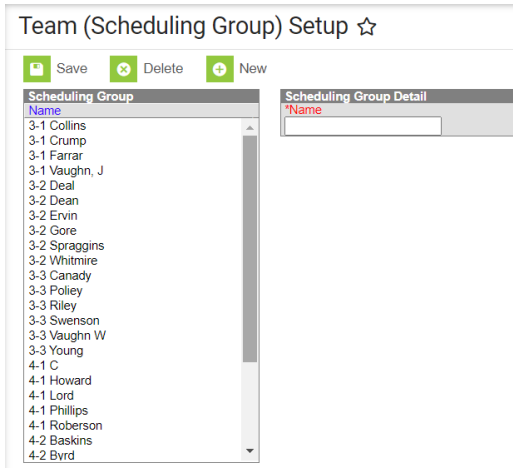
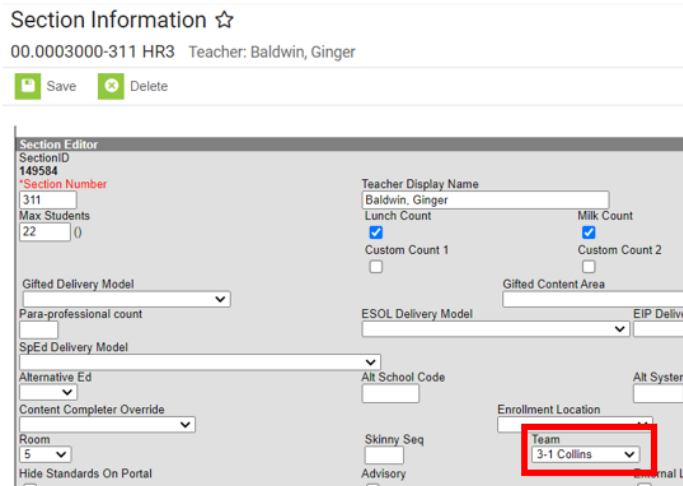


Scheduling Homeroom Teachers as Teams (Scheduling Board)

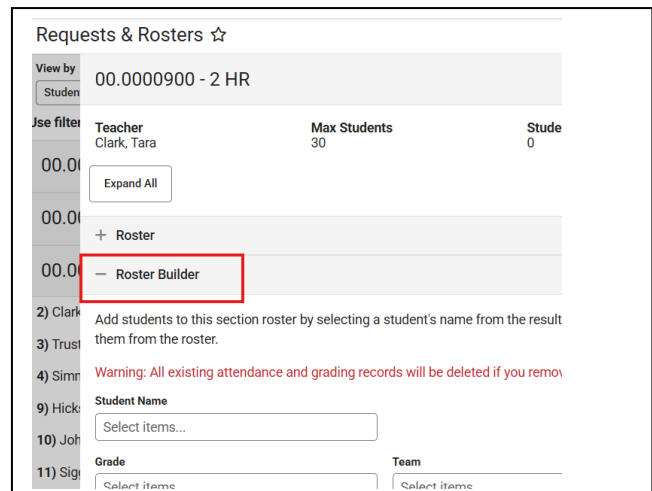
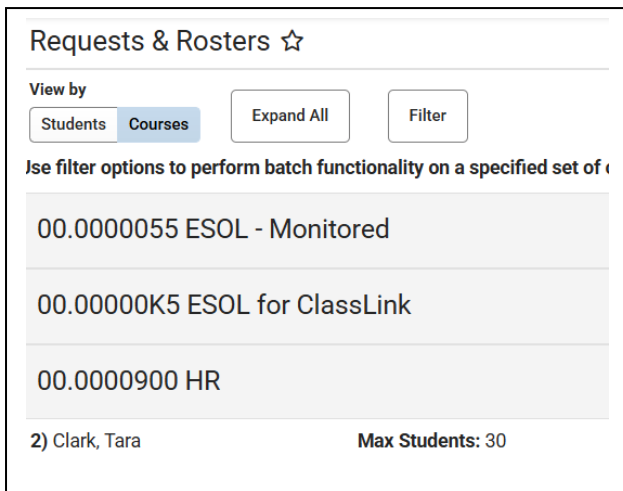
1 Create Homeroom Teachers as Teams – *Scheduling & Courses > Team (Scheduling Group) Setup,*



2. Assign Teams to all Sections – Knowing how you want the homerooms to flow throughout the day, use the homeroom teacher team name on all of the sections for that homeroom class. *Scheduling & Courses > Courses > Section Information*



3. Put the students into the homeroom class – *Scheduling & Courses > Requests & Rosters > Course View. Select section > Roster*, Click on student’s names adding blue check next to the names. Save & close.



Scheduling Homeroom Teachers as Teams (Scheduling Board)

4. Give students “requests” for all other classes. *Scheduling & Courses > Requests & Rosters. View by Students. Filter by grade.* Do **NOT** give them the Homeroom class as a request (the students will be placed on the homeroom rosters in Step 3). New look –

Requests & Rosters ☆ Scheduling & Courses > Scheduling > Requests & Rosters

View by: **Students** Courses Show Details ON Filter X Reset

Filter Results: 274 out of 558 Students

Abbott, Antony Marie (03) #41219

Unsatisfied Requests: 0 Rosters: 0

Adams, Dylan Allen (03) #38502 | 3-1 Vaughn, J

Unsatisfied Requests: 5 Rosters: 0

00.0003000 HR3	R
23.0040000 LA - 3	R
27.0140000 Math - 3	R
41.0140000 Science - 3	R
45.0040000 Social Stud...	R

Agnew, Thaddeus Neil (03) #34540

Unsatisfied Requests: 3 Rosters: 0

23.0040000 LA - 3	R
-------------------	---

Navigation: < 1 2 3 >

Batch Edit Student Requests Batch Edit Student Rosters Close

5. It's now that you can decide to manually change the requests of sped / eip / whatever if you want to. Remember, if you want you can just use the Section Student Detail to “override” the state course number. *Student Information > General > Schedule > Walk-In Scheduler > Requests.* To remove a request, click on the Red 'X'. To add a request, search for the course and click the Blue '+'. Click Done when finished.

Filter Settings

	1 (8/8/2022 - 10/14/2022)	2 (10/18/2022 - 12/16/2022)	3 (1/4/2023 - 3/10/2023)	4 (3/13/2023 - 5/19/2023)
00	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
01	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
ADV	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
02	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
03	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
04	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
Club	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course

Requests Scheduling Units: 16 Add Requests

Effective Date Team: No Team

COURSE NAME	UNITS	TYPE	
UNSCHEDULED			X
Basic Ag Science 02.5710013	2	R	X
Intro to Business & Technology 07.5413010	2	R	X
9th Lit Honors 23.0610096	2	R	X
Algebra I 27.0990011	2	R	X
Health & Personal Fitness 36.0580000	2	R	X
Physical Science 40.0110098	2	R	X
US History 45.0810400	2	R	X

Request Search: intro

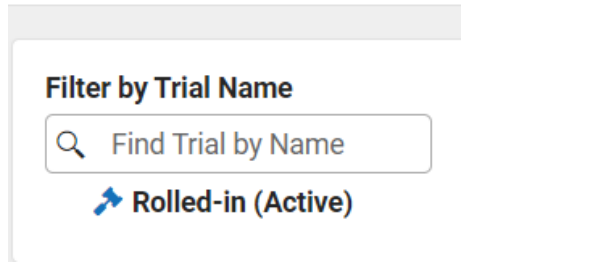
COURSE NAME	UNITS	ADD
Intro to Business - Part B 07.3413005	2	+
Intro to Business 07.3413011	2	+
Intro to Personal Care Service 12.5440001	2	+
Intro to Comm 23.0420412	4	+
Intro Healthcare Science 25.3210011	2	+
Intro to Healthcare Science 25.5210011	2	+
Introductory Recreational Game 36.0270400	2	+
Introductory Team Sports 36.82100YL	4	+
Introduction to Construction 46.5460011	2	+
Intro to Construction 46.5460400	2	+
Intro to Graphics & Design 48.3610010	2	+
Intro to Drafting and Design 48.5410011	2	+
Intro to Graphics & Design 48.5610010	2	+

Done

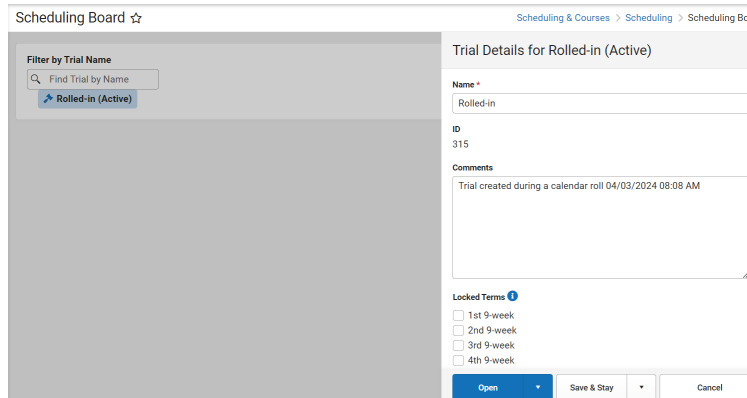
Scheduling Homeroom Teachers as Teams (Scheduling Board)

6. **Go to Scheduling Board** –*Scheduling & Courses> Scheduling > Scheduling Board*– Remember only 1 person per school can be in the Scheduling Board at a time.

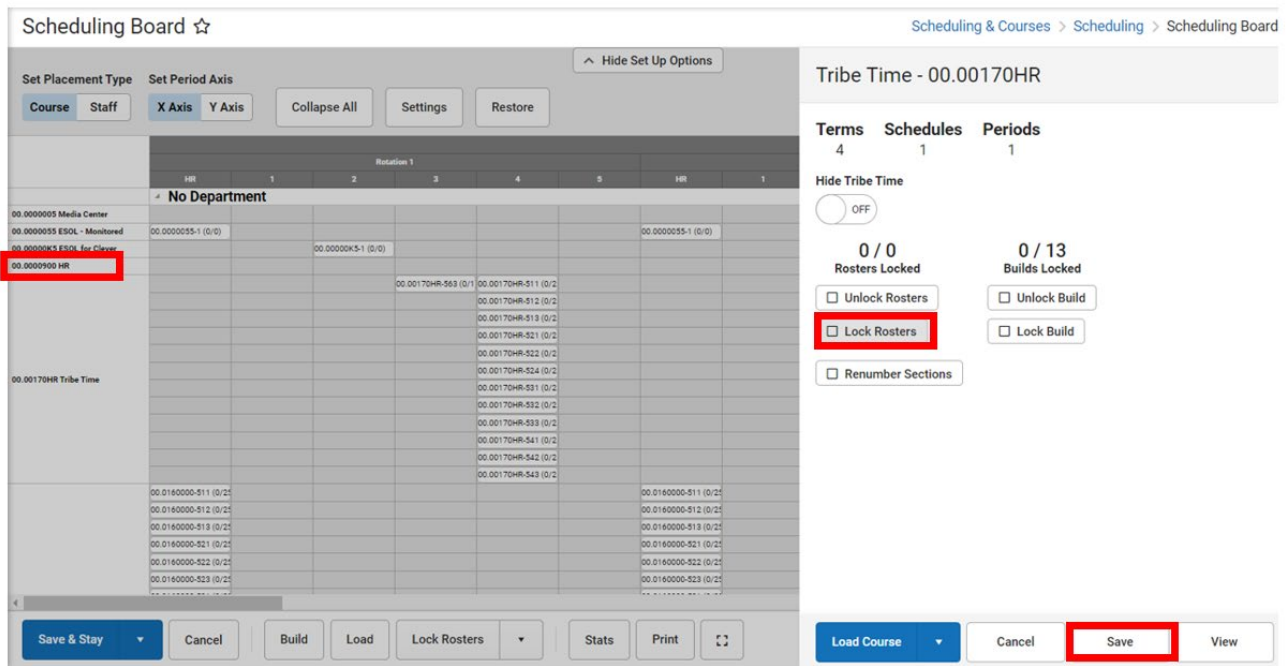
Scheduling Board ☆



7. Select **Rolled-in (Active)** trial, Click the blue Open button.



8. Right click on each Homeroom Course, select **Lock Rosters**, click **Save**, select **Lock** in the next screen.



Scheduling Homeroom Teachers as Teams (Scheduling Board)

- At the bottom of the screen select **Load > Run a Full Load**.
- Click **Save & Stay** (let the process run, do not stop a save)
- Click **Cancel** (closes the trail without leaving the trial locked)

The screenshot shows the 'Scheduling Board' interface. At the top, there are tabs for 'Set Placement Type' (Course, Staff) and 'Set Period Axis' (X Axis, Y Axis). Below these are buttons for 'Collapse All', 'Settings', and 'Restore'. The main area is a grid of course sections, with columns for '1st 9-week' (Rotation 1, 2, 3) and '2nd 9-week' (Rotation 1, 2). A context menu is open over the grid, showing options: 'Run Full Load', 'Run Full Unload', 'Settings', and 'Section Balance'. At the bottom, there are buttons for 'Save & Stay', 'Cancel', 'Build', 'Load', and 'Lock Rosters'. A red box highlights the 'Load' button, and a red arrow points to the 'Run Full Load' button in the context menu. A green arrow points to the 'Save & Stay' button.

- Check on the student's schedule to see if they have a complete schedule.

- Run Student Gap Scheduler** to look for blanks in schedules. *Scheduling & Courses > Load Schedules > Student Gap Scheduler*

The screenshot shows the 'Student Gap Scheduler' interface. At the top, there is a search bar and a sidebar with navigation options. The main area has a title 'Student Gap Scheduler' and a description: 'This tool searches for students with an empty instructional hole in their schedule and then either builds a report, or allows them to c for limiting the students. The periods are listed in the order of period sequence, please make sure the period sequence starts from 1 marked as X, the gap periods shown as shaded cell.' Below this are filters: 'Which students would you like to include in the report?' (Grade, All Students, Ad Hoc Filter), 'Enrollment Effective Date' (05/04/2021), and 'Which report type would you like?' (Summary, Detail). Below these are 'Which periods would you like to include in the report?' (Schedule, Term Schedule Terms, Bell Schedule). The main area is a grid of student schedules with columns for 'Term 1', 'Term 2', 'Term 3', and 'Term 4', and rows for 'Period 01' through 'Period 06'. A 'Generate Report' button is at the bottom.

Scheduling Homeroom Teachers as Teams (Scheduling Board)

Grade: 01	#37447	DOB: 06/08/2014	Gender:	Team: 1 Red - Smith
Transportation	Fees	Lockers	Graduation	Athletics

14. **Run fill Teams.** The Team will be shown in the Banner.

Scheduling & Courses > Load Schedules > Fill Teams Wizard

Index Search < **Fill Teams**

Search Campus Tools

- Behavior
- Health
- Attendance
- Scheduling
 - Courses
- Add Course
- Schedule Wizard
- Responsive Scheduling
- Fill Counselor
- Fill Teams**
- Request Wizard
- Roster Copy
- Schedule Gap Filler

This tool will facilitate the mass assignment of students to teams. Team assignments are based on scheduled course sections.

WARNING: It is recommended that this tool be used AFTER the scheduling process.

Calendar
20-21 Springfield Elementary S

Team Assignment Options

Overwrite All Team Assignments
 Fill Empty Team Assignments Only

RUN