



Summer School Handbook – Aeries Web

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SECONDARY SUMMER SCHOOLS – GENERAL INFORMATION

- ✓ SETUP FAVORITES
- ✓ ADD TEACHERS
- ✓ ENROLL STUDENTS
- ✓ ASSIGN STUDENT(S) TO COURSES/CLASSES
- ✓ RUN REPORT FOR ATTENDANCE NOT SUBMITTED, DAILY
- ✓ ATTENDANCE WILL BE TAKEN VIA TEACHER PORTAL OR AERIES WEB (*FRONT OFFICE*)
- ✓ GRADE WILL BE COMPLETED VIA TEACHER PORTAL OR AERIES WEB (*FRONT OFFICE*)
- ✓ PRINT ATTENDANCE REPORT(S)
- ✓ PRINT COURSE REQUEST TALLY LIST
- ✓ CREATE SECTION(S) IN SCHEDULING MASTER SCHEDULE
- ✓ CREATE SECTIONS (MASTER SCHEDULE – *manual process*)
- ✓ RUN SCHEDULER
- ✓ COPY SMS TO MST
- ✓ ASSERTIVE DISCIPLINE ENTRY

LOCATING AND ACTIVATING A STUDENT

1. From the **Student Demographics** window, click on the **Add** button at the bottom of the screen.
2. In the **Search Criteria** window, enter the student's **Last Name, First Name** or the **Student ID** number; then click on the **Search** button.



The screenshot shows a window titled "Search Criteria" with a blue header. Below the header are four input fields: "Last Name", "First Name", "Birth Date", and "Student ID". The "Birth Date" field has a calendar icon. The "Student ID" field contains the text "123456". To the right of the "Student ID" field is a "Search" button.

3. Based on your entry, the window will display the specific student or a list of student(s) meeting the criteria entered, i.e. if Last Name is entered all students with the same **Last Name** will display. Locate and select the student by clicking the mouse; then click on the **Transfer Student** button.
 - a. ******If presented with more than one record for the student, select the student's most recent record.
 - b. ******If the student is already enrolled in your school, you will receive the following message: **Student cannot be transferred from the current school! Please choose a student from a different school.** Click on the **Cancel Lookup** button.
 - i. From the **Student Demographics** form, click on the **Change** button.
 - ii. Set **Status** to **Active**, update **Track** and **Schl Enter Dt** fields to the appropriate settings. When setting the Track field, the following message appears: **Do you want to update this student's next track to match track?** Click **Cancel**.
 - iii. Move to step 5.
 - c. ******If the student record selected is a grade level outside of your school's grade range, select/check the "**Grade Level of Student is outside the Grade Range for your school. Continue?**" checkbox; then click on the **Transfer Student** button.



Always check the students **Grd** field to ensure the student has the correct grade level for summer school. **Remember**, students are promoted to the grade level s/he will be in the new school year (*a current senior (2018-19), use Grade 12 – refer to **Locating and Activating a Returning Senior***).

4. Change the **Schl Enter Date** field to the start date of the summer session. For example, if student starts/enters during the first session, enter the start date of the first session. If the student starts/enters during the second session, enter the start date of the second session. *Date entries must be typed: mm/dd/yyyy – **06/XX/20XX***.



NOTE: Always use the first day of summer school for the 1st session unless the student is only attending the 2nd session; then use the first day of the 2nd session as the student's Enter Date.

5. Click the **Save** button at the bottom of the screen.
6. Click on the **Update Attendance** button at the bottom of the screen.
7. From the **Attendance Enrollment Form**, click on the pull-down on **Effective Date** field and select the first day of the first or second session; then click the **OK** button (**Leave the Update Student Enter Date? checkbox – checked**).

Attendance Enrollment Form

Effective Date	Grade	Program	Att Pgm1	Att Pgm2	Rptg Track	Intr Schl	Dist	District of Residence	Reason
6/3/2019	12				C	0	5	36677100000000	

Update Student Enter Date?

OK Cancel

6/3/2019 11
6/4/2019 12
6/5/2019 13
6/6/2019 14
6/7/2019 15
6/10/2019 16
6/11/2019 17
6/12/2019 18
6/13/2019 19
6/14/2019 20



LOCATING AND ACTIVATING A RETURNING SENIOR

1. From the **Student Demographics** window, click on the **Add** button at the bottom of the screen.
2. In the **Search Criteria** window, enter the student's **Last Name**, **First Name** or the **Student ID** number; then click on the **Search** button.

Search Criteria			
Last Name	First Name	Birth Date	Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="123456"/> <input type="button" value="Search"/>

3. Based on your entry, the window will display the specific student or a list of student(s) meeting the criteria entered, i.e. if Last Name is entered all students with the same **Last Name** will display. Locate and select the student by clicking the mouse; then click on the **Transfer Student** button.
 - a. ****If presented with more than one record for the student, select the student's most recent record.**
 - b. ****If the student record selected is a grade level outside of your schools grade range, select/check the "Grade Level of Student is outside the Grade Range for your school. Continue?" checkbox; then click on the Transfer Student button.**
4. Change the **Schl Enter Date** field to the start date of the summer session. For example, if student starts/enters during the first session, enter the start date of the first session. If the student starts/enters during the second session, enter the start date of the second session. *Date entries must be typed: mm/dd/yyyy – 06/XX/20XX.*



NOTE: Always use the first day of summer school for the 1st session unless the student is only attending the 2nd session; then use the first day of the 2nd session as the student's Enter Date.

5. Click the **Update** button at the bottom of the screen.
6. Click on the **Update Attendance** button at the bottom of the screen.
7. From the **Attendance Enrollment Form**, click on the pull-down on **Effective Date** field and select the first day of the first or second session; then click the **OK** button (**Leave the Update Student Enter Date? checkbox – checked**).

Attendance Enrollment Form

Effective Date	Grade	Program	Att Pgm1	Att Pgm2	Rptg Track	Intr Schl	Dist	District of Residence	Reason
6/3/2019	12				C	0	5	36677100000000	

Update Student Enter Date?

OK Cancel

ENROLLING A “BRAND” NEW STUDENT

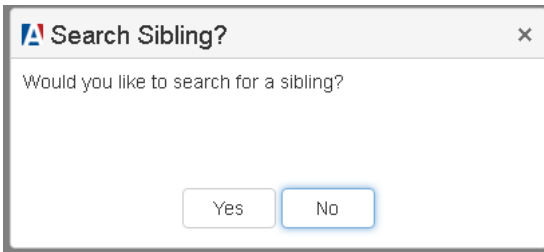
These procedures are for student(s) who **DID NOT** attend an RUSD school, Spring 2019 or enrolled into an RUSD school after the summer school database was created.

1. From the **Student Demographics** window, click on the **Add** button at the bottom of the screen.
2. In the **Search Criteria** window, enter the student’s **Last Name**, **First Name** or the **Student ID** number; then click on the **Search** button.
 - If the student record displays in the **District Student Locator** window, refer to steps **3a** and **3b** in the **Locating and Activating a Student** or **Locating and Activating a Returning Senior** section of this document; otherwise skip to step 3.

Search Criteria

Last Name	First Name	Birth Date	Student ID
Mouse	Mickey	<input type="text"/>	<input type="text"/>
			<input type="button" value="Search"/>

3. Click on the **Student Not Found** button at the bottom of the screen.
4. You will be prompted with the **Search Sibling?** message. Click on the **No** button.



5. Complete the blank **Student Demographics** page. Highlighted boxes are mandatory fields. When complete, click on the **Update** button at the bottom of the screen.

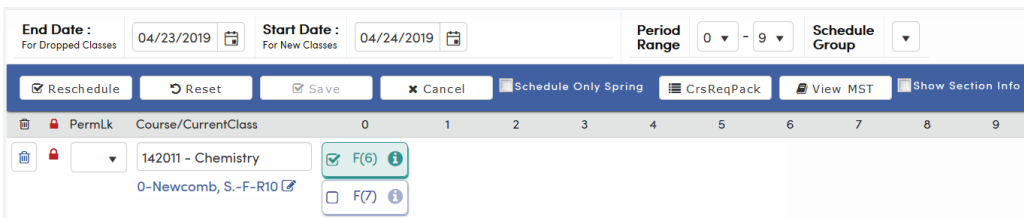
INACTIVATING STUDENTS FROM FIRST SESSION WHO ARE ENROLLED IN SECOND SESSION


For students who leave summer school after first session has started and **before second session begins**, who are also enrolled in second session classes, the following procedure should be followed.

1. From the **Class Schedules** window, **Current Classes** form, verify the student's class schedule to see if the student has 2nd session class.
2. Drop/delete the 1st session class via the **Current Classes** form.



NOTE: Be sure to check/change the **Course Attendance Effective Date** box to the next valid school date. For example, student exits on 6/18/2019 the **Course Attendance Effective Date** should be 6/19/2019. If it is a Friday, the **Course Attendance Effective Date** would be the following Monday or next valid school day.



3. Click on the **Edit** button next to the first session class.
4. Click on the **Trash can icon** . You will be presented with a message. Click **OK**. Click the **Save** button.

5. From the **Student Demographics** window, click on the **Change** button at the bottom of the screen.
6. Change the **Track** field to **B** and the **School Enter Date** to the start of second session.
7. Click on the **Save** button at the bottom of the screen.
8. Click on the **Update Attendance** button at the bottom of the screen.
9. From the **Attendance Enrollment Form**, click on the pull-down on **Effective Date** field and select the first day of the second session; then click the **OK** button (**Leave the Update Student Enter Date? checkbox – checked**).

Attendance Change Form

Leave Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Rptg Schl	Intr Dist	District of Residence	Reason
06/07/2019 ▼	11				C	0			440 ▼
Enter Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Rptg Schl	Intr Dist	District of Residence	Reason
06/17/2019 ▼	11				B	0			▼

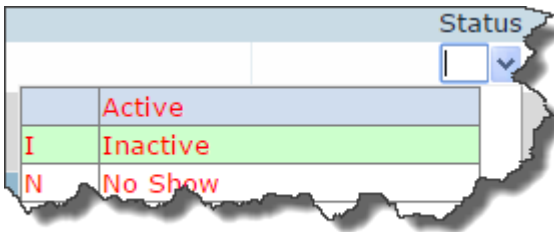
→ OK
Cancel

INACTIVATING A STUDENT

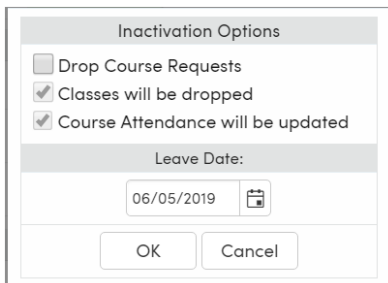
For students who leave summer school after first session or after the start of second session the following procedure should be followed.

NOTE: You should **not** need to use **No Show** status at any time during Summer School.

1. On the **Student Demographics** page, click on the **Change** button at the bottom of the screen.
2. Change the student's **Status** to **I – Inactive**.

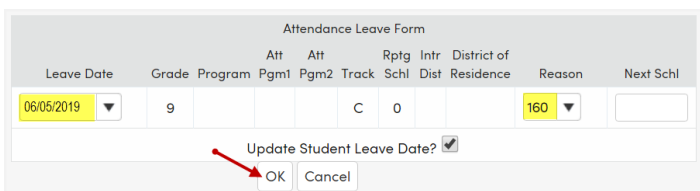


3. When presented with the following message, deselect the **Drop Course Requests** checkbox, and then click on the **OK** button.



The image shows a dialog box titled "Inactivation Options". It contains three checkboxes: "Drop Course Requests" (unchecked), "Classes will be dropped" (checked), and "Course Attendance will be updated" (checked). Below the checkboxes is a "Leave Date:" field with the date "06/05/2019" and a calendar icon. At the bottom are "OK" and "Cancel" buttons.

4. Click on the **Save** button at the bottom of the screen.
5. Click on the **Update Attendance** button at the bottom of the screen.
6. Change the student's **Leave Date** to the last day the student was in attendance and the exit **Reason** to 160.
7. Click on the **OK** button.

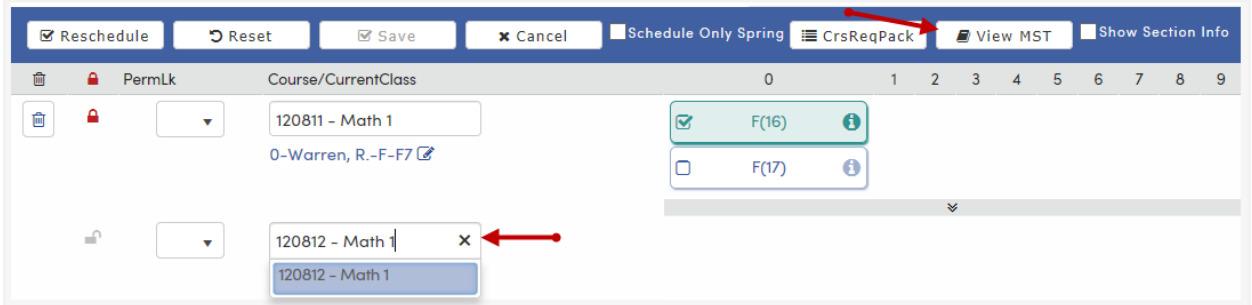


The image shows a dialog box titled "Attendance Leave Form". It contains a table with columns: Leave Date, Grade, Program, Pgm1, Pgm2, Track, Rptg, Intr, Schl, Dist, Residence, Reason, and Next Schl. The "Leave Date" is set to "06/05/2019", "Grade" is "9", "Track" is "C", "Rptg" is "0", and "Reason" is "160". Below the table is a checkbox labeled "Update Student Leave Date?" which is checked. At the bottom are "OK" and "Cancel" buttons. A red arrow points to the "OK" button.

SCHEDULE STUDENT INTO CLASSES MANUALLY

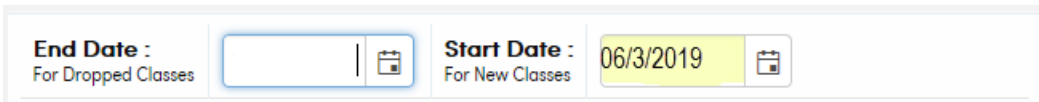
Use these procedures **after** the master schedule is complete.

1. From the **Navigation Tree**, click on **Student Data>Scheduling>Classes**. Click on the **Edit** button to add a course.




The screenshot displays the 'Scheduling Classes' interface. At the top, there are buttons for 'Reschedule', 'Reset', 'Save', 'Cancel', 'Schedule Only Spring', 'CrsReqPack', 'View MST', and 'Show Section Info'. Below this is a table with columns for 'PermLk', 'Course/CurrentClass', and section numbers (0-9). The first row shows '120811 - Math 1' with sections F(16) and F(17). The second row shows '120812 - Math 1' with a dropdown menu open, showing '120812 - Math 1' as an option. A red arrow points to the 'View MST' button, and another red arrow points to the '120812 - Math 1' option in the dropdown menu.

2. Type in the course number or section number of the class and then click on the **(Save)** icon. Make sure the **Course Attendance Effective Date** is correct.



The screenshot shows the 'End Date' and 'Start Date' fields. The 'End Date' field is labeled 'End Date : For Dropped Classes' and is empty. The 'Start Date' field is labeled 'Start Date : For New Classes' and contains the date '06/3/2019'.

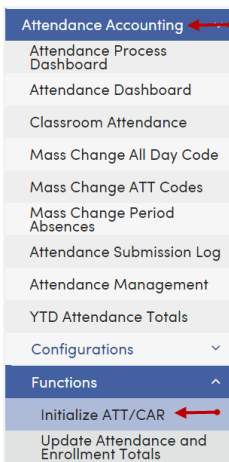
CREATE THE ATTENDANCE AND COURSE ATTENDANCE TABLES



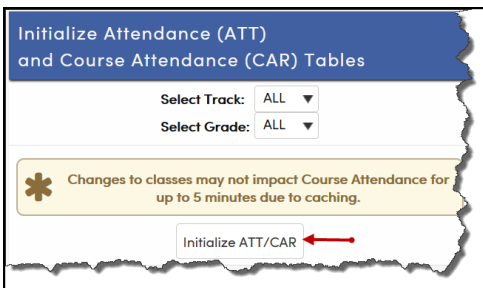
NOTE: It is advised that the **Initialize Attendance (ATT) and Course Attendance (CAR) Tables** process be ran the day before summer school starts. This will ensure that the majority of the summer school students' **Attendance Enrollment** record will be created automatically.

If an **Attendance** table has not been created the **Student Demographics** page will still display **Active student not currently enrolled in attendance** for each student.

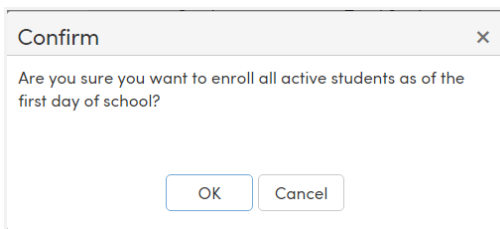
1. From the **Navigation** tree, select the **Attendance Accounting** link, select the **Functions** link then, click on **Initialize ATT/CAR** link.



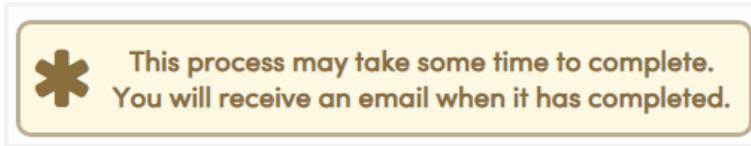
2. The following message will display. Click on the **Initialize ATT/CAR** button.



3. The following message will display. Click the mouse on the **OK** button.



4. On the **Initialize Attendance (ATT) and Course Attendance (CAR) Tables** form the following message will display.



5. When the initialization process completes an e-mail will be sent (*repeat steps 2-5 for Track B and Track C*).



POSTING ATTENDANCE

Positive Attendance is used for **ALL** summer schools. This means that a code must be posted for every student for every hour of the day.

The following absence codes to be used for positive attendance accounting.

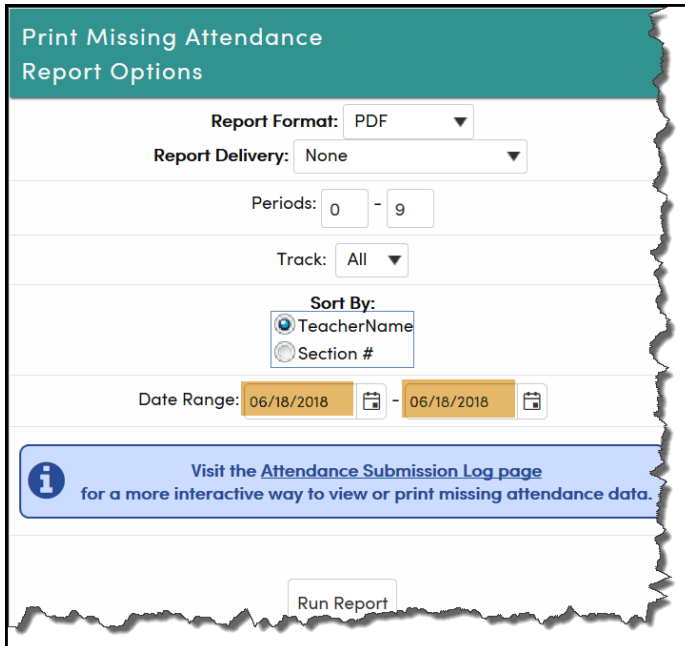
- **V – Absent**
- **H – Present**

Teachers will use the Aeries Teacher Portal to post attendance for every student.

MISSING ATTENDANCE REPORT

The **Missing Attendance** report should be run by the attendance office personnel at the end of each class period or before the school day ends.

1. Select the **View All Reports** link from the **Navigation Tree**.
2. Type the word **missing** in the **Filter** box and press **Enter**; then click on the **Missing Attendance** report.
3. From the **Print Missing Attendance Report Options** form, set the parameters for printing the report; then click on the **Run Report** button.

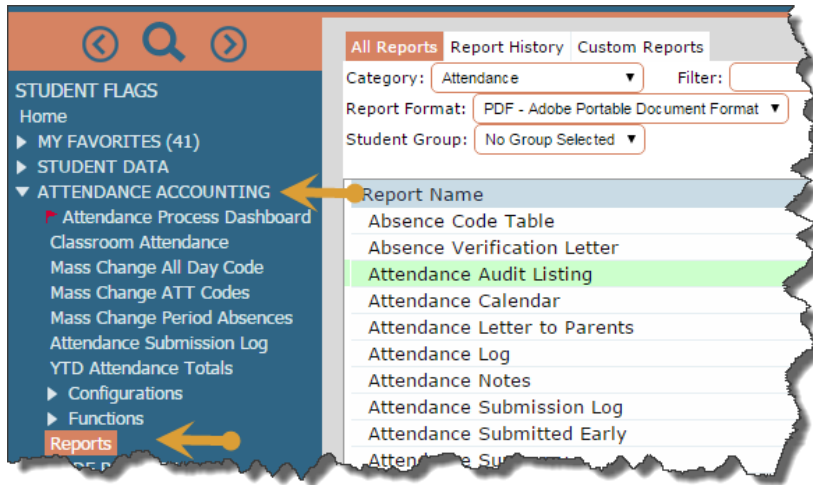


The report includes: **Tch#, Teacher Name, Date, Period, Crs ID, Course Title, Sec#** and **Days**.

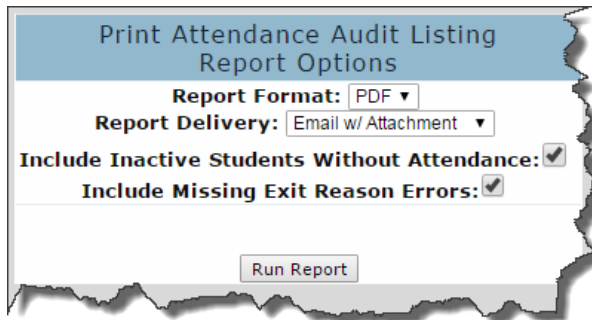
ATTENDANCE AUDIT REPORT

Before printing the **Attendance Audit Listing** perform the following Query: **SKIP STU IF TG = "N"**

1. From **Navigation Tree**, click on **Attendance Accounting** link, then on the **Reports** link.



2. Click on the report **Attendance Audit Listing**. The following report option window will open.
3. Click the **Run Report** button.



FIND STUDENTS WHO HAVE MISSED MULTIPLE DAYS/PERIODS OF ATTENDANCE

1. From **Navigation** tree, click on **Attendance Accounting** link, then on the **Reports** link.
2. Type the word **students** in the **Filter** box and press **Enter**; then click on the **Students With N Or More Absences** report.
3. The following report option window will open.

**Print Students With N or More Absences
Report Options**

Report Format: PDF ▾
Report Delivery: Email w/ Attachment ▾

Include Inactive Students: All None

Sort By:
 Student
 Counselor
 Grade

Print	Code	Description	Abbr
<input type="checkbox"/>	H	Present	HER
<input type="checkbox"/>	U	Tardy	TDY
<input checked="" type="checkbox"/>	V	Truant	TRU

Start Date: 06/20/2018 End Date: 06/22/2018

Minimum Absences To Print:

Print N Or More...
 Absences in Any Period
 Total Period Absences
 Total Period Absences/Wide

ADDING TEACHERS

All teachers teaching summer school **MUST** be setup in the **Teacher** table in the appropriate summer school and **before** creating the master schedule.

Please DO NOT DELETE Teacher 0 - Unassigned.

1. From the **Navigation Tree**, click on **SCHOOL INFO**, then on the **Teachers** link.
2. Click on the **Add** button.
3. Select the **Tch#** to assign the Teacher; then **enter** the minimal data necessary to create the Teacher record.

Field Name	Example
Teacher Name	Pitstop, P
First Name	Penelope
Last Name	Pitstop
Elec Tag	D or G
Staff ID	12345

- i. Click on the  Magnifying glass

- ii. Type the teacher's **Last Name** or the **emp#** in the Search window and click the **Search** button. Click on the emp info; then click the **Close** button.
- iii. Click the **Insert** button.

The **Staff ID** field must be populated to allow access to the Teacher Portal for attendance and grading.

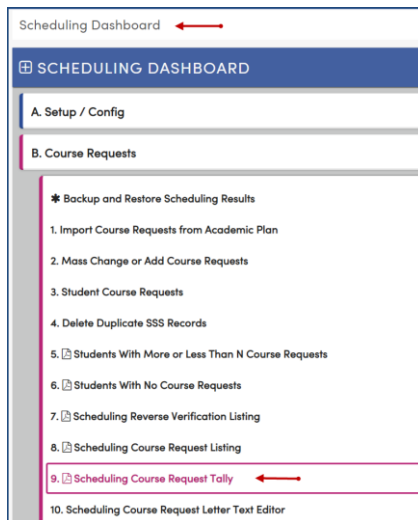


NOTE: For more information about Team Course Groups and Team Numbers refer to the following link:

[Team Course Group & Team Numbers Documentation](#)

COURSE REQUEST TALLY

1. From the **Navigation Tree** click on the **Scheduling Process | Scheduling Dashboard**.
2. Click on **B. Course Requests**; then click on **9. Scheduling Course Request Tally**.

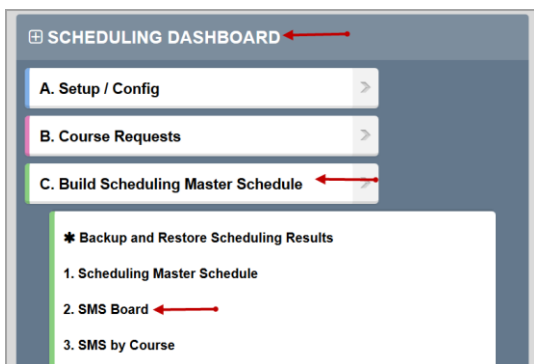


3. On the Print **Scheduling Course Request Tally Report** Options form;
 - a. **Enter track to print if not all tracks.**
 - i. **ALL** – Prints **All** totals
 - ii. **A** – Prints only **A Track** assigned totals
 - iii. **B** – Prints only **B Track** assigned totals
 - iv. **C** – Prints only **C Track** assigned totals
 - b. **Sort By**
 - i. **Course ID** – Print by **Course ID**
 - ii. **Course Title** – Prints by **Course Title**

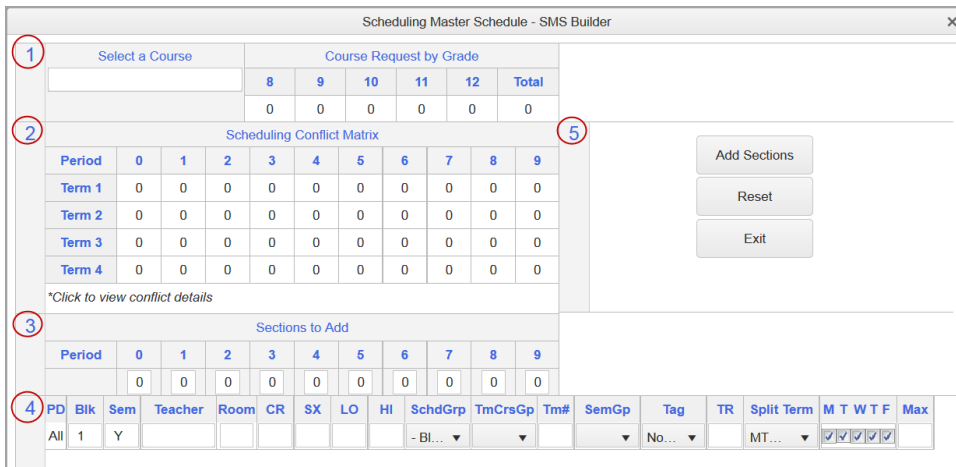
- iii. **Department Code** – Prints by **Department Code**
- c. Leave **Skip inactive students who are not pre-enrolled** checked and click **Run Report**.

CREATE SECTION(S) IN SCHEDULING MASTER SCHEDULE

1. **Scheduling Process | Scheduling Dashboard** on the **Navigation Tree**.
2. Click on **C. Building Scheduling Master Schedule**; then click on **2. SMS Board**.



3. From the **SMS Board** click on button on the bottom of screen.
4. Enter the pertinent data for items **1 – 5** (see screenshot below) for each course based on the **Course Request Tally Report**.



20xx-20xx Arlington High School Summer School

Section	Per	Blk	Sem	Course	Department	Teacher								
47	0	5	F	174811 - Draw/Paint 1/2	Fine Arts	24 - Cooper, M								
Credit	Exclude	Gr Range	SchdGrp	TmCrsgp	Team#	SemGp	TR	GN	Room	Status				
5	No L...	9	12	No...	No...	0				Active				
School	Split Term	M	T	W	TH	F	S	Max	Total	Male	Female	O-GN	Left	PreSch
(if other than the current)	MTWTF							70	0	0	0	0	70	0

TNR	Teacher	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
12	Anthony, L.	122111 Math 2/F:0	122111 Math 2/F:0	122111 Math 2/F:0	122111 Math 2/F:0	122111 Math 2/F:0				
12	Anthony, L.	122112 Math 2/S:0	122112 Math 2/S:0	122112 Math 2/S:0	122112 Math 2/S:0	122112 Math 2/S:0				
18	Battin, L.	161211 Physical Ed 10/F:0	161211 Physical Ed 10/F:0	161211 Physical Ed 10/F:0	161211 Physical Ed 10/F:0	161211 Physical Ed 10/F:0				
18	Battin, L.	161212 Physical Ed 10/S:0	161212 Physical Ed 10/S:0	161212 Physical Ed 10/S:0	161212 Physical Ed 10/S:0	161212 Physical Ed 10/S:0				
16	Black, M.	141011 Biology/F:0	141011 Biology/F:0	141011 Biology/F:0	141011 Biology/F:0	141011 Biology/F:0				
16	Black, M.	141012 Biology/S:0	141012 Biology/S:0	141012 Biology/S:0	141012 Biology/S:0	141012 Biology/S:0				
2	Call, C.	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0				
2	Call, C.	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0				
24	Cooper, M.	174811 Draw/Paint 1/2/F:0	174811 Draw/Paint 1/2/F:0	174811 Draw/Paint 1/2/F:0	174811 Draw/Paint 1/2/F:0	174811 Draw/Paint 1/2/F:0				
24	Cooper, M.	174812 Draw/Paint 1/2/S:0	174812 Draw/Paint 1/2/S:0	174812 Draw/Paint 1/2/S:0	174812 Draw/Paint 1/2/S:0	174812 Draw/Paint 1/2/S:0				
9	Curry, B.	120811 Math 1/F:0	120811 Math 1/F:0	120811 Math 1/F:0	120811 Math 1/F:0	120811 Math 1/F:0				
9	Curry, B.	120812 Math 1/S:0	120812 Math 1/S:0	120812 Math 1/S:0	120812 Math 1/S:0	120812 Math 1/S:0				
3	Dudek, A.	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0	111011 Intro Lit/Comp/F:0				
3	Dudek, A.	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0	111012 Intro Lit/Comp/S:0				
10	Harris, S.	122111 Math 2/F:0	122111 Math 2/F:0	122111 Math 2/F:0	122111 Math 2/F:0	122111 Math 2/F:0				
10	Harris, S.	122112 Math 2/S:0	122112 Math 2/S:0	122112 Math 2/S:0	122112 Math 2/S:0	122112 Math 2/S:0				
13	Harvey, B.	132011 Wild Hst/Cult/Geo/F:0	132011 Wild Hst/Cult/Geo/F:0	132011 Wild Hst/Cult/Geo/F:0	132011 Wild Hst/Cult/Geo/F:0	132011 Wild Hst/Cult/Geo/F:0				
13	Harvey, B.	132012 Wild Hst/Cult/Geo/S:0	132012 Wild Hst/Cult/Geo/S:0	132012 Wild Hst/Cult/Geo/S:0	132012 Wild Hst/Cult/Geo/S:0	132012 Wild Hst/Cult/Geo/S:0				

SCHEDULE ALL STUDENTS

1. Select **Scheduling Process | Scheduling Dashboard** on the **Navigation Tree**.
2. Click on **D. Schedule Students**; then click on **2. Scheduling All Students**.
3. From the **Scheduling Options** form you can select the **Grade Sequence**, **Student Sequence** and **other options**.
4. Once all options are selected click on **Schedule All Students** button.

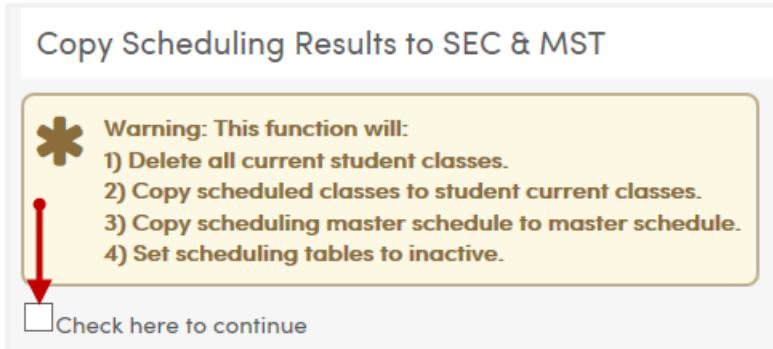
Scheduling Options

<p>Grade Sequence:</p> <p><input checked="" type="radio"/> Ignore Grade Level</p> <p><input type="radio"/> Schedule Low to High</p> <p><input type="radio"/> Schedule High to Low</p> <p>Student Sequence:</p> <p><input type="radio"/> Alphabetically</p> <p><input type="radio"/> Reverse Alpha</p> <p><input checked="" type="radio"/> Randomly</p>	<p><input type="checkbox"/> Schedule Alternates</p> <p><input type="checkbox"/> Ignore Class Maximums</p> <p><input type="checkbox"/> Include inactive Students</p> <p><input type="checkbox"/> Prevent Gaps in Schedule</p> <p><input type="checkbox"/> Ignore Group Codes</p> <p><input type="checkbox"/> Balance Academic Weight</p> <p><input type="checkbox"/> 10 Max Time Per Student</p>
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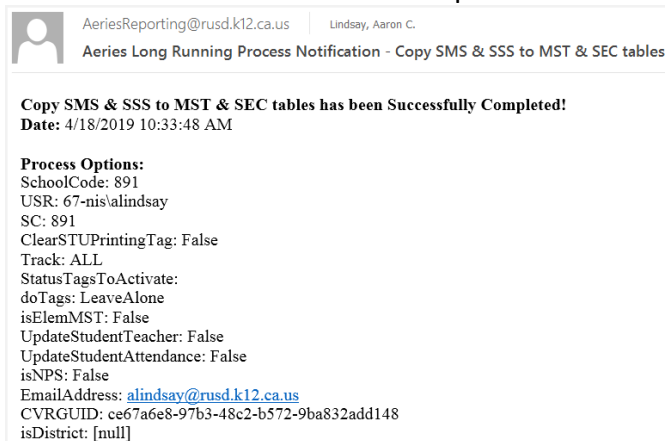
***Note*:** You can run the schedule all students form as many times as you like till you are ready to copy SMS to MST.

COPY SCHEDULING MASTER SCHEDULE (SMS) TO MASTER SCHEDULE (MST)

1. Select **Scheduling Process | Scheduling Dashboard** on the **Navigation Tree**.
2. Click on **E. Finalize**; then click on **1. Copy Scheduling Results to SEC & MST**.
3. Read the **WARNING** messages and check the **Check here to continue** checkbox.



4. You will receive an email once the process has been completed.



ASSERTIVE DISCIPLINE ENTRY

Administrators; students who are reprimanded for discipline, the Assertive Discipline data, **must** be entered in summer school. School must also use the Victim/Witness table to enter the data that apply, as well.