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