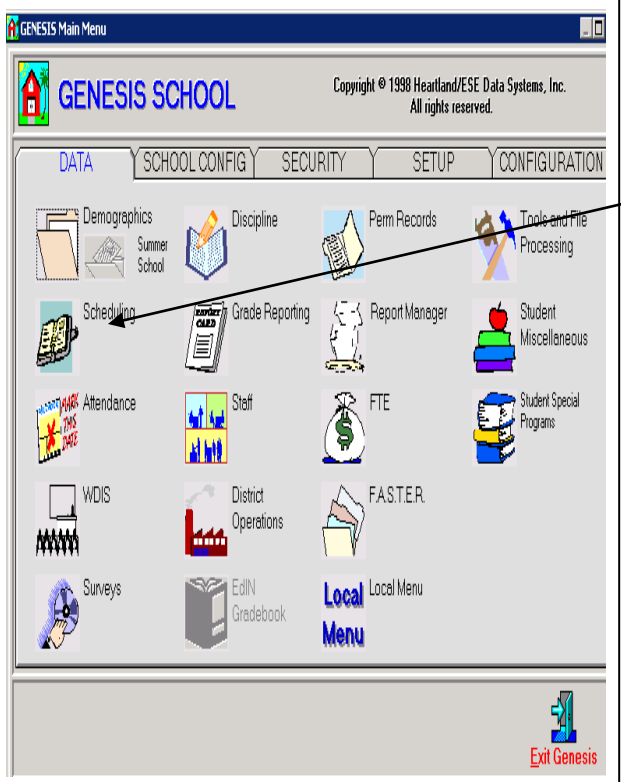



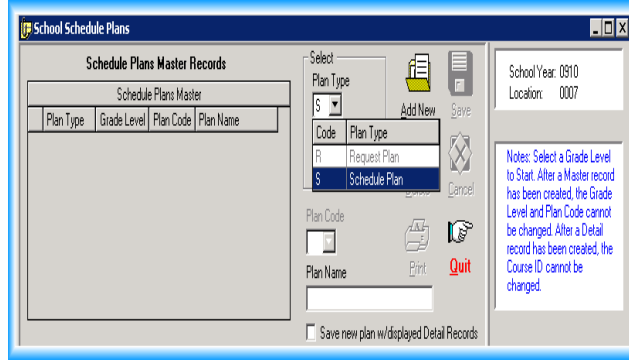
Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
1.		<p>After logging onto Genesis, the Genesis School Menu will be displayed</p> <p>Click the Scheduling icon</p> <p>Important Note:</p> <ul style="list-style-type: none"> <u>You will create two (2) plans for each teacher, one regular plan and one ESOL plan.</u> <u>Do Not create schedule plans using ESE courses, except for PK ESE.</u>
2.		<p>The Scheduling Menu screen is displayed.</p> <p>Click on Master Schedule tab</p> <p>Click the Scheduling Plans icon</p>

Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
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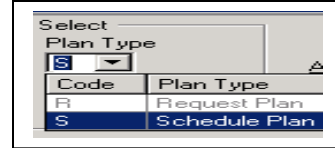
3.



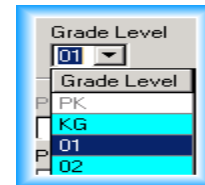
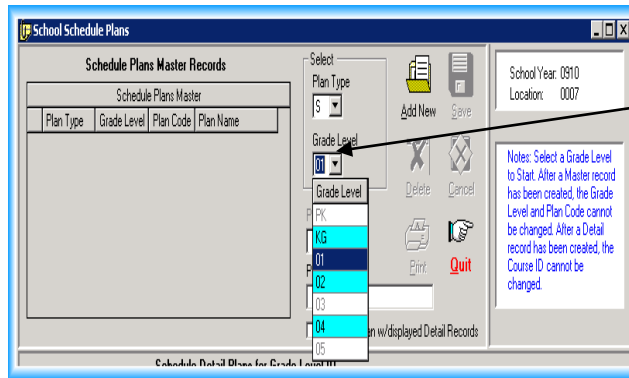
The **School Schedule Plans** screen is displayed.

- Click the **down arrow** to select the appropriate **Plan Type**

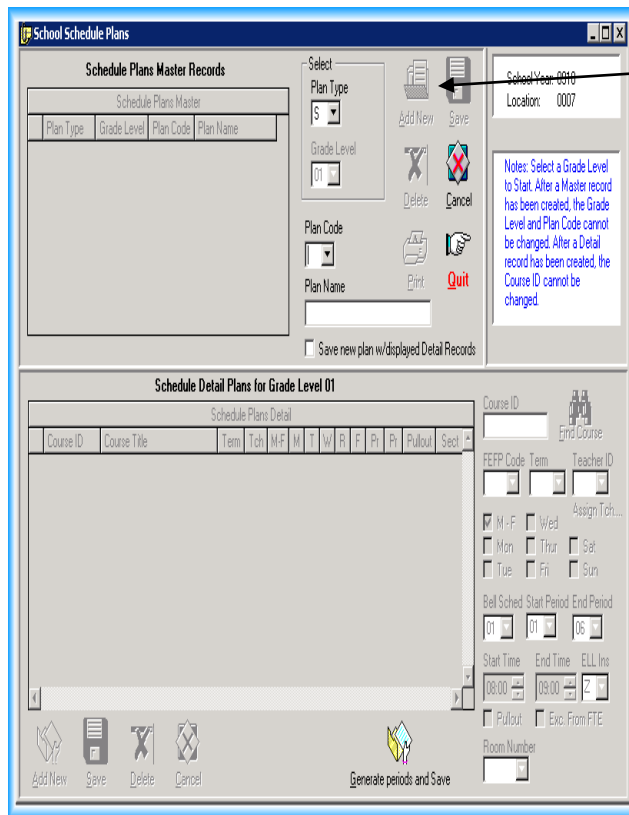
Note: (Select S Schedule Plan Only)



Click the **down arrow** to **Select** the appropriate **Grade Level**



4.



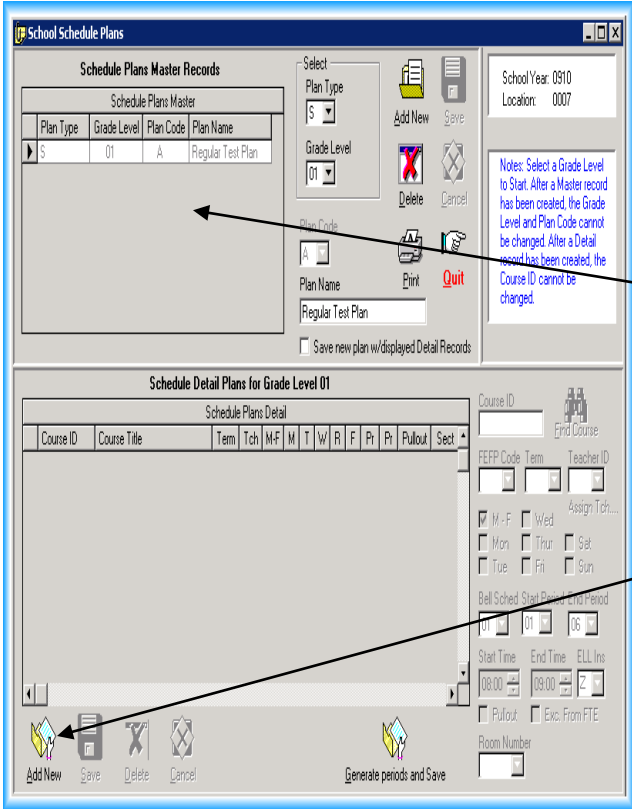
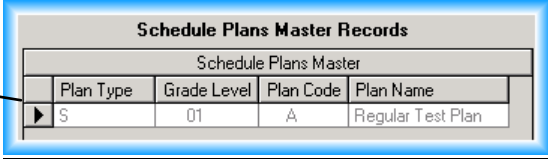

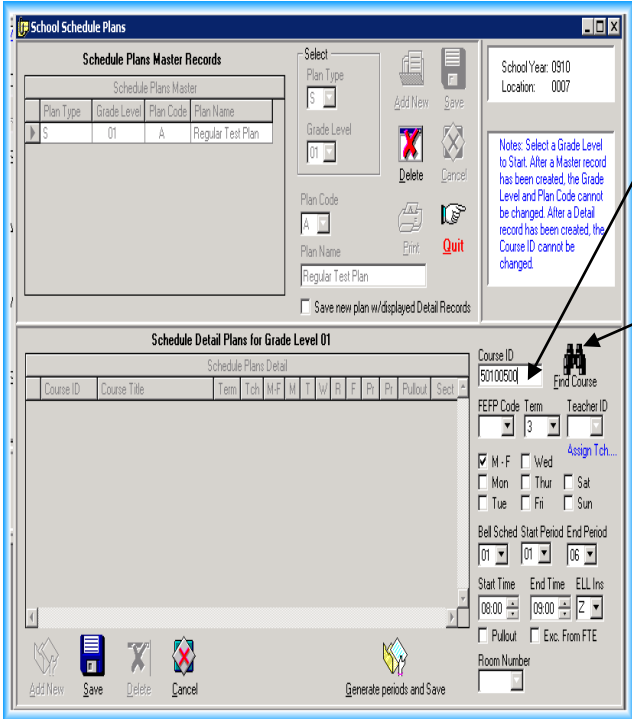

Click the **Add New** icon



Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures				
5.		<p>Type the Plan Code in the Plan Code field</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;">Plan Code</div> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Click the down arrow to select the appropriate code <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">Plan Code</td></tr> <tr><td style="text-align: center;">R</td></tr> <tr style="background-color: #e0f0ff;"><td style="text-align: center;">A</td></tr> <tr><td style="text-align: center;">B</td></tr> </table> </div> <p>NOTE: (Do not select the first R in the list. Select only letters listed A-Z)</p> <ul style="list-style-type: none"> Type the Plan Name in the Plan Name field <p>NOTE: Include in the Plan Name descriptive items that uniquely identify what this plan represents.</p> <p>Suggestions: Teacher name Grade Level / Team Name Regular or ESOL class</p> <p>Click the Save icon</p>	Plan Code	R	A	B
Plan Code						
R						
A						
B						

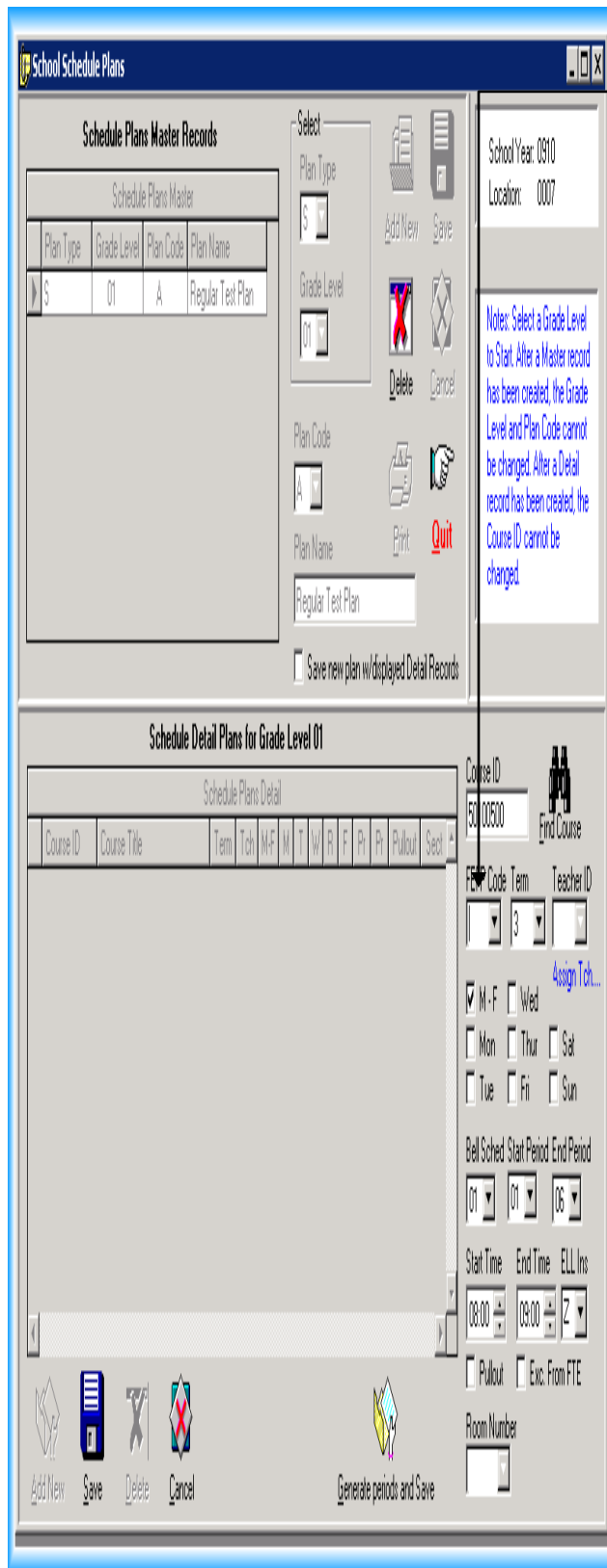
Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
6.		<p>Your selections will show in Schedule Plans Master grid on the left of the screen.</p>  <p>To create the detail records for this Master Record:</p> <p style="text-align: center;">Click the Add New button</p> 
7.		<p>Type the 8-digit Course Id number</p> <p>Example: 50100500</p> <p style="text-align: center;">Or</p> <p>Click the Find Course search icon to find the 8-digit Course ID number</p>  <p>To use the Find a Course icon:</p> <p>Refer to the documentation for Adopting a Course, if you need assistance with this process.</p>

Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
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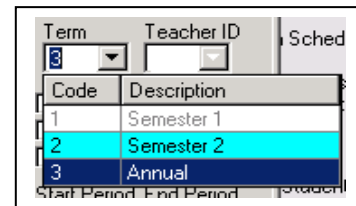
8.



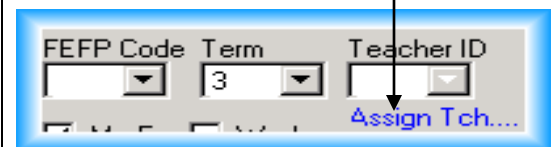
- Press Tab
- Select the **FEFP Code** (Based on grade level)

Note : For PK-ESE courses, use 250. For School Readiness, VPK or Head Start use 999.

- Press Tab
- Type in the **Term code (if blank)**



- Press Tab
- Click the '**Assign Tch...**' link to access the '**Assign Teacher to Schedule Plans**' screen shown in Step 9.



Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures																																													
9.		<p>This Screen will show all necessary information for assigning your teachers such as:</p> <ul style="list-style-type: none"> ● Course Certification Subject Areas <table border="1" style="margin-left: 20px;"> <thead> <tr style="background-color: #f8d7da;"> <th colspan="3">Course Certification Subject Areas</th> </tr> <tr> <th>Subject</th> <th>Level</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1013</td><td>3</td><td>ELEMENTARY EDUCATION (1-6)</td></tr> <tr><td>1041</td><td>H</td><td>PREKINDERGARTEN/PRIMARY</td></tr> <tr><td>1043</td><td>B</td><td>PRIMARY EDUCATION K-3</td></tr> <tr><td>1046</td><td>6</td><td>READING K-12</td></tr> </tbody> </table> <ul style="list-style-type: none"> ● Teacher Certification Subject Areas <table border="1" style="margin-left: 20px;"> <thead> <tr style="background-color: #fff3cd;"> <th colspan="4">Teacher Certification Subject Areas</th> </tr> <tr> <th>Subject</th> <th>Level</th> <th>Description</th> <th>Emp ID</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <ul style="list-style-type: none"> ● Teacher Information <table border="1" style="margin-left: 20px;"> <thead> <tr style="background-color: #d1ecf1;"> <th colspan="5">Teacher Information</th> </tr> <tr> <th>Tch ID</th> <th>Teacher Name</th> <th>Emp ID</th> <th>Cert Type</th> <th>Cert Exp</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>Walter, Teresa</td> <td>08897</td> <td> </td> <td> </td> </tr> </tbody> </table>	Course Certification Subject Areas			Subject	Level	Description	1013	3	ELEMENTARY EDUCATION (1-6)	1041	H	PREKINDERGARTEN/PRIMARY	1043	B	PRIMARY EDUCATION K-3	1046	6	READING K-12	Teacher Certification Subject Areas				Subject	Level	Description	Emp ID					Teacher Information					Tch ID	Teacher Name	Emp ID	Cert Type	Cert Exp	100	Walter, Teresa	08897		
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100	Walter, Teresa	08897																																													

10.		<p><u>To assign teacher to course selection:</u></p> <ul style="list-style-type: none"> ● <i>Click Teacher Id dropdown to Select the teacher by local id</i> <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> ● <i>Click the teacher's name in Teacher Information box at the bottom of the screen.</i> <p>Selected teacher will show up in bottom right as shown below</p> <ul style="list-style-type: none"> ● <i>Click on Assgn Tchr icon</i>
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Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
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11.

The Schedule defaults to Monday – Friday.

Or

- **Click the box(s)** to the left of the appropriate day(s) of the week for the class schedule
- **Press Tab** to move through the days of the week

Choose the appropriate Start Period

- **Click the drop down arrow** to *Select* the appropriate **Start** and **End** Periods

12.

Times will be displayed based on the Bell Schedule.

Note: Time is entered in military time.

To adjust hours / minutes you can use the help arrows:

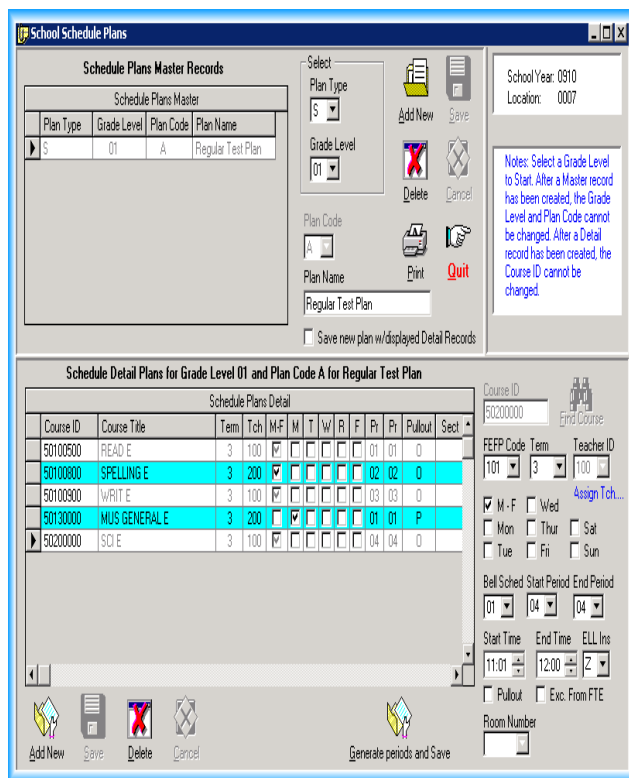
Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
13.		<p>Leave the Exclude from FTE Calc box blank</p> <p>If the class is a Pullout class:</p> <p>Example: Art, PE, Music</p> <p>Click inside the Pullout box</p> <p>Click the Save icon</p>
14.		<p>A detailed description of the Schedule Master Plan for that Grade Level and Plan Code is displayed.</p> <p>Click the Add New icon to add more course schedules to the Master Plan Record</p> <ul style="list-style-type: none"> Repeat Steps 6 through 13

Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
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15.



For each elementary regular plan you create, you must create an ESOL plan.

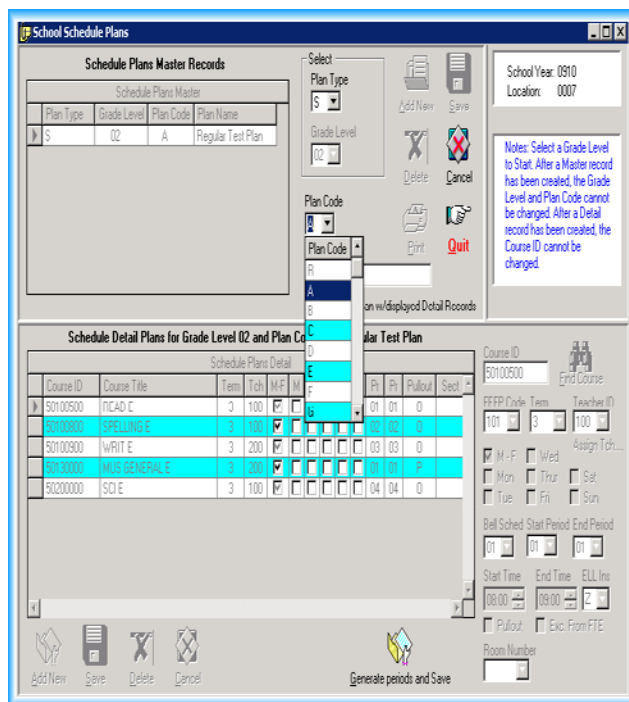
You can create an ESOL plan using either option listed below:

1. You can create the ESOL Plan following Steps 6-12. In Step 8, choose the FEFP code of 130.

OR

2. After you have entered the ESOL Plan (in the Plan Name field) you can Select "Save New Plan w/ Displayed Detail Record"

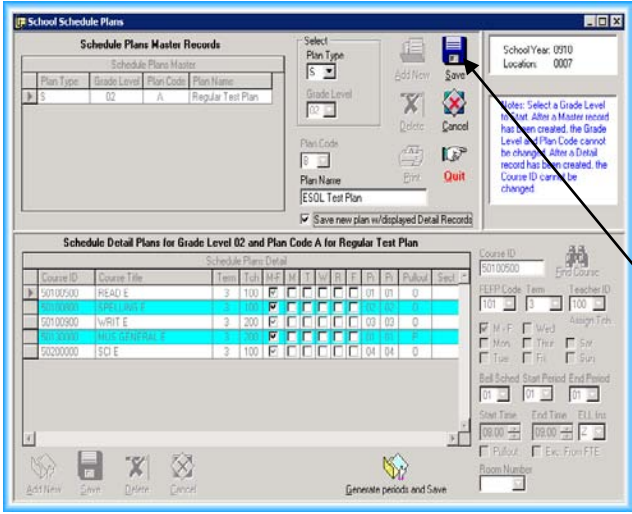
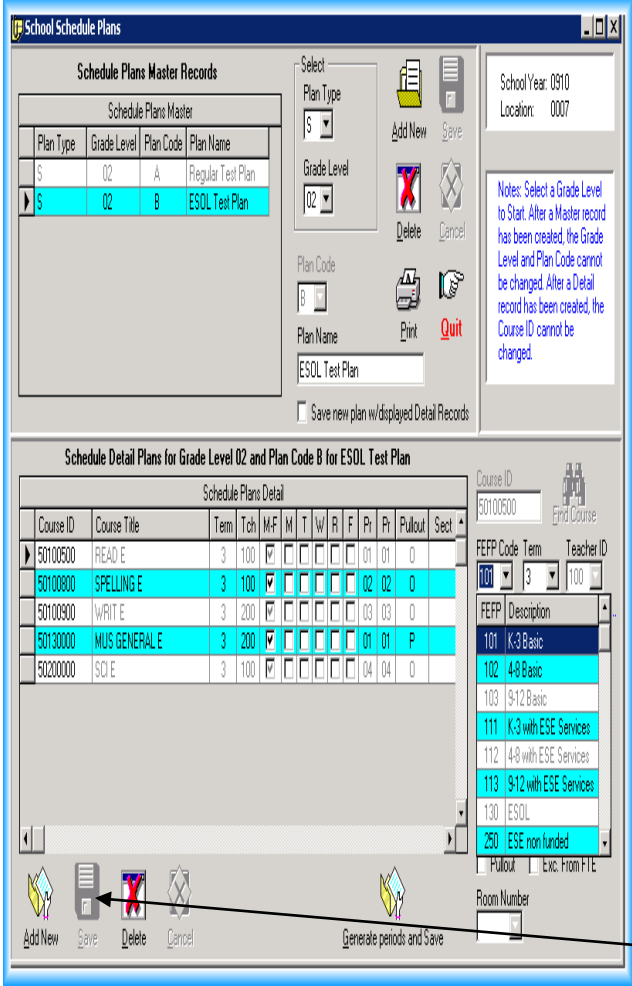
IMPORTANT NOTE: If you select option two (2), you must remember to highlight the correct regular plan that will be copied.



To create an ESOL plan using option 2:

- Click the Add New icon
- Select the next available Plan Code

Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
16.		<ul style="list-style-type: none"> Type the name of the Plan in the Plan Name field Example: Mrs. Smith- ESOL Check the box in front of Save new plan w/displayed Detail Records Click the Save icon
17.		<p>You need to change the FEFP codes from the Basic 101 and 102, to the 130 FEFP code on all the courses <u>except Art, Music and PE.</u></p> <p><u>To change the FEFP codes:</u></p> <ul style="list-style-type: none"> Highlight the course in the detail grid Click the pull down in the FEFP field and Select the 130 code from the drop-down list <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Highlight the course in the detail grid Click in the FEFP field and Type the 130 code <p>Continue this process until you have updated all the appropriate courses.</p> <ul style="list-style-type: none"> Click the Save icon

Genesis Elementary Scheduling by Period

Steps	Screen Displayed	Procedures
18.		<p><u>When you have completed creating your Schedule Plans:</u></p> <p>Click the Quit button to return to the Scheduling Menu screen</p>