

Quick Guide: Quick Schedule



The Quick Schedule feature allows users to schedule students into courses associated with a Homeroom. This can be done for individual students from the Student Profile screen or for an entire Homeroom using Mass Update Students. This feature is great for Elementary schools where the courses scheduled can easily be associated with a primary teacher and homeroom.

The Quick Schedule option is enabled by school. When enabled, the Room Catalog is used to associate courses to specific Homerooms.

ROOM DETAILS

Room Code: Description:
Building: Capacity:
Grade Level: Comment:
Home Room:

ASSOCIATED COURSES: R01 - 01

▼ Brown Elementary School School Year: 2017-2018 ▼

Delete	Course	Academic Year
<input type="checkbox"/>	EIArtKF-R01 : Elem Art KF	2017-2018
<input type="checkbox"/>	EIMusKF-R01 : Elem Music KF	2017-2018
<input type="checkbox"/>	EIPEKF-R01 : Elem PE KF	2017-2018
<input type="checkbox"/>	GRKF-R01 : Grade KF (Homeroom)	2017-2018



Based on a Homeroom assignment, all courses for the Homeroom can be scheduled by simply checking off a box on the Student Profile screen. This makes scheduling new students at the elementary school level easy for the front office.

Year Of Graduation:

Previous School: Natick Preschool

Home Room:

Quick Schedule: ←

Primary School:

Note: To have access to Quick Schedule on the Student Profile screen the individual user must have the Extra Security Option for Allow Quick Schedule.

These courses are then added to the student's schedule.

Quick Guide: Quick Schedule



Student Schedule.								
School Year: 2017-2018								
<input type="checkbox"/> Show Dropped Courses								
Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits	Status
GRKF-R01	Grade KF (Homeroom)	1234	11111	0	R01		0.00	
EIArtKF-R01	Elem Art KF	1234	None	0			0.00	
EIMusKF-R01	Elem Music KF	1234	None	0			0.00	
EIPEKF-R01	Elem PE KF	1234	None	0			0.00	

Biographical System > Mass Update Students provides the option to mass schedule students who are all assigned to the same Homeroom.

Mass Update Students

Shop Week / Cluster:

Set Year for Next Year's School: No Update

Next Year's School: No Update

Next Year's Grade Level: No Update

Next Year's Homeroom: No Update

Misc Field: No Update

Homeroom Quick Schedule: Assign Courses

DOE Field: Assign Courses

STUDENT SEARCH CRITERIA

Year: 2017-2018

ID:

Last Name:

Home Room: R01

Enabling the Quick Schedule Feature

For schools to use the "Quick Schedule" feature a system administrator must give the school access.

Go to System Configuration > Parameter Maintenance >

Application = School Sequence Number; Parameter Group = Scheduling

In the field titled "Use Quick Schedule" type in "Yes".



SYSTEM PARAMETER SELECTORS

Application	Parameter Group
<ul style="list-style-type: none"> 000 1 103028653 17 19 <li style="background-color: #e0e0e0;">2 20 21 22 23 	<ul style="list-style-type: none"> Attendance Call List Default Discipline GPA Grade Entry Health iParent Monthly Report RankBook Receipt <li style="background-color: #e0e0e0;">Scheduling

See note below on how to find School Sequence number

SYSTEM PARAMETERS

Application: 2 Parameter Group Name: Scheduling

Parameter Name	Parameter Value
Alternate Week	3
DefaultSchedule	Summary
EnterRecs	No
Use Quick Schedule	Yes



To be able to use the “Quick Schedule” feature a user must have the Extra Security Option “Allow Quick Schedule” checked off in their User Account. When checked off the Quick Schedule check box will appear on the Student Biographical Profile screen.

Go to Security System > Manage Users > Search for user and click on their name. Scroll down to the Extra Security Options section.

Check off the box for “Allow Quick Schedule” and Submit.

Extra Security Options

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Can overload classes. <input checked="" type="checkbox"/> Can submit student scheduler from schedule screen. <input checked="" type="checkbox"/> Can create course conflicts from schedule screen. <input checked="" type="checkbox"/> Can delete student records. <input checked="" type="checkbox"/> Can input daily attendance on all home rooms. <input checked="" type="checkbox"/> Can Edit ANY Student on Find Page. <input checked="" type="checkbox"/> Can View ANY Student on Find Page. <input checked="" type="checkbox"/> Can Update All Competencies. <input checked="" type="checkbox"/> Can Delete Success Plans <input checked="" type="checkbox"/> Can Alter User Fee Invoices and Payments <input checked="" type="checkbox"/> Can View/Update SSN <input checked="" type="checkbox"/> Can View Confidential in Staff View Only <input checked="" type="checkbox"/> Can Delete Uploads <input type="checkbox"/> Can Call Using iAutoAlert 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Can enter period attendance from daily attendance <input checked="" type="checkbox"/> Can enter grades for closed terms <input checked="" type="checkbox"/> Can clear previous student schedules. <input checked="" type="checkbox"/> Can Update Prior Year Grades. <input checked="" type="checkbox"/> Can Update All Competency Groups. <input checked="" type="checkbox"/> Teacher Can View ANY Student in View Only. <input checked="" type="checkbox"/> Can View Locker Combinations. <input checked="" type="checkbox"/> Attendance Clerk? <input checked="" type="checkbox"/> Can Submit Batch Reports <input checked="" type="checkbox"/> Can Email Discipline Notifications <li style="border: 2px solid red; padding: 2px;"><input checked="" type="checkbox"/> Allow Quick Schedule
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Run a Table Report to find the School Sequence Number:

- Go to My Data > Table Report
- Select Table Name = SchoolProfile
- Select Fields = SchoolName and SchoolProfileSeq
- Submit and look for GenericTable report in Reports

SELECT A TABLE TO REPORT ON

Table Name: SchoolProfile:

Generate HTML Document

Generate Excel Document

Select Fields:

- PeriodAttendance:Was profile.period-attendance
- PhoneSeq:Phone Number
- SchoolCode:Was profile.school-code
- SchoolName:Was profile.school-name
- SchoolProfileSeq:Unique School Sequence Number
- SchoolType:Was profile.school-type
- StartingID:Was profile.Starting-stu-id
- StateCode:Enter the doe state code for the status
- stateReportable:State Reportable
- TechDirector:New field

SchoolName:Was profile.school-name

SchoolProfileSeq:Unique School Sequence Number

Select All Fields

Deselect All Fields

