

# MyStudent Elementary Scheduling Next Year Classes

**Enter into MyStudent/Maintenance/Scheduling**

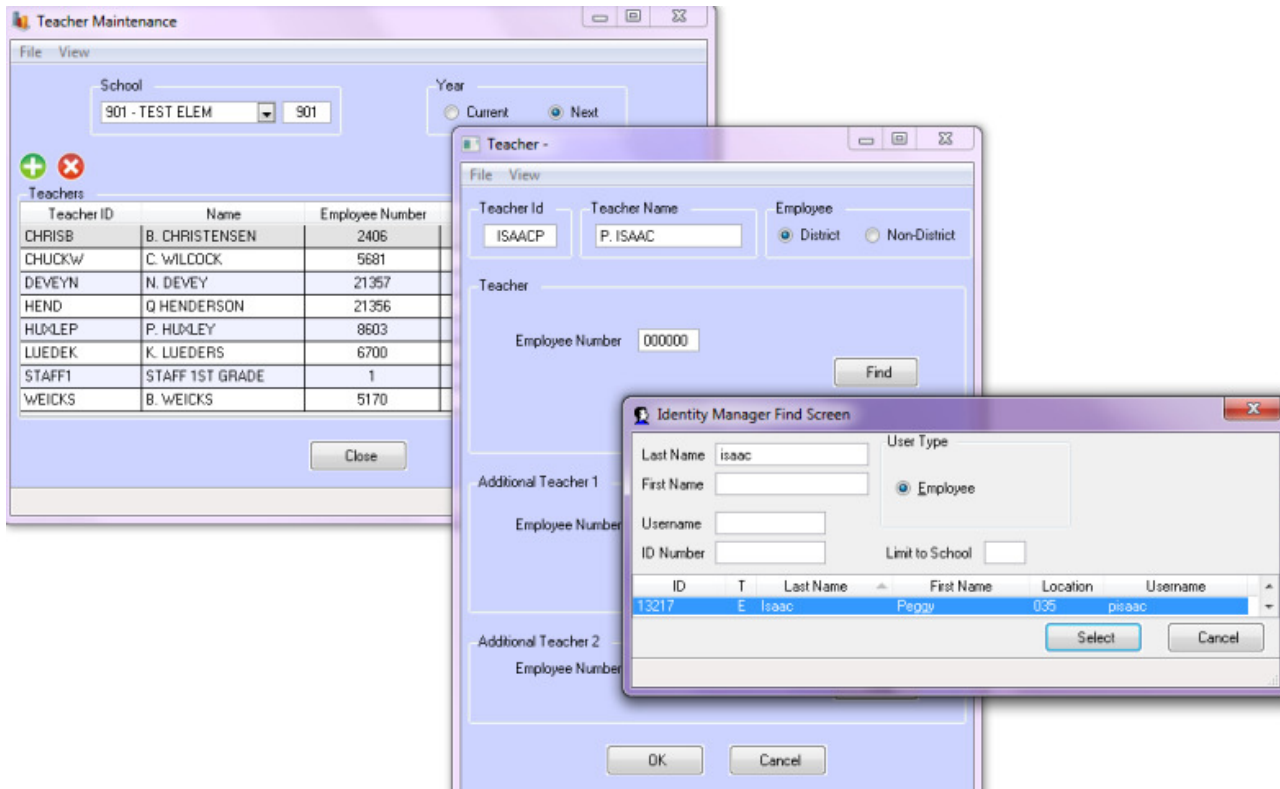
**Be sure in each screen to select Year Next.**

- 1) **Registration Status Report** – Run the Registration Status Report to check for students with errors in the Next Year School/Class fields. Fix students with errors in **Student Info/Edit/Demographics**.

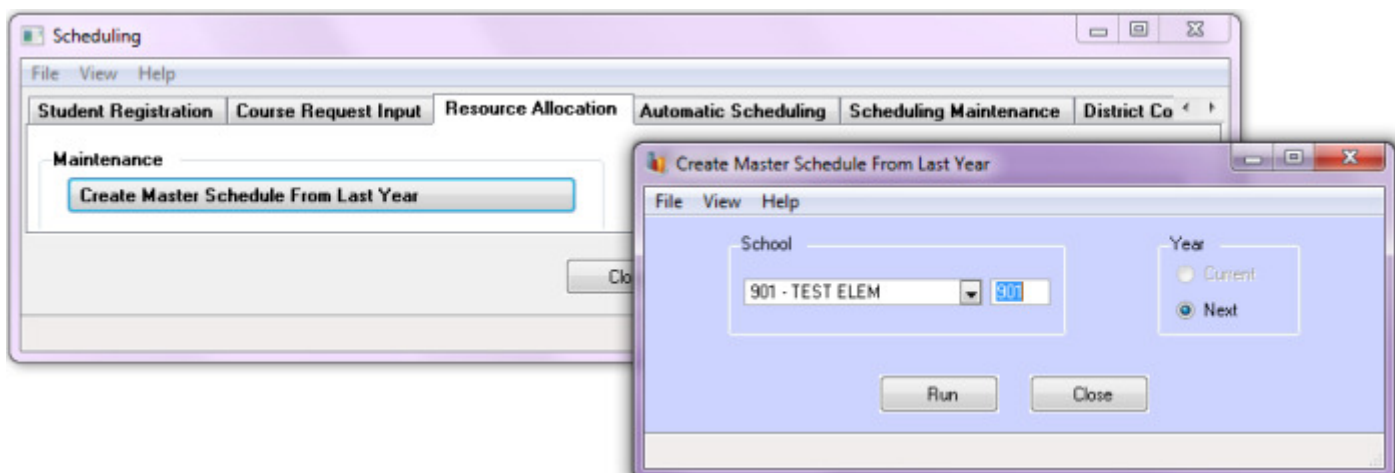
ID Number	Name	School	Class	Birthdate	Gender	Phone	Cur-Sch	Cur-Cls	Status
888888888	Ball, Soft	901	04	7/18/1997	F	801-999-9999	901	04	Class Error
900086389	Bloom, Daisy	901	04	11/12/1999	F	801-451-7336	901	04	Class Error
900074755	Brother, Little	901	04	8/24/1998	M	801-123-4567	901	04	Class Error
900086315	Cloth, Dish	901	04	12/21/1998	F	801-451-3344	901	04	Class Error
900007137	Cloth, Teri F.	901	04	4/15/1998	F	801-451-3344	901	04	Class Error
900096464	Deer, John	901	04	3/2/1999	M	999-222-5090	901	04	Class Error
900114618	Depp, Johnny	901	04	8/19/1999	M	555-222-9999	901	04	Class Error
900094808	Flinstone, Pebbles R.	901	04	6/22/2000	F	801-920-7777	901	04	Class Error
900086303	Florida, Miami B.	901	04	2/19/1999	F	801-555-9292	901	04	Class Error
900086313	Hammer, Michael C.	901	04	7/26/1999	M	801-476-7858	901	04	Class Error
900072056	Hammer, Sledge	901	04	5/4/1997	M	801-476-7858	901	04	Class Error

Totals: Class Errors: 60

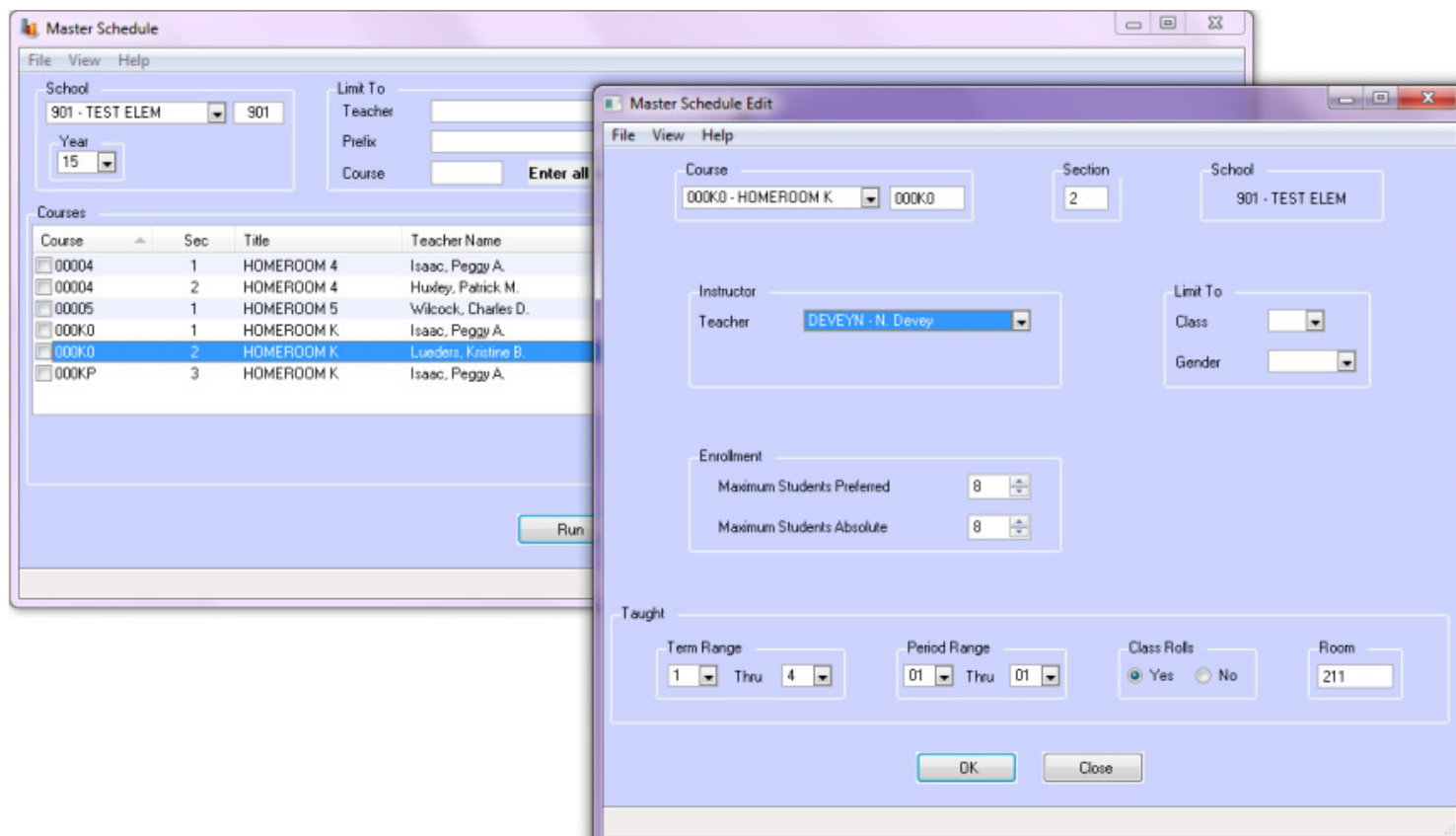
- 2) **Teachers** – Update teachers. To add use the green plus or right-click/add. For unknowns, you can create STAFF1, STAFF2, etc., using your principal's employee number. As you complete your staffing, add new teachers and update the master schedule. To delete, highlight the teacher and use the red X or right-click/delete.



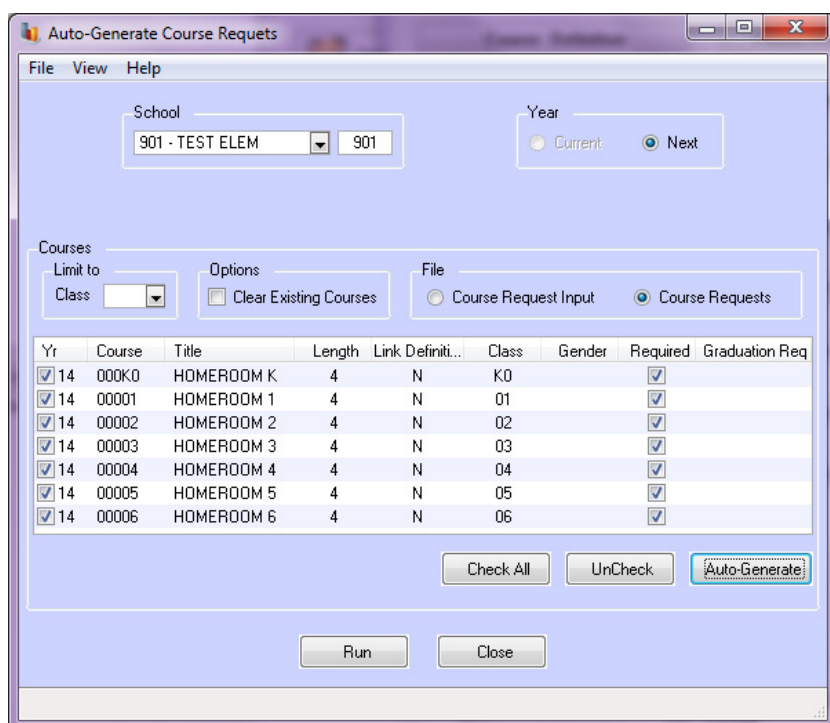
- 3) **Create Master Schedule from Last Year** – Switch to the **Resource Allocation Tab**. Copy the current year master schedule to the next year master schedule.



- 4) **Master Schedule Maint** – Update master schedule (i.e., change the teacher assigned to the course/section, add a course/section, delete a course/section). Double-click on an item to edit or right-click for Add/Change/Delete options.

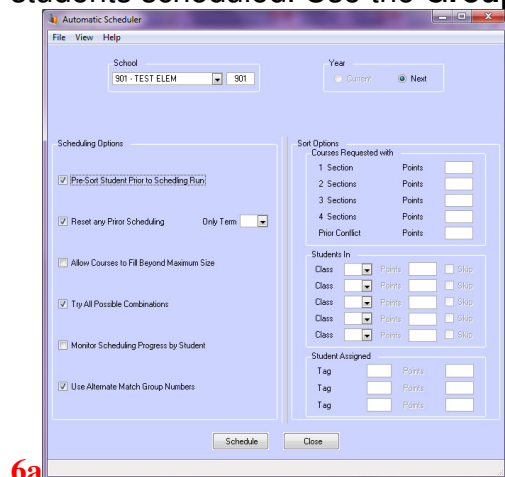


- 5) **Auto-Generate Courses** – Generate the student course (not section) into their schedule (i.e., add COURSE 00001 to all of next year 1<sup>st</sup> grade students). Enter your school and Run. Select the Course Request option, check boxes to select the courses, then click the Auto-Generate Button. For kindergarten – only select one K0 course to generate, usually KA. If you select all types, your K0 students will schedule into all types of K0 classes (AM, PM, Alternative).

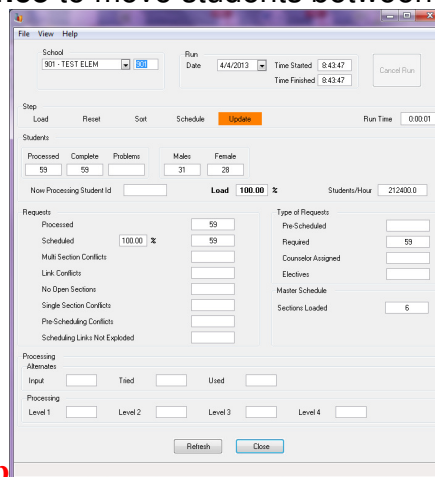


Decision Time – Auto Schedule (**Step 6** - let the computer do it) or Manual Schedule (**Step 7** - hand assign each student to a section). It's easy either way, just depends on your preference.

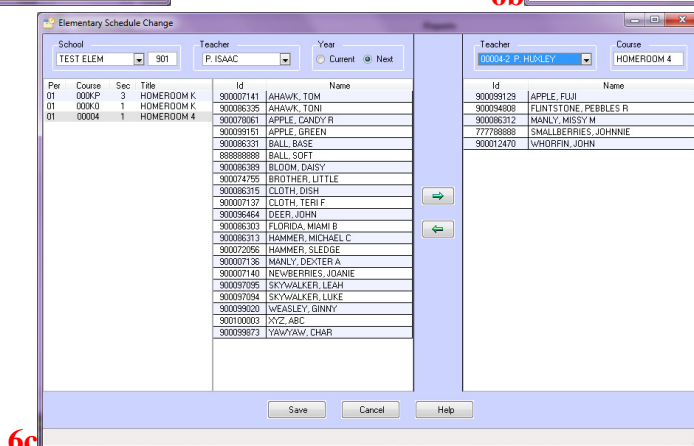
**6) Automatic Scheduler** – Schedule students into the course sections. Enter your school, check the pre-sort option and click Schedule button. Use the **Auto Schedule Status** to check your percent of students scheduled. Use the **Group Elementary Maintenance** to move students between classes.



6a



6b



6c

**7) Course Requests – Manual Schedule Option** – Enter your school and click on **NEXT** (next year). Select the next year class level you want to work with. Double-click on a student to select a section or use the check boxes with the edit button to go through multiple students.

