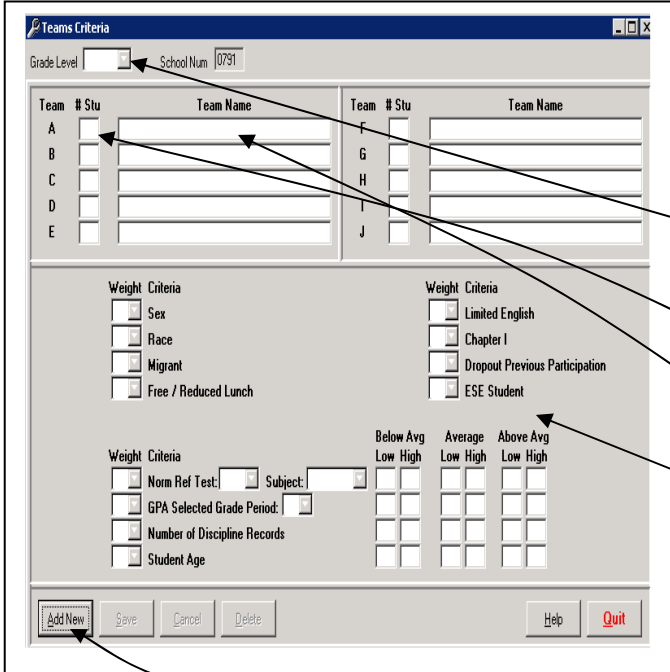
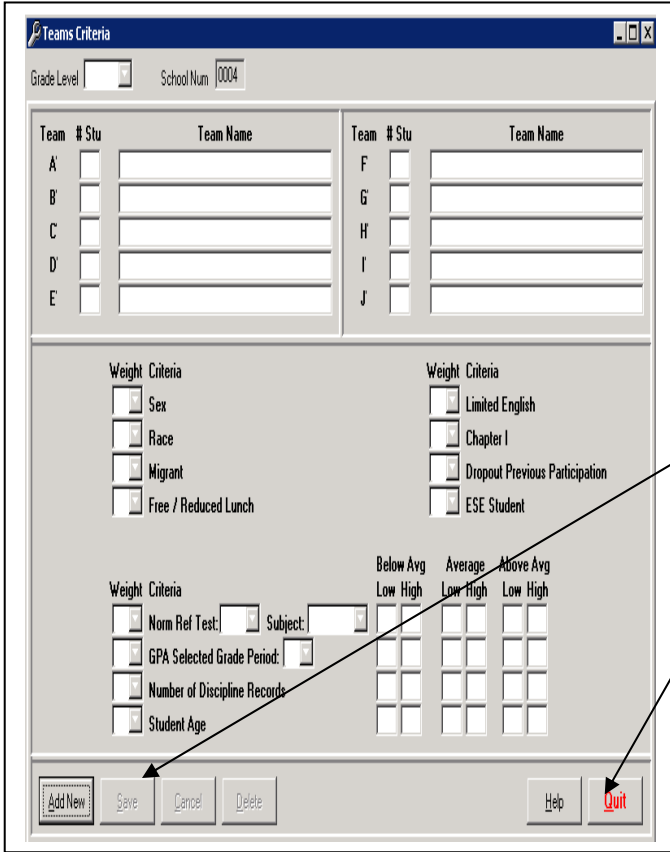


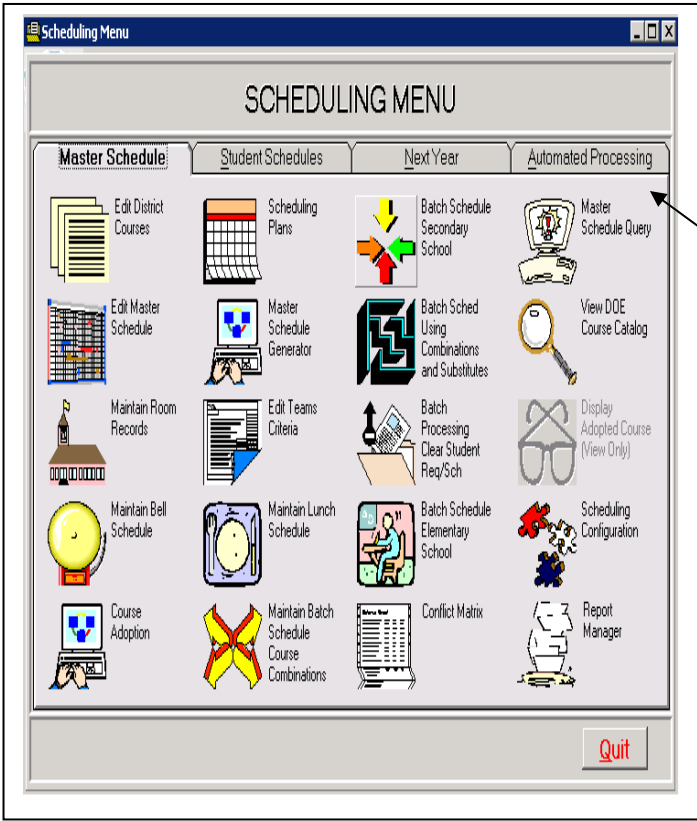
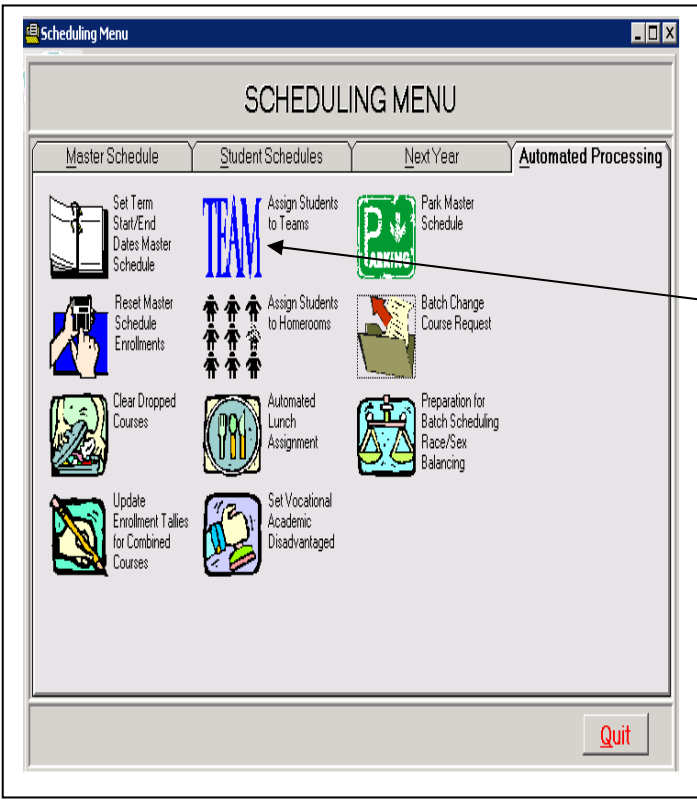
# Genesis Scheduling Create / Edit / Assign Teams

Steps	Screen Displayed	Procedures
1		<p>After logging onto <b>Genesis</b> the Genesis School Menu will be displayed.</p> <ul style="list-style-type: none"> <li>• Click the <b>Scheduling</b> icon</li> </ul>
2		<ul style="list-style-type: none"> <li>• Click the <b>Master Schedule</b> tab</li> <li>• Click the <b>Edit Teams Criteria</b> icon</li> </ul>

## Genesis Scheduling Create / Edit / Assign Teams

Steps	Screen Displayed	Procedures
3		<p>The <b>Teams Criteria</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>● Click the <b>Add New</b> button</li> <li>● Select the <b>Grade Level</b> from the drop down</li> <li>● Type in the <b># Students</b></li> <li>● Type in the <b>Team Name</b></li> <li>● Select the different <b>Criteria</b></li> </ul>
4		<p>The weight of these criteria is in numerical order. If '1' is selected, then that will be the highest priority in balancing the teams. If '12' is selected, then that will be the lowest priority in balancing the teams.</p> <p>When done creating the teams:</p> <ul style="list-style-type: none"> <li>● Click the <b>Save</b> button</li> <li>● Click the <b>Quit</b> button</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b><u>Assigning Teams:</u></b></p> <p>To assign teams using <b>Automated Processing</b>, Go to <b>Step 5</b>.</p> <p>To assign teams using <b>High Speed Data Entry</b>, Go to <b>Step 9</b>.</p> </div>

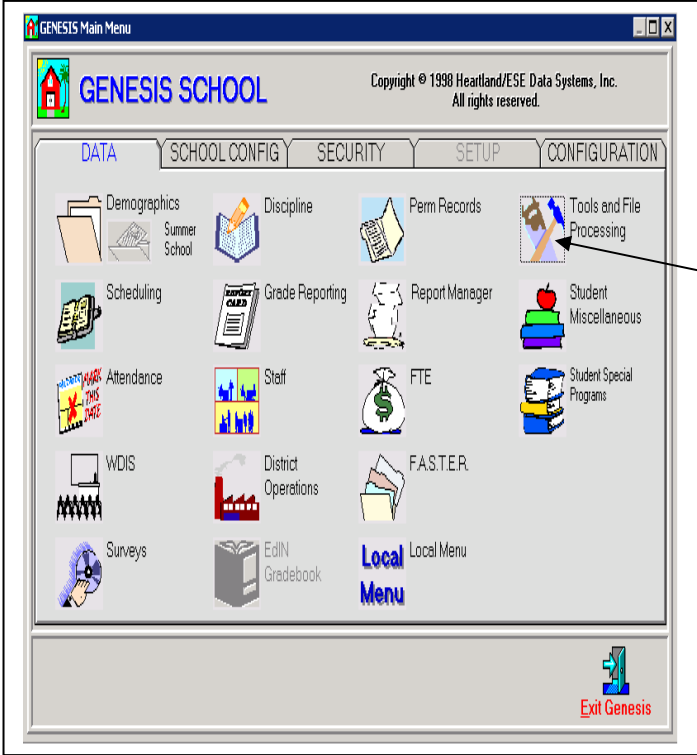
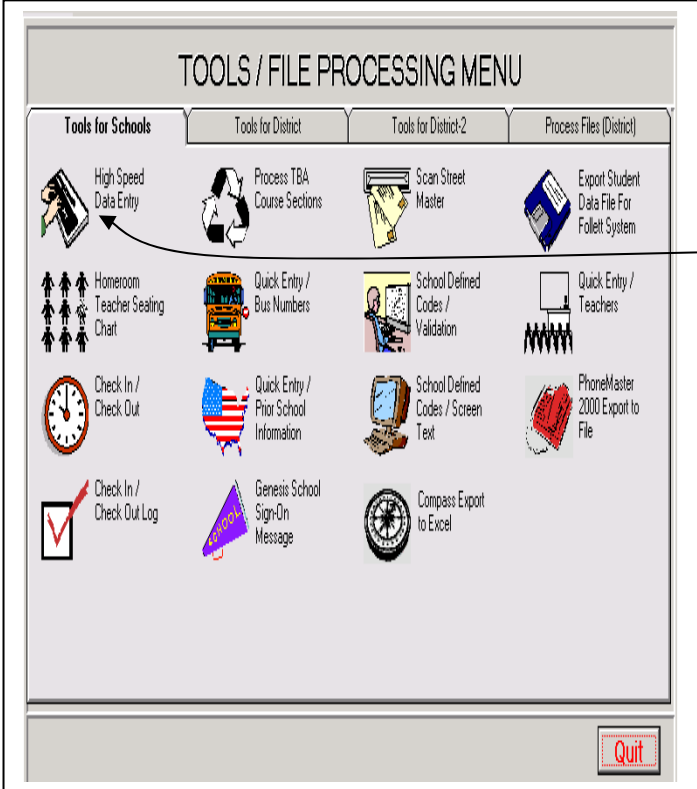
## Genesis Scheduling Create / Edit / Assign Teams (Automated Processing)

Steps	Screen Displayed	Procedures
5		<p>The <b>Scheduling Menu</b> is displayed.</p> <p>Click on the <b>Automated Processing</b> tab</p>
6		<p>Click on the <b>Assign Students to Teams</b> icon</p>

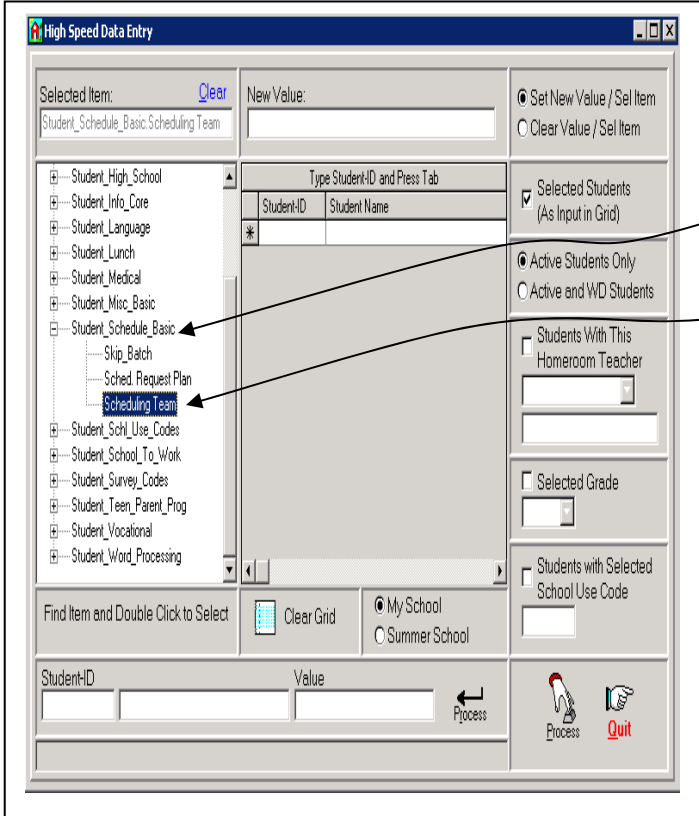
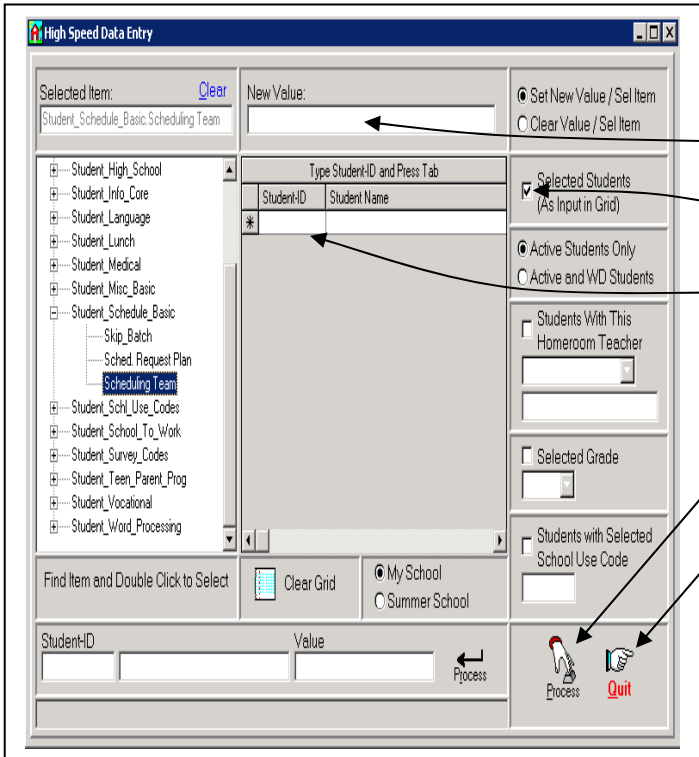
## Genesis Scheduling Create / Edit / Assign Teams (Automated Processing)

Steps	Screen Displayed	Procedures
7		<p>The <b>Assign Students to Schedule Teams</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>Select the <b>Grade Level</b></li> <li>Click the <b>Assign</b> icon</li> </ul> <p>This process will distribute the students, based on the criteria you selected, into the Teams</p> <p>After this is done:</p> <ul style="list-style-type: none"> <li>Click the <b>'Quit'</b> Icon</li> </ul>
8		<p><b>Example:</b></p> <p>To view the team that one student is in:</p> <ul style="list-style-type: none"> <li>Go to the <b>Student's Demographics</b></li> <li>Click on the <b>Misc.</b> icon</li> </ul>

# Genesis Scheduling Create / Edit / Assign Teams (High Speed)

Steps	Screen Displayed	Procedures
9		<p><i>Quit</i> out of every screen until the <b>Genesis Main Menu</b> is displayed.</p> <p>Click on the <b>'Tools and File Processing'</b> icon</p>
10		<p>The <b>Tools / File Processing Menu</b> is displayed.</p> <p>Click on the <b>'High Speed Data Entry'</b> icon</p>

## Genesis Scheduling Create / Edit / Assign Teams (High Speed)

Steps	Screen Displayed	Procedures
11		<p>The <b>High Speed Data Entry</b> screen will display.</p> <ul style="list-style-type: none"> <li>Select from the table <b>Student_Schedule_Basic</b></li> <li>Select <b>Scheduling Team</b></li> </ul> <p>The item will show up in the selected item field.</p>
12		<ul style="list-style-type: none"> <li>Type in the <b>Team Letter</b></li> <li>Select the <b>Selected Students</b></li> <li>Type the <b>Students ID numbers</b></li> <li>Click the <b>Process</b> Icon</li> <li>Click the <b>Quit</b> Icon</li> </ul>