Synergy SIS™
Scheduling and Course Guide

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This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
October 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches
April 2011	1	1	3	Updated to include changes from the November 2010 release, and added chapter on ClassBoard
November 2012	1	1	4	Updated to include release notes and technical notifications since the June 2011 release.
May 2013	1	1	5	Updated to the 8.0 release.
May 2013	1	1	6	Course information added to create a combined Scheduling and Course guide
July 2013	1	1	7	Updated to include changes from release 8.0.2.0
September 2013	1	1	8	Updated to the 8.0.4.0 release. Added four new reports and section lock feature.

CONVENTIONS USED IN THIS MANUAL

Bold Text	**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.
	**Tip** – Suggests advanced techniques or alternative ways of approaching the subject.
	**Note** – Provides additional information or expands on the topic at hand.
	**Reference** – Refers to another source of information, such as another manual or website
	**Caution** – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of Scheduling and Mass Scheduling
- About Course
- Implementation considerations
- Steps to complete before starting the schedule

OVERVIEW OF SCHEDULING

There are two main methods to creating the students' class schedules in Synergy SIS. **Mass Scheduling** allows students to be scheduled by groups and is primarily used by large secondary schools. **Scheduling** is primarily used by elementary schools or smaller schools where only one or two sections of a given course may be offered.

Synergy SIS offers two ways to conduct mass scheduling. The **Scheduler** requires that the proposed sections be added to the scheduler, and then analyzes the student requests that can be fulfilled with the proposed sections.

Master Schedule Builder takes the process a step further, and presents a much easier, faster way to build a schedule. It allows schools to compare options such as the maximum number of students in a room, or the maximum number of periods a teacher is assigned per day. **Master Schedule Builder** takes the existing course requests and available teachers and rooms, and builds the proposed sections for the school. Its many reports can also show which courses are understaffed, or where more room space is needed. There is an additional cost for the Master Schedule Builder, so please contact the district's Edupoint sales representative to add this valuable tool to the district's Synergy SIS installation.

This manual covers all aspects of the scheduling process except for the Master Schedule Builder, and explains all the views in the **Course**, **Mass Scheduling** and **Schedule** folders. There are also a number of reports that can be generated from the information, and Chapter Nine reviews the available reports and shows how to customize and print these reports. Chapter Ten outlines the security options available for each screen used in scheduling.

The **ClassBoard** tool for mass scheduling is also covered in Chapter Seven.

To access a screen:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button.

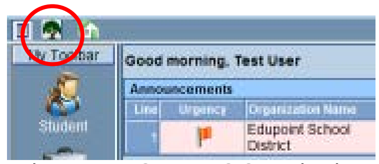


Figure 1.1 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward.

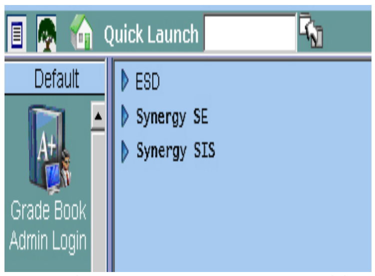


Figure 1.2 – Synergy SIS Folder

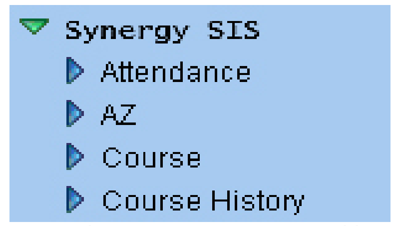


Figure 1.3 – Synergy SIS Folder Expanded

1. Under the Synergy SIS folder, open the **Course** folder by clicking on the blue triangle pointing right, next to the word Course. Once clicked, the triangle turns green and points downward.

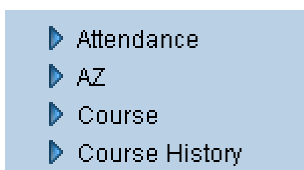


Figure 1.4 – Course Folder

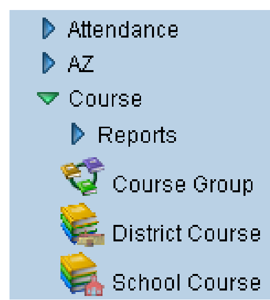


Figure 1.5 – Course Folder Expanded

Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above would be indicated as **Synergy SIS > Course**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the Course folder.

About Course

Some Synergy SIS screens are available in multiple places in the Navigation Tree, but administrative personnel can limit your access to those places. Therefore, you might have access to **Synergy SIS > Course**, **Synergy SIS > Schedule**, or both.

The screens in **Synergy SIS > Course** are described in Chapter Two of this guide, except **CTE Programs**, which is described in the *Synergy SIS – Course History Administrator Guide*. The reports in **Synergy SIS > Course** are described in Chapter Nine of this guide.

IMPLEMENTATION CONSIDERATIONS

Before beginning the scheduling process, it is important to identify all of the rules and standards that apply to the student's schedule. The following issues should be decided prior to scheduling.

Core Courses

- **Do certain grades have required core courses?** For example, 7^{th} grade students must be scheduled in English 101, Math 101, Science 101, and Social Studies 101.
- **Do certain groups of students have required core courses?** For example, students in the band must be scheduled for the Marching Band course in Period 1, cheerleaders must take PE in Period 6, and ROTC students must be scheduled in the ROTC class in Period 6.

Pre-Requisites and Co-Requisites for District Courses

- **Do students have to pass another course before enrolling in this course (pre-requisite)?** For example, Keyboarding 101 must be completed before taking Computers 101, or Spanish 1 must be completed before taking Spanish 2.
- **Do some courses need to be taken together in the same semester (co-requisite)?** For example, students must take Biology 101 and Lab 101 in the same semester.

Course Requests

- **Are alternate course requests allowed?** Alternate course requests are backup course requests that are used if the student cannot be scheduled for their primary course request.
- **If alternate requests are allowed, are they one-to-one for any type of course (core or elective), or are they allowed to select global alternates for any elective, or are both types allowed?** A one-to-one alternate would be if the student's primary course request is Algebra 1, but if they cannot take that class they would like to take Business Math. Global alternates would be if the student has selected 2 elective classes, and provided a list of several alternative classes that will be used if they can't be scheduled for either or both of their chosen electives.
- **How should duplicate course requests be handled?** Should they all be scheduled, all rejected or only one scheduled?
- **Will students have the option to select a term or teacher preference?** A term preference is if the student may select which term they would prefer to be scheduled for a course. A teacher preference is if the student may select which teacher they would prefer.

Scheduling Options

- **Will students be teacher aides?** If so, will a generic teacher aide course be used?
- **Will sections be limited by the maximum seats defined for the section or the maximum seats defined for the assigned room?** Most schools use the maximum seats for the section as this gives them the flexibility to adjust for teacher considerations as well as room constraints, but either option is available.
- **Will students be pre-scheduled in sections?** Pre-scheduling students may limit the overall options when using Mass Scheduling, but may be appropriate for sections offered for a very specific group of students such as students repeating a course for credit.
- **Will term override by used?** For example, with Term Override enabled for a yearlong course, a student could be scheduled to take only one semester of the yearlong course.
- **Will some classes need to be scheduled in separate terms?** For example, State Government and Free Economics are two required classes for students in 12^{th} grade. However, the students must take these courses in different terms.
- **Are the majority of the students scheduled for a set number of hours or periods?** For example, the majority of the students are scheduled for 6 periods; however there are students who are scheduled for 1 hour or half a day.
- **Will the student's schedule be the same on every day, or will the schedule vary depending on the day of the week?** If the schedule varies, rotation periods and/or rotation days can be used to define when course sections meet.

Class & Student Groupings

- **When sections are created, should they be grouped in any particular combination to keep select students with select teachers, etc.?** If yes, teams will be used to keep the group of students scheduled in the same sections.
- **If teams will be used, what options need to remain the same for the group of students?** Students can be restricted to the same teacher, period, and /or room, or they can be scheduled with no restrictions.
- **When students are scheduled, should they be grouped in any particular combination of sections?** If yes, houses will be used to keep students in the same group of courses.
- **When courses are grouped together in repetition, should they be grouped together in any particular combination of sections?** If yes, wheels will be used to allow ease of scheduling these course "wheels."

BEFORE STARTING

Before beginning the Scheduling process, several decisions need to be made and information about the new school year needs to be gathered.

- Gather all information about the course catalog, any pre-requisite/co-requisite info, and a list of any changes for the new school year
- Identify any changes to the rooms available for classes, or any changes to capacity. Update the information in the School Room screen.
- Get an updated list of the teachers for the new school year, and update the information in the Staff screen.
- Complete the New Year Rollover as outlined in the Synergy SIS – New Year Rollover Guide.

Once the preparatory tasks are completed as outlined above, the scheduling process can begin. A checklist of the order of tasks needed to complete the Mass Scheduling process is outlined below.

Mass Scheduling Check List

Task	Completed
Setup the Scheduling Options • Define the terms and periods for new school year in the School Setup screen • Update courses in the District Course screen • Opt-in to any new courses and opt-out of courses that will not be used though the School Course screen • Identify any changes to staff, classes offered, and House and Team assignments • Modify the School Scheduling Options as needed	❐
Enter Student Course Requests • Setup ParentVUE/StudentVUE if allowing students to make online course requests (optional) • Mass assign Period Restrictions through Mass Assign House and Team (optional) • Mass Assign House and Team (optional) • Mass Assign Course Requests (optional) • Enter and maintain student course requests in the Schedule Request screen • Have students complete online course requests in ParentVUE and StudentVUE (optional)	❐

Review Reports • Review reports to verify and determine initial section offering, students without full requests, etc.	❒
Create Initial Master Schedule • Copy last year's master schedule as reference • Copy or create a new option set named 98 Working Copy • Create the sections within the 98 Working Copy Option Set	❒
Review Reports • Review reports to verify initial section offering with student course requests • Modify course requests and sections as needed after analyzing reports • Pre-schedule students as needed	❒
Create Additional Test Schedules • Copy 98 Working Copy to a new option set named 97 Working Copy • Check out a copy of the new option set 97 Working Copy • Select scheduling rules and options for this option set • Run the schedule	❒
Analyze Scheduling Results • Review the results of the scheduling in the Option Set • Screen any conflicts lists in the Schedule Student screen of the Option Set	❒
Review Reports • Analyze reports for analysis of scheduling results	❒
Run Final Test Schedules • Copy 98 Working Copy to a new option set named 96 Working Copy for updating and re-scheduling • Modify Schedule Requests as necessary	❒
Finalize Schedule • Copy the final option set with student results to a new option set titled YR/YR Final Master Schedule • Run the Update Schedule process. This will copy the YR/YR Final Master Schedule from Mass Schedule to Schedule • Hide the Mass Scheduling folder from end users	❒

• Print student schedules using STU202 report	

Once the schedule has been finalized, all scheduling for new students and any schedule changes for returning students should be completed in the Walk In Schedule screen.

Chapter Two:
COURSES & ROOMS SETUP

In this chapter, the following topics are covered:

- How to set up the course catalog at the district level
- How to “opt-in” to a course
- How to set up a course group
- How to define the rooms used at a school

DISTRICT COURSE SETUP

On the **District Course** screen are several drop-down lists, where users select pre-populated values. The values in each list are stored in a lookup table. The lookup tables can be modified on **Synergy SIS > System > Setup > Lookup Table Definition**. Some lookup tables are considered "product-owned," meaning the values have been hard-coded into the Synergy SIS programming, and consequently cannot be changed. The other tables may be modified to match the needs of the school district. Before creating courses in the **District Course** screen, these values should be entered. To modify a lookup table's values:

1. Go to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. **Find the table** that needs to be changed by clicking on the triangles for each node. All the lookup tables for the District Course screen are found under the node **K12.CourseInfo**.
3. Once the table is located, click the **Add** button to add a new code.

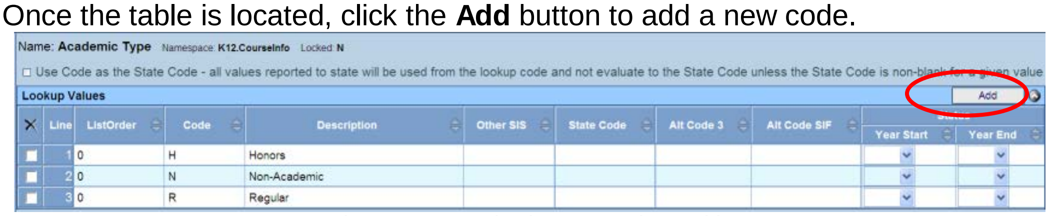


Figure 2.1 – Academic Type Lookup Table

4. A defined order can be set by entering the order number in the **ListOrder** column. Otherwise, the values are sorted in alphanumeric order by the **Description** field. If the numbers in the **ListOrder** field are the same, the **Description** is used to sort the list.
5. Enter a code for the item in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down list.
6. Enter the description of the code in the **Description** column.
7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is no longer available for selection for new records. For example, if a code is no longer valid for records beginning FY2008, select 2008 for the end year.
9. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
10. Click the **Save** button at the top of the screen to save the changes.

To delete a code, click the box in the X column, and click the Save button at the top of the screen.

The District Course screen has the following lookup tables on the Course tab:

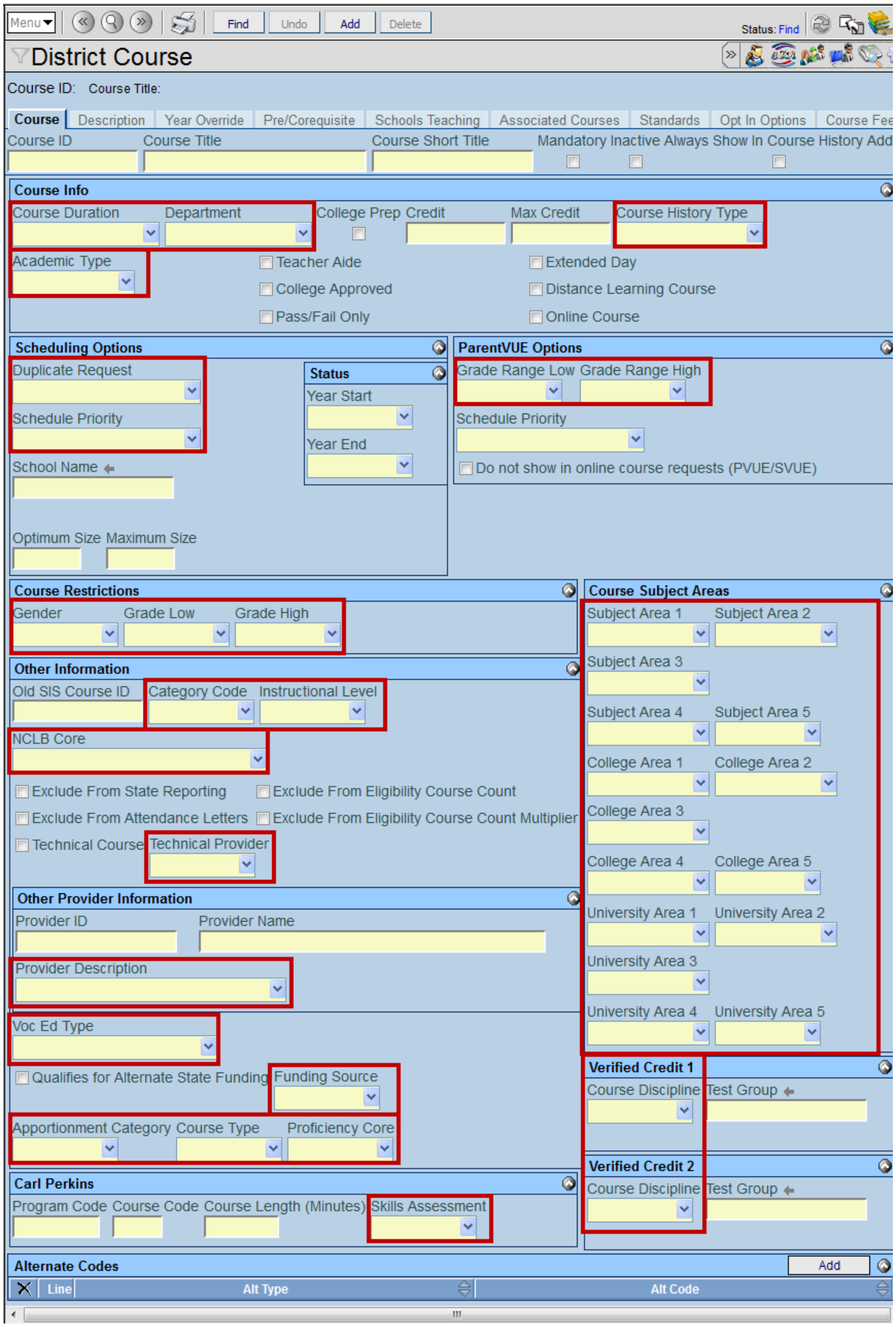


Figure 2.2 – District Course Screen

- **Course Duration** – the length of the course such as semester or quarter. The lookup table is located in **K12.CourseInfo**, and the table name is **Course Duration**.

Name: **Course Duration** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	Q1	Quarter 1	1					
2	0	Q2	Quarter 2	2					
3	0	Q3	Quarter 3	3					
4	0	Q4	Quarter 4	4					
5	0	QF	Quarters (1 or 2)						
6	0	QS	Quarters (3 or 4)						
7	0	QT	Quarter						
8	0	S1	Semester 1	F					
9	0	S2	Semester 2	S					
10	0	SX	Semester						
11	0	T1	Trimester 1						
12	0	T2	Trimester 2						
13	0	T3	Trimester 3						
14	0	TA	Trimesters (First 2)						
15	0	TB	Trimesters (Second 2)						
16	0	TC	Two Trimesters						
17	0	TM	Trimester	T					
18	0	YR	Year	Y					

Figure 2.3 – Course Duration Lookup Table

- **Department** – the department at the school or district overseeing the course, such as English or Math. The lookup table is located under **K12.CourseInfo**, and the table name is **Department**.

Name: **Department** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	FA	Fine Arts						
2	0	LA	Language						
3	0	MA	Math						
4	0	SC	Science						
5	0	SE	Special Education						
6	1	AR	Art						
7	2	AS	Aerospace Science						
8	3	AG	Agricultural Science						
9	4	BE	Business Education						
10	5	CB	Computer/Business						
11	6	EN	English						
12	7	FS	Family and Consumer Sciences						
13	8	IT	Industrial Technology						
14	10	MS	Military Science/Leadership Army						
15	11	MU	Music/Performing Arts						

Figure 2.4 – Department Lookup Table

- **Academic Type** – the type of course, such as honors or regular. The lookup table is located under **K12.CourseInfo**, and the table name is **Academic Type**.

Name: **Academic Type** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
								Year Start	Year End
1	0	H	Honors						
2	0	N	Non-Academic						
3	0	R	Regular						

Figure 2.5 – Academic Type Lookup Table

- **Course History Type** – the type of course, such as Jr. High School or High School. The lookup table is located under **K12.CourseHistoryInfo**, and the table name is **Course History Type**.

Name: **Course History Type** Namespace: **K12.CourseHistoryInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	1	0	Default						
	2	2	1	Jr. High School						
	3	3	2	High School						
	4	4	3	Other						

Figure 2.6 – Course History Type Lookup Table

- **Duplicate Request** – how to handle a course request when a student has requested the same course twice. The lookup table is located under **K12.CourseInfo**, and the table name is **Duplicate Request**. This table is a product-owned table and cannot be changed.

Name: **Duplicate Request** Namespace: **K12.CourseInfo** **Product Owned**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the St

Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: **The Other SIS column for Product Owned lookups is cleared after a new installation.**

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	1	0	Reject All Duplicates				
2	2	1	Schedule All Duplicates				

Figure 2.7 – Duplicate Request Lookup Table

- **Schedule Priority** – the priority the course should receive during the scheduling process. The lookup table is located under **K12.CourseInfo**, and the table name is **Schedule Priority**. This table is a product-owned table and cannot be changed.

Name: **Schedule Priority** Namespace: **K12.CourseInfo** **Product Owned**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: **The Other SIS column for Product Owned lookups is cleared after a new installation.**

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	1	1	Core (High)				
2	2	5	Elective (Low)				

Figure 2.8 – Schedule Priority Lookup Table

- **Grade Range Low & High, Grade Low & High** – a list of possible grade levels.

  This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the data reporting guide for your state.

- **Gender** – a list of gender abbreviations. This is the same list of abbreviations that is used through Synergy SIS, and the setup of the list is outlined in the data reporting guide for your state.

Subject Area 1-5 – the subjects assigned to the course for matching graduation requirements for high school. The lookup table is located under **K12.CourseInfo**, and the table name is **Subject Area**.

Name: **Subject Area** Namespace: K12.CourseInfo Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	1	Fine/Applied Arts	A					
2	2	2	English 9th Grade	B					
3	3	3	English Writing	C					
4	4	4	English Literature	D					
5	5	5	English Elective	E					
6	6	6	Mathematics	F					
7	7	7	Science Required	G					
8	8	8	Science Elective	H					
9	9	9	American History	I					
10	10	10	Government	J					
11	11	11	Free Enterprise	K					
12	12	12	World History Geography	L					
13	13	13	Physical Education 09-12	M					
14	14	14	Physical Education 10-12	N					
15	15	15	Electives	O					

Figure 2.9 – Subject Area Lookup Table

- **College Area 1-5** – the list of subjects that must be completed in high school for college admission. The lookup table is located under **K12.CourseInfo**, and the table name is **College Subject Area**.

Name: **College Subject Area** Namespace: K12.CourseInfo Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	0	A	History/Social Studies						
2	0	B	English						
3	0	C	Mathematics						
4	0	D	Lab Science						
5	0	E	Foreign Language						
6	0	F	Visual & Performing Arts						
7	0	GA	History/Social Science Elective						
8	0	GB	English Elective						
9	0	GC	Mathematics Elective						
10	0	GD	Lab Science Elective						
11	0	GE	Foreign Language Elective						
12	0	GF	Visual & Performing Arts Elective						
13	0	GO	Other Elective						

Figure 2.10 – College Subject Area Lookup Table

- **University Area 1-5** – the list of subjects that must be completed in high school for university admission. The lookup table is located under **K12.CourseInfo**, and the table name is **University Subject Area**.

Name: **University Subject Area** Namespace: K12.CourseInfo Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Status Year End
	1	0	A	History/Social Studies						
	2	0	B	English						
	3	0	C	Mathematics						
	4	0	D	Lab Science						
	5	0	E	Foreign Language						
	6	0	F	Visual & Performing Arts						
	7	0	GA	History/Social Studies Electives						
	8	0	GB	English Electives						
	9	0	GC	Mathematics Electives						
	10	0	GD	Lab Science Electives						
	11	0	GE	Foreign Language Electives						
	12	0	GF	Visual & Performing Arts Electives						
	13	0	GO	Other Electives						

Figure 2.11 – University Subject Area Lookup Table

- **Category Code** – the code assigned by the state to the course. The lookup table is located under **K12.CourseInfo**, and the table name is **State Cat**.

Name: **State Cat** Namespace: K12.CourseInfo Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Status Year End
	1		1001	Grade 1		1001				
	2		1002	Grade 2		1002				
	3		1003	Grade 3		1003				
	4		1004	Grade 4		1004				
	5		1005	Grade 5		1005				
	6		1006	Grade 6		1006				
	7		1007	Grade 7		1007				
	8		1008	Grade 8		1008				
	9		1009	Combination class (K - 3)		1009				
	10		1010	Combination class (4 - 8)		1010				
	11		1012	Combination class (3 - 4)		1012				
	12		2100	Reading improvement/developmental		2100	X			
	13		2101	Comprehensive English		2101				
	14		2102	Basic English/Language Art (Proficie		2102	X			

Figure 2.12 – State Cat Lookup Table

- **Instructional Level** – if the instructional level of the course is non-standard, the list of possible instructional levels as assigned by the state. The lookup table is located under **K12.CourseInfo**, and the table name is **Instructional Level**.

Name: **Instructional Level** Namespace: K12.CourseInfo Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Status Year End
	1	1	10	Remedial		10				
	2	2	12	Gifted and Talented		12				
	3	3	14	Honors - UC Certified		14				
	4	4	15	Honors Non-UC certified		15				
	5	5	16	College		16				

Figure 2.13 – Instructional Level Lookup Table

- **NCLB Core** – a list of the type of core courses for NCLB reporting. The lookup table is located under **K12.CourseInfo**, and the table name is **NCLB Core**. This table is a product-owned table and cannot be changed.

Name: **Nclb Core** Namespace: K12.CourseInfo Product Owned

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: **The Other SIS column for Product Owned lookups is cleared after a new installation.**

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	1	E	Elementary Core				
2	2	S	Secondary Core				
3	3	N	Not Core				

Figure 2.14 – NCLB Core Lookup Table

- **Technical Provider** – a list of the providers of vocational & technical education courses (generally set by the state). The lookup table is located under **K12.CourseInfo**, and the table name is **Technical Provider**.

Name: **Technical Provider** Namespace: K12.CourseInfo Locked: N

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Status Year End
☐	1	1	1	Regional Occupational Center or Pro		1				
☐	2	2	2	District		2				

Figure 2.15 – Technical Provider Lookup Table

- **Provider Description** – a list types of providers such as LEA Contract Provider and Post-Secondary Institution. The lookup table is located under **K12.CourseInfo**, and the table name is **Provider Description**.

Name: **Provider Description** Namespace: K12.CourseInfo Locked: N

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Status Year End
☐	1	0	1	Comprehensive Services Act						
☐	2	0	2	Multi-divisional Online Provider						
☐	3	0	3	LEA Contract Provider (Online or Not						
☐	4	0	4	Unlicensed Individual (Teacher, Pupil						
☐	5	0	5	Post Secondary Institution						
☐	6	0	6	Locally Licensed Individual						
☐	7	0	7	Other/Unknown						

Figure 2.16 –Provider Description Lookup Table

- **Voc Ed Type** – a list of the types of vocational & technical education courses (generally set by the state). The lookup table is located under **K12.CourseInfo**, and the table name is **Voc Ed Type**.

Name: **Voc Ed Type** Namespace: K12.CourseInfo Locked: N

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Status Year End
☐	1	1	100	Agricultural Business		100				
☐	2	2	101	Agricultural Mechanics		101				
☐	3	3	102	Agriscience		102				
☐	4	4	103	Animal Science		103				
☐	5	5	104	Forestry and Natural Resources		104				
☐	6	6	105	Ornamental Horticulture		105				
☐	7	7	106	Plant and Soil Science		106				
☐	8	8	110	Entertainment		110				
☐	9	9	111	Media and Design Arts		111				
☐	10	10	112	Performing Arts		112				

Figure 2.17 – Voc Ed Type Lookup Table

- **Funding Source** – if the course qualifies for alternative state funding, a list of possible funding sources (generally set by the state, particularly California). The lookup table is located under **K12.CourseInfo**, and the table name is **Funding Source**.

Name: **Funding Source** Namespace: K12.CourseInfo Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	1	113	California Partnership Academy		113				
	2	2	168	Specialized Secondary Programs		168				

Figure 2.18 – Funding Source Lookup Table

- **Apportionment Category** – used in California to specify the category used for the course. The lookup table is located under **K12.CourseInfo**, and the table name is **Apportionment Category**.

Name: **Apportionment Category** Namespace: **K12.CourseInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	0	A	Proficiency						
	2	1	B	Core						
	3	2	C	Special Education						
	4	3	D	Enrichment						
	5	4	E	Enhancement						
	6	5	F	County Program						

Figure 2.19 - Apportionment Category Lookup Table

- **Course Type** – used in California to indicate the type of course for funding. The lookup table is located under **K12.CourseInfo**, and the table name is **Course Type**.

Name: **Course Type** Namespace: **K12.CourseInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	0	A	English						
	2	1	B	Social Science						
	3	2	C	Mathematics						
	4	3	D	Science						
	5	4	E	Reading						
	6	5	F	Fine Arts						
	7	6	G	Foreign Language						
	8	7	H	Physical Education						
	9	8	I	Health						
	10	9	J	Electives						

Figure 2.20 - Course Type Lookup Table

- **Proficiency Core** – used in California to indicate if the course is a core course or for proficiency. The lookup table is located under **K12.CourseInfo**, and the table name is **Proficiency Core**.

Name: **Proficiency Core** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
☐	1	0	0	None						
☐	2	1	1	Proficiency						
☐	3	2	2	Core						

Figure 2.21 – Proficiency Core Lookup Table

- **Course Discipline** – the course discipline category is assigned to courses in states using verified credit such as Virginia. For this lookup to display, verified credit must be enabled on the District Setup screen. The lookup table is located under **K12.CourseInfo**, and the table name is **Course Discipline**.

Name: **Course Discipline** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
☐	1	0	EN	English						
☐	2	0	LS	Laboratory Science						
☐	3	0	MA	Mathematics						
☐	4	0	SS	History & Social Science						

Figure 2.22 – Course Discipline Lookup Table

- **Skills Assessment** – indicates if the course qualifies for a Carl Perkins Skill Assessment. The lookup table is located under **K12.CourseInfo**, and the table name is **Cp Skills Test**.

Name: **Cp Skills Test** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
☐	1	1	1	Yes						
☐	2	2	2	No						

Figure 2.23 – CP Skills Test Lookup Table

- **Alt Type** – the alternative ID for courses are used to filter and match courses in the Student Course History to graduation requirements. The lookup table is located under **K12.CourseInfo**, and the table name is **Alt ID Type**.

Name: **Alt Id Type** Namespace: **K12.CourseInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
☐	1	0	1	State						

Figure 2.24 – Alt ID Type Lookup Table

Reference: For more information about configuring Verified Credit for Graduation Requirements, please see the *Synergy SIS – Course History Administrator Guide*.

On the **Description tab**, the lookups are:

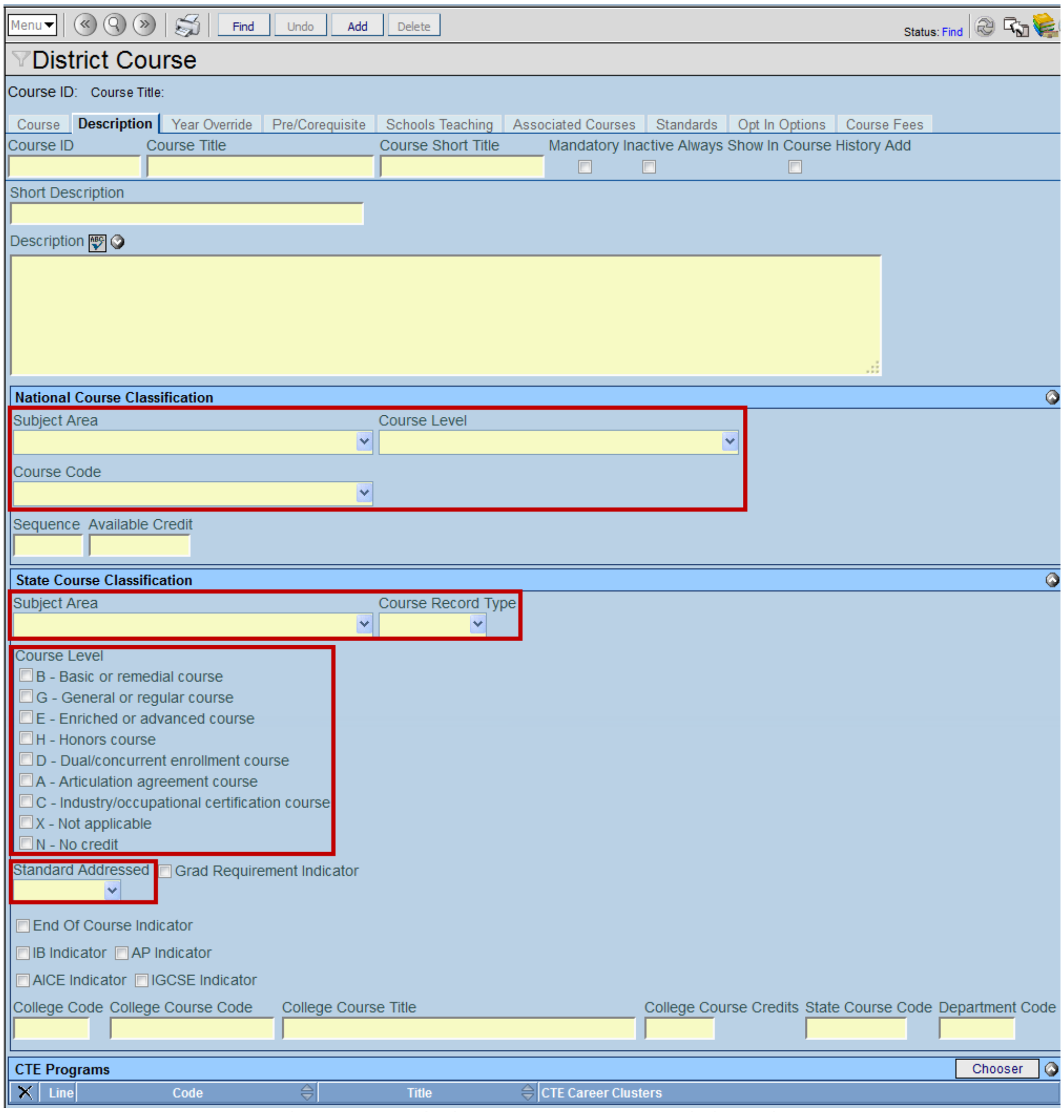
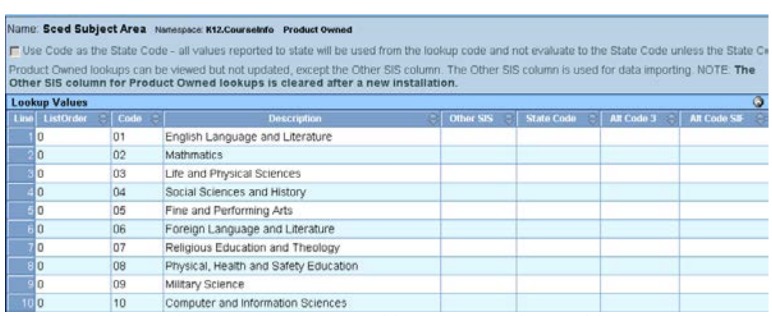


Figure 2.25 – District Course Screen, Description Tab

- **Subject Area (National Course Classification)** – the official list of national course subject areas. The lookup table is located under **K12.CourseInfo**, and the table name is **SCED Subject Area**. This table is a product-owned table and cannot be changed.



Name: **Sced Subject Area** Namespace: **K12.CourseInfo** **Product Owned**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State C

Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: **The Other SIS column for Product Owned lookups is cleared after a new installation.**

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	0	01	English Language and Literature				
2	0	02	Mathmatics				
3	0	03	Life and Physical Sciences				
4	0	04	Social Sciences and History				
5	0	05	Fine and Performing Arts				
6	0	06	Foreign Language and Literature				
7	0	07	Religious Education and Theology				
8	0	08	Physical, Health and Safety Education				
9	0	09	Military Science				
10	0	10	Computer and Information Sciences				

Figure 2.26 - SCED Subject Area Lookup Table

- **Course Level (National Course Classification)** – the official national list of course levels. The lookup table is located under **K12.CourseInfo**, and the table name is **SCED Course Level**. This table is a product-owned table and cannot be changed.

Name: **Sced Course Level** Namespace: **K12.CourseInfo** **Product Owned**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Co

Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: **The Other SIS column for Product Owned lookups is cleared after a new installation.**

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	0	B	Basic or remedial course				
2	0	E	Enriched or advanced course				
3	0	G	General or regular course				
4	0	H	Honors course				

Figure 2.27 - SCED Course Level Lookup Table

- **Course Code** – the official list of national course codes. The lookup table is located under **K12.CourseInfo**, and the table name is **SCED Course Code**. This table is a product-owned table and cannot be changed.

Name: **Sced Course Code** Namespace: **K12.CourseInfo** **Product Owned**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Co

Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: **The Other SIS column for Product Owned lookups is cleared after a new installation.**

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF
1	0	01001	English/Language Arts I (9th grade)				
2	0	01002	English/Language Arts II (10th grade)				
3	0	01003	English/Language Arts III (11th grade)				
4	0	01004	English/Language Arts IV (12th grade)				
5	0	01005	AP English Language and Composition				
6	0	01006	AP English Literature and Composition				
7	0	01007	AP Combined English Language/Literature and Composition				
8	0	01008	IB Language A (English)				
9	0	01009	English as a Second Language (ESL)-Transition Language Arts				
10	0	01010	Language Arts Laboratory				

Figure 2.28 - SCED Course Code Lookup Table

- **Subject Area (State Course Classification)** – the list of subject areas used by the state for courses. The lookup table is located under **K12.CourseInfo.MN**, and the table name is **MN SCED Subject Area**.

Name: **Mn Sced Subject Area** Namespace: **K12.CourseInfo.MN** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Co

Lookup Values Add

X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	0	01	English Language and Literature						
	2	0	02	Mathematics						
	3	0	03	Life and Physical Science						
	4	0	04	Social Sciences and History						
	5	0	05	Visual and Performing Arts						
	6	0	06	World Languages and Literature						
	7	0	07	Religious Education and Theology						
	8	0	08	Physical, Health and Safety Educati						
	9	0	09	Military Science						
	10	0	10	Computer and Information Sciences						

Figure 2.29 - MN SCED Subject Area Lookup Table

- **Course Level (State Course Classification)** – the list of course levels used by the state. The lookup table is located under **K12.CourseInfo.MN**, and the table name is **MN SCED Course Level**.

Name: **Mn Sced Course Level** Namespace: **K12.CourseInfo.MN** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless t

Lookup Values Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	1	B	Basic or remedial course						
	2	2	G	General or regular course						
	3	3	E	Enriched, honors, advanced course						
	4	4	D	Dual/concurrent enrollment course						
	5	5	A	Articulation agreement course						
	6	6	C	Industry/occupational certification co						
	7	7	X	Not applicable						
	8	8	N	No credit						

Figure 2.30 - MN SCED Course Level Lookup Table

- **Standard Addressed** – the type of standard addressed by the course. The lookup table is located under **K12.CourseInfo.MN**, and the table name is **Standard Addressed**.

Name: **Standard Addressed** Namespace: **K12.CourseInfo.MN** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Co

Lookup Values Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
	1	1	N	National						
	2	2	S	State						
	3	3	L	Local						
	4	4	C	Combination						
	5	5	A	None						

Figure 2.31 - Standard Addressed Lookup Table

DISTRICT COURSE

The District Course screen lists all of the courses that are taught within the district. These records are not school-year specific. The Section screen then captures the individual classes held each year for each course. Once the lookup tables have been created as outlined in the District Course Setup section in this chapter, courses can be added. To add a course:

1. Go to the **District Course** screen, found under Synergy SIS > Course and under Synergy SIS > Schedule.

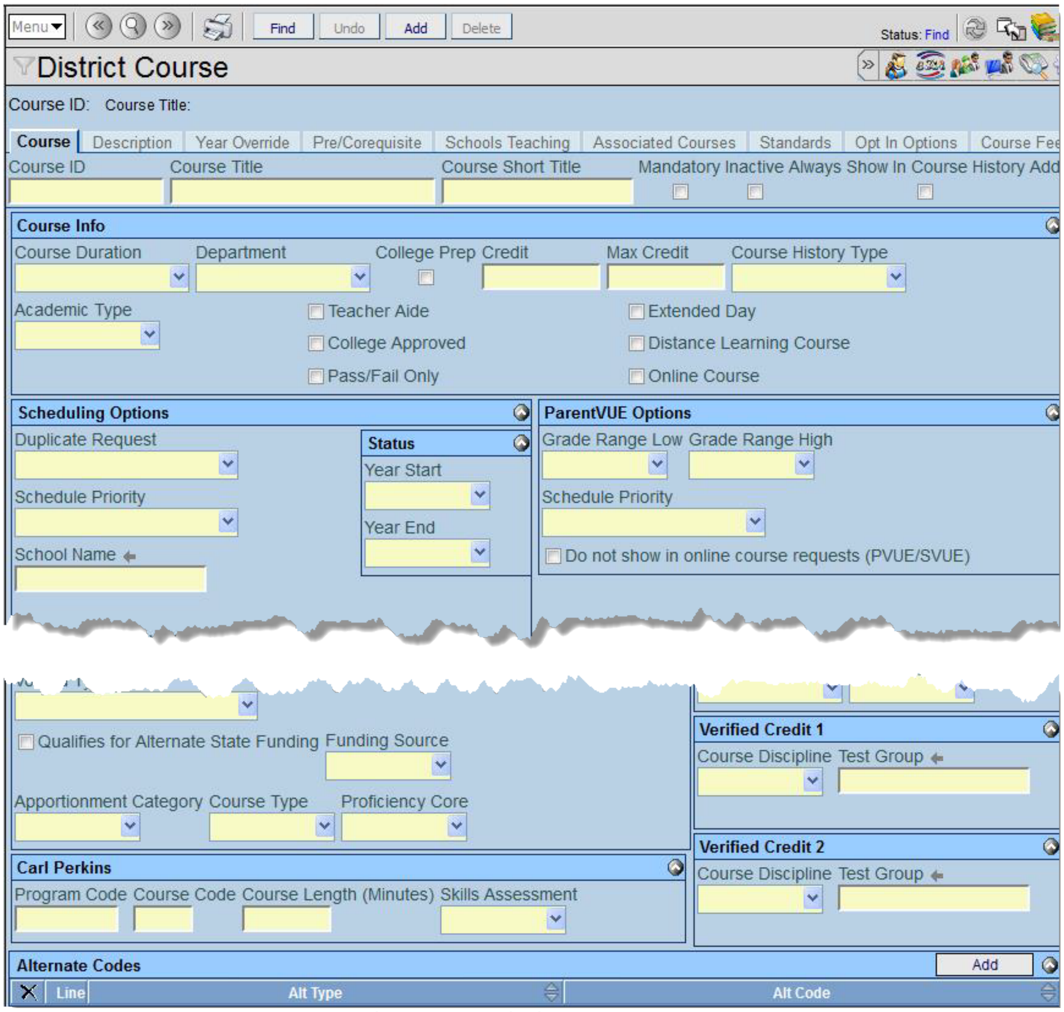


Figure 2.32 – District Course Screen

2. Click the **Add** button at the top of the screen.

The Add District Course screen pops-up in a new window. The fields that must be completed before saving are highlighted in green. The other information can be completed as needed. Many of the fields are state specific, and do not need to be completed for other states. The information that can be added is:

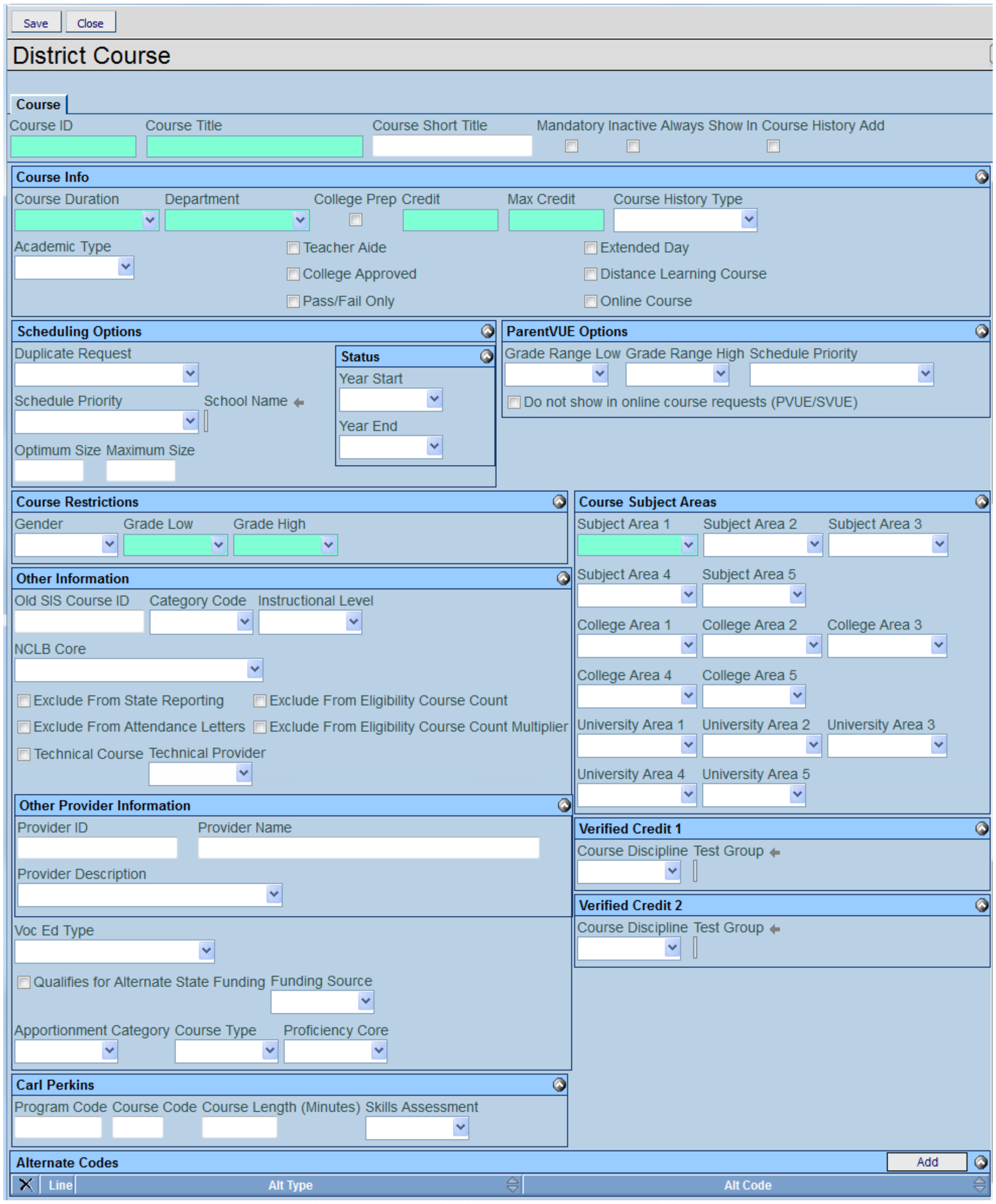


Figure 2.33 – District Course Screen, Adding

- **Course ID** – the ID code used to identify the course. This can be any sequence of numbers and/or letters, but it is limited to 20 characters.
- **Course Title** – the complete title of the course
- **Course Short Title** – an abbreviated version of the course title that can be used in column headings in reports.

- **Mandatory** – to assign the course to all the schools in the district, check the Mandatory box. For courses that are not mandatory, schools must “opt-in” to the course via the School Course screen before the course can be used at the school. For more information about the School Course “opt-in” process, see the chapter on School Courses later in this chapter.
- **Inactive** – once a course has been used in the Student Course History screen, it cannot be deleted. However, a course may be phased out over time and no longer used. To remove the course from any course lists without deleting it, check the Inactive box.
- **Always Show In Course History Add** – displays this course on the Student Course History Assignment screen chooser list, even if it is inactive.
- **Course Duration** – select the length of the course from the drop-down list, such as semester or quarter. These options can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.
- **Department** – select the department at the school or district that oversees this course, such as English or Math. These options can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.
- **College Prep** – if the course is preparatory for college, check the College Prep box.
- **Credit** – the numeric amount of credit earned by successfully completing the course in the course duration selected. The number can be a maximum of 3 digits, with 4 decimal places past zero (999.9999).
- **Max Credit** – if the student can take the course for credit more than once, the maximum amount of credit that can be earned in the course. The number can be a maximum of 3 digits, with 4 decimal places past zero (999.9999). For example, an independent study course may be taken more than once for .5 credits but the student can only earn a maximum of 2.0 credits total.
- **Academic Type** - the academic level of the course such as honors or regular. These values can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.
- **Teacher Aide** – if this course can assign a teacher’s aide, check this box.
- **College Approved** – if this course has been approved by a college for college admission requirements, check this box.
- **Pass/Fail Only** – if this course is a Pass/Fail only course, check this box.
- **Extended Day** – if this course is on the extended day calendar, check this box.
- **Distance Learning Course –** if this course is part of a distance-learning program, check this box.
- **Online Course** – if this course is an online course, check this box.
- **Duplicate Request** – how to handle a course request when a student has requested the same course twice. Select **Schedule all Requests** to schedule one of the duplicates, or select **Reject All Requests** to not schedule any of the duplicate requests. **This setting can be overridden for all courses using the**

Duplicate Course Request setting in the School Scheduling Options screen or the Schedule Option Set screen for mass scheduling.

- **Schedule Priority** – when using mass scheduling, the **Core (High)** courses are scheduled before the **Elective (Low)** courses. Select the category for the course from the Schedule Priority drop-down list.
- **School Name** – identifies the primary school teaching this course.

> **Note** – School Name is typically used to identify a virtual school that is teaching a particular course.

- **Optimum Size** – defines the optimal number of students in the course.
- **Maximum Size** – defines the maximum number of students in the course.
- **Status** - **Year Start, Year End** – indicates the school years in which the course is valid.
- **Course Restrictions** – if the course can only be taken by students at certain grade levels, or if it is restricted to one gender such as a gym class, select the **Gender**, **Grade Low**, and **Grade High** from the drop-down lists.
- **Old SIS Course ID** – enter the course ID used in the previous student information system for this course. This is used during any conversion processes to map the information converted from the old system.
- **Category Code** – select the code assigned by the state to the course. These values can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.
- **Instructional Level** – if the instructional level of the course is non-standard, select the code for the instructional level used in the course. These codes are generally set by the state, and they can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.
- **NCLB Core** – select the type of core course such as **Elementary Core**, **Secondary Core**, or **Not Core** for NCLB reporting.
- **Exclude From State Reporting** – if this course should be excluded from state reporting, check this box.
- **Exclude From Attendance Letters** – if this course should be excluded from attendance letters, check this box.
- **Technical Course** – if this course meets the state standards for a vocational or technical education course, check this box.
- **Exclude from Eligibility Course Count** – courses are counted based on term code. This option excludes this course from the Eligible Course Count.
- **Exclude from Eligibility Course Count Multiplier** – courses are counted based on term codes and a multiplier can be assigned. This option excludes this course if it would apply to the multiplier based on the term code.
- **Technical Provider** – if the course is a vocational & technical education course, select the entity providing the instruction (generally a list provided by the state).

This list can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.

- **Provider ID** – if the course is taught by a provider other than a district staff member, enter their provider ID number.
- **Provider Name**– if the course is taught by a provider other than a district staff member, enter the provider's name.
- **Provider Description**– if the course is taught by a provider other than a district staff member, select a provider description.
- **Voc Ed Type** – if the course is a vocational & technical education course, select the category for the course (generally a list provided by the state). This list can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.
- **Qualifies for Alternate State Funding** – if all students taking this course are approved for an alternative source of funding (such as JTED in Arizona), check this box. If only individual students taking the course can qualify, do NOT check this box, and instead check the Show Qualified Alternate Funding box on the Course Request and Walk-In Options tab of the School Scheduling Options screen. This will allow individual students to be designated for alternate funding.
- **Funding Source** – if the course qualifies for alternate funding, select the source of the funding from this drop-down list. This list can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter. For California schools and districts, please see *Synergy SIS – Attendance Administrator Guide* for more information regarding the Supplemental Instruction attendance & recording setup.
- **Apportionment Category** – if the course qualifies for apportionment procedures in California, select the category from the drop-down list. Enter the **Apportionment Category**, the **Course Type**, and the **Proficiency Core** in the corresponding Lookup Tables. The list can be customized from the district modified Lookup Table, as explained in the first section of this chapter.
- **Carl Perkins** – if this course can be used to meet the requirements of the Perkins Act federal grant program, enter the **Program Code**, the **Course Code**, the **Course Length** (minutes), and the **Skills Assessment**.
- **ParentVUE Options** – these options are used to control the courses available to parent and student course requests through the ParentVUE & StudentVUE software. For more information, please see the *Synergy SIS – ParentVUE & StudentVUE Administrator Guide*.
- **Subject Areas** – each course can fulfill one or more of the subject areas required for high school graduation. Select the primary subject area from the Subject Area 1 drop-down list. If that subject area requirement has already been fulfilled, the course is applied to the requirement for the Subject Area 2, etc. For example, an English class would count for the English subject area requirements first (in Subject Area 1), and if that was fulfilled it would count towards the student's Electives subject area requirement (in Subject Area 2). This list of subject areas can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.

- **College and University Subject Areas** – each course can fulfill one or more of the subject areas required for college or university admission as well. Select the primary subject area from the College Area 1 drop-down list. If that subject area requirement has already been fulfilled, the course is applied to the requirement for the College Area 2, etc. This list of subject areas can be customized for each district by modifying the Lookup Table, as explained in the first section of this chapter.
- **Alternate Codes** – courses can be excluded or included in the graduation requirements calculations by assigning each course an Alternate ID code. Be careful when using this feature, as if this filter is activated, every course that should be included in the calculations must be assigned an alternate ID. For existing course catalogs, this can involve quite a bit of data entry. To add an alternate ID, click the **Add** button in the Alternate Codes section. Select the **Alt Type** from the drop-down list, and enter the code in the **Alt Code** column.
- **Verified Credit 1 & 2** – courses that qualify for verified credit should be specified by selecting the **Course Discipline** from the drop-down list. To associate the course with a **Test Group**, click on the gray arrow and select the test group from the list.

3. Click the **Save** button at the top of the screen to save all of the information.

Reference – For more information about the impact of subject areas and alternate codes on school graduation requirements, and for instructions on configuring Verified Credit, please see the *Synergy SIS – Course History Administrator Guide* for more information.

Once a course has been created, most fields can be edited simply by clicking in them and making the changes. However, to change the Course ID, Course Title, or Course Short Title, and to change the Mandatory or Inactive status of a course:

1. Click the **Menu** button at the top of the screen.
2. Select **Edit Course Data**.

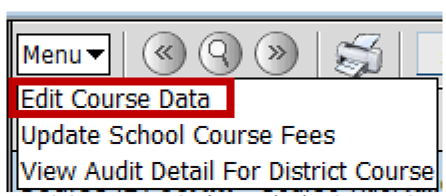


Figure 2.34 – Menu Options, District Course Screen

3. The top row of course information turns white and the information can be changed.

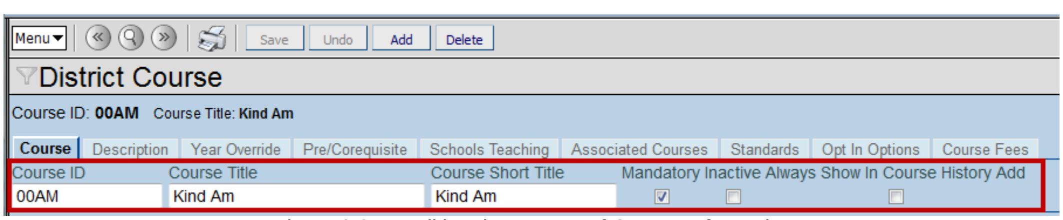


Figure 2.35 – Editing the top row of Course Information

4. Click the **Save** button at the top of the screen

Course descriptions are used in reports to create the course catalog. This tab also records the course's alignment to national and state standards. While the national and state course classification was designed for Minnesota reporting, any state can capture this information. To add or modify the course description and classification:

1. Click on the Description tab of the District Course screen.

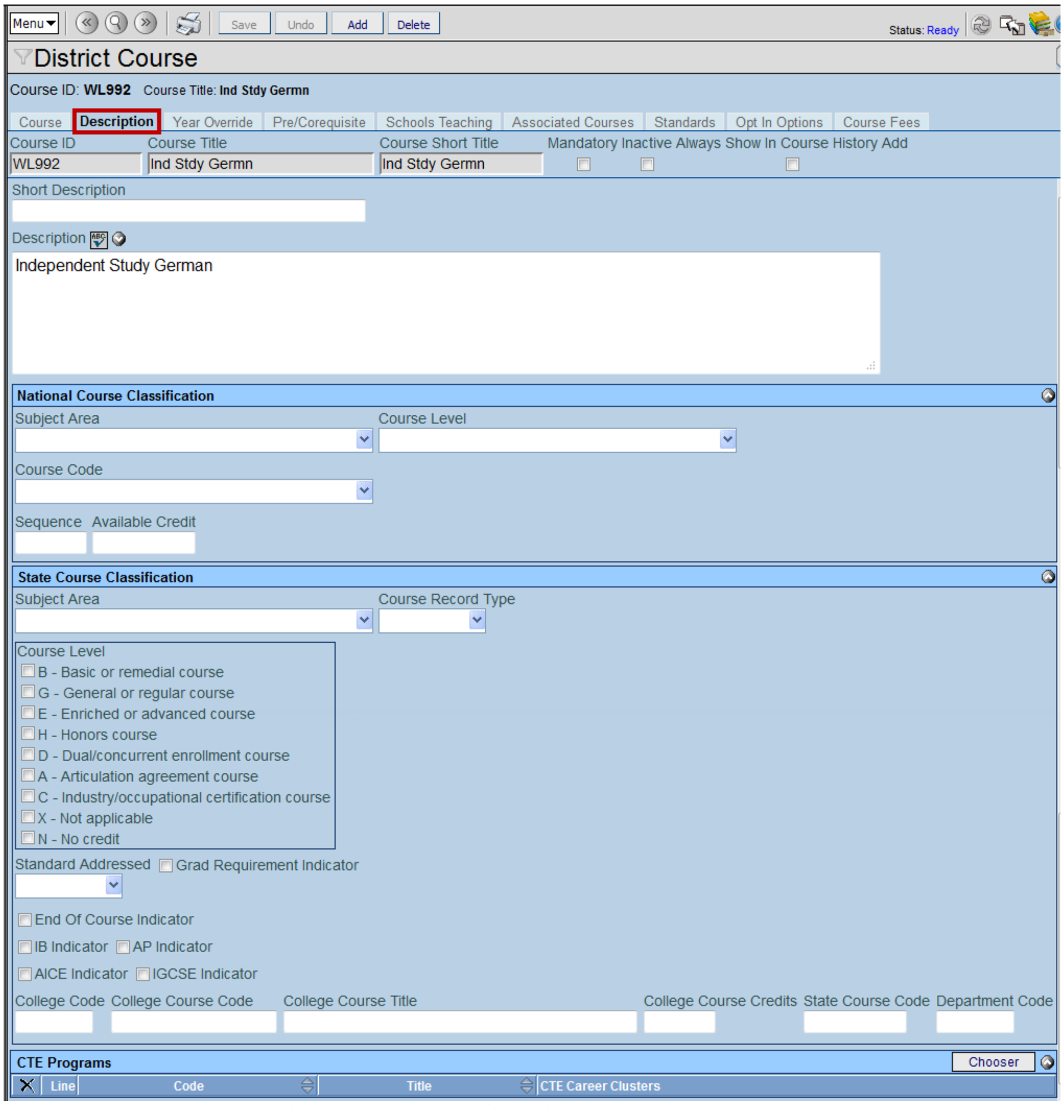


Figure 2.36 – Description Tab, District Course Screen

2. Enter or modify the text in the **Short Description** field.
3. Enter or modify the text in the **Description** box. The text may be checked for spelling by clicking the Spell Check button.
4. Select the **Subject Area** assigned to this course for national course standards.
5. Select the **Course Level** such as honors or remedial for national course standards.
6. Select the **Course Code** from the national standards that best meets the content of the course.
7. Enter the **Sequence** number of the course. If the course is part of a multi-course series, such as Theater Arts I, II, and III, the sequence number is the part number of

the course. For example, if Theater Arts II was a yearlong course and part of a three course series, its sequence number would be two. If it was the first semester of a three course series, it would be three (of six parts).

8. Enter the credit a student can earn by passing this course in the **Available Credit** box.
9. Select the **Subject Area** assigned to this course for state course standards. This list can be customized by the district.
10. Select the **Course Record Type** assigned to this course for state standards. This list can be customized by the district.
11. Check the **Course Levels** such as honors or remedial for state course standards. This list can be customized by the district.
12. Select the type of standard addressed by this course from the **Standard Addressed** list, such as national or state. This list can be customized by the district.
13. If the course is required for graduation, check the **Grad Requirement Indicator** box.
14. If this is the last course in a series, such as the second semester of a yearlong course, check the **End of Course Indicator** box.
15. If this course meets the International Baccalaureate qualifications, check the **IB Indicator** box.
16. If this course qualifies as an Advanced Placement course, check the **AP Indicator** box.
17. If this course qualifies as an American Institute for Creative Education (AICE) course, check the **AICE Indicator**.
18. If this course qualifies as an International General Certificate of Secondary Education (IGCSE) course, check the **IGCSE Indicator**.
19. If this course is a college-level course, enter the code used for the college in the **College Code** box.
20. Enter the code for the course used by the college in the **College Course Code** field.
21. Enter the title for the course used by the college in the **College Course Title** field.
22. Enter the number of college credits earned by passing the course in the **College Course Credits** box.
23. Enter the code for the course used by the state in the **State Course Code** field.
24. Enter the code for the course used by the department in the **Department Code** field.
25. Click the **Save** button at the top of the screen to save the changes, or click the **Undo** button to cancel the changes.

Reference: For more information about the national course classification system, please see the document School Codes for Exchange of Data: a Course Classification System, published by the National Center for Education Statistics.

As graduation requirements and other state requirements change over time, it may be necessary to create year-specific requirements for each course. To setup the year-specific information for a course:

1. Click on the Year Override tab of the District Course screen.

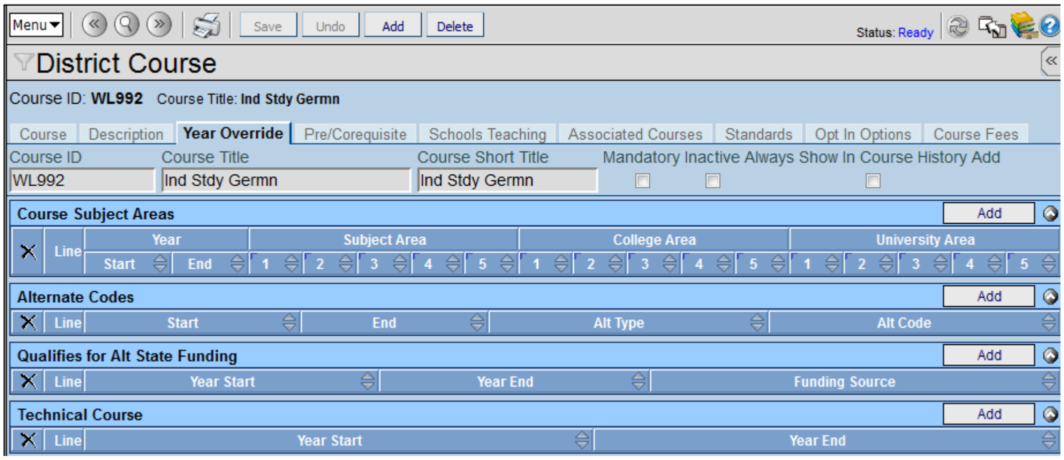


Figure 2.37 – Year Override Tab, District Course Screen

2. To add year-specific subject areas for either high school, college or university requirements, click the Add button in the Course Subject Areas section.

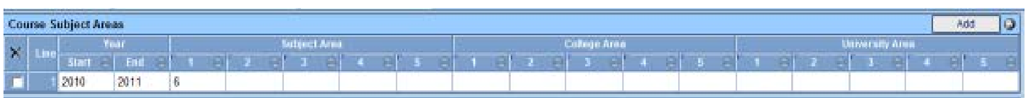


Figure 2.38 – Course Subject Areas Section

3. Enter the starting year for the new subject areas as a 4-digit year in the **Start** column, and the ending year in the **End** column.
4. Select the **subject areas** from the drop-down lists as needed.
5. To add year-specific alternate codes, click in the **Add** button in the **Alternate Codes** section.

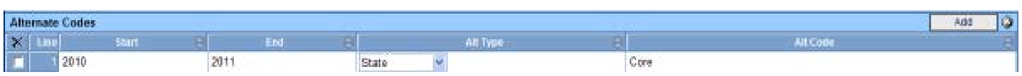


Figure 2.39 – Alternate Codes Section

6. Enter the starting year for the new alt code as a 4-digit year in the **Start** column, and the ending year in the **End** column.
7. Select the **Alt Type** from the drop-down list, and enter the **Alt Code**.
8. To add year-specific funding source information, click the **Add** button in the **Qualifies for Alt State Funding** section.

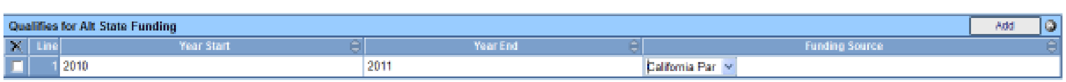


Figure 2.40 – Qualifies for Alt State Funding Section

9. Enter the starting year for the new funding source as a 4-digit year in the **Year Start** column, and the ending year in the **Year End** column.
10. Select the **Funding Source** from the drop-down list.
11. To specify a course as a vocational or technical education course for only a set period of years, click the **Add** button in the **Technical Course** section.

Figure 2.41 – Technical Course Section

12. Enter the starting year for the new funding source as a 4-digit year in the **Year Start** column, and the ending year in the **Year End** column.

13. After all of the year-specific information has been added or modified, click the **Save** button at the top of the screen to save the changes, or click **Undo** to cancel the modifications.

If the course has pre-requisite courses that must be completed successfully before enrolling, or it has courses that must be taken at the same time (co-requisites), these requirements can be added to the District Course screen. If multiple prerequisites are required for a course or if a variety of courses can meet the requirement, a prerequisite course group can be created. The Staff is then notified if the student does not meet these requirements before enrolling the student in the course.

To add a corequisite or prerequisite:

1. Click on the **Pre/Corequisite** tab of the District Course screen.

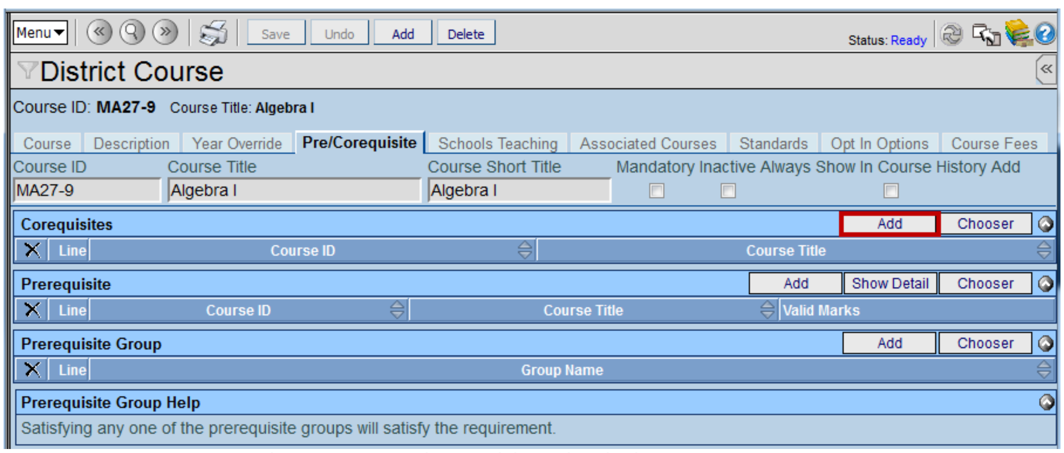


Figure 2.42 – Pre/Corequisite Tab, District Course Screen

2. Either courses can be added as co-requisites one at a time by clicking the **Add** button, or multiple courses can be added at one time by clicking the **Chooser** button.

3. To add a co-requisite course one at a time, click the **Add** button in the Corequisite section. The Find Course Box pops-up.

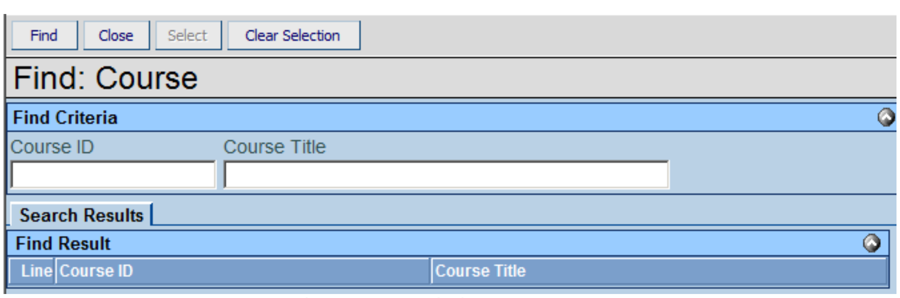


Figure 2.43 – Find Course Screen

4. Enter all or part of the Course ID and/or Course Title to be found, and click the Find button. A list of courses matching the criteria entered is listed in the Search Results grid.

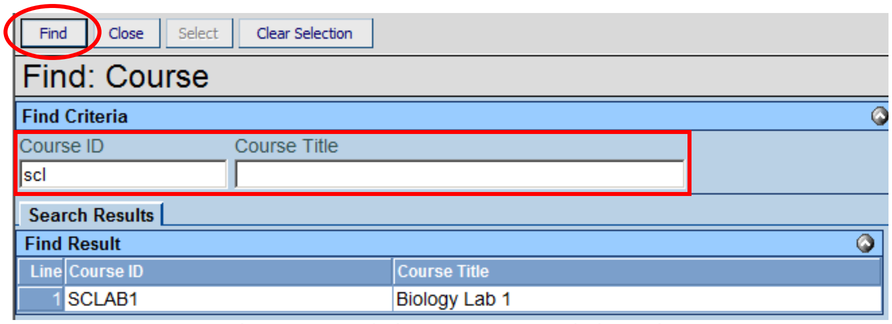


Figure 2.44 – Find Course Screen, Find Results

5. Click on the course to be added and it is highlighted in blue. Then click the **Select** button to add it to the Corequisites section.

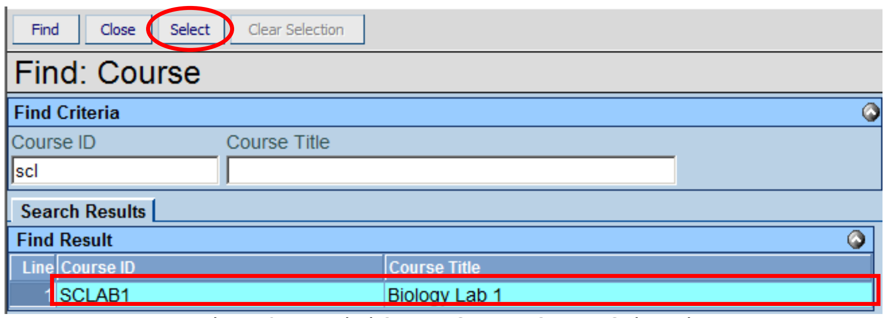


Figure 2.45 – Find Course Screen, Course Selected

6. To add multiple courses at a time, click the **Chooser** button in the Corequisites section.

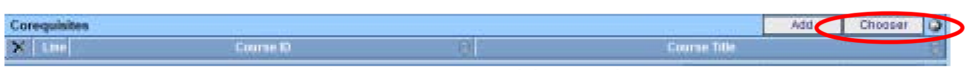


Figure 2.46 – Corequisites Section

7. The Chooser screen pops-up. Enter all or part of the **Course ID** and/or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered is listed in the Search Results grid.

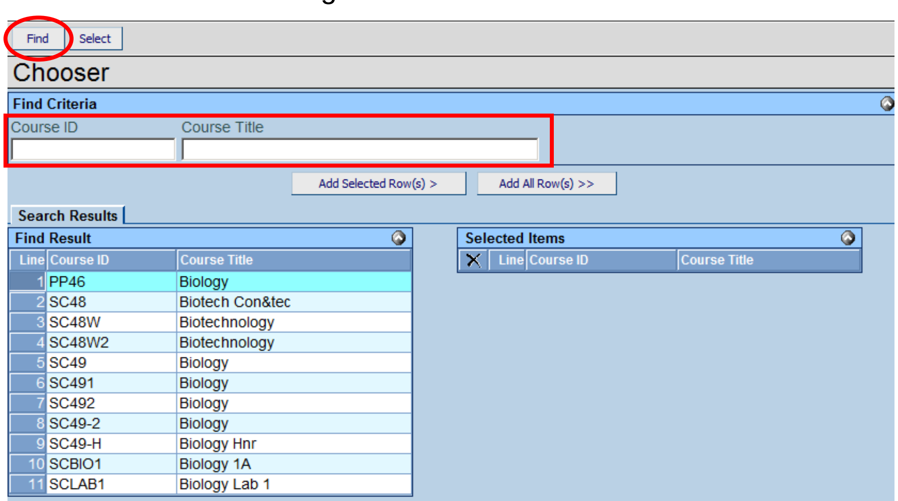


Figure 2.47 – Chooser Screen

8. Click on a course to add, and it becomes highlighted in blue. To select multiple courses, hold down the Shift button and click on all the courses needed. Once all of the courses are selected, click the **Add Selected Row(s)>** button to add the courses to the Selected Items grid. To add all of the courses listed, click the **Add All Row(s)>>** button.

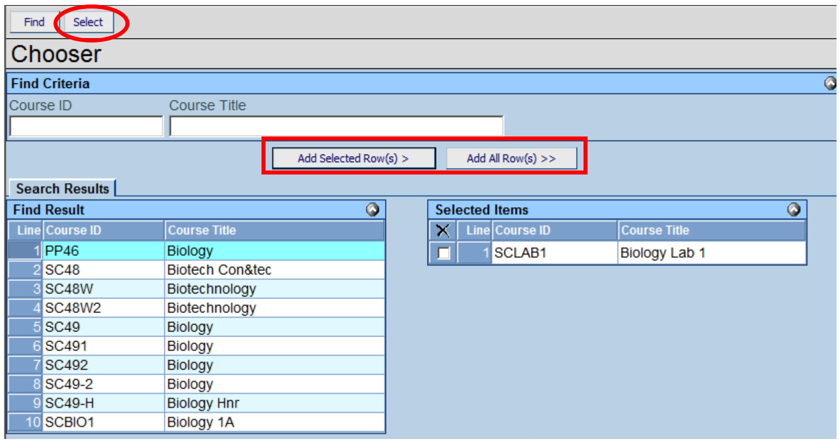


Figure 2.48 – Chooser Screen, Selected Items

9. Once all of the courses have been selected from the current search results, another Find can be conducted by entering different criteria and clicking the Find button. This can be repeated until all the needed courses are listed in the Selected Items grid. Once all of the courses are listed, click the **Select** button to add them to the Corequisites section.

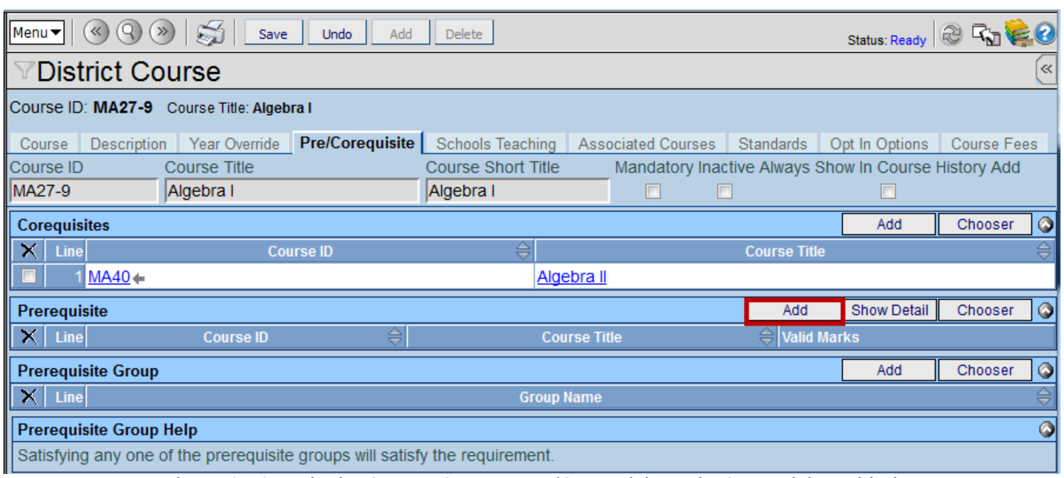


Figure 2.49 – District Course Screen, Pre/Corequisite Tab, Corequisite Added

10. As with co-requisites, pre-requisites can be added either one at a time by clicking the Add button, or multiple courses can be added at one time by clicking the Chooser button.

11. To add a pre-requisite course one at a time, click the **Add** button in the Prerequisite section. The Find Course Box pops-up.

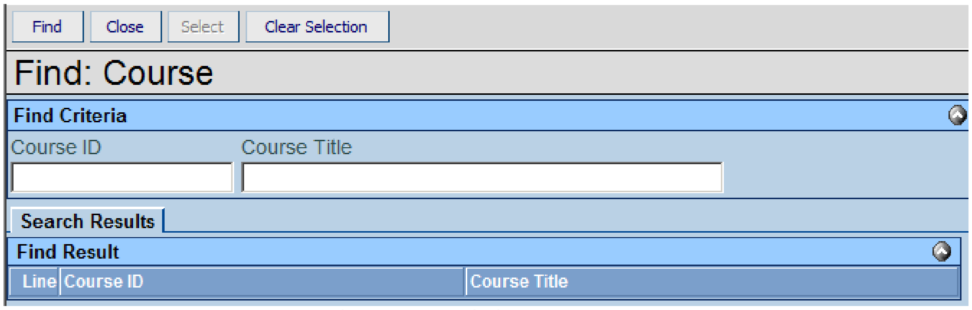


Figure 2.50 – Find Course Screen

12. Enter all or part of the **Course ID** and/or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered is listed in the Search Results grid.

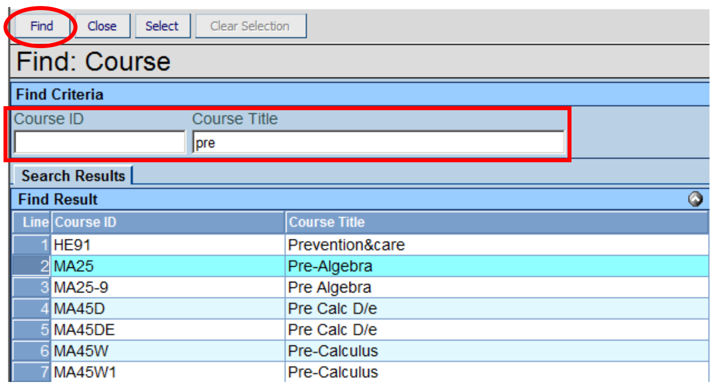


Figure 2.51 – Find Course Screen, Find Results

13. Click on the course to be added and it becomes highlighted in blue. Then click the **Select** button to add it to the Prerequisite section.

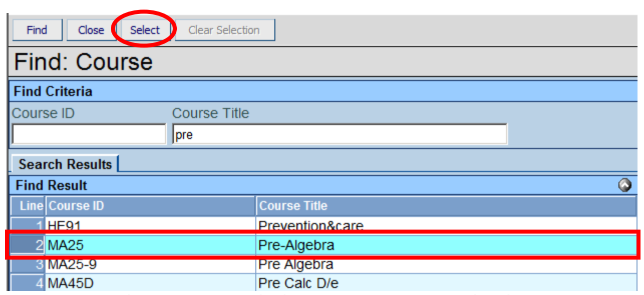


Figure 2.52 – Find Course Screen, Selecting

14. To add multiple courses at a time, click the **Chooser** button in the Prerequisite section.

Figure 2.53 – Prerequisites Section

15. The Chooser screen pops-up. Enter all or part of the **Course ID** and/or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered is listed in the Search Results grid.

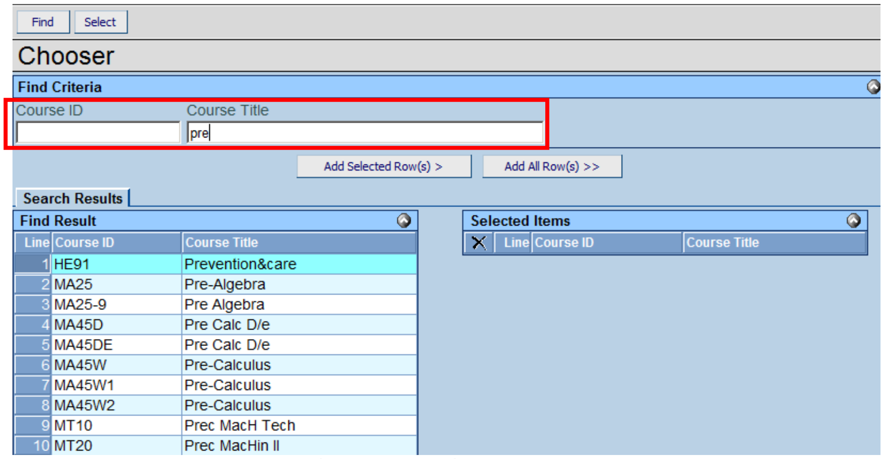


Figure 2.54 – Chooser Screen

16. Click on a course to add, and it becomes highlighted in blue. To select multiple courses, hold down the Shift button and click on all the courses needed. Once all of the courses are selected, click the **Add Selected Row(s)>** button to add the courses to the Selected Items grid. To add all of the courses listed, click the **Add All Row(s)>>** button.

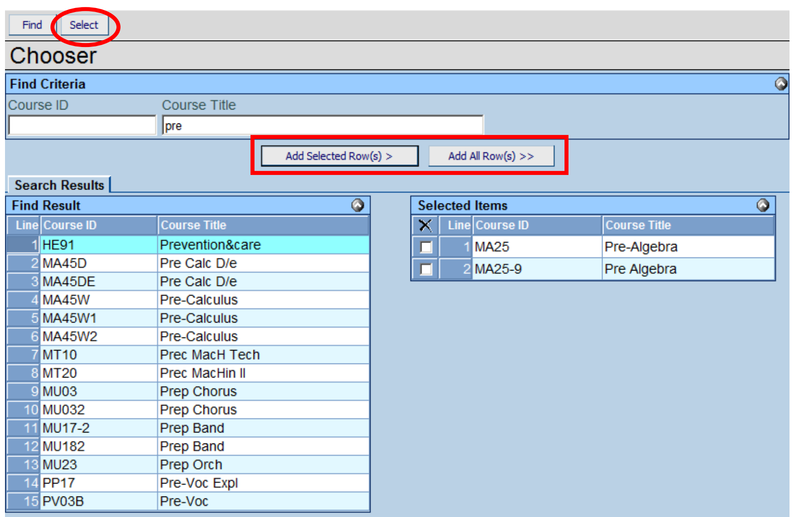


Figure 2.55 – Chooser Screen, Selected Items

17. Once all of the courses have been selected from the current search results, another Find can be conducted by entering different criteria and clicking the Find button. This can be repeated until all the needed courses are listed in the Selected Items grid. Once all of the courses are listed, click the **Select** button to add them to the Prerequisite section.

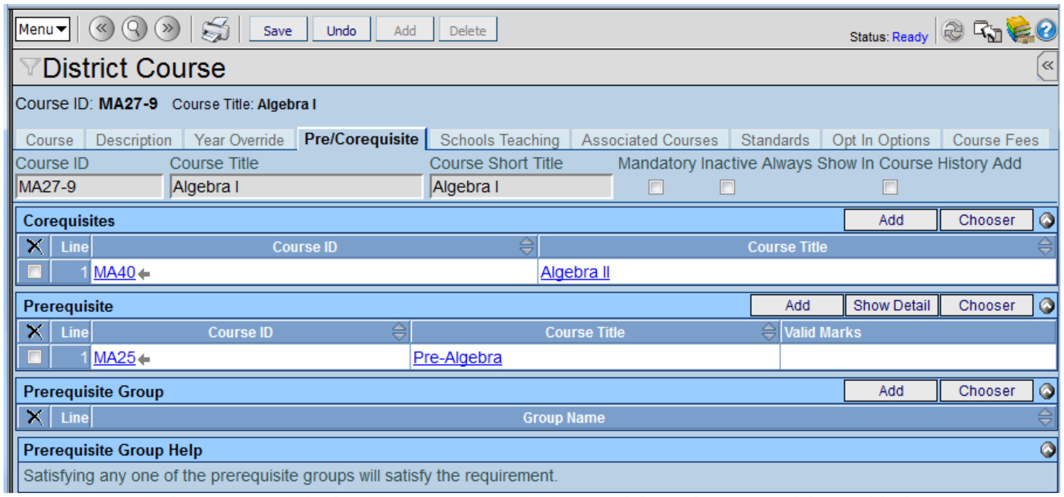


Figure 2.56 – District Course Screen, Pre/Corequisite Tab, Prerequisites Added

18. Once all of the pre/corequisites have been added, click the **Save** button at the top of the screen to add them to the course. Note the **Valid Marks** column now says – Any creditable mark - .

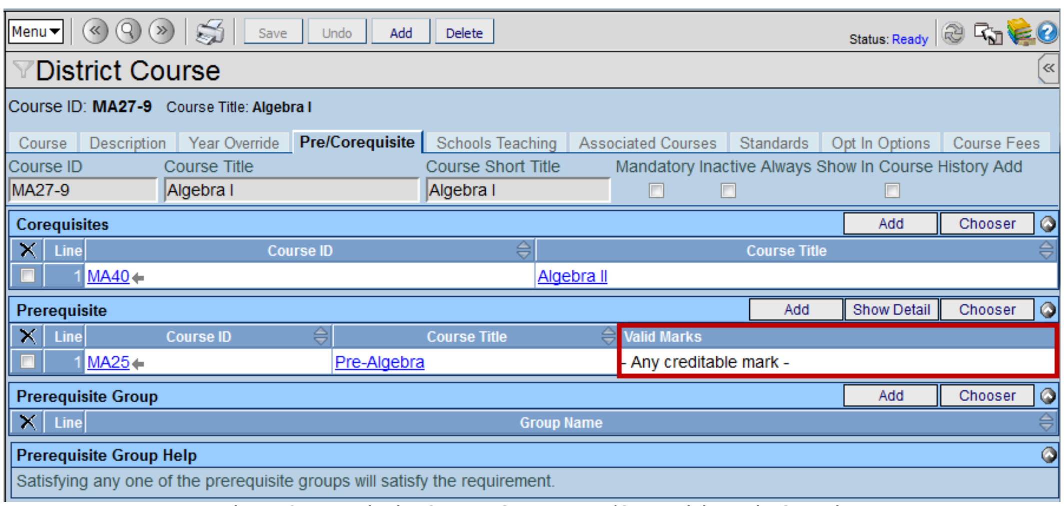


Figure 2.57 – District Course Screen, Pre/Corequisite Tab, Saved

19. By default, a pre-requisite is considered met if the student receives a mark in the course that receives credit (a "creditable" mark). To modify which marks are considered valid for completing a pre-requisite, click the **Show Detail** button in the Prerequisite section.

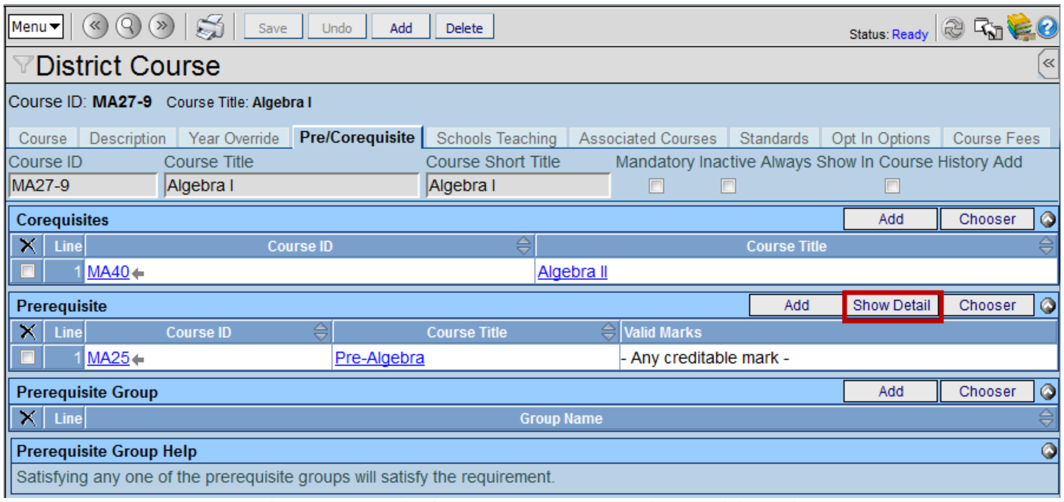


Figure 2.58 – District Course Screen, Pre/Corequisite Tab

20. Click on the **Course** to modify on the left-hand side, and it becomes highlighted in blue. Then check the **Marks** that are considered valid for completing the pre-requisite.

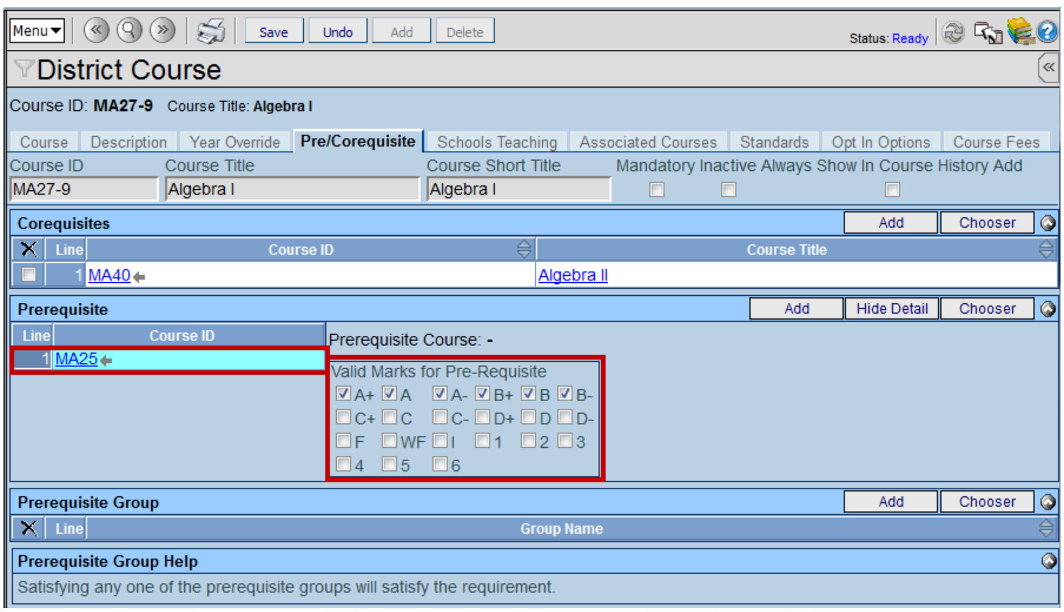


Figure 2.59 – District Course Screen, Pre/Corequisite Tab, Detailed Screen

21. Click the **Save** button at the top of the screen to save the changes, and click the **Hide Detail** button. The marks checked off now appear in the Valid Marks column.

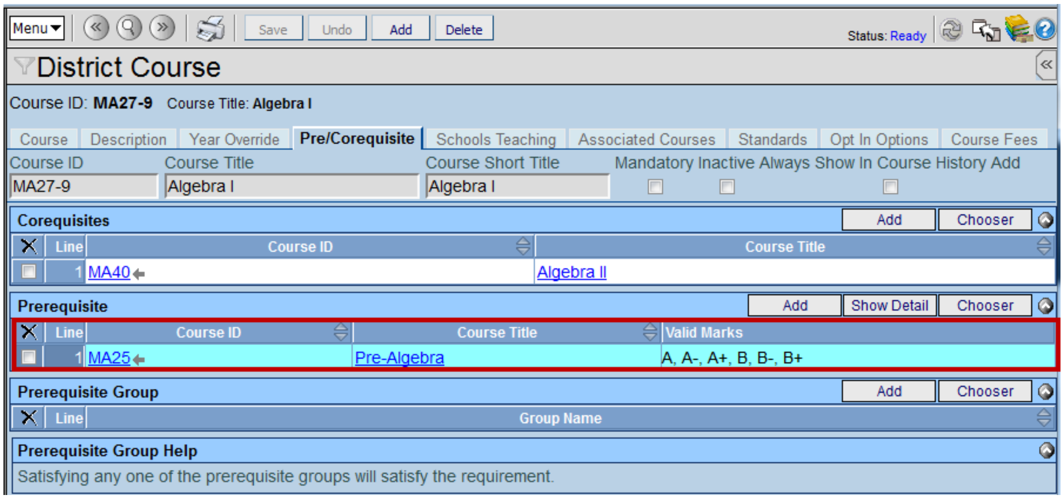


Figure 2.60 – District Course Screen, Pre/Corequisite Tab, Marks Modified

To create a Prerequisite Group

1. Navigate to the Prerequisite Course Group screen, found under Synergy SIS > Course.
2. Click on the Add button at to the top of the screen. The Prerequisite Course Group - Add screen appears.

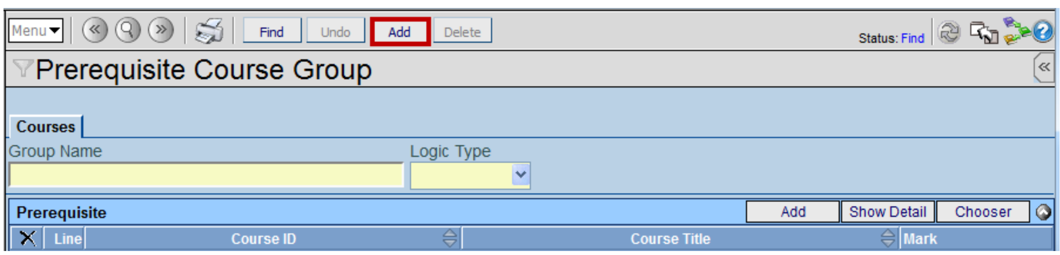


Figure 2.61 - Prerequisite Course Group screen

3. Enter the Group Name.

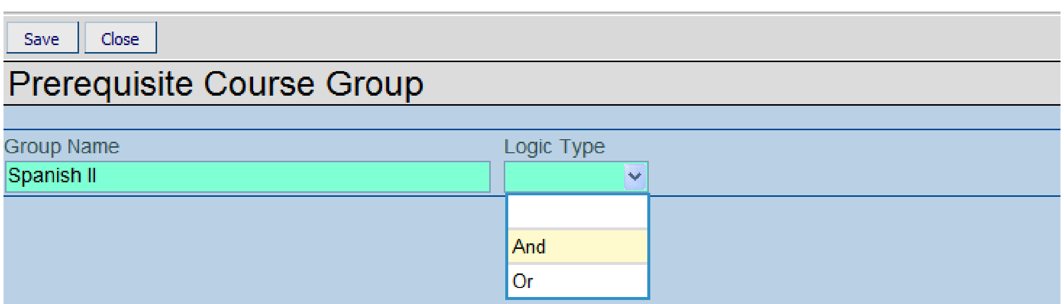


Figure 2.62 - Prerequisite Course Group (Add) screen

4. Select a Logic **Type**. When creating the course group, you have the option to select a logic type of 'And' or 'Or'. This logic type only applies to the courses listed within the Prerequisite Course Group. The same logic type applies to all of the courses within a single Prerequisite Course Group.
5. Click the **Save** button. You are returned to the **Prerequisite Course Group** screen.

6. On the Prerequisite Course Group screen, click on **Add** to add a specific course or **Chooser** to select multiple courses from a list.

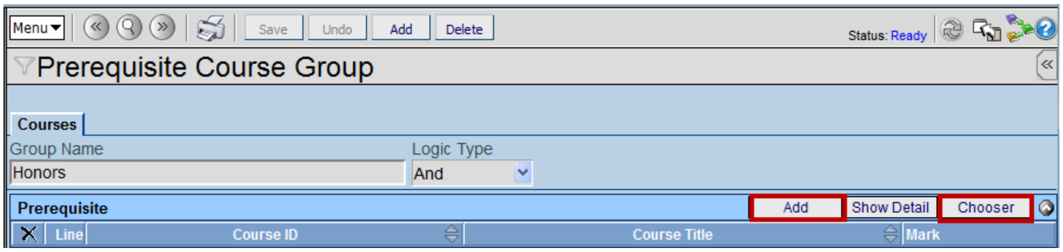


Figure 2.63 - Prerequisite Course Group screen

7. Select the appropriate courses and click **Save**. You are returned to the **Prerequisite Course Group** screen and the courses are listed in the **Prerequisites** grid.

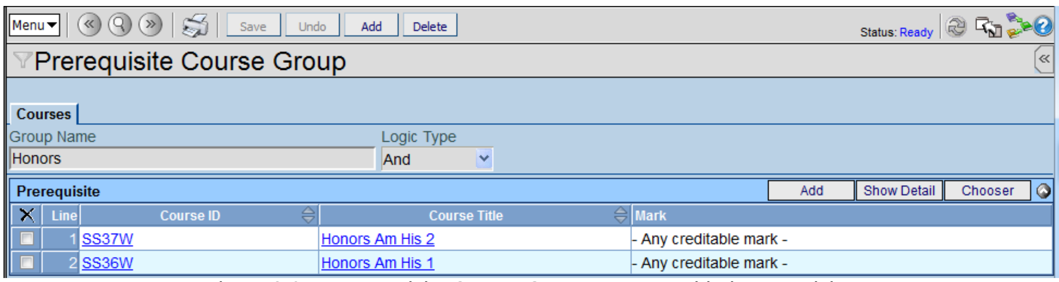


Figure 2.64 - Prerequisite Course Group screen - added prerequisites

8. Select which marks the student needs to achieve to consider the prerequisite fulfilled using the **Mark** field (optional.)

9. Highlight the line of the course and click the **Show Detail** button to view and modify the Valid Marks for Pre-Requisite.

10. Select the appropriate grade that must be achieved or leave all of the checkboxes blank if all creditable marks qualify.

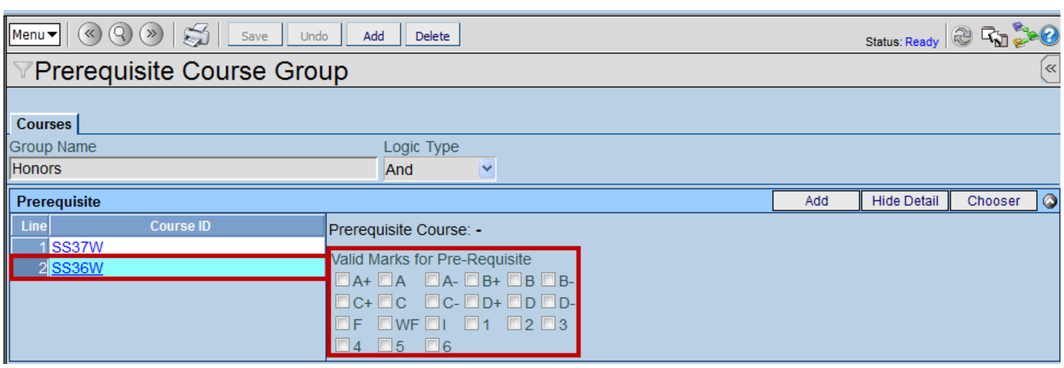


Figure 2.65 - Prerequisite Course Group screen - Valid Marks for Pre-Requisite

11. Click Save. After the prerequisite course groups have been created, they are added to the **Pre/Corequisite** tab of the **District Course** screen for those courses the groups apply to.

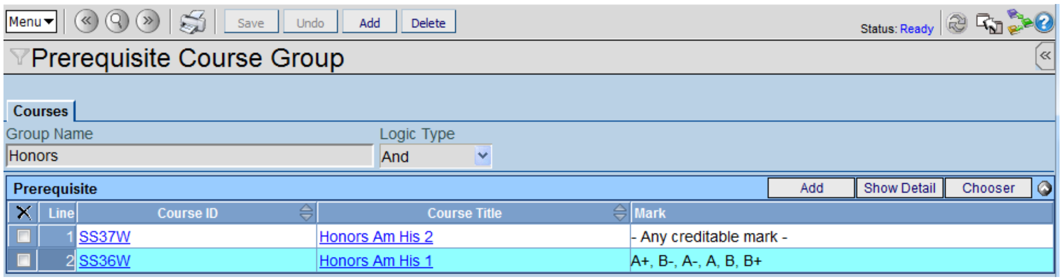


Figure 2.66 - Prerequisite Course Group screen

To add a Prerequisite Group to a District course:

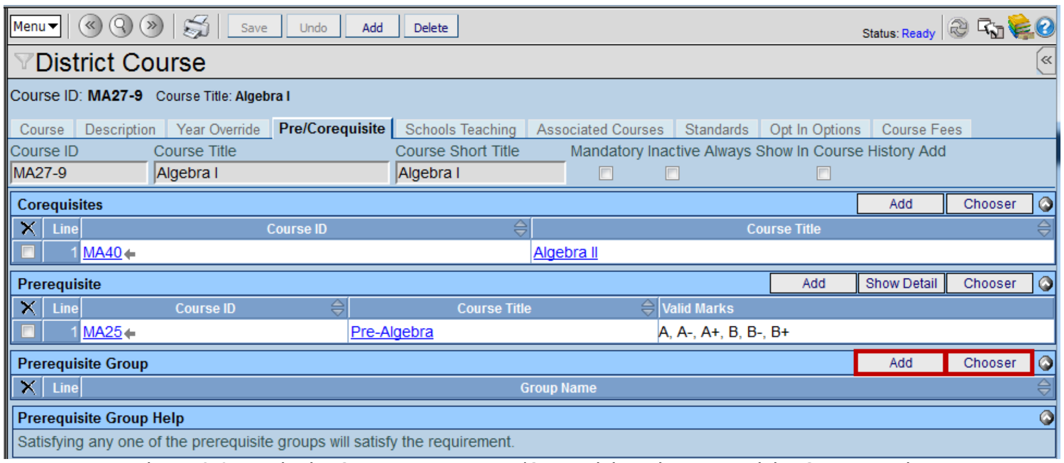


Figure 2.67 – District Course screen, Pre/Corequisite tab, Prerequisite Group section

1. As with co-requisites and pre-requisites, Prerequisite Groups can be added either one at a time by clicking the **Add** button, or multiple courses can be added at one time by clicking the **Chooser** button.
2. To add a pre-requisite course one at a time, click the **Add** button in the Prerequisite section. The **Find: PreReqGroup** screen appears.

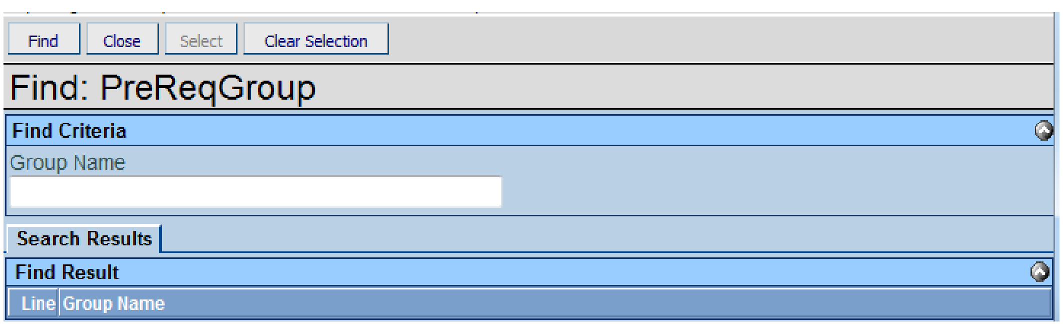


Figure 2.68 – Find PrePreqGroup Screen

3. Enter all or part of the **Group Name** to be found, and click the **Find** button. A list of prerequisite groups matching the criteria entered is listed in the Search Results grid.

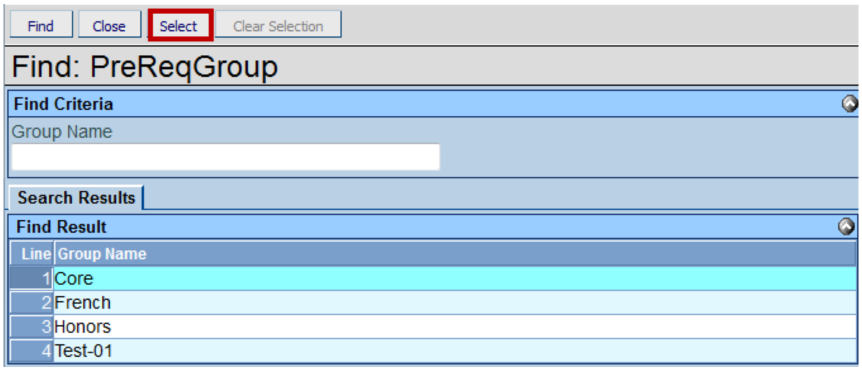


Figure 2.69 – Find Course Screen, Find Results

4. Click on the group to be added and it becomes highlighted in blue. Then click the **Select** button to add it to the Prerequisite Group section.
5. To add multiple prerequisite groups at a time, click the **Chooser** button in the Prerequisite Group section.
6. The Chooser screen opens. Enter all or part of the **Group Name** to be found, and click the **Find** button. A list of groups matching the criteria entered is listed in the Search Results grid.

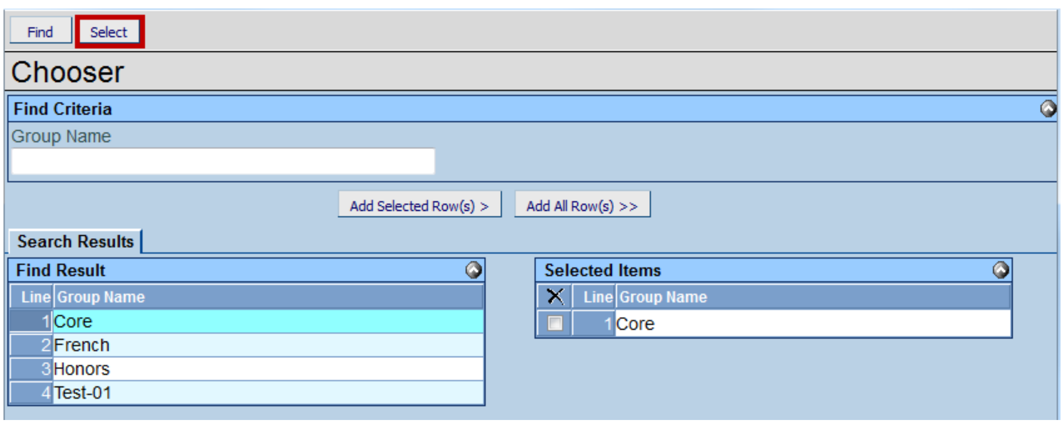


Figure 2.70 – Chooser Screen

7. Click on a group to add, and it becomes highlighted in blue. To select multiple groups, hold down the Shift button and click on all the courses needed. Once all of the groups are selected, click the **Add Selected Row(s)>** button to add the courses to the Selected Items grid. To add the entire group listed, click the **Add All Row(s)>>** button.
8. Once all of the groups have been selected from the current search results, click the **Select** button to add them to the Prerequisite Groups section.

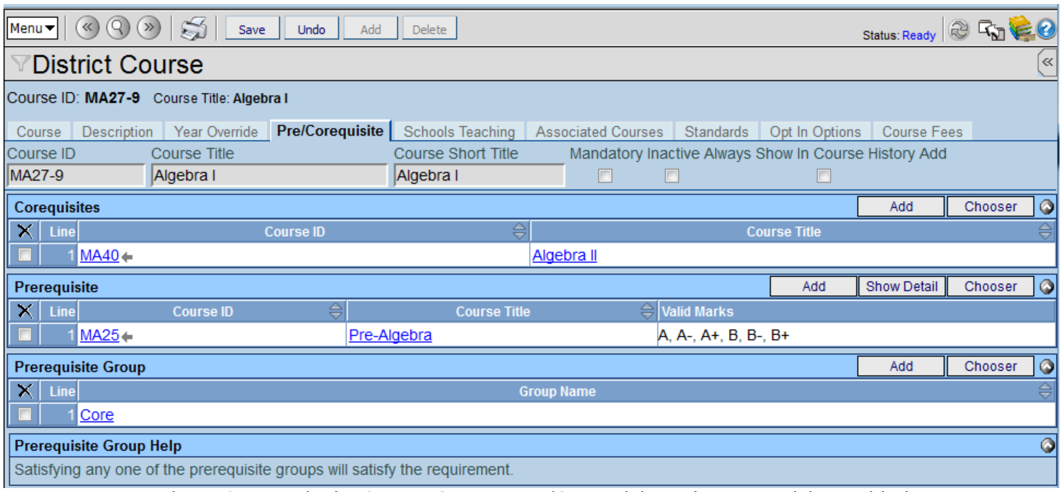


Figure 2.71 – District Course Screen, Pre/Corequisite Tab, Prerequisites Added

9. Once all of the prerequisite groups have been added, click the **Save** button at the top of the screen to add them to the course.

> **Note** – All of the prerequisites (single courses and course groups) behave as 'OR's. In the above example, students need to have taken MA25 OR the course(s) in the Core group in order to take Algebra I.

The **Schools Teaching tab** of the District Course screen is strictly informational, and displays a list of schools that offer the course.

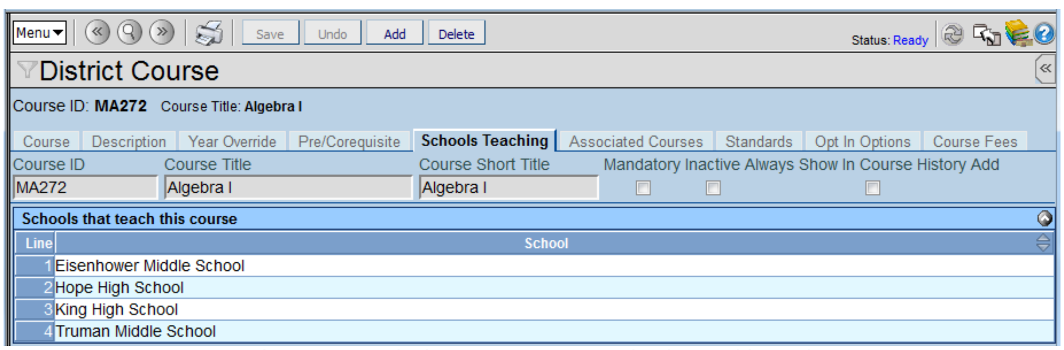


Figure 2.72 – District Course Screen, Schools Teaching Tab

The **Associated Courses tab** of the District Course screen enables users to associate other courses. If the Scheduling Options field on the School Setup screen is set to Homeroom and Associated Course Enrollments, in an elementary school can associate courses that are expected to be taught by the homeroom teacher with a homeroom.

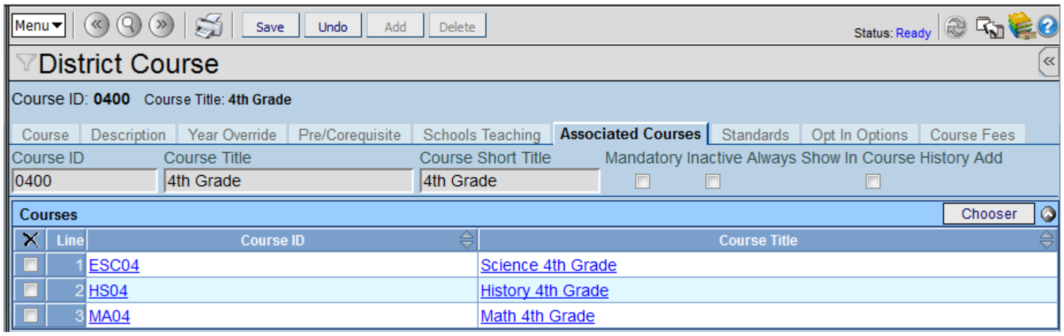


Figure 2.73 – District Course Screen, Associated Courses Tab

To associate a course to a district course:

1. To add associated courses, click the **Chooser** button
2. The Chooser screen opens. Enter all or part of the **Course ID** or the **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered is listed in the Search Results grid.

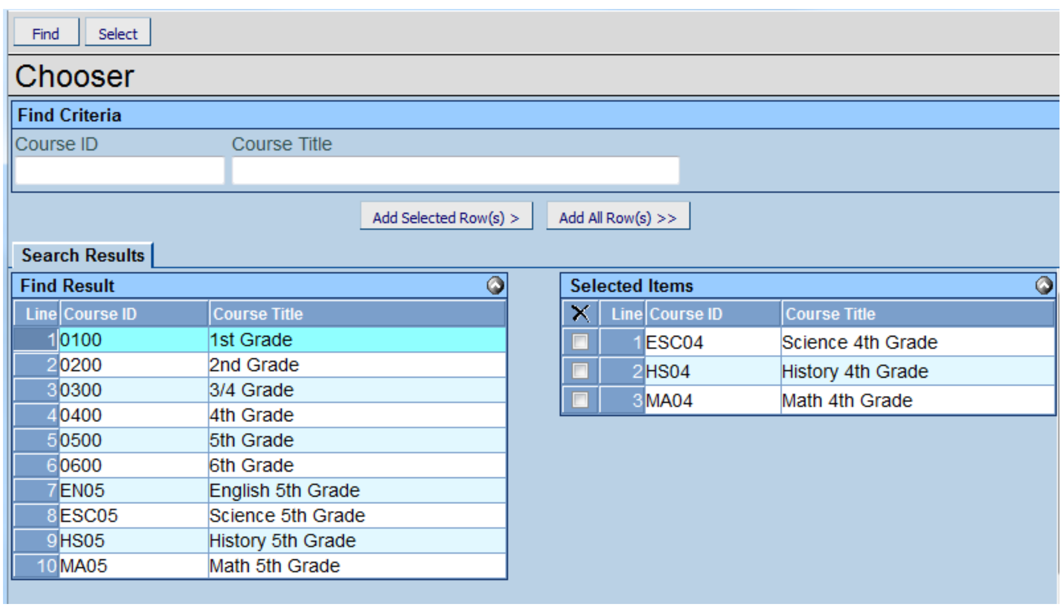


Figure 2.74 – Chooser Screen

3. Click on a course to add, and it becomes highlighted in blue. To select multiple courses, hold down the Shift button and click on all the courses needed. Once all of the course are selected, click the **Add Selected Row(s)>** button to add the courses to the Selected Items grid. To add all of the courses listed, click the **Add All Row(s)>>** button.
4. Once all of the groups have been selected from the current search results, click the **Select** button to add them to the Courses section.

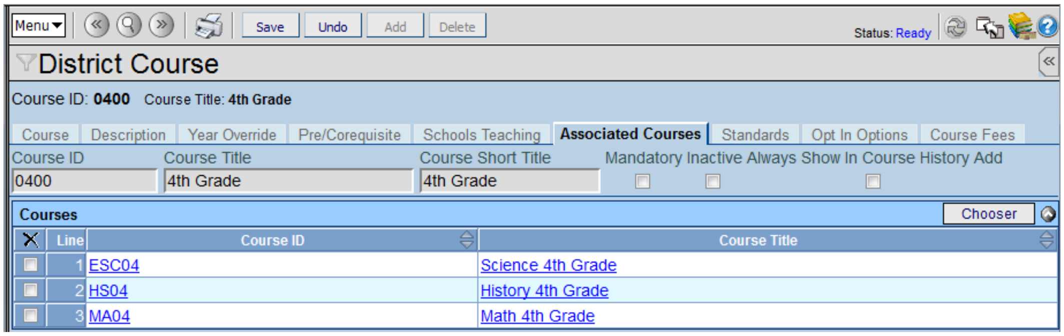


Figure 2.75 – District Course Screen, Associated Courses Tab

5. Once all of the courses have been added, click the **Save** button at the top of the screen to add them to the course.

The **Standards tab** of the District Course screen enables to align standards to courses. The Course screen now has a Standards tab. Users can select the standards by Standards Type, Subject, and Grade Level. The standards can be weighted within the course, and flagged to be included in the students' report cards.

To add standards to a course:

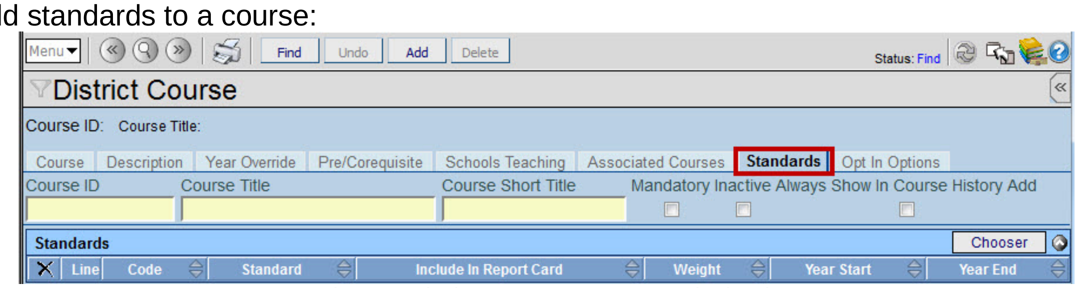


Figure 1: District Course screen – Standards tab

1. Select the **Chooser** button. The **Chooser** screen displays.

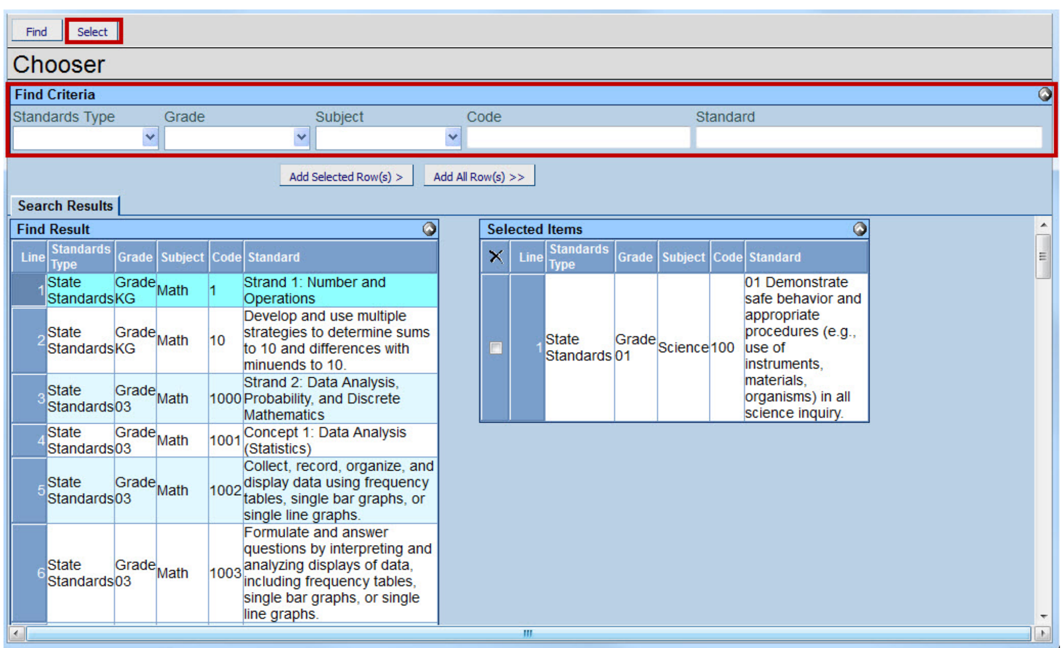


Figure 2: District Course – Chooser screen

2. Select the standards to associate with this course.

3. Click **Select**. The selected standards display in the **Standards** grid of the **Standards** tab.

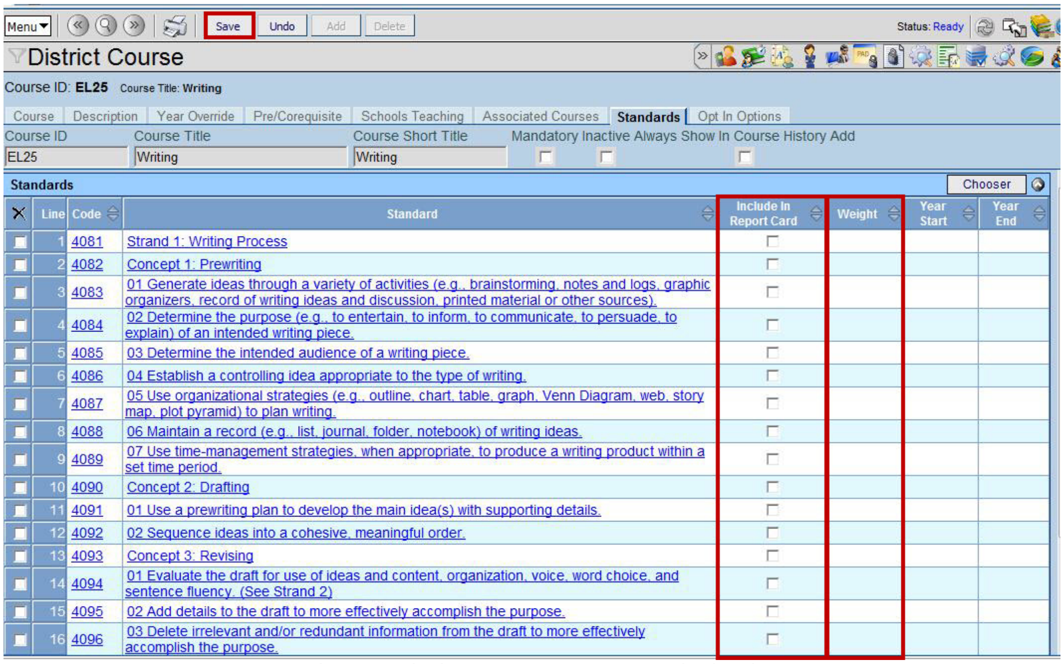


Figure 3: District Course screen – Standards tab

4. Select which standards to include in report cards by selecting the checkbox in the **Include In Report Card** column.
5. Set the appropriate weight for the standards in the **Weight** column.
6. Click **Save**.

The **Opt In Option tab** of the District Course screen enables users to select the type of schools that are allowed to opt in to this course. Also, individual schools can be allowed to or excluded from opting in to the course.

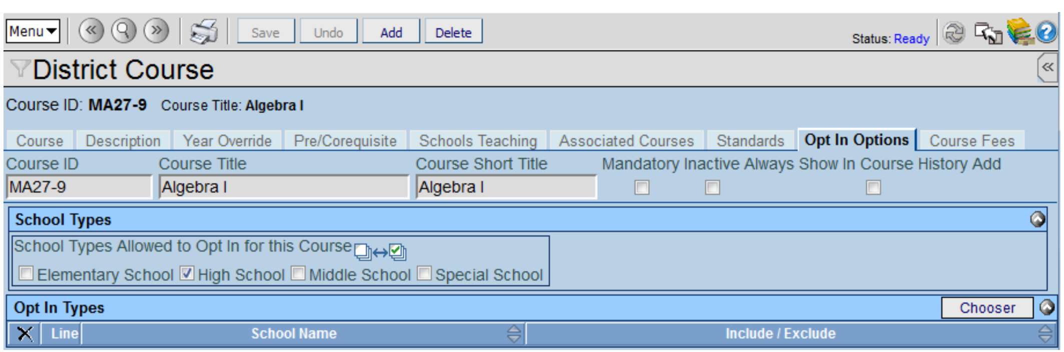


Figure 2.76 – District Course Screen, Opt In Options Tab

To select a school type to allow opting in:

1. Select the type from the **School Types** group box.

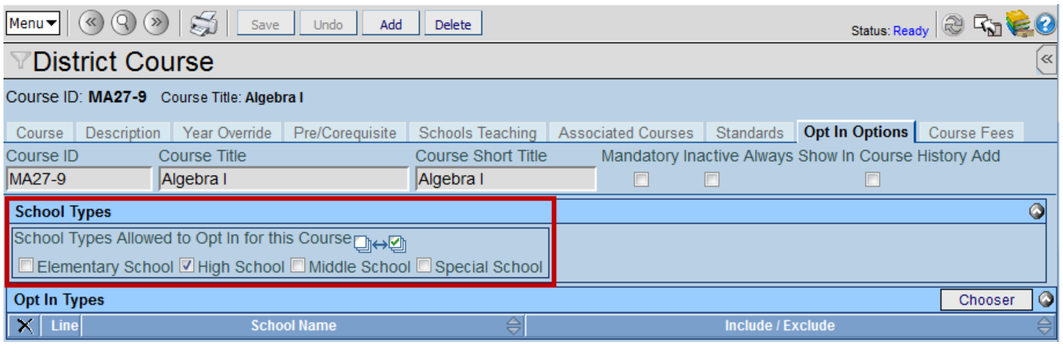


Figure 2.77 – Chooser Screen

2. Click Save.

To include or exclude individual schools:

1. Select the **Chooser** button. The **Chooser** screen displays.

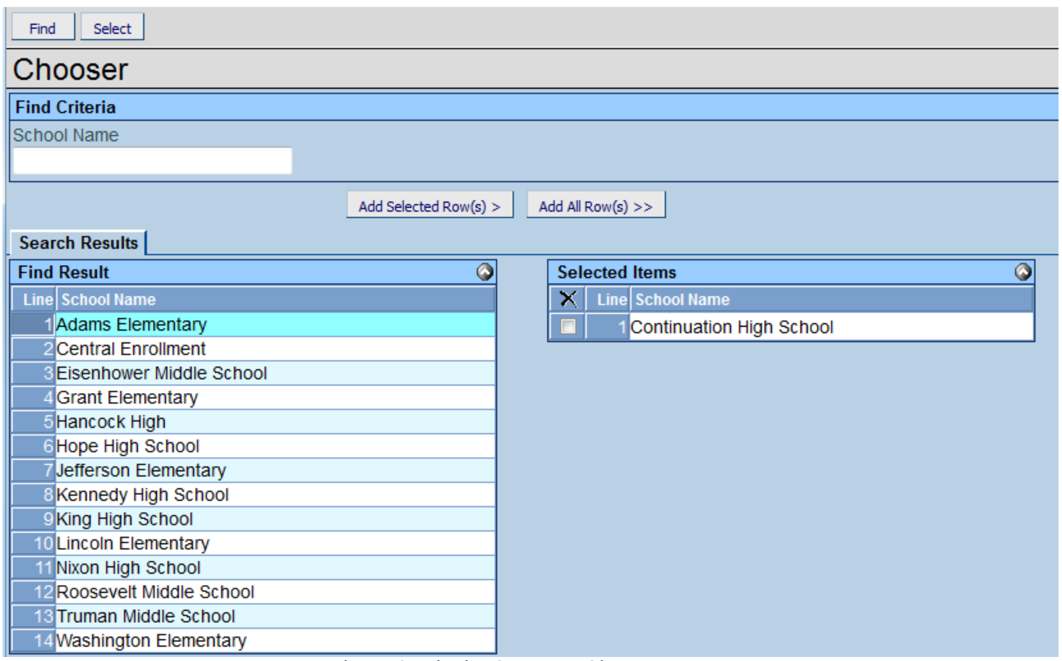


Figure 2: District Course – Chooser screen

2. Select the school to include or exclude from opting into this course.

3. Click **Select**. The selected school display in the **Opt In Types** grid of the **Opt In Options** tab.

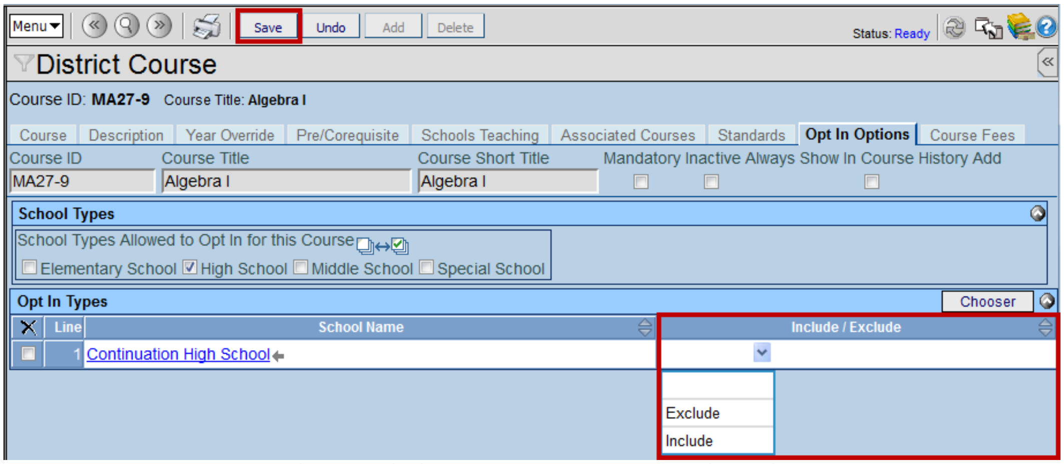


Figure 3: District Course screen – Opt In Options tab

4. Select to include or exclude the school in the **Include/Exclude** column.
5. Click **Save**.

The **Course Fees tab** of the District Course screen enables users to associate fees with a course. See the *Fees Administrator and User Guide* for more information on Course Fees.

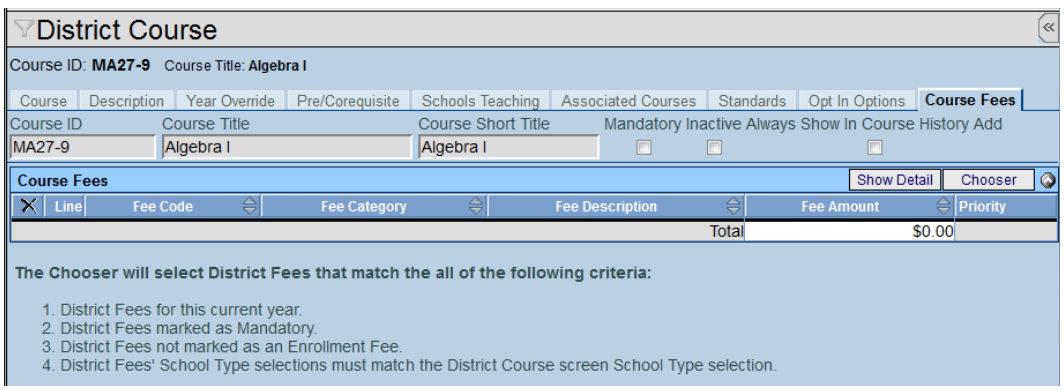


Figure 2.78 – District Course Screen, Course Fees Tab

SCHOOL COURSE OPT-IN

Once all of the district courses have been added, each school needs to indicate which courses are offered at the school. Courses that have been defined as mandatory are already listed for every school. To select courses for each school:

1. Set the current **focus** to the school to be modified. The focus is indicated in the top right hand corner of the screen.

Figure 2.79 – Checking Current Focus

2. Go to the **School Course Opt-in** screen, located under Synergy SIS > Course and under Synergy SIS > Schedule.

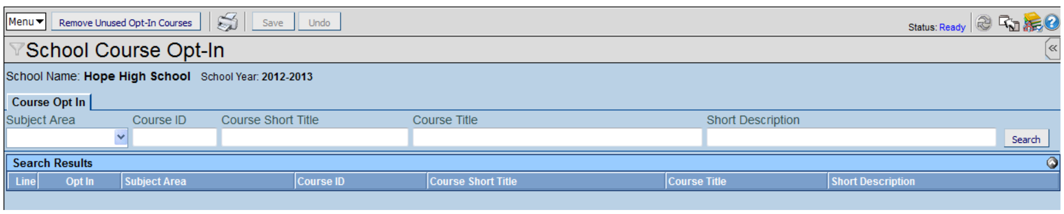


Figure 2.80 – School Course Opt-in Screen

3. The courses to be added can be searched for by selecting the course **Subject Area** from the drop-down list, or entering all or part of the **Course ID**, **Course Short Title**, Course **Title**, and/or **Short Description**. Once the criteria have been added, click the **Search** button to list the courses.

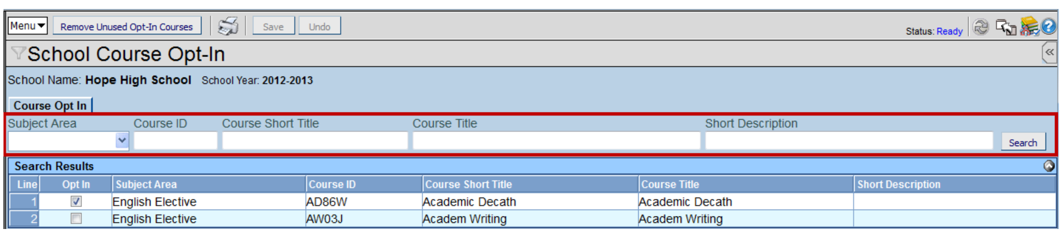


Figure 2.81 – School Course Opt-in Screen, List of Courses Matching Criteria

4. In the list of courses displayed, check the **Opt In** box for each course to be offered by the school in focus.

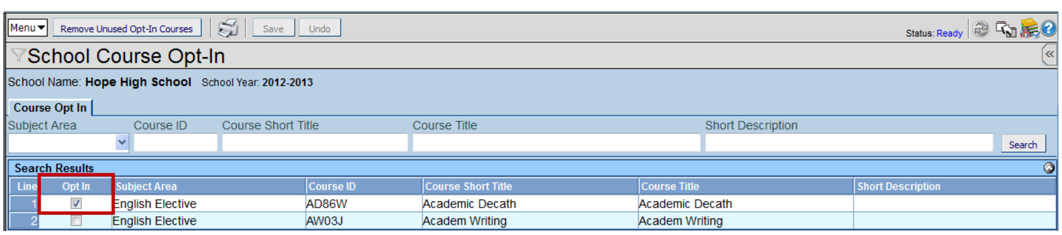


Figure 2.82 – School Course Opt-in Screen, Opt-In Box

5. Click the **Save** button at the top of the screen to save the selections.
6. Continue searching and opting-in to courses until all of the courses have been selected.
7. Change the focus to another school and repeat the process. Continue until all of the schools have been opted-in to the courses offered at the school.

At the end of the year after all courses have been scheduled, it may be helpful to remove courses from the list of courses offered at a school if no students enrolled in those courses. This process removes the OptIn checkmark for the course for the school in focus for the school year in focus. To remove these courses:

1. At the top of the School Course Opt-in screen, click the **Remove Unused Opt-In Courses** button.

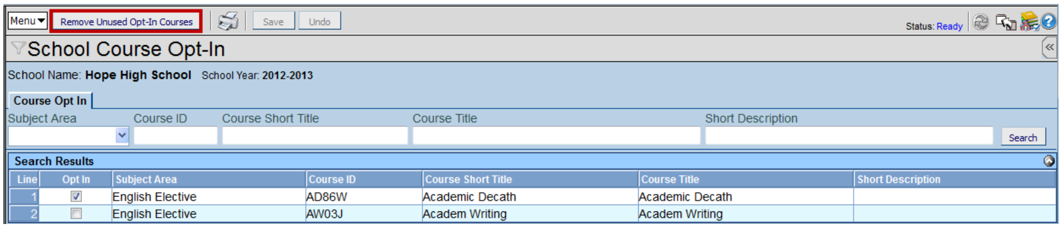


Figure 2.83 – School Course Opt-In Screen

2. A confirmation box pops-up to verify the courses should be removed. Click the **Yes** button to remove the courses, or **No** to cancel the process

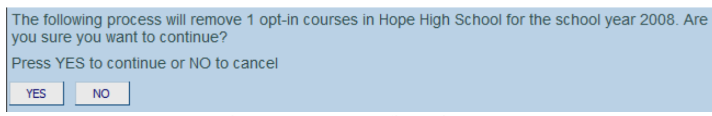


Figure 2.84 – Confirmation Box

3. Once the Yes button has been clicked, the Removal process is sent to the RT Process Server. When it is complete, the Job Status screen pops-up announcing the job is complete, and it then quickly closes.

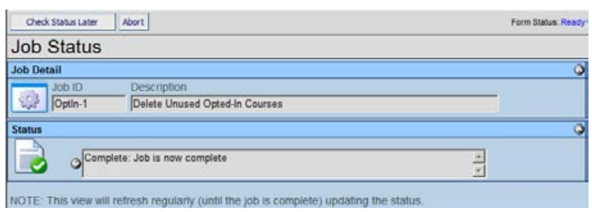


Figure 2.85 – Job Status Screen

SCHOOL COURSE

The School Course screen lists all of the courses that are taught at the school. These records are school year specific. These district courses have been opted into by the school.

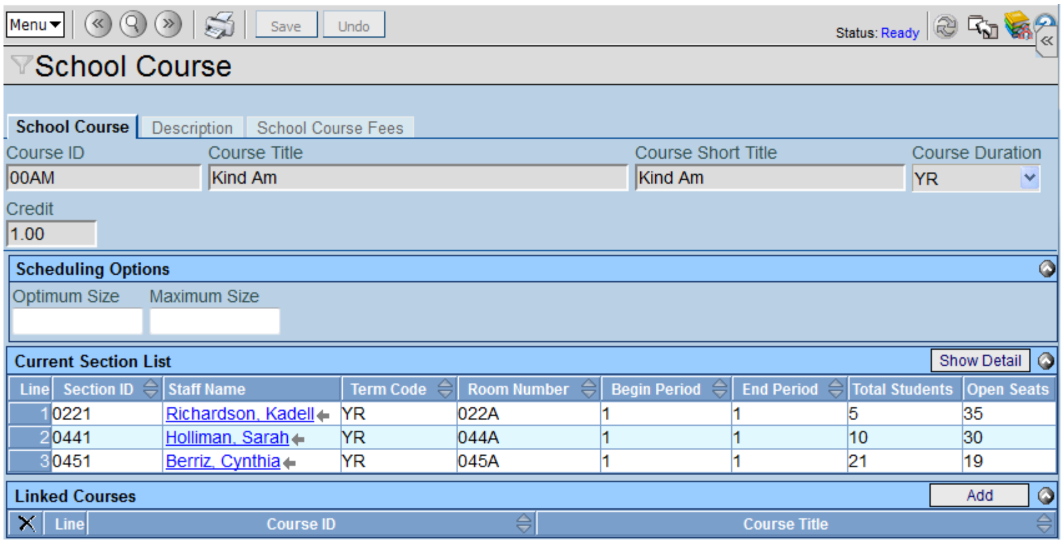


Figure 2.86 - School Course screen

- **Course ID** – the ID code used to identify the course.
- **Course Title** – the complete title of the course
- **Course Short Title** – an abbreviated version of the course title that can be used in column headings in reports.
- **Course Duration** – select the length of the course from the drop-down list, such as semester or quarter.
- **Credit** – the numeric amount of credit earned by successfully completing the course in the course duration selected.
- **Optimum Size** – defines the optimal number of students in the course.
- **Maximum Size** – defines the maximum number of students in the course.
- **Current Section List** – lists all the current sections of this course. Clicking the Show Detail button displays all the section information. (This is identical to the fields and data displayed on the Section screen. See Chapter 8 for more information.)

To add optimum and maximum class sizes:

1. Go to the **School Course** screen, found under Synergy SIS > Course and under Synergy SIS > Schedule.

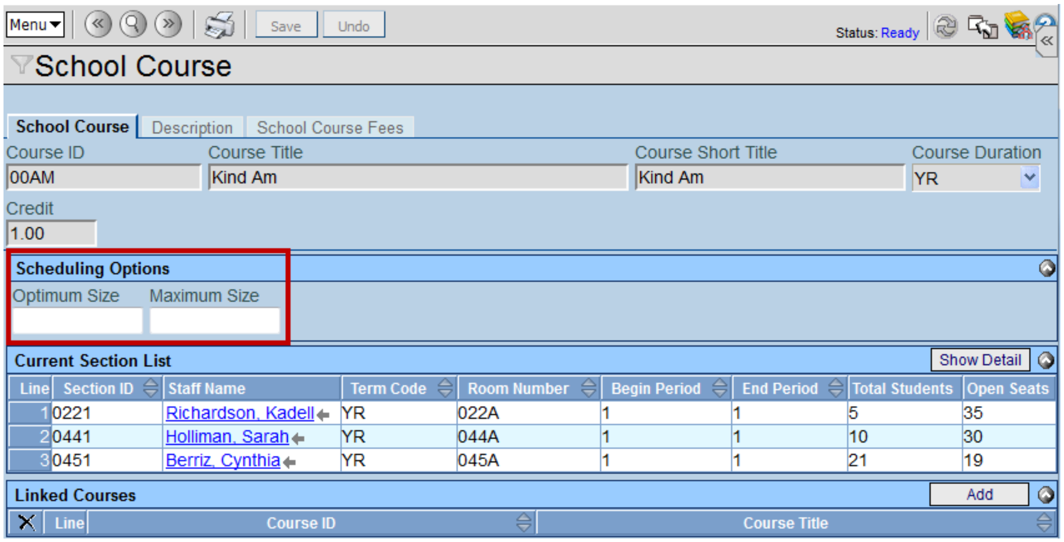


Figure 2.87 – School Course Screen

2. Enter the appropriate numbers in the **Schedule Options** group box fields.
3. Click the **Save** button at the top of the screen.

The **Description** tab of the School Course screen displays the course description based off the description entered in the District Course screen. They are read only.

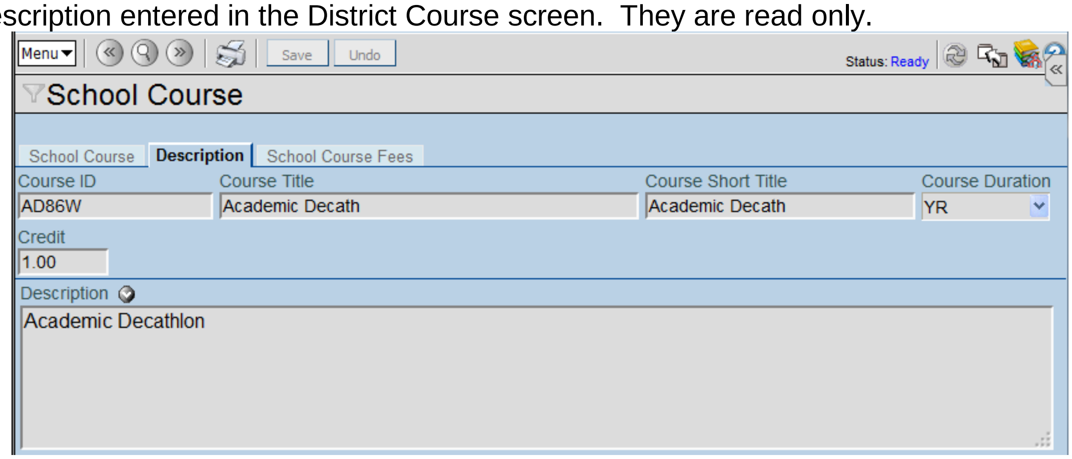


Figure 2.88 – Description Tab, School Course Screen

The **Course Fees tab** of the School Course screen enables users to associate school specific fees with a course. See the *Fees Administrator and User Guide* for more information on Course Fees.

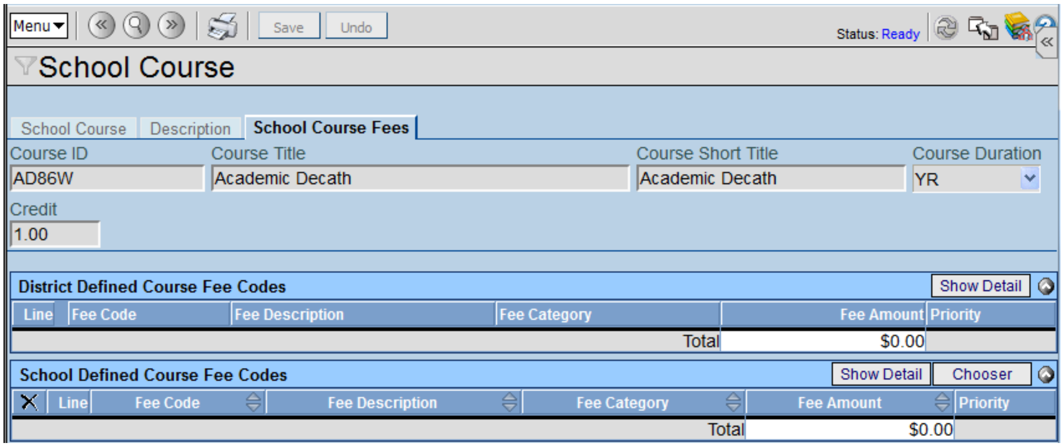


Figure 2.89 – District Course Screen, School Course Fees tab

COURSE GROUP

Course Groups are used to filter the report OSM801 - Course Request Conflict Matrix. To create a new course group:

1. Go to the **Course Group** screen, found under Synergy SIS > Course.

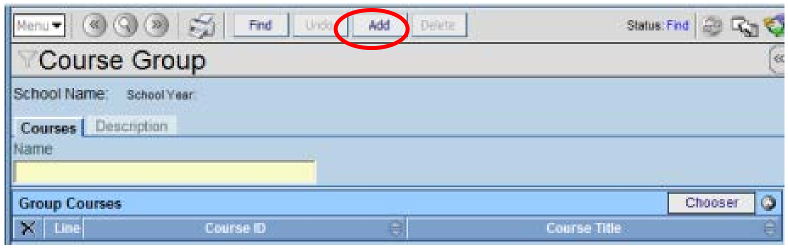


Figure 2.90 – Course Group Screen

2. Click on the **Add** button at the top of the screen
3. A new Course Group screen pops-up. Enter the **Name** of the new group, and click the **Save** button.

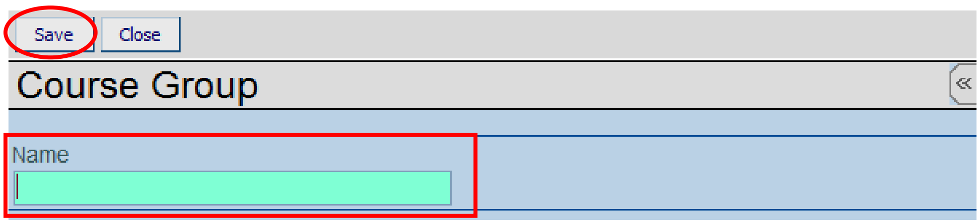


Figure 2.91 – Course Group Screen, Adding

4. To add courses to the new group, click the **Chooser** button and the Chooser screen pops-up.

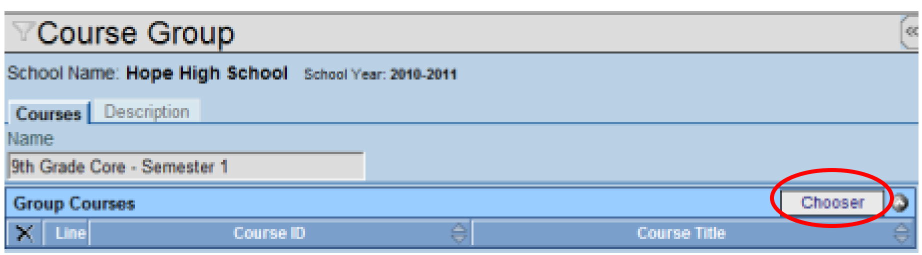


Figure 2.92 – Course Group Screen, New Group Saved

5. Enter all or part of the **Course ID** and/or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered is listed in the Search Results grid.

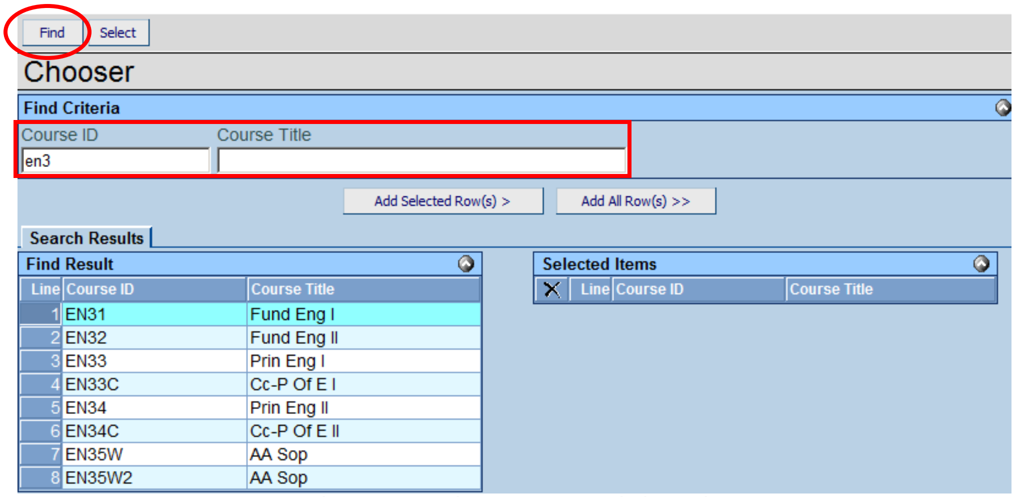


Figure 2.93 – Chooser Screen, Find Results

6. Click on a course to add, and it becomes highlighted in blue. To select multiple courses, hold down the Shift button and click on all the courses needed. Once all of the courses are selected, click the **Add Selected Row(s)>** button to add the courses to the Selected Items grid. To add all of the courses listed, click the **Add All Row(s)>>** button.

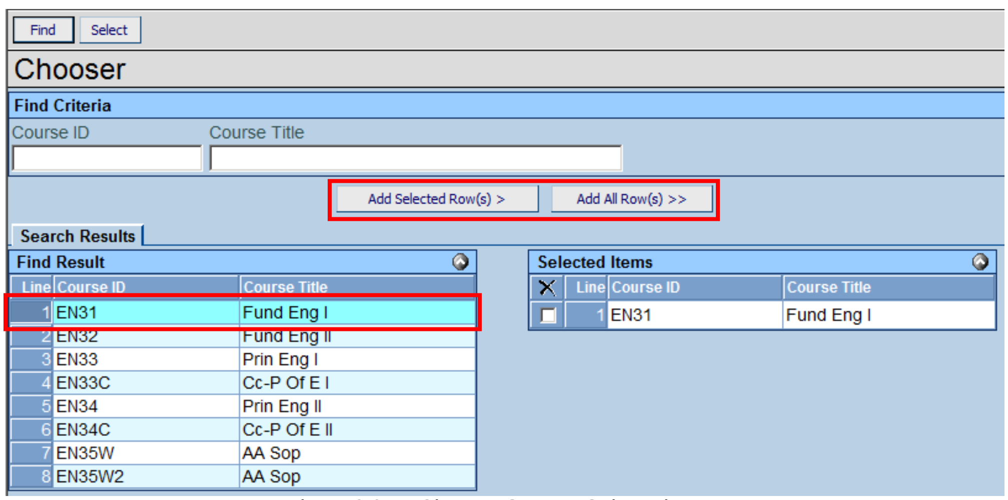


Figure 2.94 – Chooser Screen, Selected Items

7. Once all of the courses have been selected from the current search results, another Find can be conducted by entering different criteria and clicking the Find button. This can be repeated until all of the courses are listed in the Selected Items grid.

8. Once all of the courses are listed, click the **Select** button to add them to the group.

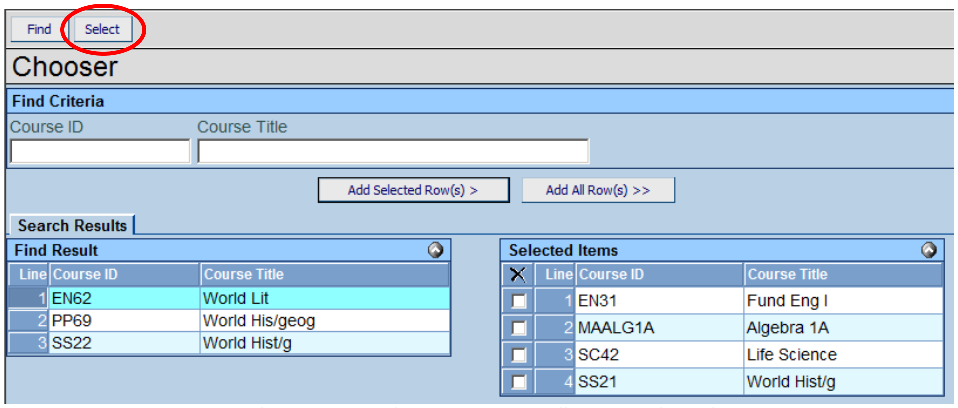


Figure 2.95 – Chooser Screen, All Items Selected

9. The courses are listed in the Group Courses grid. To save this list, click the **Save** button at the top of the screen.

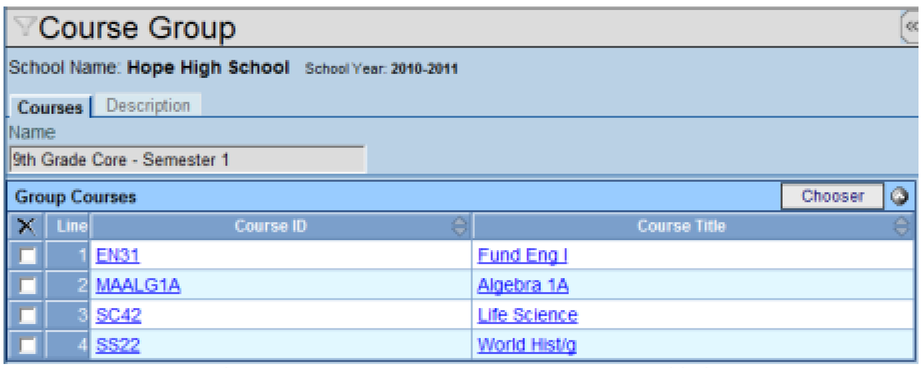


Figure 2.96 – Course Group Screen, Courses Added.

10. To remove courses from the list, check the box in the **X** column and click **Save**.

SCHOOL ROOM

Each section of a course is assigned to a room, based on the class size that can be accommodated in the room. Room availability and class size can be used in the creation of the schedule, so these values must be configured before the schedule can be created. To add the available rooms:

1. Go to the **School Room** screen, found under Synergy SIS > System > Setup

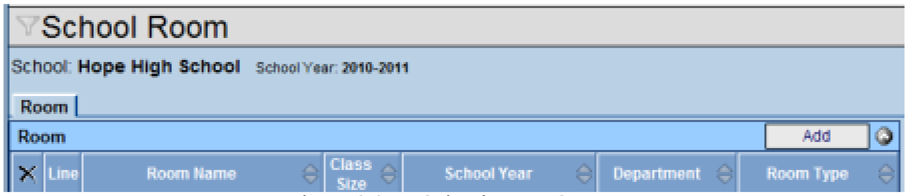


Figure 2.97 – School Room Screen

2. To add a room, click on the **Add** button. A new blank line is added.

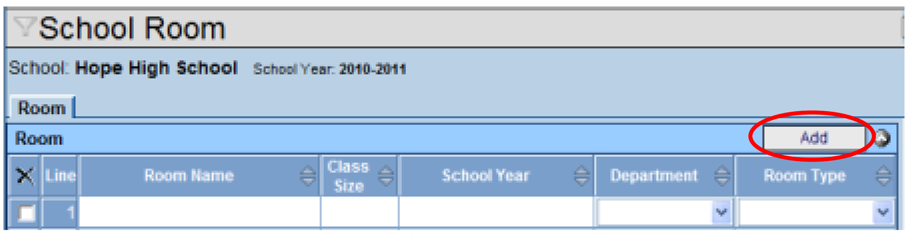


Figure 2.98 – School Room Screen Adding

3. Enter the name or the number of the room in the **Room Name** column.
4. Enter the total number of students that can attend a class in the room in the **Class Size** column.
5. Enter the starting year of the school year in focus as a 4-digit number in the **School Year** column.
6. Select the **Department** and **Room Type** for the room if applicable. The department list is the same department lookup table as used by the District Course screen. This information is used by both ClassBoard and Master Schedule Builder.
7. Continue adding rooms by clicking the **Add** button to add additional lines.
8. To edit an existing room, simply click in the columns to change the information. To delete a room, check the box in the **X** column.
9. Click the **Save** button at the top of the screen to save the changes. To cancel the changes, click the **Undo** button.

Chapter Three:
SCHEDULING SETUP

In this chapter, the following topics are covered:

- Defining the bell schedule
- Where to set up a rotating period schedule
- How to define the number of class period, the terms, and tracks
- How to setup the school scheduling options
- What are wheels, and how are they used in scheduling
- How to set classes to record students as teacher aides

CLASS PERIODS

Before scheduling, the number of periods in use at each school needs to be defined. To configure the number of periods:

1. Go to the **School Setup** screen, found under Synergy SIS > System > Setup.

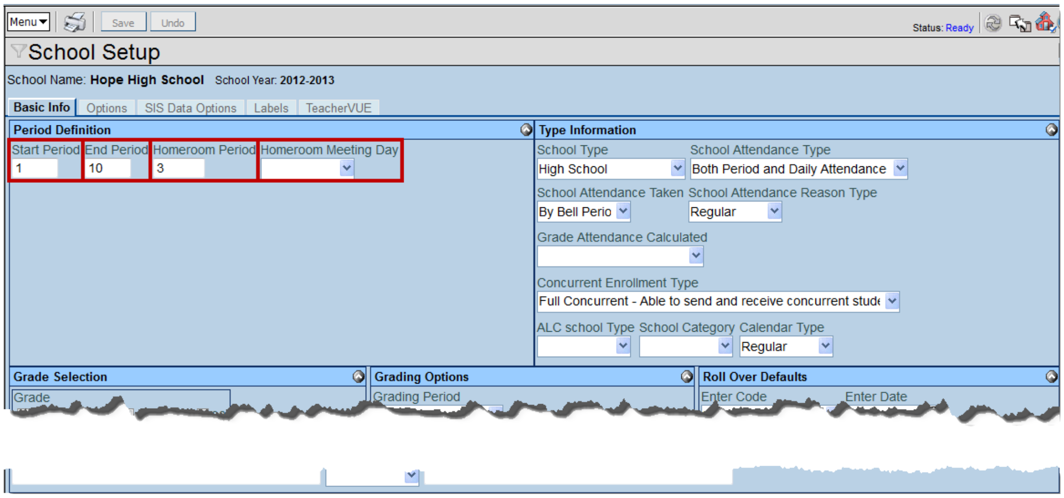


Figure 3.1 – School Setup Screen

2. Enter the class periods offered in the Period Definition section. Enter the number used for the first period (generally 1 or 0) in the **Start Period** box, and then enter the number for the last period in the **End Period** box.

3. If the students are assigned a homeroom, indicate the period in which the homeroom is schedule in the **Homeroom Period** box. If there is not a standard homeroom period, this box may be left blank.

4. If the homeroom is only scheduled for once a week, the day of the homeroom should be selected in the **Homeroom Meeting Day** drop-down. For more information about setting up period rotation, please see Chapter 3 in the *Synergy SIS – Attendance Administrator Guide*.

5. Click the **Save** button at the top of the screen to save the changes.

For more about assigning homerooms, please see Chapter 8 of this guide.

TERM DEFINITION

Terms are the time in the year during which classes are held. A single term may have multiple grade reporting periods. The terms generally define when classes start and end, but a grade reporting period may indicate a significant milestone in the class such as the date of the midterm. Courses are then defined as to which term they are held. Terms must be defined every school year at every school. To define the terms:

1. Go to the **School Setup** screen, found under Synergy SIS > System > Setup.

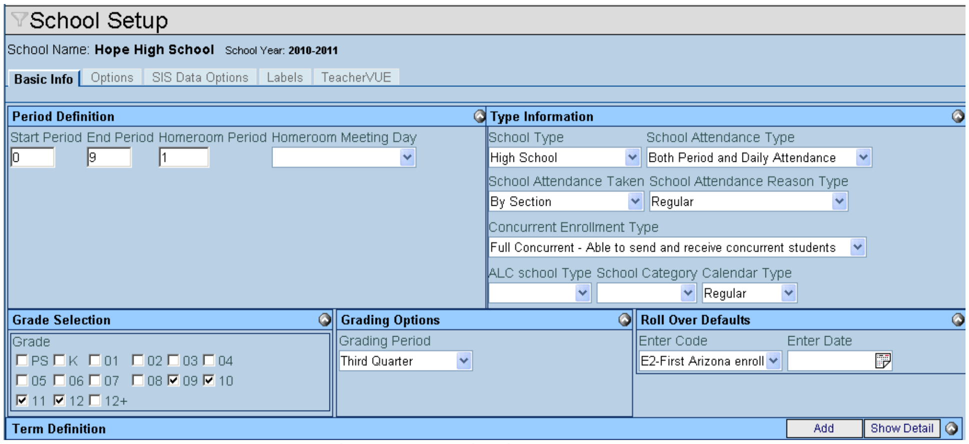


Figure 3.2 – School Setup Screen

2. Click on the **Add** button in the Term Definition section to add a new blank line where the term can be defined.

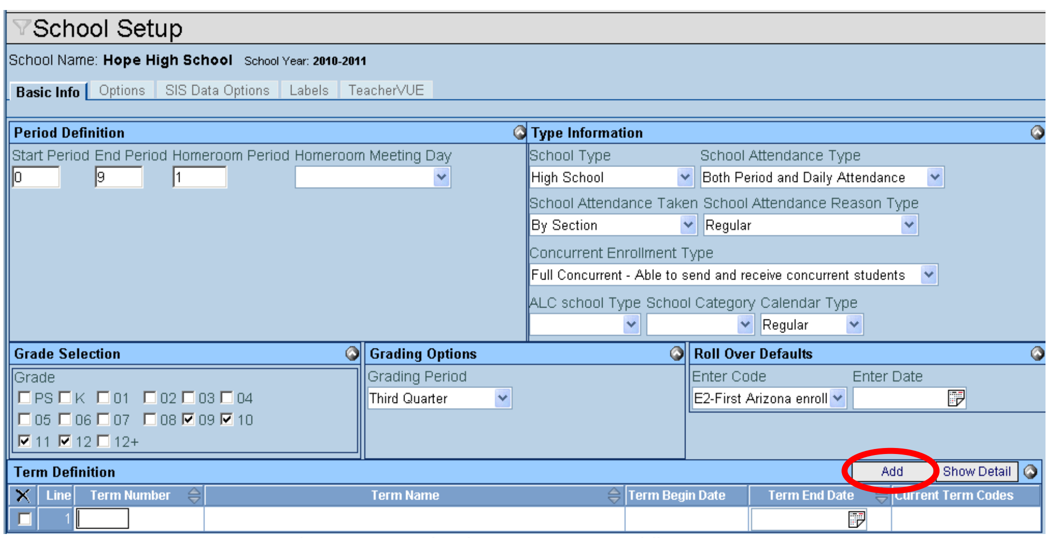


Figure 3.3 – School Setup Screen, Adding a Term

3. Enter the **Term Number**, the **Term Name** such as Fall Semester or First Quarter, and the **Term End Date**. The date should be entered in the format MM/DD/YY or may be selected by clicking the Calendar button. Click the **Save** button at the top of the screen, and the **Term Begin Dates** are automatically entered based on the school calendar and the end dates entered.

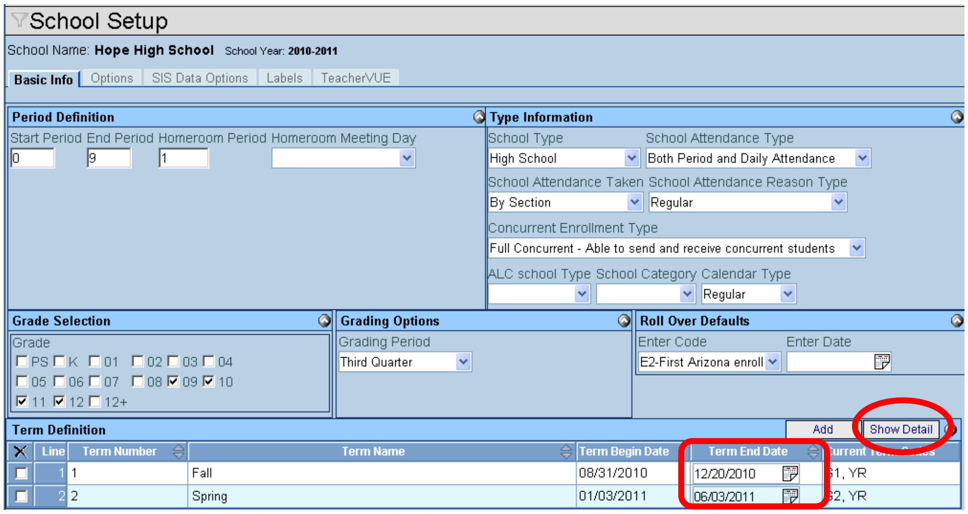


Figure 3.4 – School Setup Screen, Terms Defined

4. Next, the valid term codes need to be added to each term. This is done through the detailed screen of each term. To access the detailed screen of the term, click the **Show Detail** button.

5. Click on the term to modify. To add a term code, click on the **Add** button in the Term Codes section.

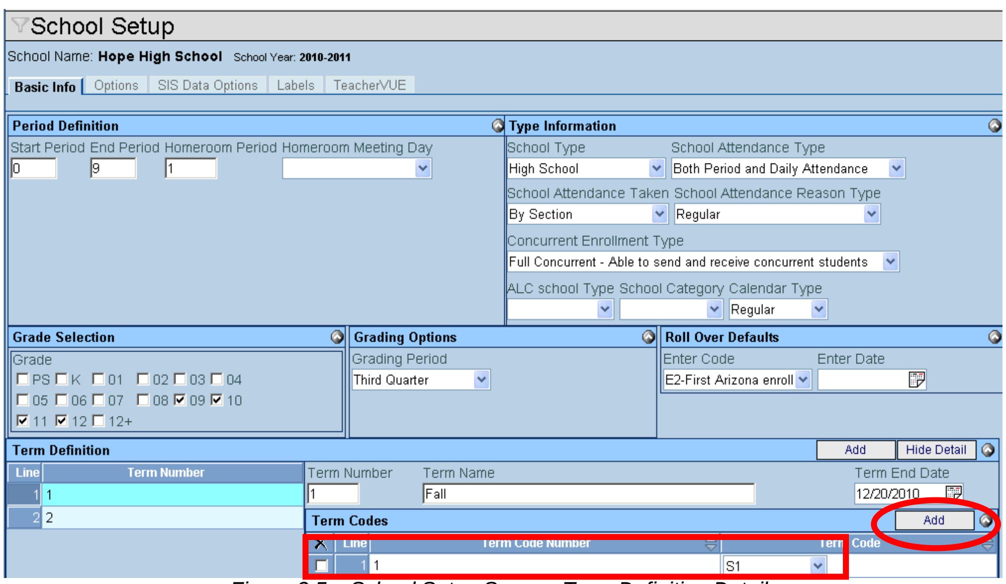


Figure 3.5 – School Setup Screen, Term Definition Detail

6. Enter the **Term Code Number**, which should match the Term Number selected, and select the **Term Code** such as S1 for Semester 1 from the drop–down list.

7. Add as many codes as are in use at the school during that term. When finished, click the **Save** button. Note that the terms selected appear in the **Current Term Codes** column.

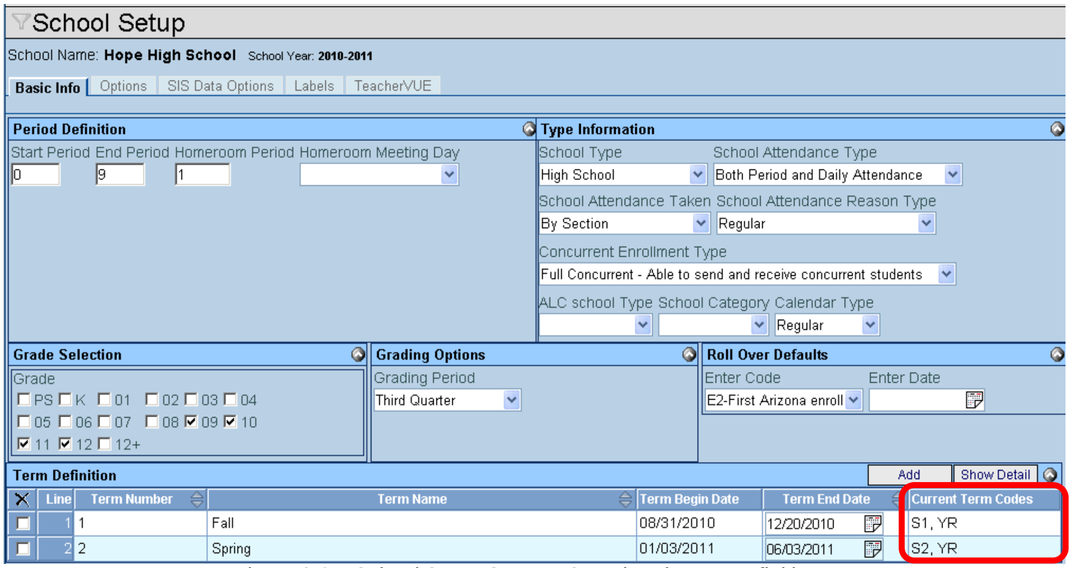


Figure 3.6 – School Setup Screen, Completed Term Definitions

The available term codes may be customized to fit the district's naming preferences. To modify the available term codes:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. Click on the triangle next to **K12.ScheduleInfo** to expand the list of tables.
3. Select the **Term Codes** table.

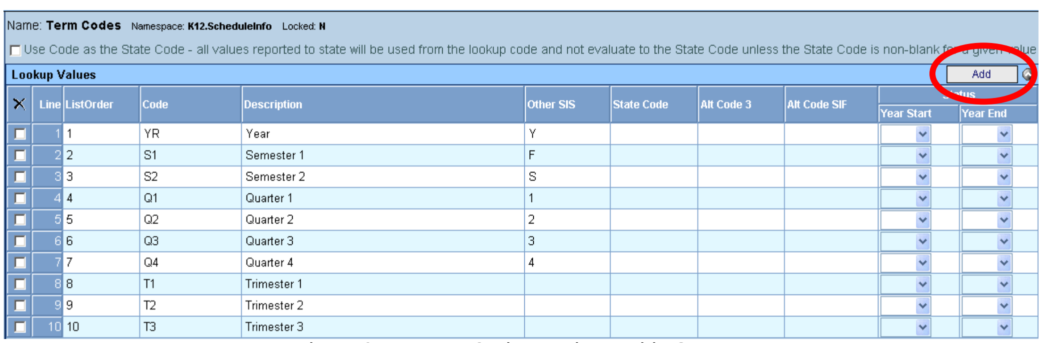


Figure 3.7 – Term Codes Lookup Table Screen

4. Click the **Add** button to add a new code.
5. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all-blank, the Code is used to sort the list and then the Description.
6. Enter a code for the term in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down list.
7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new records. For example, if a code is no longer valid for records beginning FY2008, select 2008 for the end year.
10. The **State Code**, **Alt Code 3, and Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
11. Click the **Save** button at the top to save the changes.

To delete a code, click the box under the **X** column and click the **Save** button.

BELL SCHEDULE DEFINITION

Once the number of periods has been defined in the School Setup screen, the start and stop time for each period needs to be identified in the Bell Schedule Definition. This is also outlined in the *Synergy SIS – Attendance Administrator Guide*. Multiple bell schedules may be defined at a school, but only one schedule may be selected as the default schedule. To setup the bell schedule:

1. Go to the **Bell Schedule Definition** screen, found under Synergy SIS > Schedule > Setup.

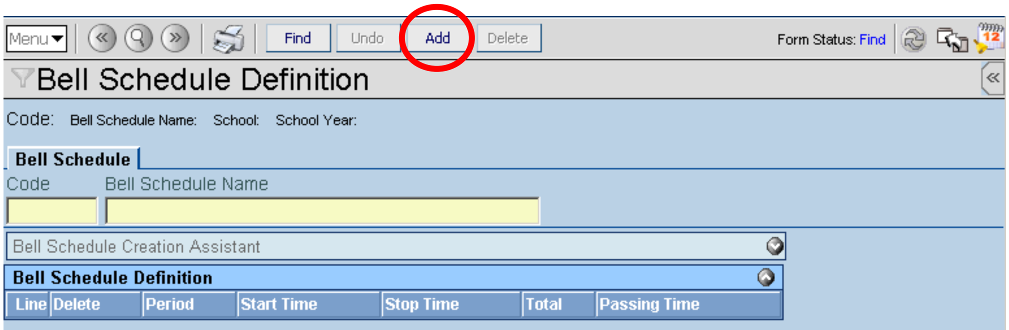


Figure 3.8 – Bell Schedule Definition Screen

2. Click on the **Add** button at the top of the screen, and a new screen pops-up.

3. Enter a code for the bell schedule in the **Code** field, and give the schedule a name in the **Bell Schedule Name** box. For example, the default schedule may use a code of DBS and the name of Default Bell Schedule.

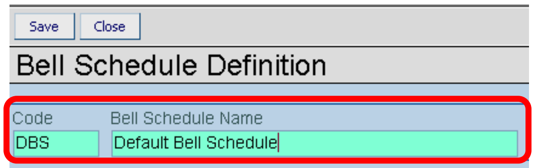


Figure 3.9 – Bell Schedule Definition, Code & Name

4. Click the **Save** button at the top of the screen to save the new schedule name.

5. The new schedule appears with a line for each period defined in the School Setup screen. The times for each period may be entered manually, or it can automatically be filled in using the Bell Schedule Creation Assistant. To see the creation assistant, click on the **down arrow** in the **Bell Schedule Creation Assistant** section.

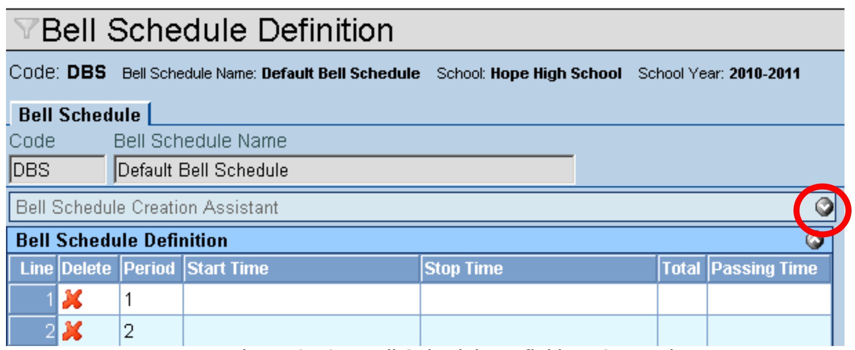


Figure 3.10 – Bell Schedule Definition, Created

6. Enter the time of the first bell in the **Start Time of First Period** box. The time should be entered in standard clock format with AM or PM following (non-military time). Enter the **Total Minutes Per Period** and the **Passing Time In-Between Periods** in the boxes provided, and click the **Create Bell Schedule** button.

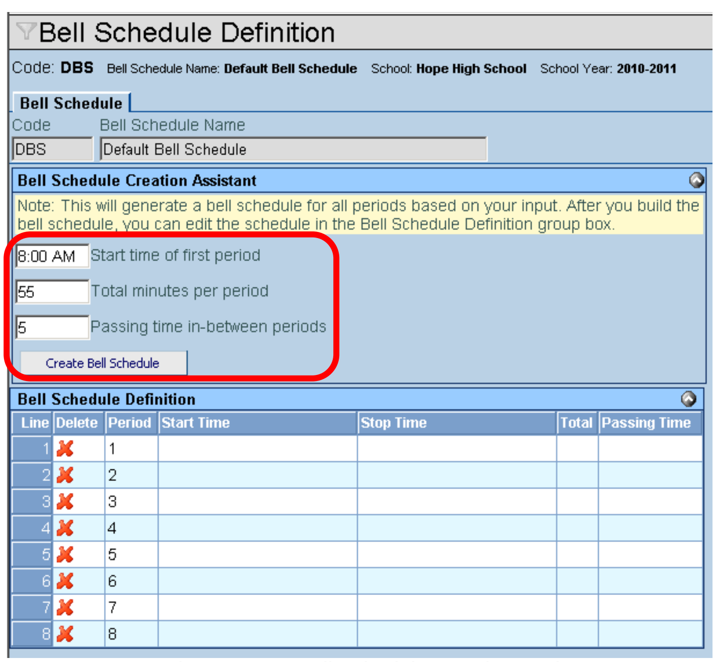


Figure 3.11 – Bell Schedule Creation Assistant

7. A schedule is created for each period based on the number entered. Once the schedule appears, the numbers can be edited directly in the boxes provided. A period may also be deleted from the schedule by clicking on the red X under the **Delete** column.

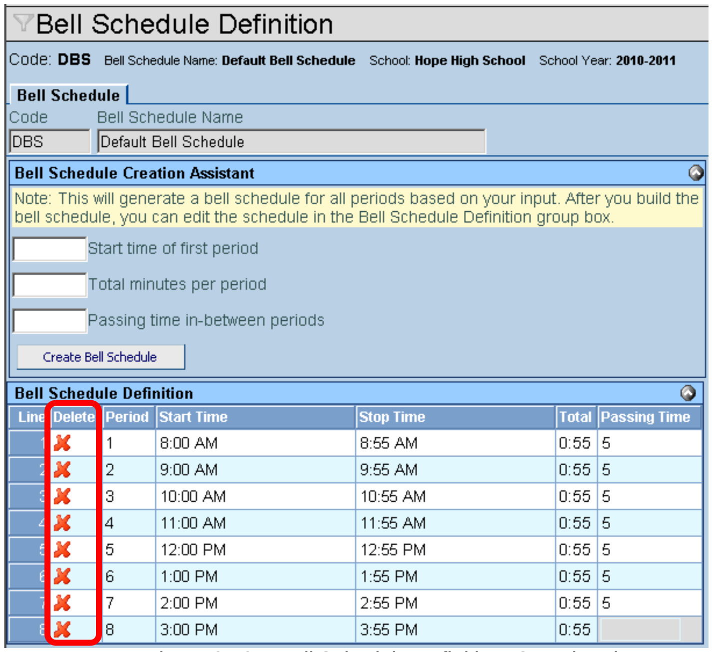


Figure 3.12 – Bell Schedule Definition, Completed

8. When the schedule is finished, click the **Save** button at the top of the screen.

To edit or delete an existing bell schedule:

1. Use the **Find** or **Scroll** buttons to locate the definition.

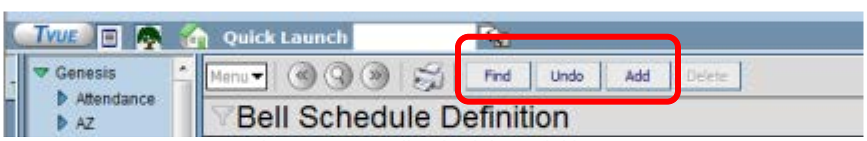


Figure 3.13 - Bell Schedule Definition screen

2. Edit the numbers directly in the boxes provided to edit the schedule, and click the **Save** button at the top of the screen.
3. To delete a schedule, click the **Delete** button at the top of the screen.

Once the bell schedules have been defined, each date in the school calendar needs to be assigned a schedule. Only one bell schedule may be assigned to a calendar date. For instructions on how to define the school calendar and assign bell schedules, see the section on School Calendars in the *Synergy SIS – Attendance Administrator Guide*.

PERIOD ROTATION

At some schools, classes may be taught during different periods on different days, or some classes may not meet every day. To configure the schedule to accommodate these classes, the period rotation must be setup. To setup the rotating periods:

1. Go to the School Scheduling Options screen, found under Synergy SIS > System > Setup.

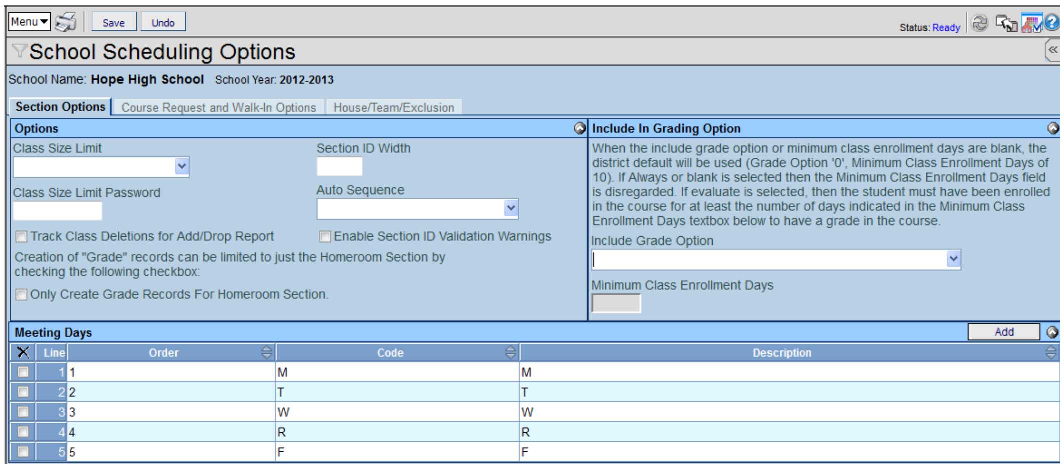


Figure 3.14 – School Scheduling Options Screen

2. In the Meeting Days section, click the Add button for each day in the period rotation. For example, if there were 4 days in the rotation, enter four meeting days.

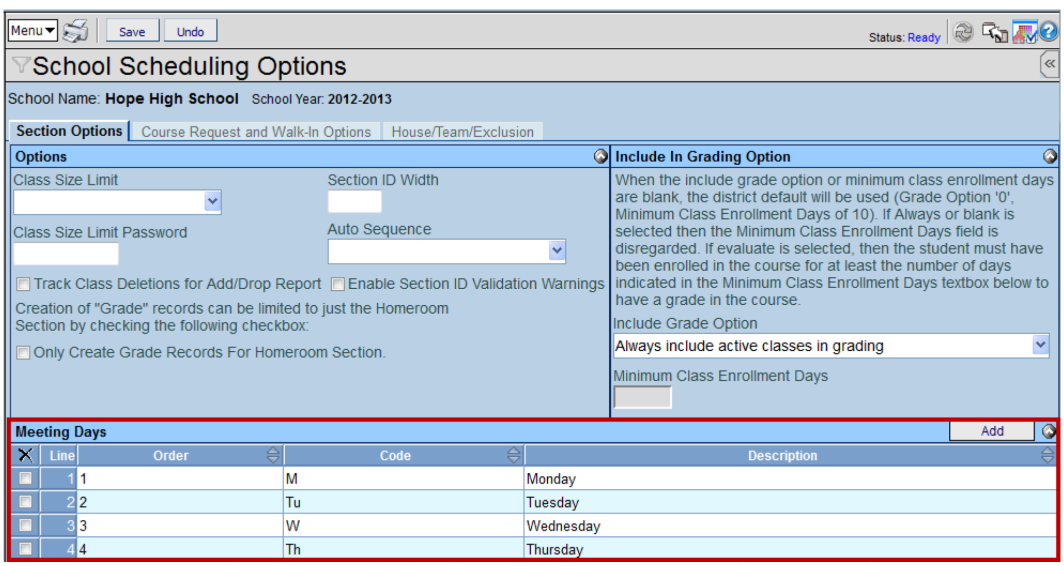


Figure 3.15 - School Scheduling Options screen, Meeting Days section

3. Enter a Code for each day and a Description. Click the Save button at the top of the screen to save the changes.
4. Next, go to the District Setup screen, found under **Synergy SIS > System > Setup**.
5. On the System tab, scroll to the bottom of the **Other Options** group box.
6. Select the **Do not clear rotation periods when increasing the number of days in the cycle** and the **Do not clear rotation periods when decreasing the number of**

days in the cycle checkboxes. This allows the rotation periods to stay in the grid and not be deleted if changes are made on the Period Rotation Definition screen.

7. Click **Save**.
8. Go to the Period Rotation Definition screen, found under Synergy SIS > Attendance > Setup.

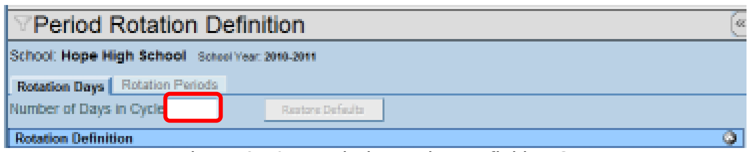


Figure 3.16 – Period Rotation Definition Screen

9. Enter the number of days used in a full rotation in the Number of Days in Cycle box. For example, if the periods change every other day, the number of days would be two. Or if the periods change every day until the 5th day is the same as the 1st day, the number of days would be four.

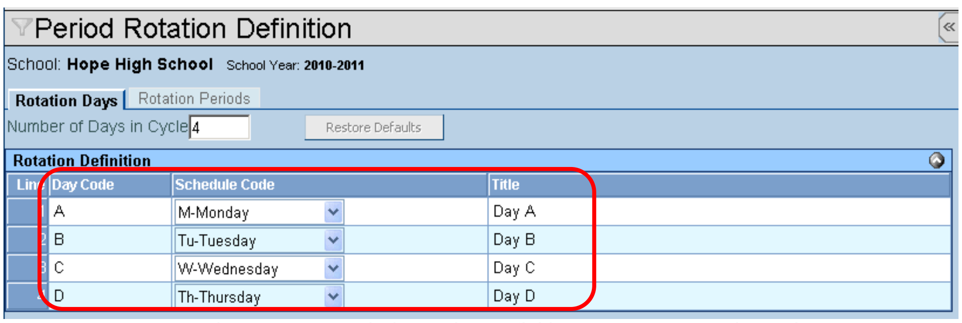


Figure 3.17 – Period Rotation Definition Screen, 4 Days in Cycle

10. Click the Save button at the top of the screen, and the Rotation Definition section is automatically filled in with a Day Code for each day in the cycle.
11. Assign the meeting days created in the School Scheduling Options screen to each day in the cycle by selecting it from the Schedule Code drop-down.
12. Click the Save button at the top of the screen.
13. To setup the rotation, click on the Rotation Periods tab.

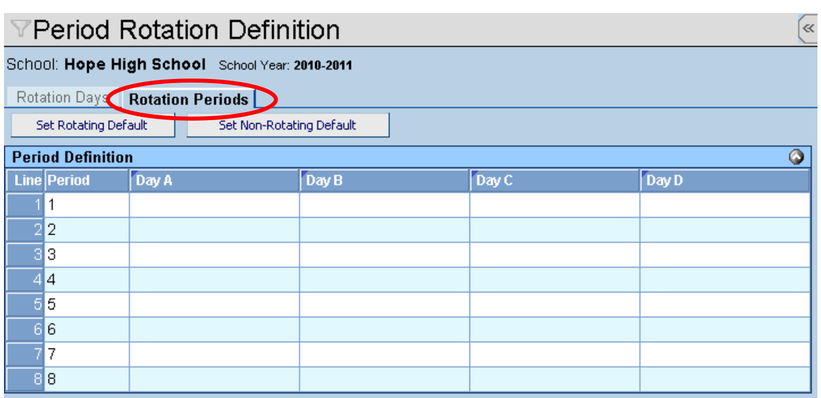


Figure 3.18 – Period Rotation Definition, Rotation Periods Tab

14. To set a non-rotating schedule where each period is at the same time every day in the cycle, click the Set Non-Rotating Default button.

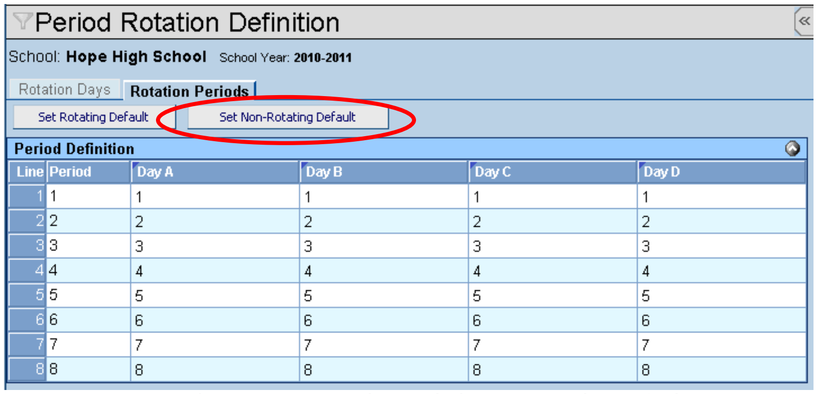


Figure 3.19 – Rotation Periods, Non-Rotating Default

15. To set up a rotating schedule, click the Set Rotating Default button.

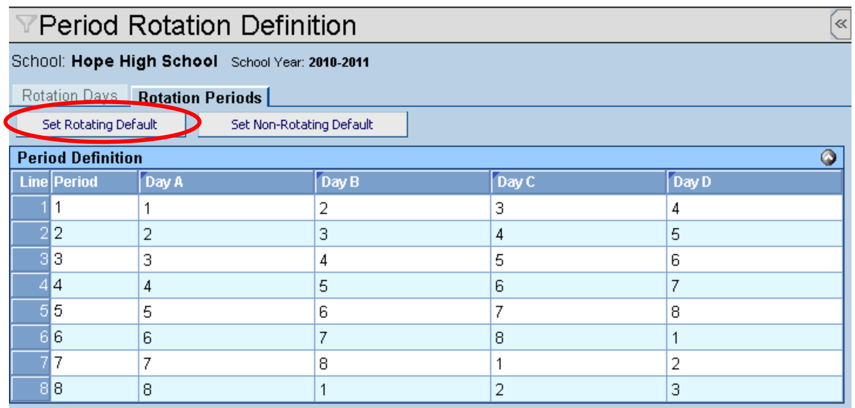


Figure 3.20 – Rotation Periods, Rotating Default

16. Either default distribution can then be manually edited to adjust the rotation. Once the schedule is finished, click the Save button at the top of the screen to save the changes.

17. To assign each rotation day a specific date in the school calendar, go to the School Calendar screen found under Synergy SIS > Attendance > Setup.

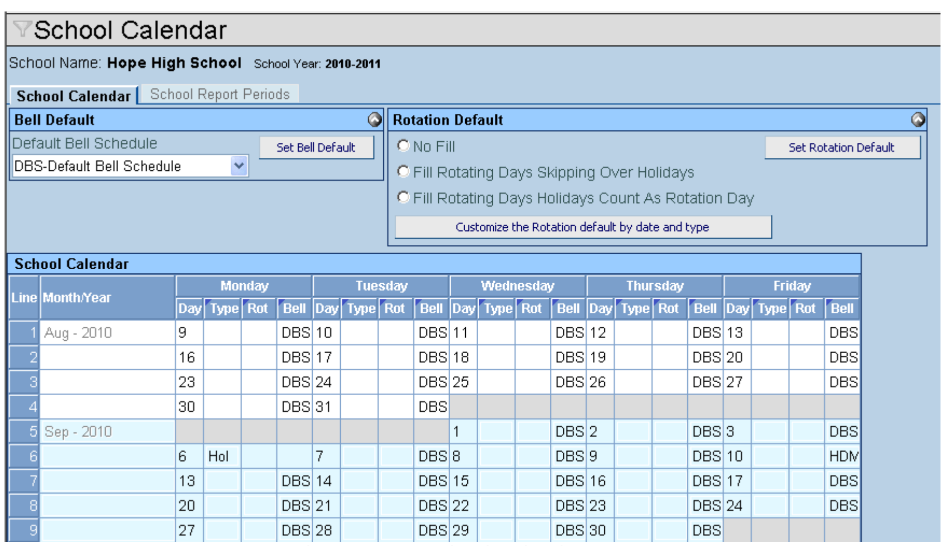


Figure 3.21 – School Calendar Screen

18. To have the rotation automatically assigned to the calendar, with the rotation skipping over the holidays, click the Fill Rotating Days Skipping Over Holidays option and then click the Set Rotation Default button. The meeting day codes from the Period Rotation Definition screen are automatically filled in to the Rot column for each date.

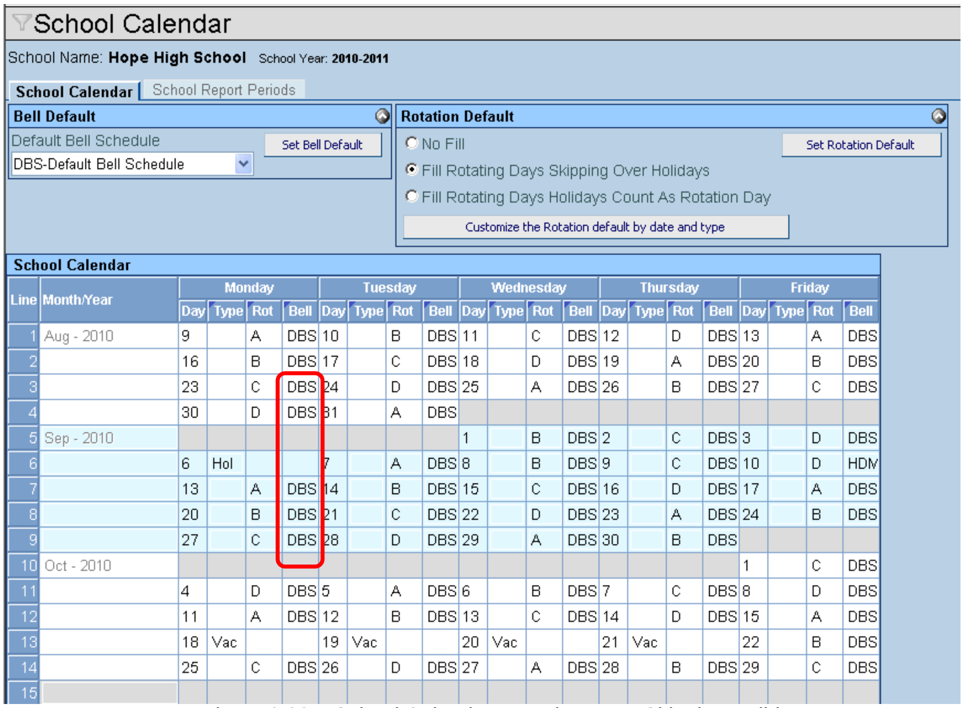


Figure 3.22 – School Calendar, Rotating Days Skipping Holidays

19. To have the rotation automatically assigned to the calendar, with holidays counting as a rotation day, click the Fill Rotating Days Holidays Count As Rotation Day option and then click the Set Rotation Default button. The meeting day codes from the Period Rotation Definition screen are automatically filled in to the Rot column for each date.

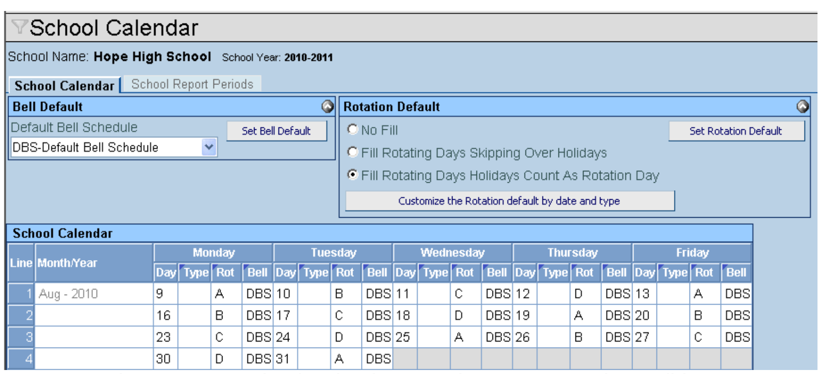


Figure 3.23 – School Calendar, Rotating Days Counting Holidays

20. To set up a different rotation for part of the year, click the Customize the Rotation default by date and type button.

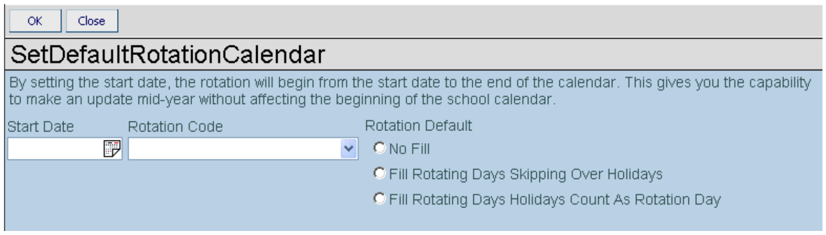


Figure 3.24 – Set Default Rotation Calendar Screen

21. Select the date to start the new rotation in the Start Date field. The dates should be entered in the format M/D/YY or may be selected by clicking the Calendar button. Select the Rotation Code from the drop-down list to start the rotation, and select the Rotation Default. The No Fill option clears the rotation. Click OK to fill in the calendar.

22. Once the rotation has automatically been filled in, it can also be manually edited by clicking in the Rot column and selecting the Day code.

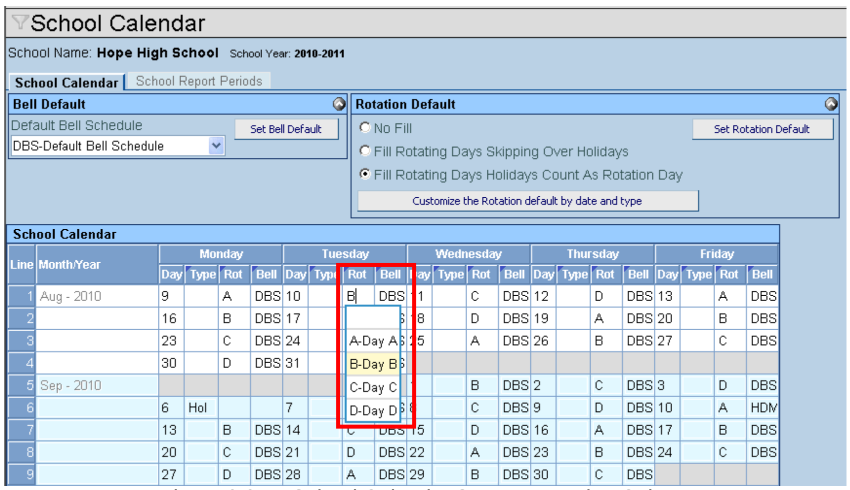


Figure 3.25 – School Calendar Screen, Rotation Column

23. Once all of the rotation days have been filled in, click the Save button at the top of the screen to save the changes.

24. The final step in the process is to assign each section to a period for each rotation day. To assign a period to a section, go to the Section screen found under Synergy SIS > Schedule or use the Sched Section screen in the Option Set if using Mass Scheduling.

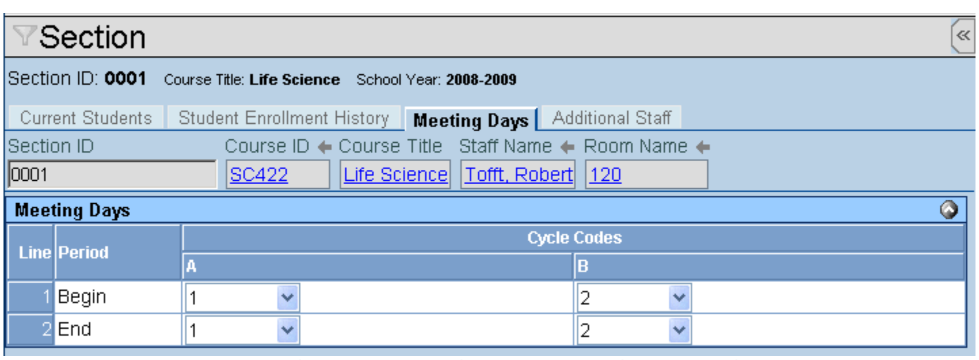


Figure 3.26 – Section Screen, Meeting Days Tab

25. Click on the Meeting Days tab. For each Day Code from the Period Definition screen, select the period assigned to the section.
26. Click the Save button at the top of the page to save the changes. The periods must be assigned for each section in the rotation.

STAFF

Each section of a course is assigned to a staff member. Therefore, staff must be added to Synergy SIS and assigned to the appropriate schools prior to the creation of the schedule. For grouping and reporting in ClassBoard, or for use with Master Schedule Builder, it is also helpful to assign departments to staff. Instructions on how to add and update staff assignments are found in the *Synergy SIS – System Administrator Guide*.

The assignment of staff to a section of a course can also be tracked historically by checking the box **Enable Historical Tracking of Staff in Sections** on the System tab of the District Setup screen, found under Synergy SIS > System > Setup.

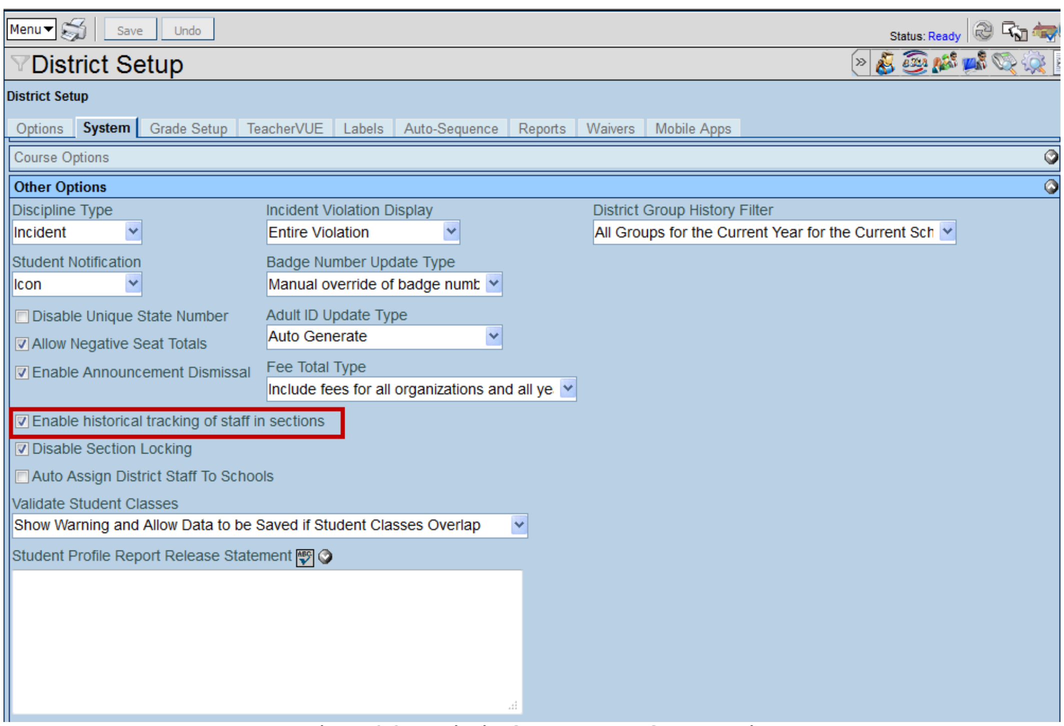


Figure 3.27 – District Setup screen, System Tab

TRACKS

If students at the same school have different school calendars, this is referred to as a multi-track school. Each track represents a different school calendar. This is commonly used to juggle limited space in school facilities. To configure tracks, please refer to the section on Tracks in the *Synergy SIS – Attendance Administrator Guide*.

Once the tracks have been setup, each class section must be assigned to a specific track in multi-track schools. Tracks are assigned manually using the **Section** screen, found under Synergy SIS > Scheduling, or may be assigned automatically through the Mass Scheduling process. For more information about creating sections through the Mass Scheduling process, please see the section on Schedule Control in this guide.

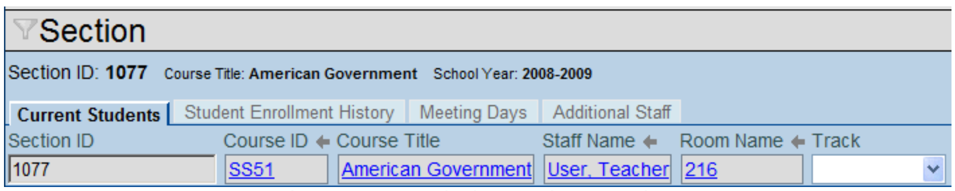


Figure 3.28 – Assigning Tracks to Sections

Each student is also assigned to a specific track through the enrollment process. Each enrollment can only be assigned to one track. Student enrollments are entered through the Student screen, found under Synergy SIS > Student. For more information about the student enrollment process, see the *Synergy SIS - Student Information Administrator Guide* and *Synergy SIS - Student Information User Guide*. Students may also be mass assigned a track using the **Mass Assign Track** screen. Instructions on this screen can be found in Chapter 8 of this guide.

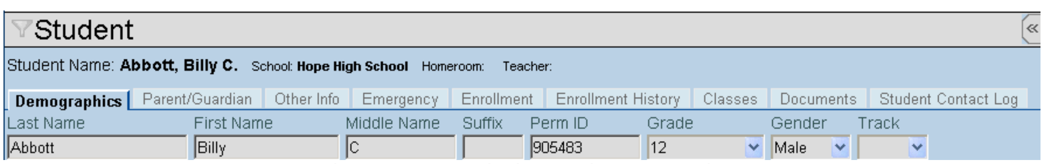


Figure 3.29 – Assigning Students to Tracks

CLASS SIZE LIMIT

Using either the Sched Section screen during Mass Scheduling or the Section screen during Scheduling, a maximum number of seats in the class is entered for each class. However, there may be times when it becomes necessary to exceed these class size limits. For example, a counselor may add a new student to a class before withdrawing other students that are known to be dropping the class. To allow the class to be overridden:

1. At the district level, this is controlled using the System tab of the **District Setup** screen, found under Synergy SIS > System > Setup. Check the box **Allow Negative Seat Totals** to allow the class size limits to be exceeded.

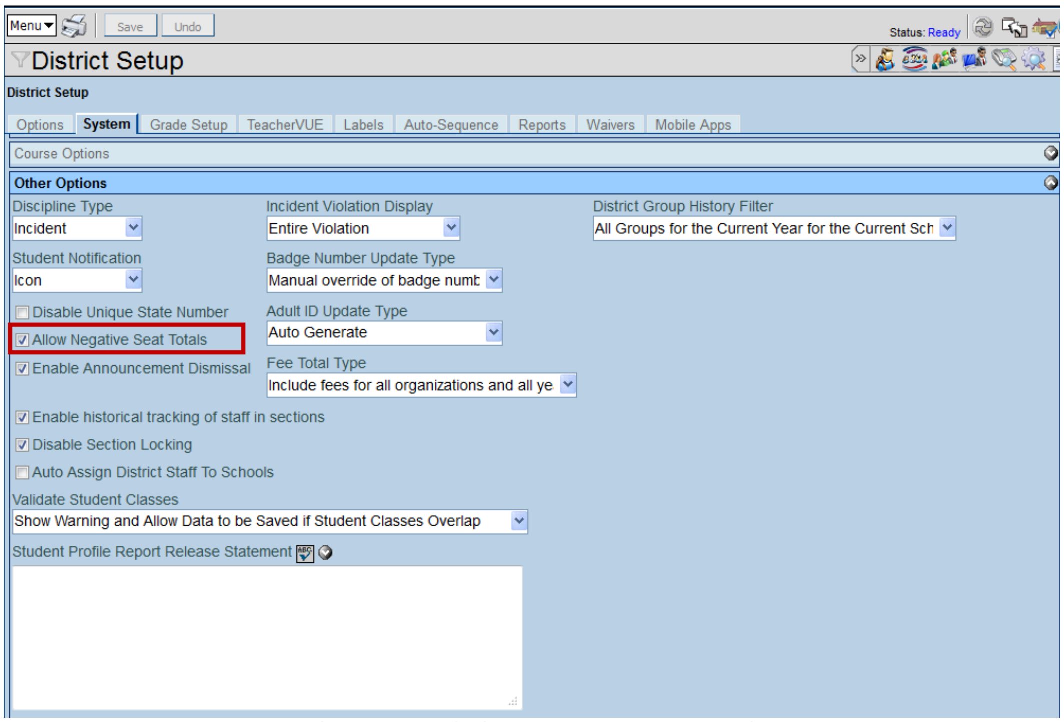


Figure 3.30 – District Setup screen, System Tab

2. At the school level, the class size limit is regulated on the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup. From the **Class Size Limit** drop-down, select either **Add Student, No Message** to allow the student to be added without a warning message, **Add Student, with Message** to allow the student to be added but with a warning message, **Don't Add Student** to not allow students to be added to classes when the limit is reached, or **Require Password** to require a password to add a student once the class limit is reached.

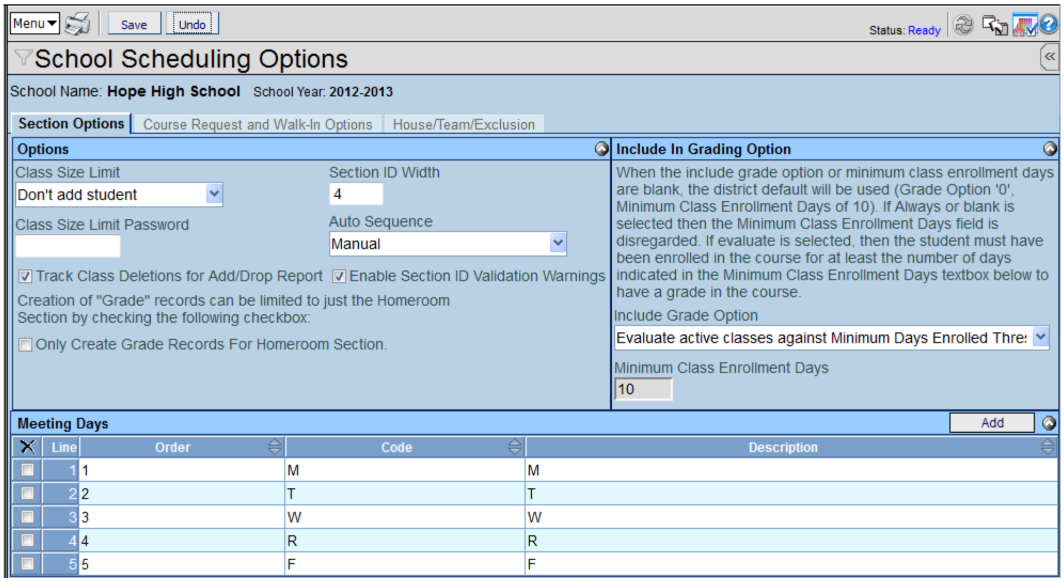


Figure 3.31 – School Scheduling Options screen

The override can also be limited to certain users or user groups. On the Security Settings tab of either the **User** or **User Groups** screen, found under Synergy SIS > System > User. In the for **Allow Override of Max Students in Class** field, select either **Add Student, No Message** to allow the student to be added without a warning message, **Add Student, with Message** to allow the student to be added but with a warning message, **Don't Add Student** to not allow students to be added to classes when the limit is reached, or **Require Password** to require a password to add a student once the class limit is reached.

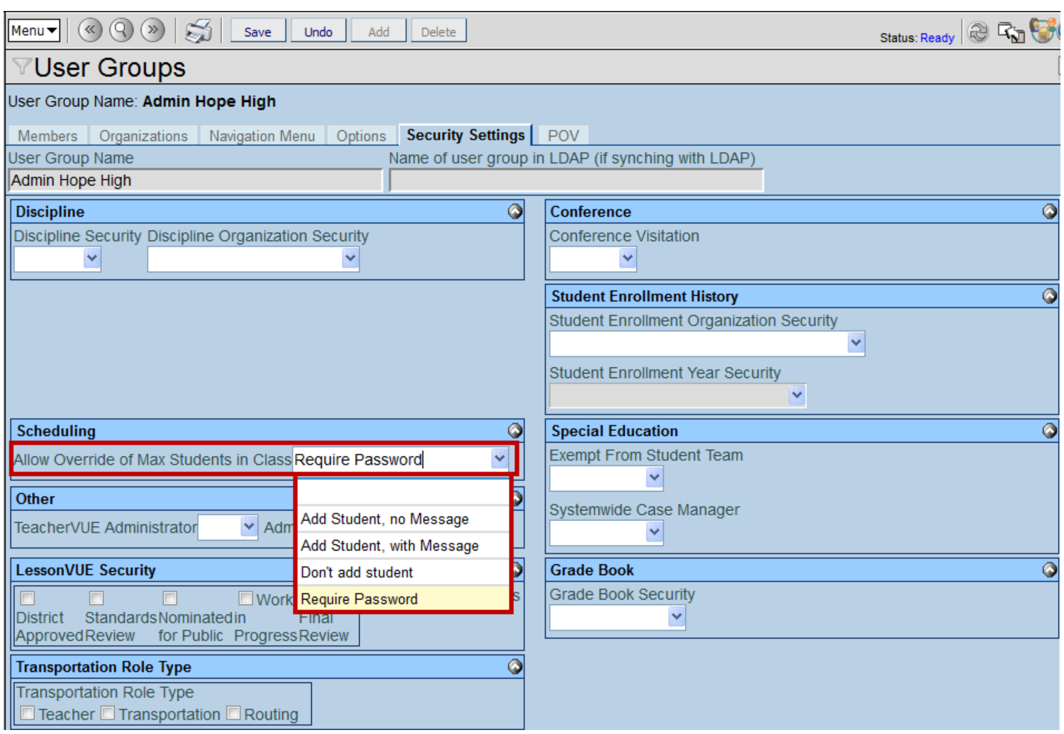


Figure 3.32 - User Groups screen - Security Settings tab

Class size limits can also be overridden in Mass Scheduling during a scheduling and that is covered in Chapter 6.

The School Scheduling Options screen defines the school-wide options for class sections. It also sets up the rules applied to student course requests and the Walk-In Schedule process. The options for the Walk-In Schedule process are mostly the same as those available for the Mass Scheduling process, as defined in the Schedule Control screen. Finally, the houses and teams used for the school schedule are also defined in this screen.

To setup the options for the class sections:

1. Go to the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup.

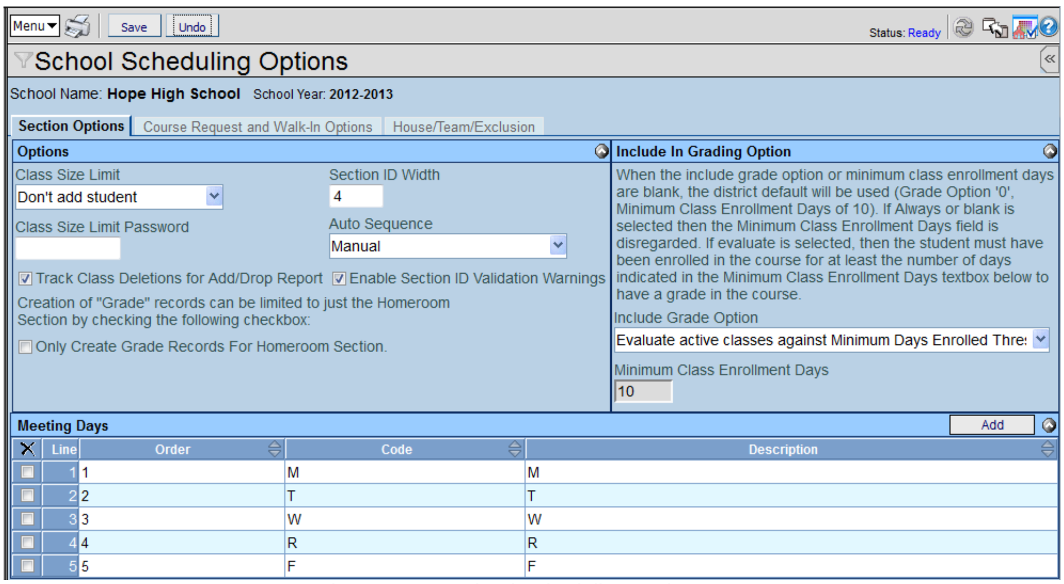


Figure 3.33 – School Scheduling Options Screen

2. When the maximum number of students allowed in a section has been reached, as defined by the Max number of students in the Student Seat Totals, the option selected from the **Class Size Limit** drop-down determines if the student can be added to the section anyway. If the student should not be added, select **Don't Add Student**. If the student should be added, select Add **Student, No Message,** or **Add Student, with Message**. If the With Message option is selected, a pop-up appears that notifies the staff member that the class limit has been reached. This option works in conjunction with setting in the User or User Groups screen and at the district level, as explained in the previous section in this chapter.

3. To set the number of characters that are used when creating the ID for each section, enter the number of characters in the Section ID **Width** box. This also limits the number of characters possible if manually creating the sections.

4. If the sections will be created using the Mass Scheduling process, select how the section ID will be created by selecting the option to be used from the **Auto Sequence** drop-down list. If **Manual** is selected, the section ID will not be automatically created and must be manually entered. If **Period and Counter** is

selected, the section ID will start with the period number of the section followed by a sequential number based on the order in which the sections are created. If **Course and Period** is selected, the section ID will start with the Course ID followed by the period of the section. This option is only appropriate if there will never be two sections of a course taught in the same period. If **Counter** is selected, each section is assigned a sequential number starting with one for the first section created. If **Course and Period and Counter** is selected, the section ID will start with the Course ID, followed by the period of the section, followed by a sequential number starting with one for the first section created. If **Course and Counter** is selected, the section ID matches the same sequence as the Master Schedule Builder. The Section ID field is populated with the ID created during the Master Schedule Builder build process. If **Course and Manual** is selected, the system generates a Course ID. Then the user creates the Section ID and the generated Course ID is appended to it.

5. When sections are deleted from a student's schedule (instead of the student being withdrawn from the section), these sections are automatically deleted from the student's record. If these sections should be retained for reporting purposes, check the **Track Class Deletions for Add/Drop Report** box. These classes will then be added to the Student Classes Deleted screen, and will be included in reports.
6. To pop-up a warning if a manually entered section ID does not meet the character width requirements, check the **Enable Section ID Validation Warnings** box. This also produces a warning if the number of characters entered is not enough for the automatically calculated section ID option.
7. If students will only receive grades for their homeroom class, check the **Only Create Grade Records for Homeroom Section** box. This is primarily used by elementary schools that want to track student participation in other classes, but have all grades issued by the homeroom teacher.
8. The **Include in Grading Option** section of this screen determines when a class will be available for marks to be entered. For more information, please see the *Synergy SIS – Grading Administrator Guide*.
9. The **Meeting Days** section of the screen sets up the number of different schedule days when using Period Rotation. For more information, please see the section on Period Rotation earlier in this chapter.
10. When all of the options have been selected, click the **Save** button at the top of the screen to save the changes.

The **Course Requests & Walk-In Options** apply to student requests entered in both the Schedule Request screen in Synergy SIS and the Course Request page in the PARENTVUE & STUDENTVUE software. These options also only apply to the Walk-In Schedule screen, and do not change the options used when mass scheduling students. To setup the options to be used for Course Requests and Walk-In Scheduling:

1. Click on the **Course Request and Walk-In Options tab** of the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup.

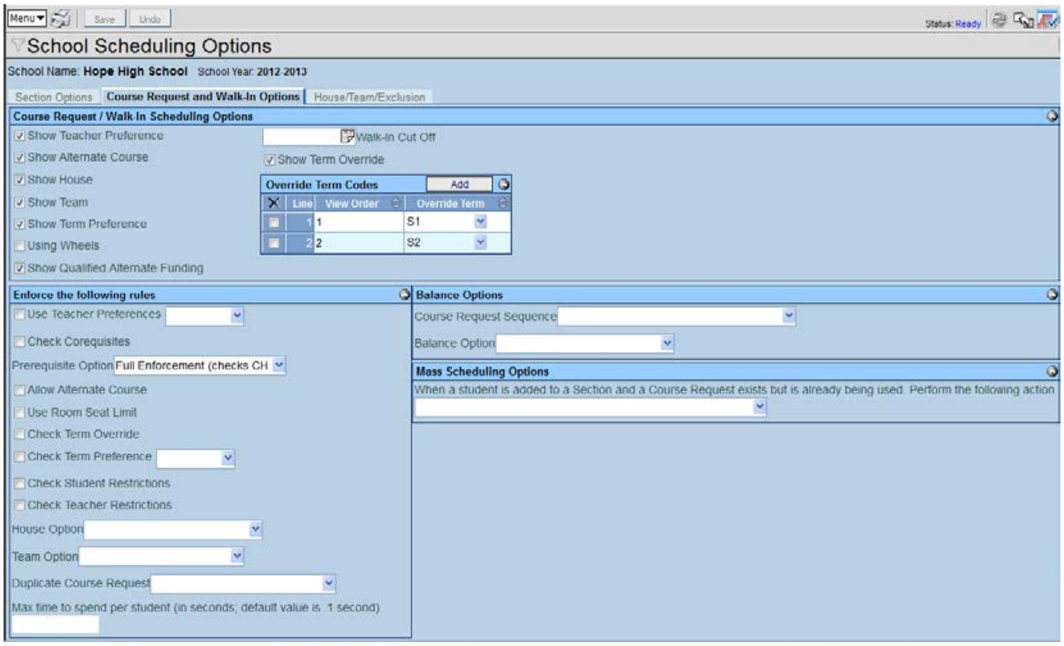


Figure 3.34 – School Scheduling Options Screen, Course Request and Walk-In Options

2. To allow the student to select a preferred teacher for a course, check the **Show Teacher Preference** box. The **Use Teacher Preferences** box under the *Enforce the following rules* section of the screen should also be selected to apply the preferences to the schedule. There are two options to select from when enforcing teacher preferences, **Try** and **Must Have**.

3. If the student can select an alternate course to be used in case their primary course request cannot be scheduled, check the **Show Alternate Course** box. The **Allow Alternate Course** box under the *Enforce the following rules* section of the screen should also be selected to apply the preferences to the schedule. Only one alternate course can be selected for each course requested.

4. If the student can be assigned to a house, check the **Show House** box. A **House Option** should also be selected under the *Enforce the following rules* section of the screen if this is checked. Select **Automatic House Enforcement** to assign students to sections with the same house assigned to both student and section. Selecting **Match Sections with Houses** tries to assign sections for each house that match each house's course requests. If **No House Enforcement** is selected, houses are not used during the walk-in scheduling process, even if houses are assigned to students or sections.

5. If the student can be assigned to a team, check the **Show Team** box. A **Team Option** should also be selected under the *Enforce the following rules* section of the screen. Select **Automatic Team Enforcement** to assign students to sections with

the same team assigned to both student and section. Selecting **Match Sections with Teams** tries to assign sections for each house that match each house's course requests. If **No Team Enforcement** is selected, teams are not used during the walk-in scheduling process, even if teams are assigned to students or sections.

6. If the student can select a preferred term for each course, check the **Show Term Preference** box. The **Check Term Preference** box under the *Enforce the following rules* section of the screen should also be selected to apply the preferences to the schedule. There are two options to select from when enforcing term preferences, **Try** and **Must Have**.
7. If wheel definitions are used during the scheduling process, check the box labeled **Using Wheels**.
8. To specify which students in a specific section qualify for alternate funding such as JTED in Arizona, check the **Show Qualified Alternate Funding** box. This adds an additional column to the Classes tab in Student screen, the Section screen, and the Student Classes screen where each student can be checked off as participating in an alternative funding program
9. Enter the last date on which walk-in schedules may be created in the **Walk-In Cut Off** box. The date must be entered in the MM/DD/YY format, or it can be selected by clicking the Calendar button. This is strictly for informational purposes and does not disable the Walk In Scheduling screen.
10. Each course is assigned to a Term in the District Course screen, and some courses may not be offered every term. To allow student course request to override the default term assigned to the course and select a different term for the course, check the **Show Term Override** box. The term codes that can be used during the override process must also be added by clicking the **Add** button in the Override Term Codes section. Enter a number to indicate the order in which the code is displayed in the Term Code drop-down in the **Screen Order** column, and select the term code from the **Override Term** drop-down. The **Check Term Override** box under the *Enforce the following rules* section of the screen should also be selected to apply the preferences to the schedule.
11. The **Use Teacher Preferences** box applies any teacher preferences indicated in student course requests to the schedule. **Show Teacher Preference** must be enabled as well. There are two options to select from when enforcing teacher preferences, **Try** and **Must Have**
12. To enforce the co-requisite requirements defined for each course in the District Course screen, check the **Check Corequisites** box. If the co-requisite course is not requested, the main course is not scheduled.
13. Select how the pre-requisites defined for each course in the District Course screen will be checked from the **Prerequisite Option** drop-down list. To disregard the pre-requisites during scheduling, select **No Enforcement**. If **Full Enforcement (checks CHS)** is selected, the student's course history will be checked to verify the student has completed the pre-requisites successfully and does not schedule the course unless the pre-requisites are met. If **Schedule Requests in Prereq Order** is selected, course requests that are a pre-requisite for another request will be scheduled in the first term of the schedule. This option is useful when creating student schedules for an entire year or if student grades have not yet been posted to the student's course history. For example, if both Pre-Algebra and Algebra are

requested and Pre-Algebra is a pre-requisite of Algebra, Pre-Algebra would be scheduled for the first semester and Algebra would be scheduled for semester 2.

14. The **Allow Alternate Course** box applies any alternate course preferences to the schedule. Only one alternate course can be selected for each course requested. This takes the one-to-one course alternate, and does not affect the alternates for electives. **Show Alternate Course** should also be enabled for course requests.
15. To limit the number of students that can be assigned to a section based on the capacity of the room assigned to the section (as entered in the School Room screen) instead of the seat limit assigned directly to the section, check the **Use Room Seat Limit** box. This is rarely used, since the class size for the section gives more flexibility to adjust class size based on the course or teacher.
16. To include any term override options selected in course requests, **Check Term Override** should be enabled. Also, enable **Show Term Override** for course requests.
17. To use a student's term preference for a course in the schedule, enable **Check Term Preference**. Also, enable **Show Term Preference** for course requests. There are two options to select from when enforcing term preferences, **Try** and **Must Have**
18. If some students should not be scheduled into the same class, a student restriction can be created in the Student Schedule screen covered in Chapter 5. To use these restrictions in scheduling, enable **Check Student Restrictions**.
19. If a student should not be scheduled in a particular teacher's class, a teacher restriction can also be setup in the Student Schedule screen covered in Chapter 5. To use this restriction in scheduling, enable **Check Teacher Restrictions**.
20. A **House Option** should also be selected under the *Enforce the following rules* section of the screen if this is checked. Select **Automatic House Enforcement** to assign students to sections with the same house assigned to both student and section. Selecting **Match Sections with Houses** tries to assign sections for each house that match each house's course requests. If **No House Enforcement** is selected, houses are not used during the walk-in scheduling process, even if houses are assigned to students or sections.
21. A **Team Option** should also be selected under the *Enforce the following rules* section of the screen. Select **Automatic Team Enforcement** to assign students to sections with the same team assigned to both student and section. Selecting **Match Sections with Teams** tries to assign sections for each house that match each house's course requests. If **No Team Enforcement** is selected, teams are not used during the walk-in scheduling process, even if teams are assigned to students or sections.
22. If a student has requested a course twice, select how these duplicate requests will be handled from the **Duplicate Course Request** drop-down list. If **Reject All Duplicates** is selected, none of the duplicate course requests will be schedules. Selecting **Schedule All of the Duplicates** will schedule all duplicate courses, and selecting **Schedule 1 of the Duplicates** will schedule only one of the duplicate requests. This setting overrides the Duplicate Course Request setting for each course set in the District Course screen**.**

23. **Max Time to Spend Per Student** sets the maximum amount of time the scheduling process tries different scheduling options for each student. The amount entered is in seconds, and the default is .1 second. This should only be increased if a schedule conflict indicates that max time was the reason a student was not scheduled, and it should only be increased by .025 increments.
24. When course requests are scheduled, the **Course Request Sequence** sets the order by which the requests are processed. Selecting **By Course Request Priority and By Difficulty** will schedule courses first by the Schedule Priority (Core or Elective) defined in the District Course screen and then by the difficulty of scheduling the section. **By Difficulty** only schedules courses in the order of difficulty. The difficulty is determined by the number of sections available for the course and the number of periods in which the course is offered.
25. When assigning students to a section, the scheduling process can try to balance the demographics of the students in each section to create a diverse group of students in each section based on the **Balance Option** selected. The students in a section may be balanced by one of the following: **Balance Property, Ethnicity, Gender, Gender and Balance Property, Gender and Ethnicity, or Total Students**. The **Balance Property** is the district-defined set of values used for balancing students in classes in addition to the options pre-defined in Synergy SIS. This may be one or more values such as ELL or SPED or Home Language. The Balance Property is setup in the Lookup Table **K12.MassScheduleInfo.User Balance**. All of the options entered in this lookup table are used when the Balance Property is selected. The students are assigned the corresponding Balance Code in the Schedule Request screen.
26. You can decide how pre-schedules should be handled when the course request has already been scheduled using the **When a student is added to a Section and a Course Request exists but is already being used. Perform the following action** field. The options are **Prompt with error**, which is the default, **Use existing Course Request** that replaces the new request, or **Create New Course Request**.
27. Click the **Save** button at the top of the screen to save the changes.

The **House/Team/Exclusion** options create the houses and teams that can be used in the scheduling process. For complete instructions on setting up houses and teams, see the chapter in this guide on Houses & Teams. These options also setup the Term Exclusions Codes. The Term Exclusion Codes are used to define a group of courses so that only one of the courses in the group may be taken in a term. For example, a school may have a rule that only one art course may be taken in a term. All of the Art course sections would then be assigned the same Term Exclusion Code so that only one of the Art courses would be scheduled in a given term. To setup a term exclusion for a group of courses:

1. Click on the House/Team/Exclusion tab.

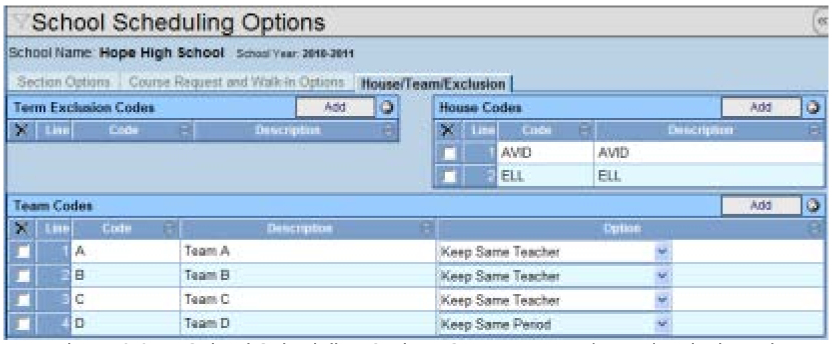


Figure 3.35 – School Scheduling Options Screen, House/Team/Exclusion tab

2. Click the **Add** button in the Term Exclusion Codes section of the screen.

Figure 3.36 – Term Exclusion Codes Section

3. Enter a **Code** for the group of courses, and enter a **Description** of the group.
4. To add another group, click on the **Add** button again. To delete a group, check the box in the **X** column.
5. Click the **Save** button at the top of the screen to save the changes.

After the code for the group of courses has been defined, the sections to be grouped need to be assigned the code. To assign the code for the section:

1. Go to the **Sched Section** screen of an option set in Mass Scheduling.

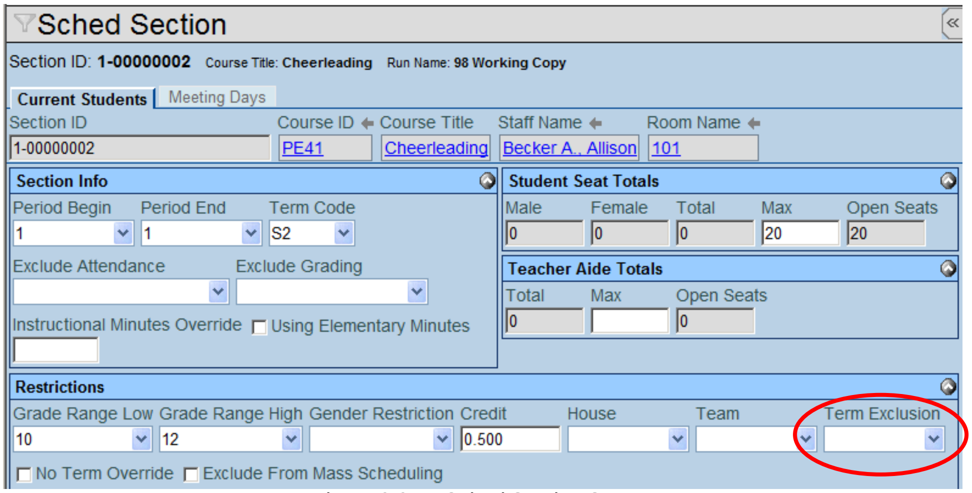


Figure 3.37 – Sched Section Screen

2. Select the group code from the **Term Exclusion** drop-down list.
3. Click the **Save** button at the top of the screen to save the changes.

SCHEDULE OVERLAP

Another option can be set to determine how to check to see if a student's course schedule is structured so that different sections overlap in the same period. This validation can be set at both the district level and the school level. To setup the schedule overlap validation at the district level:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup, and click on the **System** tab.

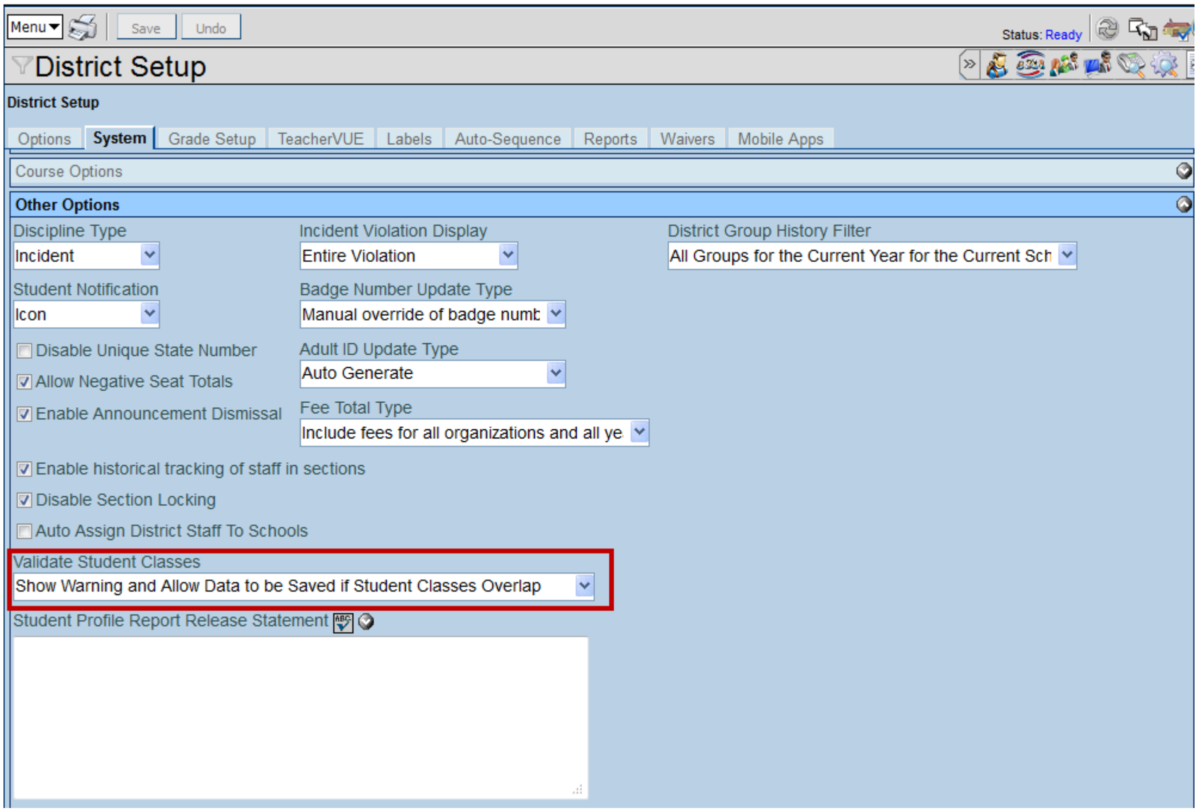


Figure 3.38 – District Setup Screen

2. Scroll to the bottom of the screen to the **Other Options** section.
3. From the **Validate Student Classes** drop-down, select either **Do Not Validate Student Classes** to ignore any schedule overlap, **Show Error and Do Not Allow Data to be Saved if Student Classes Overlap**, or **Show Warning and Allow Data to be Saved if Student Classes Overlap**.
4. Click the **Save** button at the top of the screen to save the changes.

To check for class overlap setting at the school level:

1. Go to the **School Setup** screen, found under Synergy SIS > System > Setup.

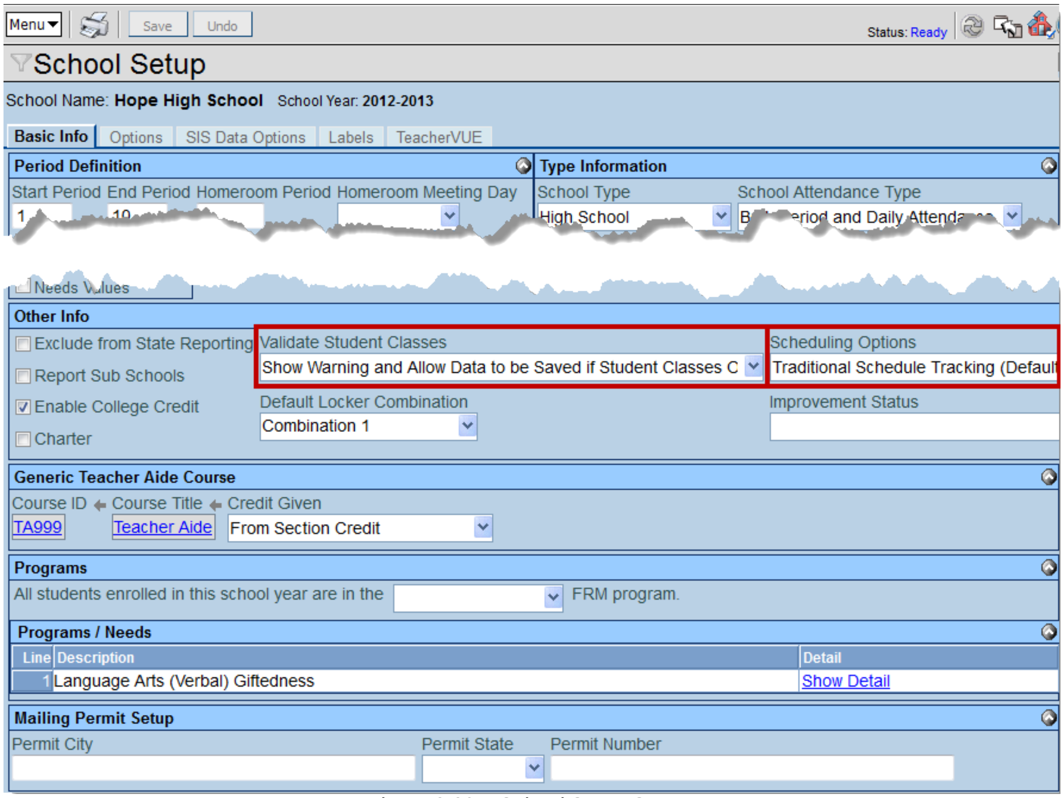


Figure 3.39 – School Setup Screen

2. From the **Validate Student Classes** drop-down, select either **Do Not Validate Student Classes** to ignore any schedule overlap, **Show Error and Do Not Allow Data to be Saved if Student Classes Overlap**, or **Show Warning and Allow Data to be Saved if Student Classes Overlap**.

3. Select the desired scheduling method from the **Scheduling Options** drop-down:

   - **Traditional Schedule Tracking (default)** – a section created for each course/period a teacher instructs and school office staff enrolls students in the appropriate sections manually or through mass scheduling.

   - **Homeroom and Associated Course Enrollments** – courses defined with associated courses (those courses expected to be taught by the homeroom teacher) in the **District Course** screen. Sections are created for homeroom and courses not taught by the homeroom teacher. School office staff enrolls students in the appropriate sections, manually or through mass scheduling. When the extract is generated, enrollment records are created for the sections in a student's schedule as well as for those courses associated with the homeroom course.

   - **Linked Sections** – a section created for each course/period a teacher instructs and the **Linked Teacher** field is populated with the homeroom teacher name. When a student is enrolled in the homeroom section, an enrollment record is automatically created in all linked sections.

Note: When Linked Sections is selected, the **Exclude From Link Section Process** check box displays on the **Section** screen. If checked, the section will not be automatically added to a student's schedule when the homeroom section is added.

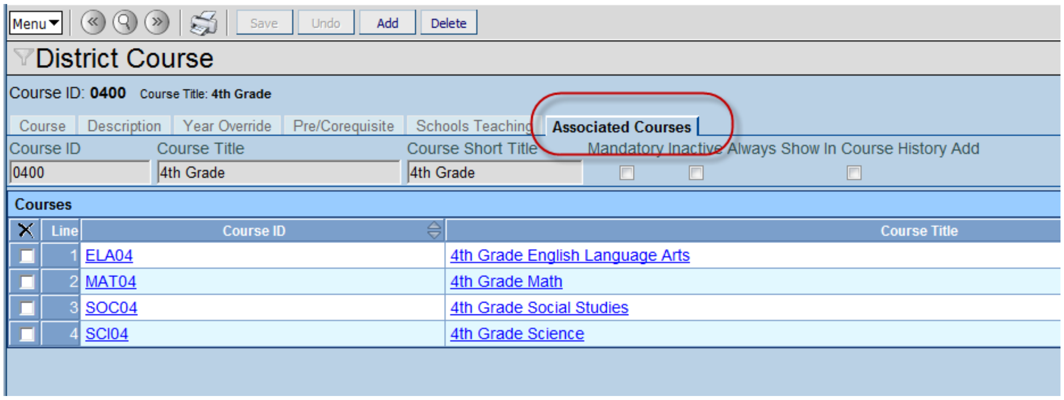
4. Click the **Save** button at the top of the screen to save the changes.
5. Change the focus and switch to another school in the district, and repeat the steps above. The validation must be set for each school in the district, or the district-level setting is applied.

Elementary Scheduling Options

Depending on the type of scheduling option selected on the School Setup screen, additional setup may be required to properly assign and track homerooms and linked classes.

To configure Homeroom and Associated Course Enrollments:

1. Navigate to Synergy SIS > Course > District Course screen.
2. On the Associated Courses tab, find the desired homeroom course record.



3. Using the chooser, add the courses associated with this homeroom course. The homeroom teacher will be the teacher of record for these courses each time the extract is generated.
4. Create sections for homeroom classes and any courses not taught by the homeroom teacher such as Physical Education or Music. (Please see Chapter 8 for detailed instructions on creating sections.)
5. Enroll students in the section for each course. (Please see Chapter 8 for detailed instructions on enrolling students in sections.)

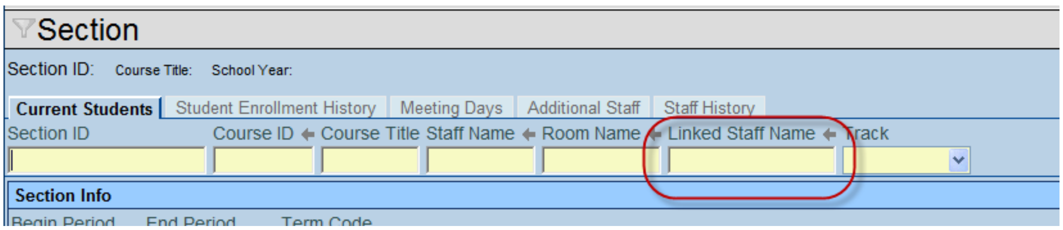
To configure Linked Sections:

1. Navigate to Synergy SIS > Schedule > Section screen.
2. Create sections for homeroom classes and leave the **Linked Staff Name** field blank. (Please see the *Synergy SIS Scheduling Guide* for detailed instructions on creating sections.)

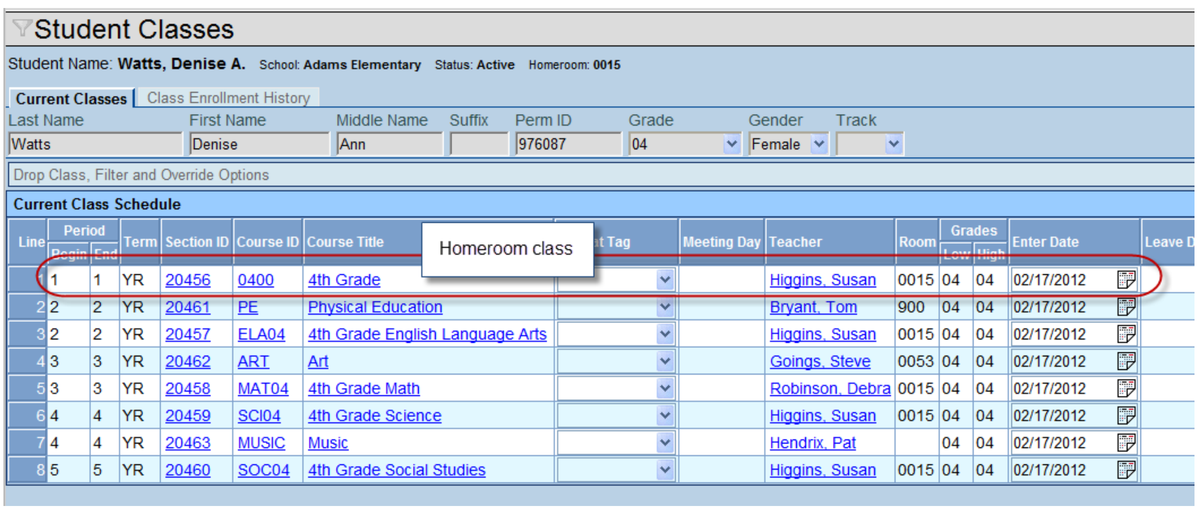
> **Note:** Homeroom sections must be set to the period of the day as the Homeroom defined on the School Setup screen.

3. Create sections for additional subjects taught.
4. In each new section, enter the homeroom teacher name in the **Linked Staff Name** field by clicking on the arrow next to the field label.

Note: If the teacher of record will be the same as the homeroom teacher, leave the **Linked Staff Name** field blank.



5. Enroll students in homeroom sections. (Please see Chapter 6 and Chapter 8 for detailed instructions on enrolling students in sections.) When the record is saved, an enrollment record will be created for each student in each of the linked classes with the same enrollment date as the homeroom record.



Note: When Linked Sections is selected, the **Exclude From Link Section Process** check box displays on the **Section** screen. If checked, the section will not be automatically added to a student's schedule when the homeroom section is added.

WHEELS

Wheels are used to define sets of courses that should be scheduled during the same year. For example, if sophomores should be scheduled for Algebra II, the wheel definition would include both the first semester and second semester courses for Algebra II. Or if a middle school wanted to schedule multiple electives for all the students in 7th grade, they might create a wheel that would include all of the electives.

The wheels created in the Wheel Definition screen are used for both the Mass Scheduling process and the Walk-In Scheduling process. For walk-in scheduling, sections may also be mapped to each of the courses in the definition using the Walk-In Scheduling Wheel Def screen. To create a wheel definition:

1. Go to the **Wheel Definition** screen, found under Synergy SIS > Scheduling > Setup.

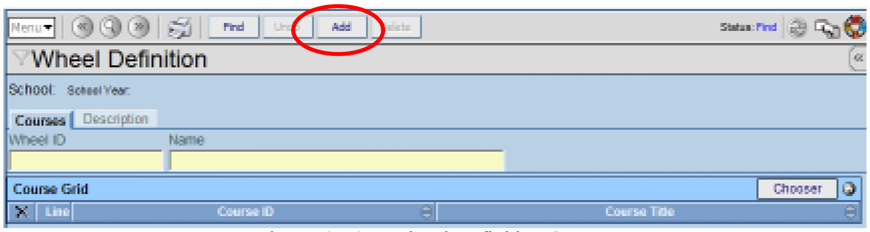


Figure 3.40 – Wheel Definition Screen

2. Click the **Add** button at the top of the screen, and a new screen pops-up.

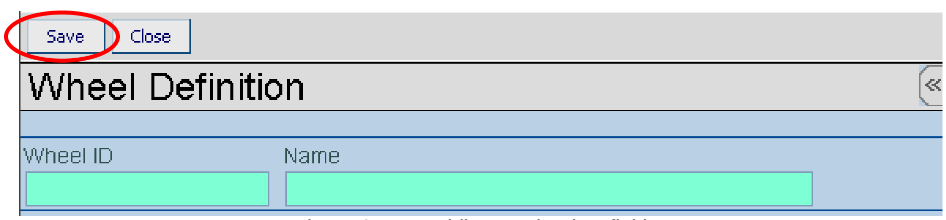


Figure 3.41 – Adding a Wheel Definition

3. Enter an abbreviation for the wheel in the **Wheel ID** box, and enter the full description of the wheel in the **Name** box.
4. Click the **Save** button to save the new wheel.
5. After the definition has been created, the courses associated with the wheel need to be added. To add the courses to the wheel, click the **Chooser** button.

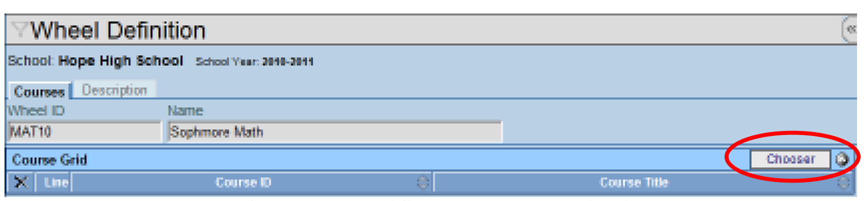


Figure 3.42 – Adding Courses to a Wheel

6. The Chooser screen pops-up. Enter all or part of the **Course ID** and/or **Course Title** to be found, and click the **Find** button. A list of courses matching the criteria entered is listed in the Search Results grid.

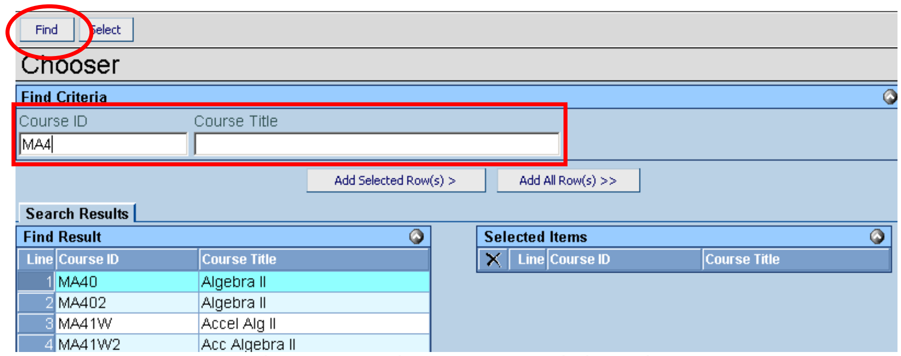


Figure 3.43 – Chooser Screen, Find Results

7. Click on a course to add, and it becomes highlighted in blue. To select multiple courses, hold down the Shift button and click on all the courses needed. Once all of the courses are selected, click the **Add Selected Row(s)>** button to add the courses to the Selected Items grid. To add all of the courses listed, click the **Add All Row(s)>>** button.

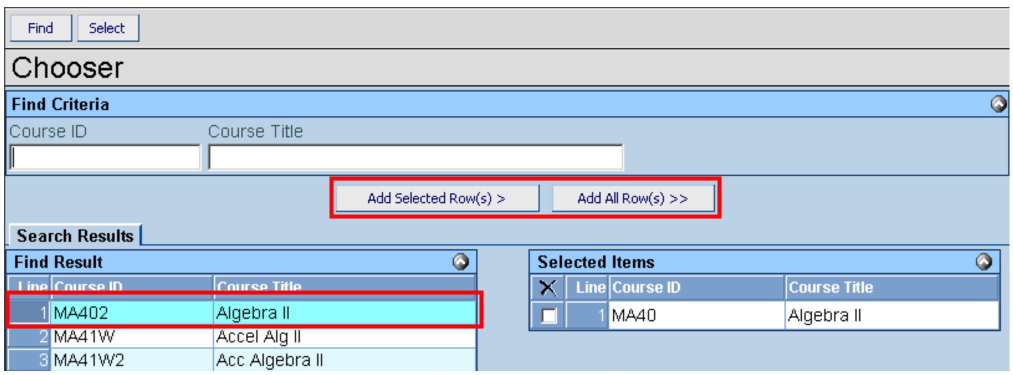


Figure 3.44 – Chooser Screen, Selected Items

8. Once all of the courses have been selected from the current search results, another Find can be conducted by entering different criteria and clicking the Find button. This can be repeated until all of the courses are listed in the Selected Items grid.

9. Once all of the courses are listed, click the **Select** button to add them to the wheel.

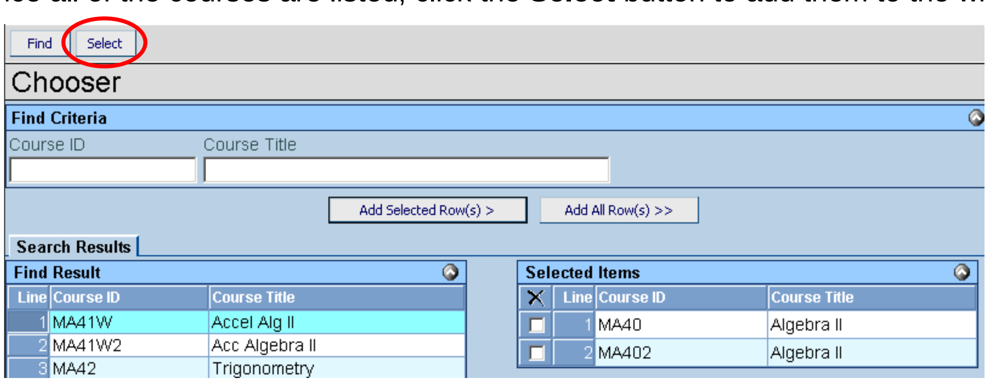


Figure 3.45 – Chooser Screen, All Items Selected

10. The courses are added to the definition. To save the added courses to the definition, click the **Save** button at the top of the screen.

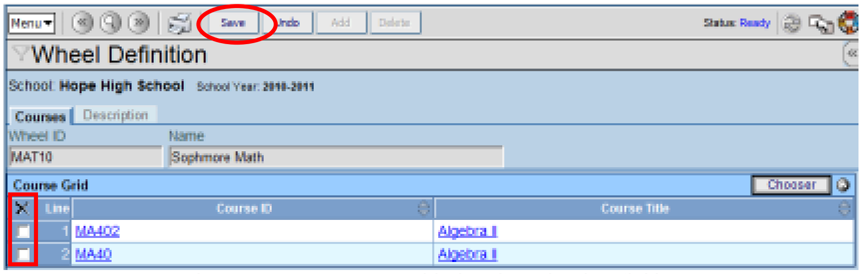


Figure 3.46 – Courses Added to the Wheel Definition

11. To delete a course from the definition, click in the **X** column next to the course, and click the **Save** button at the top of the screen.

To edit the Wheel ID or Name of an existing Wheel Definition:

1. Click on the **Menu** button at the top of the screen.

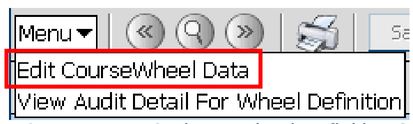


Figure 3.47 – Menu Options, Wheel Definition Screen

2. Click on the **Edit CourseWheel Data** option.
3. The Wheel ID and Name fields turn white and the text can then be edited. Make any changes and click the **Save** button at the top of the screen.

To associate sections with the courses in a wheel to be used during Walk-In Scheduling:

1. Go to the **Walk-In Scheduling Wheel Def** screen, found under Synergy SIS > Schedule > Setup.

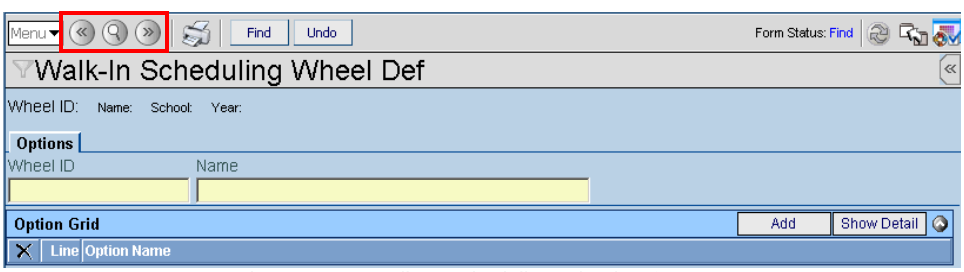


Figure 3.48 – Walk-In Scheduling Wheel Def Screen

2. Find the wheel definition to edit using either the **Scroll** buttons or **Find** mode.
3. Once the definition is found, click the **Add** button in the Option Grid to show the courses in the existing wheel definition.

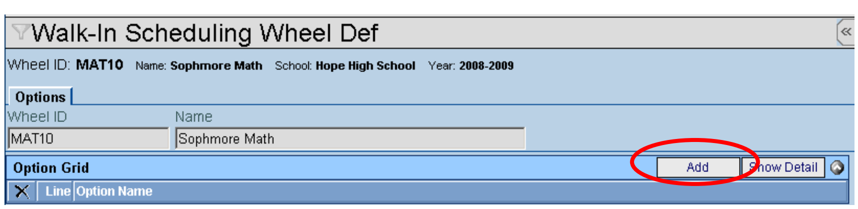


Figure 3.49 – Walk-In Scheduling Wheel Def Screen, Wheel Definition

4. Enter a name to define the sections that will be assigned to the courses in the **Option Name** field, such as period 1. Multiple sets of sections may be defined as options for each wheel.

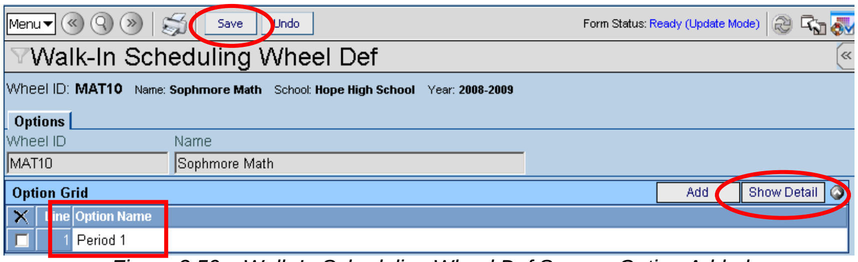


Figure 3.50 – Walk-In Scheduling Wheel Def Screen, Option Added

5. Click the **Save** button at the top of the screen to save the option.
6. Click on the **Show Detail** button to screen the courses attached to the wheel. The courses display for the first option. To edit a different option, click on the Option Name in the left-hand side of the screen. The currently selected option is highlighted in blue.

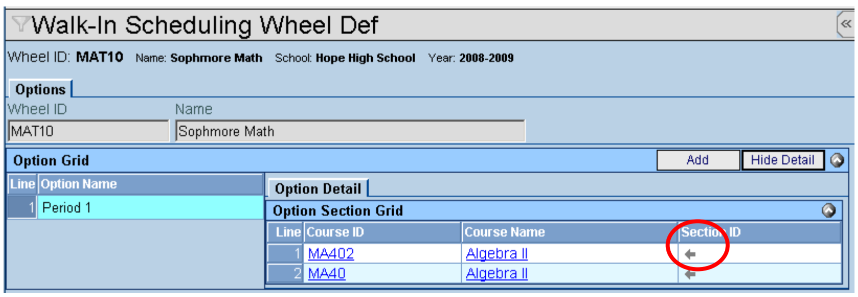


Figure 3.51 – Walk-In Scheduling Wheel Def Screen, Detailed Screen

7. Click on the **gray arrow** in the Section ID column next to the course and the Find: Section screen pops-up.

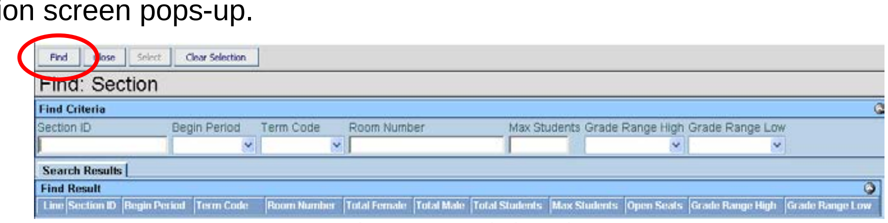


Figure 3.52 – Find Section Screen

8. Enter the criteria to be used to find the section in the fields in the **Find Criteria** section, and click the **Find** button at the top of the screen. The sections matching the criteria entered are listed in the Find Result section. Sections can be searched by Section ID, Begin Period, Term Code, Room Number, Max Students, Grade Range High, and/or Grade Range Low.

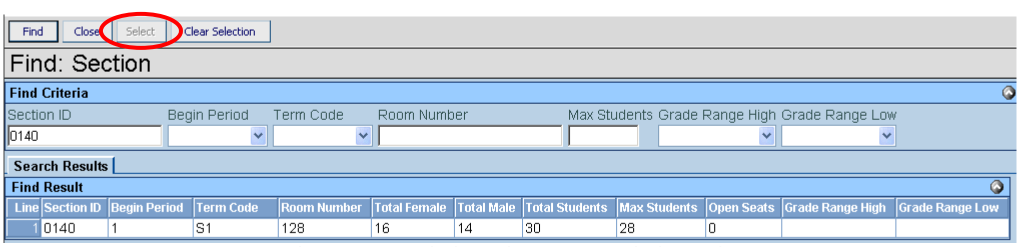


Figure 3.53 – Find Section Screen, Find Results

9. Click on the **section** to be assigned to the course, and click the **Select** button at the top of the screen. The section ID displays in the Section ID column.

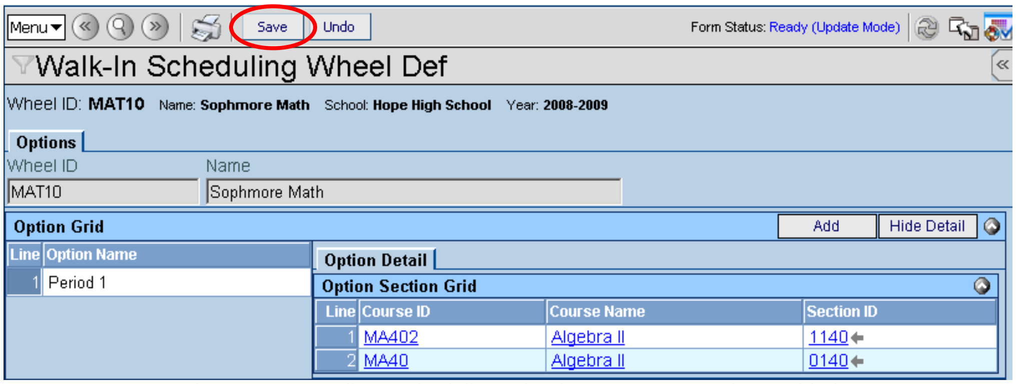


Figure 3.54 – Walk-In Scheduling Wheel Def Screen, Sections Added

10. Save the section assignments for the highlighted option by clicking on the **Save** button at the top of the screen. To return to the main screen of the screen, click the **Hide Detail** button.

11. To delete a set of section assignments, click in the box in the **X** column next to the option name and click the **Save** button at the top of the screen.

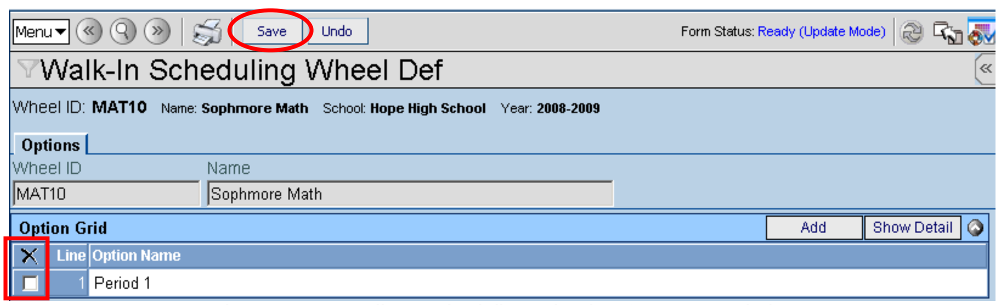


Figure 3.55 – Walk-In Scheduling Wheel Def Screen, Deleting

TEACHER AIDES

If students will be teacher aides in courses, the best way to record teacher aide participation is by creating a generic teacher aide district course. By using this generic course, it is not necessary to create a duplicate section for every course that has a teacher aide, but it will still record the student's participation as a teacher aide in the student's grading record and course history.

To setup a generic Teacher Aide course:

1. Create a **District Course** using the instructions in the District Course section in this chapter. Be sure to check the option **Teacher Aide**.

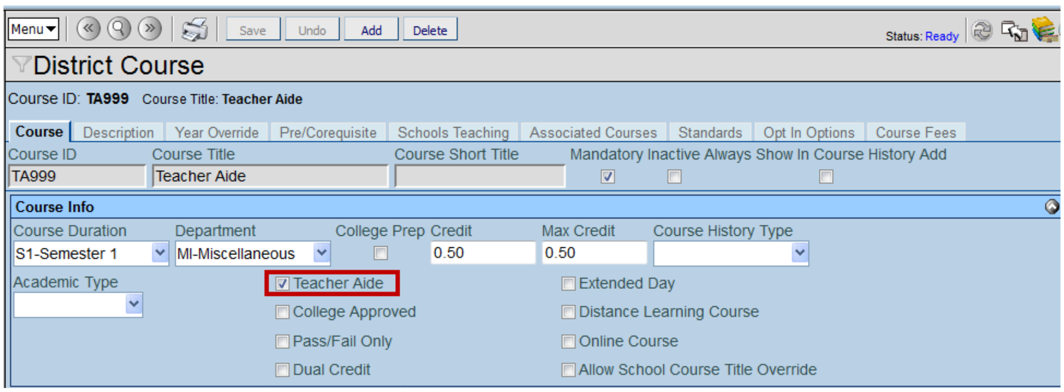


Figure 3.56 – District Course Screen, Teacher Aide Course

2. The schools offering teacher aide positions must opt-in to the Teacher Aide course, as outlined in the **School Course Opt-In** section in this chapter.

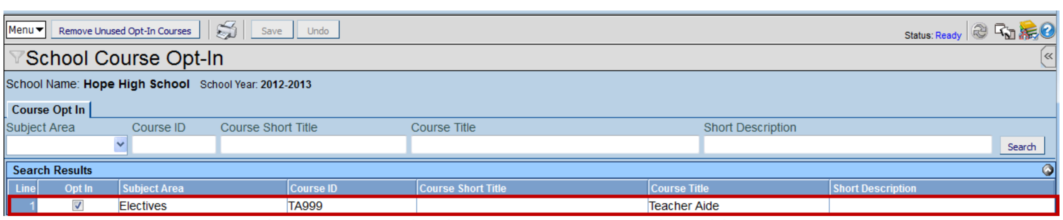


Figure 3.57 – School Course Screen, Teacher Aide Course

3. In the **School Setup** screen, add the course created as the generic Teacher Aide course for the school by clicking on the **gray arrow** next to Course ID.

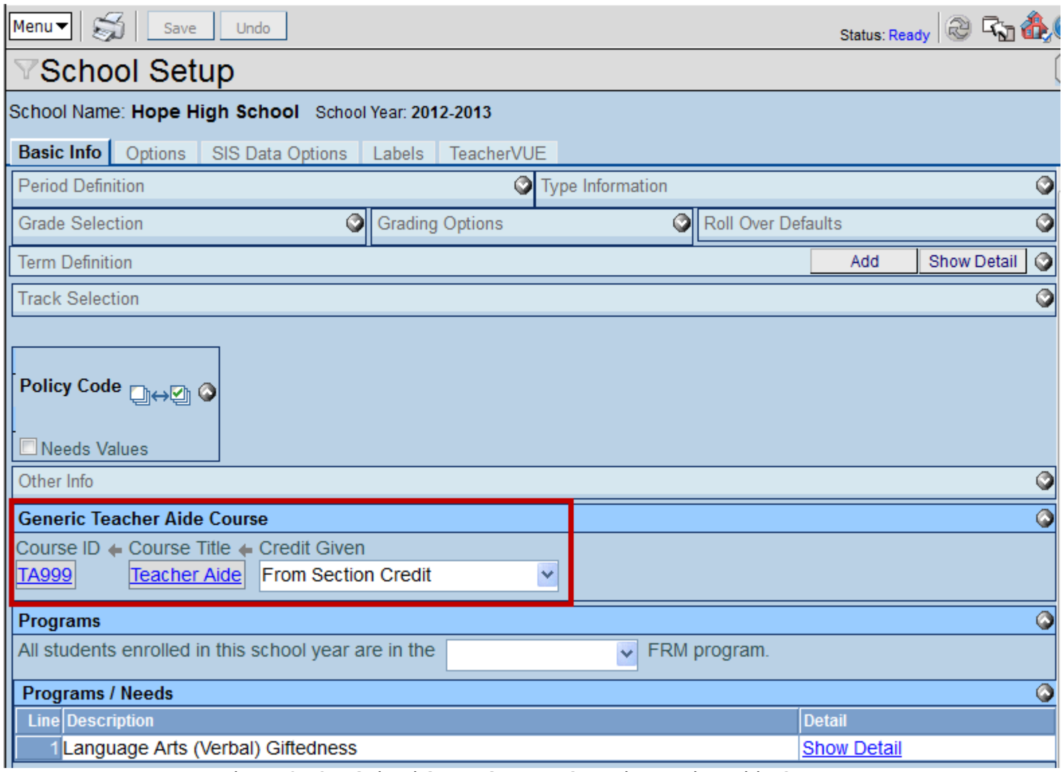


Figure 3.58 – School Setup Screen, Generic Teacher Aide Course

4. Select the amount of credit the student will earn as a teacher's aide from the **Credit Given** drop-down. They can either earn the credit assigned to the section in which they are a TA (**From Section Credit**), a percentage of this credit (**Percent of Section Credit**), or a fixed amount (**Fixed Credit Value**). If percentage is selected, enter the **Percent** in whole number (20 instead of .20). If a fixed amount is selected, enter the **Credit** amount to be assigned.

5. Assign the student to the regular course section of the class in which they will be a teacher aide, using either the Sched Section screen in Mass Scheduling or the Section screen during regular scheduling. Check the **Teacher Aide** box to indicate that the student is a teacher aide. This removes the student from the Student Seat Totals. Also, add the number of teacher aides for the course in the **Max** box in the Teacher Aide Totals section.

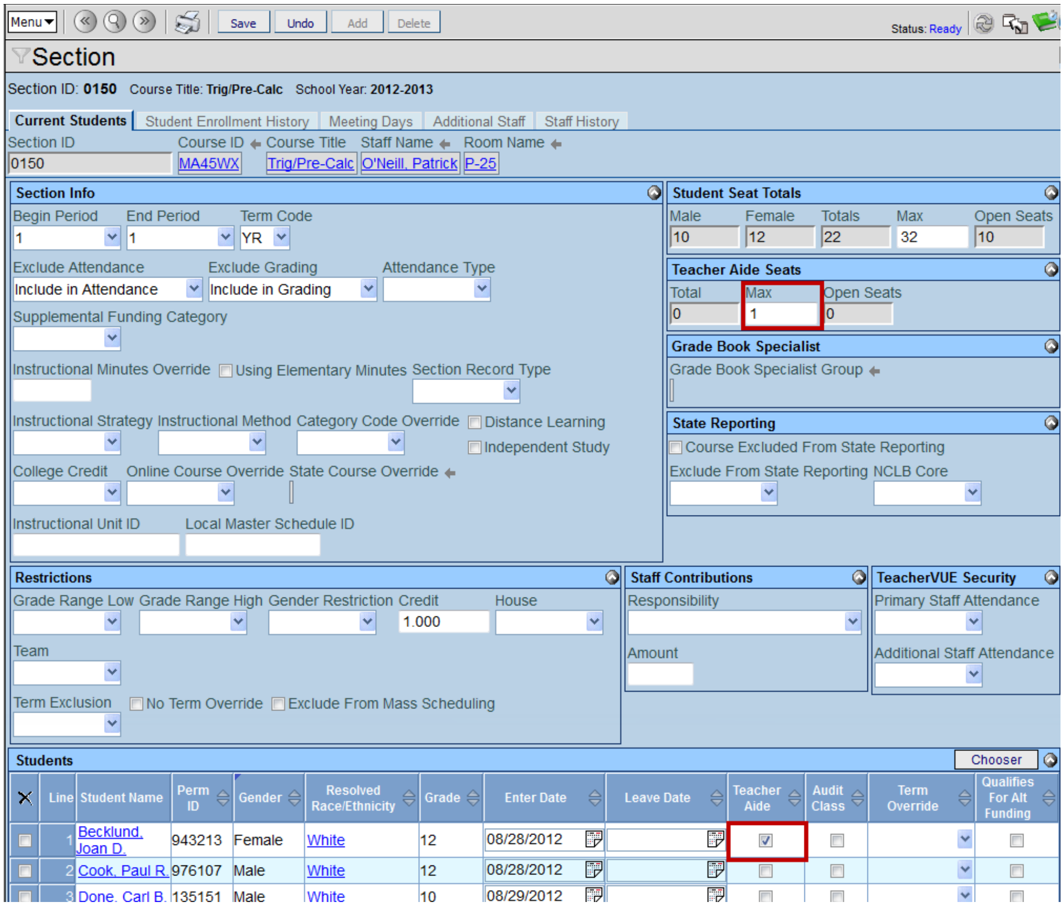


Figure 3.59 – Section Screen, Section with Teacher Aide

If the student has been designated as a teacher's aide, the Student Classes and Student Grades screen display the section number for the course in which the student is an aide but the Course ID and Course Name display the id and name of the Teacher Aide course. The grade transferred to Student Course History will also be for the Teacher Aide course.

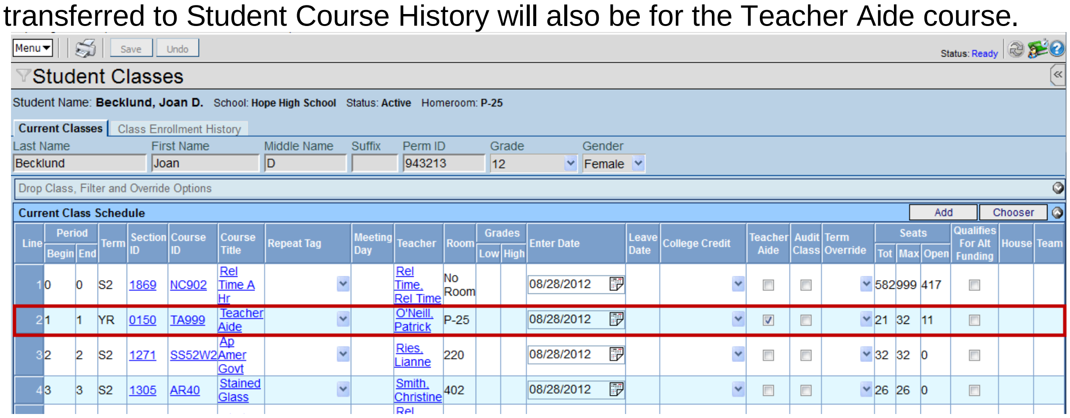


Figure 3.60 – Student Classes Screen

Note: This is only for teacher aides in a specific course. Separate courses must be setup for other types of aides such as office aides that are not associated with a course.

AUDIT CLASSES

If students at your school or district have the option to take a class without receiving course credits or having the grades count towards their GPA, they can be flagged as audited classes. When the ability to audit classes is set up, a checkbox to indicate the student is auditing a class displays on the **Student Classes** screen, the **Student** screen, the **Student Course History** screen, and the **Section** screen. After tagging the student class record as audited the regular processes for scheduling, grading, updating course history, and printing transcripts.

To allow audited classes:

1. Go to the **District Setup** screen, found under Synergy SIS > Schedule > Setup.

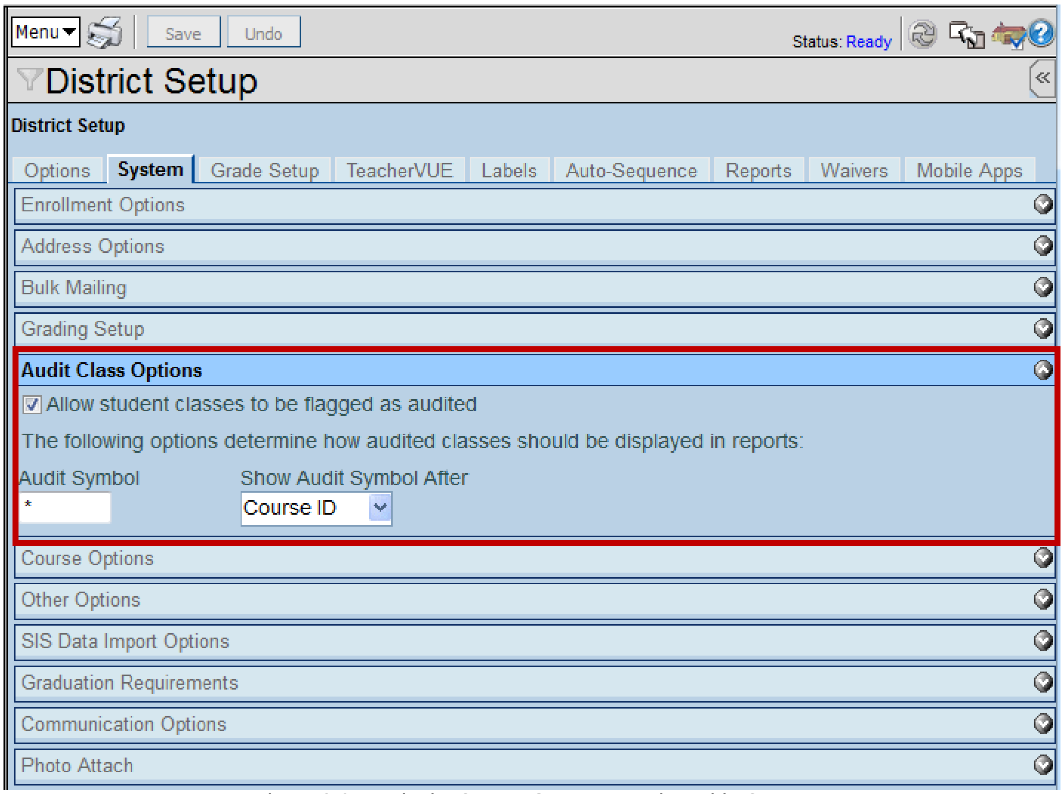


Figure 3.61 – District Course Screen, Teacher Aide Course

2. On the System tab, select the **Allow student classes to be flagged as audited** checkbox to enable the audit class functionality.
3. Enter the code that will print on reports next to the audited classes in the **Audit Symbol** filed. The symbol can be up to four characters long.
4. Select where to show the audit symbol in the **Show Audit Symbol After** field. The selections are **Course ID** or **Course Title**.
5. Click **Save**.

SECTION LOCK

Sections are locked by default one the term has started. Users cannot change the term code, period begin or end dates, course ID, or meeting days after the term has started. This feature an be disengaged on the District Setup screen.

> **Caution** – Edupoint does not recommend turning off the section lock feature. Turning off this feature can cause duplications when running the Update Grade process, and generate various errors with the Update Grades and Update Course History Proceses.

1. Go to the **District Setup** screen, found under Synergy SIS > Schedule > Setup.

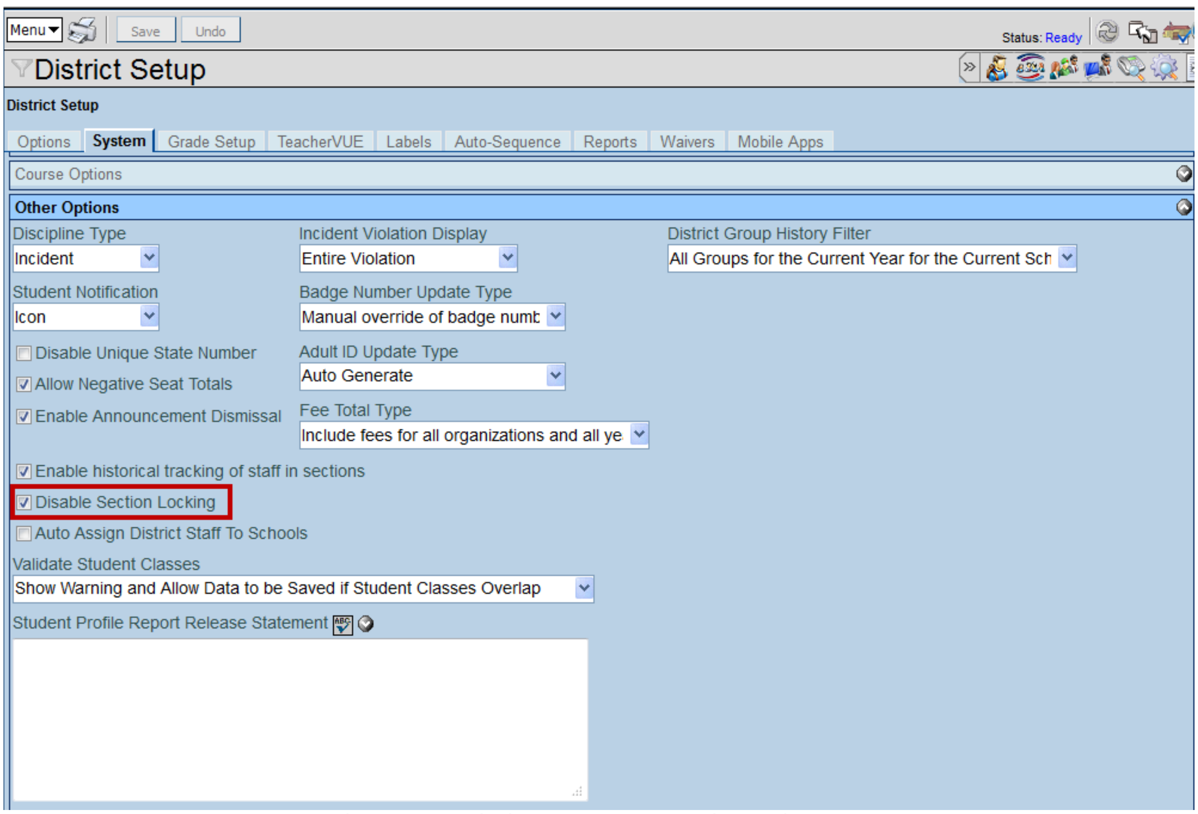


Figure 3.62 – District Course Screen, Other Options

2. On the System tab, select the **Disable Section Locking** checkbox allow changes to the section after the term has started.
3. Click **Save**.

Chapter Four: HOUSES & TEAMS

In this chapter, the following topics are covered:

- What are Houses & Teams
- How to create Houses & Teams
- How to assign Houses & Teams to students
- How to assign Houses & Teams to sections
- How to define period restrictions for a house or team

WHAT ARE HOUSES & TEAMS?

Houses and teams are used to keep groups of students together in the same sections or keep sections assigned the same teacher or period. **Houses** are used to group students together so they can be scheduled in the same sections. This is helpful for students that have scheduling constraints such as ROTC or sports team members, or it can be used to keep students together that have similar academic schedules such as AP. **Teams** are used to assign sections to the same teacher, room, or period throughout the academic year.

Both students and sections can be assigned to teams and houses. Each student and each section may only have one house and one team. Teams and houses must be evenly matched, meaning that they must have the same number of sections assigned and the same number of seats in each section throughout the academic year.

Students may be mass assigned to houses and teams using the Mass Assign House and Team screen, or they may be individually assigned to houses and teams using either the Schedule Request screen or the Walk-In Schedule screen. Once a student has been assigned to a house and/or a team, course requests may be assigned to students in bulk using these house and team assignments.

Sections may be assigned to teams within the Schedule Section screen from the selected Option Set in the Schedule Control screen. All sections assigned to a house must be assigned to the same house.

When houses are used during the scheduling process, they can be processed by one of the following methods. The method used is selected in the option set in the Schedule Control screen, or on the Course Request and Walk-In Options tab of the School Scheduling Options screen for walk-in scheduling.

- **Automatic House Enforcement** - Students may or may not have been assigned a Team in the Student Schedule. If a student is manually assigned to a house in Student Schedule, houses are exactly matched with the student assigned house. If a house is not manually assigned to a student in Student Schedule, the schedule tries different house assignments until a positive 100% schedule is reached for the student to a section-defined house. If a section does not have a house assignment, then the student can be placed into that section.
- **Match Sections with Houses** - This option matches sections with the House that is assigned to students within Student Schedule, and is best used when students have been assigned a House in the Student Schedule. Houses are not assigned to students during a schedule run. Any course that is requested that has any section with a house assigned in that section then forces a house match from the student to a matching section. If none are found, the reject type will be house restriction.
- **No House Enforcement** - Students may be assigned to a House and sections may be assigned to a House, but the scheduling process does not use the house assignments when calculating the schedule.

When teams are used during the scheduling process, they can be processed by one of the following methods. The method used is selected in the option set in the Schedule Control screen, or on the Course Request and Walk-In Options tab of the School Scheduling Options screen for walk-in scheduling.

- **Automatic Team Enforcement** - Students may or may not have been assigned a Team in the Student Schedule. If a student is manually assigned to a team in Student Schedule, teams are exactly matched with the student assigned team. If a team is not manually assigned to a student in Student Schedule, the schedule tries different team assignments until a positive 100% schedule is reached for the student to a section-defined team. If a section does not have a team assignment then the student can be placed into that section
- **Match Sections with Teams** - All Team Logic is used. This actively enforces assigning sections with the same Team code that is assigned to a student. Students may be scheduled into multiple teams. All sections of the teamed courses must be assigned a team code. Students will be scheduled into the first team available for their schedule if they are not assigned to a team in Schedule Request. Students who are assigned to a team (through their Schedule Request) will be scheduled into that team.
- **No Team Enforcement** - Teams will not be considered during the scheduling run. Any team assignments will not be used.

Students assigned to a team are scheduled in that team depending upon availability. Students not assigned a team are scheduled in the first team available for their schedule.

Possible Schedule Rejections for Teams:

- **Full** - Other students are scheduled in the sections, or the seat count or max total is not even for all the sections within the team.
- **Team** – Sections are not evenly teamed, teams are not defined correctly, or, depending upon the team option selected, the teams may not be defined evenly by teacher, room, and period.

Students may be scheduled in one section of the team and not the other if sections are not available for the other course within the team or if sections are not evenly created for all courses within the team.

CREATING HOUSES AND TEAMS

Teams and Houses are defined for each school in the School Scheduling Options screen. To create houses and teams:

1. Go to the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup.
2. Click on the **House/Team/Exclusion** tab.

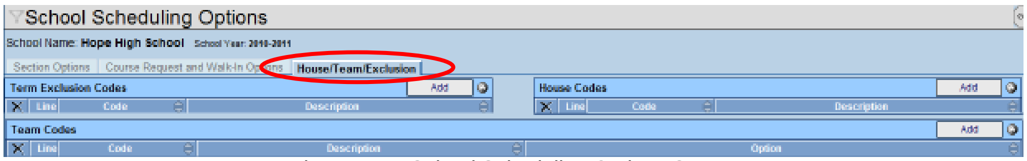


Figure 4.1 – School Scheduling Options Screen

3. To create a new house, click on the **Add** button in the House Codes section.

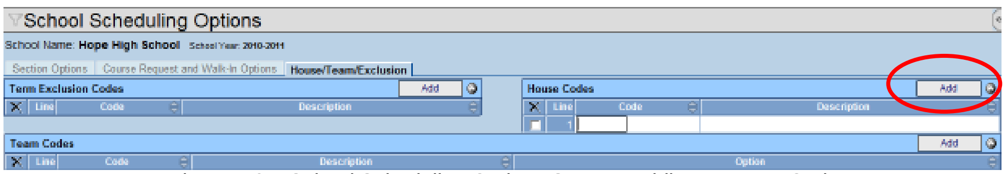


Figure 4.2 – School Scheduling Options Screen, Adding a House Code

4. Enter a **Code** for the house, and enter the full name for the house in the **Description** column.
5. To remove a house code, click the box in the **X** column next to the code.
6. To save the changes to the house codes, click the **Save** button.
7. To create a new team, click the **Add** button in the Team Codes section.

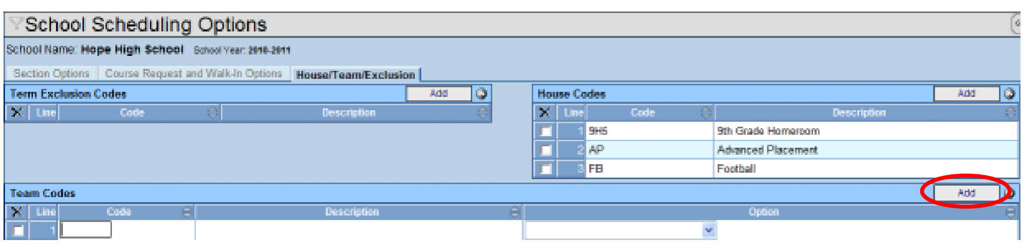


Figure 4.3 – School Scheduling Options Screen, Adding a Team

8. Enter a **Code** for the Team, and enter the full name for the team in the **Description** column.
9. Select the option to be used for the team from the Option drop-down list. Teams can Keep **Same Period**, **Keep Same Room**, **Keep Same Teacher**, or **Keep Same Period and Teacher**.

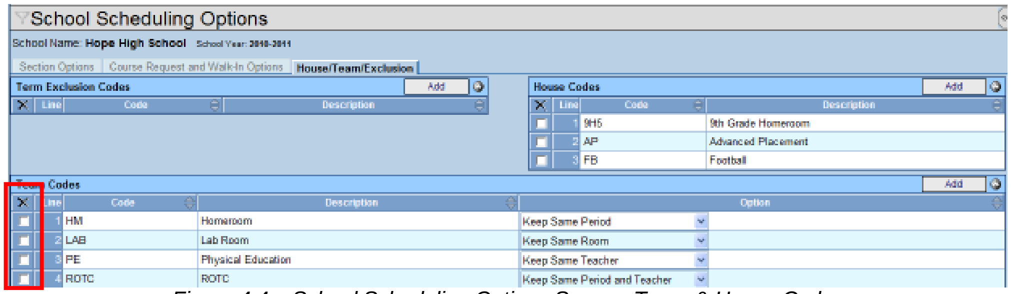


Figure 4.4 – School Scheduling Options Screen, Team & House Codes

10. To remove a team code, click the box in the **X** column next to the code.
11. To save the changes to the team codes, click the **Save** button.

INDIVIDUALLY ASSIGN HOUSE AND TEAM

To assign a house or a team to a student using the Schedule Request screen:

1. Go to the **Schedule Request** screen, found under Synergy SIS > Mass Scheduling.
2. Click on the **Options** tab.

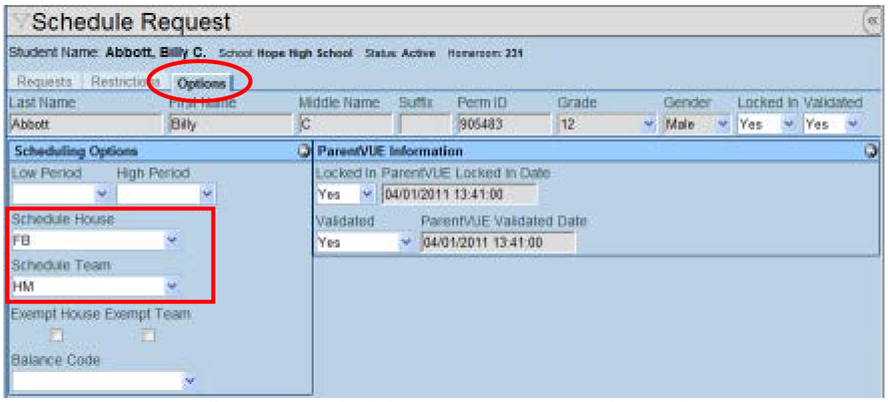


Figure 4.5 - Schedule Request Screen, Options Tab

3. Select the House from the **Schedule House** drop-down list, and select the Team from the **Schedule Team** drop-down list.
4. To not use the house or team assignment during the scheduling process for this student, check the boxes for either **Exempt House** or **Exempt Team**.
5. Click the **Save** button at the top of the screen to save the changes.

To assign a house or a team to a student using the Walk-In Schedule screen:

1. Go to the **Walk In Schedule** screen, found under Synergy SIS > Mass Scheduling.

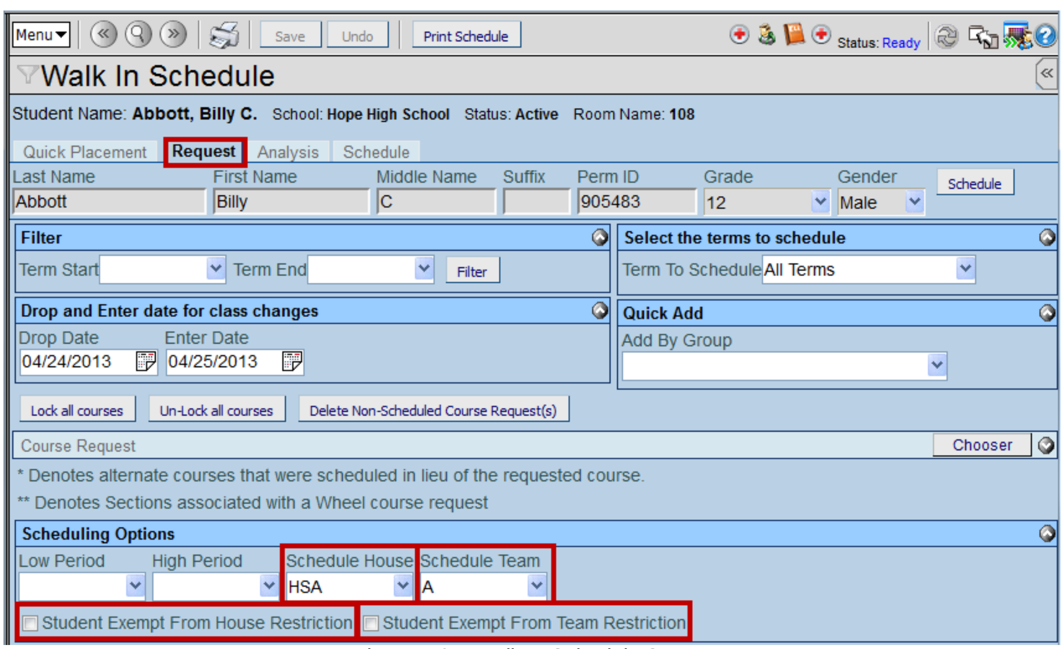


Figure 4.6 – Walk In Schedule Screen

2. On the Request tab, scroll to the bottom of the screen. Select the House from the **Schedule House** drop-down list, and select the Team from the **Schedule Team** drop-down list.
3. To not use the house or team assignment during the scheduling process for this student, check the boxes for either **Student Exempt from House Restriction** or **Student Exempt from Team Restriction**.
4. Click the **Save** button at the top of the screen to save the changes.

MASS ASSIGN HOUSE AND TEAM

To assign students to a house or team by groups of students:

1. Go to the **Mass Assign House and Team** screen, found under Synergy SIS > Mass Scheduling.

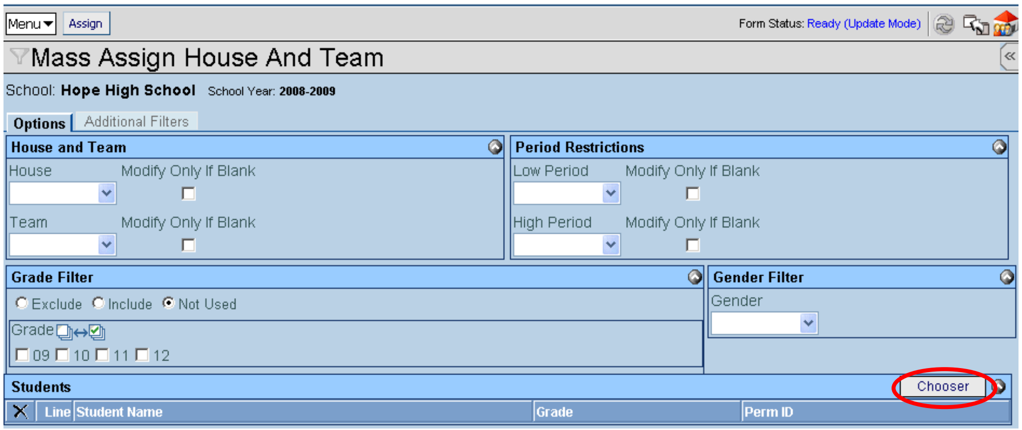


Figure 4.7 – Mass Assign House And Team Screen

2. Select either the **House** or **Team** to assign from the drop-down lists. Each house and team should be processed separately. To clear all current assignments, select the **Clear All** option.

3. To only update students who have not been assigned a house or team, check the box by House or Team labeled **Modify Only if Blank**. To override the existing assignments, leave these boxes blank.

4. Period restrictions can restrict the mass scheduling process from scheduling students during certain periods. For more information about period restrictions, please refer to the section in this chapter on **Period Restrictions**.

5. The house or team can be assigned by grade level using the Grade Filter. To select which grades to assign to the house, check the boxes next to the **Grades** or use the Check All boxes to check/uncheck all of the grades. Click the **Include** option to include the selected grades in the assignment, or click the **Exclude** option to assign the house or team to all grades except those selected. If grades will not be used to filter the assignment, click **Not Used**.

6. The assignments can also be filtered by gender. Select the gender of the students to be assigned from the **Gender** drop-down.

7. Specific students can also be selected for assignment by clicking the **Chooser** button in the Students section.

8. The Chooser screen pops-up. Enter the information known about the students to be assigned in the Find Criteria section, and click the **Find** button at the top of the screen. The students may be found using any part of the criteria, including last name, first name, middle name, perm ID, grade or gender. Partial information may be used as well, such as the first letters of a last name or first name.

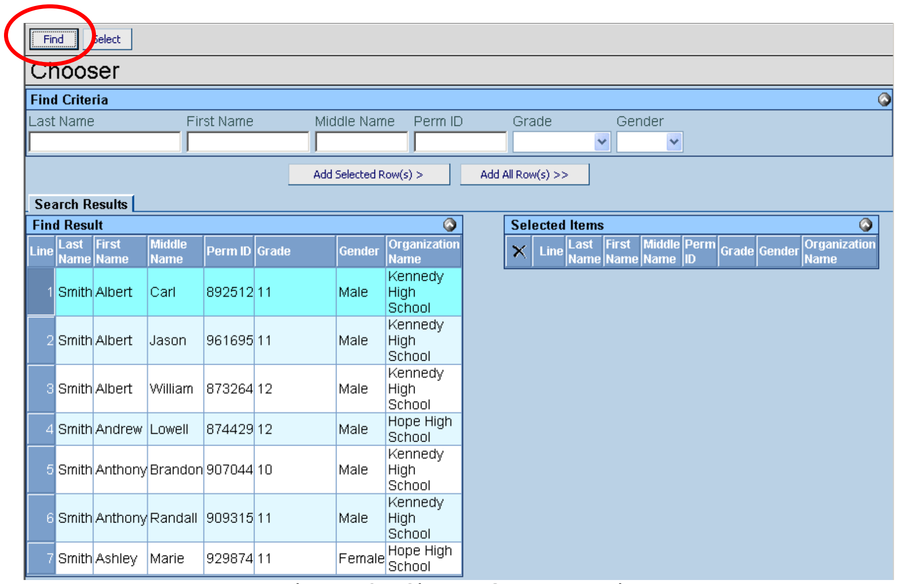


Figure 4.8 – Chooser Screen, Results

9. Once the Find button is clicked, a list of students that match the criteria appears in the Search Results section. Click on the name or names of the student(s) to add and click the **Add Selected Row(s)** button to add the student(s) to the Selected Items section. Multiple searches may be made until all students have been found and added to the Selected Items section. Multiple rows may be selected by holding down the Ctrl key and clicking on all the students needed. To remove a student from the Selected Items section, click the box under **X** column. To add all of the students found in the Search Results list to the Selected Items section, click the **Add All Row(s)** button.

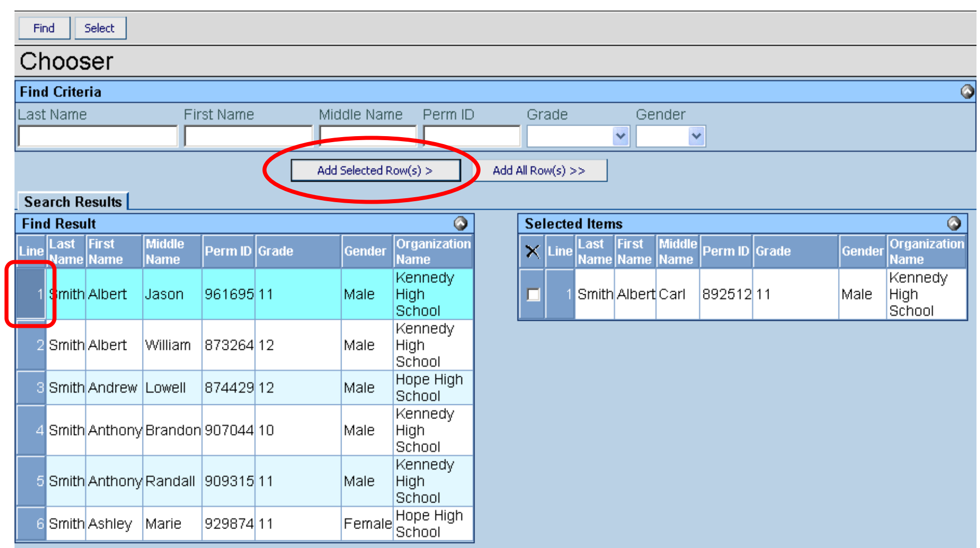


Figure 4.9 – Chooser Screen, Selected Items Section

10. Once all of the students to be assigned have been selected, click the **Select** button at the top of the screen to add them to the assignment.

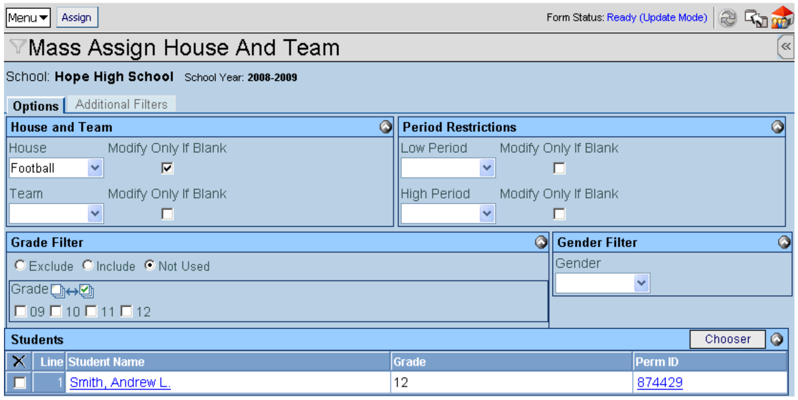


Figure 4.10 – Mass Assign House and Team, Students Added

11. Student assignments can also be further refined using custom filters by clicking on the **Additional Filters** tab.

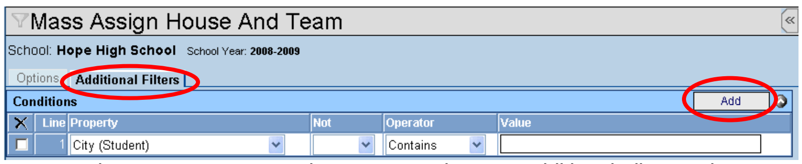


Figure 4.11 – Mass Assign House And Team, Additional Filters Tab

12. To add another filter, click on the **Add** button.
13. Select the **Property** to be used to filter the assignments. Properties are student values such as city or birth date.
14. The **Not** and **Operator** fields work together. Select how to evaluate the value from the Operator field. It can be Contains, Ends With, Equal To, Greater or Equal, Greater Than, In List, Less Than, Less Than or Equal, or Starts With. If Not is select, it excludes all the records that match the selected operator. For example, if the condition is that all records must contain the value entered, when not is selected the filter will use all records that do NOT contain the value entered.
15. Enter the value to be compared against the records in the Property in the **Value** column. For example, if the filter is assigning a house to all students from a specific city, the Property would be set to City, the Operator would be set to Contains (in case of inexact data entry), and the Value would be the city name.
16. Once all of the criteria for assignment have been entered into the screen, click the **Assign** button at the top of the screen to assign the house or team to the students.

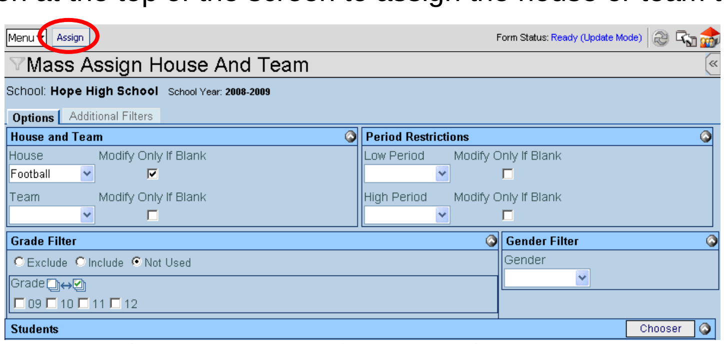


Figure 4.12 – Mass Assign House and Team Screen

ASSIGNING HOUSES & TEAMS TO SECTIONS

Before Houses & Teams can be assigned to sections, the Option Set must be run as outlined in Chapter 6. To assign Houses & Teams to sections:

1. Go to the **Schedule Control** screen, found under Synergy SIS > Mass Scheduling.
2. Click on the icon for the **Option Set** to be used.

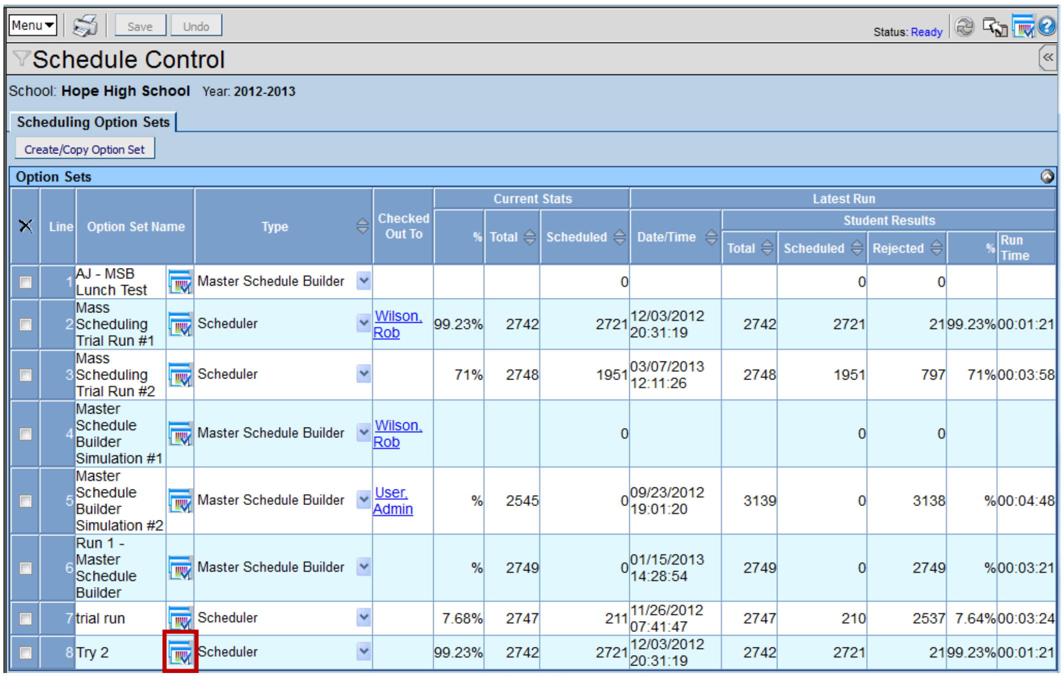


Figure 4.13 – Schedule Control Screen

> **Note** – If another user has checked out the option set, you cannot edit sections unless the **Allow unchecked out users to edit sections** check box is selected.

3. Click on the **Open Schedule Section** link.

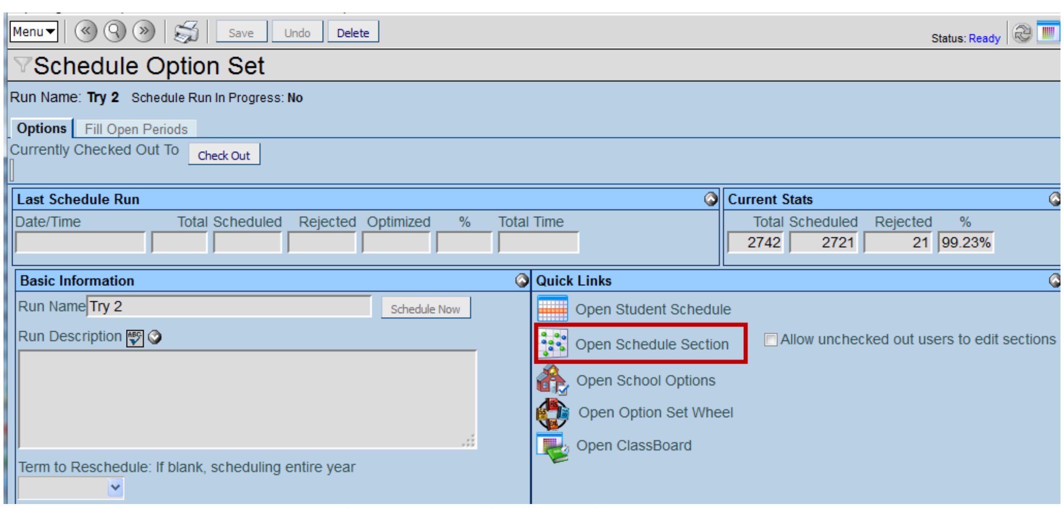


Figure 4.14 – Schedule Option Set Screen

4. In the Sched Section screen that pops-up, find the sections to be assigned using either the **Scroll** buttons or **Find** mode.

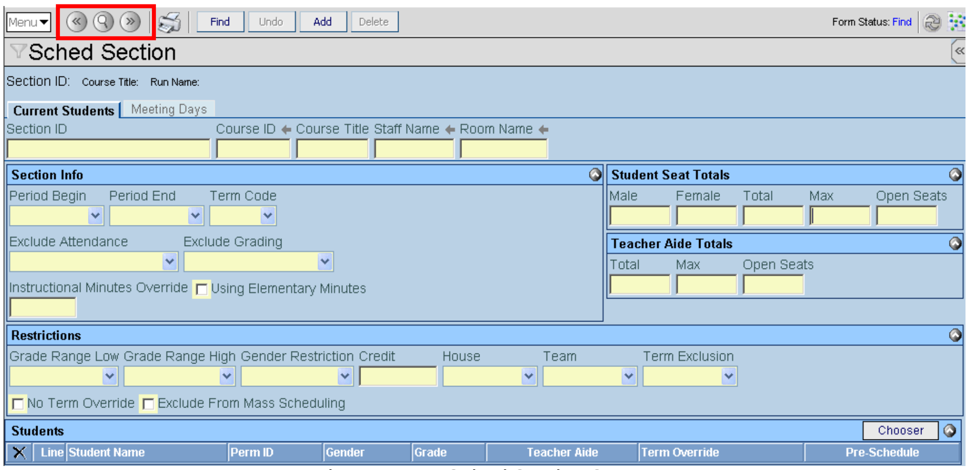


Figure 4.15 – Sched Section Screen

5. Once the section to be assigned is found, select the **House** and/or **Team** from the drop-down lists.

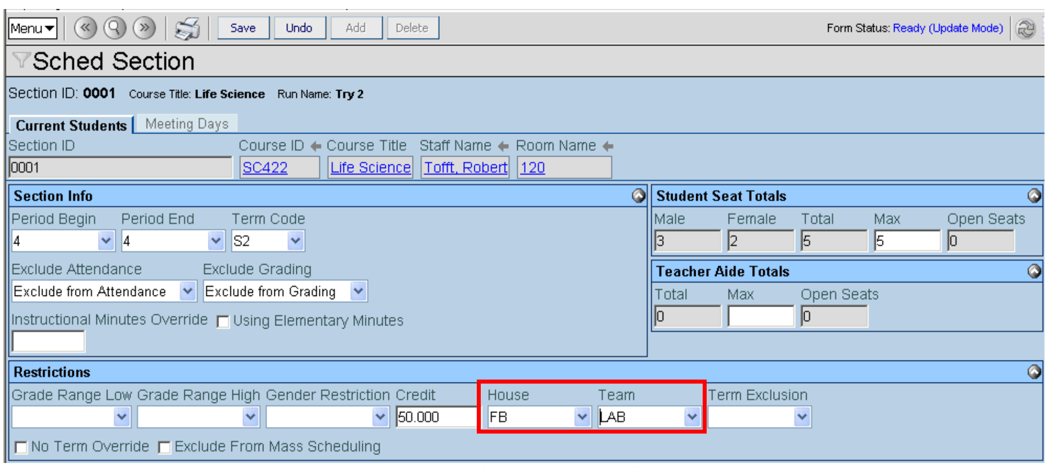


Figure 4.16 – Sched Section Screen, Adding House & Team

6. Click the **Save** button to save the assignment. Repeat these steps for every section that needs to be assigned a house and/or a team.

PERIOD RESTRICTIONS

Occasionally, there may be students or a group of students that cannot be scheduled during certain periods. For example, perhaps students participating in a work-study program may need to have the afternoons off to participate in their work program. To restrict the mass scheduling process from assigning classes to those students during those periods, period restrictions can be assigned to these students.

To set the period restriction for a group of students or for all students:

1. Go to the **Mass Assign House and Team** screen, found under Synergy SIS > Mass Scheduling.

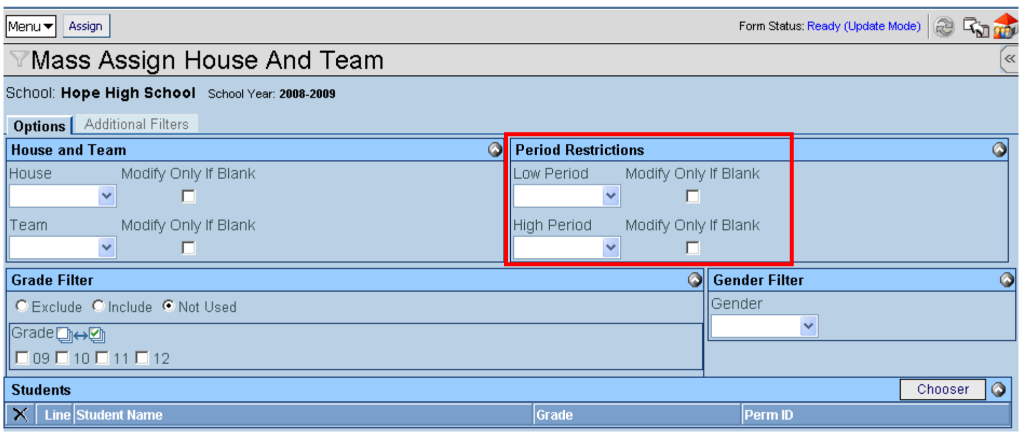


Figure 4.17 – Mass Assign House And Team Screen

2. In the Period Restrictions section, select the earliest period in which the students can be scheduled from the **Low Period** drop-down list.
3. Select the latest period in which the students can be scheduled from the **High Period** drop-down list.
4. To only update students who have not been assigned a house or team, check the box by House or Team labeled **Modify Only if Blank**. To override the existing assignments, leave these boxes blank.
5. The restrictions can be assigned by grade level using the Grade Filter. To select which grades to restrict, check the boxes next to the **Grades** or use the Check All boxes to check/uncheck all of the grades. Click the **Include** option to include the selected grades in the restrictions, or click the **Exclude** option to assign the restrictions to all grades except those selected. If grades will not be used to filter the restrictions, click **Not Used**.
6. The restrictions can also be filtered by gender. Select the gender of the students from the **Gender** drop-down.

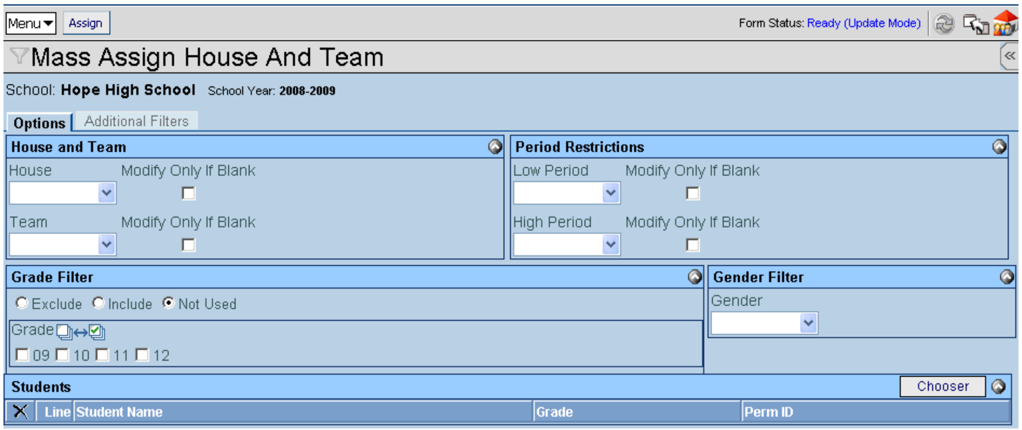


Figure 4.18 – Mass Assign House And Team Screen

7. Specific students can also be selected by clicking the **Chooser** button in the Students section.

8. The Chooser screen pops-up. Enter the information known about the students in the Find Criteria section, and click the **Find** button at the top of the screen. The students may be found using any part of the criteria, including last name, first name, middle name, perm ID, grade or gender. Partial information may be used as well, such as the first letters of a last name or first name.

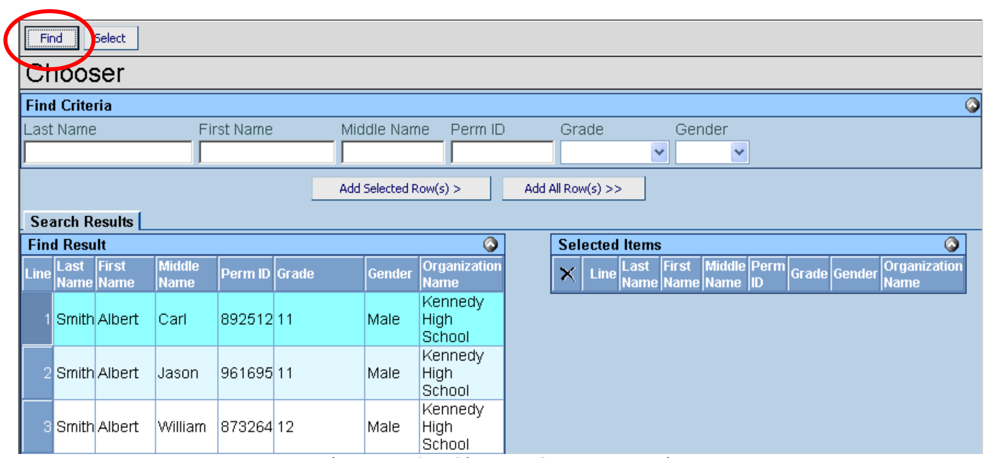


Figure 4.19 – Chooser Screen, Results

9. Once the Find button clicked, a list of students that match the criteria appears in the Search Results section. Click on the name or names of the student(s) to add and click the **Add Selected Row(s)** button to add the student(s) to the Selected Items section. Multiple searches may be made until all students have been found and added to the Selected Items section. Multiple rows may be selected by holding down the Ctrl key and clicking on all the students needed. To remove a student from the Selected Items section, click the box under X column. To add all of the students found in the Search Results list to the Selected Items section, click the Add All Row(s) button.

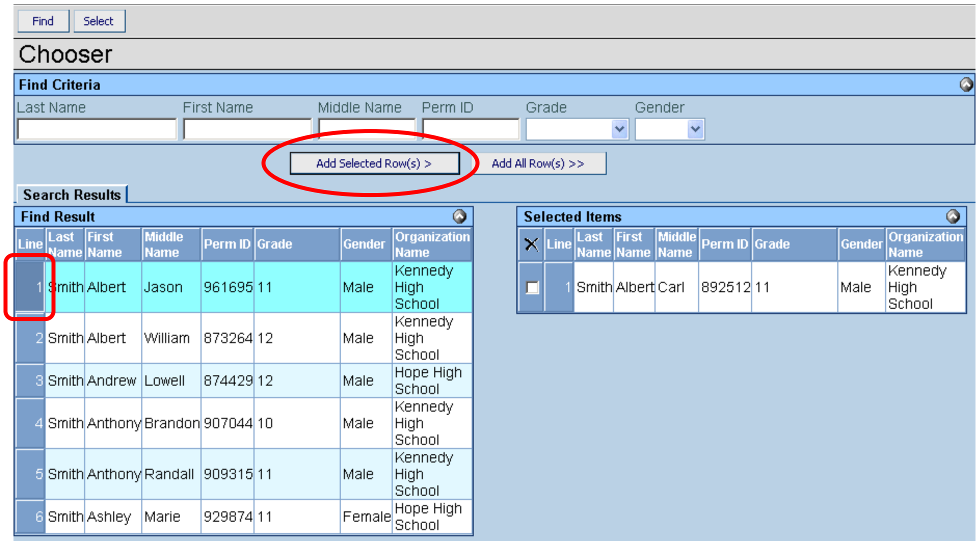


Figure 4.20 – Chooser Screen, Selected Items Section

10. Once all of the students have been added to the Selected Items section, click the **Select** button at the top of the screen.

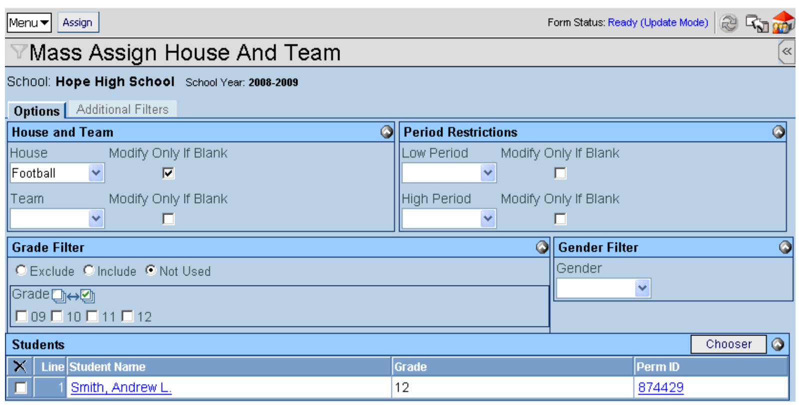


Figure 4.21 – Mass Assign House and Team, Students Added

11. The process can also be further refined using custom filters by clicking on the **Additional Filters** tab.

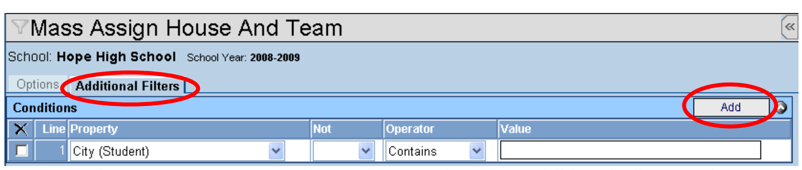


Figure 4.22 – Mass Assign House And Team, Additional Filters Tab

12. To add another filter, click on the **Add** button.
13. Select the **Property** to be used to filter the assignments. Properties are student values such as city or birth date.
14. The **Not** and **Operator** fields work together. Select how to evaluate the value from the Operator field. It can be Contains, Ends With, Equal To, Greater or Equal, Greater Than, In List, Less Than, Less Than or Equal, or Starts With. If Not is select, it excludes all the records that match the selected operator. For example, if the condition is that all records must contain the value entered, when not is selected the filter will use all records that do NOT contain the value entered.

15. Enter the value to be compared against the records in the Property in the **Value** column. For example, if the filter is assigning a house to all students from a specific city, the Property would be set to City, the Operator would be set to Contains (in case of inexact data entry), and the Value would be the city name.
16. Once all of the criteria for the students have been entered into the screen, click the **Assign** button at the top of the screen to assign the period restrictions to the students.

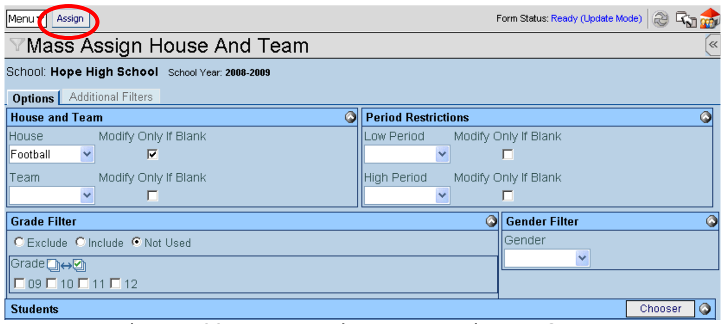


Figure 4.23 – Mass Assign House and Team Screen

To set the period restrictions for an individual student using the Schedule Request screen:

1. Go to the **Schedule Request** screen, found under Synergy SIS > Mass Scheduling.
2. Click on the **Options** tab.

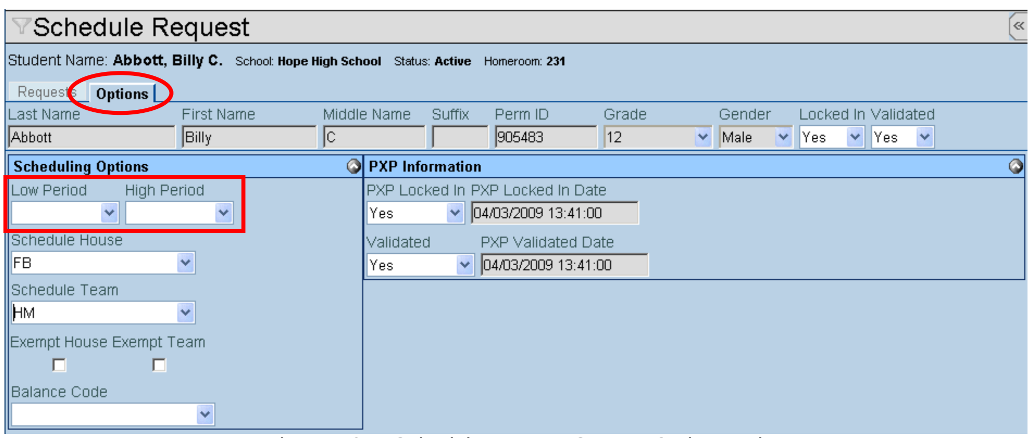


Figure 4.24 - Schedule Request Screen, Options Tab

3. Select the earliest period in which the student can be scheduled from the **Low Period** drop-down list.
4. Select the latest period in which the student can be scheduled from the **High Period** drop-down list.
5. Click the **Save** button at the top of the screen to save the changes.

To set the period restrictions for an individual student using the Walk-In Schedule screen:

1. Go to the **Walk In Schedule** screen, found under Synergy SIS > Mass Scheduling.

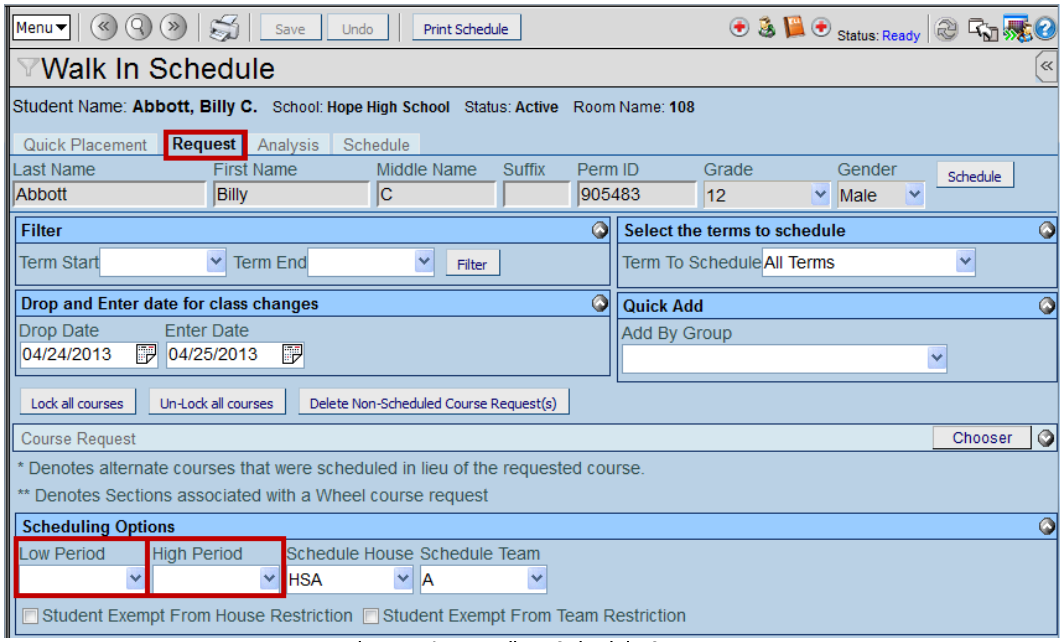


Figure 4.25 – Walk In Schedule Screen

2. On the Request tab, scroll to the bottom of the screen. Select the earliest period in which the student can be scheduled from the **Low Period** drop-down list.
3. Select the latest period in which the student can be scheduled from the **High Period** drop-down list.
4. Click the **Save** button at the top of the screen to save the changes.

Chapter Five: COURSE REQUESTS

In this chapter, the following topics are covered:

- The three methods for entering course requests
- How to mass assign course requests
- How to individually assign course requests
- How students and parents can make their own course requests

Course requests can be entered into Synergy SIS three ways. They can be assigned to students in bulk based on a student's gender, grade level, house, or team using the Mass Assign Course Requests screen. Requests can also be entered individually for each student using the Schedule Request screen. Finally, students and parents can make course requests using the PARENTVUE & STUDENTVUE software.

Mass assignment is generally used when the majority of students in a grade are required to take a set of core courses. It can also be used to assign a set of courses to a group of students based on grade, gender, house, or team. If a course is discontinued in the midst of the scheduling process or replaced by a different course offering, the mass assignment function can quickly correct all requests for the discontinued or changed course.

Entering requests for an individual student is helpful when students are allowed a choice of required or elective courses. Editing course requests is also most easily done on an individual student basis.

If the school or district is using the PARENTVUE & STUDENTVUE software, students can enter their selection of electives themselves, which can increase data accuracy and reduce the data entry required by staff.

MASS ASSIGN COURSE REQUESTS

To mass assign course requests:

1. Go to the Mass Assign Course Requests screen, found under Synergy SIS > Mass Scheduling.

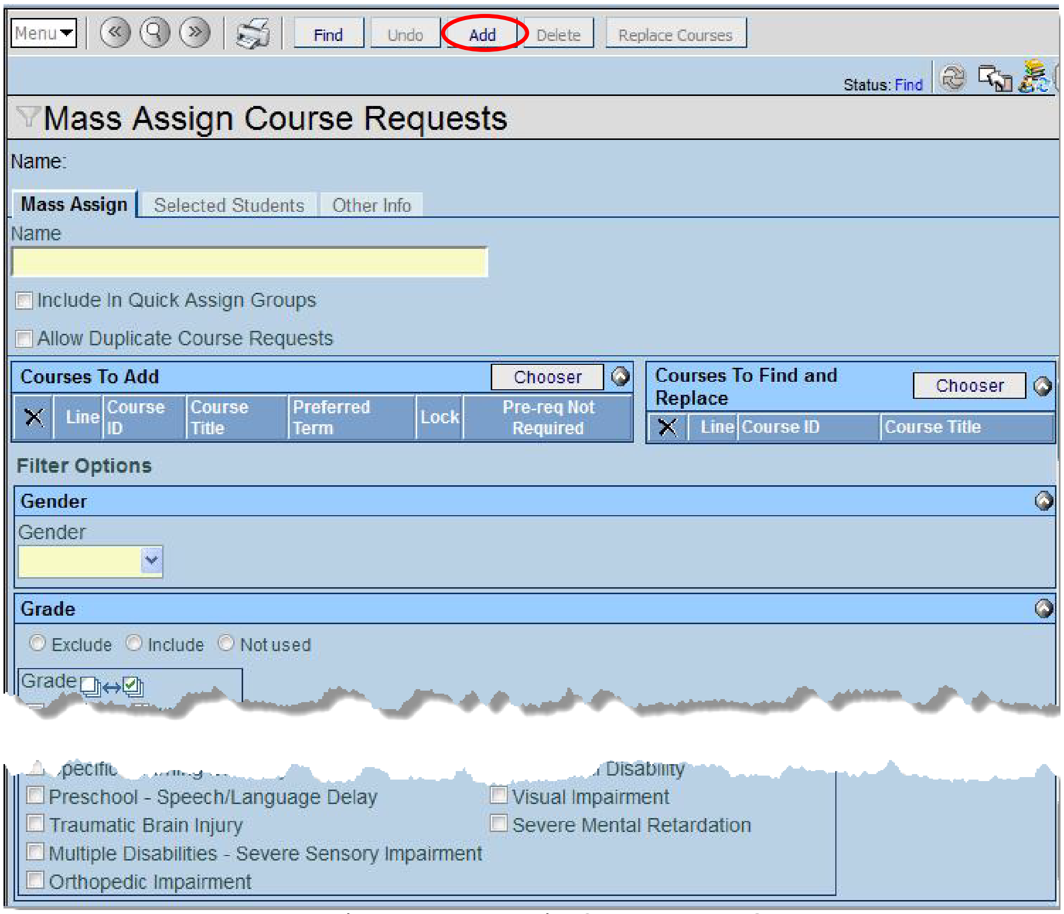


Figure 5.1 – Mass Assign Course Requests Screen

2. Click the **Add** button to define a group of courses that can be assigned to students. These groups are available for every school year and can be re-used each year.
3. A new Mass Assign Course Requests screen pops-up. Enter a **Name** for the group of courses.

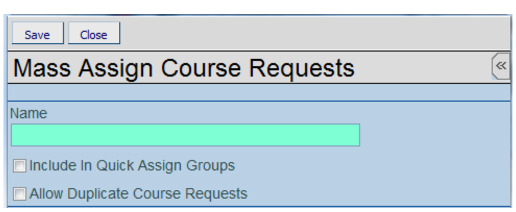


Figure 5.2 – Mass Assign Course Requests Screen, Adding

4. To also define this group of courses as a Quick Assign Group, check the box labeled **Include in Quick Assign Groups**. Quick Assign Groups can be used with the Schedule Request, Schedule Student, and Walk-In Schedule views to quickly assign a group of courses to an individual student.

5. The **Allow Duplicate Course Requests** box allows this group to assign duplicates The log notes which duplicates have been assigned.

> **Note** – The duplicate course request comparison is based on what courses the student is currently assigned. Duplicate course requests can still be assigned to students at one time without selecting this option if the student does not have the course to add as an existing request.

6. Click the **Save** button to save the new group.
7. To add the courses, click the **Chooser** button in the Courses To Add section.
8. To search for the course by the course ID or the course title, enter this information in the appropriate fields of the Find Criteria section and click the **Find** button.
9. All courses matching the search criteria entered appear in the Find Result grid.

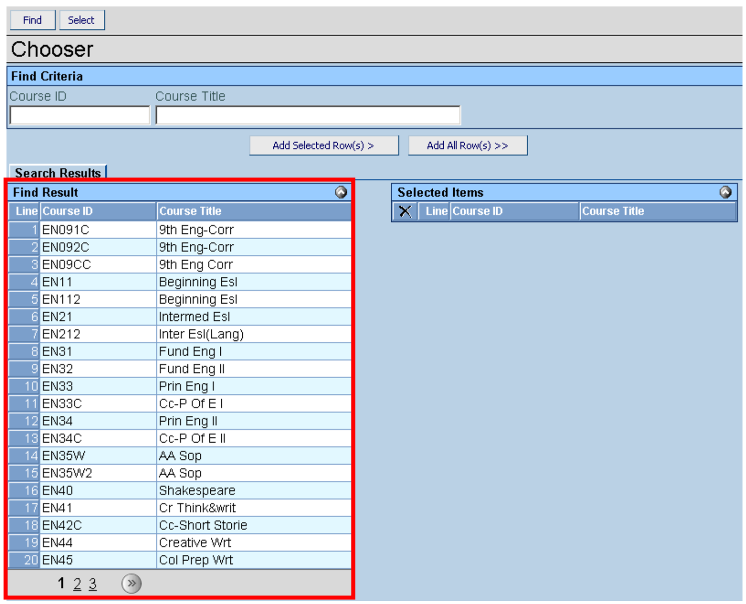


Figure 5.3 – Chooser Screen, Find Result Grid

10. If the desired course is not shown in the first grid, click a page number at the bottom of the Find Result grid to display the next page of courses.
11. Click the Line number of the row containing the desired course. The course is highlighted.
12. Click the **Add Selected Row(s)>** button.
13. The course is moved from the Find Result grid to the Selected Items grid. Multiple courses may be selected by continuing to highlight the courses and clicking the **Add Selected Rows** button. To select multiple courses, on the same page, at the same time, hold down the Ctrl key while clicking and highlighting the courses. To add all courses listed, click the **Add All Row(s)>>** button.

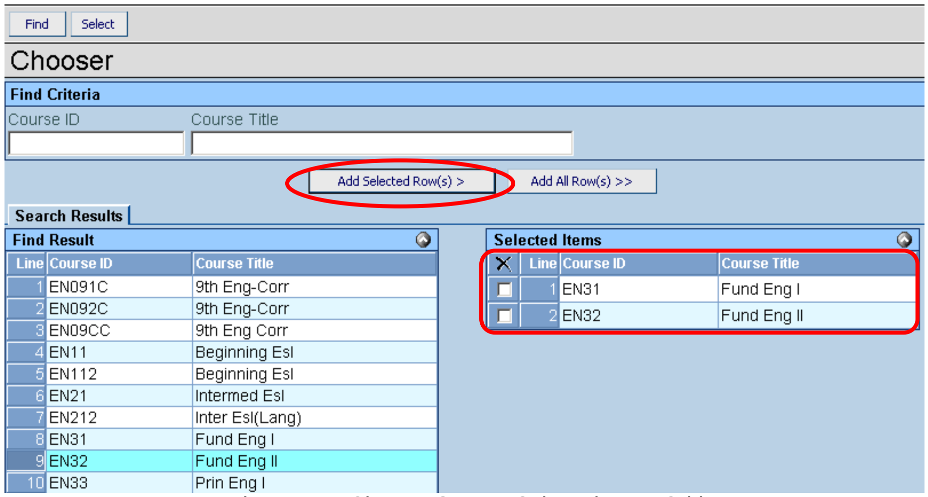


Figure 5.4 – Chooser Screen, Selected Items Grid

14. When all of the courses have been added to the Selected Items grid, click the **Select** button at the top of the screen and the courses will be added to the group.

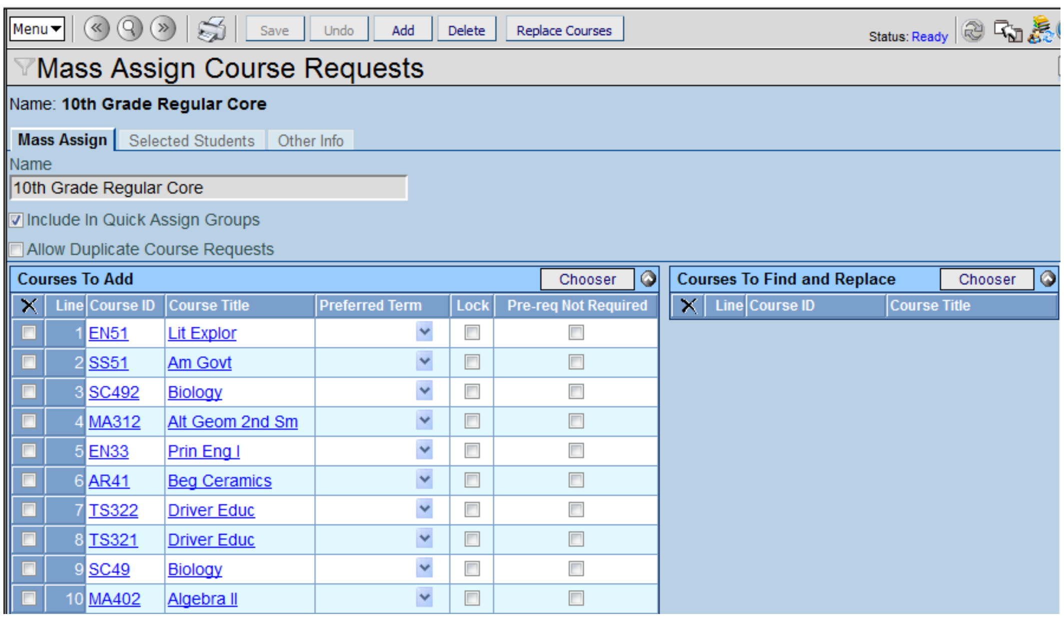


Figure 5.5 – Mass Assign Course Requests Screen, Courses Added

15. To select a specific term for which the course should be assigned, select it from the Preferred Term drop-down list.

16. To lock the courses so that students or parents cannot remove the course from the request list in the ParentVUE & StudentVUE software, check the **Lock** box.

17. If the pre-requisite courses defined in the District Course screen for each course should not be enforced, check the box **Pre-req Not Required**.

18. Click the **Save** button at the top of the screen to save the course group.

19. To delete a course from the list, check the box in the **X** column and click the **Save** button at the top of the screen. To delete an entire group, first delete all of the courses then click the **Delete** button at the top of the screen.

Once the group of courses has been created, the next step is to select the criteria used to assign the courses to students. Students may be selected by gender, grade, house, or team, or individual students may be selected. All selected filters are added together, so the students assigned must match all criteria entered. To select the filter options:

1. On the Mass Assign tab of the screen, courses may be assigned by **Gender** by selecting the student's gender from the drop-down list.
2. To assign courses by grade level, check the boxes next to the **Grades** or use the Check All boxes to check/uncheck all of the grades. Click the **Include** option to include the selected grades in the assignment, or click the **Exclude** option to assign the house or team to all grades except those selected. If grades will not be used to filter the assignment, click **Not Used**.
3. To assign courses by house, check the boxes next to the **House** or use the Check All boxes to check/uncheck all of the houses. Click the **Include** option to include the selected houses in the assignment, or click the **Exclude** option to assign the course to all houses except those selected. If houses will not be used to filter the assignment, click **Not Used**.
4. To assign courses by team, check the boxes next to the **Team** or use the Check All boxes to check/uncheck all of the teams. Click the **Include** option to include the selected teams in the assignment, or click the **Exclude** option to assign the course to all teams except those selected. If teams will not be used to filter the assignment, click **Not Used**.
5. To assign courses by ELL Status, check the boxes next to the **ELL_Level** or use the Check All boxes to check/uncheck all of the ELL Levels. Click the **Include** option to include the selected ELL Levels in the assignment, or click the **Exclude** option to assign the course to all ELL Levels except those selected. If ELL Levels will not be used to filter the assignment, click **Not Used**.
6. To assign courses by Gate Status, check the boxes next to the **Gate Code** or use the Check All boxes to check/uncheck all of the Gate Codes. Click the **Include** option to include the selected Gate Codes in the assignment, or click the **Exclude** option to assign the course to all Gate Codes except those selected. If Gate Codes will not be used to filter the assignment, click **Not Used**.
7. To assign courses by Student Group, check the boxes next to the **Student Group** or use the Check All boxes to check/uncheck all of the Student Groups. Click the **Include** option to include the selected Student Groups in the assignment, or click the **Exclude** option to assign the course to all Student Groups except those selected. If Student Groups will not be used to filter the assignment, click **Not Used**.
8. To assign courses by Special Ed Student Services, check the boxes next to the **Special Ed Student Services** or use the Check All boxes to check/uncheck all of the Special Ed Student Services. Click the **Include** option to include the selected Special Ed Student Services in the assignment, or click the **Exclude** option to assign the course to all Special Ed Student Services except those selected. If Special Ed Student Services will not be used to filter the assignment, click **Not Used**.
9. Click the **Save** button at the top of the screen to save the changes. The filter options entered are not used when using the Quick Assign Groups function in other views.

10. To assign the group of courses to specific students, click on the **Selected Students** tab.

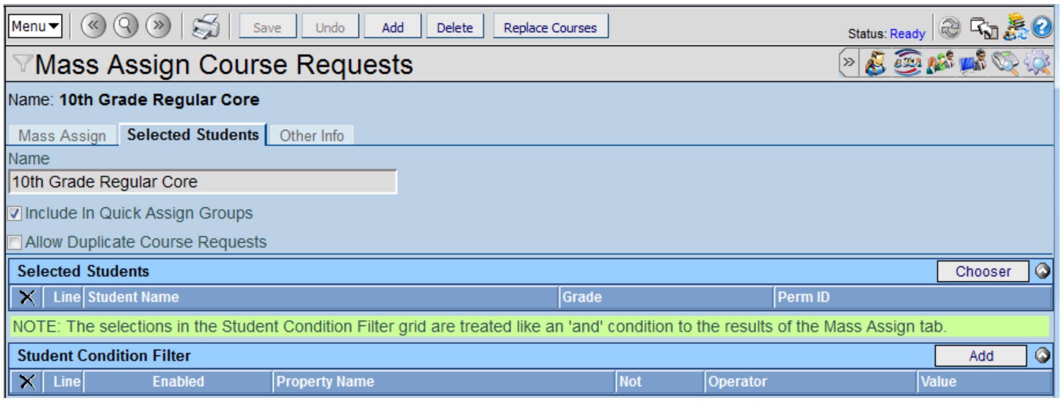


Figure 5.6 – Mass Assign Course Requests Screen, Selected Students Tab

11. Click the **Chooser** button to select the students, and the Chooser screen pops-up.
12. Enter the information known about the students in the Find Criteria section, and click the **Find** button at the top of the screen. The students may be found using any part of the criteria, including last name, first name, middle name, perm ID, grade or gender. Partial information may be used as well, such as the first letters of a last name or first name.

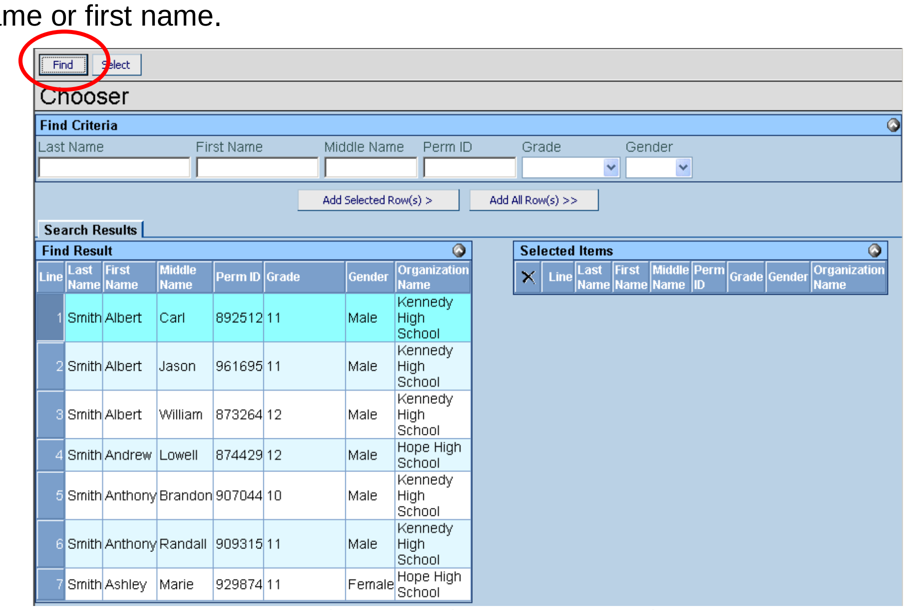


Figure 5.7 – Chooser Screen, Results

13. Once the **Find** button clicked, a list of students that match the criteria appears in the Search Results section. Click on the name or names of the student(s) to add and click the **Add Selected Row(s)** button to add the student(s) to the Selected Items section. Multiple searches may be made until all students have been found and added to the Selected Items section. Multiple rows may be selected by holding down the Ctrl key and clicking on all the students needed. To remove a student from the Selected Items section, click the box under X column. To add all of the students found in the Search Results list to the Selected Items section, click the Add All Row(s) button.

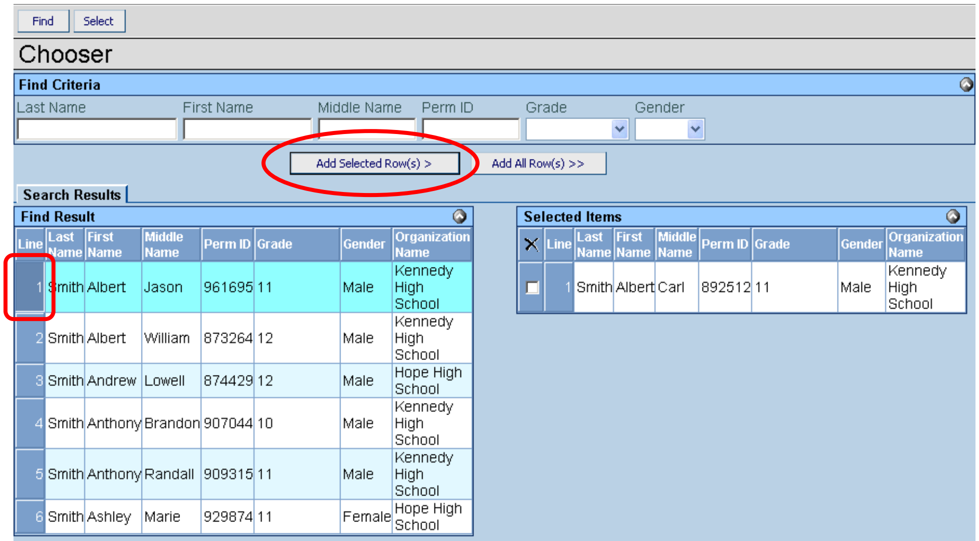


Figure 5.8 – Chooser Screen, Selected Items Section

14. To add a student condition filter, click **Add** on the **Student Condition Filter** grid. A new line is added to the grid.

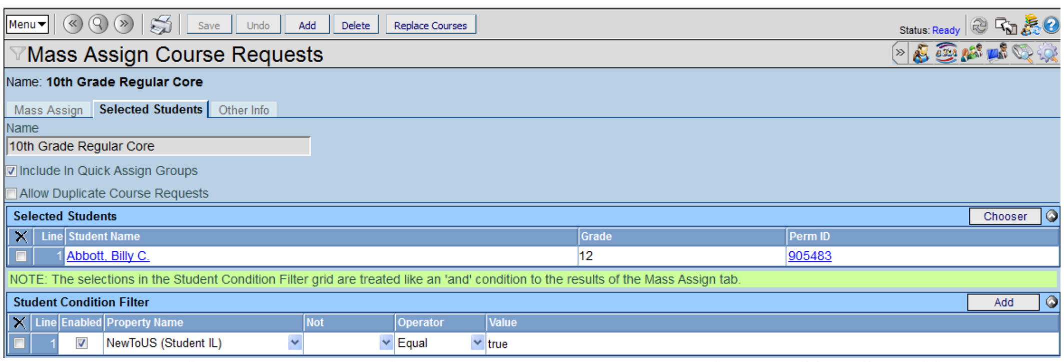


Figure 5.9 – Mass Assign Course Requests Screen, Student Condition Filter grid

15. Select a **Property Name**, an **Operator**, and a **Value** in the new row.
16. Click **Save**.

> **Note** – The selections made in the Student Condition Filter grid are applied in addition to any filters and conditions set on the Mass Assign tab of the Mass Assign Course Requests screen. The filters and conditions set on the Mass Assign tab are applied first, and the filter set in the Student Condition Filter is applied to the results.

17. Once all of the students to be assigned have been selected, click the **Select** button at the top of the screen to add them to the Selected Students section.

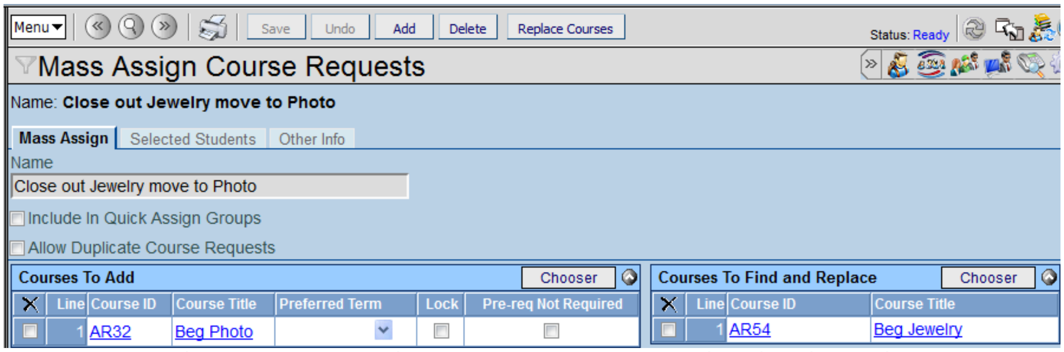


Figure 5.10 – Mass Assign Course Requests Screen, Selected Students Tab

18. Click the **Save** button at the top of the screen to save the students. To remove a student from the list, check the box in the **X** column.
19. To run the assignment once all of the filter options have been selected, click the **Replace Courses** button at the top of the screen.

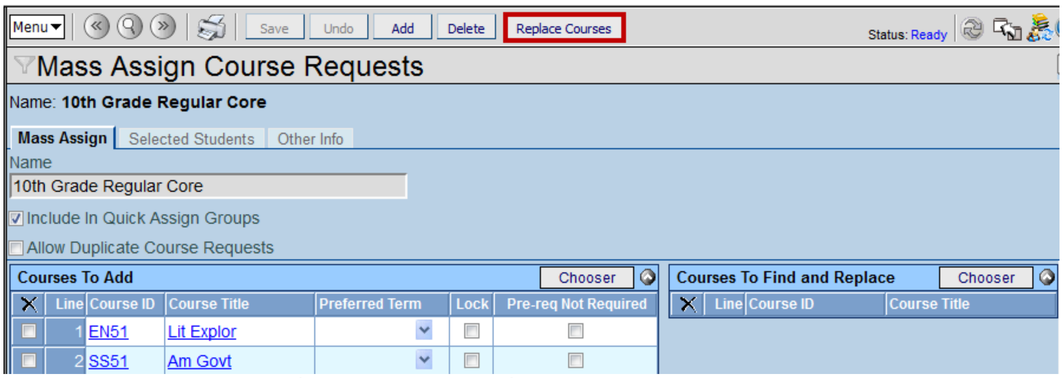


Figure 5.11 – Mass Assign Course Requests Screen

To include a description of the course grouping to help others understand the purpose of the group:

1. Click on the **Other Info** tab.

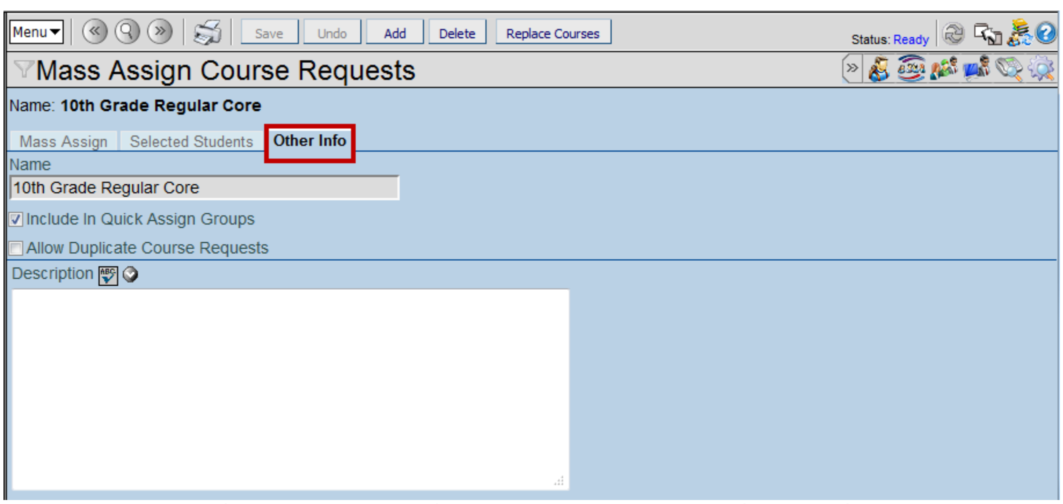


Figure 5.12 – Mass Assign Course Requests Screen, Other Info Tab

2. Enter a description of the group in the **Description** box. The description may also be checked for spelling by clicking the Spell Check button.
3. Click the **Save** button at the top of the screen to save the changes.

To replace an existing course request with a new course:

1. Create a new course request group as outlined above.
2. Select the new course using the Chooser screen in the **Courses to Add** section.

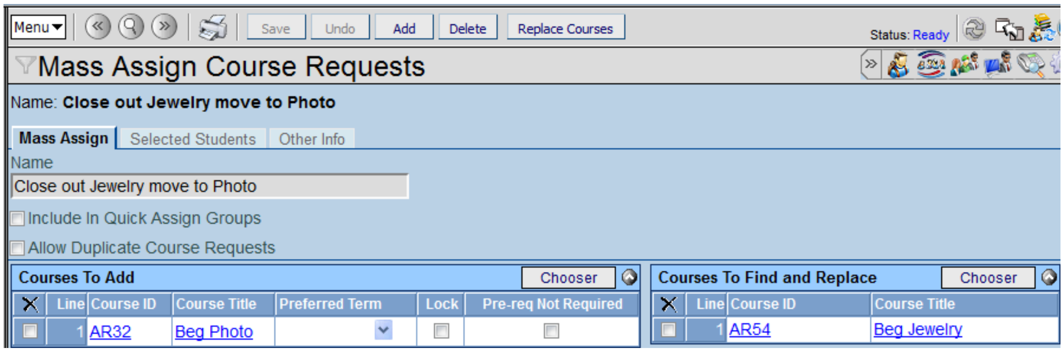


Figure 5.13 – Mass Assign Course Requests Screen, Replacing Courses

3. Select the course to be removed using the Chooser screen in the **Courses To Find and Replace** section.
4. Click the **Replace Courses** button at the top of the screen.

INDIVIDUALLY ASSIGN COURSE REQUESTS

Courses can be assigned for individual students in several locations: the Schedule Request screen, the Student Schedule screen with the option set in the Schedule Control screen, and the Walk-In Schedule screen. The options available for course assignment in these views are based on the configuration selected on the Course Request and Walk In Options tab of the School Scheduling Options screen. For more information about the School Scheduling Options screen, please refer to the section in Chapter 3 of this guide.

To modify an individual student's course requests using the Schedule Request screen:

1. Go to the **Schedule Request** screen, found under Synergy SIS > Mass Scheduling.

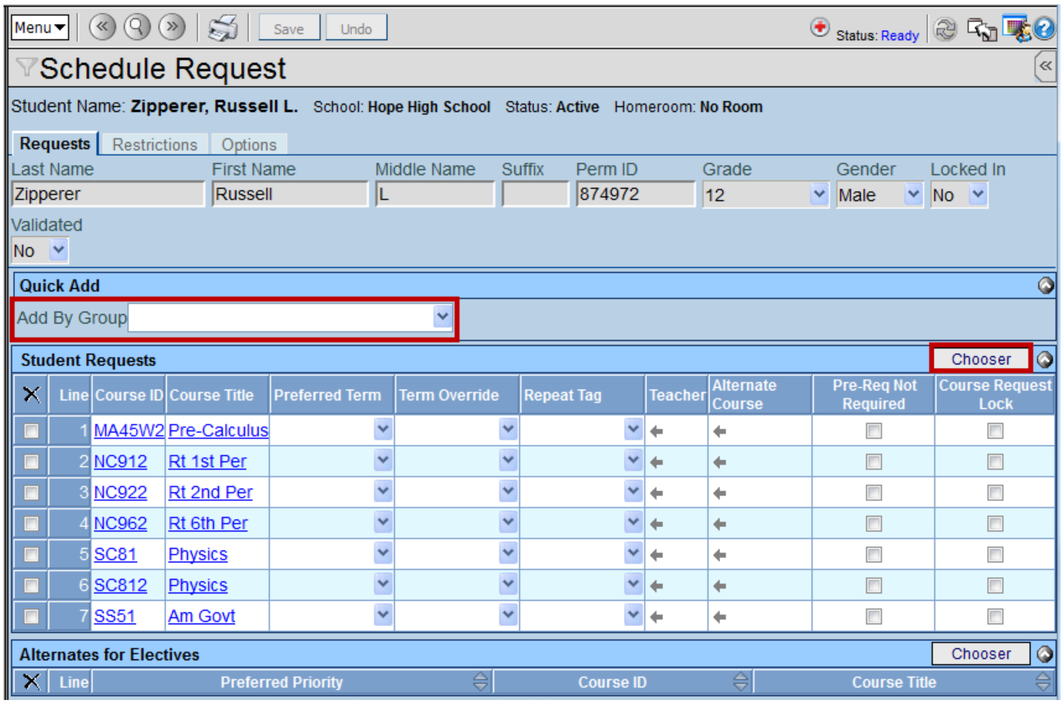


Figure 5.14 – Schedule Request Screen

2. To assign the student all of the courses included in a Quick Assign Group, select the group name from the **Add By Group** drop-down list.
3. To add courses manually, click the **Chooser** button.
4. To search for the course by the course ID or the course title, enter this information in the appropriate fields of the **Find Criteria** section and click the **Find** button.
5. All courses matching the search criteria entered appear in the **Find Result** grid.

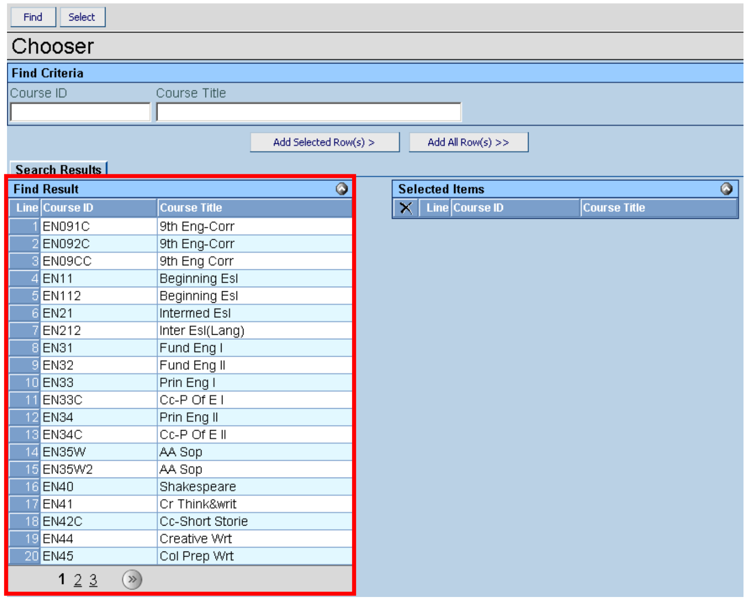


Figure 5.15 – Chooser Screen, Find Result Grid

6. If the desired course is not shown in the first grid, click a **page number** at the bottom of the Find Result grid to display the next page of courses.
7. Click the **Line** number of the row containing the desired course. The course is highlighted in blue.
8. Click the **Add Selected Row(s)>** button.
9. The course is moved from the Find Result grid to the **Selected Items** grid. Multiple courses may be selected by continuing to highlight the courses and clicking the Add Selected Rows button. To select multiple courses at a time, hold down the Ctrl key while clicking and highlighting the courses. To add all courses listed, click the **Add All Row(s)>>** button.

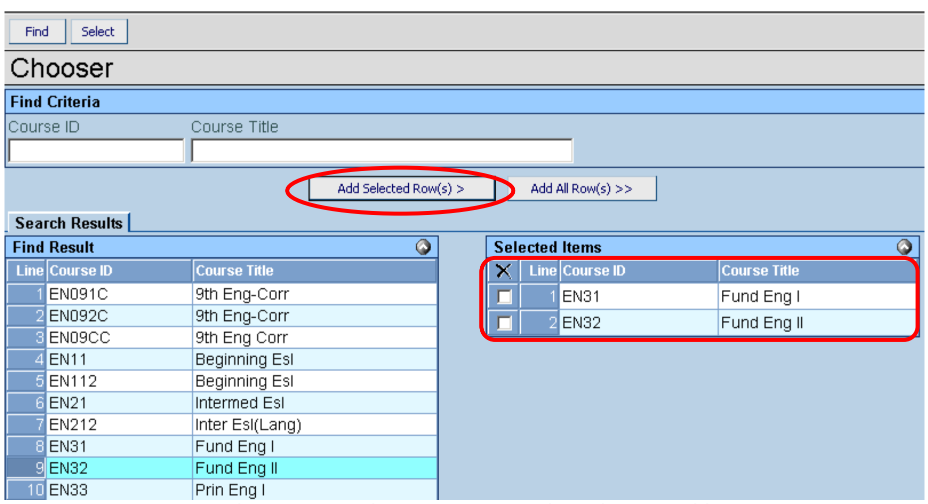


Figure 5.16 – Chooser Screen, Selected Items Grid

10. When all of the courses have been added to the Selected Items grid, click the **Select** button at the top of the screen and the courses are added to the Course Requests grid.

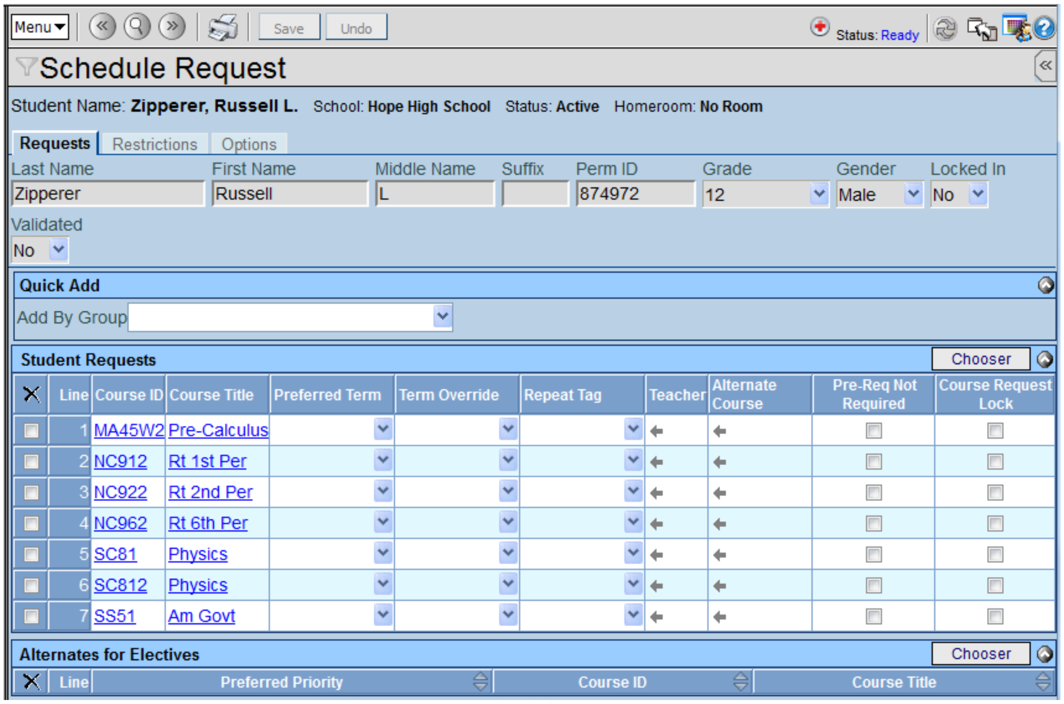


Figure 5.17 – Schedule Request Screen

11. If the student can select in which term they would like to take the course, select the **Preferred Term** from the drop-down list.
12. To allow the student to attend the class for a term other than the one indicated in the sections created in the master schedule, select the term from the **Term Override** drop-down list.
13. If the student is repeating the course, select the reason they need to repeat it from the **Repeat Tag** drop-down list.
14. If a teacher preference can be indicated, click on the **gray arrow** in the **Teacher** column and select a teacher using the Find Staff screen.
15. To select a course to be used in the schedule if the selected course will fit the student's schedule, click on the **gray arrow** in the **Alternate Course** column and select a course using the Find Course screen.
16. If the pre-requisite courses defined in the District Course screen for each course should not be enforced, check the box in the **Pre-Req Not Required** column.
17. To prevent the student or parent from changing the requested course in the PARENTVUE & STUDENTVUE software, check the box in the **Course Request Lock** column.
18. Several courses may also be added to the **Alternates for Electives** section using the Chooser screen as outlined above.

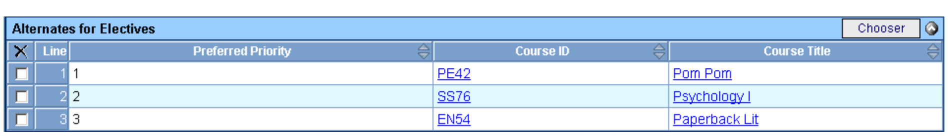


Figure 5.18 – Alternates for Electives

19. Once the Alternate courses have been added, indicate the order in which the courses should be used in the **Preferred Priority** column.
20. Click the **Save** button at the top of the screen to save the changes.
21. Additional options may be set on the **Options tab** of the Schedule Request screen.

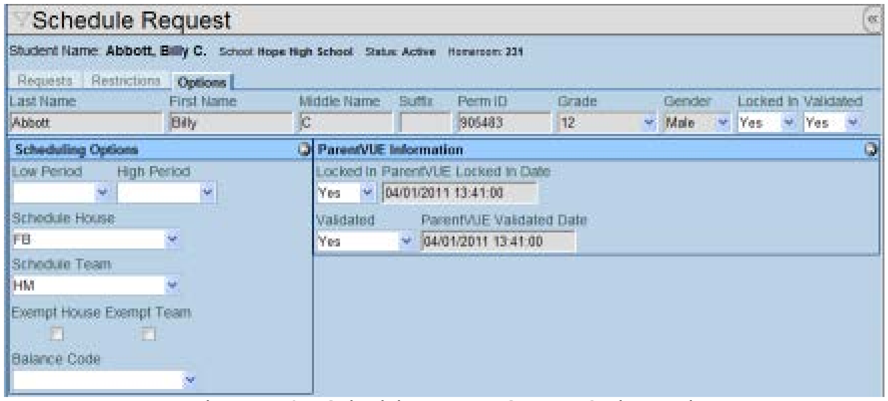


Figure 5.19 – Schedule Request Screen, Options Tab

22. The **Low Period** and the **High Period** indicates the Period Restrictions to be used when scheduling the student. The **Schedule House** and **Schedule Team** options, as well as the **Exempt House** and **Exempt Team** boxes, control the house and team options used. For more information about these options, please see Chapter 4 in this guide.
23. The **Balance Code** is the district-defined set of values used for balancing students in classes in addition to the options pre-defined in Synergy SIS. This may be one or more values such as ELL or SPED or Home Language. The Balance Code is setup in the Lookup Table **K12.MassScheduleInfo.User Balance**. Select which code should be assigned to this student, balancing the sections.
24. The PXP Information section controls the status of the student requests submitted through the PARENTVUE & STUDENTVUE software. For more information on managing these requests, please see the *Synergy SIS - PARENTVUE & STUDENTVUE Administrator Guide*.
25. Click the **Save** button at the top of the screen to save the changes.

> **Note** – Students may not be pre-scheduled using the Schedule Request screen. When a student is pre-scheduled, a section is manually assigned to the student course request and the request is exempt from the Mass Scheduling process.

To modify an individual student's course requests using the Schedule Control screen:

1. Go to the **Schedule Control** screen, found under Synergy SIS > Mass Scheduling.
2. Click on the icon for the **Option Set** to be used.

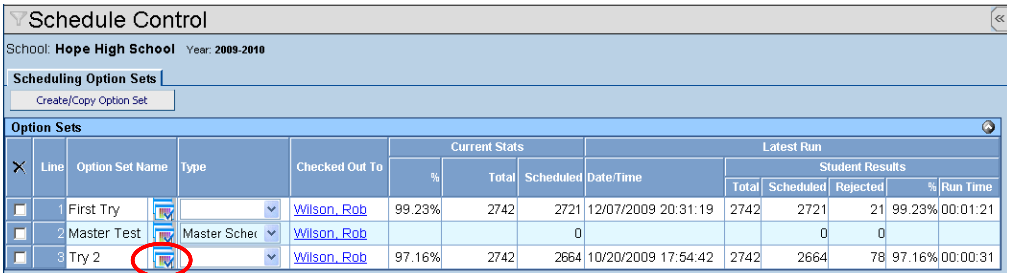


Figure 5.20 – Schedule Control Screen

3. Click on the **Open Student Schedule** link.

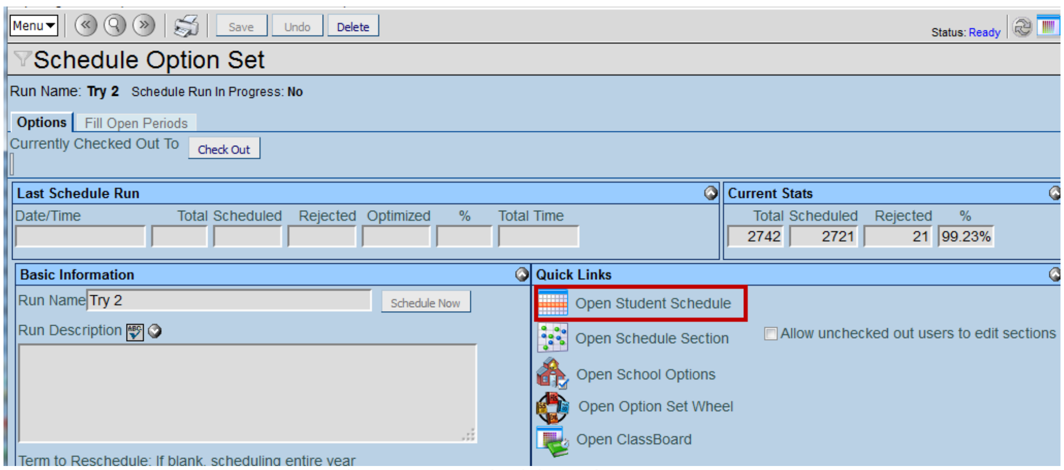


Figure 5.21 – Schedule Option Set Screen

4. Requests can be added and modified on the Requests tab of the Schedule Student screen in just the same fashion as through the Schedule Requests screen outlined above. However, note that courses may also be assigned a pre-scheduled section in this screen once the option set has been run.

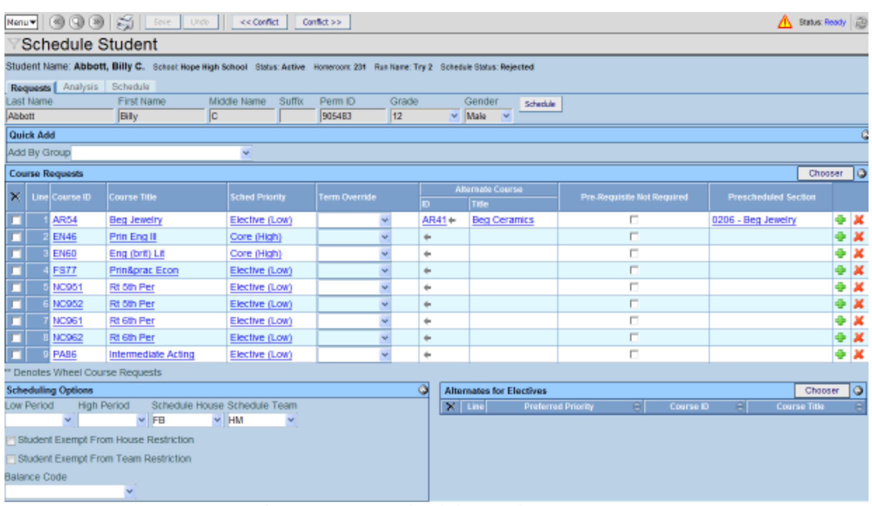


Figure 5.22 – Schedule Student Screen

5. Click the **Save** button at the top of the screen to save the changes.

To modify an individual student's course requests using the Request tab on the Walk In Schedule screen:

1. Go to the **Walk In Schedule** screen, found under Synergy SIS > Mass Scheduling or Synergy SIS > Schedule.

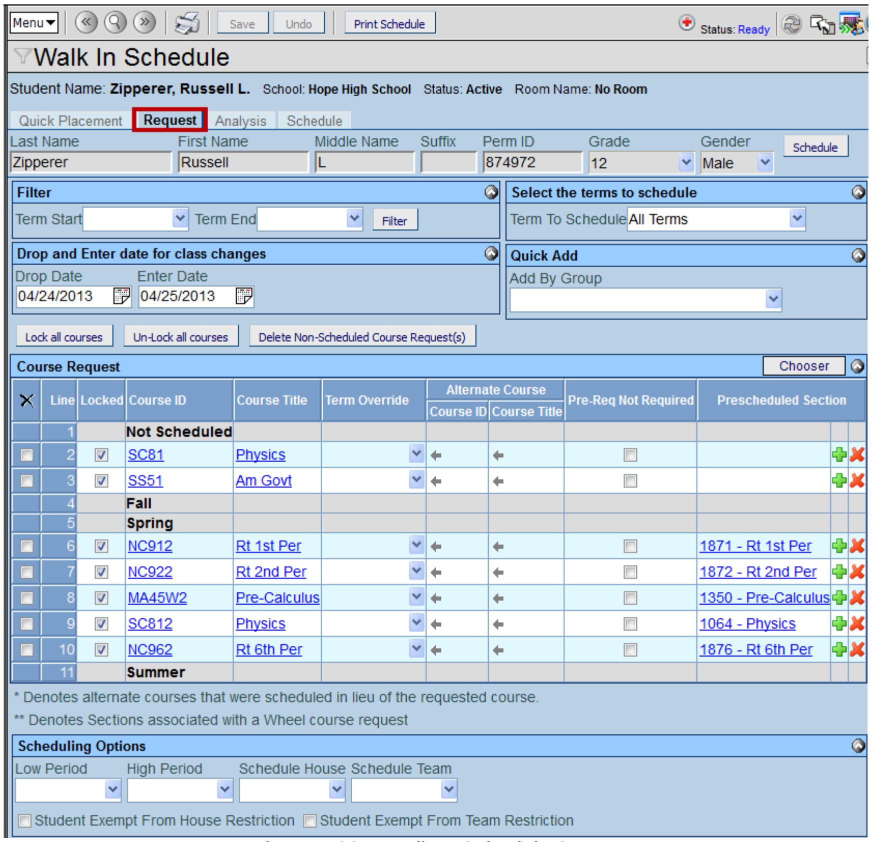


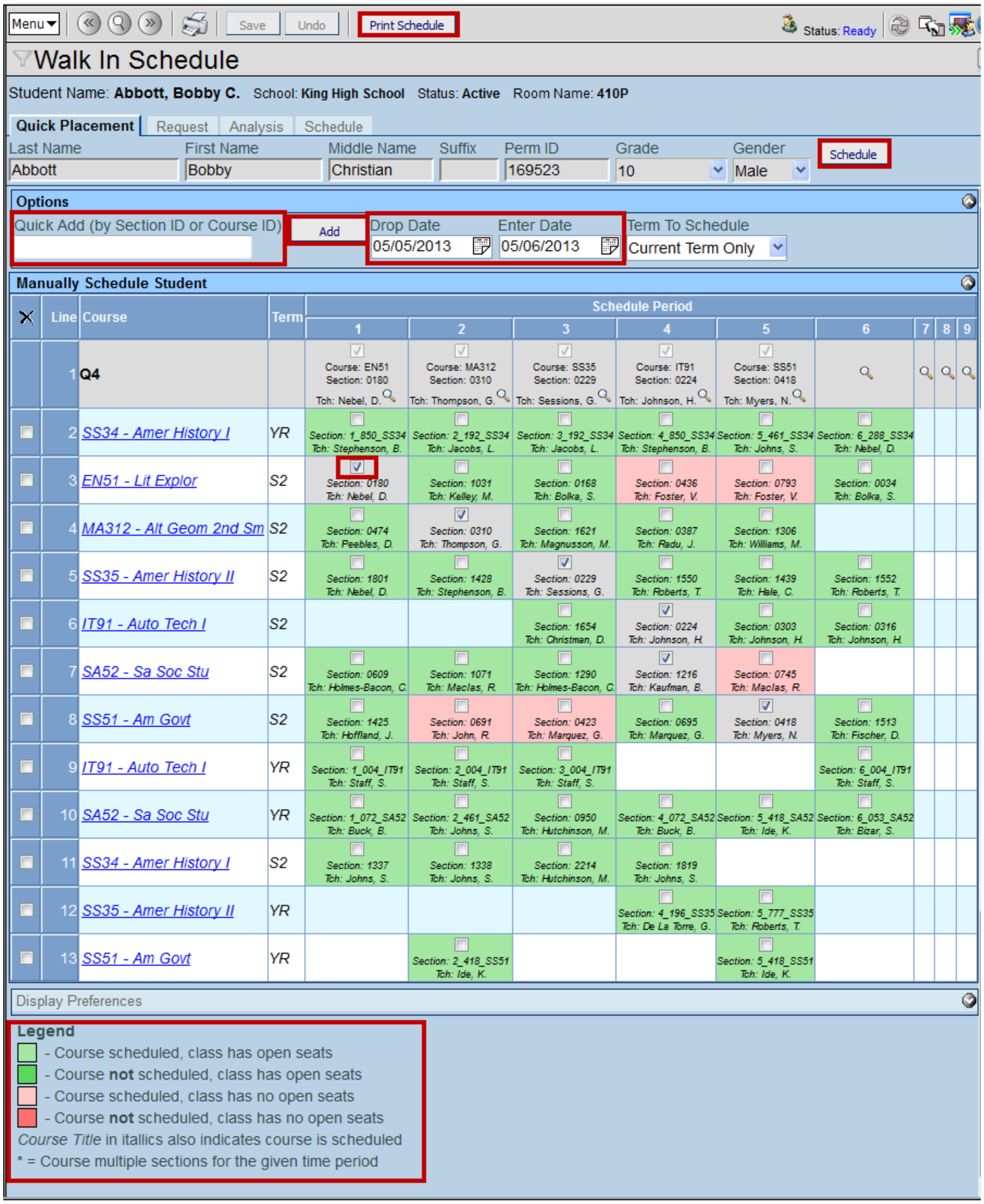
Figure 5.23 – Walk In Schedule Screen

2. Requests can be added and modified on the Requests tab of the Schedule Student screen in just the same fashion as through the Schedule Requests screen outlined above. However, note that courses may also be assigned a pre-scheduled section in this screen once the option set has been run.
3. Click the **Save** button at the top of the screen to save the changes.

To modify an individual student's course requests using the Quick Placement tab on the Walk In Schedule screen:

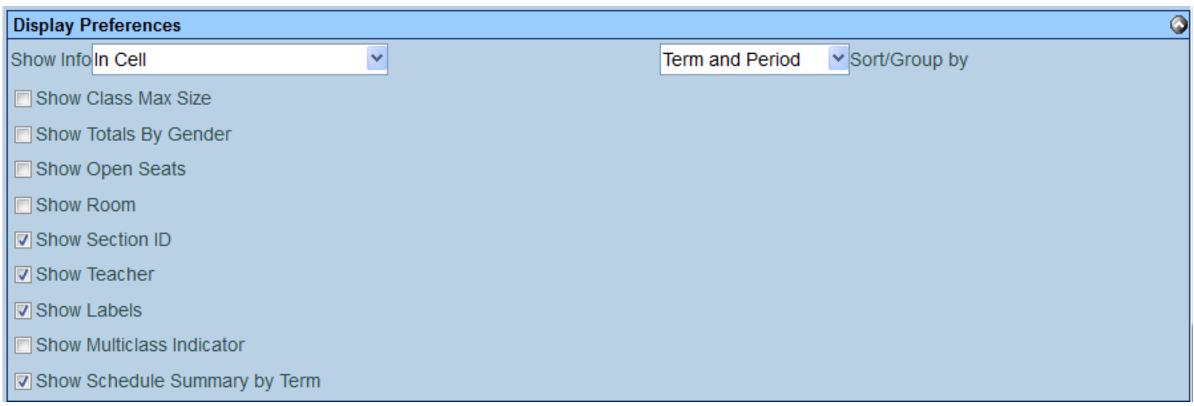
The Quick Placement tab offers a simplified version of the walk in scheduling process.

1. Go to the **Walk In Schedule** screen, found under Synergy SIS > Mass Scheduling or Synergy SIS > Schedule.



- **Print Schedule** – click to print the STU202-Student Schedule report for the student.
- **Schedule** - click to run the Walk In Scheduler.

- **Quick Add** - enter any combination of Section IDs and Course IDs (separated by a comma) to have added to the student's schedule.
- **Add** - click to add the Section IDs and Course IDs entered into the Quick Add field.
- **Drop Date** - enter the date the student should be dropped from the section.
- **Enter Date** - enter the date the student should be enrolled in the section.
- **Class** - select or deselect a class section by clicking in this checkbox.
- **Legend** - explains the various indicators on the screen.



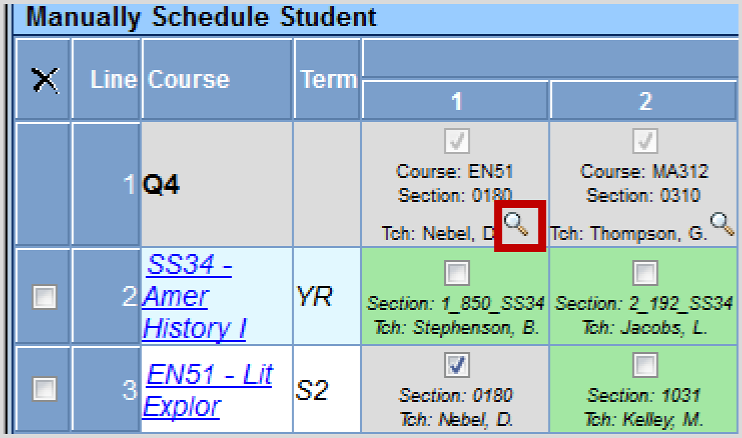
- **Show Info** - select where the options that can be selected below will be viewed. The options in the dropdown are **In Cell**, **In Cell and Mouse Over**, **Mouse Over** and **None**.

> **Note** – Selecting **None** will override any checkboxes selected and no information will show in cell or mouse over.

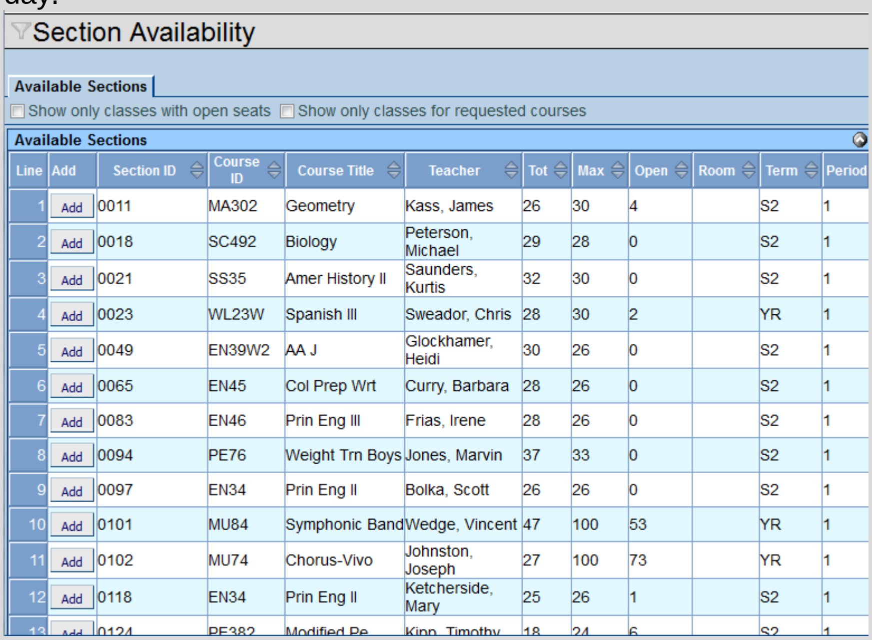
- **Sort/Group by** - select how the courses should be sorted on the screen. The options in the dropdown are **Course Id** and **Term and Period**.
- **Show Class Max Size** - the max class size from the section will display.
- **Show Totals By Gender** - totals will display for both Male and Female students enrolled in the section.
- **Show Open Seats** - the number of open seats in the section will display.
- **Show Room** - the room assigned to the section will display.
- **Show Section ID** - the Section ID of the class in the cell will display.
- **Show Teacher** - the teacher assigned to the section will display.
- **Show Labels** - labels to identify the display options will display.
- **Show Multiclass Indicator** - an * (asterisk) displays in the cell indicating there is more than one section of the course that meets during that period and term.

- **Show Schedule Summary by Term** - schedule will be separated by terms as defined in the Term Definitions ***(Synergy SIS > System > School Setup)***.

Note – When the **Show Schedule Summary by Term** option is selected, the ability to search all available sections for the selected period/term becomes available.



The search icon is listed for each period, term, and meeting day. The icon opens a list of sections that meet during a particular term, period, and meeting day.



Section Availability

Available Sections

Show only classes with open seats Show only classes for requested courses

Available Sections

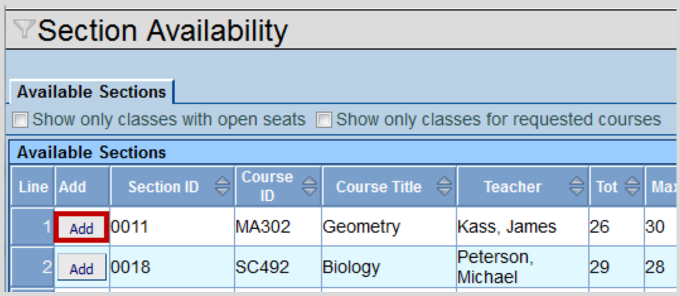
Line	Add	Section ID	Course ID	Course Title	Teacher	Tot	Max	Open	Room	Term	Period
1	Add	0011	MA302	Geometry	Kass, James	26	30	4		S2	1
2	Add	0018	SC492	Biology	Peterson, Michael	29	28	0		S2	1
3	Add	0021	SS35	Amer History II	Saunders, Kurtis	32	30	0		S2	1
4	Add	0023	WL23W	Spanish III	Sweador, Chris	28	30	2		YR	1
5	Add	0049	EN39W2	AA J	Glockhamer, Heidi	30	26	0		S2	1
6	Add	0065	EN45	Col Prep Wrt	Curry, Barbara	28	26	0		S2	1
7	Add	0083	EN46	Prin Eng III	Frias, Irene	28	26	0		S2	1
8	Add	0094	PE76	Weight Trn Boys	Jones, Marvin	37	33	0		S2	1
9	Add	0097	EN34	Prin Eng II	Bolka, Scott	26	26	0		S2	1
10	Add	0101	MU84	Symphonic Band	Wedge, Vincent	47	100	53		YR	1
11	Add	0102	MU74	Chorus-Vivo	Johnston, Joseph	27	100	73		YR	1
12	Add	0118	EN34	Prin Eng II	Ketcherside, Mary	25	26	1		S2	1
13	Add	0124	PE382	Modified Pe	Kipp, Timothy	18	24	6		S2	1

You can narrow the results in the **Section Availability** screen by clicking in one or both of the checkboxes at the top of the screen.

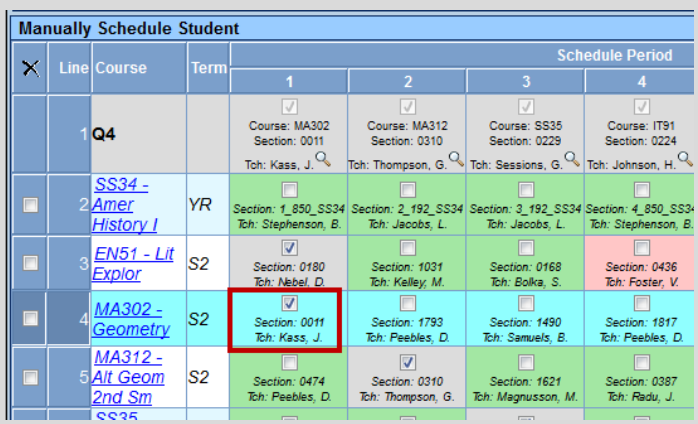
- **Show only classes with open seats** option will remove those sections that are full (zero open seats) from the list.

- **Show only classes for requested courses** option will remove any sections that do not correspond to the course requests the student has listed on the **Walk In Schedule** screen.

Selecting both options will display a list of sections with open sets only that correspond to the student's course requests on the **Walk In Schedule** screen.



You can then select one of the sections to add to the student's schedule by clicking on the **Add** button.



The system adds the section to the student's schedule immediately after the user selects it from the **Section Availability** screen. A student schedule can then be printed to reflect the change.

To enter course requests in the **Quick Add** field and allow the scheduler to place the student into sections:

1. Enter the Course ID into the **Quick Add** field, the enter date into the **Enter Date** field and press the **Add** button to add it to the list of course requests. The course request will show at the bottom of the list with the available sections showing in the darker color.
2. Click in the **Class** checkbox to select which section to enroll the student in, enter the **Enter Date,** and save the changes. The student is now enrolled in the section.

:To enter Section IDs in the **Quick Add** field:

- Enter the Section ID into the **Quick Add** field, the enter date into the **Enter Date** field, and press the **Add** button to add it to the list of course requests. The section will be added to the student's schedule.

To select which sections the student should be enrolled in using the list of existing course requests:

1. From the list of course requests, click in the **Class** checkbox of the section to schedule.
2. Enter the enter date in the **Enter Date** field.
3. Save the changes. The student is scheduled into the section.

To drop a class:

1. Deselect the section to drop by clicking in the **Class** checkbox.
2. Enter the drop date in the **Drop Date** field.
3. Save the changes. The class is dropped from the student's schedule.

Note – The course request will remain in the list.

Tips:

- Refer to the legend at the bottom of the screen for an explanation of the blocks' color-coding. The student's current scheduled sections are indicated by gray blocks.
- When there is more than one section available, the section that displays in the grid is the one with the best availability for balancing. This is the section the scheduler would have placed the student in for that period.
- Clicking on the course link on this screen opens District Course.
- Sections that meet on several different days will show all periods in the zero period column, regardless of the section-meeting period.
- The Quick Placement screen settings are defined in the Class Size Limit field on the School Scheduling Options screen.

PARENTVUE & STUDENTVUE COURSE REQUESTS

Students and parents can enter course requests for the student on the Course Request page of the PARENTVUE and STUDENTVUE software. Requests here can be limited to the type of course (Core, Elective, or Non-Core) and the number of courses that can be selected. The student can also be restricted to entering requests during a defined date range. For more information about the Course Request function, please see the *Synergy SIS – PARENTVUE & STUDENTVUE Administrator Guide*.

Figure 5.24 – PARENTVUE and STUDENTVUE, Course Requests

To allows parents and students in the district to request courses online:

1. Navigate to Synergy SIS > System > ParentVUE and StudentVUE Configuration. This screen controls the ParentVUE and StudentVUE configuration at the district level.

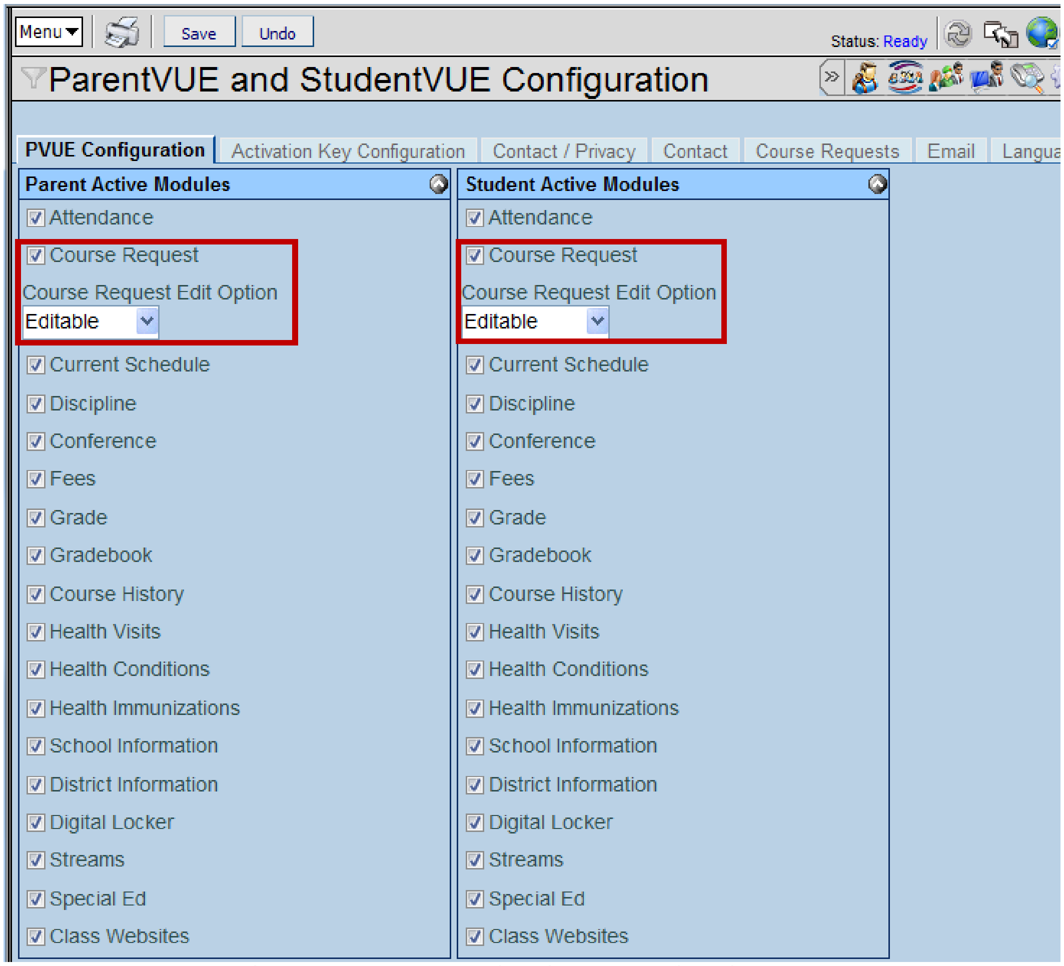


Figure 5.25 ParentVUE and StudentVUE Configuration screen

2. On the PVUE Configuration tab, select the Course Request check box in the Parent Active Modules to enable course requests in ParentVUE.
3. Select to make the course request editable or view-only in ParentVUE from the Course Request Edit Option field.
4. Select the Course Request check box in the Student Active Modules to enable course requests in StudentVUE.
5. Select to make the course request editable or view-only in the Course Request Edit Option field.
6. Click Save.

If your district allows students to begin entering course requests and return at another time to finish, enable the Hide Lock Course Request Button from online course requests.

To hide the Lock Course Request button on the ParentVUE and StudentVUE screens

1. Navigate to Synergy SIS > System > ParentVUE and StudentVUE Configuration, and go to the Course Requests tab.

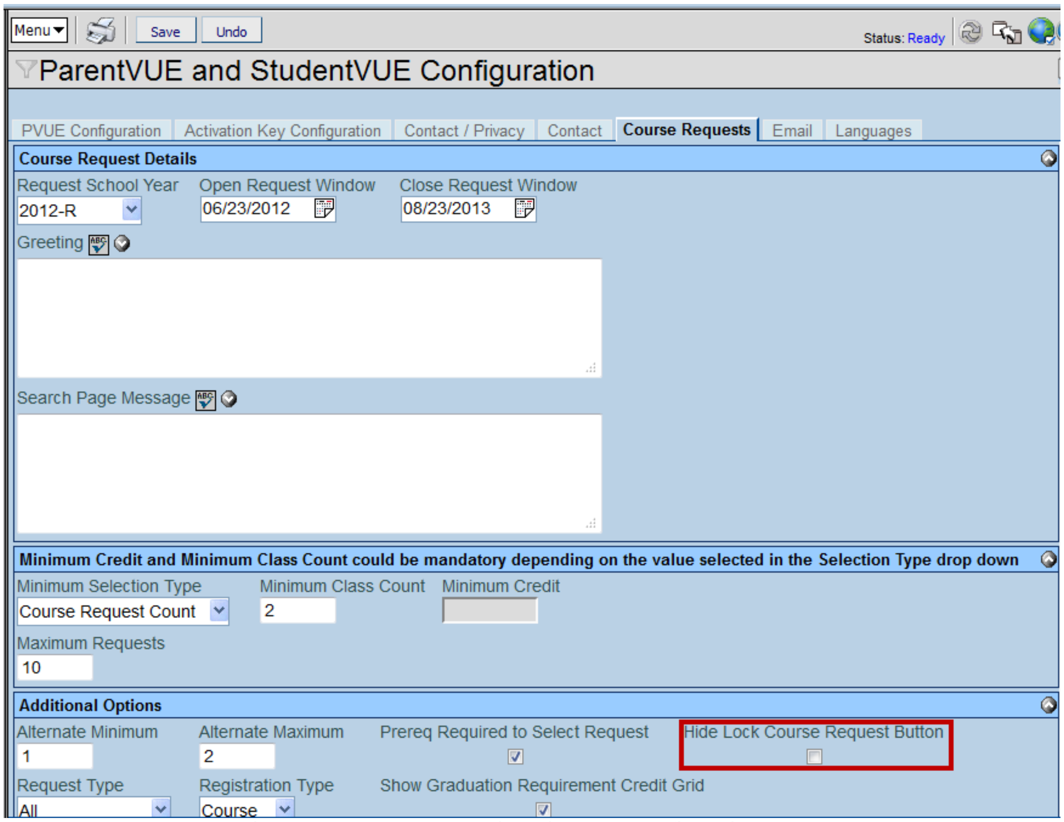


Figure 5.26 ParentVUE and StudentVUE Configuration screen

2. Select the **Hide Course Request Button** check box.
3. Click **Save**.

To allows parents and students at your school to request courses online:

1. Navigate to Synergy SIS > System > ParentVUE and StudentVUE School Configuration. This screen controls the ParentVUE and StudentVUE configuration at the school.

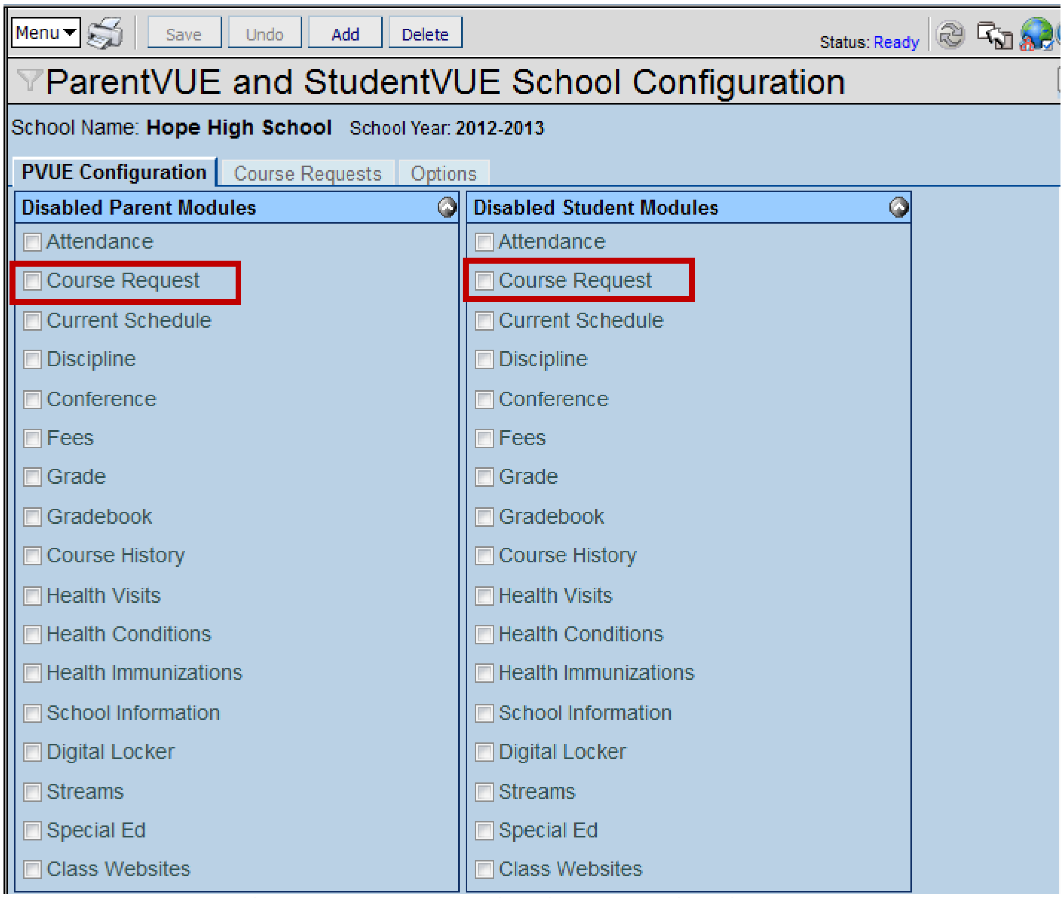


Figure 5.27 ParentVUE and StudentVUE Configuration screen

2. On the PVUE Configuration tab, ensure the Course Request check box is not selected in the Disabled Parent Modules to enable course requests in ParentVUE.
3. Ensure the Course Request check box is not selected in the Disabled Student Modules to enable course requests in StudentVUE.
4. Click Save.

If your school allows students to begin entering course requests and return at another time to finish, enable the Hide Lock Course Request Button from online course requests.

To hide the Lock Course Request button on the ParentVUE and StudentVUE screens

1. Navigate to Synergy SIS > System > ParentVUE and StudentVUE School Configuration, and go to the Course Requests tab.

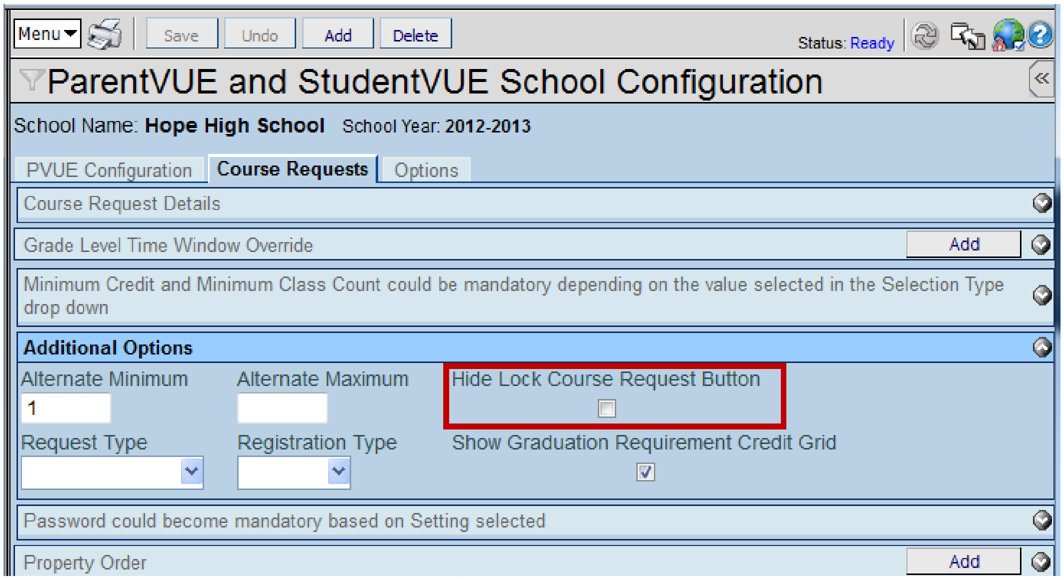


Figure 5.28 ParentVUE and StudentVUE School Configuration screen

2. Select the **Hide Course Request Button** check box.
3. Click **Save**.

STUDENT SCHEDULE & REQUEST ANALYSIS

The Student Schedule & Request Analysis screen enables users to find students who are either not scheduled into a class or is missing specific course requests. The user creates student and course filters to identify which students or group is missing a course request or a schedule course.

To create and run a filter:

1. Navigate to Synergy SIS > Schedule > Student Schedule & Request Analysis. The Student Schedule & Request Analysis screen displays.

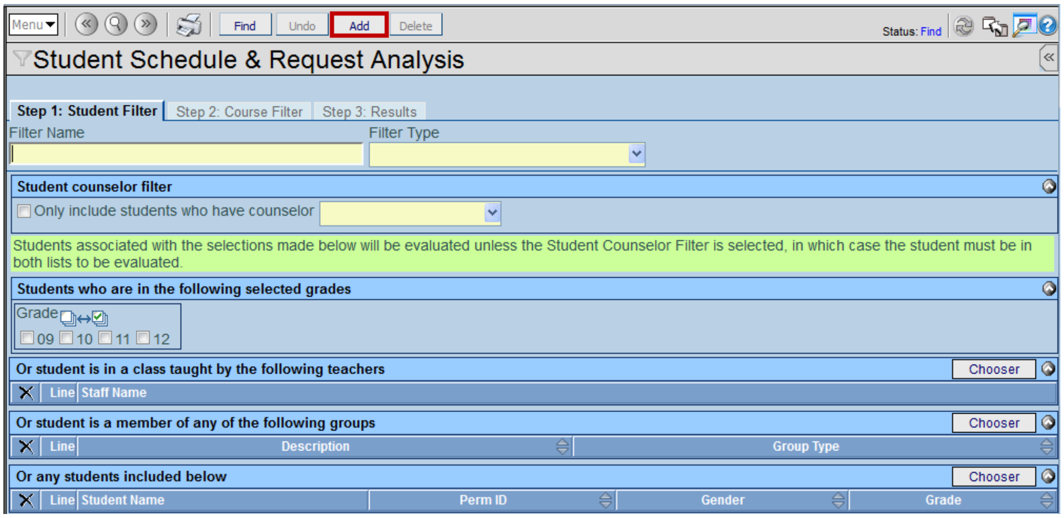


Figure 1: Student Schedule & Request Analysis screen - Add

2. Click Add. The Student Schedule & Request Analysis add screen displays.

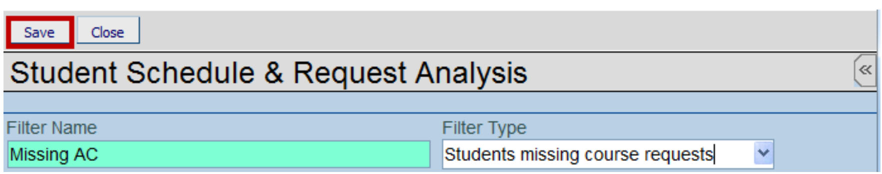


Figure 2: Student Schedule & Request Analysis add screen

3. Enter a Filter Name and Filter Type.
4. Click Save. You are returned to the Student Schedule & Request Analysis screen.

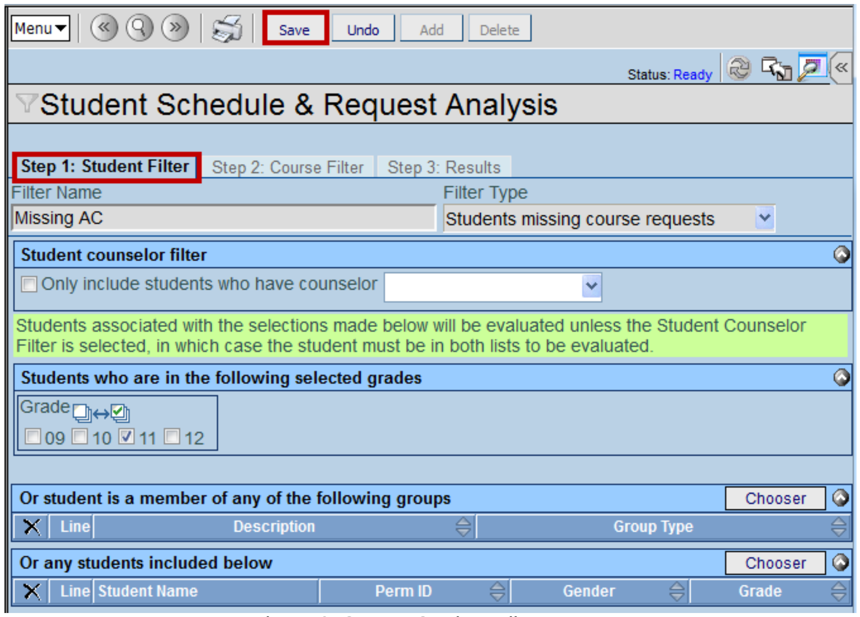


Figure 3: Step 1: Student Filter screen

5. On the **Step 1: Student Filter** tab, select the appropriate student filters.
6. Click **Save**.

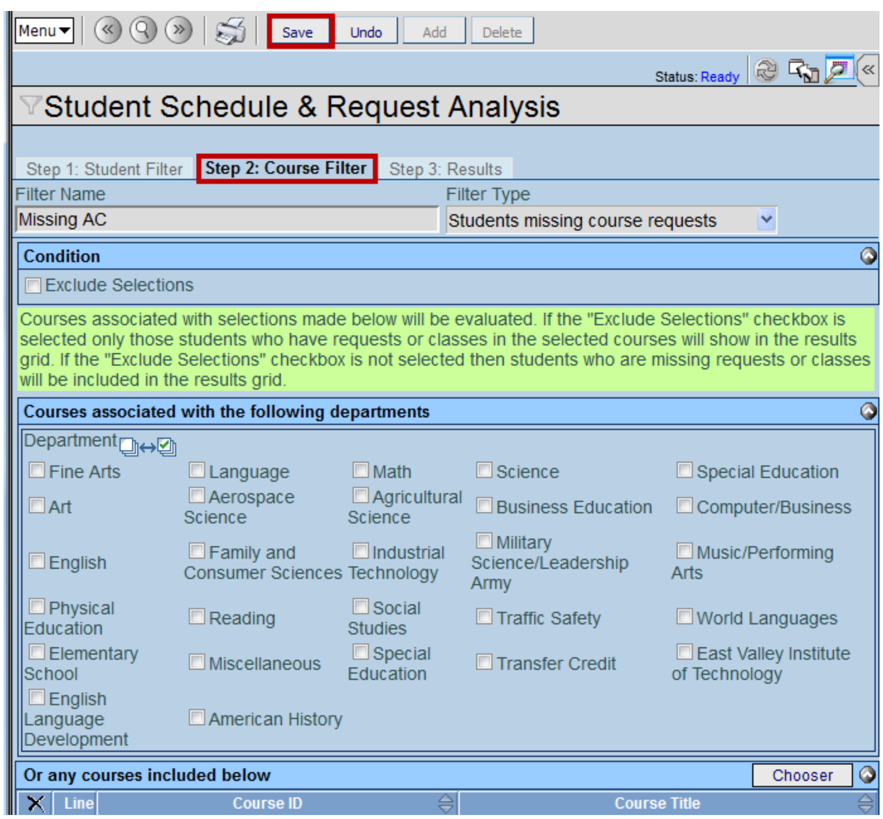
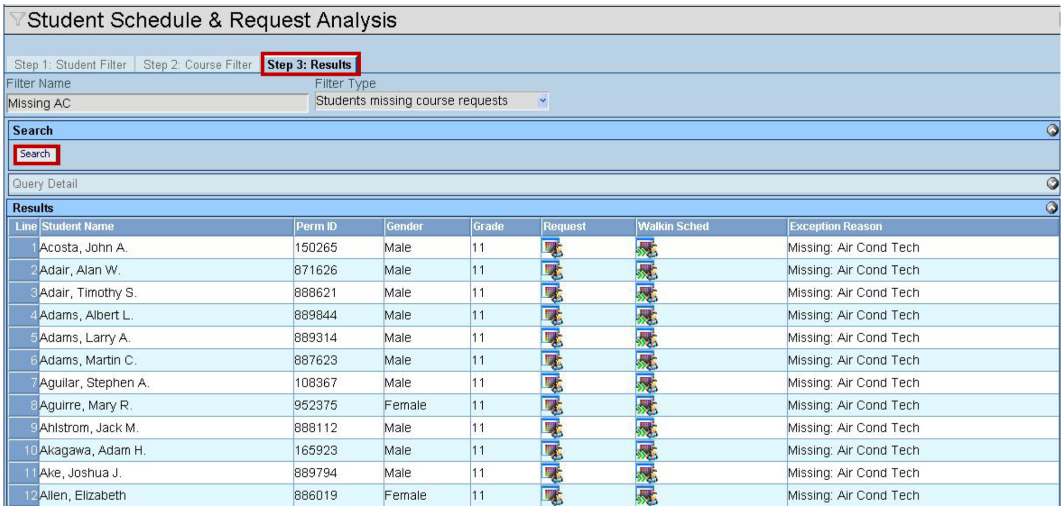


Figure 4: Step 2: Course Filter

7. On the Step 2: Course Filter tab, select the appropriate course filters.
8. Click Save.



Line	Student Name	Perm ID	Gender	Grade	Request	Walkin Sched	Exception Reason
1	Acosta, John A.	150265	Male	11			Missing: Air Cond Tech
2	Adair, Alan W.	871626	Male	11			Missing: Air Cond Tech
3	Adair, Timothy S.	888621	Male	11			Missing: Air Cond Tech
4	Adams, Albert L.	889844	Male	11			Missing: Air Cond Tech
5	Adams, Larry A.	889314	Male	11			Missing: Air Cond Tech
6	Adams, Martin C.	887623	Male	11			Missing: Air Cond Tech
7	Aguilar, Stephen A.	108367	Male	11			Missing: Air Cond Tech
8	Aguirre, Mary R.	952375	Female	11			Missing: Air Cond Tech
9	Ahlstrom, Jack M.	888112	Male	11			Missing: Air Cond Tech
10	Akagawa, Adam H.	165923	Male	11			Missing: Air Cond Tech
11	Ake, Joshua J.	889794	Male	11			Missing: Air Cond Tech
12	Allen, Elizabeth	886019	Female	11			Missing: Air Cond Tech

Figure 5: Step 3: Results

9. On the **Step 3: Results** tab, click **Search**. The students who meet the selected criteria are listed in the **Results** grid.

Chapter Six: MASS SCHEDULING

In this chapter, the following topics are covered:

- Where to analyze the overall number of course requests
- How to setup and test possible schedules
- How to finalize the schedule
- How to change sections after they are assigned in bulk
- How to handle scheduling after the master schedule has been set

COURSE REQUEST ANALYSIS

Once all of the student course requests have been entered, various schedules can be tested to see what options will accommodate the majority of students using the Schedule Control. However, before possible schedules are tested, the overall course request totals should be reviewed to see if any course offerings should be modified. For example, by examining the totals the school may decide to discontinue a course due to low enrollment, or they may decide to add additional teachers to accommodate an increase in the requests for a particular course.

To screen and analyze the overall course requests:

1. Go to the **Course Request Analysis** screen, found under Synergy SIS > Mass Scheduling.
2. Courses can be viewed by **Department, Course ID**, **Course Title**, or by the status of the **PXP Locked** and **PXP Verified** fields. **Less Than Requests** displays any courses that have a fewer number of requests than the number entered. Once the criteria have been entered, click the **Filter** button.

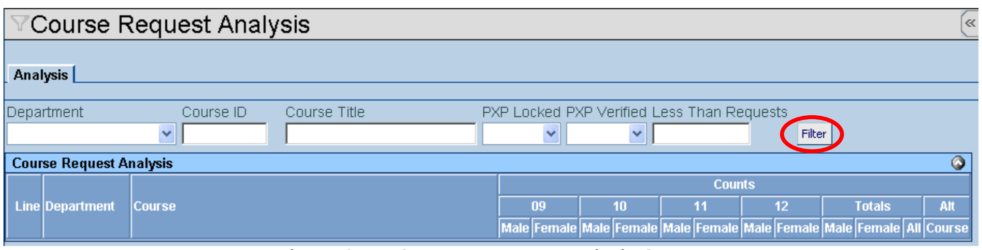


Figure 6.1 – Course Request Analysis Screen

3. Once the filter is applied, the list of courses match the criteria entered is listed. For each course, the total number of requests by grade level and gender are displayed, and the total number of times the course was requested as an alternate course request.

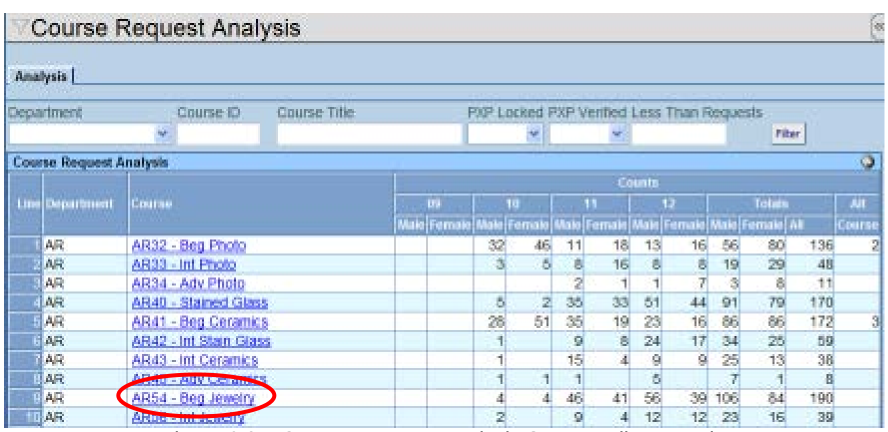


Figure 6.2 – Course Request Analysis Screen, Filter Results

4. To modify course requests, click on the **Course Name** to screen the students who have requested the course. For example, if only one student has requested a course it will probably not be offered, and the students requesting that course should be reassigned a different course.

5. The **School Course Detail** screen appears, listing the students who requested the course.

Figure 6.3 – School Course Detail Screen

6. To remove the student request, click in the box in the **X** column and click the **Save** button at the top of the screen.
7. To transfer the student's request to another course, click on the **gray arrow** next to **Destination Course** and select the substitute course using the Find Course screen.
8. Once the course is selected, click the **Transfer** button to switch the student to the new course.
9. To further filter the list of requests to show the students who requested this course and other courses, select other courses by clicking the gray arrows next to **Course One, Course Two, and/or Course Three** and click the **Filter** button. This can be helpful to see where the overlap is between singleton or doubleton course requests.
10. To screen students who selected this course as an alternative course, click the **Alternate Course Request** tab.

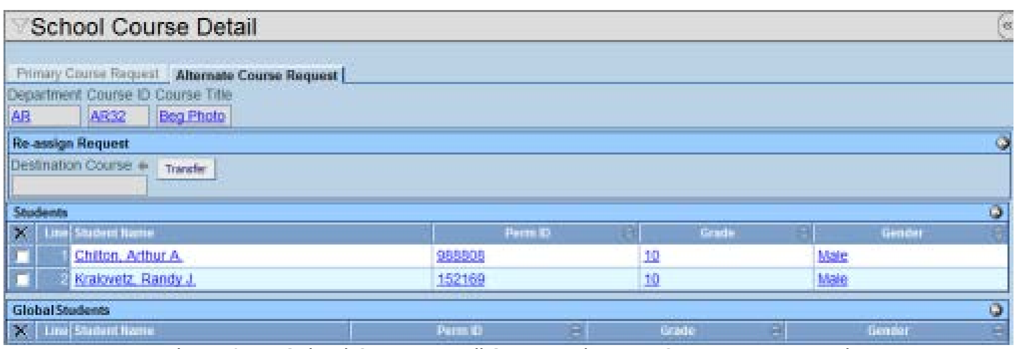


Figure 6.4 – School Course Detail Screen, Alternate Course Request Tab

11. To remove the alternate student requests, click in the box in the **X** column and click the **Save** button at the top of the screen.

After completion of the analysis, the course offerings and student requests should be adjusted prior to starting the schedule testing process. The number of students requesting each course can also guide the determination of the number of sections to create for each course.

To further check the course requests for accuracy and validity, it is recommended that the following reports be printed:

- **OSM409 Student Course Request Verification Listing** – when running this report, change the focus to show both active and inactive students. This report lists students and their course requests. The report should be checked for inactive students with course requests, and those course requests should be deleted. Inactive students are listed in parenthesis on the report.
- **OSM601 Course Request Totals** – when running this report, change the focus to only show active students. This report lists each course available within the school and the total number of students requesting each course. The totals for each course are broken down by gender and grade level.
- **OSM602 Student Request Exception** – when running this report, change the focus to only show active students. This report lists students who have requested fewer courses than specified in the report. These students' requests should be modified to make sure they have requested a full course load.

For more information about each of these reports, please refer to Chapter 9 of this guide.

DEFINING & TESTING SCHEDULES

Once all of the student requests and courses offered are finalized, different schedules can be tested to see which option will fit the majority of student requests. To test possible schedules:

1. Go to the **Schedule Control** screen, found under Synergy SIS > Mass Scheduling.

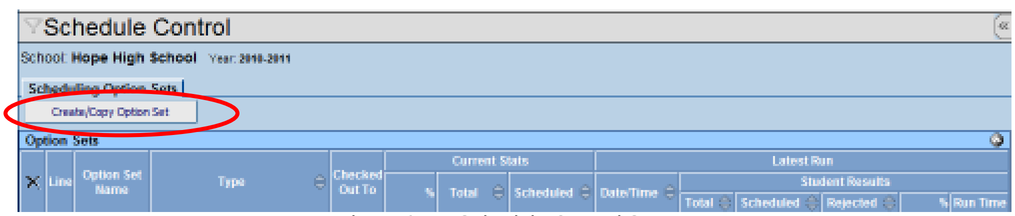


Figure 6.5 – Schedule Control Screen

2. Each test of possible schedules is referred to as an Option Set. To create a new Option Set, click the **Create/Copy Option Set** button.

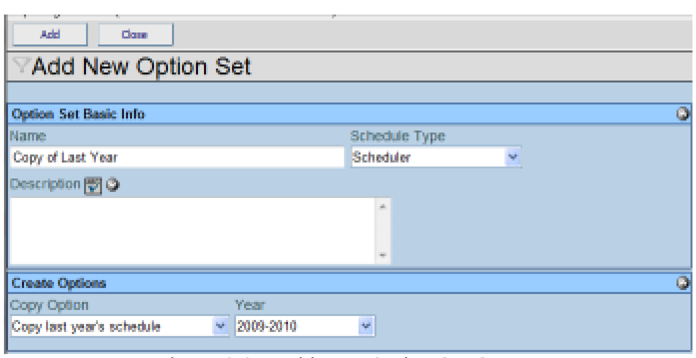


Figure 6.6 – Add New Option Set Screen

3. Enter a **Name** for the option set, and a **Description**. The description can be checked for spelling by clicking the Spell Check button.

4. Select a **Copy Option** from the drop-down list. Select **Blank** to create a new option set with no options selected. The option is mostly used for schools new to Synergy SIS or when the scheduling options have drastically changed. For most schools, the first set created to begin creating a new year's schedule will be **Copy Last Year's Schedule**, which copies last year's master schedule. To copy any option set from any year, select **Copy Existing Option Set**. To copy the existing master schedule for the current school and year, select **Copy Current Master Schedule**. The option is generally only used to readjust the schedule mid-year.

5. If **Blank** is selected, no additional options are needed.

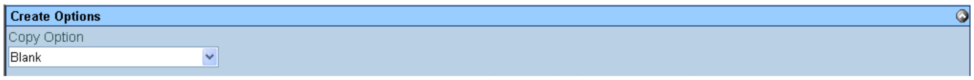


Figure 6.7 – Create Options, Blank Copy Option

6. If **Copy Last Year's Schedule** is selected, choose the last school year from the **Year** drop-down list.

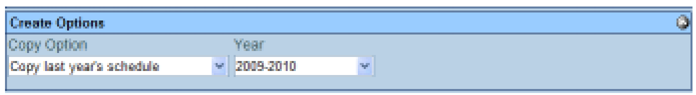


Figure 6.8 – Create Options, Copy Last Year's Schedule Copy Option

7. If **Copy Existing Option Set** is selected, choose the **Year** and **Scheduling Option Set** to be copied from the drop-down lists. To copy the student schedules that resulted from the existing option set, check the box **Copy Student Results**.

Figure 6.9 – Create Options, Copy Existing Option Set Copy Option

8. If **Copy Current Master Schedule** is selected, choose the **Term to Schedule** from the drop-down list. The option removes all existing course requests, and replaces them with the current student schedules. To preserve the current student schedules as prescheduled classes, select which classes to preserve from the **Preschedule Current Student Classes** drop-down list. Classes that can be prescheduled are All **Classes**, **Year-Long Classes Only**, or **No Classes**.

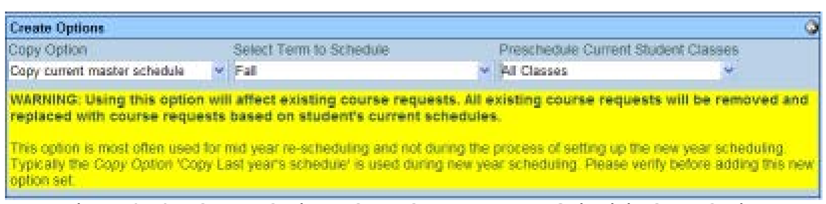


Figure 6.10 – Create Options, Copy Current Master Schedule Copy Option

9. Once all of the options have been selected, click the **Add** button to create the new Option Set.

An unlimited number of option sets may be created to test different scheduling scenarios. The list of option sets created is displayed on the **Schedule Control screen**. For each option set, it lists the success of the last test with the percentage of students scheduled by the set, the total number of students, and the total number of students schedule by the set.

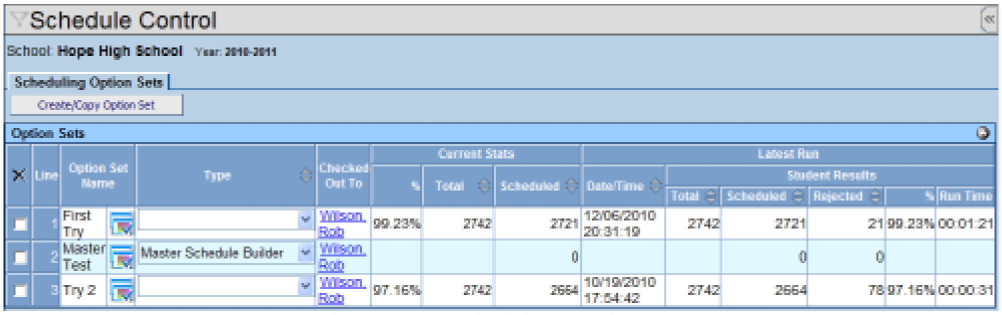


Figure 6.11 – Schedule Control Screen

To delete an option set, check the box in the **X** column and click the **Save** button at the top of the screen.

To edit the options used by an Option Set or to test the scheduling results:

1. Click on the **icon** next to the Option Set Name.

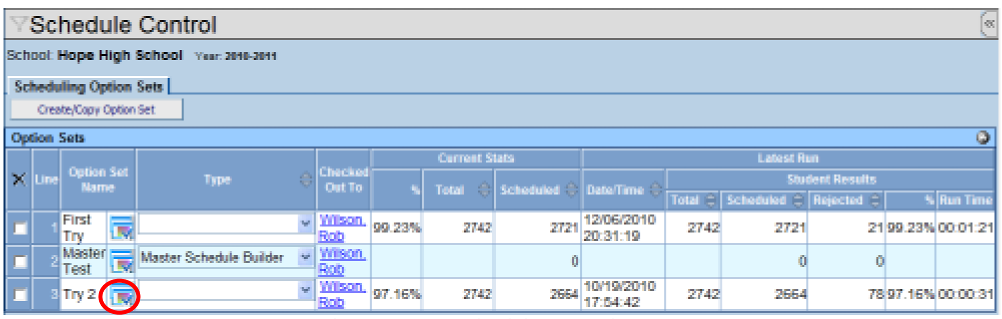


Figure 6.12 – Schedule Control Screen

2. The Schedule Option Set pops-up. When an option set is first created, the options cannot be edited as the Option Set is “checked in” or locked for editing. To edit, or “check out” the Option Set to modify the options used, click on the **Check Out** button.

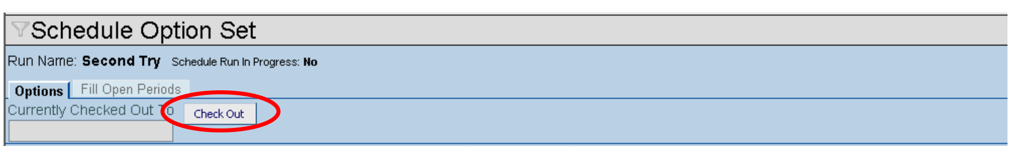


Figure 6.13 – Schedule Option Set Screen

3. The options in the Option Set can then be edited. When checked out, no one else can edit the set except the user listed. To unlock it again, click the **Check In** button.

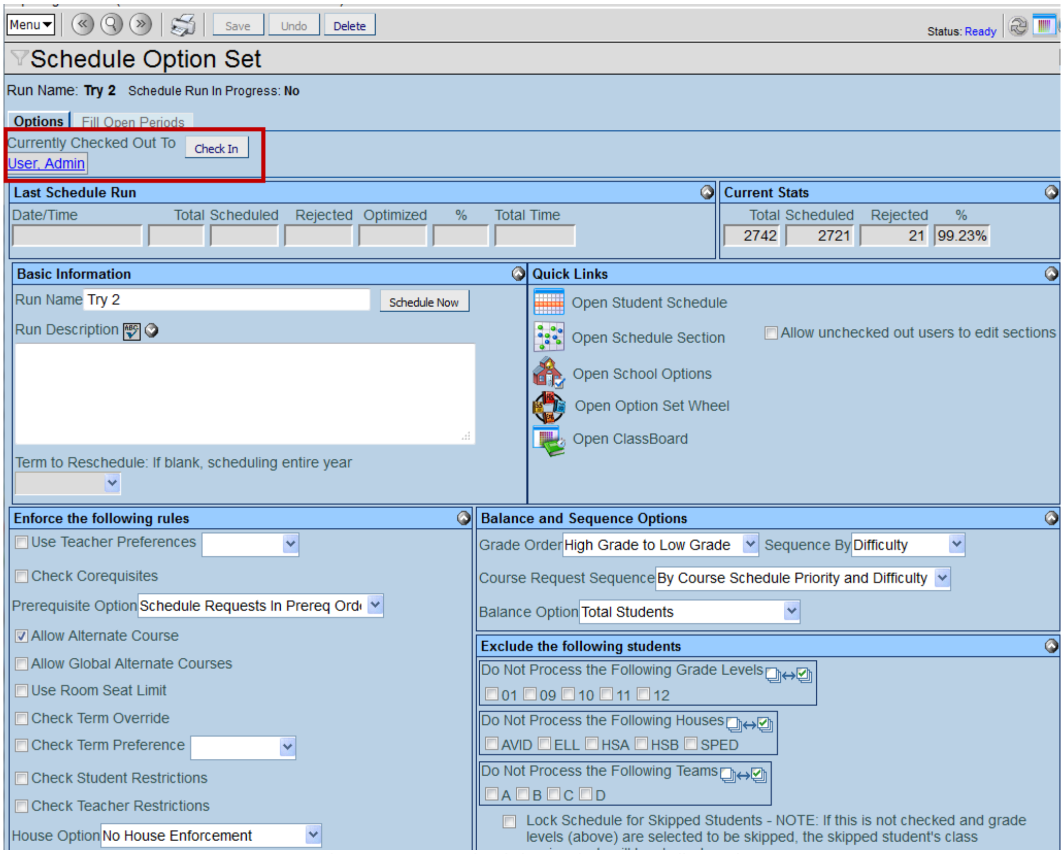


Figure 6.14 – Schedule Option Set, Edit Mode

4. To save modifications to the options, click the **Save** button at the top of the screen. Each of the options available is outlined in the following sections of this guide.

Basic Information

In the Basic Information section, the name of the option set and the description can be modified in the **Run Name** and **Run Description** fields.

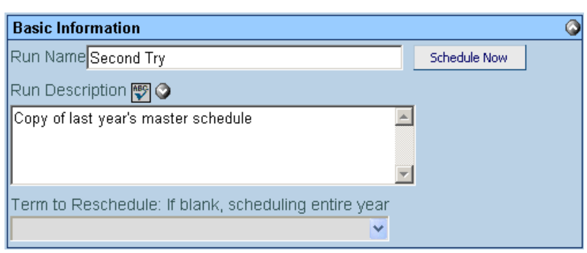


Figure 6.15 – Schedule Option Set Screen, Basic Information

If the option set was created as a copy of the current master schedule, the **Term to Reschedule** can be selected from the drop-down list. If this is left blank, the entire year will be rescheduled.

The **Schedule Now** button runs the option set to see what student schedules would be created by this option set. It does not make any changes to the student schedule views found in the Scheduling module. The test schedule can only be viewed from within the Option Set.

Enforce the Following Rules

In the Enforce the Following Rules section, many options can be set for the scheduling process as follows:

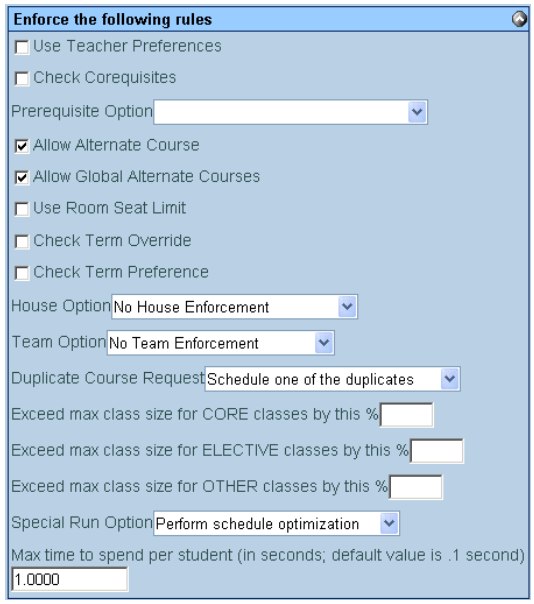


Figure 6.16 – Schedule Option Set Screen, Enforce the Following Rules

- To use the student's selection of a preferred teacher for a course during the scheduling process, check the **Use Teacher Preferences** box.
- To enforce the co-requisite requirements defined for each course in the District Course screen, check the **Check Corequisites** box. If the co-requisite course is not requested, the main course is not scheduled.
- Select how the pre-requisites defined for each course in the District Course screen will be checked from the **Prerequisite Option** drop-down list. To disregard the pre-requisites during scheduling, select **No Enforcement**. If **Full Enforcement (checks CHS)** is selected, the student's course history will be checked to verify the student has completed the pre-requisites successfully and does not schedule the course unless the pre-requisites are met. If **Schedule Requests in Prereq Order** is selected, course requests that are a pre-requisite for another request will be scheduled in the first term of the schedule. This option is useful when creating student schedules for an entire year or if student grades have not yet been posted to the student's course history. For example, if both Pre-Algebra and Algebra are requested and Pre-Algebra is a pre-requisite of Algebra, Pre-Algebra would be scheduled for the first semester and Algebra would be scheduled for semester 2.
- To use the alternate courses selected in case the primary course request cannot be scheduled, check the **Allow Alternate Course** box.

- To use the alternate courses selected for any electives, check the **Allow Global Alternate Courses** box.
- To limit the number of students that can be assigned to a section based on the capacity of the room assigned to the section (as entered in the School Room screen), check the **Use Room Seat Limit** box.

- Each course is assigned to a Term in the District Course screen and section, and some courses may not be offered every term. To allow student course request to override the default term assigned to the section and select a different term for the course, check the **Check Term Override** box.
- To use the student's selection of a preferred term for each course during the scheduling process, check the **Check Term Preference** box.
- Select how houses will be used in the schedule from the **House Option** drop-down list. Select **Automatic House Enforcement** to assign students to sections with the same house assigned to both student and section. Selecting **Match Sections with Houses** will try to assign sections for each house that match each house's course requests. If **No House Enforcement** is selected, houses will not be used during the scheduling process, even if houses are assigned to students or sections.
- Select how teams will be used in the schedule from the **Team Option** drop-down list. Select **Automatic Team Enforcement** to assign students to sections with the same team assigned to both student and section. Selecting **Match Sections with Teams** will try to assign sections for each house that match each house's course requests. If **No Team Enforcement** is selected, teams will not be used during the scheduling process, even if teams are assigned to students or sections.
- If a student has requested a course twice, select how these duplicate requests will be handled from the **Duplicate Course Request** drop-down list. If **Reject All Duplicates** is selected, none of the duplicate course requests will be scheduled. Selecting **Schedule All of the Duplicates** will schedule all duplicate courses, and selecting **Schedule One of the Duplicates** will schedule only one of the duplicate requests. *This setting overrides the Duplicate Course Request setting for each course set in the District Course screen.*
- To allow the scheduling process to schedule more students in classes than set in the Max Class Size field for the section, enter the percentage by which the size can be exceeded for the CORE, ELECTIVE, and OTHER courses in the **Exceed Max Class Size for XXX classes by this %** boxes.
- Two special options are also available from the **Special Run Option** drop-down list. Select **Ignore Max Class Size** to test the schedule to see if there are any inherent conflicts in the schedule not due to the class size. This option is recommended for the first few runs of the schedule to resolve any issues not due to class size. Once all students are scheduled with this option turned on, it can be turned off so size issues can then be addressed. The other option available is **Perform Schedule Optimization**. When selected, the scheduling process removes previously scheduled students out of a section to open up a seat for a student that had a scheduling conflict to see if the conflict can be resolved. While this option can fix many scheduling issues, it can be very time consuming as well. However, the optimization process will not try to resolve a course scheduling issue that cannot be resolved.

- **Max Time to Spend Per Student** sets the maximum amount of time the scheduling process tries different scheduling options for each student. The amount entered is in seconds, and the default is .1 second. Only adjust this when the reason for not scheduling a course appears as Max Time Exceeded, and adjust in increments of .025. It is not recommended to exceed .5.

Once all the rules have been adjusted, be sure to save the changes by clicking the **Save** button at the top of the screen.

Balance and Sequence Options

The Balance and Sequence Options control which courses and grades are processed first, and how students are placed in a section to maintain a diverse student population.

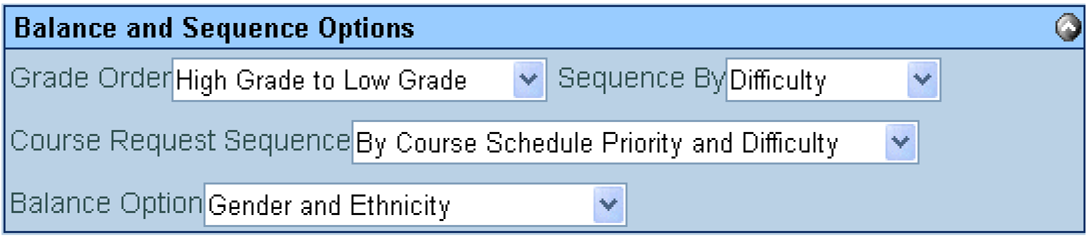


Figure 6.17 – Schedule Option Set Screen, Balance and Sequence Options

To select the order in which students are processed by grade level, choose the option from the **Grade Order** drop-down. Students can be processed by either High Grade to Low Grade, Low **Grade to High Grade**, or **Not Used**.

The **Sequence By** option also controls the order in which students are processed. The order can be set to **Alpha A to Z** (by last name), **Alpha Z to A** (by last name), **Difficulty** (by the number of sections and periods available for the student course requests), or **Random** (no specific order).

When course requests are scheduled, the **Course Request Sequence** sets the order by which the requests are processed. Selecting **By Course Schedule Priority and Difficulty** will schedule courses first by the Schedule Priority (Core or Elective) defined in the District Course screen and then by the difficulty of scheduling the section. **By Difficulty** only schedules courses in the order of difficulty. The difficulty is determined by the number of sections available for the course and the number of periods in which the course is offered.

When assigning students to a section, the scheduling process can try to balance the demographics of the students in each section to create a diverse group of students in each section based on the **Balance Option** selected. The students in a section may be balanced by one of the following: **Balance Property, Ethnicity, Gender, Gender and Balance Property, Gender and Ethnicity, or Total Students**. The **Balance Property** is the district-defined set of values used for balancing students in classes in addition to the options pre-defined in Synergy SIS. This may be one or more values such as ELL or SPED or Home Language. The Balance Property is setup in the Lookup Table **K12.MassScheduleInfo.User Balance**. All of the options entered in this lookup table are used when the Balance Property is selected. The students are assigned the corresponding Balance Code in the Schedule Request screen.

Tip – For the best scheduling results, set the Course Request Sequence to **By Difficulty** so that the most difficult courses to schedule are scheduled first.

Exclude the Following Students

Occasionally it may be necessary to exclude students from the scheduling process. For example, perhaps all of the students in a grade, house, or team already have a schedule and there are just a few miscellaneous students missing a schedule. The process can then be run for just the remaining students and the students with a schedule in place can be preserved to save processing time. To exclude students from the process:

Figure 6.18 – Schedule Option Set Screen, Exclude the Following Students

- To exclude students by **Grade Level**, check the boxes for the grades to exclude. Use the Check All boxes to check or uncheck all grades.
- To exclude students by **House**, check the boxes for the houses to exclude. Use the Check All boxes to check or uncheck all houses.
- To exclude students by **Team**, check the boxes for the teams to exclude. Use the Check All boxes to check or uncheck all teams.

To keep the schedules for students that are excluded, check the box **Lock Schedule for Skipped Students**. If this box is not checked, the class schedules will be removed from students that are excluded during the scheduling run.

To save processing time, check the box to **Do Not Process Fully Scheduled Students**. Students that have a complete schedule will not be processed.

Clear All Results & Debug

To remove all schedules previously created when this option set was processed, click the **Clear All Schedule Results** button. Pre-scheduled students will be retained.

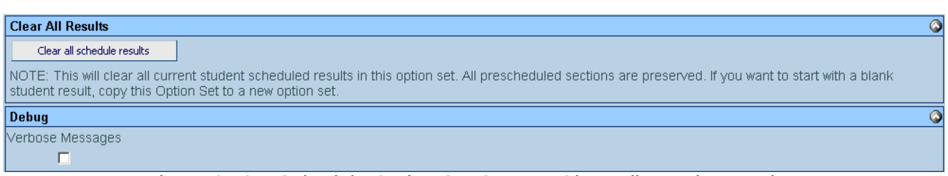


Figure 6.19 – Schedule Option Set Screen, Clear All Results & Debug

When the Verbose Messages checkbox in the **Debug** section is checked, more detailed error messages are logged for the scheduling process. This is for use by the Edupoint Development team only.

Quick Links

The Quick Links section of the option set provides links to the following views:

- **Open Student Schedule** – the Schedule Student screen, which is only available through an Option Set. It provides the same functionality as the Schedule Request screen.
- **Open Schedule Section** – the Schedule Section screen, which is only available through an Option Set. It provides the same functionality as the Section screen.
- **Allow unchecked out users to edit sections** – if a user has checked out the option set, other users are still able to edit sections.
- **Open School Options** – the School Scheduling Options screen
- **Open Option Set Wheel** – the Option Set Wheel screen, which is only available through an Option Set. It uses the same wheels defined in the Wheel Definition screen, but can assign specific sections to the courses in the wheel.
- **Open Class Board** – the ClassBoard screen provides a graphical screen of the schedule, and it is outlined in Chapter Seven of this guide.

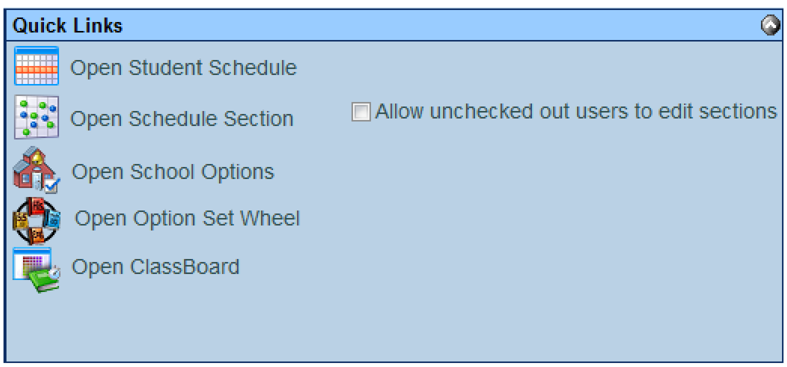


Figure 6.20 – Schedule Option Set Screen, Quick Links

Schedule Student

The students' course requests can be modified directly from the Option Set through the Schedule Student screen, as outlined in the section on individually assigning course requests in Chapter 5. This screen can also pre-schedule students into sections as outlined in the section on Pre-Scheduling Students later in this chapter.

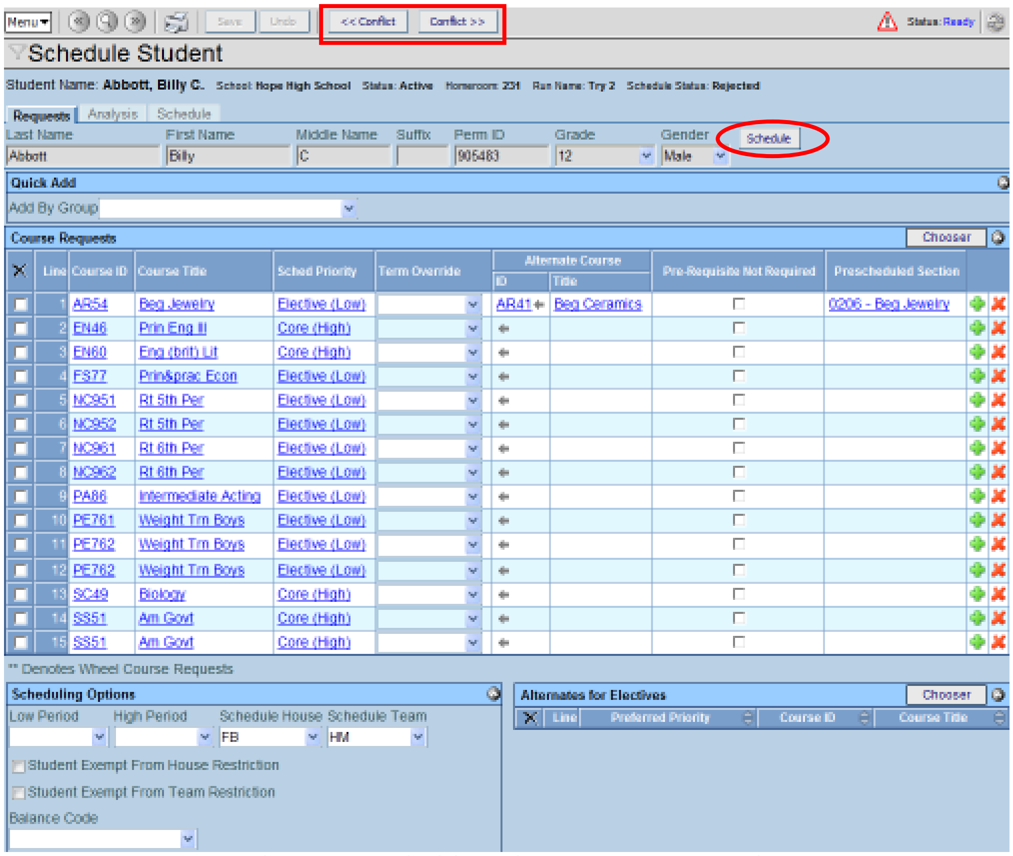


Figure 6.21 – Schedule Student Screen, Requests Tab

Individual students may be scheduled through this screen by clicking on the **Schedule** button found on each tab of the screen. The student's schedule will be processed according to the options saved for the open Option Set.

To quickly identify student schedules that have conflicts, click the **Conflicts** buttons at the top of the screen to scroll back and forth to the next student schedule that has a conflict.

The **Analysis tab** of the Schedule Student screen lists the student's schedule results and shows the reason why a course was not scheduled. For each course, it shows the periods in which a section for that course is scheduled. A indicates the section is available, F indicates the section is full, and if a number appears the student is scheduled for that section for the period number.

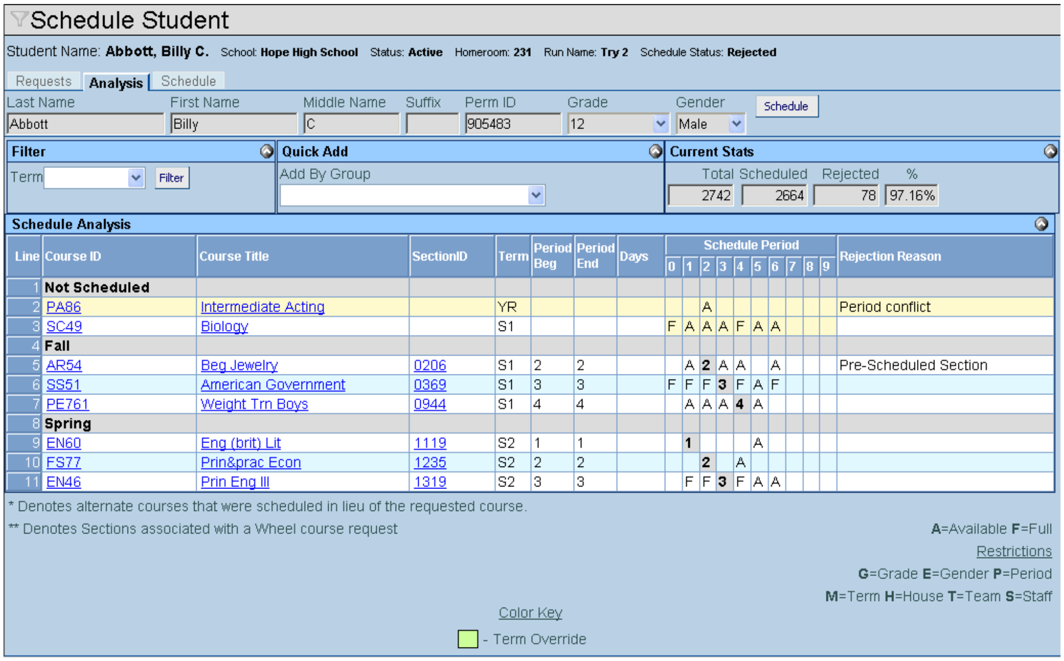


Figure 6.22 – Schedule Student Screen, Analysis Tab

The **Schedule tab** of the Student Schedule shows the scheduled and unscheduled course requests similar to the Analysis tab, but without the details. It can be filtered by the Term by selecting the term from the drop-down list and clicking the Filter button.

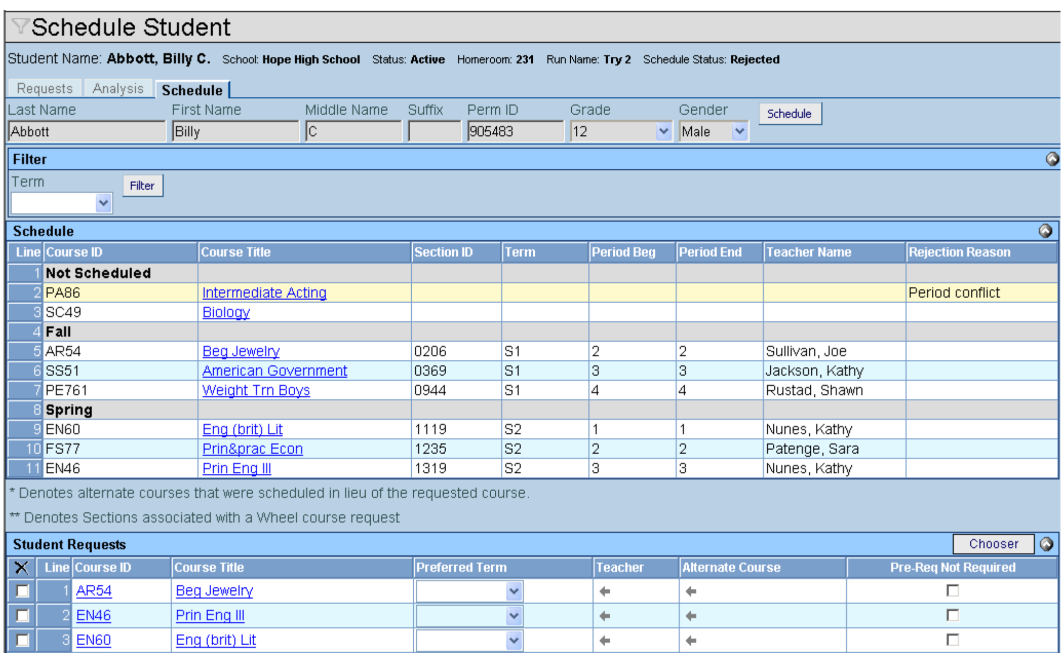


Figure 6.23 – Schedule Student Screen, Schedule Tab

Schedule Section

Before the Option Set can be run for testing, the sections that will be in use at the school must be added to the Schedule Section screen. Each Option Set can have a different list of sections. To reduce data entry, it is recommended to add the sections to the first option set created each year. Then copy this first option set for subsequent option sets so that it will not be necessary to enter the full list of sections again.

1. To add a new section for the given Option Set, open the **Schedule Section** link.

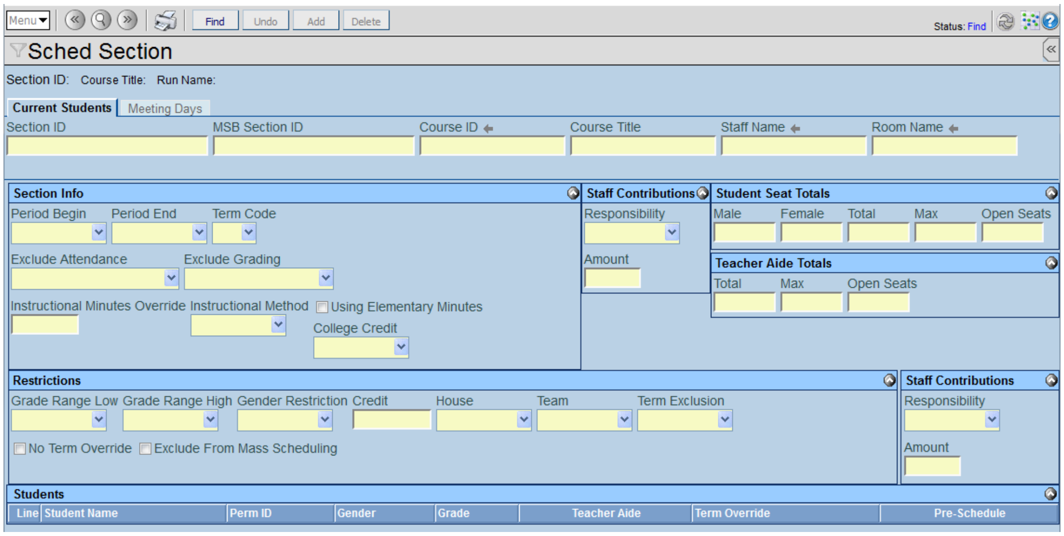


Figure 6.24 – Sched Section Screen

2. Click the **Add** button at the top of the screen. A new Sched Section screen pops-up. The fields highlighted in green are mandatory and must be entered.

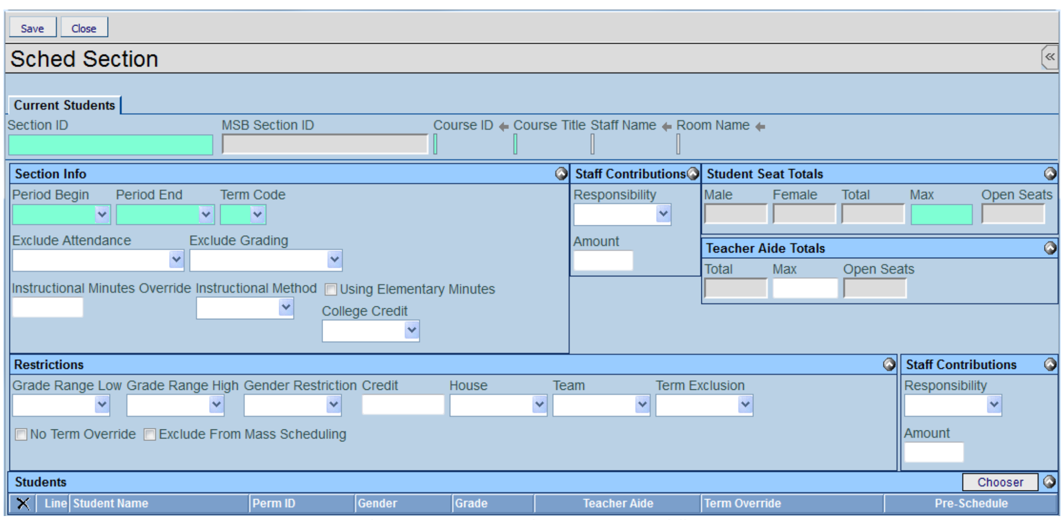


Figure 6.25 – Section Screen, Adding

3. If the Section ID is set to automatically generate by the option in the School Scheduling Options screen, it does not need to be entered. Otherwise, enter a unique **Section ID**. See page 82 for Auto Sequencing options.
4. The MSB Section ID is populated during the Load Simulation process with the Section ID created during the Master Schedule Builder build process.

5. Select the Course ID by clicking on the gray arrow next to **Course ID** and selecting the course by using the Find Course screen.
6. The **Course Title** automatically populates based on the Course ID.
7. Select the Staff Name by clicking on the gray arrow next to **Staff Name** and selecting the course by using the Find Staff screen.
8. Select the Room Name by clicking on the gray arrow next to **Room Name** and selecting the course by using the Find School Room screen.
9. Select the starting and ending period for the section from the **Begin Period** & **End Period** drop-down list.
10. Select the **Term Code** assigned to the section from the drop-down list.
11. Select how the section will be handled in the attendance and grading views from the **Exclude Attendance** and **Exclude Grading** drop-down lists. Attendance may be set to **Include in Attendance, Include in Attendance – No Scan Sheet**, or **Exclude from Attendance**. Grading may be set to **Include in Grading**, **Include in Grading – No Scan Sheet**, or **Exclude from Grading**.
12. To override the number of instructional minutes assigned to this section by the Bell Schedule, enter the number of minutes to be used in the **Instructional Minutes Override** box. This may be needed for sections that meet over the lunch period. For example, if Period 4 in the bell schedule includes 30 minutes for lunch and 60 minutes for the section, the section instructional minutes should be set to only 60.
13. Select the type of **Instructional Method** this course uses. The types of Instructional Methods available are controlled by the K12.ScheduleInfo.InstructionalMethod lookup table.
14. When **Using Elementary Minutes** is checked, the number of minutes submitted to the state for the section can be customized for each day of the week. A new section will appear on the Section screen above the Students grid with spaces to indicate the number of minutes for each weekday.

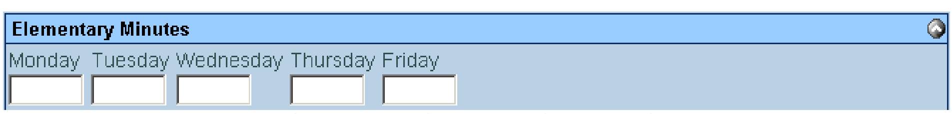


Figure 6.26 – Elementary Minutes Section

15. Select the **College Credit** for this course. The college credit options are controlled by the K12.ScheduleInfo.College_Credit lookup table.
16. Select the **Staff Contributions Responsibility** and **Amount**. The responsibilities are controlled by the K12.ScheduleInfo.Staff_Responsibility lookup table.
17. Enter the maximum number of students that can enroll in the class in the **Max** field in the Student Seat Totals section. Also indicate the maximum number of teacher aides for the class in the **Max** field in the Teacher Aide Seats section.
18. To restrict the section to students in a certain grade range, select the **Grade Range Low** and Grade Range High from the drop-down list.
19. To restrict the class to a particular gender (such as a physical education section), select the gender from the **Gender Restriction** drop-down list.
20. To override the credit assigned to the course in the District Course screen, enter the number of credits for the section in the **Credit** field.

21. To assign the section to a **House** and/or **Team**, select the values from the drop-down list. For more information about Houses and Teams, see Chapter Four in this guide.
22. Select the **Term Exclusion** from the drop-down list to assign the section to a Term Exclusion group. For more information about Term Exclusions, see Chapter Four in this guide.
23. To prevent students from enrolling in the section during a term other than what is assigned to the section, check the **No Term Override** box.
24. If this section should not be included in the mass scheduling process, check the box **Exclude from Mass Scheduling**.
25. Click the **Save** button at the top of the screen to save the new section.

The **Meeting Days tab** is used for school with rotating schedules. For instructions on how to configure a section for a rotating schedule, please see Chapter Three.

Option Set Wheel

The Option Set Wheel defines the sections assigned to the courses in each wheel definition. To define a wheel option:

1. Find the wheel definition to edit using either the **Scroll** buttons or **Find** mode.

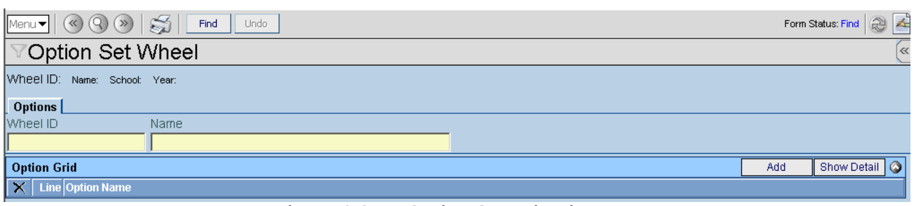


Figure 6.27 – Option Set Wheel screen

2. Once the definition is found, click the **Add** button in the Option Grid to show the courses in the existing wheel definition.

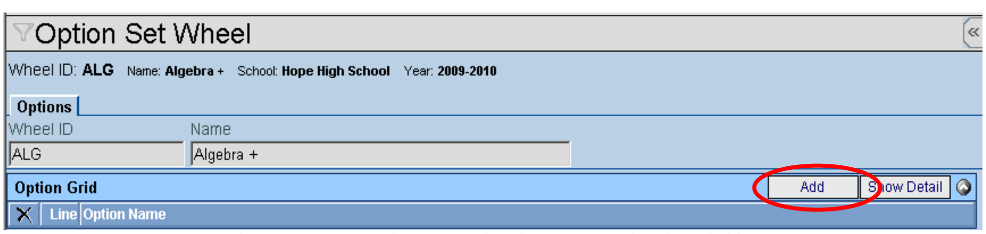


Figure 6.28 – Option Set Wheel Screen, Wheel Definition

3. Enter a name to define the sections that will be assigned to the courses in the **Option Name** field, such as period 1. Multiple sets of sections may be defined as options for each wheel.

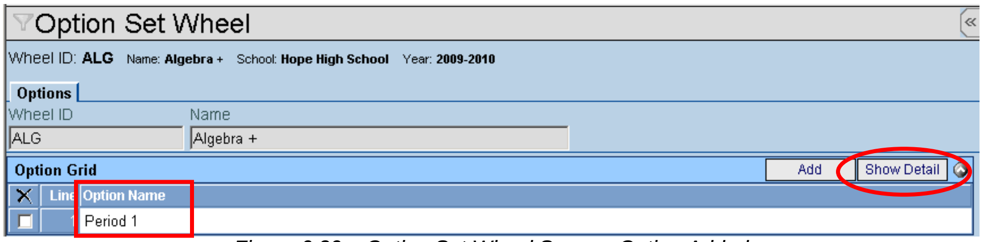


Figure 6.29 – Option Set Wheel Screen, Option Added

4. Click the **Save** button at the top of the screen to save the option.
5. Click on the **Show Detail** button to screen the courses attached to the wheel. The courses display for the first option. To edit a different option, click on the Option Name in the left-hand side of the screen. The currently selected option is highlighted in blue.

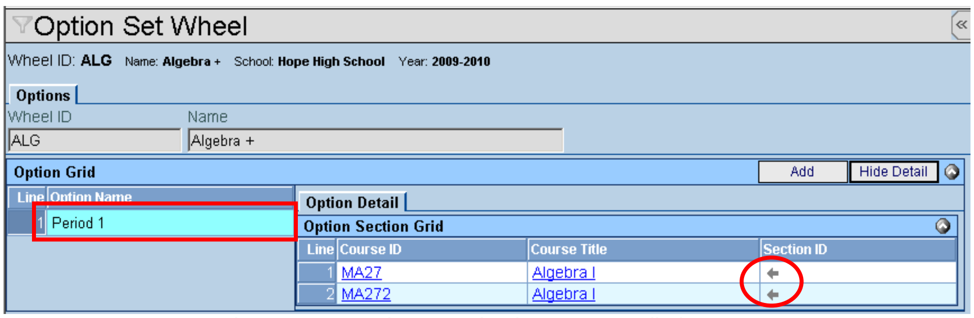


Figure 6.30 – Option Set Wheel Screen, Detailed Screen

6. Click on the **gray arrow** in the Section ID column next to the course and the Find:SchedSection screen pops-up.

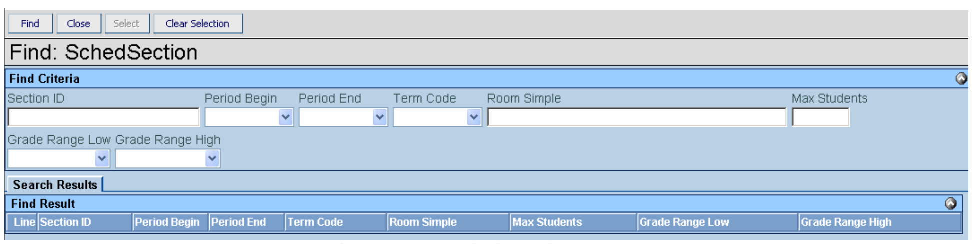


Figure 6.31 – Find Section Screen

7. Enter the criteria to be used to find the section in the fields in the **Find Criteria** section, and click the **Find** button at the top of the screen. The sections matching the criteria entered are listed in the Find Result section. Sections can be searched by Section ID, Period Begin, Period End, Term Code, Room Simple (Number), Max Students, Grade Range High and/or Grade Range Low.

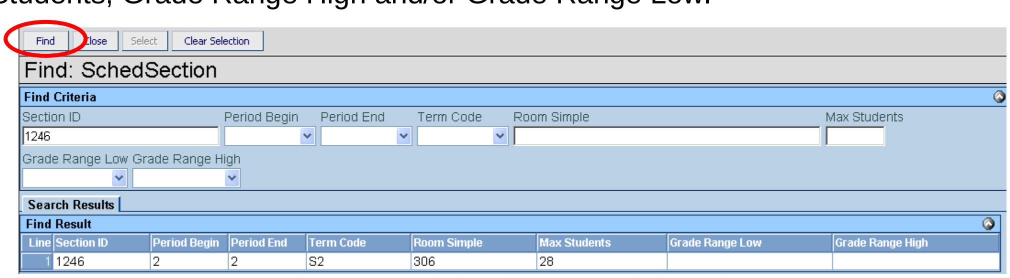


Figure 6.32 – Find Section Screen, Find Results

8. Click on the **section** to be assigned to the course, and click the **Select** button at the top of the screen. The section ID displays in the Section ID column.

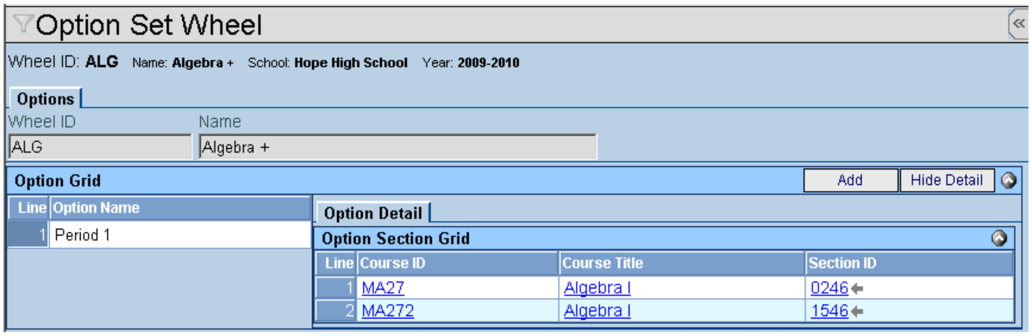


Figure 6.33 – Option Set Wheel Screen, Sections Added

9. Save the section assignments for the highlighted option by clicking on the **Save** button at the top of the screen. To return to the main screen of the screen, click the **Hide Detail** button.
10. To delete a set of section assignments, click in the box in the **X** column next to the option name and click the **Save** button at the top of the screen.

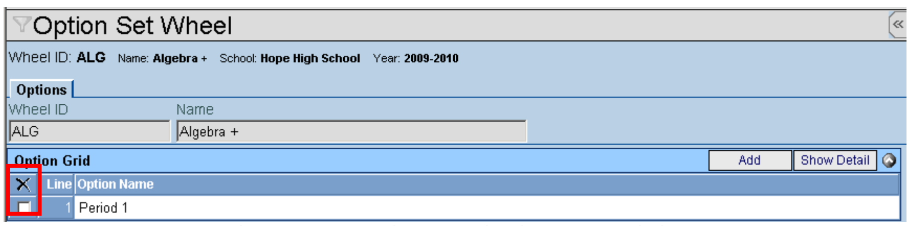


Figure 6.34 – Option Set Wheel Screen, Deleting

Fill Open Periods

Filling open periods will schedule the same course, such as a study hall or homeroom course, for all students who do not have a course scheduled during a selected period or periods. To fill a student's open periods:

1. Click on the Fill Open Periods tab of the Schedule Option Set screen.

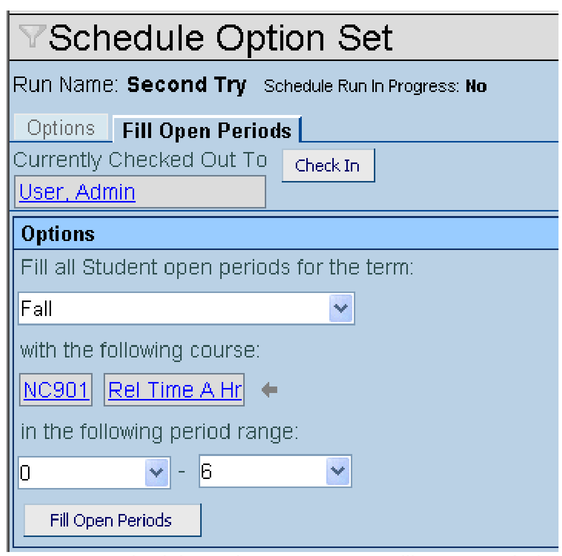


Figure 6.35 – Schedule Option Set Screen, Fill Open Periods Tab

2. Select the **term** to fill from the drop-down list.

3. Select the **course** to be used by clicking on the gray arrow.
4. Select the **period range** from the drop-down lists.
5. Click the **Save** button at the top of the screen.
6. Once the selections have been saved, click the **Fill Open Periods** button to complete the process. Note that this process cannot be reversed!

Pre-Scheduling Students

Pre-scheduling students reserves a seat for a student in a specific section. Students who have been pre-scheduled in a section will not be re-assigned to another section for that course by the mass scheduling process, and this section assignment can only be manually changed. Note that pre-scheduling students can limit the options available to the mass scheduling process when scheduling the rest of the student's classes.

Students may be pre-scheduled in a section using either the Sched Section screen or Schedule Student screen in the Option Set, or by using the Walk In Schedule screen.

To pre-schedule students in the **Sched Section** screen:

1. Find the section to pre-schedule using the **Scroll** buttons or **Find Mode**.

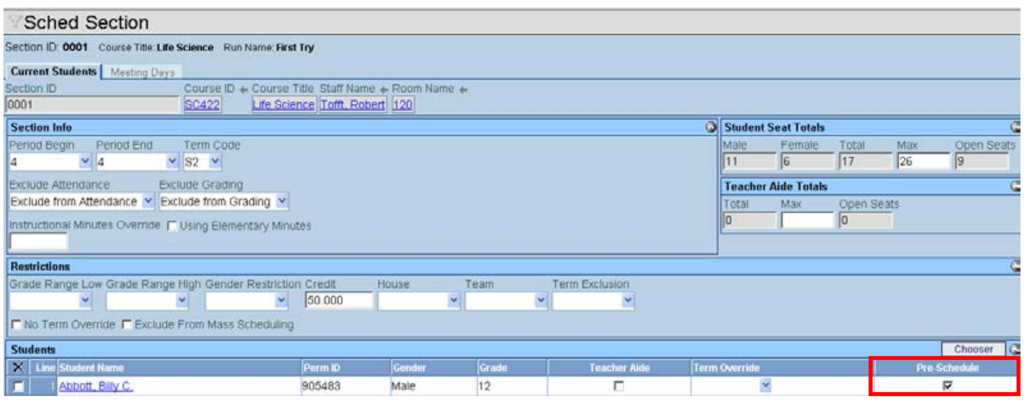


Figure 6.36 – Sched Section Screen

2. Check the box in the **Pre-Schedule** column next to the student's name.
3. Click the **Save** button at the top of the screen.

To pre-schedule students in the **Schedule Student** screen:

1. To add a prescheduled section, click on the **green +** sign.

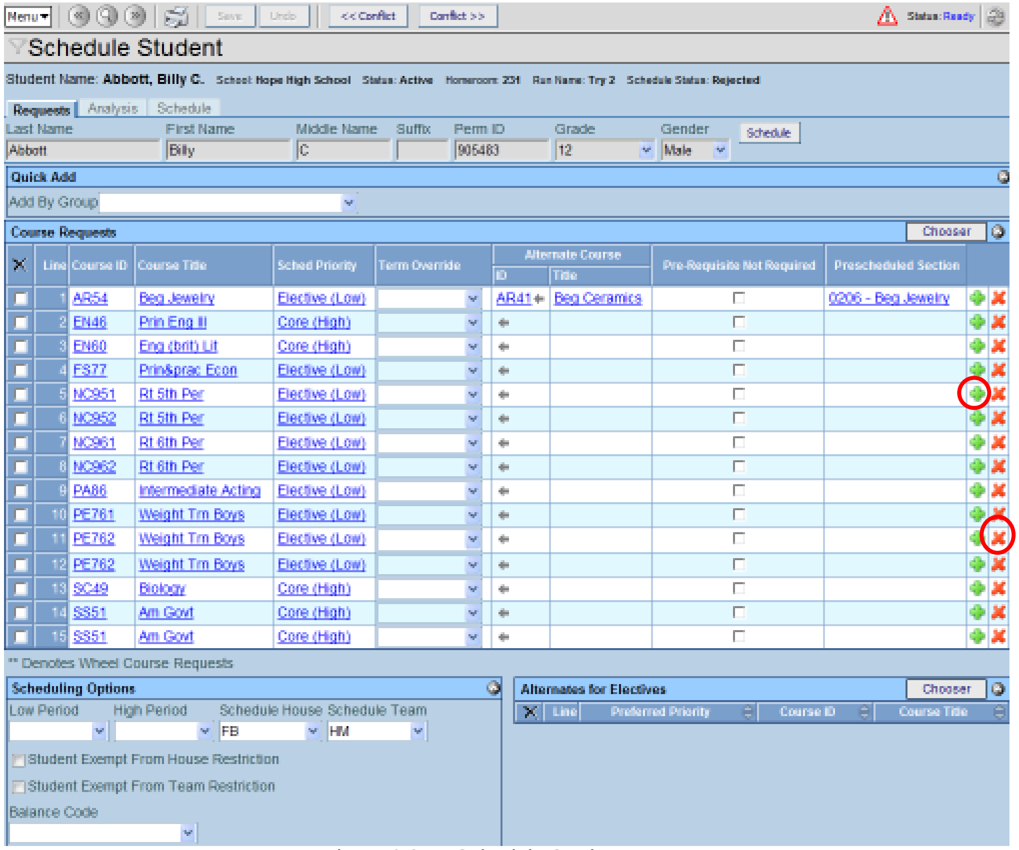


Figure 6.37 – Schedule Student screen

2. The Schedule Section screen pops-up with a list of all of the sections available for the course. Click on the **section** to schedule, and then click the **Select Section** button.

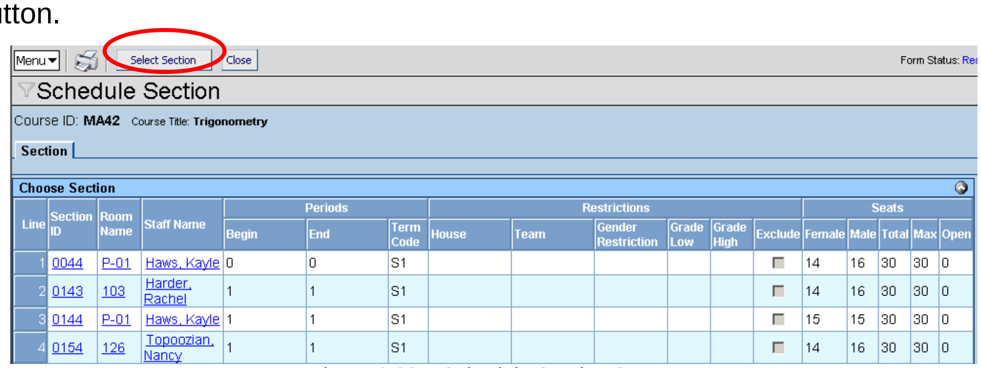


Figure 6.38 – Schedule Section Screen

3. Click **Save** at the top of the Schedule Student screen to save the prescheduled section.

4. To delete a prescheduled section, click on the **red X** next to the section.

To pre-schedule students in the Walk In Schedule screen:

1. To add a prescheduled section, click on the **green +** sign.

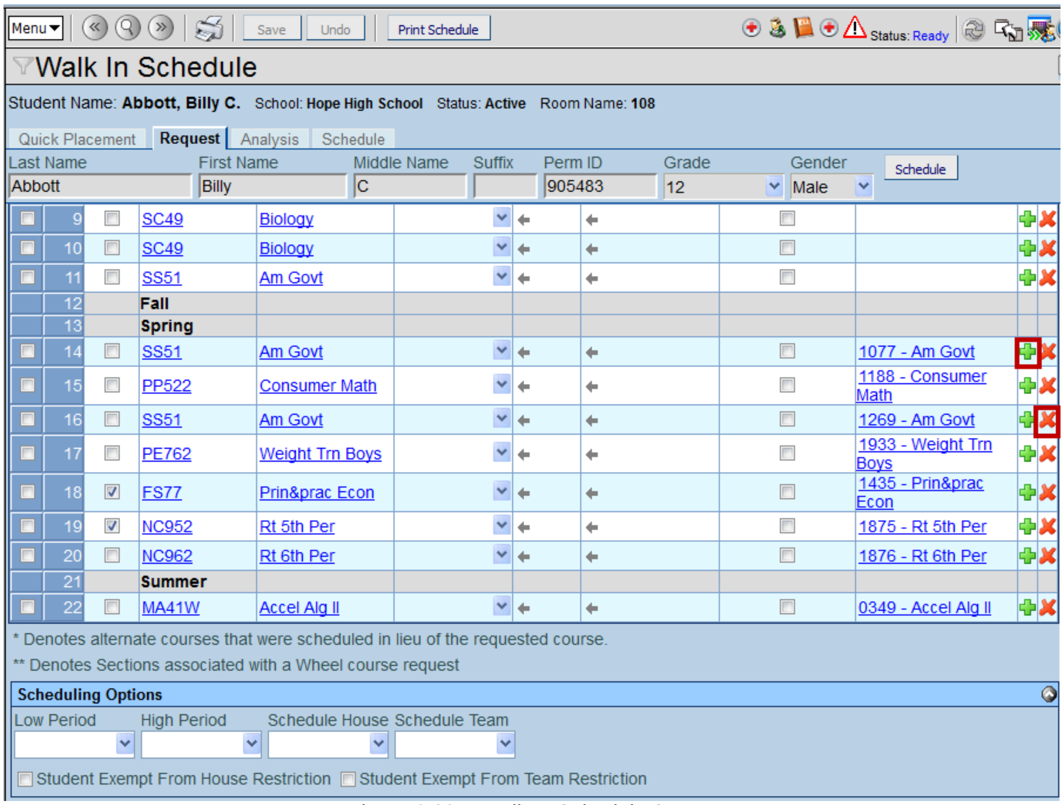


Figure 6.39 – Walk In Schedule Screen

2. The Schedule Section screen pops-up with a list of all of the sections available for the course. Click on the **section** to schedule, and then click the **Select Section** button.

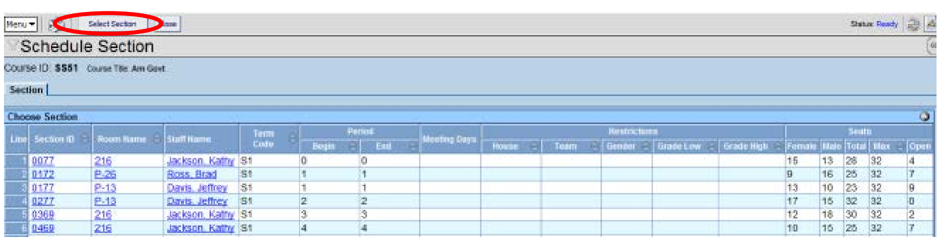


Figure 6.40 – Schedule Section Screen

3. Click **Save** at the top of the Walk In Schedule screen to save the prescheduled section.

4. To delete a prescheduled section, click on the **red X** next to the section.

FINALIZING THE SCHEDULE

Once the best schedule has been identified using the Schedule Control screen, the selected schedule, or option set, needs to be run for a final time to copy the sections and student schedules to the Schedule Module. This is the final step in creating the master schedule for the new school year. Once the Update Schedule process has been run for a school, all other changes to the student's schedule should be made using the views outlined in Chapter Eight in this guide.

Before finalizing the schedule, make a copy of the selected Option Set and name it something to indicate that it was the option set used to create this year's schedule. To create the final option set:

1. Go to the **Schedule Control** screen, found under Synergy SIS > Mass Scheduling.
2. Click the **Create/Copy Option Set** button.

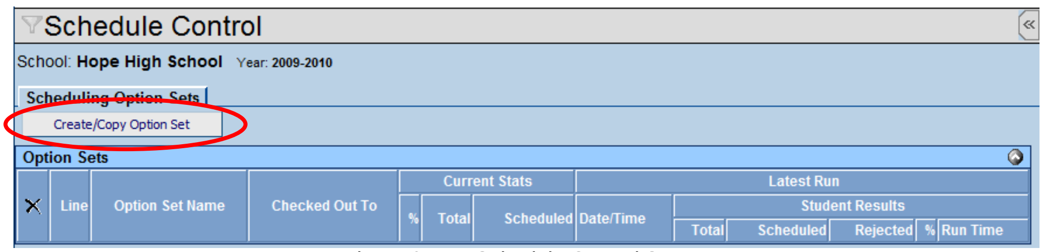


Figure 6.41 – Schedule Control Screen

3. The Add New Option Set screen pops-up. For the **Name** and **Description** of the set, enter a name and description that indicate that it is the master schedule.

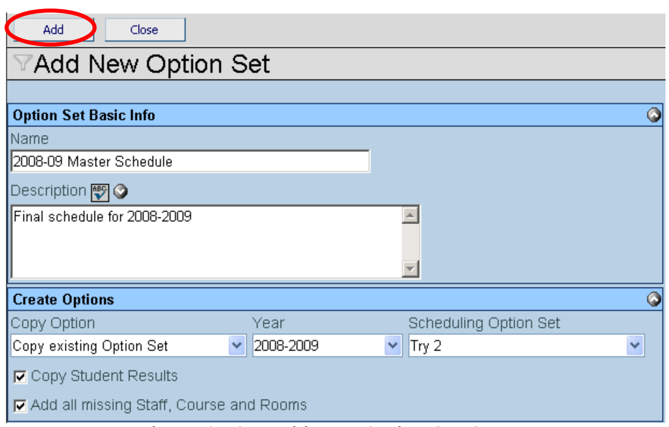


Figure 6.42 – Add New Option Set Screen

4. Select **Copy existing Option Set** from the **Copy Option** drop-down list, and select the **Year** and the final **Scheduling Option Set**.
5. Check the boxes to **Copy Student Results** and to **Add All Missing Staff, Course and Rooms**.
6. Click the **Add** button at the top of the screen to save the final Option Set.

Tip – To prevent anyone from making changes to the Mass Scheduling views after the schedule has been finalized, it is recommend that Synergy SIS security be modified to remove the entire Mass Scheduling folder from the Navigation (PAD) Tree for most users. For instructions on how to modify PAD security, please see the *Synergy SIS - Security Administrator Guide*.

To run the final option set and create the master schedule:

1. Go to the **Update Schedule** screen, found under Synergy SIS > Mass Scheduling.

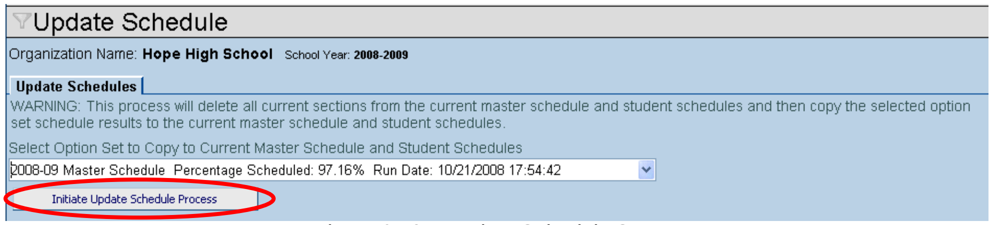


Figure 6.43 – Update Schedule Screen

2. Select the option set to be used from the Select Option Set drop-down list.
3. Click the **Initiate Update Schedule Process** button.

Caution: The Update Schedule process deletes all existing sections and student schedules before it creates the sections for the master schedule and assigns students to the sections.

After the Update Schedule process is complete, all further schedule changes should be made using the views in the Schedule module.

Mass Assigning Sections

The Mass Assign Sections screen allows schools to make global changes to student schedules in the Options Sets, replace sections, and to pre-schedule multiple students at one time. This does not change the section assignments in the final student schedule.

To assign a list of sections to a group of students:

1. Go to the **Mass Assign Sections** screen, found under Synergy SIS > Mass Scheduling.

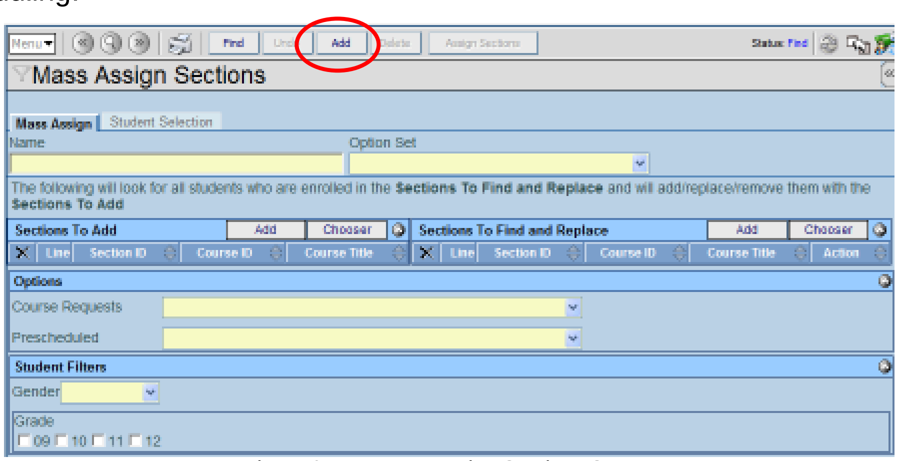


Figure 6.44 – Mass Assign Sections Screen

2. Click the **Add** button to create a new mass assign definition. A new screen pops-up/

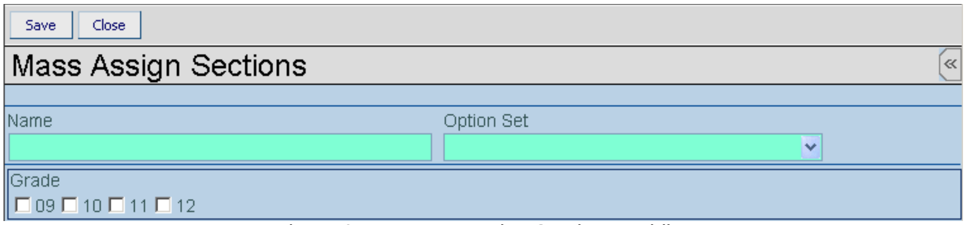


Figure 6.45 – Mass Assign Sections, Adding

3. Enter a name for the definition in the **Name** box, and select the option set to which the mass assignment will be applied from the **Option Set** drop-down list.
4. To restrict the assignment to a specific grade or grades, check the **Grade** levels to which the definition will apply.
5. Click the **Save** button at the top of the screen to save the definition.

Each definition can add sections in three ways:

- **Add** – the section is added to all students that match the options, gender, grade or selected students in the definition.
- **Replace** – the section is added to all students that match all of the other criteria and that are scheduled for the section to be replaced. The section that is replaced is removed from the student schedules.
- **Keep** - the section is added to all students that match all of the other criteria and that are scheduled for the section to be replaced. The section that is replaced is kept in the student schedules.

To define how sections are added:

1. To select which sections should be added to the student schedules, click the **Add** button to add a single section or click the **Chooser** button to add multiple sections.

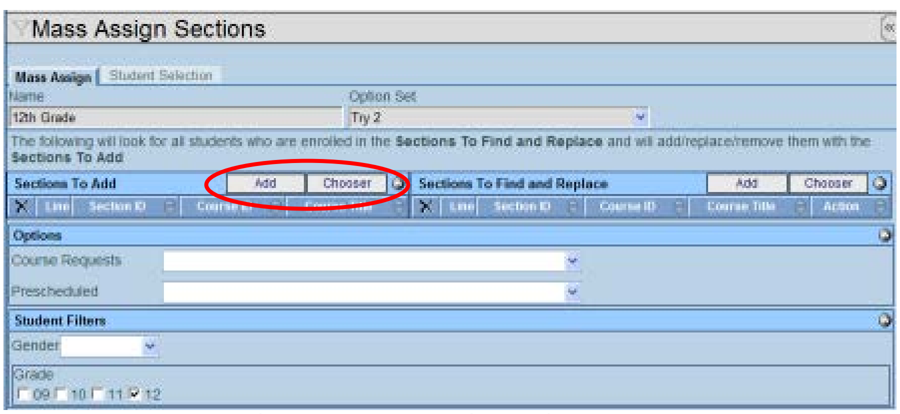


Figure 6.46 – Mass Assign Sections Screen

2. When adding a single section, the Find SchedSection screen pops-up. Enter the criteria to be used to find the section and click the **Find** button.

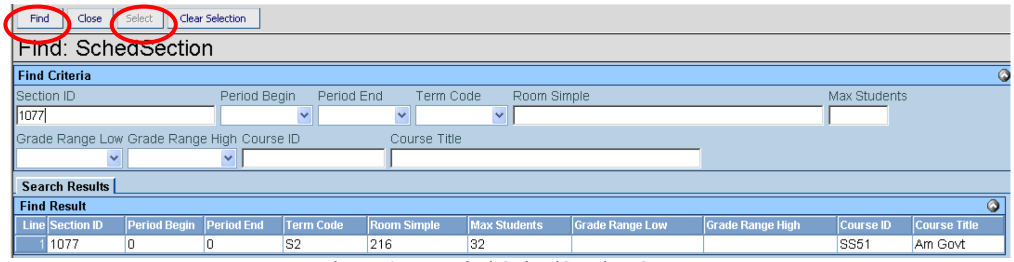


Figure 6.47 – Find SchedSection Screen

3. All sections matching the criteria entered will be listed. Click on the section to add and click **Select**.
4. When adding multiple sections, the Chooser screen pops-up. Enter all or part of the Section ID and click **Find** to list the matching sections.

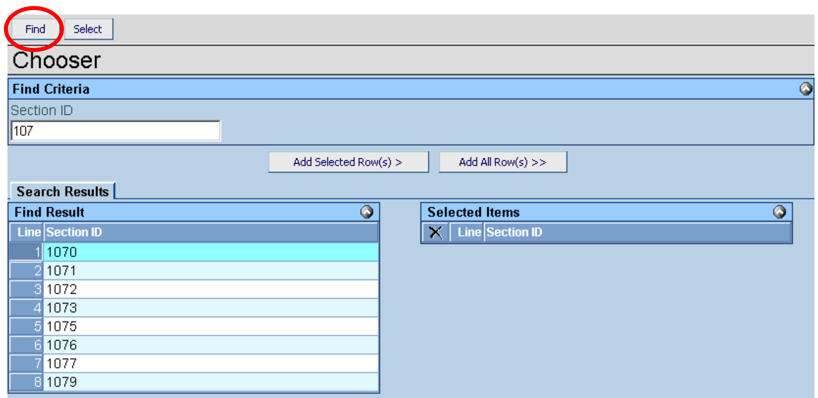


Figure 6.48 – Chooser Screen

5. Click on a section and click the **Add Selected Row(s)>** button to add the section to the Selected Items grid. To select multiple sections, hold down the CTRL key while clicking. To add all the sections in the Find Result section, click the **Add All Row(s) >** button. To find a different range of section ID, enter a new ID and click Find again. The items in the Selected Items section will remain. To remove a section from the Selected Items grid, check the box in the X column.

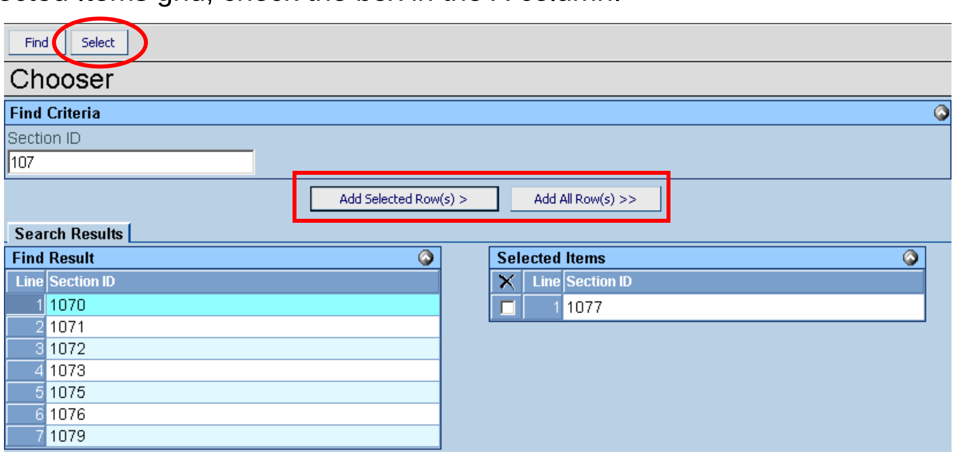


Figure 6.49 – Chooser Screen

6. Once all of the sections are listed in the Selected Items grid, click the **Select** button at the top of the screen and the sections will be added to the Sections to Add section.

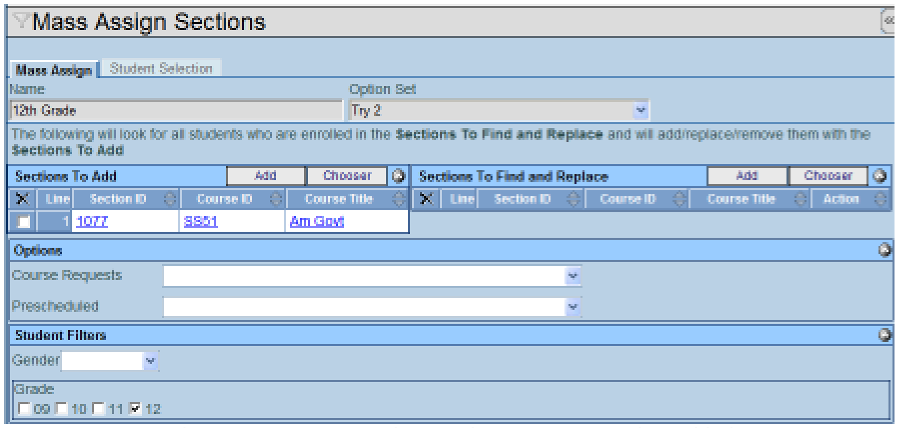


Figure 6.50 – Mass Assign Sections Screen, Section Added

7. If this definition will only add sections, leave the **Sections To Find and Replace** empty. To replace existing sections, add the existing sections by clicking the **Add** button to add a single section or click the **Chooser** button to add multiple sections

Figure 6.51 – Sections Added

8. Once the sections have been added, select how the existing sections should be treated from the **Action** drop-down list. To remove the existing section, select **Replace Section**. To retain the existing section, select **Keep**. To remove the course request associated with the section in addition to removing the section (for courses no longer offering sections for the term), select **Remove Course Request**.

9. If the section should only be added to the student schedule if the student has a course requests for the section, select **Only replace sections if a student has matching requests** from the **Course Requests** drop-down list.

10. To add the section as a pre-schedule section, select the option **Preschedule student into the section(s)** from the **Prescheduled** drop-down list.

11. To restrict the students receiving the new section to one gender, select the **Gender** from the drop-down list.

12. The students may also be filtered by **Grade** by checking the grade levels to receive the new section.

13. Click the **Save** button at the top of the screen to save the complete definition.

14. To assign the section(s) to specific students, click on the **Student Selection tab**.

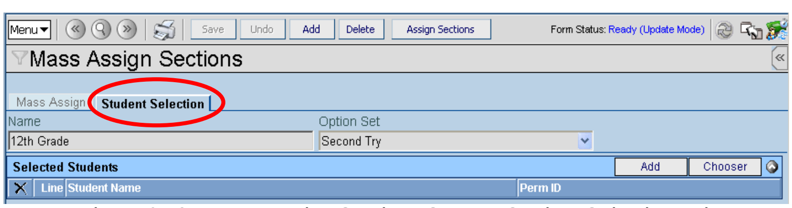


Figure 6.52 – Mass Assign Sections Screen, Student Selection Tab

15. To select which students should have the section added to their schedules, click the **Add** button to add a single student or click the **Chooser** button to add multiple student.

16. Click the **Save** button at the top of the screen to save the selections.

17. To run the definition and assign the section(s) to the students in the option set, click the **Assign Sections** button at the top of the screen.

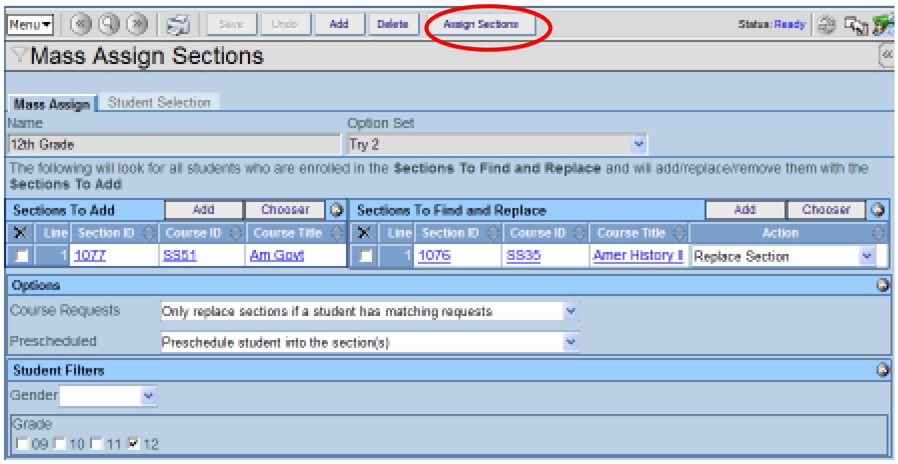


Figure 6.53 – Mass Assign Sections Screen

HANDLING WALK-IN REQUESTS

Once the master schedule has been finalized, and the sections and student schedules have been created, any new student schedules are created using the Walk In Schedule screen. This screen will be used for new students that enroll after the start of the school year, for example. To create walk-in schedules:

1. Go to the **Walk In Schedule** screen, found under either Synergy SIS > Mass Scheduling or under Synergy SIS > Schedule.

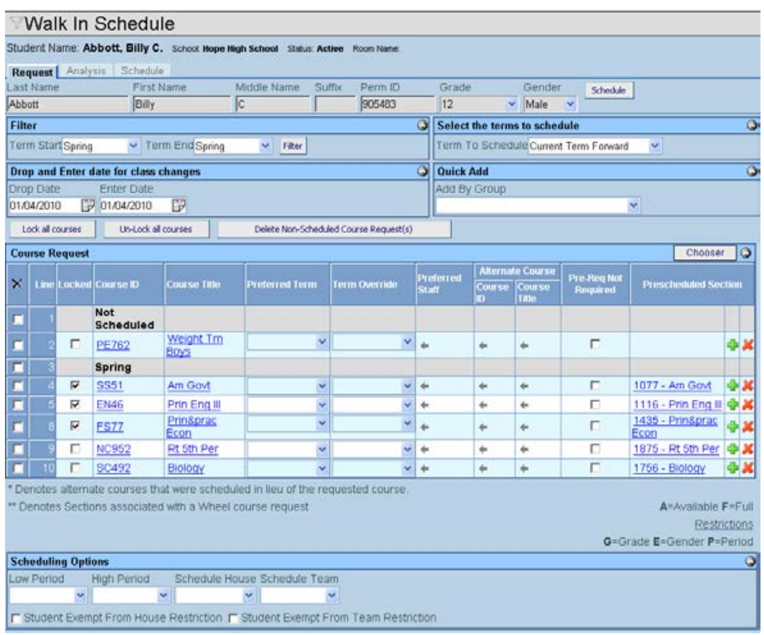


Figure 6.54 – Walk In Schedule Screen

2. To change the list of course requests displayed, select the **Term Start** and **Term End** from the Filter section and click the **Filter** button.

3. To select which term to schedule, select the option from the **Term to Schedule** drop-down list. The screen can show All **Terms**, **Current Term Forward**, or **Current Term Only**.
4. To set the leave and enter date used for all sections in the schedule, enter the dates in MM/DD/YY format in the **Drop Date** field and **Enter Date** field. The dates can also be selected using the Calendar button.
5. To quickly add a standard group of courses, select a quick assign group as defined in the Mass Assign Course Requests screen from the **Add By Group** drop-down list.
6. Course can be locked so that students and parents cannot modify the requests in the ParentVUE & StudentVUE software. To lock or unlock all the course requests, click the **Lock All Courses** button or the **Unlock All Courses** button. To lock or unlock individual courses, check or uncheck the box in the Lock column next to the course request.
7. To select the term in which the student wants to take the course, select the **Preferred Term** from the drop-down list. To override the term assigned to the section and allow the student to take the course in a non-standard term, select the correct semester to assign to the course from the **Term Override** drop-down.
8. If the student prefers to take the course from a specific teacher, the teacher can be selected by clicking on the gray arrow in the **Preferred Staff** column and selecting the staff name from the Find Staff screen.
9. To assign an **Alternative Course** request in case the primary course cannot be scheduled, click on the gray arrow in either the Course ID or Course Title columns and select the course using the Find Course screen.
10. If the pre-requisite courses defined in the District Course screen for each course should not be enforced, check the box in the **Pre-Req Not Required** column.
11. The period restriction, house and team can be set at the bottom of the screen in the **Scheduling Options** section as outlined in Chapter 4 of this guide.
12. Once all of the requests and options have been identified, the student can be scheduled by clicking the **Schedule** button towards the top of the screen.

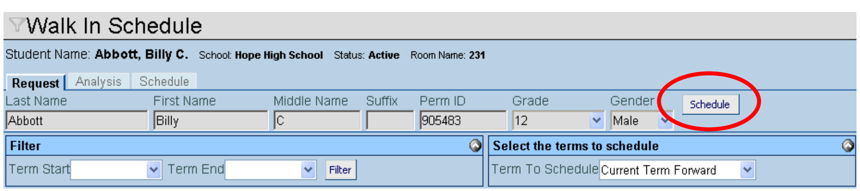


Figure 6.55 – Walk In Schedule Screen, Schedule Button

To see the results of the schedule, click on the **Analysis tab.** This tab lists the student's schedule results and shows the reason why a course was not scheduled. For each course, it shows the periods in which a section for that course is scheduled. A indicates the section is available, F indicates the section is full, and if a number appears the student is scheduled for that section for the period number. Course requests can also be added and deleted from this tab using the Chooser button or by clicking in the box in the X column.

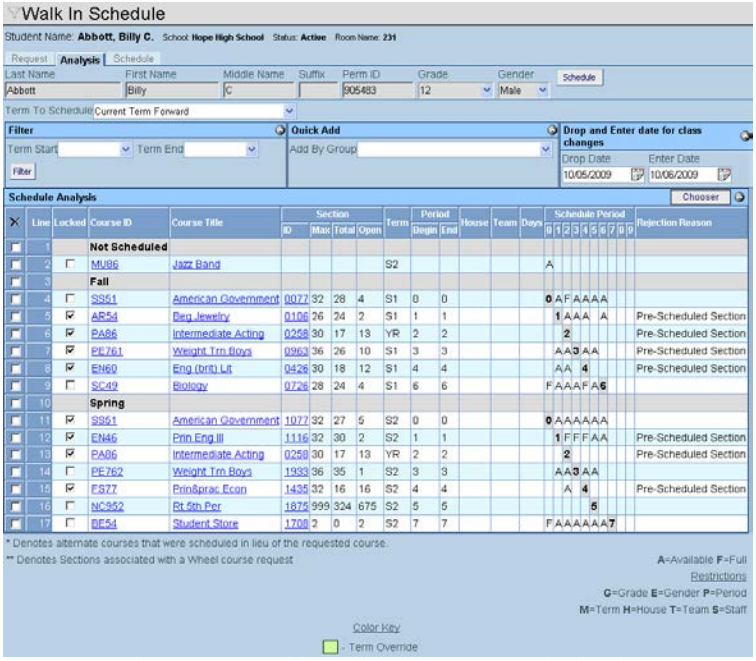


Figure 6.56 – Walk In Schedule Screen, Analysis Tab

13. Continue adjusting the course requests and clicking the Schedule button until the student has a complete schedule

The **Schedule tab** of the Walk In Schedule screen shows the scheduled and unscheduled course requests similar to the Analysis tab, but without the details. It can be filtered by the Term by selecting the terms from the drop-down lists and clicking the Filter button.

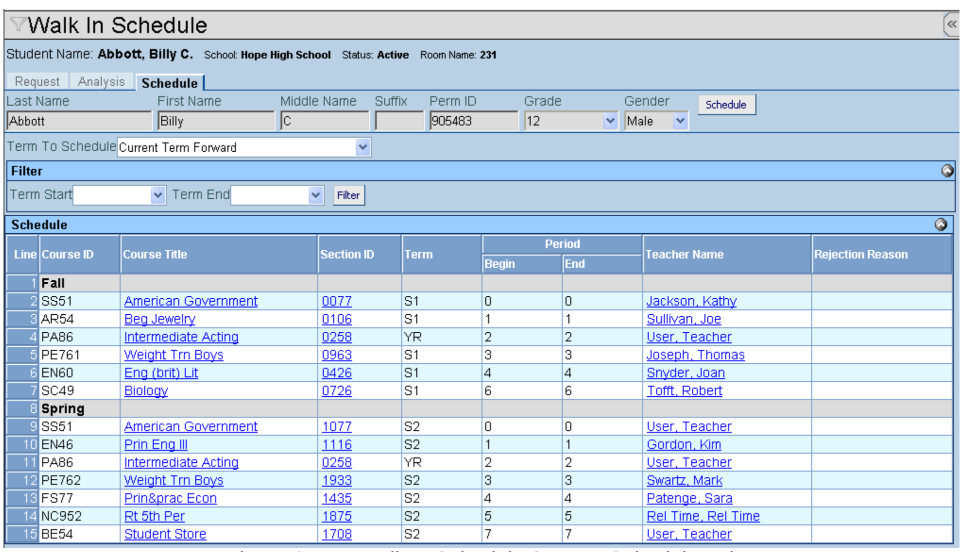


Figure 6.57 – Walk In Schedule Screen, Schedule Tab

Once the student's schedule is complete, course requests that were not scheduled may be removed from the course request list by clicking the **Delete Non Scheduled Course Requests** button on the Requests tab of the Walk In Schedule screen.

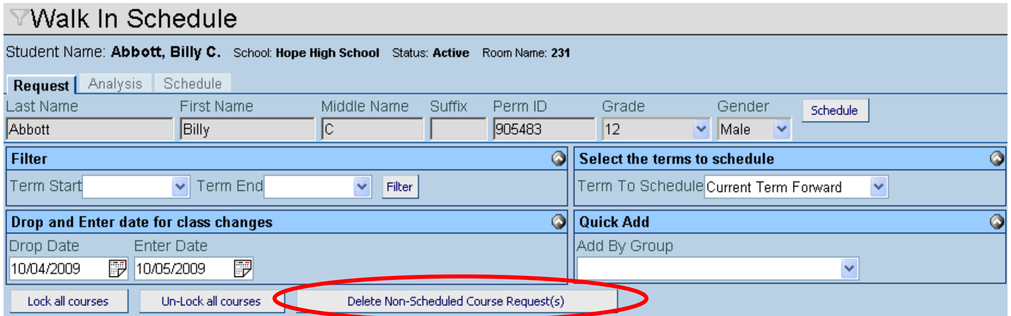


Figure 6.58 – Walk In Schedule Screen, Delete Non-Scheduled Course Requests Button

The current **Student Schedule** report for the student may also be printed from this screen by clicking on the **Menu** button, selecting **Reports**, and clicking on the **Student Schedule** report. The report pops-up as a PDF in a separate window.

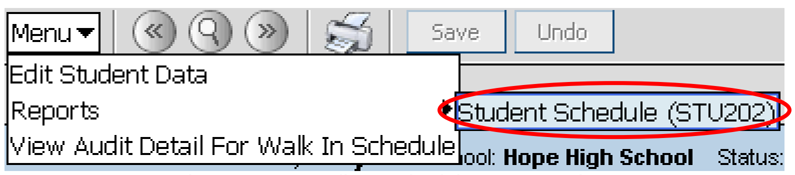


Figure 6.59 – Walk In Schedule, Menu Options

Chapter Seven: ClassBoard

In this chapter, the following topics are covered:

- How to setup ClassBoard
- How to adjust the ClassBoard display
- How to edit the schedule within ClassBoard

OVERVIEW OF CLASSBOARD

ClassBoard is a tool to graphically display and update a schedule created by an Option Set. ClassBoard is available for Option Sets in the Scheduler. In ClassBoard, sections can be modified, added, deleted, or moved between periods. The simulation or option set can then be run from within ClassBoard to see the effects of the modifications to the sections. However, student schedules cannot be individually modified within ClassBoard.

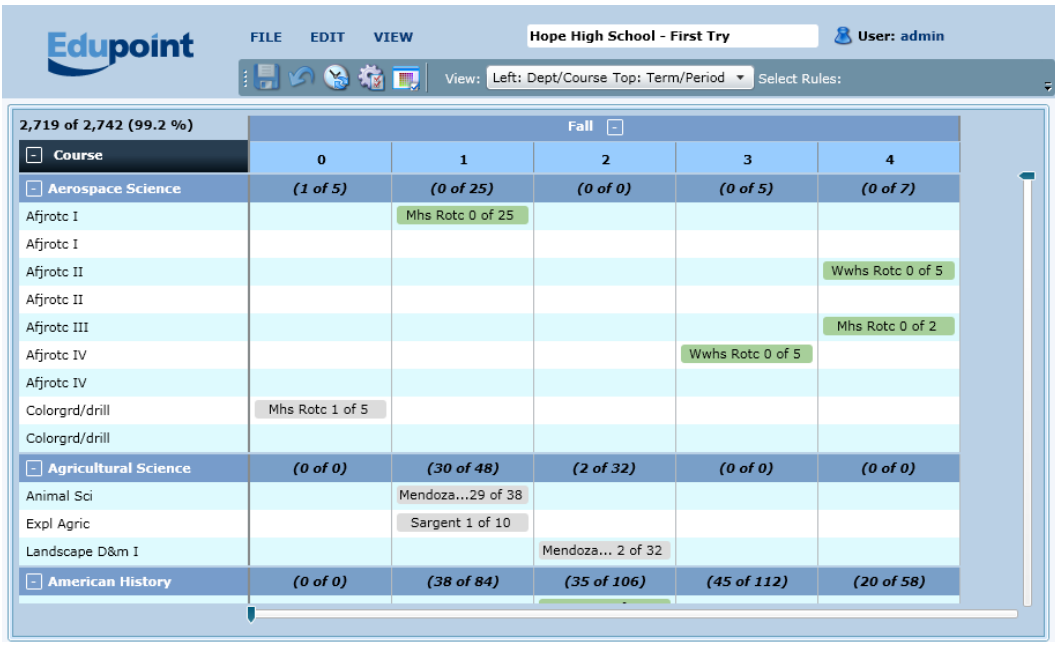


Figure 7.1 - ClassBoard

CLASSBOARD SETUP

ClassBoard uses Microsoft's Silverlight viewer. To work with ClassBoard, the **Silverlight** viewer must be installed on the desktop or laptop that will be using ClassBoard. The Silverlight installation can be started from the following website:

http://www.microsoft.com/silverlight/get-started/install/default.aspx

In addition, each Synergy SIS web site that will be using ClassBoard must have the SSL setting for the site defined using the DBTools utility. To modify the SSL setting:

1. Start **DBTools**. This tool is installed by default on the web server, or it can be installed on any server. The shortcut is placed in the Edupoint folder in the All Programs menu. Multiple sites can be accessed and maintained from one installation of DBTools.
2. If needed, add the configuration for each website to DBTools using the **Add New Web.Config/Database Access** option from the Databases menu.
3. Modify the SSL Setting for each website by using the **Edit Web.Config/Database Access** option from the Databases menu.

- Select **SSL Only** for sites that are setup to use SSL exclusively.
- Select **Both Non-SSL & SSL** for sites that are setup to use both SSL and non-SSL.
- Select **Non-SSL Only** for sites that are not setup to use SSL.

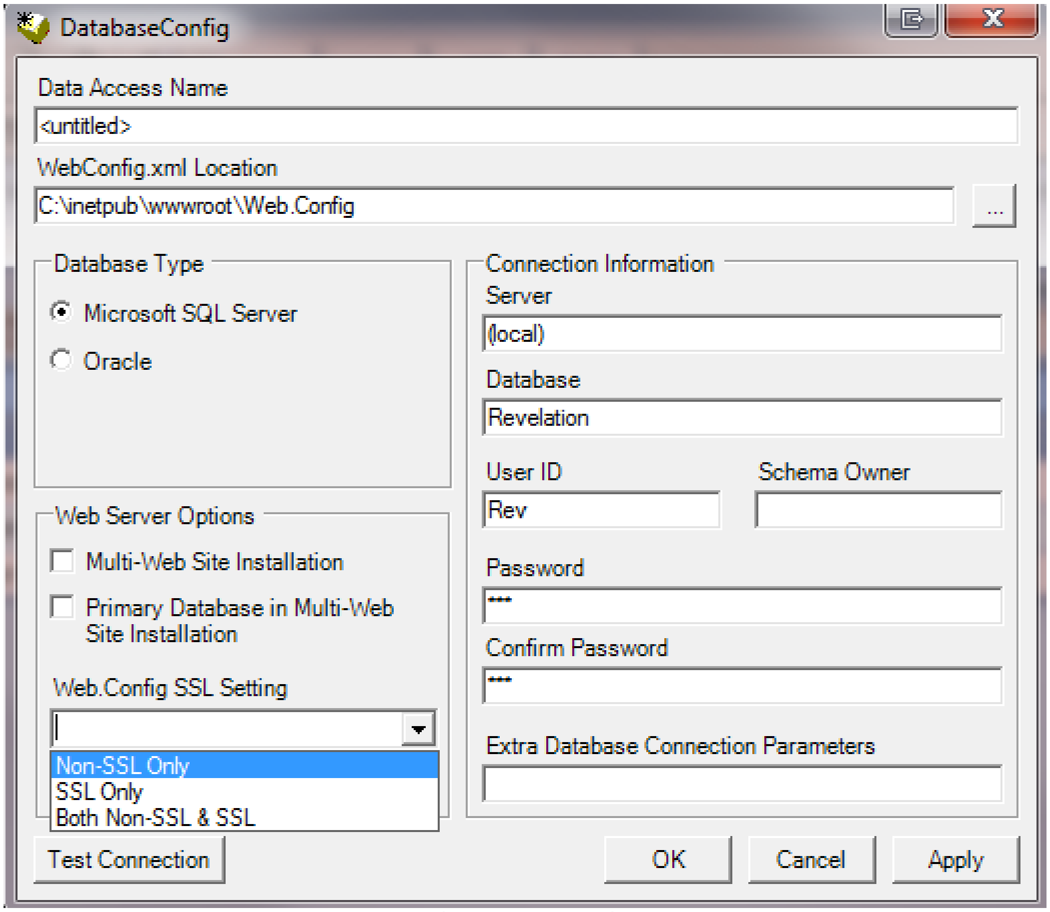


Figure 7.2 - DBTools

4. Save the changes by clicking **OK**, and then click **OK** again to modify the web.config file when prompted.

STARTING CLASSBOARD

Once Silverlight has been installed and the SSL setting configured, ClassBoard can be accessed by:

1. Open the **Schedule Control** screen, found under Synergy SIS > Mass Scheduling.

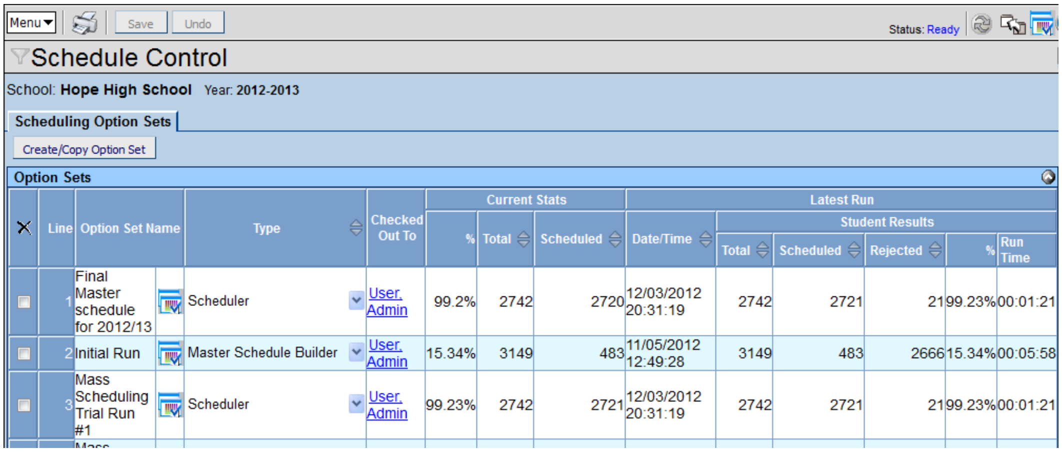


Figure 7.3 - Schedule Control

2. Open the option set to be used with ClassBoard by clicking on the **Option Set icon**.

> **Note** – If another user has checked out the option set that you have selected, ClassBoard opens in view-only mode. You are only able to view information in ClassBoard, not edit it.

3. If needed, check out the Option Set by clicking on the **Check Out** button.

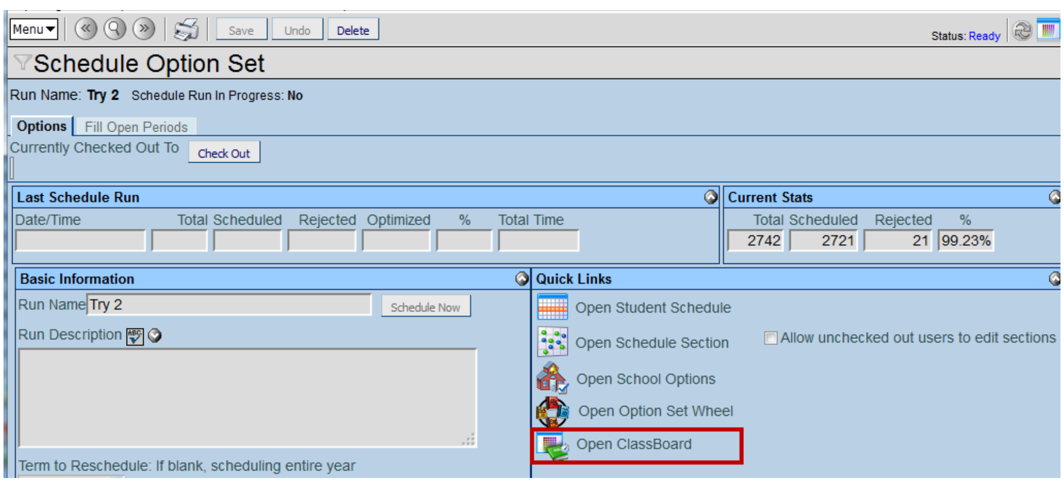


Figure 7.4 - Schedule Option Set

4. Click on the **Open ClassBoard** link in the Quick Links section.

> **Note:** When working with ClassBoard, the entire schedule from the Option Set is copied to the local hard drive of the computer using ClassBoard. Changes made using ClassBoard are not copied back to the Option Set until the changes are saved from within ClassBoard. Any changes made to the schedule using

other links such as Open Student Schedule or Open Schedule Section while the option set is open in ClassBoard will be overridden when the schedule is saved from ClassBoard.

CHANGING THE DISPLAY

Once in ClassBoard, the **name of the school and Option Set** is displayed at the top of the screen as well as the **name of the user** who has checked out the option set. The current **percentage of students scheduled** as well as the **number of students scheduled over the number of students requesting courses** is displayed in the top left hand corner.

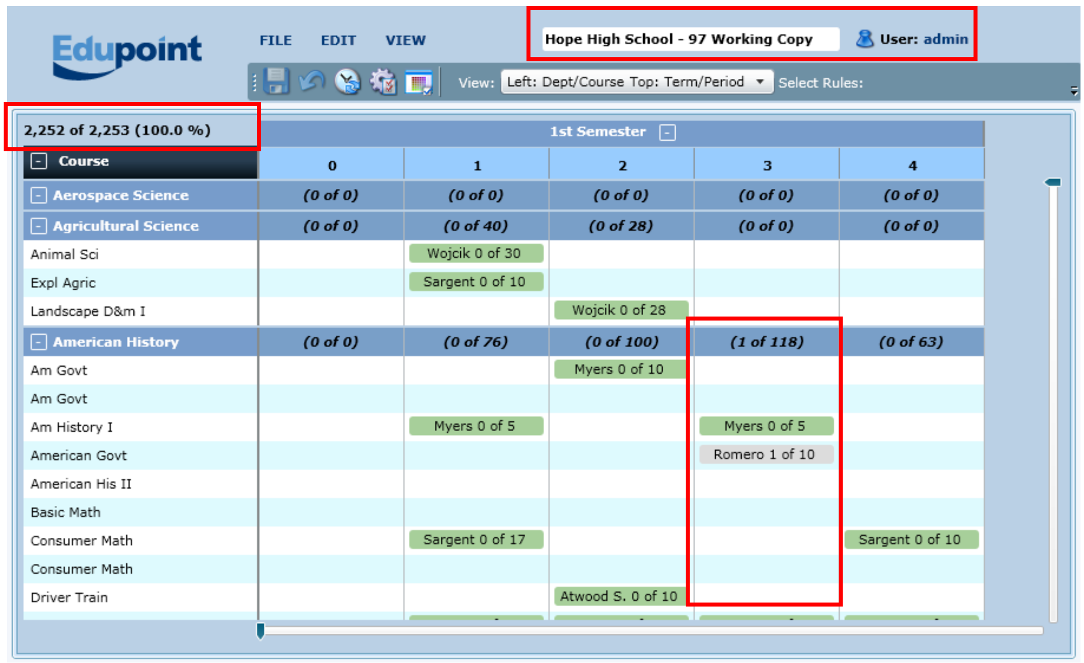


Figure 7.5 - Default ClassBoard Display

At the top of each section (which may be changed using the screen as explained below), the total number of spaces available is shown with the total number of students scheduled in those spaces. For example, in the screenshot above, 1 student has been scheduled in the 118 available spaces for 1st Semester Period 3 for the classes in the department of American History.

Note: Since the courses and staff displayed in ClassBoard are aggregated by their assigned department, it is helpful to ensure all courses and staff is assigned to their current department before using ClassBoard.

Views

Sections can be displayed in ClassBoard in a number of different ways. By default, sections are sorted by Department, then Course name, from top to bottom and by Term, then Period, from left to right. This **view** is called the **Left: Dept/Course Top: Term/Period** view. To select a different view, click on the **View:** drop-down at the top of the screen and select one of the available views.

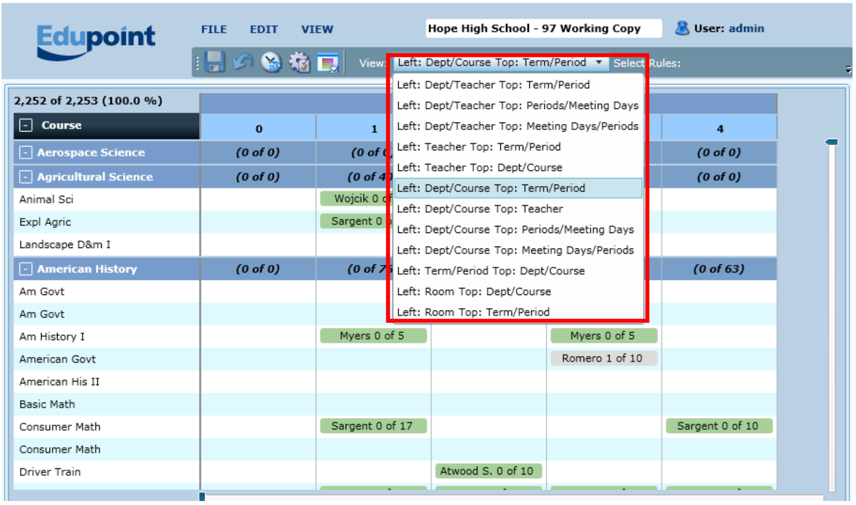


Figure 7.6 - Selecting a Screen using the Drop-Down

Views may also be selected from the menu by clicking on the **View** menu and choosing the **View Selector**.

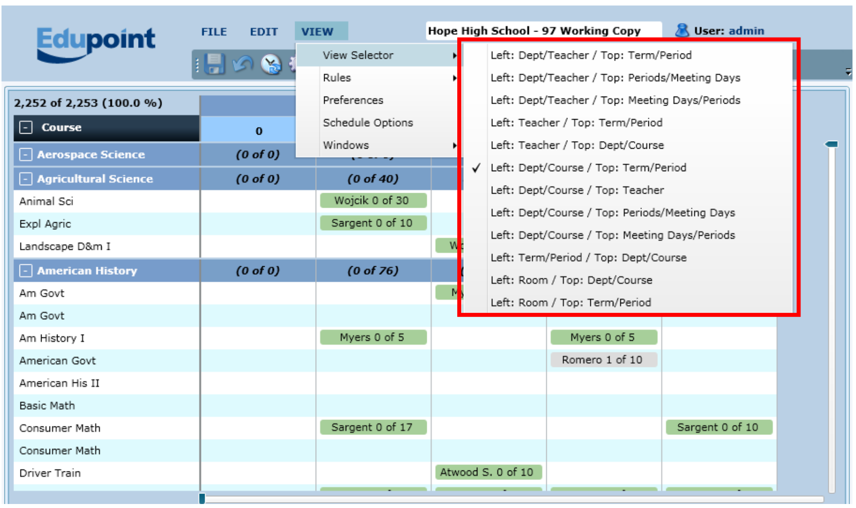


Figure 7.7 – Selecting a Screen using the Menu

Generally, the sections can be sorted by teacher, course or room and then by term, period or meeting day.

Note: When sorting sections by either teacher or room, a row or column displays all the sections that do not have either a teacher or room assigned.

Scroll Bars

To scroll through the display, use the **scroll bars** on the right and bottom of the main display. Click on the dark blue arrow, drag it along the bar, and release it at the new point in the list of sections to be focused upon.

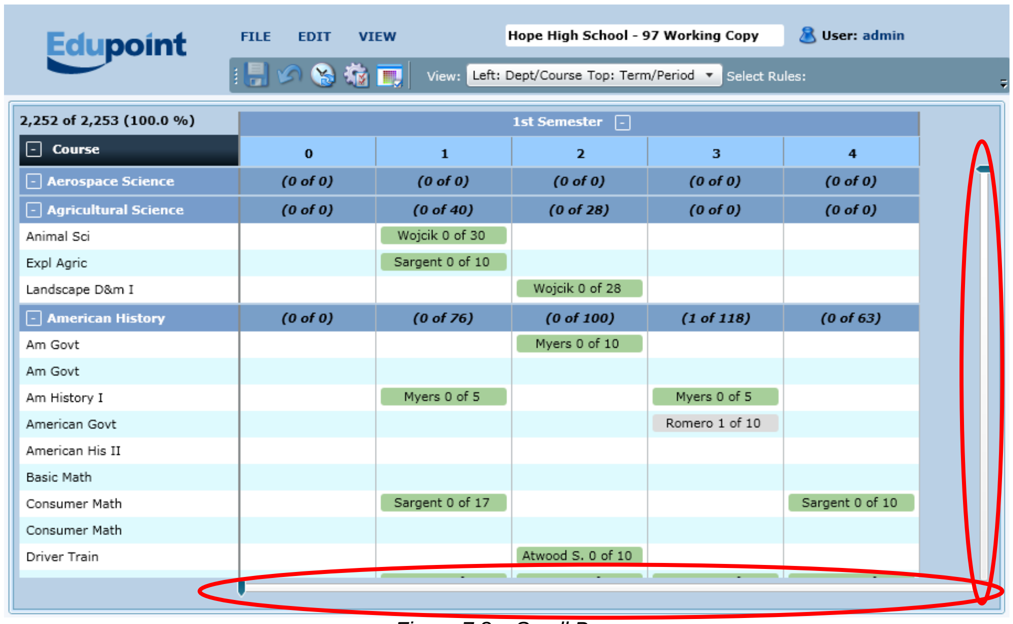


Figure 7.8 – Scroll Bars

As the scroll bars are dragged, a **pop-up box** displays the location of the scroll bar within the list of sections. When the mouse is released, the display will move to that location.

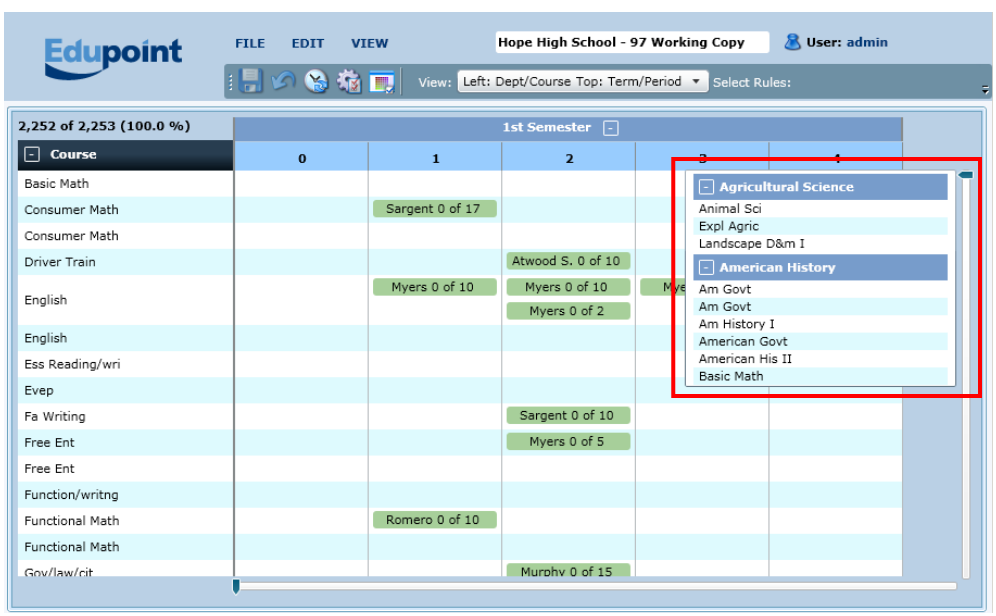


Figure 7.9 – Scroll Bars, Pop-Up List

Note: If **Real-Time Scroll** is enabled under the Preferences options, the display will scroll as well as the list of locations. To access the Preferences, click on the **Screen** menu and choose **Preferences** or click the **Preferences button** on the toolbar.

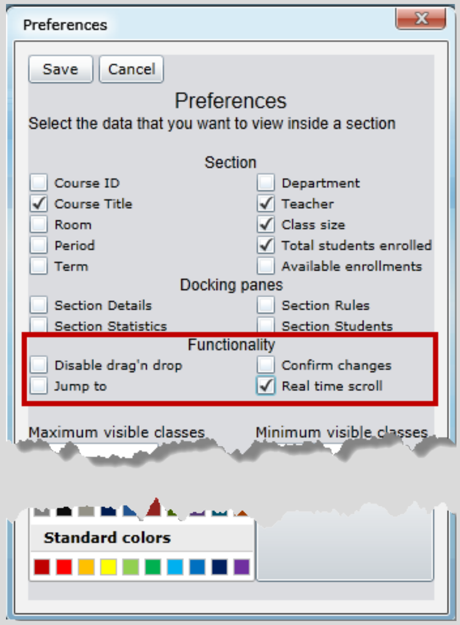


Figure 7.10 - Preferences, Real Time Scroll

Minimize & Maximize

To **minimize** the number of sections displayed at the top or left, click on the **minus sign** next to each section. For example, in the screenshot below click on the minus sign next to the department of Agricultural Science to only display the department name and to not list the courses and sections within the department.

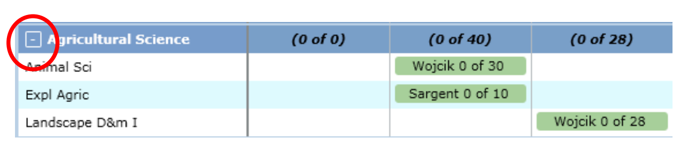


Figure 7.11 - Minimizing Areas

To **maximize** the display for the section again, click on the **plus sign** next to the section. The sections at the top can be minimized and maximized as well as the sections to the left.

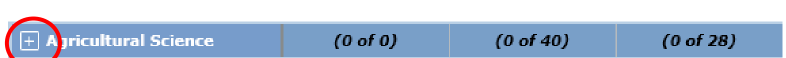


Figure 7.12 – Maximizing Areas

Section Display

In the main grid of the ClassBoard display, each section created in the Option Set is displayed by a colored bar. In each bar, it displays the last name of the teacher, the number of students scheduled in the section, and the number of maximum seats for the section.

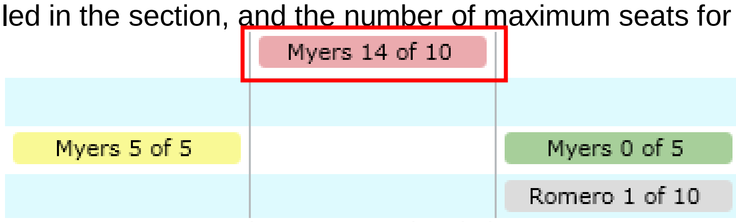


Figure 7.13 – Section Display

Each bar is also color-coded to indicate the status of the section such as empty or full. The default colors are:

Myers 14 of 10	**Over** Maximum Size
Myers 5 of 5	**Full**
Romero 1 of 10	Students are scheduled in the section, but seats are available
Myers 0 of 5	**Empty**

The color-coding for each section is referred to as **Rules**. Each rule, or color-coding, can be turned on and off by clicking on the down arrow in the bar above the section grid. Click on the name of the rule to toggle them off.

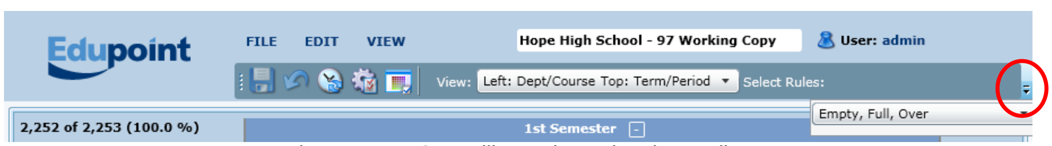


Figure 7.14 – Controlling Rules Using the Toolbar

The rules can also be turned on and off by clicking on the **Screen** menu and clicking on each rule under the **Rules** sub-menu. Click on each rule to toggle them on or off.

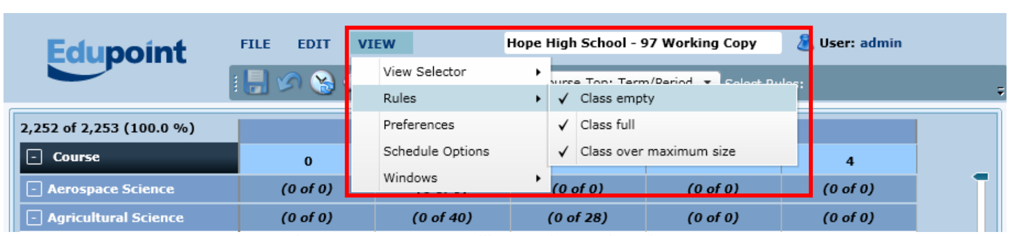


Figure 7.15 – Controlling Rules Using the Menu

To change the colors of the rules or the section information displayed in each bar:

1. Click on the **Preferences button**, or select **Preferences from the Screen menu**.

Figure 7.16 – Preferences Button

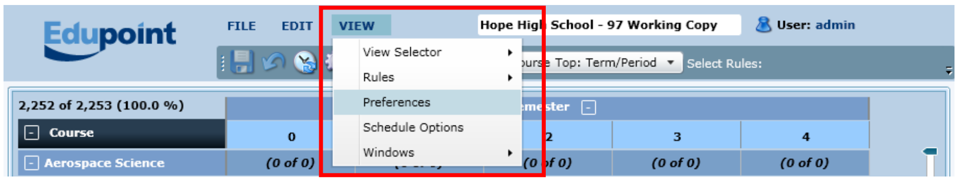


Figure 7.17 – Preferences from the Screen Menu

2. The Preferences box pops-up. To select which information is displayed in each section bar, check the boxes in the **Section area** of the Preferences box. By default, each section bar shows the **Teacher, Class size, and Total students enrolled**.

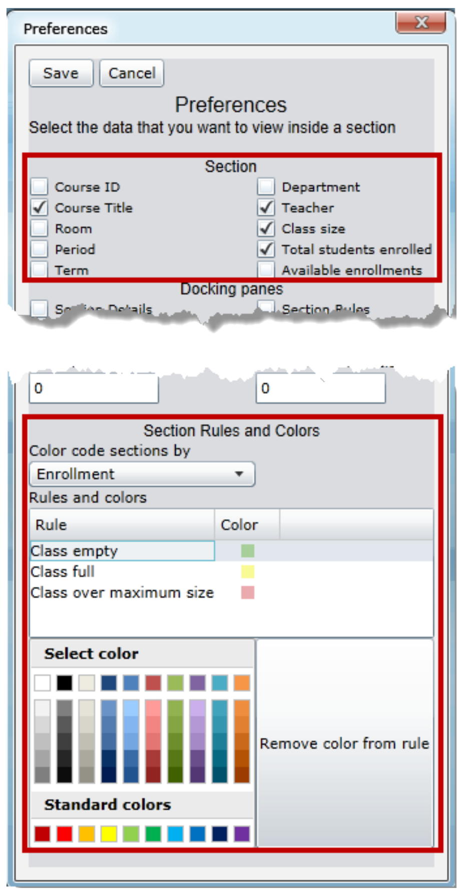


Figure 7.18 - Preferences Box

3. Other options are **Course ID, Course Title, Room, Period, Term, Department, and Available Enrollments**.

4. To modify the color selected for a rule, select how the sections are color-coded from the **Color code sections by** drop-down field. The options are **Enrollment**, **House**, and **Team**.
5. Select the rule from the **Select Rule and Color** grid.
6. To remove the color, click in the box labeled **Remove Color From Rule**.
7. To assign a new color, click on the box for the new color under **Select Color**.
8. To save the changes to the preferences, click the **Save** button at the top of the Preferences box.

Windows/Docking Panes

Four additional windows, or docking panes, can be displayed on the ClassBoard screen to show more details about a section or the ClassBoard. To turn these windows on and off

1. Click on the **Screen** menu, and select the window to turn on or off under the **Windows** sub-menu.

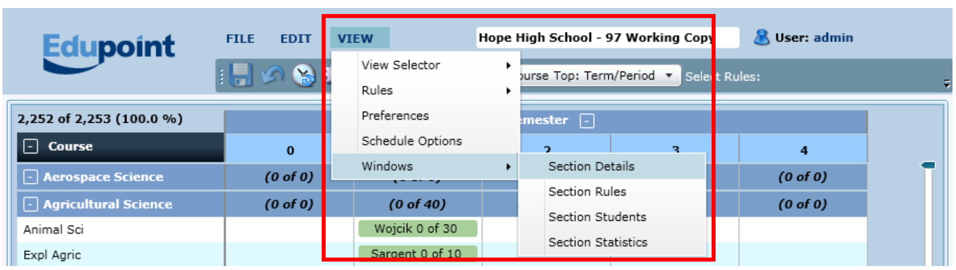


Figure 7.19 – Windows Sub-Menu

2. Alternatively, the windows can also be turned on and off from the **Preferences** box by checking and unchecking them under the **Docking Panes** area.

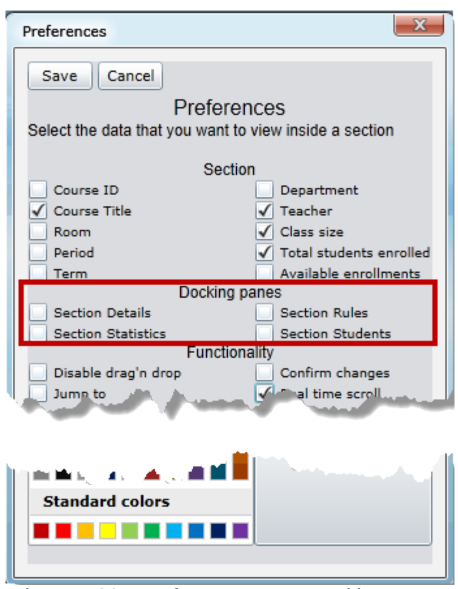


Figure 7.20 - Preferences Box, Docking Panes

The **Section Details** window shows the details of the section selected in the main grid. If no section is selected, the window will be blank. These are all of the same details available in the Sched Section screen of the option set.

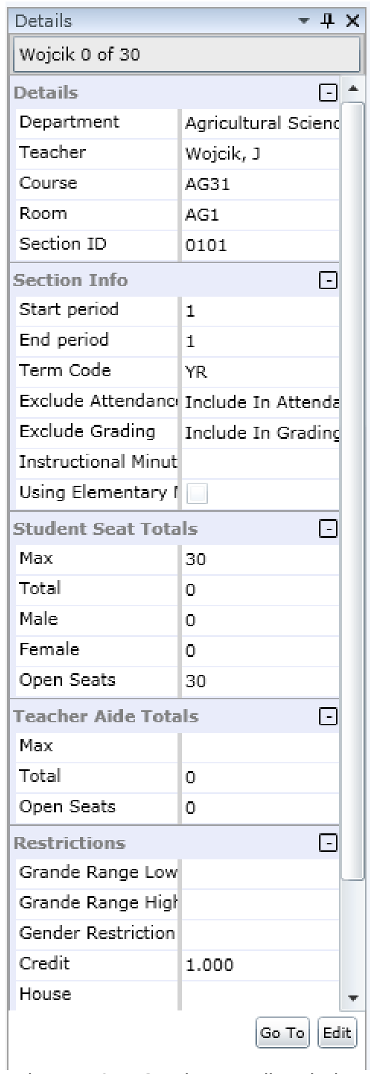


Figure 7.21 - Section Details Window

The **Section Rules** window lists the three section rules (Empty, Full, Over) and shows the currently assigned color for each rule. The rules can also be turned on and off from the window by checking and unchecking the box in the Active column.

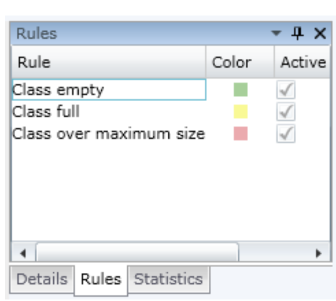


Figure 7.22 - Section Rules Window

The **Section Statistics** window lists the total number of requests for the section selected on the main grid, and the total number of students scheduled for the section.

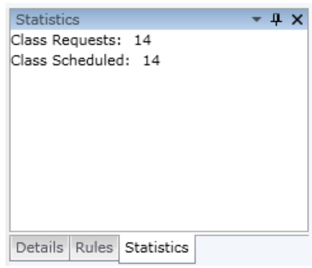
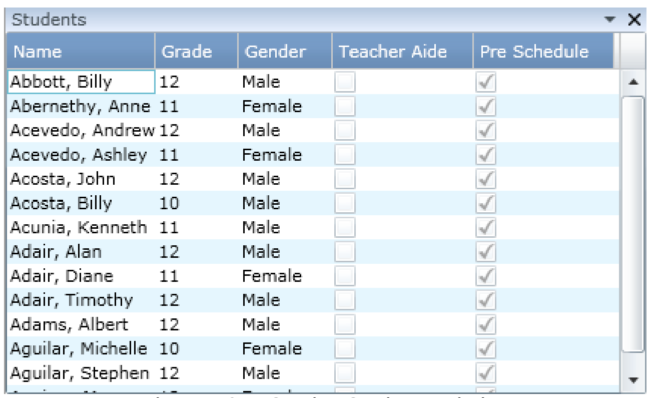


Figure 7.23 - Section Statistics Window

The **Section Students** window lists all of the students scheduled for the section selected in the main grid. Each student can be marked as a **Teacher Aide** or **Pre-Scheduled** for the section from this window as well by checking the appropriate box.



Students

Name	Grade	Gender	Teacher Aide	Pre Schedule
Abbott, Billy	12	Male		✓
Abernethy, Anne	11	Female		✓
Acevedo, Andrew	12	Male		✓
Acevedo, Ashley	11	Female		✓
Acosta, John	12	Male		✓
Acosta, Billy	10	Male		✓
Acunia, Kenneth	11	Male		✓
Adair, Alan	12	Male		✓
Adair, Diane	11	Female		✓
Adair, Timothy	12	Male		✓
Adams, Albert	12	Male		✓
Aguilar, Michelle	10	Female		✓
Aguilar, Stephen	12	Male		✓

Figure 7.24 - Section Students Window

Each of these four windows can either be displayed as a **Dockable** window, a **Floating** window, a **Tabbed Document,** or an **Auto Hide** window. Each window's display is set individually for each window. To change a window's display:

1. Click on the **downward-pointing triangle** in the upper-right hand corner of the window.

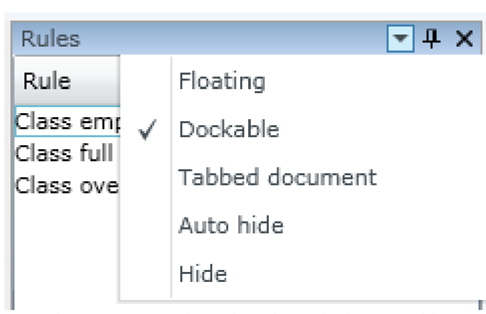


Figure 7.25 - Changing the Window Position

2. From the drop-down menu, select **Floating, Dockable, Tabbed Document or Auto Hide**.

In **Floating** window mode, each window appears as a small box over the main ClassBoard screen. The window can be dragged and dropped to place it on the screen, and the window can be adjusted in size by dragging and dropping the edges of the window. To close the window, click on the red X in the top right-hand corner of the window.

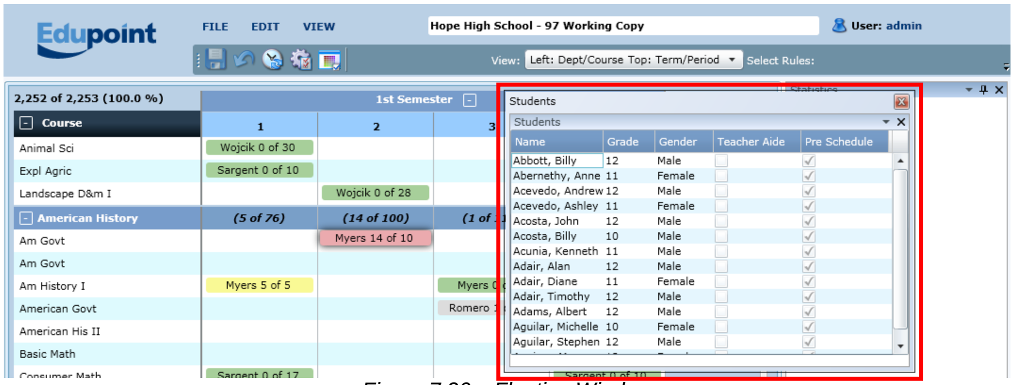


Figure 7.26 – Floating Window

In dockable window mode, the windows can be dragged and dropped to various positions on the right-hand side of the main grid. They can be stacked on top of each other with tabs appearing at the bottom. Or they can be stacked up and down, or from left to right. To remove a window, click on the X in the top right-hand corner of the window.

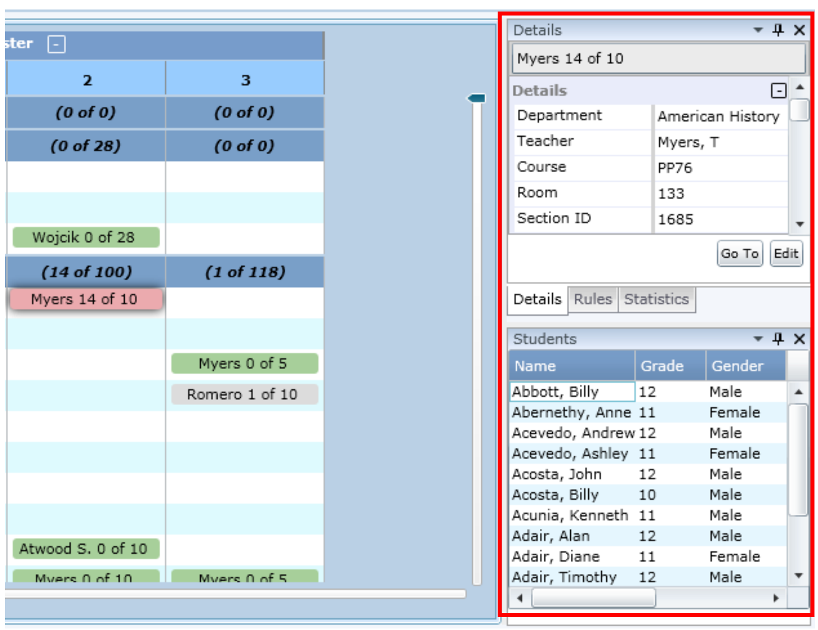


Figure 7.27 - Dockable Window

Note: Clicking on the **Pin icon** in the top of each window turns the window on Auto-Hide, as described on the next page.

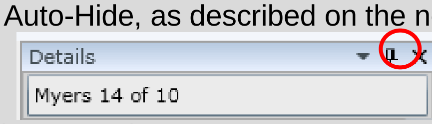


Figure 7.28 - Pin Icon

In **Tabbed Document** mode, each window appears as a tab in the main section grid.

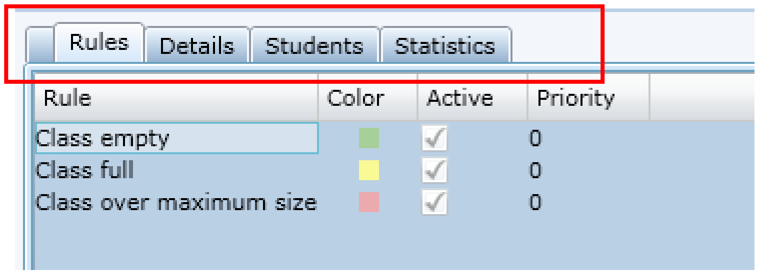


Figure 7.29 - Tabbed Document Windows

In **Auto-Hide** mode, each window appears as a small box on the right-hand side of the main grid. When the mouse hovers over each box, the window slides out to the left.

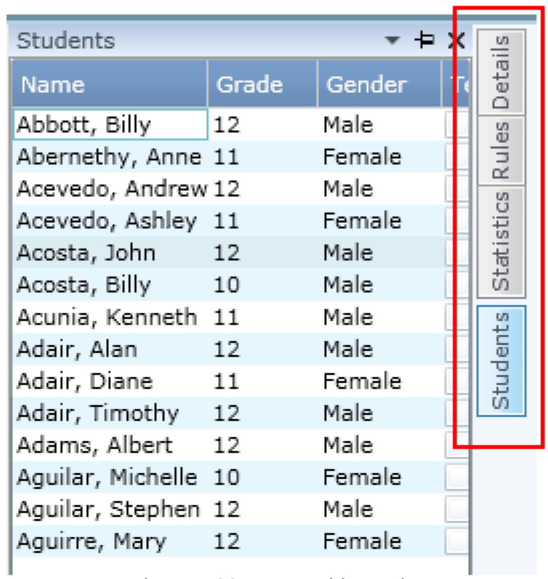


Figure 7.30 – Auto-Hide Mode

Clicking on the **Pin icon** changes the window back to a regular Dockable window.

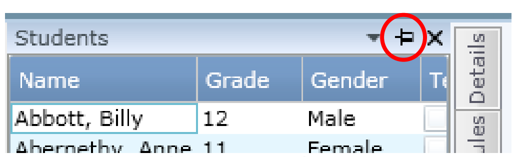


Figure 7.31 – Pin Icon

For all windows in any mode, clicking on the **Hide** option closes the window.

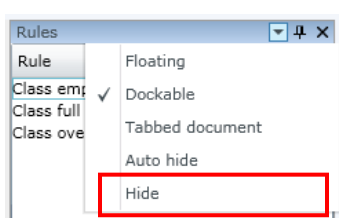


Figure 7.32 - The Hide Option

MODIFYING THE SCHEDULE

Once the display has been adjusted to a user's preferences, the work of modifying the schedule can commence.

Viewing Section Details

ClassBoard can display all of the same details of a section as shown in the Sched Section screen in an Option Set. To screen the details of an existing section:

1. **Double-click** on a section in the grid.

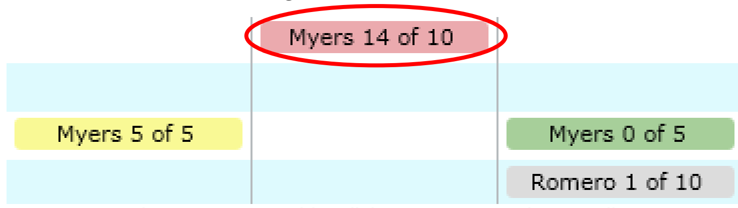


Figure 7.33 – Double-Click to Screen Section Details

2. **OR right-click** on a section in the grid and choose **Screen Section Details**.

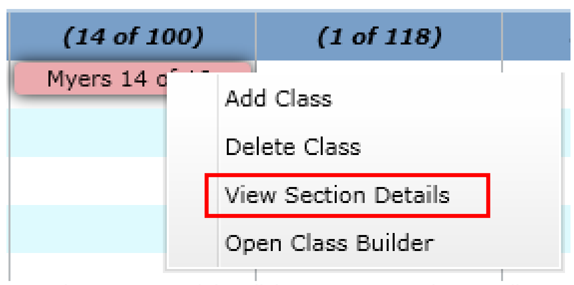


Figure 7.34 – Right-Click to Screen Section Details

3. The **Section Details box** pops-up.

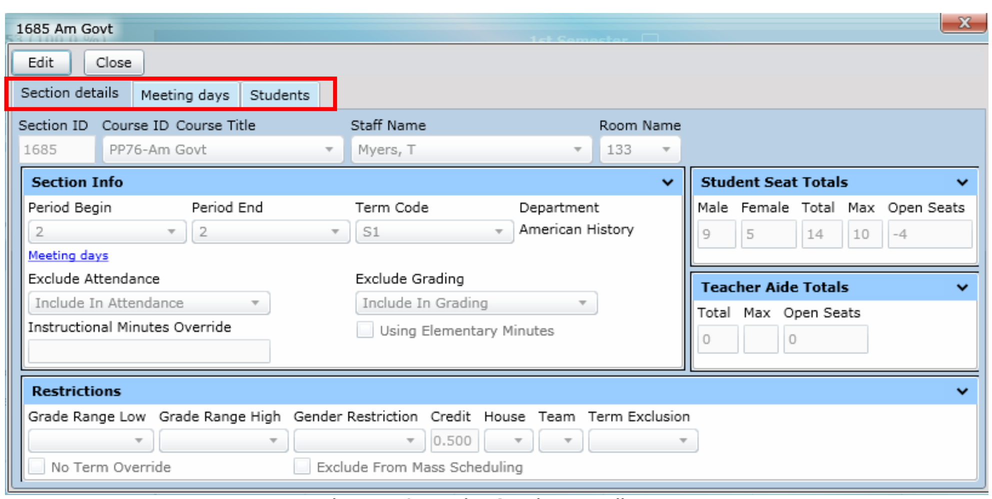


Figure 7.35 – The Section Details Box

To see the meeting days, click on the **Meeting Days** tab. To see the students scheduled, click on the **Students** tab. Close the box by clicking the **Close** button.

Editing a Section

To edit a section:

1. Open the section details by either **right-clicking** or choosing **Screen Section Details** or by **double-clicking** a section. These details can also be seen in the **Section Details window** if displayed.

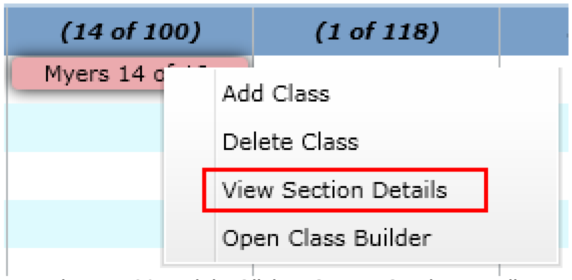


Figure 7.36 – Right-Click to Screen Section Details

2. Click on the **Edit button** at the top of the box.

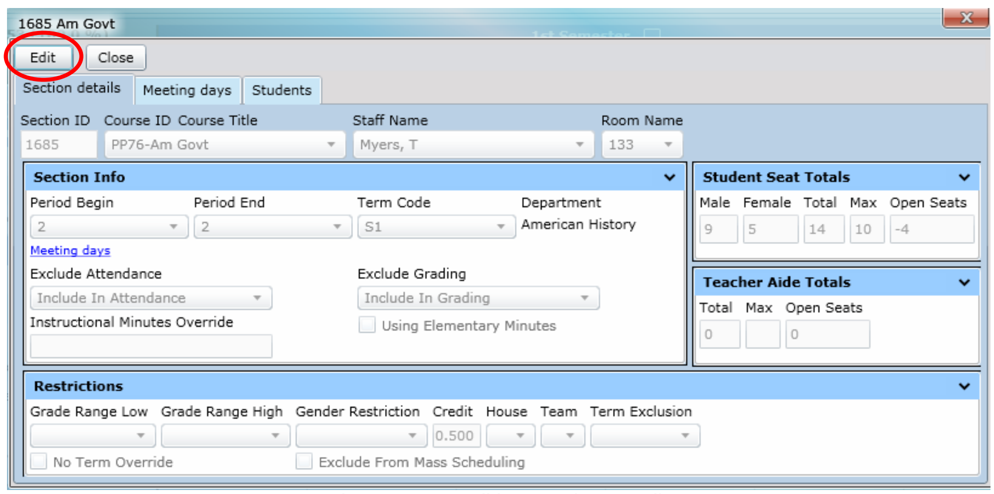


Figure 7.37 – Editing Section Details

3. Make any changes to the section on the **Section Details tab**.
4. Change the meeting days on the **Meeting Days tab**.

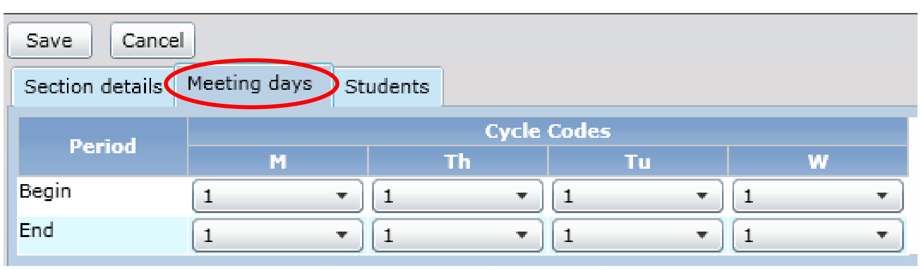


Figure 7.38 - Meeting Days Tab

5. Remove students from the section by clicking on the **Students tab** and clicking the **Drop button** next to the student.

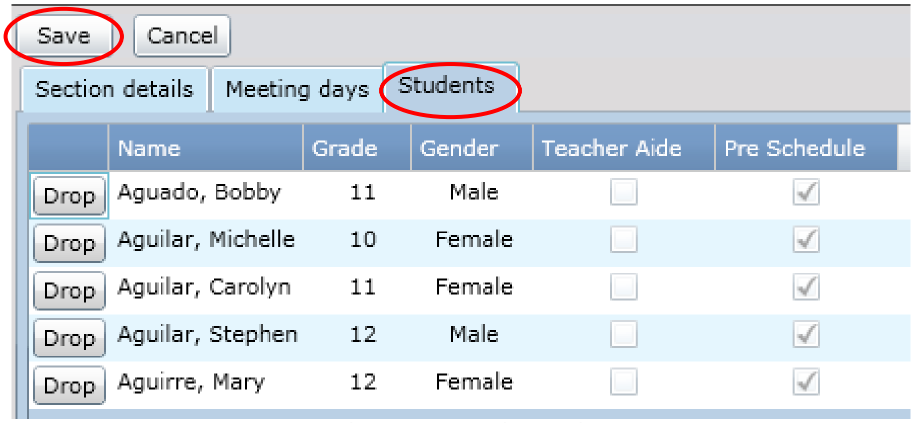


Figure 7.39 - Students Tab

6. Students can also be marked as a **Teacher Aide** or **Pre-Scheduled** for the section by checking the appropriate box on the Students tab.
7. Click the **Save** button at the top of the box to save any changes, or click the Cancel button to cancel the changes.

The easiest way to modify the schedule and see the impact of the change is to **drag and drop the sections between periods**. To change the period the section meets in, click on the section bar in the main grid and drag it to the new period. Release the mouse when the section bar appears in the correct period.

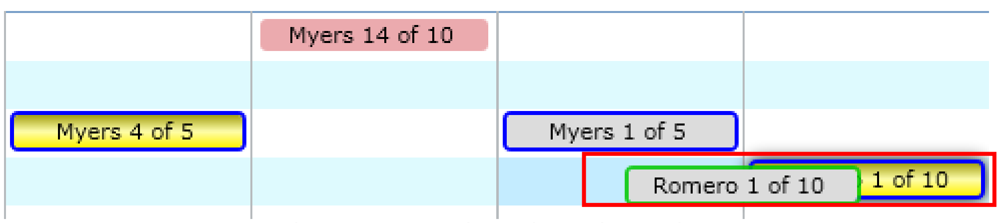


Figure 7.40 - Dragging and Dropping Sections

Once a section has been moved, sections that have been impacted by the move are marked with a dark blue outline in the grid.

> **Note:** Classboard also allows you to drag and drop sections between terms.

To prompt to confirm a section's change when dragging and dropping sections in the grid, go to the **Preferences** box (found under the Screen menu by clicking on Preferences) and check the **Confirm Changes** box. To turn off dragging and dropping completely, check the **Disable Drag'n Drop** box.

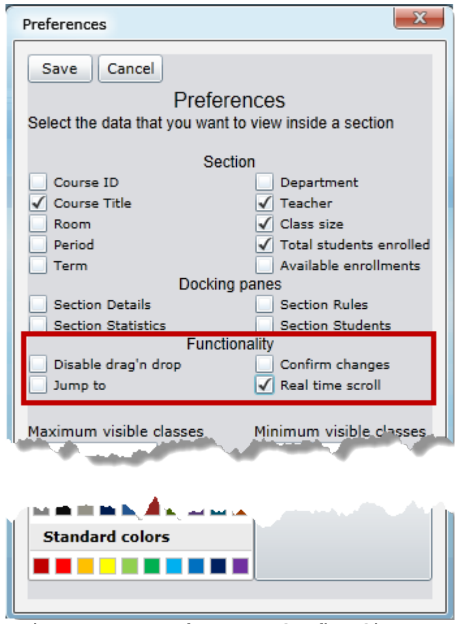


Figure 7.41 – Preferences, Confirm Changes

When **Confirm Changes** is turned on, a box pops-up after a section is moved to confirm if the section should be moved or if the change should be cancelled.

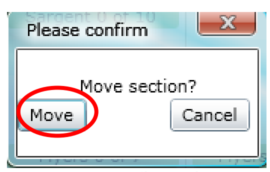


Figure 7.42 - Confirm Changes Box

Another way to edit section details is by using the Section Details window. To edit a section:

1. Turn on the **Section Details** window using the Preferences box or the Screen menu.
2. **Click on the section** to edit in the main grid, and the details of the section appear in the Section Details window.

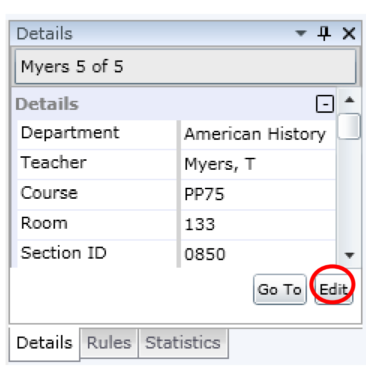


Figure 7.43 - The Edit Button in Section Details

3. Click the **Edit** button from with the **Section Details** window.
4. When the section is in **Edit mode**, any detail can be changed in the windows by clicking in the boxes or drop-downs. Scroll down to see all of the details that can be changed.

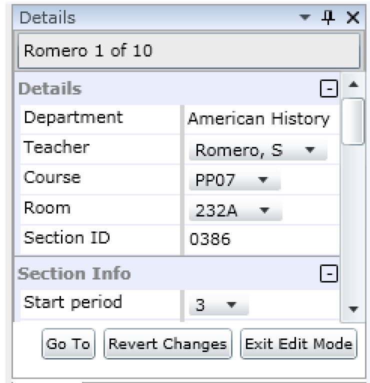


Figure 7.44 – Editing the Section Details

5. To save the changes and stop editing, click the **Exit Edit Mode** button. To cancel the changes and stop editing, click the **Revert Changes** button.

Tip – If a section is displayed in the Section Details window, and the main grid has been scrolled away from the section so that it is no longer displayed in the main grid, the section can quickly be brought into screen again by clicking the **Go To button** in the **Section Details** window.

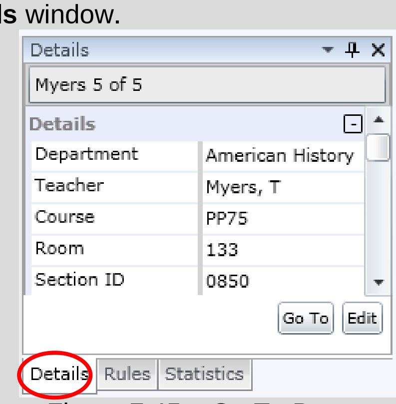


Figure 7.45 – Go To Button

Adding & Deleting Sections

To add a section to a course:

1. **Right-click** in any space on the line for the course in the main grid, and choose **Add Class**.

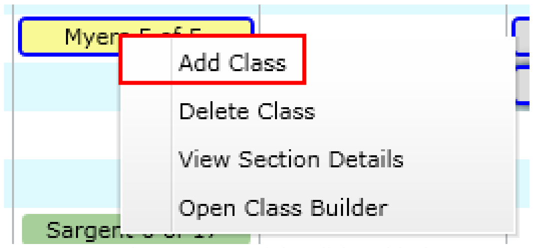


Figure 7.46 – Right-Click, Add Class

2. **OR** click on the **Edit menu** and choose **Add Class**.

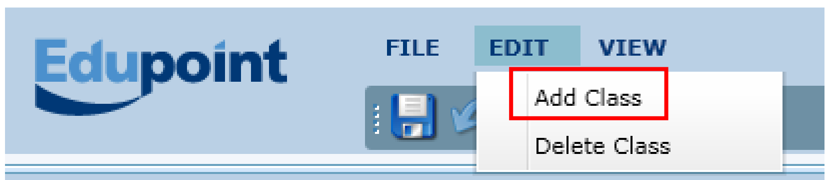


Figure 7.47 – Edit Menu, Add Class

3. The Add a New Class box pops-up. Enter all of the information for the section, and click the **Save** button.

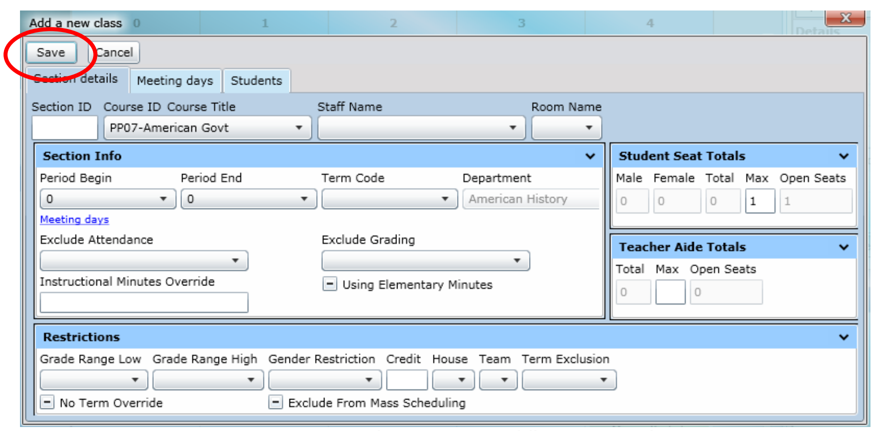


Figure 7.48 – Adding a New Class

Caution: Even if the section ID is set to be auto-generated within Synergy SIS, **section ID** must be **manually** assigned within ClassBoard since the data set is stored on the local computer and is no longer connected to Synergy SIS.

To delete a section:

1. **Right-click** on the section and choose **Delete Class**.

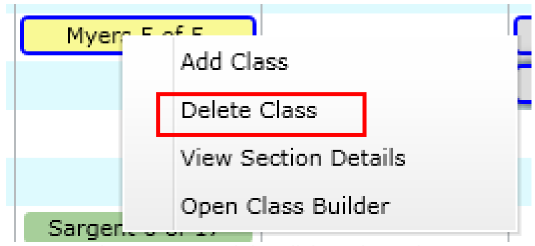


Figure 7.49 – Right-Click, Delete Class

2. **OR** with the class selected, click on the **Edit menu** and choose **Delete Class**.

Figure 7.50 – Edit Menu, Delete Class

3. The confirmation box pops-up. Click the **Delete** button to confirm the deletion of the section.

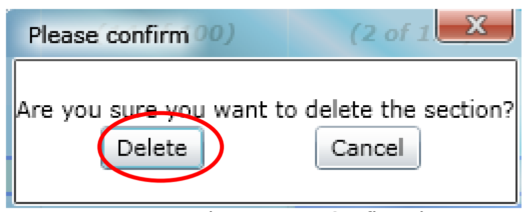


Figure 7.51 – Confirmation Box

Class Builder

Class Builder can **modify student course requests**, and manually assign students to a specific section of a course. To start Class Builder:

1. **Right-click** anywhere in the main grid, and choose **Open Class Builder**. It will default to the course that was clicked on in the grid, but any course can be seen by modifying the drop-down list.

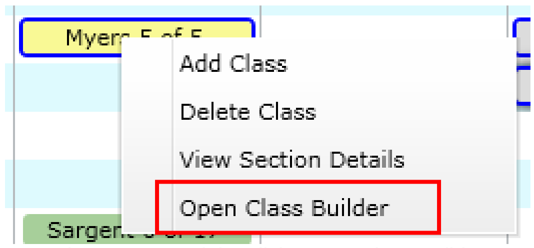


Figure 7.52 – Right-Click, Open Class Builder

2. The Class Builder box pops-up.

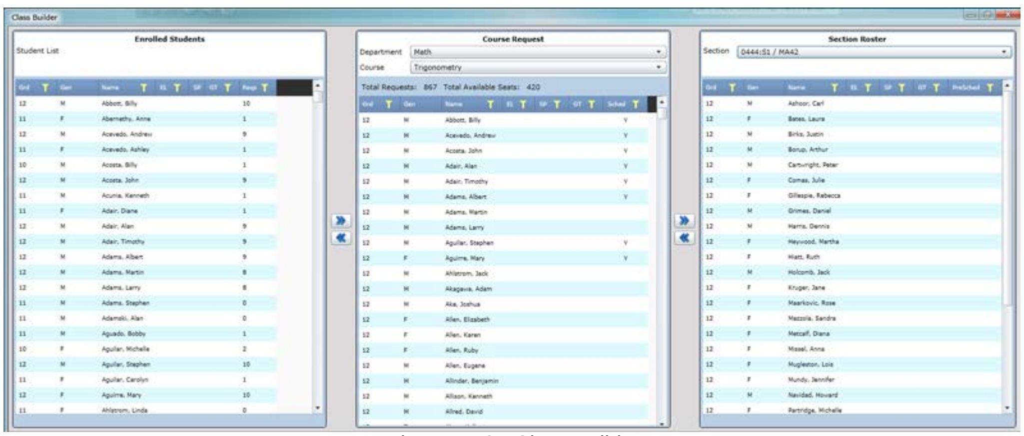


Figure 7.53 - Class Builder

3. The left-most box, the **Enrolled Students** box, shows all students enrolled at the school, and lists their Grade (Grd), Gender (Gen), Name, EL, SP, GT, and the total number of course requests (Reqs).

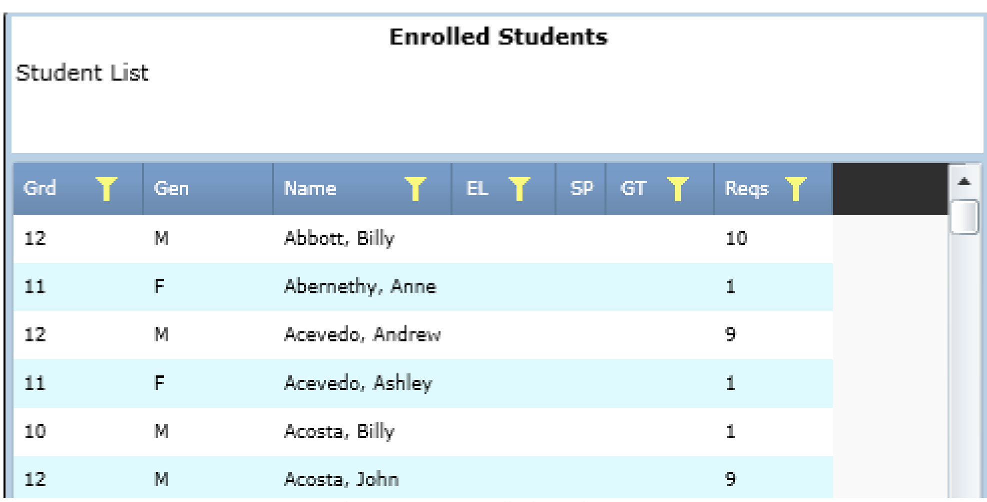


Figure 7.54 - Enrolled Students Box

4. To **sort** by a column, click on the column. To reverse the sort, click on the column again. A triangle displays the direction of the sort. To remove the sort, click on the triangle.

Figure 7.55 - Sorting

5. To **filter** the list of students by one or more of the column values, click on the funnel icon in the column. Check the values to display from the list of values. To show all values, check the Select All box. To specify one or two custom values, select an option from the drop-downs under Show Rows With Value That and enter the value in the blank white box. Click the Filter button to apply the filter. Click the Clear Filter button to remove a filter.

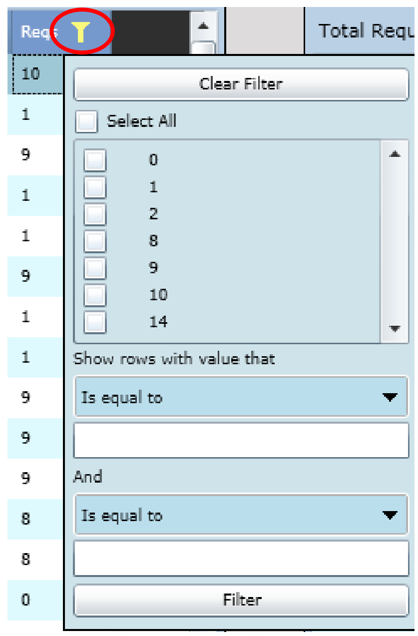


Figure 7.56 - Filtering

6. The middle box, the **Course Request** box, shows all of the course requests for the selected department and course. The Total number of requests is displayed as well as the number of Available Seats. All students who have requested the course are listed, and if the student has been scheduled for the course, a Y appears in the **Sched** column.

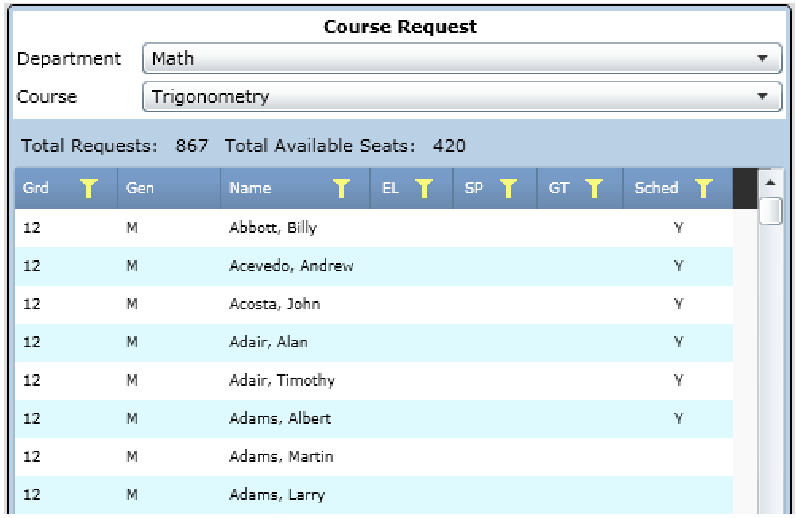


Figure 7.57 – Course Request

7. All of the other columns are the same as in the Enrolled Students box, and the columns have the same **sorting** and **filtering** options as outlined previously.

8. To **remove a student course request**, click on the student in the Course Request list and then click on the button with the double-arrows pointing towards the Enrolled Students box. To **add a course request**, click on the student in the Enrolled Students list and click on the button with the double-arrows pointing towards the Course Request box.

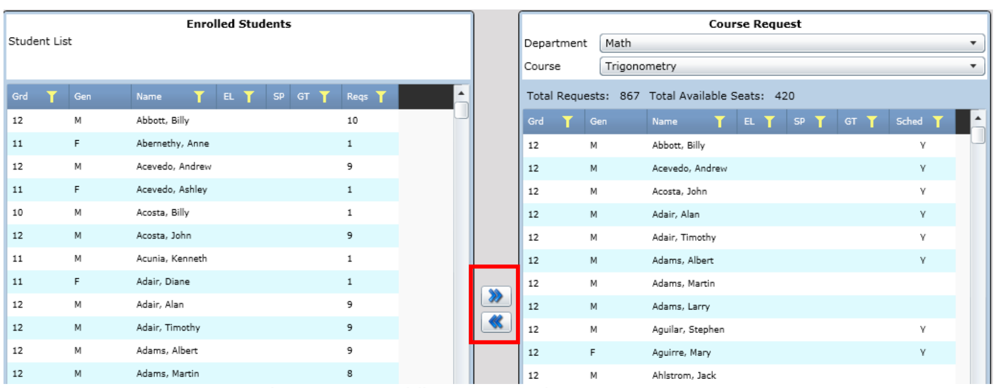


Figure 7.58 - Adding & Removing Course Requests

9. To screen a different course, change the **department** and **course** in the drop-downs at the top of the Course Request box.

10. To manually edit an existing section's roster, select the **section** from the drop-down at the top of the **Section Roster** box, the right-most box in the Class Builder.

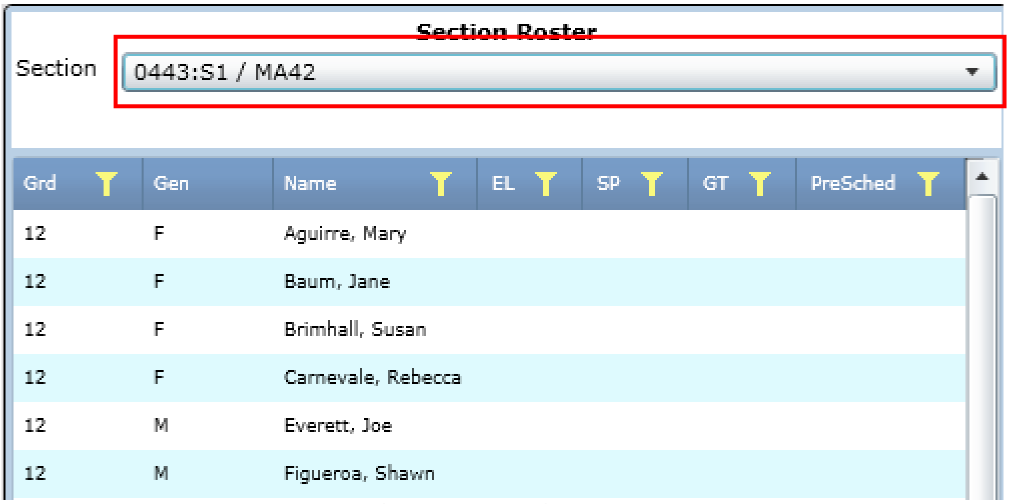


Figure 7.59 – Section Roster

11. A list of students currently enrolled in the section displays below. If a student has been pre-scheduled for the section, a Y will appear in the **PreSched** column.
12. All of the other columns are the same as in the Enrolled Students box, and the columns have the same **sorting** and **filtering** options as outlined previously.
13. To **remove a student from a section**, click on the student in the Section Roster list and then click on the button with the double-arrows pointing towards the Course Request box. To **add a student to a section**, click on the student in the Course Request list and click on the button with the double-arrows pointing towards the Section Roster box.

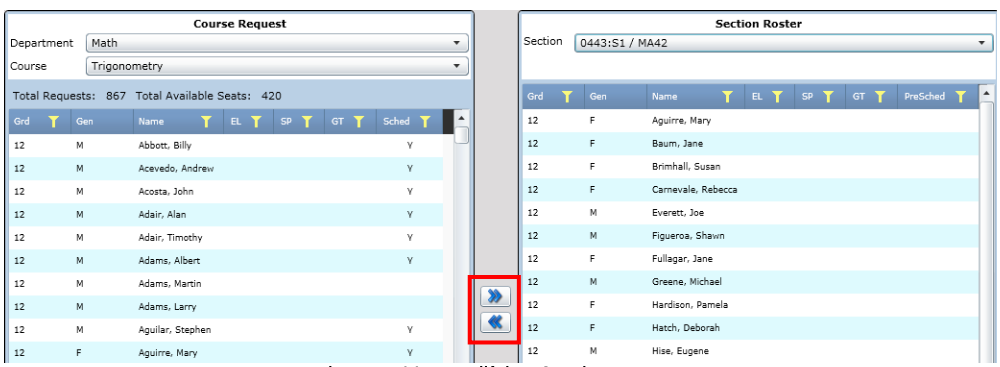


Figure 7.60 - Modifying Section Rosters

14. To **close the Class Builder** and save the changes, click the **red X** in the top right-hand corner of the Class Builder box.

Finalizing the Schedule

Before re-running the schedule based on the changes made in ClassBoard, it may be necessary to adjust the school scheduling options. These are the same options found in the School Scheduling Options screen in Synergy SIS. To modify the School Scheduling Options:

1. Click the **Schedule Options button** on the toolbar.

Figure 7.61 – Schedule Options Button

2. OR click on the **Screen menu** and select Schedule Options.

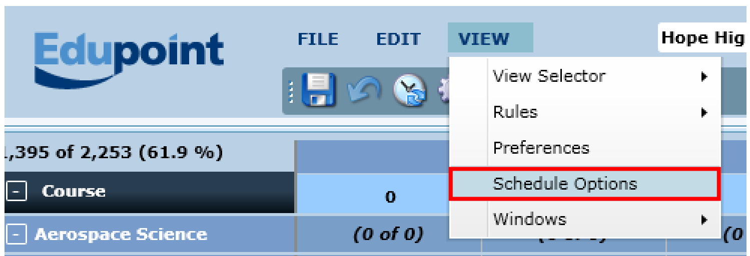


Figure 7.62 – Schedule Options from the Screen Menu

3. The Schedule Options box pops-up. Modify the settings as needed.

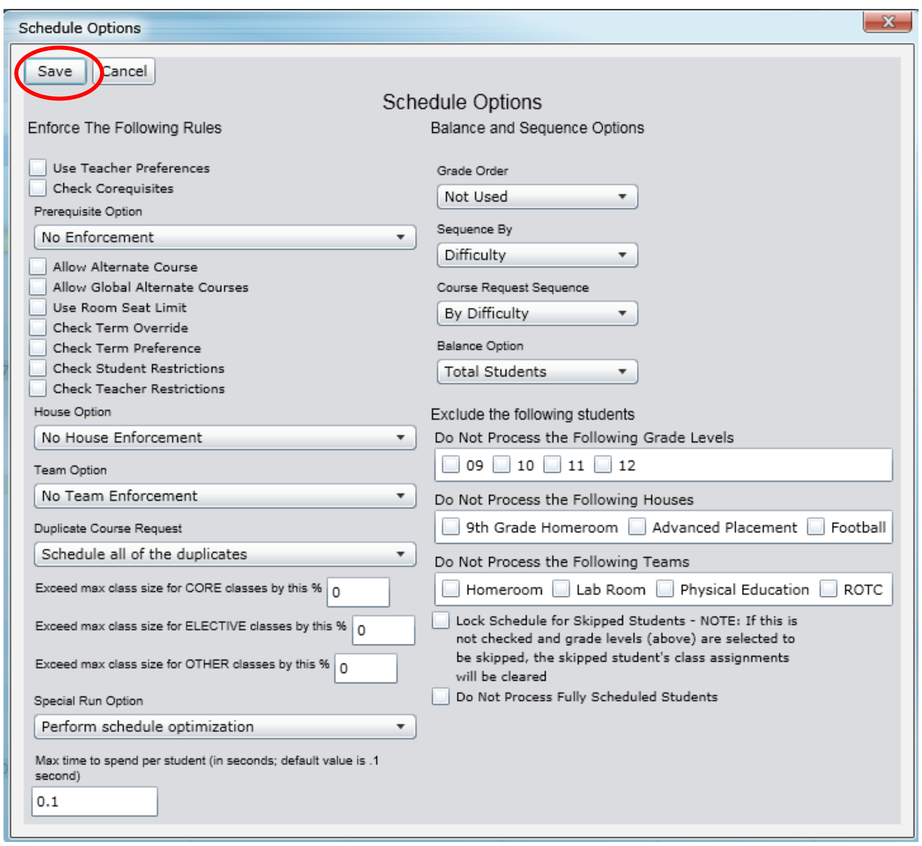


Figure 7.63 – Schedule Options

4. Click the **Save** button at the top of the box to save the changes. **These changes are saved back to the option set.**

To reverse any change within ClassBoard, click the **Undo** button or click on the **File menu** and select **Undo**. The Undo function will reverse any changes within ClassBoard from most recent all the way back to the first settings available upon opening ClassBoard. This can reverse anything from section changes to student enrollment changes.

Figure 7.64 – Undo Button

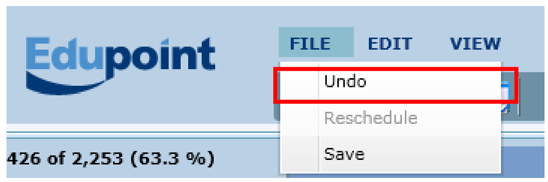


Figure 7.65 – File Menu, Undo

Since changes to a section will only reschedule the students directly impacted by the change, the schedule should be completely re-run to screen the total impact of any ClassBoard changes. To completely re-schedule all students in the ClassBoard option set, click the **Reschedule button** or choose **Reschedule from the File menu**.

Figure 7.66 – Reschedule Button

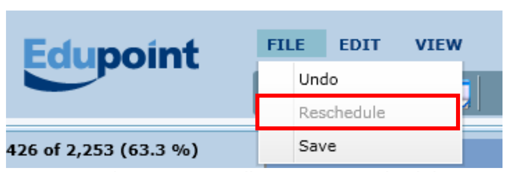


Figure 7.67 – File Menu, Reschedule

Since the Reschedule process can take some time, a box pops-up to confirm the reschedule before processing.

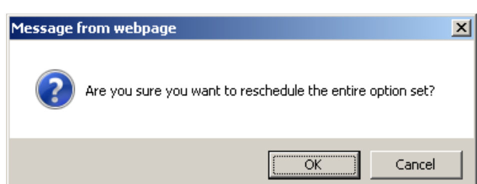


Figure 7.68 - Reschedule Confirmation Box

To finalize any changes in the ClassBoard and save them back to the option set, click the **Save button** or select **Save from the File menu.**

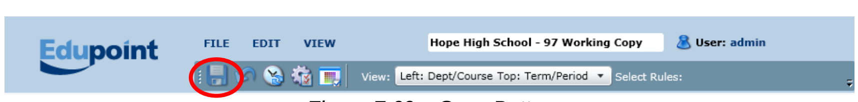


Figure 7.69 – Save Button

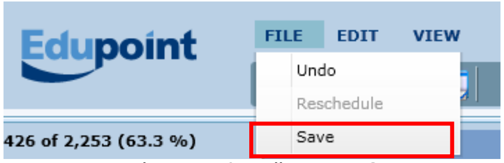


Figure 7.70 – File Menu, Save

While the save is processed, a Job Queue Status window displays the progress of the save.

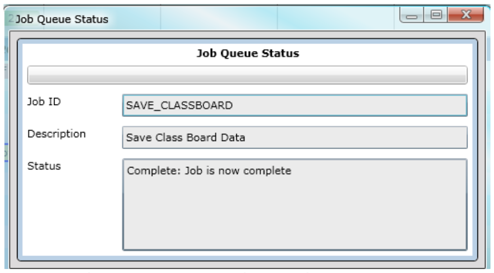


Figure 7.71 – Saving, Job Queue Status

Chapter Eight: MANUAL SCHEDULING

In this chapter, the following topics are covered:

- How to setup sections & assign students to sections
- How to make changes to the student's schedule in bulk
- How to assign classes to students individually
- How to assign a track to students in bulk
- Where to see classes that have been deleted
- How to enter the date for the end of the term

The Scheduling screens are either used to modify a student's schedule after the completion of the mass scheduling process or used to create student schedules when the mass scheduling process is not used. For smaller districts, the manual scheduling process may be easier to use. To use the Scheduling screens to create student schedules, first create the sections using the Section screen. Once the course sections have been created, students can be assigned to sections using several different screens.

CREATING SECTIONS

To add a section to the school:

1. Go to the **Section** screen, found under Synergy SIS > Schedule.

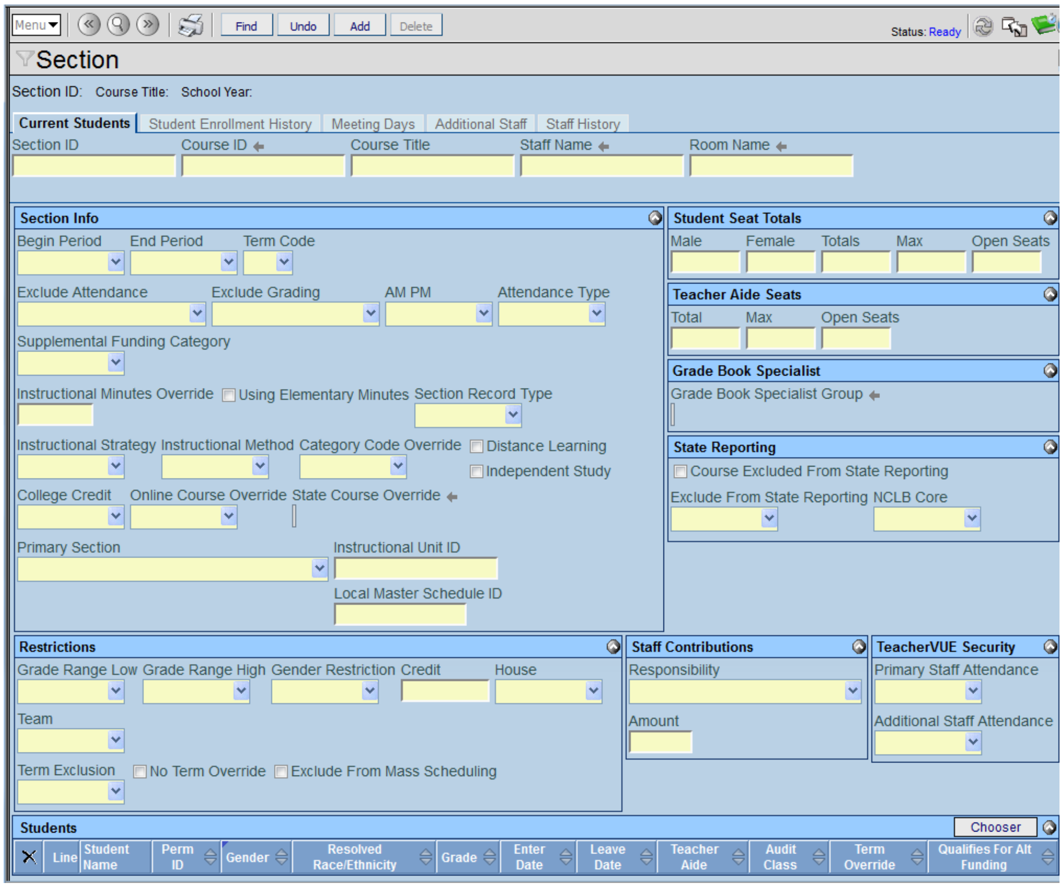


Figure 8.1 – Section Screen

2. Click the **Add** button at the top of the screen. A new Section screen pops-up. The fields highlighted in green are mandatory and must be entered.

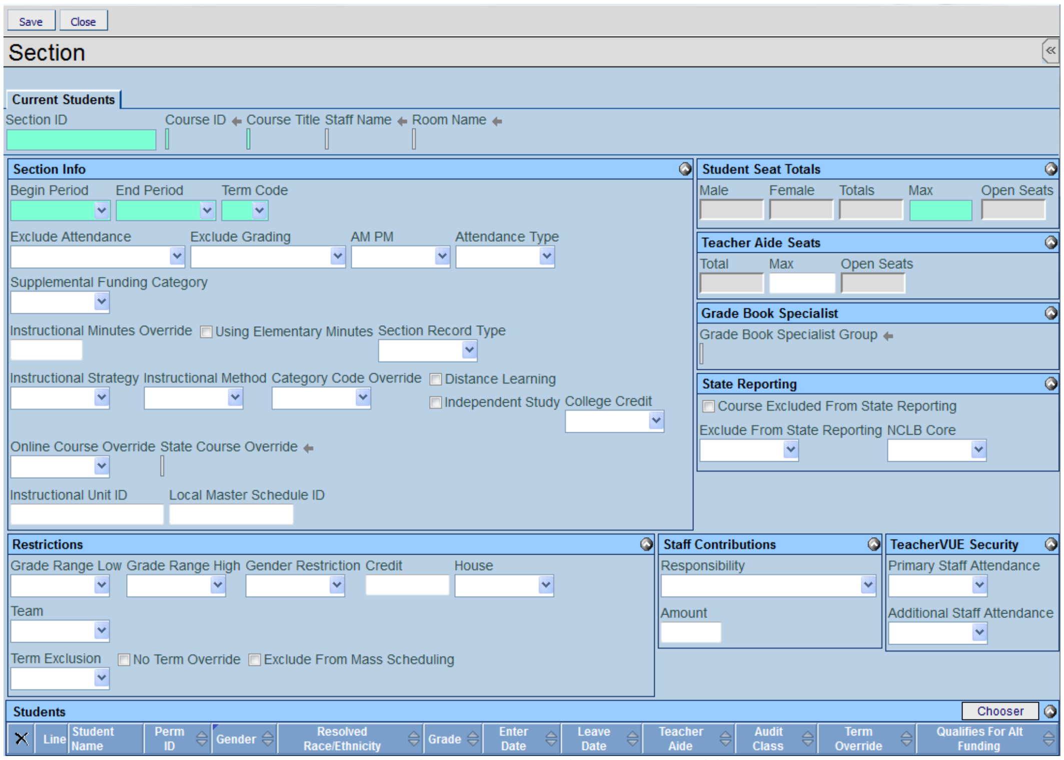


Figure 8.2 – Section Screen, Adding

3. If the Section ID is set to automatically generate by the option in the School Scheduling Options screen, it does not need to be entered. Otherwise, enter a unique **Section ID**.
4. Select the **Course ID** by clicking on the **gray arrow** next to Course ID and selecting the course by using the Find Course screen.
5. The **Course Title** populates based on the Course ID selected.
6. Select the **Staff Name** by clicking on the **gray arrow** next to Staff Name and selecting the course by using the Find Staff screen.
7. Select the **Room Name** by clicking on the **gray arrow** next to Room Name and selecting the course by using the Find School Room screen.
8. If using tracks, select the **Track** assigned to the Section.
9. Select the starting and ending period for the section from the **Begin Period** & **End Period** drop-down list.
10. Select the **Term Code** assigned to the section from the drop-down list.
11. Select how the section will be handled in the attendance and grading views from the **Exclude Attendance** and **Exclude Grading** drop-down lists. Attendance may be set to **Include in Attendance**, **Include in Attendance – No Scan Sheet**, or **Exclude from Attendance**. Grading may be set to **Include in Grading**, **Include in Grading – No Scan Sheet**, or **Exclude from Grading**.
12. For schools taking daily attendance, the section can be designated as either a morning or afternoon section by selecting it from the **AM PM** drop-down list. It can be set to **AM**, **PM** or **Both**.

13. For schools taking positive attendance such as for Supplemental Funding or Area Learning Centers (ALC), select **Positive** from the **Attendance Type.**
14. If the section is used for supplemental funding, select the funding category from the **Supplemental Funding Category** drop-down list.
15. To override the number of instructional minutes assigned to this section by the Bell Schedule, enter the number of minutes to be used in the **Instructional Minutes Override** box. This may be needed for sections that meet over the lunch period. For example, if Period 4 in the bell schedule includes 30 minutes for lunch and 60 minutes for the section, the section instructional minutes should be set to only 60.
16. When **Using Elementary Minutes** is checked, the number of minutes submitted to the state for the section can be customized for each day of the week. A new section will appear on the Section screen above the Students grid with spaces to indicate the number of minutes for each weekday.

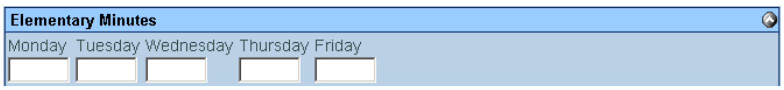


Figure 8.3 – Elementary Minutes Section

17. Select the **Section Record Type** to be used from the drop-down list.
18. Select the **Instructional Strategy** to be used in the section from the drop-down list. These values can be customized by district in the Lookup Table Definition screen.
19. Select the **Instructional Method** to be used in the section from the drop-down list. These values can be customized by district in the Lookup Table Definition screen.
20. To override the category assigned to the district course, select the category from the **Category Code Override** drop-down list.
21. Check the boxes to indicate if the section is a **Distance Learning** or **Independent Study** class.
22. Select the **College Credit** to be used in the section from the drop-down list. These values can be customized by district in the Lookup Table Definition screen.
23. To override the online course designation assigned to the district course, select the **Online Course Override** drop-down list.
24. To override the state course, select the gray arrow next to the **State Course Override** field.
25. Enter the **Instructional Unit ID**.
26. Enter the **Local Master Schedule ID**.
27. Enter the maximum number of students that can enroll in the class in the **Max** field in the **Student Seat Totals** section. Also indicate the maximum number of teacher aides for the class in the **Max** field in the **Teacher Aide Seats** section.
28. To assign a Grade Book Specialist Group to the course, click the gray arrow next to the Grade Book Specialist Group field and select the appropriate group.
29. To exclude the course from state reporting, select the Course Excluded From State Reporting checkbox. To exclude or include just this section from State reporting, select yes or no from the Exclude From State Reporting drop-down.
30. Select To restrict the section to students in a certain grade range, select the **Grade Range Low** and **Grade Range High** from the drop-down list.

31. To restrict the class to a particular gender (such as a physical education section), select the gender from the **Gender Restriction** drop-down list.
32. To override the credit assigned to the course in the District Course screen, enter the number of credits for the section in the **Credit** field.
33. To assign the section to a **House** and/or **Team,** select the values from the drop-down list. For more information about Houses and Teams, see Chapter Four in this guide.
34. Select the **Term Exclusion** from the drop-down list to assign the section to a Term Exclusion group. For more information about Term Exclusions, see Chapter Four in this guide.
35. To prevent students from enrolling in the section during a term other than what is assigned to the section, check the **No Term Override** box.
36. If this section should not be included in the mass scheduling process, check the box **Exclude from Mass Scheduling**.
37. Select the staff member's responsibility from the **Responsibility** drop-down and they **Amount** of time they spend in that role for this section.
38. Select the attendance security to assign to the primary teacher and additional staff in the **TeacherVUE Security** section. For more information, please see the *Synergy SIS - TeacherVUE Administrator Guide*.
39. Click the **Save** button at the top of the screen to save the new section.

Once the section has been created and students scheduled, the students currently enrolled in the section will be listed at the bottom of the **Current Students tab**.

> **Note**: If the course for which you created a section is an online or virtual course taught at a virtual or other school, select the virtual school and section in the **Primary Section** drop-down field on the Section screen and click **Save**. This links both sections at the Home school and the Virtual school. When a student adds or drops the class, both sections are updated.

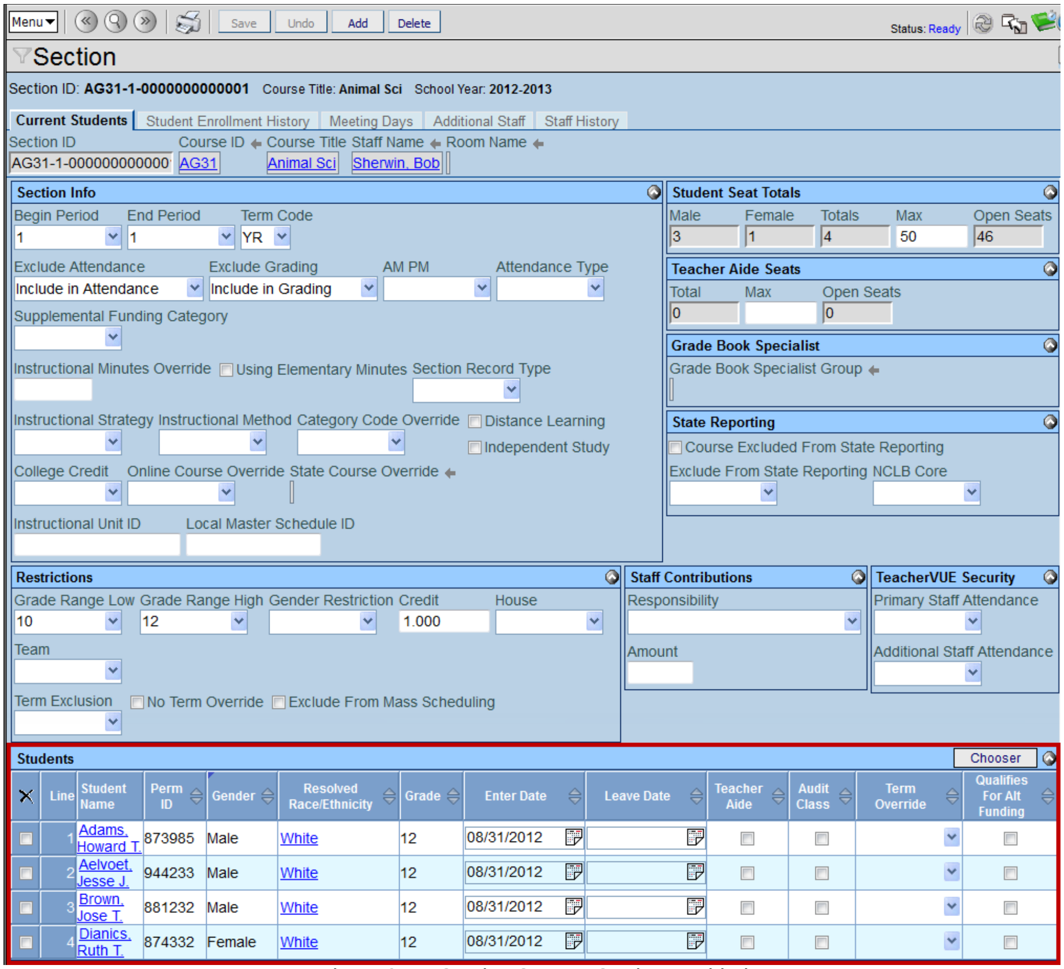


Figure 8.4 – Section Screen, Students Added

From here, the students can be withdrawn by entering a **Leave Date** and clicking the Save button at the top of the screen. The entire section can be deleted from the student's schedule by clicking the box in the **X** column next to the student's name and clicking the Save button. Students can also be assigned as the **Teacher Aide** by checking the box, or the student can audit this class by selecting **Audit Class** checkbox. A **Term Override** may be assigned to a student. Student who **Qualifies for Alt Funding** can be selected. Students may also be added to the section by clicking on the **Chooser** button and selecting the students using the Chooser screen.

To add students to a section using the Section screen:

1. Go to the **Section** screen, found under Synergy SIS > Schedule.
2. Find the section using either the **Scroll** buttons or **Find** mode.
3. Once the section is shown, scroll to the bottom of the screen and click on the **Chooser** button.

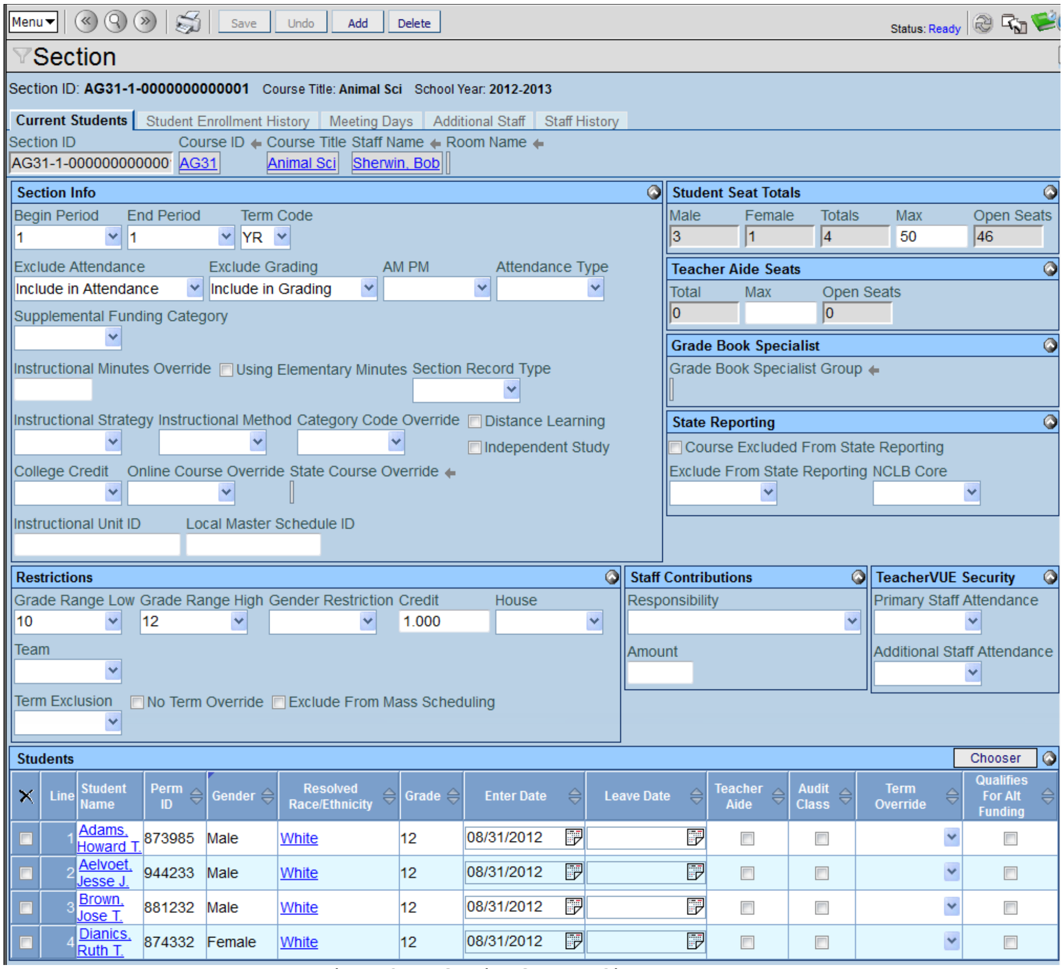


Figure 8.5 – Section Screen, Chooser Button

4. The **Chooser** screen pops-up in a separate window. Enter the criteria to be used to select the students in the **Find Criteria** section and click the **Find** button.

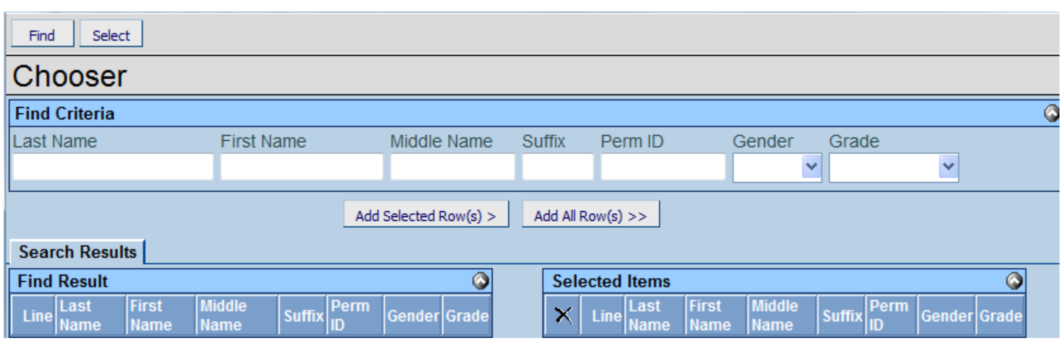


Figure 8.6 – Chooser Screen

5. The students matching the criteria entered are then listed in the Find Result grid. Click on a student name to select them, and then click the **Add Selected Row(s)>** button. To add multiple students at a time, hold the CTRL button down while clicking on multiple student names to select them. To add all the students matching the criteria, click the **Add All Row(s)>>** button.

6. The student names are moved to the Selected Items grid. To remove a student from the Selected Items grid, click the box in the **X** column. When all the students needed are in the Selected Items grid, click the **Selec**t button to add them to the Students grid.
7. Click the **Save** button at the top of the Section screen to save the added students.

To see a list of students that have withdrawn from the section, click on the **Student Enrollment History tab**. Students that have been withdrawn from school are enclosed in parenthesis.

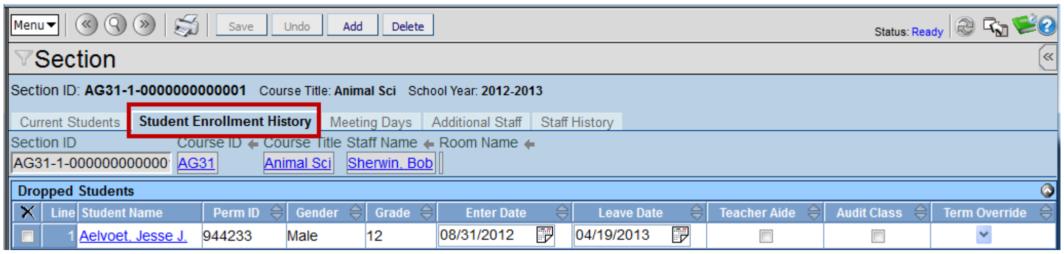


Figure 8.7 – Section Screen, Student Enrollment History Tab

Students can be permanently deleted from the section by clicking in the box in the **X** column and clicking the **Save** button at the top of the screen. To re-enroll the student in the section, delete the **Leave Date** and click the **Save** button at the top of the screen.

If the school uses a rotating schedule and the section does not meet every day, the meeting days can be set on the **Meeting Days tab**. For more information about rotating schedules, please see the section on Period Rotation in Chapter Three.

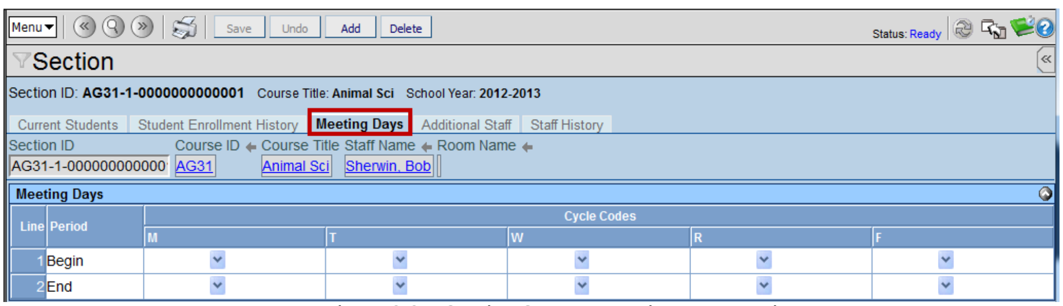


Figure 8.8 – Section Screen, Meetings Days Tab

To set other section options and assign additional staff to the section:

1. Click on the **Additional Staff tab**.

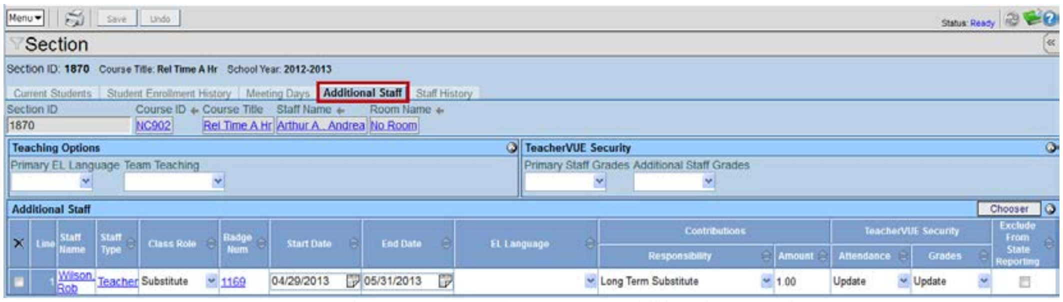


Figure 8.9 – Section Screen, Additional Staff Tab

2. Select the primary language used in the section from the **Primary EL Language** drop-down list.
3. If more than one teacher shares the responsibility for teaching the class, the type of **Team Teaching** can be selected from the drop-down list. It can be set to either **Job Share** or **Team Teaching**.
4. Select the grading security to assign to the primary teacher and additional staff in the **TeacherVUE Security** section. For more information, please see the *Synergy SIS – TEACHERVUE Administrator Guide*.
5. To add additional staff to the section, click on the **Chooser** button and select the Staff to add using the Chooser screen.
6. Once the staff has been added, the staff's Class Role, Start Date, End Date, **EL Language, Responsibility, Amount,** and **TeacherVUE Security** can be selected from the drop-down lists. To prevent the staff from being included in the state data upload, check the box **Exclude from State Reporting**.

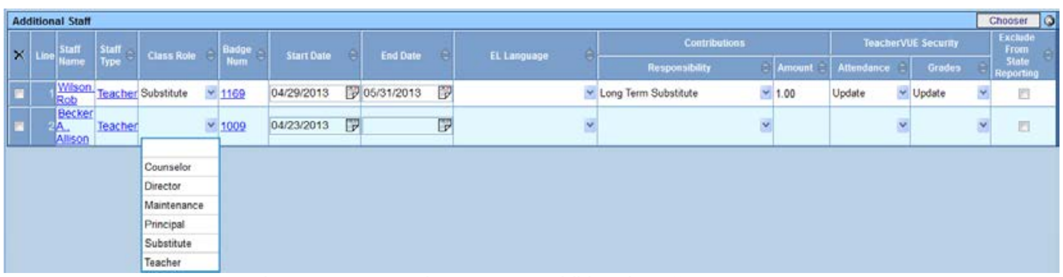


Figure 8.10 – Section Screen, Additional Staff

7. To save the changes, click the **Save** button at the top of the screen.
8. To remove a staff from this section, check the box in the **X** column and click the **Save** button at the top of the screen.

Additional staff (such as a substitute teacher) can be added to multiple sections at the same time. To add additional staff to multiple sections at the same time:

1. Go to the **Assign Additional Staff** screen, found under Synergy SIS > Schedule.
2. In the Step 1 group box, select the teacher who needs the substitute or additional staff assigned to their sections by clicking the gray arrow next to the Staff Name field. When a teacher is selected, the sections they teach populate the Select Sections Assignments grid.
3. Enter a Start Date and End Date for which the teacher will need an additional staff member assigned. A Start Date is required.
4. In the step **2** group box, select the additional staff member by clicking the grey arrow next to the **Staff Name** field, which opens the **Find: Staff** screen.

> **Note**: If the staff member selected does not have a TeacherVUE user account, a message will display under the Staff Name field. If you would like the additional staff member to have access to the primary teacher's TeacherVUE account, you will need to create an account for them in Synergy SIS.

5. In the step **3** group box, you can assign the additional staff member a specific Class Role, indicates their EL Language, and/or give the additional staff member access to view or enter grades and attendance using TeacherVUE in the **TXP Attendance** and **TXP Grades** fields.

> **Note**: The items in step **3** are not required to complete the additional staff assignment.

6. In the step **4** group box, select the sections the additional staff member will be assigned to in the **Select Sections Assignments** grid.
7. Click the **Assign Additional Staff** button at the top of the screen. A notification appears informing the user that the selected additional staff member was added to the number of selected sections. The additional staff member appears on the Additional Staff tab of the Section screen.

To see a list of staff members and additional staff members that have been assigned to the section, click on the **Staff History tab**.

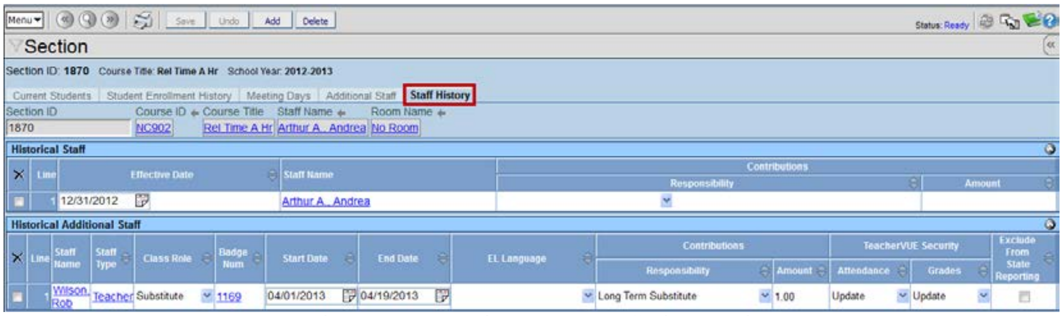


Figure 8.11 – Section Screen, Staff History Tab

Staff members can be permanently deleted from the section by clicking in the box in the **X** column and clicking the **Save** button at the top of the screen. To re-assign the staff member to the section, delete the **End Date** and click the **Save** button at the top of the screen.

To delete a section:

1. Delete all students from both the **Current Students** and **Student Enrollment History** tab.
2. Delete all the staff from the **Additional Staff** tab.
3. Click the **Delete** button at the top of the screen.

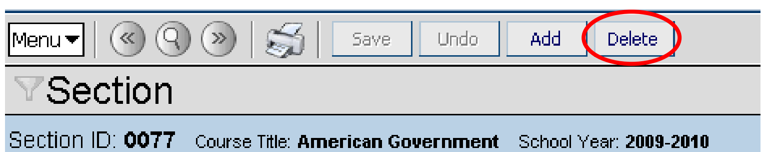


Figure 8.12 – Deleting a Section

To edit the Section ID:

1. Click on the **Menu** button at the top of the screen, and choose **Edit Section Data**.

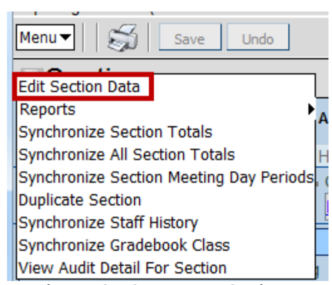


Figure 8.13 – Menu Options

2. The Section ID box will turn white, and the information can be edited.

Figure 8.14 – Section Screen, Editing Section ID

3. Click the **Save** button at the top of the screen to save the changes.

The **Class Student** report for the student may also be printed from this screen by clicking on the **Menu** button, selecting **Reports**, and clicking on the **Class Student** report. The report pops-up as a PDF in a separate window.

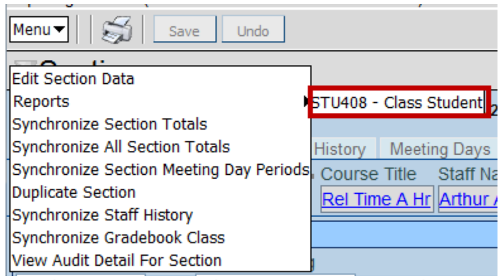


Figure 8.15 – Section Screen, Menu Options

To update the totals in the Student Seat Totals and Teacher Aide Seats for the section:

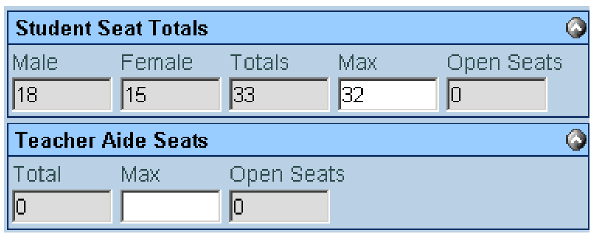


Figure 8.16 – Section Screen, Student Seat Totals & Teacher Aide Seats

1. Click on the **Menu** button at the top of the page.

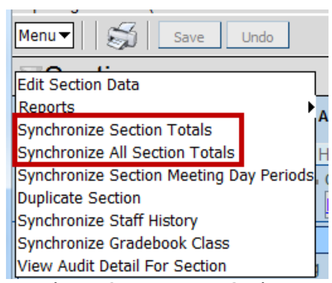


Figure 8.17 - Menu Options

2. Select **Synchronize Section Totals** to update the totals for the section in focus, or select **Synchronize All Section Totals** to update all sections at the school in focus.

If the section meeting days have been updated in the Section screen for schools with rotating periods, they need to be synchronized with the periods. To update the section meeting day periods:

1. Click on the **Menu** button at the top of the page.

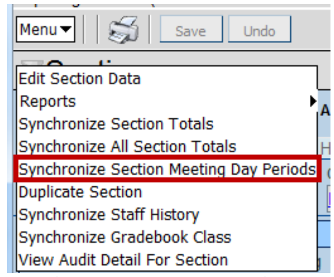


Figure 8.18 - Menu Options

2. Select **Synchronize Section Meeting Day Periods**.
3. The Synchronize Section Meeting Day Period Options screen pops-up. Select from the **Synchronize Option** drop-down list to either **Update All Sections** or just **Update Sections Without Meeting Days** for those sections no longer using meeting days.

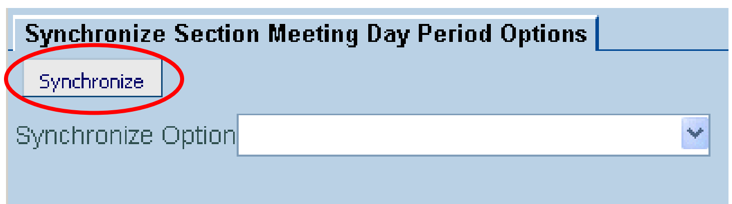


Figure 8.19 – Synchronize Section Meeting Day Period Options Screen

4. Click the **Synchronize** button to run the process.

To quickly create a section with all of the same options as the section in focus

1. Click on the **Menu** button at the top of the page.

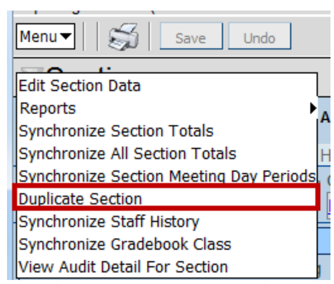


Figure 8.20 - Menu Options

2. Select **Duplicate Section**. A new section windows pops-up with all of the same data as the section in focus.

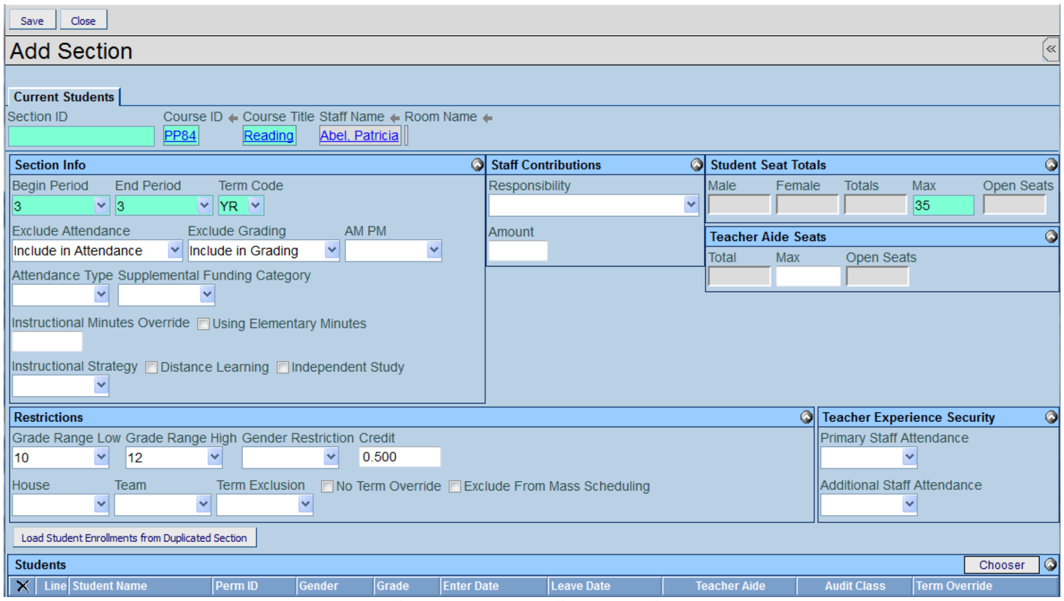


Figure 8.21 – Duplicate Section

3. Edit the section information as needed. To also duplicate the student enrollments, click the **Load Student Enrollments from Duplicated Section** button.
4. Click the **Save** button at the top of the screen to save the new section.

If the section's staff members or additional staff members have been updated in the Section screen, the staff history can be synchronized for the current school in focus or across the entire district. To update the staff history:

1. Click on the **Menu** button at the top of the page.

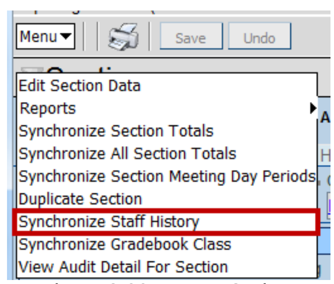


Figure 8.22 - Menu Options

2. Select **Synchronize Staff History**.
3. The Synchronize Staff History Options screen opens. Select from the **Synchronize all sections across the entire district** checkbox to update all staff history in the district.

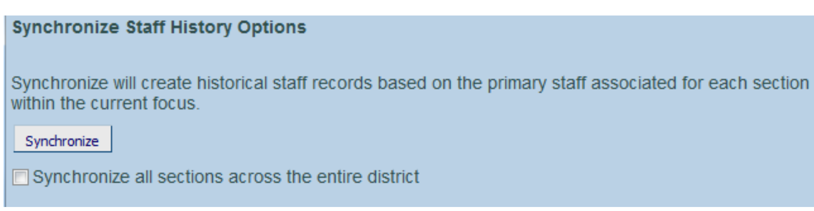


Figure 8.23 – Synchronize Staff History Options Screen

4. Click the **Synchronize** button to run the process.

If your school uses Grade Book, you can synchronize any changes that you have made to the section, so they also appear in Grade Book. To update class section in Grade Book with the changes made on the Section screen:

1. Click on the **Menu** button at the top of the page.

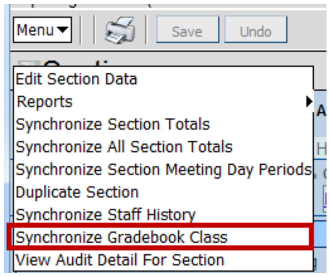


Figure 8.24 - Menu Options

2. Select **Synchronize Gradebook Class** to update the class in Grade Book with the changes.

Assign Multiple Students to Sections

Two screens can be used to assign sections to multiple students at a time. One is the Assign Students to Sections screen. The other is the Class Assignment screen. To assign sections, or classes, to multiple students at a time using the Assign Multiple Students to Sections screen:

1. Go to the **Assign Students To Sections** screen, found under Synergy SIS > Schedule.
2. To assign one section to a group of students, use the By Student tab. Select the section to be assigned by clicking on the **gray arrow** next to Section ID.

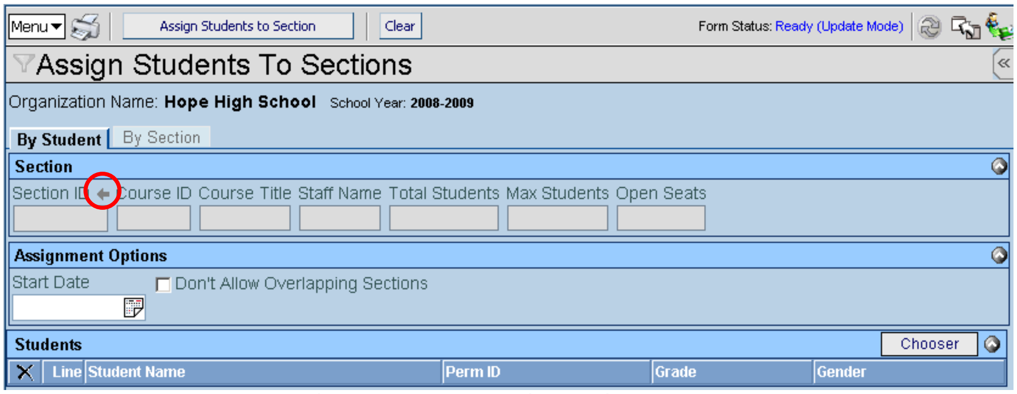


Figure 8.25 – Mass Assign Sections Screen

3. The Find Section screen pops-up. Enter some or all of the criteria at the top of the screen and click the **Find** button to find all the sections that meet the criteria entered.

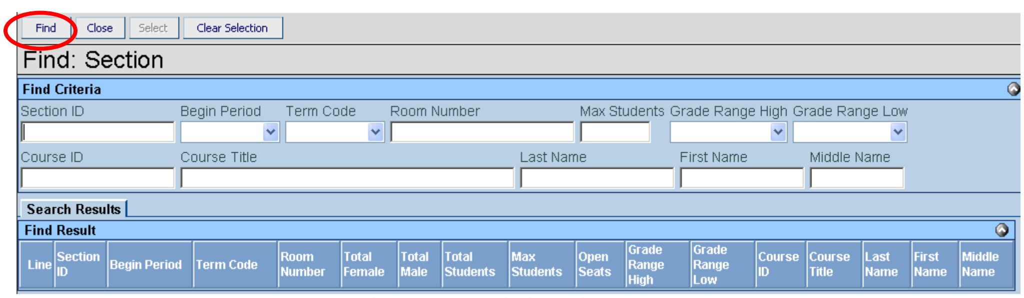


Figure 8.26 – Find Section Screen

4. Click on the section to schedule in the Find Results list, and click the **Select** button.

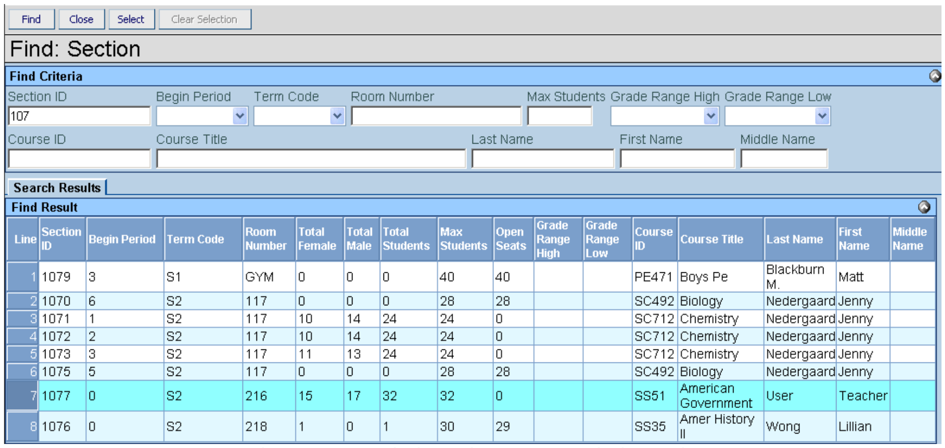


Figure 8.27 – Find Section Screen, Find Results

5. Enter the **Start Date** to be entered for the section in the students' schedules. The date can be entered in MM/DD/YY format or it can be selected by clicking on the Calendar button.

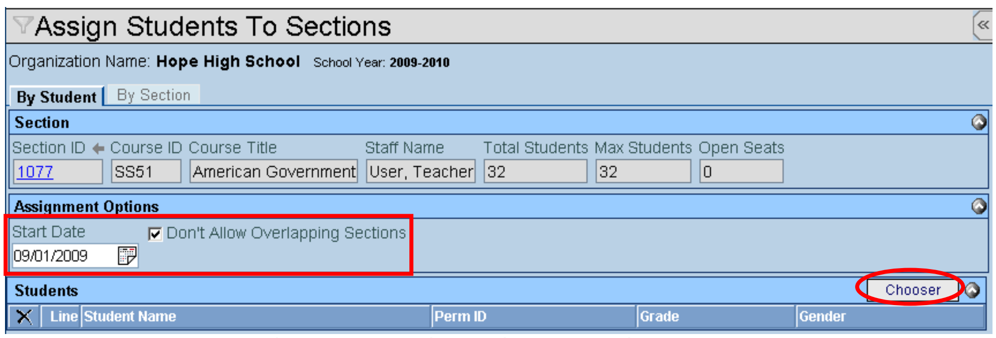


Figure 8.28 – Assign Students To Sections Screen

6. To prevent scheduling conflicts, check the box labeled **Don't Allow Overlapping Sections**.

7. Select the students to be assigned to the section by clicking the **Chooser** button.

8. The Chooser screen pops-up. Enter the information known about the students to be assigned in the Find Criteria section, and click the **Find** button at the top of the screen. The students may be found using any part of the criteria, including last name, first name, middle name, perm ID, grade or gender. Partial information may be used as well, such as the first letters of a last name or first name.

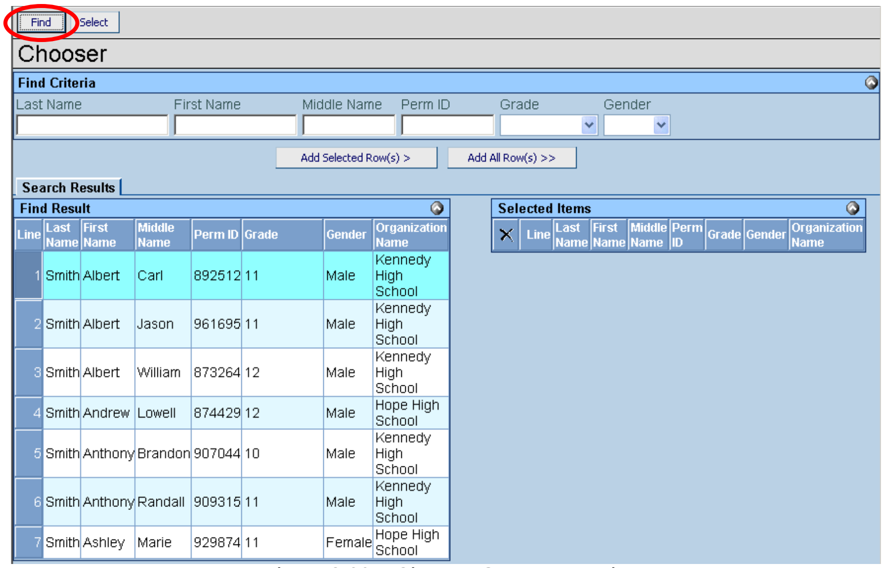


Figure 8.29 – Chooser Screen, Results

9. Once the Find button clicked, a list of students that match the criteria appears in the Search Results section. Click on the name or names of the student(s) to add and click the **Add Selected Row(s)** button to add the student(s) to the Selected Items section. Multiple searches may be made until all students have been found and added to the Selected Items section. Multiple rows may be selected by holding down the Ctrl key and clicking on all the students needed. To remove a student from the Selected Items section, click the box under X column. To add all of the students found in the Search Results list to the Selected Items section, click the Add All Row(s) button.

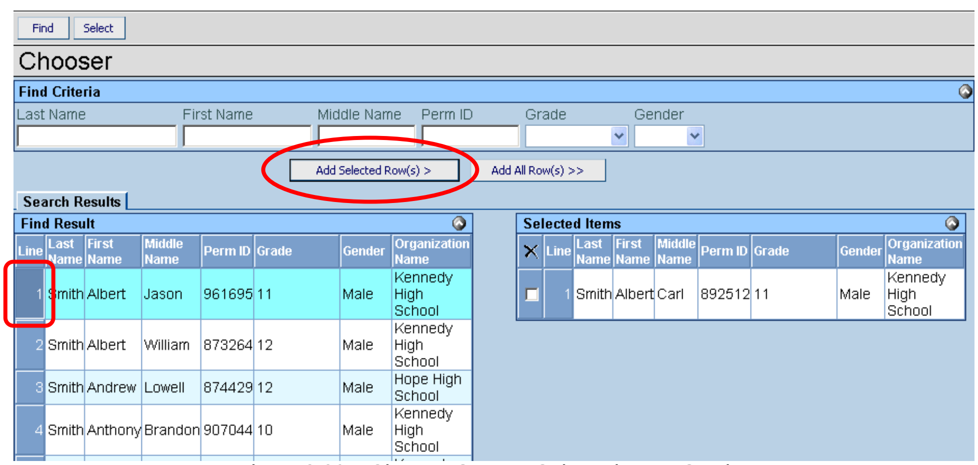


Figure 8.30 – Chooser Screen, Selected Items Section

10. Once all of the students to be assigned have been selected, click the **Select** button at the top of the screen to add them to the screen.

11. To assign the students to the section, click the **Assign Students to Section** button at the top of the screen.

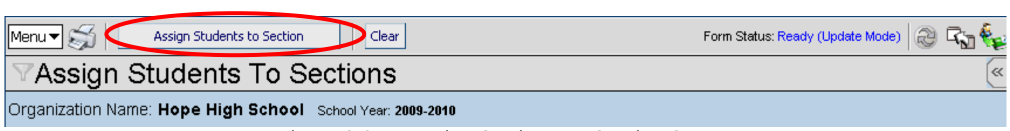


Figure 8.31 – Assign Students to Section Screen

To replace existing section assignments with a new assignment or add new sections to the student schedule:

1. Click on the **By Section** tab of the screen

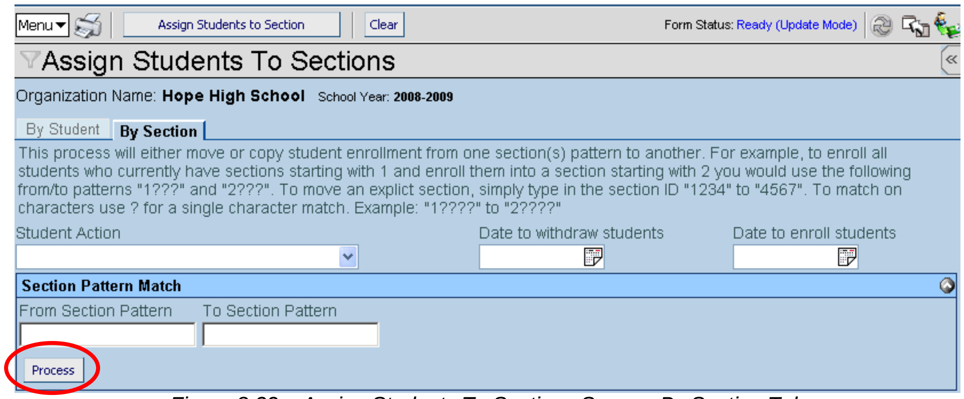


Figure 8.32 – Assign Students To Sections Screen, By Section Tab

2. Select how the current section assignment will be handled from the **Student Action** drop-down list. **Copy** leaves the existing section in the schedule and just adds the matching section. **Drop** withdraws the student from the existing section, and **Move** deletes the student from the existing section.
3. Enter the leave date for the existing section in the **Date to Withdraw Students** field in MM/DD/YY format. The date may also be selected by clicking the Calendar button.
4. Enter the start date for the new section in the **Date to Enroll Students** field in MM/DD/YY format. The date may also be selected by clicking the Calendar button.
5. Enter the **From Section Pattern** to match to the existing section ID. The pattern may match a section ID exactly by entering the full section ID such as 1077, or it may match only part of the ID such as all section ID starting with 1. The question mark is used as a placeholder to match any character, so a match on all section ID starting with 1 would be entered as 1????? for a section ID with 6 characters.
6. Enter the **To Section Pattern** to match the new section ID. The pattern may match a section ID exactly by entering the full section ID such as 1077, or it may match only part of the ID such as all section ID starting with 1. The question mark is used as a placeholder to match any character, so a match on all section ID starting with 1 would be entered as 1????? for a section ID with 6 characters.
7. Click the **Process** button at the bottom of the screen to make the new assignments.

Classes, or sections, may be assigned to students in bulk by using the **Class Assignment** screen as well. To us the Class Assignment to assign classes to several students at once:

1. Go to the **Class Assignment** screen, found under Synergy SIS > Schedule

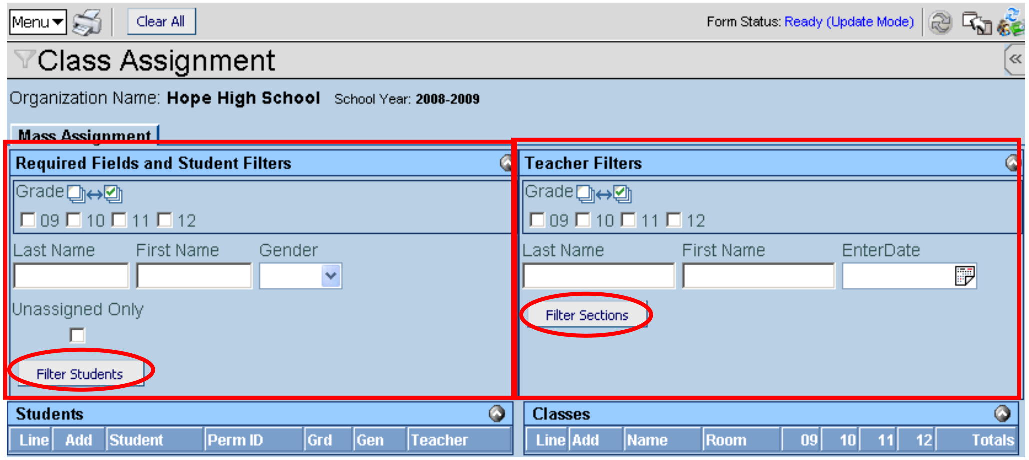


Figure 8.33 – Class Assignment Screen

2. Select the students to assign to a section by entering some criteria in the **Student** filters section. To select all students at a certain grade level, check the **Grades**. The students can also be filtered by **Last Name**, **First Name,** or **Gender**. To list all students that have not been assigned to any sections, check the box for Unassigned Only. Once all of the criteria have been added, click the **Filter Students** button.

3. Select the sections to be assigned by entering criteria in the **Teacher Filters** section. To select all sections offered to a certain grade level, check the **Grades**. Or sections can be found by the teacher's **Last Name** and/or **First Name**. Click the **Filter Sections** button to list the sections that match the criteria entered.

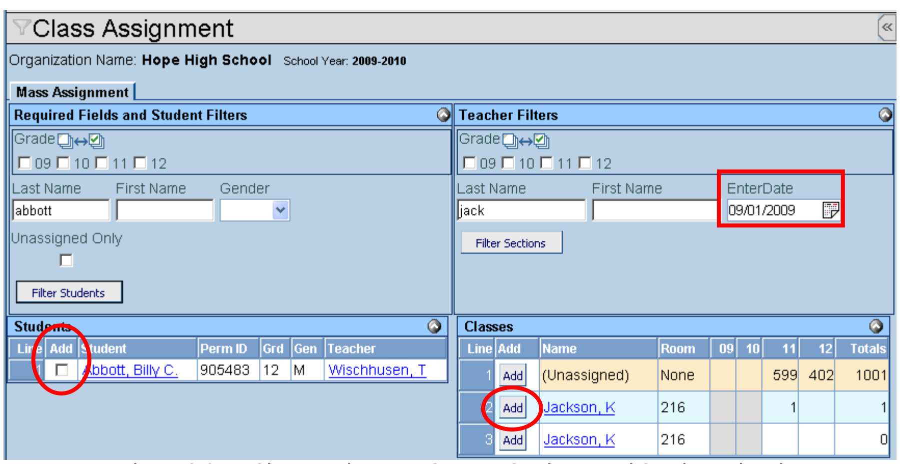


Figure 8.34 – Class Assignment Screen, Students and Sections Listed

4. Adjust the enter date to be used for the section assignment by editing the default value in the **Enter Date** field or selecting it by using the Calendar button.

5. Check the box in the **Add** column of the students to add to the section. Click the **Add** button next to the section, and the students will be added to the section.

INDIVIDUALLY ASSIGNING CLASSES

Classes can be assigned to an individual student through two views. They can be modified or added using the Student Classes screen or via the Classes tab of the Student screen. To modify the student's class schedule using the Student Classes screen:

1. Go to the Student Classes screen, found under Synergy SIS > Schedule.
2. To add a single class, click the Add button and select the class using the Find Section screen.

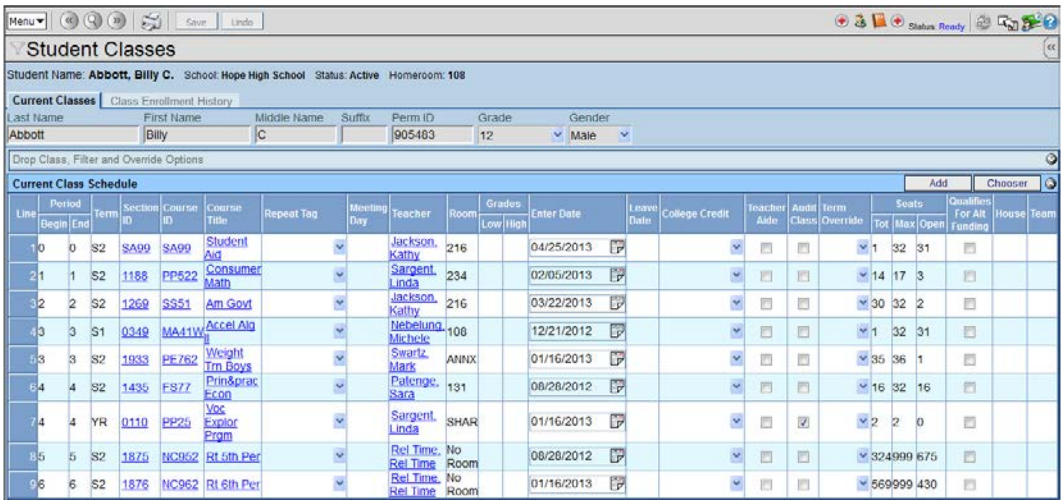


Figure 8.35 - Student Classes Screen

3. To add multiple classes, click the **Chooser** button and select the class using the Chooser screen.
4. Once a class has been added, if the student is repeating the course that can be indicated by selecting a **Repeat Tag**. If the student can receive college credit for the course, indicate that in the **College Credit** drop-down field. the student may be made a **Teacher Aide** in the class by checking the box. If the student is auditing the class select the **Audit Class** checkbox. To override the term for which the student will attend the class, select the term from the **Term Override** column. If the student qualifies for alternative funding, check the box in the **Qualifies for Alt Funding** column.
5. To drop a class from the student's schedule or to filter the list of classes, maximize the Drop Class and Filter Options section by clicking on the **Maximize** button.
6. To drop a class from the student's schedule or to filter the list of classes, maximize the Drop Class and Filter Options section by clicking on the **Maximize** button.

Figure 8.36 - Maximize Button

7. To drop a class, enter a **Leave Date** in MM/DD/YY format or select a date using the Calendar button. Click on the **line number** of the class to drop in the Current Class Schedule list, and click the **Drop Selected Classes** button. Multiple classes may be selected by holding down the CTRL key

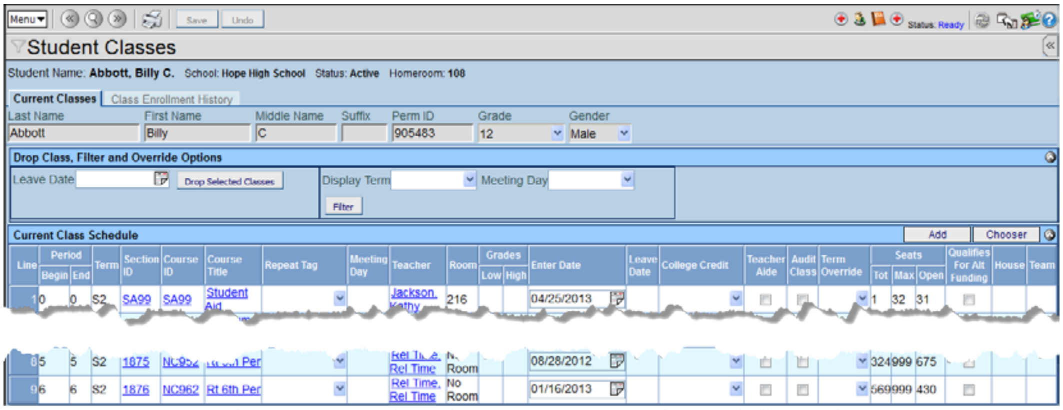


Figure 8.37 – Student Classes Screen, Drop Class and Filter Options

8. To filter the list of classes, select the terms to display from the **Display Term** drop-down list. If a rotating schedule is used, the Meeting Day can also be selected from the drop-down list. Once the selections are made, click the **Filter** button.
9. To see the list of classes that have been dropped from the student's schedule, click on the Class Enrollment History tab.

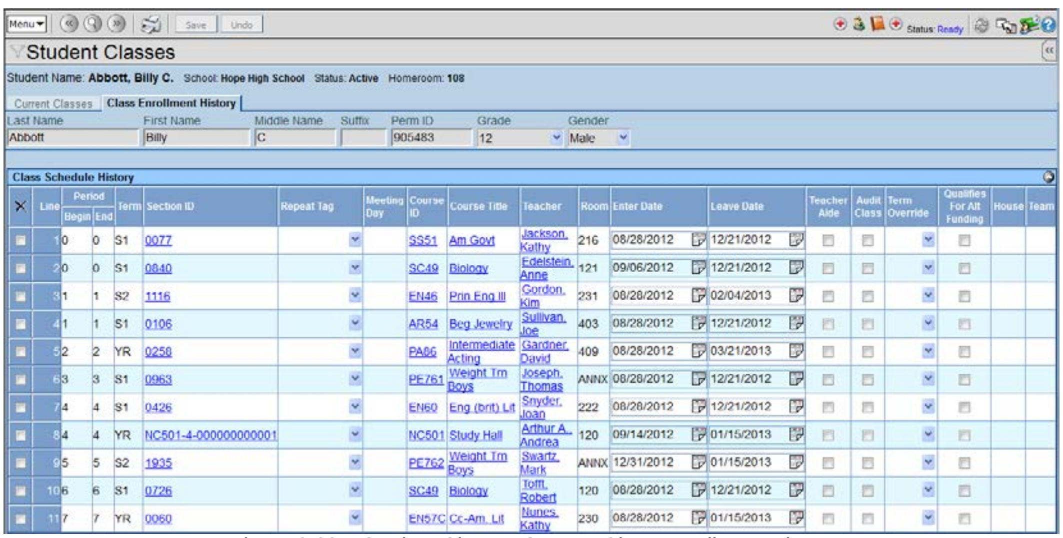


Figure 8.38 – Student Classes Screen, Class Enrollment History

10. The current Class Schedule report for the student may also be printed from this screen by clicking on the Menu button, selecting Reports, and clicking on the Class Schedule report. The report pops-up as a PDF in a separate window.

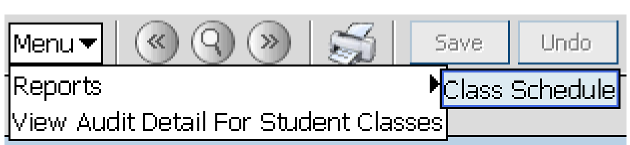


Figure 8.39 – Student Classes Screen, Menu Options

The student's schedule may also be modified from the **Classes** tab of the **Student** screen. To modify the student's schedule from the Student screen:

1. Go to the **Student** screen, found under Synergy SIS > Student.
2. Find the student schedule to modify using either the **Scroll** buttons or **Find** mode.
3. Once the student has been located, click on the **Classes** tab.

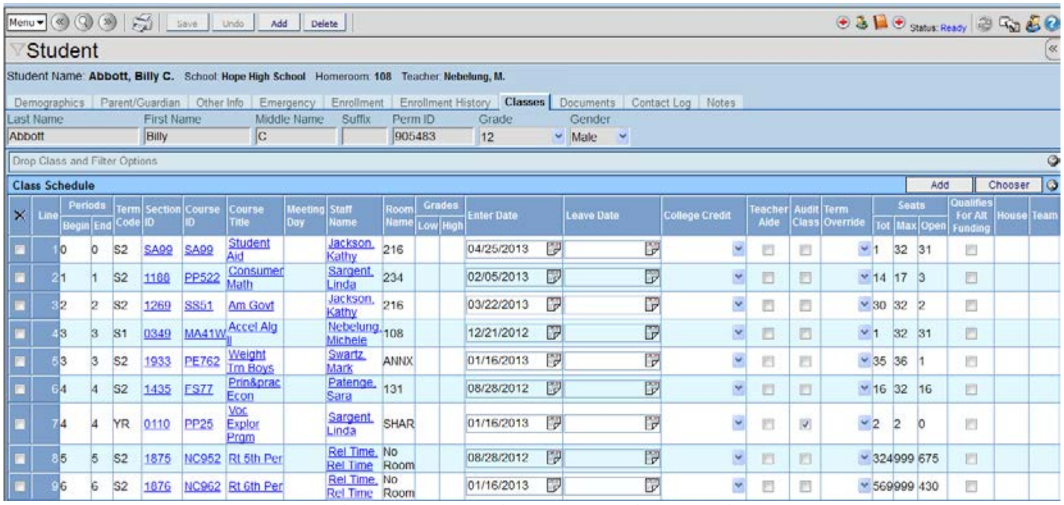


Figure 8.40 – Student Screen, Classes Tab

4. To add a single class to the student's schedule, click the **Add** button and select the class using the Find Section screen.
5. To add multiple classes to the student's schedule, click the **Chooser** button to use the Chooser screen to select multiple classes.
6. Once a class has been added, if the student is repeating the course that can be indicated by selecting a **Repeat Tag**. If the student can receive college credit for the course, indicate that in the **College Credit** drop-down field. the student may be made a **Teacher Aide** in the class by checking the box. If the student is auditing the class select the **Audit Class** checkbox. To override the term for which the student will attend the class, select the term from the **Term Override** column. If the student qualifies for alternative funding, check the box in the **Qualifies for Alt Funding** column.
7. To drop a class from the student's schedule, enter the **Leave Date** for the class.
8. Click the **Save** button at the top of the screen to save the changes.
9. To delete a class from the student's schedule, enter the **Leave Date** for the class and click the **Save** button at the top of the screen. Then check the box in the **X** column and click the **Save** button again.

MASS ASSIGNING TRACKS

For schools that use tracks, tracks may be assigned to the students in bulk. To assign tracks to all of the students in the school:

1. Go to the **Mass Assign Track** screen, found under Synergy SIS > Schedule.

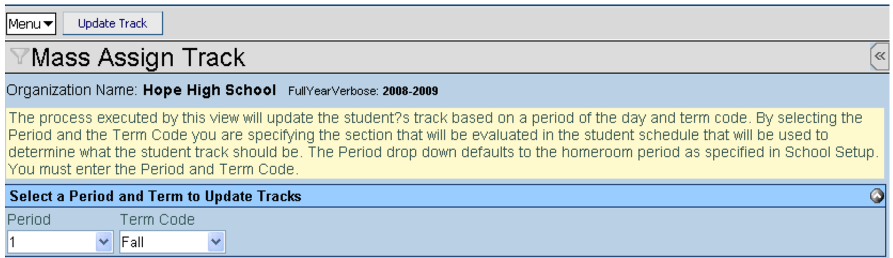


Figure 8.41 – Mass Assign Track

2. Select the **Period** and **Term Code** for the class in each student's schedule that indicates the track assigned to the student. By default, the period shown is the homeroom period entered on the School Setup screen.
3. Click the **Update Track** button.

ASSIGNING HOMEROOMS

To assign homerooms to students:

1. Go to the **School Setup screen**, found under Synergy SIS > System > Setup.

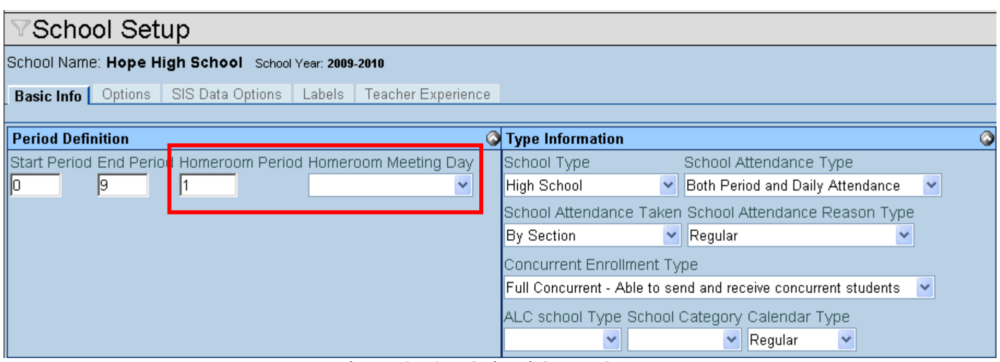


Figure 8.42 – School Setup Screen

2. Enter the number of the period assigned as the **Homeroom Period**.
3. For schools with rotating schedules, select the **Homeroom Meeting Day**.
4. Click the **Save** button at the top of the screen to save the changes.

The homeroom assignments may need to be updated periodically; for example, at the beginning of a new term. To update the Homeroom assignment:

1. From the **School Setup** screen, click on the **Menu** button and select **Update Homeroom Data**.

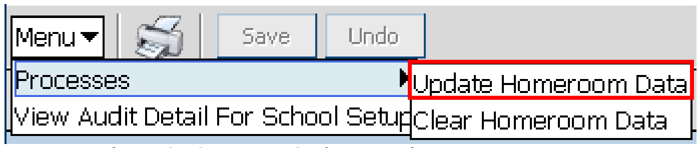


Figure 8.43 – Menu Options, Update Homeroom Data

2. When the process is complete, a message box pops-up listing the number of students updated. Click **OK** to close the message box.

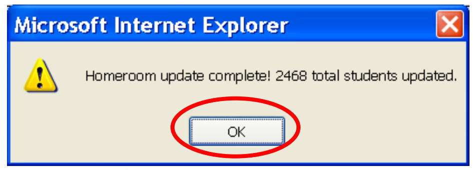


Figure 8.44 – Message Box

To clear all homeroom assignments:

1. From the **School Setup** screen, click on the **Menu** button and select **Clear Homeroom Data**.

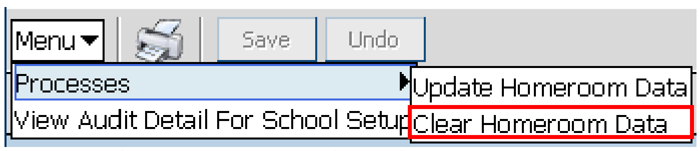


Figure 8.45 – Menu Options, Clear Homeroom Data

TRACKING DELETED CLASSES

If desired, classes that have been completely deleted from the student schedules can be tracked for the Add/Drop Report. To turn this function on, check the **Track Class Deletions for Add/Drop Report** box in the **School Scheduling Options** screen. This option needs to be selected for each school that needs to track deleted classes.

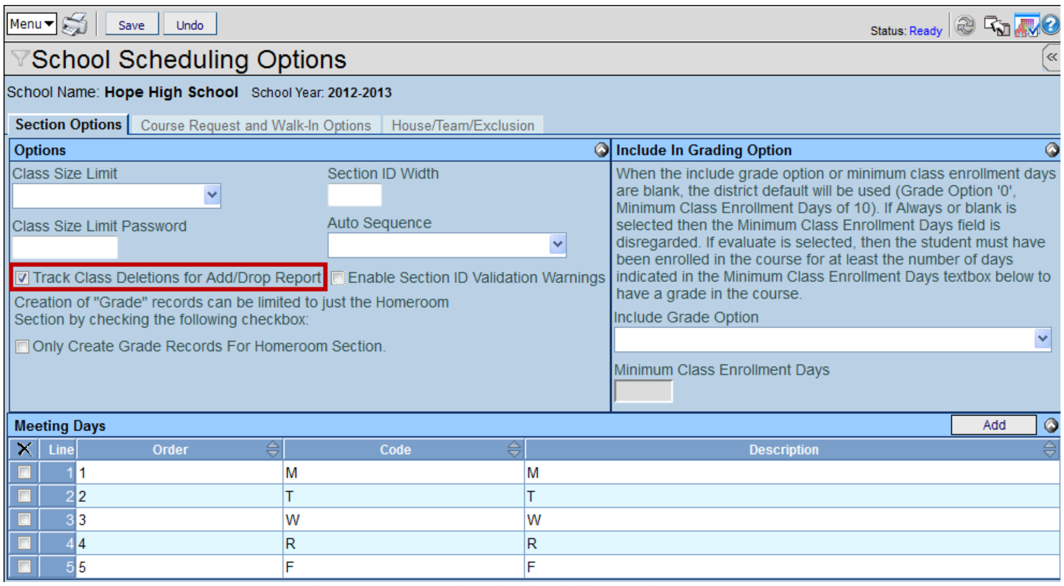


Figure 8.46 – School Scheduling Options Screen

To screen the deleted classes:

1. Go to the **Student Classes Deleted** screen, found under Synergy SIS > Schedule.

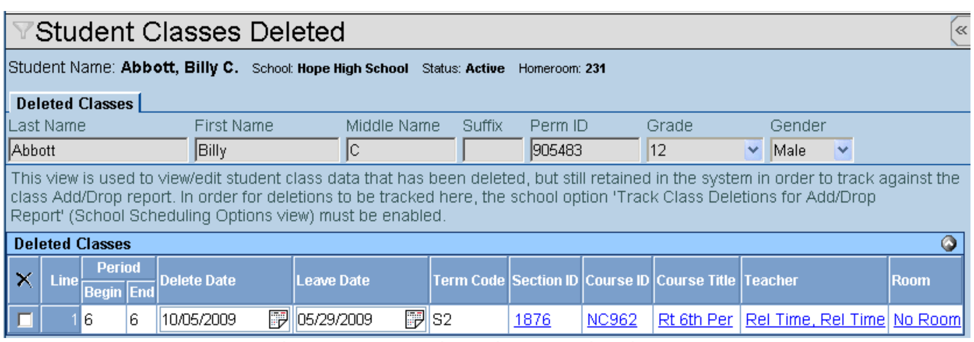


Figure 8.47 – Student Classes Deleted Screen

2. Each deleted class lists the period assigned, the date the class was deleted, the date the class was ended for the student, the term code, and the details of the section and course.
3. Note that classes will only be tracked if a leave date was entered for the class before it was deleted. **If the class had no leave date when it was deleted, it will not appear in the screen.**
4. To remove a class from the screen, check the box in the **X** column and click the **Save** button at the top of the screen.

ENDING TERMS

At the end of each term, each class in the student's schedule needs to have a leave date entered to indicate the student is no longer enrolled in the class. To automatically enter the leave date for all classes:

1. Go to the **End Term** screen, found under Synergy SIS > Schedule.

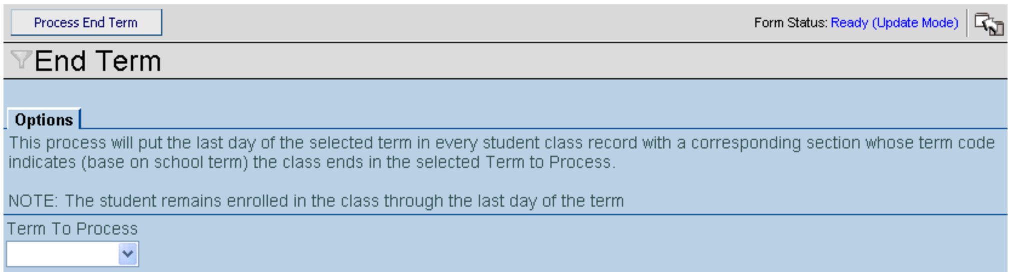


Figure 8.48 – End Term Screen

2. Select the **Term to Process** from the drop-down list.
3. Click the **Process End Term** button. The last day of the selected term will be entered as the leave date for all classes that are scheduled for the term.

Chapter Nine: REPORTS

In this chapter, the following topics are covered:

- Printing scheduling-related reports
- Customizing scheduling-related reports

AVAILABLE REPORTS

The available reports for Courses, Mass Scheduling and Schedule are found under the Synergy SIS Course, Mass Scheduling & Schedule folders. There are four types of reports available – Extracts, Individual, List, and Summary. **Extracts** pull information from Synergy SIS in a text file that can then be imported into another program. **Individual Reports** print out information about a single student per page, but can be printed for multiple students at one time. **List Reports** generate summaries for multiple students. **Summary Reports** present numerical report summaries.

COURSE REPORTS

To access the available Course reports:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button.

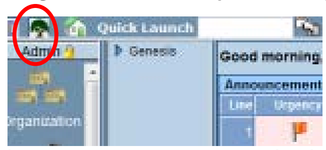


Figure 9.1 – Synergy SIS Navigation Tree

2. Expand the Synergy SIS folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward.

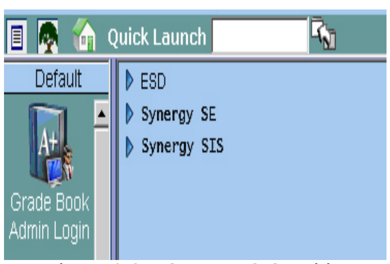


Figure 9.2 – Synergy SIS Folder

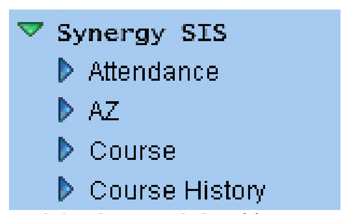


Figure 9.3 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the Course folder by clicking on the blue triangle pointing right, next to the word Course. Once clicked, the triangle turns green and points downward.

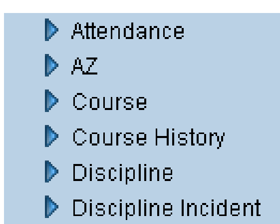


Figure 9.4 – Course Folder

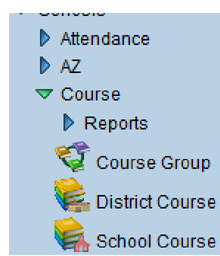


Figure 9.5 – Course Folder Expanded

4. Under the Course folder, open the Reports folder by clicking on the blue triangle pointing right, next to the word Reports. Once clicked, the triangle turns green and points downward.

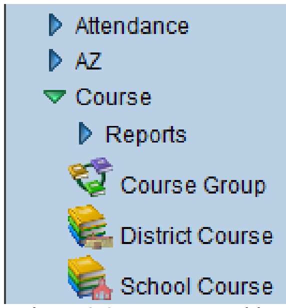


Figure 9.6 – Reports Folder

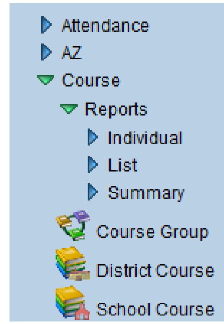


Figure 9.7 – Reports Folder Expanded

5. To access the Individual reports, click on the blue triangle next to the word Individual. To access the List reports, click on the blue triangle next to the word List. To access the Summary reports, click on the blue triangle next to the word Summary

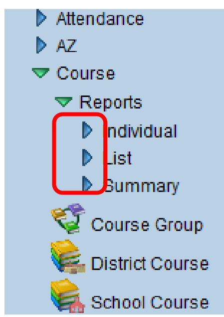


Figure 9.8 – Individual, List & Summary Folders

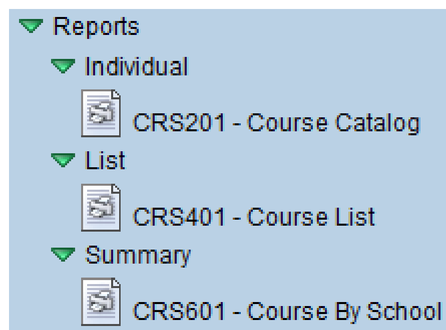


Figure 9.9 – Individual, List & Summary Folders Expanded

6. Click on the name of the report to open the report and select the options to be used in printing the report.

7. Once the report options have been set, click on the Print button to print the report. The report is printed as a PDF file to the screen, which can then be sent to the printer.

Reference: This chapter covers only the customizations specific to each of the reports used in Courses, and the additional options available on the other tabs are explained in the manual titled *Synergy SIS – Queries & Reports Guide*.

CRS201 – Course Catalog

The Course Catalog lists all of the courses with their description, ID, credit, and grade level.

Hope High School
Course Catalog

Year: 2009-2010
Report: CRS201

Algebra I **MA282F**
Grades: 10 - 12 College Prep: No Credit: 0.50
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra I Hnr **MA27-H**
Grades: 09 - 12 College Prep: No Credit: 1.00
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra One **MA28-9**
Grades: 09 - 12 College Prep: No Credit: 0.50
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Math Connection **MA26-9**
Grades: 09 - 12 College Prep: No Credit: 1.00

Algebra I **MA27**
Grades: 08 - 09 College Prep: No Credit: 1.00
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra I **MA271**
Grades: 07 - 09 College Prep: No Credit: 0.50
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra I **MA272**
Grades: 07 - 09 College Prep: No Credit: 0.50
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra I **MA27-2**
Grades: 07 - 09 College Prep: No Credit: 0.50
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra I **MA27-9**
Grades: 09 - 12 College Prep: No Credit: 1.00
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra I **MA28-2**
Grades: 09 College Prep: No Credit: 0.50
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

Algebra I A-Hr **MA2712**
Grades: 08 College Prep: No Credit: 0.50
This is the first of two courses including a study of sets of real numbers, solution of first and second-degree equations, graphing on the coordinate plane, applications of algebra to data analysis and probability, patterns
and functions and their applications, measurement and discrete mathematics, and basic mathematical structures. The course content is designed to address, in part, the requirements of the State as outlined in the State Mathematics Standards and assessed by the state testing program in which emphasis on testing strategies and techniques are built into this course.

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Figure 9.10 – Course Catalog

The report can be customized using the following options:

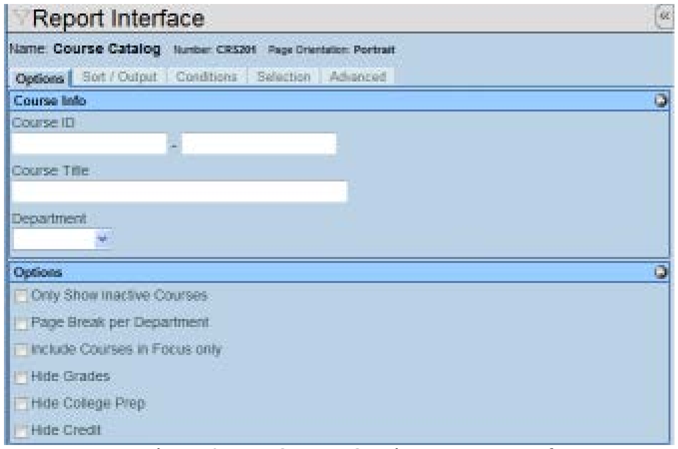

Figure 9.11 – Course Catalog, Report Interface

- The catalog can be filtered to only display a range of Course ID by entering the range in the **Course ID** boxes.
- The catalog can also be filtered so that the only courses included match all or part of the title of a course, as entered into the **Course Title** box.
- The catalog can also be set to only display the courses from a particular **Department** by selecting it from the drop-down list.
- If checked, **Only Show Inactive Courses** limits the catalog to only those courses marked as inactive on the District Course screen.
- If checked, **Page Break per Department** starts each department's list of courses on a new page.
- If checked, **Include Courses in Focus Only** would only include the courses listed as "opt-in" for the school in focus.
- If checked, **Hide Grades**, **Hide College Prep** or **Hide Credit**, would exclude these items on the report.

CRS401 – Course List

The Course List shows all of the courses with their ID, Title and Department. It also displays if the course is a College Prep course or not, the Credit awarded for completion of the courses, the Academic Type of the course, and if the course is a Core or Elective.

Hope High School
Course List

Year: 2009-2010
Report: CRS401

Course ID	Course Title	Department	College Prep	Credit	Max Credit	Academic Type	Schedule Priority
MA25	Pre-Algebra	Math	No	1.00	1.00	Regular	Core (High)
MA25-9	Pre Algebra	Math	No	0.50	0.50	Regular	Elective (Low)
MA26	Math Connection	Math	No	1.00	1.00	Regular	Core (High)
MA26-9	Math Connection	Elementary School	No	1.00	1.00	Regular	Elective (Low)
MA27	Algebra I	Math	No	1.00	1.00	Regular	Core (High)
MA271	Algebra I	Math	No	0.50	0.50	Regular	Core (High)
MA2712	Algebra I A-Hr	Math	No	0.50	0.50	Regular	Core (High)
MA272	Algebra I	Math	No	0.50	0.50	Regular	Core (High)
MA27-2	Algebra I	Math	No	0.50	0.50	Regular	Core (High)
MA27-9	Algebra I	Math	No	1.00	1.00	Regular	Elective (Low)
MA27B	Algebra I Blk	Math	No	1.00	1.00	Regular	Core (High)
MA27-H	Algebra I Hnr	Elementary School	No	1.00	1.00	Regular	Core (High)
MA28	Algebra One	Math	No	0.50	0.50	Regular	Core (High)
MA281	Algebra One	Math	No	0.50	0.50	Regular	Core (High)
MA282	Algebra One	Math	No	0.50	0.50	Regular	Core (High)
MA28-2	Algebra I	Math	No	0.50	0.50	Regular	Core (High)
MA282F	Algebra I	Elementary School	No	0.50	0.50	Regular	Core (High)
MA28-9	Algebra One	Elementary School	No	0.50	0.50	Regular	Elective (Low)

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Figure 9.12 – Course List

The report can be customized using the following options:

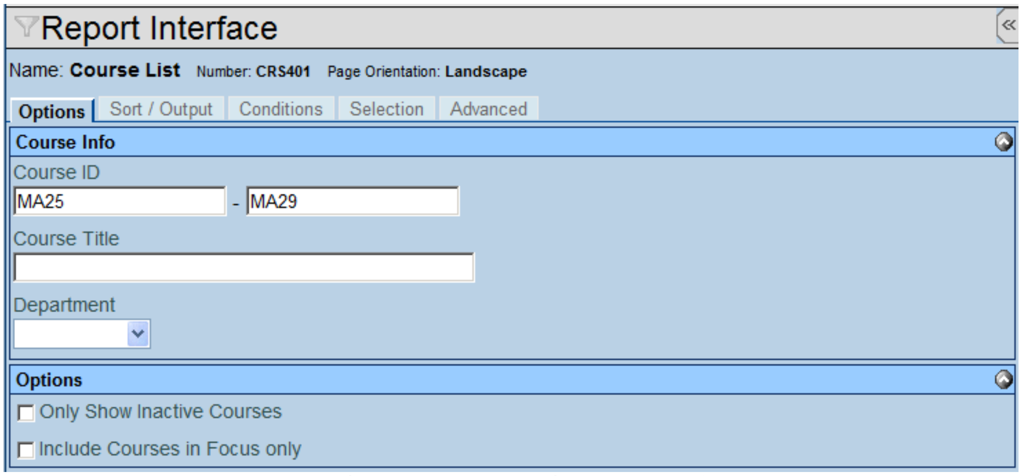

Figure 9.13 – Course List, Report Interface

- The list can be filtered to only display a range of Course ID by entering the range in the **Course ID** boxes.
- The list can also be filtered so that the only courses included match all or part of the title of a course, as entered into the **Course Title** box.
- The list can also be set to only display the courses from a particular **Department** by selecting it from the drop-down list.
- If checked, **Only Show Inactive Courses** limits the list to only those courses marked as inactive on the District Course screen.
- If checked, **Include Courses in Focus Only** includes the courses listed as "opt-in" for the school in focus.

CRS601 – Course By School Report

The Course By School report is a simplified list of courses showing only the ID and title of each course, sorted by the school offering each course.

Hope High School
Course By School

Year: 2009-2010
Report: CRS601

Course ID	Course Title	Course ID	Course Title	Course ID	Course Title	Course ID	Course Title
0120	1/2 Multi-Age	0120	1/2 Multi-Age	0123	1/2/3 Multi-Age	0123	1/2/3 Multi-Age
0300	3rd Grade	0300	3rd Grade	0400	4th Grade	0400	4th Grade
0560	5/6 Multi-Age	0560	5/6 Multi-Age	0500	5th Grade	0500	5th Grade
0600	6th Grade	0600	6th Grade	EN04	English 04	EN04	English 04
EN05	English 5th Grade	EN05	English 5th Grade	PREK	Family Tree Prk	PREK	Family Tree Prk
GUS	Gus	GUS	Gus	0900	Headstart	0900	Headstart
HS04	History 4th Grade	HS04	History 4th Grade	HS05	History 5th Grade	HS05	History 5th Grade
00AM	Kind Am	00AM	Kind Am	SEIA	Kind Am Sel	SEIA	Kind Am Sel
YKAM	Kind Am Young	YKAM	Kind Am Young	00PM	Kind Pm	00PM	Kind Pm
SEIP	Kind Pm Sel	SEIP	Kind Pm Sel	YKPM	Kind Pm Young	YKPM	Kind Pm Young
LDSC	Learn Dis Sc	LDSC	Learn Dis Sc	MA04	Math 4th Grade	MA04	Math 4th Grade
MA05	Math 5th Grade	MA05	Math 5th Grade	MELP	Melp	MELP	Melp
ESC04	Science 4th Grade	ESC04	Science 4th Grade	ESC05	Science 5th Grade	ESC05	Science 5th Grade
SCEL	Self Contained Elem	SCEL	Self Contained Elem	0700	Speech	0700	Speech
SC49	Biology	SC491	Biology	SC492	Biology	CCSSG	Cc Amer Govt
CCSS51	Comes Am Govt	EN09	English 9	EN091	English 9	EN092	English 9
MA081	8th Pre-Alg	MA081	8th Pre-Alg	MA082	8th Pre-Alg	MA082	8th Pre-Alg
EN27W1	AA Engl	EN27W1	AA Engl	EN27W2	AA Engl	EN27W2	AA Engl
MA101	Acc Math I	MA101	Acc Math I	MA102	Acc Math I	MA102	Acc Math I
MA41W	Accel Alg II	MA41W	Accel Alg II	RD10	Accel Read	RD10	Accel Read
PE143	Adapt Phys Ed	PE143	Adapt Phys Ed	PE144	Adapt Phys Ed	PE144	Adapt Phys Ed
EL29	Adv Drama	EL29	Adv Drama	AS31	Afjrotc I	AS31	Afjrotc I
MA271	Algebra I	MA271	Algebra I	MA272	Algebra I	MA272	Algebra I
MA40	Algebra II	MA40	Algebra II	MA281	Algebra One	MA281	Algebra One
MA282	Algebra One	MA282	Algebra One	SS081	Amer Studies	SS081	Amer Studies
SS082	Amer Studies	SS082	Amer Studies	RR03J	Arts/rec Leisr	RR03J	Arts/rec Leisr
RR03J1	Arts/rec Leisr	RR03J1	Arts/rec Leisr	RR03J3	Arts/rec Leisr	RR03J3	Arts/rec Leisr
EL28	Basic Drama	EL28	Basic Drama	MA171	Basic Math 7	MA171	Basic Math 7
MA172	Basic Math 7	MA172	Basic Math 7	IT23	Basic Woods	IT23	Basic Woods
PE22	Beg Dance	PE22	Beg Dance	MU29	Beg Guitar	MU29	Beg Guitar
RD22	Begin Esl-Rdg	RD22	Begin Esl-Rdg	EN11	Beginning Esl	EN11	Beginning Esl
SC491	Biology	SC491	Biology	SC492	Biology	SC492	Biology
CB01	Bus/prsnl Finan	CB01	Bus/prsnl Finan	MU18	Cadet Band	MU18	Cadet Band
MU24	Cadet Orch	MU24	Cadet Orch	CA13B	Career Aware	CA13B	Career Aware

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Figure 9.14 – Course By School Report

The report can be customized using the following options:

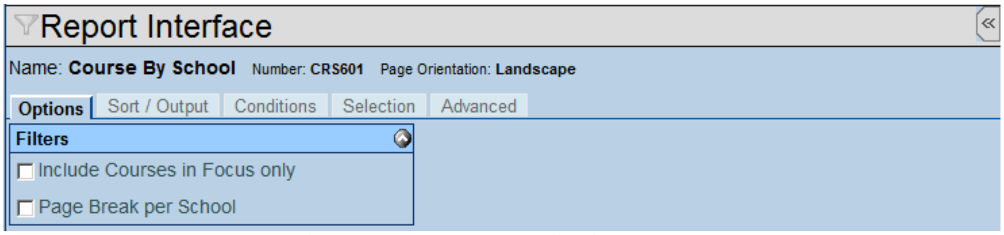

Figure 9.15 – Course By School, Report Interface

- If checked, **Include Courses in Focus Only** includes the courses listed as “opt-in” for the school in focus.
- If courses for more than one school are included in the report (if Include Courses in Focus Only is not checked), a page break can be inserted so that each school’s list starts on a new page by checking **Page Break per School**.

MASS SCHEDULING REPORTS

To access the available Mass Scheduling reports:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button.

Figure 9.16 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward.

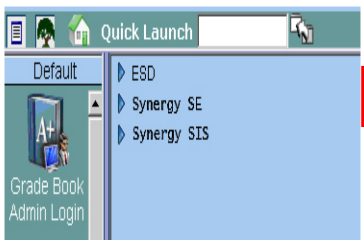

Figure 9.17 – Synergy SIS Folder

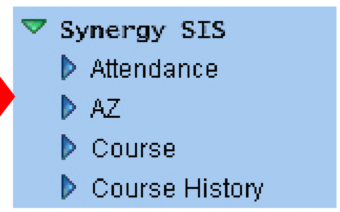

Figure 9.18 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **Mass Scheduling** folder by clicking on the blue triangle pointing right, next to the words Mass Scheduling. Once clicked, the triangle turns green and points downward.

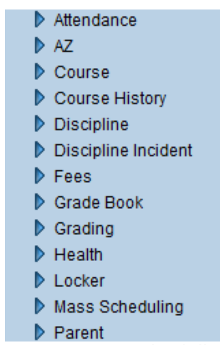

Figure 9.19 – Mass Scheduling Folder

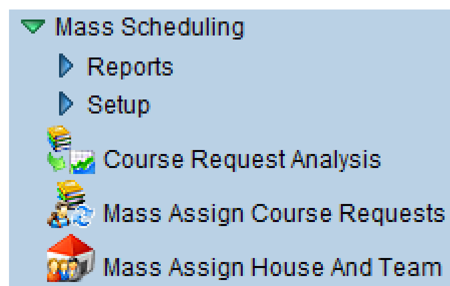

Figure 9.20 – Mass Scheduling Folder Expanded

4. Under the Mass Scheduling folder, open the **Reports** folder by clicking on the blue triangle pointing right, next to the word Reports. Once clicked, the triangle turns green and points downward.

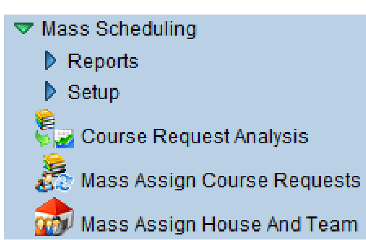

Figure 9.21 – Reports Folder

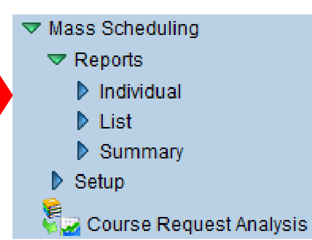

Figure 9.22 – Reports Folder Expanded

5. To access the **Individual** reports, click on the blue triangle next to the word Individual. To access the List reports, click on the blue triangle next to the word **List.**

To access the Summary reports, click on the blue triangle next to the word **Summary**

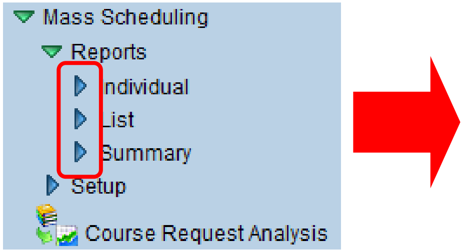

Figure 9.23 – Individual, List & Summary Folders

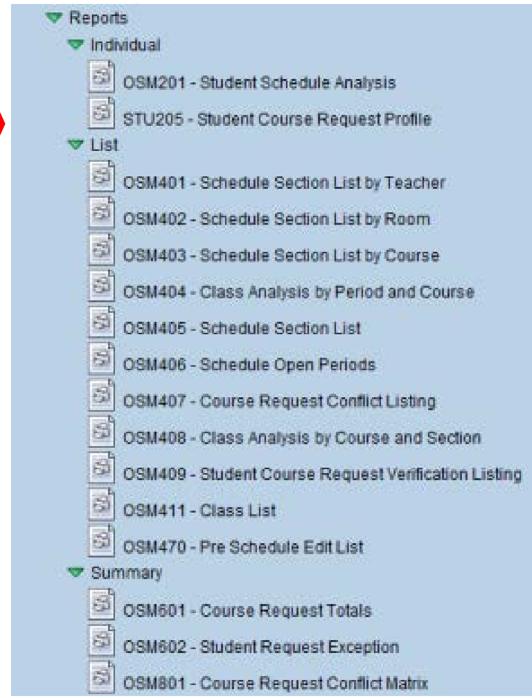

Figure 9.24 – Individual, List & Summary Folders Expanded

6. Click on the **name of the report** to open the report and select the options to be used in printing the report.
7. Once the report options have been set, click on the **Print** button to print the report. The report is printed as a PDF file to the screen, which can then be sent to the printer.

Reference: For more information about customizing all Synergy SIS reports, please refer to the manual titled *Synergy SIS – Queries & Reports Guide*. This chapter covers only the customizations specific to each of the reports used in Mass Scheduling, and more options can be set for any report printed from Synergy SIS.

OSM201 – Student Schedule Analysis

The Student Schedule Analysis report lists all scheduled and requested classes for the students in the selected option set. The report also shows any schedule conflicts and the alternate periods available for each class. A indicates the class is available in the period, F indicates the class is taught in the period but is currently full, and a number indicates the period that would be scheduled for the class.

Hope High School
Student Schedule Analysis
Option Set: First Try

Year: 2008-2009
Report: OSM201

Student: Abbott, Billy C. Perm ID: 905463 Grade: 12 Gender: Male

Course ID	Course Title	Periods 0123456789	Scheduled Prd	Scheduled Sect ID	Scheduled Term	
Not Scheduled						
SE54	Student Store	FAAAAAAA			S*	Conflict: No conflicts
EN46	Prin Eng III	AFAFAA			S*	Conflict: Period conflict
PE762	Weight Trn Boys	AAAAA			S2	Conflict: No conflicts
PE762	Weight Trn Boys	AAAAA			S2	Conflict: No conflicts
SS51	American Government	AAFAAAA			S*	Conflict: Period conflict
Fall						
SS51	American Government	0AFAAAA	0	0077	S1	
SC49	Biology	F1AAFAA	1	0641	S1	
PA86	Intermediate Acting	2	2	0256	YR	
PE761	Weight Trn Boys	AA3AA	3	0933	S1	
FS77	Prin&prac Econ	A 4	4	0435	S1	
NC951	Rt 5th Per	5	5	0675	S1	
NC961	Rt 6th Per	6	6	0676	S1	
Spring						
AR54	Beg Jewelry	0 AA	0	1006	S2	
EN60	Eng (brit) Lit	1 A	1	1119	S2	
PA86	Intermediate Acting	2	2	0256	YR	
PE762	Weight Trn Boys	AA3AA	3	1933	S2	
PE762	Weight Trn Boys	AAA4A	4	1934	S2	
NC952	Rt 5th Per	5	5	1675	S2	
NC962	Rt 6th Per	6	6	1676	S2	

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Figure 9.25 - Student Schedule Analysis

The report can be customized using the following options:

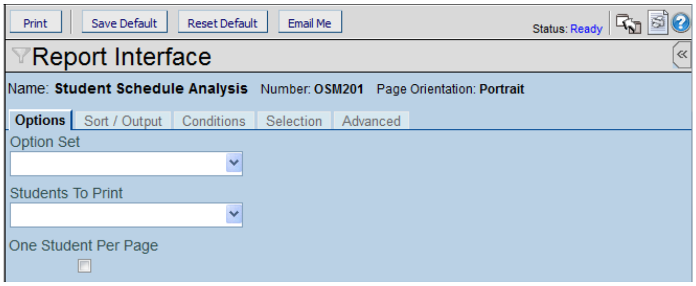

Figure 9.26 - Student Schedule Analysis, Report Interface

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- The **Students to Print** used for the analysis can be selected from the drop-down list. All Students, Conflict Free Only or Schedule Conflicts Only are available.
- The **One Student Per Page** checkbox prints each student on a separate page.

STU205 – Student Course Request Profile

The Student Course Request Profile lists all course requests for a student as well as any alternate course requests. The report also lists the house and team to which the student is assigned, if any.

Hope High School
Student Course Request Profile

Year: 2012-2013
Report: STU205

Abbott, Billy C.

General Information

Student Name:	Perm ID:	Gen:	Grade:	Birth Date:
Abbott, Billy C.	905483	M	12	07/31/2002

Periods to Schedule:	Schedule Team:	Schedule House:
to	A	HSA

Course Requests

Course	Alternate Course	Pref. Teacher	Pre-Req. Exempt	Term Override	Preferred Term
Accel Alg II (MA41W)			N		
Am Govt (SS51)			N		
Am Govt (SS51)			N		
Am Govt (SS51)			N		
Ap Calc/ana Geo (MA50W)			N		
Ap Gov&econ Wtp (SS52W)			N		
Ap Physics C (SC90W)			N		
Beg Jewelry (AR54)	Landscape D&m I (AG51)		N		
Biology (SC49)			N		
Biology (SC49)			N		
Consumer Math (PP522)			N		
Eng (brit) Lit (EN60)			N		
Intermediate Acting (PA86)			N		
Prin&prac Econ (FS77)			N		
Rt 5th Per (NC952)			N		
Rt 6th Per (NC962)			N		
Sr Ap Eng (EN71W)			N		
Study Hall (NC501)			N		
Voc Explor Prgm (PP25)			N		
Weight Trn Boys (PE761)			N		
Weight Trn Boys (PE762)			N		
Weight Trn Boys (PE762)			N		

Alternate Course Requests

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Figure 9.27 - Student Course Request Profile

The report can be customized using the following options:

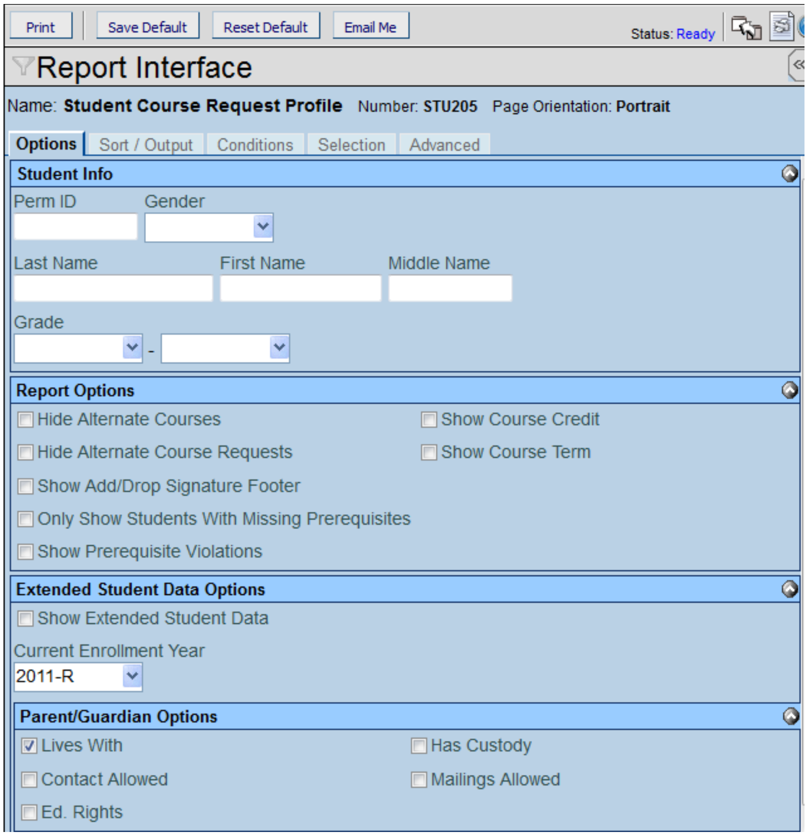

Figure 9.28 - Student Course Request Profile, Report Interface

- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12. A range of grades may also be selected.
- The report options can be used to filter the various information displayed for each student, including **Hide Alternate Courses**, **Hide Alternate Course Requests**, **Show Add/Drop Signature Footer**, **Only Show Students with Missing Prerequisites**, **Show Prerequisite Violations**, **Show Course Credit**, and **Show Course Term**.
- The **Show Extended Student Data** checkbox prints additional student data. Select the **Current Enrollment Year** is the year from which the data will be pulled. This report is run in the new year, and users can select if they would like the enrollment information to print from the current year or the new year.
- Select to whom the report will be sent in the Parent/Guardian Options group box. The options include **Lives With**, **Contact Allowed**, **Ed. Rights**, **Has Custody**, and **Mailings Allowed**.

OSM401 – Schedule Section List by Teacher

The Schedule Section List by Teacher lists all sections that are created for each teacher for the selected option set, and summarizes the maximum number of students in each section, the total number of students scheduled for each section, and the number of spaces open in each section.

Hope High School
Schedule Section List by Teacher
Option Set: Mass Scheduling Trial Run #2

Year: 2012-2013
Report: OSM401

Staff Name	Term	Per	Sect ID	Track	Mtg Days	Course ID And Title	Credit	Room	Max	Total	Left
Aderson, Gordon	S1	1	0140		M T W R F	MA40 - Algebra II	50.000	128	32	25	7
		1	0240		M T W R F	MA40 - Algebra II	50.000	128	32	24	8
		3	0340		M T W R F	MA51W - Ap Calc Bc	50.000	128	30	8	22
		4	0440		M T W R F	MA40 - Algebra II	50.000	128	32	25	7
		5	0540		M T W R F	MA40 - Algebra II	50.000	128	32	25	7
	S2	1	1140		M T W R F	MA402 - Algebra II	50.000	128	32	0	32
		2	1240		M T W R F	MA402 - Algebra II	50.000	128	32	0	32
		3	1340		M T W R F	MA51W2 - Ap Calculus Bc	50.000	128	30	0	30
		4	1440		M T W R F	MA402 - Algebra II	50.000	128	32	0	32
		5	1540		M T W R F	MA402 - Algebra II	50.000	128	32	0	32
								Total:	316	107	209
Arthur A., Andrea	S1	1	0179		M T W R F	PP52 - Consumer Math	50.000		10	6	4
		1	PP772-1-		M T W R F	PP772 - Free Ent		106	20	0	20
		2	0279		M T W R F	PP03 - Rdg & Writing	50.000		10	3	7
		3	0379		M T W R F	PP09 - Ind Instr	50.000		10	1	9
		5	0579		M T W R F	PP01 - Basic Math	50.000		10	2	8
		6	0679		M T W R F	PP09 - Ind Instr	50.000		10	1	9
	S2	1	1179		M T W R F	PP522 - Consumer Math	50.000		10	0	10
		2	1279		M T W R F	PP032 - Ess Readingwri	50.000		10	0	10
		3	1379		M T W R F	PP092 - Ind Instr	50.000		10	0	10
		5	1579		M T W R F	PP012 - Mathematics	50.000		10	0	10
		6	1679		M T W R F	PP092 - Ind Instr	50.000		10	0	10
								Total:	120	13	107
Attend Office, Attend Off	S1	0	0800		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		1	0801		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		2	0802		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		3	0803		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		4	0804		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		5	0805		M T W R F	SA63 - Stu Asst Attend	50.000		4	1	3
		6	0806		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
	S2	0	1800		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		1	1801		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		2	1802		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		3	1803		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		4	1804		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		5	1805		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
		6	1806		M T W R F	SA63 - Stu Asst Attend	50.000		4	0	4
								Total:	56	1	55

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Figure 9.29 - Schedule Section List by Teacher

The report can be customized using the following options:

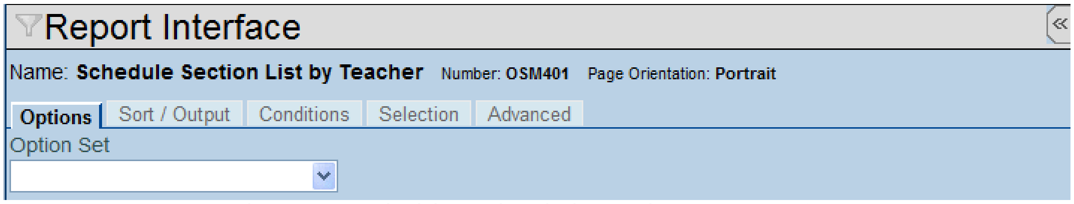

Figure 9.30 - Schedule Section List by Teacher, Report Interface

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.

> **Note:** The Schedule Section List by Teacher automatically sorts by teacher, term, period, and section. You can change the sort order on the Sort/Output tab.

OSM402 – Schedule Section List by Room

The Schedule Section List by Room lists all sections scheduled for each room. For each section, the report shows the staff assigned, the total number of students scheduled, and the number of students broken down by gender.

Hope High School
Schedule Section List by Room
Option Set: First Try

Year: 2008-2009
Report: OSM402

Term	Per	Block	Crs ID	Course Title	Sect ID	Staff Name	Credit	F	M	Max	Total
Room:			Class Size:								
S1	0	1	A035	Colorgrd/drill	0959	Mhs Rotc, Mhs Rotc	50.000	0	1	5	1
											1
Room:			Class Size:								
S1	0	1	EN33	Prin Eng I	0022	Staff, Staff	50.000	13	17	30	30
											30
Room:			Class Size:								
S1	0	1	EN51	Lit Explor	0024	Robinson, Robert	50.000	16	14	30	30
											30
Room:			Class Size:								
S1	0	1	EN57	American Lit	0011	Baniszewski, Nancy	50.000	18	12	30	30
											30
Room:			Class Size:								
S1	0	1	HE92X	Pe/sports Inj	0975	Blackburn M., Matt	50.000	8	3	15	11
											11
Room:			Class Size:								
S1	0	1	MA30	Geometry	0048	Lewis, Jeff	50.000	15	17	34	32
											32
Room:			Class Size:								
S1	0	1	MA40	Algebra II	0047	Kretschmer, James	50.000	18	14	32	32
											32
Room:			Class Size:								
S1	0	1	MA42	Trigonometry	0044	Haws, Kayle	50.000	16	14	30	30
											30
Room:			Class Size:								
S1	0	1	MU81	Marching Band	0057	Burgener S., Scott	34.000	66	63	135	129
											129
Room:			Class Size:								
S1	0	1	NC401	Pers Rel Time	0990	Evit Teacher, Rel T Per	0.000	54	56	120	110
											110
Room:			Class Size:								
S1	0	1	NC901	Rel Time A Hr	0868	Rel Time, Rel Time	0.000	280	311	999	591
	0	1	NC901	Rel Time A Hr	0869	Rel Time, Rel Time	0.000	281	311	999	592
	0	1	NC901	Rel Time A Hr	0870	Rel Time, Rel Time	0.000	276	316	999	592
											1775

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Figure 9.31 - Schedule Section List by Room

The report can be customized using the following options:

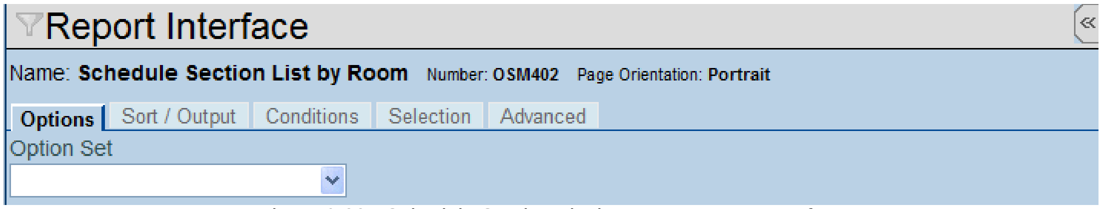

Figure 9.32 - Schedule Section List by Room, Report Interface

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.

OSM403 – Schedule Section List by Course

The Schedule Section List by Course lists all sections scheduled by the selected option set for each course. For each course and section, the report also shows the staff and room assigned, the maximum number of students that can be scheduled, and the total number of students currently scheduled.

Hope High School
Schedule Section List by Course
Option Set: First Try

Year: 2008-2009
Report: OSM403

Term	Beg	End	Section ID	Meeting Days	Teacher Name	Room	Credit	Max	Total
Course ID: AD86W				Course Title: Academic Decath					
YR	6	6	0736		Canaday C., Curt	307A	50.000	40	29
							Course Total:	40	29
Course ID: AG29				Course Title: Expl Agric					
YR	1	1	0088		Sargent, Linda	MHS	50.000	10	1
							Course Total:	10	1
Course ID: AG31				Course Title: Animal Sci					
YR	1	1	0101		Mendoza, K., Kathy	AG1	50.000	38	29
							Course Total:	38	29
Course ID: AG51				Course Title: Landscape D&m I					
YR	2	2	0201		Mendoza, K., Kathy	AG1	50.000	32	2
							Course Total:	32	2
Course ID: AR32				Course Title: Beg Photo					
S1	1	1	0104		Schubert, Thoma	404	50.000	28	18
	3	3	0304		Schubert, Thoma	404	50.000	28	19
	4	4	0404		Schubert, Thoma	404	50.000	28	21
	5	5	0504		Schubert, Thoma	404	50.000	28	20
	6	6	0604		Schubert, Thoma	404	50.000	28	19
S2	5	5	1504		Schubert, Thoma	404	50.000	28	20
	6	6	1604		Schubert, Thoma	404	50.000	28	19
							Course Total:	196	136
Course ID: AR33				Course Title: Int Photo					
S2	1	1	1104		Schubert, Thoma	404	50.000	28	24
	3	3	1304		Schubert, Thoma	404	50.000	28	24
							Course Total:	56	48
Course ID: AR34				Course Title: Adv Photo					
S2	4	4	1404		Schubert, Thoma	404	50.000	28	11
							Course Total:	28	11
Course ID: AR40				Course Title: Stained Glass					
S1	1	1	0105		Smith, Christine	402	50.000	26	24
	3	3	0305		Smith, Christine	402	50.000	26	24
	5	5	0505		Smith, Christine	402	50.000	26	23
	6	6	0605		Smith, Christine	402	50.000	26	24
S2	1	1	1105		Smith, Christine	402	50.000	26	25
	3	3	1305		Smith, Christine	402	50.000	26	24
	6	6	1605		Smith, Christine	402	50.000	26	26
							Course Total:	182	170
Course ID: AR41				Course Title: Beg Ceramics					
S1	2	2	0203		Blahak P., Pete	405	50.000	28	23
	4	4	0403		Blahak P., Pete	405	50.000	28	26
	5	5	0503		Blahak P., Pete	405	50.000	28	24
	6	6	0603		Blahak P., Pete	405	50.000	28	24
S2	2	2	1203		Blahak P., Pete	405	50.000	28	26
	5	5	1503		Blahak P., Pete	405	50.000	28	25
	6	6	1603		Blahak P., Pete	405	50.000	28	24
							Course Total:	196	172

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Figure 9.33 - Schedule Section List by Course

The report can be customized using the following options:

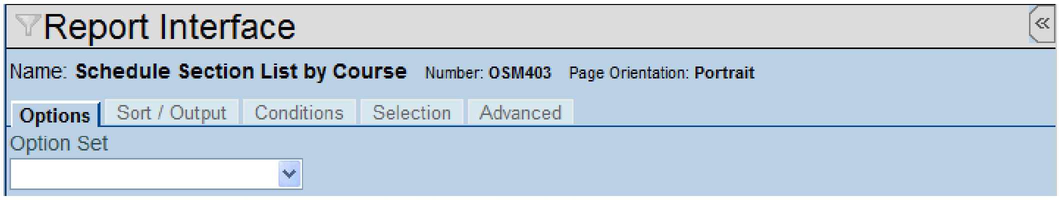

Figure 9.34 - Schedule Section List by Course, Report Interface

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.

OSM404 – Class Analysis by Period and Course

The Class Analysis by Period and Course lists the results of the option set for each course. The report shows the total number of seats available for each course, how many students requested the course, how many students would be scheduled for the course, and the number of open seats. It also lists the overall average course requests per section for each course, and breaks down this average by gender and grade level.

Hope High School
Class Analysis by Period and Course
Option Set: First Try

Year: 2008-2009
Report: OSM404

Beg	End	Term	Sec ID	Crs ID	Course Title	Staff Name	Room	Total Seat	Total Reqst	Actual Sched	Open Seats	Average Requests Per Section Total	F	M	09	10	11	12
0	0	S2	1006	AR54	Beg Jewelry	Sullivan, Joe	403	8	190	190	18	23	10	13		8	87	95
0	0	S1	0959	AS35	Colorgrd/drill	Mhs Rotc, Mhs Rotc		1	1	1	4	1	0	1				
0	0	S2	0023	AS352	Colorgrd/drill	Mhs Rotc, Mhs Rotc		1	1	1	1	1	0	1				
0	0	S2	0987	BE54	Student Store	Frommer, Kathy		15	12	11	33	0	0	0				
0	0	S1	0022	EN33	Prin Eng I	Staff, Staff		30	737	734	166	24	11	12				
0	0	S2	1022	EN33	Prin Eng I	Staff, Staff		30	737	734	166	24	11	12				
0	0	S1	0024	EN51	Lit Explor	Robinson, Robert		30	740	735	165	24	11	13				
0	0	S2	1024	EN51	Lit Explor	Robinson, Robert		30	740	735	165	24	11	13				
0	0	S1	0011	EN57	American Lit	Baniszewski, Nancy		22	593	593	67	26	12	14				
0	0	S2	1011	EN57	American Lit	Baniszewski, Nancy		22	593	593	67	26	12	14				
0	0	S1	0975	HE92X	Pc/sports Inj	Blackburn M., Matt		1	11	11	4	11	8	3				
0	0	S2	0977	HE92X2	P/c Sports Inj	Blackburn M., Matt		1	0	0	15	0	0	0				
0	0	S1	0048	MA30	Geometry	Lewis, Jeff		17	493	492	86	29	15	13				
0	0	S2	1048	MA302	Geometry	Lewis, Jeff		17	494	492	86	29	15	13				
0	0	S1	0047	MA40	Algebra II	Kretschmer, James		20	562	561	79	28	14	13				
0	0	S2	1047	MA402	Algebra II	Kretschmer, James		20	562	561	79	28	14	13				
0	0	S1	0044	MA42	Trigonometry	Haws, Kayle		14	381	380	40	27	13	14				
0	0	S2	1044	MA422	Trig/collg Math	Haws, Kayle		14	382	382	38	27	13	14				
0	0	S1	0057	MU81	Marching Band	Burgener S., Scott		1	130	129	6	130	67	63				
0	0	S2	1057	MU86	Jazz Band	Burgener S., Scott		1	1	1	29	1	1	0				
0	0	S1	0990	NC401	Pers Rel Time	Evlt Teacher, Rel T Per		7	1061	1059	91	151	76	75				
0	0	S2	1990	NC402	Pers Rel Time	Evlt Teacher, Rel T Per		7	1053	1051	99	150	75	74				
0	0	S1	0868	NC901	Rel Time A Hr	Rel Time, Rel Time		3	1779	1775	1222	593	279	313				
0	0	S1	0869	NC901	Rel Time A Hr	Rel Time, Rel Time		3	1779	1775	1222	593	279	313				
0	0	S1	0870	NC901	Rel Time A Hr	Rel Time, Rel Time		3	1779	1775	1222	593	279	313				
0	0	S2	1869	NC902	Rel Time A Hr	Rel Time, Rel Time		3	1938	1936	1061	646	306	339				
0	0	S2	1870	NC902	Rel Time A Hr	Rel Time, Rel Time		3	1938	1936	1061	646	306	339				
0	0	S2	1868	NC902	Rel Time A Hr	Rel Time, Rel Time		3	1938	1936	1061	646	306	339				
0	0	S1	0960	PE781	Adv Wt Boys	Joseph, Thomas		6	212	212	28	35	12	23				
0	0	S1	0920	PE781	Adv Wt Boys	Wheeler, Jerry		6	212	212	28	35	12	23				
0	0	S2	1960	PE782	Adv Wt Boys	Joseph, Thomas		6	173	171	45	28	9	19				
0	0	S2	1920	PE782	Adv Wt Boys	Wheeler, Jerry		6	173	171	45	28	9	19				
0	0	S2	1700	SA62	Stu Asst Couns	Guidance Off, Guidance Off		15	0	0	30	0	0	0				
0	0	S1	0700	SA62	Stu Asst Couns	Guidance Off, Guidance Off		15	0	0	30	0	0	0				
0	0	S2	1800	SA63	Stu Asst Attend	Attend Office, Attend Off		14	4	4	52	0	0	0				
0	0	S1	0800	SA63	Stu Asst Attend	Attend Office, Attend Off		14	4	4	52	0	0	0				

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Figure 9.35 - Class Analysis by Period and Course

The report can be customized using the following options:

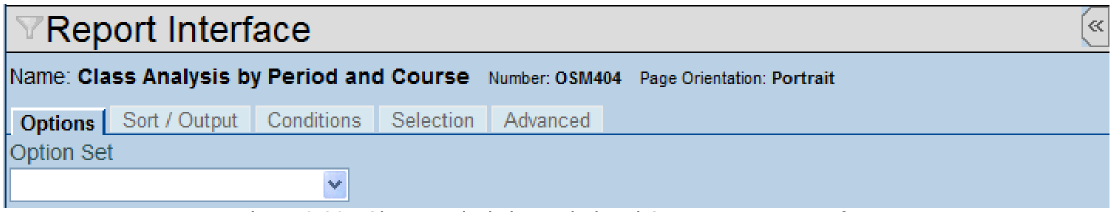

Figure 9.36 - Class Analysis by Period and Course, Report Interface

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.

OSM405 – Schedule Section List

The Schedule Section List shows all sections created by the selected option set. For each section, the report lists the schedule period and term, the room and staff assigned, the total number of seats available, and the total number of students scheduled for the section.

Hope High School
Schedule Section List
Option Set: First Try

Year: 2008-2009
Report: OSM405

Section ID	Beg	End	Term	Meeting Days	Course ID	Course Title	Teacher Name	Room	Credit	Max	Total
0001	4	4	S2		SC422	Life Science	Tofft, Robert	120	50.000	26	16
0002	1	1	S2		SC422	Life Science	Tofft, Robert	120	50.000	26	16
0004	3	3	S2		SC422	Life Science	Tofft, Robert	120	50.000	26	15
0005	5	5	S2		SC492	Biology	Tofft, Robert	120	50.000	28	21
0006	1	1	S2		AR58	Adv Jewelry	Sullivan, Joe	403	50.000	10	9
0007	6	6	S2		SC492	Biology	Tofft, Robert	120	50.000	28	21
0008	7	7	YR		SS51C	Cc-Government	Brown P., Patricia	236	50.000	50	0
0009	7	7	YR		SS57C	Economics	Brown P., Patricia	236	50.000	50	0
0010	7	7	S2		FS32C	Cc-Persnl Dev.	Diaz, Joe	CNSL	50.000	50	5
0011	0	0	S1		EN57	American Lit	Baniszewski, Nancy	229	50.000	30	30
0012	2	2	S1		SC70	Cons Chemistry	Blasdell W., Wendy	116	50.000	30	18
0013	3	3	S1		SC50	Env Science	Blasdell W., Wendy	124	50.000	30	27
0014	4	4	S1		SC50	Env Science	Blasdell W., Wendy	124	50.000	30	27
0015	5	5	S1		SC50	Env Science	Blasdell W., Wendy	124	50.000	30	26
0016	6	6	S1		SC70	Cons Chemistry	Blasdell W., Wendy	116	50.000	30	18
0019	7	7	YR		SS21CC	Cc-World Stdy I	Brown P., Patricia	236	25.000	50	2
0020	7	7	S2		PE92C	Cc-Bowling 2	Diaz, Joe	CNSL	50.000	50	0
0021	7	7	YR		SS22CC	Cc-World Std II	Brown P., Patricia	236	25.000	50	2
0022	0	0	S1		EN33	Prin Eng I	Staff, Staff	209	50.000	30	30
0023	0	0	S2		AS352	Colorgrd/drill	Mhs Rotc, Mhs Rotc	MHS	50.000	2	1
0024	0	0	S1		EN51	Lit Explor	Robinson, Robert	P-21	50.000	30	30
0025	7	7	S2		SS51C	Cc-Government	Garland, Gregg	P-06	50.000	50	1
0026	7	7	S2		SS57C	Economics	Garland, Gregg	P-06	50.000	50	0
0027	5	5	S1		NC501	Study Hall	Stincic, Tom	CAFE	0.000	100	20
0028	4	4	S1		NC501	Study Hall	Stincic, Tom	CAFE	0.000	100	20
0030	3	3	S1		SC33	Earth Science	Stincic, Tom	P-18	50.000	28	19
0033	2	2	S1		SC33	Earth Science	Stincic, Tom	P-18	50.000	28	20
0039	1	1	YR		IT32	Cad - Arch I	Kish, Lou	312	50.000	12	9
0043	7	7	S2		SS35C	Cc-Amer Hist II	Wong, Lillian	218	25.000	25	5
0044	0	0	S1		MA42	Trigonometry	Haws, Kayle	P-01	50.000	30	30
0047	0	0	S1		MA40	Algebra II	Kretschmer, James	135	50.000	32	32
0048	0	0	S1		MA30	Geometry	Lewis, Jeff	P-14	50.000	34	32
0050	0	0	S1		SC72W	Cp Chemistry	Mellyn, William	116	50.000	28	24

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Figure 9.37 - Schedule Section List

The report can be customized using the following options:

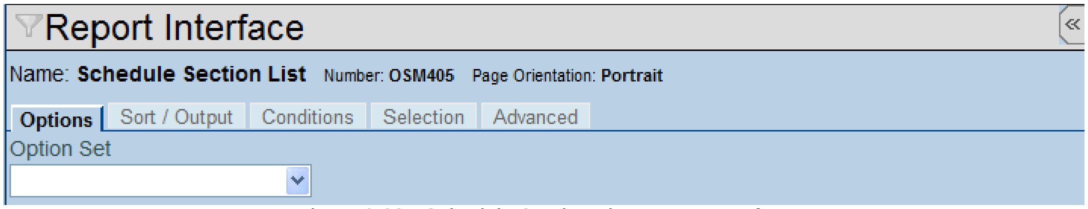

Figure 9.38 - Schedule Section List, Report Interface

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.

OSM406 – Schedule Open Periods

The Schedule Open Periods report lists all students in alphabetical order by last name, and displays any periods not scheduled for the student for the selected option set by period number. If a period displays a + sign, a class has been scheduled for the student.

Hope High School
Schedule Open Periods
Option Set: First Try for Periods 0-9

Year: 2008-2009
Report: OSM406

Student	Perm ID	Gen	Grd	Fall	Spring
				0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Abbott, Billy C.	905483	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Abernathy, Anne E.	902870	F	10	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Acevedo, Andrew	886830	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Acevedo, Ashley	901830	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Ackley, Brian R.	913948	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Acosta, Eugene A.	873921	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Acosta, John A.	150285	M	11	+ + + + + + + 7 8 9	+ + + + + 5 + 7 8 9
Acuna, Kenneth O.	110412	M	10	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Adair, Alan W.	871626	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adair, Diane N.	903912	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adair, Timothy S.	888521	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Albert L.	889844	M	11	+ + + + + + + 7 8 9	+ + + + + + + + 8 9
Adams, Howard T.	873985	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Larry A.	889314	M	11	+ + + + + + 6 7 8 9	+ + + + + + + 7 8 9
Adams, Martin C.	887623	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Scott M.	939208	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Sean B.	877340	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Stephen J.	901622	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adamski, Alan M.	872035	M	10	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Addington, Paula M.	871686	F	12	+ + + 3 + + + 7 8 9	+ + + + + + + 7 8 9
Aelvoet, Jesse J.	944233	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguado, Bobby J.	943822	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguado, Karen C.	135319	F	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguilar, Carolyn C.	902892	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguilar, Roger F.	991071	M	12	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Aguilar, Stephen A.	108387	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguirre, Jason K.	952357	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguirre, Mary R.	952375	F	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Ahlstrom, Jack M.	888112	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Ahlstrom, Linda K.	120451	F	10	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Aitchison, Alice E.	871731	F	12	+ + + + + + + 7 8 9	+ + + + + + + + 8 9
Aitchison, Karen L.	902998	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Akagawa, Adam H.	165923	M	11	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Ake, Joshua J.	889794	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Akin, Andrea E.	902875	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alarcon, Frank	886851	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alcazar, Eugene	141886	M	10	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Alcazar, Eugene A.	141517	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alder, Brenda I.	967589	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alder, Lawrence S.	910024	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alder, Sarah C.	968416	F	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aldrich, Steve K.	873815	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alexander, Fred D.	975140	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alexander, George M.	975141	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alexander, Joseph J.	901626	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alger, Nicole C.	874433	F	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alger, Phyllis A.	149884	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Aaron L. JR	992938	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Andrea	904134	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Cynthia	874997	F	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Diane B.	901507	F	10	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Allen, Donald J.	883223	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Elizabeth	886019	F	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Eugene C.	887238	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Helen L.	874910	F	12	+ + + + + + + 7 8 9	+ + 2 3 + + + 7 8 9
Allen, Jeremy S.	879216	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9

Legend
+ Scheduled * Multiple Sections -- Not Required or Processed 0-9 Not Scheduled

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Figure 9.39 - Schedule Open Periods

The report can be customized using the following options:

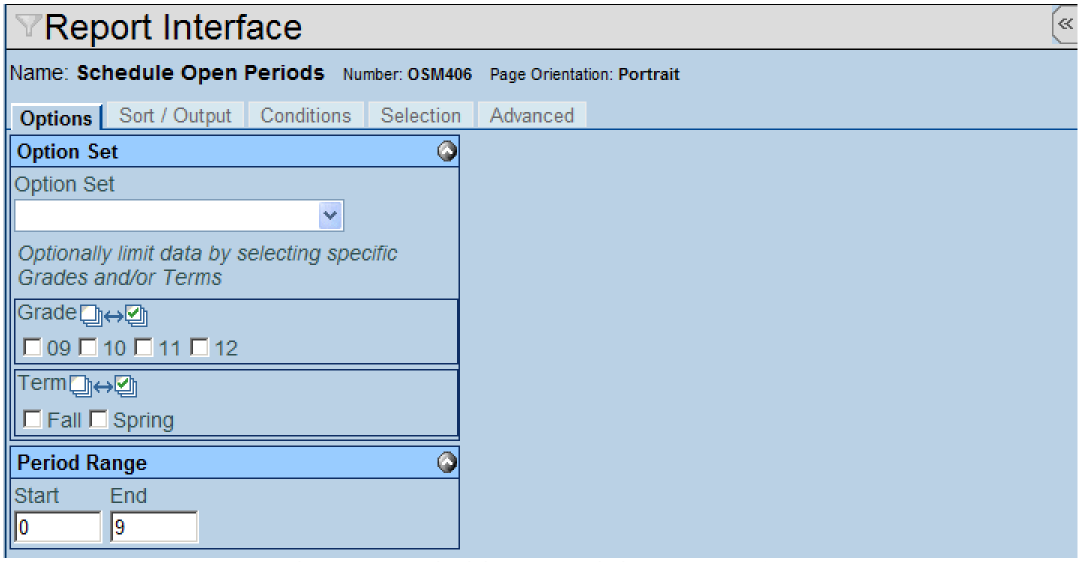

Figure 9.40 - Schedule Open Periods, Report Interface

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- To show only information about select grades, check the **Grades** to be included in the report. To check or uncheck all grades, use the buttons.
- To show only information about select terms, check the **Terms** to be included in the report. To check or uncheck all terms, use the buttons.
- Select the range of periods to be included by entering the first period of the range in the **Start** box and the last period in the **End** box.

OSM407 – Course Request Conflict Listing

The Course Request Conflict Listing lists each course and shows what courses are scheduled during the same period. It also shows the number of course requests for each course and each conflicting course.

Hope High School
Course Request Conflict Listing

Year: 2009-2010
Report: OSM407

Course ID: **AD86W** Course Title: Academic Decath Total: **29**

CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total
AR40	Stained Glass	1	AR64	Int Drawing	1	AR66	Adv Drawing	1	BE77	Prin&prac Econ	1	CB11	Computer Apps	2
CB12	Comp Apps II	1	CB20	Web Page Design	1	CB31	Vis Bas Prog I	1	EN33	Prin Eng I	1	EN34	Prin Eng II	2
EN41	Cr Think&writ	1	EN45	Col Prep Wrt	1	EN46	Prin Eng III	2	EN51	Lit Explor	1	EN52	Mythology	5
EN57	American Lit	1	EN70W	Jr Ap Eng	8	EN70W2	Jr Ap Eng	8	EN71W	Sr Ap Eng	13	EN71W2	Sr Ap Eng	13
EN72	English 101	1	EN80	Humanities	1	EN87	Newslab	1	EN872	Newslab	1	FS41	Culinary Arts 1	2
FS42	Culinary Arts 2	1	IT71	Welding I	1	MA40	Algebra II	3	MA402	Algebra II	3	MA42	Trigonometry	3
MA422	Trig/collg Math	3	MA45W	Pre-Calculus	7	MA45W2	Pre-Calculus	7	MA45WX	Trig/precalc De	1	MA50W	Ap Calc/ana Geo	9
MA50W2	Ap Calc/ana Geo	9	MA51W	Ap Calc Bc	2	MA51W2	Ap Calculus Bc	2	MU73	Chorus-Chorale	1	MU74	Chorus-Vivo	2
MU75	Chorus-Chorale	4	MU77	Chorus-Soubrett	2	MU81	Marching Band	2	MU85	Honors Band	3	MU91	Full Conc Orch	1
MU93	Full Symp Orch	1	MU94	Chamber Orch	1	MU96	Symp Pops Orch	2	NC401	Pers Rel Time	11	NC402	Pers Rel Time	11
NC502	Study Hall	1	NC901	Rel Time A Hr	14	NC902	Rel Time A Hr	16	PA86	Int Acting	1	PA92	Adv Acting	2
PE531	Fit/aerobics	1	PE532	Fit/aerobics	1	PE561	Raq Spt Sem 1	2	PE562	Raq Spt Sem 2	2	PE761	Weight Trn Boys	1
PE762	Weight Trn Boys	1	PE91C	Co-Pe-bowling	1	SC46W	Ap Biology	3	SC71	Chemistry	2	SC712	Chemistry	2
SC72W	Cp Chemistry	1	SC72W2	Cl Prep Chem	1	SC77W	Dual En Chemist	3	SC77W2	De Chemistry	3	SC81	Physics	4
SC812	Physics	4	SC82W	Adv Physics	1	SC82W2	De Physics	1	SC90W	Ap Physics C	4	SC90W2	Ap Physics C	4
SS39W	Ap Amer Hist	6	SS39W2	Ap Amer Hist	6	SS51	Am Govt	2	SS52W	Ap Gov&econ Wlp	16	SS52W2	Ap Amer Govt	16
SS56W	Ap Comp Gov't	1	SS57	Prin&prac Econ	1	SS79W	Ap Psychology	3	WL19	Am Sign Lang II	1	WL192	Am Sign Lang II	1
WL21	Spanish I	1	WL212	Spanish I	1	WL22	Spanish II	1	WL222	Spanish II	1	WL23W	Spanish III	1
WL23W2	Spanish III	1	WL24W	Ap Spanish IV	3	WL24W2	Ap Spanish IV	3	WL25W	Ap Spanish V	2	WL25W2	Ap Spanish V	2
WL33W	German III	1	WL42	French II	1	WL422	French II	1						

Course ID: **AG29** Course Title: Expl Agric Total: **1**

CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total
FS29	Expl Facs	1	IT29	Expl Ind Tech	1	NC901	Rel Time A Hr	1	NC902	Rel Time A Hr	1	PP25	Voc Explor Prgm	1

Course ID: **AG31** Course Title: Animal Sci Total: **29**

CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total	CrsID	Title	Total
AR40	Stained Glass	2	AR41	Beg Ceramics	2	AR43	Int Ceramics	1	AR56	Int Jewelry	1	AR63	Beg Drawing	3
BE30	Bus 21st Cntury	1	BE39	Bus Cons Law	1	BE52	Marketing I	1	BE54	Student Store	1	CB10	Comp Foundation	3
CB18	Desktop Publish	2	EN21	Intermed Esl	1	EN212	Inter Esl(Lang)	1	EN31	Fund Eng I	2	EN32	Fund Eng II	1
EN33	Prin Eng I	10	EN34	Prin Eng II	7	EN44	Creative Wrt	1	EN46	Prin Eng III	1	EN51	Lit Explor	9
EN52	Mythology	3	EN57	American Lit	5	EN62	World Lit	1	EN86	Yearbook	1	EN862	Yearbook	1
EN88	App Read III	2	FS40	Foods For Today	1	FS41	Culinary Arts 1	1	FS43	Food Science I	1	FS51	Child Dev I	1
FS77	Prin&prac Econ	1	HE91	Prevention&care	1	IT54	Electronics 1	1	IT61	Woodwork Tech 1	1	IT62	Woodwork Tech 2	2
IT71	Welding I	4	IT72	Welding II	2	IT77	Prin&prac Econ	1	IT91	Auto Tech I	3	IT92	Auto Repair II	1
MA27	Algebra I	1	MA272	Algebra I	1	MA30	Geometry	8	MA302	Geometry	8	MA31	Alt Geometry	1

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Figure 9.41 – Course Request Conflict Listing

The report can be customized using the following options:

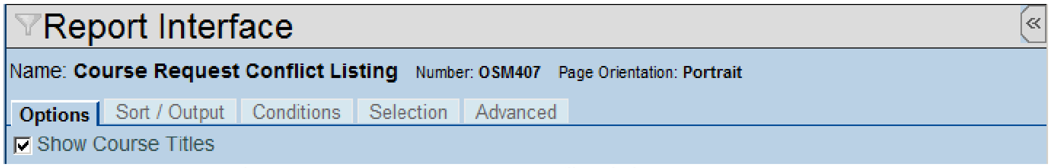

Figure 9.42 – Course Request Conflict Listing, Report Interface

- Check the box to **Show Course Titles** as well as the Course IDs in the report.

OSM408 – Class Analysis by Course and Section

The Class Analysis by Course and Section report lists each course and shows the sections scheduled for the course. For each section and course, the report lists the number of students scheduled both overall and by gender, the total number of spaces available, the number of requests, and the average number of students scheduled in a section.

Edupoint School District

Hope High School
Class Analysis By Course and Section

Year: 2012-2013
Report: OSM408

Restrictions: Gen, Low, High, Team

Course ID | Course Title | Section ID | Track | Beg | End | Term | Mtg Days | Teacher Name | Room | Gen | Low | High | Team | Max | Boys | Girls | Open | Tot Deviation

AD86W Academic Decath 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	29	Rejected:	29	M.A.D.:	0.00

AG29 Expl Agric 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	1	Rejected:	1	M.A.D.:	0.00

AG31 Animal Sci 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	30	Rejected:	30	M.A.D.:	0.00

AG51 Landscape D&m I 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	2	Rejected:	2	M.A.D.:	0.00

AR32 Beg Photo 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	139	Rejected:	139	M.A.D.:	0.00

AR33 Int Photo 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	47	Rejected:	47	M.A.D.:	0.00

AR34 Adv Photo 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	11	Rejected:	11	M.A.D.:	0.00

AR40 Stained Glass 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	171	Rejected:	171	M.A.D.:	0.00

AR41 Beg Ceramics 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	175	Rejected:	175	M.A.D.:	0.00

AR42 Int Stain Glass 0.00

Available:	0	Scheduled:	0	Avg.:	0.00
Requests:	59	Rejected:	59	M.A.D.:	0.00

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Figure 9.43 – Class Analysis by Course and Section

The report can be customized using the following options:

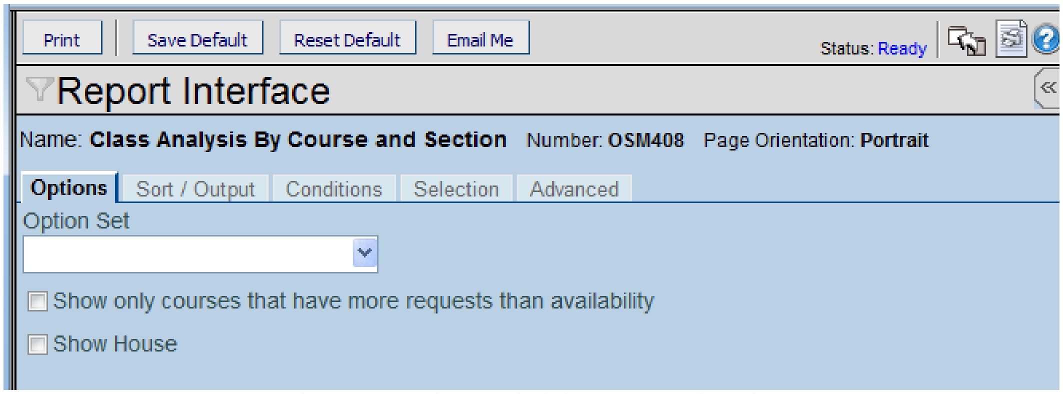
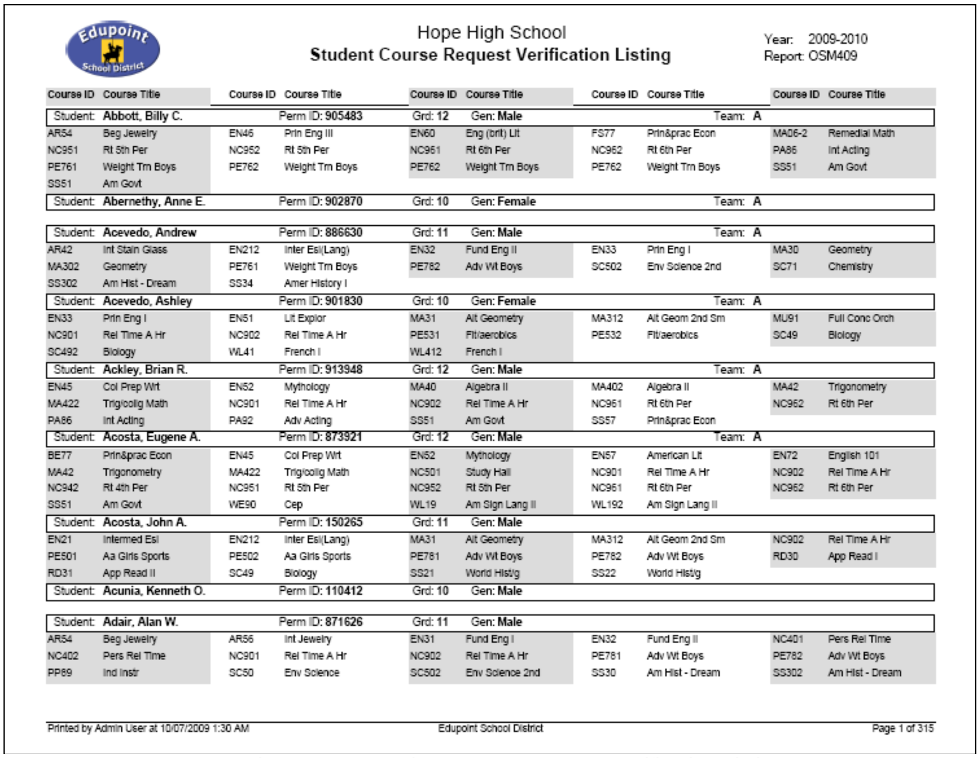


Figure 9.44 – Class Analysis by Course and Section

- The **Option Set** used for the analysis can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- Check the box labeled **Show Only Courses That Have More Requests Than Availability** so that the report only lists courses that need more sections.
- Check the box labeled **Show House** so that the report also shows house assignments.

OSM409 – Student Course Request Verification Listing

The Student Course Request Verification Listing lists each student and shows the course requests submitted for each student.



Hope High School
Student Course Request Verification Listing

Year: 2009-2010
Report: OSM409

Course ID	Course Title	Course ID	Course Title	Course ID	Course Title	Course ID	Course Title	Course ID	Course Title
Student:	**Abbott, Billy C.**		Perm ID: **905483**	Grd: **12**	Gen: **Male**		Team: **A**		
AR54	Beg Jewelry	EN46	Prin Eng III	EN60	Eng (brit) Lit	FS77	Prin&prac Econ	MA06-2	Remedial Math
NC951	Rt 5th Per	NC952	Rt 5th Per	NC961	Rt 6th Per	NC962	Rt 6th Per	PA86	Int Acting
PE761	Weight Trn Boys	PE762	Weight Trn Boys	PE762	Weight Trn Boys	PE762	Weight Trn Boys	SS51	Am Govt
SS51	Am Govt								
Student:	**Abernethy, Anne E.**		Perm ID: **902870**	Grd: **10**	Gen: **Female**		Team: **A**		
Student:	**Acevedo, Andrew**		Perm ID: **886630**	Grd: **11**	Gen: **Male**		Team: **A**		
AR42	Int Stain Glass	EN212	Inter Esl(Lang)	EN32	Fund Eng II	EN33	Prin Eng I	MA30	Geometry
MA302	Geometry	PE761	Weight Trn Boys	PE782	Adv Wt Boys	SC502	Env Science 2nd	SC71	Chemistry
SS302	Am Hist - Dream	SS34	Amer History I						
Student:	**Acevedo, Ashley**		Perm ID: **901830**	Grd: **10**	Gen: **Female**		Team: **A**		
EN33	Prin Eng I	EN51	Lit Explor	MA31	Alt Geometry	MA312	Alt Geom 2nd Sm	MU91	Full Conc Orch
NC901	Rel Time A Hr	NC902	Rel Time A Hr	PE531	Fit/aerobics	PE532	Fit/aerobics	SC49	Biology
SC492	Biology	WL41	French I	WL412	French I				
Student:	**Ackley, Brian R.**		Perm ID: **913948**	Grd: **12**	Gen: **Male**		Team: **A**		
EN45	Col Prep Wrt	EN52	Mythology	MA40	Algebra II	MA402	Algebra II	MA42	Trigonometry
MA422	Trig/collg Math	NC901	Rel Time A Hr	NC902	Rel Time A Hr	NC961	Rt 6th Per	NC962	Rt 6th Per
PA86	Int Acting	PA92	Adv Acting	SS51	Am Govt	SS57	Prin&prac Econ		
Student:	**Acosta, Eugene A.**		Perm ID: **873921**	Grd: **12**	Gen: **Male**		Team: **A**		
BE77	Prin&prac Econ	EN45	Col Prep Wrt	EN52	Mythology	EN57	American Lit	EN72	English 101
MA42	Trigonometry	MA422	Trig/collg Math	NC501	Study Hall	NC901	Rel Time A Hr	NC902	Rel Time A Hr
NC942	Rt 4th Per	NC951	Rt 5th Per	NC952	Rt 5th Per	NC961	Rt 6th Per	NC962	Rt 6th Per
SS51	Am Govt	WE90	Cep	WL19	Am Sign Lang II	WL192	Am Sign Lang II		
Student:	**Acosta, John A.**		Perm ID: **150265**	Grd: **11**	Gen: **Male**				
EN21	Intermed Esl	EN212	Inter Esl(Lang)	MA31	Alt Geometry	MA312	Alt Geom 2nd Sm	NC902	Rel Time A Hr
PE501	Aa Girls Sports	PE502	Aa Girls Sports	PE781	Adv Wt Boys	PE782	Adv Wt Boys	RD30	App Read I
RD31	App Read II	SC49	Biology	SS21	World Hist/g	SS22	World Hist/g		
Student:	**Acunia, Kenneth O.**		Perm ID: **110412**	Grd: **10**	Gen: **Male**				
Student:	**Adair, Alan W.**		Perm ID: **871626**	Grd: **11**	Gen: **Male**				
AR54	Beg Jewelry	AR56	Int Jewelry	EN31	Fund Eng I	EN32	Fund Eng II	NC401	Pers Rel Time
NC402	Pers Rel Time	NC901	Rel Time A Hr	NC902	Rel Time A Hr	PE781	Adv Wt Boys	PE782	Adv Wt Boys
PP89	Ind Instr	SC50	Env Science	SC502	Env Science 2nd	SS30	Am Hist - Dream	SS302	Am Hist - Dream

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Figure 9.45 - Student Course Request Verification Listing

The report can be customized using the following options:

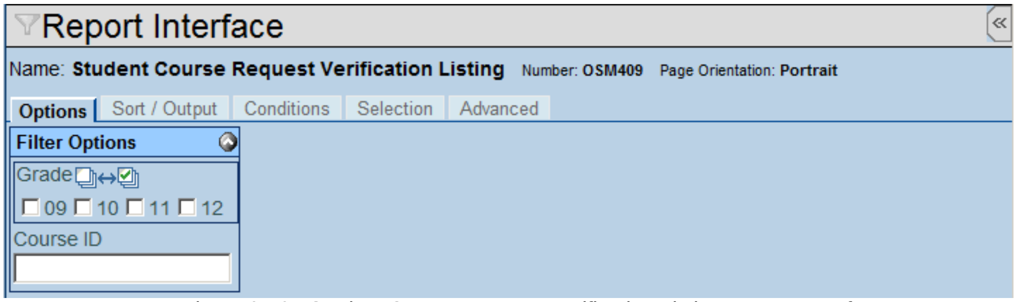

Figure 9.46 - Student Course Request Verification Listing, Report Interface

- To show only information about select grades, check the **Grades** to be included in the report. To check or uncheck all grades, use the buttons.
- To screen the report for a single course, enter the **Course ID**.

OSM411 – Class List

The Class List lists all students that are in a class. This list will show the list of students in a class and the list may contain information selected through the report interface.

Edupoint

Hope High School
Class List

Year: 2012-2013
Report: OSM411

Class ID	Period	Course ID	Course Title	Mtg Days	Teacher	Room Name
1140	1	MA402	Algebra II	M T W R F	Aderson, Gordon	

Term	Credit
S2	50.000

Student	Perm ID	State ID	Grd	Gen	Ethnic Code	Birth Date	Home Language	Phone
Allen, Elizabeth	886019	0001222955	11	F	White	08/14/1996	English	480-555-1234
Borup, Arthur D.	888721	0001315307	11	M	White	01/16/1996	English	480-555-1234
Bruggeman, Alan W.	134447	0010988077	11	M	White	06/09/1996	English	480-555-1234
Chase, Gerald M.	133623	0003420348	10	M	White	10/30/1997	English	480-555-1234
Cox, Victor R.	878611	0001248722	12	M	White	09/09/1995	English	480-555-1234
Del Rio, Henry JR	904819	0001254635	10	M	Hispanic	02/18/1997	English	480-555-1234
Edwards, Christine L.	904158	0001253496	10	F	White	04/16/1997	English	480-555-1234
Flynn, Heather A.	905698	0008222121	11	F	White	02/24/1996	English	480-555-1234
Harrison, Kelly	889779	0001318951	11	F	White	06/22/1996	English	480-555-1234
Hogen, Marilyn J.	887594	0001310542	11	F	White	03/14/1996	English	480-555-1234
Jones, Jack K.	886216	0001307788	11	M	White	12/16/1996	English	480-555-1234
Joy, Marilyn E.	908361	0001273676	10	F	White	07/12/1997	English	480-555-1234
Morgan, Ronald R.	929175	0001352733	10	M	White	11/10/1997	English	480-555-1234
Mosley, Sara N.	966467	0001354324	10	F	White	03/26/1997	English	480-555-1234
Pace, Terry F.	903453	0001334092	10	M	White	01/10/1997	English	480-555-1234
Parris, Pamela L.	949859	0001276196	10	F	White	08/29/1997	English	480-555-1234
Patterson, Justin L.	886126	0001223547	11	M	White	08/30/1996	English	480-555-1234
Pollard, Wanda N.	138183	0018681024	11	F	White	08/25/1996	English	602-555-1234
Rawlings, Wanda N.	887757	0001227394	11	F	White	06/15/1996	English	480-555-1234
Skousen, Douglas M.	877118	0001303533	12	M	White	04/11/1995	English	480-555-1234
Steinbrink, Brandon M.	904645	0001254422	11	M	White	04/27/1996	English	480-555-1234
Stockton, Jesse B.	886240	0001223893	11	M	White	06/12/1996	English	480-555-1234
Stotler, Helen L.	943999	0001267666	11	F	White	02/27/1996	English	480-555-1234
Vaughan, Cynthia M.	903189	0001250204	10	F	White	10/04/1997	English	480-555-1234
Vielma, Christine	117118	0001197969	11	F	Hispanic	11/17/1996	English	480-555-1234
Waldie, Donna J.	966551	0001354403	10	F	White	04/01/1997	English	480-555-1234
Warner, Lisa L.	923371	0001263527	12	F	White	12/19/1995	English	480-555-1234
Wooton, Andrew M.	973329	0001355022	10	M	White	01/21/1997	English	480-555-1234

Total Students: 28 Total Female: 15 Total Male: 13

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Figure 9.1 - Class List

The report can be customized using the following options:

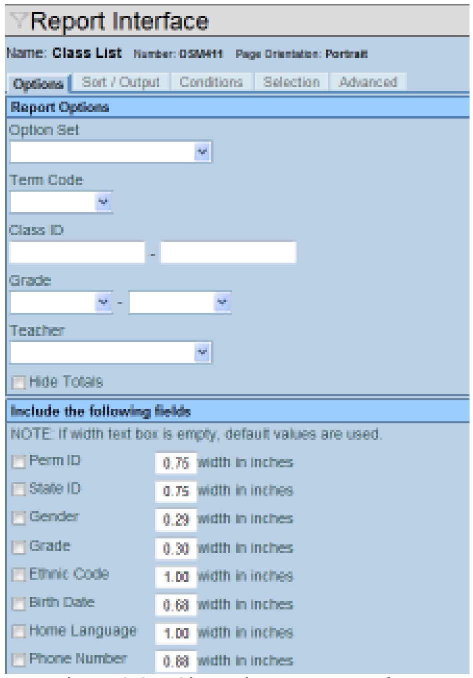

Figure 9.2 – Class List Report Interface

- The **Option Set** used for the report can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- The report can be printed for a single term by selecting the term from the **Term Code** drop-down list.
- To print the report for a specific range of sections, enter the beginning and ending section ID in the **Class ID** boxes.
- To print the report for a specific range of grades, select the beginning and ending **Grade Range** from the drop-down list.
- To print the report for a specific teacher, select the **Teacher** from the drop-down list.
- To **Hide Totals** on this list, select the check box.
- Include the Following Fields: Perm ID, State ID, Gender, Grade, Ethnic Code, Birth Date, Home Language, or Phone Number.

OSM414 – Schedule by Department

The Schedule by department is a graphical look at the schedule bases on a specific option set. This report is grouped by department, and shows the teacher, room, and period.

Hope High School
Schedule by Department
Option Set: Mass Scheduling Trial Run #2, As of Date: 04/03/2013

Year: 2012-2013
Report: OSM414

Staff Name	FTE	Room	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Department: (HE)											
Blackburn M.		ANNX	Sports Medicine	Prevention&care							
Department: (NC)											
Evit Teacher		SEM	Pers Rel Time	Pers Rel Time	Pers Rel Time	Pers Rel Time	Pers Rel Time	Pers Rel Time			
Department: (PA)											
Gardner		409		Int Acting	Adv Acting	Thea Arts I	Thea Arts II	Stagecraft			
Department: (SA)											
Done		P-11			Sa English						
Media Center		LIBR	St Assist Media	St Assist Media	St Assist Media						
Parker		107	Stu Council								
Powell		NURS	Stu Asst Nurse	Stu Asst Nurse	Stu Asst Nurse	Stu Asst Nurse	Stu Asst Nurse	Stu Asst Nurse	Stu Asst Nurse		
Department: (TI)											
Chaisson P.		311			Ice Automotive Ice Drafting Ice-Bldg Trades				Ice MacHine Shp Ice Automotive Ice Drafting Ice-Bldg Trades	Ice MacHine Shp Ice Automotive Ice Drafting Ice-Bldg Trades	
Department: (VT0A)											
Evit Teacher		EVIT	Evit Sem 2 Am	Evit Sem 2 Am	Evit Sem 2 Am						
Department: (VT0P)											
Evit Teacher		EVIT				Evit Sem 2 Pm	Evit Sem 2 Pm	Evit Sem 2 Pm			
Department: American History											
Atwood S.		210B		Driver Train	Ojt	Ojt	Evep	Evep			
Brown P.		236	Math		Math		Math	Math			
Frame,		LIB		Ortho Impair Ortho Impair							
Sargent		SHAR/234	Voc Explor Prgm (SHAR) Consumer Math (234)	Function/writng (234) Voc Explor Prgm (SHAR)	Voc Explor Prgm (SHAR) Reading (234)	Consumer Math (234)		Function/writng (234)			
Department: Art											
Blahak P.		405		Beg Ceramics	Adv Ceramics Int Ceramics	Int Ceramics	Beg Ceramics	Beg Ceramics			
Sullivan		403	Adv Jewelry Int Jewelry	Beg Jewelry	Beg Jewelry	Int Jewelry					
Department: Business Education											
Becker C.		125/127	Accounting II (125)	Prin&prac Econ (125)	Prin&prac Econ (125)		Bus Cons Law (127)				
Sehl		129					Bus 21st Cntury				

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Figure 9.3 – Schedule by Department List

The report can be customized using the following options:

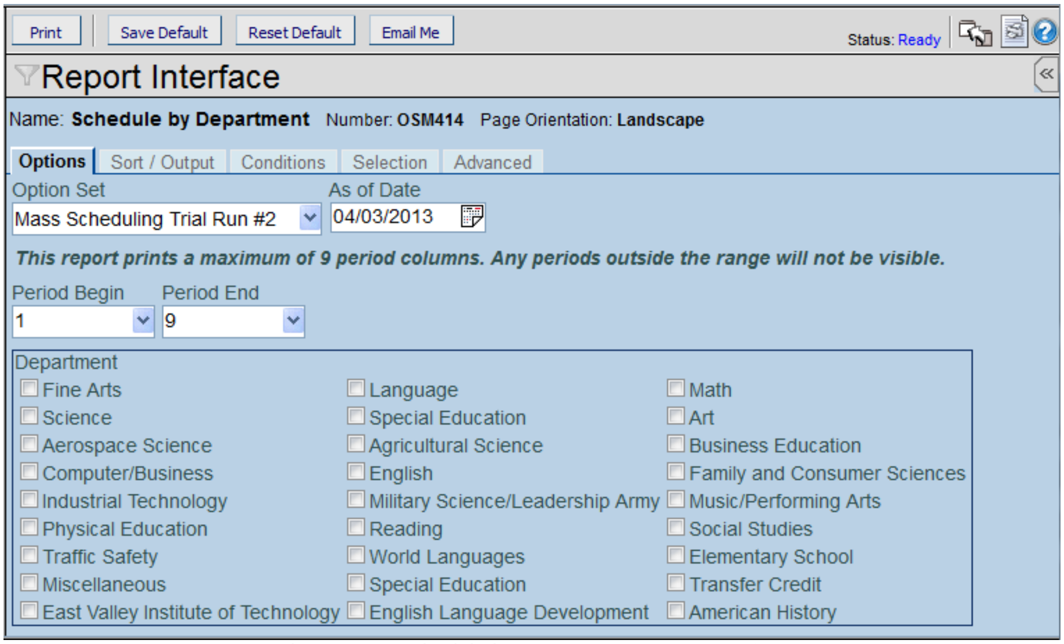

Figure 9.4 – Schedule by Department Report Interface

- The **Option Set** used for the report can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- Enter the date for which to analyze the periods in the **As of Date** box in MM/DD/YY format. The dates can also be selected using the Calendar button.
- Select the range of periods to be included by entering the first period of the range in the **Period Begin** box and the last period in the **Period End** box.
- To filter the courses displayed on the report by their **Department**, check which Departments to display

OSM415 – Schedule by Room

The Schedule by Room is a graphical look at the schedule based on a specific option set. This report is grouped by room, and shows which teacher is in the room for each period. It also lists when the classroom is open or if it is scheduled for a study hall.

Hope High School
Schedule by Room
Option Set: Mass Scheduling Trial Run #2, As of Date: 04/03/2013

Year: 2012-2013
Report: OSM415

Room	Teacher Desks	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
102	Bayer M.	Bayer M.	Bayer M.	Bayer M.	Bayer M.	Open-F	Bayer M.	Open-F	Open-F	Open-F
103	Harder	Harder	Open-S	Harder	Harder	Harder	Harder	Open-S	Open-S	Open-S
106	Hansen	Hansen	Hansen	Hansen	Hansen	Hansen	Open-S	Open-S	Open-S	Open-S
107	Parker	Parker	Open-F	Open-F	Open-F	Open-F	Open-F	Open-F	Open-F	Open-F
108	Diaz	Open-F	Open-F	Open-F	Open-F	Open-F	Open-F	Diaz	Open-F	Open-F
108	Nebelung	Nebelung	Nebelung	Nebelung	Open-S	Nebelung	Nebelung	Open-S	Open-S	Open-S
109	Shackelford	Shackelford	Shackelford	Shackelford	Open-S	Shackelford	Shackelford	Open-S	Open-S	Open-S
111	Richardson	Open-F	Richardson	Richardson	Richardson	Richardson	Open-F	Open-F	Open-F	Open-F
114	Clifford R.	Clifford R.	Clifford R.	Clifford R.	Clifford R.	Open-F	Clifford R.	Open-F	Open-F	Open-F
116	Blasdell W., Janssen	Janssen	Blasdell W.	Janssen	Janssen	Janssen	Blasdell W.	Open-S	Open-S	Open-S
118	Mellyn, Sandomir	Mellyn	Sandomir	Sandomir	Mellyn	Sandomir	Sandomir	Open-S	Open-S	Open-S
119	Worsnop, Fetters	Fetters	Fetters	Fetters	Worsnop	Worsnop	Worsnop	Open-S	Open-S	Open-S
120	Tofft	Tofft	Open-S	Tofft	Tofft	Tofft	Tofft	Open-S	Open-S	Open-S
121	Edelstein, Fetters	Edelstein	Edelstein	Edelstein	Edelstein	Fetters	Fetters	Open-S	Open-S	Open-S
125	Becker C.	Becker C.	Becker C.	Becker C.	Open-S	Open-S	Open-S	Open-S	Open-S	Open-S
126	Topoozian	Topoozian	Topoozian	Topoozian	Open-S	Topoozian	Topoozian	Open-S	Open-S	Open-S
127	Becker C.	Open-F	Open-F	Open-F	Open-F	Becker C.	Becker C.	Open-F	Open-F	Open-F
128	Aderson	Aderson	Aderson	Aderson	Aderson	Aderson	Open-F	Open-F	Open-F	Open-F
129	Sehl	Sehl	Open-S	Sehl	Sehl	Sehl	Open-S	Open-S	Open-S	Open-S
135	Kretschmer	Open-S	Kretschmer	Kretschmer	Kretschmer	Kretschmer	Open-S	Open-S	Open-S	Open-S
137	Krogman	Krogman	Krogman	Open-S	Krogman	Open-S	Open-S	Open-S	Open-S	Open-S
201	Davis	Davis	Davis	Open-S	Davis	Davis	Davis	Open-S	Open-S	Open-S
207	Sawyer	Sawyer	Sawyer	Sawyer	Sawyer	Open-F	Open-F	Open-F	Open-F	Open-F
208	Scott, Behm A.	Scott	Scott	Scott	Behm A.	Behm A.	Behm A.	Open-F	Open-F	Open-F
210B	Atwood S.	Open-S	Atwood S.	Atwood S.	Atwood S.	Atwood S.	Atwood S.	Open-S	Open-S	Open-S
214	Craft	Craft	Craft	Open-S	Craft	Craft	Craft	Open-S	Open-S	Open-S
217	Epley J.	Epley J.	Epley J.	Epley J.	Epley J.	Epley J.	Open-S	Open-S	Open-S	Open-S
219	Ernst	Ernst	Ernst	Ernst	Ernst	Open-S	Open-S	Open-S	Open-S	Open-S
222	Snyder	Open-F	Snyder	Snyder	Snyder	Open-F	Open-F	Open-F	Open-F	Open-F
225	Behm A., Parker	Behm A.	Behm A.	Parker	Parker	Parker	Open-S	Open-S	Open-S	Open-S
226	Webster	Webster	Webster	Webster	Webster	Webster	Open-S	Open-S	Open-S	Open-S
227	Sligh AJ, Staff	Sligh AJ	Sligh AJ	Staff	Staff	Staff	Open-S	Open-S	Open-S	Open-S
230	Nunes	Nunes	Nunes	Nunes	Open-S	Nunes	Nunes	Nunes	Open-S	Open-S
								Nunes		
								Nunes		
								Nunes		
								Nunes		
231	Gordon	Gordon	Open-S	Gordon	Gordon	Gordon	Gordon	Open-S	Open-S	Open-S
234	Sargent	Sargent	Sargent	Sargent	Sargent	Open-S	Sargent	Open-S	Open-S	Open-S
236	Brown P.	Brown P.	Open-S	Brown P.	Open-S	Brown P.	Brown P.	Brown P.	Open-S	Open-S
								Brown P.		
								Brown P.		
								Brown P.		

S - Open classroom (small), F - Open classroom (full size), SH - study hall

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Figure 9.5 – Schedule by Room List

The report can be customized using the following options:

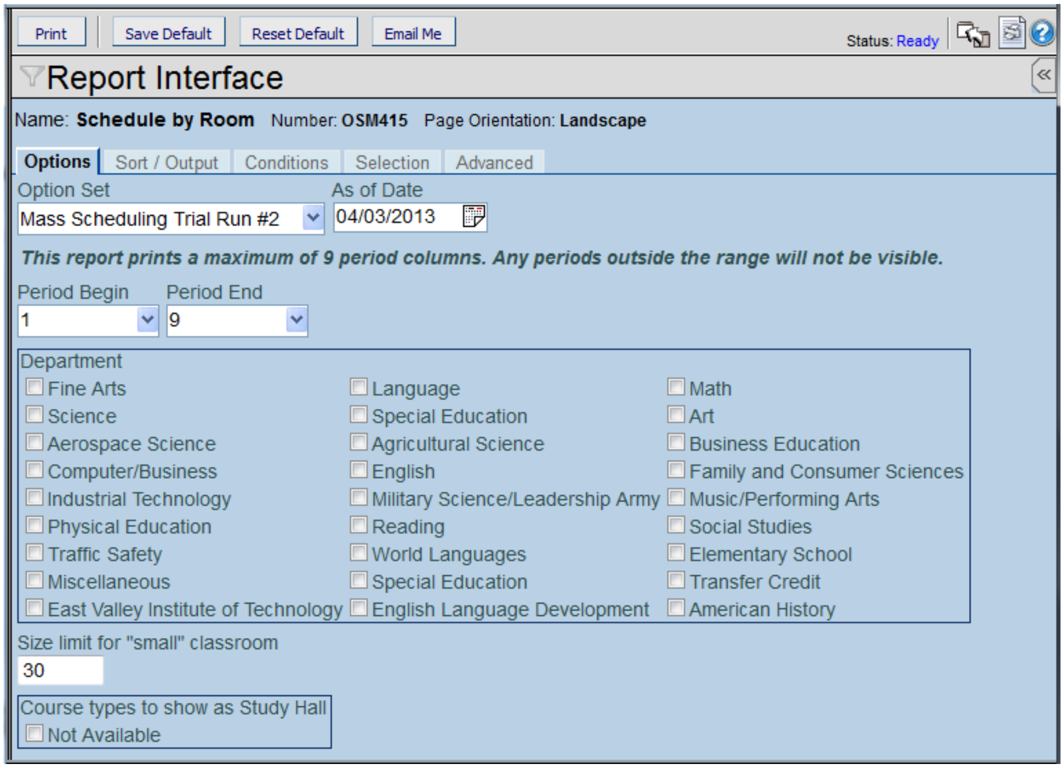

Figure 9.6 – Schedule by Room Report Interface

- The **Option Set** used for the report can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- Enter the date for which to analyze the periods in the **As of Date** box in MM/DD/YY format. The dates can also be selected using the Calendar button.
- Select the range of periods to be included by entering the first period of the range in the **Period Begin** box and the last period in the **Period End** box.
- To filter the courses displayed on the report by their **Department**, check which Departments to display.
- To indicate which classroom is considered small enter the maximum number of students for a small class in the **Size limit for “small” classroom** field.
- To indicate which classes are used as a study hall, select the course type from the **Course type to show as Study Hall** group box.

OSM416 – Sections Needed by Request

The Sections Needed by Requests report show the numbers of sections needed based on the total number of course requests. It shows the maximum and optimum number of students per section based on the definitions entered in the District Course or School Course.

Hope High School
Sections Needed by Requests

Year: 2012-2013
Report: OSM416

Organization: Hope High School

Course ID	Course Title	Total Course Requests	Optimal Students Per Section	Max Students Per Section	# of Sections (Optimal Students)	# of Sections (Max Students)
AC10	Air Cond Tech	7	10	15	0.70	0.47
AD86W	Academic Decath	29	12	12	2.42	2.42
AG29	Expl Agric	1	20	30	0.05	0.03
AG31	Animal Sci	30	15	25	2.00	1.20
AG51	Landscape D&m I	2	15	20	0.13	0.10
AR32	Beg Photo	137	25	32	5.48	4.28
AR33	Int Photo	47	20	25	2.35	1.88
AR34	Adv Photo	11	12	20	0.92	0.55
AR40	Stained Glass	170	15	20	11.33	8.50
AR41	Beg Ceramics	173	15	20	11.53	8.65
AR42	Int Stain Glass	59	15	20	3.93	2.95
AR43	Int Ceramics	38	10	15	3.80	2.53
AR45	Adv Ceramics	8	12	17	0.67	0.47
AR54	Beg Jewelry	188	25	32	7.52	5.88
AR56	Int Jewelry	39	20	25	1.95	1.56
AR58	Adv Jewelry	9	15	22	0.60	0.41
AR63	Beg Drawing	136	27	33	5.04	4.12
AR64	Int Drawing	49	25	33	1.96	1.48
AR66	Adv Drawing	11	22	27	0.50	0.41
AR80W	Ap Studio Art	15	15	18	1.00	0.83
AS312	Aero Sci ROTC I	1	10	15	0.10	0.07
AS33	Aero Sci ROTC III	1	10	10	0.10	0.10
AS34	Aero Sci ROTC IV	2	5	5	0.40	0.40
AS35	Colorgrd/drill	1	30	50	0.03	0.02
AS352	Colorgrd/drill	1	30	50	0.03	0.02
BE30	Bus 21st Cntury	53	20	25	2.65	2.12
BE39	Bus Cons Law	29	15	22	1.93	1.32
BE47	Accounting I	29	25	35	1.16	0.83
BE48	Accounting II	5	25	35	0.20	0.14
BE52	Marketing I	45	25	35	1.80	1.29
BE53	Marketing II	12	25	35	0.48	0.34
BE54	Student Store	11	3	5	3.67	2.20
BE74	Mkt Intern Deca	13	5	8	2.60	1.63
BE75	Coe Bus Intern	12	3	5	4.00	2.40
BE77	Prin&prac Econ	61	28	32	2.18	1.91
CB10	Comp Foundation	146	28	28	5.21	5.21
CB11	Computer Apps	66	28	28	2.36	2.36
CB12	Comp Apps II	46	28	28	1.64	1.64
CB18	Desktop Publish	33	28	28	1.18	1.18
CB20	Web Page Design	22	28	28	0.79	0.79
CB31	Vis Bas Prog I	48	20	25	2.40	1.92
CB32	Vis Bas Prog II	22	20	25	1.10	0.88
CB44	Comp Mnt&rpr I	21	12	17	1.75	1.24
EN11	Beginning Esl	3	22	30	0.14	0.10
EN112	Beginning Esl	3	22	30	0.14	0.10

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Figure 9.7 – Sections Needed by Request Report

The report can be customized using the following options:

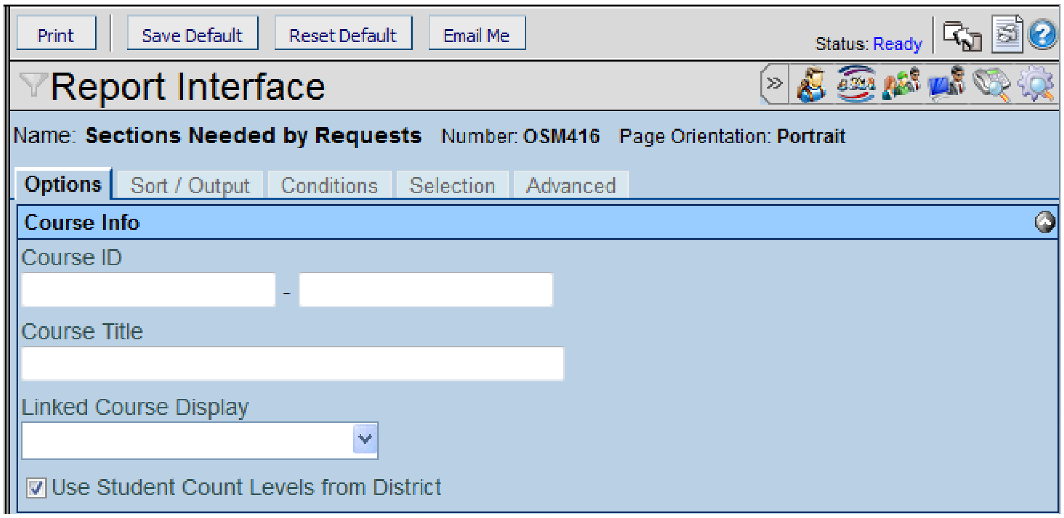

Figure 9.8 – Sections Needed by Request Report Interface

- To print the report for a range of course, enter the beginning and ending **Course ID**.
- Enter the **Course Title** the report should print results for.
- To display the linked courses together, select the option from the **Linked Course Display** field. The option are **None** to not display any linked courses (default), **Primary Linked Only** lists only the primary course from each link, and **All Linked** lists all the linked courses.
- Check the **Use Student Count Levels from District** box to only use the maximums and optimum class size numbers from the district course. Otherwise, the report looks at the school course first for maximum and optimum class sizes. If they are blank, then it will look at the district course.

OSM417 – Department Section List

The Department Section List displays all the sections in an option set by department. This report is grouped by department, teacher, term, period, section, course id, meeting day, and room. It also displays the maximum, total, and open number of seats for each section.

Hope High School(closed)
Department Section List
Option Set: 29594 Test Option Set

Year: 2013-2014
Report: OSM417

Department	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Room	Optimal	Max	Total	Open
ALSI	S2	2	2	ALSI10-01	ALSI10 - Allied Signal	A	12456789(		40	1	39
							Total :	0	40	1	39
Art	S1	1	1	AR41-17	AR41 - Beg Ceramics	A	403		35	3	32
	S1	2	2	AR41-18	AR41 - Beg Ceramics	A	403		35	3	32
	S1	2	2	AR63-19	AR63 - Beg Drawing	A	403		30	39	-9
	S1	3	3	AR41-19	AR41 - Beg Ceramics	A			35	3	32
	S1	3	3	AR63-21	AR63 - Beg Drawing	A			30	39	-9
	S1	5	5	AR63-20	AR63 - Beg Drawing	A	403		30	39	-9
	S1	6	6	AR41-22	AR41 - Beg Ceramics	A	403		35	3	32
	S1	6	6	AR64-22	AR64 - Int Drawing	A	403		30	39	-9
	S2	1	1	AR41-16	AR41 - Beg Ceramics	A	403		35	3	32
	S2	1	1	AR63-23	AR63 - Beg Drawing	A			30	39	-9
	S2	2	2	AR41-20	AR41 - Beg Ceramics	A			35	3	32
	S2	3	3	AR41-21	AR41 - Beg Ceramics	A			35	3	32
	S2	3	3	AR64-21	AR64 - Int Drawing	A			30	39	-9
	S2	4	4	AR63-22	AR63 - Beg Drawing	A			30	39	-9
	S2	5	5	AR63-24	AR63 - Beg Drawing	A	403		30	39	-9
	S2	6	6	AR41-23	AR41 - Beg Ceramics	A			35	3	32
	S2	3	3	AR32-01	AR32 - Beg Photo	A	401		28	0	28
	S1	1	1	AR63-16	AR63 - Beg Drawing	A	405		30	38	-8
	S1	2	2	AR46-01	AR46 - Adv Ceramics	A	401		13	2	11
	S1	3	3	AR32-02	AR32 - Beg Photo	A	401		28	0	28
	S1	4	4	AR63-04	AR63 - Beg Drawing	A	402		30	38	-8
	S1	5	5	AR43-01	AR43 - Int Ceramics	A	401		28	28	0
	S1	6	6	AR64-02	AR64 - Int Drawing	A	401		30	38	-8
	S2	1	1	AR63-15	AR63 - Beg Drawing	A	405		30	38	-8
	S2	2	2	AR41-02	AR41 - Beg Ceramics	A	401		35	2	33
	S2	3	3	AR42-01	AR42 - Int Stain Glass	A	402		26	1	25
	S2	4	4	AR41-06	AR41 - Beg Ceramics	A	404		35	2	33
	S2	5	5	AR64-07	AR64 - Int Drawing	A	401		30	38	-8
	S2	6	6	AR43-02	AR43 - Int Ceramics	A	401		28	29	-1
	S1	1	1	AR64-20	AR64 - Int Drawing	A	403		30	39	-9

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Figure 9.9 – Department Section List

The report can be customized using the following options:

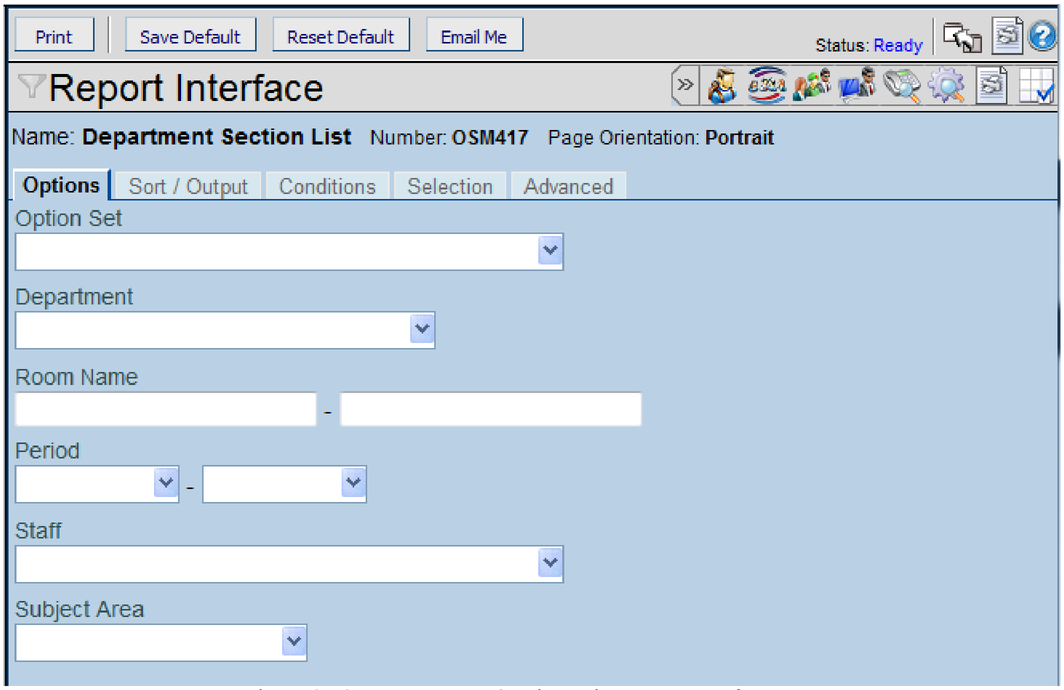

Figure 9.10 – Department Sections List Report Interface

- Select the **Option Set** for which to run the report. This field is required.
- Select the **Department** from the drop-down list to print the list for just one department.
- To only include a range of rooms, enter the first and last **Room Name**. The rooms are listed numerically then alphabetically.
- Select the range of class periods levels to be included by selecting the **Period** from the drop-down list.
- Select the **Staff** from the drop-down list to print the list for just one teacher.
- Select the **Subject Area** from the drop-down list to print the list for just one subject.

OSM418 – Room Section List

The Room Section list displays all the sections in an option set that are taught in a particular room. This report is grouped by room, department, term, period, section, course id, and meeting days. It also displays the maximum, total, and open number of seats for each section.

Edupoint School District

King High School
Room Section List

Year: 2013-2014
Report: MST417

Room	Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Optimal	Max	Total	Open
	Agricultural Science		Q1	1	1	AG25111	AG251 - Intro Ag Sci			40	0	40
	Art		Q1	2	2	AR32212345	AR322 - Photo I			15	0	15
	American History		Q1	3	3	PP422-01	PP422 - Function/writng			35	0	35
								Total :	0	90	0	90
031	Elementary School	Nuestro, Janette	S2	2	2	1460	SC44W2 - Col Prep Bio			34	0	34
	SA	Nuestro, Janette	S2	2	2	1887	SA512 - S.a. Science			1	0	1
	Science	Nuestro, Janette	S2	4	4	1878	SC492 - Biology			34	0	34
	Science	Nuestro, Janette	S2	5	5	1965	SC492 - Biology			34	0	34
	Science	Nuestro, Janette	S2	6	6	1962	SC492 - Biology			34	0	34
								Total :	0	137	0	137
033	Science	Lemon, Lisa	S2	6	6	1368	SC492 - Biology			34	0	34
								Total :	0	34	0	34
034	SA	Pagel, Ross	S2	1	1	1383	SA512 - S.a. Science			1	0	1
	SA	Pagel, Ross	S2	4	4	1596	SA51 - Sa Science			1	0	1
	Science	Pagel, Ross	S2	2	2	1374	SC712 - Chemistry			34	0	34
	Science	Pagel, Ross	S2	3	3	1375	SC712 - Chemistry			34	0	34
	Science	Pagel, Ross	S2	6	6	1494	SC332 - Earth Science			34	0	34
								Total :	0	104	0	104
035	SA	Ramnes, Gerri	S2	6	6	1968	SA512 - S.a. Science			1	0	1
	Science	Ramnes, Gerri	S2	3	3	1495	SC492 - Biology			34	0	34
	Science	Ramnes, Gerri	S2	5	5	1452	SC492 - Biology			34	0	34
	Science	Ramnes, Gerri	S2	6	6	1455	SC492 - Biology			34	0	34
								Total :	0	103	0	103
036	Elementary School	Mattix, Larry	S2	1	1	1367	SC72W2 - Cl Prep Chem			34	0	34
	Elementary School	Mattix, Larry	S2	2	2	1493	SC72W2 - Cl Prep Chem			34	0	34
	SA	Mattix, Larry	S1	2	2	0986	SA51 - Sa Science			1	0	1
	Science	Frazier, Jim	S2	3	3	1541	SC712 - Chemistry			34	0	34
	Science	Frazier, Jim	S2	4	4	1542	SC712 - Chemistry			34	0	34
	Science	Frazier, Jim	S2	5	5	1543	SC712 - Chemistry			34	0	34
								Total :	0	171	0	171
039	SA	Johnson, Becky	S1	3	3	0694	SA51 - Sa Science			1	0	1

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Figure 9.11 – Room Section List

The report can be customized using the following options:

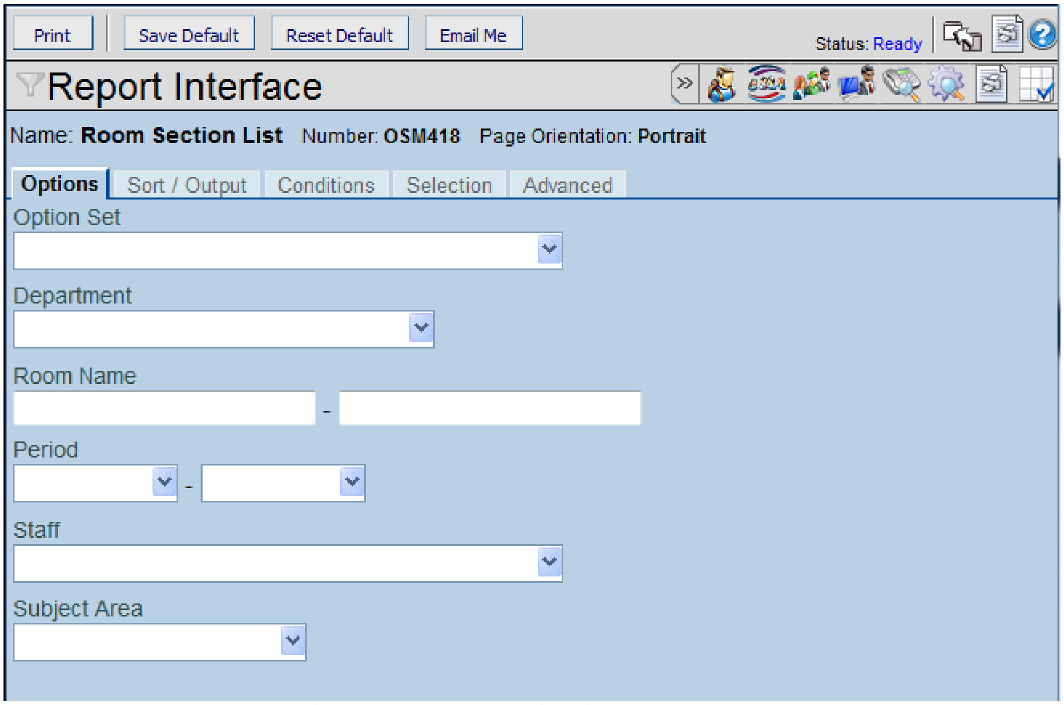

Figure 9.12 – Room Section List Report Interface

- Select the **Option Set** for which to run the report. This field is required.
- Select the **Department** from the drop-down list to print the list for just one department.
- To only include a range of rooms, enter the first and last **Room Name**. The rooms are listed numerically then alphabetically.
- Select the range of class periods levels to be included by selecting the **Period** from the drop-down list.
- Select the **Staff** from the drop-down list to print the list for just one teacher.
- Select the **Subject Area** from the drop-down list to print the list for just one subject.

OSM470 – Pre Schedule Edit List

The Pre Scheduled Edit List lists all students that show an error in their schedules.

Hope High School
Pre Schedule Edit List
Option Set: First Try

Year: 2009-2010
Report: OSM470

Perm ID	Student	Range	Course number and Title	Error Detected
906483	Abbott, Billy C.		MA06-2 Remedial Math	Course not offered
902870	Abernethy, Anne E.			Has no course requests
873921	Acosta, Eugene A.		WE90 Cep	Course not offered
110412	Acuna, Kenneth O.			Has no course requests
871626	Adair, Alan W.		PP89 Ind Instr	Course not offered
872035	Adamski, Alan M.			Has no course requests
132888	(Aguilar, Kathleen G.)			Has no course requests
891071	Aguilar, Roger F.			Has no course requests
120451	Ahlstrom, Linda K.			Has no course requests
165923	Akagawa, Adam H.			Has no course requests
165110	(Akpan, Tina N.)			Has no course requests
141665	Alcazar, Eugene			Has no course requests
929994	(Alcorn, Donald A.)			Has no course requests
169473	(Alexander, Victor I.)			Has no course requests
980882	(Allen, Cheryl L.)			Has no course requests
901507	Allen, Diane B.			Has no course requests
906928	(Allen, Douglas S.)			Has no course requests
904916	(Allred, Edward L.)			Has no course requests
874439	Alpin, Steven J.			Has no course requests
901753	(Alvarado, Barbara M.)			Has no course requests
167098	Amatova, Tammy C.			Has no course requests
904224	(Amaya, Janet L.)			Has no course requests
930738	(Anderson, John J.)			Has no course requests
117346	(Anderson, Mark M.)			Has no course requests
879288	Anderson, Paula N.			Has no course requests
171008	Applegate, Sharon D.			Has no course requests
120700	Araujo, Daniel J.			Has no course requests
915423	Archer, Annie C.			Has no course requests
889189	(Arouh, Rachel D.)			Has no course requests
126829	(Arreola, Joyce)			Has no course requests
872333	Ashcroft, Steve M.			Has no course requests
948760	(Ashe, Johnny J.)			Has no course requests
819694	(Ashoor, Anthony S.)			Has no course requests
158458	(Babeshko, Julie O.)			Has no course requests
893124	(Badeau, Cheryl E.)			Has no course requests
893582	(Bailey, Diane M.)			Has no course requests
984564	(Baker, Christina M.)			Has no course requests
887345	(Baldenegro, Norma L.)			Has no course requests
937428	(Balke, Philip M.)			Has no course requests
165825	(Banda, Sharon Y.)			Has no course requests
988632	(Banta, Rose N.)			Has no course requests
896089	(Baptista, Kathryn L.)			Has no course requests
906981	Barinka, Lori L.			Has no course requests
906976	Barinka, Theresa R.			Has no course requests
943989	(Baumchen Domingu, Walter I			Has no course requests
900325	(Beebe, Richard R.)			Has no course requests

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Figure 9.47 - Pre Schedule Edit List

The report can be customized using the following options:

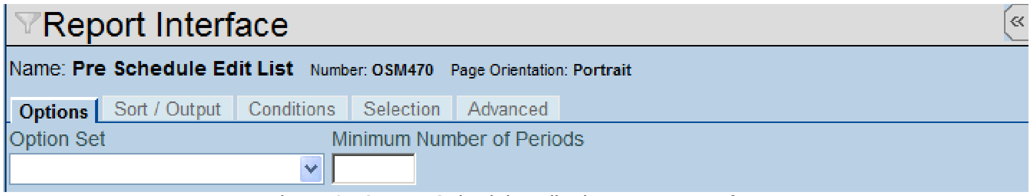

Figure 9.48 - Pre Schedule Edit List, Report Interface

- The **Option Set** used for the report can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- A **Minimum Number of Periods** must be entered to list all students that have requested at least the number of courses.

OSM601 – Course Request Totals

The Course Request Totals lists each course department and shows each course in the department. For the course and department, the report lists the total number of student's requests with breakdowns by gender and grade level.

Hope High School
Course Request Totals

Year: 2009-2010
Report: OSM601

Course ID	Course Title	Total	Female	Male	09	10	11	12
Department: Agricultural Science								
AG29	Expl Agric	1	1	0	0	0	0	1
AG31	Animal Sci	29	11	18	0	16	9	4
AG51	Landscape D&m I	2	0	2	0	2	0	0
	Total	32	12	20	0	18	9	5
Department: Art								
AR32	Beg Photo	136	80	56	0	78	29	29
AR33	Int Photo	48	29	19	0	8	24	16
AR34	Adv Photo	11	8	3	0	0	3	8
AR40	Stained Glass	170	79	91	0	7	68	95
AR41	Beg Ceramics	172	86	86	0	79	54	39
AR42	Int Stain Glass	60	25	35	0	1	18	41
AR43	Int Ceramics	38	13	25	0	1	19	18
AR45	Adv Ceramics	8	1	7	0	2	1	5
AR54	Beg Jewelry	189	84	105	0	8	87	94
AR56	Int Jewelry	39	16	23	0	2	13	24
AR58	Adv Jewelry	9	3	6	0	0	2	7
AR63	Beg Drawing	136	44	92	0	77	38	21
AR64	Int Drawing	49	17	32	0	3	29	17
AR66	Adv Drawing	11	6	5	0	0	4	7
	Total	1076	491	585	0	266	389	421
Department: Aerospace Science								
AS312	Afjrotc I	1	0	1	0	0	0	1
AS33	Afjrotc III	1	0	1	0	0	1	0
AS35	Colorgrd/drill	1	0	1	0	0	0	1
AS352	Colorgrd/drill	1	0	1	0	0	0	1
	Total	4	0	4	0	0	1	3
Department: Business Education								
BE30	Bus 21st Cntury	53	16	37	0	33	8	12
BE39	Bus Cons Law	29	10	19	0	14	13	2
BE47	Accounting I	29	12	17	0	13	9	7
BE48	Accounting II	5	2	3	0	3	1	1
BE52	Marketing I	45	14	31	0	20	16	9
BE53	Marketing II	12	3	9	0	5	4	3
BE54	Student Store	11	4	7	0	0	7	4
BE74	Mkt Intern Deca	13	3	10	0	0	0	13
BE75	Coe Bus Intern	12	6	6	0	0	1	11
BE77	Prin&prac Econ	61	25	36	0	0	1	60
	Total	270	95	175	0	88	60	122
Department: Computer/Business								
CB10	Comp Foundation	145	66	79	0	107	27	11
CB11	Computer Apps	67	28	39	0	32	16	19
CB12	Comp Apps II	46	20	26	0	26	10	10
CB16	Desktop Publish	33	9	24	0	24	5	4
CB20	Web Page Design	22	5	17	0	3	10	9
CB31	Vis Bas Prog I	48	7	41	0	32	11	5

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Figure 9.49 - Course Request Totals

The report can be customized using the following options:

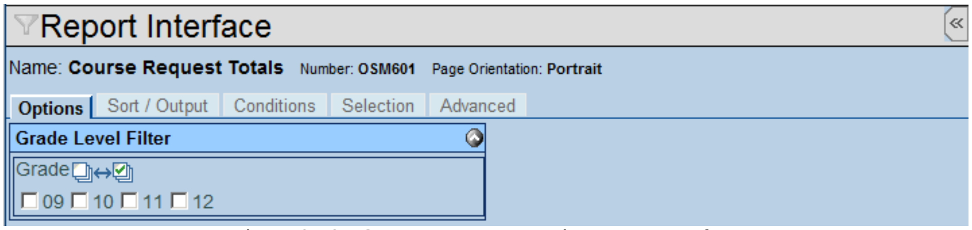

Figure 9.50 - Course Request Totals, Report Interface

- To show only information about select grades, check the **Grades** to be included in the report. To check or uncheck all grades, use the buttons.

OSM602 – Student Request Exception

The Student Request Exception report lists any students with fewer course requests than selected for the report, or fewer credits than selected for the report.

Hope High School
Student Request Exception
All Students

Year: 2012-2013
Report: OSM602

Student	Perm ID	Grade	Course Requests	Course Credits	Exception Reason
Akin, Andrea E.	902875	10	17	9.00	
Alarcon, Frank	886651	10	14	9.50	
Alcazar, Eugene	141666	10	12	6.50	
Alcazar, Eugene A.	141517	10	14	7.00	
Alder, Brenda I.	967569	10	15	10.50	
Alder, Lawrence S.	910024	12	13	8.50	
Alder, Sarah C.	968416	12	12	9.50	
Aldrich, Steve K.	873815	12	13	9.00	
Alexander, Fred D.	975140	12	14	8.00	
Alexander, George M.	975141	12	14	7.50	
Alexander, Joseph J.	901626	10	14	8.50	
Alger, Nicole C.	874433	12	14	8.50	
Alger, Phyllis A.	149884	10	14	8.00	
Allen, Aaron L. JR	992938	10	16	10.00	
Allen, Andrea	904134	10	13	8.00	
Allen, Cynthia	874997	12	11	9.50	
Allen, Donald J.	883223	10	14	8.50	
Allen, Elizabeth	886019	11	14	9.00	
Allen, Eugene C.	887238	11	14	9.00	
Allen, Helen L.	874910	12	11	6.50	
Allen, Jeremy S.	879216	10	13	7.50	
Allen, Judith D.	903040	10	14	8.50	
Allen, Karen	891989	11	14	9.00	
Allen, Karen	873986	12	13	8.50	
Allen, Karen T.	871328	12	14	8.00	
Allen, Ruby D.	888116	11	1	0.00	
Allen, Sandra E.	901631	10	14	8.00	
Allen, Shawn C.	877993	12	13	8.50	
Allen, Tammy	901931	10	13	8.50	
Allen1, Diane B.	901507	10	0	0.00	Too Few Requests
Allinder, Benjamin R.	887820	11	14	8.00	
Allison, Kenneth B.	992737	11	15	11.00	

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Figure 9.51 - Student Request Exception

The report can be customized using the following options:

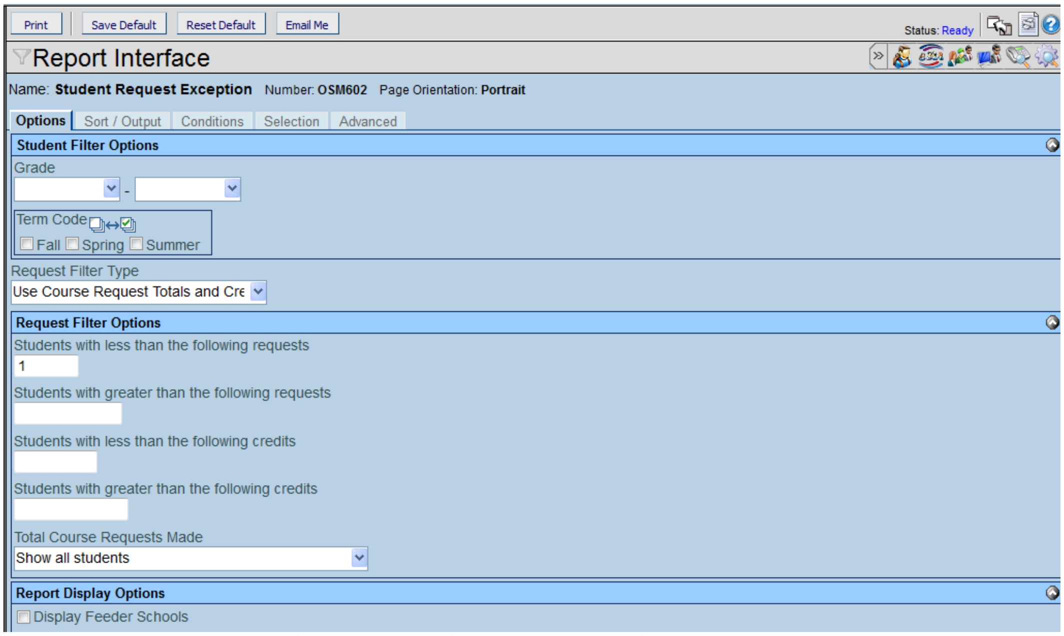

Figure 9.52 - Student Request Exception, Report Interface

- Select the grade or range of grades to be included by selecting them in the **Grade** fields.
- To show only information about select terms, check the **Term Definition** to be included in the report. To check or uncheck all terms, use the buttons.
- Select the **Request Filter Type**. The options include **Use Course Request Totals and Credits** or **Use Period Range**. Additional fields are available depending on the Request Filter Type selected.
    - **Use Course Request Totals and Credits**
        - Enter the minimum number of course requests required for each student in the **Students With Less Than the Following Requests**.
        - Enter the maximum number of course requests allowed for each student in the **Students with greater than the following requests**.
        - Enter the minimum number of credits required for each student in the **Students With Less Than the Following Credits**.
        - Enter the maximum number of credit allowed for each student in the **Students with greater than the following credits.**
        - Select the **Total Course Requests Made** to filter the results displayed.
            - **Show all students**
            - **Show students with the correct number of requests only**

        - **Show students with too few or too many requests only**
        - **Show students with too few requests only**
        - **Show students with too many requests only**
    - **Use Period Range**
        - Select the period or range of periods to be included by selecting them in the **Number of Periods** fields.
- Select **Display Feeder Schools** to display the last school within the district that the student attended. If the student is new to the district, the feeder school column is blank.

OSM603 – Open Periods by Grade and Period

The Open Periods by Grade and Period report lists the number of students not scheduled during a specific period for a specific period based on an option set. It also shows if students are over scheduled in a specific period.

Hope High School
Open Periods by Grade and Period

Year: 2012-2013
Report: OSM603

Term Definition: Fall Rotation Day: M

Grd	Student Count	1	2	3	4	5	6	7	8	9	10
09	1	1	1	1	1	1	1	1	1	1	1
10	1050	115	113	120	123	116	1047	1050	1050	1050	1050
11	868	64	60	65	92	65	864	868	868	868	868
12	828	72	51	47	87	51	804	812	828	828	828

Term Definition: Fall Rotation Day: T

Grd	Student Count	1	2	3	4	5	6	7	8	9	10
09	1	1	1	1	1	1	1	1	1	1	1
10	1050	115	113	120	123	116	1047	1050	1050	1050	1050
11	868	64	60	65	92	65	864	868	868	868	868
12	828	72	51	47	87	51	804	812	828	828	828

Term Definition: Fall Rotation Day: W

Grd	Student Count	1	2	3	4	5	6	7	8	9	10
09	1	1	1	1	1	1	1	1	1	1	1
10	1050	115	113	120	123	116	1047	1050	1050	1050	1050
11	868	64	60	65	92	65	864	868	868	868	868
12	828	72	51	47	87	51	804	812	828	828	828

Term Definition: Fall Rotation Day: R

Grd	Student Count	1	2	3	4	5	6	7	8	9	10
09	1	1	1	1	1	1	1	1	1	1	1
10	1050	115	113	120	123	116	1047	1050	1050	1050	1050
11	868	64	60	65	92	65	864	868	868	868	868
12	828	72	51	47	87	51	804	812	828	828	828

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Figure 9.53 – Open Periods by Grade and Period

The report can be customized using the following options:

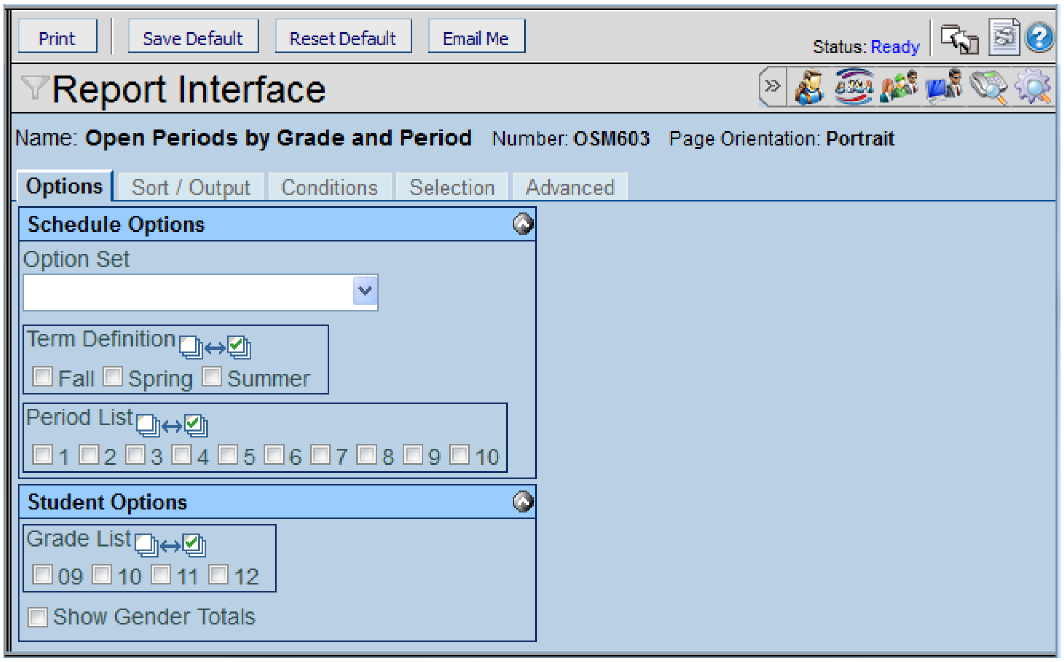

Figure 9.54 – Open Periods by Grade and Period, Report Interface

- The **Option Set** used for the report can be selected from the drop-down list. Only option sets for the year and school in focus are available.
- To show only information about select terms, check the **Term Definition** to be included in the report. To check or uncheck all terms, use the buttons.
- To show only information about select periods, check the **Period List** to be included in the report. To check or uncheck all periods, use the buttons.
- To show only information about select grades, check the **Grade List** to be included in the report. To check or uncheck all grades, use the buttons.
- To show the totals for each gender in period, check the **Show Gender Totals** check box.

OSM801 – Course Request Conflict Matrix

The Course Request Conflict Matrix lists each course and shows the course ID for the courses that conflict with the course.

Hope High School
Course Request Conflict Matrix
Courses with 1 to 5 Requests

Year: 2009-2010
Report: OSM801

Crs ID	Course Title	AG29	AG51	AS312	AS33	AS35	AS352	BE48	EN11	EN112	EN33C	EN34C	EN46C	FS29	IT29	IT33	IT34	IT35	IT63	MA06-2	MU86	PP01	PP012	PP02	PP022	PP03	PP032	PP07	PP09	PP092	PP25
AG29	Expl Agric	1												1	1																1
AG51	Landscape D&m I		2																												
AS312	Afjrotc I			1		1	1																								
AS33	Afjrotc III				1																										
AS35	Colorgrd/drill			1		1	1																								
AS352	Colorgrd/drill			1		1	1																								
BE48	Accounting II							5																							
EN11	Beginning Esl								3	3																					
EN112	Beginning Esl								3	3																					
EN33C	Co-P Of E I										2																				
EN34C	Co-P Of E II											1																			
EN46C	Co-P Of E III												1																		
FS29	Expl Facs	1												1	1																1
IT29	Expl Ind Tech	1												1	1																1
IT33	Cad - Arch II															3			1												
IT34	Cad - Eng I																4														
IT35	Cad - Eng II																	2													
IT63	Cabinetmkg I&II															1			2												
MA06-2	Remedial Math																			1											
MU86	Jazz Band																				1										
PP01	Basic Math																					2	2	1	1	1	1	1	1	2	
PP012	Mathematics																					2	2	1	1	1	1	1	1	2	
PP02	Prin Of English																					1	1	2	2				2	2	
PP022	Literature																					1	1	2	3			1	2	2	
PP03	Rdg & Writing																					1	1			3	3	3		1	
PP032	Ess Reading/wri																					1	1			3	3	3		1	
PP07	Am Govt																					1	1		1	3	3	4		1	
PP09	Ind Instr																					1	1	2	2				3	3	
PP092	Ind Instr																					2	2	2	2	1	1	1	3	4	
PP25	Voc Explor Prgm	1												1	1																1
PP41	Reading																														
PP412	Reading																														
PP68	American His II																					1	1			1	1	1		1	
PP69	World His/geog																														
PP692	Wd Hist/geo																														
PP71	Math																														

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Figure 9.55 - Course Request Conflict Matrix

The report can be customized using the following options:

- Enter the **Number of Requests** per course, and the report lists all courses with that range of requests. This is a required criterion for the report, but 0 can be entered.
- Select the **Course Group** from the drop-down list to filter the courses listed in the report. Course Groups are defined in the Course Group screen, as outlined in Chapter 1.
- To filter the courses displayed on the report by their **Academic Type**, check which Academic Types to display. To check or uncheck all types, use the buttons.
- To filter the courses displayed on the report by their **Department**, check which Departments to display. To check or uncheck all departments, use the buttons.
- To show only course that have been requested, check the **Show Only Requested Courses**.
- To filter the courses displayed on the report by their **Course Subject Areas**, check which Subject Areas to display.

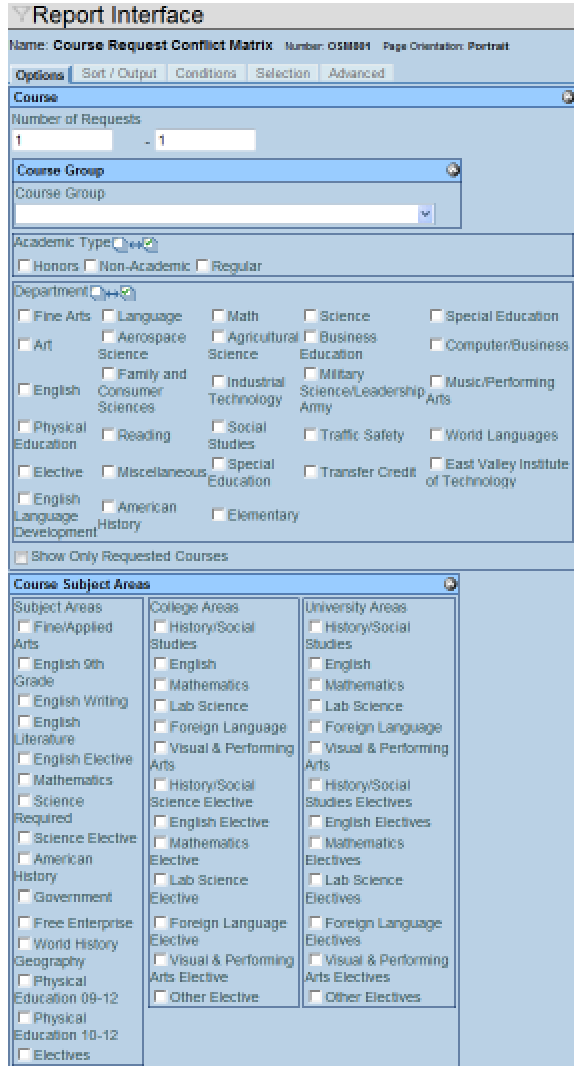

Figure 9.56 - Course Request Conflict Matrix, Report Interface

SCHEDULE REPORTS

To access the available Schedule reports:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button.

Figure 9.57 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward.

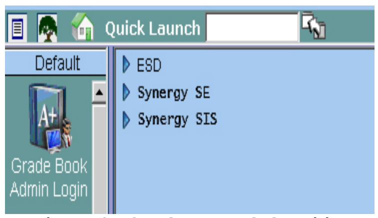

Figure 9.58 – Synergy SIS Folder

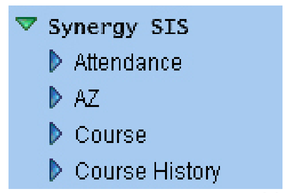

Figure 9.59 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **Schedule** folder by clicking on the blue triangle pointing right, next to the word Schedule. Once clicked, the triangle turns green and points downward.

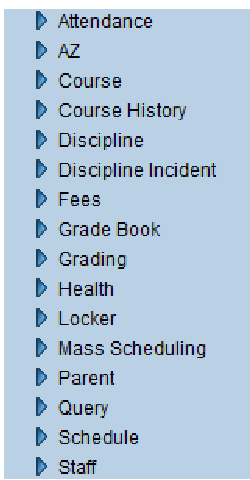

Figure 9.60 – Schedule Folder

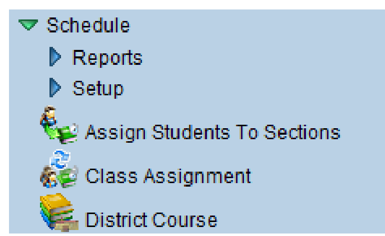

Figure 9.61 – Schedule Folder Expanded

4. Under the Schedule folder, open the **Reports** folder by clicking on the blue triangle pointing right, next to the word Reports. Once clicked, the triangle turns green and points downward.

Figure 9.62 – Reports Folder

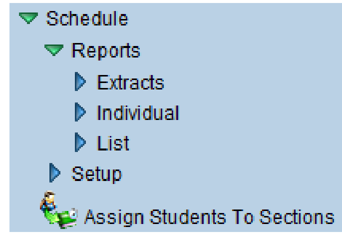

Figure 9.63 – Reports Folder Expanded

5. To access the Extract reports, click on the blue triangle next to the word **Extracts.** To access the **Individual** reports, click on the blue triangle next to the word Individual. To access the List reports, click on the blue triangle next to the word **List.**

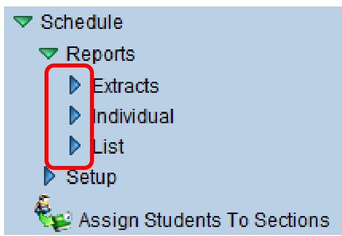

Figure 9.64 – Extracts, Individual, & List Folders

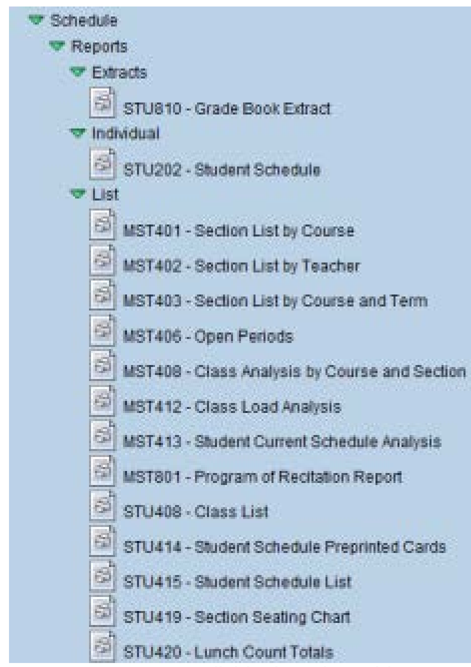

Figure 9.65 – Extracts, Individual, & List Folders Expanded

6. Click on the **name of the report** to open the report and select the options to be used in printing the report.

7. Once the report options have been set, click on the **Print** button to print the report. The report is printed as a PDF file to the screen, which can then be sent to the printer.

Reference: For more information about customizing all Synergy SIS reports, please refer to the manual titled *Synergy SIS – Queries & Reports Guide*. This chapter covers only the customizations specific to each of the reports used in Scheduling, and more options can be set for any report printed from Synergy SIS.

STU810 – Grade Book Extract

The Grade Book Extract is designed to be printed and saved as a text file that can be imported to a grade book program. It includes the student's Last Name, First Name, Perm ID, Gender, Grade and Email.

Hope High School
Grade Book Extract

Year: 2009-2010
Report: STU810

Last Name	First Name	Perm ID	Gender	Grade	Email
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abbott	Billy	905483	Male	12	b.abbott@esd.org
Abernethy	Anne	902870	Female	10	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Andrew	886630	Male	11	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Acevedo	Ashley	901830	Female	10	
Ackley	Brian	913948	Male	12	
Ackley	Brian	913948	Male	12	
Ackley	Brian	913948	Male	12	
Ackley	Brian	913948	Male	12	
Ackley	Brian	913948	Male	12	

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Figure 9.66 - Grade Book Extract

The report can be customized using the following options:

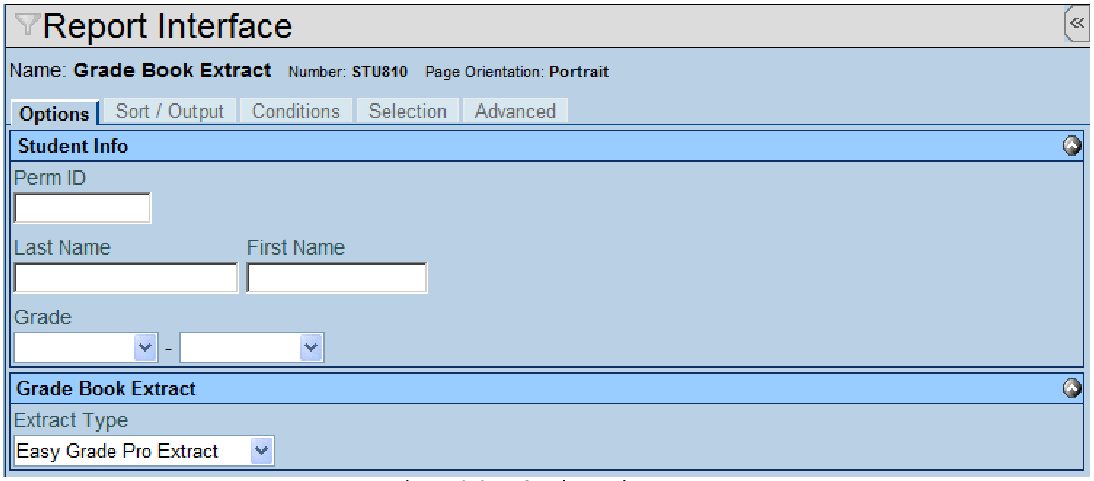

Figure 9.67 - Grade Book Extract

- The report can be printed for a single student or group of students by entering all or part of their **Perm ID**, **Last Name** or **First Name**
- Select the range of grade levels to be included by selecting the **Grade** from the drop-down list.
- Choose which gradebook program is used from the **Extract Type** drop-down. The extract supports either an **Easy Grade Pro Extract** or **Grade Quick**.

STU202 – Student Schedule

The Student Schedule shows all classes that have been scheduled for the student, and includes the period, teacher and room information for each class.

Hope High School
Student Schedule

Year: 2009-2010
Report: STU202

Student Information

Student Name: Abbott, Billy C.	Perm ID: 905483	Gender: M	Grade: 12	Address: 15071 N Clark Cir, Irvine, CA 92604
Last Name Goes By:	Nick Name:	Birth Date: 05/13/1992		
Phone: 949-555-1214	Home Language: English	Race: Hispanic	Enter Date: 08/10/2009	Leave Date:
Schedule House: Not Assigned	Counselor Name: Diaz	Locker Number: 100	Combination: 5L-20R-31L	
Homeroom Teacher: Sullivan, J.	Room:			

Abbott, Billy C.

Schedule Information

Per	Term	Section ID	Course	Meet Days	Teacher	Room
Fall						
0 - 3	S1	0029	MA06-2 - Remedial Math	Sat Sun	User, T.	101
0	S1	0077	SS51 - Am Govt		User, T.	216
1	S1	0106	AR54 - Beg Jewelry		Sullivan, J.	403
2	YR	0258	PA86 - Int Acting		Gardner, D.	409
3	S1	0963	PE761 - Weight Trn Boys		Joseph, T.	ANNX
4	S1	0426	EN60 - Eng (brit) Lit		Snyder, J.	222
5	S1	0875	NC951 - Rt 5th Per		Rel Time, R.	No Roo
6	S1	0876	NC961 - Rt 6th Per		Rel Time, R.	No Roo
Spring						
0	S2	1077	SS51 - Am Govt		User, T.	216
1	S2	1116	EN46 - Prin Eng III		Gordon, K.	231
2	YR	0258	PA86 - Int Acting		Gardner, D.	409
3	S2	1963	PE762 - Weight Trn Boys		Joseph, T.	ANNX
3	S2	1933	PE762 - Weight Trn Boys		Swartz, M.	ANNX
4	S2	1435	FS77 - Prin&prac Econ		Palenge, S.	131
5	S2	1875	NC952 - Rt 5th Per		Rel Time, R.	No Roo

Parent Information

Parent Name	Phone	Extension	Type
Aaron, Kathleen	949-555-1214		Home
Aaron, Phillip	949-555-6767		Cell

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Figure 9.68 – Student Schedule

The report can be customized using the following options:

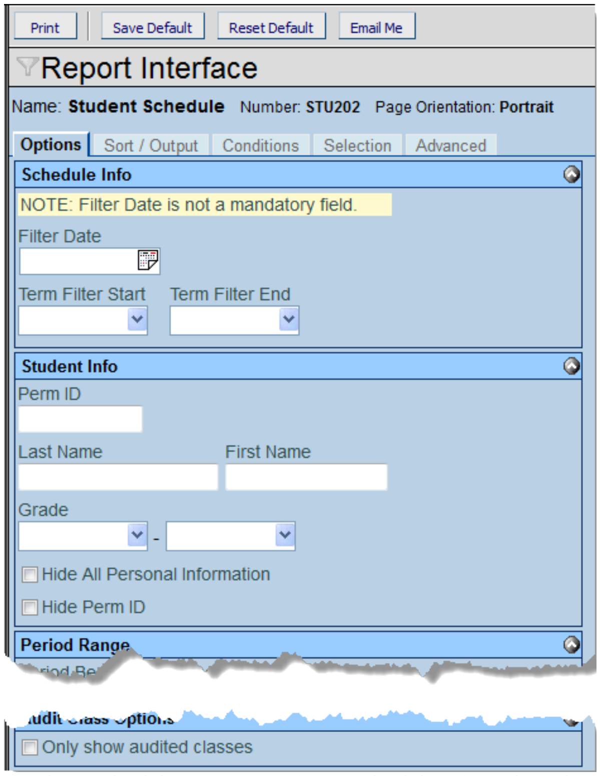

Figure 9.69 - Student Schedule Report Interface, Schedule Info and Student Info sections
Figure 9.70 - Student Schedule Report Interface

- To screen the student's schedule on a specific date, enter the date in the **Filter Date** box in MM/DD/YY format. The date may also be selected by clicking on the Calendar button.
- To see the schedule for a specific range of terms, select the **Term Filter Start** and **Term Filter End** from the drop-down list.
- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12. A range of grades may also be selected.
- To remove all student demographic information from the report, check the **Hide All Personal Information** box.
- To remove the student's Perm ID from the report, check the box **Hide Perm ID**.

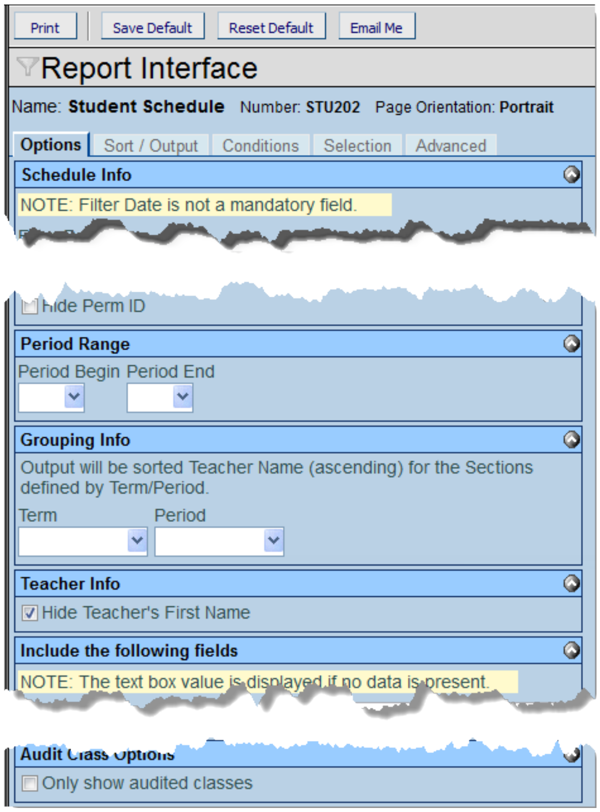

Figure 9.71 - Student Schedule Report Interface, Period Range, Grouping Info and Teacher Info sections

- To only print the schedule for a specific range of periods, select the **Period Begin** and **Period End** from the drop-down list.
- To group the schedule for a specific term and period, select **Term** & **Period** from the drop-down list.
- To only show the teacher's last name, check the **Hide Teacher's First Name** box.

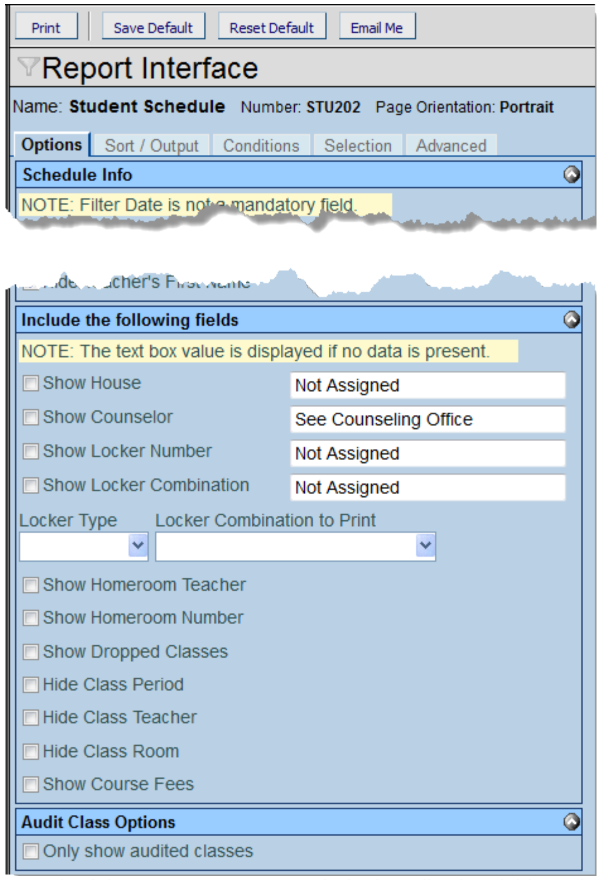

Figure 9.72 - Student Schedule Report Interface, Include the following fields and Audit Class Options

- Check the boxes to **Show House, Counselor, Locker Number and/or Locker Combination**. If one of these options is checked, but the student record does not have data for that field, the text entered in the text box for that field displays instead.
- If checked to print, select the **Locker Type** to display from the drop-down list.
- If checked to print, select the **Locker Combination to Print** from the drop-down list.
- Check the boxes to **Show Homeroom Teacher, Homeroom Number** and/or **Dropped Classes**.
- Check the boxes to **Hide Class Period, Hide Class Teacher, Hide Class Room,** and/or **Show Course Fees**.
- Check the box to **Only show audited classes** to only print results for audited classes.

MST401 – Section List by Course

The Section List by Course lists all of the sections scheduled for a course.

Hope High School
Section List by Course
For Term: Today

Year: 2012-2013
Report: MST401

Course ID	Course Title
EN51	Lit Explor

Section ID	Meeting Days	Teacher	Room	Begin Period	End Period	Term	Credit	Max Students	Total Students
1024		Robinson, Robert	P-21	0	0	S2	0.500	30	32
1123		Rex, Karen	P-22	1	1	S2	0.500	30	28
1130		Wallace, Judy	303	1	1	S2	0.500	30	29
1213		Bunger T., Thomas	P-10	2	2	S2	0.500	30	22
1214		Creaser, Lisa	223	2	2	S2	0.500	30	23
1218		Jackson, Michael	P-09	2	2	S2	0.500	30	21
1314		Creaser, Lisa	223	3	3	S2	0.500	30	24
1330		Wallace, Judy	303	3	3	S2	0.500	30	25
1413		Bunger T., Thomas	P-10	4	4	S2	0.500	30	25
1422		Summers, Kim	209	4	4	S2	0.500	30	28
1512		Bonjour R., Richard	302	5	5	S2	0.500	30	23
1518		Jackson, Michael	P-09	5	5	S2	0.500	30	21
1522		Summers, Kim	209	5	5	S2	0.500	30	26
1612		Bonjour R., Richard	302	6	6	S2	0.500	30	20
1618		Jackson, Michael	P-09	6	6	S2	0.500	30	20
1630		Wallace, Judy	303	6	6	S2	0.500	30	19

Course Total: 386

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Figure 9.73 - Section List by Course

The report can be customized using the following options:

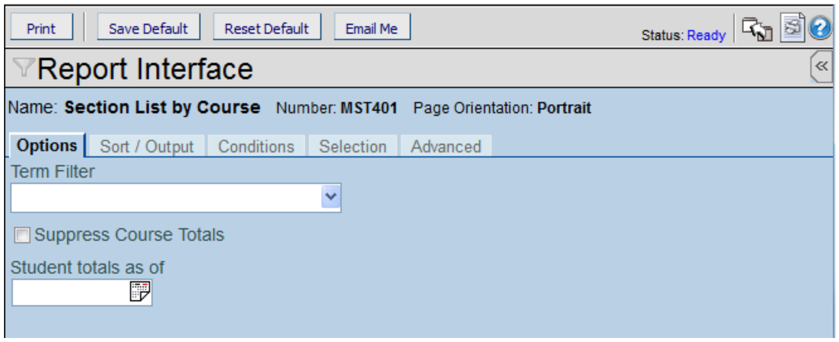

Figure 9.74 - Section List by Course, Report Interface

- Select the term to be included in the report from the **Term Filter** drop-down list.
- To remove the total number of students in the course and section, check the box labeled **Suppress Course Totals**.
- Filter the results based on the date entered in the **Student totals as of** field. When a date is entered, the date prints in the header of the report and the data displayed is based on the selected date. If the date is left blank, no date prints in the header.

MST402 – Section List by Teacher

The Section List by Teacher lists all of the sections that are assigned to a teacher.

Hope High School
Section List by Teacher

Year: 2012-2013
Report: MST402

Staff Name	Term	Per	Sect ID	Meeting Days	Course ID And Title	Room	Max	Total	Left
Aderson, Gordon	S1	1	AD86W-1-000000		-	120	15	0	15
		1	AD86W-1-000000		-		15	1	14
		2	0240		-	128	32	0	32
		3	0340		-	128	30	0	30
		4	0440		-	128	32	0	32
		5	0540		-	128	32	0	32
	S2	1	1140		-	128	32	29	3
		2	1240		-	128	32	30	2
		3	1340		-	128	30	11	19
		4	1440		-	128	32	34	0
		5	1540		-	128	32	30	2
	YR	1	1_021_SA99		-	403	100	0	100
		1	0140	M T	-	128	28	0	28
		3	3_021_SA99		-	403	100	0	100
		4	4_021_SA99		-	403	100	0	100
						Total:	642	135	509

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Figure 9.75 - Section List by Teacher

The report can be customized using the following options:

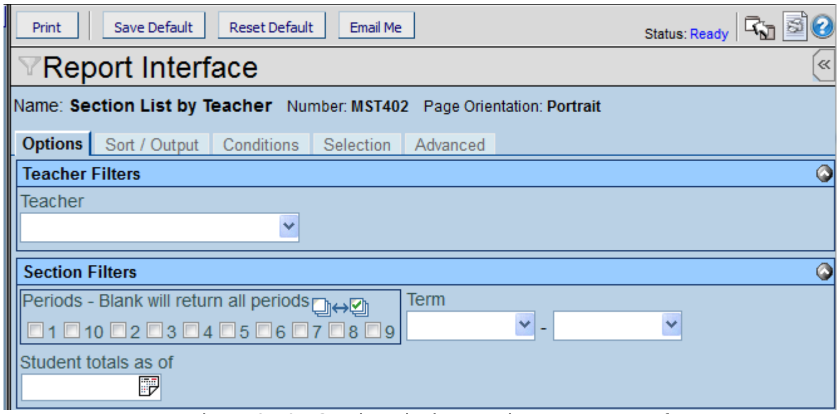

Figure 9.76 - Section List by Teacher, Report Interface

- To print the report for a single teacher, select the **Teacher** from the drop-down list.
- Select which **Periods** should be included on the report by checking the period numbers. To check or uncheck all periods, use the buttons.
- Select the **Terms** to include from the drop-down lists.
- Filter the results based on the date entered in the **Student totals as of** field. When a date is entered, the date prints in the header of the report and the data displayed is based on the selected date. If the date is left blank, no date prints in the header.

MST403 – Section List by Course and Term

The Section List by Course and Term lists all courses and shows which sections have been scheduled for each course. It can also show the total number of students scheduled, the number of seats available, and the maximum number of seats in the section.

Hope High School
Section List by Course and Term
For Term: Today

Year: 2012-2013
Report: MST403

Term	Beg	End	Section ID	Meeting Days	Staff Name	Room Name	Credit	Max	Total	Open
Course ID:	AD86W		Course Title:	Academic Decath						
YR	2	2	AD86W-2-000000(		Canaday C., Curt	307A	1.000	40	0	40
	6	6	0736		Canaday C., Curt	307A	1.000	40	15	25
						Course Total:		80	15	65
Course ID:	AG29		Course Title:	Expl Agric						
YR	1	1	0088		Sargent, Linda	MHS	1.000	10	1	9
						Course Total:		10	1	9
Course ID:	AG31		Course Title:	Animal Sci						
YR	1	1	0101		Wojcik, James	AG1	1.000	30	32	-2
	1	1	AG31-1-00000000		Sherwin, Bob		1.000	50	3	47
						Course Total:		80	35	45
Course ID:	AG51		Course Title:	Landscape D&m I						
YR	2	2	0201		Wojcik, James	AG1	1.000	28	7	21
						Course Total:		28	7	21
Course ID:	AR32		Course Title:	Beg Photo						
S2	5	5	1504		Schubert, Thorne	404	0.500	28	28	0
	6	6	1604		Schubert, Thorne	404	0.500	28	28	0
						Course Total:		56	56	0
Course ID:	AR33		Course Title:	Int Photo						
S2	1	1	1104		Schubert, Thorne	404	0.500	32	30	2
	3	3	1304		Schubert, Thorne	404	0.500	28	31	-3
						Course Total:		60	61	-1
Course ID:	AR34		Course Title:	Adv Photo						
S2	4	4	1404		Schubert, Thorne	404	0.500	28	10	18
						Course Total:		28	10	18
Course ID:	AR40		Course Title:	Stained Glass						
S2	1	1	1105		Smith, Christine	402	0.500	26	27	-1
	3	3	1305		Smith, Christine	402	0.500	26	26	0
	6	6	1605		Smith, Christine	402	0.500	26	27	-1
						Course Total:		78	80	-2
Course ID:	AR41		Course Title:	Beg Ceramics						
S2	2	2	1203		Blahak P., Pete	405	0.500	28	30	-2
	5	5	1503		Blahak P., Pete	405	0.500	35	29	6
	6	6	1603		Blahak P., Pete	405	0.500	35	30	5
						Course Total:		98	89	9
Course ID:	AR42		Course Title:	Int Stain Glass						
S2	2	2	1205		Smith, Christine	402	0.500	26	23	3
	5	5	1505		Smith, Christine	402	0.500	26	20	6
						Course Total:		52	43	9
Course ID:	AR43		Course Title:	Int Ceramics						
S2	3	3	1303		Blahak P., Pete	405	0.500	15	14	1
	4	4	1403		Blahak P., Pete	405	0.500	28	14	14
						Course Total:		43	28	15
Course ID:	AR45		Course Title:	Adv Ceramics						
S2	3	3	1003		Blahak P., Pete	405	0.500	13	9	4
						Course Total:		13	9	4

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Figure 9.77 - Section List by Course and Term

The report can be customized using the following options:

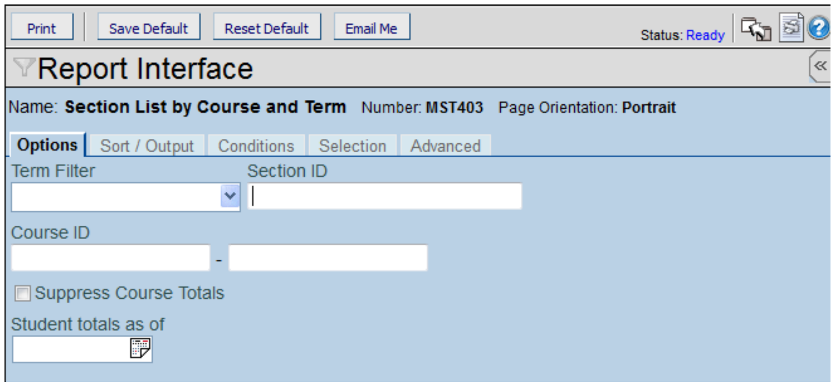

Figure 9.78 - Section List by Course and Term, Report Interface

- Select the **Term** to be included in the report from the Term Filter drop-down list.
- To print the report for a single section, enter the **Section ID**
- To print the report for a range of courses, enter the beginning and ending **Course ID**.
- To remove the summary numbers for the section and courses from the report, check the **Suppress Course Totals** box.
- Filter the results based on the date entered in the **Student totals as of** field. When a date is entered, the date prints in the header of the report and the data displayed is based on the selected date. If the date is left blank, no date prints in the header.

MST406 – Open Periods

The Open Periods a report lists all students and shows which periods are currently open (are not scheduled for a section).

Hope High School
Open Periods
As of: 10/07/2009 for Periods 0-9

Year: 2009-2010
Report: MST406

Student	Perm ID	Gen	Grd	Fall 0 1 2 3 4 5 6 7 8 9	Spring 0 1 2 3 4 5 6 7 8 9
Abbott, Billy C.	905483	M	12	* * * * + + + 7 8 9	+ + + * + + 6 7 8 9
Abernethy, Anne E.	902870	F	10	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
Acevedo, Andrew	888630	M	11	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Acevedo, Ashley	901830	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Ackley, Brian R.	913948	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Acosta, Eugene A.	873921	M	12	0 + + + + + + + 8 9	0 + + + + + + 7 8 9
Acosta, John A.	150265	M	11	0 + + + + + + 7 8 9	+ + + + 4 + + 7 8 9
Acuna, Kenneth O.	110412	M	10	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Adair, Alan W.	871628	M	11	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Adair, Diane N.	903912	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adair, Timothy S.	888621	M	11	+ + + + + + + 7 8 9	0 + + + + + + 7 8 9
Adams, Albert L.	889844	M	11	+ + + + + + + + 8 9	+ + + + + + + + 8 9
Adams, Howard T.	873985	M	12	+ + + + + + + + 8 9	+ + + + + + + + 8 9
Adams, Larry A.	889314	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Martin C.	887623	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Scott M.	939208	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adams, Sean B.	877340	M	12	+ + + + + + + 7 8 9	0 + + + + + + * 8 9
Adams, Stephen J.	901622	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Adamski, Alan M.	872035	M	10	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Addington, Paula M.	871686	F	12	+ + + + + + + + + 9	+ + + + + + + + + 9
Aelvoet, Jesse J.	944233	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguado, Bobby J.	943822	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguado, Karen C.	135319	F	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Aguilar, Carolyn C.	902692	F	10	+ + + + + + + 7 8 9	0 + + + + + + 7 8 9
Aguilar, Roger F.	991071	M	12	0 + + + + + + + 8 9	0 + + + + + + 7 8 9
Aguilar, Stephen A.	108367	M	11	+ + + + + + + + 8 9	+ + + + + + + 7 8 9
Aguirre, Jason K.	952357	M	12	+ + + + + + + * + 9	+ + + + + + + * + 9
Aguirre, Mary R.	952375	F	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Ahlstrom, Jack M.	888112	M	11	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Ahlstrom, Linda K.	120451	F	10	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Aitchison, Alice E.	871731	F	12	+ + + + + + + + 8 9	+ + + + + + + + 8 9
Aitchison, Karen L.	902998	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Akagawa, Adam H.	155923	M	11	0 + + + + + + 7 8 9	0 + + + + + 6 7 8 9
Ake, Joshua J.	889794	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Akin, Andrea E.	902875	F	10	+ 1 + + + + + 7 8 9	+ + + + + + + 7 8 9
Alarcon, Frank	888651	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alcazar, Eugene	141665	M	10	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Alcazar, Eugene A.	141517	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alder, Brenda I.	957569	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alder, Lawrence S.	910024	M	12	+ + + + + + + * 8 9	+ + + + + + + * 8 9
Alder, Sarah C.	958416	F	12	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Aldrich, Steve K.	873815	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alexander, Fred D.	975140	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alexander, George M.	975141	M	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alexander, Joseph J.	901628	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
(Alexander, Victor I.)	169473	M	11	0 + 2 + + + + 7 8 9	0 1 2 3 4 5 6 7 8 9
Alger, Nicole C.	874433	F	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Alger, Phyllis A.	149884	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Aaron L. JR	992938	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Andrea	904134	F	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Cynthia	874997	F	12	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Diane B.	901507	F	10	0 + + + + + + 7 8 9	0 + + + + + + 7 8 9
Allen, Donald J.	883223	M	10	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Elizabeth	888019	F	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Eugene C.	887238	M	11	+ + + + + + + 7 8 9	+ + + + + + + 7 8 9
Allen, Helen L.	874910	F	12	+ + + + + + + + 8 9	+ + + + + + + + 8 9

Legend

+ Scheduled * Multiple Sections - Not Required or Processed 0-9 Not Scheduled

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Figure 9.79 – Open Periods

The report can be customized using the following options:

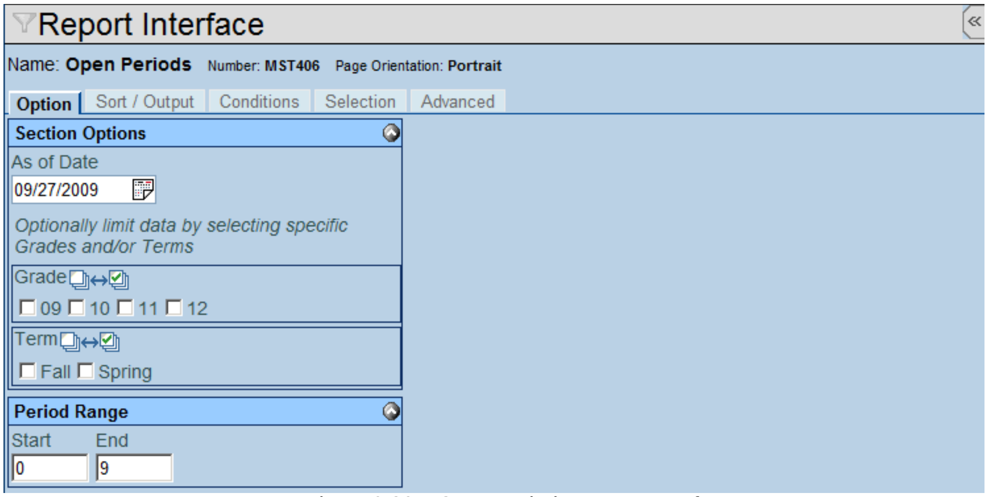

Figure 9.80 – Open Periods, Report Interface

- Enter the date for which to analyze the periods in the **As of Date** box in MM/DD/YY format. The dates can also be selected using the Calendar button.
- To show only information about select grades, check the **Grades** to be included in the report. To check or uncheck all grades, use the buttons.
- To show only information about select terms, check the **Terms** to be included in the report. To check or uncheck all terms, use the buttons.
- Select the range of periods to be included in the report by entering the first period in the **Start** box and the last period in the **End** box.

MST408 – Class Analysis by Course and Section

The Class Analysis by Course and Section report lists each course and shows the sections scheduled for the course. For each section and course, the report lists the number of students scheduled both overall and by gender, the total number of spaces available, the number of requests, and the average number of students scheduled in a section.

Hope High School
Class Analysis by Course and Section

Year: 2009-2010
Report: MST408

								Restrictions								
Course ID	Course Title	Section ID	Beg	End	Term	Teacher Name	Room	Gen	Low	High	Team	Max	Boys	Girls	Tot	Deviation
AD86W	Academic Decath	0736	6	6	YR	Canaday C., Curt	307A					40	5	9	14	0.00
								Available:	40	Scheduled:		14	Avg.:			14.00
								Requests:	29	Rejected:		15	M.A.D.:			0.00
AG29	Expl Agric	0017	1	1	Q1	Aderson, Gordon			10	12		30	0	0	0	0.00
		0088	1	1	YR	Sargent, Linda	MHS					10	0	1	1	1.00
								Available:	40	Scheduled:		1	Avg.:			0.00
								Requests:	1	Rejected:		0	M.A.D.:			0.50
AG31	Animal Sci	0101	1	1	YR	Wojcik, James	AG1					30	19	12	31	0.00
								Available:	30	Scheduled:		31	Avg.:			31.00
								Requests:	30	Rejected:		1	M.A.D.:			0.00
AG51	Landscape D&m I	0201	2	2	YR	Wojcik, James	AG1					28	3	3	6	0.00
								Available:	28	Scheduled:		6	Avg.:			6.00
								Requests:	2	Rejected:		4	M.A.D.:			0.00
AR32	Beg Photo	0104	1	1	S1	Schubert, Thorne	404					28	8	15	23	3.00
		0304	3	3	S1	Schubert, Thorne	404					28	9	16	25	1.00
		0404	4	4	S1	Schubert, Thorne	404					28	10	19	29	3.00
		0504	5	5	S1	Schubert, Thorne	404					28	12	12	24	2.00
		0604	6	6	S1	Schubert, Thorne	404					28	10	18	28	2.00
		1504	5	5	S2	Schubert, Thorne	404					28	15	13	28	2.00
		1604	6	6	S2	Schubert, Thorne	404					28	7	21	28	2.00
								Available:	196	Scheduled:		185	Avg.:			26.00
								Requests:	136	Rejected:		49	M.A.D.:			2.14
AR33	Int Photo	1104	1	1	S2	Schubert, Thorne	404					32	10	20	30	0.00
		1304	3	3	S2	Schubert, Thorne	404					28	11	20	31	1.00
								Available:	60	Scheduled:		61	Avg.:			30.00
								Requests:	48	Rejected:		13	M.A.D.:			0.50
AR34	Adv Photo	1404	4	4	S2	Schubert, Thorne	404					28	3	7	10	0.00
								Available:	28	Scheduled:		10	Avg.:			10.00
								Requests:	11	Rejected:		1	M.A.D.:			0.00

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Figure 9.81 - Class Analysis by Course and Section

The report can be customized using the following options:

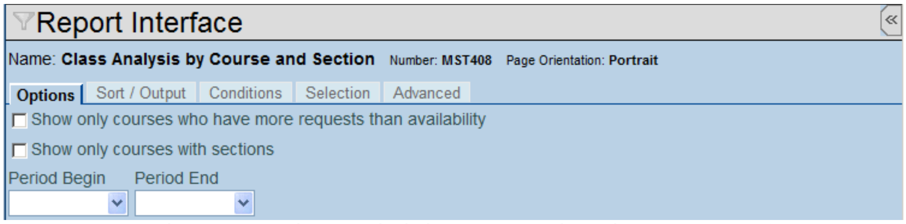

Figure 9.82 - Class Analysis by Course and Section, Report Interface

- Check the box **Show Only Courses Who Have More Requests Than Availability** to only list courses that do not have enough seats available for the number of request.
- Check the box **Show Only Courses With Sections** to list only courses for which sections have been created.
- To show courses and sections for a specific range of periods, select the **Period Begin** and **Period End** from the drop-down list.

MST412 – Class Load Analysis

The Class Load Analysis report lists section id, course title, room number, class size and restrictions.

Hope High School
Class Load Analysis

Year: 2009-2010
Report: MST412

Section ID	Periods	Term	Course ID	Course Title	Staff Name	Room	Max	Restrictions Male	Restrictions Female	Restrictions Low	Restrictions High	09	10	11	12	Total	Open
0001		S2	SC422	Life Science	Tofft, R.	120	24	14	11				22	2	2	25	0
0002		S2	SC422	Life Science	Tofft, R.	120	24	17	9				20	4	2	26	0
0003		S2	PE762	Weight Trn Boys	Jennings, J.	WWHS	1	0	0							0	1
0004		S2	SC422	Life Science	Tofft, R.	120	24	14	3				12	5		17	7
0005		S2	SC492	Biology	Tofft, R.	120	28	4	15				18	1		19	9
0006		S2	AR58	Adv Jewelry	Sullivan, J.	403	10	5	2					2	5	7	3
0007		S2	SC492	Biology	Tofft, R.	120	28	10	15				21	4		25	3
0008		YR	SS51C	Co-Government	Brown P., P.	236	50	0	0							0	50
0009		S2	SS35	Amer History II	Decker, D.	WWHS	0	0	0							0	0
0010		YR	FS32C	Co-Persnl Dev.	Diaz, J.	CNSL	50	6	10				4	3	9	16	34
0011		S1	EN57	American Lit	Baniszewski, N.	229	30	13	15				2	26		28	2
0012		S1	SC70	Cons Chemistry	Blasdell W., W.	116	30	13	4				3	8	6	17	13
0013		S1	SC50	Env Science	Blasdell W., W.	124	30	18	10				1	15	12	28	2
0014		S1	SC50	Env Science	Blasdell W., W.	124	32	20	10				1	17	12	30	2
0015		S1	SC50	Env Science	Blasdell W., W.	124	32	16	15				1	25	5	31	1
0016		S1	SC70	Cons Chemistry	Blasdell W., W.	124	30	10	10				7	13		20	10
0018		YR	TI81	Ice Welding	Chaisson P., P.	311	15	2	0						2	2	13
0019		YR	SS21CC	Co-World Stdy I	Brown P., P.	236	50	0	0							0	50
0020		YR	PE92C	Co-Bowling 2	Diaz, J.	CNSL	50	0	1						1	1	49
0021		YR	SS22CC	Co-World Std II	Brown P., P.	236	50	0	0							0	50
0022		S1	EN33	Prin Eng I	Summers, K.	209	28	11	15				25		1	26	2
0023		S2	AS352	Colorgrd/drill	Mhs Rotc, M.	MHS	2	1	0						1	1	1
0024		S1	EN51	Lit Explor	Robinson, R.	P-21	30	15	14				29			29	1
0025		YR	SS51C	Co-Government	Garland, G.	P-06	50	0	1						1	1	49
0026		YR	SS57C	Economics	Garland, G.	P-06	50	0	3					1	2	3	47
0027		S1	NC501	Study Hall	Stincic, T.	CAFE	100	17	14				14	11	6	31	69
0028		S1	NC501	Study Hall	Stincic, T.	CAFE	100	18	12				12	13	5	30	70
0030		S1	SC33	Earth Science	Stincic, T.	P-18	28	10	11				8	7	6	21	7
0033		S1	SC33	Earth Science	Stincic, T.	P-18	28	11	10				11	9	1	21	7
0039		YR	IT32	Cad - Arch I	Kish, L.	312	12	13	0					9	4	13	0
0043		YR	SS35C	Co-Amer Hist II	Wong, L.	218	25	2	5					6	1	7	18
0044		S1	MA42	Trigonometry	Haws, K.	P-01	30	12	15					11	16	27	3
0047		S1	MA40	Algebra II	Kretschmer, J.	135	32	6	12				4	12	2	18	14
0048		S1	MA30	Geometry	Lewis, J.	P-14	32	9	21				27	2	1	30	2
0050		S1	SC72W	Cp Chemistry	Mellyn, W.	118	28	11	18				18	11		29	0

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Figure 9.83 – Class Load Analysis

The report can be customized using the following options:

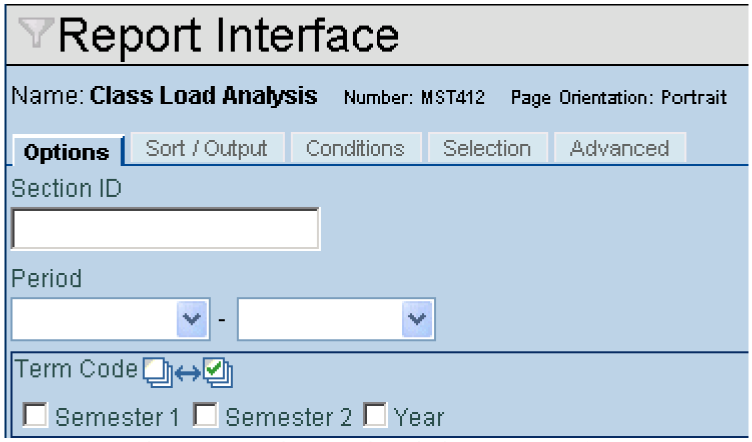

Figure 9.84 – Class Load Analysis, Report Interface

- To print the report for a single section, enter the **Section ID**
- To show courses and sections for a specific range of periods, select the **Period Begin** and **Period End** from the drop-down list.
- To show only information about select terms, check the **Term Code** to be included in the report. To check or uncheck all terms, use the buttons.

MST413 – Student Current Schedule Analysis

The Student Current Schedule Analysis lists the schedule for each student, and includes the section meeting days, period, teach and room.

Hope High School
Student Current Schedule Analysis

Year: 2009-2010
Report: MST413

Student: (Aguilar, Kathleen G.) Perm ID: 132888 Grade: 10 Gender: Female

Prd	Crs ID	Course Title	Sect ID	Trm	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Teacher	Room
Fall													
0	NC901	Rel Time A Hr	0870	S1	-	-	-	-	-	-	-	Rel Time, Rel Time	No Room
1	MA30	Geometry	0153	S1	-	-	-	-	-	-	-	Shackelford, Judy	109
2	RD22	Begin Esl-Rdg	0263	S1	-	-	-	-	-	-	-	Melk, Jenny	204
3	SC42	Life Science	0723	S1	-	-	-	-	-	-	-	Tofft, Robert	120
4	PE471	Boys Pe	0984	S1	-	-	-	-	-	-	-	Bellus G., Genice	GYM
5	EN11	Beginning Esl	0563	S1	-	-	-	-	-	-	-	Melk, Jenny	204
6	TS321	Driver Educ	0690	S1	-	-	-	-	-	-	-	Kramer, Don	P-23

Student: (Akpan, Tina N.) Perm ID: 165110 Grade: 10 Gender: Female

Prd	Crs ID	Course Title	Sect ID	Trm	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Teacher	Room
Fall													
0	NC901	Rel Time A Hr	0870	S1	-	-	-	-	-	-	-	Rel Time, Rel Time	No Room
1	MA30	Geometry	0153	S1	-	-	-	-	-	-	-	Shackelford, Judy	109
3	PE471	Boys Pe	1079	S1	-	-	-	-	-	-	-	Blackburn M., Matt	GYM
4	CB11	Computer Apps	0410	S1	-	-	-	-	-	-	-	Richardson, Jerry	111
5	SC33	Earth Science	0745	S1	-	-	-	-	-	-	-	Vierthaler, Rachel	P-17
Spring													
2	FS41	Culinary Arts 1	1233	S2	-	-	-	-	-	-	-	Cole N., Nancy	136
6	EN51	Lit Explor	1630	S2	-	-	-	-	-	-	-	Wallace, Judy	303

Student: (Alexander, Victor I.) Perm ID: 169473 Grade: 11 Gender: Male

Prd	Crs ID	Course Title	Sect ID	Trm	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Teacher	Room
Fall													
1	AR83	Beg Drawing	0102	S1	-	-	-	-	-	-	-	Gunn, Gwen	401
1	NC911	Rt 1st Per	0871	S1	-	-	-	-	-	-	-	Rel Time, Rel Time	No Room
3	IT31	Cad & Drafting	0339	S1	-	-	-	-	-	-	-	Kish, Lou	312
4	PE781	Weight Trn Boys	0944	S1	-	-	-	-	-	-	-	Rustad, Shawn	ANNX
5	SS21	World Hist/g	0567	S1	-	-	-	-	-	-	-	Craft, Kristin	214
6	MA31	Alt Geometry	0652	S1	-	-	-	-	-	-	-	Becker A., Allison	104
Spring													
1	EN57	American Lit	1132	S2	-	-	-	-	-	-	-	Weather, Landon	302
2	EN57	American Lit	1232	S2	-	-	-	-	-	-	-	Weather, Landon	302
2	HE91	Prevention&care	1972	S2	-	-	-	-	-	-	-	Blackburn M., Matt	ANNX

Student: (Arouh, Rachel D.) Perm ID: 888189 Grade: 10 Gender: Female

Prd	Crs ID	Course Title	Sect ID	Trm	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Teacher	Room
Fall													
0	NC901	Rel Time A Hr	0870	S1	-	-	-	-	-	-	-	Rel Time, Rel Time	No Room
1	AR83	Beg Drawing	0102	S1	-	-	-	-	-	-	-	Gunn, Gwen	401
2	FS51	Child Dev I	0234	S1	-	-	-	-	-	-	-	Krogman, Donna	137
3	NC501	Study Hall	0753	S1	-	-	-	-	-	-	-	Dunham, Cheryl	CAFE
4	SS34	Amer History I	0476	S1	-	-	-	-	-	-	-	Wong, Lillian	218
5	SC49	Biology	1915	S1	-	-	-	-	-	-	-	Fetters, Jenny	121
6	MA31	Alt Geometry	0652	S1	-	-	-	-	-	-	-	Becker A., Allison	104
Spring													
3	EN57	American Lit	1325	S2	-	-	-	-	-	-	-	Webster, Mitch	226

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Figure 9.85 - Student Current Schedule Analysis

The report can be customized using the following options:

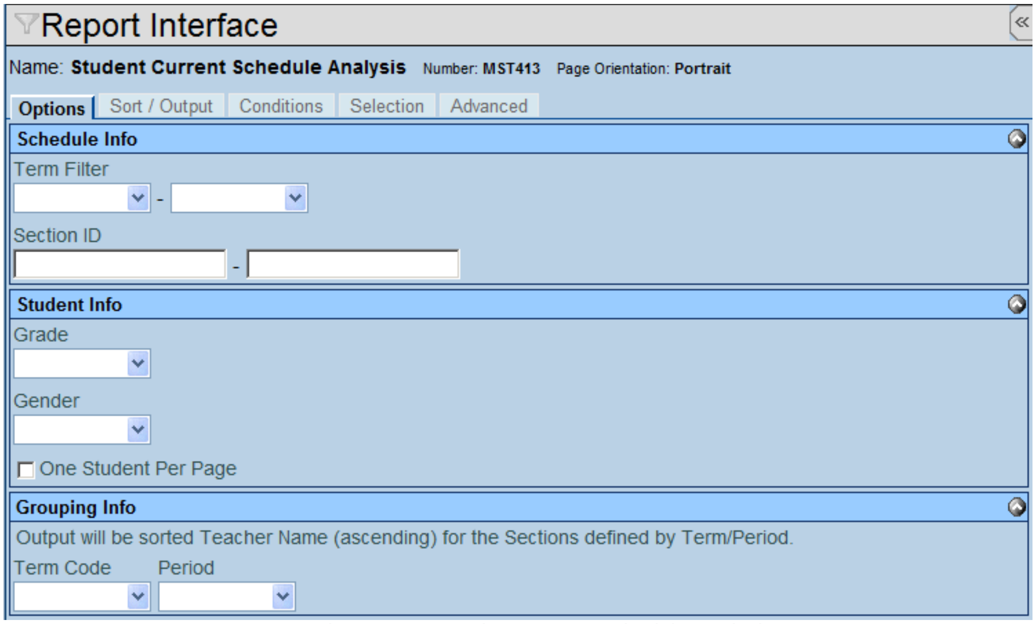

Figure 9.86 - Student Current Schedule Analysis

- To print only the schedules for a specific range of terms, select the starting and ending terms from the **Term Filter** drop-down lists.
- To only include a range of sections, enter the beginning and ending **Section ID**.
- To print the report for just one grade and/or one gender, select the **Grade** and/or **Gender** from the drop-down lists.
- Check the box **One Student Per Page** to only include one student's schedule on each page of the report.
- To group the schedule for a specific term and period, select **Term** & **Period** from the drop-down list.

MST414 – Master Schedule by Department

The Master Schedule by Department is a graphical look at the master schedule. This report is grouped by department, and shows the teacher, room, and period.

Hope High School
Master Schedule by Department
As of Date: 04/03/2013

Year: 2012-2013
Report: MST414

Staff Name	FTE	Room	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
Department: (CO)											
Diaz		CNSL							Corr Drugs/soc		
Department: (HE)											
Blackburn M.		ANNX	Sports Medicine	Prevention&care							
Department: (NC)											
Arthur A.		120				Study Hall					
Dunham		CAFE		Study Hall	Study Hall						
Evt Teacher		SEM	Pers Rel Time	Pers Rel Time	Pers Rel Time	Pers Rel Time	Pers Rel Time	Pers Rel Time			
Rel Time		No Room	Rt 1st Per	Rt 2nd Per	Rt 3rd Per	Rt 4th Per	Rt 5th Per	Rt 6th Per			
Stincic		CAFE				Study Hall	Study Hall				
Department: (PA)											
Gardner		409		Int Acting	Adv Acting	Thea Arts I	Thea Arts II	Stagecraft			
Department: (SA)											
Aderson		403	Student Aid		Student Aid	Student Aid					
Arthur A.		403						Student Aid			
Attend Office		OFC	Stu Asst Attend	Stu Asst Attend	Stu Asst Attend	Stu Asst Attend	Stu Asst Attend	Stu Asst Attend			
Audio Visual		AV	Stu Asst Av-Mc	Stu Asst Av-Mc	Stu Asst Av-Mc	Stu Asst Av-Mc	Stu Asst Av-Mc	Stu Asst Av-Mc			
Bayer M.		403		Student Aid				Student Aid			
Becker A.		403	Student Aid					Student Aid			
Becker C.		403			Student Aid		Student Aid	Student Aid			
Bellus G.		403	Student Aid								
Blackburn M.		403		Student Aid							
Blahak P.		403		Student Aid	Student Aid		Student Aid				
Blasdell W.		403					Student Aid				
Brady J.		403				Student Aid					
Brown P.		403	Student Aid				Student Aid	Student Aid			
Bunger T.		403	Student Aid								
Canaday C.		403			Student Aid			Student Aid			
Chaisson P.		403				Student Aid					
Cole N.		403		Student Aid		Student Aid					
Craft		403	Student Aid					Student Aid			
Creaser		403		Student Aid							
Davis		403				Student Aid					
Donaldson		403					Student Aid	Student Aid			
Dunham		403					Student Aid				
Dunn		403		Student Aid							
Ernst		403		Student Aid							
Feliz		403		Student Aid							
Fromm		403						Student Aid			
Frommer		403		Student Aid			Student Aid				
Gardner		403					Student Aid				
Garland		403		Student Aid		Student Aid		Student Aid			

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Figure 9.13 – Master Schedule by Department List

The report can be customized using the following options:

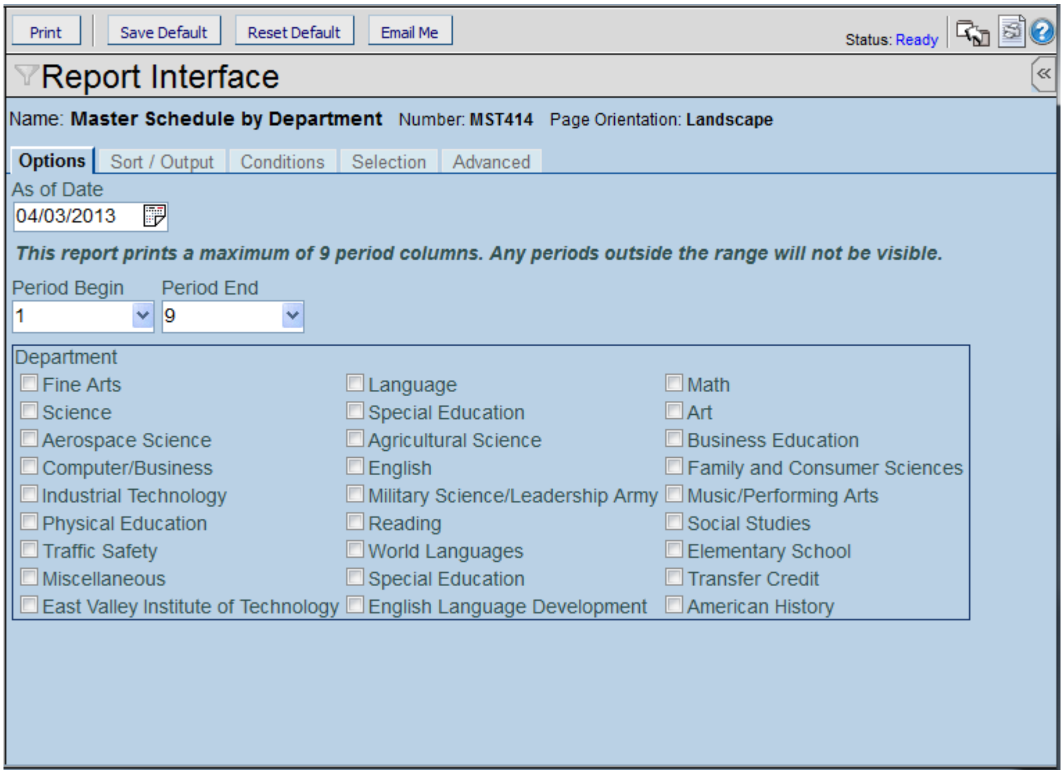

Figure 9.14 – Master Schedule by Department Report Interface

- Enter the date for which to analyze the periods in the **As of Date** box in MM/DD/YY format. The dates can also be selected using the Calendar button.
- Select the range of periods to be included by entering the first period of the range in the **Period Begin** box and the last period in the **Period End** box.
- To filter the courses displayed on the report by their **Department**, check which Departments to display

MST415 – Master Schedule by Room

The Schedule by Room is a graphical look at the master schedule based. This report is grouped by room, and shows which teacher is in the room for each period. It also lists when the classroom is open or if it is scheduled for a study hall.

Edupoint

Hope High School
Master Schedule by Room
As of Date: 04/03/2013

Year: 2012-2013
Report: MST415

Room	Teacher Desks	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
101	Vogl	Vogl	Open-S	Vogl	Vogl	Open-S	Vogl	Open-S	Open-S	Open-S
102	Bayer M., Guidance Off	Bayer M.	Bayer M.	Bayer M.	Bayer M.	Guidance Off	Bayer M.	Open-S	Open-S	Open-S
103	Harder	Harder	Open-S	Harder	Harder	Harder	Harder	Open-S	Open-S	Open-S
104	Becker A.	Becker A.	Becker A.	Open-F	Becker A.	Becker A.	Becker A.	Open-F	Open-F	Open-F
106	Hansen	Hansen	Hansen	Hansen	Hansen	Hansen	Open-S	Open-S	Open-S	Open-S
107	Parker	Parker	Open-S	Open-S	Open-S	Open-S	Open-S	Open-S	Open-S	Open-S
108	Nebelung	Nebelung	Nebelung	Nebelung	Open-F	Nebelung	Nebelung	Open-F	Open-F	Open-F
109	Shackelford	Shackelford	Shackelford	Shackelford	Open-F	Shackelford	Shackelford	Open-F	Open-F	Open-F
111	Richardson	Open-S	Richardson	Richardson	Richardson	Richardson	Open-S	Open-S	Open-S	Open-S
112	Frommer	Frommer	Frommer	Frommer	Open-S	Open-S	Open-S	Frommer	Frommer	Open-S
				Frommer				Frommer	Frommer	
114	Clifford R.	Clifford R.	Clifford R.	Clifford R.	Clifford R.	Open-F	Clifford R.	Open-F	Open-F	Open-F
115	Janssen, McBride	McBride	Janssen	McBride	McBride	McBride	McBride	Open-S	Open-S	Open-S
116	Blasdell W., Janssen	Janssen	Blasdell W.	Janssen	Janssen	Janssen	Open-S	Open-S	Open-S	Open-S
117	Nedergaard	Nedergaard	Nedergaard	Nedergaard	Open-S	Nedergaard	Nedergaard	Open-S	Open-S	Open-S
118	Mellyn, Sandomir	Mellyn	Sandomir	Sandomir	Mellyn	Sandomir	Sandomir	Open-S	Open-S	Open-S
119	Worsnop, Fetters	Fetters	Fetters	Fetters	Worsnop	Worsnop	Worsnop	Open-S	Open-S	Open-S
120	Bellus G., Jackson, Tofft, Arthur A.	Jackson	Open-S	Open-S	Bellus G.	Tofft	Tofft	Open-S	Open-S	Tofft
					Arthur A.					
121	Edelstein, Fetters	Edelstein	Edelstein	Edelstein	Edelstein	Fetters	Fetters	Open-S	Open-S	Open-S
122	Samuels	Samuels	Samuels	Samuels	Samuels	Samuels	Open-S	Open-S	Open-S	Open-S
123	Dunn	Dunn	Dunn	Dunn	Dunn	Dunn	Open-S	Open-S	Open-S	Open-S
12456789	Worsnop, Blasdell W.	Worsnop	Worsnop	Blasdell W.	Blasdell W.	Blasdell W.	Blasdell W.	Open-S	Open-S	Open-S
125	Becker C.	Becker C.	Becker C.	Open-S	Open-S	Open-S	Open-S	Open-S	Open-S	Open-S
126	Topoozian	Topoozian	Topoozian	Topoozian	Open-S	Topoozian	Topoozian	Open-S	Open-S	Open-S
127	Becker C.	Open-S	Open-S	Becker C.	Open-S	Becker C.	Becker C.	Open-S	Open-S	Open-S
128	Aderson	Aderson	Aderson	Aderson	Aderson	Aderson	Open-S	Open-S	Open-S	Open-S
		Aderson								
129	Sehl	Sehl	Open-S	Sehl	Sehl	Sehl	Open-S	Open-S	Open-S	Open-S
131	Patenge, Krogman	Patenge	Patenge	Patenge	Patenge	Krogman	Open-S	Patenge	Patenge	Open-S
		Patenge						Patenge	Patenge	
		Patenge						Patenge	Patenge	
		Patenge						Patenge	Patenge	
		Patenge						Patenge	Patenge	
		Patenge						Patenge	Patenge	
		Patenge						Patenge	Patenge	
		Patenge						Patenge	Patenge	
132	Krogman, Clow-Kennedy	Clow-Kennedy	Clow-Kennedy	Open-S	Open-S	Open-S	Krogman	Open-S	Open-S	Open-S
133	Myers	Myers	Myers	Myers	Myers	Myers	Open-S	Open-S	Open-S	Open-S
		Myers	Myers	Myers	Myers	Myers				
		Myers	Myers	Myers	Myers	Myers				
			Myers	Myers	Myers					
				Myers	Myers					

S - Open classroom (small), F - Open classroom (full size), SH - study hall, * - Change from last year or new staff

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Figure 9.15 – Master Schedule by Room List

The report can be customized using the following options:

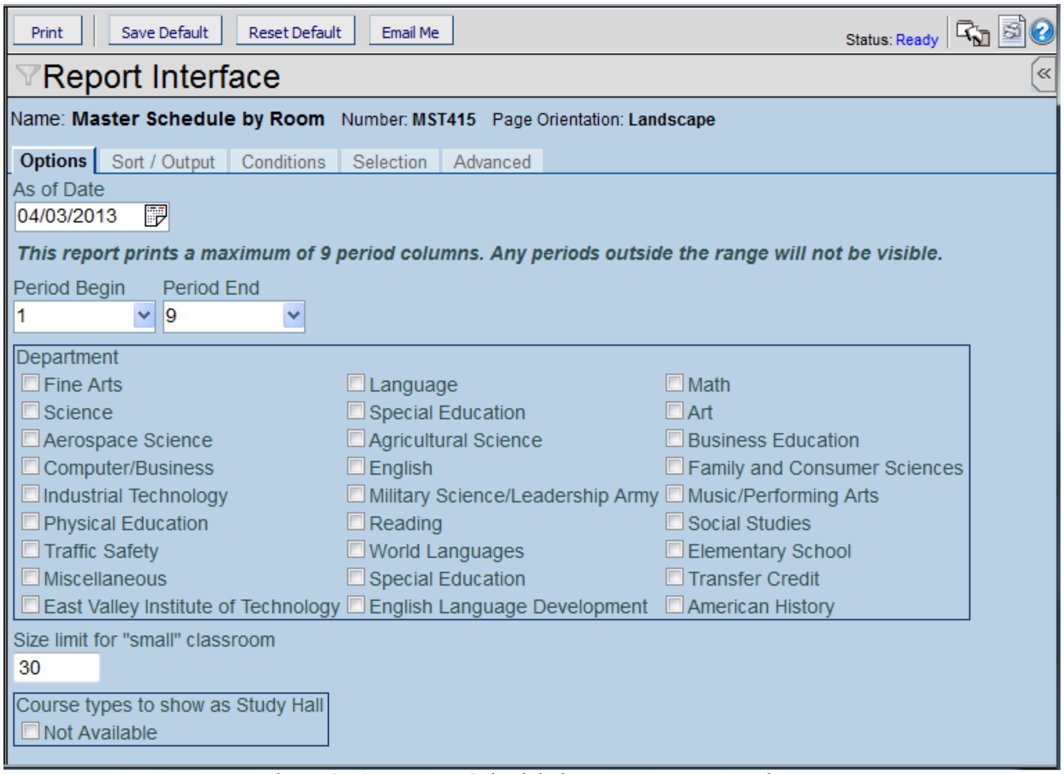

Figure 9.16 – Master Schedule by Room Report Interface

- Enter the date for which to analyze the periods in the **As of Date** box in MM/DD/YY format. The dates can also be selected using the Calendar button.
- Select the range of periods to be included by entering the first period of the range in the **Period Begin** box and the last period in the **Period End** box.
- To filter the courses displayed on the report by their **Department**, check which Departments to display.
- To indicate which classroom is considered small enter the maximum number of students for a small class in the **Size limit for “small” classroom** field.
- To indicate which classes are used as a study hall, select the course type from the **Course type to show as Study Hall** group box.

MST416 – Department Section List

The Department Section List displays all the sections by department. This report is grouped by department, teacher, term, period, section, course id, meeting day, and room. It also displays the maximum, total, and open number of seats for each section.

Edupoint School District

King High School
Department Section List

Year: 2013-2014
Report: MST416

Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Room	Optimal	Max	Total	Open
Agricultural Science		Q1	1	1	AG25111	AG251 - Intro Ag Sci				40	0	40
	Cook, Darcy	S2	1	1	1503	AG772 - Prin Prac Econ		922		34	0	34
	Cook, Darcy	YR	1	1	1_122_AG77	AG77 - Prin&prac Econ		280		100	0	100
	Cook, Darcy	YR	6	6	6_122_AG30	AG30 - Appl Biol Sys		280		100	0	100
	Gless, Raymond	S1	1	1	0258	AG251 - Intro Ag Sci		313		26	0	26
	Gless, Raymond	S1	2	2	0481	AG77 - Prin&prac Econ		313		26	0	26
	Gless, Raymond	S1	3	3	0578	AG251 - Intro Ag Sci		313		26	0	26
	Gless, Raymond	S1	3	3	0853	AG99 - Ind Study		313		5	0	5
	Gless, Raymond	S2	1	1	0266	AG252 - Intro Ag Scienc		313		26	0	26
	Gless, Raymond	S2	2	2	0087	AG512 - Plant Sci		313		26	0	26
	Gless, Raymond	S2	2	2	0852	AG99 - Ind Study		313		5	0	5
	Gless, Raymond	S2	3	3	0579	AG252 - Intro Ag Scienc		313		26	0	26
	Rhoadarmer, Allen	S2	2	2	1844	AG362 - Aquaculture		922		34	0	34
	Rhoadarmer, Allen	YR	1	1	1_773_AG36	AG36 - Aquaculture		280		100	0	100
	Rhoadarmer, Allen	YR	2	2	2_773_AG36	AG36 - Aquaculture		280		100	0	100
	Rhoadarmer, Allen	YR	3	3	3_773_AG77	AG77 - Prin&prac Econ		280		100	0	100
	Rhoadarmer, Allen	YR	4	4	4_773_AG90	AG90 - Plant/animal Sc		280		100	0	100
	Rhoadarmer, Allen	YR	7	7	7_773_AG907	AG907 - Ag Co-Op Ed		280		100	0	100
	Tucker, Tucker,mhs	S2	1	1	1883	AG292 - Ex Of Ag		MHS		34	0	34
	Tucker, Tucker,mhs	YR	1	1	1_891_AG29	AG29 - Expl Agric		280		100	0	100
	Watkins, Bruce	S2	2	2	1419	AG302 - Appl Biol Syst		923		34	0	34
	Watkins, Bruce	S2	3	3	1683	AG302 - Appl Biol Syst		923		34	0	34
	Watkins, Bruce	S2	4	4	1644	AG302 - Appl Biol Syst		923		34	0	34
	Watkins, Bruce	S2	5	5	1638	AG512 - Plant Sci		923		34	0	34
	Watkins, Bruce	YR	1	1	1_920_AG30	AG30 - Appl Biol Sys		280		100	0	100
	Watkins, Bruce	YR	2	2	2_920_AG30	AG30 - Appl Biol Sys		280		100	0	100
	Watkins, Bruce	YR	3	3	3_920_AG30	AG30 - Appl Biol Sys		280		100	0	100
	Watkins, Bruce	YR	4	4	4_920_AG30	AG30 - Appl Biol Sys		280		100	0	100
	Watkins, Bruce	YR	5	5	5_920_AG51	AG51 - Landscape D&m I		280		100	0	100
	Watkins, Bruce	YR	6	6	6_920_AG40	AG40 - Agri Eng Tech I		280		100	0	100
	Wojcik, James	S1	4	4	1647	AG311 - Animal Science		313		26	0	26
	Wojcik, James	S1	6	6	1631	AG311 - Animal Science		313		26	0	26

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Figure 9.17 – Department Section List

The report can be customized using the following options:

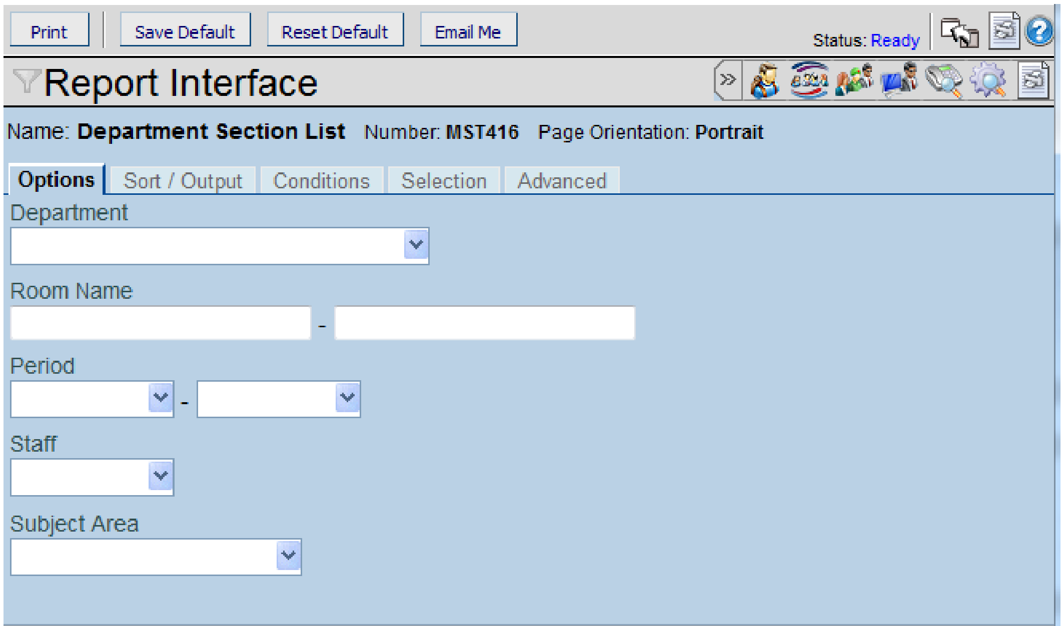

Figure 9.18 – Department Sections List Report Interface

- Select the **Department** from the drop-down list to print the list for just one department.
- To only include a range of rooms, enter the first and last **Room Name**. The rooms are listed numerically then alphabetically.
- Select the range of class periods levels to be included by selecting the **Period** from the drop-down list.
- Select the **Staff** from the drop-down list to print the list for just one teacher.
- Select the **Subject Area** from the drop-down list to print the list for just one subject.

MST417 – Room Section List

The Room Section list displays all the sections that are taught in a particular room. This report is grouped by room, department, term, period, section, course id, and meeting days. It also displays the maximum, total, and open number of seats for each section.

King High School
Room Section List

Year: 2013-2014
Report: MST417

Room	Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Optimal	Max	Total	Open
	Agricultural Science		Q1	1	1	AG25111	AG251 - Intro Ag Sci			40	0	40
	Art		Q1	2	2	AR32212345	AR322 - Photo I			15	0	15
	American History		Q1	3	3	PP422-01	PP422 - Function/writng			35	0	35
								Total :	0	90	0	90
031	Elementary School	Nuestro, Janette	S2	2	2	1460	SC44W2 - Col Prep Bio			34	0	34
	SA	Nuestro, Janette	S2	2	2	1887	SA512 - S.a. Science			1	0	1
	Science	Nuestro, Janette	S2	4	4	1878	SC492 - Biology			34	0	34
	Science	Nuestro, Janette	S2	5	5	1965	SC492 - Biology			34	0	34
	Science	Nuestro, Janette	S2	6	6	1962	SC492 - Biology			34	0	34
								Total :	0	137	0	137
033	Science	Lemon, Lisa	S2	6	6	1368	SC492 - Biology			34	0	34
								Total :	0	34	0	34
034	SA	Pagel, Ross	S2	1	1	1383	SA512 - S.a. Science			1	0	1
	SA	Pagel, Ross	S2	4	4	1596	SA51 - Sa Science			1	0	1
	Science	Pagel, Ross	S2	2	2	1374	SC712 - Chemistry			34	0	34
	Science	Pagel, Ross	S2	3	3	1375	SC712 - Chemistry			34	0	34
	Science	Pagel, Ross	S2	6	6	1494	SC332 - Earth Science			34	0	34
								Total :	0	104	0	104
035	SA	Ramnes, Gerri	S2	6	6	1968	SA512 - S.a. Science			1	0	1
	Science	Ramnes, Gerri	S2	3	3	1495	SC492 - Biology			34	0	34
	Science	Ramnes, Gerri	S2	5	5	1452	SC492 - Biology			34	0	34
	Science	Ramnes, Gerri	S2	6	6	1455	SC492 - Biology			34	0	34
								Total :	0	103	0	103
036	Elementary School	Mattix, Larry	S2	1	1	1367	SC72W2 - Cl Prep Chem			34	0	34
	Elementary School	Mattix, Larry	S2	2	2	1493	SC72W2 - Cl Prep Chem			34	0	34
	SA	Mattix, Larry	S1	2	2	0986	SA51 - Sa Science			1	0	1
	Science	Frazier, Jim	S2	3	3	1541	SC712 - Chemistry			34	0	34
	Science	Frazier, Jim	S2	4	4	1542	SC712 - Chemistry			34	0	34
	Science	Frazier, Jim	S2	5	5	1543	SC712 - Chemistry			34	0	34
								Total :	0	171	0	171
039	SA	Johnson, Becky	S1	3	3	0694	SA51 - Sa Science			1	0	1

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Figure 9.19 – Room Section List

The report can be customized using the following options:

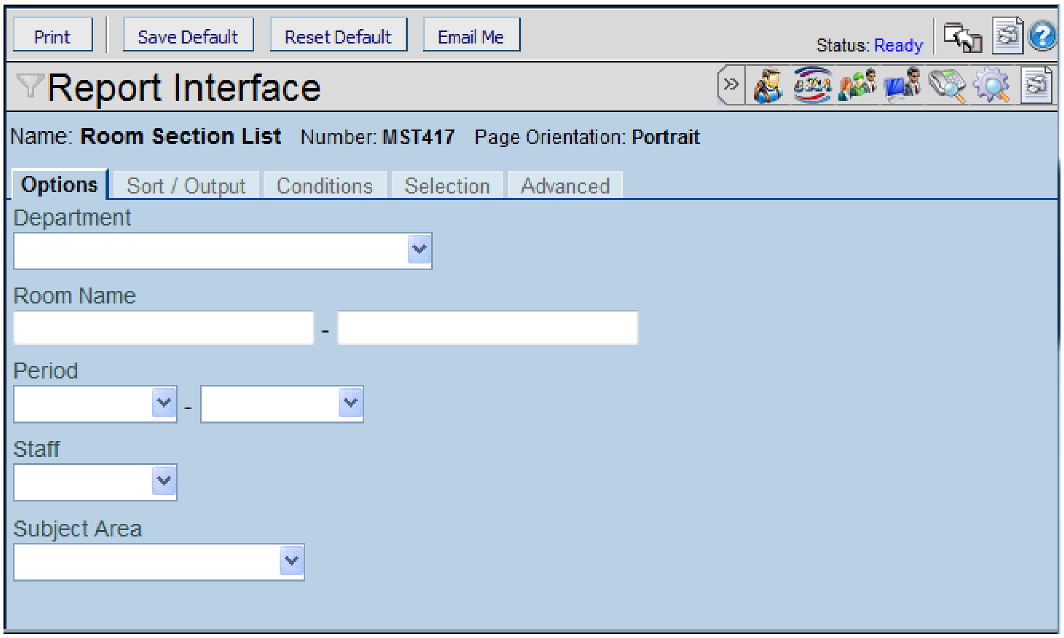

Figure 9.20 – Room Section List Report Interface

- Select the **Department** from the drop-down list to print the list for just one department.
- To only include a range of rooms, enter the first and last **Room Name**. The rooms are listed numerically then alphabetically.
- Select the range of class periods levels to be included by selecting the **Period** from the drop-down list.
- Select the **Staff** from the drop-down list to print the list for just one teacher.
- Select the **Subject Area** from the drop-down list to print the list for just one subject.

MST801 – Program of Recitation Report

The Class List prints the list of enrolled students in each section on a separate page, with a space to make notations about each student. This versatile report can be used for many types of student tracking in each section.

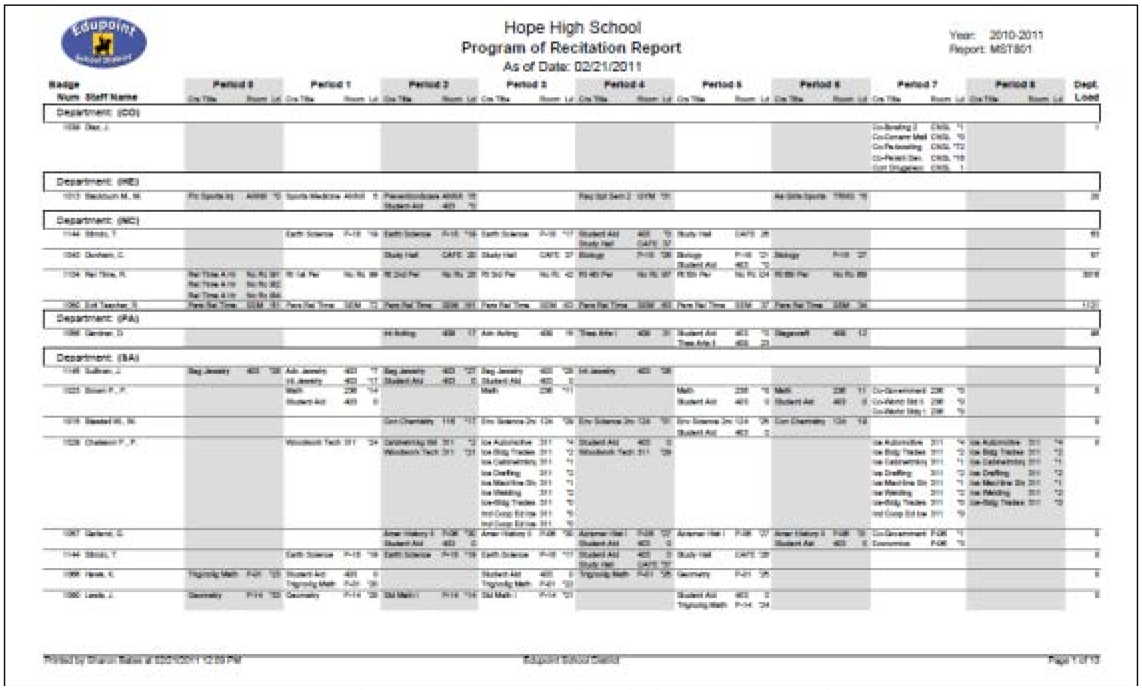

Figure 9.87 – Program of Recitation Report Example

The report can be customized using the following options:

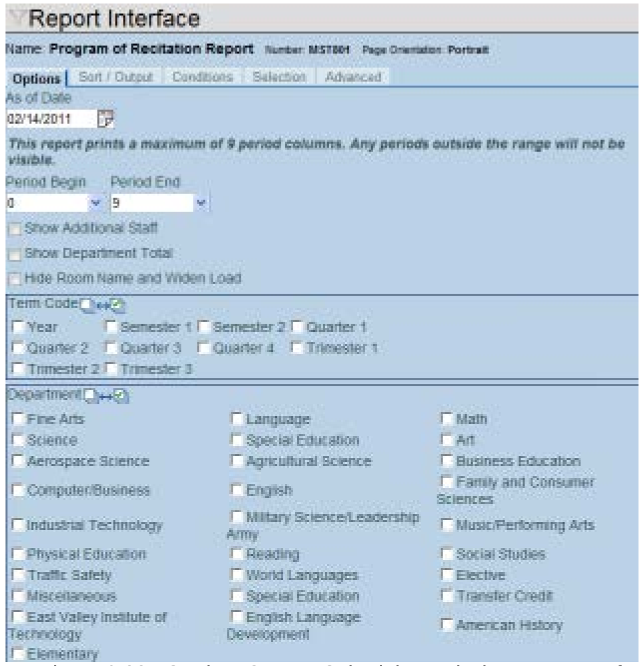

Figure 9.88 - Student Current Schedule Analysis Report Interface

- Select the **As Of Date** this report is produced.
- To print only the schedules for a specific range of terms, select the starting and ending terms from the **Term Filter** drop-down lists.
- To only include a range of sections, enter the beginning and ending **Section ID**.

STU408 – Class List

The Class List prints the list of enrolled students in each section on a separate page, with a space to make notations about each student. This versatile report can be used for many types of student tracking in each section.

Hope High School
Class List

Year: 2012-2013
Report: STU408

Section ID	Period	Course ID	Course Title	Staff Name	Room Name
1140	1	MA402	Algebra II	Aderson, Gordon	128

Student Name	Perm ID	Grd	Birth Date	Home Language	
Caldwell, Stephen M.	913958	11	03/13/1996	English	
Carnevale, Rebecca E.	887590	11	07/03/1996	English	
Cartwright, Peter M.	913960	11	10/09/1996	English	
Chase, Wanda M.	117689	12	10/04/1995	English	
Dominguez, Denise M.	928041	11	06/13/1996	English	
Forrest, Henry E.	109244	11	02/02/1996	English	
Hudson, Gregory L.	904041	10	09/18/1997	English	
Jeffries, Kathy R.	151819	11	10/24/1996	English	
Jennings, Jacqueline E.	123020	10	04/02/1997	English	
John, Mildred E.	995845	11	04/19/1996	English	
Johnson, Bobby E.	163912	11	03/02/1995	English	
Johnston, Joan J.	171732	10	08/12/1997	English	
Kyler, Arthur P.	901815	10	10/15/1997	English	
McPeck, Joshua A.	901999	10	03/06/1997	English	
Miilu, Kelly A.	966444	11	02/27/1996	English	
Miller, Steve R.	888061	11	08/25/1996	English	
Mortensen, Matthew K.	901880	10	02/04/1997	English	
Nielsen, Robert J. JR	981787	10	12/08/1997	English	
Richardson, Linda B.	889234	11	03/08/1996	English	
Rider, Angela M.	154392	11	08/15/1996	English	
Rohde, Jack S.	888781	11	12/11/1996	English	
Schwalb, Robert T.	867189	11	02/07/1996	English	
Shull, Judy R.	887767	11	05/02/1996	English	
Spencer, Ralph L.	129415	11	12/10/1996	English	
Stine, Nancy R.	889741	11	03/11/1996	English	
Waldie, Donna J.	966551	10	04/01/1997	English	
Wamboldt, Albert R.	903451	10	04/10/1997	English	
Ward, Jennifer L.	887407	11	07/13/1996	English	
Wood, Barbara J.	955661	11	09/07/1996	English	

Total Students: 29 Total Female: 15 Total Male: 14

* = Audit Class

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Figure 9.89 – Class List

The report can be customized using the following options:

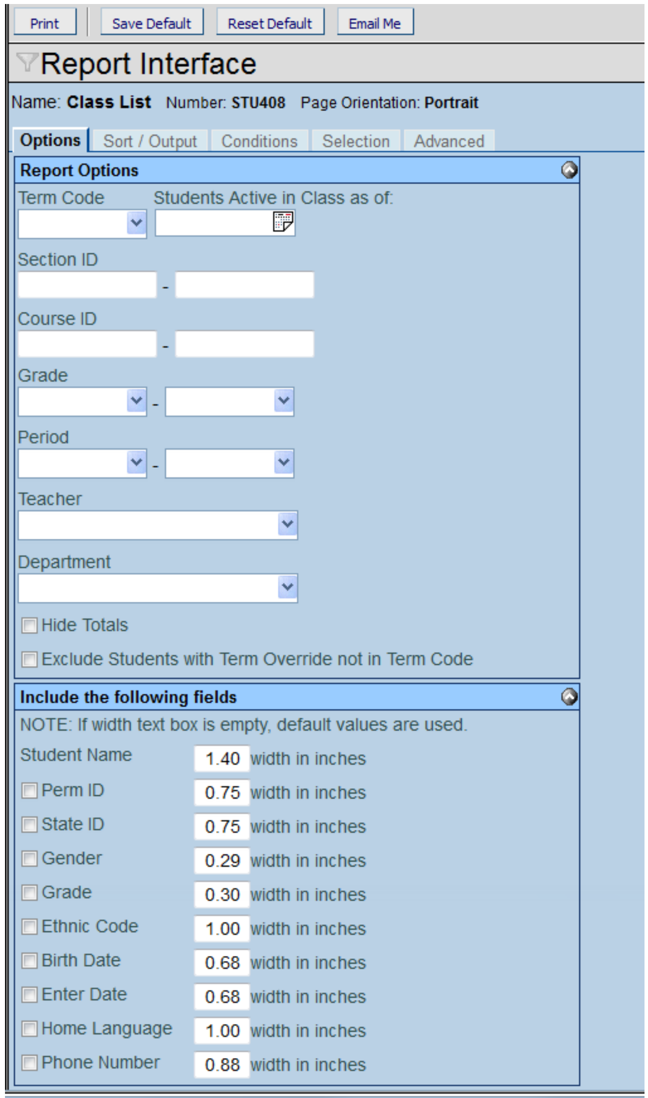

Figure 9.90 – Class List, Report Interface

- The report can be printed for a single term by selecting the term from the **Term Code** drop-down list.
- The report can be filtered to include students that were active in the section as of the date specified in the **Students Active in Class as of:** date.
- To print the report for a specific range of sections, enter the beginning and ending section ID in the **Section ID** boxes.
- To print the report for a specific range of courses, enter the beginning and ending course ID in the **Course ID** boxes.
- Select the range of grade levels to be included by selecting the **Grade** from the drop-down list.
- Select the range of class periods levels to be included by selecting the **Period** from the drop-down list.

- Select the **Teacher** from the drop-down list to print the list for just one teacher.
- Select the **Department** from the drop-down list to print the list for just one department.
- To print the list of students without the summary of the total number of students in the section listed at the bottom, check the box **Hide Totals**.
- To exclude students with term override, select the **Exclude Students with Term Override not in Term Code** checkbox.
- To include additional information about each student on the list, check the boxes in front of the information to add in the **Include the Following Fields** section. Information that can be added is **Perm ID, State ID, Gender, Grade, Ethnic Code, Birth Date, Enter Date, Home Language, and Phone Number**. To control how much space each extra column of information takes on the report, enter the width of each column in the boxes provided (in inches).

STU414 – Student Schedule Preprinted Cards

The Student Schedule Preprinted Cards are designed to be printed on perforated pre-printed stock to make wallet-sized cards with each student's schedule.

Abbott Billy 905483 05/13/1992 M 12

Hope High School 10/07/2009

0 0029	MA06-2	Remedial Math	User, Teacher	101
0 0077	SS51	Am Govt	User, Teacher	216
1 0106	AR54	Beg Jewelry	Sullivan, Joe	403
2 0258	PA86	Int Acting	Gardner, David	409
3 0963	PE761	Weight Trn Boys	Joseph, Thomas	ANNX
4 0426	EN60	Eng (brit) Lit	Snyder, Joan	222
5 0875	NC951	Rt 5th Per	Rel Time, Rel Time	No Room
6 0876	NC961	Rt 6th Per	Rel Time, Rel Time	No Room
0 1077	SS51	Am Govt	User, Teacher	216

Aaron, Kathleen 949-555-1214 08/10/2009

15071 N Clark Cir Irvine 92604

Acevedo Andrew 886630 03/04/1993 M 11

Hope High School 10/07/2009

1 0112	EN33	Prin Eng I	Bonjour R., Richard	301
2 0205	AR42	Int Stain Glass	Smith, Christine	402
3 0347	MA30	Geometry	Kretschmer, James	135
4 0944	PE761	Weight Trn Boys	Rustad, Shawn	ANNX
5 0095	SC71	Chemistry	McBride, Russ	115
6 0672	SS34	Amer History I	Ross, Brad	P-26
1 1961	PE782	Adv Wt Boys	Joseph, Thomas	ANNX
2 1222	EN32	Fund Eng II	Summers, Kim	209
3 1373	SS302	Am Hist - Dream	Thiel, Michael	211

Acevedo, Harold 714-555-2574 09/01/2009

4263 E Contessa St Irvine 92606

Acevedo Ashley 901830 05/27/1994 F 10

Hope High School 10/07/2009

0 0869	NC901	Rel Time A Hr	Rel Time, Rel Time	No Room
1 0142	MA31	Alt Geometry	Hansen, Craig	106
2 0299	WL41	French I	Trull, Jayne	203
3 0332	EN33	Prin Eng I	Wrather, Landon	302
4 0461	MU91	Full Conc Orch	Temme, Walter	412
5 0955	PE531	Fit/aerobics	Oden, Jacy	GYM
6 0070	SC49	Biology	Nedergaard, Jenny	117
0 1870	NC902	Rel Time A Hr	Rel Time, Rel Time	No Room
1 1123	EN51	Lit Explor	Rex, Karen	P-22

Acevedo, Heather 949-555-2807 09/01/2009

4263 E Contessa St Irvine 92606

Ackley Brian 913948 05/10/1992 M 12

Hope High School 10/07/2009

0 0869	NC901	Rel Time A Hr	Rel Time, Rel Time	No Room
1 0127	EN52	Mythology	Stauffer, Paige	P-24
2 0258	PA86	Int Acting	Gardner, David	409
3 0358	PA92	Adv Acting	Gardner, David	409
4 0465	SS57	Prin&prac Econ	Davis, Jeffrey	P-13
5 0540	MA40	Algebra II	Aderson, Gordon	128
6 0876	NC961	Rt 6th Per	Rel Time, Rel Time	No Room
0 1869	NC902	Rel Time A Hr	Rel Time, Rel Time	No Room
1 1113	EN45	Col Prep Wrt	Bunger T., Thomas	P-10

Ackley, Eugene 949-555-6641 09/03/2009

3945 E Kael Ci Newport Beach 92663

Figure 9.91 - Student Schedule Preprinted Cards

The report can be customized using the following options:

- Enter the **As of Date** in MM/DD/YY format to print the schedule for a specific date. The date can also be selected by clicking the Calendar button.
- To print only the schedules for a specific range of terms, select the starting and ending terms from the **Term Filter Start** and **Term Filter End** drop-down lists.
- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name**, **First Name**, **Middle Name**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12. A range of grades may also be selected.
- Select how to display the teacher's name for each section from the **Display Teacher Name** drop-down list. It can print Full **Name**, **Hide First Name**, or **Hidden**.
- To remove the room number for each section, check **Hide Room Number**.
- To select the parent/guardian information that is printed at the bottom of each card, check the box or boxes in the **Flags** and/or **Type** sections. To check or uncheck all of the boxes in the Type section, use the buttons.
- Select which **Locker Combination** to print from the drop-down list.
- To group the schedules for a specific term and period, select **Term** & **Period** from the drop-down list.

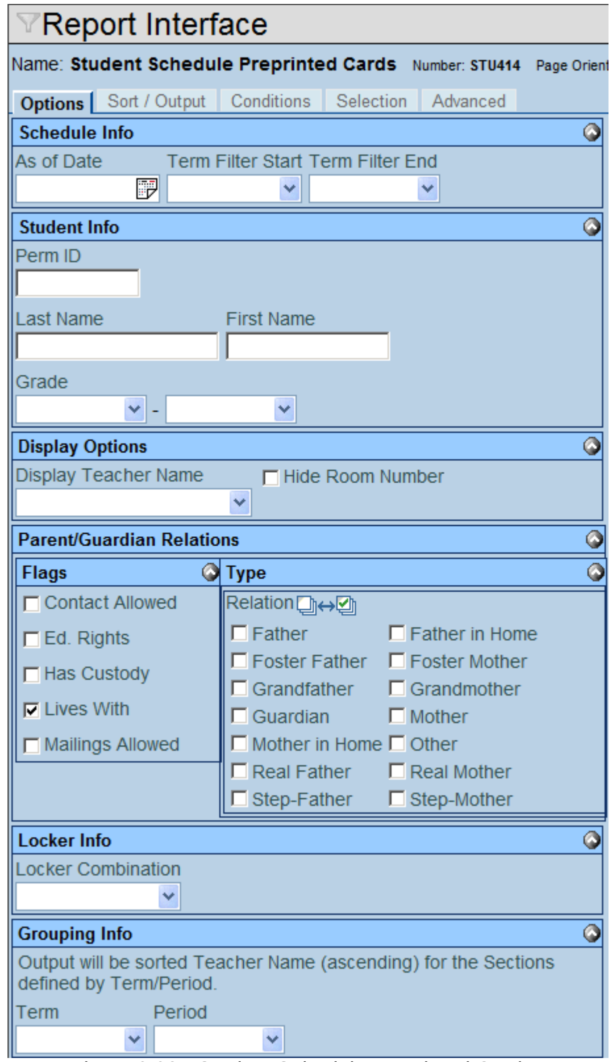

Figure 9.92 - Student Schedule Preprinted Cards, Report Interface

STU415 – Student Schedule List

The Student Schedule List prints each student's schedule with just the basic information about each section, including period, term, section ID, course ID & title, the meeting days for schools with rotating days, the teacher's name, and the room name.

Hope High School
Student Schedule List

Year: 2009-2010
Report: STU415

Per	Term	Section ID	Course	Meet Days	Teacher	Room
Student Name Abbott, Billy C.			Perm ID 006483	Gender M	Grade 12	
Fall						
0 - 3	S1	0029	MA06-2 - Remedial Math	Sat Sun	User, T.	101
0	S1	0077	SS51 - Am Govt		User, T.	216
1	S1	0106	AR54 - Beg Jewelry		Sullivan, J.	403
2	YR	0258	PA86 - Int Acting		Gardner, D.	409
3	S1	0963	PE761 - Weight Trn Boys		Joseph, T.	ANNX
4	S1	0426	EN60 - Eng (brit) Lit		Snyder, J.	222
5	S1	0875	NC951 - Rt 5th Per		Rel Time, R.	No Roo
6	S1	0876	NC961 - Rt 6th Per		Rel Time, R.	No Roo
Spring						
2	YR	0258	PA86 - Int Acting		Gardner, D.	409
Student Name Acevedo, Andrew			Perm ID 008830	Gender M	Grade 11	
Fall						
1	S1	0112	EN33 - Prin Eng I		Bonjour R., R.	301
2	S1	0205	AR42 - Int Stain Glass		Smith, C.	402
3	S1	0347	MA30 - Geometry		Kretschmer, J.	135
4	S1	0944	PE761 - Weight Trn Boys		Rustad, S.	ANNX
5	S1	0096	SC71 - Chemistry		McBride, R.	115
6	S1	0672	SS34 - Amer History I		Ross, B.	P-26
Student Name Acevedo, Ashley			Perm ID 001830	Gender F	Grade 10	
Fall						
0	S1	0869	NC901 - Rel Time A Hr		Rel Time, R.	No Roo
1	S1	0142	MA31 - Alt Geometry		Hansen, C.	106
2	S1	0299	WL41 - French I		Trull, J.	203
3	S1	0332	EN33 - Prin Eng I		Wrather, L.	302
4	YR	0461	MU91 - Full Conc Orch		Temme, W.	412
5	S1	0956	PE531 - Fit/aerobics		Oden, J.	GYM
6	S1	0070	SC49 - Biology		Nedergaard, J.	117
Spring						
0	S2	1870	NC902 - Rel Time A Hr		Rel Time, R.	No Roo
1	S2	1123	EN51 - Lit Explor		Rex, K.	P-22
2	S2	1299	WL412 - French I		Trull, J.	203
3	S2	1953	PE532 - Fit/aerobics		Oden, J.	GYM
4	YR	0461	MU91 - Full Conc Orch		Temme, W.	412
5	S2	1542	MA312 - Alt Geom 2nd Sm		Hansen, C.	106
6	S2	1070	SC492 - Biology		Nedergaard, J.	117
Student Name Ackley, Brian R.			Perm ID 013948	Gender M	Grade 12	
Fall						
0	S1	0869	NC901 - Rel Time A Hr		Rel Time, R.	No Roo
1	S1	0127	EN52 - Mythology		Stauffer, P.	P-24
2	YR	0258	PA86 - Int Acting		Gardner, D.	409
3	YR	0358	PA82 - Adv Acting		Gardner, D.	409
4	S1	0465	SS57 - Prin&prac Econ		Davis, J.	P-13
5	S1	0540	MA40 - Algebra II		Aderson, G.	128
6	S1	0876	NC961 - Rt 6th Per		Rel Time, R.	No Roo
Spring						
0	S2	1869	NC902 - Rel Time A Hr		Rel Time, R.	No Roo
1	S2	1113	EN45 - Col Prep Wrt		Bunger T., T.	P-10

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Figure 9.93 - Student Schedule List

The report can be customized using the following options:

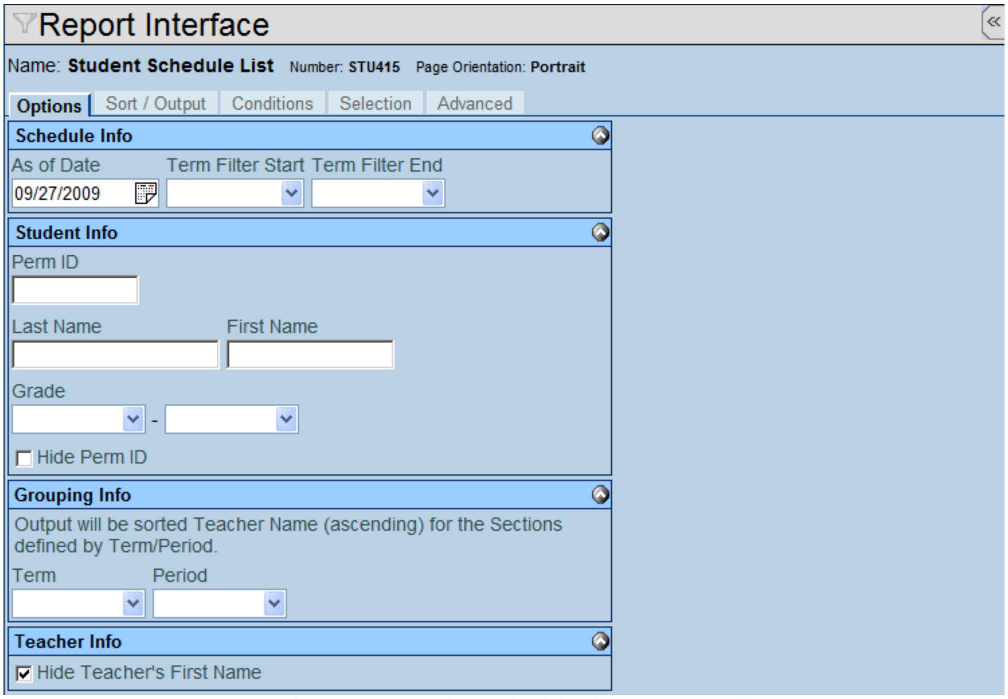


Figure 9.94 - Student Schedule List, Report Interface

- Enter the **As of Date** in MM/DD/YY format to print the schedule for a specific date. The date can also be selected by clicking the Calendar button.
- To print only the schedules for a specific range of terms, select the starting and ending terms from the **Term Filter Start** and **Term Filter End** drop-down lists.
- An individual student or group of students can be selected by filtering on the **Perm ID, Gender, Last Name, First Name, Middle Name, or Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12. A range of grades may also be selected.
- To remove the student's Perm ID from the report, check the **Hide Perm ID** box.
- To group the schedules for a specific term and period, select **Term** & **Period** from the drop-down list.
- To print only the teacher's last name, check the **Hide Teacher's First Name** box.

STU419 – Section Seating Chart

The Section Seating Chart report lists all students and where they sit in the classroom, based on the seating chart created in TEACHERVUE.

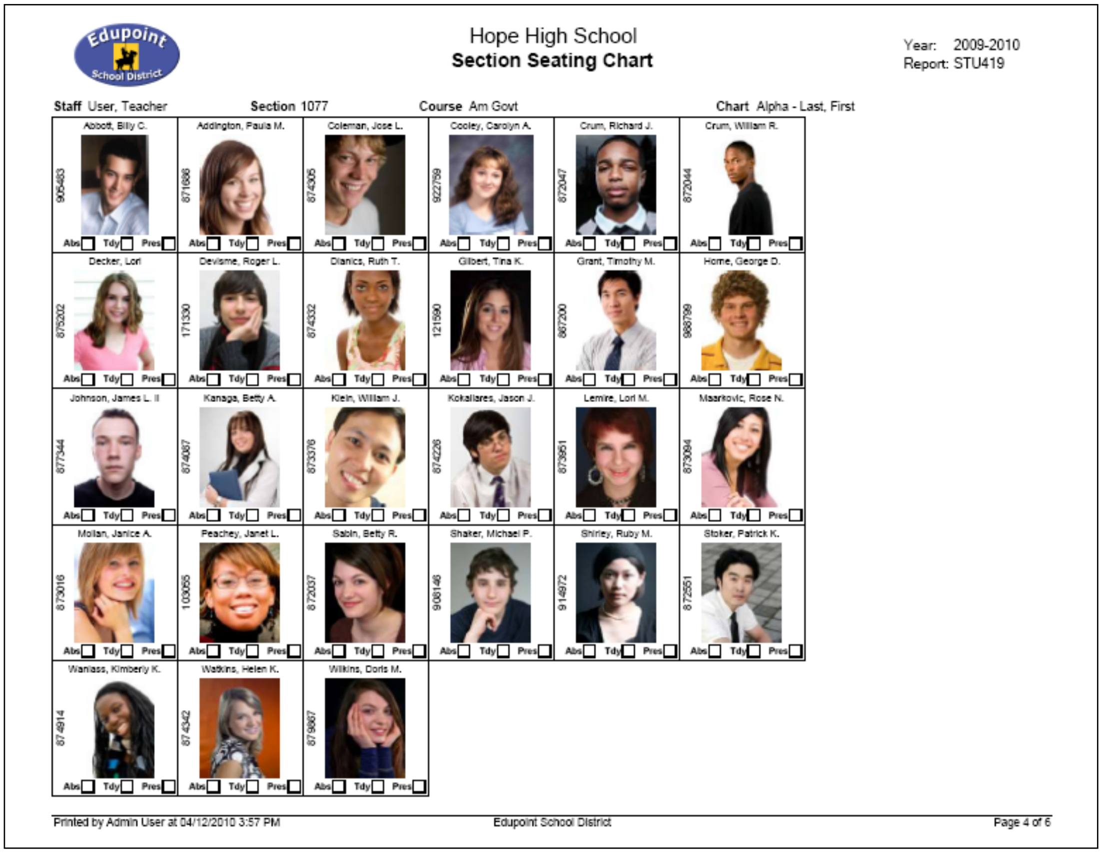
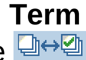


Figure 9.95 – Section Seating Chart

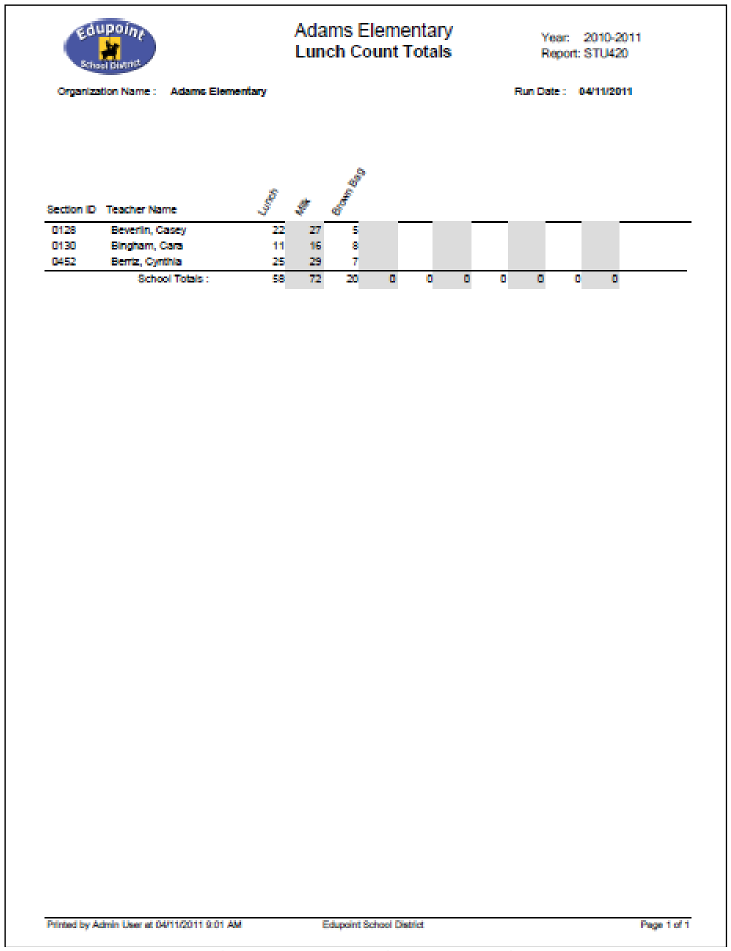
The report can be customized using the following options:

Figure 9.96 – Section Seating Chart, Report Interface

- To print the report for a single section, enter the **Section ID**
- Select the **Staff** from the drop-down list to print the chart for just one teacher.
- To show only information about select terms, check the **Term Code** to be included in the report. To check or uncheck all terms, use the  buttons.
- To customize the abbreviations for the absence codes listed with checkboxes at the bottom of each student’s picture, enter the new abbreviations to be printed in the **Absences Text Field 1, 2, and 3** boxes.

STU420 – Lunch Count Totals

The Lunch Count Totals report lists all homerooms at a school and the lunch count totals for each section. The areas tallied for each section are setup on the TeacherVUE tab of the School Setup screen.


Adams Elementary
Lunch Count Totals

Year: 2010-2011
Report: STU420

Organization Name : Adams Elementary

Run Date : 04/11/2011

Section ID	Teacher Name	Lunch	Milk	Brown Bag							
0128	Beverlin, Casey	22	27	5							
0130	Bingham, Cara	11	16	8							
0452	Berriz, Cynthia	25	29	7							
	School Totals :	58	72	20	0	0	0	0	0	0	0

Printed by Admin User at 04/11/2011 9:01 AM Edupoint School District Page 1 of 1

Figure 9.97 – Lunch Count Totals

The report can be customized by selecting the day for which the totals print by entering the date in the Run Date field in MM/DD/YY format or selecting it using the Calendar button.

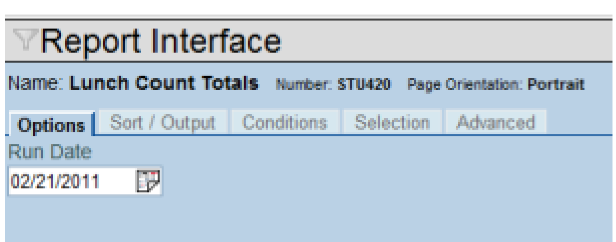


Figure 9.98 – Lunch Count Totals Interface

Chapter Ten:
SECURITY

In this chapter, the following topics are covered:

- Where security for scheduling-related views may be defined

Security for each of the views discussed throughout this manual is defined by two options: the **PAD Security** screen and the **Security Definition** screen. Both of these views are found under Synergy SIS > System > Security. How each of these views work and how security is defined is covered in detail in the ***Synergy SIS - Security Administrator Guide***. This chapter outlines where the security for each part of each scheduling-related screen may be defined in the Security Definition screen.

DISTRICT COURSE SECURITY

Almost everything on the **Course tab** of the **District Course** screen, which is found under Synergy SIS > Course, is controlled by the security node:

K12.CourseInfo.Course

This security node also controls the **Description tab** of the District Course screen.

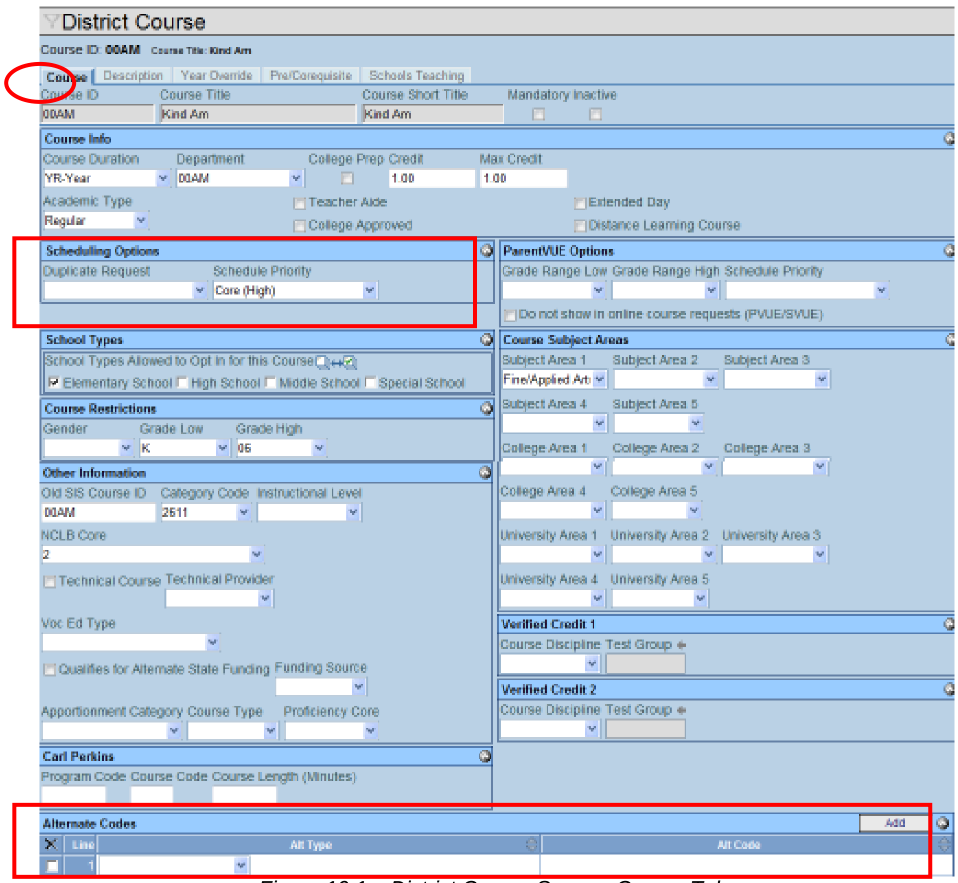


Figure 10.1 – District Course Screen, Course Tab

The **Alternate Code** section on the Course tab is controlled by the security node **K12.CourseInfo.CourseAltCode.** This security node also controls the Alternate Code section on the **Year Override tab**.

The **School Types** section is controlled by the security node **K12.CourseInfo.CourseSchoolType**.

Everything on the **Description tab** of the **District Course screen** is controlled by the security node:

K12.CourseInfo.Course

This security node also controls most of the **Course tab** of the District Course screen.

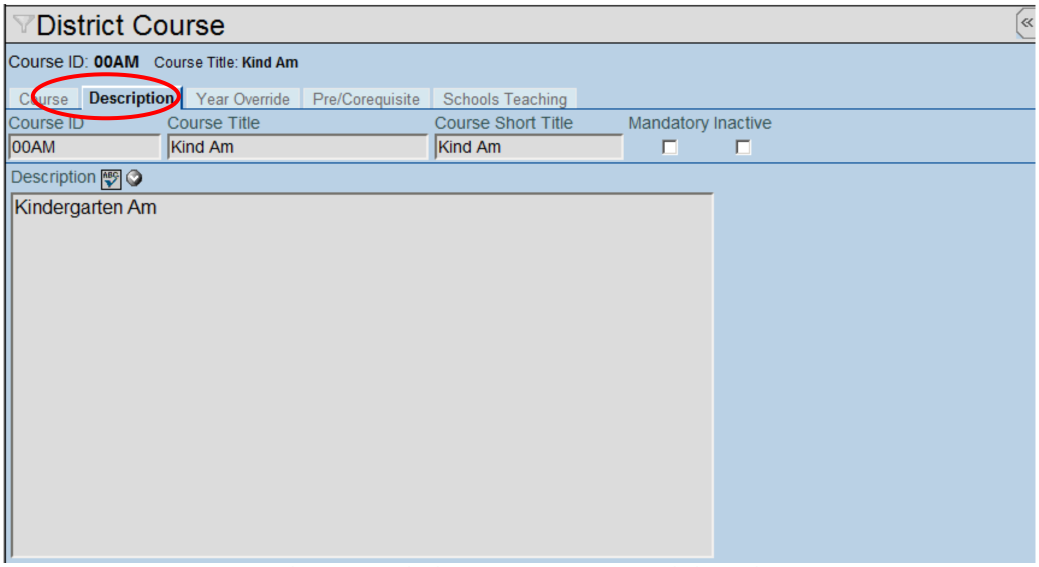


Figure 10.2 District Course Screen, Description Tab

The **Year Override tab** of the District Course screen is controlled by four security nodes:

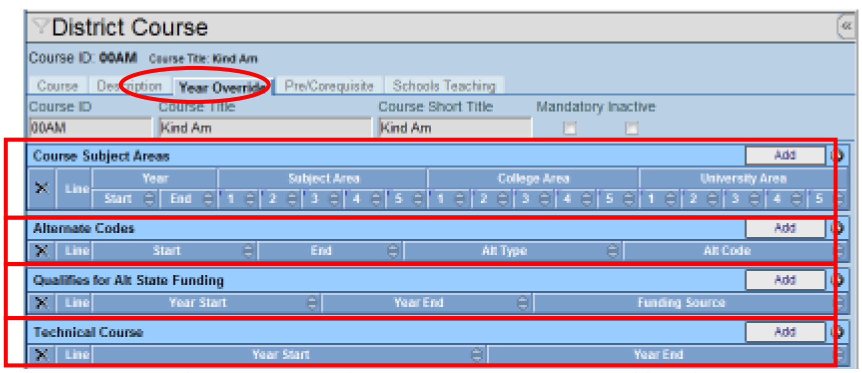


Figure 10.3 – District Course Screen, Year Override Tab

- K12.CourseInfo.CourseOverride controls the Course Subject Areas section.
- **K12.CourseInfo.CourseAltCode** controls the **Alternate Codes** section. This security node also controls the Alternate Codes section on the Course tab.
- K12.CourseInfo.CourseAltFunding controls the Qualifies for Alt State Funding section.
- K12.CourseInfo.CourseTechnicalCourse controls the Technical Course section.

The **Pre/Corequisite tab** of the District Course screen is controlled by 3 security nodes:

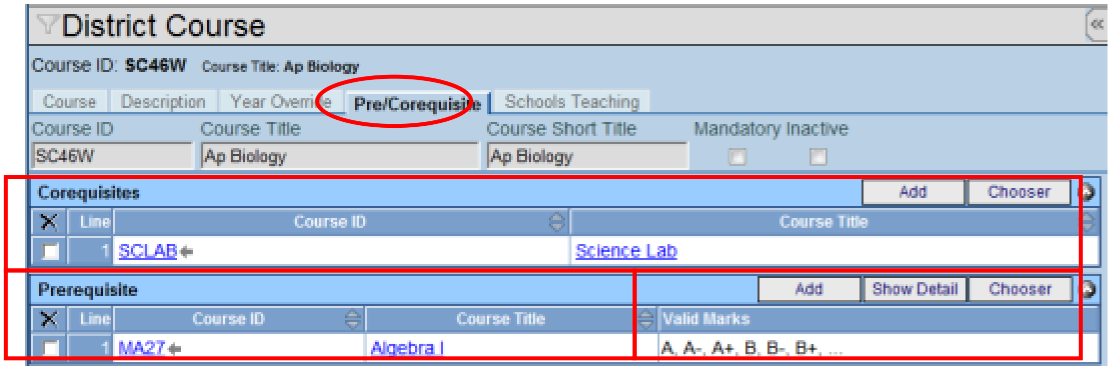


Figure 10.4 – District Course Screen, Pre/Corequisite Tab

- K12.CourseInfo.CourseCoReq controls the Corequisites section.
- K12.CourseInfo.CoursePreReq controls the Prerequisite section.
- **K12.CourseInfo.CoursePreReqMark** controls the **Valid Marks** for each prerequisite in the detailed screen.

The following security nodes do not provide a visible change in security on the views:

- K12.CourseInfo.CourseDistrictUI
- K12.CourseInfo.CourseSchool

SCHOOL COURSE SECURITY

The **School Course** screen, found under Synergy SIS > Course, is controlled by the security node:

K12.CourseInfo.Setup.CourseOptInGrid

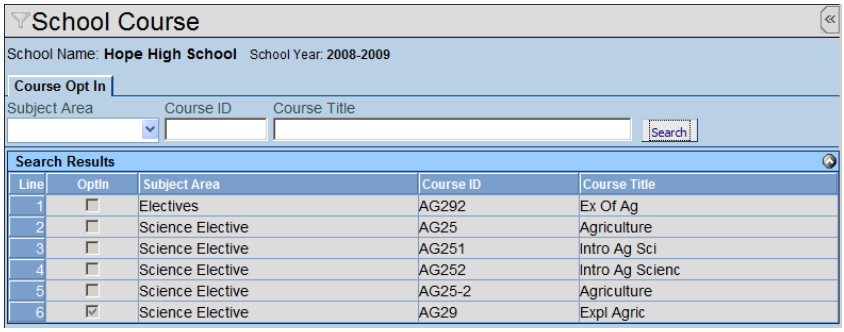


Figure 10.5 – School Course Screen

The following security nodes do not provide a visible change in security on the views:

- K12.CourseInfo.SchoolCourse
- K12.CourseInfo.Setup.DistrictCourseFind
- K12.CourseInfo.Setup.CourseOptInDelete

COURSE GROUP SECURITY

The **Course Group** screen, found under Synergy SIS > Course, is controlled by 2 security nodes:

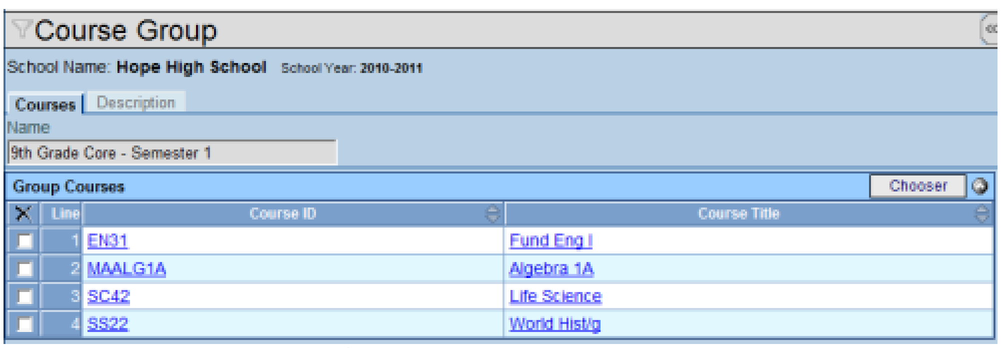


Figure 10.6 – Course Group Screen

- **K12.CourseInfo.SchoolYearCourseGroup** controls the group itself and the description of the group.
- **K12.CourseInfo.CourseGroupCourses** controls the Group Courses section.

The following security node does not provide a visible change in security on the views:

- K12.CourseInfo.CourseGroupUI

PREREQUISITE COURSE GROUP SECURITY

The Prerequisite Course Group screen, found under Synergy SIS > Course, is governed by two security nodes.

- **K12.CourseInfo.PreReqGroupCourse** controls most of the screen.
- **K12.CourseInfo.PreReqGroupCourseMark** controls the valid marks accessed with the **Show Detail** button.

SCHOOL ROOM SECURITY

The **School Room** screen, found under Synergy SIS > System > Setup, is not controlled by any security node.

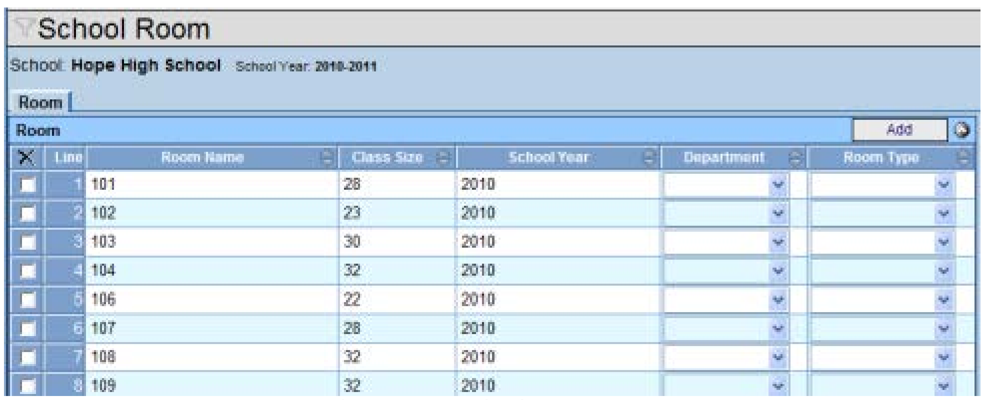


Figure 10.7 – School Room Screen

SCHOOL SCHEDULING OPTIONS SECURITY

The Section Options tab of the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup, is controlled by the security node:

- **K12.ScheduleInfo.SchoolYearMetDay** controls the Meeting Days section

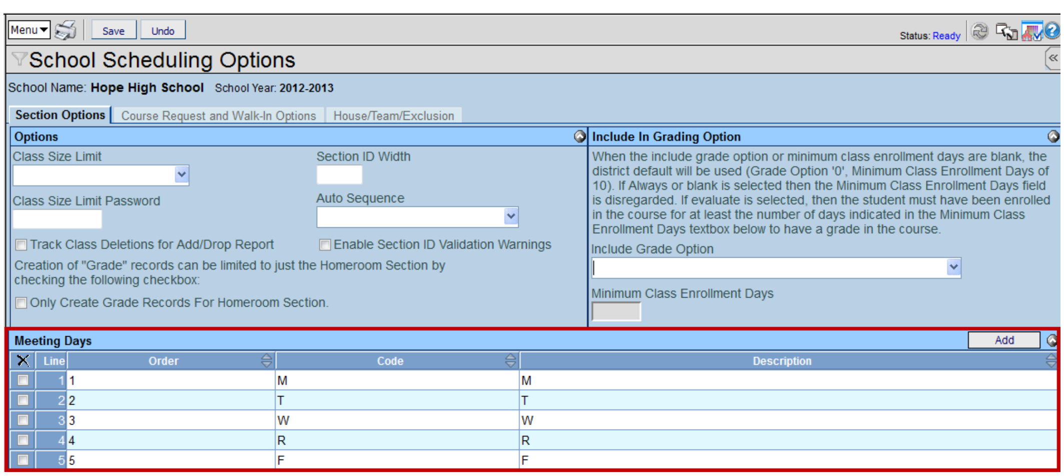


Figure 10.8 – School Scheduling Options Screen

The **Course Request and Walk-In Options tab** of the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup, is controlled by the security nodes:

- **K12.ScheduleInfo.Setup.SchoolYearOptSchedule** controls everything except for the Override Term Codes section.
- **K12.ScheduleInfo.Setup.SchoolOverrideTerm** controls the Override Term Codes section.

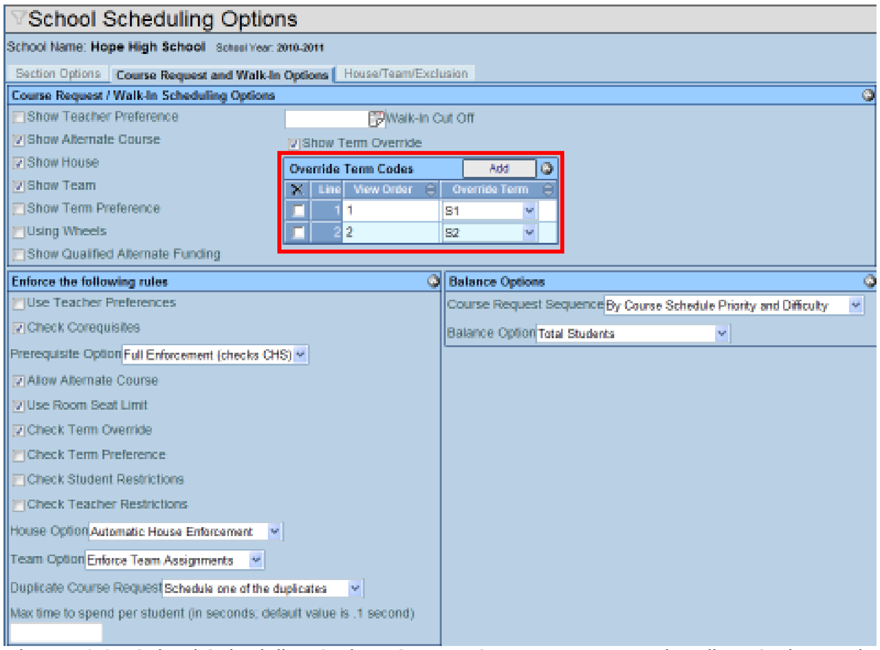


Figure 10.9 - School Scheduling Options Screen, Course Request and Walk-In Options Tab

The **House/Team/Exclusion tab** of the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup, is controlled by the security nodes:

- **K12.ScheduleInfo.Exclusion** controls the Term Exclusion Codes section
- **K12.ScheduleInfo.House** controls the House Codes section
- **K12.ScheduleInfo.Team** controls the Team Codes section

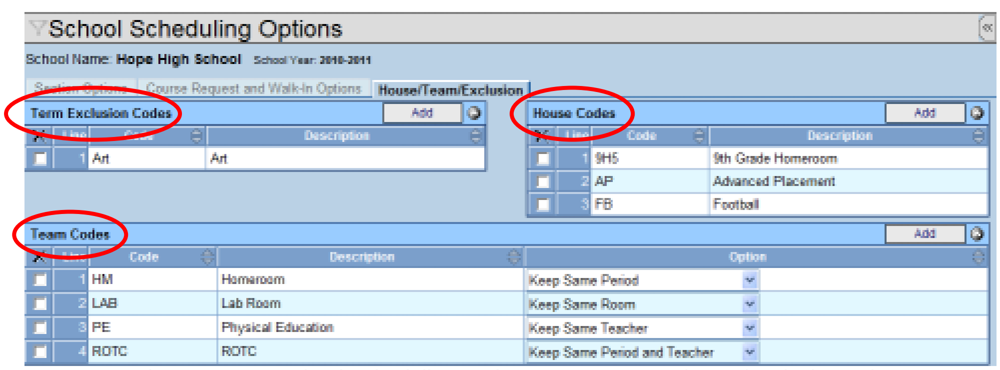


Figure 10.10 – School Scheduling Options Screen, House/Team/Exclusion Tab

The following security node does not provide a visible change in security on the views:

- K12.ScheduleInfo.Setup.ScheduleTallyLock

WHEEL DEFINITION SECURITY

The **Wheel Definition** screen, found under Synergy SIS > Mass Scheduling > Setup, is controlled by 2 security nodes:

- **K12.CourseInfo.CourseWheel** controls the wheel itself and the description of the wheel.
- **K12.CourseInfo.CourseWheelCourse** controls the Course Grid section.

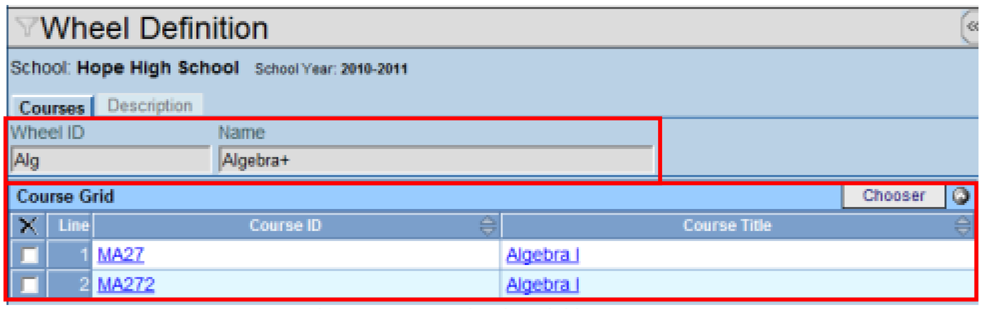
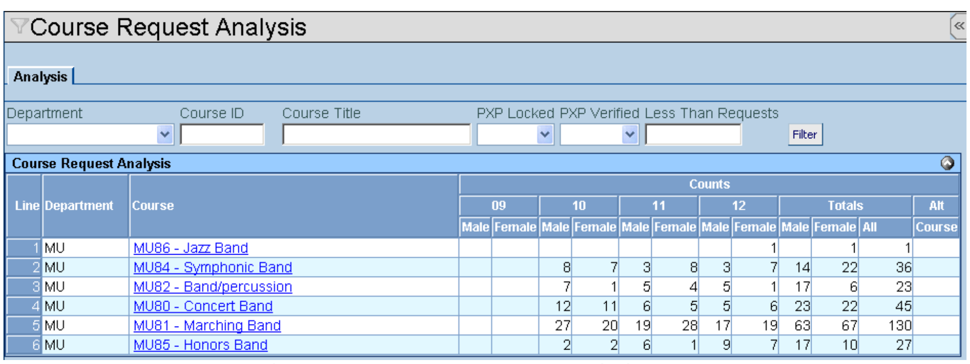


Figure 10.11 – Wheel Definition Screen

COURSE REQUEST ANALYSIS SECURITY

The **Course Request Analysis** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.CourseReqAnalysisGrid



Line	Department	Course	Counts											
			09		10		11		12		Totals			Alt
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All	Course
1	MU	MU86 - Jazz Band								1		1	1	
2	MU	MU84 - Symphonic Band			8	7	3	8	3	7	14	22	36	
3	MU	MU82 - Band/percussion			7	1	5	4	5	1	17	6	23	
4	MU	MU80 - Concert Band			12	11	6	5	5	6	23	22	45	
5	MU	MU81 - Marching Band			27	20	19	28	17	19	63	67	130	
6	MU	MU85 - Honors Band			2	2	6	1	9	7	17	10	27	

Figure 10.12 – Course Request Analysis Screen

The following security node does not provide a visible change in security on the views:

- K12.ScheduleInfo.MassScheduleInfo.CourseReqAnalysis

MASS ASSIGN COURSE REQUESTS SECURITY

The **Mass Assign tab** of the **Mass Assign Course Requests** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security nodes:

- K12.ScheduleInfo.MassScheduleInfo.SchedMassAssign controls adding and deleting the course request definitions, and the changing of the name of the group. This node also controls the Other Info tab.
- K12.ScheduleInfo.MassScheduleInfo.SchedMassAssignToGrid controls the Courses To Add grid.
- K12.ScheduleInfo.MassScheduleInfo.SchedMassAssignFromGrid controls the Courses To Find and Replace grid.

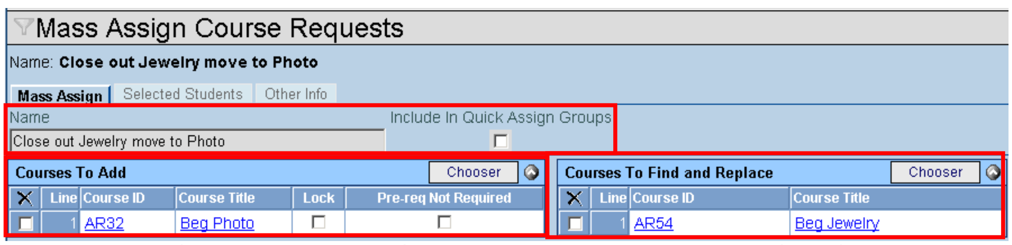


Figure 10.13 – Mass Assign Course Requests Screen, Mass Assign Tab

The **Selected Students tab** of the **Mass Assign Course Requests** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.SchedMassAssignStuGrid

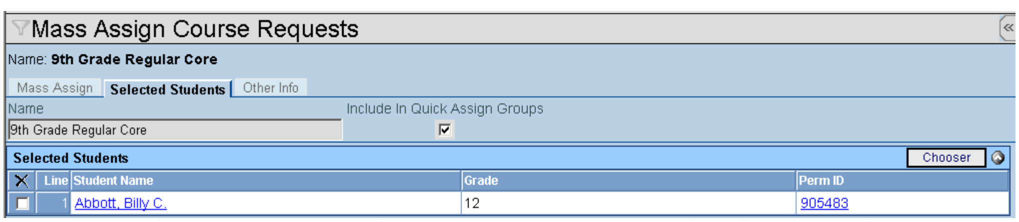


Figure 10.14 – Mass Assign Course Requests Screen, Selected Students Tab

The **Other Info tab** of the **Mass Assign Course Requests** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.SchedMassAssign

This security node also controls adding and deleting the course request definitions and the changing of the name of the group.

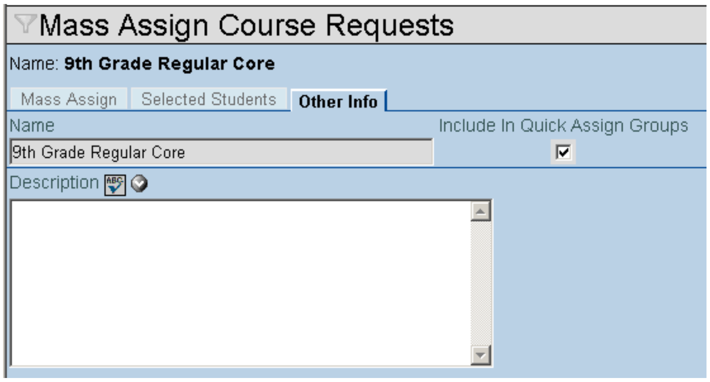


Figure 10.15 – Mass Assign Course Requests Screen, Other Info tab

The following security node does not provide a visible change in security on the views:

- K12.ScheduleInfo.MassScheduleInfo.SchedMassAssignUI

MASS ASSIGN HOUSE AND TEAM SECURITY

The **Options tab** of the **Mass Assign House and Team** screen, found under Synergy SIS > Mass Scheduling, is not controlled by any security node.

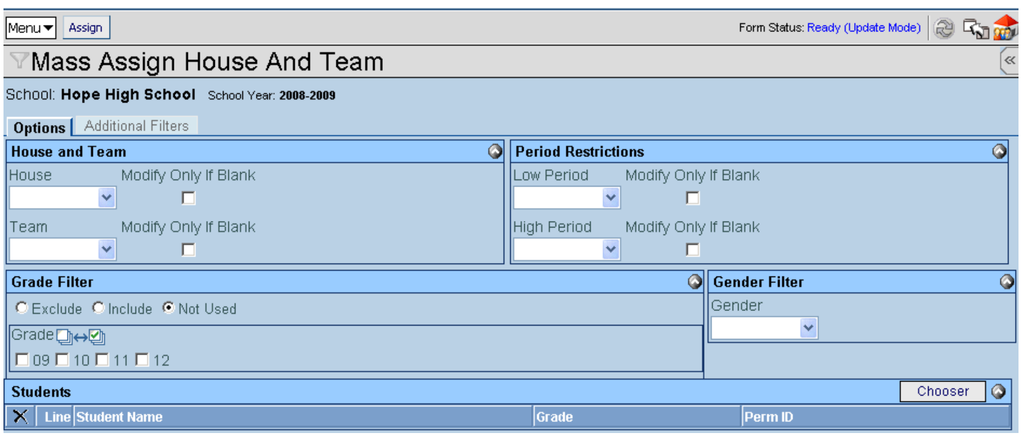


Figure 10.16 – Mass Assign House And Team, Options Tab

The **Additional Filters tab** of the **Mass Assign House and Team** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassAssignStudentConditionGrid

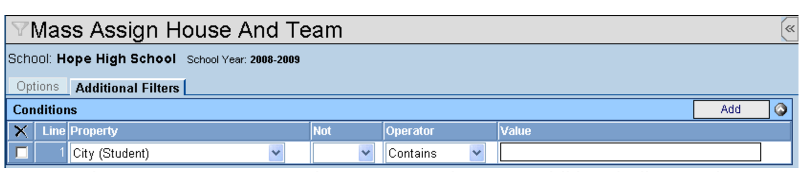


Figure 10.17 – Mass Assign House And Team, Additional Filters Tab

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.MassAssignHouseTeamUI
- K12.ScheduleInfo.HouseTeamStuGrid

MASS ASSIGN SECTIONS SECURITY

The **Mass Assign tab** of the **Mass Assign Sections** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security nodes:

- **K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdate** controls adding or deleting definitions, the Options section, and the Gender filter.
- K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateGrades controls the Grades filter.
- K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateToGrid controls the Sections To Add grid.
- K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateFindGrid controls the Sections To Find and Replace grid.

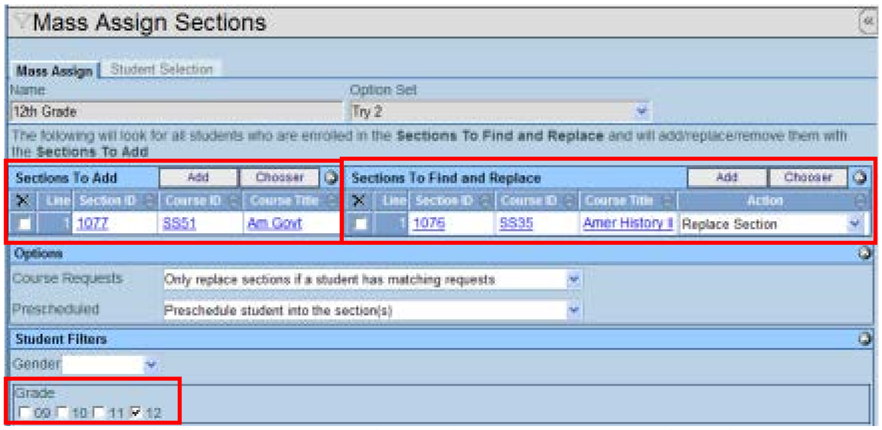


Figure 10.18 – Mass Assign Sections Screen, Mass Assign Tab

The **Student Selection tab** of the **Mass Assign Sections** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateStu

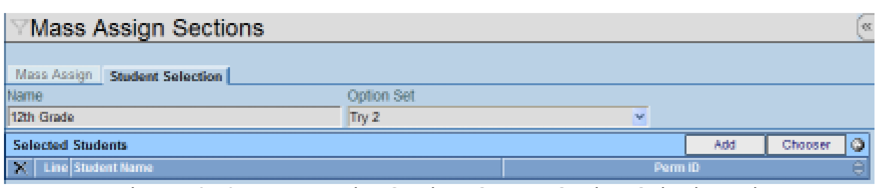


Figure 10.19 – Mass Assign Sections Screen, Student Selection Tab

The following security node does not provide a visible change in security on the views:

- K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateUI

SCHEDULE CONTROL SECURITY

The **Schedule Control** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.OptionSet

This node also controls the Fill Open Periods tab of the Schedule Option Set screen, and the Exceed Max Class Size boxes on the Options tab of the Schedule Option Set screen.

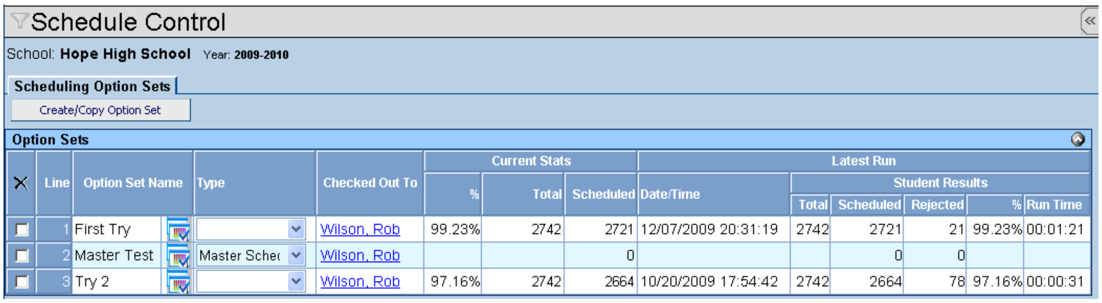


Figure 10.20 – Schedule Control Screen

The following security nodes do not provide a visible change in security on the screen:

- K12.ScheduleInfo.MassScheduleInfo.ScheduleControlUI
- K12.ScheduleInfo.MassScheduleInfo.SchedulingMatrix
- K12.ScheduleInfo.MassScheduleInfo.SchedulingMatrixGrid

SCHEDULE OPTION SET SECURITY

The **Options tab** of the **Schedule Option Set** screen, found by clicking the Option Set button on the Schedule Control screen under Synergy SIS > Mass Scheduling, is controlled by the security nodes:

- **K12.ScheduleInfo.MassScheduleInfo.OptionSet** controls the Max Class Size boxes. This node also controls the Schedule Control screen, and the Fill Open Periods tab of the Schedule Option Set screen.
- K12.ScheduleInfo.MassScheduleInfo.OptionSetUI controls the Quick Links
- **K12.ScheduleInfo.MassScheduleInfo.OptionSetGradeList** controls the Grade checkboxes in the Exclude the Following Students section.
- **K12.ScheduleInfo.MassScheduleInfo.OptionSetHouseList** controls the House checkboxes in the Exclude the Following Students section.
- **K12.ScheduleInfo.MassScheduleInfo.OptionSetTeamList** controls the Team checkboxes in the Exclude the Following Students section.

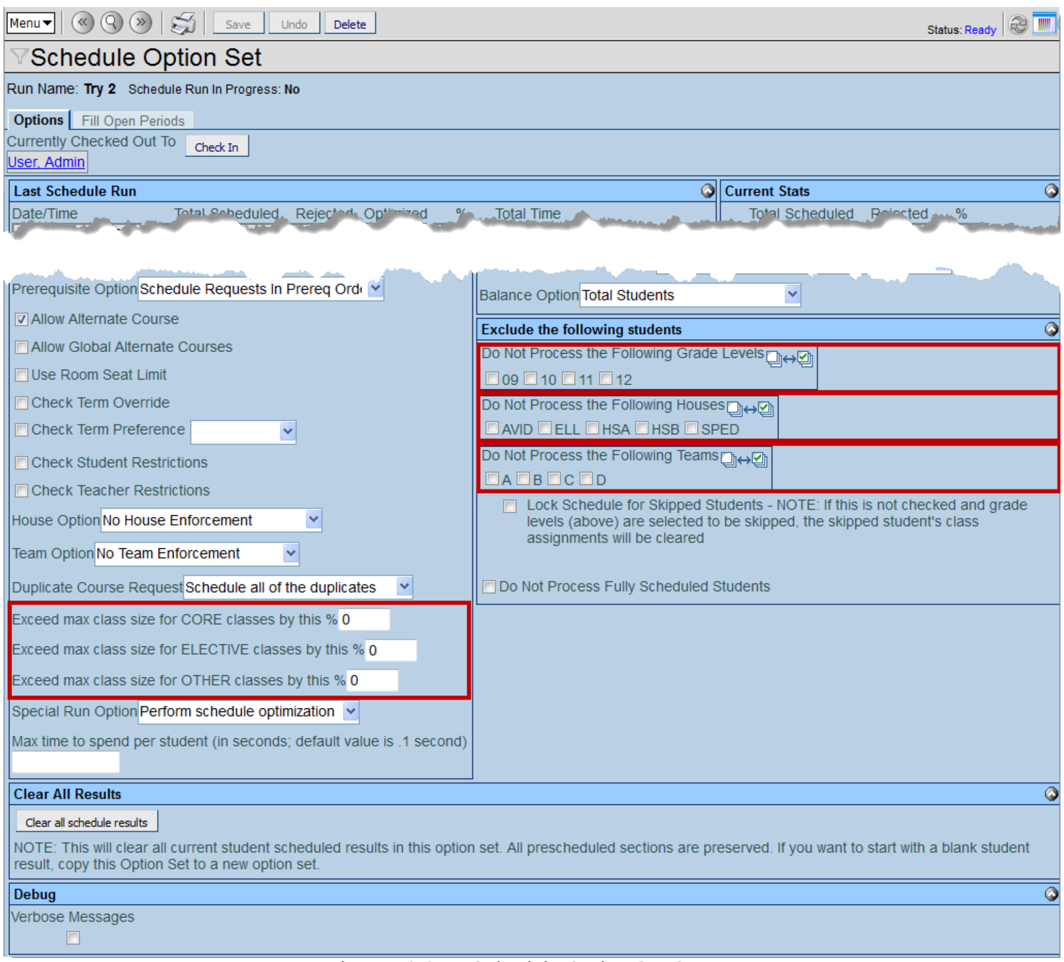


Figure 10.21 – Schedule Option Set Screen

The **Fill Open Periods tab** of the **Schedule Option Set** screen, found by clicking the Option Set button on the Schedule Control screen under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.OptionSet

This security node also controls the Schedule Control screen, and the Exceed Max Class Size boxes on the Options tab of the Schedule Option Set screen.

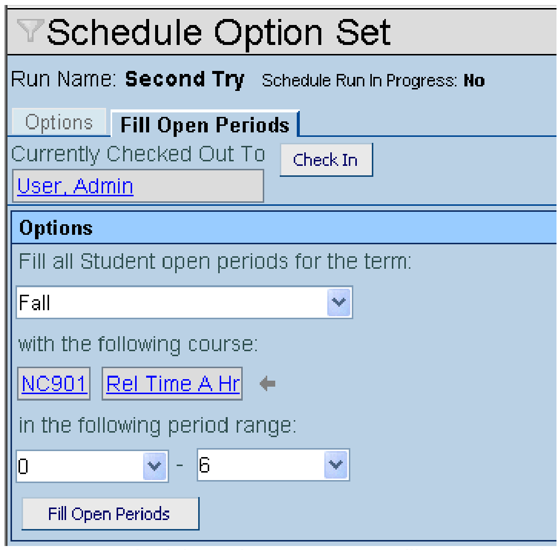


Figure 10.22 – Schedule Option Set Screen, Fill Open Periods Tab

The following security nodes do not provide a visible change in security on the screen:

- K12.ScheduleInfo.MassScheduleInfo.AddOptionSetUI
- K12.ScheduleInfo.MassScheduleInfo.OptionSetSection
- K12.ScheduleInfo.MassScheduleInfo.OptionSetSectionGrid

SCHEDULE STUDENT SECURITY

The **Requests tab** of the **Schedule Student** screen, found by clicking the Open Student Schedule link on the Schedule Option Set screen under Synergy SIS > Mass Scheduling, is controlled by the security nodes:

- **K12.ScheduleInfo.MassScheduleInfo.SectionStudentGrid** controls the Course Requests grid.
- **K12.ScheduleInfo.MassScheduleInfo.SchedStudentGrid** also controls the Course Requests grid.

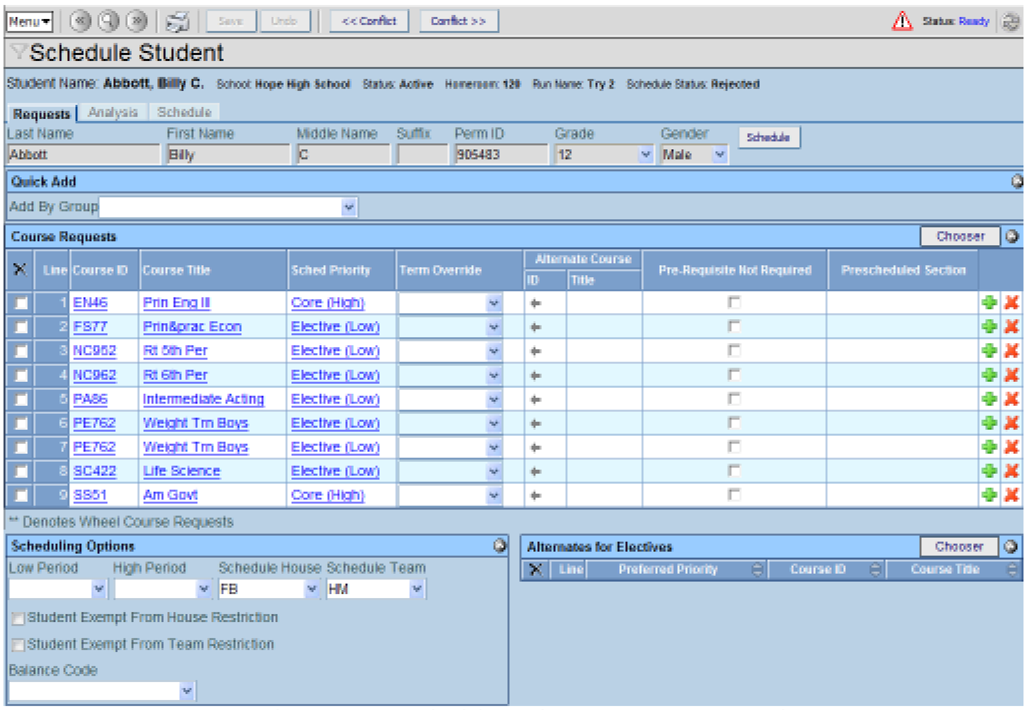


Figure 10.23 – Schedule Student Screen, Requests Tab

The **Analysis tab** of the **Schedule Student** screen, found by clicking the Open Student Schedule link on the Schedule Option Set screen under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.SchedAnalysisGrid

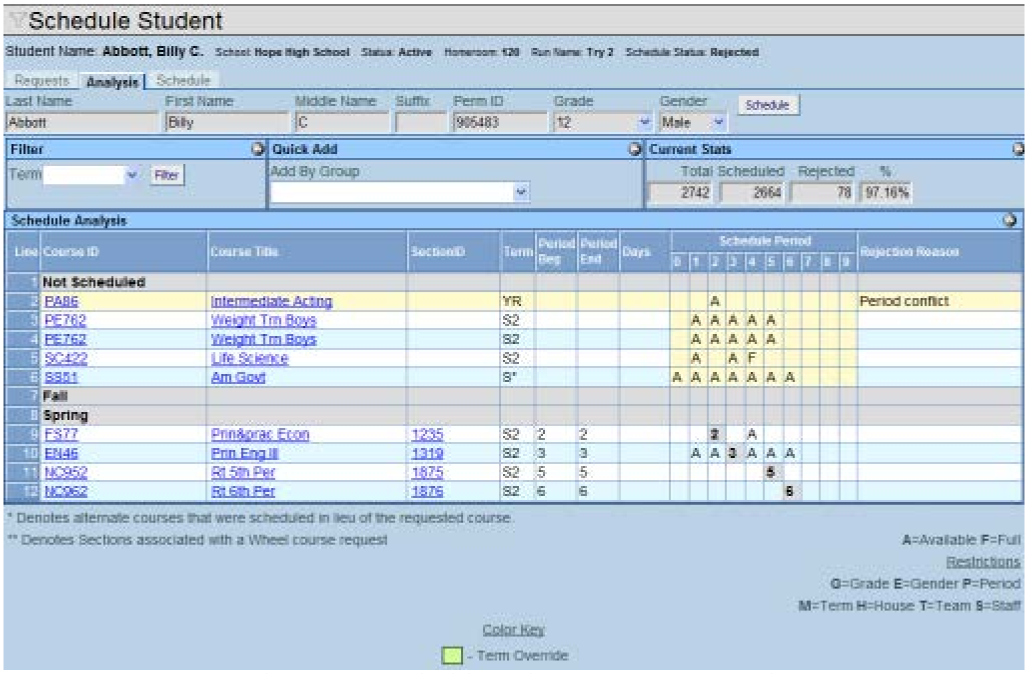


Figure 10.24 – Schedule Student Screen, Requests Tab

The **Schedule tab** of the **Schedule Student** screen, found by clicking the Open Student Schedule link on the Schedule Option Set screen under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.SchedSchedulesGrid

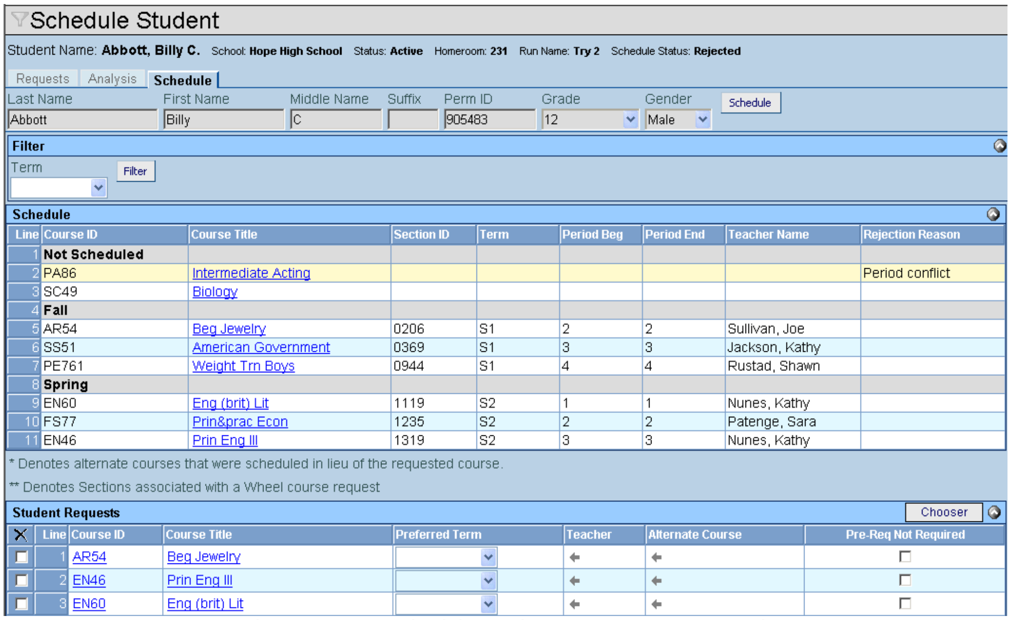


Figure 10.25 – Schedule Student Screen, Requests Tab

The following security nodes do not provide a visible change in security on the screen:

- K12.ScheduleInfo.MassScheduleInfo.SchedStudentUI
- K12.ScheduleInfo.MassScheduleInfo.StudentScheduleResult
- K12.ScheduleInfo.MassScheduleInfo.StudentOpenPeriod

SCHED SECTION SECURITY

The **Current Students tab** of the **Sched Section** screen, found by clicking the Open Schedule Section link on the Schedule Option Set screen under Synergy SIS > Mass Scheduling, is controlled by the security nodes:

- **K12.ScheduleInfo.MassScheduleInfo.SchedSection** controls the entire Current Students tab except the Students grid.

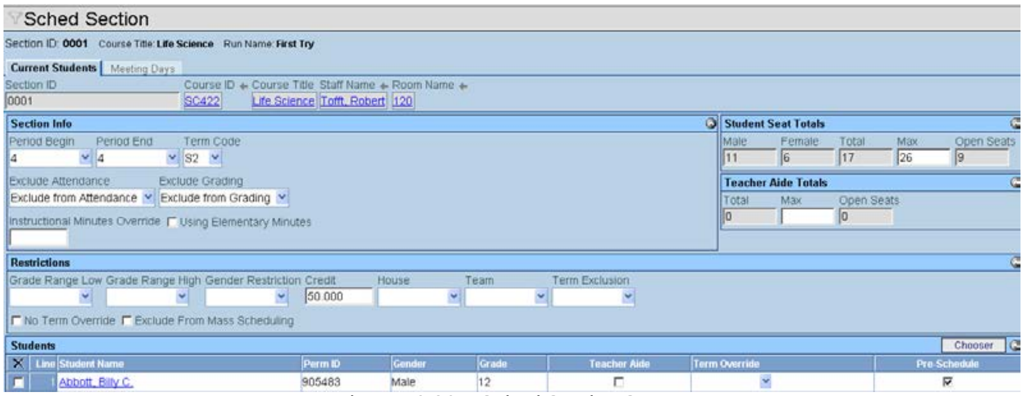


Figure 10.26 – Sched Section Screen

The **Meeting Days tab** of the **Sched Section** screen is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.SchedSectionMetGrid

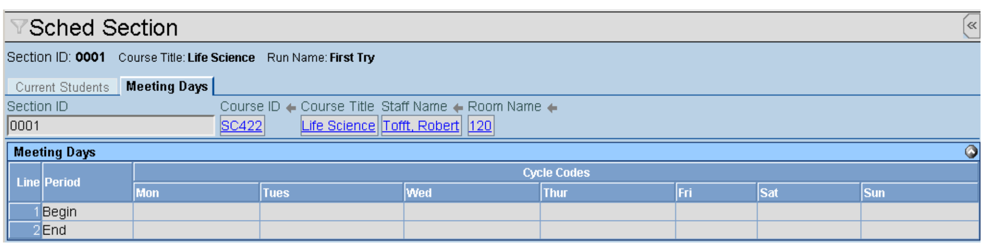


Figure 10.27 – Sched Section Screen, Meeting Days Tab

The following security nodes do not provide a visible change in security on the screen:

- K12.ScheduleInfo.MassScheduleInfo.SchedSectionUI
- K12.ScheduleInfo.MassScheduleInfo.SchedSectionMetDay
- K12.ScheduleInfo.MassScheduleInfo.SchedSectionSelection
- K12.ScheduleInfo.MassScheduleInfo.SchedSectionStaff
- K12.ScheduleInfo.MassScheduleInfo.SectionSelectionGrid

OPTION SET WHEEL SECURITY

The **Option Set Wheel** screen, found by clicking the Open Option Set Wheel link on the Schedule Option Set screen under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.OptionSchedWheelGrid

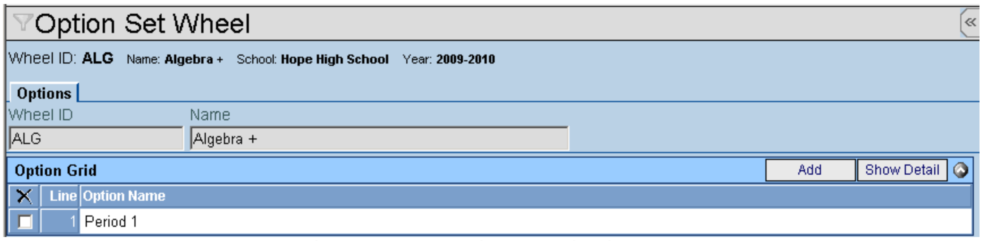


Figure 10.28 – Option Set Wheel Screen

The **detailed screen** of the **Option Set Wheel** screen, found by clicking the Open Option Set Wheel link on the Schedule Option Set screen under Synergy SIS > Mass Scheduling, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.OptionSchedWheelDetailGrid

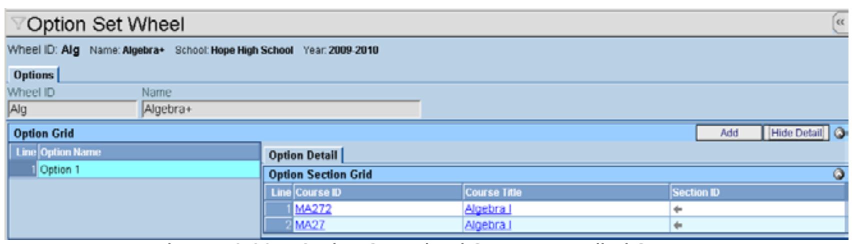


Figure 10.29 – Option Set Wheel Screen, Detailed Screen

The following security nodes do not provide a visible change in security on the screen:

- K12.ScheduleInfo.MassScheduleInfo.OptionSchedWheelUI
- K12.ScheduleInfo.MassScheduleInfo.CourseWheelCombo
- K12.ScheduleInfo.MassScheduleInfo.OptionSchedWheel
- K12.ScheduleInfo.MassScheduleInfo.OptionSchedWheelSection

SCHEDULE REQUEST SECURITY

The **Schedule Request** screen, found under Synergy SIS > Mass Scheduling, is controlled by the security nodes:

- **K12.ScheduleInfo.MassScheduleInfo.StudentRequestGrid** controls the Student Requests grid.
- **K12.ScheduleInfo.MassScheduleInfo.StudentScheduleRequestAlternate** controls the Alternatives for Electives grid.

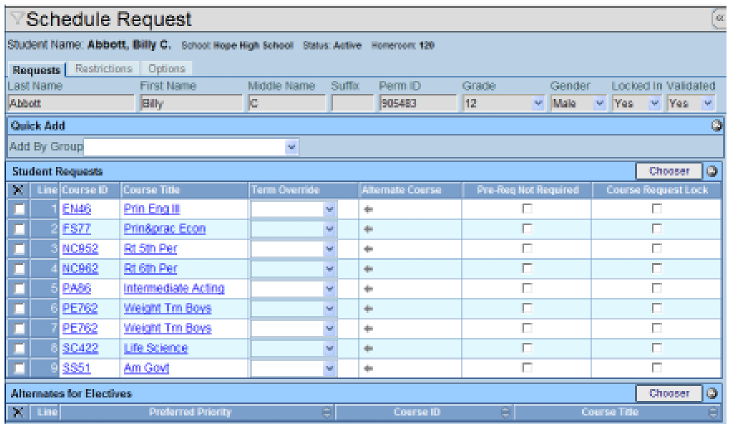


Figure 10.30 – Schedule Request Screen

The following security nodes do not provide a visible change in security on the screen:

- K12.ScheduleInfo.MassScheduleInfo.ScheduleRequestUI
- K12.Scheduling.StudentSchedule
- K12.ScheduleInfo.MassScheduleInfo.StudentScheduleRequest
- K12.ScheduleInfo.MassScheduleInfo.CrsAltStuSchedRequest
- K12.ScheduleInfo.MassScheduleInfo.CrsStuSchedRequest

UPDATE SCHEDULE SECURITY

The **Update Schedule** screen, found under Synergy SIS > Mass Scheduling, is not controlled by any security node.

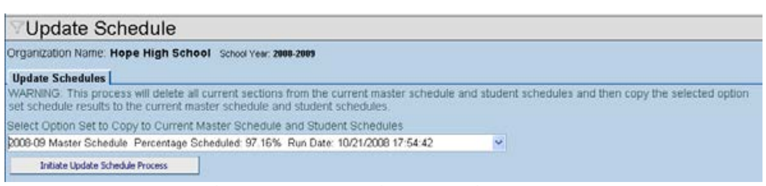


Figure 10.31 – Update Security Screen

The following security node does not provide a visible change in security on the screen:

- K12.ScheduleInfo.MassScheduleInfo.UpdateScheduleUI

WALK IN SCHEDULE SECURITY

The **Request tab** of the **Walk In Schedule** screen, found under Synergy SIS > Mass Scheduling and Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.WalkInCourseRequestGrid

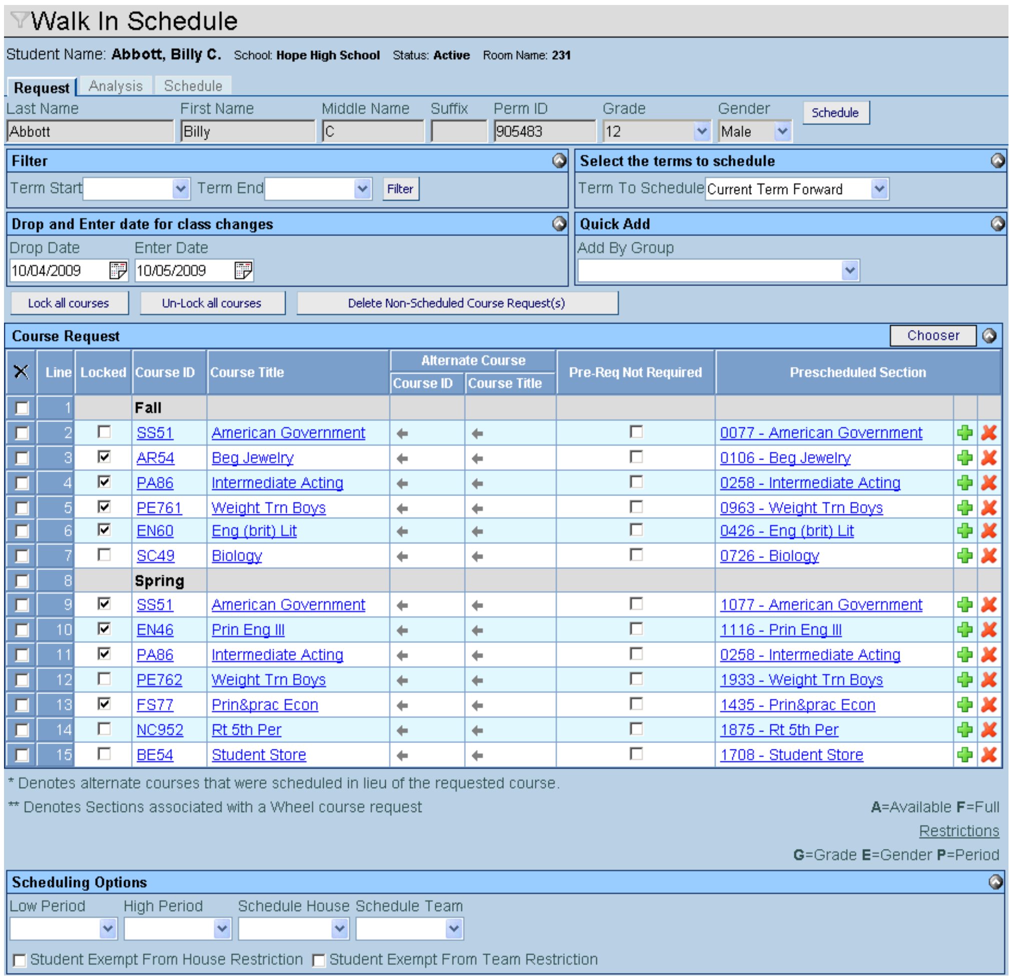
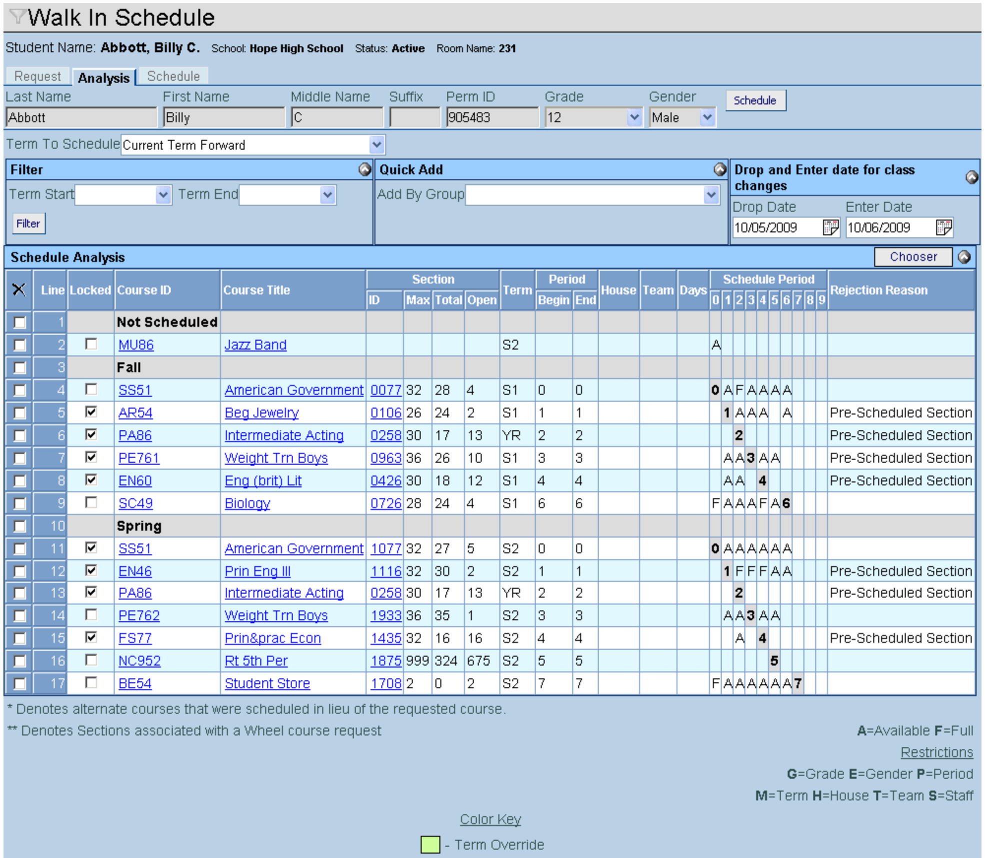


Figure 10.32 – Walk In Schedule Screen, Request Tab

The **Analysis tab** of the **Walk In Schedule** screen, found under Synergy SIS > Mass Scheduling and Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.WalkInSchedAnalysisGrid

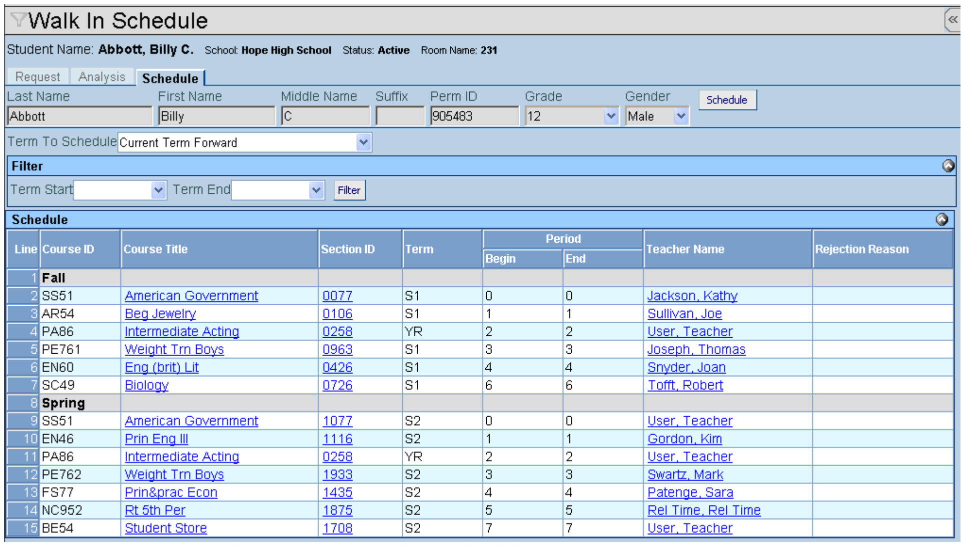


✕	Line	Locked	Course ID	Course Title	Section ID	Section Max	Section Total	Section Open	Term	Period Begin	Period End	House	Team	Days	0	1	2	3	4	5	6	7	8	9	Rejection Reason
☐	1		**Not Scheduled**																						
☐	2	☐	MU86	Jazz Band					S2						A										
☐	3		**Fall**																						
☐	4	☐	SS51	American Government	0077	32	28	4	S1	0	0				**0**	A	F	A	A	A	A				
☐	5	☑	AR54	Beg Jewelry	0106	26	24	2	S1	1	1					**1**	A	A	A		A				Pre-Scheduled Section
☐	6	☑	PA86	Intermediate Acting	0258	30	17	13	YR	2	2						**2**								Pre-Scheduled Section
☐	7	☑	PE761	Weight Trn Boys	0963	36	26	10	S1	3	3					A	A	**3**	A	A					Pre-Scheduled Section
☐	8	☑	EN60	Eng (brit) Lit	0426	30	18	12	S1	4	4					A	A		**4**						Pre-Scheduled Section
☐	9	☐	SC49	Biology	0726	28	24	4	S1	6	6				F	A	A	A	F	A	**6**				
☐	10		**Spring**																						
☐	11	☑	SS51	American Government	1077	32	27	5	S2	0	0				**0**	A	A	A	A	A	A				
☐	12	☑	EN46	Prin Eng III	1116	32	30	2	S2	1	1					**1**	F	F	F	A	A				Pre-Scheduled Section
☐	13	☑	PA86	Intermediate Acting	0258	30	17	13	YR	2	2						**2**								Pre-Scheduled Section
☐	14	☐	PE762	Weight Trn Boys	1933	36	35	1	S2	3	3					A	A	**3**	A	A					
☐	15	☑	FS77	Prin&prac Econ	1435	32	16	16	S2	4	4						A		**4**						Pre-Scheduled Section
☐	16	☐	NC952	Rt 5th Per	1875	999	324	675	S2	5	5									**5**					
☐	17	☐	BE54	Student Store	1708	2	0	2	S2	7	7				F	A	A	A	A	A	A	**7**			

Figure 10.33 – Walk In Schedule Screen, Analysis Tab

The **Schedule tab** of the **Walk In Schedule** screen, found under Synergy SIS > Mass Scheduling and Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.MassScheduleInfo.WalkInScheduleGrid



Line	Course ID	Course Title	Section ID	Term	Period Begin	Period End	Teacher Name	Rejection Reason
1	Fall							
2	SS51	American Government	0077	S1	0	0	Jackson, Kathy	
3	AR54	Beg Jewelry	0106	S1	1	1	Sullivan, Joe	
4	PA86	Intermediate Acting	0258	YR	2	2	User, Teacher	
5	PE761	Weight Trn Boys	0963	S1	3	3	Joseph, Thomas	
6	EN60	Eng (brit) Lit	0426	S1	4	4	Snyder, Joan	
7	SC49	Biology	0726	S1	6	6	Tofft, Robert	
8	Spring							
9	SS51	American Government	1077	S2	0	0	User, Teacher	
10	EN46	Prin Eng III	1116	S2	1	1	Gordon, Kim	
11	PA86	Intermediate Acting	0258	YR	2	2	User, Teacher	
12	PE762	Weight Trn Boys	1933	S2	3	3	Swartz, Mark	
13	FS77	Prin&prac Econ	1435	S2	4	4	Patenge, Sara	
14	NC952	Rt 5th Per	1875	S2	5	5	Rel Time, Rel Time	
15	BE54	Student Store	1708	S2	7	7	User, Teacher	

Figure 10.34 – Walk In Schedule Screen, Schedule Tab

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.MassScheduleInfo.WalkInScheduleUI
- K12.ScheduleInfo.MassScheduleInfo.WalkInResult
- K12.ScheduleInfo.MassScheduleInfo.WalkInSchedSectionSelection

BELL SCHEDULE DEFINITION SECURITY

The **Bell Schedule Definition** screen, found under Synergy SIS > Attendance > Setup and Synergy SIS > Schedule > Setup, is controlled by the security nodes:

- **K12.ScheduleInfo.SchoolYearBellSched** controls adding and deleing definitions, and the Code and Bell Schedule Name
- **K12.ScheduleInfo.BellScheduleGrid** controls the Bell Schedule Definition grid

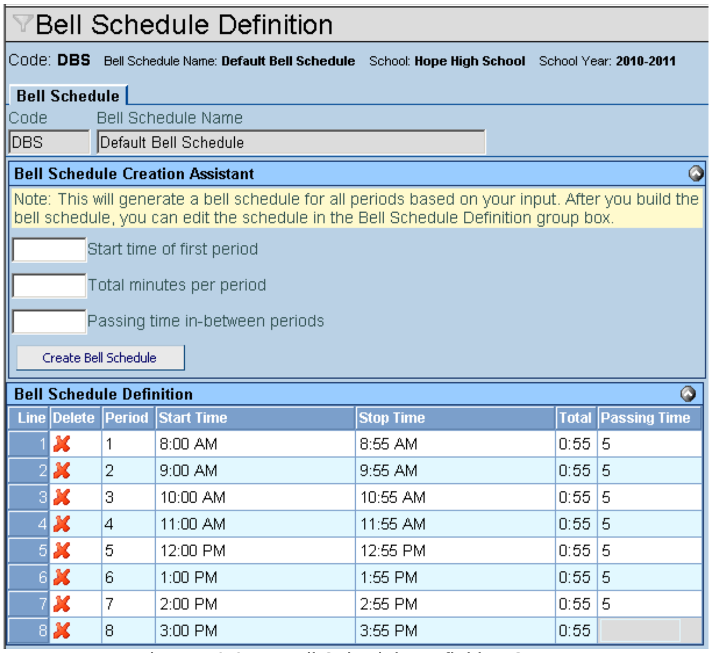


Figure 10.35 – Bell Schedule Definition Screen

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.BellScheduleUI
- K12.ScheduleInfo.SchoolYearBellSchedPer
- K12.AttendanceInfo.Setup.SchoolYearBellSchedule
- K12.AttendanceInfo.Setup.SchoolYearBellSchedulePer

PERIOD ROTATION DEFINITION SECURITY

The **Rotation Days tab** of the **Period Rotation Definition** screen, found under Synergy SIS > Attendance > Setup and Synergy SIS > Schedule > Setup, is controlled by the security node:

K12.ScheduleInfo.RotationDefinitionGrid

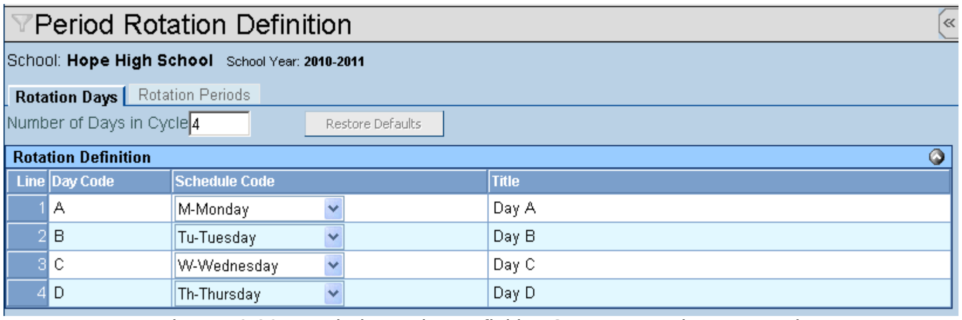


Figure 10.36 – Period Rotation Definition Screen, Rotation Days Tab

The **Rotation Periods tab** of the **Period Rotation Definition** screen, found under Synergy SIS > Attendance > Setup and Synergy SIS > Schedule > Setup, is controlled by the security node:

K12.ScheduleInfo.RotationPeriodDefinitionGrid

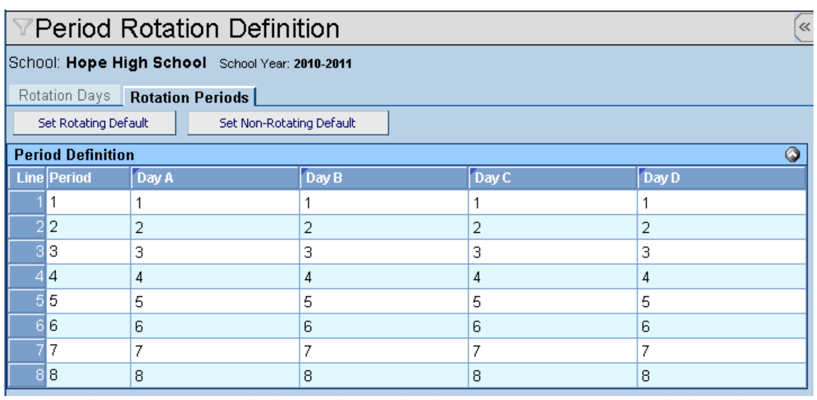


Figure 10.37 – Period Rotation Definition Screen, Rotation Periods Tab

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.RotationDefinitionUI
- K12.AttendanceInfo.Setup.SchoolYearRotationCycle
- K12.AttendanceInfo.Setup.SchoolYearRotationCyclePer
- K12.ScheduleInfo.SchoolYearRotCycle
- K12.ScheduleInfo.SchoolYearRotCyclePer

WALK-IN SCHEDULING WHEEL DEF SECURITY

The Option Grid of the **Walk-In Scheduling Wheel Def** screen, found under Synergy SIS > Schedule > Setup, is controlled by the security node:

K12.ScheduleInfo.WalkinWheelDefGrid

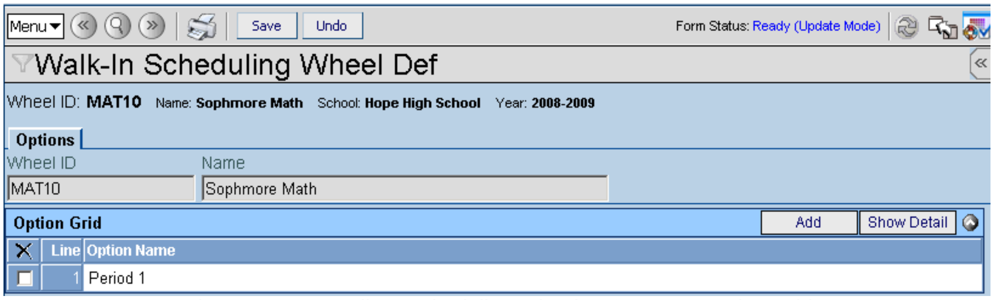


Figure 10.38 – Walk-In Scheduling Wheel Def Screen, Option Grid

The detailed screen of the **Walk-In Scheduling Wheel Def** screen, found under Synergy SIS > Schedule > Setup, is controlled by the security node:

K12.ScheduleInfo.WalkinWheelDefGridDetailGrid

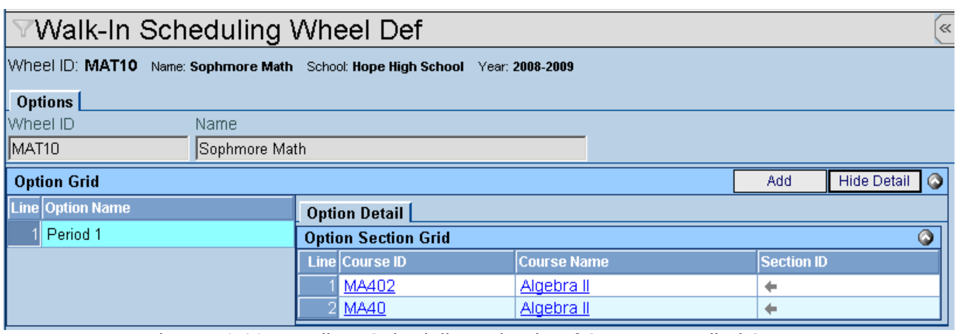


Figure 10.39 – Walk-In Scheduling Wheel Def Screen, Detailed Screen

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.WalkinWheelUI
- K12.ScheduleInfo.WalkinWheel
- K12.ScheduleInfo.WalkinWheelSection

ASSIGN STUDENTS TO SECTIONS SECURITY

The **By Student tab** of the **Assign Students To Sections** screen, found under Synergy SIS > Schedule, is controlled by the security nodes:

- **K12.ScheduleInfo.MassAssignSections** controls everything but the Students grid. It also controls the By Section tab.
- K12.ScheduleInfo.MassAssignmentSectionGrid controls the Students grid.

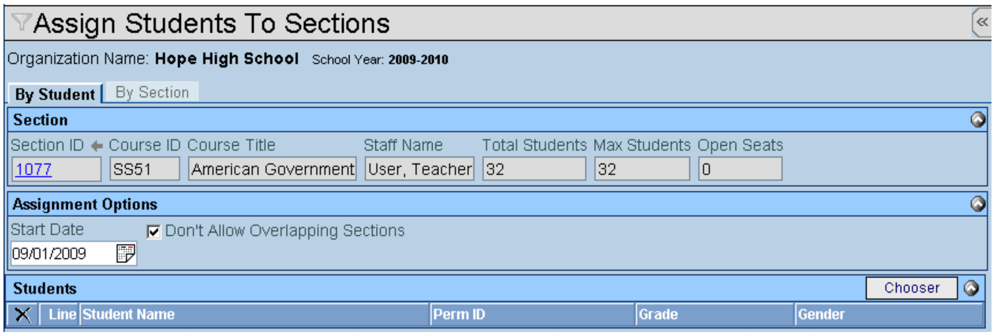


Figure 10.40 – Assign Students To Sections Screen, By Student Tab

The **By Section tab** of the **Assign Students To Sections** screen, found under Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.MassAssignSections

This security node also controls everything on the By Student tab except the Students grid.

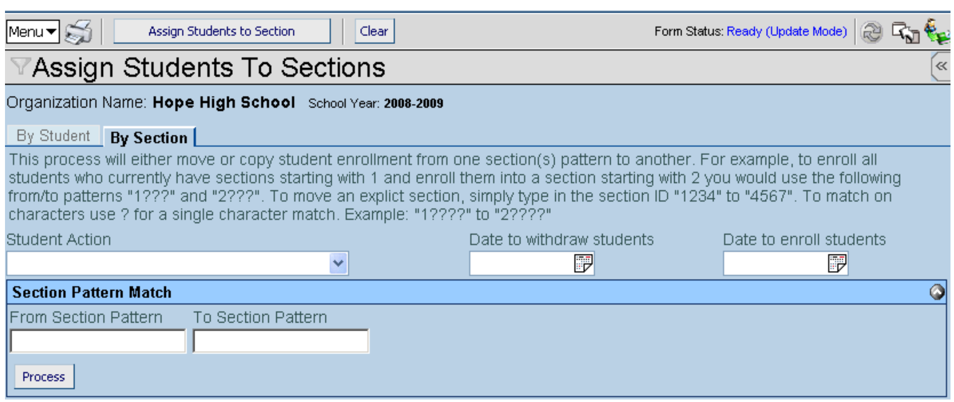


Figure 10.41 – Assign Students To Sections Screen, By Section Tab

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.MassReplaceSection
- K12.ScheduleInfo.MassReplaceSectionFromGrid
- K12.ScheduleInfo.MassReplaceSectionToGrid
- K12.ScheduleInfo.MassReplaceSectionUI
- K12.ScheduleInfo.MassReplaceToGrid

CLASS ASSIGNMENT SECURITY

The **Class Assignment** screen, found under Synergy SIS > Schedule, is controlled by the security nodes:

- K12.ScheduleInfo.MassAssignSectGrid controls the Classes grid
- K12.ScheduleInfo.MassAssignStuGrid controls the Students grid

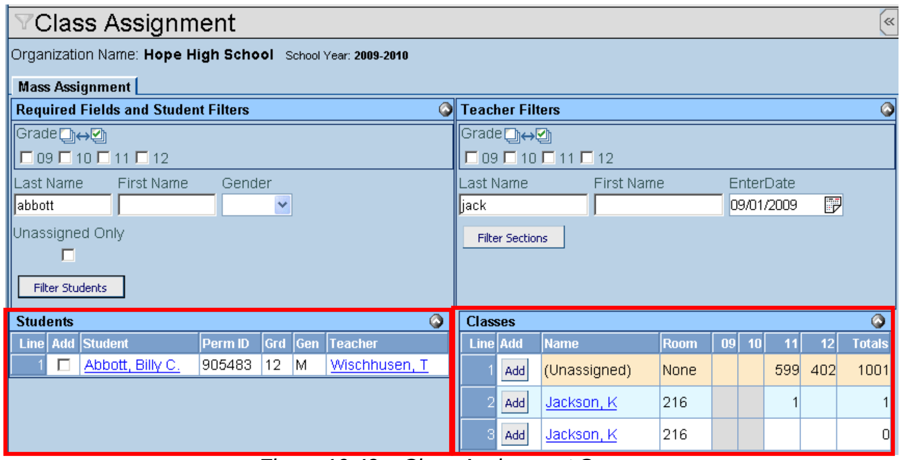


Figure 10.42 – Class Assignment Screen

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.MassAssign
- K12.ScheduleInfo.MassAssignUI

END TERM SECURITY

The **End Term** screen, found under Synergy SIS > Schedule, is not controlled by any security node.

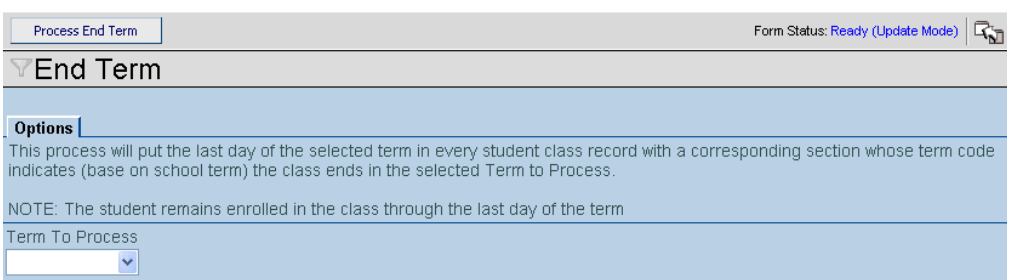


Figure 10.43 – End Term Screen

The following security node does not provide a visible change in security on the views:

- K12.ScheduleInfo.Setup.EndTerm

MASS ASSIGN TRACK SECURITY

The **Mass Assign Track** screen, found under Synergy SIS > Schedule, is not controlled by any security node.

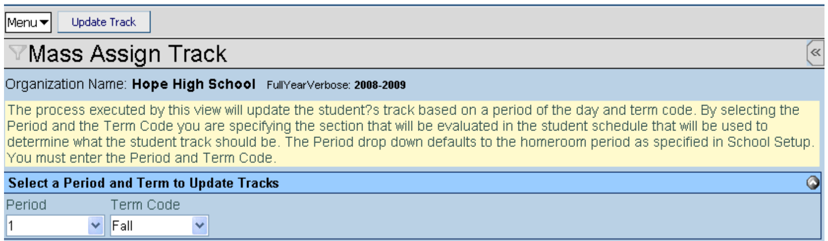


Figure 10.44 – Mass Assign Track Screen

The following security node does not provide a visible change in security on the views:

- K12.ScheduleInfo.MassAssignTrack

SECTION SECURITY

The **Current Students tab** of the **Section** screen, found under Synergy SIS > Schedule, is controlled by the security nodes:

- **K12.ScheduleInfo.Section** controls everything but the Students grid. The node also controls the Teaching Options and Teacher Experience Security sections on the Additional Staff tab.
- **K12.ScheduleInfo.ClassStudent** controls the Students grid. This node also controls the Student Enrollment History tab.

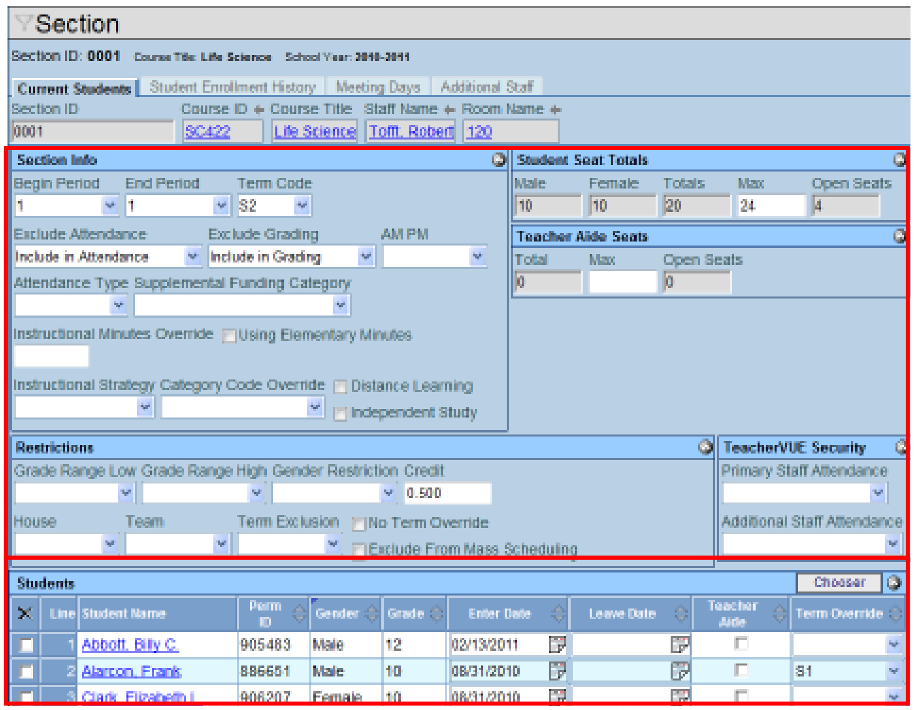


Figure 10.45 – Section Screen, Current Students Tab

The **Student Enrollment History tab** of the **Section** screen, found under Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.ClassStudent

This security node also controls the Students grid on the Current Students tab.

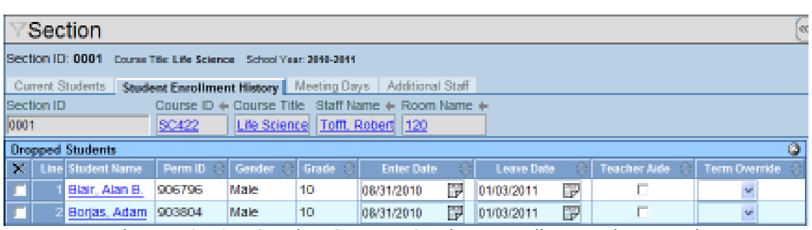


Figure 10.46 – Section Screen, Student Enrollment History Tab

The **Meeting Days tab** of the **Section** screen, found under Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.SchYrSecMetGrid

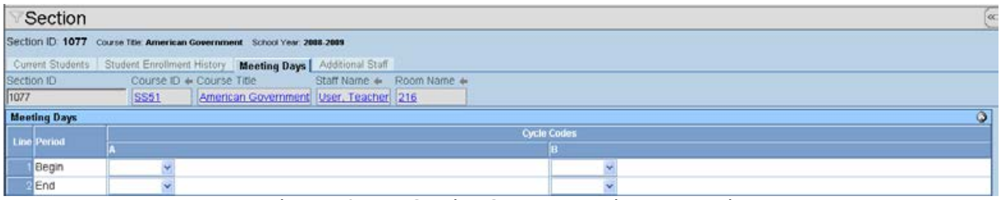


Figure 10.47 – Section Screen, Meeting Days Tab

The **Additional Staff tab** of the **Section** screen, found under Synergy SIS > Schedule, is controlled by the security nodes:

- **K12.ScheduleInfo.Section** controls the Teaching Options and the Teacher Experience Security sections. This security node also controls everything on the Current Students tab except the Students grid.
- **K12.ScheduleInfo.SchoolYearSectionStaff** controls the Additional Staff grid.

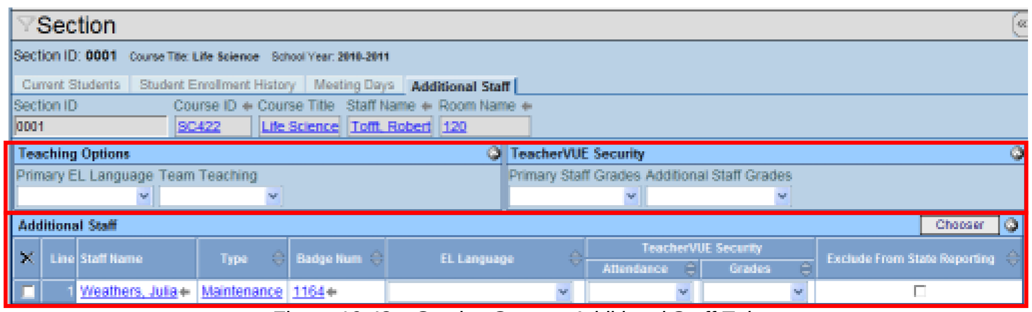


Figure 10.48 – Section Screen, Additional Staff Tab

The **Synchronize Section Meeting Day Period Options screen**, found under the Menu options for the Section screen, is controlled by the security node:

K12.ScheduleInfo.SynchronizeSectionMeetingDayPeriods

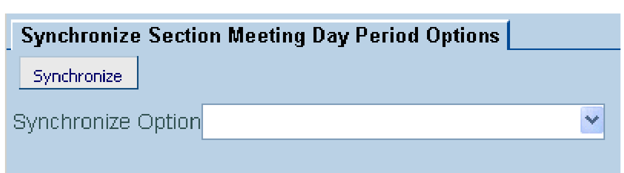


Figure 10.49 – Section Screen, Menu, Synchronize Section Meeting Day Period Options

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.SectionUI
- K12.ScheduleInfo.SchoolYearSectionMetDay
- K12.ScheduleInfo.MassScheduleInfo.SynchronizeSectionMeetingDayPeriodsUI

STUDENT CLASSES SECURITY

The **Student Classes** screen, found under Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.StudentClassGrid

This security node controls both tabs of the screen.

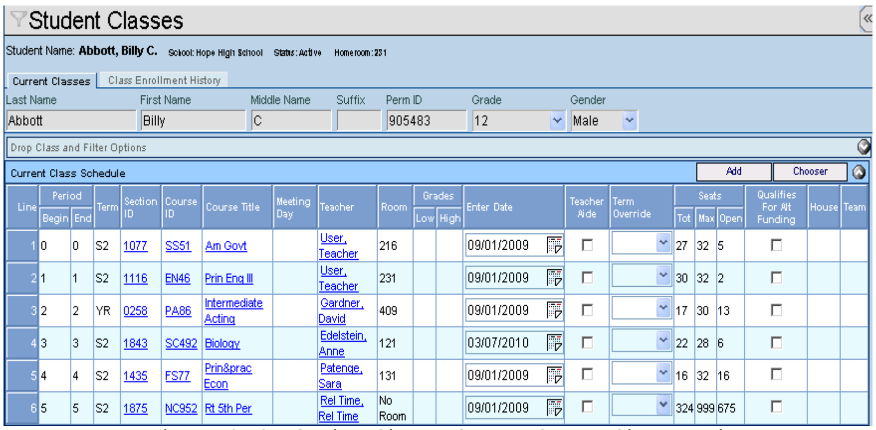


Figure 10.50 – Student Classes Screen, Current Classes Tab

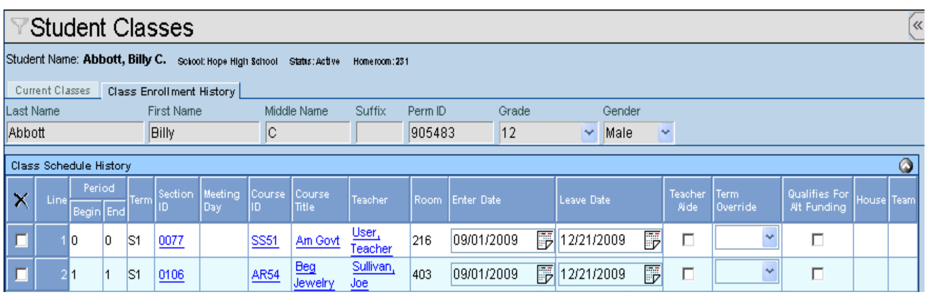


Figure 10.51 – Student Classes Screen, Class Enrollment History Tab

The following security nodes do not provide a visible change in security on the views:

- K12.ScheduleInfo.StudentClassUI
- K12.ScheduleInfo.StudentClass

STUDENT CLASSES DELETED SECURITY

The **Student Classes Deleted** screen, found under Synergy SIS > Schedule, is controlled by the security node:

K12.ScheduleInfo.StudentClassDelete

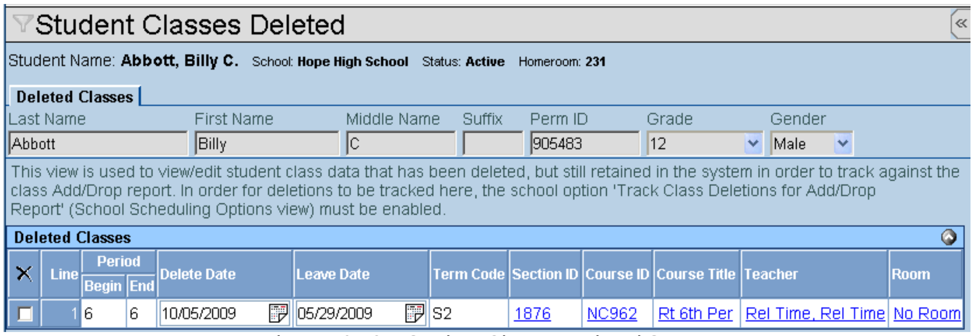


Figure 10.52 – Student Classes Deleted Screen

SCHEDULING REPORTS SECURITY

While report security options are available under the Security Definition screen, it is recommended to only use the PAD tree security to control access to reports.

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