

# SBRC: Setting up Your Master Schedule

Version 2.0 • Updated May 23, 2006

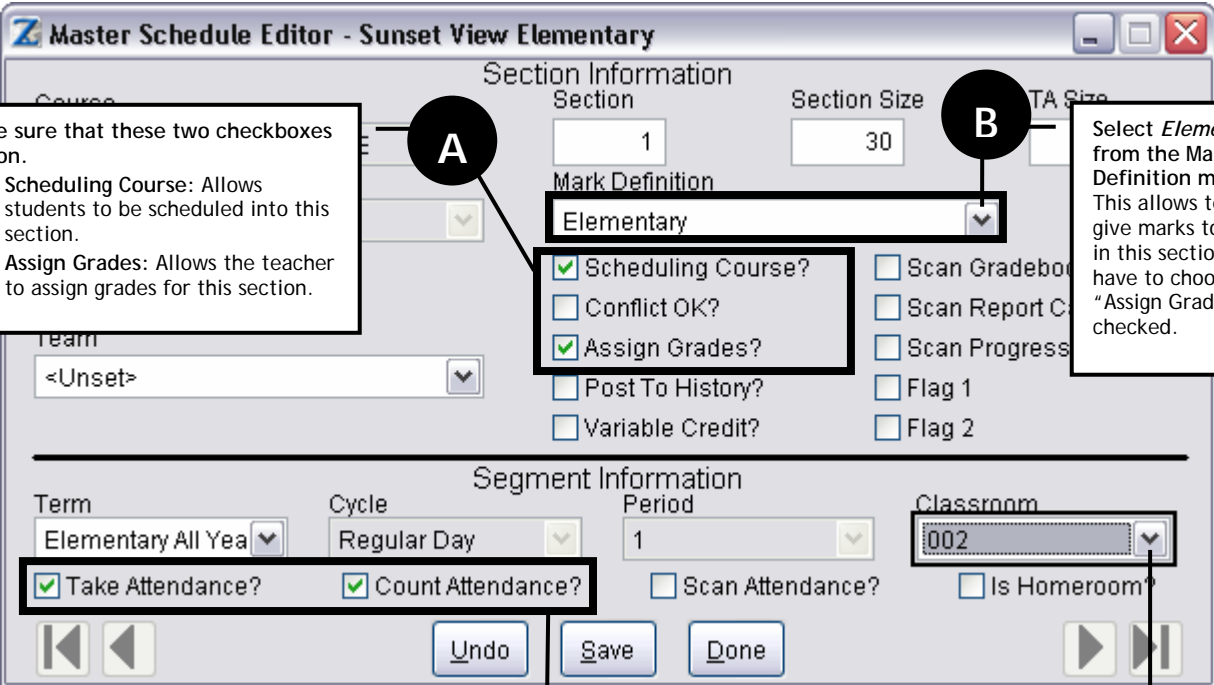
These directions are for schools involved in the Standards-Based Report Cards (SBRC) pilot for 2006-07 only!

If your school is involved in the Standards-Based Report Cards pilot for 2006-07, you need to set up your master schedule differently than you have in the past. Please follow these directions carefully!

## 1. How do I set up my sections?

For any section that will collect marks for SBRC, follow the directions below. Be sure that the appropriate flags are checked!

- Make sure that Scheduling Course and Assign Grades are checked.
- Select *Elementary* from the Mark Definition menu.
- Make sure that Take Attendance and Count Attendance are checked.
- Select a room number.



**A** Make sure that these two checkboxes are on.

- Scheduling Course: Allows students to be scheduled into this section.
- Assign Grades: Allows the teacher to assign grades for this section.

**B** Select *Elementary* from the Mark Definition menu. This allows teachers to give marks to students in this section. You have to choose this if "Assign Grades" is checked.

**C** Make sure that these two checkboxes are on.

- Take Attendance: Allows the teacher to take attendance for this section.
- Count Attendance: This includes this section in attendance reporting.

**D** Select a room number.

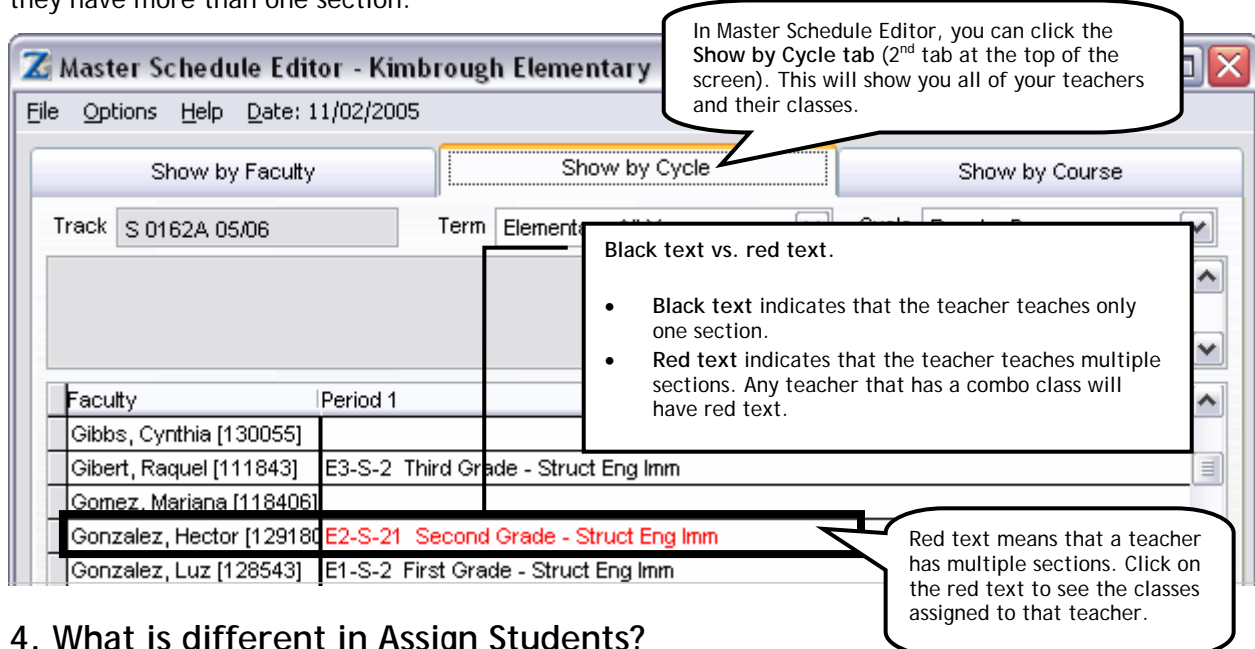
## 2. How do I handle combination classes?

You will need to set up your combination teacher with *two* sections, one for each grade level.

For example if you need to set up a teacher with a 3/4 combination class, then you will need to assign two sections—one for third grade, and another for fourth grade—to that teacher. Follow the directions on the previous page for configuring each section.

## 3. Why do I see red text in the master schedule?

Teachers of combination classes will have red text next to their names in the master schedule because they have more than one section.



In Master Schedule Editor, you can click the Show by Cycle tab (2<sup>nd</sup> tab at the top of the screen). This will show you all of your teachers and their classes.

Black text vs. red text.

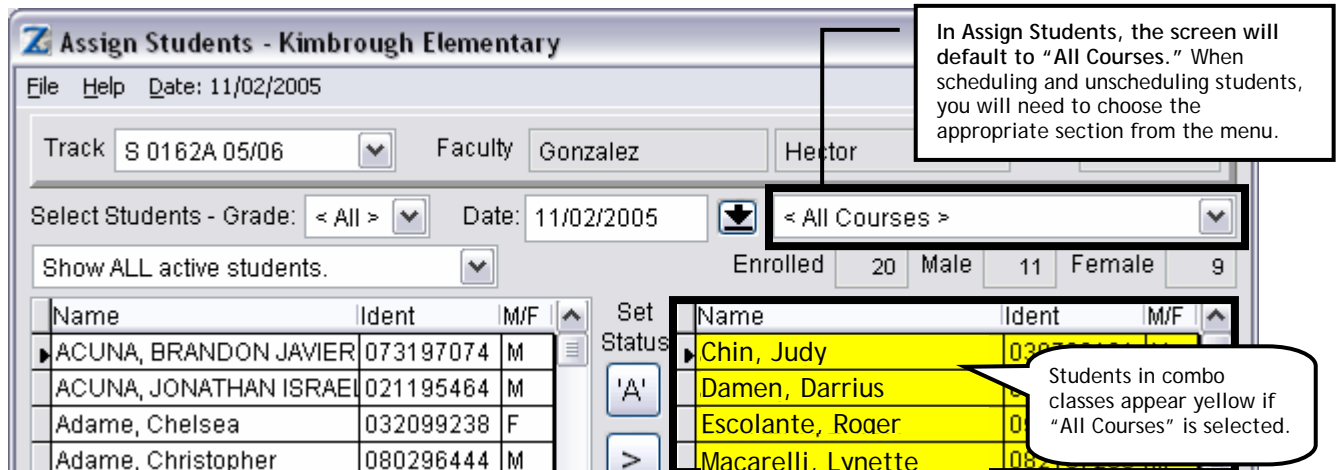
- Black text indicates that the teacher teaches only one section.
- Red text indicates that the teacher teaches multiple sections. Any teacher that has a combo class will have red text.

Red text means that a teacher has multiple sections. Click on the red text to see the classes assigned to that teacher.

Faculty	Period 1
Gibbs, Cynthia [130055]	
Gibert, Raquel [111843]	E3-S-2 Third Grade - Struct Eng Imm
Gomez, Mariana [118406]	
Gonzalez, Hector [129180]	E2-S-21 Second Grade - Struct Eng Imm
Gonzalez, Luz [128543]	E1-S-2 First Grade - Struct Eng Imm

## 4. What is different in Assign Students?

In Assign Students, when you find the combination teacher, the screen defaults to "All Courses." When scheduling and unscheduling students, make sure that you pick the appropriate section from the "All Courses" menu. After you have scheduled the students into the teacher's sections, the students will display as yellow when "All Courses" is selected.



In Assign Students, the screen will default to "All Courses." When scheduling and unscheduling students, you will need to choose the appropriate section from the menu.

Students in combo classes appear yellow if "All Courses" is selected.

Name	Ident	M/F
ACUNA, BRANDON JAVIER	073197074	M
ACUNA, JONATHAN ISRAEL	021195464	M
Adame, Chelsea	032099238	F
Adame, Christopher	080296444	M

Name	Ident	M/F
Chin, Judy	032099238	F
Damen, Darrius	032099238	M
Escolante, Roeder	032099238	M
Macarelli, Lynette	080296444	M