


Tweaking the Master Schedule

During new-year scheduling, schools entering student requests can use one of two methods for building the master schedule. A school may begin building all sections from scratch for the new master schedule or a school can roll and tweak their existing master schedule. This training document focuses on tweaking the existing master schedule for the new school year. Schools starting from scratch would have the option to create sections following the instructions in this document or to use the Master Schedule Builder, which is covered in a different training manual.

 While working through this document, be sure that the school year has been set to the upcoming school year.

Preparations

Ensure that all changes, as well as the work in the Builder, take place in the upcoming school year.

Verify Non-Student Data

- From the School Setup menu, verify that Periods, Calendars and Marking Period dates are accurate. This should be done even if building sections from scratch.
- From the Scheduling menu, verify that the organization and settings of the Subjects and Courses are all updated and accurate. This also applies if building from scratch.
- Ensure that any unnecessary Courses have been or are removed.

Student Requests

- Finalize all Student Requests. Run and review the Request Reports (Scheduling > Reports > Requests Reports) and correct any extra, missing or duplicate requests. It is very important to have all student requests entered and accurate in order to maximize the outcome when Tweaking the Existing Master Schedule (or building from scratch) and Running the Scheduler.

Tweaking the Existing Master Schedule

Tweaking Courses & Sections is an alternative to using the Master Schedule Builder. If there are not a lot of changes to the Master Schedule from one year to the next, tweaking may be easier. By rolling the courses and sections from the previous school year, schools essentially have all

the sections created, including the periods, teachers, and Texas Fields. The Builder Reports, Master Schedule Report, and/or the Teacher Schedules Report can be used for guidance and to make minor tweaks to sections.

Builder Reports

Use the Builder Reports to determine changes that will need to be made based on student requests. The two most commonly used Builder Reports are Courses with Too Many Requests and Courses with too few Requests. These reports are particularly valuable in assessing the match between demand for particular courses and sections against actual availability. The Scheduler (loads student requests into the existing sections) should not be run until all Builder Report issues have been resolved.



The Builder reports are based on requests. If there are no requests for a certain Course, the Course will not display on any of the Builder reports.



Many reports contain in-line Filters:

Click the word **Filters** to turn the filters on.

Once the filters are turned on, you will be able to filter on select columns of the table or report by typing data directly into the white text box (this will pull all data in that column that contains the characters typed).

To add more than one filter to a column, click the green plus sign.

To delete any applied filters at any time for original data, delete all characters entered in the text boxes or turn the filters off by clicking the Filters button.

To delete an added filter but keep the original, click the red minus sign.

For additional filtering options other than contains, which is the filter that is being used when characters are simply typed into the text boxes, click the gray arrow.

Sections with Zero Seats Report

The Sections with Zero Seats should be viewed and/or adjusted first to give the Builder Reports a more accurate output. Students will not be scheduled into the sections if there are no seats.

- 1. Go to the **Scheduling** menu and select **Builder Reports**.
- 2. Click on the **Sections with 0 Seats** tab.
- 3. Click on the **Section** name. This opens **Courses & Sections** in a pop-up window.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

These sections don't have any available seats, so no students will be scheduled into them.

1 section

Search

GO

Course	Course Num	Section	Section Num
GEO	1206310	Period 7 - 006 - Tais Douglas Renteria	006

- 4. Add seats to the section if the section is to be used for scheduling.
- 5. Click **Save**.

GEO 1206310: Period 7 - 006 - Tais Douglas Renteria

List Students in this Section

List Unfilled Requests in this Section

Search

Copy

Delete

Save

Renteria, Tais DouglasTeacher

2 215Room

Display Room Optional

Period 7Period

MTWHFMeeting Days

Full YearMarking Period

0Seats

SPED Seats

006Short Name

Full YearCourse History Term

Takes Attendance

Graded

Affects GPA

NoneGender Restriction

Grade Level(s) blank for all gradelevels

Unweighted Grading Scale

Unweighted Standards Grading Scale

Default Grading Posting Scheme

Standard District Calendar

NoneChoose Parent Section

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

12 Subjects

13 Courses

4 Sections

Subject

Course

Course Num

Section

Electives

ALG 1

1200310

Period 4 - 008 - Pia J Austin

English

ALG 2

1200330

Period 5 - 005 - Pia J Austin

Exceptional Student

ALG 2 HON

1200340

Period 6 - 007 - Nicholas Rhine

Math

ANALYSIS OF FUNC HON

1201315

Period 7 - 006 - Tais Douglas Renteria

No Credit

AP CALCULUS AB

1202310

+

Performing Fine Arts

AP STAT

1210320

Physical Education

GEO

1206310

Practical Arts

GEO HON

1206320

Courses with Too Many Requests Report

This report shows the demand for seats compared to the number of seats available based on last year's Master Schedule. This report can help with the decisions for building extra sections or increasing the seat count on existing sections.

If the **Available Seats** column is blank, then no seats were assigned to the rolled course sections.

Click the **Course** name to go to the course to tweak seats at the section level or to build additional sections. New sections can be built from scratch or by copying an existing section (see instructions below).

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

Courses with too many requests are courses with fewer available seats than requests. If possible, increase the available seats in the existing sections or add another section entirely by clicking the name of the course.

23 Courses with too many Requests

Search

23/23

Course	Course Number	Subject	Sections	Available Seats	Requested Seats
ACCESS INTEG SCI 1	7920025	Exceptional Student	0	0	2
ALG 1	1200310	Math	2	50	54
ALG 1 HON	1200320	Math	0	0	23
ALG 2 HON	1200340	Math	2	50	79

Courses with Too Few Requests Report

Courses with too few requests are courses with less than 80% of available seats requested. This report can help with decisions to delete extra sections from the course or to dissolve the course altogether.

Student requests will need to be dropped and/or changed to a different course if deciding to dissolve a course. (Refer to Courses & Requests training document for instructions).

There are 2 ways to find a list of students requesting a Course.

- Option 1: Click the **Course** title.
- Option 2: Review the Request Reports.

Period Counts

Overscheduled Teachers

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

Overlapping Singletons are two courses with only one section that both meet on the same period. Students who request both courses can be scheduled into only one of them. Click the course to add a section or change the period on which it meets.

7 Periods

12/10 12/16

Period	Singletons
Period 1	<div> <div> <div>◊ 1700370 - CRIT THINK ST SKLS</div> <div>◊ 1700410 - AVID 3</div> <div>◊ 2500510 - TEMP INSTR PLACEMENT</div> </div> <div> <div>◊ 7910111 - ACCESS ENGLISH 1/2</div> <div>◊ 7963170 - U SKLS: CURR&LRN9-12</div> <div>◊ 8751210 - COMM FISH 1</div> </div> </div>
Period 2	<div> <div> <div>◊ 1006300 - JOURN 1</div> <div>◊ 1006310 - JOURN 2</div> <div>◊ 1006320 - JOURN 3</div> <div>◊ 1006330 - JOURN 4</div> <div>◊ 2003421 - AP PHYSICS 1</div> <div>◊ 2500510 - TEMP INSTR PLACEMENT</div> <div>◊ 7921015 - ACCESS US GOVT</div> </div> <div> <div>◊ 7921022 - ACCESS ECON FIN LIT</div> <div>◊ 7963140 - SELF-DETERMINATION</div> <div>◊ 8751220 - COMM FISH 2</div> <div>◊ 8751230 - COMM FISH 3</div> <div>◊ 8751240 - COMM FISH 4</div> <div>◊ 9504220 - OUTBOARD MARINE 2</div> </div> </div>
Period 3	<div> <div> <div>◊ 1502410 - INDIV/DUAL SPRTS 1</div> <div>◊ 1502420 - INDIV/DUAL SPRTS 2</div> <div>◊ 1700380 - CAR RESA&DECI MAK</div> <div>◊ 2003370 - AP CHEM</div> </div> <div> <div>◊ 2003380 - PHYS 1</div> <div>◊ 2106370 - COMPRE LAW STUDIES</div> <div>◊ 7912065 - ACCESS GEOMETRY</div> <div>◊ 7912080 - ACCESS ALGEBRA 1A</div> </div> </div>
Period 4	<div> <div> <div>◊ 0104370 - PAINT 1</div> <div>◊ 0104380 - PAINT 2</div> <div>◊ 1700420 - AVID 4</div> <div>◊ 2500510 - TEMP INSTR PLACEMENT</div> <div>◊ 7920020 - ACCESS E/S SCI</div> </div> <div> <div>◊ 7963010 - PREP AD LIV</div> <div>◊ 8800530 - CULINARY ARTS 3</div> <div>◊ 8800540 - CULINARY ARTS 4</div> <div>◊ 9504130 - AUTO MAINT/LT RPR 3</div> </div> </div>
Period 5	<div> <div> <div>◊ 0400700 - MUSIC THEATRE 1</div> <div>◊ 0400710 - MUSIC THEATRE 2</div> <div>◊ 1202320 - AP CALCULUS BC</div> <div>◊ 2000340 - AP BIO</div> <div>◊ 2002500 - MARINE SCI 1</div> </div> <div> <div>◊ 2003340 - CHEM 1</div> <div>◊ 7912090 - ACCESS ALGEBRA 1B</div> <div>◊ 8772430 - DIG VID PROD 3</div> <div>◊ 8772440 - DIG VID PROD 4</div> <div>◊ 9504120 - AUTO MAINT/LT RPR 2</div> </div> </div>

Period Counts Report

This report lists the number of seats, courses, and sections in each period. These numbers should be fairly balanced among the periods.

For Middle Schools, the number of available seats should at least be equal to the number of students enrolled as they are typically in school for all periods.

For High Schools, consider the times of day when a large number of students may be off campus for OJT or Dual Enrollment courses, for example.

Courses with too many Requests		Courses with too few Requests	
Overlapping Requests		Overlapping Singletons	
Sections with 0 Seats		Period Counts	
Overscheduled Teachers		This report lists the number of seats, courses, and sections in each period. These numbers should be fairly balanced among each of the periods. If you have to add or move a section, it might be best to add or move it to a period with few sections.	
7 Periods		<input type="text" value="Search"/> <div>12/10 12/16</div>	
Period	Available Seats	Courses Offered	Number of Sections
Period 1	1117	41	42
Period 2	1385	51	51
Period 3	1231	45	45
Period 4	1283	46	46
Period 5	1450	50	50
Period 6	1395	51	51
Period 7	2041	57	57

If sections need to be added, it is recommended to add the sections to periods with fewer sections.

For schools who use rotation days, a Rotation Day column is added to the report. The report displays the period counts broken down by rotation day.

Courses with too many Requests

Courses with too few Requests

Overlapping Requests

Overlapping Singletons

Sections with 0 Seats

Period Counts

Overscheduled Teachers

This report lists the number of seats, courses, and sections in each period. These numbers should be fairly balanced among each of the periods. If you have to add or move a section, it might be best to add or move it to a period with few sections.

31 Periods

Search

PDF

Period	Rotation Day	Available Seats	Courses Offered	Number of Sections
Period 1		433	15	18
Period 1	A	155	5	6
Period 1	C	342	17	18
Period 1	B	187	12	12
Period 2		624	24	30
Period 2	A	58	3	3
Period 2	C	205	10	11
Period 2	B	147	7	8
Period 3		431	17	18
Period 3	A	222	10	11
Period 3	C	406	17	19
Period 3	B	184	7	8
Period 4		338	20	20
Period 4	A	179	9	9
Period 4	C	396	18	19
Period 4	B	217	9	10
Lunch A		0	1	1

Overscheduled Teachers Report

💡 Though this report can be viewed throughout the building process, it is recommended that this report be used AFTER all necessary changes to the Master Schedule have been completed.

This report can be modified to view teachers scheduled into a specific number of periods per day and may be helpful for finding those teachers missing required planning periods or with multiple sections scheduled during the same period.

On any of the tabs, clicking on the teacher's name defaults to the teacher's User Info page where the teacher's schedule can be viewed.

Sections Per Day (set the appropriate number and click **Run**)

[Courses with too many Requests](#)
[Courses with too few Requests](#)
[Overlapping Requests](#)
[Overlapping Singletons](#)
[Sections with 0 Seats](#)

[Period Counts](#)
[Overscheduled Teachers](#)

[Sections Per Day](#)
[Sections Per Period](#)
[Consecutive Periods](#)

The following report will find the teachers who have more than the following amount of sections per day

46 Teachers with more than 1 sections per day

Search

Teacher
Pacheco, Archibaldo
Verduzco, Sagar
Huffman, Kathy
Meyers, Heather
Stevens, Rachel
Alonso, JoAnne
Valencia, Elaine
Romero, Ginnie

Sections Per Period (set the appropriate number and click **Run**)

[Courses with too many Requests](#)
[Courses with too few Requests](#)
[Overlapping Requests](#)
[Overlapping Singletons](#)
[Sections with 0 Seats](#)

[Period Counts](#)
[Overscheduled Teachers](#)

[Sections Per Day](#)
[Sections Per Period](#)
[Consecutive Periods](#)

The following report will find the teachers who have more than the following amount of sections per period

14 Teachers with more than 1 sections per period

Search

Teacher	Period
Bueno, Frankie	Period 1, Period 2, Period 6
Capote, Tiffany	Period 1, Period 2, Period 6, Period 7
Currie, Bethany	Period 1, Period 3
Han, Fallon	Period 1
Hoover, Lowen	Period 3
Martinez, Fabiola	Period 1, Period 2, Period 3, Period 4, Period 5, Period 6, Period 7
Nino, Kathy	Period 7
Queen, Marie	Period 2
Quinones, Bibiana	Period 1
Roxy, Frida	Period 3
Samson, Elena	Period 4, Period 5, Period 6
Snow, Benton	Period 1, Period 2, Period 3, Period 4, Period 6, Period 7
Valencia, Elaine	Period 2, Period 3, Period 5
Velasco, Lizette	Period 6

Consecutive Periods (set the appropriate number and click **Run**)

[Courses with too many Requests](#)
[Courses with too few Requests](#)
[Overlapping Requests](#)
[Overlapping Singletons](#)
[Sections with 0 Seats](#)

[Period Counts](#)
[Overscheduled Teachers](#)

[Sections Per Day](#)
[Sections Per Period](#)
[Consecutive Periods](#)

The following report will find the teachers who have more than the following amount of periods in a row

40 Teachers with more than 1 consecutive periods

Search

Teacher
Abernathy, Nora
Alanis, Henry
Alanis, Lynn
Alonso, JoAnne
Bravo, Harry
Bueno, Frankie
Burgess, Carlo
Cabell, Helena
Cano, Varya

Viewing, Editing, and Moving Sections

In addition to making tweaks to the Master Schedule from within the Builder Reports, scheduling teams can go directly to Courses & Sections to make tweaks.

Viewing and Editing Sections

- 1. Go to the **Scheduling** menu and select **Courses & Sections**.
- 2. Select the **Subject**, **Course**, then **Section** to be viewed/updated. Section information will be displayed at the top of the screen.

BIO 1 HON 2000320: Period 7 - 012 - Blanca Henley

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

Henley, Blanca (4918)
Teacher

4 206
Room

Display Room Optional

Period 7
Period

MTWHF
Meeting Days

Full Year
Marking Period

21
Seats

IEP
Seats

ESOL/ELL
Seats

012
Short Name

Course History Term

Takes Attendance

Graded

Affects GPA

Active

None
Gender Restriction

Grade Level(s)
blank for all gradelevels

Honors
Grading Scale

Unweighted
Standards Grading Scale

EOC
Grading Posting Scheme

Standard District
Calendar

None
Choose Parent Section

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

Subs

14 Subjects

Subject

Dual Enrollment

Electives

English

Exceptional Student

Math

No Credit

Performing Fine Arts

Physical Education

Practical Arts

Science

Social Studies

16 Courses

Course

Course Num

AP BIO

2000340

AP CHEM

2003370

AP ENV SCI

2001380

AP PHYSICS 1

2003421

BIO 1

2000310

BIO 1 HON

2000320

CHEM 1 HON

2003350

ENV SCI

2001340

ENV SCI HON

2001341

EXP SCI 1 HON

2002340

INTEG SCI 1

2002400

1 Section

Section

Period 7 - 012 - Blanca Henley

+

- 3. Any field with a blue underline can be edited. Any field grayed out is set in the course catalog. Make any necessary changes to these fields and click **Save**.

i If changing the teacher after the school year/term has begun, a pop-up displays providing the option to log the change to the History tab or to select the Do not log history check box.

- 4. Click the state tab, such as **Florida** or **Texas** to edit any of the state-specific fields. These fields can also be edited from the Master Schedule Report.

BIO 1 HON 2000320: Period 7 - 012 - Blanca Henley List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Henley, Blanca (4918) Teacher Room Display Room Optional Period Meeting Days Marking Period Seats IEP Seats ESOL/ELL Seats Short Name Course History Term

☒ Takes Attendance ☒ Graded ☒ Affects GPA ☒ Active Gender Restriction Grade Level(s) blank for all gradelevels Honors Grading Scale Unweighted Standards Grading Scale EOC Grading Posting Scheme Standard District Calendar None Choose Parent Section

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

N/A	District of Instruction	School of Instruction	Not Applicable	Day of Week Scheduled, Alternate Date Certain	Class Minutes Weekly
FEFP Number	Exclude from FTE	Exclude from FASTER	Facility Type	Online Course	
Scheduling Method	Dual Enrollment Institution Type	Primary Instructor	H - Honors Course Flag 1	N/A	N/A
Z - Not Applicable				Course Flag 2	
Dual Enrollment Indicator					
N/A	N/A	Cert/Licensure/Qual Status	Highly Qualified	ESSA Title III	
Course Flag 3	Course Flag 4				
Reading Intervention Component	PMRN	Pull-out	Team Teacher Training	N/A	N/A
N/A				Virtual Instruction Provider	
Online Course Provider	Blended Learning Course	Location of Student	EOC Exam Term	N/A	N/A
				ELL Instructional Model	
Gifted	Course Term	Semester Content			

English I VA20: 04 04 - 002 - List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Teacher Room Beg End Meeting Days Marking Period Seats IEP Seats ESOL/ELL Seats Section # Semesters Course History Term

☒ Takes Attendance ☒ Graded ☒ Affects GPA ☒ Active Gender Restriction Freshman Grade Level(s) blank for all gradelevels R Grading Scale Standards Grading Scale Default Calendar None Choose Parent Section

Co-Teachers **History** **Texas** **Subs**

N - No	01 - Regular	0 - No	00 Not Applicable	College Credit Hours
CTE Certified Teacher	Class Type	ATC Indicator	Non-Campus Based Instruction	
06 Special Education Students	N/A	N/A	N/A	Class Minutes (Per Day)
Population Served	Special Explanation Code	Special Explanation Code 2	Special Explanation Code 3	N/A
Class Minutes (Monthly)	Homeroom Indicator	Exclude from State Reporting	Exclude from TREx	CTE Hours Override
Course Term	High Quality PK Program	Program Evaluation Type	N/A	N/A
Semester Content			Student Instruction Type	PK School Type
Days Taught October Week 1	Minutes Taught October Week 1	Days Taught October Week 2	Minutes Taught October Week 2	Days Taught October Week 3
Minutes Taught October Week 3	Days Taught October Week 4	Minutes Taught October Week 4		

5. Click **Save**.

! **Class Minutes Weekly** is NOT calculated by the Length of minutes in the Period (Bell Schedule) set up. If any of the Texas fields have been set by the District at the Course Catalog level, schedulers may not be able to edit those fields. When this is true, the fields will display greyed out.

Copying Sections

The Copy feature can be used when additional sections are needed within the same course for the same or a different teacher; this process may be faster than adding a new section, and is generally recommended over creating a new section (unless starting from scratch).

1. Go to the **Scheduling** menu and select **Courses & Sections**.
2. Select the **Subject**, **Course**, then **Section** to be copied.
3. Click the **Copy** button in the upper right of the Section information.

The screenshot shows the Focus Scheduling interface. At the top, there's a header with the Focus logo, a user dropdown (Lizette Garcia), school dropdown (Focus High School - 0041), and system dropdown (SIS). Below this is a navigation bar with 'Select Student/Staff' and 'Courses & Sections'. The main area displays details for 'ENG HON 2 1001350: Period 7 - 004 - Elaine Dexter Morgan'. It includes fields for Teacher (Morgan, Elaine Dexter (3432)), Room (4 204), Period (7), Meeting Days (MTWHF), Full Year Marking Period, Seats (25), IEP Seats, ESOL/ELL Seats, Short Name (004), and Semesters Course History Term. There are also checkboxes for 'Takes Attendance', 'Affects GPA', 'Active', 'None Gender Restriction', 'Grade Level(s) blank for all gradelevels', 'Honors Grading Scale', 'Standards Grading Scale', 'Default Grading Posting Scheme', 'Standard District Calendar', and 'None Choose Parent Section'. At the bottom, there are tabs for 'Co-Teachers', 'History', 'Florida', 'Vocational/WDIS', 'Inclusion', and 'Subs'. Below these tabs are three tables: '14 Subjects', '13 Courses', and '5 Sections'. The '5 Sections' table shows the selected section 'Period 7 - 004 - Elaine Dexter Morgan' highlighted in blue. The 'Copy' button is highlighted in the top right corner of the section information area.


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

The screenshot shows a confirmation dialog box titled 'Confirm Section/Course Copy'. The message inside asks 'Are you sure you want to make an exact duplicate of this course or section?'. At the bottom, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

The copy of the course is created and displayed on the screen with "copy" appended to the Course name in the Course list.

The screenshot shows the Focus Scheduling interface for the 'ENG 1' course. It includes fields for Course Number (1001310), Title (ENG 1), Prerequisites 1, Prerequisites 2, Prerequisites 3, Graduation Requirements Subject, Graduation Requirements Subject 2, Graduation Requirements Subject 3, Credits per Course History Term (0.5), Allow Students to Request this Course (checked), and Schedule this Course first (unchecked). There are also dropdowns for OGP, Course Sequence, CAPE, English Subject, Grade Level(s), Course Length, and Allow Teachers to Request This Course. Below these fields are three tables: '14 Subjects', '14 Courses', and 'No Sections were found.'. The '14 Courses' table shows the following courses: AP ENG COMPO (1001420), AP ENG LIT COMPO (1001430), ENG 1 (1001310), ENG 1 - Copy (1001310), ENG 1 THROUGH ESOL (1002300), and ENG 2 (1001340). The 'ENG 1 - Copy' entry is highlighted in blue.

5. Where applicable, change the Teacher, Room, Period, (Rotation Day if used), Short Name, and any other relevant fields.
6. Click **Save**.

 The Short Name must be unique for each section. Focus automatically assigns the smallest 3 digits available for the Short Name. Most schools/districts have a specific naming convention to identify teacher sections.

Adding New Sections

If no Sections exist within a Course, a new section can be created. This is where schools who have not rolled sections would begin. Sections can also be created while others already exist, if applicable.

1. Go to the **Scheduling** menu and select **Courses & Sections**.
2. Select the **Subject** then select the **Course**.
3. In the **Section** column of the selected course, click the **+** (black plus sign).

SPANISH 4 HON

List Students in this Course

List Unfilled Requests in this Course

Search

Copy

Delete

Save

0708370 SPANISH 4 HON SPANISH 3 HON - 0708360 - World Languages 0.5

Course Number Title Prerequisites 1 Prerequisites 2 Prerequisites 3 Graduation Requirements Subject Graduation Requirements Subject 2 Graduation Requirements Subject 3 Credits per Course History Term

Allow Students to Request this Course

Allow Teachers to Approve Requests

Schedule this Course first

WDIS OCP Hours

N/A

N/A

World Languages

Automatic

Allow Teachers to Request This Course

Requests Subject

CAPE

14 Subjects

Subject

English

Exceptional Student

Math

No Credit

Performing Fine Arts

Physical Education

Practical Arts

Science

Social Studies

Temp

Vocational

World Languages

+

10 Courses

Course

AP SPANISH LANG & CU

AP SPANISH LIT & CU

FRENCH 1

FRENCH 2

FRENCH 3 HON

FRENCH 4 HON

SPANISH 1

SPANISH 2

SPANISH 3 HON

SPANISH 4 HON

+

No Sections were found.

Section

+

4. Select a Teacher, Room, Period, Rotation Day (if used), Bell schedule (only appears if multiple bell schedules exist), Meeting Day(s), Marking Period (if different from the defaulted marking period), number of Seats, Short Name, whether the section Takes Attendance, is Graded and/or

Affects GPA. Some fields may auto-fill from the Course Catalog; they will be grayed out (e.g. Grading scale, Calendar, Grade Posting Scheme, etc.).

SPANISH 4 HON - New Section Search Save

Teacher: N/A Room: [dropdown] Display Room: [dropdown] Period: N/A S ☐ M ☒ T ☒ W ☒ H ☒ F ☒ S ☐ Marking Period: Full Year Seats: [dropdown] IEP: [dropdown] ESOL/ELL: [dropdown] Short Name: 001 Semesters: [dropdown] Course History Term: [dropdown]

Takes Attendance: ☒ Store Category: N/A Store Internal: ☐ Section for Sale: ☐ Graded: ☐ Affects GPA: ☒ Active: ☒ Gender Restriction: None Grade Level(s): blank for all gradelevels Team: N/A Honors Grading Scale: [dropdown] Standards Grading Scale: [dropdown] Default Grading Posting Scheme: [dropdown]

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

Click the state tab, such as the **Texas** or **Florida** tab to edit any of the state-specific fields, such as the Class Weekly Minutes, Scheduling Method, & Primary Instructor. Some fields may auto-fill from the Course Catalog; they will be grayed out (e.g. FEFP Number, Dual Enrollment fields, etc.).

SPANISH 4 HON - New Section Search Save

Teacher: N/A Room: [dropdown] Display Room: [dropdown] Period: N/A S ☐ M ☒ T ☒ W ☒ H ☒ F ☒ S ☐ Marking Period: Full Year Seats: [dropdown] IEP: [dropdown] ESOL/ELL: [dropdown] Short Name: 001 Semesters: [dropdown] Course History Term: [dropdown]

Takes Attendance: ☒ Store Category: N/A Store Internal: ☐ Section for Sale: ☐ Graded: ☐ Affects GPA: ☒ Active: ☒ Gender Restriction: None Grade Level(s): blank for all gradelevels Team: N/A Honors Grading Scale: [dropdown] Standards Grading Scale: [dropdown] Default Grading Posting Scheme: [dropdown]

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

FEFP Number: N/A District of Instruction: [dropdown] School of Instruction: [dropdown] Day of Week Scheduled, Alternate Date Certain: Not Applicable Class Minutes Weekly: [dropdown]

Scheduling Method: S - Self-contained Exclude from FTE: ☐ Exclude from FASTER: ☐ Facility Type: 00 - School District Facility Type: [dropdown] Online Course: N - Not an Online Course

Dual Enrollment Indicator: Z - Not Applicable Dual Enrollment Institution Type: Z - Not Applicable Primary Instructor: [dropdown] Course Flag 1: N/A Course Flag 2: N/A

Course Flag 3: N/A Course Flag 4: N/A Cert/Licensure/Qual Status: I - Certified/Licensed Instructor Y - Highly Qualified

Reading Intervention Component: N - No PMRN: ☐ Pull-out: ☐ Z - Not Applicable

Online Course Provider: N/A Blended Learning Course: ☐ Location of Student: Z - N/A. This is not a valid location No EOC Exam

Gifted: ☐ Semester Content: [dropdown] EOC Exam Term: [dropdown] ELL Instructional Model: [dropdown]

14 Subjects 10 Courses No Sections were found.

Subject Course Course Num Section

5. Click **Save**.

Activity

1. Copy a section.
2. Change the Teacher, Room Number, and Short Name.
3. Add a new section from scratch.
4. Don't forget to review the state fields.

Deleting a Section

If more sections exist than are needed, some may be deleted.

- 1. Go to the **Scheduling** menu and select **Courses & Sections**.
- 2. Select the **Subject**, **Course**, and then the **Section** to be deleted.

ENG 1 1001310: Period 1 - 013 - Roslyn J Reese

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

Reese, Roslyn J (3213) Teacher 4 202 Room Display Room Optional Period 1 Period MTWHF Meeting Days Full Year Marking Period 12 Seats IEP Seats ESOL/ELL Seats 013 Short Name Course History Term

Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Default Grading Posting Scheme Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

14 Subjects	14 Courses	Course Num	5 Sections
Subject	Course	Course Num	Section
Dual Enrollment	AP ENG COMPO	1001420	Period 1 - 013 - Roslyn J Reese
Electives	AP ENG LIT COMPO	1001430	Period 2 - 011 - Roslyn J Reese
English	ENG 1	1001310	Period 3 - 012 - Roslyn J Reese
Exceptional Student	ENG 1 THROUGH ESOL	1002300	Period 6 - 014 - Roslyn J Reese
Math	ENG 2	1001340	Period 7 - 010 - Roslyn J Reese
No Credit	ENG 2 THROUGH ESOL	1002310	+

- 3. At the top of the screen, click **Delete**.

ENG 1 1001310: Period 1 - 013 - Roslyn J Reese

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

Reese, Roslyn J (3213) Teacher 4 202 Room Display Room Optional Period 1 Period MTWHF Meeting Days Full Year Marking Period 12 Seats IEP Seats ESOL/ELL Seats 013 Short Name Course History Term

Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Default Grading Posting Scheme Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

- 4. In the confirmation message, click **Delete**.

Confirm Delete

Are you sure you want to delete that section?

Delete Cancel

- i** Once the term has begun, sections cannot be deleted if there are students scheduled into the section, or at any time where attendance or grades were tied to the section.

Making Sections Inactive

If a section will not be used but needs to be kept for reporting purposes or demand might later require its use, schedulers can mark the section Inactive, ensuring no students will be scheduled into it.

! If students are already scheduled into the section, the Inactive option will not be available for that section until the students are removed.

1. Go to the **Scheduling** menu and select **Courses & Sections**.
2. Select the **Subject**, **Course**, then the **Section** to be marked inactive.
3. Deselect the **Active** check box.

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Writers02

Select Student/Staff Courses & Sections Lizette Garcia Focus High School - 0041 SIS
Admin 2022-2023 4th 9 Weeks ERP

ENG 3 1001370: Period 5 - 001 - Frida Lizette Roxy List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Roxy, Frida Lizette (3014) 5 109 Room Display Room Optional Period 5 Meeting Days MTWHF Full Year Marking Period 25 Seats IEP Seats ESOL/ELL Seats 001 Short Name Full Year Course History Term

Takes Attendance [X] Store Internal [X] Section for Sale [X] Graded [X] Affects GPA [X] Active [X] None Gender Restriction [X] Grade Level(s) blank for all gradelevels [X] Team [X] Unweighted Grading Scale [X] Standards Grading Scale [X] Default Grading Posting Scheme [X] Standard District Calendar [X] None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

4. Click **Save**. A red **X** now displays.

ENG 3 1001370: Period 5 - 001 - Fridda Lizette Roxy List Students in this Section List Unfilled Requests

Roxy, Fridda Lizette (3014) 5 109 Display Room Optional Period 5 MTWHF Meeting Days Full Year Marking Period 25 Seats - IEP Seats - ESOL/ELL Seats

Takes Attendance N/A Store Category Store Internal Section for Sale Graded Affects GPA None Gender Restriction Grade Level(s) blank for all gradelevels Team

Active

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

Moving Sections

There are several scenarios when scheduling teams may want to take an existing section and move it to another course entirely:

- A course has no sections at all.
- A teacher will be teaching a different course and the current section is not needed in the current course.
- A course is being dissolved but the section is needed in a different course.
- The section has been assigned to the wrong course.

1. Go to the **Scheduling** menu and select **Courses & Sections**.

2. Select the **Subject**, **Course**, and the **Section** to be moved.

BIO 1 2000310: Period 1 - 014 - Jacob List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

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

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

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

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

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

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

6. 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.

1. Go to the **Scheduling** menu and select **Courses & Sections**.
2. Select the **Subject**, **Course**, and the **Section** that needs to have the period reassigned.
3. Select the new **Period**.

ENG 3 1001370: Period 5 - 001 - Fridda Lizette Roxy List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Roxy, Fridda Lizette (3014) 5 109 Display Room Optional Period 5 MTWHF Full Year 25 IEP ESOL/ELL 001 Full Year

Takes Attendance N/A Store Category Graded Affects GPA Active None Grade Level(s) Unweighted Standards Default Standard None

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

14 Subjects	13 Courses	5 Sections
Dual Enrollment	AP ENG COMPO	Period 1 - 002 - Rachel Stevens
Electives	AP ENG LIT COMPO	Period 2 - 004 - Fridda Lizette Roxy
English	ENG 1	Period 3 - 005 - Fermina G Dominguez
Exceptional Student	ENG 1 THROUGH ESOL	Period 5 - 001 - Fridda Lizette Roxy
Math	ENG 2	Period 7 - 003 - Fridda Lizette Roxy
No Credit	ENG 2 THROUGH ESOL	+
Performing Fine Arts	ENG 3	
Physical Education	ENG 3 THROUGH ESOL	

4. Click **Save**.

Activity

1. Change the period of a Singleton class.
2. Change the Teacher and Room number on a section.
3. Move a section to a different course.

Moving Sections via the Teacher Schedules Report

If Courses & Sections were rolled over from the previous year, and/or sections were added for the new year, the Teacher Schedules Report will display a list of all teachers with assigned sections provided the sections have been assigned to periods. This report can be used to make changes to a master schedule by literally dragging and dropping sections from period to period for a teacher or from teacher to teacher.

1. Go to the **Scheduling** menu and select **Teacher Schedules Report**.

Show: Filter by Subject: Choose... Apply									
116 Teachers Customize Columns Filter Filters: OFF Search 20									
Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Aguilar		MATH DATA & FIN LIT 26 +	GEO 25 +	MATH DATA & FIN LIT 27 +	MATH DATA & FIN LIT 26 +	MATH DATA & FIN LIT 30 +	MATH DATA & FIN LIT 22 +		
Alcala		BIO 1 18 +	BIO 1 17 +	BIO 1 21 +	BIO 1 24 +	BIO 1 22 +	BIO 1 24 +		
Alejandro		ALG 1 27	ALG 1 27 +	ALG 1 23 +	MATH COLL ALGEBRA 25	ALG 1 25 +	ALG 1 26 +		
Alonso		ENG 4: FL COLL PREP 25 +	ENG 4: FL COLL PREP 25 +	ENG 4: FL COLL PREP 26 +	ENG 4: FL COLL PREP 26 +	ENG 4: FL COLL PREP 25 +	ENG 4: FL COLL PREP 24 +		
Arreola		ACCESS ENGLISH 1 2 +	Access Geometry 4 +	Access U.S. Hist 4 +	ACCESS BIOLOGY 1 1 +	Eurhy 1 0 +	Car Prep: 9-12 6 +		
		Access English 2 2 +	ACCESS MATH LIB ARTS 2 +	ACCESS WORLD HISTORY 0 +	Access E/S Sci 4 +	Access Geometry 0 +	Car Prep: 9-12 1 +		
		Access English 3 3 +	ACCESS ALGEBRA 1A 1 +	U SKLS: SOC&EMO 9-12 2 +	Access Physical Sci 0 +	Access Hope 9-12 0 +	ACCESS ENGLISH 1 0 +		
		Access English 4 3 +	Access Algebra 1B 0 +	ACCESS ECON FIN LIT 3 +	Access Integ Sci 1 1 +	PREP AD LIV 3 +			
Avila		Eng 1 26 +	Eng 1 31 +	ENG HON 1 24 +	Eng 1 26 +	Eng 1 27 +	Eng 1 29 +		
Baldwin		Alg 2 23 +	Alg 2 23 +	Alg 2 25 +	Alg 2 24 +	Alg 2 21 +	Alg 2 19 +		
Barreto		INTENS READ 4 8 +	INTENS READ 4 5 +	INTENS READ 4 8 +	INTENS READ 4 16 +	INTENS READ 4 7 +	INTENS READ 4 7 +		
Barrios		JOURN 1 3 +	ENG 4: FL COLL PREP 27 +	ENG 4: FL COLL PREP 23 +	ENG 4: FL COLL PREP 28 +	ENG 4: FL COLL PREP 26 +	ENG 4: FL COLL PREP 22 +		
		Journ 2 3 +							
		Journ 3 0 +							
		Journ 4 0 +							
Belcher		JOURN 5 HON 1 +							
Benavides		US HIST HON 26 +	AP ART HISTORY 13 +	Ap U.S. Hist 18 +	Ap U.S. Hist 24 +	US HIST HON 25 +	US HIST HON 21 +		
Brioso		Aln 2 20 +	Aln 2 23 +	Aln 2 24 +	Aln 2 22 +	Aln 2 Hon 26 +	Aln 2 22 +		PHY THERAPY

If the section is a spanned period, it will need to be moved by the beginning period.

If sections are linked, each linked section will need to be moved separately.

The drag and drop feature (blue + sign) works best with sections that are built as single periods instead of spanned periods.

2. Click the **Show** pull-down to display different information in the report. You can select as many items as needed. Click **Apply** to display the selected options in the report.

Show: Room Numbers Filter by Subject: Choose... Apply			
Customize Columns Filter Filters: OFF Search 20			
Period 4		Period 5	
ACCESS BIOLOGY 1 222 7 +			
ACCESS E/S SCI 222 1 +			
Period 6		Period 7	
INTENS READ 222 18 +		INTENS READ	

a. Select **Room Numbers** to display the room number the section is assigned on the report.

b. Select **Co-Teachers** to display the sections the teacher is a co-teacher for on the report.

c. Select **Course/Section Numbers** to display the course number and the section short name on the report.

d. Select **Terms** to display both Semester 1 and Semester 2 classes on the report.

If Terms is not selected to display, only classes scheduled into the term selected at the top-right corner of the screen will display on the report.

e. If rotation days are enabled at your school, select **Rotation Days** to view the rotation days each section meets on the report.

f. Select **Total number of students for the entire period** to display the total number of students for each period at the bottom of the table, based on the content displayed in the report. For example, if you have the report filtered by subject to only display English sections, the period totals will only include those English sections.

g. Select **Totals** to display the total number of students scheduled in each period as well as the total number of students in all of the teacher's sections (the Total Students column displays on the right side of the report).

h. Select **Highlight on Double Scheduled** to highlight periods that have more than once section scheduled for a teacher in red.

i. Select **All Teacher Sections (when filtered by subject)** to display all of a teacher's sections when filtering the report by subject.

For example, when "Exceptional Student" is selected in the Filter by Subject pull-down, all of the Exceptional Student sections display on the report. Selecting "All Teacher Sections (when filtered by subject)" and applying it to the report displays the additional sections for those teachers that are not Exceptional Student sections.

j. Select **Limit to Singletons** to display all of the sections that are singletons (only one section of the course is offered).

k. Select **Limit to Doubletons** to display all of the sections that are doubletons (only two sections of the course are offered).

 The options selected from the **Show** pull-down are remembered and pre-loaded when you return to the Teacher Schedules Report screen.

Moving Sections

Click the blue cross next to the section and drag the section to a different period or teacher.

116 Teachers		Show: Room Numbers Filter by Subject: Chk						Customize Columns Filter	
Teacher	ITV	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6		
Verdugo		Alg 2 Hon 25 +	Alg 2 Hon 22 +		Alg 2 Hon 24 +				
Verdugo		WORLD HIST 23 +	WORLD HIST 25 +	WORLD HIST 23 +	US HIST 24 +	US HIST 19 +	US HIST 19 +		

Filtering for Teachers Before Moving Sections

When moving sections from one teacher to another, filters can be used to display only those teachers that are switching classes.

1. Click **Filters: ON**.
2. In the **Teacher** column, type in a Teacher name in the provided filter text box.

The screenshot shows the 'Teacher Schedules Report' interface. At the top, there are filters for 'Lizette Garcia', 'Focus High School - 0041', 'SIS', 'Admin', '2022-2023', '4th 9 Weeks', and 'ERP'. Below these, there are options to 'Select Student/Staff' and 'Teacher Schedules Report'. A 'Show:' dropdown is set to 'All'. A 'Filter by Subject:' dropdown is set to 'Choose...'. A 'Customize Columns' button is next to a 'Filter' button, which is highlighted with a red box and labeled 'Filters: ON'. Below the filter buttons, there is a search bar and a '5 Teachers' label. The table below shows the schedule for five teachers: Abernathy, Nora Robin; Quiroz, Diego Colton; Romero, Ginnie Hermione; Roxy, Frida Lizette; and Velasco, Lizette Carol. The table has columns for Period 1 through Period 8. The 'Teacher' column lists the teachers. The other columns show the sections assigned to each teacher in each period, with counts and plus signs indicating more options.

Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Abernathy, Nora Robin		WORLD HIST 0 +	WORLD HIST 5 +	AP WORLD HIST:MODERN 1 +	AP US GOVT/POL 0 +		WORLD HIST 0 +	After Care
Quiroz, Diego Colton	ENG HON 1 0 +	ENG 4 1 +	ENG 4 0 +	NC STUDY HALL 1 0 +		ENG 4 0 +	ENG HON 1 0 +	
Romero, Ginnie Hermione			THEATRE 1 0 + THEATRE 2 0 + THEATRE 3 HON 0 + THEATRE 4 HON 0 + MUSIC THEATRE 1 0 + MUSIC THEATRE 2 0 + MUSIC THEATRE 3 0 + CHORUS 1 0 +					
Roxy, Frida Lizette		ENG 3 24 +			ENG 3 0 +		ENG 3 BAND 1 0 + 0	
Velasco, Lizette Carol	ENG 1 0 +	ENG 1 0 +			DEV LANG ARTS ESOL 0 +	ENG 1 THROUGH ESOL 0 + ENG 2 THROUGH ESOL 0 + ENG 3 THROUGH ESOL 0 + ENG 4 THROUGH ESOL 0 +	ENG 1 0 +	

3. Click the green plus sign (+) to add another filter to filter by more than one teacher.

i If a section is moved, change the Short Name and Room Number as needed. If a section is moved to a different period or teacher after running the Scheduler, the Scheduler will need to be run again in order to properly re-distribute the students.

4. Click on a section to view the section information in the Courses & Sections screen, opened in a new tab. Edits can be made to the section information as needed.

Create new Saved Report

Please enter a name for your new saved report.

This report will be a dynamic report available from the reports menu. All the criteria you entered on the previous screen will be saved so that you can run this report at any time. You will also be able to publish this report to other users once you've saved it.

Report Title



OK Cancel



The Saved Reports screen is displayed, with the report displayed in the My Reports list. From here, you can run the report, edit the report title, select profiles and schools to share the report with, and delete the report.

My Reports Published Reports

✔ Your report "Third Grade" has been saved.

Save

Export   Filters: OFF

Run	Title	Date Created	Program	Last Used	Allowed Profiles	Published	Allowed Schools	Comments
	Third Grade	05/10/2023	Teacher Schedules Report				Focus Elem...	

Activity

1. Use the filters to view a specific group of teachers.
2. Create a Report.

Building Co-Taught Sections

There are many scenarios where a co-teacher may be assigned to a section of a course. The Co-teacher tab on the Section allows for up to 9 different teachers to be assigned as a co-teacher.

1. Go to the **Scheduling** menu and select **Courses & Sections**.
2. Select the **Subject**, **Course**, and specific **Section** to which the co-teacher will be assigned.

ENG 1 1001310: Period 1 - 013 - Roslyn J Reese List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Reese, Roslyn J (3213) Teacher 4 202 Room Display Room Optional Period 1 Period MTWHF Meeting Days Full Year Marking Period 12 Seats IEP Seats ESOL/ELL Seats 013 Short Name Course History Term

☒ Takes Attendance ☒ Graded ☒ Affects GPA ☒ Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Default Grading Posting Scheme Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

14 Subjects	14 Courses	5 Sections
Subject	Course	Section
Dual Enrollment	AP ENG COMPO	1001420
Electives	AP ENG LIT COMPO	1001430
English	ENG 1	1001310
Exceptional Student	ENG 1 THROUGH ESOL	1002300
Math	ENG 2	1001340
No Credit	ENG 2 THROUGH ESOL	1002310
		+

3. Click the **Co-Teachers** tab.

ENG 1 1001310: Period 1 - 013 - Roslyn J Reese List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Reese, Roslyn J (3213) Teacher 4 202 Room Display Room Optional Period 1 Period MTWHF Meeting Days Full Year Marking Period 12 Seats IEP Seats ESOL/ELL Seats 013 Short Name Course History Term

☒ Takes Attendance ☒ Graded ☒ Affects GPA ☒ Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Default Grading Posting Scheme Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

4. In the first empty row, complete the co-teacher fields as needed:

- Co-Teacher:** Select the co-teacher from the list of active teachers at the school.
- Permissions:** Select the level of permissions to give to the co-teacher for attendance and the Gradebook. Select None, Read Only, or Modify.
- Scheduling Method:** Select the Scheduling Method used. If the co-teacher is an official co-teacher as designated by the state, select C - Co-teaching.
- Highly Qualified:** Setting this field is no longer needed.
- Team Teacher Training:** Select the team teacher training status. If the co-teacher is state reportable, then an option needs to be selected. *Note: For Florida, at least one teacher (regular or co-teacher) needs 3 or more years of teaching experience.*
- Cert/Licensure/Qual Status:** Select the co-teacher's certification status.
- Primary Instructor:** Select this check box if the co-teacher is the primary instructor for the section.
- Report to DOE:** Select this check box if the co-teacher should be submitted on the Teacher Course format for state reporting.
- Start Date, End Date:** Select the start date and end date for when the co-teacher will work with the section.

j. Start Time, End Time (Post-Secondary): For Post-Secondary sections, enter the start time and end time for when the co-teacher will work with the section.

k. Days Override: Select the days the co-teacher will work with the section.

5. When finished, click **Save**.

Co-Teachers History Florida Vocational/WDIS Inclusion Subs									
Co-Teacher	Permissions	Scheduling Method	Highly Qualified	Team Teacher Training	Cert/Licensure/Qual Status	Primary Instructor	Report to DOE	Start D	
Arnold, Karen W. (3636)	Read Only	C - Co-teaching	Y - Highly Qualified	B - Has training	I - Certified/Licensed in field bei	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	
N/A	-	N/A	N/A	N/A	N/A	No	No	N/A	

Packaging

Packaging Sections

Sections are packaged for the purpose of linking the sections together for scheduling. This is most often used in elementary scheduling when sections for language arts, math, science, art, music, etc. are packaged together with the homeroom section as the parent section. When scheduling students, students scheduled into the parent section will automatically be scheduled into the linked child sections.

1. Click the subject, course, and the child section.

LANG ARTS GRADE 1 50100421: Period 3 - 101 - Violette Lynn Ballesteros List Students in this Section List Unfilled Requests in this Section **Search** Copy Delete Save

Ballesteros, Violette Lynn (3725) 01 135 - Display Room Optional Period 3 MTWHF Meeting Days Full Year Marking Period 21 Seats - IEP Seats - ESOL/ELL Seats 101 Short Name Full Year Course History Term

Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

14 Subjects	12 Courses	9 Sections
Subject	Course	Section
All Courses	FIRST GRADE	5100070 - 1 access
ESE 3rd to 5th	FIRST GRADE	5100070
ESE/ELL teachers	HEALTH - GRADE 1	50080301
ESE kg to 2nd	LANG ARTS GRADE 1	50100421
ESE service classes	MATH GRADE ONE	50120301
ESE VPK	MUSIC - GRADE 1	50130701
Fifth Grade	PHYSICAL EDUCATION 1	5015030B
First Grade	PHYSICAL EDUCATION 1	5015030
Fourth Grade	SCIENCE GRADE ONE	5020020
kindergarten	SOC STUDIES 1	50210301
Second Grade	SPANISH E	50070201
Summer School	STEM LAB GRADE 1	5020080
Third Grade	+	
VPK		
+		

2. Click the **Choose** link in the **Parent Section** field.

LANG ARTS GRADE 1 50100421: Period 3 - 101 - Violette Lynn Ballesteros List Students in this Section List Unfilled Requests in this Section **Search** Copy Delete Save

Ballesteros, Violette Lynn (3725) 01 135 - Display Room Optional Period 3 MTWHF Meeting Days Full Year Marking Period 21 Seats - IEP Seats - ESOL/ELL Seats 101 Short Name Full Year Course History Term

Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Standard District Calendar None Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

3. In the pop-up window, click the subject, course, and the parent section.

The selected section will display in the Parent Section field.

4. Click **Save**. Repeat this process for the other child sections that will be linked to the parent section.

LANG ARTS GRADE 1 50100421: Period 3 - 101 - Violette Lynn Ballesteros List Students in this Section List Unfilled Requests in this Section **Search** Copy Delete Save

Ballesteros, Violette Lynn (3725) 01 135 - Display Room Optional Period 3 MTWHF Meeting Days Full Year Marking Period 21 Seats - IEP Seats - ESOL/ELL Seats 101 Short Name Full Year Course History Term

Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Standard District Calendar FIRST GRADE: Period 1 - 101 - Violette Lynn Ballesteros Choose Parent Section

Co-Teachers History Florida Vocational/WDIS Inclusion Subs

Removing Sections from Packages

1. Click the subject, course, and section.

LANG ARTS GRADE 1 50100421: Period 3 - 101 - Violette Lynn Ballesteros List Students in this Section List Unfilled Requests in this Section Search Copy Delete Save

Ballesteros, Violette Lynn (3725) Teacher 01 135 Room Display Room Optional Period 3 MTWHF Meeting Days Full Year Marking Period 21 Seats IEP Seats ESOL/ELL Seats 101 Short Name Full Year Course History Term

Takes Attendance Graded Affects GPA Active None Gender Restriction Grade Level(s) blank for all gradelevels Unweighted Grading Scale Unweighted Standards Grading Scale Standard District Calendar FIRST GRADE: Period 1 - 101 - Violette Lynn Ballesteros Choose Parent Section

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

14 Subjects	12 Courses	Course Num	9 Sections
Subject	Course		Section
All Courses	FIRST GRADE	5100070 - 1 access	Period 2 - 603E - Laura C Wallace
ESE 3rd to 5th	FIRST GRADE	5100070	Period 2 - F - 77A - Kurt R Hutchinson
ESE/ELL teachers	HEALTH - GRADE 1	50080301	Period 3 - 101 - Violette Lynn Ballesteros
ESE kg to 2nd	LANG ARTS GRADE 1	50100421	Period 3 - 102 - Frances Ann Guardado
ESE service classes	MATH GRADE ONE	50120301	Period 3 - 104 - Edmund E Smither
ESE VPK	MUSIC - GRADE 1	50130701	Period 3 - 105 - Rosina S Nester
Fifth Grade	PHYSICAL EDUCATION 1	5015030B	Period 3 - 106 - Kalen McCulloch
First Grade	PHYSICAL EDUCATION 1	5015030	Period 5 - F - 700 - Pauline J Trujillo
Fourth Grade	SCIENCE GRADE ONE	5020020	Period 7 - F - 717A - Kurt R Hutchinson
kindergarten	SOC STUDIES 1	50210301	+
Second Grade	SPANISH E	50070201	
Summer School	STEM LAB GRADE 1	5020080	
Third Grade	+		
VPK			
+			

2. Click the **Choose Link** in the **Parent Section** field.

3. In the pop-up window, click **Remove the Parent**.

Courses Remove the Parent Search

14 Subjects

Subject

All Courses

ESE 3rd to 5th

ESE/ELL teachers

ESE kg to 2nd

ESE service classes

ESE VPK

Fifth Grade

The section is removed from the package and the parent section will no longer display in the Parent Section field.

4. Click **Save**.

Activity

1. Link 2 sections of your choice using Option 1.
2. Link 2 different sections using Option 2.

Master Schedule Report



This report serves as an overview of Sections, Courses, Co-Teacher Sections, and Linked Sections. This report can be helpful for cleaning up sections and verifying all required fields have values prior to running the Scheduler. Tweaks to sections can be made directly from within the Master Schedule Report, such as Teacher and Period changes.

Viewing the Sections Tab

The Sections tab displays section information for the sections set up at your school. Changes to the section information can be made directly on the report.

1. Click the **Sections** tab if not already opened.

All the sections set up at the school are listed, along with all the section fields.

Sections										
Courses Co-Teacher Sections Linked Sections Inclusion Sections										
Default  Hide Florida Fields										
Prev Page: 1 / 19 Next Export  Filter: OFF Toggle Columns Page Size: 20 Mass Update										
Subject Title	Course	Course #	Period	Teacher	Section #	Room	Team	Display Room	Days	
Vocational	BUSINESS COOP ED OJT	8200410	Period 5	Bentl...	012	4 101	N/A		M, T, W	
Vocational	BUSINESS COOP ED OJT	8200410	Period 7	Bentl...	013	4 101	N/A		M, T, W	
Vocational	BUSINESS COOP ED OJT	8200410	Period 6	Bentl...	014	4 101	N/A		M, T, W	
Vocational	BUSINESS COOP ED OJT	8200410	Period 1	Bentl...	015	4 101	N/A		M, T, W	
Vocational	BUSINESS COOP ED OJT	8200410	Period 2	Bentl...	016	4 101	N/A		M, T, W	

2. Click the **i** icon next to the Subject Title, Course #, or Section # to to open the subject, course, or subject information in Courses & Sections in a new tab or window.
3. Click the **i** icon next to the Teacher to open the teacher's user record in a new tab or window.

4. Make any edits to the sections fields as needed.

Sections											
Courses Co-Teacher Sections Linked Sections Inclusion Sections											
< Prev Page: 2 / 19 Next > Export Filter: OFF Toggle Columns Page Size: 20 Mass Update				Default		Hide Florida Fields					
Subject Title	Course	Course #	Period	Teacher	Section #	Display Room	Days	Total Seats	IEP Seats	ESL Seats	
Science	BIO 1	2000310	Period 5	Poel...	013		M, T, W, H, F	25			
Vocational	BLDG CONST TECH 2	8720320	Period 6	Basq...	003		M, T, W, H, F	25			
Performing Fine Arts	CERAM/POT 2	0102310	Period 6	Kelley...	005		M, T, W, H, F	25			
Vocational	BLDG CONST TECH 3	8720330	Period 6	Basq...	003		M, T, W, H, F	25			

The changes are auto-saved.

Viewing the Courses Tab

The Courses tab displays course information for the courses set up at your school. Changes to the course information can be made directly on the report.

1. Click the **Courses** tab.

All the courses set up at the school are listed, along with all the course fields.

Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections											
< Prev Page: 1 / 11 Next > Export Filter: OFF Toggle Columns Page Size: 20 Mass Update				Default		Hide Florida Fields					
Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3	Allow Teachers to Request This Course
Physical Education	BASKETBALL 2	1503315	0	0				Physical ...	N/A	N/A	
Exceptional Stud...	PREP AD LIV	7963010	0	0				Electives	N/A	N/A	<input checked="" type="checkbox"/>
Social Studies	COMPRE LAW STUDIES	2106370	0	0				Social St...	N/A	N/A	
Social Studies	AP EURO HIST	2109380	0	0				Social St...	N/A	N/A	
Electives	CRIT THINK ST SKLS	1700370	0	0				Electives	N/A	N/A	
Physical Education	POWER WEIGHT TRAIN 1	1501410	0	0	WEIGHT ...	WEIGHT ...	WEIGHT ...	Physical ...	N/A	N/A	
Physical Education	INDIV/DUAL SPRTS 2	1502420	0	0				Physical ...	N/A	N/A	<input checked="" type="checkbox"/>
Electives	CAR RESA&DECI MAK	1700380	0	0				Electives	N/A	N/A	
Physical Education	PERS FIT TRAINER	1501380	0	0	WEIGHT ...	WEIGHT ...		Physical ...	N/A	N/A	
Practical Arts	JOURN 2	1006310	0	0	JOURN 1...			Practical ...	N/A	N/A	
Vocational	INTROD TO HOS & TOUR	8850110	0	0				Vocational	N/A	N/A	
Exceptional Stud...	SELF-DETERMINATION	7963140	0	0				Electives	N/A	N/A	<input checked="" type="checkbox"/>
Exceptional Stud...	OCCU THERAPY	7966020W	0	0				Exception...	N/A	N/A	<input checked="" type="checkbox"/>
Temp	TEMP INSTR PLACEMENT	2500510	0	0				Electives	N/A	N/A	<input checked="" type="checkbox"/>

2. Click the *i* icon next to the Subject or Course # to open the subject or course information in Courses & Sections in a new tab or window.

3. Make any edits to the course fields as needed.

The changes are auto-saved.



💡 Setting up Prerequisites, Allow Students to Request a course, and setting Grade Levels for a course are all fields that can be Mass Updated easily from the Courses tab on this report.

Viewing the Co-Teacher Sections Tab

The Co-Teacher Sections tab displays any sections that have co-teachers. Changes to the co-teacher fields can be made directly on the report.

1. Click the **Co-Teacher Sections** tab.



Sections Courses **Co-Teacher Sections** Linked Sections Inclusion Sections

Export  

Filter: OFF











































































Toggle Columns

Page Size: 20

Default  

Hide Florida Fields

Mass Update

	Subject 	Course 	Course #	Section # 	Period	Primary Teacher	Co-Teacher 1 	Co-Teacher 1 Permissions 	Co-Teacher 1 Scheduling Method 	Co-Teacher 1 Highly Qualified 	Co-Teacher 1 Team Teacher Training 	Co-Teacher 1 Cert. Status
	US History 	AP U.S. HIST 	2100330	004 	02 	Gerh... 	Che... 	Modify 				
	Electives 	SPANISH 2 	0708350	008 	06 	Raste... 		Modify 	C - ... 			
	Electives 	DIG VID TECH 1 	8201410	003 	06 	Smith... 	Lara... 	Modify 				
	Electives 	DIG VID TECH 2 	8201420	001 	01 	Smith... 	Lara... 	Modify 				
	Electives 	TV PRODUCTION 4 	8772140	001 	05 	N/A 	Lara... 	Modify 				
	Electives 	TV PRODUCTION 3 	8772130	002 	05 	Smith... 	Lara... 	Modify 				

Any sections that have co-teachers defined in the Co-Teachers tab in Courses & Sections are listed, along with all the co-teacher fields.

2. Click the **i** icon next to the Subject, Course, or Section # to open the course or section information in Courses & Sections in a new tab or window.

3. Click the **i** icon next to the Primary Teacher or Co-Teacher fields to open the teacher's user record in a new tab or window.

4. Make any edits to the co-teacher fields as needed.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Export

Filter: OFF

Toggle Columns

Page Size: 20

Mass Update

Default

Hide Florida Fields

	Subject	Course	Course #	Section #	Period	Primary Teacher	Co-Teacher 1	Co-Teacher 1 Permissions	Co-Teacher 1 Scheduling Method	Co-Teacher 1 Highly Qualified	Co-Teacher 1 Team Teacher Training	Co-Teacher 1 Cert. Status
	US History	AP U.S. HIST	2100330	004	02	Gerh...	Che...	Modify				
	Electives	SPANISH 2	0708350	008	06	Raste...		Filter	...			
	Electives	DIG VID TECH 1	8201410	003	06	Smith...	Lara...	Read Only				
	Electives	DIG VID TECH 2	8201420	001	01	Smith...	Lara...	None				
	Electives	TV PRODUCTION 4	8772140	001	05	N/A	Lara...	Modify				

The changes are auto-saved.

Viewing the Linked Sections Tab

The Linked Sections tab displays any parent/child sections that are set up at the school, such as elementary school homeroom sections that are linked to academic courses and specials, or secondary sections that are linked together like Economics and Government. Only the Take Attendance and Graded fields can be edited on the parent section or linked section on the report.

1. Click the **Linked Sections** tab.

Any parent/child linked sections set up at the school are displayed.

Sections Courses Co-Teacher Sections **Linked Sections** Inclusion Sections

Default

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Export

Filter: OFF

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Mass Update

	Parent Course	Parent Section	Takes Attendance	Graded	Linked Course	Linked Section
	US GOVT	07 - S1 - 005 - Constance I			ECONOMICS	07 - S2 - 005 - Constance
	WEIGHT TRAIN 2	03 - S1 - 004 - John			INDIV/DUAL SPRTS 2	03 - S2 - 002 - John
	WEIGHT TRAIN 1	03 - S1 - 003 - John			INDIV/DUAL SPRTS 1	03 - S2 - 003 - John
	WEIGHT TRAIN 1	02 - S1 - 001 - John			INDIV/DUAL SPRTS 1	02 - S2 - 002 - John
	WEIGHT TRAIN 1	05 - S1 - 002 - John			INDIV/DUAL SPRTS 1	05 - S2 - 004 - John
	AP US GOVT/POL	01 - S1 - 002 - Chaz			AP MACROECON	01 - S2 - 001 - Chaz
	WEIGHT TRAIN 1	04 - S1 - 005 - Clarence			INDIV/DUAL SPRTS 1	04 - S2 - 006 - Clarence
	COLLEGE ALGEBRA	04 - S1 - 001 - Thomas			PRECALC/ALG/TRI	04 - S2 - 002 - Thomas
	PERS FIT	01 - S1 - 001 - Clarence			COMPRE FIT	01 - S2 - 001 - Clarence

2. Click the **i** icon next to the Parent Course, Parent Section, Linked Course, or Linked Section to open the course or section information in Courses & Sections in a new tab or window.

3. Make edits to the **Takes Attendance** or **Graded** fields for the parent section or linked sections as needed.

The changes are auto-saved.

Viewing the Inclusion Sections Tab

The Inclusion Sections tab displays any inclusion sections set up at the school with the setup fields from the Inclusion tab in Courses & Sections. Changes to editable fields can be made directly on the report.

1. Click the **Inclusion Sections** tab.

Any inclusion sections set up at the school are displayed.

SectionsCoursesCo-Teacher SectionsLinked SectionsInclusion Sections

ExportFilter: OFFToggle ColumnsPage Size: 20Mass Update

Default

Hide Florida Fields

	Subject	Course	Course #	Section #	Period	Primary Teacher	Inclusion Teacher	Permission	Scheduling Method	Highly Qualified	Team Teacher Training	Cert/Licensure/Status
	English	ENG 1	1001310	013	Period 1	Truesda...	Hu...	Read ...	I - I...	Y - ...	B - ...	I - Certified/Li...
	English	ENG 2	1001340	012	Period 2	Shonst...	Hu...	Read ...	I - I...	Y - ...	B - ...	I - Certified/Li...
	English	ENG 3	1001370	012	Period 3	Zofchak...	Hu...	Read ...	I - I...	Y - ...	B - ...	I - Certified/Li...

2. Click the **i** icon next to the Subject, Course, or Section # to open the subject, course, or section information for the primary section in Courses & Sections in a new tab or window.
3. Click the **i** icon next to the Primary Teacher to open the teacher's user record in a new tab or window.
4. Make edits to any of the inclusion section fields as needed.

The changes are auto-saved.

Mass Updating the Report

The Mass Update feature is used to make updates to course or section information en masse. Only editable fields can be mass updated.

1. Click the desired tab.

2. Click **Mass Update**.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Default

Hide Florida Fields

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Export

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Toggle Columns

Page Size: 20

Mass Update

Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3	Align to R This
Physical Education	BASKETBALL 2	1503315	0	0				Physical ...			
Exceptional Stud...	PREP AD LIV	7963010	0	0				Electives			
Social Studies	COMPRE LAW STUDIES	2106370	0	0				Social St...			
Social Studies	AP EURO HIST	2109380	0	0				Social St...			
Electives	CRIT THINK ST SKLS	1700370	0	0				Electives			

3. In the Mass Update pop-up window, select the **Column** to update.

X

2103300

Social St...

Mass Update

Column

Allow Students to Request

Value

☐

Update

4. Enter or select the **Value**.

5. Click **Update**.

6. The column is updated with the value entered. The fields where the value was changed from the original value are highlighted in yellow.

7. Click **Save**.

! Changing the teacher from the Master Schedule Report allows the option to log the teacher change, which will display on the History tab for the section in Courses & Sections. When changes are made PRIOR to the start of the school year, select the checkbox Do not log history when the popup displays.

X

Please fill out the following fields related to the previous teacher:

Sara Martin

Previous Teacher

August

1

2022

October

5

2023

☐ Do not log history

Start Date
End Date

Comment

Done

8. Verify the change is correct.

9. Click **Save**.

Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections										
<div> <div>Sections</div> <div>Courses</div> <div>Co-Teacher Sections</div> <div>Linked Sections</div> <div>Inclusion Sections</div> </div>				<div> <div>Default</div> <div>Hide Florida Fields</div> </div>						
<div> <div>Prev</div> <div>Page: 1 / 11</div> <div>Next</div> </div>				<div> <div>Export</div> <div>Filter: OFF</div> <div>Toggle Columns</div> <div>Page Size: 20</div> <div>Mass Update</div> <div>Save</div> </div>						
Subject	Title	Course #	Allow Teachers to Request This Course	Requests Subject	Credits Per Course History Term	Allow Students to Request	Allow Teachers to Approve Requests	Schedule This Course First	Grade Levels	
Physical Education	BASKETBALL 2	1503315	<input type="checkbox"/>		0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exceptional Stud...	PREP AD LIV	7963010	<input checked="" type="checkbox"/>		0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Social Studies	COMPRE LAW STUDIES	2106370	<input type="checkbox"/>		0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10, 11, 12	
Social Studies	AP EURO HIST	2109380	<input type="checkbox"/>		0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10, 11, 12	
Electives	CRIT THINK ST SKLS	1700370	<input type="checkbox"/>		0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10, 11, 12	
Physical Education	POWER WEIGHT TRAIN 1	1501410	<input type="checkbox"/>		0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Physical Education	INDIV/DUAL SPRTS 2	1502420	<input checked="" type="checkbox"/>		0.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Activity

Sections tab: Verify that all sections have Periods, Teachers, Rooms, Seats, and Minutes.

Mass update any known Teacher changes (TBAs, retired, transferred etc.).

Courses tab: Review for Prerequisites, Grade Level Restrictions or other relevant fields.

Additional Options

Individual records on the Master Schedule Report can be expanded in a pop-up modal for easier viewing and editing.

a. Next to the record you want to view or edit, click the modal icon.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Default

Hide Florida Fields

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





































Export

Filter: OFF

Toggle Columns

Page Size: 20

Mass Update

Subject Title	Course	Course #	Period	Teacher	Section #	Room	Team	Display Room	Days
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 5	 Benti...	 012	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 7	 Benti...	 013	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 6	 Benti...	 014	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 1	 Benti...	 015	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 2	 Benti...	 016	 4 101	 N/A		M, T, W, H

b. At the bottom of the window, blue arrow buttons are displayed, allowing cycling through the other records without having to close the modal.

c. Any changes made in the modal are saved automatically. To close the modal, click **Close**, press esc key, or click the dimmed background.

The Toggle Columns button is used to customize the columns that are visible on each tab of the report (with the exception of the Linked Sections tab). The Page Size field is used to set how many rows are visible on each page.

a. To customize the columns displayed on the report, click **Toggle Columns**.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

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







































Export

Filter: OFF

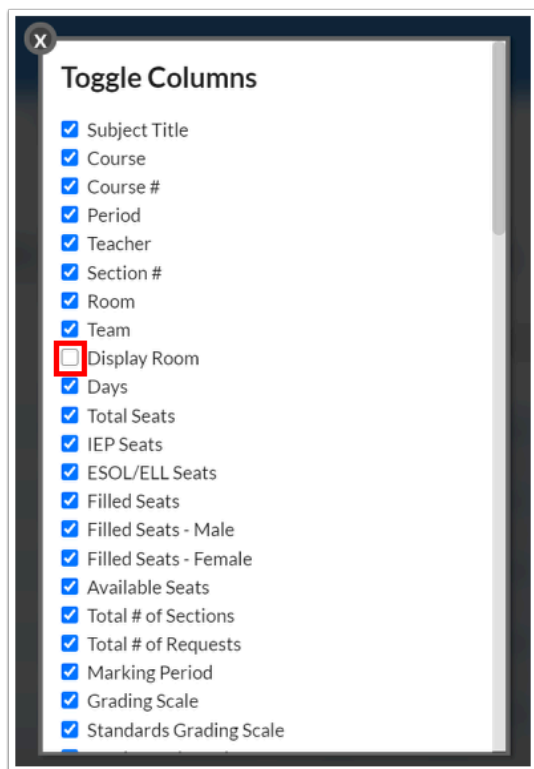
Toggle Columns

Page Size: 20

Mass Update

Subject Title	Course	Course #	Period	Teacher	Section #	Room	Team	Display Room	Days
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 5	 Benti...	 012	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 7	 Benti...	 013	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 6	 Benti...	 014	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 1	 Benti...	 015	 4 101	 N/A		M, T, W, H
 Vocational	 BUSINESS COOP ED OJT	 8200410	 Period 2	 Benti...	 016	 4 101	 N/A		M, T, W, H

b. In the Toggle Columns pop-up window, deselect any of the columns you do not want to view in the tab and select any columns you do want to view.



c. When finished, click the **X** to close the Toggle Columns window.



The report is now customized to only display the selected columns. The report will display as customized by you each time the report is accessed.

To customize how many rows of information are displayed on each page of the report, enter the number of rows in the **Page Size** field and press **Enter**.



The report is updated to only display the number of rows indicated per page.

Each tab of the report can be exported to Excel or printed.

a. Click the **Excel** icon next to Export.

Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections												
<div> <div> <div>Prev</div> <div>Page: 1 / 11</div> <div>Next</div> </div> <div> <div>Export</div> <div>Excel</div> <div>Print</div> </div> <div>Filter: OFF</div> <div>Toggle Columns</div> <div>Page Size: 20</div> <div>Mass Update</div> </div>												
Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3	All to F Thi	
Physical Education	BASKETBALL 2	1503315	0	0				Physical ...				
Exceptional Stud...	PREP AD LIV	7963010	0	0				Electives				
Social Studies	COMPRE LAW STUDIES	2106370	0	0				Social St...				
Social Studies	AP EURO HIST	2109380	0	0				Social St...				
Electives	CRIT THINK ST SKLS	1700370	0	0				Electives				
Physical Education	POWER WEIGHT TRAIN 1	1501410	0	0	WEIGHT ...	WEIGHT ...	WEIGHT ...	Physical ...				

b. Follow your browser's prompts to open or save the file.

c. To print the report, click the **Print** icon next to Export.

Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections												
<div> <div> <div>Prev</div> <div>Page: 1 / 11</div> <div>Next</div> </div> <div> <div>Export</div> <div>Excel</div> <div>Print</div> </div> <div>Filter: OFF</div> <div>Toggle Columns</div> <div>Page Size: 20</div> <div>Mass Update</div> </div>												
Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3	All to F Thi	
Physical Education	BASKETBALL 2	1503315	0	0				Physical ...				
Exceptional Stud...	PREP AD LIV	7963010	0	0				Electives				
Social Studies	COMPRE LAW STUDIES	2106370	0	0				Social St...				
Social Studies	AP EURO HIST	2109380	0	0				Social St...				
Electives	CRIT THINK ST SKLS	1700370	0	0				Electives				
Physical Education	POWER WEIGHT TRAIN 1	1501410	0	0	WEIGHT ...	WEIGHT ...	WEIGHT ...	Physical ...				

d. In the print dialog window, select the options to print the report.

The Filters feature is used to filter the report based on data in a particular column. Filters are available in each tab of the report.

a. Click **Filter** so that it says Filter: ON.

Filters display above the columns that are able to be filtered.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Default

Hide Florida Fields

Prev

Page: 1 / 11

Next

Export

Filter: ON

Toggle Columns

Page Size: 20

Mass Update

Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3
Physical Education	BASKETBALL 2	1503315	0	0				Physical ...		
Exceptional Stud...	PREP AD LIV	7963010	0	0				Electives		
Social Studies	COMPRE LAW STUDIES	2106370	0	0				Social St...		
Social Studies	AP EURO HIST	2109380	0	0				Social St...		
Electives	CRIT THINK ST SKLS	1700370	0	0				Electives		
Physical Education	POWER WEIGHT TRAIN 1	1501410	0	0	WEIGHT ...	WEIGHT ...	WEIGHT ...	Physical ...		

b. In the filter text box, begin typing the filter criteria.

The report will filter as you type.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Export

Filter: ON

Toggle Columns

Page Size: 20

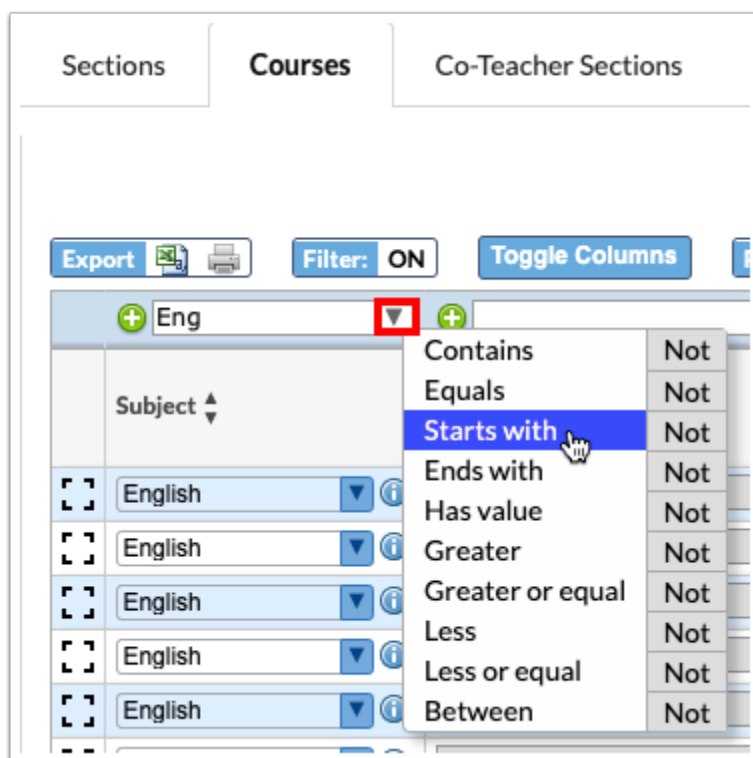
Mass Update

Default

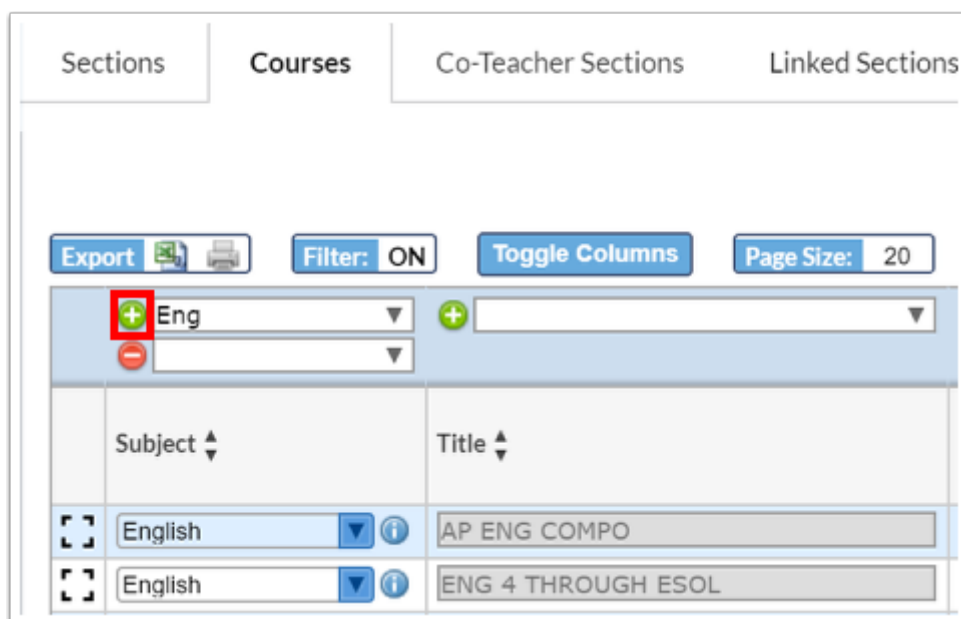
Hide Florida Fields

+	Eng	+		+		+		+		+		+		+		+		+		+	
	Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3										
	English	PRE-AP ENGLISH 1	1001415	0	0				English												
	English	ENG 2	1001340	4	0				English												
	English	ENG HON 1	1001320	3	0				English												
	English	ENG 3	1001370	5	2				English												
	English	ENG 1 THROUGH ESOL	1002300	1	0				English												
	English	ENG 4	1001400	4	0				English												
	English	ENG 1	1001310	5	0				English												
	English	ENG 2 THROUGH ESOL	1002310	1	0				English												

c. Click the down arrow to select a filter option.







d. To add an additional filter to a column, click the green plus icon.











e. To remove a filter from a column, click the red minus sign.

Sections Courses Co-Teacher Sections Linked Sections

Export   Filter: ON Toggle Columns Page Size: 20

+ Eng  

Subject  Title 

	English  	AP ENG COMPO
	English  	ENG 4 THROUGH ESOL

f. To remove all filters, click **Filter** so that it says Filter: OFF.

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Prev

Page: 1 / 11

Next

Export

Filter: OFF

Toggle Columns

Page Size: 20

Mass Update

Default

Hide Florida Fields


	Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3	All to F Thi
	Physical Education	BASKETBALL 2	1503315	0	0				Physical ...			
	Exceptional Stud...	PREP AD LIV	7963010	0	0				Electives			
	Social Studies	COMPRE LAW STUDIES	2106370	0	0				Social St...			
	Social Studies	AP EURO HIST	2109380	0	0				Social St...			

Saving Filtered Reports

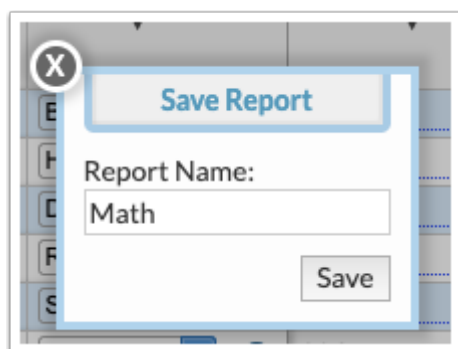
After filtering the report, the report can be given a title and saved. Once saved, the report is available in a pull-down on the Master Schedule Report screen, along with the Default report, and can be re-run as needed. The saved report is also available in the Reports menu under My Reports, and in the Saved Reports screen, where it can be shared with other users if you have permission to publish reports.

1. After filtering the report, click the **Save** icon.

 Your Toggle Columns and Page Size settings will also save to the report.

Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections										
Export Filter: ON Toggle Columns Page Size: 20										Default  Hide Florida Fields
Mass Update										
Math										
Subject	Title	Course #	Total # of Sections	Total # of Requests	Prerequisites	Prerequisites 2	Prerequisites 3	Grad Subject	Grad Subject 2	Grad Subject 3
Math	LIB ARTS MATH 1	1207300B	0	0				Math		
Math	LIB ARTS MATH 1	1207300A	0	0				Math		
Math	ALG 1 HON	1200320	0	0				Algebra 1		
Math	AP CALCULUS BC	1202320	0	0	PRE-CAL...	AP CALC...		Math		
Math	GEO	1206310	5	0				Geometry		

2. In the pop-up window, enter a **Report Name** and click **Save**. Close the pop-up when finished.



The saved report is now available in the pull-down, along with the Default report.

3. If you make additional changes to the saved report, click the up arrow icon to update it.

4. In the pop-up window, modify the **Report Name**, if desired, and click **Save**.

5. To delete a saved report, select the report from the pull-down and click the delete icon.



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



Saved reports are available in the My Reports section of the Reports menu, and on the Saved Reports screen.

From the Saved Reports screen, reports can be shared with specific schools and profiles if you have permission to publish reports.

My Reports





Published Reports

Export



Filter: OFF

Save

Run	Title	Date Created	Program	Last Used	Allowed Profiles	Published	Allowed Schools	Comments
 	English Sections	07/21/2021	MSR Sections		<div><div></div></div>		Focus High ...	
 	Math	04/03/2023	MSR Courses		<div><div></div></div>		Focus High ...	

Section Fields Explained

- **Teacher:** Select the teacher assigned to the section. The teacher's staff number displays next to the teacher's name. Only active users with a Teacher profile will be available for selection.
- **Room:** Enter the room number. If rooms have been set up in Setup > Resource Scheduler/ Rooms, select the room from the drop-down. If the Homeroom Number field is set in the Teachers tab of the user's record, the room number will auto-populate in the Room field on the section when the Teacher is selected.
- **Resource Display Room:** When the system preference "Default section display room to resource display room" is enabled in Setup > System Preferences > Scheduling tab, the Display Room column is available in Setup > Rooms. When a Display Room is defined on the Rooms screen, it is populated in the Resource Display Room field on the section. The Resource Display Room displays as the room for the section throughout Focus, including on the Teacher Schedules Report, Student Schedule, Print Student Schedules, etc. The Display Room Option field on the section in Courses & Sections can be used to override the Resource Display Room.
- **Display Room Optional:** If the room number that should display on schedules differs from the room number in the Room field or the Resource Display Room field, enter the display room number or room name (e.g. gym, band).
- **Period:** Select the period the section will meet. If the system preference "Enable Ending Period" is turned on in Setup > System Preferences > Scheduling tab, select the beginning period in the Beg field and the ending period in the End field.
- **Bell Schedule:** Select the bell schedule the section will follow if there is more than one bell schedule set up for the school in Setup > Periods. If the school only has one bell schedule, this field will not display on the section.
- **Rotation Days:** If the school uses rotation days, select the rotation days the section will meet. If the section meets on all rotation days, select all the check boxes; do not leave them blank. The length of the rotation and the rotation day label (letters or numbers) are set up in Setup > System Preferences > Scheduling tab using the "Advanced Rotation" and "Rotation Day Label" preferences. If the school does not use rotation days, this field will not display on the section.
- **Meeting Days:** Select the days of the week the section meets (for state reporting). If rotation days are being used, do not modify the meeting days.
- **Marking Period:** Select the full term of the course (full year, semester 1, semester 2, quarter 1, etc.). This indicates the seat time of the course.

- **Seats:** Enter the maximum number of students who can be enrolled in the section. The Scheduler will never exceed this value when scheduling students, though administrators can override the seat maximum when manually scheduling students.
- **IEP Seats:** Enter the maximum number of IEP students (students who have an entry in the ESE Exceptionalities logging field marked as Primary) that can be enrolled in this section by the Scheduler. If this field is left blank, there is no restriction.
- **ESOL/ELL Seats:** Enter the maximum number of ESOL/ELL students that can be enrolled in this section by the Scheduler. If this field is left blank, there is no restriction. Logic for determining ESOL/ELL students:
 - Florida - English Language Learner (custom_626) has a value of LY
 - Texas - Bilingual/ESL/LEP History log field (custom_400010549) - LEP Code (log field 4) has a value of 1
 - Baltimore - English Language Learner (custom_626) has a value of ELL
- **Short Name:** The Short Name will auto-populate with the next increment but can be edited as needed. Short names must be unique for all sections within a course.
- **Course History Term:** Select when grades should be sent to Course History (e.g. at the end of each quarter, at the end of each semester, or at the end of the school year).
- **Double Blocked:** The Double Blocked field is used for posting grades. This is typically used if one school in the district uses a 4x4 block schedule and the rest do not. If a course in the Course Catalog is assigned 1 credit for a Full Year grade posting window, but the section is a double-blocked section meeting every day, then the 1 credit needs to be posted at the end of the semester. When this check box is selected, the system will post the credit at the semester instead of the end of the year for this section. This field is also used to calculate the credits/units set in Student Requests and the Requests Reports. This field is only displayed on the section if the system preference "Enable Special Double-Blocked Posting Averaging" is turned on in Setup > System Preferences > Grading tab.
- **Takes Attendance:** Select the check box to designate that this section takes attendance.
- **Graded:** Select the check box to designate that this section is graded.
- **Affects GPA:** Select the check box to designate that this section affects GPA.
- **Active:** Select the check box to designate that this section is an active section. Deselecting the check box will prevent students from being enrolled in the section. Only sections that do not have students currently enrolled can be marked as inactive. Inactive sections do not display on the Teacher Schedules Report. Attempting to add an inactive section to a student's schedule in Student Schedule or Mass Add Course will display an error message.
- **Gender Restriction:** If enrollment in the section is limited based on gender, select the appropriate gender.
- **Grade Levels:** If enrollment in the section is limited based on grade level, select the appropriate grade levels.
- **Team:** If your school uses team scheduling, select a team to restrict enrollment in this section to students assigned to the team. If teams are not set up in Scheduling > Teams, this field will not display on the section. See *Assigning a Team to a Section* below for more information.
- **Grading Scale:** Select the grading scale used to post grades for the course. Grading scales are set up in Grades > Grading Scales & Comments. The grading scale can be set to null (blank) if the section does not post final grades. The teacher will not receive alerts to post

final grades for the section, and the teacher will not display on the Final Grades tab of the Teacher Completion report for the section.

- **Standards Grading Scale:** Select the grading scale used to post standards grades for standards assigned to the course. Standards grading scales are set up in Grades > Grading Scales & Comments. The standards grading scale can be set to null (blank) if the section does not post standards grades. The teacher will not receive alerts to post standards grades for the section, and the teacher will not display on the Standard tab of the Teacher Completion report for the section.
- **Grade Posting Scheme:** Select the grade posting scheme, which designates how semester and full year grades are calculated for the section. Grade posting schemes are set up in Setup > Grade Posting Averaging.
- **Calendar:** Select the calendar the section will follow (if there is more than one calendar set up for the school).
- **Parent Section:** Select a parent section for the section, if applicable. Sections are packaged for the purpose of linking the sections together for scheduling. This is most often used in elementary scheduling when sections for language arts, math, science, art, music, etc. are packaged together with the homeroom section as the parent section. When scheduling students, students scheduled into the parent section will automatically be scheduled into the child sections. See *Packaging Sections in Courses & Sections* below for more information.