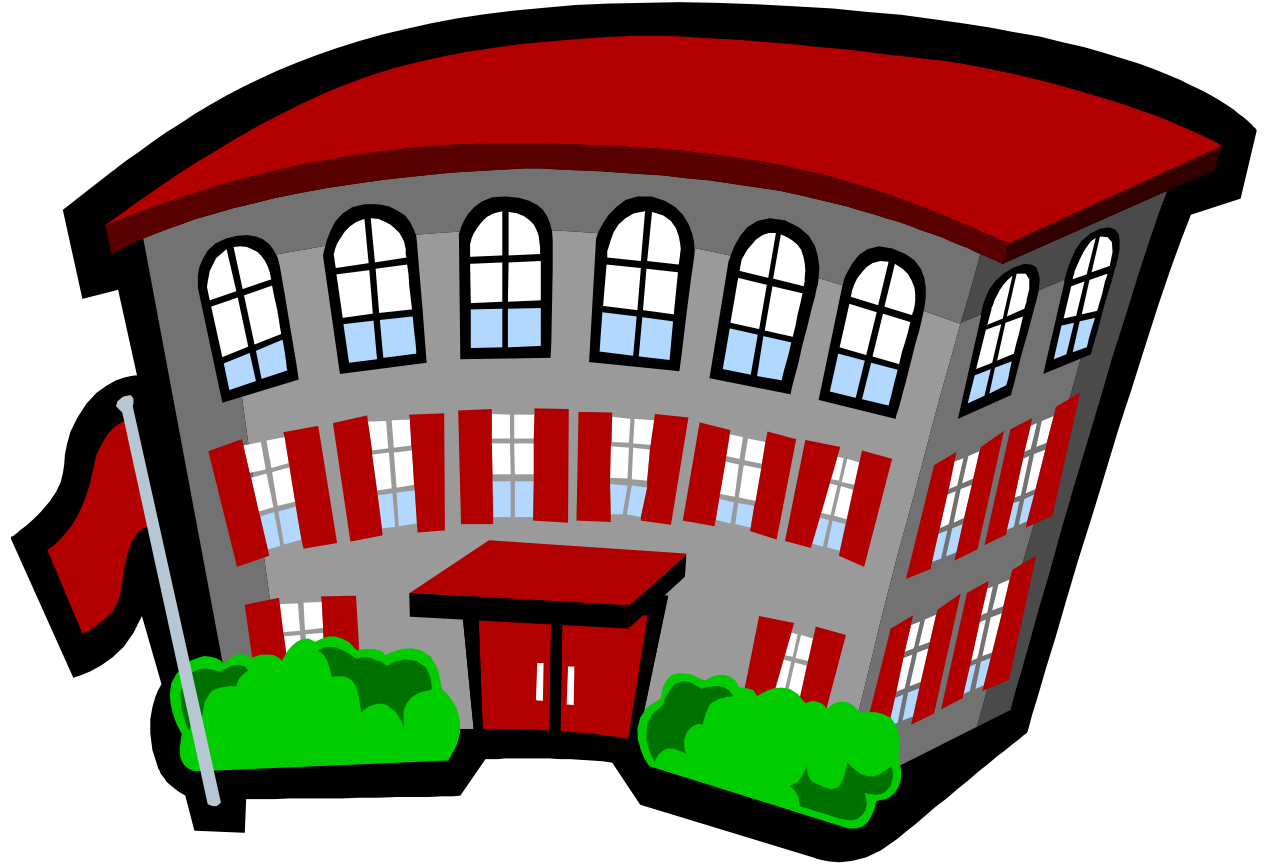


05-5905-1100
05-5905-1100
05-5905-1100
05-5905-1100



Block Scheduling Tips

It will be necessary to determine what sort of Block Schedule is to be used. Then and only then can the scheduling process begin.

SMS _____ Periods Used at This School _____ Ref: SCH.220 .11
District: XYZ School: 999 School Year: 2005

Seq	Period	Begin	AM PM	End	AM PM	Comment
01	00	__:	00	__:	00	
02	01	__:	00	__:	00	
03	02	__:	00	__:	00	
04	03	__:	00	__:	00	_____ CAUTION
05	04	__:	00	__:	00	_____ Computer will
06	__	__:	00	__:	00	_____ prohibit any
07	__	__:	00	__:	00	_____ re-sequencing
08	__	__:	00	__:	00	_____ of a period
09	__	__:	00	__:	00	_____ after course
10	__	__:	00	__:	00	_____ scheduling is
11	__	__:	00	__:	00	_____ established.

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

It is advisable to allow a slot for a Homeroom or activity period in the first position. It does not have to be used, but will be available if needed. Note the caution about re-sequencing periods.

When block scheduling is used, frequently one of the periods is set for a split period. Split periods are often used for college courses taught at the high school, band, chorus, or any course that may work better in the conventional two semester format.

To create an easy to use split period format (assuming that not all students will be enrolled in split classes) it is necessary to create some bogus or dummy course codes to accommodate the block format.

A tag must also be created to identify those students who will be scheduled into the split classes.

Additionally, a split period must be created to avoid a scheduling nightmare.

For example:

In the above schedule if period 03 is to have a split factor, then two courses, 3A and 3B need to be created and two additional periods need to be defined also known as 3A and 3B.

SMS Periods Used at This School Ref: SCH.220 .11

District: XYZ School: 999 School Year: 2005

Seq	Period	Begin AM PM	End AM PM	Comment
01	00	__:00	__:00	
02	01	__:00	__:00	
03	02	__:00	__:00	
04	03	__:00	__:00	_____ CAUTION
05	3A	__:00	__:00	_____ Computer will
06	3B	__:00	__:00	_____ prohibit any
07	04	__:00	__:00	_____ re-sequencing
08	__	__:00	__:00	_____ of a period
09	__	__:00	__:00	_____ after course
10	__	__:00	__:00	_____ scheduling is
11	__	__:00	__:00	_____ established.

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

1/11/01 FY 02 ANY TOWN PUBLIC SCHOOL 10:19:19 DSP03
SMS Course Definitions Ref: SCH.310 .11

Course **3A** Title **BOGUS 3A** District 0XX School 500

Scheduling Link Only? **N**

Minimum Students required to offer this course: 5

Usual number of students per section: 1000

Length of Course is **2** Term(s), beginning in Term(s) **1**

Automatically generate requests for selected students? **Y**

Include in conflict Matrix? **Y**

Include in Catalog? **N**

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

1/11/01 FY 02 ANY TOWN PUBLIC SCHOOL 10:19:19 DSP03
SMS Course Definitions Ref: SCH.310 .12

Course 3A Title BOGUS 3A District 0XX School 500

Transcript credit on completion: 0

Credit for current period GPA: 0

Weighting factor (reports only):

Grades are: **N**

S = Symbol

N = Not Used

Include in:

Honor Roll? **N**

GPA? **N**

Level: **2**

1 - Advanced

2 - Regular

3 - Essential

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel

1/11/01 FY 02 ANY TOWN PUBLIC SCHOOL 10:19:19 DSP03
 SMS Automatic Request Definition Ref: SCH.313 .11

Course 3A BOGUS 3A School 500 District 0XX

Type Class Sex Conditional Restrictions (Blank if no restriction)

R — — **N SPT** — — — — — — — — — —

R = Required N Tag O N Tag O N Tag O N Tag
 C = Assigned o r o r o r o
 t t t t

It will be necessary to create a Bogus 3B course with the exact same definition.

Then create a Bogus 03 course, the only difference being in the Conditional restrictions as shown below:

1/11/01 FY 02 ANY TOWN PUBLIC SCHOOL 10:19:19 DSP03
 SMS Automatic Request Definition Ref: SCH.313 .11

Course 03 BOGUS 03 School 500 District 0XX

Type Class Sex Conditional Restrictions (Blank if no restriction)

R — — — **SPT** — — — — — — — — — —

R = Required N Tag O N Tag O N Tag O N Tag
 C = Assigned o r o r o r o

To create a tag, select **STU.280**. This menu item is available only on the WVEIS County Contact Menu. The following are examples of the various tag setups.

A Tag XYZ District OXX
Add
Change
Delete
Lookup
Index Index: 1
End

1 = Tag Definitions
2 = Tag Definitions by Category
3 = Student Tag Assignments
Limit to School
4 = Districts

Tag SPT Short Title SAMPLE Category SPT District OXX

Description Split Schedule (NO DATA)

Are tag assignments deleted at year end? Y (*is this data to be tracked from year to year?*)

Can this tag be transferred to other schools? N (*is this data recognized county wide?*)

Does this tag have associated Data? N

IF YES:

What type of data _____
1 = Single Item Verified? N
2 = Columnar
3 = Text

Is the Data Restricted? N *this refers to both the tag and the data*

Columnar Data Headings:

Once this tag is created, it will be necessary to mass assign this tag to all students who will be scheduled into split classes.

Mass Assignment of Student TagsSTU.640

A__ Tag SPT for students in School 501 District OXX
Add
Delete
Index
End

- Index: 1
- 1 = Tag Definitions
- 2 = Tag Definitions by Category
- 3 = Student Tag Assignments

12/05/95 FY 01 YOUR COUNTY SCHOOLS 14:23:17 D041R85991
SMS Select Multiple Students STU.SEL .21
SPT Split Schedule

Student Numbers: Select? Y Display? N School 501 District OXX

12/05/95 FY 01 YOUR COUNTY SCHOOLS
SMS Select Multiple Students
SPT Split Schedule

14:26:27 D041R85991
STU.SEL .23

Student Numbers: Select? Y Display? Y School 501 District OXX

Last	First	M	CL	S
X BAXXXX	TXXXX X		09	F
X BAXXX	KXXXXXXXX		9	M
BAXXXXXX	BXXXX J		9	F
BAXXXXX	MXXXXXX		11	M
BAXXXX	JXXXXXXXX		09	F
BAXXXX	KXXXXXXXX		09	M

X=Selected

Cancel?

12/05/95 FY 01 YOUR COUNTY SCHOOLS
SMS Select Multiple Students
TMP TEMPORARY TAG

14:31:55 D041R85991
STU.SEL .21

Student Numbers: Select? N Display? N School 501 District OXX

4XXX 5XXX _____

Use the SPT tag to identify every student who has approved requests for split classes.

Then prior to entering course requests for individual students, run Automatically generate course requests STU .

In the Proposed Master Schedule (SCH. 330) it will be necessary to enter the bogus codes in a teacher schedule (use an administrator with no teaching assignments).

1/11/01 FY 02 ANY TOWN PUBLIC SCHOOL 10:23:29 DSP03
 SCH Proposed Teacher Master Ref: SCH.330 .11
 School 500 District 0XX

Teacher **AGBA J**

Name **AGBABIAN J**

Course	Sec	Terms	Number		Select	Group	Days	Room	Class	
			Periods	Range					Seats	Rolls
03	1	1 - 2	1	03 - 03	03 - 03				1000	
3A	1	1 - 2	1	3A - 3A	3A - 3A				1000	
3B	1	1 - 2	1	3B - 3B	3B - 3B				1000	
		- -		- -	- -					
		- -		- -	- -					
		- -		- -	- -					
		- -		- -	- -					

When the course requests are entered, the proposed master complete, and the scheduler run, those students with split schedules will not have a regular block course scheduled into period 03. Additionally, those students without a split schedule will not have courses scheduled into 3A and 3B.

Once the students are scheduled, the Bogus courses can be removed by using Mass Change Course Requests (SCH.650).

1/11/01 FY 02 ANY TOWN PUBLIC SCHOOL 10:14:35 DSP03
SCH Mass Change Course Requests Ref: SCH.650P.01

District: 0XX
School: 500
Print Audit: Y

	Locate this combination:					Create this combination:						
Remove	Course	Sec	Term	Grad	Link	Grades	Course	Sec	Term	Grad	Link	Grades
Y	03	1	-	-	-	-	_____	_____				

Grad = Graduation Requirement
Link = Linkage code Item.
Grades = Grading information Item.
Term = Preferred Term.

Grad, Link, & Grades are transferred by matching item numbers
Any items left blank will not be transferred.

F3=Exit F4=Index F5=Reset F12=Cancel

Or

1/11/01 FY 02 ANY TOWN PUBLIC SCHOOL 10:14:35 DSP03
SCH Mass Change Course Requests Ref: SCH.650P.01

District: 0XX
School: 500
Print Audit: Y

	Locate this combination:						Create this combination:					
Remove	Course	Sec	Term	Grad	Link	Grades	Course	Sec	Term	Grad	Link	Grades
<u>Y</u>	<u>3A</u>	<u>1</u>	-	-	-	-	_____	_____				
<u>Y</u>	<u>3B</u>	<u>1</u>	-	-	-	-	_____	_____				

Grad = Graduation Requirement
Link = Linkage code Item.
Grades = Grading information Item.
Term = Preferred Term.

Grad, Link, & Grades are transferred by matching item numbers
Any items left blank will not be transferred.

F3=Exit F4=Index F5=Reset F12=Cancel

This will then have every student schedule print correctly.

STUDENT SCHEDULING TIPS

- X SCH.101 - Scheduling Options must be entered for the new school year.
- X SCH.310 - Course File updated. Make additions, deletions, or corrections needed.
- X STU.240 - Teacher File updated.
- X STU.215 - Room File updated.
- x STU.220 - Course Prefixes updates.
- X STU.310 - Graduation Requirements updated.
- X STU.280 – Create New Tags if needed.
- X Course request entered.
 - 1. Scan Sheet
 - 2. Screen Entry - SCH.410
 - 3. Automatically Generate - SCH.606
- X After requests are input, run the following reports:
 - 1. SCH.510 - Print Course Request Tally
 - 2. SCH.588 - Print Student Request Verification
 - 3. SCH.521 - Print Course Request by Course
- X ***If you are going to use the Resource Allocator, you will have to enter a Proposed Teacher Master (SCH.330) (You may enter your Master Schedule Manually (SCH.320) or copy last year's Master into this year's Proposed and then make adjustments) and then skip down to SCH.610 - Automatic Student Scheduling)***
- X SCH.615 - Run Resource Allocator. Computer will build your Master Schedule for you dependent upon information from your Proposed Teacher Master.
- X SCH.622 - Create Master Schedule from Proposed.
- X SCH.610 - Automatic Student Scheduling.
- x SCH.610Q - Found under Automatic Scheduling, will show percent of your scheduling run.
- X SCH.560 - Print Master Schedule. Analyze is sections are filled adequately, class limits too high or too low, need to try different hours, etc. Make changes and rerun SCH.610. Do as many times as needed.
- X Print any or all reports found under menu SCH450 - Automatic Scheduling Reports.

x When completed with scheduling process then run SCH.581 - Print Student Schedules.