

# TX – Program # (2F) – Skyward Catalog # – Future Scheduling Setup

## What will be covered:

This session will address the following topics . . .

- Considerations before you begin Future Scheduling
  - Calendar for the next school year has been approved
  - New course offerings for the next school year have been approved
  - Any significant changes in campus course masters has been planned
- The Big 3 Cloning Utilities
  - Clone Entity Year and Term Definitions
  - Clone Calendar Information
  - Clone Schedule Master Files
- If you are using Interactive Scheduling Board, Clone Staff Departments
- Use Mass Add Students to Entity Utility to create Future Enrollment entries for students transitioning from one campus to another
  - Course requests are tied to the Campus Course Master where the student is enrolled for Future Year
  - Counselors need security at the campus where the student is enrolled for Future Year in order to manage requests
- Considerations before you begin the Course Request process

**Links to additional resources**

[Link to pdf of Power Point](#)



**Texas Skyward User Group Conference**

# **Future Scheduling Setup (2F)**

**Butch Sloan – Garland ISD**



This session will address...

- **Considerations before you begin Future Scheduling**
  - Calendar for the next school year has been approved
  - New course offerings for the next school year have been approved
  - Any significant changes in campus course masters has been planned
- **The Big 3 Cloning Utilities**
  - Clone Entity Year and Term Definitions
  - Clone Calendar Information
  - Clone Schedule Master Files
- **If you are using Interactive Scheduling Board, Clone Staff Departments**
- **Use Mass Add Students to Entity Utility to create Future Enrollment entries for students transitioning from one campus to another**
  - Course requests are tied to the Campus Course Master where the student is enrolled for Future Year
  - Counselors need security at the campus where the student is enrolled for Future Year in order to manage requests
- **Considerations before you begin the Course Request process**

**This utility reports the status of the next three utilities.**

Student Management/Office/Future Scheduling/Product Setup/Utilities/Status of Clone Utilities

Next Year Table Creation Status			
Views: <b>General</b> ▼		Filters: *Skyward Default ▼	
Process Name ▲	Status	Last Run Date	Operator
▶ Clone Calendar Information	Incomplete		
▶ Clone Entity Year and Term Definition	Incomplete		
▶ Clone Scheduling Master Files	Incomplete		

## 1 - Create next school year and term definitions

Student Management/Office/Future Scheduling/Product Setup/Utilities/Clone Entity Year and Term Definitions

Change Dates if necessary....

**Clone Entity Year and Term Definitions**

Clone Entity Year and Term Definitions

This process will create Entity Year and Term Definitions for the school year to create using the Entity Year and Term Definitions from the school year to use.

**Processing Options**

Entity:

School Year To Use: 2015-16 ▼

School Year To Create: 2016-17 ▼

Run

Back

**Clone Entity Year and Term Definitions**

Clone Term Definitions from 2015-16 to 2016-17

Sem ▲	Term	Literal	Description	Start Term	Stop Term	Start Date	Stop Date
01	00	S1	Semester 1	01	03	08/22/2016	12/16/2016
01	01	T1	Term 1	01	01	08/22/2016	09/28/2016
01	02	T2	Term 2	02	02	09/29/2016	11/04/2016
01	03	T3	Term 3	03	03	11/07/2016	12/16/2016
02	00	S2	Semester 2	04	06	01/03/2017	06/02/2017
02	04	T4	Term 4	04	04	01/03/2017	02/17/2017
02	05	T5	Term 5	05	05	02/20/2017	04/14/2017
02	06	T6	Term 6	06	06	04/18/2017	06/02/2017

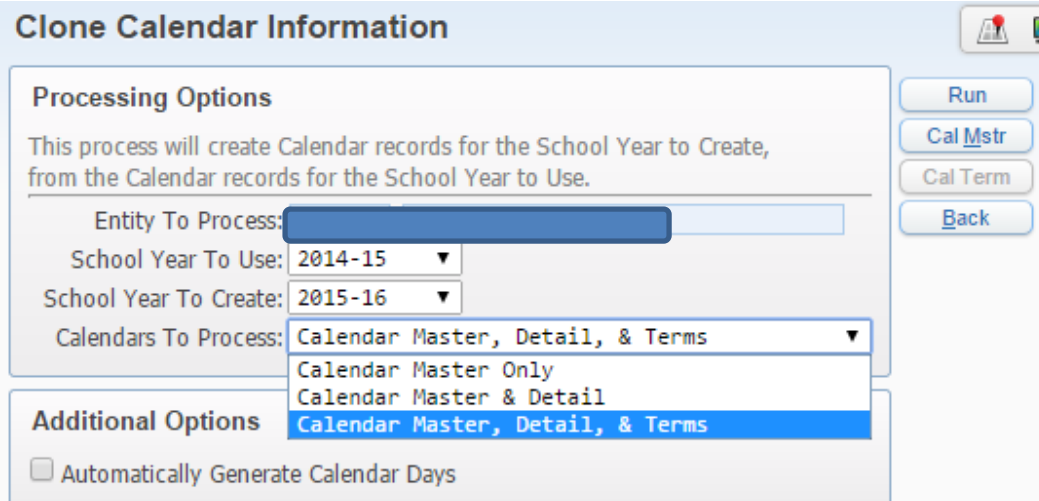
Run

Back

## 2 - Create calendar for next year

Student Management/Office/Future Scheduling/Product Setup/Utilities/Clone Calendar Information

This utility has several parts, Calendar Master and Calendar Terms



**Clone Calendar Information**

**Processing Options**

This process will create Calendar records for the School Year to Create, from the Calendar records for the School Year to Use.

Entity To Process:

School Year To Use: 2014-15 ▼

School Year To Create: 2015-16 ▼

Calendars To Process: 

- Calendar Master, Detail, & Terms
- Calendar Master Only
- Calendar Master & Detail
- Calendar Master, Detail, & Terms

**Additional Options**

Automatically Generate Calendar Days

Run  
Cal Mstr  
Cal Term  
Back

Set begin and end dates for Future Year  
in the Cal Mstr button...

### Clone Calendar Information

#### Processing Options

This process will create Calendar records for the School Year to Create, from the Calendar records for the School Year to Use.

Entity To Process:

School Year To Use: 2015-16 ▼

School Year To Create: 2016-17 ▼

Calendars To Process: Calendar Master, Detail, & Terms ▼

- Run
- Cal Mstr
- Cal Term
- Back

#### Additional Options

Automatically Generate Calendar Data

**Skyward**

How would you like to Establish New Calendar Dates?

→

### Calendar Master Selection

#### Calendar Master Selection

	Calendar	Entity	Old Start Date	Old End Date	New Start Date	New End Date	Description
<input checked="" type="checkbox"/>	005	005	08/24/2015	06/03/2016	08/22/2016	06/02/2017	LAKEVIEW CEN HS

- Ok
- Back
- Select All
- Deselect All

Set begin and end dates for each TERM using the Cal Term button....

Then click RUN.

### Clone Calendar Information

#### Processing Options

This process will create Calendar records for the School Year to Create, from the Calendar records for the School Year to Use.

Entity To Process:

School Year To Use: 2015-16 ▼

School Year To Create: 2016-17 ▼

Calendars To Process: Calendar Master, Detail, & Terms ▼

Run

Cal Mstr

Cal Term

Back

#### Additional Options

Automatically Generate Calendar Days

### Calendar Terms Selection

#### Calendar Terms Selection

	Calendar	Entity	Term	Old Start Date	Old End Date	New Start Date	New End Date	Description
<input checked="" type="checkbox"/>	005	005	01	08/24/2015	09/30/2015	08/22/2016	09/28/2016	LAKEVIEW CEN HS
<input checked="" type="checkbox"/>	005	005	02	10/01/2015	11/06/2015	09/29/2016	11/04/2016	LAKEVIEW CEN HS
<input checked="" type="checkbox"/>	005	005	03	11/09/2015	12/18/2015	11/07/2016	12/16/2016	LAKEVIEW CEN HS
<input checked="" type="checkbox"/>	005	005	04	01/05/2016	02/19/2016	01/03/2017	02/17/2017	LAKEVIEW CEN HS
<input checked="" type="checkbox"/>	005	005	05	02/22/2016	04/15/2016	02/20/2017	04/14/2017	LAKEVIEW CEN HS
<input checked="" type="checkbox"/>	005	005	06	04/18/2016	06/03/2016	04/18/2017	06/02/2017	LAKEVIEW CEN HS

Ok

Back

Select All

Deselect All



### 3 - Clone courses, sections, and class meets for next year

Student Management/Office/Future Scheduling/Product Setup/Utilities/Clone Schedule Master Files  
 Courses?? Sections?? Class Meets?? Grading Period and Class Grading??

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**Clone Schedule Master Files**

**Clone Schedule Master Files**

This process will create Schedule Master Files for the School Year to Create from the Schedule Master Files of the School Year to Use.

Checking 'Mass Update Control Sets Possible' will run the Mass Update Control Sets utility after the completion of the Clone Schedule Master Files utility to assign all the course's 'Control Sets Possible' value with all available control sets.

**Processing Clone Options**

School Year To Use: 2015-16 ▼  
 Entity:

**Processing Create Options**

School Year To Create: 2016-17 ▼  
 Entity:

**Cloning Options**

Records To Clone: Courses, Sections, and Class Meets ▼

Prompt Courses    Prompt Section    Prompt Class Meets

Purge Existing Scheduling Master Information Before Cloning  
**-No existing records will be updated or deleted.**

Overwrite Existing Records (Courses with Student Requests will not be overwritten)

Mass Add Control Sets Possible

Course/Class Subtables: All Course and Section Subtables ▼

Grading Period: Grading Period and Class Grading ▼



**Now you are ready to create the future year enrollment entries for all students that will be transitioning from your campus to another campus for next year.**

Student Management/Students/Product Setup/Utilities/Mass Add Students to an Entity

Criteria Options depend on how you determine where students attend school in your district...

### Mass Add Students to an Entity

#### Template Settings

\* Template Description:

Share with other users in entity 002

#### Student Selection

By Range  By Individual

[Ranges](#)

Mode:  Preview  Run

#### Criteria Options

Use Path to determine Entity and School for new record [?](#)

Remove future dual enrollment records outside of the path in all entities [?](#)

Add students to All Schools indicated by their Path [Schools](#)

Add Students to Entity:

Set NY Status in Student's Current Entity to Inactive









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**THANK YOU FOR ATTENDING!**

