

InformationNOW – Scheduling

About This Guide

This guide provides an overview of the scheduling options available in *InformationNOW*.

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Checklist

This checklist is provided to facilitate the process of scheduling students into classes. Detailed information about the listed steps is included in the document.

Prepare To Schedule in the Next Academic Session

- School Next Year: Students | Student Maintenance | *Main* tab or Students | Quick Entry Edit.**
- Confirm School Grade Levels: School/District | School | Grade Levels** under *Manage* menu at left.
- Verify Custom Fields: System Preferences | Setup | Custom Fields.** Confirm fields that are to be retained during Rollover are checked as *Retain Data During Rollover*.
- Valid Courses: Scheduling | Valid Courses**
- Master Schedule: Scheduling | Master Schedule**

To Schedule in Next Academic Session

- Create New Year Academic Session: Management Console | Create New Academic Session** or **School/District | School | *Acad. Sessions* tab.**
- Switch to New Academic Session: Preferences | Change Context**
- Verify Periods: Scheduling | Setup | Periods**
- Verify Day Types:**
- Verify Rooms**

- **Verify Staff**: Staff | Staff Maintenance.
- **Create Request Models**: Scheduling | Setup | Models.
- Enroll individual students who were not enrolled during the creation of the new academic session.
- **Enter Student Requests**: By model or individually.
- **Set Staff Criteria**: Scheduling | Master Schedule Staff.
- **Set Course Criteria**: Scheduling | Build Master Schedule.
 - Select Course Number.
 - Terms
 - Periods or Blocks, depending on the Scheduling Type/Model selected
 - Day Type
 - Teacher
 - Course Schedule Settings Screen
 - Recommended Sections
 - Sections Actual
 - # Created Sections
 - Search Sections
 - Copy Settings
 - Clear Sections
 - Create Sections
 - Build Schedule
- **Schedule Students against Master Schedule**: Scheduling | Schedule Requests.
- **Modify Individual Student Schedules**: Students | Student Maintenance.

Data Preparation

Served Grade Levels

- Go to **Schools/District | School**. Search for and select to view the school.
- Under the *Manage* menu list, select **Grading Levels**.
- Confirm that all grades serviced by the school are selected. Also, check the grade specified as the incoming grade level. For example, if Hometown High School is to receive 8th graders from Hometown Jr. High, on the Hometown High School *Grading Levels* screen, *8th Grade* must be selected as a valid grade level for this school.

Create New Academic Session

For details regarding creating a new academic session, please refer to the *InformationNOW – Creating an Academic Session* Quick Reference Guide.

Switch Academic Sessions

To schedule in the new academic session, switch to that session by going to **Preferences | Change Context**. Select the appropriate academic session.

Note: It is **critical** that users be aware of the Academic Session in which they are working. Use the task bar at the very top of the screen to confirm.

Lookups

Scheduling

To access scheduling lookups, go to either **Scheduling | Setup** or **System Preferences | Setup**. Confirm the following are established for the selected academic session.

- **Bell Schedules**
- **Blocks**
- **Classification of Instructional Programs**
- **Course Type**
- **Custom Fields – Course**
- **Custom Fields – Student Schedule**
- **Difficulty Level**
- **Funding Method**
- **Instructional Setting**
- **Models**
 - Click **+Add** to add a new Request Model.
 - *Type: Choose **Request**.
 - *Model: Name *Request Model*.
 - Click **Create**.
 - Click **+Add** to add Valid Courses to Model.
 - Click **Search** to access Valid Course File.
 - Place a check beside each class from page 1 and click **OK**.
 - Click **+Add** and navigate to each additional page in Valid Course File.
 - Place a check beside each class from each additional page(s) until all classes are listed for the Request Model.
 - Click **OK** to finish creating Model.
 - Repeat for each Request Model desired; click **Cancel** to exit when finished.
- **Periods**
- **Teaching Methods**
- **Terms**

Grading

To access scheduling-related lookups that also pertain to grading, go to either **Grades | Setup** or to **System Preferences | Setup**. Confirm the following are established for the selected academic session.

- **GPA Methods**
- **Grading Periods**
- **Grading Scale**
- **Standards Subjects**
- **Standards**

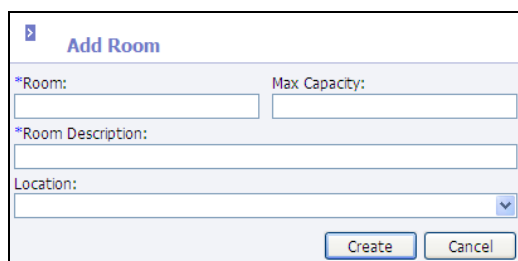
Update Rooms

To update rooms, go to **Schools/District | School**. Search for and select the school. Select the *Rooms* tab.

Note: Changes made to rooms will affect all academic sessions. Rooms should not be deleted until all of the classes tied to that room in the Master Schedule are complete.

Add

Click **Add** to insert new rooms. Required fields are indicated with an asterisk (*).



- ***Room:** Enter a unique alpha/numeric room identifier.
- **Max Capacity:** Enter the maximum number of seats available in the room.
- ***Room Description:** Enter a unique brief description of the room.
- **Location:** Select a location for the room. Locations are created under **System Preferences | Setup**. Select **School Locations** and click **Refresh** to add, view or delete locations.

View

To view or edit a room, either click the room blue link or place a check next to the room and click **View**.

Delete

To delete a room, place a check next to the room and click **Delete**. Warning! Rooms are not unique to the academic session. When a room is created, it may be viewed in any academic session. Therefore, rooms must not be deleted until all classes tied to the room in the Master Schedule have been completed and the academic session has been closed.

Update Teacher Information

To update staff information, go to **Staff | Staff Maintenance**.

- Add any new teachers
- Select and view existing teachers to make any necessary changes.

Note: Changes made will affect staff records regardless of the academic session. It is not recommended to delete outgoing teachers until after the current academic session has been closed.

Valid Courses

To update valid courses go to **Scheduling | Valid Courses**.

Add

Click **Add** to insert new courses for the selected academic session. Required fields are indicated with an asterisk (*).

Add Course

Main Standards Custom Textbook Scheduling Rules

Course Details

*Course Number: Alt Course Number: State Course Number:

*Short Name: *Long Name:

*Course Type: CIP Code: *School Category:
Elementary School
High School
Night School

GPA Credit: Difficulty Level:

Graduation Credit: Max Capacity:

*Starting Grade: *Allowable Gender:
K Male Female

*Ending Grade: Honor Roll

Additional Info

Course is Instructional Is State Reported Display On Report Card

Is Required Active

Instructional Setting: Teaching Method: Funding Method:

Create Cancel

- ***Course Number:** Enter a unique course identifier. May be alpha and/or numeric.
- **Alt Course Number:** Enter an alternative course number. May be alpha and/or numeric.
- **State Course Number:** Enter the state-specific number for this course to be used in state reporting. Check the State Guidelines to determine if this is required. State Course Number may be alpha and/or numeric.

- ***Short Name:** Enter a short name for this course. The short name will print on the standards bank report, course request verification report, course request roster report, course request matrix report, course listing report and will display on the student’s request screen.
- ***Long Name:** Enter a long description for the course.
- ***Course Type:** Used in relation to transcript graduation requirements and prerequisites. Required for VOC (Vocational Courses) in Mississippi.
- **CIP Code:** Enter the unique CIP code for this course. Consult your State Guidelines to determine if this is required. The CIP code is used in vocational reporting.
- **GPA Credit:** Enter the total number of GPA credit to be issued to students enrolled in this course.
- **Difficulty Level:** Assign the difficulty level for this course. Difficulty level may be used in tracking graduation requirements. Consult your State Guidelines to determine if this is required.
- **Graduation Credit:** Enter the total number of Graduation credit to be issued to students who successfully complete the entire course.
- **Max Capacity:** Enter the maximum number of students allowed per section of this course. When sections are created under the *Build Master Schedule* option, capacity will automatically be set to 25 for sections in which a capacity is not specified.
- ***Starting Grade/Ending Grade:** Select the starting and ending grade levels for students who may request or take this course. Earliest allowable grade level to request or take this course. Remember that the students will be in their current grade level until promotion has taken place. So, for example at the High School, the earliest grade level for freshman classes may need to be 8 rather than 9.

Note: If starting and ending grade levels are set here, then only courses with the grade levels identified for the school will be pulled into the *Master Builder* screen. See “Build Master Schedule” on page 23 for more details.

- ***Allowable Gender:** Check the applicable genders for this course.
- **Honor Roll:** Check if the grades received in this course should be considered when calculating the honor roll.
- ***School Category:** Select the school(s) in which this course is taught.
- **Course is Instructional:** Check if this course is considered instructional. Consult your State Guidelines to determine if this is required.
- **Is State Reported:** Check if this course is to be included in state reports. Consult your State Guidelines to determine if this is required.
- **Display on Report Card:** Check if the grades for this class are to be printed on report cards.
- **Is Required:** Check to indicate that this course is required. If checked, when requests are entered for students, the course will be marked as required automatically. Any course may be unchecked as desired.
- **Is Active:** Uncheck to make this course inactive. Inactive courses will not display on Course Request Entry, Master Schedule Builder, or Course Listing Report (unless selected to include). When searching for a course, if **Active Only** is selected, inactive courses will not display on the search results screen.
- **Instructional Setting:** Select the instructional setting for this course. Consult your State Guidelines to determine if this is required.
- **Teaching Method:** Select the teaching method for this course. Consult your State Guidelines to determine if this is required.

- **Funding Method:** Choose the funding method for this course. Consult your State Guidelines to determine if this is required.

Click **Create** to save the course. After saving the record, the following tabs may be accessed.

Summary Tab

The *Summary* tab displays the course number and short description. Also lists the school, academic session and sections available by term.

Standards Tab

Allows user to view, add or delete standards from the selected course. To insert a standard, perform the following steps:

- Click **Add**.
- Enter or select at least one search criteria (*Name, Standard Subject, Low Grade or High Grade*) and click **Search**.
- The list of matching criteria will display.
- Place a check next to the standard to be applied to this course.
- Click **OK**.

Custom Tab

Custom fields may be assigned to the Valid Course File. Refer to State Guidelines to determine if this is required. Custom fields are created under **System Preferences | Setup**. Select **Custom Fields** and **Course** and then click **Refresh** to add, view, delete or re-prioritize custom fields.

Textbook Tab

Textbooks may be assigned to the Valid Course File. Refer to the *InformationNOW – Textbook* Quick Reference guide for details regarding textbooks.

Scheduling Rules Tab

The ability to assign **Scheduling Rules** to the courses in the **Valid Course** file has been added. Scheduling rules allow users to assign specific scenarios to be followed when using the **Master Schedule Builder** or the **Schedule Request** options.

To create a new rule, click **Add**. Required fields are indicated with an asterisk (*).

In the following example, a rule is being assigned to a course called Biology I.

- ***Course Name:** Click **Find** to locate the course for which the rule is to be created that will be tied to the selected course. In this example, Algebra I is selected.
- **Is Required:** Check if this rule **Is Required**. Selecting this option will override any Priority selected. When the Master Schedule Builder or schedule request options are selected, this rule will be followed absolutely. If selected, the *Priority* field will be inactive.

- ***Priority:** Select the **Priority** in which this rule is to be followed as it relates to other rules that have been assigned to this course. Assigning a priority of 1 indicates that this rule is to be followed before any other rules with a high priority (i.e., 2, 3, 4, etc.).
- **Term:** Select if this course is to take place during a *Different* term than the selected course or during the *Same* term. In the above example, Algebra I and Biology I are to be placed in *Different* terms when either the Master Schedule Builder or the schedule requests options are selected.
- **Period/Block/Day Type:** Select if this course is to take place in a *Different Period/Block/Day Type* than the selected course or the *Same Period/Block/Day Type*. In the above example, Algebra I and Biology I are to be placed in the *Same Period/Block/Day Type* as Biology I when either the Master Schedule Builder or the schedule requests options are selected.
- **Teacher:** Select if this course is to be assigned to a *Different Teacher* than the selected course or the *Same Teacher*. In the above example, Algebra I and Biology I, no preference has been assigned.

Tasks Menu

Click to perform one of the following tasks:

- **Print Screen**
- **Help**

Manage Menu

Click to access one of the following menu options:

- **Create Sections from Course:** Allows the user to create and/or add to section(s) of an existing Valid Course.
- **Prerequisites:** Prerequisites allow for the creation of requirements that students must meet in order to enroll in the selected course.

Example 1 – “AND” Requirement: To enroll in a Creative Writing course, a student must have earned at least two credits within the course type of English AND at least one of the credits must have been in English 9. For this example, on the pre-requisites screen for the Creative Writing course, perform the following steps:

- First create a rule for the requirement that states a student must have received 1.0 credit in English 9.
 - Under the *Rules (And)* section, click **Add**.
 - Enter a name for the rule (ex.: *English 9*)
 - Under the *Course Requirements (OR)* section, click **Add**.
 - Click **Find** to locate the English 9 course.
 - Enter a credit of 1.0 indicating the student must have received a full credit in the English 9 course.
 - Click **Create**.
- Next, create a rule for the requirement that states a student must have completed two credits within the English course type. Since this is an “AND” requirement, meaning in addition to the English 9 requirement, a new rule on the left side of the screen must be added.
 - Under the *Rules (AND)* section, click **Add**.
 - Enter a name for the rule (ex.: *2 English Credits*).
 - Under the *Course Type Requirements (OR)* section, click **Add**.

- Select the course type of English.
- Enter the credit of 2.0.
- Click **Create**.

Example 2 – “OR” Requirement: To enroll in a Creative Writing course, a student must have earned at least two credits within the course type of English OR at least one credit of English 9. For this example, on the pre-requisites screen for the Creating Writing course, perform the following steps:

- Create a rule for the pre-requisite. Since this is an OR requirement, only one rule needs to be created on the left-hand side of the screen.
 - Under the *Rules (AND)* section, click **Add**.
 - Enter a name for the rule (ex.: *Creative Writing*).
 - Under the *Course Requirements (OR)* section, click **Add**. Find the English 9 course. Enter a credit of 1.0 and click **Create**.
 - Under the *Course Type Requirements (OR)* section, click **Add**. Select the English course type. Enter a credit of 2.0 and click **Create**.
 - Click **Close** to save the pre-requisite.
- **Course Fees**: Click **Add** to insert a fee for this course. Required fields are indicated with an asterisk (*).
 - ***Name**: Enter a name for the fee (ex.: *Workbook*).
 - ***Category**: Select the category for the fee. Categories are created under either **Fees | Setup** or **System Preferences | Setup**.
 - ***Amount**: Enter the entire fee amount in decimal format (ex.: 20.00)
 - **Description**: Enter a brief description for the course fee.
- **Course Request Roster**: Click to view student requests for this course.
 - **Add**: Click to add requests for additional students.
 - **View**: Place a check next to existing request(s) and click to edit.
 - **Delete**: Place a check next to existing request(s) and click to delete.
 - **Prerequisites**: Click to view prerequisites for this course.
 - **Copy Students**: Click to copy students who are currently requesting this course to another course.
 - **Move Students**: Click to move students who are currently requesting this course to a different course.
 - **Course Request Roster**: Click to print a report of the student requests.

Reports Menu

Click to access the following report:

- **Standards Bank:** Allows Standards for the Selected Course or all Standards to be printed.

Master Schedule

To update valid courses go to **Scheduling | Master Schedule**.

The Master Schedule contains information detailing when a course will be taught; where it will be taught; and who will teach the course. Some information will pull from the Valid Courses File. In some instances, this information may be edited on each section. Some fields must be edited on the valid course and may not be edited on the Master Schedule.

Note: If the Master Schedule was copied into the New Academic Session, it can be edited to change information for the new academic session. If user is only editing the Master Schedule for the new academic session, the *Build Master Schedule* function option would not be used.

Add

To insert a new section, click **Add**.

Note: Sections may also be added from the Valid Course file. Go to **Scheduling | Valid Courses**. Search for and view the desired course. Click to **Create Section From Course** under the *Manage* menu at left.

Enter the course search criteria (ex.: *English*) and click **Search**.

Search Courses

Search

Criteria

Course Number:

Course Name:

Course Type:

Starting Grade:

Ending Grade:

Sort By:

Bullet the course from the resulting list and click **OK** or click the course number that appears as a blue link.

Search Courses - Course Result List

Courses

Search Criteria: [Course Type = English](#)

	Course Number	Course Name	Course Type	Sections
<input type="radio"/>	211	American Lit	English	12
<input type="radio"/>	201	Col Prep Eng	English	0
<input type="radio"/>	413	CreativeWrit	English	0
<input type="radio"/>	110	English 10	English	15
<input type="radio"/>	218	English 11	English	0
<input type="radio"/>	219	English 12	English	0
<input checked="" type="radio"/>	109	English 9	English	23
<input type="radio"/>	403	LA	English	1

Required fields are indicated with an asterisk (*).

- **Course Information:** *Course Number, Alt Course Number, State Course Number and CIP Code* pull from the Valid Course File and cannot be edited.
- **Section Details:**
 - ***Section Number:** Enter a unique section number. This field may be alpha and/or numeric.
 - ***Short Name:** Enter a short name for this section. The short name will print on most grading reports (including report cards), transcript reports, student schedule reports, Master Schedule reports, discipline reports as well as the student's schedule screen.
 - ***Long Name:** Enter a long name for this section. The long name will print on the Room-Teacher utilization report and will display on most of the teacher's classroom screens.
 - **Display on Report Card:** Check this box if this section of the course should display on report cards.
 - ***Allowable Gender:** Check *Male* and/or *Female* as needed.
 - ***Course Type:** Select the appropriate course type from the drop-list. Used in relation to transcript graduation requirements and prerequisites. Consult your State Guidelines to determine if this is required.
 - **Difficulty Level:** Assign the difficulty level for this section. Difficulty level may be used in tracking graduation requirements. Consult your State Guidelines to determine if this is required.

- **Honor Roll:** Check if the grades received for this section of the course should be considered when calculating honor roll.
- **Teacher:** Click the **Teacher** link to add the main teacher or add additional teacher(s).
- **Room:** Select from the drop-list. Rooms are created under **School/District | School**. Search for and view the school. Click the *Rooms* tab.
- ***Starting/Ending Grade:** Enter the lowest and highest grade level to be scheduled into the class. Remember that the students will be in their current grade level until promotion has taken place so, for example, at the High School the earliest grade level for freshman classes may need to be 8 rather than 9.
- **Grading Scale:** Select a grading scale if this course uses a scale different from the scale attached to grade levels.
- **GPA Credit:** Enter the amount of credit a student will earn toward GPA for the entire course. Amount must be entered in the format of x.xxx (i.e. 1.000).
- **Graduation Credit:** Enter the amount of credit a student will earn toward graduation for the successful completion of the entire course. Amount must be entered in the format of x.xxx (i.e. 1.000).
- ***Periods:** Check the period(s) during which this section will meet.
- **Period Variation:** Only available if period variations have been attached to bell schedules. For example, if the student lunch wave is determined by the class the students attend during 3rd period, each Period 3 course would be assigned a period variation indicating the time that students go to lunch vs. class. Please refer to the *InformationNOW – Attendance Quick Reference Guide* for more details regarding period variations.
- ***Meets On:** Available only for specific scheduling types which are selected when the academic session is created. If available, select the appropriate day type(s) on which the class will meet.
- **Terms:** Check the terms during which the class will meet.
 - **Capacity:** Enter the maximum number of students that may be scheduled into this class. When sections are created under the *Build Master Schedule* option, capacity will automatically be set to 25 for sections where a capacity is not specified.
 - **Enrolled:** The number of currently enrolled students for the term will display.
 - **A. Credit:** Check if attempted (GPA) credit is awarded at the end of the term. The number of check marks here will be divided into the GPA credit and Graduation credit values entered for the section.
- **GPA Method:**
 - **Weight Add:** Enter the weight added value for the various GPA methods. GPA Methods are created under either **Grades | Setup** or **System Preferences | Setup**.
 - **Weight Mult.:** Enter the weight multiplier for the various GPA methods. GPA Methods are created under either **Grades | Setup** or **System Preferences | Setup**.
- **Additional Info:**
 - **Course is Instructional:** Check if this section is considered instructional. Consult your State Guidelines to determine if this is required.
 - **Is State Reported:** Check if section is to be included in state-mandated extracts. Consult your State Guidelines to determine if this is required.
 - **Instructional Setting:** Select the instructional setting for this section. Consult your State Guidelines to determine if this is required.

- **Teaching Method:** Select the teaching method for this section. Consult your State Guidelines to determine if this is required.
- **Funding Method:** Select the funding method for this section. Consult your State Guidelines to determine if this is required.

Edit

To modify an existing section, go to **Scheduling | Master Schedule**. Search for and view the section to be modified. After making the changes, click **OK** to save.

Note: On the search result list, users may click the number of students currently enrolled in the class that appears as a blue link.

A list of currently enrolled students will display. Users with appropriate rights may then click a student number that appears as a blue link to access that student’s demographic information.

Delete

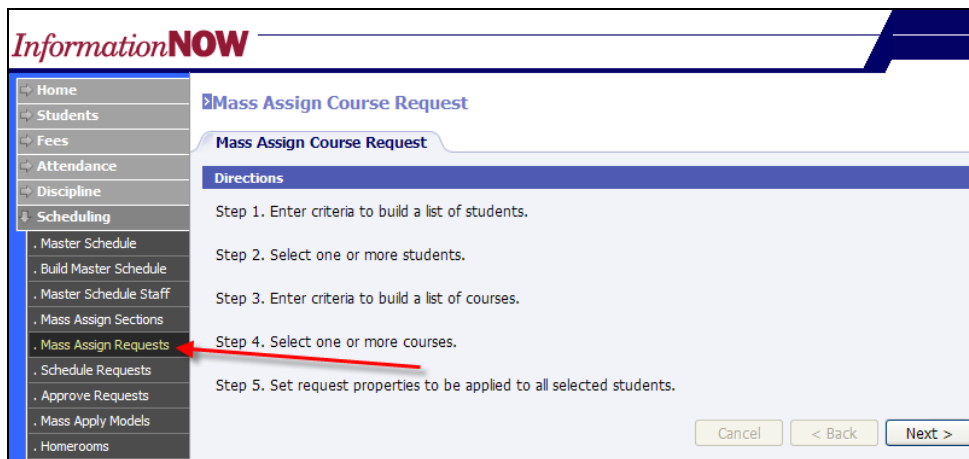
To delete an existing section, go to **Scheduling | Master Schedule**. Search for the section to be deleted. Place a check next to the section number and click **Delete**.

Enter Student Requests

Mass Assign Course Requests

Course requests may be added to a group of student by going to **Scheduling | Mass Assign Requests**.

Review the steps and click **Next**.



1. Allows the user to build a list of students to which to assign requests. Enter the search criteria and click **Next**.

2. A list will display on the left showing students who meet the search criteria. Use the **Add >**, **Add All >>**, **< Remove** and **<< Remove All** buttons to move students who are to be assigned the requests to the right side of the screen. Click **Next**.

3. Enter the search criteria for the course(s) to be requested for the selected students. Click **Next**.

- The resulting list of courses will display. Place a check next to the course(s) to be added as requests for the student(s) selected in step 2. Click **Next**.

<input type="checkbox"/>	Course Number	Course Name	Course Type	Sections
<input type="checkbox"/>	30901	Alg 1	Advance Placement	4
<input type="checkbox"/>	31001	Alg 2	Advance Placement	4
<input checked="" type="checkbox"/>	80901	Art 9-12	Advance Placement	23
<input checked="" type="checkbox"/>	50910	Band 9-12	Advance Placement	19
<input type="checkbox"/>	41001	Biology	Advance Placement	4
<input type="checkbox"/>	70901	Carpentry 1	Advance Placement	10
<input checked="" type="checkbox"/>	41102	Chemistry	Advance Placement	5
<input type="checkbox"/>	21202	Econ	Advance Placement	0
<input type="checkbox"/>	11001	Eng 10	Advance Placement	4
<input type="checkbox"/>	11201	Eng 12	Advance Placement	4
<input type="checkbox"/>	10601	Eng 6	Advance Placement	8
<input type="checkbox"/>	10701	Eng 7	Advance Placement	8
<input type="checkbox"/>	10801	Eng 8	Advance Placement	8
<input type="checkbox"/>	10901	Eng 9	Advance Placement	5
<input type="checkbox"/>	31101	Geometry	Advance Placement	6
<input type="checkbox"/>	10103	Handwrite 1	Advance Placement	4
<input type="checkbox"/>	10203	Handwrite 2	Advance Placement	8

- A window will display that allows the user to set specific parameters for the selected course request. The name of the course will display at the top of the screen in gray. Options that are selected on this screen will be applied to all requests for the selected course.
 - Required:** Select if the course is required for the student.
 - Alternative Course:** Alternative course requests may not be assigned in mass. This option is disabled.
 - Section:** If a specific section is to be assigned to the students, select the section from the list.
 - Prescribed:** Indicates that this is the section students are to be scheduled into when the automated scheduler is run (i.e., pre-scheduling student).
 - Proscribe:** Indicates that this is the section students are NOT to be scheduled into when the automated scheduler is run. Most often this is used to indicate sections reserved for special circumstances, such as advanced placement or special education.
 - Teacher:** If a specific teacher is to be assigned to the students, click **Find** to select the teacher.
 - Prescribed:** Indicates that this is the teacher to which students are to be assigned when the automated scheduler is run (i.e., pre-scheduling teacher).
 - Proscribe:** Indicates that this is the teacher students are NOT to be scheduled with when the automated scheduler is run. Most often this is used to indicate teachers reserved for special circumstances such as special education.
 - Start Term:** If students are to be scheduled into a section that begins in a certain term, select the term from the available list. Otherwise, select **--- Any ---**.
 - Periods:** If students are to be assigned a section that meets in a specific period, enter the period in the field provided.
 - Meets On:** If students are to be assigned a section that meets on a specific day, enter that day in the field provided.

- **Number Of Terms:** Indicates if the students are to be scheduled into only a certain number of terms for the selected course.

6. Once parameters have been selected, click **Assign**.
7. The course request will be assigned to the selected students and a resulting list will display.

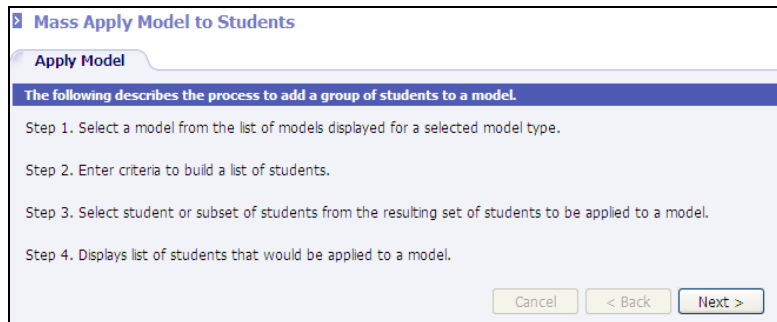
Student	Name	GR
S1164	Adams, Alyssa Breann	10
S1005	Adams, Amy Marie	11
S1011	Adams, Ann	10
S1057	Adams, James	09
S1224	Braxton, William	09

8. If multiple courses were selected in Step 4, use the navigation arrows to move to the next course. Set the appropriate parameters and click **Assign**.
9. Continue until all selected courses have been assigned to the selected students.

Mass Apply Models

Go to **Scheduling | Mass Apply Models** and follow the Wizard. Models should first be created under **Scheduling | Setup** or under **System Preferences | Setup**.

Note: At any time, click **Cancel** to exit the process. Click **Back** to return to the previous screen. Click **Next** to continue.



Step 1: Select a model from the list of models displayed for a selected model type

- For *Type*, choose **Requests** and click **Refresh**.
- Bullet a model and click **Next**.

Step 2: Enter criteria to build a list of students

- Select criteria using any field (usually a grade level).
- Click **Next**.

Step 3: Select student or subset of students from the resulting set of students to be applied to a model

- Select students and move from left list to right list.
- Click **Next**.

Step 4: List of students that would be applied to a model

- Check any *Override* options that apply. See “Override” on page 39 for more details.
- Confirm list of students is correct.
- Click **Apply**.

Apply Models to an Individual Student

Go to **Students | Maintenance**.

- Find a student.
- Under the **Manage** menu, click **Requests**.
- Under the **Manage** menu, click **Apply Model**.

Enter Requests Individually

Go to **Students | Student Maintenance**.

- Find a student.
- Under the **Manage** menu, click **Requests**.
- Under the **Manage** menu, click **Add** to multiple-select courses to add as requests.
- Click the **+Add** button to add one request at a time.
 - Prescribe: User is marking a course/section/teacher to which the student will be scheduled when the automated scheduler is run. (Pre-scheduling student)
 - Proscribe: User is marking a course/section/teacher that a student is NOT to be scheduled into.

Processing Home Portal Requests

Requests may be entered by students or parents via the home portal of *InformationNOW*. These requests must then be approved or rejected.

Go to **Scheduling | Approve Requests**.

The screenshot shows the 'Approve Requests' page in InformationNOW. The status is set to 'Pending'. The table below lists four requests for student Adams, Amy Marie.

File No.	Name	Course Name-Number	Terms	Start	Required	Type	Status
S1005	Adams, Amy Marie	Algebra I - MA1010			False	Primary	P
S1005	Adams, Amy Marie	Algebra I - MA1010			False	Primary	P
S1005	Adams, Amy Marie	Carpentry 1 - 70901			False	Primary	P
S1005	Adams, Amy Marie	Carpentry 1 - 70901			False	Primary	P

- **Status**: Select to filter the screen to view requests that are *Pending*, *Approved*, *Rejected* or *All* requests (blank).
- **Counselor**: By default, pending requests will display for the logged in user for students who are assigned to them as a Counselor. To view the requests for a different counselor, click **Find** and search for the counselor. To remove the counselor filter click **Clear**.
- **Columns**:
 - **File No**: The student's id number. If the user has the rights, click the hyper link to access the student's demographic record.
 - **Name**: Displays the student's name.
 - **Course Name Number**: The name of the course and the course ID that is being requested.
 - **Terms**: If the user requested a specific number of terms, it will display here. Note: The specific number of terms may not be entered on a request that is submitted via the Home Portal.

- **Start:** If the user requested a specific starting term, it will display here. Note: The specific starting term may not be entered on a request that is submitted via the Home Portal.
- **Required:** If this request has been marked as a required course for the student, a *Yes* will display in the *Required* column. Note: *Required* may not be checked on a request that is submitted via the Home Portal.
- **Type:** Indicates if this request is a primary request or if the request is an alternative request. Primary requests will be scheduled first if possible. If the primary course is unable to be scheduled due to conflicts, the alternative course will be scheduled instead. Note: Alternates may not be assigned for requests that are submitted via the Home Portal.
- **Status:** Once a request is added through the parent portal, school staff must review the request. Until the request is approved by the school, the request will display in a *P (Pending)* status. Once the school has accepted the request, the status will display as *A (Accepted)*.
- **Approve:** To approve the request, place a check next to the request(s) and click **Approve**. The request will display in the Home Portal as accepted and will be processed when the student is scheduled. Once approved, the request will display on the student's screen under **Students | Student Maintenance**.
- **Reject:** To reject the request, place a check next to the request(s) and click **Reject**. The request will display in the Home Portal as rejected.
- **Delete:** To remove the request from the student, place a check next to the request(s) and click **Delete**. The request will no longer display on the student request screen in Home Portal or from the student's record under **Student Maintenance**.

Request Reports

- **Course Request Errors:** A report of student request errors.

Course Request Errors

Criteria

Student Filter: _____

*Student ID to Print: Student Number

*Order By: Student Display Name

*Term(s): All, Term 1, Term 2

Student Status: Both Enrolled and Registered Students

Page Break on Order By Selection

Errors to Check

No Requests Too Many Requests Not Enough Requests

Invalid Section Credit Already Received Prerequisites

Invalid Grade Level

Include

Error Message Withdrawn Students

Working Filter

Save to Working Filter Append to Existing Overwrite Existing

Format: HTML Save as Default

Preview Close

Errors include:

- **1 - No Requests:** An error will display for each term and for each student that has no requests entered for the selected term(s). A *1 - No Requests* error will also display if the student has no requests entered for *Any* term(s).
 - **2 - Too Many Requests:** An error will display for each student whose sum of the requests is greater than the number of periods * the number of terms. For example, if the student has 9 course requests for all year courses and there are only 8 periods in the day, an error will display for this student indicating *2 - Too Many Requests*.
 - **3 - Not Enough Requests:** An error will display for each student and for each term if the sum of the requests is less than the number of terms * the number of periods. For example, if the student has 5 course requests for all year courses and there are 8 periods in the day, an error will display for the student indicating *Not Enough Requests for (Term Name)*. Also, if the student 7 requests entered for single-term courses and there are 8 terms in the year, a message will display indicating *3 - Not Enough Requests for (Term Name)*.
 - **4 - Invalid Section:** An error will display for each student and for each course where the gender of the student does not match the allowable gender for the course. For example, if PE110 – Girls Basketball is set up as a course for only females and a male has requested the course, the error message *4 - Invalid Section* will display for the male student.
 - **5 - Credits Already Received:** An error will display for the student and course if the student’s transcript history contains more than a 0 graduation credit for the selected course. For example, if the student is requesting Eng101 and the student has already received graduation credit for Eng101 in his or her transcript history, an error message *5 - Credits already received for Eng101* will display.
 - **6 - Prerequisites:** An error will display for the student and course if the student has not met the prerequisites which were established for the selected course. For example, if the Valid Course File for Creative Writing includes a prerequisite for Eng101 and the student’s transcript history does not include graduation credit for Eng101, an error will display indicating *6 - Prerequisites required for Creative Writing*.
 - **7 - Invalid Grade Level:** An error will display for the student and course if the student’s grade level is less than or greater than the allowable grade level for the course. For example, if an 8th grade student has requested English 11 which has been marked in the Valid Course File as a course only available for 11th and 12th graders, an error message will display indicating *7 - Invalid Grade Level English 11*.
- **Course Request Matrix:** A matrix or list report of the count of requests by course.

The screenshot shows a software window titled "Course Request Matrix". It is divided into two main sections: "Criteria" and "Include".

Criteria Section:

- Report Type:** Two radio buttons are present: "Matrix" (which is selected) and "List".
- Start Course:** A text input field with a "Find" button to its right.
- End Course:** A text input field with a "Find" button to its right.
- Student Status:** A dropdown menu currently showing "Both Enrolled and Registered Students".

Include Section:

- Two checkboxes are present: "Withdrawn Students" and "Alternate Requests", both of which are currently unchecked.
- Format:** A dropdown menu currently showing "HTML".
- A checkbox labeled "Save as Default" is located to the right of the Format dropdown.

At the bottom of the window, there are two buttons: "Preview" and "Close".

- **Course Request Roster**: A list report by course of student requests.

- **Course Request Tally**: A count by course of student requests listed by grade level and ethnicity. Also available from the individual student's request screen.

- **Course Request Verification**: A list report by student of requests. Also available from the individual student's request screen.

Request details include:

- T: The number of terms requested if specified.

- S: The semester requested or *A* for *Any*.
- L: Is the course Linked? This is currently not available in *InformationNOW* but is to be added.
- R: Request marked as required.
- P: Request priority. This is currently not available in *InformationNOW* but is to be added.
- I: The number of instances requested. For example, if a senior must take PE twice to graduate, enter an instance of 2 on the request for the student to be scheduled into two sections of PE. This is currently not available in *InformationNOW* but is to be added.
- Prescribed Section or Teacher: Proscribed teacher/section does not display on the *Course Request Verification* report.
 - *Prescribe* indicates that students should only be scheduled with the selected teacher/section.
 - *Proscribe* indicates that students should be scheduled with any teacher/section **except** for the selected teacher/section.
- Grad Credit: The graduation credit to be earned by the student upon the successful completion of the course.

Build Master Schedule

Through the Build Master Schedule option, *InformationNOW* will construct a Master Schedule based on the constraints entered for Staff and Course information as well as student Course Requests.

Note: If editing or hand building Master Schedule, disregard this section.

Data Preparation

- **Create Academic Session**: See “Create New Academic Session” on page 3.
- **Create/Edit Valid Courses**: See “Valid Courses” on page 6.
- **Define Terms**: See “Terms” on page 25.
- **Define Periods**: (If using one of the following Scheduling Models)
 - Every Section Meets Every Day of the Week
 - Each Section Declares Day Type Each Section Meets
 - Each Section Declares Day Type which it Meets, Specify Number of Days in Cycle
 - Each Section Declares the Days of the Week which it Meets
 - Each Section Declares Blocks which it meets/Each Block declares day type and period

See “Create New Academic Session” on page 3 for additional details regarding scheduling models.

To define periods, go to **System Preferences | Setup**.

- Define Day Types if using one of the following Scheduling Models. See “Create New Academic Session” on page 3 for additional details regarding scheduling models:
 - Each Section Declares Day Type Each Section Meets
 - Each Section Declares Day Type which it Meets, Specify Number of Days in Cycle Each Section

- Each Section Declares Blocks which it meets/Each Block declares day type and period

To define day types, go to **School/District | School**. Search for and select the school. Click the *Academic Sessions* tab. Click to view the desired academic session. Click the *Day Types* tab. Insert day types to correspond with the scheduling model selected.

- Define Blocks if using the schedule model of *Section Declares Blocks which it meets/Each Block declares day type and period*. See “Create New Academic Session” on page 3 for additional details regarding scheduling models.
- Enter Teacher/Staff detail. See “Update Teacher Information” on page 6.
- Rooms must be defined. See “Update Rooms” on page 5.

Master Schedule Staff

Before utilizing the Master Schedule builder, staffing availability criteria must be established (i.e., periods, days of the week during which staff is available). To do so, go to **Scheduling | Master Schedule Staff**.

Click **Search** to view a list of all staff or enter search criteria and click **Search** to view a subset of staff.

Select the staff member(s) from the list by placing a check next to their name and clicking **View**. Alternately, click the staff member’s name which appears as a blue link to edit one staff member.

The *Master Schedule Teacher Settings* screen will appear.

Note: The screen will vary based on the scheduling model selected for the academic session.

The screenshot shows the 'Master Schedule Teacher Settings' window for 'ST1002 - Anderson, Pamela...'. The window has a 'Settings' tab and is divided into several sections:

- Available Period by Term:** A list of periods with checkboxes. 'Term 1' is checked. Under 'Term 1', 'Period 1', 'Period 2', and 'Period 3' are checked, while 'Period 4 - Lunch', 'Period 4B', and 'Period 4C' are unchecked.
- *Day Types:** A list of day types with checkboxes. 'Everyday' is checked.
- Room Selection:** A table with columns: Room, Max Capacity, Description, Location, and Preferred. One row is visible: Room 101, Max Capacity 35, Description 101, Location Freshman Hall, and Preferred checked. There are 'Add' and 'Delete' buttons above and below the table.
- Buttons:** 'OK' and 'Close' buttons are at the bottom right.

- Check the *Periods* within each Term or Block that the staff member is available to teach.
- Select the *Day Types* that the staff member is available to teach.
- Click **Add** to select the rooms in which the teacher will teach. Select any preferred room if desired.

Course Restrictions

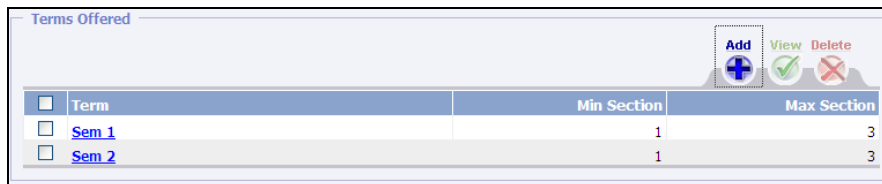
When building a Master Schedule, course restrictions should also be established. To do so, go to **Scheduling | Build Master Schedule**. Click the course number that appears as a blue link to establish constraints for the course.

Note: The screen will vary based on the scheduling model selected for the academic session.

Enter the constraints for the selected course for terms offered, periods offered and Course/Teacher combinations.

Terms

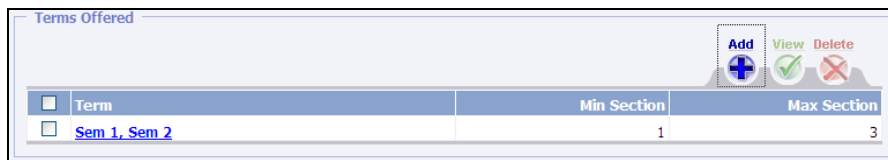
- If the course is a one term course, click **Add** and insert one record for each term the course is available.



The screenshot shows a table titled "Terms Offered" with columns for Term, Min Section, and Max Section. There are two rows: Sem 1 and Sem 2, both with a Min Section of 1 and a Max Section of 3. Above the table are buttons for Add, View, and Delete.

<input type="checkbox"/>	Term	Min Section	Max Section
<input type="checkbox"/>	Sem 1	1	3
<input type="checkbox"/>	Sem 2	1	3

- If all-year-round class, select all terms at the same time (using *Ctrl+click*).



The screenshot shows a table titled "Terms Offered" with columns for Term, Min Section, and Max Section. There is one row: Sem 1, Sem 2, with a Min Section of 1 and a Max Section of 3. Above the table are buttons for Add, View, and Delete.

<input type="checkbox"/>	Term	Min Section	Max Section
<input type="checkbox"/>	Sem 1, Sem 2	1	3

- **Min Number of Sections:** Not required. Indicates the minimum number of sections for the builder to create.
- **Max Number of Sections:** Not required. Indicates the maximum number of sections for the builder to create regardless of recommendations.

Note: If the term criterion is not entered, the term(s) must be assigned manually to each section after the Master Schedule has been built.

Periods

- Select the Period(s). If a class meets for more than one period in the day, use *Ctrl+click* option to select multiple periods.
- If desired, indicated the preferred periods. The program will attempt to schedule preferred periods first when building the Master Schedule.

Note: If period criteria are not entered, the period(s) must be assigned manually to each section after the Master Schedule has been built.

Course/Teacher Combinations

- Select the Staff Member(s) eligible to teach the course.
- Enter the *Max Number Sections* that the teacher may teach for the course.

- If desired, indicated the preferred teacher. The program will attempt to schedule preferred teachers first when building the Master Schedule.

Note: If teacher criteria are not entered, the teacher(s) must be assigned manually to each section after the Master Schedule has been built.

Example:

- The course can be taught in either term, but only lasts for one term. Each term must have at least one section, but no more than 3 sections can be taught in either term.
- The course may be taught in periods 1, 2, 3, 5, 6, 7, and only lasts one period in length (if a class needs to last multiple periods, it should show as 1,2 in the display (*Ctrl*+click to select multiple periods)). The preferred periods for the course are 1 and 3.
- The course may be assigned to one of three different teachers. However, it will be assigned to the preferred teacher first. Each teacher may have a maximum of two sections.

The screenshot displays three sections of the Master Schedule Builder interface:

- Terms Offered:** A table with columns for Term, Min Section, and Max Section. It lists Sem 1 and Sem 2, both with a minimum of 1 section and a maximum of 3 sections.
- Periods Offered:** A table with columns for Period and Preferred. It lists Period 1, 2, 3, 5, 6, and 7. Periods 1 and 3 are marked as preferred (Yes).
- Course/Teacher Combinations:** A table with columns for Teacher, Preferred, and Max Section. It lists Anderson, Pamela Dean; Andretti, Mario; and Pitt, Brad. Anderson, Pamela Dean is marked as preferred (Yes), and all three have a maximum of 2 sections.

Master Schedule Builder Details

To edit the Master Schedule Builder details, go to **Scheduling | Build Master Schedule**.

Columns

- **Course Number:** Valid Course Number
- **Course Name:** Valid Course Name
- **# Requests:** Number of actual requests entered into the student request file.
- **#Alt Req:** The number of requests entered for students for the course that are specified as alternate requests to other course requests.
- **Capacity:** The seating capacity entered on the Valid Course File will display. It may be manually adjusted on this screen. If there is no capacity entered on the valid course, a default of 25 is assigned.

Note: If making changes to seating capacity, click **OK** to save the capacity changes prior to selecting to create sections.

- **Min % Req:** The minimum acceptable percentage (%) of requests to be scheduled. *InformationNOW* assumes 100%, but this may be manually adjusted.

Note: If making changes to *Min % Req*, click **OK** to save the percentage changes prior to selecting to create sections.

- **Min % Alt Req:** The minimum acceptable percentage (%) of alternate requests to be scheduled. *InformationNOW* assumes 100%, this may be manually adjusted.

Note: If making changes to *Min % Req*, click **OK** to save the percentage changes prior to selecting to create sections.

- **Recommended Sections:** The recommended number of sections needed by course based on:
 - $(\# \text{ Requests} * \text{Min}\% \text{ Req}) + (\# \text{ Alt Requests} * \text{Min}\% \text{ AltReq})$
 - Capacity
- **# Sections Actual:** The number of sections to create during the Master Schedule Build. If blank, the program will create the number of sections determined in the *Recommended Sections* column. A number entered here will override the recommended sections computed by the program.

Note: If making changes to *#Sections Actual*, click **OK** to save the *# Sections Actual* prior to selecting to create sections.

- **# Created Sections:** Display only. Displays the current number of sections created in the Master Schedule for this course, whether manually created or automatically built by the Master Schedule builder.

Buttons

- **Build Schedule:** Assigns teachers, room, periods and terms to the built sections of the Master Schedule.
- **Clear All Sections:** Removes **all** sections in the Master Schedule.
- **Search Sections:** A quick search of the sections created in the Master Schedule.
- **Create Sections:** Creates sections in the Master Schedule based upon recommendations and overrides.
- **Copy Settings:** Select a course with constraints already entered. Click **Copy Settings**. Select the course to which to copy the constraints and click **OK**.

Schedule Requests for a Group of Students

Schedules students into course sections based on requests and availability. Go to **Scheduling | Schedule Requests**.

Note: At any time, click **Cancel** to exit the process. Click **Back** to return to the previous screen. Click **Next** to continue.

Schedule Requests

Automatic Scheduling

The following describes the process to schedule a group of students to multiple sections simultaneously.

Step 1. Enter criteria to build a list of students.

Step 2. Select from the resulting list all or a subset of students to schedule.

Step 3. Set scheduler execution settings.

Step 4. Review scheduler's summary output.

Cancel < Back Next >

Step 1: Enter criteria to build a list of students

Schedule Requests

Automatic Scheduling

Step 1. Enter criteria to build a list of students.

Criteria

First Name: Last Name:

Student Number: Date of Birth: ...

Social Security Number: Gender:

Phone: State ID Number:

Grade Level: Homeroom: [Find](#)

Filter

Student Filter:

Cancel < Back Next >

Step 2: Select from the resulting list all or a subset of students to schedule

- Based upon the criteria entered on the initial search screen, the lists of students who meet the criteria will be displayed at left. Move students to be scheduled to the right side using one of the following methods:

Note: If the desired students do not display at left, click the **Search Criteria** blue link to return to the search screen and modify the search criteria.

- Select a student and click **Add** to move the student to the right.
- Use *Ctrl+click* or *Shift+click* options to select multiple students. Click **Add** to move the students to the right.
- Click **Add All>>** to move all students to the right.

Note: Highlight students and use the **<Remove** and **<<Remove All** buttons to move students back to the left who are not to be scheduled.

Schedule Requests

Automatic Scheduling

Search Criteria: [Grade Level = 9](#)

Step 2. Select from the resulting list all or a subset of students to schedule.

Student List	Selected Students
S1007 - F - Anniston, Jennifer	S1008 - M - Armstrong, Louis
S1015 - M - Branson, Jacob	S1010 - M - Baer, Justin
S1018 - F - Carey, Mariah	S1011 - F - Ball, Christina
S1019 - M - Connick, Harry	S1012 - M - Ball, Jacob
S1020 - M - Crawford, Cody	S1013 - F - Blair, Bonnie
S1021 - F - Dawes, Dominique	S1014 - M - Bradshaw, Terry
S1022 - M - Dorsey, Thomas	S1016 - F - Brown, Ruth
S1023 - M - Elway, Jonathan	S1017 - F - Calaway, Ann
S1024 - F - Eubanks, Jennifer	
S1025 - F - Fitzgerald, Ella	
S1026 - F - Franklin, Aretha	
S1027 - F - Franklin, Gail	
S1028 - F - Froman, Angel	

Buttons: Add >, Add All >>, < Remove, << Remove All

Buttons: Cancel, < Back, Next >

- Click **Next** to continue.

Step 3: Set scheduler execution settings

Schedule Requests

Automatic Scheduling

Step 3. Set scheduler execution settings.

Scheduler Execution Settings

Un-Schedule before Scheduling

Balance by Ethnicities

Enforce Section Capacity

Balance by Genders

Enrollment Date: MM/dd/yyyy

Buttons: Cancel, < Back, Invoke

- **Un-Schedule before Scheduling:**
 - Un-schedules all students before scheduling.
 - Will not affect the manually scheduled courses/student combinations.
- **Balance by Ethnicities:** Attempts to balance each section by the students' ethnicities.
- **Enforce Section Capacity:** When selected, the scheduler will not exceed the seating capacity allowed in each term of a section.
- **Balance by Genders:** Attempts to balance each section by the student gender.
- **Enrollment Date:** It is recommend that users leave this field blank (*mm/dd/yyyy*) when scheduling students for the year. If entered, students will be scheduled into each section with a course enrollment date of the date entered. When left blank, students will be enrolled into each course with the start date of the scheduled term that the section meets (recommended).

Click **Invoke** to begin the scheduling process.

Step 4: Review scheduler's summary output

Summary Output		
Success Rate:	Required Success Rate:	Alternative Request Rate:
78.38%	100.00%	0.86%
Potentially Scheduled Requests:	Duration:	Potential Success Rate:
149	3	100.68%
Successfully Scheduled Requests:	Adjusted Success Rate:	
116	77.85%	

- **Success Rate:** A percentage representing the number of successfully scheduled requests divided by the total number of requests being scheduled.
- **Required Success Rate:** A percentage representing the success rate for required courses only. The number of successfully scheduled required requests divided by the total number of required requests being scheduled.
- **Alternate Request Rate:** A percentage representing the number of requests that were successfully scheduled using an alternate request divided by the total number of requests that were successfully scheduled.
- **Potentially Scheduled Requests:** An estimate of the highest number of requests that may be scheduled. The estimate may be high, but it will never be low.
- **Duration:** The amount of time, in seconds, that the scheduler took to schedule the requests.
- **Potential Success Rate:** A percentage representing the number of requests that could potentially be scheduled divided by the total number of requests being scheduled. The potential success rate may be high, but it will never be low.
- **Number of Successfully Scheduled Requests:** The number of requests that were successfully scheduled.
- **Adjusted Success Rate:** A percentage representing the number of requests that were successfully scheduled divided by the number of requests that could potentially be scheduled. The adjusted success rate may be high, but it will never be low.

Click **OK** to accept the scheduler results.

Schedule Requests for a Single Student

Go to **Students | Student Maintenance**.

- Search for and select to **View** the student.
- Under the *Manage* menu, click **Request**.
- Under the *Manage* menu, click **Schedule Student**.

Mass-Assign Sections

To mass-assign sections to a group of students, go to **Scheduling | Mass Assign Sections**.

Note: At any time, click **Cancel** to exit the process. Click **Back** to return to the previous screen. Click **Next** to continue.

Mass Assign Students to Sections

Section Assignment

The following describes the process to add a group of students to multiple sections simultaneously.

Step 1. Enter criteria to build a list of sections.

Step 2. Optionally select one or more sections into which to add the selected students.

Step 3. Enter criteria to build a list of students.

Step 4. Select from the resulting list all or a subset of students to add to sections.

Step 5. Click the Enroll button to complete the process.

Note: Duplicates will not be added.
Note: You must select at least one target section to complete the process.

Cancel < Back Next >

Step 1: Enter criteria to build a list of sections

Mass Assign Students to Sections

Section Assignment

Step 1. Enter criteria to build a list of sections.

Criteria

Course or Section Number:

Section short name or section long name:

Teacher Number:

Teacher First Name: Teacher Last Name:

Period:

Sort By:

Cancel < Back Next >

- Enter the course/section search criteria.

Click **Next**.

Step 2: Optionally, select one or more sections into which to add the selected students

Mass Assign Students to Sections

Section Assignment

Search Criteria: [A|](#)

Step 2. Optionally select one or more sections below to add to target enrollment list of sections.

<input type="checkbox"/>	Course.Section	Section Name	Primary Teacher	Terms	
				1	2
<input type="checkbox"/>	109.1	English 9	Pitt, Brad	11/15	11/15
<input type="checkbox"/>	109.2	English 9	Pitt, Brad	0/0	0/0
<input type="checkbox"/>	110.1	English 10	Anderson, Pamela Dean	1/25	1/25
<input type="checkbox"/>	213.1	Geometry	Andretti, Mario	1/25	1/25
<input type="checkbox"/>	320.1	Biology II	Bonner, Elinor	0/0	0/0
<input type="checkbox"/>	410.1	World Histor	Howard, Katie	0/0	1/25
<input type="checkbox"/>	510.1	Spanish II	Gordon, Jeff	1/25	1/25
<input type="checkbox"/>	800.03	PE		0/25	0/25
<input type="checkbox"/>	800.04	PE		0/25	0/25
<input type="checkbox"/>	800.05	PE		0/25	0/25
<input type="checkbox"/>	800.1	PE	Crowder, Krista	2/25	2/25
<input type="checkbox"/>	800.2	PE		0/25	0/25
<input type="checkbox"/>	901.1	BTW	Gordon, Jeff	0/0	0/0
<input type="checkbox"/>	902.1	Drivers Ed	Gordon, Jeff	0/0	0/0
<input type="checkbox"/>	913.1	Accounting 1		1/15	0/0

Cancel < Back Next >

- Place a check next to each course into which the students are to be scheduled.
- Click **Next**.
- A list will display showing the selected courses along with the section number, section name, teacher and the number of currently enrolled students in the section. To proceed, click **Next**. Click **Back** to return to the previous screen and modify the sections selected.

Mass Assign Students to Sections

Section Assignment

Below is a list of sections into which the students you selected will be enrolled.

Course.Section	Section Name	Primary Teacher	Terms	
			1	2
109.2	English 9	Pitt, Brad	0/0	0/0
213.1	Geometry	Andretti, Mario	1/25	1/25
410.1	World Histor	Howard, Katie	0/0	1/25

Cancel < Back Next >

Step 3: Enter criteria to build a list of students

Section Assignment

Step 3. Enter criteria to build a list of students.

Criteria

First Name: Last Name:

Student Number: Date of Birth:

Social Security Number: Gender:

Phone: State ID Number:

Grade Level: Homeroom: [Find](#)

Section Number: [Find](#)

Include Registered

Filter

Student Filter:

- Select criteria using any field (usually a grade level) to filter the students who may be selected to add to the sections.
- Click **Next**.

Step 4: Select from the resulting list all or a subset of students to add to sections

- Based upon the criteria entered on the initial search screen, the lists of students who meet the criteria are displayed at left. Use one of the methods listed below to move students to the right to be scheduled:

Section Assignment

Search Criteria: [Grade Level = 9](#)

Step 4. Select from the resulting list all or a subset of students to add to sections.

Student List

- S1008 - M - Armstrong, Louis
- S1011 - F - Ball, Christina
- S1014 - M - Bradshaw, Terry
- S1015 - M - Branson, Jacob
- S1016 - F - Brown, Ruth
- S1018 - F - Carey, Mariah
- S1019 - M - Connick, Harry
- S1020 - M - Crawford, Cody
- S1022 - M - Dorsey, Thomas
- S1023 - M - Elway, Jonathan
- S1025 - F - Fitzgerald, Ella
- S1027 - F - Franklin, Gail
- S1028 - F - Froman, Angel
- S1024 - F - Eubanks, Jennifer
- S1026 - F - Franklin, Aretha

Selected Students

- S1007 - F - Anniston, Jennifer
- S1010 - M - Baer, Justin
- S1012 - M - Baer, Jacob
- S1013 - F - Blair, Bonnie
- S1017 - F - Callaway, Ann

Enroll Start of Term

*Effective Date of Course Enrollment:

Note: If the desired students do not display at left, click the **Search Criteria** blue link to return to the search screen and modify the search criteria.

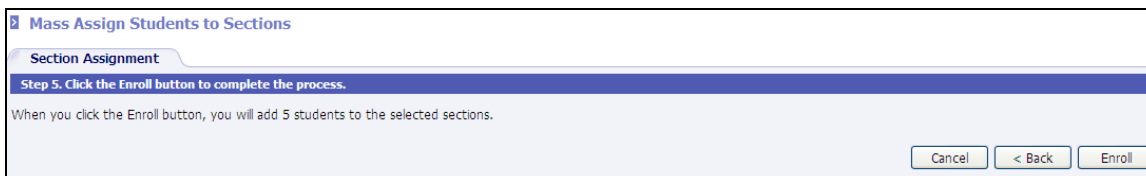
- Select a student and click **Add** to move the student to the right.

- Use *Ctrl*+click or *Shift*+click options to select multiple students. Click **Add** to move the students to the right.
- Click **Add All>>** to move all students to the right.

Note: Highlight students and use the **<Remove** and **<<Remove All** buttons to move students back to the left who are not to be scheduled.

- Click **Next** to proceed.

Step 5: Click the Enroll button to complete the process



- Click **Enroll** to add selected students to the chosen sections. Duplicate students will not be added. A list of failed students will display.

Manually Resolving Student Conflicts

To manually resolve individual student’s conflicts, go to **Student | Student Maintenance**. Search for and select to view the student.

- Click **Schedule** under the *Manage* menu at left.
- Modify the schedule as needed.

Schedule Reports

The following reports concerning schedules are available from either the **Reports** menu or by going to **Scheduling | Reports**.

- **Course Roster**
- **Course Request Matrix**
- **Course Request Roster**
- **Course Request Tally**
- **Course Request Verification**
- **Course Roster**
- **Free Room**
- **Free Teacher**
- **Incomplete Student Schedules**
- **Master Schedule Error Report**
- **Master Schedule List**
- **Master Schedule Matrix**
- **Master Schedule Summary**

- **Room-Teacher Utilization**
- **Student Schedule List**
- **Student Schedule Matrix**

Block Scheduling

Block scheduling is the most complex and capable scheduling model. Each section is assigned to a block, which is then assigned to a day type and time slot. The calendar specifies the day type and bell schedule for each school day. Block scheduling is ideal for schools that use mosaic or block scheduling.

Create Academic Session

Note: The following assumes user is creating a new academic session under the **School/District** menu from the school's *Acad Session* tab and not through the **Create New Academic Session** option under **Mgmt Console**.

The Block scheduling model must be selected when creating the new academic session. To create a new academic session, go to **School/District | School | Acad. Sessions | Add | Schedule Type | Scheduling Model**. Select **Each Section Declares Blocks Which it Meets, Each Block Declares Day Type and Period**. Refer to the *InformationNOW – Creating An Academic Session Quick Reference Guide*.

Setup

Code banks for blocks, periods, and bell schedules should be set prior to setting day types.

Blocks

To create blocks, go to **Scheduling | Setup**. Select Blocks from the list of lookups and click **Refresh**.

<input type="checkbox"/>	Index	Block Name	Description
<input type="checkbox"/>	1	A	
<input type="checkbox"/>	2	B	
<input type="checkbox"/>	3	C	
<input type="checkbox"/>	4	D	

Click **Add** to insert a new block of instructional time that occurs in a typical day.

Periods

To create periods, go to **Scheduling | Setup**. Select Periods from the list of lookups and click **Refresh**.

Click **Add** to insert periods of the day representing the instructional blocks of time.

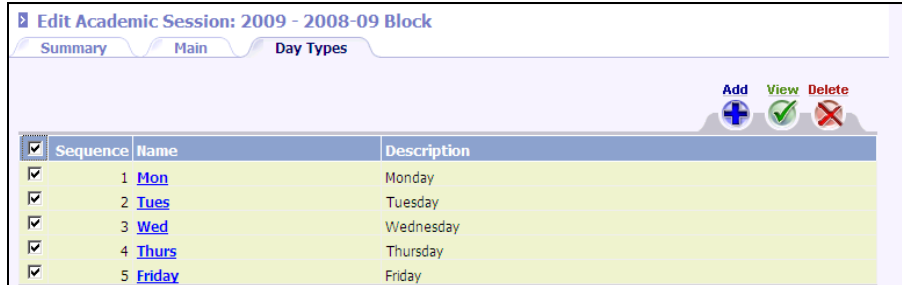
Bell Schedule

To create bell schedules, go to **Scheduling | Setup**. Select **Bell Schedules** from the list of lookups and click **Refresh**.

Set Day Types

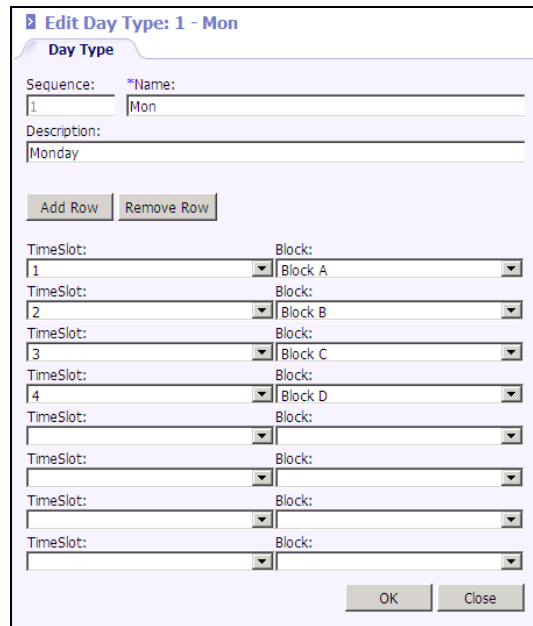
To create day types, go to **School/District | School**. Search for and select to view the school. Click the *Acad. Session* tab. Select to view the academic session and click the *Day Types* tab.

Click **Add** to insert Day Types or select the existing and click **View**.



<input checked="" type="checkbox"/>	Sequence	Name	Description
<input checked="" type="checkbox"/>	1	Mon	Monday
<input checked="" type="checkbox"/>	2	Tues	Tuesday
<input checked="" type="checkbox"/>	3	Wed	Wednesday
<input checked="" type="checkbox"/>	4	Thurs	Thursday
<input checked="" type="checkbox"/>	5	Friday	Friday

For each new Day Type, set the period (*TimeSlot*) and the block with which to associate it.



Edit Day Type: 1 - Mon

Day Type

Sequence: *Name: 1 Mon

Description: Monday

Add Row Remove Row

TimeSlot: 1 Block: Block A

TimeSlot: 2 Block: Block B

TimeSlot: 3 Block: Block C

TimeSlot: Block: Block D

TimeSlot: Block:

TimeSlot: Block:

TimeSlot: Block:

TimeSlot: Block:

OK Close

Note: The **Add Row** button is used to add additional block pairs (if more than eight pairs are needed).

The **Remove Row** button may be used to remove unused block pairs.

Master Schedule

For block scheduling, the Master Schedule will allow for block assignment:

Edit Bell Schedule: Mon-Thurs

Bell Schedule

*Bell Schedule Name:

Description:

Total Instructional Minutes:

Bell Schedule Definition - 10 periods in day View Delete

Total Minutes in Defined Bell Schedule: 415

<input type="checkbox"/> Meet	Period	Start Time	End Time	Minutes	Description	Daily Att Per
<input type="checkbox"/>	Yes HR	8:00:00 AM	8:09:00 AM	9		<input checked="" type="radio"/>
<input type="checkbox"/>	Yes 2	8:10:00 AM	8:57:00 AM	47		<input type="radio"/>
<input type="checkbox"/>	Yes 3	9:00:00 AM	9:57:00 AM	57		<input type="radio"/>
<input type="checkbox"/>	Yes 4	10:00:00 AM	10:47:00 AM	47		<input type="radio"/>
<input type="checkbox"/>	Yes 5	10:50:00 AM	11:37:00 AM	47		<input type="radio"/>
<input type="checkbox"/>	Yes 6	11:40:00 AM	12:27:00 PM	47		<input type="radio"/>
<input type="checkbox"/>	Yes 7	12:30:00 PM	12:57:00 PM	27		<input type="radio"/>
<input type="checkbox"/>	Yes 8	1:00:00 PM	1:47:00 PM	47		<input type="radio"/>
<input type="checkbox"/>	Yes 9	2:00:00 PM	2:37:00 PM	37		<input type="radio"/>
<input type="checkbox"/>	Yes 10	2:40:00 PM	3:30:00 PM	50		<input type="radio"/>

View Delete

Show All Periods

Each block may specify zero, one, or more sections that meet in that block.

Each section may meet in zero, one, or more blocks.

Master Schedule Builder

Where *Period* was formerly displayed, it will be replaced by the term *Block*.

For example, go to **Scheduling | Build Master Schedule**. Select a course. Instead of defining the periods available, select the blocks available.

Master Schedule Course Settings of 2 - Math

Terms Offered Add View Delete

<input type="checkbox"/> Term	Min Section	Max Section

Blocks Offered Add View Delete

<input type="checkbox"/> Block	Preferred

Course/Teacher Combinations Add View Delete

<input type="checkbox"/> Teacher	Preferred	Max Section

Close

Student Schedule

The student schedule will display blocks instead of periods of the day.

Student Schedules of - Adams, Pete Lq

Student Schedules

Override

Seating Capacity Gender Restriction Grade Level Restriction

Term: --- All --- Include Withdrawn Classes

Reassign Withdraw Add View Delete

Section	Course Name	Teacher	Blocks	Terms	Room
<input type="checkbox"/> MA1010.A	Algebra I		Block A	S1, S2	
<input type="checkbox"/> BU1002.1	Accounting I		Block B	S1, S2	
<input type="checkbox"/> HIS1009.1	AL History		Block C	S1	
<input type="checkbox"/> 10901.1	Eng 9		Block C	S2	
<input type="checkbox"/> LA1001.1	Spanish 1		Block D	S1	
<input type="checkbox"/> SCI1012.1	Physics		Block D	S2	

Reassign Withdraw Add View Delete

Other Sections
Requests

Close

Individual Student Schedule

To access an individual student's schedule:

- Go to **Students | Student Maintenance**.
- Search for and select to **View** a student.
- Click the **Schedule** link under the *Manage* menu at left.

Student Schedules of S1001 - Adams, Amy Louise

Student Schedules

Override

Seating Capacity Gender Restriction Grade Level Restriction

Term: --- All --- Include Withdrawn Classes

Reassign Withdraw Add View Delete

Section	Course Name	Teacher	Per	Terms Scheduled	Room	Terms	
						1	2
<input type="checkbox"/> 510.1	Spanish II	Gordon, Jeff	Pe...	Term 1, Term 2	105	5/20	5/20
<input type="checkbox"/> 410.1	World Histor	Howard, Katie	Pe...	Term 1, Term 2	205	4/20	4/20
<input type="checkbox"/> 213.1	Geometry	Andretti, Mario	Pe...	Term 1, Term 2	121	8/20	8/20
<input type="checkbox"/> 320.1	Biology 2	Bonner, Elinor	Pe...	Term 1, Term 2	201	8/20	8/20
<input type="checkbox"/> 211.1	American Lit		Pe...	Term 1, Term 2		1/15	1/15

Reassign Withdraw Add View Delete

Other Sections
Unscheduled Requests

Close

Override

When copying a schedule, applying a model or adding a section to the student schedule, courses will not be available to add to the student schedule if parameters of capacity, gender and grade level have been assigned to the course section. For example: If a Boy's PE class has been created with a gender restriction of *Male* only, when adding a PE class to a girl's schedule, the course may not be added because of the gender restriction.

Using an override allows sections to be added to the student's schedule regardless of capacity, gender or grade level restrictions that have been assigned to the course section.

- **Seating Capacity:** Checking this option will allow the section to be assigned to the student even when the student will exceed the section's seating capacity. The user will not receive the *Cannot enroll student. Exceeding seating capacity is not allowed.* error when adding students to sections.
- **Gender Restriction:** Checking this option will allow the section to be assigned to the student even when the student is not the gender type required by the section. The user will not receive the *Cannot enroll student. Gender is not allowed.* error when adding students to sections.
- **Grade Level Restriction:** Checking this option will allow the section to be assigned to the student even when the student is not in the grade level required by the section. The user will not receive the *Cannot enroll student. Grade Level is not allowed.* error when adding students to sections.

Note: The same override options are also available under **Scheduling | Mass Assign Sections** and **Scheduling | Mass Apply Models**.

The user may select one or more options. Once selected, these settings are saved for this user and will remain selected as long as the user is logged in to *InformationNOW*. The next time the user logs in, the options will be unchecked.

Term

When accessing the student schedule screen, the entire schedule for the selected student and academic session will display. To filter the displayed schedule to just one term, select that term from the available list and click **Refresh**.

Include Withdrawn Classes

When accessing the student schedule screen, only the classes in which the student is currently enrolled will display. To view classes from which the student has withdrawn, check the *Include Withdrawn Classes* box and click **Refresh**.

Reassign

Users may reassign students from one section of a course to another section of the same course or to a section of a new course.

- To activate the option, place a check next to the existing course/section to be changed.
- Once a course is selected, the **Reassign** option becomes active.

- Select to **Reassign**. The *Search Sections* screen will display.

Note: If an override is selected on the student schedule screen (*Seating Capacity, Gender Restriction, Grade Level Restriction*), when using the **Reassign** option, the override(s) will be considered when displaying courses in the **Search Sections** option.

- Enter the search criteria.

Fit Only

- When the **Fit Only** option is selected and the user clicks **Next**, the *Section Result* list will display sections considering:
 - Sections of courses that are not already scheduled;
 - Periods that are not already scheduled;
 - Grade level allowances (unless **Override/Grade Level** is selected);
 - Gender allowances (unless **Override/Gender** is selected);
 - Section seat capacity (unless **Override/Capacity** is selected);
 - and Course pre-requisites (unless **Override/Pre-requisites** is selected).
- Click **Next**. The sections list will appear.

Course.Section	Section Name	Teacher	Period	Terms	
				1	2
110.1	English 9	Pitt, Brad	Period 1	1/15	1/15
110.2	English 9	Pitt, Brad	Lunch	0/0	0/0
110.1	English 10	Anderson, Pamela Dean	Period 2	1/25	1/25
213.1	Geometry	Andretti, Mario	Period 1	1/25	1/25

- Place a check next to the courses to be added/reassigned to the student.

Note: In the *Terms* column, the current number of students enroll will display with the capacity for the course separated by a /. Click the link to access a roster for the selected course and term.

- Click **Next**.
- Select to **Delete** the course from the student schedule or **Withdraw** the student. If deleting, all history pertaining to this student for the course will be deleted. Typically delete is only selected during the start of the year or a term when a student has not attended the course. If withdrawing, enter the *Withdraw Date* and any applicable notes.

- Click **OK**.
- If desired, select the grading scale for this student for this course. Also assign an Inclusion Section and specify the Term(s) during which the student will attend the class.

- Click **Insert**.

Withdraw

- To withdraw a student from a course, select the course from the student's schedule screen and click **Withdraw**.
- Enter the **Withdraw Date** and any applicable **Notes** if desired.
- Click **OK**.

Add

- To add a course to a student schedule, click **Add**.
- Enter the search criteria and click **Next**.

Note: If *Fit Only* is checked, only the courses that fit into existing open spaces in the student's schedule will display when user selects **Next**.

Also, if an Override is selected before the user clicks **Add**, the Overrides will apply when the list of available courses displays

- Place a check next to the course(s) to be added to the schedule and click **Next**.
- Make any necessary changes:
 - **Enroll Start of Term:** Check if the student is to be enrolled in the course as of the beginning of the selected term. Uncheck the box and enter the *Effect Date of Course Enrollment* if the student was to have enrolled in the course after the start of the term.
 - **Grading Scale:** Select a grading scale only if the selected student is to use a grading scale when calculating grades than the rest of the students enrolled in the course.
 - **Inclusion Section:** If this is an inclusion section, click **Find** to locate that section.
 - **Terms:** Check the boxes that represent the terms that the selected student is to be enrolled for the selected course.
- Click **Insert**.

View

To view a specific course for the selected student, place a check next to the course and click **View**. Users may also click the blue **Section Number** link to access the *View* screen.

Custom Fields

When selecting to edit a record for a student's class, if custom fields have been created, users may click the *Custom* tab to edit the specific information for this student's class.

Withdraw

From the *View* screen, a student may be withdrawn from the selected course. Click **Withdraw**, then enter the *Withdraw Date* and any applicable notes.

Delete

To delete a student from a course, place a check next to the course and click **Delete**.

Note: If **Delete** is selected, all history pertaining to this student for the course will be deleted. Typically, **Delete** is only selected during the start of the year or a term when a student has not attended the course.

Other Sections

When viewing a student's schedule, to view other sections of a specific course, place a check next to the course and click **Other Sections**.

The screenshot shows the 'Override' window with the following data:

Override								
<input type="checkbox"/> Seating Capacity <input type="checkbox"/> Gender Restriction <input type="checkbox"/> Grade Level Restriction								
Term: --- All --- <input type="checkbox"/> Include Withdrawn Classes								
Reassign Withdraw Add View Delete								
<input type="checkbox"/>	Section	Course Name	Teacher	Per	Terms Scheduled	Room	Terms	
<input checked="" type="checkbox"/>	510.1	Spanish II	Gordon, Jeff	P...	Term 1, Term 2	105	5/20	5/20
<input type="checkbox"/>	410.1	World Histor	Howard, Katie	P...	Term 1, Term 2	205	4/20	4/20
<input type="checkbox"/>	213.1	Geometry	Andretti, Mario	P...	Term 1, Term 2	121	8/20	8/20
<input type="checkbox"/>	320.1	Biology 2	Bonner, Elinor	P...	Term 1, Term 2	201	8/20	8/20
<input type="checkbox"/>	211.1	American Lit		P...	Term 1, Term 2		1/15	1/15

Other Sections						
<input type="button" value="Refresh Other Sections"/>						
Reassign						
<input type="radio"/>	Section	Course Name	Teacher	Per	Terms	
<input type="radio"/>	510.03	Spanish II	Gordon, Jeff	Period 3	0/0	0/0
<input type="radio"/>	510.04	Spanish II	Gordon, Jeff	Period 5	0/25	0/25
<input type="radio"/>	510.2	Spanish II		Period 2	0/25	0/25

Reassign

[Unscheduled Requests](#)

A list of sections will display for the same course. The terms column also contains a hyperlink of the current enrollment for the course/capacity. Click the link to view the roster for the selected course and term.

To reassign a student to a new section, bullet the section to move the student to and click **Reassign**.

Select to **Delete** or **Withdraw** the student from the previous section. If selecting to withdraw, enter the withdraw date and any appropriate notes. Click **OK**.

Enter enrollment details for the new section including terms and click **Insert**.

Note: Users may not enroll the student in a class in a period of the day if the student is already enrolled in a class that period.

Requests

To view requests from the student's schedule screen, click the **Unscheduled Requests** link.

	Section	Course Name	Teacher	Per	Terms Scheduled	Room	Terms	
							1	2
<input type="checkbox"/>	510.1	Spanish II	Gordon, Jeff	P...	Term 1, Term 2	105	5/20	5/20
<input type="checkbox"/>	410.1	World Histor	Howard, Katie	P...	Term 1, Term 2	205	4/20	4/20
<input type="checkbox"/>	213.1	Geometry	Andretti, Mario	P...	Term 1, Term 2	121	8/20	8/20
<input type="checkbox"/>	320.1	Biology 2	Bonner, Elnor	P...	Term 1, Term 2	201	8/20	8/20
<input type="checkbox"/>	211.1	American Lit		P...	Term 1, Term 2		1/15	1/15

Tasks Menu

- **Print Screen**: Select to send a copy of the current screen to the printer.
- **Copy A Schedule**: Click to copy a schedule from one student to this student. Only available if the student currently has no schedule.
- **Apply Model**: Select to apply an existing scheduling model to this student.
- **Help**: Select to access online help.

Manage

- **Transcript**: Click to access the transcript screen for the selected student.

Reports

- **Student Schedule**: Select to print a schedule for the selected student.