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**Elementary**

**Scheduling**

**BEFORE MTGR**

**2014-2015**

**Grade Averaging**

**&**

 **Class Ranking**

April 2014

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**ELEMENTARY SCHEDULING BEFORE MTGR**

***Move to Grade Reporting (MTGR)*** *is a district function that moves your district into the next year’s database. It will be performed by one person in the district for all campuses at the same time. This process is done after all campuses have completed their next year scheduling, with the exception of elementary campuses that choose to schedule after the move. Elementary schools must decide whether they want to complete their next year scheduling before or after the Move to Grade Reporting. Verify with your district person for the timing of your district’s MTGR and your campus’ scheduling process!*

1. **SCHEDULING OPTIONS**

There are 2 scheduling options for Elementary:

1. **BEFORE** **Move to Grade Reporting**
* done in the current year database in the Scheduling Application
* sections: may be copied from the current year and then edited
* uses Control Proxies to assign students
* students: are quickly scheduled using the Group Course Change function
* must be completed before MTGR
1. **AFTER** **Move to Grade Reporting** (See Elementary scheduling After MTGR document)
* some preparation steps must be done before MTGR in the Scheduling Application
* some steps must be done after MTGR in the next year database Grade Reporting Application
* uses Elementary Tables instead of Control Proxies
* sections: are created automatically using the Delete/Rebuild Master Schedule utility
* students: are scheduled automatically using the Delete/Rebuild Student Schedules utility

Consider how much time will be available for scheduling before and after MTGR when making your decision.

1. **SCHEDULING PREPARATION**

The following **must be completed prior to MTGR**:

The following steps may have been done by your district person, verify before proceeding. Detailed instructions are listed in the Scheduling Prep document if the steps have not been completed.

1. Create the District and Campus Control Record (Page 4 & 5)
2. Delete last year’s outdated scheduling information (last year Proxies may be retained) (Page 7 & 8)
3. Create Next Year District Courses (Page 9)
4. Create Next Year Campus Instructors, Campus Courses, & Campus Sections (Page 16)
5. Group Transfer Students to Next Year Scheduling Campus (Registration Application) (Page 13)

The following steps are usually completed by the Campus user

1. Edit, delete, add Instructor records (Page 45)
2. Edit Course/Section records (Page 48)
3. **CONTROL PROXIES**

A proxy is a group of courses that are treated as one course. Control Proxies will be used to assign the students’ schedules so that you will only have to enter one “course” (proxy) to each group of students.

***Note:*** For Pre-K and Kindergarten, most schools use only one generic course scheduled during the ADA period. Therefore, there is no need to build proxies for PK or KG, unless you plan to use Elementary Report Cards (SGR1400) for these grade levels. (Skills-Based Report Cards are generated from txGradebook and can be built from the single generic course.)

Build a Control Proxy for each regular grade level teacher. You will not build a proxy for any “pull out” teachers (PE, Music, etc). Those “pull out” courses/sections will be put in the regular teacher’s proxy, even if there is a different instructor. The courses in a teacher’s proxy will reflect the student’s schedule, not the teacher’s schedule.

**SCHEDULING>Maintenance>Master Schedule>Campus>Proxies Tab**



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1. Click on **+Add** in the top grid.
2. In the **Proxy** field**,** enter a proxy number. The proxy number cannot be the same as a valid district course number. For easy identification, you may want to use the teacher’s number in your proxy number. In this example, the teacher’s number is 201.
3. In the **Title,** type the teacher’s name.
4. Select the **Type**: **Control**.
5. In the **Pregrid Restr**, leave blank.
6. In the bottom grid, click **+Add** to add the **courses** and **sections** the teacher’s students will be taking. (Including Pull out classes such as PE, etc.)
7. Make sure you **Save** after each proxy is created.
8. Repeat for each teacher as applicable. (Report SCH0105 Proxy List should be verified.)
9. **CONTROL NUMBERS**

Assigning control numbers by **Grade Level** is the easiest way to assign the next year control numbers during scheduling.

***Reminder:*** *The control number is the instructor number. Make sure that the correct 2-digit grade level is on the instructor tab under Maintenance, Master Schedule>Campus> Instructor tab. (EE, PK, KG, 01, 02, etc.)*

**SCHEDULING>Maintenance>Control Number>By Grade lvl tab**



Result:



a. Select an instructor from the **Instr ID** Look-up.

* The grade level for that instructor will appear (if it was set in the prep steps).
* When a teacher with a grade level is selected, all the students in that grade level appear in the window.
* The students’ current control number is listed under the **Cntrl #** column.
* If already assigned, the students’ next year control number is listed under the **NY** **Cntrl #** column.

b. Under the **Update** column, select the students that should be assigned to that teacher by placing a check mark in the box.

c. Click **Save**. The Instr ID number in the dropdown will appear in the **NY Cntrl #** column for the selected students.

1. Repeat this process until all students have been assigned a next year control number.
2. **SCHEDULING STUDENTS**

Students will be scheduled by Control Number using the Group Course Change and proxies. PK and KG will more likely use a regular course number in place of a proxy number for this step.

***Note:*** If you have **½ day** PK or KG, see Appendix B for more explanation before continuing.

**SCHEDULING>MAINTENANCE>GROUP COURSE CHANGE**



In this example, the instructor number (control number) is 201 and the proxy number is 2201.

1. Choose **Add Students to a Specific Course.**
2. In the **Add** field, click the Lookup (…) to choose the proxy assigned to the teacher whose students you are scheduling. (Proxies are listed in numerical order within the course list.)
3. Choose th**e Next Year Control Number**.
4. Click **Start**.
5. A warning message is displayed. If it is correct, click **Commit**.



1. Verify the Save Successful message.



1. Repeat this process for each control number and proxy until all students have been scheduled.
2. **SCHEDULE CHANGES BEFORE MTGR**

**SCHEDULING>MAINTENANCE>STUDENT SCHEDULES**

1. The **Assignment Inquiry** tab is view only and includes the instructor name.



1. On the **Course Requests** tab**,** you can make changes to an individual student’s schedule by changing the course/section information.

Remember to make any necessary adjustments for students with Special Ed classes.

Remember to make any necessary adjustments for AM/PM ½ day PK and KG.



**SCH0200 Potential Drop List** – This report lists any students who do **not** have at least one scheduled class.

*You are now ready for the* ***MOVE TO GRADE REPORTING*** *function**when* ***ALL*** *other campuses are ready. Let your district person know that you are ready.*

## Pre-Register New Students

If you need to set up a student who is not going to your campus/district at this time, you **must** set the student up, in current year registration, at the campus where they will be in the new school year and the following is done:

* The student is set up at the grade level the student will be in next year.
* Use the last day of the current year as the Date of Entry.
* Use Record Status of 5 – not enrolled this year but will attend next year.
* Set the student’s Year End Status code (Demo 3 Tab) to **retained** or **not advanced**

(Elem thru 8th grade - use code 02-retained, High School - use code 10-not advanced).

* ***Between now and MTGR***, if you enroll new students and want to enter their schedules, you will need to use the Scheduling Transfer utility in Registration to move the new students into the Scheduling Application. (See Prep doc, pg. 13.) Remember to also give the student a next year control number on the Demo 1 tab.

Then, enter their proxy on the Course Request tab in the Scheduling Application, when you click save, the individual courses in the proxy will be scheduled.

* ***After MTGR*,** when you enroll new students, you will schedule new students through **Grade Reporting Application>Maintenance>Student>Individual Maintenance>Crs Assign tab** (just like you do during the year when a new student enrolls).

## SCHEDULE CHANGES after MTGR

***After MTGR*,** you may make changes to student schedules in Grade Reporting on the **Crs Assign tab** up until the first day of school. Then all schedule changes are done on the Crs/Sec change tab

**Appendix A**

**Sections & Periods**

Considerations for PEIMS & Attendance

PEIMS records as well as attendance reporting should be considered when deciding how to set up sections and periods. PEIMS 305 & 415 records are required for graded courses beginning in grade 1. The following is recommended:

* Have a period for each graded course. If certain classes rotate days (for example PE meets Mon/Wed/ Fri, and Music meets Tues/Thur), then those classes can be put in the same period.
* In your ADA period, put a course that all students take, not a course from which some students may be pulled out to attend a special class with another teacher. This way, all students will be on the attendance roster of the teacher they are actually with during the official attendance time.



* So that your teachers will only have one attendance roster in their grade book, set your 1st and last period number in campus options to the same period as your ADA Posting Period.

**Attendance Application**

**Maintenance>Campus>Campus Options**

(This only affects attendance. All periods will still show in the grade books.)

Keep in mind that at the Elementary level, “periods” are not a particular scheduled time like they are at the secondary level. At Elementary, the “periods” on a student schedule are more a list of the different graded subjects the student takes.

If all grade levels on your campus have the same number of periods, you will be able to leave the times blank on the section records and use the PEIMS Crosswalk Table for your 90 records. You do not report times of the day, but rather the number of monthly minutes that the teacher teaches each Service ID.

**About “Homeroom” Period:**

It is not necessary to have a separate homeroom/attendance period. If your campus wants a scheduled “homeroom” period on the student schedules, you may do so, but it may require you to do some manual adjustments to the 90 records, depending on how you report your teacher’s time. If you do set up a homeroom course, it will most likely be a non-graded course. Use a local service id or the generic grade level service id, depending on how you want to report the teacher’s time to PEIMS. Remember that now, if there is a grade, these records may also be linked to 305 and 415 records.

**Appendix B**

**½ Day** **Pre-K** or **Kindergarten**

PK & KG are usually set up with only one course on the student schedules. The sections of this course will be scheduled in the ADA period.

* Will need 2 sections per teacher (AM & PM)
* Students will be assigned their teacher’s control number
* All students will be scheduled to their teacher’s morning section
1. You will use **Scheduling>Group Course Change**
* Manually change the PM students’ section number to the afternoon section scheduled in the ADA period
1. You will use **Scheduling>Maintenance>Student Schedules>Course Requests tab**

Refer back in this document if you need more instructions for a particular step.