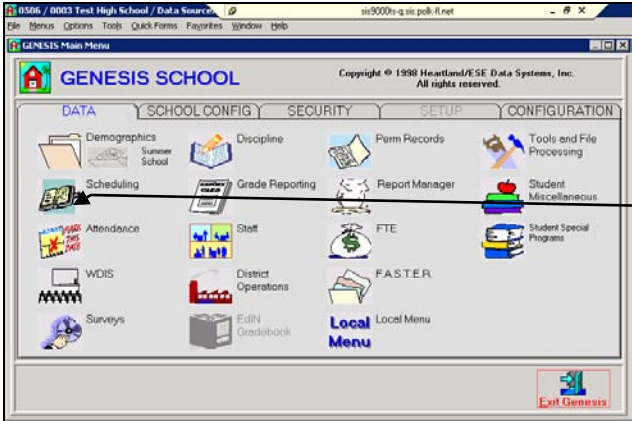
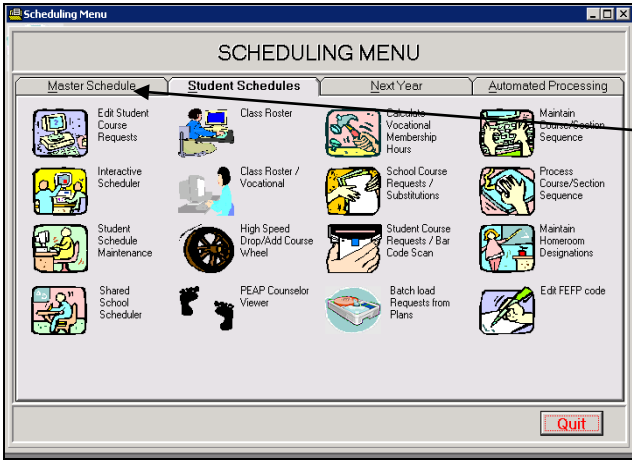
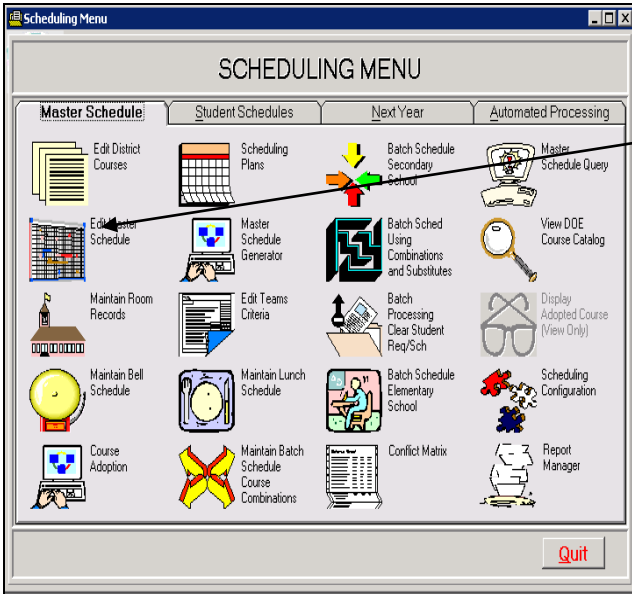
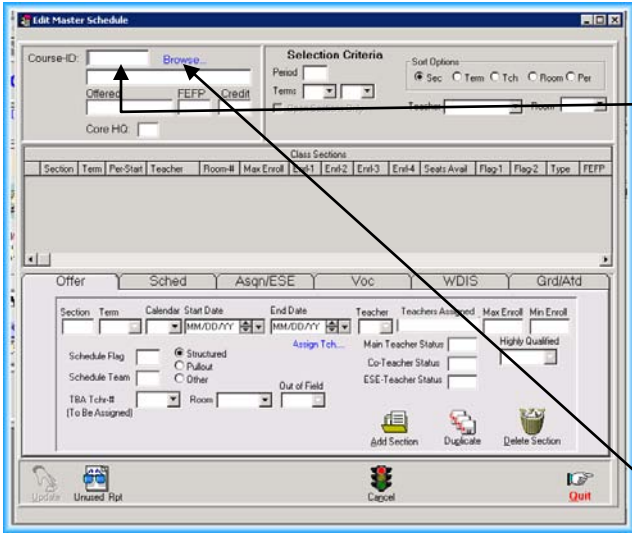
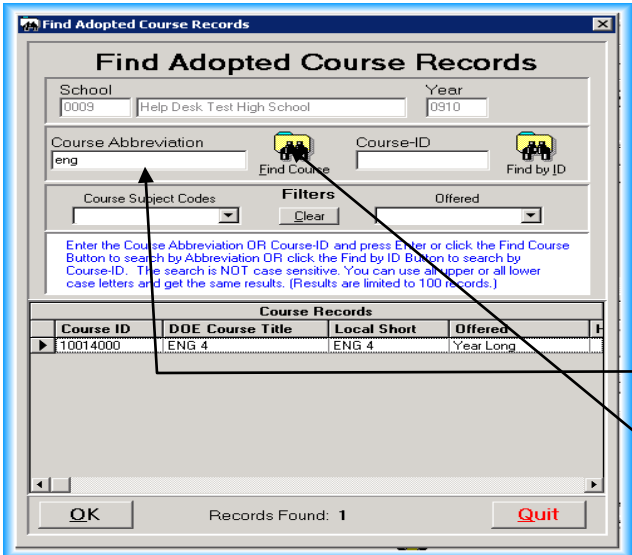




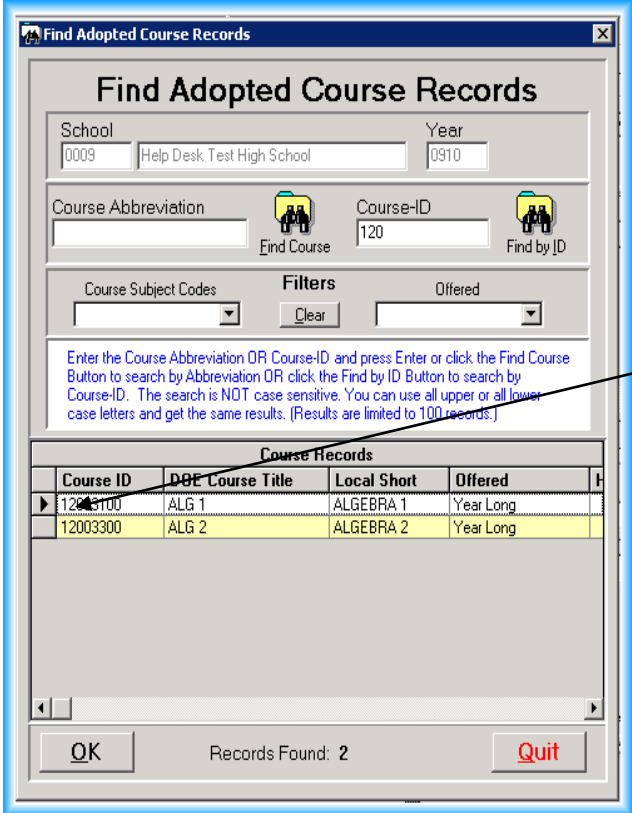
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
1		<p>Logon to Genesis using the Logon Documentation.</p> <p><u>To Create a Master Schedule:</u></p> <ul style="list-style-type: none"> Click the Scheduling icon on the Genesis School menu
2		<p>The Scheduling Menu is displayed.</p> <ul style="list-style-type: none"> Click the Master Schedule tab
3		<p>The Master Schedule tab is displayed.</p> <ul style="list-style-type: none"> Click the Edit Master Schedule icon

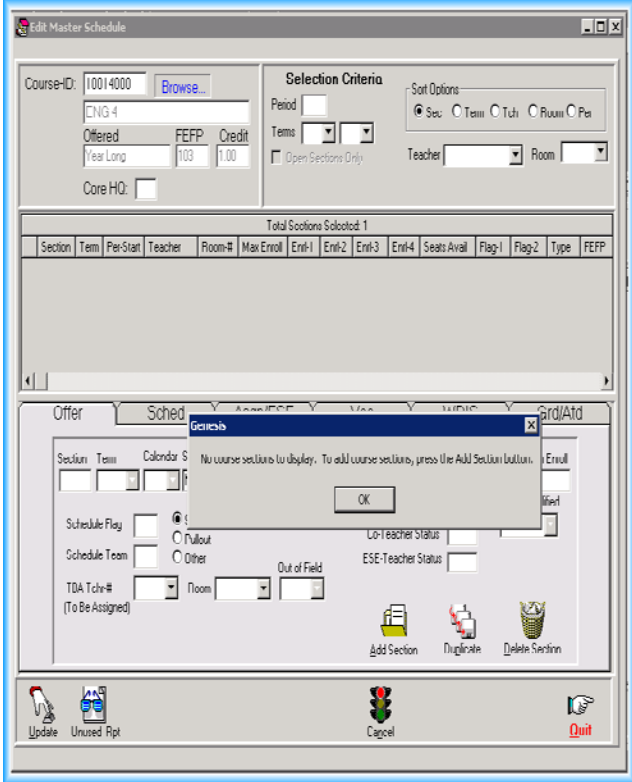

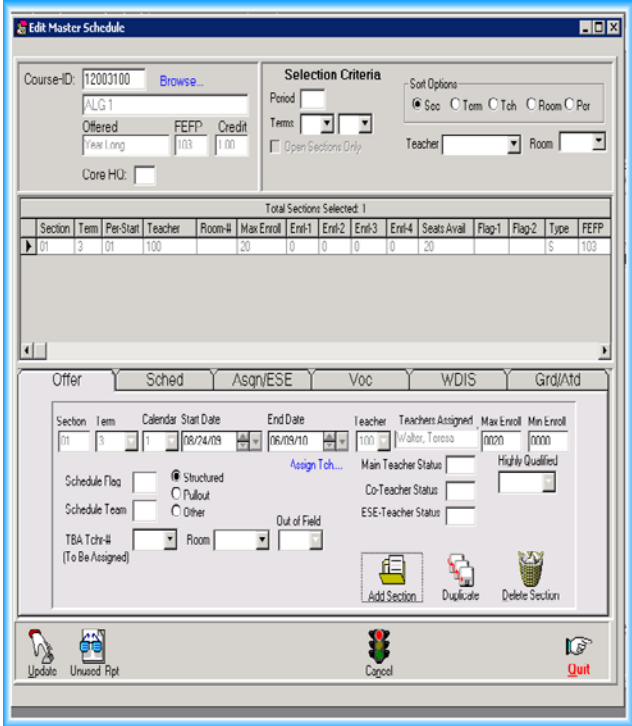
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
4		<p>The Edit Master Schedule screen is displayed.</p> <ul style="list-style-type: none"> If you know the course number, <i>Type the 8-digit course number</i> in the Course-ID field and <i>press Enter</i>, and Proceed to Step 7. If you do not know the course number, you can search the District Adopted Course Catalog. <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px 0;"> To Search for a Course Number </div> <p><i>Click Browse....</i></p>
		<p>The Find Adopted Course Records screen is displayed. You can look up a course by <i>Typing</i> part of the Course Abbreviation or <i>Typing</i> part of the Course-ID number.</p> <p>To Find a Course using the Course Abbreviation:</p> <ul style="list-style-type: none"> <i>Type</i> part of the course title in the Course Abbreviation field <i>Press Enter</i> or <i>Click</i> the Find Course icon
		<p>The search will display the first 100 courses that contain the abbreviation you requested.</p> <p>If more than 1 page of courses is found, the scroll option allows you to <i>scroll down</i> the page to view all the courses.</p> <p>Once you find the course, <i>Click</i> anywhere on the course line and <i>Press Enter</i> or <i>Click OK</i></p>

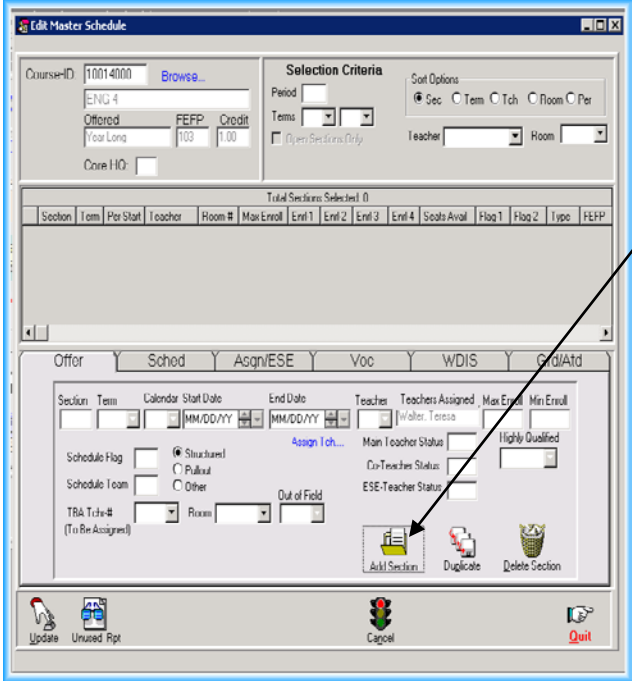
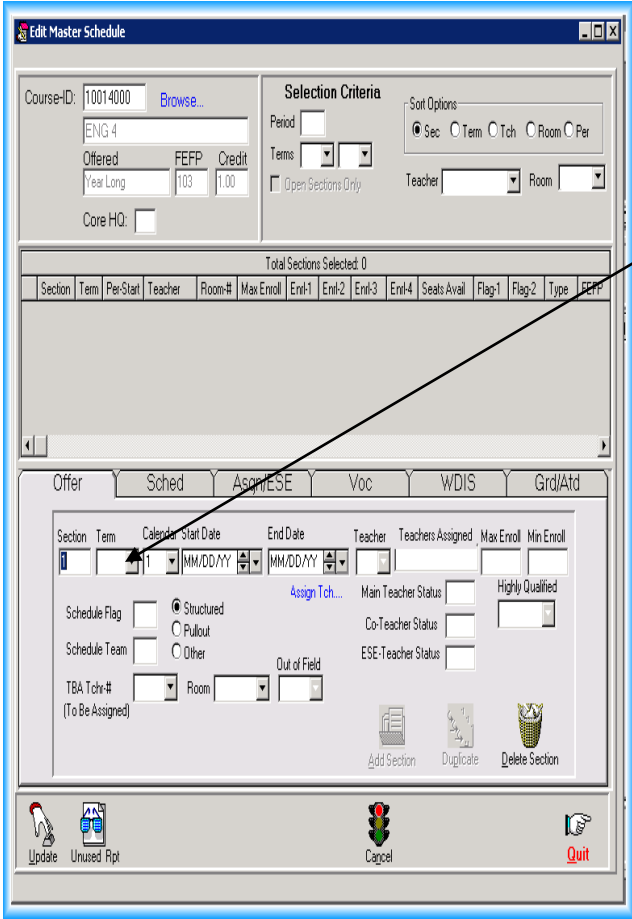
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
5		<p><u>To Search by Course-ID:</u></p> <ul style="list-style-type: none"> Type part of the Course ID number Press Enter or Click the Find by Course ID icon.
6		<p>The search will display the first 100 courses that contain the Course-ID you requested.</p> <p>The scroll option allows you to <i>scroll down</i> the page to view all the courses.</p> <p><u>Once you find the course:</u></p> <ul style="list-style-type: none"> Click anywhere on the course line and Press Enter or Click OK

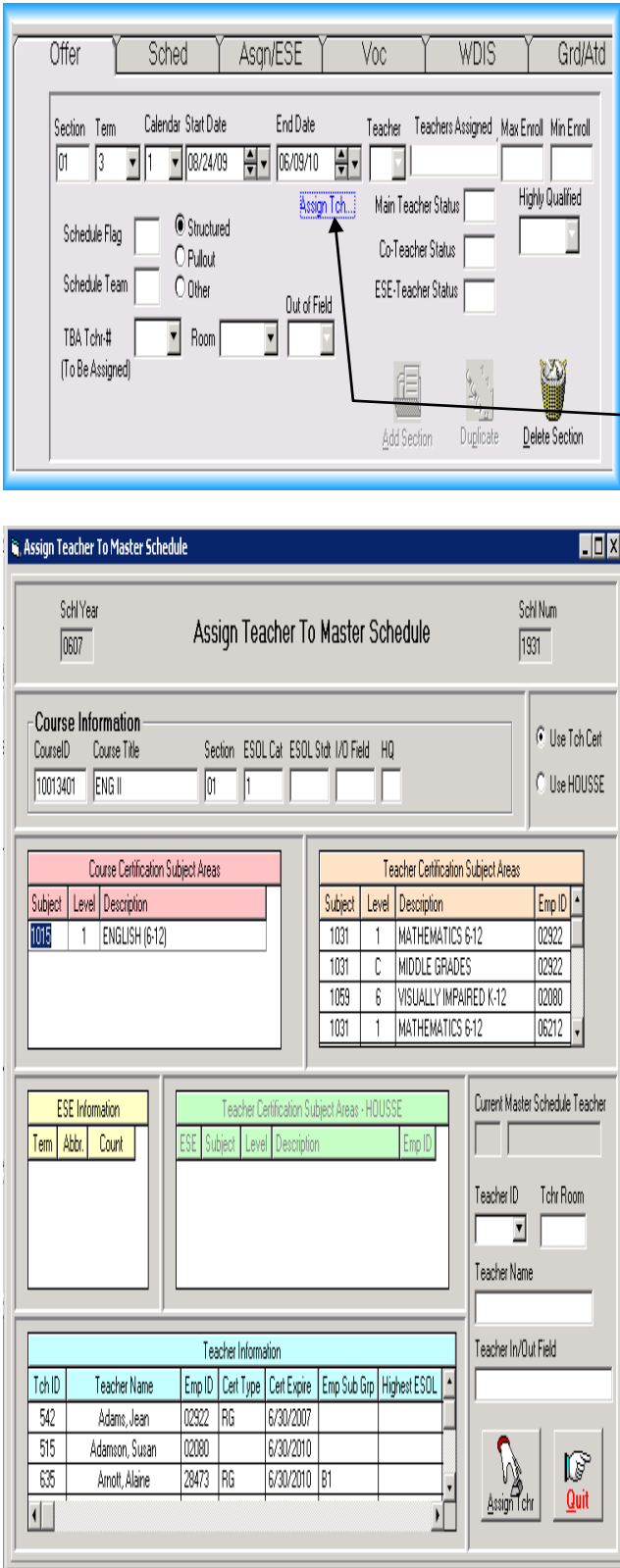
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
7		<p>The Edit Master Schedule screen is displayed. If no course sections have ever been built, you will receive this message:</p>  <p>Click OK</p> <p style="text-align: center;">Proceed to Step 8</p> <p style="text-align: center; font-size: 2em;">Or</p>
		<p>The Edit Master Schedule screen will display course sections if they have been previously been built.</p> <p style="text-align: center;">Proceed to Step 24</p>

Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
8	 	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>To Build a Master Schedule when no other Master Schedule sections exist:</p> </div> <ul style="list-style-type: none"> ● Click the Add Section icon <p>When you select the Add Section icon, the program will default the section number to the next sequential number.</p> <p>Your cursor will display in the section field.</p> <ul style="list-style-type: none"> ● Press TAB ● Enter the Term or <i>Select</i> from the pull-down <p><u>NOTE: The terms available will vary depending upon the schedule configuration set up for your school.</u></p> <p>The Calendar field will default.</p> <p>The Start Date–End Date fields default to the Start-End Date for the term you selected.</p>

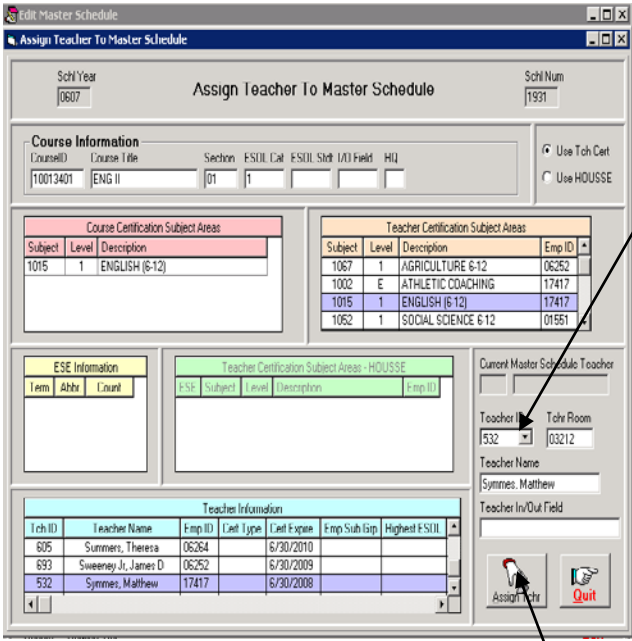
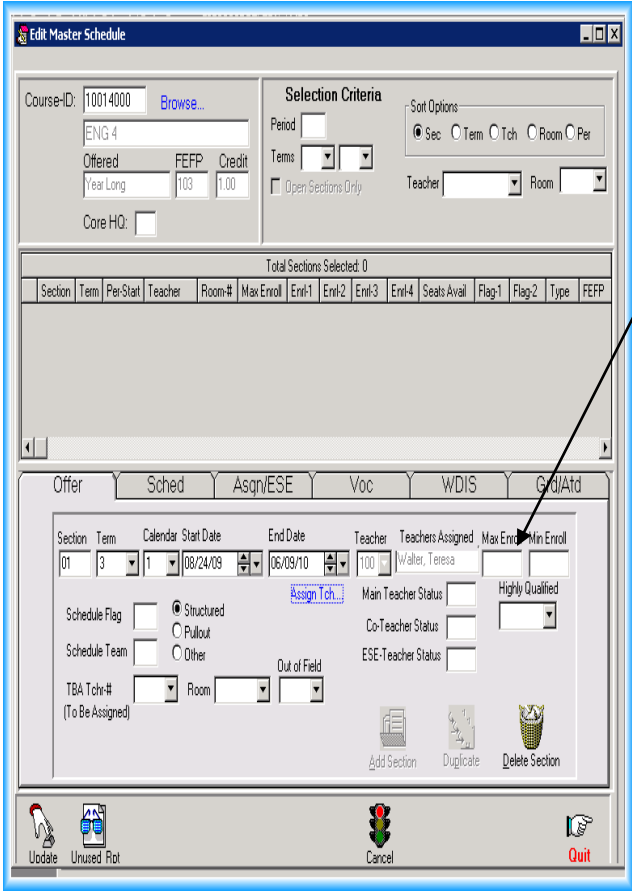
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
9		<div style="border: 1px solid black; padding: 5px; text-align: center; background-color: #cccccc; margin-bottom: 10px;"> <h3 style="margin: 0;">Please Read</h3> </div> <p>You must select a teacher from the Assign Teacher button. This option displays the required Certification for this course and when a teacher is selected, the certification for that teacher is displayed.</p> <p><u>From the Edit Master Schedule screen:</u></p> <ul style="list-style-type: none"> ➤ <i>Select the Assign Tch button</i> <p>The Assign Teacher to Master Schedule screen is displayed.</p> <p>This new screen has been created to provide users the opportunity to review the certification requirements of the course, the certification of an individual teacher or to find all the instructors who hold the appropriate certification to teach this course.</p> <div style="border: 1px solid black; padding: 5px; background-color: #ffcccc; margin-bottom: 10px; text-align: center;"> <h4 style="margin: 0;">Course Certification Subject Areas</h4> </div> <ul style="list-style-type: none"> ➤ Lists all the appropriate subject area certification for this course <div style="border: 1px solid black; padding: 5px; background-color: #ffcc99; margin-bottom: 10px; text-align: center;"> <h4 style="margin: 0;">Teacher Certification Subject Areas</h4> </div> <ul style="list-style-type: none"> ➤ Lists the certification for selected teachers <div style="border: 1px solid black; padding: 5px; background-color: #ccffff; margin-bottom: 10px; text-align: center;"> <h4 style="margin: 0;">Teacher Information</h4> </div> <ul style="list-style-type: none"> ➤ Lists all Instructional staff at your location

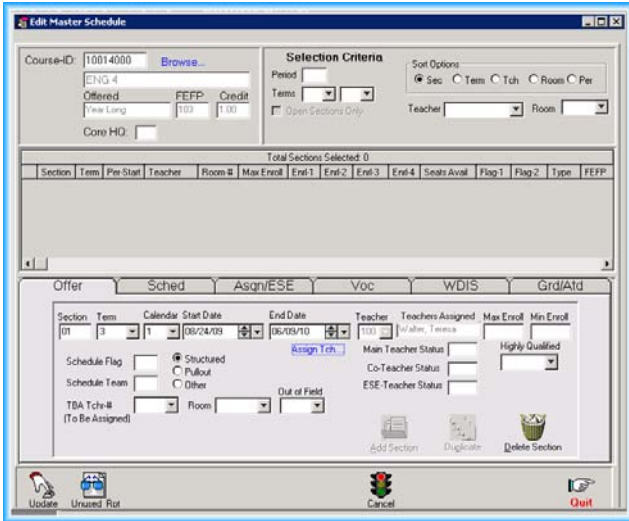
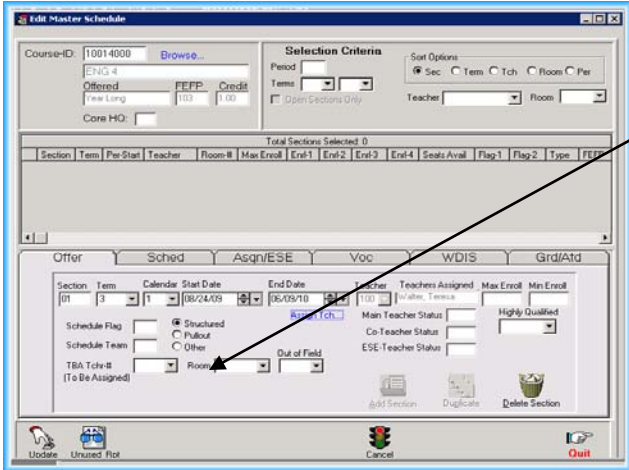
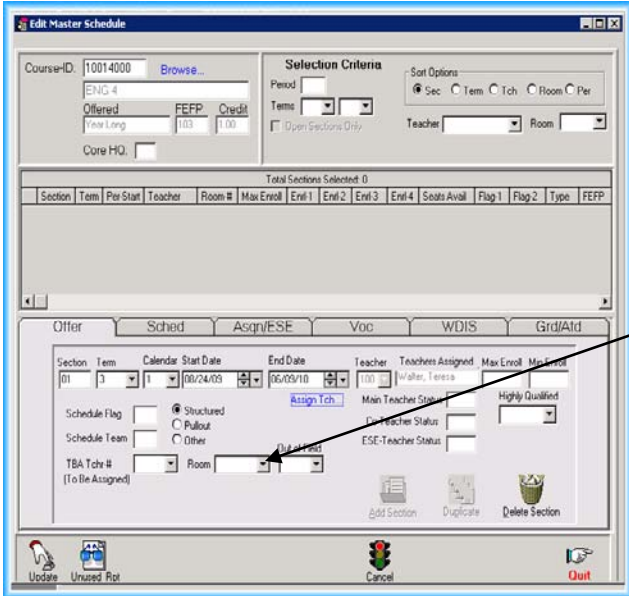
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
10		<p><u>To Display Certification Information for a selected teacher:</u></p> <ul style="list-style-type: none"> • <i>Type</i> the teacher number in the Teacher ID field or <i>Select</i> the teacher from the pull down. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • <i>Click</i> anywhere on the line to <i>Select</i> a teacher from the list of instructional staff in the Teacher Information section of the screen <p>Regardless which option you choose, the certification will display in the Teacher Certification Subject Area for the selected teacher.</p> <p><u>To Identify the Certified Instructional staff for a selected Course Certification Subject Area:</u></p> <ul style="list-style-type: none"> • <i>Click</i> anywhere on the line to <i>Select</i> a Subject Area for this course (The selected line will be highlighted in purple) <p>Note: Each time you <i>Click</i> on the Subject area line, the program will search the instructional staff for your location and display those instructors in the Teacher Certification Subject Areas who have the appropriate certification for the selected subject area.</p>

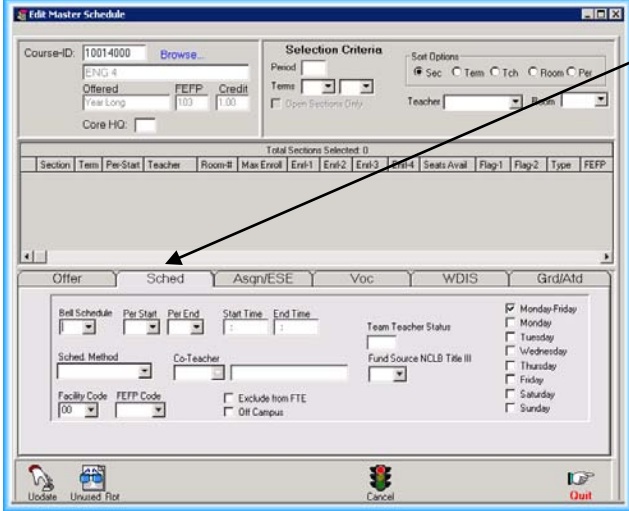
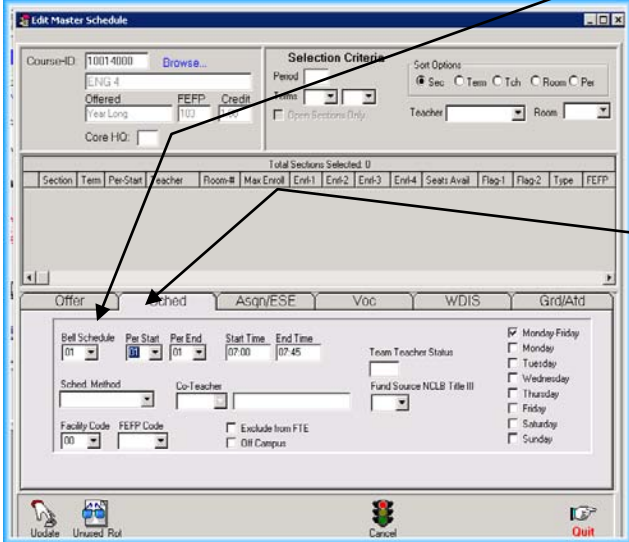
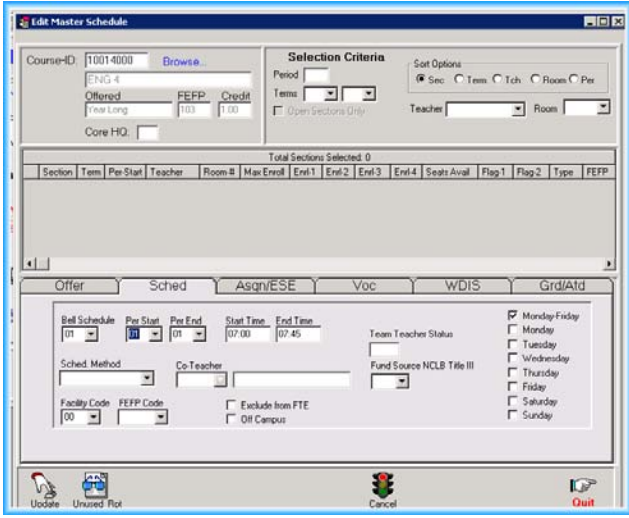
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
11	 	<p><u>To Select a Teacher ID Number:</u></p> <ul style="list-style-type: none"> Enter the 3-digit teacher number in the Teacher ID field or <i>Select</i> the teacher from the pull down. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> If you have identified a list of teachers who have the appropriate certification for this course, you can <i>Highlight</i> a teacher displayed in the Teacher Certification Subject Area <p><u>To Assign a Teacher to the Master Schedule section:</u></p> <ul style="list-style-type: none"> Click the Assign Tchr button <p>The Edit Master Schedule screen is displayed.</p> <ul style="list-style-type: none"> Click in the Max Enroll field Enter the Maximum number of students to be scheduled into this section <p><u>Note: A master schedule MUST have seats entered in the MAX Enroll field to allow a student to be scheduled into this section.</u></p> <p><i>Schedule Flag, Schedule Team and TBA Tch# are data fields discussed in other documentation.</i></p> <ul style="list-style-type: none"> ➤ If you are creating this section with a TBA Tch # (To Be Assigned) Refer to the TBA documentation.

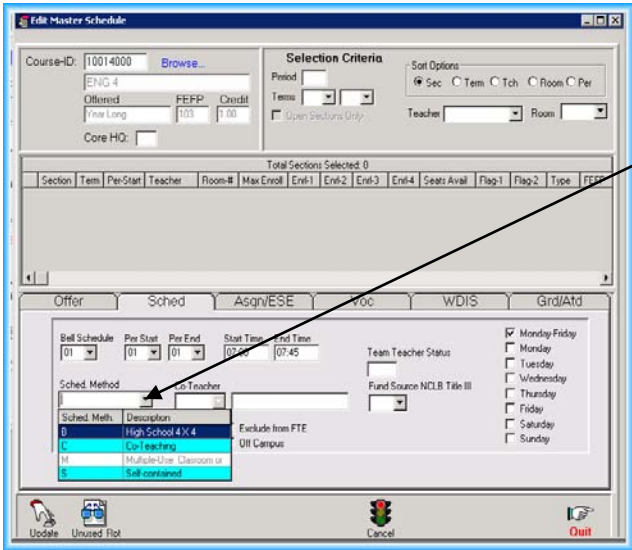
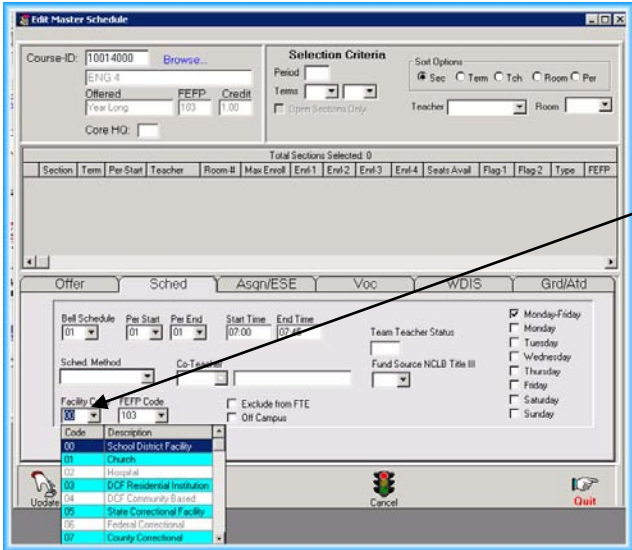
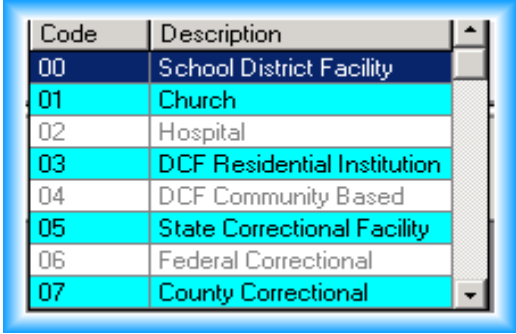
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
12	  	<p>Structured, Pull-out, or Others, specifies the details of the meeting schedule of each section.</p> <p>Structured classes are presumed to meet M-F and through the span of a single period. <i>Secondary Schools default to Structured</i></p> <p>Pull-out classes meet at non-structured times and days. <i>Elementary Schools default to Pullout</i></p> <p>Other is N/A at this time</p> <p>Select the radio button that specifies the meeting schedule for this section</p> <p>Room number will default if a room number was assigned to the teacher on the staff record. If this teacher floats from room to room, you must assign the room number specific to this section.</p> <p>To Assign a Room Number:</p> <p>Type the Room Number or Select the Room Number from the pull-down</p> <p>Important Note: The Out of Field and Highly Qualified designation will be entered by District Office staff.</p>

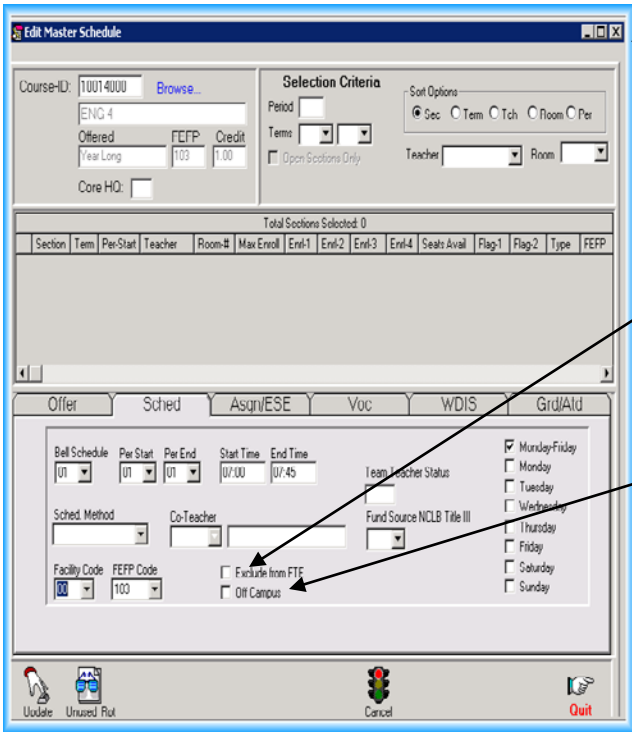
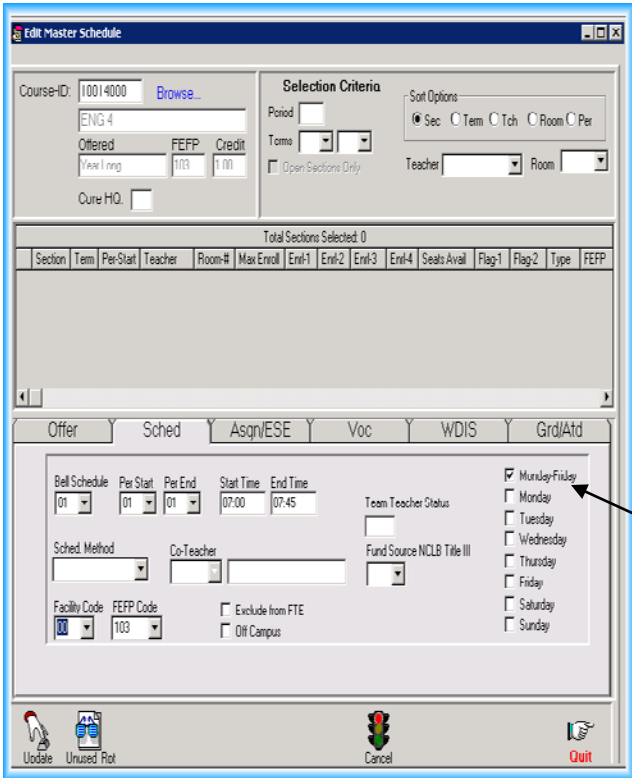
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
13	  	<p style="text-align: right;">• Select the Sched Tab</p> <p>The Schedule tab contains data specific to the meeting schedule of this course section.</p> <p>A bell schedule contains the official beginning and ending times for your school day or the beginning and ending times for each period of the day.</p> <p><u>To Select a Bell Schedule:</u></p> <ul style="list-style-type: none"> • Type the appropriate bell schedule or <i>Select</i> from the pull-down • Press Tab <p><u>To Enter the Per Start:</u></p> <ul style="list-style-type: none"> • Type the period number or <i>Select</i> from the pull-down <p>Example: Period 1 = 01</p> <p><u>If you Type the Per Start :</u></p> <ul style="list-style-type: none"> • Press Tab. The computer will populate the Period End and the Period Start time set up on the bell schedule you selected. • Press Tab to Start Time. The computer will populate the Period End time as it was set up on the Bell Schedule you selected. <p><u>If you Select the Per start from the pull-down</u> the Per End, Start Time, and End Time will default</p>

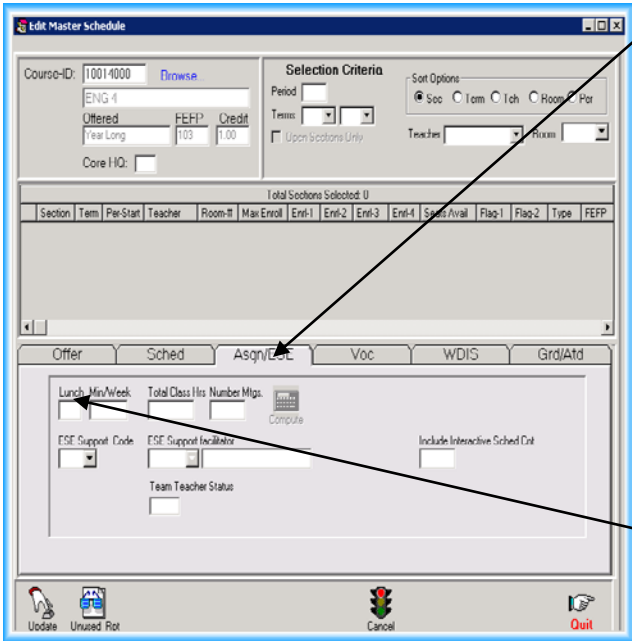
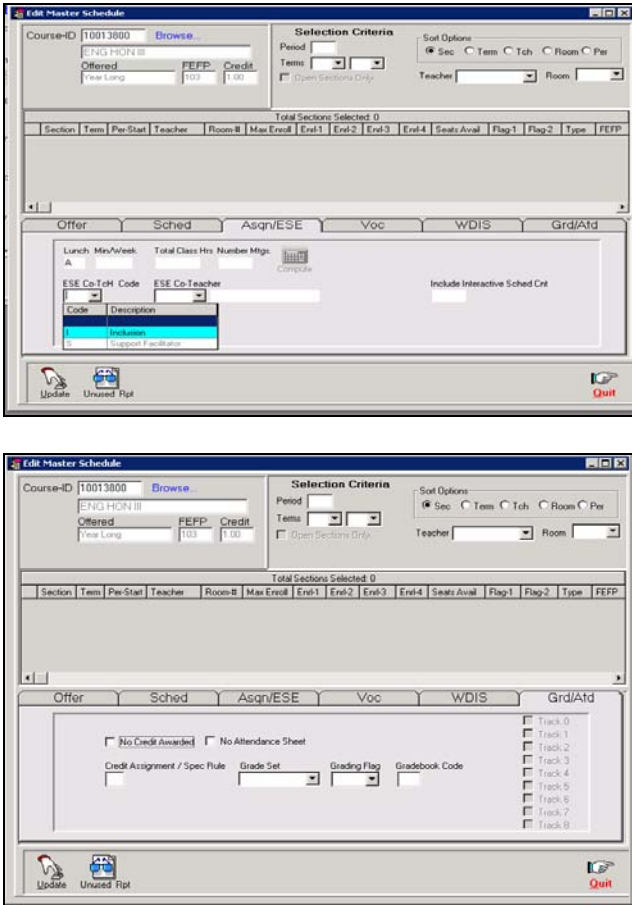
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
14		<p><u>To Select a Sched.-Method (if applicable):</u></p> <ul style="list-style-type: none"> Enter a Scheduling Method or Select from the pull-down <p><u>To Enter a Co-Teacher(if applicable):</u></p> <ul style="list-style-type: none"> Enter a Teacher number or Select a Teacher number from the pull-down
15	 	<p>If this section of the Course is taught on Property Owned by another Agency:</p> <p><u>To Enter a Facility Code:</u></p> <ul style="list-style-type: none"> Enter the correct Facility Code or Select from the pull-down <p>The FEFP code is set at the District Course Catalog level. Do not change the FEFP code unless directed by the Information Services Department.</p> <p>The Team Teacher Status and Fund Source NCLB Title III data fields are updated by District Office staff when applicable.</p>

Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
16		<p><u>To Exclude from FTE:</u></p> <p><u>Important: When this box is selected, this section will be excluded from ALL FTE calculations and will receive NO funding.</u></p> <p>Check the box before Exclude from FTE</p> <p><u>To Select Off-Campus classes:</u></p> <p>Check the box before Off Campus</p> <p><u>Note: Correct identification of Off Campus courses is required for accurate FTE calculations.</u></p>
17		<p><u>To Select the Days of the Week:</u></p> <p>The program defaults to the most common offering of Monday through Friday.</p> <p>However, if this section is offered on a different schedule of days, <i>click</i> the check in the box in front of Monday –Friday. This action will remove the check and open the other days for selection.</p> <p><u>To Select another day or combination of days:</u></p> <p>Click the box in front of the day or days this course will be offered.</p>

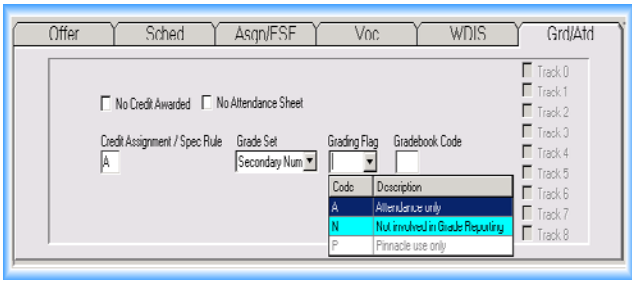
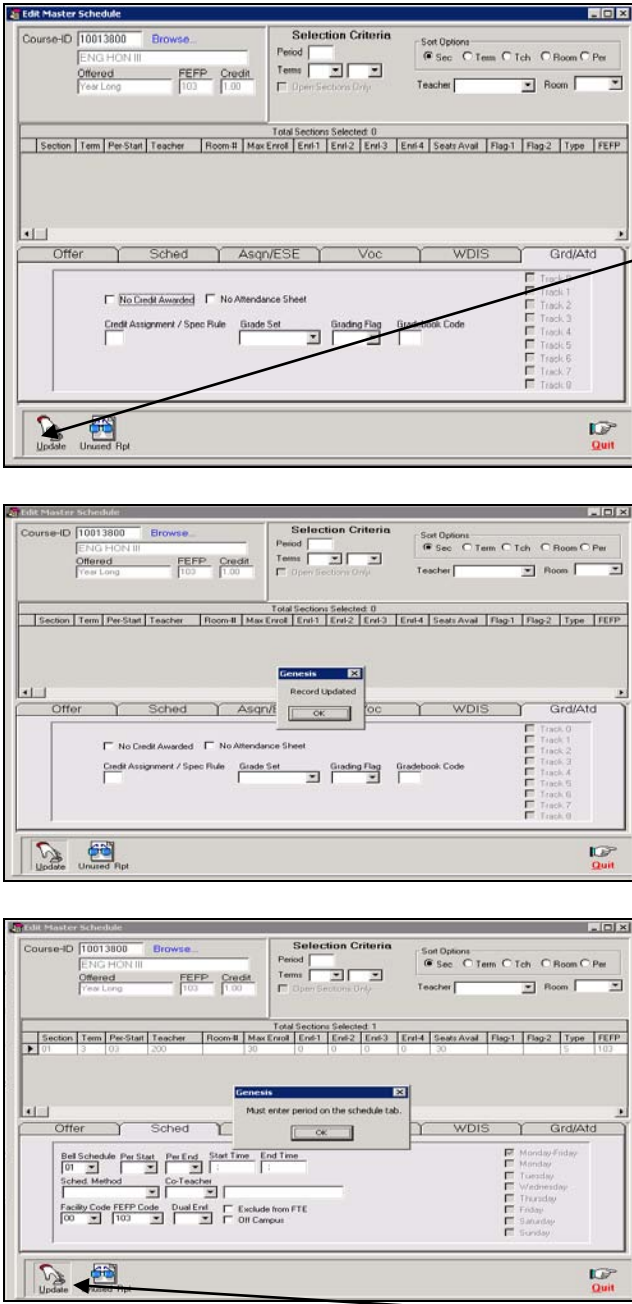
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
18		<p><u>To Continue: Select the Asgn/ESE tab:</u></p> <p><u>To Enter a Lunch Assignment for this section.</u></p> <p>Before you enter a Lunch Assignment on a Master Schedule section, you must create your Lunch Schedule codes on the Maintain Lunch Schedule form located on the Master Schedule tab.</p> <p><u>To Assign a Lunch Assignment to this section:</u></p> <ul style="list-style-type: none"> Type the desired Lunch Code. <p><u>Note:</u> There is no pull-down help</p>
19		<p><u>To Enter ESE Co-Tch Code (If applicable):</u></p> <ul style="list-style-type: none"> If applicable, <i>Enter</i> the ESE Co-Tch Code or <i>Select</i> from the pull-down If applicable, <i>Enter</i> an ESE Co-Teacher number or <i>Select</i> from the pull-down <p>The Team Teacher Status field is updated by district office staff when applicable.</p> <p><u>Select the Grd/Atd tab if any of the following applies:</u></p> <ol style="list-style-type: none"> Non- Graded Courses Attendance only Courses Middle Schools with High School Courses Pinnacle only (for adult school use only)

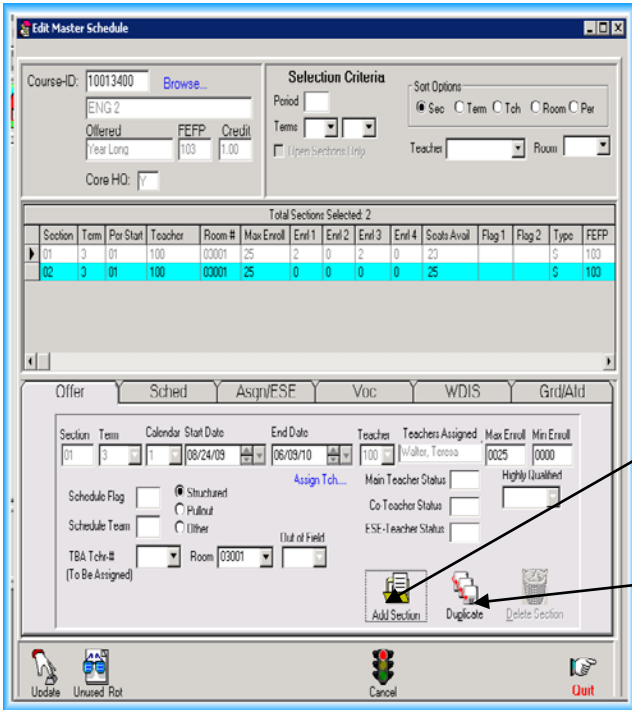
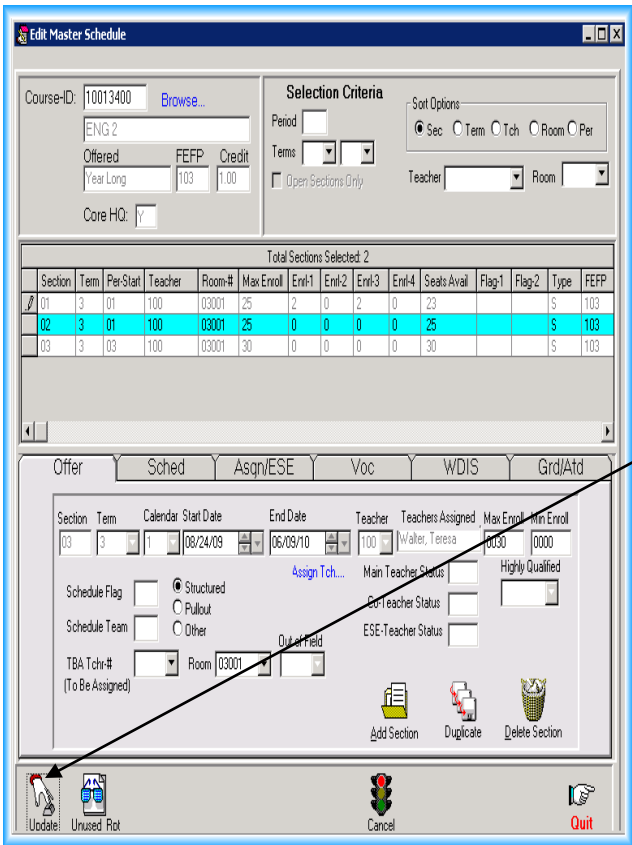
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
20		<p><u>Important Note – Step 20 Applies ONLY to Middle Schools with High School Course:</u></p> <p>The Credit Assignment and Grade Set fields are used to ensure numeric secondary grades display on the students grade screen and appropriate credit is posted to permanent records.</p> <p><u>When the Credit Assignment/Spec Rule applies (Middle Schools Only):</u></p> <ul style="list-style-type: none"> • Enter code A <p><u>Note to Secondary Schools:</u> Other codes used in previous years will only be available with special permission from the Director of Secondary Education.</p> <p>B = Alg A, 1st section term 1 post as Term 6 C = Alg 1A 2nd section term 1 post as Term 7 D = Alg 1B 1st section term 2 post as Term 8 E = Alg 1B 2nd section term 2 post as Term 9</p> <p><u>To Enter Grade Set (Middle Schools Only):</u></p> <ul style="list-style-type: none"> • Click the pull-down and Select 00 for Secondary Numeric
21		<p>The Grading Flag field can be used by all Secondary schools to indicate the following Course Master Schedule Grading Exceptions.</p> <p>Code A is used to indicates a course that will be listed on the report card with attendance data only, no grades</p> <p>Examples:</p> <ul style="list-style-type: none"> • Nova Net, Peer Counseling • Doubled up courses such as Intensive Reading or Intensive Math <p>Code N is used to indicate a course that will receive No Grades, No Attendance and will NOT be displayed on the report card.</p>

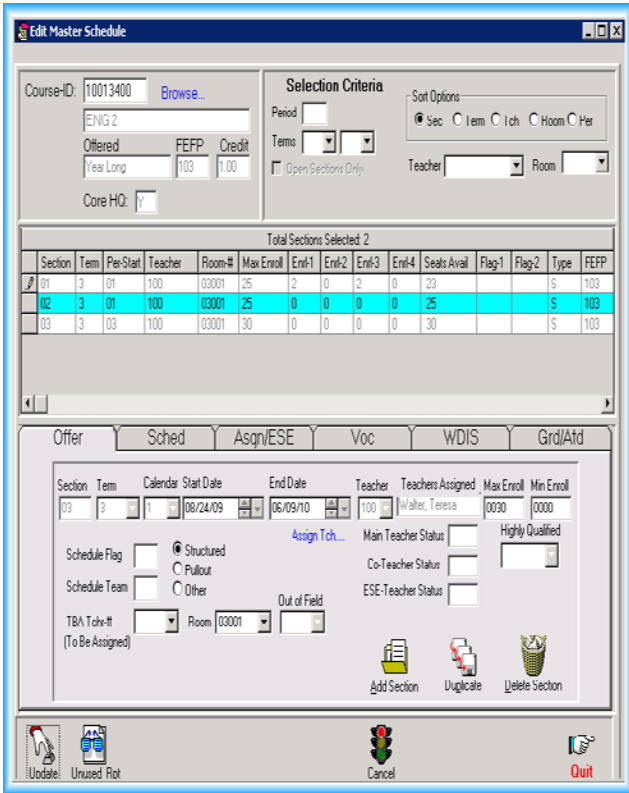
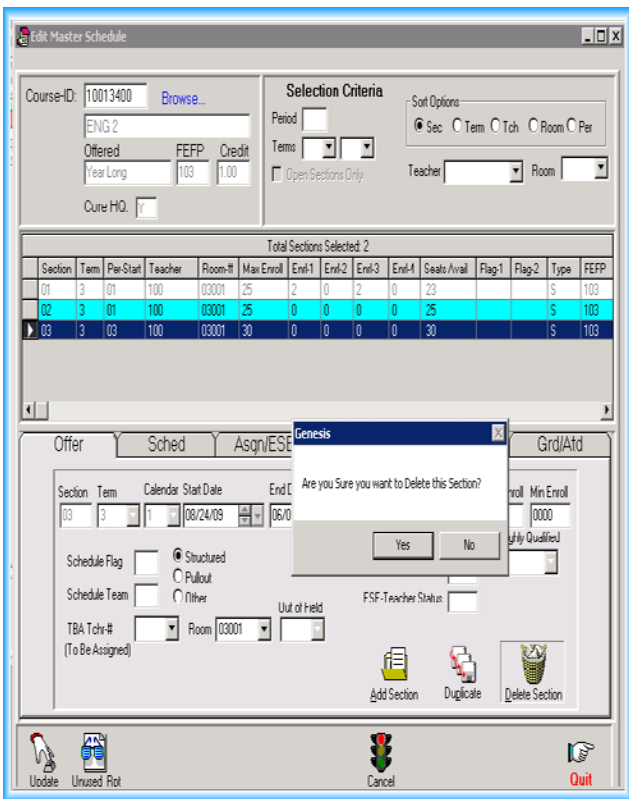
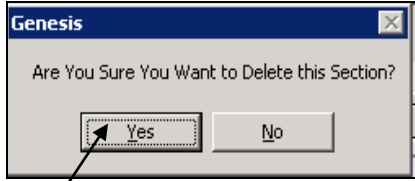
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
22		<p><u>To Enter an Exception code:</u></p> <ul style="list-style-type: none"> Click the pull-down and Select the applicable code
23		<p>At this point, you have completed the basic information to create a Master Schedule Section.</p> <p><u>To Save this Master Schedule section:</u></p> <ul style="list-style-type: none"> Click the Update icon <p>If there are no errors, you will receive the Record Updated window.</p> <ul style="list-style-type: none"> Click OK <p>If there are data errors, the computer will display a message box explaining what data is missing.</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> Click OK and make the necessary correction. <p><u>To Proceed:</u></p> <ul style="list-style-type: none"> Click Update

Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures																																																												
24	 <table border="1" style="margin-top: 10px;"> <caption>Total Sections Selected: 2</caption> <thead> <tr> <th>Section</th> <th>Term</th> <th>Per Start</th> <th>Teacher</th> <th>Room #</th> <th>Max Enroll</th> <th>Enr1</th> <th>Enr2</th> <th>Enr3</th> <th>Enr4</th> <th>Seats Avail</th> <th>Flag1</th> <th>Flag2</th> <th>Type</th> <th>FEFP</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>3</td> <td>01</td> <td>100</td> <td>00001</td> <td>25</td> <td>2</td> <td>0</td> <td>2</td> <td>0</td> <td>23</td> <td></td> <td></td> <td>S</td> <td>103</td> </tr> <tr style="background-color: #e0ffff;"> <td>02</td> <td>3</td> <td>01</td> <td>100</td> <td>00001</td> <td>25</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>25</td> <td></td> <td></td> <td>S</td> <td>103</td> </tr> </tbody> </table>	Section	Term	Per Start	Teacher	Room #	Max Enroll	Enr1	Enr2	Enr3	Enr4	Seats Avail	Flag1	Flag2	Type	FEFP	01	3	01	100	00001	25	2	0	2	0	23			S	103	02	3	01	100	00001	25	0	0	0	0	25			S	103	<p>As sections are created, they will be displayed in the middle section of the screen. You can use the <i>scroll</i> options to the right/left and up/down to view all the sections.</p> <p><u>If you would like to create another section for this course you can:</u></p> <p>From the Offer Tab:</p> <p style="text-align: center;">Click the Add Section icon</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Click the Duplicate icon</p> <p>If you select the Add Section icon, repeat Steps 8-23</p>															
Section	Term	Per Start	Teacher	Room #	Max Enroll	Enr1	Enr2	Enr3	Enr4	Seats Avail	Flag1	Flag2	Type	FEFP																																																
01	3	01	100	00001	25	2	0	2	0	23			S	103																																																
02	3	01	100	00001	25	0	0	0	0	25			S	103																																																
25	 <table border="1" style="margin-top: 10px;"> <caption>Total Sections Selected: 3</caption> <thead> <tr> <th>Section</th> <th>Term</th> <th>Per Start</th> <th>Teacher</th> <th>Room #</th> <th>Max Enroll</th> <th>Enr1</th> <th>Enr2</th> <th>Enr3</th> <th>Enr4</th> <th>Seats Avail</th> <th>Flag1</th> <th>Flag2</th> <th>Type</th> <th>FEFP</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>3</td> <td>01</td> <td>100</td> <td>00001</td> <td>25</td> <td>2</td> <td>0</td> <td>2</td> <td>0</td> <td>23</td> <td></td> <td></td> <td>S</td> <td>103</td> </tr> <tr style="background-color: #e0ffff;"> <td>02</td> <td>3</td> <td>01</td> <td>100</td> <td>00001</td> <td>25</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>25</td> <td></td> <td></td> <td>S</td> <td>103</td> </tr> <tr> <td>03</td> <td>3</td> <td>03</td> <td>100</td> <td>00001</td> <td>30</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>30</td> <td></td> <td></td> <td>S</td> <td>103</td> </tr> </tbody> </table>	Section	Term	Per Start	Teacher	Room #	Max Enroll	Enr1	Enr2	Enr3	Enr4	Seats Avail	Flag1	Flag2	Type	FEFP	01	3	01	100	00001	25	2	0	2	0	23			S	103	02	3	01	100	00001	25	0	0	0	0	25			S	103	03	3	03	100	00001	30	0	0	0	0	30			S	103	<p>If you select the Duplicate icon, the computer program will duplicate ALL the information from the last section number created for this course.</p> <p>You can make changes to any of the data fields, such as section, teacher, term, seats, room, and period.</p> <p><u>Once all Changes have been made:</u></p> <p style="text-align: center;">Click Update</p>
Section	Term	Per Start	Teacher	Room #	Max Enroll	Enr1	Enr2	Enr3	Enr4	Seats Avail	Flag1	Flag2	Type	FEFP																																																
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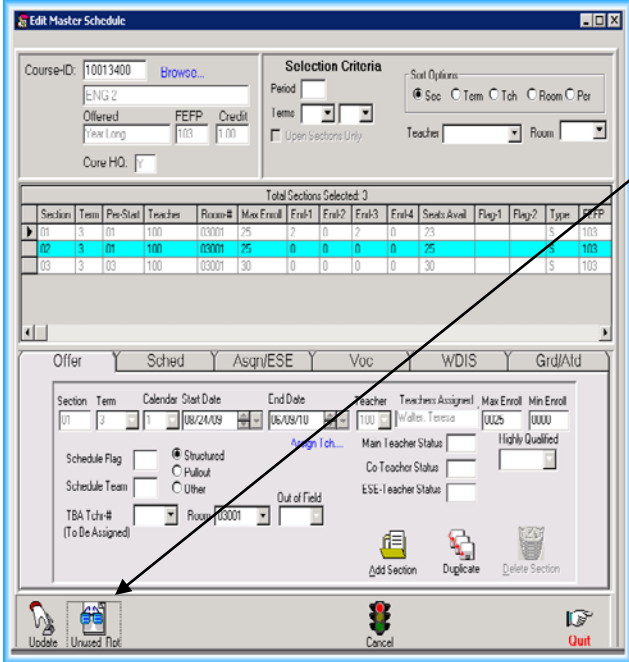
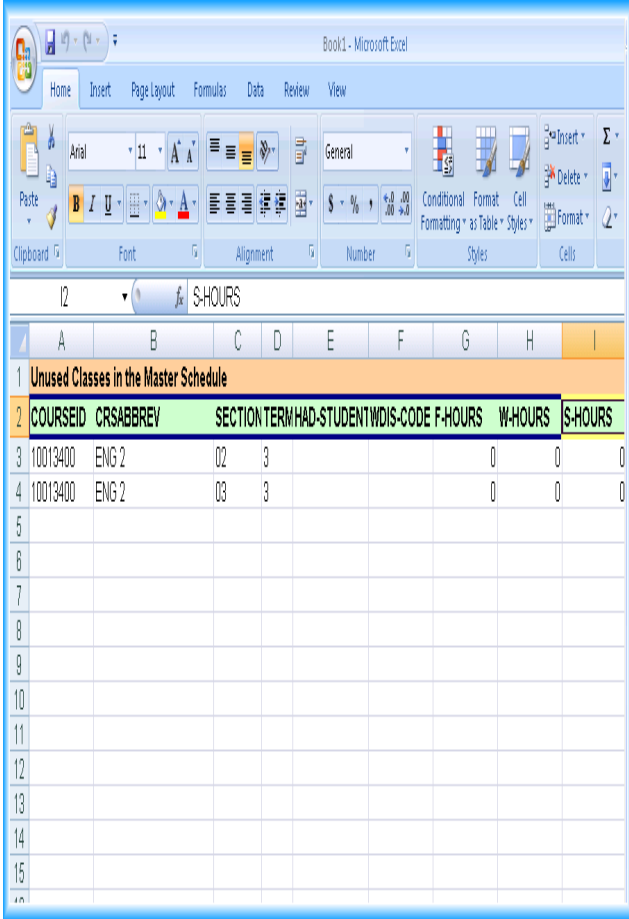
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
26	 	<p>Note: A section of a Master Schedule can be deleted <i>UNTIL</i> students have been assigned to that section. Once students have been assigned to a section number, the only option available is to change the Max Enroll number to zero's</p> <p><u>To Delete a Master Schedule section that has never had students enrolled:</u></p> <ul style="list-style-type: none"> Highlight the section to be deleted and Click the Delete Section icon <p>A Message Box appears with the following Message:</p>  <ul style="list-style-type: none"> Click YES to complete the process.


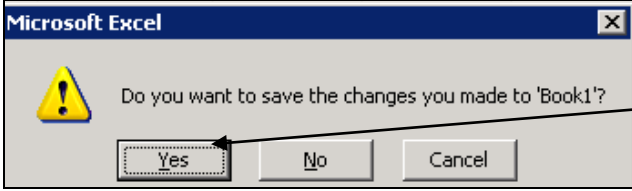
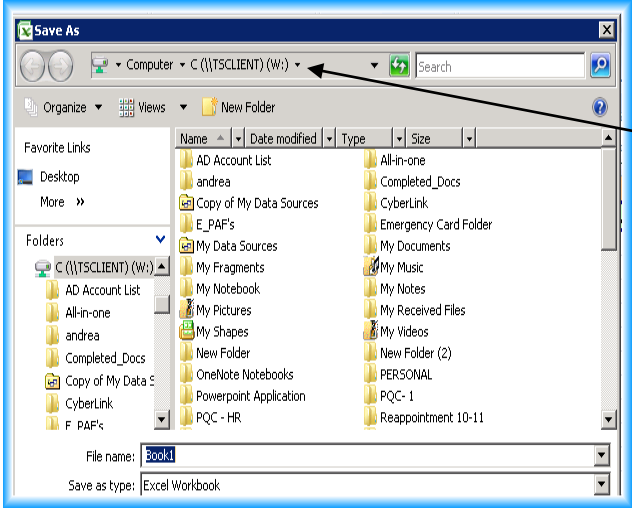
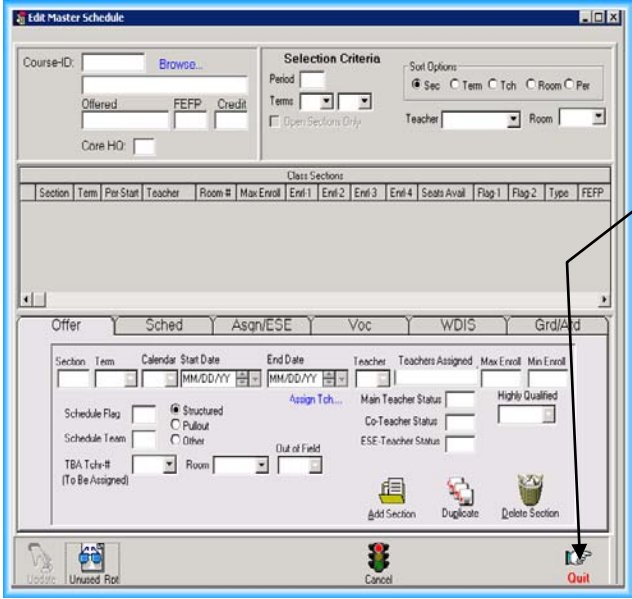
Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
27		<p>The course section display shows all the sections that have been built for this course. When you highlight a section, you can view the particular information for that section in the data entry portion of the screen.</p> <p><u>To View a particular Section:</u></p> <ul style="list-style-type: none"> • Click the Box to the left of the section <p>Once a Master Schedule section has been created most of the data is locked and cannot be changed. Listed below are the data fields available to be changed. If blocked fields need to be changed, you must delete the section and build a new one.</p> <ul style="list-style-type: none"> • Teacher Number • Max Enroll • Room Number • No Credit Awarded • Credit Assignment/Spec Rule • Grading Flag • Scheduling Method <p><u>Remember, you cannot delete a section if students have ever been scheduled into it.</u></p> <p><u>To Make Changes to a Master Schedule:</u></p> <ul style="list-style-type: none"> • Click the Box to the left of the section to <i>Highlight</i> • Select the Field to be changed and make the desired change • Click Update

Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
28		<p><u>To View a Report of the Unused Sections:</u></p> <p style="margin-left: 40px;">Click Unused Rpt</p>
29		<p>An Excel spreadsheet is created listing all your sections that have zero enrollments. The spreadsheet lists the Course-ID, Course Abbreviation, Section number, Term, Had Students, WDIS Code, and WDIS Survey (F-hours, W-hours, and S-hours.)</p> <p>If the Had-Student field displays a Y, you will not be able to delete this section because at sometime during this school year students had been scheduled into this section.</p> <p>However, if the Had-Student field displays an N, no students had ever been scheduled into this section therefore you can delete it.</p>

Genesis Scheduling Creating Master Schedule

Steps	Screen Displayed	Procedures
30	  	<p><u>To Exit the report:</u></p> <ul style="list-style-type: none"> • Click the Windows button • Click Close <p><u>If You Want to Save this Report:</u></p> <ul style="list-style-type: none"> • Click Yes • Click Save As • Enter the Name of the file and Click Save <p><u>Note:</u> Save file in C: on Tclient W. The file will be saved in “My Documents” on your machine</p> <p style="text-align: center;">Or</p> <p><u>If You Do Not Want to Save this Report:</u></p> <ul style="list-style-type: none"> • Click No
31		<p><u>To Exit the Edit Master Schedule screen:</u></p> <ul style="list-style-type: none"> • Click Quit <p><u>To Exit the Schedule Menu:</u></p> <ul style="list-style-type: none"> • Click Quit