

HOME BASE

NORTH CAROLINA STUDENT INFORMATION SYSTEM

 PUBLIC SCHOOLS OF NORTH CAROLINA | State Board of Education | Department of Public Instruction

Elementary Scheduling on the Live Side

May 2014

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Overview

- Create New School Year (2014-2015)
- Set Next School and Next Grade Indicators
- Copy Master Schedule
- Create New Teachers
- Adjust Master Schedule
- Add Dependent Sections
- Enroll Students in Sections
- Verify Enrollments

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Years and Terms

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Start Page > School > Years and Terms > New

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Years and Terms

- Add the next school year to **Years and Terms**.
- On the **Years and Terms** screen, click **New**.
- Enter the **Name**, **Abbreviation**, **First Day of School** and **Last Day of School** (for students).
- Click **Submit**.

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Start Page > School Setup > Years & Terms > Create New School Year

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Reports

System Reports

ReportWorks

State Reports

People

Student Search

Staff Search

Create New School Year

		Example Entry
Name of School Year	2014-2015	2011-2012
Abbreviation	14-15	11-12
First Day of School	8/25/2014	08/23/2011
Last Day of School	06/16/2015	06/05/2012

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Submit

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Set Next School Indicator

- Select a group of students (e.g. 1st grade)
- Under ***Functions***, select ***Set Next School Indicator***
- Select the ***Next School*** from the dropdown for this group of students
- Click ***Submit***.
- Continue until all grade levels are completed.

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Start Page > Student Selection

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports
- ReportWorks
- State Reports

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

Setup

- School
- System
- Reports

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

- Attendance Change
- Batch Address Validation
- Batch Boundary Validation
- Data Validation Report
- Enrollment Summary
- Export Using Template
- Fee Functions
- Graduation Plan Selection
- Graduation Progress Report
- Graduation Progress Summary
- ID/Password Assignment
- Immunization Compliance
- Invalid Requests
- LDAP* Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print & Student Screen
- New Student Indicator
- Print Report
- Print Mailing Labels

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- Simply Simply

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Start Page > Special Functions > Group Functions > Next School Indicator - Central Elementary

Next School Indicator - Central Elementary

Change the next school indicator for the currently selected 45 students to

Central Elementary School
 Northbedel Middle School

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Set Next Grade

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Set Next Grade for Group of Students

- Select a group of students (e.g. 1st grade).
- From list of functions select **Student Field Value**.
- On the **Student Field Value** screen, select **Sched_NextYearGrade** from the list of available fields.
- Enter the new **Field Value** (e.g. 2).
- Click **Submit**.
- Continue until all students have had the next grade field updated.

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Matches: 1457

(076111) (04/20/06) (2) Duggins, Lydia Simply

(08058) (02/18/06) (2) Farmer, Neil Simply

(08033) (01/03/06) (2) Healand, Karla Simply

(06048) (08/18/06) (2) Ponce-Hernandez, Dorcas Simply

(06448) (08/21/05) (2) Gaskin, Marjorie Simply

(08038) (01/23/06) (2) Gaskin, Emily Simply

(08001) (08/25/05) (2) Hansen, Alexandria Simply

(08038) (05/02/06) (2) Hadderson, Peter Simply

(02004) (11/28/05) (2) Hernandez, Aracelis Simply

(07742) (04/10/06) (2) Hernandez, Brandon Simply

(17063) (08/02/06) (2) Jones, Gregory Simply

(01719) (08/18/06) (2) Kiser, Brian Simply

(08106) (06/06/06) (2) Lin, Andrew Simply

(08754) (10/18/05) (2) Linkins, Madison-Dania Simply

(08106) (08/20/06) (2) Mason, Noah Simply

Select a function for this group of students

OK

Cancel

List Students

Mass Email in Chassis

Mass Print A Student Screen

Next School Indicator

Print Report

Print Mailing Labels

Quick Export

We Email at School

Reports Menu

Save Shared Selection

Search By GPA

Search By Grade/Attendance

Search For Perfect Attendance

Search Multiple By School

Student Screen (Teacher's Screen)

Student Screen (Counselor's Screen)

Summer School Indicator

Transfer Out (Student)

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Start Page > Special Functions > Group Functions > Student Field Value

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Student Field Value

45 students are selected

Options

Value

Field to Change Field

School Year/Year/Grade

New Field Value

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Options

Clear Field Value

Insert* to use the current field value with the new field value

Do not override existing data

WARNING: This change is irreversible

Submit

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Make Courses Available for Next Year

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LEA Office > LEA > Courses

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Make Courses Available

1. Navigate to LEA Office
2. Click LEA > Courses
3. Click Filter Results
 - Use the School(s), Status and Years fields
4. Select School
5. Below the list of courses, click **Edit Availability for Schools and Years**
6. Click **OK** to acknowledge the warning
7. Select **2014-2015** and click the right-facing arrow

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Make Courses Available...

8. Click **Next**
9. Select the school and click the right-facing arrow
10. Click **Next**
11. Click **Submit**
12. Navigate back to the Course page, and filter the results for a school and the 2014-2015 school year
13. Verify that the correct courses are listed

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Filter Results Filtered by 'Status'

Print New Course

<< first < prev 1 2 3 4 5 6 7 8 9 next > last >>

☒	Number	Name	Department	Prerequisite Note	Fee	Active	Inactive
☒	EL101	1st Grade English				WE	
☒	EL102	1st Grade Math				WE	
☒	EL104	1st Grade Science				WE	
☒	EL103	1st Grade Social				WE	

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Filter Results Filtered by 'School(s)', 'Status'

☒ School(s): Cherry Hill Middle School
Washington Elementary
Common Core State Standards Middle School
Graduated Students

Status: ☒ Active ☐ Inactive ☐ Unavailable Year: 2013-2014

☐ Course Number: ☐ Department:

☐ Course Name: ☐ Prerequisite Note:

☐ Has Fees: Yes

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Select Years

Associate Courses with School Years
Select which years to adjust school associations for the 78 selected course(s).

Years Source List		Selected Years
2005-2006		2014-2015
2006-2007		
2007-2008	>	
2008-2009	>>	
2009-2010		
2010-2011	<	
2011-2012	<<	
2012-2013		
2013-2014	Reset	

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Start Page > System > Copy Master Schedule

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Start Page > System Administrator

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Enroll New Student

System Administrator

Function	Description
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.

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Start Page > System Administrator > Copy Master Schedule

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Copy Master Schedule

This function will duplicate the entire master schedule from one year into another.

Option	Value
School	Overhead Elementary
Source year (the school year that the master schedule is being copied from)	2013-2014
Target year (the school year that the master schedule is being copied to)	2014-2015
Clear existing scheduling terms in the destination school year	☐
Select the checkboxes to confirm that you want to proceed.	☒

Submit

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Edit Dates in Years and Terms

- After copying the Master Schedule to the new year, go back to **Years and Terms** and correct the dates if needed.

Start Page > Years and Terms > Edit Terms

- Click **Edit Terms** for the new year
- Click **2014-2015**
- Enter correct start and end dates for 2014-2015
- Submit**

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Add New Teachers

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Start Page > New Staff Entry

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NC New Staff Member

Name (Last, First MI)	
Preferred Name	
Email Address	
Title	
Gender	
Primary Race Code	
ID	
Home/Work	
School	
Local ID	
Home Phone #	
School Phone #	
Home	
City/State/Zip	
SSN	
DOB	
Staff Unique ID	
Staff Type	

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Master Schedule by Teacher Report

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Start Page > Master Schedule

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Master Schedule List by Teacher Report

- Print **Master Schedule Report**
- Sort by Teacher
- Use the report to see what changes need to be made to the master schedule for the new year.

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Master Schedule List By Teachers

Teacher Name	Teacher Dept.	Course Name	Number/Section	Expression	Term	Hours	Students	Max Seats
Brown, Mike Simply		Adls Period/Homeroom	9121234-9L.23	1/A	14-15	08	0	32
Brown, Mike Simply		English/Language Arts	10102254L.23	2/A	14-15	08	0	32
Brown, Mike Simply		Math	20002254L.23	3/A	14-15	08	0	32
Brown, Mike Simply		Science Grade 2	30022202.23	4/A	14-15	08	0	32
Brown, Mike Simply		Social Studies 2	40022202.23	5/A	14-15	08	0	32
Brown, Mike Simply		Elementary Technology K-5	25002255A.23	6/A	14-15	08	0	32
Brown, Mike Simply		Elementary Health Ed	91012234E.23	6/A	14-15	08	0	32
Brown, Mike Simply		Hand Writing	912591049L.23	7/A	14-15	08	0	32
Brown, Mike Simply		Writing	912591049R.23	8/A	14-15	08	0	32
Brown, Mike Simply		Elementary Conduct	91259202N.23	9/A	14-15	08	0	0
Davidson, Hope Simply		Adls Period/Homeroom	9121234-9L.10	1/A	14-15	12	0	32
Davidson, Hope Simply		English/Language Arts	10102254L.33	2/A	14-15	12	0	32
Davidson, Hope Simply		Math	20002254L.33	3/A	14-15	12	0	32

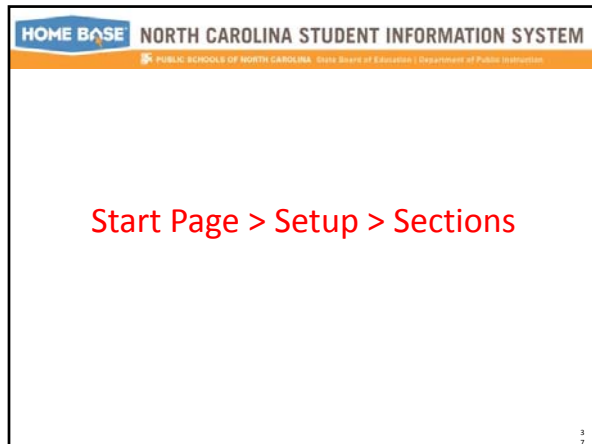
35

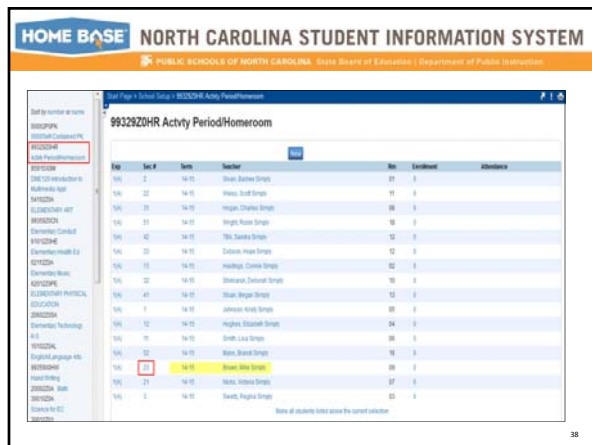
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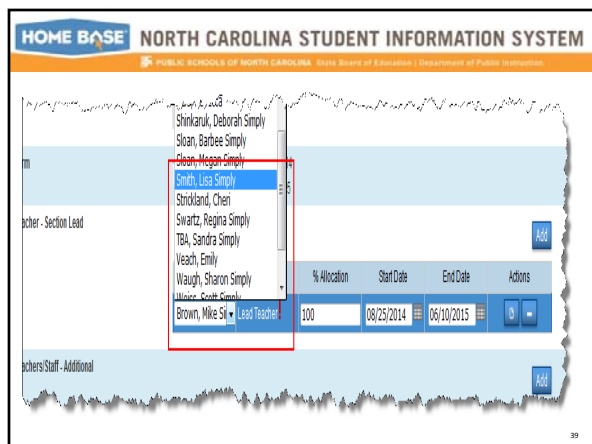
PUBLIC SCHOOLS OF NORTH CAROLINA State Board of Education | Department of Public Instruction

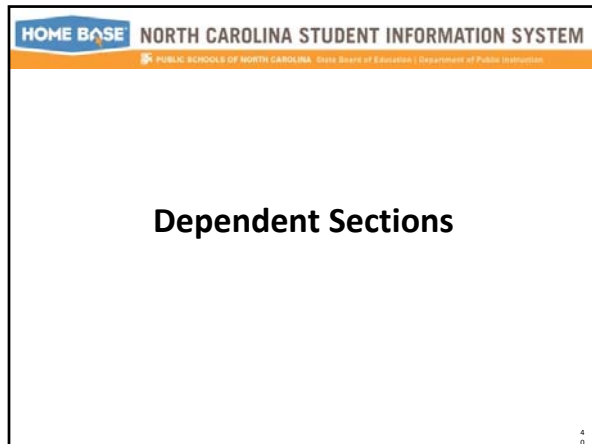
Adjusting the Master Schedule

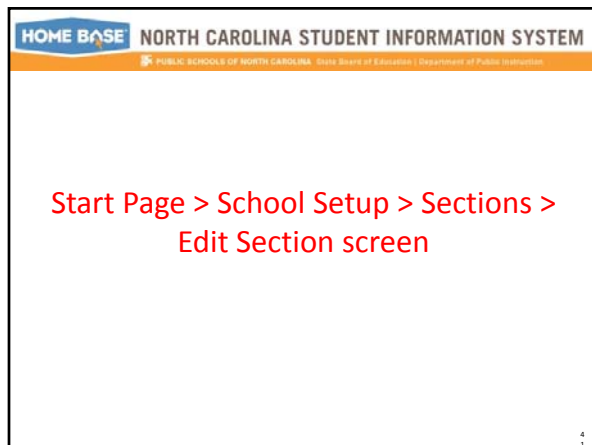
36

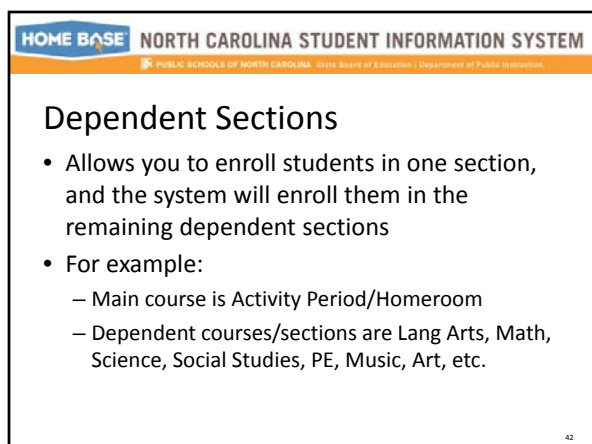












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Adding Dependent Sections

- Click on the desired section of the main course
- In the **Dependent Sections** field, enter all the other sections that the selected students must also be enrolled in.
- Separate the section numbers with a comma. Do **not** use a space between commas. For example: 54102Z0A.23,52112Z0A.23, etc.
- By enrolling students in one section, the system will also enroll them in ALL sections entered in the **Dependent Sections** field.

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Otherwise,
Leave Blank.)

Dependent Sections
(course.section,
course.section,
etc.)

54102Z0A.23,52112Z0A.23,62012Z0PE.23,20602Z0SA.23,10102Z0AL.23,40022Z02.23,20002Z0A.23,30022Z02.23,99359Z0CN.23,61012Z0HE.23,99359Z0HV.23,99359Z0WR.23

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Enroll Students in Sections

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Student Selection > Group Functions >
Mass Enroll

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Enroll Students in Sections

- Enroll students en masse into sections by hand selecting groups of students.
- Enroll into the main course if using dependent sections.
- The system will automatically enroll students into the other sections listed as dependent sections of the main course

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Enroll Students in Sections...

- Select a group of students by clicking on a grade level on the **Start Page**.
- From the list of functions, choose **Select Students by Hand**.
- Using the CTRL key, select students for the group by hand.
- On the **Group Functions** screen click **Mass Enroll**.
- Enter the course number.section in the **Quick Enroll** field and click **Enroll**.
- The **Mass Enroll Preview** screen will be displayed.

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Mass Enroll

Enroll currently selected 6 students into a section.

Filter By

Period All Term All Teacher All

Day All Grade All Credit Type All

☐ Show only classes with available seats

Search

Quick Enroll

Course Section 6020204R

Enroll

Details

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Mass Enroll Preview

Entry Date: 06/25/2014

Course Name	Course Number	Section	Term	Enr	Pending Enrollment Count	Class Status
Social Studies 2	4002202	23	2014-2015	Nil	6/32	Section found
Math	2000220A	23	2014-2015	Nil	6/32	Section found
ELEMENTARY ART	5410220A	23	2014-2015	Nil	6/32	Section found
English/Language Arts	1010220A	23	2014-2015	Nil	6/32	Section found
Elementary Conduct	9030202A	23	2014-2015	Nil	6/6	Section found
Arts Percussion/Instrument	9030204R	23	2014-2015	Nil	6/32	Section found
Science Grade 2	2002202	23	2014-2015	Nil	6/32	Section found
Hand Writing	9030204R	23	2014-2015	Nil	6/32	Section found
Elementary Technology K-5	2002202A	23	2014-2015	Nil	6/32	Section found
Writing	9030100W	23	2014-2015	Nil	6/32	Section found
Elementary Music	5211220A	23	2014-2015	Nil	6/32	Section found
ELEMENTARY PHYSICAL EDUCATION	6201220E	23	2014-2015	Nil	6/32	Section found
Elementary Health Ed	6101220E	23	2014-2015	Nil	6/32	Section found

Student Enrollment Summary:

Student Number	Student Name	Action
97059	Bradford, Bailey Simple	Enroll in 4002202 23 on 06/25/2014

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Questions?

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