

Secondary Walk-In Scheduling

After the scheduler is no longer being run, scheduling issues may require manually updating student schedules. In addition, students may still be enrolling in the current year and will need a schedule for the upcoming year. Once the new school year begins, new students will need to be scheduled and other students may need schedule changes for a variety of reasons such as balancing or collapsing sections. In all these scenarios, schedules would be created or changed manually, which is referred to in Focus as Walk-in Scheduling.

Fixing Schedules Through the 1st day of the New Term

 The Loading Reports should be used after Run Scheduler is no longer being used and once the new school year begins to locate students who have not been scheduled or who may have conflicting or incomplete schedules. Schedulers should be in the new school year when viewing this report.

Loading Reports: Students with Incomplete Schedules

The Students with Incomplete Schedules report displays students who have one or more periods in which no courses are scheduled.

1. Go to the **Scheduling** menu and select **Loading Reports**.
2. Click the **Students with Incomplete Schedules** tab.
3. Leave the search text box empty and click **Search**, or use **More Search Options** to select a specific grade level.

When the report opens, the **Effective Date** displays the first day of the new term.

4. The first time the report is viewed, select the **Periods** used for scheduling and click **Update**.

A red X displays for each period a student is not scheduled.

5. Check both semesters by changing the selection of the Quarter (Marking Period) using the pull-down in the Portal header.

Percentage of Requests Scheduled

Courses with Unfilled Requests Overfilled Sections Underfilled Sections Unfilled Requests

Percentage of Students Scheduled **Students with Incomplete Schedules** Students with Conflicting Schedules

Students with incomplete schedules are students who have a period open in their schedule. You can exclude periods from being part of the normal school day by unchecking them below. Click the student's name to view or modify his or her schedule.

Effective Date: April 18 2023 Marking Period: 4th 9 Weeks

Periods to Check: 01 02 03 04 05 06 07 08 Update

Hide Dismissed Students Save Dismissed Students

Search Screen Simple List Customized List

722 Students with incomplete schedules Search

Dismiss Student	Student	Grade	Period 2	Period 5
<input type="checkbox"/>	Abott-Martinez, Charlie Christopher	09	✗	✗
<input type="checkbox"/>	Acevedo, Diem Donna	09	✗	
<input checked="" type="checkbox"/>	Anthony, Vernon Dudley	11	✗	
<input type="checkbox"/>	Arana, Octavia	12	✗	✗
<input type="checkbox"/>	Arana, Torcuato Katelynn	09	✗	✗
<input type="checkbox"/>	Aranda, Sara Yasuel	09	✗	✗
<input type="checkbox"/>	Arellano, Ariane Eric	11	✗	✗
<input type="checkbox"/>	Arellano, John Saeltiel	11	✗	✗

6. Show/Hide Dismissed Students: Some students may not need a full set of requests so would not need all periods scheduled to be "fully scheduled."

- Select the **Dismiss Student** check box next to the student's name if this is applicable.
- Click **Save Dismissed Students** to hide said students from the report.
- Click **Show Dismissed Students** to display the hidden students.

7. Click the student's name from the Students with Incomplete Schedules tab.

When the schedule record opens, courses can be added in one of three ways:

- By clicking **+Add a Section**, which opens Courses & Sections.
- By using any of the pull-downs in **Search for a section to add**.
- By viewing any **Unscheduled Requests** to determine if they can be used by changing the period a different course may have scheduled.

Full Year

No Classes were found. Customize Columns

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Last Modified
+ Add a Section		Option 1							

Option 2

Search for a section to add

Any Subject Course Course Section Any Period Any Teacher Full Year Search

Subject Number Title ID Period Teacher Term

1 Unscheduled Request Auto-Schedule this Student Search

Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
+ ENG HON 4	0	0					

Option 3

Option 1: +Add a Section

1. Click **+Add a Section**, which will open Courses & Sections in a pop-up window.
2. Click on the **Subject** and **Course**; each **Section** will display the number of available seats.

The screenshot shows the 'Student Schedule' interface for a student named Adams. The interface is divided into three main panes: '14 Programs', '1 Course', and '10 Sections'. The '14 Programs' pane lists subjects such as ALGEBRA I, AMERICAN GOVERNMENT, AMERICAN HISTORY, BIOLOGY, ECONOMICS, ELECTIVES, ENGLISH LANGUAGE ARTS, EQUALLY RIGOROUS, EXCEPTIONAL STUDENT, GEOMETRY, MATHEMATICS, and PERFORMING FINE ARTS. The '1 Course' pane shows 'ALG 1-B' with 'Course Num' 1200380. The '10 Sections' pane lists various sections with their respective teachers and available seats. The 'Available Seats' column shows 25 seats for most sections, except for 'Period 2 - Q1 - F - 0652A - MELANY M KING' and 'Period 2 - Q2 - H - 0752B - MELANY M KING', which have 0 seats available.

Subject	Course	Course Num	Section	Available Seats
ALGEBRA I	ALG 1-B	1200380	Period 1 - Q1 - MTWHF - 0001A - ROBERT ERIC SHIEL	25
AMERICAN GOVERNMENT			Period 1 - Q2 - MTWHF - 0001B - ROBERT ERIC SHIEL	25
AMERICAN HISTORY			Period 1 - Q3 - MTWHF - 0201A - ROBERT ERIC SHIEL	25
BIOLOGY			Period 1 - Q4 - MTWHF - 0201B - ROBERT ERIC SHIEL	25
ECONOMICS			Period 2 - Q1 - F - 0652A - MELANY M KING	0
ELECTIVES			Period 2 - Q1 - MTWHF - 0002A - ROBERT ERIC SHIEL	25
ENGLISH LANGUAGE ARTS			Period 2 - Q2 - H - 0752B - MELANY M KING	0
EQUALLY RIGOROUS			Period 2 - Q2 - MTWHF - 0002B - ROBERT ERIC SHIEL	25
EXCEPTIONAL STUDENT			Period 2 - Q3 - MTWHF - 0202A - ROBERT ERIC SHIEL	25
GEOMETRY			Period 2 - Q4 - MTWHF - 0202B - ROBERT ERIC SHIEL	25
MATHEMATICS				
PERFORMING FINE ARTS				

3. Click on the **Section** to be added to the student's schedule.

The Courses & Sections pop-up closes and the student's schedule displays with the added course.

Demographic Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication ISP Page SSS Choice Billing																					
Effective Date: January 18 2024		Include		Print Schedule		BILL BY: Semester		View Student		Course List		Weekly Planner		<input checked="" type="checkbox"/> Show Florida Fields <input type="checkbox"/> Show Vocational/WDIS Fields <input type="button" value="Save"/>							
5 Classes												Customize Columns		Mass Update		Message					
												Full Year		Quarter 1		Quarter 2		Quarter 3		Quarter 4	
Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Estimated Course Completion Date	Billed	Attended Hours										
<input type="checkbox"/>	MATH DATA & FIN LIT	Period 1 - Q2 - MTWHF - 0001B - BENJAMIN A SMITH	1200384	0001B	MTWHF	99-105	Quarter 2	Oct 9, 2023	N/A		00:00										
	US HIST	Period 2 - Q2 - MTWHF - 0002B - ROBIN MARIE BLALOCK	2100310	0002B	MTWHF	99-31	Quarter 2	Oct 9, 2023	N/A		00:00										
<input type="checkbox"/>	ALG 1-B	Period 2 - Q2 - MTWHF - 0002B - ROBERT ERIC SHIEL	1200380	0002B	MTWHF	99-94	Quarter 2	Jan 18, 2024	N/A		00:00										
	GEO	Period 3 - Q2 - MTWHF - 0003B - ROBERT ERIC SHIEL	1206310	0003B	MTWHF	99-94	Quarter 2	Oct 9, 2023	N/A		00:00										
	ENG 4: FL COLL PREP	Period 4 - Q2 - MTWHF - 0004B - KIMBERLY E CONOLLY	1001405	0004B	MTWHF	99-136	Quarter 2	Oct 9, 2023	N/A		00:00										
			+ Add a Section																		
Total																					

4. Continue using **+Add a Section** to fill the student's schedule.

Option 2: Search for a section to add

i Most users find this option easier and faster for building schedules. It is up to the individual user to determine which fields they wish to use to locate a section with available seats.

1. Select options from the pull-downs and click **Search**.

5 Classes  Customize Columns Mass Update Message

Full Year Quarter 1 **Quarter 2** Quarter 3 Quarter 4

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Estimated Course Completion Date	Billed	Attended Hours
	MATH DATA & FIN LIT	Period 1 - Q2 - MTWHF - 0001B - BENJAMIN A SMITH	1200384	0001B	MTWHF	99105	Quarter 2	Oct 9, 2023	N/A		00:00
	US HIST	Period 2 - Q2 - MTWHF - 0002B - ROBIN MARIE BLALOCK	2100310	0002B	MTWHF	99-31	Quarter 2	Oct 9, 2023	N/A		00:00
<input type="checkbox"/>	ALG 1-B	Period 2 - Q2 - MTWHF - 0002B - ROBERT ERIC SHIEL	1200380	0002B	MTWHF	99-94	Quarter 2	Jan 18, 2024	N/A		00:00
	GEO	Period 3 - Q2 - MTWHF - 0003B - ROBERT ERIC SHIEL	1206310	0003B	MTWHF	99-94	Quarter 2	Oct 9, 2023	N/A		00:00
	ENG 4: FL COLL PREP	Period 4 - Q2 - MTWHF - 0004B - KIMBERLY E CONOLLY	1001405	0004B	MTWHF	99-136	Quarter 2	Oct 9, 2023	N/A		00:00
+ Add a Section											
Total											

Search for a section to add

Course Number Course Title Section ID
Any Period
Any Teacher
Q3
Search

Program Period Teacher Term

 Print  Help  Logout

Based on the search criteria entered, available sections will display the course name as a hyperlink with a + sign for adding the section to the student schedule.

2. Click on the course hyperlink for the applicable section and the section will be added to the schedule. If a course already exists in the selected period, an error message will appear with the option to go ahead and add the section if you will be moving the conflicting section.

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Estimated Course Completion Date	Billed	Attended Hours
<input type="checkbox"/>	Photojournalism	Period 2 - Q2 - MTWHF - 0002B - LISA NOELLE MAURO	8203001	0002B	MTWHF	99140	Quarter 2	Jan 18, 2024	N/A		00:00
	GEO	Period 3 - Q1 - MTWHF - 0003A - ROBERT ERIC SHIEL	1206310	0003A	MTWHF	99-94	Quarter 1	Aug 10, 2023	N/A		00:00
	GEO	Period 3 - Q2 - MTWHF - 0003B - ROBERT ERIC SHIEL	1206310	0003B	MTWHF	99-94	Quarter 2	Oct 9, 2023	N/A		00:00
	ENG 4: FL COLL PREP	Period 4 - Q1 - MTWHF - 0004A - KIMBERLY E CONOLLY	1001405	0004A	MTWHF	99-136	Quarter 1	Aug 10, 2023	N/A		00:00
	ENG 4: FL COLL PREP	Period 4 - Q2 - MTWHF - 0004B - KIMBERLY E CONOLLY	1001405	0004B	MTWHF	99-136	Quarter 2	Oct 9, 2023	N/A		00:00
+ Add a Section											
Total											

Search for a section to add

Course Number Course Title Section ID
Any Period
Any Teacher
Full Year
Search

Program Period Teacher Term

2 Sections 

Course	Course Number	Period	Teacher	Section ID	Room	Term	Days	Credits	Seats: Available / Total
+ Photojournalism	8203001	Period 2	Gaona, Jason	0002B	99140	Quarter 2	MTWHF	0.50	25 / 25

3. Repeat Steps 1 - 2 until the student is fully scheduled.

 The student schedules opened on a new tab. Close the tab and return to the Loading Report; refresh the report and the fully scheduled student will no longer display on the report. This process can be repeated for individual students until all unscheduled students have a schedule.

Any courses that were unavailable (no seats left) or unable to fit in the schedule will display in the student's **Unscheduled Requests** section below **Search for a Section to Add**.

Option 3: Unscheduled Requests + Period-Teacher Pull-downs

To see why a requested course did not schedule even though seats may be available:

- Click on the course name link at the bottom of the screen.

Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
+ ENG HON 3	90	3					

This will display the sections and available seats for the course in **Courses & Sections** and may provide an explanation for why a requested course did not get scheduled.

Courses				
View/Edit this Course		List Students in this Course	List Unfilled Requests in this Course	Search
40 Subjects	10 Courses	3 Sections		
Subject	Course	Course Num	Section	Available Seats
ELECTIVES	ENG 2	1001340	03 03 - 03AW - William Staab	30
ENGLISH LANGUAGE ARTS	ENG 3	1001370	04 04 - 04AW - William Staab	30
EQUALLY RIGOROUS	Eng 4: FI Coll Prep	1001405	06 06 - 06AW - William Staab	30
EXCEPTIONAL STUDENT	Eng Hon 1	1001320		
FOREIGN LANGUAGE	Eng Hon 2	1001350		
GEOMETRY	ENG HON 3	1001380		
HALF SCIENCE AND HALF CTE	ENG HON 4	1001410		
INTEGRATED SCIENCE 2				

Courses can be rearranged on the student's schedule by clicking the **Period-Teacher** pull-down. The pull-down will display all other sections of a course with the teacher as well as the number of available seats.

Delete	Course	Period - Teacher	Cours
<input type="checkbox"/>	Us Govt	01 01 - 11SJ - John Carbaial	210631
<input checked="" type="checkbox"/>	ECON FIN LIT	<ul style="list-style-type: none"> 01 01 - 11AR - Tracy Burkhardt (Semester 1) (29 seats) ✓ 01 01 - 21AR - Tracy Burkhardt (27 seats) 02 02 - I22AR - Tracy Burkhardt (Semester 2) (28 seats) -> I12SJ 02 02 - 12AR - Tracy Burkhardt (Semester 1) (28 seats) 03 03 - 23AR - Tracy Burkhardt (Semester 2) (28 seats) -> 13SJ 03 03 - 13AR - Tracy Burkhardt (Semester 1) (28 seats) 04 04 - 14AR - Tracy Burkhardt (Semester 1) (28 seats) 04 04 - 24AR - Tracy Burkhardt (Semester 2) (28 seats) -> 14SJ 05 05 - I15AR - Tracy Burkhardt (Semester 1) (28 seats) 05 05 - 25AR - Tracy Burkhardt (Semester 2) (28 seats) -> 15SJ 06 06 - 16AR - Tracy Burkhardt (Semester 1) (28 seats) 06 06 - 26AR - Tracy Burkhardt (Semester 2) (28 seats) -> 16SJ 	233
<input type="checkbox"/>	ALG 2 HON		034

Subject

1 **Unscheduled Request** | **Auto-Schedule this Student**

1. Click on the section requiring a teacher/period change.
2. Select a new section from the Period - Teacher pull-down. It might be necessary to do this for several sections to avoid creating schedule conflicts.
3. Repeat this for all sections that need to be moved or rearranged.
4. Click **Save**.

! As of the first day of the school year or new term, the Period-Teacher pull-down on the Student's Schedule will no longer be available for use. The Delete checkboxes will be visible through the end of the first day of the term. The sections will have to be dropped individually or en mass from the schedule.

Loading Reports: Students with Conflicting Schedules

The [Students with Conflicting Schedules](#) can be used to locate students with multiple sections scheduled into the same period.

1. Go to the **Scheduling** menu and select **Loading Reports**.

2. Click the **Students with Conflicting Schedules** tab.

3. Leave the search text box empty and click **Search** or use **More Search Options** to select a specific grade level.

When the report opens, the Effective Date displays the first day of the new term.

4. The first time the report is viewed, select the periods used for scheduling and click **Update**.

A red X displays for any period a student has more than one section in the same period.

5. Click on the student's name to adjust the schedule using any of the options previously described.

Deleting One or More Sections from a Student Schedule

Prior to and up through the end of the first day of the school year/new term, individual or multiple classes can be dropped from a student's schedule using the Delete check boxes. Since the class may not have yet started, deleting the class will not impact attendance or grades.

1. Go to the **Scheduling** menu and select **Student Schedule**.

2. Enter the student name or ID number in the search text box and click **Search**.

To the left of the **Course** column there is a **Delete** column.

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Co

Effective Date: January 18 2024 Include [Print Schedule](#) BILL BY: Semester View Student Create Invoice Invoices **Course L**

5 Classes [Full Year](#) [Quarter 1](#) **[Quarter 2](#)** [Quarter 3](#) [Quarter 4](#)

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term
<input type="checkbox"/>	MATH DATA & FIN LIT	Period 1 - Q2 - MTWHF - 0001B - BENJAMIN A SMITH	1200384	0001B	MTWHF	99105	Quarter 2
	US HIST	Period 2 - Q2 - MTWHF - 0002B - ROBIN MARIE BLALOCK	2100310	0002B	MTWHF	99-31	Quarter 2
<input type="checkbox"/>	Photojournalism	Period 2 - Q2 - MTWHF - 0002B - LISA NOELLE MAURO	8203001	0002B	MTWHF	99140	Quarter 2
	GEO	Period 3 - Q2 - MTWHF - 0003B - ROBERT ERIC SHIEL	1206310	0003B	MTWHF	99-94	Quarter 2
	ENG 4: FL COLL PREP	Period 4 - Q2 - MTWHF - 0004B - KIMBERLY E CONOLLY	1001405	0004B	MTWHF	99-136	Quarter 2
+ Add a Section							
Total							

3. Select the **Delete** check box in the header and all sections will be selected or select the individual check boxes to delete specific sections.

4. Click **Save** to delete the selected sections on the schedule.

Follow the previous steps for using **+ Add a Section** or **Search for a Section** to add.

Writerscurrent Adame, 2916 - 11 **Student Schedule** Lois String

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Cor

Effective Date: January 18 2024 Include [Print Schedule](#) BILL BY: Semester View Student Create Invoice Invoices **Course Li**

10 Classes [Full Year](#) [Quarter 1](#) **[Quarter 2](#)** [Quarter 3](#) [Quarter 4](#)

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term
<input checked="" type="checkbox"/>	WORLD HIST	Period 4 - Q3 - MTWHF - 0204A - KENNETH FRENKE	2109310	0204A	MTWHF	99-22	Quarter 3
<input checked="" type="checkbox"/>	Photojournalism	Period 2 - Q2 - MTWHF - 0002B - LISA NOELLE MAURO	8203001	0002B	MTWHF	99140	Quarter 2



After the first day of the school year or new term, the Delete check boxes on the left-hand side will no longer be available because Attendance and Grades could potentially be linked to the sections. The sections will have to be dropped individually or en mass from the schedule as described below.

Mass Dropping a Section Prior to the Start of the Term

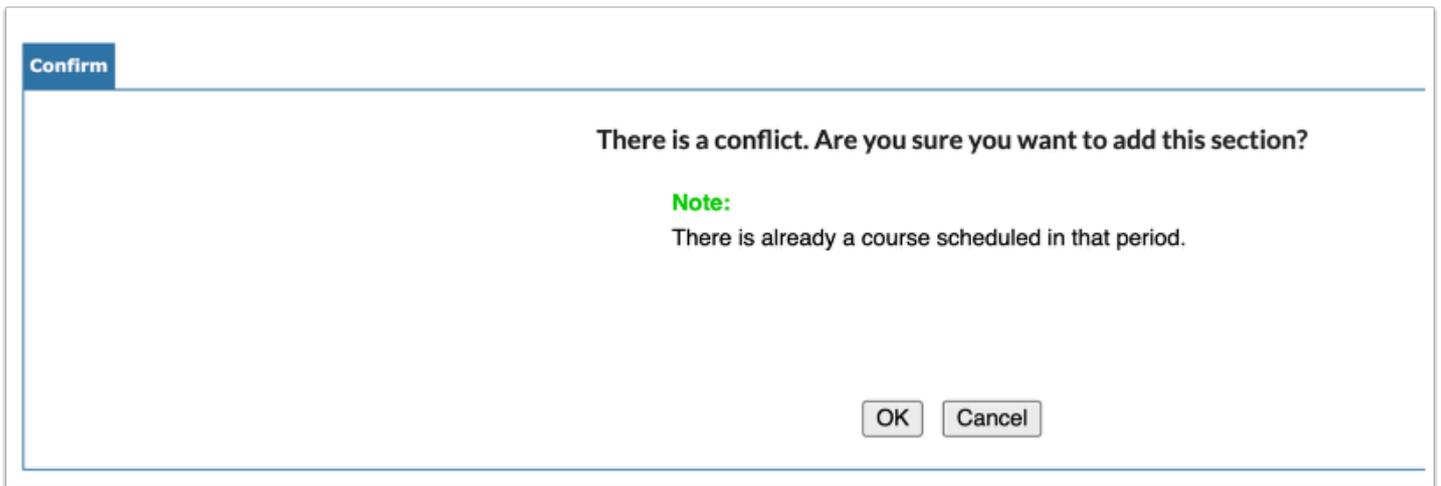
Sometimes it becomes necessary to drop a section from multiple students for various reasons, such as a section of a course is being dissolved. When done prior to the start of the term, a drop date is not required. It is best practice to ADD the new course(s) section first, then do the Mass Drop.

Each Student Gets Different New Section

1. Go to the **Scheduling** menu and select **Student Schedule**.
2. Click **More Search Options**, select **Scheduling**. Then, select **Scheduled into Section(s)**.
3. Select the section to be dropped/replaced from the **Scheduled into Section(s)** pull-down to locate the correct group of students.
4. Click **Search**.
5. From the resulting list, click on the first name in the list. The student schedule screen will display.
6. Click **+Add a Section** or use **Search for a Section to add** to select a course section that will replace the one that is going to be dropped.

Another option is to refer to the student's **Unscheduled Requests** at the bottom of the schedule to select a course designated as an alternate.

A message may display that there is a conflict if the new course section is in the same period as a currently scheduled section; click OK to proceed with scheduling the new course.

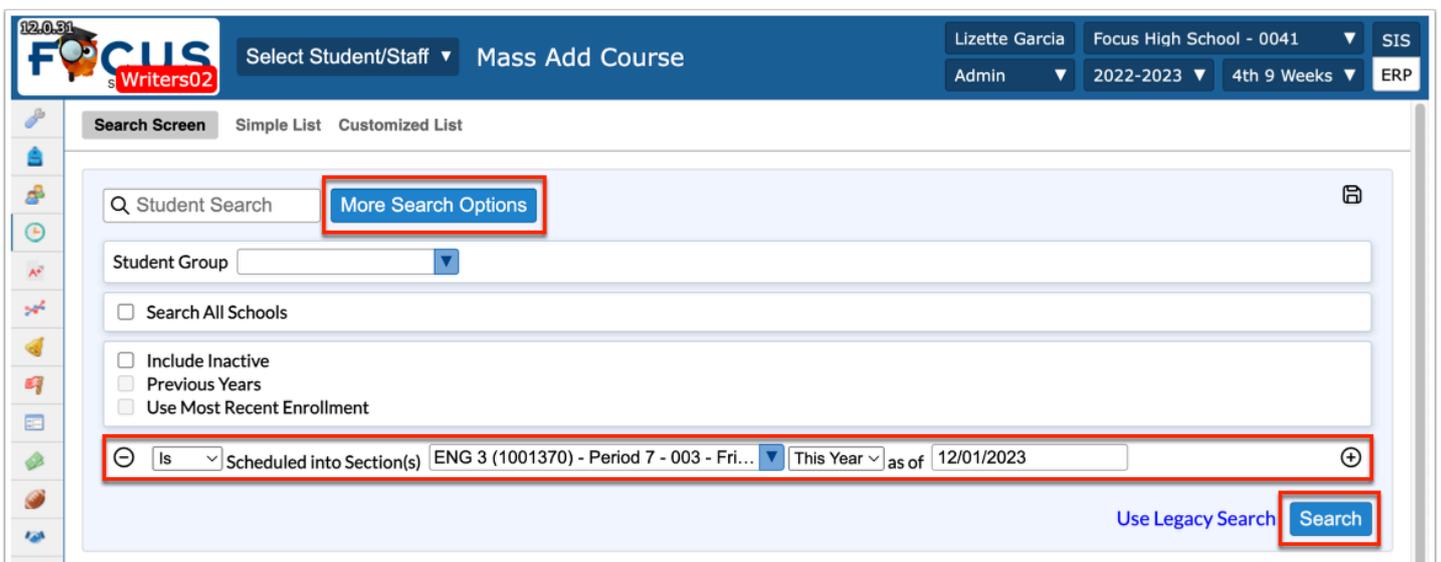


The new course will display on the schedule.

7. In the header, click Back to Search Results or click the arrows under the student name to move to the next student in the list and repeat the above steps until all students have had the new section added.

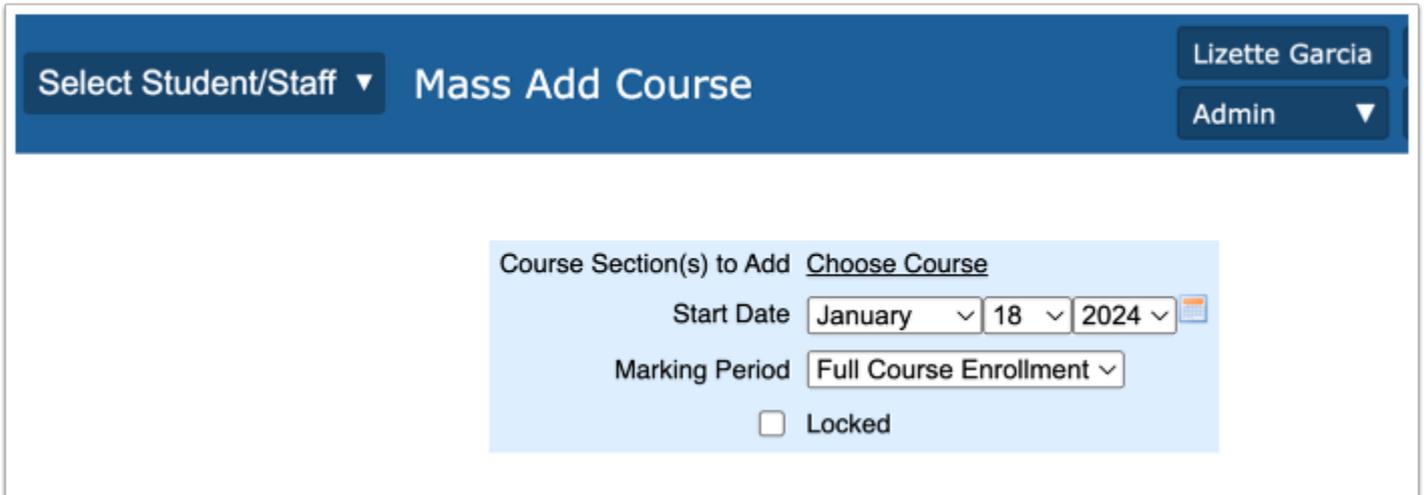
All Students Get Same New Section

1. Go to the **Scheduling** menu and select **Mass Add Course**.
2. Click **More Search Options**, select **Scheduling**. Then, select **Scheduled into Section(s)**.
3. Select the section to be dropped/replaced from the **Scheduled into Section(s)** pull-down to locate the correct group of students.
4. Click **Search**.



5. At the top of the screen, click the **Choose Course** link.

6. In the pop-up window, click the subject, course, and section to add to the students.
7. The selected section is displayed next to Course Section(s) to Add.
8. Click the **Choose more Courses** link to add more sections if needed.
9. Select the **Start Date** of the course.
10. Select the **Marking Period** of enrollment. Selecting Full Course Enrollment will enroll the students for the full course length set on the course.
11. Select the **Locked** check box to lock this section on the student's schedule. When a section is locked, it will not be affected by subsequent Scheduler runs.



The screenshot shows a web interface for "Mass Add Course". At the top, there is a blue header bar with "Select Student/Staff" and a dropdown arrow on the left, "Mass Add Course" in the center, and "Lizette Garcia" and "Admin" with a dropdown arrow on the right. Below the header, there is a light blue box containing the following form elements: "Course Section(s) to Add" with a link "Choose Course" next to it; "Start Date" with three dropdown menus set to "January", "18", and "2024", and a calendar icon; "Marking Period" with a dropdown menu set to "Full Course Enrollment"; and a "Locked" checkbox which is currently unchecked.

12. Scroll down to the student list. Select the check box next to each student to mass add this course to, or select the check box in the column header to select all the students in the list.
13. Click **Add Course(s) to Selected Students** at the top of the screen.

Writerscurent Select Student/Staff Mass Add Course Lois Stringer Focus High School 2023-2024 Quarter 3 SIS ERP

Add Course(s) to Selected Students

Course Section(s) to Add **ENG 3 - Period 1 - Q1 - MTWHF - 0001A - KATHRYN ANN SCHRIER**
 + Choose more Courses

Start Date January 18 2024 Clear Selected

Drop Date N/A N/A N/A Clear Selected

Marking Period Full Course Enrollment

Locked

Search Screen Simple List Customized List

Scheduled into Section(s):
 - ENG 2 (1001340) Period 3 - Q2 - M - 0753B - MELANY M KING (0753B)
 - ENG 2 (1001340) Period 4 - Q2 - H - 0754B - MELANY M KING (0754B)

10 Students 2 Selected

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Adams, Carpo	59208	09
<input type="checkbox"/>		Arellano, Nubar (Nessa)	61622	11
<input checked="" type="checkbox"/>		Arevalo, Tracy (Remy)	73075	09
<input type="checkbox"/>		Cintron, Christopher	02313	12

Print Help Logout

A green check mark and confirmation message is displayed, indicating the course has been added to the selected students.

If Back to Search Results is clicked, the list can be downloaded to Excel, which would allow copying and pasting the student ID numbers into the search text box on the Mass Drop Course search screen. Otherwise, the previous search criteria would have to be re-entered to reproduce the list of students.

14. Go to the **Scheduling** menu and click **Mass Drop Course**.

15. Click on **More Search Options** and enter the same search criteria that was used to generate the list for adding a new course to the student schedules or copy and paste student numbers from the saved excel sheet.

16. On the Mass Drop Course screen, click the **Choose Course** and select the course section that is being dropped.

Since the school year/term has not yet started, the Drop Date does not need to be adjusted (defaults to current date) and will not display on student schedules.

Writerscurrence Select Student/Staff Mass Drop Course Lois Stringer Focus High School 2023-2024 Quarter 3 ERP SIS

Drop Course for Selected Students

Course to Drop Choose a Course

Drop Date Clear Selected

Search Screen Simple List Customized List

Scheduled into Section(s):
 - ENG 2 (1001340) Period 3 - Q2 - M - 0753B - MELANY M KING (0753B)
 - ENG 2 (1001340) Period 4 - Q2 - H - 0754B - MELANY M KING (0754B)

10 Students 4 Selected Search

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Adams,	59208	09
<input type="checkbox"/>		Arellano,	061622	11
<input checked="" type="checkbox"/>		Areval,	073075	09
<input checked="" type="checkbox"/>		Cintre,	002313	12
<input type="checkbox"/>		Collado,	000922	09
<input checked="" type="checkbox"/>		Colla,	057221	09

Print Help Logout

17. Select the check box in the header to select all the students or select the individual check boxes next to students' names.

18. Click Drop Course for Selected Students. A confirmation that the selected course was dropped will appear.

After the school year has started: This same process can be used in similar circumstances but a Dropped date must be entered and it cannot be the same as the Enrolled date for the newly added section.

In Courses & Sections, locate the section being dissolved and set the seat count to zero or double-click the green checkmark for Active to make the section Inactive so it can no longer be used to schedule students.

DO NOT REMOVE THE TEACHER'S NAME.

Moving Teacher and Students Section to a Different Course Number

In some instances, instead of mass dropping and mass adding sections to schedules, it may be appropriate to move the teacher and the students to a new course number. This may be done prior to or after the term has begun.

1. Click the subject, course, and section.

The screenshot shows a scheduling software interface for a section titled "BIO 1 2000310: Period 1 - 014 - Jacob". At the top, there are buttons for "List Students in this Section", "List Unfilled Requests in this Section", "Search", "Copy", "Delete", and "Save". Below this, there are fields for Teacher (Jacob (4918)), Room (4 206), Period (1), Meeting Days (MTWHF), Full Year Marking Period, Seats (21), IEP Seats, ESOL/ELL Seats, Short Name (014), Semesters Course History Term, Takes Attendance (checked), Store Category (N/A), Store Internal (unchecked), Section for Sale (unchecked), Graded (checked), Affects GPA (checked), Active (checked), Gender Restriction (None), Grade Level(s) blank for all gradelevels, Unweighted Grading Scale, Standards Grading Scale, EOC Grading Posting Scheme, Standard District Calendar, and None Choose Parent Section.

Below the fields, there are tabs for "Co-Teachers", "History", "Florida", "Vocational/WDIS", "Inclusion", and "Subs". The "Subs" tab is active, showing a list of 14 Subjects, 16 Courses, and 3 Sections. The "Science" subject, "BIO 1" course, and "Period 1 - 014 - Jacob" section are highlighted with red boxes.

Subject	Course	Course Num	Section
Dual Enrollment	AP BIO	2000340	Period 1 - 014 - Jacob
Electives	AP CHEM	2003370	Period 5 - 013 - Jacob
English	AP ENV SCI	2001380	Period 7 - 012 - Jacob
Exceptional Student	AP PHYSICS 1	2003421	
Math	BIO 1	2000310	
No Credit	BIO 1 HON	2000320	
Performing Fine Arts	CHEM 1 HON	2003350	
Physical Education	ENV SCI	2001340	
Practical Arts	ENV SCI HON	2001341	
Science	EXP SCI 1 HON	2002340	
Social Studies	INTEG SCI 1	2002400	

2. At the top of the screen, click the bold course link.

The screenshot shows the same scheduling software interface as above, but with the "BIO 1 2000310" section selected. The "BIO 1" course link is highlighted with a red box.

3. In the pop-up window, click the **Move section ___ to a different course** link.

Adjusting Schedules After the 1st day of the New Term

i After the first day of the school year or new term, schedules must have a Dropped date entered if a student withdraws or changes teachers for any section on the schedule. This is applicable whether schedules are dropped individually or en masse. The Delete check boxes and the Period-Teacher pull-downs will not be available.

Option 1: Enter Individual Dropped Dates

1. Enter the date in the Dropped field for each section to be dropped.
2. Click **Save**.

The screenshot shows the 'Student Schedule' interface for student 'Abe, Charlie Noel'. The 'Schedule' tab is active. The table below lists 9 classes. The 'Dropped' column for the first row is highlighted with a red box, showing a date picker set to August 19, 2023.

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Exclude from FTE	FEFP Number
CHEM 1 HON	Period 1 - 004 - Adelle Gaga Casanova	2003350	004	MTWHF	2 206	Full Year	Mon, Aug 1, 2022	August 19 2023	X	103 - 9-12 Basic
ENG 3	Period 2 - 004 - Frida Lizette Roxy	1001370	004	MTWHF	5 109	Full Year	Mon, Aug 1, 2022	N/A N/A N/A	X	103 - 9-12 Basic
ENG 3	Period 2 - OWL, MISS	1001370	004	MTWHF	5 109	Full Year	Mon, Aug 1, 2022	-	X	113 - 9-12 Basic, with ESE
CULINARY ARTS 1	Period 2 - 003 - Fallon J Han	8800510	003	MTWHF	2 105	Full Year	Thu, Sep 21, 2023	-	X	103 - 9-12 Basic
AP SPANISH LANG & CU	Period 3 - 001 - Dawkins R Carson	0708400	001	MTWHF	2 202	Full Year	Mon, Aug 1, 2022	-	X	103 - 9-12 Basic

Option 2: Mass Ddd Dropped Date

1. Click the **Mass Update** button.

12.0.31 FOCUS Writers02 Abe, Charlie Noel Student Schedule Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication Files SSS Choice Billing

Effective Date: January 19 2024 Include Inactive Courses Print Schedule Course List Weekly Planner Show Florida Fields Show Vocational/WDIS Fields Save

9 Classes Message Customize Columns **Mass Update**

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model
CHEM 1 HON	Period 1 - 004 - Adelle Gaga Casanova	2003350	004	MTWHF	2 206	Full Year	Mon, Aug 1, 2022	-	X	103 - 9-12 Basic	N/A
ENG 3	Period 2 - 004 - Frida Lizette Roxy	1001370	004	MTWHF	5 109	Full Year	Mon, Aug 1, 2022	-	X	103 - 9-12 Basic	N/A
ENG 3	Period 2 - OWL, MISS	1001370	004	MTWHF	5 109	Full Year	Mon, Aug 1, 2022	-	X	113 - 9-12 Basic, with ESE Services	N/A
CULINARY ARTS 1	Period 2 - 003 - Fallon J Han	8800510	003	MTWHF	2 105	Full Year	Thu, Sep 21, 2023	-	X	103 - 9-12 Basic	N/A

2. Select **Dropped** from the first pull-down.

3. Select the dropped date from the applicable pull-downs.

4. Click **Run Mass Update**.

The Dropped date fields populate in the student schedule.

5. Click **Save**.

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Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication Files SSS Choice Billing

Effective Date: January 19 2024 Include Inactive Courses Print Schedule Course List Weekly Planner Show Florida Fields Show Vocational/WDIS Fields **Save**

MASS UPDATE

Dropped August 19 2023 Run Mass Update

9 Classes Message Customize Columns Mass Update

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Exclude from FTE	FEFP Number
CHEM 1 HON	Period 1 - 004 - Adelle Gaga Casanova	2003350	004	MTWHF	2 206	Full Year	Mon, Aug 1, 2022	August 19 2023	X	103 - 9-12 Basic
ENG 3	Period 2 - 004 - Frida Lizette Roxy	1001370	004	MTWHF	5 109	Full Year	Mon, Aug 1, 2022	August 19 2023	X	103 - 9-12 Basic
ENG 3	Period 2 - OWL, MISS	1001370	004	MTWHF	5 109	Full Year	Mon, Aug 1, 2022	August 19 2023	X	113 - 9-12 Basic, with ESE
CULINARY ARTS 1	Period 2 - 003 - Fallon J Han	8800510	003	MTWHF	2 105	Full Year	Thu, Sep 21, 2023	August 19 2023	X	103 - 9-12 Basic



The schedule Dropped date is inclusive, so the student will stay active in the class through the entered date. The Dropped date should be the last day the student

attended the class. The Dropped date and Enrolled date for replacement sections cannot be the same date.

Creating /Adding ESE/ELL/Reading Intervention Inclusion Sections

If students will be receiving in-class support from Support Teachers (ESE, ELL Immersion, Interventions) for a course, schedulers can use the Inclusion tab to create the Inclusion section. Once the Inclusion section has been created, it can be added to existing student schedules.

 A system preference can be enabled that will allow Focus to automatically subtract Inclusion minutes from the primary section when added to the student schedule; otherwise, schedulers must manually adjust the minutes.

1. Go to the **Scheduling** menu and select **Courses & Sections**.
2. Select the appropriate **Subject, Course, and Section**. Note: Some districts may use an 8th digit on the course number or some naming convention on the section short name, to indicate the section to which an Inclusion section will be attached.
3. Click on the **Inclusion** tab.

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 Select Student/Staff Courses & Sections
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AP ENG COMPO 1001420: Period 1 - 002 - Elaine Dexter Morgan
 List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Morgan, Elaine Dexter (3432) 4 204 Room
 Display Room Optional
 Period 1 Period MTWTF Meeting Days Full Year Marking Period 30 Seats IEP Seats ESOL/ELL Seats 002 Short Name Semesters Course History Term

Takes Attendance N/A Store Category Store Internal Section for Sale Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Team Team AP/DE Grading Scale Standards Grading Scale Default Grading Posting Scheme Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS **Inclusion** Subs

Inclusion Teacher	Permissions	Scheduling Method	Highly Qualified	Team Teacher Training	Cert/Licensure/Qual Status
Abernathy, Nora Robin (3105)	Read Only	I - In-Class One-on-One	Y - Highly Qualified	Z - Not Applicable	I - Certified/Licensed in field by

14 Subjects	13 Courses	3 Sections
Subject	Course	Section
Dual Enrollment	AP ENG COMPO	1001420 Period 1 - 002 - Elaine Dexter Morgan
Electives	AP ENG LIT COMPO	1001430 Period 2 - 003 - Elaine Dexter Morgan
English	ENG 1	1001310 Period 5 - 001 - Elaine Dexter Morgan
Exceptional Student	ENG 1 THROUGH ESOL	1002300 +
Math	ENG 2	1001340

4. Complete the fields for:

- **Inclusion Teacher:** Select the support teacher.
- **Permissions:** Permissions for access to Gradebook and Attendance. Options are None, Read only, and Modify.
- **Scheduling Method:** Only option is I - In-Class One-on-One.
- **Team Teacher Training:** Criteria entered per district instructions.
- **Cert/Licensure/Qual Status:** Auto-populates if Focus In/Out-of-Field process is enabled; otherwise, follow district instructions.
- **Primary Instructor:** This check box should be left unselected.
- **Report to DOE:** Select the check box if counted for FTE Surveys.
- **Course Num:** Optional if different than primary.
- **Section Num:** Optional if different than primary.
- **Inclusion Minutes Weekly:** Enter the maximum/average of weekly minutes. Maximum is typically ½ the Class Weekly Minutes of the S section; the minutes can be adjusted on individual student schedules as applicable.
- **Inclusion FEFP:** An FEFP can be indicated for the inclusion section. This pushes to the student schedules when the Inclusion section is added.
- **Inclusion Reading Intervention Component:** If the support is for Reading intervention, indicate the Tier placement.
- **Inclusion ELL Instructional Model:** If used for ELL Support, the Instructional Model can be indicated.
- **Start Date and End Date:** Enter dates only if the Inclusion teacher will be providing support for a specific timeframe.
- **Days Override:** All days can be selected and then adjusted per student on the schedules.

Co-Teachers	History	Florida	Vocational/WDIS	Inclusion	Subs			
Cert/Licensure/Qual Status	Primary Instructor	Report to DOE	Course Num *If Different than Primary	Section Num *Optional	Inclusion Minutes Weekly	Inclusion FEFP	Inclusion Reading Intervention Component	Inclusion ELL Instructional Model
I - Certified/Licensed in field br	<input type="checkbox"/>	<input checked="" type="checkbox"/>			30	101 - K-3 Basic	N - No	Z - Not Applicable

14 Subjects 13 Courses 3 Sections

Co-Teachers	History	Florida	Vocational/WDIS	Inclusion	Subs
FEFP	Inclusion Reading Intervention Component	Inclusion ELL Instructional Model	Start Date	End Date	Days Override
Basic	N - No	Z - Not Applicable	N/A	May 30 2024	S <input type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> H <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> S <input type="checkbox"/>

14 Subjects 13 Courses 3 Sections

5. Click **Save**.

Depending on when they are created, there are three options for adding Inclusion sections to student schedules.

Option 1: Adding From the Individual Student Schedule

1. Go to the **Scheduling** menu and select **Student Schedule**.
2. Enter the name or ID number for the student needing the Inclusion section and click **Search**.
3. Select the **Show Florida Fields** check box.
4. The class with the Inclusion section will display a red x in the Inclusion column. This means the section has been built but the student is not assigned.

Course	Period - Teacher	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year-Round/Extended School Year FTE	Online Course	Dual Enrollment Indicator	Dual Enrollment Institution Type	Re Int Co
CHEM 1 HON	Period 1 - 004 - Adelle Gaga Casanova	X	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-
ENG 3	Period 2 - 004 - Frida Lizette Roxy	X	103 - 9-12 Basic	N/A	250	.0834	X	-	-	N/A	-	-
CULINARY ARTS 1	Period 2 - 003 - Fallon J Han	X	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-
AP SPANISH LANG & CU	Period 3 - 001 - Dawkins R Carson	X	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-

5. Click the red X to select the **Inclusion** check box, then click **Save**.

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Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication Files SSS Choice Billing

Effective Date: January 19 2024 Include Inactive Courses [Print Schedule](#) [Course List](#) Weekly Planner Show Florida Fields Show Vocational/WDIS Fields [Save](#)

8 Classes [Message](#) [Customize Columns](#) [Mass Update](#)

Course	Period - Teacher	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year-Round/Extended School Year FTE	Online Course	Dual Enrollment Indicator	Dual Enrollment Institution Type	Re Int Co
CHEM 1 HON	Period 1 - 004 - Adelle Gaga Casanova	X	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-
ENG 3	Period 2 - 004 - Frida Lizette Roxy	X	103 - 9-12 Basic	N/A	250	.0834	<input checked="" type="checkbox"/>	-	-	N/A	-	-
CULINARY ARTS 1	Period 2 - 003 - Fallon J Han	X	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-
AP SPANISH LANG & CU	Period 3 - 001 - Dawkins R Carson	X	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-

The Inclusion section will display below the primary section and both will display a green checkmark. The Inclusion section checkmark is not editable.

The Class Weekly minutes for the Inclusion section will automatically subtract from the primary section if the system preference has been enabled.

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication Files SSS Choice Billing

Effective Date: January 19 2024 Include Inactive Courses [Print Schedule](#) [Course List](#) Weekly Planner Show Florida Fields Show Vocational/WDIS Fields [Save](#)

9 Classes [Message](#) [Customize Columns](#) [Mass Update](#)

Course	Period - Teacher	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year-Round/Extended School Year FTE	Online Course	Dual Enrollment Indicator	Dual Enrollment Institution Type	Reading Intervention Component
CHEM 1 HON	Period 1 - 004 - Adelle Gaga Casanova	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-
ENG 3	Period 2 - 004 - Frida Lizette Roxy	103 - 9-12 Basic	N/A	220	.0734	<input checked="" type="checkbox"/>	-	-	N/A	-	-
ENG 3	Period 2 - OWL, MISS	103 - 9-12 Basic	N/A	30	.0100	<input checked="" type="checkbox"/>	-	-	N/A	-	-
CULINARY ARTS 1	Period 2 - 003 - Fallon J Han	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-
AP SPANISH LANG & CU	Period 3 - 001 - Dawkins R Carson	103 - 9-12 Basic	N/A	250	.0834	N/A	-	-	N/A	-	-

6. Adjust Minutes and Days of service on the Inclusion section as indicated by the ESE or ELL service provider. If minutes are manually reduced or increased on the Inclusion section from the schedule, the primary section minutes will automatically update, if the system preference has been enabled.

7. Click **Save** after making any adjustments to days or minutes.

Option 2: Using the Students with Inclusion Report

The Students with Inclusion report is used to quickly add inclusion sections to students. Schedule fields can be updated for each student for both the inclusion record and schedule record, including the Class Minutes Weekly.

1. Go to the **Scheduling** menu and select the **Students with Inclusion**.
2. Select one or multiple sections in the **Sections with Inclusion** pull-down.

The Sections with Inclusion pull-down is populated with active sections that have inclusion set up for the school and school year selected at the top-right.

3. Click **Load Report**.

The report displays students who are scheduled into the selected section(s). The Schedule Record row displays the schedule fields for the general section. Students who are already scheduled into the inclusion section have the Inclusion check box selected, and have an additional Inclusion Record row that displays beneath the Schedule Record row.

Sections with Inclusion:
 ENG 3 (1001370) - Period 2 - 004 - Fridda Lizette Roxy (004) Load Report

Save

Page: / 2

Inclusion	Student Name	Student ID	Period	Course	Course Number	Section	Type	Teacher	Enrolled	Reported to DOE	Meeting Days	Class Minutes Weekly	FEFP Number	ELL Inst. Model
<input checked="" type="checkbox"/>	Abe, Charlie Noel	00055879	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	200	103 - 9-1...	N/A
							Inclusion Record	MISS OWL	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	50	113 - 9-1...	N/A
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Acevedo, Diem Donna	00023057	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Acevedo, Emarald Vonn	00056443	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Acosta, Dexter D	00086685	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input checked="" type="checkbox"/>	Acosta, Harry P	00058780	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	200	103 - 9-1...	N/A
							Inclusion Record	MISS OWL	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	50	113 - 9-1...	N/A
<input type="checkbox"/>	Adams, Peter Kavinsky	00020236	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Adams, Ponyboy Henry	00086404	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Agregor, Abe Sebastian	00060059	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Aguilar, Emily Dickinson	00022481	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Aguilar, Sherwood Anderson	00057667	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Ahrens, Edgar Allan	00057390	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A

4. To add an inclusion record to a student, select the **Inclusion** check box.
5. Click **Save**.

Sections with Inclusion:

ENG 3 (1001370) - Period 2 - 004 - Fridda Lizette Roxy (004)

Load Report

Save

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Inclusion	Student Name	Student ID	Period	Course	Course Number	Section	Type	Teacher	Enrolled	Reported to DOE	Meeting Days	Class Minutes Weekly	FEFP Number	ELL Inst. Model
<input checked="" type="checkbox"/>	Abe, Charlie Noel	00055879	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	200	103 - 9-1...	N/A
							Inclusion Record	MISS OWL	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	50	113 - 9-1...	N/A
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input checked="" type="checkbox"/>	Acevedo, Diem Donna	00023057	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Acevedo, Emerald Vonn	00056443	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Acosta, Dexter D	00086685	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input checked="" type="checkbox"/>	Acosta, Harry P	00058780	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	200	103 - 9-1...	N/A
							Inclusion Record	MISS OWL	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	50	113 - 9-1...	N/A
<input type="checkbox"/>	Adams, Peter Kavinsky	00020236	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Adams, Ponyboy Henry	00086404	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Agregor, Abe Sebastian	00060059	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Aguilar, Emily Dickinson	00022481	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Aguilar, Sherwood Anderson	00057667	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Ahrens, Edgar Allan	00057390	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A

6. Make any updates to the Schedule Record or Inclusion Record rows as needed, such as updating Class Minutes Weekly.

When the Class Minutes Weekly are updated for the inclusion record, it is automatically adjusted for the schedule record.

7. Click **Save**.

Sections with Inclusion:

ENG 3 (1001370) - Period 2 - 004 - Fridda Lizette Roxy (004)

Load Report

Save

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Inclusion	Student Name	Student ID	Period	Course	Course Number	Section	Type	Teacher	Enrolled	Reported to DOE	Meeting Days	Class Minutes Weekly	FEFP Number	ELL Inst. Model
<input checked="" type="checkbox"/>	Abe, Charlie Noel	00055879	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	200	103 - 9-1...	N/A
							Inclusion Record	MISS OWL	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	50	113 - 9-1...	N/A
<input type="checkbox"/>	Abregan, Kenna Joy	00061843	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input checked="" type="checkbox"/>	Acevedo, Diem Donna	00023057	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	160	103 - 9-1...	N/A
							Inclusion Record	MISS OWL	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	90	N/A	N/A
<input type="checkbox"/>	Acevedo, Emerald Vonn	00056443	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Acosta, Dexter D	00086685	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input checked="" type="checkbox"/>	Acosta, Harry P	00058780	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	200	103 - 9-1...	N/A
							Inclusion Record	MISS OWL	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	50	113 - 9-1...	N/A
<input type="checkbox"/>	Adams, Peter Kavinsky	00020236	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Adams, Ponyboy Henry	00086404	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Agregor, Abe Sebastian	00060059	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Aguilar, Emily Dickinson	00022481	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A
<input type="checkbox"/>	Aguilar, Sherwood Anderson	00057667	02	ENG 3	1001370	004	Schedule Record	Fridda Roxy	08/01/20	<input checked="" type="checkbox"/>	M, T, W, ...	250	103 - 9-1...	N/A

Option 3: Auto-Scheduling Students with a Request for Inclusion

When student requests were entered, schedulers may have selected the Inclusion check box. In this instance, when the scheduler was run, the system looked for sections of the requested courses that had the Inclusion section built using the Inclusion tab and auto-scheduled the students into both the primary and Inclusion section. This can be done manually if the Inclusion section was NOT built before Run Scheduler was used.

1. Go to **Scheduling** and select **Student Schedules**.
2. Click **More Search Options**.
3. Click the **Scheduling** tab and select **Requested Course(s)**.
4. Select the applicable inclusion courses from the **Requested Course(s)** pull-down.

The screenshot shows the Focus Writers02 Student Schedule interface. The top navigation bar includes the user name 'Lizette Garcia', school 'Focus High School - 0041', and system 'SIS'. The main search area has a search bar with 'Student Search' and 'More Search Options'. Below the search bar, there are several filter options: 'Student Group' (dropdown), 'Search All Schools' (checkbox), 'Include Inactive' (checkbox), 'Previous Years' (checkbox), and 'Use Most Recent Enrollment' (checkbox). A red box highlights the 'Requested Course(s)' dropdown menu, which is currently set to 'ENG 3 (1001370)'. Another red box highlights the 'Search' button at the bottom right of the search area.

5. Click on a student from the list to view the Requests screen.
6. Click **Auto-Schedule this Student**.

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication Files SSS Choice Billing

Effective Date: January 19 2024 Include Inactive Courses [Print Schedule](#) [Course List](#) [Weekly Planner](#) Show Florida Fields Show Vocational/WDIS Fields [Save](#)

Full Year

No Classes were found. [Customize Columns](#)

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year-Round/Extended School Year FTE	Online Course	Dual Enrollm Indicat
+ Add a Section																	

Search for a section to add

Any Subject Course Number Course Title Section ID Any Period Any Teacher Full Year [Search](#)

1 Unscheduled Request [Auto-Schedule this Student](#) [Search](#)

Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
+ ENG 3	125	5					

The inclusion section displays as part of the student's schedule under the primary section. Both sections now display a green checkmark in the Inclusion column. The Inclusion checkmark is not editable.

7. Adjust Class Minutes Weekly and Meeting Days of service on the Inclusion section as indicated by the ESE or ELL service provider. If minutes are manually reduced or increased on the Inclusion section from the schedule, the primary section minutes will automatically update if the system preference was enabled.

8. Click **Save** after making any adjustments to days or minutes.

Dropping or Removing an Inclusion Section

Dropping an Inclusion Section

If the student no longer needs the Inclusion section, it will need to be dropped from the student schedule just like any other section.

1. Enter a **Dropped** date for the Inclusion section.
2. Click **Save**.

The Inclusion checkmarks and Inclusion section minutes will remain through the end of the dropped date. If the system preference has been enabled, the Class Minutes Weekly on the primary section will update to the full minutes.

Removing an Inclusion Section



This is not the recommended method because this will remove any record of the ESE Services. Removing the Inclusion Section should only be used if added to the schedule in error.

1. Select the **Show Florida Fields** check box.
2. Click the **Inclusion** field for the Primary section where a green checkmark is displayed, and clear the selected check box. Note: The **Inclusion** field isn't editable for the Inclusion section.
3. Click **Save**.

Adding a Pull-Out (ESE/ELL, Tier Support) Course to a Student Schedule

When students will be leaving the traditional class to receive extra instruction or therapies, the section must be created and then can be individually added or mass added to student schedules like any other course.

1. Go to the **Scheduling** menu and select **Courses & Sections**.
2. Select the appropriate **Subject, Course,** and **Section**.
3. Click on the **Florida** tab.

The screenshot shows the Focus Writers02 interface for editing a course section. The main form is for 'ENG 3 1001370: Period 2 - 004 - Fridda Lizette Roxy'. The 'Scheduling Method' dropdown is set to 'G - Individual or Small Group Instruction'. The 'Pull-out' checkbox is checked. The 'Class Minutes Weekly' field is set to 250. The interface also shows a summary at the bottom: 14 Subjects, 13 Courses, and 5 Sections.

4. Use the pull-down to select the **Scheduling Method** of **G - Individual or Small Group Instruction** (district may opt to instruct to use S - Self-contained).

5. Select the **Pull-out** check box.

6. Ensure the **Class Minutes Weekly** are correct (this can be changed on the individual student schedule).

Now that the section is built, the section can be added to a student schedule just as any other section.

7. Adjust the **Meeting Days** and the **Class Minutes Weekly** for the student as indicated by the service provider.

The minutes will automatically subtract similar to Inclusion if the system preference has been enabled.

8. Click **Save** after making any changes to the student schedule.