

Schedule and Course Guide



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About This Manual

Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is released in multiple volumes to meet this commitment.

This document serves as a reference for Edupoint's recommendations and Best Practices for Synergy processes. Due to the complex nature and myriad configurations possible within the Synergy software, it is not feasible to include every possible scenario within this guide.

Conventions Used in This Manual

- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicate the option to select or text to enter.
- Notes, Tips, References, and Cautions display in the margin to provide additional information.



Notes provide additional information about the subject.



Tips suggest advanced options or other ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
9.0	Dec 2018	2019.01	<p>Updates:</p> <ul style="list-style-type: none"> • Added Instructional Hours functionality to the District Calendar and School Calendar • Added Updating the Attendance Calendar for an Emergency Closure Day • Updated STU202 – Student Schedule to include Additional Filters section • Added Prescheduled Courses option to OSM201 – Student Schedule Analysis, MST413 – Student Schedule Analysis, and STU415 – Student Schedule List • Added Removing FTE Segments with No Valid Day on the Student Classes Screen to Schedule Based FTE chapter, Schedule Verification, and STU806 – Schedule Verification Extract • Added <i>Lock Section When Grades Taken</i> option to Section Lock • Added Transferring Students with Course Requests and Scheduled Classes • Arranged Reports in alphabetical order • Updated Student Selection tab screenshot to include the new Grade column Mass Assigning Sections • Added Mass Assigning Course Requests by Current Course • Added Schedule Matrix

Document Version	Release Date	Software Release	Description
10.0	Jun 2019	2020	<p>Updates:</p> <ul style="list-style-type: none"> Added Deleting Meeting Days to Meeting Days and Period Rotation Updated Setting College Credit to include <i>E: Eligible</i> as an option for setting college credit. Added Selecting Pathways for Scheduling to Houses and Teams Overview Updated Individually Assigning Houses and Teams to include Pathways Houses and Pathways Teams Updated Mass Assigning Houses and Teams to include Pathways Houses and Pathways Teams Added Assigning Pathways Houses and Pathways Teams to Sections to Assigning Houses and Teams Added Mass Assigning Houses and Teams to Sections and Counselors to Assigning Houses and Teams Added Selecting Students and Student Groups to Mass Assigning Course Requests Added Graduation Requirements to Individually Assigning Course Requests Updated OSM411 – Class List to include Meeting Days and Sort Options Updated STU202 – Student Schedule to include condensed schedule output and personal information options field Added STU408.L – Class List with Meeting Days and Sort Options Added Setting Virtual Schools Added Adding Equivalent Courses to a Merged Course in Managing District Courses
11.0	Mar 2020	2021	<p>Updates:</p> <ul style="list-style-type: none"> Updated STU806 – Schedule Verification Extract to include Exclude ADA/ADM and Enter Codes filters Updated STU419 – Section Seating Chart to include Display Options Added the Move to Student Course Request option to Teacher Course Recommendation Added Enable View of Course Duration option to School Scheduling Options Added Using the Schedule Status Screen in Scheduling Tools

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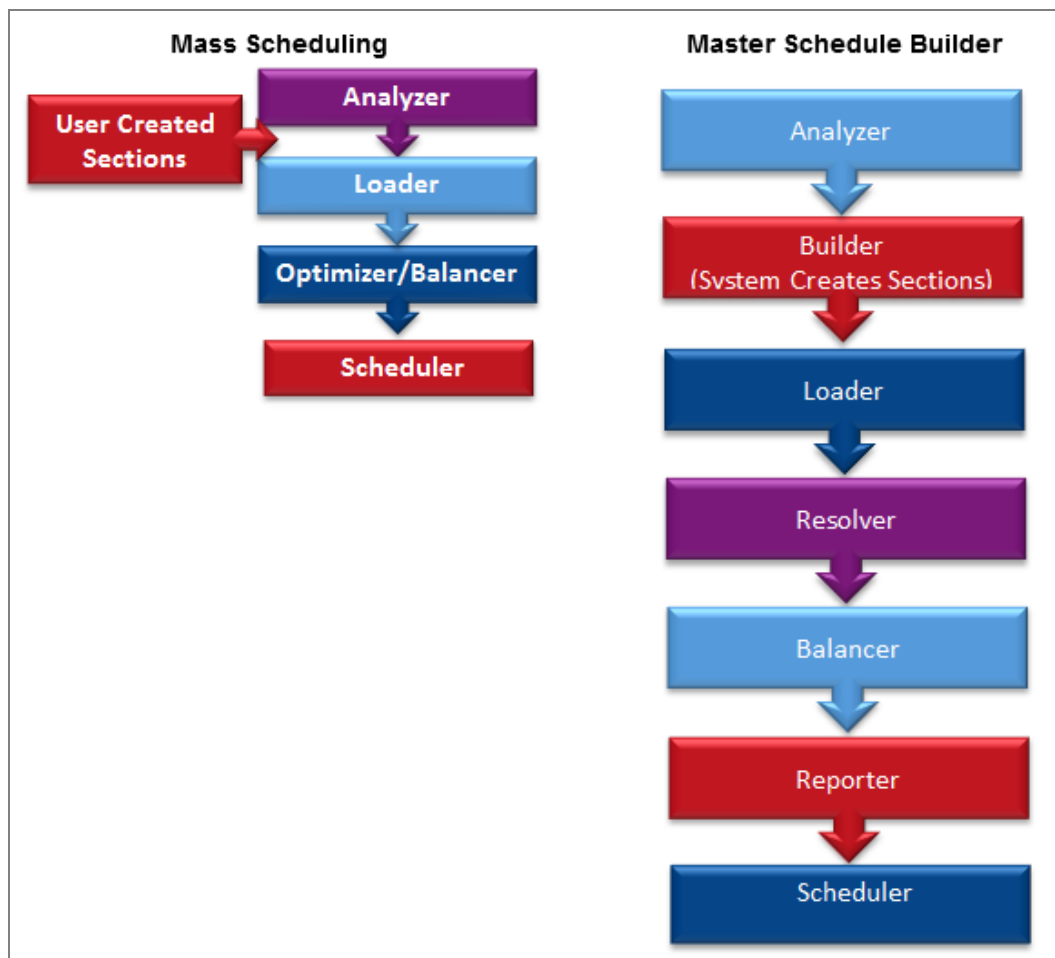
Schedule and Course Overview

Synergy SIS uses two main processes to create class schedules: Master Schedule Builder and Mass Scheduling. Large secondary schools typically use Master Schedule Builder to schedule students into groups. Smaller schools or elementary schools use Mass Scheduling, as these school types frequently offer only one or two sections for a given course.

There are several differences between the Mass Scheduling and Master Schedule Builder processes. When using Mass Scheduling, Synergy SIS places students into sections after the user creates them. In Master Schedule Builder, the system builds the sections and also schedules students into them.



See the *Synergy SIS – Master Schedule Builder Guide* for more information about the Master Schedule Builder process.



Administrators primarily use the Course module to set up courses within a district and school. The Mass Scheduling module uses Option Sets to assign students to courses, and displays any schedule requests that students or parents make. The Scheduling module allows individual scheduling as well as district course and school information.

Certain screens within Synergy SIS are available in multiple areas, and administrators typically control access to Schedule and Course locations. You can have access to either Course screens or Schedule screens depending on your role.



See the *Synergy SIS – Grading and Course History Administrator Guide* for more information on the CTE Programs screen under the Course node.

Implementation Considerations

Review all standards and rules that apply to a student's schedule prior to starting the Mass Scheduling process. Before scheduling, review the list of common considerations below.

Core Courses

- Grade Levels – Certain grades have required core courses, such as English, Math, and Social Studies.
- Specific Student Groups – Students that take part in various activities, such as Marching Band and ROTC, must attend a group-specific class at a certain time.

Course Requirements

- Prerequisites – Students must pass certain courses before they are eligible to attend others. For example, a student must normally take Spanish 1 before they are able to register for Spanish 2.
- Corequisites – Certain courses require another course to be taken consecutively. For example, Biology requires a consecutive Lab course during the same semester.

Alternate Course Requests

Alternate course requests are backup course preferences used if the student cannot take their primary requested course.

- Request Types – You can use various options to handle alternate requests. For example, a one-to-one alternate allows a student to select an alternate core course in the same department if the first is unavailable. Global alternates allow students to select multiple electives and rank them by choice.
- Duplicate Courses – The Mass Scheduling process allows multiple options for duplicate course requests, including scheduling/rejecting all requests or accepting only one.
- Term/Teacher Preference – You can allow students to select their course preferences when making requests.

Scheduling Options

- **Teacher Aides** – You can create a generic “teacher aide” course for students that sign up to become an aide.
- **Maximum Seats** – Schools schedule students based on the maximum number of seats defined for a section or the maximum seats defined for a room. Many schools choose the section option, as this allows flexibility to adjust class sizes for teacher considerations and room constraints.
- **Prescheduling** – Prescheduling students limits options when using Mass Scheduling screens, but you can use this for specific students, such as those repeating a course for credit.

Class and Student Grouping

- **Teams** – Schools create teams to keep sections assigned to the same teacher or period.
- **Houses** – Schools create houses to organize students into the same sections.
- **Wheels** – Schools use course wheels to group sets of courses together so that all courses occur during the same year.

Mass Scheduling Checklist

Before beginning the Mass Scheduling process, make sure to do the following:

1. Gather information on the course catalog, pre/corequisite courses, and a list of changes for the new school year.
2. Update changes to room numbers or room capacity on the School Room screen under the System module, Setup folder.
3. Update any necessary teacher information on the Staff screen.
4. Complete the New Year Rollover process.



See the *Synergy SIS – New Year Rollover Guide* for more information on the New Year Rollover process.

Use the checklist below to review the suggested order of tasks for Mass Scheduling. After finalizing the schedule, complete any scheduling for new students or any schedule updates on the Walk In Schedule screen.

Task	Completed
Scheduling Options Setup <ul style="list-style-type: none"> Define the terms and periods for the new school year in the School Setup screen. Update courses in the District Course screen. Opt-in to any new courses and opt-out of unused courses through the School Course screen. Identify any changes to staff, classes offered, and House and Team assignments. Make any necessary changes to the School Scheduling Options screen. 	<input type="checkbox"/>
Enter Student Course Requests <ul style="list-style-type: none"> Setup ParentVUE/StudentVUE if allowing students to make online course requests if needed. Mass assign Period Restrictions using Mass Assign House and Team if needed. Mass assign course requests to students using Mass Assign Course Requests if needed. Enter and maintain student course requests in the Schedule Request screen. Have students complete online course requests in ParentVUE and StudentVUE if needed. 	<input type="checkbox"/>
Review Reports <ul style="list-style-type: none"> Review reports to verify data and determine scheduling. 	<input type="checkbox"/>
Create Initial Master Schedule <ul style="list-style-type: none"> Copy last year's master schedule for reference. Create a new Option Set, or copy an existing one. Create sections within the created Option Set. 	<input type="checkbox"/>
Review Reports <ul style="list-style-type: none"> Review reports to verify initial section offerings with student course requests. Modify course requests and sections as needed after analyzing reports. Preschedule students as needed. 	<input type="checkbox"/>

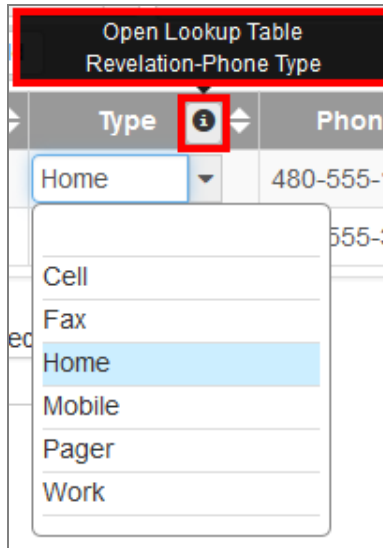
Task	Completed
Create Additional Test Schedules <ul style="list-style-type: none">• Copy the initial Option Set to a new Option Set (Ex: <i>15/16 Test Copy</i>).• Check out a copy of the new Option Set.• Select scheduling rules and options for this Option Set.• Run the schedule.	<input type="checkbox"/>
Analyze Scheduling Results <ul style="list-style-type: none">• Review the results of the scheduling in the Option Set.• Screen any conflicts using in the Schedule Student screen of the Option Set.	<input type="checkbox"/>
Review Reports <ul style="list-style-type: none">• Analyze reports for review of scheduling results.	<input type="checkbox"/>
Run Final Test Schedules <ul style="list-style-type: none">• Copy the tested Option Set to a new Option Set for updating and rescheduling (Ex: <i>15/16 Working</i>).• Modify Schedule Requests as necessary.	<input type="checkbox"/>
Finalize Schedule <ul style="list-style-type: none">• Copy the final option set with student results to a new option set (Ex: <i>15/16 Final Master Schedule</i>)• Run the Update Schedule process. This copies the Master Schedule from Mass Scheduling to Schedule.• Hide the Mass Scheduling module.• Print student schedules using the STU202 report.	<input type="checkbox"/>

Chapter 2: Scheduling Setup

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Lookup Table Setup

Some drop-downs and checkbox lists use values configured in lookup tables. Hover over a field to view a tooltip icon that indicates which table controls the field.



Lookup Table Values Example

Product-owned lookup tables use hard-coded values that are core to the programming and cannot be changed. You can customize other lookup tables to match district specifications and state reporting needs.



Consult the list of lookup tables for your state in the appropriate State Reporting Guide to identify tables that require a specific value.



The **Name** of the table is listed and the **Namespace** lists the business object the table belongs to at the top of the table. The **Locked** value indicates if the table is locked and product-owned.

Name: **Dwelling Type** Namespace: **K12.Demographics** Locked: **No**

Dwelling Type Lookup Table

11. Enter a **Year Start** and/or **Year End** date to activate or deactivate the code if appropriate.



Inactive codes show in historical data but are not available for selection for new records.

12. Click **Save**.

Assign a State Reporting Code to an Existing Lookup Table Value



See your State Reporting Guide for more information.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the appropriate table.
3. Enter the appropriate state reporting **Code**, **State Code**, or **Alt Code 3** on a populated Lookup Value line.

Namespace: K12 Name: Enter Code Locked: N
☐ Use Code as the State Code
All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values									
	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	
								Year Start	Year End
	1	0	E1	New to District					
	2	0	E2	Re-Enter					
	3	0	R1	Previously In School					
	4	0	R2	Return from Last Year					

Enter Code Lookup Table

4. Click **Save**.

Deactivate a Lookup Table Value

This procedure describes how to deactivate a lookup table value containing codes that are no longer valid. Deactivated values are no longer available for selection but remain in Synergy SIS for historical reporting purposes.



Do not modify or delete lookup table values that contain outdated state reporting codes. These are still used for historical reporting purposes. Instead, deactivate the value and then add a new lookup table value that contains the updated state reporting codes.

1. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
2. Locate the appropriate table.
3. Remove the text in **State Code** on the lookup value line.

4. Select the last year the lookup table value is valid in the **Status Year End** field.

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	Year Start	Year End
	1	0	E1	New to District						
	2	0	E2	Re-Enter						
	3	0	R1	Previously in School						
	4	0	R2	Return from Last Year						

Enter Code Lookup Table

5. Click **Save**.

Sort Lookup Values

Click the arrows in any column heading to temporarily change the sort order of the Lookup Values section.

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	Year Start	Year End
	1	0	E1	New to District						
	2	0	E2	Re-Enter						
	3	0	R1	Previously in School						
	4	0	R2	Return from Last Year						

Enter Code Lookup Table

Change the **ListOrder** to permanently modify the sort order.

Namespace: K12 Name: Enter Code Locked: N

☐ Use Code as the State Code

All values reported to state will be used from the lookup code and not evaluate to the State Code unless the State Code is non-blank for a given value

Lookup Values + Add

* -	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Status	Year Start	Year End
	1	0	E1	New to District						
	2	0	E2	Re-Enter						
	3	0	R1	Previously in School						
	4	0	R2	Return from Last Year						

Enter Code Lookup Table

Lookup Table Definitions



* Indicates there are specific entries required for these lookup tables. Click the lookup table name to be redirected to these specific entries.

^ Indicates there might be state-specific entries required for these lookup tables. Reference your state reporting guide for these values.

Lookup Table	Purpose	Screen	Tab	Section	Field
K12					
Room Type	Designates the type of room used for the section	System > Setup > School Room	Room	Room	Room Type
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.AttendanceInfo					
Week Type	Customizes the types of weeks for each district	Attendance > Setup > District Calendar	Advanced options	Special Week Setup	Week Type
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.CourseInfo					
Academic Type ^	Denotes the type of course (Ex. <i>Honors, Non-Academic</i>)	Course > District Course	Course	Course Info	Academic Type
Alt ID Type ^	Secondary course subject types used for courses that offer credit for additional graduation requirements (Ex. <i>Course Subject Areas, State</i>)	Course > District Course	Course	Alternate Codes	Alt Type
			Year Override		
Apportionment Category	Category used for state funding	Course > District Course	Course	Other Provider Information	Apportionment Category
College Subject Area	Used for courses that offer post-secondary credit in specified subjects	Course > District Course	Course	Course Subject Areas	College Area 1-5
			Year Override		
Course Discipline ^	Determines the test group type the course uses for verified credit tests	Course > District Course	Course	Verified Credit 1-2	Course Discipline
Course Duration	Term duration for the entire course	Course > District Course	Course	Course Info	Course Duration
Course Type ^	Specific course type/medium (Ex. <i>Distance Learning, Virtual</i>)	Course > District Course	Course	Other Provider Information	Course Type

Lookup Table	Purpose	Screen	Tab	Section	Field
K12.CourseInfo					
Department	Associated school department	Course > District Course	Course	Course Info	Department
Funding Source ^	Program funding the course	Course > District Course	Course	Other Provider Information	Funding Source Funding Source
			Year Override	Qualifies for Alt State Funding	
Instructional Level ^	Instructional type used for staff (Ex. <i>Honors, Non-Academic</i>)	Course > District Course	Course	Other Information	Instructional Level
Proficiency Core ^	Indicates if students can establish proficiency with the course	Course > District Course	Course	Other Provider Information	Proficiency Core
Provider Description	Financial provider for course content (Ex. <i>Post Secondary Institution, Comprehensive Services Act</i>)	Course > District Course	Course	Other Provider Information	Provider Description
Sced Course Code	Course code used for National Course Classification	Course > District Course	Description	National Course Classification	Course Code
Sced Course Level	Course level used for National Course Classification	Course > District Course	Description	National Course Classification	Course Level
Sced Subject Area	Subject area used for National Course Classification	Course > District Course	Description	National Course Classification	Subject Area
State Course Code ^	Code used for state reporting for specific states, such as Washington	Course > District Course	Year Override	StateCourseCode	State Course Code
Subject Area ^	Subject area the course applies towards	Course > District Course	Course	Course Subject Areas	Subject Areas 1-5
			Year Override		
University Subject Area	Subject area(s) that apply specifically towards university	Course > District Course	Course	Course Subject Areas	University Area 1-5
			Year Override		
VocEd Type	Indicates how the course applies towards vocational education	Course > District Course	Course	Other Provider Information	Voc Ed Type

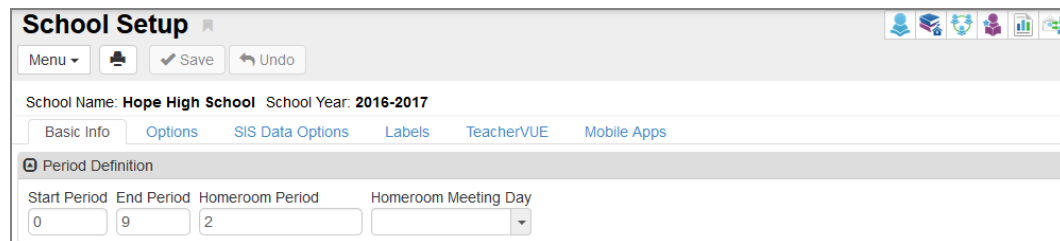
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.MassScheduleInfo					
User Balance	Used to group specific students together to keep them in the same group for schedule requests (Ex. <i>ELL</i> , <i>SPED</i>)	Mass Scheduling > Schedule Request	Options	Scheduling Options	Balance Code
Lookup Table	Purpose	Screen	Tab	Section	Field
K12.ScheduleInfo					
Defined Class Type	Indicates if the course is for students with disabilities	Schedule > Section	Current Students	State Reporting	Defined Class Type
			Additional Staff	Additional Staff	
Instructional Content	Indicates if the section content is provided by or affiliated with a third party	Schedule > Section	Current Students	Section Info	Instructional Content
Instructional Strategy	Indicates specific strategy with teaching content	Schedule > Section	Current Students	Section Info	Instructional Strategy
InstructionalMethod	Indicates how and where the section is taught (Ex. <i>Classroom</i> , <i>Online</i>)	Schedule > Section	Current Students	Section Info	Instructional Method
Staff Responsibility ^	Indicates the staff role in the section (Ex. <i>Assisting Teacher</i> , <i>Lead Team Teacher</i>)	Schedule > Section	Current Students	Staff Contributions	Responsibility
			Additional Staff	Additional Staff	
Team Teaching	Indicates the type of team teaching for a section	Schedule > Section	Additional Staff	Teaching Options	Team Teaching
Term Codes ^	Code assigned to each school term for reporting or tracking purposes	Mass Scheduling > Setup > School Setup	Basic Info	Term Definition detail	Term Code
		Schedule > Section	Current Students	Section Info	

Scheduling Setup




Class Periods

Each class day consists of period units; therefore, all schools must define the class periods. For example, while an elementary school might only have one period for the entire day, a high school would have a period for each class.

1. Make sure the current focus points to a school and not the district.
2. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Setup**.




School Setup

Menu   Save  Undo

School Name: **Hope High School** School Year: **2016-2017**

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Period Definition

Start Period	End Period	Homeroom Period	Homeroom Meeting Day
0	9	2	

School Setup Screen

3. Enter the **Start Period** and the **End Period**. For example, if the school has six periods, the start period might be 1 and the end period might be 6.
4. Enter the **Homeroom Period** if the students are assigned a homeroom. Otherwise, leave this field blank.
5. Select the **Homeroom Meeting Day** if the homeroom only meets once a week.



See [Meeting Days and Period Rotation](#) for more information on assigning meeting days.

6. Select the **School Type**.
7. Select the **School Attendance Type**.

8. Select how the school takes attendance in **Attendance Entry Method for Teachers and Class Attendance**. This field only affects how teachers take attendance. This selection does not affect state reporting or attendance calculations.
 - *By Section* means the teacher posts attendance once for the section. Only the first period of the blocked section has attendance posted to it.
 - *By Bell Period* allows the teacher to post attendance for each bell period scheduled for the section. The teacher has to select each bell period and post attendance separately. Each bell period for the section has the attendance posted to it as inputted by the teacher.
 - *By Section – Fill All* allows the teacher to post attendance once for the multi-period section. The attendance posts to each scheduled period of the section.
9. Select the **School Attendance Reason Type**:
 - *Regular* is for schools that record absences.
 - *Positive* is for schools that record a present reason for each student in addition to an absent or tardy reason. Only select this option if your school is marked as a positive attendance school type.
10. Select **Grade Attendance Calculated** for a school using period attendance:
 - *By Section* calculates attendance based on section. The section containing the attendance events must match the student's currently enrolled section.
 - *By Grading Definition* accumulates attendance by verifying the sections that contain attendance events against any student's currently enrolled section. If a student switches to a different section mid-year, when you run the Update Attendance process, the student's report card reflects the attendance for both sections.
11. Set the **Calendar Type** to *Regular*.



See the *Synergy SIS – Attendance Administrator Guide* for night and summer school information.

12. Click **Save**.



You must make these changes for each school in the district.

Term Definition

Terms define when classes start and end for the school year. A single term can have multiple grade reporting periods that signify a milestone in the class, such as a midterm grade. Each school must define terms for every school year.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Setup**.
2. Click **Add** in the Term Definition section.
3. Enter the **Term Number**, **Term Name**, and **Term End Date**.



The **Term Begin Date** automatically calculates based on the school calendar.

4. Click **Show Detail** to add term codes to each term.

School Setup

Menu ▾ Save Undo

School Name: **Hope High School** School Year: **2018-2019**

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Period Definition

Start Period: 0 End Period: 9 Homeroom Period: 1 Homeroom Meeting Day: Bell Sched Override:

Type Information

Grade Selection Grading Options Roll Over Defaults

Grade Level Max Enrollments + Add Show Detail

Term Definition + Add Show Detail

Line	Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes
1	1	Fall	07/02/2018	12/31/2018	S1, YR
2	2	Spring	01/01/2019	07/05/2019	S2, YR

School Setup Screen

5. Click **Add** in the Term Codes section.

Term Definition + Add Hide Detail

Line Term Number

1 1

2 2

Term Number: 1 Term Name: Fall Term End Date: 11/24/2017

Term Codes + Add

Line	Term Code Number	Term Code	Start Date	End Date
1	1	S1		
2	2	YR		

School Setup Screen, Term Definition Detail

6. Enter the **Term Code Number**, which should match the Term Number selected.
7. Select the **Term Code**.

8. Enter the **Start Date** and **End Date**. These fields calculate Schedule Based FTE when terms overlap.



Make sure that each of your terms has a different **Start Date** and **End Date**. If any of your terms have the same start or end dates, Synergy SIS will generate warnings on certain attendance screens. See [Term Definition Warning](#). The only exception is if your school uses hybrid grading periods.

9. Click **Save**.



Schools can customize term codes using the Lookup Table Definition screen. See [District Course Setup](#) for more information.

Term Definition Warning

Schools with multiple terms defined with the same start and end dates in the Term Definition section receive the warning: “Two or more terms have the same date range. To resolve this issue, go to the Term Definition section in School Setup.” This warning displays on the following screens:

Period Attendance	Daily Attendance
Class Period Attendance	Class Daily Attendance
Course Attendance	Student, (Enrollment tab), FTE Calc button
Student Classes, (Schedule Based FTE tab)	TeacherVUE Attendance (if selecting the option to use the new data loaders)

You can assign term definitions at **Synergy SIS > Mass Scheduling > Setup > School Setup**.

Incorrect Term Definitions

Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes
1	Semester 1	7/5/2016	1/10/2017	S1, Q1, Q2
2	Semester 2	1/11/2017	5/25/2017	S2, Q3, Q4

You can access attendance screens with incorrect term definitions defined, but as long as the term definitions are incorrect, the warning message displays on the screens mentioned above.

The screenshot shows the 'Period Attendance' screen for a student named 'AAA, cindy' at 'Hope High School'. The student's status is 'Active' and their homeroom is empty. The screen has tabs for 'Calendar', 'Days of Activity', 'Totals', 'History', 'Attendance Letters', 'Concurrent Attendance', and 'Summary'. The 'Days of Activity' tab is selected. Below the tabs, there are input fields for 'Last Name' (AAA), 'First Name' (cindy), 'Middle Name', 'Suffix', 'Perm ID' (997031), and 'Grade' (10). A yellow warning box with a blue information icon is displayed, stating: 'Hope High School for Year 2016 - Two or more schedule terms have the same date range. To resolve this issue, go to the Term Definition Grid in School Setup.' Below the warning box, there are buttons for 'Go To Date', 'Go To Current Date', 'Previous 15 Days', 'Next 15 Days', and 'Days To Show' (set to 15). At the bottom, there is a checkbox labeled 'Do Not Show Special Attendance Codes (N/S, N/E, N/I)'.

Period Attendance Screen

Setting up Correct Term Definitions

Correct your term setup to ensure that date ranges are unique. In the previous example, S1, Q1, and Q2 refer to the exact same date range as S2, Q3, and Q4. Depending on the school's needs, the correct setup might look like one of the following sections:

Example 1:

Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes
1	Semester 1	7/5/2016	1/10/2017	S1
2	Semester 2	1/11/2017	5/25/2017	S2

Example 2:

Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes
1	Quarter 1	7/5/2016	10/5/2016	S1, Q1
2	Quarter 2	10/6/2016	1/10/2017	S1, Q2
3	Quarter 3	1/11/2017	3/4/2017	S2, Q3
4	Quarter 4	3/5/2017	5/25/2017	S2, Q4

Example 3:

Term Number	Term Name	Term Begin Date	Term End Date	Current Term Codes
1	Term 1	7/5/2016	10/5/2016	YR, S1, Q1
2	Term 2	10/6/2016	1/10/2017	YR, S1, Q2
3	Term 3	1/11/2017	3/4/2017	YR, S2, Q3
4	Term 4	3/5/2017	5/25/2017	YR, S2, Q4

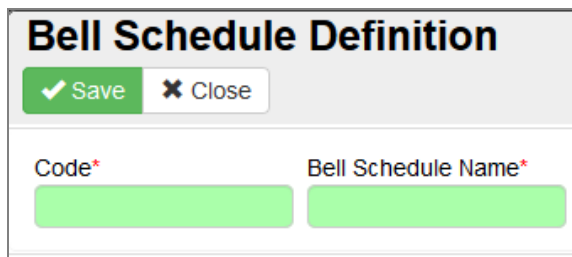
Bell Schedule Definition

After defining the number of periods, schools must configure a start and stop time for each period on the Bell Schedule Definition screen. Bell Schedules aid in calculating the absence amount submitted to the state for period attendance schools.

Creating Bell Schedules

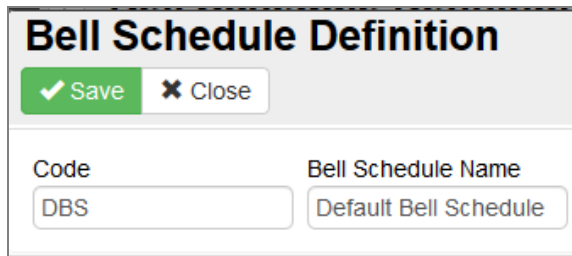
Schools can configure multiple bell schedules, but schools can have only one default schedule. You can enter times for each period manually or fill times automatically using the Bell Creation Assistant.

1. Navigate to **Synergy SIS > Schedule > Setup > Bell Schedule Definition**.
2. Click **Add** to open the Bell Schedule Definition (Add) screen.



Bell Schedule Definition (Add) Screen

3. Enter a **Code** and **Bell Schedule Name** for the schedule. For example, the default schedule might use a **Code** of *DBS* and a **Bell Schedule Name** of *Default Bell Schedule*.




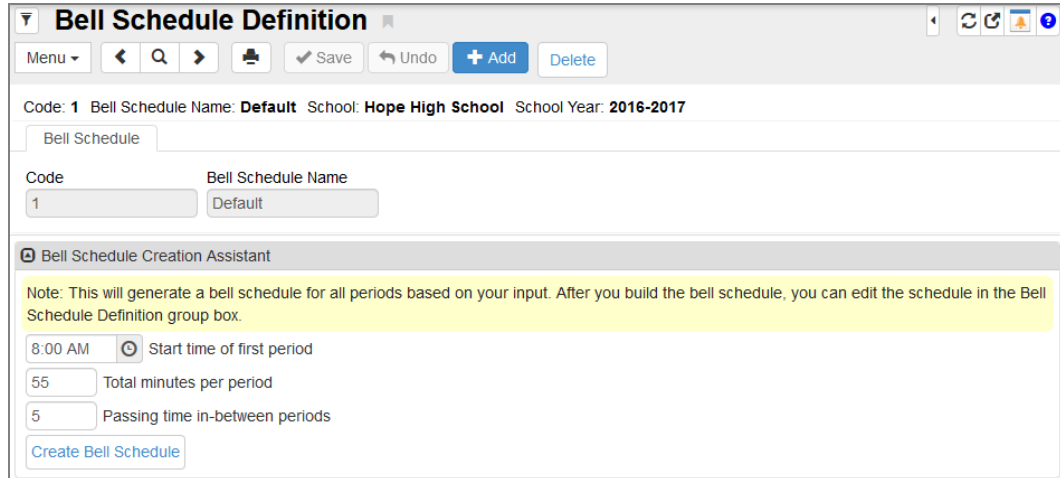
Bell Schedule Definition (Add) Screen

4. Click **Save**.



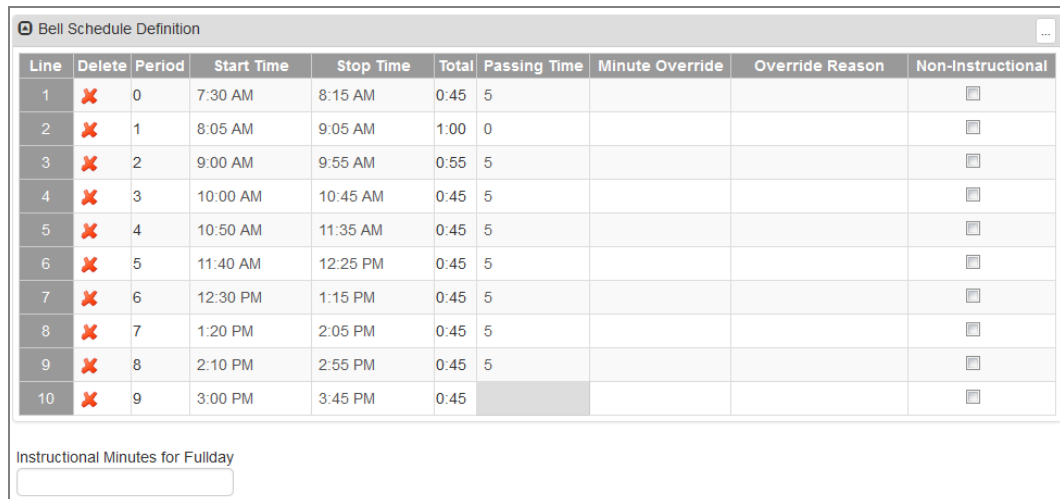
The new schedule displays with a line for each period defined in the School Setup screen. You can enter the times for each period manually or Synergy SIS can fill it in automatically using the Bell Schedule Creation Assistant.

5. Click the  in the Bell Schedule Creation Assistant section to open the Bell Schedule Creation Assistant. This option automatically fills in the schedule.
 - a. Enter the **Start time of first period (non-military time)**, **Total minutes per period**, and **Passing time in-between periods**.
 - b. Click **Create Bell Schedule** to automatically fill in the schedule.



Bell Schedule Definition Screen

6. Once the schedule displays, you can edit the numbers directly in the fields provided. You can also delete a period from the schedule by clicking the X in the **Delete** column. Set the following additional options, if needed:
 - **Minute Override** – Overrides the bell period amount from the **Total** column.
 - **Override Reason** – Allows you to add text explaining the reason for a **Minute Override**.
 - **Non-Instructional** – Removes the bell period amount from any minute calculations on reports and state extracts that use the Bell Schedule.



Line	Delete	Period	Start Time	Stop Time	Total	Passing Time	Minute Override	Override Reason	Non-Instructional
1	X	0	7:30 AM	8:15 AM	0:45	5			<input type="checkbox"/>
2	X	1	8:05 AM	9:05 AM	1:00	0			<input type="checkbox"/>
3	X	2	9:00 AM	9:55 AM	0:55	5			<input type="checkbox"/>
4	X	3	10:00 AM	10:45 AM	0:45	5			<input type="checkbox"/>
5	X	4	10:50 AM	11:35 AM	0:45	5			<input type="checkbox"/>
6	X	5	11:40 AM	12:25 PM	0:45	5			<input type="checkbox"/>
7	X	6	12:30 PM	1:15 PM	0:45	5			<input type="checkbox"/>
8	X	7	1:20 PM	2:05 PM	0:45	5			<input type="checkbox"/>
9	X	8	2:10 PM	2:55 PM	0:45	5			<input type="checkbox"/>
10	X	9	3:00 PM	3:45 PM	0:45				<input type="checkbox"/>

Instructional Minutes for Fullday

Bell Schedule Definition Screen

7. Click **Save**.



Each **Period** in the Bell Schedule Definition must have a start and stop time.

You can define multiple bell schedules at a school but you can only schedule one for a given day.

Overriding Bell Schedules

You can create bell schedules based on grade levels and/or houses. When you apply the specific bell schedule, it overrides the regular bell schedule.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Setup**.
2. Select a **Bell Sched Override**.
 - *Enforce Bell Schedule Filtering* – Periods removed from a bell schedule are not considered as meeting and are not used in any calculations, such as minutes and attendance.
 - *Grade Level (with Bell Schedule Filtering)* – Uses specific bell schedule for identified grade levels.
 - *House (with Bell Schedule Filtering)* – Uses specific bell schedule for identified Houses.
 - *None (Default)* – Uses regular bell schedule calculations, which includes all periods on the bell schedule even if the class does not meet.

The screenshot shows the 'School Setup' interface. At the top, there's a header with 'Menu', 'Save', and 'Undo' buttons. Below this, the 'School Name' is 'Hope High School' and the 'School Year' is '2017-2018 Summer'. There are tabs for 'Basic Info', 'Options', 'SIS Data Options', 'Labels', 'TeacherVUE', and 'Mobile Apps'. The 'Options' tab is selected, and the 'Period Definition' section is expanded. It contains fields for 'Start Period' (1), 'End Period' (4), 'Homeroom Period' (1), and 'Homeroom Meeting Day'. A dropdown menu for 'Bell Sched Override' is open, showing options: 'Enforce Bell Schedule Filtering', 'Grade Level (with Bell Schedule Filtering)', 'House (with Bell Schedule Filtering)', and 'None (Default)'. Below this, the 'Type Information' section is visible, with fields for 'School Type', 'School Attendance Type' (set to 'Daily Attendance'), and 'Attendance Type' (set to 'By Section').

School Setup Screen

3. Click **Save**.

Enforce Bell Schedule Filtering

In this example, the student is reported as attending 4 periods in the day and blank periods are excluded from calculations. No changes occur in Bell Schedule Definition.

Bell Schedule Definition								
Line	Delete	Period	Start Time		Stop Time		Total	Passing Time
1	✖	1	6:45 AM	⊖	8:44 AM	⊖	1:59	5
2	✖	2		⊖		⊖		
3	✖	3	8:49 AM	⊖	10:40 AM	⊖	1:51	5
4	✖	4		⊖		⊖		
5	✖	5	10:45 AM	⊖	1:30 PM	⊖	2:45	5
6	✖	6		⊖		⊖		
7	✖	7	1:35 PM	⊖	2:30 PM	⊖	0:55	

Bell Schedule Definition Screen

Setting Grade Level Bell Schedule

Once you override the bell schedule, Synergy SIS uses the selected bell schedule to calculate minutes/hours for all 12th grade students. Schedule Based FTE also displays the bell schedule in the FTE Segment Detail.

1. Navigate to **Synergy SIS > Schedule > Setup > Bell Schedule Definition**.
 - You can apply an existing bell schedule to a specific grade level, or you can create and apply a new bell schedule to the grade level using the Grade Level Bell Schedule section that displays below the regular bell schedule.
 - The Grade Level Bell Schedule section only displays for those bell schedules that exist in the school year calendar. If a bell schedule is not used in the calendar, the Grade Level Bell Schedule section does not display because no overrides are possible.

Bell Schedule Definition											
Code: 27491 (Bell Schedule Name: Regular Bell Sched) School: Edupoint High School Year: 2017-2018											
Bell Schedule											
Code: (R) Bell Schedule Name: (Regular Bell Sched)											
Bell Schedule Definition											
Line	Delete	Period	Start Time		Stop Time		Total	Passing Time	Minute Override	Override Reason	Non Instructional
1	✖	0	6:45 AM	⊖	7:53 AM	⊖	1:08				<input type="checkbox"/>
2	✖	1	8:00 AM	⊖	8:57 AM	⊖	0:57	?			<input type="checkbox"/>
3	✖	2	9:04 AM	⊖	10:00 AM	⊖	1:04	?			<input type="checkbox"/>
4	✖	3	10:10 AM	⊖	11:12 AM	⊖	0:57	?			<input type="checkbox"/>
5	✖	4	11:10 AM	⊖	12:04 PM	⊖	1:35	?			<input type="checkbox"/>
6	✖	5	1:01 PM	⊖	1:57 PM	⊖	0:56	?			<input type="checkbox"/>
7	✖	6	2:04 PM	⊖	3:00 PM	⊖	0:56				<input type="checkbox"/>
8	✖	7		⊖		⊖					<input type="checkbox"/>
9	✖	8		⊖		⊖					<input type="checkbox"/>
Instructional Minutes for Full Day											
Grade Level Bell Schedule											
Line	Grade	Override Bell Schedule									
1	07										
2	08										
3	09										
4	10										
5	11										
6	12										

Bell Schedule Definition Screen

2. Select a bell schedule in the **Override Bell Schedule** column to apply a Grade Level Bell Schedule override.

Line	Delete	Period	Start Time	Stop Time	Total	Passing Time	Minute Override	Override Reason	Non-Instructional
1	X	0	6:45 AM	7:03 AM	1:08				<input type="checkbox"/>
2	X	1	8:00 AM	8:57 AM	0:57	7			<input type="checkbox"/>
3	X	2	9:04 AM	10:08 AM	1:04	7			<input type="checkbox"/>
4	X	3	10:10 AM	11:12 AM	0:57	7			<input type="checkbox"/>
5	X	4	11:19 AM	12:54 PM	1:35	7			<input type="checkbox"/>
6	X	5	1:01 PM	1:57 PM	0:56	7			<input type="checkbox"/>
7	X	6	2:04 PM	3:00 PM	0:56				<input type="checkbox"/>
8	X								<input type="checkbox"/>
9	X								<input type="checkbox"/>

Line	Grade	Override Bell Schedule
1	07	
2	08	
3	09	
4	10	
5	11	
6	12	

Bell Schedule Definition Screen

3. Click **Save**.

Setting House Bell Schedule

Once you override the bell schedule, Synergy SIS uses the selected bell schedule to calculate minutes/hours for all house students. Schedule Based FTE also displays the bell schedule in the FTE Segment Detail.

1. Navigate to **Synergy SIS > Schedule > Setup > Bell Schedule Definition**.
- You can apply an existing bell schedule to a specific house level, or you can create and apply a new bell schedule to the house level using the House Level Bell Schedule section that displays below the regular bell schedule.
- The House Level Bell Schedule section only displays for those bell schedules that exist in the school year calendar. If a bell schedule is not used in the calendar, the House Level Bell Schedule section does not display because no overrides are possible.

Line	Delete	Period	Start Time	Stop Time	Total	Passing Time	Minute Override	Override Reason	Non-Instructional
1	X	0	6:45 AM	7:03 AM	1:08				<input type="checkbox"/>
2	X	1	8:00 AM	8:57 AM	0:57	7			<input type="checkbox"/>
3	X	2	9:04 AM	10:08 AM	1:04	7			<input type="checkbox"/>
4	X	3	10:10 AM	11:12 AM	0:57	7			<input type="checkbox"/>
5	X	4	11:19 AM	12:54 PM	1:35	7			<input type="checkbox"/>
6	X	5	1:01 PM	1:57 PM	0:56	7			<input type="checkbox"/>
7	X	6	2:04 PM	3:00 PM	0:56				<input type="checkbox"/>
8	X								<input type="checkbox"/>
9	X								<input type="checkbox"/>

Line	House	Override Bell Schedule
1		

Bell Schedule Definition Screen

2. Select a bell schedule in the **Override Bell Schedule** column to apply a House Level Bell Schedule override.

Bell Schedule Definition

Code: 2748 Bell Schedule Name: Regular Bell Sched School: Edgemoor High School Year: 2017-2018

Bell Schedule

Code: Bell Schedule Name: Regular Bell Sched

Bell Schedule Creation Assistant

Line	Delete	Period	Start Time	Stop Time	Total	Passing Time	Minute Override	Override Reason	Non Instructional
1	X	0	6:45 AM	7:53 AM	1:08				
2	X	1	8:00 AM	8:57 AM	0:57	7			
3	X	2	9:04 AM	10:00 AM	1:04	7			
4	X	3	10:10 AM	11:12 AM	0:57	7			
5	X	4	11:19 AM	12:54 PM	1:35	7			
6	X	5	1:01 PM	1:57 PM	0:56	7			
7	X	6	2:04 PM	3:00 PM	0:56				
8	X								
9	X								

Instructional Minutes for Puberty

House Level Bell Schedule

Line	House	Override Bell Schedule
1		Example

Bell Schedule Definition Screen

3. Click **Save**.

None (Default)

In this example, the student is reported as attending 7 periods in the day and blank periods are included in calculations.

Bell Schedule Definition									
Line	Delete	Period	Start Time	Stop Time	Total	Passing Time			
1	X	1	6:45 AM	8:44 AM	1:59	5			
2	X	2							
3	X	3	8:49 AM	10:40 AM	1:51	5			
4	X	4							
5	X	5	10:45 AM	1:30 PM	2:45	5			
6	X	6							
7	X	7	1:35 PM	2:30 PM	0:55				

Bell Schedule Definition Screen

District Calendar Setup

Adding a District Calendar

1. Navigate to **Synergy SIS > System > Setup > District Setup**.

The screenshot shows the 'District Setup' application window. At the top, there's a 'Menu' dropdown and buttons for 'Save' and 'Undo'. Below this is a navigation bar with tabs: 'Options', 'System', 'Grade Setup', 'TeacherVUE', 'Labels', 'Auto-Sequence', 'Reports', 'Waivers', 'Mobile Apps', 'Concurrent Options', 'Accessibility', and 'Color Themes'. The 'System' tab is selected. The main content area is divided into several sections: 'Current System Year' (with 'Current Year' set to 2018-2019 and 'Base Year' set to 2006), 'Year Permissions' (with 'Previous Year(s) Permission', 'Current Year Permission', and 'Next Year(s) Permission' all set to 'Update'), and 'Summer School' (with 'Summer School Year' set to 2017 and 'Summer School Type' set to 'S: Summer'). The 'Organization Year Tree' section is expanded, showing a list of years from 2006 to 2021. The 'Staff Years' section at the bottom has a 'Last Staff Year Increment Date' field and an 'Increment Staff Years' button.

District Setup Screen

2. Select the year for your calendar under the Organization Year Tree section.
3. Select **Add Extension to <<year>>** from the **Actions...** menu. The Add Year Extensions screen opens.

This screenshot shows the 'District Setup' application window with the 'Organization Year Tree' section expanded. The year 2015 is selected in the list. The 'Actions...' menu is open, showing two options: 'Add Extension to '2015'' and 'Delete '2015''. The 'Year-Type Specific Setup' section is also visible, showing a table with columns 'Line' and 'Setup Screens'. The table contains six rows: 1. District Tracks, 2. District Attendance Code, 3. District Discipline Code, 4. District Course, 5. District Groups, and 6. District Tracks. The 'Staff Years' section at the bottom is also visible.

District Setup Screen

4. Select the type of extension to add from the **Year Extensions** field (*Regular*, *Night*, or *Summer*).
5. Select **Link Year with all organizations** to add this school year to all schools in the organization tree. Otherwise, you need to link each school to this year manually.



If setting up an extension that is not in use at all schools, such as summer or night school, do not select this option.



To add this extension to an individual school, see the Advanced Calendar Options in the *Synergy SIS – Attendance Administrator Guide*.

Add Year Extensions

✓ Save
✕ Close

Year Extensions
Regular

Link Year with all organizations
☒

If checked, all current organizations will have this year associated with them. If left unchecked, you will have to manually link this year with any organizations you want associated with it.

Add Year Extensions Screen

6. Click **Save**.

District Setup

Menu
Save
Undo

Options
System
Grade Setup
Teacher/VUE
Labels
Auto-Sequence
Reports
Waivers
Mobile Apps
Concurrent Options
Accessibility
Color Themes

Current System Year
Current Year: 2018-2019
Base Year: 2006

Year Permissions
Previous Year(s) Permission: Update
Current Year Permission: Update
Next Year(s) Permission: Update

Summer School
Summer School Year: 2017
Summer School Type: S: Summer

Organization Year Tree

2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021

District Setup
Year-Type Specific Setup

Line	Setup Screens
1	District Tracks
2	District Attendance Code
3	District Discipline Code
4	District Course
5	District Groups
6	District Tracks

Staff Years
Last Staff Year Increment Date:
Increment Staff Years

District Setup Screen



You can create multiple extensions for each year. For example, you can use the process above to create a separate calendar for a summer school or night school program.

Defining a District Calendar

After you create the extension for the year, you can define the district calendar. The dates defined at the district set the boundaries for the school calendars. Create the district calendar so that the earliest date from any school defines the initial date of the district calendar and the latest date from any school sets the last date of the district calendar.

1. Navigate to **Synergy SIS > Attendance > Setup > District Calendar**.

District Calendar

Menu ▾ | Save | Undo

School Year: **2018-2019** Calendar Type: **Regular**

District Calendar | Report Periods | Advanced Options

District Calendar Type Options

Calendar Type: Regular ▾

Create Calendar

District Calendar Options

Sun	Mon	Tue	Wed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thu	Fri	Sat	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Calendar

Line	Month/Year	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
		Day	Type	Day	Type	Day	Type	Day	Type	Day	Type	Day	Type	Day	Type
1	Sep - 2018			3		4		5		6		7		8	
2		9		10		11		12		13		14		15	
3		16		17		18		19		20		21		22	
4		23		24		25		26		27		28		29	
5		30													
6	Oct - 2018			1		2		3		4		5		6	

District Calendar Screen

2. Select the days of the week when the district holds classes by selecting the fields under each day of the week.
3. Click **Create Calendar**.
4. Select *Regular* as the **Calendar Type**.

Collect Year Dates

School Year: **2016-2017**

Save | Close

The default calendar has not been generated. Please enter in the start and end dates of the calendar you would like to create.

Calendar Type: Regular ▾

Calendar Start Day | Calendar End Day

Collect Year Dates Screen

5. Enter the beginning date in **Calendar Start Day** and the last day of the calendar in **Calendar End Day**.
6. Click **Save**.

7. Enter district-wide holidays and other non-school days in the calendar.
8. Select the **Type** of day off.



All days off in the district calendar also show in all of the school calendars so only select days off that are common to all schools in the district. The options available are *Holiday*, *Vacation*, *Staff Development*, *Non-School Day*, or *Other*. You can also mark days as *Emergency Closure Day* (Approved) or (Unapproved) or *Supplemental*. See Supplemental Instruction Setup in the *Synergy SIS – Attendance Administrator Guide* for more information.

Defining Periods

Use the **Report Periods** tab of the District Calendar to define periods for attendance reports. You only use these periods for the reports so they can match the grading periods, the terms, or whatever other intervals are helpful such as 40th and 100th day.

1. Navigate to **Synergy SIS > Attendance > Setup > District Calendar**.
2. Select the **Report Periods** tab.
3. Click **Add** to create a blank line.

District Calendar Screen, Report Periods Tab

4. Enter the **Order** the period should display in.
5. Enter a descriptive **Name**.
6. Enter the **Start** and **End** dates.

- Click **Add** to add another report period and continue until you enter all report periods.



The dates for each report period cannot overlap.

X	Line	Order	Name	Default Dates	
				Start	End
<input type="checkbox"/>	1	1	40th Day	09/03/2018	10/15/2018
<input type="checkbox"/>	2	2	100th Day	10/18/2018	01/14/2019
<input type="checkbox"/>	3	3	End of Year	01/17/2019	05/27/2019

District Calendar Screen, Report Periods Tab

- Click **Save**.

Setting up a Holiday Week

- Navigate to **Synergy SIS > Attendance > Setup > District Calendar**.
- Select the **Advanced Options** tab.
- Click **Add** for a new line.

X	Line	Week Date	Week Type	Exclude from State Reports
---	------	-----------	-----------	----------------------------

District Calendar Screen, Advanced Options Tab

- Enter the beginning date of the week in the **Week Date** field.
- Enter the **Week Type**.



You can customize the types of weeks for each district using the [Week Type](#) lookup table.

- Select **Exclude From State Reports** to exclude this week from the state upload.
- Click **Add** to add another week, if needed.
- Select **X** to delete a week, if needed.
- Click **Save**.

Adding Instructional Hours

You can determine how many instructional minutes are offered at each school based on a combination of the Bell Schedule Definition and Period Rotation Definition selected and the number of days in the School Calendar.

1. Navigate to **Synergy SIS > Attendance > Setup > District Calendar**.
2. Select the **Advanced Options** tab.
3. Enter the **Instructional Hours** for each Grade Level.

The screenshot shows the 'District Calendar' application window with the 'Advanced Options' tab selected. The 'State Required Instructional Hours' section is expanded, displaying a table with the following data:

Line	Grade	Instructional Hours
1	PS	100
2	K	200
3	01	300
4	02	400
5	03	500
6	04	600

District Calendar Screen, Advanced Options Tab

4. Click **Save**.

School Calendar Setup

After defining the district calendar and creating the bell schedules for your school, you must set up a school-specific calendar for each of the schools in the district. Each day can have only one bell schedule assigned to it.

There are two ways to assign bell schedules to schools. You can either use the Create Calendar functionality or select options directly on the School Calendar screen.



Before adding or editing a record, confirm the current focus points to a school and not the district.

Option 1: Using Create Calendar

1. Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
2. Click **Create Calendar** to open the Create School Calendar screen.

School Calendar

Menu Save Undo **Create Calendar**

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

School Calendar School Report Periods Advanced Options

Bell Default

Default Bell Schedule
1: Default

Valid School Days

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Use Supplemental Calendar

School Calendar

Line	Month/Year	Monday				Tuesday				Wednesday				Thursday				Friday			
		Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
1	Sep - 2018	3			1	4			1	5			1	6			1	7			1
2		10			1	11			1	12			1	13			1	14			1
3		17			1	18			1	19			1	20			1	21			1
4		24			1	25			1	26			1	27			1	28			1
5	Oct - 2018	1			1	2			1	3			1	4			1	5			1

School Calendar Screen

3. Select **Use District Calendar** to apply the district calendar to the school calendar. Synergy SIS uses the **Calendar Type** and **Start Date** and **End Date** for the District Calendar display.

Create School Calendar

School Name: **Hope High School**

☒ Save ☐ Close

If you would like to get the District calendar then select "Use District Calendar" checkbox and click OK. You can create your own independent calendar by entering the start and end dates of the calendar you would like to create.

District Calendar

If the 'Use District Calendar' check box is disabled the district calendar has not been created for the school's calendar type.

Calendar Type
Regular

Start Date: 09/03/2018 End Date: 07/30/2019

☐ Use District Calendar

Start Date: End Date:

Bell Default
Default Bell Schedule: 1: Default

Rotation Default
☐ No Fill ☐ Fill Rotating Days Skipping Over Holidays
☐ Fill Rotating Days Holidays Count As Rotation Day

Valid Days of Week

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Create School Calendar Screen



If the dates and type do not display, the district calendar does not exist for the school's calendar type.

4. Select the **Start Date** and **End Date** to create a school calendar with different dates than the district calendar.

Create School Calendar

School Name: **Hope High School**

If you would like to get the District calendar then select "Use District Calendar" checkbox and click OK. You can create your own independent calendar by entering the start and end dates of the calendar you would like to create.

District Calendar

If the 'Use District Calendar' check box is disabled the district calendar has not been created for the school's calendar type.

Calendar Type
Regular

Start Date: 09/03/2018 End Date: 07/30/2019

☐ Use District Calendar

Start Date **End Date**

Bell Default

Default Bell Schedule: 1: Default

Rotation Default

☐ No Fill ☐ Fill Rotating Days Skipping Over Holidays
☐ Fill Rotating Days Holidays Count As Rotation Day

Valid Days of Week

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Create School Calendar Screen

5. Select the **Default Bell Schedule**.



See [Assigning Rotation Default](#) for information on Rotation Default.

6. Click **Save**. Once you create the calendar, the default bell schedule assigns to every day of the school calendar.

School Calendar

Menu Save Undo Create Calendar

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

[School Calendar](#) [School Report Periods](#) [Advanced Options](#)

Bell Default

Default Bell Schedule
 1: Default

☐ Use Supplemental Calendar

Valid School Days

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Use Supplemental Calendar

School Calendar

Line	Month/Year	Monday				Tuesday				Wednesday				Thursday				Friday			
		Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
1	Sep - 2018	3			1	4			1	5			1	6			1	7			1
2		10			1	11			1	12			1	13			1	14			1
3		17			1	18			1	19			1	20			1	21			1
4		24			1	25			1	26			1	27			1	28			1
5	Oct - 2018	1			1	2			1	3			1	4			1	5			1

School Calendar Screen



If some days do not follow the default bell schedule, you can define another bell schedule in the Bell Schedule Definition screen. See [Bell Schedule Definition](#) for further instructions.

7. Select the special bell schedule in the **Bell** field.

School Calendar

Menu Save Undo Create Calendar

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

[School Calendar](#) [School Report Periods](#) [Advanced Options](#)

Bell Default

Default Bell Schedule
 1: Default

☐ Use Supplemental Calendar

Valid School Days

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Use Supplemental Calendar

School Calendar

Line	Month/Year	Monday				Tuesday				Wednesday				Thursday				Friday			
		Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell
1	Sep - 2018	3			1	4			1	5			1	6			1	7			1
2		10			1	11			1	12			1	13			1	14			1
3		17			1	18			1	19			1	20			1	21			1
4		24			1	25			1	26			1	27			1	28			1
5	Oct - 2018	1			1	2			1	3			1	4			1	5			1

School Calendar Screen

8. Click **Save**.

- Select the **Type** of non-school day specific to the school and different from the district calendar. The options are *Holiday*, *Vacation*, *Staff Development*, *Non-School Day*, *Other*, *Emergency Closure Day (Approved)* or (Unapproved), or *Supplemental*.



See Supplemental Instruction Attendance in the *Synergy SIS – Attendance Administrator Guide* for more information about supplemental days.

School Calendar

Menu Save Undo Create Calendar

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

School Calendar School Report Periods Advanced Options

Bell Default

Default Bell Schedule
1: Default

☐ Use Supplemental Calendar

Valid School Days

Sun	Mon	Tue	Wed	Thur	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

School Calendar

Line	Month/Year	Monday				Tuesday				Wednesday				Thursday				Friday				
		Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	
1	Sep - 2018	3			1	4					1	5			1	6			1	7		1
2		10			1	11												1	14		1	
3		17			1	18												1	21		1	
4		24			1	25												1	28		1	
5	Oct - 2018	1			1	2												1	5		1	
6		8			1	9												1	12		1	

Hol: Holiday
Vac: Vacation
Sta: Staff Development
Non: Non-School Day
Oth: Other
Ema: Emergency Closure Day (Approved)
Emu: Emergency Closure Day (Unapproved)

School Calendar Screen

- Click **Save**.



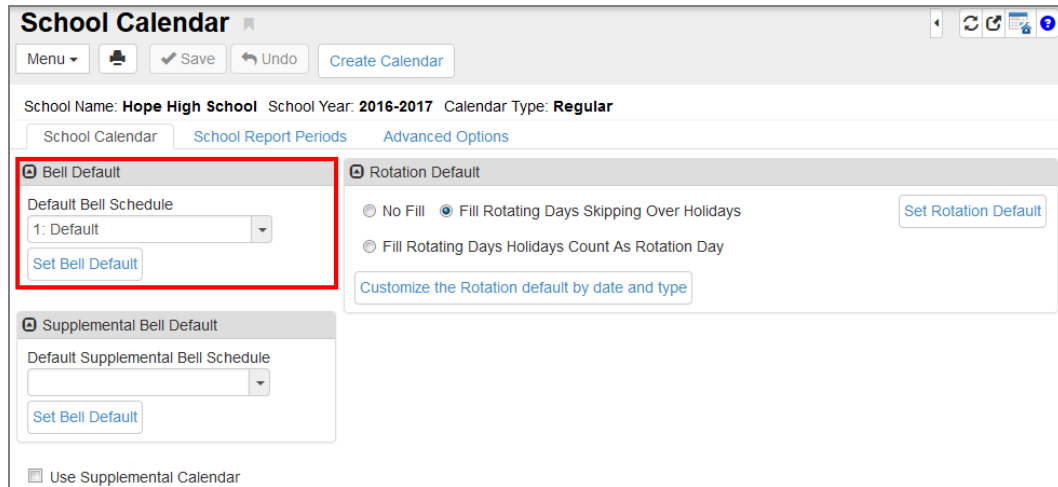
You must repeat these steps to create a school calendar for every school in the district.



Once you create the initial calendars for the district and the schools, you can create calendars for subsequent years by copying these initial calendars. You do this through the New Year Rollover process. See the *Synergy SIS – New Year Rollover Process Guide* for more information about this process.

Option 2: Selecting Options on the School Calendar Screen

1. Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
2. Select the **Default Bell Schedule**.
3. Click **Set Bell Default**. This updates all days in the calendar with this schedule.



School Calendar

Menu ▾ Save Undo Create Calendar

School Name: **Hope High School** School Year: **2016-2017** Calendar Type: **Regular**

School Calendar School Report Periods Advanced Options

Bell Default

Default Bell Schedule

1: Default

Set Bell Default

Supplemental Bell Default

Default Supplemental Bell Schedule

Set Bell Default

☐ Use Supplemental Calendar

Rotation Default

☐ No Fill ☒ Fill Rotating Days Skipping Over Holidays [Set Rotation Default](#)

☐ Fill Rotating Days Holidays Count As Rotation Day

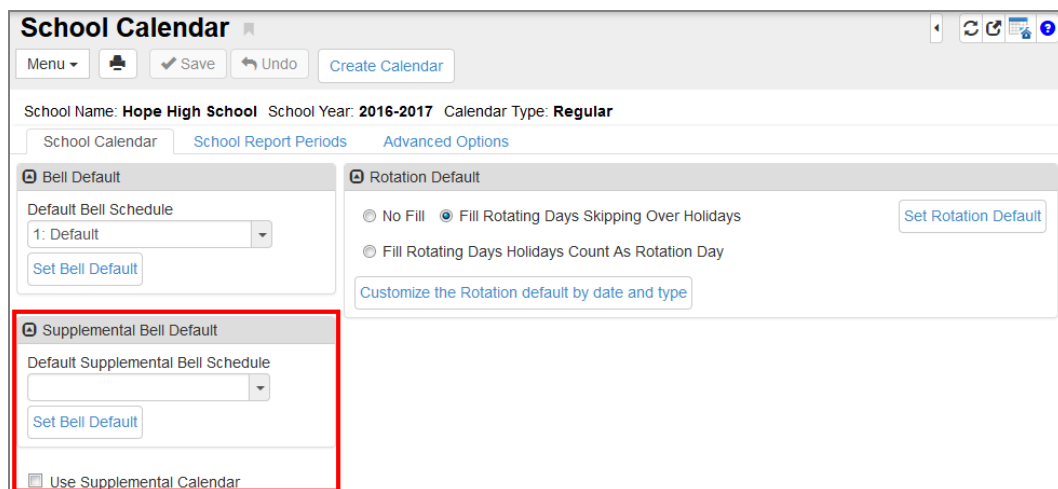
[Customize the Rotation default by date and type](#)

School Calendar Screen

4. Select the **Default Supplemental Bell Schedule**.
5. Click **Set Bell Default**.



Select **Use Supplemental Calendar** to change the School Calendar.



School Calendar

Menu ▾ Save Undo Create Calendar

School Name: **Hope High School** School Year: **2016-2017** Calendar Type: **Regular**

School Calendar School Report Periods Advanced Options

Bell Default

Default Bell Schedule

1: Default

Set Bell Default

Supplemental Bell Default

Default Supplemental Bell Schedule

Set Bell Default

☒ Use Supplemental Calendar

Rotation Default

☐ No Fill ☒ Fill Rotating Days Skipping Over Holidays [Set Rotation Default](#)

☐ Fill Rotating Days Holidays Count As Rotation Day

[Customize the Rotation default by date and type](#)

School Calendar Screen

6. Select the **Bell** column for a specific day in the School Calendar section to manually adjust the bell schedule.

School Calendar																			
Line	Month/Year	Sunday				Monday				Tuesday				Wednesday				Th	
		Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type
1	Jul - 2016					4		A	1	5		B	1	6		A	1	7	
2		10				11		B	1	12		A	1	13		B	1	14	
3		17				18		A	1	19		B	1	20		A	1	21	
4		24				25		B	1	26		A	1	27		B	1	28	
5		31																	
6	Aug - 2016					1		A	1	2		B	1	3		A	1	4	
7		7				8		B	1	9		A	1	10		B	1	11	
8		14				15		A	1	16		B	1	17		A	1	18	
9		21				22		B	1	23		A	1	24		B	1	25	
10		28				29		A	1	30		B	1	31		A	1		
11	Sep - 2016																	1	
12		4				5		B	1	6		A	1	7		B	1	8	

School Calendar Screen

7. Click **Save**.

Defining School Report Periods

The **School Report Periods** tab allows you to define periods for attendance reports. These periods only apply to these reports so they can match the grading periods, the terms, or other helpful intervals, such as 40th and 100th day. As with the calendar, the school report periods can use those defined at the district or override the periods at the school level.

1. Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
2. Select the **School Report Periods** tab. You cannot change the **Order** or **Name** of the district report periods or add or delete report periods at the school level. However, you can change the dates.

School Calendar

Menu ▾ Save Undo Create Calendar

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

[School Calendar](#) **[School Report Periods](#)** [Advanced Options](#)

School Reporting Period

Line	Order	Name	DateStart	DateEnd	Override
1	1	40th Day	09/03/2018	10/15/2018	<input type="checkbox"/>
2	2	100th Day	10/18/2018	01/14/2019	<input type="checkbox"/>
3	3	End of Year	01/17/2019	05/27/2019	<input type="checkbox"/>

[Load District School Weeks](#)

School Week Setup Add

×	Line	Date	Week Type	Exclude From State Reports

State Reporting Periods Show Detail

Line	Reporting Period	Start Date	End Date	Holidays	NonAttendance Days	School Days	Days of Enrollment
1	Need Data	09/03/2018	12/21/2018			80	80
2	2	09/03/2018	04/12/2019			160	160
3	3	09/03/2018	07/30/2019		3	237	237

School Calendar Screen, School Report Periods Tab

3. Enter the start date in the **DateStart** field and the end date in the **DateEnd** field to change the dates for the school report periods.



The dates for each report period cannot overlap.

School Calendar

Menu Save Undo

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

[School Calendar](#) [School Report Periods](#) [Advanced Options](#)

School Reporting Period

Line	Order	Name	DateStart	DateEnd	Override
1	1	40th Day	09/03/2018	10/15/2018	<input type="checkbox"/>
2	2	100th Day	10/18/2018	01/14/2019	<input type="checkbox"/>
3	3	End of Year	01/17/2019	05/27/2019	<input type="checkbox"/>

[Load District School Weeks](#)

School Week Setup Add

Line	Date	Week Type	Exclude From State Reports
------	------	-----------	----------------------------

State Reporting Periods

Line	Reporting Period	Start Date	End Date	Holidays	NonAttendance Days	School Days	Days of Enrollment
1	Need Data	09/03/2018	12/21/2018			80	80
2	2	09/03/2018	04/12/2019			160	160
3	3	09/03/2018	07/30/2019		3	237	237

School Calendar Screen, School Report Periods Tab

4. Select **Override** next to the periods you modified.
5. Click **Save**.

Loading a Week

You can mark an entire week as a holiday, such as Winter Break or Spring Break, for a school or district.

1. Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
2. Click the **School Report Periods** tab.

School Calendar

Menu Save Undo [Create Calendar](#)

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

[School Calendar](#) **[School Report Periods](#)** [Advanced Options](#)

School Reporting Period

Line	Order	Name	DateStart	DateEnd	Override
1	1	40th Day	09/03/2018	10/15/2018	<input type="checkbox"/>
2	2	100th Day	10/18/2018	01/14/2019	<input type="checkbox"/>
3	3	End of Year	01/17/2019	05/27/2019	<input type="checkbox"/>

[Load District School Weeks](#)

School Week Setup [+ Add](#)

×	Line	Date	Week Type	Exclude From State Reports
---	------	------	-----------	----------------------------

State Reporting Periods [Show Detail](#)

Line	Reporting Period	Start Date	End Date	Holidays	NonAttendance Days	School Days	Days of Enrollment
1	Need Data	09/03/2018	12/21/2018			80	80
2	2	09/03/2018	04/12/2019			160	160
3	3	09/03/2018	07/30/2019	3		237	237

School Calendar Screen, School Report Periods Tab

- Click **Load District School Weeks** to display the district weeks configured in the School Week Setup area.

School Calendar

Menu Save Undo [Create Calendar](#)

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

[School Calendar](#) [School Report Periods](#) [Advanced Options](#)

School Reporting Period

Line	Order	Name	Date Start	DateEnd	Override
1	1	40th Day	09/03/2018	10/15/2018	<input type="checkbox"/>
2	2	100th Day	10/18/2018	01/14/2019	<input type="checkbox"/>
3	3	End of Year	01/17/2019	05/27/2019	<input type="checkbox"/>

[Load District School Weeks](#)

School Week Setup [+ Add](#)

<input type="checkbox"/>	Line	Date	Week Type	Exclude From State Reports
<input type="checkbox"/>	1	12/23/2018	Winter Break	<input type="checkbox"/>

State Reporting Periods [Show Detail](#)

Line	Reporting Period	Start Date	End Date	Holidays	NonAttendance Days	School Days	Days of Enrollment
1	Need Data	09/03/2018	12/21/2018			80	80
2	2	09/03/2018	04/12/2019			160	160
3	3	09/03/2018	07/30/2019		3	237	237

School Calendar Screen, School Report Periods Tab

- Select **X** to delete a district week that does not apply to the school, if needed.
 - Click **Add** in the School Week Setup section to add a week off for the school, if needed.
 - Enter the beginning date of the week in the **Date** field.
 - Select the **Week Type**.
- You can customize the types of weeks for each district using the [Week Type](#) lookup table.
- Select **Exclude From State Reports** to exclude this week from the state upload.
 - Click **Add** to add another week, if needed.
 - Select **X** to delete a week, if needed.

11. Click **Save**.

For California schools and districts, Synergy SIS also outlines the P1, P2, and P3 reporting periods the state uses. This information is in the State Reporting Periods section at the bottom of the **School Report Periods** tab of the School Calendar screen.

School Calendar

Menu Save Undo Create Calendar

School Name: **Hope High School** School Year: **2018-2019** Calendar Type: **Regular**

[School Calendar](#) [School Report Periods](#) [Advanced Options](#)

School Reporting Period

Line	Order	Name	DateStart	DateEnd	Override
1	1	40th Day	09/03/2018	10/15/2018	<input type="checkbox"/>
2	2	100th Day	10/18/2018	01/14/2019	<input type="checkbox"/>
3	3	End of Year	01/17/2019	05/27/2019	<input type="checkbox"/>

[Load District School Weeks](#)

School Week Setup

Line	Date	Week Type	Exclude From State Reports
1	12/23/2018	Winter Break	<input type="checkbox"/>

State Reporting Periods

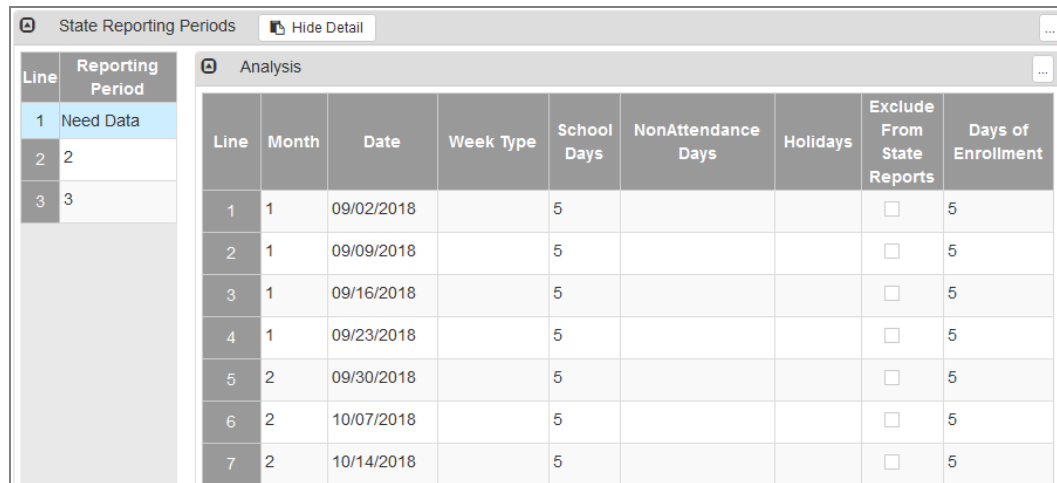
Line	Reporting Period	Start Date	End Date	Holidays	NonAttendance Days	School Days	Days of Enrollment
1	Need Data	09/03/2018	12/21/2018			80	80
2		09/03/2018	04/12/2019			160	160
3		09/03/2018	07/30/2019		3	237	237

School Calendar Screen, School Report Periods Tab



For each reporting period, Synergy SIS calculates the **Start Date** and **End Date** of the period. It also counts the number of **Holidays** and other **Non-Attendance Days** in the period. Finally, it tabulates the number of **School Days** and **Days of Enrollment**.

- Click **Show Detail** to see the detail of each period by week, if needed.



Line	Month	Date	Week Type	School Days	NonAttendance Days	Holidays	Exclude From State Reports	Days of Enrollment
1	1	09/02/2018		5			<input type="checkbox"/>	5
2	1	09/09/2018		5			<input type="checkbox"/>	5
3	1	09/16/2018		5			<input type="checkbox"/>	5
4	1	09/23/2018		5			<input type="checkbox"/>	5
5	2	09/30/2018		5			<input type="checkbox"/>	5
6	2	10/07/2018		5			<input type="checkbox"/>	5
7	2	10/14/2018		5			<input type="checkbox"/>	5

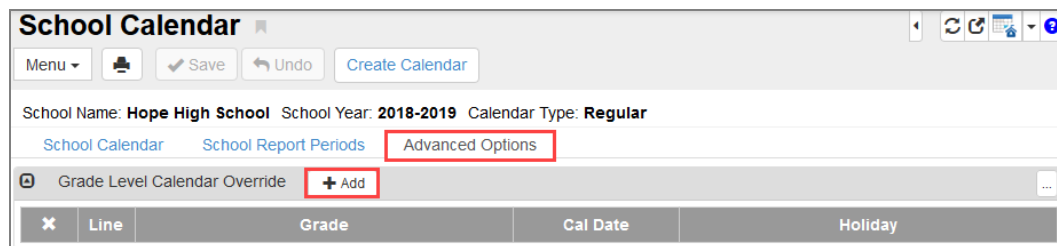
School Calendar Screen, School Report Periods Tab, State Reporting Periods Detail



Synergy SIS tabulates this information for each week. Select **Exclude from State Reporting** to remove any of these weeks from the state upload.

Adding a Custom Holiday

- Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
- Select the **Advanced Options** tab.
- Click **Add** to add a new line.



Line	Grade	Cal Date	Holiday
------	-------	----------	---------

School Calendar Screen, Advanced Options Tab

- Select the **Grade** affected by this custom holiday.
- Enter the date of the custom holiday in **Cal Date**.
- Select the type of non-school day in **Holiday**.
 - Click **Add** again and follow the steps above to add another non-school day for a grade, if needed.
 - Select **X** to delete a day, if needed.
- Click **Save**.

Reviewing Instructional Hours and Adding Hour Deviations

1. Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
2. Select the **Instructional Hours** tab.
3. Review the Total Instructional Hours section.
 - **Grade** – Displays the grade levels selected in School Setup.
 - **House** – Only available if *House (with Bell Schedule Filtering)* is the selected **Bell Schedule Override** on the School Setup screen. Instructional Minutes display per House.
 - **Instructional Hours** – Sum of the minutes derived based on a combination of the Bell Schedule Definition and Period Rotation Definition selected and the number of days in the School Calendar using the following equation:

*Total minutes from the Bell Schedule * the number of days it is used in the calendar / 60 minutes*



You must set the **Exclude Passing Minutes in Schedule Based FTE** selection to **No** on the Schedule Based FTE Setup – District screen.

- **Instructional Hours Deviation** – Manual entry option to adjust the Total Reported Instructional Hours. You can enter a '-' (minus) to subtract hours or simply enter hours to add.
- **Total Reported Instructional Hours** – Sum of **Instructional Hours** and **Instructional Hours Deviation** columns.
- **State Required Instructional Hours** – Displays the Instructional Hours entered from the District Calendar.
- **Difference in Hours** – Displays the difference between the **Total Reported Instructional Hours** and the **State Required Instructional Hours** columns. If the difference in hours is greater than or equal to the required hours, the field is green, otherwise, the field is red.

School Calendar						
Menu ▾						
School Name: Hope High School School Year: 2018-2019 Calendar Type: Regular						
School Calendar School Report Periods Advanced Options Instructional Hours						
Total Instructional Hours						
Line	Grade	Instructional Hours	Instructional Hours Deviation	Total Reported Instructional Hours	State Required Instructional Hours	Difference In Hours
1	9	1601.97	8.00	1609.97	0.00	1609.97
2	10	1601.97	0.00	1601.97	0.00	1601.97
3	11	1601.97	0.00	1601.97	0.00	1601.97
4	12	1595.73	0.00	1595.73	0.00	1595.73

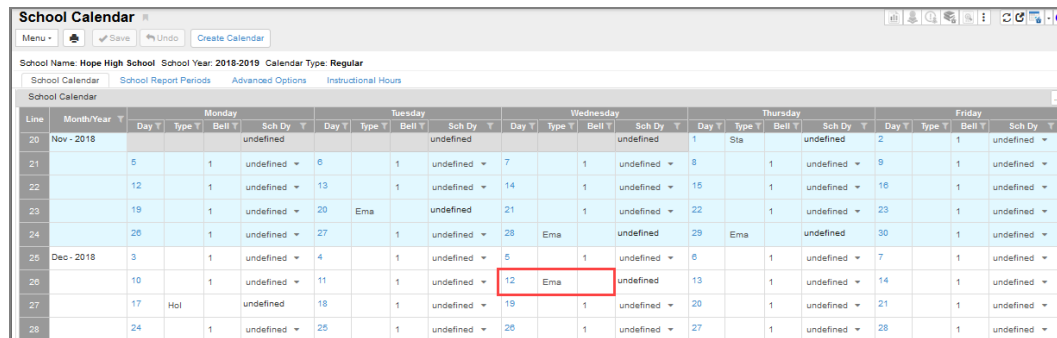
School Calendar Screen, Instructional Hours Tab

4. Click **Save**.

Updating the Attendance Calendar for an Emergency Closure Day

This process updates the Attendance Calendar when the school or district calendar changes to an emergency closure day, and updates the Attendance Calendar to move attendance to the next valid day for both daily and period attendance schools.

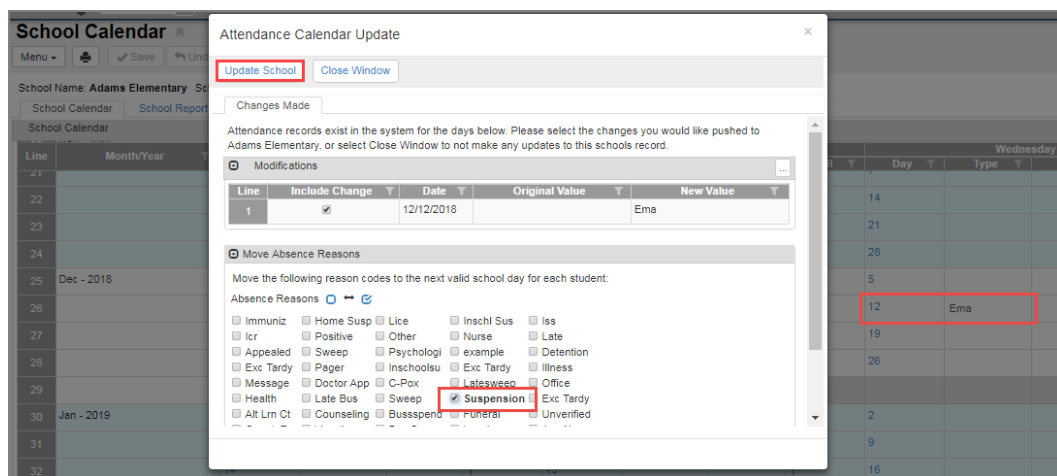
1. Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
2. Change the day to an approved school closure day.



Line	Month/Year	Day	Type	Sch Dy	Day	Type	Sch Dy	Day	Type	Sch Dy	Day	Type	Sch Dy	Day	Type	Sch Dy
20	Nov - 2018															
21		5		1			6			7			8			9
22		12		1			13			14			15			16
23		19		1			20	Ema		21			22			23
24		26		1			27			28	Ema		29	Ema		30
25	Dec - 2018	3		1			4			5			6			7
26		10		1			11			12	Ema		13			14
27		17	Hol				18			19			20			21
28		24		1			25			26			27			28

School Calendar Screen

3. Click **Save**. The Attendance Calendar Update screen opens.
4. Select the **Attendance Reasons** for Move Absence Reasons. This step is required. The reasons selected here are the only ones that will move to the next valid day on the Attendance Calendar.
5. Click **Update School**.



Attendance Calendar Update

Update School Close Window

Changes Made

Attendance records exist in the system for the days below. Please select the changes you would like pushed to Adams Elementary, or select Close Window to not make any updates to this school's record.

Modifications

Line	Include Change	Date	Original Value	New Value
1	<input checked="" type="checkbox"/>	12/12/2018		Ema

Move Absence Reasons

Move the following reason codes to the next valid school day for each student:

Absence Reasons

<input type="checkbox"/> Immuniz	<input type="checkbox"/> Home Susp	<input type="checkbox"/> Lice	<input type="checkbox"/> Inschl Sus	<input type="checkbox"/> Iss
<input type="checkbox"/> Icr	<input type="checkbox"/> Positive	<input type="checkbox"/> Other	<input type="checkbox"/> Nurse	<input type="checkbox"/> Late
<input type="checkbox"/> Appealed	<input type="checkbox"/> Sweep	<input type="checkbox"/> Psychologi	<input type="checkbox"/> example	<input type="checkbox"/> Detention
<input type="checkbox"/> Exc Tardy	<input type="checkbox"/> Pager	<input type="checkbox"/> Inschoolsu	<input type="checkbox"/> Exc Tardy	<input type="checkbox"/> Illness
<input type="checkbox"/> Message	<input type="checkbox"/> Doctor App	<input type="checkbox"/> C-Pox	<input checked="" type="checkbox"/> Latesweep	<input type="checkbox"/> Office
<input type="checkbox"/> Health	<input type="checkbox"/> Late Bus	<input type="checkbox"/> Sweep	<input checked="" type="checkbox"/> Suspension	<input type="checkbox"/> Exc Tardy
<input type="checkbox"/> Alt Lrn Ct	<input type="checkbox"/> Counseling	<input type="checkbox"/> Bussuspend	<input type="checkbox"/> Funeral	<input type="checkbox"/> Unverified

Attendance Calendar Update Screen

Verifying the Attendance Calendar Update

You can ensure the Attendance Calendar update was successful by viewing the Attendance Calendar on the Daily Attendance or Period Attendance screen.

Y

Daily Attendance

Menu

Save

Undo

Student Name

Abdulbari, Kathy A.

School

Adams Elementary

Status: Active

Homeroom:

Calendar

Days of Activity

Totals

History

Daily Entry

Attendance Letters

Last Name

First Name

Middle Name

Suffix

Perm ID

Grade

Gender

Ed-Fi ID

Abdulbari

Kathy

Abusemie

135578

02

Female

Show Full Year

Date

Go To Date

<< Previous Month

Next Month >>

(N/M) Not Meeting in Bell Schedule

(N/D) Not defined in Period Rotation

Daily Attendance Calendar

Line	Month Year	Day	Monday			Tuesday			Wednesday			Day	Reason	Value	Reason	Value	Reason
			All Day	Attendance 1	Attendance 2	All Day	Attendance 1	Attendance 2	All Day	Attendance 1	Attendance 2						
1	Nov-2018	19				20			21			22					
2		26				27			28			29					
3																	
4	Dec-2018	3				4	Ema	Ema	5	Sus	1.00	6	Sus				
5		10				11			12			13					

Daily Attendance Screen

You can view the students affected by the update by viewing the Attendance Calendar Student Attendance Update file in the Job Q Admin Viewer.

```

Student: Abbott, Billy - Sis Number: 123456
Attendance Day becoming a holiday is 12/12/2018
Code 1 OSS
Code 1 amount 1.00
Period: 2 abs code: OSS arrival time: departure time: note:
Period: 4 abs code: OSS arrival time: departure time: note:
Period: 6 abs code: OSS arrival time: departure time: note:
Period: 8 abs code: OSS arrival time: departure time: note:
Period: 10 abs code: N/S arrival time: departure time: note:

Attempting to move data to 12/13/2018
Successfully moved attendance to 12/13/2018

Student: Aaron, Ian - Sis Number: 234567
Attendance Day becoming a holiday is 12/12/2018
Code 1 OSS
Code 1 amount 1.00
Period: 2 abs code: OSS arrival time: departure time: note:
Period: 4 abs code: OSS arrival time: departure time: note:
Period: 6 abs code: OSS arrival time: departure time: note:
Period: 8 abs code: OSS arrival time: departure time: note:
Period: 10 abs code: N/S arrival time: departure time: note:

Attempting to move data to 12/13/2018
Successfully moved attendance to 12/13/2018

```

Attendance Calendar Student Attendance Update Output



If the next calendar day is a holiday or weekend, the attendance update moves to the day after the holiday or weekend. This is only true for period attendance schools if all the same codes are applied to all periods for the attendance updates.

If the change of day is done from the District Calendar, all schools in that district update.

Rules Logic for Moving Attendance

The following describes the rules logic for moving attendance for once daily, twice daily, and period attendance schools.

Once Daily School

Does the attendance code for the date that was changed in the calendar match one of the codes that should be moved?

If yes

- Search for a day to move the attendance to using [Once Daily Rules](#) below.
- Was a day found to move attendance to?

If yes

- Log attendance for the date that was changed in the calendar in the "Update" log.
- Move attendance to the new day.

If no

- Log attendance for the date that was changed in the calendar in the "Non-update" log. Do not move attendance.

If no

- Log attendance for the date that was changed in the calendar in the "Non-update" log. Do not move attendance.

Once Daily Rules

Is there an attendance code?

If yes

- Does that code match one of the codes that should be moved?

If yes

- Look at the next valid attendance day for this student. If that day is valid, return it.

If no

- No day found, attendance cannot be moved.

If no

- This is a valid day that attendance can move to.

Twice Daily School

Do both of the attendance codes for the date that was changed in the calendar match one of the codes that should be moved?

If yes

- Search for a day to move the attendance to using [Twice Daily Rules](#) below.
- Was a day found to move attendance to?

If yes

- Log attendance for the date that was changed in the calendar in the "Update" log.
- Move attendance to the new day. (Code1/Amount1 moves to Code1/Amount1 on the new day, Code2/Amount2 moves to Code2/Amount2 on the new day)

If no

- Log attendance for the date that was changed in the calendar in the "Non-update" log. Do not move attendance.

If no

- Log attendance for the date that was changed in the calendar in the "Non-update" log. Do not move attendance.

Twice Daily Rules

Is there an attendance code in AM or PM?

If yes

- Do both attendance codes match one of the codes that should be moved?

If yes

- Look at the next valid attendance day for this student. If that day is valid, return it.

If no

- No day found, attendance cannot be moved.

If no

- This is a valid day that attendance can move to.

Period Attendance School

Is there an attendance code in every period for the date that was changed in the calendar for this student? **AND**

Do all of the attendance codes for the date that was changed in the calendar match? **AND**

Does that code match one of the codes that should be moved?

If yes

- Search for a day to move the attendance to using [Period Rules](#) below.
- Was a day found to move attendance to?

If yes

- Log attendance for the date that was changed in the calendar in the "Update" log.
- Move attendance to the new day. (All periods are filled with the code that was in the periods on the newly created holiday. The AM code moves straight across if it matches a code that should be moved.)

If no

- Log attendance for the date that was changed in the calendar in the "Non-update" log. Do not move attendance.

If no

- Log attendance for the date that was changed in the calendar in the "Non-update" log. Do not move attendance.

Period Rules

Are there any period attendance codes?

If yes

- Do all of the attendance codes match? **AND**
- Is that code one of the codes that should be moved?

If yes

- Look at the next valid attendance day for this student. If that day is valid, return it.

If no

- No day found, attendance cannot be moved.

If no

- This is a valid day that attendance can be moved to.

School Scheduling Options

The School Scheduling Options screen contains options for running the scheduling course requests for full sections, generating section IDs, adding meeting days, and selecting pathways.



See [Meeting Days and Period Rotation](#) for more information on creating Meeting Days.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options**.
2. Select the **Class Size Limit** option. This is the process the system uses when reviewing course requests for a section that reached the class size limit.
 - *Add Student, no Message* – Adds the student to the section without giving a warning message.
 - *Add Student, with Message* – Adds the student but includes a warning message that the section has reached the class size limit.
 - *Don't add student* – Skips scheduling the student into the section.
 - *Require Password* – Only adds the student to the section if you enter the correct password.
3. Enter the **Section Override Password** if using the *Require Password* option.
4. Enter the **Section ID Width**. This is the character limit for a section ID.
5. Select the **Auto Sequence** option. This determines the section ID creation process when running the Master Schedule Builder process.
 - *Manual* – Manually add section IDs after running Master Schedule Builder.
 - *Period and Counter* – Section IDs begin with the period number, followed by a sequential number based on section creation order.
 - *Course and Period* – Section IDs begin with the Course ID, followed by the section period number. Choose this option only if the school never offers two sections of a course in the same period.
 - *Counter* – The system creates section IDs with a sequential number based on creation order.
 - *Course and Period and Counter* – Section IDs contain the Course ID, period number, and sequential creation number.
 - *Course and Counter* – Section IDs match the same number as the one generated by Master Schedule Builder.
 - *Course and Manual* – The system generates a Course ID, the user manually creates a section ID, and the system attaches the two.



See the *Synergy SIS – Master Schedule Builder Guide* for more information on Master Schedule Builder.

6. Select **Track Class Deletions for Add/Drop Report** to keep deleted sections on the Student Classes Deleted screen and any applicable reports.
7. Select **Enable Section ID Validation Warnings** to display a warning when a manually entered section ID goes over width requirements.
8. Select **Do Not Fill Section ID Gaps** to prevent the system from filling gaps between existing sections and instead create sequential section IDs from the highest section number. For example, a school has the following sections created: 1001, 1002, and 2001. If selected, the next **Section ID** automatically assigned to a created section is 2002.



This is useful for schools that change **Section ID** format and wish to keep previous sections on file for record-keeping purposes.

9. Select **Only Create Grade Records For Homeroom Section** if your school issues grades through homeroom teachers while still tracking participation in other courses. Elementary schools primarily use this option.



See the *Synergy SIS – Grading and Course History Administrator Guide* for more information about grading.

10. Select **Enable View of Student's Team/House/Counselor** to view this information on the Section and Schedule Section screens, as well as the [STU408 – Class List](#) report.



See [Houses and Teams Overview](#) for more information on Houses and Teams.

11. Select **Enable View of Course Duration** to display the course duration value for a course in the Student Requests and Alternates for Electives sections on the **Requests** tab on the Schedule Request screen and in the Selected Course Requests and Selected Alternate Course Requests sections on the Course Request screen in ParentVUE and StudentVUE.

School Scheduling Options

Menu [Icons] Save Undo

School Name: **Hope High School** School Year: **2020-2021**

Section Options Course Request and Walk-In Options House/Team/Exclusion Pathways

Options

Class Size Limit [Dropdown]

Section ID Width [Text Box]

Allow Override of Pathways Restriction In Class [Dropdown]

Auto Sequence [Dropdown]

Section Override Password [Text Box]

☐ Track Class Deletions for Add/Drop Report

☐ Enable Section ID Validation Warnings

☐ Do Not Fill Section ID Gaps

Creation of "Grade" records can be limited to just the Homeroom Section by checking the following checkbox:

☐ Only Create Grade Records For Homeroom Section.

☐ Enable View of Student's Team

☐ Enable View of Student's House

☐ Enable House Category

☐ Enable View of Student's Counselor

☐ Enable Period Rotation Schedule Pattern

☐ Enable View of Course Duration

School Scheduling Options Screen

12. Click **Save**.

Meeting Days and Period Rotation

Adding Meeting Days

Some schools offer classes on different days or different periods. Use Meeting Days to rotate periods to fit scheduling needs.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options**.
2. Click **Add** in the Meeting Days section. A new row displays. Do this for each day in the period rotation. For example, if there are four days in the rotation, enter four meeting days.
3. Enter the **Order** number for the day.
4. Enter a **Code** to identify the day.
5. Enter a **Description** for each day.

Meeting Days + Add			
* -	Line	Order	Description
■	1	1	MWF Mon Wed Fri
■	2	2	TR Tue Thur

School Scheduling Options Screen

6. Click **Save**.

Deleting Meeting Days

You can delete Meeting Days for a future school year on the School Scheduling Options screen that have linked sections on the Schedule Section screen. An error message displays if you try to delete a Meeting Day on the School Scheduling Options screen for a linked section in the Meeting Days section on the Section screen and **Homeroom Meeting Days** on the School Setup Screen.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options**.
2. Click **Delete Meeting Day** for the meeting **Code** to delete.

School Scheduling Options

School Name: **Hope High School** School Year: **2018-2019**

Section Options | **Course Request and Walk-In Options** | House/Team/Exclusion | Pathways

Options

Class Size Limit: Don't add student
Section ID Width: 4
Allow Override of Pathways Restriction in Class: Require Password
Section Override Password: *****
Auto Sequence: Course and Period and Counter
☒ **Enable Section ID Validation Warnings**
☐ Do Not Fill Section ID Gaps
☒ **Track Class Deletions for Add/Drop Report**
Creation of "Grade" records can be limited to just the Homeroom Section by checking the following checkbox:
☐ Only Create Grade Records For Homeroom Section.
☐ Enable View of Student's Team
☒ **Enable View of Student's House**
☒ **Enable House Category**
☐ Enable View of Student's Counselor
☐ Enable Period Rotation Schedule Pattern

Include In Grading Option

When the include grade option or minimum class enrollment days are blank, the district default will be used (Grade Option 'Always'). If Always or blank is selected then the Minimum Class Enrollment Days field is disregarded. If evaluate is selected, then the student must have been enrolled in the course for at least the number of days indicated in the Minimum Class Enrollment Days textbox below to have a grade in the course.

Include Grade Option: Evaluate active classes against Minimum Days Enrolled Threshold
Minimum Class Enrollment Days: 10

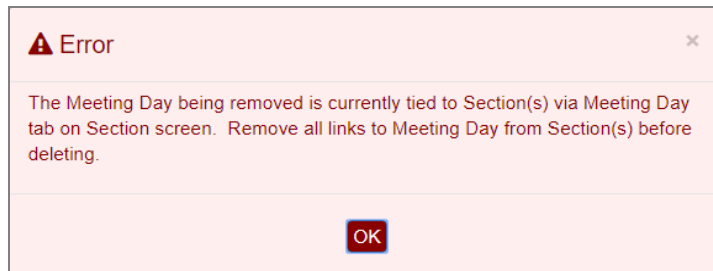
Meeting Days + Add

Line	Order	Code	Description	Delete Meeting Day
1	1	MWF		Delete Meeting Day
2	2	TTh		Delete Meeting Day
3	3	Test	Testing	Delete Meeting Day
4	4	S	Saturday	Delete Meeting Day

School Scheduling Options Screen

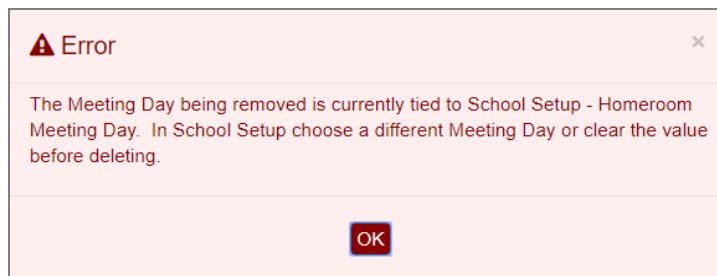
The following error messages display when a meeting day cannot be deleted on the School Scheduling Options screen as:

- The Meeting **Code** is linked to the Meeting Days on the Section screen.



Error Message

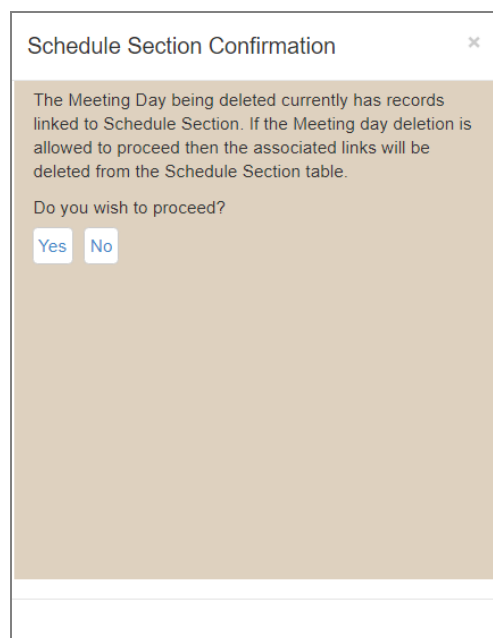
- The Meeting **Code** is linked to **Homeroom Meeting Days** on the School Setup screen.



Error Message



A confirmation message displays before deleting the meeting day if the meeting day is used only on the Schedule Sections screen. Click **Yes** to delete the selected meeting day.



Schedule Section Confirmation Window

District Setup Options

Use the District Setup screen to ensure that rotation periods stay in the section if any changes are made on the Period Rotation Definition screen.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Do not clear rotation periods when increasing number of days in the cycle** and **Do not clear rotation periods when decreasing number of days in the cycle** in the Other Options section.

The screenshot shows the 'District Setup' window with the 'System' tab selected. The 'Other Options' section contains several checkboxes. Two checkboxes are selected and highlighted with a red box: 'Do not clear rotation periods when increasing number of days in the cycle' and 'Do not clear rotation periods when decreasing number of days in the cycle'. Other visible options include 'Do not allow same parent to be added to a student with multiple relationships', 'Display Student Test ID', 'Organizations that are direct children of the district are sub-districts', and 'Prevent users from viewing or editing invalid daily attendance'.

District Setup Screen, System Tab

4. Click **Save**.

Period Rotation Definition

Use the Period Rotation Definition screen to configure periods for all meeting days.

1. Navigate to **Synergy SIS > Schedule > Setup > Period Rotation Definition**.
2. Enter the **Number of Days in Cycle**. For example, if school periods change every other day, there are two days in the cycle. If periods change every day except for the fifth day, there are four days in the cycle.

Period Rotation Definition

Menu [Print] [Save] [Undo]

School: **Hope High School** School Year: **2016-2017**

Rotation Days Rotation Periods

Number of Days in Cycle: **2** [Restore Defaults]

Rotation Definition

Line	Day Code	Schedule Code	Title
1	A	MWF: Mon Wed Fri	Day A
2	B	TR: Tue Thur	Day B

Period Rotation Definition Screen

3. Click **Save**. The Rotation Definition section fills automatically with a Day Code for each day in the cycle.
4. Assign the meeting days created in the School Scheduling Options screen to each day in the cycle by selecting it from the Schedule Code.
5. Click **Save**.
6. Select the **Rotation Periods** tab. You can manually edit either default distribution to adjust the rotation. Clicking either **Set Rotating Default** or **Set Non-Rotating Default** populates the Period Definition section.
 - Click **Set Rotating Default** to set up a rotating schedule in which each period is at a different time every day in the cycle.

Period Rotation Definition

Menu [Print] [Save] [Undo]

School: **Adams Elementary** School Year: **2015-2016**

Rotation Days Rotation Periods

[Set Rotating Default] [Set Non-Rotating Default]

Period Definition

Line	Period	Day A-M	Day B-Tu	Day C-W	Day D-Th
1	0	0	1	2	3
2	1	1	2	3	4
3	2	2	3	4	5
4	3	3	4	5	6
5	4	4	5	6	7
6	5	5	6	7	8
7	6	6	7	8	0
8	7	7	8	0	1
9	8	8	0	1	2

Period Rotation Definition Screen, Rotation Periods Tab

- Click **Set Non-Rotating Default** to set a non-rotating schedule where each period is at the same time every day in the cycle.

Period Rotation Definition

Menu Save Undo

School: **Adams Elementary** School Year: **2015-2016**

Rotation Days **Rotation Periods**

[Set Rotating Default](#) [Set Non-Rotating Default](#)

Period Definition

Line	Period	Day A-M	Day B-Tu	Day C-W	Day D-Th
1	0	0	0	0	0
2	1	1	1	1	1
3	2	2	2	2	2
4	3	3	3	3	3
5	4	4	4	4	4
6	5	5	5	5	5
7	6	6	6	6	6
8	7	7	7	7	7
9	8	8	8	8	8

[Feedback](#)

Period Rotation Definition Screen, Rotation Periods Tab

- Click **Save**.

Assigning Rotation Default

After updating the Period Rotation Definition screen, assign rotation days to specific calendar dates in the School Calendar.

- Navigate to **Synergy SIS > Attendance > Setup > School Calendar**.
- Select **Fill Rotating Days Skipping Over Holidays** or **Fill Rotating Days Holidays Count as Rotation Day** in the Rotation Default section to automatically assign rotation.

School Calendar

Menu Save Undo [Create Calendar](#)

School Name: **Hope High School** School Year: **2016-2017** Calendar Type: **Regular**

[School Calendar](#) [School Report Periods](#) [Advanced Options](#)

Bell Default

Default Bell Schedule
1: Default
[Set Bell Default](#)

Supplemental Bell Default

Default Supplemental Bell Schedule
[Set Bell Default](#)

☐ Use Supplemental Calendar

Rotation Default

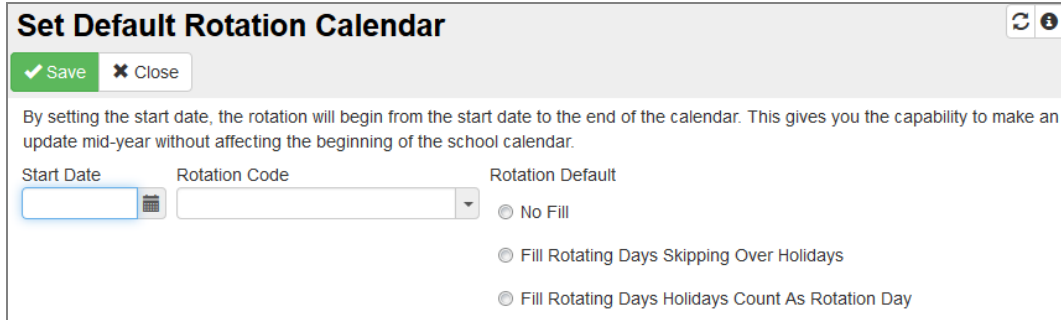
☐ No Fill ☒ Fill Rotating Days Skipping Over Holidays [Set Rotation Default](#)

☐ Fill Rotating Days Holidays Count As Rotation Day

[Customize the Rotation default by date and type](#)

School Calendar Screen


3. Click **Customize the Rotation default by date and type** to set a different rotation for part of the year. The Set Default Rotation Calendar screen opens.
 - a. Select the **Start Date** and **Rotation Code** to begin the rotation.
 - b. Select the Rotation Default option.



Set Default Rotation Calendar

✓ Save ✕ Close

By setting the start date, the rotation will begin from the start date to the end of the calendar. This gives you the capability to make an update mid-year without affecting the beginning of the school calendar.

Start Date:  Rotation Code: Rotation Default:

☐ No Fill

☐ Fill Rotating Days Skipping Over Holidays

☐ Fill Rotating Days Holidays Count As Rotation Day

Set Default Rotation Calendar Screen

- c. Click **Save**.
4. Manually change the rotating day by clicking in the **Rot** column and selecting the Day Code.

School Calendar

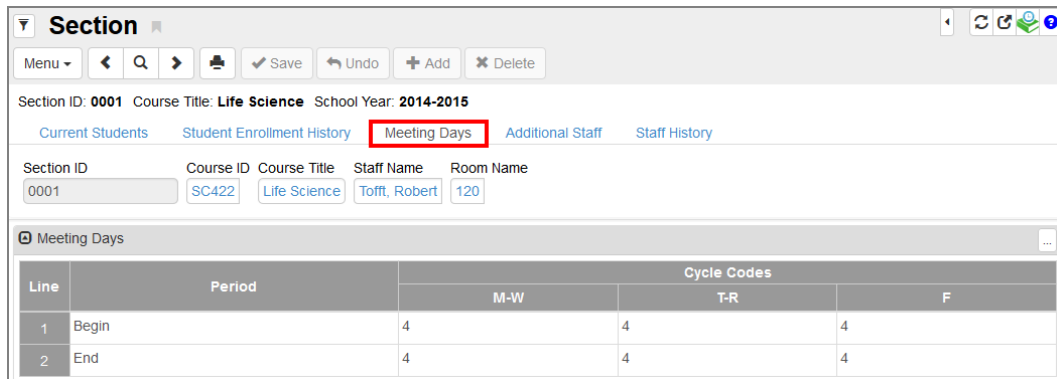
Line	Month/Year	Monday				Tuesday				Wednesday				Thursday				Day
		Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	Day	Type	Rot	Bell	
1	Aug - 2014	25	Hol			26			1		27			1		28		29
2	Sep - 2014	1			1	2			1		3			1		4		5
3		8			1	9							1		11		12	
4		15			1	16							1		18		19	
5		22			1	23							1		25		26	
6		29			1	30			1									

School Calendar Screen

5. Click **Save**.

Assigning Periods to Sections

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate the section to modify.
3. Select the **Meeting Days** tab.



Section

Menu: < > 🔍 🖨️ ✓ Save ↶ Undo ➕ Add ✕ Delete

Section ID: 0001 Course Title: Life Science School Year: 2014-2015

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

Section ID: 0001 Course ID: SC422 Course Title: Life Science Staff Name: Tofft, Robert Room Name: 120

Meeting Days

Line	Period	Cycle Codes			
		M-W	T-R	F	
1	Begin	4	4	4	
2	End	4	4	4	

Section Screen, Meeting Days Tab

4. Enter the Period **Begin** and **End** for each Meeting Day in the Cycle Codes section.



You must assign periods to each section in the rotation.

5. Click **Save**.

Allowing Schedule Overlap

You can enable sections to overlap for the same period for students within the District Setup and School Setup screens.

District Level Validation

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select one of the following under **Validate Student Classes** in the Other Options section:
 - *Do Not Validate Student Classes* – Ignores schedule overlap
 - *Show Error and Do Not Allow Data to be Saved if Student Classes Overlap*
 - *Show Warning and Allow Data to be Saved if Student Classes Overlap*

District Setup

Menu Save Undo

District Setup

Options System Grade Setup Teacher/VUE Labels Auto-Sequence Reports Waivers Mobile Apps

Concurrent Options Accessibility Color Themes

Other Options

Discipline Type: Incident

Student Notification: Icon

☐ Disable Unique State Number

☒ **Allow Negative Seat Totals**

☒ **Enable Announcement Dismissal**

☒ **Enable historical tracking of staff in sections**

Edupoint does not recommend disabling section locking. Sections are locked after the term has started by default. Disabling section locking may potentially damage the section and its related data. The system may also produce inconsistent or unexpected results.

Section Locking Options: Do Not Lock Section, Do Not Display Warning Message

Section Periods Options: Override Periods in Meeting Days Tab And Do Not Display Warning Message

☒ **Auto Assign District Staff To Schools**

Validate Student Classes

Show Warning and Allow Data to be Saved if Student Classes Overlap

Incident Violation Display: Entire Violation

Badge Number Update Type: Genesis update of badge number

Adult ID Update Type: Auto Generate

Fee Total Type: Include fees for all organizations and all years

District Group History Filter: Allow Enrollment in Multiple GATE Programs

District Setup Screen, System Tab

4. Click **Save**.



After enabling district-level validation, each school in the district that does not follow the same validation must use their own settings.

School Level Validation

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Setup**.
2. Select one of the following under **Validate Student Classes** in the Other Info section:
 - *Do Not Validate Student Classes*— Ignores schedule overlap
 - *Show Error and Do Not Allow Data to be Saved if Student Classes Overlap*
 - *Show Warning and Allow Data to be Saved if Student Classes Overlap*

The screenshot shows the 'School Setup' interface for 'Adams Elementary' in the '2016-2017' school year. The 'Other Info' section is expanded, showing various configuration options. A red box highlights the 'Validate Student Classes' dropdown menu, which currently displays 'Do Not Validate Student Classes'. Other visible options include checkboxes for 'Exclude from State Reporting', 'Report Sub Schools', and 'Enable College Credit', as well as dropdowns for 'Enable Subject Area Override', 'Enable College Area Override', and 'Enable University Area Override'. There are also input fields for 'School Hours Per Week' and 'Special Ed "Bell to Bell" Hours Per Week', and a 'Scheduling Options' dropdown set to 'Homeroom and Associated Course Enrollments'.

School Setup Screen

3. Click **Save**.

Enabling Historical Staff Tracking

Schools assign each section of a course to a staff member. Before assigning staff to sections, schools must add all staff members to their respective schools and assign departments to staff to allow for grouping and reporting.



See the *Synergy SIS – System Administrator Guide* for more information on adding and updating staff assignments.

Enable historical tracking of staff assignment to a course allows the system to keep a record of which staff members have taught a particular course.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Enable historical tracking of staff in sections** in the Other Options section.

The screenshot shows the 'District Setup' interface with the 'System' tab selected. The 'Other Options' section contains several settings, including 'Discipline Type' (Incident), 'Student Notification' (Icon), 'Incident Violation Display' (Entire Violation), 'Badge Number Update Type' (Genesis update of badge number), 'Adult ID Update Type' (Auto Generate), 'Fee Total Type' (Include fees for all organizations and all years), and 'District Group History Filter'. The checkbox 'Enable historical tracking of staff in sections' is checked and highlighted with a red box.

District Setup Screen, System Tab

4. Click **Save**.

Restricting Section Modifications

You can restrict a user's ability to delete student section enrollments using one of three methods: prohibiting any change, prohibiting changes during specific times of the day, or prohibiting changes after a certain number of days.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Choose one of the following options:
 - Select **Disable ability to add, drop, and transfer students** to prohibit any modification to student schedules for the current term.



Selecting this option overrides any settings in the Disable Add, Drop, and Transfer section.

District Setup

Menu ▾ Save Undo

District Setup

Options **System** Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps

Concurrent Options Accessibility Color Themes

Disable Add, Drop, and Transfer

☒ **Disable ability to add, drop, and transfer students (overrides grid below)**

Enter a begin and end time during which users will not be able to add, drop, or transfer students

Disable Add, Drop, and Transfer

Line	Day of Week	Disabled Time Period	
		Begin	End
1	Sunday		
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		

Disable the ability to delete student section enrollment on or after day of the current term.

☐ Consider Holidays in the days of enrollment count.

Message shown when the ability to delete student section enrollment is disabled.

District Setup Screen, System Tab

- Enter the **Begin** and **End** time period for each **Day of the Week** to lock modification in the Disable Add, Drop, and Transfer section.

District Setup

Menu ▾ Save Undo

District Setup

Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps
Concurrent Options Accessibility Color Themes

Disable Add, Drop, and Transfer

☐ Disable ability to add, drop, and transfer students. (overrides grid below)
Enter a begin and end time during which users will not be able to add, drop, or transfer students

Disable Add, Drop, and Transfer

Line	Day of Week	Disabled Time Period	
		Begin	End
1	Sunday		
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		

Disable the ability to delete student section enrollment on
or after day of the current term.

☐ Consider Holidays in the days of enrollment count.

Message shown when the ability to delete student section enrollment is disabled.

District Setup Screen, System Tab

- Enter a numeric value of up to three digits for **Disable the ability to delete student section enrollment on or after day _ of the current term.** If left blank or the field contains 0, the option remains disabled.
 - a. Select **Consider Holidays in the days of enrollment count** to include school holidays in the day count.
 - b. Enter the **Message shown when the ability to delete student section enrollment is disabled.**

District Setup

Menu ▾ Save Undo

District Setup

Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps
 Concurrent Options Accessibility Color Themes

Disable Add, Drop, and Transfer

☐ Disable ability to add, drop, and transfer students. (overrides grid below)
 Enter a begin and end time during which users will not be able to add, drop, or transfer students

Disable Add, Drop, and Transfer

Line	Day of Week	Disabled Time Period	
		Begin	End
1	Sunday		
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		

Disable the ability to delete student section enrollment on
 or after day of the current term.

☐ Consider Holidays in the days of enrollment count.

Message shown when the ability to delete student section enrollment is disabled.

District Setup Screen, System Tab

4. Click **Save**.

Setting Course Display Options

The Course ID Print Width field allows you to customize the length of the Course ID as it displays in any reports. You can also set the **Short Course Title** to display instead of the full course title for any reports and screens that use a course name. The Short Course Title also displays on Course History records.



If there is no **Short Course Title** entered for the course on the District Course screen, reports and screens use the full **Course Title**.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Enter the **Course ID Print Width** in the Course Options section as a numerical value.
4. Select **Use Course Short Title**.

The screenshot shows the 'District Setup' interface with the 'System' tab selected. Under the 'Course Options' section, the 'Course ID Print Width' field is empty. The 'Use Course Short Title' checkbox is checked, and the 'Explain Use Course Short Title' link is visible below it.

District Setup Screen, System Tab

5. Click **Save**.

Chapter 3: Courses and Rooms Setup

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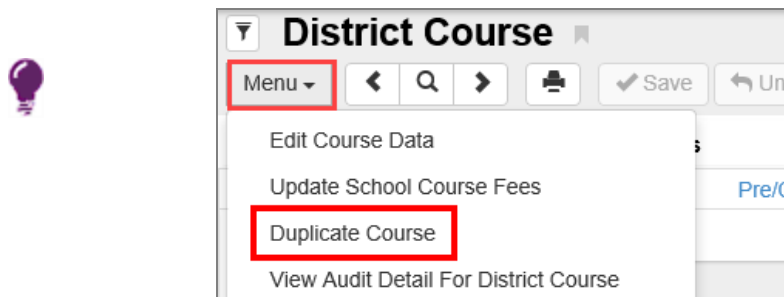
Managing District Courses

The District Course screen lists all courses taught within the district. These records are not school-year specific. The Section screen captures individual classes held each year for each course.

Adding a District Course

1. Navigate to **Synergy SIS > Course > District Course** or **Synergy SIS > Schedule > District Course**.
2. Click **Add**. The District Course (Add) screen opens.

You can also duplicate an existing course by selecting *Duplicate Course* from the **Menu**. This only copies the data on the **Course** tab. You must manually enter information from additional tabs after saving the course.



District Course Screen

3. Enter a **Course ID**. This code is alphanumeric and limited to 20 characters.
4. Enter the **Course Title**. You can also enter the **Course Short Title** if your school uses this label.



See [Setting Course Display Options](#) for more information on the Course Short Title.

5. Select **Mandatory** to assign the course automatically to all schools in the district. If a course is not mandatory, schools must opt-in to the course.



Use the **Inactive** option to remove a course listing. You cannot delete a course after it displays on the Student Course History screen.

6. Select **Always Show in Course History Add** if the course should display even if marked inactive.

District Course (Add) Screen

7. Select the **Course Duration**.
 8. Select the **Department**.
 9. Enter the **Credit** and **Max Credit** offered for the course.

District Course Add Screen

10. Select the **Duplicate Request** option under Scheduling Options to determine how the course handles duplicate course requests.



The Duplicate Course Request setting on the School Scheduling Options screen in the Mass Scheduling module overrides this selection.

11. Select the **Schedule Priority** used for Mass Scheduling.

12. Enter information for the ParentVUE Options to control access to course requests.



See the *Synergy SIS – ParentVUE and StudentVUE Administrator Guide* for more information about ParentVUE and StudentVUE course requests.

District Course Add Screen

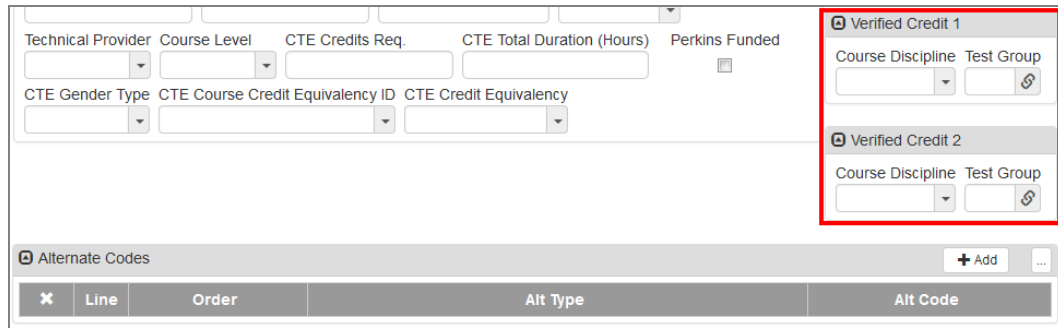
13. Select the **Grade Low** and **Grade High**.
14. Select the **Subject Area** under Course Subject Areas to identify how the course meets graduation requirements. You can select multiple subject areas.
15. Find and select a child course in the **Merge Course** field to link to a parent course when reporting repeated course attempts on the CHS403 - Repeat Course report if needed. This allows the report to include the merged course in the final count of the parent course, and is useful when course numbers update within school course catalogs.



See the *Synergy SIS – Course History User Guide* for more information on the CHS403 – Repeat Course report.

District Course Add Screen

16. Enter Verified Credit information by choosing the **Course Discipline** from the list.
17. Click the link under **Test Group** to link the course to a group.



Technical Provider Course Level CTE Credits Req. CTE Total Duration (Hours) Perkins Funded

CTE Gender Type CTE Course Credit Equivalency ID CTE Credit Equivalency

Verified Credit 1

Course Discipline Test Group

Verified Credit 2

Course Discipline Test Group

Alternate Codes

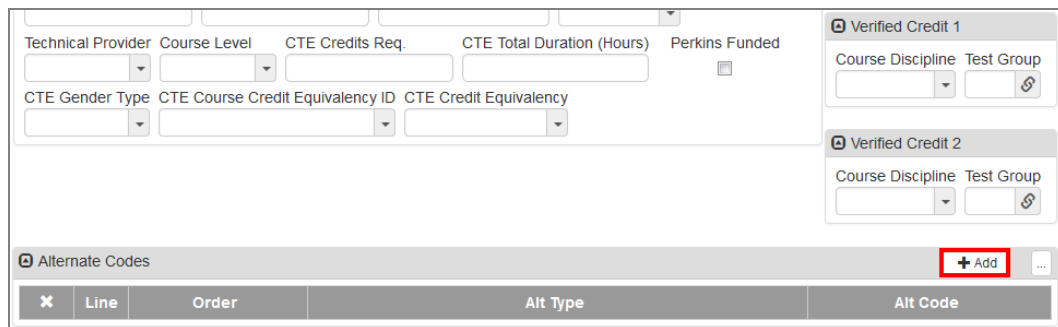
Line	Order	Alt Type	Alt Code
------	-------	----------	----------

District Course Add Screen

18. Click **Add** in the Alternate Codes section to add a row to the section. Alternate codes specify if the system should include or exclude a course in graduation requirement calculations. The **Order** determines the order to process the Alt Types for GPA calculation.



After adding an Alternate Code to any course, you must assign an alternate code to every other course included in graduation requirement calculations, including previously existing courses.



Technical Provider Course Level CTE Credits Req. CTE Total Duration (Hours) Perkins Funded

CTE Gender Type CTE Course Credit Equivalency ID CTE Credit Equivalency

Verified Credit 1

Course Discipline Test Group

Verified Credit 2

Course Discipline Test Group

Alternate Codes

+ Add

Line	Order	Alt Type	Alt Code
------	-------	----------	----------

District Course Add Screen

19. Select any additional course options.



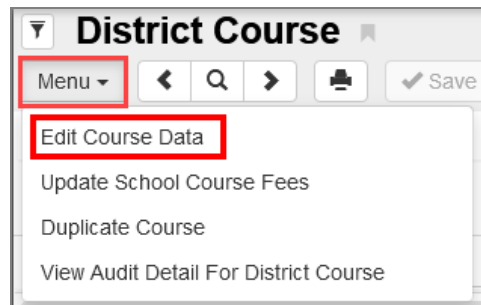
See the *Synergy SIS – Grading and Course History Administrator Guide* for more information on subject areas, school graduation requirements, and configuring verified credit.

20. Click **Save**.

Editing Course Data

You can edit most course information directly on the District Course screen. Follow the steps below to edit data in the top row of the screen.

1. Navigate to **Synergy SIS > Course > District Course** or **Synergy SIS > Schedule > District Course**.
2. Select *Edit Course Data* from the **Menu**.



District Course Screen, Menu

3. Make any necessary changes to the top row of data.

A screenshot of the 'District Course' screen. The header 'District Course' is at the top. Below it are buttons: 'Menu', navigation arrows, search, print, 'Save', 'Undo', '+ Add', and 'Delete'. The main content area shows 'Course ID: HIS201' and 'Course Title: Western Civilization'. Below this are tabs: 'Course', 'Description', 'Year Override', 'Pre/Corequisite', 'Schools Teaching', 'Associated Courses', 'Standards', 'Opt In Options', and 'Course Fees'. The 'Course' tab is selected. It shows a table with columns: 'Course ID', 'Course Title', 'Course Short Title', 'Mandatory', 'Inactive', and 'Always Show In Course History Add'. The first row of data is highlighted with a red box: 'HIS201', 'Western Civilization', 'W Civ', and the checkboxes are unchecked.

District Course Screen

4. Click **Save**.

Adding Equivalent Courses to a Merged Course

1. Navigate to **Synergy SIS > Course > District Course** or **Synergy SIS > Schedule > District Course**.
2. Select the **Equivalencies** tab.
3. Click **Chooser** to locate the **Course ID** or **Course Title**.

District Course

Course ID: 00AM Course Title: Kind Am

Course Description Year Override Pre/Corequisite Schools Teaching Associated Courses Standards Opt In Options Course Fees **Equivalencies**

Course ID Course Title Course Short Title ☒ Mandatory ☐ Inactive ☐ Always Show In Course History Add

Course Equivalencies **Chooser**

Line	Course ID	Course Title
1	00PM	Kind Pm

District Course Screen, Equivalencies Tab

4. Click **Save**.

You cannot add Course Equivalencies to a course that is already an equivalent of another course. You must clear the **Merge Course** field in the Other Information section of the **Course**.

District Course

Course ID: 00AM Course Title: Kind Am

Course Description Year Override Pre/Corequisite Schools Teaching Associated Courses Standards Opt In Options Course Fees Equivalencies

Course ID Course Title Course Short Title ☐ Mandatory ☐ Inactive ☐ Always Show In Course History Add

Course Restrictions

Gender Grade Low Grade High

Other Information

Old SIS Course ID Category Code Instructional Level NCLB Core **Merge Course**

00AM 2611 Not a core academic class under NCLB

District Course Screen

Year Overrides

In order to comply with graduation and state requirements, schools can create subject areas, technical course indications, or additional course attributes that are valid for certain years only.

1. Navigate to **Synergy SIS > Course > District Course** or **Synergy SIS > Schedule > District Course**.
2. Select the **Year Override** tab.
3. Click **Add** in the Course Subject Areas section to add a new row.
 - a. Enter the **Start** and **End**.
 - b. Select the **Subject Area**, **College Area**, and/or **University Area**.

4. Click **Add** in the Alternate Codes section to add a new row.
 - a. Enter the **Start** and **End**.
 - b. Select the **Alt Type** and enter the **Alt Code**.
5. Click **Add** in the Qualifies for Alt State Funding section to add a new row.
 - a. Enter the **Year Start** and **Year End**.
 - b. Select the **Funding Source**.
6. Click **Add** in the Technical Course section to add a new row.
 - a. Enter the **Year Start** and **Year End**.
7. Click **Add** in the Course Content Area section to add a new row.
 - a. Enter the **Start Year** and **End Year**.
 - b. Select the **Code**.

District Course

Course ID: **SC492** Course Title: **Biology**

Course Description **Year Override** Pre/Corequisite Schools Teaching Associated Courses Standards

Opt In Options Course Fees

Course ID: SC492 Course Title: Biology Course Short Title: Biology

☐ Mandatory ☐ Inactive

☐ Always Show In Course History Add

Course Subject Areas + Add

X	Line	Year		Subject Area					College Area					University Area				
		Start	End	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

Alternate Codes + Add

X	Line	Start	End	Alt Type	Alt Code

Qualifies for Alt State Funding + Add

X	Line	Year Start	Year End	Funding Source

Technical Course + Add

X	Line	Year Start	Year End

Course Content Area + Add

X	Line	Start Year	End Year	Code

District Course Screen, Year Override Tab

8. Click **Save**.

Pre/Corequisites

You can add prerequisite and corequisite course information on the District Course screen. You can also add prerequisite course groups if a course requires more than one prerequisite class.



Prerequisites and prerequisite course groups function with **OR** logic. For example, a student is eligible for enrollment in *Algebra I* by passing the *Pre-Algebra* course or fulfilling the *Core* prerequisite group requirement.

1. Navigate to **Synergy SIS > Course > District Course** or **Synergy SIS > Schedule > District Course**.
2. Select the **Pre/Corequisite** tab.
3. Click **Add** in the Corequisite or Prerequisite sections to select individual courses or click **Chooser** to select multiple courses.

District Course

Course ID: **SC492** Course Title: **Biology**

Course Description Year Override **Pre/Corequisite** Schools Teaching Associated Courses Standards

Opt In Options Course Fees

Course ID Course Title Course Short Title ☐ Mandatory ☐ Inactive

SC492 Biology Biology

☐ Always Show In Course History Add

Corequisites **+ Add** **Chooser** ...

×	Line	Course ID	Course Title
	1	LAB01	Biology Lab

Prerequisite **+ Add** **Chooser** **Show Detail** ...

×	Line	Course ID	Course Title	Valid Marks
	1	SC09	Science 9	- Any creditable mark -

Prerequisite Group **+ Add** **Chooser** ...

×	Line	Group Name
---	------	------------

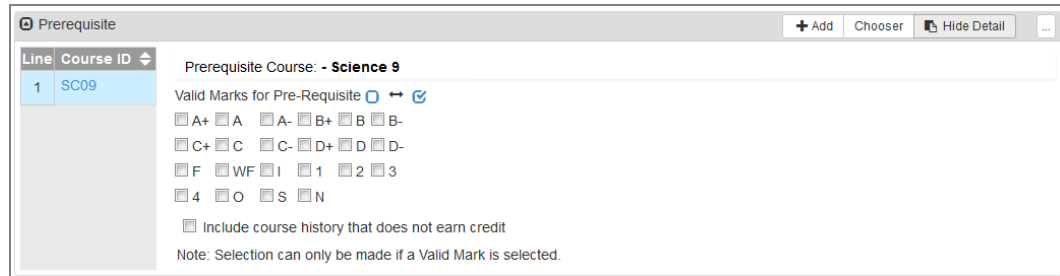
Prerequisite Group Help

Satisfying any one of the prerequisite groups will satisfy the requirement.

District Course Screen, Pre/Corequisite Tab

4. Select a Prerequisite course and click **Show Detail**.
5. Select the **Valid Marks for Pre-Requisite**. If left blank, the course uses any creditable mark.

6. Select **Include course history that does not earn credit** if the course does not award credit, but still counts towards prerequisite requirements.



District Course Screen, Pre/Corequisite Tab, Prerequisite Detail

7. Click **Save**.

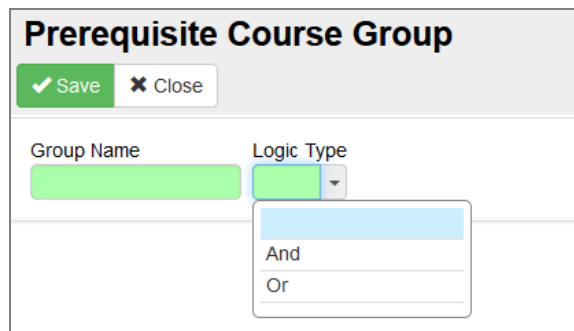
Adding Prerequisite Groups

1. Navigate to **Synergy SIS > Course > District Course** or **Synergy SIS > Schedule > District Course**.
2. Click **Add** on the Prerequisite Group section. The Prerequisite Course Group screen opens.



You can also access the Prerequisite Course Group screen from the Course module.

3. Enter the **Group Name**.
4. Select the **Logic Type**. This logic type applies to all courses within the Prerequisite Course Group.



Prerequisite Course Group Screen

5. Click **Save**. The Prerequisite Course Group screen closes.

6. Click **Add** to add a single course to the group or **Chooser** to add multiple courses.

The screenshot shows the 'Prerequisite Course Group' interface. At the top, there's a header with 'Menu', navigation arrows, 'Save', 'Undo', '+ Add', and 'X Delete'. Below this is a 'Courses' section with 'Group Name' (HS Sp2) and 'Logic Type' (Or). The main area is titled 'Prerequisite' and contains a table with the following data:

Line	Course ID	Course Title	Mark
1	Sp1	Span 1	- Any creditable mark -
2	MS IS	Intro to Span	C, B, A

Buttons '+ Add', 'Chooser', and 'Show Detail' are visible at the top right of the table area.

Prerequisite Course Group Screen

7. Select a course and click **Show Detail**.
8. Select the **Valid Marks for Pre-Requisite**. If left blank, the course uses any creditable mark.
9. Select **Include course history that does not earn credit** if the course does not award credit but still counts towards prerequisite requirements.

The screenshot shows the 'Prerequisite Course Group' interface with the 'Intro to Span' course selected. The 'Valid Marks for Pre-Requisite' section is expanded, showing a list of marks with checkboxes. The 'Include course history that does not earn credit' checkbox is checked.

Valid Marks for Pre-Requisite

☐ A+ ☒ A ☐ A- ☐ B+ ☒ B ☐ B- ☐ C+ ☒ C ☐ C- ☐ D+ ☐ D ☐ D- ☐ F ☐ WF ☐ I ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ O ☐ S ☐ N

☒ Include course history that does not earn credit

Note: Selection can only be made if a Valid Mark is selected.

Prerequisite Course Group Screen, Prerequisite Detail

10. Click **Save**.

Schools Teaching

The **Schools Teaching** tab of the District Course screen is read-only and displays all schools that offer the course.

District Course

Course ID: HIS201 Course Title: Western Civilization

Course Description Year Override Pre/Corequisite **Schools Teaching** Associated Courses Standards Opt In Options Course Fees

Course ID: HIS201 Course Title: Western Civilization Course Short Title: W Civ

☐ Mandatory ☐ Inactive ☐ Always Show In Course History Add

Schools that teach this course

Line	School
1	Hope High School
2	Kennedy High School
3	King High School

District Course Screen, Schools Teaching Tab

Standards

The **Standards** tab of the District Course screen allows schools to align standards to courses. Select standards by Standards Type, Grade, and Subject. You can weigh specific standards for the course higher than others and flag them as included in report cards.

1. Navigate to **Synergy SIS > Course > District Course** or **Synergy SIS > Schedule > District Course**.
2. Select the **Standards** tab.
3. Click **Chooser**.
4. Enter search criteria to display a list of standards.
5. Double-click a standard or hold the Shift key to select multiple standards and click **Add Selected Rows**.
6. Click **Select**.
7. Select **Include in Report Card** and enter the **Weight** if required.

District Course

Course ID: SC492 Course Title: Biology

Course Description Year Override Pre/Corequisite Schools Teaching Associated Courses **Standards** Opt In Options Course Fees

Course ID: SC492 Course Title: Biology Course Short Title: Biology

☐ Mandatory ☐ Inactive ☐ Always Show In Course History Add

Standards **Chooser**

Line	Code	Standard	Include In Report Card	Weight	Year Start	Year End
1	S.615.09-12	Students know the general structures and functions of DNA, RNA,	<input type="checkbox"/>			
2	S.622.09-12	Students know biodiversity is the sum total of different kinds of or	<input type="checkbox"/>			
3	S.637.09-12	Evolution is the result of genetic changes that occur in constantly	<input type="checkbox"/>			

District Course Screen, Standards Tab

8. Click **Save**.

National and State Course Classification

Enter information for course alignment to national and state standards on the District Course screen.



Refer to your state reporting guide to determine if specific values are required for reporting purposes.

1. Navigate to **Synergy SIS > Course > District Course**.
2. Select the **Description** tab.
3. Select the **Subject Area** under National Course Classification.
4. Select the **Course Level**.
5. Select the **Course Code**.
6. Enter the **Sequence** number of the course.
7. Enter the **Available Credit**.

District Course

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add ✖ Delete

Course ID: **SC492** Course Title: **Biology**

Course **Description** Year Override Pre/Corequisite Schools Teaching Associated Courses Standards
 Opt In Options Course Fees

Course ID Course Title Course Short Title ☐ Mandatory ☐ Inactive
 SC492 Biology Biology

☐ Always Show In Course History Add

Short Description

Description
 Biology

Extended Info

National Course Classification

Subject Area Course Level

Course Code

Sequence Available Credit

District Course Screen, Description Tab

8. Select the **Subject Area** under State Course Classification.
9. Select the **Course Record Type**.
10. Select the **Course Content Area**.
11. Select any applicable **Course Levels**.
12. Enter the **Standard Addressed**.
13. Select **Grad Requirement Indicator** if the course is part of graduation requirements.

14. Select **End of Course Indicator** and **End of Course Assessment** if this is the last course in a series.
15. Select **IB Indicator** if the course meets International Baccalaureate qualifications.
16. Select **AP Indicator** if the course is for Advanced Placement.
17. Enter the **AP Code**, **IB Code**, and **CIP Code** if necessary.
18. Select **AICE Indicator** if the course qualifies as an American Institute for Creative Education course.
19. Select **IGCSE** if the course qualifies as an International General Certificate of Secondary Education course.
20. Select the College information if the course is a college-level course, including **College Course Title** and **College Course Credits**.

District Course Screen, Description Tab

21. Enter any necessary information for the Civil Rights Data Collection section.
22. Click **Chooser** to find and select the CTE Programs associated with the course.

District Course Screen, Description Tab

23. Click **Save**.

School Course Opt-In

Schools must first opt-in to teach District Courses in order to have them available in the School Courses screen. This also allows you to create sections for scheduling.

Opt In Options

Use the **Opt In Options** tab on the District Course screen to select the type of schools allowed to opt-in to the course. You can include or exclude individual schools.

1. Navigate to **Synergy SIS > Course > District Course**.
2. Select the **Opt In Options** tab.
3. Select all **School Types Allowed to Opt In for this Course**.
4. Click **Chooser** in the Opt In Types section to select individual schools.
5. Select the **Include/Exclude** option.

District Course

Course ID: HIS201 Course Title: Western Civilization

Course Description Year Override Pre/Corequisite Schools Teaching Associated Courses Standards **Opt In Options**

Course ID: HIS201 Course Title: Western Civilization Course Short Title: W Civ

☐ Mandatory ☐ Inactive ☐ Always Show In Course History Add

School Types

School Types Allowed to Opt In for this Course ☐ ☒ ☐ ☐

☐ Elementary School ☒ High School ☐ Middle School ☐ Special School

Opt In Types Chooser

Line	School Name	Include / Exclude
1	Continuation High School	Exclude

Exclude
Include

District Course Screen, Opt In Options Tab

6. Click **Save**.

School Course Opt-In

Each school must opt-in to a course to offer it. Schools automatically offer any course marked mandatory by the district.

1. Ensure that the school in focus is correct.



Synergy Home Screen

2. Navigate to **Synergy SIS > Course > School Course Opt-In** or **Synergy SIS > Schedule > School Course Opt-In**.
3. Select the search criteria to find courses, such as the **Subject Area**, **Course ID**, **Course Short Title**, etc.
4. Click **Search**.
5. Select **Opt In** on the row to enable the course for the school.

School Course Opt-In

Menu [Remove Unused Opt-In Courses](#) [Save](#) [Undo](#)

School Name: **Hope High School** School Year: **2016-2017**

Course Opt In

Subject Area Course ID Course Short Title Course Title Short Description [Search](#)

Search Results

Line	Opt In	Subject Area	Course ID	Course Short Title	Course Title	Short Description
1	<input checked="" type="checkbox"/>	Science Required	LAB01		Biology Lab	
2	<input checked="" type="checkbox"/>	Science Required	PP46	Biology	Biology	
3	<input checked="" type="checkbox"/>	Science Required	PP79	Science	Science	
4	<input type="checkbox"/>	Science Required	SC03C1	Science	Science	
5	<input type="checkbox"/>	Science Required	SC03C2	Science	Science	

School Course Opt-In Screen

6. Click **Save**.

Remove Unused Opt-In Courses

At the end of the year, you can remove courses from displaying in the list if they have no scheduled students.



This process removes the Opt In option for any selected courses for the school and school year in focus.

1. Click **Remove Unused Opt-In Courses**.

Line	Opt In	Subject Area	Course ID	Course Short Title	Course Title	Short Description
1	<input type="checkbox"/>	World History Geography	CCSS21	Corres Wid St 1	Corres Wid St 1	
2	<input type="checkbox"/>	World History Geography	CCSS22	Corres Wid St 2	Corres Wid St 2	

School Course Opt-In Screen

2. Click **Yes** to confirm removal.

Confirm

The following process will remove 392 opt-in courses in Hope High School for the school year 2015. Are you sure you want to continue?
Press YES to continue or NO to cancel

YES **NO**

Confirmation Message

Managing School Courses

The School Course screen in the Course module lists all courses opted-in to at the school for the specified school year. The majority of the screen is read-only, but you can change the class size in the Scheduling Options section.

1. Navigate to **Synergy SIS > Course > School Course**.
2. Locate the course to modify.
3. Set the **Optimum Size** and **Maximum Size** for sections of the course.

School Course

Menu | Save | Undo

School Course | Description | School Course Fees

Course ID: SC492 | Course Title: Biology | Course Short Title: Biology | Course Duration: S2 | Credit: 0.500

Scheduling Options

Optimum Size | Maximum Size

Current Section List | Show Detail | ...

Line	Section ID	Staff Name	Term Code	Room Number	Begin Period	End Period	Total Students	Open Seats
1	0005	Tofft, Robert	S2	120	5	5	20	8
2	0007	Tofft, Robert	S2	120	6	6	23	5
3	1032	Worsnop, William	S2	124	2	2	22	6

School Course Screen

4. Click **Save**.

Add Linked Courses

Course linking creates a relationship between two courses. For example, you can create a link between a lab course and a lecture course or between a prerequisite and another course.



You can only link courses opted-in to at the school.

1. Navigate to **Synergy SIS > Course > School Course**.
2. Click **Add** in the Linked Courses section.
3. Enter the search criteria to locate the course(s) to link.

4. Click **Select**.

School Course

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

School Course Description School Course Fees

Course ID Course Title Course Short Title Course Duration Credit

SC492 Biology Biology S2 0.500

🔍 Scheduling Options

Optimum Size Maximum Size

🔍 Current Section List Show Detail ...

🔍 Linked Courses Add ...

✕	Line	Course ID	Course Title
🗑️	1	LAB01	Biology Lab

School Course Screen

5. Click **Save**.

Managing School Rooms

Schools assign course sections to rooms to determine schedule availability and class size. You must configure school rooms before creating the school schedule.

1. Navigate to **Synergy SIS > System > Setup > School Room**.
2. Click **Add** to add a new line.
3. Enter the **Room Name**.
4. Enter the **Class Size**. This is the total number of students that can attend a class.
5. Enter the current **School Year**.
6. Select the **Department** and **Room Type** if applicable.



You can also use Department and Room Type information for ClassBoard and Master Schedule Builder. See [ClassBoard Overview](#) for more information on ClassBoard.

School Room

Menu ▾ 🖨️ ✓ Save ↶ Undo

School: Hope High School School Year: 2014-2015

Room

🔍 Room Add ...

✕	Line	Room Name	Class Size	School Year	Department	Room Type
🗑️	1	101	28	2014	▾	▾
🗑️	2	102	23	2014	▾	▾
🗑️	3	103	30	2014	▾	▾
🗑️	4	104	32	2014	▾	▾
🗑️	5	106	22	2014	▾	▾

School Room Screen

7. Click **Save**.

Setting College Credit

The College Credit option allows staff to indicate students that receive post-secondary credit for a course in reports. You can set college credit at either the section level or student level.

Enabling College Credit

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select **Enable College Credit** in the Other Info section.

The screenshot shows the 'School Setup' interface for 'Hope High School' in the '2016-2017' school year. The 'Other Info' tab is active, displaying various configuration options. The 'Enable College Credit' checkbox is checked and highlighted with a red box. Other visible options include 'Exclude from State Reporting', 'Report Sub Schools', 'Validate Student Classes', 'School Hours Per Week', 'Special Ed "Bell to Bell" Hours Per Week', 'Enable Subject Area Override', 'Enable College Area Override', and 'Scheduling Options'.

School Setup Screen

3. Click **Save**.

Setting College Credit for Sections

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate the section to modify.
3. Select *R: Receiving* or *E: Eligible* in the **College Credit** field in the Students section.

The screenshot shows the 'Section' interface for 'Section ID: 000001469' and 'Course Title: Am Govt' in the '2016-2017' school year. The 'Students' tab is active, displaying a table of students enrolled in the section. The 'College Credit' column is highlighted with a red box, showing a dropdown menu for each student.


* Line	Student Name	Perm ID	Resolved Race/Ethnicity	Grade	Enter Date	Leave Date	College Credit	Teacher Aide	Audit Class
1	Acevedo, Andrew	886630	Hispanic	11	01/27/2017				
2	Arvanitas, Christina T.	892796	White	12	07/05/2016				










Section Screen

3. Click **Save**.

Setting College Credit for Students

1. Navigate to **Synergy SIS > Student > Student**.
2. Locate the student to modify.
3. Select the **Classes** tab.
4. Select **R: Receiving** or **E: Eligible** in the **College Credit** field in the Class Schedule section.

Student 

Menu         

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Andrews, M.**




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













Notes

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** State ID: **0001341311** Grade: **12** Gender: **Male** Language Spoken at Home: **English**

Current Class

Attendance Code: **Tdy** - **Tardy** Period: **0 (7:00 AM - 3:30 PM)** Room: **216** Section ID: **1077** Course Title: **Am Govt** Staff Name: **Jackson, Kathy (1069)**

Class Schedule   

X	Line	Periods		Term Code	Section ID	Course ID	Course Title	Room Name	Grades		Enter Date	Leave Date	College Credit	Teacher Aide
		Begin	End						Low	High				
	1	0	0	S1	0077	SS51	Am Govt	216	09	12	07/04/2017	11/24/2017		
	2	0	0	S1	0840	SC49	Science 10	121	09	12	11/24/2017	11/24/2017		
	3	0	0	S2	1077	SS51	Am Govt	216	09	12	11/30/2017	01/09/2018		
	4	1	1	S1	0106	AR54	Beg Jewelry	403	10	12	07/04/2017	12/22/2017		

Student Screen, Classes Tab

5. Click **Save**.

Historical Tracking of State Course Codes

You can create a history of State Course Codes for a course on the **Year Override** tab of the District Course screen. You can choose to enter the codes manually or select the codes from a dropdown field associated with a lookup table.

Showing State Course Codes as a Lookup Value

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Show State Course Code As Lookup** in the Course Options section.

The screenshot shows the 'District Setup' interface with the 'System' tab selected. The 'Course Options' section contains several settings. The 'Show State Course Code As Lookup' checkbox is checked and highlighted with a red box. Other visible options include 'Enable Subject Area Override', 'Enable College Area Override', 'Enable University Area Override', 'Use Course Short Title', 'Explain Use Course Short Title', 'Use Course Title Override', 'Explain Use Course Title Override', 'Show Course History Mark As Lookup', 'Copy Serving School from Section to District/Non-District School on Course History', and 'Allow Multiple AP Codes On District Course'.

District Setup Screen, System Tab

4. Click **Save**.

Adding State Course Codes

1. Navigate to **Synergy SIS > Course > District Course**.
2. Locate the course to modify.
3. Select the **Year Override** tab.
4. Click **Add** in the State Course Code section.
5. Enter the **Year Start**.
6. Enter or select the **State Course Code**.
7. Click **Save**.

The following example displays the **State Course Code** field as a manual entry field.

District Course

Course ID: **SC492** Course Title: **Biology**

Course Description **Year Override** Pre/Corequisite Schools Teaching Associated Courses Standards Opt In Options

Course ID: SC492 Course Title: Biology Course Short Title: Biology

☐ Mandatory ☐ Inactive ☐ Always Show In Course History Add

Course Subject Areas + Add

X	Line	Year		Subject Area					College Area					University Area					
		Start	End	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	

Alternate Codes + Add

X	Line	Start	End	Alt Type	Alt Code

Qualifies for Alt State Funding + Add

X	Line	Year Start	Year End	Funding Source

Technical Course + Add

X	Line	Year Start	Year End

Course Content Area + Add

X	Line	Start Year	End Year	Code

StateCourseCode + Add

X	Line	Year Start	Year End	State Course Code
	*	2018		Biology

District Course Screen, Year Override Tab

The following example displays the **State Course Code** field as a lookup value.

District Course

Menu ▾ ◀ 🔍 ▶

Course ID: **SC492** Course Title: **Biology**

Course Description: **Automotive Body Repair and Refinishing-Comprehensive**

Course Fees: **Automotive Body Repair and Refinishing-General**

Course Subject Areas: **Automotive Detailing and Reconditioning**

Alternate Codes: **Automotive Mechanics-Comprehensive**

Qualifies for Alt State Funding: **Automotive Mechanics-Comprehensive**

Technical Course: **Automotive Service**

Course Content Area: **Aviation**

State Course Code: **Biology**

Associated Courses Standards Opt In Options

Mandatory ☐ Inactive ☐ Always Show In Course History Add

College Area University Area

3 4 5 1 2 3 4 5

Alt Code

Funding Source

Year End

Code

State Course Code

Biology

District Course Screen, Year Override Tab

Assigning Teacher Aides

Schools use one of two methods in assigning teacher aides to courses. You can create a single Teacher Aide course and assign all aides to the course or assign students to existing sections and flag them as teacher aides.

Creating a Teacher Aide Course

If schools allow students to be teacher aides, creating a generic Teacher Aide course prevents the creation of duplicate sections for each course with a teacher aide. This course also records participation for the student's grading record and course history.

1. Navigate to **Synergy SIS > Course > District Course**.
 - a. Click **Add**. The District Course (Add) screen opens.
 - b. Enter the appropriate course information.
 - c. Select **Teacher Aide**.

The screenshot shows the 'District Course' form. At the top, there are 'Save' and 'Cancel' buttons. Below them is a 'Course' tab. The form has several input fields: 'Course ID' (with a placeholder 'Enter'), 'Course Title*' (highlighted in green), 'Course Short Title', and checkboxes for 'Mandatory', 'Inactive', and 'Always Show in Course History Add'. The 'Course Info' section contains a grid of fields: 'Course Duration*', 'Department*' (dropdown), 'College Prep' (checkbox), 'Credit*' (highlighted in green), 'Max Credit*' (highlighted in green), 'Post Secondary Credit Override', 'Course History Type' (dropdown), and 'Quality Points'. Below these are 'Alpha Numeric Setting (Default to Alpha)' (checkbox) and 'Academic Type' (dropdown). A red box highlights the 'Teacher Aide' checkbox. Other checkboxes include 'College Approved', 'Pass/Fail Only', 'Dual Credit', 'Title I', 'Credit Recovery', 'Extended Day', 'Distance Learning Course', 'Online Course', 'Allow School Course Title Override', 'Jobs for American Graduates Program', and 'Postsecondary Articulated Course'. At the bottom, there are 'Dual Language Instruction Type' and 'Language Of Instruction' dropdowns.


District Course (Add) Screen

- d. Click **Save**.
2. Opt-in to the course using the School Course Opt-In screen.



See [School Course Opt-In](#) for more information.

3. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Setup**.

- a. Select the created course by clicking the  icon in the Generic Teacher Aide Course section.
- b. Select the **Credit Given**.
 - *Fixed Credit Value* – Awards a fixed credit amount. Enter the amount under **Credit**.
 - *From Section Credit* – Awards the same amount of credit assigned to the section that the student participates as a teacher's aide for.



Only select this option if you add teacher aides to existing sections, not when creating a separate course for teacher aides.

- *Percent of Section Credit* – Awards a percentage of the section credit. Enter the percent amount in the **Percent** field.

School Setup

Menu

Save

Undo

School Name: Hope High School

School Year: 2016-2017

Basic Info

Options

SIS Data Options

Labels

TeacherVUE

Mobile Apps

Generic Teacher Aide Course

Course ID	Course Title	Credit Given	Credit
TA999	Teacher Aide	Fixed Credit Value	0.00

School Setup Screen

4. Navigate to **Synergy SIS > Schedule > Section**.
 - a. Create a section under the Teacher Aide course.
 - b. Click **Chooser** in the Students section to find and select students to add to the section.
 - c. Click **Save**.

The Course ID and Course Name display as the generic teacher aide course within the Student Classes, Student Grades, and Student Course History screens.



This is only for teacher aides for courses. You must create separate courses for other types of aides, such as office aides, that are not associated with another course.

Student Classes

Menu

Student Name: **Aguado, Karen C.** School: **Hope High School** Status: **Active** Homeroom: **209**

Current Classes [Class Enrollment History](#) [Schedule Based FTE](#)

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade:

Drop Class, Filter and Override Options

Current Class Schedule Add Chooser

Line	Period		Term	Section ID	Course ID	Course Title	Meeting Day	Room	Grades		Enter Date	Leave Date	College Credit	Override Subject Area
	Begin	End							Low	High				
1	0	0	S2	1048	MA302	Geometry	MWFTR	P-14	08	09	07/05/2016			
2	0	0	S1	0048	MA30	Geometry	MWFTR	P-14	09	09	07/05/2016			
3	1	1	S2	1991	NC402	Pers Rel Time	MWFTR	SEM	10	12	07/05/2016			
4	1	1	S1	0991	NC401	Pers Rel Time	MWFTR	SEM	10	12	07/05/2016			
5	1	1	S2	6007	TA999	Teacher Aide	MWFTR		09	12	04/10/2017			

Student Classes Screen

Adding Teacher Aides to Sections

You can also add a student as a teacher aide to existing sections without using a separate course.

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate the section to modify.
3. Enter the **Max** seats under the Teacher Aide Seats section.

The screenshot shows the 'Section' screen in Synergy SIS. The 'Teacher Aide Seats' section is highlighted with a red box. It contains a table with columns: Total, Max, and Open Seats. The 'Max' column has a value of 1, which is highlighted with a red box.

Total	Max	Open Seats
0	1	1

Section Screen

4. Click **Chooser** in the Students section to locate a student acting as a teacher aide.
5. Select **Teacher Aide**. This removes the student from the section seat totals.

The screenshot shows the 'Students' section in Synergy SIS. A table lists students with columns: Line, Student Name, Perm ID, Resolved Race/Ethnicity, Grade, Enter Date, Leave Date, College Credit, Teacher Aide, and Audit. The 'Teacher Aide' column has a checkbox. The first student, Abbott, Billy C., has the checkbox checked. The 'Teacher Aide' column header is highlighted with a red box.

Line	Student Name	Perm ID	Resolved Race/Ethnicity	Grade	Enter Date	Leave Date	College Credit	Teacher Aide	Audit
1	Abbott, Billy C.	905483	Hispanic	12	01/26/2017			<input checked="" type="checkbox"/>	
2	(Abbott, Bobby C.)	169523	White	10	03/22/2017			<input type="checkbox"/>	
3	(Acosta, Eugene A.)	873921	Hispanic	12	11/18/2016			<input type="checkbox"/>	
4	Adams, Albert L.	889844	White	11	02/17/2017			<input type="checkbox"/>	
5	Adams, Howard T.	873985	White	12	11/18/2016			<input type="checkbox"/>	

Section Screen

6. Click **Save**.

Class Options

Concurrent Classes

You can set up the option to view all classes for concurrently enrolled students within the District Setup screen. **Concurrent School Data** allows Synergy SIS to display a second, read-only class section for the concurrent school on the **Classes** tab of the Student screen and on the Student Classes screen of the Schedule module. [STU202 – Student Schedule](#) report also prints this information.

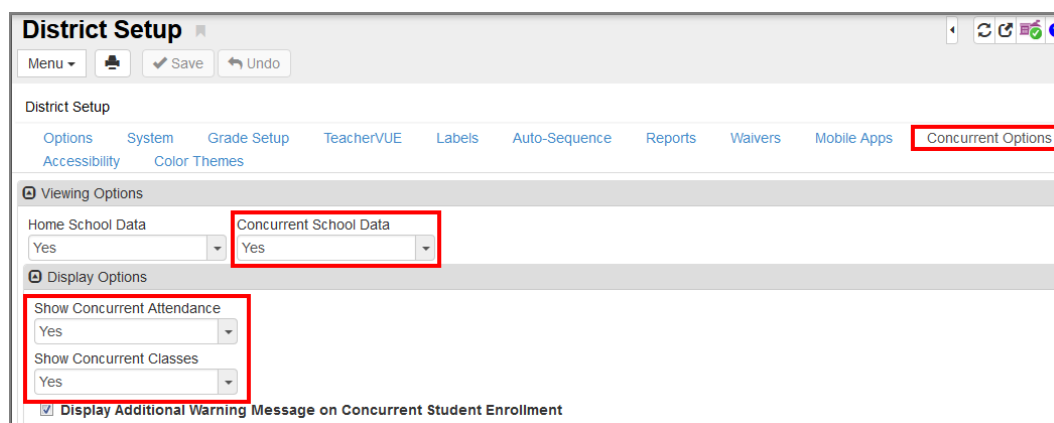
Line	Periods Begin/End	Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades Low/High	Enter Date	Leave Date	Teacher Aide	Audit Class	Seats Tot/Max/Open
1	4 4	S2	1300	AR34	Adv Photo	Benitez, Steven	415	10 12	01/30/2017		<input type="checkbox"/>	<input type="checkbox"/>	1 30 29
2	9 9	S1	0010	EN101	Comm Coll En101	Swartz, Kimberly	COUN 11	12	10/03/2016		<input type="checkbox"/>	<input type="checkbox"/>	8 50 42

Student Screen, Classes Tab

Line	Periods Begin/End	Term Code	Section ID	Course ID	Course Title	Staff Name	Room Name	Grades Low/High	Enter Date	Leave Date	Teacher Aide	Audit Class	Seats Tot/Max/Open
1	4 4	S2	1300	AR34	Adv Photo	Benitez, Steven	415	10 12	01/30/2017		<input type="checkbox"/>	<input type="checkbox"/>	1 30 29
2	9 9	S1	0010	EN101	Comm Coll En101	Swartz, Kimberly	COUN 11	12	10/03/2016		<input type="checkbox"/>	<input type="checkbox"/>	8 50 42

Student Classes Screen

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **Concurrent Options** tab.
3. Select Yes for **Concurrent School Data** in the Viewing Options section.
4. Select Yes for **Show Concurrent Attendance**.

5. Select Yes for **Show Concurrent Classes**.

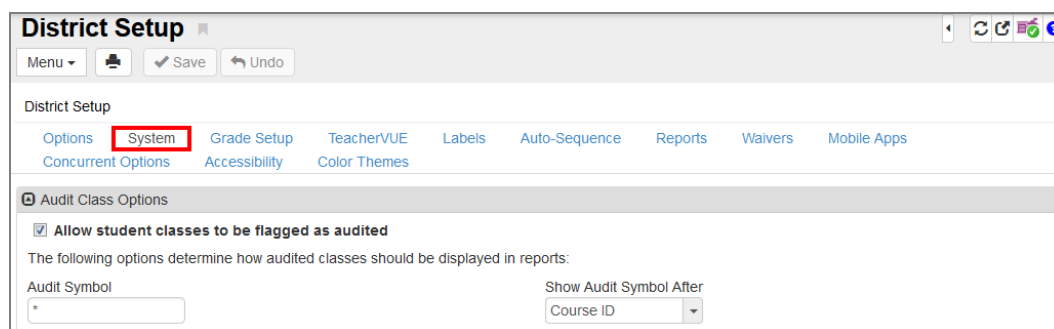
The screenshot shows the 'District Setup' window with the 'Concurrent Options' tab selected. Under 'Viewing Options', 'Concurrent School Data' is set to 'Yes'. Under 'Display Options', both 'Show Concurrent Attendance' and 'Show Concurrent Classes' are set to 'Yes'. The checkbox 'Display Additional Warning Message on Concurrent Student Enrollment' is checked.

*District Setup Screen, Concurrent Options Tab*6. Click **Save**.

Audit Classes

Schools can allow students to take a class without receiving course credit or having a grade count towards their GPA. After enabling auditing, an indicator displays if a student has an audited class on the Student Classes, Student, Student Course History, and Section screens. The class displays as audited in all reports and transcripts.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Allow student classes to be flagged as audited** in the the Audit Class Options section.
4. Enter the **Audit Symbol** used on reports to distinguish audited classes. This can be a maximum of four characters.
5. Select the **Show Audit Symbol After** location to determine where the audit symbol displays.



The screenshot shows the 'District Setup' window with the 'System' tab selected. Under 'Audit Class Options', the checkbox 'Allow student classes to be flagged as audited' is checked. Below this, the 'Audit Symbol' field is empty and the 'Show Audit Symbol After' dropdown is set to 'Course ID'.

*District Setup Screen, System Tab*6. Click **Save**.

Class Size Limit Override

Schools configure the maximum number of seats in a class through the Mass Scheduling module or when creating sections. Schools can extend these limits when necessary, such as when counselors add students to a class before withdrawing other students during schedule configuration.



The below settings apply to the entire district. To enable class size limit overrides at the school level, see [School Scheduling Options](#).

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select **Allow Negative Seat Totals** in the the Other Options section.

The screenshot shows the 'District Setup' interface with the 'System' tab selected. The 'Other Options' section contains several settings, including 'Discipline Type', 'Incident Violation Display', 'Student Notification', 'Badge Number Update Type', 'Adult ID Update Type', 'Fee Total Type', 'District Group History Filter', and 'Allow Enrollment in Multiple GATE Programs'. The 'Allow Negative Seat Totals' checkbox is checked and highlighted with a red box.

District Setup Screen, System Tab

4. Click **Save**.

User/User Group Class Size Limit Overrides

You can allow specific users or user groups to override class size limits, such as registrars.

1. Navigate to **Synergy SIS > System > User > User** or **User Groups**.
2. Select the **Security Settings** tab.
3. Select the **Allow Override of Max Students in Class** option under the Scheduling section.
 - *Add Student, No Message* – No warning message displays when adding students to a full class.
 - *Add Student, with Message* – A warning displays when adding students to a full class.
 - *Don't Add Student* – You cannot add students to a full class.
 - *Require Password* – You must enter a password to proceed with adding a student.



See [School Scheduling Options](#) for instructions on setting the override password.

The screenshot shows the 'User' screen with the 'Security Settings' tab selected. The user name is 'Adams, Ronald'. The 'Scheduling' section is expanded, and the 'Allow Override of Max Students in Class' dropdown is set to 'Require Password'. Other sections visible include Discipline, Impersonation, Health Options, Conference, Student Enrollment History, Needs / Programs, and Special Education.

User Screen, Security Settings Tab

4. Click **Save**.

Section Lock

The system locks sections by default once a term starts. You can disable this feature on the District Setup screen.



Edupoint does not recommend disabling section locking. Disabling this feature may damage section data and produce duplications or errors when running the Update Grades and Update Course History processes.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select the **Section Locking Options** in the Other Options section.
 - **Lock Section** – No changes allowed. This is the default option.
 - **Do Not Lock Section, Do Not Display Warning Message** – Sections not locked and no warning displays when making changes
 - **Lock Course ID after Section is Created** – After creating a section, the **Course ID** is locked for any existing sections of a course and all future sections. This also locks the **Course ID** on the District Course screen.
 - **Lock Section When Grades Taken** – Locks sections after grades are updated for that section and grading period. The following key elements are locked down on section data for any student in a section that has Update Grade processed while this option is selected: Section ID, Term Code, Course ID/Title, Begin Period, End Period, and Meeting Days.
 - **Do Not Lock Section, Display Warning Message** – Sections do not lock, but a warning displays before saving changes.

District Setup

Menu ▾ Save Undo

District Setup

Options **System** Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers Mobile Apps

Concurrent Options Accessibility Color Themes

Other Options

Discipline Type: Incident

Student Notification: Icon

☐ Disable Unique State Number

☒ Allow Negative Seat Totals

☒ Enable Announcement Dismissal

☒ Enable historical tracking of staff in sections

Incident Violation Display: Entire Violation

Badge Number Update Type: Genesis update of badge number

Adult ID Update Type: Auto Generate

Fee Total Type: Include fees for all organizations and all years

District Group History Filter: [Dropdown]

☐ Allow Enrollment in Multiple GATE Programs

Section Locking Options

Do Not Lock Section, Do Not Display Warning Message

Edupoint does not recommend disabling section locking. Sections are locked after the term has started by default. Disabling section locking may potentially damage the section and its related data. The system may also produce inconsistent or unexpected results.

District Setup Screen, System Tab

4. Click **Save**.

Meeting Day Lock

Synergy allows you to override a section's meeting days when updating the beginning and ending periods for a section.

1. Navigate to **Synergy SIS > System > Setup > District Setup**.
2. Select the **System** tab.
3. Select the **Section Periods Options** in the Other Options section.
 - *Override Periods in Meeting Days Tab and Do Not Display Warning Message* – Allows you to update period information without displaying a warning.
 - *Override Periods in Meeting Days Tab and Display Warning Message* – Allows you to update period information, but a warning displays.
 - *Do Not Override Periods in Meeting Days Tab* – Does not allow period modification.

District Setup

Menu ▾ | Save | Undo

District Setup

Options | **System** | Grade Setup | TeacherVUE | Labels | Auto-Sequence | Reports | Waivers | Mobile Apps

Concurrent Options | Accessibility | Color Themes

Other Options

Discipline Type: Incident ▾

Student Notification: Icon ▾

☐ Disable Unique State Number

☒ **Allow Negative Seat Totals**

☒ **Enable Announcement Dismissal**

☒ **Enable historical tracking of staff in sections**

Edupoint does not recommend disabling section locking. Sections are locked after the term has started by default. Disabling section locking may potentially damage the section and its related data. The system may also produce inconsistent or unexpected results.

Incident Violation Display: Entire Violation ▾

Badge Number Update Type: Genesis update of badge number ▾

Adult ID Update Type: Auto Generate ▾

Fee Total Type: Include fees for all organizations and all years ▾

District Group History Filter: ▾

☐ Allow Enrollment in Multiple GATE Programs

Section Locking Options: Do Not Lock Section, Do Not Display Warning Message ▾

Section Periods Options

Override Periods in Meeting Days Tab And Do Not Display Warning Message ▾

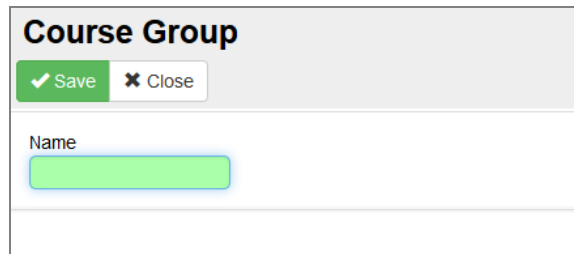
District Setup Screen, System Tab

4. Click **Save**.

Managing Course Groups

Use Course Groups to group sets of courses together for organization purposes. This allows you to identify scheduling conflicts for the course group on the [OSM801 – Course Request Conflict Matrix](#) report.

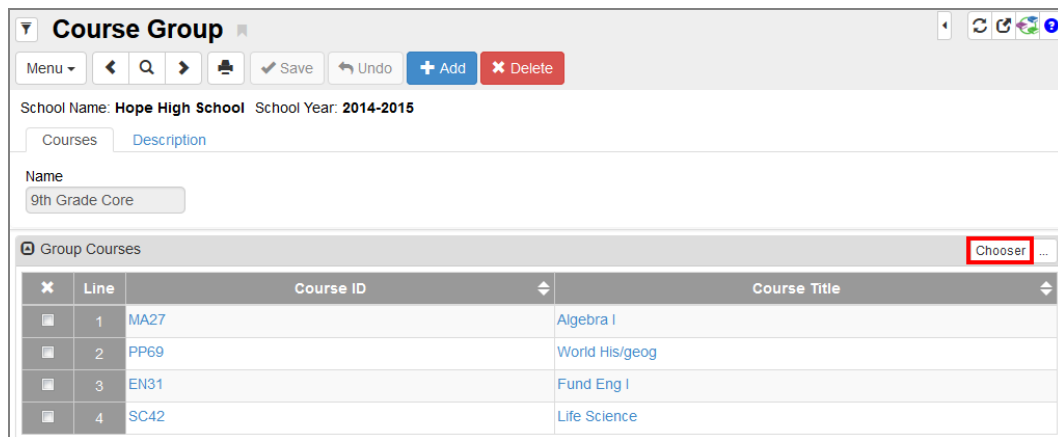
1. Navigate to **Synergy SIS > Course > Course Group**.
2. Click **Add** to open the Course Group (Add) screen.
3. Enter the **Name** of the new group.



The screenshot shows the 'Course Group' add screen. It has a title bar 'Course Group' with 'Save' and 'Close' buttons. Below is a 'Name' label and a text input field containing '9th Grade Core'.

Course Group (Add) Screen

4. Click **Save**.
5. Click **Chooser** to find and select school courses for the group.



The screenshot shows the 'Course Group' screen. At the top, it says 'Course Group' with a menu icon. Below are navigation buttons: Menu, back, search, forward, print, save, undo, add, and delete. It shows 'School Name: Hope High School' and 'School Year: 2014-2015'. There are tabs for 'Courses' and 'Description'. The 'Name' field contains '9th Grade Core'. Below is a 'Group Courses' section with a 'Chooser' button. A table lists the courses in the group:

Line	Course ID	Course Title
1	MA27	Algebra I
2	PP69	World His/geog
3	EN31	Fund Eng I
4	SC42	Life Science

Course Group Screen

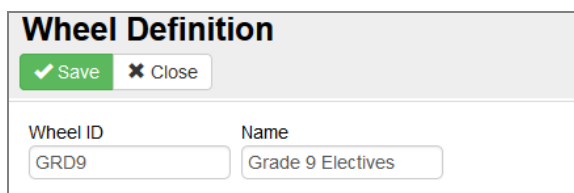
6. Click **Save**.

Course Wheels

Course Wheels define sets of courses to schedule during the same year. For example, if Algebra II is a required course for sophomores, the wheel includes both the first and second semester courses. Schools also configure wheels to schedule a group of electives for all students of a specific grade. You can assign sections to course wheels through either the mass scheduling or manual scheduling process.

Creating Wheel Definitions

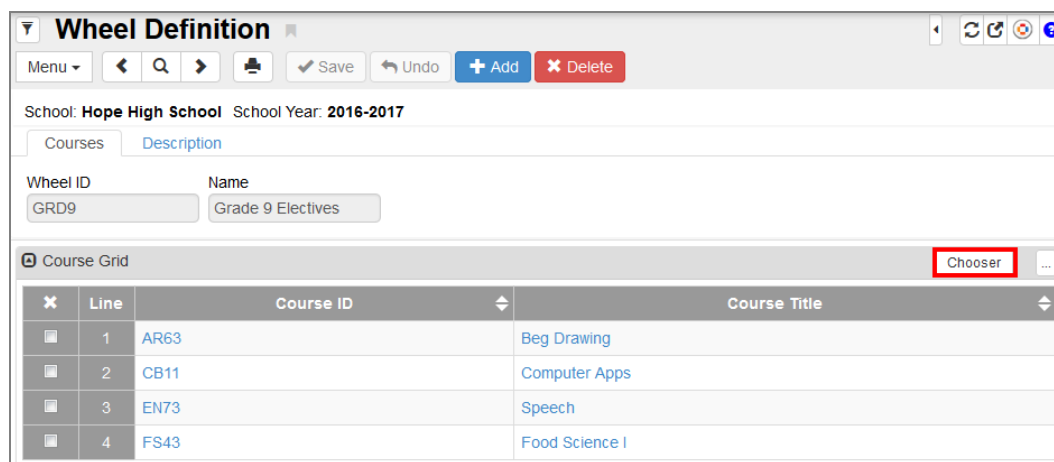
1. Navigate to **Synergy SIS > Scheduling > Setup > Wheel Definition** or **Synergy SIS > Mass Scheduling > Setup > Wheel Definition**.
2. Click **Add** to open the Wheel Definition (Add) screen.
3. Enter the **Wheel ID** and a description for the **Name**.



The screenshot shows the 'Wheel Definition' add screen. It has a title bar with 'Wheel Definition' and buttons for 'Save' (green) and 'Close' (grey). Below the title bar are two input fields: 'Wheel ID' with the value 'GRD9' and 'Name' with the value 'Grade 9 Electives'.

Wheel Definition Add Screen

4. Click **Save**.
5. Click **Chooser** in the Course Grid to find and select courses for the wheel.



The screenshot shows the 'Wheel Definition' screen. At the top is a title bar with 'Wheel Definition' and buttons for 'Menu', 'Save', 'Undo', 'Add', and 'Delete'. Below the title bar, it shows 'School: Hope High School' and 'School Year: 2016-2017'. There are tabs for 'Courses' and 'Description'. Below the tabs are input fields for 'Wheel ID' (GRD9) and 'Name' (Grade 9 Electives). At the bottom is a 'Course Grid' table with a 'Chooser' button highlighted in red.

Line	Course ID	Course Title
1	AR63	Beg Drawing
2	CB11	Computer Apps
3	EN73	Speech
4	FS43	Food Science I

Wheel Definition Screen

6. Click **Save**.

Mass Scheduling Course Wheels

The Option Set Wheel screen defines sections assigned to courses in each wheel definition. This screen only applies to the associated Option Set.



See [Overview of Option Sets](#) for more information on option sets.

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control									
School: Hope High School Year: 2016-2017 Scheduling Option Sets Create/Copy Option Set									
Option Sets									
Line	Option Set Name	Type	Checked Out To	Current Stats					
				%	Total	Scheduled	Date/Time		
1	2016-2017	Scheduler	User, Admin	1.37%	2764		38 04/05/2017		
2	ALG Blank	Scheduler	User, Admin						
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721			
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017		

Schedule Control Screen

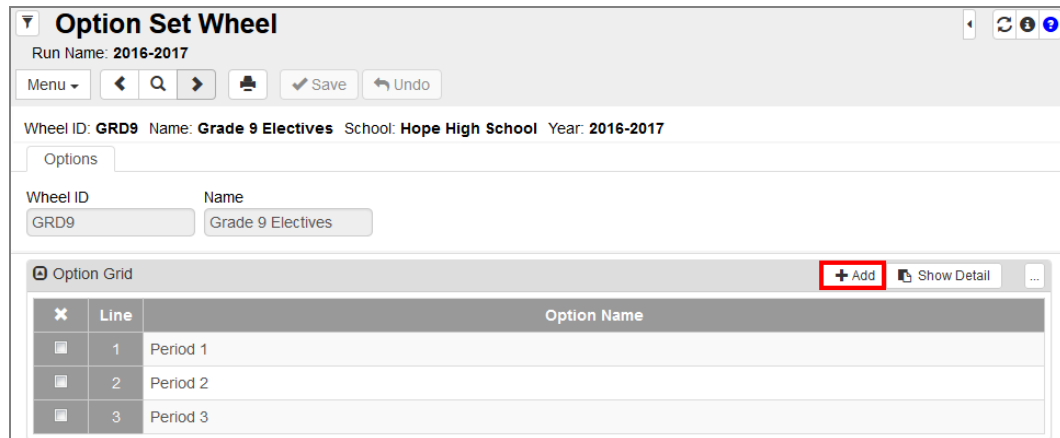
3. Select **Open Option Set Wheel** under Quick Links.

Schedule Option Set																															
School: Hope High School Menu <input type="button" value="Save"/> <input type="button" value="Undo"/> <input type="button" value="Delete"/>																															
Run Name: 2016-2017 Schedule Run In Progress: No Options Fill Open Periods																															
Currently Checked Out To User, Admin <input type="button" value="Check In"/>																															
Last Schedule Run <table> <tr> <th>Date/Time</th><th>Total</th><th>Scheduled</th><th>Rejected</th><th>Optimized</th><th>%</th><th>Total Time</th></tr> <tr> <td>04/05/2017 12:36:48</td><td>2764</td><td>38</td><td>2726</td><td>0</td><td>1.37%</td><td>00:00:38</td></tr> </table>					Date/Time	Total	Scheduled	Rejected	Optimized	%	Total Time	04/05/2017 12:36:48	2764	38	2726	0	1.37%	00:00:38	Current Stats <table> <tr> <th>Total</th><th>Scheduled</th><th>Rejected</th><th>%</th></tr> <tr> <td>2764</td><td>38</td><td>2726</td><td>1.37%</td></tr> </table>					Total	Scheduled	Rejected	%	2764	38	2726	1.37%
Date/Time	Total	Scheduled	Rejected	Optimized	%	Total Time																									
04/05/2017 12:36:48	2764	38	2726	0	1.37%	00:00:38																									
Total	Scheduled	Rejected	%																												
2764	38	2726	1.37%																												
Basic Information Run Name: <input type="text" value="2016-2017"/> <input type="button" value="Schedule Now"/> Run Description: <input type="text"/> Term to Reschedule: If blank, scheduling entire year <input type="text"/>					Quick Links <input type="button" value="Open Student Schedule"/> <input type="button" value="Open Schedule Section"/> <input type="checkbox"/> Allow unchecked out users to edit sections <input type="button" value="Open School Options"/> <input type="button" value="Open Option Set Wheel"/> <input type="button" value="Open ClassBoard"/>																										

Schedule Option Set Screen

4. Locate the definition to modify.

- Click **Add** to add a row.



Option Set Wheel

Run Name: 2016-2017

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

Wheel ID: **GRD9** Name: **Grade 9 Electives** School: **Hope High School** Year: **2016-2017**

Options

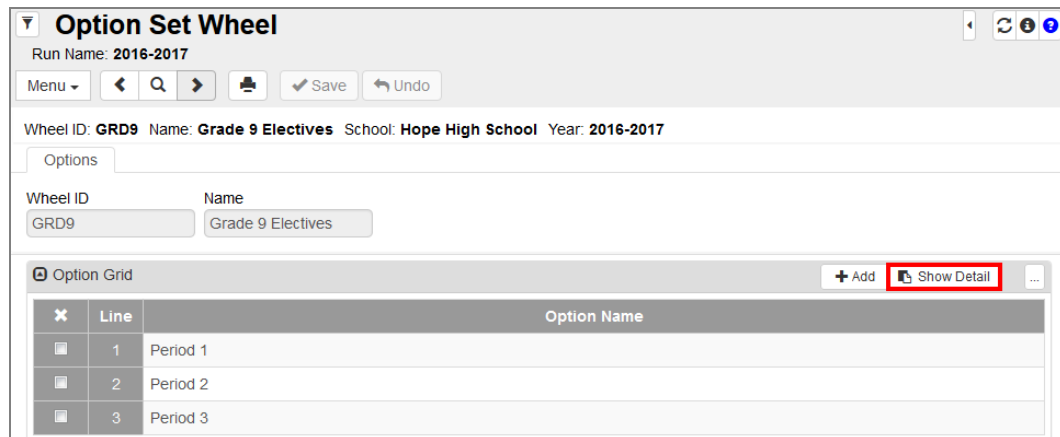
Wheel ID: Name:

Option Grid + Add 📄 Show Detail ...

×	Line	Option Name
📄	1	Period 1
📄	2	Period 2
📄	3	Period 3

Option Set Wheel Screen

- Enter an **Option Name** used to define the courses.
- Click **Save**.
- Click **Show Detail**. The courses associated with the wheel display.



Option Set Wheel

Run Name: 2016-2017

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

Wheel ID: **GRD9** Name: **Grade 9 Electives** School: **Hope High School** Year: **2016-2017**

Options

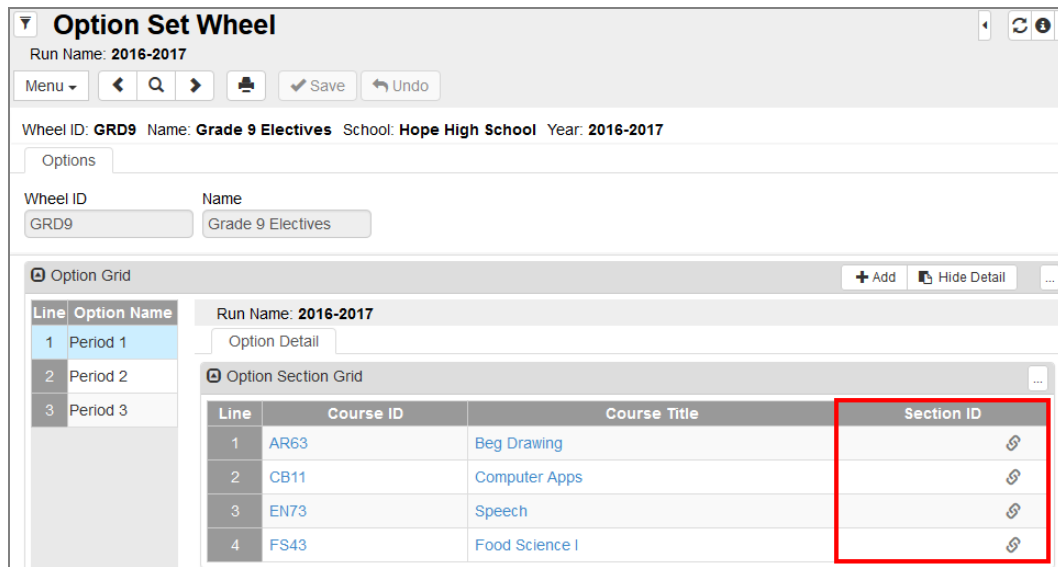
Wheel ID: Name:

Option Grid + Add 📄 Show Detail ...

×	Line	Option Name
📄	1	Period 1
📄	2	Period 2
📄	3	Period 3

Option Set Wheel Screen

9. Click the  under **Section ID** to find and select sections.



The screenshot shows the 'Option Set Wheel' interface. At the top, it displays 'Run Name: 2016-2017'. Below this is a menu bar with navigation icons and 'Save' and 'Undo' buttons. The main header shows 'Wheel ID: GRD9', 'Name: Grade 9 Electives', 'School: Hope High School', and 'Year: 2016-2017'. There are input fields for 'Wheel ID' (containing 'GRD9') and 'Name' (containing 'Grade 9 Electives'). The 'Option Grid' section is expanded, showing a table with columns 'Line', 'Option Name', and 'Run Name: 2016-2017'. The table has three rows: '1 Period 1', '2 Period 2', and '3 Period 3'. The 'Option Detail' section is also expanded, showing an 'Option Section Grid' with columns 'Line', 'Course ID', 'Course Title', and 'Section ID'. The table has four rows: '1 AR63 Beg Drawing', '2 CB11 Computer Apps', '3 EN73 Speech', and '4 FS43 Food Science I'. The 'Section ID' column is highlighted with a red box, and each row has a link icon next to it.

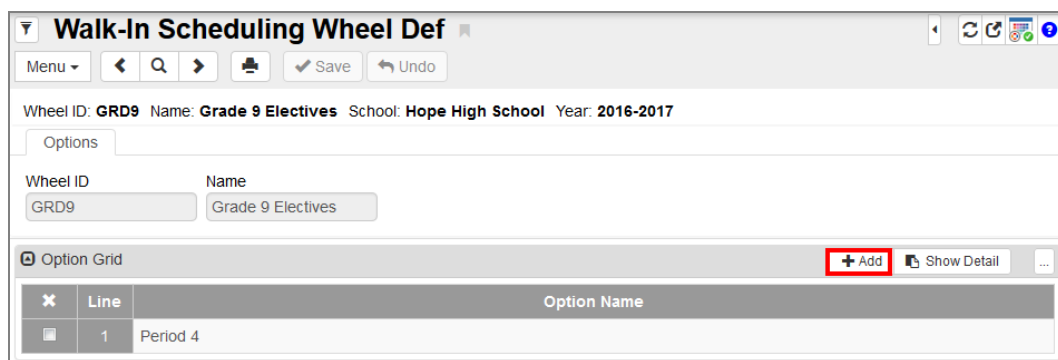
Option Set Wheel Screen, Option Grid Detail

10. Click **Save**.

Manual Scheduling Course Wheels

This process associates sections with the courses defined in a wheel.


1. Navigate to **Synergy SIS > Schedule > Setup > Walk-In Scheduling Wheel Def.**
2. Locate the wheel to modify.
3. Click **Add** to add a new line.
4. Enter the **Option Name**. You can define multiple sets of sections as options for each wheel.



The screenshot shows the 'Walk-In Scheduling Wheel Def' interface. At the top, it displays 'Run Name: 2016-2017'. Below this is a menu bar with navigation icons and 'Save' and 'Undo' buttons. The main header shows 'Wheel ID: GRD9', 'Name: Grade 9 Electives', 'School: Hope High School', and 'Year: 2016-2017'. There are input fields for 'Wheel ID' (containing 'GRD9') and 'Name' (containing 'Grade 9 Electives'). The 'Option Grid' section is expanded, showing a table with columns 'Line', 'Option Name', and 'Run Name: 2016-2017'. The table has one row: '1 Period 4'. The 'Option Detail' section is also expanded, showing an 'Option Section Grid' with columns 'Line', 'Course ID', 'Course Title', and 'Section ID'. The table is empty. The '+ Add' button in the 'Option Grid' section is highlighted with a red box.

Walk-In Wheel Scheduling Wheel Def Screen

5. Click **Save**.

6. Click **Show Detail**. The courses associated in the wheel display.
7. Click the  under **Section ID** to find and select sections.

Walk-In Scheduling Wheel Def

Wheel ID: **GRD9** Name: **Grade 9 Electives** School: **Hope High School** Year: **2017-2018**

Options







Wheel ID: Name:

Option Grid

Line	Option Name
1	Period 4

Option Detail

Option Section Grid

Line	Course ID	Course Name	Section ID
1	MU71	Chorus I Beg	
2	AR63	Beg Drawing	
3	MU29	Beg Guitar	
4	AR54	Beg Jewelry	
5	AR32	Beg Photo	
6	CB10	Comp Foundation	

Walk-in Scheduling Wheel Def Screen, Option Grid Detail

8. Click **Save**.

Chapter 4: Houses and Teams

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Selecting Pathways for Scheduling	122
Assigning Houses and Teams	126

Houses and Teams Overview

Schools use houses and teams to assign groups of students to the same sections or to keep sections assigned to the same teacher or period. Houses group students together so that you can schedule them into the same sections. Common houses for students include ROTC members, sports team members, and students with AP academic schedules. Teams assign sections to the same teacher, room, or period throughout the academic year. For example, you can use teams to keep a Biology class and a Biology Lab class together with the same teacher and classroom throughout the school year.

House and Team Assignment

Houses and teams remain consistent throughout the school year and must retain the same number of sections and seats.

You can mass assign students through the Mass Assign House and Team screen in the Mass Scheduling module. The Schedule Request and Walk In Schedule screens within the same module assign individual students to houses or teams. After assigning students, staff can assign course requests to students in bulk using these groups.



You must assign all sections flagged for a house to members of the same house.

Option sets contain rules for processing house and team assignments. The system assigns students to a team based on availability and schedules any unassigned students into the first team available for their schedule. If the system rejects an assignment, check the following:

- The seat count max total is not even for all sections within a team, or you have scheduled all available spaces within a section.
- Sections are not evenly distributed, you have not defined teams correctly, or you have not defined teams evenly by teacher, room, or period.



Synergy SIS allows students scheduled in one section for a team only if other sections are unavailable for the course within the team, or if you did not create sections evenly for all courses within the team.

Creating Houses and Teams

Schools define houses and teams within the School Scheduling Options screen.

Creating a House

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options** or **Synergy SIS > System > Setup > School Scheduling Options**.
2. Select the **House/Team/Exclusion** tab.
3. Click **Add** on the House Codes section to add a new row.

4. Enter a **Code** to designate the house.
5. Enter a **Description**.

School Scheduling Options

Menu Save Undo

School Name: **Hope High School** School Year: **2016-2017**

Section Options Course Request and Walk-In Options **House/Team/Exclusion**

Term Exclusion Codes + Add ...

×	Line	Code	Description

House Codes + Add ...

×	Line	Code	Description
	1	AVID	AVID
	2	ELL	ELL
	3	HSA	House A
	4	HSB	House B
	5	SPED	SPED

School Scheduling Options Screen, House/Team/Exclusion Tab

6. Click **Save**.

Creating a Team

1. Click **Add** on the Team Codes section to add a new row.
2. Enter a **Code** to designate the team.
3. Enter a **Description**.
4. Select the **Option** for the team:
 - *Keep Same Period*
 - *Keep Same Period and Teacher*
 - *Keep Same Room*
 - *Keep Same Teacher*
5. Click **Save**.

Team Codes + Add ...

×	Line	Code	Description	Option
	1	A	Team A	Keep Same Teacher
	2	B	Team B	Keep Same Teacher
	3	C	Team C	Keep Same Teacher
	4	D	Team D	Keep Same Period and Teacher

School Scheduling Options Screen, House/Team/Exclusion Tab

Selecting Pathways for Scheduling

You can assign more than one house or team when Mass Scheduling or scheduling Sections. This feature provides more flexibility when scheduling for learning communities.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options**.
2. Select the **Pathways** Tab.

3. Click **Add** in the Pathways House Codes section.
 - a. Enter a **Code** and **Description**.
 - b. Click **Save**.
4. Click **Add** in the Pathways Team Codes section.
 - a. Enter a **Code** and **Description**.
 - b. Click **Save**.

School Scheduling Options

Menu ▾ | Save | Undo

School Name: Hope High School School Year: 2018-2019

Section Options | Course Request and Walk-In Options | House/Team/Exclusion | **Pathways**

Use Pathways when Scheduling Sections
Yes ▾

Pathways House Codes + Add

Line	Code	Pathway House Description
1	ACTG	Accounting
2	FINANCE	Finance
3	NURSE	Nursing

Pathways Team Codes + Add

Line	Code	Pathway Team Description
1	1	Barnes
2	2	Swim

School Scheduling Options Screen, Pathways Tab

5. Select Yes in the **Use Pathways when Scheduling Section**. This option adds:
 - The **Schedule Pathways House** and **Schedule Pathways Team** fields to the **Options** tab on the student's Schedule Request screen.

Schedule Request Screen, Options Tab

- The **Pathways** tab on the Section screen:

Section Screen, Pathways Tab

6. Select the **Section Options** tab.
7. Select an option in **Allow Override of Pathways Restriction in Class**.
 - **Add Student, no Message** – Pathways House and Team restrictions are overridden. Synergy adds a student with a restriction to the section and no restriction warning message displays.
 - **Add Student, with Message** – Pathways House and Team restrictions are overridden. Synergy adds a student with a restriction to the section, but a restriction warning message displays.
 - **Don't add Student** – Pathways House and Team restrictions are not overridden. Synergy does not add a student with a restriction to the section.
 - **Require Password** – You can override the Pathways House and Team restrictions by entering the override password for a student that has a restriction. An error message displays saying the password does not match and the student cannot be added to the section if an incorrect password is entered.

8. Enter **Section Override Password**, if needed.

School Scheduling Options

Menu ▾ Save Undo

School Name: **Hope High School** School Year: **2018-2019**

Section Options Course Request and Walk-In Options House/Team/Exclusion Pathways

Options

Class Size Limit
Add Student, with Message ▾

Section ID Width
4

Auto Sequence
Counter ▾

☐ Enable Section ID Validation Warnings

☐ Do Not Fill Section ID Gaps

Allow Override of Pathways Restriction in Class
Require Password ▾

Section Override Password

School Scheduling Options Screen

9. Click **Save**.



The **Allow Override of Pathways Restriction in Class** field is also available on the **Security Settings** tab on the User and User Group screens.

User

Menu ▾ Add Delete

User Name: **Aldrich, Heidi**

Demographics Organizations User Groups Navigation Menu **Security Settings** Focus Spell Check POV Access

Last Name First Name Middle Name Disabled User Type Login as User

Aldrich Heidi ☐ Staff

Scheduling

Allow Override of Max Students in Class ▾

Allow Override of Pathways Restriction In Class ▾

Add Student, no Message

Add Student, with Message

Don't add student

Require Password

Other

☐ Show BO On Mouseover

Navigation Standard ▾

Teacher/VUE Administrator ▾ Admin/VUE User ▾

Health/VUE User ▾ SE VUE User ▾ Counselor/VUE User ▾

Kiosk/VUE User ▾

Special Education

Exempt From Student Team ▾

Systemwide Case Manager ▾

Tests to Administer Default

Update ▾ Add ▾ Delete ▾

User Screen, Security Settings Tab

Assigning Houses and Teams

Individually Assigning Houses and Teams

The Schedule Request and Walk In Schedule screens create house and team assignments for students.

Schedule Request

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Request**.
2. Locate the student to modify.
3. Select the **Options** tab.
4. Select the house to assign under **Schedule House** and **Schedule Pathways House** if needed.
5. Select the team to assign under **Schedule Pathways Team** and **Schedule Pathways House** if needed.



Select **Exempt House** or **Exempt Team** to instead remove house or team assignment during the student's scheduling process.

Schedule Request

Menu | < | > | Save | Undo

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **ANNX**

Requests | Restrictions | **Options** | Teacher Course Recommendation | Graduation Requirements

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: Perm ID: **905483** Grade: **12** Gender: **Male** Locked In: **No** Validated: **No**

Scheduling Options

Low Period: High Period: **Schedule House**: **Accounting** **Schedule Team**:

Schedule Pathways House: **Accounting** **Schedule Pathways Team**: **Barnes**

Exempt House: **Exempt Team**: Balance Code: Seat Weight: **1.50**

ParentVUE Information

Locked In: **No** ParentVUE Locked In Date: **12/07/2018 10:50:00**

Validated: **No** ParentVUE Validated Date: **12/07/2018 10:50:00**

Schedule Request Screen, Options Tab

6. Click **Save**.

Walk In Schedule

1. Navigate to **Synergy SIS > Mass Scheduling > Walk In Schedule** or **Synergy SIS > Schedule > Walk In Schedule**.
2. Locate the student to modify.
3. Select the **Request** tab.
4. Select the house to assign under **Schedule House** and **Schedule Pathways House** if needed.
5. Select the team to assign under **Schedule Pathways Team** and **Schedule Pathways Team** if needed.



Select **Student Exempt From House Restriction** or **Student Exempt From Team Restriction** to instead remove house or team assignment during the student's scheduling process.

Walk In Schedule

Menu | Save | Undo | Print Schedule | << Not Scheduled | Not Scheduled >>

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **104** Schedule Status: **Rejected**

Quick Placement | **Request** | Analysis | Schedule | Graduation Requirements

Last Name: Abbott First Name: Billy Middle Name: Cameron Perm ID: 905483 Suffix: Grade: 10

Gender: Male

* Denotes alternate courses that were scheduled in lieu of the requested course.
** Denotes Sections associated with a Wheel course request

Info Legend
- Class Does Not Apply to Graduation Requirement
R - Student has taken course
E - Student has taken equivalent course
P - Student received a passing mark
F - Student received a failing mark

Scheduling Options

Low Period: High Period: Schedule House: ELL Schedule Team: Seat Weight:

☐ Student Exempt From House Restriction ☐ Student Exempt From Team Restriction

Walk In Schedule Screen, Request Tab

6. Click **Save**.

Mass Assigning Houses and Teams



Period Restrictions prevent the mass assignment process from scheduling students during certain periods. See [Defining Period Restrictions](#) for more information.

1. Navigate to **Synergy SIS > Mass Scheduling > Mass Assign House And Team** or **Synergy SIS > Schedule > Mass Assign House And Team**.
2. Select the **House** or **Team** and **Pathways House** or **Pathways Team** to assign. Schools must process each house and team assignment separately.
3. Select **Modify Only If Blank** next to the house or team selection to only update unassigned students.
4. Select the Grade Filter option.
 - Keep the default option **Not Used** to assign students without grade filters.
 - Select **Exclude** or **Include** and select specific grades.
5. Select the **Gender** if needed.
6. Click **Chooser** to find and select students for processing.

Mass Assign House And Team Screen

7. Select the **Additional Filters** tab for further options.
 - a. Click **Add** on the Condition section. A new row displays.
 - b. Select the **Property** used to filter assignments.
 - c. Select the **Not** and **Operator** option as required.
 - d. Enter the **Value** to be compared for the filter.

Mass Assign House And Team

Menu ▾ Assign

School: Hope High School School Year: 2020-2021

Options Additional Filters

Conditions + Add

✕ Line	Property	Not	Operator	Value
1	Birth Year (Student)	▼	Greater Than	2016

Mass Assign House And Team Screen, Additional Filters Tab

8. Click **Assign**.

Assigning Houses and Teams to Sections



Before assigning Houses and Teams to sections, you must perform the first run of the Option Set used for the schedule. See [Running the Scheduler](#) for more information.

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control

Menu ▾ Save Undo

School: Hope High School Year: 2016-2017

Scheduling Option Sets

Create/Copy Option Set

Option Sets

✕ Line	Option Set Name	Type	Checked Out To	Current Stats			
				%	Total	Scheduled	Date/Tin
1	2016-2017	Scheduler	User, Admin	1.37%	2764	38	04/05/2017
2	ALG Blank	Scheduler	User, Admin				
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721	
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017

Schedule Control Screen

4. Select **Open Schedule Section** under Quick Links.

Schedule Option Set

School: **Hope High School**

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ✖ Delete

Run Name: **2016-2017** Schedule Run In Progress: **No**

Options [Fill Open Periods](#)

Currently Checked Out To [User, Admin](#) [Check In](#)

Last Schedule Run							Current Stats			
Date/Time	Total	Scheduled	Rejected	Optimized	%	Total Time	Total	Scheduled	Rejected	%
04/05/2017 12:36:48 🗓️	2764	38	2726	0	1.37%	00:00:38	2764	38	2726	1.37%

Basic Information

Run Name: [Schedule Now](#)

Run Description:

Term to Reschedule: If blank, scheduling entire year

Quick Links

- [Open Student Schedule](#)
- [Open Schedule Section](#)**
- [Open School Options](#)
- [Open Option Set Wheel](#)
- [Open ClassBoard](#)

☐ Allow unchecked out users to edit sections

Schedule Option Set Screen

- Locate the section to modify.
- Select the **House** and/or **Team** under the Restrictions section.

Schedule Section

Run Name: **2016-2017**

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add ✖ Delete

Section ID: **6008** Course Title: **Biology** Run Name: **2016-2017**

[Current Students](#) [Meeting Days](#)

Section ID	MSB Section ID	Course ID	Course Title	Staff Name	Room Name
<input type="text" value="6008"/>	<input type="text"/>	<input type="text" value="SC492"/> 🔗	<input type="text" value="Biology"/>	<input type="text"/>	<input type="text"/>

[Section Info](#) [Staff Contributions](#) [Student Seat Totals](#)

[Teacher Aide Totals](#)

Restrictions

Grade Range Low	Grade Range High	Gender Restriction	Credit	House	Team
<input type="text" value="09"/>	<input type="text" value="09"/>	<input type="text"/>	<input type="text" value="0.500"/>	<input type="text"/>	<input type="text"/>

Term Exclusion:

☐ No Term Override ☐ Exclude From Mass Scheduling

Staff Contributions

Responsibility:

Amount:

Schedule Section Screen

- Click **Save**.

Assigning Pathways Houses and Pathways Teams to Sections

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Select the **Pathways** tab.
3. Locate the section to modify.
4. Select the **Pathways House** and/or **Pathways Team**.
5. Select the **Pathways House Option** and the **Pathways Teams Option**.
 - *Do Not Use* – Scheduler ignores Pathway House selection while scheduling students in this section.
 - *Exclude* – Scheduler excludes Pathway House selection while schedule students in this section.
 - *Include* – Scheduler includes Pathway House selection while scheduling students in this section.

Section

Menu < > Save Undo + Add x Delete

Section ID: 0002 Course Title: Life Science School Year: 2018-2019

Current Students Student Enrollment History Meeting Days Additional Staff Staff History Schedule Matrix **Pathways**

Section ID Course ID Course Title Staff Name Room Name

0002 SC422 Life Science Schrute, Peter 120

Pathways House Option Pathway House

Include ☒ Accounting ☐ Finance ☐ Nursing

Pathways Team Option Pathway Team

Include ☒ Barnes ☐ Swim

Section Screen, Pathways Tab

6. Click **Save**.

Mass Assigning Houses and Teams to Sections and Counselors

You can mass assign a house and team by Section or by Counselors on the Mass Assign House and Team screen.

1. Navigate to **Synergy SIS > Mass Scheduling > Mass Assign House And Team** or **Synergy SIS > Schedule > Mass Assign House And Team**.
2. Select the **House** or **Team** to assign.
3. Select **Modify Only If Blank** next to **House** to only update the students not assigned to a house if necessary.
4. Select **Modify Only If Blank** next to **Team** to only update the students not assigned to a team if necessary.
5. Click **Chooser** in Sections to locate sections for processing. The added sections display the currently assigned **House** and **Team** for that section if any.
6. Click **Chooser** in the Counselors section to locate counselors for processing.

Mass Assign House And Team Screen

7. Click **Assign** to:
 - Update the mass assign house and team for all the students in the selected Section ID.
 - Assign the house and team depending on the school's focus for students, whether Active only, Inactive only, or both Active and Inactive students.
 - Create a log file with the reviewed and updated student names.

```
NAME: Acunia, Kenneth O., Grade: 200, GENDER: M, SSY: 31F6F5A4-B8C5-4E48-BF2E-A8E7A10AD270, Records Updated: True
NAME: Adams, Billy A., Grade: 210, GENDER: M, SSY: FF318C53-E9B1-482A-A734-C4490514772B, Records Updated: False
NAME: Clooney, George, Grade: 220, GENDER: M, SSY: 7F773BF9-FE9A-46AF-9599-DFB09B179CD2, Records Updated: True
```

Log File

Chapter 5: Course Requests

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Course Requests Overview

You can add course requests for students using one of three methods.

- Mass Assign Course Requests assigns requests in bulk based on student demographic data.
- Schedule Request assigns individual requests to students.
- ParentVUE and StudentVUE allow parents and students to make specific course requests.

Use mass assignment if you require a majority of students to take a core set of courses. It also assigns a set of courses to a group of students based on grade, gender, house, or team. The mass assignment process can also remove any discontinued or changed course offerings from groups.

Individual course requests allow students to choose between required or elective courses and allow for easier customization on an individual student basis.

If schools use the ParentVUE and StudentVUE software, students and parents can enter elective choices themselves. This can increase data accuracy and reduce staff workload.

Mass Assigning Course Requests

Adding New Course Request Groups

1. Navigate to **Synergy SIS > Mass Scheduling > Mass Assign Course Requests**.
2. Click **Add** to open the Mass Assign Course Requests (Add) screen.
3. Enter the **Name** for the group of courses.
4. Select **Include in Quick Assign Groups** to allow the course request group to also display on the Schedule Request, Schedule Student, and Walk In Schedule screens.
5. Select **Allow Duplicate Course Requests** if necessary.



Synergy SIS bases duplicate course requests on the courses currently assigned to the student. You can assign duplicate requests to students if the course in question is not an existing request. Log notes describe any duplicates assigned.

A screenshot of the 'Mass Assign Course Requests' form. The title bar says 'Mass Assign Course Requests'. Below the title are two buttons: 'Save' (with a green checkmark) and 'Close' (with a red X). The form has a 'Name' label followed by a text input field containing '10th Grade Regular C'. Below the input field are two checkboxes: 'Include In Quick Assign Groups' (which is checked) and 'Allow Duplicate Course Requests' (which is unchecked).

Mass Assign Course Requests (Add) Screen

6. Click **Save**.

- Click **Chooser** on the Courses to Add section to find and select courses.



You can also click **Chooser** on the Courses to Find and Replace section to remove existing course requests at the same time.

- Select a **Preferred Term** to schedule the course for if necessary.
- Select **Lock StudentVUE** to have the course display as Locked in StudentVUE on the Schedule Request screen.



This option also locks the course from removal within StudentVUE or ParentVUE.

- Select **Pre-Req Not Required** to disable prerequisite enforcement when scheduling.

Mass Assign Course Requests						
Menu						
Name: 10th Grade Regular Core						
Mass Assign Selected Students Other Info						
Name						
10th Grade Regular Core						
<input checked="" type="checkbox"/> Include In Quick Assign Groups						
<input type="checkbox"/> Allow Duplicate Course Requests						
Courses To Add						Chooser
	Line	Course ID	Course Title	Preferred Term	Lock StudentVUE	Pre-req Not Required
	1	EN51	Lit Explor		<input type="checkbox"/>	<input type="checkbox"/>
	2	SS51	Am Govt		<input type="checkbox"/>	<input type="checkbox"/>
	3	SC492	Biology		<input type="checkbox"/>	<input type="checkbox"/>
	4	MA312	Alt Geom 2nd Sm		<input type="checkbox"/>	<input type="checkbox"/>
	5	EN33	Prin Eng I		<input type="checkbox"/>	<input type="checkbox"/>

Courses To Find and Replace			
Chooser			
	Line	Course ID	Course Title
	1	AG29	Expl Agric

Mass Assign Course Requests Screen

- Click **Save**.

Selecting Filter Options

Filter options provide criteria for assigning courses to students. All selected filters are cumulative, and students must match all criteria entered to be assigned. Options are blank or display **Not Used** by default.



If you select **Exclude** or **Include** for a filter, you must select at least one option. Other screens that use the Quick Assign Groups function do not use these filters.

1. Navigate to **Synergy SIS > Mass Scheduling > Mass Assign Course Requests**.
2. Select the Gender option.

3. Select to **Exclude** or **Include** the filtering options as needed.

Filter Options	
Gender	
Gender <input type="text"/>	
Grade	
<input type="radio"/> Exclude <input checked="" type="radio"/> Include <input type="radio"/> Not used	
Grade <input type="text"/> ↔ <input type="text"/>	
<input checked="" type="checkbox"/> 07 <input type="checkbox"/> 08 <input type="checkbox"/> 09	
House	
<input type="radio"/> Exclude <input type="radio"/> Include <input checked="" type="radio"/> Not Used	
House <input type="text"/> ↔ <input type="text"/>	
<input type="checkbox"/> House 1 <input type="checkbox"/> House 2 <input type="checkbox"/> House 3 <input type="checkbox"/> House 4	
Team	
<input type="radio"/> Exclude <input type="radio"/> Include <input checked="" type="radio"/> Not Used	
Team <input type="text"/> ↔ <input type="text"/>	
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red	
<input type="checkbox"/> Team 1 <input type="checkbox"/> Team 2 <input type="checkbox"/> Team 3 <input type="checkbox"/> Team 4 <input type="checkbox"/> Team 5	
<input type="checkbox"/> Team 6	
ELL Status	
<input type="radio"/> Exclude <input type="radio"/> Include <input checked="" type="radio"/> Not Used	
ELL_Level <input type="text"/> ↔ <input type="text"/>	
<input type="checkbox"/> English Only (EO) <input type="checkbox"/> Initially Identified as Fluent <input type="checkbox"/> Early <input type="checkbox"/> Early <input type="checkbox"/> Reclassified	
<input type="checkbox"/> English Proficient (I-FEP) <input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Intermediate Advanced <input type="checkbox"/> Advanced Proficient (R-FEP) <input type="checkbox"/> Fluent English <input type="checkbox"/> To Be Determined	
Gate Status	
<input type="radio"/> Exclude <input type="radio"/> Include <input checked="" type="radio"/> Not Used	
Gate Code	
<input type="checkbox"/> Giftedness	
Student Group	
<input type="radio"/> Exclude <input type="radio"/> Include <input checked="" type="radio"/> Not Used	
Student Group	
<input type="checkbox"/> Advanced Placement <input type="checkbox"/> Quick Group <input type="checkbox"/> Government	
Special Ed Student Services	
<input type="radio"/> Exclude <input type="radio"/> Include <input checked="" type="radio"/> Not Used	
Special Ed Student Services	
<input type="checkbox"/> Other Health Impairment <input type="checkbox"/> Autism	
<input type="checkbox"/> Moderate Mental Retardation <input type="checkbox"/> Preschool - Severe Delay	
<input type="checkbox"/> Preschool - Moderate Delay <input type="checkbox"/> Emotional Disability (private school)	
<input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Multiple Disabilities	
<input type="checkbox"/> Mild Mental Retardation <input type="checkbox"/> Speech/Language Impairment	
<input type="checkbox"/> Specific Learning Disability <input type="checkbox"/> Emotional Disability	
<input type="checkbox"/> Preschool - Speech/Language Delay <input type="checkbox"/> Visual Impairment	
<input type="checkbox"/> Traumatic Brain Injury <input type="checkbox"/> Severe Mental Retardation	
<input type="checkbox"/> Multiple Disabilities - Severe Sensory Impairment	
<input type="checkbox"/> Orthopedic Impairment	

Mass Assign Course Requests Screen

4. Click **Save**.

Selecting Students and Student Groups

1. Select the **Selected Students** tab to choose students to assign.
2. Click **Chooser** to find and select students.
3. Click **Add** in the Student Condition Filter section.



The selections in the Student Condition Filter section apply as an **And** condition to the settings on the **Mass Assign** tab.

4. Select a **Property Name**, **Operator**, and **Value**.
5. Click **Chooser** in the Student Groups section to select the student groups.

The screenshot shows the 'Mass Assign Course Requests' interface. At the top, there's a title bar with a menu and various icons. Below it, a toolbar contains 'Save', 'Undo', 'Add', 'Delete', and 'Replace Courses' buttons. The main content area has a tabbed interface with 'Mass Assign', 'Selected Students' (highlighted with a red box), and 'Other Info' tabs. Under the 'Selected Students' tab, there's a 'Name' field with '11th Grade Partial' and two checkboxes: 'Include In Quick Assign Groups' (checked) and 'Allow Duplicate Course Requests' (unchecked). Below this is a 'Selected Students' section with a 'Chooser' button. A table with columns 'Line', 'Student Name', 'Grade', and 'Perm ID' is visible. A green note states: 'NOTE: The selections in the Student Condition Filter grid are treated like an 'and' condition to the results of the Mass Assign tab.' Below the note is a 'Student Condition Filter' section with an 'Add' button and a table with columns 'Line', 'Enabled', 'Property Name', 'Not', 'Operator', and 'Value'. At the bottom, there's a 'Student Groups' section with a 'Chooser' button (highlighted with a red box) and a table with columns 'Line', 'Code', and 'Description'.

Mass Assign Course Requests Screen, Selected Students Tab

6. Click **Save**.

7. Select the **Other Info** tab to enter a **Description** of the course request group if necessary.

The screenshot shows the 'Mass Assign Course Requests' interface with the 'Other Info' tab selected. The 'Name' field is set to '10th Grade Regular Core'. Below the name, there are two checkboxes: 'Include In Quick Assign Groups' (checked) and 'Allow Duplicate Course Requests' (unchecked). A large text area for 'Description' is visible at the bottom.

Mass Assign Course Requests Screen, Other Info Tab

8. Return to the **Selected Students** tab.
9. Click **Save**.
10. Click **Replace Courses** to run the course assignment.

The screenshot shows the 'Mass Assign Course Requests' interface with the 'Selected Students' tab selected. The 'Name' field is set to '10th Grade Regular Core'. Below the name, there are two checkboxes: 'Include In Quick Assign Groups' (checked) and 'Allow Duplicate Course Requests' (unchecked). The 'Replace Courses' button is highlighted with a red box.

Mass Assign Course Requests Screen

Individually Assigning Course Requests

Three screens assign course requests to students: Schedule Request, Schedule Student, and Walk In Schedule. Options available for course assignment depend on configuration settings inside the School Scheduling Options screen.



See Student Course Request Options for more information on configuration settings.

You cannot preschedule students using the Schedule Request screen. Prescheduled students have sections manually assigned as a course request and are exempt from the Mass Scheduling process.

Schedule Request

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Request**.
2. Select **Add By Group** if using a Quick Assign Group.
3. Click **Chooser** in the Student Requests section to find and locate courses.



You can create Quick Assign Groups during the Mass Assign Course Requests process. See [Mass Assigning Course Requests](#) for more information.

Schedule Request

Menu | Save | Undo

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Homeroom: **401**

Requests | Restrictions | Options | Teacher Course Recommendation

Last Name: Acevedo First Name: Andrew Middle Name: Suffix: Perm ID: 886630 Grade: 11 Locked In: No Validated: No

Quick Add

Add By Group

Student Requests

Chooser

Line	Course ID	Course Title	Preferred Term	Alternate Course	Pre-Req Not Required	Corequisite Not Required	Locked	Locked in StudentVUE

Schedule Request Screen

4. Select the **Preferred Term** if allowing students a term choice.
5. Select the **Term Override** to allow a student to attend a class in a different term than the one indicated in the master schedule.
6. Select the **Repeat Tag** to indicate the reason for the student to repeat the course if applicable.
7. Select a **Teacher** by clicking the if allowing students to choose a teacher preference.
8. Select the **Alternate Course** preferred by clicking the .
9. Select **Pre-Req Not Required** to disable prerequisite enforcement.

10. Select **Corequisite Not Required** to disable the corequisite requirement.
11. Select **Locked** to lock the course request from modification in Schedule Request and Walk-In Schedule.
12. Select **Locked in StudentVUE** to lock the course request from modification in ParentVUE/StudentVUE.

Line	Course ID	Course Title	Preferred Term	Term Override	Repeat Tag	Teacher	Alternate Course	Pre-Req Not Required	Corequisite Not Required	Locked	Locked in StudentVUE
1	AD86W	Academic Decath									
2	AR58	Adv Jewelry									
3	AR64	Int Drawing									

Schedule Request Screen

13. Click **Chooser** in the Alternates for Electives section to find and select alternate courses.
14. Enter the **Preferred Priority** as a numerical value to control the order for scheduling courses.

Line	Preferred Priority	Course ID	Course Title
1		AR63	Beg Drawing
2		MU71	Chorus I Beg
3		AR32	Beg Photo

Schedule Request Screen

15. Click **Save**.

Student and Teacher Restrictions

The **Restrictions** tab allows you to prohibit scheduling specific students or teachers with an individual student. Synergy SIS does not process any course requests that result in sections containing students or teachers specified.

1. Select the **Restrictions** tab.
2. Click **Chooser** on the Student Restrictions section to find and select a student.

- Click **Chooser** on the Teacher Restrictions section to find and select a teacher.

Schedule Request

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Homeroom: **401**

Requests Restrictions Options Teacher Course Recommendation

Last Name: Acevedo First Name: Andrew Middle Name: Suffix: Perm ID: 886630 Grade: 11 Locked In: No Validated: No

The following grid is used to select students who will NOT be allowed to be placed in the same classes as the current students. The list will ensure each student (based on individual relationships) will not be placed in the same class.

Student Restrictions **Chooser**

Line	Student Name
1	Abbott, Billy C.

The following grid indicates teachers that will NOT be scheduled with the current student

Teacher Restrictions **Chooser**



Line	Staff Name
1	Done, Brent

Schedule Request Screen, Restrictions Tab

- Click **Save**.

Teacher Course Recommendation

Teachers add course requests for students using the **Teacher Course Recommendation** tab.

- Select the **Teacher Course Recommendation** tab.
- Click **Add**.
- Select the **Course ID** or **Course Title** by clicking the .
- Select the **Date of Recommend**.
- Select **Staff Name** by clicking the .




Schedule Request

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **104**

Requests Restrictions Options Teacher Course Recommendation Graduation Requirements

Last Name: Abbott First Name: Billy Middle Name: Cameron Suffix: Perm ID: 905483 Grade: 10 Gender: Male Locked In: No Validated: No

Teacher Course Recommendation **+ Add**

Line	Move to Request	Info	Course ID	Course Title	Date Of Recommend	Staff Name	Comment
1	Move to Request		EN93W 	Sr Honors Lit 	08/20/2019	Simmons, Bill 	

Schedule Request, Teacher Course Recommendation Tab

- Click **Save**.

Moving to Student Course Request

Use the **Move to Request** option to move a teacher recommended course into a student course request.

The screenshot shows the 'Schedule Request' form with the 'Teacher Course Recommendation' tab selected. The student information is: Student Name: Abbott, Billy C., School: Hope High School, Status: Active, Homeroom: 104. The 'Teacher Course Recommendation' table has one entry: Line 1, Course ID PP70, Course Title English 10, Date Of Recommend 08/20/2019, Staff Name Adams, Mark. The 'Move to Request' button is highlighted in the table.

* -	Line	Move to Request	Info	Course ID	Course Title	Date Of Recommend	Staff Name	Comment
	1	Move to Request		PP70	English 10	08/20/2019	Adams, Mark	

Schedule Request, Teacher Course Recommendation Tab

- A success message displays when the course is moved to the student course request.

The screenshot shows the 'Schedule Request' form with the 'Teacher Course Recommendation' tab selected. A success message is displayed in a green box: 'Success Course PP70 moved to Requests'. The student information is: Student Name: Abbott, Billy C., School: Hope High School, Status: Active, Homeroom: 104.

Schedule Request Screen, Teacher Course Recommendation Tab

- The teacher recommended course displays on the **Requests** tab of the Schedule Request screen and the course is **Locked in StudentVUE** by default.

The screenshot shows the 'Schedule Request' form with the 'Requests' tab selected. The 'Student Requests' table lists four courses: PA86 Int Acting, PE761 Weight Trn Boys, PE762 Weight Trn Boys, and PP70 English 10. The 'PP70 English 10' row is highlighted, and the 'Locked in StudentVUE' checkbox is checked.

* -	Line	Info	Course ID	Course Title	Term Preference	Term Override	Repeat Tag	Teacher	Alternate Course	Pre-Req Not Required	Corequisite Not Required	Locked	Locked in StudentVUE
	13		PA86	Int Acting									
	14		PE761	Weight Trn Boys									
	15		PE762	Weight Trn Boys									
	16		PP70	English 10									<input checked="" type="checkbox"/>

Schedule Request Screen

Schedule Student

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control

Menu Save Undo

School: **Hope High School** Year: **2016-2017**

Scheduling Option Sets

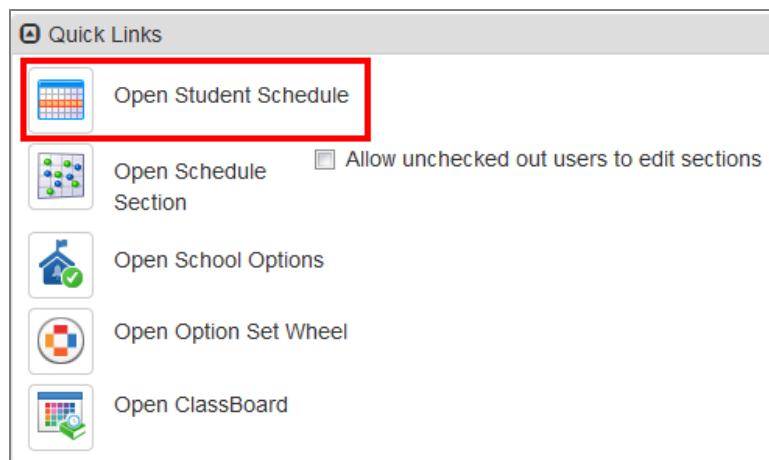
[Create/Copy Option Set](#)

Option Sets

Line	Option Set Name	Type	Checked Out To	Current Stats			Date/Tin
				%	Total	Scheduled	
1	2016-2017	Scheduler	User, Admin	1.37%	2764		38 04/05/2017
2	ALG Blank	Scheduler	User, Admin				
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721	
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017

Schedule Control Screen

4. Select **Open Student Schedule** under Quick Links. The Schedule Student screen displays.



Schedule Option Set Screen

5. Select the **Add By Group** if using a Quick Assign Group.



You can create Quick Assign Groups during the Mass Assign Course Requests process. See [Mass Assigning Course Requests](#) for more information.

6. Click **Chooser** in the Course Requests section to find and locate courses.



The **Sched Priority** column autopopulates based on the Schedule Priority setting on the District Course screen.

Schedule Student
Run Name: 2016-2017

Menu < > Save Undo << Conflict Conflict >>

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Homeroom: **401** Run Name: **2016-2017** Schedule Status: **Rejected**

Requests Analysis Schedule

Last Name: Acevedo First Name: Andrew Middle Name: Suffix: Perm ID: 886630 Grade: 11 Schedule



Quick Add Class Size Limit Password

Add By Group Max Class Size Override Password

Course Requests Chooser

×	Line	Course ID	Course Title	Term Override	Alternate Course ID	Alternate Course Title	Pre-Requisite Not Required	Prescheduled Section
---	------	-----------	--------------	---------------	---------------------	------------------------	----------------------------	----------------------

Schedule Student Screen

7. Select the **Preferred Term** if allowing students a term choice.
8. Select the **Term Override** to allow a student to attend a class in a different term than the one indicated in the master schedule.
9. Select the **Preferred Staff** by clicking the  if allowing students to choose a teacher preference.
10. Select the **Alternate Course** preferred by clicking the .
11. Select **Pre-Requisite Not Required** to disable prerequisite enforcement.
12. Select **Corequisite Not Required** to disable the corequisite requirement.

Schedule Student
Run Name: 2016-2017

Menu < > Save Undo << Conflict Conflict >>

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Homeroom: **401** Run Name: **2016-2017** Schedule Status: **Rejected**

Requests Analysis Schedule

Last Name: Acevedo First Name: Andrew Middle Name: Suffix: Perm ID: 886630 Grade: 11 Schedule

Quick Add Class Size Limit Password

Add By Group Max Class Size Override Password

Course Requests Chooser

×	Line	Course ID	Course Title	Sched Priority	Preferred Term	Term Override	Preferred Staff	Alternate Course ID	Alternate Course Title	Pre-Requisite Not Required	Corequisite Not Required	Prescheduled Section
	1	AD86W	Academic Decath	Elective (Low)						<input type="checkbox"/>	<input type="checkbox"/>	
	2	AR58	Adv Jewelry	Elective (Low)						<input type="checkbox"/>	<input type="checkbox"/>	
	3	AR64	Int Drawing	Elective (Low)						<input type="checkbox"/>	<input type="checkbox"/>	

Schedule Student Screen

13. Click **Chooser** in the Alternates for Electives section to find and select alternate courses.

14. Enter the **Preferred Priority** as a numerical value to control the order for scheduling courses.

Line	Preferred Priority	Course ID	Course Title
1	1	AR63	Beg Drawing
2	2	MU71	Chorus I Beg
3	3	AR32	Beg Photo

Schedule Student Screen

15. Click **Save**.

Walk In Schedule – Request

1. Navigate to **Synergy SIS > Mass Scheduling > Walk In Schedule** or **Synergy SIS > Schedule > Walk In Schedule**.
2. Select the **Request** tab.
3. Select the **Add By Group** if using a Quick Assign Group.



You can create Quick Assign Groups during the Mass Assign Course Requests process. See [Mass Assigning Course Requests](#) for more information.

4. Click **Chooser** in the Course Request section to find and locate courses.

Student Name: Zuniga, Kathleen School: Hope High School Status: Active Room Name: Schedule Status:

Quick Placement Request Analysis Schedule Graduation Requirements

Last Name: Zuniga First Name: Kathleen Middle Name: Perm ID: 997014 Suffix: Grade: 11 Gender: Female Schedule

Filter: Term Start: Term End: Filter Schedule Status:

Drop and Enter date for class changes

Lock all courses Un-Lock all courses Delete Non-Scheduled Course Request(s)



Graduation Requirement Options

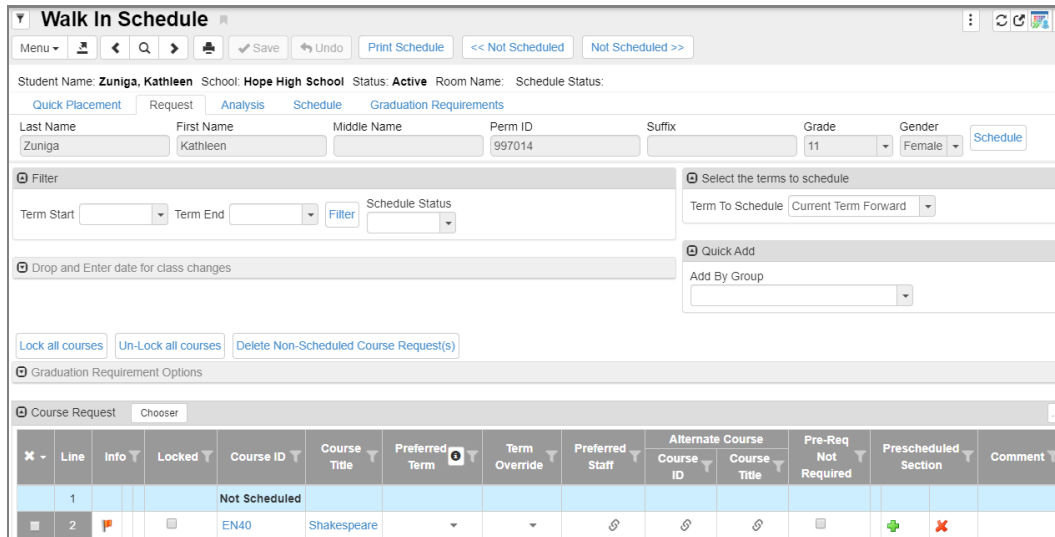
Course Request: Chooser

Line	Info	Locked	Course ID	Course Title	Preferred Term	Term Override	Preferred Staff	Alternate Course ID	Alternate Course Title	Pre-Req Not Required	Prescheduled Section	Comment

Walk In Schedule Screen, Request Tab

5. Select **Locked** to lock the course request from modification in Schedule Request and Walk-In Schedule.
6. Select the **Preferred Term** if allowing students a term choice.
7. Select the **Term Override** to allow a student to attend a class in a different term than the one indicated in the master schedule.
8. Select the **Repeat Tag** to indicate the reason for the student to repeat the course if applicable.

9. Select the **Preferred Staff** by clicking the  if allowing students to choose a teacher preference.
10. Select the **Alternate Course** preferred by clicking the .
11. Select **Pre-Req Not Required** to disable prerequisite enforcement.



Walk In Schedule

Menu ▾ | Save | Undo | Print Schedule | << Not Scheduled | Not Scheduled >>

Student Name: **Zuniga, Kathleen** School: **Hope High School** Status: **Active** Room Name: Schedule Status:

Quick Placement | Request | Analysis | Schedule | Graduation Requirements

Last Name: **Zuniga** First Name: **Kathleen** Middle Name: Perm ID: **997014** Suffix: Grade: **11** Gender: **Female** **Schedule**

Filter: Term Start: Term End: Filter: Schedule Status:

Drop and Enter date for class changes

Lock all courses | Un-Lock all courses | Delete Non-Scheduled Course Request(s)

Graduation Requirement Options

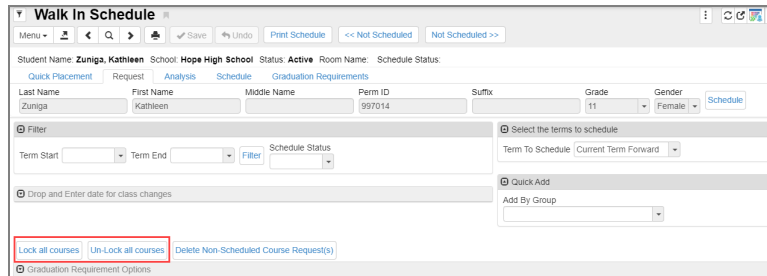
Course Request: Chooser

✕	Line	Info	Locked	Course ID	Course Title	Preferred Term	Term Override	Preferred Staff	Alternate Course	Pre-Req Not Required	Prescheduled Section	Comment
	1			Not Scheduled								
	2			EN40	Shakespeare							

Walk In Schedule Screen, Request Tab

12. Click **Save**.

Click **Lock all courses** or **Un-lock all courses** to mass lock or unlock course requests for the student.

Walk In Schedule

Menu ▾ | Save | Undo | Print Schedule | << Not Scheduled | Not Scheduled >>

Student Name: **Zuniga, Kathleen** School: **Hope High School** Status: **Active** Room Name: Schedule Status:

Quick Placement | Request | Analysis | Schedule | Graduation Requirements

Last Name: **Zuniga** First Name: **Kathleen** Middle Name: Perm ID: **997014** Suffix: Grade: **11** Gender: **Female** **Schedule**

Filter: Term Start: Term End: Filter: Schedule Status:

Drop and Enter date for class changes

Lock all courses | Un-Lock all courses | Delete Non-Scheduled Course Request(s)

Graduation Requirement Options

Walk In Schedule Screen, Request Tab

Using the Schedule Status Screen

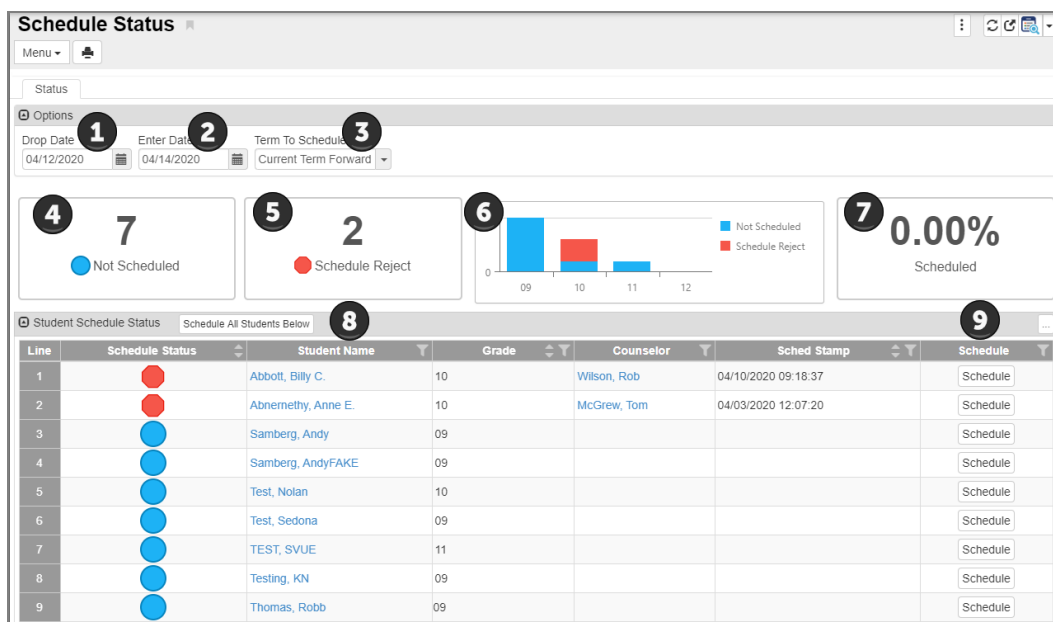
1. Navigate to **Synergy SIS > Schedule > Schedule Status**.



The Schedule Status screen shows the cumulative results from the **Schedule Status** option on the Walk In Schedule screen. The summary cards display the Schedule Status options *Not Scheduled* and *Rejected* and can be used as filters.

- **Drop Date** – This defaults to the current day minus one day. This is the **Drop Date** for any student scheduled using this screen. ⓘ

- **Enter Date** – This defaults to the current day. This is the **Enter Date** for any student scheduled using this screen. ❷
- **Term To Schedule** – Determines which sections to add for any student scheduled using this screen ❸
- **Not Scheduled** – Total number of students included in the scheduling run who are not scheduled or are rejected ❹
- **Schedule Reject** – Total number of students with class conflicts that need to (and can) be resolved ❺
- **Graph** – Number of students with each status by grade level ❻
- **Percentage Scheduled** – $[(\text{Number of Total students} - (\text{Not Scheduled} + \text{Schedule Reject})) / \text{number of Total students}] * 100$ ❼
- **Schedule All Students Below** – Schedules all students showing on that list ❽
- **Schedule** – Schedules that student only ❾



Schedule Status Screen

Graduation Requirements

The Graduation Requirement Options section displays on the **Requests** tab of the Schedule Request screen and the **Quick Placement** tab of the Walk In Schedule screen.

The Student Requests section on the **Requests** tab of the Schedule Request screen and the Course Request section on the **Requests** tab of the Walk In Schedule screen indicate if a class does not apply to a graduation requirement.

The **Graduation Requirements** tab on the Schedule Request screen and the Walk In Schedule screen contains the student course requests and the Graduation Requirement Options section.

Showing the Graduation Requirement Indicators

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select an option for **Graduation Requirement Indicator Display** in the Other Info section.
 - *Do not show* – Does not display the indicators on the Student Classes screen, the **Classes** tab on the Student screen, and the Schedule Request and Walk In Schedule screen.
 - *Show on request and student class views (Default)* or blank – Displays the indicators on the Student Classes screen, the **Classes** tab on the Student screen, and the Schedule Request and Walk In Schedule screens.
 - *Show on request views only* – Displays the indicators on the Schedule Request and Walk In Schedule screens only.

School Setup

Menu ▾ Save Undo

School Name: **Hope High School** School Year: **2018-2019**

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Policy Code

Policy Code [icon] [icon] [icon]

☐ Needs Values

Other Info

☐ Exclude from State Reporting

☐ Report Sub Schools

☐ Enable College Credit

Enable Subject Area Override [dropdown]

Enable College Area Override [dropdown]

Enable University Area Override [dropdown]

☐ Charter

☐ Make classes action on student inactivate mandatory

☐ Is Separate School

Improvement Status [text]

Validate Student Classes [dropdown]
Do Not Validate Student Classes

School Hours Per Week [text] Special Ed "Bell to Bell" Hours Per Week [text]

Scheduling Options [dropdown]
Traditional Schedule Tracking (Default)

☒ Use Student Seat Weight

Graduation Requirement Indicator Display [dropdown]
Do not show
Show on request and student class views (Default)
Show on request views only

School Setup Screen

3. Click **Save**.

Applying Graduation Requirements

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Request** or **Synergy SIS > Mass Scheduling > Walk In Schedule**.
2. Locate the student.
3. Select the options in the Graduation Requirement Options section to use in the graduation requirement calculation.
 - **Graduation Requirement** – Select the option to indicate Required courses in the Course Credit Requirement(s) section on the **Graduation Requirements** tab.
 - **Add Work in Progress** – Select an option to populate the **In Progress** column in the Course Credit requirement(s) section on the **Graduation Requirements** tab.
 - **Get Graduation Requirement Definition From The Student's Diploma Type** – Select this option if using **Diploma Type** on the **Other Info** tab of the Student screen to define graduation requirements for the student that display on the **Graduation Requirements** tab.



The **Get Graduation Requirements From the Student's Diploma Type** option takes precedence if all options are selected.

4. Select **Apply Requirement**.

The screenshot shows the 'Schedule Request' interface. At the top, there's a header with 'Schedule Request' and a menu. Below the header, student information is displayed: 'Student Name: Compton, Joshua B.', 'School: Hope High School', 'Status: Active', and 'Homeroom: P-22'. There are tabs for 'Requests', 'Restrictions', 'Options', 'Teacher Course Recommendation', and 'Graduation Requirements'. The 'Options' tab is selected, showing fields for 'Last Name' (Compton), 'First Name' (Joshua), 'Middle Name' (Buckley), 'Suffix', and 'Perm ID' (916538). Below these are fields for 'Grade' (10), 'Gender' (Male), 'Locked In' (No), and 'Validated' (No). The 'Graduation Requirement Options' section is expanded, showing 'Graduation Requirement' set to 'High School' and 'Add Work In Progress' set to 'No'. There are checkboxes for 'Get Graduation Requirements From The Student's Diploma Type' (unchecked) and 'Apply Requirement' (checked).

Schedule Request Screen

An **Info Legend** displays at the bottom of the Student Requests section. It describes the codes used in the Info columns.



Schedule Request

Menu

Save

Undo

Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: ANNX

Requests

Restrictions

Options

Teacher Course Recommendation

Graduation Requirements

Last Name

Abbott

First Name

Billy

Middle Name

C

Suffix

Perm ID

905483

Grade

12

Gender

Male

Locked In

No

Validated

No

Graduation Requirement Options

Quick Add

Student Requests

Chooser

Alternates for Electives

+ Add

Chooser

Info Legend

- Class Does Not Apply to Graduation Requirement

R - Student has taken course

E - Student has taken equivalent course

P - Student received a passing mark

F - Student received a failing mark

Schedule Request Screen

- The **Info** columns display the student's progress in the Student Requests section.
 - The first column displays when the class does not apply to graduation requirements and **Apply Requirement** is selected.
 - The second column indicates if the student took the course.
 - *R* – Student has taken the course.
 - *E* – Student has taken an equivalent course.
 - The third column indicates if the student passed the course.
 - *P* – Student received a passing mark.
 - *F* – Student received a failing mark.

Schedule Request

Menu

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **ANNX**

Requests Restrictions Options Teacher Course Recommendation Graduation Requirements

Last Name: First Name: Middle Name: Suffix:

Locked In: Validated:

Graduation Requirement Options

Graduation Requirement: Add Work In Progress:

☒ Get Graduation Requirements From The Student's Diploma Type

☒ Apply Requirement

Quick Add

Student Requests

	Line	Info	Course ID	Course Title	Preferred Term	Term Override	Repeat Tag
	1		AG31	Animal Sci	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	E P	AG51	Landscape D&M I	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3	R P	AR54	Beg Jewelry	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4	R F	AR54	Beg Jewelry	<input type="text"/>	<input type="text"/>	<input type="text"/>
	5		AR58	Adv Jewelry	<input type="text"/>	<input type="text"/>	<input type="text"/>
	6	E F	AR64	Int Drawing	<input type="text"/>	<input type="text"/>	<input type="text"/>
	7		AR80W	Ap Studio Art	<input type="text"/>	<input type="text"/>	<input type="text"/>

Schedule Request Screen

Walk In Schedule

Menu ▾ | Save | Undo | Print Schedule | << Not Scheduled | Not Scheduled >>

Student Name: **Acosta, John A.** School: **Hope High School** Status: **Active** Room Name:

Quick Placement | Request | Analysis | Schedule | Graduation Requirements

Last Name: **Acosta** First Name: **John** Middle Name: **Alvarez** Suffix: Perm ID: **150265** Grade: **11**

Gender: **Male** [Schedule](#)

Options

Quick Add (by Section ID or Course ID) [Add](#) Drop Date: **01/20/2019** Enter Date: **01/21/2019** Term To Schedule: **Current Term Forward** Section Override Password:

Graduation Requirement Options

Graduation Requirement: Add Work In Progress

☐ Get Graduation Requirements From The Student's Diploma Type

☒ **Apply Requirement**

Manually Schedule Student

Line	Info	Course	Section Term Code	Term	Meeting Day	Schedule Period												
						0	1	2	3	4	5	6	7	8	9			
1		CO15C - Corr Drugs/soc	YR	Spring														
2	R P	EN212 - Inter Esl(Lang)	S2	Spring														
3		MA312 - Alt Geom 2nd Sm	S2	Spring														
4		NC902 - Yearbook	S2	Spring														
5	R P	PE501 - AA Girls Sp	YR	Spring														

Walk In Schedule Screen

5. Select the **Graduation Requirements** tab.

- The same selections made on the **Requests** tab display in the Graduation Requirements Options section.
- The Course Credit Requirement(s) display.

Schedule Request

Menu ▾ | Save | Undo

Student Name: **Acosta, John A.** School: **Hope High School** Status: **Active** Homeroom: **106**

Requests | Restrictions | Options | Teacher Course Recommendation | **Graduation Requirements**

Last Name: **Acosta** First Name: **John** Middle Name: **Alvarez** Suffix: Perm ID: **150265** Grade: **11** Gender: **Male** Locked In Validated: **No**

Graduation Requirement Options

Graduation Requirement: Add Work In Progress

University Requirements | Student Schedule

☐ Get Graduation Requirements From The Student's Diploma Type

☒ **Apply Requirement**

Course Credit Requirement(s)

Line	Description	Required	Completed	Credits		Requested	Re
				In Progress			
1	History	2.000	0.000	1.000	0.000	1.000	
2	English	2.000	0.000	0.000	0.000	2.000	
3	Mathematics	3.000	0.000	0.500	1.000	1.500	
4	Lab Science	2.000	0.000	0.500	0.000	1.500	
5	Foreign Language	2.000	0.000	0.000	0.000	2.000	
6	Arts	1.000	0.500	0.000	0.000	0.500	
7	Electives	3.000	11.000	4.000	2.000	0.000	
8	Total	15.000	11.500	6.000	3.000	6.500	

Legend

☐ Meets Requirements

☒ Does Not Meet Requirements

Schedule Request Screen, Graduation Requirements Tab

Line	Description	Required	Completed	Credits	Requested	Remaining
1	History	2.000	0.000	1.000	1.000	0.000
2	English	2.000	0.000	0.000	0.000	2.000
3	Mathematics	3.000	0.000	0.500	1.000	1.500
4	Lab Science	2.000	0.000	0.500	0.500	1.000
5	Foreign Language	2.000	0.000	0.000	0.000	2.000
6	Arts	1.000	0.500	0.000	0.000	0.500
7	Electives	3.000	11.000	4.000	5.500	0.000
8	Total	15.000	11.500	6.000	8.000	1.500

Walk In Schedule Screen, Graduation Requirements Tab

Mass Assigning Course Requests by Current Course

The Mass Assign Course Requests By Current Course screen allows a school to input course requests based on courses students are currently taking. For example, to assign Spanish 2 as a course request in next year's focus to all students currently taking Spanish 1.

1. Navigate to **Synergy SIS > Mass Scheduling > Mass Assign Course Requests By Current Course**.
2. Click **Add**. The Mass Assign Course Requests By Current Course (Add) screen opens.
3. Enter the **Name** for the process.

Mass Assign Course Request By Current Course (Add) Screen

4. Click **Save**.
5. Click **Chooser** on the Selected Students section to find and select students.



The **Section ID** or **Course ID** is required to search for a student.

Leaving the **Year** blank defaults the search to the current year setup on the District Setup screen.

The search results include only the students enrolled in the focus year (typically next year's focus).

6. Click **Save**.

- Click **Chooser** on the Courses to Add section to find and select courses.



Enter the **Course ID** and/or **Title** or click **Find** to locate courses.

- Click **Save**.
- Select **Lock StudentVUE** to lock the course in StudentVUE on the Schedule Request screen if necessary.
- Select **Pre-Req Not Required** to disable prerequisite enforcement when scheduling if necessary.
- Select **Allow Duplicate Course Requests** if necessary.



Allow Duplicate Course Requests adds the same course requests to the same students again with each run.

Mass Assign Course Request By Current Course Screen

- Click **Assign** to run the process. The process also generates a log file.

```

Mass Assign Course Requests By Current Course
Definition Name: TEST
Allow Duplicate Requests: False

Gilyeat, George 134084 AR54 - Beg Jewelry - Added
Fenn, Kathryn 886205 AR54 - Beg Jewelry - Added
Wilson, Gregory T. 902287 AR54 - Beg Jewelry - Added
Hartman, Cynthia D. 902614 AR54 - Beg Jewelry - Added
Sowards, Scott C. 886972 AR54 - Beg Jewelry - Added
Ellenberger, Gary R. 927874 AR54 - Beg Jewelry - Added
Reynolds, Anthony T. 886687 AR54 - Beg Jewelry - Added
Dewitt, Rachel E. 889246 AR54 - Beg Jewelry - Added
Garza, Ryan J. 886535 AR54 - Beg Jewelry - Added
Starks, Justin B. 870343 AR54 - Beg Jewelry - Added
Howard, Kathleen K. 967644 AR54 - Beg Jewelry - Added
Meyer, Randy R. 930952 AR54 - Beg Jewelry - Added
Conover, Mildred L. 873621 AR54 - Beg Jewelry - Added
McDowell, Arthur F. 888013 AR54 - Beg Jewelry - Added
Barela, Lois M. 908925 AR54 - Beg Jewelry - Skipped (Request Exists)
Fakava, Paula M. 168359 AR54 - Beg Jewelry - Added
Ross, Roger 894608 AR54 - Beg Jewelry - Added
Allen, Melissa 990220 AR54 - Beg Jewelry - Added
Mohammed, Denise 120735 AR54 - Beg Jewelry - Added
Schlechty, Paula 903654 AR54 - Beg Jewelry - Added
Funkhouser, Thomas L. 889251 AR54 - Beg Jewelry - Added
Total Requests Added: 20
Total Time: 00:00:04.0456
  
```

Mass Assign Course Request By Current Course Log File

ParentVUE and StudentVUE Course Requests

Parents and students enter course requests on the Course Request page of the ParentVUE and StudentVUE software.

Edupoint School District

Home Streams My Account Help Logout

Good morning, Billy Abbott, 5/21/2008

Billy
Hope High School (949-555-1212), 2007-2008 School Year
Counselor: Joe Diaz J

Thank you for using our online course request system. Course requests are now being accepted for the Fall semester. The last date to make a request is **September 1**. Requests will be processed on a first-come, first-serve basis, and your final schedule will be distributed on September 3. To finalize your selection, don't forget to lock in your requests!

Selected Course Requests

Click here to change course requests Lock Course Requests

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	(BE)	Accounting I	BE47			0.50		
2	(BE)	Bus Cons Law	BE39			0.50		
3	(CB)	Comp Foundation	CB10			0.50		Taken: 5/2003 (F)
4	(FS)	Cc-Persnl Dev.	FS32C			0.50		Taken: 7/2003 (A)
5	(MU)	Full Conc Orch	MU91	Yes		0.50		
6	(PE)	Adv Wt Boys	PE782	Yes		0.50		
Total Credit						3.00		

Alternate Elective Requests (in preference order) - Select at least 1 alternate

Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Term Override	Comment
1	(AR)	Int Photo	AR33	Yes		0.50		
2	(AM)	Automotive Tech	AM10			0.50		

Click here to change course requests Lock Course Requests

ParentVUE/StudentVUE Course Request Screen

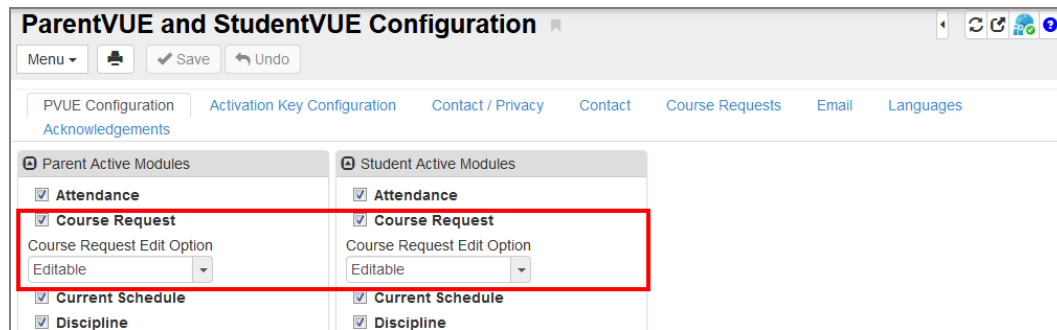
Schools can limit requests to a certain course type or limit the amount of course requests users can make. Schools can also restrict course requests to a certain date range. This section details security settings for ParentVUE and StudentVUE course requests.



See the *Synergy SIS – ParentVUE & StudentVUE Administrator Guide* for more information on the course request function.

District Course Request Settings

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE Configuration**.
2. Select the **Course Request** option under both the Parent Active Modules and Student Active Modules sections.
3. Select the **Course Request Edit Option**: *Editable* or *Read-Only*.



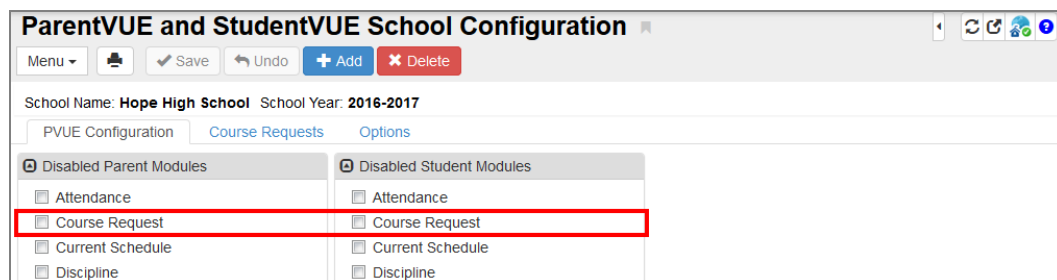
The screenshot shows the 'ParentVUE and StudentVUE Configuration' window. It has tabs for 'PVUE Configuration', 'Activation Key Configuration', 'Contact / Privacy', 'Contact', 'Course Requests', 'Email', and 'Languages'. The 'Course Requests' tab is active. Under 'Parent Active Modules', 'Attendance' and 'Course Request' are checked. The 'Course Request Edit Option' is set to 'Editable'. Under 'Student Active Modules', 'Attendance' and 'Course Request' are also checked, and the 'Course Request Edit Option' is also set to 'Editable'. A red rectangle highlights the 'Course Request' and 'Course Request Edit Option' settings for both sections.

ParentVUE And StudentVUE Configuration Screen

4. Click **Save**.

School Course Request Settings

1. Navigate to **Synergy SIS > System > ParentVUE > ParentVUE and StudentVUE School Configuration**.
2. Review the Disabled Parent Modules and Disabled Student Modules to ensure **Course Request** is not selected.



The screenshot shows the 'ParentVUE and StudentVUE School Configuration' window. It has tabs for 'PVUE Configuration', 'Course Requests', and 'Options'. The 'Options' tab is active. It shows 'School Name: Hope High School' and 'School Year: 2016-2017'. Under 'Disabled Parent Modules', 'Attendance', 'Course Request', 'Current Schedule', and 'Discipline' are listed with checkboxes. The 'Course Request' checkbox is unchecked. Under 'Disabled Student Modules', the same list of modules is shown, and the 'Course Request' checkbox is also unchecked. A red rectangle highlights the 'Course Request' option in both sections.

ParentVUE And StudentVUE School Configuration Screen

3. Click **Save**.

Hide Lock Course Request

Schools allowing students to return to the course request process after adding classes should enable the Hide Lock Course Request Setting.

1. Navigate to **Synergy SIS > System > Setup > ParentVUE and StudentVUE Configuration**.
2. Select the **Course Requests** tab.
3. Select **Hide Lock Course Request Button** under Additional Options.

ParentVUE and StudentVUE Configuration

Menu Save Undo

PVUE Configuration Activation Key Configuration Contact / Privacy Contact **Course Requests** Email Languages

Course Request Details

Request School Year: 2016-S Open Request Window: 12/01/2016 Close Request Window: 05/31/2017

Greeting: Welcome to the Sample District's online course request selection web site! Please review the course requests selected below. Make all desired changes and when

Search Page Message: TEST

Minimum Credit and Minimum Class Count could be mandatory depending on the value selected in the Selection Type drop down

Minimum Selection Type: Course Request Count Minimum Class Count: 1 Minimum Credit: 3.00

Maximum Requests: 5

Additional Options

Alternate Minimum: Alternate Maximum: Prereq Required to Select Request: Hide Lock Course Request Button

ParentVUE And StudentVUE Configuration Screen, Course Requests Tab

4. Click **Save**.

Transferring Students with Course Requests and Scheduled Classes

A student's transfer from one home school to another within the same district and current school year also transfers the course requests or scheduled courses.



The Schedule Requests from Previous School section displays on the Requests tab of the Schedule Request screen when requests are transferred. This section is read-only and cannot be edited. This section only displays at the most recent home school where the student is active.

The student's courses do not transfer if **Drop Classes on Inactivation** is selected when a student is inactivated.

Concurrent course requests and classes do not transfer.

A no-show student's class schedules or course requests do not transfer.

When a student rejoins the same home school, the class schedule and course requests retain or drop depending on the option selected at inactivation, but they do not transfer to the Schedule Requests from Previous School section.

1. Verify the following sections have at least one line entry before transferring a student:
 - The Student Requests section and in the Alternative for Electives section on the Schedule Request screen.
 - The Course Request section on the **Request** tab of the Walk In Schedule screen.
 - The Course Request section on the **Classes** tab of the Student screen.
2. Inactivate the student from the current school.
3. Transfer the student to the new school.

4. Navigate to **Synergy SIS > Mass Scheduling > Schedule Request**.

You must refresh the screen using the Synergy refresh button rather than the browser refresh button.

Courses not offered at the school highlight in yellow and do not transfer.

Only the class schedule transfers when a student has both class schedule and course requests made.



Courses do not transfer from class schedule when:

- There is a **Leave Date** associated with the course that is before the **Enter Date** at the new school.
- A semester was completed before the **Enter Date** at the new school even though these courses do not have explicit **Leave Dates**.
- The **Enter Date** is after the enrollment date at the new school.

5. Select the courses to transfer.



Hold down the CTRL key to select multiple courses.

6. Click **Transfer to Current School**.

An error message displays when the courses selected for transfer are not available at the transferred school.

When the transferring courses are available at the transferred school, the selected courses transfer:

- From the Schedule Requests from Previous School section to the Schedule Requests section
- From the Alternates for Electives from Previous School section to the Alternates for Electives section

Line	Course ID	Course Title	Repeat Tag	Pre-Req Not Required	Corequisite Not Required	Locked	Locked in Student/VUE
1	AGS1	Landscape D&M I					
2	CB20	Web Page Design					
3	EN62	World Lit					
4	AGS1	Landscape D&M I					
5	EN32	Fund Eng II					

Schedule Request Screen



Course request selections can be modified after transferring the courses to the current year's request list.

The **Request** tab on the Walk In Schedule screen displays the Schedule Requests from Previous Schools section. The Alternates for Course Requests section is not available on this screen.

Line	Course ID	Course Title	Repeat Tag	Pre-Req Not Required	Corequisite Not Required	Locked	Locked in Student/VUE
1	AGS1	Landscape D&M I					
2	CB20	Web Page Design					
3	EN62	World Lit					
4	AGS1	Landscape D&M I					
5	EN32	Fund Eng II					

Walk In Schedule Screen, Request Tab

Defining Period Restrictions

Schools restrict scheduling for certain students during certain periods. For example, students participating in a work-study program require a free afternoon schedule. Schools apply period restrictions to houses and teams or to individual students.

Setting House and Team Period Restrictions

1. Navigate to **Synergy SIS > Mass Scheduling > Mass Assign House And Team** or **Synergy SIS > Schedule > Mass Assign House and Team**.
2. Select the **House** or **Team**. Schools must process each House and Team separately.
3. Select the **Low Period**. This is the earliest period students can attend.
4. Select the **High Period**. This is the latest period students can attend.
5. Select **Modify Only If Blank** next to each period to update only the students with no existing period restrictions.



See [Mass Assigning Houses and Teams](#) for further information.

6. Enter any additional options.

Mass Assign House And Team

Menu ▾ Assign

School: **Hope High School** School Year: **2016-2017**

Options Additional Filters

House and Team

House Modify Only If Blank ☐

Team Modify Only If Blank ☐

Period Restrictions

Low Period Modify Only If Blank ☐

High Period Modify Only If Blank ☐

Grade Filter

☐ Exclude ☐ Include ☒ Not Used Grade ↔

☐ 07 ☐ 08 ☐ 09 ☐ 10
☐ 11 ☐ 12

Gender Filter

Gender

Mass Assign House And Team Screen

7. Click **Assign**.

Setting Individual Restrictions in Schedule Request

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Request** or **Synergy SIS > Schedule > Walk In Schedule**.
2. Locate the student to modify.
3. Select the **Options** tab.
4. Select the **Low Period**. This is the earliest period the student can attend.
5. Select the **High Period**. This is the latest period the student can attend.

Schedule Request

Menu | Save | Undo

Student Name: **Ahlistrom, Jack M.** School: **Hope High School** Status: **Active** Homeroom:

Requests | Restrictions | **Options** | Teacher Course Recommendation

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Locked In	Validated
Ahlistrom	Jack	M		888112	11	No	No

Scheduling Options

Low Period **High Period**

Schedule House

Schedule Team

Exempt House

☐

Exempt Team

☐

Balance Code

ParentVUE Information

Locked In

No

ParentVUE Locked In Date

Validated

No

ParentVUE Validated Date

Schedule Request Screen, Options Tab

6. Click **Save**.

Setting Individual Restrictions in Walk In Schedule

1. Navigate to **Synergy SIS > Mass Scheduling > Walk In Schedule** or **Synergy SIS > Schedule > Walk In Schedule**.
2. Locate the student to modify.
3. Select the **Request** tab.
4. Select the **Low Period** as the earliest period the student can attend.
5. Select the **High Period** as the latest period students can attend.

Walk In Schedule

Menu < > Save Undo Print Schedule << Not Scheduled Not Scheduled >>

Student Name: **Ahlistrom, Jack M.** School: **Hope High School** Status: **Active** Room Name:

Quick Placement **Request** Analysis Schedule

Last Name: Ahlistrom First Name: Jack Middle Name: M Suffix: Perm ID: 888112 Grade: 11 Schedule

Select the terms to schedule: Term To Schedule: All Terms

Quick Add: Add By Group:

Lock all courses Un-Lock all courses Delete Non-Scheduled Course Request(s)

Course Request Chooser

* Denotes alternate courses that were scheduled in lieu of the requested course.
** Denotes Sections associated with a Wheel course request

Scheduling Options: Low Period High Period Schedule House Schedule Team

Walk In Schedule, Request Tab

6. Click **Save**.

Term Exclusion Codes

Team Exclusion Codes allow for only one course within a group of courses to be taken in a term. For example, a school may allow students to take only one Art course per term, so schools assign the same Term Exclusion Code to all Art classes. Assign term exclusion codes to sections through either the mass scheduling or manual scheduling process.

Adding Term Exclusion Codes

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Setup Options**.
2. Select the **House/Team/Exclusion** tab.
3. Click **Add** within the Team Exclusion Codes section.
4. Enter a **Code** and **Description**.

School Scheduling Options

Menu ▾ Save Undo

School Name: **Hope High School** School Year: **2016-2017**

[Section Options](#) [Course Request and Walk-In Options](#) **House/Team/Exclusion**

Term Exclusion Codes **+ Add** ...

×	Line	Code	Description
☐	1	ART	Art Elective

House Codes **+ Add** ...

×	Line	Code	Description
☐	1	AVID	AVID
☐	2	ELL	ELL
☐	3	HSA	House A
☐	4	HSB	House B
☐	5	SPED	SPED

School Scheduling Options Screen, House/Team/Exclusion Tab

5. Click **Save**.

Assigning Term Exclusion Codes in Mass Scheduling

Create sections for specific option sets within the Schedule Section screen, then assign term exclusions to them.



See [Overview of Option Sets](#) for more information on option sets.

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control								
School: Hope High School Year: 2016-2017 Scheduling Option Sets Create/Copy Option Set								
Option Sets								
Line	Option Set Name	Type	Checked Out To	Current Stats				Date/Tin
				%	Total	Scheduled		
1	2016-2017	Scheduler	User, Admin	1.37%	2764	38	04/05/2017	
2	ALG Blank	Scheduler	User, Admin					
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721		
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750	0	02/01/2017	

Schedule Control Screen

4. Select **Open Schedule Section** under Quick Links.

Schedule Option Set									
School: Hope High School Menu <input type="button" value="Save"/> <input type="button" value="Undo"/> <input type="button" value="Delete"/>									
Run Name: 2016-2017 Schedule Run In Progress: No Options Fill Open Periods Currently Checked Out To User, Admin <input type="button" value="Check In"/>									
Last Schedule Run					Current Stats				
Date/Time	Total	Scheduled	Rejected	Optimized	%	Total Time	Total	Scheduled	Rejected
04/05/2017 12:36:48	2764	38	2726	0	1.37%	00:00:38	2764	38	2726
									1.37%
Basic Information					Quick Links				
Run Name: <input type="text" value="2016-2017"/> <input type="button" value="Schedule Now"/> Run Description: <input type="text"/> Term to Reschedule: If blank, scheduling entire year					<input type="button" value="Open Student Schedule"/> <input type="button" value="Open Schedule Section"/> <input type="checkbox"/> Allow unchecked out users to edit sections <input type="button" value="Open School Options"/> <input type="button" value="Open Option Set Wheel"/> <input type="button" value="Open ClassBoard"/>				

Schedule Option Set Screen

Assigning Term Exclusion Codes in Manual Scheduling

Add term exclusion codes when creating sections or to existing sections.



See [Managing Sections](#) for more information creating sections for manual scheduling.

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate the section to modify.
3. Select the **Term Exclusion** under the Restrictions section.

Schedule Section Screen

4. Click **Save**.

Chapter 6: Mass Scheduling

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Overview of Option Sets

Option sets are test schedules used to determine schedule balance between student requests and courses offered. You can create blank option sets or create a copy of a previous year's schedule. Each option set displays in the Schedule Control screen alphabetically by Option Set Name, along with testing results for each option set.



This manual only discusses Scheduler type option sets. See the *Synergy SIS – Master Schedule Builder Guide* for more information about the Master Schedule Builder schedule type.

Schedule Control													
Menu ▾ Save Undo													
School: Hope High School Year: 2014-2015													
Scheduling Option Sets													
Create/Copy Option Set													
Option Sets													
✕ Line	Option Set Name	Type	Checked Out To	Current Stats				Date/Time	Latest Run				
				%	Total	Scheduled			Student Results				
									Total	Scheduled	Rejected	%	Run Time
1	2 backup	Scheduler	User, Admin	7.32%	2745	201		09/21/2015 16:51:22	2745	201	2544	7.32%	00:00:51
2	3 backup	Scheduler	User, Admin	7.32%	2745	201		09/21/2015 16:54:57	2745	201	2544	7.32%	00:00:52
3	4 backup	Scheduler	User, Admin	7.32%	2745	201		09/21/2015 17:01:28	2745	201	2544	7.32%	00:00:52
4	5 backup	Scheduler	User, Admin	7.32%	2745	201		09/21/2015 17:05:47	2745	201	2544	7.32%	00:00:51
5	Backup Copy	Scheduler	User, Admin	7.32%	2745	201		09/21/2015 16:45:09	2745	201	2544	7.32%	00:00:53
6	Demo Run 1 - B/L	Master Schedule Builder	Wilson, Rob	91.77%	2745	2519		09/30/2014 22:23:16	2745	2519	226	91.77%	00:29:31

Schedule Control Screen

- **Checked Out To** – User currently editing the option set
- **Current Stats** – Lists the latest statistics of **Percentage** scheduled, **Total** students, and **Scheduled** students. These statistics update after making changes to individual schedule information, such as confirming prescheduled students.
- **Latest Run** – Lists the results from the latest test run of the option set. This includes the **Date/Time** of the run, **Total/Scheduled/Rejected** students, the **Percentage** scheduled, and the total **Run Time** of the test process.

Creating an Option Set

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Click **Create/Copy Option Set**.
3. Enter a **Name** and **Description** for the option set.
4. Select **Scheduler** for **Schedule Type**.
5. Select a **Copy Option**.
 - **Copy last year's schedule** – Copies a previous year's master schedule. Enter the **Year** from the list and select **Include Sections without Teachers and/or Rooms**, if necessary.

The screenshot shows the 'Add New Option Set' window. It has a title bar with a close button. Below the title bar are 'Add' and 'Close' buttons. The main content area is divided into two sections. The first section, 'Option Set Basic Info', contains a 'Name' text box, a 'Description' text box, and a 'Schedule Type' dropdown menu currently set to 'Scheduler'. The second section, 'Create Options', contains a 'Copy Option' dropdown menu set to 'Copy last year's schedule', a 'Year' dropdown menu set to '2014-2015', and a checkbox labeled 'Include Sections without Teachers and/or Rooms'. A red rectangular box highlights the 'Copy Option' and 'Year' dropdowns, and the checkbox.

Add New Option Set Screen

- **Copy existing Option Set** – Copies any option set in Schedule Control. Select the **Year** and **Scheduling Option Set**.
 - Select **Include Sections without Teachers and/or Rooms**, if necessary.
 - Select **Copy Student Results**, if necessary.

This screenshot shows the 'Create Options' section of the 'Add New Option Set' screen. It features three dropdown menus: 'Copy Option' (set to 'Copy existing Option Set'), 'Year' (empty), and 'Scheduling Option Set' (empty). Below these are two checkboxes: 'Include Sections without Teachers and/or Rooms' and 'Copy Student Results'. A red rectangular box highlights the three dropdown menus and the two checkboxes.

Add New Option Set Screen

- **Blank** – Used primarily by schools new to Synergy SIS or schools that completely overhaul their scheduling options.

- *Copy current master schedule* – Used primarily to readjust schedules mid-year. Choose the **Select Term to Schedule** and **Preschedule Current Student Classes** options from the list.



Using the *Copy current master schedule* option affects existing course requests. The system removes all existing course requests and replaces these with course requests based on student's current schedules.

Create Options

Copy Option

Select Term to Schedule

Preschedule Current Student Classes

Copy current master schedule

WARNING: Using this option will affect existing course requests. All existing course requests will be removed and replaced with course requests based on student's current schedules.


This option is most often used for mid year re-scheduling and not during the process of setting up the new year scheduling. Typically the *Copy Option* 'Copy Last year's schedule' is used during new year scheduling. Please verify before adding this new option set.

Add New Option Set Screen


6. Click **Add** when finished. The Job Status window displays and notifies the user once the option set finishes.

Job Details:

Job Detail


09/24/2015 12:43:22 Sched-Create Add new scheduling Option Set

Status


In progress:

Check Status Later

Abort


Job Details Screen

Editing Option Sets

Only one user can edit an option set at a time. This prevents multiple users from working in the same option set and overwriting updates. Users can still view information in checked out option sets. Check out option sets on the Schedule Control screen. You can check out multiple option sets at the same time.



Edupoint recommends that you keep option sets checked out until you complete all changes. Checking out option sets prevents others from erasing your changes.

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Select the  to open the Scheduler option set.

Schedule Control

Menu

Save

Undo

School: Hope High School

Year: 2016-2017

Scheduling Option Sets

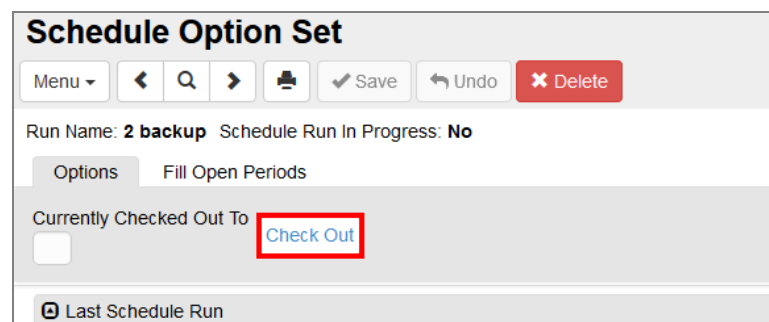
Create/Copy Option Set

Option Sets

✕	Line	Option Set Name	Type	Checked Out To	Current Stats			Date/Time
					%	Total	Scheduled	
	1	2016-2017	Scheduler	User, Admin	1.37%	2764	38	04/05/2017 12:36:48
	2	ALG Blank	Scheduler	User, Admin				
	3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721	
	4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017 10:29:58

Schedule Control Screen

3. Click **Check Out**. Your username displays in **Currently Checked Out To**.




Schedule Option Set

Menu ▾

Run Name: **2 backup** Schedule Run In Progress: **No**

Options Fill Open Periods

Currently Checked Out To  **Check Out**

Last Schedule Run

Schedule Option Set Screen

4. Select the **Allow unchecked out users to edit sections** under Quick Links to permit other users to modify sections using the Schedule Section screen if checked out. Users cannot edit any other option set information.
5. Click **Save**.
6. Click **Check In** to unlock the option set after making changes.

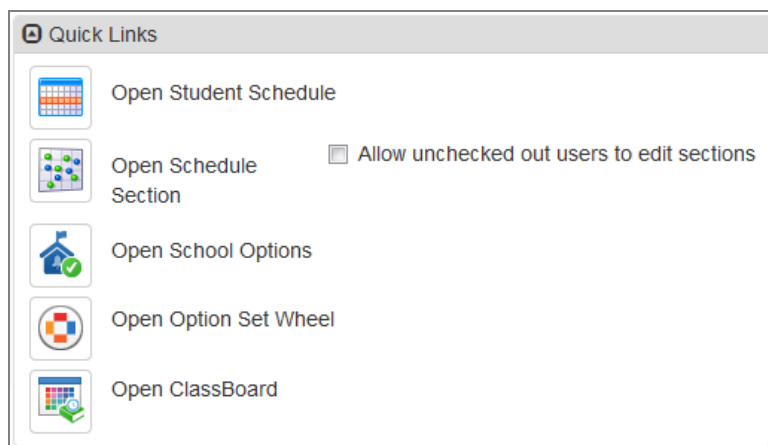
Quick Links

The Quick Links section offers links to various screens that assist with the scheduling process. Changes made through these screens only affect the data within the option set.

- **Open Student Schedule** – Allows you to view and modify student course requests. This screen provides the same functionality as the Schedule Request screen.
- **Open Schedule Section** – Allows you to create and modify sections. This screen provides the same functionality as the Section screen.
- **Open School Options** – Allows you to edit the School Scheduling Options.
- **Open Option Set Wheel** – Allows you to add sections to course wheels.
- **Open ClassBoard** – Opens the ClassBoard screen.



See [ClassBoard Overview](#) for more information on ClassBoard.



Schedule Option Set

Mass Scheduling Processing Options

The School Scheduling Options screen contains rules and settings for the Mass Scheduling and Master Schedule Builder processes. This controls how the system handles prescheduled students when scheduled course requests already exist.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options**.
2. Select the **Course Request and Walk-In Options** tab.

The screenshot shows the 'School Scheduling Options' window for 'Hope High School' in the '2016-2017' school year. The 'Course Request and Walk-In Options' tab is selected and highlighted with a red box. The window is divided into three main sections: 'Enforce the following rules', 'Balance Options', and 'Mass Scheduling Options'. The 'Enforce the following rules' section contains various checkboxes and dropdowns for rules like 'Use Teacher Preferences', 'Corequisite Option', 'Prerequisite Option', 'Allow Alternate Course', 'Use Room Seat Limit', 'Check Term Override', 'Check Term Preference', 'Check Student Restrictions', 'Check Teacher Restrictions', 'House Option', 'Team Option', 'Duplicate Course Request', and 'Max time to spend per student'. The 'Balance Options' section includes 'Course Request Sequence' and 'Balance Option' dropdowns. The 'Mass Scheduling Options' section contains a text description and a dropdown for 'Perform the following action', which is currently set to 'Prompt with error (default)'.

School Scheduling Options Screen, Course Request And Walk-In Options Tab

3. Select the Mass Scheduling Options.
 - **When a student is added to a Section and a Course Request exists but is already being used. Perform the following action:**
 - *Prompt with error (default)* – Asks for confirmation before scheduling.
 - *Use existing Course Request* – Uses the existing course request for the student for the section.
 - *Create New Course Request* – Creates a new course request for the student while keeping the existing request.

This is a close-up of the 'Mass Scheduling Options' section from the previous screenshot. It shows the text: 'When a student is added to a Section and a Course Request exists but is already being used. Perform the following action'. Below this text is a dropdown menu with 'Prompt with error (default)' selected.

School Scheduling Options Screen, Course Request And Walk-In Options Tab

4. Click **Save**.

Analyzing Course Requests

After entering all student course requests, schools review course request totals to see which options accommodate the majority of students. For example, schools can cancel classes with low enrollment or add additional sections for courses with high interest.

1. Navigate to **Synergy SIS > Mass Scheduling > Course Request Analysis**.
2. Enter the analysis criteria.
 - a. View courses by **Department**, **Course ID**, or **Course Title**.
 - b. You can also analyze courses by their **PVUE Locked** and **PVUE Verified** values.
 - c. Enter a number in the **Less Than Requests** field to view courses with a low request total.

Course Request Analysis

Menu ▾ | Save | Undo

Analysis | Repeats

Department ▾ | Course ID | Course Title | PVUE Locked ▾ | PVUE Verified ▾ | Less Than Requests | Filter

Current student filter is: 'Active Only'. Use focus menu to change active/inactive filter settings

☒ Course Request Analysis

Line	Department	Course	Counts								Totals		Alt	
			09		10		11		12		Male	Female		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All	

Course Request Analysis Screen

3. Click **Filter** to display a list of courses. Each course lists the number of requests by grade level, gender, and the number of times a student requests the class as an alternate.

Course Request Analysis

Menu ▾ | Save | Undo

Analysis


Department ▾ | Course ID | Course Title | PVUE Locked ▾ | PVUE Verified ▾ | Less Than Requests | Filter

Current student filter is: 'Active and Inactive'. Use focus menu to change active/inactive filter settings

☒ Course Request Analysis

Line	Department	Course	Counts								Totals		Alt			
			07		08		09		10		11			12		
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	All	Course
1	SC	SC33 - Earth Science							2	1			1	3	1	4
2	SC	SC332 - Earth Science							50	33	46	26	8	10	104	69 173
3	SC	SC42 - Life Science							1					1		1
4	SC	SC422 - Life Science							39	14	6	6	1	3	46	23 69

Course Request Analysis Screen

4. Select the **Course** name to screen the students that requested the course. The School Course Detail screen opens.
5. To transfer all student requests from this course to another course:
 - a. Click the  next to **Destination Course**.
 - b. Find and select a substitute course.


- c. Click **Transfer** to move all students.

The screenshot shows the 'School Course Detail' interface. At the top, there are tabs for 'Primary Course Request' and 'Alternate Course Request'. Below these, the 'Department' is 'SC', 'Course ID' is 'SC49', and 'Course Title' is 'Science 10'. In the 'Re-assign Request' section, the 'Destination Course' is 'SC492', and the 'Transfer' button is highlighted with a red box. The 'Additional Course Request Filter Options' section shows 'Course One', 'Course Two', and 'Course Three' with empty input fields and a 'Filter' button. The 'Students' section shows a table with two students: 'Abbott, Billy C.' (Perm ID: 905483, Grade: 12) and '(Abbott, Bobby C.)' (Perm ID: 169523, Grade: 10).

Line	Student Name	Perm ID	Grade
1	Abbott, Billy C.	905483	12
2	(Abbott, Bobby C.)	169523	10

School Course Detail Screen

6. To filter the Students section by displaying overlapping course requests:

- Click the  next to each **Course** under Additional Course Request Filter Options.
- Click **Filter**.



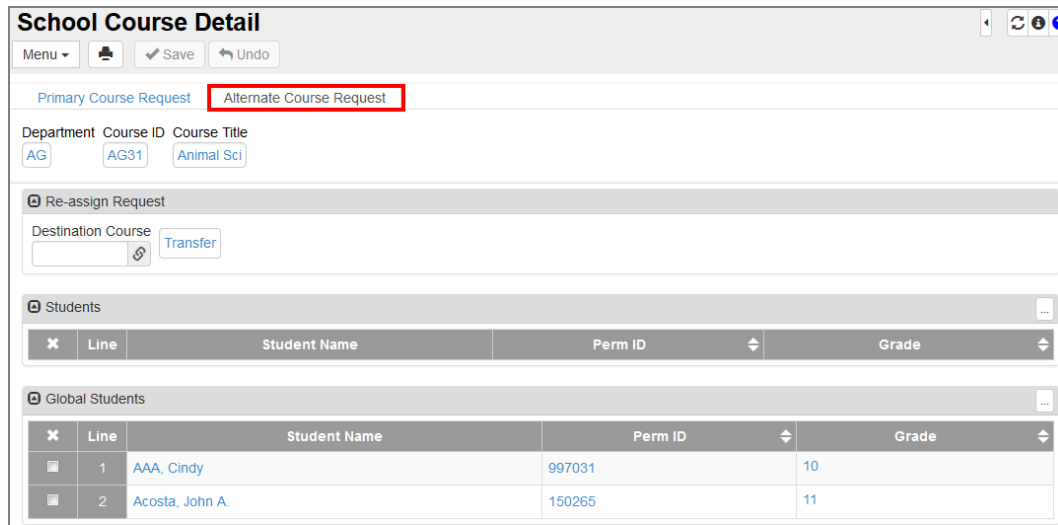
Courses selected under Additional Course Request Filter Options filter as an **AND** condition. Students displayed requested all of the specified courses with the original course.

The screenshot shows the 'School Course Detail' interface. In the 'Additional Course Request Filter Options' section, 'Course One' is 'SS51', 'Course Two' is 'EN32', and 'Course Three' is empty. The 'Filter' button is highlighted with a red box. The 'Students' section shows a table with one student: 'Acevedo, Andrew' (Perm ID: 886630, Grade: 11).

Line	Student Name	Perm ID	Grade
1	Acevedo, Andrew	886630	11

School Course Detail Screen

7. Select the **Alternate Course Request** tab to view students who requested the course as an alternate. You can delete or transfer these students.



School Course Detail

Menu ▾ Save Undo

Primary Course Request **Alternate Course Request**

Department Course ID Course Title
AG AG31 Animal Sci

Re-assign Request

Destination Course Transfer

Students

×	Line	Student Name	Perm ID	Grade
☐	1	AAA, Cindy	997031	10
☐	2	Acosta, John A.	150265	11

Global Students

×	Line	Student Name	Perm ID	Grade
☐	1	AAA, Cindy	997031	10
☐	2	Acosta, John A.	150265	11

School Course Detail Screen, Alternate Course Request Tab

8. Click **Save**.



To review additional course request data to analyze course offerings, see the [OSM409 – Student Course Request Verification Listing](#), [OSM601 – Course Request Totals](#), and [OSM602 – Student Request Exception](#) reports.

Creating Sections

Schools must add all sections for all courses prior to running the option set. Each Option Set uses a different list of sections.



Edupoint recommends that you add sections to only the first Option Set created each year and copy this set for any additional schedules to reduce data entry.

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control

Menu

Save

Undo

School: Hope High School

Year: 2016-2017

Scheduling Option Sets

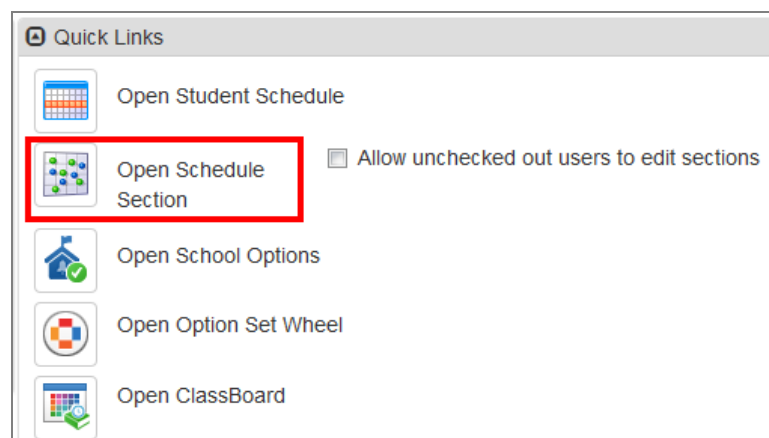
Create/Copy Option Set

Option Sets

X	Line	Option Set Name	Type	Checked Out To	Current Stats				
					%	Total	Scheduled	Date/Ti	
	1	2016-2017		Scheduler	User, Admin	1.37%	2764	38	04/05/2017
	2	ALG Blank		Scheduler	User, Admin				
	3	Backup Copy		Scheduler	User, Admin	99.23%	2742	2721	
	4	Copy of last year's schedule		Master Schedule Builder	User, Admin	%	2750	0	02/01/2017

Schedule Control Screen

4. Select **Schedule Section** under Quick Links.






Schedule Option Set Screen

5. Click **Add**. The Schedule Section screen opens.



If the **Section ID** automatically generates, leave this field blank. Otherwise, enter a unique Section ID. The Mass Scheduling process does not use the **MSB Section ID**.

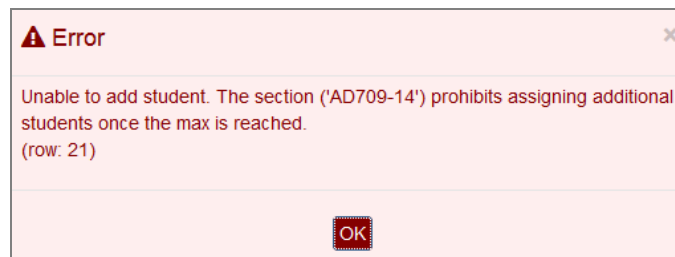
6. Select the  under **Course ID** to locate the course. The **Course Title** populates automatically.
7. Select the  under **Staff Name** to find and select the teacher staff member.
8. Select the  under **Room Name** to find and select the school room.
9. Select the **Period Begin** and **Period End**.
10. Select the **Term Code**.

11. Enter the **Max** number of students for the section under Student Seat Totals.

Prohibit assigning additional students once the Max is reached, regardless of class size limit rules in School Scheduling Options overrides any other configuration of blocking for the specific section.

The following message displays when you attempt to add another student with the section at the max student count.

- The section number displays on the error message to help identify which section reached the max student count.
- The student row number displays on the error message to help identify which student was over the max student count.



Class Size Limit Error Message

Schedule Section

Save Close

Current Students Meeting Days

Section ID MSB Section ID Course ID* Course Title Staff Name Room Name

Section Info

Period Begin* Period End* Term Code*

Attendance Option Grading Option

Instructional Strategy

Instructional Minutes Override Instructional Method

Using Elementary Minutes College Credit

Staff Contributions

Responsibility

Amount

Student Seat Totals

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

Male Female Total Max* Open Seats

Max Class Size Override Password

Teacher Aide Totals

Total Max Open Seats

Schedule Section Screen

12. Select the **Serving School** to include the school name in the Student Course History record for the class.

The screenshot shows the 'Schedule Section Add Screen' with three main panels: 'Section Info', 'Staff Contributions', and 'Student Seat Totals'. The 'Section Info' panel contains various dropdown menus and input fields for scheduling details. The 'Serving School' dropdown menu is highlighted with a red box. The 'Staff Contributions' panel includes a 'Responsibility' dropdown and an 'Amount' input field. The 'Student Seat Totals' panel includes a checkbox for 'Prohibit assigning additional students once the Max is reached, regardless of class size limit rules in School Scheduling Options.' and a table for 'Male', 'Female', 'Total', 'Max*', and 'Open Seats'. The 'Teacher Aide Totals' panel includes a table for 'Total', 'Max', and 'Open Seats'.

Schedule Section Add Screen

13. Enter any additional section information.
14. Click **Save**.

Running the Scheduler

The Schedule Option Set screen contains variables and rules to apply to the option set data, which you review by running test schedules with student request and course data. The Last Schedule Run and Current Stats fields display schedule results and are read-only.

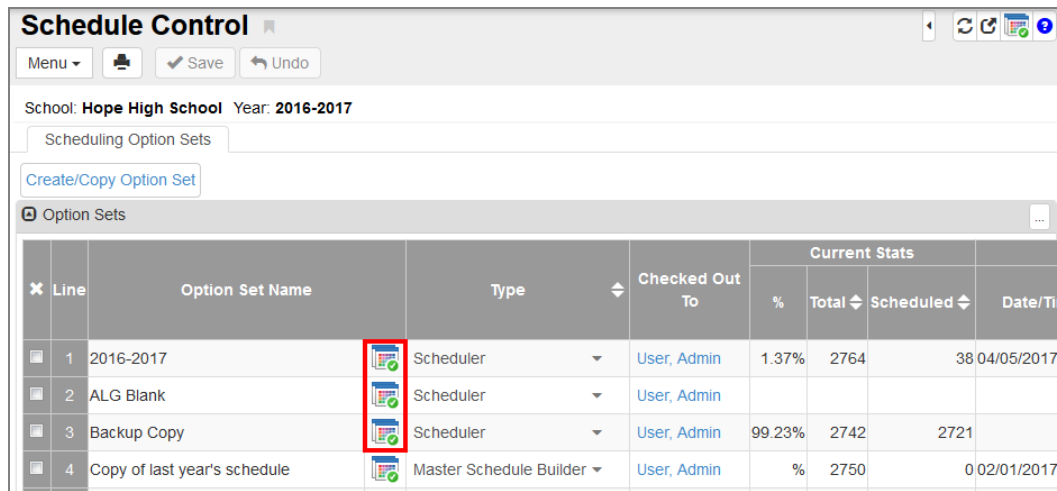
The screenshot shows the 'Schedule Option Set' screen for 'Hope High School'. It includes a 'Run Name' field set to '2016-2017' and a 'Schedule Run In Progress' status of 'No'. Below this are 'Options' and 'Fill Open Periods' buttons. The 'Currently Checked Out To' section shows 'User, Admin' and a 'Check In' button. The 'Last Schedule Run' and 'Current Stats' sections are highlighted with a red box. The 'Last Schedule Run' section displays a table with columns: Date/Time, Total, Scheduled, Rejected, Optimized, %, and Total Time. The 'Current Stats' section displays a table with columns: Total, Scheduled, Rejected, and %.

Date/Time	Total	Scheduled	Rejected	Optimized	%	Total Time
04/05/2017 12:36:48	2764	38	2726	0	1.37%	00:00:38

Total	Scheduled	Rejected	%
2764	38	2726	1.37%

Schedule Option Set Screen

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.



Schedule Control

Menu Save Undo

School: **Hope High School** Year: **2016-2017**

Scheduling Option Sets

Create/Copy Option Set

Option Sets

Line	Option Set Name	Type	Checked Out To	Current Stats			Date/Time
				%	Total	Scheduled	
1	2016-2017	Scheduler	User, Admin	1.37%	2764		38 04/05/2017
2	ALG Blank	Scheduler	User, Admin				
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721	
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017

Schedule Control Screen

3. Modify the **Run Name** if needed. This changes the name of the option set in Schedule Control.
4. Enter a **Run Description**.
5. Select the **Term to Reschedule** from the list if using a copy of the current master schedule. If not, this field is disabled.
6. Select the scheduling rules to apply under the Enforce the follow rules section.
 - **Use Teacher Preferences** – Reviews the teacher/staff preference chosen for the student's course request during the scheduling process.
 - *Must Have* – Only schedules the request if the system can meet the student's preference. The variable becomes a high priority.
 - *Try* – Attempts to schedule the request with the student's preference. If unavailable, the system chooses another section that meets other requirements with higher priorities.

- **Corequisite Option**– Enforces corequisite requirements defined on the District Course screen.
 - *Full Enforcement (Checks CHS)* – Uses student course history to check if the student took the corequisite course previously. If so, the system schedules the course request.
 - *Enforce Requested* – Requires the student to also request any corequisites along with the original course request, or it does not schedule the course. If the student requests both courses, the system schedules them in the same term.
 - *Schedule Requested* – Schedules any corequisite courses in the same term along with the course request.
 - *No Enforcement* – Default option. Disregards all corequisites during scheduling.
- **Prerequisite Option** – Defines prerequisites listed in the District Course screen.
 - *Full Enforcement (Checks CHS)* – Uses student course history to verify that students complete prerequisites.
 - *No Enforcement* – Default option. Disregards all prerequisites during scheduling.
 - *Schedule Requests in Prereq Order* – Schedules any prerequisite courses required for the student in the first term of the schedule. Schools use this option when creating schedules for a year or if student grades have not yet posted.
- **Allow Alternate Course** – Schedules alternate course requests if a student's primary course request is unavailable.
- **Allow Global Alternate Courses** – Schedules any global alternate courses if a student's primary course request is unavailable. Enabled by default.
- **Use Room Seat Limit** – Limits the number of students assigned to a section based on room capacity instead of the seat limit assigned to the section. Schools rarely use this option, as section class size allows more flexibility in scheduling.
- **Check Term Override** – Attempts to honor term overrides chosen for a course request.
- **Check Term Preference** – Reviews the term preference chosen for a student's course request during the scheduling process.
 - *Must Have* – Only schedules the request if the system can meet the student's preference. The variable becomes a high priority.
 - *Try* – Attempts to schedule the request with the student's preference. If unavailable, the system chooses another section that meets other requirements with higher priorities.

- **Check Student Restrictions** and **Check Teacher Restrictions** – Verifies if scheduling conflicts with any restrictions in place for a student or teacher on the Schedule Request screen.



See [Schedule Request](#) for more information.

Enforce the following rules

☐ Use Teacher Preferences

Corequisite Option

Prerequisite Option

☐ Allow Alternate Course

☒ **Allow Global Alternate Courses**

☐ Use Room Seat Limit

☐ Check Term Override

☐ Check Term Preference

☐ Check Student Restrictions

☐ Check Teacher Restrictions

House Option

Team Option

Duplicate Course Request

Exceed max class size for CORE classes by this %

Exceed max class size for ELECTIVE classes by this %

Exceed max class size for OTHER classes by this %

Special Run Option

Max time to spend per student (in seconds; default value is .1 second)

Schedule Option Set Screen

- **House Option** – Chooses how the Scheduler processes house assignments.
 - *Automatic House Enforcement* – Students manually assigned to houses remain with their house through the scheduling process.
 - The system only schedules course requests if they match sections within the house. If they do not match within a house, it ignores them.
 - The system schedules students with no house assignments into any section, regardless of the house affiliated with the section.
 - *Match Sections with Houses* – Schedules students assigned to a house into sections designated for that house. If the section is not part of a house, the system schedules any student into it.
 - Students manually assigned to a house retain their assignment.
 - The system schedules unassigned students into the first house available for their schedule.
 - *No House Enforcement* – Ignores house assignment for students and sections during the walk-in scheduling process.
- **Team Option** – Chooses how the Scheduler processes team assignments.
 - *Enforce Team Assignments* – Students manually assigned to teams remain with their team throughout the scheduling process. If the section is not part of a team, the system schedules any student into it.
 - The system only schedules students assigned to a team into sections designated for the team.
 - The system schedules unassigned students into the first team available for their schedule.
 - *No Team Enforcement* – Ignores team assignment for students and sections during the walk-in process.
- **Duplicate Course Request** – Determines how the scheduling process handles duplicate requests.
 - *Reject all duplicates* – The system rejects all duplicate course requests.
 - *Schedule all of the duplicates* – The system schedules all duplicate course requests.
 - *Schedule one of the duplicates* – The system only schedules the duplicate request that best fits the student's schedule.



This option overrides any duplicate course setting on the individual District Course screens.

- **Exceed max class size for CORE/ELECTIVE/OTHER classes by this %** – Allows Core, Elective, and Other class types to exceed sizes by a percentage amount.

- **Special Run Option** – Sets a specific run option for the scheduler.
 - *Ignore max class size* – Schedules sections without using class size restrictions. Edupoint recommends using this option for the first few test runs of an option set. This allows you to discover more serious scheduling conflicts.
 - *Perform schedule optimization* – Used to remove previously scheduled students from a section so that a seat opens for a student with a scheduling conflict. While this option can fix many scheduling issues, the process is time consuming.



This process does not attempt to resolve an incompatible schedule issue.

- **Max time to spend per student** – Maximum amount of time the scheduling process attempts different options per student.



Only change this setting if a scheduling conflict indicates that a student was not scheduled due to a timeout. You should only increase the number in .025 increments.

Enforce the following rules

☐ Use Teacher Preferences

Corequisite Option

Prerequisite Option

☐ Allow Alternate Course

☒ **Allow Global Alternate Courses**

☐ Use Room Seat Limit

☐ Check Term Override

☐ Check Term Preference

☐ Check Student Restrictions

☐ Check Teacher Restrictions

House Option No House Enforcement

Team Option No Team Enforcement

Duplicate Course Request

Exceed max class size for CORE classes by this %

Exceed max class size for ELECTIVE classes by this %

Exceed max class size for OTHER classes by this %

Special Run Option

Max time to spend per student (in seconds; default value is .1 second)

Schedule Option Set Screen

7. Select the Balance Options.

- **Grade Order** – Allows the system to process student priority by grade: *High Grade to Low Grade*, *Low Grade to High Grade*, or *Not Used*.
- **Sequence By** – Variables which assign the scheduling order: *Alpha A to Z*, *Alpha Z to A*, *Difficulty* and *Random*. The system determines *Difficulty* by the number of available sections to the number of periods offered for the course.
- **Course Request Sequence** – Determines the order the system processes course requests.
 - *By Course Request Priority and By Difficulty* – Schedules course requests first by Schedule Priority (Core or Elective) and then overall difficulty.
 - *By Difficulty* – Schedules courses by overall difficulty, determined by the number of available course sections versus the number of available periods.



For the best scheduling results, Edupoint recommends that schools select *By Difficulty* for the **Course Request Sequence** option.

- **Balance Option** – Attempts to keep a demographic balance when scheduling students. Available options are *Balance Property*, *Ethnicity*, *Gender*, *Gender and Balance Property*, *Gender and Ethnicity*, and *Total Students*.
 - *Balance Property* consists of a custom set of values, such as ELL or SPED. You can assign students a **Balance Code** on the Schedule Request screen in the Mass Scheduling module.
 - The lookup table **K12.MassScheduleInfo.UserBalance** contains the codes used for this property.



See [Lookup Table Definitions](#) for more information on lookup tables.

Schedule Option Set Screen

8. Select the rules to apply under Exclude the following students.

- Select the Grade Levels, Houses, or Teams to exclude.
- Select **Lock Schedule for Skipped Students** to retain their schedule information.



If left blank, the system removes schedules from excluded students.

- Select **Do Not Process Fully Scheduled Students** to save processing time.

Exclude the following students

Do Not Process the Following Grade Levels ☐ ↔ ☒

☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12

Do Not Process the Following Houses ☐ ↔ ☒

☐ AVID ☐ ELL ☐ HSA ☐ HSB ☐ SPED

Do Not Process the Following Teams ☐ ↔ ☒

☐ A ☐ B ☐ C

☐ Lock Schedule for Skipped Students - NOTE: If this is not checked and grade levels (above) are selected to be skipped, the skipped student's class assignments will be cleared

☐ Do Not Process Fully Scheduled Students

Schedule Option Set Screen

9. Click **Schedule Now** in the Basic Info section to run the option set with the selected variables and data.

Basic Information

Run Name

Schedule Now

Run Description

Term to Reschedule: If blank, scheduling entire year

Schedule Option Set Screen

The Job Status screen displays a message once the scheduler finishes. Depending on the options selected and the information entered, it might take some time to complete.

Clear All Results and Debug

The Clear All Results section contains the option to **Clear all schedule results** from previous runs. This does not clear any prescheduled students.


The screenshot shows a section titled "Clear All Results" with a button labeled "Clear all schedule results". Below this button is a note: "NOTE: This will clear all current student scheduled results in this option set. All prescheduled sections are preserved. If you want to start with a blank student result, copy this Option Set to a new option set." Below the note is a section titled "Debug" with a checkbox labeled "Verbose Messages" which is currently unchecked.

Schedule Option Set Screen

The Debug section contains the Verbose Messages option, which provides more detailed error messages for schedule processing logs.

Fill Open Periods

The **Fill Open Periods** tab allows the system to schedule the same course for all students during a selected period. Schools use this function to schedule study halls or homeroom courses.

1. Select the **Fill Open Periods** tab.
2. Select a term.
3. Click the  to find a select a course. The Course ID and Course Title automatically populate.
4. Select the period range.
5. Click **Save**.
6. Click **Fill Open Periods**.



You cannot reverse this process.

The screenshot shows the "Schedule Option Set" screen for "Hope High School". It includes a menu bar with "Save", "Undo", and "Delete" buttons. The "Run Name" is "2016-2017" and "Schedule Run In Progress" is "No". The "Options" tab is selected, and the "Fill Open Periods" sub-tab is active. The "Currently Checked Out To" is "User, Admin". The "Options" section shows: "Fill all Student open periods for the term:" with "Spring" selected; "with the following course:" with "NC501" and "Study Hall" selected; and "in the following period range:" with "6" and "8" selected. The "Fill Open Periods" button is highlighted with a red box.

Schedule Option Set Screen, Fill Open Periods Tab

Mass Assigning Sections

The Mass Assigning Sections screen allows schools to make global changes to schedules within an Option Set. This process does not change the section assignments in the final student schedule.

Mass Assign Sections processes sections in one of three ways:

- **Add/Keep** – The process adds sections to all students that match the criteria specified. You can choose to keep existing sections or course requests or preschedule students into the section.
- **Replace** – The process removes the specific section listed under Find and Replace and replaces it with the section listed under Sections to Add.
- **Remove** – The process assigns the section listed under Sections to Add, but keeps the specified section listed under Find and Replace. You can also remove course requests for the section.

Creating Mass Assignments

1. Navigate to **Synergy SIS > Mass Scheduling > Mass Assign Sections**.
2. Click **Add**.
3. Enter a **Name**.
4. Choose the **Option Set** to apply changes to from the list.
5. Click **Save**.

Mass Assign Sections Screen

6. To Add sections:
 - a. Click **Add** or **Chooser** to find and select sections under the Sections to Add section.
 - b. Leave the Sections to Find and Replace section empty.

7. To Replace sections:

- Click **Add** or **Chooser** to find and select sections under the Sections to Add section.
- Click **Add** or **Chooser** to find and select sections under the Sections to Find and Replace section.
- Select the **Action** under Sections to Find and Replace.
 - Keep* – Keeps existing sections of the course assigned to the specified students.
 - Remove Course Request* – Removes the course request from the specified students.
 - Replace Section* – Removes existing sections of the course from the specified students and replaces them with the new section.

8. To Remove sections:

- Click **Add** or **Chooser** to find and select sections under the Sections to Find and Replace section.
- Select *Remove Course Request* for **Action**.
- Leave the Sections to Add section empty.

Mass Assign Sections Screen

- Select *Only replace sections if a student has matching requests for Course Requests* if needed. If left blank, the process adds sections regardless of a student's course request information.
- Select *Preschedule students into the section(s)* for **Prescheduled** if needed.
- Select a **Gender** to filter requests to this type.
- Select a **Grade** to filter request to this type.

Mass Assign Sections Screen

13. Select the **Student Selection** tab to assign the section to specific students.
14. Click **Add** or **Chooser** to find and select students.

Line	Student Name	Perm ID	Grade
1	Aaron, Mary E.	997097	10

Mass Assign Sections Screen, Student Selection Tab

15. Click **Save**.
16. Click **Assign Students** to process the definition. A message with results displays once completed.

Mass Assign Sections Screen

Synergy Message

Chapter 7: Manual Scheduling

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Manual Scheduling Options

The School Scheduling Options screen contains rules for scheduling students using the Walk In Schedule screen.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options**.
2. Select the **Course Request and Walk-In Options** tab.

The screenshot shows the 'School Scheduling Options' window for 'Hope High School' in the '2016-2017' school year. The 'Course Request and Walk-In Options' tab is selected and highlighted with a red box. The interface is divided into three main sections: 'Enforce the following rules', 'Balance Options', and 'Mass Scheduling Options'. The 'Enforce the following rules' section includes checkboxes for 'Use Teacher Preferences', 'Allow Alternate Course', 'Use Room Seat Limit', 'Check Term Override', 'Check Term Preference', 'Check Student Restrictions', and 'Check Teacher Restrictions'. It also has dropdown menus for 'Corequisite Option', 'Prerequisite Option', 'House Option' (set to 'Match Sections with Houses'), 'Team Option', and 'Duplicate Course Request'. A text field for 'Max time to spend per student' is set to '.1 second'. The 'Balance Options' section has dropdowns for 'Course Request Sequence' and 'Balance Option'. The 'Mass Scheduling Options' section contains a text area with instructions and a dropdown for 'Perform the following action' set to 'Prompt with error (default)'.

School Scheduling Options Screen, Course Request And Walk-In Options Tab

3. Select the scheduling rules to apply in the Enforce the following rules section.
- **Use Teacher Preferences** – Reviews the teacher/staff preference chosen for the student's course request during the scheduling process.
 - *Must Have* – Only schedules the request if the system can meet the student's preference. The variable becomes a high priority.
 - *Try* – Attempts to schedule the request with the student's preference. If unavailable, the system chooses another section that meets other requirements with higher priorities.
 - **Corequisite Option** – Enforces corequisite requirements defined on the District Course screen.
 - *1 / Full Enforcement (Checks CHS)* – Uses student course history to check if the student took the corequisite course previously. If so, the system schedules the course request.
 - *2 / Enforce Requested* – Requires the student to also request any corequisites along with the original course request or it does not schedule the course. If the student requests both courses, the system schedules them in the same term.
 - *3 / Schedule Requested* – Schedules any corequisite courses in the same term along with the course request.
 - *4 / No Enforcement* – Default option. Disregards all corequisites during scheduling.

- **Prerequisite Option** – Defines prerequisites listed in the District Course screen.
 - *Full Enforcement (Checks CHS)* – Uses student course history to verify that students complete prerequisites.
 - *No Enforcement* – Default option. Disregards all prerequisites during scheduling.
 - *Schedule Requests in Prereq Order* – Schedules any prerequisite courses required for the student in the first term of the schedule. Schools use this option when creating schedules for a year or if student grades have not yet posted.
- **Allow Alternate Course** – Schedules alternate course requests if a student's primary course request is unavailable.
- **Use Room Seat Limit** – Limits the number of students assigned to a section based on room capacity instead of the seat limit assigned to the section. Schools rarely use this option, as section class size allows more flexibility in scheduling.
- **Check Term Override** – Attempts to honor term overrides chosen for a course request.

Enforce the following rules

☐ Use Teacher Preferences ▼

Corequisite Option ▼

Prerequisite Option ▼

☐ Allow Alternate Course

☐ Use Room Seat Limit

☐ Check Term Override

☐ Check Term Preference ▼

☐ Check Student Restrictions

☐ Check Teacher Restrictions

House Option Match Sections with Houses ▼

Team Option ▼

Duplicate Course Request ▼

Max time to spend per student (in seconds; default value is .1 second)

School Scheduling Options Screen, Course Request And Walk-In Options Tab

- **Check Term Preference** – Reviews the term preference chosen for a student's course request during the scheduling process.
 - *Must Have* – Only schedules the request if the system can meet the student's preference. The variable becomes a high priority.
 - *Try* – Attempts to schedule the request with the student's preference. If unavailable, the system chooses another section that meets other requirements with higher priorities.

- **Check Student Restrictions/Check Teacher Restrictions** – Verifies if scheduling conflicts with any restrictions in place for a student on the Schedule Request screen.



See [Schedule Request](#) for more information.

- **House Option** – Chooses how the Scheduler processes house assignments.
 - *Automatic House Enforcement* – Students manually assigned to houses remain with their house through the scheduling process.
 - The system only schedules course requests if they match sections within the house. If they do not match within a house, it ignores them.
 - The system schedules students with no house assignments into any section, regardless of the house affiliated with the section.
 - *Match Sections with Houses* – Schedules students assigned to a house into sections designated for that house. If the section is not part of a house, the system schedules any student into it.
 - Students manually assigned to a house retain their assignment.
 - The system schedules unassigned students into the first house available for their schedule.
 - *No House Enforcement* – Ignores house assignment for students and sections during the walk-in scheduling process.
- **Team Option** – Chooses how the Scheduler processes team assignments. The field under Enforce the following rules should be set to one of the following:
 - *Enforce Team Assignments* – Students manually assigned to teams remain with their team throughout the scheduling process. If the section is not part of a team, the system schedules any student into it.
 - The system only schedules students assigned to a team into sections designated for the team.
 - The system schedules unassigned students into the first team available for their schedule.
 - *No Team Enforcement* – Ignores team assignment for students and sections during the walk-in process.

- **Duplicate Course Request** – Determines how the scheduling process handles duplicate requests.
 - *Reject all duplicates* – The system rejects all duplicate course requests.
 - *Schedule all of the duplicates* – The system schedules all duplicate course requests.
 - *Schedule one of the duplicates* – The system only schedules the duplicate request that best fits the student's schedule.



This option overrides any duplicate course setting on the individual District Course screens.

- **Max time to spend per student** – Maximum amount of time the scheduling process attempts different options per student.



Only change this setting if a scheduling conflict indicates that a student was not scheduled due to a timeout. You should only increase the number in .025 increments.

Enforce the following rules

☐ Use Teacher Preferences

Corequisite Option

Prerequisite Option

☐ Allow Alternate Course

☐ Use Room Seat Limit

☐ Check Term Override

☐ Check Term Preference

☐ Check Student Restrictions

☐ Check Teacher Restrictions

House Option

Team Option

Duplicate Course Request

Max time to spend per student (in seconds; default value is .1 second)

School Scheduling Options Screen, Course Request And Walk-In Options Tab

4. Select the Balance Options.

- **Course Request Sequence** – Determines the order the system processes course requests.
 - *By Course Request Priority and By Difficulty* – Schedules course requests first by Schedule Priority (Core or Elective) and then by overall difficulty.
 - *By Difficulty* – Schedules courses by overall difficulty, determined by the number of available course sections versus the number of available periods.
- **Balance Option** – Attempts to keep a demographic balance when scheduling students. Available options are *Balance Property*, *Ethnicity*, *Gender*, *Gender and Balance Property*, *Gender and Ethnicity*, and *Total Students*.
 - *Balance Property* consists of a custom set of values, such as ELL or SPED. You can assign students a **Balance Code** on the Schedule Request screen in the Mass Scheduling module.
 - The lookup table **K12.MassScheduleInfo.UserBalance** contains the codes used for this property.



See [Lookup Table Definitions](#) for more information on lookup tables.

Balance Options

Course Request Sequence [dropdown]

Balance Option [dropdown]

School Scheduling Options Screen, Course Request And Walk-In Options Tab

5. Click **Save**.

Managing Sections

If manually scheduling students, add all sections for your school using the Section screen in the Schedule module.



Before deleting a section, you must first delete all students in the **Current Students** and **Student Enrollment History** tab and all staff under the **Additional Staff** tab.

Adding Sections

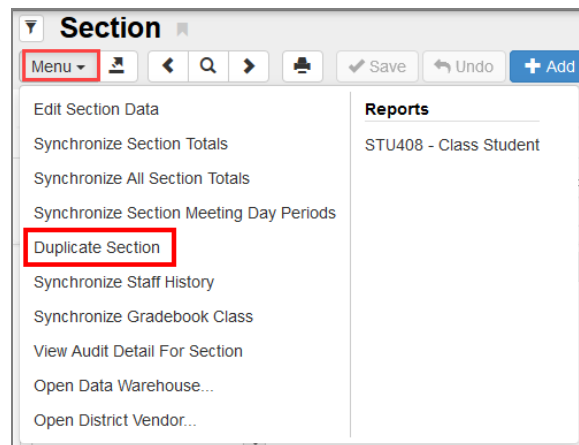
Screens within the Schedule module modify student schedules after the Mass Scheduling process completes. For smaller districts, staff use the module to schedule students manually. You must create sections before the scheduling process begins.

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Click **Add** to open the Section (Add) screen.



If the **Section ID** does not automatically generate, enter a unique Section ID. Otherwise, leave the generated value. The Mass Scheduling process does not use the **MSB Section ID**.

You can also duplicate an existing course by selecting *Duplicate Section* from the **Menu**. This only copies the data on the **Current Students** and **Meeting Days** tabs automatically.






Section Screen

Click **Load Additional Staff From Duplicated Section** on the **Additional Staff** tab to copy additional staff data from the original section to the duplicate section if necessary.

A screenshot of the 'Add Section' screen. The 'Additional Staff' tab is selected and highlighted with a red rectangle. Below the tab, there are fields for 'Section ID' (1234), 'Course ID' (0300), 'Course Title' (3/4 Grade), 'Staff Name' (Carroll, Natalie), and 'Room Name' (0002). Below these fields, there are sections for 'Teaching Options' and 'TeacherVUE Security'. At the bottom, there is a button labeled 'Load Additional Staff From Duplicated Section' which is highlighted with a red rectangle. Below the button, there is a table with columns for 'Line', 'Staff Name', 'Staff Type', 'Class Role', 'Badge Num', 'Start Date', 'End Date', 'EL Language', 'Defined Class Type', 'Contributions', 'TeacherVUE Security', and 'Exclude From State Reporting'.

Add Section Screen

You must manually enter information from additional tabs after saving the course.

3. Select the  under **Course ID** to find and select the course. The **Course Title** populates automatically.
4. Select the  under **Staff Name** to find and select the teacher staff member.
5. Select the  under **Room Name** to find and select the school room.
6. Select the **Begin Period** and **End Period**.
7. Select the **Term Code**.

8. Enter the **Max** number of students for the section under Student Seat Totals.

Prohibit assigning additional students once the Max is reached, regardless of class size limit rules in School Scheduling Options overrides any other configuration of blocking for the specific section.

The following message displays when you attempt to add another student with the section at the max student count.



- The section number displays on the error message to help identify which section reached the max student count.
- The student row number displays on the error message to help identify which student was over the max student count.

Error ✕

Unable to add student. The section ('AD709-14') prohibits assigning additional students once the max is reached.
(row: 21)

OK

Class Size Limit Error Message

Section

✓ Save ✕ Close

Current Students Meeting Days

Section ID

Course ID* Course Title Staff Name Room Name

Section Info

Begin Period* End Period* Term Code*

Attendance Option Grading Option

Attendance Type Supplemental Funding Category

Instructional Minutes Override ☐ Using Elementary Minutes

Section Record Type

Student Seat Totals

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

Male	Female	Totals	Max*	Open Seats
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Max Class Size Override Password

Teacher Aide Seats

Total	Max	Open Seats
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section (Add) Screen

9. Select the **Serving School** to include the school name in the Student Course History record for the class.

The screenshot shows the 'Section Info' form with various fields for course scheduling. The 'Serving School' dropdown menu is highlighted with a red box. Other fields include 'Begin Period*', 'End Period*', 'Term Code*', 'Attendance Option', 'Grading Option', 'AM PM', 'Attendance Type', 'Supplemental Funding Category', 'Instructional Minutes Override', 'Section Record Type', 'Instructional Strategy', 'Instructional Method', 'Instructional Content', 'Category Code Override', 'Distance Learning', 'Independent Study', 'College Credit', 'Online Course Override', 'State Course Override', 'Alternative Learning Override', 'Course Quality Points', 'Quality Points Override', 'Serving District', 'Institution Type', 'Instructional Unit ID', 'Local Master Schd ID', 'Cooperative Learning', and 'Cooperative Learning Mins'.

Section Add Screen

10. Select the **Grade Range Low** and **Grade Range High** in the Restrictions section to define any grade limitations.



These fields are required if your school uses Daily Attendance or Period Attendance.

The screenshot shows the 'Restrictions' form with fields for 'Grade Range Low', 'Grade Range High', 'Gender Restriction', 'Credit', 'House', 'Team', 'Term Exclusion', 'No Term Override', 'Exclude From Mass Scheduling', 'Staff Contributions', 'Responsibility', 'Absent Teacher of Record', 'Amount', 'TeacherVUE Security', 'Primary Staff Attendance', and 'Additional Staff Attendance'. The 'Grade Range Low' and 'Grade Range High' dropdown menus are highlighted with a red box.

Section Add Screen

- Enter a **Default Enter Date** in the Section Options section if needed.



If the **Default Enter Date** is left blank before clicking **Chooser**, the **Enter Date** defaults to the current date.

If the **Default Enter Date** contains a date before clicking **Chooser**, the **Enter Date** for all students in the section becomes the **Default Enter Date**.

If the section is a Semester 2 class and the **Default Enter Date** is before the start of Semester 2, the **Enter Date** updates to the first day of Semester 2 when saved.

Section Options

Default Enter Date

To apply an Enter Date that is not the current date, enter a "Default Enter Date". This date will apply to students added using the "Chooser." Enter Dates, regardless of entry method, will be validated by Synergy™ scheduling and enrollment rules.

Section (Add) Screen

- Enter any additional section information.
- Click **Save**.

Re-Enroll Removed Students

The **Student Enrollment** tab displays a list of students withdrawn from the section. You can re-enroll removed students from this tab if the section is still active.

- Select the **Student Enrollment History** tab.
- Clear the **Leave Date** for the student in the Dropped Students section.

Section

Menu

Save

Undo

Add

Delete

Section ID: 000001469

Course Title: Am Govt

School Year: 2016-2017

Current Students

Student Enrollment History

Meeting Days

Additional Staff

Staff History

Section ID

Course ID

Course Title

Staff Name

Room Name

000001469

SS51

Am Govt

Adams, Ronald

216

Dropped Students

Line	Student Name	Perm ID	Grade	Enter Date	Leave Date	Teacher Aide	Audit Class	Term Override	Spe Prog
1	Addington, Paula M.	871686	12	07/05/2016	07/05/2016				
2	(Coursen, Alice L.)	164706	12	07/05/2016	07/05/2016				

Section Screen, Student Enrollment History Tab

- Click **Save**.

Adding Additional Staff

Add additional staff to the section for individuals with specific class roles.

1. Select the **Additional Staff** tab.
2. Click **Chooser** to find and select staff to add.
3. Select the **Class Role** if required.

Line	Staff Name	Staff Type	Class Role	Badge Num	Start Date	End Date	EL Language
1	Atwood S., Sharon	Teacher	Teacher	1005	03/16/2017		

Section Screen, Additional Staff Tab

4. Click **Save**.

Synchronize Section Totals

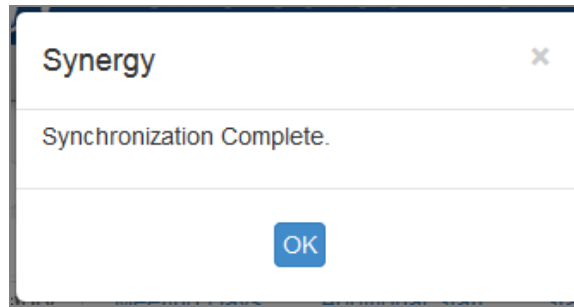
After updating data under Student Seat Totals or Teacher Aide Seats, you must synchronize these new values.

1. Select *Synchronize Section Totals* or *Synchronize All Section Totals* from the **Menu**. The Job Details screen displays with the progress.

Menu	Reports
Edit Section Data	STU408 - Class Student
Synchronize Section Totals	
Synchronize All Section Totals	
Synchronize Section Meeting Day Periods	
Duplicate Section	
Synchronize Staff History	
Synchronize Gradebook Class	

Section Screen, Menu

- Click **OK** on the Synchronization Complete message.

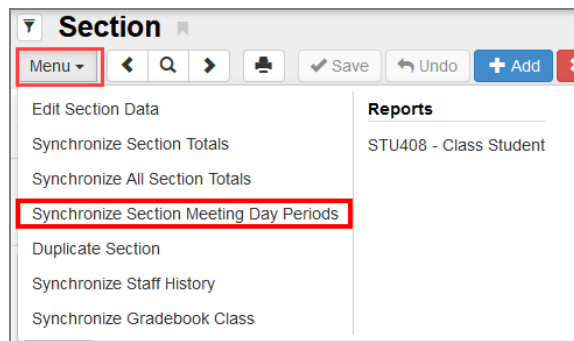


Synergy Message

Synchronize Section Meeting Day Periods

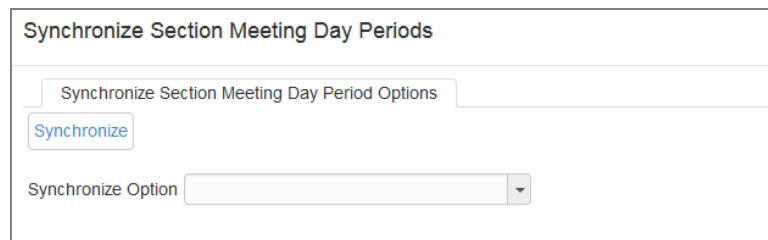
After updating information on the **Meeting Days** tab, you must synchronize the staff history.

- Select *Synchronize Section Meeting Day Periods* from the **Menu**.



Section Screen, Menu

- Select the **Synchronize Option**.



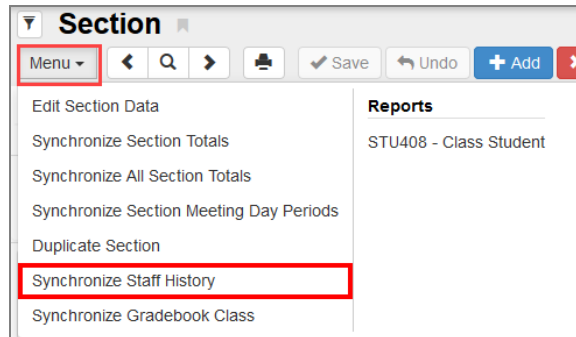
Synchronize Section Meeting Day Periods Screen

- Click **Synchronize**. The Job Details screen displays with the progress.
- Click **OK** on the Synchronization Complete message.

Synchronize Staff History

After updating staff information, you must run the Synchronize Staff History option from the menu.

1. Select *Synchronize Staff History* from the **Menu**.



Section Screen, Menu

2. Select **Synchronize all sections across the entire district** if needed.

A screenshot of a screen titled "Synchronize Staff History". Below the title is a section header "Synchronize Staff History Options". Underneath, there is a descriptive sentence: "Synchronize will create historical staff records based on the primary staff associated for each section within the current focus." Below this text is a blue button labeled "Synchronize". At the bottom of the screen, there is a checkbox that is currently unchecked, followed by the text "Synchronize all sections across the entire district".

Synchronize Staff History Screen

3. Click **Synchronize**. The Job Details screen displays with the progress.
4. Click **OK** on the Synchronization Complete message.

Assigning Additional Staff

Synergy SIS allows you to assign additional staff (such as a substitute teacher) to a section by start and end date and by start and end time. TeacherVUE allows the additional staff member to view the appropriate sections in TeacherVUE for the date range of their assignment. The substitute teacher has access to the teacher's assignments but the district determines the level of access and security.

1. Navigate to **Synergy SIS > Schedule > 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

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	Begin Period	End Period	Term Code
------	--------	------------	---------------------	--------------	------------	-----------

Assign Additional Staff Screen

2. Select the teacher who needs the substitute in the 1. Find Staff Person Sections For Assignment Dates section.
 - a. Click the **Staff Name** field. The Find: Staff screen opens.
 - b. Select the teacher on the Find: Staff screen. Once selected, the Find: Staff screen closes and the teacher's sections display in the 4. Select Sections Assignments section.
3. Enter the **Start Date** and **End Date** for the additional staff member's assignment. Only the **Start Date** is required.

1. Find Staff Person Sections For Assignment Dates

Staff Name Gender Type Badge Num Birth Date

Andrews, Mark Male Teacher 1002 11/19/1972

Start Date End Date

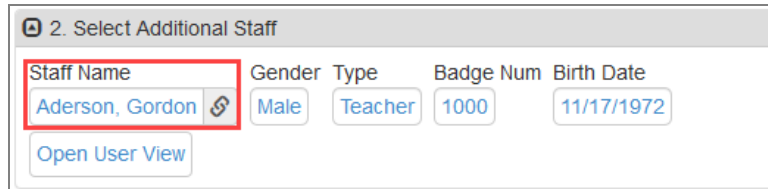
08/06/2018 09/28/2018

☐ Do Not Filter Sections By Assignment Dates

Refresh Section List

Assign Additional Staff Screen

4. Select the additional staff member in the 2. Select Additional Staff section.
 - a. Click the **Staff Name** field. The Find: Staff screen opens.
 - b. Select the staff member on the Find: Staff screen. Once selected, the Find: Staff screen closes and the additional staff information populates all the fields in this section.

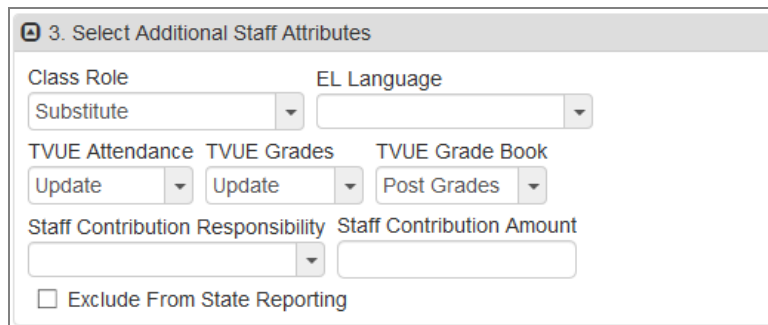
*Assign Additional Staff Screen*

Synergy SIS displays a message under the **Staff Name** if the staff member selected does not have a TeacherVUE user account. You must create an account for them in Synergy SIS if you want the additional staff member to have access to the primary teacher's TeacherVUE account.

5. Select any attributes for the additional staff in the 3. Select Additional Staff Attributes section.
 - a. Select whether to give the additional staff member access to view or enter attendance and grades using TeacherVUE through **TVUE Attendance**, **TVUE Grades**, and **TVUE Grade Book** as needed.



These fields obey Grade Book security settings.


*Assign Additional Staff Screen*

6. Select the sections the additional staff member is assigned to in the 4. Select Sections Assignments section.
7. Click **Assign Additional Staff**. Synergy SIS displays a notification indicating that the selected additional staff member was added to the number of selected sections.

Assigning Multiple Students to Sections

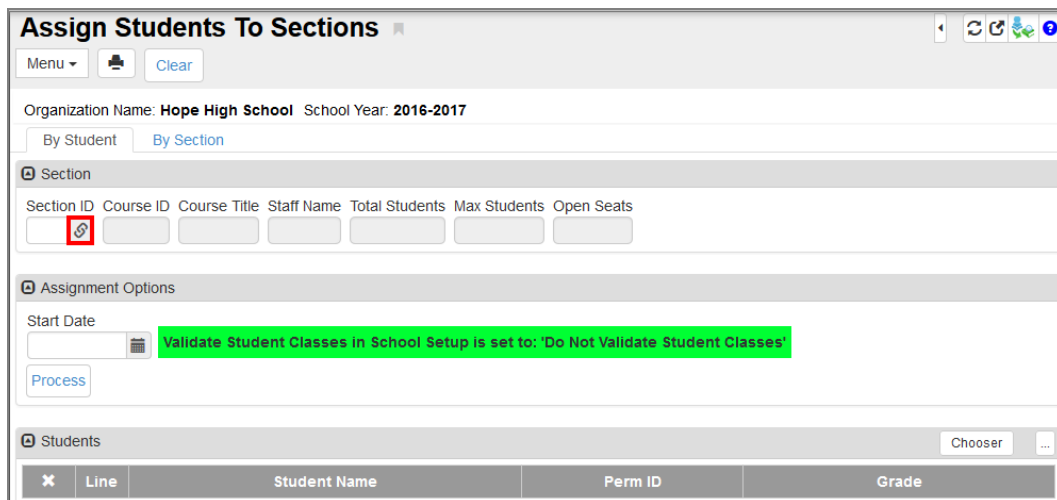
Schedule multiple students at a time using the Assign Students to Sections and Class Assignment screens.

Assign Students to Sections


1. Navigate to **Synergy SIS > Schedule > Assign Students to Sections**.
2. Click the  next to **Section ID** to find and select a section to add.
3. Enter the **Start Date** for the section.



A message displays indicating the Validate Student Classes option set on the School Setup screen, which applies to any overlapping or duplicate sections. See [Allowing Schedule Overlap](#) for more information.




Assign Students To Sections

Menu  Clear


Organization Name: **Hope High School** School Year: **2016-2017**

By Student By Section

Section

Section ID	Course ID	Course Title	Staff Name	Total Students	Max Students	Open Seats
						

Assignment Options

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

Process

Students Chooser ...

×	Line	Student Name	Perm ID	Grade
---	------	--------------	---------	-------

Assign Students To Sections Screen

4. Click **Chooser** in the Students section to find and select students to assign.

The screenshot shows the 'Assign Students To Sections' interface. At the top, it displays 'Organization Name: Hope High School' and 'School Year: 2016-2017'. Below this, there are tabs for 'By Student' and 'By Section'. The 'Section' section shows details for Section ID 1656, Course ID MA402, Course Title Algebra II, Staff Name Vogl, Randy, Total Students 30, Max Students 32, and Open Seats 2. The 'Assignment Options' section includes a 'Start Date' of 08/01/2017 and a green message: 'Validate Student Classes in School Setup is set to: 'Do Not Validate Student Classes''. The 'Students' section at the bottom has a 'Chooser' button highlighted with a red box.

Assign Students To Sections Screen

5. Click **Process**. A confirmation message displays once the process completes.

This screenshot shows the same 'Assign Students To Sections' interface after clicking 'Process'. The 'Process' button in the 'Assignment Options' section is now highlighted with a red box. The 'Students' section at the bottom now displays a table of assigned students.

✕	Line	Student Name	Perm ID	Grade
📄	1	Cannon, Sean Q.	968281	12
📄	2	Carlson, Aaron D.	886943	11
📄	3	Carlson, Judy J.	904921	10

Assign Students To Sections Screen

Replacing Section Assignments

Copy students from one section to another or assign students to sections with specific IDs using the **By Section** tab.

1. Select the **By Section** tab.
2. Select the **Student Action** to determine how to process students.
3. Enter the **Date to withdraw students** and the **Date to enroll students**.
4. Use one of two methods to move students:
 - a. Select **Use Section Pattern Match** option to move or copy student class enrollment from one section pattern to another.
 - i. Enter the pattern to match in **Section From**.
 - ii. Enter the pattern to match in **Section To**.



A question mark (?) functions as a random character. For example, entering 1???? in **Section From** and 2???? in **Section To** moves students in all sections starting with 1 to corresponding sections starting with 2. Students in section 11111 move to section 21111, and so on.

Assign Students To Sections

Menu Clear

Organization Name: **Hope High School** School Year: **2016-2017**

[By Student](#) **[By Section](#)**

Help Message

Student Action: Copy (Copies students from section to section)

Date to withdraw students: 07/31/2017

Date to enroll students: 08/01/2017

Specific Section Transfer/Section Pattern Match

☒ **Use Section Pattern Match**

From Section Pattern: 1???? To Section Pattern: 2????

[Process](#)

Assign Students To Section Screen, By Section Tab

- b. Leave **Use Section Pattern Match** blank to transfer specific sections.
- Enter the **Section From**.
 - Enter the **Number of Students to Move**. If left blank, the process moves all students until the destination section is full.
 - Enter the **Section To**.

Assign Students To Sections

Menu

Organization Name: **Hope High School** School Year: **2016-2017**

[By Student](#) **[By Section](#)**

Help Message

Student Action: Copy (Copies students from section to section) Date to withdraw students: 07/31/2017 Date to enroll students: 08/01/2017

Specific Section Transfer/Section Pattern Match

☐ Use Section Pattern Match

If "Number of Students to Move" field is left blank, all the students from the source section will be moved to the destination section until the maximum student seat limit is reached for the destination section.

Section From	Number of Students to Move	Section To
1148	5	ENG101

[Process](#)

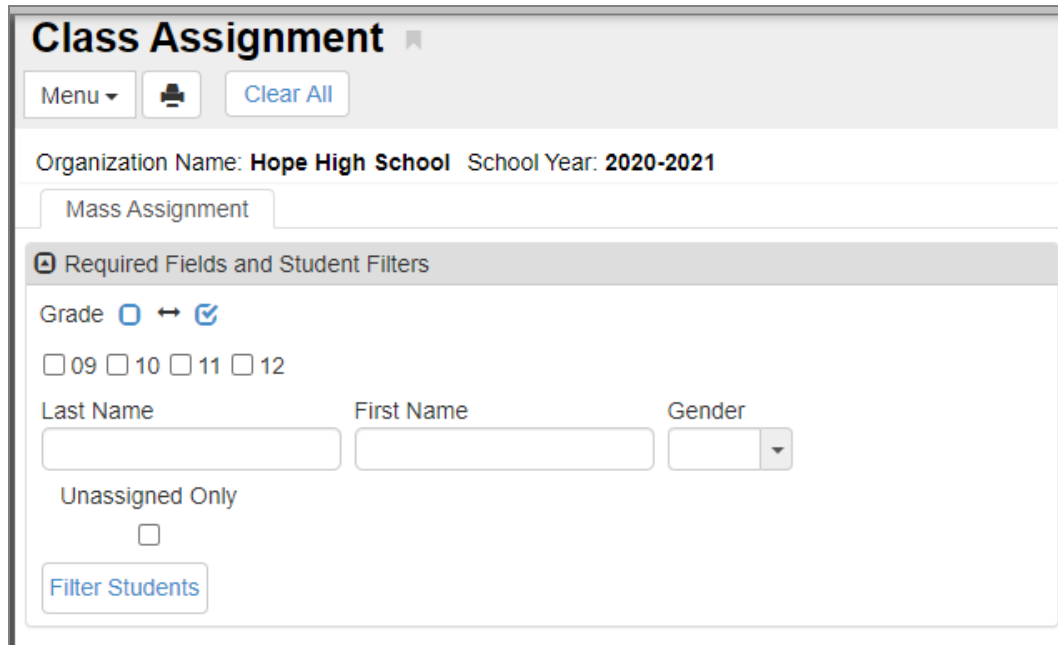
Assign Students To Section, By Section Tab

5. Click **Process** to make the new assignments.


Class Assignment

Assign sections in bulk to groups of students using the Class Assignment screen.

1. Navigate to **Synergy SIS > Schedule > Class Assignment**.
2. Enter the **Grade**, **Last Name**, **First Name**, and/or **Gender** in the Required Fields and Student Filters section.
3. Select **Unassigned Only** to keep assigned students in existing sections.
4. Click **Filter Students**. The Students section displays the results.



Class Assignment

Menu  Clear All

Organization Name: **Hope High School** School Year: **2020-2021**

Mass Assignment

Required Fields and Student Filters

Grade ☐ ↔ ☒

☐ 09 ☐ 10 ☐ 11 ☐ 12

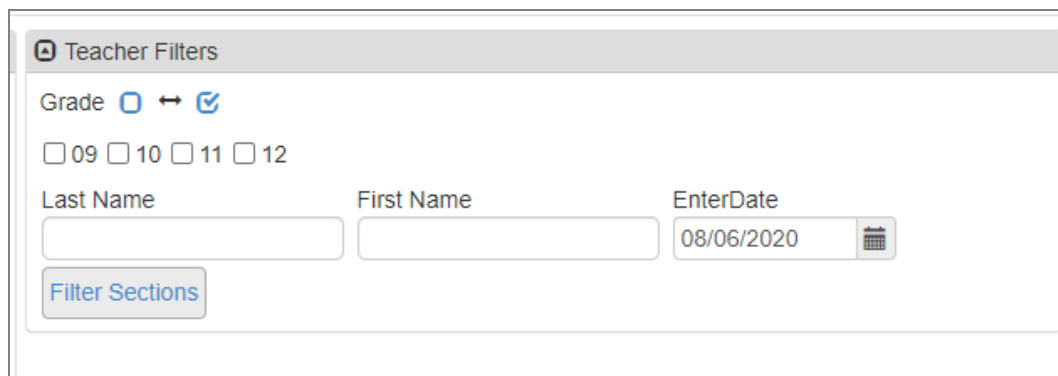
Last Name First Name Gender

Unassigned Only ☐

Filter Students

Class Assignment Screen


5. Enter the **Grade**, **Last Name**, **First Name**, and/or **Enter Date** in the Teacher Filters section.
6. Click **Filter Sections**. The Classes section displays the total students assigned to the section, divided by grade if the grade option is blank.



Teacher Filters

Grade ☐ ↔ ☒

☐ 09 ☐ 10 ☐ 11 ☐ 12

Last Name First Name EnterDate 

Filter Sections

Class Assignment Screen

7. Select **Add** next to the students to assign.

8. Click **Add** next to the section to move students to.

Class Assignment

Menu
Print
Clear All

Organization Name: **Hope High School** School Year: **2016-2017**

Mass Assignment

Required Fields and Student Filters

Grade ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☒ 11 ☐ 12

Last Name First Name Gender

Unassigned Only ☒

Filter Students

Teacher Filters

Grade ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12

Last Name First Name EnterDate

Webster 04/25/2017

Filter Sections

Students

Line	Add	Student	Perm ID	Grd	Gen	Teacher
1	<input checked="" type="checkbox"/>	Adams, Billy A.	889314	11	M	
2	<input checked="" type="checkbox"/>	Beltran, Christopher	157384	11	M	
3	<input type="checkbox"/>	Chudy, Tina L.	887213	11	F	

Classes

Line	Add	Name	Room	07	08	09	10	11	12	Totals
1	Add	(Unassigned)	None	5	2	1	33	28	40	109
2	Add	Webster, B	P-08				27			27
3	Add	Webster, B	P-08				25	1		26
4	Add	Webster, M	226				1	26	2	29

Class Assignment Screen

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Assigning Individual Students to Sections

Schools assign classes to individual students using the Student Classes screen and the **Classes** tab of the Student screen. You can also add students to a section through the Section screen.

Student Classes Screen

1. Navigate to **Synergy SIS > Schedule > Student Classes**.
2. Locate the student to modify.
3. Click **Add** to add a single class or click **Chooser** to find and select multiple classes.
4. Enter any section options as needed.

Student Classes

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Homeroom: **401**

Current Classes Class Enrollment History Schedule Based FTE

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade:

Current Class

The last scheduled class for this student has ended:
Period: **6** Section: **0736** Course Title: **Academic Decath** Staff Name: **Canaday C., Curt** Room Name: **307A**

Drop Class, Filter and Override Options

Current Class Schedule + Add Chooser

Line	Period		Term	Section ID	Course ID	Course Title	Meeting Day	Room	Grades		Enter Date	Leave Date	College Cre
	Begin	End							Low	High			
1	0	0	S1	0036	SS51	Am Govt	MT	216	09	11	11/25/2016		
2	1	1	S2	0006	AR58	Adv Jewelry	M	403	11	12	01/27/2017		
3	2	2	S2	1202	AR64	Int Drawing	MT	401	10	12	04/06/2017		

Student Classes Screen

5. Click **Save**.

When printing the [STU202 – Student Schedule](#) report from the **Menu** on the Student Classes screen, only the current term displays. To change this setting:

1. Navigate to **Synergy SIS > System > User > User Password and Preferences**.
2. Select the **Report Preferences** tab.
3. Select **Full Schedule When Printed From Menu** under the Student Schedule section.
4. Click **Save**.



User Password and Preferences

Menu ▾ Save Undo

User Name: **User, Admin**

[Password](#) [Preferences](#) [Report Preferences](#)

Student Profile

- ☐ Suppress Photo
- ☐ Hide Health Conditions
- ☐ Hide Parent Info
- ☐ Hide Emergency Info
- ☐ Hide Physician Info
- ☐ Hide Signature Info
- ☐ Include Health Condition History
- ☐ Show Homeroom Teacher

Student Schedule

- ☐ Hide All Personal Info
- ☐ Hide Perm ID
- ☐ Full Schedule When Printed From Menu


Sort Options









▾

User Password And Preferences Screen, Report Preferences Tab

Student

1. Navigate to **Synergy SIS > Student > Student**.
2. Locate the student to modify.
3. Select the **Classes** tab.
4. Click **Add** to add a single section or **Chooser** to find and select multiple sections.
5. Enter any section options.

Student 

Menu        

Student Name: **Abbott, Billy C.** School: **Hope High School** Homeroom: **403** Teacher: **Andrews, M.**

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




Notes

Last Name: First Name: Middle Name: Suffix: Perm ID: State ID: Grade: Gender:

Language Spoken at Home:

Current Class

Attendance Code: **Tdy - Tardy** Period: **0 (7:00 AM - 3:30 PM)** Room: **216** Section ID: **1077** Course Title: **Am Govt** Staff Name: **Jackson, Kathy (1069)**

Class Schedule   

Line	Periods		Term Code	Section ID	Course ID	Course Title	Room Name	Grades		Enter Date	Leave Date	College Credit
	Begin	End						Low	High			
1	0	0	S1	0077	SS51	Am Govt	216	09	12	07/04/2017	11/24/2017	
2	0	0	S1	0840	SC49	Science 10	121	09	12	11/24/2017	11/24/2017	
3	0	0	S2	1077	SS51	Am Govt	216	09	12	11/30/2017	01/09/2018	
4	1	1	S1	0106	AR54	Beg Jewelry	403	10	12	07/04/2017	12/22/2017	
5	1	1	S2	1116	EN46	Prin Eng III	231	12	12	11/30/2017		

Student Screen, Classes Tab

6. Click **Save**.

Section Screen

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate the section to modify.
3. Click **Chooser** to find and select students to add.

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

- Section ID: 000001469, Course Title: Am Govt, School Year: 2016-2017
- Buttons: Menu, Save, Undo, Add, Delete
- Section ID: 000001469, Course ID: SS51, Course Title: Am Govt, Staff Name: Adams, Ronald, Room Name: 216
- Students table:

Line	Student Name	Perm ID	Resolved Race/Ethnicity	Grade	Enter Date	Leave Date	College Credit	Teacher Aide
1	Acevedo, Andrew	886630	Hispanic	11	01/27/2017			
2	Arvanitas, Christina T.	892796	White	12	07/05/2016			
3	Bailly, George	874872	White	12	07/05/2016			
4	Brady, Kenneth P.	874026	White	12	07/05/2016			

Section Screen

4. Enter any options for the student.
5. Click **Save**.

Adding Enter Dates to Existing Sections

You can use the Mass Change Enter Date process to change the **Enter Date** for all students in an existing section.

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate the section to modify.
3. Select **Mass Change Enter Date** from the **Menu**.

The screenshot shows the 'Section' screen with the 'Menu' dropdown open. The 'Mass Change Enter Dates' option is highlighted. The 'Reports' section shows 'STU408 - Class Student'.

Menu	Reports
Edit Section Data	STU408 - Class Student
Synchronize Section Totals	
Synchronize All Section Totals	
Synchronize Section Meeting Day Periods	
Duplicate Section	
Synchronize Staff History	
Synchronize Gradebook Class	
Mass Change Enter Dates	
View Audit Detail For Section	
Open Data Warehouse...	

Section Screen

4. Enter the **Default Enter Date**.
5. Click **Apply Default Enter Date**.

Mass Change Enter Date

Menu ▾

Apply Default Enter Date

Cancel

To update Enter Dates for several students, select various students by holding the Shift button while highlighting students by line. Enter a 'Default Enter Date' and select 'Apply Default Enter Date'. Enter Dates for highlighted students will be updated.

To update Enter Dates for ALL students. Enter a 'Default Enter Date' and select 'Apply Default Enter Date'. The Default Enter Date will apply to ALL students.

Enter Dates will be validated by Synergy™ scheduling and enrollment rules.

Default Enter Date

Students

Line	Student Name	Perm ID	Gender	Grade	Enter Date	Leave Date	Teacher Aide	Audit Class
1	Aaron, Ian	129442	Male	04	07/04/2017		<input type="checkbox"/>	<input type="checkbox"/>
2	Alejandroz, Willie JR	992706	Male	03	07/04/2017		<input type="checkbox"/>	<input type="checkbox"/>
3	Antonio Gonzalez, James D.	105613	Male	03	08/28/2017		<input type="checkbox"/>	<input type="checkbox"/>
4	Bahena, Joshua	129454	Male	03	07/04/2017		<input type="checkbox"/>	<input type="checkbox"/>

Mass Change Enter Date Screen



The **Default Enter Date** applies to all students in the section.

Hold the Shift key to highlight specific students within the section to set the **Default Enter Date** as the **Enter Date** for those students only.

If the section is a Semester 2 class and the **Default Enter Date** is before the start of Semester 2, the **Enter Date** updates to the first day of Semester 2 when saved.

Assigning Tracks

Multi-track schools allow different school calendars for specific students. Each track represents a separate school calendar. Schools can use tracks to reconcile limited space within school facilities.



See the *Synergy SIS – Attendance Administrator Guide* for more information on creating and configuring tracks.

Schools assign each student to a specific track through the enrollment process, and can only assign one track per enrollment. Administrators enter student enrollments through the Student screen.



See the *Synergy SIS – Student Management Administrator Guide* and *Synergy SIS – Student Management User Guide* for more information on the student enrollment process.

Student

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add ✖ Delete

Student Name: **Acevedo, Andrew** School: **Hope High School** Homeroom: **401** Teacher: **Gunn, G.**

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents

Contact Log Notes Protected Information TR Test Tab

Last Name First Name Middle Name Suffix Perm ID Grade Track

Acevedo Andrew 886630 11

Student Screen

After creating tracks, assign each class section to a specific track. This is done through the Section screen or assigned automatically using Mass Assigning Tracks.

Manually Assigning Tracks

1. Navigate to **Synergy SIS > Schedule > Section**.
2. Locate the section to modify.
3. Select *Edit Section Data* from the **Menu**.

Section

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add ✖

Edit Section Data

Synchronize Section Totals

Synchronize All Section Totals

Synchronize Section Meeting Day Periods

Duplicate Section

Synchronize Staff History

Synchronize Gradebook Class

View Audit Detail For Section

Reports

STU408 - Class Student

Section Screen

4. Select the **Track**.

The screenshot shows the 'Section' screen with a header bar containing a menu, navigation arrows, a search icon, a printer icon, and buttons for 'Save', 'Undo', '+ Add', and 'Delete'. Below the header, the section details are displayed: Section ID: 000001469, Course Title: Am Govt, School Year: 2016-2017. A tabbed interface shows 'Current Students', 'Student Enrollment History', 'Meeting Days', 'Additional Staff', and 'Staff History'. Below the tabs, a table lists section details with columns: Section ID, Course ID, Course Title, Staff Name, Room Name, and Track. The 'Track' column is highlighted with a red box.

Section ID	Course ID	Course Title	Staff Name	Room Name	Track
000001469	SS51	Am Govt	Adams, Ronald	216	

Section Screen

5. Click **Save**.

Mass Assigning Tracks

Assign or update tracks in bulk using the Mass Assign Track screen. The Mass Assign Track process updates the student's track based on the period and term code specified. The period defaults to the homeroom period.



The homeroom or other section for the specified period must have a track assigned in order for this process to complete.

1. Navigate to **Synergy SIS > Schedule > Mass Assign Track**.
2. Select the **Period** and **Term Code** in each student's schedule where you assign tracks.
3. Click **Update Track**.

The screenshot shows the 'Mass Assign Track' screen with a header bar containing a menu, a 'Update Track' button, and various icons. Below the header, the organization name is displayed: Hope High School, FullYearVerbose: 2020-2021. A yellow warning message states: 'The process executed by this view will update the student's track based on a period of the day and term code. By selecting the Period and the Term Code you are specifying the section that will be evaluated in the student schedule that will be used to determine what the student track should be. The Period drop down defaults to the homeroom period as specified in School Setup. You must enter the Period and Term Code.' Below the warning, a section titled 'Select a Period and Term to Update Tracks' contains two dropdown menus: 'Period' (set to 1) and 'Term Code' (set to Quarter 3).

Mass Assign Track Screen

Elementary Scheduling

Elementary scheduling requires additional setup based on the option selected within the School Setup screen for assigning and tracking homerooms and linked courses.



Schools must create sections for the homeroom class itself as well as other courses not taught by the homeroom teacher, such as Physical Education.

Homeroom Setup

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Enter the **Homeroom Period**.

School Setup

Menu Save Undo

School Name: **Adams Elementary** School Year: **2016-2017**

Basic Info Options SIS Data Options Labels TeacherVUE Mobile Apps

Period Definition

Start Period	End Period	Homeroom Period	Homeroom Meeting Day
1	5	1	

School Setup Screen

3. Select one of the following under **Scheduling Options** in the Other Info section:
 - *Traditional Schedule Tracking* (Default) – Schools associate one section for each course/period that a teacher instructs. You can enroll students in sections manually or through mass scheduling.
 - *Homeroom and Associated Course Enrollments* – Schools associate courses that a homeroom teacher instructs together. Schools create sections for the homeroom and any classes not assigned to a homeroom teacher. You can enroll students in schedules manually or through mass scheduling. Generated extracts and reports show enrollment records for both sections and homeroom courses.

- **Linked Sections** – Schools associate one section for each course/period that a teacher instructs and adds the homeroom teacher name as a Linked Staff Member on the Section screen. You can enroll students in homeroom sections, which automatically enrolls them into all linked sections.



You can enable the **Enforce Linked Section Gender and Grade Restrictions** option after selecting *Linked Sections* if required.

School Setup

Menu ▾ | Save | Undo

School Name: **Adams Elementary** School Year: **2016-2017**

Basic Info | **Options** | SIS Data Options | Labels | TeacherVUE | Mobile Apps

Other Info

☐ Exclude from State Reporting

☐ Report Sub Schools

☐ Enable College Credit

Enable Subject Area Override
 ▾

Enable College Area Override
 ▾

Enable University Area Override
 ▾

☐ Charter

☐ Make classes action on student inactivate mandatory

☐ Is Separate School

Improvement Status ▾

Validate Student Classes ▾

School Hours Per Week ▾ Special Ed "Bell to Bell" Hours Per Week ▾

Scheduling Options
 Homeroom and Associated Course Enrollments ▾

Default Locker Combination ▾

School Setup Screen

4. Click **Save**.

Configuring Homerooms and Associated Courses

These options only take effect if the school uses *Homeroom and Associated Course Enrollments* as the Scheduling Option.

1. Navigate to **Synergy SIS > Course > District Course**.
2. Create or locate the homeroom course.
3. Select the **Associated Courses** tab.

- Click **Chooser** to find and select courses taught by the homeroom teacher. Generated reports display this teacher as the instructor for these courses.

The screenshot shows the 'District Course' interface with the 'Associated Courses' tab selected. At the top, it displays 'Course ID: 0400' and 'Course Title: 4th Grade'. Below this are tabs for 'Course', 'Description', 'Year Override', 'Pre/Corequisite', 'Schools Teaching', 'Associated Courses' (highlighted with a red box), 'Standards', and 'Opt In Options'. Under the 'Associated Courses' tab, there are input fields for 'Course ID' (0400), 'Course Title' (4th Grade), and 'Course Short Title' (4th Grade), along with checkboxes for 'Mandatory', 'Inactive', and 'Always Show In Course History Add'. At the bottom, there is a 'Courses' table with a 'Chooser' button (highlighted with a red box) in the top right corner. The table has columns for 'Line', 'Course ID', and 'Course Title'.

Line	Course ID	Course Title
1	ENG04	English 4th Grade
2	MA04	Math 4th Grade
3	ESC04	Science 4th Grade
4	HS04	History 4th Grade

District Course Screen, Associated Courses Tab

- Click **Save**.

Configuring Linked Sections

These options only take effect if the school uses *Linked Sections* as the Scheduling Option.

When using Linked Sections, the **Exclude From Link Section Process** option displays on the Section screen. If selected, homeroom enrollment does not automatically include the selected section.

The screenshot shows the 'Restrictions' tab on the 'Section Screen'. It contains several input fields: 'Grade Range Low' (K), 'Grade Range High' (06), 'Gender Restriction' (empty), and 'Credit' (1.000). Below these are 'House' and 'Team' dropdown menus. There is a 'Term Exclusion' dropdown menu and two checkboxes: 'No Term Override' and 'Exclude From Mass Scheduling'. At the bottom, the checkbox 'Exclude From Link Section Process' is highlighted with a red box.


Section Screen

- Navigate to **Synergy SIS > Schedule > Section**.
- Create sections for the homeroom course.






Homeroom sections must use the same Period as the defined Homeroom Period on the School Setup screen.

- Create sections for additional subject courses.





4. Click the  next to the **Linked Staff Name** to find and select the homeroom teacher for any section for additional subjects. Leave this blank if the primary teacher of the section is the homeroom teacher.

Section

Menu   Save  Undo

Section ID: **0402** Course Title: **Math 4th Grade** School Year: **2016-2017**




Current Students [Student Enrollment History](#) [Additional Staff](#) [Staff History](#)

Section ID	Course ID	Course Title	Staff Name	Room Name	Linked Staff Name	Track
0402	MA04 	Math 4th Grade	Berriz, Cynthia 		Cordova, Angie 	

Section Screen

5. Click **Save**. Once saved, linked sections create records for each student with the same enrollment date as the homeroom record.

Student Classes

Menu   Save  Undo

Student Name: **Alvarado, Ruby M.** School: **Adams Elementary** Status: **Active** Homeroom: **0038**




Current Classes [Class Enrollment History](#) [Schedule Based FTE](#)





Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Track
Alvarado	Ruby	Marie		119675	04	

Current Class

The last scheduled class for this student has ended:
 Period: **4** Section: **0404** Course Title: **English 4th Grade** Staff Name: **Borgen, Jessica** Room Name:

Drop Class, Filter and Override Options

Current Class Schedule  Add  Chooser 

Line	Period	Term	Section ID	Course ID	Course Title	Teacher	Room	Grades Low/High	Enter Date	Leave Date
1	1	YR	0438	0400	4th Grade	Cordova, Angie	0038	04 04	04/26/2017	
2	2	YR	0402	MA04	Math 4th Grade	Berriz, Cynthia	K	06	04/26/2017	
3	3	YR	0403	ESC04	Science 4th Grade	Martinez, Alberto	0008	K 06	04/26/2017	
4	4	YR	0404	ENG04	English 4th Grade	Borgen, Jessica	K	06	04/26/2017	

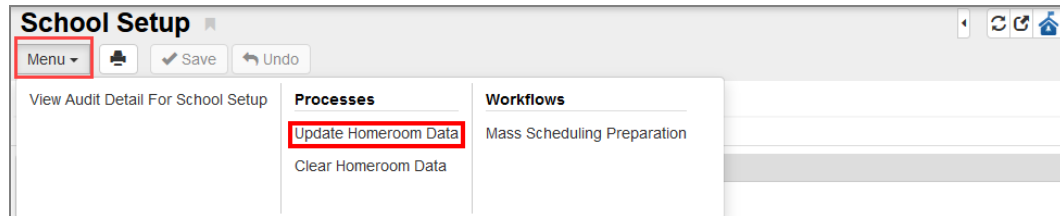
Student Classes Screen

Updating Homeroom Information

One Time Process Per School

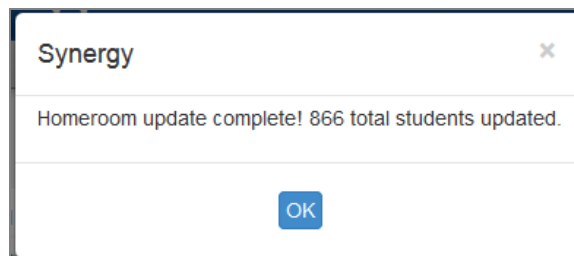
The Update Homeroom Data process checks student schedules for the homeroom course in the current term and makes any necessary updates. Run the process after making any changes to the homeroom or scheduling options on the School Setup screen or the homeroom course or section.

1. Navigate to **Synergy SIS > System > Setup > School Setup**.
2. Select *Update Homeroom Data* from the **Menu**. The Job Detail screen opens.



School Setup Screen

3. Click **OK** on the confirmation message.



Synergy Confirmation Message

Multiple Schools or Recurring Process

The Schedule Homeroom Data Process screen allows the Update Homeroom process to run for multiple schools or the entire district. This process also allows scheduling Update Homeroom as a recurring job in Synergy.

1. Navigate to **Synergy SIS > System > Setup > Schedule Homeroom Data Process**.

Schedule Homeroom Data Process

Menu ▾ [Schedule Processing of Homeroom Data](#)

Process Options

Organizations

Organization List

☐ Adams Elementary ☐ Bilingual Magnet School ☐ Central Enrollment ☐ Continuation High School ☐ Eisenhower Middle School ☐ Grant Elementary
☐ Hope High School ☐ Jefferson Elementary ☐ Kennedy High School ☐ King High School ☐ Lincoln Elementary ☐ Roosevelt Middle School
☐ STEM Magnet School ☐ Truman Middle School ☐ Washington Elementary

Operation Type

☒ Update Homeroom Data ☐ Clear Homeroom Data

Schedule Job

Schedule Task

Schedule Homeroom Data Process

2. Select a school or schools to process in the **Organization List**.



When focused to the district level or any organization level (for example, high schools, middle schools, elementary schools, or special schools), each school displays in the list. Select one school or multiple schools. If left blank, the process runs for all schools in the **Organization List**.

3. Select which process to run in the Operation Type section.
 - **Update Homeroom Data** – Removes existing homeroom data for students and replaces it with updated data. This is the default option.
 - **Clear Homeroom Data** – Removes existing homeroom data without replacing it.

4. Select the appropriate **Schedule Task**. This is the frequency the report runs. You can set reports to run *Once*, *Daily*, *Weekly*, or *Monthly*.
- *Once* – No additional options display.
 - *Daily* – Select the following options:
 - **Start Time** – Enter the time of day for the report to run.
 - **Start Date** – Enter the date to start running the process.
 - **Stop Date** – Enter the date to stop running the process. For example, the date of the end of the school year.
 - Enter the number of days between the running of each process. For example, enter *1* to run the process every day or enter *7* to run the process once per week.

Schedule Homeroom Data Process

Menu ▾ [Schedule Processing of Homeroom Data](#)

Process Options

Organizations

Organization List [↔](#) [🔗](#)

☐ Adams Elementary ☐ Bilingual Magnet School ☐ Central Enrollment ☐ Continuation High School
☒ **Hope High School** ☐ Jefferson Elementary ☐ Kennedy High School ☐ King High School
☐ STEM Magnet School ☐ Truman Middle School ☐ Washington Elementary

Operation Type

☒ Update Homeroom Data ☐ Clear Homeroom Data

Schedule Job

Schedule Task	Start Time	Start Date	Stop Date
Daily ▾	9:00 AM ⌚	03/02/2018 📅	06/24/2018 📅

Schedule Task Daily

Every 7 Day(s)

Schedule Homeroom Data Process

- **Weekly** – Enter the **Start Time**, **Start Date**, and **Stop Date**. Select the following options:
 - Enter the number of weeks between the running of each process. For example, enter **1** to run the process every week or enter **4** to run the process once every four weeks.
 - Select the days of the week you want the process to run. The following example displays the process running every week on **Monday**, **Wednesday**, and **Friday**.

Schedule Homeroom Data Process

Menu
Schedule Processing of Homeroom Data

Process Options

Organizations

Organization List

☐ Adams Elementary
☐ Bilingual Magnet School
☐ Central Enrollment
☐ Continuation High School
☒ Hope High School
☐ Jefferson Elementary
☐ Kennedy High School
☐ King High School
☐ STEM Magnet School
☐ Truman Middle School
☐ Washington Elementary

Operation Type

☒ Update Homeroom Data
☐ Clear Homeroom Data

Schedule Job

Schedule Task	Start Time	Start Date	Stop Date
Weekly	9:00 AM	03/02/2018	06/24/2018

Schedule Task Weekly

Every 1 Week(s) on:
☒ Monday
☐ Tuesday
☒ Wednesday
☐ Thursday
☒ Friday
☐ Saturday
☐ Sunday

Schedule Homeroom Data Process

- **Monthly**— Enter the **Start Time**, **Start Date**, and **Stop Date**. Select the following options:
 - Select when to run the process on a **Day of the month**, such as **1** for the 1st or **20** for the 20th. You can also select a specific weekday, such as the *First Monday* of the month. You can also select which months to run the process for. The following example displays the process running the **3rd** week of the month on **Wednesday** from **March** to **June**.

Schedule Homeroom Data Process

Menu ▾ Schedule Processing of Homeroom Data

Process Options

Organizations

Organization List ↔

☐ Adams Elementary ☐ Bilingual Magnet School ☐ Central Enrollment ☐ Continuation High School
☒ **Hope High School** ☐ Jefferson Elementary ☐ Kennedy High School ☐ King High School
☐ STEM Magnet School ☐ Truman Middle School ☐ Washington Elementary

Operation Type

☒ Update Homeroom Data ☐ Clear Homeroom Data

Schedule Job

Schedule Task Start Time Start Date Stop Date
Monthly 9:00 AM 03/02/2018 06/24/2018

Schedule Task Monthly

☐ Day of the month(s) ☐ January ☐ July
☒ **The** 3 of the month(s) ☐ February ☐ August
Wednesday of the month(s) ☒ **March** ☐ September
☒ **April** ☐ October
☒ **May** ☐ November
☒ **June** ☐ December

Schedule Homeroom Data Process



The drop-downs display 1-31, 1-5, and the days of the week.

5. Click **Schedule Processing of Homeroom Data**.

Setting Virtual Schools

You can schedule students into a virtual school through mass scheduling and scheduling processes. This enables you to link sections of the same course between the virtual school and the home school so both schools update when the student adds or drops the class.

Both schools must be set up for concurrency on the School Setup screen as follows:



- The home school must be set to either *Full Concurrent - Able to send and receive concurrent students* or *Exit Concurrent - Able to send concurrent students only* for the **Concurrent Enrollment Type**.
- The virtual school must be set to either *Full Concurrent - Able to send and receive concurrent students* or *Entry Concurrent - Able to receive concurrent students only* for the **Concurrent Enrollment Type**.

Both schools must be opted in to the district course on the School Course Opt-In screen.

1. Navigate to **Synergy SIS > Course > District Course**.
 - a. Locate the course to make virtual.
 - b. Select the virtual school where the course is taught in the **School Name**.
 - c. Click **Save**.

District Course

Course ID: CCEN46 Course Title: Corr Eng III

Course ID: CCEN46 Course Title: Corr Eng III Course Short Title: Corr Eng III

Course Info

Course Duration: S2: Semester 2 Department: CCEN College Prep: ☐ Credit: 0.500 Max Credit: 0.500 Post Secondary Credit Override: Course History Type: ☐

Academic Type: Regular

Dual Language Instruction Type: Language Of Instruction: ☐

Scheduling Options

Duplicate Request: ☐ Schedule Priority: Core (High) School Name: Kennedy High School Status: Active

Optimum Size: Maximum Size: Year Start: Year End: ☐

Parent/VUE Options

Grade Range Low: Grade Range High: Schedule Priority: ☐

District Course Screen

2. Navigate to **Synergy SIS > Schedule > Section**.

- a. Create a section for the course.



There must be a section at both the home school and the virtual school.

- b. Focus to the home school.



Both schools must be out of mass scheduling or not have used mass scheduling for the linking process to function properly.

- c. Select the virtual school's section in the **Primary Section** to link the home school's section to it.

Section Screen



Any students enrolled in this section must be concurrently enrolled in both schools.

All students enrolled in this section display in both sections at both schools.

Schedule Matrix

The **Schedule Matrix** tab shows how the selected section contributes to student FTE. It displays all the section information and the section schedule breakdown by **Term**, **Days in Term**, **Hours Scheduled**, and the **Average Minutes per Meeting** that are in your Bell Schedule for that period. It also displays the period, bell periods, minutes, days in calendar, and the total minutes the section meets per meeting day.

Section

Menu Save Undo Add Delete

Section ID: PP02-0502 Course Title: English Literature School Year: 2018-2019

[Current Students](#) [Student Enrollment History](#) [Additional Staff](#) [Staff History](#) [Schedule Matrix](#)

Section ID: PP02-0502 Course ID: PP02 Course Title: English Literature Staff Name: Room Name: Track:

Section Information

Term: S2 Days in Term: 168 Hours Scheduled: 140 Avg Minutes per Meeting: 50.00

Period Rotation: [Period Rotation Definition](#) Calendar: [School Calendar](#)

Section Schedule Breakdown

Line	Rotation Code Bell Code Combination	Schedule Period(s)	Bell Period(s)	Minutes	Days In Calendar	Total Minutes
1	Default Rotation - 1	5	5	50	168	8400

Section Screen, Schedule Matrix Tab

Chapter 8: Scheduling Tools

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Dropping Classes	248
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Prescheduling Students

Prescheduling reserves seats for students in specific sections. You preschedule students within the Schedule Student or Schedule Section screens inside an Option Set or in the Walk In Schedule screen.



The Mass Scheduling process does not reassign prescheduled students. You must update prescheduled students manually.

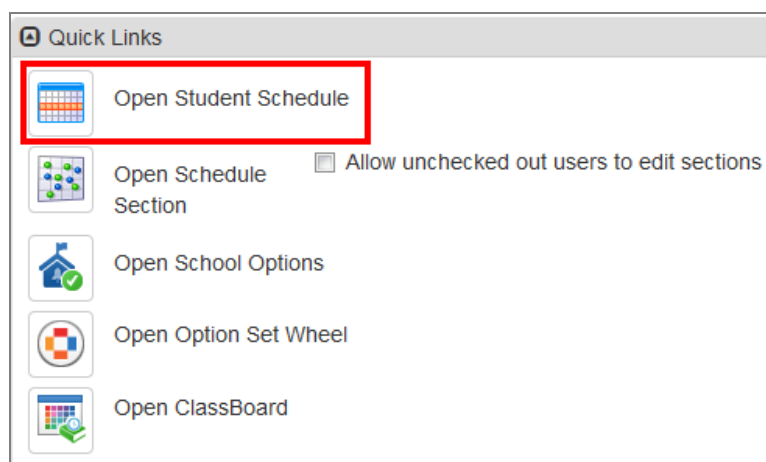
Schedule Student

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control									
Menu ▾									
School: Hope High School Year: 2016-2017									
Scheduling Option Sets									
Create/Copy Option Set									
Option Sets									
×	Line	Option Set Name		Type	Checked Out To	Current Stats			
						%	Total	Scheduled	Date/Tin
	1	2016-2017		Scheduler	User, Admin	1.37%	2764	38	04/05/2017
	2	ALG Blank		Scheduler	User, Admin				
	3	Backup Copy		Scheduler	User, Admin	99.23%	2742	2721	
	4	Copy of last year's schedule		Master Schedule Builder	User, Admin	%	2750		0 02/01/2017

Schedule Control Screen

4. Select **Open Student Schedule** under Quick Links.



Schedule Control Screen

5. Locate the student to preschedule.
6. Click **Chooser** in the Course Requests section to find and select courses.

- Click the **+** in the **Prescheduled Section** column next to a course. The Schedule Section screen opens.

Schedule Student

Run Name: 2016-2017

Menu

Student Name: **Abbott, Paulette** School: **Hope High School** Status: **Active** Homeroom: **402** Run Name: **2016-2017** Schedule Status: **Scheduled**

Requests Analysis Schedule

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade:

Quick Add

Class Size Limit Password

Course Requests

X	Line	Course ID	Course Title	Preferred Staff	Alternate Course		Pre-Requisite Not Required	Corequisite Not Required	Prescheduled Section
					ID	Title			
<input type="checkbox"/>	1	AG31	Animal Sci	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	AR42	Int Stain Glass	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	EN33	Prin Eng I	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	SC49	Science 10	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule Student Screen

- Select a section to add.
- Click **Select Section**.

Schedule Section

Menu

Course ID: **SC49** Course Title: **Science 10**

Section

Choose Section

Line	Section ID	Room Name	Staff Name	Periods			Restrictions					
				Begin	End	Term Code	House	Team	Gender Restriction	Grade Low	Grade High	Exclude
1	6009			1	6	S2				09	12	<input type="checkbox"/>

Schedule Section Screen

- Click **Save**.

Schedule Section

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control

Menu Save Undo

School: **Hope High School** Year: **2016-2017**

Scheduling Option Sets

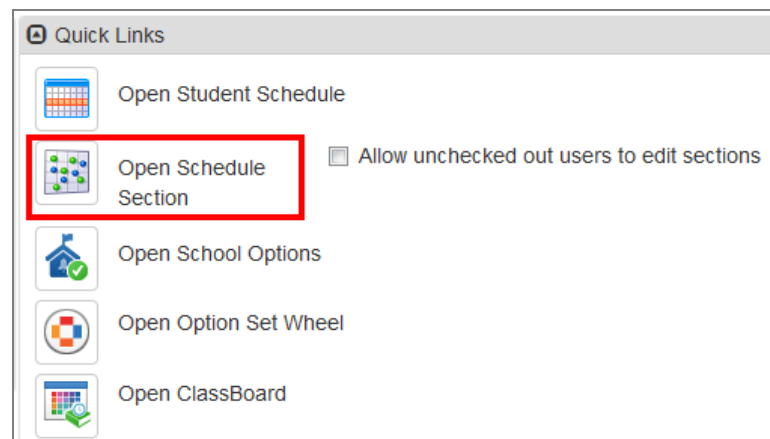
[Create/Copy Option Set](#)

Option Sets

Line	Option Set Name	Type	Checked Out To	Current Stats			Date/Tin
				%	Total	Scheduled	
1	2016-2017	Scheduler	User, Admin	1.37%	2764		38 04/05/2017
2	ALG Blank	Scheduler	User, Admin				
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721	
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017

Schedule Control Screen

4. Select **Open Schedule Section** under Quick Links.



Schedule Control Screen

5. Locate the section to preschedule.
6. Click **Chooser** in the Students section to find and select students.

7. Select **Pre-Schedule** in each row for the students to preschedule.

Schedule Section
Run Name: 2016-2017

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add ✖ Delete

Section ID: 6008 Course Title: Biology Run Name: 2016-2017

Current Students Meeting Days

Section ID: 6008 MSB Section ID: Course ID: SC492 Course Title: Biology Staff Name: Room Name: Track: ▾

Section Info Staff Contributions Student Seat Totals Teacher Aide Totals

Restrictions Staff Contributions

Students

✕	Line	Student Name	Perm ID	Gender	Grade	Teacher Aide	Term Override	Pre-Schedule
	1	Akin, Andrea E.	902875	Female	10			<input checked="" type="checkbox"/>
	2	Centner, Jason J.	904114	Male	10			<input checked="" type="checkbox"/>
	3	Chavira, Henry E.	966397	Male	10			<input checked="" type="checkbox"/>
	4	Diaz, Anthony L. JR	148500	Male	10			<input checked="" type="checkbox"/>

Schedule Section Screen

8. Click **Save**.

Walk In Schedule

1. Navigate to **Synergy SIS > Schedule > Walk In Schedule**.
2. Locate the student to preschedule.
3. Select the **Request** tab.
4. Click the **+** in the **Prescheduled Section** column next to a course. The Schedule Section screen opens.

Walk In Schedule

Menu ▾ 🖨️ 🔍 🖨️ ✓ Save ↶ Undo Print Schedule << Not Scheduled Not Scheduled >>

Student Name: Zor-El, Kara School: Hope High School Status: Active Room Name: SEM Schedule Status:

Quick Placement Request Analysis Schedule Graduation Requirements

Last Name: Zor-El First Name: Kara Middle Name: Perm ID: 874087 Suffix: Grade: 12 Gender: Female Schedule

Lock all courses Un-Lock all courses Delete Non-Scheduled Course Request(s)

Graduation Requirement Options

Course Request

✕	Line	Info	Locked	Course ID	Course Title	Preferred Term	Term Override	Preferred Staff	Alternate Course ID	Alternate Course Title	Pre-Req Not Required	Prescheduled Section	Comment
	1				Not Scheduled								
	2			AR56	Int Jewelry								
	3			NC501	Study Hall								
	4				Fall								
	5			SS57	Prin&prac Econ							0665 - Prin&prac Econ	
	6			EN46	Prin Eng III							0116 - Prin Eng III	
	7			NC401	Study Hall							0992 - Study Hall	
	8			MA42	Trigonometry							0354 - Trigonometry	

Walk In Schedule Screen, Request Tab

5. Select a section to add.
6. Click **Select Section**. The Schedule Section screen closes.

Schedule Section

Menu **Select Section** Close

Course ID: **SC492** Course Title: **Biology**

Section

Choose Section

Line	Section ID	Room Name	Staff Name	Term Code	Period		Meeting Days	House	Team
					Begin	End			
1	0005	120	Tofft, Robert	S2	5	5	T		
2	0007	120	Tofft, Robert	S2	6	6	M		
3	1032	124	Worsnop, William	S2	2	2	MT		

Schedule Section Screen

7. Click **Save**.

Analyzing Mass Scheduling Course Requests

Modify student course requests from within the option set through the Schedule Student screen.

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.

Schedule Control

Menu Save Undo

School: **Hope High School** Year: **2016-2017**

Scheduling Option Sets

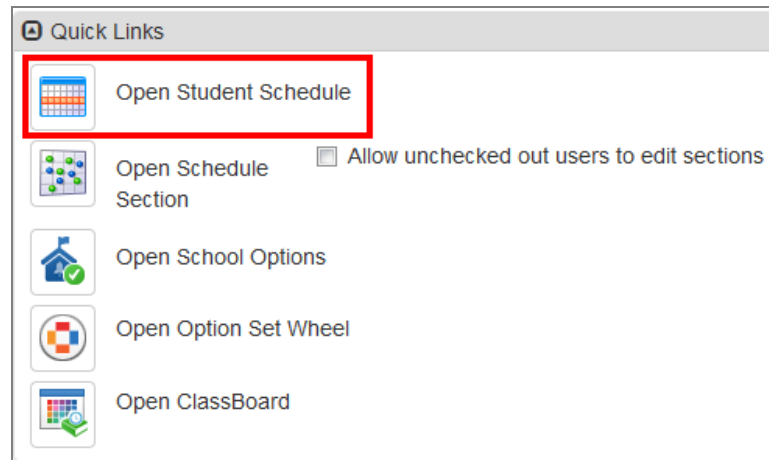
Create/Copy Option Set

Option Sets

Line	Option Set Name	Type	Checked Out To	Current Stats			
				%	Total	Scheduled	Date/Time
1	2016-2017	Scheduler	User, Admin	1.37%	2764	38	04/05/2017
2	ALG Blank	Scheduler	User, Admin				
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721	
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017

Schedule Control Screen

3. Select **Open Student Schedule** under Quick Links.



Schedule Option Set Screen

4. Locate the student to analyze. You can also click **Conflict** to scroll through only students that have conflicting schedules.
5. Click **Schedule** to manually schedule the student's course requests.

A screenshot of the 'Schedule Student' screen. The screen has a header bar with the title 'Schedule Student' and a 'Run Name' of '2016-2017'. Below the header, there is a toolbar with buttons for 'Menu', 'Save', 'Undo', '<< Conflict', and 'Conflict >>'. The '<< Conflict' and 'Conflict >>' buttons are highlighted with a red rectangular box. Below the toolbar, there is a section for student information: 'Student Name: Abbott, Billy C.', 'School: Hope High School', 'Status: Active', 'Homeroom: ', 'Run Name: 2016-2017', and 'Schedule Status: Rejected'. Below this, there are tabs for 'Requests', 'Analysis', and 'Schedule'. The 'Schedule' tab is selected. Below the tabs, there are input fields for 'Last Name' (Abbott), 'First Name' (Billy), 'Middle Name' (C), 'Suffix' (), 'Perm ID' (905483), and 'Grade' (12). To the right of the 'Grade' field, there is a 'Schedule' button highlighted with a red rectangular box.

Schedule Student Screen

6. Select the **Analysis** tab to view scheduling results. Each course displays in the Schedule Analysis section with results showing in the **Schedule Period** columns.

- **A** – Available section.
- **F** – Full section.
- **Number** – Period scheduled for the student.

Schedule Student

Run Name: **Mass Scheduling Trial Run #1**

Menu

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Homeroom: **401** Run Name: **Mass Scheduling...**

Schedule Status: **Rejected**

[Requests](#) [Analysis](#) [Schedule](#)

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade:

Filter **Quick Add** **Current Stats**

Term: Add By Group:

Total: 2742 Scheduled: 2720
Rejected: 22 % 99.2%

Schedule Analysis

Line	Course ID	Course Title	SectionID	Term	Period Beg	Period End	Days	Schedule Period										Rejection Reason
								0	1	2	3	4	5	6	7	8	9	
1	Not Scheduled																	
2	EN091C	9th Eng-Corr																No Section available
3	Fall																	
4	AR64	Int Drawing	0202	S1	2	2							2					
5	SS51	Am Govt	0469	S1	4	4							A	A	F	A	4	A
6	SC49	Science 10	0725	S1	5	5							F	A	A	A	F	5
7	AD86W	Academic Decath	0736	YR	6	6												6

Schedule Student Screen, Analysis Tab

7. Select the **Schedule** tab to view all scheduled and unscheduled course requests.

Schedule Student
Run Name: Mass Scheduling Trial Run #1

Menu < > Save Undo << Conflict Conflict >>

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Homeroom: **401** Run Name: **Mass Scheduling...**
Schedule Status: **Rejected**

Requests Analysis **Schedule**

Last Name: **Acevedo** First Name: **Andrew** Middle Name: Suffix: Perm ID: **886630** Grade: **11** **Schedule**

Filter
Term: **Filter**

Schedule

Line	Course ID	Course Title	Section ID	Term	Period Beg	Period End	Teacher Name	Rejection Reason
1	Not Scheduled							
2	EN091C	9th Eng-Corr						No Section available
3	Fall							
4	AR64	Int Drawing	0202	S1	2	2	Gunn, Gwen	
5	SS51	Am Govt	0469	S1	4	4	Jackson, Kathy	
6	SC49	Science 10	0725	S1	5	5	Tofft, Robert	
7	AD86W	Academic Decath	0736	YR	6	6	Canaday C., Curt	

Schedule Student Screen, Schedule Tab

8. Click **Save** after making adjustments.

Analyzing Individual Course Requests

The **Analysis** tab of the Walk In Schedule screen allows you to view student course requests and analyze student schedules.

1. Navigate to **Synergy SIS > Schedule > Walk In Schedule**.
2. Locate the student to analyze.
3. Click **Schedule** to manually schedule the student's course requests.

Walk In Schedule

Menu < > Save Undo Print Schedule << Not Scheduled Not Scheduled >>

Student Name: **Acevedo, Andrew** School: **Hope High School** Status: **Active** Room Name: **401**

Quick Placement Request Analysis **Schedule**

Last Name: **Acevedo** First Name: **Andrew** Middle Name: Suffix: Perm ID: **886630** Grade: **11** **Schedule**

Walk In Schedule Screen, Analysis Tab

- *A* – Available section.
- *F* – Full section.
- *Number* – Period scheduled for the student.

Walk In Schedule Screen, Analysis Tab

5. Select the **Schedule** tab to view all scheduled and unscheduled course requests.

Walk In Schedule Screen, Schedule Tab

6. Click **Save**.

Student Schedule and Request Analysis

The Student Schedule & Request Analysis screen allows you to find any unassigned students or students missing specific course requests. Create student and course filters to identify which students or groups lack the proper courses.

1. Navigate to **Synergy SIS > Schedule > Student Schedule & Request Analysis**.
2. Click **Add** to open the Student Schedule and Request (Add) screen.
3. Enter a **Filter Name**.
4. Select the **Filter Type**.

Student Schedule & Request Analysis (Add) Screen

5. Click **Save**.
6. Select any appropriate student filters.
 - a. Select **Only include students who have counselor** and choose the counselor from the drop-down.
 - b. Select the **Grades** to process.

Student Schedule & Request Analysis Screen

- c. Click **Chooser** on the grids corresponding to staff, student groups, or students to find and select options.

Or student is in a class taught by the following teachers Chooser ...

×	Line	Staff Name

Or student is a member of any of the following groups Chooser ...

×	Line	Description	Group Type

Or any students included below Chooser ...

×	Line	Student Name	Perm ID	Grade

Student Schedule & Request Analysis Screen

7. Click **Save**.
8. Select the **Step 2: Course Filter** tab.
9. Select any appropriate course filters.
 - a. Select the departments to analyze.
 - b. Click **Chooser** on the section to find and select specific courses.
 - c. Select **Exclude Selections** to instead only display results for students with requests or courses within the selected filters. If left blank, results for students missing requests or courses display.

Student Schedule & Request Analysis

Menu ◀ 🔍 ▶ 🖨 ✓ Save ↶ Undo ➕ Add ✕ Delete

Step 1: Student Filter Step 2: Course Filter Step 3: Results

Filter Name: Grade 10 Sci Filter Type: Students missing schedule courses

Condition: ☒ Exclude Selections

Courses associated with selections made below will be evaluated. If the "Exclude Selections" checkbox is selected only those students who have requests or classes in the selected courses will show in the results grid. If the "Exclude Selections" checkbox is not selected then students who are missing requests or classes will be included in the results grid.

Courses associated with the following departments

Department ↔ 🔗

<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Language	<input type="checkbox"/> Math	<input type="checkbox"/> Science	<input type="checkbox"/> Special Education
<input type="checkbox"/> Art	<input type="checkbox"/> Aerospace Science	<input type="checkbox"/> Agricultural Science	<input type="checkbox"/> Business Education	<input type="checkbox"/> Computer/Business
<input type="checkbox"/> English	<input type="checkbox"/> Family and Consumer Sciences	<input type="checkbox"/> Industrial Technology	<input type="checkbox"/> Military Science/Leadership Army	<input type="checkbox"/> Music/Performing Arts
<input type="checkbox"/> Physical Education	<input type="checkbox"/> Reading	<input type="checkbox"/> Social Studies	<input type="checkbox"/> Traffic Safety	<input type="checkbox"/> World Languages
<input type="checkbox"/> Elementary&School	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Special Education	<input type="checkbox"/> Transfer Credit	<input type="checkbox"/> East Valley Institute of Technology
<input type="checkbox"/> English Language Development	<input type="checkbox"/> American History			

Or any courses included below Chooser ...

×	Line	Course ID	Course Title
<input type="checkbox"/>	1	SC492	Biology
<input type="checkbox"/>	2	LAB01	Biology Lab



Student Schedule & Request Analysis Screen, Step 2 Course Filter Tab

10. Click **Save**.







11. Select the **Step 3: Results** tab.
12. Click **Search**. Results can take some time to display depending on the size of the analysis.

The screenshot shows the 'Student Schedule & Request Analysis' window. At the top, there are tabs for 'Step 1: Student Filter', 'Step 2: Course Filter', and 'Step 3: Results', with 'Step 3: Results' selected and highlighted with a red box. Below the tabs, there are input fields for 'Filter Name' (containing 'Grade 10 Sci') and 'Filter Type' (a dropdown menu showing 'Students missing schedule courses'). Below these fields is a 'Search' button, also highlighted with a red box. The window includes a menu bar with options like 'Menu', 'Save', 'Undo', 'Add', and 'Delete'.

Student Schedule & Request Analysis, Step 3 Results Tab

13. Click the  under the **Request** column to open the Schedule Request screen for the student. This allows you to schedule a course request for the specified course.
14. Click the  under the **Walkin Sched** column to open the Walk In Schedule screen for the student. This allows you to schedule a section for the specified course.

The screenshot shows the 'Query Detail' section with the following conditions: 'Results include students who meet the following conditions: Students in Grades: 10' and 'Who don't have scheduled classes in: At least one of the Selected Courses: Biology, Biology Lab'. Below this is the 'Results' section, which contains a table with 8 columns: Line, Student Name, Perm ID, Gender, Grade, Request, Walkin Sched, and Exception Reason. The 'Request' and 'Walkin Sched' columns are highlighted with a red box. The table lists three students: AAA, Cindy; Acevedo, Ashley; and Adair, Diane N. All three students have 'Missing: Biology, Biology Lab' as their exception reason.

Line	Student Name	Perm ID	Gender	Grade	Request	Walkin Sched	Exception Reason
1	AAA, Cindy	997031		10			Missing: Biology, Biology Lab
2	Acevedo, Ashley	901830	Female	10			Missing: Biology Lab
3	Adair, Diane N.	903912	Female	10			Missing: Biology Lab

Student Schedule & Request Analysis, Step 3 Results Tab

Dropping Classes

Drop a class from a student's schedule on the Student Classes or Student screen.



Dropping a class removes it from the student's schedule. Deleting a class removes it from the student's records, though the class can still appear on the Add/Drop report for the student. See [Tracking Deleted Classes](#) for more information.

Student Classes Screen

1. Navigate to **Synergy SIS > Schedule > Student Classes**.
2. Locate the student to modify.
3. Maximize the Drop Class, Filter, and Override Options section.
4. Select the section(s) to drop in the Current Class section.
5. Enter the **Leave Date**.

Student Classes

Menu ▾ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom:

Current Classes Class Enrollment History Schedule Based FTE

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Track
Abbott	Billy	C		905483	12	

Current Class

The last scheduled class for this student has ended:

Period: **7** Section: **0957** Course Title: **9th Eng-Corr** Staff Name: **Nunes, Kathy** Room Name: **230**

Drop Class, Filter and Override Options

Leave Date 📅 [Drop Selected Classes](#)

Max Class Size Override Password [Filter](#)

Display Term Meeting Day **M: Mon**

Student Classes Screen

6. Click **Drop Selected Classes**.

Dropped classes remain on the **Class Enrollment History** tab for record keeping purposes.

The screenshot shows the 'Student Classes' interface with the 'Class Enrollment History' tab selected. At the top, student information for Billy C. Abbott is displayed. Below this, a table lists the student's class history with columns for Line, Period, Term, Section ID, Course ID, Course Title, Teacher, Room, Enter Date, and Leave Date.

Line	Period	Term	Section ID	Course ID	Course Title	Teacher	Room	Enter Date	Leave Date
1	1	S1	0077	TA999	Teacher Aide	Jackson, Kathy	216	07/06/2016	09/19/2016
2	1	YR	10000000	TA999	Teacher Aide	Tofft, Robert	120	09/20/2016	11/25/2016
3	2	S1	0206	AR54	Beg Jewelry	Sullivan, Joe	403	10/25/2016	11/25/2016
4	3	S1	0304	AR32	Beg Photo	Schubert, Thorne	404	07/05/2016	11/25/2016
5	7	YR	0060	EN57C	Cc-Am. Lit	Nunes, Kathy	230	07/05/2016	09/20/2016

Student Classes Screen, Class Enrollment History Tab

Student Screen

1. Navigate to **Synergy SIS > Student > Student**.
2. Locate the student to modify.
3. Select the **Classes** tab.
4. Enter the **Leave Date** next to the class to drop in the Class Schedule section.

The screenshot shows the 'Student' interface with the 'Classes' tab selected. It displays student information and a 'Current Class' section with an attendance code. Below is a 'Class Schedule' table with columns for Line, Periods, Term Code, Section ID, Course ID, Course Title, Room, Grades, Enter Date, Leave Date, and College Credit.

Line	Periods	Term Code	Section ID	Course ID	Course Title	Room	Grades	Enter Date	Leave Date	College Credit
1	0	S1	0077	SS51	Am Govt	216	09 12	07/04/2017	11/24/2017	
2	0	S1	0840	SC49	Science 10	121	09 12	11/24/2017	11/24/2017	
3	0	S2	1077	SS51	Am Govt	216	09 12	11/30/2017	01/09/2018	
4	1	S1	0106	AR54	Beg Jewelry	403	10 12	07/04/2017	12/22/2017	
5	1	S2	1116	EN46	Prin Eng III	231	12 12	11/30/2017		

Student Screen, Classes Tab

5. Click **Save**.

Tracking Deleted Classes

Schools can track classes deleted from student schedules and compare the data to the Add/Drop Report. Enable this function on the School Scheduling Options screen.

1. Navigate to **Synergy SIS > Mass Scheduling > Setup > School Scheduling Options**.
2. Select **Track Class Deletions for Add/Drop Report**.

School Scheduling Options

Menu ▾ | Save | Undo

School Name: **Hope High School** School Year: **2017-2018**

Section Options | **Course Request and Walk-In Options** | House/Team/Exclusion

Options

Class Size Limit: Add Student, no Message | Section ID Width: 4

Class Size Limit Password: | Auto Sequence: Counter

☒ **Track Class Deletions for Add/Drop Report** | ☒ **Enable Section ID Validation Warnings**

☐ Do Not Fill Section ID Gaps

Creation of "Grade" records can be limited to just the Homeroom Section by checking the following checkbox:

☐ Only Create Grade Records For Homeroom Section.

☒ **Enable View of Student's Team**

☒ **Enable View of Student's House**

☒ **Enable View of Student's Counselor**

Include In Grading Option

When the include grade option or minimum class enrollment days are blank, the district default will be used (Grade Option 'Always'). If Always or blank is selected then the Minimum Class Enrollment Days field is disregarded. If evaluate is selected, then the student must have been enrolled in the course for at least the number of days indicated in the Minimum Class Enrollment Days textbox below to have a grade in the course.

Include Grade Option: Evaluate active classes against Minimum Days Enrolled Threshold

Minimum Class Enrollment Days: 10

School Scheduling Options Screen

3. Click **Save**.

Student Classes Deleted

The Student Classes Deleted screen under the Schedule module displays deleted class information.



You must enter a **Leave Date** for the class prior to deleting it from a student's schedule in order for it to display on this screen.

Student Classes Deleted

Menu ▾ | Save | Undo

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom:

Deleted Classes

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix: | Perm ID: **905483** Grade: **12**

This view is used to view/edit student class data that has been deleted, but still retained in the system in order to track against the class Add/Drop report. In order for deletions to be tracked here, the school option 'Track Class Deletions for Add/Drop Report' (School Scheduling Options view) must be enabled.

Deleted Classes

X	Line	Period		Delete Date	Leave Date	Term Code	Section ID	Course ID	Course Title	Teacher	Room
		Begin	End								
	1	2	2	10/25/2016		S1	0206	AR54	Beg Jewelry	Sullivan, Joe	403
	2	6	6	04/25/2017		S1	0602	AR63	Beg Drawing	Gunn, Gwen	401
	3	2	2	10/25/2016		S1	0206	AR54	Beg Jewelry	Sullivan, Joe	403

Student Classes Deleted Screen

Chapter 9: ClassBoard

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Modifying Schedules in ClassBoard	263

ClassBoard Overview

ClassBoard graphically displays schedule information and allows you to easily modify class settings. After creating option sets, you can run them within ClassBoard to simulate schedule updates. However, you cannot individually modify student schedules from this application.

Course	0	1	2	3	4
Aerospace Science	(1 of 5)	(0 of 25)	(0 of 0)	(0 of 5)	(0 of 7)
Afjrotrc I		Mhs Rotc 0 of 25			
Afjrotrc I					
Afjrotrc II					Wwhs Rotc 0 of 5
Afjrotrc II					Mhs Rotc 0 of 2
Afjrotrc III					
Afjrotrc IV				Wwhs Rotc 0 of 5	
Afjrotrc IV					
Colorgdr/drill	Mhs Rotc 1 of 5				
Colorgdr/drill					
Agricultural Science	(0 of 0)	(30 of 48)	(2 of 32)	(0 of 0)	(0 of 0)
Animal Sci		Mendoza...29 of 38			
Expl Agric		Sargent 1 of 10			
Landscape D&m I			Mendoza... 2 of 32		
American History	(0 of 0)	(38 of 84)	(35 of 106)	(45 of 112)	(20 of 58)

ClassBoard Screen

ClassBoard Setup

ClassBoard utilizes the Microsoft® Silverlight® viewer. You must have Silverlight installed on your system before running ClassBoard.

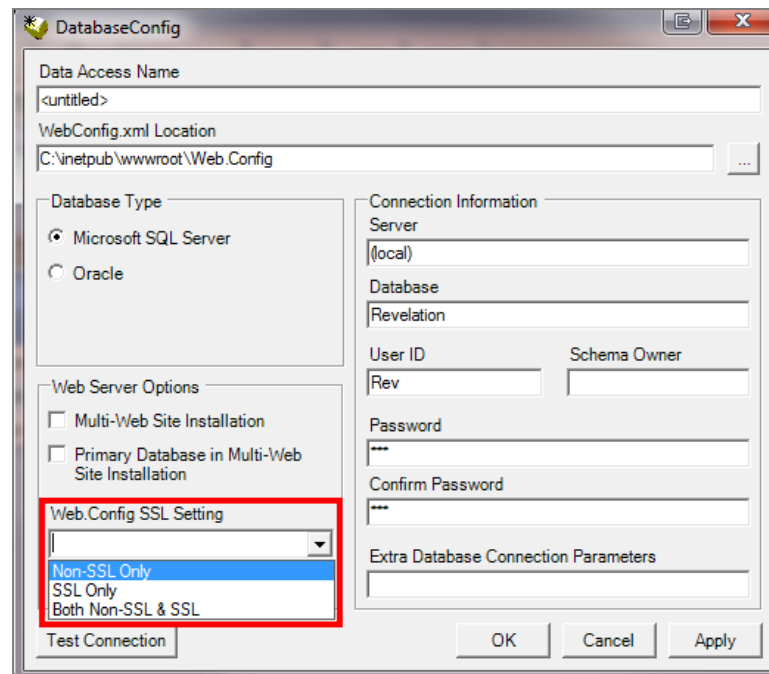


See <http://www.microsoft.com/getsilverlight/get-started/install/default.aspx> to install Silverlight.

Additionally, administrators must define the SSL setting for each site using ClassBoard with the DBTools utility. Edupoint includes this tool in the Synergy SIS installation.

1. Launch DBTools.
2. Navigate to **Databases > Add New Web.Config/Database Access**.

3. Enter new web.config settings for all websites running ClassBoard.



The screenshot shows the 'DatabaseConfig' window. The 'Web.Config SSL Setting' dropdown is highlighted with a red box. The dropdown menu is open, showing three options: 'Non-SSL Only', 'SSL Only', and 'Both Non-SSL & SSL'. The 'SSL Only' option is selected. Other fields in the window include 'Data Access Name' (set to '<untitled>'), 'WebConfig.xml Location' (set to 'C:\inetpub\wwwroot\Web.Config'), 'Database Type' (set to 'Microsoft SQL Server'), 'Connection Information' (Server: '(local)', Database: 'Revelation', User ID: 'Rev', Schema Owner: ''), 'Web Server Options' (Multi-Web Site Installation and Primary Database in Multi-Web Site Installation are unchecked), and 'Extra Database Connection Parameters' (empty). Buttons for 'Test Connection', 'OK', 'Cancel', and 'Apply' are at the bottom.

DBTools DatabaseConfig Screen

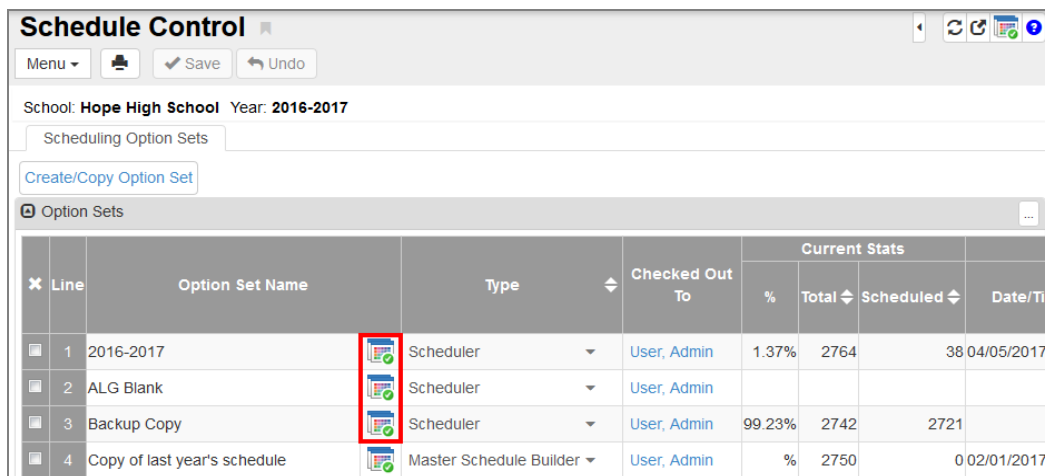
4. Select one of the following under **Web.Config SSL Setting**: *SSL Only*, *Both Non-SSL and SSL*, or *Non-SSL Only*.
5. Click **OK**.



See the *Synergy SIS – System Administrator Guide* for more information about using DBTools.

Launching ClassBoard

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Open the option set.



The screenshot shows the 'Schedule Control' screen. At the top, there's a 'Menu' dropdown, 'Save' and 'Undo' buttons, and a status bar showing 'School: Hope High School Year: 2016-2017'. Below this is a 'Scheduling Option Sets' section with a 'Create/Copy Option Set' button. The main area is a table titled 'Option Sets'.

Line	Option Set Name	Type	Checked Out To	Current Stats			Date/Tin
				%	Total	Scheduled	
1	2016-2017	Scheduler	User, Admin	1.37%	2764	38	04/05/2017
2	ALG Blank	Scheduler	User, Admin				
3	Backup Copy	Scheduler	User, Admin	99.23%	2742	2721	
4	Copy of last year's schedule	Master Schedule Builder	User, Admin	%	2750		0 02/01/2017

Schedule Control Screen

3. Check out the option set.



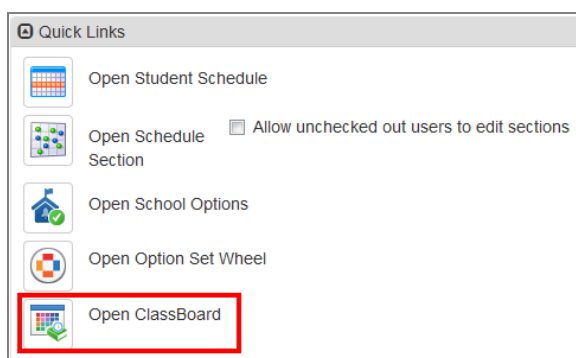
ClassBoard displays in read-only mode if another user has the option set checked out.

4. Select **Open ClassBoard** under Quick Links.



ClassBoard copies the entire schedule from the Option Set to the local hard drive of the user's computer. Changes made to the Option Set do not display in Synergy until you save changes in ClassBoard.

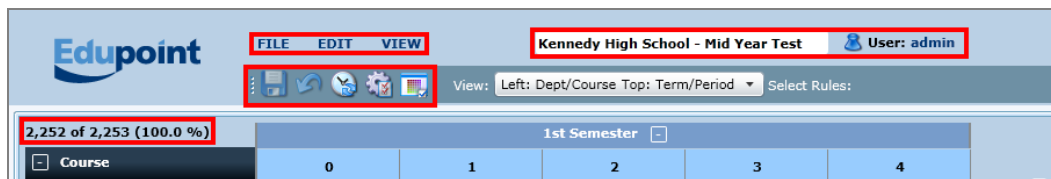
Do not open additional screens within the option set while running ClassBoard, such as Student Schedule or Schedule Section. ClassBoard overrides any changes made to the Option Set on other screens after you save.



Schedule Option Set Screen

ClassBoard Display Options

The School Name and Option Set Name display at the top of the page with the name of the User editing the option set. The icons under the menu row correspond to **Save**, **Undo**, **Reschedule**, **Preferences**, and **Schedule Options**. The top-left corner of the section displays the number of students scheduled divided by the number of course requests and the percentage of students scheduled.



ClassBoard Screen

On the header row for each department, the total number of spaces in a class displays along with the total number of students scheduled. For example, the following image shows one seat occupied out of 118 seats available during *Period 3* in the *American History* department.



Edupoint recommends that schools assign all courses and staff to their respective departments before using ClassBoard, as this is the method used to sort data.

<input type="checkbox"/> American History	(0 of 0)	(0 of 76)	(0 of 100)	(1 of 118)	(0 of 63)
Am Govt			Myers 0 of 10		
Am Govt					
Am History I		Myers 0 of 5		Myers 0 of 5	
American Govt				Romero 1 of 10	
American His II					
Basic Math					
Consumer Math		Sargent 0 of 17			Sargent 0 of 10
Consumer Math					
Driver Train			Atwood S. 0 of 10		

ClassBoard Screen

Viewing Options

You can display ClassBoard sections in a number of different ways. ClassBoard sorts courses by departments on the left side of the grid and term and period at the top of the grid. To select a different view, select the option in the **View** section at the top of the screen.

The screenshot shows the ClassBoard interface with the 'View' dropdown menu open. The menu options are:

- Left: Dept/Course Top: Term/Period (highlighted)
- Left: Dept/Teacher Top: Term/Period
- Left: Dept/Teacher Top: Periods/Meeting Days
- Left: Dept/Teacher Top: Meeting Days/Periods
- Left: Teacher Top: Term/Period
- Left: Teacher Top: Dept/Course
- Left: Dept/Course Top: Term/Period
- Left: Dept/Course Top: Teacher
- Left: Dept/Course Top: Periods/Meeting Days
- Left: Dept/Course Top: Meeting Days/Periods
- Left: Term/Period Top: Dept/Course
- Left: Room Top: Dept/Course
- Left: Room Top: Term/Period

The main grid shows the following data:

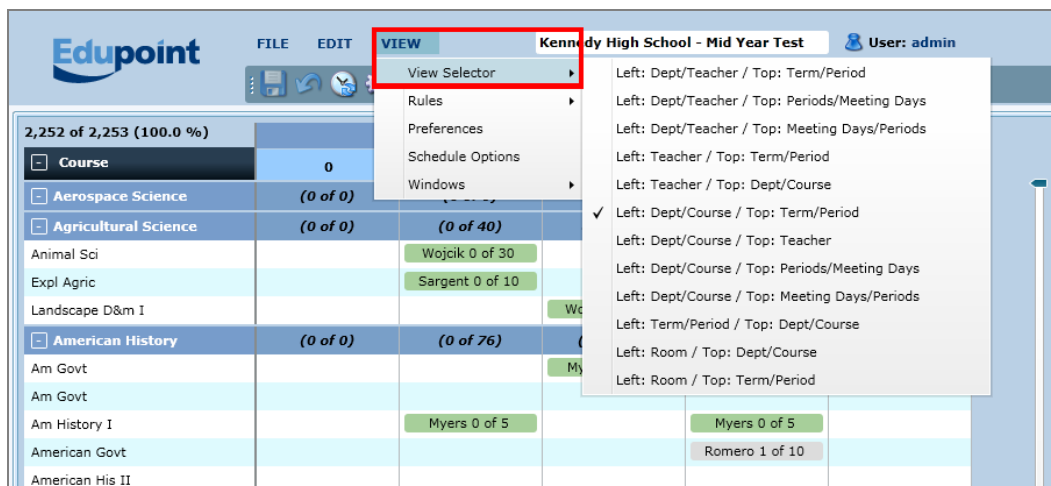
Course	0	1	4
<input type="checkbox"/> Aerospace Science	(0 of 0)	(0 of 0)	
<input type="checkbox"/> Agricultural Science	(0 of 0)	(0 of 40)	
Animal Sci		Wojcik 0 of 10	
Expl Agric		Sargent 0 of 10	
Landscape D&M I			
<input type="checkbox"/> American History	(0 of 0)	(0 of 76)	(0 of 63)
Am Govt			
Am Govt			
Am History I		Myers 0 of 5	Myers 0 of 5
American Govt			Romero 1 of 10
American His II			
Basic Math			
Consumer Math		Sargent 0 of 17	Sargent 0 of 10

ClassBoard Screen

You can also change the view by selecting *View Selector* in the **View** menu.

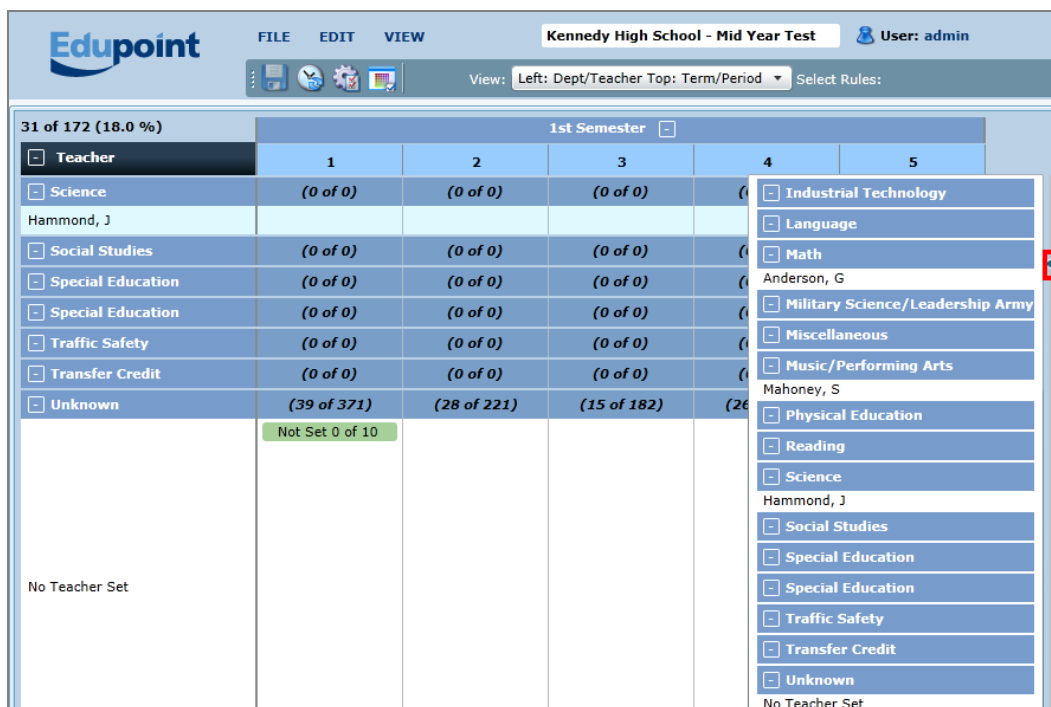


When sorting sections by either Teacher or Room, the top row displays all sections with no teacher or room assigned.



ClassBoard Screen, View Menu

Click the scroll bars to move the section. A pop-up displays a smaller version of the section for a visual focus. The view shifts to the highlighted row when you release the mouse button.



ClassBoard Screen

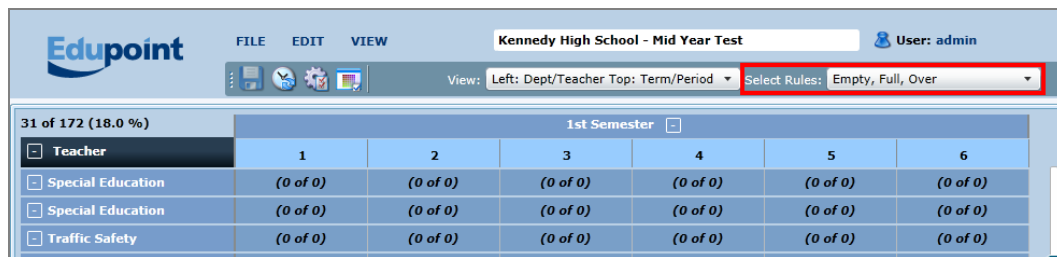
Maximize or minimize rows and columns by clicking the + or – icons.

Section Display

Each section displays as a colored bar in the grid. The bar displays the last name of the teacher and the number of scheduled students to the number of maximum seats. The Rules define the color coding for each section.

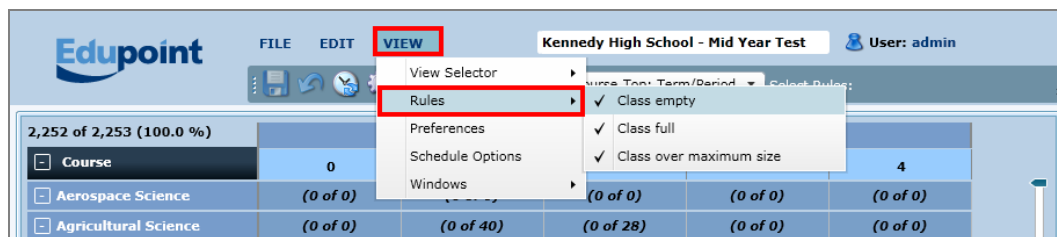
Myers 14 of 10	Over max seat count
Myers 5 of 5	Full
Romero 1 of 10	Available seats
Myers 0 of 5	Empty

Toggle rules on or off using the **Select Rules** section at the top.



ClassBoard Screen

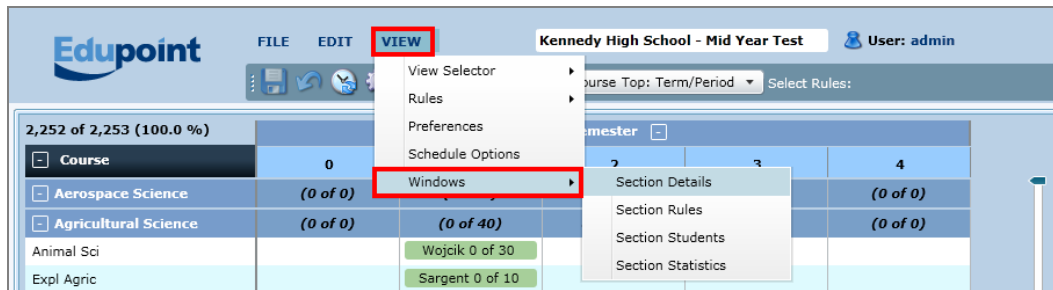
You can also change the rules by selecting **Rules** under the **View** menu.



ClassBoard Screen, View Menu

Windows and Docking Panes

You have the option of displaying four docking panes on the ClassBoard screens to view additional section information. To enable or disable these windows, select *Windows* under the **View** menu and select the windows to modify.



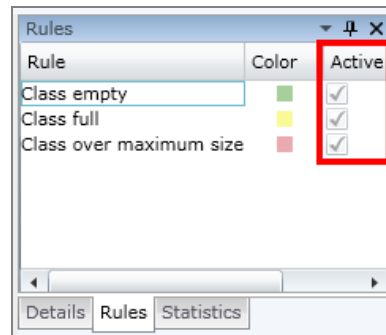
ClassBoard Screen, View Menu

- **Section Details** – Displays details of the selected section.
 - Click **Go To** to bring the section into view on the main grid.
 - Click **Edit** to edit section information.

Details	
Allen 25 of 40	
Details	
Department	American History
Teacher	Allen, M
Course	0023
Room	120
Section ID	000000000000023
Section Info	
Start period	1
End period	1
Term Code	S1
Exclude Attendance	Include In Attendance
Exclude Grading	Include In Grading
Instructional Minutes	
Using Elementary Mi	<input type="checkbox"/>
Student Seat Totals	
Max	40
Total	25
Male	12
Female	13
Open Seats	15
Teacher Aide Totals	
Max	
Total	0
Open Seats	0
Restrictions	
Grade Range Low	09
Grade Range High	12
Gender Restriction	
Credit	60.000
House	House A
Team	
Term Exclusion	
No Term Override	<input type="checkbox"/>
Exclude From Mass S	<input type="checkbox"/>
Go To Edit	

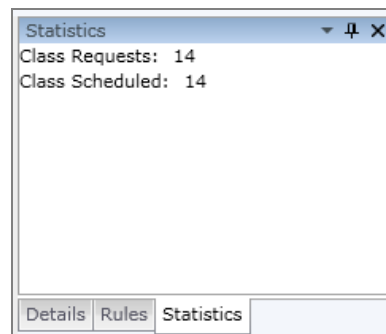
ClassBoard Screen, Section Details

- **Section Rules** – Displays the color rules for the sections and allows you to turn rules on or off.



ClassBoard Screen, Section Rules

- **Section Statistics** – Displays the total number of requests for the selected section with the total number of students scheduled.



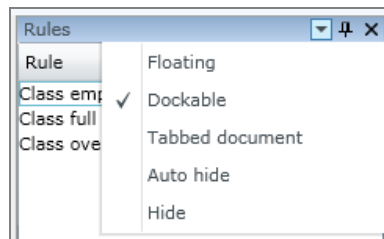
ClassBoard Screen, Section Statistics

- **Section Students** – Displays all students scheduled into the section.
- You can mark students **Teacher Aide** or **Pre Schedule**.

Students				
Name	Grade	Gender	Teacher Aide	Pre Schedule
Abbott, Billy	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Abernethy, Anne	11	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Acevedo, Andrew	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Acevedo, Ashley	11	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Acosta, John	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Acosta, Billy	10	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Acunia, Kenneth	11	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adair, Alan	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adair, Diane	11	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adair, Timothy	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adams, Albert	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aguilar, Michelle	10	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aguilar, Stephen	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ClassBoard Screen, Section Students

- Change the window display options by clicking the ▼ icon in the top-right corner of the window.
 - **Floating** – Displays as a small box over the main screen that you can move and resize.
 - **Dockable** – Displays on the right side of the screen and allows you to move and organize windows as needed.
 - **Tabbed Document** – Displays as tabs in the main section grid.
 - **Auto hide** – Displays as a small box on the right side of the screen and displays on mouseover. The Pin icon changes a window from Dockable to Auto-Hide.
 - **Hide** – Closes the window completely.



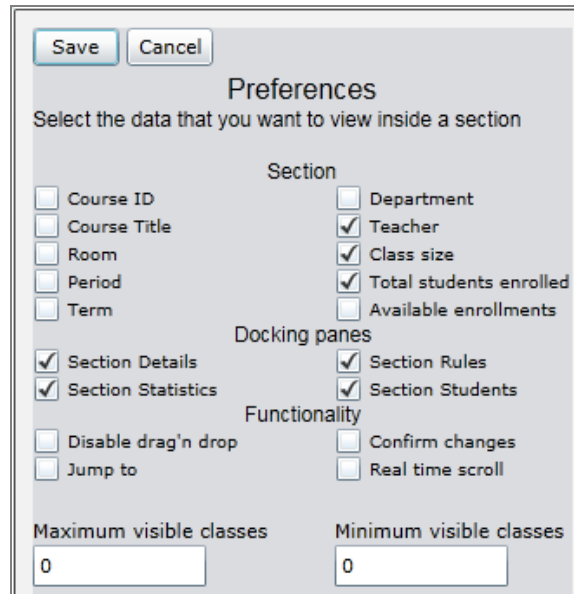
ClassBoard Screen, Window Options

ClassBoard Preferences

Select *Preferences* under the **View** menu to change display options for the section grid and other ClassBoard functionality.

- **Section** – Changes various display options for the sections in the grid.
- **Docking Panes** – Allows you to enable or disable different windows.
- **Functionality** – Allows the following:
 - **Disable drag'n drop** – Prevents you from dragging sections to new locations on the display grid.
 - **Jump to** – Clicking the scroll bar jumps the view to that location instead of scrolling in that direction.
 - **Confirm Changes** – Asks you to confirm all changes made to sections.
 - **Real time scroll** – Dragging the scrollbars moves the grid instead of only the visual preview.

- Set the **Maximum/Minimum visible classes**. 0 indicates no maximum or minimum.



The 'Preferences' dialog box has a title bar with 'Save' and 'Cancel' buttons. Below the title bar is the heading 'Preferences' and the instruction 'Select the data that you want to view inside a section'. The dialog is organized into several sections:

- Section:** A group of checkboxes for data to display: Course ID, Course Title, Room, Period, Term, Department, Teacher, Class size, Total students enrolled, and Available enrollments. 'Teacher', 'Class size', and 'Total students enrolled' are checked.
- Docking panes:** Checkboxes for 'Section Details' and 'Section Statistics' (both checked), and 'Section Rules' and 'Section Students' (both checked).
- Functionality:** Checkboxes for 'Disable drag'n drop' and 'Jump to' (both unchecked), and 'Confirm changes' and 'Real time scroll' (both unchecked).
- Maximum visible classes:** A text input field containing '0'.
- Minimum visible classes:** A text input field containing '0'.

ClassBoard Preferences

- Section Rules and Colors – Allows you to modify how sections are color-coded:
 - Select the **Color code sections by** option: *Enrollment*, *House*, or *Team*.
 - Select a rule and then select a color to modify the existing colors.



The 'Section Rules and Colors' dialog box has a title bar. Below the title bar is the heading 'Section Rules and Colors' and the instruction 'Color code sections by'. A dropdown menu is set to 'Enrollment'. Below this is a section titled 'Rules and colors' containing a table:

Rule	Color
Class empty	Green
Class full	Yellow
Class over maximum size	Pink

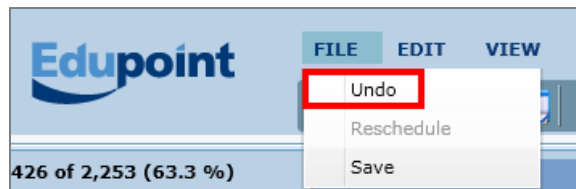
Below the table is a 'Select color' section with a grid of color swatches. At the bottom of this section is a 'Standard colors' row with a set of color swatches. To the right of the color swatches is a button labeled 'Remove color from rule'.

ClassBoard Preferences

Modifying Schedules in ClassBoard

To easily make changes to the schedule, drag and drop sections on the grid to a new period or term. Moved or edited sections display with a blue outline on the grid.

To reverse changes made in ClassBoard, select *Undo* under the **File** menu or click the **Undo** icon.



ClassBoard Screen, File Menu

	Myers 14 of 10		
Myers 4 of 5		Myers 1 of 5	
		Romero 1 of 10	1 of 10

ClassBoard, Moving Sections

Adding Sections

1. Locate the course in the section.
2. Right-click on an empty space in the period column to add a section for.
3. Select **Add Class**.
4. Enter the **Section ID**. You must manually assign Section IDs to new classes within ClassBoard.
5. Enter any additional section information.

ClassBoard, Add Section

6. Click **Save**.

Managing Sections

Right-clicking on an existing section allows you to *Add Class*, *Delete Class*, *View Section Details*, or *Open Class Builder*. You can also add or delete classes through the **Edit** menu. ClassBoard displays the same section details as the Schedule Section screen.

1. Double-click on a section to view details or use the Section Details window.
2. Click **Edit** to make changes to section data.

ClassBoard, Section Details

3. Select the **Meeting Days** tab to view rotation days if your school enabled meeting days.
4. Select the **Begin** and **End** Period for the section on each meeting day.

ClassBoard, Section Details, Meeting Days Tab

5. Select the **Students** tab to view all students scheduled.
6. Click **Drop** next to a student to remove them from the class.

The screenshot shows the 'Students' tab in the ClassBoard interface. At the top are 'Save' and 'Cancel' buttons. Below them are three tabs: 'Section details', 'Meeting days', and 'Students' (which is highlighted with a red box). The main area contains a table with columns: Name, Grade, Gender, Teacher Aide, and Pre Schedule. Each row has a 'Drop' button to the left of the student's name.

	Name	Grade	Gender	Teacher Aide	Pre Schedule
Drop	Aguado, Bobby	11	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drop	Aguilar, Michelle	10	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drop	Aguilar, Carolyn	11	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drop	Aguilar, Stephen	12	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drop	Aguirre, Mary	12	Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ClassBoard, Section Details, Students Tab

7. Click **Save**.

Class Builder

Class Builder allows you to modify student course requests and manually assign students to sections.

The screenshot shows the Class Builder interface with three main panels. The left panel, 'Enrolled Students', lists students with columns for Grade, Gender, Name, and a 'Reqs' column. The middle panel, 'Course Request', shows a list of students with columns for Grade, Gender, Name, and a 'Schd' column. The right panel, 'Section Roster', shows a list of students with columns for Grade, Gender, Name, and a 'Schd' column. The 'Reqs' column in the 'Enrolled Students' panel is highlighted with a red box.

ClassBoard, Class Builder Layout

1. Right-click on a section and select **Class Builder**.
 - The left window displays all Enrolled Students at the school.
 - The **Reqs** column indicates the number of course requests for that student.

The screenshot shows the 'Enrolled Students' panel in the Class Builder interface. It displays a table with columns: Grd, Gen, Name, EL, SP, GT, and Reqs. The 'Reqs' column is highlighted with a red box.

Grd	Gen	Name	EL	SP	GT	Reqs
12	M	Abbott, Billy				10
11	F	Abernethy, Anne				1
12	M	Acevedo, Andrew				9
11	F	Acevedo, Ashley				1
10	M	Acosta, Billy				1
12	M	Acosta, John				9

Class Builder, Enrolled Students

- The middle window displays all Course Requests for the selected department and course.
 - The **Sched** column indicates if a student is scheduled for the specified course.
 - Change the course through the menu at the top.

Course Request

Department

Math

Course

Trigonometry

Total Requests: 867

Total Available Seats: 420


Grd	Gen	Name	EL	SP	GT	Sched
12	M	Abbott, Billy				Y
12	M	Acevedo, Andrew				Y
12	M	Acosta, John				Y
12	M	Adair, Alan				Y
12	M	Adair, Timothy				Y
12	M	Adams, Albert				Y
12	M	Adams, Martin				
12	M	Adams, Larry				

Class Builder, Course Request

- The right window displays students assigned to the section.
 - The **PreSched** column indicates if a student is prescheduled for the section.
 - Change the section using the drop-down menu at the top.

Section Roster									
Section		0443:S1 / MA42							
Grd	Gen	Name	EL	SP	GT	PreSched			
12	F	Aguirre, Mary							
12	F	Baum, Jane							
12	F	Brimhall, Susan							
12	F	Carnevale, Rebecca							
12	M	Everett, Joe							
12	M	Figuroa, Shawn							

Class Builder, Section Roster

- Click the  next to any column to select filtering options.

3. Use the arrows to add and remove students from the Enrolled Students window to the Course Request window.

Grd	Gen	Name	EL	SP	GT	Reqs
12	M	Abbott, Billy				10
11	F	Abernethy, Anne				1
12	M	Acevedo, Andrew				9
11	F	Acevedo, Ashley				1
10	M	Acosta, Billy				1
12	M	Acosta, John				9
11	M	Acuña, Kenneth				1
11	F	Adair, Diane				1
12	M	Adair, Alan				9
12	M	Adair, Timothy				9
12	M	Adams, Albert				9
12	M	Adams, Martin				8

Grd	Gen	Name	EL	SP	GT	Sched
12	M	Abbott, Billy				Y
12	M	Acevedo, Andrew				Y
12	M	Acosta, John				Y
12	M	Adair, Alan				Y
12	M	Adair, Timothy				Y
12	M	Adams, Albert				Y
12	M	Adams, Martin				
12	M	Adams, Larry				
12	M	Aguilar, Stephen				Y
12	F	Aguirre, Mary				Y
12	M	Ahlstrom, Jack				

Enrolled Students To/from Course Request

4. Use the arrows to add and remove students from the Course Request window to the Section Roster window.



Closing the Class Builder window automatically saves changes.

Grd	Gen	Name	EL	SP	GT	Sched
12	M	Abbott, Billy				Y
12	M	Acevedo, Andrew				Y
12	M	Acosta, John				Y
12	M	Adair, Alan				Y
12	M	Adair, Timothy				Y
12	M	Adams, Albert				Y
12	M	Adams, Martin				
12	M	Adams, Larry				
12	M	Aguilar, Stephen				Y
12	F	Aguirre, Mary				Y

Grd	Gen	Name	EL	SP	GT	PreSched
12	F	Aguirre, Mary				
12	F	Baum, Jane				
12	F	Brimhall, Susan				
12	F	Carnevale, Rebecca				
12	M	Everett, Joe				
12	M	Figuerroa, Shawn				
12	F	Fullagar, Jane				
12	M	Greene, Michael				
12	F	Hardison, Pamela				
12	F	Hatch, Deborah				
12	M	Hise, Eugene				

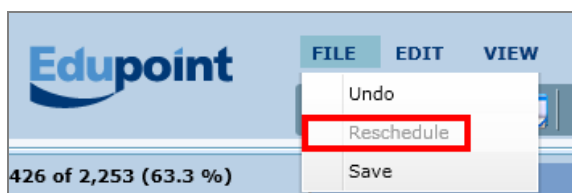
Course Request To/from Section Roster

Finalizing the Schedule

1. Select *Schedule Options* under the **View** menu to verify settings. This is the same information as on the Schedule Option Set screen in Synergy SIS.

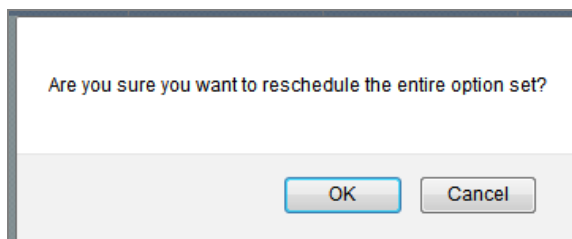
ClassBoard, Schedule Options

2. Select *Reschedule* under the **File** menu or click the **Reschedule** icon.



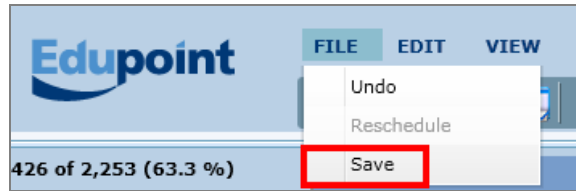
ClassBoard Screen, File Menu

3. Click **OK** to confirm the reschedule process.



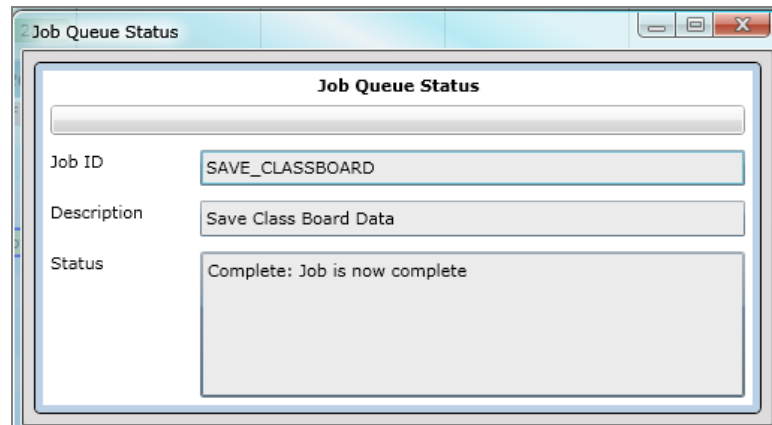
Reschedule Confirmation Window

4. Select **Save** under the **File** menu or click the **Save** icon to finalize all changes made within ClassBoard.



ClassBoard Screen, File Menu

5. Close the Job Queue Status window once complete.



ClassBoard Job Queue Status

Chapter 10: Finalizing the Schedule

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Handling Walk In Requests	275

Finalizing Schedules

Once you determine the best schedule using Mass Scheduling, run the chosen Option Set for the final time to copy sections and student schedules to the Schedule module. This is the final step in master schedule creation for the new school year.

Creating the Final Option Set

Before finalizing the schedule, make a copy of the option set with a name indicating it is the final set used to create this year's schedule.

1. Navigate to **Synergy SIS > Mass Scheduling > Schedule Control**.
2. Click **Create/Copy Option Set**.
3. Enter the **Name** and **Description** that indicates it is the master schedule.
4. Select *Copy existing Option Set* for the **Copy Option**.
5. Select the **Year**.
6. Select the **Scheduling Option Set** that contains the optimal schedule.
7. Select **Include Sections without Teachers and/or Rooms** and **Copy Student Results**.

Add New Option Set

Option Set Basic Info

Name: .2017 Master Schedule Schedule Type: Scheduler

Description: Final schedule for 2016-2017

Create Options

Copy Option: Copy existing Option Set Year: 2016-2017 Scheduling Option Set: 2016-2017

☒ Include Sections without Teachers and/or Rooms

☒ Copy Student Results

Add New Option Set Screen

8. Click **Add**.

Creating the Master Schedule



The Update Schedule process deletes all existing sections and student schedules prior to creating the master schedule, then assigns students to new sections.

1. Navigate to **Synergy SIS > Mass Scheduling > Update Schedule**.
2. Select the Option Set to use for the master schedule from the list.

Update Schedule Screen

3. Click **Initiate Update Schedule Process**.

After the Update Schedule process completes, all other changes to a student's schedule should use the Walk In Schedule screen in the Schedule module.



Edupoint recommends you modify security to remove the Mass Scheduling module from the PAD Tree for most users to prevent anyone from making changes to the Mass Scheduling views after finalizing the schedule.

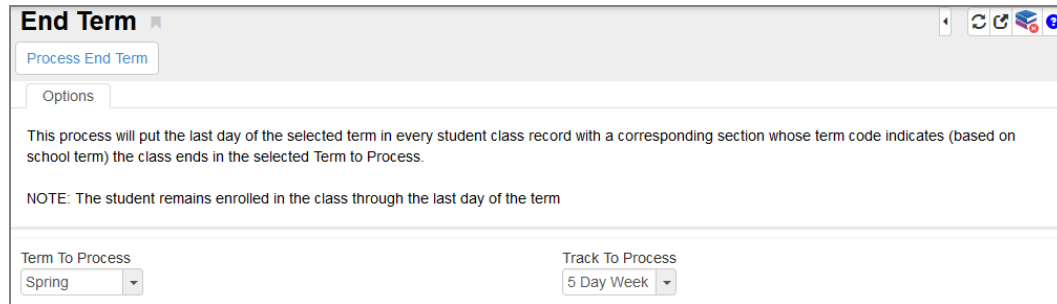


See the *Synergy SIS – Security Administrator Guide* for more information on modifying PAD security.

Ending Terms

Schools must enter a leave date for each class in a student's schedule to indicate the end of enrollment. Enter a leave date for all scheduled classes through the End Term screen.

1. Navigate to **Synergy SIS > Schedule > End Term**.
2. Select the **Term to Process**. Select *Today* to process the current term.
3. Select the **Track** if applicable.



End Term Screen

4. Click **Process End Term**.



Students remain enrolled in classes until the **Term End Date** determined by term definition settings in School Setup.

Deleting Course Requests

Clearing non-scheduled course requests from student schedules allows you to view only current data on the Walk In Schedule screen. This helps to clear irrelevant course data once the schedule is finalized.

1. Navigate to **Synergy SIS > Schedule > Walk In Schedule**.
2. Locate the student to modify.
3. Select the **Request** tab.
4. Click **Delete Non-Scheduled Course Request(s)**.



The Course Request section still displays course requests until you refresh the screen or scroll to another student and back to the current one.

The screenshot shows the 'Walk In Schedule' interface for a student named Kathleen Zuniga. The 'Request' tab is selected. At the bottom, the 'Delete Non-Scheduled Course Request(s)' button is highlighted with a red box. Other visible elements include the 'Filter' section, 'Select the terms to schedule' dropdown, and 'Quick Add' section.

Walk In Schedule Screen, Request Tab

Handling Walk In Requests

After finalizing the master schedule and creating sections, staff create additional student schedules through the Walk In Schedule screen. New students enrolled after the start of the year require these scheduling procedures. You can add classes to a student's schedule through the **Quick Placement** and **Request** tabs.

Scheduling Course Requests



See [Walk In Schedule – Request](#) for more information on adding course requests.

1. Navigate to **Synergy SIS > Mass Scheduling > Walk In Schedule** or **Synergy SIS > Schedule > Walk In Schedule**.
2. Select the **Request** tab.
3. Select the **Term to Schedule**.
4. Click **Schedule**. The system attempts to schedule the course requests into available sections.

Line	Info	Locked	Course ID	Course Title	Preferred Term	Term Override	Preferred Staff	Alternate Course ID	Alternate Course Title	Pre-Req Not Required	Prescheduled Section	Comment
1				Not Scheduled								
2			AR56	Int Jewelry								
3			NC501	Study Hall								
4			Fall									
5			SS57	Prin&prac Econ							0665 - Prin&prac Econ	

Walk In Schedule Screen, Request Tab

5. Select the **Analysis** and **Schedule** tabs to view scheduling results.

Quick Placement

The **Quick Placement** tab offers a simplified version of the walk in scheduling process. The Manually Schedule Student section offers a visual representation of a student's schedule and course requests.

Walk In Schedule

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo Print Schedule << Not Scheduled Not Scheduled >> ⚙️ ⚠️

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name:

Quick Placement Request Analysis **Schedule**

Last Name First Name Middle Name Suffix Perm ID Grade Schedule






Abbott Billy C 905483 12

Manually Schedule Student

X	Line	Course	Section Term Code	Meeting Day	Schedule Period									
					0	1	2	3	4	5	6	7	8	9
	1	Spring		M			AD86W 000000123 Arthur A., A. 4		AS33 1207 Mhs Rotc, M. Schubert, T. 1	AR32 1504 -1		EN091C 0957 Nunes, K. -4		
	2			T			AD86W 000000123 Arthur A., A. 4		AS33 1207 Mhs Rotc, M. Schubert, T. 1	AR32 1504 -1		EN091C 0957 Nunes, K. -4		
	3			W										
	4			R										
	5			F										
	6	AD86W - Academic Decath	S2	MT			AD86W 000000123 Arthur A., A. 4							
	7		YR	MT								0736 Canaday C., C. 19		

Walk In Schedule Screen

The Legend displays information on the colors shown for each class displayed in the section.

Legend	
	- Current scheduled class
	- Course scheduled, class has open seats
	- Course not scheduled, class has open seats
	- Course scheduled, class has no open seats
	- Course not scheduled, class has no open seats
Course Title in <i>italics</i> also indicates course is scheduled	
* = Course multiple sections for the given time period	

Walk In Schedule, Quick Placement Legend

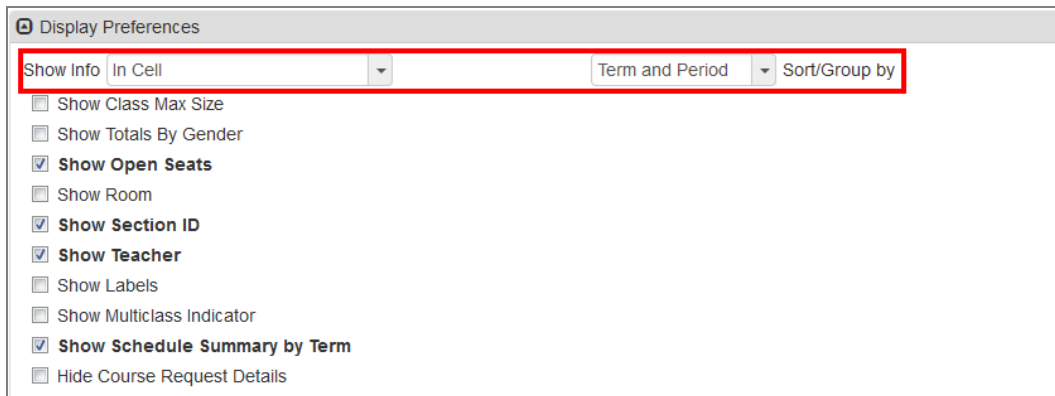
Scroll to the Display Preferences section to customize the information displayed in the graph.

- Select the **Show Info** option.
 - *In Cell* – Displays selected information directly on the graph.
 - *Mouse Over* – Displays information when hovering over the section item.
 - *None* – Displays no information. Overrides any additional viewing options.
- Select the **Sort/Group By** option.
- Select **Show Multiclass Indicator** to choose from multiple sections for the selected course and period if more than one section exists.



Walk In Schedule Screen

- Select any additional data to display for each section.




Walk In Schedule Screen

The **Quick Placement** tab has **Show Schedule Summary by Term** enabled by default. The Schedule Summary adds rows for each term and meeting day. It also displays currently scheduled classes.



If **Show Schedule Summary by Term** is disabled, you can only select course requests that display in the section.

1. Navigate to **Synergy SIS > Mass Scheduling > Walk In Schedule** or **Synergy SIS > Schedule > Walk In Schedule**.
2. Click the  in row corresponding to the **Schedule Period** column and **Meeting Day** row to schedule. The Section Availability screen opens and displays all available sections for that time.

Line	Course	Section Term Code	Meeting Day	Schedule Period									
				0	1	2	3	4	5	6	7	8	9
1	Spring		M			 AD86W 000000123 Arthur A., A. 4		 AS33 1207 Mhs Rotc, M. Schubert, T. 1	 AR32 1504 -1		 EN091C 0957 Nunes, K. -4		
2			T			 AD86W 000000123 Arthur A., A. 4		 AS33 1207 Mhs Rotc, M. Schubert, T. 1	 AR32 1504 -1		 EN091C 0957 Nunes, K. -4		
3			W										
4			R										
5			F										

Walk In Schedule Screen

3. Select **Show only classes with open seats** or **Show only classes for requested courses** to narrow results.
4. Click **Add** next to the section to add.

Available Sections										
<input checked="" type="checkbox"/> Show only classes with open seats <input type="checkbox"/> Show only classes for requested courses										
Available Sections										
<div> < 1 2 3 4 5 6 > </div>										
Line	Add	Section ID	Course ID	Course Title	Teacher	Tot	Max	Open	Room	Term
1	Add	0004	SC422	Life Science	Tofft, Robert	23	24	1		YR
2	Add	0029	IT14	Robotics Tech		0	30	30		YR
3	Add	0098	SA64	St Assist Media	Media Center, Media Center	0	1	1		S2

Section Availability Screen

5. Select the class inside the section to enroll the student.

					32	32	30	36	32
				F	MA302 32	EN46 32	PA86 30	PE762 36	FS77 32
3					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	AR54 - Beg Jewelry	S2	Spring	M-WT-RF	<input type="checkbox"/> 26		<input type="checkbox"/> 26	<input type="checkbox"/> 26	
5	EN46 - Prin Eng III	S2	Spring	M-WT-RF		<input checked="" type="checkbox"/> 32	<input type="checkbox"/> 28	<input type="checkbox"/> 28	<input type="checkbox"/> 28
6	EN60 - Eng (brit) Lit	S2	Spring	M-WT-RF		<input type="checkbox"/> 30			
7	FS77 - Prin&prac Econ	S2	Spring	M-WT-RF			<input type="checkbox"/> 32		<input checked="" type="checkbox"/> 32
8	MA302 - Geometry	S2	Spring	M-WT-RF	<input checked="" type="checkbox"/> 32	<input type="checkbox"/> 34	<input type="checkbox"/> 32	<input type="checkbox"/> 32	<input type="checkbox"/> 32
9	NC952 - Rt 5th Per	S2	Spring	M-WT-RF					
10	NC962 - Rt 6th Per	S2	Spring	M-WT-RF					
							<input checked="" type="checkbox"/>		

Walk In Schedule Screen

6. Click **Save**.

Chapter 11: Schedule Based FTE

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Configuring Schedule Based FTE

Schedule Based FTE is a calculation method used that determines the FTE for a student by analyzing their schedule. There are two screens in Synergy SIS that allow you to define the rules used for each grade of student. Also, there is a tab that displays the classes used in the calculation.

Schedule Based FTE is disabled by default. You can enable it for any or all grades in the Schedule Based FTE Setup – District screen and/or modify it individually for a grade level on a per school basis in the Schedule Based FTE Setup – School screen.

District Setup Option

1. Navigate to **Synergy SIS > System > Setup > Schedule Based FTE Setup – District**.
2. Select an option in **Exclude Passing Minutes in Schedule Based FTE**.
 - **Yes** – Excludes passing minutes from the FTE calculation.
 - **No or blank** – Includes passing minutes in the FTE calculation.
3. Enter the **Minimum Hours For Course to count in Schedule Based FTE**. This field refers to the total hours for a course for a school year. For example, a typical class meets for 120 hours per year.



The District FTE Thresholds section allows you to overwrite the default FTE. By default, Synergy SIS calculates and submits FTE as is (i.e. 0.27).

If you add a single line to the District FTE Thresholds section, you must define all FTE thresholds for the district. For example, if you only add a single line with Max FTE set to *0.50*, then students receive 0 FTE if they do not meet the threshold, 0.50 if they meet the threshold, and no student can earn 1.00 FTE.

Schedule Based FTE Setup - District

Menu Save Undo

FTE Options

Exclude Passing Minutes in Schedule Based FTE Minimum Hours For Course to count in Schedule Based FTE

District FTE Thresholds

	Line		FTE Threshold		Max FTE
<input type="checkbox"/>	1	If Calculated FTE is greater than or equal to	1.00	then final FTE is	1.00
<input type="checkbox"/>	2	If Calculated FTE is greater than or equal to	0.75	then final FTE is	0.75
<input type="checkbox"/>	3	If Calculated FTE is greater than or equal to	0.50	then final FTE is	0.50
<input type="checkbox"/>	4	If Calculated FTE is greater than or equal to	0.01	then final FTE is	0.25

Grade Grid Abbreviations

Include SR - FTE Calculations will include sections that are marked as 'Exclude From State Reporting'.

Include ATT - FTE Calculations will include sections that are marked as 'Exclude From Attendance'.

FTE Hours By Grade

Line	Grade	Minimum Hours for Full FTE	Use Elementary Logic	Include SR	Include ATT	Setup Description
1	PS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade PS is using Enrollment Activities to calculate FTE.
2	K		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade K is using Enrollment Activities to calculate FTE.
3	01		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade 01 is using Enrollment Activities to calculate FTE.

Schedule Based FTE Setup – District Screen

Example

Below is a setup for quarter FTE thresholds:

Schedule Based FTE Setup - District

Menu Save Undo

FTE Options

Exclude Passing Minutes in Schedule Based FTE Minimum Hours For Course to count in Schedule Based FTE

District FTE Thresholds

	Line		FTE Threshold		Max FTE
<input type="checkbox"/>	1	If Calculated FTE is greater than or equal to	1.00	then final FTE is	1.00
<input type="checkbox"/>	2	If Calculated FTE is greater than or equal to	0.75	then final FTE is	0.75
<input type="checkbox"/>	3	If Calculated FTE is greater than or equal to	0.50	then final FTE is	0.50
<input type="checkbox"/>	4	If Calculated FTE is greater than or equal to	0.01	then final FTE is	0.25

Schedule Based FTE Setup – District Screen



Students must reach the appropriate threshold to qualify for the corresponding FTE. For example, If a student has 0.48 FTE, they submit as 0.25 because they did not meet the threshold of 0.50.

8. Determine which of the three methods to use to calculate a student's FTE in the FTE Hours By Grade section. The FTE Hours By Grade section automatically displays all grades in the district and the method used to calculate the FTE for the grade.

FTE Hours By Grade						
Line	Grade	Minimum Hours for Full FTE	Use Elementary Logic	Include SR	Include ATT	Setup Description
1	01		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade is using Enrollment Activities to calculate FTE.
2	02		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade is using Enrollment Activities to calculate FTE.
3	03		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade is using Enrollment Activities to calculate FTE.

Schedule Based FTE Setup – District Screen

- Method 1 – The default method of determining FTE uses the value stored in Enrollment Activities and displayed on the Student screen. The **Setup Description** column of the FTE Hours By Grade section displays *Grade XX is using Enrollment Activities to calculate FTE.* for each grade using the default method.
 - Method 2 – Enter a value in the **Minimum Hours for Full FTE** field for a grade to enable Schedule Based FTE for the grade. The **Setup Description** column of the FTE Hours By Grade section displays *Grade XX is using NNN total hours annually to calculate Full Time FTE.* where NNN is the number of hours entered in the **Minimum Hours for Full FTE** field. Then, Synergy SIS calculates the student's schedule for the entire year and submits FTE based on the threshold achieved.
 - Method 3 – Select **Use Elementary Logic** for a grade to enable Elementary Schedule Based FTE for the grade. The **Setup Description** column of the FTE Hours By Grade section displays *Grade XX is using Elementary Logic to calculate FTE.* Synergy SIS examines the student's schedule for the FTE calculation based on the AM PM setting of their sections. If the student only has a section flagged for AM or PM, they earn 0.5 FTE, but if they have a section marked for Both (or blank) they earn 1 FTE.
9. Define which sections to include in calculations for methods 2 or 3.
- **Include SR** – Includes sections marked as Excluded from State Reporting in the calculation.

- **Include ATT**– Includes sections marked as Excluded from Attendance in the calculation.

Selecting either option updates the **Setup Description**.

By default, Synergy SIS does not include sections flagged to exclude (from either State Reporting or Attendance) in either FTE calculation method.



Include SR is typically used with **Elementary Logic** if you use Homeroom sections to take attendance but Synergy SIS does not use those sections to report the subjects students are enrolled in to the state.

Include ATT is typically used in conjunction with the Hours calculation when students are enrolled in sections where instruction is provided but attendance is recorded daily, rather than by period.

School Setup Option

1. Navigate to **Synergy SIS > System > Setup > Schedule Based FTE Setup – School**.
2. Enter the **Default Period Minutes** if your school does not use Bell Schedules to determine the number of minutes for a period.



If you do not define Bell Schedules and do not populate this field, Synergy SIS uses a default of 60 minutes per period when calculating FTE.

3. Use the FTE Hours By Grade section to override settings from the Schedule Based FTE Setup - District screen on a per school basis, as needed. To enable or disable FTE calculation per grade at a given school, select an option in the FTE Logic field.
 - The option to **Use Elementary Logic** is the same as method 3 defined earlier.
 - **Use Enrollment Activity** equates with method 1.
 - **Use Hours** corresponds to method 2.



The **School Setup Description** field displays the message “This is defaulting from District Settings.” when there are no overrides defined and modifies appropriately based on the options selected.

Schedule Based FTE Setup - School

Menu

School Year: **2015-2016** Organization Name: **Hope High School**

Default Period Minutes

Grade Grid Abbreviations

Include SR - FTE Calculations will include sections that are marked as 'Exclude From State Reporting'.

Include ATT - FTE Calculations will include sections that are marked as 'Exclude From Attendance'.

NOTE: Leave drop downs blank to default back to District settings. Set values to override.

FTE Hours By Grade

Line	Grade	District Setup Description	Minimum Hours for Full FTE	FTE Logic	Include SR	Include ATT	School Setup Description
1	05	Grade 05 is using Enrollment Activities to calculate FTE.					This is defaulting from District Settings.
2	09	Grade 09 is using Enrollment Activities to calculate FTE.					This is defaulting from District Settings.
3	10	Grade 10 is using Enrollment Activities to calculate FTE.					This is defaulting from District Settings.

Schedule Based FTE Setup – School Screen

Viewing a Student's Schedule Based FTE

1. Navigate to **Synergy SIS > Schedule > Student Classes**.
2. Select the **Schedule Based FTE** tab.
3. Locate the appropriate student.



The **Schedule Based FTE** tab lists the student's FTE for the corresponding enrollment segment. When a student has multiple segments, the section displays the corresponding FTE for each segment.

If there are two segments with the same FTE amount, they are merged and referred to as mixed.

Method 1 – Calculated via Enrollment Activities

Student Classes

Menu

◀

Q

▶

Save

Undo

Student Name: **Aaron, Susan** School: **Adams Elementary** Status: **Active** Homeroom: **045A**

Current Classes

Class Enrollment History

Schedule Based FTE

Last Name

First Name

Middle Name

Suffix

Perm ID

Grade

Aaron

Susan

41

K

Gender

Female

FTE Segments

Start Date	End Date	Grade	School Name	Calculation Method	FTE		Days In Range
					Calculated FTE	Resolved against the threshold grid	
04/05/2016	07/15/2016	K	Adams Elementary	Calculated via Enrollment Activities	1.0000	1.00	74

Student Classes Screen

Method 2 – Calculated via Scheduled Hours

Student Classes

Menu Save Undo

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Homeroom: **231**

[Current Classes](#) [Class Enrollment History](#) [Schedule Based FTE](#)

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade:

Gender:

FTE Segments

Start Date	End Date	Grade	School Name	Calculation Method	FTE		Hours In Segment	Hours Need For Full FTE	Days In Range
					Calculated FTE	Resolved against the threshold grid			
07/14/2015	07/15/2016	12	Hope High School	Calculated via Scheduled Hours	1.0000	0.00	1400.	717.1	244
08/05/2015	07/15/2016	12	Kennedy High School	Calculated via Scheduled Hours	0.2866	0.00	193	673.4	231

Student Classes Screen

Method 3 – Calculated via Elementary Logic

Student Classes

Menu Save Undo

Student Name: **Aaron, Ian** School: **Adams Elementary** Status: **Active** Homeroom: **0002**

[Current Classes](#) [Class Enrollment History](#) [Schedule Based FTE](#)

Last Name: First Name: Middle Name: Suffix: Perm ID: Grade:

Gender:

FTE Segments

Start Date	End Date	Grade	School Name	Calculation Method	FTE		Days In Range
					Calculated FTE	Resolved against the threshold grid	
07/14/2015	07/15/2016	04	Adams Elementary	Calculated via Elementary Logic	1.0000	1.00	247

Student Classes Screen

- Click a **Start Date** or **End Date** on any line of the FTE Segments section to open the FTE Segment Detail screen. The detail screen shows how Synergy SIS calculates the FTE amount.



If Synergy SIS does not include a section in the FTE calculation, an explanatory message displays in the **Exclusion Reason** column on the detail screen.

FTE Segment Detail

Menu

Student and School Information

Student Formatted Name: Abbott, Billy C. Grade: 12 School Name: Hope High School

FTE Segment Information

Start Date: 07/05/2016 End Date: 07/05/2016 Resolved against the threshold grid: 0.50 Calculated FTE: 0.6559 Days In Range: 1 Hours In Segment: 3.5 Hours Need For Full FTE: 5.3

Classes

Line	Enter Date	Leave Date	Hours	FTE	Section ID	Course ID and Title	FTE Segment Section Detail	Exclusion Reason
1	07/05/2016	11/25/2016	1.0	0.285	0304	AR32 Beg Photo	FTE Segment Section Detail	
2	07/05/2016	11/25/2016	0.8	0.238	0426	EN60 Eng (brit) Lit	FTE Segment Section Detail	
3	07/05/2016	11/25/2016	0.8	0.238	0726	SC49 Science 10	FTE Segment Section Detail	
4	07/05/2016	09/20/2016	0.8	0.238	0060	EN57C Cc-Am. Lit	FTE Segment Section Detail	

FTE Segment Detail Screen

- Click the **Hours** value or the **FTE Segment Section Detail** link to open the FTE Segment Section Detail screen. This screen displays the section's total minutes for the year and the number of section minutes that apply to the student's FTE.

FTE Segment Section Detail

Menu

Section Information

Course ID: AR32 Course Name: Beg Photo Section ID: 0304 Term: S1 Days In Term: 36 Hours Schedule: 33

Calendar: [School Calendar](#) Period Rotation: [Period Rotation Definition](#)

Section Schedule Breakdown

Line	Rotation Code	Bell Code Combination	Schedule Period(s)	Bell Period(s)	Minutes	Days In Calendar	Total Minutes
1	A - 1		3	3	50	18	900
2	B - 1		3	2	60	18	1080

Student Information

Student Name: Abbott, Billy C. Student Term Code: S1 Student Enter Date: 07/05/2016 Student Leave Date: 11/25/2016

Student Section Schedule Breakdown

Line	Rotation Code	Bell Code Combination	Schedule Period(s)	Bell Period(s)	Minutes	Days In Calendar	Total Minutes
1	A - 1		3	3	50	17	850
2	B - 1		3	2	60	18	1080

FTE Segment Section Detail Screen

- Click the **Section ID** value to open the Section screen.

Section

Menu

Save

Undo

Section ID: 0304 Course Title: Beg Photo School Year: 2016-2017

Current Students

Student Enrollment History

Meeting Days

Additional Staff

Staff History

Section ID

Course ID

Course Title

Staff Name

Room Name

0304

AR32

Beg Photo

Schubert, Thorne

404

Section Info

Begin Period

End Period

Term Code

3

3

S1

Attendance Option

Grading Option

Attendance Type

Include in Attendance

Include in Grading

Supplemental Funding Category

Instructional Minutes Override

Section Record Type

Instructional Strategy

Instructional Method

Instructional Content

Category Code Override

Distance Learning

Independent Study

College Credit

Online Course Override

State Course Override

Alternative Learning Override

Course Quality Points

Quality Points Override

Serving District

Serving School

Institution Type

Instructional Unit ID

Local Master Schd ID

Cooperative Learning

Cooperative Learning Mins

Student Seat Totals

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

Male	Female	Totals	Max	Open Seats
8	16	24	28	4

Max Class Size Override Password

Teacher Aide Seats

Total	Max	Open Seats
0		0

Grade Book Specialist

Grade Book Specialist Group

Grade Book Main Class

State Reporting

Course Excluded From State Reporting

Special Education

Exclude From State Reporting

NCLB Core

Defined Class Type

Test Window

Vocational Outside IEP

Course SOL Test Code

SOL Test Code Override

Section Screen

- Click the **Course ID and Title** value to open the District Course screen.

District Course

Menu

Course ID: **AR32** Course Title: **Beg Photo**

Course Description Year Override Pre/Corequisite Schools Teaching Associated Courses Standards Opt In Options Course Fees

Course ID: AR32 Course Title: Beg Photo Course Short Title: Beg Photo ☐ Mandatory ☐ Inactive ☐ Always Show In Course History Add

Course Info

Course Duration: S2: Semester 2 Department: AR: Art College Prep: ☐ Credit: 0.500 Max Credit: 0.500 Post Secondary Credit Override: Course History Type: Quality Points: Alpha Numeric Setting (Default to Alpha) ☐

Academic Type: Regular ☐ Teacher Aide ☐ Extended Day ☐ Distance Learning Course ☐ Online Course ☐ Allow School Course Title Override ☐ Jobs for American Graduates Program ☐ College Approved ☐ Pass/Fail Only ☐ Dual Credit

Scheduling Options

Duplicate Request: Schedule Priority: Elective (Low) School Name: Optimum Size: Maximum Size: **Status** Year Start: Year End:

ParentVUE Options

Grade Range Low: Grade Range High: Schedule Priority: ☐ Do not show in online course requests (PVUE/SVUE)

Course Restrictions

Gender: Grade Low: 10 Grade High: 12

Other Information

Old SIS Course ID: AR32 Category Code: 2805 Instructional Level: NCLB Core: Not a core academic class under NCLB Merge Course:

Course Subject Areas

Subject Area 1: Fine/Applied Arts Subject Area 2: Fine/Applied Arts Subject Area 3: Subject Area 4:

District Course Screen

You can make changes to a student's schedule based FTE settings on the **Enrollment** tab and the **Enrollment History** tab of the Student screen.



If you make a change from the Student screen and do not enter a date, Synergy SIS resends the schedule based FTE information as if the change is effective from the enrollment date. Therefore, enter a date to limit the information resent.

The screenshot shows the 'Student' screen with the 'Enrollment' tab selected. The 'Enrollment Information' section includes fields for SAIS ID, Enter Date, Enter Code, Leave Date, Leave Code, ADA/ADM, Student CTDS Number, and DRP Participant. The 'Enrollment Activity' section includes fields for Last Activity Date, Effective Date, Grade, Previous Grade Exit Code, FTE, Exclude from Auto-Calc FTE, Tuition Payer Code, District Of Residence, Instructional Setting, Register ID, Special Enrollment Code, Special Program Code, Access 504, Homebound, College Enrolled, and Employed While Enrolled. The 'FTE' field is highlighted with a red box.

Student Screen, Enrollment Tab

Schedule Verification

The [STU806 – Schedule Verification Extract](#) displays Schedule Based FTE values and details for students at the school and district level. You configure this report on the Schedule Verification screen, which displays Schedule Based FTE values and details for students with different filter options, such as Student, Schedule, and Section.

1. Navigate to **Synergy SIS > Schedule > Schedule Verification**.
2. Select **Filter By** to determine how students display: *EdFi ID*, *Perm ID*, or *State Student Number*.
3. Enter **Filter To** criteria if selecting a **Filter By** option. For example, select *Perm ID* for **Filter By** and enter a student Perm ID number. You can enter multiple values separated by commas or returns.
4. Select **Counselor** to limit results based on the student's counselor.

5. Select the **Grade** levels to filter results by.

Schedule Verification

Refresh

Options

Student Filters

Filter By
 [Grade]

Filter To
 []

Counselor
 []

Grade
☒ 09 ☒ 10 ☒ 11 ☒ 12

Filtering Note

Schedule Verification Screen

6. Select the **FTE** value to filter results by.



These values are set up at **Synergy SIS > System > Setup > Schedule Based FTE Setup - District**.

7. Select the Date Range in **From** and **To**. This uses the student's FTE value within the selected range of days.
8. Select **Use Total Student FTE** to use the student's District FTE calculation instead of the calculations used at each individual organization. For example, concurrent students or students who leave one school and enroll in another within the same district display results for both schools.
9. Select **Remove FTE Segments with no valid days** to remove a student's 0.00 FTE segment from view if that day is defined as a non-school day on the school calendar. This function only removes 0.00 FTE segments for invalid school days. It does not remove students with a 0.00 FTE.

Schedule Filters

FTE
☐ 0.00 ☐ 0.25 ☐ 0.50 ☐ 0.75 ☐ 1.00

From [] To []

☐ Use Total Student FTE
 Use Total Student FTE looks at the student's District FTE calculation

☐ Remove FTE Segments with no valid days
 instead of just the calculations at each individual organization.

Schedule Verification Screen

10. Select **Report To State** to limit sections displayed in results based on if the sections report to the state. The default option is *Do not filter*, which displays all sections in a student's schedule.
11. Select **Include in Attendance** to limit sections displayed in results based on if the sections are included in attendance reporting. The default option is *Do not filter*, which displays all sections in a student's schedule.
12. Select the **Condition** used to filter results if entering the **Number of Sections: Equal To, Greater Than, Less Than**.

13. Enter the **Number of Sections** as a value used to limit output data.

Section Filters

Report To State: [Dropdown] Include in Attendance: [Dropdown] Condition: [Dropdown]

Number of Sections: [Text Input]

Filtering Note: [Text Area]

Schedule Verification Screen

14. Click **Refresh**. Students display in the results section if any FTE segment matches the selected filter criteria.

Schedule Verification

Refresh

Options

Student Filters

Filter By: [Dropdown]

Filter To: [Text Input]

Counselor: [Dropdown]

Grade: [09] [10] [11] [12]

Filtering Note: [Text Area]

Schedule Verification Screen

Students [Show Detail]

Line	Name	Fte	School Names	Classes
1	Abbott, Billy C.	0.25, 0.75, 1.00	Hope High School	View Schedule (1)

Schedule Verification Screen

15. Click **Show Detail** to view all FTE segments for the student. The Section count displays which sections are included on the schedule based calculations.
- The following image displays student detail with **Use Total Student FTE** not selected.

Students [Hide Detail]

Line	Name
1	Abbott, Billy C.

Schedule Detail

Line	Start Date	End Date	School Name	Valid Days	Hours	FTE	FTE Raw	Section Count	Calculation Method
1	07/04/2017	07/05/2017	Hope High School	2	0.00	1.00	1.00	1	Enrollment Activity
2	07/04/2017	07/05/2017	Hope High School	2	0.00	1.00	1.00	0	Enrollment Activity
3	07/06/2017	07/25/2017	Hope High School	17	0.00	0.75	0.75	1	Enrollment Activity
4	07/06/2017	07/25/2017	Hope High School	17	0.00	0.75	0.75	0	Enrollment Activity
5	07/26/2017	09/29/2017	Hope High School	57	0.00	0.75	0.75	1	Enrollment Activity
6	07/26/2017	09/29/2017	Hope High School	57	0.00	0.75	0.75	0	Enrollment Activity
7	09/30/2017	10/01/2017	Hope High School	1	0.00	0.75	0.75	1	Enrollment Activity

Schedule Verification Screen, Students Detail

4. Select **Remove FTE Segments with no valid days**. The segment hides automatically.



A student's 0.00 FTE segment is removed from view if that day is defined as a non-school day on the school calendar. This function only removes 0.00 FTE segments for invalid school days. It does not remove students with a 0.00 FTE.

Student Classes

Menu ▾ | Save | Undo

Student Name: Abbott, Billy C. School: Hope High School Status: Active Homeroom: ANNIX

Current Classes | Class Enrollment History | Schedule Based FTE

Last Name: Abbott First Name: Billy Middle Name: C Suffix: Perm ID: 905483 Grade: 12 Gender: Male Ed-FID:

Warnings and Errors ☒ Remove FTE Segments with no valid days

Student FTE

Line	Start Date	End Date	FTE Resolved	Calculation Type
1	07/04/2018	07/05/2019	1.000	Calculated via Scheduled Hours

School FTE

Start Date	End Date	Grade	School Name	Calculation Type	FTE		Hours In Segment	Hours Need For Full FTE	Days In Range
					Raw	Resolved			
07/03/2018	10/25/2018	12	Hope High School	Calculated via Scheduled Hours	2.1080	1.00	482.0	228.7	81
07/25/2018	10/25/2018	12	Kennedy High School	Calculated via Scheduled Hours	2.5280	1.00	469	185.5	67
10/26/2018	01/01/2019	12	Kennedy High School	Calculated via Scheduled Hours	2.2310	1.00	278	124.6	45

Student Classes Screen, Schedule Based FTE Tab

Chapter 12: Reports

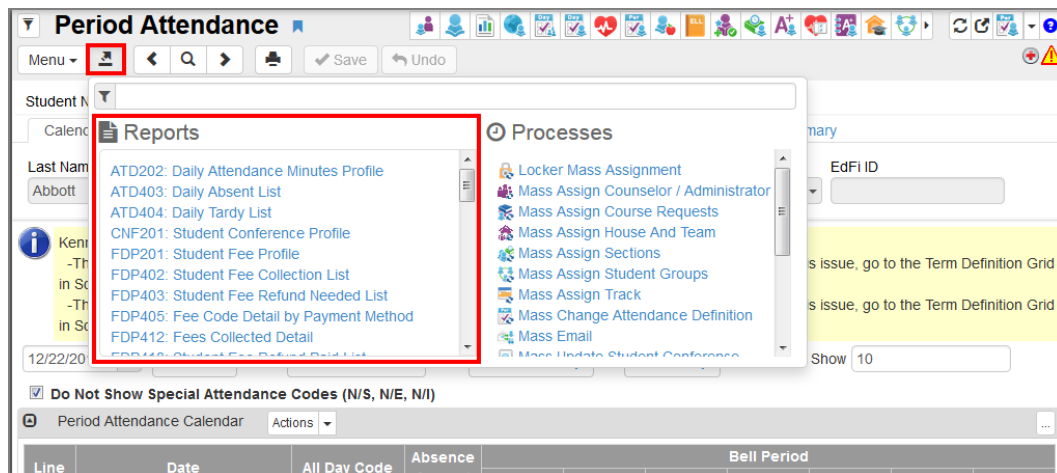
Reports Overview	297
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Reports Overview

Four types of reports display in the PAD tree.

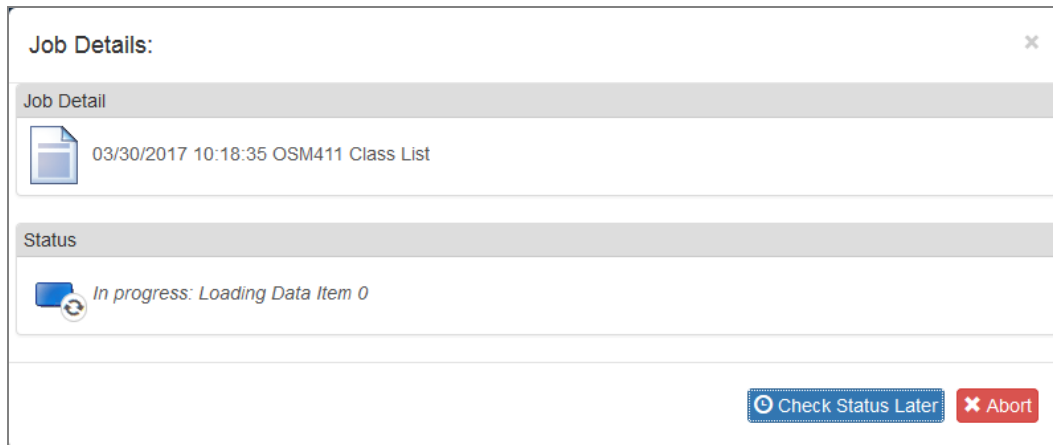
- **Individual** – 200-level reports are Individual reports. These print information for a single student per page and can be printed for multiple students at once.
- **List** – 400-level reports are List reports. These show details for multiple values, such as students or teachers, on one page.
- **Summary** – 600-level reports are Summary reports. These provide numerical totals for each category specified.
- **Extracts** – 800-level reports are Extract reports. These export information from Synergy SIS into a text file that can be used to import data into another program.

You can also run reports from any Synergy screen that focuses to a student or from Find results at **Synergy SIS > Student > Student** using the **Actions** icon. Synergy Actions includes most reports that have a Student section in the **Sort/Output** tab. The following example shows the reports available to run for a student at **Synergy SIS > Attendance > Period Attendance**.



Period Attendance Screen

The Job Details screen shows the Job Detail and Status during processing. Any processing errors show in the Status section. When the report completes, the Job Details screen closes and a PDF file of the report opens.



Job Details Screen

Reports use the current focus to pull data unless specified otherwise in report options. You can run report information at the district, organization, or school level. Options selected on the **Sort/Output** tab and your organization focus settings determine if inactive students display in reports.



This section covers only the customizations specific to the reports used for this guide. See the *Synergy SIS – Query and Reporting Guide* for more information on additional report options.

Course Reports

CRS201 – Course Catalog

Synergy SIS > Course > Reports > Individual


The Course Catalog lists all of the courses offered with their description, ID, credit, and grade level.

The screenshot shows the 'Report CRS201: Course Catalog' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report details are displayed: 'Name: Course Catalog', 'Number: CRS201', and 'Page Orientation: Portrait'. A tabbed interface follows with 'Options' selected, and other tabs include 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Course Info' section contains three input fields: 'Course ID' (with a search icon), 'Course Title', and 'Department' (a dropdown menu). The 'Options' section contains a list of checkboxes: 'Only Show Inactive Courses', 'Page Break per Department', 'Include Courses in Focus only', 'Hide Grades', 'Hide College Prep', and 'Hide Credit'.

CRS201 – Course Catalog Report Interface Screen

Report Options:

- Course Info – Filter reports by **Course ID**, **Course Title**, or **Department**.
- Options – Select the display options for the report.
 - **Include Courses in Focus only** – Select to only display courses the school opted-in to.



Demo School District
Excellence In Education

Hope High School

Course Catalog

Year: 2016-2017
Report: CRS201

Department: English

9th Eng-Corr Grades: 09 - 12 9th English-Correspondence	College Prep: No	EN091C Credit: 1.000	Cc-Paperbk Lit Grades: 10 - 12 Corres. Paperback Literature	College Prep: No	EN54C Credit: 0.500
9th Eng-Corr Grades: 09 - 12 9th English-Correspondence	College Prep: No	EN092C Credit: 1.000	Cc-Short Storie Grades: 09 - 12 Short Stories-Correspondence	College Prep: No	EN42C Credit: 1.000
Aa Am His & Lit Grades: 10 Aa American History And Lit	College Prep: No	EN58W Credit: 1.000	Col Prep Wrt Grades: 12 College-Prep Writing	College Prep: No	EN45 Credit: 0.500
Aa Soph Eng Grades: 10 - 12 Aa Sophomore English	College Prep: No	EN35W Credit: 1.000	Comm Coll En101 Grades: 11 - 12 Community College En101	College Prep: No	EN101 Credit: 0.500
Advanced Esl Grades: 07 - 09 Advanced Eng Second Language	College Prep: No	EN23 Credit: 1.000	Comm Coll En102 Grades: 11 - 12 Community College English 102	College Prep: No	EN102 Credit: 0.500
American Lit Grades: 11 - 12 American Literature	College Prep: No	EN57 Credit: 0.500	Cr Think&writ Grades: 11 - 12 Critical Thinking And Writing	College Prep: No	EN41 Credit: 0.500
App Read Iii Grades: 12 Applied Reading Iii	College Prep: No	EN88 Credit: 0.500	Creative Wrt Grades: 11 - 12 Creative Writing	College Prep: No	EN44 Credit: 0.500
Baseball Lit Grades: 11 - 12 Baseball Literature	College Prep: No	EN43 Credit: 0.500	Debate Grades: 10 - 12 Debate	College Prep: No	EN74 Credit: 0.500
Basic Eng Grades: 09 Basic English	College Prep: No	EN19 Credit: 0.500	Debate Grades: 10 - 12 Debate	College Prep: No	EN741 Credit: 0.500
Beg Ela (eng) Grades: 07 - 09 Beginning Ela (english)	College Prep: No	EN11-2 Credit: 0.500	Eng (brit) Lit Grades: 11 - 12 English (british) Literature	College Prep: No	EN60 Credit: 1.000
Beginning Esl Grades: 07 - 09 Beginning Esl	College Prep: No	EN11 Credit: 0.500	Eng 9 Honors Grades: 09 English 9 - Honors (not Wtd)	College Prep: No	EN09-H Credit: 1.000
Beginning Esl Grades: 10 - 12 Beginning Esl	College Prep: No	EN112 Credit: 1.000	Eng 9th A-Hr Grades: 09 English 9th	College Prep: No	EN0912 Credit: 0.500
Cc-Am. Lit Grades: 10 - 12 Corres American Literature	College Prep: No	EN57C Credit: 1.000	English 10 Grades: 10 - 12 English	College Prep: No	PP70 Credit: 0.500
Cc-Lit Ex Grades: 10 - 12 Corr Literary Exploration	College Prep: No	EN51C Credit: 0.500	English 101 Grades: 12 English 101	College Prep: No	EN91 Credit: 0.500
Cc-P Of E I Grades: 10 - 12 Correspn.-Principles Of Eng I	College Prep: No	EN33C Credit: 0.500	English 4th Grade Grades: K - 06	College Prep: No	ENG04 Credit: 1.000
Cc-P Of E li Grades: 10 - 12 Corres. Principles Of Eng li	College Prep: No	EN34C Credit: 0.500	English 5th Grade Grades: K - 06	College Prep: No	EN05 Credit: 1.000
Cc-P Of E Iii Grades: 10 - 12 Cc-Principles Of English Iii	College Prep: No	EN46C Credit: 0.500	English 7 Grades: 07 English 7	College Prep: No	EN07 Credit: 1.000

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Edupoint School District

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CRS401 – Course List

Synergy SIS > Course > Reports > List

The Course List shows all courses with their ID, Title, and Department. It also indicates if a course is College Prep, the Credits, Academic Type, and whether the course is Core or Elective.

Report CRS401: Course List

Name: **Course List** Number: **CRS401** Page Orientation: **Landscape**

Course Info

Course ID
 →

Course Title

Department

Options


Course Activeness

☐ Include Courses in Focus only

CRS401 – Course List Report Interface Screen

Report Options:

- **Course Info** – Filter reports by **Course ID**, **Course Title**, or **Department**.
- **Course Activeness** – Select an option to filter by only active or inactive courses.
 - *Only Show Active Courses* – Select to display only active courses.
 - *Only Show Inactive Courses* – Select to display only inactive courses.
- **Include Courses in Focus only** – Select to only display courses the school opted-in to.

		Hope High School Course List				Year: 2016-2017 Report: CRS401	
Course ID	Course Title	Department	College Prep	Credit	Max Credit	Academic Type	Schedule Priority
EN42C	Cc-Short Storie	English	No	1.000	1.000	Regular	Core (High)
EN43	Baseball Lit	English	No	0.500	0.500	Regular	Core (High)
EN44	Creative Wrt	English	No	0.500	0.500	Regular	Elective (Low)
EN45	Col Prep Wrt	English	No	0.500	0.500	Regular	Core (High)
EN46	Prin Eng lli	English	No	0.500	0.500	Regular	Core (High)
EN46C	Cc-P Of E lli	English	No	0.500	0.500	Regular	Core (High)
EN47	Soph English	English	No	0.500	0.500	Regular	Core (High)
EN471	Soph Eng/sem 1	English	No	0.500	0.500	Regular	Core (High)
EN472	Soph English	English	No	0.500	0.500	Regular	Core (High)
EN473	Soph Eng Block	English	No	0.500	0.500	Regular	Core (High)
EN4732	Soph Eng Block	English	No	0.500	0.500	Regular	Core (High)
EN47E	Trans Soph Eng	Elementary&School	No	0.500	0.500	Regular	Core (High)
EN48	Jr English	English	No	0.500	0.500	Regular	Core (High)
EN481	Jr English	English	No	0.500	0.500	Regular	Core (High)
EN482	Jr English	English	No	0.500	0.500	Regular	Core (High)
EN49	Sr English	English	No	0.500	0.500	Regular	Core (High)
EN50	Senior Lit	English	No	0.500	0.500	Regular	Core (High)
EN51	Lit Explor	English	No	0.500	0.500	Regular	Core (High)
EN51C	Cc-Lit Ex	English	No	0.500	0.500	Regular	Core (High)
EN52	Mythology	English	No	0.500	0.500	Regular	Core (High)
EN53	Sci Fiction	English	No	0.500	0.500	Regular	Core (High)
EN54	Paperback Lit	English	No	0.500	0.500	Regular	Core (High)
EN54C	Cc-Paperback Lit	English	No	0.500	0.500	Regular	Core (High)

CRS401 – Course List Report Output

CRS601 – Course By School

Synergy SIS > Course > Reports > Summary

The Course By School is a simplified list of courses sorted by the schools offering each course. Courses are listed with only their ID and title.

Report **CRS601: Course By School**

Print Save Default Reset Saved Default Email Me

Name: **Course By School** Number: **CRS601** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Filters

☐ Include Courses in Focus only

☐ Page Break per School

CRS601 – Course By School Report Interface Screen

Report Options:

- **Include Courses in Focus only** – Select to only display courses the school opted-in to.
- **Page Break per School** – Separates schools with a page break

Demo School District Fond du Lac, WI		Hope High School Course By School				Year: 2016-2017 Report: CRS601	
Course ID	Course Title	Course ID	Course Title	Course ID	Course Title	Course ID	Course Title
MU29	Beg Guitar	MU29	Beg Guitar	RD22	Begin Est-Rdg	RD22	Begin Est-Rdg
EN11	Beginning Estl	EN11	Beginning Estl	SC491	Biology	SC491	Biology
SC492	Biology	SC492	Biology	CB01	Bus/prsnl Finan	CB01	Bus/prsnl Finan
MU18	Cadet Band	MU18	Cadet Band	MU24	Cadet Orch	MU24	Cadet Orch
CA13B	Career Aware	CA13B	Career Aware	MU07	Chorale Choir	MU07	Chorale Choir
AS35	Colorgrd/drill	AS35	Colorgrd/drill	IT12	Comm/engr Tech	IT12	Comm/engr Tech
CB10	Comp Foundation	CB10	Comp Foundation	CB13	Comp Graphics	CB13	Comp Graphics
CB11	Computer Apps	CB11	Computer Apps	MU20	Concert Band	MU20	Concert Band
MU127	Concert Choir	MU127	Concert Choir	MU25	Concert Orch	MU25	Concert Orch
RD18	Corr Read	RD18	Corr Read	RD19	Corr Reading 9	RD19	Corr Reading 9
PE23	Dance/gymnastic	PE23	Dance/gymnastic	MA03D	Domestic Skills	MA03D	Domestic Skills

CRS601 – Course By School Report Output

Mass Scheduling Reports

STU205 – Student Course Request Profile

Synergy SIS > Mass Scheduling > Reports > Individual

The Student Course Request Profile prints the course request profile of an individual student or students.

Report STU205: Student Course Request Profile

Print Save Default Reset Default Email Me

Name: **Student Course Request Profile** Number: **STU205** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Info

Perm ID Gender

Last Name First Name Middle Name

Grade →

Report Options

☐ Hide Alternate Courses ☐ Show Course Credit

☐ Hide Alternate Course Requests ☐ Show Course Term

☐ Show Add/Drop Signature Footer

☐ Only Show Students With Missing Prerequisites

☐ Show Prerequisite Violations

Extended Student Data Options

☐ Show Extended Student Data

Current Enrollment Year

Parent/Guardian Options

☒ Lives With ☐ Has Custody

☐ Contact Allowed ☐ Mailings Allowed

☐ Ed. Rights

STU205 – Student Course Request Profile Report Interface Screen

Report Options:

- Student Info – Filter report output to include the specified student information.
- Report Options – Select which report options to display or not display.
 - **Show Add/Drop Signature Footer** – Displays an area to describe courses under Drop or Add and a Parent/Guardian Signature field
 - **Show Prerequisite Violations** – Displays any course requests that are invalid due to a student requiring a prerequisite course or course group



If you select **Show Prerequisite Violations** and use **Run Prerequisite Check** during the scheduler process, the run stops if there are any violations and displays this report.

- Extended Student Data and Parent/Guardian Options – Select **Show Extended Student Data** to display mailing addresses and any Parent/Guardian Options selected.

General Information	
Student Name: Abbott, Billy C.	Perm ID: 905483
Gend M	Grade: 12
Birth Date: 03/15/2000	
Periods to Schedule: to	Schedule Team: A
Schedule House: HSA	
Course Requests	
Course	Alternate Course
Adv Ceramics (AR45)	
Adv Jewelry (AR58)	
Am Govt (SS51)	
Am Govt (SS51)	
Beg Jewelry (AR54)	
Beg Photo (AR32)	
Cc-Am. Lit (EN57C)	
Eng (brit) Lit (EN60)	
Independent Study (NC952)	
Int Stain Glass (AR42)	
Intermediate Acting (PA86)	
Life Science (SC422)	
Life Science (SC422)	
Prin Eng III (EN46)	
Prin&prac Econ (FS77)	
Robotics Tech (IT14)	
Rt 6th Per (NC962)	
Science 10 (SC49)	
Science 10 (SC49)	
Stained Glass (AR40)	
Prereq Violation: (AR01-Intro To Art)	
Weight Trn Boys (PE761)	
Weight Trn Boys (PE761)	
Weight Trn Boys (PE761)	
Weight Trn Boys (PE762)	Weight Trn Boys
Weight Trn Boys (PE762)	
World His/geog (PP69)	

Abbott, Billy C.

STU205 – Student Course Request Profile Report Output

OSM201 – Student Schedule Analysis

Synergy SIS > Mass Scheduling > Reports > Individual

The Student Schedule Analysis report lists all scheduled and requested classes for the students in the selected option set. The report also shows any schedule conflicts and the alternate periods available for each class.

A indicates the class is available in the period. *F* indicates the class is full. A number indicates the period scheduled for the class. The primary course prints in brackets on the same line as the scheduled course if the scheduled course is an alternate.

Report OSM201: Student Schedule Analysis

Print Save Default Reset Saved Default Email Me

Name: **Student Schedule Analysis** Number: **OSM201** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Option Set
[Dropdown]

Students To Print
Schedule Conflicts Only [Dropdown]

☐ One Student Per Page
☐ Include House
☐ Include Teacher's Name


Terms to Include ☐ ↔ ☒

☐ Fall ☐ Spring
☐ Indicate Prescheduled

OSM201 – Student Schedule Analysis Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Students to Print** – Select the type of student schedules to include in the report.
- **One Student Per Page** – Prints each student schedule on a separate page
- **Include House** – Includes the student's house on the report
- **Include Teacher's Name** – Includes the names of the teachers for each section on the report
- **Terms to Include** – Includes any course under the specified term. If users select no terms, the report includes all terms.
- **Indicate Prescheduled** – Adds a column to the output that indicates the courses that were scheduled prior to running master schedule processes



Demo School District
Dedicated to Education

Kennedy High School
Student Schedule Analysis
 Option Set: Test

Year: 2018-2019
 Report: OSM201

Student: Acosta, Janet A.		Perm ID: 164398		Grade: 11		Gender: Female											
Course ID	Course Title	Periods							Scheduled		Prescheduled						
		1	2	3	4	5	6	7	8	9		Prd	Term	Sect ID	Mtg Days	Hse	Staff Name
Fall																	
EN11	Beginning Esl	1			F						1	S1	0056	a b		Gonzalez, Ricardo	Y
SS30	Am Hist - Dream	F	2		F						2	S1	0286	a b		Casillas, Michael	Y
PE55	Aerobics	F	F	3							3	S1	0385	a b		Myrmet, Kathleen	Y
RD22	Begin Est-Rdg				4		A				4	S1	0057	a b		Gonzalez, Ricardo	Y
MA27	Algebra I	F	F	F	5	F					5	S1	0263	a b		Brock, Debby	Y
BE39	Bus Cons Law	F					6				6	S1	1675	a b		Jones, Richard	Y

OSM201 – Student Schedule Analysis Report Output

OSM401 – Schedule Section List by Teacher

Synergy SIS > Mass Scheduling > Reports > List


The Schedule Section List by Teacher prints a list of the scheduling sections for each teacher showing class loads and student totals for each section.

The screenshot shows a web interface for a report titled "Report OSM401: Schedule Section List by Teacher". At the top, there are four buttons: "Print", "Save Default", "Reset Default", and "Email Me". Below these buttons, the report details are displayed: "Name: Schedule Section List by Teacher", "Number: OSM401", and "Page Orientation: Portrait". There are five tabs: "Options", "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab is currently selected. Under the "Options" tab, there is a section labeled "Option Set" with a dropdown menu showing "Demo Run 3 - Load Only".

OSM401 – Schedule Section List By Teacher Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.



Demo School District
Excellence in Education

Hope High School

Schedule Section List by Teacher

Option Set: Run #1

Year: 2011-2012
Report: OSM401

Track:

Staff Name	Term	Per	Sect ID	Track	Mtg Days	Course ID And Title	Credit Room	Max	Total	Left
Becker A., Allison	S1	1	0001	A B C		SC71 - Chemistry	1.000 104	100	125	-25
Total:								100	125	-25
Toft, Robert	YR	1	0002	A B C		SC422 - Life Science	0.500 120	30	0	30
Total:								30	0	30
Becker A., Allison	S1	2	0003	A B C		SC71 - Chemistry	1.000 104	100	125	-25
		1	0004	A B C		SC71 - Chemistry	1.000 104	100	125	-25
Total:								200	250	-50
Brown P., Patricia	YR	7	0008	A B C		SS51C - Co-Government	1.000 236	50	0	50
Total:								50	0	50
Diaz, Joe	YR	7	0010	A B C		FS32C - Co-Persnl Dev.	1.000 CNSL	50	0	50
Total:								50	0	50
Baniszewski, Nancy	S1	0	0011	A B C		EN57 - American Lit	0.500 229	30	0	30
Total:								30	0	30
Blasdel W., Wendy	S1	2	0012	A B C		SC70 - Cons Chemistry	0.500 116	30	0	30
		3	0013	A B C		SC50 - Env Science	0.500 124	30	0	30
		4	0014	A B C		SC50 - Env Science	0.500 124	32	0	32
		5	0015	A B C		SC50 - Env Science	0.500 124	32	0	32
		6	0016	A B C		SC70 - Cons Chemistry	0.500 124	30	0	30
Total:								154	0	154
Chaisson P., Paul	YR	7-8	0018	A B C		TI81 - Ice Welding	1.000 311	15	0	15
Total:								15	0	15
Brown P., Patricia	YR	7	0019	A B C		SS21CC - Co-World Study I	1.000 236	50	0	50
Total:								50	0	50
Diaz, Joe	YR	7	0020	A B C		PE92C - Co-Bowling 2	1.000 CNSL	50	0	50
Total:								50	0	50
Brown P., Patricia	S1	5	0021	A B C		SS22 - World History/Geog	1.000 236	50	62	-12
Total:								50	62	-12
Summers, Kim	S1	0	0022	A B C		EN33 - Prin Eng I	0.500 209	28	5	23
Total:								28	5	23
Robinson, Robert	S1	0	0024	A B C		EN51 - Lit Explor	0.500 P-21	30	36	-6
Total:								30	36	-6

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Edupoint School District

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OSM401 - Schedule Section List By Teacher Report Output

OSM402 – Schedule Section List by Room

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Section List by Room prints a list of the scheduling sections for each room that shows class loads and student totals for each section.

Report OSM402: Schedule Section List by Room

Print Save Default Reset Default Email Me

Name: **Schedule Section List by Room** Number: **OSM402** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Option Set
Demo Run 3 - Load Only

OSM402 – Schedule Section List By Room Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.



Demo School District
Excellence in Education

Hope High School

Schedule Section List by Room

Option Set: Run #1

Year: 2011-2012

Report: OSM402

Term	Per	Block	Crs ID	Course Title	Sect ID	Track	Mtg Days	Staff Name	Credit	F	M	Max Total
Room: 104 Class Size: 30												
S1	1	1	SC71	Chemistry	0001		A B C	Becker A., Allison	1.000	62	63	100 125
												125
Room: 120 Class Size: 30												
YR	1	1	SC422	Life Science	0002		A B C	Tofft, Robert	0.500	0	0	30 0
												0
Room: 104 Class Size: 30												
S1	2	1	SC71	Chemistry	0003		A B C	Becker A., Allison	1.000	55	70	100 125
	1	1	SC71	Chemistry	0004		A B C	Becker A., Allison	1.000	57	68	100 125
												250
Room: 236 Class Size:												
YR	7	1	SS51C	Cc-Government	0008		A B C	Brown P., Patricia	1.000	0	0	50 0
												0
Room: CNSL Class Size:												
YR	7	1	FS32C	Cc-Persnl Dev.	0010		A B C	Diaz, Joe	1.000	0	0	50 0
												0
Room: 229 Class Size:												
S1	0	1	EN57	American Lit	0011		A B C	Baniszewski, Nancy	0.500	0	0	30 0
												0
Room: 116 Class Size: 30												
S1	2	1	SC70	Cons Chemistry	0012		A B C	Blasdel W., Wendy	0.500	0	0	30 0
												0

OSM402 – Schedule Section List By Room Report Output

OSM403 – Schedule Section List by Course

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Section List by Course prints a list of the scheduling sections for each course showing class loads and student totals for each section. It displays results by Course ID.

Report OSM403: Schedule Section List by Course

Print Save Default Reset Default Email Me


Name: **Schedule Section List by Course** Number: **OSM403** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Option Set
Demo Run 3 - Load Only

OSM403 – Schedule Section List By Course Report Interface Screen

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.



Demo School District
Excellence in Education

Hope High School

Schedule Section List by Course

Option Set: Run #1

Year: 2011-2012
Report: OSM403

Term	Beg	End	Section ID	Meeting Days	Teacher Name	Room	Credit	Max	Total
Course ID: AD86W Course Title: Academic Decath									
YR	6	6	0736	A B C	Canaday C., Curt	307A	1.000	40	0
Course Total:								40	0
Course ID: AG29 Course Title: Expl Agric									
YR	1	1	0088	A B C	Sargent, Linda	MHS	1.000	10	0
Course Total:								10	0
Course ID: AG31 Course Title: Animal Science									
YR	1	1	0101	A B C	Wojcik, James	AG1	1.000	30	1
Course Total:								30	1
Course ID: AG51 Course Title: Landscape D&m I									
YR	2	2	0201	A B C	Wojcik, James	AG1	1.000	28	0
Course Total:								28	0
Course ID: AR32 Course Title: Beg Photo									
S1	1	1	0104	A B C	Schubert, Thorne	404	0.500	28	0
	3	3	0304	A B C	Schubert, Thorne	404	0.500	28	0
	4	4	0404	A B C	Schubert, Thorne	404	0.500	28	1
	5	5	0504	A B C	Schubert, Thorne	404	0.500	28	0
	6	6	0604	A B C	Schubert, Thorne	404	0.500	28	1
S2	5	5	1504	A B C	Schubert, Thorne	404	0.500	28	0
	6	6	1604	A B C	Schubert, Thorne	404	0.500	28	0
Course Total:								196	2
Course ID: AR33 Course Title: Int Photo									
S2	1	1	1104	A B C	Schubert, Thorne	404	0.500	32	0
	3	3	1304	A B C	Schubert, Thorne	404	0.500	28	0
Course Total:								60	0

OSM403 – Schedule Section List By Course Report Output

OSM404 – Class Analysis by Period and Course

Synergy SIS > Mass Scheduling > Reports > List

The Class Analysis by Period and Course prints a section-by-section analysis of scheduling results for a particular option set. The report shows actual count results of an option set scheduling run along with average requests per section.

Report OSM404: Class Analysis by Period and Course

Print
 Save Default
 Reset Default
 Email Me

Name: **Class Analysis by Period and Course** Number: **OSM404** Page Orientation: **Portrait**

Options
 Sort / Output
 Conditions
 Selection
 Advanced

Option Set
 Demo Run 3 - Load Only

OSM404 – Class Analysis By Period And Course Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.

Hope High School Class Analysis by Period and Course Option Set: Run #1													
Year: 2011-2012 Report: OSM404													
Reg	End	Term	Sec ID	Track	Crs ID	Course Title	Mtg Days	Staff Name	Room	Total Sect	Total Actual	Open	Average Requests Per Section
0	0	YR	1889		BE91	Doe Sales & Mkt	A B C	Patenge, Sara	131	2	0	0	56
0	0	YR	1888		BE92	Doe Admin Suprt	A B C	Patenge, Sara	131	2	0	0	56
0	0	YR	0970		EN092C	9th Eng-Corr	A B C	Nunes, Kathy	230	1	0	0	5
0	0	S1	0022		EN33	Prin Eng I	A B C	Summers, Kim	209	31	89	88	304
0	0	S2	1022		EN33	Prin Eng I	A B C	Summers, Kim	209	31	89	88	304
0	0	S1	0623		EN33	Prin Eng I	A B C	Rex, Karen	P-22	31	89	88	304
0	0	S1	0618		EN51	Lit Explor	A B C	Jackson, Michael	P-09	14	1011	518	-98
0	0	S1	0024		EN51	Lit Explor	A B C	Robinson, Robert	P-21	14	1011	518	-98
0	0	S1	0011		EN57	American Lit	A B C	Baniszewski, Nancy	229	21	0	0	632
0	0	S1	0628		EN57	American Lit	A B C	Traylor, Kelly	224	21	0	0	632
0	0	YR	1835		FS94	Hero Fac Serv	A B C	Patenge, Sara	131	2	0	0	28
0	0	YR	1887		FS99	Hero Hospit Ser	A B C	Patenge, Sara	131	2	0	0	56
0	0	S1	0975		HE92X	Pc/sports Inj	A B C	Blackburn M., Matt	ANRX	1	0	0	15
0	0	S1	0641		MA30	Geometry	A B C	Bayer M., Michelle	102	17	34	34	510
0	0	S1	0048		MA30	Geometry	A B C	Lewis, Jeff	P-14	17	34	34	510
0	0	S1	1048		MA302	Geometry	A B C	Lewis, Jeff	P-14	17	0	0	260
0	0	S1	0047		MA40	Algebra II	A B C	Kretschmer, James	135	20	76	75	561
0	0	S2	1047		MA402	Algebra II	A B C	Kretschmer, James	135	20	0	0	640
0	0	S1	0654		MA42	Trigonometry	A B C	Topoozian, Nancy	126	14	1011	518	-98
0	0	S1	0144		MA42	Trigonometry	A B C	Haws, Kayle	P-01	14	1011	518	-98
0	0	S1	0044		MA42	Trigonometry	A B C	Haws, Kayle	P-01	14	1011	518	-98
0	0	S1	0649		MA42	Trigonometry	A B C	Nebelung, Michele	108	14	1011	518	-98

OSM404 – Class Analysis By Period And Course Report Output

OSM405 – Schedule Section List

Synergy SIS > Mass Scheduling > Reports > List

The Schedule Section List prints a scheduling section list from a particular option set. It displays results by Course ID.

Report OSM405: Schedule Section List

Print Save Default Reset Default Email Me

Name: **Schedule Section List** Number: **OSM405** Page Orientation: **Portrait**


Options Sort / Output Conditions Selection Advanced

Option Set
Demo Run 3 - Load Only

OSM405 – Schedule Section List Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.

 Hope High School Schedule Section List Option Set: Run #1										Year: 2011-2012 Report: OSM405			
Section ID	Beg	End	Term	Meeting Days	Course ID	Course Title	Teacher Name	Room	Credit	Max	Open	Total	
0001	1	1	S1	A B C	SC71	Chemistry	Becker A., Allison	104	1.000	100	-25	125	
0002	1	1	YR	A B C	SC422	Life Science	Tofft, Robert	120	0.500	30	30	0	
0003	2	2	S1	A B C	SC71	Chemistry	Becker A., Allison	104	1.000	100	-25	125	
0004	1	1	S1	A B C	SC71	Chemistry	Becker A., Allison	104	1.000	100	-25	125	
0008	7	7	YR	A B C	SS51C	Cc-Government	Brown P., Patricia	236	1.000	50	50	0	
0010	7	7	YR	A B C	FS32C	Cc-Persnl Dev.	Diaz, Joe	CNSL	1.000	50	50	0	
0011	0	0	S1	A B C	EN57	American Lit	Baniszewski, Nancy	229	0.500	30	30	0	
0012	2	2	S1	A B C	SC70	Cons Chemistry	Blasdel W., Wendy	116	0.500	30	30	0	
0013	3	3	S1	A B C	SC50	Env Science	Blasdel W., Wendy	124	0.500	30	30	0	
0014	4	4	S1	A B C	SC50	Env Science	Blasdel W., Wendy	124	0.500	32	32	0	
0015	5	5	S1	A B C	SC50	Env Science	Blasdel W., Wendy	124	0.500	32	32	0	
0016	6	6	S1	A B C	SC70	Cons Chemistry	Blasdel W., Wendy	124	0.500	30	30	0	
0018	7	8	YR	A B C	TI81	Ice Welding	Chaisson P., Paul	311	1.000	15	15	0	
0019	7	7	YR	A B C	SS21CC	Cc-World Stdy I	Brown P., Patricia	236	1.000	50	50	0	
0020	7	7	YR	A B C	PE92C	Cc-Bowling 2	Diaz, Joe	CNSL	1.000	50	50	0	
0021	5	5	S1	A B C	SS22	World History/Geography	Brown P., Patricia	236	1.000	50	-12	62	
0022	0	0	S1	A B C	EN33	Prin Eng I	Summers, Kim	209	0.500	28	22	6	
0024	0	0	S1	A B C	EN51	Lit Explor	Robinson, Robert	P-21	0.500	30	-7	37	
0025	7	7	YR	A B C	SS51C	Cc-Government	Garland, Gregg	P-06	1.000	50	50	0	
0026	7	7	YR	A B C	SS57C	Economics	Garland, Gregg	P-06	1.000	50	50	0	

OSM405 – Schedule Section List Report Output

OSM406 – Schedule Open Periods


Synergy SIS > Mass Scheduling > Reports > List

The Schedule Open Periods displays any periods not scheduled for a student in the selected option set by period number. All students display in alphabetical order by last name. If a period displays a plus sign (+), a scheduled class exists for the student.

OSM406 – Schedule Open Periods Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Grade** – Select the grade to include in the report. To select or clear all grades, use ☐ ↔ ☒.
- **Term** – Select the term to include in the report. To select or clear all terms, use ☐ ↔ ☒.
- **Meeting Days** – Select the meeting days to include in the report. To select or clear all meeting days, use ☐ ↔ ☒.
- **Period Range** – Select the periods to include in the report.



Demo School District
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Hope High School

Schedule Open Periods

Year: 2016-2017
Report: OSM406

Option Set: Mass Scheduling Trial Run #1 for Periods 0-9

Student	Perm ID	Gen	Grd	Spring																													
				Day M									Day W									Day F											
				0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Jeremy S.	879216	M	10	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Judith D.	903040	F	10	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Karen	873986	F	12	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Karen	891989	F	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Karen T.	871328	F	12	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Ruby D.	888116	F	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Sandra E.	901631	F	10	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Shawn C.	877993	M	12	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allen, Tammy	901931	F	10	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allinder, Benjamin R.	887820	M	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allison, Kenneth B.	992737	M	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allison, Pamela D.	992672	F	12	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Allred, David A.	888126	M	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Alnas, Kelly M.	966707	F	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Alonso, Raymond G.	920153	M	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Alpin, Steven J.	874439	M	12	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Alston, Douglas G.	901639	M	10	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Alvis, Jeremy T.	981303	M	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Alwine, Roy M.	877916	M	12	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Amann, Walter A.	889325	M	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Ament, Alice J.	886362	F	11	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Amiri, Margaret M.	871884	F	12	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
Amos, Billy B.	965573	M	10	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9

OSM406– Schedule Open Periods Report Output

OSM407 – Course Request Conflict Listing

Synergy SIS > Mass Scheduling > Reports > List


The Course Request Conflict Listing prints all conflicts for each course with student requests.

The screenshot shows a web application interface for generating a report. At the top, the title is "Report OSM407: Course Request Conflict Listing". Below the title are four buttons: "Print", "Save Default", "Reset Default", and "Email Me". The interface includes a header section with the following information: "Name: Course Request Conflict Listing", "Number: OSM407", and "Page Orientation: Portrait". Below this header are five tabs: "Options", "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab is currently selected, showing two sections: "Course Filtering Options" and "Display Options". The "Course Filtering Options" section contains a dropdown menu for "Option Set", and two text input fields for "Show courses with no more than the following number of sections" and "Show courses with at least the following number of sections". The "Display Options" section contains two checkboxes: "Show Course Titles" (which is checked) and "Sort Courses Vertically" (which is unchecked).

OSM407 – Schedule Open Periods Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Show courses with no more than the following number of sections** – Limits the courses displayed
- **Show courses with at least the following number of sections** – Limits the courses displayed
- **Show Course Titles** – Shows course names along with course identifiers
- **Sort Courses Vertically** – Displays the courses vertically across the page

		Hope High School Course Request Conflict Listing				Year: 2011-2012 Report: OSM407	
Course ID: AG31		Course Title: Animal Science				Total: 1	
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title
AR58	Adv Jewelry	1	MA45W	Pre-Calculus	1	PP022	Literature
PP70	Sr. English	1	SC71	Chemistry	1	SC81	Physics
						PP02A	Prin Of Eng
						SS57	Prin&prac Econ
						PP07	American Govt
						WL21	Spanish I
Course ID: AR33		Course Title: Int Photo				Total: 1	
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title
AR43	Int Ceramics	1	AR63	Beg Drawing	1	EN33	Prin Eng I
MA40	Algebra II	1	MA42	Trigonometry	1	EN34	Prin Eng II
SS22	World History/Geo	1	SS51	Am Govt 123	1	SC42	Life Science
						EN51	Lit Explor
						SC71	Chemistry
Course ID: AR43		Course Title: Int Ceramics				Total: 1	
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title
AR33	Int Photo	1	AR63	Beg Drawing	1	EN33	Prin Eng I
MA40	Algebra II	1	MA42	Trigonometry	1	EN34	Prin Eng II
SS22	World History/Geo	1	SS51	Am Govt 123	1	SC42	Life Science
						EN51	Lit Explor
						SC71	Chemistry
Course ID: AR54		Course Title: Beg Jewelry				Total: 2	
CrsID	Title	Total	CrsID	Title	Total	CrsID	Title
EN091C	9th Eng-Corr	1	EN34	Prin Eng II	1	EN40	Shakespeare
MA42	Trigonometry	1	PP00	Functional Math	1	SC49	Biology
SS22	World History/Geo	1	WL31	German I	1	EN51	Lit Explor
						SC71	Chemistry
						MA40	Algebra II
						SS21	World Hist'g

OSM407 – Course Request Conflict Listing Report Output

OSM408 – Class Analysis by Course and Section

Synergy SIS > Mass Scheduling > Reports > List


The Class Analysis by Course and Section lists each course and shows the sections scheduled for the course. For each section and course, the report lists the number of students scheduled both overall and by gender, the total number of spaces available, the number of requests, and the average number of students scheduled in a section.

The screenshot shows the 'Report OSM408: Class Analysis by Course and Section' interface. At the top, there is a title bar with a funnel icon and the title. Below the title bar are four buttons: 'Print', 'Save Default', 'Reset Default', and 'Email Me'. Underneath these buttons, the report details are displayed: 'Name: Class Analysis by Course and Section', 'Number: OSM408', and 'Page Orientation: Portrait'. Below the details are five tabs: 'Options' (selected), 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. Under the 'Options' tab, there is an 'Option Set' dropdown menu. Below the dropdown are two checkboxes: 'Show only courses that have more requests than availability' and 'Show House'.

OSM408 – Class Analysis By Course And Section Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Show only courses that have more requests than availability** – Only displays courses with more student requests than seats/sections available
- **Show House** – Displays any house assignments



Demo School District
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Hope High School

Class Analysis By Course and Section

Year: 2012-2013
Report: OSM408

Course ID	Course Title	Section ID	Track	Beg	End	Term	Mtg Days	Teacher Name	Room	Gen	Restrictions Low High Team	Max	Boys	Girls	Open	Tot	Deviation
AD88W	Academic Decath																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	29	Rejected:	29	M.A.D.:		0.00	
AG29	Expl Agric																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	1	Rejected:	1	M.A.D.:		0.00	
AG31	Animal Sci																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	30	Rejected:	30	M.A.D.:		0.00	
AG51	Landscape D&M I																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	2	Rejected:	2	M.A.D.:		0.00	
AR32	Beg Photo																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	139	Rejected:	139	M.A.D.:		0.00	
AR33	Int Photo																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	47	Rejected:	47	M.A.D.:		0.00	
AR34	Adv Photo																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	11	Rejected:	11	M.A.D.:		0.00	
AR40	Stained Glass																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	171	Rejected:	171	M.A.D.:		0.00	
AR41	Beg Ceramics																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	175	Rejected:	175	M.A.D.:		0.00	
AR42	Int Stain Glass																0.00
										Available:	0	Scheduled:	0	Avg.:		0.00	
										Requests:	59	Rejected:	59	M.A.D.:		0.00	

OSM408 – Class Analysis By Course And Section Report Output

OSM409 – Student Course Request Verification Listing

Synergy SIS > Mass Scheduling > Reports > List

The Student Course Request Verification Listing prints a list of course requests by student.

Report OSM409: Student Course Request Verification Listing

Print
 Save Default
 Reset Default
 Email Me

Name: **Student Course Request Verification Listing** Number: **OSM409** Page Orientation: **Portrait**

Options
 Sort / Output
 Conditions
 Selection
 Advanced

Filter Options

Grade ☐ ↔ ☒
 Course ID

☐ 09 ☐ 10 ☐ 11 ☐ 12

OSM409 – Student Course Request Verification Listing Report Interface Screen

Report Options:

- **Grade** – Select the grades to include in the report. To select or clear all, use ☐ ↔ ☒.
- **Course ID** – Filter the report to include students in the selected course.

Hope High School Student Course Request Verification Listing Year: 2011-2012 Report: OSM409							
Course ID	Course Title	Course ID	Course Title	Course ID	Course Title	Course ID	Course Title
Student: Acevedo, Andrew Perm ID: 886630 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Acosta, John A. Perm ID: 150265 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Adair, Alan W. Perm ID: 871626 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Adair, Timothy S. Perm ID: 888621 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Adams, Larry A. Perm ID: 889314 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Adams, Martin C. Perm ID: 887623 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Aguilar, Stephen A. Perm ID: 108367 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Aguirre, Mary R. Perm ID: 952375 Grd: 12 Gen: Female Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Ahlstrom, Jack M. Perm ID: 888112 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Akagawa, Adam H. Perm ID: 165923 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics
Student: Ake, Joshua J. Perm ID: 889794 Grd: 12 Gen: Male Team: Eng1/2							
MA45W	Pre-Calculus	PP022	Literature	PP07	American Govt	PP70	Sr. English
WL21	Spanish I					SC81	Physics

OSM409 – Student Course Request Verification Listing Report Output

OSM411 – Class List

Synergy SIS > Mass Scheduling > Reports > List

The Class List produces a class list by section ID for a particular option set. The report includes section data and student names. You can also display student demographic information.

OSM411 – Class List Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Term Code** – Filter report output for a specific term.
- **Class ID** – Filter report output for a specific section number or range of section numbers.
- **Grade** – Filter report output to include just the selected grade or grade range.

- **Teacher** – Filter report output to include just the selected teacher.
- **Hide Totals** – Report may be produced without student totals
- **Sort Options** – Select the order the report displays. For example, Meeting Days, Period, Term.
- **Meeting Days** – Select the meeting days to display as needed.
- Include the following fields – Select which fields to display. If **Width in inches** is left blank, the system uses default spacing.

 Demo School District Excellence in Education		Hope High School Class List			Year: 2011-2012 Report: OSM411	
Class ID	Period	Course ID	Course Title	Mtg Days	Teacher	Room Name
0630	1	EN51	Lit Explor	A B C	Wallace, Judy	303
Student						
Andazola, Kathleen E.						
Bettencourt, Brian J.						
Brenner, Carol L.						
Carroll, Joseph R.						
Davis, Jack L.						
Davis, Jennifer M.						
Donaldson, Howard A.						
Downey, Howard M.						
Enos, James W. II						
Farnsworth, Jerry A. JR						
Frieze, Lawrence J.						
Funk, Jane L.						
Giles, Mary N.						
Gordon, Gary M.						
Hawes, Craig D.						
Hoffmann, Pamela A.						
Holbrook, Stephanie						
Jamison, John A.						
Keller, Julie A.						
Manoff, Lisa S.						
Martinez, Fred A.						
Martinez, Heather M.						
Mayes, Amanda						
McMillan, Brenda						
Mott, Edward A.						
Paterson, Martha E.						
Perkinson, Angela						
Ray, Gloria M.						
Reed, Amy A.						
Riggs, Randy L.						
Sargent, Susan M.						
Schumacher, Richard P.						
Steele, Kimberly L.						
Stocker, Ann M.						
Watts, Helen Y.						
Wilson, Julia K.						
Wilson, Kevin D. JR						
Total Students:				37	Total Female:	21
					Total Male:	16

OSM411 – Class List Report Output

OSM414 – Master Schedule by Department

Synergy SIS > Mass Scheduling > Reports > List

The Master Schedule by Department prints all of the sections in the option set on a grid sorted by department.

Report OSM414: Schedule by Department

Print Save Default Reset Saved Default Email Me

Name: **Schedule by Department** Number: **OSM414** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Option Set As of Date
03/31/2017

This report prints a maximum of 9 period columns. Any periods outside the range will not be visible.

Period Begin Period End
0 8

Meeting Days

MeetingDay ☐ ☒

☐ A ☐ B


Department

<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Language	<input type="checkbox"/> Math
<input type="checkbox"/> Science	<input type="checkbox"/> Special Education	<input type="checkbox"/> Art
<input type="checkbox"/> Aerospace Science	<input type="checkbox"/> Agricultural Science	<input type="checkbox"/> Business Education
<input type="checkbox"/> Computer/Business	<input type="checkbox"/> English	<input type="checkbox"/> Family and Consumer Sciences
<input type="checkbox"/> Industrial Technology	<input type="checkbox"/> Military Science/Leadership Army	<input type="checkbox"/> Music/Performing Arts
<input type="checkbox"/> Physical Education	<input type="checkbox"/> Reading	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Traffic Safety	<input type="checkbox"/> World Languages	<input type="checkbox"/> Elementary&School
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Special Education	<input type="checkbox"/> Transfer Credit
<input type="checkbox"/> East Valley Institute of Technology	<input type="checkbox"/> English Language Development	<input type="checkbox"/> American History

OSM414 – Schedule By Department Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **As of Date** – Report prints sections as they were on the date entered.
- **Period Begin/End Range** – Filters output by a period or a period range
- **Meeting Day** – Filters the output by meeting days. To select or clear all meeting days, use ☐ ↔ ☒
- **Department** – Select only those departments to be included in the report output or leave blank to include all reports.



Demo School District
Foothills & Front Range

Hope High School

Schedule by Department

Option Set: MSB 2016-2017, As of Date: 04/28/2017

Year: 2016-2017
Report: OSM414

Staff Name	FTE	Room	Day	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Department: Art												
Blahak P.		404/402	M		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.		404/402	T		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.		404/402	W		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.		404/402	R		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Blahak P.		404/402	F		Beg Photo (404)	Int Photo (402)	Int Jewelry (404)				Beg Ceramics (404)	Stained Glass (402)
Gunn		403/402/404/	M		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)
Gunn		403/402/404/	T		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)
Gunn		403/402/404/	W		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)
Gunn		403/402/404/	R		Int Ceramics (402)	Beg Jewelry (401)	Stained Glass (403)			Adv Ceramics (404)		Beg Jewelry (401)

OSM414 – Schedule By Department Report Output

OSM415 – Master Schedule by Room

Synergy SIS > Mass Scheduling > Reports > Lists

The Master Schedule by Room prints all of the sections in the option set on a grid sorted by Room.

Report **OSM415: Schedule by Room**

Print

Save Default

Reset Saved Default

Email Me

Name: **Schedule by Room** Number: **OSM415** Page Orientation: **Landscape**

Options

Sort / Output

Conditions

Selection

Advanced

Option Set

As of Date

03/31/2017

This report prints a maximum of 9 period columns. Any periods outside the range will not be visible.

Period Begin

Period End

0

8

Meeting Days

MeetingDay ☐ ↔ ☒

☐ A ☐ B

Department

☐ Fine Arts

☐ Science

☐ Aerospace Science

☐ Computer/Business

☐ Industrial Technology

☐ Physical Education

☐ Traffic Safety

☐ Miscellaneous

☐ East Valley Institute of Technology

☐ Language

☐ Special Education

☐ Agricultural Science

☐ English

☐ Military Science/Leadership Army

☐ Reading

☐ World Languages

☐ Special Education

☐ English Language Development

☐ Math

☐ Art

☐ Business Education

☐ Family and Consumer Sciences

☐ Music/Performing Arts

☐ Social Studies

☐ Elementary&School

☐ Transfer Credit

☐ American History

Size limit for "small" classroom

30

Course types to show as Study Hall

☐ Distance Learning

☐ General

☐ Self-contained Multi


☐ Self-contained Single


☐ Virtual

OSM415 – Schedule By Room Report Interface Screen

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Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **As of Date** – Report prints sections as they were on the date entered.
- **Period Begin/End Range** – Filters output by a period or a period range.
- **Meeting Day** – Filters the output by meeting days. To select or clear all meeting days, use .
- **Department** – Select only those departments to be included in the report output or leave blank to include all reports.
- **Size limit for “small” classroom** – Enter the class size limit of classrooms to identify as small on the report. Classrooms with class size limits above this number entered display as *full* size on the report.
- **Course types to show as Study Hall** – Select the Course Type the report displays as *Study Hall*.

 <div> <div>Hope High School</div> <div>Schedule by Room</div> </div> <div> <div>Year: 2016-2017</div> <div>Report: OSM415</div> </div>											
Option Set: MSB 2016-2017, As of Date: 04/28/2017											
Room	Teacher Desks	Day	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
116	Janssen, Samuels, Fellers M		Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fellers	Janssen	Nedergaard
116	Janssen, Samuels, Fellers T		Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fellers	Janssen	Nedergaard
116	Janssen, Samuels, Fellers W		Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fellers	Janssen	Nedergaard
116	Janssen, Samuels, Fellers R		Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fellers	Janssen	Nedergaard
116	Janssen, Samuels, Fellers F		Open-F	Open-F	Samuels	Edelstein	Open-F	Open-F	Fellers	Janssen	Nedergaard
117	Vierthaler, Fellers, Toft M		Open-F	Open-F	Vierthaler	Toft	Open-F	Open-F	Open-F	Open-F	Fellers
117	Vierthaler, Fellers, Toft T		Open-F	Open-F	Vierthaler	Toft	Open-F	Open-F	Open-F	Open-F	Fellers
117	Vierthaler, Fellers, Toft W		Open-F	Open-F	Vierthaler	Toft	Open-F	Open-F	Open-F	Open-F	Fellers
117	Vierthaler, Fellers, Toft R		Open-F	Open-F	Vierthaler	Toft	Open-F	Open-F	Open-F	Open-F	Fellers
117	Vierthaler, Fellers, Toft F		Open-F	Open-F	Vierthaler	Toft	Open-F	Open-F	Open-F	Open-F	Fellers
119	Nedergaard, Samuels, Dur M		Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur T		Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur W		Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur R		Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
119	Nedergaard, Samuels, Dur F		Open-F	Mortensen	Dunn	Nedergaard	Open-F	Open-F	Open-F	Open-F	Samuels
120	Vierthaler, Dunn, Samuels M		Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels T		Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels W		Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels R		Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
120	Vierthaler, Dunn, Samuels F		Open-F	Vierthaler	Open-F	Dunn	Open-F	Open-F	Samuels	Open-F	Open-F
121	McBride, Webster M		Open-F	Open-F	Webster	McBride	Open-F	Open-F	Open-F	Open-F	McBride
121	McBride, Webster T		Open-F	Open-F	Webster	McBride	Open-F	Open-F	Open-F	Open-F	McBride
121	McBride, Webster W		Open-F	Open-F	Webster	McBride	Open-F	Open-F	Open-F	Open-F	McBride
121	McBride, Webster R		Open-F	Open-F	Webster	McBride	Open-F	Open-F	Open-F	Open-F	McBride
121	McBride, Webster F		Open-F	Open-F	Webster	McBride	Open-F	Open-F	Open-F	Open-F	McBride

OSM415 – Schedule By Room Report Output

OSM417 – Department Section List

Synergy SIS > Mass Scheduling > Reports > List

The Department Section List prints a list of sections assigned to departments and includes teacher and class size information.

Report OSM417: Department Section List

Print Save Default Reset Default Email Me

Name: **Department Section List** Number: **OSM417** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Option Set

Department

Room Name

Period


Staff

Subject Area

OSM417 – Department Section List Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Department** – Filter the report to show one department.
- **Room Name** – Filter the report to show a particular range of room names.
- **Period** – Filter the report to show a period range.
- **Staff** – Filter the report to show a certain staff member.
- **Subject Area** – Filter the report to show a particular subject area.



Demo School District
Excellence In Education

Hope High School
Department Section List
Option Set: Test Section Size

Year: 2013-2014
Report: OSM417

Department	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Room	Optimal	Max	Total	Open
AC	S2	2	2	AC10-01	AC10 - Air Cond Tech	M			8	0	8
								Total:	0	8	0
Agricultural Science	S2	9	9	AG29-01	AG29 - Expl Agric	M	AG1		10	0	10
	YR	6	6	AG31-01	AG31 - Animal Sci	M	AG1		50	0	50
	YR	8	8	AG51-01	AG51 - Landscape D&M I	M	AG1		28	0	28
								Total:	0	88	0
ALSI	S2	3	3	ALSI10-01	ALSI10 - Allied Signal	M			0	0	0
								Total:	0	0	0
AM	S2	1	1	AM18-01	AM18 - Chassis & Brake	M			0	0	0
	YR	10	10	AM11-01	AM11 - Tune Up/Lac	M	124		0	0	0
	S2	10	10	AM16-01	AM16 - Engine Perform	M			0	0	0
	S2	1	1	AM20-01	AM20 - Auto Internship	M			0	0	0
								Total:	0	0	0
Art	S2	1	1	AR63-18	AR63 - Beg Drawing	M	404		30	0	30
	S2	2	2	AR63-15	AR63 - Beg Drawing	M			30	0	30
	S2	2	2	AR63-20	AR63 - Beg Drawing	M			30	0	30
	S2	3	3	AR63-22	AR63 - Beg Drawing	M			30	0	30
	S2	4	4	AR63-17	AR63 - Beg Drawing	M	403		30	0	30
	S2	4	4	AR63-24	AR63 - Beg Drawing	M			30	0	30
	S2	6	6	AR63-21	AR63 - Beg Drawing	M			30	0	30
	S2	8	8	AR63-23	AR63 - Beg Drawing	M			30	0	30
	S2	9	9	AR63-16	AR63 - Beg Drawing	M			30	0	30
	S2	9	9	AR63-19	AR63 - Beg Drawing	M			30	0	30
	YR	5	5	AR64-07	AR64 - Int Drawing	M	404		30	30	0
	S2	10	10	AR63-13	AR63 - Beg Drawing	M	402		30	0	30
	S2	2	2	AR42-01	AR42 - Int Stain Glass	M	404		26	0	26
	S2	5	5	AR63-05	AR63 - Beg Drawing	M	403		30	0	30
	S2	7	7	AR63-07	AR63 - Beg Drawing	M	403		30	0	30
	S2	8	8	AR63-08	AR63 - Beg Drawing	M	403		30	0	30
	S2	9	9	AR43-03	AR43 - Int Ceramics	M	403		28	0	28
	YR	1	1	AR64-23	AR64 - Int Drawing	M	403		30	30	0

OSM417 – Department Section List Report Output

OSM418 – Room Section List

Synergy SIS > Mass Scheduling > Reports > List

The Room Section List prints a list of rooms with the sections assigned to them, along with the teacher and class size information.

Report OSM418: Room Section List

[Print](#) [Save Default](#) [Reset Default](#) [Email Me](#)

Name: **Room Section List** Number: **OSM418** Page Orientation: **Portrait**

[Options](#) [Sort / Output](#) [Conditions](#) [Selection](#) [Advanced](#)

Option Set
[Dropdown]

Department
[Dropdown]

Room Name
[Text] → [Text]

Period
[Dropdown] → [Dropdown]


Staff
[Dropdown]

Subject Area
[Dropdown]

OSM418 – Room Section List Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Department** – Filter the report to show one department.
- **Room Name** – Filter the report to show a particular range of room names.
- **Period** – Filter the report to show a period range.
- **Staff** – Filter the report to show a certain staff member.
- **Subject Area** – Filter the report to show a particular subject area.



Demo School District
Excellence in Education

Hope High School

Room Section List

Option Set: Last Year copy

Year: 2013-2014
Report: OSM418

Room	Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Optimal	Max	Total	Open
101	Elementary School	Vogl, Randy	S1	1	1	0156	MA50W - Ap Calc/ana Geo		28	0	28	
	Elementary School	Vogl, Randy	S1	4	4	0456	MA50W - Ap Calc/ana Geo		28	0	28	
	Elementary School	Vogl, Randy	S2	1	1	1156	MA50W2 - Ap Calc/ana Geo		28	27	1	
	Elementary School	Vogl, Randy	S2	4	4	1456	MA50W2 - Ap Calc/ana Geo		28	24	4	
	Math	Vogl, Randy	S1	3	3	0356	MA40 - Algebra II		32	0	32	
	Math	Vogl, Randy	S1	6	6	0656	MA40 - Algebra II		32	0	32	
	Math	Vogl, Randy	S2	3	3	1356	MA402 - Algebra II		32	30	2	
	Math	Vogl, Randy	S2	6	6	1656	MA402 - Algebra II		32	30	2	
Total:									0	240	111	129
102	Math	Bayer M., Michelle	S1	1	1	0148	MA90 - Math Standards		23	0	23	
	Math	Bayer M., Michelle	S1	2	2	0241	MA40 - Algebra II		32	0	32	
	Math	Bayer M., Michelle	S1	3	3	0341	MA40 - Algebra II		32	0	32	
	Math	Bayer M., Michelle	S1	4	4	0441	MA40 - Algebra II		32	0	32	
	Math	Bayer M., Michelle	S1	6	6	0641	MA30 - Geometry		32	0	32	
	Math	Bayer M., Michelle	S2	1	1	1148	MA902 - Std Math I		23	19	4	
	Math	Bayer M., Michelle	S2	2	2	1241	MA402 - Algebra II		32	29	3	
	Math	Bayer M., Michelle	S2	3	3	1341	MA402 - Algebra II		32	30	2	
	Math	Bayer M., Michelle	S2	4	4	1441	MA402 - Algebra II		32	32	0	
	Math	Bayer M., Michelle	S2	6	6	1641	MA302 - Geometry		32	31	1	
	SA	Guidance Off, Guidance Off	YR	5	5	5_971_SA99	SA99 - Student Aid		100	25	75	
Total:									0	402	166	238

OSM418 – Room Section List Report Output

OSM419 – Class Analysis By Grade and Period


Synergy SIS > Mass Scheduling > Reports > List

The Class Analysis By Grade and Period prints a class analysis by grade and period based on the scheduling results for a particular option set. The report shows the number of seats available for a period by grade, total number of existing sections for the course, total student requests for the course, total requests fulfilled for the course, number of seats available in a section, and average number of fulfilled request by gender and grade.

OSM419 – Class Analysis By Grade And Period Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.



Demo School District
 Excellence in Education

Hope High School
Class Analysis By Grade and Period
 Trial Run

Year: 2014-2015
 Report: OSM419

Grade: 09

Beg	End	Term	Sec ID	Track	Crs ID	Course Title	Mtg Days	Staff Name	Room	Total Sect	Total Regst	Actual Sched	Open Seats	Avg Req Per Section		
														Total	F	M
1	1	S1	BE20-01	BE20	Pers Typing	C		Abel, Patricia	EVIT	1	1	1	39	1.00	0.00	1.00
1	1	S2	0700-01	0700	Speech	C		Abel, Patricia	234	5	41	6	12	8.20	4.40	3.80
1	1	S2	AC10-01	AC10	Air Cond Tech	A		Horn, Cissy	VJ	3	7	2	12	2.33	1.00	1.33
1	1	S2	AC10-02	AC10	Air Cond Tech	B		Horn, Cissy	VJ	3	7	3	11	2.33	1.00	1.33
1	1	S2	AR43-01	AR43	Int Ceramics	B		Attend Office, Attend Off Test	P-03	9	41	6	11	4.56	2.44	2.11
1	1	S2	AR66-01	AR66	Adv Drawing	D		Audio Visual, Audio Visual	117	12	41	4	21	3.42	1.83	1.58
1	1	S2	AR66-02	AR66	Adv Drawing	C		Attend Office, Attend Off Test	EVIT	12	41	2	21	3.42	1.83	1.58
1	1	S2	BE48-01	BE48	Accounting li	B		Aderson, Gordon	MHS	11	41	5	19	3.73	2.00	1.73
1	1	S2	BE48-02	BE48	Accounting li	D		Atwd S., Sharon	P-11	11	41	3	19	3.73	2.00	1.73
1	1	S2	BE54-01	BE54	Student Store	O		Cooper, Kathy	EVIT	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-02	BE54	Student Store	O		Bayer M., Michelle	MHS	69	41	0	5	0.59	0.32	0.28
1	1	S2	BE54-03	BE54	Student Store	AI		Atwd S., Sharon	117	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-04	BE54	Student Store	AI		Audio Visual, Audio Visual	126	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-05	BE54	Student Store	AI		Bayer M., Michelle	136	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-06	BE54	Student Store	A		Atwd S., Sharon	220	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-07	BE54	Student Store	C		Bayer M., Michelle	224	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-08	BE54	Student Store	C		Becker A., Allison	228	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-09	BE54	Student Store	A		Cooper, Kathy	231	69	41	1	5	0.59	0.32	0.28
1	1	S2	BE54-10	BE54	Student Store	C		Becker C., Chris	233	69	41	0	6	0.59	0.32	0.28
1	1	S2	BE54-11	BE54	Student Store	O		Becker C., Chris	303	69	41	0	5	0.59	0.32	0.28
1	1	S2	EN44-01	EN44	Creative Wrt	O		Davis, Jeffrey	301	1	1	1	27	1.00	1.00	0.00
1	1	S2	MA301-01	MA301	Geometry	O		Attend Office, Attend Off Test	DCE	1	0	0	40	0.00	0.00	0.00
1	1	S2	PP012-01	PP012	Mathematics	B		Behm A., Angela	307B	58	1	0	8	0.02	0.00	0.02
1	1	S2	PP012-02	PP012	Mathematics	B		Bellus G., Genie	313	58	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-01	PP70	English 10	O		Edelstein, Anne	201	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-02	PP70	English 10	AI		Davis, Jeffrey	P-05	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-03	PP70	English 10	AI		Edelstein, Anne	P-09	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-04	PP70	English 10	O		Diaz, Joe	234	66	1	0	9	0.02	0.00	0.02
1	1	S2	PP70-05	PP70	English 10	C		Edelstein, Anne	302	66	1	0	10	0.02	0.00	0.02
1	1	S2	PP70-06	PP70	English 10	C		Davis, Jeffrey	413	66	1	0	10	0.02	0.00	0.02
1	1	S2	PP71-01	PP71	Math	AI		Abel, Patricia	224	5	41	7	13	8.20	4.40	3.80

OSM419 – Class Analysis By Grade And Period Report Output

OSM416 – Sections Needed by Requests

Synergy SIS > Mass Scheduling > Reports > Summary

The Sections Need by Requests prints the number of sections needed based on the total number of course requests and the maximum/optimum number of students per section, as entered on the District Course or School Course screens.

Report OSM416: Sections Needed by Requests

Print Save Default Reset Default Email Me

Name: **Sections Needed by Requests** Number: **OSM416** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Course Info

Course ID →

Course Title

Linked Course Display

☐ Use Student Count Levels from District

OSM416 – Sections Needed By Request Report Interface Screen

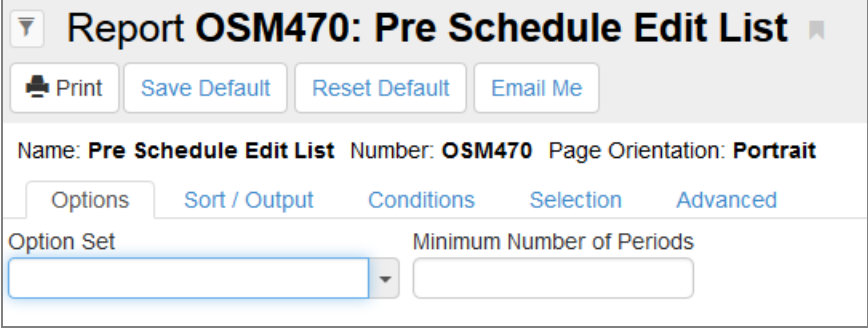
Report Options:

- **Course ID** – Enter a range of course IDs to print results for.
- **Course Title** – Enter the course title for which the report should print results.
- **Linked Course Display** – Display the linked courses together.
 - *None* – Do not display the linked courses (default).
 - *Primary Linked Only* – List only the primary course from each link.
 - *All Linked* – List all of the linked courses.
- **Use Student Count Levels from District** – Only use the maximum and optimum size numbers from the district in the report results. Synergy SIS reviews the size limits on the School Course screen, then District Course if no values exist. Selecting this option skips School Course entirely.

OSM470 – Pre Schedule Edit List

Synergy SIS > Mass Scheduling > Reports > List

The Pre Schedule Edit List prints a list of students who have a problem with their course requests.



Report OSM470: Pre Schedule Edit List

[Print](#) [Save Default](#) [Reset Default](#) [Email Me](#)

Name: **Pre Schedule Edit List** Number: **OSM470** Page Orientation: **Portrait**


[Options](#) [Sort / Output](#) [Conditions](#) [Selection](#) [Advanced](#)

Option Set Minimum Number of Periods

OSM470 – Pre Schedule Edit List Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Minimum Number of Periods** – Filter report output to include only students with a minimum number of course requests

<div>  <div> Hope High School Pre Schedule Edit List Option Set: Run #1 </div> <div> Year: 2011-2012 Report: OSM470 </div> </div>				
Perm ID	Student	Range	Course number and Title	Error Detected
124013	Abbott, Andrew E.		PP00 Functional Math	No seats left in any section of this course
886630	Acevedo, Andrew		MA45W Pre-Calculus	No seats left in any section of this course
			PP022 Literature	No seats left in any section of this course
			PP07 American Govt	No seats left in any section of this course
			WL21 Spanish I	No seats left in any section of this course
			PP70 Sr. English	No seats left in any section of this course
			SC81 Physics	No seats left in any section of this course
901830	Acevedo, Ashley		WL31 German I	No seats left in any section of this course
			EN51 Lit Explor	No seats left in any section of this course
			MA42 Trigonometry	No seats left in any section of this course
			SS22 World History/Geography	No seats left in any section of this course
			EN34 Prin Eng II	No seats left in any section of this course
150265	Acosta, John A.		PP022 Literature	No seats left in any section of this course
			PP07 American Govt	No seats left in any section of this course
			SC81 Physics	No seats left in any section of this course
			PP70 Sr. English	No seats left in any section of this course
			MA45W Pre-Calculus	No seats left in any section of this course
			WL21 Spanish I	No seats left in any section of this course
108086	Acuna, Teresa N.		EN091C 9th Eng-Corr	Course not offered
110412	Acunia, Kenneth O.		WL31 German I	No seats left in any section of this course
871626	Adair, Alan W.		SC81 Physics	No seats left in any section of this course
			PP70 Sr. English	No seats left in any section of this course
			PP07 American Govt	No seats left in any section of this course
			WL21 Spanish I	No seats left in any section of this course
			PP022 Literature	No seats left in any section of this course
			MA45W Pre-Calculus	No seats left in any section of this course

OSM470 – Pre Schedule Edit List Report Output

OSM601 – Course Request Totals

Synergy SIS > Mass Scheduling > Reports > Summary

The Course Request Totals prints course request totals sorted by department.

Report OSM601: Course Request Totals

Name: **Course Request Totals** Number: **OSM601** Page Orientation: **Portrait**

Grade Level Filter


Grade

☐ 09 ☐ 10 ☐ 11 ☐ 12

OSM601 – Course Request Totals Report Interface Screen

Report Options:

- **Grade** – Filter report output to include only the selected grade or grade range. To select or clear all grades, use ↔ .



Demo School District
 Excellence in Education

Hope High School

Course Request Totals

Year: 2011-2012
 Report: OSM601

Course ID	Course Title	Total	Female	Male	09	10	11	12
Department: Agricultural Science								
AG31	Animal Science	1	0	1	0	0	0	1
Total		1	0	1	0	0	0	1
Department: Art								
AR33	Int Photo	1	1	0	0	0	1	0
AR43	Int Ceramics	1	1	0	0	0	1	0
AR54	Beg Jewelry	2	1	1	1	0	1	0
AR58	Adv Jewelry	12	6	6	0	0	6	6
AR63	Beg Drawing	1	1	0	0	0	1	0
Total		17	10	7	1	0	10	6
Department: Computer/Business								
CB31	Vis Bas Prog I	6	4	2	0	0	6	0
Total		6	4	2	0	0	6	0
Department: Elementary School								
MA45W	Pre-Calculus	866	409	457	0	0	1	865
PP02A	Prin Of Eng	1	0	1	0	0	0	1
SC77W2	De Chemistry	1	0	1	0	0	1	0
Total		868	409	459	0	0	2	866
Department: English								
EN091C	9th Eng-Corr	21	12	9	21	0	0	0
EN33	Prin Eng I	88	50	38	0	34	52	2
EN34	Prin Eng II	1010	488	522	0	0	1008	2
EN40	Shakespeare	22	12	10	22	0	0	0
EN51	Lit Explor	1010	488	522	0	0	1008	2
EN52	Mythology	34	21	13	0	34	0	0
EN84	Journalism I	4	2	2	0	0	3	1
EN86	Yearbook	1	0	1	0	0	1	0
EN87	NewsLab	1	0	1	0	0	1	0
EN88	App Read III	1	0	1	0	0	1	0
PP70	Sr. English	915	436	479	0	0	50	865
Total		3107	1509	1598	43	68	2124	872

OSM601 – Course Request Totals Report Output

OSM602 – Student Request Exception

Synergy SIS > Mass Scheduling > Reports > Summary

The Student Request Exception prints a list of students with either fewer or greater than a certain number of course requests or credits.

Report OSM602: Student Request Exception

Print Save Default Reset Default Email Me

Name: **Student Request Exception** Number: **OSM602** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Filter Options

Grade
 →

Term Code ☐ ↔ ☒

☐ Fall ☐ Spring

Request Filter Type
 Use Course Request Totals and Credit

Request Filter Options

Students with less than the following requests

Students with greater than the following requests

Students with less than the following credits

Students with greater than the following credits

Total Course Requests Made

Report Display Options


☐ Display Feeder Schools

OSM602 – Student Request Exception Report Interface Screen

Report Options:

- **Grade** – Enter a grade range to print results for. If left blank, all grade levels print.
- **Term Code** – Select the term code to print results or leave blank to print for all term codes. To select or clear all terms, use ☐ ↔ ☒.

- **Request Filter Type** – Options change depending on the choice selected.
 - *Use Course Request Totals and Credit* – Filters the report based on student course request parameters
 - **Students with less than the following requests**
 - **Students with greater than the following requests**
 - **Students with less than the following credits**
 - **Students with greater than the following credits**
 - **Total Course Requests Made:**
 - *Show all students*
 - *Show students with the correct number of requests only*
 - *Show students with too few or too many requests only*
 - *Show students with too few requests only*
 - *Show students with too many requests only*
 - *Use Period Range* – Filters the report based on the specified period range
 - **Number of Periods** – Filters by the selected period range
- **Display Feeder Schools** – Displays the last school of attendance. If the student is new to the district, the feeder school column is blank.

 <div> <div>Hope High School</div> <div>Student Request Exception</div> <div>All Students</div> </div> <div> <div>Year: 2016-2017</div> <div>Report: OSM602</div> </div>					
Student	Perm ID	Grade	Course Requests	Course Credits	Exception Reason
Akagawa, Adam H.	165923	11	5	2.50	Too Few Credits
Ake, Joshua J.	889794	11	7	3.50	Too Few Credits
Akin, Andrea E.	902875	10	8	4.00	Too Few Credits
Alarcon, Frank	886651	10	7	5.00	
Alcazar, Eugene	141666	10	6	3.00	Too Few Credits
Alcazar, Eugene A.	141517	10	7	3.50	Too Few Credits
Alder, Brenda I.	967569	10	7	5.50	
Alder, Lawrence S.	910024	12	8	5.50	
Alder, Sarah C.	968416	12	6	5.00	
Aldrich, Steve K.	873815	12	7	4.50	Too Few Credits
Alexander, Fred D.	975140	12	7	3.50	Too Few Credits
Alexander, George M.	975141	12	7	3.50	Too Few Credits
Alexander, Joseph J.	901626	10	7	3.50	Too Few Credits
Alger, Nicole C.	874433	12	7	4.00	Too Few Credits
Alger, Phyllis A.	149884	10	7	4.00	Too Few Credits
Allen, Aaron L. JR	992938	10	7	4.00	Too Few Credits
Allen, Andrea	904134	10	7	4.50	Too Few Credits
Allen, Cynthia	874997	12	7	6.00	
Allen, Diane B.	901507	10	6	3.50	Too Few Credits
Allen, Donald J.	883223	10	7	4.00	Too Few Credits
Allen, Elizabeth	886019	11	7	4.00	Too Few Credits
Allen, Eugene C.	887238	11	7	4.00	Too Few Credits

OSM602 – Student Request Exception Report Output

OSM603 – Open Periods by Grade and Period

Synergy SIS > Mass Scheduling > Reports > Summary

The Open Periods by Grade and Period prints the total number of students for each term, rotation day (if applicable), and period with an open period in their schedule.

Report OSM603: Open Periods by Grade and Period

Print Save Default Reset Default Email Me

Name: **Open Periods by Grade and Period** Number: **OSM603** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Schedule Options

Option Set

Term Definition ☐ ↔ ☒

☐ Fall ☐ Spring

Period List ☐ ↔ ☒

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Student Options

Grade List ☐ ↔ ☒


☐ 09 ☐ 10 ☐ 11 ☐ 12

☐ Show Gender Totals

OSM603 – Open Periods By Grade And Period Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **Term Definition** – Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use ☐ ↔ ☒.
- **Period List** – Filters output by a period or selection of periods. Leave blank to include all periods on the report. To select or clear all periods, use ☐ ↔ ☒.
- **Grade List** – Filters output by a grade level or selection of grade levels. Leave blank to include all grade levels on the report. To select or clear all grades, use ☐ ↔ ☒.
- **Show Gender Totals** – Select this option in order to see totals by gender for each grade level.



Demo School District
Excellence in Education

Hope High School
Open Periods by Grade and Period

Year: 2016-2017
Report: OSM603

Term Definition: **Spring**

Rotation Day: **T**

Grd	Student Count	0	1	2	3	4	5	6	7	8	9
07	5	5	5	5	5	5	5	5	5	5	5
08	2	2	2	2	2	2	2	2	2	2	2
09	9	9	9	9	9	9	9	9	9	9	9
10	1053	1053	1053	1053	1053	1053	1053	1053	1053	1053	1053
11	871	871	871	871	871	871	871	871	871	871	871
12	828	828	827	828	828	828	828	827	828	828	828

Term Definition: **Spring**

Rotation Day: **W**

Grd	Student Count	0	1	2	3	4	5	6	7	8	9
07	5	5	5	5	5	5	5	5	5	5	5
08	2	2	2	2	2	2	2	2	2	2	2
09	9	9	9	9	9	9	9	9	9	9	9
10	1053	1053	1053	1053	1053	1053	1053	1053	1053	1053	1053
11	871	871	871	871	871	871	871	871	871	871	871
12	828	828	827	828	828	828	828	827	828	828	828

Term Definition: **Spring**

Rotation Day: **R**

OSM603 – Open Periods By Grade And Period Report Output

OSM604 – Seat Totals By Department


Synergy SIS > Mass Scheduling > Reports > Summary

The Seat Totals by Department prints the total number of seats available with the total number of students. This prints for each period in the day, sorted by term and department.

OSM604 – Seat Totals By Department Report Interface Screen

Report Options:

- **Option Set** – Select the option set to include in the report. Only option sets for the year and school in focus are available.
- **School Period** – Select periods to run or leave blank to print totals for all periods. To select or clear all periods, use ☐ ↔ ☒.
- **Term Selection** – Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use ☐ ↔ ☒.
- **Meeting Day** – Filters the output by meeting days. To select or clear all meeting days, use ☐ ↔ ☒.
- **Departments** – Select which departments to run. All of the sections for courses of the selected departments print. Leave blank to see totals for all departments. To select or clear all departments, use ☐ ↔ ☒.



Demo School District
Excellence in Education

Hope High School

Seat Totals By Department

2016-2017

Year: 2016-2017

Report: OSM604

Seat Totals For 2016-2017																						
Meeting Day: M									Term: Fall					Term: Spring								
Department	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats						
		Max	Max	Max	Max	Max	Max			Max	Max	Max	Max	Max	Max							
Science	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	0	30					
Total by School	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	0	30					

Seat Totals For 2016-2017																						
Meeting Day: W									Term: Fall					Term: Spring								
Department	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats						
		Max	Max	Max	Max	Max	Max			Max	Max	Max	Max	Max	Max							
Science	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	0	30					
Total by School	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	0	30					

Seat Totals For 2016-2017																						
Meeting Day: F									Term: Fall					Term: Spring								
Department	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats	# Of Sections	P1	P2	P3	P4	P5	P6	Total Seats						
		Max	Max	Max	Max	Max	Max			Max	Max	Max	Max	Max	Max							
Science	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	0	30					
Total by School	1	30	0	0	0	0	0	30	1	30	0	0	0	0	0	0	30					

OSM604 – Seat Totals By Department Report Output

OSM605 – Period Load Stats Report

Synergy SIS > Mass Scheduling > Reports > Summary

The Period Load Stats Report displays the number of seats available per period, category, or grade based on the last MSB schedule build run. If you used the loader, the report shows the number of students scheduled per category or grade.

This report prints out a page for every grade level selected and one page for school totals. The Grade level represents the total number of active students in the grade level, number of available seats for a grade level, the number of students that scheduled for that time period, the count of available sections. The percentage (%) represents the percent of seats over or under for the class.

The school totals represent the total number of students for the entire school (even when only printing for one grade), the sum of max seats available for each section during that time period, the total number of students scheduled (includes all grade levels), and the total number of sections available for the school during that time period.

Report OSM605: Period Load Stats Report

Print Save Default Reset Default Email Me

Name: **Period Load Stats Report** Number: **OSM605** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Schedule

Option Set

Grade Options

Grade ☐ ↔ ☒

☐ 09 ☐ 10 ☐ 11 ☐ 12

Period Options

Periods ☐ ↔ ☒

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9













Term Options


Terms ☐ ↔ ☒

☐ S1 ☐ S2

OSM605 – Period Load Stats Report Interface Screen

Report Options:

- **Option Set** – Select the option set to run the report for.
- **Grade** – Select which grade to run the report for or leave blank to print for all grade levels. To select or clear all grades, use   .
- **Period** – Select which Period to run the report for or leave blank to print for all periods. To select or clear all periods, use   .
- **Meeting Days** – Meeting days to print for. This report can only display five meeting days, so the report restricts the number of meeting days that print. To select or clear all meeting days, use   .
- **Term** – Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use   .



Demo School District
 Excellence in Education

Hope High School
 Period Load Stats Report
 2016-2017

Year: 2016-2017
 Report: OSM605

Grade 10
 Total Students 1053

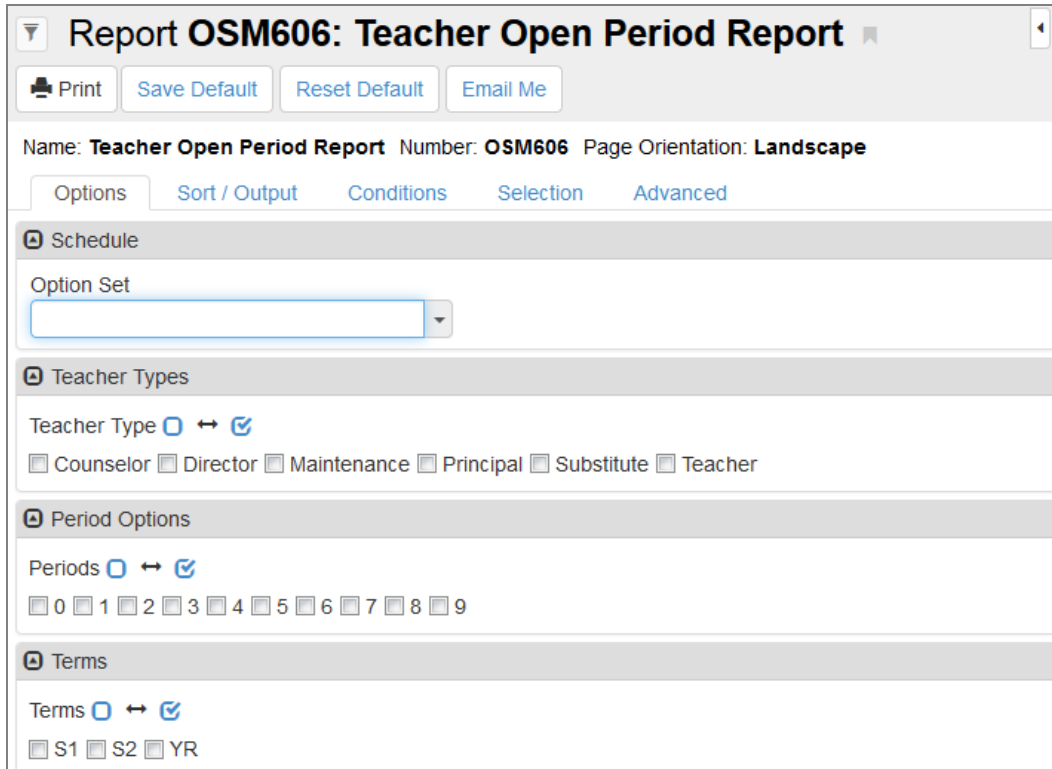
Term	Per	Day 1: M					Day 2: T					Day 3: W					Day 4: R					Day 5: F				
		Opt	Act	Sched	Sect	%	Opt	Act	Sched	Sect	%	Opt	Act	Sched	Sect	%	Opt	Act	Sched	Sect	%	Opt	Act	Sched	Sect	%
S1	1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	2	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	3	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	4	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	5	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
	6	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1	1053	20	4	1	-98.1
S2	1	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3
	2	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3
	3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3
	4	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3
	5	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3
	6	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3	1053	28	0	1	-97.3

OSM605 – Period Load Stats Report Output

OSM606 – Teacher Open Period Report









Synergy SIS > Mass Scheduling > Reports > Summary


The Teacher Open Period Report produces a list of all the teachers who are free during the selected term, period, and meeting day.



OSM606 – Teacher Open Period Report Interface Screen

Report Options:

- **Option Set** – Select the option set to run the report for.
- **Teacher Type** – Select which type of teacher to run the report for, or leave blank to print for all Teacher Types. To select or clear all types, use  .
- **Period** – Select which Period to run the report for or leave blank to print for all Periods. To select or clear all periods, use  .
- **Meeting Days** – Select which Meeting Days to run the report to run for or leave blank to print for all Meeting days. To select or clear all meeting days, use  .
- **Terms** – Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use  .



Demo School District
Foothill-Vallejo Education

Hope High School

Teacher Open Period Report

2016-2017

Year: 2016-2017
Report: OSM606

Term	Day	Period	Free Teachers			
S1	T	0	Sapakie, Jesse Scafaria, Dominic Secure, OLR Sharp, Sharp Smith, Christine Staff, Staff Stauffer, Paige Swartz, Mark Test, Teacher M. Torrente, Jason Udall, Heidi Vanosdall, Kim Vogl, Randy Weathers, Renee Wheeler, Jerry Wong, Lillian Zazueta, Dannis	Sargent, Linda Schreiber, Mason Sedani-Apt, Rita Shotts, Joan Smith, John Staff, Staff Stincic, Tom Temme, Walter Thiel, Michael Traylor, Kelly User, Test Vesta, Cindy Vohort, Raine Webster, Bill Wilson, Rob Worsnop, William	SASI3, Charles Schubert, Thorne Sehl, Marty Sligh Aj, Albert Snow, Pam Staff, Staff Sullivan, Joe Test, Admin Tofft, Robert Trull, Jayne User1, Admin Vierthaler, Rachel Wallace, Judy Webster, Mitch Wischhusen, Ted Wrather, Landon	Sawyer, Kyle Scott, Tamara Shackelford, Judy Smith, Bill Snyder, Joan Staff, Staff Summers, Kim Test, Counselor Topoozian, Nancy Tuzzino, Valerie Vanhie, Donna Voc Ed Cosmo, Voc Ed Cosm Weathers, Julia Weeden, Bob Wojcik, James Wwhs Rotc, Wwhs Rotc
S1	T	1	Adams, Ronald Attend Office, Attend Off Bayer M., Michelle Bellus G, Genice Blasdell W, Wendy Brady J., James	Aderson, Gordon Atwood S., Sharon Becker A., Allison Berg, Justin Bonjour R., Richard Brandt, Paula	Andrews, Mark Audio Visual, Audio Visual Becker C., Chris Blackburn M., Matt Bookstore, Bookstore Breiland C., Cheryl	Arth'ur A., Andrea Baniszewski, Nancy Behm A., Angela Blahak P., Pete Bordwell R., Robert Brook C., Clayton

OSM606 – Teacher Open Period Report Output

OSM607 – Room Open Period Report

Synergy SIS > Mass Scheduling > Reports > Summary

The Room Open Period Report lists all rooms free during the listed term, period, and meeting day. It includes the room type code in parentheses if you have a room type selected on the School Room screen.

Report OSM607: Room Open Period Report

Print Save Default Reset Default Email Me

Name: **Room Open Period Report** Number: **OSM607** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Schedule

Option Set

Room Types

Room Type ☐ ↔ ☒

☐ None ☐ Auditorium ☐ Class Room ☐ Cafeteria ☐ Computer Lab ☐ Chem Lab ☐ Field ☐ Gym ☐ Homeroom ☐ L
☐ Physics Lab ☐ Science Lab ☐ Shop

Period Options

Periods ☐ ↔ ☒

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Term Options

Terms ☐ ↔ ☒


☐ S1 ☐ S2 ☐ YR

Feedback

OSM607 – Room Open Period Report Interface Screen

Report Options:

- **Option Set** – Select the option set to run the report for.
- **Room Type** – Select which type of room to run the report for, or leave blank to print for all Room Types. To select or clear all types, use ☐ ↔ ☒.
- **Period** – Select which period to run the report for, or leave blank to print for all periods. To select or clear all periods, use ☐ ↔ ☒.
- **Meeting Days** – Select which meeting days to run the report to run for, or leave blank to print for all meeting days. To select or clear all meeting days, use ☐ ↔ ☒.
- **Terms** – Select which term to run or leave blank to print for all terms. The terms listed are the same terms on the Term Definition section of the School Setup screen. To select or clear all terms, use ☐ ↔ ☒.



Demo School District

Excellence in Education

Hope High School

Room Open Period Report

2016-2017

Year: 2016-2017

Report: OSM607

Term	Day	Period	Free Rooms													
S1	M	0	101	102	103	104	106	107	108	109	111	112	114	115	116	117
			118	119	120	121	122	123	124	125	126	127	128	129	131	132
			133	135	136	137	201	202	203	204	205	207	208	209	210	210B
			211	212	213	214	215	216	217	218	219	220	221	222	223	224
			225	226	227	228	229	230	231	232A	232B	233	234	236	301	302
			303	304	305	306	307A	307B	308	309	311	312	313	401	402	403
			403	404	405	408	409	410	411	412	413	AG1	ANNX	AV	BADM	BBBL
			BSBL	BSOC	BTEN	BTRK	BVLB	BXC	CAFE	CCTR	CNSL	DCE	EVIT	FTRP	GBBL	GGLF
			GSFB	GSOC	GTEN	GTRK	GVLB	GXC	GYM	JRFB	JVFB	LIB	LIBR	MHS	N/A	No Room
			NURS	OFC	OFF	P-01	P-02	P-03	P-04	P-05	P-06	P-08	P-09	P-10	P-11	P-13
			P-14	P-15	P-16	P-17	P-18	P-19	P-21	P-22	P-23	P-24	P-25	P-26	PE	RMHS
			SEM	SFTB	SHAR	STOR	SWIM	Test	TRNG	VFB	VOED	WRST	WWHS			
			S1	M	1	101	102	103	104	106	107	108	109	111	112	114
118	119	120				121	122	123	124	125	126	127	128	129	131	132
133	135	136				137	201	202	203	204	205	207	208	209	210	210B
211	212	213				214	215	216	217	218	219	220	221	222	223	224
225	226	227				228	229	230	231	232A	232B	233	234	236	301	302
303	304	305				306	307A	307B	308	309	311	312	313	401	402	403
403	404	405				408	409	410	411	412	413	AG1	ANNX	AV	BADM	BBBL
BSBL	BSOC	BTEN				BTRK	BVLB	BXC	CAFE	CCTR	CNSL	DCE	EVIT	FTRP	GBBL	GGLF
GSFB	GSOC	GTEN				GTRK	GVLB	GXC	GYM	JRFB	JVFB	LIB	LIBR	MHS	N/A	No Room
NURS	OFC	OFF				P-01	P-02	P-03	P-04	P-05	P-06	P-08	P-09	P-10	P-11	P-13
P-14	P-15	P-16				P-17	P-18	P-19	P-21	P-22	P-23	P-24	P-25	P-26	PE	RMHS
SEM	SFTB	SHAR				STOR	SWIM	Test	TRNG	VFB	VOED	WRST	WWHS			
S1	M	2				101	102	103	104	106	107	108	109	111	112	114
			118	119	120	121	122	123	124	125	126	127	128	129	131	132
			133	135	136	137	201	202	203	204	205	207	208	209	210	210B
			211	212	213	214	215	216	217	218	219	220	221	222	223	224
			225	226	227	228	229	230	231	232A	232B	233	234	236	301	302
			303	304	305	306	307A	307B	308	309	311	312	313	401	402	403
			403	404	405	408	409	410	411	412	413	AG1	ANNX	AV	BADM	BBBL
			BSBL	BSOC	BTEN	BTRK	BVLB	BXC	CAFE	CCTR	CNSL	DCE	EVIT	FTRP	GBBL	GGLF
			GSFB	GSOC	GTEN	GTRK	GVLB	GXC	GYM	JRFB	JVFB	LIB	LIBR	MHS	N/A	No Room
			NURS	OFC	OFF	P-01	P-02	P-03	P-04	P-05	P-06	P-08	P-09	P-10	P-11	P-13

OSM607 – Room Open Period Report Output

OSM801 – Course Request Conflict Matrix

Synergy SIS > Mass Scheduling > Reports > Summary

The Course Request Conflict Matrix prints a report of all scheduling conflicts based on the options selected.

Report OSM801: Course Request Conflict Matrix

Print Save Default Reset Default Email Me

Name: **Course Request Conflict Matrix** Number: **OSM801** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Course

Number of Requests: →

Course Group

Course Group:

Academic Type ☐ ↔ ☒

☐ Honors ☐ Non-Academic ☐ Regular

Department ☐ ↔ ☒

☐ Fine Arts ☐ Language ☐ Math ☐ Science
☐ Art ☐ Aerospace Science ☐ Agricultural Science ☐ Business Education
☐ English ☐ Family and Consumer Sciences ☐ Industrial Technology ☐ Military Science/Leadership
☐ Physical Education ☐ Reading ☐ Social Studies ☐ Traffic Safety
☐ Elementary School ☐ Miscellaneous ☐ Special Education ☐ Transfer Credit
☐ English Language Development ☐ American History
☐ Show Only Requested Courses

Course Subject Areas

Subject Areas	College Areas	University Areas
<input type="checkbox"/> Fine/Applied Arts	<input type="checkbox"/> History	<input type="checkbox"/> History
<input type="checkbox"/> English 9th Grade	<input type="checkbox"/> English	<input type="checkbox"/> English
<input type="checkbox"/> English Writing	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Mathematics
<input type="checkbox"/> English Literature	<input type="checkbox"/> Lab Science	<input type="checkbox"/> Lab Science


Feedback

OSM801 – Course Request Conflict Matrix Report Interface Screen

Report Options:

- **Number of requests** – Displays courses falling within a number range of requests
- **Course Group** – Displays only those courses within a particular course group
- **Academic Type** – Shows courses of a particular range of academic types. To select or clear all types, use ☐ ↔ ☒.
- **Department** – Shows courses of a particular range of departments. To select or clear all departments, use ☐ ↔ ☒.
- **Show only requested courses** – Displays only courses requested by students
- **Subject Areas** – Displays only courses falling within a range of subject areas

- **College Areas** – Displays only courses falling within a range of college areas
- **University Areas** – Reports only courses falling within a range of university areas



Demo School District
Excellence in Education

Hope High School

Course Request Conflict Matrix

Courses with 1 to 100 Requests

Year: 2011-2012
Report: OSM801

Crs ID	Course Title	AG31	AR33	AR43	AR54	AR63	CB31	EN091C	EN33	EN40	EN52	EN84	EN86	EN87	EN88	FS41	MA27	MA30	MA40	MA90	MU80	PP00	PP02A	PP702	PP75	PP76	SC33	SC42	SC77W2	SC49
AG31	Animal Science	1				1																	1							
AR33	Int Photo		1	1					1										1									1		
AR43	Int Ceramics			1					1											1								1		
AR54	Beg Jewelry				2				1		1									1		1							1	
AR58	Adv Jewelry		1			12		4		6		3							6				1					6		
AR63	Beg Drawing		1	1				1		1									1									1		
CB31	Vis Bas Prog I					4		6		6		3							6									6		
EN091C	9th Eng-Corr				1				21		21								21			21							21	
EN33	Prin Eng I		1	1		6	1	6		88		34	3	1	1	1	1		34	53	1	1			1	1	34	53	1	1
EN40	Shakespeare				1				21		22							1		22			22			1		22		
EN52	Mythology								34		34								34								34		1	
EN84	Journalism I					3		3		3		4							3									3		
EN86	Yearbook									1				1					1	1								1		
EN87	NewsLab								1						1						1							1		
EN88	App Read III								1						1										1		1		1	
FS41	Culinary Arts I								1							1									1		1		1	
MA27	Algebra I									1							1			1			1		1		1		1	
MA30	Geometry								34		34								34								34		1	
MA40	Algebra II		1	1	1	6	1	6	21	53	22	3	1	1	1	1			75	1	1	22		1		2	52	22	1	
MA90	Math Standards									1			1						1	1								1		
MU80	Concert Band								1						1						1		1					1		
PP00	Functional Math				1			21		22								1	22		22		22		1		1		22	
PP02A	Prin Of Eng		1			1																	1							
PP702	English									1						1		1		1			1					1		
PP75	Am History I								1							1									1			1		
PP76	Am Govt								1	1						1			2			1		1		2		1	1	
SC33	Earth Science								34		34								34								34		1	
SC42	Life Science		1	1		6	1	6		53		3	1	1	1	1			52	1	1				1	1		53	1	
SC49	Biology				1				21	1	22	1						1	1	22		22		1		1	1		23	
SC77W2	De Chemistry								1							1										1	1		1	
SS21	World Histg				1			21		22								1	22		22		22		1	1		22		
SS34	Amer History I								33		33								33								33		1	
SS35	Amer History II																													
SS51	Am Govt 123		1	1		6	1	6		53		3	1	1	1	1			52	1	1				1	1		53	1	
SS57	Prin&prac Econ		1			1																	1							
WL18	Am Sign Lang I								1				1						1	1								1		

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Edupoint School District

1-9

OSM801 – Course Request Conflict Matrix Report Output

Schedule Reports

MST401 – Section List by Course

Synergy SIS > Schedule > Reports > List

The Section List by Course lists each section assigned to a course. The report includes the Teacher, Room, Period, Credits, and student totals.

Report MST401: Section List by Course

Print Save Default Reset Saved Default Email Me

Name: **Section List by Course** Number: **MST401** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Term Filter


☐ Suppress Course Totals

Student totals as of

MST401 – Section List By Course Report Interface

Report Options:

- **Term Filter** – Select the term to display sections for.
- **Suppress Course Totals** – Removes student totals for the course from displaying in the results
- **Student totals as of** – Show student totals only as of a specific date



Demo School District
Dedicated to Education

Hope High School
Section List by Course
As of 05/01/2017

Year: 2016-2017
Report: MST401

Course ID CB10		Course Title Comp Foundation							
Section ID	Meeting Days	Teacher	Room	Begin Period	End Period	Term	Credit	Max Students	Total Students
0309	M T	Becker C., Chris	127	3	3	S1	0.500	30	28
0609	M T	Becker C., Chris	127	6	6	S1	0.500	30	30
1108	M T	Frommer, Kathy	112	1	1	S2	0.500	30	27
1210	M T	Richardson, Jerry	111	2	2	S2	0.500	30	24
1407	M T	Sehl, Marty	129	4	4	S2	0.500	30	28
1609	M T	Becker C., Chris	127	6	6	S2	0.500	30	21
Course Total:								158	

MST401 – Section List By Course Report Output




MST402 – Section List by Teacher


Synergy SIS > Schedule > Reports > List

The Section List by Teacher displays all section information for the specified teacher and includes Meeting Days, Course Title, Room, and student totals.

MST402 – Section List By Teacher Report Interface Screen

Report Options:

- **Teacher** – Only display sections for a specific teacher.
- **Periods** – Leave blank to display all periods. To select all or clear all periods, use   .
- **Term** – Displays results for a term or term range
- **Student totals as of** – Show student totals only as of a specific date



Demo School District
Excellence In Education

Hope High School

Section List by Teacher

Year: 2016-2017
Report: MST402

Staff Name	Term	Per	Sect ID	Meeting Days	Course ID And Title	Room	Max	Total	Left
Blasdell W., Wendy	S1	5	0016	M T	SC70 - Cons Chemistry	124	30	20	10
		2	1012	M T	SC702 - Con Chemistry	116	30	17	13
		3	1013	M T	SC502 - Env Science 2nd	124	30	29	1
		4	1014	M T	SC502 - Env Science 2nd	124	30	31	-1
		5	1015	M T	SC502 - Env Science 2nd	124	30	24	6
		6	1016	M T	SC702 - Con Chemistry	124	30	19	11
	YR	2	5_074_SA99	M T	SA99 - Student Aid	403	100	0	100
		7	0017	M T	IT14 - Robotics Tech		30	0	30
	Total:						434	243	191
Bonjour R., Richard	S1	1	0112	M T	EN33 - Prin Eng I	301	28	27	1
		2	0212	M T	EN84 - Journalism I	301	28	17	11
		3	0312	M T	EN87 - Newslab	301	30	21	9
		5	0512	M T	EN51 - Lit Explor	302	30	30	0
		6	0612	M T	EN51 - Lit Explor	302	30	29	1

MST402 – Section List By Teacher Report Output

MST403 – Section List by Course and Term

Synergy SIS > Schedule > Reports > List

The Section List by Course and Term lists each section for all courses. It also shows student totals and seat totals.

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: [Dropdown] Section ID: [Text Box]

Course ID: [Text Box] → [Text Box]


☐ Suppress Course Totals

Student totals as of: [Date Picker]

MST403 – Section By Course And Term Report Interface

Report Options:

- **Term Filter** – Select the term to display sections for.
- **Section ID** – Enter the section to display results for.
- **Course ID** – Select the course or course range to display results for.
- **Suppress Course Totals** – Removes student totals for the course from displaying in the results
- **Student totals as of** – Show student totals only as of a specific date

 Hope High School Section List by Course and Term Year: 2016-2017 Report: MST403										
Term	Beg	End	Section ID	Meeting Days	Staff Name	Room Name	Credit	Max	Total	Open
Course ID: MA45WX Course Title: Trig/Pre-Calc										
YR	1	1	0150	M T	O'Neill, Patrick	P-25	1.000	32	21	11
Course Total:								32	21	11
Course ID: MA50W Course Title: Ap Calc/ana Geo										
S1	1	1	0156	M T	Vogl, Randy	101	0.500	28	0	28
	3	3	0342	M T	Hansen, Craig	106	0.500	28	0	28
	4	4	0456	M T	Vogl, Randy	101	0.500	28	0	28
Course Total:								84	0	84
Course ID: MA50W2 Course Title: Ap Calc/ana Geo										
S2	1	1	1156	M T	Vogl, Randy	101	0.500	28	27	1
	3	3	1342	M T	Hansen, Craig	106	0.500	28	24	4
	4	4	1456	M T	Vogl, Randy	101	0.500	28	24	4
Course Total:								84	75	9
Course ID: MA51W Course Title: Ap Calc Bc										
S1	3	3	0340	M T	Aderson, Gordon	128	0.500	30	0	30
Course Total:								30	0	30
Course ID: MA51W2 Course Title: Ap Calculus Bc										
S2	3	3	1340	M T	Aderson, Gordon	128	0.500	30	11	19
Course Total:								30	11	19

MST403 – Section List By Course And Term Report Output

MST406 – Open Periods

Synergy SIS > Schedule > Reports > List

The Open Periods list displays all students with an open period. A + indicates that the period has a class scheduled while a number indicates that no scheduled class for that period.

Report MST406: Open Periods

Print Save Default Reset Saved Default Email Me

Name: **Open Periods** Number: **MST406** Page Orientation: **Portrait**

Option Sort / Output Conditions Selection Advanced

Section Options

As of Date
05/01/2017

Optionally limit data by selecting specific Grades and/or Terms

Grade ☐ ↔ ☒ Term ☐ ↔ ☒

☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ Fall ☐ Spring

Meeting Days

Meeting Days ☐ ↔ ☒

☐ M ☐ T ☐ W ☐ R ☐ F


Period Range

Start End
0 9

MST406 – Open Periods Options Report Interface

Report Options:

- Section Options – To select or clear all grades or terms, use ☐ ↔ ☒.
- Meeting Days – To select or clear all meeting days, use ☐ ↔ ☒.
- Period Range – Enter the **Start** and **End** periods to display results for.



Demo School District
Excellence in Education

Hope High School
Open Periods
As of: 05/01/2017 for Periods 1-4

Year: 2016-2017
Report: MST406

				Fall										Spring																	
				Day M	Day T	Day W	Day R	Day F	Day M	Day T	Day W	Day R	Day F	Day M	Day T	Day W	Day R	Day F													
Student	Perm ID	Gen	Grd	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4								
Abbott, Billy C.	905483	M	12	+	+	+	+	+	+	+	+	+	+	+	+	1	+	+	+	1	+	+	+	1	+	+	+	1	+	+	+
Adams, Howard T.	873985	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Adams, Scott M.	939208	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Adams, Sean B.	877340	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Addington, Paula M.	871686	F	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Aelvoet, Jesse J.	944233	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Aguado, Karen C.	135319	F	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Aguilar, Roger F.	991071	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Aguirre, Jason K.	952357	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Aitchison, Alice E.	871731	F	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Alder, Lawrence S.	910024	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Alder, Sarah C.	968416	F	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Aldrich, Steve K.	873815	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	
Alexander, Fred D.	975140	M	12	+	+	+	+	+	+	+	+	1	2	3	4	1	2	3	4	+	+	+	+	+	+	+	+	+	+	+	

MST406 – Open Periods Report Output

MST408 – Class Analysis by Course and Section


Synergy SIS > Schedule > Reports > List

The Class Analysis by Course and Section lists all sections scheduled for each course. For each section, the report lists the student totals by gender, the number of seats available, the number of requests, and the average number of scheduled students.

MST408 – Class Analysis By Course And Section Options Report Interface

Report Options:

- **Show only courses who have more requests than availability** – Displays only these courses on results
- **Show only courses with sections** – Only displays courses with created sections
- **Period Begin/Period End** – Enter the beginning and ending periods to display results for.



Hope High School

Class Analysis by Course and Section

Year: 2016-2017

Report: MST408

Course ID	Course Title	Section ID	Beg	End	Term	Mtg Days	Teacher Name	Room	Restrictions			Max	Boys	Girls	Tot	Deviation
									Gen	Low	High Team					
CB12	Comp Apps II	1410	4	4	S2	MT	Richardson, Jerry	111				30	18	12	30	4.00
		1510	5	5	S2	MT	Richardson, Jerry	111				30	14	9	23	3.00
										Available:	60	Scheduled:	53	Avg.:		26.00
										Requests:	52	Rejected:	1	M.A.D.:		3.50
CB18	Desktop Publish	0510	5	5	S1	MT	Richardson, Jerry	111				30	12	5	17	4.00
		1310	3	3	S2	MT	Richardson, Jerry	111				30	21	5	26	5.00
										Available:	60	Scheduled:	43	Avg.:		21.00
										Requests:	27	Rejected:	16	M.A.D.:		4.50
CB20	Web Page Design	0310	3	3	S1	MT	Richardson, Jerry	111				30	16	7	23	0.00
								Available:	30	Scheduled:	23	Avg.:		23.00		
								Requests:	2	Rejected:	21	M.A.D.:		0.00		
CB32	Vis Bas Prog II	1307	3	3	S2	MT	Sehl, Marty	129				30	17	5	22	0.00
								Available:	30	Scheduled:	22	Avg.:		22.00		
								Requests:	22	Rejected:	0	M.A.D.:		0.00		
CB44	Comp Mnt&pr I	1107	1	1	S2	MT	Sehl, Marty	129				30	20	3	23	0.00
								Available:	30	Scheduled:	23	Avg.:		23.00		
								Requests:	23	Rejected:	0	M.A.D.:		0.00		
CO15C	Corr Drugs/soc	0647	7	7	YR	MT	Diaz, Joe	CNSL				25	1	0	1	0.00
								Available:	25	Scheduled:	1	Avg.:		1.00		
								Requests:	1	Rejected:	0	M.A.D.:		0.00		

MST408 – Class Analysis By Course And Section Report Output

MST412 – Class Load Analysis


Synergy SIS > Schedule > Reports > List

The Class Load Analysis displays all course information by section number for the specified term. It also shows a variety of information, such as Staff Name, Room, and student totals.

MST412 – Class Load Analysis Report Interface

Report Options:

- **Section ID** – Displays only the class load for the entered section
- **Period** – Select the period or period range.
- **Term Code** – To select all or clear all terms, use .



Demetrius School District
Demetrius ISD 1200000

Hope High School
Class Load Analysis

Year: 2016-2017
Report: MST412

Section ID	Periods	Term	Meeting Days	Course ID	Course Title	Staff Name	Room	Restrictions												07	08	09	10	11	12	Total	Open
								Max	Male	Female	Low	High															
0127	1	S1	M T	EN52	Mythology	Stauffer, P.	P-24	30	15	13								1	4	23	28	2					
0128	1	S1	M T	EN33	Prin Eng I	Traylor, K.	224	28	15	12							25	1	1	27	1						
0129	6	YR	M T	PP25	Voc Explor Prgm	Sargent, L.	SHAR	2	0	1										1	1	1					
0130	1	S1	M T	EN51	Lit Explor	Wallace, J.	303	30	13	17							29	1		30	0						
0131	1	S1	M T	EN34	Prin Eng II	Sligh Aj, A.	227	28	15	6								21		21	7						
0132	1	S1	M T	EN57	American Lit	Wrather, L.	302	30	12	14							1	24	1	26	4						
0133	1	S1	M T	FS41	Culinary Arts 1	Cole N., N.	136	30	12	14							9	7	10	26	4						
0134	1	S1	M T	FS51	Child Dev I	Krogman, D.	137	30	4	25							13	10	6	29	1						
0135	1	YR	M T	FS90	Hero - Foods	Patenge, S.	131	28	0	6								6	6	6	22						
0136	1	S1	M T	IT91	Auto Tech I	Brook C., C.	308	32	24	3							17	7	3	27	5						
0137	1	S1	M T	IT61	Woodwork Tech 1	Chaisson P., P.	311	30	19	2							15	4	2	21	9						
0138	1	S1	M T	IT71	Welding I	Fromm, D.	309	24	22	0							13	7	2	22	2						
0139	1	YR	M T	IT33	Cad - Arch II	Kish, L.	312	5	3	0										3	3	2					
0140	1	S1	M T	MA40	Algebra II	Aderson, G.	128	28	13	16							10	19		29	-1						
0141	1	S1	M T	MA30	Geometry	Lewis, J.	P-14	32	13	18							28	3		31	1						

MST412 – Class Load Analysis Report Output

MST413 – Student Schedule Analysis

Synergy SIS > Schedule > Reports > List

The Student Schedule Analysis lists the schedule for each student. It includes the Meeting Days, Period, Room, and Teacher.

Report MST413: Student Schedule Analysis

Print Save Default Reset Saved Default Email Me

Name: **Student Schedule Analysis** Number: **MST413** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Schedule Info

Term Term
 →

Section ID
 →

Student Info

Grade

Gender

☐ One Student Per Page

Grouping Info

Output will be sorted Teacher Name (ascending) for the Sections defined by Term/Period.

Term Code Period


Course Info

☐ Indicate Prescheduled Courses

MST413 – Student Schedule Analysis Report Interface

Report Options:

- Schedule Info – Displays only schedules for the selected criteria
- Student Info – Displays only students that meet the selected criteria
 - **One Student Per Page** – Separates students by page break
- Grouping Info – Groups results alphabetically by teacher for the **Term Code** and/or **Period**
- **Indicate Prescheduled Courses** – Adds a column to the output indicating the courses that were scheduled prior to running master schedule processes



Demo School District
Excellence in Education

Kennedy High School

Student Schedule Analysis

Year: 2018-2019

Report: MST413

Student: Abbott, Billy C.		Perm ID: 905483		Grade: 12		Gender: Male			
Prd	Crs ID	Course Title	Sect ID	Trm	Meet Days a b		Staff Name	Room	Prescheduled
Fall									
1	AR32	Beg Photo	1100	S1	-	-	Benitez, Steven	415	N
2	AR33	Int Photo	0200	S1	-	-	Benitez, Steven	415	N
2	AR41	Beg Ceramics	0202	S1	-	-	Worm, Fred	334	N
3	AR41	Beg Ceramics	1301	S1	-	-	Worm, Fred	334	N
4	AR63	Beg Drawing	0400	S1	-	-	Worm, Fred	336	N
4	AR32	Beg Photo	0300	S1	-	-	Benitez, Steven	415	N
5	AR63	Beg Drawing	1505	S1	-	-	Worm, Fred	336	N
6	AR54	Beg Jewelry	1501	S1	-	-	Hargrove, Chad	324	Y
8	WE90	Yearbook Committee	1821	S1	-	-	Snapp, Joy	014	Y

MST413 – Student Schedule Analysis Report Output

MST414 – Master Schedule by Department

Synergy SIS > Schedule > Reports > List

The Master Schedule by Department is a graphical look at the master schedule. Information is grouped by department and shows the Teacher, Room, and Period.

Report MST414: Master Schedule by Department

Print Save Default Reset Saved Default Email Me

Name: **Master Schedule by Department** Number: **MST414** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

As of Date
05/01/2017

This report prints a maximum of 9 period columns. Any periods outside the range will not be visible.

Period Begin Period End
0 8

Meeting Days

Meeting Days ☐ ↔ ☒

☐ M ☐ T ☐ W ☐ R ☐ F


Department

<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Language	<input type="checkbox"/> Math
<input type="checkbox"/> Science	<input type="checkbox"/> Special Education	<input type="checkbox"/> Art
<input type="checkbox"/> Aerospace Science	<input type="checkbox"/> Agricultural Science	<input type="checkbox"/> Business Education
<input type="checkbox"/> Computer/Business	<input type="checkbox"/> English	<input type="checkbox"/> Family and Consumer Sciences
<input type="checkbox"/> Industrial Technology	<input type="checkbox"/> Military Science/Leadership Army	<input type="checkbox"/> Music/Performing Arts
<input type="checkbox"/> Physical Education	<input type="checkbox"/> Reading	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Traffic Safety	<input type="checkbox"/> World Languages	<input type="checkbox"/> Elementary&School
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Special Education	<input type="checkbox"/> Transfer Credit
<input type="checkbox"/> East Valley Institute of Technology	<input type="checkbox"/> English Language Development	<input type="checkbox"/> American History

MST414 – Master Schedule By Department Report Interface

Report Options:

- **As of Date** – Display results as of the selected date
- **Period Begin/Period End** – Enter the beginning and ending periods to display results for.
- **Meeting Day** – To select or clear all meeting days, use ☐ ↔ ☒.
- **Department** – Select which departments to display results for.

				Hope High School							Year: 2016-2017	
Demo School District <small>Dedicated to Excellence</small>				Master Schedule by Department							Report: MST414	
				As of Date: 05/01/2017								
Staff Name	FTE	Room	Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	
Department: English												
Traylor	224	M		Prin Eng I		Prin Eng I	Prin Eng I	American Lit	American Lit			
Tuzzino	221	M			Paperback Lit	Mythology	Prin Eng II	Mythology	Prin Eng II			
Udall	227	M				Prin Eng II	American Lit	American Lit	Prin Eng I			
Wallace	303	M		Lit Explor		Lit Explor	Aa Am His & Lit	Aa Am His & Lit	Lit Explor	Co-Am. Lit		
										Co-Lit Ex		
										Co-Paperbk Lit		
Webster	226	M		American Lit	American Lit	American Lit	English Composition	English Composition				
Wrather	302/301	M		American Lit (302)	American Lit (302)	Prin Eng I (302)	Yearbook (301)	Yearbook (301)				
Department: Family and Consumer Sciences												
Clow-Kennedy	132/136	M		Culinary Arts 2 (132)	Culinary Arts 2 (132)	Foods For Today (136)						
				Culinary Arts 1	Culinary Arts 1			Food Science II	Food Science I			
Cole N.	136	M										
Craft	136	M					Food Science II					
Jackson	CNSL	M								Co-Persnl Dev.		
Krogman	137/131/132	M		Child Dev II (137)	Child Dev II (137)		Design & Merch (137)	Design & Merch (131)	Foods For Today (132)			
Patenge	131	M		Hero - Foods	Prin&prac Econ	Teacher Trn Prg	Prin&prac Econ			Hero - Foods	Hero - Foods	
				Hero Fac Serv						Hero Child Care	Hero Child Care	
				Hero Hospit Ser						Hero Int Design	Hero Int Design	
				Hero Apparides						Hero Fac Serv	Hero Fac Serv	
				Hero Child Care						Hero Hospit Ser	Hero Hospit Ser	
				Hero Int Design						Hero Apparides	Hero Apparides	
Sargent	MHS	M			Expl Facs							

MST414 – Master Schedule By Department Report Output

MST415 – Master Schedule by Room

Synergy SIS > Schedule > Reports > List

The Master Schedule by Room displays a list of rooms in the school and shows which teacher is in the room for each period. It also lists open classrooms or rooms used for study halls.

Report MST415: Master Schedule by Room

Print Save Default Reset Saved Default Email Me

Name: **Master Schedule by Room** Number: **MST415** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

As of Date
05/01/2017

This report prints a maximum of 9 period columns. Any periods outside the range will not be visible.

Period Begin Period End
1 5

Meeting Days
Meeting Days ☐ ↔ ☒

☐ M ☐ T ☐ W ☐ R ☐ F

Department

<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Language	<input type="checkbox"/> Math
<input type="checkbox"/> Science	<input type="checkbox"/> Special Education	<input type="checkbox"/> Art
<input type="checkbox"/> Aerospace Science	<input type="checkbox"/> Agricultural Science	<input type="checkbox"/> Business Education
<input type="checkbox"/> Computer/Business	<input type="checkbox"/> English	<input type="checkbox"/> Family and Consumer Sciences
<input type="checkbox"/> Industrial Technology	<input type="checkbox"/> Military Science/Leadership Army	<input type="checkbox"/> Music/Performing Arts
<input type="checkbox"/> Physical Education	<input type="checkbox"/> Reading	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Traffic Safety	<input type="checkbox"/> World Languages	<input type="checkbox"/> Elementary&School
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Special Education	<input type="checkbox"/> Transfer Credit
<input type="checkbox"/> East Valley Institute of Technology	<input type="checkbox"/> English Language Development	<input type="checkbox"/> American History


Size limit for "small" classroom
30

Course types to show as Study Hall
☐ Distance Learning ☐ General ☐ Self-contained Multi
☐ Self-contained Single ☐ Virtual

MST415 – Master Schedule By Room Report Interface

Report Options:

- **As of Date** – Display results as of the selected date
- **Period Begin/Period End** – Enter the beginning and ending periods to display results for.
- **Meeting Day** – To select all or clear all meeting days, use ☐ ↔ ☒.
- **Department** – Select which departments to display results for.
- **Size limit for a "small" classroom** – Class size cannot exceed the entered limit for small classrooms.
- **Course types to show as Study Hall** – Lists the selected course types as study hall to condense results

		<p>Hope High School Master Schedule by Room As of Date: 05/01/2017</p>					<p>Year: 2016-2017 Report: MST415</p>
Room	Teacher Desks	Day	Period 1	Period 2	Period 3	Period 4	Period 5
101	Vogl	M	Vogl	Open-F	Vogl	Vogl	Open-F
101	Vogl	T	Vogl	Open-F	Vogl	Vogl	Open-F
102	Bayer M.	M	Bayer M.	Bayer M.	Bayer M.	Bayer M.	Open-F
102	Bayer M.	T	Bayer M.	Bayer M.	Bayer M.	Bayer M.	Open-F
103	Harder	M	Harder	Open-F	Harder	Harder	Harder
103	Harder	T	Harder	Open-F	Harder	Harder	Harder
104	Becker A.	M	Becker A.	Becker A.	Open-F	Becker A.	Becker A.
104	Becker A.	T	Becker A.	Becker A.	Open-F	Becker A.	Becker A.
106	Hansen	M	Hansen	Hansen	Hansen	Hansen	Hansen
106	Hansen	T	Hansen	Hansen	Hansen	Hansen	Hansen
108	Nebelung	M	Nebelung	Nebelung	Nebelung	Open-F	Nebelung
108	Nebelung	T	Nebelung	Nebelung	Nebelung	Open-F	Nebelung
109	Shackelford	M	Shackelford	Shackelford	Shackelford	Open-F	Shackelford
109	Shackelford	T	Shackelford	Shackelford	Shackelford	Open-F	Shackelford
112	Frommer	M	Open-F	Frommer	Frommer	Open-F	Open-F

MST415 – Master Schedule By Room Report Output

MST416 – Department Section List

Synergy SIS > Schedule > Reports > List

The Department Section List displays all sections grouped by Department, Teacher, Term, Period, and Section. It also displays room and seat information.

Report MST416: Department Section List

Print Save Default Reset Saved Default Email Me

Name: **Department Section List** Number: **MST416** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Department

Room Name

Period


Staff

Subject Area

MST416 – Department Section List Report Interface

Report Options:

- **Department** – Select which departments to display results for.
- **Room Name** – Select the room or room range.
- **Period** – Select the period or period range .
- **Staff** – Only displays results for the specified staff
- **Subject Area** – Only displays results for the specified subject area



Hope High School

Department Section List

Year: 2016-2017

Report: MST416

Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Room	Optimal	Max	Total	Open
English	Gomez, Fortino	S1	2	2	0217	EN33 - Prin Eng I	M T	P-04	28	0	28	
	Gomez, Fortino	S1	3	3	0317	EN44 - Creative Wrt	M T	P-04	28	0	28	
	Gomez, Fortino	S1	5	5	0517	EN33 - Prin Eng I	M T	P-04	28	0	28	
	Gomez, Fortino	S1	6	6	0617	EN33 - Prin Eng I	M T	P-04	28	0	28	
	Gomez, Fortino	S2	1	1	1117	EN80 - Humanities	M T	413	45	33	12	
	Gomez, Fortino	S2	2	2	1217	EN33 - Prin Eng I	M T	P-04	28	27	1	
	Gomez, Fortino	S2	3	3	1317	EN50 - Senior Lit	M T	P-04	28	11	17	
	Gomez, Fortino	S2	5	5	1517	EN33 - Prin Eng I	M T	P-04	28	25	3	
	Gomez, Fortino	S2	6	6	1617	EN33 - Prin Eng I	M T	P-04	28	27	1	
	Gordon, Kim	S1	1	1	0116	EN46 - Prin Eng Iii	M T	231	28	0	28	
	Gordon, Kim	S1	3	3	0316	EN62 - World Lit	M T	231	30	0	30	
	Gordon, Kim	S1	4	4	0416	EN46 - Prin Eng Iii	M T	231	28	0	28	
	Gordon, Kim	S1	5	5	0516	EN46 - Prin Eng Iii	M T	231	28	0	28	
	Gordon, Kim	S1	6	6	0616	EN62 - World Lit	M T	231	30	0	30	

MST416 – Department Section List Report Output

MST417 – Room Section List

Synergy SIS > Schedule > Reports > List

The Room Section list displays all the sections that are taught in a particular room. This report is grouped by Department, Term, Period, Section, Course ID, and Meeting Days. It also displays seat information for each section.

Report MST417: Room Section List

Print Save Default Reset Saved Default Email Me

Name: **Room Section List** Number: **MST417** Page Orientation: **Portrait**


Options Sort / Output Conditions Selection Advanced

Department
Room Name
Period Period
Staff
Subject Area

MST417 – Room Section List Report Interface

Report Options:

- **Department** – Select which departments to display results for.
- **Room Name** – Select the room or room range.
- **Period** – Select the period or period range.
- **Staff** – Only displays results for the specified staff
- **Subject Area** – Only displays results for the specified subject area



Demo School District

Excellence in Education

Hope High School

Room Section List

Year: 2016-2017

Report: MST417

Room	Department	Staff Name	Term	Per St	Per End	Section ID	Course ID And Title	Meeting Days	Optimal	Max	Total	Open
230	English	Nunes, Kathy	YR	7	7	0885	EN34C - Co-P Of E li	M T		10	2	8
	English	Nunes, Kathy	YR	7	7	0886	EN33C - Co-P Of E I	M T		10	0	10
	English	Nunes, Kathy	YR	7	7	0929	EN42C - Co-Short Storie	M T		10	2	8
	English	Nunes, Kathy	YR	7	7	0938	EN46C - Co-P Of E liii	M T		10	1	9
	English	Nunes, Kathy	YR	7	7	0957	EN091C - 9th Eng-Corr	M T		5	9	-4
	English	Nunes, Kathy	YR	7	7	0970	EN092C - 9th Eng-Corr	M T		5	1	4
Total:									0	353	151	202
231	English	Gordon, Kim	S1	1	1	0116	EN46 - Prin Eng lii	M T		28	0	28
	English	Gordon, Kim	S1	3	3	0316	EN62 - World Lit	M T		30	0	30
	English	Gordon, Kim	S1	4	4	0416	EN46 - Prin Eng lii	M T		28	0	28
	English	Gordon, Kim	S1	5	5	0516	EN46 - Prin Eng lii	M T		28	0	28
	English	Gordon, Kim	S1	6	6	0616	EN62 - World Lit	M T		30	0	30
	English	Gordon, Kim	S2	1	1	1116	EN46 - Prin Eng lii	M T		32	29	3
	English	Gordon, Kim	S2	3	3	1316	EN62 - World Lit	M T		30	32	-2
	English	Gordon, Kim	S2	4	4	1416	EN46 - Prin Eng lii	M T		28	27	1
	English	Gordon, Kim	S2	5	5	1516	EN46 - Prin Eng lii	M T		28	18	10
	English	Gordon, Kim	S2	6	6	1616	EN62 - World Lit	M T		30	19	11
Total:									0	292	125	167

MST417 – Room Section List Report Output

MST418 – Class Load Analysis by Department

Synergy SIS > Schedule > Reports > List

The Class Load Analysis by Department report allows you to select and sort class load information by department.

Report MST418: Class Load Analysis by Department

Print Save Default Reset Saved Default Email Me

Name: **Class Load Analysis by Department** Number: **MST418** Page Orientation: **Landscape**

Options Sort / Output Conditions Selection Advanced

Section ID

Period →

Term Code ☐ ↔ ☒

☐ S1: Semester 1 ☐ S2: Semester 2 ☐ YR: Year


Department ☐ ↔ ☒

<input type="checkbox"/> FA: Fine Arts	<input type="checkbox"/> LA: Language	<input type="checkbox"/> MA: Math	<input type="checkbox"/> SC: Science
<input type="checkbox"/> SE: Special Education	<input type="checkbox"/> AR: Art	<input type="checkbox"/> AS: Aerospace Science	<input type="checkbox"/> AG: Agricultural Science
<input type="checkbox"/> BE: Business Education	<input type="checkbox"/> CB: Computer/Business	<input type="checkbox"/> EN: English	<input type="checkbox"/> FS: Family and Consumer Sciences
<input type="checkbox"/> IT: Industrial Technology	<input type="checkbox"/> MS: Military Science/Leadership Army	<input type="checkbox"/> MU: Music/Performing Arts	<input type="checkbox"/> PE: Physical Education
<input type="checkbox"/> RD: Reading	<input type="checkbox"/> SS: Social Studies	<input type="checkbox"/> TS: Traffic Safety	<input type="checkbox"/> WL: World Languages
<input type="checkbox"/> EL: Elementary School	<input type="checkbox"/> MI: Miscellaneous	<input type="checkbox"/> SP: Special Education	<input type="checkbox"/> TR: Transfer Credit
<input type="checkbox"/> EV: East Valley Institute of Technology	<input type="checkbox"/> ELD: English Language Development	<input type="checkbox"/> PP: American History	

MST418 – Class Load Analysis By Department Report Interface Screen

Report Options:

- **Section ID** – Only displays results for the specified section
- **Period** – Select the period or period range.
- **Term Code** – To select all or clear all terms, use ☐ ↔ ☒.
- **Meeting Day** – To select all or clear all meeting days, use ☐ ↔ ☒.
- **Department** – Select which departments to display results for.



Hope High School

Class Load Analysis by Department

Year: 2016-2017

Report: MST418

Section ID	Course ID	Course Title	Period			Meeting Days	Room	Staff Name	Code		Seats			Requests	
			Start	End	Term				House	Dept.	Credit	Beg	Assigned	Open	Optimal
Department: EN English															
0011	EN57	American Lit	0	0	S2	M T	229	Aderson, G.	EN	0.500	30	28	2	29 *	353
1011	EN57	American Lit	0	0	S2	M T	229	Baniszewski, N.	EN	0.500	30	28	2	29 *	353
1022	EN33	Prin Eng I	0	0	S2	M T	209	Summers, K.	EN	0.500	28	33	-5	25 *	435
1024	EN51	Lit Explor	0	0	S2	M T	P-21	Robinson, R.	EN	0.500	30	32	-2	24 *	397
1112	EN33	Prin Eng I	1	1	S2	M T	301	Bonjour R., R.	EN	0.500	28	20	8	25 *	435
1113	EN45	Col Prep Writ	1	1	S2	M T	P-10	Bunger T., T.	EN	0.500	28	20	8	22 *	45
1115	EN34	Prin Eng II	1	1	S2	M T	P-11	Torrente, J.	EN	0.500	28	25	3	26 *	344
1116	EN46	Prin Eng III	1	1	S2	M T	231	Gordon, K.	EN	0.500	32	29	3	26 *	160
1117	EN80	Humanities	1	1	S2	M T	413	Gomez, F.	EN	0.500	45	33	12	33 *	33
1119	EN60	Eng (brit) Lit	1	1	S2	M T	230	Nunes, K.	EN	0.500	30	30	0	28 *	56
1121	EN34	Prin Eng II	1	1	S2	M T	228	Petersen, A.	EN	0.500	28	20	8	26 *	344
1122	EN33	Prin Eng I	1	1	S2	M T	209	Summers, K.	EN	0.500	28	28	0	25 *	435

MST418 – Class Load Analysis By Department Report Output

MST419 – Master Schedule Matrix

Synergy SIS > Schedule > Reports > List

The Master Schedule Matrix report allows you to select and sort staff schedule load information. Results sort by teacher name and Section ID. When a teacher has multiple sections for a period, results sort by day, then Section ID.

Report MST419: Master Schedule Matrix

Print Save Default Reset Saved Default Email Me

Name: **Master Schedule Matrix** Number: **MST419** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Filters

As of Date
04/01/2019

This report prints a maximum of 8 period columns. Any periods outside the range will not be visible.

Period Begin Period End

Term Code ☐ ☒ ☒

☐ Year

Department ☐ ☒ ☒

<input type="checkbox"/> CTE: Career/Tech Ed	<input type="checkbox"/> FA: Fine Arts	<input type="checkbox"/> HEA: Health
<input type="checkbox"/> LA: Language Arts	<input type="checkbox"/> MAT: Math	<input type="checkbox"/> OTH: Other
<input type="checkbox"/> PED: Physical Ed	<input type="checkbox"/> RAH: Req. AK History	<input type="checkbox"/> RALG: Req. Algebra
<input type="checkbox"/> RCIV: Req. Civics	<input type="checkbox"/> REN1: Req. English 1	<input type="checkbox"/> REN2: Req. English 2
<input type="checkbox"/> RGEO: Req. Geometry	<input type="checkbox"/> RH: Req. Health	<input type="checkbox"/> RLFS: Req. Live Science
<input type="checkbox"/> RPHS: Req. Physical Science	<input type="checkbox"/> RUSG: Req. US Government	<input type="checkbox"/> RUSH: Req. US History
<input type="checkbox"/> RWS: Req. World Study	<input type="checkbox"/> SCI: Science	<input type="checkbox"/> SOC: Social Studies
<input type="checkbox"/> WLA: World Language		

Display Options

☐ Show Staff Badge Num

☐ Show House Code

☐ Group by Department

☐ Hide Additional Staff

Additional Staff to Display Limit




Staff Responsibility ☐ ☒ ☒


<input type="checkbox"/> R: Regular Class	<input type="checkbox"/> S: Special Education Consultant	<input type="checkbox"/> C: Co-Teacher
<input type="checkbox"/> 1: Lead Team Teacher	<input type="checkbox"/> 2: Assisting Teacher	<input type="checkbox"/> U: Long Term Substitute
<input type="checkbox"/> A: Absent Teacher of Record	<input type="checkbox"/> P: Course Proctor	<input type="checkbox"/> L: Student Teacher

MST419 – Master Schedule Matrix Report Interface Screen

Report Options:

- **As of Date** – Display results as of the selected date
- **Period Begin/Period End** – Enter the beginning and ending periods to display results for.
- **Term Code** – To select all or clear all terms, use ☐ ☒ ☒.
- **Department** – Select which departments to display results for.

- Display Options – Select which items to display or hide on the report.
 - **Hide Additional Staff** – Removes additional staff from results
 - **Additional Staff to Display Limit** – Only displays the specified number of additional staff
 - **Staff Responsibility** – Select which staff roles to display as additional staff. To select all or clear all types, use   .

 <div> Hope High School Master Schedule Matrix As of 05/01/2017 </div> <div> Year: 2016-2017 Report: MST419 </div>							
Staff	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Load
Bariszewski, N.				1411 American Lit LD: 28 Day: M T Trm: S2 Crd: 0.500 Rm: 229			28
Bonjour R., R.	1112 Prin Eng I LD: 20 Day: M T Trm: S2 Crd: 0.500 Rm: 301	1212 Prin Eng I LD: 24 Day: M T Trm: S2 Crd: 0.500 Rm: 301	1312 Newslab LD: 23 Day: M T Trm: S2 Crd: 0.500 Rm: 301		1512 Lit Explor LD: 24 Day: M T Trm: S2 Crd: 0.500 Rm: 302	1612 Lit Explor LD: 20 Day: M T Trm: S2 Crd: 0.500 Rm: 302	111
Bunger T., T.	1113 Col Prep Writ LD: 20 Day: M T Trm: S2 Crd: 0.500 Rm: P-10	1213 Lit Explor LD: 21 Day: M T Trm: S2 Crd: 0.500 Rm: P-10	1313 Col Prep Writ LD: 23 Day: M T Trm: S2 Crd: 0.500 Rm: P-10	1413 Lit Explor LD: 25 Day: M T Trm: S2 Crd: 0.500 Rm: P-10			89
Creaser, L.		1214 Lit Explor LD: 23 Day: M T Trm: S2 Crd: 0.500 Rm: 223	1314 Lit Explor LD: 24 Day: M T Trm: S2 Crd: 0.500 Rm: 223				47
Gomez, F.	1117 Humanities LD: 33 Day: M T Trm: S2 Crd: 0.500 Rm: 413	1217 Prin Eng I LD: 27 Day: M T Trm: S2 Crd: 0.500 Rm: P-04	1317 Senior Lit LD: 11 Day: M T Trm: S2 Crd: 0.500 Rm: P-04		1517 Prin Eng I LD: 25 Day: M T Trm: S2 Crd: 0.500 Rm: P-04	1617 Prin Eng I LD: 27 Day: M T Trm: S2 Crd: 0.500 Rm: P-04	123
Gordon, K.	1116 Prin Eng Iii LD: 29 Day: M T Trm: S2 Crd: 0.500 Rm: 231		1316 World Lit LD: 32 Day: M T Trm: S2 Crd: 0.500 Rm: 231	1416 Prin Eng Iii LD: 27 Day: M T Trm: S2 Crd: 0.500 Rm: 231	1516 Prin Eng Iii LD: 18 Day: M T Trm: S2 Crd: 0.500 Rm: 231	1616 World Lit LD: 19 Day: M T Trm: S2 Crd: 0.500 Rm: 231	125

MST419 – Master Schedule Matrix Report Output

MST801 – Program of Recitation Report

Synergy SIS > Schedule > Reports > List

The Program of Recitation Report prints a list of enrolled students in each section with spaces to make notations for each student. Use this report for student tracking in each section.

Report MST801: Program of Recitation Report

Print Save Default Reset Saved Default Email Me

Name: **Program of Recitation Report** Number: **MST801** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

As of Date
05/01/2017

This report prints a maximum of 9 period columns. Any periods outside the range will not be visible.

Period Begin Period End
0 9

☐ Show Additional Staff
☐ Show Department Total
☐ Hide Room Name and Widen Load

Term Code ☐ ↔ ☒

<input type="checkbox"/> Year	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Quarter 1
<input type="checkbox"/> Quarter 2	<input type="checkbox"/> Quarter 3	<input type="checkbox"/> Quarter 4	<input type="checkbox"/> Trimester 1
<input type="checkbox"/> Trimester 2	<input type="checkbox"/> Trimester 3	<input type="checkbox"/> Hybrid Sem 1	<input type="checkbox"/> Hybrid Sem 2
<input type="checkbox"/> Hybrid Qtr 1	<input type="checkbox"/> Hybrid Qtr 2	<input type="checkbox"/> Hybrid Qtr 3	<input type="checkbox"/> Hybrid Qtr 4
<input type="checkbox"/> Hybrid Qtr 5	<input type="checkbox"/> Hybrid Qtr 6	<input type="checkbox"/> Hybrid Qtr 7	<input type="checkbox"/> Hybrid Qtr 8
<input type="checkbox"/> Summer Semester 1	<input type="checkbox"/> Summer Semester 2	<input type="checkbox"/> Special Summer Session	

Department ☐ ↔ ☒

<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Language	<input type="checkbox"/> Math
<input type="checkbox"/> Science	<input type="checkbox"/> Special Education	<input type="checkbox"/> Art
<input type="checkbox"/> Aerospace Science	<input type="checkbox"/> Agricultural Science	<input type="checkbox"/> Business Education
<input type="checkbox"/> Computer/Business	<input type="checkbox"/> English	<input type="checkbox"/> Family and Consumer Sciences
<input type="checkbox"/> Industrial Technology	<input type="checkbox"/> Military Science/Leadership Army	<input type="checkbox"/> Music/Performing Arts
<input type="checkbox"/> Physical Education	<input type="checkbox"/> Reading	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Traffic Safety	<input type="checkbox"/> World Languages	<input type="checkbox"/> Elementary&School
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Special Education	<input type="checkbox"/> Transfer Credit
<input type="checkbox"/> East Valley Institute of Technology	<input type="checkbox"/> English Language Development	<input type="checkbox"/> American History

MST801 – Program Of Recitation Report Interface

Report Options:

- **As of Date** – Display results as of the selected date
- **Period Begin/Period End** – Enter the beginning and ending periods to display results for.
- **Hide Room Name and Widen Load** – Hides the room name to allow extra report space for notations
- **Term Code** – To select all or clear all terms, use ☐ ↔ ☒.
- **Department** – Select which departments to display results for.

Badge Num Staff Name		Period 1			Period 2			Period 3			Period 4			Period 5			Period 6			Dept. Load	
		Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld	Crs Title	Room	Ld		
Department: English																					
1000	Aderson, G.																			0	
1146	Summers, K.	Prin Eng I	209	28	Fund Eng II	209	22				Lit Explor	209	28	Lit Explor	209	26				104	
1112	Roberson, R.							Fund Writing Lb	P-21	14										14	
1094	Nunes, K.	Eng (brtl) Lit	230	30	Prin Eng III	230	30	Prin Eng III	230	31				Eng (brtl) Lit	230	24	Prin Eng III	230	20	135	
1007	Baniszewski, N.	Prin Eng I	301	20	Prin Eng I	301	24	NewsLab	301	23		American Lit	229	28	Lit Explor	302	24	Lit Explor	302	20	28
1016	Bonjour, R., R.																			111	
1024	Bunger, T., T.	Col Prep Writ	P-10	20	Lit Explor	P-10	21	Col Prep Writ	P-10	23	Lit Explor	P-10	25							89	
1152	Torrente, J.	Prin Eng I	P-11	25	Prin Eng II	P-11	25				Speech	P-11	13				Forensics	P-11	9	72	
1061	Gordon, K.	Prin Eng III	231	29				World Lit	231	32	Prin Eng III	231	27	Prin Eng III	231	18	World Lit	231	19	125	
1059	Gomez, F.	Humanities	413	33	Prin Eng I	P-04	27	Senior Lit	P-04	11				Prin Eng I	P-04	25	Prin Eng I	P-04	27	123	
1102	Petersen, A.	Prin Eng II	228	20	Mythology	228	30				Mythology	228	29	Prin Eng II	228	27	Prin Eng II	228	26	132	
1105	Rex, K.	Lit Explor	P-22	28	Prin Eng I	P-22	24				Prin Eng I	P-22	28	Prin Eng I	P-22	19	Prin Eng I	P-22	22	121	
1167	Webster, M.	American Lit	226	29	American Lit	226	29	American Lit	226	30	English Composition	226	15	English Composition	226	19				122	
1143	Stauffer, P.	Mythology	P-24	29	Mythology	P-24	30	Fund Eng I	P-24	18				Prin Eng I	P-24	25				102	
1153	Traylor, K.	Prin Eng I	224	23				Prin Eng I	224	26	Prin Eng I	224	30	American Lit	224	31	American Lit	224	27	137	
1163	Wallace, J.	Lit Explor	303	29				Lit Explor	303	25	Aa Am His & Lit	303	27	Aa Am His & Lit	303	27	Lit Explor	303	20	128	
1134	Sligh, A. A.	Prin Eng II	227	24	Prin Eng II	227	27													51	
1174	Wrather, L.	American Lit	302	30	American Lit	302	29	Prin Eng I	302	25	Yearbook	301	15	Yearbook	301	16				115	
1035	Criswell, L.							Lit Explor	223	23										47	
1070	Jackson, M.							Lit Explor	P-09	21				Lit Explor	P-09	21	Lit Explor	P-09	20	62	
1155	Tuzzino, V.							Paperback Lit	221	24	Mythology	221	32	Prin Eng II	221	28	Mythology	221	26	138	
1156	Udall, H.							Prin Eng II	227	23	American Lit	227	29	American Lit	227	30	Prin Eng I	227	21	103	
1099	Parkier, D.							Prin Eng II	225	24	Prin Eng II	225	30	Prin Eng II	225	28				82	
1084	Meik, J.							Inter Esol(Lang)	204	11	Inter Esol(Lang)	204	6	Beginning Esol	204	6	Beginning Esol	204	3	26	
1138	Snyder, J.										Or Think&writ	222	28							28	
1124	Sawyer, K.							App Read III	207	13	App Read III	207	10							23	

MST801 – Program Of Recitation Report Output

STU202 – Student Schedule

Synergy SIS > Schedule > Reports > Individual or

Synergy SIS > Schedule > Walk In Schedule > Menu > Reports

The Student Schedule report prints a student schedule that can include personal information. You can leave all options blank and print the report for all students in the school or select options to print schedules for select students. School counselors and staff use this report to hand a student their schedule of classes.

Report STU202: Student Schedule

Print Save Default Reset Saved Default Email Me

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

Options Sort / Output Conditions Selection Advanced

Schedule Info

NOTE: Filter Date is not a mandatory field.

Filter Date:

Term Filter Start: Term Filter End:

Schedule Type:

Student Info

Perm ID:

Last Name: First Name:

Grade: Grade:

☐ Hide All Personal Information

Personal Information: ☐ Show Parent Address ☐ Show Parent Address

☐ Hide Perm ID

Period Range

Period Begin: Period End: ☐ Period Filter

Periods: ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9

Grouping Info

Output will be sorted by Teacher Name (ascending) for the Sections defined by Term/Period.

Term: Period:

Sort Options

Teacher Info

☒ Hide Teacher's First Name

Concurrent Courses

☐ Show Courses at Concurrent Schools

Include the following fields

NOTE: The text box value is displayed if no data is present.

☐ Show House Not Assigned

☐ Show Counselor See Counseling Office

☐ Show Locker Number Not Assigned

☐ Show Locker Combination Not Assigned

Locker Type: Locker Combination to Print:

☐ Show Homeroom Teacher

☐ Show Homeroom Number

☐ Show Dropped Classes

☐ Hide Class Period

☐ Hide Class Teacher

☐ Hide Class Room

☐ Show Course Fees

☐ Show Additional Staff

Audit Class Options

☐ Only show audited classes

Additional Filters

Section ID:

Course ID:

Meeting Days: Section Teacher: Homeroom Teacher: Schedule House (Student): Schedule Team (Student): House (Section): Team (Section):

Identity Options

Student Identity:

Preferred Identity (Default): The report will print student name as it appears on the Student > Demographics tab page.

Legal Identity: The report will print student name as it appears on the Student > Protected Information tab page, if values exist. If no values exist on the Student > Protected Information tab page, then the report will print student name as it appears on the Student > Demographics tab page.

If the user does not make a selection, the report will print name as it appears on the Student > Demographics tab page.

STU202 – Student Schedule Report Interface Screen

Report Options:

- Schedule Info – Select the date of the report to display or filter the report output for a specified starting or ending term.
- **Schedule Type** – Select *Full Schedule (Default)* or *Condensed Schedule*.
- Student Info – Select the student information to display results for.
- **Personal Information** – Select the student and/or parent information to display results for.
 - *Show Student and Parent Personal Information (Default)* or blank – Displays student and parent personal information.
 - *Show Student Personal Information* – Hides parent personal information
 - *Show Parent Personal Information* – Hides student personal information
 - *Hide All Personal Information* – Hides student and parent personal information
- Period Range – Enter the **Period Begin** and **Period End** to display results for
- Period Filter – Filters the report output by selected **Periods**.



Only courses matching the periods selected in the Period Filter display on the STU202 report.

Selecting *Condensed Schedule* as the **Schedule Type** does not follow the Sort Options selected, but instead sorts by Period, Term, and Section ID.

Selecting *Blank* or *Full Schedule (Default)* options follow the Sort Options selected.

The Terms sort and display alphabetically on the STU202 report.

- Grouping Info – Groups results alphabetically by teacher for the **Term Code** and/or **Period**
- Sort Options – Select the option used for sorting results.
- Teacher Info – Display or hide the teacher's first name.
- Concurrent Courses – Display or hide concurrent courses.
- Include the following fields – Select to populate fields with a default message if no data is found.
- Audit Class Options – Select to only display audited classes.
- **Section ID** – Section ID or a range of section IDs
- **Course ID** – Course ID or a range of course IDs
- **Meeting Days** – Displays Meeting Days codes added on the School Scheduling Options screen
- **Section Teacher** – Teachers assigned to sections
- **Homeroom Teacher** – List of all teachers assigned to a class during the designated homeroom period



Homeroom period is assigned in the **Homeroom Period** field on the School Setup screen.

- **Schedule House (Student)** – House descriptions added in the House Codes section on the **House/Team/Exclusion** tab of the School Scheduling Options screen
- **Schedule Team (Student)** – Team descriptions added in the Team Codes section on the **House/Team/Exclusion** tab of the School Scheduling Options screen
- **House (Section)** – House descriptions added in the House Codes section on the **House/Team/Exclusion** tab of the School Scheduling Options screen
- **Team (Section)** – Team descriptions added in the Team Codes section on the **House/Team/Exclusion** tab of the School Scheduling Options screen



You can also modify the Student Schedule Sort Options on the **Report Preferences** tab of the User Password and Preferences screen.

- **Show Additional Staff** – Select to show Additional Staff in the Schedule Information section of the report.
- **Student Identity** – Select the Protected Identity information to display on the report.
 - *Blank or Preferred Identity (Default)* – Prints the student's name as it displays on the **Demographics** tab of the Student screen.
 - *Legal Identity* – Prints the student's name as it displays on the **Protected Information** tab of the Student screen.



If the student's name does not exist on the **Protected Information** tab of the Student screen, the report prints the student's name as it displays in the Student Information section on the **Demographics** tab of the Student screen. If the Student Information section does not contain the student's name, the student's name prints as it displays on the topmost section on the **Demographics** tab of the Student screen.

Student Screen, Protected Information Tab



Hope High School Student Schedule

Year: 2018-2019
Report: STU202

Student Information

Student Name Abbott, Billy C.	Student ID 905483	Gender M	Grade 12	Address 1955 S Val Vista Mesa, AZ 85204
*Last Name Goes By	Nick Name Junior	Birth Date 03/14/2001	Enter Date 12/21/2018	Leave Date
Phone 480-867-5309	2-Home Language English	Resolved Race/Ethnicity White		

Abbott, Billy C.

Schedule Information

Per	Term	Section ID	Course	Meet Days	Teacher	Room
Fall						
0	S1	0840	SC49 - Science 10		Einstein, A.	121
0	S1	0077	SS51 - Am Govt		Jackson, K.	216
			Additional Staff		Salcido, Valorie	
0	S1	0048	MA30 - Geometry		Lewis, J.	P-14
1	S1	0153	MA30 - Geometry		Shackelford, J.	109
1	S1	0106	AR54 - Beg Jewelry		Williams, B.	403
			Additional Staff		Davis, Paul	
					Disbrow, Michelle	
					Donaldson, Keldon	
2	S1	0252	MA30 - Geometry		Becker A., A.	104
2	YR	0258	PA86 - Intermediate Acting		Chaplin, F.	409
2	S1	0962	PE761 - Weight Tm Boys		Shorts, K.	ANNX
3	S1	0963	PE761 - Weight Tm Boys		Shorts, K.	ANNX
4	YR	0402	AR80W - Ap Studio Art		Gunn, G.	401
5	S1	0725	SC49 - Science 10		Schrute, P.	120
6	S1	0726	SC49 - Science 10		Schrute, P.	120
7	T1	0060	EN57C - Cc-Am. Lit		Twain, P.	230
8	T1	0046	AG51 - Landscape D&m I	MWF TTh	Twain, P.	230
Spring						
1	S2	1931	PE762 - Weight Tm Boys		Ferrigno, L.	ANNX
2	YR	0258	PA86 - Intermediate Acting		Chaplin, F.	409
2	S2	1242	MA45W2 - Pre-Calculus		Hansen, C.	106
2	S2	1962	PE762 - Weight Tm Boys		Shorts, K.	ANNX
3	S2	1369	SS51 - Am Govt		Jackson, K.	216
			Additional Staff		Adams, Mark	
4	YR	0402	AR80W - Ap Studio Art		Gunn, G.	401

Parent Information

Parent Name	Phone	Extension	Type
Aaron, Kathleen	480-555-1214		Home
Aaron, Phillip	### ### ####		Work


* = Audit Class

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Edupoint School District

Part 1 of 1 / Page 1 of 1

STU202 – Full Schedule Student Schedule Output



Hope High School
Student Schedule

Year: 2018-2019
Report: STU202

Student Information

Student Name Ackley, Brian R.		Perm ID 913948	Gender M	Grade 12	Track	Address 3945 E Kael Ci Tempe, AZ 85663
Last Name Goes By	Nick Name	Birth Date 03/11/2001				
Phone 480-555-6641	Home Language Korean	Resolved Race/Ethnicity White		Enter Date 07/05/2018	Leave Date	

Schedule Information

Per	Term	Section ID	Course	Meet Days	Teacher	Room
0	S2	1011	EN57 - American Lit		Keating, J.	229
3	S1	0310	CB20 - Web Page Design		Richardson, J.	111
5	S1	0522	EN32 - Fund Eng II		Johnson, L.	209
6	S1	0616	EN62 - World Lit		Shakespear, B.	231
7	YR	0957	EN091C - 9th Eng-Corr		Twain, P.	230

Parent Information

Parent Name	Phone	Extension	Type	Address
Ackley, Eugene	480-555-6641		Home	3945 E Kael Ci Tempe, AZ 85663
Ackley, Paula	480-555-6641		Home	3945 E Kael Ci Tempe, AZ 85663

Ackley, Brian R.

STU202 – Condensed Student Schedule Output

In this example, the Terms sort and display in alphabetical order on the STU202 report output for the following selections made on the STU202 Report Interface screen.

Report STU202: Student Schedule

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

Schedule Info

NOTE: Filter Date is not a mandatory field.

Filter Date

Term Filter Start Term Filter End

Schedule Type Condensed Schedule

Student Info

Period Range

Period Begin Period End

Period Filter

Periods ☐ 1 ☐ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 6 ☒ 7 ☒ 8 ☒ 9 ☐ 10

STU202 – Student Schedule Report Interface Screen

Hope High School Student Schedule						Year: 2018-2019 Report: STU202
Student Information						
Student Name Abbott, Billy		Student ID 1315292		Gender M	Grade 12	Address 1959 S Val Vista Mesa, AZ 85206
Other Name		Nick Name		Birth Date 09/11/2000		
Phone 555-1234	Home Language Columbia		Federal Ethnic Code White		Enter Date 08/28/2018	
Schedule Information						
Per	Term	Section ID	Course	Meef Days	Teacher	Room
3	S1	730032-01	730032 - Health & PE 9	A C B	Strobl, K.	GYM
3	S2	730032-02	730032 - Health & PE 9	A C B	Strobl, K.	GYM
4	Q1	701500-01	701500 - Driver Ed Class	C B	Miller, M.	
4	Q2	701500-02	701500 - Driver Ed Class	C B	Miller, M.	
4	Q3	701500-03	701500 - Driver Ed Class	C B	Miller, M.	
4	Q4	701500-04	701500 - Driver Ed Class	C B	Miller, M.	Mod 2
4	S1	315032-01	315032 - Trigonometry	A	Person, G.	LC 07
4	S2	315432-01	315432 - Discrete Math	A	Person, G.	LC 07
7	Q1	314300-02	314300 - Geometry	A C	Williams, J.	326
7	Q2	314300-08	314300 - Geometry	A C	Noga, M.	LC 09
7	Q3	314300-05	314300 - Geometry	A C	Taylor, B.	314
7	Q4	928916-01	928916 - Adv Treble Chorus	A C	Babcock, L.	119
8	Q3	740599-01	740599 - Health & PE 10	A C B	FCPS Online Camp	999
8	Q4	923917-01	923917 - Advanced Orchestra	A C B	Morrison, A.	120
8	S1	612099-03	612099 - Econ & Pers Fin	A C B	FCPS Online Camp	999
9	Q1	000111-08	000111 - Learning Seminar 1	C	Babcock, L.	
9	Q2	000111-17	000111 - Learning Seminar 1	C	Brown, H.	
9	Q3	000111-02	000111 - Learning Seminar 1	C	Alpati, R.	
9	Q4	000111-10	000111 - Learning Seminar 1	C	Balen, A.	
9	S1	000111-12	000111 - Learning Seminar 1	B	Bedford, Y.	
9	S2	000111-05	000111 - Learning Seminar 1	B	Andros, C.	
9	YR	000111-63	000111 - Learning Seminar 1	A	Hughes, A.	
Parent Information						
Parent Name	Phone	Extension	Type	Address		
Abatzis, Nikolaos	555-1234		Parent Cell	1959 S Val Vista Mesa, AZ 85206		
Abatzis, Robin	555-1234		Parent Cell	1959 S Val Vista Mesa, AZ 85206		

Abbott, Billy

STU202 – Student Schedule Report Output

STU408 – Class List

Synergy SIS > Schedule > Reports > List or

Synergy SIS > Schedule > Section > Menu > Reports

The Class List prints the list of enrolled students in each section on a separate page with a space to make notations for each student. Use this report for student tracking.

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 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"/> Ed-Fi 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
<input type="checkbox"/> Enter Date	0.68	width in inches
<input type="checkbox"/> Home Language	1.00	width in inches
<input type="checkbox"/> Phone Number	0.88	width in inches
<input type="checkbox"/> House	1.00	width in inches

STU408 – Class List Report Interface Screen

Report Options:

- Report Options – Select the information to display results for.
 - **Hide Totals** – Hides total students from the report
 - **Exclude students with Term Override not in Term Code** – Only hides override students
- Include the following fields – Select which fields to display. If **Width in inches** is left blank, the system uses default spacing.

 Demo School District <small>Excellence in Education</small>		Hope High School Class List			Year: 2016-2017 Report: STU408	
Section ID 0152	Period 1	Meet Days MT	Course ID MA40	Course Title Algebra II	Staff Name Becker A., Allison	Room Name 104
Student Name	Perm ID	Grd				
Barlingay, Jessica C.	148570	12				
Brooks, Jerry W.	889742	11				
Duffel, Alice N.	887967	11				
Ertl, Katherine L.	957922	10				
Falkenberg, Beverly M.	902953	10				
Fares, Julia C.	133744	11				
Ferrin, Rebecca	887438	11				
Flynn, Heather A.	905698	11				
Geddes, Sara	886261	11				
Gerber, Eric M.	894068	11				
Harris, Ann L.	888416	11				
Harris, Dennis J.	888194	11				
Hiatt, Kelly M.	888751	11				
Huish, Patrick A.	909255	10				
Johnson, Chris J.	936554	10				
Joy, Randy P.	908356	11				
Kumar, Willie	153876	10				
Lindstrom, Doris G.	885998	11				
Lynn, Stephanie N.	892178	11				
Neumann, Johnny T. III	937498	11				
Okamura, Keith K.	980254	11				
Ortega, Pamela	937071	11				
Russell, Judith	903176	10				
Saager, Philip T.	109614	11				
Stapley, Phillip D.	886244	11				
Teague, Ann R.	143045	10				
Tipton, Ryan J.	903277	10				
Udall, Wanda	908194	10				
Zamudio, Jane	135300	12				
Total Students:		29	Total Female:		16	Total Male: 13

STU408 – Class List Report Output

STU408.L – Class List

Synergy SIS > Schedule > Reports > List or

Synergy SIS > Schedule > Section > Menu > Reports

The Class List prints the list of enrolled students in each section on a separate page with a space to make notations for each student. Use this report for student tracking.

STU408.L – Class List Report Interface Screen

 Include the following fields


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

<input type="checkbox"/> Student Name	<input type="text" value="1.40"/>	width in inches
<input type="checkbox"/> Perm ID	<input type="text" value="0.75"/>	width in inches
<input type="checkbox"/> State ID	<input type="text" value="0.75"/>	width in inches
<input type="checkbox"/> Gender	<input type="text" value="0.29"/>	width in inches
<input type="checkbox"/> Grade	<input type="text" value="0.30"/>	width in inches
<input type="checkbox"/> Ethnic Code	<input type="text" value="1.00"/>	width in inches
<input type="checkbox"/> Birth Date	<input type="text" value="0.68"/>	width in inches
<input type="checkbox"/> Enter Date	<input type="text" value="0.68"/>	width in inches
<input type="checkbox"/> Home Language	<input type="text" value="1.00"/>	width in inches
<input type="checkbox"/> Phone Number	<input type="text" value="0.88"/>	width in inches
<input type="checkbox"/> House	<input type="text" value="1.00"/>	<input type="checkbox"/> width in inches
<input type="checkbox"/> Team	<input type="text" value="1.00"/>	<input type="checkbox"/> width in inches
<input type="checkbox"/> Counselor	<input type="text" value="1.40"/>	<input type="checkbox"/> width in inches

STU408 – Class List Report Interface Screen

Report Options:

- **Hide Totals** – Hides total students from the report
- **Exclude students with Term Override not in Term Code** – Only hides override students
- **Do Not Show Meeting Days** – Select this option to hide the Meeting Days section.
- Meeting Days section – Select the meeting days as needed.
- **Show Term** – Select this option to show the Sort Options section.
- Sort Options section – Select the order the report displays. For example, Meeting Days, Period, Term.
- Include the following fields – Select which fields to display. If **Width in inches** is left blank, the system uses default spacing.

		Hope High School Class List		Year: 2018-2019 Report: STU408.L			
Section ID 0140	Period 1	Term S1	Course ID MA40	Course Title Algebra II	Teacher Name Cruise, Thomas	Room Name 128	Section
Meet Days MWF-1							
Student Name	Stud						
Adams, Billy A.							
Bingham, Janice							
Bowser, Kathryn J.							
Cabrera, Daniel C.							
Clark, Martha K.							

STU408.L – Class List Report Output

STU414 – Student Schedule Preprinted Cards

Synergy SIS > Schedule > Reports > List

The Student Schedule Preprinted Cards are designed to be printed on perforated stock to create wallet-sized cards with each student's schedule. Four cards print per page.








Report **STU414: Student Schedule Preprinted Cards**

Print

Save Default

Reset Saved Default

Email Me



Name: **Student Schedule Preprinted Cards** Number: **STU414** Page Orientation: **Portrait**

Options

Sort / Output

Conditions

Selection

Advanced

Schedule Info

As of Date

Term Filter Start

Term Filter End

Student Info

Perm ID

Last Name

First Name

Grade

Grade

Display Options

Display Teacher Name

Hide Room Number

Use Course Short Title

Parent/Guardian Relations

Flags

Type

Contact Allowed

Ed. Rights

Has Custody

☒ Lives With

Mailings Allowed

Relation

Biological Father

Father

Foster Father

Grandfather

Guardian

Mother in Home

Step-Father

Biological Mother

Father in Home

Foster Mother

Grandmother

Mother

Other

Step-Mother

Locker Info

Locker Combination

Grouping Info

Output will be sorted Teacher Name (ascending) for the Sections defined by Term/Period. Grouping by Term or Period will override a Counselor Name sort.

Term

Period

STU414 – Student Schedule Preprinted Cards Report Interface Screen

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Report Options:


- Schedule Info – Select the schedule information to display. The report prints up to nine classes for a student.
- Student Info – Select the student information to display results for.
- Display Options – Select which items to display or hide on the report.
- Parent/Guardian Relations – Select which parents/guardians to print on the reports
- Locker Info – Displays the **Locker Combination**
- Grouping Info – Groups results alphabetically by teacher for the **Term Code** and/or **Period**

Abbott	Paulette	997053	10/23/2003	09	Charlton	Violet	997051	02/28/2017	09
Hope High School		20-15-41	05/01/2017		Hope High School			05/01/2017	
1 6005 SC492 Biology					1 6005 SC492 Biology				
2 0205 AR42 Int Stain Glass	Smith, Christine	402			2 0205 AR54 Beg Jewelry	Sullivan, Joe	403		
3 0332 EN33 Prin Eng I	Wrather, Landon	302			3 0328 EN57 American Lit	Traylor, Kelly	224		
4 6002 AG31 Animal Sci	Baniszewski, Nancy	109			4 0421 EN52 Mythology	Petersen, Angela	228		
Abbott, Virginia	450-100-2000		04/11/2017		Charlton, Vivian			02/28/2017	
748 W Keating Cir	Newport Beach	92661			3434 N Fairview	Mesa	85204		
Dysert	Holly	997046	03/14/2002	09	Haase	Susan	997037	07/13/2001	09
Hope High School			05/01/2017		Hope High School			05/01/2017	
1 6005 SC492 Biology					1 6005 SC492 Biology				
2 0205 AR42 Int Stain Glass	Smith, Christine	402			2 0205 AR42 Int Stain Glass	Smith, Christine	402		
3 0317 EN44 Creative Wrt	Gomez, Fortino	P-04			3 0317 EN44 Creative Wrt	Gomez, Fortino	P-04		
4 6002 AG31 Animal Sci	Baniszewski, Nancy	109			4 6002 AG31 Animal Sci	Baniszewski, Nancy	109		
Miller, Lorraine			02/06/2017		Haase, Edmond			01/04/2017	
1955 S Val Vista Dr	Mesa	85204			1955 S Val Vista Dr	Mesa	85204		

STU414 – Student Schedule Preprinted Cards Report Output

Report Options:

- Schedule Info – Select the schedule information to display.
- Student Info – Select the student information to display results for.
- Grouping Info – Groups results alphabetically by teacher for the **Term Code** and/or **Period**
- Sort Options – Select the option used for sorting results.
- Teacher Info – Display or hide the teacher's first name
- Concurrent Courses – Display or hide concurrent courses
- **Indicate Prescheduled Courses** – Adds a column to the output that indicates the courses that were scheduled prior to running master schedule processes



Kennedy High School

Student Schedule List

Year: 2018-2019
 Report: STU415

Per	Term	Section ID	Course	Meet Days	Teacher	Room	Prescheduled
Student Name		Abbott, Billy C.		Perm ID	905483	Gender	M
						Grade	12
Fall							
1	S1	1100	AR32 - Beg Photo		Benitez, S.	415	Y
1	S1	1100	AR32 - Beg Photo		Benitez, S.	415	N
2	S1	0200	AR33 - Int Photo		Benitez, S.	415	N
2	S1	0202	AR41 - Beg Ceramics		Worm, F.	334	N
3	S1	1301	AR41 - Beg Ceramics		Worm, F.	334	N
4	S1	0300	AR32 - Beg Photo		Benitez, S.	415	N
4	S1	0400	AR63 - Beg Drawing		Worm, F.	336	N
5	S1	1505	AR63 - Beg Drawing		Worm, F.	336	N
6	S1	1501	AR54 - Beg Jewelry		Hargrove, C.	324	Y
6	S1	1501	AR54 - Beg Jewelry		Hargrove, C.	324	N
8	S1	1821	WE90 - Yearbook Committ		Snapp, J.	014	N
8	S1	1821	WE90 - Yearbook Committ		Snapp, J.	014	Y

STU415 – Student Schedule List Report Output

STU419 – Section Seating Chart

Synergy SIS > Schedule > Reports > List









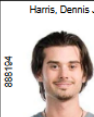











The Section Seating Chart reports all students in a class and their location in the classroom based on the seating chart created in TeacherVUE.

The screenshot shows the 'Report STU419: Section Seating Chart' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report details are displayed: 'Name: Section Seating Chart', 'Number: STU419', and 'Page Orientation: Landscape'. A tabbed interface follows with 'Options' selected, and other tabs include 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' section contains fields for 'Section ID' and 'Staff', a 'Term Code' section with a toggle and a checkmark icon, and checkboxes for 'Quarter 4', 'Semester 1', 'Semester 2', and 'Year'. Below this is a 'Content Options' section with three 'Absences Text Field' input boxes. At the bottom is a 'Display Options' section with a 'Show Primary Section Only' checkbox and a 'Page Orientation' dropdown menu.

STU419 – Section Seating Chart Report Interface

Report Options:

- **Section ID** – Select the section to report.
- **Staff** – Select the Staff to display results for.
- **Term Code** – To select all or clear all term codes, use .
- **Content Options** – Enter custom text in the **Absences Text Field 1-3** to create abbreviations for the absence codes displayed under student portraits.
- **Display Options**
 - **Show Primary Section Only** – Displays only the primary section in the section area on the report output rather than the entire list of sections
 - **Page Orientation** – Allows you to select *Portrait* or *Landscape* orientation. *Landscape* is the default.

 Hope High School Section Seating Chart						Year: 2016-2017 Report: STU419
Staff Becker A., Allison		Section 1152		Course Algebra II		Chart Alpha - Last, First
Barlingay, Jessica C.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Brooks, Jerry W.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Duffel, Alice N.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Ert, Katherine L.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Falkenberg, Beverly M.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Fares, Julia C.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	
Ferrin, Rebecca  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Flynn, Heather A.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Geddes, Sara  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Gerber, Eric M.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Harris, Ann L.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Harris, Dennis J.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	
Hiatt, Kelly M.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Huiuh, Patrick A.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Johnson, Chris J.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Joy, Randy P.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Lindstrom, Doris G.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Lynn, Stephanie N.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	
Neumann, Johnny T. III  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Okamura, Keith K.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Ortega, Pamela  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Russell, Judith  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Saager, Philip T.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Stapley, Phillip D.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	
Teague, Ann R.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Tipton, Ryan J.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Udall, Wanda  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Wierzgacz, Martin J.  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>	Zamudio, Jane  Abs <input type="checkbox"/> Tdy <input type="checkbox"/> Pres <input type="checkbox"/>		

STU419 – Section Seating Chart Report Output

STU420 – Lunch Count Totals

Synergy SIS > Schedule > Reports > List

The Lunch Count Totals lists all homerooms at an elementary school and the lunch counts for each section entered through TeacherVUE. You can set up items tallied for each section on the TeacherVUE tab within the School Setup screen.

The screenshot shows the 'Report STU420: Lunch Count Totals' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report details are displayed: 'Name: Lunch Count Totals', 'Number: STU420', and 'Page Orientation: Portrait'. A tabbed interface shows 'Options' as the selected tab, with other tabs being 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. Under the 'Options' tab, there is a 'Run Date' field set to '05/01/2017' with a calendar icon.

STU420 – Lunch Count Totals Report Interface Screen

Report Options:

- **Run Date** – Select the date to run reports as of

The screenshot displays the 'Adams Elementary Lunch Count Totals' report. It includes the Denver School District logo, the school name, the year '2016-2017', and the report number 'STU420'. The organization name is 'Adams Elementary' and the run date is '05/01/2017'. The report is presented as a table with columns for Section ID, Teacher Name, Lunch, Milk, Brown Bag, and several unlabeled columns. The data is as follows:

Section ID	Teacher Name	Lunch	Milk	Brown Bag						
0128	Beverlin, Casey	22	27	5						
0130	Bingham, Cara	11	16	8						
0452	Berriz, Cynthia	25	29	7						
School Totals :		58	72	20	0	0	0	0	0	0

STU420 – Lunch Count Totals Report Output

STU423 – Student Classes Audit

Synergy SIS > Schedule > Reports > List


The Student Classes Audit shows each class assigned to a student and any changes that made to the schedule for the date range. It displays the user that made the change and the date they edited information.

The screenshot shows the 'Report STU423: Student Classes Audit' interface. At the top, there are buttons for 'Print', 'Save Default', 'Reset Saved Default', and 'Email Me'. Below these, the report title 'Report STU423: Student Classes Audit' is displayed. The interface includes a header section with 'Name: Student Classes Audit', 'Number: STU423', and 'Page Orientation: Landscape'. Below the header, there are tabs for 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is selected, showing two main sections: 'Schedule Information' and 'Student Information'. The 'Schedule Information' section has 'Start Date' (07/04/2016) and 'End Date' (05/01/2017) fields. The 'Student Information' section has 'First Name' (empty), 'Last Name' (abbott), 'Perm ID' (empty), and 'Grade' (07, 08, 09, 10, 11, 12). At the bottom, there are checkboxes for 'Exclude Deletes' and 'Exclude Inserts'.

STU423 – Student Classes Audit Report Interface

Report Options:

- Schedule Information – Select the schedule information to display.
- Student Information – Select the student information to display results for.
- **Exclude Deletes/Exclude Inserts** – Excludes deleted or inserted classes from results

		Hope High School Student Classes Audit From 07/04/2016 to 05/01/2017			Year: 2016-2017 Report: STU423	
Student Name Abbott, Billy C.		Gender M		Grade 12		Student ID 905483
Property Name	Old Value	New Value	Timestamp	Updated By	IP Address	System
Period:1	Term: S1	Section ID: 0077	Course ID: SS51	Course Title: Am Govt	Teacher: Jackson, Kathy	Room: 216
LeaveDate		09/20/2016	09/21/2016 10:40:28	User, Admin	10.200.11.91	SYNERGY
TxpAckDrop		Y	09/22/2016 12:49:31	Jackson, Kathy	96.229.209.66	TVUE
EnterDate	07/05/2016	07/06/2016	10/03/2016 06:50:46	User, Admin	10.200.11.107	SYNERGY
LeaveDate	09/20/2016	09/19/2016	10/26/2016 10:43:17	User, Admin	10.200.11.111	SYNERGY
Period:1	Term: YR	Section ID: 100000000	Course ID: SC422	Course Title: Life Science	Teacher: Tofft, Robert	Room: 120
TxpAckAdd		Y	10/31/2016 15:42:46	Tofft, Robert	10.200.11.130	TVUE
LeaveDate		11/25/2016	11/30/2016 14:00:21	User, Admin	10.200.11.130	SYNERGY
TxpAckDrop		Y	12/09/2016 16:13:48	Tofft, Robert	10.200.11.84	TVUE
Period:2	Term: S2	Section ID: 000000123	Course ID: AD86W	Course Title: Academic Decath	Teacher: Arthur A., Andr	Room:
EnterDate	03/22/2017	01/26/2017	03/28/2017 07:22:52	Sherwood, Bev	10.200.11.80	SYNERGY
Period:2	Term: S1	Section ID: 0206	Course ID: AR54	Course Title: Beg Jewelry	Teacher: Sullivan, Joe	Room: 403
LeaveDate		11/25/2016	02/24/2017 14:26:41	User, Admin	10.200.11.99	SYNERGY
AuditClass		N	10/25/2016 10:33:02	User, Admin	10.200.11.91	SYNERGY
EnterDate		10/25/2016	10/25/2016 10:33:02	User, Admin	10.200.11.91	SYNERGY
QualifiesForAlt		N	10/25/2016 10:33:02	User, Admin	10.200.11.91	SYNERGY

STU423 – Student Classes Audit Report Output

STU806 – Schedule Verification Extract

Synergy SIS > Schedule > Reports > Extracts

The Schedule Verification Extract displays the student results generated on the Schedule Verification screen. This displays Schedule Based FTE values and details for students with different filter options, such as Student, Schedule, and Section.



See [Schedule Verification](#) for more information.

Report STU806: Schedule Verification Extract

Print Save Default Reset Saved Default Email Me

Name: **Schedule Verification Extract** Number: **STU806** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Filters

Filter By

Filter To

Counselor

Grade ☐ 09 ☐ 10 ☐ 11 ☐ 12

Exclude ADA/ADM ☐ ☐ ☐

☐ Needs Only (No ADM) ☐ Concurrent ☐ Exclude From State Reporting

Enter Codes ☐ ☐ ☐

☐ E1 ☐ E2 ☐ E3 ☐ E4 ☐ E5 ☐ E6 ☐ E7 ☐ E8 ☐ E9 ☐ E10
☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ R5 ☐ R6 ☐ R9 ☐ R10 ☐ R11 ☐ R12
☐ RD ☐ RP

Schedule Filters

FTE

From To ☐ Use Student FTE ☐ Use Total Student FTE looks at the student's District FTE calculation instead of just the calculations at each individual organization.

☐ Remove FTE Segments with no valid days

Section Filters

Report To State Include In Attendance Condition Section Threshold

STU806 – Schedule Verification Extract Report Interface Screen

Report Options:

- Student Filters – Select the student information to display on the report. These are the same fields as those located on the Schedule Verification screen.

The Exclude ADA/ADM and Enter Codes filter options allow you to filter students by Enter Code and exclude certain students' enrollment segments from displaying on the report based on the student's **ADA/ADM** selection on the **Enrollment History** tab of the Student screen.



Exclude ADA/ADM ☐ ↔ ☒


☐ Needs Only (No ADM) ☐ Concurrent ☒ **Exclude From State Reporting**

Enter Codes ☐ ↔ ☒

☒ **E1** ☐ E2 ☐ E3 ☐ E4 ☐ E5 ☐ E6 ☐ E7 ☐ E8 ☐ E9 ☐ E10
☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ R5 ☐ R6 ☐ R9 ☐ R10 ☐ R11 ☐ R12
☐ RD ☐ RP

STU806 – Schedule Verification Extract Report Interface Screen

- Schedule Filters – Select the FTE values to display on the report. These are the same fields as those located on the Schedule Verification screen.
- Section Filters – Select the sections to display on the report. These are the same fields as those located on the Schedule Verification screen.

		Edupoint Middle School Schedule Verification Extract			Year: 2016-2017 Report: STU806	
Student	Sis Number	Organization	Dates	Grade	FTE	Method
Aaron, Ian	12345	Edupoint Middle School	09/07/2016 - 06/16/2017	08	1.00	Hours
Aaron, Robert	12346	Edupoint Middle School	09/07/2016 - 09/30/2016	08	1.00	Hours
Abbott, Billy	12347	Edupoint Middle School	10/03/2016 - 06/16/2017	08	0.00	Hours
Abbott, Bobby	12348	Edupoint Middle School	09/07/2016 - 09/07/2016	08	0.00	Hours
Abbott, Jane	12349	Edupoint Middle School	09/08/2016 - 06/16/2017	08	1.00	Hours
Abbott, Matthew	12350	Edupoint Middle School	09/07/2016 - 09/07/2016	07	0.00	Hours
Abbott, Susan	12351	Edupoint Middle School	09/08/2016 - 06/16/2017	07	1.00	Hours

STU806 – Schedule Verification Extract Output

STU810 – Grade Book Extract

Synergy SIS > Schedule > Reports > Extracts

The Grade Book Extract is a text file designed to be imported into a third-party grade book program. It includes the student's Last Name, First Name, Perm ID, Gender, Grade, and Email.



Select *Excel* as the **File Type** in the **Sort/Output** tab in order to view all data.

Report STU810: Grade Book Extract

Print Save Default Reset Saved Default Email Me

Name: **Grade Book Extract** Number: **STU810** Page Orientation: **Portrait**

Options Sort / Output Conditions Selection Advanced

Student Info

Perm ID

Last Name First Name

Grade Grade

Grade Book Extract

Extract Type

Easy Grade Pro Extract

STU810 – Grade Book Extract Report Interface Screen

Report Options:

- Student Info – Select the student information to display results for.
- Grade Book Extract – Select which **Extract Type** format to print the extract in: *Easy Grade Pro Extract* or *Grade Quick*.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	206 AR54	Beg Jewelry	
2	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	426 EN60	Eng (brit) Lit	
3	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	77 SS51	Am Govt	
4	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	957 EN091C	9th Eng-Corr	
5	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	1504 AR32	Beg Photo	
6	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	304 AR32	Beg Photo	
7	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	726 SC49	Science 10	
8	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	60 EN57C	Cc-Am. Lit	
9	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	800 SC422	Life Science	
10	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	1207 AS33	Afjrotrc III	
11	Abbott	Billy	905483	12	person@mail.444-444-4444	5407 N Alma School Rd	Tempe	AZ		85204	123 AD86W	Academic Decath	
12	Acosta	Eugene	873921	12	person@mail.480-555-6396	1144 N Loma Vista	Tempe	AZ		85662	123 AD86W	Academic Decath	
13	Adams	Howard	873985	12	person@mail.480-555-1964	1328 N 22nd St	Tempe	AZ		85662	870 NC901	Rel Time A Hr	
14	Adams	Howard	873985	12	person@mail.480-555-1964	1328 N 22nd St	Tempe	AZ		85662	28 NC501	Study Hall	
15	Adams	Howard	873985	12	person@mail.480-555-1964	1328 N 22nd St	Tempe	AZ		85662	1571 SS52W2	Ap Amer Govt	
16	Adams	Howard	873985	12	person@mail.480-555-1964	1328 N 22nd St	Tempe	AZ		85662	571 SS52W	Ap Gov&econ Wtp	
17	Adams	Howard	873985	12	person@mail.480-555-1964	1328 N 22nd St	Tempe	AZ		85662	996 NC401	Pers Rel Time	
18	Adams	Howard	873985	12	person@mail.480-555-1964	1328 N 22nd St	Tempe	AZ		85662	123 AD86W	Academic Decath	

STU810 – Grade Book Extract Output

Chapter 13: Security

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Security Overview

The PAD Security screen (**Synergy SIS > System > Security > PAD Security**) and the Security Definition screen (**Synergy SIS > System > Security > Security Definition**) define security for each of the screens discussed in this guide. This section outlines the security location for each of the screens within Security Definition.



Edupoint recommends that users only secure reports through PAD Security instead of the Security Definition screen.



See the *Synergy SIS – Security Administrator Guide* for more details regarding security definitions.

Schedule and Course Security

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Assign Students to Sections	Schedule	By Student	Students	All	K12.ScheduleInfo.MassAssignmentSectionGrid
		N/A	All except Students	All	K12.ScheduleInfo.MassAssignSections
Bell Schedule Definition	Schedule > Setup	N/A	Bell Schedule Definition	All	K12.ScheduleInfo.BellScheduleGrid
		N/A	All except Bell Schedule Definition	All	K12.ScheduleInfo.SchoolYearBellSched
Class Assignment	Schedule	N/A	Students	All	K12.ScheduleInfo.MassAssignStuGrid
			Classes	All	K12.ScheduleInfo.MassAssignSectGrid
Course Group	Course	Course	Group Courses	All	K12.CourseInfo.CourseGroupCourses
			N/A	Name	K12.CourseInfo.SchoolYearCourseGroup
		Description	N/A	All	
Course Request Analysis	Mass Scheduling	N/A	All	All	K12.ScheduleInfo.MassScheduleInfo.CourseReqAnalysisGrid
District Course	Course	Course	All except Alternate Code and CTE Programs	All	K12.CourseInfo.Course
			Alternate Code	All	K12.CourseInfo.CourseAltCode
			CTE Programs	All	K12.CourseInfo.CourseToCTEProgram
		Description	All	All	K12.CourseInfo.Course
		Year Override	Alternate Code	All	K12.CourseInfo.CourseAltCode
			Course Subject Areas	All	K12.CourseInfo.CourseOverride
			Qualifies for Alt State Funding	All	K12.CourseInfo.CourseAltFunding
			Technical Course	All	K12.CourseInfo.CourseTechnicalCourse
			Corequisite	All	K12.CourseInfo.CourseCoReq
		Pre/Corequisite	Prerequisite	All except Valid Marks	K12.CourseInfo.CoursePreReq
				Valid Marks	K12.CourseInfo.CoursePreReqMark
		Opt In Options	Opt In Types	All	K12.CourseInfo.CourseSchoolType
End Term	Schedule	N/A	N/A	All	N/A

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Mass Assign Course Requests	Mass Scheduling	Mass Assign	All except Courses To Add and Courses To Find and Replace	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassAssign
			Courses To Add	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassAssignToGrid
			Course To Find and Replace		K12.ScheduleInfo.MassScheduleInfo.SchedMassAssignFromGrid
		Selected Students	All	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassAssignStuGrid
		Other Info	All	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassAssign
Mass Assign House and Team	Mass Scheduling or Schedule	Options	All	All	N/A
		Additional Filters	All	All	K12.ScheduleInfo.MassAssignStudentConditionGrid
Mass Assign Sections	Mass Scheduling	Mass Assign	All except sections noted below	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdate
			Sections To Add	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateToGrid
			Sections To Find and Replace	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateFindGrid
			Student Filters	Grade	K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateGrades
		Student Selection	All	All	K12.ScheduleInfo.MassScheduleInfo.SchedMassSectionUpdateStu
Mass Assign Track	Schedule	N/A	All	All	N/A
Option Set Wheel (Open Option Set Wheel under Quick Links)	Mass Scheduling > Schedule Control , then select a Scheduler option set	N/A	All except Option Grid Detail	All	K12.ScheduleInfo.MassScheduleInfo.OptionSchedWheelGrid
			Option Grid Detail	All	K12.ScheduleInfo.MassScheduleInfo.OptionSchedWheelDetailGrid
Period Rotation Definition	Schedule > Setup	Rotation Days	All	All	K12.ScheduleInfo.RotationDefinitionGrid
		Rotation Periods	All	All	K12.ScheduleInfo.RotationPeriodDefinitionGrid
Prerequisite Course Group	Course	N/A	All except Prerequisite Detail	All	K12.CourseInfo.PreReqGroupCourse
			Prerequisite Detail	All	K12.CourseInfo.PreReqGroupCourseMark
Schedule Control	Mass Scheduling	N/A	All	All	K12.ScheduleInfo.MassScheduleInfo.OptionSet

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Schedule Option Set	Mass Scheduling > Schedule Control , then select a Scheduler option set	Options	Enforce the following rules	Exceed max class size for CORE classes by this %, Exceed max class size for ELECTIVE classes by this %, Exceed max class size for OTHER classes by this %	K12.ScheduleInfo.MassScheduleInfo.OptionSet
			Quick Links	All	K12.ScheduleInfo.MassScheduleInfo.OptionSetUI
			Exclude the following students	Do Not Process the Following Grade Levels	K12.ScheduleInfo.MassScheduleInfo.OptionSetGradeList
				Do Not Process the Following Houses	K12.ScheduleInfo.MassScheduleInfo.OptionSetHouseList
				Do Not Process the Following Teams	K12.MassScheduleInfo.OptionSetTeamList
		Fill Open Periods	All	All	K12.ScheduleInfo.MassScheduleInfo.OptionSet
Schedule Request	Mass Scheduling	Requests	Student Requests	All	K12.ScheduleInfo.MassScheduleInfo.StudentRequestGrid
			Alternatives for Electives	All	K12.ScheduleInfo.MassScheduleInfo.StudentScheduleRequestAlternate
		Restrictions	Student Restrictions	All	K12.ScheduleInfo.MassScheduleInfo.StudentScheduleRestrictions
			Teacher Restrictions	All	K12.ScheduleInfo.MassScheduleInfo.StudentScheduleTeacherRestrictions
Schedule Section (Open Schedule Section under Quick Links)	Mass Scheduling > Schedule Control , then select a Scheduler option set	Current Students	All except Students	All	K12.ScheduleInfo.MassScheduleInfo.SchedSection
		Meeting Days	All	All	K12.ScheduleInfo.MassScheduleInfo.SchedSectionMetGrid
Schedule Student (Open Student Schedule under Quick Links)	Mass Scheduling > Schedule Control , then select a Scheduler option set	Requests	Course Requests	All	K12.ScheduleInfo.MassScheduleInfo.SchedStudentGrid
		Analysis	All	All	K12.ScheduleInfo.MassScheduleInfo.SchedAnalysisGrid
		Schedule	All	All	K12.ScheduleInfo.MassScheduleInfo.SchedSchedulesGrid

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Section	Schedule	Current Students	All except Students	All	K12.ScheduleInfo.Section
			Students	All	K12.ScheduleInfo.ClassStudent
		Student Enrollment History	All	All	
		Meeting Days	All	All	K12.ScheduleInfo.SchYrSecMetGrid
		Additional Staff	Additional Staff	All	K12.ScheduleInfo.SchoolYearSectionStaff
		Staff History	Historical Staff	All	K12.ScheduleInfo.SchoolYearSectionStaffHistory
			Historical Additional Staff	All	K12.ScheduleInfo.SchoolYearSectionStaff
		N/A	Synchronize Section Meeting Day Periods NOTE: This is a Menu selection.	All	K12.ScheduleInfo.SynchronizeSectionMeetingDayPeriods
School Course	Course	N/A	All except Linked Courses	All	K12.CourseInfo.SchoolCourse
			Linked Courses	All	K12.CourseInfo.SchoolCourseLinkedCourse
School Course Opt-In	Course or Schedule	N/A	All	All	K12.CourseInfo.Setup.CourseOptInGrid
School Scheduling Options	Mass Scheduling > Setup	Section Options	Meeting Days	All	K12.ScheduleInfo.SchoolYearMetDay
		Course Request and Walk-In Options	All except Override Term Codes	All	K12.ScheduleInfo.Setup.SchoolYearOptSchedule
			Override Term Codes	All	K12.ScheduleInfo.Setup.SchoolOverrideTerm
		House/Team/Exclusion	Term Exclusion Codes	All	K12.ScheduleInfo.Exclusion
			House Codes	All	K12.ScheduleInfo.House
			Team Codes	All	K12.ScheduleInfo.Team
Student Classes	Schedule	N/A	All	All	K12.ScheduleInfo.StudentClassGrid
Student Classes Deleted	Schedule	N/A	All	All	K12.ScheduleInfo.StudentClassDelete
Update Schedule	Mass Scheduling	N/A	All	All	N/A
Walk In Schedule	Mass Scheduling or Schedule	Quick Placement	All	All	K12.ScheduleInfo.MassScheduleInfo.SchedManualGrid
		Request	All	All	K12.ScheduleInfo.MassScheduleInfo.WalkInCourseRequestGrid
		Analysis	All	All	K12.ScheduleInfo.MassScheduleInfo.WalkInSchedAnalysisGrid
		Schedule	All	All	K12.ScheduleInfo.MassScheduleInfo.WalkInScheduleGrid

Screen	PAD Location	Tab	Grid/Pop-Out Screen	Field	Security Node
Wheel Definition	Mass Scheduling > Setup or Schedule > Setup	N/A	All except Course Grid	All	K12.CourseInfo.CourseWheel
			Course Grid	All	K12.Courseinfo.CourseWheelCourse