

# *InformationNOW* – Elementary Scheduling

---

## About Elementary Scheduling

Elementary scheduling is used in those schools where groups of students remain together all day. For information on scheduling students using the *Requests* method, see the *InformationNOW – Scheduling Quick Reference Guide*.

---

## Scheduling Setup

### Academic Session

A new academic session will need to be created prior to scheduling. Schools new to *InformationNOW* will create the academic sessions under the appropriate school(s). For details, see the *InformationNOW – Creating An Academic Session Quick Reference Guide*.

Once the new academic session is created, switch to the academic session under **Preferences | Change Context**.

### Lookups

The *lookups* (code banks) listed below will need to be verified prior to scheduling. Go to **Scheduling | Lookups** and select from the drop-list. Then click **Refresh**. All lookups are district-wide codes, with the exception of *Terms* and *Periods*.

---

Note: Do not delete any codes that are attached to the current academic session.

---

- **Bell Schedules**
- **Blocks**
- **Classification of Instructional Program (CIP)**
- **Course Type**
- **Difficulty Level**
- **Funding Method**
- **Instructional Setting**
- **Models**

- **Periods**
- **Teaching Method**
- **Terms**

## Rooms

To set up rooms, go to **Schools/District | School | Rooms** tab and do the following:

- **Add** new rooms, entering the information below for each.
  - \*Room number
  - Max Capacity
  - \*Room Description
  - Location
- **View** rooms to update existing information as needed.
- **Delete** any rooms no longer used.

## Teachers

Teacher/staff information should be set up under **Staff | Staff Maintenance**. For details entering staff information, please refer to the *InformationNOW – Staff* Quick Reference Guide.

- **Add** new staff as necessary.
- **View** existing staff records to update applicable information.
- **Delete** any staff members who have left the district and will not return.

## Valid Courses

To set up valid courses, go to **Scheduling | Valid Courses | Add** (to create new records) or **Search** (to locate and verify existing records). Required fields are indicated with an asterisk (\*).

---

Note: To copy changes from the valid course file to existing sections in the master schedule, perform the following steps, check the *Apply Changes to Sections* box before selecting to **View** a course.

---

- Go to the *Main* tab and enter/check information as follows:
  - **\*Course Number**: May be alpha and/or numeric.
  - **Alternate Course Number**: May be alpha and/or numeric.
  - **State Course Number**: May be alpha and/or numeric.
  - **\*Short Name**: Prints on report cards, labels, and student schedules.
  - **\*Long Name**: Prints on standard report cards, transcripts and other scheduling reports
  - **\*Course Type**: Used in relation to goals sought and prerequisites. Required in some states. Refer to state guidelines for more details.
  - **CIP Code**: Used for Vocational reporting.
  - **GPA Credit**: Total amount of GPA credit for the course.
  - **Difficulty Level**: Required in some states. Refer to state guidelines for more details. May also be used for goals sought.
  - **Honor Roll**: Check to flag this class as an honor roll class.

- **Graduation Credit:** Total amount of graduation credit for the course.
- **\*Allowable Gender:** Check *Male*, *Female* or both.
- **\*Starting Grade:** Earliest allowable grade level to request or take this course.
- **\*Ending Grade:** Latest allowable grade level to request or take this course.
- **Max Capacity:** Enter the maximum number of students allowed per section.
- **Course is Instructional:** Check if applicable.
- **Is State Reported:** Check if applicable.
- **Display On Report Card:** Check if grades for this course are to be displayed on the report card.
- **Is Required:** Check if this course is to be considered required. When requests are entered for students, they will be marked as required if the course is marked as required. However, it may be un-checked on the student's request. Courses marked as required will be scheduled with a higher priority during the automated scheduler.
- **Active:** Check if this course is considered active. Inactive courses will not display on Course Request Entry, Master Schedule Builder or Course Listing Report (unless selected to include). If models exist with inactive courses, the inactive courses will not be added when the model is applied to students. If requests were entered via the home portal prior to the course being set as inactive, the requests can still be approved via the request approval process. Requests for an inactive course are not automatically deleted. Once a course is marked as inactive, it will not display from the request entry screen via the home portal. Course requests can be approved even if the course is not active. Sections will schedule for inactive courses if requests exist during schedule requests process.
- **Instructional Setting:** Select the setting for this course.
- **Teaching Method:** Select the teaching method for this course.
- **Funding Method:** Select the funding method for this course.
- Click **Create** if adding a course, or click **OK** if editing a previously added course.
- Standards tab:
  - Click **Add**.
  - Select a search criterion such as *Standard Subject*.
  - Click **Search**.
  - Place a check next to each Standard that applies.
  - Click **OK**.
- Custom tab: Enter custom data. Custom fields are created under **System Preferences | Setup**.
- Summary tab: Lists by *School*, by *Academic Session*, by *Term*, the sections of the selected Valid Course.
- Tasks menu:
  - **Print Screen** option.
  - **Help** option.
- Manage menu:
  - **Create Sections from Course:** See the section “Master Schedule” on the following page for more information on Master Schedule sections.
  - **Prerequisites**

- **Rules (And) section:** All rules set here are required.
- **Course Requirements (Or) section:** Multiple items entered are either/or requirements.
- **Course Type Requirements (Or) section:** Multiple items entered are either/or requirements.
- **Course Fees:** Click **+Add** to add course fees to each course.
- **Course Request Roster:** Click to view the list of students who have requested this course. Requests may be added, viewed or deleted.
- **Reports menu:**
  - **Standards Bank:** Allows standards for the selected course or all standard to be printed.

## Master Schedule

The Master Schedule contains information on when a course will be taught, where it will be taught and who will teach the course. Some information will pull from the Valid Courses file. In some instances, this information may be edited on each section. In other cases, the information may not be edited.

Go to **Scheduling | Master Schedule**. Click **Search** for a list of current sections.

To insert a new section, click **Add**. To modify an existing record, select the record and click **View**. Information should be entered as follows:

- **Course Information:** This information pulls from the Valid Course file and cannot be edited.
  - **Course Number**
  - **Alt Course Number**
  - **State Course Number**
  - **CIP Code**
  - **Active:** Will be unchecked if the valid course has been unchecked as **Active**.
- **Section Details**
  - **\*Section Number:** Enter a section number. May be alpha/numeric.
  - **\*Short Name:** Prints on report cards, labels, and student schedules.
  - **\*Long Name:** Prints on standard report cards, transcripts and other scheduling reports.
  - **Display On Report Card Checkbox:** Check if grades for this section are to print on report cards.
  - **\*Allowable Gender:** Check male and/or female as needed.
  - **\*Course Type:** Select from the drop-list.
  - **Difficulty Level:** Select from the drop-list.
  - **Honor Roll:** Check if this course counts toward honor roll.
  - **Teacher:** Click the **Teacher** link and then click **Add** to add teachers to course.
  - **Room:** Select from the drop-list.
  - **\*Starting Grade:** Enter the lowest grade level which may be scheduled into the class.
  - **\*Ending Grade:** Enter the highest grade level which may be scheduled into the class.
  - **Grading Scale:** Select a grading scale if this course uses a scale different from the scale attached to grade levels.

- **GPA Credit:** Enter the amount of credit a student earns toward GPA each time credit is awarded.
- **Graduation Credit:** Enter the amount of credit a student earns toward graduation each time credit is awarded.
- **\*Periods/Blocks:** Check the period(s)/block(s) during which the class will meet.
- **Period Variations:** If using period variations, select the variation that is followed by this section. This option only needs to be selected for courses that meet during the period in which a variation has been set up (i.e., Period 4 is lunch but there are lunch waves A, B and C within that period and the class the student is in period 4 determine which lunch they take.)
- **\*Day Types:** If available, select the appropriate day type(s) on which the class will meet.
- **Terms:** Check the terms during which the class will meet.
- **Capacity:** Enter the maximum number of students that may be scheduled into this class.
- **A. Credit:** Check if credit is awarded at the end of the term.
- **GPA Method:** Enter the GPA settings to be considered for the grade a student receives in this class. For example, to add 1 quality point to the student for the grade they received in this course, enter a 1 in the *W. Add* field. To add the grade that the student receives for this course twice in the student's GPA calculation, enter a 2 in the *Weight Mult.* field. To keep the grade received for this class from calculating towards a student's weighted GPA, uncheck the *Inc. Weighted GPA* box. To keep the grade received for this class from calculating towards a student's unweighted GPA, uncheck the *Inc. Unweighted GPA* box.
- **Additional Info**
  - **Course is Instructional:** Check if this is an instructional course. Used for some state reporting.
  - **Is State Reported:** Check if course is reported to the state.
  - **Instructional Setting:** Select from drop-list. Used for some state reporting.
  - **Teaching Method:** Select from drop-list. Used for some state reporting.
  - **Funding Method:** Select from drop-list. Used for some state reporting.
- **Manage – Roster:** Under the *Manage* menu on the left, click to manage the **Roster** for this section.

## Models

Models may be set up as either *Scheduling* models, which include specific sections of courses; or as models based on *Requests* only. For details regarding Request models, please refer to the *InformationNOW – Scheduling* Quick Reference Guide as that is not a typical elementary school application.

The steps for creating scheduling models are as follows:

- Go to **Scheduling | Setup**.
- Select **Models** from the drop-list and click **Refresh**.
- Click **Add** to create a new model.
  - Select *\*Type* of scheduling.
  - Enter a *\*Name* for the model. Examples might include *4-A* (homeroom), *Mrs Smith*, etc.
  - Enter a *Description* if desired. For example, if the name of the model is *4-A*, the description may be the teacher name for that homeroom.
  - Click **Create**.

- Click **Add**.
- Enter search criteria, such as a teacher name, and click **Search**.
- Checkmark the course(s) to be added to the model and click **OK**. If multiple pages exist, add the courses on one page then navigate to the next page to continue adding.
- On the model *Add* screen, click **OK** once all courses have been added.
- Continue until all scheduling (homeroom) models have been created.

---

## Scheduling Students

Models may be applied to groups of students or to individual students by following the steps below.

### Applying Models to a Group

A wizard will guide the user through this process. The steps are as follows:

- Go to **Scheduling | Mass Apply Models**.
- The first screen explains the steps taken during the scheduling process. Click **Next**.
- Step 1: In the drop-list, select the type of model with which to work (*Schedule*).
- Click **Refresh**.
- Bullet the model with which to work and click **Next** (or alternately, click on the link for the model).
- Step 2: Enter the search criteria to build a list of students (for example, **Find** a homeroom) and click **Next**.
- Step 3: Select the students to schedule using this model. Click on individual names or press and hold the Ctrl key to multi-select students. Click **Add>** (the user may also click **Add All>>** to add every student to the *Selected Students* dialog box). If multiple pages of students exist, add students from first page and then navigate to next page and continue adding. Repeat until all pages have been used. Click **Next**.
- Verify that all students in the list should have this model. If incorrect, click **Back** and add or delete students as necessary. When correct, click **Apply**.
- The program will apply the model and return to Step 2. If additional students need to be added to this group, continue. To work with a new model, click **Back**.
- Repeat process until all students have been scheduled.

### Applying a Model to a Single Student

To apply a model for a single student, select **Students | Student Maintenance**. Search for and select to **View** a student. Under the *Manage* menu on the left, select **Schedule**.

- Under the *Tasks* menu, select **Apply Model**.
- Select the model and click **OK** (or alternately, click on the link for the model).
- Verify that all courses are correct for student. If changes need to be made, checkmark the course and click **Delete** to remove a course; or click **Add** to add an additional course. When schedule is complete and correct, click **Close**.

---

## Reports

- **Course Listing**: Generates a listing of all courses for which sections have been created.
- **Course Roster**: Generates a listing of all students in each course.
- **Free Room**: Generates a listing of all rooms that are free during a specific period/day type.
- **Free Teacher**: Generates a listing of all teachers who are free during a specific period/day type.
- **Incomplete Student Schedules**: Generates a listing of student schedules that are incomplete based on a specific number of periods/day types. Also can generate a listing of all students with no schedules.
- **Master Schedule List**: Generates a listing of all courses currently scheduled, including teacher name, period of day, terms met, day type, room and number of students scheduled.
- **Master Schedule Summary**: Generates a summary of students scheduled into each class, broken down by grade, ethnic code and gender.
- **Room-Teacher Utilization**: Generates a matrix view of rooms or teachers and the period of day they are utilized.
- **Student Schedule List**: Generates a schedule for each student.
- **Student Schedule Matrix**: Generates a matrix view of each student's schedule.