



## Secondary Master Schedule Review Process

The master schedule affects areas in Focus and other platforms such as Canvas and textbook applications. **This requires that all section information is keyed accurately and reviewed before teachers return from summer break.** If section information is not reviewed for accuracy, it will affect how teachers set up their gradebook and what sections are imported to Canvas and textbook applications.

**Please have your master schedule available to reference as you follow the outlined steps for reviewing the keyed master schedule.**

1. Select the appropriate school year from the drop-down menu, if Focus hasn't been rolled to the new school year.

2. Click **Scheduling > Master Schedule Report**

3. The Master Schedule Report will default to the **Sections** tab.



## Secondary Master Schedule Review Process

4. Turn on the filter, if it isn't already turned on.



5. Locate the **Teacher** column and enter the teacher's name in the filter box. This allows you to only view sections for this teacher.

The screenshot shows the 'Master Schedule Report' interface. At the top, there's a red header with 'Newversion' and 'Select Student/Staff'. Below this, there are tabs for 'Sections', 'Courses', 'Co-Teacher Sections', 'Linked Sections', and 'Inclusion Sections'. The 'Sections' tab is active. On the left, there's a sidebar with various icons. The main area has a table with columns: Subject Title, Course, Course #, Begin Period, End Period, Teacher, and Section #. The 'Teacher' column is highlighted in yellow. Above the table, there are buttons for 'Export', 'Filter: ON', 'Toggle Columns', and 'Page Size: 20'. The table data includes rows for ELA, AP ENG LIT & COMP, INTENS READ 4, and HOMEROOM, each with a teacher name 'BORD...' and a section number.

6. Scroll to the right until you see the columns **Takes Attendance** and **Graded**.

This screenshot shows the same 'Master Schedule Report' interface, but with additional columns visible on the right: 'Takes Attendance', 'Graded', 'Affects GPA', and 'Active'. These four columns are highlighted with a red box. The 'Takes Attendance' and 'Graded' columns contain checkboxes, while 'Affects GPA' and 'Active' contain checkboxes with a small 'i' icon. The table data remains the same as in the previous screenshot.



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7. Review the data in both columns to verify the sections have been marked correctly.

|                                     |                                                                                 |
|-------------------------------------|---------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | A checked box indicates a section has been marked as Takes Attendance or Graded |
|-------------------------------------|---------------------------------------------------------------------------------|

|                          |                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> | An unchecked box indicates a section has not been marked as Takes Attendance or Graded |
|--------------------------|----------------------------------------------------------------------------------------|

**A. Takes Attendance**

- i. All Periods **except** Dual Enrollment periods

**B. Graded**

- i. English  
ii. Math  
iii. Science  
iv. Social Studies  
v. Academy Courses  
vi. Electives

8. If sections have been correctly marked, [proceed to step 10](#). If the section was incorrectly marked, proceed to step 9.

9. Locate the section(s) needing to be corrected.

Corrections made on the Master Schedule Report will update the information under **Courses & Sections** and the **student's schedule**.

A. Select the checkbox in the appropriate column, "Takes Attendance" or "Graded" if the section should have been marked. The row will flash indicating changes are being made to the section.

12/04/16

Newversion

Select Student/Staff

Master Schedule Report

Sections

Courses

Co-Teacher Sections

Linked Sections

Inclusion Sections

Export

Filter: ON

Toggle Columns

Page Size: 20

|  |  | Subject Title | Course            | Course # | Begin Period | End Period | Teacher | Section # | Takes Attendance                    | Graded                              | Affects GPA                         | Active                              |
|--|--|---------------|-------------------|----------|--------------|------------|---------|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|  |  | ELA           | ENG HON 4         | 1001410Z | Period 1     | Period 1   | BORD... | 001       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |  | ELA           | ENG HON 4         | 1001410Z | Period 4L    | Period 4L  | BORD... | 002       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |  | ELA           | ENG HON 4         | 1001410Z | Period 5L    | Period 5L  | BORD... | 003       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |  | ELA           | AP ENG LIT & COMP | 1001430Z | Period 2     | Period 2   | BORD... | 006       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |  | ELA           | INTENS READ 4     | 1000418Z | Period 3     | Period 3   | BORD... | 002TWELV  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |  | ELA           | AP ENG LIT & COMP | 1001430Z | Period 7     | Period 7   | BORD... | 001       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|  |  | Homeroom      | HOMEROOM          | HOMEROOM | Homeroom     | Homeroom   | BORD... | 1213      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |



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- B. If the section was marked incorrectly, deselect the checkbox in the appropriate column, “Takes Attendance” or “Graded”. The row will flash indicating changes are being made to the section.

12/04/20 Newversion Select Student/Staff Master Schedule Report

Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections

Export Filter: ON Toggle Columns Page Size: 20

|  | Subject Title | Course            | Course # | Begin Period | End Period | Teacher | Section # | Takes Attendance                    | Graded                              | Affects GPA              | Active                              |
|--|---------------|-------------------|----------|--------------|------------|---------|-----------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
|  | ELA           | ENG HON 4         | 1001410Z | Period 1     | Period 1   | BORD... | 001       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | ELA           | ENG HON 4         | 1001410Z | Period 4L    | Period 4L  | BORD... | 002       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | ELA           | ENG HON 4         | 1001410Z | Period 5L    | Period 5L  | BORD... | 003       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | ELA           | AP ENG LIT & COMP | 1001430Z | Period 2     | Period 2   | BORD... | 006       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | ELA           | INTENS READ 4     | 1000418Z | Period 3     | Period 3   | BORD... | 002TWELV  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | ELA           | AP ENG LIT & COMP | 1001430Z | Period 7     | Period 7   | BORD... | 001       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Homeroom      | HOMEROOM          | HOMEROOM | Homeroom     | Homeroom   | BORD... | 1213      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

10. Locate the **Days** and **Rotation Days** columns, and review the days of the week and rotation days selected for each course. **Rotation Days should be reviewed for high school only.**

12/04/20 Newversion Select Student/Staff Master Schedule Report

Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections

Export Filter: ON Toggle Columns Page Size: 20

|  | Subject Title | Course            | Course # | Begin Period | End Period | Teacher | Section # | Room   | Team | Display Room | Days          | Rotation Days |
|--|---------------|-------------------|----------|--------------|------------|---------|-----------|--------|------|--------------|---------------|---------------|
|  | ELA           | ENG HON 4         | 1001410Z | Period 1     | Period 1   | BORD... | 001       | 010237 | N/A  | 237          | M, T, W, H, F | A, B          |
|  | ELA           | ENG HON 4         | 1001410Z | Period 4L    | Period 4L  | BORD... | 002       | 010237 | N/A  | 237          | M, T, W, H, F | B             |
|  | ELA           | ENG HON 4         | 1001410Z | Period 5L    | Period 5L  | BORD... | 003       | 010237 | N/A  | 237          | M, T, W, H, F | B             |
|  | ELA           | AP ENG LIT & COMP | 1001430Z | Period 2     | Period 2   | BORD... | 006       | 010237 | N/A  | 237          | M, T, W, H, F | A, B          |
|  | ELA           | INTENS READ 4     | 1000418Z | Period 3     | Period 3   | BORD... | 002TWELV  | 010237 | N/A  | 237          | M, T, W, H, F | A, B          |
|  | ELA           | AP ENG LIT & COMP | 1001430Z | Period 7     | Period 7   | BORD... | 001       | 010237 | N/A  | 237          | M, T, W, H, F | A, B          |
|  | Homeroom      | HOMEROOM          | HOMEROOM | Homeroom     | Homeroom   | BORD... | 1213      | 010237 | N/A  | 237          | M, T, W, H, F | A, B          |

11. Locate the section(s) needing to be corrected.

Corrections made on the Master Schedule Report will update the information under **Courses & Sections** and the **student's schedule**.



## Secondary Master Schedule Review Process

- A. Click the drop-down arrow next to “Days” or “Rotation Days” to display what is currently selected.

The first screenshot shows the 'Days' dropdown menu with the following options: U, M, T, F, W, H, F, S. The 'U' option is selected. The second screenshot shows the 'Rotation Days' dropdown menu with the following options: A, B. The 'A' option is selected.

12. To make changes click the checkbox next to the incorrect day to deselect and select the checkbox next to the correct day. The row will flash indicating changes are being made to the section.

A. **Days**

The first screenshot shows the 'Days' dropdown menu with the following options: U, M, T, W, H, F, S. The 'U' option is selected. A red box highlights the 'U' option, and a red text label 'Deselected the incorrect day' is next to it. The second screenshot shows the 'Days' dropdown menu with the following options: U, M, T, W, H, F, S. The 'M', 'T', 'W', and 'H' options are selected. A red box highlights the 'M', 'T', 'W', and 'H' options, and a red text label 'Selected the missed days' is next to it.

B. **Rotations**

The first screenshot shows the 'Rotation Days' dropdown menu with the following options: A, B. The 'A' option is selected. A red box highlights the 'A' option, and a red text label 'Deselected the incorrect rotation day' is next to it. The second screenshot shows the 'Rotation Days' dropdown menu with the following options: A, B. The 'B' option is selected. A red box highlights the 'B' option, and a red text label 'Selected the correct rotation day' is next to it.



## Secondary Master Schedule Review Process

13. If sections have been correctly marked, proceed to step 14. If the section was incorrectly marked, [proceed to step 11](#).

14. Click the **Co-Teacher Sections** tab

Co-Teacher Sections

15. Turn on the filter, if it isn't already turned on.

Filter: ON

16. Locate the **Co-Teacher** column and enter the teacher's name in the filter box. This allows you to only view sections for this teacher. Each Co-Teacher column will contain a number to align with the number of Co-Teachers entered on the tab at the section level (Ex. Co-Teacher 1, Co-Teacher 2, etc.).

| Master Schedule Report                                                  |                    |          |           |              |            |                 |              |                          |                                |                               |                                    |                                         |                                 |                            |                   |  |
|-------------------------------------------------------------------------|--------------------|----------|-----------|--------------|------------|-----------------|--------------|--------------------------|--------------------------------|-------------------------------|------------------------------------|-----------------------------------------|---------------------------------|----------------------------|-------------------|--|
| Select Student/Staff                                                    |                    |          |           |              |            |                 |              |                          |                                |                               |                                    |                                         |                                 |                            |                   |  |
| Sections Courses Co-Teacher Sections Linked Sections Inclusion Sections |                    |          |           |              |            |                 |              |                          |                                |                               |                                    |                                         |                                 |                            |                   |  |
| Export Filter: ON Toggle Columns Page Size: 20                          |                    |          |           |              |            |                 |              |                          |                                |                               |                                    |                                         |                                 |                            |                   |  |
| Subject                                                                 | Course             | Course # | Section # | Begin Period | End Period | Primary Teacher | Co-Teacher 1 | Co-Teacher 1 Permissions | Co-Teacher 1 Scheduling Method | Co-Teacher 1 Highly Qualified | Co-Teacher 1 Team Teacher Training | Co-Teacher 1 Cert/Licensure/Qual Status | Co-Teacher 1 Primary Instructor | Co-Teacher 1 Report to DOE | Co-Teacher 1 Days |  |
| Music                                                                   | JAZZ ENS 2         | 1302510Z | 001       | Period 3     | Period 3   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | BAND 1             | 13023001 | SYMPH     | Period 1     | Period 1   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     | Z - No...                          | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | BAND 3             | 13023201 | SYMPH     | Period 1     | Period 1   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     | Z - No...                          | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | EURHY 1            | 1305300Z | 001       | Period 2     | Period 2   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | MUSIC OF THE WORLD | 1300340Z | 002       | Period 7     | Period 7   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | BAND 2             | 13023101 | 1SYMPH    | Period 1     | Period 1   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | EURHY 4            | 1305330Z | 001       | Period 2     | Period 2   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | EURHY 2            | 1305310Z | 001       | Period 2     | Period 2   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | JAZZ ENS 1         | 1302500Z | 001       | Period 3     | Period 3   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | BAND 4             | 13023301 | 1SYMPH    | Period 1     | Period 1   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | EURHY 3            | 1305320Z | 001       | Period 2     | Period 2   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |
| Music                                                                   | MUSIC OF THE WORLD | 1300340Z | 001       | Period 6     | Period 6   | VAN MA...       | YOU...       | Modify                   | N/A                            | Y - Hi...                     |                                    | I - Certified/Li...                     |                                 |                            |                   |  |

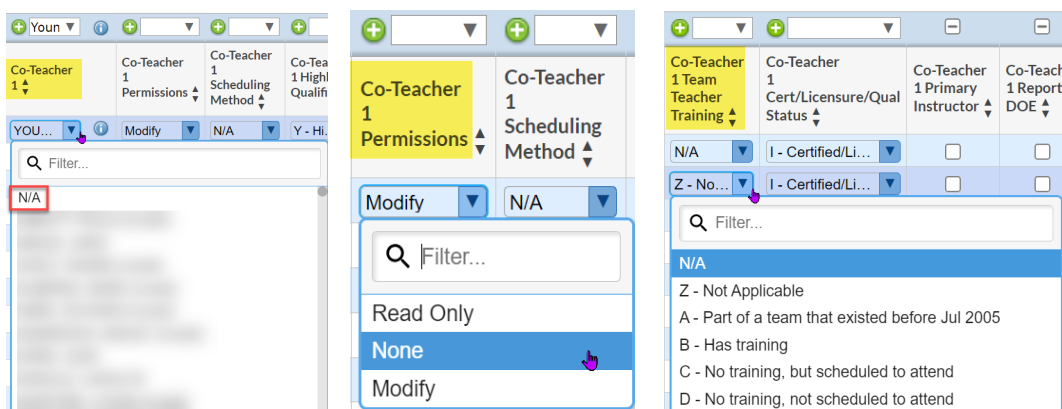
17. Review the section information. If a teacher should no longer be listed as a Co-Teacher with the ability to enter grades for another teacher, change the following columns to **N/A** or **None** by selecting the dropdown arrow:

- Co-Teacher
- Co-Teacher Permissions
- Co-Teacher Team Teacher Training

Do not remove the Co-Teacher information if true Co-Teaching is happening in the course.



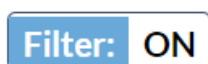
## Secondary Master Schedule Review Process



18. Click the **Inclusion Sections** tab



19. Turn on the filter, if it isn't already turned on.



20. Locate the **Inclusion Teacher** column and enter the teacher's name in the filter box. This allows you to only view sections for this teacher.

The screenshot shows the 'Master Schedule Report' interface with the 'Inclusion Sections' tab selected. The table below displays section information with columns for Subject, Course, Course #, Section #, Begin Period, End Period, Primary Teacher, Inclusion Teacher, Permission, Scheduling Method, Highly Qualified, Team Teacher Training, Cert/Licensure/Qual Status, Primary Instructor, Report to DOE, Course Num, Section Num, and Minutes Weekly.

| Subject        | Course          | Course # | Section # | Begin Period | End Period | Primary Teacher | Inclusion Teacher | Permission | Scheduling Method | Highly Qualified | Team Teacher Training | Cert/Licensure/Qual Status | Primary Instructor | Report to DOE | Course Num | Section Num | Minutes Weekly |
|----------------|-----------------|----------|-----------|--------------|------------|-----------------|-------------------|------------|-------------------|------------------|-----------------------|----------------------------|--------------------|---------------|------------|-------------|----------------|
| Social Studies | USHISTORY       | 2100310E | 008       | Period 3     | Period 3   | LEWIS, ...      | SCH...            | Modify     | I - In...         | D - Se...        | C - No...             | I - Certified/Lic...       |                    |               |            |             | 130            |
| Social Studies | USHISTORY       | 2100310E | 010       | Period 4L    | Period 4L  | HENDRI...       | SCH...            | Modify     | I - In...         | D - Se...        | C - No...             | I - Certified/Lic...       |                    |               |            |             | 108            |
| Social Studies | USHISTORY       | 2100310E | 011       | Period 5L    | Period 5L  | HENDRI...       | SCH...            | Modify     | I - In...         | D - Se...        | C - No...             | I - Certified/Lic...       |                    |               |            |             | 109            |
| ELA            | PRE-APENGLISH 1 | 1001415E | 017       | Period 1     | Period 1   | GOOD...         | SCH...            | Modify     | I - In...         | H - Su...        | N/A                   | O - Certified - ...        |                    |               |            |             | 137            |
| ELA            | PRE-APENGLISH 1 | 1001415E | 018       | Period 6     | Period 6   | GOOD...         | SCH...            | Modify     | I - In...         | H - Su...        | N/A                   | O - Certified - ...        |                    |               |            |             | 130            |
| ELA            | PRE-APENGLISH 2 | 1001416E | 010       | Period 7     | Period 7   | SEIGLE...       | SCH...            | Modify     | I - In...         | H - Su...        | C - No...             | O - Certified - ...        |                    |               |            |             | 130            |

21. Review the section information. If a teacher should no longer be listed as an Inclusion Teacher change the following columns to **N/A** or **None** by selecting the dropdown arrow:

- A. Inclusion Teacher
- B. Permission
- C. Scheduling Method
- D. Team Teacher Training



## Secondary Master Schedule Review Process

sch + + + +

Inclusion Teacher Permission Scheduling Method Highly Qualified

SCHE... Modify I - In-... D - Se...

Q Filter...

N/A

+ + + +

Permission Scheduling Method

Modify I - In-...

Q Filter...

None

Read Only

Modify

+ + + +

Scheduling Method Highly Qualified Team Teacher Training

I - In-... D - Se... C - No...

Q Filter...

N/A

C - Co-teaching

S - Self-contained

I - In-Class One-on-One

+ + + +

Team Teacher Training Cert/Licensure/Qual Status Primary Instructor Report to DOE

C - No... I - Certified/Lic... ☐ ☒

Q Filter...

N/A

Z - Not Applicable

A - Part of a team that existed before Jul 2005

B - Has training

C - No training, but scheduled to attend

D - No training, not scheduled to attend

22. Locate the **Report to DOE** column and uncheck the box

-

Report to DOE

☐

23. Locate the **Minutes Weekly** column and remove the minutes

+ -

Minutes Weekly

0



## Secondary Master Schedule Review Process

24. Click the **Sections** tab and locate the **Filled Seats** column and enter **=0** (equals zero) into the filter box to identify sections not being used for scheduling.

The screenshot shows the 'Master Schedule Report' interface with the 'Sections' tab selected. A filter is applied to the 'Filled Seats' column with the value '=0'. The table lists various music and homeroom sections. The 'Filled Seats' column shows values of 0 for sections like Music BAND 1, Music BAND 3, Music BAND 4, Music BAND 2, Music BAND 4, Music BAND 3, Music BAND 4, Music BAND 2, Music BAND 3, and Homeroom HOMEROOM.

| Subject Title | Course   | Course # | Begin Period | End Period | Teacher | Section # | Room   | Team | Display Room | Days          | Rotation Days | Total Seats | IEP Seats | ESOL/ELL Seats | Filled Seats |
|---------------|----------|----------|--------------|------------|---------|-----------|--------|------|--------------|---------------|---------------|-------------|-----------|----------------|--------------|
| Music         | BAND 1   | 13023006 | Period 6     | Period 6   | YOUN... | 002WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 3   | 13023201 | Period 1     | Period 1   | YOUN... | 1SYMPH    | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 4   | 13023302 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 1   | 13023002 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 2   | 13023102 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 4   | 13023301 | Period 1     | Period 1   | YOUN... | SYMPH     | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 3   | 13023202 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 4   | 13023306 | Period 6     | Period 6   | YOUN... | 002WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 2   | 13023106 | Period 6     | Period 6   | YOUN... | 003WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 3   | 13023206 | Period 6     | Period 6   | YOUN... | 003WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Homeroom      | HOMEROOM | HOMEROOM | Homeroom     | Homeroom   | YOUN... | 0912      | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 30          |           |                | 0            |

Sections not being used **must be deleted** to prevent them from appearing in the teacher's gradebook to be selected when creating categories and assignments.

25. Click the red - (minus sign) next to each section to delete.

The screenshot shows the 'Master Schedule Report' interface with the 'Sections' tab selected. A filter is applied to the 'Filled Seats' column with the value '=0'. The table lists various music and homeroom sections. The 'Filled Seats' column shows values of 0 for sections like Music BAND 1, Music BAND 3, Music BAND 4, Music BAND 2, Music BAND 4, Music BAND 3, Music BAND 4, Music BAND 2, Music BAND 3, and Homeroom HOMEROOM. A red minus sign is visible next to each section row.

| Subject Title | Course   | Course # | Begin Period | End Period | Teacher | Section # | Room   | Team | Display Room | Days          | Rotation Days | Total Seats | IEP Seats | ESOL/ELL Seats | Filled Seats |
|---------------|----------|----------|--------------|------------|---------|-----------|--------|------|--------------|---------------|---------------|-------------|-----------|----------------|--------------|
| Music         | BAND 1   | 13023006 | Period 6     | Period 6   | YOUN... | 002WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 3   | 13023201 | Period 1     | Period 1   | YOUN... | 1SYMPH    | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 4   | 13023302 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 1   | 13023002 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 2   | 13023102 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 4   | 13023301 | Period 1     | Period 1   | YOUN... | SYMPH     | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 3   | 13023202 | Period 2     | Period 2   | YOUN... | CONCERT   | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 0           |           |                | 0            |
| Music         | BAND 4   | 13023306 | Period 6     | Period 6   | YOUN... | 002WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 2   | 13023106 | Period 6     | Period 6   | YOUN... | 003WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Music         | BAND 3   | 13023206 | Period 6     | Period 6   | YOUN... | 003WIND E | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 25          |           |                | 0            |
| Homeroom      | HOMEROOM | HOMEROOM | Homeroom     | Homeroom   | YOUN... | 0912      | 010618 | N/A  | 618          | M, T, W, H, F | A, B          | 30          |           |                | 0            |

26. A pop-up window will appear asking you to confirm you want to delete the section. Click **Delete**. Repeat steps 25-26 until all sections containing zero students have been deleted.

The screenshot shows a confirmation dialog box with the title 'Are you sure you want to delete this section?'. The text inside reads: 'Deleting this section will permanently remove all associated student schedule records; proceed with caution. Select "Cancel" to cancel this action and return to the Master Schedule Report.' There are two buttons at the bottom: 'Cancel' and 'Delete'.

Are you sure you want to delete this section?

Deleting this section will permanently remove all associated student schedule records; proceed with caution.

Select "Cancel" to cancel this action and return to the Master Schedule Report.

Cancel Delete



## Secondary Master Schedule Review Process

27. Below is an example of a teacher's course section drop-down menu **before** and **after** section data has been cleaned up.

2024-2025

QUARTER 1

01 - 1SYMPH - BAND 1

**Graded Courses**

01 - 1SYMPH - BAND 1

01 - SYMPH - BAND 2

01 - 1SYMPH - BAND 3

01 - SYMPH - BAND 4

02 - CONCERT - BAND 1

02 - CONCERT - BAND 2

02 - CONCERT - BAND 3

02 - CONCERT - BAND 4

03 - 001 - JAZZ ENS 3

03 - 001 - JAZZ ENS 4 HON

06 - 002WIND ENS - BAND 1

06 - 003WIND ENS - BAND 2

06 - 003WIND ENS - BAND 3

06 - 002WIND ENS - BAND 4

07 - DRUM - BAND 1

07 - DRUM - BAND 2

07 - DRUM - BAND 3

07 - DRUM - BAND 4

**Other Courses**

HR - 0912 - HOMEROOM

**Co-Teaching**

01 - SYMPH - BAND 1

01 - 1SYMPH - BAND 2

01 - SYMPH - BAND 3

01 - 1SYMPH - BAND 4

02 - 001 - EURHY 1

02 - 001 - EURHY 2

02 - 001 - EURHY 3

02 - 001 - EURHY 4

03 - 001 - JAZZ ENS 1

03 - 001 - JAZZ ENS 2

06 - 001 - MUSIC OF THE WORLD

07 - 002 - MUSIC OF THE WORLD

BEFORE section data has been cleaned

2024-2025

QUARTER 1

01 - 1SYMPH - BAND 1

**Graded Courses**

01 - 1SYMPH - BAND 1

01 - SYMPH - BAND 2

03 - 001 - JAZZ ENS 3

03 - 001 - JAZZ ENS 4 HON

07 - DRUM - BAND 1

07 - DRUM - BAND 2

07 - DRUM - BAND 3

07 - DRUM - BAND 4

**Co-Teaching**

01 - SYMPH - BAND 1

01 - 1SYMPH - BAND 2

01 - SYMPH - BAND 3

01 - 1SYMPH - BAND 4

02 - 001 - EURHY 1

02 - 001 - EURHY 2

02 - 001 - EURHY 3

02 - 001 - EURHY 4

03 - 001 - JAZZ ENS 1

03 - 001 - JAZZ ENS 2

06 - 001 - MUSIC OF THE WORLD

07 - 002 - MUSIC OF THE WORLD

AFTER section data has been cleaned

### Notes on Process:

#### A. Additional Resources

##### A. [Teacher Schedule - School](#)

i. Administrators can view a snapshot of teacher schedules by accessing

[Reports > District Reports > Scheduling > Master Schedule > Teacher Schedule - School](#)

| Export                                           |                                                                                                                                                                                                                                                 | Filter: ON | Toggle Columns | Page Size: 15 |     |  |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|---------------|-----|--|
| Title                                            | Description                                                                                                                                                                                                                                     |            |                | Export/Run    |     |  |
| All Sections and Teachers                        |                                                                                                                                                                                                                                                 |            |                | Export        | Run |  |
| Historical Teacher Changes on Sections           |                                                                                                                                                                                                                                                 |            |                | Export        | Run |  |
| Homeroom Counts by Gender and Race               |                                                                                                                                                                                                                                                 |            |                | Export        | Run |  |
| Instructional Staff Count by School              | Counts number of staff members assigned to classes in each school.                                                                                                                                                                              |            |                | Export        | Run |  |
| Sections_Having_EOC_conflict                     |                                                                                                                                                                                                                                                 |            |                | Export        | Run |  |
| Student Count - Single Course - By School        | Number of students enrolled in a single course number across district schools by teacher.                                                                                                                                                       |            |                | Export        | Run |  |
| Student Count by Section                         |                                                                                                                                                                                                                                                 |            |                | Export        | Run |  |
| Student Count by Teacher / Period (School Level) |                                                                                                                                                                                                                                                 |            |                | Export        | Run |  |
| Teacher List by Course Number                    | Enter course number and run to see all teachers currently teaching the course.                                                                                                                                                                  |            |                | Export        | Run |  |
| Teacher Schedule - School                        | School report that shows course and section data at a glance. Includes course number, course, section, primary teacher, if it's graded or takes attendance, room number, meetings days, marking period, grading scale, and inclusion teacher or |            |                | Export        | Run |  |



## Secondary Master Schedule Review Process

### Teacher Schedule - School

1. Results: Clicking on the section name takes you to Courses & Sections Records: 733 Time: 0.24s

| Course Number | Course              | Section            | Primary Teacher                  | Takes Attendance | Graded | Room       | Days  | Marking Period | Grading Scale | Inclusion Teacher | Co-Teachers |
|---------------|---------------------|--------------------|----------------------------------|------------------|--------|------------|-------|----------------|---------------|-------------------|-------------|
| 1001415Z      | PRE-AP ENGLISH 1    | 02 02 - BC - 003 - | ROGERS, CHLOE IT TEST TEACHER    | Y                | Y      | Bldg1Rm139 | MTWHF | FY             | 10            | Read Only         |             |
| 1200310Z      | ALGEBRA 1           | 03 03 - AC - 002 - | COOPER, SHELTON IT TEST TEACHER  | Y                | Y      | Bldg1Rm110 | MTWHF | FY             | 10            | Read Only         |             |
| 1200384Z      | MATH DATA & FIN LIT | 02 02 - BC - 002 - | TRELAWNEY, SYBIL IT TEST TEACHER | Y                | Y      | Bldg1Rm109 | MTWHF | FY             | 10            | No Permissions    |             |
| 1001320L      | ENG HON 1 GIFTED    | 01 01 - AC - 001 - | ROGERS, CHLOE IT TEST TEACHER    | Y                | Y      | Bldg1Rm161 | MTWHF | FY             | 10            | Can Modify        |             |
| 1001320Z      | ENG HON 1           | 01 01 - AC - 001 - | STARK, TONY IT TEST TEACHER      | Y                | Y      | Bldg1Rm161 | MTWHF | FY             | 10            | Can Modify        |             |

### B. My Teacher Schedule

i. Teachers can view a snapshot of their schedule by accessing

**Reports > District Reports > Scheduling > Master Schedule > My Teacher Schedule**

This report is only available to teachers during the school year. Teachers will not be able to access the information before returning from summer break.

Export Filter: ON Toggle Columns Page Size: 15

| Title               | Description                                                         | Export/Run |
|---------------------|---------------------------------------------------------------------|------------|
| My Teacher Schedule | This report shows all courses you are currently scheduled to teach. | Export Run |

### My Teacher Schedule

1. Results: Records: 7 Time: 0.06s

| School | Course Number | Course               | Section               | Primary Teacher | Takes Attendance | Graded | Room   | Days  | Marking Period | Grading Scale | Inclusion Teacher | Co-Teachers |
|--------|---------------|----------------------|-----------------------|-----------------|------------------|--------|--------|-------|----------------|---------------|-------------------|-------------|
|        | 2100340Z      | AFRICAN-AMER HISTORY | 02 02 - AB - 003 -    |                 | Y                | Y      | O10245 | MTWHF | FY             | 10            |                   |             |
|        | 2100340Z      | AFRICAN-AMER HISTORY | 06 06 - AB - 001 -    |                 | Y                | Y      | O10245 | MTWHF | FY             | 10            |                   |             |
|        | 2100340Z      | AFRICAN-AMER HISTORY | 07 07 - AB - 004 -    |                 | Y                | Y      | O10245 | MTWHF | FY             | 10            |                   |             |
|        | 2109415Z      | PRE-AP WRLD HIST/GEO | 01 01 - AB - 010REG - |                 | Y                | Y      | O10245 | MTWHF | FY             | 10            |                   |             |
|        | 2109415Z      | PRE-AP WRLD HIST/GEO | 04 04 - A - 013REG -  |                 | Y                | Y      | O10245 | MTWHF | FY             | 10            |                   |             |
|        | 2109415Z      | PRE-AP WRLD HIST/GEO | 05 05 - B - 014REG -  |                 | Y                | Y      | O10245 | MTWHF | FY             | 10            |                   |             |
|        | HOMEROOM      | HOMEROOM             | HR-HR - AB - 1001 -   |                 | Y                | N      | O10245 | MTWHF | FY             | 10            |                   |             |

### If you have questions:

A. All questions in regards to **Secondary Master Schedule Review** should be directed to:

**Director of Middle School Education**

**Director of High School Education**

30 East Texar Drive

Pensacola, FL 32504

B. Any technical questions in response to using the SIS system should be submitted via a HelpDesk Ticket:

[Submit a Ticket online](#)

Email: [focus@ecsdfl.us](mailto:focus@ecsdfl.us)

Call the Service Desk at 850.429.2900