

# 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**.

Writerscurrent

Adame, Penny

5724001444 - PK

Student Schedule

Lois Stringer

Focus Elementary School

SIS

2023-2024

Quarter 2

ERP

Demographic

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

SSS

Choice

Billing

Effective Date:

November

10

2023

Include Inactive Courses

Print Schedule

Course List

Weekly Planner

Show Florida Fields

Show Vocational/WDIS Fields

Save

3 Classes

Message

Customize Columns

Mass Update

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Credits	Last Modified
ELEM STUDY HALL	Period 1 - 0PK1P - MARCIA DARLENE MAYO	5022000	0PK1P	MTWHF	1003	Full Year	Aug 14, 2023	-	0.00	ALISA WOLFE Aug 13, 2023 05:31 PM
DIST HEAD START	Period 2 - 0PKPP - MARCIA DARLENE MAYO	5100520	0PKPP	MTWHF	1003	Full Year	Aug 14, 2023	-	0.00	ALISA WOLFE Aug 13, 2023 05:31 PM
VPK-SCH YEAR PROG	Period 3 - 0PKPP - MARCIA DARLENE MAYO	5100580	0PKPP	MTWHF	1003	Full Year	Aug 14, 2023	-	0.00	ALISA WOLFE Aug 13, 2023 05:31 PM

+ Add a Section

Search for a section to add

Any Subject

Course Number

Course Title

Section ID

Any Period

Any Teacher

Full Year

Search

💡 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.

**Student Schedule**

Writerscurrent | Adame, Penny | 5724001444 - PK | Lois Stringer | Focus Elementary School | 2023-2024 | Quarter 2 | SIS | ERP

**Courses**

View/Edit this Course | List Students in this Course | List Unfilled Requests in this Course | Search

**9 Subjects**

- 00 PK
- 01 Kindergarten
- Grade 01
- Grade 02
- Grade 03
- Grade 04
- Grade 05
- Grade 06

**7 Courses**

Course	Course Num
DIST HEAD START	5100520
E ADAP PE IEP/504	5015000
ELEM STUDY HALL	5022000
EXP CORE COMPET:PK-5	7763080
ORIEN MOBLTY: PK-5	7763060
PREK DISAB: 3-5	7650130
VPK-SCH YEAR PROG	5100580

**1 Section**

Section	Available Seats
Period 4 - TH - 0ESEP - STEPHEN K CONE	17

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

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

Effective Date: November 10, 2023 | Include Inactive Courses | Print Schedule | Course List | Weekly Planner | Show Florida Fields | Show Vocational/WDIS Fields | Save

**4 Classes**

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Credits	Last Modified
<input type="checkbox"/>	ELEM STUDY HALL	Period 1 - 0PK1P - MARCIA DARLENE MAYO	5022000	0PK1P	MTWHF	1003	Full Year	Aug 14, 2023	-	0.00	ALISA WOLFE Aug 13, 2023 05:31
<input type="checkbox"/>	DIST HEAD START	Period 2 - 0PKPP - MARCIA DARLENE MAYO	5100520	0PKPP	MTWHF	1003	Full Year	Aug 14, 2023	-	0.00	ALISA WOLFE Aug 13, 2023 05:31
<input type="checkbox"/>	VPK-SCH YEAR PROG	Period 3 - 0PKPP - MARCIA DARLENE MAYO	5100580	0PKPP	MTWHF	1003	Full Year	Aug 14, 2023	-	0.00	ALISA WOLFE Aug 13, 2023 05:31
<input type="checkbox"/>	E ADAP PE IEP/504	Period 4 - TH - 0ESEP - STEPHEN K CONE	5015000	0ESEP	TH	11023	Full Year	Nov 13, 2023	-	0.00	Lois Stringer Nov 10, 2023 10:53

**+ Add a Section**

# 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**.

Writerscurrent

Select Student/Staff

Mass Add Course

Lois Stringer

Focus Elementary School

SIS

2023-2024

Quarter 2

ERP

Add Course(s) to Selected Students

Course Section(s) to Add

Choose Course

Start Date

November

10

2023

Marking Period

Full Course Enrollment

☐ Locked

Search Screen








Simple List

Customized List

486 Students

Search

33 of 486

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Adame, Amy 	5717087237	06
<input type="checkbox"/>		Adame, Penny	5724001444	PK
<input type="checkbox"/>		Adams, Bernadette (Palmer June) 	5723002093	01
<input type="checkbox"/>		Aguayo, Leonard 	5722005222	02

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.

Writerscurrent Select Student/Staff Mass Add Course Lois Stringer Focus Elementary School SIS 2023-2024 Quarter 2 ERP

Add Course(s) to Selected Students

Course Section(s) to Add ✖ EXP CORE COMPET:PK-5 - Period 3 - 0711P - JANINE DORIS LOCKMAN  
[+ Choose more Courses](#)

Start Date August 14 2023

Marking Period Full Course Enrollment

☐ Locked

Search Screen Simple List Customized List

486 Students 2 Selected Search

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Adame, Amy <span style="background-color: yellow;">PMP</span>	5717087237	06
<input checked="" type="checkbox"/>		Adame, Penny	5724001444	PK
<input checked="" type="checkbox"/>		Adams, Bernadette (Palmer June) <span style="background-color: yellow;">TMP</span>	5723002093	01
<input type="checkbox"/>		Aguayo, Leonard <span style="background-color: yellow;">PMP</span>	5722005222	02
<input type="checkbox"/>		Aguilar, Wednesday <span style="background-color: lightblue;">UT</span>	5722007203	03
<input type="checkbox"/>		Alcala, Eric <span style="background-color: lightblue;">UT</span>	5718092884	05

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.

Writerscurent

Select Student/Staff ▼ Mass Add Course

That course has been added to the selected students' schedules.

Search Screen Simple List Customized List

Student Search

Student

► [More Search Options](#)

Search

## 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).

Search Screen

Simple List

Customized List

Student Search

General

Last Name

First Name

Nickname

Student ID

Address

☒ PK
 ☐ KG
 ☐ 01

Grade
 ☐ 02
 ☐ 03
 ☐ 04
 ☐ 05
 ☐ 06

Calendar N/A

☐ Search All Schools  
☐ Include Inactive Students

Search

Reset

Scheduling

Scheduled into Course Choose

Scheduled into Course(s)

Not Scheduled into Course(s)

PHY THRPY: PK-5 (7763070)

Scheduled into Course(s) Last Year

Not Scheduled into Course(s) Last Year

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.

Writerscurrent Select Student/Staff Mass Add Course Lois Stringer Focus Elementary School SIS 2023-2024 Quarter 2 ERP

Add Course(s) to Selected Students

Course Section(s) to Add ✖ PHY THRPY: PK-5 - Period 3 - M - 07311 - Gerald Goebel  
 + Choose more Courses

Start Date November 10 2023

Marking Period Full Course Enrollment

☐ Locked

Search Screen Simple List Customized List

Not Scheduled into Course(s): 7763070 - PHY THRPY: PK-5  
 Grade: PK

19 Students 3 Selected Search

<input type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Adame, Penny	5724001444	PK
<input type="checkbox"/>		Chacon, Cielo	5724001447	PK
<input checked="" type="checkbox"/>		Chacon, Perfecto	5724001451	PK
<input checked="" type="checkbox"/>		Chandler, Christopher <span style="color: red;">SWD</span>	5723005006	PK
<input type="checkbox"/>		Finley, Edward	5724001440	PK

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.



Search Screen

Simple List

Customized List

Student Search

General

Last Name

First Name

Nickname

Student ID

Address

☐ PK
☒ KG
☐ 01

Grade

☐ 02
☐ 03
☐ 04
☐ 05
☐ 06

Calendar

N/A

☐ Search All Schools
☐ Include Inactive Students

Search

Reset

Scheduling

Scheduled into Course

Choose

Scheduled into Course(s)

Not Scheduled into Course(s)

Scheduled into Course(s) Last Year

Not Scheduled into Course(s) Last Year

Scheduled into Section(s)

LANG ARTS GRADE K (5010041) - ...

Not Scheduled into Section(s)

💡 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.

Writerscurrent

Select Student/Staff

Mass Drop Course

Lois Stringer

Focus Elementary School

SIS

2023-2024

Quarter 2

ERP

Courses

9 Subjects

Subject

00 PK

01 Kindergarten

Grade 01

Grade 02

Grade 03

Grade 04

Grade 05

Grade 06

View/Edit this Course

List Students in this Course

List Unfilled Requests in this Course

Search

10 Courses

Course

Course Num

E ADAP PE IEP/504

5015000

FNC BAS SKLS READ E

5010020

KG Elem Study Hall

5022001

LANG ARTS GRADE K

5010041

MATH GRADE K

5012020

PHYSICAL EDUCATION K

5015020

SCIENCE GRADE K

5020010

SOC STUDIES K

5001000

16 Sections

Section

Period 3 - 0006K - RIANA LEIGH SMITH

Period 3 - A001K - ALAIN RAFAEL DUARTE

Period 3 - A002K - TABATHA LYNN HAWTHORNE

Period 3 - A003K - ROXANNE R SEIB

Period 3 - A007K - KATIE H BROWN

Period 3 - A008K - KIMBERLEY CARLTON BURCH

Period 4 - P004K - DARBY TAYLOR COWAN

Print

Help

Logout

The selected section is displayed next to Course to Drop.

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

Writterscurrnt Select Student/Staff Mass Drop Course Lois Stringer Focus Elementary School 2023-2024 Quarter 2 SIS ERP

Drop Course for Selected Students

Course to Drop LANG ARTS GRADE K - Period 3 - A007K - KATIE H BROWN  
 Choose a Course

Drop Date November 10 2023

Search Screen Simple List Customized List

Scheduled into Section(s):  
 - LANG ARTS GRADE K (5010041) Period 3 - A007K - KATIE H BROWN (A007K)  
 - LANG ARTS GRADE K (5010041) Period 3 - A008K - KIMBERLEY CARLTON BURCH (A008K)

Grade: KG

5 Students

	Photo	Student	Student ID	Grade
<input type="checkbox"/>		Diaz, Lucy	5723003743	KG
<input type="checkbox"/>		Gaona, Layla	5722006658	KG

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.

Writterscurrnt Select Student/Staff Mass Drop Course Lois Stringer Focus Elementary School 2023-2024 Quarter 2 SIS ERP

Drop Course for Selected Students

Course to Drop LANG ARTS GRADE K - Period 3 - A007K - KATIE H BROWN  
 Choose a Course

Drop Date November 10 2023

Search Screen Simple List Customized List

Scheduled into Section(s):  
 - LANG ARTS GRADE K (5010041) Period 3 - A007K - KATIE H BROWN (A007K)  
 - LANG ARTS GRADE K (5010041) Period 3 - A008K - KIMBERLEY CARLTON BURCH (A008K)

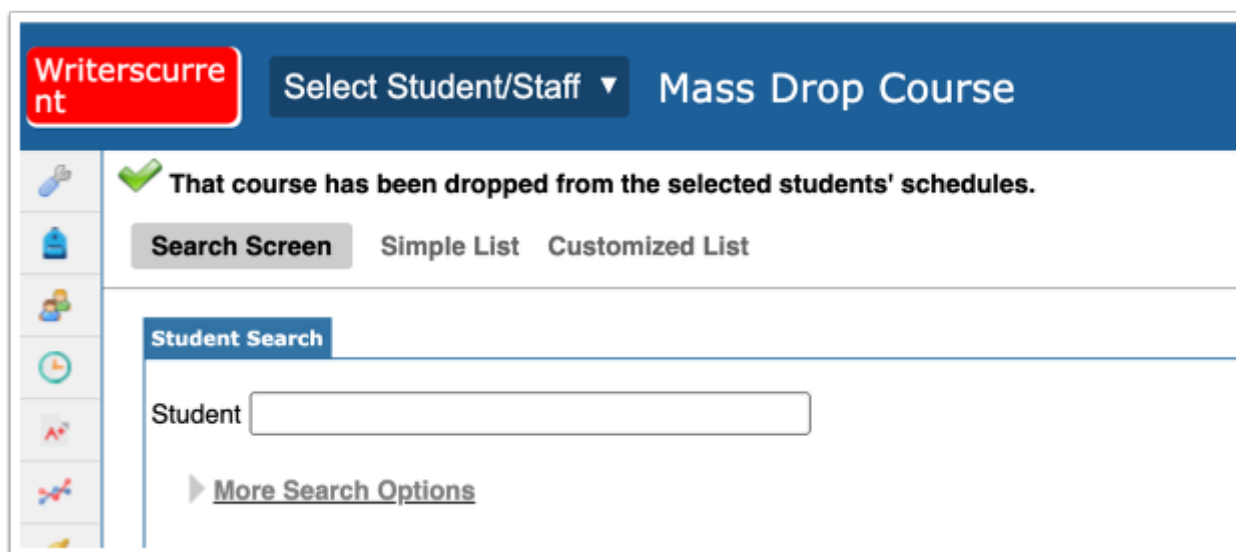
Grade: KG

5 Students 3 Selected

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Diaz, Lucy	5723003743	KG
<input type="checkbox"/>		Gaona, Layla	5722006658	KG
<input checked="" type="checkbox"/>		Guardado, Collette (Declan)	5723002120	KG
<input checked="" type="checkbox"/>		Harper, Isabel	5722001825	KG
<input type="checkbox"/>		Wix, Penny	5723001389	KG

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.



The screenshot shows the 'Writerscurent' interface for 'Mass Drop Course'. At the top, there is a blue header bar with the 'Writerscurent' logo on the left, a 'Select Student/Staff' dropdown menu in the center, and the title 'Mass Drop Course' on the right. Below the header, a green checkmark icon is followed by the confirmation message: 'That course has been dropped from the selected students' schedules.' Below this message, there are three tabs: 'Search Screen' (which is active), 'Simple List', and 'Customized List'. On the left side of the interface, there is a vertical sidebar with several icons. The main content area below the tabs has a 'Student Search' section with a text input field labeled 'Student' and a link labeled 'More Search Options' with a right-pointing arrow.

## 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.

KG0102030405

Optimize

Schedule Students

Gender, Race, Behavi... Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Mat
Unassigned	78	3543	0104037	7800	00000	0
Barrios, <input checked="" type="checkbox"/>	0	00	00000	0000	00000	0
Denson, <input checked="" type="checkbox"/>	0	00	00000	0000	00000	0
Gladney, <input checked="" type="checkbox"/>	0	00	00000	0000	00000	0
Posada, <input checked="" type="checkbox"/>	0	00	00000	0000	00000	0
Poynter, <input checked="" type="checkbox"/>	0	00	00000	0000	00000	0
Roxanne, <input checked="" type="checkbox"/>	0	00	00000	0000	00000	0
Solorio, <input checked="" type="checkbox"/>	0	00	00000	0000	00000	0

Unassigned

Barrios, ☒

Denson, ☒

Gladney, ☒

Posada, ☒

Poynter, ☒

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

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

KG	01	02	03	04	05
Gender, Race, Behavi... <input type="checkbox"/> Show Alert Icons					
Class	Students				
Unassigned	78				
Barrios, <input checked="" type="checkbox"/>	0				
Denson, <input checked="" type="checkbox"/>	0				
Gladney, <input checked="" type="checkbox"/>	0				
Posada, <input checked="" type="checkbox"/>	0				
Poynter, <input checked="" type="checkbox"/>	0				
Roxanne, <input checked="" type="checkbox"/>	0				
Solorio, <input checked="" type="checkbox"/>	0				

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

<div> <div>KG</div> <div>01</div> <div>02</div> <div>03</div> <div>04</div> <div>05</div> </div>		<div> <div>Gender, Race, Behavi...</div> <div>Show Alert Icons</div> </div>	
Class		Students	
Unassigned		78	
Barrios, [REDACTED]	<input checked="" type="checkbox"/>	0	
Denson, [REDACTED]	<input checked="" type="checkbox"/>	0	
Gladney, [REDACTED]	<input checked="" type="checkbox"/>	0	
Posada, [REDACTED]	<input checked="" type="checkbox"/>	0	
Poynter, [REDACTED]	<input checked="" type="checkbox"/>	0	
Roxanne, [REDACTED]	<input checked="" type="checkbox"/>	0	
Solorio, [REDACTED]	<input checked="" type="checkbox"/>	0	

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.

KG


01

02















03

04

05

Gender, Race, Behavi... 

☐ Show Alert Icons

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

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

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

KG	01	02	03	04	05
Gender, Race, Behavi... <input type="checkbox"/> Show Alert Icons					
Class	Students	Gender		Race	
Unassigned	68	39	29	0	0
Bahena, <input checked="" type="checkbox"/>	0	0	0	0	0
Barrios, <input checked="" type="checkbox"/>	0	0	0	0	0
Cadena, <input checked="" type="checkbox"/>	0	0	0	0	0
Harbison, <input checked="" type="checkbox"/>	0	0	0	0	0
Liddell, <input checked="" type="checkbox"/>	0	0	0	0	0
Rose, <input checked="" type="checkbox"/>	0	0	0	0	0
Solano, <input checked="" type="checkbox"/>	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.

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

KG0102030405

OptimizeSchedule Students

Gender, Race, Behavi...

Show Alert Icons

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)
Unassigned	68	3929	0004721	6800	2025117	12211218
Bahena	0	00	000000	000	0000	0000
Barrios,	0	00	000000	000	0000	0000
Cadena,	0	00	000000	000	0000	0000
Harbison,	0	00	000000	000	0000	0000
Liddell,	0	00	000000	000	0000	0000
Rose,	0	00	000000	000	0000	0000
Solano,	0	00	000000	000	0000	0000

(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.

KG0102030405

OptimizeSchedule Students

Gender, Race, Behavi...Show Alert Icons

Class

Behavior

ELA Scores (Level)

Math Scores (Level)

ESE

ELL

504

Unassigned	21	6800	2025117	12211218	3731	5612	5612
Bahena,	0	0000	00000	00000	00	00	00
Barrios,	0	0000	00000	00000	00	00	00
Cadena,	0	0000	00000	00000	00	00	00
Harbison,	0	0000	00000	00000	00	00	00
Liddell,	0	0000	00000	00000	00	00	00
Rose,	0	0000	00000	00000	00	00	00
Solano,	0	0000	00000	00000	00	00	00

Print

## 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 colored based on the student's gender.

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



KG 01 02 03 04 05 Optimize Schedule Students

Gender, Race, Behavi... ☐ Show Alert Icons Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	68	39 29	0 0 0 47 21	68 0 0	20 25 11 7	12 21 12 18	37 31
Bahena, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Barrios, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Cadena, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Harbison, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Liddell, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Rose, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Solano, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0

Unassigned Bahena, Barrios, Cadena, Harbison, Liddell, Rose, Solano,

Zuniga, Zarate, Turner, Staab,

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.

KG 01 02 03 04 05 Optimize Schedule Students

Gender, Race, Behavi... ☒ Show Alert Icons Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	68	39 29	0 0 0 47 21	68 0 0	20 25 11 7	12 21 12 18	37 31
Bahena, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Barrios, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Cadena, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Harbison, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Liddell, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Rose, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Solano, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0

Unassigned Bahena, Barrios, Cadena, Harbison, Liddell, Rose, Solano,

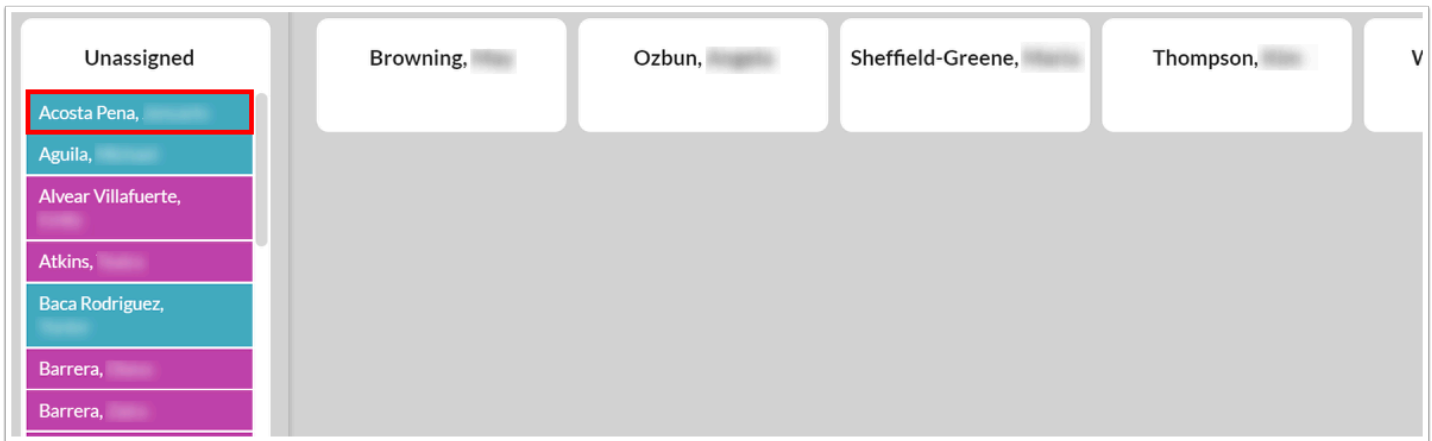
Zuniga, Zarate, Turner, Staab,

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

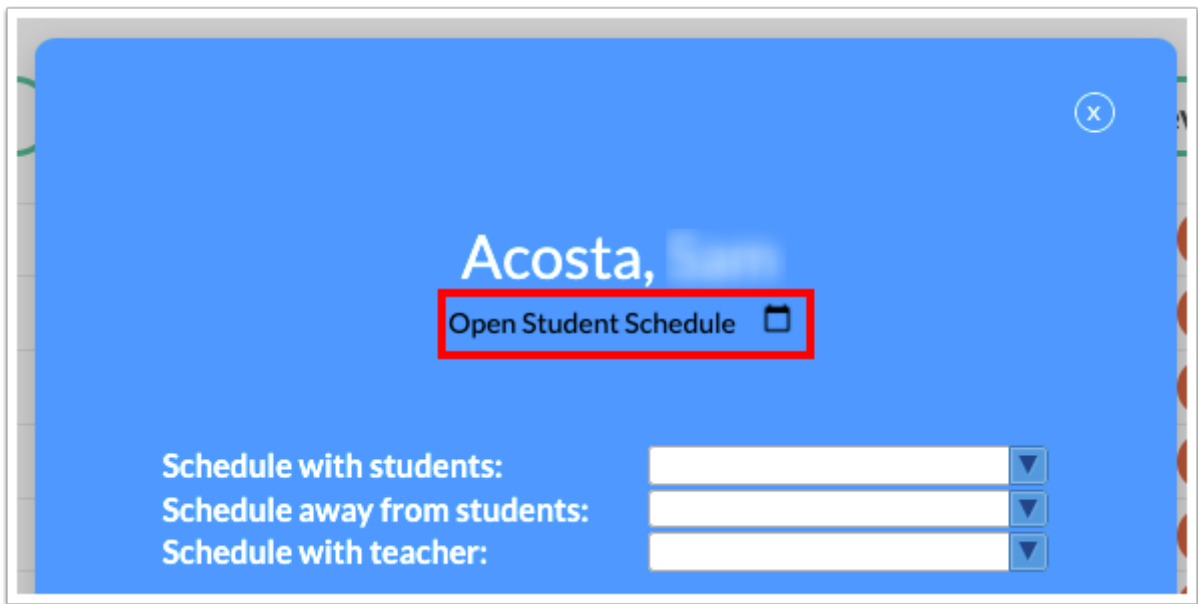
# Adding Restrictions to Students

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.

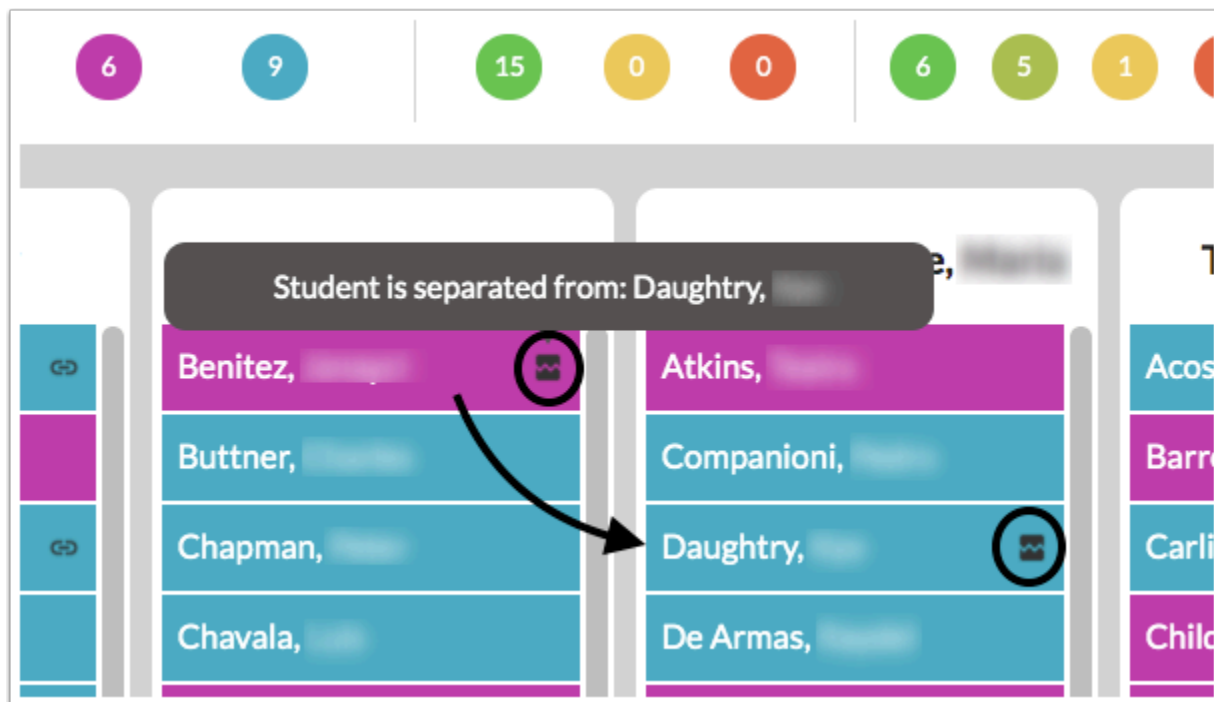


3. In the **Schedule with students** pull-down, select one or multiple students this student should be scheduled with. The pull-down includes all other students in the grade level.

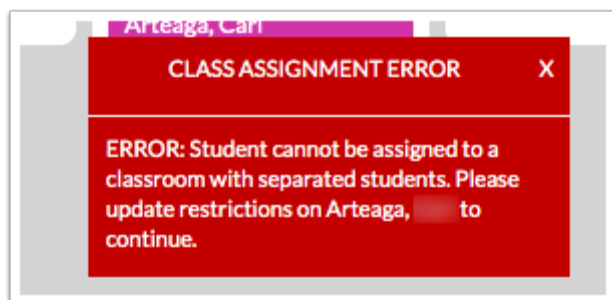
When student A is marked to be scheduled with student B, the Elementary Scheduler will automatically flag student B to be scheduled with student A accordingly. The students will have a link icon display next to their name. When hovering over the icon, the paired student(s) will display.

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."

Benitez,

Open Student Schedule

Schedule with Students:

Schedule away from Students:

Chapman,

Schedule with Teacher:

No Restriction

<

>

Override Behavior:

No Override

Override ELA Score:

No Override

Override Math Score:

No Override

Student cannot be moved to a classroom with separated students. Please update restrictions on Benitez, to continue.

Save

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.

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Sheffield-Greene,

Atkins,

Companioni,

De Armas,

Thompson,

Acosta Pena,

Barrera,

Childress,

Student is paired with teacher and cannot be moved. Please update restrictions to move student.

Scheduling Elementary Students

Page 21

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.

Acosta, [redacted]  
Open Student Schedule [icon]

Schedule with students: [pull-down]  
Schedule away from students: [pull-down]  
Schedule with teacher: No restraints [pull-down]

< >

Override behavior: 1-2 referrals [pull-down]  
Override ELA Score: No override [pull-down]  
Override Math Score: No override [pull-down]

Save

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.

Acosta, [Name]  
Open Student Schedule

Schedule with students:  ▼  
Schedule away from students:  ▼  
Schedule with teacher: No restraints ▼

< \_\_\_\_\_ >

Override behavior: No override ▼  
Override ELA Score: No override ▼  
Override Math Score: Level 4+ ▼

**Save**

## 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.

KG 01 02 03 04 **05** Optimize Schedule Students

Gender, Race, Behavi... ☒ Show Alert Icons Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	68	39 29	0 0 0 47 21	68 0 0	20 25 11 7	12 21 12 18	37 31
Bahena, [redacted] <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Barrios, [redacted] <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Cadena, [redacted] <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Harbison, [redacted] <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Liddell, [redacted] <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Rose, [redacted] <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Solano, [redacted] <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0

Unassigned

Bahena, [redacted]

Barrios, [redacted]

Cadena, [redacted]

Harbison, [redacted]

Liddell, [redacted]

Rose, [redacted]

Solano, [redacted]

Zuniga, [redacted]

Zarate, [redacted] 504

Turner, [redacted]

Staab, [redacted] 504

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

Unassigned

Armas, [redacted] 504

Allison, [redacted] 504

Arreola, [redacted] !

Bailey, [redacted]

Bahena, [redacted]

Barrios, [redacted]

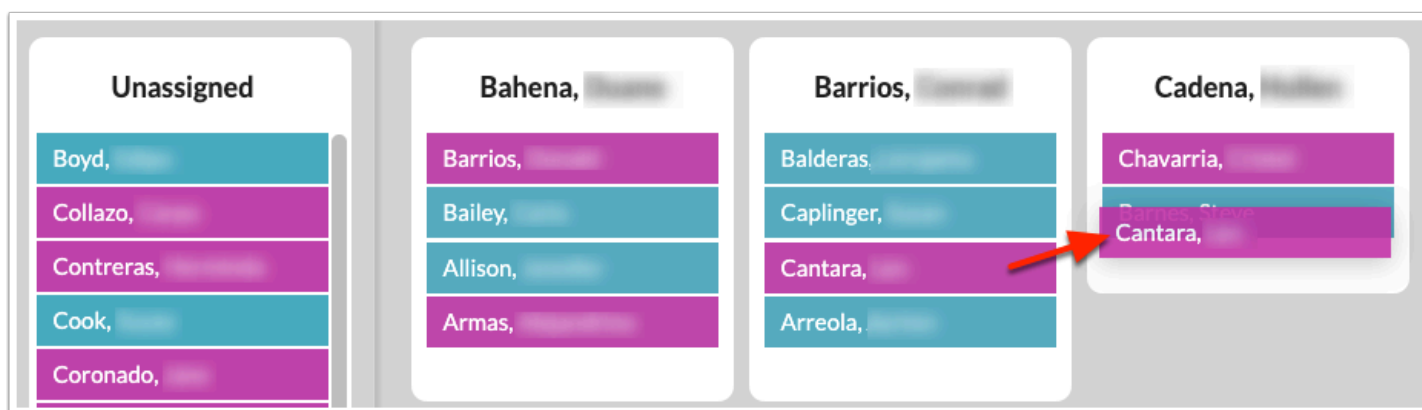
Cadena, [redacted]

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

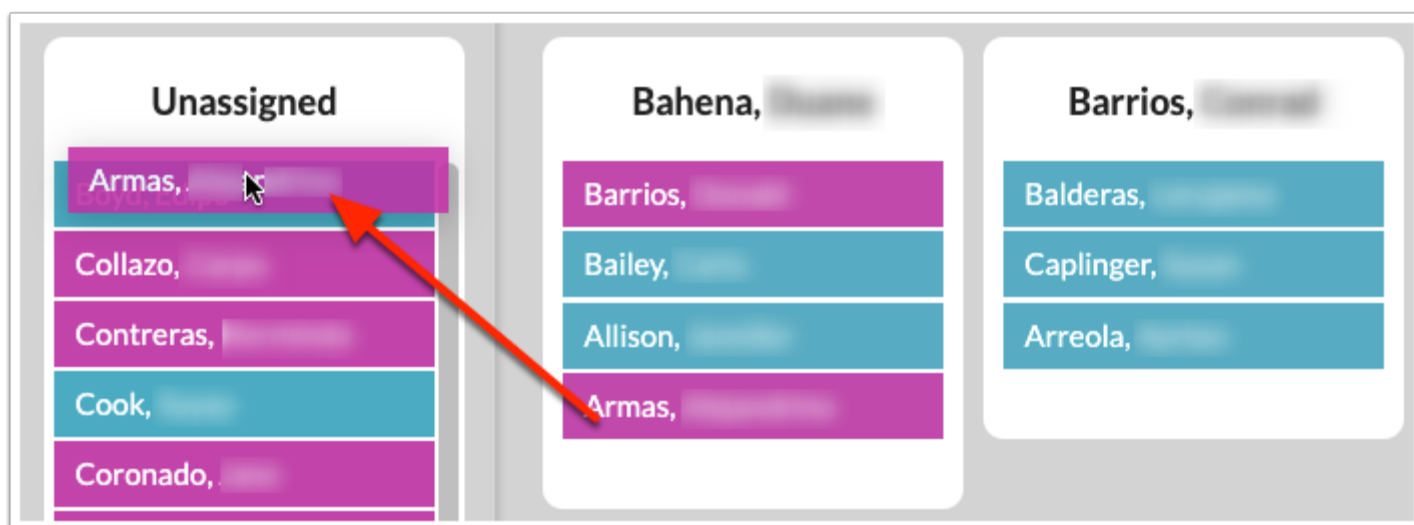
The Schedule Students button at the top of the screen turns red when a student is placed with a teacher. Until this button is clicked, the rosters are saved but the students are not yet scheduled.

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.

KG 01 02 03 04 05									
Gender, Race, Behavi...									
Show Alert Icons									
Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE		
Unassigned	69	0	0	0	0	0	0	69	0
Bahena, [redacted]	10	6	4	0	0	0	0	7	3
Barrios, [redacted]	10	6	4	0	0	0	0	3	7
Cadena, [redacted]	10	6	4	0	0	0	0	8	2
Harbison, [redacted]	10	5	5	0	0	0	0	4	6
Liddell, [redacted]	9	5	4	0	0	0	0	4	5
Rose, [redacted]	9	7	2	0	0	0	0	6	3
Solano, [redacted]	10	4	6	0	0	0	0	5	5

! 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.

KG0102030405

OptimizeSchedule Students

Gender, Race, Behavi...Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE	
Unassigned	137	3929	0004721	6800	2025117	12211218	10631	
Bahena, <div></div>	0	00	00000	0000	00000	00000	00	
Barrios, <div></div>	0	00	00000	0000	00000	00000	00	
Cadena, <div></div>	0	00	00000	0000	00000	00000	00	
Harbison, <div></div>	0	00	00000	0000	00000	00000	00	
Liddell, <div></div>	0	00	00000	0000	00000	00000	00	
Rose, <div></div>	0	00	00000	0000	00000	00000	00	
Solano, <div></div>	0	00	00000	0000	00000	00000	00	

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

KG	01	02	03	04	05	<b>Optimize</b>	Schedule Students
Gender, Race, Behavi... <input checked="" type="checkbox"/> Show Alert Icons							
Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	137	39 29	0 0 0 47 21	68 0 0	20 25 11 7	12 21 12 18	106 31
Bahena, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Barrios, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Cadena, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Harbison, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Liddell, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Rose, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0
Solano, <input checked="" type="checkbox"/>	0	0 0	0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	0 0

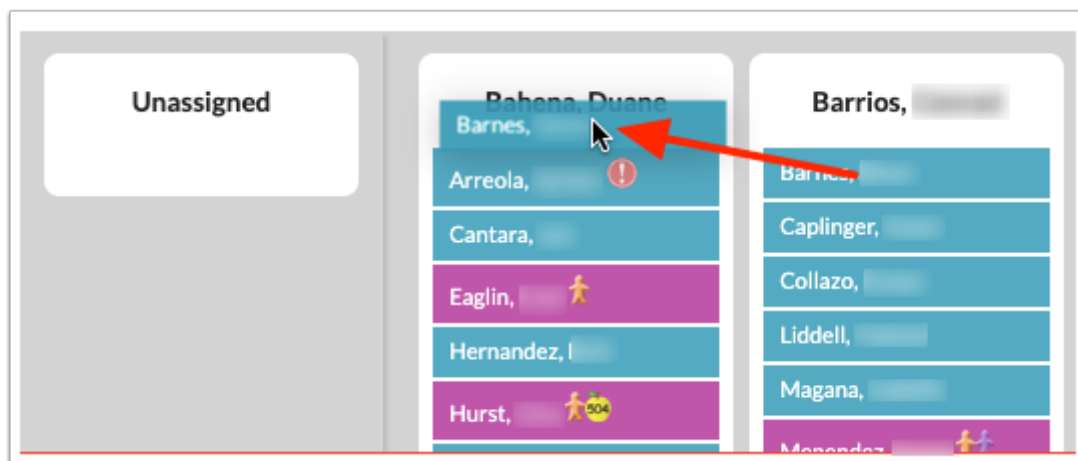
The students are distributed to all the grade level teachers whose check boxes are selected.

**i** 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.

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	0	0	0	0	0	0	0
Bahena, [icon]	9	5	4	0	3	1	5
Barrios, [icon]	10	5	5	0	3	2	6
Cadena, [icon]	9	5	4	0	2	1	7
Harbison, [icon]	10	6	4	0	3	2	5
Liddell, [icon]	10	6	4	0	3	2	4
Rose, [icon]	10	6	4	0	3	2	6
Solano, [icon]	10	6	4	0	3	1	4















## 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.

10 Classes 										 Customize Columns		Mass Update
Delete 	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term		Enroll			
<input type="checkbox"/>	<a href="#">HR - FIRST GRADE</a>	<a href="#">Period 1 - 103 - Gesualdo M Collier</a>	5100070	103	<a href="#">MTWHF</a>	<a href="#">M 0231</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">FNC BAS SKLS COMMS E</a>	<a href="#">Period 2 - 103 - Gesualdo M Collier</a>	50100301	103	<a href="#">MTWHF</a>	<a href="#">M 0231</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">LANG ARTS GRADE 1</a>	<a href="#">Period 3 - 103 - Gesualdo M Collier</a>	50100421	103	<a href="#">MTWHF</a>	<a href="#">M 0231</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">MATH GRADE ONE</a>	<a href="#">Period 5 - 103 - Gesualdo M Collier</a>	5012030	103	<a href="#">MTWHF</a>	<a href="#">M 0231</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">SCIENCE GRADE ONE</a>	<a href="#">Period 6 - 103 - Gesualdo M Collier</a>	5020020	103	<a href="#">MTWHF</a>	<a href="#">M 0231</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">SOC STUDIES 1</a>	<a href="#">Period 7 - 103 - Gesualdo M Collier</a>	5021030	103	<a href="#">MTWHF</a>	<a href="#">M 0231</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">HEALTH - GRADE 1</a>	<a href="#">Period 8 - 103 - Gesualdo M Collier</a>	5008030	103	<a href="#">MTWHF</a>	<a href="#">M 0231</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">ART - GRADE 1</a>	<a href="#">Period 9 - M - 103 - Camille Renteria</a>	50010201	103	<a href="#">M</a>	<a href="#">M 046</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">MUSIC - GRADE 1</a>	<a href="#">Period 10 - T - 103 - Fuencista C Banuelos</a>	50130701	103	<a href="#">T</a>	<a href="#">M 048A</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
<input type="checkbox"/>	<a href="#">PHYSICAL EDUCATION 1</a>	<a href="#">Period 11 - HF - 103 - Adena Nichole Moore</a>	5015030	103	<a href="#">HF</a>	<a href="#">M 045B</a>	<a href="#">Full Year</a>		<a href="#">Aug 12, ..</a>			
+ 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.



Course Section(s) to Lock All. Click to Select Courses

☒ Lock ☐ Unlock

[Search Screen](#) [Simple List](#) [Customized List](#)

Grade: 12


175 Students 

<input type="checkbox"/>	Student	Student ID
<input type="checkbox"/>	Acevedo, Fuencista 	00018347
<input type="checkbox"/>	Adame, Elodia Winifred	00006305
<input type="checkbox"/>	Aguilar, Kevin Francis	00012419
<input type="checkbox"/>	Ahrens, Brian 	00004514
<input type="checkbox"/>	Ahrens, Nilton Ariana	00049462

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.

Course Section(s) to Lock  ENG 4 - Period 1 - 011 - Ophelia J Espinoza  
+ [Choose more Courses](#)

☒ Lock ☐ Unlock

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

Course Section(s) to Lock ✖ ENG 4 - Period 1 - 011 - Ophelia J Espinoza  
 + [Choose more Courses](#)  
☒ Lock    ☐ Unlock

Search Screen
Simple List
Customized List

Grade: 12

175 Students

<input type="checkbox"/>	Student	Student ID
<input type="checkbox"/>	Acevedo, Fuencista	00018347
<input type="checkbox"/>	Adame, Elodia Winifred	00006305
<input type="checkbox"/>	Aguilar, Kevin Francis	00012419

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.

Lock Course(s) for Selected Students

Section(s) to Lock ✖ ENG 4 - Period 1 - 011 - Ophelia J Espinoza  
 + [Choose more Courses](#)  
☒ Lock    ☐ Unlock

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.



Course Section(s) to Lock **All. Click to Select Courses**

☐ Lock ☒ Unlock

**Search Screen** Simple List Customized List

Grade: 12

**175 Students** 

<input type="checkbox"/>	Student	Student ID
<input type="checkbox"/>	Acevedo, Fuencista 	00018347
<input type="checkbox"/>	Adame, Elodia Winifred	00006305
<input type="checkbox"/>	Aguilar, Kevin Francis	00012419
<input type="checkbox"/>	Ahrens, Brian 	00004514


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.

Lock

Course Section(s) to Lock 

ENG 4 - Period 1 - 011 - Ophelia J Espinoza

+ Choose more Courses

☐ Lock ☒ Unlock

Customized List

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.



Lock Course(s) for Selected Students

Course Section(s) to Lock

✖

ENG 4 - Period 1 - 011 - Ophelia J Espinoza  
+ Choose more Courses

☐ Lock ☒ Unlock

Customized List

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