

S t u d e n t   R e c o r d s   S y s t e m   U s e r   G u i d e

**Table of Contents**  
**Section 2**

- 2. Mini-Course Scheduling System Menu
  - 1. Processing Course Requests Menu
    - 1. Data Base Management System .....
    - 4. Display/Update Mini-Course Requests .....
    - 5. Review Students Requesting Certain Mini-Courses .....
    - 6. Print Mini-Course Tally .....
    - 7. Student Course Request List .....
    - 8. Requests with Free-Format Letter .....
    - 9. Print Potential Conflict Matrix .....
    - 10. Print Mini-Course Student Roster.....
    - 12. Mass Update of Course Requests .....
  - 4. Mini-Course Master/Title File Menu
    - 1. Display/Update Mini Course Master File .....
    - 4. Print Course Master File by Course & Section ...
    - 17. Compare Course-to -Course Linkage .....
    - 18. Load Fees from School Title to Course Master ...
    - 5. Display/Update Mini Course Title File .....
    - 8. Print Mini-Course Title File in Course # Sequence .
    - 9. Print Mini-Course Title File in Scan # Sequence .
    - 12. Display/Update Dropped Course File .....
    - 13. Print Dropped Course File (Course # Sequence) ..
    - 14. Print Dropped Course File (Scan # Sequence) ....
    - 22. Data Base Management System - Course Master ....
    - 23. Data Base Management System - Course Title .....
    - 24. Data Base Management System - Dropped Title File .....
- 13. Mini-Course Scheduling Menu
  - 17. Create Mini-Course Master Scheduling Files .....
  - 18. Create Mini-Course Requests Scheduling Files ...
  - 20. Run Pre-Scheduling Synchronization .....
  - 21. Schedule Students .....
  - 4. Display/Update Scheduling Monitor .....
- 9. Mini-Course Scheduling Reports Menu
  - 1. Print Scheduling Course Master .....
  - 2. Print Scheduling Conflicts .....
  - 7. Print Mini-Course Class Lists .....
  - 8. Print Course Tallies .....
  - 11. Print All Student Schedules: On Narrow Paper ..
  - 13. Print Requested Schedules Only: Narrow Paper ..
- 12. Display/Update Final Schedules by Student or  
Request Individual Schedule to be Printed .....

From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F2 to display the MINI-COURSE SCHEDULING SYSTEM MENU (Figure 2).

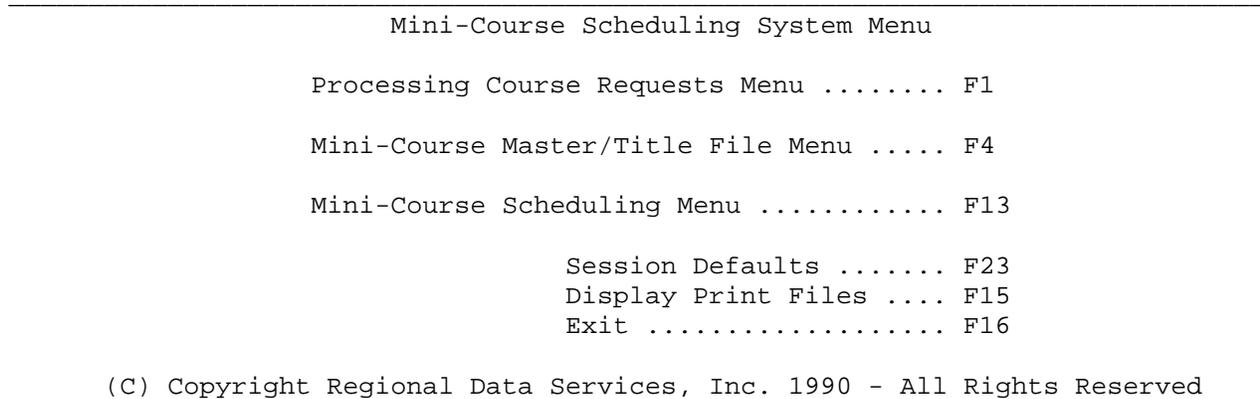


Figure 2. MINI-COURSE SCHEDULING SYSTEM MENU

Using this menu selection from the Student Records Master Menu provides the ability to define and schedule mini-courses for students, separate from their standard schedule.

**What reasons would I have for using the Mini-Course Scheduling System?**

1. To allow students to select a number of courses that represent a "BLOCK" course in their regular schedule, and allow the computer to schedule students into these special courses. These special courses, or "mini-courses" do not generally match the standard reporting periods of 6 weeks or 9 weeks. Some might be taught for only 2 or 3 weeks, or might be taught for 12 weeks, and might overlap grade periods and semesters.
2. To allow students to select courses for a special event, such as CAREER DAY, and allow the computer to schedule the students.

**What makes the Mini-Course Scheduling System unique?**

1. Class fees and text fees can be entered as alpha-numeric, in addition to the standard manner of using numeric fees. This is helpful for entering fees that might be variable by typing "varies" in the fee field, or ".25-\$3".
2. Instead of coding courses with "R" for required and "E" for elective, any code can be assigned (such as "M" for mini-course, "C" for career course).
3. A beginning and ending date must be defined for each course section.
4. Instead of "Days of Week, e.g., MTWTFS", a session must be defined. There can be up to 6 sessions per term (quarter or semester or all-year). This means that if quarter terms are used, up to 24 sessions can be defined for the entire year.
5. Students can be rescheduled each session, if desired, after locking in previous sessions schedules.

How can I begin using the Mini-Course Scheduling System?

1. Prepare a list of courses that will be available for selection by the students and assign a 3-digit number to these courses. Then develop a 6-character course code and 10-character title as you would normally do for an entry in the course title file. Because these courses are held in a separate file (called MTTLFILE in K12DATA), they can have the same course # as a course in the regular course title file (called KTTLFILE in K12DATA) if desired.
2. Build the mini-course title file (refer to section 2-4-5).
3. Print a listing of the mini-course title file to verify the accuracy of your entries (refer to sections 2-4-8 & 9).
4. Build the mini-course master file (refer to section 2-4-1). You will not have to build a teacher master file. The mini-course master file will use the teacher master file already defined in section 3-1.
5. Print a listing of the mini-course master file to verify the accuracy of your entries (refer to section 2-4-4).
6. After distributing and collecting the students' course request sheets, sort them alphabetically.
7. If this is not the first time you have used the mini-course scheduling system, you may want to delete previous years or previous sessions requests using the "Mass Update Course Requests" feature (2-1-12).
8. Using the "Data Base Management System" feature (2-1-1) or "Display/Update Course Selections" feature (2-1-4), enter the students' requests.
9. You can use several scheduling Types concurrently. For example, you might use type "M" for mini-courses and type "C" for career day. The same student could have type "M" course requests in F2-1-1 or F2-1-4, and also have type "C" course requests on a different screen in F2-1-1 or F2-1-4. Whenever any reports are run or whenever a scheduling run is done, only the records associated with the scheduling type code entered will be processed.

From the MINI-COURSE SCHEDULING SYSTEM MENU (Figure 2), press F1 to display the PROCESSING COURSE REQUESTS MENU (Figure 2-1).

---

Mini-Course Scheduling System  
Processing Course Requests Menu

Data Base Management System ..... F1  
Display/Update Mini-Course Requests ... F4  
Review Students Requesting  
    Certain Mini-Courses ..... F5  
Print Mini-Course Tally ..... F6  
  
Print Student Course Requests:  
    Standard Student Request List ..... F7  
    Requests with Free-Format Letter ... F8  
Print Potential Conflict Matrix ..... F9  
Print Mini-Course Student Roster ..... F10  
  
Mass Update of Course Requests ..... F12  
  
    Session Defaults ..... F23  
    Display Print Files ..... F15  
    Exit ..... F16

(C) Copyright Regional Data Services, Inc. 1990 - All Rights Reserved

---

Figure 2-1. PROCESSING COURSE REQUESTS MENU

From the PROCESSING COURSE REQUESTS MENU (Figure 2-1), press F1 to display the DATA BASE MANAGEMENT SELECTION screen (Figure 2-1-1A).

---

```
CHS                Mini-Course Selections Data Base Management

Enter number of field to be updated: __
                Grade Level: __ (Opt.)
                Student Name: _____ (Opt.)
                Scheduling type code: C
Include withdrawn students? N (Y/N)

                1. Course Requests 1-12
                2. Course Requests 13-24
                3. One Course w/section opt
                Course #: _____ -OR- Scan #: 000

                BEFORE ENTERING A NEW SET OF COURSE REQUESTS, BE SURE TO MASS DELETE
                THE PREVIOUS SET BY USING THE 'MASS UPDATE' OPTION, F2-1-12-12.

                ENTER=Continue, F16=Exit
```

---

Figure 2-1-1A. DATA BASE MANAGEMENT SELECTION SCREEN

Enter the field number you wish to update (1-3). Fields #1 and #2 allow for quick entry of course scan numbers in each student's course request record.

Field #3 can be used to enter specific course section numbers in student's course requests. You can restrict the display of students by filling in any of the fields listed on the screen. Follow the data entry guidelines when entering the selection criteria.

**NOTE:** Be sure to remove prior course requests using the Mass Update option, F2-1-12-12 before entering a new set of course requests.

----- DATA ENTRY REQUIREMENTS -----

**GRADE LEVEL** Optional. Enter a grade level to restrict the display of student course requests to a particular grade level. (2 N)

**STUDENT NAME** Optional. Enter a student name (last name, first name format) to display the course requests beginning with a particular student. Or, enter the first initial of the last name sequence you would like displayed. For example, if you would like to display the course requests for all students with the last name that begins with N, enter an "N" in this field. (28 A)

**SCHEDULING TYPE CODE** Required. Enter the type code of the course request files to be displayed. The type code should be a code matching a scheduling type code entered on one or more records in the Course Title File. (1 A/N)

**INCLUDE WITHDRAWN** Required. Enter a "Y" to indicate yes, withdrawn students should be displayed. Enter an "N" to indicate no, do not display course requests for withdrawn students. (1 A)

After entering the field number you wish to access and entering the selection criteria, press ENTER to display the course requests screens.

Entering a number 1 and pressing ENTER displays the MAINTAIN COURSE REQUESTS 1-12 screen (Figure 2-1-1B). Here you can enter the scan sheet number (found on the Mini-Course Title File screen) for up to 12 courses for each student displayed on the screen. Press ENTER to add the course requests and display the next screen of students to be processed.

**NOTE:** If a course has special requests attached to it (e.g., section, teacher, term, etc) then you will not be able to modify it here. This is because there is no way to alert you to which special requests are attached to it. Consequently, if you change the request to a different course number, the special requests might no longer apply.

---

C23 Maintain Course Requests 1-12

Student	Gr	Number	Student Name	Course Requests	1-12	WD
	07	S020010	Aaron, xxxxx	___	___	___
	08	E010010	Albaugh, xxxxx xx	___	___	___
	08	J010071	Allison, xxxxxxxx	___	___	___
	07	W021520	Anderson, xxxxxxx	___	___	___
	07	E021170	Andrews, xxxxx xx	___	___	___
	08	O010020	Appenzeller, xxxx	___	___	___
	07	S020020	Arceo, xxxx	___	___	___
	07	S020030	Arendt, xxxxxx	___	___	___
	07	S021020	Armstrong, xxxxxxx	___	___	___
	08	O010030	Ash, xxxx	___	___	___
	08	W012140	Avery, xxxxxxxxx	___	___	___

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 2-1-1B. MAINTAIN COURSE REQUESTS 1-12 SCREEN



From the PROCESSING COURSE REQUESTS MENU (Figure 2-1), press F4 to display the DISPLAY/UPDATE MINI-COURSE REQUESTS STUDENT SELECTION screen (Figure 2-1-4A).

---

DISPLAY/UPDATE MINI-COURSE REQUESTS  
for C11

---

-----  
Direct Access Option

Number: \_\_\_\_\_ or Name: \_\_\_\_\_ Schedule Type: C

ENTER=Access Student, F16=Exit

---

-----  
Student Roster Option

F5 Student Name	F6 Student ID	F7 Parent Name	F8 Family Name

Optionally, restrict to grade \_\_ and/or sex \_

F5, F6, and F7 will display students within your school only.  
F8 will display students within this DISTRICT.

---

Figure 2-1-4A. DISPLAY/UPDATE MINI-COURSE REQUESTS STUDENT SELECTION SCREEN

There are two access methods available: Direct Access Option and Student Roster Option.

-----  
**DIRECT ACCESS OPTION**  
-----

To access a student directly, enter either the student's number or name (use upper case & lower case letters), indicate the schedule type, and then press ENTER. **NOTE:** The "Schedule Type" is defined on the Course Title File.

Entering the student number (and pressing ENTER) will directly find that student's record. If an invalid number is entered, the message:

**STUDENT NOT FOUND IN THIS SCHOOL**

will appear on the screen. Enter the correct number and press ENTER again to display the student's record.

Entering the name or partial name (and pressing ENTER) will display the record of the student whose name most closely matches the name entered. If the record displayed is not the correct student, F13 or 19 can be used to continue searching alphabetically through the students until the desired student is found. F13 will display the next student within the same grade level, F19 will display the next student regardless of grade level.

If the name does not come close to the name entered, it may be that you typed the name in lower case only instead of starting the name with an upper case letter. If you continue to have problems, try using the Student Roster Option instead.

-----  
**STUDENT ROSTER OPTION**  
 -----

This method of access (i.e., F5, 6, 7 and 8) will display a full screen of students to review for selection. F5, 6, and 7 will display only those students within your own school. F8 will display all students within your school district.

Optionally, you may restrict the students to be displayed to a certain grade level or sex by filling in either or both of those fields shown on the DISPLAY/UPDATE MINI-COURSE REQUESTS STUDENT SELECTION screen (Figure 2-1-4). Grade and sex restrictions are ignored for any selection other than F5,6 or 7.

**F5 - REVIEW STUDENTS IN STUDENT NAME SEQUENCE**

If you want to start at the beginning of your students alphabetically, simply press F5. Nothing has to be filled in on the screen, and the cursor does not have to be positioned in the F5 option area. If you want to start with a specific student name, you must tab to the F5 option field and type all or part of a student's name (last name first) and then select F5. Students will be displayed in alphabetical sequence beginning with the name most closely matching the entire or partial name entered. The STUDENT NAME SEQUENCE screen 1 (Figure 2-1-4B) will be displayed.

Student Name Sequence	CURRENT YEAR MASTER	F22=Show Address
F20=Print Screen	For C23	F23=Show Parent Name
		F24=Stat,P/R,Team,NYS,WD
Student	S	
<u>F Number</u>	<u>Student Name</u>	<u>Gr x Phone</u>
		<u>Mini-Course Req for type C</u>
1 S020010	Smith, xxxxxx	07 F 111-1111 ADVERT AIR AIRLIN
2 E010010	Smith, xxxxxxxxxxxx	08 F 222-2222 ADVERT AIR SPEECH
3 J010071	Smith, xxxxxxxx	08 F 333-3333 AUTHOR ADVERT SPEECH
4 W021520	Smith, xxxxxxxx x	07 F 444-4444 BANKER AIRLIN AIR
5 E021170	Smith, xxxxxx xxxxxx	07 M 555-5555 CONSER JUDGE NATURA
6 O010020	Smith, xxxxxxxx x	08 F 666-6666 COSMET NATURA PHYSIC
7 S020020	Smith, xxxxx	07 M 777-7777 COURT PHYSIC PRIVAT
8 S020030	Smoltz, xxxxxxx	07 M 888-8888 DENTAL CHILD CHIROP
9 S021020	Smucker, xxxxxxxx	07 F 999-9999 EMERGE ADVERT ARCHIT
10 E020020	Snazman, xxxxxxxx xxxxxxx	07 M 101-1010
11 O010030	Snelling, xxxxxxxx	08 M 121-1212 FIREFI NATURA PHYSIC
12 W012140	Snelling, xxxxxx x	08 M 131-1311 JUDGE DENTAL EMERGE
13 J010037	Sosby, xxxxxxx	08 F 141-1414 NATURA SPEECH AIRLIN
14 O021530	Sutter, xxxxxxx	07 M 151-1515 PHYSIC
15 E010930	Tanis, xxxxxxxx	08 M 161-1616 PRIVAT

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 2-1-4B. STUDENT NAME SEQUENCE SCREEN 1

From the STUDENT NAME SEQUENCE screen 1 (Figure 2-1-4B), one of the following options can be taken:

- ENTER** View the next screen of students alphabetically.
- F1-15** Select the corresponding student's record.
- F18** Return to the previous full screen of students. This function will work for up to 20 previous screens. However, it will never go further back than the point that you started!
- F20** Print a copy of the screen currently being displayed.
- F22** Change the last column which currently shows "Mini-Course Req for type C" to instead show "Address and Zip".
- F23** Change the last column which currently shows "Mini-Course Req for type C" to instead show "Parent/Guardian Name"
- F24** Change the last column which currently shows "Mini-Course Req for type C" to instead show "Status, P/R, Team, Next Year School and Withdrawal Code".

If F22 is selected from the STUDENT NAME SEQUENCE screen 1 (Figure 2-1-4B), the "Mini-Course Req for type C" column will be changed to show "Address and Zip" as shown below in the STUDENT NAME SEQUENCE screen 2 (Figure 2-1-4C). Notice that only the last column changes.

Student Name Sequence	CURRENT YEAR MASTER	F21=Show Course Requests
F20=Print Screen	for C23	F23=Show Parent Name
F24=Stat,P/R,Team,NYS,WD		
Student	S	
<u>F Number</u>	<u>Student Name</u>	<u>Gr x Phone Address Zip</u>
1 J950020	Adams, Diane	08 F 294-6797 22749 CR 17 E 46516
2 W960010	Adams, Grant	07 M 875-8651 59348 CR 4 S 46517
3 J950030	Adams, Kathy	08 F 294-6797 22749 CR 17 E 46516
4 J960070	Adams, Kent	07 M 293-1215 1263 Bontrager 46517
5 J950040	ADkins, Bart	08 M 875-6678 23571 Martin Ave. 46517
6 J950050	Akers, Miriam	08 F 534-1626 12571 Wabash Ave. 46526
7 J950060	Alley, Rhiannon	08 F 534-5442 2324 Woodmere Lane 46526
8 J950080	Andersen, Beverly	08 F 875-5926 25366 Himebaugh Ave. 46516
9 J950090	Anderson, Cricket F.	08 F 875-4947 24818 Frederick Circ 46517
10 J950100	Anderson, Ruth	08 F 293-7598 53213 Ashby Ct. 46516
11 J950110	Arbogast, Jennifer	08 F 294-1360 26328 Meadowood Dr. 46516
12 J953500	Arnett, Jack	08 M 293-9923 783 A-Lane, Apt. 1A 46517
13 J950120	Ash, Charles	08 M 875-8737 24284 Walnut St. 46516
14 W960020	Atkinson, Matthew	07 M 522-4993 42946 Knoll Dr. 46517
15 O960020	Ayers, Krysta	07 F 534-5976 74625 Ellis St. 46516

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 12-1-4C. STUDENT NAME SEQUENCE SCREEN 2

**2-1-4. DISPLAY/UPDATE COURSE REQUESTS**

**2-1-4**

(Continued)

If F23 is selected from the STUDENT NAME SEQUENCE screen 1 or 2 (Figures 2-1-4B or C), the heading of the last column will be changed to show "Parent/Guardian Name" as shown in the STUDENT NAME SEQUENCE screen 3 (Figure 2-1-4D). Notice that only the last column changes.

Student Name Sequence		CURRENT YEAR MASTER For C23		F21=Show Course Requests F22=Show Address F24=Stat,P/R,Team,NYS,WD		
Student		S				
<u>F Number</u>	<u>Student Name</u>	<u>Gr</u>	<u>x</u>	<u>Phone</u>	<u>Parent/Guardian Name</u>	
1	J950020 Adams, Diane	08	F	294-6797	Adams, Johnny & Billie J	
2	W960010 Adams, Grant	07	M	875-8651	Adams, Lou & Pamela	
3	J950030 Adams, Kathy	08	F	294-6797	Jones, Johnny & Billie J	
4	J960070 Adams, Kent	07	M	293-1215	Adams, Sally A	
5	J950040 Adkins, Bart	08	M	875-6678	Adkins, Patrick & Patricia	
6	J950050 Akers, Miriam	08	F	534-1626	Akers, Julia	
7	J950060 Alley, Rhiannon	08	F	534-5442	Alley, John & Martha	
8	J950080 Andersen, Beverly	08	F	875-5926	Andersen, Akex & Mary	
9	J950090 Anderson, Cricket F.	08	F	875-4947	Anderson, Burt & Alice	
10	J950100 Anderson, Ruth	08	F	293-7598	Anderson, Clarence & Mabel	
11	J950110 Arbogast, Jennifer	08	F	294-1360	Arbogast, Mary	
12	J953500 Arnett, Jack	08	M	293-9923	Smith, Sarah	
13	J950120 Ash, Charles	08	M	875-8737	Ash, Roger & Sylvia	

**ENTER**=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 2-1-4D. STUDENT NAME SEQUENCE SCREEN 3

If F24 is selected from the STUDENT NAME SEQUENCE screen 1, 2 or 3 (Figures 2-1-4B, C or D), the heading of the last column will be changed to show "Stat P/R Team NYS WD" as shown below in the STUDENT NAME SEQUENCE screen 4 (Figure 2-1-4E).

Student Name Sequence		CURRENT YEAR MASTER for D11		F21=Show Course Requests F22=Show Address F23=Show Parent Name					
Student		S							
<u>F Number</u>	<u>Student Name</u>	<u>Gr</u>	<u>x</u>	<u>Phone</u>	<u>Stat</u>	<u>P/R</u>	<u>Team</u>	<u>NYS</u>	<u>WD</u>
1	J950020 Adams, Diane	08	F	294-6797					W2
2	W960010 Adams, Grant	07	M	875-8651			8C		
3	J950030 Adams, Kathy	08	F	294-6797					
4	J960070 Adams, Kent	07	M	293-1215			8C		
5	J950040 Adkins, Bart	08	M	875-6678					
6	J950050 Akers, Miriam	08	F	534-1626					
7	J950060 Alley, Rhiannon	08	F	534-5442					
8	J950080 Andersen, Beverly	08	F	875-5926					
9	J950090 Anderson, Cricket F.	08	F	875-4947					
10	J950100 Anderson, Ruth	08	F	293-7598		R	8C		
11	J950110 Arbogast, Jennifer	08	F	294-1360					
12	J953500 Arnett, Jack	08	M	293-9923					W1
13	J950120 Ash, Charles	08	M	875-8737					

**ENTER**=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 2-1-4E. STUDENT NAME SEQUENCE SCREEN 4

**F6 - REVIEW STUDENTS IN STUDENT NUMBER SEQUENCE**

To start at the beginning of students numerically, simply press F6. The cursor does not have to be positioned in the F6 option area. To start with a specific student number, you must tab to the F6 option field and type all or part of a student's number and then select F6. Students will be displayed in numerical sequence beginning with the number most closely matching the entire or partial number entered. The STUDENT NUMBER SEQUENCE screen (Figure 2-1-4F) will be displayed.

Student Number Sequence	CURRENT YEAR MASTER	F22=Show Address
F20=Print Screen	For D11	F23=Show Parent Name
		F24=Stat,P/R,Team,NYS,WD
Student	S	
<u>F Number</u>	<u>Student Name</u>	<u>Gr x Phone</u>
		<u>Next Year Course Requests</u>
1 E960000	Balyeat, Jason J	07 M 522-3258
2 E960010	Barber, Jeff Andrew	07 M 293-1975
3 E960020	Becker, Jenna L	07 F 293-5648
4 E960030	Bidlingmeyer, Marcella	07 F 875-8575
5 E960040	Blary, Mary Catherine	07 F 294-7525
6 E960050	Borneman, Lauren M	07 F 294-1579
7 E960060	Briganti, Kendra K	07 F 293-9834
8 E960070	Clark, Matthew Kent	07 M 875-6794
9 E960080	Colglazier, Kelly	07 F 294-3244
10 E960090	Craigo, Joshua Joe	07 M 875-8628
11 E960100	Davis, Ralph R	07 M 522-6582
12 E960110	Dickey, Hanna P	07 F 293-4455

**ENTER**=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 2-1-4F. STUDENT NUMBER SEQUENCE SCREEN

From the STUDENT NUMBER SEQUENCE screen (Figure 2-1-4F), one of the following options can be taken:

**ENTER** View the next screen of students numerically.

**F1-15** Select the corresponding student's record.

**F18** Return to the previous full screen of students. This function will work for up to 20 previous screens. However, it will never go further back than the point that you started!

**F20** Print a copy of the screen currently being displayed.

**F22** Change the last column which currently shows "Mini-Course Req for type C" to instead show students' addresses.

**F23** Change the last column which currently shows "Mini-Course Req for type C" to instead show parents' names.

**F24** Change the last column which currently shows "Mini-Course Req for type C" to instead show the student's scheduling status, pass/retain indicator, team assignment, next year school and withdrawn status.

F7 - REVIEW STUDENTS IN PARENT NAME SEQUENCE

To start at the beginning of the From School's parents' names alphabetically, simply press F7. The cursor does not have to be positioned in the F7 option area.

To start with a specific parent's name, you must tab to the F7 option field and type all or part of the parent's name (last name first) and then select F7.

Students will be displayed in sequence alphabetically by parent's name, beginning with the name most closely matching the entire or partial parent's name entered. The PARENT NAME SEQUENCE screen (Figure 2-1-4G) will be displayed. This option is often used to find a student whose parent has a different last name.

Parent Name Sequence	CURRENT YEAR MASTER	F21=Show Course Requests
F20=Print Screen	For D11	F22=Show Address
		F24=Stat, P/R, Team, NYS, WD
Student	S	
<u>F Number</u>	<u>Gr</u>	<u>x</u>
<u>Student Name</u>	<u>Phone</u>	<u>Parent/Guardian Name</u>
1 W960440 Riggs, Henry	07 M	295-3762 Adamcik, Glenda Ottman
2 J952600 Richards, Jenna L	08 F	293-8663 Adamcyk, Richard Charles
3 J960070 Adams, Kevin Keith	07 M	295-2655 Adams, Dawn E
4 W960010 Adams, Michael	07 M	875-8293 Adams, Lee & Pamela
5 S960850 Alargy, Mitchel	07 M	875-8579 Alargy, Janice Marie
6 O960160 Albertson, Charles Glenn	07 M	534-2223 Albertson, John & Mary
7 J951570 Hartman, Rudy E	08 M	875-9736 Alibi, James & Marge
8 J950520 Alicia, Samuel Thomas	08 M	875-5227 Alicia, June
9 J950320 Brenneman, Seth	08 M	293-2973 Alicia, Michael & Ruth
10 J953490 Woodiwiss, Joel	08 M	293-6678 Allen, Steve & Jane
11 J950480 Allison, Michael	08 M	522-2457 Allison, Dwight Bryce
12 J953970 Anastasi, Thomas	08 M	293-8844 Anastasi, Pedro & Maria
13 J950600 Anastasi, Vernon	08 M	293-8844 Anastasi, Pedro & Maria
14 S960370 Johnson, Sid	07 M	875-3440 Andrews, Dora J
15 W960480 Andrew, Kathryn Gail	07 F	293-8571 Andrews, Iris Kathryn

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 2-1-4G. PARENT NAME SEQUENCE SCREEN

From the PARENT NAME SEQUENCE screen (Figure 2-1-4G), one of the following options can be taken:

**ENTER** View the next screen of students alphabetically by parent's name.

**F1-15** Select the corresponding student's record.

**F18** Return to the previous full screen of students. This function will work for up to 20 previous screens. However, it will never go further back than the point that you started!

**F20** Print a copy of the screen currently being displayed.

**F21** Change the last column which currently shows "Parent/Guardian Name" to instead show Mini-Course Requests.

**F22** Change the last column which currently shows "Parent/Guardian Name" to instead show addresses.

**F24** Change the last column which currently shows "Parent/Guardian Name" to instead show the student's scheduling status, pass/retain indicator, team assignment, next year school and withdrawn status.

**F8 - REVIEW STUDENTS IN FAMILY NAME SEQUENCE**

While all other options within the "STUDENT ROSTER OPTION" feature are restricted to your school, this option will show all students within your entire district.

To start at the beginning of the family names alphabetically, simply press F8. Nothing has to be filled in on the screen, and the cursor does not have to be positioned in the F8 option area.

To start with a specific family name, you must tab to the F8 option field and type all or part of the family name (last name only) and then select F8. Students will be displayed in sequence alphabetically by family name and code, beginning with the family name most closely matching the entire or partial family name entered. The FAMILY NAME SEQUENCE screen (Figure 2-1-4H) will be displayed. This option is used to find all siblings belonging to the same family within the entire school district.

---

Family Name Sequence                      CURRENT YEAR MASTER  
F20=Print Screen                              For D11

---

Student		S				
<u>F</u> Number	<u>Student Name</u>	<u>Gr</u>	<u>x</u>	<u>Phone</u>	<u>Sch/Family Name</u>	<u>Code</u>
1	J960070 Adamcik, Kent	07	M	293-1193	C23 Adamcik	11931021
2	W960010 Adamcyk, George	07	M	875-6991	C23 Adamcyk	69915952
3	H900010 Adams, Beth	12	F	999-9999	C11 Adams	99991914
4	H910010 Adams, Janet	12	F	875-8668	C11 Adams	86682456
5	H910020 Alargy, Maryanne	12	F	875-3395	C11 Alargy	33956033
6	S970670 Stults, Samuel	06	M	875-8666	C01 Albertson	86666036
7	S980610 Stults, Jenna	05	F	875-8666	C01 Albertson	86666036
8	O960160 Edwards, Thomas	07	M	534-1383	C23 Alicia	13836031
9	H910030 Alicia, Cassandra	12	F	875-5332	C11 Alicia	53322216
10	J951570 Allen, Steven	08	M	875-7878	C23 Allen	78786048
11	J941360 Allison, Joshua	09	M	294-2449	C11 Allison	24495672
12	J950520 Anatasi, Eric	08	M	875-8122	C23 Anastasi	81225906
13	J950320 Anatasi, Erica	08	F	875-8122	C23 Anastasi	81225906
14	W990180 Johnson, Lorraine	04	F	522-3922	C02 Andrews	3922509
15	J953490 Johnson, Michael	08	M	522-3922	C23 Andrews	3922509

ENTER=More Students, F1-15=Select Corresponding Student, F18=Prev, F16=Exit

Figure 2-1-4H. FAMILY NAME SEQUENCE SCREEN

From the FAMILY NAME SEQUENCE screen (Figure 2-1-4H), one of the following options can be taken:

**ENTER** View the next screen of students alphabetically by family name.

**F1-15** Select the corresponding student's record, but only if the student belongs to your school. Otherwise, you will be denied access to the record.

**F18** Return to the previous full screen of students. This function will work for up to 20 previous screens. However, it will never go further back than the point that you started!

**F20** Print a copy of the screen currently being displayed.

IF THE FAMILY NAME AND CODE SHOWN IN THE LAST COLUMN ARE THE SAME, then the students reside in the same family.

After locating the desired student, the COURSE REQUESTS UPDATE SCREEN 2 (Figure 2-1-4I) is displayed.



---

 Scheduling Status Codes

Blank = Unlinked and Unscheduled  
 0 = Unlinked and Unscheduled  
 3 = Linked, but Unscheduled  
 A = Unscheduled - Loop Max Exceeded  
 B = Unscheduled - Time Conflict  
 C = Unscheduled - No Available Sections  
 E = Unscheduled - No Sections on Course Master  
 P = Partially Scheduled  
 S = Scheduled

The term 'unlinked' means that the student has not yet gone through the scheduling process.

If you wish for a student to be rescheduled during a 'schedule unscheduled students only' scheduling run, simply erase the status code, and press ENTER to validate, and ENTER to update.

If you are hand-entering a student's complete schedule, be sure to enter an 'S' in the student's 'Scheduling Status' field, so that the scheduler will not inadvertently try to reschedule this student on a subsequent 'schedule unscheduled students only' scheduling run.  
 ENTER/F16=Return to previous screen

---

 Figure 2-1-4J. SCHEDULING STATUS HELP SCREEN

Information updated on the COURSE REQUESTS UPDATE screen (Figure 2-1-4I) must follow these guidelines:

## ----- DATA ENTRY REQUIREMENTS -----

<b><u>TYPE</u></b>	NON-MODIFIABLE. The Schedule Type that the course requests are entered for will be displayed here. (1 A/N)
<b><u>GRADE</u></b>	NON-MODIFIABLE. Each student's grade level will be displayed here. (2 A/N)
<b><u>SEX</u></b>	NON-MODIFIABLE. Student's sex (F=Female, M=Male). (1 A/N)
<b><u>COUNSELOR</u></b>	Optional. The counselor number can be entered in this field. (4 N)
<b><u>TEAM</u></b>	Optional. A team code can be entered here. (2 A/N)
<b><u>HR</u></b>	Optional. Homeroom assignments can be entered here. (4 A/N)
<b><u>COURSE/ SCAN</u></b>	Optional. Course requests can be entered as the six character course code or as the four digit course code number (Scan#). Use F8 to switch between the six and four digit course coding.(6 A/N or 3 N)

**DO NOT ENTER THE SAME COURSE REQUEST TWICE FOR A STUDENT UNLESS TERM SELECTOR CODES ARE ENTERED FOR THE MULTIPLE REQUESTS.**

**SC** Optional. F1 (OPEN Opts) must be selected to access this field to Pre-schedule a student into a specific section. A pre-selected section will be given a higher priority than a singleton during scheduling. (2 A/N)

**TITLE** NON-MODIFIABLE. The Course Title will be displayed in this area after ENTER is pressed to validate the course requests entered. (10 A/N)

**TRM (2/5)** Optional. F1 (OPEN Opts) must be selected to access this field to schedule a student into a specific term of an all-year class. Enter a "2" to select the "Semester 1" term of an all-year class. Enter a "5" to select the "Semester 2" term of an all-year class. NOTE: The use of the 2/5 term selection does not apply to quarter length classes. (1 A/N)

**TCH#/(Y/N)** Optional. F1 (OPEN Opts) must be selected to access this field to select a specific teacher for the course. F15 can be used for help to find the teacher's number. Position the cursor on the line of the course where the teacher number is needed BEFORE pressing F15. Then when a teacher is selected from the help screen, the teacher's number will be placed into the right line on the screen.

After filling in the teacher number, a 'Y' or an 'N' must be entered to define that "yes, schedule with this teacher only", or "no, schedule with any teacher possible except this one".

**ABIL** Optional. F1 (OPEN Opts) must be selected to access this field to assign an ability level to the course request for this student. The code (1-9) entered here will match this course to a particular section also having the same group/ability designation. The scheduler will first attempt to place the student in the course section with a matching group/ability code. If the section is filled, the student will then be assigned to other open sections which do not have group/ability codes. The scheduler will not place the student in a course section with a non-matching group/ability code. (1 A/N)

**TIME** Optional. F1 (OPEN Opts) must be selected to access this field to assign a time code. The code (1-9) entered here will match this course to a particular section also having the same time designation. The scheduler will first attempt to place the student in the course section with a matching time code. If the section is filled, the student will then be assigned to other open sections which do not have time codes. The scheduler will not place the student in a course section with a non-matching time code. (1 A/N)

COURSE/SCAN ALT Optional. F1 (OPEN Opts) must be selected to access this field to assign an alternate. Alternate course requests can be entered using the six character course code or the three digit course code number (Scan#). Use F8 to switch between the six and three digit course coding. (6 A/N or 3 N)

ALT TITLE NON-MODIFIABLE. The alternate course's title will be displayed in this area after ENTER is pressed to validate the course requests entered. (10 A/N)

SCHEDULING PRIORITY Optional. Enter a code (1-9) to force a student to be scheduled before or after other students in the school. Refer to paragraph on Student Scheduling/Class Priorities for more information. (1 A/N)

Results of Codes

- Blank Normal (default value of 5 will be assigned for the scheduling run)
- 1 Forces student to be scheduled first in school
- 2-4 Forces student to be scheduled ahead of others in school
- 5 Not necessary to enter because blank = 5
- 6-9 Forces student to be scheduled after others within school

CLASS PRIORITY Optional. Enter a code (1-9) to force a student to be scheduled before or after other students within the same grade level. Refer to paragraph on Student Scheduling/Class Priorities for more information. (1 A/N)

Results of Codes

- Blank Normal (default value of 5 will be assigned for the scheduling run)
- 1 Forces student to be scheduled first in school
- 2-4 Forces student to be scheduled ahead of others in grade
- 5 Not necessary to enter because blank = 5
- 6-9 Forces student to be scheduled after others within grade

LOC Optional. Enter a code to match this course to a particular section also having the same loc designation. The scheduler will first attempt to place the student in the course section with a matching loc code. If the section is filled, the student will then be assigned to other open sections which do not have loc codes. The scheduler will not place the student in a course section with a non-matching loc. (1 A/N)

FREE Optional. (1 A/N)  
Codes are: Space - Not used  
S - Schedule only during a certain period range  
F - Keep student free during a certain period range.

**BEG & END** Optional. This field is used to define the period range, used in conjunction with the "S" or "F" code in the FREE category. (2 A/N + 2 A/N)

**TIME** Optional. Same usage as the Time code explained previously, except this TIME code will be forced into each course requested by the student on this screen.

**SCHEDULING STATUS** Optional. This field contains the status results for this student following a scheduling run. If you want to reschedule this student in a subsequent scheduling run, erase this code and press ENTER to update. This student will then be picked up in the next scheduling run when you request "unscheduled only" to be scheduled. Regardless of the status entered here, this student will be selected for the next scheduling run if all students are selected for processing. To exclude this student from a subsequent "unscheduled students only" scheduling run, enter a scheduling status of "S" here.

After all fields have been entered, press ENTER to validate and ENTER to update, or select F16 to exit without updating. If additional restrictions are needed for one or more courses, press F1. This will open up additional options as shown on the COURSE REQUESTS OPTIONS screen (Figure 2-1-4K).

**STUDENT SCHEDULING/CLASS PRIORITIES**

The scheduler will prioritize students as follows:

1. A special scheduling priority placed on individual students will be considered first. The scheduling priority can be assigned on the student's Display/Update Course Requests screen (F2-1-4). The scheduling priority code can range from 1-9, with 9 being the lowest priority and 5 being the standard default.
2. The students will then be prioritized by grade level, with the highest grade level first.
3. A special class priority placed on individual students will be considered next (within grade level). The class priority can be assigned on the student's Display/Update Course Requests screen (F2-1-4). The class priority code can range from 1-9, with 9 being the lowest priority and 5 being the standard default.
4. The complexity of the student's course requests, based on number of unique sections available, will be the last basis for sequencing.



**Pressing F12** will allow you search for a course or course section on a help screen. Before selecting F12, position the cursor on the line where the course (if selected from the help screen) needs to be placed. If the options are OPEN on the screen and a course is selected from the mini-course master file help screen, the course and section will be moved onto this screen. If the options are CLOSED on the screen and a course is selected from the mini-course master file help screen, then only the course number will be moved onto this screen. By using the mini-course master help screen, you can see how many seats have already been filled in each section.

By using the mini-course title help screen, you can see how many requests have been made for each course. Samples of the MINI-COURSE MASTER HELP screen (Figure 2-1-4L) and MINI-COURSE TITLE HELP screen (Figure 2-1-4M) are provided for a comparison of what each screen will display.

C22												
MINI-COURSE MASTER DISPLAY												
	Course	Gr	Teacher	Period(s)	Term(s)	Lunch						
		08										
							T	---- Seats ---				
F	Course	Sc	Title	Prd	m	Teacher	Bld/Room	123456	SM1	SM2	Opt	Max
1	1ST001	01	PILOT	01	2	G SMITH	CJH 112	XXXXX	18		10	18
2	1ST001	02	PILOT	02	2	G SMITH	CJH 112	XXXXX	18		10	18
3	1ST002	01	AUTO MECH	01	2	T ELLIOTT	CJH 103	XXXXX	18		10	18
4	1ST002	02	AUTO MECH	02	2	T ELLIOTT	CJH 103	XXXXX	17		10	18
5	1ST003	01	AUTHOR/WTR	01	2	F ROBERTS	CJH 115	XXXXX	18		10	18
6	1ST003	02	AUTHOR/WTR	02	2	F ROBERTS	CJH 115	XXXXX	16		10	18
7	1ST004	01	BUILD TRDS	01	2	MOOREHEAD	CJH 033	XXXXX	17		10	18
8	1ST004	02	BUILD TRDS	02	2	MOOREHEAD	CJH 033	XXXXX	16		10	18
9	1ST005	01	CHIROPRACT	01	2	P DENBY	CJH 032	XXXXX	14		10	18
10	1ST005	02	CHIROPRACT	02	2	P DENBY	CJH 032	XXXXX	17		10	18
11	1ST006	01	COM/ARTIST	01	2	R HARTMAN	CJH 111	XXXXX	17		10	18
12	1ST006	02	COM/ARTIST	02	2	R HARTMAN	CJH 111	XXXXX	18		10	18
13	1ST007	01	COSMETOLGY	01	2	J NORTH	CJH 120	XXXXX	17		10	18
14	1ST007	02	COSMETOLGY	02	2	J NORTH	CJH 120	XXXXX	17		10	18
15	1ST008	01	CT RECORDR	01	2	S PETERMAN	CJH 117	XXXXX	12		10	18

ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

Figure 2-1-4L. COURSE MASTER HELP SCREEN

---

C22                    MINI-COURSE TITLE DISPLAY for '            ' Grade 08

T  
Y  
p

<u>F</u>	<u>Course</u>	<u>Title</u>	<u>e</u>	<u>Cred</u>	<u>Sx</u>	<u>Lo</u>	<u>Hi</u>	<u>Sx</u>	<u>Lo</u>	<u>Hi</u>	<u>Fee</u>	<u>Fee</u>	<u>Req.</u>	<u>Only</u>	<u>Only</u>	<u>Tot.</u>	
1	1ST001	PILOT	C	0.00	08	08							60			60	
2	1ST002	AUTO MECH	C	0.00	08	08							47			47	
3	1ST003	AUTHOR/WTR	C	0.00	08	08							28			28	
4	1ST004	BUILD TRDS	C	0.00	08	08							40			40	
5	1ST005	CHIROPRACT	C	0.00	08	08							21			21	
6	1ST006	COM/ARTIST	C	0.00	08	08							64			64	
7	1ST007	COSMETOLGY	C	0.00	08	08							52			52	
8	1ST008	CT RECORDR	C	0.00	08	08							6			6	
9	1ST009	ELECTRICIA	C	0.00	08	08							38			38	
10	1ST010	E-M-T/FIRE	C	0.00	08	08							41			41	
11	1ST011	FASHION BY	C	0.00	08	08							72			72	
12	1ST012	\$\$ PLANNER	C	0.00	08	08							15			15	
13	1ST013	INSURANCE	C	0.00	08	08							10			10	
14	1ST014	JOURNALIST	C	0.00	08	08							41			41	
15	1ST015	BUSN/OWNER	C	0.00	08	08							74			74	

ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

---

Figure 2-1-4M. MINI-COURSE TITLE HELP SCREEN

**Pressing F13** from the COURSE REQUESTS UPDATE SCREEN (Figure 2-1-4I) will display the next student within the same grade level.

**WARNING:** If you have made any changes on this screen, press ENTER to validate and ENTER to update, then press ENTER to return to this student's screen, and select F13 to go to the next student's screen. Otherwise, any changes that you have made on this screen will be lost.

**Pressing F15** will allow you to access the teacher help screen. Position the cursor on the line of the course where the teacher number is needed BEFORE pressing F15. Then when a teacher is selected from the help screen, the teacher's number will be placed into the right line on the screen.

**Pressing F19** will display the next student regardless of grade level.

**WARNING:** If you have made any changes on this screen, press ENTER to validate and ENTER to update, then press ENTER to return to this student's screen, and select F19 to go to the next student's screen. Otherwise, any changes that you have made on this screen will be lost.

By selecting F5 on the PROCESSING COURSE REQUESTS MENU (Figure 2-1), the REVIEW STUDENTS REQUESTING COURSE screen 1 (Figure 2-1-5A) is displayed.

---

C11                    REVIEW STUDENTS REQUESTING CERTAIN MINI-COURSES

Course(s) = \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_

Scheduling type code: \_

This option will list on the screen all students who have requested the course number(s) entered above. If two or more courses are entered, only those students with all of the courses entered will be displayed. This is helpful in determining potential conflicts.

The same course can be entered more than once to locate only those students who have requested the course more than once.

ENTER=Continue, F13=Mini-Course Title File Help, F16=Exit

---

Figure 2-1-5A. REVIEW STUDENTS REQUESTING COURSE SCREEN 1

By entering a single course number, the scheduling type code, and pressing ENTER, the REVIEW STUDENTS REQUESTING COURSE screen 2 (Figure 2-1-5B) will be displayed. This screen will provide you with the names, sex, and grade levels of all students requesting the course number and schedule type entered. If no students are found to have the course(s) entered on the above screen, the message "No students found for the course(s) shown above. Please respecify!" will appear at the bottom of the screen.

**NOTE:** If a student is requesting the same course twice (once for each semester), you will see "S1S2" in the "SM" column for that student. If students request the same course twice, you will see a breakdown of totals for the number of students versus the number of times those students requested the course\*.

2-1-5. REVIEW STUDENTS REQUESTING CERTAIN MINI-COURSES

2-1-5

(Continued)

---

C22            REVIEW OF MINI-COURSE(S):    216806 HOME PLAN    SCAN # 0168

---

F--06--M	F--07--M	F--08--M	F--09--M	F--10--M	F--11--M	F--12--M	TOTAL						
000	000	000	000	032	033	059	038	020	016	015	020	233	STU
												236	REQ
Aaron, xxxxxxxx		E980710	10	F		Blair, xxxxxx		O960060	12	F			
Abney, xxxxxxxxxx		H960128	12	F	S1S2	Blankenship, xxxxxx		E990009	09	F	S2		
Agge, xxxxxxxxxx		O981070	10	M	S2	Bleiler, xxxxxxxx		S980010	10	F			
Altieri, xxxxxxxxxx		E970000	11	M		Briganti, xxxxxxxxxx		E960060	12	F			
Arbogast, xxxxxxxx		E980000	10	F	S2	Brim, xxxxxxxx		S990010	09	F	S2		
Avery, xxxxxxxx		E970020	11	M		Brown, xxxxxxxx		W960100	12	M			
Bachtel, xxxxxxxx		O980010	10	M		Brownlee, xxxxxxxxxx		H960020	12	F	S1S2		
Backe, xxxxxx		O960720	12	M		Burleson, xxxxxxxxxx		J970007	11	F			
Baker, xxxxxxxx		O980020	10	F	S2	Burns, xxxxxxxxxx		J970042	11	M			
Banks, xxxxxx		J980023	10	F		Bushong, xxxxxxxx		W980070	10	F			
Bates, xxxxxxxx		S970080	11	F		Call, xxxxx		O980060	10	F	S1		
Beachy, xxxxxx		W980040	10	M		Call, xxxxxxxxxx		O980880	10	M	S1		
Beer, xxxxxx		W960040	12	M		Casey, xxxxx		O990060	09	M	S2		
Bierlein, xxxxxx		O970040	11	M		Chaffee, xxxxxxxx		W980090	10	F	S2		
Black, xxxxxx		W960050	12	M	S1S2	Chaffee, xxxxxx		E970120	11	F	S1		

F1=Next,                            F16=Exit & Don't Print,    F12=Exit & Print

Figure 2-1-5B. REVIEW STUDENTS REQUESTING COURSE SCREEN 2

By entering multiple course numbers on the first screen, you will be provided with a screen showing only those students who have requested all of the course numbers entered. The same course number may be entered twice.

By selecting F6 on the PROCESSING COURSE REQUESTS MENU (Figure 2-1), the PRINT MINI-COURSE TALLY screen (Figure 2-1-6A) is displayed. This report can be run at any time, and can be rerun whenever desired.

---

```

C22                Print Mini-Course Tally
                   for Scheduling Type: C (* = all)

                   Enter an 'X' next to Tally Reports to be generated:
                   _ Course Tally - Shift, Location & Ability
                   _ Course Request Summary
                   _ Course Request Detail
                   _ Course Request Errors

                   All grade levels that are valid for your current school year
                   must be entered here!
                   If error listings are provided which indicate that
                   grade levels are in error, corrections should be made and
                   this tally should be rerun!
                   Enter ALL grade levels (ascending sequence) along with
                   the year of graduation (descending sequence):

Gr YOG   Gr YOG
07 02   08 01   _ _   _ _   _ _   _ _   _ _   _ _   _ _

ENTER=Validate, F16=Exit

```

---

Figure 2-1-6A. PRINT MINI-COURSE TALLY SCREEN

To print the course tally for a specific "Scheduling Type" enter the appropriate type code in the "Print Mini-Course Tally for Scheduling Type:" field. Otherwise, type an "\*" in this field to print the course tally for all scheduling types.

The "Print Mini-Course Tally" selection generates four separate reports:

Course Tally - Shift, Location & Ability Report - This report lists each course with title and number. Adjacent to the course title information the total requests (TOT REQ) and special requests (SPL REQ) are printed. In addition, counts are provided for the various shift ranges, locations, and ability groups. The special request counts represent section, term, teacher and alternate requests.

Course Request Summary Report - This report lists each course with title and number. For each course, the number of requests is printed. The total requests are then broken down into the number of requests by grade level (YR OF GRADUATION) and number of requests by boys and girls.

Course Request Detail Report - This report lists each student requesting each course with student number, sex, and detail of section, teacher, time, semester, free or scheduled periods, ability, and location requests. The total requests for each course is also divided into the number of requests for boys and girls.

Course Request Errors Report - This report lists courses that have been requested but are no longer being offered.

Select the report you want generated by placing an 'X' in the field provided to the left of the report selection. You can select one, two, three, or four report selections at the same time. NOTE: The report option is optional. The purpose of running course tallies without generating a report would be to clear the totals on the Title File. If you have not placed an "X" next to one or more of the report options and press ENTER, the following message will appear:

**NO REPORTS HAVE BEEN REQUESTED, BUT TOTALS WILL BE UPDATED ON TITLE FILE!**

The main purpose of the course tally is to produce a listing that provides a complete accounting of all course requests entered for your school. It is therefore important to enter ALL of the valid grade levels for your school on the screen shown above. Any course requests for students not falling within the grade levels entered will appear on an error listing.

Press ENTER to generate the report(s). You will be returned to the PROCESSING COURSE REQUESTS MENU upon completion.

By selecting F7 on the PROCESSING COURSE REQUESTS MENU (Figure 2-1), the STUDENT COURSE REQUEST LIST screen (Figure 2-1-7) is displayed. This report can be run at any time, and can be rerun whenever desired.

---

C11 Print Student Course Request List

This report will print all students' course requests in the sequence indicated below. 'Wide' format will list as many students as possible on one page. 'Narrow' format will list two students per page in a format similar to the option to print student schedules on narrow paper (F9-11 and F12-13-9-11).

Sort: 3 1=Grade/Alpha  
2=Grade/Counselor/Alpha  
3=Grade/School/Alpha  
4=School/Homeroom/Alpha (narrow format only)

Should the report be printed in wide or narrow format? N (W/N)

Cur.-year grade levels to be printed:                     (blank for all)

Number of copies: 1 (1-9) Scheduling type code:     

ENTER=Continue, F16=Exit

---

Figure 2-1-7. STUDENT COURSE REQUEST LIST SCREEN

Enter the selection criteria based on the following data entry requirements.

----- DATA ENTRY REQUIREMENTS -----

**SORT** Required. Enter the desired sort sequence. Valid entries are:  
(1 N)

- 1=Grade/Alpha
- 2=Grade/Counselor/Alpha
- 3=Grade/School/Alpha
- 4=School/Homeroom/Alpha (narrow format only)

**FORMAT** Required. Enter an "N" to indicate that the report should be printed in narrow format. Enter a "W" to indicate that the report should be printed in wide format. Narrow format will list two students per page and wide format will list as many students as possible on one page. (1 A)

**GRADE LEVELS** Optional. Enter the grade level(s) to be printed. Leave this field blank to print all grade levels at your school. (2 N)

**NUMBER OF COPIES** Required. Enter the desired number (1-9) of copies to be printed. (1 N)

**SCHEDULING TYPE CODE** Optional. Enter the scheduling type code (defined on the Course Title File) of the course request files to be printed. (1 A/N)

Press ENTER to continue once all the selection criteria has been filled in. The screen will be redisplayed for confirmation. Press ENTER to continue or F16 to reenter the screen.

The "Student Course Request List" prints the following information for each student: Student Name, Student Number, Grade, Sex, Homeroom, Counselor, Free or Scheduled Periods, Ability and Location, and From School. The course request information for the student includes: 3-digit course code (Scan number), 6-character course number, course title, section number request, teacher number request with Y or N code, time, semester request, and ability.

If a student has selected courses that are no longer offered, they will be designated as dropped courses at the end of the student's list of requests. These would be courses that have been deleted from the Course Title File, or have been transferred from the Course Title File to the Dropped Course File.

By selecting F8 on the PROCESSING COURSE REQUESTS MENU (Figure 2-1), the REQUESTS WITH FREE-FORMAT LETTER screen 1 (Figure 2-1-8A) is displayed. This menu selection provides a method to include a student's course requests with an appropriate letter to either the student or parent. This report/letter can be run at any time, and can be rerun whenever desired.

---

C11 PRINT STUDENT REQUESTS WITH FREE-FORMAT LETTER

Please enter free-format letter number to be used: \_\_\_\_

Sort: 1 1=Grade/Alpha  
 2=Grade/Counselor/Alpha  
 3=Grade/School/Alpha  
 4=School/Homeroom/Alpha (narrow format only)

Cur.-year grade levels to be printed: \_\_ \_\_ \_\_ \_\_ \_\_ (blank for all)

Should course term be printed? \_ (Y/N)

Number of copies: \_ (1-9)

Scheduling type code: \_

ENTER=Continue, F16=Exit without printing

---

Figure 2-1-23A. REQUESTS WITH FREE-FORMAT LETTER SCREEN 1

Enter the selection criteria based on the following data entry requirements.

----- DATA ENTRY REQUIREMENTS -----

**LETTER** Required. Enter the number of the letter to be printed. If the requested letter is on file, then that letter will be displayed when ENTER is pressed. If the letter number entered is not associated to a letter on file, then a blank free-format letter screen will be presented to allow for a new letter to be created. (3 N)

**SORT** Required. Enter the desired sort sequence. Valid entries are:  
 (1 N)  
 1=Grade/Alpha  
 2=Grade/Counselor/Alpha  
 3=Grade/School/Alpha  
 4=School/Homeroom/Alpha (narrow format only)

**GRADE LEVELS** Optional. Enter the current year grade level(s) to be printed. Leave this field blank to print all current year grade levels at your school. (2 N)

**COURSE TERM** Optional. Enter a "Y" if you want YEAR, SEM, or QTR to print next to each course request. In order for the word to appear, the term field must be filled in on the course title record (in the Potential Conflict Matrix section) Enter an "N" if you do not want these terms to appear.

----- DATA ENTRY REQUIREMENTS -----

NUMBER OF COPIES Required. Enter the desired number (1-9) of copies to be printed. (1 N)

SCHEDULING TYPE CODE Optional. Enter the scheduling type code (defined on the Course Title File) of the course request files to be printed. (1 A/N)

Press ENTER to continue once all the selection criteria has been filled in. The FREE-FORMAT LETTER screen (Figure 2-1-8B) will appear to either allow for entry of a new letter or it will display the letter associated to the number entered on the previous screen.

---

C11

ENTER=Validate, F2=1st 15 Lines, F5=Next 15 Lines, F16=Exit TO PRINT  
F8=Select a different free-format letter

Please enter free-format letter to appear on upper-half of student course request statement:

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 January 13, 1997  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_  
 6 Below is a list of courses which you have requested for Career Day on  
 7 February 4th. Please mark out courses which you do not want and write in  
 8 any courses which you wish to add.  
 9 \_\_\_\_\_  
 10 Sign and return this form with corrections and a parent or guardian  
 11 signature by Monday, January 20th, 1997.  
 12 \_\_\_\_\_  
 13 \_\_\_\_\_  
 14 \_\_\_\_\_  
 15 \_\_\_\_\_

---

Figure 2-1-8B. FREE-FORMAT LETTER SCREEN

A total of sixty lines with seventy-five characters per line are available on the screen. However, due to having to allow for the printing of each student's course requests at the bottom of each of the letters, **only the first 48 lines will be printed.** This letter is set to print on 8 1/2" X 11" paper to accommodate use of an envelope.

**NOTE:** Be sure you validate and update a newly entered or changed free-format letter prior to printing.

**F2** Press F2 to display the first 15 lines of a letter.

**F5** Press F5 to display the next 15 lines of a letter.

**F8** Press F8 to return to the REQUESTS WITH FREE-FORMAT LETTER SCREEN 1 (Figure 2-1-8A) to select a different free-format letter.

**F16** Press F16 to begin printing the Course Request letters.  
If F16 is pressed to process the letters, you will be returned to the  
PROCESSING COURSE REQUESTS MENU upon completion.

From the PROCESSING COURSE REQUESTS MENU (Figure 2-1), press F9 to print the Potential Conflict Matrix. The PRINT POTENTIAL CONFLICT MATRIX screen (Figure 2-1-9A) is displayed. The conflict matrix can be run at any time, and can be rerun whenever desired.

---

C11 PRINT POTENTIAL CONFLICT MATRIX  
for Mini-Course Scheduling System

Enter SEMESTER of conflicts to print: \_ (1=1st, 2=2nd, 9=1st + 2nd, S=Summer)

Should detail listing be printed? \_ (Y/N)

Scheduling Type: C

ENTER=Continue, F16=Exit without printing

---

Figure 2-1-9A. PRINT POTENTIAL CONFLICT MATRIX SCREEN

Enter the semester (1, 2, 9 or S), whether or not the detail matrix should be printed (Y/N), and the scheduling type, and press ENTER. Scheduling Types are user definable codes entered on the Course Master File (Section 2-4-5) in the "TYPE" field. Type codes are used to divide the Course Title File into different categories of courses.

SELECTING COURSES TO APPEAR ON THE POTENTIAL CONFLICT MATRIX

The courses which will appear in the potential conflict matrix must be marked prior to running this report program. For directions on selecting the courses for the potential conflict report see section 4-5.

The Print Potential Conflict Matrix program generates two reports representing the conflicts which could result if particular courses are scheduled in adjacent time slots.

**Matrix Tally Summary** - Each course is listed with the course number, number of sections (if entered on the title screen) and the course title. Below the starred line, all courses which could potentially conflict will be listed. For example the course 1870R0, Art 7, might have 2 sections projected to be allocated in the course master. One of the courses shown on the report to potentially be in conflict with Art 7 is Art II with course number 1881R0 and potentially 5 sections in the course master. The number preceding the Art II course number represents the number of students requesting both courses. The number of course sections (which follows the course number on the report) is entered as an option on the course title screen and is only used by the user as a reference while looking at the matrix report.

**Matrix Tally Detail** - Provides a listing of students requesting any pair of courses selected for the potential conflict matrix. The listing will be extremely large, which is why you are given the option to NOT print it. As an alternative to printing this detail, you can always use the online conflict matrix detail (refer to section 2-1-5, Review Students Requesting Course) to see specific students who might conflict.



From the PROCESSING COURSE REQUESTS MENU (Figure 2-1), press F12 to display the MASS UPDATE COURSE REQUESTS screen (Figure 2-1-12A).

---

```

C22                                MASS UPDATE OF COURSE REQUESTS                                MINI

Updates apply to only -----> Grades:  _ _ _ _ _ (blank for all)
                                   Sex:  _ (F/M or blank for both)
Scheduling type:  C                Location:  _ (blank for all)
(* = All types)  Shift:  _ (blank for all)
                                   Team:  _ (blank for all)
                                   Scheduling Status:  _ (U=Unscheduled only, blank for all)
-----
All students signed up for the following course(s):
_____ &/OR _____ &/OR _____ &/OR _____ &/OR _____ &/OR _____
Logical Connector:  ___ (AND/OR)
-----
F1:  Should have the above course(s) removed from their requests.
F2:  Should have the following course(s) removed from their requests:
      _____
F3:  Should have the following course(s) added to their requests:
      _____
F4:  Should have their ability code erased.
F5:  Should have the above course(s) split into semester selections.
F12: Delete all course requests for the above scheduling type.
F16:  Exit

```

---

Figure 2-1-12A. MASS UPDATE COURSE REQUESTS SCREEN

The use of this mass update is similar to the mass update for next year course requests (F12-1-12). The major difference is that the option of specifying a particular "Scheduling Type" or typing an "\*" for all scheduling types, is provided. See Section (12-1-12) for documentation of the next year mass update program.

NOTE: If you have entered a "U" in the "Scheduling Status" parameter to select unscheduled students only, it is important to understand that for the purpose of this mass update program, "partially scheduled" students are considered to be unscheduled in addition to the other students that are unscheduled for reasons such as time conflicts, no sections available, etc.

**\*\*\*\* P R I N T F I L E S \*\*\*\***

For each mass update processed, two printfiles will be generated:

1. A copy of the "MASS UPDATE FOR COURSE REQUESTS" screen.
2. A listing will be generated to show each of the students affected by the mass update.

From the PROCESSING COURSE REQUESTS MENU (Figure 2-1), press F4 to display the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4).

---

Mini-Course Master/Title/Dropped Menu	Data Base
	-----
Display/Update Course Master File ... F1	F22
Print Course Master File (Directory):	
by Teacher .....	F2
by Room (Menu) .....	F3
by Course & Section .....	F4
Compare Course-to-Course Linkage .... F17	
Mass Update Fees from Title File .... F18	
Display/Update Course Title File .... F5	F23
Print Course Title File (Directory):	
Course # Sequence .....	F8
Scan # Sequence .....	F9
Display/Update Dropped Course File .. F12	F24
Print Dropped Course File (Directory):	
Course # Sequence .....	F13
Scan # Sequence .....	F14
Session Defaults .....	F21
Display Print Files ...	F15
Exit .....	F16

(C) Copyright Regional Data Services, Inc. 1990 - All Rights Reserved

---

Figure 2-4. MINI-COURSE MASTER/TITLE/DROPPED MENU

From the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4), press F1 to display the DISPLAY/UPDATE COURSE MASTER FILE screen (Figure 2-4-1A).

```

D11                               Mini-Course Master File (MCRSFILE)

----- DIRECT ACCESS -----
For direct access, enter a complete course and section number.  Press ENTER

                Course #: _____ Section #: 00

----- RANDOM ACCESS -----
Or, mask any of the following entries to find the desired course(s).
Press F12
  Course #: _____
    Grade:  __
  Teacher #: _____ (F15=Help for teachers)
    Period:  __ __ __ __ __
    Term(s):  _ _ _ _ _
    Lunch:  __ (to select any course with a lunch designation, enter **)

F16=Exit, F22=Exit to Data Base Management System
    
```

Figure 2-4-1A. DISPLAY/UPDATE COURSE MASTER FILE SCREEN

Enter the course and section number of the record to be added or updated. If the course and section number are unknown, press F12 to review the course master file. Before pressing F12, you may enter an entire or partial course # in the "Course #" field (shown above). This will cause only those courses matching the characters entered to be displayed. After pressing F12, the COURSE MASTER DISPLAY SCREEN (Figure 2-4-1B) is displayed.

```

D11                               MINI-COURSE MASTER DISPLAY

      Course  Gr  _____Teacher_____  _____Period(s)_____  _Term(s)_  Lunch

                                     T
----- Seats -----
F  Course  Sc  Title          Prd  m  Teacher  Bld/Room  MTWTFSS  SM1  SM2  Opt  Max
1  A57010  01  DRAFTING      04   2  VINSON   D11 B160  XXXXX   17   16  16
2  A57010  02  DRAFTING      05   2  CARRERA  D11 165W  XXXXX   15   16  16
3  A57010  03  DRAFTING      06   2  VINSON   D11 B160  XXXXX   16   16  16
4  A57010  04  DRAFTING      04   5  VINSON   D11 B160  XXXXX           16  16  16
5  A57010  05  DRAFTING      05   5  CARRERA  D11 165W  XXXXX           17  16  16
6  A57010  06  DRAFTING      06   5  VINSON   D11 B160  XXXXX           15  16  16
7  A57020  01  AC TH DF 1    01   2  VINSON   D11 B160  XXXXX   10   11  11
8  A57020  02  AC TH DF 1    02   2  VINSON   D11 B160  XXXXX   11   11  11
9  A57020  03  AC TH DF 1    01   5  VINSON   D11 B160  XXXXX           11  11  11
10 A57020  04  AC TH DF 1    02   5  VINSON   D11 B160  XXXXX           12  11  11
11 A57030  01  AC TH DF 2    01   2  VINSON   D11 B160  XXXXX    3    3  3
12 A57030  02  AC TH DF 2    02   2  VINSON   D11 B160  XXXXX    3    3  3
13 A57030  03  AC TH DF 2    01   5  VINSON   D11 B160  XXXXX           3  3  3
14 A57030  04  AC TH DF 2    02   5  VINSON   D11 B160  XXXXX           2  3  3
15 A57030  01  AC TH DF 3    01   2  VINSON   D11 B160  XXXXX    1    2  2
    
```

ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

Figure 2-4-1B. COURSE MASTER DISPLAY SCREEN



----- DATA ENTRY REQUIREMENTS -----

- COURSE #**           NON-MODIFIABLE. Will default to course number entered on DISPLAY/UPDATE COURSE MASTER FILE SCREEN. (6 A/N)
  
- SECTION #**       NON-MODIFIABLE. Will default to course section entered on DISPLAY/UPDATE COURSE MASTER FILE screen. (2 A/N)
  
- TITLE**           NON-MODIFIABLE. Will default to course title entered on Course Title File corresponding to the course number entered on the DISPLAY/UPDATE COURSE MASTER FILE screen. (10 A/N)
  
- ALTERNATE TITLE**   Optional. An alternate title for this course section may be entered which will then be used to identify this section on schedules, report cards, etc.  
Leave this field blank if the standard title is correct for this course section. (10 A/N)
  
- TEACHER**        Required. Enter the four digit number identifying the teacher of this course section. Press F15 for help in selecting teacher numbers. (4 N)
  
- NAME**           NON-MODIFIABLE. Will default to the teacher name on the TEACHER/COUNSELOR FILE. (10 A/N)

After all the required data has been entered, press ENTER to continue to add a new section. The ADD COURSE screen 2 (Figure 2-4-1D) will be displayed.

---

C11                                   Mini-Course Master File (MCRSFILE)

---

Course #: ADVERT   Section #: 10   Title: ADVERTISE   Alternate Title:

Teacher #:    1   Name: JONES                   Room Bldg: C11   Room:   101  

	Term	Beg Prd	End Prd	Lunch	G	H	Begin	End	Session				
	<u>  2  </u>	<u>  01  </u>	<u>  01  </u>	<u>  —  </u>	r	o	MM DD	MM DD	Descrip				
Seats					a	n	<u>  02  </u> <u>  14  </u>	<u>  02  </u> <u>  14  </u>	<u>      </u>				
Filled	Plus	Plus		Credit	d	G							
Entire	Sem 1	Sem 2	Opt.	Max.	e	P	H	r	Class   Text				
Term	Only	Only	Seats	Seats	Final	Gr	d	A	R	s	<u>  .00  </u>	<u>  .00  </u>	123456
<u>  026  </u>	<u>  000  </u>	<u>  000  </u>	<u>  010  </u>	<u>  017  </u>	<u>      </u>	<u>  —  </u>	<u>  N  </u>	<u>  N  </u>	<u>  N  </u>	<u>  N  </u>	<u>      </u>	<u>      </u>	<u>  XXXXX  </u>

----- Class Linkage -----

Link Code	Course linked to	Section linked to	Code linked to	Term Exclusion
<u>  —  </u>	<u>      </u>	<u>      </u>	<u>  —  </u>	<u>  —  </u>

----- Section Restrictions -----

Sex	Low Grade	High Grade	Ability From	Ability To	Location	Time	Scan #:
<u>  —  </u>	<u>  07  </u>	<u>  08  </u>	<u>  —  </u>	<u>  —  </u>	<u>  —  </u>	<u>  —  </u>	<u>      </u>

ENTER=Validate New Definition, F16=Reenter

Figure 2-4-1D. ADD COURSE SCREEN 2

Enter the data based on the following data entry requirements:

----- DATA ENTRY REQUIREMENTS -----

<u>ROOM_BLDG</u>	Optional. This field must contain the school, building, or campus code where this room is located. If your school is not divided into separate buildings or campuses, simply enter your school code here. This field can be left blank. NOTE: This field will not appear on your screen if you are using 6 character room numbers. (3 A/N)
<u>ROOM</u>	Required. Enter the room number in which the course section will be taught. Notice that this field allows for the entry of both letters and numbers. Therefore, if all of your room assignments are numeric, be sure to enter leading zeros. This field could be either 4 or 6 characters based on the option chosen for use at your school. (4 or 6 A/N)
<u>TERM</u>	Required. Enter the term for which this course section will be offered. See Appendix G for Term Codes. (1 A/N)
<u>BEG_PRD</u>	Required. Enter the beginning period. If the course section is only one period in length, the beginning and ending should be entered the same. (2 A/N)
<u>END_PRD</u>	Required. Enter the ending period. If the course section is only one period in length, the beginning and ending should be entered the same. (2 A/N)
<u>LUNCH</u>	Optional. Enter a lunch code (free format) if this section is associated with a particular lunch period. If this field changes, review F14-11 which re-plugs the current lunch assignment in the students' records. This is only necessary if you generate your own reports on students' lunch assignments. (2 A/N)
<u>BEGIN_MM_DD</u>	Optional. Enter the beginning date (MM DD format) for this course. If the course section is only one day in length, the beginning and ending date should be entered the same. (4 N)
<u>END_MM_DD</u>	Optional. Enter the ending date (MM DD format) for this course. If the course section is only one day in length, the beginning and ending date should be entered the same. (4 N)
SESSION DESCRIPTION	Optional. If entered, this free format description will replace the period number when the student schedules are printed in F2-13-9-11.

**\* Note:** It is important to understand that fees can be loaded in mass from the Course Title file (sections 2-4-18), and can also be maintained in the Course Master Data Base Management System (sections 2-4-22).

- CLASS Optional. Enter a numeric class fee amount for this course.  
(5N 2DEC)
- TEXT Optional. Enter a numeric text fee amount for this course.  
(5N 2DEC)
- SEATS FILLED  
ENTIRE TERM Optional. Indicates the total number of seats presently filled  
for an existing course section for the entire term. When  
adding a record, this entry defaults to zeros and should be  
left that way. The software will automatically increment this  
number as students are assigned to this course section. (3 A/N)
- PLUS SEM 1  
ONLY Optional. This field applies to all\_year classes and allows  
for a separate seat count of those students who are in this  
class for the first semester only. When adding a record, this  
entry defaults to zeros and should be left that way. The  
software will automatically increment this number as students  
are assigned to this course section. (3 A/N)
- PLUS SEM 2  
ONLY Optional. This field applies to all\_year classes and allows  
for a separate seat count of those students who are in this  
class for the second semester only. When adding a record, this  
entry defaults to zeros and should be left that way. The  
software will automatically increment this number as students  
are assigned to this course section. (3 A/N)
- OPT. SEATS Required. Enter the optimum number of seats for this course  
section. (Used for scheduling). Valid entries: 001-999. (3  
A/N)
- MAX SEATS Required. Enter the maximum number of seats for this course  
section. (Used for scheduling). Valid entries: 001-999. (3  
A/N)
- CREDIT FOR  
EACH FINAL  
GRADE Optional. Enter the amount of credit for this course section.  
See notes at the end of section four on how to enter credit.  
When adding an entry, this field will default to the CREDIT  
entry on the Course Title File, but can be changed. However,  
once this course section record has been added, a change to the  
CREDIT entry on the Course Title File will not automatically  
change all of the corresponding Course Master File records!  
(3N 2DEC)
- GRADED Required. Enter Y if this course section is to be graded or N  
if it is a non-graded course. When adding a course section,  
this entry will default to Y, but can be changed. NOTE: An N  
will cause the system to not print a grade scan sheet for this  
course section at grade reporting time. (1 A/N)

GPA Required. If this course section should be included for GPA calculations, enter Y; otherwise enter N. When adding a course section, this entry will default to Y, but can be changed. In grade reporting and transcripts, an N will allow the course credit to be used in the total earned credits for graduation but the system will not assign any attempted credits or points to the course. As a result, it will not affect the GPA of a student. (1 A/N)

HR Required. Enter a Y or N to indicate if this course section should be used to determine eligibility for honor roll. When adding a course section, this entry will default to Y, but can be changed. (1 A/N)

HON Required. Enter a Y or N to indicate if this course section is an Honors course. When adding a course section, this entry will default to N, but can be changed. If this course section has a Y in this field, a different number of points will be assigned to a grade depending on the values entered on the MARK HISTORY CONTROL SCREEN. (1 A/N)

CLASS Optional. Enter an alphanumeric class fee amount for this course. For example, if there are varying fees for this class, you could type in "Varies" here. Or, if the fees would be \$3.00 for one section and \$3.50 for another section you could enter \$3-3.50 here. (6 A/N)

TEXT Optional. Enter an alphanumeric text fee amount for this course. For example, if there are varying fees for this class you could type in "Varies" here. Or, if the fees would be \$.25 for one section and \$3.00 for another section, you could enter \$.25-3 here. (6 A/N)

123456 Required. Enter an X to indicate the session which this course meets. If it meets during session 1, enter an X under the number 1. If it meets during session 2, enter an X under the number 2. If it meets during both session 1 and 2, enter an X under both #1 and #2. (6 A/N)

----- CLASS LINKAGE -----

LINK\_CODE Optional. This area is completed only if this course is linked to another course and/or section number by\_code. If linking by code, the "CODE LINKED TO" field must also be completed, but do not enter anything in the "COURSE LINKED TO" or "SECTION LINKED TO" fields.

LINK\_CODE

As an example for linking by code, you might have 5 sections of ART, 5 sections of COMPUTER, 5 sections of HOME ECONOMICS and 5 sections of WOODSHOP, where each course is a quarter-length course. To have the students rotate correctly through these courses, the link codes shown could be entered on each section.

	<u>ART</u>	<u>COMPUTER</u>	<u>HOME ECONOMICS</u>	<u>WOODSHOP</u>
Link Code	A	B	C	D
Code Linked to	B	C	D	A

Remember that this is only an example, and that you may develop your own linking pattern for your own needs. Link controls must be defined in the form of a ring.

The final course in the chain must link to the first. To make sure that all links are complete, you may run the "Compare Course-to-Course Linkage" report. Refer to section 2-4-17.

Do not enter anything in this field if you plan to use the "COURSE LINKED TO" and "SECTION LINKED TO" fields.

This field is used only for the scheduling process. (1 A/N)

COURSE LINKED TO

Optional. This area is completed only if this course is linked to another course section by section number. If linking by section, the "SECTION LINKED TO" field must also be completed, but do not enter anything in the "LINK CODE" or "CODE LINKED TO" fields.

As an example for linking by section, you might have 5 sections of ART, 5 sections of COMPUTER, 5 sections of HOME ECONOMICS and 5 sections of WOODSHOP, where each course is a quarter-length course. To have the students rotate correctly through these courses, the course and section numbers shown could be entered on each section.

<u>Course</u>	<u>Section</u>	<u>Course Linked to</u>	<u>Section Linked to</u>
ART	01	COMPUTER	01
COMPUTER	01	HOME ECONOMICS	01
HOME ECONOMICS	01	WOODSHOP	01
WOODSHOP	01	ART	01

Remember that this is only an example, and that you may develop your own linking pattern for your own needs.

COURSE  
LINKED TO

Link controls must be defined in the form of a ring. The final course in the chain must link to the first. To make sure that all links are complete, you may run the "Compare Course-to-Course Linkage" report (if you are working with Next Year's Course Master File). Refer to section 2-4-17.

Do not enter anything in this field if you plan to use the "LINK CODE" and "CODE LINKED TO" fields.

This field is used only for the scheduling process. (6 A/N)

SECTION  
LINKED TO

Optional. Refer to "COURSE LINKED TO" field. (2 A/N)

CODE  
LINKED TO

Optional. Refer to "LINK CODE" field. (1 A/N)

TERM  
EXCLUSION

Optional. The scheduler will not allow any course master sections with the same code in this field to schedule in the same term. For example, if you have 3 first semester sections for GOVERNMENT and 3 first semester sections of ECON, you could place a term exclusion code of "A" in each of those 6 sections. You would also put a term exclusion code of "B" in each of the 6 second semester sections. This will force the scheduler to keep those two courses in separate semesters. You may use any code 0-9 or A-Z. "A" and "B" are examples only. (1 A/N)

----- SECTION RESTRICTIONS -----

SEX

Optional. (Used only for scheduling). By entering an F in this field, only females will be allowed in this class. By entering an M in this field, only males will be allowed in this class. Leave this field blank to allow both sexes to be scheduled into this class. (1 A/N)

LOW\_GRADE

Required. (Used only for scheduling). When adding an entry, this field will default to the LOW GRADE entry on the Course Title File, but can be changed. However, once this course section record has been added, a change to the LOW GRADE entry on the Course Title File will not automatically change all of the corresponding Course Master File records! If only one grade level is valid for this course section, then the low grade and high grade entries should be the same. If the scheduler does not allow a student to be scheduled into this section because of this grade restriction, you may manually schedule the student into this course and override the scheduler. (2 A/N)

HIGH GRADE Required. (Used only for scheduling). When adding an entry, this field will default to the HIGH GRADE entry on the Course Title File, but can be changed. However, once this course section record has been added, a change to the HIGH GRADE entry on the Course Title File will not automatically change all of the corresponding Course Master File records! (2 A/N)

ABILITY FROM Optional. (Used only for scheduling). If an ability code is entered, only those students with a matching ability code will be able to be scheduled into this course section by the scheduler. Enter in this field the beginning ability range. If the scheduler does not allow a student to be scheduled into this section because of this ability restriction, you may manually schedule the student into this course and override the scheduler. Ability codes are user definable, any number from 1-9. (1 A/N)

ABILITY TO Optional. (Used only for scheduling). Enter in this field the ending ability range (must be greater than or equal to the ABILITY FROM field). (1 A/N)

LOCATION Optional. (Used only for scheduling). If a location code is entered, only those students with a matching location code will be able to be scheduled into this course section by the scheduler. If the scheduler does not allow a student to be scheduled into this section because of this location restriction, you may manually schedule the student into this course and override the scheduler. Location codes are user definable, any character 0-9 or A-Z. (1 A/N)

TIME Optional. (Used only for scheduling). If a time or shift code is entered, only those student's with a matching time code or no time code will be able to be scheduled into this course section by the scheduler. If the scheduler does not allow a student to be scheduled into this section because of this time restriction, you may manually schedule the student into this course and override the scheduler. Time codes are user definable, any number from 0-9. (1 A/N)

SCAN # Optional. Number used to identify course section for arena scheduling.

When the data is entered, press ENTER to add the entry to the file or press F16 to exit without adding the entry to the file.

If any areas blink after you press ENTER, review the data entry requirements for the invalid entries. Correct the field(s) in error and press ENTER.

DELETE COURSE SECTION

On the DISPLAY/UPDATE COURSE FILE SCREEN (Figure 2-4-1A), enter the course and section number and press ENTER. If the course section exists, the corresponding data will be displayed. Press F12 to delete the course and section and F18 to confirm the deletion. Press F16 to exit without deleting.

ALLOW SECTION # CHANGE

Using F9 will allow you to change the section number of an existing course. After pressing F9, all fields will be protected except for the section number. Type over the existing section number with the new section number and then press ENTER to update.

If you plan to renumber a series of course sections, be sure to renumber backward.

For example, section 05 to 06  
                  section 04 to 05  
                  section 03 to 04

By changing a section number, students' records are not automatically updated. If students have already been assigned to this section, you must change each affected student's section number in F2-13-12, one student at a time. Normally, a section number is only changed prior to doing a scheduling run, not after.

From the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4), press F4 to print the Course Master File by Course and Section. The PRINT COURSE MASTER FILE SELECTION screen (Figure 4-4A.) is displayed.

C22	Course Master File		MINI
	Print by Course and Section		
Enter the Appropriate Selector			
Code from the Legends: _	Selector	Code	Terms to be Selected
Scheduling type code: C (* = all)		9	All Terms (0123456789ABCDEF9)
Depts to be printed: _ _ _ _ _		1	1st Semester (012ABC9)
(Blank = all)		2	2nd Semester (345DEF9)
Selector		3	3rd Trimester (6789)
Code	Terms to be Selected	4	1st Quarter (029)
A	1st 6 Weeks (A29)	5	2nd Quarter (129)
B	2nd 6 Weeks (B29)	X	2nd Quarter Only (1)
C	3rd 6 Weeks (C29)	6	3rd Quarter (359)
D	4th 6 Weeks (D59)	7	4th Quarter (459)
E	5th 6 Weeks (E59)	Q	4th Quarter Only (4)
F	6th 6 Weeks (F59)	S	Summer School (S)
G	6 Weeks Only (ABCDEF)	Y	2nd Semester Only (5)

ENTER=Continue, F16=Exit

Figure 4-4A. PRINT COURSE MASTER FILE SELECTION SCREEN

You have the option of printing the Course Master File for the entire school year or a specific term, and for selected departments or all departments.

Follow the guidelines below when entering selection criteria:

----- DATA ENTRY REQUIREMENTS -----

**SELECTOR TERM CODE** Required. Enter the desired term code chosen from the following:

- |                |                             |
|----------------|-----------------------------|
| A=1st 6 Weeks  | 9=All Terms                 |
| B=2nd 6 Weeks  | 1=1st Semester or Trimester |
| C=3rd 6 Weeks  | 2=2nd Semester or Trimester |
| D=4th 6 Weeks  | 3=3rd Trimester             |
| E=5th 6 Weeks  | 4=1st Quarter               |
| F=6th 6 Weeks  | 5=2nd Quarter               |
| G=6 Weeks only | X=2nd Quarter Only          |
|                | 6=3rd Quarter               |
|                | 7=4th Quarter               |
|                | Q=4th Quarter Only          |
|                | S=Summer School             |
|                | Y=2nd Semester Only         |

**SCHEDULING TYPE CODE** Required. Enter the type code of the course master files to be printed. Typing an "\*" in this field will indicate that the course master for all scheduling type codes should be printed. (1 A/N)

DEPARTMENT

Optional. Enter the 1-character department code for up to five different departments to print the course master for selected departments. Leave this field blank to print all departments. The department code is the first character of each course number. (1 A/N + 1 A/N + 1 A/N + 1 A/N + 1 A/N)

Press ENTER to continue. The screen will be redisplayed for verification of the data entered. Either press ENTER to generate the Course Master File or F16 to reenter the screen. You will be returned to the MINI-COURSE MASTER/TITLE/DROPPED MENU upon completion.

From the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4), press F17 to compare the course-to-course linkage. This program is used to check that a complete cycle of course linkage exists for any courses linked on the Mini-Course Master File.

After pressing F17, no screens will appear. The program will begin processing, and upon completion will return to the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4). A report will be generated showing only those courses that are linked to others for scheduling purposes. This report should be generated within minutes of selecting F17. If it takes any longer, contact your local support.

This program is the same as the Compare Course-To-Course Linkage for Next Year. Please refer to section 12-4-17 of the user guide for more information.





## ----- DATA ENTRY REQUIREMENTS -----

<u>SCAN SHEET #</u>	Required. This is the number used by students to select a course from the course catalog. It must be different for each course title since it is used to select courses during scheduling (001-999). However, it can be the same number as a course on the regular course title file because this is a separate file. (3 N)
<u>COURSE TITLE</u>	Required. This field should contain the title of the course being added. (10 A/N).
<u>SCHEDULING TYPE</u>	Required. This field is user definable, and plays an important part in the management of the mini-course system. It allows for multiple uses of the module to be in progress concurrently. For example, all courses with a scheduling type code of "C" might be for career day while all courses with a scheduling type code of "M" might be for mini-courses in life skills. Then, course requests could be entered for the same student for the 2 separate areas. All reporting and scheduling would be separated based on the scheduling type field. <b>IMPORTANT:</b> Do not use an "*" as a type code. (1 A/N)
**	<b>NOTE</b> - You cannot define the same course number under different scheduling types. For example, if a value of "C" has been entered in the scheduling type field for a course numbered LAWYER, the same course cannot be added a second time with a different scheduling type field.
<u>CREDIT PER FINAL GRADE</u>	Optional. If entered, this field should contain the standard amount of credit for this course PER FINAL GRADE assigned. (3N 2DEC)
<u>CLASS FEE</u>	Optional. Enter a numeric class fee amount for this course. (5N 2DEC)
<u>CLASS</u>	Optional. Enter an alphanumeric class fee amount for this course. For example, if there are varying fees for this class you could type in "Varies" here and leave the CLASS FEE field blank. Or, if the fees would be \$3.00 for one section and \$3.50 for another section you could enter \$3-3.50 here. (6 A/N)
<u>TEXT FEE</u>	Optional. Enter a numeric text fee amount for this course. (5N 2DEC)
<u>TEXT</u>	Optional. Enter an alphanumeric text fee amount for this course. For example, if there are varying fees for this class you could type in "Varies" here. Or, if the fees would be \$.25 for one section and \$3.00 for another section, you could enter \$.25-3 here. (6 A/N)

Note: It is important to understand that fees can be loaded in mass from the Course Title District (school=00) file to each school (section 2-4-18), and maintained in the Course Title Data Base Management System (section 2-4-23).

The "Course Restrictions", "Course Forced for", "Potential Conflict", and "Number of Seats Requested" items are used for scheduling only.

**COURSE RESTRICTIONS** Optional/Required. Courses may be restricted by sex and a grade level range. If the course is restricted to one sex, enter an F or M (optional). The course must be restricted to one or more grade levels. If the course is restricted to one grade level, the low and high grade would be the same.

**DATA ENTRY HINTS ON ENTERING LOW AND HIGH GRADES**

1. If the low grade is entered and the high grade is left blank, the high grade will automatically assume the same value as the low grade.
2. If the grade level is a single digit, enter the single digit and the computer will change it to a two-digit number. For example, if 9 is entered, the computer will convert it to 09.

**COURSE FORCED FOR** Optional. Allows this course to be forced by sex or grade level range during scheduling. If 08 is placed in the low and high grade areas, all eighth graders in your building would be forced to take the course.

**TERM** Optional. A term code must be entered here to designate this course to appear on the Conflict Matrix Report (F2-1-9). The number of sections is optional, but is very helpful when it appears on the Conflict Matrix report. (1 A/N)

**#SEAT\_REQUESTS** Optional. Indicate the total number of requests for this course. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students sign up for this course. (3 A/N)

**PLUS SEM 1 REQUESTS** Optional. This field applies to all\_year classes and allows for a separate count of those students who are requesting this class for the first semester only. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students sign up for only the first semester of this course. (3 A/N)

**PLUS SEM 2 REQUESTS** Optional. This field applies to all\_year classes and allows for a separate count of those students who are requesting this class for the second semester only. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students sign up for only the second semester of this course. (3 A/N)

**TOTAL** Non-modifiable. The number in this field is computed by adding the "# Requests", "Plus Sem 1 Req", and "Plus Sem 2 Req" fields. (1 A/N)



---

C11                    MINI-COURSE TITLE beginning with ' 001 '                    F24=Show Course #

T\*                    Scan # Sequence

Y

p                    Restrict -Force--    Class    Text                    Plus Plus

e    Cred    Sx   Lo   Hi    Sx   Lo   Hi    Fee    Fee    Req.    SEM1 SEM2

\_F Course    Title                    Tot.

F	Course	Title	e	Cred	Sx	Lo	Hi	Sx	Lo	Hi	Fee	Fee	Req.	SEM1	SEM2	Tot.
1	001	PILOT	C	0.00	08	08							60			60
2	002	AUTO MECH	C	0.00	08	08							47			47
3	003	AUTHOR/WTR	C	0.00	08	08							28			28
4	004	BUILD TRDS	C	0.00	08	08							40			40
5	005	CHIROPRACT	C	0.00	08	08							21			21
6	006	COM/ARTIST	C	0.00	08	08							64			64
7	007	COSMETOLGY	C	0.00	08	08							52			52
8	008	CT RECORDR	C	0.00	08	08							6			6
9	009	ELECTRICIA	C	0.00	08	08							38			38
10	010	E-M-T/FIRE	C	0.00	08	08							41			41
11	011	FASHION BY	C	0.00	08	08							72			72
12	012	\$\$ PLANNER	C	0.00	08	08							15			15
13	013	INSURANCE	C	0.00	08	08							10			10
14	014	JOURNALIST	C	0.00	08	08							41			41
15	015	BUSN/OWNER	C	0.00	08	08							74			74

\*Typ=Type of course (e.g., C=Career Day, M=Mini-Course)

ENTER=More, F1-15=Select Section, F18=Previous, F16=Exit

Figure 2-4-5D. SCAN # SEQUENCE SCREEN 2

Displaying the screen in Scan # sequence would be helpful when you are adding a new course and want to know what scan numbers are available. Pressing F24 again and again will switch the "course" column between course numbers and scan numbers.

Press F6 from the ADD COURSE TITLE SCREEN (Figure 2-4-5B) to automatically plug the next available scan number into the SCAN SHEET NUMBER field.

**UPDATING A COURSE TITLE**

Enter the course number and press ENTER. Follow the same data entry guidelines as when adding. Pressing F1 will display the next record.

**DELETING A COURSE TITLE**

Enter the course number and press ENTER. If the course record that is displayed is the record that you wish to delete, press F12 to delete the course title. You will then be warned as to the total seats currently assigned for all corresponding course master records which will also be deleted with this course title record. If seats are assigned, it is your responsibility to reassign the affected students through the mass update function or through the student maintenance function.

Press F18 to confirm the deletion or F16 to exit without deleting.





From the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4), press F12 to display/update the Dropped Course File. The MAINTAIN DROPPED COURSES screen (Figure 2-4-12A) is displayed.

---

C11 DROPPED MINI-COURSRE TITLE FILE

Course Number: \_\_\_\_\_  
(Leave course # blank to view 1st course on file)

F13=Review Course Title File based on course mask entered above  
Enter=Continue, F16=Exit, F24=Exit to Data Base Management System

---

Figure 2-4-12A. MAINTAIN DROPPED COURSES SCREEN

This option provides the opportunity to track courses dropped due to low enrollment or master schedule conflicts. Courses dropped will be marked as such on some reports and on the student schedules.

After entering the course number press ENTER. The UPDATE DROPPED COURSE screen (Figure 2-4-12B) will be displayed.

---

C11 DROPPED MINI-COURSE TITLE FILE

Course Number: ADVERT Scan Sheet Number: 001 (001-999)

Course Title: ADVERTISE Scheduling Type: C

Credit per final grade: \_.00 Class Fee: \_\_\_\_.00 Text Fee: \_\_\_\_.00

	Sex	Low Grade	High Grade
Course Restrictions:	<u>-</u>	<u>08</u>	<u>08</u>
Course Forced for:	<u>-</u>	<u>__</u>	<u>__</u>

---

----- NUMBER OF SEATS REQUESTED -----  
# Requests: Plus Sem 1 Req: Plus Sem 2 Req: TOTAL: 40

ENTER=Validate, F1=Next, F12=Delete, F16=Exit

---

Figure 2-4-12B. UPDATE DROPPED COURSE SCREEN

Press ENTER to save any changes made to this screen. Press F1 to go to the next dropped course on file. Press F12 to delete this course. The screen will be redisplayed, with all fields closed, for confirmation of the deletion. Press F18 to delete the record. Press F16 to reenter the screen.



From the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4), press F14 to print the Dropped Course File in scan number sequence. The DROPPED COURSE TITLE FILE PRINT IN SCAN # SEQUENCE screen (Figure 2-4-14A) will be displayed.

---

C22	Dropped Course Title File	MINI
	Print in Scan # Sequence	

Scheduling type code: C (\* = all)

Enter one or more departments to be printed:      (Blank = all)

ENTER=Continue, F16=Exit

---

Figure 2-4-14A. DROPPED COURSE TITLE FILE PRINT IN SCAN # SEQUENCE SCREEN

Follow the guidelines below when entering selection criteria:

----- **DATA ENTRY REQUIREMENTS** -----

**SCHEDULING**  
**TYPE\_CODE** Required. Enter the type code of the course master files to be printed. Typing an "\*" in this field will indicate that the course master for all scheduling type codes should be printed. (1 A/N)

**DEPARTMENT** Optional. Enter the 1-character department code for up to five different departments to print the course master for selected departments. Leave this field blank to print all departments. The department code is the first character of each course number. (1 A/N + 1 A/N + 1 A/N + 1 A/N + 1 A/N)

Press ENTER to continue. The screen will be redisplayed for confirmation but closed for data entry. Press ENTER to continue or F16 to reopen the screen for modification. You will be returned to the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4) upon completion.

This program is the same as the data base management program for current year information except for the MAINTAIN SESSION BEG/END screen which is field number 14 in MINI-COURSE MASTER FILE DATA BASE MANAGEMENT. Please see Section 4-22 for documentation for field numbers 1 through 13 and 15 through 17.

From the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4), press F22 to display the MINI-COURSE MASTER FILE DATA BASE MANAGEMENT screen (Figure 2-4-22A).

C11

MINI-COURSE

Course Master File Data Base Management

Number of field to be updated: \_\_ & optionally mask any of the following items:

Course #: \_\_\_\_\_

Grade: \_\_

Teacher #: \_\_\_\_\_

(F15=Help for teachers)

Period: \_\_ \_\_ \_\_ \_\_ \_\_

Term(s): \_ \_ \_ \_ \_

Lunch: \_\_ (to select any course with a lunch designation, enter \*\*)

- |  |                                 |
|--|---------------------------------|
| 1. Alternate Title                       | 11. Include in Honor Roll Calc? |
| 2. Teacher Assignment                    | 12. Is Course an Honors Course? |
| 3. Room Assignment                       | 13. Class & Text Fees           |
| 4. Term Code and Periods                 | 14. Session Beg/End             |
| 5. Lunch Assignments                     | 15. Class Linkage               |
| 6. Seats Filled                          | 16. Term Exclusion              |
| 7. Opt/Max Seats                         | 17. Sex/Grade Restrictions      |
| 8. Credit per Final Grade                |                                 |
| 9. Course Graded (generate scan sheet)?  |                                 |
| 10. Course Included in GPA Calculations? |                                 |

ENTER=Continue, F16=Exit, F22=Exit to Display/Update Course Master File

Figure 2-4-22A. MINI-COURSE MASTER FILE DATA BASE MANAGEMENT SCREEN

Enter the field number you wish to update. You can restrict the display of courses by filling in any of the selection criteria. For example, if you enter a 5 in the "Term" field, you will only get a listing of courses offered second semester. Entering the number 14 and pressing ENTER displays the MAINTAIN SESSION BEG/END screen (Figure 2-4-22B).

C11 Maintain Session Beg/End MINI

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>			
			<u>Session</u>	<u>Beg</u>	<u>End</u>			
<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>123456</u>	<u>Descrip</u>	<u>MM_DD</u>	<u>MM_DD</u>	<u>Term</u>	<u>Periods</u>
ADVERT	01	ADVERTISE	XXXXX		02 14	02 14	2	01 01
ADVERT	02	ADVERTISE	XXXXX		02 14	02 14	2	02 02
AIR	01	TRAFF/CNTL	XXXXX		02 15	02 15	5	01 01
AIR	02	TRAFF/CNTL	XXXXX		02 15	02 15	5	02 02
AIRLIN	01	PILOT	XXXXX		02 15	02 15	5	01 01
AIRLIN	02	PILOT	XXXXX		02 15	02 15	5	02 02
ARCH-2	01	ARCHITECT2	XXXXX		02 15	02 15	5	01 01
ARCH-2	02	ARCHITECT2	XXXXX		02 15	02 15	5	02 02
ARCHIT	01	ARCHITECT	XXXXX		02 14	02 14	2	01 01
ARCHIT	02	ARCHITECT	XXXXX		02 14	02 14	2	02 02
AUTHOR	01	AUTHOR/WRT	XXXXX		02 14	02 14	2	01 01
AUTHOR	02	AUTHOR/WRT	XXXXX		02 14	02 14	2	02 02
BANKER	01	BANKER/FIN	XXXXX		02 14	02 14	2	01 01
BANKER	02	BANKER/FIN	XXXXX		02 14	02 14	2	02 02
CHILD	01	CARE DEVL	XXXXX		02 15	02 15	5	01 01

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 2-4-22B. MAINTAIN COURSE NUMBER SCREEN

This program is the same as the data base management program for current year information except for the MAINTAIN TYPE screen which is field number 02 in MINI-COURSE TITLE FILE DATA BASE MANAGEMENT. Please see Section 4-23 for documentation for field numbers 1 and 3 through 8.

From the MINI-COURSE MASTER/TITLE/DROPPED MENU (Figure 2-4), press F23 to display the MINI-COURSE TITLE FILE DATA BASE MANAGEMENT screen (Figure 2-4-23A).

---

C11 MINI-COURSE  
Course Title File Data Base Management

Enter number of field to be updated: \_\_  
Start with Course Number: \_\_\_\_\_ (Opt.)

1. Course Title
2. Type (User Definable)
3. Credit
4. Sex/Grade Restrictions
5. Sex/Grade Forced for
6. Class & Text Fees
7. Potential Conflict
8. Number of Requests

ENTER=Continue, F16=Exit, F23=Exit to Display/Update Course Title File

---

Figure 2-4-23A. MINI-COURSE TITLE FILE DATA BASE MANAGEMENT SCREEN

Entering the number 02 and pressing ENTER displays the MAINTAIN TYPE screen (Figure 2-4-23B).

---

C11	Maintain Type (User Definable)	MINI
	Course <u>Number</u>	Course <u>Title</u>
		<u>Type</u>
	AIR	TRAFF/CNTL
	AIRLIN	PILOT
	ARCH-2	ARCHITECT2
	ARCHIT	ARCHITECT
	AUTHOR	AUTHOR/WRT
	BANKER	BANKER/FIN
	CHILD	CARE DEVL
	CHIROP	CHIROPRACT
	CONSER	CONSERVATI
	COSMET	COSMETOLOG
	COURT	C/REPORTER
	DENTAL	HYGIENIST
	DESIGN	AD DESIGN
	ELECTR	ELECTRICIA
	EMERGE	E-M-T

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

---

Figure 2-4-23B. MAINTAIN TYPE SCREEN

2-4-24. DISPLAY/UPDATE DROPPED MINI-COURSE FILE DATA BASE MANAGEMENT 2-4-24

This program is the same as the data base management program for current year information. Please see Section 4-23 for documentation.

From the MINI-COURSE SCHEDULING MENU (Figure 2), press F13 to display the MINI-COURSE SCHEDULING MENU (Figure 2-13).

---

Mini-Course Scheduling Menu

```
Create Mini-Course Master Scheduling Files ..... F17
Create Mini-Course Requests Scheduling Files ..... F18
Run Pre-Scheduling Synchronization .....F20
Schedule Students ..... F21
Display/Update Scheduling Monitor ..... F4

Mini-Course Scheduling Reports Menu ..... F9
Schedule Individual Student ..... F11

Display/Update Final Schedules by Student
  or Request Individual Schedule to be Printed ... F12

Review Students Scheduled into a Course Section
  or Students Unscheduled for a Certain Course ... F13

                Session Defaults ..... F23
                Display Print Files ..... F15
                Exit ..... F16
```

(C) Copyright Regional Data Services, Inc. 1990 - All Rights Reserved

---

Figure 2-13. MINI-COURSE SCHEDULING MENU

F17 through F20 create files for the scheduler while F21 runs the scheduler.



<u>DROPPED COURSES</u>	Required. Enter the number of courses to drop if partial scheduling is allowed. The system will initially default to "01". The software will allow both required and elective courses to be dropped. (2 N)
<u>CONSECUTIVE OPEN MODS</u>	Optional. Defines the number of consecutive modules of unscheduled time (any day, any term) allowed in a student's schedule without attempting class reassignments to improve the count. (2 N)
<u>OPT/MAX/EXCEED SEATS</u>	Required. Designates whether to use optimum seats or maximum seats in determining the class size limit. Valid entries: O = Optimum, M = Maximum, X = Exceed/override maximum. System will initially default to "0".
<u>YEAR OF GRADUATION</u>	Required. Allows selection of a specific year-of-graduation to be processed in a given scheduling run. Leave blank for all. System will initially default to blank. <u>Selection of a specific year must be done in a preliminary run, not the final run, because the output results will be for the one graduating class selected only.</u> (2 N)

After pressing ENTER to continue, the SCHEDULING CONTROL DATA WARNING screen (Figure 2-13-17B) will be displayed if you responded "N" to the "Schedule All Students?" question on the Basic Scheduling Control Data Screen. This screen warns you not to make any changes to the next-year course master that will affect any previously scheduled students. Press ENTER to proceed.

---

ENTER to proceed, F16 to return to previous screen

**\*\*\*\* W A R N I N G \*\*\*\***

When scheduling only the unscheduled students, or partially scheduling students, it is mandatory that you have not made changes to the next-year course master file which would affect the schedules of those students who have already been scheduled.

Acceptable Modifications:

1. Addition of a course section.
2. Modification of room assignment for a course section.
3. An increase of max/opt seats for a course section.

Unacceptable Modifications:

1. Deletion of a course section to which students have already been assigned.
2. Modification of period, term, days-of-week, seats filled, or restrictions (grade, sex, location, ability) for a course section to which students have already been assigned.
3. Modification of teacher assignment will cause a problem if students were allowed to select a course based on teacher inclusion/exclusion.

---

Figure 2-13-17B. SCHEDULING CONTROL DATA WARNING SCREEN

For those users with "Administrative" access rights to Next Year Scheduling, the ADVANCED SCHEDULING CONTROL DATA screen (Figure 2-13-17C) will be available when F17 is pressed from the COMPUTER SCHEDULING MENU. If the BASIC SCHEDULING CONTROL DATA SCREEN is displayed but you prefer to work with the ADVANCED screen, simply press F5 to display the ADVANCED SCHEDULING CONTROL DATA screen (Figure 2-13-17C).

C11

## Scheduling Control Data

Scheduling Control: <u>A</u> (A/U)	Partial Scheduling: <u>N</u> (Y/N)
Loop Maximum: <u>05000</u>	Dropped Courses: <u>01</u>
Opt/Max/Exceed Seats: <u>0</u> (O/M/X)	Consecutive Open Mods: <u>02</u>
Terms Defined: <u>03</u>	Days Allowed: <u>12345</u>
Terms to Schedule: <u>03</u>	Days Per Cycle: <u>05</u>
Year of Graduation: <u>__</u>	Mods Per Day: <u>06</u>
Skip Conflicts: <u>__</u>	Skip Partial: <u>__</u>
Beginning Mod Range: <u>0001</u>	Ending Mod Range: <u>0220</u>
Ignore Term Exclusion? <u>N</u> (Y/N)	Ignore Linkage? <u>N</u> (Y/N)
Conflict Lunches? <u>N</u> (Y/N)	

To schedule all students, Scheduling-Control must = 'A'. Partial scheduling cannot be done on an initial run. It must be done on a secondary run when Scheduling-Control = 'U' & Partial-Scheduling = 'Y'. When Scheduling-Control = 'U', all students who were previously scheduled will be left alone, while the scheduler attempts to schedule only the unscheduled students. When Scheduling-Control = 'U', you may wish to not attempt to schedule those students who were partially scheduled (enter 'SP' in Skip-Partials), or you may wish to not attempt to schedule those students who had true time conflicts (enter 'SC' in Skip-Conflicts). After scheduling by Year of Grad, a full run must be done.

ENTER=Continue, F5=Switch to Basic Controls, F16=Exit

Figure 2-13-17C. ADVANCED SCHEDULING CONTROL DATA SCREEN

Follow the data entry requirements below when adding or updating:

----- DATA ENTRY REQUIREMENTS -----

**SCHEDULING  
CONTROL**

Required. This field defines which students are to be scheduled. Valid entries:

A = All. Schedule all students, including rescheduling those previously scheduled.

U = Unscheduled. Schedule those students not previously fully scheduled. Any student who does not have a scheduling status of "S" will be included.

**PARTIAL  
SCHEDULING**

Required. Switch to allow students to be partially scheduled. System will initially default to "N". If a "Y" is entered here, be sure to review the value in the "DROPPED COURSES" entry. Partial Scheduling can only be done if the Scheduling Control response is a "U".

<u>LOOP MAXIMUM</u>	Required. Control on number of combinations to be attempted in scheduling a student prior to giving up. System will initially default to "05000". You can try a lower number such as 2000, to see if your school can get the students scheduled on fewer tries. You will know if the number is too low if you have students who are unscheduled due to "max loop exceeded" <u>if you look at their requests and you know they can be scheduled.</u> "Max loop exceeded" most often occurs for students who have too many requests. If your scheduling run is taking too long and you have to abort it, lower your "max loop" number, rerun the scheduler, and then print a conflict report (F2-13-9-2) to review only those students who are unscheduled due to "max loop".
<u>DROPPED COURSES</u>	Optional. Number of courses to drop if partial scheduling is allowed. System will initially default to "01". The software will allow both required and elective courses to be dropped.
<u>OPTIMUM/ MAXIMUM SEATS</u>	Optional. Designates whether to use optimum seats or maximum seats in determining the class size limit. Valid entries: 0 = Optimum, M = Maximum, X = Exceed/override maximum. System will initially default to "0".
<u>CONSECUTIVE OPEN MODS</u>	Optional. Defines the number of consecutive modules of unscheduled time (any day, any term) allowed in a student's schedule without attempting class reassignments to improve the count. System will initially default to "01".
<u>TERMS_DEFINED</u>	Required. Terms for which courses may be defined. Refer to the term table for appropriate codes (Appendix G). System will initially default to "03". If "03" is entered here, quarter length classes will be skipped. Only semester-length and all-year classes will be processed with a "terms defined" entry of "03". Use "17" to include quarter-length classes. Summer school classes and 6-week classes are always skipped.
<u>DAYS_ALLOWED</u>	Required. Meeting days allowed to be defined. System will initially default to "12345". Valid entries: 1, 2, 3, 4, 5, 6.
<u>TERMS_TO SCHEDULE</u>	Required. Terms to be scheduled this run. Must be consistent (equal to or a subset of Terms Defined). System will initially default to "03".
<u>DAYS_PER CYCLE</u>	Required. Number of days per cycle (e.g. per week) being defined (up to 6). System will initially default to "05".
<u>YEAR_OF GRADUATION</u>	Optional. Allows selection of a specific year-of-graduation to be processed in a given scheduling run. Leave spaces for all. System will initially default to spaces. <u>Selection of a specific year must be done in a preliminary run,</u> not the final run because the output results will be for the one graduating class selected only.

<u>MODS_PER_DAY</u>	Required. Number of modules per day being defined (up to 99). Usually equivalent to number of periods. System will initially default to "07". NOTE: any class that begins or ends in period "EB", "LB", or "00" will be skipped.
<u>SKIP CONFLICTS</u>	Optional. Switch designating whether to bypass those students previously found to be in conflict (" " = Do not skip, "SC" = Skip conflicts). System will initially default to " ". This parameter is ignored when the "Scheduling Control" response is a "U".
<u>SKIP PARTIALS</u>	Optional. Switch designating whether to bypass those students previously partially scheduled (" " = Do not skip, "SP" = Skip partials). System will initially default to " ". This parameter is ignored when the "Scheduling Control" response is a "U".
<u>BEGINNING MOD_RANGE</u>	Required. Used for editing the students for their potential class load over the year. The edit/link run reports those students whose potential load is not within the range. System will initially default to "0001".
<u>ENDING MOD_RANGE</u>	Required. Used for editing the students for their potential class load over the year. The edit/link run reports those students whose potential load is not within the range. System will default initially to "0220". Formula = (mods/day x (days/cycle) x (terms defined)
<u>IGNORE_TERM EXCLUSION</u>	Required. "Y" = Ignore term exclusion defined on Course Master File. This value is normally used in one of the final scheduling runs. "N" = Don't ignore linkage.
<u>IGNORE LINKAGE</u>	Required. "Y" = Ignore linkage defined on Course Master File. This value is normally used in one of the final scheduling runs. "N" = Don't ignore linkage.
<u>CONFLICT LUNCHES</u>	Required. "Y" = Consider 2 different lunches in the same term to be a conflict. "N" = Ignore lunches tagged to sections.

Sequence of Classes Scheduled: The sequence in which classes are scheduled for an individual student is set up by a prior program. Normally, that sequence is of singletons (classes with only one section), doubletons, etc. The sequence may be impacted by the users' assignment of priority codes. Pre-scheduling a student in a section will take priority over a singleton.

Link Controls: When a section is tentatively selected for assignment (but prior to testing for conflict), it is checked to see if a link is specified to another course. If so, then the student's requests are checked to determine if the specified course has been scheduled and therefore whether the link control requirements are met. In addition, any specified term exclusion code is checked for violation.

**Partial Scheduling:** No courses are dropped in an effort to schedule the student when the "Partial Scheduling" option is not selected. When partial scheduling is permitted, the scheduler will still attempt to fully schedule a student. Only in the case of a conflict, requests will be dropped in an effort to schedule the student. No courses are dropped until the alternate combinations are exhausted. The first course is the first one dropped (normally that with the fewest sections). The course is not removed from the student's requests on the Course Request Master File, but merely dropped from consideration in this scheduling pass.

**Alternates:** If an irresolvable time-conflict is detected in the student's requests, his requests, up to the last course attempted, are examined for available alternates. The sequence of alternate substitution is best explained with an example:

Requests:    A   B   C  
               A'    C' (A' an alternate for A)  
               A''        (A'' an alternate for A')

Sequences tried:    A    B    C  
                           A'    B    C  
                           A''    B    C  
                           A    B    C'  
                           A'    B    C'  
                           A''    B    C'

**NOTE:**                Although the above example shows two alternates, current\_screen\_limitations\_allow\_for\_only\_one\_alternate per course request.

**Consecutive Open Modules:** The consecutive open module check is performed after a successful schedule has been achieved. If the student has more consecutive open modules than allowed (as defined on the control screen), then an attempt is made to find another combination of sections which rectify the situation.

After pressing ENTER to continue, the SCHEDULING CONTROL DATA WARNING screen (Figure 2-13-17B) will be displayed if you responded "U" to the "Scheduling Control" parameter. This screen warns you not to make any changes to the next-year course master that will affect any previously scheduled students. Press ENTER to proceed.

---

ENTER to proceed, F16 to return to previous screen

**\*\*\*\* W A R N I N G \*\*\*\***

When scheduling only the unscheduled students, or partially scheduling students, it is mandatory that you have not made changes to the next-year course master file which would affect the schedules of those students who have already been scheduled.

Acceptable Modifications:

1. Addition of a course section.
2. Modification of room assignment for a course section.
3. An increase of max/opt seats for a course section.

Unacceptable Modifications:

1. Deletion of a course section to which students have already been assigned.
2. Modification of period, term, days-of-week, seats filled, or restrictions (grade, sex, location, ability) for a course section to which students have already been assigned.
3. Modification of teacher assignment will cause a problem if students were allowed to select a course based on teacher inclusion/exclusion.

---

Figure 2-13-17B. SCHEDULING CONTROL DATA WARNING SCREEN

**Ignored Term Codes:** The following term codes will be ignored during the processing of the scheduling run: A, B, C, D, E, F, and S.

From the MINI-COURSE SCHEDULING MENU (Figure 2-13), press F18 to create scheduling files from students' course requests.

This is the second step in the scheduling process, and must be done every time a scheduling run is done. F17 must always be executed immediately prior to running this step.

From the MINI-COURSE SCHEDULING MENU (Figure 2-13), press F20 to run pre-scheduling synchronization to establish the sequence of students and their courses to be input into the scheduler.

This is the third step in the scheduling process, and must be done every time a scheduling run is done. F18 must always be executed immediately prior to running this step.

#### **Course sequencing for input into the scheduler**

The scheduler will prioritize student's course requests as follows:

1. Pre-selected course sections will be given top priority.
2. Singletons will be given the next highest priority.
3. A special scheduling priority factor placed on individual courses will be considered next. A course can be given a low priority code on the Course Title File. Sometimes this is done for lunches or study halls, or any other class that has a lower number of sections but shouldn't be given scheduling priority.
4. The remaining course requests will be prioritized based on the number of unique sections. This means that the courses having the lower number of unique sections will have a higher priority. As an example of how unique sections are computed, if a course is offered 3 times in 4th period, it counts as one unique section. If the same course is offered 2 times 5th period, it then has a total of two unique sections.

#### **Student sequencing for input into the scheduler**

The scheduler will prioritize students as follows:

1. A special scheduling priority placed on individual students will be considered first. The scheduling priority can be assigned on the student's Display/Update Course Requests screen (F2-1-4). The scheduling priority code can range from 1-9, with 9 being the lowest priority and 5 being the standard default. If no scheduling priority has been entered on the screen, then the default value of 5 will be in effect.
2. The students will then be prioritized by grade level, with the highest grade level first.
3. A special class priority placed on individual students will be considered next (within grade level). The class priority can be assigned on the student's Display/Update Course Requests screen (F2-1-4). The class priority code can range from 1-9, with 9 being the lowest priority and 5 being the standard default.
4. The complexity of the student's course requests, based on number of unique sections available, will be the last basis for sequencing.

From the MINI-COURSE SCHEDULING MENU (Figure 2-13), press F21 to schedule students.

This is the fourth and final step in the scheduling process, and must be done every time a scheduling run is done. F20 must always be executed immediately prior to running this step.

#### BATCH PROCESSING

Optionally, you can submit the scheduling process to batch, thus making your workstation immediately available for other processes while the scheduler is running. Please contact the System Administrator to activate batch processing.

The following STUDENT SCHEDULING SUCCESSFUL SUBMISSION screen (Figure 2-13-21A) will be displayed only if you are doing batch processing.

---

\* \* \* Successful Submission \* \* \*

Student Scheduling has been submitted for execution.

Proc-ID = SCHEDRUN

Press ENTER or ANY function key to Acknowledge

---

Figure 2-13-21A. STUDENT SCHEDULING SUCCESSFUL SUBMISSION SCREEN

#### FOR WANG HARDWARE USERS:

While running F21 to Schedule Students, the user may interrupt the process to determine the status of the current scheduling process by doing the following:

1. From the terminal which is running the scheduler, press HELP.
2. Press F10 to Enter DEBUG Processing.
3. Type *easy on* (this can be typed in either upper case or lower case, and should not be enclosed in quotes even though the screen suggests that quotes are to be typed), and press ENTER.
4. Type any of the following variable field names (after *Command:*) and press F6 (the VARIABLE option) to see the value described in the *Results* column here:

Command:    Results

**G-SCHEDULE-CNT**

Total students fully scheduled so far on this scheduling run.

**G-PARTIAL-CNT**

Total students partially scheduled so far on this scheduling run.

<b>G-MAX-LOOP-CNT</b>	Total students unscheduled so far due to exceeding the maximum loop defined in the first scheduling step (F17).
<b>G-NOT-SCHED-CNT</b>	Total students unscheduled so far due to no sections available.
<b>G-CONFLICT-CNT</b>	Total students unscheduled so far due to time conflicts.
<b>G-REJECT-CNT</b>	Total students unscheduled so far. This is a summary total of G-MAX-LOOP, G-NOT-SCHED-CNT, and G-CONFLICT-CNT.

5. If the program is running too slowly and the user would like to reduce the maximum loop counter defined in the first scheduling step (F17) in an effort to speed up the remaining scheduling process, the user could follow the steps defined above and type *ws-loop-max* (in upper or lower case) after the word *Command:*, instead of the choices listed in item 4. After pressing F6, the value of that field will be displayed to the user. This value will be the same as was entered by the user when running the first scheduling step (F17).

After the word *Command:*, type *ALTER*. Then to modify the value of the *ws-loop-max* field, move the cursor down near the middle of the screen next to "ws-loop-max = " and simply type over the value shown on the screen with a smaller number.

Be sure to use the same number of digits already shown on the screen. Keep in mind that when you reduce this number, you will probably increase the number of students who will not schedule due to exceeding the maximum loop. Make sure that the cursor remains directly on one of the digits in the ws-loop-max value, then press enter.

If you want to simply stop the scheduling process, use the *ALTER* command just described, but type a value of 00001 in the *ws-loop-max* field and then press *ENTER*.

6. No matter which fields you select to display/update as described in items 4 and 5, you must now press *HELP* and *F1* to Continue Processing. Do not cancel processing or you will not be able to run any of the scheduling reports on the *SCHEDULING REPORTS MENU* (Figure 2-13-9), *F9* (see next page)!

From the MINI-COURSE SCHEDULING MENU (Figure 2-13), press F4 to display the DISPLAY/UPDATE SCHEDULING MONITOR screen (Figure 2-13-4A).

C11

Mini-Course  
Student Scheduling Processing Monitor

The purpose of the scheduling processing monitor is to keep track of the steps executed in a scheduling run. Each of the previous steps must be complete BEFORE the next step can be executed.

	Execution Status
1) Create Mini-Course Master Scheduling Files ....	N
2) Create Mini-Course Requests Scheduling Files ..	N
3) Pre-Scheduling Synchronization .....	N
4) Schedule Students .....	N

Note: 'Y' = Step was executed, 'N' = Step was NOT executed,  
'I' = Step is in Progress, Step NOT Complete!

\* \* \* C A U T I O N \* \* \*

Do NOT modify the execution status before thoroughly evaluating the reason you are modifying it. If you are unsure as to the effects, please contact your local support BEFORE modifying!

ENTER=Validate, F16=Exit WITHOUT Updating

Figure 2-13-4A. DISPLAY/UPDATE SCHEDULING MONITOR SCREEN

This monitor is used to keep track of the sequence of the scheduling steps and to show whether or not the required steps have been processed. A "Y" indicates that the step has been processed, an "N" indicates that it has not been processed, and an "I" indicates that the step is in progress and NOT complete. The scheduling monitor should NOT be modified except in cases of EMERGENCY caused by hardware problems. The purpose of the monitor is to protect the user from skipping one of the scheduling steps or from duplicating any steps. These steps must be processed in the order specified on the monitor.

**IMPORTANT:** the STUDENT SCHEDULING PROCESSING MONITOR will not be updated dynamically. For example, if you've submitted the scheduling run to batch and are wondering if step #4 is done, you would want to periodically check this screen. If you just sit on this screen waiting for it to change, you will never see it change. It is recommended that you periodically go into F2-13-4 to determine whether or not your scheduling run has completed.

If you attempt to process a scheduling step out of sequence, the SCHEDULING MONITOR SEQUENCE ERROR screen (Figure 2-13-4B) will be displayed.

---

\* \* \*    E R R O R    \* \* \*

An attempt has been made to process the Scheduling run out of sequence!  
Please review the monitor below to identify the next step to be processed!

	Execution Status
1) Create Mini-Course Master Scheduling Files ....	N
2) Create Mini-Course Requests Scheduling Files ..	N
3) Pre-Scheduling Synchronization .....	N
4) Schedule Students .....	N

Note: 'Y' = Step was executed, 'N' = Step was NOT executed,  
'I' = Step is in Progress, Step NOT Complete!

PROCESSING OF THIS STEP WILL NOT PROCEED!

ENTER/F16=Acknowledge Sequence Error and Exit

---

Figure 2-13-4B. SCHEDULING MONITOR SEQUENCE ERROR SCREEN

You will not be allowed to proceed. Make note of the error made in the scheduling process and then press either ENTER or F16 to acknowledge the sequence error and exit. Then, proceed with the step that was not executed.

From the MINI-COURSE SCHEDULING MENU (Figure 2-13), press F9 to display the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9).

---

Mini-Course Scheduling Reports Menu

- Print Scheduling Course Master ..... F1
- Print Scheduling Conflicts ..... F2
  
- Print Class Lists ..... F7
- Print Course Tallies ..... F8
- Print All Student Schedules:
  - On Narrow Paper ..... F11
  
- Print Requested Schedules Only:
  - On Narrow Paper ..... F13
  
- Session Defaults ..... F23
- Display Print Files .... F15
- Exit ..... F16

(C) Copyright Regional Data Services, Inc. 1990 - All Rights Reserved

---

Figure 2-13-9. MINI-COURSE SCHEDULING REPORTS MENU

From the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9), press F1 to print the Scheduling Course Master. No selection criteria will be requested. The SCHEDULING REPORTS MENU (Figure 2-13-9) will be redisplayed upon completion.

**NOTE:** This report reflects the seat counts as of the last scheduling run. Once hand scheduling begins, refer to the Course Tally Report (F2-13-9-8) for accurate seat counts.

From the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9), press F2 to print the Scheduling Conflicts. The CONFLICT OPTIONS screen (Figure 2-13-9-2A) is displayed.

---

C11 Please enter options for Conflict Report

ONLY THOSE STUDENTS INCLUDED IN THE LAST SCHEDULING RUN WILL BE AVAILABLE

Amount of Detail: \_\_\_ (BRF = Brief, one line per student)  
 (SUM = Summary, scheduling totals only)  
 (TOP = Top of detail page, without matrix)  
 ( = All Detail)  
 Students to be Printed: REJ (SCD = Scheduled)  
 (U-P = Unscheduled & Partially Scheduled)  
 (PAR = Partially Scheduled)  
 (LUP = Loop Max Exceeded)  
 (REJ = Rejected TIM = Time Conflict)  
 (UNS = Unscheduled NSA = No Sections Avail)  
 (SEM = Sem Imbal NSD = No Sects Defined)  
 (O-M = Open Modules)  
 ( = All)  
 Year of Graduation: \_\_\_ ( = All)

Optionally, enter student ID numbers, to select individual students only:

\_\_\_\_\_

ENTER=Continue, F16=Exit

---

Figure 2-13-9-2A. CONFLICT OPTIONS SCREEN

#### Amount\_of\_Detail

There are four forms of the Conflict Report - brief, summary, detail, and detail without matrix. The brief and top forms do not include the matrix of the sections of the Course Master File. If printed for scheduled students, it serves as a pseudo schedule.

#### Students\_to\_be\_printed

This option will always default to "REJ" because it is the most commonly used option. You may optionally select: scheduled students only, unscheduled and partially scheduled students only, partially scheduled students only, students that have exceeded the loop max, rejected students only, students with time conflicts, unscheduled students only, students that have requested courses which have no sections available, students with a semester imbalance, students that have requested courses with no sections defined on the course master, open modules, or all students.

#### Year\_of\_Graduation

Enter the year of graduation or leave blank for all years. If you wish to select individual students, enter up to nine student ID numbers. Press ENTER to continue or F16 to exit without printing.

**NOTE:** If individual students are selected, the value in the "Students to be printed" field will be ignored.

<u>Students_to_be_printed</u>	<u>Scheduling_status_codes_selected</u>
SCD=Scheduled	S
U-P=Unscheduled & Partially Scheduled	3 or P
PAR=Partially Scheduled	P
LUP=Loop Max Exceeded	A
REJ=Rejected	All except S, 3, or P
TIM=Time Conflict	B
UNS=Unscheduled	3
NSA=No Sections Avail	C
SEM=Semester Imbalance	S or P with Semester Open Modules=S
NSD=No Sections Defined	E
O-M=Open Modules	S or P with Semester Open Modules=M

Scheduling\_status\_codes

Following is a list of the scheduling status messages that will appear on the conflict matrix report with an explanation of what they mean.

3=Linked, but unscheduled

Student was processed in F2-13-20, but not in F2-13-21. This student has not gone through the scheduling process at this time.

A=Unscheduled, Loop Max Exceeded

The student did not get scheduled because the scheduler hit the "Loop Maximum" (set on the Scheduling Control Data screen, F2-13-17). This student might get scheduled if the "Loop Maximum" is set at a higher number. Or, this student might have too many requests! Check for too many requests before increasing the "Loop Maximum" parameters.

B=Unscheduled, Time Conflict

The student did not get scheduled because there was a time conflict of requested courses. If this message occurs for a number of students, you need to look at the conflict detail to determine whether or not you should change the time (period, day, term) sections are offered in order to enable students to schedule.

C=Unscheduled, No Sections Available

There are no sections defined on the Course Master, or, the student had no course requests entered on their F2-1-4 screen.

E=Unscheduled, No Sections on Course Master

There are no sections available. Perhaps no sections have been defined for this course. Check the Course Master (F2-4). If sections have been defined, it would be a good idea to check and make sure that course restrictions for sex, and grade are not keeping this student from scheduling into the course.

P=Partially Scheduled

The student was partially scheduled. The scheduler was able to schedule the student into some of the courses requested after dropping (i.e., not attempting to schedule) one or more of the courses requested.

S=Scheduled

The student is scheduled.



The CLASS LIST FORM screen (Figure 2-13-9-7C) is displayed.

---

C11 CLASS LISTS

Optionally, enter specific teachers to be printed (F15=Teacher Help):  
 \_\_\_\_\_

Optionally, enter specific classes to be printed\* (F12=Crs Mstr Help):  
 \_\_\_\_\_

Optionally, enter periods of the day to be printed: \_\_\_\_\_

Should the following fields be included on class list?  
 Birthdate N Age N Locker N Comb N Parent N Phone N Ethnic N HR N  
 Concerns/Conditions N Y=Yes, N=No, C=Only print students with concerns  
 X=Only print students with concerns, no detail

Print Control: Spacing 1 (1-3)  
 Copies 01 (1-99) Use Preprinted Form Y (Y/N) Narrow/Wide N (N/W)

Regardless of the fields selected above, if you respond 'Y' to 'Use Pre-printed Form', only student name, ID, grade, and sex will be printed.  
 \* Course sections can be blank, and course numbers can be masked.

ENTER=Continue, F8=Sample Print Layout, F12=CM, F15=Teachers, F16=Exit

---

Figure 2-13-9-7C. CLASS LIST FORM SCREEN

The above screen allows for the flexible selection of classes to be printed by:

1. Teacher
2. Course
3. Period of the Day

Or, any combination of the above three!

**Select by teacher**

Enter the specific teacher numbers of the teacher's classes to be printed. If you need help for the teacher numbers, press F15 to search by teacher name. Once you find the desired teacher, press the corresponding function key and the teacher number will automatically be plugged into the first empty teacher number slot on the screen. You may again select F15 to find additional teachers, if desired.

**Select by class**

1. To select an entire department (e.g., to select all MATH classes), enter the department code in the first position of the course field.
2. To select all sections of a particular class, enter the course number only. Leave the section blank.
3. To select all classes that match certain characters in a course number, enter only those characters to be matched, and leave the section blank.

4. To select an exact class, enter the complete course and section number. F12 can be used for help. When you find the desired course on the Course Master Help Screen, press the corresponding function key and the course and section number will automatically be plugged into the first empty course slot on the screen. If you instead use the Course Title File Help, the course number will be plugged into the screen, without a section number.

**Select by period of the day**

1. To select all classes that are taught during a particular period or periods of the day, enter the exact period numbers.

**Fields to be printed on the class list**

In addition to the standard class list fields (student name, student ID, grade level and sex), you may optionally select additional fields to be printed, as long as you are not using the pre-printed form. The pre-printed form has no room for additional fields. To select a field for printing, simply enter a "Y" after the field name.

Follow these guidelines for the "Concerns/Conditions" field:

- Y= Yes, include concerns/conditions on the regular class list. This option will also print the additional information recorded on the individual student's concerns/conditions record.
- N= No, do not include concerns/conditions on the regular class list.
- C= Print class lists containing only those students with a concern/condition. This option will also print the additional information recorded on the individual student's concerns/condition record.
- X= Print only those students with a concern/condition. This option will not print the additional information recorded on the student's concerns/conditions record.

The entries made here for field selection will be stored as the default values for the next time the class lists are requested to be printed.

**Spacing**

Enter a number from 1 to 3, indicating the report spacing (1=single spaced, 2=double spaced, etc.). This feature can be helpful when room is needed between student's names for making notations.

**Number of Copies to be Printed**

The standard default will be 1 copy, but this can be changed to any number from 01-99.

Form Selection

If you will be using the pre-printed multi-part class list form, enter "Y". If you will not be using the pre-printed multi-part class list form but want that format for your printout on stock paper, enter "Y". If you want to use the stock paper format, as described on the screen, enter "N".

Paper Width

If you will not be using the pre-printed multi-part class list form, you may select a narrow (80 character) or wide (132 character) width for your report.

To view sample print layouts of the three options available, select F8 from the CLASS LIST FORMS screen (Figure 2-13-9-7C). The SAMPLE CLASS LIST PRINT LAYOUT screen (Figure 2-13-9-7D) will be displayed.

---

SAMPLE PRINT LAYOUTS

Printing on a preprinted form - 1 line per student  
Line 1, Columns 3-80:

AAAAAAA BB EEEEEEEEEEEEEEEEEEEEEEE CC D

---

Printing on stock paper, narrow (80 characters) - 2 lines per student  
Line 1, Columns 3-80:

AAAAAAA BB CC D FF GG-GG-GG HH  
Line 2, Columns 3-80:  
IIIIII JJ-JJ-JJ KKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLL-LLLL

---

Printing on stock paper, wide (132 characters) - 1 line per student  
Line 1, Columns 1-78:

AAAAAAA BB CC D FF GG-GG-GG HH III  
Line 1, Columns 79-132:  
III JJ-JJ-JJ KKKKKKKKKKKKKKKKKKKKKKKKKKKKK LLL-LLLL

---

----- **LEGEND** -----

\_ =Blank, A=Student ID, B=Single Semester Selection Indicator, C=Grade Level, D=Sex, E=Student Name truncated to 21 positions, F=Full Student Name & Nickname G=Birthdate, H=Age, I=Locker, J=Combination, K=Parent Name, L=Home Phone

ENTER/F16=Return to previous screen

---

Figure 2-13-9-7D. SAMPLE CLASS LIST PRINT LAYOUT SCREEN

Ready to create the report?

Make all necessary entries on the CLASS LIST FORM screen (Figure (2-13-9-7C), then press ENTER to continue, or F16 to exit without printing. You will be returned to the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9) upon completion.

From the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9), press F8 to print COURSE TALLIES. The PRINT COURSE TALLIES screen (Figure 2-13-9-8A) is displayed.

---

C11 Course Tallies

Enter the Appropriate Selector  
Code from the Legends: \_

Code	Selector	Terms to be Selected
	9	All Terms (0123456789ABCDEF9)
	1	1st Semester (012ABC9)
	2	2nd Semester (345DEF9)
	3	3rd Trimester (6789)
Selector	4	1st Quarter (029)
Code	5	2nd Quarter (129)
A	X	2nd Quarter Only (1)
B	6	3rd Quarter (359)
C	7	4th Quarter (459)
D	Q	4th Quarter Only (4)
E	S	Summer School (S)
F	Y	2nd Semester Only (5)

ENTER=Continue, F16=Exit

Figure 2-13-9-8A. PRINT COURSE TALLIES SCREEN

Select the appropriate code for the terms that you want to appear on the listing. The numbers and letters in parenthesis to the right of the descriptions are the terms actually selected for the class lists (e.g., selector code 2 selects terms 3, 4, 5 and 9, which is the third and fourth nine weeks, second semester and all year courses). Select the code and press ENTER. The terms selected will be highlighted. Press ENTER again. The COURSE TALLIES SORT screen (Figure 2-13-9-8B) is displayed.

---

C11 Course Tallies

Enter the Appropriate Sort  
Code from Legend at Right: 4

Sort	Code	Sorting Sequences
1		Course Nbr & Period
2		Course Number
3		Dept./Teacher Name
4		Teacher Name
5		Term/Course Number
6		Term/Teacher Name

Course Totals? \_ (Y/N)

Sort codes 1 & 2 will print all courses for the terms selected.  
Sort codes 3, 4, 5, & 6 will not print courses with no enrollment.

Enter LAST period to be printed: \_\_ (Optional)  
Enter ONLY period to be printed: \_\_ (Optional)  
Seat counts will be updated on the Course Master File for only those courses requested to be printed. The Course Title File counts will also be updated, but only if the tally is for all periods, all year.

ENTER=Continue, F16=Exit

Figure 2-13-9-8B. COURSE TALLIES SORT SCREEN

Select the desired sort code from the list of available sort sequences. Please note that sort codes 1 and 2 will print all courses for the terms selected. Sort codes 3, 4, 5, and 6 will not print courses with no enrollment.

Answer "Y" yes, or "N" no, to include or exclude Course Totals.

You have the option of printing the course tallies for a sequence of periods or for only one period. For example, to print periods 1, 2, and 3, you would enter a "03" in the "Enter LAST period to be printed:" field. To only print period 3, you would enter "03" in the "Enter ONLY period to be printed:" field.

Press ENTER to continue after keying in the selection criteria. You will be returned to the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9) upon completion.

This process not only prints a report, but also re-plugs the course master file with the current seat counts. Also, the "# of Requests" field will be re-plugged in the Course Title file if this report is being run for all periods for all year.

**NOTE:** If any course sections have been tagged with a lunch period, a tally of students by lunch assignment will appear at the end of the report.

From the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9), press F11 to print all Student Schedules on narrow paper. The SCHEDULE INCLUDE/EXCLUDE screen (Figure 2-13-9-11A) is displayed.

---

C11

Mini-Course  
Schedule Lists

Select (X)	Grade	Locker	Combination	Class/Text Fees
<u>X</u>	09	<u>I</u>	<u>I</u>	<u>I</u>
<u>X</u>	10	<u>I</u>	<u>I</u>	<u>I</u>
<u>X</u>	11	<u>I</u>	<u>I</u>	<u>I</u>
<u>X</u>	12	<u>I</u>	<u>I</u>	<u>I</u>

----- Include/Exclude Options (I/E) -----

Should 'Print Schedule' indicators be cleared? Y (Y = yes, N = No)

Select special ed students: I (I = include, E = exclude, S = only spec ed)

ENTER=Continue, F16=Exit

---

Figure 2-13-9-11A. SCHEDULE INCLUDE/EXCLUDE SCREEN

This screen is used to select the grades to be printed and to INCLUDE or EXCLUDE locker number, locker combination, and fees. Specify whether or not the "Print Schedule" indicators should be cleared after these schedules are printed. The "Print Schedule Indicator" is the "X" that appears in the bottom right-hand corner of the Final Schedule Screen F2-13-12. You can also include, exclude, or select, special ed students only.

Press ENTER to display the SCHEDULE SELECTION screen (Figure 2-13-9-11B).

---

C11

Mini-Course  
Schedule Lists

Enter the Appropriate Selector  
Code from the Legends: \_

Selector Code	Terms to be Selected	Selector Code	Terms to be Selected
A	1st 6 Weeks (A29)	9	All Terms (0123456789ABCDEF9S)
B	2nd 6 Weeks (B29)	1	1st Semester (012ABC9)
C	3rd 6 Weeks (C29)	2	2nd Semester (345DEF9)
D	4th 6 Weeks (D59)	3	3rd Trimester (6789)
E	5th 6 Weeks (E59)	4	1st Quarter (029)
F	6th 6 Weeks (F59)	5	2nd Quarter (129)
		X	2nd Quarter Only (1)
		6	3rd Quarter (359)
		7	4th Quarter (459)
		Q	4th Quarter Only (4)
		S	Summer School (S)
		Y	2nd Semester Only (5)

ENTER=Continue, F16=Exit

---

Figure 2-13-9-11B. SCHEDULE SELECTION SCREEN

The numbers and/or letters in the parenthesis to the right of each selection identifies the terms which will be printed. Select the code and press ENTER. The terms selected will be highlighted. Press ENTER again.

The SCHEDULE SORT SELECTION screen (Figure 2-13-9-11C) will be displayed.

---

C11	Mini-Course Schedule Lists		
Enter the Appropriate Sort Code from Legend at Right: <u>2</u>	Sort Code	<u>Sorting Sequences</u>	
	1	Straight Alpha	
	2	Grade/Alpha	
	3	Homeroom/Alpha	
	4	Sex/Alpha	
	5	Grade/Sex/Alpha	
	6	Grade/Team(Loc)/Alpha	

Enter LAST period to be printed:    (Optional)

ENTER=Continue, F16=Exit

---

Figure 2-13-9-11C. SCHEDULE SORT SELECTION SCREEN

Six sorting methods are available. Enter the number of the desired sort sequence. You are also given the option of printing a consecutive range of periods through the period entered in the optional field on the screen. If blank, all periods on the student's schedule will be printed. This option provides a method to schedule students using periods outside the normal school day, allowing this information to remain in the student file, but printing only the normal school day periods. Select the desired sort code and ending period (optional), and press ENTER. You will be returned to the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9) upon completion.

**NOTE:** If any text has been entered into a course's "Session Descrip" field in F2-1-4 or F2-4-22 field 14, it will print on the student's schedule in place of the period information.

From the MINI-COURSE SCHEDULING REPORTS MENU (Figure 2-13-9), press F13 to print Requested Schedules only. The SCHEDULE INCLUDE/EXCLUDE screen (Figure 2-13-9-13A) will be displayed.

**NOTE:** Schedules are requested for printing here through F2-13-12 "DISPLAY/UPDATE FINAL SCHEDULES BY STUDENT". There is a field in the lower right hand portion of that screen, "Print Sched?", where you should enter an X to select the student to be printed here.

---

C11

Mini-Course  
Schedule Lists

Select (X)	Grade	Locker	Combination	Class/Text Fees
<u>X</u>	09	<u>I</u>	<u>I</u>	<u>I</u>
<u>X</u>	10	<u>I</u>	<u>I</u>	<u>I</u>
<u>X</u>	11	<u>I</u>	<u>I</u>	<u>I</u>
<u>X</u>	12	<u>I</u>	<u>I</u>	<u>I</u>

----- Include/Exclude Options (I/E) -----

Should 'Print Schedule' indicators be cleared? Y (Y = yes, N = No)

Select special ed students: I (I = include, E = exclude, S = only spec ed)

ENTER=Continue, F16=Exit

---

Figure 2-13-9-13A. SCHEDULE INCLUDE/EXCLUDE SCREEN

This screen is used to select the grades to be printed and to INCLUDE or EXCLUDE locker combination and fees. Specify whether or not the "Print Schedule" indicators should be cleared after these schedules are printed. The "Print Schedule Indicator" is the "X" that appears in the bottom right-hand corner of the Final Schedule Screen F2-13-12. You can also include, exclude, or select special ed students only.

Press ENTER to display the SCHEDULE SELECTION screen (Figure 2-13-9-13B).

---

C11

Mini-Course  
Schedule Lists

Enter the Appropriate Selector Code from the Legends: _	Selector Code	Terms to be Selected
	9	All Terms (0123456789ABCDEF9)
	1	1st Semester (012ABC9)
	2	2nd Semester (345DEF9)
	3	3rd Trimester (6789)
Selector	4	1st Quarter (029)
Code	5	2nd Quarter (129)
A	X	2nd Quarter Only (1)
B	6	3rd Quarter (359)
C	7	4th Quarter (459)
D	Q	4th Quarter Only (4)
E	S	Summer School (S)
F	Y	2nd Semester Only (5)

ENTER=Continue, F16=Exit

---

Figure 2-13-9-13B. SCHEDULE SELECTION SCREEN



From the MINI-COURSE SCHEDULING MENU (Figure 2-13), press F12 to display/update final schedules by student or request individual schedules to be printed. The DISPLAY/UPDATE FINAL SCHEDULE screen (Figure 2-13-12A) is displayed.

---

M22  
 Student#: \_\_\_\_\_ Type: C

ENTER=Continue, F16=Exit

---

Figure 2-13-12A. DISPLAY/UPDATE FINAL SCHEDULE SCREEN

Enter the student ID number of the student you wish to schedule along with the desired scheduling type code and press ENTER. The FINAL SCHEDULE screen (Figure 2-13-12B) is displayed.

**NOTE:** If two users try to access the same student's record at the same time, the second user will get the message, "Student record is currently in use! Please try later!".

---

M22  
 Student#: S020010 Smith, Mary Type: C Gr: 07 Sx: F HR: 116-A

Scheduling Status: P Partially Scheduled  
 (F18=Help for Scheduling Status Codes)

Course	Sc	T	Title	Prd	Tm	123456	Course	Sc	T	Title	Prd	Tm	123456
ADVERT	—	—					_____	—	—				
EMERGE	—	—					_____	—	—				
_____	—	—					_____	—	—				
_____	—	—					_____	—	—				
_____	—	—					_____	—	—				
_____	—	—					_____	—	—				
_____	—	—					_____	—	—				
_____	—	—					_____	—	—				
_____	—	—					_____	—	—				
_____	—	—					_____	—	—				

ENTER=Validate, F12=Crs Mstr Help, F13=Delete, F16=Exit Print Sched? \* (X)

---

Figure 2-13-12B. FINAL SCHEDULE SCREEN

To change a student's course, you must know the course number and section to which the student is to be added or dropped. Position the cursor on the course to be changed and press F12 from the FINAL SCHEDULE screen (Figure 2-13-12B) for assistance with courses. The HELP FOR COURSES screen is displayed. Press ENTER to display the next screen of courses or press the corresponding function key of the desired course to plug that course into the FINAL SCHEDULE screen.

If you wish to drop a student from a course, move the cursor to the correct course number and using the space bar replace it with all spaces. When ENTER is pressed, this course will be removed from the student's schedule. If a new course is to be added, type the course number and section in a blank area or right over the course from which the student is being removed. When validated, the course information will be entered automatically.

**NOTE:** The 2/5 term selection code will only be allowed on course sections whose term code is 9.

After pressing ENTER to validate you might receive the following warning message:

"Opt exceeded (highlighted). Max exceeded (flashing)."

This message will be accompanied by a flashing of both the course and section number. The fields will be highlighted but not flashing if the optimum seats have been exceeded. You could have a combination of both. You will still be able to add this course to the student's schedule by pressing ENTER if you have the authorization to overfill a class.

If you do not have the authorization to overfill a class if the maximum number of seats is going to be exceeded, the CLASS SIZE EXCEEDED screen (Figure 2-13-12C) will be displayed. You will need to notify an administrator if you need to enroll this student into this class. Press either ENTER or F16 to continue.

---

C L A S S   S I Z E   E X C E E D E D

E980710   Smith, Elizabeth Collin   Grade: 12

Enrollment of this student into the class shown below will cause the maximum seats to be exceeded. Please contact an administrator if you wish to enroll the student into this class.

Class: H77006 08                      Title: WORLD GEOG                      Prd: 05                      Term: 5

Maximum seats available for this class: 30

Enrollment of this student would bring the seat count to: 31

ENTER/F16=Continue

---

Figure 2-13-12C. CLASS SIZE EXCEEDED SCREEN

Press F18 for help with scheduling codes. The SCHEDULING STATUS CODES HELP screen (Figure 2-13-12D) will be displayed.

Scheduling Status Codes

- Blank = Unlinked and Unscheduled
- 0 = Unlinked and Unscheduled
- 3 = Linked, but Unscheduled
- A = Unscheduled - Loop Max Exceeded
- B = Unscheduled - Time Conflict
- C = Unscheduled - No Available Sections
- E = Unscheduled - No Sections on Course Master
- P = Partially Scheduled
- S = Scheduled

The term 'unlinked' means that the student has not yet gone through the scheduling process.

If you wish for a student to be rescheduled during a 'schedule unscheduled students only' scheduling run, simply erase the status code, and press ENTER to validate, and ENTER to update.

If you are hand-entering a student's complete schedule, be sure to enter an 'S' in the student's 'Scheduling Status' field, so that the scheduler will not inadvertently try to reschedule this student on a subsequent 'schedule unscheduled students only' scheduling run.  
ENTER/F16=Return to previous screen

Figure 2-13-12D. SCHEDULING STATUS CODES HELP SCREEN

Press F16 to return to the FINAL SCHEDULE screen (Figure 2-13-12B).

Press F13 from the FINAL SCHEDULE screen (Figure 2-13-12B) to delete the student's final schedule. The CONFIRM DELETION screen (Figure 2-13-12E) is displayed.

M22  
Student#: E010010 Templeton, Scott Type: C Gr: 10 Sx: M HR: 110

Scheduling Status: P Partially Scheduled  
(F18=Help for Scheduling Status Codes)

<u>Course</u>	<u>Sc</u>	<u>T</u>	<u>Title</u>	<u>Prd</u>	<u>Tm</u>	<u>123456</u>	<u>Course</u>	<u>Sc</u>	<u>T</u>	<u>Title</u>	<u>Prd</u>	<u>Tm</u>	<u>123456</u>
ARCHIT													
FIREFI													
JUDGE													

F19=Confirm Delete, F16=Reenter Print Sched? (X)

Figure 2-13-12E. FINAL SCHEDULE DELETION SCREEN

Press F19 to confirm the deletion or F16 to exit without deleting.

Placing an "X" in the "Print Sched?" field (located in the lower right-hand corner of the FINAL SCHEDULE screen) will indicate that you would like this student's schedule printed the next time schedules are printed in F2-13-9-13 (Print Requested Schedules Only: On Narrow Paper).

Make any necessary changes to the student's final schedule and press ENTER to validate. Press ENTER again to update. Press F16 to exit without making changes.

□