StudentInformation Scheduling Checklist

For the 2019-2020 School Year

1. Set your working school year to 2019-2020. Verify that your building initialization is complete. To do this, click  at the right of the [Find Students] box. If you do not find any students do NOT continue. Call your DASL Point-of-Contact or NOECA for further information.

2. Enter new students using Student Registration Wizard.

- StudentInformation>SIS>Registration Wizard

3. Add and/or edit courses in the Courses screen. Run the CRSE report to verify courses were entered correctly.

- StudentInformation> Management>School Administration>Scheduling Administration> Course Maintenance >Courses \*

- StudentInformation>SIS>Scheduling>Scheduling Reports> Course Curriculum (CRSE)

4. Add and/or edit the Course Groups, Group tab.

-StudentInformation>Management>School Administration>Scheduling Administration>Course Maintenance>Course Groups, Group tab

5. Collect and enter student requests using one or a combination of the following options.

- Course Request Mass Update, StudentInformation>Management>School Administration >Scheduling Administration>Course Request Mass Update Groups

- Individually with your student in context, StudentInformation>SIS>Scheduling>Requests

- Individually with your student in context, StudentInformation>SIS>Student>Student Schedule>Request Assignments

- With the Public Course Request module, StudentInformation>Management>School Administration>Public Administration https://si-public.noeca.org

6. Run R401 - Student Course Request Verification and make any necessary corrections to the student course requests. Check the ‘Print Only Students With Error Messages’.

- StudentInformation>SIS>Scheduling>Scheduling Reports>Student Course Request Verify (R401)

7. Other Reports to consider when evaluating student requests.

StudentInformation>SIS>Scheduling>Scheduling Reports> *(and)*

-No Request / Assignments (NORQ)

-Student Course Requests (REQU)

-Student Request Specific Course (R404)

-Student Request a Specific Course Pair (R405)

-Course Request Verification Slip (R416)

-Course Request Labels (R206)

StudentInformation>Local>Analytics Hub>Scheduling>Unapproved Course Request Detail

8. Run R402 - Tally of Student Course Requests to help you decide how many course sections you will need.

- StudentInformation>SIS>Scheduling>Scheduling Reports>Tally of Student Course Requests (R402)

9. Review the Teacher and Room files.

- StudentInformation>Management>Security>View Staff Members

- StudentInformation>Management>School Administration>School Building Administration > Rooms/Locations

10. Add and/or edit course sections that will be used with the ‘Courses’ and ‘Course Groups’ in the Course Sections screen.

- StudentInformation>Management>School Administration>Scheduling Administration>Course Maintenance >Course Sections.

Note: If a particular course section will receive a different course credit than the normal course credit, enter it here:

- StudentInformation>Management>School Administration>Marks Administration>Course Section Exception

**Important! Course Section, Teacher History Tab must be updated each time a new course section is created or a teacher is changed on an existing course section. Please see the StudentInformation Help, User Guides, Student, Scheduling pages 65 and 66 for more information. Your EMIS Coordinator can run a program to set this tab with the correct data at the beginning of the year. As the year progresses you will need to keep it updated by hand.**

11. Add and/or Edit Course Group, Courses/Sections tab. Run R407 checking ‘Show Active Only’ and ‘Print course Groups Only’ to verify groups were entered correctly.

- StudentInformation>Management>School Administration>Scheduling Administration>Course Maintenance>Course Groups, Courses/Sections tab.

- StudentInformation>SIS>Scheduling>Scheduling Reports> Class Master Schedule (R407)

12. Other Reports to assist with the creation of the Master Schedule.

StudentInformation>SIS>Scheduling>Scheduling Reports> *(and)*

-Course Curriculum (CRSE)

-Location Schedule (R409)

-Teacher Schedule (R411) *~or~* StudentInformation>EZ Query>Tools>Teacher Class Schedule

-Teacher Block Schedule (R427) Note: This report will print Teacher mailing labels.

-Potential Course Conflicts (R406)

-Potential Course Conflicts Matrix (R403)

-Singleton List Report (R813-A)

-Singleton List Conflict Report (R813-B)

-Timetable Grid (R422)

13. Print the Master Schedule and verify that it has been entered correctly.

StudentInformation>SIS>Scheduling>Scheduling Reports> *(and)*

-Class Master Schedule (R407)

-Section Summary by Report Period (R807)

StudentInformation>SIS>School>Course Section Summary Report (on-line report)

14. Enter manual assignments of specific course sections for students.

- StudentInformation>SIS>Scheduling>Requests ~*or*~

- StudentInformation>SIS>Student>Student Schedule>Request Assignments

Do NOT use the Course Sections Assignments page at this time.

15. Review the Default Batch Parameter Set.

- StudentInformation>Management>School Administration>Scheduling Administration>Scheduler>Job Parameter Sets

16. Submit the Batch Scheduler utilizing the  Execute Job and Update Existing Scheduling

Result when performing your first run.

- StudentInformation>Management>School Administration>Scheduling Administration>Scheduler>Job Parameter Sets

17. Review Batch Scheduler statistics.

- StudentInformation>Management>School Administration>Scheduling Administration>Scheduler>Schedule Job History, Stats link.

18. Run reports to help resolve conflicts.

StudentInformation>SIS>Scheduling>Scheduling Reports> *(and)*

-Students Scheduled with Alternate Courses (R413)

-Student Scheduled With Free Time (R415A)

-Students Scheduled With Free Time by Period (R415B)

-Student Scheduled in one Course Section and Not Another (R424)

-Students Scheduled Into Two Assigned Course Sections (R425)

-Student Scheduling Analysis (R426)

-Section Summary by Report Period (R807)

-Class Master Schedule (R407)

19. Make applicable changes and rerun the Batch Scheduler as many times as needed. Choose the option;  Execute Job and Update Existing Scheduling Result *or* Execute Job and Create New Scheduling Result as appropriate.

- StudentInformation>Management>School Administration>Scheduling Administration > Scheduler>Job Parameter Sets *(or)*

- StudentInformation>Management>School Administration>Scheduling Administration >Scheduler>Schedule Job History, Rerun Job link

Do NOT use the Schedule Job Wizard at this time.

20. Clean up students that are not fully scheduled.

- StudentInformation>SIS>Scheduling>Requests ~*or*~

- StudentInformation>SIS>Student>Student Schedule>Request Assignments

Do NOT use the Course Sections Assignments page at this time.

Use StudentInformation>SIS>Scheduling>Scheduling Reports> Student Scheduling Analysis (R426) to identify these students.

21. Run Study Hall Wizard.

- StudentInformation>Management>School Administration>Scheduling Administration >Scheduler>Study Hall Wizard

22. Review Study Hall Wizard statistics.

- StudentInformation>Management>School Administration>Scheduling Administration >Scheduler>Schedule Job History, Job Type: Study Hall Batch, Stats link

23. Lock in the Final Schedule Result once you are satisfied with your student schedules.

- StudentInformation>Management>School Administration>DASL Options, Scheduling tab

\*\*\*\*\* IMPORTANT \*\*\*\*\*

The Final Schedule Results (for your entire district) must be locked in, at minimum, one week prior to your desired GradeBook data integration date. If you are not a GradeBook school, your building must have its Final Schedule Result locked in by the first day of school in order to take attendance.

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24. Optional: Extracts of Student Schedule Information.

StudentInformation>EZ Query>Reports>Download Class List

StudentInformation>Local>Analytics Hub>Scheduling>Student Schedules

StudentInformation>Local>Analytics Hub>Scheduling>Student Location

25. Print Student Schedules.

- StudentInformation>SIS>Scheduling>Scheduling Reports>Schedule Card Formatter (R701)

R701 table of report layouts and screen shots can be found on page 221 and pages 228-231 of the StudentInformation Help, User Guides, Student, Scheduling. Note: These page numbers are approximate given that the documentation is updated often.

26. Make all future schedule changes on the Course Section Assignments page.

- StudentInformation>SIS>Scheduling>Course Section Assignments

Use the Remove/Delete and/or the Add Course Assignment option until you have marks that you wish to preserve. To preserve marks use the Drop option. If using Transfer, make sure the teacher also transfers the assignments in GradeBook.

27. R209 - This report is a listing of course section scheduling activity that includes the date and

User name of the person that made the schedule change.

- StudentInformation>SIS>Scheduling>Scheduling Reports>Add/Drop Audit Report (R209)

28. Optional: See where a student is in the building each period.

StudentInformation> *(and)*

Local>Analytics Hub>Scheduling>Student Location (today)

SIS>Student>Student Schedule>View Schedule (select date – default is today)

SIS>Scheduling>Course Section Assignments (full Schedule)

\* Courses, Miscellaneous tab, Course Type field

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If Course Type = Class, ESC Course, Satellite Course, Post Secondary Course, or Vocational, the course will show on the Student Marks page.

If Course Type = Spare or Case Management it will **not** show on the Student Marks page.

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If Course Type = Spare or Blank the course will show on the student View Schedule page.

If Course Type = Case Management, the course will **not** show on the student View Schedule page.

If Course Type = Study Hall, when the Study Hall Wizard is run, open time periods on the students’ schedules will be filled with these courses.

If you do not want the course to print on the report card, uncheck the “Print on Report Card” box on the Courses, Marks tab.