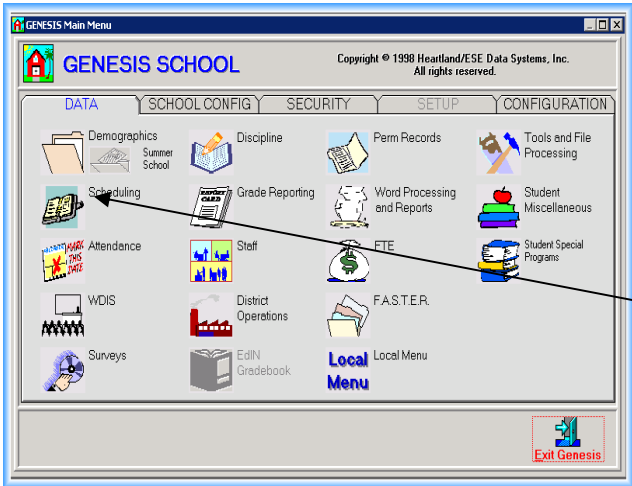
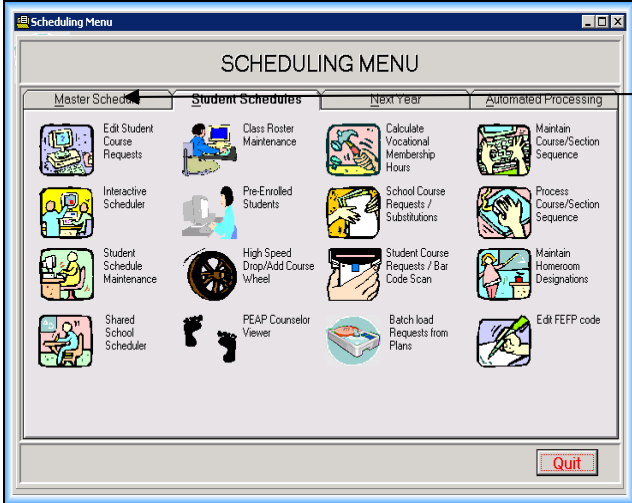
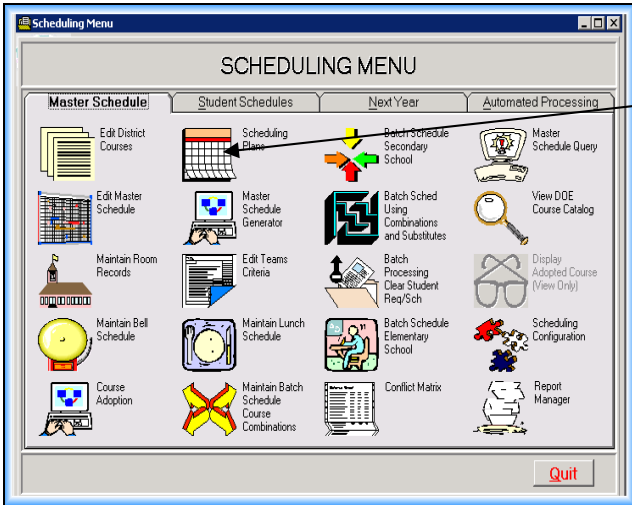
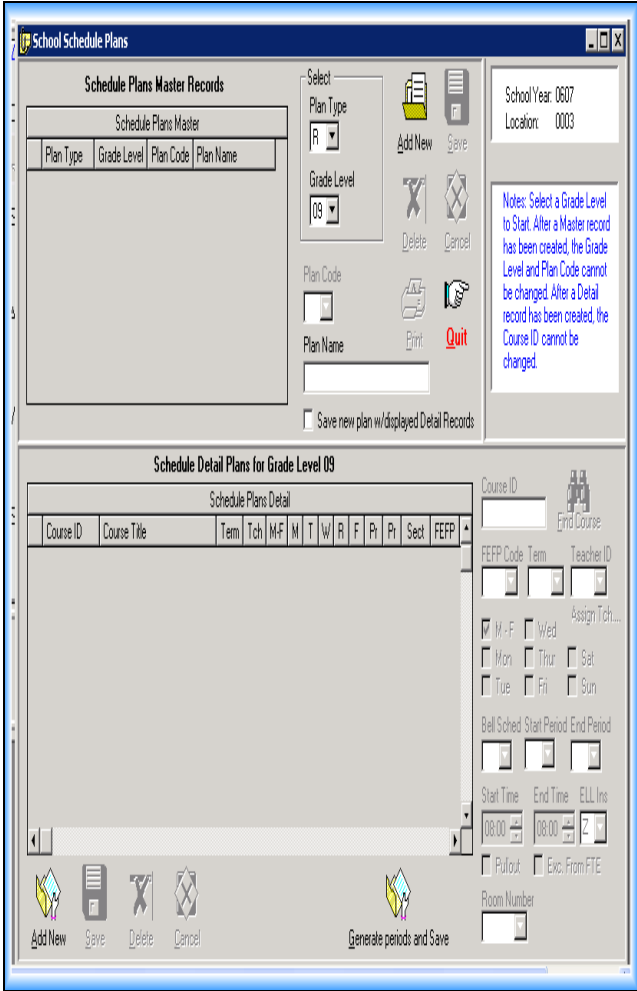
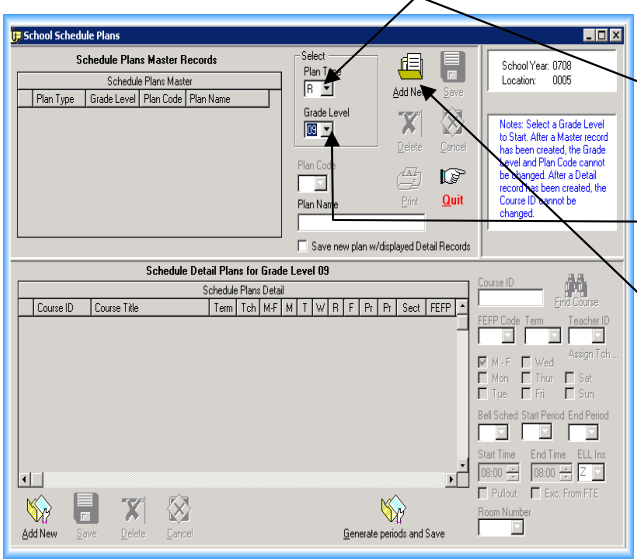



Genesis Scheduling

Creating Schedule Request Plans

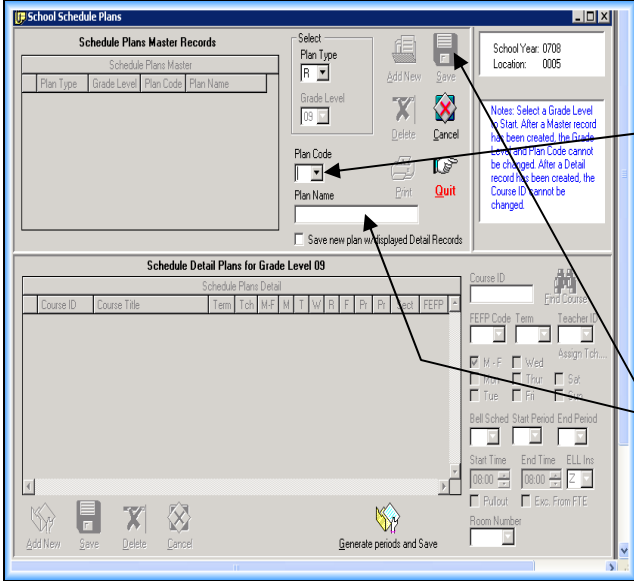

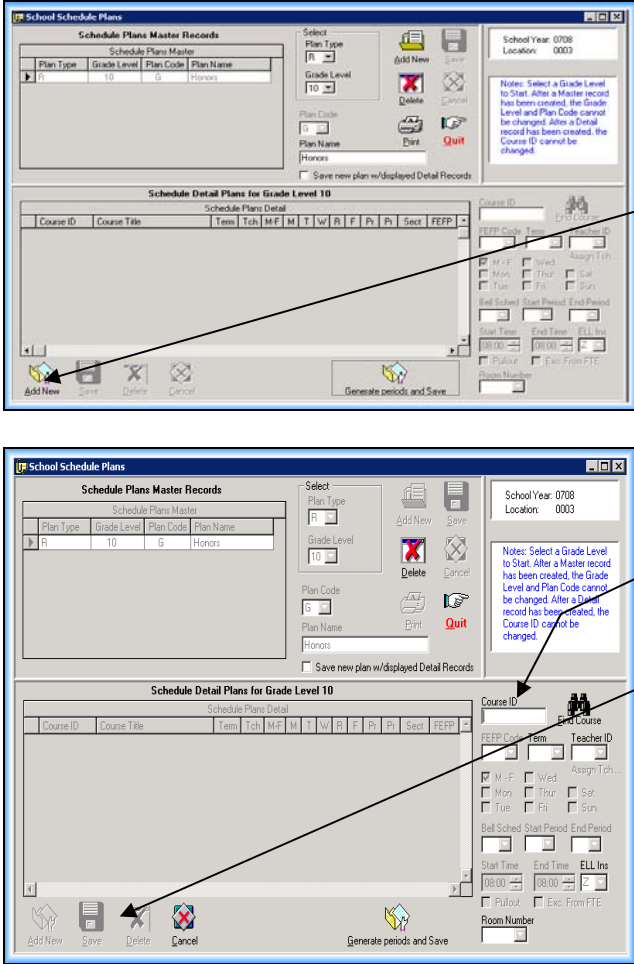

<i>Steps</i>	<i>Screen Displayed</i>	<i>Procedures</i>
1		<p>After logging onto Genesis using the logon procedures, the Genesis School Main screen is displayed.</p> <p>From the Genesis School Main screen:</p> <p><u>To Access the Scheduling Plans screen:</u></p> <ul style="list-style-type: none"> Click the Scheduling icon <p>The Scheduling Menu screen is displayed.</p>
2		<p>From the Scheduling Menu screen:</p> <ul style="list-style-type: none"> Click the Master Schedule tab
3		<p>From the Master Schedule tab:</p> <ul style="list-style-type: none"> Click the Scheduling Plans icon

Genesis Creating Schedule Request Plans

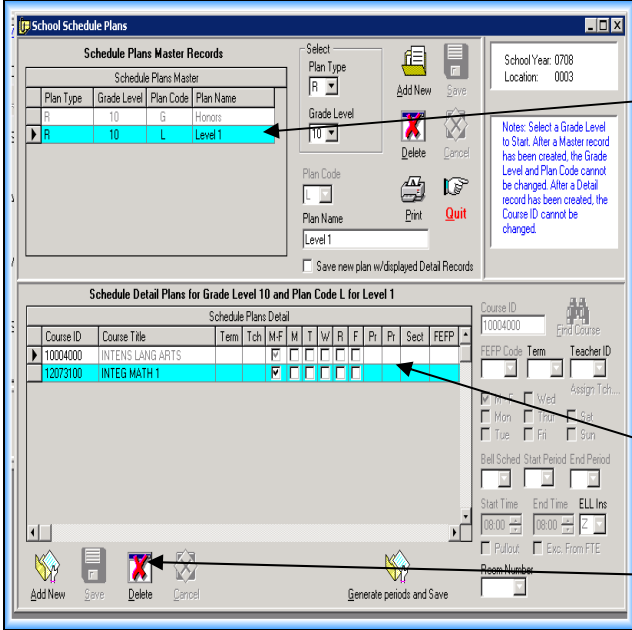
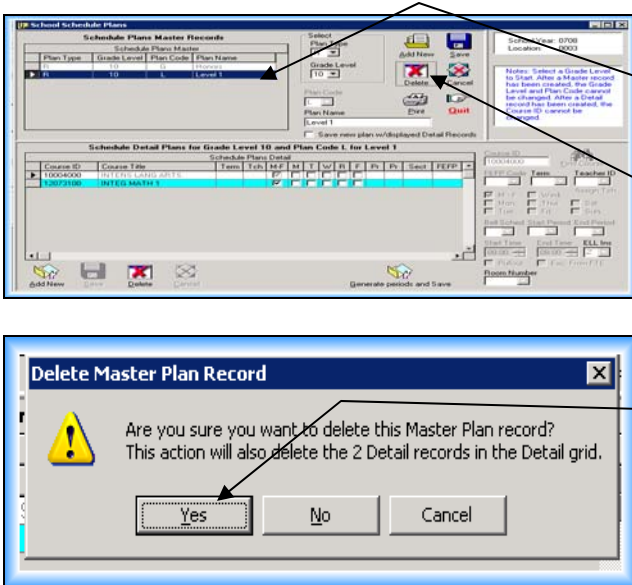
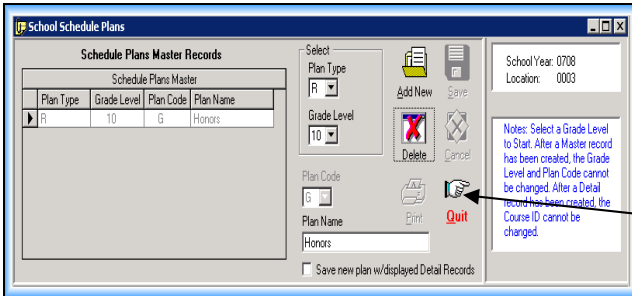
Steps	Screen Displayed	Procedures
4		<p>The School Schedule Plans screen is displayed.</p> <p>A schedule plan will contain a specific group of courses to be assigned to a specific group of students.</p> <p>Here is an example of how this works:</p> <ol style="list-style-type: none"> 1. Identify the types of plans that you need at your school by grade level i.e.: Honors Plan, AP Plan, or Regular Plan 2. Add the courses to the plan 3. Assign the plan code to the designated group of students using the High Speed Data entry screen. 4. Once you have assigned the plans to the students, you can batch load the Requests from the Plans. 5. Once the Requests have been batched, you can customize the requests for individual students adding electives or changing requests as needed before you batch schedule.
5		<p><u>To Create a Schedule Request Plan:</u></p> <ul style="list-style-type: none"> • Select Plan Type -R from the pull down in the Plan Type field • Select the appropriate Grade Level from the Grade Level pull down in the Grade Level field • Click the Add New Icon <div style="text-align: center; margin-top: 10px;">  </div>

Genesis

Creating Schedule Request Plans

Steps	Screen Displayed	Procedures
6		<p>The cursor will be displayed in the Plan Code field.</p> <ul style="list-style-type: none"> Select the Plan Code that you want to assign from the pull down at the end of the Plan Code field <p>Important Note! You can select any single digit Alpha character except “R” and any number 0-9 for each grade level.</p> <ul style="list-style-type: none"> Click in the Plan Name field and type the name of Plan Click the Save icon 
7		<p>The Plan you created will display in the Schedule Plans Master grid</p> <p>To Add a Course Request to the plan:</p> <ul style="list-style-type: none"> Click the Add New icon in the bottom left of the screen  <p>The cursor will be displayed in the Course ID field</p> <ul style="list-style-type: none"> Type the 8 digit course ID number Click the Save icon <p>To Add another Course to the plan:</p> <ul style="list-style-type: none"> Click the Add New icon Type the Course ID number, and Click the Save icon

Genesis Creating Schedule Request Plans

Steps	Screen Displayed	Procedures
8		<p><u>To Make changes to a selected plan:</u></p> <ul style="list-style-type: none"> Highlight the plan in the Schedule Plans Master grid <p>The courses that have been entered for that plan will display in the Schedule Plans Detail grid at the bottom of the screen</p> <p><u>To Delete a course:</u></p> <ul style="list-style-type: none"> Highlight the course in the Detail grid Click the Delete icon
9		<p><u>To Delete a Plan:</u></p> <ul style="list-style-type: none"> Highlight the Plan in the Schedule Plans Master grid Click the Delete icon <p>A confirmation Delete Master Plan Record message box will be displayed.</p> <ul style="list-style-type: none"> Click “Yes” to confirm the delete process <p><u>IMPORTANT NOTE: You may only delete a course in a plan UNTIL your students have been scheduled. After your students have been scheduled this feature is not available.</u></p>
		<p><u>To Exit the School Schedule Plans screen:</u></p> <ul style="list-style-type: none"> Click the Quit icon