

TX – Program # (01D) – 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 have been planned
 - All Cross Entity Courses have been identified

- The Big 3 Cloning Utilities
 - Clone Entity Year and Term Definitions
 - Clone Calendar Information
 - Clone Schedule Master Files

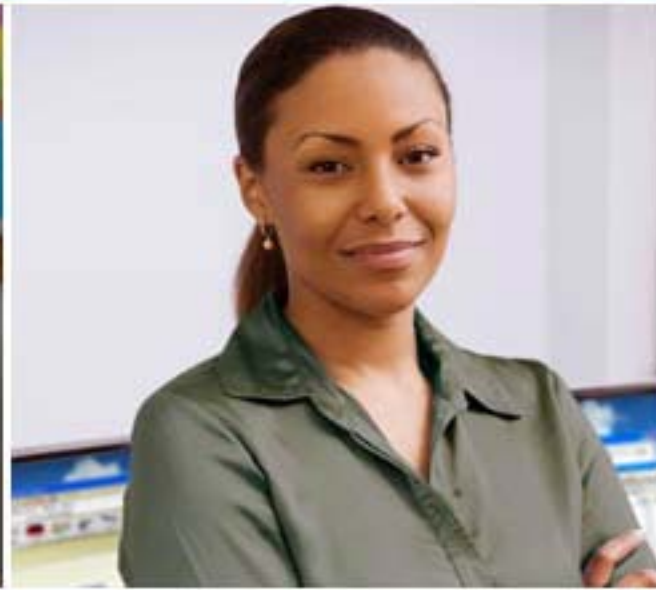
- If you are using Interactive Scheduling Board, Clone Staff Departments

- 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 (01D)

Butch Sloan – Garland ISD



Session Title



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
 - All Cross Entity Courses have been identified
- **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:	General ▼	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

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 ▼

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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

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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?

Previous Year's Calendar → New Term Definition 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
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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

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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






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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??

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.

<p>Processing Clone Options</p> <p>School Year To Use: 2015-16 ▼</p> <p>Entity: </p>	<p>Processing Create Options</p> <p>School Year To Create: 2016-17 ▼</p> <p>Entity: </p>
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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 ▼

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4 - Clone Staff Departments for next year

Student Management/Staff/Product Setup/Utilities/Staff Department Clone
 ... Especially if you are planning to use the Interactive Scheduling Board

Staff Department Clone ⚠️ 📺 📷 📄 🖨️

School Year

Source Year: ▼ Target Year: ▼

Ranges

Low
High

Name Key:

Current Year Status: Active Inactive Both

Next Year Status: Active Inactive Both

Purge Existing Target Year Codes

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 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
- Add Students to Entity:
- Set NY Status in Student's Current Entity to Inactive

At the time you run this utility, students are normally still ACTIVE at their current campus which is their DEFAULT ENTITY, so you don't want any of that to change when you run the utility.

Student's New Entity Values

Set the new Entity as the Student's Default Entity [?](#)

Student Status: Active Inactive Use Present Status Use Present Next Year Status

Next Year Status: Active Inactive Use Present Next Year Status

Membership: Yes No Use Present Membership

Feeder School: [?](#)

School:

Calendar:

Homeroom: (** to carry forward current Student Homeroom)

Advisor: (** to carry forward current Student Advisor)

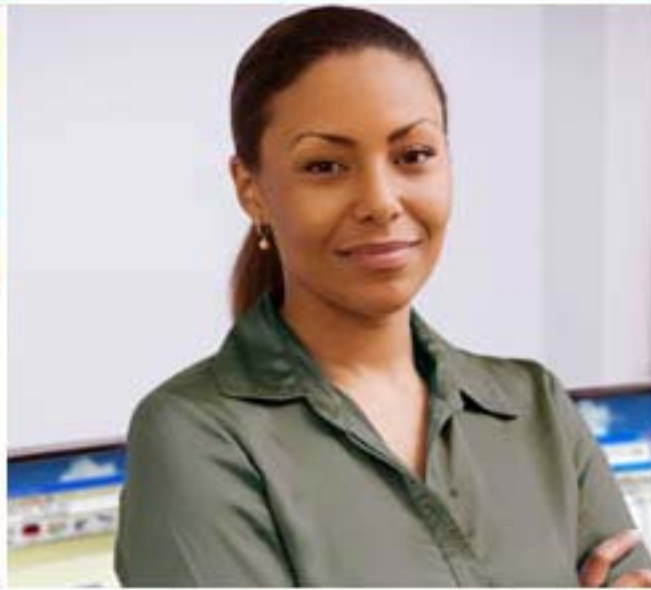
Print Options [?](#)

Print Address Print City/State/Zip Print Student Key Print Other ID

Before opening up the Course Request process, here are some additional considerations....

- **Course Masters**

- Delete sections and then courses you do not plan to use the following year....
- Set any courses to manual or special ed, if you do not want students selecting them online....
- Remember to undo these settings before running the Auto Scheduler....



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THANK YOU FOR ATTENDING!

