

Elementary and Middle School Scheduling

We strongly recommend that you watch the Next- Gen Elem/MS Scheduling instructional videos on the office professionals page of our website at www.jmcinc.com/office. Click on the scheduling tab. The instructional videos will provide much more detail and tips about the scheduling process. Use this form as a guide while you watch the video.

1) Courses – The first stage deals with reviewing and updating your course information.

A) *Review previously entered courses.* Go to Schedules: Course: Course Data List to print the courses you already have entered. Set up the screen in the way it looks on the right. This will give you a print out of all the courses already entered into your data. (Make sure to uncheck the “Only Include Courses With Students Enrolled” box or you will get a blank screen because you haven’t registered any students into classes yet.) Click “Preview” and “Print.”

B) *Update your course information.* Go to Schedules: Course: Edit Course Data. Make sure each of the items with an arrow below is entered for each course being offered this year. (If you do not know how to add new courses refer to the instructional video.)

Course Name →

Term Type. This will typically be Year (Sem) or Year (Tri). If students switch teachers at the Qtr, you may want to choose Qtrs.

Click the “Save” button after making all changes.

Sections. Click the Add Section button to add a section.

Grading Scheme. Every course needs a grading scheme. Click on the “Grading Scheme” tab and choose a grading scheme and click “Save.”

★ (Extra tool continued) After choosing the section in which you want the student, click in the column to the left of the section. Click “Save.” The word “Lock” will appear next to the section.

This will allow you to Lock the Section the student is in so when you hit the Schedule Students button they will be in that course section.

Lock	Section	Course	Q1
Lock	S1 1 En...	331 READING KG	X
-	-	10 KG Art Johnson	X
-	-	282 KG MATH Level A	X
-	-	11 KG Music Johnso	X
-	-	12 KG PE Johnson	X

Option B) Go to Schedules: Student: Add Courses. Find the student for which you want to add courses. The courses they are currently registered for will be in the Current Courses column.

Click on the course for which you want to register them in the Available Courses column.

When you click on the course it will move to the Current Courses column. Now the student is registered for that course.

The courses listed in the Available Courses column are determined by going to Schedules: Course: Courses to Add. The Courses are listed on the left side and the grade levels are listed at the top. Put a mark in the row of the class you want to make available under the grade level for which you want it to appear by clicking “Edit.”.

Mark the grade levels allowed for each course. This information is used in Schedules>Student>Add Courses.

Sort courses by:
 Number
 Name

	CourseNum	CourseName	12	11	10	9	8	7	6	5	4	3	2	1	0
Edit	1	KG Art Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	2	KG Music Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	3	KG PE Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	4	6th Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	5	6th Math	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copying a Students Schedule: To copy an entire student schedule to another student go to Schedules: Student: Edit Schedules and on the right hand side under the quick links is a link that says “Copy Shcedule From Another Student.” Click this link and choose a student whose scheudle is complete to copy to your current student’s schedule.

4) **Schedule Students** – The fourth stage takes all of the courses for which a student has been registered and puts them into sections.

A) Go to Schedules: Develop: Schedule Students.

- Choose the Time Frame. Typically schools will choose the Entire Year.
- Choose the grade levels you want to schedule.
- If any of the four checkboxes apply to your scheduling situation you can check them. Click “Process.”

B) After scheduling students you can view a student’s finished schedule by going to Schedules: Student: Edit Schedules.

C) If the Schedule Students function did not choose the sections for a course, it typically means one of the following:

- The sections chosen for that course had the same term, i.e. Sem 1 and Sem 1.
- If a class meets at the same time as another class they will not be able to be scheduled. In the elementary situation this typically means the sections were put into a period but the days were not unchecked.

Student ID: 38 Student Name: Carlisle, Luke John Grade: 9

Add Courses... Print Save Midterms

Lock	Section	Course	Q1	Q2	H1	H2	T1	H3	S1	H4	T2	Q3	Q4	H5	H6	T3	S2	Ex	Yr	Comment
-	S1 0 En...	10 KG Art Johnson	X																	
-	S1 0 En...	11 KG Music Johnso	X																	
-	S1 0 En...	12 KG PE Johnson	X																	
Lock	S1 1 En...	331 READING KG	X																	
-	S2 0 En...	10 KG Art Johnson	X																	
-	S2 0 En...	11 KG Music Johnso	X																	
-	S2 0 En...	12 KG PE Johnson	X																	
-	-	282 KG MATH Level A	X																	
-	-																			
-	-																			

Course didn't schedule.

5) **After Scheduling is Complete** – Here are some important things to consider:

- After all students have been scheduled new students will come to your school and need to be scheduled. Typically a school will enter in all of the course #'s on a student’s schedule and then go to Schedules: Develop: Schedule a Student (not Schedule Students). Then you can choose that student and just schedule him/her.
- Many schools will go to Schedules: Develop: Locking Options and lock schedules with the code. That code is your school’s postal zip code. This prevents anyone from bulk loading students or clicking the Schedule Students button. If either of those happen it can undo some of the work you have done.