



Master Schedule Guide

Bakersfield City School District

User Guide

July 2018

The **Master Schedule** is utilized to display and update the school's current master schedule to display in the **MST** table. When this form first displays it will display the very first section number in the table.

The **MST** table contains a record for each section or class currently offered and is accessed by section number. Many schools assign section numbers by period. For example, section numbers that range between 1000-1999 are first period classes. All forms and reports will not accept section numbers larger than 4 digits.

Section Numbers By Period

Period 0	1-999
Period 1	1000-1999
Period 2	2000-2999
Period 3	3000-3999
Period 4	4000-4999
Period 5	5000-5999
Period 6	6000-6999
Period 7	7000-7999
Period 8	8000-8999

2018-2019 ▾ Sandbox - PAUL CATO MIDDLE SCHOOL ▾

Master Schedule

1 Go

Section	CrsID	Crs Title	Section	Period	Blk	Sem	Course	Teacher	Highly Qlfd Tch	Room	Tag			
1	1006	Advisor	1	0	1	Y	1006 - Advisory 6	1 - Brewer		1				
Credit			School (if other than the current)		Prgm	Hrly Prg	Exclude	ADA	Supp Att	Tch#2	HQT	Tch#3	HQT	MultiTchr
0.00														
Grd Range	SchGrp	TmCrsgp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri	Sat	
6-6			0				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Class ID		Max		Total		Boys		Girls		Left				
0		35		29		11		18		6				
Ed Svc	Lang Instr	Instr Strategy	Fund Src	CTE Prvdr	Ind Study	Dist Lrng	Itinerant Teacher							
User1	User2	User3	User4	User5	User6	User7	User8							

Students

Stu#	Last Name	First Name	Sex	Prg	Grade	Track	LngFlu	Status	Locked
149	Aguilar	Xavier	M		6		R		
142	Amezcuca	Bianca	F		6		R		
262	Barajas	Juan	M		6		R		
169	Campillo	Anthony	M		6		L		
273	Castaneda Lopez	Cinthia Marlen	F		6		L		
328	Chavez	Adalberto	M		6		R		
259	Cortes	Anthony	M		6		R		
226	Cruz	Abigail	F		6		R		
172	Flores	Xavier	M		6		E		
126	Fulton	Harley	F		6		E		

Move students to another class

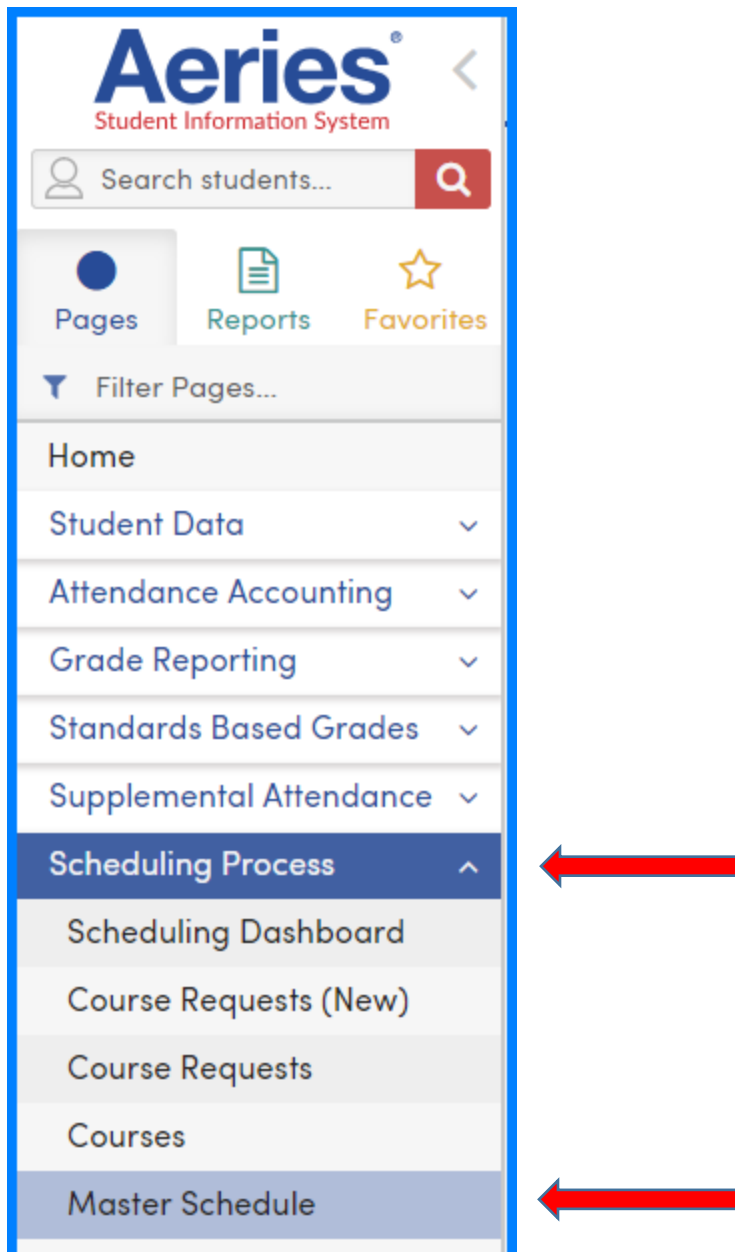
New Section:

This form displays all students currently assigned to the section number selected.

This form is also used to move students from one section to another. Students can be moved individually or the whole class can be moved.

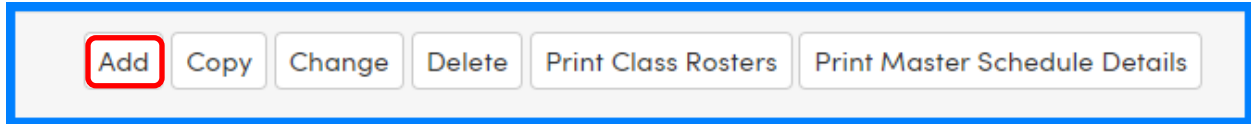
How to Access the Master Schedule

- Set to the correct fiscal year and school setting.
- Navigate to Pages. Click [Scheduling Process](#). Click [Master Schedule](#).



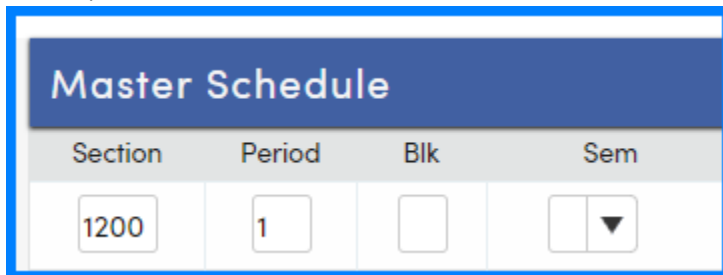
How to Add a Section to the Master Schedule

- To add a section to the **Master Schedule**, click the **Add** button.



- Start with entering a period number in the **Period** field and press **Tab**. The program will assign the next available section number, however you will need to click in the **Section** field and enter the section number in relation to the teacher id, or whatever format you decide to use. For example, if you are adding a section for period one, for teacher id 200, then you would type 1200 in the **Section** field. Otherwise, the program will choose the next available section number.

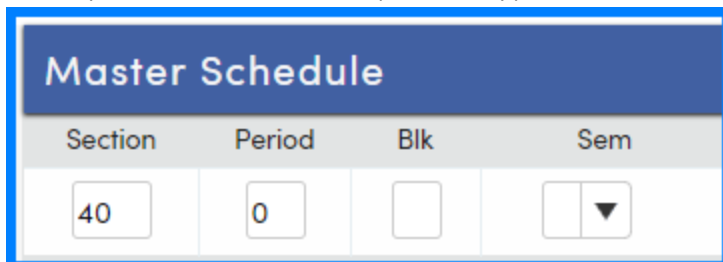
Example for Period one, Teacher ID 200.



A screenshot of the 'Master Schedule' interface. The title 'Master Schedule' is in a dark blue header. Below it is a table with four columns: 'Section', 'Period', 'Blk', and 'Sem'. The 'Section' field contains the text '1200'. The 'Period' field contains the text '1'. The 'Blk' field is empty. The 'Sem' field contains a dropdown arrow.

Section	Period	Blk	Sem
1200	1		▼

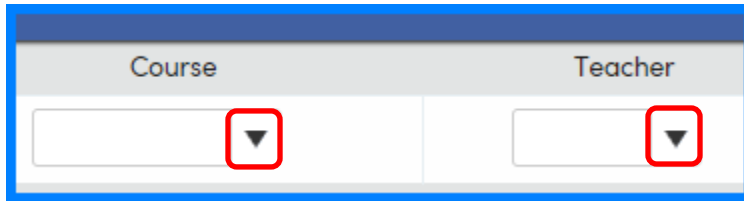
Example for Period zero (Advisory), Teacher ID 40.



A screenshot of the 'Master Schedule' interface. The title 'Master Schedule' is in a dark blue header. Below it is a table with four columns: 'Section', 'Period', 'Blk', and 'Sem'. The 'Section' field contains the text '40'. The 'Period' field contains the text '0'. The 'Blk' field is empty. The 'Sem' field contains a dropdown arrow.

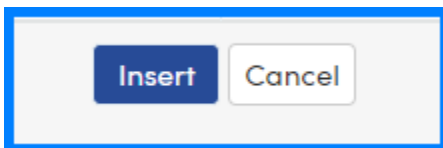
Section	Period	Blk	Sem
40	0		▼

- Click the **Course** drop down arrow to select a course number.
- Click the **Teacher** drop down arrow to select the teacher assigned to the class.



A screenshot of a software interface showing two dropdown menus. The first menu is labeled 'Course' and the second is labeled 'Teacher'. Both menus have a small downward-pointing arrow icon on the right side, which is highlighted with a red square. The entire interface is enclosed in a blue border.

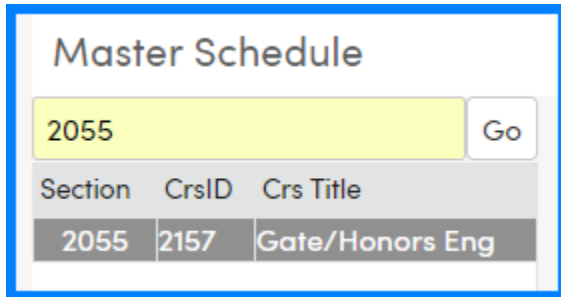
- Use **Tab** to move throughout the rest of the form and enter data in the remaining fields. Please make sure the following fields are populated; **Section**, **Blk** (block) = 1, for 1 period long, **Sem** (semester) Y = Year, F = First Semester, S = Second Semester, **Course**, **Teacher**, **Room**, **Grd Range** (grade range), and **Max** (maximum number of students allowed in this class).
- Click **Insert** and the class (section) will be added to the **Master Schedule**.



A screenshot of a software interface showing two buttons: 'Insert' and 'Cancel'. The 'Insert' button is dark blue with white text, and the 'Cancel' button is light gray with black text. Both buttons are enclosed in a blue border.

Change a Section in the Master Schedule

- Type the **Section number** you would like to change. Click **Go**.

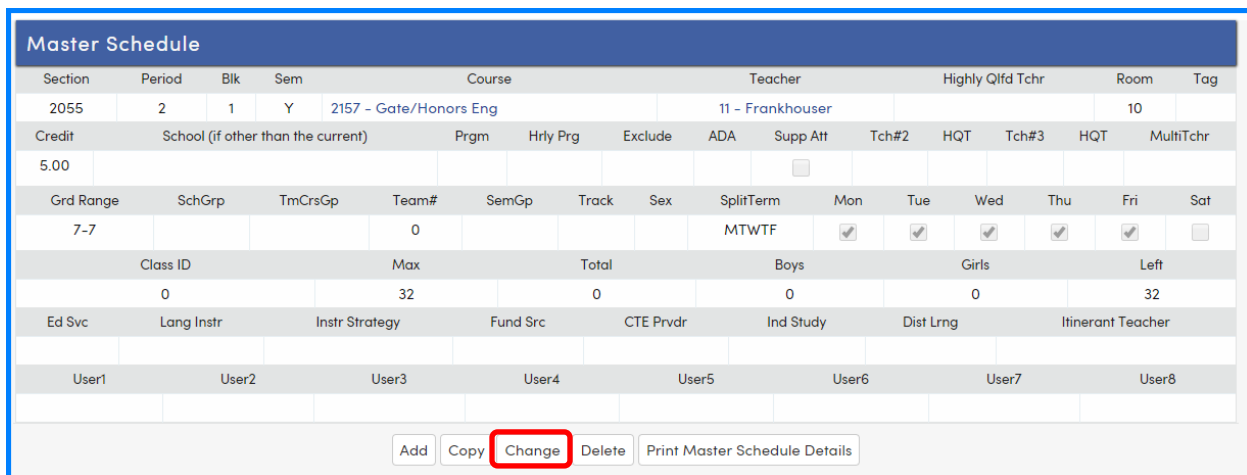


Master Schedule

2055

Section	CrslD	Crsl Title
2055	2157	Gate/Honors Eng

The section information will load.



Master Schedule

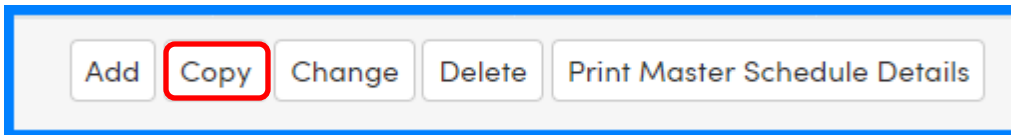
Section	Period	Blk	Sem	Course	Teacher	Highly Qlfd Tchr	Room	Tag					
2055	2	1	Y	2157 - Gate/Honors Eng	11 - Frankhouser		10						
Credit	School (if other than the current)	Prgm	Hrly Prg	Exclude	ADA	Supp Att	Tch#2	HQT	Tch#3	HQT	MultiTchr		
5.00						<input type="checkbox"/>							
Grd Range	SchGrp	TmCrslGp	Team#	SemGp	Track	Sex	SplitTerm	Mon	Tue	Wed	Thu	Fri	Sat
7-7			0				MTWTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class ID	Max	Total	Boys	Girls	Left								
0	32	0	0	0	32								
Ed Svc	Lang Instr	Instr Strategy	Fund Src	CTE Prvdr	Ind Study	Dist Lrng	Itinerant Teacher						
User1	User2	User3	User4	User5	User6	User7	User8						

- Click **Change**.
- Press **Tab** to the field(s) to be changed and enter the changes. When complete, Click **Update**.
- Note: Changes **CANNOT** be made to **Section**, **Period**, **Block**, **Semester**, **Course ID**, or **Teacher** once the Attendance and CAR (Course Attendance Records) have been activated.

Copy a Section in the Master Schedule

The copy button is used to copy a section and create a new section with the same information. This option can also be used to copy or move students into the new section.

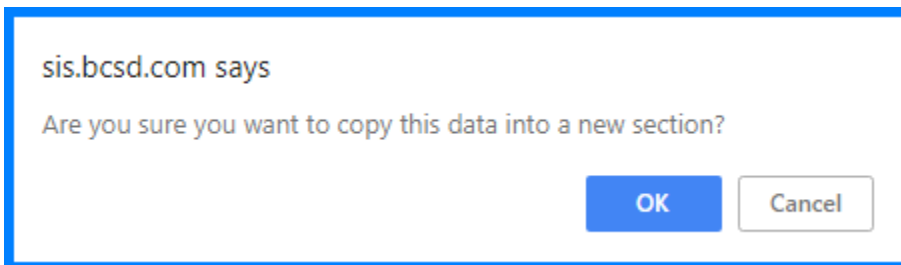
- **Type the Section number** you would like to copy. Click **Go**.
- Click the **Copy** button.



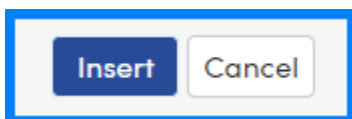
Note: Keep in mind that when you use this function, you will not be able to create a specific section number of your choice. Aeries will create a new section using the next available section number.

If you wish to create a specific section number, click the **Add** button to create a new section. Do not use Copy. Then see instruction to “Move All Students to Another Class.”

- The following message will display. To continue, click **OK**.



- Use **Tab** to move throughout the form to update the information on the newly created section and click **Insert**.



- If you would like to copy students from the original section to the new section, make sure to **highlight the students first** before you click the **Copy** button.
- Click on the students you wish to highlight. You can click on a student's name a second time to remove the highlight.

Students										
Stu#	Last Name	First Name	Sex	Prg	Grade	Track	LngFlu	Status	Locked	Move students to another class
999	Acevedo	Carson	M		6		E			New Section: <input type="text"/> <input type="button" value="Move all students in class."/> <input type="button" value="Move tagged students only."/> <input type="button" value="Copy all students in class."/> <input type="button" value="Copy tagged students only."/>
1011	Capps	Aiden	M		6		E			
1013	Christiansen	Peyton	F		6		E			
159	Herrera Ruiz	Noemy	F		6		R			
241	Huizar	Celeste	F		6		R			
337	Hveem	Benjamin	M		6		E			
147	Martinez	Rubi	F		6		R			

If you have selected to copy or move students over to the new section the following message will display. **The default setting will always be “Do not copy/move Students.”** If you have highlighted students that you would like to move to the new section, make sure you change the default setting to “Move Tagged Students.”

- Click **OK**.

Copy or Move Students into New Section?

Select one of the following options:

Copy All Students

Copy Tagged Students

Move All Students

Move Tagged Students

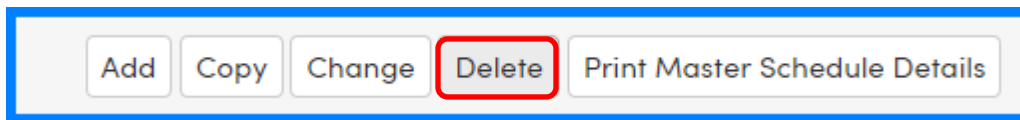
Do not copy/move Students

The students will now be enrolled in the new section and will display at the bottom of the form.

Delete a Section in the Master Schedule

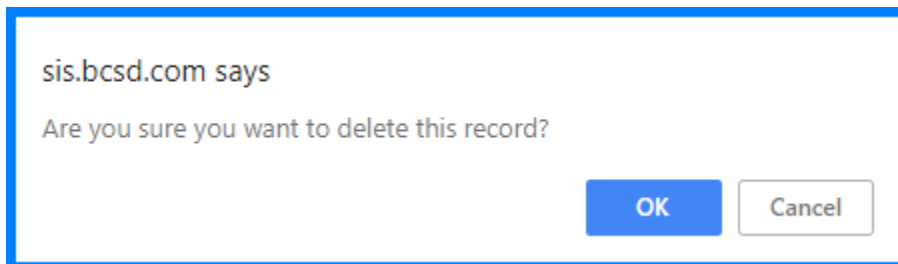
The **Delete** button is used to delete unused section from the **Master Schedule** but **CANNOT** have students enrolled in the class.

- Select the correct section to be deleted. Click the **Delete** button.



The following message will display to verify the deletion of this section:

- Click **OK**.

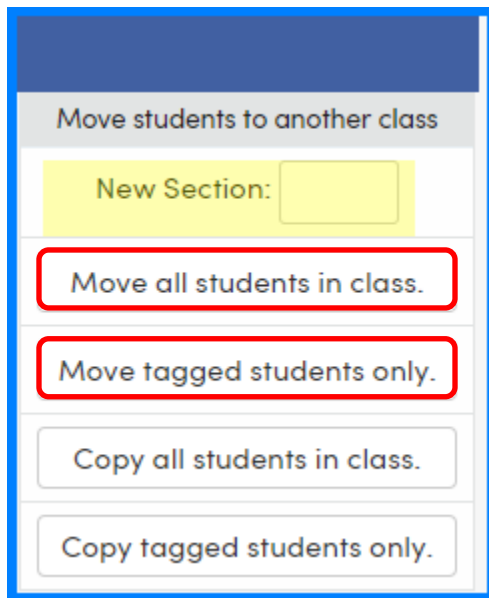


Note: A class (section) cannot be deleted if any students are still enrolled.

Move All Students to Another Class

The **Move Students to Another Class** option allows students to be moved from the section displayed to another section or to drop them from this section.

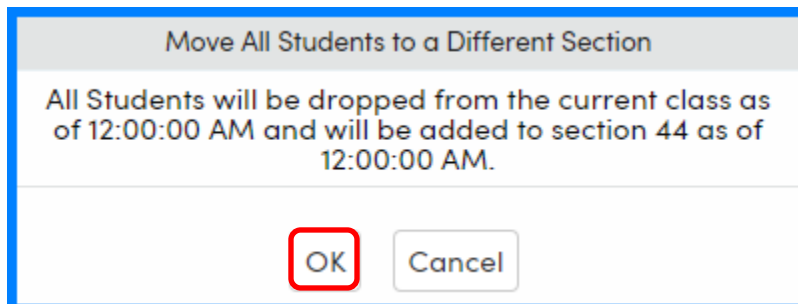
After displaying the section, enter the section number that the students will be moved to in the **New Section** field.



The screenshot shows a dialog box titled "Move students to another class". It contains a "New Section:" label followed by a yellow input field. Below the input field are four buttons: "Move all students in class.", "Move tagged students only.", "Copy all students in class.", and "Copy tagged students only.". The first two buttons are highlighted with red rectangular boxes.

- Click the [Move all students in class](#) button.
- If you have highlighted specific students to move, then click the [Move tagged students only](#) button.

The following message will appear:



The screenshot shows a confirmation dialog box titled "Move All Students to a Different Section". The message inside reads: "All Students will be dropped from the current class as of 12:00:00 AM and will be added to section 44 as of 12:00:00 AM." At the bottom of the dialog box are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

- Click [OK](#). The students will now be assigned to the new section number. To cancel the move, click the Cancel button.