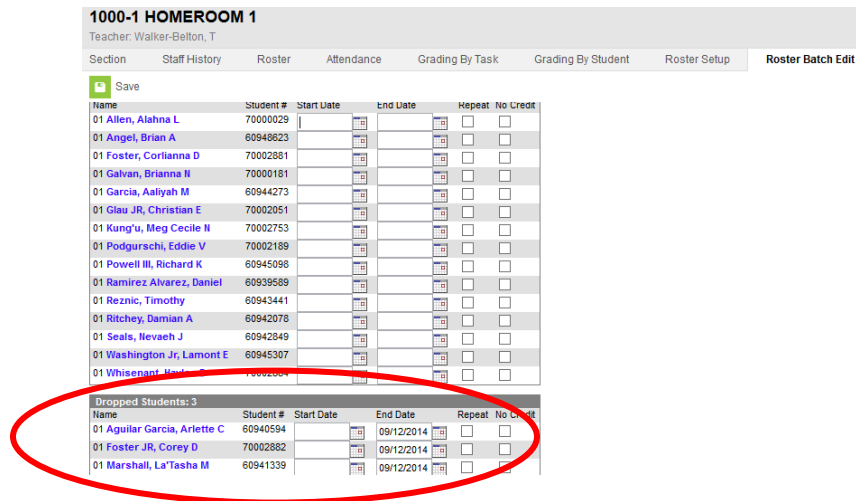


1. Find the section where students are currently scheduled
  - Do a Course/Section Search – *Index > Search > Course/Section*
  - Go to Section students are currently scheduled in

○ *Path: Scheduling > Course > Section*

- Find the **Roster Batch Edit** tab



**1000-1 HOMEROOM 1**  
Teacher: Walker-Bellon, T

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup **Roster Batch Edit**

Save

Name	Student #	Start Date	End Date	Repeat	No Credit
01 Allen, Alahna L	70000029				
01 Angel, Brian A	60948623				
01 Foster, Corlianna D	70002881				
01 Galvan, Brianna H	70000181				
01 Garcia, Aaliyah M	60944273				
01 Glau JR, Christian E	70002051				
01 Kung'u, Meg Cecile H	70002753				
01 Podgorschi, Eddie V	70002189				
01 Powell III, Richard K	60945098				
01 Ramirez Alvarez, Daniel	60939589				
01 Reznic, Timothy	60943441				
01 Ritchey, Damian A	60942078				
01 Seals, Nevaeh J	60942849				
01 Washington Jr, Lamont E	60945307				
01 Whisenand, Ned	70002004				

**Dropped Students: 3**

Name	Student #	Start Date	End Date	Repeat	No Credit
01 Aguilar Garcia, Arlette C	60940594		09/12/2014		
01 Foster JR, Corey D	70002882		09/12/2014		
01 Marshall, La'Tasha M	60941339		09/12/2014		

- Enter appropriate END DATE on students who are changing sections

**This will PRESERVE any attendance associated to the students within this section**

2. Go to the section where students are moving to
  - Do a Course/Section Search - – *Index > Search > Course/Section*
  - Go to Section students are being placed into

○ *Path: Scheduling > Course > Section*

- Use the **Roster Setup** tab to add students to the new section
- While in this section, go to the **Roster Batch Edit** tab

Newly added students will be **GREEN**  
within the section for 10 days

**1000-3 HOMEROOM 1**  
Teacher: Ramil, A.

Section Staff History Roster Attendance Grading By Task Grading By Student Roster Setup **Roster Batch Edit**

Save

Name	Student #	Start Date	End Date	Repeat	No Credit
01 Aguilar Garcia, Arlette C	60940594	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Autio, Kari A	60940498			<input type="checkbox"/>	<input type="checkbox"/>
01 Brown, Brandi A	60942000			<input type="checkbox"/>	<input type="checkbox"/>
01 Bush, Mason L	70002796			<input type="checkbox"/>	<input type="checkbox"/>
01 Camacho Garcia, Leonardo	60940601			<input type="checkbox"/>	<input type="checkbox"/>
01 Charira Gomez, Brandon A	60943351			<input type="checkbox"/>	<input type="checkbox"/>
01 Donis Soriano, Ashley B	60940610			<input type="checkbox"/>	<input type="checkbox"/>
01 Farris, Lillian R	60947834			<input type="checkbox"/>	<input type="checkbox"/>
01 Fobbs, Kaleece D	60943973			<input type="checkbox"/>	<input type="checkbox"/>
01 Ford, Isaiah M	60936508			<input type="checkbox"/>	<input type="checkbox"/>
01 Foster JR, Corey D	70002002	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Fredolopez, Matthew	60942646			<input type="checkbox"/>	<input type="checkbox"/>
01 Fulgham, Owen C	60942251			<input type="checkbox"/>	<input type="checkbox"/>
01 Guerra, Ismael	60940685			<input type="checkbox"/>	<input type="checkbox"/>
01 Gutierrez Ramirez, Victoria L	60940695			<input type="checkbox"/>	<input type="checkbox"/>
01 Henning, Jacob C	60940661			<input type="checkbox"/>	<input type="checkbox"/>
01 James, Samara M	70000184			<input type="checkbox"/>	<input type="checkbox"/>
01 Kazaryan, John	60940887			<input type="checkbox"/>	<input type="checkbox"/>
01 Kerna, Madison E	60940614			<input type="checkbox"/>	<input type="checkbox"/>
01 Lami, Ana V	60941895			<input type="checkbox"/>	<input type="checkbox"/>
01 Laprade, Kai J	60943957			<input type="checkbox"/>	<input type="checkbox"/>
01 Levko, Angela	60938738			<input type="checkbox"/>	<input type="checkbox"/>
01 Marshall, La'Tasha M	60941339	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Merino, Bradley V	60940907			<input type="checkbox"/>	<input type="checkbox"/>
01 Portia, Echun E	60940934			<input type="checkbox"/>	<input type="checkbox"/>
01 Reyes Villeda, Samantha Guadalupe	60939748			<input type="checkbox"/>	<input type="checkbox"/>
01 Seale, Jordan S	60940340			<input type="checkbox"/>	<input type="checkbox"/>
01 Spangenberg, Emma L	60942491			<input type="checkbox"/>	<input type="checkbox"/>
01 Steinke, Angelina A	60940940			<input type="checkbox"/>	<input type="checkbox"/>
01 Takekura, Greg T	60944370			<input type="checkbox"/>	<input type="checkbox"/>
01 Von Horn, Emily D	70000105			<input type="checkbox"/>	<input type="checkbox"/>

Discontinued Students: 0

Name	Student #	Start Date	End Date	Repeat	No Credit
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- Enter appropriate START DATE on the students who were moved

## Using Roster Copy to Schedule Elementary Students

- Verify all needed sections have been created and assigned with a Primary Teacher
  - Use the **Staff History Report** to verify teachers are properly assigned
    - Path: *Scheduling > Reports > Staff History Report*
      - Choose the 3<sup>rd</sup> radio button option (sections without a teacher)
- Use **Roster Copy** to copy students from Homeroom sections into appropriate content areas
  - Path: *Scheduling > Roster Copy*

Select the Source section that will be copied (HOMEROOM course) on the left side of the window – the right side will be the Destination (content area courses)

Source Calendar	Destination Calendar
<input type="text" value=""/>	14-15 130 T G Empire
Source Schedule Structure	Destination Schedule Structure
<input type="text" value=""/>	<input type="text" value=""/>
Source Course	Destination Course
<input type="text" value=""/>	<input type="text" value=""/>
Source Section	Destination Section
<input type="text" value=""/>	<input type="text" value=""/>
<b>RUN</b>	



## Elementary Scheduling: Using Roster Batch Edit to Move Students in Mass



**Be careful to use the current calendar. This tool allows the user to copy from ANY calendar.**

- SOURCE CALENDAR = current school year
- SOURCE SCHEDULE STRUCTURE = Main
- SOURCE COURSE = Homeroom courses (except for the Special sections)
- SOURCE SECTION = Classroom students being copied
- DESTINATION CALENDAR = Already set based on header area (14-15 school)
- DESTINATION SCHEDULE STRUCTURE = Main
- DESTINATION COURSE = All content courses
- DESTINATION SECTION = Match to section number and/or Teacher Name (May vary based on setup)

Click **RUN** – the Pop Up window will state the number of students copied. This number should match the number of CURRENT students in the Homeroom course

Note: Clicking on RUN multiple times will NOT place the SAME students into the SAME section

## Using Teams to place HR Teacher's Name in Student Header

1. Define all Team names (HR teachers)

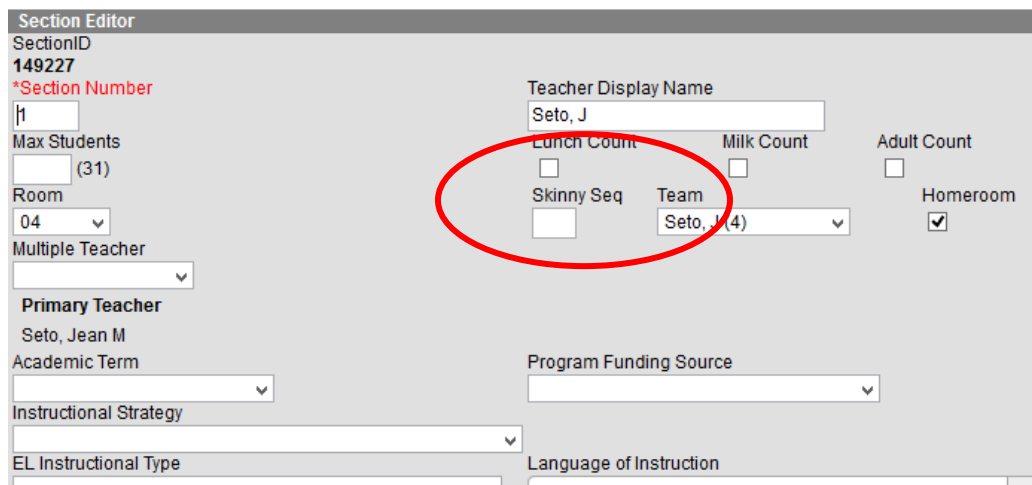
*Path: Scheduling > Scheduling Groups > New > Save*

- Repeat process until all teachers have been named
- The Team name can be anything. Most schools use Teacher's Last Name and Room number

2. Attach Team name (teachers name) to the HOMEROOM course sections

*Path: Scheduling > Courses > Enter HOME to find all HR classes*

- Click on first course > Go Section Tab > Add/Edit a section
- Define HR teacher in TEAM dropdown



3. Populate student header with 'Team' name using **Fill Team**

*Path: Scheduling > Fill Teams*

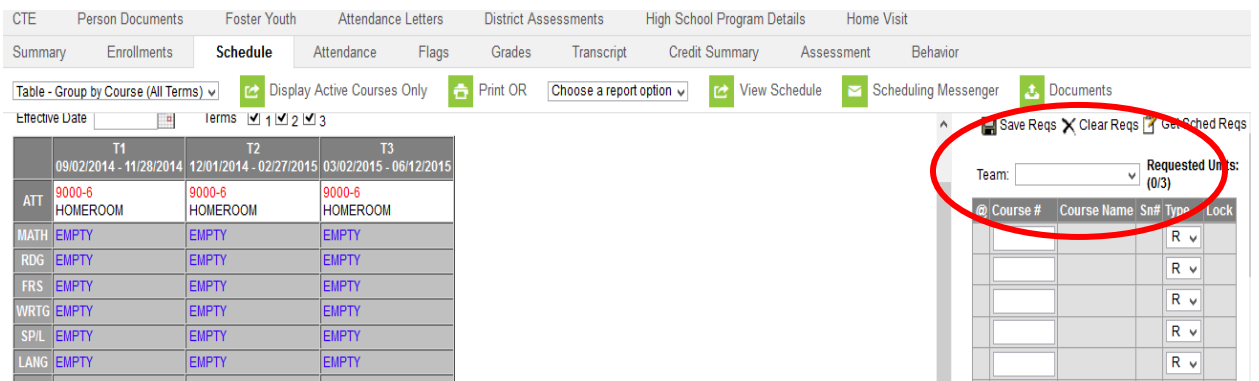
- Depending on which option selected, this will update all students

## To Define Team (HR teacher) on INDIVIDUAL student

1. Go the student's Schedule tab

*Path: Student Information > General > Schedule > Walk In Scheduler > Team dropdown > Save Reqs*

# Elementary Scheduling: Using Roster Batch Edit to Move Students in Mass



	T1 09/02/2014 - 11/28/2014	T2 12/01/2014 - 02/27/2015	T3 03/02/2015 - 06/12/2015
ATT	9000-6 HOMEROOM	9000-6 HOMEROOM	9000-6 HOMEROOM
MATH	EMPTY	EMPTY	EMPTY
RDG	EMPTY	EMPTY	EMPTY
FRS	EMPTY	EMPTY	EMPTY
WRTG	EMPTY	EMPTY	EMPTY
SPIL	EMPTY	EMPTY	EMPTY
LANG	EMPTY	EMPTY	EMPTY

## To Move Teachers to a New Course/Section

1. Create the new section, if needed

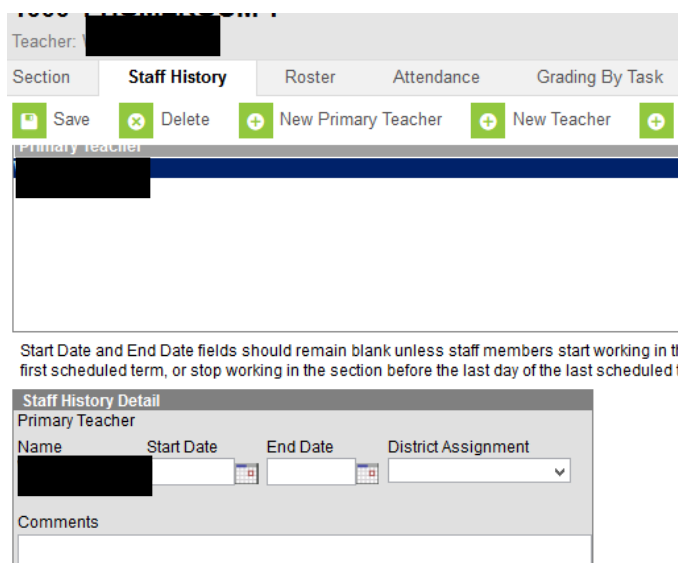
*Path: Scheduling > Courses > Key in name of course that needs a new section > Section Tab > Add New Section*

- o Enter a Section Number and set Section Placement

]

2. IF section already exists, but only the Teachers are moving (NOT students), Assign the new teacher from the Staff History Tab
  - a. Add New teacher to the section

*Path: Scheduling > Courses > Section Tab > Edit Section > Staff History > New Primary Teacher*



Teacher: [Redacted]

Section: [Redacted] **Staff History** Roster Attendance Grading By Task

Save Delete New Primary Teacher New Teacher

Primary teacher: [Redacted]

Start Date and End Date fields should remain blank unless staff members start working in the first scheduled term, or stop working in the section before the last day of the last scheduled term.

**Staff History Detail**

Primary Teacher

Name: [Redacted] Start Date: [Redacted] End Date: [Redacted] District Assignment: [Redacted]

Comments: [Redacted]

*No need to enter a Start Date – LEAVE it blank*



## Elementary Scheduling: Using Roster Batch Edit to Move Students in Mass



3. Delete the previous teacher's name

Do NOT delete/remove the Section until the students have been moved. Students DO need Start/End Dates to keep any Attendance and/or other records associated to the section – See previous How to document on Moving students