



Texas Skyward User Group Conference

Qmlativ Future Scheduling

Tamara Kavanagh



Future Scheduling



This session will cover areas of Future Scheduling.

- Course List
 - Maintain Course Records
 - Maintain Section Records
 - Maintain Meet Records

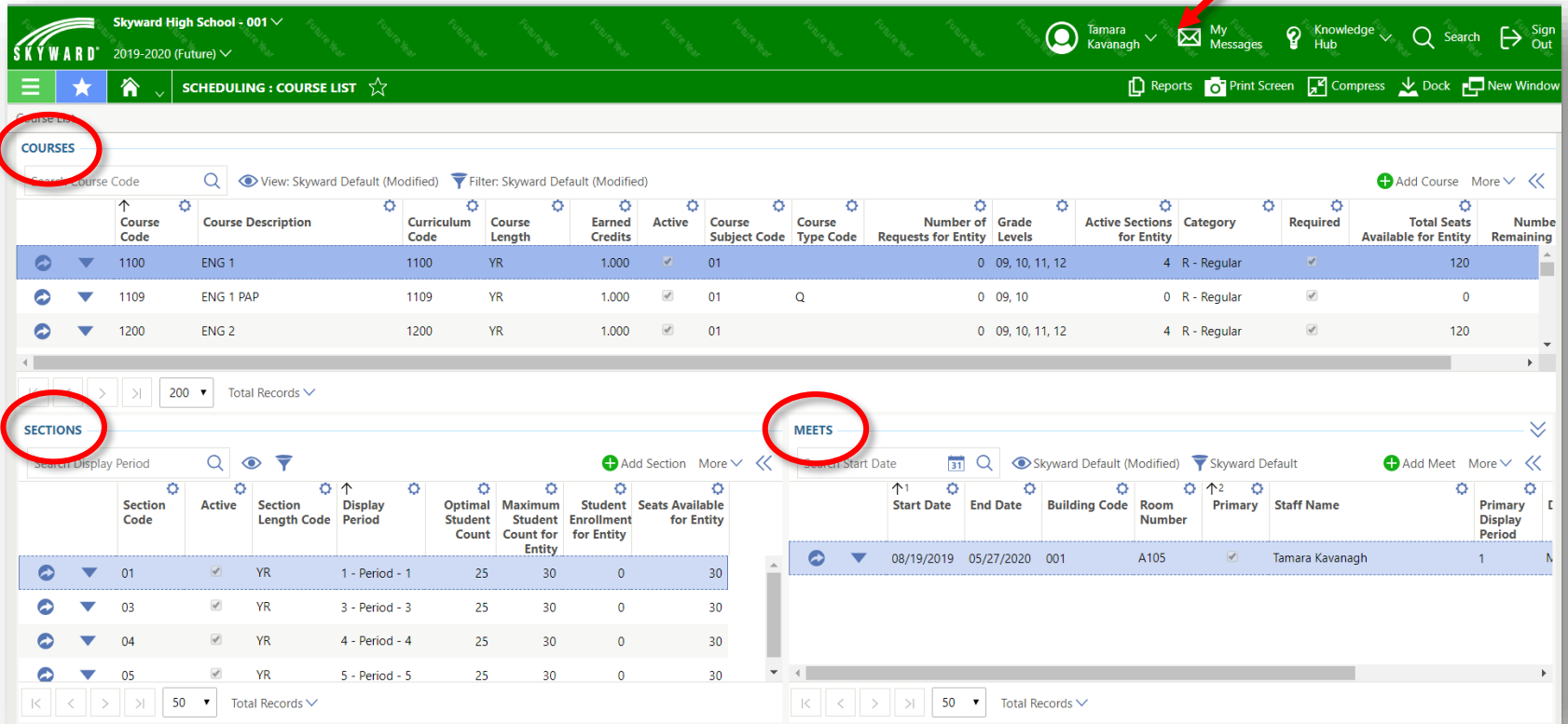
- Online Course Requests

- Reports

- Utilities

Switched to the new year
Navigate to Scheduling/Course

While working in Future Scheduling your header should always be Green



Navigation Bar: Skyward High School - 001 | 2019-2020 (Future) | Tamara Kavanagh | My Messages | Knowledge Hub | Search | Sign Out

Course List Table:

Course Code	Course Description	Curriculum Code	Course Length	Earned Credits	Active	Course Subject Code	Course Type Code	Number of Requests for Entity	Grade Levels	Active Sections for Entity	Category	Required	Total Seats Available for Entity	Number Remaining
1100	ENG 1	1100	YR	1.000	<input checked="" type="checkbox"/>	01		0	09, 10, 11, 12	4	R - Regular	<input checked="" type="checkbox"/>	120	
1109	ENG 1 PAP	1109	YR	1.000	<input checked="" type="checkbox"/>	01	Q	0	09, 10	0	R - Regular	<input checked="" type="checkbox"/>	0	
1200	ENG 2	1200	YR	1.000	<input checked="" type="checkbox"/>	01		0	09, 10, 11, 12	4	R - Regular	<input checked="" type="checkbox"/>	120	

Sections Table:

Section Code	Active	Section Length Code	Display Period	Optimal Student Count	Maximum Student Count for Entity	Student Enrollment for Entity	Seats Available for Entity
01	<input checked="" type="checkbox"/>	YR	1 - Period - 1	25	30	0	30
03	<input checked="" type="checkbox"/>	YR	3 - Period - 3	25	30	0	30
04	<input checked="" type="checkbox"/>	YR	4 - Period - 4	25	30	0	30
05	<input checked="" type="checkbox"/>	YR	5 - Period - 5	25	30	0	30

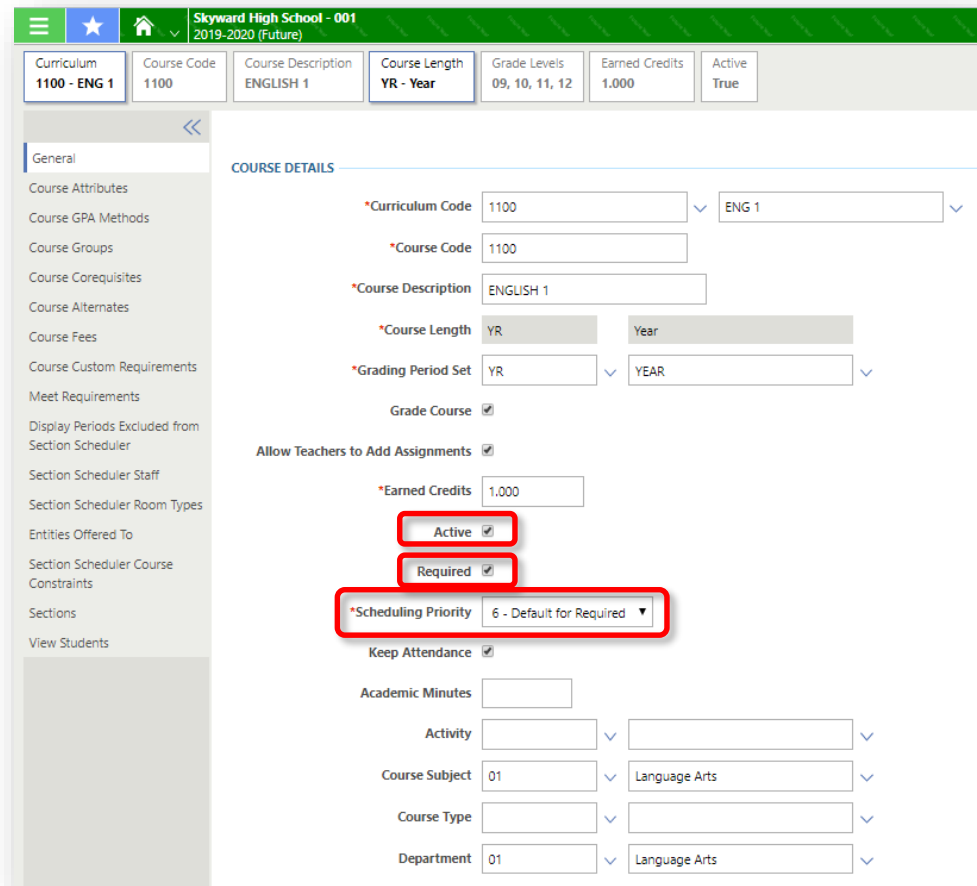
Meets Table:

Start Date	End Date	Building Code	Room Number	Primary	Staff Name	Primary Display Period
08/19/2019	05/27/2020	001	A105	<input checked="" type="checkbox"/>	Tamara Kavanagh	1

Course Master Clean-up

General tab

- Delete or **inactivate** any courses that will not be offered the next school year.
- Add additional courses if needed
- Verify **Required** flag (Elective if unchecked)
- Set **Scheduling Priority** (optional)



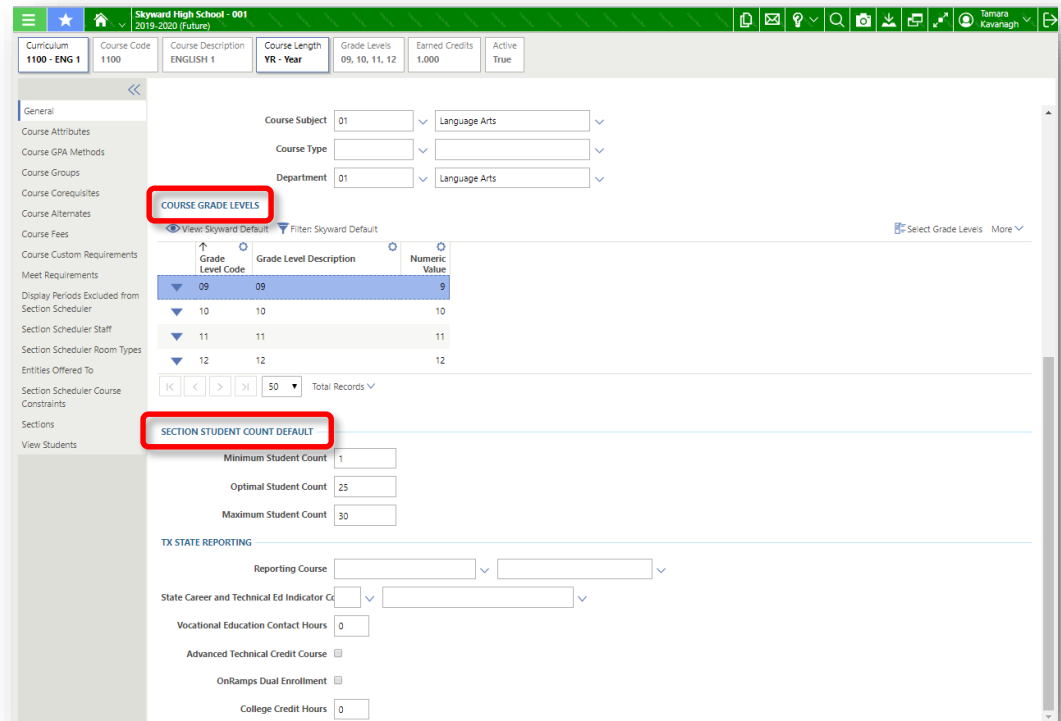
The screenshot shows the Skyward High School - 001 interface for the 2019-2020 (Future) school year. The course details for Curriculum Code 1100 - ENGLISH 1 are displayed. The 'General' tab is selected in the left sidebar. The 'COURSE DETAILS' section includes the following fields:

- *Curriculum Code: 1100 (dropdown), ENG 1 (dropdown)
- *Course Code: 1100
- *Course Description: ENGLISH 1
- *Course Length: YR (dropdown), Year (text input)
- *Grading Period Set: YR (dropdown), YEAR (dropdown)
- Grade Course:
- Allow Teachers to Add Assignments:
- *Earned Credits: 1.000
- Active: (highlighted with a red box)
- Required: (highlighted with a red box)
- *Scheduling Priority: 6 - Default for Required (dropdown, highlighted with a red box)
- Keep Attendance:
- Academic Minutes: (text input)
- Activity: (dropdown)
- Course Subject: 01 (dropdown), Language Arts (dropdown)
- Course Type: (dropdown)
- Department: 01 (dropdown), Language Arts (dropdown)

Course Master Clean-up

General tab – continues

- Verify **Grade Levels**. (used to create the Availability List)
- Verify **Section Student Count Default**; Minimum, Optimal and Maximum Student counts. (used to autofill counts on new Section records)



The screenshot shows the Skyward Course Master Clean-up interface for Skyward High School - 001 (2019-2020 Future). The interface is divided into several sections:

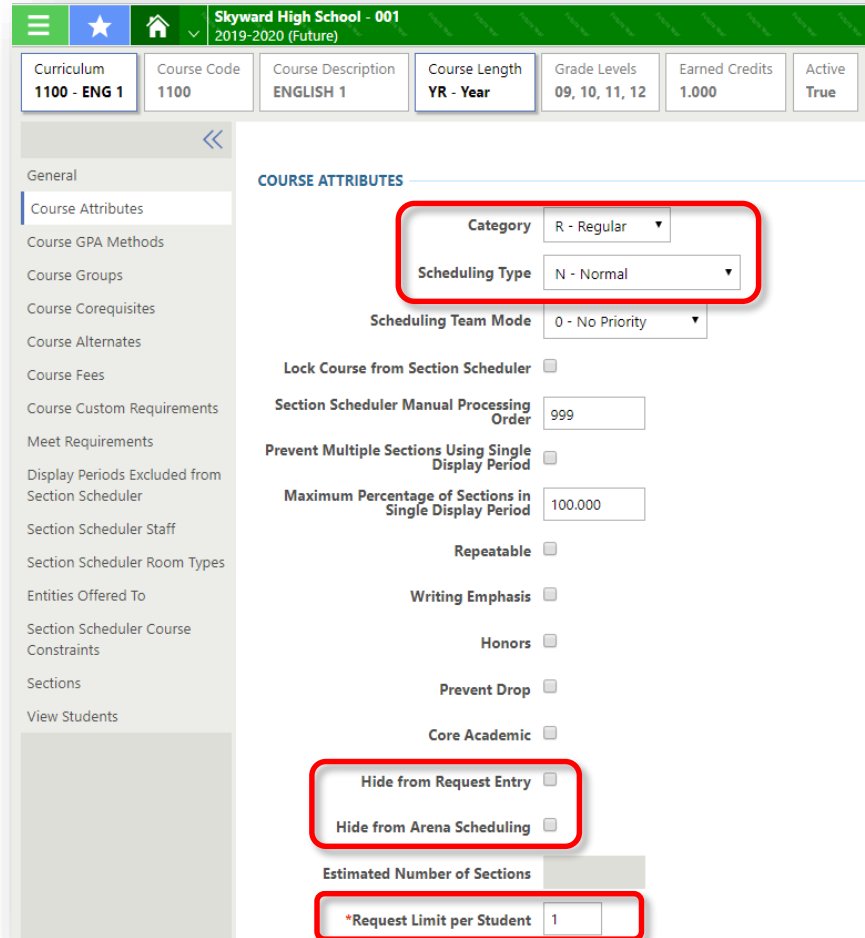
- General**: Includes fields for Course Subject (01), Course Type, and Department (01).
- COURSE GRADE LEVELS**: A table with columns for Grade Level Code, Grade Level Description, and Numeric Value. The table shows grade levels 09 through 12.
- SECTION STUDENT COUNT DEFAULT**: Fields for Minimum Student Count (1), Optimal Student Count (25), and Maximum Student Count (30).
- TX STATE REPORTING**: Fields for Reporting Course, State Career and Technical Ed Indicator Code, Vocational Education Contact Hours (0), Advanced Technical Credit Course, OnRamps Dual Enrollment, and College Credit Hours (0).

Grade Level Code	Grade Level Description	Numeric Value
09	09	9
10	10	10
11	11	11
12	12	12

Course

Course Master Clean-up Course Attributes tab

- Verify the **Category**: Regular, Lunch, Study Hall, or Transfer
- Verify **Scheduling Type**: Normal, Manually Scheduled, Special Education or Dropped Course
- Verify **Hide from Request Entry** to prevent students from requesting
- Verify **Request Limit per Student** if students will be allowed to request multiple times



Skyward High School - 001
2019-2020 (Future)

Curriculum	Course Code	Course Description	Course Length	Grade Levels	Earned Credits	Active
1100 - ENG 1	1100	ENGLISH 1	YR - Year	09, 10, 11, 12	1.000	True

General

Course Attributes

Course GPA Methods

Course Groups

Course Corequisites

Course Alternates

Course Fees

Course Custom Requirements

Meet Requirements

Display Periods Excluded from Section Scheduler

Section Scheduler Staff

Section Scheduler Room Types

Entities Offered To

Section Scheduler Course Constraints

Sections

View Students

COURSE ATTRIBUTES

Category: R - Regular

Scheduling Type: N - Normal

Scheduling Team Mode: 0 - No Priority

Lock Course from Section Scheduler:

Section Scheduler Manual Processing Order: 999

Prevent Multiple Sections Using Single Display Period:

Maximum Percentage of Sections in Single Display Period: 100.000

Repeatable:

Writing Emphasis:

Honors:

Prevent Drop:

Core Academic:

Hide from Request Entry:

Hide from Arena Scheduling:

Estimated Number of Sections:

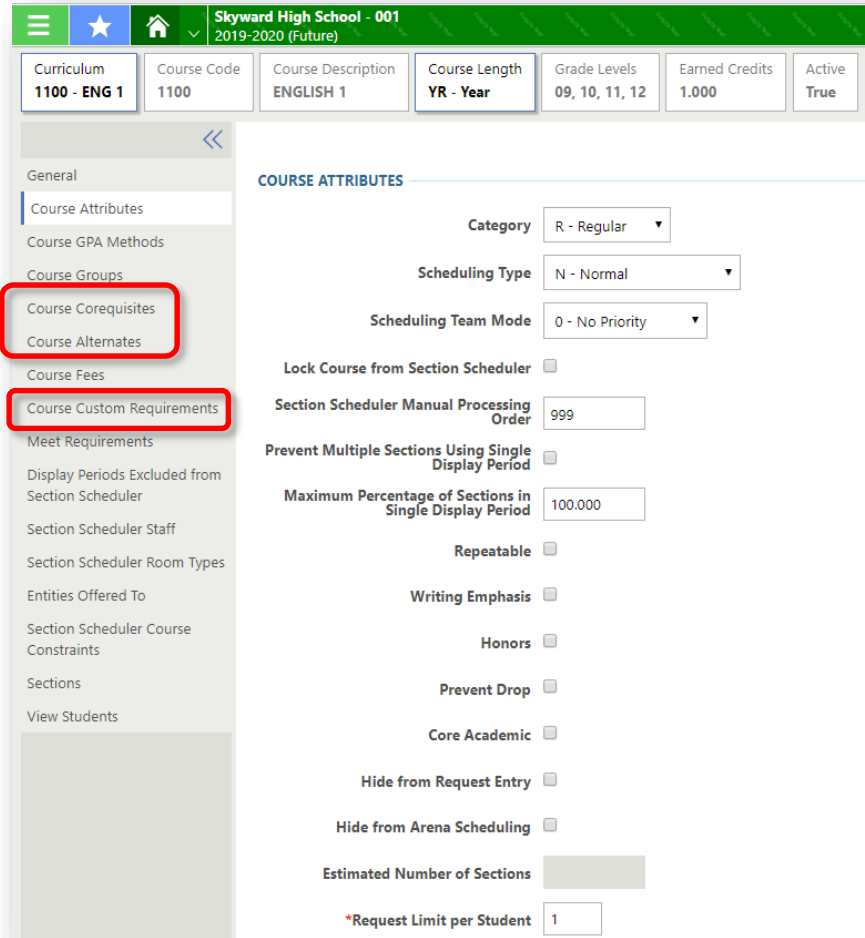
*Request Limit per Student: 1

Course

Course Master Clean-up

Additional tabs to verify

- Course Corequisites
- Course Alternates
- Course Custom Requirements

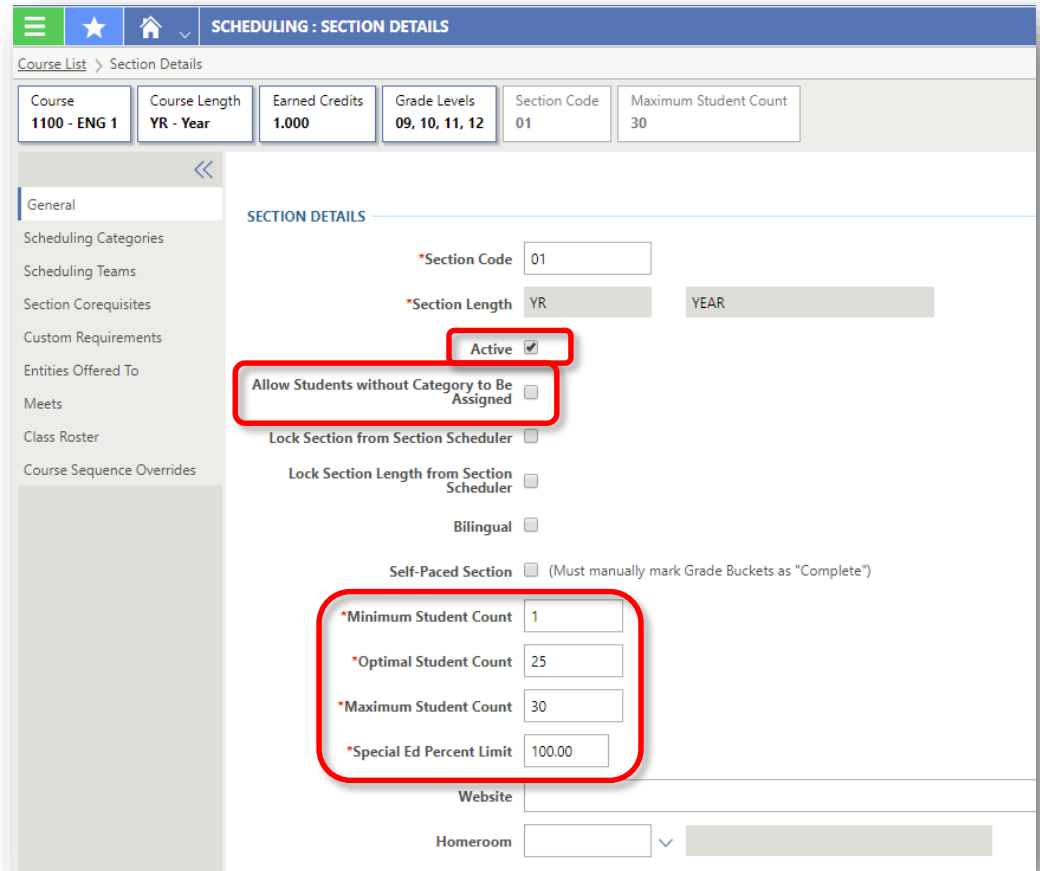


The screenshot shows the Skyward High School - 001 interface for course 1100 - ENG 1. The left sidebar contains a list of tabs: General, Course Attributes, Course GPA Methods, Course Groups, Course Corequisites, Course Alternates, Course Fees, Course Custom Requirements, Meet Requirements, Display Periods Excluded from Section Scheduler, Section Scheduler Staff, Section Scheduler Room Types, Entities Offered To, Section Scheduler Course Constraints, Sections, and View Students. The 'Course Corequisites', 'Course Alternates', and 'Course Custom Requirements' tabs are highlighted with red boxes. The main content area displays 'COURSE ATTRIBUTES' with various settings: Category (R - Regular), Scheduling Type (N - Normal), Scheduling Team Mode (0 - No Priority), Lock Course from Section Scheduler (checkbox), Section Scheduler Manual Processing Order (999), Prevent Multiple Sections Using Single Display Period (checkbox), Maximum Percentage of Sections in Single Display Period (100.000), Repeatable (checkbox), Writing Emphasis (checkbox), Honors (checkbox), Prevent Drop (checkbox), Core Academic (checkbox), Hide from Request Entry (checkbox), Hide from Arena Scheduling (checkbox), Estimated Number of Sections (input field), and *Request Limit per Student (1).

Section

Section Clean-up General tab

- Delete or inactive any sections that will not be used for the next school year
- Add additional sections if needed
- Verify Allow Students without Category to be Assigned (*optional*)
- Verify Student Counts: Minimum, Optimal and Maximum
- Verify Special Ed Percent Limit



SCHEDULING : SECTION DETAILS

Course List > Section Details

Course 1100 - ENG 1	Course Length YR - Year	Earned Credits 1.000	Grade Levels 09, 10, 11, 12	Section Code 01	Maximum Student Count 30
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SECTION DETAILS

*Section Code

*Section Length YR

Active

Allow Students without Category to be Assigned

Lock Section from Section Scheduler

Lock Section Length from Section Scheduler

Bilingual

Self-Paced Section (Must manually mark Grade Buckets as "Complete")

*Minimum Student Count

*Optimal Student Count

*Maximum Student Count

*Special Ed Percent Limit

Website

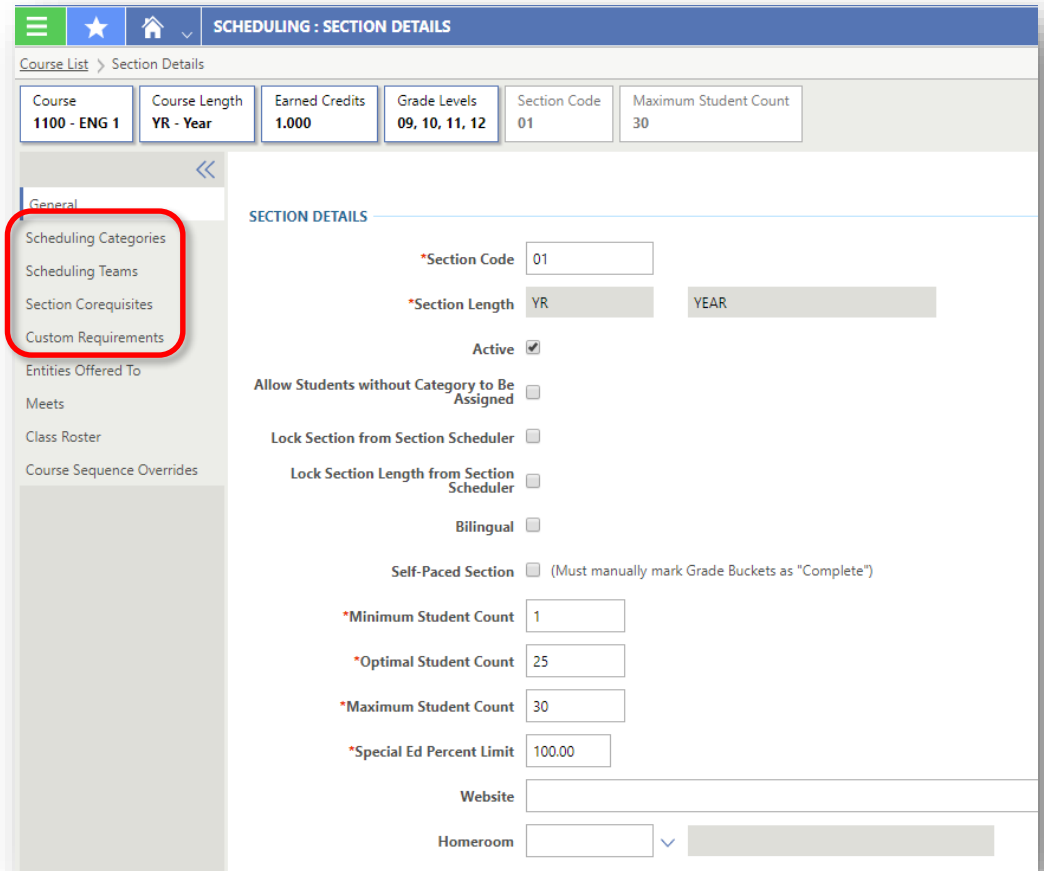
Homeroom

Section

Section Clean-up

Additional tabs to verify

- Scheduling Categories
- Scheduling Teams
- Section Corequisites
- Custom Requirements



SCHEDULING : SECTION DETAILS

Course List > Section Details

Course 1100 - ENG 1	Course Length YR - Year	Earned Credits 1.000	Grade Levels 09, 10, 11, 12	Section Code 01	Maximum Student Count 30
------------------------	----------------------------	-------------------------	--------------------------------	--------------------	-----------------------------

SECTION DETAILS

*Section Code: 01

*Section Length: YR YEAR

Active:

Allow Students without Category to Be Assigned:

Lock Section from Section Scheduler:

Lock Section Length from Section Scheduler:

Bilingual:

Self-Paced Section: (Must manually mark Grade Buckets as "Complete")

*Minimum Student Count: 1

*Optimal Student Count: 25

*Maximum Student Count: 30

*Special Ed Percent Limit: 100.00

Website: _____

Homeroom: _____

Meet Clean-up

- General – verify Building and Room
- Verify Display Periods
- Verify Staff Name

Note: You can use the Section List to update Staff Names

MEETS

Search Start Date 31

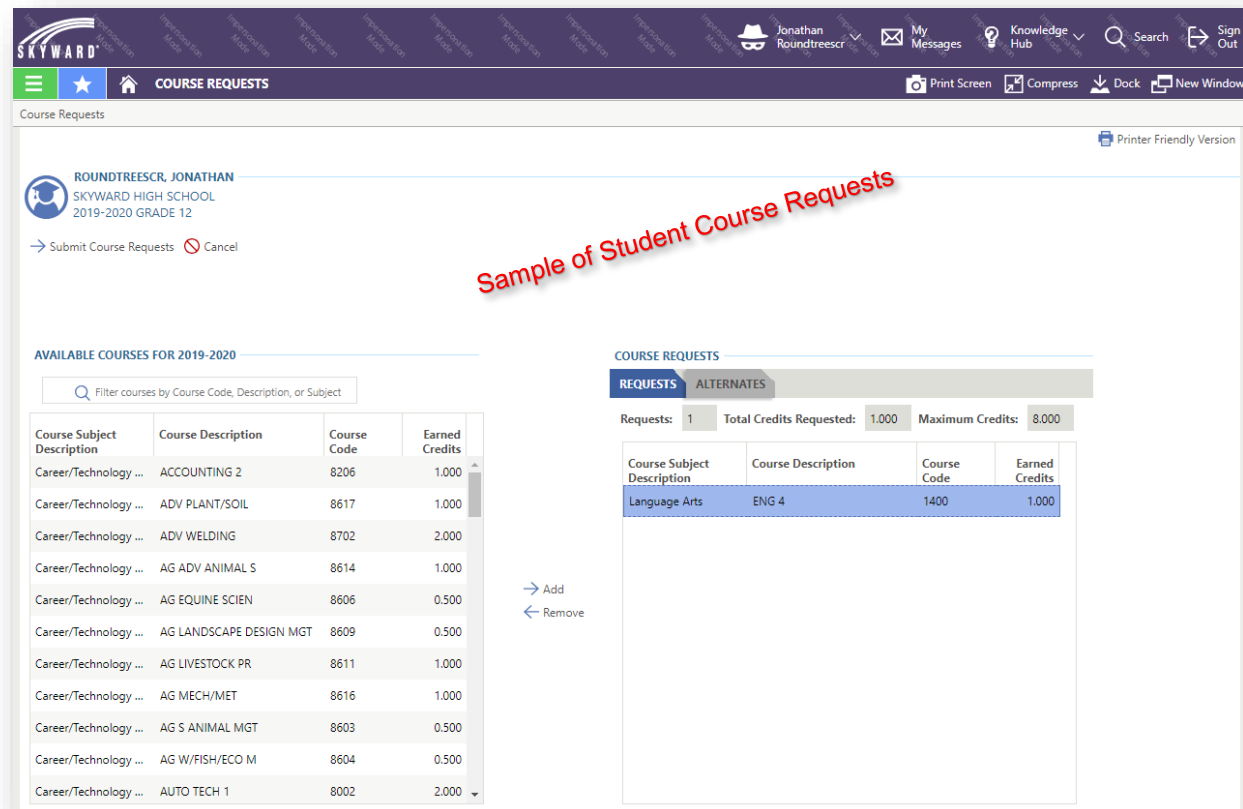
Start Date	End Date	Building Code	Room Number	Primary	Staff Name	Primary Display Period	Days	Monthly
08/20/2018	05/29/2019	001	A105	<input checked="" type="checkbox"/>	Tamara Kavanagh	1	M,T,W,R,F	

- General
- Display Periods
- Staff
- Meet Summaries

Online Course Requests

Steps in setting up Online Course Requests (**Availability List**) to allow students to request courses for the upcoming school year.

- Clean up your Course Master**
Scheduling/Course
- Mass Enroll Students**
Enrollment/Utilities
- Create Availability Lists**
Family/Entity Group Configuration
- Update Student Role**
Security/Role/Menu Security tab
- Run Course Availability List Report**
Scheduling/Reports



Sample of Student Course Requests

AVAILABLE COURSES FOR 2019-2020

Course Subject Description	Course Description	Course Code	Earned Credits
Career/Technology ...	ACCOUNTING 2	8206	1.000
Career/Technology ...	ADV PLANT/SOIL	8617	1.000
Career/Technology ...	ADV WELDING	8702	2.000
Career/Technology ...	AG ADV ANIMAL S	8614	1.000
Career/Technology ...	AG EQUINE SCIEN	8606	0.500
Career/Technology ...	AG LANDSCAPE DESIGN MGT	8609	0.500
Career/Technology ...	AG LIVESTOCK PR	8611	1.000
Career/Technology ...	AG MECH/MET	8616	1.000
Career/Technology ...	AG S ANIMAL MGT	8603	0.500
Career/Technology ...	AG W/FISH/ECO M	8604	0.500
Career/Technology ...	AUTO TECH 1	8002	2.000

→ Add
← Remove

COURSE REQUESTS

REQUESTS | ALTERNATES

Requests: 1 Total Credits Requested: 1.000 Maximum Credits: 8.000

Course Subject Description	Course Description	Course Code	Earned Credits
Language Arts	ENG 4	1400	1.000

Online Course Requests



Steps in setting up Online Course Requests (**Availability List**) to allow students to request courses for the upcoming school year.

A hardcopy of the list can be printed out for student to make their selection prior to entering through the portal.

Course Availability Lists

Skyward High School

Student				Student		Grade	
Course List Description		Request Entry Start Time		Request Entry End Time		Max Credits	
12th Grade		10/04/2018 8:00 AM		10/12/2018 5:00 PM		8.000	
Course	Description	Langt	Credit	Course	Description	Langt	Credit
1100	ENG 1	YR	1.000	7016	BAND 4	YR	1.000
1200	ENG 2	YR	1.000	7021	THEATRE PROD 1	YR	1.000
1300	ENG 3	YR	1.000	7022	THEATRE PROD 2	YR	1.000
1400	ENG 4	YR	1.000	7023	THEATRE PROD 3	YR	1.000
1502	PROFESS COMM	SM	0.500	7024	THEATRE ARTS 1	YR	1.000
2200	GEOMETRY	YR	1.000	7025	THEATRE ARTS 2	YR	1.000
2300	ALG 2	YR	1.000	7027	THEATRE PROD 4	YR	1.000
2400	PRE CAL	YR	1.000	7028	THEATRE ARTS 3	YR	1.000
3100	BIOLOGY	YR	1.000	7054	CHORALE 1	YR	1.000
3200	CHEMISTRY	YR	1.000	7065	CHORALE 2	YR	1.000
3300	PHYSICS	YR	1.000	7066	CHORALE 3	YR	1.000
3403	ANATOMY & PHYS	YR	1.000	7067	CHORALE 4	YR	1.000
3404	ENVIRO SYSTEMS	YR	1.000	8002	AUTO TECH 1	YR	2.000
4100	W GEO	YR	1.000	8003	AUTO TECH 2	YR	2.000
4200	W HISTORY	YR	1.000	8102	BUS INFO MNGT 2	YR	1.000
4300	US HIST	YR	1.000	8201	PRIN BUS MKT FI	YR	1.000
4400	GOVERNMENT	SM	0.500	8204	BANK/FIN SERVIC	SM	0.500
4410	ECO-FE	SM	0.500	8206	ACCOUNTING 2	YR	1.000
5000	HEALTH	SM	0.500	8207	MONEY MATTERS	YR	1.000
5004	PRIN HLTH SCI	YR	1.000	8301	PRIN HUM SERV	YR	1.000
5102	PE IS/TEAM	YR	1.000	8304	INTERIOR DESIGN	SM	0.500
5103	FITNESS	YR	1.000	8305	FASHION DESIGN	YR	1.000
5200	PE BOYS ATH 1	YR	1.000	8310	FASHION DESIGN II	YR	1.000
5202	PE BOYS ATH 2	YR	1.000	8601	PRIN AG/FOOD/NR	YR	1.000
5203	PE BOYS ATH 3	YR	1.000	8603	AG S ANIMAL MGT	SM	0.500
5204	PE BOYS ATH 4	YR	1.000	8604	AG W/FIS/ECO M	SM	0.500
5400	PE GIRLS ATH 1	YR	1.000	8606	AG EQUINE SCIEN	SM	0.500
5402	PE GIRLS ATH 2	YR	1.000	8609	AG LANDSCAPE DESIGN MGT	SM	0.500
5403	PE GIRLS ATH 3	YR	1.000	8611	AG LIVESTOCK PR	YR	1.000
5404	PE GIRLS ATH 4	YR	1.000	8614	AG ADV ANIMAL S	YR	1.000
6000	SPANISH 1	YR	1.000	8615	HORT SCIENCE	YR	1.000
6001	SPANISH 2	YR	1.000	8616	AG MECH/MET	YR	1.000
6003	SPANISH 3	YR	1.000	8617	ADV PLANT/SOIL	YR	1.000
7000	ART 1	YR	1.000	8701	WELDING	YR	2.000
7001	ART 2	YR	1.000	8702	ADV WELDING	YR	2.000
7004	ART 3	YR	1.000	9046	JOURN ADV YB1	YR	1.000
7010	BAND 1	YR	1.000	9047	JOURN ADV YB2	YR	1.000
7012	BAND 2	YR	1.000	9048	JOURN ADV YB3	YR	1.000
7014	BAND 3	YR	1.000				

Sample of Availability Report

Reports



- Course Reports
 - Section Summary
 - Courses by Sections
 - Teacher and Rooms Assigned Sections

- Scheduling Reports
 - Courses Requests in Course Sequence
 - Student Requests
 - Student Alternate Requests
 - Student Requests by Credit Range
 - Student without a Schedule

- Auto Scheduling Reports
 - Courses Conflicts-Student Auto Scheduler
 - Student Conflicts-Student Auto Scheduler

- Post-Scheduling Reports
 - Class Roster
 - Student Schedules
 - Student Locator
 - Teacher Load : Class Count
 - Free Period Report

Mass Student Scheduler (Auto Scheduler)

After students have submitted their Course Requests, the system enables you to compile that information and create schedules for the student based upon their requests. You can analyze students' schedules before accepting the proposed schedules. This can also be used to determine if courses need to be moved to a different period based on the conflicts.

Mass Add Requests or Sections

This utility enables you to either; mass create course requests or mass schedule students into a Course or Section. This can be helpful when you want to assign the same course request to a group of students or assign a group of students to the same Section.

Mass Add from Section Roster

This utility enables you to enroll an entire section of students or large numbers of students directly into another section(s). As an example, if you want to take a large number of students from a certain section of Algebra I and place them into a certain section of English I .

Mass Unschedule Student Sections

This utility allows you to unschedule some or all of the sections scheduled for students to date. For example, you may have ran the Mass Student Scheduler before discovering that a course was not added to your course list. You may have started scheduling and then realized that staffing changes will require you to modify your course list and sections. Uncheduling Sections enables you to start the scheduling process over with a clean slate for the students included in the process.

Students with Open Periods

This utility helps to locate students with open Periods in their schedules. It will give you a snapshot of the students with open periods and enables you to quickly access the student's schedule to locate and schedule any open period(s).

Mass Delete Requests or Sections (*use wisely*)

This utility enables you to delete multiple schedule requests or class sections at once. This is useful if you decided not to offer a section of a course for a particular year or if you need to delete student requests so they can start again.



Texas Skyward User Group Conference

**THANK YOU FOR
ATTENDING!**