This three-hour training provides detailed practices associated with using a Master Schedule at Elementary and/or

K-8 schools. This training will include the tasks of Building an Elementary Master Schedule using Scheduling Master Schedule, Scheduling Students, Attendance Monitoring and Grade Reporting Considerations.

**A – Elementary vs Elementary Master Schedule**

* **Elementary** – students assigned to classes on the **Teachers** page
* **Elementary Master Schedule** – students assigned to classes on sections within a master schedule
	+ Scheduling Master Schedule and the Master Schedule are grid representations of teachers and their assigned sections (classes)
	+ Supports teachers rotating grade level students for subject-based curriculum
	+ Itinerant teachers (Music, PE, Art, etc.) can be assigned students and reported to CALPADS
	+ Standards Based Grades (SBG) and Grade Reporting (GRD) are available with Elementary Master Schedule
	+ Supports integrations (API, One Roster, 3rd Party, etc.)

**B – Scheduling with Scheduling Master Scheduling – SMS vs Scheduling with Master Schedule Only – MST (Scheduling Process Dashboard (C1, C2, F1, F2)**

**Node: Scheduling Process |SMS Board/MST Board**

Determine if using SMS to schedule or MST only

* + Scheduling using SMS
		- Allows for scheduling before the rollover
		- Allows for new build of master schedule
		- Used for schools with many changes to master schedule
		- Allows for backup and restore features to perfect the master schedule
	+ Scheduling with MST only
		- Scheduling occurs after the rollover
		- Used for smaller schools
		- Used for schools with minimal changes to the master schedule (teachers, prep periods, etc.)

**Scheduling Dashboard**

* + Order of Scheduling Process includes hyperlinks to Pages and Reports
* **Scheduling Master Schedule (SMS)** vs **Master Schedule** **(MST)**
	+ MST or SMS can be used if students are hand scheduled
* Managing Staff:
	+ Elementary Teachers – self-contained classes (one section)
	+ Intermediate Grade Level Teachers – subject based sections
	+ Itinerant Teachers (band, art, PE, etc.) – sections by grade level or class
* SMS – Scheduling Master/SMS Board (C1, C2)
	+ Sandbox environment used to build the MST for the next school year
	+ Mass schedules students into sections based on course requests
	+ Students can be mass assigned to sections
* MST – Master Schedule/MST Board (F1, F2)
	+ Active schedule used during school year
	+ Students can be mass assigned to sections

**C – School Options and Courses Setup**

**(A2, A5)**

**Node: School Info | School Options**

**(Scheduling Process Dashboard A5)**

* Scheduling Type – Elem w/MST
* Attendance Type – Daily
* Attendance Reporting – Negative
* Attendance Period – defined
	+ Students must be scheduled during the defined attendance period
* Schedule Basis – Semester or Trimester
* Term Dates – Define Grading Periods
* Bell Schedule – Determines student location in intermediate grade levels

**Node: Scheduling Process | Courses (A2)**

* Self-contained courses required for elementary grade levels
* Subject area courses required for intermediate grade levels
* Intermediate courses must have a Department Code – used for CRDC Report and Query functionality

**D – Scheduling Setup Page (A1)**

**Node: Scheduling Process | Configurations | Scheduling Setup**

* Creates the SMS table for scheduling
	+ SMS represents the planned MST for next school year
	+ Use the **Scheduling Setup** page to copy over MST to SMS or activate the SMS table

**E – Managing Sections in Scheduling Master Schedule (C1, C2, D1)**

**Node: Scheduling Process | Scheduling Master (C1)**

* Using Scheduling Master – Updates sections and/or moves sections with students
* Key fields on section to populate:
	+ Period
	+ Block
	+ Term
	+ Course
	+ Teacher
	+ Max
	+ Exclude
* Options for section changes:
	+ Add, Change, Delete, or Copy Sections
	+ Move/Copy students
* Using SMS Board **(C2)** – Updates sections only
	+ Schedules all students by Course Requests
	+ Drag/Drop functionality
	+ Add, Move, Copy, Edit or Drop a Class
* **Scheduling Mass Change Sections (D1)**
	+ Mass assign by Grade Level
	+ Mass assign by KEEP/SKIP Query
	+ Mass assign by Student Group
	+ Mass assign by Spreadsheet of Student IDs

**F – Scheduling Master Schedule Reports**

**Node: Reports | Scheduling**

* **Scheduling Master Schedule**
	+ Comprehensive Information on Sections
* **Students with More or Less than N Periods**
	+ List of Students with Incomplete Schedules
	+ Use SMS Option
* **Scheduling Reject Analysis Listing**
	+ List of Students not Scheduled and Potential Issues
* **Class Rosters**
	+ Use SMS Option
* **Student Locator Cards**
	+ Use SMS Option

**G – Scheduling a Student Manually in SMS (B)**

**Node: Student Data| Scheduling | Course Requests/Schedule**

* Add Course Request
* [**Course Request Packets**](https://support.aeries.com/support/solutions/articles/14000071500-add-course-request-packets-to-a-schedule)
* Reschedule

**H – Copying SMS to MST Process (E1)**

**Node: Scheduling | Functions**

* **Backup and Restore Scheduling Results**
	+ Backup! Backup! Backup!
* [**Copy Scheduling Results to MST & SEC**](https://support.aeries.com/support/solutions/articles/14000069321-copy-scheduling-results-to-sec-mst-school-start-up)
* Teacher field in Demographicswill be populated by designated attendance period

**I – Student Assignment Adds/Changes (F1, F5)**

**Node: Scheduling Process| Master Schedule (F1)**

* **Some section changes are not allowed after attendance is initialized**
* Assignment changes:
	+ Updated on the Master Schedule
* Staff changes:
	+ Updated on the Teacher page
* Student changes - four options:
	+ Teacher record – Assign/move sections to another teacher
	+ **Mass Change Section Numbers (F5)** – moves groups of students to another section (moves the entire class unless using a KEEP/SKIP Query statement)
	+ Master Schedule Section (F1) – Assign/Move the selected students to a new section
	+ Classes page – change schedules individually

**J – Scheduling Students into Classes**

**Node: Student Data | Scheduling | Classes**

* After the mass scheduling process is completed, students are individually scheduled on the **Classes** page
* If attendance has not been initialized, an effective date is not required for student scheduling
* If attendance has been initialized, the following are required for student scheduling:
	+ Use the student’s first day of school as the Effective Start Date
	+ Schedule into classes and include the Attendance Period/Homeroom class
	+ Assign the Attendance Period/Homeroom Teacher on **Student Demographics**
	+ Update **Attendance Enrollment**

**K – Master Schedule Reports**

**Node: Reports | Scheduling**

* **Master Schedule**
	+ Comprehensive Information on Sections
* **Class List by Section**
* [**Class Rosters**](https://support.aeries.com/support/solutions/articles/14000071664-class-roster-report)
	+ Used for Attendance (Grid)
	+ Sub Folders
* [**Student Locator Cards**](https://support.aeries.com/support/solutions/articles/14000105983-student-locator-cards)

**L – Elementary Master Schedule Grade Reporting**

* **Standards Based Grades (SBG)** and **Grade Reporting (GRD)** are available with Elementary Master Schedule
	+ The terms need to be the same: Trimesters or Quarters/Semesters
	+ SBG do not have GPAs
	+ GRD have GPAs
	+ SBG report cards need to be created
	+ GRD report cards are populated from a student’s schedule

**Node: Standards Based Grades | Initialize New Grading Cycle**

* Initialize the grade cycle for each term

**Node: Grade Reporting | Initialize New Grade Reporting Cycle**

* Initialize the grade cycle for each term