

Middle School Scheduling

Infinite Campus

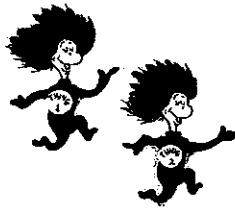


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South Effingham Middle School
1200 Noel C. Conaway Road
Guyton, GA 31312
912-728-7500

02/01/2010

Tag Team Scheduling

Instructional Supervisor



Data Clerk

Instructional Supervisor Pre-Scheduling Procedures

- › Lay out the Master Schedule determining which periods are to be designated for GT and Inclusion/Collaboration classes.
- › Determine which GT students and Inclusion/Collaboration students will be assigned to each team.
- › Review the most current Math and Reading CRCT scores to identify students needing advanced content. Do the same to identify students who need support, as well as those who are in the Tiers of Intervention.
- › Assign these groups of students to teams and specific periods.
- › Hand schedule special requests for teams, teachers, discipline issues, etc.

Data Clerk Pre-Scheduling Procedures

Course Tab in Next Year's Data

- › Review current course list and **inactivate** any courses that will not be used in the upcoming school year.
- › Create courses for new additions to the curriculum. (Either through the Course Catalog or adding from Index)
- › Set class sizes as prescribed by state guidelines. Look at scheduling priority, terms, departments, schedules, and periods. Check boxes if you want to allow requests or teacher requests.
- › Determine if you want to include course descriptions.
- › Be sure that course numbers match those provided by the state.
- › Special Education students in Collab classes get requests for .9 course numbers.
- › Gifted students get requests with a .2 course number.
- › All other students are assigned requests with general course numbers.

Data Clerk Pre-Scheduling Procedures

- › After the student rollover occurs, determine that all of the students have rolled up. Students enrolled after rollup must be pulled in by hand.
- › Check to see if their Gifted, Special Education, and Remedial tags rolled up correctly.
- › Create homeroom and class sections. Assign the teams and teachers. (Sections Tab)

Hand Scheduling Procedures

- › Using information from the Master Schedule, hand schedule GT, Inclusion, Collaboration, and Resource students.
- › Go to Search, Course Section, and select the appropriate section for specific groups of students.
- › Open the section and click on Roster Setup.
- › Select the desired students from the Student List and double-click, which sends them to the Current Roster and places them in the appropriate sections.
- › Use this feature whenever Random Scheduling is not an option.



Scheduling in the Wizard



- › Only one person can be in the Wizard at any given time.
- › Open, name, and save New Trial.
- › Click Open.
- › View the Master Schedule.
- › Click on View to see conflicts, sections, etc.
- › Click on Loading to assign students to courses.
- › Click on Run a Full Load.
- › If results are unsatisfactory, click on Run a Full Unload.
- › Resolve conflicts and run a Full Load again.
- › Always save when exiting the Wizard.

THANKS FOR YOUR TIME



If you have questions or tips,
please contact us.
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LA Teacher Team Leader (406)	PLANNING	INC		GT-Adv Content	
Math Teacher SST Leader (403)	PLANNING		INC		GT-Adv Content
Sci. Teacher (408)	PLANNING	GT			INC
SS Teacher (405)	PLANNING		GT-Collab	INC	
GT-Adv Content					
LA Teacher Team Leader (411)	PLANNING		INC		GT-Adv
Math Teacher SST Leader (409)	PLANNING			GT-Collab	INC
Sci. Teacher (410)	PLANNING			INC (RES)	
SS Teacher (407)	PLANNING	INC COLLAB	GT		
GT-Adv Content					
LA Teacher Team Leader (415)	PLANNING	GT-Adv Content		INC COLLAB	
Math Teacher SST Leader (413)	PLANNING	INC	GT-Collab		
Sci. Teacher (414)	PLANNING		INC		GT-Adv Content
SS Teacher (412)	PLANNING			GT-Collab	INC COLLAB

6TH GRADE TEAMS

Updated 01/29/2010

LA Teacher Team Leader (303)	INC	GT-Collab		PLANNING
Math Teacher SST Leader (304)		INC	GT-Collab	PLANNING
Sci. Teacher (307)	GT-Adv Content			PLANNING
SS Teacher (305)			INC COLLAB	PLANNING
LA Teacher Team Leader (308)	GT-Collab	INC Collab		PLANNING
Math Teacher SST Leader (310)		GT-Adv Content	INC	PLANNING
Sci. Teacher (309)			GT-Collab	PLANNING
SS Teacher (306)	INC Collab			PLANNING
LA Teacher Team Leader (311)			GT-Adv Content	PLANNING
Math Teacher SST Leader (314)	INC	GT-Collab		PLANNING
Sci. Teacher (313)	GT-Adv Content	INC		PLANNING
SS Teacher (312)			INC	PLANNING

7TH GRADE TEAMS

Updated 01/29/2010

LA Teacher TeamLeader (211)		GT-Collab		INC	PLANNING
Math Teacher SST Leader (210)	GT-Adv Content		INC		PLANNING
Sci. Teacher (212)		INC		GT-Adv Content	PLANNING
GA Hist Teacher (209)	INC		GT-Collab		PLANNING
LA Teacher TeamLeader (215)	GT-Adv Content		INC		PLANNING
Math Teacher SST Leader (213)		GT-Adv Content		INC	PLANNING
Sci. Teacher(216)	INC		GT-Adv Content		PLANNING
GA Hist Teacher (217)		INC		GT-Collab	PLANNING
LA Teacher TeamLeader (219)	INC	GT-Adv Content			PLANNING
Math Teacher SST Leader (218)	GT-Adv Content	INC Summitt			PLANNING
Sci. Teacher(220)			GT-Collab	INC (RES)	PLANNING
GA Hist Teacher (221)			INC (RES)	GT-Collab	PLANNING

8TH GRADE TEAMS

Updated 01/29/2010

INCLUSION SCHEDULE

TEAM	1ST	2ND	3RD	4TH	5TH
6-1	CONNECTIONS	LA	Math	SS	Science
6-2	CONNECTIONS	SS	LA	Science	Math
6-3	CONNECTIONS	Math	Science	LA	SS
7-1	LA	Math	SS	CONNECTIONS	Science
7-2	SS	LA	Math	CONNECTIONS	Science
7-3	Math	Science	SS	CONNECTIONS	LA
8-1	Ga Hist	Science	Math	LA	CONNECTIONS
8-2	Science	Ga Hist	LA	Math	CONNECTIONS
8-3	LA	Math	Ga Hist	Science	CONNECTIONS

GT SCHEDULE

TEAM	1ST	2ND	3RD	4TH	5TH
6-1	CONNECTIONS	Science Collab	SS	LA Advanced Content	Math Advanced Content
6-2	CONNECTIONS	Science Collab	SS	Math Collab	LA Advanced Content
6-3	CONNECTIONS	LA Advanced Content	Math Collab	SS Collab	Science Advanced Content
7-1	Science Advanced Content	LA Collab	Math Collab	CONNECTIONS	SS
7-2	LA Collab	Math Advanced Content	Science Collab	CONNECTIONS	SS
7-3	Science Advanced Content	Math Collab	LA Advanced Content	CONNECTIONS	SS
8-1	Math Advanced Content	LA Collab	SS Collab	Science Advanced Content	CONNECTIONS
8-2	LA Advanced Content	Math Advanced Content	Science Advanced Content	SS Collab	CONNECTIONS
8-3	Math Advanced Content	LA Advanced Content	Science Collab	SS Collab	CONNECTIONS