

## Elementary and Middle School Scheduling

We strongly recommend that you watch the Elem/MS Scheduling instructional videos on the office professionals page of our website at [www.jmcinc.com/office](http://www.jmcinc.com/office). Click on the scheduling tab. The instructional videos will provide much more detail and tips about the scheduling process. Use this form as a guide while you watch the video.

**1) Courses** – The first stage deals with reviewing and updating your course information.

A) *Review previously entered courses.* Go to Schedules: Course: Course Data List to print the courses you already have entered. Set up the screen in the way it looks on the right. This will give you a print out of all the courses already entered into your data. (Make sure to uncheck the “Only Include Courses With Students Enrolled” box or you will get a blank screen because you haven’t registered any students into classes yet.)

B) *Update your course information.* Go to Schedules: Course: Edit Course Data. Make sure each of the items with an arrow below is entered for each course being offered this year. (If you do not know how to add new courses refer to the instructional video.)

*Course Name* →

*Grading Scheme.* Every course needs a grading scheme but you should choose the Term Type first.

*Term Type.* This will typically be Year (Sem) or Year (Tri). If students switch teachers at the Qtr, you may want to choose Qtrs.

*Sections.* Click the Add New button to add a section.

*Think Ahead!* Do teachers take daily attendance from their classroom via Online Attendance twice per day? Put one class in period 1, one in period 2, the rest in period 3 and you can keep the day unchecked. Don’t put classes in period 0 unless you have to.

2) **Bulk Load Students** – The second stage loads/registers all of the students in a particular grade level, or those assigned to a specific advisor, into a course or courses.

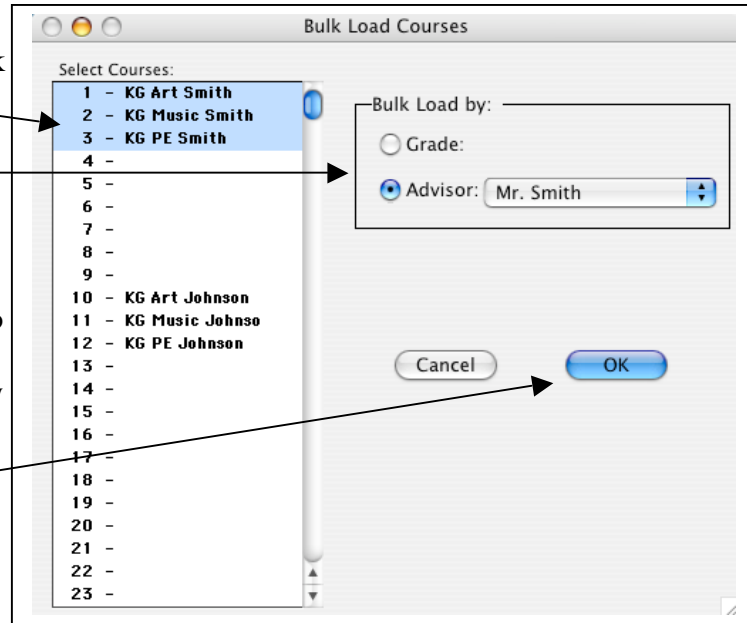
A) Go to Schedules: Develop: Bulk Load Courses.

B) Highlight the courses into which you want to bulk load students.

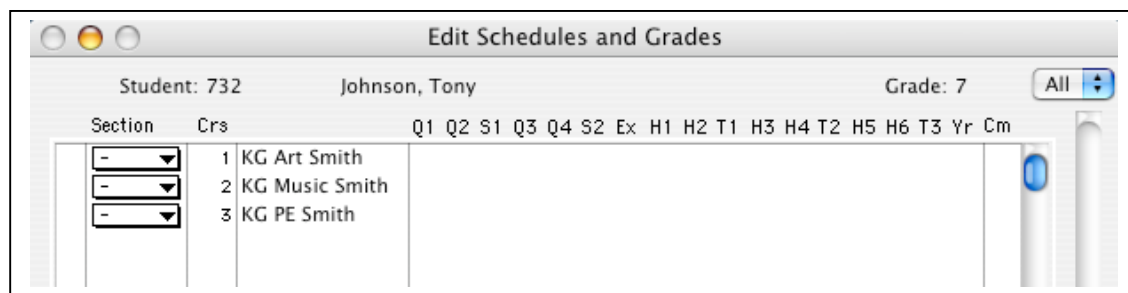
C) Choose whether you want to bulk load students by Grade Level or by Advisor. If you have not already assigned students to an Advisor you must do so before you can bulk load by Advisor.

D) Click OK.

E) Repeat this step for all courses to be bulk loaded.



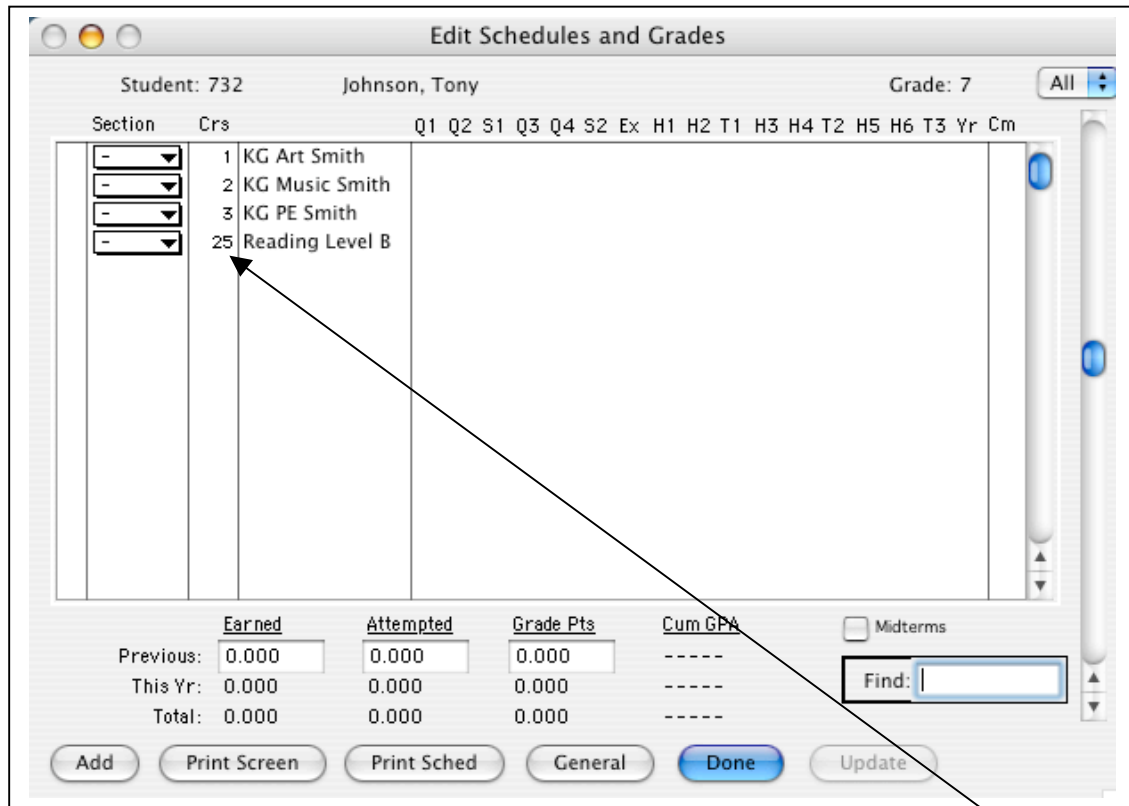
E) At this point you can review the work you have done by viewing a student's individual schedule in Schedules: Student: Edit Schedules. You will see that the students have been registered/loaded into the classes but they have not been scheduled into the sections of the courses for which they are registered.



F) If you make a mistake and bulk load students incorrectly you can go to Schedules: Course: Drop Courses. This will drop/un-register all students from the course you choose. Then you can go back to Bulk Load Courses to load the correct group into the course.

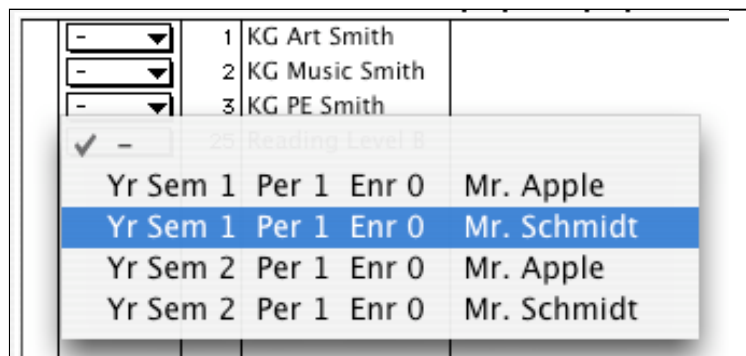
**3) Hand Schedule Students** – The third stage deals with registering students for courses into which they cannot be bulk loaded. Examples of this would be band, choir, reading courses where students are grouped together by ability level, and special education courses. There are two ways to hand schedule students. You can use Option A, Option B, or both.

**Option A)** Go to Schedules: Student: Edit Schedules. Choose the student for which you want to enter courses and type in the course # for which you want to register that student. After you type in the course # hit “return” on your keyboard.



In the example above I found the student with whom I wanted to work and typed in the #25 in the “Crs” column. After hitting “return” on my keyboard the student is registered for Reading Level B.

★ Extra Tool. If you have multiple sections of a course but want to make sure a student gets into a specific section you can click on the section drop-down menu and choose that section.

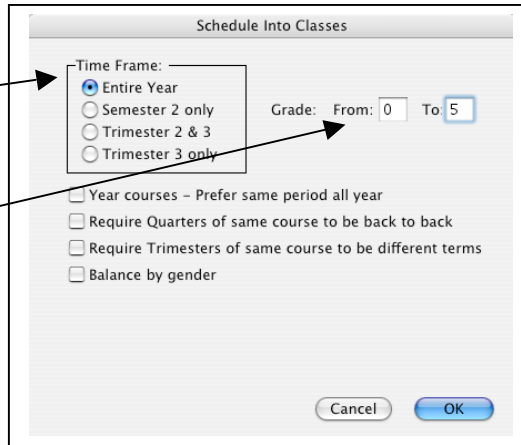




**4) Schedule Students** – The fourth stage takes all of the courses for which a student has been registered and puts them into sections.

A) Go to Schedules: Develop: Schedule Students.

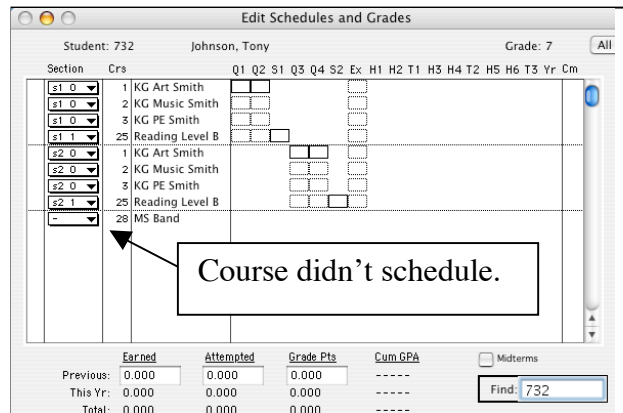
- Choose the Time Frame. Typically schools will choose the Entire Year.
- Choose the grade levels you want to schedule.
- If any of the four checkboxes apply to your scheduling situation you can check them.



B) After scheduling students you can view a student's finished schedule by going to Schedules: Student: Edit Schedules.

C) If the Schedule Students function did not choose the sections for a course, it typically means one of the following:

- The sections chosen for that course had the same term, i.e. Sem 1 and Sem 1.
- If a class meets at the same time as another class they will not be able to be scheduled. In the elementary situation this typically means the sections were put into a period but the days were not unchecked.



**5) After Scheduling is Complete** – Here are some important things to consider:

- After all students have been scheduled new students will come to your school and need to be scheduled. Typically a school will enter in all of the course #'s on a student's schedule and then go to Schedules: Develop: Schedule a Student (not Schedule Students). Then you can choose that student and just schedule him/her.
- Many schools will go to Schedules: Develop: Lock Schedules and lock schedules with the code. That code is your school's postal zip code. This prevents anyone from bulk loading students or clicking the Schedule Students button. If either of those happen it can undo some of the work you have done.