

Current Year Scheduling FAQ

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Question: Why does this teacher not appear in this dropdown?

A: In **Staff>Staff**, pull up the staff member. On the **Staff>Staff>Modify Staff>Demographics** screen, make sure the teacher's name is listed in the "Full Name" field and "teacher" is checked off at the bottom of the screen.

The screenshot shows a web form for editing staff demographics. The fields are: First Name (David), Middle Name (empty), Last Name (Aardsma), and Suffix (empty). There are checkboxes for 'Do not import' next to the First and Last Name fields. A 'Show Manage Photo Option' button is on the right. The 'Full Name' field, which contains 'Aardsma, David', is highlighted with a red rectangular box. An 'Update Full Name' button with a green checkmark is located to the right of the Full Name field.



Staff Flags

Include in NJ SMART: ☒ NJSmart Submission Replacement ID:

Do not Export to SchoolFi: ☐

*Shared Teacher: ☒ i

Shared/Co Teacher 1:

Shared/Co Teacher 2:

Shared/Co Teacher 3:

Shared/Co Teacher 4:

Shared/Co Teacher 5:

Shared/Co Teacher 6:

Employee Flags:

☐ Administrator
☐ Co-Curricular
☒ Disciplinary
☐ Nurse
☐ Resigned
☐ Substitute
☒ Vice Principal

☐ Athletic Trainer
☐ Counselor
☐ Investigator
☐ Other Staff
☐ Resource Teacher
☐ Superintendent
☐ 504 Coordinator

☐ Case Manager
☐ Department Chair
☐ Library Administrator
☐ Principal
☐ Retired
☐ Supervisor

☐ Classroom Aide
☐ Director
☐ LTS / Replacement
☐ Related Service Provider
☐ Secretary
☒ Teacher

Save

On **Staff>Staff>Modify Staff>Schools**, make sure a school is assigned to the staff member.

Schools User Fields Vehicles Audit NJSMART Eval Nurse Visits Conferences

Schools for Aardsma, David

Code	School	HR	Dept	Primary	
2002	Genesis High School		EN		View Schedule ✖ ✖
ALT	Alternate High School	149	EN		View Schedule ✖ ✖
3004	East End Middle School				View Schedule ✖ ✖

3005 - Ocean Middle School + Add

Genesis High School

Staff ID: 222198
 School: 2002 - Genesis High School
 Mail Location:
 Primary School Assignment: ☐
 Percent Of Time In School:
 Department: English / Language Arts v
 Department Head: ☐
 Scheduling Team:
 Current Homeroom:
 Attendance Homeroom:
 Next Homeroom:
 Seq: 0

Elementary Grading Parameters

Grade Level:
 Special Subject Teacher: ☐
 Basic Skills Teacher: ☐
 Elementary Comment Seq: 0

Save

If you are a sysadmin and you are wondering why staff members do not display for you in Gradebook etc, they need to be assigned to your login via **Setup>Security>Users>Modify User** in the “Teachers Assigned” area.

If the teacher does not see their name, a sysadmin needs to pull the staff member up in **Setup>Security>Users>Modify User** and assign that staff ID to their login ID in the “Teachers Assigned” area.

Staff Assigned

☐ Allow user to see all staff in user selected school. (on certain screens) i

+ Add Departments

User will have access to all staff in added departments

	Department	School
No Departments associated with user		

+ Add Individual Staff

No staff have been assigned to this user



Question: A teacher went on leave. How do I give a new teacher access to their Gradebook? How can I keep a record of the teacher who has left?

A: The gradebook exists independent of the teacher assigned to it.

To change the teacher, you need to go to **Scheduling>Sections** and pull up the section in question by clicking into the section number.

Once you're there, you can click the orange icon to swap out the teacher's name in the "Teacher" dropdown on the Subsection to the new teacher that is taking over - a pop up will appear for you to select the new teacher. You can also set the original teacher as the Historic Teacher if you check off "Add (Teacher Name) as a Historic Teacher."

Click **SAVE** to save your changes.

To manually add a historic teacher, you can click the green plus sign in the "Historic Teacher" area.

The screen will then allow for you to select the teacher and the dates they taught.



Subsections

Sem	Teacher	Days	Slots	Period
1.	<input type="checkbox"/> S1 Adams, Babe Exclude NJSmart: <input type="checkbox"/> Always show this teacher when printing: <input type="checkbox"/> Override RC teacher name with: <input type="text"/> Room: 142 Desc: Public Speaking Test Alt. Bell Code: <input type="text"/>	<input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	2-2	2

Historic Teachers

Teacher	Start Date	End Date
1. 222198 - Aardsma, David	11/4/2024	12/10/2024

Historic Teachers

Teacher	Start Date	End Date
1. Adams, Joe	08/05/2024	12/10/2024
1. 222198 - Aardsma, David	11/4/2024	12/10/2024

Once you've entered the info, click "Add Historic Teacher" to save.

NOTE: Only Active staff members or Inactive staff members who were inactivated within the last two school years will appear in this list.

Question: Why aren't any sections coming up when I search on Next Year/Scheduling→Sections?

A: Check if you have "Include courses with no sections" and/or "Show Only Graded Courses" checked/unchecked.

If you have **just added** a new course in **Scheduling>Curriculum**, you will need to check off that option to find it.

Alternately, make sure you have nothing entered into the other fields before searching.

Student Data Registration Scheduling Next Year Scheduling Grading Attendance Calendar Transcript Setup Next >>

Curriculum Sections Process Control Mass Schedule Setup Mass Updates Student Requests File Availability Reports

Next Year Scheduling Sections Search

Search Tools

Search for Sections: Genesis High School

Course: Code: Section: Dept: Description: Schedule Desc: Transcript Desc: Status: Active Only Core Subject: Subject: Configuration Flags: Scheduling: Elem HR: Credits: Semester: Period(s): Room: Room Grp: Grades: 09 10 11 12 Team: Days: Student ID: Teacher: Historic: ☒ Include courses with no sections Show Subsection Semesters ☒ Indicate matching sections Only Courses with Requests Seats: Assigned: Beginning: Available: Grading: Course Grading: All Courses Graded In: Other: Expression: Search Reset Results View: Scheduling

Question: Why does a user see different information when searching on Scheduling→Sections?

A: Change the selection in the "Results View" dropdown. Options are: Grading, Scheduling, Description, and Rotation Groups.

Question: Some courses do not appear on the Parent Portal. Why?

A: Go to **Scheduling>Curriculum** - search for the course. Click on the Course ID to modify the course.

There are 2 checkboxes in the "Configuration Flags" area: "Display in Parents: Grading and Schedule" and "Display in Parents as Gradebook" - check off the ones that you want checked.

There is a "Mass check 'Display in Parents as Gradebook' and 'Display in Parents: Grading and Schedule'" tool you can run to update this en masse via **Scheduling>Curriculum>Tools**.

Question: How do I get both teachers to pull to the report card if they're both listed on Scheduling→Sections→Modify Section?

A: You'll have to check off "Always show Teacher when Printing:" for both teachers.



Subsections

	Sem	Teacher	Days
1.	<input type="checkbox"/> FY	Barnowski, Ed Exclude NJSmart: <input type="checkbox"/> Always show this teacher when printing: <input checked="" type="checkbox"/>	Update A <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/>
	Room: 150	Desc: CREATIVE WRITING 1	Alt. Bell Code:
2.	<input type="checkbox"/> FY	Administrator, School Exclude NJSmart: <input type="checkbox"/> Always show this teacher when printing: <input type="checkbox"/> Override RC teacher name with: <input type="text"/>	Update A <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/>
	Room: 150	Desc: CREATIVE WRITING 1	Alt. Bell Code:

Save Changes

Question: I swapped a student's section using the Replace Course tab in Student Data→Modify Student→ Current Year Schedule. Will the posted marking period grades move? Will the gradebook assignment grades move to the new gradebook?

A: Possibly. Please take a look at the "Miscellaneous" section in our [Gradebook FAQ](#) for a detailed explanation.

Question: I added a new course. How do I set it up? What are all these options?

A: This is up to the district. If possible, refer to your grading policy on [Grading>Setup>Policy](#). We have a wiki here on the Curriculum Course screen which may help explain the options a bit.

Question: The assigned and the available seat counts are not matching/are not correct on my course sections. Why?

A: Run the "Update seat counts for all course sections" tool on the [Scheduling>Curriculum>Tools](#) screen. That should resolve this.

Question: We performed the rollover, but now there are no sections or curriculum in Scheduling. And no students have schedules. Why?

A: Every district does scheduling differently.

It's a district/school decision as to how you will get schedules out to your students.

Below are a few [scenarios](#) for you to review, to assist you with this.

- [Does your school utilize our Elementary Grading module?](#) If so, do you create your curriculum using the "Schedule Creation" tool found on the [ElemGrading>Schedule](#) screen or do you use the Elem HR Sync tool? If so, there will be no curriculum, sections, or schedules until you set up your ElemGrading subjects and your homerooms and run that tool or run the Elem HR sync. If you do NOT use Elem Grading, skip this.
- [Does your school hand schedule student using Student Lists?](#) If so, you most likely just need to copy your curriculum forward from the previous year via [Next Year Scheduling>Process Control](#). The first 2 tasks copy curriculum and sections forward to the current year. Then, change the year up top back to the current year, and sections



will be there. From there, you can assign students to schedules via **Scheduling>Mass Updates>Mass Add**.

- Does your school use our Elem HR Sync tools? If so, you most likely just need to copy your curriculum forward from the previous year via **Next Year Scheduling>Process Control**. The first 2 tasks copy curriculum and sections forward to the current year. Then, change the year up top back to the current year, and sections will be there. From there, you can then go to **Scheduling>Mass Updates>Elem HR Sync**.
- Does your district schedule students using the Student Scheduler in Next Year Scheduling>Mass Schedule>Student Scheduler? If so, you can continue working from the *previous* year in the **Next Year Scheduling** tabs. Once you have a scheduling run that looks good, you can lock in the run and that will create the *next year* schedules for students. If you've rolled over, they will then appear in **Scheduling** and **Student Data>Modify Student>Current Year Schedule** etc. Once you've locked a schedule in, you can then just make manual changes from the current year in the **Scheduling** tabs.
- Please reach out to the help desk if you have questions regarding this.

Question: We have a value filled in in the Scheduling Description field - but the Course Description still pulls to Student Schedules. How do we get it to pull the Scheduling Description?

A: Go to **Setup>Schools>Click on your School>Scheduling** and make sure "Use Subsection Descriptions" is checked off.

Question: How do I add a new course section to a student?

A: If you're working in the current school year, you can add a course section to an individual student from the **Student Data>Modify Student>Current Year Schedule>Add Course** tab.

If you're working in the current school year, and you need to add a student list of students to a course section, you can do this from **Scheduling>Mass Updates>Mass Add**.

Question: How do I add a new Course Code to the system?

(For adding a new course code in the **Current** year)

To add a new course code for the current school year, go to the **Scheduling>Curriculum**, and click "Add Course."

The screenshot shows the '2024-25 Curriculum Search Form: Genesis High School'. The form is divided into several sections. The 'Course' section includes fields for Department, Primary Subject, Secondary Subject, Description, Grade Levels, and Other. The 'Course Code' section includes fields for Course Code, Weight Type, Credit, Weight Value, Grading/Transcript Flags, Configuration Flags, Team, and View. The 'Add Course' button is highlighted with a red box.

You will get a pop up:



You will need to, at a minimum, enter a course code and a course description. The course code cannot be modified after the fact, but the description can.

To populate info in the "Copy values from" dropdown, you will first need to **perform a search** on the [Scheduling>Curriculum](#) screen.

Those results will then appear in the "Copy values from" dropdowns, so you can copy info from an existing course.

Click "Add Course" when you are done, and you will be brought to the [Scheduling>Curriculum>Modify](#) screen:

Fill in all the relevant info that you need. At a minimum, make sure the course is checked off to be "Active" if you are trying to add a new section to it.

Question: How do I add a new SECTION to a new Course Code?

(For adding a new course code in the **Current** year)

After you have finished adding in a new course code, you may go to [Scheduling>Sections](#).

On this screen, make sure you check off "Include courses with no sections" **before** searching for your new course code. That is the only way it will appear, and it is the most common issue districts have at this point.

Check off "Include courses with no sections" on [Scheduling>Sections](#), click "Search," and then you should see the new course code in red.



Search for Sections: Genesis High School

Course: Code: 10176 Section: Dept: Description: Schedule Desc: Transcript Desc: Status: Active Only Core Subject: Subject: Configuration Flags: Scheduling: Elem HR: Credits: Semester: Period(s): Room: Grades: 09 10 11 12 Team: Teacher: Days: ☒ Include courses with no sections Seats: Assigned: Beginning: Available: Grading: Course Grading: All Courses Graded in: MP1 MP2 ME S1 MP3 MP4 FE FG IR1 IR2 IR3 IR4 Other: Expression: Search Reset Results View: Scheduling

1 section

Sem	Course	Sec	Course Desc	Per	Room	Days	Team	Teacher (s)	Students	Credits	Pr	Beginning	Assigned	Avail.	Override	HR
	10176		ENGLISH 1 AP													

Copy Selected Sections Delete Selected Sections Update

You can then create new sections for the course code.

Question: Can we add a REASON when we drop a course or replace a course on a student's schedule?

Yes! We recently added in a new feature for this. On the [Setup>Schools>Modify School>Scheduling](#) tab, there is an option called "'Reason' field on Course Replace screen".

This can be set to "Show" or "Required".

This will allow users to select a reason when replacing a course.

The reasons list can be found and changed on the "Replace Course Reasons" generic code table.

Reasons will be shown on the [Student Data > Modify Student > Schedule Audit](#) screen.

Reasons will be saved to the StudentScheduleCourse table and can be used in Report Writer reports.

