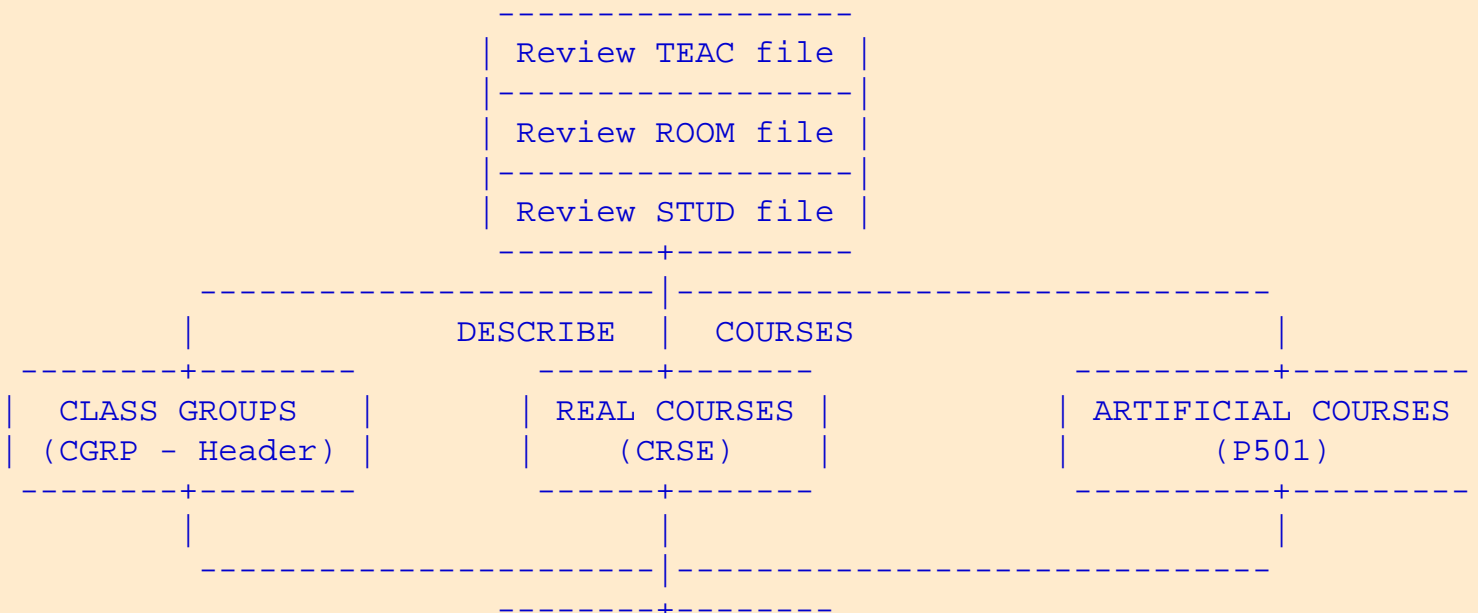


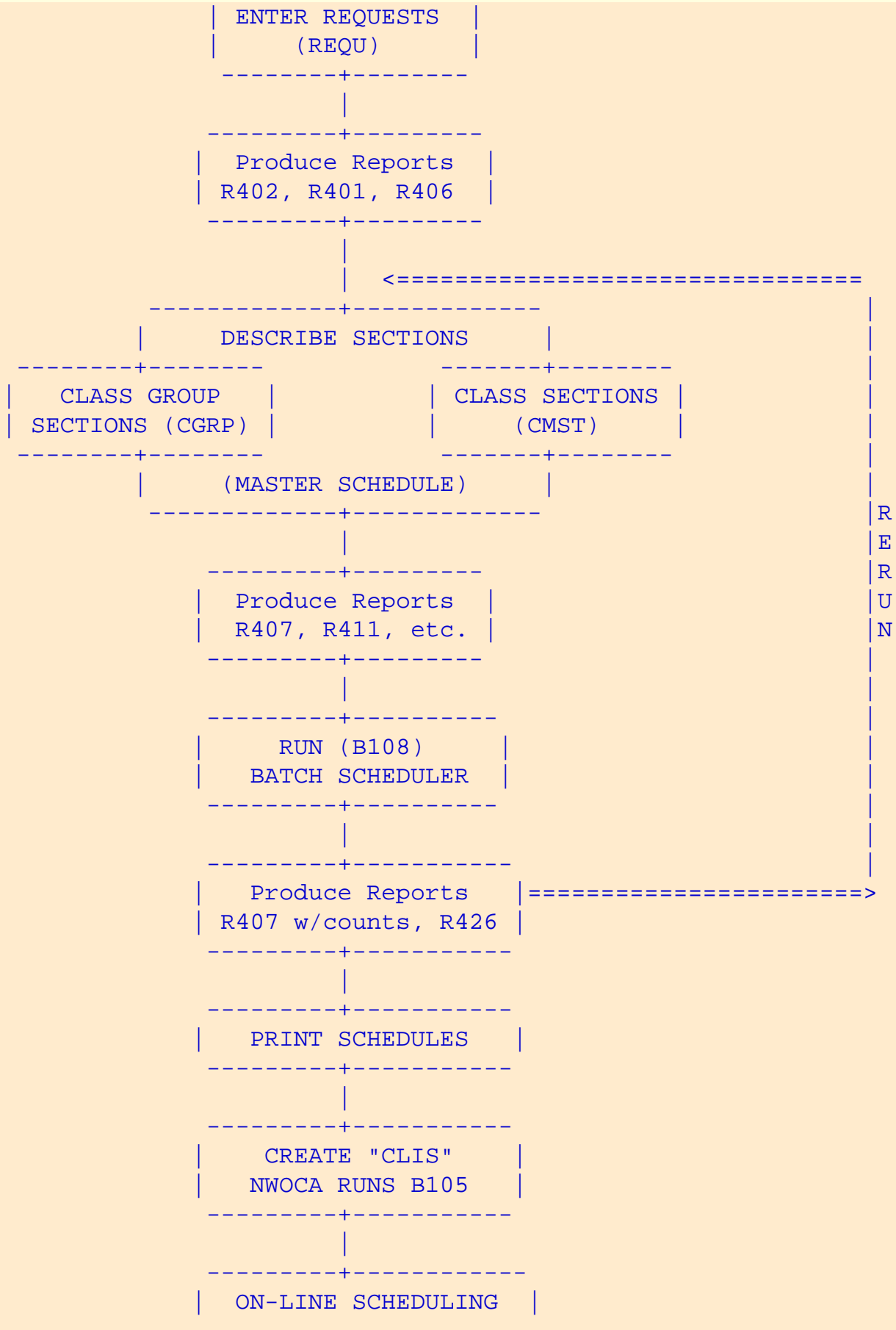
Chapter 4 SCHEDULING

4.1 INTRODUCTION

- In this chapter we will describe and explain the steps involved in the process of scheduling students into classes, via various methods. Both the "batch" and the "manual" scheduling processes begin with the creation of a "Master Schedule", the entry/update of a student file, a room file, a teacher file, etc.
- Batch scheduling requires that course requests be either manually or mass loaded before processing the batch. After each run, the user normally reviews the results, possibly makes changes to the master schedule, and re-runs the batch.
- Manual scheduling involves the predetermination of each student's schedule, then the enrollment of the student into classes.
- A flowchart which detail the steps involved in the scheduling process follow along with checklists, screen samples, etc.

4.2 SCHEDULING FLOWCHART





4.3 BATCH SCHEDULING PROCEDURES/CHECKLIST

1. Review Teacher File for next year's instructors (TEAC). (Remember, there is one file for all school years - Do Not Delete any now without consulting NWOCA.)
2. Review Room File for next year (ROOM). Usually needs no modification from year to year. (Remember, there is one file for all school years.)
3. Review Student File:
 - A. NWOCA Transfers/Advances students from other buildings within district.
 - B. Add new students for next year to SIS using STUD; follow "Procedure for Adding New or Readmitting Students" in Chapter 3. Be sure to enter the new school year, an appropriate status code, and the admission date should be July 1st of the following summer.
4. ****OPTIONAL** NWOCA will generate and print Course Request Scan Sheets if desired using R710, format 67.**
5. *NWOCA will copy current year CMST and CGRP records to the new school year (normally in Feb.)---please notify us if you do NOT wish to have your records copied.*
6. Add/Change course curriculum using the CRSE screen. Generate reports; CRSE, versions 1 & 2, using REPO screen.

NOTES:

- One file for all years. Records cannot be deleted.
- Termination of a course is achieved by using the "Valid To Year" field.
- Each "Abbreviation" code MUST be unique.
- Enter "Area of Study" and "Subject Area" if needed.

7. Add/Change artificial courses using P501. This is used for study halls, lunch, work during school hours, etc. (Remember, one file for all school years). The courses in P501 will not appear on the grade card, because they remain in the REQU file all year; no CLIS records are ever created for them, and no grades/credits will be granted.
8. Enter new class groups using CGRP if appropriate. Only the header portion need be entered at this point.
9. Add student course requests. *INCLUDE LUNCH; Exclude study halls at this point.*
 - A. Use REQU or SCHE to add course request records.
 - B. OR: Upon request, NWOCA will print Course Request Scan Sheets - and will scan them in and load the REQU file from them.
 - C. OR: Mass Update Course Requests (for courses that groups of students are required to take.) **This is a good way to mass request lunch and other artificial courses.** Study halls do not need to be requested. NWOCA will assist.

P502 - Rules for Batch Updating of Course Requests

B114 - Batch Updating of Course Requests

- D. *If a student needs just one course from a GROUP, that one course can be requested, rather than the entire group.*
10. Produce reports pertaining to Requests as desired:

CREQ - Online display of student requests by course; also shows section # if assigned

R401 - Student Course Request Verification and Edit Report
R402 - Tally of Student Course Requests
R403 - Potential Course Conflicts Matrix (Not recommended--see R406)
R404 - Students Who Requested a Specific Course
R405 - Students Who Requested a Specific Course Pair
R406 - Potential Course Conflicts Table
P408 - Common Text for Course Verification Slip
R416 - Course Request Verification Slip
R423 - Students who have requested ANY of the courses of a group - NOT necessarily CGRP
REPO - REQU, version 1 - Students with No Requests (Update P606 each year)

11. Add/Change next year's Class Master Schedule using CMST and CGRP. Completely describe all the sections in each class or group at this time. An artificial course may be added to a group. Groups can be a combination of different courses or a combination of semester sections for the same course.
12. Produce reports pertaining to Master Schedule as desired.

R407 - Class Master Schedule
R408 - Free Room Report
R409 - Room Schedule Report
R410 - Free Teacher Report - only works for school year as defined in P302.
R411 - Teacher Schedule Report

13. Run the Batch Scheduler (B108).

As a standard procedure, **NWOCA will make the first run.** NWOCA will set up Scheduling Control Parameters for new school year.

- Parameters Used:

P511 - Run Control
P512 - Tuning Parameters - B108 & SCHE
P513 - Pass Control - allows multiple passes with relaxed rules.
P514 - Course Sequencing Rules - concurrent or successive control.
P515 - Daily Pattern Constraints - controls number of successive free periods
P516 - Length of Day Constraints
P517 - Scheduling Constraints Thresholds
P518 - Study Load Balance Course Weights
P519 - Courses Linked by Teacher

- B108 Screen Settings:

Usually "R" (random) mode of scheduling is used. The advantage is to NOT always schedule the same students last, year after year.

After the first B108 run, you can submit it yourself without intervention from NWOCA. When you submit B108 to the DAY* queue, **user must immediately exit from SIS and make certain no other users are in SIS in this account.** The batch will not run properly if anyone is in SIS while it's running.

14. From time to time it may be necessary to run B113 to re-calculate the filling counts. This batch can only be submitted to the "N" (Night) batch queue, so contact NWOCA to have it run during the day. All users will need to exit from SIS for that account for approx. 5 minutes while it runs.
15. Produce Scheduling Reports in addition to any above, as desired.

P403 - Common Text for Student Schedule Conflict message
P404 - Common Text for Student Schedule
R208 - Graduation Verification
R407 - Class Master Schedule with counts
R413 - Students scheduled with Alternate Courses
R414 - Students scheduled with Unbalanced Course Loads
R415 - Students scheduled with Free Time
R421 - Frequency Table
R422 - Timetable Grid
R424 - Students scheduled into one course and not another
R425 - Students scheduled into any two CRSE/SEC's
R426 - Student Scheduling Analysis Report (conflict)
R701 - Student Schedule

Format 1 = Pre-Printed Forms
Format 2 = Plain Paper version

R703 - Class Lists

Format 10 = Standard Class Lists
Format 11 = Class Lists including parent name/address, etc.

R813 - Singleton List/Conflict Report

16. Make changes to the Master Schedule using CMST and CGRP. Re-submit Batch Scheduler (B108). Run reports R407 & R426. Continue this process of changing CMST and CGRP, then running the B108 and viewing the results until a satisfactory percentage of fully-scheduled students is achieved.
17. Manually resolve the remaining conflicts via REQU or SCHE.
18. Study Hall Assignment (after final clean-up of student conflicts).
 - A. Add a unique study hall ID in (P501) for each class period that a student may be free with the text you wish to appear on the schedule, along with a Type code of "Z".
 - B. Run R415 - Students With Free Time report to determine Study Halls needed.
 - C. Add each study hall section in (CMST) listing the term, period, room, teacher, etc. List sections with the most terms and days of the week first.; and continue creating other sections in descending order.
 - D. The meeting time for the section must match a free time for the student in order for the study hall to be assigned.
 - E. If some study halls are reserved for specific grades, enter the study hall course ID's and the appropriate grade ranges in **P521**.
 - F. **As a standard procedure, NWOCA will make the first study hall run.** NWOCA will:

- change P520, Study Hall Assignment Control, to read "Y" for assigning study hall

sections.

- in P511 indicate the grade levels for which study halls are to be assigned.
- change the "Y/N" flags at the bottom of P511 to all "N"s.
- Run the Batch Scheduler (B108).
- Re-run R415 to determine which students still have free time.

SPECIAL NOTES ON STUDY HALL ASSIGNMENTS:

- All previously-assigned study halls are deleted from student schedules when B108 batch is rerun to re-assign study halls.
- Sections cannot be overfilled.
- One section of the same meeting time is completely filled before going to the next section.
- Study hall sections are assigned only to students with at least one request for the specified school year.

G. - Generate Study Hall Class Lists using R419.

19. Assign Homerooms (Divisions).

A. HRMS (DIVI) - Screen for Homeroom Definition

B. Methods of Assigning Homerooms. Use one or a combination of these methods:

- B104 - Student Homeroom Assignment Batch (By grade level or class assignment using P307 - NWOCA will assist)
- HROM - On-Line Homeroom Assignments of groups. Works in "CHANGE" mode only.
- HOME - Student Homeroom Assignment by ID#.

C. R201 - Homeroom List

20. Assign Fees and Print Fee Reports.

P303 - General School Fees Definition

P304 - Class Fees Definition

P405 - Common Text for Student Fee Receipt

P406 - Heading for Student Fee Receipt

R108 - Student Fee Collection List and Student Fee Receipt

NOTE: Please notify NWOCA if you wish to have student fees printed on the schedules.

21. Fees Accounting System. (Set these tables if payments are to be tracked by the system.)

A. Parameters:

P030 - Set Fee Accounting Flag "Y"

P315 - Fee Proration Table

P316 - Miscellaneous Fees

P317 - Accounting Codes

B. Batches:

B125 - Batch creation of FEES file

B126 - P149 table creation

C. Reports:

- R108 - Student Fee Collection List and Student Fee Receipts
- R109 - Student Fee Detail Report
- R110 - Student Fees Summary Report
- R111 - Student Fee Payment Report

22. Assign Locker Numbers.

A. Parameters:

- P160 - Locker no. descriptions - **Required.**
- P161 - Lock combinations - Optional.

B. Methods of Assigning Lockers:

B120 - Batch assignment of lockers & combinations by grade or homeroom. **NOTES: Students must be advanced to the new year using B101 before lockers can be assigned using B120. Contact NWOCA to run this batch, as the internal status for "J" needs to be changed to "I" before lockers are assigned, to prevent those non-attending students from being assigned lockers. We will change the status back after running the batch.**

- P417 - Locker numbers assigned to homerooms
- P420 - Locker numbers assigned to grade levels

STUD - Manual assignment of lockers & combinations

C. Reports:

- LOCK, version 1 (REPO report). Alphabetical Student Locker Assignments
- LOCK, version 2 (REPO report). Lockers and Combinations
- LOCK, version 3 (REPO report). Locker Assignment by Locker Number
- LOCK, version 4 (REPO report). Alphabetical Student Locker Assignments
- LOCK, version 5 (REPO report). Locker Combination Instructions

- 23. NWOCA will run B105 to create CLIS records for Term 1, Reporting Period 1, for all students enrolled in classes that begin first term. (Classes for which CLIS records are created are removed from the REQU file. Only classes that have not yet begun, plus artificial courses, remain in REQU.) Please notify NWOCA when you are ready for class list records (CLIS) to be created (BEFORE school starts), (usually in August).
- 24. **Any schedule changes made after B105 has been run MUST be done using SCHE or CLIS.** From this point on, REQU should NOT be used.
- 25. Print Final Copies of Student Schedules.

- R701 - Format 1 = Preprinted Forms
- R701 - Format 2 = Plain paper version

26. Create P310 Calendar(s) for the Attendance system. Enter **ONLY** student attendance days, do **NOT** include parent/teacher conferences. If KG or other students attend at different times/days, create a unique calendar for them.
27. Create/Update P311 Table (day of week for first day of school).
28. ****OPTIONAL ** Generate/Print Attendance Gathering Class Lists for first day of school.** R703, format 21, "L" (low) density. (Use P741, format 21, to modify header.)

4.4 MANUAL SCHEDULING PROCEDURES/CHECKLIST

1. Review Teacher file (TEAC) for next year's instructors. (Remember, there is one file for all school years - Do Not Delete any now without first making sure there are no class master records containing that teacher code.)
2. Review Room file (ROOM). Usually needs no modification from year to year. (There is one ROOM file for all school years.)
3. Review Student File:

NWOCA Will Transfer/Advance Students from Other Buildings within District. (Normally in Feb/March.)

Add new students for next year using STUD; follow "Procedure for Adding New or Readmitting Students" in Chapter 3. Admission date should be July 1st of next summer.

4. *NWOCA will copy current year CMST and CGRP records to the new school year (normally in Feb.)*
5. Add/Change course curriculum using CRSE. (Remember, there is one file for all years; termination of course is achieved by using "Valid To Year" field.)
6. Add/Change new year's Class Master Schedule using CMST. Completely describe all the sections in each class or group at this time. An artificial course may be added to a group. Groups can be a combination of different courses or a combination of semester sections for the same course.
7. Add/Change artificial courses using P501. This is used for study halls, lunches, etc.--one file for all school years. (Not needed for elementaries with self-contained class structure.)
8. Generate and Print Class Master Schedule report (R407).
9. Add students to appropriate course/group section for next year. Depending upon the time of scheduling, will determine which of the three methods to use:

A. **ANYTIME:**

SCHE - Using SCHE to enroll students into classes will always work during the year.

Before school starts, the SCHE puts the section requested into the REQU file for the next year (if specified). During the school year, it will put the student into the appropriate CLIS record automatically, based upon the current reporting period specified in P302.

B. **BEFORE** the students are advanced to the next school year:

SCHE or

REQU (Using REQU can also be used to add classes for the coming year. It is faster than SCHE.)

C. **AFTER** the students are advanced to the next school year:

SCHE or

CLIS - In August after students are advanced to the next school year, you can go directly into CLIS and add them to the roster.

D. **AFTER SCHOOL STARTS:** SCHE should be used because it is much safer. When using CLIS you must be very careful to specify the correct reporting period.

NOTE: Continue until all students are enrolled into all appropriate classes, lunches, study halls, etc. as desired.

10. Generate and Print Class Lists using R703, format 10, L (low) Density.

11. Assign Homerooms (Divisions).

A. HRMS (DIVI) - Screen for Homeroom Definition.

B. Methods of Assigning Homerooms. Use one or a combination of these methods.

B104 - Student Homeroom Assignment Batch (By grade level or class assignment using P307 - NWOCA will assist.)

HROM - On-Line Homeroom Assignments of groups. Works in "CHANGE" mode only.

HOME - Student Homeroom Assignment by student ID#.

C. R201 - Homeroom List

12. Fee Receipt and Collection List.

P303 - General School Fees Definition

P304 - Class Fees Definition

P405 - Common Text for Student Fee Receipt

P406 - Heading for Student Fee Receipt

R108 - Student Fee Collection List and Student Fee Receipt

NOTE: Please notify NWOCA if you wish to have student fees printed on the schedules.

13. Fee Accounting System. (Set these tables if payments are to be tracked by the system.)

A. Parameters:

P030 - Set Fee Accounting Flag "Y"

P315 - Fee Proration Tables

P316 - Miscellaneous Fees

P317 - Accounting Codes

B. Batches:

B125 - Batch creation of FEES file

B126 - P149 table creation

C. Reports:

R108 - Student Fee Collection List and Student Fee Receipt

R109 - Student Fee Detail Report

R110 - Student Fees Summary Report

R111 - Student Fee Payment Report

14. Assign Locker Numbers.

A. Parameters:

P160 - Locker no. descriptions - **Required**

P161 - Lock combinations - Optional

B. Methods of Assigning Lockers:

B120 - Batch assignment of lockers & combinations by grade or homeroom **NOTE: Students must be advanced to the new year using B101 before lockers can be assigned using B120.**

P417 - Locker numbers assigned to homerooms

P420 = Locker numbers assigned to grade levels

STUD - Manual assignment of lockers & combinations

C. Reports:

LOCK, version 1 (REPO report). Alphabetical Student Locker Assignments

LOCK, version 2 (REPO report). Lockers and Combinations

LOCK, version 3 (REPO report). Locker Assignments by Locker

LOCK, version 4 (REPO report). Alphabetical Student Locker Assignments

LOCK, version 5 (REPO report). Locker Combination Instructions

15. NWOCA will run B105 to advance your school into new school year, first term.

16. **Any schedule changes made after B105 has been run MUST be done using SCHE or CLIS.** From this point on, REQU should NOT be used.

17. Print Final Copies of Student Schedules.

R701 - Format 1 = Preprinted Forms

R701 - Format 2 = Plain Paper Version

18. Create P310 Calendar(s) for the Attendance system. Enter in ONLY student attendance days, do NOT include parent/teacher conferences. If KG or other students attend at different times/days, create a unique calendar for them.

19. Create/Update P311 Table (Day of Week for First Day of School.)

20. ****OPTIONAL** Generate/Print Attendance Gathering Class Lists for first day of school.** R703, format 21, "L" (low) density.

4.5 PROCEDURE FOR GENERATING & PRINTING SCHEDULES

- i. Go to the R701 screen and enter the desired settings, such as, on the left side of your screen, use the "Selection Control" area to obtain the desired grades and school year. Remember, if you want ALL GRADES, use the DELETE key to blank out the grade field. You should use the DELETE key to blank out ALL fields that you wish to leave blank. Do NOT use the RETURN key, as it places a "0" in the field. This will cause the report to not generate properly.
 - A. If you need to print schedules FOR ONLY A FEW STUDENTS, create a new P149 version by adding the ID #'s for just those students. Then on the R701 screen, enter the version # of the P149 table you just created, and enter "Y" or "N" in the "clear P149?" field.
 - B. If you need to print ALL SCHEDULES CHANGED AFTER A SPECIFIC DATE, enter the desired date in the appropriate field at the bottom of the screen in the "Print Control" area. Enter the day prior to the date on which the changes were made. (See attached screen samples.)
 - C. On the "Sequence Control" area of your screen, place a "1" beside the field which you want to be the first level of sort and a "2" beside the field which is to be the second level of sort, if there is one. For example, if you want the schedules to be sorted by grade alphabetically, place a "1" beside "Grade" and a "2" beside "Last Name". Use the DELETE key to leave any other fields blank.
 - D. On the "Print Control" area of your screen (at the bottom) enter the desired # of copies, enter a "Y" on the SAVE (Y/N) field, and for "FORMAT NO:", use "1" for schedule FORMS, and "2" for plain paper.
- ii. Wait a few seconds and display the MGMT screen. First the status of the R701 entry will be PEND, meaning it has not begun to generate. You will need to "Display" the MGMT screen again, by hitting the RETURN key twice when the cursor is at the command prompt. The status will eventually change to CURR, meaning it is currently generating the schedules. Eventually, the status will become COMP, which means it is complete and ready to print.

Using "Change" mode on the MGMT screen, select the line entry for R701 which has the form type of 001.

Place "P" under "Action"

If you are using a "Slaved" printer:

P1 under "Printer"

001 under "Form"

Press RETURN for the next two entries.

Press RETURN at the "Enter line no. to change?" prompt.

Type a "Y" at the question, "Apply Actions?"

Press RETURN at the, "Forms Alignment" prompt.

If you are sending it to a "Que" printer:

Enter the printer code for your queue printer under "Prt"

Press RETURN to accept whatever is in the "Form" column

Press RETURN at the "Enter line no. to change?" prompt

Type a "Y" at the question, "Apply Actions?"

The schedules should now begin to print.

4.5.1 R701 - Student Schudule Formatter Sample

```
-----  
| SSS - R701                EXPERIMENTAL HIGH SCHOOL                FEB 19, 1993  
| [DISPLAY]                 Report Requesting                       01:18 PM  
|  
| Report ID:      R701                STUDENT SCHEDULE FORMATTER  
| Version:       01                DEFAULT VERSION  
| Version Date:  03/26/94                Run Day or Night (D/N): D  
|  
| ----- Selection Control ----- Sequence Control -----  
|           From   To           | Homeroom:  
| Grade:         | Name:           2  
| Term:         | Student ID:    3  
| Period:       | Grade:         1  
|               | Postal Code:  
| School Year:  98/99           | Conflicts:  
|               | Program:  
| Exclude Data Flags:         |  
| ----- Print Control -----  
| Density:      L  Print Student or Parent Labels (S/P):          Format No: 01  
| Spacing:     1  Print Schedules Changed After:  
| Copies:      1  Print Only Conflict Schedules (Y/N):    N  
| Printer:     P1  Report Flag:  
| Save (Y/N):  Y  P149 Version:          Clear P149 (Y/N):    N  Timetable Term:  
| Submit For Processing (Y/N):  N  
| Message:  
| -----
```

4.6 STUD - STUDENT MASTER RECORD

```

-----
| SIS - STUD                                EXPERIMENTAL HS                                FEB 05, 1993 |
| [DISPLAY]                                Student Master Record                                08:16 AM      |
|
| Student ID:          93050                Status:          A                                |
| Last Name:          ADAMS                 Grade/School Yr: 12 94/95                       |
| Given Names:       JOHN                 Homeroom:          New:                            |
| Called Name:                                             Program:          HS                                |
| Address Line 1:    123 MAIN ST.         Locker/Comb:                                             |
| Address Line 2:                                             Previous School:   File: N                       |
| City:              ANYPLACE            Admission Date:    08/22/89                       |
| State:             OHIO                 Admission Code:   01  Calendr:                     |
| Zip Code:          43502                Withdrawal Date:                                             |
| Tel No/Area/Code:                                             Withdrawal Code:                                             |
| Parent/Guardian:   M/M DAVE ADAMS      Transf To School: File: N                       |
| P/G Relationship:  P  PARENTS           Date Transferred:                                             |
| Sex/Ethnic Code:   M  W  White         Graduation Rule:                                             |
| Birthdate:         08/25/74            Graduation Date:                                             |
| Verified With:                                             Schedule Changed:                                             |
| Soc Ins No:        123456789           1 2 3 4 5                                             |
| Counselor Name:    MARVIN DIETSCH      Data Flags:                                             |
| Scheduling Priority: Report Flags:   N N N N N                                             |
| Command: DISPLAY   Res/Sped/Att:                                             |
| Message:
-----

```

Other Related Screens:

- PADR - Student Parent Address
- CONT - Student Contacts
- MEDI - Student Medical Information
- ADWD - Admission/Withdrawal History

Reports that link to STUD:

- R101 - Student Roster
- R102 - Student Roster by Control Groups
- R305 - Principal's Report of Enrollment
- R306 - Year-End Enrollment Summary

4.7 CRSE - COURSES

```

-----
SIS - CRSE                EXPERIMENTAL HIGH SCHOOL        FEB 05, 1993
[DISPLAY]                  Courses                      08:23 AM
Course ID:                100          Full Text:          ENGLISH 100-1
                          Short Text:         ENG 100-1
Valid From Year:        86/87          Abbreviation:      ENG100-1
Valid to Year:

```

```

----- General Data -----   ----- General Data -----   ----- Prerequisites -----

```

```

Credit Units:           0.50      Sex Restriction:           Prerequisite 1:
Department:            HS        Grade From/To:   09  12      and/or:
Sequence Group:       1          Scheduling Demand:  0      Prerequisite 2:
Sequence Number:      1          Scheduling Priority: H
Grade Level:          09         Include on PR Label: Y      and/or:
Grade Lvl Count:     Y          Update History:       Y
In Cum GPA:           Y          Language Code:           Corequisite 1:
In Honor Roll:       Y          Hrs of Instruction:  060     and/or:
In Cum Credit:       Y          Level of Difficulty:      Corequisite 2:
Transfer Code:        1          Area of Study:          ENG
Sex Balancing:       N          Subject Area:           Other Restrictions: N
Room Type:
Command: DISPLAY
Message:

```

Other Related Screens:

```

CMST - CLASS MASTER SCHEDULE
CGRP - CLASS GROUP MASTER SCHEDULE

```

Reports that link to CRSE:

```

R206      - LABELS FOR COURSE REQUEST SHEETS
R401      - STUDENT COURSE REQUEST VERIFICATION/EDIT REPORT
R402      - TALLY OF STUDENT COURSE REQUESTS
R403      - POTENTIAL COURSE CONFLICTS MATRIX
R404      - STUDENTS WHO REQUESTED A SPECIFIC COURSE
R405      - STUDENTS WHO REQUESTED A SPECIFIC COURSE PAIR
R406      - POTENTIAL COURSE CONFLICTS TABLE
R413      - STUDENTS SCHEDULED WITH ALTERNATE COURSES
R414      - STUDENTS SCHEDULED WITH UNBALANCED COURSE LOADS
R416      - COURSE REQUEST VERIFICATION SLIP
R421      - COURSE FREQUENCY REPORT
R422      - TIMETABLE GRID REPORT
R423      - STUDENTS WHO REQUESTED UP TO EIGHT COURSES
R424      - STUDENTS SCHEDULED INTO ONE CRSE/SEC AND NOT ANOTHER

```

R425 - STUDENTS SCHEDULED INTO TWO ASSIGNED CRSE/SECTIONS
 R426 - STUDENT SCHEDULING ANALYSIS REPORT
 R701 - STUDENT SCHEDULES (Format 1 = Forms; Format 2 = Paper)
 R807 - SECTION SUMMARY BY REPORT PERIOD
 R813 - SINGLETON LIST/CONFLICT REPORT
 REPO: CRSE, Version 1 - Course Listing - General
 REPO: CRSE, Version 2 - Course Listing - History Detail
 REPORT: CRSE_ABBR - Course Listing by Abbreviation
 REPORT: CRSE_ALPH - Course Listing by Alphabetical by Desc.
 REPORT: CRSE_ID - Course Listing by ID#

NOTES:

To close out a course use the "Valid To Year" field.
 Don't forget "Area of Study" and "Subject Area" if needed.

4.8 TEAC - TEACHERS

```

-----
| SSS - TEAC                EXPERIMENTAL HIGH SCHOOL                FEB 05, 1993
| [DISPLAY]                  Teachers                                08:24 AM
|
| Teacher ID:                1
|
| Title/Initials:           MR. R.
| Last Name:                 SMITH
| Address Line 1:           567 MAIN ST.
| Address Line 2:
| City:                      ANYPLACE
| State:                     OHIO
| Zip Code:                  43502
| Area Code:                 (419)
| Telephone:                 123-4567
| SSN:                       987 65 4321
| FTE:
| Valid Date From:          (These are ONLY informational. They do NOT make
| Valid Date To:            the ID available for another person. Entering
| Depts:                    a Valid Date To: does NOT make the teacher
| Crses:                     INACTIVE.
| Rooms:
| Prds:                      Maximum Periods Per Term:
| Command: DISPLAY
| Message:
-----
  
```

Other Related Screens:

- CMST - Class Master Schedule
- CGRP - Class Group Master Schedule

Reports that link to TEAC:

- R207 - Teacher Address Labels
- R410 - Free Teacher List
- R411 - Teacher Schedule
- REPO: TEAC, Version 1 - Teacher Listing
- REPO: TEAC, Version 2 - Teacher Address Listing

NOTES:

Remember, one file for all school years.

4.9 ROOMS

```
-----
| SSS - ROOM                EXPERIMENTAL HIGH SCHOOL                FEB 05, 1993
| [ADD]                      Rooms                      08:24 AM
|   Room:  Cap:  Description:                      Type:
| 1   100    18   CHEMISTRY
| 2   101    22   BIOLOGY
| 3   102    25   GENERAL
| 4   103    25   GENERAL
| 5   104    25   GENERAL
| 6   CAFE   100  CAFETERIA
| 7   106    22   ART
| 8   107    25   GENERAL
| 9   200    50   BAND
|10  LIB     75   LIBRARY
|11  GYM    150   GYM
|12
|13
|14
|15
|16
|17
| (MORE )
```

Command: ADD

Message:

Reports that link to ROOM:

R408 - Free Room Report

R409 - Room Schedule

NOTES:

Remember, one file for all school years

4.10 CMST - CLASS MASTER SCHEDULE

SSS - CMST

EXPERIMENTAL HIGH SCHOOL

FEB 05, 1993

[DISPLAY]

Class Master Schedule

08:25 AM

School Year: 93/94

Course: 100

ENGLISH 100

Demand:

0

Sec:	Terms:	Cap:	--- Filling ---		----- Class Meetings -----				
			Total	Male	Female	Term	Days	Prds	Teac
1	1	12	19	0	1	MTWRF	3	22	104
2					2	MTWRF	3	22	104
3									
4	2	12	19	0	1	MTWRF	5	3	200
5					2	MTWRF	5	3	200
6									
7									
8									
9									
10									
11									
12									
13									

Command: DISPLAY

Message:

Command: DISPLAY

Message:

Other Related Screens:

CRSE - Courses

CMST - Class Master Schedule

Reports that link to CGPR:

R407 - Class Master Schedule

4.12 HRMS - HOMEROOMS (DIVISIONS)

SSS - HRMS

EXPERIMENTAL HS

FEB 05, 1993

[DISPLAY]

Homerrooms

02:25 PM

	Homerroom:	Teacher:	Room:	Grade:	Capacity:	Counselor:
--	------------	----------	-------	--------	-----------	------------

1	100	020	100	07	23	
---	-----	-----	-----	----	----	--

2	102	021	102	10	21	
---	-----	-----	-----	----	----	--

3	103	007	103	08	19	
---	-----	-----	-----	----	----	--

4	104	010	104	09	19	
---	-----	-----	-----	----	----	--

5	105	024	105	12	18	
---	-----	-----	-----	----	----	--

6	106	002	106	09	19	
---	-----	-----	-----	----	----	--

7	108	009	108	07	23	
---	-----	-----	-----	----	----	--

8	110	029	110	08	19	
---	-----	-----	-----	----	----	--

9	111	015	111	09	19	
---	-----	-----	-----	----	----	--

10	112	016	112	12	18	
----	-----	-----	-----	----	----	--

11	201	018	201	11	17	
----	-----	-----	-----	----	----	--

12	203	014	203	08	19	
----	-----	-----	-----	----	----	--

13	204	028	204	07	23	
----	-----	-----	-----	----	----	--

14	206	003	206	11	17	
----	-----	-----	-----	----	----	--

15	207	004	207	10	21	
----	-----	-----	-----	----	----	--

16	208	013	208	08	19	
----	-----	-----	-----	----	----	--

(MORE)

Command: DISPLAY

Message:

Reports that link to HRMS:
R201 - Homeroom List

4.13 P105 - SCHOOL TERMS

```
-----  
| SSS - P105                EXPERIMENTAL HIGH SCHOOL                FEB 05, 1993  
| [DISPLAY]                 School Control Parameters                09:19 AM  
|                            School Terms  
|  
| Term   Valid From   Valid To   Term           Beginning      Ending  
| Code:  Year:         Year:       Text:          Mon: Day:      Mon: Day:  
| 1      1           86/87      FIRST SEMESTER 8   29           1   12  
| 2      2           86/87      SECOND SEMESTER 1   14           5   31  
| 3  
| 4  
| 5  
| 6  
| 7  
| 8  
| 9  
|  
| Command: DISPLAY  
| Message:  
-----
```

4.14 P106 - REPORTING PERIODS

SSS - P106
[DISPLAY]

EXPERIMENTAL HIGH SCHOOL
School Control Parameters
Reporting Periods

FEB 05, 1993
09:19 AM

Term: Reporting Periods

From: To:

1	1	1	4
2	2	5	8

3
4
5
6
7
8
9

Command: DISPLAY
Message:

NOTES:

These are NOT necessarily your configuration - DO NOT change without NWOCA assistance!

4.15 P301 - CLASS PERIODS POSSIBLE

Command: DISPLAY

Message:

NOTE: These are NOT necessarily your configuration - DO NOT change without NWOCA assistance!

4.17 P310 - SCHOOL CALENDAR(S)

```

-----
|SSS - P310                EXPERIMENTAL HIGH SCHOOL                FEB 05, 1993
|[DISPLAY]                 School Control Parameters                08:28 AM
|School Year: 94/95        School Calendar
|Calendar:      1

```

		Day of Month																								Act	Est								
		0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	3	No	No							
Yr/Mo		1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	Days	Days	
94	8																																X	1.0	1.0
94	9	X	X	X	X				X	X	X	X		X	X	X	X	X		X	X	X	X	X		X	X	X					21.0	21.0	
94	10	X	X			X	X	X	X	X		X	X	X	X	X		X	X	X	X		X	X	X	X	X	X	X				21.0	21.0	
94	11		X	X	X	X	X		X	X	X	X	X		X	X	X	X	X		X	X	X		X	X	X		X			19.0	19.0		
94	12	X	X	X	X		X	X	X		X	X	X	X	X		X	X	X		X	X	X									16.0	16.0		
95	1			X	X	X	X	X		X	X	X	X		X	X	X	X		X	X	X	X		X	X	X	X				19.0	19.0		
95	2	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X		X	X	X	X		X	X	X	X				20.0	20.0		
95	3	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X		X	X	X	X					X	X	X		18.0	18.0		
95	4	X	X		X	X	X	X		X	X	X	X		X	X	X	X	X		X	X	X	X		X	X	X	X			21.0	21.0		
95	5		X	X	X	X	X		X	X	X	X	X		X	X	X	X	X		X	X	X	X		X	X	X	X			20.0	20.0		
95	6	X	X	X																												3.0	3.0		

----- X=All Day, A=AM Only, P=PM Only -----

Command: DISPLAY

Message:

NOTES: You will probably need a different calendar for the KG students.

Do NOT include Parent-Teacher conferences on the calendar.

Do NOT include calamity days on the calendar.

4.18 P311 - DAY OF WEEK - FIRST DAY OF SCHOOL

```
-----  
|SSS - P311                EXPERIMENTAL HIGH SCHOOL                FEB 05, 1993 |  
| [DISPLAY]                School Control Parameters                02:34 PM |  
|                          Day of Week - First School Day |  
| School Year: 94/95 |  
| Calendar: 1 |  
|  
|       The First day of School Recorded in the School Calendar (P310) |  
| is on a:  T      Monday (M) |  
|                   Tuesday (T) |  
|                   Wednesday (W) |  
|                   Thursday (R) |  
|                   Friday (F) |  
|  
| Command: DISPLAY |  
| Message: |  
-----
```

4.19 B108 - BATCH SCHEDULER

```

-----
|SIS - B108                EXPERIMENTAL HIGH SCHOOL          FEB 19, 1993
|[DISPLAY]                Batch Job Requesting              01:17 PM
|
|Batch Job ID: B108        BATCH SCHEDULER
|Version:      01          B108 - DEFAULT VERSION
|Version Date: 06/02/94   Run Day or Night (D/N): D
|
|----- Batch Job Control -----
|Student Priority Ordering: R  Use Student Scheduling Priority? (Y/N): Y
|      (L) Last Name
|      (R) Random
|      (S) Student ID
|
|If Priority Selected is "L" or
|"S", Schedule in (A) Ascending
|or (D) Descending Order:
|----- Print Control -----
|Density:      H
|Spacing:      1
|Copies:       1
|Printer:      P1
|Save (Y/N):   Y
|Submit For Processing (Y/N): N
|Message:
|-----

```

***** NOTES *****

- Most of you are queuing the B108 Scheduling routine asking for the "R" (random) mode of scheduling as opposed to using the other options. The advantage is to NOT always schedule the same students last year after year.
- With each run of the randomized scheduling, you get different students with different conflicts. When you get down to only a few students with conflicts:
 - Use SCHE to create a schedule after you have modified the requests for that student...then save it if you like the results.

4.20 PROCEDURE FOR DROPPING A CLASS FROM A STUDENT'S SCHEDULE

1. Go to **SCHE** and display the student's schedule.
 - a. Even if the message, "Student is Inactive" appears, proceed with the displaying of his schedule, because a student can be "Inactive" and still be enrolled in classes, OR
 - b. When the student's schedule appears on the screen, proceed as follows:
2. Use option **#3** to drop the desired class from the schedule.
 - a. IF the "withdrawal mark" prompt appears, enter a "W" or a valid withdrawal mark from P109. This happens only after the first reporting period of a class is completed.
 - b. If you wish the student to receive, in addition, an end-of-term grade, such as "WF" ("withdraw F"), enter this grade manually for the desired reporting period using the IMMMD or SLIS screen.
3. Use option **#7** to save the new schedule.

4.21 PROCEDURES FOR TRANSFERRING FROM ONE CLASS TO ANOTHER AND TRANSFERRING ALL GRADES TO THE NEW CLASS - USING "SLIS"

4.21.1 General Rules and Stipulations:

The old and new class that you wish to substitute **MUST BE IN THE SAME TERM**. i.e., you cannot substitute an all-year class for one which meets only in the first term. Likewise, you may not substitute a second-term class for a first-term one. However, the equivalent of substituting can be accomplished for courses of different terms by using "ADD" and "DELETE" modes; this is explained in more detail in the last procedure.

The classes that you are substituting must be in the **CURRENT** term or a previous term. i.e., you may not attempt to substitute second-term classes if you are currently in the first term.

****** If you are in first term and wish to substitute one second-term class for another, use SCHE to DROP one class and ADD the other. The reason for this is that there are no CLIS records or grades for this class yet.

You **MAY** substitute two ALL-YEAR classes.

4.21.2 New Class Meets the SAME Class Period (Block):

1. Verify that the **NEW** class you are substituting meets the same term and block as the old one.
2. Display the **SLIS** screen. Enter the student's ID#, school year, OLD course, section (left side), then the NEW course and section (right side). All existing CLIS records and marks for the OLD class appear for each reporting period.
3. The system prompts "Transfer CLIS records?" Respond with a "Y" if you have verified that the two classes displayed are correct.
4. To check that the substitution was successfully completed, display the NEW class (left side of screen) and verify that all CLIS records and/or marks have been transferred to the new class. (Remaining in DISPLAY

mode in the SLIS screen, enter the new course/section at the left side of screen and blank out the fields for course and section on the right side.)

5. Delete the old course section from **COHI IF B118** had been run prior to this transfer and a record was created. This usually happens at the end of a term.
6. If it's after the first week in Ocoter: Go into **EMIS/Student Subject Record (EMSSUB)** and indicate the course being dropped by inserting a "1" into the status field.

4.21.3 New Class Meets DIFFERENT Class Period (Block):

1. Verify that the classes you are substituting meet in the same TERM. Display the **SLIS** screen. Enter the student's ID#, school year, OLD course, section, then the NEW course and section. The grade(s) for the OLD class appear for each reporting period.
2. The system prompts "Transfer CLIS records?" Respond with a "Y" if you have verified that the two classes displayed are correct.
3. To check that the substitution was successfully completed, display the NEW class (left side of screen) and verify that all CLIS records and/or marks have been transferred to the new class. (Remaining in DISPLAY mode in the SLIS screen, enter the new course/section at the left side of screen and blank out the fields for course and section on the right side.)
4. Delete the old course section from **COHI IF B118** had been run prior to this transfer and a record was created. This usually happens at the end of a term.
5. If the new class is replacing a study hall, you will need to use **SCHE** to drop the study hall, since it is an "artificial course", for which there are no CLIS records.
6. If you have created a free period by dropping one class from one block and adding another (substituting) which meets during a different block, you will need to ADD a study hall to that student's schedule for that free block using **SCHE**.
7. If it's after the first week in Ocoter: Go into **EMIS/Student Subject Record (EMSSUB)** and indicate the course being dropped by inserting a "1" into the status field.

4.21.4 Transferring from a TWO-TERM Class to a ONE-TERM Class:

1. Display all CLIS records for old class using **SLIS** screen. Either print or record all grades for old class. Use "DELETE" mode to drop all CLIS records for the old class. Use "ADD" mode to add all appropriate CLIS records and grades for the new class.
2. Delete the old course section from **COHI IF B118** had been run prior to this transfer and a record was created. This usually happens at the end of a term.
3. If it's after the first week in Ocoter: Go into **EMIS/Student Subject Record (EMSSUB)** and indicate the course being dropped by inserting a "1" into the status field.

[Contents](#)

[Begin](#)

Contents (summary)

Chapter 4 [SCHEDULING](#)

Contents

Chapter 4

4	SCHEDULING
4.1	INTRODUCTION
4.2	SCHEDULING FLOWCHART
4.3	BATCH SCHEDULING PROCEDURES/CHECKLIST
4.4	MANUAL SCHEDULING PROCEDURES/CHECKLIST
4.5	PROCEDURE FOR GENERATING & PRINTING SCHEDULES
4.5.1	R701 - Student Schudule Formatter Sample
4.6	STUD - STUDENT MASTER RECORD
4.7	CRSE - COURSES
4.8	TEAC - TEACHERS
4.9	ROOMS
4.10	CMST - CLASS MASTER SCHEDULE
4.11	CGRP - CLASS GROUP MASTER SCHEDULE
4.12	HRMS - HOMEROOMS (DIVISIONS)
4.13	P105 - SCHOOL TERMS
4.14	P106 - REPORTING PERIODS
4.15	P301 - CLASS PERIODS POSSIBLE
4.16	P302 - SCHOOL TERMS

4.17	<u>P310 - SCHOOL CALENDAR(S)</u>
4.18	<u>P311 - DAY OF WEEK - FIRST DAY OF SCHOOL</u>
4.19	<u>B108 - BATCH SCHEDULER</u>
4.20	<u>PROCEDURE FOR DROPPING A CLASS FROM A STUDENT'S SCHEDULE</u>
4.21	<u>PROCEDURES FOR TRANSFERRING FROM ONE CLASS TO ANOTHER AND TRANSFERRING ALL GRADES TO THE NEW CLASS - USING "SLIS"</u>
4.21.1	<u>General Rules and Stipulations:</u>
4.21.2	<u>New Class Meets the SAME Class Period (Block):</u>
4.21.3	<u>New Class Meets DIFFERENT Class Period (Block):</u>
4.21.4	<u>Transferring from a TWO-TERM Class to a ONE-TERM Class:</u>

[Previous](#)

[Next](#)