

Current Year Scheduling FAQ

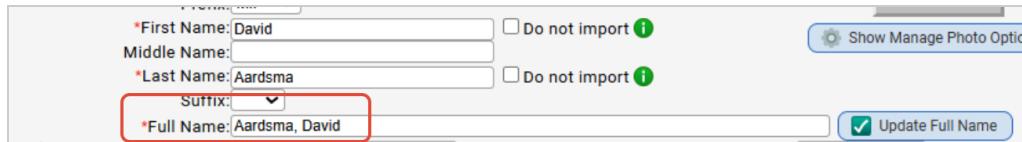
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Question: Why does this teacher not appear in this dropdown?

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.



Staff Flags <input checked="" type="checkbox"/> Include in NJ SMART: <input type="checkbox"/> <input type="checkbox"/> Do not Export to SchoolFI: <input checked="" type="checkbox"/> *Shared Teacher: <input checked="" type="checkbox"/> <input type="checkbox"/> Shared/Co Teacher 1: <input type="text"/> Shared/Co Teacher 2: <input type="text"/> Shared/Co Teacher 3: <input type="text"/> Shared/Co Teacher 4: <input type="text"/> Shared/Co Teacher 5: <input type="text"/> Shared/Co Teacher 6: <input type="text"/>		NJSmart Submission Replacement ID: <input type="text"/> <input type="button" value="i"/>
<input type="checkbox"/> Administrator <input type="checkbox"/> Athletic Trainer <input type="checkbox"/> Co-Curricular <input type="checkbox"/> Counselor <input type="checkbox"/> Case Manager <input checked="" type="checkbox"/> Disciplinarian <input type="checkbox"/> Investigator <input type="checkbox"/> Classroom Aide <input type="checkbox"/> Employee Flags: <input type="checkbox"/> Nurse <input type="checkbox"/> Department Chair <input type="checkbox"/> Director <input type="checkbox"/> Resigned <input type="checkbox"/> Other Staff <input type="checkbox"/> Library Administrator <input type="checkbox"/> LTS / Replacement <input type="checkbox"/> Substitute <input type="checkbox"/> Resource Teacher <input type="checkbox"/> Principal <input type="checkbox"/> Related Service Provider <input checked="" type="checkbox"/> Vice Principal <input type="checkbox"/> Superintendent <input type="checkbox"/> Retired <input type="checkbox"/> Secretary <input type="checkbox"/> Supervisor <input type="checkbox"/> 504 Coordinator <input checked="" type="checkbox"/> Teacher		
<input checked="" type="checkbox"/> Save		

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

<input type="button" value="Schools"/> <input type="button" value="User Fields"/> <input type="button" value="Vehicles"/> <input type="button" value="Audit"/> <input type="button" value="NJSMART Eval"/> <input type="button" value="Nurse Visits"/> <input type="button" value="Conferences"/>																										
Schools for Aardsma, David <table border="1"> <thead> <tr> <th colspan="4">Schools</th> </tr> <tr> <th>Code</th> <th>School</th> <th>HR</th> <th>Dept Primary</th> </tr> </thead> <tbody> <tr> <td>2002</td> <td>Genesis High School</td> <td>EN</td> <td><input type="button" value="View Schedule"/> <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>ALT</td> <td>Alternate High School</td> <td>149</td> <td>EN <input type="button" value="View Schedule"/> <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> <tr> <td>3004</td> <td>East End Middle School</td> <td></td> <td><input type="button" value="View Schedule"/> <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/></td> </tr> <tr> <td colspan="4" style="text-align: center;">3005 - Ocean Middle School <input type="button" value="Add"/></td> </tr> </tbody> </table>		Schools				Code	School	HR	Dept Primary	2002	Genesis High School	EN	<input type="button" value="View Schedule"/> <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	ALT	Alternate High School	149	EN <input type="button" value="View Schedule"/> <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	3004	East End Middle School		<input type="button" value="View Schedule"/> <input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	3005 - Ocean Middle School <input type="button" value="Add"/>				Genesis High School Staff ID: 222198 School: 2002 - Genesis High School Mail Location: <input type="text"/> Primary School Assignment: <input type="checkbox"/> Percent Of Time In School: <input type="text"/> Department: English / Language Arts <input type="button" value="Add"/> Department Head: <input type="checkbox"/> Scheduling Team: <input type="text"/> Current Homeroom: <input type="text"/> Attendance Homeroom: <input type="text"/> Next Homeroom: <input type="text"/> Seq: 0 Elementary Grading Parameters Grade Level: <input type="text"/> Special Subject Teacher: <input type="checkbox"/> Basic Skills Teacher: <input type="checkbox"/> Elementary Comment Seq: <input type="text"/> 0
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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 logon 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 logon ID in the “Teachers Assigned” area.

Staff Assigned <input type="checkbox"/> Allow user to see all staff in user selected school. (on certain screens) <input type="button" value="i"/>	
<input type="button" value="+ Add Departments"/> User will have access to all staff in added departments	
<input type="checkbox"/> Department	School
No Departments associated with user	
<input type="button" value="+ 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.

Section	Course Desc.	Per	Room	Days	Team	Teacher (s)
12265 2	FRENCH 4	2	ABCD	ABCD		Anderson, Andy, Sawyer, Maggie

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."

Section	Teacher	Save	Cancel
1. Room: 129	Smith, Tammy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room: 104	Staff, New	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Teacher	Start Date	End Date
9898 - Sawyer, Maggie	8/5/2024	1/1/2025

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.



The screenshot shows two overlapping windows. The top window is titled 'Subsections' and contains fields for 'Sem' (S1), 'Teacher' (Adams, Babe), 'Days' (A, B, C, D), 'Slots' (2-2), and 'Period' (2). It also includes 'Room' (142), 'Desc' (Public Speaking Test), and 'Alt. Bell Code' fields, along with a 'Save Changes' button. A red arrow points from the 'Historic Teachers' button in the top window to the 'Historic Teachers' window below. The bottom window is titled 'Historic Teachers' and lists a single entry: Teacher 222198 - Aardsma, David, Start Date 11/4/2024, End Date 12/10/2024. A red box highlights the 'Teacher' and 'Start Date' fields. A red button labeled 'Add Historic Teacher' is at the bottom of this window.

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.

The screenshot shows the 'Search for Sections' interface. A red box highlights the 'Grading' dropdown set to 'Course Grading: All Courses'. Another red box highlights the 'Include courses with no sections' checkbox, which is checked. The search interface includes fields for Course, Code, Section, Dept, Description, Status, Credits, Room, Semester, and various scheduling filters like Period(s), Grades, and Student ID.

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"/>	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/>
Room: 150		Desc: CREATIVE WRITING 1	Alt. Bell Code: <input type="text"/>
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"/>	<input checked="" type="checkbox"/> A <input checked="" type="checkbox"/>
Room: 150		Desc: CREATIVE WRITING 1	Alt. Bell Code: <input type="text"/>
<input type="button" value="–"/> <input type="button" value="+"/> <input type="button" value="New"/> <input checked="" type="checkbox"/> 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."

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.



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.

