



COBB COUNTY
SCHOOL DISTRICT



Technology Services

SYNERGY SCHEDULING GUIDE FOR ELEMENTARY SCHOOLS

April 2021



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I. Elementary Scheduling Process Overview

Synergy & CSIS - Student Enrollments

Students are enrolled at schools using CSIS (Cobb Student Information System), which is in the CCSD Portal. After an enrollment is completed, the student's record will import into Synergy approximately 10 to 15 minutes later and a schedule can be created, in Synergy, at that time. Schedules are created and edited only in Synergy.

Updates to students such as parent information, address or phone number changes, contacts, etc., must be done by the enrolling adult in ParentVUE. Then, the information will update in CSIS and OnTrack immediately. Information will import into Synergy either during the day or through a nightly process. If an enrolling adult is unable to update information in their ParentVUE account, please contact a member of the Student Reporting Team for assistance.

Elementary Schedules

Elementary scheduling is a record of the services that students receive, not an actual reflection of where the students are for each period of the day. Courses must be scheduled in Synergy for three reasons: (1) Required for state reporting, (2) Required for Attendance tracking, and (3) Creating Gradebook classes to maintain assignments, grades, and completion of K-5 report cards.

Next Year Schedules

Around Spring Break of each year, registration is held for kindergarten and new first grade students for the next school year. The students are enrolled in CSIS for '*next school year enrollments*.' About the same time, school administrators begin planning the next year's teaching assignments and classroom models to be used in all grade levels. This is also the time for schedulers to work with administrators to make a scheduling plan for next year. The chapter *Creating Schedules for the Next Year*, found later in this guide, provides details about how to begin planning for your next year schedules.

Course Numbers

Elementary scheduling is complex. Using the correct course numbers is critical to ensure appropriate state reporting of student data. Below is helpful information for understanding course numbers.

Course numbers are grade-level and service specific. It is important that all students are scheduled with course numbers that match their grade level and specific service. Use the Master Course list, in Synergy Help > CCSD-ES > Scheduling. The document lists all elementary course numbers by grade levels.

The first two numbers before the decimal indicates the content area. Below are a few examples.

- 23 Language Arts/ 23.xxxxxxx
- 45 Social Studies/ 45.xxxxxxx
- 36 Physical Education /36.xxxxxxx
- 27 Math/ 27.xxxxxxx
- 40 Science/ 40.xxxxxxx
- 17 Health /17.xxxxxxx

The first number after the decimal explains the type of instruction (service) the students are receiving.

- .0 General Education/ xx.0xxxxxx
- .1 EIP/ xx.1xxxxxx
- .2 Gifted/ xx.2xxxxxx
- .8 Special Education/ xx.8xxxxxx (self-contained or teacher pulls out student for one on one support or small group)
- .9 Special Education/ xx.9xxxxxx (collaborative/co-taught teacher goes into the classroom to support the student.)

This document provides guidelines for scheduling students in General Education, Gifted, EIP, Special Education, and ESOL classes.

Schedule Changes

If a student's services change during the school year, it is imperative to give the data entry clerk complete information as soon as possible so the Synergy schedule can be updated appropriately and in a timely manner. ***Service changes should be reflected in the student's schedule in Synergy within 48 hours of the change in service. Update CSIS Services if needed within 48 hours.***

What is a Section?

In scheduling, a section is another name for a class. Each section has a unique number that Synergy assigns when the class is first created in the system. A section contains a great deal of information such as a course number, a period of the day, and various delivery models depending on what type of class is being taught. The section is assigned to a teacher of record and students are scheduled into the section or class. Steps for creating and duplicating sections are included in this guide.

How Are Schedules Sent to the Gradebook?

When a section is created for a teacher and students added, teachers will see the section and students in their TeacherVUE seating chart. However, a Grade Book Synchronization is required and at least one student must be scheduled in a section before the teacher will see the section and student(s) in the gradebook.

A Districtwide synchronization runs each Monday – Friday around 4:00 AM during the school year. The synchronization does not run on the weekends or during the summer.

When schedule additions or changes are made during the school year, the teacher will see an update in their gradebook after the next synchronization. If a special situation exists, and the teacher *must* see the change in their gradebook the same day, a manual synchronization can be done for your school. Please enter a help ticket or contact a member of the Synergy Team to request a manual synchronization for your school.

Elementary Scheduling - General Guidelines

- K-5 scheduling consists of 10 required courses, shown below in periods 1st – 10th.
- Schedule students in period 11 only when appropriate for the students' gifted services (Target Class).
- ***Schedule ALL Homeroom sections in 1st Period. Attendance is taken only in the homeroom section.***
- ***Homeroom sections are always: INCLUDED IN ATTENDANCE & INCLUDED IN GRADING.***
- ***All other sections (non-homeroom) must be EXCLUDED FROM ATTENDANCE & INCLUDED IN GRADING.***

Periods for Elementary Scheduling

1st Period – Homeroom	1st Period must be used for Homeroom
2 nd Period – Health	2nd - 7th Periods can be used for all core subjects
3 rd Period – Language Arts	
4 th Period – Reading	
5 th Period – Science	
6 th Period – Mathematics	
7 th Period – Social Studies	8 th – 10 th Periods can be used for all Specials
8 th Period – Physical Education	
9 th Period – Visual Arts	
10 th Period – Music General	11 th Period is used for Gifted Resource (Target Class)
11 th Period – Gifted Resource, if needed	
12 th Period – READ180/System 44, if needed	NEW SY21-22 12 th Period is used for READ 180/System 44
13 th Period – World Language, if needed	13 th Period is used for World Language (i.e.: Spanish)

Specials Scheduling (Art, Music, & PE)

Students who attend specials classes together should be scheduled in the same sections. For example, if a teacher's homeroom splits between two specials in the same period, schedule each special's class in a different section. Part of a class can be added to another teacher's section, if that group always attends specials with the other teacher.

NOTE: If your school includes **Health** as a class in the special's rotation, the Health teacher must be the teacher of record on all the Health sections. It does not need to be 2nd period but can be scheduled adjacent to other specials.

Departmentalized Schedules

If students change teachers during the day for their core subjects, your school may be utilizing departmentalization. **Schools that departmentalize must ensure that the teacher of record on the section, for the departmentalized subjects, is the one delivering the instruction.** This is required for proper assessment association in CTLS and the gradebook. It is also required to establish complete and accurate growth measures for the teachers, and therefore *should be a yearlong commitment from the teachers.*

Pre-K Scheduling

There are different types of Pre-K services. Check with your administration to understand the type of Pre-K at your school.

Pre-K Students
1st Period – Homeroom
2nd Period – PK-Literacy
3rd Period – PK-Numeracy

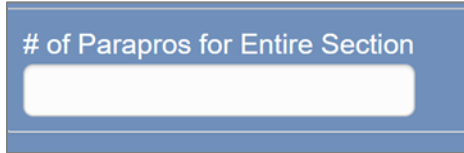
- **Special Ed & Special Needs** Pre-K students are scheduled in the three courses listed at the left.
 - Pre-K speech students only need to be scheduled in Homeroom. They do not need Literacy and Numeracy sections.
 - Community-Based students do NOT need a schedule in Synergy.
- If one Pre-K class has both 3 and 4-year old students, create separate sections of Literacy and Numeracy so the students who are 4 as of September 1st can be added in one section and students who turn 4 after September 1st can be added in the second.
 - Pre-K students, *in the same class*, can be added to the same Homeroom section.
 - If a **Pre-K teacher is not a CCSD employee** use **Term, Short** as the primary teacher of record on all his/her sections.

Scheduling Lab Teachers

- Certified teachers in a lab environment are *Contributing Professionals*. They do not need to be scheduled in Synergy. **IMPORTANT: DO NOT ADD CONTRIBUTING PROFESSIONALS AS ADDITIONAL STAFF ON ANY SECTIONS IN SYNERGY.**
- If the teacher is not a Contributing Professional, he/she should be scheduled in Synergy.
 - Depending on the position, the teacher will be the primary teacher of record or added as additional staff on the content area where they teach.
 - This document provides several examples of how to add additional staff. If additional assistance is needed, please contact a member of the Synergy Team or enter a Web Help ticket.
- If clarification is needed about a teacher's status as a Contributing Professional, an administrator should contact *Evaluation Systems in Human Resources* for explanation. (770-426-3393)

Paraprofessionals

- Do not add paraprofessionals as additional staff on sections.
- Add the **number** of paraprofessional employees, assigned to ***provide support to the entire class***, in the field provided on the section screen.
- Add the number of paraprofessionals to any subject/core section, Health, or Physical Education section when support for the **entire class** is provided.



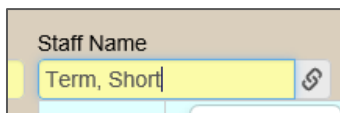
- Paraprofessionals do ***not*** need to be added to homeroom sections.

Short Term Placeholder for Staff Name on Sections

Before a new school year begins, review all sections at your school using the Synergy Report - MST402. Ensure that all the sections listed for the teachers are the correct grade levels and/or courses that they teach.

- **Do not leave a teacher listed as the teacher of record on a section if they are no longer employed at your school.**
- **If a new teacher has not yet been hired, use 'Term, Short' as the Staff Name on all the sections that have been created for the new teacher.**

During the school year, if a teacher leaves the school and a replacement teacher has not yet been hired, the staff name on all sections must be 'Term, Short' until a new teacher is hired.



- **Be sure that every section where the original teacher is listed as the primary teacher of record is edited to reflect *Term, Short* for the Staff Name.**
 - Use the **MST402** to identify all sections that need to be edited.
- Review the Staff History Tab, on all the sections, to ensure that there is no gap in time.
 - The *Short Term* staff's effective date should be the first school day that the prior teacher is no longer employed at the school.
- When a replacement teacher is hired, review the Staff History Tab again to confirm the effective date is correct.
 - The new teacher's effective date should be the first day he/she begins teaching the students in the sections.

IMPORTANT NOTE: Do not use an administrator as a placeholder on any section screen.

How to Schedule Supply Teachers

Note: Check the box to Exclude from State Reporting

If a teacher will be out for an extended period, and a supply teacher is hired, the supply teacher should be added as Additional Staff on the **Additional Staff Tab** of every sections for the teacher of record. The original teacher will remain on the section as the teacher of record.

Follow the steps below for each section the supply teacher will teach while the staff member is out.

(This is only done in a supply situation. Do NOT add substitute teachers into Synergy.)

- If the supply teacher's name cannot be found in Synergy, add them to **CSIS Staff Maintenance** as a **TEACHER**. **WAIT** for an overnight cycle to run. The next day, the supply teacher will be in Synergy.
- Contact Customer Care or a Synergy Team member to request Synergy security access** for the supply teacher. In addition to the additional staff security, the Synergy roles (*example: ES Teacher & Update XX School*) and school focus are required so the supply teacher can login and access Synergy TVUE/Grade Book.
- On each section, add the supply teacher to the Additional Staff Tab.

The screenshot shows the 'Section' interface in Synergy. At the top, there's a 'Menu' dropdown and navigation buttons (back, search, forward, print, find, undo, add, delete). Below these are fields for 'Section ID:', 'Course Title:', and 'School Year:'. At the bottom, there are four tabs: 'Current Students', 'Student Enrollment History', 'Additional Staff' (which is highlighted with a red box), and 'Staff History'.

- On the **Additional Staff Tab**, click “**Chooser**” to search for and add the supply teacher.
- Enter the appropriate **Start Date** for the supply teacher.
- No selections** are required under the **Contributions** heading, **Responsibility** dropdown menu.
- On the **Homeroom** section, be sure to add **Update** security so the supply teacher can take attendance.

The screenshot shows two side-by-side sections. The left section is titled 'Contributions' and has a 'Responsibility' dropdown menu set to 'Update'. The right section is titled 'TeacherVUE Security' and has an 'Attendance' dropdown menu set to 'Update'.

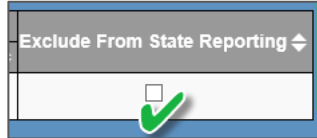
- Security access is required, for the TVUE and grade book areas, so the supply can take attendance, enter assignments/grades (4th & 5th grade), and complete report cards (K - 5th).

- Select **Update** for the attendance security (shown above) on the **Homeroom** section so the supply can take attendance in Synergy.
- Select **Update** for the Grades dropdown.
- Select **All Class Tasks** for the Grade Book drop down.

Additional steps are listed on the next page.

The screenshot shows the 'TeacherVUE Security' dropdown menu. It has two main sections: 'Grades' and 'Grade Book'. Under 'Grades', there is a dropdown menu set to 'Update'. Under 'Grade Book', there is a dropdown menu set to 'All Class Tasks'.

- i. **Check the box to exclude the record from State Reporting.**

A screenshot of a software interface. At the top, there is a grey header bar with the text "Exclude From State Reporting" and a small downward-pointing arrow. Below this header is a white rectangular area. Inside this area, there is a small, empty square checkbox. To the right of the checkbox is a large green checkmark.

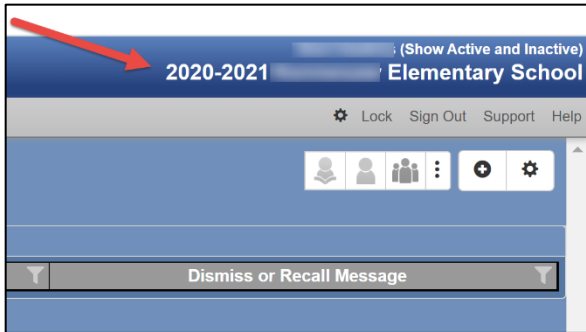
- j. **When the staff member returns from leave, be sure to put an **End Date (last day worked)** for the supply teacher's record on the Additional Staff Tab.**
- Adding a leave date for additional staff will move the record to the *Staff History Tab* on the section screen. Edits the begin/end dates, when needed, even on the history tab.

II. Synergy Navigation & Basic Options

Selecting the Synergy Focus

The *Synergy Focus* refers to the school, the year, and the enrollment status of the students a user is set to view in Synergy.

1. Click on the area in the upper right corner of the Synergy screen where your name, the name of the school, and school year display.



2. When the Change Focus window displays, use the *Year* and *Organization* (school) dropdown and radial options to select the parameters needed for the focus.



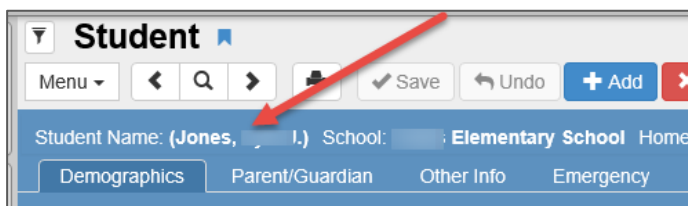
For schedulers, it is recommended you select 'Show Active and Inactive.' This option allows schedulers to search and find students who are active and inactive at the school.

3. Review your focus to ensure you are scheduling in the correct school year. **The color of the Synergy screen is important.**

- When working in the *next school year*, the screen will be **BROWN**.
- The current school year will be a **BLUE** screen.
- A *prior school year* will be a **GREEN** screen.
 - Do not change schedules in a prior year.

4. Click the Save button to change focus to the selected parameters.

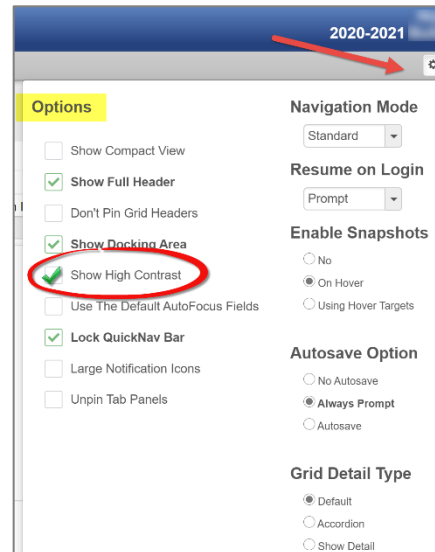
Note: Inactive students display in Synergy with parenthesis around their names.



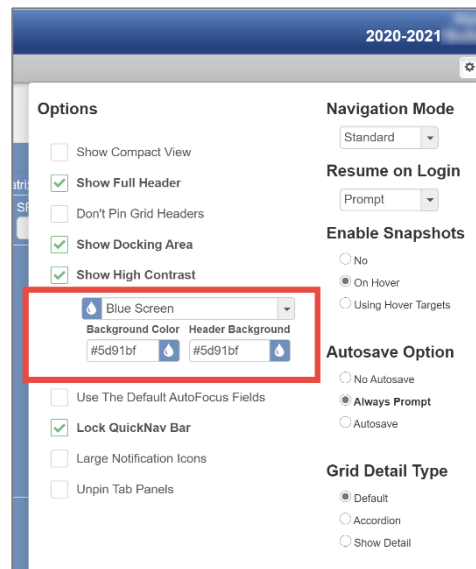
How to Select the Blue Synergy Screen or a Custom Color

The Synergy screen may default or revert to white instead of the custom blue color. To change the screen, follow the steps below.

1. Point the mouse to the small gear icon located just under the name of your school. The Options box will display.
2. Check the box next to '**Show High Contrast.**'

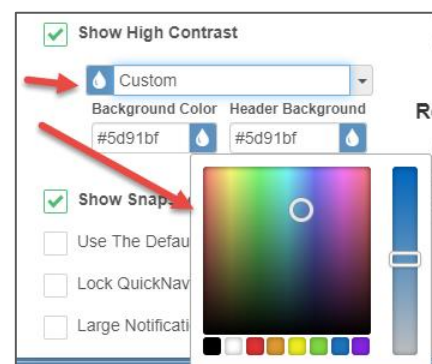


3. Select the option for the **Blue Screen** in the dropdown that will display under the Show High Contrast area.




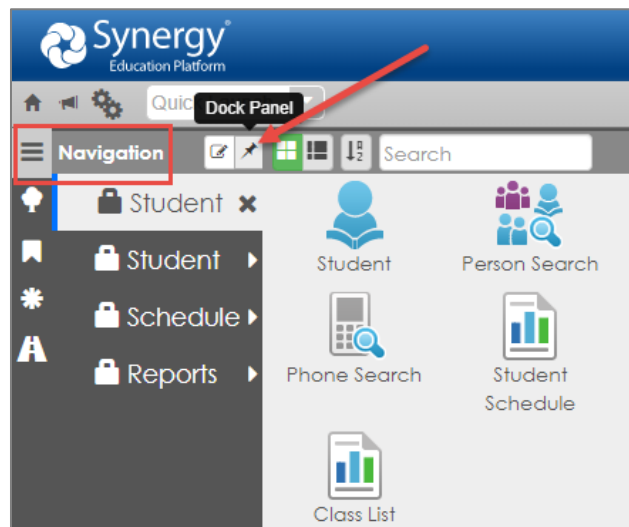
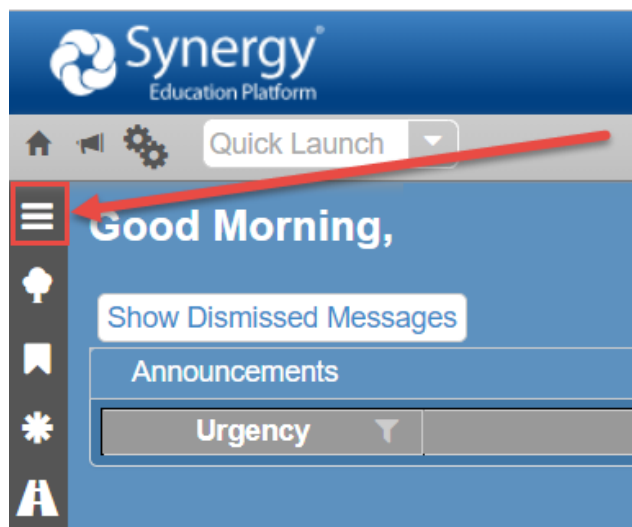
4. If desired, you can customize the screen color as desired when you are focused to the current school year. **Prior years (green screen) and future years (brown screen) cannot be customized.**

5. Select *Custom* from the dropdown and the desired color from the selector.

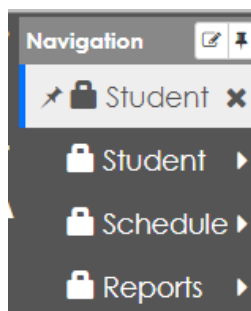


The Navigation Menu

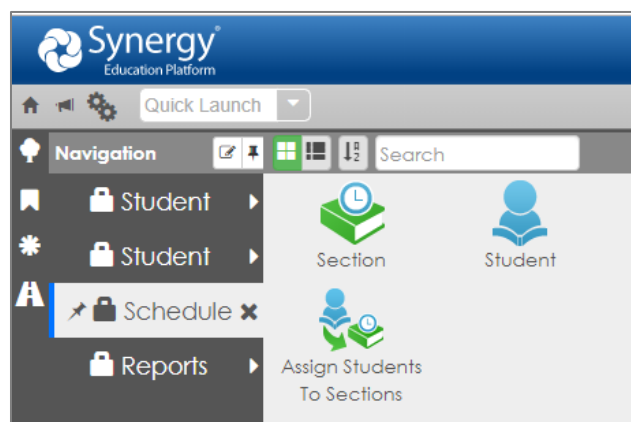
1. Point the mouse over the Navigation icon  located on the left side of the Synergy screen. See the screen shot below, left. This will be in the area that the navigation menu displayed in previous versions of Synergy.



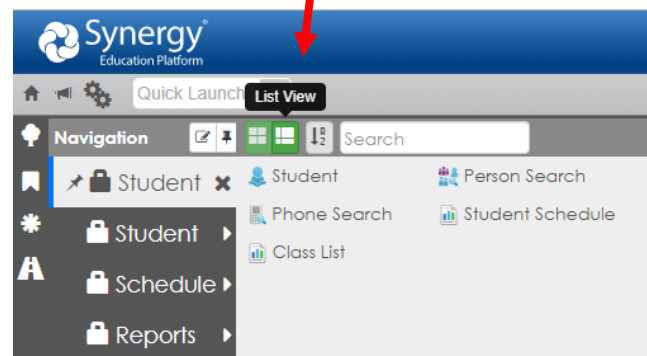
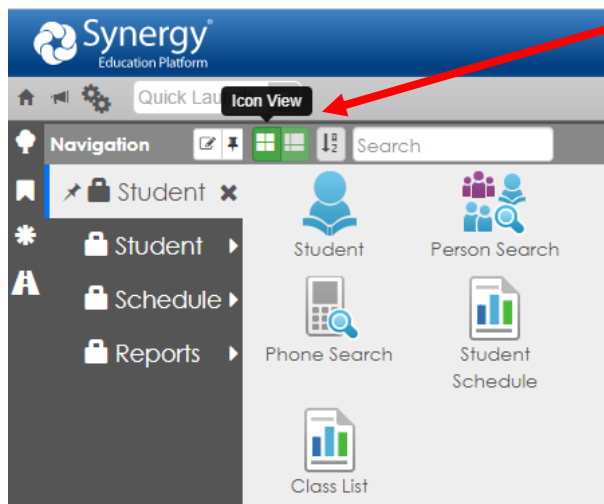
2. Click the pin icon that displays after the word, Navigation. This will dock the navigation panel and keep the names of the items visible in the menu.
3. Click the pin icon again to undock the Navigation Panel so it only displays when you point to the Navigation menu.
4. The quick link icons associated with a user group's access will display in the different submenus. The submenus may appear at the bottom of the Navigation panel (Example below > point to the word *Schedule* or *Reports* to see the associated icons.)



5. Click the desired icon to go directly to that screen.

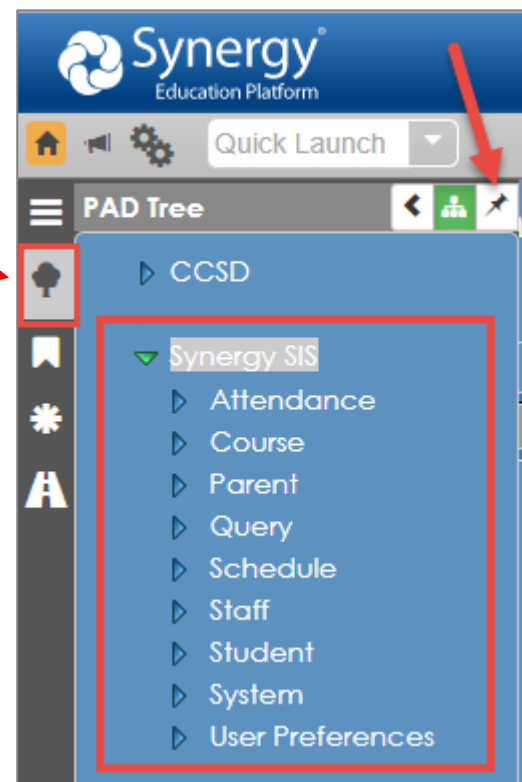


6. Users can view items in the Navigation Menu using an **Icon View** or **List View**.



The PAD Tree Menu

1. Point the mouse over the PAD Tree icon located on the left side of the Synergy screen.
2. The PAD Tree menu will display.
3. Click Synergy SIS to see the menu options.
4. Click the pin icon to dock the PAD Tree menu so it continues to display on the left side of the screen.
5. Click the pin icon again to undock and remove the PAD Tree menu so it only displays when you point to the Tree icon.

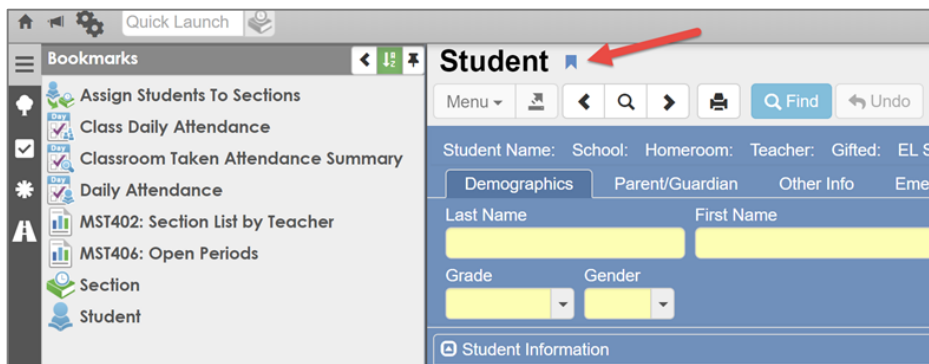


The Bookmarks Menu

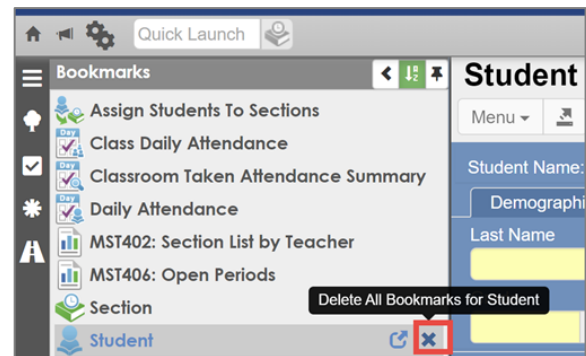
1. Point the mouse over the Bookmarks icon on the left side of the Synergy Screen.
2. The Bookmarks menu will display.
3. Like the Navigation and PAD Tree menus, Bookmarks can be docked to always display. Click the pin icon to dock the panel and click it again to undock the panel.



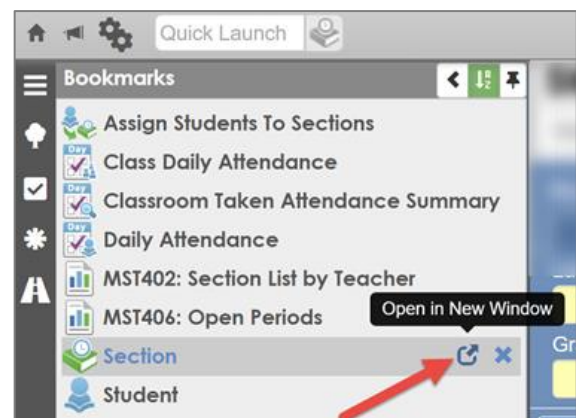
4. Bookmark any frequently used screen or report by clicking the **bookmark icon** located to the right of the screen title. It will display in the list of Bookmarks.



5. To *delete* a bookmark from the list, point the mouse to the menu item and click the 'X' that displays at the end of the row.



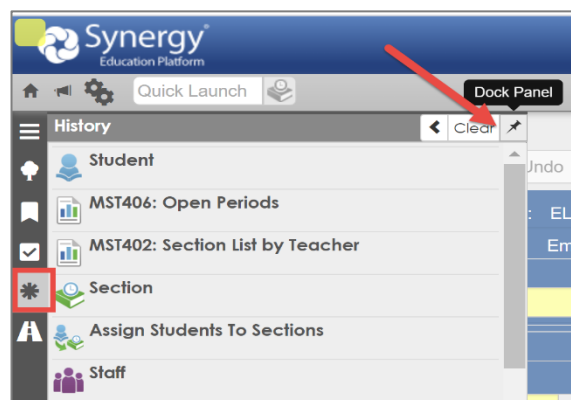
6. To open a bookmark in a new window, click the new window icon shown next to the 'X'.
7. The bookmarks list can be alphabetically sorted by clicking the middle icon, shown at right next to the pin icon.



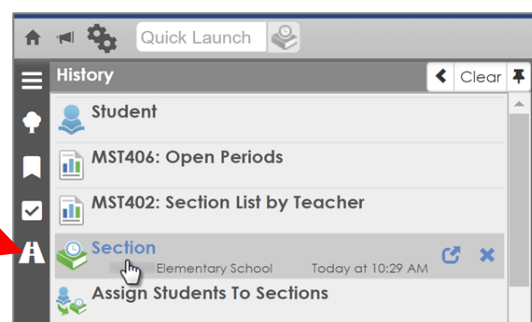
The History Menu

Synergy has a feature that tracks the screens and reports you visit and lists them in a History menu.

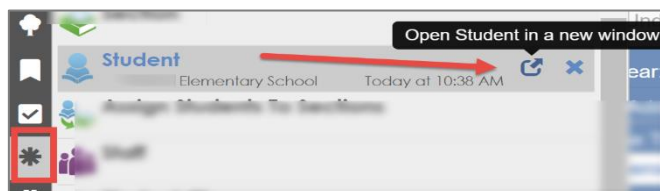
1. To view the History panel, point the mouse over the History icon (looks like an asterisk) located on the left side of the Synergy screen.
2. As with the other menus, click the pin icon to dock the panel and click it again to undock the panel.



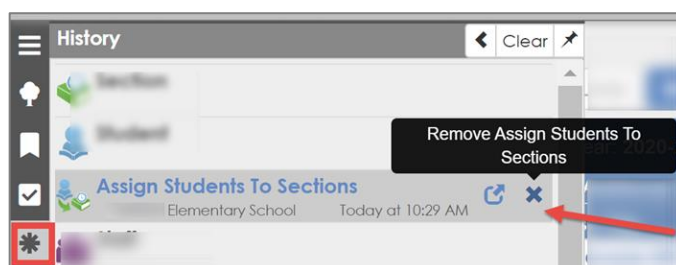
3. While the History Panel displays, point to any icon. The last date/time the screen was accessed displays. Click the row to go directly to the screen or report.



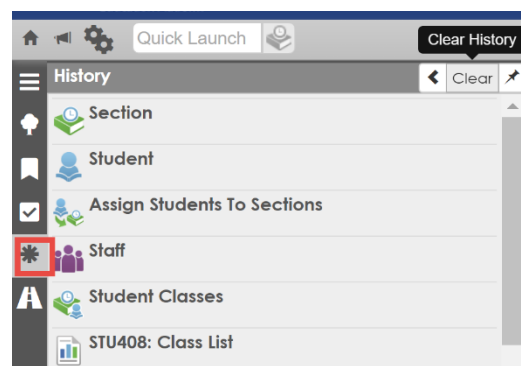
4. To open a screen or report in a new window, click the icon that displays at the end of the row.



5. To remove a screen or report from the History list, click the 'X' at the end of the row.



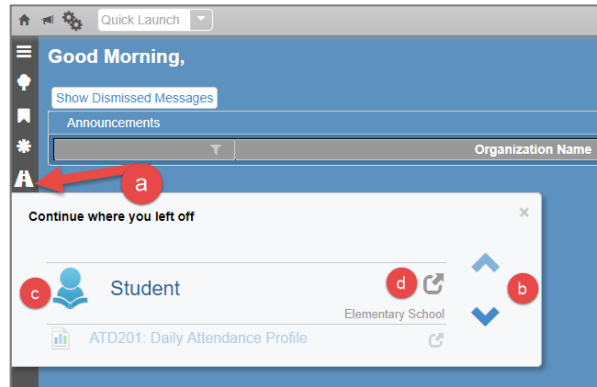
6. To clear the entire History list, click *Clear* at the top of the panel.



Continue Where You Left Off – Viewing Screen History

Like the History list is a Synergy option that allows users to view and select recent screens.

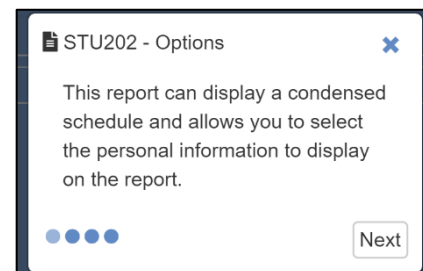
- Point to the viewing screen icon located on the left side of the Synergy screen.
- Use the arrows to scroll up or down in the list of options.
- Click an icon** to go directly to that screen or report.
- Click the 'open in a new window' icon at the end of the row and the screen or report will open in a new window.



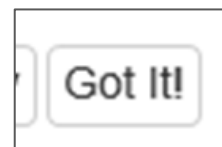
New Feature Assist Messages

Synergy displays message windows about features when they are added to new version.

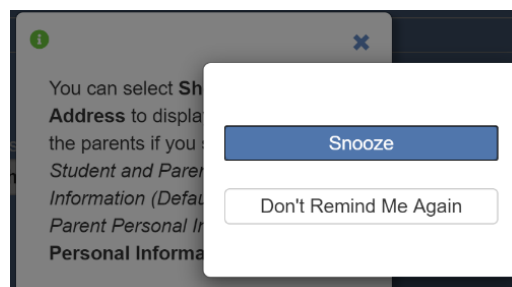
- Click the **Next** button to see descriptions of the new feature.



- Some message windows may have several description pages. Click **Next** on each window to review them all.
- When the last message window, for a feature displays, click the **Got It!** button.



- Clicking **Got It!** will stop the messages from displaying when you open that Synergy screen again.
- Clicking the X at the top of the message window will give users the option to **Snooze** the new feature to be reviewed later.
- Or, users can click **Don't Remind Me Again** and that feature will no longer display.



Selecting Grid Detail Type

Users have the option to select how a grid displays on the screen.

- Click the **Options gear icon**, located at the top right area of the Synergy screen.
- The Grid Detail Types are at the bottom of the Options window.

This is an individual preference – any of the options allow details to be viewed.

The screenshot shows the 'Options' window with various settings. The 'Grid Detail Type' section is highlighted with a red box, showing three options: Default, Accordion (selected), and Show Detail.

- Using the **Default** and **'Show Detail'** options mean that users will see a 'Show Detail' button when viewing a screen that has grid detail. For example, the Staff screen > Schools Tab.

The screenshot shows the 'Staff' screen with the 'Schools' tab selected. A red box highlights the 'Show Detail' button next to the 'Staff School Assignments' table.

Line	Year	School	Old SIS Number
1	2021-2022	Elementary School	
2	2020-2021	Elementary School	

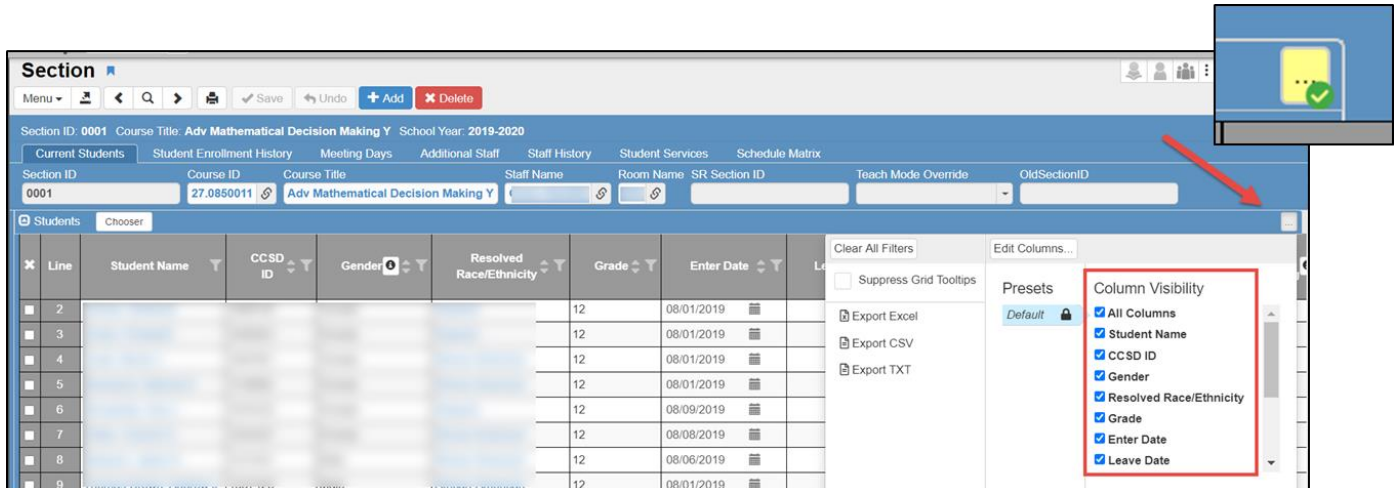
- With the **Accordion** option, users will expand the detail area by clicking the arrow on a row to view the detailed information.

The screenshot shows the 'Staff' screen with the 'Schools' tab selected. A red box highlights the arrow on the first row of the 'Staff School Assignments' table, indicating that the detail area is expanded.

Line	Year	School	Old SIS Number
1	2021-2022	Elementary School	
2	2020-2021	Elementary School	

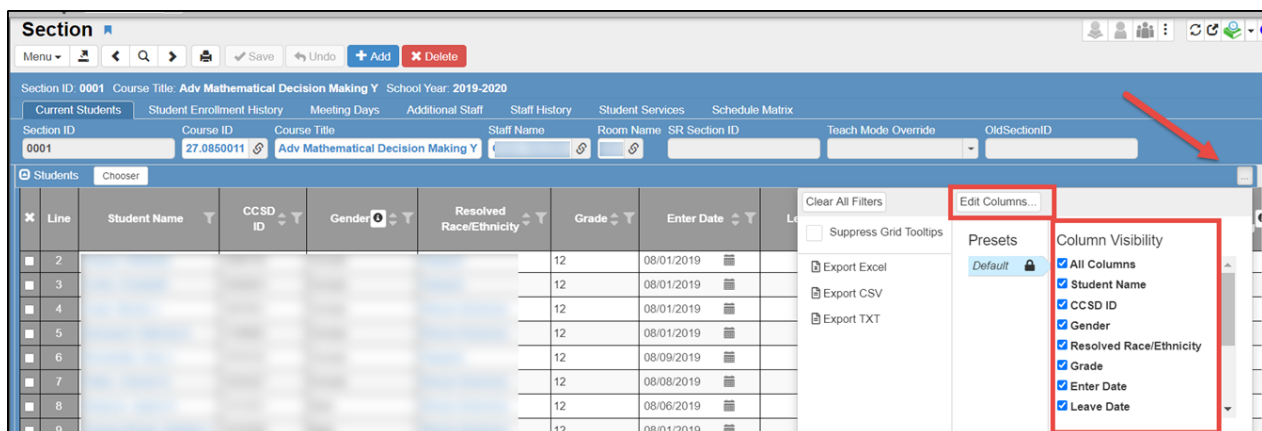
Select Column Visibility


- Several screens offer users the ability to select which columns to display.
- For example, on a Section screen, hover over the ellipsis on the right side of the screen, at the top of the students list.
- Check or uncheck column headers to show or hide as desired.
- When columns are edited, the ellipsis displays with a yellow highlight and green checkmark.

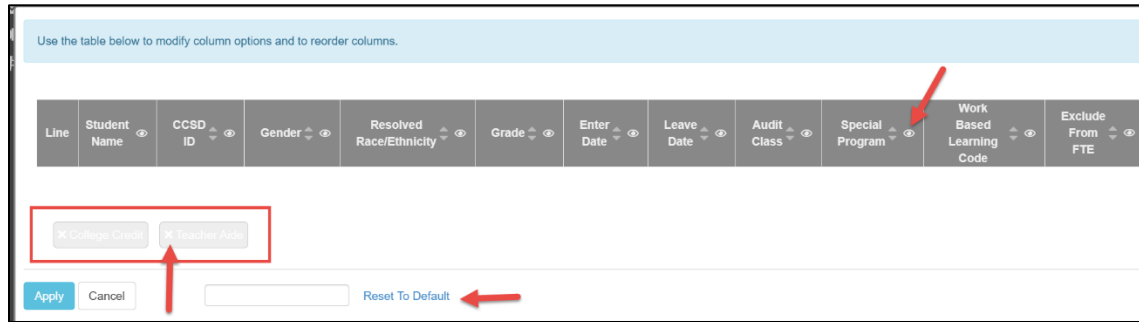


Edit/Re-Order Columns

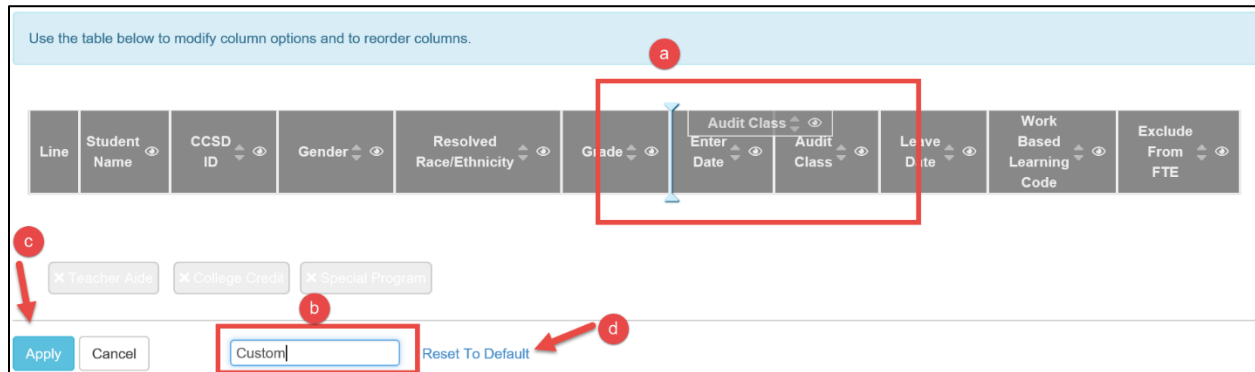
- There is an option to Edit Columns in Synergy SIS that allows users to hide and reorder columns.
- For example, on a Section screen, hover over the ellipsis and click **Edit Columns**.



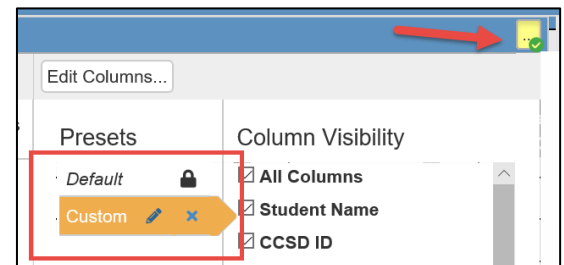
- The **Edit Columns Window** displays.
- Click  to hide a column. (Screen shot shown on the next page.)
- The column's name displays, in gray, below the column table.
- Click the **X** next to the hidden column to return it to the original location. Click *Reset to Default* to return to the original settings.



- On the **Edit Columns Window**, click and drag columns to a new location, as needed. The example below shows the *Audit Class* column is being moved.
- If desired, name the new screen in the field provided.
- Click **Apply** when columns appear as desired.
- Click *Reset To Default* anytime to return to the original settings.
- A **Confirm** window will display when the Reset to Default link is clicked.

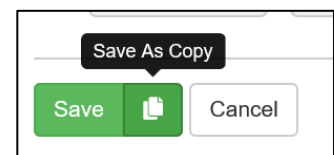


- Hover over the ellipsis to view options. The name displays in the *Presets* column.
- Users can select the original *Default* view or the modified view.
- Click the **edit pencil** to make changes to the modified screen.



- Click the **X** next to the name, in the *Presets* column, to delete the modified screen.
- Select *Default* in the *Presets* column to return to default settings.

- If changes are made, they can be saved as a copy for another, different modified screen.

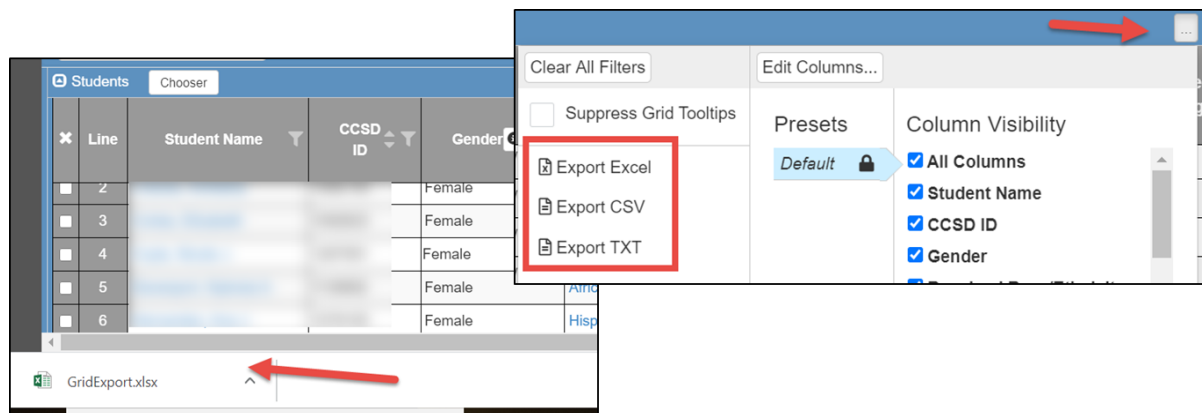


The ellipsis highlight and green checkmark are removed if Reset to Default is selected.



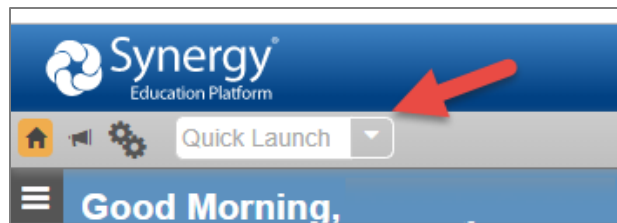
Export Options

- Grid options in Synergy SIS allow users to export data in Excel, CSV, and TXT formats.
- For example, on a Section screen, hover over the ellipsis and select a desired export format.
- The export file does not include hidden columns, and the columns will reflect any customization of the grid as described on previous pages in this document.
- A link to the Excel spreadsheet displays in the bottom, left of the screen. Click it to open the spreadsheet.



Quick Launch Search

Use the quick launch search box as a fast way to access a screen or report.



- Type the name of a screen or report. Partial searches will offer a list of options.
- Click on the desired screen or report to go directly to the selection.
- Use the icon shown to the right of the screen or report name to open the option in another window.



The Quick Launch dropdown offers suggested general topics for searching. For example, click the Student icon to see a list of suggested screens or reports for students.



Using the Link Icon to Search

Synergy uses a link icon to search for information on numerous screens.

The example below shows a search on the Section screen for a course number.

- Click the link icon.
A search box will display under the selected field.

If the search box does not display, and the Advanced Search opens instead, **click the option to Toggle Advance Setting** on the top right side of the search window. Then, **close** the window.

- Click the link icon – the search box should display under the selected field.

EXAMPLE -

- Begin typing the first few numbers of the course number in the field.
- Key in the entire course number and it will display as a selection in the blue area underneath the field where you are typing.
- If a partial number search is used, move the mouse over the list of options that display under the field where you are typing. Highlight the desired number, as shown above.
- Click the desired course number** to select it so it displays in the Course ID field.
- The Course Title will automatically fill in based on the course number selected.
- Continue using the same process to add Staff Name, Room Name, and Linked Staff Name.
- Click Save to save all selections.

How to use the Advanced Mode Search

After clicking the link icon, click **Advanced**.

The screenshot shows the 'Section' window with a 'Current Students' tab. Below the tab are fields for Section ID, Course ID (23.0013000), Course Title (Reading 2), Staff Name, Room Name, and Linked Staff. A 'Section Info' section contains dropdowns for Begin Period, End Period, and Term Code, as well as Attendance Option, Grading Option, AM PM, and Attendance. There are also fields for Instructional Minutes Override and Staff Minutes Override. A red arrow points to the 'Advanced' button in the bottom right corner, next to a 'Clear' button and a link icon.

This will open a **Find** window.

1. Enter **search criteria** in the field.
2. Press the Enter key or the **Find** button at the top of the screen.
3. When the results display in the Find Result area, **click the row** to highlight it.
4. Click the green **Select** button at the top of the screen. (Or, **double click** on the row to select it.)

The screenshot shows the 'Find: School Room' window. At the top, it says 'Section ID: 0001'. Below that are buttons: Find (with a magnifying glass icon), Close (with an X icon), Select (with a checkmark icon), and Clear Selection (with a minus icon). A 'Search Results' tab is active. Under 'Find Criteria', there are fields for Room Name (001) and School Year. Under 'Find Result', there is a table with columns Line, Room Name, and School Year. The first row has Line 1, Room Name 001, and School Year 2020. Numbered annotations: 1 points to the Room Name field, 2 points to the Find button, 3 points to the first row in the results table, and 4 points to the Select button.

The Find window can be closed without adding a selection by clicking the orange **Close** button.

Use the red **Clear Selection** button to clear anything in the fields and return to the original screen.

Users can click the option to **Always Use Advanced Mode**, if desired, to go directly to the advanced find window anytime the link icon is clicked. See the screen shot at the top of this page.

To change back to using the search window instead of Advanced, click the icon shown below on the Find window.

The screenshot shows the 'Find: Staff' window. It has a similar layout to the 'Find: School Room' window, with fields for Last Name, First Name, and Middle Name. A red arrow points to a button in the top right corner labeled 'Toggle FK Advanced Setting'.

The Advanced Find Window can be used to search for course numbers, staff names, and rooms.

This block contains three overlapping screenshots of the 'Find' windows. The top window is 'Find: Course' with fields for Course ID and Course Title. The middle window is 'Find: Staff' with fields for Last Name, First Name, and Middle Name. The bottom window is 'Find: School Room' with fields for Room Name and School Year. All three windows show the same set of buttons at the top: Find, Close, Select, and Clear Selection.

How to Search and Find Students

To search for a student, you must be in Find or Search mode. As shown in the example below, the fields on the screen are yellow and ready for search criteria to be entered in one or more of the fields.

Note: This same process is used on other Synergy screens, for example the Section screen.

- Search by a student's name or CCSD ID. Type the information into the appropriate field and press the Enter key or the blue Find button at the top of the screen.

- If more than one student in the school has the same last name, the results will display alphabetically by the students' first names. Therefore, when searching for 'Smith' for example it would be helpful to enter at least part of the first name. Use CCSD ID when it is known for the most efficient results.

The student screen will display for the student. Information about the student will be listed at the top of the screen. The different tabs (Demographics, Parent/Guardian, Classes, etc.) display information for the student.

To search for another student, click the Search Icon at the top of the screen to go back into Find or Search mode.

Adding a New Teacher to Synergy

When a new teacher is hired at your school, the teacher must be added to **CSIS Staff Maintenance as 'TEACHER,'** with the appropriate start date.

The Synergy scheduler, the school secretary, or another person at your location may complete this task. *Be sure to designate someone to complete this task when new teachers are hired.*

After new staff members are added to CSIS Staff Maintenance, a **nightly process** is required to load the teacher into Synergy. Therefore, you will need to wait overnight for this process to run until you can add a new teacher's name on a section.

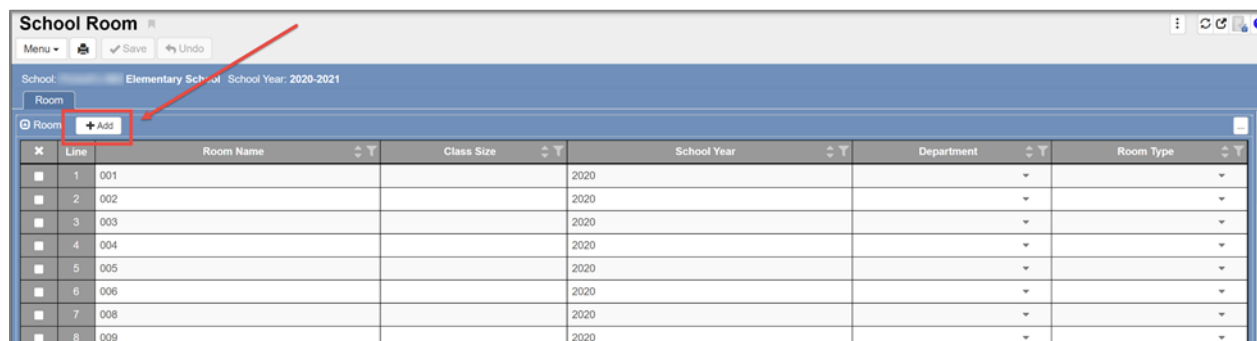
NOTE: When working on next year's schedules, new teachers do not roll into Synergy for the next school year. In the spring, when new teachers are hired for the next school year, add them to CSIS Staff Maintenance with the appropriate job information and start date. Then, contact a member of the Synergy Team to manually add the teacher to your next year's focus.

- Additional information about scheduling for next year is available in this document.

Adding Room Numbers

If you cannot find a room number when using the search feature on a section screen, use the steps below to add the new number to your school.

1. In the Quick Launch box at the top of your screen, type **School Room** and press Enter.
2. Click **Add** at the top left area of the screen.



Line	Room Name	Class Size	School Year	Department	Room Type
1	001		2020		
2	002		2020		
3	003		2020		
4	004		2020		
5	005		2020		
6	006		2020		
7	008		2020		
8	009		2020		

3. Scroll to the bottom of the list looking for the new row that was added.
4. Enter the new room number in the first green field and the current school year in the second green field.

Note: The school year will be listed on existing room numbers.

Hint: School Year 2020-21 displays as 2020. **Use 2021 for new rooms needed in SY2020-21.**



97	401	2021
98	402	2021
99	403	2021
100	404	2021

5. After adding the room and school year, click Save at the top of the screen. The room is now available to be added to a section.

Synchronizing Student Seat Totals on Sections

When To Run This Process

Run this process during summer and pre-planning as schedules are being created. Also, run it during the school year when schedules are added or changed, and any time to correct errors in the student seat totals area.

Male	Female	Totals	Max	Open Seats
9	14	23	30	9

It is very important to periodically synchronize section totals while making schedule changes or if you notice errors in the student seat totals area (see the screenshot above.) This is particularly true when several staff members are working on schedules simultaneously. **Synchronizing will ensure that the seat totals displayed on both the section screen and on reports are accurate.**

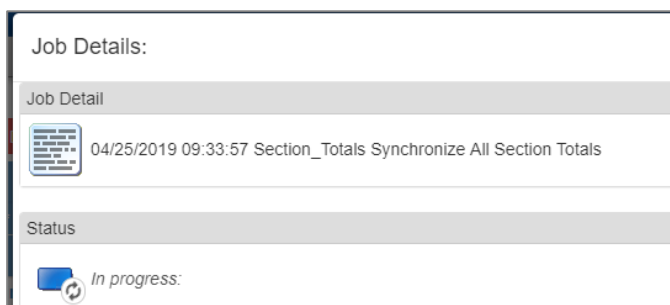
This process is NOT the same as a Grade Book Synchronization mentioned in other areas of this guide.

To update the totals in the Student Seat Totals:

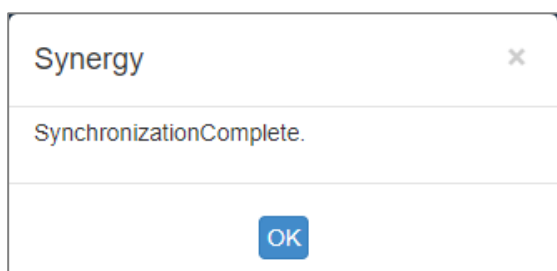
1. Open the **Section** screen to any section.
2. Click the **Menu** button at the top of the page.

3. Select **Synchronize All Section Totals** to update the totals for all sections at the school in focus.

4. **Please wait** for the process to complete.



5. A message will display and alert you that the synchronization is complete. Click OK to close the window.



Updating Homeroom Data

Do This After You Have Assigned Students to Homerooms

1. In the Quick Launch box at the top of your screen, type **School Setup** and press Enter.
2. Verify that the Homeroom period listed on the School Setup screen is correct.
3. Click on Menu
4. Click on Update Homeroom Data

School Setup

Menu ▾ Save Undo

View Audit Detail For School Setup

Processes

- Update Homeroom Data
- Clear Homeroom Data

Start Period End Period **Homeroom Period** Homeroom Meeting Day

1 13 1

5. **Please wait** for the process to complete. A message box displays with job result files.
6. If desired, click the icon for the TXT extract file to view a list of students and the number of updates processed. Close the result files message box.

UPDATE_HRM: Job Result Files		
Result	Description	File Type
	Updating Homerooms	PDF
	extractFile	TXT

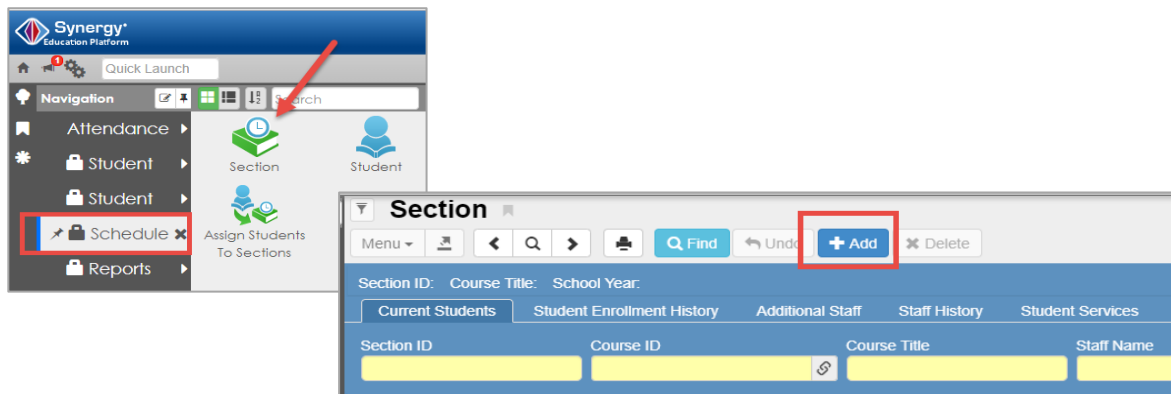


Note: All grade level homerooms must be scheduled in **first period**.

If you add a homeroom, change a homeroom, or move students to different homeroom sections, re-run this process as these will affect the printing of homerooms on student schedules and report cards.

Adding a New Section

1. From the Navigation Menu: Schedule > Section
2. Click **Add**.



3. The **Add Section** screen (below) displays.
4. Click the link **icons** for Course ID, Staff Name, and Room Name to search for the course number, staff name, and room number to add to the new section.
 - a. If using Linked Sections Scheduling Option, add the Linked Staff Name if needed.
5. The Course Title will be populated automatically based on the Course ID number.
6. Fill in the other GREEN fields – Begin and End Period, Term Code (**YR**), and Max (class size).
7. **Attendance & Grading Options**
 - Using the dropdown arrows, choose the correct selection for Attendance Option and Grading Option.
 - Selections are required** for both fields – **do not leave them blank.**
 - Homeroom sections are always: INCLUDED IN ATTENDANCE & INCLUDED IN GRADING**
 - All other sections (non-homeroom) must be EXCLUDED FROM ATTENDANCE & INCLUDED IN GRADING** (Gifted Resource sections are the exceptions to this rule.)
8. Enter the **number** of paraprofessionals assigned to provide support to the entire class.
 - b. This does not include paraprofessionals working one-on-one with a student.
9. If the class is using a Special Ed, Gifted, EIP, or ESOL Delivery Model, add the appropriate selection on the *Student Services Tab*, after saving the new section.

Students do not need to be added when a new section is created. If you do not want to add students yet, click the Save button to complete the new section. If you do want to add students, continue with the steps below.

Adding Students to the New Section Using Grade Level

1. If you know which students are going to be in this section, you can add them now by scrolling down on the Section screen to the Students line. Click the **Chooser** button on the right side.
2. On the Chooser screen, use the dropdown arrow to select the appropriate **grade level** and click **Find** at the top of the window. Click on desired rows to select students from the list and move them to the **Selected Items** side of the screen.
3. When you have completed your list, click **Select** at the top of the window to add students to the section.

Chooser

Section ID:

Search Results

Find Criteria

Last Name First Name Middle Name Suffix CCSD ID Gender Grade

Add All Row(s) >>

Find Result

Line	Last Name	First Name	Middle Name	Suffix	CCSD ID	Gender	Grade
1	Adams				6	Female	02
2	Clark				6	Male	02
3	Johnson				1	Female	02
4					0	Male	02
5					0	Male	02
6					9	Female	02
7					5	Male	02
8					5	Female	02

Selected Items

Line	Last Name	First Name	Middle Name	Suffix	CCSD ID	Gender	Grade
1	Adams					Male	02
2	Clark					Male	02
3	Johnson					Male	02

4. This will return you to the Section screen you were originally adding, and the selected students' names will display at the bottom of the screen.
5. Edit the students' **Enter Date** as needed. *The date will default to the current date once the school year begins. If you are scheduling in the 'next school year's focus,' the begin date will default to - the first day of school for that year.*
6. Confirm all fields are complete and click the **Save** button to complete the new section.

Section

Current Students

Section ID Course ID Course Title Staff Name Room Name Linked Staff Name

Section Info

Begin Period End Period Term Code

Attendance Option Grading Option AM PM Attendance Type Supplemental Funding Category

Instructional Minutes Override Staff Minutes Override ☐ Using Elementary Minutes WBL Program

Instructional Strategy Instructional Method Instructional Content Category Code Override

☐ Distance Learning ☐ Independent Study ☐ College Credit ☐ Dual Credit ☐ Credit Recovery ☐ Postsecondary Articulated Course

Student Seat Totals

☐ Prohibit assigning additional students once the Max is reached, regardless of class size limit rules in School Scheduling Options.

Student Totals

Male Female

Totals Max

Open Seats

Students

* Line	Student Name	CCSD ID	Gender	Resolved Race/Ethnicity	Grade	Enter Date	Leave Date	Teacher Aide	Audit Class	Special Program	Work Based Learning Code	Exclude From FTE
2	Adams		Male	White	02	08/17/2020						
3	Clark		Male	White	02	08/17/2020						
3	Johnson		Male	African-American	02	08/17/2020						

- Once saved, the new section is created and displays the Section ID that is automatically added by Synergy.

Section

Menu **+ Add** **✖ Delete**

Section ID: 0087 Course Title: Reading 2 School Year: 2020-2021

Current Students Student Enrollment History Additional Staff Staff History Student Services Schedule

Section ID	Course ID	Course Title	Staff Name	Room Name	Linked Staff Name
0087	23.0013000	Reading 2	Smith,	002	

Section Info

Begin Period: 3 End Period: 3 Term Code: YR

Attendance Option: Exclude from Attendance Grading Option: Include in Grading AM PM: Attendance Type: Supplemental Funding Category:

Instructional Minutes Override: Staff Minutes Override: WRI Program:

Adding Students to the New Section Using Student CCSD ID

- After clicking on **Chooser**, type students' ID numbers in the CCSD ID box and press the Enter key. This adds students to the **Selected Items** grid.
- Click **Select** at the top of the window when you have added all students to the list. The Chooser screen will close and return you to the Section screen.

Chooser

Section ID: 0087

Find **+ Select** Close

Search Results

Find Criteria

Last Name	First Name	Middle Name	Suffix	CCSD ID	Gender	Grade
				133		

Add All Row(s) >>

Find Result

Line	Last Name	First Name	Middle Name	Suffix	CCSD ID	Gender	Grade
1	A				133	Female	02

Selected Items

Line	Last Name	First Name	Middle Name	Suffix	CCSD ID	Gender	Grade
1	A				133	Female	02

- When you are satisfied that the section information is correct, click on **Save**.
- The next screen should then be your new section number, if you were in the process of adding a new section.

Note: Students can be added to a section at any time using the Chooser screen – before or after the Section ID displays.

4. The Add Section screen opens. **IMPORTANT: ALWAYS REVIEW THE SCREEN BEFORE MAKING CHANGES.** If you do not see the words **Add Section** at the top of the screen and asterisks in the Section ID field – YOU DID NOT CLICK ON DUPLICATE SECTION, as described above in step 3.

5. Make all applicable changes to the Section.
- Use the link icon to the right of Course ID, Staff Name, and Room Name to search.

Change Begin and End Period, Max (class size), and Attendance/Grading Options if necessary.

- Change the Attendance and Grading Options, if necessary.
 - Homeroom Sections** – **Include** in Attendance and **Include** in Grading
 - Other Course Sections (non-homeroom)** – **Exclude** from Attendance and **Include** in Grading.
 - If adding students at this time, a **Default Enter Date** can be used for their enter date in the class. Add the date **before** loading students or using the chooser to select students. Leave the date empty and students will be added with the current date unless you are scheduling in the next year's focus.

Load Students from Original Section to the Duplicated Section

- IF YOU WANT TO COPY THE SAME LIST OF STUDENTS FROM THE DULPICATED SECTION AT THIS TIME, click on the bar **"Load Student Enrollments from Duplicated Section."**
- You MUST click on this bar **BEFORE** Saving. (If you forget this step before you click on Save, you will have to copy the students using directions for "COPYING FROM ONE SECTION TO ANOTHER" or add them using 'chooser' to get the students in the section).

3. If you want to load additional staff from the original section, see the steps on the next page BEFORE saving.
4. If you do not want to load the additional staff and are satisfied that the section information is correct, click Save.
5. The next screen to display should then be the new section number.

Load Additional Staff from Original Section to the Duplicated Section



Add Section

Section ID: 0503

✓ Save ✕ Close

Current Students **Additional Staff**

Section ID	Course ID	Course Title	Staff Name	Room Name
*****	23.9013000	Reading 2		304

Teaching Options

Primary EL Language Team Teaching ELL Indicator

Load Additional Staff From Duplicated Section

Additional Staff Chooser

1. If you want to load the same additional staff from the original section to the duplicated section, click the **Additional Staff Tab**.
2. Click the button to **Load Additional Staff From Duplicated Section**.
3. You MUST click this button **BEFORE** saving the new section.
4. The additional staff names will display on the screen. Edit Start Dates, Responsibility, and TVUE Security as needed. (This information can still be edited after the new section is created.)
5. When you are satisfied that the section information is correct, click Save.
6. The next screen should then be your new section number.

Loading Additional Staff from the duplicated section is not required. Additional Staff can be added later.

Staff Screen

The Staff screen can be used to view all sections that a teacher has been added as the primary or additional staff.

1. In the Quick Launch box at the top of your screen, type **Staff** and press Enter.
2. On the Staff screen, enter search criteria using a portion or all the teacher's last name, first name, or Badge ID.
3. Press the Enter key or click the Find button at the top of the screen.

The screenshot shows the Synergy Education Platform interface. The 'Staff' screen is active, displaying a form for staff information. The 'General' tab is selected. The 'Last Name' and 'First Name' fields are highlighted with a red box. The 'Badge Number' field is also highlighted with a red box.

4. When the teacher's Staff screen displays, click the **Schools** Tab.

The screenshot shows the Synergy Education Platform interface. The 'Staff' screen is active, displaying a form for staff information. The 'Schools' tab is selected. The 'Last Name' field is highlighted with a red box.

5. Click the line for the school year you need to review. The row will highlight.
6. Click the **Show Detail** button.

The screenshot shows the Synergy Education Platform interface. The 'Staff School Assignments' table is displayed. The 'Show Detail' button is highlighted with a red arrow.

Line	Year	School	Old SIS Number
1	2020-2021	Elementary School	A
2	2019-2020	Elementary School	A
3	2018-2019	Elementary School	A
4	2017-2018	Elementary School	A
5	2016-2017	Elementary School	A
6	2015-2016	Elementary School	A

7. Any section, where the teacher has been added, will display as *Primary* or *Secondary* in the Type column.
 - a. The Period, Section ID, Course ID, and Course Title, and Room Name/Number display.
 - b. **The Section ID's are links.** Click on any **section number** and that section screen will open in a new window.

Staff School Assignments Hide Detail

Line	Year
1	2020-2021
2	2020-2021

Assignment Details
Job Class: FTE First Year Admin First Year Teacher

Default Support Type + Add

Line	Support Type	Begin Date	End Date

Current History

Section Detail

Line	Periods		Term Code	Section ID	Course ID	Course Title	Room Name	Type
	Begin	End						
1	1	1	YR	0019	00.0500000	Homeroom 5	314	Primary
2	3	3	YR	0034	23.0060000	Language Arts 5	314	Primary
3	3	3	YR	0092	23.0060000	Language Arts 5	314	Primary
4	3	3	YR	0599	23.1060000	EIP Language Arts 5	314	Primary
5	3	3	YR	0651	23.1060000	EIP Language Arts 5	314	Primary
6	5	5	YR	0096	23.0017000	Reading 5	314	Primary
7	5	5	YR	0105	23.0017000	Reading 5	314	Primary
8	5	5	YR	0606	23.1017000	EIP Reading 5	314	Primary

8. Click the **Hide Detail** button to close the details of the teacher's scheduled information.
9. **NOTE:** Click the **History** Tab to see sections where the teacher was leave dated.

Staff School Assignments Hide Detail

Line	Year
1	2020-2021
2	2020-2021

Assignment Details
Job Class: FTE First Year Admin First Year Teacher

Default Support Type + Add

Line	Support Type	Begin Date	End Date

Current History

Section Detail

Line	Periods		Term Code	Section ID	Course ID	Course Title	Room Name	Type
	Begin	End						
1	5	5	YR	0718	23.1017000	EIP Reading 5	314	Primary

Changing a Teacher's Name on a Section (Changing the Primary Teacher of Record)

****If the current teacher has a gradebook (grade levels 4 & 5) already in use for the school year, BEFORE making any teacher changes see the sub-chapter below for *Changing the Teacher on a Section When the Grade Book is in Use*. Important steps to ensure students' grades are not affected with the teacher change.**

1. From the Navigation Menu: Schedule > click *Section*
2. In Find mode, type in the **Section ID**, if you know it, and press the enter key. The section will display.
3. If the section ID is unknown, type the teacher's last name in the **Staff Name** field or use the link icon to find the teacher's name. Make sure it displays in the Staff Name field. Press the Enter key, or click on Find, when the name displays in the field.

The screenshot shows the Synergy Education Platform interface. On the left is a navigation menu with options like Student, Section, Schedule, and Reports. The 'Section' option is highlighted. The main area displays the 'Section' form. At the top, there are tabs for 'Current Students', 'Student Enrollment History', 'Additional Staff', 'Staff History', 'Student Services', and 'Schedule Matrix'. Below these tabs are input fields for 'Section ID', 'Course ID', 'Course Title', 'Staff Name', and 'Room Name'. The 'Section ID' and 'Staff Name' fields are highlighted with red boxes. Below these fields is a 'Section Info' section with various dropdown menus for 'Begin Period', 'End Period', 'Term Code', 'Attendance Option', 'Grading Option', 'AM PM', 'Attendance Type', and 'Supplemental Funding Category'.

4. All sections where the teacher is the primary teacher of record will be listed in a new Find Result window.
5. Click the line number to highlight and open the section that you want to edit.
6. Double click the line number to select the section and *close* the Find Result window.

The screenshot shows the 'Find Result' window in the Synergy Education Platform. It displays a list of sections for 'Elementary School (2020-2021: Show Active and Inactive)'. The table has columns for Line, Section ID, Begin Period, Term Code, Room Number, Total Female, Total Male, Total Students, Max Students, Open Seats, Grade Range High, Grade Range Low, Last Name Staff, First Name Staff, and Course Title. The first section listed is Line 1, Section ID 0019, Begin Period 1, Term Code YR, Room Number 314, Total Female 10, Total Male 14, Total Students 24, Max Students 28, Open Seats 4, Grade Range High 05, Grade Range Low 05, Last Name Staff Smith, First Name Staff, and Course Title Homeroom 5.

Line	Section ID	Begin Period	Term Code	Room Number	Total Female	Total Male	Total Students	Max Students	Open Seats	Grade Range High	Grade Range Low	Last Name Staff	First Name Staff	Course Title
1	0019	1	YR	314	10	14	24	28	4	05	05	Smith		Homeroom 5
2	0034	3	YR	314	10	10	20	33	13	05	05	Smith		Language Arts 5
3	0092	3	YR	314	6	13	19	33	14	05	05	Smith		Language Arts 5
4	0096	5	YR	314	6	13	19	33	14	05	05	Smith		Reading 5
5	0105	5	YR	314	10	10	20	33	13	05	05	Smith		Reading 5
6	0599	3	YR	314	1	1	2	28	26	05	05	Smith		EIP Language Arts 5
7	0606	5	YR	314	4	1	5	33	28			Smith		EIP Reading 5
8	0651	3	YR	314	4	1	5	28	23	05	05	Smith		EIP Language Arts 5
9	0718	5	YR	314	1	1	2	33	31			Smith		EIP Reading 5

7. After selecting the desired section, click on the link icon to the right of Staff Name.
8. Type in the new teacher's name. Select it from the search list so it appears in the Staff Name field.

The screenshot shows the 'Section' form with the following details:

- Section ID: 0034, Course Title: Language Arts 5, School Year: 2017-2018
- Current Students tab is selected.
- Staff Name field contains 'Jones' and has a link icon to its right.
- A search dropdown is open below the Staff Name field, showing 'Jones' as a suggestion.
- A tooltip is visible over the dropdown, showing fields for Last Name (Jones), First Name, and Middle Name.
- Buttons for 'Clear' and 'Advanced' are at the bottom of the dropdown.

9. Use same method to change the Room Name, if necessary.
10. Click **Save**.

The screenshot shows the 'Section' form with the following details:

- The 'Save' button (green with a checkmark) is highlighted with a red box.
- Section ID: 0034, Course Title: Language Arts 5, School Year: 2017-2018
- Staff Name field contains 'Jones'.
- Room Name field contains '314'.

11. **Click the *Staff History Tab***. If necessary, change the Effective Date for the new teacher. The date must be the first day the teacher began teaching the class.

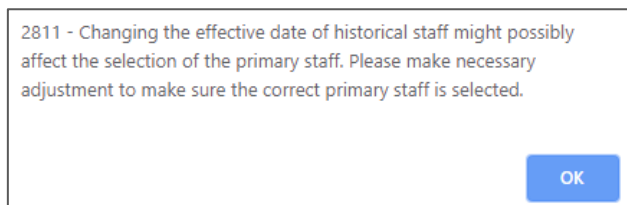
The screenshot shows the 'Section' form with the following details:

- The 'Staff History' tab is selected and highlighted with a red box.
- The 'Historical Staff' table is visible below the form fields.

×	Line	Effective Date	Staff Name
■	1	07/31/2017	Smith, [redacted]
■	2	02/02/2018	Jones, [redacted]

A red arrow points to the '02/02/2018' date in the second row of the table.

12. When a warning message displays, click OK.



Note: If a teacher is changed on a section prior to the beginning of school, only the new teacher will display on the Staff History tab. Once the year begins, (after students have had seat time) the original teacher will remain with the section as part of the Staff History tab.

Review the Staff History screen to determine if an edit is needed for any of the teachers' effective dates.

- *OnTrack > Reports > Schedules > SSP4656 - Staff History Start Date Discrepancy. The report can help identify sections that may need edits to the Effective Dates for the teachers.*
- *The effective date for a section's original primary teacher of record must match or occur before the earliest student's entry date in the class.*
- *Additional staff's entry dates may be accurate when they are after students' entry dates. For example, a supply teacher may begin during the school year. Therefore, the supply's effective date on the section needs to be the actual first day the teacher began supplying in the class.*

Caution: Changing the Teacher on a Section When the Grade Book is in Use

If the school year has started and the teacher is using the Synergy gradebook (grades 4 & 5), **before making changes to the teacher of record review the steps below with the current teacher (if possible) and the school's Gradebook Manager.**

Original Teacher's Gradebook: Reports & Screen Shots Needed

Before making any changes to the sections in Synergy, the original teacher's gradebook reports and information must be printed/saved, and screen shots taken to use for reference. This must be done by the original teacher or the school's Gradebook Manager.

Change the Teacher's Name on Sections


AFTER receiving word from the teacher or Gradebook Manager that reports and screen shots are complete, the scheduler will proceed with the steps to change the teacher's name and edit all necessary sections.

After the next gradebook synchronization completes, the new teacher will have access to the sections in the gradebook.

The new teacher will refer to the reports and screen shots taken, by the original teacher or gradebook manager, to set up their gradebook to match that of the original teacher. The teacher will review the students' gradebook calculations to ensure all grades remain unchanged after the teacher change on the sections.

Short Term Placeholder for Staff Name on Sections

During the school year, if a teacher leaves the school and a replacement teacher has not yet been hired, the staff name on all sections must be '*Term, Short*' until a new teacher is hired.



- **Be sure that every section where the original teacher is listed as the primary teacher of record is edited to reflect *Term, Short* for the Staff Name.**
 - Use the **MST402** to identify all sections that need to be edited.
- Review the Staff History Tab, on all the sections, to ensure that there is no gap in time.
 - The *Short Term* staff's effective date should be the first school day that the prior teacher is no longer employed at the school.
- When a replacement teacher is hired, review the Staff History Tab again to confirm the effective date is correct.
 - The new teacher's effective date should be the first day he/she begins teaching the students in the sections.

IMPORTANT NOTE: Do not use an administrator as a placeholder on any section screen.

Linked Sections (Optional)

Below are detailed instructions for scheduling elementary school students using LINKED SECTIONS. This allows the scheduler to create the appropriate sections for homeroom (HR) teachers (all Core Subjects), link the Specials sections (PE, Art, and Music) to each HR teacher, and then completely schedule students by adding them to the homeroom section ONLY.

The Linked Sections process is most helpful when mass scheduling all students in the school prior to the beginning of the school year. Throughout the school year, new students can easily be scheduled by adding them to the HR section. Schools are not required to use this optional process.

Be sure to check out, *OnTrack Reports to assist with Linked Sections*, found later in this guide.

Important Rules for Using Linked Sections

Please be aware that this process is to be used for GENERAL EDUCATION students only. *Linked Sections should not be used for Special Ed self-contained unit classes.*

(*See exception noted below).

- These are the students in a HR teacher's class that receive general education course numbers for 100% of their schedule (all XX.0 course numbers).
- These are students that have 100% identical schedules.
- Linked Sections should not be used in a Departmentalized environment without careful setup of the sections.

ALSO, note that LINKED SECTIONS will work for students added directly to the HR Section, AND when the HR section is added to an individual student on the Student Screen/Classes Tab.

If you have created any additional sections for the HR teacher with course numbers other than General Ed XX.0 (for example, XX.1, XX.9, XX.2, etc.), you MUST check the box on those sections to Exclude From Linked Section Process. Otherwise, the students will be *incorrectly* scheduled into these sections.

If your school has self-contained Special Ed classes such as MOID or BD, exclude ALL the teachers' sections since the teacher will have students from different grade levels in the same homeroom. These students will need to be scheduled without the Linked Sections process.

***An exception** to the rule of using the Linked Sections process for only General Education students would be if most of the students in your school (or specific classes) are EIP.

If this situation describes your school, please work with a member of the Synergy Team or a Student Reporting Specialist to ensure you have a clear understanding of how the sections should be excluded and how to schedule the students in the most efficient manner.

Changing School Setup to Accommodate Linked Sections

- In the Quick Launch box at the top of your screen, type **School Setup** and press Enter.
 - IMPORTANT NOTE:** If you are working on Next Year schedules, the screen will be **brown** until the school year rolls up. CONFIRM your focus before proceeding.
 - After the New Year roll-up (in early July) the Synergy screen will be blue.**
- Scroll down the School Setup screen to the section titled **Other Info**.
- Click the dropdown for Scheduling Options and choose **Linked Sections**.
- Click **Save** at the top of your screen.

School Setup

Menu Save Undo

School Name: Baker Elementary School School Year: 2020-2021

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Period Definition

Start Period: 1 End Period: 12 Homeroom Period: 1 Homeroom Meeting Day: [dropdown]
 Bell Sched Override: [dropdown]

Type Information

School Type: Elementary School School Attendance Type: Daily Attendance Attendance Entry Method for Teachers and Class Attendance: By Section School Attendance Reason Type: Regular
 Grade Attendance Calculated: [dropdown]
 ALC school Type: [dropdown] Calendar Type: Regular School Category: [dropdown]

Enrollment Options

Concurrent Enrollment Type: Full Concurrent - Able to send and receive concurrent students

Policy Code

Policy Code: [input] Needs Values: [checkbox]

Other Info

Exclude from State Reporting: [checkbox]
 Report Sub Schools: [checkbox]
 Enable College Credit: [checkbox]
 Enable Subject Area Override: [dropdown]
 Enable College Area Override: [dropdown]
 Enable University Area Override: [dropdown]
 Charter: [checkbox]
 Make classes action on student inactivate mandatory: [checkbox]
 Is Separate School: [checkbox]
 Enable Daily Student Non-Homeroom Current Class: [checkbox]
 Improvement Status: [dropdown]
 Default Locker Combination: 1

Validate Student Classes: [dropdown]
 School Hours Per Week: [input] Special Ed "Bell to Bell" Hours Per Week: [input]
 Scheduling Options: **Linked Sections** (highlighted with red arrow)
 Enforce Linked Section Gender and Grade Restrictions: [checkbox]
 Use Student Seat Weight: [checkbox]
 Graduation Requirement Indicator Display: [dropdown]
 Course History Repeat Comment Display: [dropdown]

TIP: Once you have scheduled all the **GENERAL EDUCATION** students, remove the Linked Sections option from the School Setup screen BEFORE you schedule any students that receive special course numbers for any of their classes (Special Ed, EIP, and ESOL).

How to Remove Linked Sections on the School Setup Screen - Turn Off Linked Sections

- Scroll down the School Setup screen to the section for Other Info.
- Click the dropdown for Scheduling Options and choose the **blank** option at the top.
- Click **Save** at the top of your screen.

Scheduling Options

Linked Sections (highlighted with red arrow)

Traditional Schedule Tracking (Default)

Homeroom and Associated Course Enrollments

Linked Sections

How to Begin the Linked Sections Process

You will begin the scheduling process by creating sections for all HR teachers, at every grade level. (If needed, see instructions for **ADDING** and **DUPLICATING SECTIONS** in this user guide).

You will create the Homeroom sections, and Core Subject sections using **ONLY GENERAL EDUCATION (XX.0)** course numbers for the following courses:

Health	Reading
Language Arts	Social Studies
Math	Science

For example, if you have four 5th grade HR teachers, you will create a total of seven sections for each of those 5th grade teachers (HR and the six courses listed above).

Tips:

- ✓ Use your list of staff assignments to determine and keep track of how many HR teachers you have at each grade level.
- ✓ The HR teacher is the teacher of record (Staff Name) on every one of the seven sections you create.
- ✓ Homeroom sections must be designated as **Period 1**.
- ✓ Use the ES Master Course List for the school year you are scheduling. The master course list can be found on the Synergy > Help > CCSD-ES > Scheduling > *ES Master Course List*.

Excluding Sections from the Link Section Process

If you have created any additional sections for the HR teacher, with course numbers other than General Ed XX.0 (XX.1, XX.9, XX.8, etc.), you MUST check the box on each of those sections to Exclude From Linked Section Process. Otherwise, all students added to the homeroom section will also be scheduled into these sections.

- **Review your MST402 Report for your teachers PRIOR to adding the General Education students to homerooms to ensure that you do not have any sections that must be excluded from the linked sections process.**
- **Each section must be excluded *individually* and **Saved**.**
- **When Linked Sections is selected in School Setup, the **Exclude From Link Section Process** check box displays on the **Section** screen. If checked, the section WILL NOT be automatically added to a student's schedule when the homeroom section is added.**

Section

Menu

Section ID: 0466 Course Title: **Mathematics 2** School Year: 2017-2018

Current Students Student Enrollment History Additional Staff Staff History Student Services

Section ID	Course ID	Course Title	Staff Name	Room Name	Linked Staff Name	SR Section ID
0466	27.9130000	Mathematics 2		203		

Restrictions

Grade Range Low: 02	Grade Range High: 02	Gender Restriction:	Credit: 0.000	House:	Team:
Term Exclusion: <input type="checkbox"/> No Term Override <input type="checkbox"/> Exclude From Mass Scheduling <input checked="" type="checkbox"/> Exclude From Link Section Process					

Staff Contributions

Responsibility:	Amount:
-----------------	---------

TeacherVUE Security

Primary Staff Attendance:	Additional Staff Attendance:
---------------------------	------------------------------

Create Sections for Specials Teachers (Art, Music, and PE)

Once you have created the Homeroom and Core Subject sections for all HR teachers, at every grade level, you will then create sections for your Specials Teachers.

For example, if you have four 5th grade gen ed HR teachers, you will create a total of four sections for each Specials Class (PE, Art, and Music), using the appropriate 5th grade course numbers. If **Health** is part of your school's specials' rotation, include Health sections in this same process.

Important:

- ✓ Use your list of staff assignments to keep track of how many HR teachers you have at each grade level, so that you know how many of each specials section you need to create.
- ✓ The **SPECIALS TEACHER is the teacher of record** (Staff Name) on the specials' sections.
- ✓ The HR teacher must be designated as the LINKED STAFF NAME on the specials section you create.
- ✓ For example, on each of the 5th grade PE sections, designate one of the 5th grade homeroom teachers in the LINKED STAFF NAME field. (One for each 5th grade HR teacher.)

The screenshot shows the 'Section' screen for Section ID: 0098, Course Title: Phys Ed 5, School Year: 2017-2018. The 'Linked Staff Name' field is highlighted with a red box and contains the text 'Smith, L'. Below the main form is the 'Section Info' section with fields for Begin Period, End Period, Term Code, Attendance Option, Grading Option, AM PM, Attendance Type, and Supplemental Funding Category.

Note: The Linked Staff Name field only displays on the Section screen when the Linked Sections option is added on the School Setup screen.

The linked names can be edited, if needed, directly in the Linked Staff Name field. Click the chain icon to enter the new name, select it, and then **save**.

How to Clear (Completely Remove) a Name from the Linked Staff Field on a Section

If the field needs to be completely cleared: Click the chain icon next to the linked staff teacher's name. Click the word **Clear**.

The screenshot shows the 'Section' screen for Section ID: 0145, Course Title: Phys Ed 1, School Year: 2020-2021. The 'Linked Staff Name' field is highlighted with a red box and contains the text 'Hill, L'. A dropdown menu is open, showing the name 'Hill, L' and a 'Clear' button. A red arrow points to the 'Clear' button. Below the main form is the 'Section Info' section with fields for Begin Period, End Period, Term Code, Attendance Option, Grading Option, AM PM, Attendance Type, and Supplemental Funding Category.

The linked staff name will clear from the field. Click **SAVE**.

The screenshot shows the 'Section' screen for Section ID: 0145, Course Title: Phys Ed 1, School Year: 2020-2021. The 'Linked Staff Name' field is highlighted with a red box. A red arrow points to the 'Save' button.

Scheduling General Education Students in Homeroom Using Linked Sections

- ✓ The Linked Sections option must be selected on the School Setup screen.
- ✓ **Linked Sections Reminder:** Adding students into the homeroom class will schedule the students in all the sections where the same HR teacher is listed as the teacher of record. In addition, the students will be added to the specials classes where the HR teacher has been added as a *Linked Staff*.
- ✓ If teachers have non-General Education core classes (EIP, Special Ed, Gifted), review the sections to confirm they have been checked to *Exclude from Linked Section Process*.
- ✓ Using the class list for each HR teacher, identify which students are to receive **only 100% GENERAL EDUCATION** schedules.
- ✓ Any student that receives a subject course number *other than* XX.0 (EIP, Special Ed, or Gifted) should **NOT** be included with this list of students to be added to the HR at this time, using the LINKED SECTION method.

1. Using the class list for HR teachers, go to the teacher's HR section screen and add the students. Click the **Chooser** button located in the Students area of the section screen.

The screenshot shows the 'Section' screen for Section ID: 0019, Course Title: Homeroom 5, School Year: 2017-2018. The 'Chooser' button in the 'Students' area is highlighted with a red box.

2. Follow the directions provided in this guide to add students by name, grade level, or CCSD ID.
3. **NOTE:** When adding students to a section before the school year begins, the students' Enter Date in the class will default to the first day of school. If, however, you are adding students after the school year has started, the Enter Date will default to the current date. **Review the enter dates** to ensure the appropriate Enter Dates are edited as needed for each student. The date can be updated, if needed, on the HR section before saving.

As long as the steps for the Linked Section Process were followed, once you have successfully added your 100% GENERAL ED students to the teacher's HR section, you will have ALSO completely scheduled those students in ALL of their GENERAL ED Core Subject course sections AND in the appropriate LINKED SECTIONS for PE, Art, and Music.

Scheduling Students for Special Services (Non-General Education Courses)

After scheduling all General Education students in the school, it is recommended to remove the Linked Section option from the School Setup screen.

Students who receive special services such as EIP, Special Ed., and/or Gifted need to be carefully placed in the appropriate sections with course numbers specific to their needs. Since the Linked Sections process is disabled, every section will need to be individually added to students' schedules.

- Follow the steps in this document that explain how to schedule students into the various service models.
- Schedulers can use the Section screen to add several students to a section at one time. Otherwise, use the Student screen > Classes tab to schedule an individual student into multiple sections.

Using Linked Sections to Schedule General Education Students Individually

Tip: Use the steps below anytime during the year as new students enroll at your school.

- ✓ The Linked Sections option must be selected on the School Setup screen.

The Linked Sections process will work when scheduling students individually using the **Student Screen > Classes Tab**.

1. Follow the directions provided in this guide to schedule a single student.
2. Add the student to the teacher's homeroom section only using the Chooser screen to select the class. (from the Student Screen > Classes Tab.)
3. Review the Enter Date on the homeroom section and edit as needed.
4. Click Save.
5. If the steps for the Linked Sections Process were followed, the student will be successfully scheduled in the homeroom class along with all General Ed core classes, and all specials classes.

How to Remove All Classes from a Student's Schedule – Using Linked Sections

Tip: When scheduling students for the *next school year*, or if a scheduling error occurred 'today,' all classes can easily be removed from a student's schedule when using Linked Sections.

- Go to the **Homeroom Section screen** and remove the student from only the homeroom class and SAVE. This removes all the classes for that one student so they can be scheduled correctly.

IMPORTANT: *If the school year has started* and the student spent time with the original teacher, a leave date (the last day the student was in the teacher's class) must be added for the existing classes to maintain the scheduling history. Then, add the new classes effective the next school day.

OnTrack Reports to Assist With Linked Sections

Navigation: *CCSD Portal > OnTrack > Reports > Schedules* > select report –

SSP4654 - Synergy Linked Staff Report

- The report can be sorted by the Primary or Linked teacher.
- Note: Sort by **Linked Contact Name** to:
 - Confirm all homeroom teachers were linked for all 3 specials. (4 if using Health.)
 - Confirm that the teachers are linked to the **correct grade level** for each specials' class.
- If your school has Self-Contained Special Ed Homeroom classes, the homeroom teachers can be linked to use only for reference, but the sections should be excluded so the students are not added to every specials class associated with that SPED homeroom.

SSP4666 - Linked Sections: Exclude From Link Section Process - IMPORTANT STEP

- The report displays an alphabetical list of all teachers, their sections, and if the section is excluded from the linked process. Use this report to identify non-General Education classes that were not excluded.
- Tip: Download the report using the CSV option to open in Excel. Use filters, on course numbers or titles, to look for *non-Gen Ed* classes that should be excluded from the linked process. Then, go to the section and exclude it to prevent potential scheduling errors.

Tip: Both reports above can be used to review the next year's setup during the spring & summer as schedulers are creating sections in the next year focus

Deleting a Section from a Teacher's Schedule **BEFORE** the First Day of School

NOTE: Dropped students will display on the **Student Enrollment History Tab**. If students have seat time in a section and appear on the Student Enrollment History, the section cannot be deleted. Please see the next section of this user guide.

If you need assistance determining when a student can be deleted from a class or if a section can be deleted, please reach out to the Student Reporting Team or Synergy Team for support and guidance.

1. Navigation Menu: Schedule > Section
2. Enter Section ID for the Section you wish to delete and click Find.
3. If the students have **NOT** attended the class (no Seat Time), delete students from section by using the checkbox under the "X" column, then click Save.

Section ID: 0825 Course Title: Reading 5 School Year: 2017-2018

Current Students Student Enrollment History Additional Staff Staff History Student Services

Section ID: 0825 Course ID: 23.2017000 Course Title: Reading 5 Room Name: 316 Linked Staff Name: SR Section ID: Teach Mode Override: OldSectionID:

Section Info

Begin Period: 5 End Period: 5 Term Code: YR

Attendance Option: Exclude from Attendance Grading Option: Include in Grading AM PM Attendance Type: Supplemental Funding Category:

Instructional Minutes Override: Staff Minutes Override: WB Program:

Restrictions

Grade Range Low: 05 Grade Range High: 05 Gender Restriction: Credit: 0.000 House: Team:

Term Exclusion: No Term Override Exclude From Mass Scheduling Exclude From Link Section Process

Staff Contributions

Responsibility: Amount:

Teacher/VUE Security

Primary Staff Attendance: Additional Staff Attendance:

Students

X	Line	Student Name	OSD ID	Gender	Resolved Race/Ethnicity	Grade	Enter Date	Leave Date	Teacher Aide	Audit Class	Special Program	Work Based Learning Code
<input checked="" type="checkbox"/>	1	Brown, [Name]		Female	White	05	08/02/2017		<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	2	Gale, [Name]		Female	White	05	08/02/2017		<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	3	DeFries, [Name]		Male	White	05	08/02/2017		<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	4	Elk, [Name]		Female	White	05	08/02/2017		<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	5	River, [Name]		Female	White	05	08/02/2017		<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	6	Sap, [Name]		Male	White	05	08/02/2017		<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	7	Vine, [Name]		Male	Asian	05	08/02/2017		<input type="checkbox"/>	<input type="checkbox"/>		

4. Click the Additional Staff Tab to review if teachers have been added.
5. If there are teachers on the screen, they must be removed before the section can be deleted. Click the checkbox to the left of the teacher's name, then click Save.

Section ID: 0825 Course Title: Reading 5 School Year: 2017-2018

Current Students Student Enrollment History Additional Staff Staff History Student Services

Section ID: 0825 Course ID: 23.2017000 Course Title: Reading 5 Room Name: 316 Linked Staff Name: SR

Teaching Options

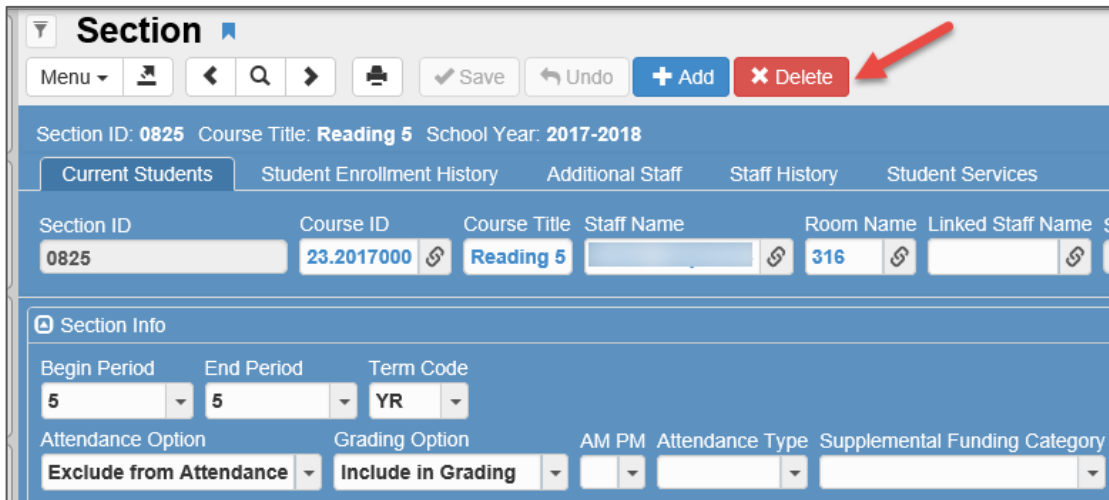
Primary EL Language: Team Teaching: ELL Indicator:

Additional Staff

Chooser Show Detail

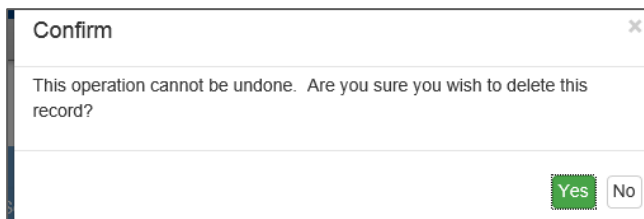
X	Line	Staff Name	Staff Type	Class Role	Badge Num	Start Date	End Date
<input checked="" type="checkbox"/>	4	Smith, [Name]	Teacher			07/31/2017	

- After all students, and additional staff have been removed from the section, click the Delete button at the top of the screen.



The screenshot shows the 'Section' management interface. At the top, there is a toolbar with buttons for Menu, navigation, Save, Undo, Add, and Delete. A red arrow points to the 'Delete' button. Below the toolbar, the section details are displayed: Section ID: 0825, Course Title: Reading 5, School Year: 2017-2018. There are tabs for Current Students, Student Enrollment History, Additional Staff, Staff History, and Student Services. Below the tabs, there are input fields for Section ID (0825), Course ID (23.2017000), Course Title (Reading 5), Staff Name, Room Name (316), and Linked Staff Name. Below these fields is a 'Section Info' section with dropdowns for Begin Period (5), End Period (5), Term Code (YR), Attendance Option (Exclude from Attendance), Grading Option (Include in Grading), AM PM, Attendance Type, and Supplemental Funding Category.

- A Confirm window will display. Click Yes to delete the entire section.



The screenshot shows a 'Confirm' dialog box with a close button (X) in the top right corner. The text inside the dialog reads: 'This operation cannot be undone. Are you sure you wish to delete this record?'. At the bottom right, there are two buttons: 'Yes' (highlighted in green) and 'No'.

IMPORTANT: Deleting Students from a Teacher's Section **AFTER** the First Day of School (Closing a Section)

If you want to delete a section from a teacher's schedule **AFTER** the first day of school (Seat Time has been associated with the class), you must enter a leave dates for each student in the Section.

If you need assistance determining when (or if) a student can be deleted from a class, please reach out to the Student Reporting Team or Synergy Team for support and guidance.

To enter Leave Dates for multiple students, use the calendar icon to enter a Leave Date for first student, highlight it and then Copy (CTL+C)/Paste (CTL+V) the Leave Date to all other students.

Section Menu Save Undo Add Delete

Section ID: 0001 Course Title: Homeroom KK School Year: 2020-2021

Current Students Student Enrollment History Additional Staff Staff History Student Services Schedule Matrix

Section ID: 0001 Course ID: 00.0120000 Course Title: Homeroom KK Staff Name: Room Name: 110 Linked Staff Name: SR Section ID:

Term Exclusion: ☐ No Term Override ☐ Exclude From Mass Scheduling ☐ Exclude From Link Section Process Amount:

Students Chooser

×	Line	Student Name	CCSD ID	Gender	Resolved Race/Ethnicity	Grade	Enter Date	Leave Date
<input type="checkbox"/>	1			Male	White	KK	08/17/2020	09/25/2020
<input type="checkbox"/>	2			Male	Hispanic	KK	08/17/2020	09/25/2020
<input type="checkbox"/>	3			Male	African-American	KK	08/17/2020	09/25/2020
<input type="checkbox"/>	4			Female	Two or More	KK	08/17/2020	09/25/2020
<input type="checkbox"/>	5			Male	African-American	KK	03/01/2021	09/25/2020
<input type="checkbox"/>	6			Female	White	KK	08/17/2020	09/25/2020
<input type="checkbox"/>	7			Male	White	KK	08/17/2020	09/25/2020
<input type="checkbox"/>	8			Female	White	KK	08/17/2020	09/25/2020
<input type="checkbox"/>	9			Male	African-American	KK	08/17/2020	09/25/2020

Click **Save**.

The actual Section cannot be completely deleted as there is history attached to it. Students move to the Student Enrollment History tab once they are leave dated.

NOTE: To go back and delete a Leave Date once you have saved it, highlight the date with your mouse and use the Delete key. Save.

If students do not display on the Current Students Tab, click the **Student Enrollment History** Tab to see the list of students.

Section Menu Save Undo Add Delete

Section ID: 0035 Course Title: Homeroom KK School Year: 2017-2018

Current Students **Student Enrollment History** Additional Staff Staff History

Section ID: 0035 Course ID: 00.0120000 Course Title: Homeroom KK Staff Name: Room Name: 110

Scheduling a Single Student

1. From the Navigation Menu: Schedule > **Student** (*Quick Launch*: type Student & enter)
2. Enter name or CCSD ID to find student.
3. Click on **Classes Tab**.

Add a single class to a student's schedule

1. Click on **Chooser**.

The screenshot shows the 'Student' profile page. The 'Classes' tab is highlighted with a red box. Below the student information, the 'Class Schedule' section contains a '+Add' button, a 'Chooser' button (highlighted with a red box and a red arrow), and an 'Actions' button. The 'Current Class' section below it displays a message: 'For the current day, no Schedule Information was found for this student.'

2. If you know the **four-digit** section number for the class you want to add, type the Section ID number (use leading zeros) and press Enter or click the Find button. Refer to the MST402 Report (Section List by Teacher) to find Section ID numbers.

Tip: You can also search by the teacher's name or room number. Enter criteria and press Enter or click the Find button.

The screenshot shows the 'Chooser' search interface. The 'Section ID' field is highlighted with a red box. The 'Last Name' field is also highlighted with a red box. The 'Find' button is highlighted with a red box. The 'Find Criteria' section includes fields for Section ID, Begin Period, End Period, Course ID, Course Title, Last Name, First Name, Middle Name, and Suffix. The 'Find Result' section displays a table of search results.

3. If the Section ID was used, the class is automatically added to the Selected Items list (right side of the screen.)
4. If the name or room number was used, click **once** on the row for the section needed to move it to the **Selected Items** side of the screen.
5. Click the **Select** button at the top of the screen.

The screenshot shows the 'Chooser' search interface with search results. The 'Select' button is highlighted with a red box. A red arrow points to the 'Selected Items' list on the right side of the screen. The 'Find Result' section displays a table of search results with columns: Line, Section ID, Begin Period, End Period, Open Seats, Course ID, Course Title, Last Name, First Name, Middle Name, Suffix, Room Name, Term Code, House, Team, Meeting Day, and Meeting Days. The 'Selected Items' section displays a table with columns: Line, Section ID, Begin Period, End Period, Open Seats, Course ID, Course Title, Last Name, First Name, Middle Name, and Suffix.

6. The new section is added to the student's schedule.
7. Adjust the Enter Date as needed for the class.
8. Click the Save button.

Student

Menu

Student Name: School: Elementary School Homeroom: Teacher: Gifted: No EL Status: Special Ed: No Remedial: No EIP: No

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History **Classes** Documents Contact Log Notes

Last Name First Name Middle Name Suffix CCSD ID GTID Grade 02 Gender Male

Scheduling Information

House Team

Current Class

For the current day, no Schedule Information was found for this student

Class Schedule

Line	Info	Periods		Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades		Enter Date	Leave Date	Teacher Aide
		Begin	End							Low	High			
1		1	1	YR	0586	00.0200000	Homeroom 2		200	02	02	08/17/2020		

Add multiple classes to a student's schedule

1. With the desired student selected, click on the Classes Tab. Click on Chooser.

Student

Menu

Student Name: School: Elementary School Homeroom: Teacher: Gifted: No EL Status: Special Ed: No Remedial: No EIP: No

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History **Classes** Documents Contact Log Notes

Last Name First Name Middle Name Suffix CCSD ID GTID Grade 02 Gender Male

Scheduling Information

House Team

Current Class

For the current day, no Schedule Information was found for this student

Class Schedule

Line	Info	Periods	Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades	Enter Date	Leave Date	Teacher Aide	Audit Class	Seats
		Begin	End						Low	High				
1		1	1	YR	0586	00.0200000	Homeroom 2		200	02	02			

2. Type the Teacher's Last Name in the box and press Enter or click the Find button. The Search Results will list all sections for that teacher.
3. Click once on the rows for the correct classes to move the sections to the **Selected Items** column on the right side of the screen. Review classes to select by course number.

Chooser

Student Name:

Search Results

Find Criteria

Section ID Begin Period End Period Course ID Course Title Last Name First Name Middle Name Suffix

Room Name Term Code House Team Meeting Day

Add All Row(s) >>

Find Result

Line	Section ID	Begin Period	End Period	Open Seat	Course ID	Course Title	Last Name	First Name	Middle Name	Suffix	Room Name	Term Code	House	Team	Meeting Day	Meeting Days
1	0586	1	1	6	00.0200000	Homeroom 2					200	YR				
2	0587	2	2	6	17.0030000	Health 2					200	YR				
3	0313	2	2	5	17.1030000	EIP Health 2					200	YR				
4	0589	4	4	11	23.0913000	Reading 2					200	YR				
5	0726	4	4	21	23.0913000	Reading 2					200	YR				
6	0588	3	3	9	23.0030000	Language Arts 2					200	YR				
7	0381	4	4	5	23.1913000	EIP Reading 2					200	YR				
8	0370	3	3	5	23.1913000	EIP Language Arts 2					200	YR				

Selected Items

Line	Section ID	Begin Period	End Period	Open Seats	Course ID	Course Title	Last Name	First Name
1	0586	1	1	6	00.0200000	Homeroom 2		

4. If **ALL** sections for the teacher are needed, click the **Add All Rows** button, moving all the classes in the list to the Selected Items column on the right side of the screen.

Chooser
Student Name: [Redacted]
Find Select Close
Search Results
Find Criteria
Section ID Begin Period End Period Course ID Course Title Last Name First Name Middle Name Suffix
Room Name Term Code House Team Meeting Day
Add All Row(s) >>
Find Result
Selected Items

Line	Section ID	Begin Period	End Period	Open Seats	Course ID	Course Title	Last Name	First Name	Middle Name	Suffix	Room Name	Term Code	House	Team	Meeting Day	Meeting Days
1	0142	1	1	2	00.0200000	Homeroom 2					214	YR				
2	0144	2	2	4	17.0030000	Health 2					214	YR				
3	0429	2	2	1	17.1030000	EIP Health 2					214	YR				
4	0148	4	4	6	23.0013000	Reading 2					214	YR				
5	0146	3	3	4	23.0030000	Language Arts 2					214	YR				
6	0602	4	4	1	23.1013000	EIP Reading 2					214	YR				
7	0430	3	3	1	23.1030000	EIP Language Arts 2					214	YR				
8	0612	4	4	23	23.2013000	Reading 2					214	YR				

5. Once all Sections have been added to the Selected Items column on the right side of the screen, click the **Select** button at the top of this screen. The Chooser screen will close. The selected sections will be added to the student's schedule.

Chooser
Student Name: [Redacted]
Find Select Close
Search Results
Find Criteria
Section ID Begin Period End Period Course ID Course Title Last Name First Name Middle Name Suffix
Room Name Term Code House Team Meeting Day
Add All Row(s) >>
Result
Selected Items

Line	Section ID	Begin Period	End Period	Open Seats	Course ID	Course Title
1	0429	2	2	1	17.1030000	EIP Health 2
2	0430	3	3	1	23.1030000	EIP Language Arts
3	0602	4	4	1	23.1013000	EIP Reading 2
4	0604	5	5	1	41.1130000	EIP Science 2
5	0603	6	6	1	27.1130000	EIP Math 2
6	0605	7	7	1	45.1030000	EIP Social Studies

6. The enter date will default to the first day of school when adding classes before school begins.
7. After school starts, the enter date will default to the current date. **Be sure to review and change entry dates when necessary. Click SAVE.**

Student
Menu Save Undo
Student Name: [Redacted] School: Elementary School Homeroom: Teacher: [Redacted] Gifted: No EL Status: Special Ed Remedial: EIP:
Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Contact Log Notes
Last Name First Name Middle Name Suffix CCSD ID GTID
Current Class
For the current day, no Schedule Information was found for this student
Class Schedule + Add Chooser Actions

Line	Info	Periods		Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades		Enter Date
		Begin	End							Low	High	
1	1	1	1	YR	0596	00.0200000	Homeroom 2	V...	200	02	02	08/17/2020
2	2	2	2	YR	0429	17.1030000	EIP Health 2	S...	214	02	02	08/17/2020
3	3	3	3	YR	0430	23.1030000	EIP Language Arts 2	S...	214	02	02	08/17/2020
4	4	4	4	YR	0602	23.1013000	EIP Reading 2	S...	214	02	02	08/17/2020
5	5	5	5	YR	0604	41.1130000	EIP Science 2	S...	214	02	02	08/17/2020
6	6	6	6	YR	0603	27.1130000	EIP Math 2	S...	214	02	02	08/17/2020
7	7	7	7	YR	0605	45.1030000	EIP Social Studies 2	S...	214	02	02	08/17/2020
8	8	8	8	YR	0599	36.0030000	Phys Ed 2	C...	006	02	02	08/17/2020
9	9	9	9	YR	0600	50.0030000	Visual Arts 2	F...	006	02	02	08/17/2020
10	10	10	10	YR	0601	53.0030000	Music General 2	C...	009	02	02	08/17/2020

Reactivating a Student

Reactivating a Student Before the School Year Begins

1. From the Navigation Menu: Schedule > Student > Enrollment History Tab.
2. Click on the **Enter** date for the desired school year.

Student

Menu

Student Name: () School: School Homeroom: Teacher: Gifted: No EL Status: Special Ed: No

Demographics Parent/Guardian Other Info Emergency Enrollment **Enrollment History** Classes Documents Contact Log Notes

Last Name First Name Middle Name Suffix CCSD ID GTID Grade Gender

Female

Enrollment History

Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School
1	2013-2014	08/07/2013	E1	05/21/2014	40	01	/ School
2	2014-2015	08/04/2014	E1			02	/ School
3	2015-2016	08/03/2015	E1			03	/ School
4	2016-2017	08/01/2016	E1			04	/ School
5	2017-2018	07/31/2017	E1	07/31/2017	03	05	/ School

3. An Enrollment History screen will open.
4. Highlight the leave date and use delete key on keyboard to empty the field.

Enrollment History

Menu

Student Name: () School: School School Year: 2017-2018

Enrollment Other Information

School Enrollment

Line	Enter Date	Enter Code	Leave Date	Leave Code
1	07/31/2017	E1	07/31/2017	03

5. Click on the dropdown box in the Leave code field and choose the empty line at the top.

Enrollment History

Menu

Student Name: () School: School School Year: 2018

Enrollment Other Information

School Enrollment

Line	Enter Date	Enter Code	Leave Date	Leave Code
1	07/31/2017	E1		

Leave Code dropdown menu:

- 01: Transferred to Another GA School System
- 02: Transferred to Another Cobb School
- 03: Unknown
- 04: Removed for Lack of Attendance
- 05: Attend Home School
- 06: Low Grades/School Failure
- 07: Incarcerated w/o Educational Services
- 08: Graduated
- 09: Expelled
- 10: Financial Hardship/Job Related
- 11: Military
- 12: Adult Education/Post Secondary
- 13: Pregnant/Parent
- 14: Serious Illness/Accident
- 15: Advanced to Another School Within School District
- 16: Marriage
- 17: Death

6. When Leave date and Leave Code are gone, Click Save.
7. The student will be active again.

Enrollment History

Menu

Reactivating a Student During the School Year

1. From the Navigation Menu: Schedule > Student
2. Find the student (if you cannot find the student – **check your focus** to be sure it is set to “Show Active and Inactive.”)
3. Note: The names of Inactivated Students are in parentheses.
4. Click on the Menu.
5. Click on “Activate Student.”
6. The Activate Student screen opens.

The screenshot shows the Synergy Student interface. The 'Menu' dropdown is open, and 'Activate Student' is highlighted. A red arrow points from step 5 of the instructions to this menu item.

7. Enter the **Date** of re-enrollment, **Enter Code** = E2 (Re-enter), Current **Grade**, and the **FTE=1.00**. Areas will be highlighted in green indicating they are required.
8. Click on **Activate** and the student will be active again (parentheses have been removed).



When the *next school year* has been created in Synergy, the **New Year Action** field will appear highlighted in green. Therefore, a selection in the field is required prior to activating the student. (See screen shot below.) The next school year is usually created sometime in late January time-frame.

Please select option: Do not enroll student in the new year.

- Students are enrolled in CSIS. Therefore, to ensure all records are correct and *not duplicated*, students' Synergy enrollments for next school year are handled by Technology.

The screenshot shows the 'Activate Students' form. The 'Next Year Enrollment' section is highlighted, and the 'New Year Action' dropdown is set to 'Do not enroll student in the new year'.

Changing a Student's Schedule **BEFORE** the First Day of School

NOTE: If you are working on 'Next Year' schedules prior to summer roll-up, your screen will be brown.

1. Navigation Menu: Schedule > Student
2. Enter name or CCSD ID to find the student.
3. Click on Classes tab

To add a new section to a student's schedule:

4. Click on Chooser. The Chooser screen will open.

The screenshot shows the 'Student' interface with the 'Classes' tab selected. Below the student information, there is a 'Class Schedule' section with a 'Chooser' button highlighted by a red box and a red arrow pointing to it.

5. If you know the **four-digit** section number for the class you want to add, type the **Section ID number** (use leading zeros) and press the *Enter* key or the Find button.
Refer to the MST402 Report (Section List by Teacher) to find Section ID numbers.
 - a. You can also search by the teacher's name or room number.

The screenshot shows the 'Chooser' screen with search criteria. The 'Section ID' field is highlighted with a red box. The 'Last Name' field is also highlighted with a red box. The 'Room Name' field is highlighted with a red box.

6. Click on the row, for the section needed, to move it to the Selected Items side of the screen.

The screenshot shows the 'Chooser' screen with search results. A red box highlights the first row of results (Line 1, Section ID 0586, Course ID 00.0200000, Course Title Homeroom 2). A red arrow points from this row to the 'Selected Items' section on the right.

Line	Section ID	Begin Period	End Period	Open Seat	Course ID	Course Title	Last Name	First Name	Middle Name	Suffix	Room Name	Term Code	House	Team	Meeting Day	Meeting Days
1	0586	1	1	6	00.0200000	Homeroom 2						200	YR			
2	0587	2	2	6	17.0030000	Health 2						200	YR			
3	0313	2	2	5	17.1030000	EIP Health 2						200	YR			
4	0589	4	4	11	23.0013000	Reading 2						200	YR			
5	0726	4	4	21	23.0013000	Reading 2						200	YR			
6	0588	3	3	9	23.0030000	Language Arts 2						200	YR			
7	0381	4	4	5	23.1013000	EIP Reading 2						200	YR			
8	0370	3	3	5	23.1013000	EIP Language Arts 2						200	YR			

- | Selected Items | | | | | | | |
|--------------------------|------|------------|--------------|------------|------------|------------|----------------------|
| ✕ | Line | Section ID | Begin Period | End Period | Open Seats | Course ID | Course Title |
| <input type="checkbox"/> | 1 | 0429 | 2 | 2 | 1 | 17.1030000 | EIP Health 2 |
| <input type="checkbox"/> | 2 | 0430 | 3 | 3 | 1 | 23.1030000 | EIP Language Arts 2 |
| <input type="checkbox"/> | 3 | 0602 | 4 | 4 | 1 | 23.1013000 | EIP Reading 2 |
| <input type="checkbox"/> | 4 | 0604 | 5 | 5 | 1 | 41.1130000 | EIP Science 2 |
| <input type="checkbox"/> | 5 | 0603 | 6 | 6 | 1 | 27.1130000 | EIP Math 2 |
| <input type="checkbox"/> | 6 | 0605 | 7 | 7 | 1 | 45.1030000 | EIP Social Studies 2 |

- Choose

Student Name

Find

Select

Close

Find Criteria

Section ID

Begin Period

End Period

Course ID

Course Title

Last Name

First Name

Middle Name

Suffix

Room Name

Term Code

House

Team

Meeting Day

Add All Row(s) >>

Result

Section ID	Begin Period	End Period	Open Seats	Course ID	Course Title	Last Name	First Name	Middle Name	Suffix	Room Name	Term Code	House	Team	Meeting Day	Meeting Days
0142	1	2	2	00.0200000	Homeroom 2					214	YR				
0144	2	2	4	17.0030000	Health 2					214	YR				
0429	2	2	1	17.1030000	EIP Health 2					214	YR				
0148	4	4	6	23.0013000	Reading 2					214	YR				
0146	3	3	4	23.0030000	Language Arts 2					214	YR				
0602	4	4	1	23.1013000	EIP Reading 2					214	YR				
0430	3	3	1	23.1030000	EIP Language Arts 2					214	YR				
0612	4	4	23	23.2013000	Reading 2					214	YR				

Selected Items

X	Line	Section ID	Begin Period	End Period	Open Seats	Course ID	Course Title
<input type="checkbox"/>	1	0429	2	2	1	17.1030000	EIP Health 2
<input type="checkbox"/>	2	0430	3	3	1	23.1030000	EIP Language Arts
<input type="checkbox"/>	3	0602	4	4	1	23.1013000	EIP Reading 2
<input type="checkbox"/>	4	0604	5	5	1	41.1130000	EIP Science 2
<input type="checkbox"/>	5	0603	6	6	1	27.1130000	EIP Math 2
<input type="checkbox"/>	6	0605	7	7	1	45.1030000	EIP Social Studies

- # Student

Menu
Save
Undo

Student Name:
School:
Elementary School
Homeroom:
Teacher:
Gifted:
EL Status:
Special Ed:
Remedial:
EIP:

Demographics
Parent/Guardian
Other Info
Emergency
Enrollment
Enrollment History
Classes
Documents
Contact Log
Notes

Last Name
First Name
Middle Name
Suffix
CCSD ID
GTID

Class Schedule
Add
Chooser
Actions

X	Line	Info	Periods		Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades		Enter Date			
			Begin	End							Low	High				
	8		8	8	YR	0606	36.0030000	Phys Ed 2		GYM	02	02	08/17/2020			
	9		9	9	YR	0600	50.0030000	Visual Arts 2		006	02	02	08/17/2020			
	10		10	10	YR	0601	53.0030000	Music General 2		009	02	02	08/17/2020			
	12		2	2	YR	0429	17.1030000	EIP Health 2		214	02	02	08/31/2020			
	13		3	3	YR	0430	23.1030000	EIP Language Arts 2		214	02	02	08/31/2020			
	14		4	4	YR	0602	23.1013000	EIP Reading 2		214	02	02	08/31/2020			
	15		5	5	YR	0604	41.1130000	EIP Science 2		214	02	02	03/23/2021			
	16		6	6	YR	0603	27.1130000	EIP Math 2		214	02	02	08/31/2020			
	17		7	7	YR	0605	45.1030000	EIP Social Studies 2		214	02	02	08/31/2020			

11. If you are replacing one or more sections with the newly added ones, check the “delete” box to the left of the sections you wish to replace, and click **Save**.

IMPORTANT NOTE: Be sure to follow steps below to add leave dates if the school year has already started.

Class Schedule													
✖	Line	Info	Periods		Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades		Enter Date
			Begin	End							Low	High	
<input type="checkbox"/>	1		1	1	YR	0586	00.0200000	Homeroom 2		200	02	02	08/17/2020
<input type="checkbox"/>	2		2	2	YR	0429	17.1030000	EIP Health 2		214	02	02	08/17/2020
<input type="checkbox"/>	3		3	3	YR	0430	23.1030000	EIP Language Arts 2		214	02	02	08/17/2020
<input checked="" type="checkbox"/>	4		3	3	YR	0146	23.0030000	Language Arts 2		214	02	02	08/17/2020
<input type="checkbox"/>	5		4	4	YR	0602	23.1013000	EIP Reading 2		214	02	02	08/17/2020
<input checked="" type="checkbox"/>	6		4	4	YR	0148	23.0013000	Reading 2		214	02	02	08/17/2020
<input type="checkbox"/>	7		5	5	YR	0604	41.1130000	EIP Science 2		214	02	02	08/17/2020
<input type="checkbox"/>	8		6	6	YR	0603	27.1130000	EIP Math 2		214	02	02	08/17/2020
<input type="checkbox"/>	9		7	7	YR	0605	45.1030000	EIP Social Studies 2		214	02	02	08/17/2020

IMPORTANT: Changing a Student Schedule **AFTER** the First day of School

If you are changing a section on a student’s schedule **AFTER** the first day of school, you cannot simply delete the line for the class. You must record a **leave date** on the student’s schedule. Click on the calendar icon in the Leave Date column, choose the appropriate Leave Date and Save.

Note: The leave date recorded on the class should be the last day the student was active in the section. This date must match the change in service for the student.

Student

Menu

Save

Undo

Student Name:

School: Elementary School

Homeroom:

Teacher:

Gifted:

EL Status:

Special Ed:

Remedial:

EIP

Demographics

Parent/Guardian

Other Info

Emergency

Enrollment

Enrollment History

Classes

Documents

Contact Log

Notes

Last Name

First Name

Middle Name

Suffix

CCSD ID

GTID

Grade 02

Class Schedule														
✖	Line	Info	Periods		Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades		Enter Date	Leave Date
			Begin	End							Low	High		
<input type="checkbox"/>	1		1	1	YR	0586	00.0200000	Homeroom 2		200	02	02	08/17/2020	
<input type="checkbox"/>	2		2	2	YR	0429	17.1030000	EIP Health 2		214	02	02	08/17/2020	
<input type="checkbox"/>	3		3	3	YR	0430	23.1030000	EIP Language Arts 2		214	02	02	08/17/2020	
<input type="checkbox"/>	4		3	3	YR	0146	23.0030000	Language Arts 2		214	02	02	08/17/2020	08/28/2020
<input type="checkbox"/>	5		4	4	YR	0602	23.1013000	EIP Reading 2		214	02	02	08/17/2020	
<input type="checkbox"/>	6		4	4	YR	0148	23.0013000	Reading 2		214	02	02	08/17/2020	08/28/2020
<input type="checkbox"/>	7		5	5	YR	0604	41.1130000	EIP Science 2		214	02	02	08/17/2020	

To enter Leave Dates for multiple sections, enter a Leave Date for one section, highlight it and then Copy (CTL+C)/Paste (CTL+V) to all applicable classes.

NOTE: To go back and remove a Leave Date once you have saved it, highlight the date with your mouse and use the Delete key. Save.

Scheduling Students in Homeroom Using Assign Students to Sections Screen

NOTE: If you are working on 'Next Year' schedules prior to summer roll-up, your screen will be brown.

1. From the Navigation Menu: Schedule > Assign Students to Sections
2. Click "By Student" Tab.
3. Enter the Section ID you want to add the students to by entering the section number or using the link icon to find the number.
Refer to the MST402 Report (Section List by Teacher) to find Section ID numbers.
4. After selecting the section ID, the fields for the course number and title, and the teacher's name will populate.

Assign Students To Sections

Menu Clear

Organization Name: Elementary School School Year: 2020-2021

By Student By Section

Section

Section ID: 0001 Course ID: 00.0100000 Course Title: Homeroom 1 Staff Name: Total Students: 22 Max Students: 25 Open Seats: 3

Assignment Options

Start Date: Validate Student Classes in School Setup is set to: 'Do Not Validate Student Classes'

Process

Students **Chooser**

Line	Student Name	CCSD ID
------	--------------	---------

5. Click the **Chooser** button to select students. *When the Chooser screen opens:*
6. Enter the students from the HR Roster using the CCSD ID. If the ID not known, use the students' Last Names.
 - a. You can narrow the list by selecting the desired grade level and gender, and then click the Find button at the top of the screen.
7. Click the row that contains the name of student(s) to add to the class. *This will move the student to Selected Items side of the screen.*
8. Click the Select button at the top of the screen when all known students' names are in the Selected Items list (right side of the screen.)

Chooser

Organization Name: Elementary School

Find

Find Criteria

Last Name: First Name: Middle Name: Suffix: CCSD ID: Grade: Gender:

Add All Row(s) >>

Find Result

Line	Last Name	First Name	Middle Name	Suffix	CCSD ID	Grade	Gender
1	Ali					01	Male
2	Ba					01	Male
3	Da					01	Female
4						01	Female
5						01	Female
6						01	Male
7						01	Male
8						01	Male
9						01	Male
10						01	Female

Selected Items

Line	Last Name	First Name	Middle Name	Suffix	CCSD ID	Grade	Gender
1	Ali					01	Male
2	Ba					01	Male
3	Da					01	Female

The Chooser screen will close and return you to the Assign Students to Sections screen.

9. Use the calendar icon to enter Start Date (First Day of School).

10. Click on "Process." (To remove all selected students, click Clear.)

Assign Students To Sections

Menu Clear

Organization Name: Elementary School School Year: 2020-2021

By Student By Section

Section

Section ID	Course ID	Course Title	Staff Name	Total Students	Max Students	Open Seats
0001	00.0100000	Homeroom 1		22	25	3

Assignment Options

Start Date: 08/17/2020

Validate Student Classes in School Setup is set to: 'Do Not Validate Student Classes'

Process

Students Chooser

Line	Student Name	CCSD ID
1	Alli	
2	Ba	
3	Da	

11. A message will display with the total number of students added to the Section. You can also go to the Section to confirm that the students are there.

Mass assignment of 3 students to Section 0001 was successful.

OK

Note: If you are using linked sections, adding students to the homeroom class will also add them to all the teacher's sections unless they are excluded from the linked process.

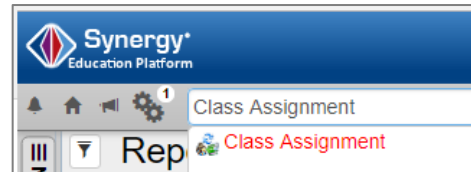
Verifying Homerooms Using the Class Assignment Screen

Please do **NOT** use the Class Assignment Screen until further notice. Using this screen to schedule students may delete them from the homeroom section. When the system is updated and the problem corrected, schedulers will be notified when the screen can be used again.

The steps below provide a quick way to see which students are missing a homeroom and easily schedule them into one all on a single screen in Synergy.

Note: For this process to work effectively, all homeroom sections must be created first.

In Quick Launch, type Class Assignment.



- On the Class Assignment screen, the left window shows students.
- The right window shows homeroom teachers' sections.

Line	Add	Student	Perm ID	Grd	Gen	Teacher
1	<input type="checkbox"/>			KK	M	
2	<input type="checkbox"/>			KK	F	
3	<input type="checkbox"/>			KK	M	
4	<input type="checkbox"/>			KK	M	
5	<input type="checkbox"/>			KK	F	
6	<input type="checkbox"/>			KK	M	

Line	Add	Name	Room	KK	Totals
1	<input type="checkbox"/>	(Unassigned)	None	14	14
2	<input type="checkbox"/>			7	7
3	<input type="checkbox"/>			8	8
4	<input type="checkbox"/>			10	10
5	<input type="checkbox"/>				0
6	<input type="checkbox"/>				0

- You can filter by a grade by clicking the Grade Level filter boxes.
- Otherwise, you will see all grades levels.

- By checking the box **Unassigned Only** in the left window, and then clicking the Filter Students button, you will see a list of all students who have not been assigned to a homeroom class.
- To add students to a homeroom, check the box for the appropriate grade level.
- Make sure that **Unassigned Only** is checked.
- Click **Filter Students**.

Line	Add	Student	Perm ID	Grd	Gen	Teacher
1	<input type="checkbox"/>			KK	M	
2	<input type="checkbox"/>			KK	F	
3	<input type="checkbox"/>			KK	M	
4	<input type="checkbox"/>			KK	M	

After the filters are set and only students not assigned to a homeroom class display in the left window, follow the steps below.

- In the window on the right, the homeroom teachers' sections can be viewed.
- Set the Teacher Filters for the appropriate grade level and click Filter Sections.
- Teachers with Homerooms for that grade will appear with a white box under the Grade.
- Teachers with a grayed-out box do not have a homeroom in that grade level.

The screenshot shows the 'Teacher Filters' section with the 'Grade' dropdown set to 'KK'. The 'Filter Sections' button is highlighted. Below it, the 'Classes' table is visible.

Line	Add	Name	Room	KK	Totals
1	Add	(Unassigned)	None	14	14
2	Add			7	7
3	Add			8	8
4	Add			10	10
5	Add				0
6	Add				0

- Check **Add** next to students in the left window that you wish to add to a teacher's homeroom.
- Once you have selected all the students, click **Add** next to the appropriate teacher.

Teachers' class totals will update, and those students will no longer appear in the *Unassigned* list in the left window.

The screenshot shows the 'Class Assignment' window. The 'Students' table on the left has a red arrow pointing to the 'Add' column. The 'Classes' table on the right has a red arrow pointing to the 'Add' column. The 'Unassigned Only' checkbox is checked.

Line	Add	Student	Perm ID	Grd	Gen	Teacher
1	<input type="checkbox"/>			KK	M	
2	<input type="checkbox"/>			KK	F	
3	<input type="checkbox"/>			KK	M	
4	<input type="checkbox"/>			KK	M	
5	<input type="checkbox"/>			KK	F	
6	<input type="checkbox"/>			KK	M	

Line	Add	Name	Room	KK	Totals
1	Add	(Unassigned)	None	14	14
2	Add			7	7
3	Add			8	8
4	Add			10	10
5	Add				0
6	Add				0

Assign Students to Sections - Copying Students from One Section to Another

NOTE: Use if you have created ALL the sections for a teacher's Master Schedule, and you wish to copy their students from Homeroom to the rest of their schedule.

1. From the Navigation Menu: Schedule > Assign Students to Sections

2. Click on the tab "By Section."
3. In the Student Action dropdown, choose "**Copy (Copies students from section to section.)**"
4. Use the calendar icon to enter the Date to enroll students as of the first day of school (if you are copying before school starts, it will default to the first day, regardless of what date you are processing. If you are processing after school starts, be sure to enter the correct date).
5. Check the box to "**Use Section Pattern Match.**"
6. Enter the section you want to copy from in the "From Section Pattern" field.
7. Enter the section you want the students copied to in the "To Section Pattern."
8. After checking to be sure you have the correct options entered, click on "Process."
9. A Job Results screen will display. Click the 'X' to close the result files window.
 - a. *Optional:* Click on the icon in Line 2 icon to open the log file. *Scroll to the bottom of the file confirm the number of students processed.*

Result	Description	File Type
	Mass Assign Sections	TXT
	Mass Section Move/Copy Detail	TXT

10. You can also open to the section where students were copied to confirm all the students are there.

Using the Assign Additional Staff Screen

In the Quick Launch box, type Assign Additional Staff.

Enter or Select the following areas of the screen. Refer to the screen shot below for corresponding numbered steps:

1. In the area identified as number 1, click the chain icon in the Staff Name to search and add the teacher's name listed as the primary teacher of record.
 - a. When the primary teacher's name is added, all associated sections display on the right side of the screen under the *Select Sections Assignments area, described on the next page.*
2. Enter the Start Date for the additional staff.
3. **Keep the End Date fields empty.**
 - a. If the additional staff needs an end date, in the case of a Supply Teacher or if a teacher is no longer providing services for a class, the leave dates will be added individually on the section screen, Additional Staff Tab AFTER the supply position or service ends.
4. In the Select Additional Staff area, click the chain icon in the Staff Name to search and add the teacher's name that you want to add as additional staff.
5. In the Select Additional Staff Attributes area, select Class Role, TVUE Attendance, TVUE Grades, TVUE Grade Book, and Staff Responsibility.
 - Add the appropriate security needed in the Attendance, TVUE Attendance, TVUE Grades, TVUE Grade Book areas.
 - Be sure to check the box to *Exclude from State Reporting* for supply teachers or other situations when that needs to be selected.

Assign Additional Staff

Menu Assign Additional Staff Clear

Options

1. Find Staff Person Sections For Assignment Dates

Staff Name Gender Type Badge Num Birth Date

1 [Chain Icon] [Dropdown] [Dropdown] [Dropdown] [Dropdown]

Start Date End Date

2 [Calendar Icon] 3 [Calendar Icon]

☐ Do Not Filter Sections By Assignment Dates

Refresh Section List

2. Select Additional Staff

Staff Name Gender Type Badge Num Birth Date

4 [Chain Icon] [Dropdown] [Dropdown] [Dropdown] [Dropdown]

3. Select Additional Staff Attributes

5

Class Role EL Language

[Dropdown] [Dropdown]

TVUE Attendance TVUE Grades TVUE Grade Book

[Dropdown] [Dropdown] [Dropdown]

Staff Contribution Responsibility Staff Contribution Amount

[Dropdown] [Text Field]

☐ Exclude From State Reporting

Continued on the next page.


The example at right shows how the fields may look when selections are made.



Assign Additional Staff

Menu Assign Additional Staff Clear

Options

1. Find Staff Person Sections For Assignment Dates


Staff Name:  Gender: Type: Badge Num: Birth Date:

Start Date:  End Date: 

☐ Do Not Filter Sections By Assignment Dates

[Refresh Section List](#)

2. Select Additional Staff

Staff Name:  Gender: Type: Badge Num: Birth Date:

[Open User View](#)

3. Select Additional Staff Attributes

Class Role: EL Language:

TVUE Attendance: TVUE Grades: TVUE Grade Book:

Staff Contribution Responsibility: Staff Contribution Amount:

☒ Exclude From State Reporting


6. Check the boxes for all sections where the additional staff teacher needs to be added.
7. When all selections are in place, click the button **Assign Additional Staff**.



Assign Additional Staff

Menu Assign Additional Staff Clear

Options

1. Find Staff Person Sections For Assignment Dates


Staff Name:  Gender: Type: Badge Num: Birth Date:

Start Date:  End Date: 

☐ Do Not Filter Sections By Assignment Dates

[Refresh Section List](#)

2. Select Additional Staff

Staff Name:  Gender: Type: Badge Num: Birth Date:

[Open User View](#)

3. Select Additional Staff Attributes

Class Role: EL Language:

TVUE Attendance: TVUE Grades: TVUE Grade Book:

Staff Contribution Responsibility: Staff Contribution Amount:

☒ Exclude From State Reporting

4. Select Sections Assignments

Line	Select	Section ID	Course ID And Title
1	<input checked="" type="checkbox"/>	0019	00.0500000 - Homeroom 5
2	<input checked="" type="checkbox"/>	0034	23.0060000 - Language Arts 5
3	<input checked="" type="checkbox"/>	0092	23.0060000 - Language Arts 5
4	<input checked="" type="checkbox"/>	0600	23.1060000 - EIP Language Arts 5
5	<input checked="" type="checkbox"/>	0716	23.1060000 - EIP Language Arts 5
6	<input checked="" type="checkbox"/>	0737	23.9060000 - Language Arts 5
7	<input checked="" type="checkbox"/>	0788	23.9060000 - Language Arts 5
8	<input checked="" type="checkbox"/>	0096	23.0017000 - Reading 5
9	<input checked="" type="checkbox"/>	0105	23.0017000 - Reading 5
10	<input checked="" type="checkbox"/>	0606	23.1017000 - EIP Reading 5
11	<input checked="" type="checkbox"/>	0718	23.1017000 - EIP Reading 5
12	<input checked="" type="checkbox"/>	0743	23.9017000 - Reading 5
13	<input checked="" type="checkbox"/>	0789	23.9017000 - Reading 5

8. When the additional staff is added, a message will display. Click OK to close the message.

Staff Jones, was added to 13 sections.

[OK](#)

Combining 4th & 5th Grade Sections into One Main Class (Optional)

For best results, schedulers should complete the process to combine sections **BEFORE** teachers begin working in the gradebook; therefore, avoiding loss of students' grades. Be sure to read this Combining Sections chapter completely to understand the process and to review the scheduling scenarios.

Please work with administrators and 4th & 5th grade teachers at your school to determine if the classes at your location should be combined. Combining sections into one main class is optional, and some teachers may prefer to leave the sections as they are, so they display separately in the gradebook.

The field to designate the Grade Book Main Class is located on the Section screen.

The screenshot shows the 'Grade Book Specialist' interface. A red box highlights the 'Grade Book Main Class' dropdown menu, which currently displays '3: LA4 (23.0050000) - 0561'.

Using the *Grade Book Main Class* dropdown, schedulers can combine sections, of the same subject, period, and teacher, so the classes display as one roster (per subject) in the gradebook.

The **Combined Sections Report SSP4663**, available in OnTrack > Reports > Schedules, lists all the combined sections at your school.

- For a section to appear in the dropdown menu, it must be **Included in Grading**, have the same primary staff teacher, and cannot be tied to any other Grade Book Main Class.
- For consistency, in most cases, the **Grade Book Main Class** should be the General Ed., XX.0 class, for the subject.
- Refer to the **MST402 Section List by Teacher**, to determine the Grade Book Main Class section for each subject in the teacher's schedule.

On the section screen for a non-General Ed class, look for the **Grade Book Main Class** dropdown located in the Grade Book Specialists area of the screen and choose the General Ed. XX.0 section (for the same subject) as the Grade Book Main Class.

In the EIP class example below, the EIP Lang. Arts section can be combined with the teacher's General Education Lang. Arts section.

- Click the Grade Book Main Class dropdown to display all sections currently scheduled with the primary staff teacher.
- Select the General Education Lang. Arts section, (0561) for the Grade Book Main Class.
- Click Save.

The screenshot shows the 'Section' screen for 'EIP Language Arts 4'. A red arrow points to the 'Grade Book Main Class' dropdown menu in the 'Grade Book Specialist' section. The dropdown menu is open, showing a list of sections. The selected section is '3: LA4 (23.0050000) - 0561'.

- Continue through the list of sections for a teacher until all EIP sections are combined with the General Education sections of the same subject.
- Gifted (XX.2) and Special Ed co-taught (XX.9) classes could also be combined with the General Education sections, if desired.
- Once the classes are combined, and a gradebook synchronization runs, teachers will still see all the sections in their TVUE seating charts, but the 'main class' for each subject is the only one to display in the gradebook.

OnTrack Report (SSP4336) - to Assist With Combined Sections

Navigation: CCSD Portal > OnTrack > Reports > Schedules > Combined Sections (SSP4336)

- The Combined Sections report will display each teacher's Grade Book Main class and sections that are combined with the main class. The report can be saved as PDF or Excel.

Before and After Gradebook Examples

Note: Only 4th & 5th grade level sections need to be combined. Grades K – 3rd do not use the gradebook for assignments.

The screen shot at right displays an example of a 4th grade teacher's gradebook before any sections are combined. Note that the teacher has multiple sections of the same subject: Gen Ed, Special Ed. Co-Taught, & EIP.

Period	Course	Section ID	Students	Term	Room
YR (0010-WED-10 0010-WED-17)					
1	Homeroom 4	0127	27	YR	238
2	Health 4	0132	19	YR	238
2	EIP Health 4	0637	8	YR	238
3	Language Arts 4	0128	19	YR	238
3	EIP Language Arts 4	0633	8	YR	238
3	Language Arts 4	0705	1	YR	238
4	Reading 4	0133	19	YR	238
4	Reading 4	0483	1	YR	238
4	EIP Reading 4	0638	8	YR	238
5	Science 4	0130	19	YR	238
5	EIP Science 4	0635	8	YR	238
6	Mathematics 4	0129	18	YR	238
6	EIP Math 4	0634	5	YR	238
7	Social Studies 4	0131	19	YR	238
7	EIP Social Studies 4	0636	8	YR	238

After completing the combining process, only one section for each subject will display in the teacher's gradebook. Even though students are scheduled in the different sections with the appropriate course numbers, the teacher only needs to enter assignments and grades into one gradebook per subject.

Period	Course	Section ID	Students	Term	Room
YR (0010-WED-10 0010-WED-17)					
1	Homeroom 4	0127	27	YR	238
2	Health 4	0132	27	YR	238
3	Language Arts 4	0128	27	YR	238
4	Reading 4	0133	27	YR	238
5	Science 4	0130	27	YR	238
6	Mathematics 4	0129	23	YR	238
7	Social Studies 4	0131	27	YR	238

When transcript grades are posted at the end of the year, they will be associated with the students' actual scheduled course numbers. Likewise, schedules display in PVUE and SVUE for the students' actual scheduled classes.

Steps for Departmentalized Schedules:

The screen shot below uses different colored highlighting to explain the process to select the gradebook main class and which sections to combine for the teacher. For best results, view this PDF on the screen so the different colors are visible. If possible, print this guide in color.

- Ms. Smith & Ms. Baker are a team at a departmentalized school.
 - Ms. Smith teaches Language Arts and Reading.
 - Ms. Baker teaches Math, Science, and Social Studies.
 - Both teachers have General Ed. and EIP students in their classes.
 - Ms. Baker also has Special Ed. co-taught students in her class.
1. Review the MST402, Section List by Teacher to determine which General Ed sections contain students from each of the homeroom classes.
 - In the MST402 example below, review Ms. Smith's sections.
 - Combine section 0600 with 0092 as the main class. The students in both sections are in Ms. Smith's homeroom class.
 - Combine section 0718 with 0105 as the main class. The students in both sections are in Ms. Smith's homeroom class.
 - Combine sections 0716 and 0613 with 0034 as the main class. The students in these three sections are in Ms. Baker's homeroom class.
 - Combine sections 0606 and 0611 with 0096 as the main class. The students in these three sections are in Ms. Baker's homeroom class.

Staff Name	Term	Per	Sect ID	Course ID And Title
Smith,	YR	1	0019	00.0500000 - Homeroom 5
		3	0092	23.0060000 - Language Arts 5
		3	0600	23.1060000 - EIP Language Arts 5
		3	0716	23.1060000 - EIP Language Arts 5
		3	0613	23.9060000 - Language Arts 5
		3	0034	23.0060000 - Language Arts 5
		5	0718	23.1017000 - EIP Reading 5
		5	0105	23.0017000 - Reading 5
		5	0606	23.1017000 - EIP Reading 5
		5	0096	23.0017000 - Reading 5
		5	0611	23.9017000 - Reading 5

2. After the sections are combined and the gradebook synchronization runs, Ms. Smith's gradebook will only display sections: 0019, 0092, 0034, 0105, and 0096.

Please review the example scenarios on the next page.

Combined Gradebook Sections Scenarios:

1. Student has been enrolled in the Gradebook Main class (.0). The teacher has entered grades for this student in this .0 section. The student is then moved from the .0 section to another section that **has been combined with the .0 section** (for example: .9, .1, .2, etc.).
 - If the student was leaved dated from the .0 class (mid-term IEP change or became Gifted eligible), this change will be transparent to the teacher. The student will remain visible in the .0 gradebook main section with all previously entered grades.
 - If the student was moved because he/she should have been in the other section all along, he will be deleted from .0 class. The student will remain visible in the .0 gradebook main section with all previously entered grades.
 - If a new section needs to be added after the teacher already has grades in the gradebook, the scheduler should create the new section and combine it with the .0 section.
 - **Do not add students to the section yet.** Wait for the regular gradebook synchronization (that occurs Mon-Fri morning at 4:00 AM) or request that a Synergy team member do a manual synchronization for your school.
 - **After** a sync, students can be added to the new section. Existing assignment grades should remain visible in the gradebook.
2. A teacher has two sections in a period that have NOT yet been combined into one gradebook main class. The teacher has entered assignments and grades for the students into BOTH sections. Later, the sections are combined.
 - The teacher in this case MUST FIRST print the gradebook for the section that will be combined into the gradebook main class. Once the classes are combined, the teacher will no longer see or have access to the original section in the gradebook. The assignments and grades are gone.
 - The teacher will then use the gradebook printout to **re-enter** the grades for the students from the original section that is now combined into the gradebook main section.
3. A brand-new section has been added for a teacher after the gradebook sections have been initially combined. This new section is marked to be combined with the existing gradebook main class for that period. This new section has student(s) that are **newly enrolled** with this teacher and have no previous grades. The students will be visible in the gradebook main class moving forward with no problem.

III. Creating Schedules for the Next School Year

Each year, around Spring Break, schools begin planning schedules for the next school year. In order to begin working on the Master Schedule for the next school year, you should gather all known information, which at a minimum should be teacher assignments by grade level. In addition, administrators and teachers will determine the classroom models to be used the following year. For example, Special Ed, ESOL, EIP models, and Gifted models.

- Your scheduling strategy will take one of two paths:
 1. You will begin creating your master schedule from scratch.
 - OR**
 2. Your AP will submit a request that the current year's schedule be copied into your next year's focus. Make the request via a **Web Help ticket**, to the Synergy Team, in Technology Services.
<https://webhelp.cobbk12.org>

Note: If a new scheduler has never created a master schedule from scratch, that is the path recommended. Creating a schedule from the beginning provides schedulers a better understanding of the entire process.

Creating Next Year's Sections from Scratch:

This scheduling strategy is recommended for new scheduling clerks. **IMPORTANT:** Change your Synergy focus to the next school year, so that you will be working on a **BROWN** screen.

1. Using your teacher assignments (Staff List) for next year, you will use the Section screen and the Add and Duplicate functions to create your master schedule.
 - a. Refer to this ES Scheduling Guide and the master course list, to add the first new section. Then continue building sections using the duplicate process.
 - b. Edit each new (duplicated) section for new courses, periods, teachers, etc.
 - c. **Section** Delivery Models can be added anytime - even before students are scheduled in the class. (EX.: EIP, Gifted Resource, 6: Specialized Placement (Small Group))
 - d. **Individual** Delivery options can be added later when students are scheduled in the class.
2. **Run the MST402 (by teacher) and MST403 (by course) reports often to confirm/check your work against your teacher assignments by grade level, and to make any necessary corrections.**
3. If new teachers are hired for the next year, they must be added to CSIS Staff Maintenance with the appropriate (future) start date. This enables them to be added to Synergy so they can be assigned sections.
 - a. Ask the Synergy Team for help (via email or Help Ticket) – new teachers do not automatically roll into 'next year' as they do for the current school year.
 - b. Use 'Term, Short' as a Staff placeholder, if desired.
 - c. **Note: Using 'Term, Short' for numerous vacant positions can be very confusing.** If scheduling for next year starts before all teachers are hired, it may be best to hold off creating sections for new teachers until they can be added into CSIS Staff Maintenance and then into Synergy.
4. If you plan to use *Linked Sections for scheduling*, follow the directions provided earlier in this document. **The Linked Sections process must be enabled on the School Setup screen.**
 - a. You will add the homeroom teachers, as Linked Staff, to the appropriate grade level specials' sections (Art, Music, & PE) when those sections are created. If Health is part of the special's rotation, it can be included.
5. **VERY IMPORTANT:** Be sure to **EXCLUDE appropriate sections** from the linked process, as described in this document.
6. If your school plans to combine 4th & 5th grade teachers' gradebook sections, ***the process can be done before students are added.*** Therefore, when classroom models are determined and the sections are created, follow the steps in this document to combine sections of the same subject, period, & teacher, into one main gradebook class.

When the master schedule is complete for all the teachers known before the end of the current school year, **follow the directions and review helpful reports listed below in: *Once next year's Master Schedule has been entered and confirmed in Synergy, follow the next steps.***

Creating Next Year's Sections Using a Copy of the Current Year:

This scheduling strategy is recommended for experienced scheduling clerks. *Requests to copy sections must be sent in a Web Help ticket and entered by the Assistant Principal.*

IMPORTANT: Change your Synergy focus to the next school year, so that you will be working on a **BROWN** screen.

1. Begin by running the MST402 and/or MST403 reports to review the sections that were copied into your next year's focus. Then, using your teacher assignments (Staff List), you will edit or clean-up the master schedule for next year on the Section screens.
 - a. **Review the sections thoroughly.** Edit the staff (teacher of record), course numbers, room number, etc. as needed.
 - b. **NOTE: Delivery Models do not copy over to next year's sections.** Delivery models will be added on sections using the Student Services Tab.
 - **Section** Delivery Models can be added anytime - even before students are scheduled in the class. (EX.: EIP, Gifted Resource, 6: Specialized Placement (Small Group))
 - **Individual** Delivery options can be added later when students are scheduled in the class.
 - c. **DELETE unnecessary sections. Add/Duplicate new sections if needed.**
2. Run the MST402 (by teacher) and/or MST403 (by course) reports **often** to confirm/check your work against the teachers' assignments by grade level. Make any necessary corrections.
3. **Teacher Changes:**
 - If teachers are leaving the school and will be replaced, leave the old teacher's name on the sections until the new teacher can be added. Once the new teacher is hired, add them to CSIS Staff Maintenance, with the appropriate (future) start date.
 - a. Ask the Synergy Team for help (via email or Help Ticket) – new teachers will not automatically roll into 'next year' as they do for the current school year.
 - Edit sections as needed to add new teachers.
 - **Pre-Planning Deadline for correct Staff Names - Use 'Term, Short' as a placeholder when needed.** Before school begins, review all sections at your school using the Synergy Report - MST402. Ensure that all the sections listed for the teachers are the correct grade levels and/or courses that they teach.
 - **NOTE: Staff Names must be updated and corrected by pre-planning so that teachers are current/correct on the first day of school.**
 - **Do not leave a teacher's name on sections if they are no longer at your school.**
 - **Do not leave a teacher's name on sections that are no longer needed or for a different grade level or subject than what the teacher is going to teach the next year.**
4. Edit room numbers on all sections when you have teacher changes, or if a teacher has physically moved to a new room.
5. Please be aware that Additional Staff, Linked Sections, and Combined Sections pieces of the Section screen do **NOT** copy to the next year's sections. These steps will need to be done on the sections in the new school year.

6. If you plan to use *Linked Sections for scheduling*, use the MST403 to review the specials' sections for Art, Music, & PE. If Health is part of your school's rotation, it can be included.
 - a. Open the School Setup screen and enable the Linked Sections process.
 - b. Each homeroom teacher will be linked to one of each specials' classes: Art, Music, & PE. (Include Health if applicable.)
 - c. **VERY IMPORTANT:** Be sure to **EXCLUDE appropriate sections** from the linked process, as described in this ES Scheduling document.
7. If your school plans to combine 4th & 5th grade teachers' gradebook sections, ***the process can be done before students are added***. Therefore, when classroom models are determined and the sections are created, follow the steps in this ES Scheduling document to combine sections of the same subject, period, & teacher, into one main gradebook class.

Once next year's Master Schedule has been entered and confirmed in Synergy, follow the next steps.

*Don't miss the **Helpful OnTrack reports** described in item 6 below.*

IMPORTANT NOTE: Verifying Homerooms Using the Class Assignment Screen

Please do **NOT** use the Class Assignment Screen until further notice. Using this screen to schedule students may delete them from the homeroom section. When the system is updated and the problem corrected, schedulers will be notified when the screen can be used again.

1. You will need to obtain a list of students by homeroom.
2. If you not using the *Linked Sections* process, you will add students to the homeroom sections and then copy them to the other subjects using the *Assign Students to Sections* function. Directions are included in this document.
 - a. If any students receiving services are copied into the General Ed core subject sections, carefully review each students' **Student Screen > Classes Tab** to delete the incorrect classes and add appropriate sections for EIP, Gifted, and/or Special Ed.
3. If using *Linked Sections* begin adding **General Ed** students to **homeroom sections only** and save. This will fully schedule all General Ed students into core classes and specials (Art, Music, & PE).
 - a. **Tip:** Start by scheduling one student in the homeroom section class and save. Review the student's schedule to ensure that all General Ed core classes and specials were added. Make any needed updates to the teacher's sections, and then continue adding the rest of the General Ed students into the homeroom class.
4. After all General Ed students are complete, the students receiving services will need to be carefully scheduled.
 - a. One option is to disable the *Linked Sections process* on the School Setup screen. Then, proceed scheduling the remainder of the students individually (on the Student Screen > Classes Tab) or on the section screens. Remember to add the specials' classes (Art, Music, & PE).
 - b. Another option is to keep the Linked Sections process enabled, and individually schedule the students receiving services using the **Student Screen > Classes Tab**.
 - Schedule students in their homeroom section & save. Then, delete the incorrect General Ed classes and add the appropriate sections for EIP, Gifted, &/or Special Ed.

- **Carefully review the students' *Student Screen* > *Classes Tab* to ensure they were added to the appropriate course numbers needed for their services.**
- c. **REMINDER:** Delivery Models are added on the Section screen > ***Student Services Tab***. Click the section ID link from the Student screen > Classes Tab to open the section in a new window.
- 5. Note: Use directions found in this document to print students' schedules for administrative review and approval.
- 6. *Helpful reports are available in **OnTrack > Reports > Schedules***

SSP4654 - Synergy Linked Staff Report

- Tip: Run the linked staff reports for the current year (if used) to help set up the 'next school year.' Then, run it for the next year, sorted by **Linked Contact Name**, to review data.
 - Confirm all homeroom teachers were linked for all 3 specials. (4 if using Health.)
 - Confirm that the teachers are linked to the correct grade level for each specials' class.
 - If your school has Self-Contained Special Ed Homeroom classes, the homeroom teachers can be linked to use only for reference, but the sections should be excluded so the students are not added to every specials class associated with that SPED homeroom.

SSP4666 - Linked Sections: Exclude From Link Section Process **IMPORTANT STEP**

- Run this report for the 'next school year' to review which sections have been excluded from the linked sections process.
 - Tip: Download the report using the CSV option to open in Excel. Use filters, on course numbers or titles, to look for *non-Gen Ed* classes that should be excluded from the linked process.

SSP4663 - Combined Sections Report SSP4663

- Lists all the combined sections at your school. Select the next school year.

SSP4644 - Report Showing Include/Exclude Attendance/Grading Options on Sections

The report displays sections that do not follow the rules below:

- Setup all **Homeroom** sections to be **INCLUDED IN ATTENDANCE and INCLUDED IN GRADING**.
- Setup all non-homeroom sections to be **EXCLUDED FROM ATTENDANCE and INCLUDED IN GRADING**.

EXCEPTON:

- Sections created for Gifted Resource (Target Classes) are **EXCLUDED FROM ATTENDANCE AND EXCLUDED FROM GRADING**. If your school has a special situation where the target teacher takes attendance, the target (Gifted Resource) section can be *Included in Attendance*. Contact the Synergy Team for assistance, if needed.

IV. Guidelines for Scheduling Student Services

Gifted Scheduling

****Gifted students must have a CSIS Services Screen.**

For newly identified gifted students, create a CSIS service screen that shows the Gifted eligibility date and the begin date.

ONLY Gifted students should be scheduled with (XX.2) course numbers, according to the appropriate classroom model below. If you have questions, regarding Gifted models that are not addressed below, administrators can contact Dr. Andrew Kutscher, Supervisor of Advanced Learning Programs:

Andrew.Kutscher@cobbk12.org.

A. Gifted Resource Model (Target Class)

- All Gifted students should be scheduled with the appropriate (**Target Class**) Gifted Resource (71.2X) course number, **in addition** to their General Ed classes AND/OR Advanced Content class(es).
- *Suggestion: Use 11th Period for the Gifted Resource - **Target** Classes.*
- The Gifted endorsed teacher (Target Teacher) will be the teacher of record.
- The *Gifted Target* section should be **Excluded from Grading**.
- On the Section screen > **Student Services Tab**, select the delivery model.
- Use the **Gifted Delivery** dropdown menu in the **Section Services** area to choose **101: Resource**.

The screenshot shows the 'Section' screen with the following details:

- Section ID:** 0298
- Course Title:** G RES CLASS/3
- School Year:** 2
- Current Students**, **Student Enrollment History**, **Additional Staff**, **Staff History**, **Student Services** (selected), **Schedule Matrix**
- Section ID:** 0298
- Course ID:** 71.2130000
- Course Title:** G RES CLASS/3
- Staff Name:** [Empty]
- Room Name:** 214
- Linked Staff Name:** [Empty]
- SR Section ID:** [Empty]
- Section Services:**
 - Transportation:** [Empty]
 - Itinerant Services:** [Empty]
 - Gifted Delivery:** 101: Resource

B. Gifted Cluster Model

- Cluster Model and Collaborative Model use the same course numbers, but the delivery models will be different.
- A Gifted Cluster teacher, who is **Gifted Endorsed**, may have multiple sections for LA, Reading, SS, Science, and/or Math. (Course numbers may consist of General Education, EIP, and/or Special Ed. course numbers in addition to the Gifted XX.2 course numbers.)
- The Target teacher does **not** need to be added as additional staff on the Gifted Cluster sections.
- **Gifted students** will be scheduled with the appropriate Gifted (**XX.2**) course numbers **instead** of the General Ed core classes for the subject areas they are receiving Gifted Cluster Model services.
- Each teacher serves **5-8 students per section** (optimal size, as recommended by the Ga DOE.) A school may opt to serve up to **49% of a total class** in the Cluster group model for instructional and FTE purposes.
- Each **student has a maximum of 2** Cluster subjects (sections) in their schedule.
- **Cluster subject areas should be determined for scheduling purposes based on student strength and data.**

- On the (XX.2) Section screen > **Student Services Tab**, select the appropriate delivery model.
- Use the **Gifted Delivery** dropdown menu in the **Section Services** area, to choose the correct **Cluster Group** for the subject area.

The screenshot shows the 'Section' screen with the following details:

- Section ID:** 0216
- Course Title:** Science 4
- School Year:** 20
- Section Services:**
 - Transportation: [Dropdown]
 - Itinerant Services: [Dropdown]
 - Gifted Delivery:** [Dropdown menu open showing options: 307: Cluster Group (CG) - Language Arts, 308: Cluster Group (CG) - Reading, 309: Cluster Group (CG) - Social Studies, 310: Cluster Group (CG) - Science, 311: Cluster Group (CG) - Math]

C. Gifted Collaborative Model *(Note: Additional Staff Required)*

- Cluster Model and Collaborative Model use the same course numbers for the gifted students, but the delivery models will be different.
- A Gifted Collaborative teacher, who is the **General Education teacher**, may have multiple sections for LA, Reading, SS, Science, and/or Math. (Course numbers may consist of General Education, EIP, and/or Special Ed. course numbers in addition to the Gifted XX.2 course number.)
- **The Target teacher, or other Gifted-Endorsed teacher collaborating with the General Ed teacher, needs to be added as additional staff on all the Gifted Collaborative sections.**
- **Gifted students** will be scheduled in the appropriate (XX.2) course number **instead** of the General Education core class for the subject area they are receiving Gifted Collaborative services.
- Each teacher has a **maximum of 8 students** per Collaborative section.
- Each **student has a maximum of 1** Collaborative subject (section) in their schedule.
- **Collaborative subject area should be determined for scheduling purposes based on student strength and data.**
- On the (XX.2) Section screen > **Student Services Tab**, select the appropriate delivery model.
- Use the **Gifted Delivery** dropdown menu in the **Section Services** area to choose the correct **Collaborative** subject area for the class.

The screenshot shows the 'Section Services' area with the following details:

- Section Services:**
 - Transportation: [Dropdown]
 - Itinerant Services: [Dropdown]
 - Gifted Delivery:** [Dropdown menu open showing options: 407: Collaborative Language Arts, 408: Collaborative Reading, 409: Collaborative Social Studies, 410: Collaborative Science, 411: Collaborative Math]

D. **Advanced Content Model - 4th and 5th Grade (Language Arts/Reading, &-or Math)**

Advanced Content Reading/Language Arts is a two-segment course. Students scheduled for Advanced Reading should also be scheduled for Advanced Language Arts.

An Advanced Content teacher may have multiple sections for LA, Reading, and/or Math. (Course numbers may consist of General Education, EIP, and/or Special Ed. course numbers in addition to the Gifted XX.2 course numbers if he or she is gifted endorsed.)

Directions for scheduling Advanced Content sections differ depending if the teacher is gifted endorsed or not.

- **If the Advanced Content teacher IS gifted endorsed –**
 - Gifted students will be scheduled in the appropriate Advanced Content (23.2) or (27.2) course number instead of the General Education core classes for the subject areas they are receiving Advanced Content services.
 - On the (23.2) or (27.2) gifted Section screens > **Student Services Tab**, select the appropriate delivery model.
 - Use the **Gifted Delivery** dropdown menu in the **Section Services** area to choose the correct **Advanced Content** subject area for the class.

Section ▾

Menu ▾ [Icons] [Save] [Undo] [Add] [Delete]

Section ID: 0546 Course Title: Adv Language Arts 4 School Year: 2

Current Students Student Enrollment History Additional Staff Staff History **Student Services** Schedule Matrix

Section ID	Course ID	Course Title	Staff Name	Room Name	Linked Staff Name	SR
0546	23.2050001	Adv Language Arts 4		241		

Section Services

Transportation Itinerant Services **Gifted Delivery** Esol Delivery EIP Delivery Special Delivery Model

[Dropdown] [Dropdown] [Dropdown] [Dropdown]

207: Advanced Content/Language Arts
208: Advanced Content/Reading
211: Advanced Content/Math

- **If the Advanced Content teacher is NOT gifted endorsed –**
 - ALL students receiving Advanced Content from a teacher who is **not** gifted endorsed, will be scheduled in the **General Education Advanced Content course numbers (XX.0)** instead of the regular General Education or Gifted core classes for the subject areas they are receiving Advanced Content services.
 - *This includes Gen-Ed non-gifted and gifted students receiving Advanced Content services.*
 - The Advanced Content teacher should be the teacher of record.
- **The Advanced Content General Education sections will NOT be coded with a Delivery Model.**
- Gifted Students and General Education students who are **NOT** receiving Advanced Content services will be scheduled in the General Education course numbers (XX.0).

Early Intervention Program (EIP) Scheduling **(New SY2021-22)**

****EIP students must have a CSIS Services Screen.**

Create a CSIS service screen that shows the Service Eligibility Date and the Service Begin Date.

ONLY EIP students should be scheduled with (XX.1) course numbers. If you have questions, regarding EIP models that are not addressed below, administrators can contact Kaci Berry, Personalized Learning Consultant: Kaci.Berry@cobbk12.org.

Overview of EIP changes for SY2021-22: Details are provided in the listed items that follow.

- **All EIP sections** will use the **EIP Reduced Class** course numbers.
 - The Reduced Class delivery model is **no longer needed**.
- **All EIP sections** will be marked with the **Approved Innovative Delivery Model** on the Student Services tab of each EIP section. *All EIP classes will be reported to the state as Approved Innovative, which provides maximum flexibility and FTE funding.*
- For any classes that utilize the **EIP Self-Contained, Augmented/Push-In, or Pull-Out models**, appropriate Delivery Models must be added for individual students on the Student Services tab of the section.
- **READ 180/System 44:** In addition to the normally used course numbers, **grade specific** course numbers for 3rd - 5th grade students enrolled in READ 180/System 44 will be used to assist with tracking progress for these students.
 - **Any student, regardless of their services, can be scheduled in the READ 180/System 44 section for their grade level. Additional details are under the READ 180/System 44 heading.**

A. EIP Reduced Class

Students in this model generate six segments of EIP weight, gaining the most funding available for EIP services. ***The Reduced Class delivery model is no longer needed. The delivery model on the SECTION will be Approved Innovative.***

- The **EIP Reduced Class** model is a combination of non-EIP students and EIP students in the same room.
- The General Education teacher is the teacher of record; however, you may add additional teachers who support the class.
- The teacher will have a set of EIP Reduced Class (XX.1) sections for all subjects shown below in addition to any non-EIP classes needed.
 - NOTE: Departmentalized classes will be different.
- *Non-EIP* students will be scheduled in the appropriate course numbers (XX.X) for the subjects shown below.
- **The EIP students will be scheduled using the EIP Reduced Class course numbers (XX.1) for ALL the subjects shown below.**

Health	Science
Language Arts	Mathematics
Reading	Social Studies

- EIP students who are in a Reduced Class **will not** have an EIP Push-In delivery model as part of their schedule as we have elected to use the Approved Innovative Model district-wide.
 - *An EIP teacher who supports the class may be added as an additional teacher.*
- **IMPORTANT** steps continued on the next page.

- **NEW for SY21-22:** On the EIP Section screen > **Student Services Tab**, select the EIP Delivery Model **6: Approved Innovative** in the Section Services area for every EIP section.
- Delivery Models are **NOT** required for each individual student in the Reduced Class.

The screenshot shows the 'Section' screen for 'EIP Reading 3' in the '2020-2021' school year. The 'Student Services' tab is active. In the 'Section Services' section, the 'EIP Delivery' dropdown menu is highlighted with a red box, and '6: Approved Innovative' is selected.

B. EIP Self-Contained Class

Students in this model generate six segments of EIP weight, gaining the most funding available for EIP services.

For any classes that utilize this model, schools will select the EIP Self-Contained delivery model next to the **individual** students. Coding this model is necessary for program evaluation. *The delivery model on the SECTION will be **Approved Innovative**.*

- The **EIP Self-Contained** model refers to a classroom of students who are **all** EIP.
- The General Education teacher is the teacher of record; however, you may add additional teachers who support the class on the additional staff tab.
- **The students should all be scheduled using the EIP Reduced Class course numbers (XX.1) for ALL the subjects shown below.**

Health	Science
Language Arts	Mathematics
Reading	Social Studies

- **NEW for SY21-22:** On the EIP Section screen > **Student Services Tab**, select the EIP Delivery Model **6: Approved Innovative** in the Section Services area for every EIP section.
- **Remain on the Student Services Tab -**
- In the students list, use the **EIP Delivery** dropdown menu on each **individual row**, to choose **2 - Self-Contained** delivery model for every student in the section.

The screenshot shows the 'Section' screen for 'EIP Reading 3' in the '2020-2021' school year. The 'Student Services' tab is active. In the 'Section Services' section, the 'EIP Delivery' dropdown menu is highlighted with a red box, and '6: Approved Innovative' is selected. Below this, the 'Students' list is shown with three rows. Each row has a red box around the 'EIP Delivery' dropdown menu, which shows '2: Self-Contained' selected.

C. EIP – Augmented/Push-In

For any classes that utilize this model, schools will select the Augmented/Push-In delivery model next to the **individual** students. Coding this model is necessary for program evaluation. *The delivery model on the SECTION will be Approved Innovative.*

- Students should be scheduled using the **EIP Reduced Class course numbers (XX.1)** for the appropriate subject of **Math, Language Arts, Reading, or all three**, depending on the services the student is receiving.
- The rest of the students' schedules will be General Education (XX.0) courses.
- The EIP course (XX.1) **replaces** the General Education course in the student's schedule.
- The teacher of record should be the Homeroom or subject-area teacher if departmentalizing.

Adding Additional Staff

- The EIP teacher should be added as additional staff on the **Additional Staff Tab**.
- The EIP section will only contain students who are served by **both teachers**.

The screenshot shows the 'Section' screen with the 'Additional Staff' tab selected. A red arrow points to the 'Additional Staff' tab. The screen displays fields for Section ID (0801), Course Title, and School Year. Below these are tabs for Current Students, Student Enrollment History, Additional Staff, Staff History, and Student Services.

- On the **Additional Staff Tab**, click “**Chooser**” to search for and add the additional staff member.
- Select the **EIP Teacher** under the **Contributions** heading, **Responsibility** dropdown menu.
- The level of security access, for additional staff teachers, is decided by local school administration. The example of security shown below, allows access to update grades and manage gradebook assignments.

The screenshot shows two side-by-side panels. The left panel, titled 'Contributions', has a 'Responsibility' dropdown menu set to 'EIP Teacher'. The right panel, titled 'TeacherVUE Security', has three sub-sections: 'Attendance' (dropdown), 'Grades' (dropdown set to 'Update'), and 'Grade Book' (dropdown set to 'All Class Tasks').

- NEW for SY21-22:** On the EIP Section screen > **Student Services Tab**, select the EIP Delivery Model **6: Approved Innovative** in the Section Services area for every EIP section.
- Remain on the Student Services Tab -**
- In the students list, use the **EIP Delivery** dropdown menu on each **individual row**, to choose **1 - Augmented/Push-In** delivery model for every student in the in section.

The screenshot shows the 'Section' screen with the 'Student Services' tab selected. The 'Section Services' section has a dropdown menu for 'EIP Delivery' set to '6: Approved Innovative'. Below this is a table of students with columns for Line, Formatted Name, SIS Number, Gender, Enter Date, Leave Date, Transportation, Itinerant Services, Sped Inclusion, Gifted Delivery, ESOL Delivery, and EIP Delivery. The 'EIP Delivery' column for each student is set to '1: Augmented / Push-In'.

D. EIP – Pull Out:

For any classes that utilize this model, schools will select the Pull-Out delivery model next to the **individual** students. Coding this model is necessary for program evaluation. *The delivery model on the SECTION will still be Approved Innovative.*

- Students should be scheduled using the **EIP Reduced Class course numbers (XX.1)** for the appropriate subject of **Math, Language Arts and/or Reading** depending on the services the student is receiving.
- Schedule students for EIP Pull-Out for **no more than two segments**.
 - **If more than two are needed, the third EIP segment can be Push-In.**
- The rest of the students' core schedule will be General Education (XX .0) courses.
- The EIP course (XX.1) **replaces** the General Education course in the student's schedule.
- The teacher of record should be the Homeroom or subject-area teacher if departmentalizing.

Adding Additional Staff

- The EIP teacher should be added as additional staff on the **Additional Staff Tab**.
- This EIP section will only contain students who are served by **both teachers**.

The screenshot shows the 'Section' screen with the 'Additional Staff' tab selected. The interface includes a top bar with 'Menu', navigation icons, 'Save', 'Undo', '+ Add', and 'Delete' buttons. Below the top bar, the 'Section ID: 0801' and 'Course Title:' are displayed. The 'Additional Staff' tab is highlighted, and a red arrow points to it.

- On the **Additional Staff Tab**, click “**Chooser**” to search for and add the additional staff member.
- Select the **EIP Teacher** under the **Contributions** heading, **Responsibility** dropdown menu.
- The level of security access, for additional staff teachers, is decided by local school administration. The example of security shown below, allows access to update grades and manage gradebook assignments.

The screenshot shows two sections: 'Contributions' and 'TeacherVUE Security'. In the 'Contributions' section, the 'Responsibility' dropdown is set to 'EIP Teacher'. In the 'TeacherVUE Security' section, the 'Attendance' dropdown is set to 'Update' and the 'Grade Book' dropdown is set to 'All Class Tasks'.

- **NEW for SY21-22:** On the EIP Section screen > **Student Services Tab**, select the EIP Delivery Model **6: Approved Innovative** in the **Section Services** area for every EIP section.
- **Remain on the Student Services Tab -**
- In the students list, use the **EIP Delivery** dropdown menu on each **individual row**, to choose **3 - Pull-Out** delivery model for every student in the in section.

The screenshot shows the 'Section' screen with the 'Student Services' tab selected. The 'Section ID' is 0254, 'Course ID' is 23.1014000, and 'Course Title' is EIP Reading 3. The 'EIP Delivery' dropdown is set to '6: Approved Innovative'. Below the 'Section Services' section, the 'Students' table is displayed with three rows. Each row has an 'EIP Delivery' dropdown set to '3: Pull-Out'.

Line	Formatted Name	SIS Number	Gender	Enter Date	Leave Date	Transportation	Itinerant Services	Sped Inclusion	Gifted Delivery	ESOL Delivery	EIP Delivery
1			Male	08/20/20							3: Pull-Out
2			Male	08/20/20							3: Pull-Out
3			Male	08/20/20							3: Pull-Out

Supplemental Instruction Intervention *(New READ 180/System 44 Course Numbers for SY2021-22)*

READ 180/System 44 is an example of Supplemental Instruction Intervention. *Please consult with the Personalized Learning Department if there is a supplemental instruction intervention that you are implementing other than READ 180/System 44.

NEW Directions for SY2021-22:

In addition to their regular core and specials classes, students who are enrolled in READ 180/System 44 will be scheduled in an additional section (12th period) with the appropriate course number determined by the **GRADE LEVEL**. See the master course list for course numbers.

- READ 180/System 44 sections will only be used for **3rd, 4th, or 5th grade students** enrolled in these programs. Teachers enroll the students in these programs, but students must also be scheduled in the appropriate grade level course.
- The 00.X course numbers will **not** be reported to the state and do not replace any other course in students' schedules.
- Create one 12th period section per grade level for **each READ 180/System 44 teacher** at your school.
 - If your school only has one **READ 180/System 44 teacher**, students from the same grade level can be added to the same section.
- READ 180/System sections will be 'Excluded from Attendance' and 'Excluded from Grading.'
- The READ 180/System 44 teachers at your school can provide an accurate list of students who need to be added to the grade level sections for the appropriate teacher.
- Do **not** add Special Ed teachers as additional staff on the **READ 180/System 44** sections.
- **Any student can be added to the section regardless of their services. This includes General Ed, ESL and SWD students.**

Special Education Scheduling *(Changes for SY2021-22)*

ONLY Special Education students should be scheduled with (XX.8 or xx.9) course numbers. If you have questions, regarding Special Education models that are not addressed below, administrators can work with their SSAs or reach out to Martha Bennett at Martha.Bennett@cobbk12.org.

Student Services Tab

- To code special education services, you will go to **Synergy SIS > Schedule > Section > Student Services Tab**. Here you will find special ed delivery models along with additional reporting elements on the SIS side. The following information will be coded here:
 - Transportation
 - Itinerant Services
 - Special Ed Inclusion Code
 - Special Ed Delivery Models
 - Supplemental Speech

- You will receive individual student information from the SSA that supports your school, or another identified special education designee, indicating the student's services for coding purposes. This information can also be used to confirm student schedules at the start of the semester or school year.
- In general, the special education coding elements are individualized and not section-wide; however, there may be circumstances that would be appropriate to code by section. Information related to coding on the section or the student will be described in each component of completing the elements for each student.

Transportation

Transportation Services will be infrequent. **Unless you hear from your SSA stating this designation needs to be assigned to a student within this section, the selection is "No" or blank.**

Line	Formatted Name	SIS Number	Gender	Enter Date	Leave Date	Transportation
1				08/19/2020	02/02/2021	
2				02/03/2021		
3				08/19/2020		
4				09/16/2020		

Itinerant Services

Itinerant Services will be infrequent. **Unless you hear from your SSA stating this designation needs to be assigned to a student within this section, the selection is “No” or blank.** If Itinerant services is selected “yes”, a staff name will need to be entered on the Additional Staff tab.

Students							
Line	Formatted Name	SIS Number	Gender	Enter Date	Leave Date	Transportation	Itinerant Services
1				08/19/2020	02/02/2021		
2				02/03/2021			
3				08/19/2020			
4				09/16/2020			

Section

Menu

Section ID: Course Title: School Year:

Current Students Student Enrollment History **Additional Staff** Staff History

Adding Additional Staff

On the Additional Staff Tab, click “Chooser” to search for and add the additional staff member.

- Select Special Education Teacher under the Contributions heading- Responsibility drop down menu.
- The level of security access, for additional staff teachers, is decided by local school administration. The example of security shown below, allows access to update grades and manage gradebook assignments.

Contributions		TeacherVUE Security		
Responsibility	Amount	Attendance	Grades	Grade Book
Special Education Teacher		None	Update	Manage Assignments

SpEd Inclusion

The SSA that supports your school, or another identified special education designee will provide you with the SpEd Inclusion Code for each student who is receiving special education services for the scheduled class based on a developed process between the SSA and scheduler. *This column must be completed for any student that has a Special Education Delivery Model of 1: Additional Supportive Service to the SWD.*

Please note-Inclusion code 3 is not the same as coding segments for speech language services. Currently, there is a separate process to code segments for speech language services.

Section Services													
Transportation Itinerant Services Gifted Delivery Enrichment Delivery ELP Delivery SpEd Delivery Model													
Students													
Line	Formatted Name	SIS Number	Gender	Enter Date	Leave Date	Transportation	Itinerant Services	SpEd Inclusion	Gifted Delivery	Enrichment Delivery	ELP Delivery	SpEd Delivery Model	Supplemental Speech
1	Alms, Doretha J.	138641	Female	08/17/2020				3: Speech/Language Professional					
2	Arnold, Hunter L.	138642	Female	08/17/2020				4: Paraprofessional					
3	Cochran, Cody R.	138641	Male	08/17/2020				5: Interpreter					
4	Courtee, Makayla L.	138655	Female	08/17/2020				6: Job Coach					
5	Cox, Derrone J.	134870	Female	08/17/2020				7: Assistive or Other Personnel					
6	D'Almeida, Carleen G.	138670	Male	08/17/2020				8: Other Cert Teacher-Not SpEd					
7	Foster, Charlene C.	129037	Female	08/17/2020									

- 3: Speech/Language Professional
- 4: Paraprofessional
- 5: Interpreter
- 6: Job Coach
- 7: Assistive or Other Personnel
- 8: Other Cert Teacher-Not SpEd

SpEd Delivery Model

The SSA that supports your school, or another identified special education designee will provide you with the SpEd Delivery Model for each student who is receiving special education services for the scheduled class based on a developed process between the SSA and scheduler. *The SpEd Inclusion column must also be completed when the selection 1: Additional Supportive Service to the SWD is selected.*

This information may be coded on the section if it applies to most students in this section. Any information coded on the student will override that of the section.

The screenshot shows the 'Students' grid with columns for Line, Formatted Name, SIS Number, Gender, Enter Date, Leave Date, Transportation, Inherent Services, SpEd Inclusion, Gifted Delivery, E-SOL Delivery, and EIP Delivery. A red box highlights the 'SpEd Delivery Model' dropdown menu, which is open, showing a list of options: 1: Additional Supportive Service to the SWD, 3: Direct Service: Consultative, 4: Direct Service: Collaborative, 5: Direct Service: Co-Teaching, and 6: Specialized Placement (Outside General Ed)/Individual or Small Group. A red arrow points from the dropdown menu to a larger, detailed view of the same list below.

*See note after Supplemental Speech related to specific coding for Self-Contained Classes, Small Group classes that are not self-contained, and GAA 2.0 course numbers.

To code one particular SpEd Delivery Model on the section, make your selection above the main Student Services grid in the box titled "Section Services" then in the SpEd Delivery Model drop down box:

The screenshot shows the 'Section Services' form with tabs for Gifted Delivery, Esol Delivery, EIP Delivery, and SpEd Delivery Model. The 'SpEd Delivery Model' dropdown menu is open, showing a list of options: 1: Additional Supportive Service to the SWD, 3: Direct Service: Consultative, 4: Direct Service: Collaborative, 5: Direct Service: Co-Teaching, and 6: Specialized Placement (Outside General Ed)/Individual or Small Group. A red box highlights the dropdown menu, and a red arrow points from the dropdown menu to a larger, detailed view of the same list below.

Supplemental Speech

Unless you hear from the speech therapist or SSA that supports your school stating this designation needs to be assigned to a student, leave this unchecked.

Small Group Specialized Program Classes (i.e.: MI/MOID/SID/PID, AU, EBD, etc.)

- As noted above, **SpEd Delivery Model** may be appropriate for specific sections of small group specialized program classes to be coded by section (previously called self-contained classrooms examples: MI, MOID, SID/PID, AU Integrated/Bridge, EBD etc.).
- Special education courses taught by a special education certified teacher in a small group classroom are scheduled with all (XX.8) course numbers.
 - Exceptions: Art, Music, and PE should be scheduled using the gen ed (XX.0) course numbers and appropriate homeroom or Specials teacher.
- Students served in specialized program small group classrooms (previously called self-contained environment) for the entire school day are scheduled in the **Special Education Homeroom course number 00.0140000**, regardless of their grade level.
- Schedule the content, subject-area classes, based on the grade level of the student.
- Refer to the *Courses by Grade* guide for specific (XX.8) course numbers for subjects below.
- Schedule students who are participating in the **GAA 2.0 assessment** in separate Music, Art, and PE (XX.0) sections for testing purposes.*

Subjects Taught by Special Ed Teacher (X.8) Specialized Program Small Group Classes
2nd Period – Health
3rd Period – Language Arts
4th Period – Reading
5th Period – Science
6th Period – Mathematics
7th Period – Social Studies

Interrelated (IRR)/Resource Small Group Classes

- Special education courses taught, by a special education certified teacher are scheduled using the (XX.8) courses for the appropriate subject, depending on the services the student is receiving.
- The special education course **replaces** the general education course in the student's schedule.
- The teacher of record will be the special education certified teacher on the (XX.8) section.
 - Reminder: Students who are served in an IRR/resource small group setting, are scheduled with a general education homeroom course number with the general education teacher.
 - Health, PE, Art, and Music should be scheduled using the (XX.0) course numbers and appropriate homeroom or Specials teacher.
 - Refer to the *Courses by Grade* guide for specific (XX.8) course numbers for subjects below.

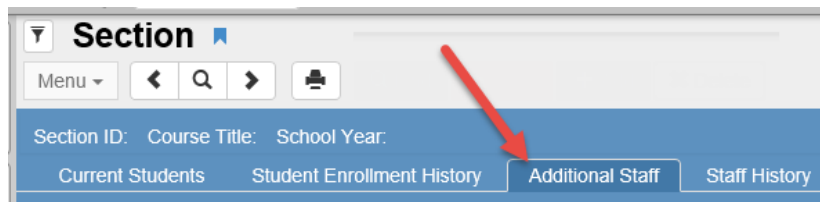
Subjects Taught by Special Ed Teacher (X.8) IRR/Resource Small Group Classes
2nd Period – Health
3rd Period – Language Arts
4th Period – Reading
5th Period – Science
6th Period – Mathematics
7th Period – Social Studies

General Education Classes with Special Education Delivery Models of Collaborative/Co-Teaching *(New SY21-22 Changes for Additional Staff)*

- Classes/courses which are taught by a general education certified teacher and a special education teacher in a collaborative/co-teaching special education delivery model are scheduled using the **(XX.9) courses** for the appropriate subject, depending on the services the student is receiving.
- The special education course **replaces** the general education course in the student's schedule.
- Refer to the *Courses by Grade* guide for specific (XX.9) course numbers for subjects below.

Subjects Taught by Special Ed Teacher (X.9) Collaborative/Co-Taught Classes
2nd Period – Health
3rd Period – Language Arts
4th Period – Reading
5th Period – Science
6th Period – Mathematics
7th Period – Social Studies

- The teacher of record should be the general education teacher on the (XX.9) section.
- The special education teacher should be added as additional staff on the **(XX.9) section** on the *Additional Staff Tab*.
- New for SY2021-22, the special education collaborative/co-teacher does NOT need to be added as additional staff on the Gen Ed, EIP, or Gifted sections.**



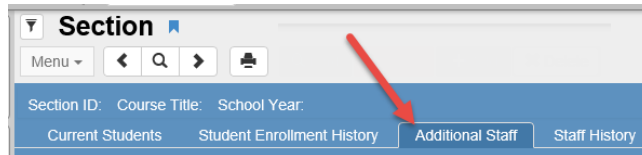
Adding Additional Staff

- On the Additional Staff Tab, click "Chooser" to search for and add the additional staff member.
 - Select Special Education Teacher under the Contributions heading-Responsibility drop down menu.
 - The level of security access, for additional staff teachers, is decided by local school administration. The example of security shown below, allows access to update grades and manage gradebook assignments.

Contributions		TeacherVUE Security		
Responsibility	Amount	Attendance	Grades	Grade Book
Special Education Teacher		None	Update	Manage Assignments

General Education Classes with Special Education Delivery Models of Consultative

- Courses/classes taught with special education consultative services will be scheduled using the general education (XX.0) course numbers with the general education teacher as the teacher of record.
- The special education teacher will need to be added to the **Additional Staff Tab** when 3: Direct Service: Consultative is selected.
- Work with the SSA that supports your school or other identified special education designee to determine additional staff &/or delivery models.



Adding Additional Staff

- On the Additional Staff Tab, click "Chooser" to search for and add the additional staff member.
 - Select Special Education Teacher under the Contributions heading-Responsibility drop down menu.
 - The level of security access, for additional staff teachers, is decided by local school administration. The example of security shown below, allows access to update grades and manage gradebook assignments.

Contributions		TeacherVUE Security		
Responsibility	Amount	Attendance	Grades	Grade Book
Special Education Teacher		None	Update	Manage Assignments

Modified Curriculum Courses for Students Participating in GAA 2.0 – Georgia Alternative Assessment

- Special education modified curriculum/access course numbers will be used for students identified, by the SSA that supports your school or other identified special education designee, as being on a modified curriculum and participating in the GAA 2.0 (*Georgia Alternative Assessment*).
- This means the student will not take the End of Grade/GA Milestone test at the end of the year.
- The modified curriculum/access/GAA 2.0 course numbers may be used for students in 3rd, 4th, or 5th grades only, for the subject areas shown below.
- When required for a special education student, the modified curriculum/access/GAA 2.0 course number **replaces** the general education or other special education course in the student's schedule for that subject.
- Please refer to the *ES Course Numbers by Grade* – Master Course list for the actual course numbers.

Special Ed GAA 2.0 Grade Levels	GAA 2.0 Subjects
3 rd Grade	GAA 2.0 Language Arts GAA 2.0 Math
4 th Grade	GAA2.0 Language Arts GAA2.0 Math
5 th Grade	GAA 2.0 Language Arts GAA 2.0 Science GAA 2.0 Math GAA 2.0 Social Studies

ESOL Program Support Scheduling

****EL students must have a CSIS Services Screen**

ESOL staff will create a CSIS service screen that shows the eligibility date, the begin date, the subject, and the model that the student is being served for ESOL. If you have questions, regarding ESOL models that are not addressed below, administrators can contact Dr. Elizabeth Webb, Supervisor ESOL/Title III Program: Elizabeth.Webb@cobbk12.org.

Process to add ESOL Delivery Models - Section screen > Student Services Tab

Adding ESOL Delivery Models to Sections

- The ESOL Lead teacher or ESOL administrator should provide the roster of all ESOL classes, ESOL teachers, and English Learner (EL) students.
- All ESOL classes must have an ESOL Delivery model.
- For state-reporting purposes, **all** pull-out, push-in, scheduled, sheltered, and innovative classes will be coded as **6. Approved Innovative in the Section Services area**.
- Dual Language will be coded 9. Dual Language. (See *Dual Language Immersion section*)

Section ▾

Menu ▾

Section ID: 0038 Course Title: Mathematics K School Year:

Current Students Student Enrollment History Additional Staff Staff History **Student Services** Schedule Matrix

Section ID	Course ID	Course Title	Staff Name	Room Name	Linked Staff Name	SR Section ID
0038	27.0110000	Mathematics K		012		

Section Services ▾

Transportation Itinerant Services Gifted Delivery **ESOL Delivery** EIP Delivery Sped Delivery Model

1: Pull-Out
2: Push-In
4: Resource Center
5: Scheduled Class
A: Scheduled Class Period (Scheduled Language at a Newcomer Program)
6: Approved Innovative
8: Sheltered Content
B: Sheltered Content at a Newcomer Program
9: Dual Language

- Locate the section for every ESOL class. Click the **Student Services Tab**.
- Under the **Section Service**, select the pull-down menu under ESOL Delivery.
- Select **6. Approved Innovative** for **all** ESOL courses except for Dual Language.

Section Services ▾

Transportation Itinerant Services Gifted Delivery **ESOL Delivery** EIP Delivery Sped Delivery Model

1: Pull-Out
2: Push-In
4: Resource Center
5: Scheduled Class
A: Scheduled Class Period (Scheduled Language at a Newcomer Program)
6: Approved Innovative
8: Sheltered Content
B: Sheltered Content at a Newcomer Program
9: Dual Language

Students ▾

Line	Formatted Name	SIS Number	Gender

Adding ESOL Delivery Models to English Learner (EL) Students

- All EL students in sections with an ESOL delivery model must be coded.
- Although sections will be coded with ESOL delivery models, **individual students must also be coded.**
- **The Lead ESOL teacher or the ESOL administrator will provide the roster of ESOL classes, ESOL teacher, and the ESOL Delivery Models for each student and class.**
- Locate the section for every ESOL class. Click the **Student Services Tab**.

The screenshot shows the 'Section' form with the 'Students' tab selected. The 'ESOL Delivery' dropdown menu is highlighted with a red box, showing options for '1: Pull-Out' and '2: Push-In'.

Line	Formatted Name	SIS Number	Gender	Enter Date	Leave Date	Transportation	Itinerant Services	Sped Inclusion	Gifted Delivery	ESOL Delivery	EIP Delivery	Sped Delivery Model	Supplemental Speech	Date Updated
1				08/17/2020										
2				08/17/2020										
3				08/17/2020										

- Under the **Students Section**, select the pull-down menu for **ESOL Delivery** for the student, and select the appropriate delivery according to the file provided by the ESOL teacher.

The close-up shows the 'ESOL Delivery' dropdown menu with the following options:

- 1: Pull-Out
- 2: Push-In

ESOL Pull-Out or ESOL Push-In

- Use the **ESOL Delivery Model** drop-down menu to choose, **1- Pull-Out** or **2- Push-In** delivery model for the student receiving the ESOL Pull-Out or Push In service.

Adding Additional Staff for ESOL Pull-Out or Push-In

- On the section where the student is receiving *ESOL Pull-out* or *ESOL Push-In* services, list the ESOL teacher as additional staff on the **Additional Staff Tab**. Even if another additional staff is listed such as EIP or Special Education, the ESOL teacher should be added.

The screenshot shows the 'Section' form with the 'Additional Staff' tab selected. A red arrow points to the 'Additional Staff' tab.

- On the **Additional Staff Tab**, click **“Chooser”** to search for and add the additional staff member.
- Select **ESOL Teacher** under the **Contributions** heading, **Responsibility** drop-down menu.
- The level of security access, for additional staff teachers, is decided by local school administration.
The example of security shown below, allows access to update grades and manage gradebook assignments.
- Under **Exclude From State Reporting**, click the check to exclude.

Section

Menu ▾ | Save | Undo | Add | Delete

Section ID: 0001 Course Title: School Year: 2020-2021

Current Students | Student Enrollment History | Additional Staff | Staff History | Student Services | Schedule Matrix

Section ID: 0001 Course ID: Course Title: Staff Name: Room Name: 102 Linked Staff Name: SR Section ID:

Teaching Options: Primary EL Language: Team Teaching: ELL Indicator:

TeacherVUE Security: Primary Staff Grades: Additional Staff Grades: Additional Staff Grade Book:

Additional Staff: Chooser | Show Detail

X	Line	Staff Name	Staff Type	Class Role	Badge Num	Start Date	End Date	Contributions		TeacherVUE Security			Exclude From State Reporting
								Responsibility	Amount	Attendance	Grades	Grade Book	
	1	Smith, [redacted]	Teacher			08/17/2020		ESOL Teacher		None	Update	Manage Assignments	<input checked="" type="checkbox"/>

Exclude From State Reporting

☒

Dual Language Immersion

Grades K – 5th /Approved Schools Only

The Dual Language Immersion (DLI) class is a combination of EL students and non-EL students. A school may use a combination of several ESOL Delivery Models: Pull Out, Push In, Innovative, and Dual Language Immersion. However, the DLI model classes (non-English) should only be coded with the language the students are learning. Currently, **Spanish** is the only *DLI Language* option in Synergy.

If you have questions, regarding the DLI model that are not addressed below, administrators can contact Mr. Germán Suárez, World Languages Supervisor: German.Suarez@cobbk12.org or Dr. Gregory Barfield, World Languages Program Specialist: Gregory.Barfield@cobbk12.org.

- The Dual Language Immersion Model is always used as the ESOL delivery model for **reading and language arts** if the teacher is **both** ESOL endorsed or certified and content certified.
- Follow the directions in this document for General Education, Gifted, EIP, and/or Special Education to determine the appropriate course numbers for the sections, based on the service needs for the students.

Grades Kindergarten, 1st, and 2nd

- **Language Arts & Reading** are the only content classes taught in English.

Grades 3rd, 4th, and 5th

- **Language Arts, Reading & Math** are the only content classes taught in English.

Dual Language Immersion Classes: non-English Classes

- In the State Reporting area on the Synergy section screen, select the language used for instruction in the class.

DLI for Grades Kindergarten, 1st, and 2nd

- Add the language selection for any core subject section of **Math, Science and Social Studies** taught in a language **other than English**.

DLI for Grades 3rd, 4th, and 5th

- Add the language selection for any core subject section of **Science and Social Studies** taught in a language **other than English**.

The screenshot shows the Synergy Section screen for Section ID 0004, Course Title Mathematics K, School Year 2018-2019. The State Reporting section is expanded, showing options for Course Excluded From State Reporting, SLO Testing Section, and Exclude From State Reporting. The DLI Language dropdown menu is highlighted with a red arrow, showing the selection '26: Spanish'.

Additional steps are continued on the next page.

Add the Dual Language Delivery Model to English Classes for Students Receiving ESOL Support

- On the **reading and/or language arts** DLI Section Screens > **Student Services Tab**, select the delivery model.
- Use the **ESOL Delivery** dropdown menu in the **Section Services** area to choose, **9 - Dual Language** delivery model.
- If the teacher of record for the DLI class is not ESOL endorsed, do not code the Dual Language Delivery Model.
- If a student needs ESOL services in a class where the teacher is not ESOL endorsed, use ESOL Push In or ESOL Push Out.

Section Menu Save Undo Add Delete

Section ID: 0014 Course Title: Reading K School Year: 2021-22

Current Students Student Enrollment History Additional Staff Staff History **Student Services** Schedule Matrix

Section ID	Course ID	Course Title	Staff Name	Room Name	Linked Staff Name	SR Section ID
0014	23.0011000	Reading K		109		

Section Services

Transportation Itinerant Services Gifted Delivery **Esol Delivery** EIP Delivery Sped Delivery Model

9 - Dual Language

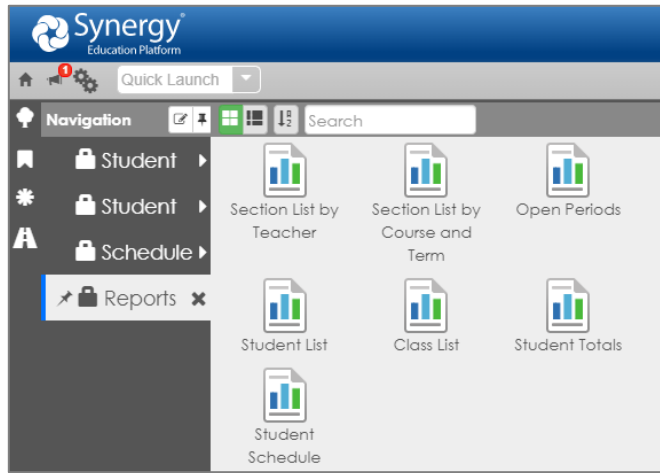
Students

Line	Formatted Name	SIS Number	Grade	Delivery Model	Itinerant Services
1			Fer		
2			Fer		
3			Mal		
4			Fer		

1: Pull-Out
2: F
4: F
5: S
A: S
6: A
8: S
B: S
9: Dual Language

V. Synergy Reports

Navigation: Click the *Reports* sub menu in the Navigation Menu to view the Report icons; or Enter the name or number of the desired report into the *Quick Launch* field.



A. Report STU202: Student Schedule

Tip: Run a report of students' schedules, so teachers and administrators can review them for accuracy.

1. **Options Tab:** Enter the CCSD ID for a student to run a schedule for that specific student. Enter specific grade level, if desired, to print for a single grade level at a time.
2. **NOTE:** If you are running this report prior to the beginning of school, enter the date for the first day of school into the *Filter Date* field.
3. **Options Tab:** It is recommended that the students' personal information be hidden unless it is specifically requested or needed on the report. ****Check the box to Hide All Personal Information.**
4. The report can be run by 1st period to 1st period and will only display the students' homeroom sections.

5. **Options Tab – Grouping Info:** To sort students' schedules, alphabetically *by the homeroom teacher*, select YR for the Term and Period 1 in the Grouping Info area of the options tab.

6. Sort/Output Tab:

- If only active students' schedules are needed, select the option for '**Active Only**.'
- In the Label Options, you can choose to Hide or Show who printed the report. The person's name will print on the bottom of the report unless it is hidden.
- Select a different File Type, if desired.
- Click the Add button for additional sort options, if desired

Report **STU202: Student Schedule**

Print Save Default Reset Saved Default

Name: Student Schedule Number: STU202 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Output

File Type: PDF Prompt for download: ☐ Show Active/Inactive: Active Only

Label Options

Display "Confidential": ☐ Display "Printed by" User ID: ☐

Phone Number Options

Mask Phone Numbers: Show unlisted phone numbers

Student Mandatory Sort Properties: None

Student + Add

Line	Sort By	Sort Order
1	Last Name (Student.LastName)	Ascending
2	First Name (Student.FirstName)	Ascending
3	Middle Name (Student.MiddleName)	Ascending
4	CCSD ID (Student.SisNumber)	Ascending

Printing STU202 by Services - Gifted Students, EL Students, Special Ed., or EIP Students

1. Follow the steps above to set up the Options Tab and the Sort/Output Tab with the desired data.

2. **Conditions Tab:** Click 'Add'

Report **STU202: Student Schedule**

Print Save Default Reset Saved Default

Name: Student Schedule Number: STU202 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Student + Add

Line	Condition
------	-----------

3. A new row will display. Click the 'Condition' dropdown.

Report **STU202: Student Schedule**

Print Save Default Reset Saved Default

Name: Student Schedule Number: STU202 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Student + Add

Line	Condition	Not	Operator	Value
1				

4. Scroll down the Condition list to find 'User Code 1, 2, 3, or 5.' Select the desired option based on the following list:

User Code 1 (Student.UserCode1)
User Code 2 (Student.UserCode2)
User Code 3 (Student.UserCode3)
User Code 4 (Student.UserCode4)
User Code 5 (Student.UserCode5)

- **User Code 1** relates to **Gifted** Students
- **User Code 2** relates to **EL** Students
- **User Code 3** relates to **Special Ed** Students
- -----
- **User Code 5** relates to **EIP** Students

NOTE: **CSIS Student Services** data is used to determine the students' that display for the selected code.

5. When the desired User Code displays in the Condition dropdown , the screen will look like the one below.

6. Select 'Equal To' from the **Operator** dropdown .

Report **STU202: Student Schedule**

Print Save Default Reset Saved Default

Name: Student Schedule Number: **STU202** Page Orientation: Portrait

Options Sort / Output **Conditions** Selection Advanced

Student + Add

Line	Condition	Not	Operator
*	User Code 3 (Student.UserCode3)		Equal To

Contains
Equal To
Ends With
Greater or Equal
Greater Than
In List
Less Than or Equal
Less Than
Starts With

7. Click in the **Value** field, and type 'Yes' if selecting User **Codes 1, 3, or 5** (Gifted, Sp. Ed., or EIP students)

Report **STU202: Student Schedule**

Print Save Default Reset Saved Default

Name: Student Schedule Number: **STU202** Page Orientation: Portrait

Options Sort / Output **Conditions** Selection Advanced

Student + Add

Line	Condition	Not	Operator	Value
*	User Code 3 (Student.UserCode3)		Equal To	Yes

8. Click in the **Value** field, and type 'ELL' if selecting **User Code 2** (EL students)

Report **STU202: Student Schedule**

Print Save Default Reset Saved Default

Name: Student Schedule Number: **STU202** Page Orientation: Portrait

Options Sort / Output **Conditions** Selection Advanced

Student + Add

Line	Condition	Not	Operator	Value
*	User Code 2 (Student.UserCode2)		Equal To	ELL

9. Click Print.

Review of Students' Schedules

- Print these reports and distribute them to the appropriate school personnel to review the students' schedules.
 - Print students' schedules, at the beginning of the school year, to ensure all students are corrected schedules.
 - During the year, as new students enroll or if edits are made for existing students, print the schedules so the appropriate school personnel can review them for accuracy.
- If edits are required, the teacher or administrator should write all the corrections needed directly on the printed schedule and return it to the data entry clerk.
 - Having all the corrections indicated directly on the students' printed schedules makes the editing process easier for the data entry clerk.

B. Report MST406: Open Periods

The report is a list of students currently scheduled at your school. It will identify students who are missing a class or have multiple classes scheduled in the same period.

The report defaults to the current date. **NOTE:** If you are running this report prior to the beginning of school, enter the date for the first day of school into the *As of Date* field.

1. You can choose to print by grade level or leave selections empty for all grades.

2. If you choose to print all grade levels at once, set the Sort/Output tab page as follows (1. Grade, 2. Student Name, 3. Perm ID):

Line	Sort By	Sort Order
1	Grade (StudentOpenPeriodFB.Grade)	Ascending
2	Student Name (StudentOpenPeriodFB.StudentName)	Ascending
3	Perm ID (StudentOpenPeriodFB.SisNumber)	Ascending

3. Click on Add to insert a new sort line, and then arrange the sorts in the order listed above. This will sort the students by grade level.
4. Click Print.

Continued on the next page.

Ford Elementary School

Open Periods

As of: 08/01/2016 for Periods 1-13

Year: 2016-2017

Report: MST406

Student	Perm ID	Gen	Grd	YR												
				1	2	3	4	5	6	7	8	9	10	11	12	13
		F	02	1	2	3	4	5	6	7	8	9	10	11	12	13
		F	05	1	2	3	4	5	6	7	8	9	10	11	12	13
		F	03	1	2	3	4	5	6	7	8	9	10	11	12	13
		M	02	1	2	3	4	5	6	7	8	9	10	11	12	13
		M	04	1	2	3	4	5	6	7	8	9	10	11	12	13
		M	KK	1	2	3	4	5	6	7	8	9	10	11	12	13
		M	01	1	2	3	4	5	6	7	8	9	10	11	12	13
		M	04	1	2	3	4	5	6	7	8	9	10	11	12	13
		M	01	1	2	3	4	5	6	7	8	9	10	11	12	13
		F	04	1	2	3	4	5	6	7	8	9	10	11	12	13
		M	02	1	2	3	4	5	6	7	8	9	10	11	12	13
		F	03	1	2	3	4	5	6	7	8	9	10	11	12	13

5. Refer to the Legend at the bottom of the report.

Legend			
+ Scheduled	* Multiple Sections	-- Not Required	1-12 Not Scheduled

6. Correct students' schedules as needed.

C. Report MST402: Section List by Teacher

The report will display a list of sections, alphabetically by teacher. The report default is to print for all teachers. However, you have the option to print the report for one selected teacher.

- Use the report to review all the sections at your school.
 - Review this report to determine if all the required sections have been created for teachers at your school.
 - Review this report before adding new sections for a teacher.
1. Select a teacher or leave blank for all teachers.
 2. **NOTE:** If you are running this report prior to the beginning of school, enter the date for the first day of school into the *Student totals as of* field.
 3. Click on Print.
 4. Report will print alphabetically by Teacher Name.

Report MST402: Section List by Teacher

Print Save Default Reset Saved Default Email Me

Name: **Section List by Teacher** Number: **MST402** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Teacher Filters



Teacher

Section Filters

Periods - Blank will return all periods ☐ ↔ ☒

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10
☐ 11 ☐ 12 ☐ 13

Term Term
 →

Student totals as of  

How to Get a Room List Using Section List by Teacher - MST402

1. Click on the Sort/Option Tab
2. Using the dropdown arrows change the sort options as follows:
 - a. Change Staff Name to Room Name
 - b. Delete Term Code by clicking in the X box
 - c. Keep the option Begin Period.
3. Click Print.

Report will print by room number and period.

Report MST402: Section List by Teacher

Print Save Default Reset Saved Default Email Me

Name: Section List by Teacher Number: MST402 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Output

File Type: PDF Prompt for download: Show Active/Inactive: Active And Inactive

Label Options

Display "Confidential": Display "Printed by" User ID: Show "Printed by" User ID

Phone Number Options

Mask Phone Numbers: Show unlisted phone numbers

Section Mandatory Sort Properties:

None

Section + Add

Line	Sort By	Sort Order
1	Staff Name (Staff.FormattedName)	Ascending
2	Term Code (Section.TermCode)	Ascending
3	Begin Period (Section.PeriodBegin)	Ascending

D. Report MST403: Section List by Course and Term

The report will display a list of sections at your school in numerical order of the Course Number. The sort order allows quick review of how many sections, of a course number, are set up at your school.

1. Report Default is set as follows. **NOTE:** If you are running this report prior to the beginning of school, enter the date for the first day of school into the *Student totals as of* field.

Report MST403: Section List by Course and Term

Print Save Default Reset Saved Default Email Me

Name: Section List by Course and Term Number: MST403 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Term Filter: Section ID

Course ID: →

Suppress Course Totals

Student totals as of: [Calendar Icon]

2. Defaults are preset on the Sort/Output tab.
3. Report will print in numerical order by Course ID.

Report **MST403: Section List by Course and Term**

Print Save Default Reset Saved Default Email Me

Name: **Section List by Course and Term** Number: **MST403** Page Orientation: **Portrait**

Options **Sort / Output** Conditions Selection Advanced

Output

File Type: PDF Prompt for download: Show Active/Inactive: Active And Inactive

Label Options

Display "Confidential" Display "Printed by" User ID

Phone Number Options

Mask Phone Numbers: Show unlisted phone numbers

Course Mandatory Sort Properties:

None

Course + Add

Line	Sort By	Sort Order
1	Course ID (Course.CourseID)	Ascending
2	Term Code (Course.Section.TermCode)	Ascending
3	Period Begin (Course.Section.PeriodBegin)	Ascending

Additional Report to Run

Mail Merge Options

Merge Document Merge Output Type Merge Language Property

The Merge Language Property is used to determine which version of the document (defined in Mail Merge setup) will be created. If there is no corresponding document for the given language (or this field is left blank) the default letter is used.

E. STU401 – Student List

The report is an alphabetical list of all students in the school or a specific grade level as determined by the selections on the report.

Report **STU401: Student List**

Print Save Default Reset Saved Default Email Me

Name: **Student List** Number: **STU401** Page Orientation: **Portrait**

Options **Sort / Output** Conditions Selection Advanced

Student Info

Grade Grade

Gender

1. On the **Options** tab, select specific grades in the dropdown boxes to view a student list for those grades.
2. Leave the grade fields **empty** to view a student list for the entire school.
3. Use the gender dropdown box if only a list of boys or girls is needed.

4. Click the **Sort/Output** tab.
5. Click the dropdown box under File Type to select the type of report desired. PDF is the default.
6. Select the desired selection in the Show Active/Inactive dropdown.

Report **STU401: Student List**

Name: **Student List** Number: **STU401** Page Orientation: **Portrait**

Options: **Sort / Output** Conditions Selection Advanced

Output

File Type: **PDF** Prompt for download: ☐ Show Active/Inactive: **Active And Inactive**

Label Options

Display "Confidential": ☐ Display "Printed by" User ID: ☐ Show "Printed by" User ID: ☐

Sort By: **Student Name (Student.FormattedName)** Sort Order: **Ascending**

7. The report will default to sort ascending by Student Name.
8. Click the dropdown for sort options to make a new selection.
9. Click the **Add** button to add additional sorting types.
 - a. A list of the entire school may best be viewed if sorted by **Grade**.
10. To sort the entire school list by grade level, select the Grade first and then Student Name sort option second.
11. When all Options and Sort/Output selections have been made, click the **Print** button located at the top of the Report Interface screen.
12. The report will display in the selected format on the screen and can then be printed or saved as desired.

Report **STU401: Student List**

Name: **Student List** Number: **STU401** Page Orientation: **Portrait**

Options: **Sort / Output** Conditions Selection Advanced

Output

File Type: **PDF** Prompt for download: ☐ Show Active/Inactive: **Active And Inactive**

Label Options

Display "Confidential": ☐ Display "Printed by" User ID: ☐ Show "Printed by" User ID: ☐

Phone Number Options

Mask Phone Numbers: ☐ Show unlisted phone numbers: ☐

Student Mandatory Sort Properties:

None

Student: **+ Add**

Sort By: **Student Name (Student.FormattedName)** Sort Order: **Ascending**

Additional Report Properties

Birth Date (Student.BirthDate)
CCSD ID (Student.SisNumber)
First Name (Student.FirstName)
Gender (Student.Gender)
Grade (Student.SOR.EnrollmentGrade)
Home Language (Student.HomeLanguage)
Last Name (Student.LastName)
Primary Language (Student.PrimaryLanguage)
Student Name (Student.FormattedName)
Track (Student.SOR.EnrollmentTrack)

F. STU408 – Class List

NOTE: If you are running this report prior to the beginning of school, enter the date for the first day of school into the *Students Active in Class as of* field.

1. Report defaults are set.

2. Select report for a specific teacher or leave blank for all.

3. If Homeroom class lists are needed, select Period 1 to Period 1.



4. To display **additional student information** on the report, check the desired boxes shown under Student Name.

Report STU408: Class List

Print Save Default Reset Saved Default Email Me

Name: Class List Number: STU408 Page Orientation: Portrait

Options Sort / Output Conditions Selection Advanced

Report Options

Term Code Students Active in Class as of:

Section ID

Course ID

Grade Grade

Period Period

Teacher

Department

☐ Hide Totals

☐ Exclude Students with Term Override not in Term Code

Include the following fields

NOTE: If width text box is empty, default values are used.

<input checked="" type="checkbox"/> Student Name	1.40	width in inches
<input type="checkbox"/> Perm ID	0.75	width in inches
<input type="checkbox"/> State ID	0.75	width in inches
<input type="checkbox"/> Gender	0.29	width in inches
<input type="checkbox"/> Grade	0.30	width in inches
<input type="checkbox"/> Ethnic Code	1.00	width in inches
<input type="checkbox"/> Birth Date	0.68	width in inches

5. Click the Sort/Output tab to select a file output type and edit/add sorting options as desired.

Report STU408: Class List

Print Save Default Reset Saved Default Email Me

Name: Class List Number: STU408 Page Orientation: Portrait

Options **Sort / Output** Conditions Selection Advanced

Output

File Type: PDF Prompt for download: ☐ Show Active/Inactive: Active And Inactive

Label Options

Display "Confidential": ☐ Display "Printed by" User ID: ☐ Show "Printed by" User ID: ☐

Phone Number Options


Mask Phone Numbers: Show unlisted phone numbers

Student Class Mandatory Sort Properties: None

Student Class + Add

Line	Sort By	Sort Order
1	Staff Name (Staff.FormattedName)	Ascending
2	Begin Period (Section.PeriodBegin)	Ascending
3	Section ID (Section.SectionID)	Ascending
4	Student Name (Student.FormattedName)	Ascending

6. Click the Print button when all Options and Sort/Output choices have been selected. The report will display.

 **Elementary School**
Class List

Year: 2018-2019
Report: STU408

Section ID 0019	Period 1	Course ID 00.0500000	Course Title Homeroom 5	Staff Name Smith,	Room Name 314
---------------------------	--------------------	--------------------------------	-----------------------------------	-----------------------------	-------------------------

Student Name	CCSD ID	GTID	Grd	Gen	Birth Date	Enter Date
	12	99	7	05	M	0 3 08/01/2018
	13	32	2	05	M	0 7 08/01/2018
	12	19	1	05	M	0 7 08/01/2018
	12	36	5	05	M	1 7 08/01/2018
	12	54	8	05	F	0 3 08/01/2018
	12	31	8	05	M	0 3 08/01/2018
	12	66	4	05	M	0 7 08/01/2018

G. STU601 – Active Student Totals

1. To run a report of student totals, enter a date into the field provided.

NOTE: If you are running this report prior to the beginning of school, enter the date for the first day of school into the **As of date field**.

Report **STU601: Student Totals**

Print Save Default Reset Saved Default

Name: **Student Totals** Number: **STU601** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Info

As of
03/22/2021

☐ Include No Show Students in Inactive Totals
☐ Only Show Students not Excluded from ADA/ADM
☐ Include Audit Record File

2. Click the Sort/Output tab to select a file output type.

Report **STU601: Student Totals**

Print Save Default Reset Saved Default

Name: **Student Totals** Number: **STU601** Page Orientation: **Portrait**

Options **Sort / Output** Conditions Selection Advanced

Output

File Type: **PDF** Prompt for download: ☐ Show Active/Inactive: **Active And Inactive**

Label Options

Display "Confidential": ☐ Display "Printed by" User ID: ☐

Phone Number Options

Mask Phone Numbers: **Show unlisted phone numbers**

SchoolGradeRI Mandatory Sort Properties:


None

SchoolGradeRI **+ Add**

Line	Sort By	Sort Order
1	Grade (SchoolGradeRI.Grade)	Ascending

3. When all Options and Sort/Output selections are complete, click the Print button.

4. The report will display on the screen.

		Elementary School		Year: 2020-2021
		Student Totals		Report: STU601
		As of: 03/22/2021		
Grade		Active	Inactive	Total
Pre	Female	3	5	8
	Male	10	2	12
	Total	13	7	20
KK	Female	34	10	44
	Male	39	8	47
	Total	73	18	91
01	Female	56	11	67
	Male	61	9	70
	Total	117	20	137
02	Female	49	5	54
	Male	46	8	54
	Total	95	13	108
03	Female	54	13	67
	Male	61	15	76
	Total	115	28	143
04	Female	66	12	78
	Male	68	9	77
	Total	134	21	155
05	Female	66	7	73
	Male	63	8	71
	Total	129	15	144
Total	Female	328	63	391
	Male	348	59	407
	Total	676	122	798

H. STU409 – Class Roster

The STU409 is used by teachers for written homeroom attendance.

It is used by **substitute** teachers or a regular teacher when written attendance is needed. For example, teachers may be asked to take written attendance the first week of school.

1. The Start Date field will default to the current day. **Adjust the date as needed.**
2. The report can be run for a specific teacher by selecting the name from the Teacher dropdown . ***Tip: If left blank, the report will run for every homeroom teacher in the school – very useful for the beginning of the school year.***
3. Select the number of weeks desired for the report.
1 – 4 weeks are the available options.
4. Select Period 1 for Begin & End since attendance is only taken in the homeroom class.
5. Click Print when all options are set.

The screenshot shows the 'Report STU409: Class Roster' interface. At the top, there are buttons for 'Print', 'Save Default', and 'Reset Saved Default'. Below these, the report details are listed: 'Name: Class Roster', 'Number: STU409', and 'Page Orientation: Landscape'. The 'Options' tab is selected, showing the 'Report Options' section. This section includes a 'Start Date' field with a calendar icon, a 'Weeks' dropdown menu set to '1', a 'Teacher' dropdown menu, a 'Term Code' dropdown menu, and 'Period Begin' and 'Period End' dropdown menus both set to '1'. A 'Weeks' dropdown menu is also shown in a separate window, displaying options 1, 2, 3, and 4.

VI. OnTrack Scheduling Reports

OnTrack scheduling reports can be used in combination with the Synergy reports, to identify possible scheduling errors. For assistance understanding errors on these reports, enter a Web Help Ticket or contact a member of the Synergy Team.

Tips To Identify Scheduling Errors:

- Run the reports after scheduling all students at the beginning of the school year to identify possible errors.
- Run these reports the 1st and 15th of every month, or as needed, to identify possible scheduling errors.
- In preparation for FTE cycles, you may need to run these reports more frequently.

Navigation: *CCSD Portal > OnTrack > Reports > Schedules > select from the list below*

A. Class Entry and Leave Date Outside Enrollment (SSP3214)

- The report will display students whose section enter or leave dates do not correspond to the students' enrollment or withdrawal date at the school.
- **Action:** Research the CSIS Enrollment/Withdrawal dates to determine if an update is needed in CSIS or on the Synergy sections. Students who have a leave date on a section will display on the **Student Enrollment History Tab** of the section screen. Make necessary edits where needed.

B. Elementary Student Schedule Alerts (SSP4643)

The report will display students who *may* have scheduling errors.

- The parameter *Show Errors Only*, is a selection to only display potential errors or to include the students' entire schedule along with possible scheduling errors.
- Use the column headers to review possible errors that may include:
 - If a period or class is missing from a student's schedule.
 - If there is an overlap of dates in a period or class.
 - If the student is active in two or more classes in the same period.
 - If the student's leave date is before the add date in the class.
 - If the student is scheduled in the wrong grade level course.
 - If there is a gap in the dates for a period or class.
 - **NOTE:** A gap may not be an error. If a student is enrolled at the school, withdraws and then returns to the school later in the same school year, there will be a gap in the student's schedule. This is not an error but does bring the student to the attention of the scheduler.
 - Review the Enter/Leave dates on the sections for accuracy.

Action: Correct the student's schedule in Synergy by adding missing classes, removing the incorrect grade level course and adding the correct one, and/or by adding or editing enter and leave dates on the sections as needed.

C. Section Errors Include/Exclude Attend/Grading (SSP4644)

The report displays sections that do not follow the rules below:

- Setup all **Homeroom** sections to be **INCLUDED IN ATTENDANCE and INCLUDED IN GRADING**.
- Setup all non-homeroom sections to be **EXCLUDED FROM ATTENDANCE and INCLUDED IN GRADING**.

EXCEPTON:

- Sections created for Gifted Resource (Target Classes) are **EXCLUDED FROM ATTENDANCE AND EXCLUDED FROM GRADING**. **If your school has a special situation where the target teacher takes attendance, the target (Gifted Resource) section can be *Included in Attendance*. Contact the Synergy Team for assistance, if needed.**

Action: When errors display on the SSP4644, update the section screen so the attendance and grading options match the rules above.

D. Staff History Start Date Discrepancy (SSP4656)

This report displays the sections where the Staff Name (teacher) effective date is after the students enter date. Accuracy for the teacher's effective date, on a section, is important since it relates to TKES and growth measure.

This report is informational only and should not be used to determine the actual effective date of a teacher. Please ask an administrator if you are unsure of a teacher's effective date on a section. This includes the main teacher of record, additional staff teachers, and supply teachers added as additional staff.

- A record could display if a section is created after the first day of school. The teacher or staff's effective date on a section will default to the date the name is added to the section in Synergy. To avoid errors, ensure that the Staff History Tab is reviewed, and the teacher's enter date is changed to match that of the earliest start date in the class.
 - If the primary staff changes during the school year, confirm that the correct effective date for the new teacher displays on the Staff History Tab.
- *Additional Staff* may also display on the SSP4656 report.
 - The date that displays for the additional staff may be correct if the teacher did not start in the class the same day as the students. *For example, a supply teacher or Special Education co-teacher may begin in the class later in the school year and therefore would not have the same start date as the students enter date.*
 - Confirm the start date is correct for the additional staff added on a section. If it is correct, make a note for later since it will continue to display on the discrepancy report.

Editing the Staff History Tab

- **Action (1):** On the section, click the Staff History Tab and change the teacher's effective date to match the date of the earliest start date in the class.
- A note will display that the history is about to be change – Click Ok.
- **Action (2):** On the section, click the Additional Staff Tab and change the additional staff's start date to the match the earliest start date in the class **ONLY** if that is the appropriate action.
- **Tip:** If an Additional Staff teacher has an end date on a section, the record will display on the *Staff History Tab*. The dates should still be edited, if needed.

I. OnTrack Reports

Navigation: CCSD Portal > OnTrack > Reports > VARIOUS TOPICS > select desired report

Schedulers will find numerous helpful reports in the OnTrack > Reports menus. Review the entire list of reports selecting the different menu options. Some reports are mentioned throughout this user document. Listed below are a few more examples.

Teacher Roster (SSP4658)

The Teacher Roster report is found in the *OnTrack > Reports > General* menu option.

- **Teachers and schedulers** can run this report to review and confirm that teachers are scheduled with the correct students.
- Confirm that the students are scheduled in the correct courses with the appropriate delivery model when needed. The report displays **section** delivery models and **individual** student delivery models.
- **Select YES to parameter 'Show Students' to include the individual student delivery models.**
- *Helpful Tip: Schedulers can use this report to review additional staff added on sections*

School Enrollment (SIS4025)

- The School Enrollment report is found in the *OnTrack > Reports > General* menu option. The report shows enrollment numbers by grade level.

Student Services (SIS4400)

- The Student Services report is found in the *OnTrack > Reports > General* menu option. The report shows services that were added in CSIS > Modules > Students > Services.

OnTrack > Reports > FTE

- There are several reports in the FTE menu option to help users during the FTE windows.

II. OnTrack Queries

Navigation: CCSD Portal > OnTrack > Queries > VARIOUS TOPICS > select desired query

OnTrack queries are updated nightly; therefore, the data will be as of *yesterday*. Numerous queries are available, and access varies based on users' security level.

Schedulers will find helpful queries under the **General** and **Scheduling** areas. The queries contain different data depending on which is selected.

The Excel download provides users the ability to filter or sort data as needed.

- **Tip:** The *Student Roster with Schedule*, found under the Queries > General menu option, includes data for all students in the school and identifies teachers as (P) primary and (A) additional staff. It also includes the Delivery Model if one was added on a section in Synergy.