# Handling AP Students' Schedule Changes

**Updated 6/3/2009 • Version 3.0**

## Site Tech Responsibilities

For any AP course where a student or students did not take the AP test, the site tech will need to do the following:

A. Edit the existing AP course so that "Conflict OK" is turned on.

B. Assign the unweighted "U" version of the course to the teacher during the same period as the original AP course.

C. Schedule the non-AP test taking students for the concurrent unweighted "U" version of the AP course.

D. Inform the teacher of the scheduling change.

E. NEW! IMPORTANT! Leave the Semester 1 course and mark as is. Make sure the teacher enters marks for students for the appropriate course for the second semester depending on whether or not they take the AP exam.

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**NOTE:** The directions that begin on p.3 describe how to handle these tasks. Please follow the directions carefully!

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## Teacher Responsibilities

| AP Course (Weighted) | AP Course (Unweighted) | KEY: |
|---|---|---|
| **Example:** 6760 European History 2 AP Period 4, Mrs. Brown | **Example:** 6760U European History 2 AP Period 4, Mrs. Brown | 🔴 Students that took the AP test |
| 🔴🔺 = Attendance  🔴 = Grades | 🔺 = Grades | 🔺 Students that did not take the AP test |

**Attendance**

- The teacher must use the **weighted AP course** to post attendance for all students, regardless of whether they took the test. This section is the only option the teacher will see in the TeacherConnection Attendance screen.

# Marks

- The teacher must use the **weighted AP course** to submit marks for the students that *took* the AP test.

  **IMPORTANT!** The teacher must be careful to not submit marks for the non-AP test taking students as they will still appear in the roster for this section.

- The teacher must use the **unweighted "U" version of the AP course** to submit marks for the students that *did not take* the AP test.

# Re-scheduling Non-AP Test Taking Students

## A. Edit the AP course so that "Conflict OK" is turned on.

1. Launch **Zangle**. Click on **Scheduling**. Click on **Master Schedule**.

2. In the drop-down list, find the faculty who teaches the AP class. You should see all the courses that he or she teaches.

3. Select the AP course by clicking it once. Then click **Edit**. A new window will open.

4. Click the **Conflict OK** checkbox. (This allows students to have a "conflict" in their schedules; that is, they can be scheduled concurrently.). Also make sure that **Scheduling Course**, **Assign Grades** and **Post to History** are checked.

   | ☑ Scheduling Course? | ☐ Scan Gradebook? |
   |---|---|
   | ☑ Conflict OK? | ☐ Scan Report Card? |
   | ☑ Assign Grades? | ☐ Scan Progress Reports? |
   | ☑ Post To History? | ☐ Flag 1 |
   | ☐ Variable Credit? | ☐ Flag 2 |

5. Make sure that the **Take Attendance** and **Count Attendance** checkboxes are checked.

   ☑ Take Attendance?    ☑ Count Attendance?    ☐ Scan Attendance?

   |◀  ◀            Undo    Save    Done

6. Click **Save**. You should return to the previous screen.

7. Write down the course number and section of the AP class. You will need this later.

## B. Assign the unweighted "U" version of the course to the teacher during the same period as the original AP course.

8. You should still be in the **Master Schedule** application, with the same faculty selected as Step 2.

9. From the right-hand side of the window, find the "U" version of the AP course that you want the non-AP test taking students to get marks for. Drag the course from the right-hand side of the window and drop it on the period that has the AP course. A new window will appear.

10. Click the **Conflict OK** checkbox. (This allows students to have a "conflict" in their schedules; that is, they can be scheduled concurrently.) .). Also make sure that **Scheduling Course**, **Assign Grades** and **Post to History** are checked.

☑ Scheduling Course?   ☐ Scan Gradebook?
☑ Conflict OK?          ☐ Scan Report Card?
☑ Assign Grades?        ☐ Scan Progress Reports?
☑ Post To History?      ☐ Flag 1
☐ Variable Credit?      ☐ Flag 2

11. **IMPORTANT!** Unclick the **Take Attendance** and **Count Attendance** checkboxes. (This means that the teacher will not take attendance for this section.)

☐ Take Attendance?   ☐ Count Attendance?   ☐ Scan Attendance?

|◄  ◄                          Undo    Save    Done

12. Select the appropriate Mark Definition.

Mark Definition
Semester 2  ▼

13. Select the room number.

Classroom
22  ▼

14. Click **Save**. You should return to the previous screen. *If you have a one-cycle day*, go to Step 17. *If you have something other than a one-cycle day*, go to Step 15.

15. Repeat Step 9, using the same course. This time, drop the course on the next meeting day. A new window will open. Add a segment (not a section). Repeat this step until you have added segments for each class meeting. (The course should have the same number for each meeting.)

16. Write down the course number and section of the unweighted "U" class. You will need this later.

17. Click **Quit**.

## C. Schedule the non-AP test taking students for the concurrent unweighted "U" version of the AP course.

18. You should be in the **Scheduling** module. Click **Assign Students**. This application is useful for mass scheduling students.

19. Click **Find**. Find the faculty from Step 2.

20. From the menu that says **<All Courses>**, select the "U" course that you wrote down in Step 16.
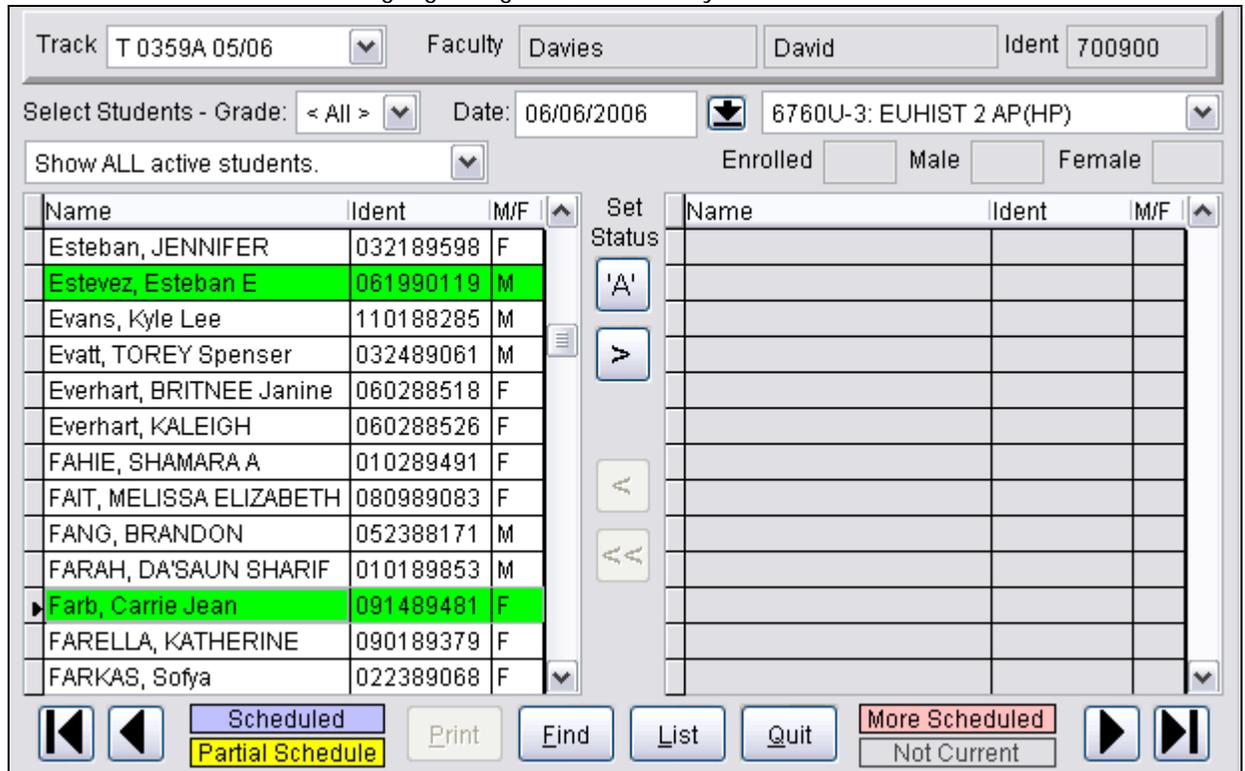
Date: 06/06/2006  ⬇   < All Courses >  ▼
▼          Enrolled   82   Male   31   Female   51

21. Using the date field in the center of the screen, select the date that you want the students' schedules to reflect that they began the new course. In the example, the date that is two weeks prior to the end of the semester was selected because the students are only being enrolled into this course for the purpose of collecting marks.

| aculty | Davies | David | Ident | 700900 |
|--------|--------|-------|-------|--------|
| Date | 06/06/2006 ⬇ | 6760U-3: EUHIST 2 AP(HP) ∨ | | |

22. On the left-hand side of the screen, select the non-AP test taking students by clicking on their names. Each name should be highlighted green, all the way across the row.

| Track | T 0359A 05/06 ∨ | Faculty | Davies | David | Ident | 700900 |

Select Students - Grade: < All > ∨   Date: 06/06/2006 ⬇   6760U-3: EUHIST 2 AP(HP) ∨

Show ALL active students. ∨          Enrolled ☐   Male ☐   Female ☐

| Name | Ident | M/F |  | Set Status | Name | Ident | M/F |
|------|-------|-----|--|------------|------|-------|-----|
| Esteban, JENNIFER | 032189598 | F | | 'A' | | | |
| Estevez, Esteban E | 061990119 | M | | | | | |
| Evans, Kyle Lee | 110188285 | M | | > | | | |
| Evatt, TOREY Spenser | 032489061 | M | | | | | |
| Everhart, BRITNEE Janine | 060288518 | F | | | | | |
| Everhart, KALEIGH | 060288526 | F | | | | | |
| FAHIE, SHAMARA A | 010289491 | F | | | | | |
| FAIT, MELISSA ELIZABETH | 080989083 | F | | < | | | |
| FANG, BRANDON | 052388171 | M | | | | | |
| FARAH, DA'SAUN SHARIF | 010189853 | M | | << | | | |
| Farb, Carrie Jean | 091489481 | F | | | | | |
| FARELLA, KATHERINE | 090189379 | F | | | | | |
| FARKAS, Sofya | 022389068 | F | | | | | |

|◀ ◀   Scheduled / Partial Schedule   Print   Find   List   Quit   More Scheduled / Not Current   ▶ ▶|

23. Click the right arrow. A new window will appear.

Set Status

'A'

>

24. Make sure the date on the window is the first day that you want the students to begin. Select the **Manually Scheduled** entry code. Click **Start Scheduling**. After the students are processed, you will return to the main screen.
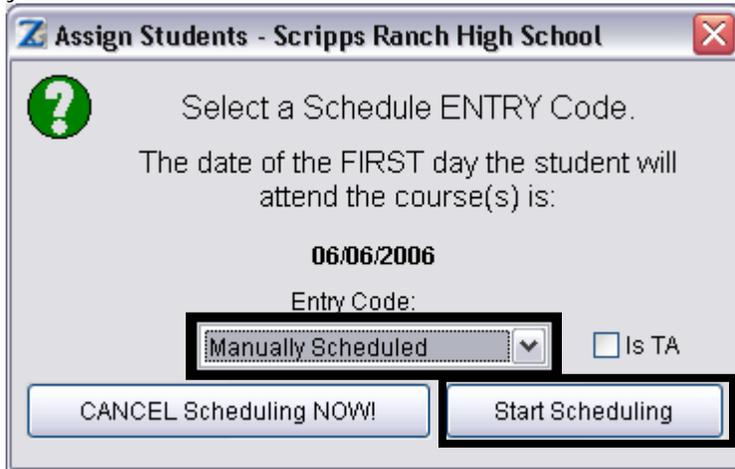


25. The students' names are scheduled in this course as of the date in the center of the screen. Their names will be highlighted pink, which signifies that they are scheduled for two courses concurrently. To check, select the AP course that you wrote down in Step 7. You should see these students' names highlighted pink. The students who took the AP test should have their names highlighted purple, indicating that they are in only one course during that period.



26. Click **Quit**.

## D. Inform the teacher of the scheduling change.

27. Tell the teacher to take attendance as normal, using the original AP course. (He or she will not see the new course you added when taking attendance.)

28. Tell the teacher that he or she will see an additional course in TeacherConnection Marks. For mark reporting, the teacher needs to select the unweighted "U" version of the AP course to assign marks to the students who did not take the AP test. He or she then needs to select the AP course to assign marks to only the students who took the test. **IMPORTANT: The teacher will see the non-AP test taking students on the roster and should be aware of this! The teacher needs make sure that he or she does not give duplicate marks.**