Utah STATE OFFICE of Education

ASPIRE

Scheduling: Assign Students

Checklist

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Assign Students is the most direct way to manually schedule large numbers of students into courses. This is the most common way elementary schools put their students into classes. This type of scheduling is a manual process with class membership determined 100% outside of the computer by instructional leaders.

Scheduling > Assign Students gives Aspire Users a way to schedule students into courses according to decisions made away from the system. This is the best tool for manually populating classes with students in the system.

Before any students can be placed in classes the following scheduling prerequisites need to be completed.

□ Scheduling Prerequisites Complete

□ Future Track with complete calendar, terms, periods and other setting
□ Future Courses selected for the track in Course Selection
□ Future Faculty active in track
□ Future Students actively enrolled
□ Master Schedule of courses properly configured and assigned to teachers / periods

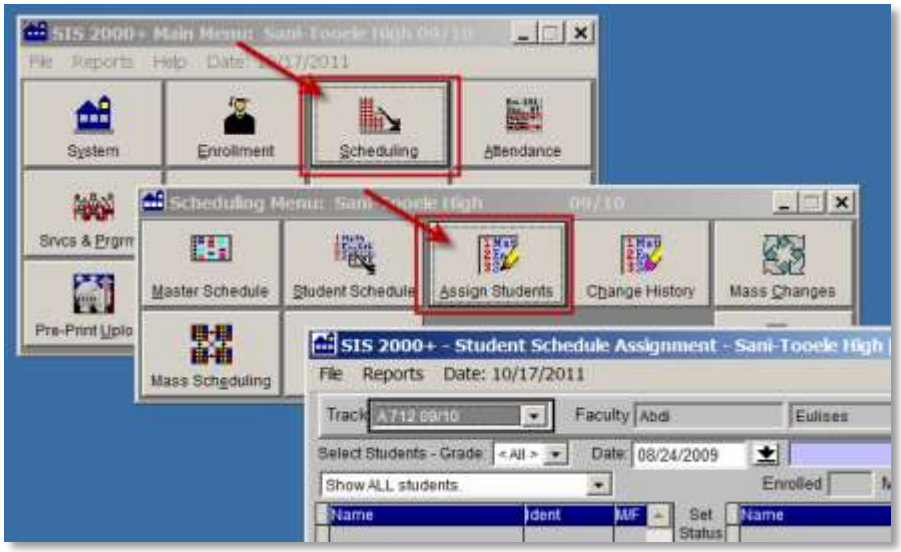
□ Assign Students (Teacher Centric)

Here are the typical steps an Aspire User will carryout to complete scheduling students in a course using Assign Students. This scheduling starts with the teacher and the courses they teach.

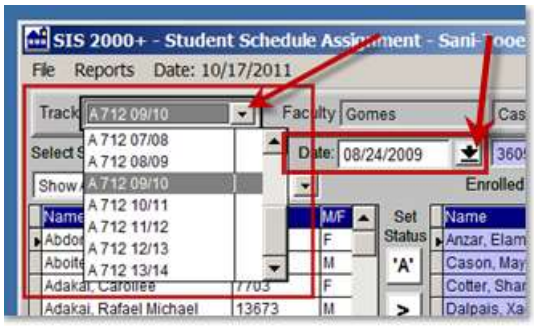
□ Launch Scheduling > Assign Students
□ Choose the correct track/date
□ Look Up the Teacher
□ Choose the course
□ Filter the students
□ Move students into courses
□ Adjust the student schedules to meet individual needs

Below are details of each of the typical steps to place students in classes using Assign Students an Aspire User will carryout to complete scheduling students in a course using Assign Students.

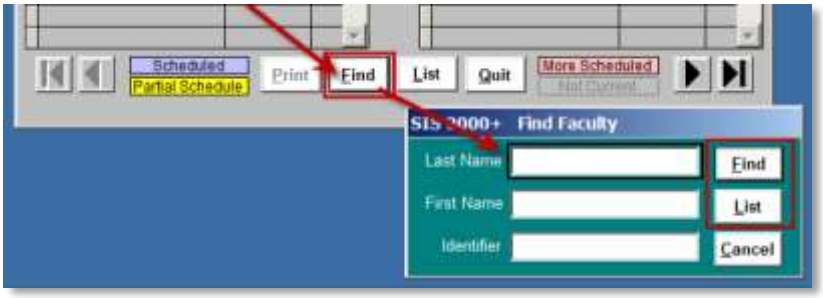
□ Launch Scheduling > Assign Students



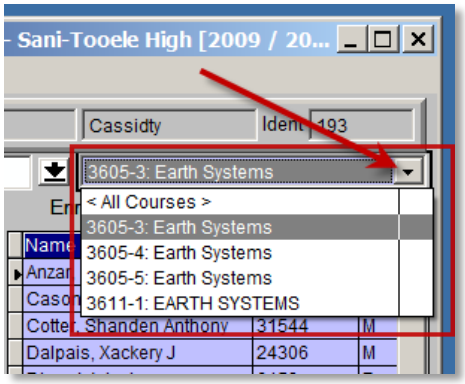
□ Choose the correct track and date



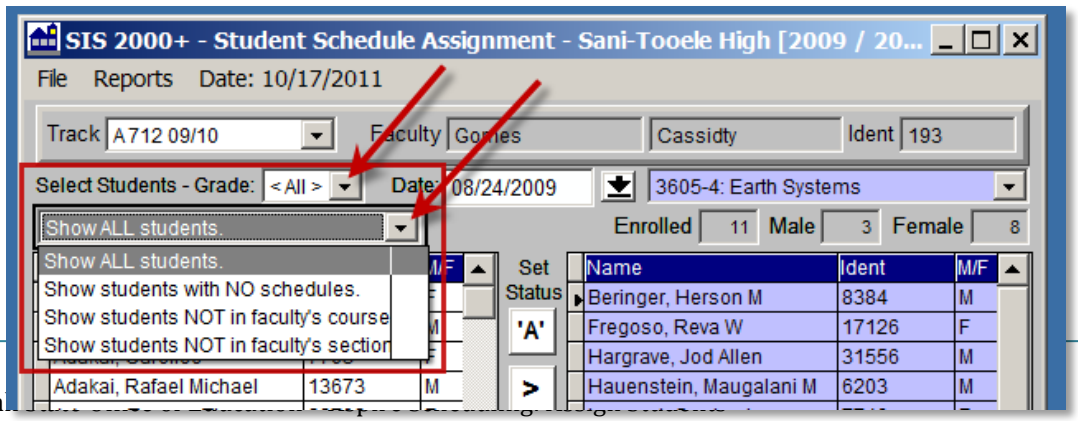
□ Look Up the Teacher



□ Choose the course

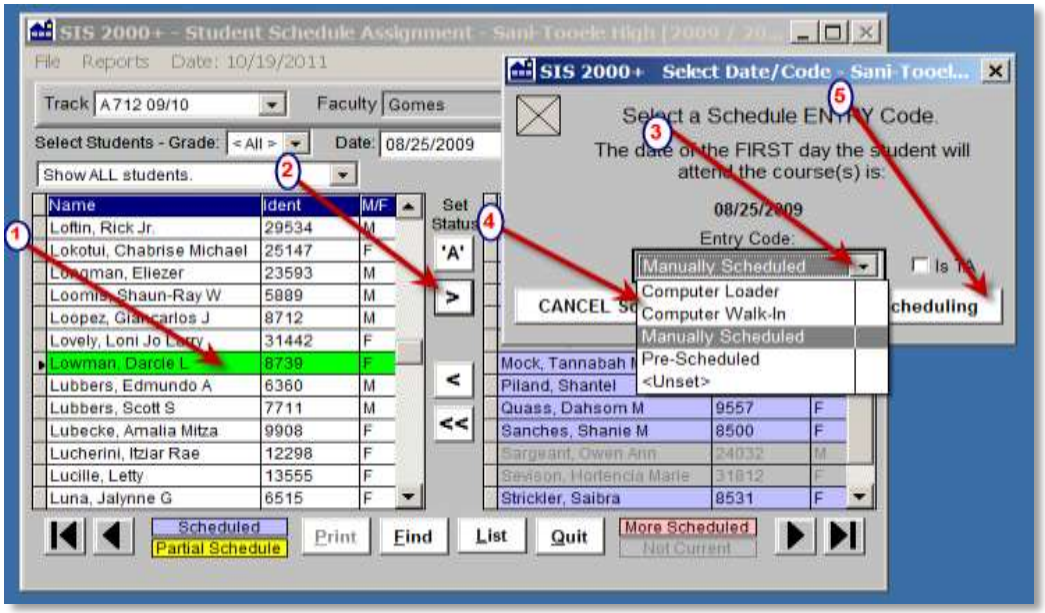


□ Filter the students by grades and schedule status



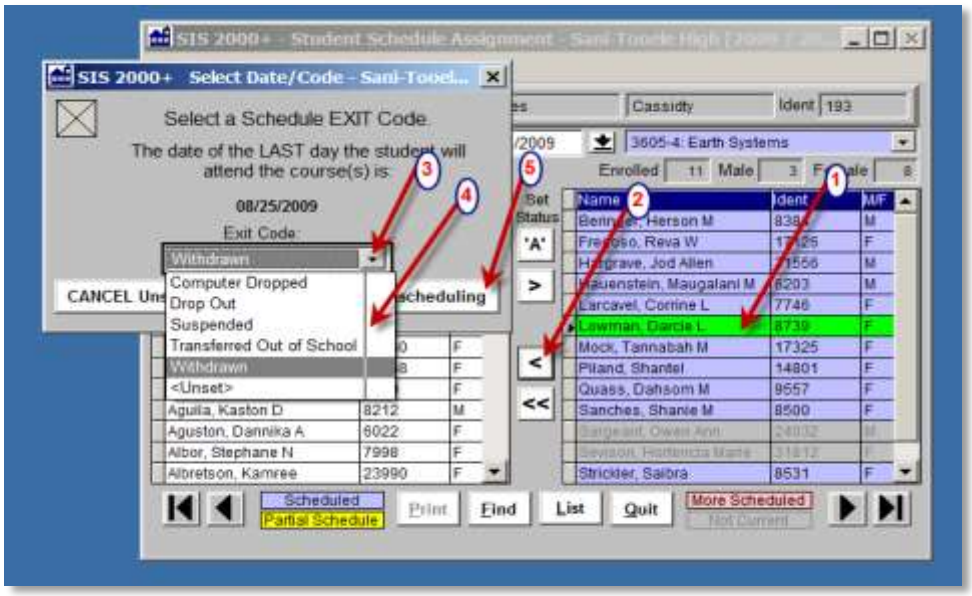
□ Move students into courses

1. Select the Date of entry.
2. Select a student from the list on the left.
3. Click the Move arrow “>”
4. Select the Entry code.
5. Pick the Entry code.
6. Start Scheduling the student(s)

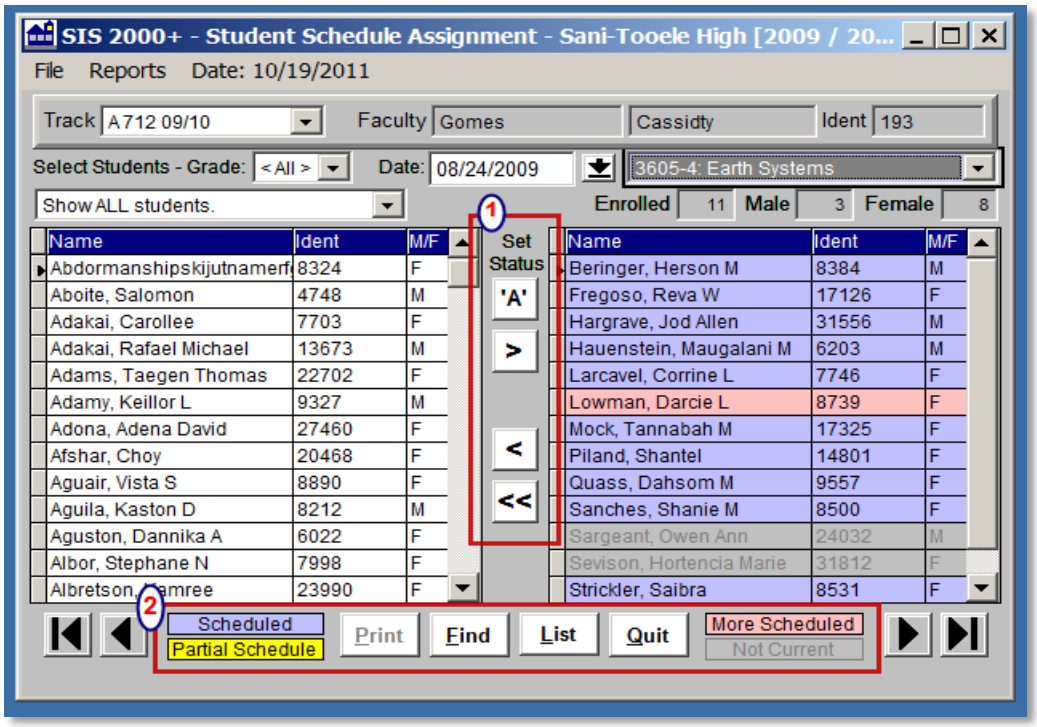


□ Move students out of courses

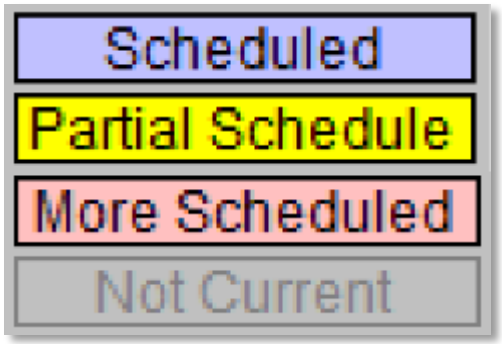
1. Select the Date of exit.
2. Select a student in the class on the right.
3. Click the Move arrow <
4. Select Exit codes.
5. Pick the Exit code.
6. “Start Unscheduling” removes the student(s) from the course.


SIS 2000+ Select Date/Code - Sani-Tooel...
Select a Schedule EXIT Code
The date of the LAST day the student will attend the course(s) is
08/25/2009
Exit Code:
Withdrawn
Computer Dropped
Drop Out
Suspended
Transferred Out of School
Withdrawn
<Unset>
CANCEL Uns
scheduling
Cassidy
Ident 193
3605-4: Earth Systems
Enrolled 11 Male 3
Name
Ident
M/F
Aguila, Kaston D 8212 M
Aguston, Dannika A 6022 F
Albor, Stephane N 7998 F
Albretson, Kamree 23990 F
Scheduled
Partial Schedule
Print
Find
List
Quit
More Scheduled
Not Current
1
2
3
4
5

□ Adjust Student Schedules

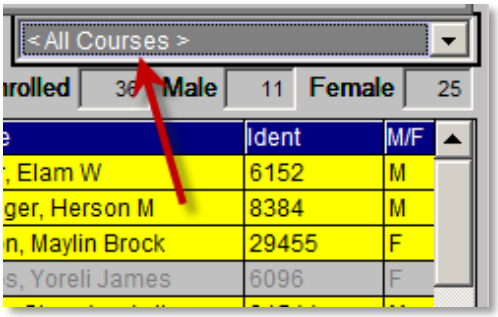


Visual clues in Assign Students provides status feedback on each student on the screen (2).



Scheduled = Student is in the class displayed in the Course Dropdown. If <All Courses> is picked and a student shows this color if they are in all courses taught by the teacher.

Partial Schedule = Students are in a course(s) taught by the teacher but not all of them. They have a Partial Schedule as far as that teacher is concerned.



More Scheduled = the student is scheduled in other classes taught by the selected teacher.

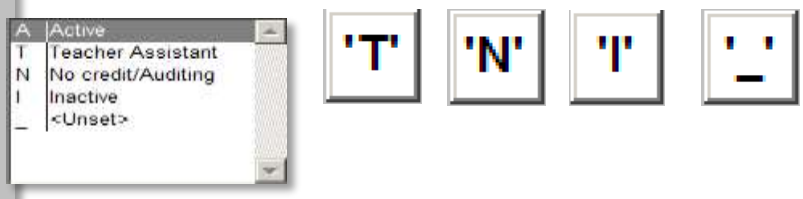
Not Current = Student was at one time in the selected course but not as of the date picked.

White = Unscheduled and not in any course. This is the state of students in the left column.

Conflict Error = Rarely, a student appears with a Dark Red color indicating a potential data conflict error. Contact your Aspire Specialist if these arise.

□ Options when Moving Students

Use the center buttons (1) to move individuals in and out of courses for the courses you select with the status you want. "Set Status" provides a way to determine the status for all the students getting scheduled in a transaction. The selected status is represented by the letter/icon on the set status button.



> moves selected students in the left into the course showing in the course dropdown list. If <All Courses> is selected the students selected are put into ALL the classes taught by that faculty member with the status code selected.

> moves selected students on the right out of the course showing in the course dropdown list. The date selected on the page is the exit date assigned.

<< moves all students out of the selected course with an exit date of the date set in the interface.

□ Additional notes

All assignment data is saved automatically by the program. To exit the Student Schedule Assignment program click Quit.

Resolve conflicts by unscheduling students from conflicting courses. If you do want students scheduled in courses concurrently, set "Conflict OK" for both courses in Master Schedule Editor.

□ Assign Students Summary

Assign Students provides a direct method for scheduling large numbers of students into courses manually. Many elementary schools use Assign Students to schedule their students into classes. Typically this is a manual process to implement student to class assignment determined outside the computer by school faculty.

Scheduling > Assign Students is the best tool for manually populating classes with students in the system.