

Elementary

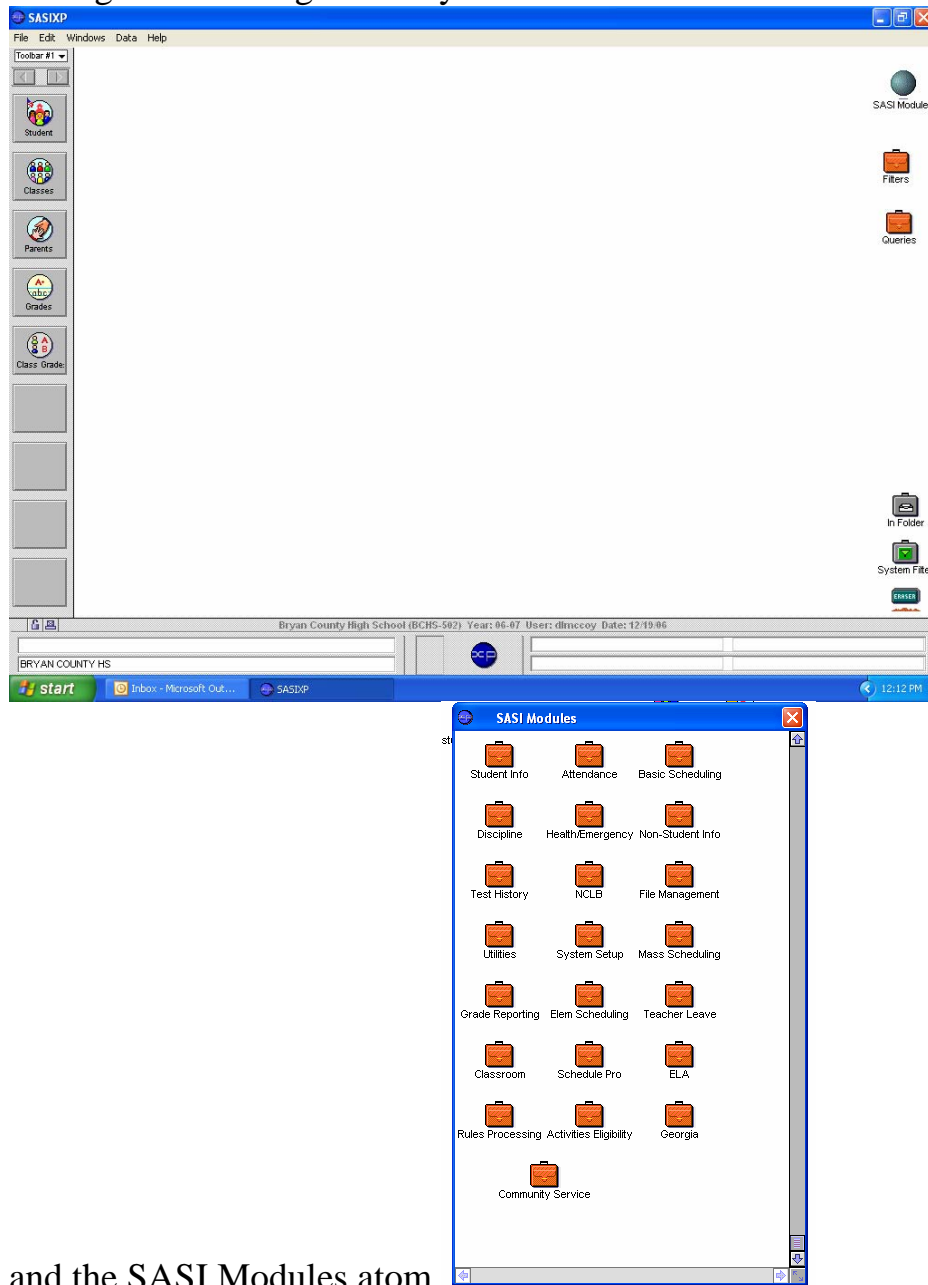
SCHEDULING IN
SASIXP

Elementary scheduling may begin in SASI once the preliminary New Year Rollover has been done at your district level. You will work in the green screens for the upcoming school year. Everything that you do in the green screen rolls up to the current year when the final New Year Rollover is performed.

THE GREEN SCREEN VS. THE BLUE SCREEN VS. THE PINK SCREEN

All year you are accustomed to working with blue screens for the current school year and pink screens if you log in to a previous school year. But when you begin working with scheduling, you will also be working with green screens for the future school year. The scheduling process for the next year usually begins in the spring of your current school year. The Administration/Counselors can work on the master schedule as early as February, but entry of data into SASI for the New Year cannot begin until the District has performed a preliminary New Year Rollover. This is usually done in March. This New Year Rollover is a procedure that copies certain files from the current school year into a holding file for the next school year. Whatever is in SASI at the time of the rollover is the information copied for the green year. For instance, the students that are active are rolled up a grade level and the students that are inactive are dropped. Any student that is withdrawn from the time of the rollover through the end of school will still show up active in the green year. Any student that enters after the rollover will not show up at all in the green year. (This is corrected after the final rollover which is not performed until late June.) All the teacher information, course information, section and class information that is in the current year is rolled over. At this point, you are able to make changes for the next school year through the Basic Scheduling Atom.

To begin scheduling be sure you are familiar with the SASI Desktop



and the SASI Modules atom.

Scheduling begins with a master schedule. The administrator and counselor meets to determine any changes that are going to be made to the master schedule. This may include changes such as adding or deleting courses and changing teachers' schedules. This is all normally completed on a paper copy by the administration/counselor and then given to the data clerk for entry. The information on the paper schedule is entered into SASI through the Teacher atom, Course atom, and Section atom. Remember, you are working in the future school year, on green screens.

Step 1: Enter teacher info.

Each teacher with a class must be entered into the Teacher atom. *(When you first begin scheduling for the New Year, you may not have any new teacher information to add. This means that you may be creating sections for teachers that will not be returning for the next year. This is ok. Just leave the teacher's name as is and work with it until you have a new name to replace it with (which you may not have until the beginning of the next school year.) When you do add the new teacher to the Teacher atom, it is a simple matter of changing the teacher ID and room number in the Section atom.)*

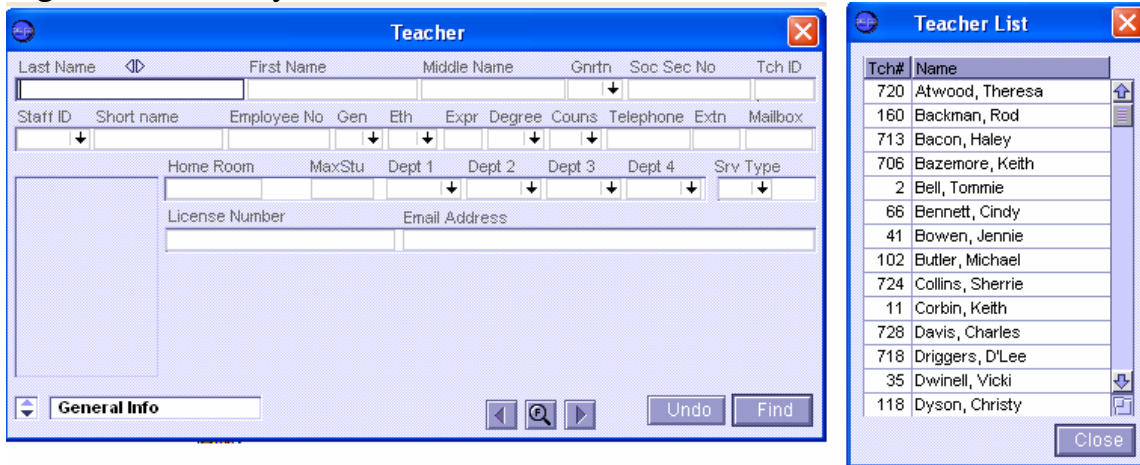
Open the Teacher atom, from the menu bar and select add. Enter the last name, first name (middle name is optional), social security number and Teacher ID number. (I use their Staff ID number that was assigned to them.) The Staff ID field has a drop down arrow that is connected to the Staff Info atom. In order for the teacher's name to show on this list, they must first be entered in the Staff Info atom.

(The Staff Info atom (located in the Non-Student Info folder) does not share data with the Teacher atom. Therefore, certified staff will need to be entered in both the Teacher atom and the Staff Info atom. Non-certified staff should be entered in the Staff Info atom only. SASI does not generate a staff ID number so you may find it necessary to keep a log of the numbers that have been assigned. You may choose to create your own numbering system for the Staff Info; for example: office staff begins with 1, custodial staff begins with 2, lunchroom staff begins with 3, etc . To get a list of already assigned Staff IDs, run a query: ASTF StaffNum LastName FirstName SORT StaffNum. The Staff Info atom is usually used as a source for mailing information and birthdays since personal or home information are stored in the Staff Info atom.)

Next, enter the Short Name which is usually the teacher's last name. This name is entered in Enrollment and Student records with the Teacher identification number. If the last name is longer than 15 characters you will need to truncate it in this field. If you have teachers with the same last name, you may want to modify the short name to Last Name First Initial (SmithJ with no space and no comma, this helps when extracting information for different items such as Pre-ID labels and OAS files). The Employee No. is

the teacher's school-assigned employee number. The only other piece of necessary information is the teacher's school email address. This is essential if you are using ParentConnect.

As teachers are added in the Teacher atom, they are automatically added to the list in the Teacher List atom. This list displays the teacher ID number and the teacher short name of all the teachers at a school. Link arrows in the Enrollment, Scheduling Sections, and Sections atoms enable you to quickly display the Teacher List as you're working in these atoms. You can then drag and drop numbers from the list to assign teachers to students or display a teacher's section list. This list automatically displays in alphabetical order by last name. Double-click the *Tch#* column heading to organize the list by Teacher ID no.



At the beginning of each new school year it is also necessary to inactivate teachers that are no longer active. This can be done as a last task. If a teacher leaves but a new teacher has not yet been hired to take that class, you may need to use an inactive teacher's name while building sections. A teacher's name must remain active to show on the Teacher List. Do not delete a teacher if they have ever taught a class.

Step 2: Create Course

A course record should be set up and maintained for each course taught at the school. When you open the Course atom for the first time in the green screen, you will get a message box that asks if you want to create this file from the previous year and you will say yes. All of your existing courses will be copied over and you will then proceed to inactivate any courses not being taught for that year, activating courses that are already created but had been inactive in the previous year, and adding any new courses to be taught that are not already in the database.

Open the Course atom, from the Data menu item select add course.

Information necessary in a course record includes:

- a. Course ID No. (*Refer to the GA Dept of Education Course Guide for state course numbers, descriptions and information regarding the state numbering system. This is vital information and should be kept up to date. State and federal funding depends on information kept in the Course atom. Input into this atom should come from administration and guidance counselors.*)
- b. course title (abbreviation of title)
- c. long course title
- d. duration (SX-semester, QX-quarter, YR-year; do not specify semester or quarter, if you do, you will need a separate course number for each quarter or semester)
- e. low and high grades
- f. whether a course is regular, honors, or non-academic. Blank (regular) indicates that it is an academic course and is counted in the GPA with standard weighting; N indicates that it is a non-academic course that is not counted in the academic GPA; H indicates that it is an honors course, and is added to the GPA calculation according to the weighting assigned to it in the GPA Definitions atom.
- g. course credit (vital for determining credits earned and attempted and GPA- not used for elementary)
- h. weight (necessary if used in GPA)
- i. course category (select from the drop down menu, vital for FTE and Student Record)

The best practice is to not use restrictions for a course (such as gender), unless it will never be used for anyone outside of that restriction.

The second tab of the Course atom displays an area where you may enter the course description. This is entered the same as text in a word processing file. You may also copy and paste from one course to another.

Courses not being taught in a given year may be inactivated and reactivated as needed. However, courses should not be deleted until they are no longer in any active course history. (ex. A course last taught in 2003, the student graduates in 2007, the course may be deleted from the 2008 school year).

The Course List atom works in the same manner as the Teacher List atom and lists the names and course numbers of all the active courses in the school so they can be quickly accessed from one place. Courses are automatically added to the Course List when you create Course Records in the Course atom. Link arrows in the Scheduling Sections and Sections atoms enable you to quickly display the Course List as you are working in these atoms. You can then drag and drop courses from the list to select course numbers for section records. The list can be sorted by course number, course name, or duration by double-clicking the blue column heading for the column you want to sort. You can also double click on a course's row and the Course atom will open to display the record for the selected course.

Step 3: Creating Sections

You can now create sections using the administrator's master schedule. Open the Sections atom in the find mode, drag teacher's name onto the Sections atom, and sort the list that pops up by term, so that you are looking at this teacher's assigned classes.

Section ID	Bec	End	Trm	Crs ID	Course Title	Tcr	Teacher Name	Room
00.000003-02	01	01	YR	00.000003	Homeroom 3	309	Brown, S.	9
23.004003-02	03	03	YR	23.004003	Language Arts	309	Brown, S.	9
23.0040053-02	04	04	YR	23.0040053	Reading	309	Brown, S.	9
27.014003-02	05	05	YR	27.014003	Mathematics	309	Brown, S.	9
41.014003-02	06	06	YR	41.014003	Science	309	Brown, S.	9
45.004003-02	07	07	YR	45.004003	Social Studies	309	Brown, S.	9

6 Sections in the list

As you open each class, there should not be any students showing. If there are, you will need to delete them.

Completing the Master Schedule: You will need to check each teacher on the master schedule and compare it with their class schedule.

- a. If a teacher is still teaching the same subject during the same period in the same room, then you have no changes to make to that section (class).
- b. If the teacher is teaching the same subject but during a different period, then change the period beginning and ending time.

- c. If the teacher will be teaching a different subject, you will need to add a new section to that teacher's schedule.

To add a section: Open the Sections atom from the Data menu and select Add Section.

Student ID	Student	Grade	Start Date	T/A	Override

The Section ID fills in with asterisks, the term defaults to YR and Lo/Hi defaults to the school grade levels. Click the fast access arrow on the second line next to Course. The Course List will open on the right side of your screen. Find the course you need, drag and drop the course number from the course list, and the course number will populate the course field, the course name, credit value and the first part of the section field.

Add two digits after the hyphen in the Section ID field (the section numbers cannot be the same with the same course number (they may be random or symbolic, your choice), fill in the beginning and ending period, the term code, the max class size, room number, the teacher number (the teacher name will populate when you tab over from the number). Then save.

- d. If you need to create more than one section from the same course number:

From the sections menu, select Duplicate Section. This will create another section for this same teacher with the same period. Change the two digit section number and period. This same method can be used even if you also need to change the teacher name and room number.

SCHEDULING STUDENTS

Once you have your teachers, courses, and sections set up according to the master schedule, you will go to the sections atom with your class rosters and assign students.

Open the Sections atom to the section you want to enter students into. (I assign homerooms first.) Open the Student atom. In “Find” mode you will drop down the grade level that you want to assign and click “Find”. This will give you an alphabetical list of the students in that grade level. Click on the student IDs of the students in that class while holding down the shift key and drag and drop the names onto the sections screen. Those students are now scheduled in that class.

While the sections screen is open, open the teacher list and drag and drop the teacher name onto the section screen. This will open a window listing all the classes that teacher is assigned. Open the Mass Assign atom and drag it to the bottom of the screen.

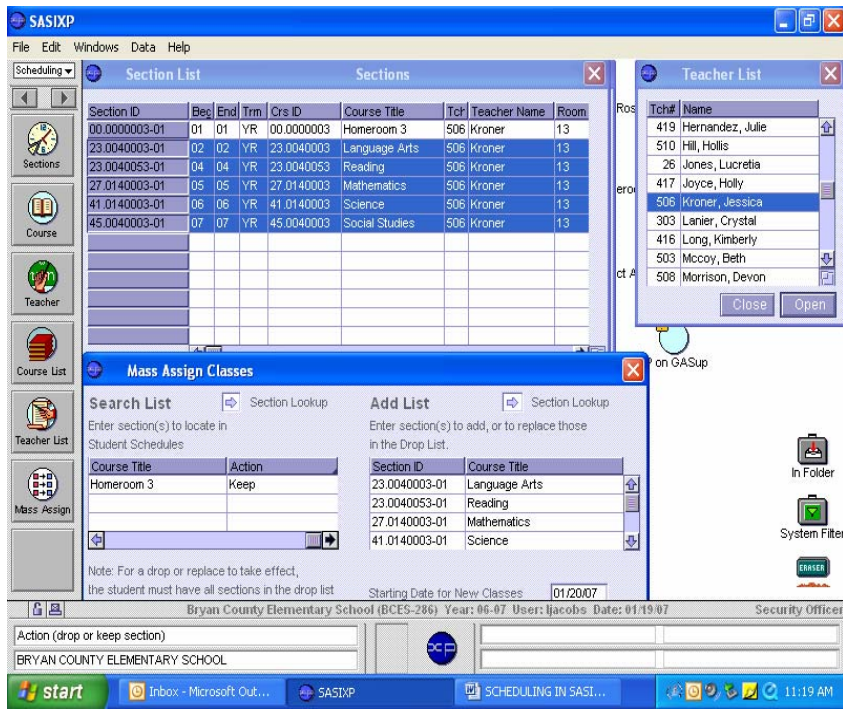
The screenshot displays the SASIXP scheduling software interface. The main window is titled "Sections List" and contains a table with the following data:

Section ID	Sec	End	Trm	Crs ID	Course Title	Tch	Teacher Name	Room
00.0000003-01	01	01	YR	00.0000003	Homeroom 3	506	Kroner	13
23.0040003-01	02	02	YR	23.0040003	Language Arts	506	Kroner	13
23.0040003-01	04	04	YR	23.0040003	Reading	506	Kroner	13
27.0140003-01	05	05	YR	27.0140003	Mathematics	506	Kroner	13
41.0140003-01	06	06	YR	41.0140003	Science	506	Kroner	13
45.0040003-01	07	07	YR	45.0040003	Social Studies	506	Kroner	13

Overlaid on the bottom of the Sections List window is the "Mass Assign Classes" window. It features two columns: "Search List" and "Add List", both with "Section Lookup" buttons. The "Search List" has a text input field for "Enter section(s) to locate in Student Schedules" and a table with columns "Section ID", "Course Title", and "A:". The "Add List" has a text input field for "Enter section(s) to add, or to replace those in the Drop List." and a table with columns "Section ID" and "Course Title". A note at the bottom of this window states: "Note: For a drop or replace to take effect, the student must have all sections in the drop list."

Overlaid on the right side of the Sections List window is the "Teacher List" window, which displays a list of teachers with columns "Tch#", "Name", and "Room". The list includes: 419 Hernandez, Julie; 510 Hill, Hollis; 26 Jones, Lucretia; 417 Joyce, Holly; 506 Kroner, Jessica; 303 Lanier, Crystal; 416 Long, Kimberly; 503 McCoy, Beth; and 508 Morrison, Devon. "Close" and "Open" buttons are at the bottom.

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Inbox - Microsoft Out..., SASIXP, SCHEDULING IN SASI...), and the system tray showing the date and time as 11:15 AM.



On the left of the screen drag and drop the section ID# that has the students you want to schedule to other classes. You can also use the drop down list to find the section. Make sure to change the Action to “keep” – it defaults to “drop”. On the right hand side of the screen, drag and drop the remaining sections for that teacher (if your students are self-contained.) You can also use the drop down list to find the sections you want (such as PE, Art, Music or if your students change classes.) Once you have the section that you want to assign students **FROM** on the left of the screen and the sections that you want to assign students **TO** on the right of the screen, you will need to shift the mass assign screen up so that you can enter the date you want the change to take effect (usually the 1st day of school), and click “Assign”.

Continue this process until you have all of your students scheduled. When all students are scheduled, update counts from the Sections menu, create/update grading records from the Grading Control atom, export grades into InteGrade, and update rosters in ClassXP.