



# Adminplus Scheduling User Guide

LEARN OUR SOFTWARE STEP BY STEP

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# Introduction

The AdminPlus Scheduling module is flexible, offering customization capabilities to suit your school's unique schedule. This module enables you to perform a variety of scheduling-related tasks, such as:

- Defining your school's scheduling rotation
- Creating courses, their corresponding sections, and study halls
- Building student schedules

Using the Schedule Report Writer, you can also generate and print customized reports, such as schedules and section rosters that include pertinent demographic information.

This guide covers some of the main tasks you'll perform in the Scheduling module.

# CHAPTER 1

## Build a Rotation Schedule

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# 1.1 Scheduling Rotation

To help with the scheduling process, you need to create your scheduling rotation in AdminPlus. Below are the definitions of a scheduling rotation and its components:

Component	Description
<b>Rotation</b>	<p>Your school's unique schedule is characterized by the number of days in your rotation, the number of blocks in a day, and the structure of your block rotations.</p> <p><b>Example</b></p> <p>Your school might follow a fixed rotation where blocks meet during the same time slot every day (i.e. Monday through Friday, block A meets 1st, block B meets 2nd, and so on).</p> <p>Or maybe your school follows a waterfall rotation where blocks shift to a different time slot each day (i.e. On rotation day #1, block A meets 1st, block B meets 2nd, and so on. On rotation day #2, block B meets 1st, block C meets 2nd, and so on).</p>
<b>Rotation Day</b>	<p>A rotation day is a discrete schedule day. You'll assign each rotation day a number called the rotation day number. You'll also assign a label to each rotation day that prints on grid schedules.</p> <p><b>Example</b></p> <p>Let's say your school follows a 7-day waterfall rotation. Because blocks meet in a different order on each of the 7 days in your rotation, each of the 7 days is a separate rotation day. In this example, you'd assign each rotation day a number 1-7.</p> <p>You might choose to label your rotation days according to the days of the week (i.e. Rotation day #1 is labeled "Monday" schedule, rotation day #2 is labeled "Tuesday" schedule, and so on) or you might choose to label them otherwise (i.e. Rotation day #1 is labeled "A" schedule, rotation day #2 is labeled "B" schedule, and so on).</p>
<b>Block Rotation</b>	<p>A block rotation is the pattern that determines the order in which blocks meet on a given rotation day.</p> <p><b>Example</b></p> <p>On Monday, students might observe the following block rotation: block A meets 1st, block B meets 2nd, and so on.</p>

## 1.2 Enter Block Rotations

Each day follows a pattern, called a block rotation, that determines the order in which blocks, or periods, meet throughout the day. For example, on rotation day #1, students might follow the block rotation below:

Block A meets 1st, block B meets 2nd, and so on, with block G meeting last. This block rotation is entered in AdminPlus as A1B1C1D1E1F1G1, with each letter representing a block and each digit representing the number of times its corresponding block has met in the rotation schedule. The blocks are ordered based on their meeting times.

On rotation day #2, let's say the blocks meet in a different order so that students follow the block rotation below:

Block B meets 1st, block C meets 2nd, and so on, with block A meeting last. This block rotation is entered in AdminPlus as B2C2D2E2F2G2A2.

The Scheduling module is flexible, allowing you to enter your school's unique block rotations using the Customize Scheduling program. To enter block rotations, do the following:

1. In **Scheduling**, click **Cust SC**.
2. In the **Customize Scheduling Plus** dialog box, click **1. View/edit block rotation #1**, and then click **Next**.

**Note:** If your school has multiple rotations, you can customize additional rotations by clicking **4. View/edit block rotation #2-9 (print only)**.

3. In the **Rotations** column of the **Entering Scheduling Rotation** dialog box, enter your school's block rotation for each day.

## Example

Let's say your school follows a fixed rotation. There are 5 days in this rotation and 7 blocks per day, with each block meeting during the same time slot every day. In this example, you'd enter your block rotations as follows:

Day #	Rotations
1	A1B1C1D1E1F1G1
2	A2B2C2D2E2F2G2
3	A3B3C3D3E3F3G3
4	A4B4C4D4E4F4G4
5	A5B5C5D5E5F5G5

Let's say your school follows a waterfall rotation. There are 7 days in this rotation and 7 blocks per day, with each block shifting to a different time slot each day. In this example, you'd enter your rotation as follows:

Day #	Rotations
1	A1B1C1D1E1F1G1
2	B2C2D2E2F2G2A2
3	C3D3E3F3G3A3B3
4	D4E4F4G4A4B4C4
5	E5F5G5A5B5C5D5
6	F6G6A6B6C6D6E6
7	G7A7B7C7D7E7F7

4. Click **Accept [F10]**.

## Next Steps

After you enter the block rotation for each rotation day, proceed to complete the following tasks:

- "Enter Meeting Times" on page 9
- "Label Rotation Days" on page 10



## 1.3 Enter Meeting Times

After you enter the block rotation for each day, you need to enter the meeting times for each block so that times display correctly on grid schedules.

### Prerequisites

Before you enter meeting times, you must first enter the block rotation for each rotation day. For more information, see "Enter Block Rotations" on page 7.

### Enter Meeting Times

1. In **Scheduling**, click **Cust SC**.
2. In the **Customize Scheduling Plus** dialog box, click **2. Set the time of each block #1**, and then click **Next**.

**Note:** If your school has multiple rotations, you can customize additional rotations by clicking **5. Set the time of each block rotations #2-9 (print only)**.

3. In the **Which Day Number** drop-down list, click the rotation day you want to enter meeting times for.

**Note:** If you click **Default**, the meeting times you enter are applied to all days in your rotation.

4. In the **Rotations** column of the **Enter/Edit Period Meeting Times dialog box**, enter the start times and the end times each block.

Which Day Number? Default ▾	
Period #	Rotations
1	7:37-8:22
2	8:25-9:10
3	9:13-9:58
4	10:01-10:47
5	10:50-11:36
6	11:39-12:25
7	12:28-1:13
8	1:16-2:01

5. Repeat steps 4 and 5 for each rotation day.
6. Click **Accept [F10]**

### Next Steps

After you enter meeting times, proceed to label rotation days (for example, according to the days of the week). For more information, see "Label Rotation Days" on page 10.

## 1.4 Label Rotation Days

The final step in creating your rotation is entering a label for each rotation day that will appear on grid schedules. For example, if you refer to each rotation day as the day of the week, you might label rotation day #1 as Monday, rotation day #2 as Tuesday, and so on. The Scheduling module is flexible, so you can also label your rotation days otherwise (for example, with letters) if your rotation doesn't align with the days of the week.

### Prerequisites

Before you label rotation days, you must have completed the following tasks:

- "Enter Block Rotations" on page 7
- "Enter Meeting Times" on page 9

### Label Rotation Days

1. In **Scheduling**, click **Cust SC**.
2. In the **Customize Scheduling Plus** dialog box, click **3. Set day of week headings for grid schedules #1**, and then click **Next**.

**Note:** If your school has multiple rotations, you can customize additional rotations by clicking **6. Set day of week headings rotations #2-9 (print only)**.

3. In the **Rotations** column of the **Enter/Edit Day of Week Headings** dialog box, enter the label for each rotation day, and then click **Accept [F10]**.

### Example

Let's say your school follows a 5-day rotation where each day is labeled as a day of the week. In this example, you might label your rotation days as follows:

Day #	Rotations
1	Mon
2	Tue
3	Wed
4	Thu
5	Fri

Let's say your school follows a 7-day rotation where each day is labeled as a letter. In this example, you might label your rotation days as follows:

Day #	Rotations
1	A
2	B
3	C
4	D
5	E
6	F
7	G


# CHAPTER 2

## Manage Courses

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## 2.1 Create a Course Section

After you create a course in AdminPlus, you must corresponding course sections in order to assign teachers, meeting times, and rooms.

1. In **Scheduling**, click **Ent. Courses**.
2. Click **1. View/edit courses & sections** and then click **Next**.
3. Do either of the following to look up a course:
  - Click , click the course you want to add a section to, and then click **Select**.
  - or
  - In the **Enter Course Number/Name** text box, enter the course number or course name, and then press **Enter**.



4. In the left panel, click **Section [F2]**.
5. In the left panel, click **Add [F2]** and then press **Enter**.
6. Do one of the following to look up a teacher:
  - Click **Lookup [F6]**, click the teacher you want to assign to the section, and then click **Select**.
  - or
  - In the **ID** column, enter the teacher's staff ID number, and then press **Enter**.  
The teacher's name appears in the **Teacher** column.
7. In the **Meeting Time** column, enter the period letter to indicate when the section meets.
8. If the course is a semester- or quarter-long course, in the **CRS LEN** column, click the appropriate marking period in the drop-down list.

**Note:** If the course is a year-long course, **ALL YR** appears in the **CRS LEN** column, and this cell can't be edited.

9. In the **Room** column, enter the room number where the section is held.


SC	ID	Teacher	Meeting Time	CRS LEN	Room	SG	EG	Size	REC
01	023	O'Brian, Gloria	C	ALL YR	N211	PK	12	0	0188

10. Click **Accept [F10]** to save your changes.
11. Repeat steps 4-9 to add another section.

## 2.2 Delete a Course Section

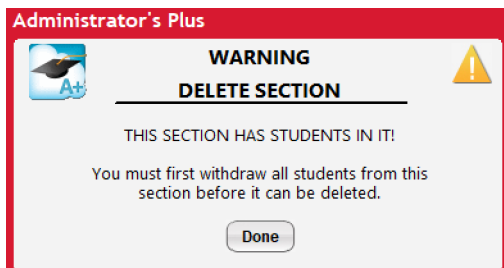
If a course section isn't offered in the current school year, you can delete the section using the Enter Courses program.

**Important:** You must withdraw all students from a section before you can delete it.

1. In **Scheduling**, click **Ent. Courses**.
2. Click **1. View/edit courses & sections**, and then click **Next**.
3. Do either of the following to look up a course:
  - Click , click the course you want to delete a section from, and then click **Select**.
  - or
  - In the **Enter Course Number/Name** box, enter the course number or course name, and then press **Enter**.



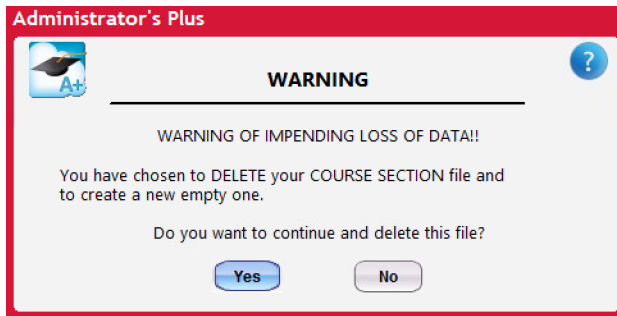
4. Click the section you want to delete, and then click **Delete [F8]** in the left panel.  
If there are students assigned to the course section you want to delete, the **Delete Section** warning message appears. You can not delete a section until all students have been withdrawn from that section.



## 2.3 Delete the Previous Year's Course Sections from the Scheduling Year

If you choose to use the previous year's course list in the new year, you can delete the previous year's sections using the Enter Courses feature.


1. In **Scheduling**, click **Ent. Courses**.
2. In the **Enter Courses** dialog box, click **4. New section list file only**, and then click **Next**.
3. Click **Yes** to confirm the **Impending Loss of Data** warning message.



## 2.4 Change the Teacher Assigned to a Course Section

If you choose to use the previous year's course list in the new year, you may find that the teacher who taught a course last year isn't teaching that same course in the new year. Using the Enter Courses program, you can change the teacher assigned to an existing course section.

1. In **Scheduling**, click **Ent. Courses**.
2. Click **1. View/edit courses & sections**, and then click **Next**.
3. To look up a course, do either of the following:

- Click , click the course, and then click **Select**.

*or*

- In the **Enter Course Number/Name** dialog box, enter the course number or course name, and then press **Enter**.



4. In the **ID** column for the appropriate course section, double-click the current teacher's ID number, and then do either of the following:
  - In the left panel, click **Lookup [F6]**, click the new teacher, and then click **Select**.

*or*

  - Enter the new teacher's ID number, and then press **Enter**.
5. Click **Accept [F10]**.

## 2.5 Create Study Halls

Before you assign study halls to students' schedules, you must create study halls using the Enter SH program.

**Important:** Your school must have a study halls license to use the Enter SH program.

1. In **Scheduling**, click **Enter SH**.
2. In the **Enter Study Halls** dialog box, click **1. View/edit study halls**, and then click **Next**.
3. In the **View/Edit Study Halls** dialog box, do the following:
  1. In the lower-left corner, click **Add [F2]**.
  2. In the **ID** column, do either of the following to assign a teacher to the study hall:
    - Click **Lookup [F6]**, click the teacher, and then click **Select**.
    - or*
    - Enter the teacher's ID number.  
The teacher's name appears in the **Teacher** column.
  3. Enter the study hall **Meeting Time**.
  4. In the **CRS Length** column, do either of the following:
    - Click the appropriate cell, click **Lookup [F6]**, click the marking period for the study hall, and then click **Select**.
    - or*
    - Enter the marking period for the study hall. If the study hall is quarter-long, enter **Q1**, **Q2**, **Q3**, or **Q4**. If the study hall is semester-long, enter **S1** or **S2**. If the study hall is year-long, enter **A**.
  5. Enter the **Room** the study hall is held in.
  6. In the **SG** column, enter the start grade for the students that will be assigned to this study hall.
  7. In the **EG** column, enter the end grade for the students that will be assigned to this study hall.
  8. In the **Max** column, enter the maximum section size.
  9. Click **Accept [F10]**.
  10. Repeat steps 3-9 for each additional study hall.

### Next Steps

Now that you've created all study halls, proceed to "Schedule Study Halls" on page 37.






## 2.6 Enter Course Requests

Using this feature, you can enter course requests for individual students, or you can expedite the process by batch entering course requests.

**Warning:** If you have existing course requests in your database, make sure you create a backup before entering new course requests. For more information, see [Create and Schedule a Backup](#).

### Enter Course Requests for Individual Students

1. In **Scheduling**, click **Ent. Request**.
2. Do either of the following to look up a student:
  - Click , click the student you want to enter course requests for, and then click **Select**.
  - or
  - In the **Enter ID/Name** text box, enter the student's ID number or last name, and then press **Enter**.

**Tip:** If your school has multiple students with the same last name, use the  and  arrows to navigate to the correct student.



3. In the left panel, click **Add [F2]**.
4. In the left panel, click **Course [F3]**, click the course, and then click **Select**.
5. Type the section number, and then press **Enter**.
6. Click **Accept [F10]**.

## Batch Enter Course Requests

To batch enter course requests, you'll first create a course group that contains the courses you want to request. Then, you'll configure your Batch Add specifications and enter the course group for selected students.


### Create a Course Group

1. In **Scheduling**, click **Ent. Request**.
2. In the left panel of the **Enter Course Requests** dialog box, click the plus (+) sign beside **Course Group**, and then click **View/Edit [Alt+V]**.
3. In the **Enter/Edit Course Group** dialog box, click **Lookup [F6]**, click a course you want to batch enter, and then click **Select**. Repeat this step for each additional course.
4. Click **Accept [F10]**.

### Batch Add


1. In the left panel of the **Enter Course Requests** dialog box, under **Course Group**, click **Batch Add [Alt+B]**.  
The **Batch Add Course Group** dialog box appears.
2. In the **Add To or Replace Existing Requests** drop-down list, choose whether you want the courses you've selected to **Add to Existing Requests** or **Replace Existing Requests**.
3. In the **Grade Level** drop-down list, click either **All grades** or the specific grade level you want to batch add for.
4. In the **Which Students In This Grade Level** drop-down list, select one of the following:

Task	Description
<b>All Students</b>	Adds the course group for all students in the grade level you've selected.
<b>Matching a DB Field</b>	Adds the course group for students matching a database field that you'll specify.
<b>With an Existing Request</b>	Adds the course group for students with an existing course request that you'll specify.
<b>Individual Students</b>	Adds the course group for individual students in the grade level you've selected.

5. If you clicked **Individual Students**, do the following:
  1. Click **View/Edit Student Group**.
  2. In the **View/Edit Student Group** dialog box, click **Lookup [F6]**, click a student you want to batch enter for in the **Grade Lookup** dialog box, and then click **Select**. Repeat this step for each additional student.
  3. Click **Accept [F10]**.
6. For **4. Print Report**, click **Yes**.
7. If you clicked **Matching a DB Field**, do the following:
  1. For **5. Which Data Base Field To Search On**, click , click the database field, and then click **Select**.
  2. For **6. Enter Search Criteria In This DB Field**, type the specific search criteria.

### Example

To add all male students to a Health course, you'd configure specifications 5 and 6 as follows:

5. Which Data Base Field To Search On?	<input type="text" value="GENDER"/> 
6. Enter Search Criteria In This DB Field?	<input type="text" value="M"/>

8. If you clicked **With an Existing Request**, for **7. Which existing Course Request**, enter the course number of the existing request.

### Example

Let's say you're adding a lab to a Biology course. When you created your course group, you would have selected the lab. Now, in the **Which Existing Course Request** box, you'd enter the Biology course number.

9. Click **Done**.


**Tip:** To access the Course Group from the **Batch Drop Course Group** dialog box, click **View Edit Course Group**.



## 2.7 Erase Course Requests

Using this feature, you can erase course requests for individual students, or you can expedite the process by batch erasing course requests.

**Warning:** Make sure you create a backup before erasing course requests. For more information, see [Create and Schedule a Backup](#).

### Erase Course Requests for Individual Students

1. In **Scheduling**, click **Ent. Request**.
2. In the **Enter Course Requests** dialog box, click a **Grade** in the drop-down list.
3. To look up a student, do either of the following:
  - Click , click the student you want to erase course requests for, and then click **Select**.
  - or
  - In the **Enter ID/Name** text box, enter the student's ID number or last name, and then press **Enter**.

**Tip:** If your school has multiple students with the same last name, use the  and  arrows to navigate to the correct student.



4. In the **Enter Course Requests** dialog box, click the course section, and then click **Withdraw [F8]**.

## Batch Erase Course Requests

To batch erase course requests, you'll first create a course group that contains the course requests you want to erase. Then, you'll configure your Batch Drop specifications and erase the course group for selected students.

### Create a Course Group


1. In **Scheduling**, click **Ent. Request**.
2. In the left panel of the **Enter Course Requests** dialog box, click the plus (+) sign beside **Course Group**, and then click **View/Edit [Alt+V]**.
3. In the **Enter/Edit Course Group** dialog box, click **Lookup [F6]**, click a course you want to batch erase, and then click **Select**. Repeat this step for each additional course.
4. Click **Accept [F10]**.

### Batch Erase

1. In the left panel of the **Enter Course Requests** dialog box, under **Course Group**, click **Batch Drop [Alt+R]**.  
The **Batch Drop Course Group** dialog box appears.
2. In the **Grade Level** drop-down list, click either **All grades** or the specific grade level you want to batch erase for.
3. In the **Which Students In This Grade Level** drop-down list, select one of the following:


Task	Description
<b>All Students</b>	Erases the course group you created for all students in the grade level you selected.
<b>Matching a DB Field</b>	Erases the course group you created for students matching specific database criteria that you'll specify.
<b>With an Existing Request</b>	Erases the course group you created for students with an existing course request that you'll specify.
<b>Individual Students</b>	Erases the course group you created for individual students in the grade level you selected.

4. If you clicked **Individual Students**, do the following:
  1. Click **View/Edit Student Group**.
  2. In the **View/Edit Student Group** dialog box, click **Lookup [F6]**, click a student you want to batch erase for in the **Grade Lookup** dialog box, and then click **Select**. Repeat this step for each additional student.
  3. Click **Accept [F10]**.
5. For **3. Print Report**, click **Yes**.

6. If you clicked **Matching a DB Field**, do the following:
  1. For **5. Which Data Base Field To Search On**, click , click the database field, and then click **Select**.
  2. For **6. Enter Search Criteria In This DB Field**, type the specific search criteria.

### Example

To erase a Health course from all male students' schedules, you'd configure specifications 5 and 6 as follows:

5. Which Data Base Field To Search On?	GENDER	
6. Enter Search Criteria In This DB Field?	M	

7. If you clicked **With an Existing Request**, for **7. Which Existing Course Request**, enter the course number of the existing course.

### Example

Let's say you're removing a lab from a Biology course. When you created your course group, you would have selected the lab. Now, in the **Which Existing Course Request** box, you'd enter the Biology course number.

8. Click **Done**.

**Tip:** To access the course group from the **Batch Add Course Group** dialog box, click **View Edit Course Group**.

# CHAPTER 3


## Manage Schedules

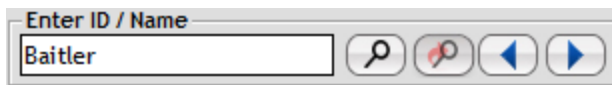
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## 3.1 Add a Student to a Course Section

The Scheduling module allows you to manage course rosters in AdminPlus. You can add individual students to a course section using the Enter Grades program, or batch add students to a course section using the View Change program to expedite the process.

### Add an Individual Student

1. In **Scheduling**, click **View Change**.
2. In the **View Schedules** dialog box, do either of the following to look up a student:
  - Click , click the student you want to remove from a section, and then click **Select**.
  - or
  - In the **Enter ID/Name** text box, enter the student's ID number or last name, and then press **Enter**.



3. In the left panel, click **Manual Add [F2]**, and then click **Sections [F5]**.
4. In the **Select a Course/Section** dialog box, do one of the following:
  - Click the section you want to add the student to, and then click **Select**.
  - or
  - In the text box, enter the course name, and then click **Select**.

An Add Form appears in the Report Viewer to confirm that the student has been added.



### Batch Add Students

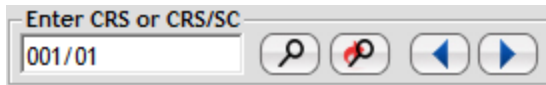
1. In **Scheduling**, click **Ent. Grades**.
2. In the **Enter Grades** dialog box, click **1. Enter grades manually**, and then click **Next**.
3. In the **Specifications** dialog box, click **Done**.

**Note:** The Enter Grades specifications do not apply to the process of adding students to a course section, so there's no need to configure these specifications at this time.

4. In the **Enter Grades Manually** dialog box, do one of the following to look up a section:



- Click , click the section you want to add students to, and then click **Select**.
- In the **Enter CRS or CRS/SC** text box, enter the course number, press **Enter**, and then click  to navigate to the section you want to add students to.
- In the **Enter CRS or CRS/SC** text box, enter the course number and the section number, and then press **Enter**.




The screenshot shows a text box titled "Enter CRS or CRS/SC" containing the text "001/01". To the right of the text box are four buttons: a magnifying glass icon, a magnifying glass with a red 'X' icon, a left arrow icon, and a right arrow icon.

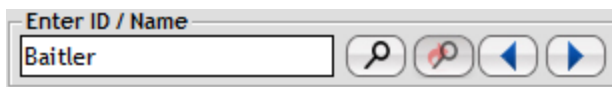
5. In the left panel, click **Add [F2]**.
6. In the left panel, click **Lookup [F6]**, hold the **Ctrl** key and click each student you want to add to the section. Then click **Select**.

## 3.2 Remove a Student from a Course Section

The Scheduling module allows you to manage course rosters in AdminPlus. When an individual student withdraws from a course, you can remove them from the appropriate section using the View Change program. You can also batch withdraw students from a course section using the Enter Grades program to expedite the process.

### Withdraw an Individual Student

1. In **Scheduling**, click **View Change**.
2. In the **View Schedules** dialog box, do either of the following to look up a student:
  - Click , click the student you want to remove from a section, and then click **Select**.
  - or*
  - In the **Enter ID/Name** text box, enter the student's ID number or last name, and then press **Enter**.



3. Click the section you want to remove the student from, and then do either of the following:
  - If you want to keep all information about the course in the student's transcript after they've been withdrawn, click **Withdraw Leave [F8]**.
  - or*
  - If you want to delete all information about the course in the student's transcript after they've been withdrawn, click **Withdraw Delete [F8]**.


A Drop Form appears in the Report Viewer to confirm that the student has been withdrawn.

### Batch Withdraw Students

1. In **Scheduling**, click **Ent. Grades**.
2. In the **Enter Grades** dialog box, click **1. Enter grades manually**, and then click **Next**.
3. In the **Specifications** dialog box, click **Done**.

**Note:** The Enter Grades specifications do not apply to the process of deleting students from a course section, so there's no need to configure these specifications at this time.

4. In the **Enter Grades Manually** dialog box, do either of the following to look up a section:

- Click , click the section you want to remove students from, and then click **Select**.

or

- In the **Enter Course Number/Name** dialog box, enter the course number or course name, and then press **Enter**.

A dialog box titled "Enter Course Number / Name" with a text input field containing "Algebra 1". To the right of the input field are four buttons: a magnifying glass, a magnifying glass with a red 'X', and two arrow buttons (left and right).

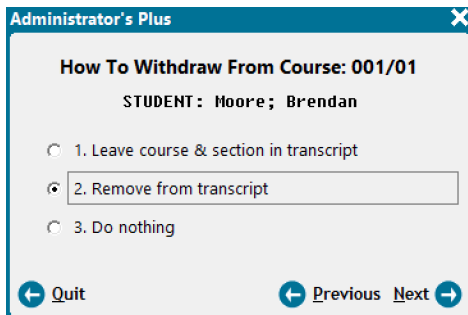
5. Click the student you want to delete from the section, and then click **Withdraw [F8]**.

6. In the **How To Withdraw From Course** dialog box, do either of the following:

- Click **1. Leave course & section in transcript** to keep all information about the course in the student's transcript after they've been withdrawn.

or

- Click **2. Remove from transcript** to delete all information about the course from the student's transcript after they've been withdrawn.

A dialog box titled "Administrator's Plus" with a subtitle "How To Withdraw From Course: 001/01" and "STUDENT: Moore; Brendan". It contains three radio button options: "1. Leave course & section in transcript", "2. Remove from transcript" (which is selected), and "3. Do nothing". At the bottom are four buttons: "Quit", "Previous", "Next", and a right arrow button.

7. Click **Next** to remove the student from the section.

8. Repeat steps 5-7 for each student you want to withdraw.

## 3.3 Copy a Schedule from One Student to Another


Using the View Change program, you can copy a student's schedule to another individual student. You can also block copy a student's schedule to all students in the same homeroom. For more information on block copying a schedule, see "Perform Block Scheduling for Elementary Schools" on page 29.

**Warning:** Ensure that a student's schedule is accurate before copying it to another student.

### Prerequisites

Before you copy a schedule from one student to another, you must first create the source student's schedule. For more information, see "Add a Student to a Course Section" on page 24.

### Copy a Schedule from One Student to Another

1. In **Scheduling**, click **View Change**.
2. In the **View Schedules** dialog box, do either of the following to look up a student:
  - Click , click the student who you want to copy another student's schedule to, and then click **Select**.
  - or
  - In the **Enter ID/Name** search box, enter the student's ID number or last name, and then press Enter.



3. In the left panel, click the plus (+) sign beside **All Courses & Requests**, and then click **Copy FROM**.

**Note:** This student must have a blank schedule for you to copy another student's schedule to theirs. If this student is enrolled in any courses, the **Copy FROM** option is disabled.

4. In the **Copy Schedule From Which Student** dialog box, click the student whose schedule you want to copy, and then click **Select**.
5. Click **Yes** to confirm the **Copy Schedule** message.

## 3.4 Perform Block Scheduling for Elementary Schools

When an elementary or middle school's class schedule is set by a homeroom, the block copy feature of AdminPlus can expedite the scheduling process. After you've created a new scheduling year, you can schedule one student from each homeroom and apply that schedule to their classmates.

### Prerequisites

Before proceeding with this article, you must have completed the following task:

- Create a New Year, Promote Students, and Erase Data

### How Block Scheduling Works

Elementary schools have unique scheduling needs that can be met using a three step process:

1. Assign students to their homerooms in the AdminPlus Data Base.
2. Schedule *one* student from each homeroom.
3. Block copy the scheduled student's data to the rest of the homeroom.

**Note:** If any students have an elective that they don't share with their homeroom, you can manually schedule them into that course after you complete this process.

This process can be repeated for each homeroom, following the same steps, until all homerooms are scheduled.

The homeroom demographic field plays an important role in this process. Many elementary school students stay in (or with) their homeroom all day. This results in a schedule that is shared by all students within that homeroom. Due to their shared schedule, you can schedule one student from a homeroom and then block copy that student's schedule to every other student with the same value in their homeroom field.

**Warning:** Before starting this process, create a backup of the school year folder. This ensures that you can revert the school year if you need to undo this process.

## Step 1: Assign Students to Homerooms

Using the homeroom demographic field, you can group students into their homerooms to simplify the process of scheduling these students. Using the Batch Entry feature, you can add a homeroom to multiple students at one time. You can batch enter fields in a specific grade level, which can help you avoid accidentally including students in a homeroom for the wrong grade level. For more information on batch entry, see [Enter or Erase Multiple Fields at Once](#).

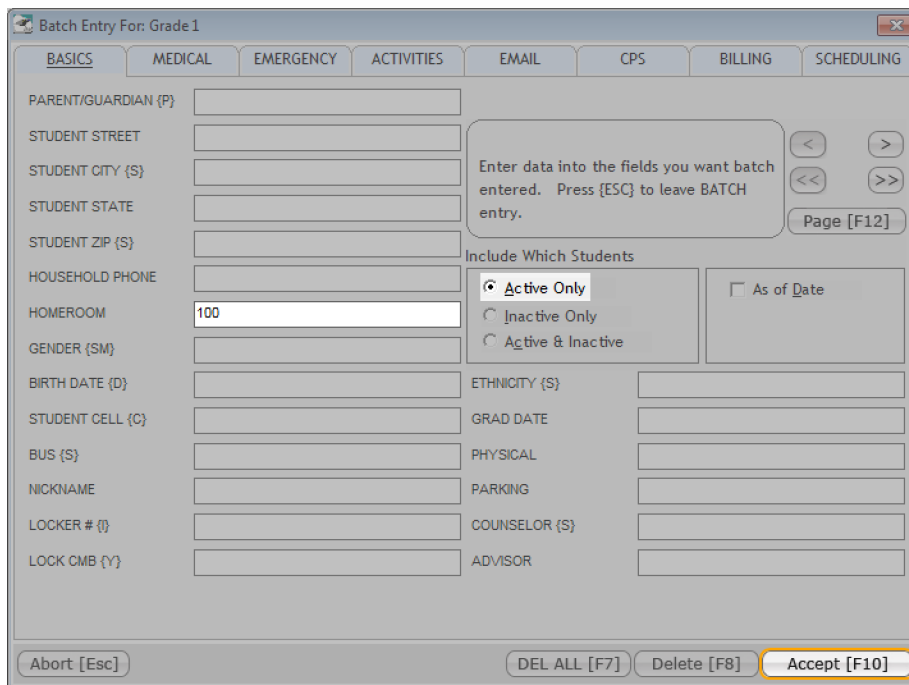
To batch enter data to the **HOMEROOM** field, do the following:

1. Click **Data Base**, and then click .



2. In the **Batch Functions** dialog box, click **1. Batch entry**, and then click **Next**.
3. In the **Batch Entry: Demographics** dialog box, click **Grade number**, click the homeroom's grade level from the drop-down list, and then click **Next**.
4. In the **Batch Entry For** dialog box, enter a value into the **HOMEROOM** field, and then click **Accept [F10]**.

We suggest that you set **Include Which Students** to **Active Only**.



The screenshot shows the 'Batch Entry For: Grade 1' dialog box with the 'BASICS' tab active. The 'HOMEROOM' field is populated with '100'. The 'Include Which Students' section has 'Active Only' selected. The 'Accept [F10]' button is highlighted.

5. Click **Individual members / groups**, select the students you want to add to the homeroom, and then click **Next**.


## Step 2: Schedule a Student from Each Homeroom

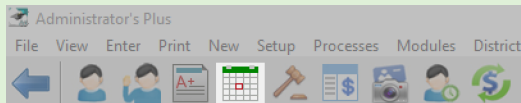
The schedule you create in this step becomes the schedule for an entire homeroom. You can schedule any student and then copy that student's entire schedule to every other student in the same homeroom, as defined by the homeroom demographic field.

To add classes to a student's schedule, do the following:

1. In the Lookup Screen section of the Home Screen, click a student, click **Schedules**, click **Line Schedule**, and then double-click the schedule.

### Tip:


You can also take a shortcut by clicking a student from the Lookup Screen, and then clicking  (or pressing **Shift + F4**).



or

If your school doesn't have Scheduling Plus, click **Report Cards**, click **View Change**, and then, in the **View Transcripts** dialog box, click **Line Schedule**.

In the top-left corner of the **View Schedules** dialog box, do either of the following:

- Enter a student name or ID into the **Enter ID/Name** box, and then press **Enter**.
- Click , click the student in the **Student Lookup** dialog box, and then click **Select**.



2. In the left menu of the **View Schedules** dialog box, click **New**, and then click **Sections [Alt+F5]**.

**Tip:** You can also take a shortcut by right-clicking anywhere in the schedule table, and then clicking **Add New Course/Section [Alt+F5]**.

3. In the **Select a Course/Section** dialog box, click a course section to select it from the list, and then hold **Ctrl** on your keyboard while clicking or dragging to select additional course sections.

Additionally, you can hold **Shift** and click two course sections to select every course in the range between them. You can adjust this range by dragging it. This method always selects a continuous range of courses.

4. After you've selected the course sections you want to add to a student's schedule, click **Select**.


## Step 3: Block Copy a Schedule from One Student to an Entire Homeroom

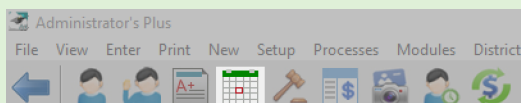
Using the View Change program, you can block copy the schedule that you created for the initial student to an entire homeroom of students. This step relies on every student having the correct data in the homeroom demographic field. If any students have an elective that they don't share with their homeroom, you can manually schedule them into that course after you complete this step. For more information on manually scheduling students, see [Add Students to Existing Sections](#).

To copy a schedule from one student to an entire homeroom, do the following:

1. In the Lookup Screen section of the Home Screen, click a student, click **Schedules**, click **Line Schedule**, and then double-click the schedule.

### Tip:


You can also take a shortcut by clicking a student from the Lookup Screen, and then clicking  (or pressing **Shift + F4**).



or

If your school doesn't have Scheduling Plus, click **Report Cards**, click **View Change**, and then, in the **View Transcripts** dialog box, click **Line Schedule**.

In the top-left corner of the **View Schedules** dialog box, do either of the following:

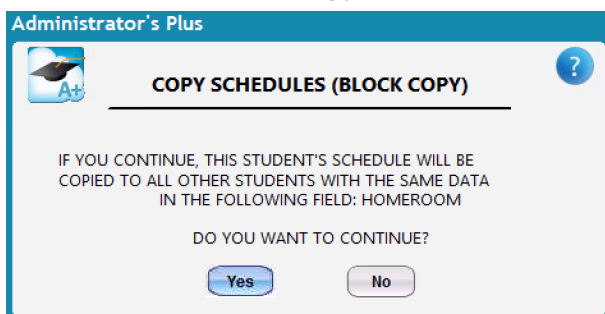
- Enter a student name or ID into the **Enter ID/Name** box, and then press **Enter**.
- Click , click the student in the **Student Lookup** dialog box, and then click **Select**.



2. Click **All Courses AND Requests**, and click **Copy TO [Alt+F9]**.

**Warning:** Before you block copy, make sure that the specification in **Specs. [Alt + S]** for the **Block Copy Field** is set to **HOMEROOM**. If this specification is set to a different field, you will schedule the wrong group of students. Additionally, when you copy this data, AdminPlus won't warn you if you exceed the optimum section size or if there are scheduling conflicts. Ensure that the schedule is accurate before copying it to the other students in the homeroom.

3. Click **Yes** to confirm the **Copy Schedules (Block Copy)** message.





## 3.5 Perform Scheduling

If you have a finalized schedule and a section list in AdminPlus, you can schedule students into courses based on their course requests. You can do this by running Perform Scheduling through Scheduling Plus or through the Super Deluxe Schedule Builder. In the Super Deluxe Schedule Builder this is known as Load Students. Perform Scheduling (or Load Students) from the scheduling year.

To perform scheduling (load students), do the following:

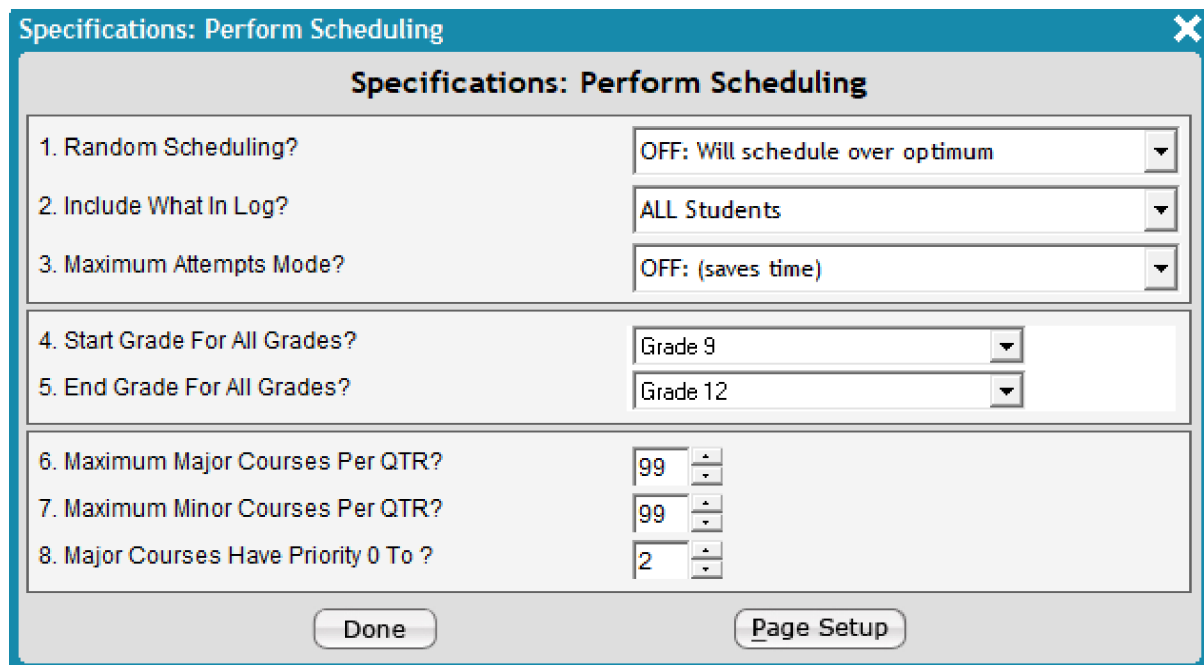
1. Using Scheduling Plus: On the shortcut bar, click **Scheduling**, and then click **Perform Sch.**

or

Using the Super Deluxe Schedule Builder: on the **Menu Bar**, click **Tools**, click **Super Deluxe Schedule Builder**, click **Done**, click **Load Students (perform scheduling)**, and then click **Next**.

2. In the **Specifications: Perform Scheduling** dialog box, set the desired specifications, and then click **Done**:

For details, see the table on the next page.



The image shows a dialog box titled "Specifications: Perform Scheduling" with a close button (X) in the top right corner. The dialog box contains eight numbered settings, each with a label and a control element (dropdown menu or spinner). At the bottom, there are two buttons: "Done" and "Page Setup".

Specifications: Perform Scheduling	
1. Random Scheduling?	OFF: Will schedule over optimum
2. Include What In Log?	ALL Students
3. Maximum Attempts Mode?	OFF: (saves time)
4. Start Grade For All Grades?	Grade 9
5. End Grade For All Grades?	Grade 12
6. Maximum Major Courses Per QTR?	99
7. Maximum Minor Courses Per QTR?	99
8. Major Courses Have Priority 0 To ?	2

Buttons: Done, Page Setup

## Perform Scheduling Specifications

**Random Scheduling:** Determines whether courses can be scheduled over the optimum size (maximum # of students) that you set for the course. The two options are:

1.
  - **OFF: Will schedule over optimum**
  - **ON: Will NOT schedule over optimum**

**Include What In Log:** Determines what data are recorded in logs generated by the Perform Scheduling process. Each log gives you a Totals page. The options are:

2.
  - **ALL Students:** Logs the results for all students.
  - **UNSCHEDULED students only:** Logs the results for unscheduled students. This is the recommended setting because you can see the students who had scheduling conflicts.
  - **TOTALS Only:** Logs the results as a statistical report for each grade level.

**Maximum Attempts Mode:** Determines how many attempts the program makes to schedule each student.

3.
  - **OFF: (saves time):** Limits attempts to the most obvious scheduling combinations. This option is faster, but less effective because it will miss the less obvious scheduling combinations.
  - **ON:** Allows the program to try all combinations with a chance of success. This is the recommended setting because it is more likely to completely schedule students.

4. **Start Grade For All Grades:** The lower limit of the **All Grades** range.

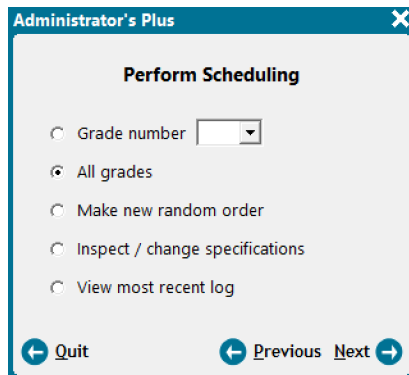
5. **End Grade For All Grades:** The upper limit of the **All Grades** range.

6. **Maximum Major Courses Per QTR:** Determines the maximum number of major courses a student can take in a quarter.

7. **Maximum Minor Courses Per QTR:** Determines the maximum number of minor courses a student can take in a quarter.

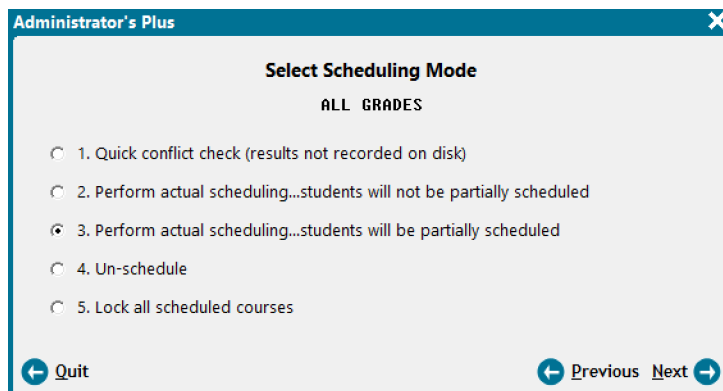
8. **Major Courses Have Priority 0 To ?:** Determines the scale used to set the cutoff between major and minor courses. The default range is 0-2. This means that courses with a 0, 1, or 2 priority designation are major courses. Courses with a 3, 4, or 5 designation are minor courses. 0 is the absolute highest priority designation while 5 is the lowest.

3. In the **Perform Scheduling** dialog box, do either of the following, and then click **Next**.
  - Click **Grade number**, and then click a grade from the drop-down list.
  - Click **All grades**.



4. In the **Select Scheduling Mode** dialog box, do either of the following, and then click **Next**:
  - Click **2. Perform actual scheduling...students will not be partially scheduled**.
  - Click **3. Perform actual scheduling...students will be partially scheduled**. This is the recommended setting.

**Note:** This is the recommended setting because students who cannot be scheduled into all of their course requests will have the requests that create a conflict dropped so that they can be scheduled into their other requests. The other option won't schedule students into any courses if there are any scheduling conflicts.



5. Follow step 6 *or* steps 7 *and* 8, depending on what you selected in step 3.
6. If you selected **All grades** in step 3, you'll be directed to shuffle your entire school. Click **Yes** to accept and schedule all students. This is your last step of the process, so skip the next two steps.

7. If you selected a **Grade number** in step 3, do one of the following, and then click **Next**:
  - Click **Shuffle entire school**.
  - Click **Shuffle only within grade level**.
  - Click **No shuffling**.
8. Again, if you selected a **Grade number** in step 3, do one of the following, and then click **Next**:
  - Click **All students**.
  - Click **Individual students / groups**, load or create a group, and then click **Accept [F10]**.
  - Click **Interval of students**, select the starting and ending student ID's, and then click **Select**.
  - Click **Students matching a criteria (query)**, enter the search criteria, and then click **Accept [F10]**.

## 3.6 Schedule Study Halls

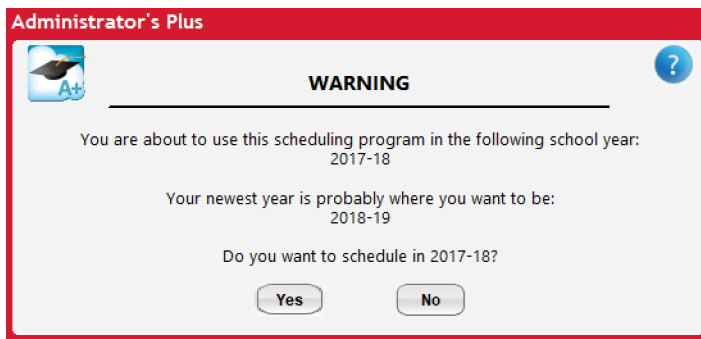
Before you schedule study halls using the Schedule SH program, you must first create the study halls. For more information, see "Create Study Halls" on page 16.

**Important:** Your school must have a study halls license to use the Enter SH program.

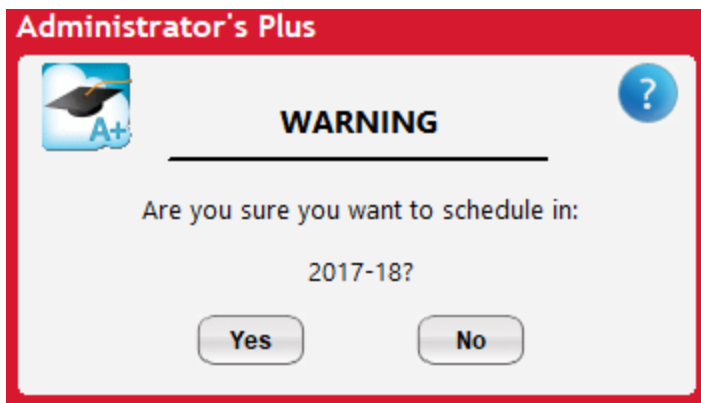
To schedule study halls, do the following:

1. In **Scheduling**, click **Schedule SH**.

If you're not in the scheduling year, the **Scheduling Program** warning message appears, prompting you to switch to the scheduling year before you schedule study halls.



2. Click **Yes** to confirm the warning message.



3. In the **Schedule Study Halls** dialog box, choose to schedule students from a specific **Grade number** or students from **All grades**.
4. In the **Select Study Hall Scheduling Mode** dialog box, click **1. Perform actual scheduling**, and then click **Next**.
5. If you chose **Grade number**, do the following depending on which students you want to schedule:

Task	Action
<b>All students</b> in the grade level you selected	<ul style="list-style-type: none"> <li>In the <b>Schedule Which Students</b> dialog box, click <b>1. All students</b>, and then click <b>Next</b>.</li> </ul>
<b>Individual students</b> or <b>groups of students</b> in the grade level you selected	<ol style="list-style-type: none"> <li>In the <b>Schedule Which Students</b> dialog box, click <b>2. Individual students/groups</b>, and then click <b>Next</b>.</li> <li>In the <b>Enter Individual Students</b> dialog box, do one of the following: <ul style="list-style-type: none"> <li>Click <b>Lookup [F6]</b>, hold the <b>Ctrl</b> key while you click the students you want to schedule, and then click <b>Select</b>. <i>or</i></li> <li>Click <b>Load Group</b>, click the group you want to schedule, and then click <b>Select</b>. Repeat this step for each group you want to schedule.</li> </ul> </li> <li>Click <b>Accept [F10]</b> to schedule study halls.</li> </ol>
An <b>interval of students</b> in the grade level you selected	<ol style="list-style-type: none"> <li>In the <b>Schedule Which Students</b> dialog box, click <b>3. Interval of students</b>, and then click <b>Next</b>.</li> <li>In the <b>Select the Starting Student ID</b> dialog box, click the first student in the interval, and then click <b>Select</b>.</li> <li>In the <b>Select the Ending Student ID</b> dialog box, click the last student in the interval, and then click <b>Select</b>.</li> </ol>



## 3.7 Print a Schedule

Using the Scheduling Report Writer, you can print schedules for students, staff members, or rooms. You can customize the appearance of schedules by choosing whether or not to include information such as course credits, course level, and section meeting times. You can also choose to include information from student database fields.


1. In **Scheduling**, click **Sch RW**.
2. In the **What Task Do You Want to Do** dialog box, click the type of schedule you want to print, and then click **Select**.

Schedule Type	Description
Line Schedule	Prints courses vertically.
Grid Schedule	Prints courses in a grid.
Line & Grid Schedule	Prints both a line schedule and a grid schedule on the same page.

3. On **Page 1** of the **Specifications** dialog box, do the following:
  1. For specifications 3-6, click **Yes** or **No** to indicate which information you want to include in the schedule header.
  2. Configure the following specifications, depending on which schedule type you've chosen:

Schedule Type	Specifications
Line Schedule	<ol style="list-style-type: none"><li>1. For <b>7. Line/OTH: Include which sections</b>, click , choose which sections to include by marking period, and then click <b>Select</b>.</li><li>2. For specifications 8–A, click <b>Yes</b> or <b>No</b> to indicate which information you want to include on your line schedule.</li></ol>
Grid Schedule	<ol style="list-style-type: none"><li>1. For <b>Grid SCH: Include which sections</b>, click , choose which sections to include by marking period, and then click <b>Select</b>.</li><li>2. For specifications C and D, click <b>Yes</b> or <b>No</b> to indicate which information you want to include on your grid schedule.</li><li>3. For <b>E. Grid SCH: Start day</b>, enter the first day of the schedule range you want to print.</li><li>4. For <b>F. Grid SCH: End day</b>, enter the last day of the schedule range you want to print.</li></ol>

**Note:** For a **Line & Grid Schedule**, configure both the line schedule specifications (7-A) and the grid schedule specifications (B-F) on **Page 1**.

4. Configure the specifications on **Page 2** and **Page 3** of the **Specifications** dialog box according to your preferences.
5. Click **Done**.
6. In the **Scheduling Report Writer** dialog box, choose whether you want to print a student schedule, staff member schedule, or room schedule, and then click **Next**.
7. Select the student(s), staff member(s), or room(s) you want to print a schedule for, and then click **Next**. A print preview of the schedule appears in the Report Viewer.
8. Click  to print the schedule.



## 3.8 Print a Roster

Using the Entry Forms program, you can print rosters for the current year's course sections. You can customize the appearance of rosters by choosing to include information such as a gender count and a grade level count. You can also choose to include additional information from student database fields.

The following figure is an example of a roster.

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### COURSE SECTION ROSTER

CRSE #/SC : 031/02      CRSE NAME: H Jr Eng      TEACHER : Durrell; Jak  
CREDITS : 1.00      TIME : B      ROOM : 205  
QUARTER : FULL YEAR      CURR SIZE : 11      GPA FACTOR: 10.00

NAME	GR	ID#	PARENT/GUARDIAN	HOUSEHOLD PHON
1) Adams; Kenneth	11	011	Mr. and Mrs. Tom Adams	(413) 444-6207
2) Baker; Edward	11	021	Mr. and Mrs. Larry Baker	(413) 444-2123
3) Barker; Jackie	11	001	Mr. and Mrs. Romeo Barker	(413) 444-6733
4) Breton; Michael	11	010	Mr. and Mrs. Isreal Breton	(413) 444-7423
5) Hutchinson; Amy	11	006	Mr. and Mrs. Adam Hutchinson	(413) 444-2124
6) Larsen; Louis	11	016	Mr. and Mrs. Richard Larsen	(413) 444-6849
7) Nile; Drew	11	022	Mr. and Mrs. Maurice Nile	(413) 444-7344
8) O'Keefe; Ian	11	008	Mr. and Mrs. Troy O'Keefe	(413) 444-1047
9) Rock; Michelle	11	024	Mr. and Mrs. Wolfgang Rock	(413) 444-2454
10) Turcotte; Drew	11	018	Mr. and Mrs. Joseph Turcotte	(413) 444-7880
11) Valliere; William	11	003	Mr. and Mrs. Joseph Valliere	(413) 444-6657


Gender Count:    Male    Female  
                              8                3

Grade Level Count:    11  
                                      11

1. In **Scheduling**, click **Entry Forms**.
2. In the **Print Entry Forms, Rosters & More** dialog box, click **4. Section rosters**, and then click **Next**.
3. In the **Specifications** dialog box, configure the following specifications:

Specification	Action
<b>1. Include Sections Meeting When</b>	Choose which sections to include by marking period in the drop-down list.
<b>2. Print Gender Count at Roster Bottom</b>	Choose whether or not you want the roster to include a gender count and/or a grade level count in the drop-down list.
<b>3. Print Forms Without Any Students</b>	If you want the roster to include course sections that no students are enrolled in, click <b>Yes</b> . Otherwise, click <b>No</b> .
<b>4. Omit Courses Numbered Lower Than</b>	Enter the lower limit for the course range you want to print. For example, if you only want to print courses 200-300, enter 200 for the lower limit. This excludes courses 1-199 from your roster.

Specification	Action
<b>5. Omit Courses Numbered Greater Than</b>	Enter the upper limit for the course range you want to print. For example, if you only want to print courses 200-300, enter 300 for the upper limit. This excludes courses 301-999 from your roster.
<b>6. Start Grade</b>	Click the lower limit for the grade range you want to print in the drop-down list.
<b>7. End Grade</b>	Click the upper limit for the grade range you want to print in the drop-down list.
<b>8-A. Optional Fields</b>	If you want to include additional information from database fields on the roster, for specifications 8-A, click the text box, click the database field you want to include, and then click <b>Select</b> .
<b>B. Print Preview</b>	Click <b>Yes</b> .
<b>C. Follow New Files spec for student name length</b>	<p>If you want to increase the number of characters that display for student names, select the check box.</p> <div> <p><b>Note:</b> By default, 22 characters of students' names display on the roster. Enabling this specification increases the number of characters to the value entered for <b>Data Base &gt; New Files &gt; Specs. [Alt+S] &gt; 9. Student Name Length (For Display)</b>.</p> </div>

- Click **Done**.
- In the **Course Section Rosters** dialog box, choose which sections to include on the roster, and then click **Next**.  
A print preview of the roster appears in the Report Viewer.
- Click  to print the roster.



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