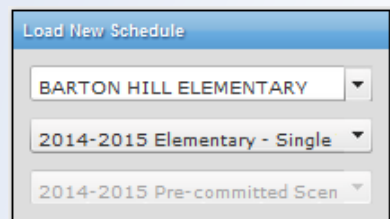


Basic Process Flow - Elementary Master Scheduling

Legend:

Process performed programmatically

Process to be performed by School



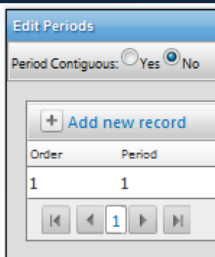
Load New Schedule

BARTON HILL ELEMENTARY

2014-2015 Elementary - Single

2014-2015 Pre-committed Scen

Create a Scenario
(Name of Final Schedule)



Edit Periods

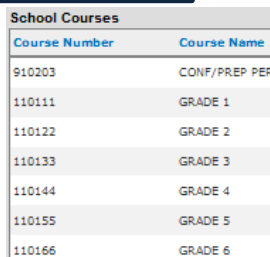
Period Contiguous: ☐ Yes ☒ No

+ Add new record

| Order | Period |
|-------|--------|
| 1 | 1 |

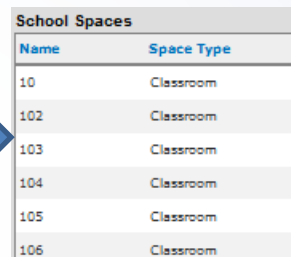
Navigation buttons: < 1 >

Create Periods
(1 = Single-Track)



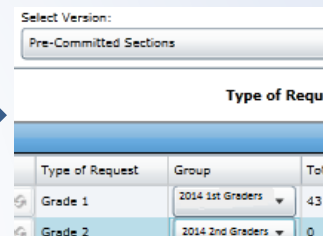
| Course Number | Course Name |
|---------------|---------------|
| 910203 | CONF/PREP PER |
| 110111 | GRADE 1 |
| 110122 | GRADE 2 |
| 110133 | GRADE 3 |
| 110144 | GRADE 4 |
| 110155 | GRADE 5 |
| 110166 | GRADE 6 |

Create School Courses
(Based on Grade Level)



| Name | Space Type |
|------|------------|
| 10 | Classroom |
| 102 | Classroom |
| 103 | Classroom |
| 104 | Classroom |
| 105 | Classroom |
| 106 | Classroom |

Manage School Spaces
(Screen 16, Option 2)



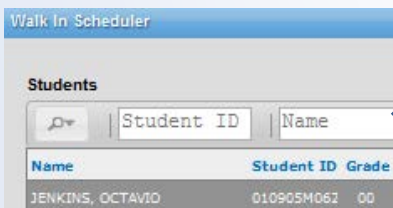
Select Version:
Pre-Committed Sections

Type of Request

| Type of Request | Group | Tot |
|-----------------|------------------|-----|
| Grade 1 | 2014 1st Graders | 43 |
| Grade 2 | 2014 2nd Graders | 0 |

Create Pre-Committed Sections
(One per Grade Level)

Start HERE
(following system login)



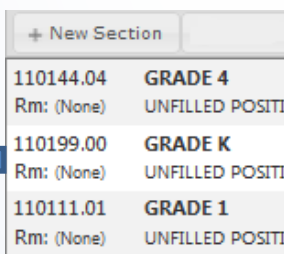
Walk In Scheduler

Students

Student ID Name

| Name | Student ID | Grade |
|------------------|------------|-------|
| JENKINS, OCTAVIO | 010905M062 | 00 |

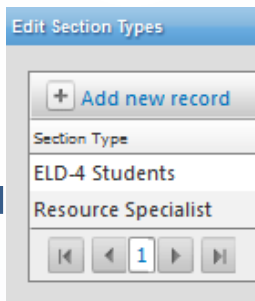
Walk-In Scheduler
(Screen 10, Field 104 - New;
Screen 32 - Existing Students)



+ New Section

| | | | |
|-----------|---------|------------|-----------------|
| 110144.04 | GRADE 4 | Rm: (None) | UNFILLED POSITI |
| 110199.00 | GRADE K | Rm: (None) | UNFILLED POSITI |
| 110111.01 | GRADE 1 | Rm: (None) | UNFILLED POSITI |

Sections Editor and
Section Attributes
(Screen 16, Option 2,7-9)



Edit Section Types

+ Add new record

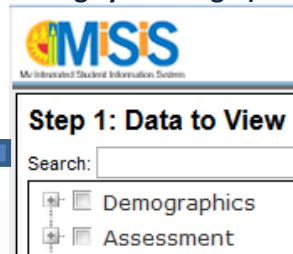
Section Type

ELD-4 Students

Resource Specialist

Navigation buttons: < 1 >

Create Section Types
(Assign students to classrooms
in clusters/groups)



MiSiS
My Integrated Student Information System

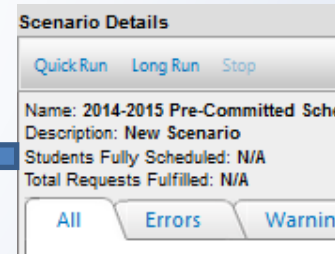
Step 1: Data to View

Search:

Demographics

Assessment

Create Ad Hoc Reports
(English Sentences,
Report Menus)



Scenario Details

Quick Run Long Run Stop

Name: 2014-2015 Pre-Committed Sche

Description: New Scenario

Students Fully Scheduled: N/A

Total Requests Fulfilled: N/A

All Errors Warnin

Commit Scenario
(Publish for Edits)