

# **Elementary Scheduling Checklist**



**2018 – 2019  
Part 2  
(Special Scheduling)**

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Things you will need:

- Student Support Facilitators and Therapy Service Teacher list for each grade level (including PK if applicable)
- Updated school map
- Completed Data Collection Sheets (where applicable)
- Section Room Assignment Sheet

You have the option to use either the Inclusion tab or create individual course sections. Below is the basic outline if you are creating individual course sections.

#### Teacher: **ELL Immersion**

1. Create Courses
2. Create and Copy Sections
3. Verify Sections
4. Add Course to Students Schedule

#### Teacher: **Resource**

1. Create Courses
2. Create and Copy Sections
3. Verify Sections
4. Add Course to Students Schedule
5. Delete Days No Services Received
6. Update Class Weekly Minutes

#### Teacher: **Special Education**

1. Create Courses
2. Create and Copy Sections
3. Verify Sections
4. Add Course to Students Schedule
5. Update Student Exceptionality Code on Schedule

#### Teacher: **Speech, Language, OT, PT, Hearing, and Vision**

1. Create Courses
2. Create and Copy Sections
3. Verify Sections
4. Add Course to Students Schedule
5. Update Student Exceptionality Code on Schedule
6. Delete Days No Services Received
7. Update Class Weekly Minutes

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Review Data Collection Sheets

Review your data collection sheets, determine which sections you will use, and write them down on your Section Room Assignment Sheet.

### Completing the Section Room Assignment Sheet

ELL/Immersion/Resource Teacher = Language Arts courses - unless otherwise stated on the sheets.  
OT/PT or Vision/hearing = Social Studies  
Speech/Language = Science

Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit.

Bell	01	02	03	04	05	06	07	08	09	10	11	12	13
Section	???A	???B	???C	???D	???E	???F	???G	???H	???I	???J	???K	???L	???M
Mods	0101	0202	0303	0404	0505	0606	0707	0808	0909	1010	1111	1212	1313

For example 412A means this is the inclusion section for the Grade Level teacher with section short name 412.

### Inclusion (I) vs. Pull Out (G)

G	Individual or Small Group Instruction – Teacher meets with an individual student or small group of students in a separate classroom setting.
I	In-Class One-on-One – Teacher meets with an individual student or small group of students on an individualized basis within a traditional classroom but not as a co-teacher.

<http://www.fldoe.org/core/fileparse.php/18617/urlt/1819-171525.pdf>

Confirm whether or not primary instructor should be checked or unchecked for the following ...

**ELL Immersion (G/I)** G, yes – they are the only teacher in that room working on that course with those students

ESOL Course 5010010 YES regardless if they are a G or I

**Resource (G/I)** G, yes – they are the only teacher in that room working on that course with those students

**ESE (G/I)** G, yes – they are the only teacher in that room working on that course with those students

**Speech, Language, OT, PT, Vision, Hearing (G/I)** (YES)

**Co-Teachers** (Yes)

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Inclusion Tab vs. Courses & Sections

You have the option to use either the Inclusion tab or create individual course sections. Keep in mind, the inclusion tab can only be used once for a course section. This includes both regular and special scheduling. Therefore, this may present the need to incorporate both methods. Decide on the method that is right for you.

### The Inclusion Tab

Sections built using the Inclusion tab will automatically subtract the Inclusion minutes from the correlating course and will only need to be manually adjusted IF the individual student requires LESS than ½ the minutes assigned. In this case, those minutes will need to be ADDED back to the correlating course in the same period.

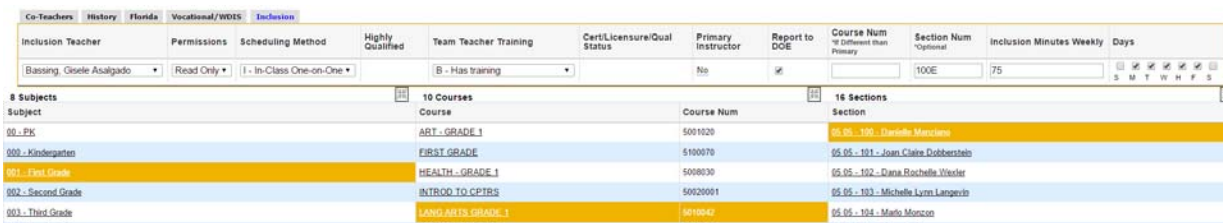
Do not create duplicate course sections. For example, duplicate usage of a short name in multiple course sections using the inclusion tab (715a in room 2-102 and under another course section you have used 715a in room 2-109). This type of error will not display as it does when creating sections using courses & sections.

### Creating Inclusion Sections Using the Inclusion Tab

If students will be receiving in-class support from Special Teachers (ESE, ELL Immersion, Resource, etc.) for a course, you can use the Inclusion tab to create the Inclusion section.

From Courses & Sections:

1. Select the Subject, Course and Section that will have the Special Teacher assigned.
2. Click the Inclusion Tab.
  - a. **Inclusion Teacher:** Select the Special Teacher from the drop-down. The Teacher History Log window will appear, click the X in the upper left corner to dismiss.
  - b. **Gradebook Permissions:** Select None, Read Only, or Modify.
  - c. **Scheduling Method:** Select “I – In-Class One-on-One”.
  - d. **Team Teacher Training:** Select “B-Has Training”.
  - e. **Primary Instructor:** No.
  - f. **Report to DOE:** Yes.
  - g. **Course Number:** Enter if different than Primary course number.
  - h. **Section Number:** Use the first 3 digits of the special teacher number and A-M for the 4<sup>th</sup> digit.
  - i. **Inclusion Minutes Weekly:** Enter the standard minutes of 75.
  - j. **Days:** Select M, T, W, H, F then modify on the individual student’s schedule.
3. Click Save.



Subject	Course	Course Num	Section
00 - PK	ART - GRADE 1	5001020	05.05.100 - Danielle Mancione
000 - Kindergarten	FIRST GRADE	5100078	05.05.101 - Jean Claire Dubbenfeld
001 - First Grade	HEALTH - GRADE 1	5008030	05.05.102 - Dana Rochelle Winder
002 - Second Grade	INTROD TO CPTRG	50020001	05.05.103 - Michelle Lynn Langestis
003 - Third Grade	LANG ARTS GRADE 1	5010042	05.05.104 - Mario Munson

### Assigning Students to Inclusion Sections Created using the Inclusion Tab

If the Inclusion section was built using the Inclusion Tab, the inclusion section is added from the student’s schedule.

From the Students Schedule:

## Elementary Scheduling Checklist – Part 2 (2018-2019)

1. A red X will appear in the Inclusion column on the schedule indicating the course has an inclusion section but the student is not assigned to it.

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Course Number	Section	Dropped	Exclude from FTE	FEPP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion
FIRST GRADE	00 00 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5100070	100	-	✓	101 - K-3 Basic	N/A	0		N/A
MATH GRADE ONE	01 01 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5012030	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	300	1250	N/A
MUSIC - GRADE 1	02 02 - TH - 100 - Carol S Jensen	TH	2-105	Full Year	Sep 1, 2017	5013070	100	-	✗	101 - K-3 Basic	N/A	50	0209	N/A
MUSIC - GRADE 1	02 02 - TH - 100X - Austin Julio Gomez	TH	2-105	Full Year	Sep 1, 2017	5013070	100X	-	✗	101 - K-3 Basic	N/A	50	0209	N/A
ART - GRADE 1	02 02 - MW - 100 - Christina M Lonergan-Harris	MW	11-104	Full Year	Sep 1, 2017	5001020	100	-	✗	101 - K-3 Basic	N/A	50	0209	N/A
ART - GRADE 1	02 02 - MW - 100X - Joanne Marie Rose	MW	11-104	Full Year	Sep 1, 2017	5001020	100X	-	✗	101 - K-3 Basic	N/A	50	0209	N/A
ART - GRADE 1	02 02 - MW - X100 - William P Saladino	MW	11-104	Full Year	Sep 1, 2017	5001020	X100	-	✗	101 - K-3 Basic	N/A	50	0209	N/A
INTROD TO CPTRS	02 02 - F - 100 - Elizabeth Davis Nelson	F	4-100B	Full Year	Sep 1, 2017	50020001	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	50	0209	N/A
INTROD TO CPTRS	02 02 - F - 100X - Bobbi Bates Sutton	F	4-100A	Full Year	Sep 1, 2017	50020001	100X	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	50	0209	N/A
INTROD TO CPTRS	02 02 - F - X100 - Dana Guske Morgan	F	4-100A	Full Year	Sep 1, 2017	50020001	X100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	50	0209	N/A
PHYSICAL EDUCATION 1	03 03 - 100 - Isaac D Fuller	MTWTF	3-101	Full Year	Sep 1, 2017	5015030	100	-	✗	101 - K-3 Basic	N/A	150	0625	N/A
SCIENCE GRADE ONE	04 04 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5020020	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	225	0938	N/A
LANG ARTS GRADE 1	05 05 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100	-	✗	130 - English for Speakers of Other Languages	I - Mainstream/Incl - English	450	1875	✗
LANG ARTS GRADE 1	06 06 - 100X - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100X	-	✗	130 - English for Speakers of Other Languages	I - Mainstream/Incl - English	250	1042	N/A
SOC STUDIES 1	07 07 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5021030	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	200	0834	N/A
HEALTH - GRADE 1	07 07 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5008030	100	-	✓	101 - K-3 Basic	N/A	0		N/A
Total												1975 / 1925	.8236	

2. Click the red X twice.
3. Click Save.
4. The inclusion section will be added to the students schedule with a green checkmark in the inclusion column.

LANG ARTS GRADE 1	05 05 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100	-	✗	130 - English for Speakers of Other Languages	I - Mainstream/Incl - English	375	1563	✓
LANG ARTS GRADE 1	05 05 - Bessing, Giselle	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100E	-	✗	130 - English for Speakers of Other Languages	I - Mainstream/Incl - English	75	0313	✓

Note: The green checkmark for the Inclusion section is controlled by the regular section.

5. Verify and adjust the Meeting Days and Class Weekly Minutes for the Inclusion section if applicable.

Note: If the inclusion minutes for the student are adjusted to LESS than ½ the primary section, be sure to ADD the difference to the correlating section in the same period.

6. Update the Enrolled Date to the date services began.  
Note: This date should not be left to the date in which it was physically scheduled. Be consistent with the date usage.
7. For special teachers (ESE), attach the exceptionality code to the course.

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Course Number	Section	Dropped	Exclude from FTE	FEPP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Student Exceptionality Code
FIRST GRADE	00 00 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5100070	100	-	✓	101 - K-3 Basic	N/A	0		N/A	-
MATH GRADE ONE	01 01 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5012030	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	300	1250	N/A	-
MUSIC - GRADE 1	02 02 - TH - 100 - Carol S Jensen	TH	2-105	Full Year	Sep 1, 2017	5013070	100	-	✗	101 - K-3 Basic	N/A	50	0209	N/A	-
MUSIC - GRADE 1	02 02 - TH - 100X - Austin Julio Gomez	TH	2-105	Full Year	Sep 1, 2017	5013070	100X	-	✗	101 - K-3 Basic	N/A	50	0209	N/A	-
ART - GRADE 1	02 02 - MW - 100 - Christina M Lonergan-Harris	MW	11-104	Full Year	Sep 1, 2017	5001020	100	-	✗	101 - K-3 Basic	N/A	50	0209	N/A	-
ART - GRADE 1	02 02 - MW - 100X - Joanne Marie Rose	MW	11-104	Full Year	Sep 1, 2017	5001020	100X	-	✗	101 - K-3 Basic	N/A	50	0209	N/A	-
ART - GRADE 1	02 02 - MW - X100 - William P Saladino	MW	11-104	Full Year	Sep 1, 2017	5001020	X100	-	✗	101 - K-3 Basic	N/A	50	0209	N/A	-
INTROD TO CPTRS	02 02 - F - 100 - Elizabeth Davis Nelson	F	4-100B	Full Year	Sep 1, 2017	50020001	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	50	0209	N/A	-
INTROD TO CPTRS	02 02 - F - 100X - Bobbi Bates Sutton	F	4-100A	Full Year	Sep 1, 2017	50020001	100X	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	50	0209	N/A	-
INTROD TO CPTRS	02 02 - F - X100 - Dana Guske Morgan	F	4-100A	Full Year	Sep 1, 2017	50020001	X100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	50	0209	N/A	-
PHYSICAL EDUCATION 1	03 03 - 100 - Isaac D Fuller	MTWTF	3-101	Full Year	Sep 1, 2017	5015030	100	-	✗	101 - K-3 Basic	N/A	150	0625	N/A	-
SCIENCE GRADE ONE	04 04 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5020020	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	225	0938	N/A	-
LANG ARTS GRADE 1	05 05 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100	-	✗	130 - English for Speakers of Other Languages	I - Mainstream/Incl - English	375	1563	✓	-
LANG ARTS GRADE 1	05 05 - Bessing, Giselle	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100E	-	✗	130 - English for Speakers of Other Languages	I - Mainstream/Incl - English	75	0313	✓	-
LANG ARTS GRADE 1	06 06 - 100X - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100X	-	✗	130 - English for Speakers of Other Languages	I - Mainstream/Incl - English	250	1042	N/A	-
SOC STUDIES 1	07 07 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5021030	100	-	✗	130 - English for Speakers of Other Languages	C - Mainstream/Incl - Core/Basic Subj Areas	200	0834	N/A	-
HEALTH - GRADE 1	07 07 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5008030	100	-	✓	101 - K-3 Basic	N/A	0		N/A	-
Total												1975 / 1925	.8237		

### Removing an Inclusion Section from a Students Schedule

From the Students Schedule:

1. Click the Green checkmark twice in the inclusion column by the primary course section.  
Note: the checkbox field should be blank.



## Elementary Scheduling Checklist – Part 2 (2018-2019)

- Click Save.  
The inclusion section will be removed from the students schedule.

Demographic Enrollment **Schedule** Requests Grades Gradebook Absences Activities Referrals Fees & Payments Test History

Effective Date: October 2, 2017

Course List Weekly Planner Show Florida Fields Show Vocational/EDS Fields Save

17 Classes

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Course Number	Section	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estimation	Inclusion	Year-Round/Extended School Year FTE
FIRST GRADE	00 00 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5100070	100	-		101 - K-3 Basic	N/A	8	N/A	-	
MATH GRADE ONE	01 01 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5012030	100	-	X	130 - English for Speakers of Other Languages C - Mainstream/Incl - Core/Basic Subj Areas	300	1250	N/A	-	
MUSIC GRADE 1	02 02 - TH - 100 - Carol S Jensen	TH	2-105	Full Year	Sep 1, 2017	5013070	100	-	X	101 - K-3 Basic	N/A	50	6209	N/A	-
MUSIC GRADE 1	02 02 - TH - 100X - Austin Julia Gomez	TH	2-105	Full Year	Sep 1, 2017	5013070	100X	-	X	101 - K-3 Basic	N/A	50	6209	N/A	-
ART GRADE 1	02 02 - MW - 100 - Christina M Lencogen Harth	MW	11-104	Full Year	Sep 1, 2017	5001020	100	-	X	101 - K-3 Basic	N/A	50	6209	N/A	-
ART GRADE 1	02 02 - MW - 100 - Joanne Marie Rose	MW	11-104	Full Year	Sep 1, 2017	5001020	100X	-	X	101 - K-3 Basic	N/A	50	6209	N/A	-
ART GRADE 1	02 02 - MW - X100 - William P Saladino	MW	11-104	Full Year	Sep 1, 2017	5001020	X100	-	X	101 - K-3 Basic	N/A	50	6209	N/A	-
INTRO TO CPTRS	02 02 - F - 100 - Elizabeth Davis Nelson	F	4-100A	Full Year	Sep 1, 2017	5002001	100	-	X	130 - English for Speakers of Other Languages C - Mainstream/Incl - Core/Basic Subj Areas	50	6209	N/A	-	
INTRO TO CPTRS	02 02 - F - 100X - Bobbi Bates Sutton	F	4-100A	Full Year	Sep 1, 2017	5002001	100X	-	X	130 - English for Speakers of Other Languages C - Mainstream/Incl - Core/Basic Subj Areas	50	6209	N/A	-	
INTRO TO CPTRS	02 02 - F - X100 - Dana Guske Morgan	F	4-100A	Full Year	Sep 1, 2017	5002001	X100	-	X	130 - English for Speakers of Other Languages C - Mainstream/Incl - Core/Basic Subj Areas	50	6209	N/A	-	
PHYSICAL EDUCATION 1	03 03 - 100 - Isaac D Fuller	MTWTF	3-101	Full Year	Sep 1, 2017	5015030	100	-	X	101 - K-3 Basic	N/A	150	6625	N/A	-
SCIENCE GRADE ONE	04 04 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5020020	100	-	X	130 - English for Speakers of Other Languages C - Mainstream/Incl - Core/Basic Subj Areas	225	8938	N/A	-	
LANG ARTS GRADE 1	05 05 - 100 - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100	-	X	130 - English for Speakers of Other Languages I - Mainstream/Incl - English	375	1563		-	
LANG ARTS GRADE 1	05 05 - Bessing Gisela	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100E	-	X	130 - English for Speakers of Other Languages I - Mainstream/Incl - English	75	3113		-	
LANG ARTS GRADE 1	06 06 - 100X - Danielle Manciano	MTWTF	6-108	Full Year	Sep 1, 2017	5010042	100X	-	X	130 - English for Speakers of Other Languages I - Mainstream/Incl - English	250	1042	N/A	-	

### Creating Inclusion Sections Using Courses & Sections

Schools can also build separate sections for the Special Teacher as is done for the grade level teachers and then add the section to the individual student's schedule or Mass Add the course to a group of students. Sections for HI, VI, Language, Speech, Occupational and Physical therapies are created and assigned in the same manner.

From Courses & Sections:

- Select the appropriate Subject and Course folder.
- In the Section list, click the + (plus sign) at the bottom of the column to add a new section.
- Complete the top part of the section information for the Special teacher in the same way as for the grade level teacher, making sure to uncheck takes attendance.
- Complete the applicable fields on the Florida tab, being sure to select I-In Class One-on-One for the Scheduling Method and uncheck Primary Instructor box. Class Weekly Minutes should be ½ the class minutes weekly of the primary course.
- Click the red save button after completing all fields.

Note: When assigning the section short name, it should start with the 3-digit short name of the teacher in which it will be attached and include the letter A-M for the 4<sup>th</sup> digit. For example, 412A means this is the inclusion section for the grade level teacher with section short name 412.

### Assigning Students to Inclusion Sections Created using Courses & Sections

Students can be assigned to the separate Inclusion section individually or en mass using Mass Add Course. Schedulers should verify/update Meeting Days and Class Minutes Weekly on the student's schedule after assigning the section.

The Inclusion section will be added to the existing student schedules. There will not be a red x on the schedule in the Inclusion column because the section was not built using the Inclusion tab.

### Verify and Update the Students Schedule:

- Meeting Days: if not 5 days a week, adjust the meeting days on the Inclusion section
- Enrolled Date: Update the Enrolled Date to the date when services began; this date should not be left as the day it was physically scheduled. This will either be the 1st day of the current school year if the student rolled from last year, or if the student was made eligible and placed this school year, it should be the Placement date from the ESE tab
- Class Minutes Weekly: should be ½ (or less) of the minutes of the primary section;

## Elementary Scheduling Checklist – Part 2 (2018-2019)

4. Subtraction of Class Minutes Weekly: subtract the Inclusion section minutes from the correlating section in the same period
5. Exceptionality Code: attach to Inclusion Section if section is for the Special (ESE) teacher

Note: If working from a list of students, use the search box or the small arrow next to the search bar at the top right of the schedule to navigate to the next student OR click on “Back to Student List” to select the next student.

### ELL Immersion

Review your data collection sheets, determine which sections you will use, and write them down on your Section Room Assignment Sheet.

Reminders:

- ELL Immersion Teachers will be scheduled as pull-out (G) or inclusion (I).
- ELL can be scheduled during Language Arts, Math, Science, and Social Studies. **DO NOT** use PE, Lunch, or Related Arts sections.
- You can have more than one teacher in a room with different students, but you cannot have more than one teacher with a single student during the same mod/period.

You will need to:

1. Create Courses
2. Create and Copy Sections
3. Verify Sections
4. Add Course to Students Schedule (Mass / Individual)

### Course Information:

Create the appropriate course for all ELL Immersion teachers.

#### ELL Immersion Teacher

LY = Course# **5010010**

Non-LY = **academic course**

If these courses are not listed you will need to create as needed.

### Section Information:

Create the appropriate course section for each ELL Immersion Teacher.

Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit.

Bell	01	02	03	04	05	06	07	08	09	10	11	12	13
Section	???A	???B	???C	???D	???E	???F	???G	???H	???I	???J	???K	???L	???M
Mos	0101	0202	0303	0404	0505	0606	0707	0808	0909	1010	1111	1212	1313

From Courses & Sections:

6. Select the appropriate Subject and Course folder.
7. In the Section list, click the + (plus sign) at the bottom of the column to add a new section.

#### ELL Immersion Teacher

LY = Course# **5010010**

Non-LY = **academic course**

## Elementary Scheduling Checklist – Part 2 (2018-2019)

1. Select the Teacher.
2. Enter the Room#
3. Beg = ?? and End = ??
4. Seats = 25
5. Short Name = Teacher# ending with the proper suffix A-M
6. Course History Term = Full Year
7. Takes Attendance = N (uncheck)
8. Grade Eligible = N (uncheck)
9. Calendar = E1 (Elementary)
10. Class Weekly Minutes = ?? Enter 75. (1/2 of the periods total minutes)  
Note: Regular minutes per period are 150 for Elementary and 45/47 for secondary.
11. Scheduling Method = G (G = pulling out of the classroom) OR I (I = In the classroom)
12. Exclude from FTE = N (uncheck)  
Note: Exclude from FTE means the course doesn't get transmitted to the state. DO NOT check this field when scheduling these teachers.
13. Primary Instructor = N (uncheck)
14. Click Save.

Note: If the teacher is servicing both LY and Non-LY students, you will need to create a separate inclusion course section for the Non-LY students.

### Copy Sections

Once you have created the first section, you can copy that section for the remaining sections needed. Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit. Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

1. Select the section you want to copy.
2. Click the Copy button in the upper right corner.
3. Click OK to confirm section or course copy.
4. Update the Short Name (Teacher#) to reflect proper suffix A-M.
5. Update the Beg End (Mods).
6. Update Room. Room number which ELL teacher will service.  
Note: If scheduling method of I, then room number will be the same as the academic teacher.
7. Click Save.



## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Verify Sections

ELL Immersion teachers are scheduled as pull-out (G) or inclusion (I).

You will need to change the scheduling method to “G” and change the building and room number to reflect the room number they will be in OR “I” for inclusion.

From the Master Schedule Report:

1. Click Filter by Subject in the upper left corner
2. Select Electives subject folder  
Note: This will display only the courses & sections in the Electives folder.
3. Enter the teachers name in the search field on the right and press enter.
4. Verify the Short Name, Beg End, Room, Scheduling Method, etc. for correctness and update as needed.

Sheryl Priester (Master Scheduler)

Calusa Park Elementary

2015-2016

Quarter 1

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Billing

Eligibility

Florida Reports

Reports

Master Schedule Report

Electives

Hide Florida Fields

Save

6 Sections

Customize Columns

Mass Update

Filter

Search

Subject	Course	Course Number	Period	Teacher	Section ID	Room	Days	Total Seats	Filled Seats	Grading Scale	Standards Grading Scale	Bell Schedule	Takes Attendance	Graded	Class Minut Week
Electives	ESOL E	5010010	06 06	Baumgardner, Julie Anne	700F	01-113	MTWHF	25	0	E	E	Default	✗	✗	75
Electives	Lang Thrp: PK-5	7763040	03 03	Aliseo, Denise Marie	108C	01-636	MTWHF	25	0	E	E	Default	✗	✗	150

### Schedule Students

Mass Adding a course allows for enrolling a select group of students into a specific course. Remember the key is to have your list of student ID numbers ready for quick entry/selection.

From Mass Add Course:

1. Click the Search button on the simple student search screen.
2. The Mass Add Course screen appears listing all students currently enrolled at your school.

### Select Students

1. Select the students that are to be enrolled in the selected course.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

Note: To quickly search and select students, enter all student ID number in the search field separated by a space and press enter. Only the specified students will be listed.

The screenshot shows the 'Mass Add Course' window in the FOCUS software. The 'Search Screen' is set to 'Simple List'. A red box highlights the search results table, which lists 5 students. The table has columns for Student, Student ID, Grade, and Relevance. The students listed are Aci, Ah, Avi, Ca, and Fo. The 'Add Course(s) to Selected Students' button is visible in the top right corner.

Student	Student ID	Grade	Relevance
Aci		03	
Ah		KG	
Avi		KG	
Ca		05	
Fo		PK	

### Add Course to Students Schedule

1. Click Choose Course to select the course and section into which students will be scheduled. The popup window will open.
2. Select the appropriate Subject (Electives), Course (5010010 or academic course), and Section (Teacher).
3. The popup window will close automatically.
4. The selected course section will display in the Course Section(s) to Add field.
5. Select the appropriate Start Date.  
Note: The Start Date should reflect the first day the student sat in the course.
6. Click Add Course(s) to Selected Students button.

The screenshot shows the 'Mass Add Course' window with a popup for selecting a course section. The popup displays 'Course Section(s) to Add' as 'ESOL E - 06 06 - 700F - Julie Anne Baumgardner'. Below this, there is a 'Start Date' field set to 'August 17, 2015' and a 'Marking Period' dropdown set to 'Full Course Enrollment'. A red box highlights the popup, and a red arrow points to the 'Add Course(s) to Selected Students' button in the top right corner.

**\*\* If the teacher is not seeing the student for a minimum of 150 minutes a week, adjust the individual students schedule based on the total minutes on the data collection sheet. \*\***

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Resource

Review your data collection sheets, determine which sections you will use, and write them down on your Section Room Assignment Sheet.

Reminders:

- All Resource Teachers will be scheduled as pull-out (G) or inclusion (I).
- You can have more than one teacher in a room with different students, but you cannot have more than one teacher with a single student during the same mod/period.

You will need to:

- Create Courses
- Create and Copy Sections
- Verify Sections
- Add Course to Students Schedule
- Delete days no services are received
- Update Class Weekly Minutes

### Course Information:

Create the appropriate course for all Resource teachers.

**Resource Teacher**  
Course# = academic course

If these courses are not listed you will need to create as needed.

### Section Information:

Create the appropriate course section for each ELL Immersion Teacher.

Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit.

Bell	01	02	03	04	05	06	07	08	09	10	11	12	13
Section	???A	???B	???C	???D	???E	???F	???G	???H	???I	???J	???K	???L	???M
Mods	0101	0202	0303	0404	0505	0606	0707	0808	0909	1010	1111	1212	1313

From Courses & Sections:

- Select the appropriate Subject and Course folder.
- In the Section list, click the + (plus sign) at the bottom of the column to add a new section.

- Select the Teacher.

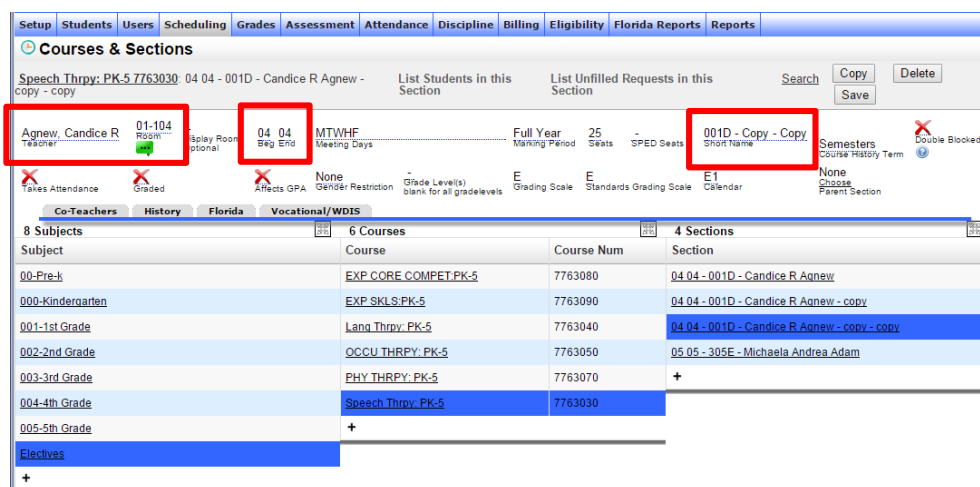
## Elementary Scheduling Checklist – Part 2 (2018-2019)

2. Enter the Room#
3. Beg = ?? and End = ??
4. Seats = 25
5. Short Name = Teacher# ending with the proper suffix A-M
6. Course History Term = Full Year
7. Takes Attendance = N (uncheck)
8. Grade Eligible = N (uncheck)
9. Calendar = E1 (Elementary)
10. Class Weekly Minutes = ?? Enter 75. (1/2 of the periods total minutes)  
Note: Regular minutes per period are 150 for Elementary and 45/47 for secondary.
11. Scheduling Method = G (G = pulling out of the classroom) OR I (I = In the classroom)
12. Exclude from FTE = N (uncheck)  
Note: Exclude from FTE means the course doesn't get transmitted to the state. DO NOT check this field when scheduling these teachers.
13. Primary Instructor = N (uncheck)
14. Click Save.

### Copy Sections

Once you have created the first section, you can copy that section for the remaining sections needed. Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4th digit. Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

1. Select the section you want to copy.
2. Click the Copy button in the upper right corner.
3. Click OK to confirm section or course copy.
4. Update the Short Name (Teacher#) to reflect proper suffix A-M.
5. Update the Beg End (Mods).
6. Update Room.
7. Click Save.



## Elementary Scheduling Checklist – Part 2 (2018-2019)

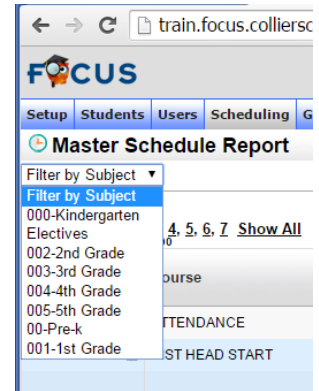
### Verify Sections

Resource teachers are scheduled as pull-out (G) or inclusion (I).

You will need to change the scheduling method to “G” **and** change the building and room number to reflect the room they will be in OR “I” for inclusion.

From the Master Schedule Report:

1. Click Filter by Subject in the upper left corner
2. Select Electives subject folder  
Note: This will display only the courses & sections in the Electives folder.
3. Enter the teachers name in the search field on the right and press enter.
4. Verify the Short Name, Beg End, Room, Scheduling Method, Days, etc. for correctness and update as needed.



FOCUS

Sheryl Priester (Master Scheduler)

Calusa Park Elementary

2015-2016

Quarter 1

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Billing

Eligibility

Florida Reports

Reports

Master Schedule Report

Electives

Hide Florida Fields

Save

5 Sections

Customize Columns

Mass Update

Filter

agnew

Subject	Course	Course Number	Period	Teacher	Section ID	Room	Days	Total Seats	Filled Seats	Grading Scale	Standards Grading Scale	Bell Schedule	Takes Attendance	Graded	Class Minute Weekly
Electives	Lang Thrpy: PK-5	7763040	03 03	Aliseo, Denise Marie	108C	01-636	MTWHF	25	0	E	E	Default	✗	✗	150
Electives	Speech Thrpy: PK-5	7763030	02 02	Agnew, Candice R	001B	01-104	MTWHF	25	0	E	E	Default	✗	✗	150
			04 04	Agnew, Candice R	001D	01-104	MTWHF	25	0	E	E	Default	✗	✗	150
			05 05	Adam, Michaela Andrea	305E	01-104	MTWHF	25	0	E	E	Default	✗	✗	150
			06 06	Agnew, Candice R	001F	01-104	MTWHF	25	0	E	E	Default	✗	✗	150

### Schedule Students

Mass Adding a course allows for enrolling a select group of students into a specific course. Remember the key is to have your list of student ID numbers ready for quick entry/selection.

### From Mass Add Course:

1. Click the Search button on the simple student search screen.
2. The Mass Add Course screen appears listing all students currently enrolled at your school.

### Select Students

1. Select the students that are to be enrolled in the selected course.  
Note: To quickly search and select students, enter all student ID number in the search field separated by a space and press enter. Only the specified students will be listed.



## Elementary Scheduling Checklist – Part 2 (2018-2019)

Mass Add Course

Course Section(s) to Add [Choose Course](#)

Start Date: September 19, 2015

Marking Period: Full Course Enrollment

☐ Locked

Search Screen: Simple List Customized List

5 Students

Student	Student ID	Grade	Relevance
Ac	355618	03	
Ah	375965	KG	
Av	402506	KG	
Ci	404206	05	
Fo		PK	

### Add Course to Students Schedule

1. Click Choose Course to select the course and section into which students will be scheduled. The popup window will open.
2. Select the appropriate Subject (Electives), Course (academic course#), and Section (Teacher).
3. The popup window will close automatically.
4. The selected course section will display in the Course Section(s) to Add field.
5. Select the appropriate Start Date.  
Note: The Start Date should reflect the first day the student sat in the course.
6. Click Add Course(s) to Selected Students button.

Mass Add Course

Course Section(s) to Add: ESOL E - 06 06 - 700F - Julie Anne Baumgardner

[Choose more Courses](#)

Start Date: August 17, 2015

Marking Period: Full Course Enrollment

☐ Locked

[Add Course\(s\) to Selected Students](#)

### Delete Days No Services Received and Adjust Class Weekly Minutes

Change each students schedule to reflect the days the student is receiving services and class weekly minutes noted on the scheduling sheets.

### From Teacher Schedule Report:

1. Click Filter by Subject in the upper right corner.
2. Select Electives.
3. The Teacher Schedule Report will only display the courses in the electives folder.
4. Click on the underlined class title to access section information

## Elementary Scheduling Checklist – Part 2 (2018-2019)

**Teacher Schedules Report**

Show: ☐ Room Numbers ☐ Course/Section Numbers ☐ Terms ☐ Totals

Filter by Subject: **Electives**

3 Teachers

Teacher	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09
Adam, Michaela Andrea					Speech Thrp: PK-5 (0) +				
Agnew, Candice R		Speech Thrp: PK-5 (0) +		Speech Thrp: PK-5 (5) +		Speech Thrp: PK-5 (0) +			
Aliseo, Denise Marie			Lang Thrp: PK-5 (0) +						

- The courses and sections window will display.
- Click List Students in This Section.
- Student enrolled in the selected section will display.
- Click the students name to view and update their schedule.

**Schedule Report**

View/Edit this Section **List Students in this Section** List Unfiled Requests in this Section

Subject	Course	Re	Period - Teacher	Student
00-Pre-k	EXP CORE COMPET: PK-5	0	02 02 - 001B - Candice R Agnew	Agnew, Candice R
000-Kindergarten	EXP SKLS: PK-5	0	04 04 - 001D - Candice R Agnew	Agnew, Candice R
001-1st Grade	Lang Thrp: PK-5	0	05 05 - 305E - Michaela Andrea	Andrea, Michaela
002-2nd Grade	OCCU THRP: PK-5	0	06 06 - 001F - Candice R Agnew	Agnew, Candice R
003-3rd Grade	PHY THRP: PK-5	0		
004-4th Grade	Speech Thrp: PK-5	0		
005-5th Grade				

Electives

### Delete Days No Services Received

Change each students schedule to reflect the days the student is receiving services. Delete ONLY the days the child is *not* receiving services.

- Click the editable field in the Meeting Days column.
- Uncheck the days the student is NOT receiving services.
- Click Save.

**Student Schedule**

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Fees & Payments Test History Interventions Search...

Effective Date: September 24 2015

☐ Include Inactive **Course List** Weekly Planner ☒ Show Florida Fields ☐ Show Vocational/WDIS F **Save**

14 Classes

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Course Number	Section	Student Exceptionality Code
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Full Year	Aug 17, 2015	5100090	300	Not Applicable
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Full Year	Aug 17, 2015	5010044	300	Not Applicable
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Full Year	Aug 17, 2015	ELEMATD	300	Not Applicable
LANG ARTS GRADE 3	04 04 - 300D - Candice R Agnew	S M T W H F S	02-108	Full Year	Sep 24, 2015	5010044	300D	Not Applicable

LANG ARTS GRADE 3	04 04 - 300D - Candice R Agnew	MH	02-108	Full Year	Sep 24, 2015	5010044	300D	Not Applicable	150
-------------------	--------------------------------	----	--------	-----------	--------------	---------	------	----------------	-----

### Update Class Weekly Minutes

Change each students schedule to reflect the class weekly minutes based upon what's on the scheduling sheet.

- Click the editable field in the Class Weekly Minutes column.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

- Enter the minutes noted on the scheduling sheet.
- Click Save.

LANG ARTS GRADE 3	04 04 - 300D - Candice R Agnew	MH	02-108	Full Year	Sep 24, 2015	5010044	300D	Not Applicable	30
-------------------	--------------------------------	----	--------	-----------	--------------	---------	------	----------------	----

- Close the window by clicking the X in the upper right corner.
- The window containing the schedule report listing students enrolled in this section will display.
- Repeat steps (update exceptionality code, delete days, and update weekly minutes) for the remainder of the students scheduled within the selected section.

The screenshot shows the FOCUS Student Schedule interface. A red arrow points to the 'Schedule Report' link in the left sidebar. The main window displays a table of classes with columns for Course, Period - Teacher, Meeting Days, Room, Term, Enrolled, Course Number, Section, and Student Exceptionality Code. The table lists various classes including 'THIRD GRADE', 'LANG ARTS GRADE 3', 'ATTENDANCE', 'SCIENCE GRADE THREE', and 'PHYSICAL EDUCATION 3'. A red circle highlights the close button (X) in the top right corner of the window.

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Course Number	Section	Student Exceptionality Code
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWTF	02-108	Full Year	Aug 17, 2015	5100090	300	Not Applicable
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWTF	02-108	Full Year	Aug 17, 2015	5010044	300	Not Applicable
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWTF	02-108	Full Year	Aug 17, 2015	ELEMATTD	300	Not Applicable
LANG ARTS GRADE 3	04 04 - 300D - Candice R Agnew	MH	02-108	Full Year	Sep 24, 2015	5010044	300D	Not Applicable
SCIENCE GRADE THREE	07 07 - 300 - Sonja Christine Kalavitis	MTWTF	02-108	Full Year	Aug 17, 2015	5020040	300	Not Applicable
PHYSICAL EDUCATION 3	08 08 - 300 - Virginia Meredith Moran	MTWTF	05-113	Full Year	Aug 17, 2015	5015050	300	Not Applicable

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Special Education

Review your data collection sheets, determine which sections you will use, and write them down on your Section Room Assignment Sheet.

Reminders:

- It is okay if you have students with more minutes than sections for a particular grade level.

You will need to:

- Create Courses
- Create and Copy Sections
- Verify Sections
- Add Course to Students Schedule
- Update Student Exceptionality Code on Schedule

### Course Information:

Map out where the Special Education teachers will be throughout the day; during what subjects are they servicing students. Once you have completed this you will need to create the appropriate academic course for Special Education Teacher.

#### Special Education Teacher

Course# = academic course

If these courses are not listed you will need to create as needed.

### Section Information:

Create the appropriate course section for each Special Education Teacher.

Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit.

Bell	01	02	03	04	05	06	07	08	09	10	11	12	13
Section	???A	???B	???C	???D	???E	???F	???G	???H	???I	???J	???K	???L	???M
Mods	0101	0202	0303	0404	0505	0606	0707	0808	0909	1010	1111	1212	1313

From Courses & Sections:

- Select the appropriate Subject and Course folder.
- In the Section list, click the + (plus sign) at the bottom of the column to add a new section.

The screenshot shows the 'Courses & Sections' interface in FOCUS. Red numbers 1 through 13 are placed over specific fields to indicate the steps for adding a new section:

- 1: Teacher dropdown
- 2: Room dropdown
- 3: N/A dropdown
- 4: Seats input field
- 5: Short Name dropdown
- 6: Full Year dropdown
- 7: Takes Attendance checkbox
- 8: Display Room Optional checkbox
- 9: Calendar dropdown
- 10: Scheduling Method dropdown
- 11: N - Not an Online Col. dropdown
- 12: Exclude from FASTER checkbox
- 13: Primary Instructor dropdown

- Select the Teacher.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

2. Enter the Room#
3. Beg = ?? and End = ??
4. Seats = 25
5. Short Name = Teacher# ending with the proper suffix A-M
6. Course History Term = Full Year
7. Takes Attendance = N (uncheck)
8. Grade Eligible = N (uncheck)
9. Calendar = E1 (Elementary)
10. Class Weekly Minutes = ?? Enter 75. (1/2 of the periods total minutes)  
Note: Regular minutes per period are 150 for Elementary and 45/47 for secondary.
11. Scheduling Method = G (G = pulling out of the classroom) OR I (I = In the classroom)
12. Exclude from FTE = N (uncheck)  
Note: Exclude from FTE means the course doesn't get transmitted to the state. DO NOT check this field when scheduling these teachers.
13. Primary Instructor = N (uncheck)
14. Click Save.

### Copy Sections

Once you have created the first section, you can copy that section for the remaining sections needed. Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit. Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

1. Select the section you want to copy.
2. Click the Copy button in the upper right corner.
3. Click OK to confirm section or course copy.
4. Update the academic course.
5. Update the Short Name (Teacher#) to reflect proper suffix A-M.
6. Update the Beg End (Mods).
7. Update Room.
8. Click Save.



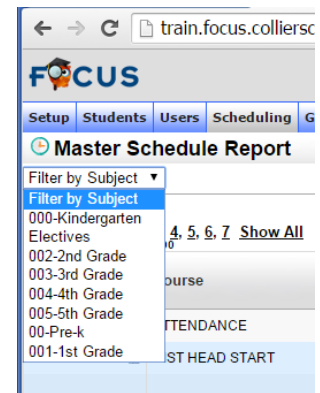
## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Verify Sections

Special Education teachers are scheduled based upon the subject during which they are receiving services. Therapies could be I (inclusion) or G (pull-out).

You will need to change the scheduling method to “G” **and** change the building and room number to reflect the what room they will be in OR “I” for inclusion.

**\*\*\* The scheduling method is dependent on the information indicated on the data collection sheet. \*\*\***



From the Master Schedule Report:

1. Click Filter by Subject in the upper left corner
2. Select Electives subject folder  
Note: This will display only the courses & sections in the Electives folder.
3. Enter the teachers name in the search field on the right and press enter.
4. Verify the Short Name, Beg End, Room (room# which Special Education teacher will service), Scheduling Method, etc. for correctness and update as needed.

<div> <span>Sheryl Priester (Master Scheduler)</span> <span>Calusa Park Elementary</span> <span>2015-2016</span> <span>Quarter 1</span> </div>											
<div> Setup Students Users Scheduling Grades Assessment Attendance Discipline Billing Eligibility Florida Reports Reports </div>											
Master Schedule Report											
<div> Electives <div>Hide Florida Fields Save</div> </div>											
<div> 21 Sections <div>Customize Columns Mass Update Filter Search</div> </div>											
Subject	Course	Course Number	Period	Teacher	Section ID	Room	Filled Seats	Takes Attendance	Graded	Class Minutes Weekly	Scheduling Method
Electives	EXP CORE COMPET:PK-5	7763080	01 01	Morgan, Lynn Marie	710A	06-110	1	X	X	-	G - Individual or Small Group Instruction
			02 02	Morgan, Lynn Marie	710B	06-110	1	X	X	-	G - Individual or Small Group Instruction
Electives	LANG ARTS GRADE 3	5010044	04 04	Agnew, Candice R	300D	02-108	1	X	X	75	I - In-Class One-on-One
Electives	Lang Thrpy: PK-5	7763040	01 01	Guth, Maria	704A	01-114	0	X	X	-	G - Individual or Small Group Instruction

### Schedule Students

Mass Adding a course allows for enrolling a select group of students into a specific course. Remember the key is to have your list of student ID numbers ready for quick entry/selection.

### From Mass Add Course:

1. Click the Search button on the simple student search screen.
2. The Mass Add Course screen appears listing all students currently enrolled at your school.

### Select Students

1. Select the students that are to be enrolled in the selected course.  
Note: To quickly search and select students, enter all student ID number in the search field separated by a space and press enter. Only the specified students will be listed.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

Mass Add Course

Course Section(s) to Add Choose Course

Start Date September 19, 2015

Marking Period Full Course Enrollment

Students

Student	Student ID	Grade	Relevance
Acos		03	
Ahlq		KG	
Avile		KG	
Card		05	
Fost		PK	

Add Course(s) to Selected Students

### Add Course to Students Schedule

1. Click Choose Course to select the course and section into which students will be scheduled. The popup window will open.
2. Select the appropriate Subject (Electives), Course (academic course), and Section (Teacher).
3. The popup window will close automatically.
4. The selected course section will display in the Course Section(s) to Add field.
5. Select the appropriate Start Date.  
Note: The Start Date should reflect the first day the student sat in the course.
6. Click Add Course(s) to Selected Students button.

Mass Add Course

Course Section(s) to Add LANG ARTS GRADE 3 - 04 04 - 300D - Candice R Agnew

Start Date August 17, 2015

Marking Period Full Course Enrollment

Add Course(s) to Selected Students

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Update Exceptionality Code and Delete Days No Services Received

Change each students schedule to reflect the correct exceptionality code which is noted on the data collection sheet. Therefore, you will need to change each individual students schedule.

#### From Teacher Schedule Report:

1. Click Filter by Subject in the upper right corner.
2. Select Electives.
3. The Teacher Schedule Report will only display the Therapy courses in the electives folder.
4. Click on the underlined class title to access section information

Setup	Students	Users	Scheduling	Grades	Assessment	Attendance	Discipline	Billing	Eligibility	Florida Reports	Reports
<b>Teacher Schedules Report</b>											
Show: <input type="checkbox"/> Room Numbers <input type="checkbox"/> Course/Section Numbers <input type="checkbox"/> Terms <input type="checkbox"/> Totals											
5 Teachers											
Teacher	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09	Period 10	Period 11
Agnew, Candice R				LANG ARTS GRADE 3 (5) +							
Guth, Maria	Speech Thrp: PK-5 (0) + Lang Thrp: PK-5 (0) +	Speech Thrp: PK-5 (2) + Lang Thrp: PK-5 (1) +	Lang Thrp: (3) + PK-5	Speech Thrp: PK-5 (1) + Lang Thrp: PK-5 (2) + Lang Thrp: PK-5 (3) +	Lang Thrp: (2) + PK-5	Speech Thrp: (2) + Lang Thrp: (1) + PK-5			Lang Thrp: (4) + PK-5	Speech Thrp: PK-5 (0) + Lang Thrp: PK-5 (0) +	Speech Thrp: PK-5 Lang Thrp: PK-5

5. The courses and sections window will display.
6. Click List Students in This Section.
7. Student enrolled in the selected section will display.
8. Click the students name to view and update their schedule.

Schedule Report			
View/Edit this Section	List Students in this Section	List Unfiled Requests in this Section	
8 Subjects	8 Courses	1 Section	5 Students
Subject	Course	Re Period - Teacher	Student
00-Pre-k	ESOLE	0 04 04 - 300D - Candice R Agnew	Acosta, Alejandro
000-Kindergarten	EXP CORE COMPET PK-5	0	Acosta, Alejandro
001-1st Grade	EXP SKLS PK-5	0	Alexis, Jackassie
002-2nd Grade	LANG ARTS GRADE 3	0	Alvarez Rodriguez, Santiago
003-3rd Grade	Lang Thrp: PK-5	0	Alvarez-Tello, Martha
004-4th Grade	QCCU THRPY: PK-5	0	
005-5th Grade	PHY THRPY: PK-5	0	
Electives	Speech Thrp: PK-5	0	

### Update Exceptionality Code on Students Schedule

1. Locate the appropriate academic course.
2. Click the editable field in the Student Exceptionality column.
3. Select the appropriate Student Exceptionality code based on what's noted on the data collection sheet.  
Note: Consult with the Teacher if the exceptionality is not on the scheduling sheet or in question.
4. Click Save.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

**Student Schedule**

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Fees & Payments Test History Interventions

Effective Date: September 25 2015 ☐ **Course List** Weekly Planner ☒ Show Florida Fields ☐ Show Vocational/WDIS Fields **Save**

14 Classes [Customize Columns](#) [Mass Update](#)

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Course Number	Section	Student Exceptionality Code
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWTHF	02-108	Full Year	Aug 17, 2015	5100090	300	Not Applicable
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWTHF	02-108	Full Year	Aug 17, 2015	5010044	300	Not Applicable
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWTHF	02-108	Full Year	Aug 17, 2015	ELEMATTD	300	Not Applicable
LANG ARTS GRADE 3	04 04 - 300D - Candice R Agnew	MH	02-108	Full Year	Sep 24, 2015	5010044	300D	G

### Update Students Current Minutes on the ESE Tab

1. From the Demographics screen:
  2. Select the ESE sub-section.
  3. Update the current minutes to minutes reflected on the data collection sheet.
- Note: Only change minutes for the exceptionality that appears on the data collection sheet ("exceptionality being serviced at"). Do not change minutes for exceptionalities that are stated on/or part of an IEP (i.e. speech, language, OT, PT, etc.).

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Speech, Language, OT, PT, Hearing, and Vision

Review your data collection sheets, determine which sections you will use, and write them down on your Section Room Assignment Sheet.

Reminders:

- OT/PT or Vision/hearing = Social Studies
- Speech/Language = Science
- You CAN combine grade levels. e.g. K and 1<sup>st</sup> grade; 2<sup>nd</sup> and 3<sup>rd</sup> grade, etc. BUT you can NOT combine courses (*speech, language, OT, PT*).
- Courses can be combined in the same section if services are rendered for different kids. (i.e. language and speech in same section – different kids attending both sections)

You will need to:

1. Create Courses
2. Create and Copy Sections
3. Verify Sections
4. Add Course to Students Schedule
5. Update Student Exceptionality Code
6. Delete days No Services are Received
7. Update Class Weekly Minutes

#### Course Information:

Create the appropriate course for each Speech, Language, OT, PT, Hearing, and Vision teacher.

Speech	Language	OT	PT	Hearing	Vision
7763030	7763040	7763050	7763070	7763090	7763080

If these courses are not listed you will need to create as needed.

#### Section Information:

Create the appropriate course section for each Speech, Language, OT, PT Teacher.

Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit.

Bell	01	02	03	04	05	06	07	08	09	10	11	12	13
Section	???A	???B	???C	???D	???E	???F	???G	???H	???I	???J	???K	???L	???M
Mods	0101	0202	0303	0404	0505	0606	0707	0808	0909	1010	1111	1212	1313

From Courses & Sections:

1. Select the appropriate Subject and Course folder.
2. In the Section list, click the + (plus sign) at the bottom of the column to add a new section.



## Elementary Scheduling Checklist – Part 2 (2018-2019)

The screenshot shows the 'Elementary Scheduling Checklist' form in the FOCUS software. Numbered callouts (1-14) point to the following fields:

- 1: Teacher dropdown
- 2: Room dropdown
- 3: Beg/End date fields
- 4: Seats input field
- 5: Short Name input field
- 6: Full Year dropdown
- 7: Takes Attendance checkbox
- 8: Grade Eligible checkbox
- 9: Calendar dropdown (E1, M1, H1)
- 10: Class Minutes Weekly input field
- 11: Scheduling Method dropdown (S, I)
- 12: Exclude from FTE checkbox
- 13: Primary Instructor dropdown (N, I)

1. Select the Teacher.
2. Enter the Room# (as designated on the scheduling sheet)  
Note: G (Pullout) = Room# I (Inclusion/push in) = Homeroom#
3. Beg = ?? and End = ??
4. Seats = 25
5. Short Name = Teacher# ending with the proper suffix A-M
6. Course History Term = Full Year
7. Takes Attendance = N (uncheck)
8. Grade Eligible = N (uncheck)
9. Calendar = E1 (Elementary), M1 (Middle), or H1 (High)
10. Class Weekly Minutes = 150
11. Scheduling Method = G (G = pulling out of the classroom) OR I (I = In the classroom)
12. Exclude from FTE = N (uncheck)  
Note: Exclude from FTE means the course doesn't get transmitted to the state. DO NOT check this field when scheduling these teachers.
13. Primary Instructor = N (uncheck)
14. Click Save.

### Copy Sections

Once you have created the first section, you can copy that section for the remaining sections needed. Sections are to be numbered using the teacher number the first 3 digits and A – M for the 4<sup>th</sup> digit. Refer to your section room assignment sheet and **ONLY CREATE THE SECTIONS THAT YOU NEED.**

1. Select the section you want to copy.
2. Click the Copy button in the upper right corner.
3. Click OK to confirm section or course copy.
4. Update the Short Name (Teacher#) to reflect proper suffix A-M as well as remove the word "copy".
5. Update the Beg End (Mods).
6. Update Room.
7. Click Save.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

**Courses & Sections**

Speech Thrp: PK-5 7763030 04 04 - 001D - Candice R Agnew - copy - copy

Agnew, Candice R 01-104 04 04 MTWHF 001D - Copy - Copy

8 Subjects 6 Courses 4 Sections

Subject	Course	Course Num	Section
00-Pre-k	EXP CORE COMPET PK-5	7763080	04 04 - 001D - Candice R Agnew
000-Kindergarten	EXP SKLS PK-5	7763090	04 04 - 001D - Candice R Agnew - copy
001-1st Grade	Lang Thrp: PK-5	7763040	04 04 - 001D - Candice R Agnew - copy - copy
002-2nd Grade	OCCU THRPY: PK-5	7763050	05 05 - 305E - Michaela Andrea Adam
003-3rd Grade	PHY THRPY: PK-5	7763070	+
004-4th Grade	Speech Thrp: PK-5	7763030	
005-5th Grade	+		
Electives			

### Verify Sections

Speech/Language/OT/PT/Hearing/Vision teachers are scheduled based upon where they are receiving services. Therapies could be I (inclusion) or G (pull-out).

You will need to change the scheduling method to “G” and change the building and room number to reflect what room they will be in OR “I” for inclusion.

From the Master Schedule Report:

1. Click Filter by Subject in the upper left corner
2. Select Electives subject folder  
Note: This will display only the courses & sections in the Electives folder.
3. Enter the teachers name in the search field on the right and press enter.
4. Verify the Short Name, Beg End, Room, Scheduling Method, etc. for correctness and update as needed.

train.focus.colliersc

**FOCUS**

Setup Students Users Scheduling G

**Master Schedule Report**

Filter by Subject

Filter by Subject

000-Kindergarten

Electives

002-2nd Grade

003-3rd Grade

004-4th Grade

005-5th Grade

00-Pre-k

001-1st Grade

4, 5, 6, 7 Show All

ATTENDANCE

ST HEAD START

FOCUS Sheryl Priester (Master Scheduler) Calusa Park Elementary 2015-2016 Quarter 1

Setup Students Users Scheduling Grades Assessment Attendance Discipline Billing Eligibility Florida Reports Reports

**Master Schedule Report**

Electives

Hide Florida Fields Save

5 Sections Customize Columns Mass Update Filter agnew

Subject	Course	Course Number	Period	Teacher	Section ID	Room	Days	Total Seats	Filled Seats	Grading Scale	Standards Grading Scale	Bell Schedule	Takes Attendance	Graded	Class Minute Weekly
Electives	Lang Thrp: PK-5	7763040	03 03	Aliseo, Denise Marie	108C	01-636	MTWHF	25	0	E	E	Default	X	X	150
Electives	Speech Thrp: PK-5	7763030	02 02	Agnew, Candice R	001B	01-104	MTWHF	25	0	E	E	Default	X	X	150
			04 04	Agnew, Candice R	001D	01-104	MTWHF	25	0	E	E	Default	X	X	150
			05 05	Adam, Michaela Andrea	305E	01-104	MTWHF	25	0	E	E	Default	X	X	150
			06 06	Agnew, Candice R	001F	01-104	MTWHF	25	0	E	E	Default	X	X	150

### Schedule Students

Mass Adding a course allows for enrolling a select group of students into a specific course. Remember the key is to have your list of student ID numbers ready for quick entry/selection.

### From Mass Add Course:

1. Click the Search button on the simple student search screen.
2. The Mass Add Course screen appears listing all students currently enrolled at your school.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Select Students

1. Select the students that are to be enrolled in the selected course.

Note: To quickly search and select students, enter all student ID number in the search field separated by a space and press enter. Only the specified students will be listed.

The screenshot shows the 'Mass Add Course' window with the 'Simple List' search results. The 'Course Section(s) to Add' field is set to 'Choose Course'. The 'Start Date' is 'September 19, 2015' and the 'Marking Period' is 'Full Course Enrollment'. The 'Add Course(s) to Selected Students' button is highlighted with a red arrow. The student list is as follows:

Student	Student ID	Grade	Relevance
Acc		03	
Ahl		KG	
Avil		KG	
Car		05	
Fos		PK	

### Add Course to Students Schedule

1. Click Choose Course to select the course and section into which students will be scheduled. The popup window will open.
2. Select the appropriate Subject (Electives), Course (Speech/Language/OT/PT/Hearing/Vision), and Section (Teacher).
3. The popup window will close automatically.
4. The selected course section will display in the Course Section(s) to Add field.
5. Select the appropriate Start Date.  
Note: The Start Date should reflect the first day the student sat in the course.
6. Click Add Course(s) to Selected Students button.

The screenshot shows the 'Mass Add Course' window with the 'Course Section(s) to Add' field populated with 'Speech Thrpy: PK-5 - 04 04 - 001D - Candice R Agnew'. The 'Start Date' is 'August 17, 2015' and the 'Marking Period' is 'Full Course Enrollment'. The 'Add Course(s) to Selected Students' button is highlighted with a red arrow.

### Update Exceptionality Code, Delete Days No Services Received, and Adjust Class Weekly Minutes

Change each students schedule to reflect the correct exceptionality code and days the student is receiving services.

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### From Teacher Schedule Report:

1. Click Filter by Subject in the upper right corner.
2. Select Electives.
3. The Teacher Schedule Report will only display the Therapy courses in the electives folder.
4. Click on the underlined class title to access section information

Teacher	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09
Adam, Michaela Andrea					Speech Thrp: PK-5				
Agnew, Candice R		Speech Thrp: PK-5		Speech Thrp: PK-5		Speech Thrp: PK-5			
Aliseo, Denise Marie			Lang Thrp: PK-5						

5. The courses and sections window will display.
6. Click List Students in This Section.
7. Student enrolled in the selected section will display.
8. Click the students name to view and update their schedule.

Subject	Course	Re	Period - Teacher	Student
00-Pre-k	EXP CORE COMPET-PK-5	0	02 02 - 001B - Candice R Agnew	Acc
000-Kindergarten	EXP SKLS-PK-5	0	04 04 - 001D - Candice R Agnew	Ahl
001-1st Grade	Lang Thrp: PK-5	0	05 05 - 305E - Michaela Andrea	Avil
002-2nd Grade	OCCU THRPY: PK-5	0	06 06 - 001F - Candice R Agnew	Car
003-3rd Grade	PHY THRPY: PK-5	0		Fos
004-4th Grade	Speech Thrp: PK-5	0		
005-5th Grade				
Electives				

### Update Exceptionality Code on Students Schedule

1. Locate the appropriate Therapy course.
2. Click the editable field in the Student Exceptionality column.
3. Select the appropriate Student Exceptionality code based on the scheduled Therapy. Note: Refer to Therapy Exceptionality Code list and select code as needed.
4. Click Save.

#### Exceptionality Codes

Speech = F	Language = G
OT = D	PT = E
Hearing = H	Vision = I

Course	Period - Teacher	Meeting Days	Room	Enrolled	Course Number	Section	Student Exceptionality Code
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5100090	300	Not Applicable
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5010044	300	Not Applicable
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	ELEMATTD	300	Not Applicable
Speech Thrp: PK-5	04 04 - 001D - Candice R Agnew	MTWHF	01-104	Aug 17, 2015	7763030	001D	F
SCIENCE GRADE THREE	07 07 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5020040	300	Not Applicable

## Elementary Scheduling Checklist – Part 2 (2018-2019)

### Delete Days No Services Received

Change each students schedule to reflect the days the student is receiving services. Delete ONLY the days the child is *not* receiving services.

1. Click the editable field in the Meeting Days column.
2. Uncheck the days the student is NOT receiving services.
3. Click Save.

**Student Schedule** Alejandro Ernesto Acosta

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Fees & Payments Test History Interventions

Effective Date: September 20 2015

☐ Include Inactive Courses ☒ Show Florida Fields ☐ Show Vocational/WDIS

Course List Weekly Planner Fields **Save**

14 Classes

Course	Period - Teacher	Meeting Days	Room	Enrolled	Course Number	Section
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5100090	300
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5010044	300
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	ELEMATTD	300
Speech Thrp: PK-5	04 04 - 001D - Candice R Agnew	S M T W H F S	01-104	Aug 17, 2015	7763030	001D
SCIENCE GRADE THREE	07 07 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5020040	300
Speech Thrp: PK-5	04 04 - 001D - Candice R Agnew	W	01-104	Aug 17, 2015	7763030	001D

### Update Class Weekly Minutes

Change each students schedule to reflect the class weekly minutes based upon what's on the scheduling sheet.

1. Click the editable field in the Class Weekly Minutes column.
2. Enter the minutes noted on the scheduling sheet.
3. Click Save.

Speech Thrp: PK-5	04 04 - 001D - Candice R Agnew	W	01-104	Aug 17, 2015	7763030	001D	F	30
-------------------	--------------------------------	---	--------	--------------	---------	------	---	----

4. Close the window by clicking the X in the upper right corner.
5. The window containing the schedule report listing students enrolled in this section will display.
6. Repeat steps (update exceptionality code, delete days, and update weekly minutes) for the remainder of the students scheduled within the selected section.

Schedule Report - Google Chrome

train.focus.collierschools.com/focus/Modules.php?modname=Scheduling/Schedule.php&include\_top=false&student\_id=...

**Schedule Report**

View/Edit this Section

8 Subjects 6 Courses

Subject Course

00-Pre-k EXP CORE C

000-Kinderqarten EXP SKLS P

001-1st Grade Lang Thrp: P

002-2nd Grade OCCU THRP

003-3rd Grade PHY THRPY

004-4th Grade Speech Thrp

005-5th Grade

Electives

**Student Schedule** Alejandro Ernesto Acosta

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Fees & Payments Test History Interventions

Effective Date: September 20 2015

☐ Include Inactive Courses ☒ Show Florida Fields ☐ Show Vocational/WDIS

Course List Weekly Planner Fields **Save**

14 Classes

Course	Period - Teacher	Meeting Days	Room	Enrolled	Course Number	Section	Student Exceptionality Code	Class Minu Week
THIRD GRADE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5100090	300	Not Applicable	150
LANG ARTS GRADE 3	01 05 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5010044	300	Not Applicable	150
ATTENDANCE	01 01 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	ELEMATTD	300	Not Applicable	-
Speech Thrp: PK-5	04 04 - 001D - Candice R Agnew	W	01-104	Aug 17, 2015	7763030	001D	F	150
SCIENCE GRADE THREE	07 07 - 300 - Sonja Christine Kalavitis	MTWHF	02-108	Aug 17, 2015	5020040	300	Not Applicable	150