Scheduling Elementary Students

Elementary schedules can be attached to students in a few ways: manually through Mass Add Course or Elementary Scheduler. The Elementary Scheduler feature allows the school scheduler to create rosters and schedule students for homeroom teachers while distributing students by gender, discipline referral history, and assessment scores.

Scheduling Individual Students

Once course packages have been created, students can be scheduled into a homeroom section; this will schedule the student into all of the Child sections linked to the Parent Homeroom section, including specials/related arts. Students can be scheduled individually or en masse.

1. In the **Scheduling** menu, select **Student Schedule**.

2. Conduct a student search.

3. Click **+ Add a Section**.

> 💡 If Add a Section does not display, clear the Show (State) Fields and Show Vocational/WDIS Fields check boxes.

4. In the Courses & Sections pop-up window, click the subject, course, and section to add to the schedule.

All linked (packaged) course sections will be added to the student's schedule.

Mass Scheduling Students

Mass adding a course allows for enrolling a select group of students into a package. This is particularly helpful for creating schedules from a class list. Students can be manually mass-added to a teacher's package using Mass Add Course or an entire grade level can be mass scheduled using the Elementary Scheduler.

Mass Adding Course

1. In the **Scheduling** menu, select **Mass Add Course.**

2. On the Search Screen, enter search criteria to locate the group of students. Click **More Search Options** to search using a variety of criteria.

If you have a spreadsheet that includes student IDs, the student IDs can be copied from the spreadsheet and pasted into the Student search field.

3. When finished entering the search criteria, click **Search**.

4. At the top of the screen, click **Choose Course**.

5. In the pop-up window, click the subject, course, and section to add to the students.

The selected section is displayed next to Course Section(s) to Add.

6. Click **Choose more Courses** to add more sections if needed.

7. If the wrong section was selected, click the red **X** next to the section.

8. Select the **Start Date** of the course.

9. Select the **Marking Period** of enrollment. Selecting Full Course Enrollment will enroll the students for the full course length set on the course.

10. 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.

11. 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.

12. Click **Add Course(s) to Selected Students** at the top of the screen.

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

Continue Adding the Remainder of the Grade Level Students

1a. From the **Mass Add Course** screen, if working from an excel class list, copy and paste the next set of student ID numbers in to the search text box, and click **Search**.

1b. From the **Mass Add Course** screen, click **More Search Options.**

    a. Select the grade level previously selected.

    b. Click on the **Scheduling** tab.

    c. From **Not Scheduled into Course(s)**, select the course being used as the parent (e.g. Homeroom or the Grade Level course).

     d. Click **Search**.

2. Click **Choose Course** to select the course and section into which students will be scheduled. (Remember that this opens Courses and Sections in a pop-up window and it will close as soon as the teacher section is selected).

3. From the resulting list, select the check boxes for the applicable students or select the check box in the column header to select all (if working from a defined class list).

4. Click **Add Course(s) to Selected Students** in the upper right corner of the Mass Add Course screen.

5. Repeat the previous steps until all students for the grade level have been scheduled. Follow both sets of steps in this section for each grade level to be scheduled.

Activity

Assign students from one grade level to the appropriate packages.

Use your class lists to help mass assign students to the correct packages.

Mass Dropping Course

Mass dropping a course (package) removes that course (package) from the selected group of students. Remember, if sections have been packaged with a Homeroom or other course as the parent, selecting the parent course will display all linked sections and all can be dropped at one time.

1. In the **Scheduling** menu, select **Mass Drop Course**.

2. Enter a student name or ID or click **More Search Options** to select a **Grade** level and/or **Scheduled into Section(s)** to select a group of students.

> 💡 If you have a spreadsheet that includes student IDs, the student IDs can be copied from the spreadsheet and pasted into the Student search field.

3. Click **Search**.

4. At the top of the screen, click **Choose a Course**.

5. In the pop-up window, click the subject, course, and section to drop from the students' schedules.

The selected section is displayed next to Course to Drop.

6. Click **Choose a Course** to select more sections if needed.

If the wrong section was selected, click the red **X** next to the section.

7. Select the **Drop Date** of the course.

8. Scroll down to the student list. Select the check box next to each student to mass drop the course from their schedules, or select the check box in the column header to select all the students in the list.
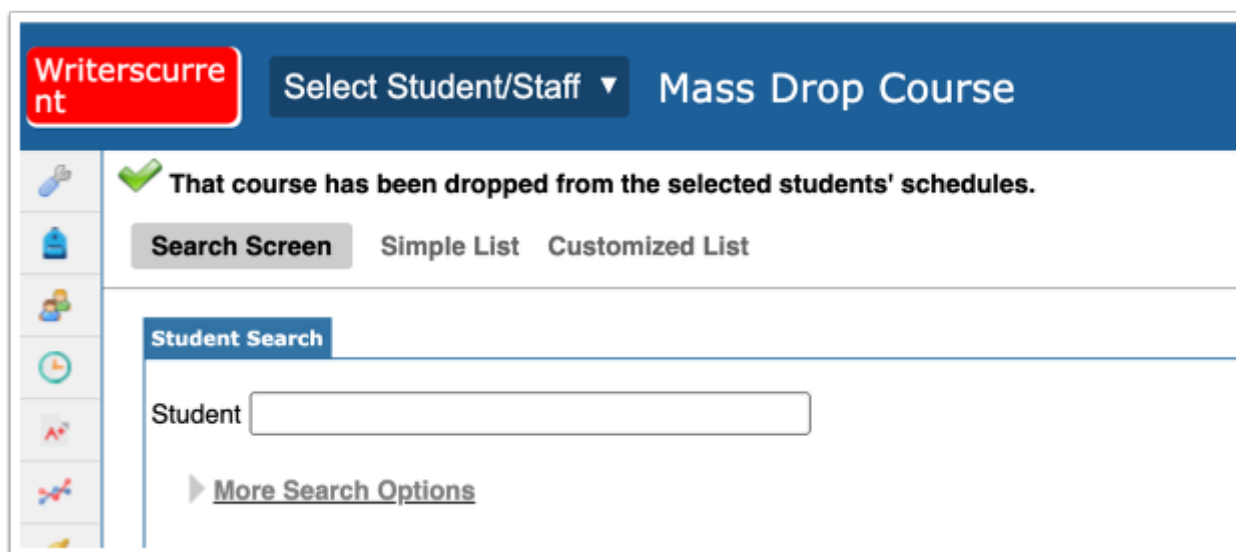
9. Click **Drop Course for Selected Students** at the top of the screen.

A green check mark and confirmation message is displayed, indicating the course has been dropped from the selected students' schedules.

Elementary Scheduler

This option allows an entire grade level of students to be rostered and scheduled on ONE screen.

1. In the **Scheduling** menu, select **Elementary Scheduler**.

Each grade level is its own tab across the top of the screen, as each grade level is scheduled separately. If there are no students in a grade level in the new school year or no teachers assigned to sections within that grade level, the tab will not display. The tabs are labeled using the grade level/subject short names. The order in which the tabs display is based on the sort order for the grade levels in Setup > Grade Levels.

The Class column displays the teachers of the homeroom/parent sections.

> ℹ️ The check boxes next to each teacher's name are used to include or exclude the teacher when using the Optimize feature.

The Students column displays a blue circle containing the number of students assigned to each class.

The pull-down beneath the grade level tabs allows you to select which factors to consider when distributing students. The Gender, Race, Behavior, ELA Scores (Level), and Math Scores (Level) options are selected by default. For Florida districts, the ESE, ELL, and 504 options can be selected, if desired. The selected options will display as columns.

The Gender column displays the total number of girls assigned to the class (fuchsia) and the total number of boys assigned to the class (teal).

> ℹ All grade levels will have the Gender column header selected by default. By default, the distribution at the KG grade level is by Gender only. There is no prior year data to use for discipline or test scores unless the override options are set on the individual student.

The Race column is based on the student's race.

- Green represents Native Hawaiin or Other Pacific Islander
- Yellow represents Asian
- Purple represents American Indian or Alaska Native
- Red represents White
- Blue represents Black or African American

Class		Students	Gender		Race				
Unassigned		68	39	29	0	0	0	47	21
Bahena,	☑	0	0	0	0	0	0	0	0
Barrios,	☑	0	0	0	0	0	0	0	0
Cadena,	☑	0	0	0	0	0	0	0	0
Harbison,	☑	0	0	0	0	0	0	0	0
Liddell,	☑	0	0	0	0	0	0	0	0
Rose,	☑	0	0	0	0	0	0	0	0
Solano,	☑	0	0	0	0	0	0	0	0

The Behavior column is based on the total number of processed admin referrals plus minor infraction referrals district-wide of all the students assigned to the teacher.

- Green represents no referrals
- Yellow represents 1-2 referrals
- Red represents 3 or more referrals

The ELA Scores (Level) and Math Scores (Level) columns are based on the most recent ELA/MA achievement levels found in the students' Test History and the test selected in System Preferences setup. This number represents all the students currently scheduled with the teacher. This is based on the previous school year from what is selected in the school year pull-down.

- Green represents level 4 or 5 on most recent FSA ELA/MA test.
- Khaki represents level 3 on most recent FSA ELA/MA test.
- Yellow represents level 2 on most recent FSA ELA/MA test.
- Red represents level 1 on most recent FSA ELA/MA test.
- Gray means there is no data in Focus.

ⓘ Distribution of students in grades 4-5 will include Gender, Race, Behavior, ELA, and Math scores. Override options can be set on individual students.

(For Florida districts, only) The ESE, ELL, and 504 columns display students in fuchsia if their status is No and in teal when their status is Yes. For ESE, the Elementary Scheduler does not differentiate between gifted and non-gifted.

2. Click a column header to view students based on this data element.

For example, when the Gender column header is clicked, all the student blocks at the bottom of the screen are colorized based on the student's gender.

All students are displayed in the Unassigned column until assigned to a teacher.

3. To view student alert icons next to student names, select **Show Alert Icons** beneath the grade level tabs at the top of the screen.

4. To print the Elementary Scheduler screen, click **Print** at the top-right of the screen and follow your printer's prompts.

Adding Restrictions to Students

Restrictions can be added to a student to place them in an ideal class to benefit their learning. These can be assigned before or during the scheduling process.

1. Click on a student to add restrictions.
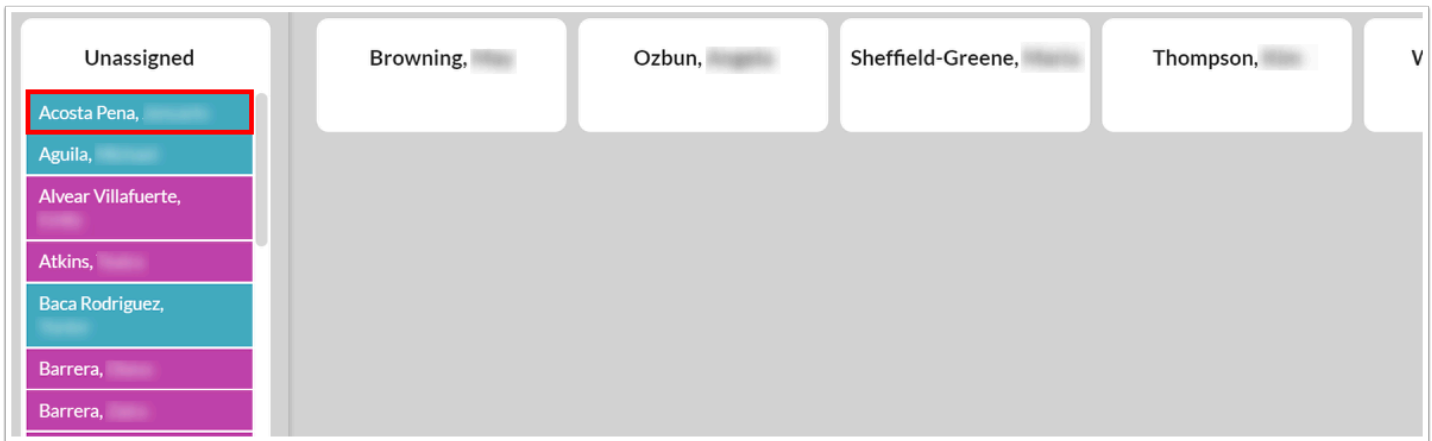
2. In the pop-up window, click **Open Student Schedule** to open the Student Schedule screen for that student in a new tab.
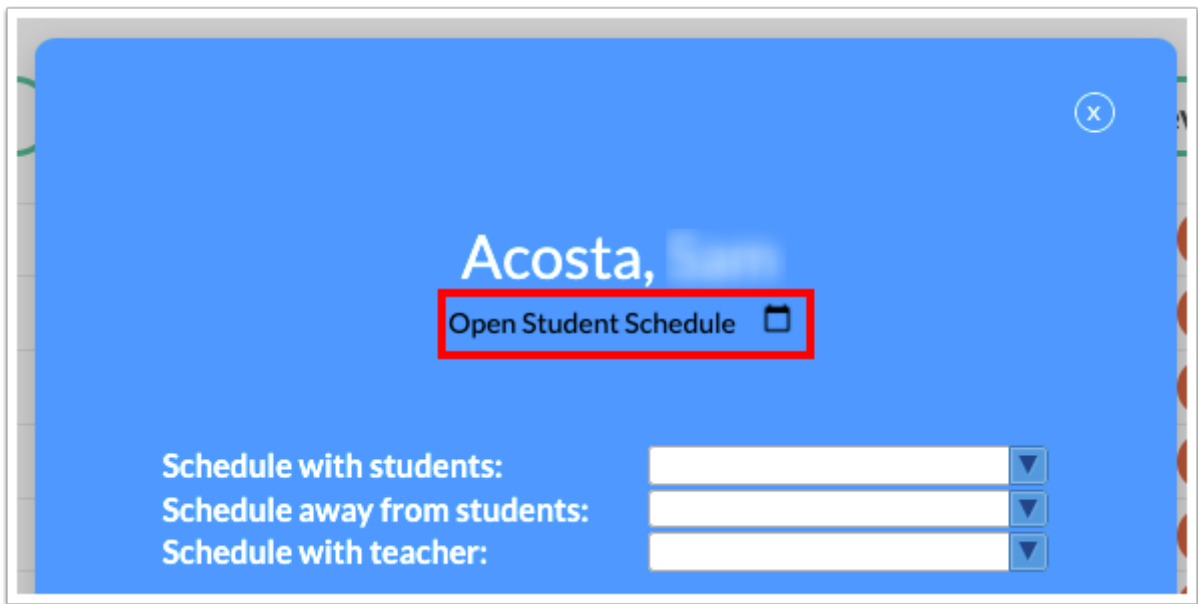
3. In the **Schedule with students** pull-down, select one or multiple students this student should be scheduled with. The pull-down includes all other students in the grade level.

When student A is marked to be scheduled with student B, the Elementary Scheduler will automatically flag student B to be scheduled with student A accordingly. The students will have a link icon display next to their name. When hovering over the ion, the paired student(s) will display.

4. In the **Schedule away from students** pull-down, select one or multiple students the student should not be scheduled with. The pull-down includes all other students in the grade level.

When student A is marked to be scheduled away from student B, the Elementary Scheduler automatically flags student B with student A accordingly. The students will have a broken paper icon display next to their names. When hovering over the icon, the separated student(s) will display.
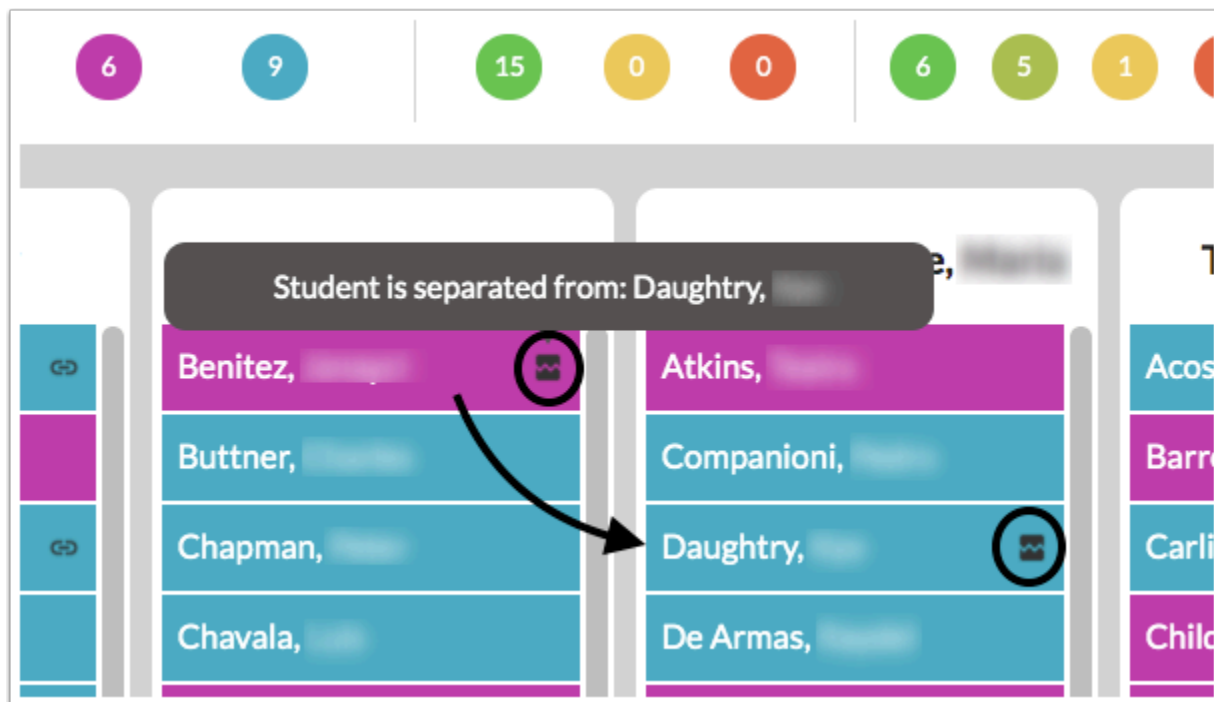
If you try to place student A with student B, a class assignment error will display. This will also display if you try to place student B with student A.
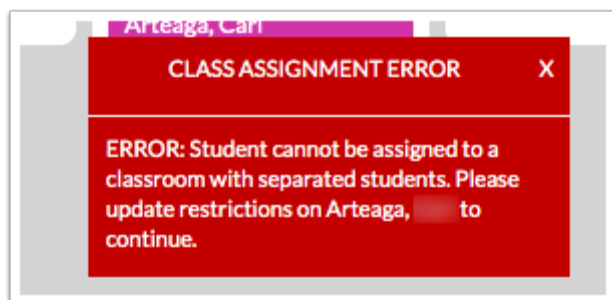
If both students are already scheduled, and you try to set to set this restriction, an error message will display indicating "Student cannot be moved to a classroom with separated students. Please update restrictions on (student name) to continue."

5. In the **Schedule with teacher** pull-down, select the specific teacher to schedule this student with.

> When this option is saved, the student is moved automatically to the teacher's list. A lock icon will display. When hovering over the icon, it will list the teacher paired with the student. The restriction will have to be removed to move the student to a different teacher.

6. In the **Override behavior** pull-down, select the number of discipline referrals for the student if there is not any referral data for the student in Focus or the referral data needs to be overridden.

When the restriction is set and saved, the student block color will change according to the selection.

7. In the **Override ELA Score** pull-down, select the achievement level for the student. This might be used if the student has no current test scores in Focus.

When the restriction is set and saved, the student block color will change according to the selection.

8. In the **Override Math Score** pull-down, select the achievement level for the student. This might be used if the student has no current test scores in Focus.

When the restriction is set and saved, the student block color will change according to the selection.

9. Click **Save** to save any restrictions set.

Rostering Students Manually

Students can be assigned to teachers manually, or the Optimize option can be used. Manually rostering students allows you the freedom to move students where you want them assigned.

1. Click the appropriate grade level tab.

2. At the bottom of the screen, click the student in the Unassigned column and drag them to the appropriate teacher.

The student counts at the top of the screen are updated as you move students to teachers.

The Schedule Students button at the top of the screen turns red when a student is placed with a teacher. Until this button is clicked, the rosters are saved but the students are not yet scheduled.

3. To move a student to a different teacher, click and drag the student to the appropriate teacher.
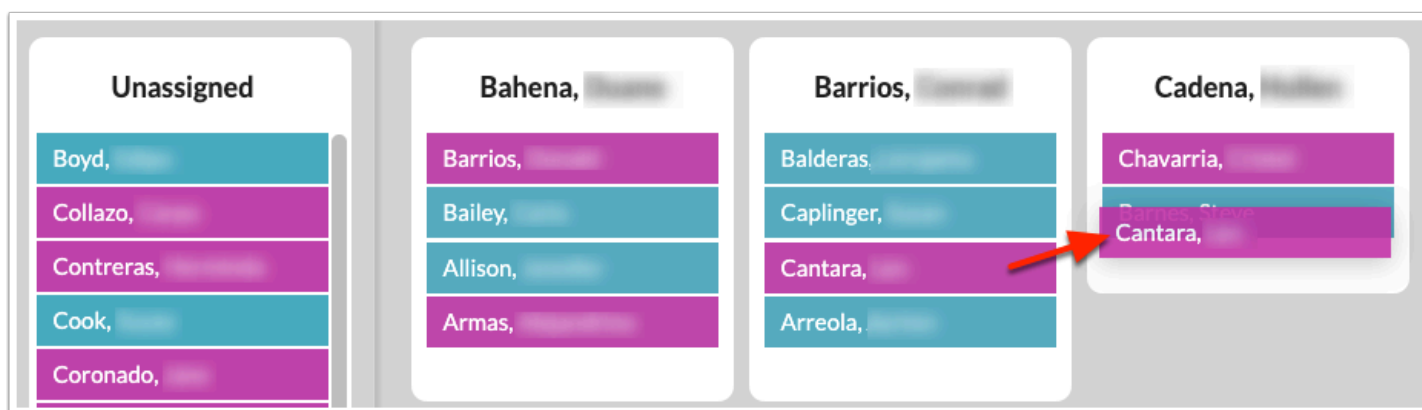
4. To undo rostering the student, click and drag the student back to the Unassigned column.
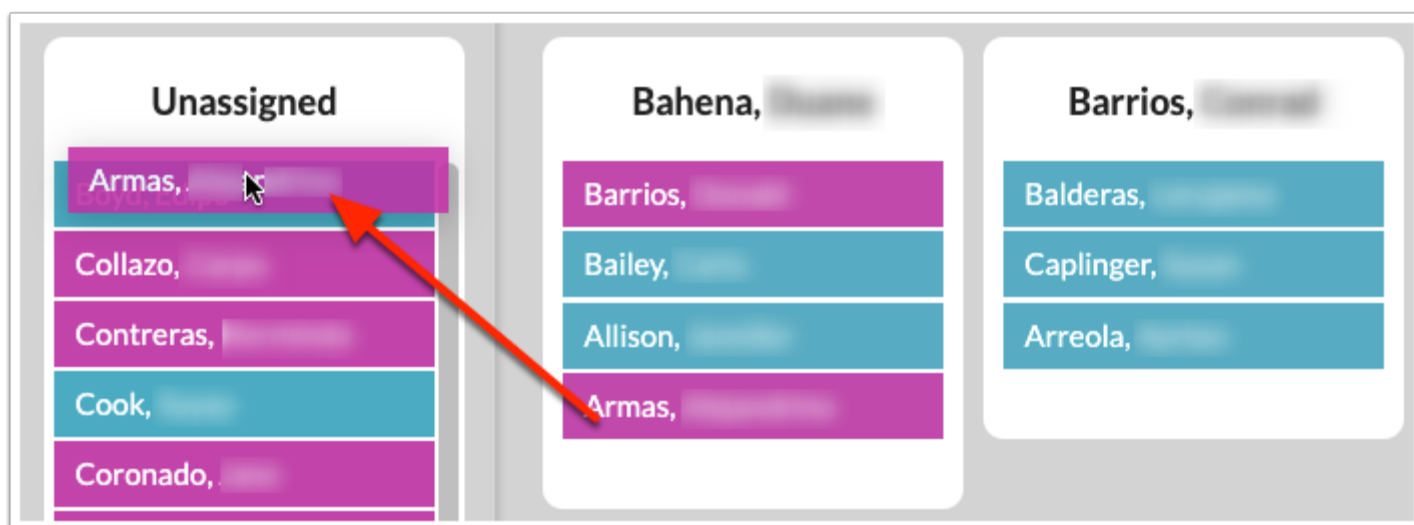
5. Click **Schedule Students** to add the packages to the students' schedules.

⚠ If students are moved around to different teachers after Schedule Students is clicked, you must click Schedule Students again after moving the students in order to update

their schedules. If the school year has not yet begun, the previous student schedule will be deleted and the new schedule added. If the school year has already begun, the previous schedule will be dropped and the new schedule added.

6. Repeat this process until all students are scheduled, and continue to other grade levels.

Using the Optimize Button to Roster Students

Instead of manually placing students with teachers, the Optimize button will evenly distribute the students to all teachers based on gender, discipline, and assessment scores. For Florida districts, ESE status, ELL status, and 504 status can also be considered. Restrictions set on students are considered. This process is done one grade level at a time. Any students who have been manually rostered with a teacher will remain with that teacher during the Optimize process unless manually moved back into the Unassigned column.

1. At the top of the screen, deselect any teachers that should not be included when optimizing student assignments. Students will be evenly distributed to the other selected teachers.

2. Click **Optimize** at the top of the screen.

The students are distributed to all the grade level teachers whose check boxes are selected.

ℹ️ The Optimize feature takes into account classroom total seats. Some students may be left in the Unassigned column if there are not enough seats available amongst all the teachers.

The Schedule Students button at the top of the screen turns red. Until this button is clicked, the rosters are saved but the students are not yet scheduled.

3. At the top of the screen, click the **Gender**, **Behavior**, **ELA Scores (Level), Math Scores (Level), ESE, ELL,** and **504** columns to change the colors on the student blocks and view how students are distributed based on this data.

4. If needed, manually reassign students by clicking and dragging them to different teachers.
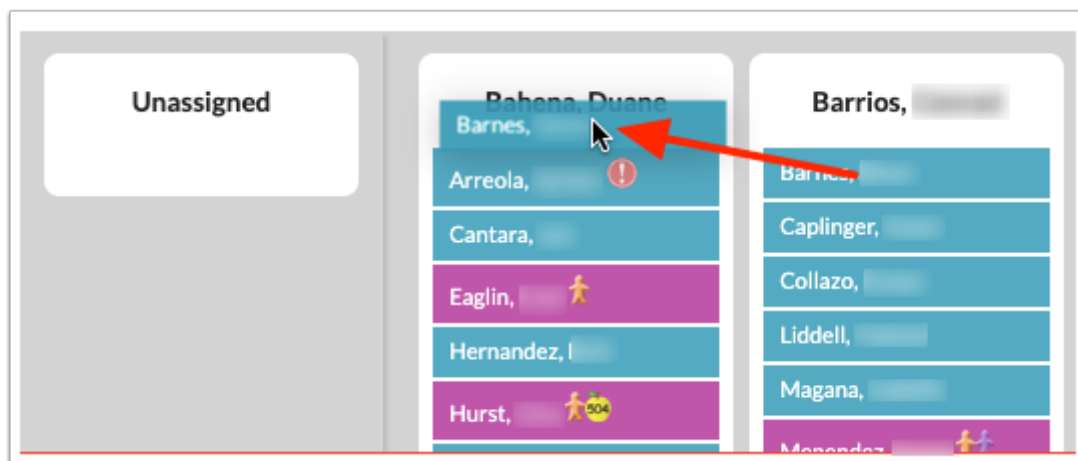
5. To undo Optimize and return all students back to the Unassigned column, click **Undo Optimize**.

Any students who were manually rostered before the Optimize process will remain displayed beneath the assigned teacher. You can drag and drop those students back into the Unassigned column, if needed.

6. Click **Schedule Students** at the top of the screen to add the packages to the students' schedules.

Locking Schedules

One or multiple students' schedules can be locked through the Lock Schedules function. This is extremely helpful for scheduling K-12 schools, K-8 schools, 6-12 schools, specific grade levels, Magnet Programs, ESE or 504 students. Locking schedules or sections on a schedule prevents the selected students' schedules from being affected by any subsequent Scheduler runs.

1. In the **Scheduling** menu, select **Student Schedule**.

2. Conduct a search for the applicable student, and select the applicable student from the listing.

3. Click the lock icon next to each section to lock on the schedule.

An open lock indicates the section is not locked, while a closed lock indicates the section is locked. You may choose to lock certain sections and leave other sections unlocked.

4. Click **Save** when finished.

Delete ☐	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	🔒	Enrolle
☐	HR - FIRST GRADE	Period 1 - 103 - Gesualdo M Collier	5100070	103	MTWHF	M 0231	Full Year	🔓	Aug 12,
☐	FNC BAS SKLS COMMS E	Period 2 - 103 - Gesualdo M Collier	50100301	103	MTWHF	M 0231	Full Year	🔓	Aug 12,
☐	LANG ARTS GRADE 1	Period 3 - 103 - Gesualdo M Collier	50100421	103	MTWHF	M 0231	Full Year	🔓	Aug 12,
☐	MATH GRADE ONE	Period 5 - 103 - Gesualdo M Collier	5012030	103	MTWHF	M 0231	Full Year	🔓	Aug 12,
☐	SCIENCE GRADE ONE	Period 6 - 103 - Gesualdo M Collier	5020020	103	MTWHF	M 0231	Full Year	🔒	Aug 12,
☐	SOC STUDIES 1	Period 7 - 103 - Gesualdo M Collier	5021030	103	MTWHF	M 0231	Full Year	🔒	Aug 12,
☐	HEALTH - GRADE 1	Period 8 - 103 - Gesualdo M Collier	5008030	103	MTWHF	M 0231	Full Year	🔒	Aug 12,
☐	ART - GRADE 1	Period 9 - M - 103 - Camille Renteria	50010201	103	M	M 046	Full Year	🔒	Aug 12,
☐	MUSIC - GRADE 1	Period 10 - T - 103 - Fuencista C Banuelos	50130701	103	T	M 048A	Full Year	🔒	Aug 12,
☐	PHYSICAL EDUCATION 1	Period 11 - HF - 103 - Adena Nichole Moore	5015030	103	HF	M 045B	Full Year	🔒	Aug 12,

10 Classes | Customize Columns | Mass Update

+ Add a Section

Mass Locking Schedules

The Lock Schedules screen is used to lock schedules for one or multiple students. Locking a schedule prevents it from being affected by subsequent Scheduler runs. Schedules can also be unlocked on this screen so that the Scheduler can modify the schedules.

Locking Student Schedules

1. In the **Scheduling** menu, select **Lock Schedules**.

2. Conduct a search for the applicable students.

At the top of the screen, the Lock radio button is selected by default. In the Course Section(s) to Lock field, All is selected by default. If you want to lock all sections for the student(s), no sections need to be selected.

3. To lock only certain sections, click the link **Click to Select Courses.**

4. In the pop-up window, click the subject, course, and section to lock.

The selected section is displayed next to the Course Sections to Lock field. Repeat steps 3 and 4 to select more sections.

5. To remove a selected section, click the red X next to the section name.

6. Select the check box next to each student who will have their schedules locked, or select the check box in the column header to select all students in the list.

7. Click **Lock Course(s) for Selected Students** at the top right corner of the screen.

A green check mark and confirmation message is displayed at the top of the screen.

Unlocking Student Schedules

1. In the **Scheduling** menu, click **Lock Schedules**.

2. Conduct a search for the applicable students.

3. At the top of the screen, click the **Unlock** radio button.

In the Course Section(s) to Lock field, All is selected by default. If you want to unlock all sections for the student(s), no sections need to be selected.

4. To unlock only certain sections, click the link **Click to Select Courses.**

5. In the pop-up window, click the subject, course, and section to unlock.

The selected section is displayed next to the Course Sections to Lock field. Repeat steps 3 and 4 to select more sections.

6. To remove a selected section, click the red X next to the section name.

7. Select the check box next to each student who will have their schedules unlocked, or select the check box in the column header to select all students in the list.

8. Click **Lock Course(s) for Selected Students** at the top right corner of the screen.

A green check mark and confirmation message is displayed at the top of the screen.