



Hand Scheduling

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Introduction

Hand scheduling in NC WISE is a tool that can be used by all school types. After reading and understanding this document users will be able to:

- Build sections in Course Section Maintenance
- Make Changes in Course Section Maintenance
- Schedule and unschedule students using the Class Transfer process
- Schedule and unschedule students using the Student Course Selections screen

Building Course Section Maintenance by Hand for Next Year

If the Master Timetable Builder is not used to build Course Section Maintenance, it can be built manually. Sections are added one at a time for each course.

Navigation: School > Course Information > Course Section Maintenance > Next Year Radio Button

Course Section Maintenance Next Year Screen

The following steps should be used to add course sections in Course Section Maintenance:

1. Select F8 to populate the Course section of the screen with all courses for next year.
2. Select the Course number for which you wish to add sections. (Use the scroll bar on the right in the Course section.)
3. Select the Add button in the Timetable section of the screen.
4. Type in a 2 digit **numeric** section number.
5. Adding the teacher is optional at this time.
6. Adding the room is optional at this time.
7. Click the Save button.
8. The cursor is automatically placed in the Semester box in the Schedule section of the screen.
9. Type in the appropriate Semester (0 for all year, 1 for Semester 1 and 2 for Semester 2).

Course Section Maintenance Next Year Screen

10. Select the Tab key.
11. Type in the appropriate Term (0 for none, 1, 2, 3, 4, etc. for courses being taught within Terms).
12. Select the Tab key.
13. Type in the appropriate Day (0 for every day, 1 for day 1, 2 for day 2, etc.)
14. Select the Tab key.
15. Type in the appropriate Period (1-total number of periods used in your school).
16. If the teacher and/or room were populated in the Timetable section, they will automatically populate in the Schedule section.
17. Click the Save button.
 - a. Due to a bug in 9.1, the save button may have to be clicked a second time in order to populate course start and end dates.
18. Repeat steps 3-17 to add the next section for the same course.

Adding Course Sections to Course Section Maintenance after Year End Transition

After Year End Transition, sections may be added through Course Section Maintenance to accommodate additional needed course sections whether the schedule was built in the Master Timetable Builder or by hand.

Navigation: School > Course Information > Course Section Maintenance > Current Year Radio Button

Course Section Maintenance Current Year Screen

The screenshot displays the 'Course Section Maintenance' interface. At the top, the school year is set to 'Current'. The course selected is '00011A Academic Support English'. In the 'Timetable' section, section number '11' is entered, and the teacher is 'Avant Tracy'. The 'Schedule' section shows semester '1' and term '0'. The bottom toolbar contains several action buttons: 'Re-Number Secti...', 'Combine Sect...', 'Course Maintenance', 'Other St...', 'Stude...', and 'Specific Course Sec Ma...'.

To add course sections after Year End Transition, follow the steps below:

1. Select F8 to populate the Course section of the screen with all courses for the current year.
2. Select the Course number for which you wish to add sections. (Use the scroll bar on the right in the Course section.)
3. Select the Add button in the Timetable section of the screen.
4. Type in a 2 digit numeric section number.
5. Adding the teacher is optional at this time.
6. Adding the room is optional at this time.
7. Click the Save button.
8. The cursor is automatically placed in the Semester box in the Schedule section of the screen.
9. Type in the appropriate Semester (0 for all year, 1 for Semester 1 and 2 for Semester 2).

Course Section Maintenance Current Year Screen

10. Select the Tab key.
11. Type in the appropriate Term (0 for none, 1, 2, 3, 4, etc. for courses being taught within Terms).
12. Select the Tab key.
13. Type in the appropriate Day (0 for every day, 1 for day 1, 2 for day 2, etc.)
14. Select the Tab key.
15. Type in the appropriate Period (01-total number of periods used in your school).
16. If the teacher and/or room were populated in the Timetable section, they will automatically populate in the Schedule section.
17. Click the Save button.
 - a. Due to a bug in 9.1, the save button may have to be clicked a second time in order to populate course start and end dates.
18. Repeat steps 3-17 to add the next section for the same course.

Making Changes in Course Section Maintenance

As long as there are no students attached to course sections, changes can be made to the STDP (Semester, Term, Day, Period) in Course Section Maintenance. If any students are already attached to the course section, they must be removed before any changes can be made.

Note: Teacher names and Room numbers can be added or changed with students attached to course sections.

Removing Students from Course Sections

Navigation: School > Course Information > Course Section Maintenance > Selected Course and Section Visible on the Screen

Course Section Maintenance Screen

The Students button can be selected to view the students who are attached to this section of the course.

Student Course Selections Screen

The screenshot shows the 'Student Course Selections' window. At the top, there are fields for school (340 Wise County 65 High 1-YB) and homeroom (1213 - Fairfax Julianne). Below that are fields for Pupil Number (360075), Legal Last Name (Zenon), Suffix, Legal First Name (Latraceka), Gender (F), Birth Date (06/12/1992), Grade (09), and Middle Name. There are also fields for Counselor, Minutes (0), and F/P (F). Below these are checkboxes for 'Current Yr', 'Next Yr', 'Capping', 'Use Alternates', and 'Show Full Year On Both Sides', along with a 'No Counselors Alert' button. The main area contains two tables of course selections. The left table has columns: Course, Sec, Course Name, S, T, D, P, Teacher N. The right table has the same columns. The 'Drop 1' button in the toolbar is highlighted with a red box.

Course	Sec	Course Name	S	T	D	P	Teacher N.
304021	12	Earth/Space Science	1	0	0	01	
00011A	11	Academic Support En	1	0	0	02	Avant Trac
102221	14	English II	1	0	0	03	
405221	14	Civics/Economics	1	0	0	04	

Course	Sec	Course Name	S	T	D	P	Teacher N.
00011B	21	Academic Support Ms	2	0	0	01	
683121	21	Agr Mechanics I	2	0	0	02	
90112M	23	Health & Physical Edu	2	0	0	03	
202321	33	Algebra I	2	0	0	04	

To remove an individual student from a course section (class), complete the following steps:

1. Highlight the course section to be removed.
2. Select the Drop 1 button.
3. Click the Save button.

Important: Students cannot be dropped from a class if marks and attendance are attached. This process is for removing individual students from classes before the start of school.

Removing Multiple Students Using the Class Transfer Functionality

Navigation: School > Scheduling Utilities > Class Transfer > Select Current or Next Year

Class Transfer – Removing a course from ALL students

Action Edit Block Field Record Query Lock Help Window

Class Transfer

Screen Layout: Advanced Basic

School

School	Display Name	Name
320	320	Wise County 84 High 7

Student Query

School Year: Current Next

Load Type: Load Value:

Courses/Classes to Add

School Year: Current Next

Course: + Section:

Pupil Number	Student Name	Checked	Simulation Status	Simulation Message
387740	Hart, Lakishia	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
795592	Jeffersons, Anisha	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
805773	Jeffersons, Dayvon	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
88568	Jonesburg III, Catrel	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
48884	Jonesburg, Amer	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
48864	Jonesburg, Amie	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
88549	Jonesburg, Casheen	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
88569	Jonesburg, Catrice	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message

To use the Class Transfer scheduling utility to remove a course:

1. Verify the **School Year** radio button is **Next**.
2. Select the **Load Type** of **Course** from the drop-down list.
3. The **Load Value** will be course numbers. Select the course to be removed.
4. Click **Load Students**. The list of all students is displayed. The **Checked** column defaults to all students.
5. This course is to be removed from all students listed; therefore, click **Remove Course** and click **Save**. Do not use the **Unschedule All** button.

Note: If a course is only to be removed from a few students in the displayed list, Click **Toggle** to de-select all students and click the checkbox to the right of the student(s) name to include those students who are to have the course removed from their student course selection screens. If you need to query for a different group of students, you **MUST** click **Clear Students** and **Save** before loading a different **Load Type**.

Scheduling Using the Class Transfer (CT) Process

Overview

Class Transfer is used to add or remove courses or course sections (classes) for students in the current year or next year. **After** Pre-transition, the school scheduler selects the next year radio button to use **Class Transfer** to enter course requests only after the next year master (schedule) timetable has been copied to or built in next year **Course Section Maintenance** can **Class Transfer** be used to add or remove course sections (classes) for next year.

Note: **After** Year End Transition, the scheduler reverts to using the current year **Class Transfer** screen to enter course requests or classes for students.

CAUTION: After YET, student course requests must be simulated in order to be saved.

Class Transfer Uses

Class Transfer is a powerful tool. Users need to be focused and very aware of what is being done in the tool before committing to a change. While **Class Transfer** allows the scheduler to recover from a mistake using the **Remove** function, being able to reconstruct the steps to move backward is more difficult than "double checking." There is **NO** undo, so when reconstructing steps is not possible, the lost data must be re-entered. However, once a user has mastered **Class Transfer** functionality the uses are unlimited.

Suggested **Class Transfer** uses are as follows:

- After Pre-Transition and Before YET
 - Add course requests for a group or team of students
 - Add course requests for a grade level
 - Remove a course request for a group of students and add a new request to the same group
 - Schedule a group of students into a class for next year (special needs, gifted, specific teacher assignments, etc.).
- After YET
 - Move a group of students from one class to another (if scheduled in the same STDP)
 - Remove a course request that is no longer offered and replace with a new course.

Class Transfer –Current and Next Year

The **Class Transfer** scheduling utility is used to load student course requests (options), and classes (course sections). **Class Transfer** allows only a single course to be applied to a group of students at one time. However, additional courses can be added for the selected group of students. **Class Transfer** is also a very useful tool when needing to remove student course requests due to errors in loading, or a change of course offerings for the new school year. The following steps provide instruction on the various functions of **Class Transfer**.

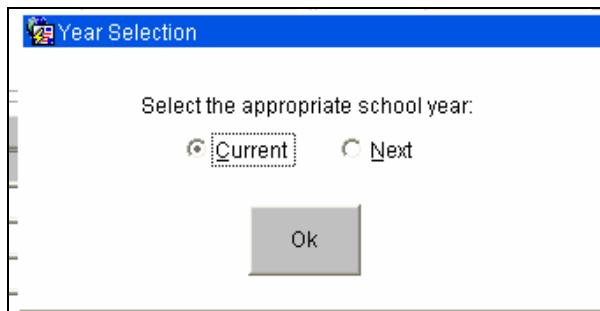
DANGER! Do not use the Unschedule All button on the Class Transfer screen unless you wish to unschedule every student in the entire school.

Step	Description
1	Determine Next or Current Year
2	Determine Load Values
3	Toggle and Select Students as Needed
4	Add Students to Courses
5	Change Course Selections
6	Add a Course Selection
7	Save

CT-Step 1: Determine Next or Current Year

Navigation: eSIS Main Start Screen > School > Scheduling Utilities > CLASS Transfer > Year Selection screen

Year Selection screen



Select **Next** to access the **Class Transfer** screen to add or remove courses/classes for the next school year.

Note: Current is the default setting and should be used **after** YET.

CT-Step 2: Determine Load Values

- In the **Student Query** tile, verify the **School Year** radio button is **Next**.
- Then, select the **Load Type of Class, Course, Grade, Homeroom, or Team** from the drop-down list (e.g. **Grade**).

Important: The **Load Type of Grade** will always refer to current year even if you are using the class transfer functionality in next year.

Class Transfer screen

School School: 340 Display Name: 340 Name: Wise County 65 High 1-YB

Screen Layout: Advanced Basic

Student Query
 School Year: Current Next
 Load Type: Grade Load Value: GR 09
 Load Students

Courses/Classes to Add
 School Year: Current Next
 Course: + Section:
 Add Course

Pupil Number	Student Name	Checked	Simulation Status	Simulation Message
771194	Adamsons, Krystian	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
788330	Adamsons, Tial	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
827360	Garcias, Charmayne	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
317320	Garcias, Sylvonia	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
317456	Garcias, Tamyra	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
1135110	Gillespie, Jay	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
349272	Gillespie, Jermeia	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
352791	Gillespie, Rydell	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message

Add Student Del Student Clear Students Toggle

Help Unschedule All Simulate

- The **Load Value** is based on the **Load Type** selected.
- Select the value needed (e.g. GR 09 to query next year's Grade 10).
- Click **Load Students**. Completing these steps displays the student list.

CT-Step 3: Select and Toggle Students as Needed

- All students default at the time of loading with a checkmark in the **Checked** field.
- Deselect those students that are not to be added to the course or class or use the **Toggle** button to deselect all students allowing the user to then check only the required students.
- Some students in this example have been "unchecked." Only the "checked" students will be added to the course.

Class Transfer screen

When selecting half of the students on the list for one course or course section (class), with the other half of the list to be assigned to a different course or course section (class) use the Toggle button to check all previously unchecked students and uncheck those that were checked. If a new subset of students is needed, it is recommended to Clear Students and load the new group.

Important: Click **Clear Students** and click **Save** before loading a different Load Type. Failing to do so results in the wrong students being assigned to the next selected course or course section (class). Do not be “fooled.” Even if the student window appears “clear,” do not skip the Save step.

A second option until you are comfortable with clearing students is to exit through the door and then come back in. The screen will be clear.

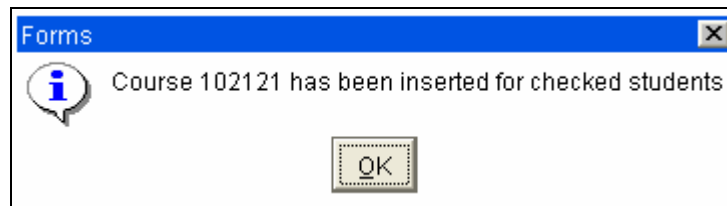
CT Step 4: Add Students to Courses

- In the **Courses/Classes to Add** tile, click the **Course** field drop-down arrow to select the course (e.g. 1022R) to which the students will be assigned.

Note: The **Section** field is only available because course sections have been created for the master schedule using MTB or CSM.

- The default sort on the student list is by **Student Name**.
- Most students in the list need this particular course in their schedule. Notice three students are not checked.
- Only students checked will be assigned the course.
- Click the **Add Course** button to add the course to all checked students' course selections screen.

A **Forms** message box opens to confirm the course has been inserted for checked students. Click **OK**. Click **Save**.



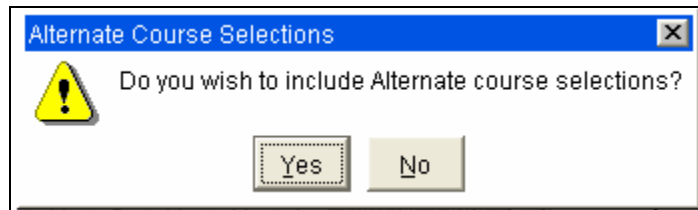
If a course is only to be added to a few students in the displayed list, **Toggle** to de-select all students and place a check mark in the checkbox to the right of the student(s) name to assign the course to their schedule. When you query for a different group of students, you **MUST** click **Clear Students** button and **Save** before loading a different **Load Type**.

If adding additional courses to this same group of students change the course number and select **Add Course** again. Course will be added to all selected students.

CT Step 5: Change Course Selections

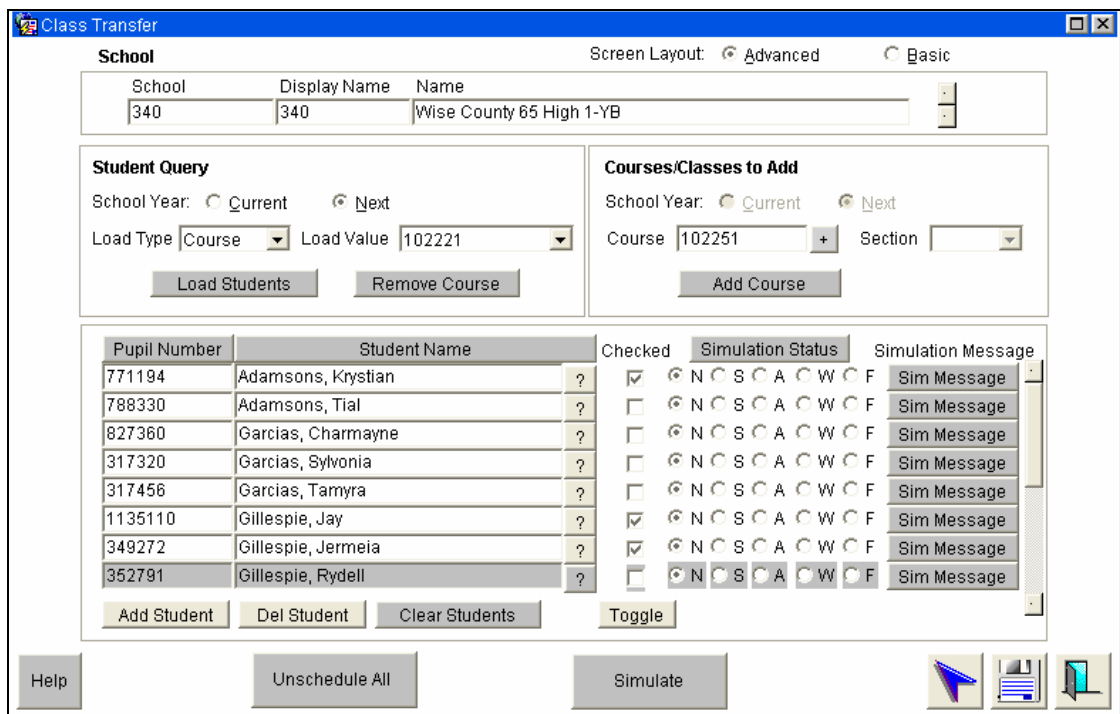
Changing or adding Course Selections and/or Classes (Course Sections) may also be accomplished in Class Transfer.

- After selecting **Courses** on the **Load** type and selecting a Course number in the Load Type section, click load students.
- The system will display the following message.



- Select **Yes** if you wish to include Alternate selections and **No** if working with primary course requests.

Class Transfer – Changing a course selection for Select Students



- Verify the **School Year** radio button is set to the appropriate setting (**Current** or **Next Year**).
- Select the **Load Type** of **Course** from the drop-down list.
- The **Load Value** will be course numbers.
- Click **Load Students**. The list of all students in the indicated **Load Value** is displayed.

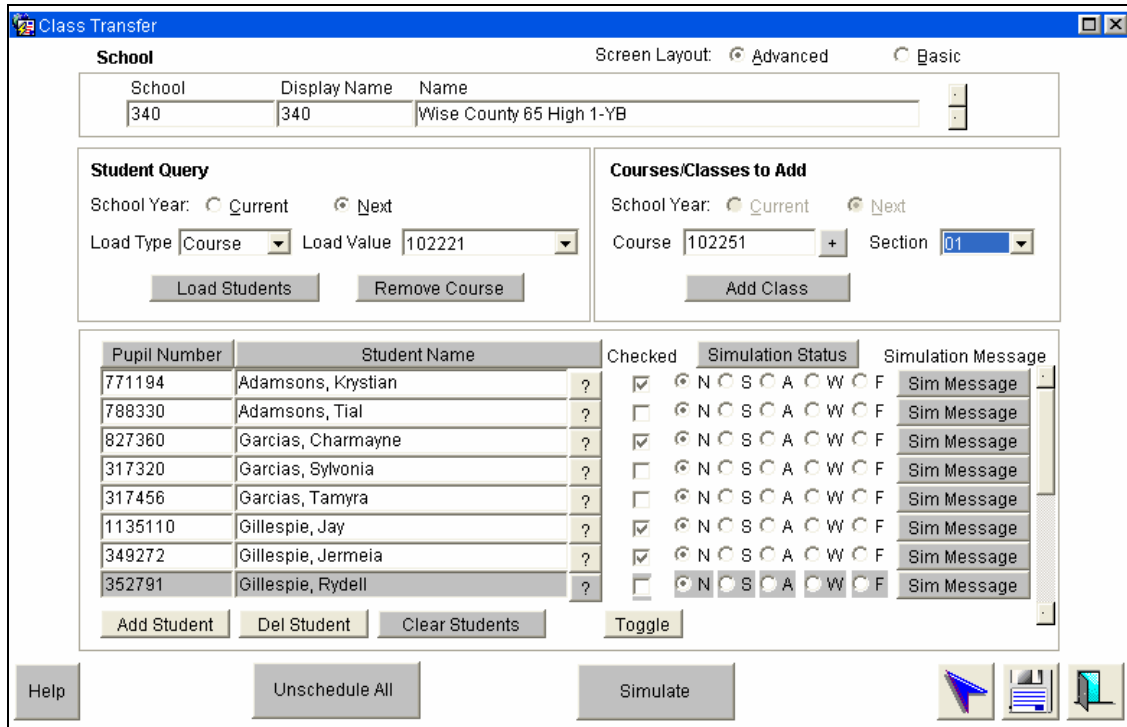
Pupil Number	Student Name	Checked	Simulation Status	Simulation Message
771194	Adamsons, Krystian	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
788330	Adamsons, Tial	<input type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
827360	Garcias, Charmayne	<input type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
317320	Garcias, Sylvonia	<input type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
317456	Garcias, Tamyra	<input type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
1135110	Gillespie, Jay	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
349272	Gillespie, Jermeia	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
352791	Gillespie, Rydell	<input type="checkbox"/>	<input checked="" type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message

- This course is not to be removed from all students listed. Click the **Toggle** button to de-select all students and check only the students that need to be removed from the **Load Value** course.
- Click **Remove Course** from the **Checked** students. **Save**.

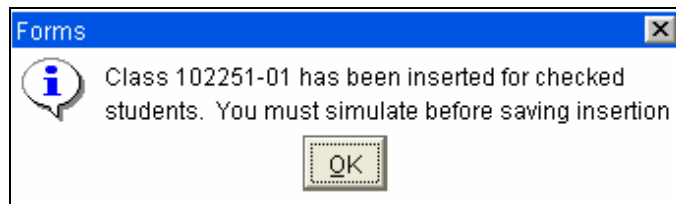
With the same students still **Checked**, select the course from the **Course** drop-down list in the **Courses/Classes Add** tile. Click **Add Course** and **Save**.

CT Step 6: Add Students to Course & Section (Class)

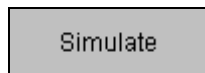
Class Transfer – Adding Students to a Course Section (Class) selection



1. Verify the **School Year** radio button is set to the appropriate setting (**Current** or **Next Year**).
2. Load the group of students to be assigned Classes. Use the appropriate loading method (Grade, Course, Team, Homeroom, or Class). Click **Toggle** to uncheck all students and check those to be assigned to the class.
3. In **Courses/Classes to Add** section, select the course and section number of the class being assigned to checked students. In the example above the students have been loaded by **Grade** and checked students may be simulated into the **Course** and **Section** displayed.
4. After adding the class the following message will appear. Click **OK** to acknowledge.



5. Run the simulation by clicking **Simulate** on the screen.



6. All unscheduled courses will be simulated at this time with the students being blocked into section 01 of English 2 (10222R). When complete, a message will

display 'All Checked Students have been simulated.' Review the **Simulation Status** radio buttons to determine the results of the simulation.

- **N** – No simulation run
- **S** – Successful
- **W** – Warning
- **F** – Failure

Note: If a Warning or Failure is posted, select the **SIM Message** button to review results for the individual student.

Adding a Class to Students Who Already Have the Course Request

The screenshot shows the 'Class Transfer' application window. At the top, there are tabs for 'Advanced' and 'Basic'. Below that, a 'School' section contains fields for 'School' (340), 'Display Name' (340), and 'Name' (Wise County 65 High 1-YB). The main area is divided into two panels: 'Student Query' and 'Courses/Classes to Add'. The 'Student Query' panel has 'School Year' set to 'Next' and 'Load Type' set to 'Course' with a 'Load Value' of '102221'. The 'Courses/Classes to Add' panel has 'School Year' set to 'Next' and 'Course' set to '102251' with 'Section' '01'. Below these panels is a table with columns: Pupil Number, Student Name, Checked, Simulation Status, and Simulation Message. The table lists eight students, with the last one, 'Gordon, Shalaya' (Pupil Number 371603), highlighted. At the bottom of the window are buttons for 'Help', 'Unschedule All', 'Simulate', and a 'Toggle' button.

Pupil Number	Student Name	Checked	Simulation Status	Simulation Message
369060	Gordon, Kyani	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
369280	Gordon, Latayzha	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
371059	Gordon, Reann	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
371361	Gordon, Sage	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
371369	Gordon, Saimuyeetah	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
371376	Gordon, Sakiara	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
371549	Gordon, Shaderricka	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message
371603	Gordon, Shalaya	<input checked="" type="checkbox"/>	<input type="radio"/> N <input type="radio"/> S <input type="radio"/> A <input type="radio"/> W <input type="radio"/> F	Sim Message

In the example above, students selecting a specific **Course** were loaded. The required students have been selected. In the **Courses/Classes to Add** section, the appropriate Class has been selected (Course and Section). As these students have already selected the course, it is necessary to **Remove** the course selection prior to adding the class.

Select the **Remove Course** button in the **Student Query** tile. Only the selected students will have this course removed from Student Course Selections. **Save**.

Select the **Add Class** button in the **Courses/Classes to Add** tile. You will receive the 'You must simulate before saving insertion' message. Select **OK** and continue with the simulation steps.

CT Step 7: Save

- Remember to **Save** all changes on completion.
- Remember when blocking (hand scheduling) students into classes: if the Master schedule is copied again from Master Timetable Builder after the blocking has occurred, these classes will no longer be scheduled for the students and the individual scheduling will have to occur again.
- Be sure to keep detailed lists about hand scheduled students so that information can be re-entered.

Note: While **Class Transfer Utility** is a valuable tool for all school types; it is used more in Middle Schools and Elementary Schools to schedule classes.

Class Transfer Scheduling Using Teams/Groups

Some schools manually build groups or teams of students that should be kept together for certain classes such as middle school core classes. Students do not necessarily have to move together from a class as a group, but they must stay within the classes or teachers assigned to the team.

Steps for Scheduling Using Teams/Groups

1. Set up the team/group of students in Teams/Groups
2. Determine which sections of courses will be used for each Team/Group of students.
3. Close all sections in Course Section Maintenance except those that will be used for one team.
4. Use the Class Transfer Process and load students with the load type of Team.
5. Select the team name for the Load Value and load the students.
6. Select the course in which the students should be scheduled.
7. To scatter students within the team, leave the Course Section blank.
8. Select the Add Course button and simulate students.
9. Repeat these steps for each course closing all sections except for those intended for the team with which you are working.

Using the Course Transfer Button

Navigation: School > Course Information > Transfer Courses

Course Transfer Screen

The screenshot shows a web application window titled "Course Transfer". At the top, there are input fields for "School" (340) and "Name" (WISE COUNTY 65 HIGH 1-YB). To the right, "School Year" has radio buttons for "Current" (selected) and "Next". Below this, there are two rows of course information. The "FROM" row shows Course 00011A, Sec Teacher 11, and Avant Tracy. The "TO" row shows Course 00011A, Sec Teacher 14. Each row includes fields for Semester, Term, Day, Period, More, and Male. Below the course information is a "Selection" table with columns: Transfer?, Last Name, Suf, First Name, Pupil No, Gr, Ge, Hrm, Phone No, and Unl. The first row is checked and contains: Zenon, Latraceka, 360075, 09, F, 1213, (919)781-7814, N. Below the table is a "Toggle" button and two checked checkboxes: "Transfer Student Marks?" and "Transfer Student Attendance?". At the bottom center is a "Process Transfers" button, and at the bottom right are icons for printing, a mouse cursor, and a window.

The Transfer Courses screen may be used to transfer an entire group of students from one course section to another. The whole class or selected students from class may be transferred.

The Toggle button may be used to select/de-select students.

Transfer Courses can also be used to transfer an entire group of student from one course number to another course number. The whole class or selected students from class may be transferred.

Period attendance schools who use this functionality cannot transfer attendance unless the STDP is the same for both courses. If the STDP is different, period attendance schools (if school has already begun) must keep the period attendance with the FROM course. It should never be deleted.

Only student marks that have been posted to the report card will be transferred.

Scheduling Using the Student Course Selections Screen

Individual students can be scheduled using the student course selections screen.

Navigation: eSIS Main Start Screen > Select Student > Select the Courses Quick Access button

Student Course Selections Screen

The screenshot shows the 'Student Course Selections' window. At the top, there are input fields for '340', 'Wise County 65 High 1-YB', and 'Homeroom' (set to 'No Homeroom'). Below this is a form for student details: Pupil Number (725420), Legal Last Name (Adamsons), Suffix, Legal First Name (Carnisha), Gender (F), Birth Date (04/30/1992), Grade (10), and Middle Name. There are also fields for 'Counselor', 'Minutes' (360), and 'F/P' (F). A 'No Counselors Alert' button is visible.

Below the student info are radio buttons for 'Current Yr' (selected), 'Next Yr', 'Capping', 'Use Alternates', and 'Show Full Year On Both Sides'. There are also checkboxes for 'Capping' and 'Use Alternates', and a 'No Counselors Alert' button.

The main area contains two tables for course selection. The left table has columns: Course, Sec, Course Name, S, T, D, P, Teacher N. It lists:

Course	Sec	Course Name	S	T	D	P	Teacher N
20212R	11	Algebra I-A	1	0	0	01	
102221	12	English II	1	0	0	02	
499923	12	CJC112/131/114	1	0	0	03	
405221	15	Civics/Economics	1	0	0	04	

 The right table has the same columns and lists:

Course	Sec	Course Name	S	T	D	P	Teacher N
623521	21	Small Business/Entre	2	0	0	02	
302021	25	Biology	2	0	0	04	

At the bottom, there are navigation buttons: Drop 1, Course, Transfer, Sort Opts, Simulate, Timetable, Navigate, Alt Reset, Multi Drop, Period, Flip Alt, Sec Avail, Conflict Detail, Legend, and a mouse cursor icon.

The Current Year or Next Year radio button can be selected when using this functionality.

If the Next Year radio button has been selected, student course numbers can be typed in and saved without simulation.

If the Current Year radio button has been selected, Course Section Maintenance must be complete and the student's schedule must be simulated before leaving the screen in order to save changes.

Adding Student Course Selections for Next Year

Navigation: eSIS Main Start Screen > Select Student > Select the Courses Quick Access button

Student Course Selections Screen

The screenshot shows the 'Student Course Selections' window. At the top, there are fields for school (340 Wise County 65 High 1-YB) and homeroom (No Homeroom). Below that is a student information section with fields for Pupil Number (725420), Legal Last Name (Adamsons), Suffix, Legal First Name (Carnisha), Gender (F), Birth Date (04/30/1992), Grade (10), and Middle Name. There are also fields for Counselor, Minutes (360), and F/P (F). A red 'NEXT YEAR!!!' button is visible. Below the student info are radio buttons for 'Current Yr' and 'Next Yr', a checked 'Capping' checkbox, and other options like 'Use Alternates' and 'Show Full Year On Both Sides'. A 'No Counselors Alert' button is also present. The main area contains two side-by-side tables for course selection. The left table has columns: Course, Sec, Course Name, S, T, D, P, Teacher N. The first row shows '102221' in the Course column and 'English II' in the Course Name column. The right table is empty. At the bottom, there are several buttons: 'Drop 1', 'Course', 'Transfer', 'Sort Opts', 'Simulate', 'Timetable', 'Navigate', 'Alt Reset', 'Multi Drop', 'Period', 'Flip Alt', 'Sec Avail', 'Conflict Detail', and 'Legend'. There are also icons for a mouse cursor, a printer, and a monitor.

To add a student course selection for next year:

1. Type in the Course number.

Note: The Course button can also be selected in next year mode. All student course selections can be checked and added at the same time.

2. Click the Save button.

Adding Student Course Selections for the Current Year

Option 1: Typing in the Course Number

On the Student Course Selections screen:

1. Type in the Course number.
2. Adding a Section number is optional.
3. Click the Simulate button.
4. Click Save.

Option 2: Select the Course Button

Student Course Selections Screen

The screenshot shows the 'Student Course Selections' window. At the top, there are input fields for school (340 Wise County 65 High 1-YB) and homeroom (No Homeroom). Below this is a form for student details: Pupil Number (725420), Legal Last Name (Adamsons), Suffix, Legal First Name (Camisha), Gender (F), Birth Date (04/30/1992), Grade (10), and Middle Name. There are also fields for Counselor, Minutes (360), and F/P (F). Below the student info are radio buttons for 'Current Yr', 'Next Yr', and checkboxes for 'Capping', 'Use Alternates', and 'Show Full Year On Both Sides'. A blue alert box says 'No Counselors Alert'. The main area contains two tables of course selections. The left table has columns: Course, Sec, Course Name, S, T, D, P, Teacher N. The right table has the same columns. The bottom navigation bar includes buttons for 'Drop 1', 'Multi Drop', 'Course', 'Period', 'Transfer', 'Flip Alt', 'Sort Opts', 'Sec Avail', 'Simulate', 'Timetable', 'Conflict Detail', 'Navigate', 'Legend', and 'Alt Reset'. The 'Course' button is highlighted with a red box.

Course	Sec	Course Name	S	T	D	P	Teacher N:
20212R	11	Algebra I-A	1	0	0	01	
105121							
102221	12	English II	1	0	0	02	
499923	12	CJC112/131/114	1	0	0	03	
405221	15	Civics/Economics	1	0	0	04	


Course	Sec	Course Name	S	T	D	P	Teacher N:
623521	21	Small Business/Entre	2	0	0	02	
302021	25	Biology	2	0	0	04	

Select the Course button.

Lookup Course by Course Screen

Courses for the year: 2007

Course	Title	Report Card Narrative	# Sections	Select
102471	English IV Ap		2	<input type="checkbox"/>
102821	Literature		2	<input type="checkbox"/>
102911	Functional English I		0	<input type="checkbox"/>
102912	Functional English II		0	<input type="checkbox"/>
102913	Functional English III		0	<input type="checkbox"/>
102914	Functional English IV		0	<input type="checkbox"/>
10291C	Competency English		4	<input type="checkbox"/>
102954	Ap English IV Research		2	<input type="checkbox"/>
103121	Journalism-Newspaper		1	<input type="checkbox"/>
103221	Publications-Yearbook		2	<input type="checkbox"/>
103821	ESL		1	<input type="checkbox"/>
10382A	Esl		3	<input type="checkbox"/>
10382B	Esl		4	<input type="checkbox"/>
10382C	Esl		1	<input type="checkbox"/>
105121	Spanish I		6	<input type="checkbox"/>



On the Lookup Course by Course screen, highlight the course to be added to the student course selections screen and click the Select Current button.

If more than one course needs to be added, Place a check in the Select box for all courses that should be added and click the Select Checked button.

Student Course Selections Screen

340 Wise County 65 High 1-YB Homeroom No Homeroom

Pupil Number: 725420 Legal Last Name: Adamsons Suffix: Legal First Name: Carnisha Gender: F Birth Date: 04/30/1992 Grade: 10 Middle Name:

Counselor: Minutes: 360 F/P: F

Current Yr Next Yr Capping Use Alternates Show Full Year On Both Sides No Counselors Alert

Course	Sec	Course Name	S	T	D	P	Teacher N:
20212R	11	Algebra I-A	1	0	0	01	
105121							
102221	12	English II	1	0	0	02	
499923	12	CJC112/131/114	1	0	0	03	
405221	15	Civics/Economics	1	0	0	04	

Course	Sec	Course Name	S	T	D	P	Teacher N:
623521	21	Small Business/Entre	2	0	0	02	
302021	25	Biology	2	0	0	04	

Drop 1 Course Transfer Sort Opts Simulate Timetable Navigate Alt Reset
 Multi Drop Period Flip Alt Sec Avail Conflict Detail Legend

- Adding a section number is optional.
- Once the course selection is on the screen, you must click the simulate button if you are on the current year screen.
- Click the Save button after simulation.

Option 3: Using the Period Button

On the student course selections screen, click the Period button (located under the Course button).

Lookup Course by Period Screen

S	T	D	P	Course	Sectn.	Course Name	Teacher	Room	Clos...	Seats Left	Seats Used	Combined Seats Left	Explode	Select
2	0	0	4	102421	23	English IV			<input type="checkbox"/>	11	19		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	3	102421	22	English IV			<input type="checkbox"/>	4	26		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	1	102421	21	English IV			<input checked="" type="checkbox"/>	0	30		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	2	102351	21	English III Honors			<input type="checkbox"/>	3	35		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	4	102321	23	English III			<input type="checkbox"/>	16	14		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	3	102321	22	English III			<input checked="" type="checkbox"/>	1	29		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	2	102321	21	English III			<input checked="" type="checkbox"/>	-6	36		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	2	102321	26	English III			<input type="checkbox"/>	18	12		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	4	102321	25	English III			<input type="checkbox"/>	20	10		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	1	102251	21	English II Honors			<input type="checkbox"/>	10	20		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	4	102221	25	English II			<input type="checkbox"/>	14	16		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	4	102221	24	English II			<input type="checkbox"/>	12	18		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	3	102221	23	English II			<input checked="" type="checkbox"/>	2	28		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	3	102221	22	English II			<input type="checkbox"/>	0	30		<input type="checkbox"/>	<input type="checkbox"/>
2	0	0	1	102221	21	English II			<input type="checkbox"/>	1	31		<input type="checkbox"/>	<input type="checkbox"/>

Open Courses
 All Courses

To select a course by period:

1. Select the F8 button to populate the screen.
2. Highlight the course selection.
3. Click the Select Current button.

Note: If more than one course selection needs to be chosen, place a check in the Select box for each course that should be selected and click the Select Checked button.

Fields on this screen can be queried. Selecting the F7 button will clear the screen and allow a query in the following areas:

- Semester
- Term
- Day
- Period
- Course name
- Teacher name

There are two radio buttons at the bottom which will allow you to view all courses or only open courses.

Scheduling Reminders

- Whenever using the Class Transfer process or the Student Course Selections screen in the Current Year, student schedules must be simulated before saving.
- If no section number is added on the Class Transfer screen in the Courses/Classes to Add section, students will be dispersed into different open sections of the course.
- Do not use the Unschedule All button on the Class Transfer screen unless it is your intention to unschedule all students from all courses within the school.
- Only numbers can be used for Section numbers in Course Section Maintenance. Do not use alpha characters.
- If the STDP needs to be changed in Course Section Maintenance, no students can be in the class.
- Teacher names and Room numbers can be added or changed at any time during the scheduling process. (Once teachers are back to set up the Gradebook, these changes should no longer be made.)
- Students must be cleared on the Class Transfer screen when one process is completed if a different set of students will be used.
- When two classes need to be taught within the same period by the same teacher (combined courses) for example Spanish 3 with 18 students and Spanish 5 with 6 students, both course sections should be scheduled in the same STDP.