SASIxp™ Elementary Scheduling Reference Guide

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Elementary Scheduling
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Introduction

The Elementary Scheduling module is the result of a successful effort between National Computer Systems, Inc. and Mascomm Systems Inc. It provides elementary schools the ability to use student and staff data from SASIxp™ educational software to assign students to teachers and create elementary school schedules using Mascomm products.

The Elementary Scheduling module consists of four atoms:

- Placement Code Mapping Atom
- Student Placement Atom
- Mascomm Aggregator Atom
- Mascomm Scheduler Atom

The Placement Code Mapping atom and the Student Placement atom are typical SASIxp atoms that open SASIxp screens where you can add, view, and modify SASIxp data. The Aggregator and Scheduler atoms open applications that are external to the SASIxp software. See *Aggregator and Scheduler* for more information.

System Requirements

These system requirements apply if you intend to use the interface capability between the SASIxp software and Class Aggregator or Elementary School Scheduler. See *Class Aggregator User's Guide* and *Elementary School Scheduler User's Guide* for information about running Aggregator and Scheduler independent of the SASIxp software.

> Interface between the SASIxp software and Class Aggregator or Elementary School Scheduler is not supported on any Macintosh® platform including Macintosh computers running a Windows simulator.

SASIxp version 4.0 or greater is required.

System requirements for local installation of Class Aggregator and Elementary School Scheduler are:

- IBM® PC or compatible with a 386, 486, or Pentium® Processor
- Windows® 95, Windows® 98, or Windows NT®
- 5 MB of hard disk space

System Setup

Class Aggregator and Elementary School Scheduler arrive on a CD (separate from the SASIxp software) that is accompanied by installation instructions. Follow the printed instructions and setup prompts to install and register these products.

> You must record the directories in which the Aggregator and Scheduler applications are installed. These directory locations are required for setting up the SASIxp software to communicate with Aggregator and Scheduler.

Setting Up the SASIxp Software to Use Aggregator and Scheduler

1. Open the Placement Code Mapping atom.
2. Display the Setup tab.
3. Complete the fields on the tab.
4. Click Save.
5. Click Close to exit from the Placement Code Mapping atom.

Aggregator and Scheduler

The Class Aggregator and Elementary School Scheduler applications were developed by Mascomm Systems Inc. to assist elementary schools with creating schedules that block time for subjects and other required activities, assign teachers to subjects, and assign students to teachers.

Class Aggregator

The Class Aggregator application enables elementary school administrators to distribute students among teachers or across subjects based on a set of selected priorities (such as grade level, gender, ethnicity, or other user-defined priorities).

Aggregator imports student and staff data from SASIxp software to be used in both Class Aggregator and Elementary School Scheduler applications. Aggregator also exports to the SASIxp software teacher assignments (for students) that result from Aggregator and Scheduler operations.

You can open Class Aggregator using the Mascomm Aggregator atom in the SASIxp software.

Elementary School Scheduler

The Elementary School Scheduler application enables elementary school administrators to develop a fixed schedule of subjects and other required blocks of time for an elementary academic period or year. Scheduler also enables you to designate teachers for scheduled subjects.

You can open Elementary School Scheduler using the Mascomm Scheduler atom in the SASIxp software.

Characteristics of Aggregator and Scheduler Atoms

The Aggregator and Scheduler atoms share many characteristics of typical SASIxp atoms. Aggregator and Scheduler atoms display as typical SASIxp atom icons in the Elementary Scheduling folder and include the ability to be:

- Opened from the Elementary Scheduling folder by double-clicking.
- Duplicated and placed in other folders on the desktop as aliases.
- Placed on toolbars.

You can view Aggregator and Scheduler atom properties with the Atom Info option on the File menu.

> The Aggregator and Scheduler atoms differ from typical SASIxp atoms in that they open applications external to the SASIxp software. Once you open Aggregator or Scheduler, you are no longer in the SASIxp software. Data modifications that you perform in the Aggregator and Scheduler applications do not get reflected in SASIxp data.

Using Aggregator and Scheduler

You must perform most Class Aggregator and Elementary School Scheduler operations from inside the running applications.

To accomplish data transfer between SASIxp software and Aggregator, you must open Aggregator from the SASIxp software.

See the *Class Aggregator User's Guide* for information about performing tasks in the Class Aggregator application. See the *Elementary School Scheduler User's Guide* for information about performing tasks in the Elementary School Scheduler application.

Opening the Aggregator and Scheduler Applications

You can open the Aggregator and Scheduler applications just like you open any other atom from the SASIxp software.

1. Open the SASIxp software.
2. Open the Elementary Scheduling folder.
3. Double-click the Mascomm Aggregator atom or the Mascomm Scheduler atom. The Class Aggregator application or the Elementary School Scheduler application opens external to the SASIxp software.

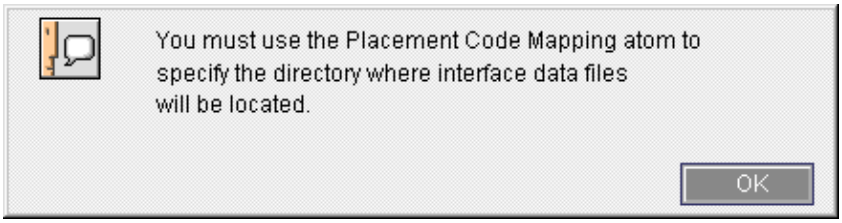
You can also open the Aggregator and Scheduler applications from atom aliases placed in other folders, on the desktop, or on a toolbar.

Closing the Aggregator and Scheduler Applications

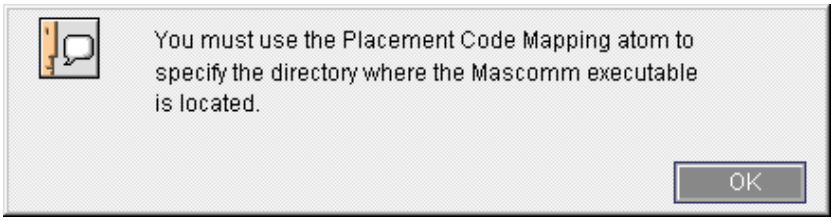
You must close Class Aggregator and Elementary School Scheduler from inside the running applications. Although you may have opened Aggregator and Scheduler from the SASIxp software, closing the SASIxp software does not close the Aggregator and Scheduler applications.

Error Messages

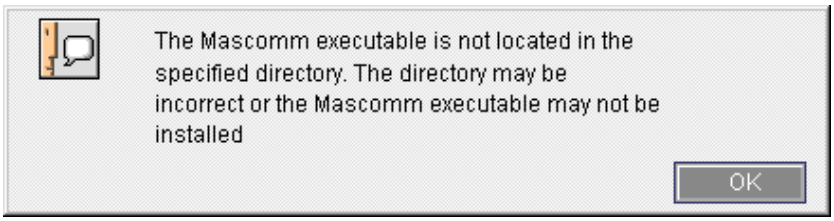
You may see one of three common error messages when you try to open the Mascomm Aggregator or Mascomm Scheduler atoms from the SASIxp software.



A required field is blank. On the Setup tab in the Placement Code Mapping atom, complete the *Interface Directory* field.



A required field is blank. On the Setup tab in the Placement Code Mapping atom, complete the *Aggregator Executable Directory* or *Scheduler Executable Directory* field.



A required field is inaccurate. Verify that the Aggregator and Scheduler applications are installed. On the Setup tab in the Placement Code Mapping atom, ensure that the *Aggregator Executable Directory* and the *Scheduler Executable Directory* fields reflect the current installation locations of the Aggregator and Scheduler executables.

Placement Code Mapping Atom

The Placement Code Mapping atom enables you to identify student placement codes as well as specify critical directory locations for interface between the SASIxp software and Class Aggregator. The Placement Code Mapping atom includes two tabs:

- Field Selection Tab
- Setup Tab

Placement codes are fields from ASTU or APLC files with student-specific values that the Class Aggregator application uses to distribute students among teachers or subjects. The APLC file contains placement code values that you assign to students based on items that you define in Elementary Scheduling system tables.

Table Setup for APLC Placement Codes

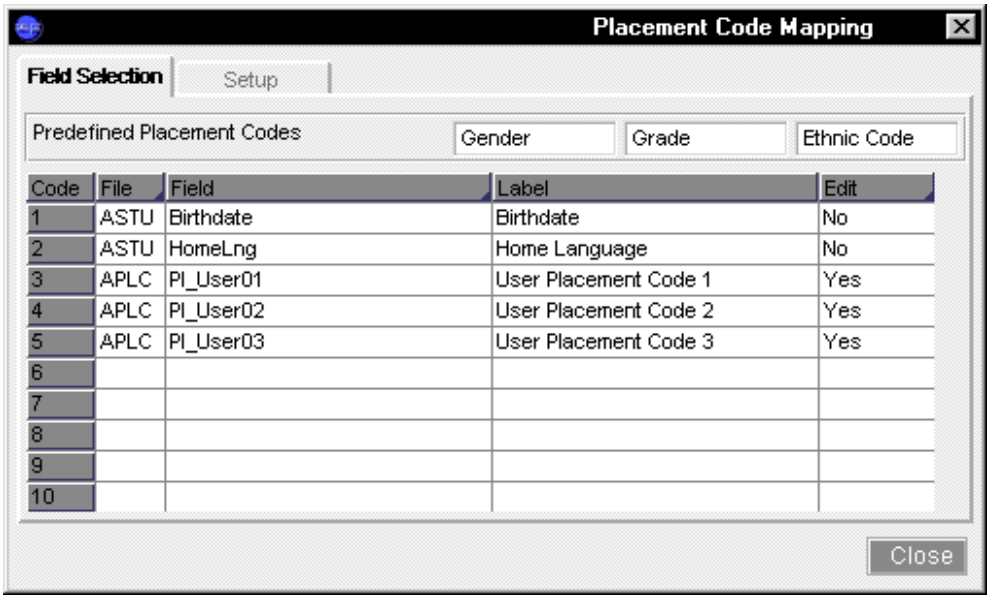
Ten new tables are associated with the Elementary Scheduling module. Each table contains values that you can assign to students for a single placement code field. Use the Tables Definition atom to define values in these tables.

NCS recommends that you add one blank value to each table in which you define values.

Name	Default Description
PL1	User Placement Code 1
PL2	User Placement Code 2
PL3	User Placement Code 3
PL4	User Placement Code 4
PL5	User Placement Code 5
PL6	User Placement Code 6
PL7	User Placement Code 7
PL8	User Placement Code 8
PL9	User Placement Code 9
PLA	User Placement Code A

Field Selection Tab

The Field Selection tab enables you to identify up to 10 ASTU or APLC fields (in addition to three predefined ASTU fields) that the system uses as placement codes for students.



Field Selection Tab Fields

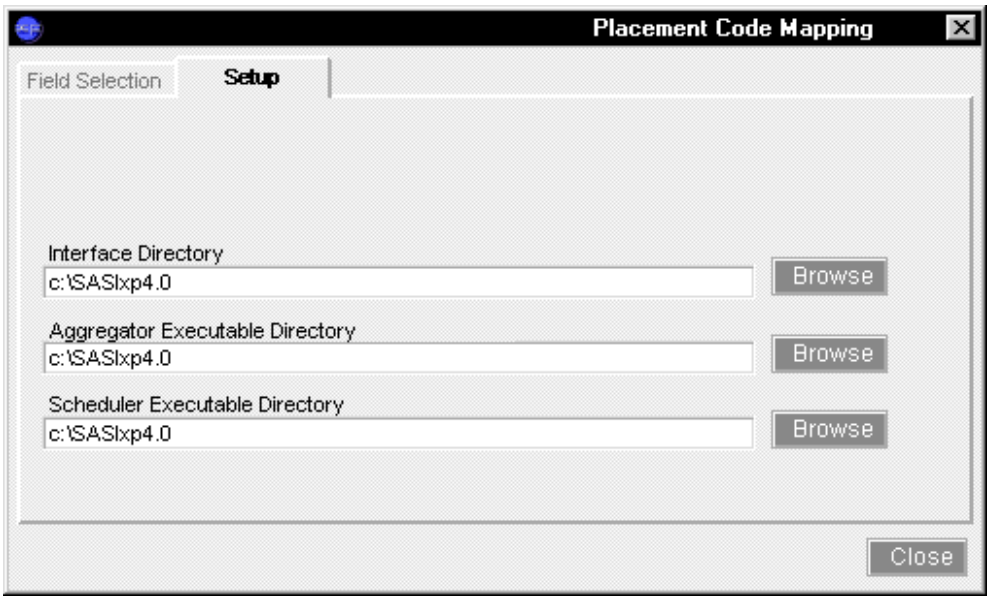
Field	Description
Predefined Placement Codes	Placement code values that the system automatically identifies for students: ■ Gender – Student's gender (M-Male or F-Female). ■ Grade – Student's current grade level. ■ Ethnic Code – Student's ethnicity.
Placement Code Matrix Fields	
Code	Line number of the placement code. These numbers do not represent priority for placement codes.
File	SASIxp data file where values for fields selected as student placement codes are stored. The pop-up list displays two files: ■ ASTU ■ APLC

Field	Description
Field	Field (within the specified file) that the system uses as a placement code for all students. The pop-up list displays existing fields for the selected file. Gender, Grade, and Ethnic Code fields do not display for the ASTU file because they are predefined placement codes.
Label	Description of the placement code that displays on the Student Placement screen and Student Placement Code report. Defaults to the field description stored in the ASTU or APLC file. You can type a new label.
Edit	Indicates (Yes/No) whether a user can modify placement code values from the Student Placement screen. Edit capability changes the data stored in the ASTU or APLC files. Default value for ASTU fields is No. Default value for APLC fields is Yes.

Setup Tab

The Setup tab enables you to specify critical directory locations for using Class Aggregator and Elementary School Scheduler from the SASIxp software.

Accurate directory locations are required for opening the Aggregator and Scheduler applications. Accurate data locations are also required for successful data transfer between the SASIxp software and the Aggregator and Scheduler applications.



Setup Tab Fields

These fields are editable only by using the Browse button.

Field	Description
Interface Directory	Directory location of the database interface files used for data transfer between SASIxp software and Class Aggregator or Elementary School Scheduler.
Aggregator Executable Directory	Directory location of the file that opens Class Aggregator.
Scheduler Executable Directory	Directory location of the file that opens Elementary School Scheduler.

Using the Placement Code Mapping Atom

These procedures describe how to perform tasks in the Placement Code Mapping atom.

Adding Placement Codes

This procedure describes how to specify the fields that the Elementary Scheduling module uses as student placement codes.

1. Open the Placement Code Mapping atom.
2. Display the Field Selection tab.
3. Complete the fields on the next available row of the matrix.
4. Repeat Step 3 for each placement code that you want to add.
5. Click Save. The Save operation can take a few minutes.
6. Click Close to exit from the Placement Code Mapping atom.

Deleting Placement Codes

This procedure describes how to remove fields that the Elementary Scheduling modules uses as student placement codes.

Warning: When you remove an APLC placement code, the system deletes all student values stored in the APLC file for that placement code.

1. Open the Placement Code Mapping atom.
2. Display the Field Selection tab.
3. In the *File* field for the placement code that you want to delete, select the blank item from the pop-up list. The system clears all information in the matrix row.
4. Repeat Step 3 to remove another placement code.
5. Click Save. The Save operation can take a few minutes.
6. Click Close to exit from the Placement Code Mapping atom.

Providing Edit Capability for Placement Code Values

This procedure enables you to modify placement code values for students using the Student Placement atom.

1. Open the Placement Code Mapping atom.
2. Display the Field Selection tab.
3. In the *Edit* field for any placement code, select Yes or No depending on edit capability requirements.
4. Click Save. The Save operation can take a few minutes.
5. Click Close to exit from the Placement Code Mapping atom.

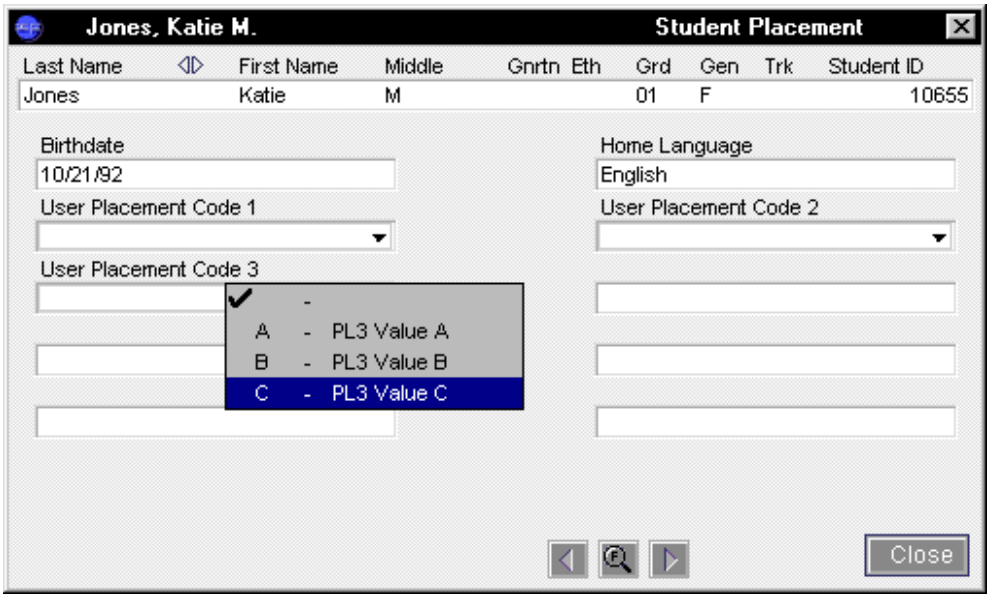
Student Placement Atom

The Student Placement atom enables you to view and maintain student placement code values for placement codes that you select in the Placement Code Mapping atom.

Student Placement Screen

The Student Placement screen enables you to view, record, modify, and delete student-specific values for placement codes.

> The ability to modify placement code values is dependent on the edit capabilities that you established for placement codes in the Placement Code Mapping atom.



Student Placement Screen Fields

Field	Description
Student Information Fields These view-only fields display student-specific information defined in the Student atom.	
Last Name	Student's last name.
First Name	Student's first name.
Middle	Student middle name or middle initial.
Gnrtn	Student's generation code (eg, Jr. or III).
Eth	Student's ethnic code.

Field	Description
Grd	Student's current grade level.
Gen	Student gender (M-Male or F-Female).
Trk	School track to which the student is assigned. (Displays only if your school defines and uses tracks).
Student ID	Student's identification number.
Placement Code Fields	
Placement Codes (1 – 10)	Student's placement code values. Placement code fields and field names depend on placement code information defined in the Placement Code Mapping atom.

Recording and Viewing Student Placement Code Values

This procedure describes how to record or view student-specific placement code values.

1. Open the Student Placement atom.
2. Find the student for whom you want to record or view placement code values. Existing values display in the placement code fields.
3. Add, modify, or delete information in fields on the form.

   These tasks apply only to editable fields. See *Providing Edit Capability for Placement Code Values* for more information.
4. Click **Save**.
5. Repeat Steps 2 – 4 to record or view student placement code values for another student.
6. Click **Close** to exit from the Student Placement atom.

Elementary Scheduling Reports

The Elementary Scheduling module provides the ability to produce the Student Placement report.

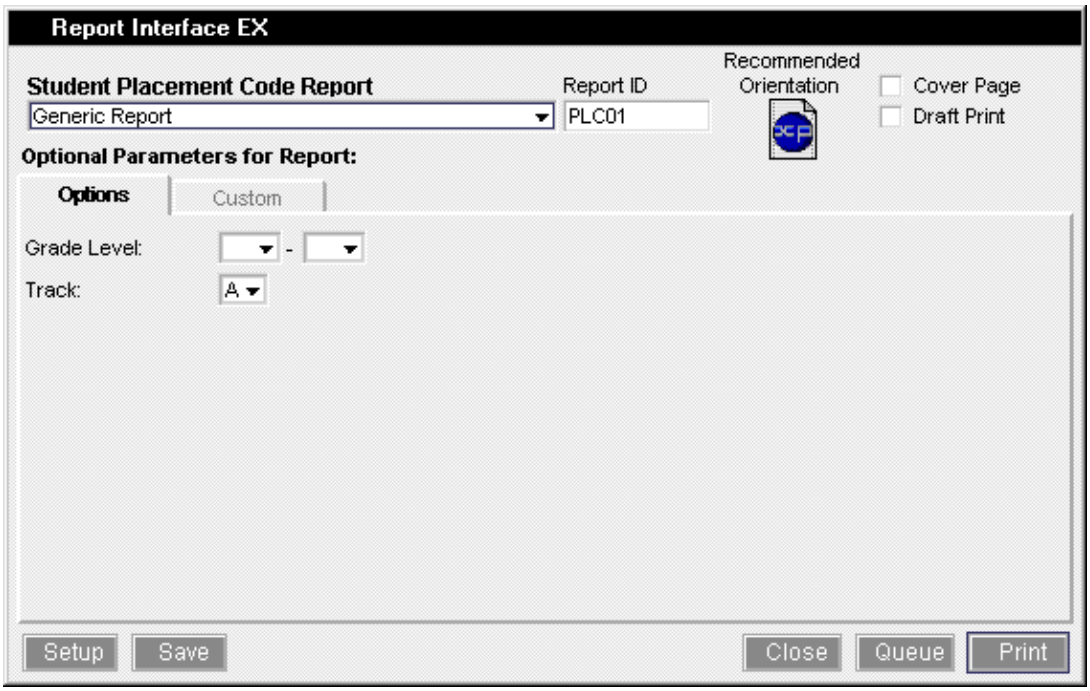
Student Placement Report (PLC01)

The Student Placement report displays placement code values assigned to students.

> You maintain student placement code values in the Student Placement atom. Placement code selections occur in the Placement Code Mapping atom.

- Location: Student Placement Atom on the PlmCodes Menu
- Sort Values: Student Last Name, Student First Name, Student Middle Initial
- Paper Size: 8½ x 11 inch Letter
- Paper Orientation: Portrait

Report Interface Options Tab



Report Interface Options Tab Fields

Field	Description
Grade Level	Range of student grade levels to include in the report. The pop-up list displays grade levels defined in the School atom.
Track	Track for students included in the report. The pop-up list displays tracks defined in the School atom. Displays only if your school uses tracks.

PLC01 Sample Report

The top bold line of the data header includes the student's name, identification number and three pre-defined placement codes. Up to three additional bold data header lines (depending on the number of selected placement codes) display placement code field names. Student data and placement code values printed in the body of the report correspond to the position of the bold items in the data header.

```
                                Elementary School Name
99/99/99                      Student Placement Code Report                    PLC01
99:99 pm                                                                       Page 1

Student Name                                          Student ID    Grade    Gender    Ethnic
User Placement Code 1          User Placement Code 2          User Placement Code 3
User Placement Code 4          Birthdate                      Home Language
Enter Date                     Enter Code                     ESL
User Placement Code 5

Jones, Katie M                                        10655        01        F         W
P1C – Value C                  P2A – Value A                  No Data
    -                          10/21/92                       ENG - English
09/01/99                       R2  – Return From Last Year    Protected Data
No Data

Kreston, Brian                                        11963        01        M         H
No Record                      No Record                      No Record
No Record                      8/29/92                        ENG - English
09/01/99                       E1  -  First School This Year  Protected Data
No Record
```

Student placement code values typically contain one of five information types.

Value	Description
xxx-xxxxxxxxxxxxxxxxxxxxxxxxxxxx	Table value is assigned to the student for the placement code. Begins with the first 3 characters of the code followed by a hyphen then by the first 28 characters of the code description.
-	Valid blank table value is assigned to the student for the placement code.

Value	Description
No Record	No value assigned to the student for the placement code. No record exists for the student in the APLC file because the student is not assigned a value for any APLC placement code field.
No Data	No value assigned to the student for the placement code. However, a record exists for the student in the APLC file because the student is assigned a value for at least one APLC placement code.
Protected Data	User login does not have authorization to view student information for the placement code.
##/##/##	Date for a placement code field with a date format.