


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.

Writerscurrent

Adams

9208 - 09

Student Schedule

Lois Stringer

Focus High School

2023-2024

Quarter 3

SIS

ERP

Courses

14 Programs

Subject

ALGEBRA I

AMERICAN GOVERNMENT

AMERICAN HISTORY

BIOLOGY

ECONOMICS

ELECTIVES

ENGLISH LANGUAGE ARTS

EQUALLY RIGOROUS

EXCEPTIONAL STUDENT

GEOMETRY

MATHEMATICS

PERFORMING FINE ARTS

1 Course

Course

Course Num

ALG 1-B

1200380

10 Sections

Section

Available Seats

Period 1 - Q1 - MTWHF - 0001A - ROBERT ERIC SHIEL

25

Period 1 - Q2 - MTWHF - 0001B - ROBERT ERIC SHIEL

25

Period 1 - Q3 - MTWHF - 0201A - ROBERT ERIC SHIEL

25

Period 1 - Q4 - MTWHF - 0201B - ROBERT ERIC SHIEL

25

Period 2 - Q1 - F - 0652A - MELANY M KING

0

Period 2 - Q1 - MTWHF - 0002A - ROBERT ERIC SHIEL

25

Period 2 - Q2 - H - 0752B - MELANY M KING

0

Period 2 - Q2 - MTWHF - 0002B - ROBERT ERIC SHIEL

25

Period 2 - Q3 - MTWHF - 0202A - ROBERT ERIC SHIEL

25

Period 2 - Q4 - MTWHF - 0202B - ROBERT ERIC SHIEL

25

Print

Help

Logout

- 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
Create Invoice
Invoices
Course List
Weekly Planner
Show Florida Fields
Show Vocational/WDIS Fields
Save

5 Classes
Full Year
Quarter 1
Quarter 2
Quarter 3
Quarter 4
Customize Columns
Mass Update
Message

| Delete | Course | Period - Teacher | Course Number | Section | Meeting Days | Room | Term | Enrolled | Estimated Course Completion Date | Billed | Attended Hours |
|--------------------------|--------------------------------|---|------------------------|---------|--------------|--------|-----------|--------------|----------------------------------|--------|----------------|
| | <u>MATH DATA & FIN LIT</u> | Period 1 - Q2 - MTWHF - 0001B - BENJAMIN A SMITH | 1200384 | 0001B | MTWHF | 99105 | Quarter 2 | Oct 9, 2023 | N/A | | 00:00 |
| | <u>US HIST</u> | 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"/> | <u>ALG 1-B</u> | Period 2 - Q2 - MTWHF - 0002B - ROBERT ERIC SHIEL | 1200380 | 0002B | MTWHF | 99-94 | Quarter 2 | Jan 18, 2024 | N/A | | 00:00 |
| | <u>GEO</u> | Period 3 - Q2 - MTWHF - 0003B - ROBERT ERIC SHIEL | 1206310 | 0003B | MTWHF | 99-94 | Quarter 2 | Oct 9, 2023 | N/A | | 00:00 |
| | <u>ENG 4: FL COLL PREP</u> | 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

Full Year
Quarter 1
Quarter 2
Quarter 3
Quarter 4

Customize Columns
Mass Update
Message

| 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

AMERICAN GOVERNMENT
Program

Course Number

Course Title

Section ID

Any Period

Any Teacher

Q3

Search

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.

- 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 | Atte Hou |
|---------------------------------|-------------------------------------|--|---------------|---------|-----------------------|--------|---------------------------|--|------------------------------|----------------------------------|--------|----------|
| <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

PRACTICAL ARTS
Program

Course Number

Course Title

Section ID

Any Period

Any Teacher


Full Year

Search

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.


| | | | | | | | |
|-----------------------|-----------------|----------------------------|-------------------|-----------------------------|-------------------------|---------|--------|
| 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 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 |
| ELECTIVES | ENG 2 | 1001340 | 03 03 - 03AW - William Staab |
| ENGLISH LANGUAGE ARTS | ENG 3 | 1001370 | 04 04 - 04AW - William Staab |
| EQUALLY RIGOROUS | Eng 4: FI Coll Prep | 1001405 | 06 06 - 06AW - William Staab |
| 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 | <div> 01 01 - 11AR - Tracy Burkhardt (Semester 1) (29 seats) <input checked="" type="checkbox"/> 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 </div> | 233 |
| <input type="checkbox"/> | ALG 2 HON | | 034 |

1 Unscheduled Request


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.

Confirm

There is a conflict. Are you sure you want to add this section?

Note:
There is already a course scheduled in that period.

OK

Cancel

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**.

12.0.51

FOCUS

Writers02

Select Student/Staff

Mass Add Course

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Search Screen

Simple List

Customized List

Q Student Search

More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Is

Scheduled into Section(s)

ENG 3 (1001370) - Period 7 - 003 - Fri...

This Year

as of

12/01/2023

Use Legacy Search

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.

Select Student/Staff ▼

Mass Add Course

Lizette Garcia

Admin ▼

Course Section(s) to Add

Choose Course

Start Date

January ▼

18 ▼

2024 ▼

Marking Period

Full Course Enrollment ▼

☐ Locked

- 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.

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

| | Photo | Student | Student ID | Grade |
|-------------------------------------|-------|--|------------|-------|
| <input checked="" type="checkbox"/> | | Adams, Carpo SWD PMP TMP | 59208 | 09 |
| <input type="checkbox"/> | | Arellano, Nubar (Nessa) SWD | 61622 | 11 |
| <input checked="" type="checkbox"/> | | Arevalo, Tracy (Remy) SWD | 73075 | 09 |
| <input type="checkbox"/> | | Cintron, Christopher TU SWD | 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.

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

Drop Course for Selected Students

Course to Drop ENG 3 - Period 3 - Q1 - W - 0653A - MELAN
Choose a Course

Drop Date August 15 2023 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

| | Photo | Student | Student ID | Grade |
|-------------------------------------|-------|-----------|------------|-------|
| <input checked="" type="checkbox"/> | | Adams, | 59208 | 09 |
| <input type="checkbox"/> | | Arellano, | 61622 | 11 |
| <input checked="" type="checkbox"/> | | Areval, | 73075 | 09 |
| <input checked="" type="checkbox"/> | | Cintre, | 02313 | 12 |
| <input type="checkbox"/> | | Collado, | 00922 | 09 |
| <input checked="" type="checkbox"/> | | Colla, | 57221 | 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.

BIO 1 2000310: Period 1 - 014 - Jacob [Teacher Name]

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Teacher: Jacob (4918) Room: 4 206 Display Room Optional Period 1 Meeting Days: MTWHF Full Year Marking Period 21 Seats IEP Seats ESOL/ELL Seats 014 Short Name Semesters Course History Term

Takes Attendance: N/A Store Category: N/A Store Internal: X Section for Sale: X Graded: X Affects GPA: X Active: X None Gender Restriction: X Grade Level(s) blank for all grade/levels: X Unweighted Grading Scale: X Standards Grading Scale: X EOC Grading Posting Scheme: X Standard District Calendar: X None Choose Parent Section: X

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

| 14 Subjects | 16 Courses | 3 Sections |
|----------------------|---------------|------------|
| Dual Enrollment | AP BIO | 2000340 |
| Electives | AP CHEM | 2003370 |
| English | AP ENV SCI | 2001380 |
| 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.

BIO 1 2000310: Period 1 - 014 - Jacob [Teacher Name]

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Teacher: Jacob (4918) Room: 4 206 Display Room Optional Period 1 Meeting Days: MTWHF Full Year Marking Period 21 Seats IEP Seats ESOL/ELL Seats 014 Short Name Semesters Course History Term

Takes Attendance: N/A Store Category: N/A Store Internal: X Section for Sale: X Graded: X Affects GPA: X Active: X None Gender Restriction: X Grade Level(s) blank for all grade/levels: X Unweighted Grading Scale: X Standards Grading Scale: X EOC Grading Posting Scheme: X Standard District Calendar: X None Choose Parent Section: X

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

4. Click the subject and course to move the section to.

5. In the confirmation message, click **OK**.

The section is moved to the selected subject and course. Any standards assigned to the previous section will be assigned to the new section.

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 'Abe, Charlie Noel'. The 'Schedule' tab is active. The table below lists 9 classes. The 'Dropped' column for the first two rows is highlighted with a red box, showing date pickers 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 5879 - 10 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**.

12.0.31 **FOCUS** Writers02 Abe, Charlie Noel 5879 - 10 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

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.


 Select Student/Staff ▾ Courses & Sections

 Lizette Garcia Focus High School - 0041 ▾ SIS
 Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ ERP

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 ▾ Display Room Optional
Period 1 MTWTF Full Year
30 Seats - IEP Seats - ESOL/ELL Seats 002 Short Name
Semesters Course History Term

Takes Attendance N/A ▾ 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 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 b |

14 Subjects 14 20 20

| Subject |
|---------------------|
| Dual Enrollment |
| Electives |
| English |
| Exceptional Student |
| Math |

13 Courses 14 20 20

| Course | Course Num |
|--------------------|------------|
| AP ENG COMPO | 1001420 |
| AP ENG LIT COMPO | 1001430 |
| ENG 1 | 1001310 |
| ENG 1 THROUGH ESOL | 1002300 |
| ENG 2 | 1001340 |

3 Sections 14 20 20

| Section |
|---------------------------------------|
| Period 1 - 002 - Elaine Dexter Morgan |
| Period 2 - 003 - Elaine Dexter Morgan |
| Period 5 - 001 - Elaine Dexter Morgan |
| + |

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 M T W H F S |

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.

Abe, Charlie Noel

5879 - 10

Student Schedule

Lizette Garcia
Admin

Focus High School - 0041
2022-2023
4th 9 Weeks

SIS
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**

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 | 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**.

12.0.31 FOCUS Writers02 Abe, Charlie Noel 5879 - 10 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

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 - Frida Lizette Roxy (004) Load Report

Save

Prev Page: 1 / 2 Next Export Filter: OFF Toggle Columns Page Size: 25

| 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 | Frida 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 - Frida Lizette Roxy (004)

Load Report

Save

Prev

Page: 1 / 2

Next

Export

Filter: OFF

Toggle Columns

Page Size: 25

| 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 - Frida Lizette Roxy (004)

Load Report

Save

Prev

Page: 1 / 2

Next

Export

Filter: OFF

Toggle Columns

Page Size: 25

| 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.

22.0.39
FOCUS
s Writers02

Select Student/Staff ▼ Student Schedule

Lizette Garcia Focus High School - 0041 SIS
Admin ▼ 2022-2023 ▼ 4th 9 Weeks ▼ ERP

Q Student Search More Search Options

Student Group ▼

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Has ▼ Requested Course(s) ENG 3 (1001370) Choose

Use Legacy Search Search

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 Enrollment Indicate |
|-----------------|------------------|---------------|---------|--------------|------|------|----------|---------|------------------|-------------|-------------------------|----------------------|----------------|-----------|-------------------------------------|---------------|--------------------------|
| + 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.

12.0.31
FOCUS
s Writers02

Select Student/Staff ▾ Courses & Sections

Lizette Garcia Focus High School - 0041 SIS
Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ ERP

ENG 3 1001370: Period 2 - 004 - Fridda Lizette Roxy

List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Roxy, Fridda Lizette (3014)
Teacher

5 109 Room

Display Room Optional

Period 2 Period

MTWHF Meeting Days

Full Year Marking Period

25 Seats

IEP Seats

ESOL/ELL Seats

004 Short Name

Full Year Course History Term

Takes Attendance

N/A

Store Category

Store Internal for Sale

Graded

Affects GPA

Active

None Gender Restriction

Grade Level(s) blank for all gradelevels

Team

Unweighted Grading Scale

Standards Grading Scale

Default Grading Posting Scheme

Standard District Calendar

None Choose Parent Section

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

103 - 9-12 Basic

PEPP Number

G - Individual or Small Group Instruction

Scheduling Method

N/A

Dual Enrollment Indicator

N/A

Course Flag 3

Reading Intervention Component

N/A

Online Course Provider

Gifted

44 District of Instruction

Exclude from FTE

Dual Enrollment Institution Type

N/A

Course Flag 4

PMRN

Blended Learning Course

Course Term Semester Content

0041 School of Instruction

Exclude from FASTER

Primary Instructor

O - Certified - appointed to teach out-of-field

Cert/Licensure/Qual Status

Pull-out

Location of Student

Not Applicable

Day of Week Scheduled, Alternate Date Certain

Facility Type

N/A

Course Flag 1

D - Secondary class - certified gen ed tch has not demonstrated subj-matter knowledge Highly Qualified

Team Teacher Training

EOC Exam Term

250 Class Minutes Weekly

Online Course

N/A

Course Flag 2

ESSA Title III

N/A

Virtual Instruction Provider

N/A

ELL Instructional Model

14 Subjects

13 Courses

5 Sections

Subject Course Course Num Section

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.