

Elementary Roster Copy

Using Roster Batch Edit to move students – IN MASS

- 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

o *Path: Scheduling > Course > Section*

- Find the **Roster Batch Edit** tab

Name	Student #	Start Date	End Date	Repeat	No Credit
01 Allen, Alahna L	70000029			<input type="checkbox"/>	<input type="checkbox"/>
01 Angel, Brian A	60948623			<input type="checkbox"/>	<input type="checkbox"/>
01 Foster, Corlianna D	70002881			<input type="checkbox"/>	<input type="checkbox"/>
01 Galvan, Brianna H	70000181			<input type="checkbox"/>	<input type="checkbox"/>
01 Garcia, Aaliyah M	60944273			<input type="checkbox"/>	<input type="checkbox"/>
01 Glau JR, Christian E	70002051			<input type="checkbox"/>	<input type="checkbox"/>
01 Kung'u, Meg Cecile H	70002753			<input type="checkbox"/>	<input type="checkbox"/>
01 Podgurschi, Eddie V	70002189			<input type="checkbox"/>	<input type="checkbox"/>
01 Powell III, Richard K	60945098			<input type="checkbox"/>	<input type="checkbox"/>
01 Ramirez Alvarez, Daniel	60939589			<input type="checkbox"/>	<input type="checkbox"/>
01 Reznic, Timothy	60943441			<input type="checkbox"/>	<input type="checkbox"/>
01 Ritchey, Damian A	60942078			<input type="checkbox"/>	<input type="checkbox"/>
01 Seals, Nevaeh J	60942849			<input type="checkbox"/>	<input type="checkbox"/>
01 Washington Jr, Lamont E	60945307			<input type="checkbox"/>	<input type="checkbox"/>
01 Whisenant, Haylee D	60942897			<input type="checkbox"/>	<input type="checkbox"/>
Dropped Students: 3					
01 Aguilar Garcia, Arlette C	60940594		09/12/2014	<input type="checkbox"/>	<input type="checkbox"/>
01 Foster JR, Corey D	70002882		09/12/2014	<input type="checkbox"/>	<input type="checkbox"/>
01 Marshall, La'Tasha M	60941339		09/12/2014	<input type="checkbox"/>	<input type="checkbox"/>

- Enter appropriate END DATE on students who are changing sections

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

- 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

o *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

Name	Student #	Start Date	End Date	Repeat	No Credit
01 Aguilar Garcia, Arlette C	60940594	09/12/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Austin, Karl A	60945486			<input type="checkbox"/>	<input type="checkbox"/>
01 Brown, Brandi A	60942800			<input type="checkbox"/>	<input type="checkbox"/>
01 Bush, Mason L	70002795			<input type="checkbox"/>	<input type="checkbox"/>
01 Camacho Garcia, Leonardo	60940591			<input type="checkbox"/>	<input type="checkbox"/>
01 Chavira Gomez, Brandon A	60943561			<input type="checkbox"/>	<input type="checkbox"/>
01 Diosa Soriano, Ashley B	60940816			<input type="checkbox"/>	<input type="checkbox"/>
01 Farias, Lillian R	60947834			<input type="checkbox"/>	<input type="checkbox"/>
01 Galvan, Kameron D	60943973			<input type="checkbox"/>	<input type="checkbox"/>
01 Ford, Luke M	60940696			<input type="checkbox"/>	<input type="checkbox"/>
01 Foster JR, Corey D	70002882	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Fredrickson, Matthew	60942846			<input type="checkbox"/>	<input type="checkbox"/>
01 Fulgham, Owen C	60942211			<input type="checkbox"/>	<input type="checkbox"/>
01 Garcia, Nestor	60940685			<input type="checkbox"/>	<input type="checkbox"/>
01 Guterrey Ramirez, Victoria L	60946696			<input type="checkbox"/>	<input type="checkbox"/>
01 Henning, Jacob C	60945861			<input type="checkbox"/>	<input type="checkbox"/>
01 James, Samara H	70000184			<input type="checkbox"/>	<input type="checkbox"/>
01 Karpov, John	60940687			<input type="checkbox"/>	<input type="checkbox"/>
01 Kenna, Madison E	60940214			<input type="checkbox"/>	<input type="checkbox"/>
01 Lani, Ava V	60941895			<input type="checkbox"/>	<input type="checkbox"/>
01 Laprade, Kai J	60942807			<input type="checkbox"/>	<input type="checkbox"/>
01 Lewis, Angela	60940286			<input type="checkbox"/>	<input type="checkbox"/>
01 Marshall, La'Tasha M	60941339	09/15/2014		<input type="checkbox"/>	<input type="checkbox"/>
01 Martin, Bradley V	60943907			<input type="checkbox"/>	<input type="checkbox"/>
01 Pionta, Ethan F	60940534			<input type="checkbox"/>	<input type="checkbox"/>
01 Rivera Viquez, Samantha Guadalupe	60940246			<input type="checkbox"/>	<input type="checkbox"/>
01 Seals, Jordan S	60942340			<input type="checkbox"/>	<input type="checkbox"/>
01 Spangenberg, Gianna L	60942491			<input type="checkbox"/>	<input type="checkbox"/>
01 Steinhilke, Angelina A	60940940			<input type="checkbox"/>	<input type="checkbox"/>
01 Tiedtke, Craig T	60944076			<input type="checkbox"/>	<input type="checkbox"/>
01 Von Horn, Emily D	70000191			<input type="checkbox"/>	<input type="checkbox"/>

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

- Enter appropriate START DATE on the students who were moved

Using Roster Copy to Schedule Elementary Students

1. Verify all needed sections have been created and assigned with a Primary Teacher
 - a. Use the **Staff History Report** to verify teachers are properly assigned
 - i. *Path: Scheduling > Reports > Staff History Report*
 1. Choose the 3rd radio button option (sections without a teacher)
2. Use **Roster Copy** to copy students from Homeroom sections into appropriate content areas
 - a. *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"/>	15-16 272 T Parkway
Source Schedule Structure	Destination Schedule Structure
<input type="text"/>	<input type="text"/>
Source Course	Destination Course
<input type="text"/>	<input type="text"/>
Source Section	Destination Section
<input type="text"/>	<input type="text"/>

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

- o Repeat process until all teachers have been named
- o 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

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

Section Editor
 SectionID: 149227
 *Section Number: 1
 Max Students: (31)
 Room: 04
 Multiple Teacher:
 Primary Teacher: Seto, Jean M
 Academic Term:
 Instructional Strategy:
 EL Instructional Type:
 Teacher Display Name: Seto, J
 Lunch Count: Milk Count: Adult Count:
 Skinny Seq: Team: Seto, J (4) Homeroom:
 Program Funding Source:
 Language of Instruction:

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

Path: Scheduling > Fill Teams

- o 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

CTE Person Documents Foster Youth Attendance Letters District Assessments High School Program Details Home Visit
 Summary Enrollments **Schedule** Attendance Flags Grades Transcript Credit Summary Assessment Behavior
 Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option View Schedule Scheduling Messenger Documents
 Effective Date: Terms: 1 2 3
 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
 Team: Requested Units: 0/3
 Course # Course Name Sn# Type Lock

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	Start Date	End Date	District Assignment
[Redacted]			

Comments

No need to enter a Start Date – LEAVE it blank

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