


Elementary Scheduler

The Elementary Scheduler screen is used to create rosters for homeroom teachers and schedule students into their packages. Students can be manually rostered, or the Optimize option can be used to evenly distribute students based on gender, race, discipline referral history, and assessment scores. For Florida districts, ESE status, ELL status, and 504 status can be considered.

Before Using the Elementary Scheduler

-  Before using the Elementary Scheduler, verify the following setup has been completed:
- Students must be rolled into the new school year where scheduling is taking place.
 - Students must have an assigned grade level in the new school year.
 - Teachers must be scheduled into sections.
 - Teacher packages must be set up.
 - Ensure the appropriate profiles have View and Edit permissions to the Elementary Scheduler in Users > Profiles.
 - In order to determine the teachers that display for each grade level in the Elementary Scheduler, Focus looks for the parent section of each package. The course number of the parent section must be located in a subject folder in Courses & Sections where the short name (e.g. KG, 01, 02) of the subject matches the short name of a grade level in Setup > Grade Levels.

Select Student/Staff ▼
Grade Levels

8 Grade Levels

	Title	Short Name	Sort Order	Next Grade
-	PK	PK	1	KG
-	KG	KG	2	01
-	01	01	3	02
-	02	02	4	03
-	03	03	5	04
-	04	04	6	05
-	05	05	7	-
-	06	06	8	-
+				N/A ▼

Select Student/Staff ▼
Courses & S

Second Grade

Second Grade

02

TitleShort Name

Vocational Program

10 Subjects

Subject

All Courses

Before/After Care

ESE Teachers

Fifth Grade

First Grade

Fourth Grade

Kindergarten

Pre-K

Second Grade

Third Grade

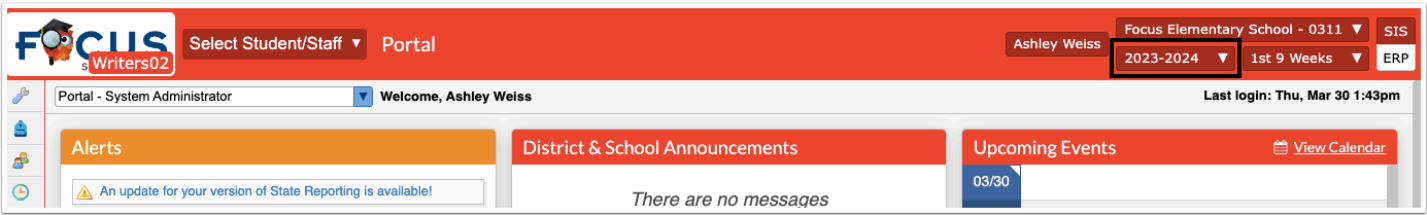
+

Setting the System Preferences

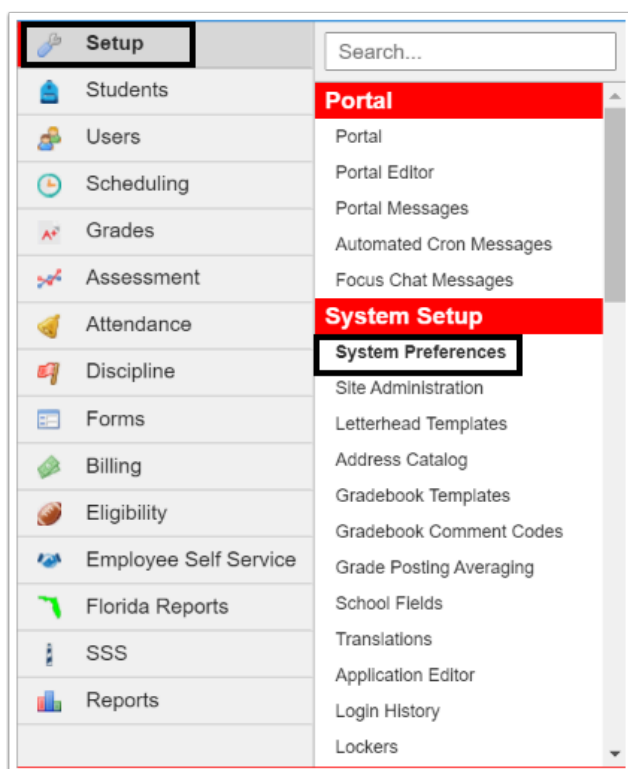
There are three system preferences that must be set in order to use the Elementary Scheduler. These preferences define the state math and ELA tests that are considered by the Elementary Scheduler, as well as the Achievement Level Type. Not setting these preferences will result in a pop-up warning and a database error when using the Elementary Scheduler.

See [System Preferences](#) for more information on setting system preferences.

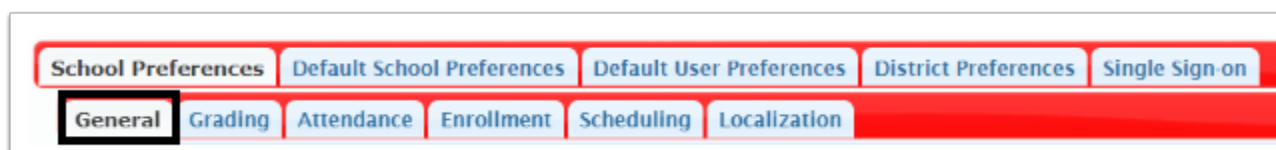
! Ensure the new school year (the school year you are scheduling) is selected at the top-right of the screen.



1. In the **Setup** menu, click **System Preferences**.



2. In the **School Preferences** or **Default School Preferences** tab, click the **General** tab.



3. Select the **State Math Test** and **State ELA Test** that will be considered in the Elementary Scheduler.

Multiple tests can be selected for the math and ELA tests. The system will look at the most recent test administration for the student across all of the selected math and ELA tests.

4. Select the **Achievement Level Type**.

The Achievement Level Type must be the same for all tests selected.

5. Click **Save**.

Save

School Preferences Default School Preferences Default User Preferences District Preferences Single Sign-on

General Grading Attendance Enrollment **Scheduling** Localization Online Application Parent Registration

Account Access Notification ☐ Enable email notifications for Users when adds a new computer name

Portal Message ☐ Remove the from email address on the portal page for Students

Hide Sender's Name in Email 'From' Field. ☐

State Math Test FSA MATH - FSAM FSA M... ▼

State ELA Test FSA ELA - FSAE FSA ELA ... ▼

Achievement Level Type AL ▼

Forgot Password Link ☒ Show The "Forgot Password?" Link on login screen

Forgot Password Title Parents: Forgot Password?

☒ Don't Run Edit Rules on Prior Year Enrollment Records (recommended)

Maximum number of attempts for Log In ☐ Times

Show Maintenance Mode Banner ☒ Display a message when during site installations/upgrades

Inactive Student Login ☒ Allow inactive students to login to Focus

Understanding the Layout of the Elementary Scheduler

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

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Reports

Search...

Room Schedules Report

Schedule Report

Add / Drop Report

Print Student Schedules

Print Teacher Schedules

Print Class Lists

Setup

Course Catalog

Courses & Sections

Classes for Sale

Lock Schedules

Teams

Lunches

Create Packages

Elementary Scheduler

Run Scheduler

Master Schedule Snapshots

Master Schedule Builder

Course Completion Codes

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. See [Using the Optimize Button to Roster Students](#) for more information.

KG

01

02

03

04

05

Gender, Race, Behavi...

☐ Show Alert Icons

Class

Unassigned

Barrios,

Denson,

Gladney,

Posada,

Poynter,

Roxanne,

Solorio,

Students

78

0

0

0

0

0

0

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

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

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.

[illegible]

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... ▼		<input type="checkbox"/> Show Alert Icons		
Class	Students		Gender	
Unassigned		68	39	29
Bahena, [REDACTED] ✓		0	0	0
Barrios, [REDACTED] ✓		0	0	0
Cadena, [REDACTED] ✓		0	0	0
Harbison, [REDACTED] ✓		0	0	0
Liddell, [REDACTED] ✓		0	0	0
Rose, [REDACTED] ✓		0	0	0
Solano, [REDACTED] ✓		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


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

-  Distribution of students in grades 1-3 is by Gender, Race, and Behavior only. There is no prior year FSA data to use for test scores unless the override options are set on the individual student.

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.

-  At the elementary school, you may use one test, such as the FSA, for grades 4-5 and another test, such as FLICKERS, for grades 1-3. A student in grade 4 will have both FLICKERS and FSA ELA in test history. When using the Elementary Scheduler, the system will use the most recent administration of any test that has an AL in any of the parts selected. The tests considered by the Elementary Scheduler are selected in [System Preferences](#).

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

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

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	00000	000	0000	0000
Barrios,	0	00	00000	000	0000	0000
Cadena,	0	00	00000	000	0000	0000
Harbison,	0	00	00000	000	0000	0000
Liddell,	0	00	00000	000	0000	0000
Rose,	0	00	00000	000	0000	0000
Solano,	0	00	00000	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. The ESE status is based on the student field with the alias "primary_exceptionality."

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,	0000	0000	0000	0000	00	00	00
Barrios,	0000	0000	0000	0000	00	00	00
Cadena,	0000	0000	0000	0000	00	00	00
Harbison,	0000	0000	0000	0000	00	00	00
Liddell,	0000	0000	0000	0000	00	00	00
Rose,	0000	0000	0000	0000	00	00	00
Solano,	0000	0000	0000	0000	00	00	00

Print



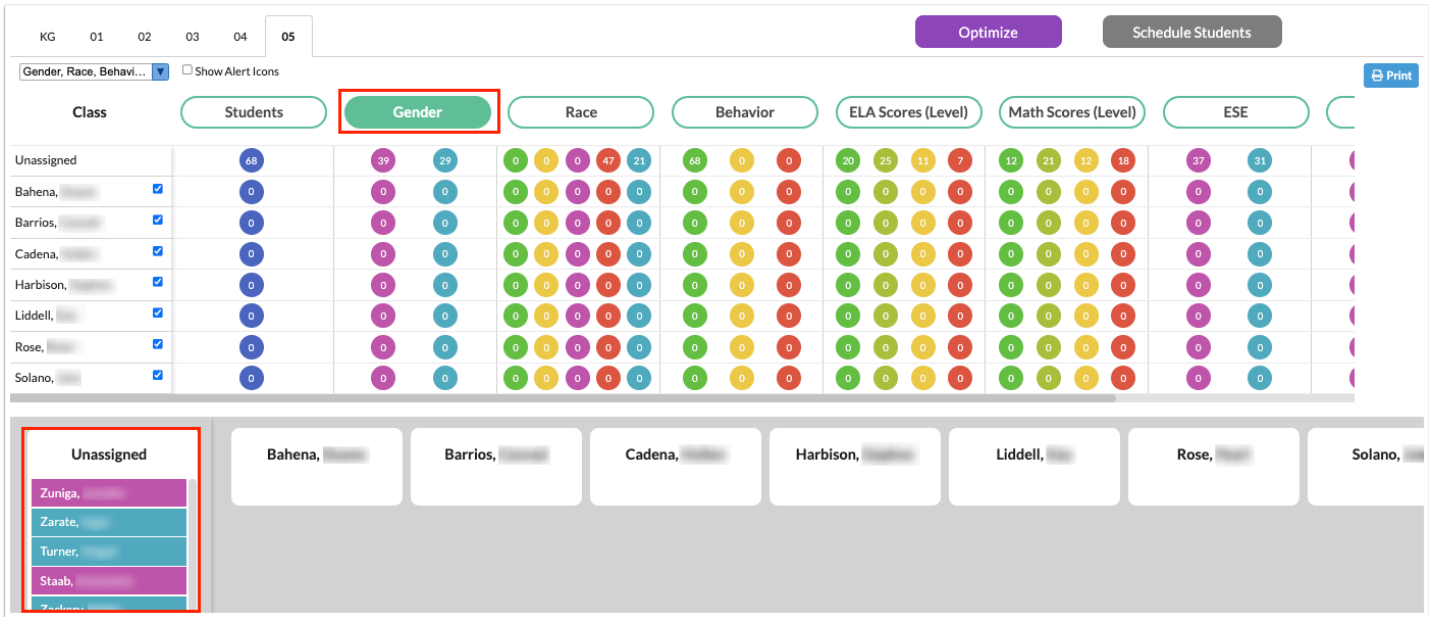
Hover over a colored dot to view the color's meaning in a tool-tip.

Math Scores (Level)	ESE	ELL	504
12 21 12 18	No 37 31	56 12	56 12
0 0 0 0	0 0	0 0	0 0
0 0 0 0	0 0	0 0	0 0

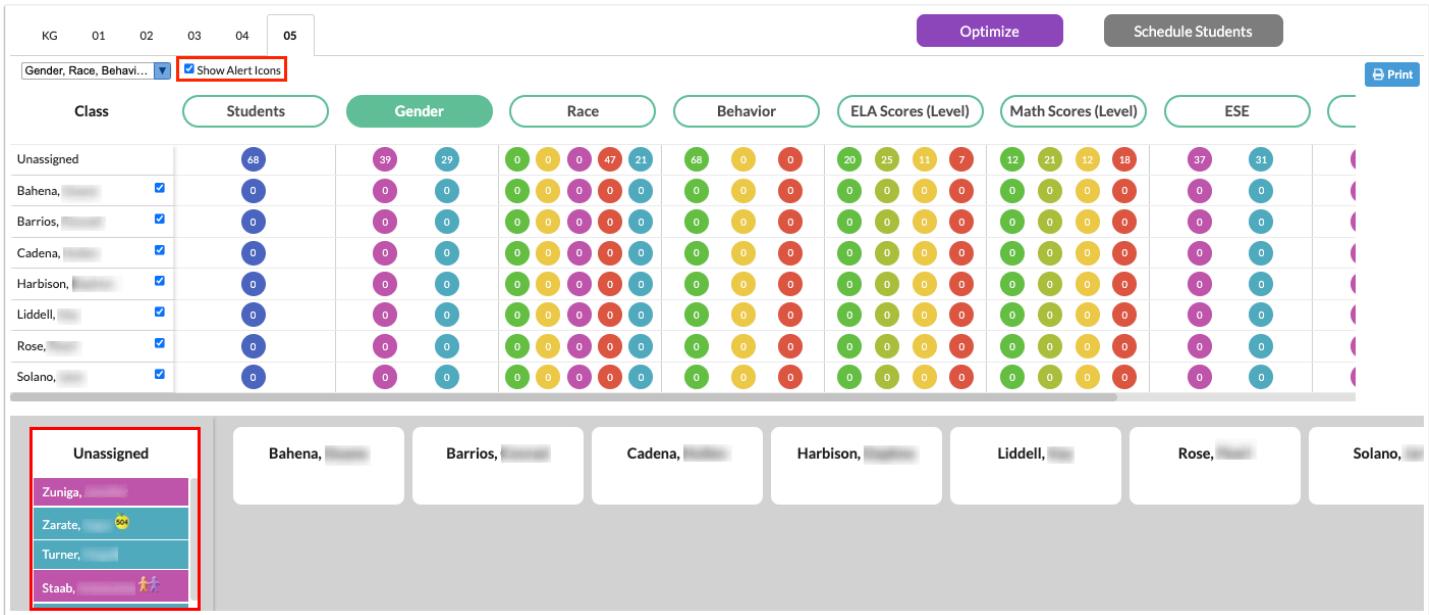
2. Click a column header to view students based on this data element.

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

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



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



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

KG

01

02

03

04

05

Optimize

Schedule Students

Undo Optimize

Gender, Race, Behavi...

Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	0	0	0	0	0	0	0
Bahena, <input checked="" type="checkbox"/>	9	5	4	0	0	7	2
Barrios, <input checked="" type="checkbox"/>	10	5	5	0	0	3	7
Cadena, <input checked="" type="checkbox"/>	9	5	4	0	0	6	3
Harbison, <input checked="" type="checkbox"/>	10	6	4	0	0	7	3
Liddell, <input checked="" type="checkbox"/>	10	6	4	0	0	10	0
Rose, <input checked="" type="checkbox"/>	10	6	4	0	0	9	1
Solano, <input checked="" type="checkbox"/>	10	6	4	0	0	5	5

Adding Restrictions to a Student

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.

Unassigned	Browning, [redacted]	Ozbun, [redacted]	Sheffield-Greene, [redacted]	Thompson, [redacted]	V
Acosta Pena, [redacted]					
Aguila, [redacted]					
Alvear Villafuerte, [redacted]					
Atkins, [redacted]					
Baca Rodriguez, [redacted]					
Barrera, [redacted]					
Barrera, [redacted]					

2. In the pop-up window, click **Open Student Schedule** to open the Student Schedule screen for that student in a new tab.

Acosta, Sam

Open Student Schedule

Schedule with students:

Schedule away from students:

Schedule with teacher:

Override behavior:

Override ELA Score:

Override Math Score:

Save

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.

Acosta, Sam

Open Student Schedule

Schedule with students:

Schedule away from students:

Schedule with teacher:

Override behavior:

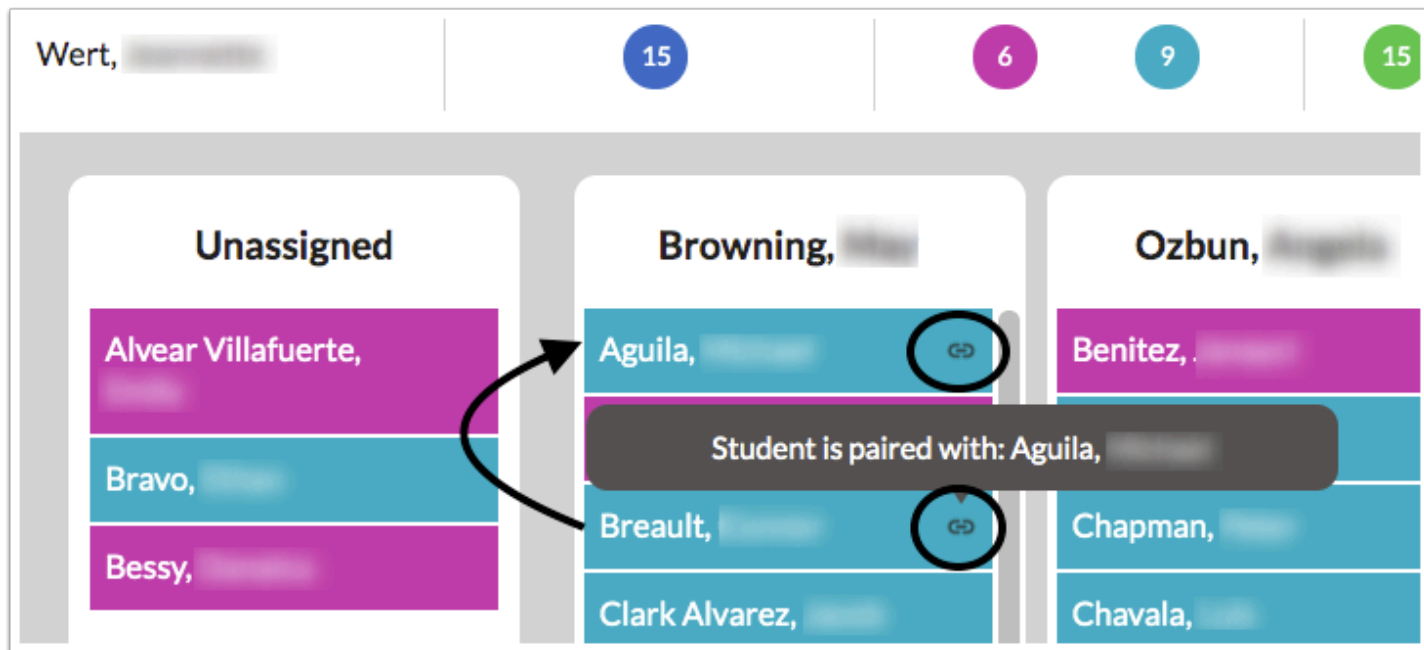
Override ELA Score:

Override Math Score:

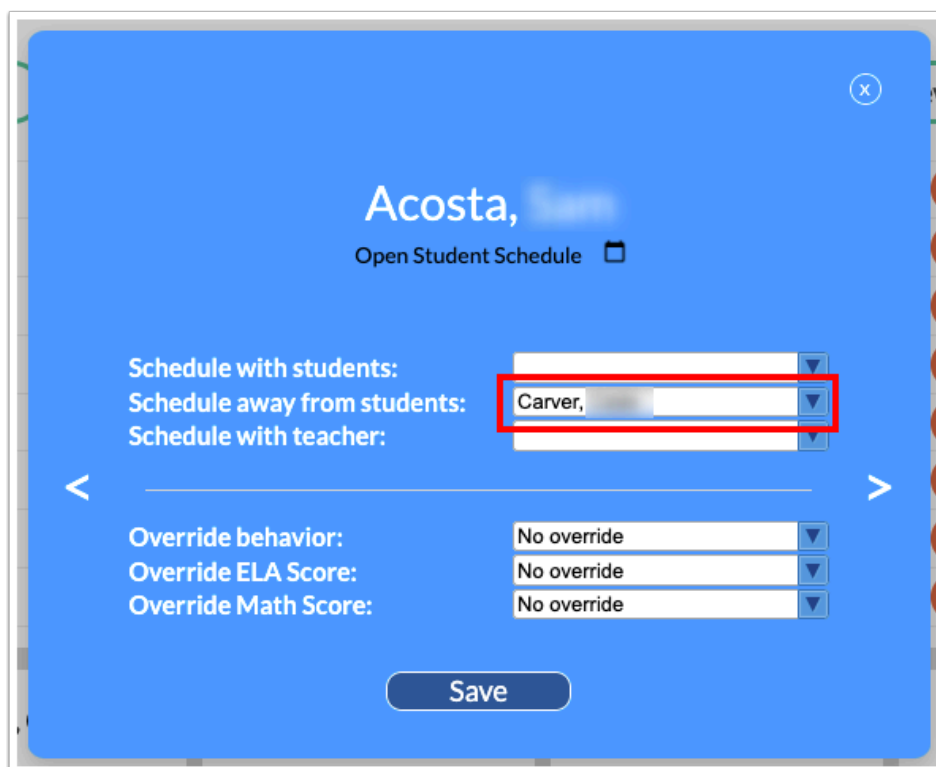
Save

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

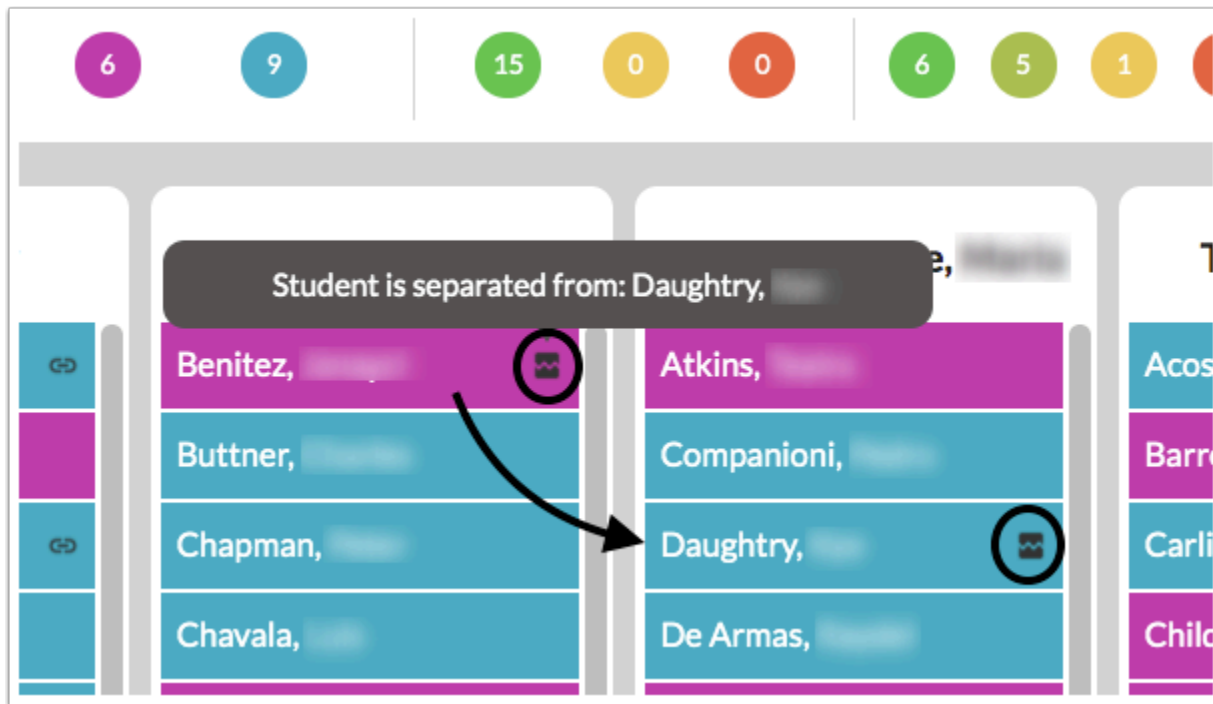
have a link icon display next to their name. When hovering over the icon, the paired student(s) will display.



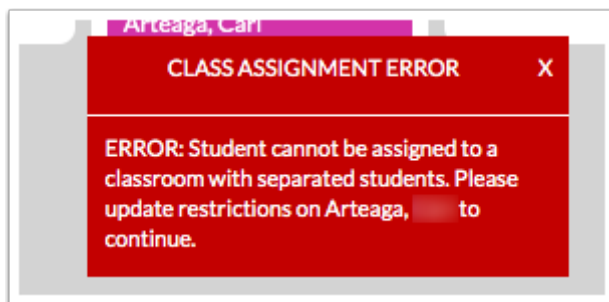
4. In the **Schedule away from students** pull-down, select one or multiple students the student should not be scheduled with. The pull-down includes all other students in the grade level.



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.

Acosta,

Open Student Schedule

Schedule with students:

Schedule away from students:

Schedule with teacher:

Barrios,

<

>

Override behavior:

No override

Override ELA Score:

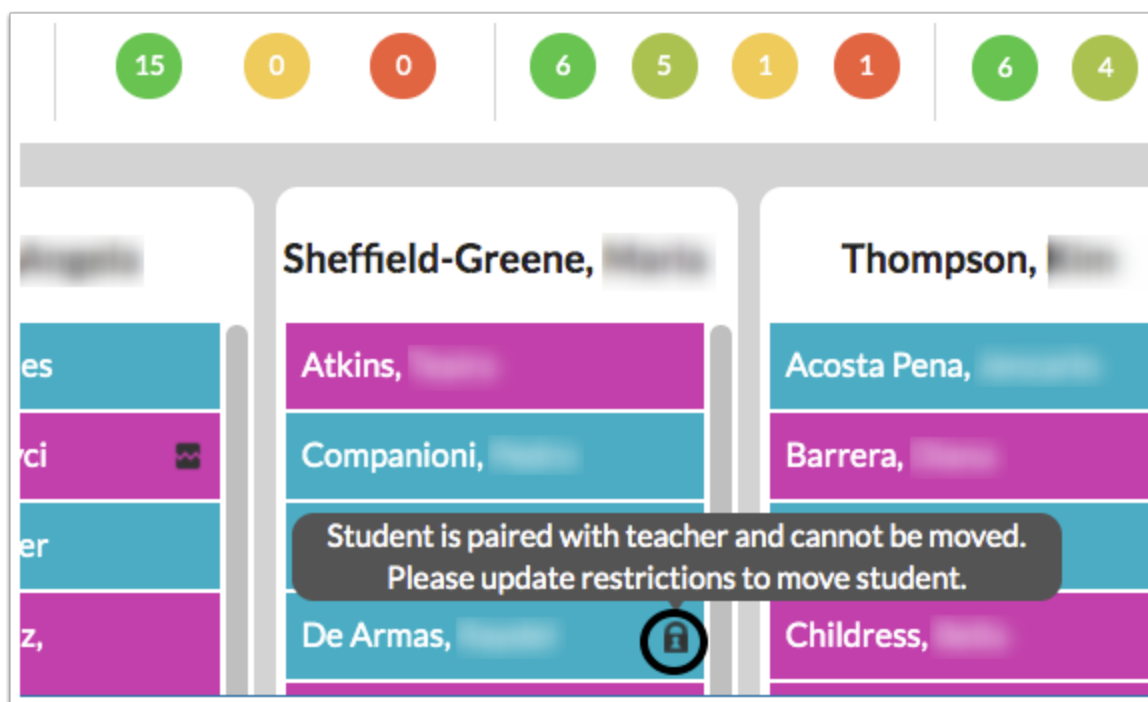
No override

Override Math Score:

No override

Save

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



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

The screenshot shows the 'Acosta, [Name]' student override form. The form has a blue background and a close button (X) in the top right corner. It includes a link to 'Open Student Schedule'. The form contains several dropdown menus for scheduling and override settings. The 'Override behavior' dropdown is highlighted with a red box and set to '1-2 referrals'. Other dropdowns include 'Schedule with students', 'Schedule away from students', 'Schedule with teacher' (set to 'No restraints'), 'Override ELA Score' (set to 'No override'), and 'Override Math Score' (set to 'No override'). A 'Save' button is at the bottom.

When the restriction is set and saved, the student block color will change according to the selection. See [Understanding the Layout of the Elementary Scheduler](#) for more information on the color meanings.

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.

Acosta, [Name]

Open Student Schedule

Schedule with students: [Pull-down]

Schedule away from students: [Pull-down]

Schedule with teacher: No restraints [Pull-down]

Override behavior: No override [Pull-down]

Override ELA Score: Level 3 [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. See [Understanding the Layout of the Elementary Scheduler](#) for more information on the color meanings.

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.

Acosta, [redacted]
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

When the restriction is set and saved, the student block color will change according to the selection. See [Understanding the Layout of the Elementary Scheduler](#) for more information on the color meanings.

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

Acosta, [redacted]
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

- 💡 While the pop-up window is open, click the left or right arrow to navigate to the previous or next student in the list.

Acosta, [Name]

Open Student Schedule

Schedule with students:

Schedule away from students:

Schedule with teacher:

Override behavior:

Override ELA Score:

Override Math Score:

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 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 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 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 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 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 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 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 0

Unassigned: Zuniga, Zarate, Turner, Staab, Bahena, Barrios, Cadena, Harbison, Liddell, Rose, Solano

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

Unassigned: Armas, Allison, Arreola, Bailey, Bahena, Barrios, Cadena

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

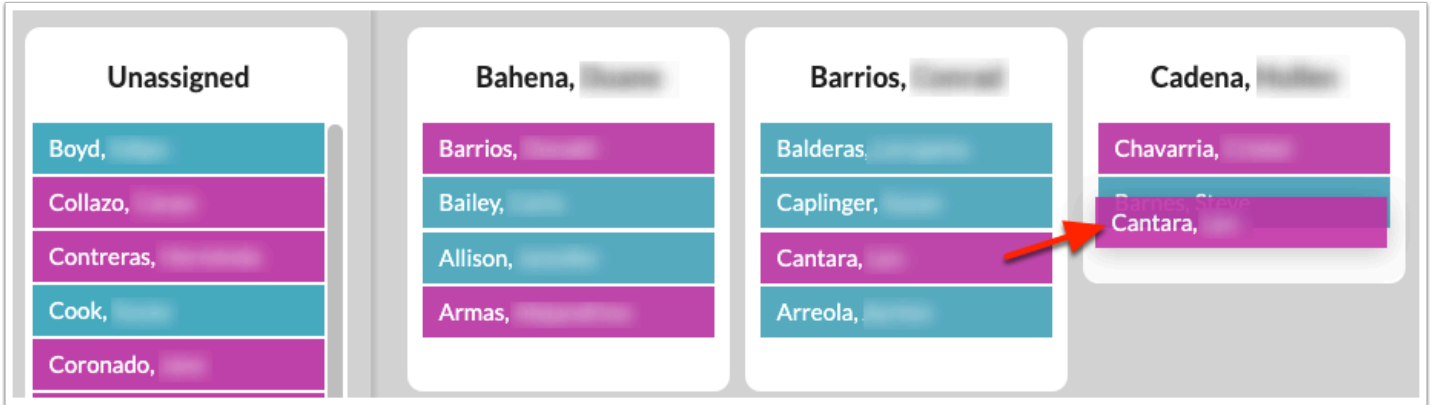
KG 01 02 03 04 **05** Optimize Schedule Students

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

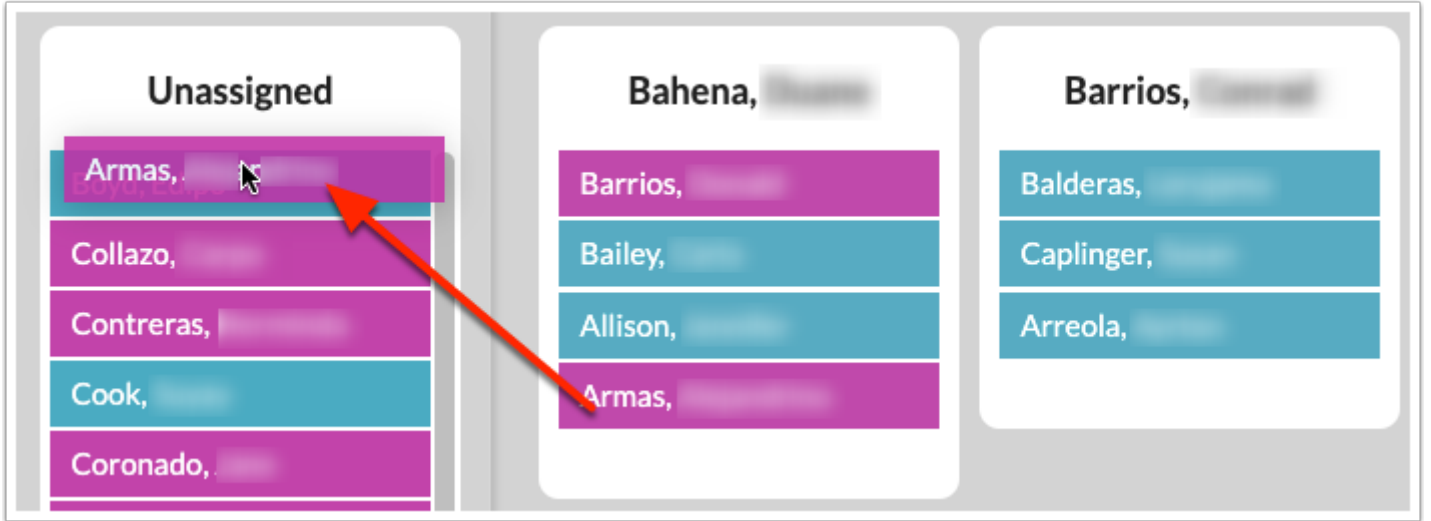
Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	69	0 0	0 0 0 0 0 0	0 0 0	0 0 0 0	0 0 0 0	69 0
Bahena, <input checked="" type="checkbox"/>	10	6 4	0 0 0 0 6 4	10 0 0	4 3 3 0	3 2 2 3	7 3
Barrios, <input checked="" type="checkbox"/>	10	6 4	0 0 0 0 8 2	10 0 0	0 3 2 5	0 2 0 8	3 7
Cadena, <input checked="" type="checkbox"/>	10	6 4	0 0 0 0 7 3	10 0 0	4 6 0 0	2 7 1 0	8 2
Harbison, <input checked="" type="checkbox"/>	10	5 5	0 0 0 0 7 3	10 0 0	2 3 3 0	1 2 2 3	4 6
Liddell, <input checked="" type="checkbox"/>	9	5 4	0 0 0 0 6 3	9 0 0	2 4 1 2	2 2 3 2	4 5
Rose, <input checked="" type="checkbox"/>	9	7 2	0 0 0 0 6 3	9 0 0	5 1 2 0	3 2 2 1	6 3
Solano, <input checked="" type="checkbox"/>	10	4 6	0 0 0 0 7 3	10 0 0	3 5 0 0	1 4 2 1	5 5

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.

KG0102030405

OptimizeSchedule Students

Gender, Race, Behavi...Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE	
Unassigned	69	00	00000000	0000	00000000	00000000	690	
Bahena, <input checked="" type="checkbox"/>	10	64	000064	10000	4330	3223	73	
Barrios, <input checked="" type="checkbox"/>	10	64	000082	10000	0325	0208	37	
Cadena, <input checked="" type="checkbox"/>	10	64	000073	10000	4600	2710	82	
Harbison, <input checked="" type="checkbox"/>	10	55	000073	10000	2330	1223	46	
Liddell, <input checked="" type="checkbox"/>	9	54	000063	9000	2412	2232	45	
Rose, <input checked="" type="checkbox"/>	9	72	000063	9000	5120	3221	63	
Solano, <input checked="" type="checkbox"/>	10	46	000073	10000	3500	1421	55	

! 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.

<div> <div>KG 01 02 03 04 05</div> <div>Optimize Schedule Students</div> </div>									
<div> <div>Gender, Race, Behavi...</div> <div>Show Alert Icons</div> <div>Print</div> </div>									
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 type="checkbox"/>	0	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 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 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 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 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 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 0		

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

KG	01	02	03	04	05	Optimize	Schedule Students	Print
Gender, Race, Behavi...	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, [icon]	0	0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0	
Barrios, [icon]	0	0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0	
Cadena, [icon]	0	0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0	
Harbison, [icon]	0	0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0	
Liddell, [icon]	0	0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0	
Rose, [icon]	0	0 0	0 0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0	
Solano, [icon]	0	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.

 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.

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OptimizeSchedule StudentsUndo Optimize

Gender, Race, Behavi...Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE
Unassigned	0	00	000000	0000	000000	000000	00
Bahena,	9	54	00072	9000	3311	1322	54
Barrios,	10	55	00037	10000	3321	1323	64
Cadena,	9	54	00063	9000	2321	2312	72
Harbison,	10	64	00073	10000	3411	2322	55
Liddell,	10	64	000100	10000	3421	2323	46
Rose,	10	64	00091	10000	3421	2323	64
Solano,	10	64	00055	10000	3411	2313	46

Unassigned

Bahena,

Arreola,

Cantara,

Eaglin,

Hernandez,

Barrios,

Armas,

Caplinger,

Collazo,

Liddell,

Cadena,

Allison,

Contreras,

Fuller,

Harper,

Harbison,

Cook,

Garcia,

Lira,

Maya,

Michaelson,

Liddell,

Balderas,

Chavarria,

Davis,

Escalante,

FBA/BIP record

Rose,

Bailey,

Barnes,

Barrios,

Coronado,

Feliciano,

Solano,

Boyd,

Florez,

Garcia,

Magana,

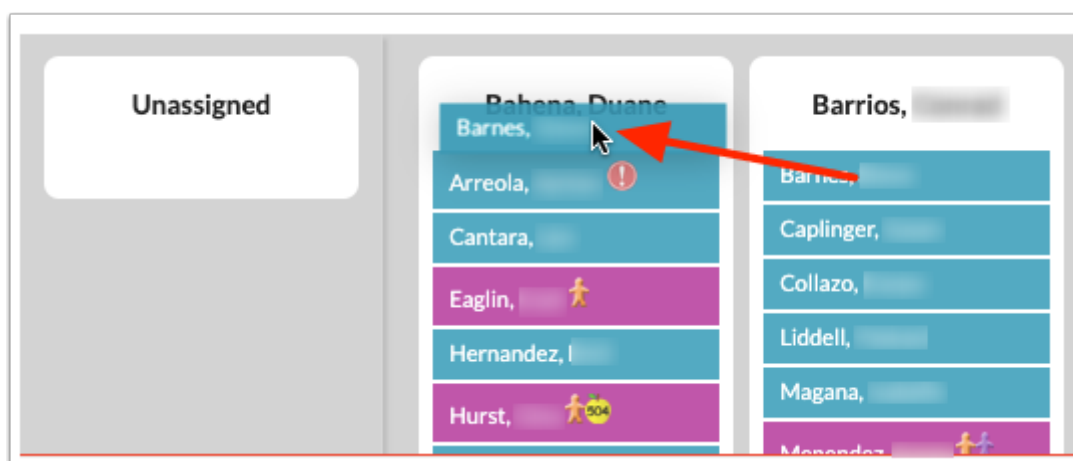
The Schedule Students button at the top of the screen turns red. Until this button is clicked, the rosters are saved but the students are not yet scheduled.

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.

KG	01	02	03	04	05	Optimize	Schedule Students	Undo Optimize	
Gender, Race, Behavi... <input checked="" type="checkbox"/> Show Alert Icons <input type="button" value="Print"/>									
Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE		
Unassigned	0	0	0	0	0	0	0	0	
Bahena, <input checked="" type="checkbox"/>	9	5	4	0	0	0	7	2	
Barrios, <input checked="" type="checkbox"/>	10	5	5	0	0	0	3	7	
Cadena, <input checked="" type="checkbox"/>	9	5	4	0	0	0	6	3	
Harbison, <input checked="" type="checkbox"/>	10	6	4	0	0	0	7	3	
Liddell, <input checked="" type="checkbox"/>	10	6	4	0	0	0	10	0	
Rose, <input checked="" type="checkbox"/>	10	6	4	0	0	0	9	1	
Solano, <input checked="" type="checkbox"/>	10	6	4	0	0	0	5	5	

Unassigned	Bahena, <input checked="" type="checkbox"/>	Barrios, <input checked="" type="checkbox"/>	Cadena, <input checked="" type="checkbox"/>	Harbison, <input checked="" type="checkbox"/>	Liddell, <input checked="" type="checkbox"/>	Rose, <input checked="" type="checkbox"/>	Solano, <input checked="" type="checkbox"/>
	Arreola, <input checked="" type="checkbox"/>	Armas, <input checked="" type="checkbox"/>	Allison, <input checked="" type="checkbox"/>	Cook, <input checked="" type="checkbox"/>	Balderas, <input checked="" type="checkbox"/>	Bailey, <input checked="" type="checkbox"/>	Boyd, <input checked="" type="checkbox"/>
	Cantara, <input checked="" type="checkbox"/>	Caplinger, <input checked="" type="checkbox"/>	Contreras, <input checked="" type="checkbox"/>	Garcia, <input checked="" type="checkbox"/>	Chavarria, <input checked="" type="checkbox"/>	Barnes, <input checked="" type="checkbox"/>	Florez, <input checked="" type="checkbox"/>
	Eaglin, <input checked="" type="checkbox"/>	Collazo, <input checked="" type="checkbox"/>	Fuller, <input checked="" type="checkbox"/>	Lira, <input checked="" type="checkbox"/>	Davis, <input checked="" type="checkbox"/>	Barrios, <input checked="" type="checkbox"/>	Garcia, <input checked="" type="checkbox"/>
	Hernandez, <input checked="" type="checkbox"/>	Liddell, <input checked="" type="checkbox"/>	Harner, <input checked="" type="checkbox"/>	Maya, <input checked="" type="checkbox"/>	Escalante, <input checked="" type="checkbox"/>	Coronado, <input checked="" type="checkbox"/>	Magana, <input checked="" type="checkbox"/>
				Michaelson, <input checked="" type="checkbox"/>	FBA/BIP record	Feliciano, <input checked="" type="checkbox"/>	

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.

! Undoing Optimize does not unschedule students if Schedule Students was previously clicked. The most recent schedules will remain. You can manually re-arrange students or re-use the Optimize feature and then click Schedule Students again to update their schedules.

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OptimizeSchedule StudentsUndo Optimize

Gender, Race, Behavi...Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE	
Unassigned	0	00	000000	0000	000000	000000	00	
Bahena, <input checked="" type="checkbox"/>	9	54	00072	9000	3311	1322	54	
Barrios, <input checked="" type="checkbox"/>	10	55	00037	10000	3321	1323	64	
Cadena, <input checked="" type="checkbox"/>	9	54	00063	9000	2321	2312	72	
Harbison, <input checked="" type="checkbox"/>	10	64	00073	10000	3411	2322	55	
Liddell, <input checked="" type="checkbox"/>	10	64	000100	10000	3421	2323	46	
Rose, <input checked="" type="checkbox"/>	10	64	00091	10000	3421	2323	64	
Solano, <input checked="" type="checkbox"/>	10	64	00055	10000	3411	2313	46	

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

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OptimizeSchedule StudentsUndo Optimize

Gender, Race, Behavi...Show Alert Icons

Print

Class	Students	Gender	Race	Behavior	ELA Scores (Level)	Math Scores (Level)	ESE	
Unassigned	0	00	000000	0000	000000	000000	00	
Bahena, <input checked="" type="checkbox"/>	9	54	00072	9000	3311	1322	54	
Barrios, <input checked="" type="checkbox"/>	10	55	00037	10000	3321	1323	64	
Cadena, <input checked="" type="checkbox"/>	9	54	00063	9000	2321	2312	72	
Harbison, <input checked="" type="checkbox"/>	10	64	00073	10000	3411	2322	55	
Liddell, <input checked="" type="checkbox"/>	10	64	000100	10000	3421	2323	46	
Rose, <input checked="" type="checkbox"/>	10	64	00091	10000	3421	2323	64	
Solano, <input checked="" type="checkbox"/>	10	64	00055	10000	3411	2313	46	