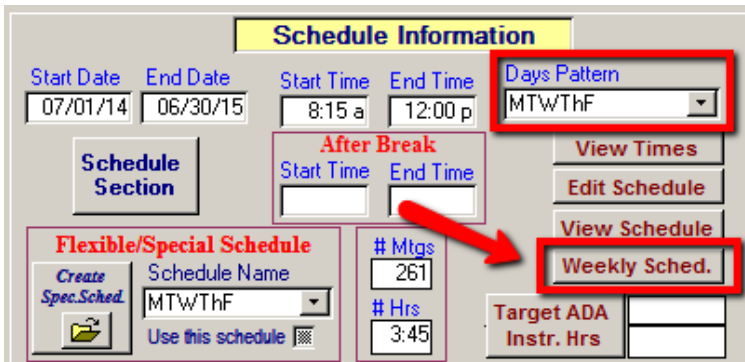


Weekly Schedule - Setting up a varied section schedule

SINGLE TEACHER / DIFFERENT TIMES/DAYS FOR SAME SECTION (A)

Use these instructions to schedule a teacher for a section that has the same teacher every day but has different start and end times. When scheduling this way, you are not using the Schedule Section button (in the Section Details window) that you normally use.



Schedule Information

Start Date: 07/01/14 | End Date: 06/30/15 | Start Time: 8:15 a | End Time: 12:00 p | Days Pattern: MTWThF

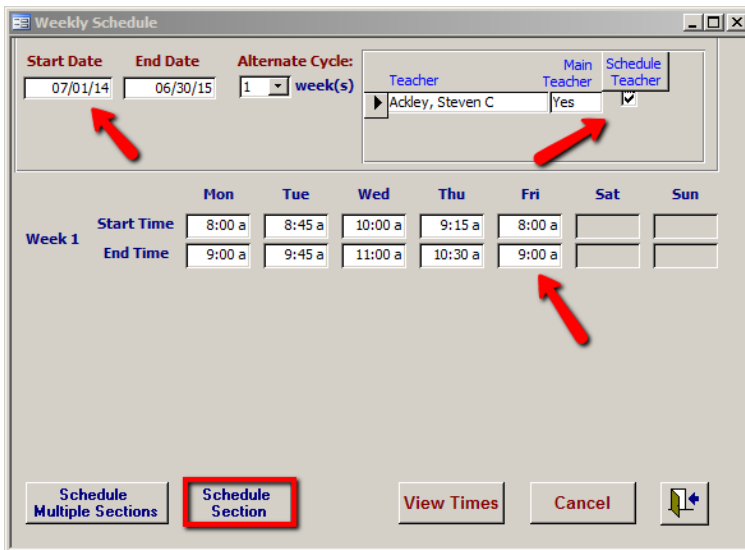
Schedule Section | **After Break** (Start Time, End Time) | View Times | Edit Schedule | View Schedule | **Weekly Sched.**

Flexible/Special Schedule

Create Spec.Sched. | Schedule Name: MTWThF | Use this schedule | # Mtgs: 261 | # Hrs: 3:45 | Target ADA Instr. Hrs

1. From the Section Details screen, type/select the Day Pattern that you will be working with.

2. Click Weekly Sched.



Weekly Schedule

Start Date: 07/01/14 | End Date: 06/30/15 | Alternate Cycle: 1 week(s)

Teacher: Ackley, Steven C | Main Teacher: Yes | Schedule Teacher: Yes

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1 Start Time	8:00 a	8:45 a	10:00 a	9:15 a	8:00 a		
Week 1 End Time	9:00 a	9:45 a	11:00 a	10:30 a	9:00 a		

Schedule Multiple Sections | **Schedule Section** | View Times | Cancel

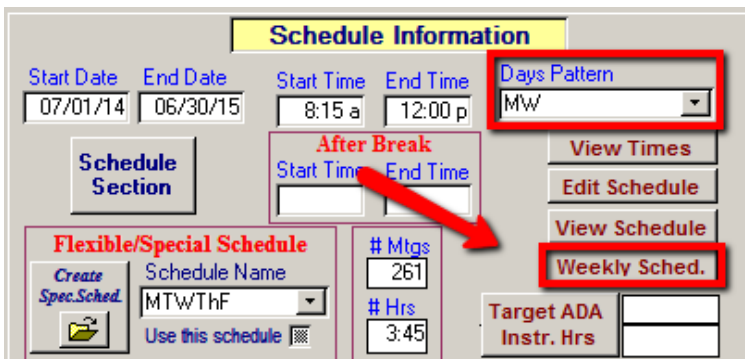
3. Verify the Start and End dates.

4. Select the teacher you are scheduling.

5. Type start/end times for the day(s) you are working on.

6. Click Schedule Section.

This will take you back to the Section Details screen.



Schedule Information

Start Date: 07/01/14 | End Date: 06/30/15 | Start Time: 8:15 a | End Time: 12:00 p | Days Pattern: MW

Schedule Section | **After Break** (Start Time, End Time) | View Times | Edit Schedule | View Schedule | **Weekly Sched.**

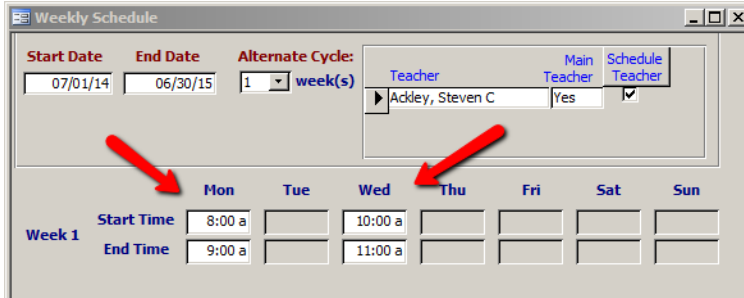
Flexible/Special Schedule

Create Spec.Sched. | Schedule Name: MTWThF | Use this schedule | # Mtgs: 261 | # Hrs: 3:45 | Target ADA Instr. Hrs

7. Type/select the Day Pattern that you will be working with next.

8. Click Weekly Sched.

Weekly Schedule - Setting up a varied section schedule



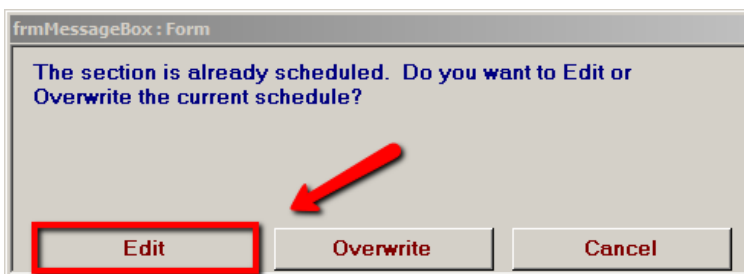
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time	8:00 a		10:00 a				
End Time	9:00 a		11:00 a				

9. Type the Start and End dates

10. Select the teacher you are scheduling

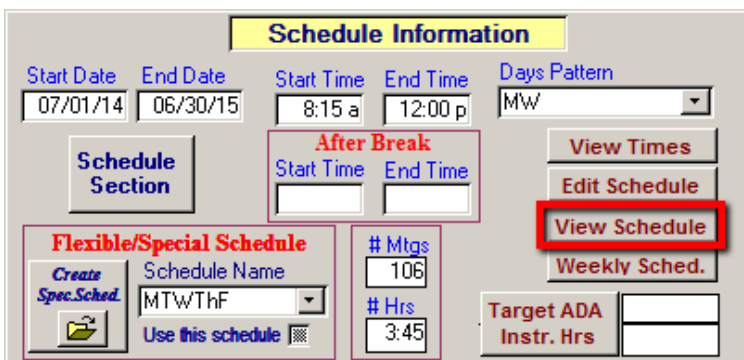
11. Verify the start/end times for the day(s) you are working on.

12. Click Schedule Section.



13. Click Edit. This will keep the days/times that you scheduled in steps 3-6 and also schedule these new days/times. This will take you back to the Section Details window.

14. Type/select the full day pattern so that the correct day pattern is visible, but don't click the Schedule Section button again.

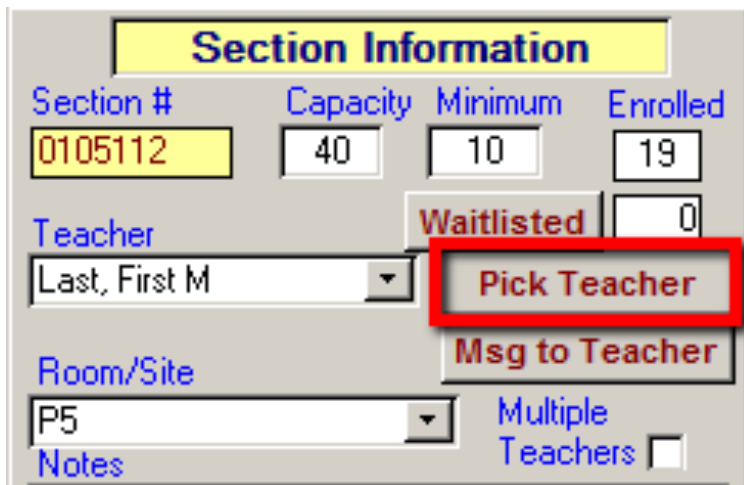


15. Click View Schedule to see the schedule that you just created.

Weekly Schedule - Setting up a varied section schedule

MULTIPLE TEACHERS / DIFFERENT TIMES/SAME DAYS FOR SAME SECTION (B)

These instructions would be appropriate for a class that has a different teacher in the mornings than in the afternoons. These instructions are for 2 teachers but the same instructions are applicable for as many teachers as you need to schedule for a particular section. When scheduling this way, you are *not* using the Schedule Section button (in the Section Details window) that you normally use.



Section Information

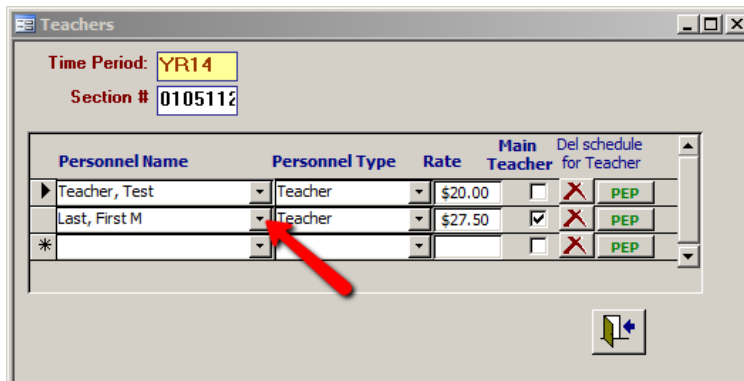
Section #	Capacity	Minimum	Enrolled
0105112	40	10	19

Teacher: Last, First M Waitlisted: 0

Room/Site: P5 Multiple Teachers:

Buttons: Pick Teacher, Msg to Teacher

1. From the Section Details screen, click Pick Teacher.



Time Period: YR14
Section #: 0105112

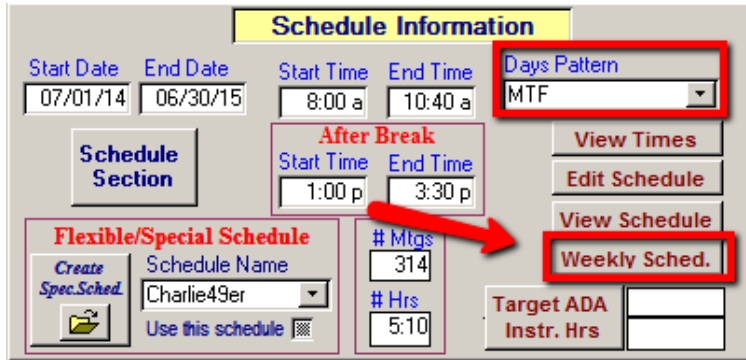
Personnel Name	Personnel Type	Rate	Main Teacher	Del schedule for Teacher
Teacher, Test	Teacher	\$20.00	<input type="checkbox"/>	<input type="checkbox"/> PEP
Last, First M	Teacher	\$27.50	<input checked="" type="checkbox"/>	<input type="checkbox"/> PEP
*			<input type="checkbox"/>	<input type="checkbox"/> PEP

2. From the Personnel Name drop down, select the additional teacher you want to use for this class (you can also just begin typing the first letters of the last name of the teacher you are searching for).

3. Select one teacher to be the “Main Teacher” (it doesn’t matter which one you select)

Weekly Schedule - Setting up a varied section schedule

4. Click the close button.



Schedule Information

Start Date: 07/01/14 End Date: 06/30/15 Start Time: 8:00 a End Time: 10:40 a Days Pattern: MTF

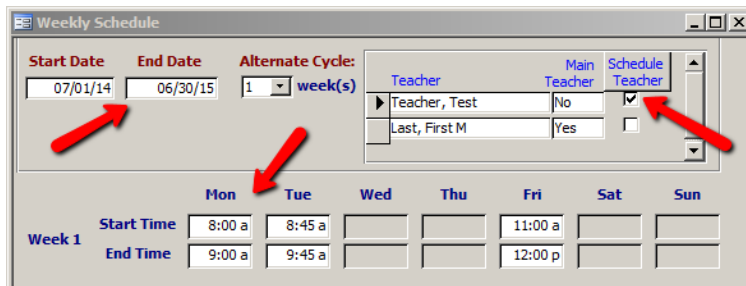
After Break Start Time: 1:00 p End Time: 3:30 p

Flexible/Special Schedule
Schedule Name: Charlie49er
Mtgs: 314
Hrs: 5:10

Buttons: Schedule Section, View Times, Edit Schedule, View Schedule, Weekly Sched., Target ADA Instr. Hrs

5. From the Section Details screen, type the Day Pattern that you will be scheduling.

6. Click Weekly Sched.



Weekly Schedule

Start Date: 07/01/14 End Date: 06/30/15 Alternate Cycle: 1 week(s)

Teacher	Main Teacher	Schedule Teacher
Teacher, Test	No	<input checked="" type="checkbox"/>
Last, First M	Yes	<input type="checkbox"/>

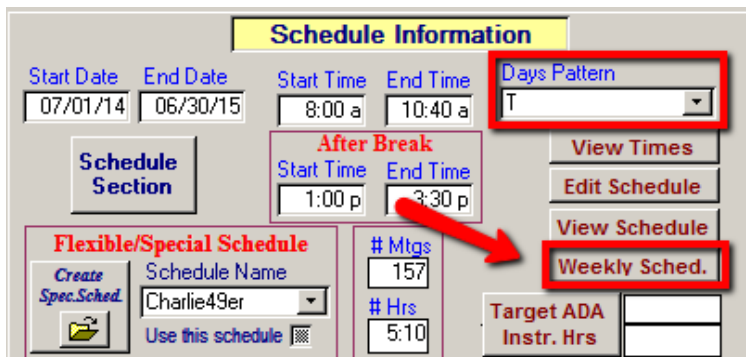
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1 Start Time	8:00 a	8:45 a			11:00 a		
Week 1 End Time	9:00 a	9:45 a			12:00 p		

7. Make sure the date range that you are working with is accurate.

8. Select the first teacher you are working with.

9. Verify the start and end times for each day that you are scheduling.

10. Click the Schedule Section button. You will be brought back to the Section Details window.



Schedule Information

Start Date: 07/01/14 End Date: 06/30/15 Start Time: 8:00 a End Time: 10:40 a Days Pattern: T

After Break Start Time: 1:00 p End Time: 3:30 p

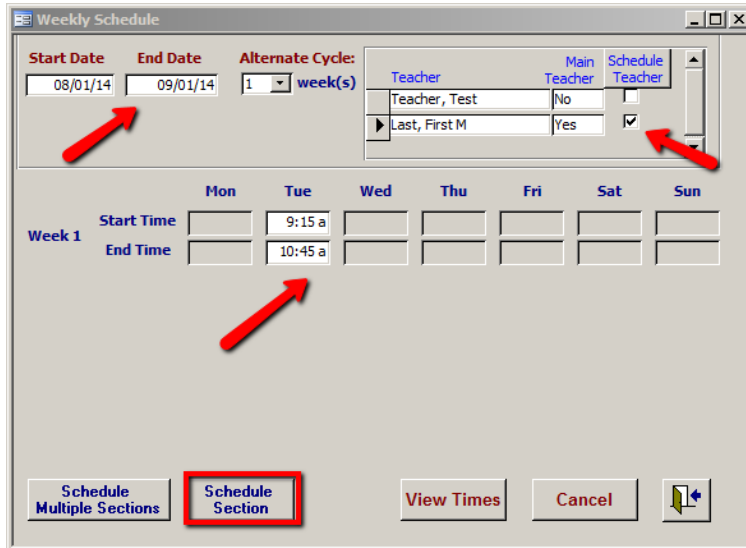
Flexible/Special Schedule
Schedule Name: Charlie49er
Mtgs: 157
Hrs: 5:10

Buttons: Schedule Section, View Times, Edit Schedule, View Schedule, Weekly Sched., Target ADA Instr. Hrs

11. Make sure that the day pattern is still correct.

12. Click Weekly Sched.

Weekly Schedule - Setting up a varied section schedule



Weekly Schedule

Start Date: 08/01/14 End Date: 09/01/14 Alternate Cycle: 1 week(s)

Teacher	Main Teacher	Schedule Teacher
Teacher, Test	No	<input type="checkbox"/>
Last, First M	Yes	<input checked="" type="checkbox"/>

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week 1 Start Time		9:15 a					
Week 1 End Time		10:45 a					

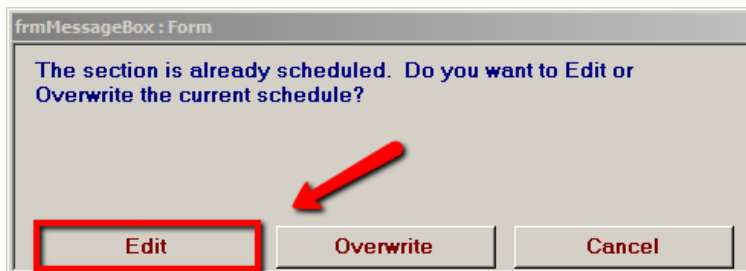
Buttons: Schedule Multiple Sections, **Schedule Section**, View Times, Cancel

13. Make sure the date range that you are working with is accurate.

14. Select the next teacher you are working with.

15. Type the start and end times for each day that you are scheduling.

16. Click the Schedule Section button.



frmMessageBox : Form

The section is already scheduled. Do you want to Edit or Overwrite the current schedule?

Buttons: **Edit**, Overwrite, Cancel

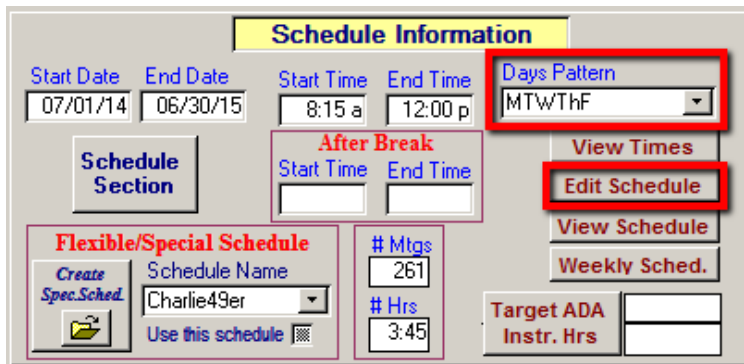
17. Click Edit. This will keep the days/times that you scheduled in steps 7-16 and also schedule these new days/times. This will take you back to the Section Details window. Don't click the Schedule Section button again.

18. Click View Schedule to see the schedule that you just created.

Weekly Schedule - Setting up a varied section schedule

SINGLE OR MULTIPLE TEACHERS / ADD A SINGLE DAY TO THE SCHEDULE / SAME SECTION (D)

These instructions should be used to add a single day to an already scheduled section. This is useful if you have a class that meets MTWThF and on one, single Saturday. These instructions would allow you to add that one day of the week (in this case, a Saturday).



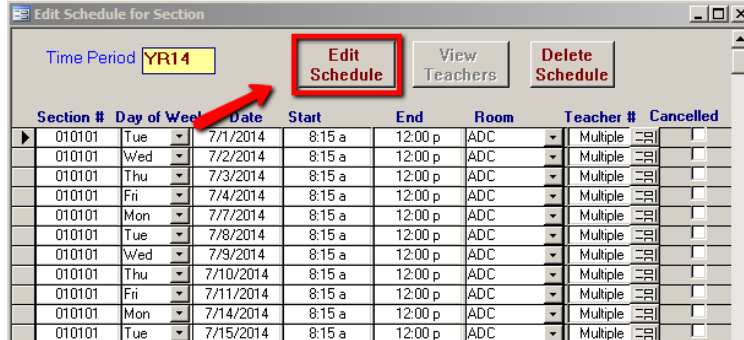
Schedule Information

Start Date: 07/01/14 | End Date: 06/30/15 | Start Time: 8:15 a | End Time: 12:00 p | Days Pattern: MTWThF

Buttons: Schedule Section, After Break (Start Time, End Time), View Times, Edit Schedule, View Schedule, Weekly Sched., Flexible/Special Schedule (Create Spec.Sched., Schedule Name: Charlie49er, Use this schedule), # Mtgs: 261, # Hrs: 3:45, Target ADA Instr. Hrs.

1. This section is scheduled MTWThF from 8:15AM to 12PM. We need to add a Saturday to this schedule.

2. Select Edit Schedule.

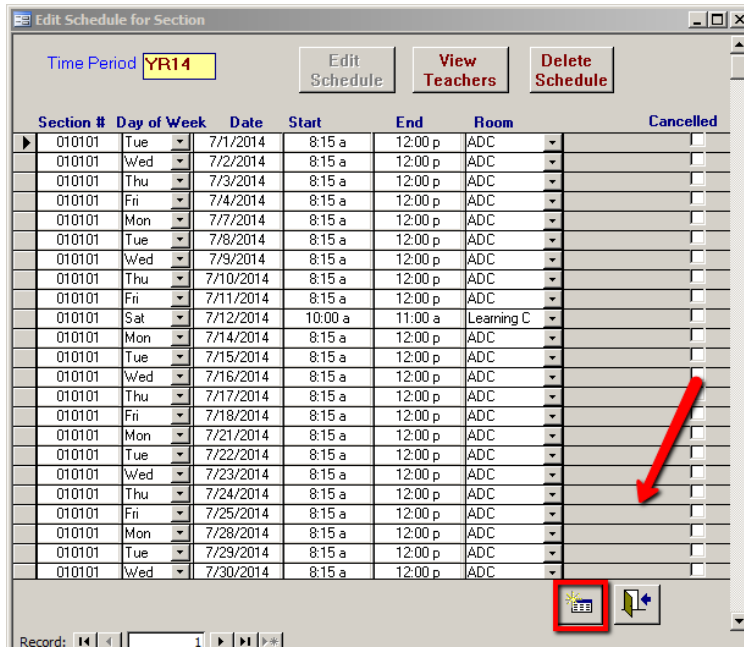


Time Period: YR14

Buttons: Edit Schedule, View Teachers, Delete Schedule

Section #	Day of Week	Date	Start	End	Room	Teacher #	Cancelled
010101	Tue	7/1/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Wed	7/2/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Thu	7/3/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Fri	7/4/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Mon	7/7/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Tue	7/8/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Wed	7/9/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Thu	7/10/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Fri	7/11/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Mon	7/14/2014	8:15 a	12:00 p	ADC	Multiple	
010101	Tue	7/15/2014	8:15 a	12:00 p	ADC	Multiple	

3. Select Edit Schedule again.



Time Period: YR14

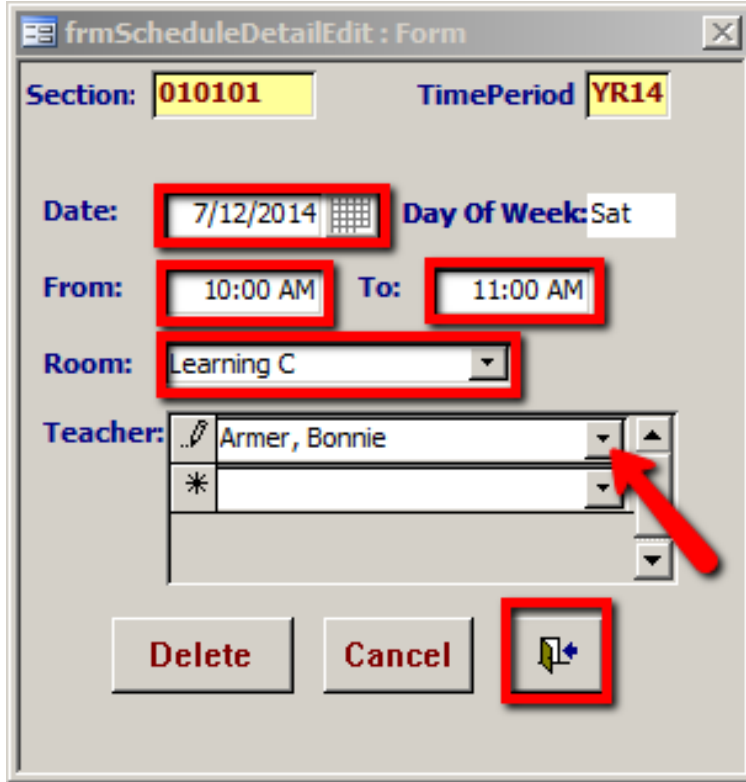
Buttons: Edit Schedule, View Teachers, Delete Schedule

Section #	Day of Week	Date	Start	End	Room	Cancelled
010101	Tue	7/1/2014	8:15 a	12:00 p	ADC	
010101	Wed	7/2/2014	8:15 a	12:00 p	ADC	
010101	Thu	7/3/2014	8:15 a	12:00 p	ADC	
010101	Fri	7/4/2014	8:15 a	12:00 p	ADC	
010101	Mon	7/7/2014	8:15 a	12:00 p	ADC	
010101	Tue	7/8/2014	8:15 a	12:00 p	ADC	
010101	Wed	7/9/2014	8:15 a	12:00 p	ADC	
010101	Thu	7/10/2014	8:15 a	12:00 p	ADC	
010101	Fri	7/11/2014	8:15 a	12:00 p	ADC	
010101	Sat	7/12/2014	10:00 a	11:00 a	Learning C	
010101	Mon	7/14/2014	8:15 a	12:00 p	ADC	
010101	Tue	7/15/2014	8:15 a	12:00 p	ADC	
010101	Wed	7/16/2014	8:15 a	12:00 p	ADC	
010101	Thu	7/17/2014	8:15 a	12:00 p	ADC	
010101	Fri	7/18/2014	8:15 a	12:00 p	ADC	
010101	Mon	7/21/2014	8:15 a	12:00 p	ADC	
010101	Tue	7/22/2014	8:15 a	12:00 p	ADC	
010101	Wed	7/23/2014	8:15 a	12:00 p	ADC	
010101	Thu	7/24/2014	8:15 a	12:00 p	ADC	
010101	Fri	7/25/2014	8:15 a	12:00 p	ADC	
010101	Mon	7/28/2014	8:15 a	12:00 p	ADC	
010101	Tue	7/29/2014	8:15 a	12:00 p	ADC	
010101	Wed	7/30/2014	8:15 a	12:00 p	ADC	

Record: 14 | 1 | Add New Record icon

4. Click on the add new record icon.

Weekly Schedule - Setting up a varied section schedule



Section: 010101 TimePeriod YR14

Date: 7/12/2014 Day Of Week: Sat

From: 10:00 AM To: 11:00 AM

Room: Learning C

Teacher: Armer, Bonnie

Buttons: Delete, Cancel, Add (+)

5. Select the Date that needs to be added.

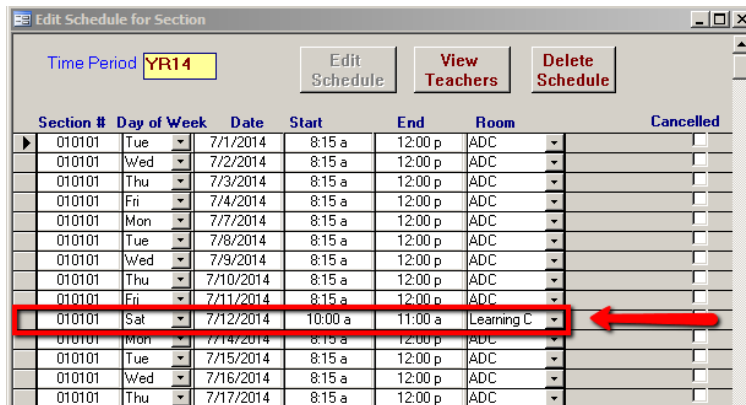
6. Type the From and To times.

7. Select the Room for this newly scheduled date

8. Select the Teacher for the newly scheduled date.

9. Click Close.

10. Do NOT click the Schedule Section button again.



Time Period YR14

Buttons: Edit Schedule, View Teachers, Delete Schedule

Section #	Day of Week	Date	Start	End	Room	Cancelled
010101	Tue	7/1/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Wed	7/2/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Thu	7/3/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Fri	7/4/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Mon	7/7/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Tue	7/8/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Wed	7/9/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Thu	7/10/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Fri	7/11/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Sat	7/12/2014	10:00 a	11:00 a	Learning C	<input type="checkbox"/>
010101	Mon	7/14/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Tue	7/15/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Wed	7/16/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>
010101	Thu	7/17/2014	8:15 a	12:00 p	ADC	<input type="checkbox"/>

11. You will be taken back to the Edit Schedule screen. Note that the new date has been added to the schedule.