


Entering Courses in the Master Schedule


During the Next Year Scheduling Season, schools can opt to have their Master Schedule copied from the prior year, or they can manually enter their schedule from scratch. An email will be sent annually surveying if schools want to copy or to enter their Next Year master schedule.

To Manually Enter Master Schedule

Step 1 – Navigate to the Master Schedule

- Type 'Master' in the Quick Search Bar
- Q Quick Search X
- Select **Master Schedule** OR
 - Click on the Mega Menu dropdown | Scheduling  | Courses | Course Sections | Master Schedule

Step 2 – Add Course

- Click on the Add icon 
 - Enter **Course** Number or click on the Search Icon to search for course

Master Schedule Q

Course

Building* 3013 - Gov. Thomas Johnson High School	Course* 131111 X Q	Section* 0
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Note: Section will auto – populate with next available section

- **Section:** Change Section Number if needed
- Course – Section Panel
 - **Description :** **DO NOT CHANGE**
 - **Department:** Accept Default
 - **Block Type :** N – Regular / B – Block
 - **Gender:** B – Both / F – Female Only / M – Male Only
 - **House Team:** Optional
 - **Maximum Seats:** Set as Needed
 - **Duration Type:** Accept Default
 - **Marking Reporting Panel:** Accept Default

Course-Section Information

<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> General Information </div> <p>Description* <input type="text" value="ENGLISH 9 HONORS"/></p> <p>Department <input type="text" value="13 - ENGLISH"/></p> <p>Fee* <input type="text" value="0.00"/></p> <p>VoTec <input type="checkbox"/></p> <p>Block Type* <input type="text" value="N - Regular Course"/></p> <p>Study Hall <input type="checkbox"/></p>	<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> Scheduling Information </div> <p>Gender Restriction* <input type="text" value="B - Both"/></p> <p>Grade Restriction <input type="text"/></p> <p>Lock <input type="checkbox"/></p> <p>House Team <input type="text"/></p> <p>Maximum Seats* <input type="text" value="35"/></p> <p>Duration Type <input type="text" value="M - Marking Period"/></p> <p>Classified Students Maximum <input type="text"/> <input type="radio"/> Number <input type="radio"/> Percent</p>	<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> Mark Reporting Information </div> <p>Grad Requirement Credit Rule <input type="text" value="O - Fill subject area credit in order"/></p> <p>Average ID <input type="text"/></p> <p>Course Credit Basis <input type="text"/></p> <p>NCES Code <input type="text"/></p> <p>Gradebook Category Type <input type="text"/></p> <div style="background-color: #e0e0e0; padding: 2px; margin-top: 5px;"> Teacher Qualifications </div> <p>Qualifications <input type="text"/></p>
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- Session Information Panel
 - **Description:** **DO NOT CHANGE**
 - **Periods:** Enter Start and End
 - **Marking Periods:** Click on the Marking Periods that do NOT apply to this class
 Example: Class meets MP 1, 2 **Marking Periods** M1 M2 ~~M3~~ ~~M4~~
 - **Cycles:** Click on Cycles that do NOT apply to this course if needed
 - **Primary Staff:** Select Staff from dropdown
 - **Secondary Staff:** Select 1 or more staff if needed
 - **Room:** Select Room from dropdown

Session Information

Session 1

<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> General Information </div> <p>Description* <input type="text" value="ENGLISH 9 HONORS"/></p> <p>Used Seats <input type="text" value="0"/></p> <p>Classification Weight <input type="text" value="0"/></p>	<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> Scheduling Information </div> <p>Periods* <input type="text" value="1"/> - <input type="text" value="1"/></p> <p>Marking Periods <input type="text" value="M1"/> <input type="text" value="M2"/> <input type="text" value="M3"/> <input type="text" value="M4"/></p> <p>Cycles <input type="text" value="M"/> <input type="text" value="T"/> <input type="text" value="W"/> <input type="text" value="R"/> <input type="text" value="F"/></p>	<div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> Staff and Room Information </div> <p>Primary Staff* <input type="text" value="184871 - [Name]"/></p> <p>Secondary Staff <input type="text"/></p> <p>Room* <input type="text" value="1448 - Resource Room"/></p>
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- Mark Reporting and Attendance Information

Note: Most default selections are accurate and should be accepted

 - **Marks Are:** Session 1 courses should be set to **T – Retained for transcripts**. Additional Sessions **Marks Are** set to **N – Not Issued**
 - **Building Types:** Accept Default
 - **Course Level:** Accept Default
 - **Credit:** Accept Default
 - **Mark Types:** Accept Default. Schools may delete Mark Type where grades are not issued. (ex. Student Aides)
 - **Take Attendance:** Accept Default

Mark Reporting and Attendance Information

<p>Marks Are <input type="text" value="T - Retained for transcripts"/></p> <p>Building Types <input type="text" value="HS - High Schools"/></p> <p>Course Level <input type="text" value="1 - Unweighted with D"/></p>	<p>Credit* <input type="text" value="1.0000"/></p> <p>Mark Types <input type="text" value="Final - Final Grade"/> <input type="text" value="Term - Term Grade"/></p>	<p>Take Attendance <input checked="" type="checkbox"/></p> <p>Include Passing Time <input type="checkbox"/></p>
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- Honor Rolls , GPAs, Graduation Requirement Areas
 - Accept Default

Honor Rolls			GPAs			Graduation Requirement Areas	
Type*	Level*		Type*	Level*		Area	Tags
1 - High Honors	0 - RC Eligibility	<input type="checkbox"/>	1 - Unweighted	1 - Unweighted with D	<input type="checkbox"/>	13 - English	
2 - Honors	0 - RC Eligibility	<input type="checkbox"/>	2 - Weighted	2 - Weighted with D	<input type="checkbox"/>	EL - Electives	
		<input type="checkbox"/>			<input type="checkbox"/>		


- Click on the Save icon

Adding Blocked Courses


Follow the preceding procedures under Entering the Master Schedule to add all blockette sections for the blocked course. The blockettes must have the same section number as the block and you must have already identified the block in your Course Catalog.

Note: Course requests should be entered as the Blocked course, not the individual courses for the student scheduler to work properly.

Step 1 – Navigate to the Master Schedule

- Type 'Master' in the Quick Search Bar
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- Select **Master Schedule** OR
 - Click on the Mega Menu dropdown | Scheduling  | Courses | Course Sections | Master Schedule

Step 2 – Add Blockette Information

- Click on the Add icon 
- Enter blocked Course number

Course			
Building*	2016 - Monocacy Middle School	Course*	7803
		Section*	8

Note: Section will auto – populate with next available section

- **Section:** Change Section Number if needed. It must match the blockettes
- Course – Section Information
 - Accept Defaults
- Blocked Course Information
 - Enter the Courses and Sections that make up the blocked course

Course
Building* 2016 - Monocacy Middle School Course* 7803 Section* 8

Course-Section Information

General Information
Description* PE/HEALTH
Department
Fee 0.00
VoTec
Block Type* B - Block Course
Study Hall

Scheduling Information
Gender Restriction* B - Both
Grade Restriction x 07 - 07
Lock
House Team
Maximum Seats 0
Duration Type
Classified Students Maximum

Mark Reporting Information
Grad Requirement Credit Rule O - Fill subject area credit in order
Average ID
Course Credit Basis
NCES Code
Gradebook Category Type
Teacher Qualifications
Qualifications

Blocked Course Information
Same Teacher* N - No Linking

Course*	Section	Description	Mandatory	
7801	8	PE 7	<input type="checkbox"/>	<input type="checkbox"/>
7802	8	HEALTH 7	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

- Click on the Save Icon 