

The TxELS “How To” Guide Series



TxEIS Scheduling

How to: **PERFORM SCHEDULING FOR ELEMENTARY STUDENTS**

Developed by the
TEXAS COMPUTER COOPERATIVE





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OVERVIEW

The Perform the Scheduling Process for Elementary Students “How To” guide walks you through the steps necessary to create a master schedule for elementary (self-contained) campuses and assign student schedules. Use this guide after you have run Move To Grade Reporting (MTGR). The process is completed in the Grade Reporting application. If you want to use the Scheduling application for elementary scheduling, use the Perform the Scheduling Process for Secondary Students “How To” guide. Creating a master schedule for elementary campuses, however, is a much simpler process when completed as shown in this guide.

Prerequisites

- This guide assumes you are familiar with the basic features of the TxEIS Student system and have reviewed the TxEIS Student Overview guide.
- You must be a registered TxEIS user and logged on with a campus-level user ID. It is up to the district and/or campus to decide who performs the elementary scheduling process.
- You must have already run MTGR.
- You must have already defined elementary courses in the district schedule by selecting *E* in the **Credit Lvl** field on the Maintenance > Master Schedule > District Schedule > Available Courses page.
- You must have already included all elementary courses you wish to use in the campus courses on the Maintenance > Master Schedule > Campus Schedule > Course Selection tab.
- For more detailed information about individual fields, see the online Help in the TxEIS Student system.
- This guide is based on TxEIS 2.0.0003.

Quick Checklist

The following steps are covered in this guide:

- ☐ Assign instructor information.
- ☐ Run the Instructor List (Grd Rptng) (SGR0140) report.
- ☐ Assign control numbers.
- ☐ Set up grade calculations for each grade level.
- ☐ Set up courses by grade level.
- ☐ Create the master schedule.
- ☐ Create student schedules.

ELEMENTARY SCHEDULING

Assign Instructor Information

The Instructor tab on the Campus Schedule page allows you to assign each elementary instructor a unique grade level and section number.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor

Maintenance > Master Schedule > Campus Schedule SessionTimer: 99 min and 40 sec STG0160 County/District #: 015116

Save

Course Selection Course Section **Instructor** Copy Course Section

Del	Details	Instr ID	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		001	000907	04	44	SOLOMON	SALLY	K			01		<input type="checkbox"/>
		002	001017	04	42	WESLEY	TIME CLOCK PLUS	LE ANNE			03		<input type="checkbox"/>
		003	000820	04	43	RIVERA	PATRICIA	L			002		<input type="checkbox"/>
		005	000745	04	45	PENA	MELISSA	L			005		<input type="checkbox"/>
		006		05	53	HOWARD	new	5th			10		<input type="checkbox"/>
		007	000006			ADAMSON	AKILAH	M					<input type="checkbox"/>
		008	000947	05	51	THOMPSON	SHIRLEY	JEAN			08		<input type="checkbox"/>
		009	000008	05	52	AGUILAR	ALEJANDRINA	L			09		<input type="checkbox"/>
		011	001032	05	54	WILLIAMS	VALERIE	MICHELLE			11		<input type="checkbox"/>
		012	000992	02	21	WAGNER	SYLVIA	MARIE			12		<input type="checkbox"/>
		013	000661	02	22	MORGAN	LUCIA	E			13		<input type="checkbox"/>
		014	000591	02	23	MARTINEZ	LAURA	D			14		<input type="checkbox"/>
		015	000130	02	24	CARPENTER	CAROL	M			15		<input type="checkbox"/>
		016		02	25	teacher	new				16		<input type="checkbox"/>
		017	000043	03	33	BARBEE	ANDREW	B			17		<input type="checkbox"/>

1 / 3 Add

Instr Nbr: 001 Staff ID: 000907 Home Room: 01 Instructor Status: Inactive

Name: SALLY K SOLOMON Generation

First Middle Last

Maximum Values

Study Halls/Day: Sections/Sem: Periods/Day: Preps/Sem: Contact Periods/Year:

Restrictions

Department: Subject Area: Reserved Room:

Designators

1: 2: 3:

Elementary

Grade: 04 Section: 44

Exclude from Fall PEIMS: ☐

Instructor Schedule

Under **Elementary**:

1. In the **Grade** field, select the grade level for the instructor. If an instructor teaches one course with more than one grade level of student enrolled (e.g., physical education), create the course on the Maintenance > Tables > Elementary > Elem Courses tab. It will be assigned to the homeroom instructor, but you can change that the instructor for that section on the Maintenance > Master Schedule > Campus Schedule > Section tab.
2. In the **Section** field, type a section number to be assigned to the instructor.

NOTE: Each instructor for each grade level must have a unique section number. If there is a duplicate, the master schedule utility will not run, and will not return an error indicating a duplicate section number for multiple instructors.

Run Instructor List Report (SGR0140)

Run the Instructor List (Grd Rptng) report to make sure that each elementary instructor has been given a unique grade level and section number.

Grade Reporting Reports > Grade Reporting Reports > Instructor List (Grd Rptng) (SGR0140)

Reports > SGR0140 Instructor List (Grd Rptng) SessionTimer: 99 min and 51 sec County/District #: 015116

Exit

Sort Filter Retrieve Reset

Date Run: 1/08/2015 13:54:01 Instructor Listing Program: SGR0140
 Crty-Dst: 015-116 101 TxELS Elementary School Page: 1 of 1
 Sch Year: 2015

Instr ID	Name	Staff ID	Campus	Grd Lvl	Section	Homeroom	Dept	Excl from PEIMS
001	SOLOMON, SALLY K	000907	101	04	44	01		N
002	WESLEY, TIME CLOCK PLUS L	001017	101	04	42	03		N
003	RIVERA, PATRICIA L	000820	101	04	43	002		N
005	PENA, MELISSA L	000745	101	04	45	005		N
006	HOWARD, new 5		101	05	53	10		N
007	ADAMSON, AKILAH M	000006	101					N
008	THOMPSON, SHIRLEY J	000947	101	05	51	08		N
009	AGUILAR, ALEJANDRINA L	000008	101	05	52	09		N
011	WILLIAMS, VALERIE M	001032	101	05	54	11		N
012	WAGNER, SYLVIA M	000992	101	02	21	12		N
013	MORGAN, LUCIA E	000661	101	02	22	13		N
014	MARTINEZ, LAURA D	000591	101	02	23	14		N
015	CARPENTER, CAROL M	000130	101	02	24	15		N

Assign Control Numbers

The Cntrl by Grd Lvl tab allows you to assign each student to an instructor by individually assigning him to the instructor's control number.

NOTE: School administrators decide which control numbers are assigned to students who are enrolled in special programs. Use the Student Special Listing Program (SRG0600) report in Registration to help make these determinations.

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl

Utilities > Assign Control Numbers SessionTimer: 99 min and 37 sec STG0170 County/District #: 015116

Save Directory Campus: 101

Cntrl by Grd Lvl Cntrl by Student Cntrl by Period

Instr ID Grd Lvl

001 SOLOMON, SALLY, K 04

Execute Reset

Click 'Save' after Executing.

Update	Cntrl #	Stu Id	Grd	Name
<input checked="" type="checkbox"/>	001	014097	04	ADAMS JEFFREY V
<input type="checkbox"/>	001	013218	04	BARHAM RYAN C
<input checked="" type="checkbox"/>	001	013929	04	BARNES RYLAN M
<input checked="" type="checkbox"/>	001	013619	04	BEAUDOIN MORGAN A
<input checked="" type="checkbox"/>	001	012974	04	BEBOW HUNTER D
<input type="checkbox"/>	001	013213	04	BIGIO MYA E
<input type="checkbox"/>	001	014095	04	BYRD LEIANNA F
<input checked="" type="checkbox"/>	001	013351	04	CALLAWAY JOSHUA L
<input checked="" type="checkbox"/>	001	013007	04	CAMPBELL JAIDA A
<input type="checkbox"/>	001	013732	04	CARRAWAY PEYTON J
<input type="checkbox"/>	001	013808	04	CHILDS OLIVIA G
<input type="checkbox"/>	001	013987	04	CLAYTON ALEXANDRA M
<input type="checkbox"/>	001	012855	04	CURTIS KATE E
<input type="checkbox"/>	001	013553	04	DAVIS ISABELLA M
<input type="checkbox"/>	001	012966	04	DELA CRUZ JORDAN P
<input type="checkbox"/>	001	013838	04	DELCARLO- TAKARI S SCHELLIN
<input type="checkbox"/>	001	012870	04	DEWITT VICTORIA G
<input type="checkbox"/>	001	013176	04	DOHERTY ASIA S
<input type="checkbox"/>	001	012621	04	ELY GUNNAR W
<input type="checkbox"/>	001	013660	04	FLORES MADISON R
<input type="checkbox"/>	001	013829	04	FORBES COOPER T
<input type="checkbox"/>	001	014036	04	FREANEY ARIANA D
<input type="checkbox"/>	001	013404	04	GILMORE JAX X
<input type="checkbox"/>	001	014008	04	GREEN ADAM J
<input type="checkbox"/>	001	012977	04	GUTIERREZ KONNER A

1 / 4 Rows: 91

- In the **Instr ID** field, select an instructor.
 - The instructor's current grade level is displayed if it was properly set as described previously in the Assign Instructor Information section.
 - All students in the instructor's grade level are displayed.
- In the **Update** column, select each student you want to assign to the instructor.
- Click **Execute**.

A list of the students to be assigned to the instructor is displayed.

Utilities > Assign Control Numbers SessionTimer: 99 min and 36 sec STG0170 County/District #: 015118

Save Directory Campus: 101

Cntrl by Grd Lvl Cntrl by Student Cntrl by Period

Instr ID Grd Lvl
001 SOLOMON, SALLY, K 04

Execute Reset

Click 'Save' after Executing.

Update	Cntrl #	Stu Id	Grd	Name
<input checked="" type="checkbox"/>	001	013660	04	FLORES MADISON R
<input checked="" type="checkbox"/>	001	013829	04	FORBES COOPER T
<input checked="" type="checkbox"/>	001	014036	04	FREANEY ARIANA D

Rows: 3

- Click **Save**, if the list is satisfactory.
- Click **Reset** if you need to clear the students and complete the process again.

NOTES:

- It is very important that you remember to click **Save**. If you do not click **Save**, your changes will be lost when you navigate away from the page.
- If you click **Reset** after you click **Save**, the students are cleared from the page; however, the changes are already saved to the database.

Set Up Grade Calculations

The Elem Grade tab allows you to set up grade calculation for each grade level.

Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

Maintenance > Tables > Elementary SessionTimer: 99 min and 50 sec STG0170 County/District #: 015110

Save

Elem Grade Elem Courses Core Grd Cvsn Noncore Grd Cvsn

Delete	Grd Lvl	Elem Grd	Comp Sem Avg	Comp Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
	EE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0
	PK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0
	KG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0
	01	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0
	02	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0
	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0

EE
PK
KG
01
02
03
04
05

Rows: 7 + Add

1. Click **+Add** to add a row.
2. From the **Grd Lvl** field, select a current year grade level.
3. Select **Elem Grd** if elementary grading is used for the selected grade level.
4. Select **Comp Sem Avg** if TxEIS calculates year-to-date semester averages.
5. Select **Comp Cum Avg** if TxEIS calculates cumulative year-to-date averages.
6. Select **Incl Exam** if you want an exam grade to be included in the overall grade.
7. In the **Exam Wgt** field, type the weight to be used for the exam when calculating the semester average. This should only be included if the **Incl Exam** field is selected.
8. In the **Tot Wgt** field, type the total weight to be used to calculate the semester average.

See online Help in the TxEIS Student system for more information about these fields.

Set Up Courses By Grade Level

The Elem Courses tab allows you to set up all courses and their periods for each grade level.

Grade Reporting > Maintenance > Tables > Elementary > Elem Courses

Maintenance > Tables > Elementary SessionTimer: 99 min and 53 sec STG0170 County/District #: 015116

Save

Elem Grade Elem Courses Core Grd Cvsn Noncore Grd Cvsn

Grade Level: 04 Grade

Delete	Course	Title	Core	Period	Days
	9014 LANG ARTS 4	LANG ARTS 4	L	01	05 MTWThF
	9024 MATHEMATICS 4	MATHEMATICS 4	M	02	05 MTWThF
				01	05 MTWThF

0492 CHOICE/REINFORC
9000 APP LA ARTS 3
9001 APP LA ARTS 4
9002 APP LA ARTS 5
9010 LANG ARTS K
9011 LANG ARTS 1
9012 LANG ARTS 2
9013 LANG ARTS 3
9014 LANG ARTS 4
9015 LANG ARTS 5
9020 MATHEMATICS K
9021 MATHEMATICS 1
9022 MATHEMATICS 2
9023 MATHEMATICS 3
9024 MATHEMATICS 4
9025 MATHEMATICS 5
9030 SOC STUDIES K
9031 SOC STUDIES 1
9032 SOC STUDIES 2

Rows: 3 + Add + Add 10

1. In the **Grade Level** field, select the current grade level for which these courses will be added.
2. Click **+Add** to add a row, or **+Add 10** to add ten rows.
3. In the **Course** field for each row, select the course.

The **Title** field is read-only and displays the title of the course.

4. In the **Period** field, select the period for each course. You can have multiple courses offered during the same period.

5. In the **Days** field, select the day pattern for the course.
6. Click **Save**.

NOTES:

- You can return to this part of the process to add courses to a grade level after you have completed your master schedule.
- Courses you add here should consist of courses you want to assign to all students in a particular grade level. Do not include courses that are only Special Education, Gifted and Talented, or Title I.
- Do not include courses that have more than one group of students assigned to them (e.g., all first graders in a single physical education course). If you do this, you must use the Maintenance > Group Course Change page to move all the students into one course. Otherwise, the teacher for that course will have multiple rosters in ^{tx}Gradebook.

Create The Master Schedule

The Delete/Rebuild Master Schedule utility allows you to create sections for courses by deleting and rebuilding the current year master schedule. It uses the elementary courses table to determine the period and days that a section meets for each course. You may delete and rebuild the master schedule as many times as is necessary, but the utility will not execute if students have been assigned to course sections. These steps demonstrate the rebuilding process (see the appendix for more information about deleting the master schedule).

NOTE: If you have a master schedule already that you do not need to change, you may skip this step.

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule

The screenshot shows a web-based utility interface. At the top, there is a breadcrumb trail: 'Utilities > Elem Scheduling > Delete/Rebuild Master Schedule'. To the right of the breadcrumb, it says 'SessionTimer: 99 min and 28 sec', 'STG0170', and 'County/District #: 015116'. Below this, there are two radio buttons: 'Delete/Rebuild Existing Elem Sections' (which is selected) and 'Rebuild/Update Elementary Sections'. To the right of the radio buttons, there is a text field labeled 'Default Value to Use for Max Seats:' with the value '020' entered, and a label 'Campus: 101'. At the bottom right, there is a blue button labeled 'Execute'.

To create sections for the first time for a new school year:

1. Select **Delete/Rebuild Existing Elem Sections**.
2. In the **Default Value to Use for Max Seats**, type the maximum number of seats for each section.
3. Click **Execute**.

- If there are existing sections, a list of courses and sections is displayed.
- Click **Delete**. This deletes the old sections and display the new sections.

NOTE: If there are students still assigned to sections, they can not be deleted. See the appendix for information about deleting schedules.

4. Click **Save**.

To retain existing sections and add new sections:

1. Select **Rebuild/Update Elementary Sections**.
2. In the **Default Value to Use for Max Seats**, type the maximum number of seats for each section.
3. Click **Execute**.

If the sections do not exist, the new sections are displayed.

4. Click **Save**.

NOTE: One-semester courses are skipped by the utility and sections must be manually added. You can check the number of semesters for the course in the **Nbr Sem** field on the Maintenance > Master Schedule > District Schedule > Available Courses page in Grade Reporting.

Create Student Schedules

Create student schedules with the Delete/Rebuild Student Schedules From Table utility. You may also delete student schedules and transfer students from one section to another with this utility (see the appendix for more information on these processes).

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

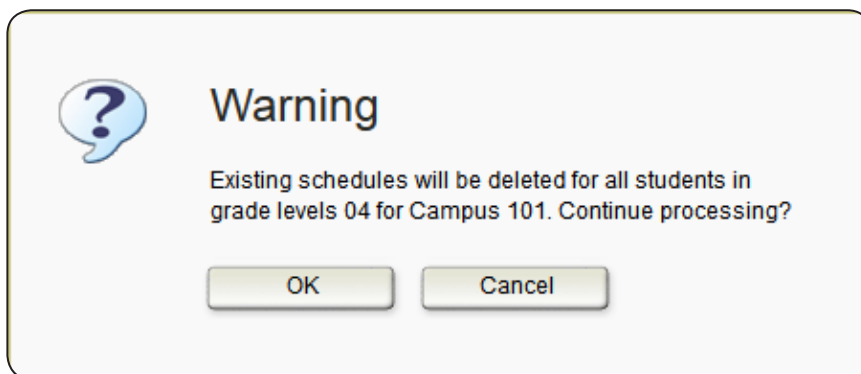
The screenshot shows a web-based utility interface. At the top, a breadcrumb trail reads 'Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table'. To the right of the breadcrumb, it displays 'SessionTimer: 99 min and 28 sec', 'STG0170', and 'County/District #: 015116'. The main content area has a light beige background. On the left, there is a 'Grade Level Selection' box containing a list of grade levels: 01, 02, 03, 04, 05, EE, KG, and PK. Below this list is a note: 'Use ctrl/click to select multiple grade levels.' To the right of the grade level selection, there are two checkboxes: 'Select Individual Students For Processing?' (unchecked) and 'Delete Existing Schedules:' (checked). Further right, it says 'Campus: 101' and there is an 'Execute' button.

1. Under **Grade Level Selection**, select the grade levels for which you would like to build student schedules. You may select multiple or all grade levels at one time.
2. Select **Delete Existing Schedules**.

NOTE: This process should be used only at the beginning of the school year before grades have been entered. Grades that have already been entered will be lost if you select this field.

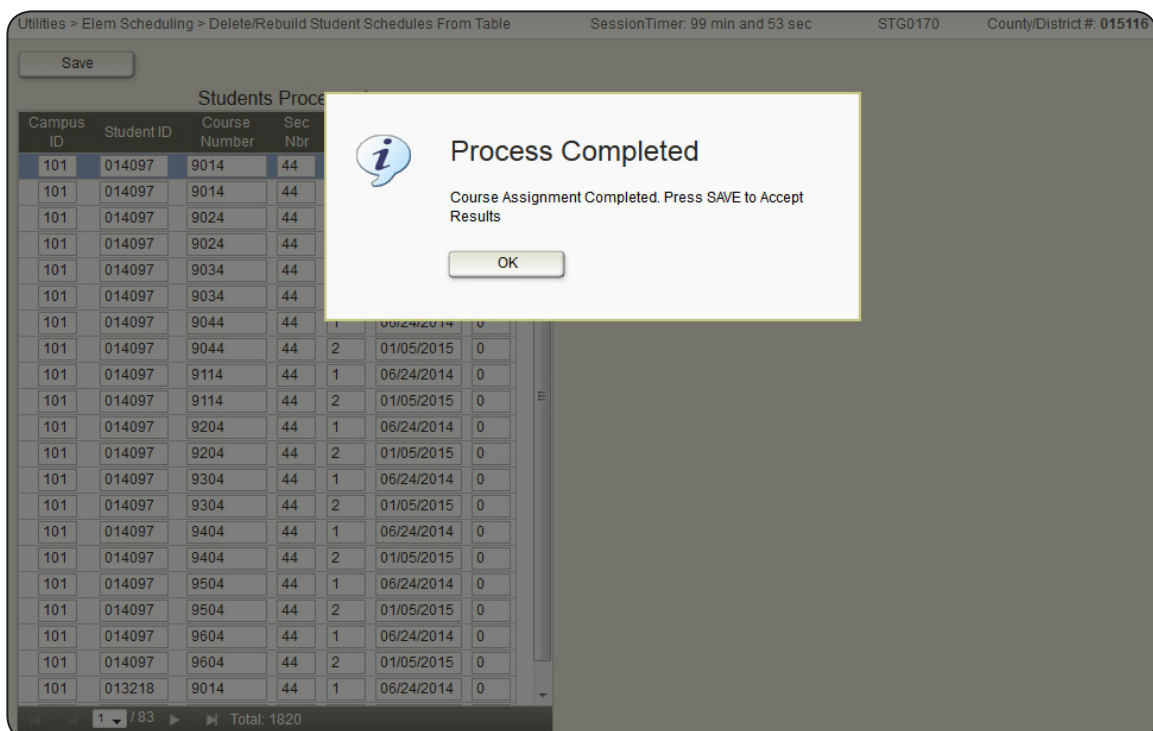
3. Click **Execute**.

A warning message is displayed indicating that existing schedules will be deleted for the selected students.



4. Click **OK** if you wish to continue. Existing schedules will be deleted.

When the process is complete, a message is displayed.



Click **OK**.

A list of students who have been scheduled is displayed.

5. Click **Save**, if the list is acceptable.

NOTE: If you navigate away from the page without saving, schedules are not created, and existing schedules are deleted. Make sure you save before leaving the page. No message is displayed warning you about this.

You have completed creating the master schedule. Further information about creating schedules for new students after you have created the master schedule, transferring a student between teachers, and deleting student schedules is located in the appendix.

APPENDIX: OTHER SCHEDULING PROCESSES

You will probably need to complete other short processes after you have created the master schedule and assigned schedules for students. The appendix covers creating schedules for new students, transferring students between instructors, and deleting student schedules and the master schedule.

Create Schedules for New Students

Use the Delete/Rebuild Student Schedules from Table utility to create schedules for new students individually after you have created the master schedule.

NOTE: New students must have been assigned control numbers before you can create schedules for them.

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

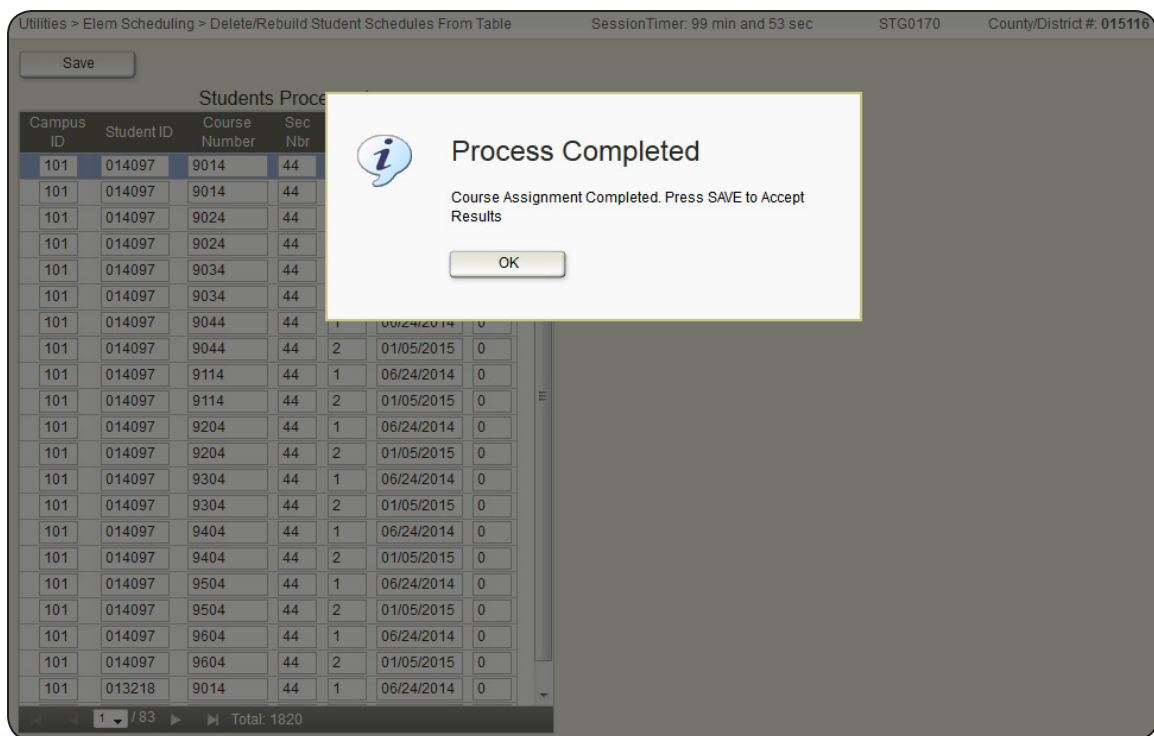
1. Clear **Delete Existing Schedules**.

NOTE:

- Do not forget to clear this field. Students with grades will lose those grades otherwise.
- The next field is displayed only after this step.

2. In the **Student Selection** field, select *Only if No Courses*.
3. Click **Execute**.

When the process is complete, a message is displayed.



Click **OK**.

A list of students who have been scheduled is displayed.

- Click **Save**, if the list is acceptable.

NOTE: If you navigate away from the page without saving, schedules are not created, and existing schedules are deleted. Make sure you save before leaving the page. No message is displayed warning you about this.

Transfer a Student Between Instructors

Use the Assign Control Numbers utility to transfer students to a different teacher without losing grades by reassigning control numbers for the students and transferring them to another section of the course.

NOTE: The utility can only be used to transfer students between sections of a course, not between courses.

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl

Utilities > Assign Control Numbers SessionTimer: 99 min and 54 sec STG0170 County/District #: 015116

Save Directory Campus: 101

Cntrl by Grd Lvl Cntrl by Student Cntrl by Period

Instr ID Grd Lvl
027 ATWELL, AMANDA, C 04

Execute Reset

Click 'Save' after Executing.

Update	Cntrl #	Stu Id	Grd	Name
<input checked="" type="checkbox"/>	001	014097	04	ADAMS JEFFREY V
<input type="checkbox"/>	001	013218	04	BARHAM RYAN C
<input checked="" type="checkbox"/>	001	013929	04	BARNES RYLAN M
<input checked="" type="checkbox"/>	001	013619	04	BEAUDOIN MORGAN A
<input type="checkbox"/>	001	012974	04	BEBOW HUNTER D
<input checked="" type="checkbox"/>	001	013213	04	BIGIO MYA E
<input checked="" type="checkbox"/>	001	014095	04	BYRD LEIANNA F
<input checked="" type="checkbox"/>	001	013351	04	CALLAWAY JOSHUA L
<input type="checkbox"/>	001	013007	04	CAMPBELL JAIDA A
<input type="checkbox"/>	001	013732	04	CARRAWAY PEYTON J
<input type="checkbox"/>	001	013808	04	CHILDS OLIVIA G
<input type="checkbox"/>	001	013987	04	CLAYTON ALEXANDRA M
<input type="checkbox"/>	001	012855	04	CURTIS KATE E
<input type="checkbox"/>	001	013553	04	DAVIS ISABELLA M
<input type="checkbox"/>	001	012966	04	DELA CRUZ JORDAN P
<input type="checkbox"/>	001	013838	04	DELCARLO- TAKARI S SCHELLIN
<input type="checkbox"/>	001	012870	04	DEWITT VICTORIA G
<input type="checkbox"/>	001	013176	04	DOHERTY ASIA S
<input type="checkbox"/>	001	012621	04	ELY GUNNAR W
<input type="checkbox"/>	002	013660	04	FLORES MADISON R
<input type="checkbox"/>	002	013829	04	FORBES COOPER T
<input type="checkbox"/>	002	014036	04	FREANEY ARIANA D
<input type="checkbox"/>	002	013404	04	GILMORE JAX X
<input type="checkbox"/>	002	014008	04	GREEN ADAM J
<input type="checkbox"/>	002	012977	04	GUTIERREZ KONNER A

1 / 4 Rows: 91

1. In the **Instr ID** field, select the instructor to whom you want to transfer a student or students.

All students in that current year grade level are displayed.

2. In the **Update** column, select each student you want to transfer.
3. Click **Execute**.

The list of selected students is displayed. If necessary, click **Reset** to start over. You can only reset if you have not yet clicked **Save**.

Utilities > Assign Control Numbers SessionTimer: 99 min and 57 sec STG0170 County/District #: 015110

 Campus: 101

Instr ID Grd Lvl
027 ATWELL, AMANDA, C 04

Click 'Save' after Executing.

Update	Cntrl #	Stu Id	Grd	Name
<input checked="" type="checkbox"/>	027	014097	04	ADAMS JEFFREY V
<input checked="" type="checkbox"/>	027	013929	04	BARNES RYLAN M
<input checked="" type="checkbox"/>	027	013619	04	BEAUDOIN MORGAN A
<input checked="" type="checkbox"/>	027	013213	04	BIGIO MYA E
<input checked="" type="checkbox"/>	027	014095	04	BYRD LEIANNA F
<input checked="" type="checkbox"/>	027	013351	04	CALLAWAY JOSHUA L

Rows: 6

- Click **Save**, if the list is acceptable.

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table SessionTimer: 99 min and 54 sec STG0170 County/District #: 015118

Grade Level Selection
01
02
03
04
05
EE
KG
PK
Use cntrl/click to select multiple grade levels.

Select Individual Students For Processing? ☒
Delete Existing Schedules: ☐
Student Selection: All
Sec/Instr Change Option: ☒

Campus: 101
Execute

Process ONLY Selected Students

Delete	Stu Id	Last Name	First Name	Grd Lvl
	014097	Find ADAMS	JEFFREY	04
	013929	Find BARNES	RYLAN	04
	013619	Find BEAUDOIN	MORGAN	04
	013213	Find BIGIO	MYA	04
	014095	Find BYRD	LEIANNA	04
	013351	Find CALLAWAY	JOSHUA	04

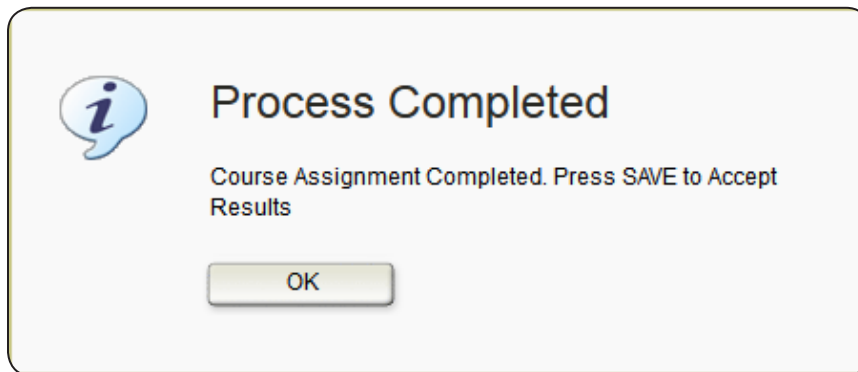
+ Add

1. Select **Select Individual Students For Processing?** to delete/rebuild schedules by student.
2. Clear **Delete Existing Schedules**. Since you are adding schedules for new students, you do not want to delete current student schedules.
3. In the **Student Selection** field, select *All* to build schedules for all listed students.
4. Make sure **Sec/Instr Change Option** is selected so that the instructor records are accessed, and the section numbers are changed in the student schedules.
5. In the grid, type student ID numbers for the students you want to transfer and click **Find**.

NOTE: They must have the new instructor's control numbers.

6. Click **Execute**.

A message is displayed noting that the process has completed and that you must click **Save** to accept the results.



Click **OK**.

7. Click **Save**.

Delete Student Schedules and the Master Schedule

If you need to restart the process of creating a master schedule and assigning students schedules, you will need to delete the master and student schedules.

Identify Any Students with Schedules

Run the Class Rolls (Student Grade Information) report to determine if any students have schedules.

Grade Reporting > Reports > Grade Reporting Reports > Class Rolls (Student Grade Information) (SGR0900)

Reports > SGR0900 Class Rolls (Student Grade Information) SessionTimer: 99 min and 52 sec COM0030 County/District #: 015116

[Return to Reports](#)

Report ID: SGR0900
User ID: LROSDAHL

Enter Selection Criteria:

Parameter Description	Value	List
Ending School Year (YYYY)	2015	
Campus ID	101	...
Semester	1	
Cycle		
Attendance Track (Blank for All)		
Period (Blank for All)		
Include Non Graded Courses (Y,N)	Y	
Course Numbers (Blank for All)		...
Include Self Paced Courses (Y,N)	Y	
Instructor IDs (Blank for All)		...
Include Withdrawn Students (Y,N)	Y	
Include Withdrawn Courses (Y,N)	Y	
Double-Space/Landscape (Y,N)	Y	
Cumulative Course Grades (Y,N)	Y	
Grade Level (Blank for All)	04	...
Non-Campus Based Instruction Code (00-10,99)		
Print Only Active Instructors (Y,N,Blank=N)		
Print Signature Line (Y,N,Blank=N)		

[Run Preview](#)
[Clear Options](#)

Run the report to see if students currently have schedules. If there are students with schedules they are displayed on the report.

Delete Student Schedules

Use the Delete/Rebuild Student Schedules from Tables utility to delete student schedules and/or the master schedule for your elementary campuses, if necessary.

Grade Reporting > Utilities > Delete/Rebuild Student Schedules From Tables.

Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table SessionTimer: 99 min and 37 sec STG0170 County/District #: 015116

Grade Level Selection

Select Individual Students For Processing? ☐

Delete Existing Schedules: ☒

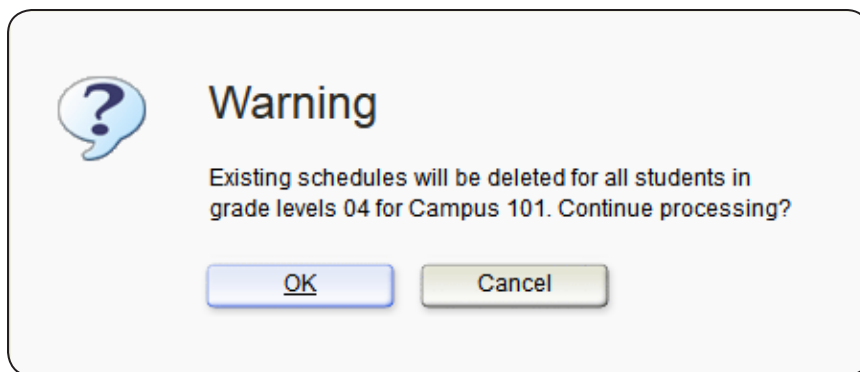
Campus: 101 [Execute](#)

01
02
03
04
05
EE
KG
PK

Use ctrl/click to select multiple grade levels.

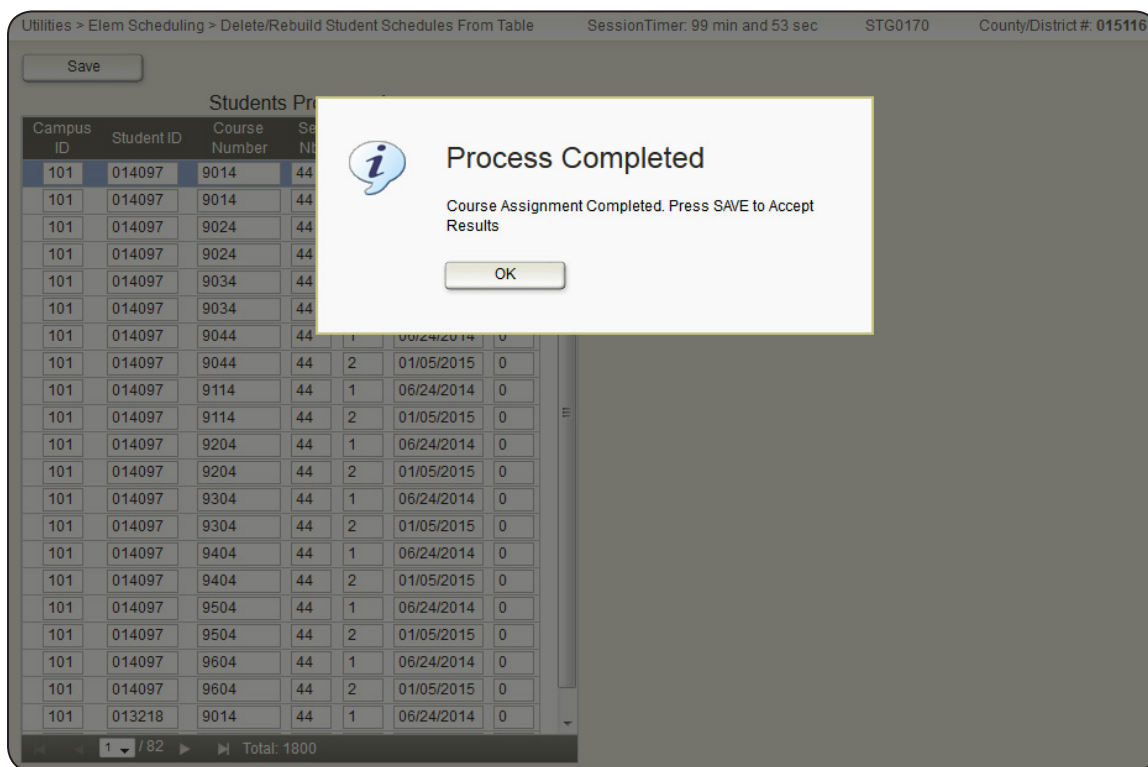
1. Select one or more grade levels under **Grade Level Selection**.
2. Select **Delete Existing Schedules** to delete any schedules students still have.
3. Click **Execute**.

A warning message is displayed indicating that schedules exist and will be deleted for the selected students.



4. Click **OK** to continue.

A message is displayed indicating that course assignment has been completed (i.e., that schedules have been deleted).



Click **OK**.

NOTE: DO NOT save your changes. When you click **Save**, the new (rebuilt) schedules for students are saved rather than deleted.

- Run the Class Rolls report again to make sure there are no withdrawn students who still have schedules. The Delete/Rebuild Student Schedules From Tables utility does not delete withdrawn students' schedules.

reports > SGR0900 Class Rolls (Student Grade Information) SessionTimer: 99 min and 53 sec County/District #: 015116

Exit

Filter Retrieve Reset

Date Run: 1/13/2015 11:02 AM
Cnly-Dist: 015-116
Campus: 101
Semester: 1 Cycle: All Track: All

Class Rolls
TxELS Elementary School
Sch Year: 2015

Program: SGR0900
Page: 1 of 10
* Withdrawn Student

Course: 9014 - 44 LANG ARTS 4 Sif Pcd: N Period: 01 Instr Nbr: 001 Instr Name: SOLOMON, SALLY

Student Name	Student ID	Grd	Lvl	Trk	Xfr	Cyc	Cyc	Cyc	Exam	Sem	Final	Credit	GP	Exc	UnEx	SchR	TU	Tdy	Clz	Cnt	Cnt	Cnt	Cnt	Cnt	Crs	Wd
*DOHERTY, ASIA S	013176	04		1																1	2	3	4	5		

Sub Total: 1
Transfer: 0
Total: 1

Delete Courses For Withdrawn Students

Use the Individual Maint page to delete courses for any withdrawn students who are still listed on the Class Rolls report. If there is no data for the report, continue with the Delete the Master Schedule section.

Grade Reporting > Maintenance > Student > Individual Maint

Maintenance > Student > Individual Maint SessionTimer: 99 min and 54 sec STG00120 County/District #: 015116

Save

Student ID: Student Name: Texas Unique Stu ID: Retrieve Directory Comments

Crns Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses EOC Exception

- Retrieve the withdrawn students.

A message is displayed indicating that the student is withdrawn from the campus.

Retrieve Information

Student is withdrawn from campus 101

OK

Click **OK**.

- Go to the Maintenance > Student > Individual Maint > Crs Assign page.

Maintenance > Student > Individual Maint SessionTimer: 99 min and 58 sec STG00120 County/District #: 015116

Save

Student ID: 013176 Student Name: DOHERTYASIA SYMONE Texas Unique Stu ID: 7477339586 Retrieve Directory Comments

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses EOC Exception

Include All WD Courses? ☒ Schedule Audit Withdrawn Student

Semester 1										Semester 2									
Current Track: 1 Current Sem 1: 06-24-2014										Current Sem 2: 01-05-2015									
Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr	Crs		Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr	Crs	
	9014	44	LANG ARTS 4	01	06-24-2014	--					9014	44	LANG ARTS 4	01	01-05-2015	01-09-2015			
	9024	44	MATHEMATICS 4	02	06-24-2014	--					9024	44	MATHEMATICS 4	02	01-05-2015	01-09-2015			
	9034	44	SOC STUDIES 4	03	06-24-2014	--					9034	44	SOC STUDIES 4	03	01-05-2015	01-09-2015			
	9044	44	SCIENCE 4	04	06-24-2014	--					9044	44	SCIENCE 4	04	01-05-2015	01-09-2015			
	9504	44	MUSIC 4	05	06-24-2014	--					9504	44	MUSIC 4	05	01-05-2015	01-09-2015			
	9604	44	ART 4	05	06-24-2014	--					9604	44	ART 4	05	01-05-2015	01-09-2015			
	9114	44	READING GR 4	06	06-24-2014	--					9114	44	READING GR 4	06	01-05-2015	01-09-2015			
	9204	44	COMP GR 4	06	06-24-2014	--					9204	44	COMP GR 4	06	01-05-2015	01-09-2015			
	9404	44	PE/HEALTH 4	07	06-24-2014	--					9404	44	PE/HEALTH 4	07	01-05-2015	01-09-2015			
	9304	44	SPANISH GR 4	08	06-24-2014	--					9304	44	SPANISH GR 4	08	01-05-2015	01-09-2015			

- Click the trash can icons next to each course for the student.

Maintenance > Student > Individual Maint SessionTimer: 99 min and 58 sec STG00120 County/District #: 015116

Save

Student ID: 013176 Student Name: DOHERTYASIA SYMONE Texas Unique Stu ID: 7477339586 Retrieve Directory Comments

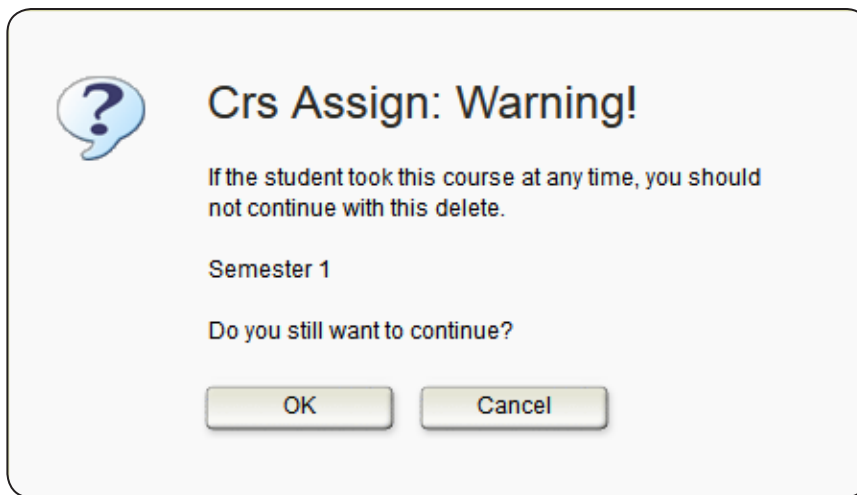
Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments Prior Yr Transfer Cumulative Courses EOC Exception

Include All WD Courses? ☒ Schedule Audit Withdrawn Student

Semester 1										Semester 2									
Current Track: 1 Current Sem 1: 06-24-2014										Current Sem 2: 01-05-2015									
Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr	Crs		Delete	Course	Sec	Title	Per	Entry Date	WD Date	Xfr	Crs	
	9014	44	LANG ARTS 4	01	06-24-2014	--					9014	44	LANG ARTS 4	01	01-05-2015	01-09-2015			
	9024	44	MATHEMATICS 4	02	06-24-2014	--					9024	44	MATHEMATICS 4	02	01-05-2015	01-09-2015			
	9034	44	SOC STUDIES 4	03	06-24-2014	--					9034	44	SOC STUDIES 4	03	01-05-2015	01-09-2015			
	9044	44	SCIENCE 4	04	06-24-2014	--					9044	44	SCIENCE 4	04	01-05-2015	01-09-2015			
	9504	44	MUSIC 4	05	06-24-2014	--					9504	44	MUSIC 4	05	01-05-2015	01-09-2015			
	9604	44	ART 4	05	06-24-2014	--					9604	44	ART 4	05	01-05-2015	01-09-2015			
	9114	44	READING GR 4	06	06-24-2014	--					9114	44	READING GR 4	06	01-05-2015	01-09-2015			
	9204	44	COMP GR 4	06	06-24-2014	--					9204	44	COMP GR 4	06	01-05-2015	01-09-2015			
	9404	44	PE/HEALTH 4	07	06-24-2014	--					9404	44	PE/HEALTH 4	07	01-05-2015	01-09-2015			
	9304	44	SPANISH GR 4	08	06-24-2014	--					9304	44	SPANISH GR 4	08	01-05-2015	01-09-2015			

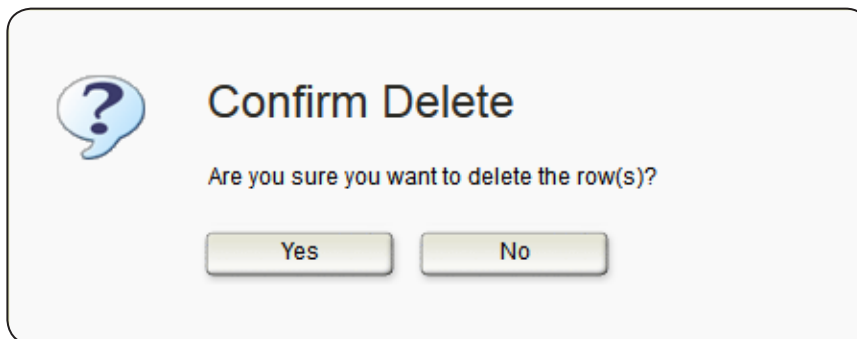
- Click **Save**.

A warning message is displayed.



5. Click **OK** to continue.

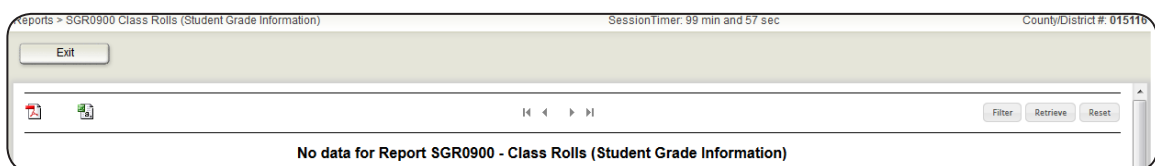
A message is displayed asking you to confirm that you want to delete the rows.



6. Click **Yes** to confirm you want to delete the selected rows.

NOTE: The same messages will be displayed for subsequent semester courses you want to delete.

7. Run the Class Rolls report again to make sure there are no more students listed as having schedules.



Delete The Master Schedule

Delete the master schedule if you need to create a new master schedule or want to start over completely.

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule

Utilities > Elem Scheduling > Delete/Rebuild Master Schedule SessionTimer: 97 min and 49 sec STG0170 County/District #: 015116

Delete/Rebuild Existing Elem Sections ☒ Default Value to Use for Max Seats: Campus: 101

Rebuild/Update Elementary Sections ☐

1. Select **Delete/Rebuild Existing Elem Sections**.
2. In the **Default Value to Use for Max Seats**, type the maximum number of seats needed for all new sections. The field can be up to three digits.
3. Click **Execute**.

Utilities > Elem Scheduling > Delete/Rebuild Master Schedule SessionTimer: 99 min and 56 sec STG0170 County/District #: 015116

Delete/Rebuild Existing Elem Sections ☒ Default Value to Use for Max Seats: Campus: 101

Rebuild/Update Elementary Sections ☐

Press Delete to Continue Processing:

Course	Section
9010	01
9010	02
9010	03
9010	04
9010	05
9011	11
9011	12
9011	13
9011	14
9011	15
9013	31
9013	32
9013	33
9013	34
9013	35
9014	41
9014	42
9014	43
9014	44
9014	45
9015	51
9015	52
9015	53
9015	54
9020	01
9020	02
9020	03
9020	04

1 / 10

Total: 294

4. Click **Delete** to delete the sections.

Utilities > Elem Scheduling > Delete/Rebuild Master Schedule SessionTimer: 97 min and 22 sec STG0170 County/District #: 015116

Save

Delete/Rebuild Existing Elem Sections ☒ Rebuild/Update Elementary Sections ☐ Default Value to Use for Max Seats: Campus: 101

Press Save To Accept Results

Camp	Crs	Sec	Max Seats	Instruct Set	Pop Srvd	Role Id	Class Type
101	9010	01	020		01	087	01
101	9010	02	020		01	087	01
101	9010	03	020		01	087	01
101	9010	04	020		01	087	01
101	9010	05	020		01	087	01
101	9011	11	020		01	087	01
101	9011	12	020		01	087	01
101	9011	13	020		01	087	01
101	9011	14	020		01	087	01
101	9011	15	020		01	087	01
101	9013	31	020		01	087	01
101	9013	32	020		01	087	01
101	9013	33	020		01	087	01
101	9013	34	020		01	087	01
101	9013	35	020		01	087	01
101	9014	41	020		01	087	01
101	9014	42	020		01	087	01
101	9014	43	020		01	087	01
101	9014	44	020		01	087	01
101	9014	45	020		01	087	01
101	9015	51	020		01	087	01
101	9015	52	020		01	087	01
101	9015	53	020		01	087	01

1 / 10 Total: 295

NOTE: DO NOT save your changes. When you click **Save**, the new (rebuilt) master schedule is saved rather than deleted.

CONCLUSION

You have completed the process of creating a master schedule and assigning students their schedules. See the TxEIS Scheduling - Perform The Scheduling Process For Secondary Students and the TxEIS Move To Grade Reporting - Perform Move To Grade Reporting “How To” guides for more information about Scheduling processes.

For more information about individual fields or pages, see the online Help in the TxEIS Student system.

