Class Data

You can assign class sections to a student by dragging and dropping information from the Sections atom or typing the section numbers on the Classes screen for the student.



Assigning Sections to a Student Using Drag and Drop

1. Open the Sections atom (Basic Scheduling folder).
2. Perform a Find using criteria to produce a matrix that includes the sections you want to assign. For example, you can create a matrix of all sections with a low grade of 09 or for a specific course number.
3. Reposition the matrix to the top of the workspace.
4. Open the Classes atom from the Basic Scheduling folder or the Student folder and position it in the lower portion of the workspace.
5. Display the record for the student for whom you are adding sections.
6. Holding down the Shift key, click each section in the Section List that you want to add to this student. Release the Shift key. Drag and drop the sections by clicking the section number field of the line that is highlighted and dragging to the student's Classes screen. The sections are added to the Classes screen in period order.
7. When you finish adding sections to the Classes record currently displayed, click Save to save the student's classes record. (Or click Undo to erase any changes you have made.)

Assigning Sections to a Student by Entering Section Numbers

1. Open the Classes atom.
2. Display the record of the student for whom you are adding sections.
3. Select the Add Classes option from the Data menu. The system adds a new row to the matrix.
4. Type the Section ID number for the section to be added.
5. Repeat Steps 3 and 4 to add more sections for the student.
6. Click Save.



Removing Sections from a Student's Class List

1. Open the Classes atom.
2. Display the record for the student whose class you are changing.
3. Highlight the class you want to delete from this student's class list by clicking the line number. The entire row is highlighted. You can highlight multiple classes by holding down the Shift key and clicking the line number for each class you want to delete. All the classes you select are highlighted.
4. Select the Delete Classes option from the Data menu. A dialog box displays, where you can enter a drop date for the selected section. It also enables you to indicate whether to include in upcoming grades, or create a history record for a dropped section.

Enter drop date for the selected class(es):

☐ Drop Permanently (No History Record)

☒ Move to Class History

☐ Include in upcoming grade report

Cancel Save

- To include a record of the dropped section in the next grade report, click the *Include in upcoming grade report* checkbox. *Move to Class History* must be selected for *Include in upcoming grade report* to appear.
 - To drop a section without creating a history record, click the *Drop Permanently (No History Record)* checkbox. If you do not create a history record, the drop date is ignored by the program.
 - If you do not select either checkbox, the program creates a history record for the dropped section, but does not include the record in the next grade report.
5. The highlighted classes are removed from the Classes screen. They display on the History screen as deleted classes.
 6. Click Save.



Options on the Classes Menu

Option	Description
<i>Class Schedule(CLS32)</i>	The Class Schedule report shows the student's schedule, student information, and parent guardian information.
<i>Student Schedule (CLS33)</i>	The Student Schedule report shows the student's current schedule, including period rotation and scheduling cycle days.
<i>Repeat Courses Report (CLS07)</i>	The Repeat Courses Report shows the student's name, grade level, gender, course title, date, mark, and credit information.
<i>Less Than Full Sched (CLS19)</i>	The Open Periods in Student Schedules report shows the student ID, student name, grade, gender, track, and semester.
<i>More Than Full Sched (CLS20)</i>	The Too Many Periods in Student Schedules report shows the student ID, student name, grade, gender, track, and semester.



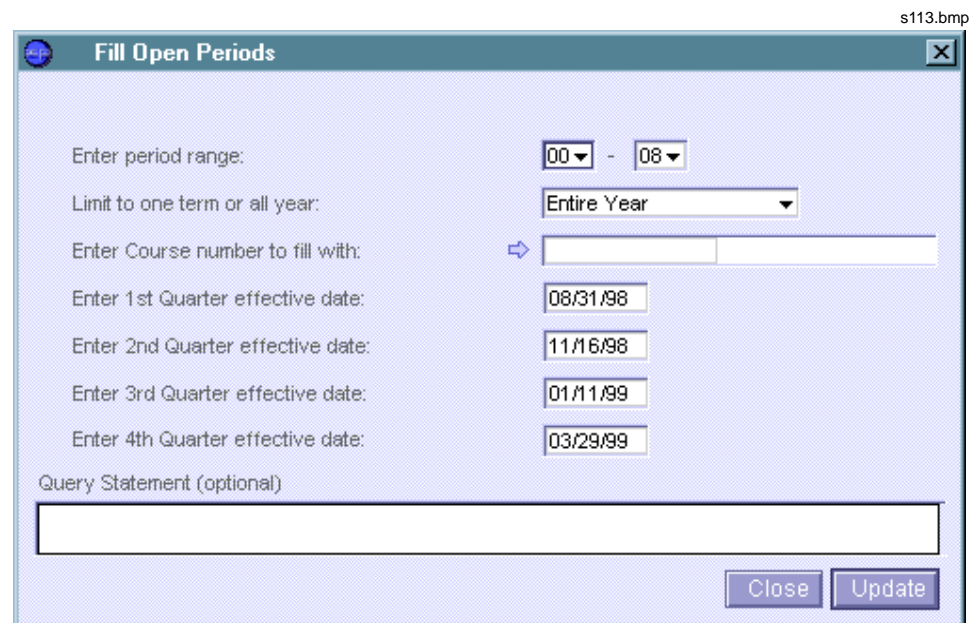
Fill Open Periods Atom

When you want to schedule a class or study hall in any period that students have open in their schedules, use the Fill Open Periods atom (Basic Scheduling folder).

Use this atom to add a specific course (study hall, for example) to the schedules of students with open periods in their schedules. You can select the grades and semester to be affected.

The Fill Open Periods atom is used most frequently by schools that have a split week schedule and want to assign students to a study hall during periods that are not scheduled.

Fill Open Periods Screen



The screenshot shows a software window titled "Fill Open Periods" with a close button (X) in the top right corner. The window contains several input fields and buttons:

- Enter period range:** Two dropdown menus showing "00" and "08" separated by a hyphen.
- Limit to one term or all year:** A dropdown menu showing "Entire Year".
- Enter Course number to fill with:** A text input field with a blue arrow icon to its left.
- Enter 1st Quarter effective date:** A date input field showing "08/31/98".
- Enter 2nd Quarter effective date:** A date input field showing "11/16/98".
- Enter 3rd Quarter effective date:** A date input field showing "01/11/99".
- Enter 4th Quarter effective date:** A date input field showing "03/29/99".
- Query Statement (optional):** A large text area for entering a query.
- Buttons:** "Close" and "Update" buttons at the bottom right.

The file name "s113.bmp" is visible in the top right corner of the window.



Fill Open Periods Fields

<i>Field</i>	<i>Description</i>
<i>Select tracks or leave blank to update all tracks</i>	This field displays only if your school is set up for tracks in the School atom. To fill classes for a specific track, select a track from the pop-up list. Leave this field blank to fill classes in all tracks.
<i>Enter period range</i>	Range of periods to fill. Select the period numbers from the pop-up list. Only the periods shown in this range are checked for open periods and filled with the section you select. Generally, you select all of the periods that are set up for the school.
<i>Limit to one term or all year</i>	<p>To fill classes for only one term, select the term (first semester, first quarter, and so on) from the pop-up list. To fill all classes for the year, select Entire Year from the pop-up list. The choices in the pop-up list depend on the setting in the <i>Term Type</i> field on the Schedule tab of the School atom.</p> <p>When open periods are filled with a specified course, the Fill Open Periods atom looks first for sections scheduled for the longest term selected in the <i>Limit to one term</i> or <i>All year</i> field. For example, this atom looks for year-long sections first. Then, if no year-long sections are available, it looks for semester sections, and from there, it goes to trimester sections, quarter sections, and so on. Meeting days and scheduling cycles are also considered when filling open periods.</p>



<i>Field</i>	<i>Description</i>
<i>Enter Course number to fill with</i>	<p>Course number that you want to add to the schedules of students with open periods. The system adds the section of this course that meets during the unfilled period in the student's schedule.</p> <p>Note: If no section is scheduled for the open period, no section is added to the schedule. If the section for the needed period is full, no section is added to the student's schedule.</p>
<i>Enter [...] effective date</i>	<p>Date that you want to use as the effective date for enrolling the student in this course. The default is the date that is entered on the Term Duration tab of the School atom. The terms listed depend upon the setting in the <i>Term Type</i> field on the Schedule tab of the School atom.</p>
<i>Query Statement</i>	<p>To further limit the students who are affected by the change, you can enter a query in this field. It is not necessary to include the word IF; the query assumes it is there.</p>

Using Fill Open Periods

1. Open the Fill Open Periods atom.
2. Enter the range of periods that you want the system to check for open periods and fill with the course.
3. Select the term that you want to affect. The choices in the pop-up list are determined by the setting in the *Term* field on the Schedule tab of the School atom.
4. Enter the number of the course you want to add to the schedules of the students. The system looks for sections that match the open period.



5. For each term in your school's calendar, enter the date the students are placed in the course (effective date). These fields default with the information from the Schedule screen and Term Duration tab of the School atom.
6. If applicable, enter a query statement to further limit the students who are affected by the fill.
7. Click Update to fill the open periods.

End of Term Atom

To close classes at the end of a term, use the End of Term atom (Basic Scheduling folder). Use this atom to close classes in the current term and move them to the class history file (ACLH).

The end of term process requires exclusive use of the scheduling files. When you use the End of Term atom, no one else but you can be logged into the SASIxp software. Also, you must log out and log back in before running this atom, and you cannot have any other atoms open.

Schools using class schedules that have more than one term on the Term Duration tab of the School atom must use the End of Term atom to close classes that meet for only part of the school year.

When to Use the End of Term Atom

Use the End of Term atom at the beginning of the second and all subsequent terms during the school year to close the classes that met only during the previous term, for example, Q1.

Before using this atom to end the term, you should make sure that the Update Grades atom has been run for the current grade reporting period and that the last attendance bubble sheets of the current term have been printed.

Note: If you have not used the End of Term atom to close classes for a term that ended earlier in the year, run it twice so that each set of classes has the correct ending date for the term in which they met. If you are using the Update Classes atom to transfer revised class schedules from the mass scheduling files, run End of Term before Update Classes for terms that ended earlier in the school year. Run it again after Update Classes for the term that just ended.



End of Term Screen

s102/bmp

The screenshot shows a dialog box titled "End Of Term". Inside, there is a section labeled "End of Term Options" containing two input fields: "Term to end" (a dropdown menu) and "Date to end with" (a text box). At the bottom of the dialog are two buttons: "Close" and "Update".

End of Term Fields

Field	Description
<i>Term to end</i>	Term of the classes that you want to close, as defined under Term Duration in the School atom.
<i>Date to end with</i>	End date of the term to close. This date defaults from the Term Duration tab of the School atom.
<i>Track to end</i>	This field displays only if the school is set up as a track school. Select the track of the classes you want to close. If you leave this field blank, all tracks are included in the update process.

Using the End of Term Atom

1. Open the End of Term atom.
2. Select the term that you want to close from the pop-up list in the *Term to end* field.
3. The term end date defaults in the *Date to end with* field from the Term Duration tab of the School atom.

Bookmark	Contents	Search	Usage	Glossary	Print	Back	Forward	First	Previous	Next	Last
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4. If your school is set up with tracks, select the appropriate track in the *Track to end* field to designate the track you want.
5. To end the term, click Update. A confirmation message displays to indicate that classes for the selected term codes are updated. The term codes also display for verification.
6. Click OK if the term codes in the confirmation message are correct. The system ends the term and moves closed classes to the history file.

Setup Notes

- The pop-up list used for the *Term to end* field is defined on the Term Duration tab of the School atom.
- The pop-up list used for the *Track to end* field displays only if the Track Type is defined on the General tab of the School atom.