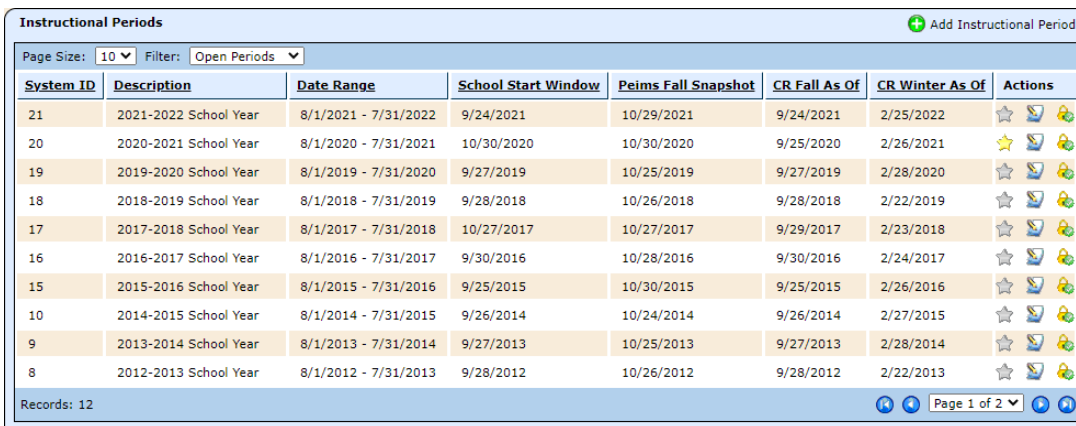


Contents


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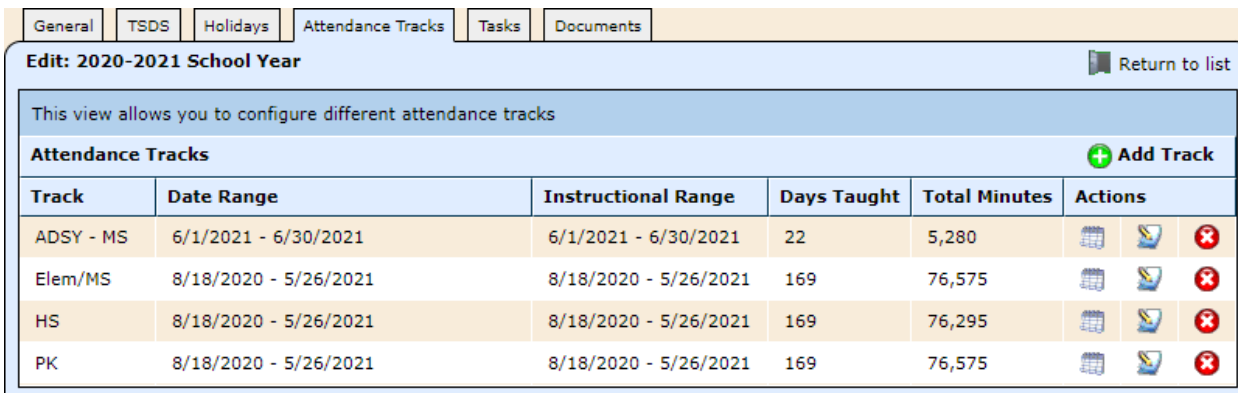
Step 1: Add a summer school attendance track

1. Select **Admin**, then **District**, then **Instr. Periods**, and this window opens.




System ID	Description	Date Range	School Start Window	Peims Fall Snapshot	CR Fall As Of	CR Winter As Of	Actions
21	2021-2022 School Year	8/1/2021 - 7/31/2022	9/24/2021	10/29/2021	9/24/2021	2/25/2022	[Icons]
20	2020-2021 School Year	8/1/2020 - 7/31/2021	10/30/2020	10/30/2020	9/25/2020	2/26/2021	[Icons]
19	2019-2020 School Year	8/1/2019 - 7/31/2020	9/27/2019	10/25/2019	9/27/2019	2/28/2020	[Icons]
18	2018-2019 School Year	8/1/2018 - 7/31/2019	9/28/2018	10/26/2018	9/28/2018	2/22/2019	[Icons]
17	2017-2018 School Year	8/1/2017 - 7/31/2018	10/27/2017	10/27/2017	9/29/2017	2/23/2018	[Icons]
16	2016-2017 School Year	8/1/2016 - 7/31/2017	9/30/2016	10/28/2016	9/30/2016	2/24/2017	[Icons]
15	2015-2016 School Year	8/1/2015 - 7/31/2016	9/25/2015	10/30/2015	9/25/2015	2/26/2016	[Icons]
10	2014-2015 School Year	8/1/2014 - 7/31/2015	9/26/2014	10/24/2014	9/26/2014	2/27/2015	[Icons]
9	2013-2014 School Year	8/1/2013 - 7/31/2014	9/27/2013	10/25/2013	9/27/2013	2/28/2014	[Icons]
8	2012-2013 School Year	8/1/2012 - 7/31/2013	9/28/2012	10/26/2012	9/28/2012	2/22/2013	[Icons]

2. Click the  icon for the current year, then click on the **Attendance Tracks** tab.



Track	Date Range	Instructional Range	Days Taught	Total Minutes	Actions
ADSY - MS	6/1/2021 - 6/30/2021	6/1/2021 - 6/30/2021	22	5,280	[Icons]
Elem/MS	8/18/2020 - 5/26/2021	8/18/2020 - 5/26/2021	169	76,575	[Icons]
HS	8/18/2020 - 5/26/2021	8/18/2020 - 5/26/2021	169	76,295	[Icons]
PK	8/18/2020 - 5/26/2021	8/18/2020 - 5/26/2021	169	76,575	[Icons]



- Click  **Add Track**, and this window opens.

- Complete the fields as described.

- **Name:** Enter a description such as Summer HS.
- **Instr Pgm Type:** Select SS - Summer School.
- **Default Minutes:** Designate the typical hours and minutes of instruction per day.
- **Cycle 1:** After selecting SS as the instructional program type, the fields for just one cycle are visible. Enter the begin and end dates, being careful to enter a begin date after the end date of the regular attendance track.

- Click  **Save**.

Step 2: Link the attendance track to a campus

1. Select **Admin**, then **District**, then **Campuses**, and this window opens.

System ID	Campus Number	Name	Campus Type	Enrollment Type	Actions
5	000001001	Campus 5	NORMAL	03 - Open Enrollment Charter School	
1	000001101	Campus 1	NORMAL	03 - Open Enrollment Charter School	

2. Click the icon for the campus to which you want to add a calendar, then click on the **Annual Information** tab.
3. Click on **Calendars**, then **Add ADA Calendar**.
4. Complete the fields as described.
 - **Attendance Track:** Select the summer school track.
 - **Instructional Track:** Select from the pull-down list.
 - **Attendance Model:** Leave the default of *Standard* for regular or dual credit summer school. If doing regular SS as flex or OFSDP in the summer, select *Modified*.
 - **Grade Level Strategy:** Select *Do not use for Scheduling*.

General Information | SIS Information | Grade Levels | **Annual Information** | Security | Documents

Edit: Campus 5 - 000001001 Return to list

Identifier

Instructional Period 2020-2021 School Year;

Attendance Track Summer school ▼

Instructional Track 01 ▼


Attendance Model STANDARD - Attendance By Date ONLY ▼

Grade Level Strategy Do not use for Scheduling ▼

Save Cancel

5. Click **Save**.

Step 3: Create & configure a summer school schedule

1. Select **Students**, then **Scheduling**, then **Schedule Manager**.
2. Click  **Create Schedule**, and the New Schedule window opens.

New Schedule

Use this utility to create a schedule. Choosing a "production" state means that you intend to use this schedule for actual scheduling purposes. This means you cannot delete the schedule unless you remove all scheduling artifacts and reset the schedule to transient. When copying from another schedule, certain elements will not copy unless there is corresponding infrastructure. It is advised that if you intend to rename or retire certain elements, you do so AFTER you copy all of the elements from the source schedule.

Identifier

Description*

Instructional Period*

Campus*

Calendar Model*

Schedule State*

Copy From*

3. Complete the fields as described.
 - **Description:** Enter a name such as Summer School.
 - **Instructional Period:** Select the current year.
 - **Campus:** Select the campus for which you're creating the schedule.
 - **Calendar Model:** Select Summer or Summer (2 terms).
 - **Schedule State:** Select Transient.
 - **Copy From:** Leave the default of None or select the options that best fit your needs.

New Schedule

Use this utility to create a schedule. Choosing a "production" state means that you intend to use this schedule for actual scheduling purposes. This means you cannot delete the schedule unless you remove all scheduling artifacts and reset the schedule to transient. When copying from another schedule, certain elements will not copy unless there is corresponding infrastructure. It is advised that if you intend to rename or retire certain elements, you do so AFTER you copy all of the elements from the source schedule.

Identifier

Description*

Instructional Period*

Campus*

Calendar Model*

Schedule State*

Copy From*

4. Click  **Create**.

Add schedule days

1. Click on the **Periods** tab, then click **Schedule Days**.
2. Click **Add Schedule Day**.
3. Enter a **Name**, such as Summer School, and check the boxes for the days of the week — typically Monday through Friday.

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

Scheduling Information Editor Return to Scheduling Information Menu

In a schedule using an assigned days scheme, schedule days are associated with scheduling dates on the calendar based upon the "Days Of Week" assigned to the schedule day. Any schedule day given "Any" day of week will not be automatically assigned to the calendar. This is as useful feature when mixed strategies are used such as "every third Thursday." In order to achieve this, you will need to manually assign the "Any" days to the calendar.

Important Note: Any changes made to scheduling days will **NOT** be automatically applied to the calendar. To apply changes, go to the calendar tab, click Edit Calendar and either (a) click the Reset Layouts or (b) manually apply the changes using the Period Layout drop down list.

ScheduleDay

Name* Summer School

Days Of Week* Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Save Cancel

4. Click **Save**.
5. Click **Return to Scheduling Information Menu**.

Add periods

1. Click **Periods**, then click **Add Period**.

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

Scheduling Information Editor Return to Scheduling Information Menu

Periods are the means by which course sections are "scheduled" to specific scheduling dates and times. A course section will be assigned to a period which can be scheduled to occur on one or more schedule days at different times. Also, the period itself specifies whether it should represent the ADA period for a given schedule day.

Period

Code*

Description*

Monthly Minutes* Calculate Minutes

Schedule Day	Status	Start Time	End Time	ADA Tracks
Summer School	Unscheduled			

Save Cancel

2. Enter the **Code** and a **Description** such as Summer.
3. Select **Scheduled** in the bottom section, and enter the **Start Time** and **End Time**.

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

Scheduling Information Editor Return to Scheduling Information Menu

Periods are the means by which course sections are "scheduled" to specific scheduling dates and times. A course section will be assigned to a period which can be scheduled to occur on one or more schedule days at different times. Also, the period itself specifies whether it should represent the ADA period for a given schedule day.

Period

Code* 01

Description* Summer



Monthly Minutes* Calculate Minutes

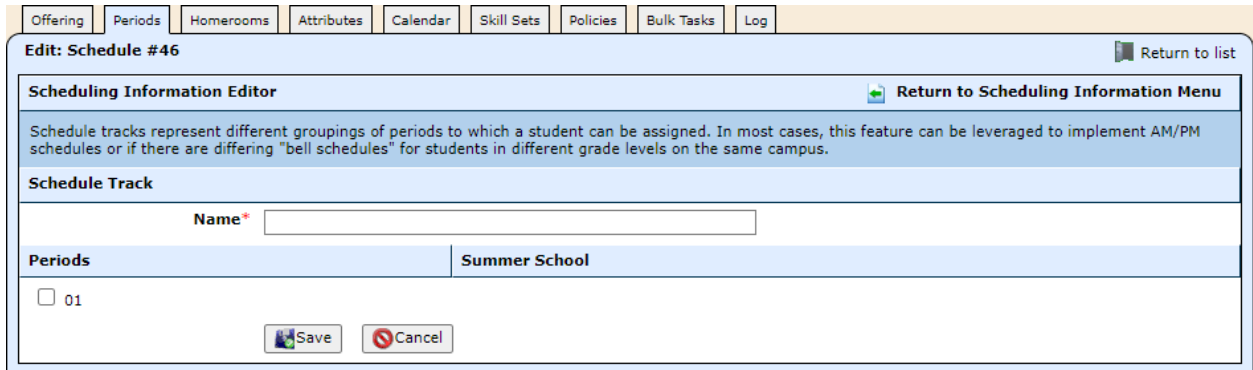
Schedule Day	Status	Start Time	End Time	ADA Tracks
Summer School	Scheduled	08:00 AM	12:00 PM	

Save Cancel

4. Click  **Save**.
5. Click  **Return to Scheduling Information Menu**.

Add a schedule track

1. Click  **Schedule Tracks**, then click  **Add Schedule Track**.



Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

Scheduling Information Editor Return to Scheduling Information Menu



Schedule tracks represent different groupings of periods to which a student can be assigned. In most cases, this feature can be leveraged to implement AM/PM schedules or if there are differing "bell schedules" for students in different grade levels on the same campus.

Schedule Track

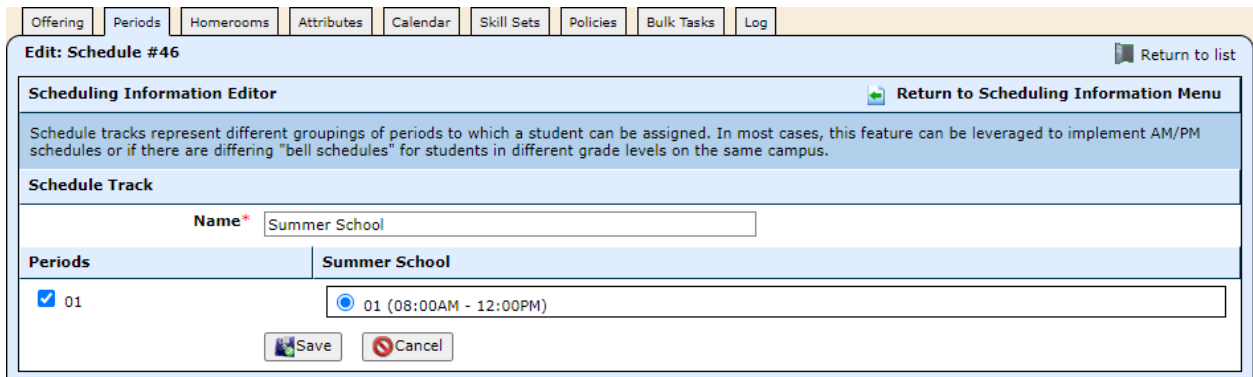
Name*

Periods Summer School

01

 Save  Cancel

2. Enter a **Name** such as Summer School.
3. Check the box to include the **Period** in the schedule track. Then click the radio button for the period in which attendance will be taken.



Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

Scheduling Information Editor Return to Scheduling Information Menu



Schedule tracks represent different groupings of periods to which a student can be assigned. In most cases, this feature can be leveraged to implement AM/PM schedules or if there are differing "bell schedules" for students in different grade levels on the same campus.

Schedule Track

Name*

Periods Summer School

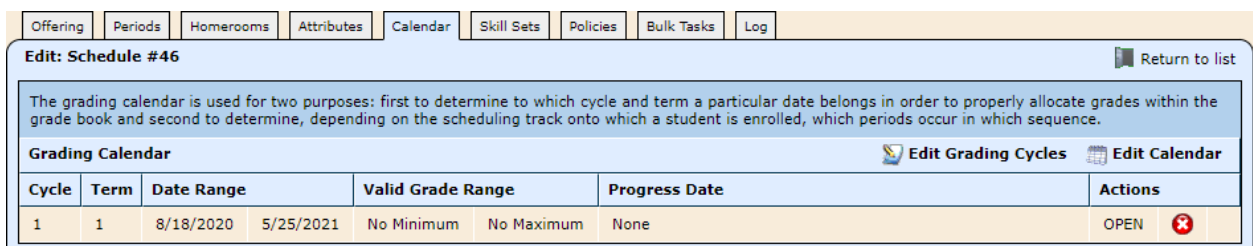
01 01 (08:00AM - 12:00PM)

 Save  Cancel

4. Click  **Save**.
5. Click  **Return to Scheduling Information Menu**.

Edit the calendar dates

1. Click on the **Calendar** tab.





Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

The grading calendar is used for two purposes: first to determine to which cycle and term a particular date belongs in order to properly allocate grades within the grade book and second to determine, depending on the scheduling track onto which a student is enrolled, which periods occur in which sequence.

Grading Calendar Edit Grading Cycles Edit Calendar

Cycle	Term	Date Range	Valid Grade Range	Progress Date	Actions
1	1	8/18/2020 5/25/2021	No Minimum No Maximum	None	OPEN 



- Click  **Edit Grading Cycles**, and change the dates to match the summer term.

Offering | Periods | Homerooms | Attributes | **Calendar** | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list


The grading calendar is used for two purposes: first to determine to which cycle and term a particular date belongs in order to properly allocate grades within the grade book and second to determine, depending on the scheduling track onto which a student is enrolled, which periods occur in which sequence.

Grading Calendar View Calendar

Cycle	Term	Date Range	Valid Grade Range	Progress Date
1	1	7/1/2021  7/31/2021 		

- Click  **Save**.

Add offerings for summer school

- Click on the **Offering** tab, then click  **Add Offering**.

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

The course offering represents the collection of courses within this schedule that are offered to students enrolled in this schedule. An offering is comprised of one or more course sections which are analogous to "classes" in the tradition sense of the word.

Course Offerings

Course* 03580900 - Independent study in technology applications, (1 unit) (TAIND1) ▼

Homeroom Indicator* FALSE - this course should NOT be reported to TSDS as a homeroom ▼

Request Fill Automation* Use scheduling engine to assign course requests ▼

Section Creation Goal* (leave blank for default)

Section per Period Goal* (leave blank for default)

Section Fill Target* Default ▼

Section Rationalization* Delete excess sections only ▼

Seats per Section Cap* (leave blank for no limit)

Terms Offered* Term 1

Restricted Periods* 01

- Select the **Course**, and check the **Terms Offered** box.

Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

The course offering represents the collection of courses within this schedule that are offered to students enrolled in this schedule. An offering is comprised of one or more course sections which are analogous to "classes" in the tradition sense of the word.

Course Offerings

Course* 03220100 - English I ▼

Homeroom Indicator* FALSE - this course should NOT be reported to TSDS as a homeroom ▼

Request Fill Automation* Use scheduling engine to assign course requests ▼

Section Creation Goal* (leave blank for default)

Section per Period Goal* (leave blank for default)


Section Fill Target* Default ▼

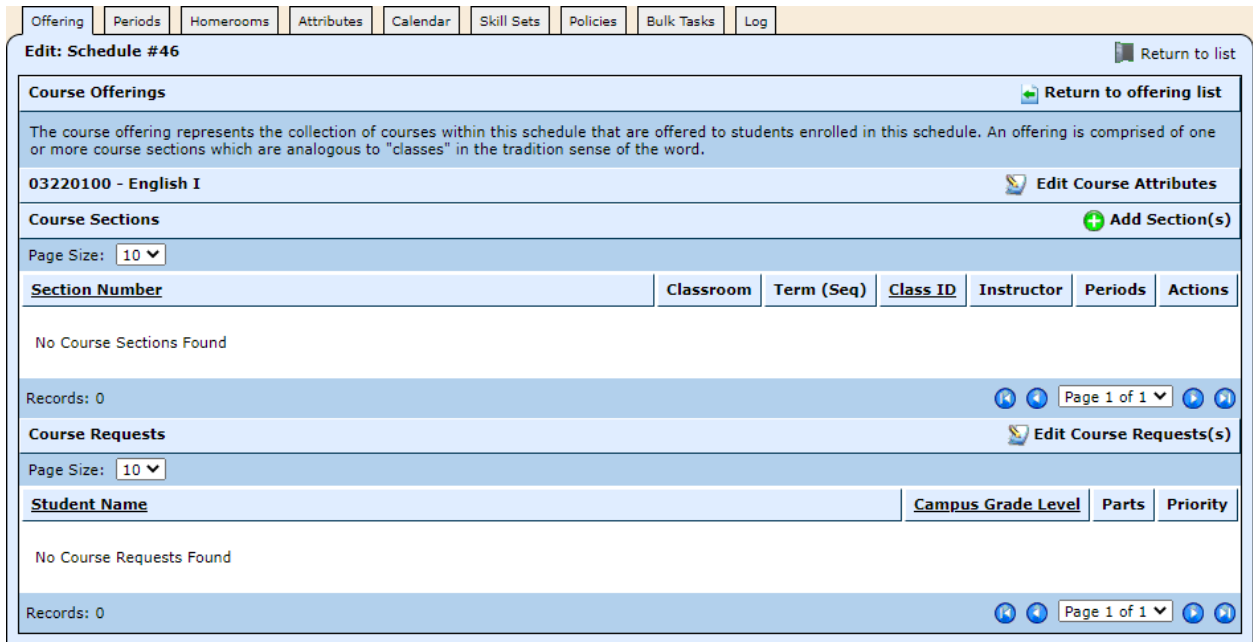
Section Rationalization* Delete excess sections only ▼

Seats per Section Cap* (leave blank for no limit)

Terms Offered* Term 1

Restricted Periods* 01

- Click  **Save**. The record is saved, and this window opens.



Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

Course Offerings Return to offering list

The course offering represents the collection of courses within this schedule that are offered to students enrolled in this schedule. An offering is comprised of one or more course sections which are analogous to "classes" in the tradition sense of the word.

03220100 - English I Edit Course Attributes

Course Sections Add Section(s)

Page Size: 10

Section Number	Classroom	Term (Seq)	Class ID	Instructor	Periods	Actions
No Course Sections Found						


Records: 0 Page 1 of 1

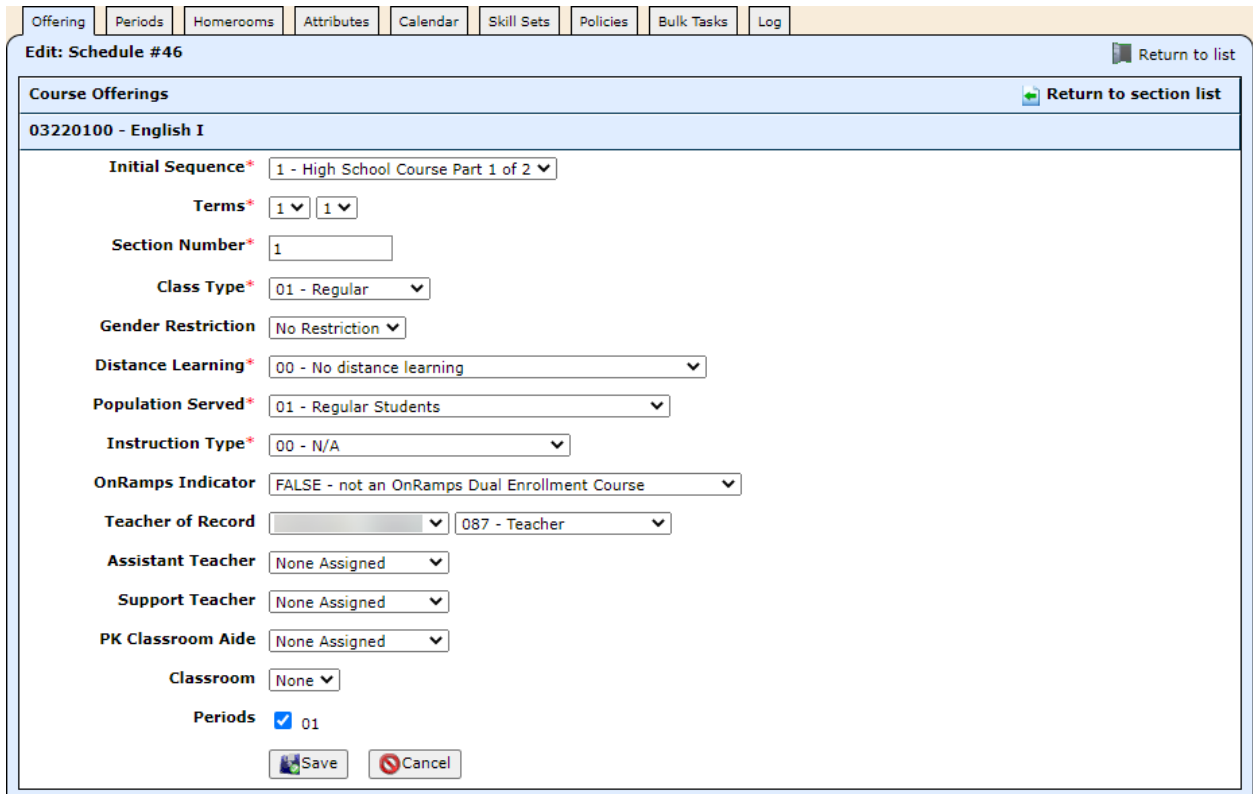
Course Requests Edit Course Requests(s)

Page Size: 10

Student Name	Campus Grade Level	Parts	Priority
No Course Requests Found			

Records: 0 Page 1 of 1

- Click  **Add Section(s)**.
- Enter the **Section Number**, and check the **Periods** box.
- If teachers will be using the Grade Book, select the **Teacher of Record**.



Offering | Periods | Homerooms | Attributes | Calendar | Skill Sets | Policies | Bulk Tasks | Log

Edit: Schedule #46 Return to list

Course Offerings Return to section list

03220100 - English I

Initial Sequence* 1 - High School Course Part 1 of 2

Terms* 1 1

Section Number* 1

Class Type* 01 - Regular

Gender Restriction No Restriction

Distance Learning* 00 - No distance learning

Population Served* 01 - Regular Students

Instruction Type* 00 - N/A

OnRamps Indicator FALSE - not an OnRamps Dual Enrollment Course

Teacher of Record 087 - Teacher

Assistant Teacher None Assigned

Support Teacher None Assigned

PK Classroom Aide None Assigned


Classroom None

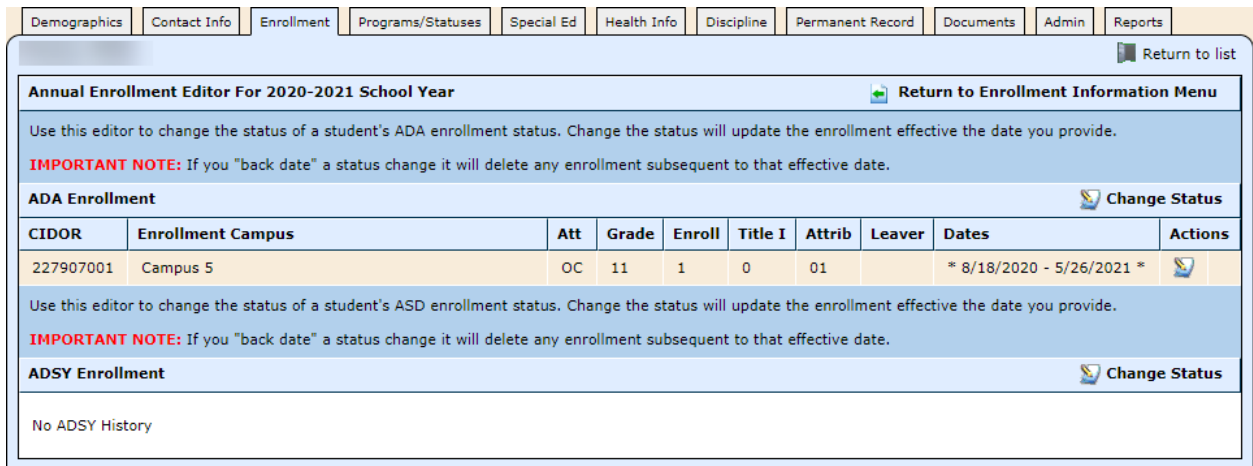
Periods 01

- Click  **Save**.

Step 4: Enroll students

Add the summer school attendance track to the students

1. Select **Students**, then **Students**, then **Student Manager**.
2. Locate a student you want to enroll in summer school, and click the  icon.
3. Click on the **Enrollment** tab, then click **Enrollment**. This window opens.




Demographics | Contact Info | **Enrollment** | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

Annual Enrollment Editor For 2020-2021 School Year [Return to Enrollment Information Menu](#)

Use this editor to change the status of a student's ADA enrollment status. Change the status will update the enrollment effective the date you provide.
IMPORTANT NOTE: If you "back date" a status change it will delete any enrollment subsequent to that effective date.


ADA Enrollment [Change Status](#)

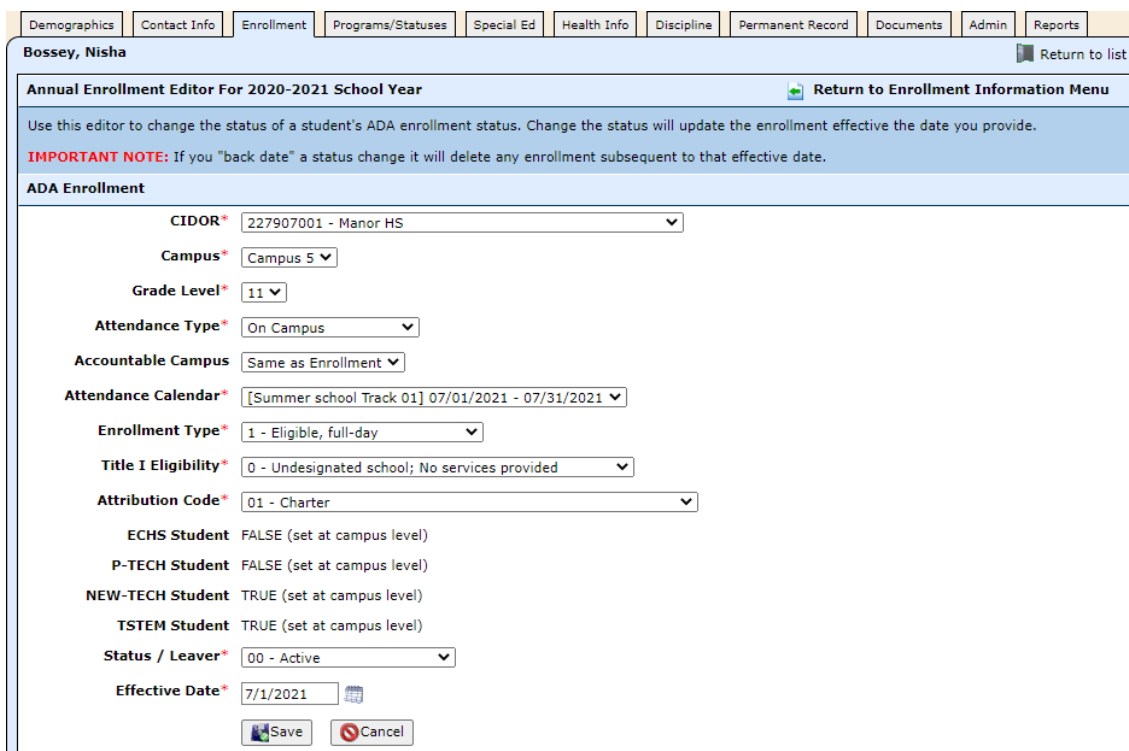
CIDOR	Enrollment Campus	Att	Grade	Enroll	Title I	Attrib	Leaver	Dates	Actions
227907001	Campus 5	OC	11	1	0	01		* 8/18/2020 - 5/26/2021 *	

Use this editor to change the status of a student's ASD enrollment status. Change the status will update the enrollment effective the date you provide.
IMPORTANT NOTE: If you "back date" a status change it will delete any enrollment subsequent to that effective date.

ADSY Enrollment [Change Status](#)

No ADSY History

4. Click  **Change Status**, and the ADA Enrollment editor opens.
5. Select the summer school track for the **Attendance Calendar**, and enter the start date of the summer school session in the **Effective Date** field.



Demographics | Contact Info | **Enrollment** | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Bossey, Nisha [Return to list](#)

Annual Enrollment Editor For 2020-2021 School Year [Return to Enrollment Information Menu](#)

Use this editor to change the status of a student's ADA enrollment status. Change the status will update the enrollment effective the date you provide.
IMPORTANT NOTE: If you "back date" a status change it will delete any enrollment subsequent to that effective date.

ADA Enrollment

CIDOR* 227907001 - Manor HS

Campus* Campus 5

Grade Level* 11

Attendance Type* On Campus

Accountable Campus Same as Enrollment

Attendance Calendar* [Summer school Track 01] 07/01/2021 - 07/31/2021

Enrollment Type* 1 - Eligible, full-day

Title I Eligibility* 0 - Undesignated school; No services provided

Attribution Code* 01 - Charter

ECHS Student FALSE (set at campus level)

P-TECH Student FALSE (set at campus level)

NEW-TECH Student TRUE (set at campus level)

TSTEM Student TRUE (set at campus level)



Status / Leaver* 00 - Active

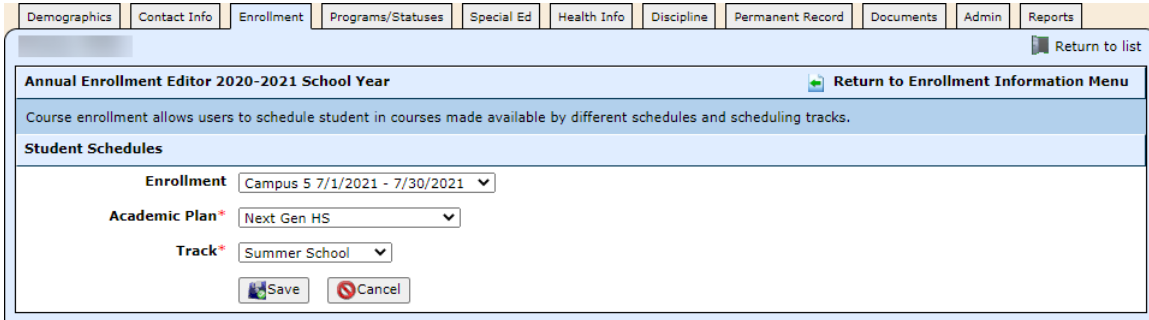
Effective Date* 7/1/2021

[Save](#) [Cancel](#)

6. Click  **Save**.
7. Click  **Return to Enrollment Information Menu**.

Add the summer school track & assign classes

1. Click  **Course Schedule**, and the Student Schedules editor opens.
2. Click  **Change Track/Homeroom**.
3. Select the summer school track from the **Track** pull-down.



Demographics Contact Info Enrollment Programs/Statuses Special Ed Health Info Discipline Permanent Record Documents Admin Reports

Return to list

Annual Enrollment Editor 2020-2021 School Year Return to Enrollment Information Menu

Course enrollment allows users to schedule student in courses made available by different schedules and scheduling tracks.


Student Schedules

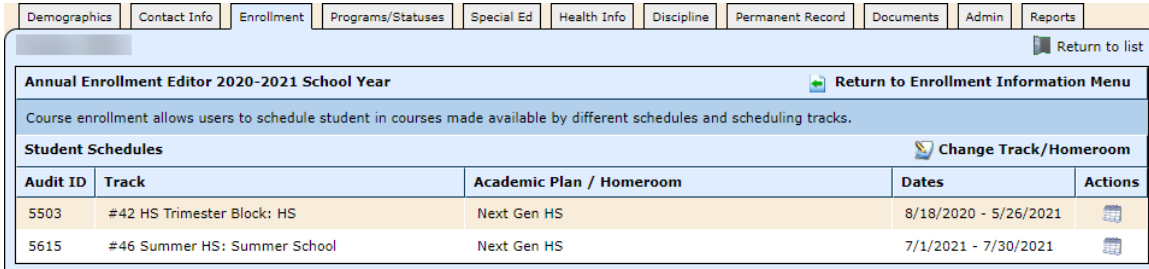
Enrollment Campus 5 7/1/2021 - 7/30/2021

Academic Plan* Next Gen HS

Track* Summer School

Save Cancel

4. Click  **Save**, and you'll see the summer school schedule has been added.





Demographics Contact Info Enrollment Programs/Statuses Special Ed Health Info Discipline Permanent Record Documents Admin Reports


Return to list

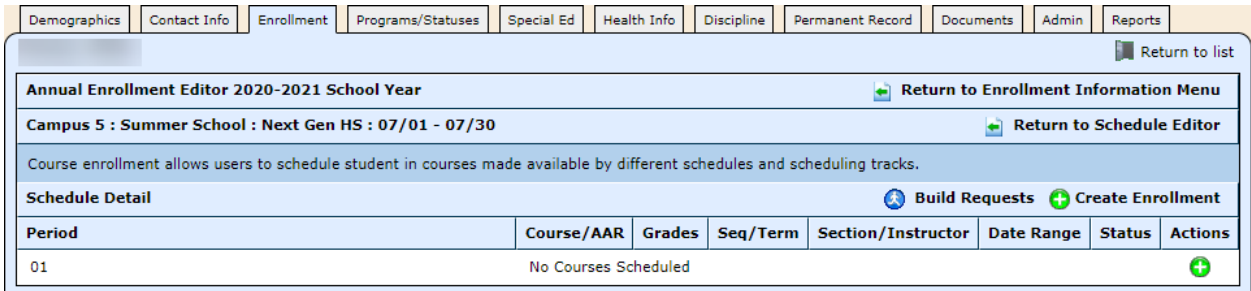
Annual Enrollment Editor 2020-2021 School Year Return to Enrollment Information Menu

Course enrollment allows users to schedule student in courses made available by different schedules and scheduling tracks.

Student Schedules Change Track/Homeroom

Audit ID	Track	Academic Plan / Homeroom	Dates	Actions
5503	#42 HS Trimester Block: HS	Next Gen HS	8/18/2020 - 5/26/2021	
5615	#46 Summer HS: Summer School	Next Gen HS	7/1/2021 - 7/30/2021	

5. Click the  icon for the summer school track, and this window opens.



Demographics Contact Info Enrollment Programs/Statuses Special Ed Health Info Discipline Permanent Record Documents Admin Reports


Return to list

Annual Enrollment Editor 2020-2021 School Year Return to Enrollment Information Menu

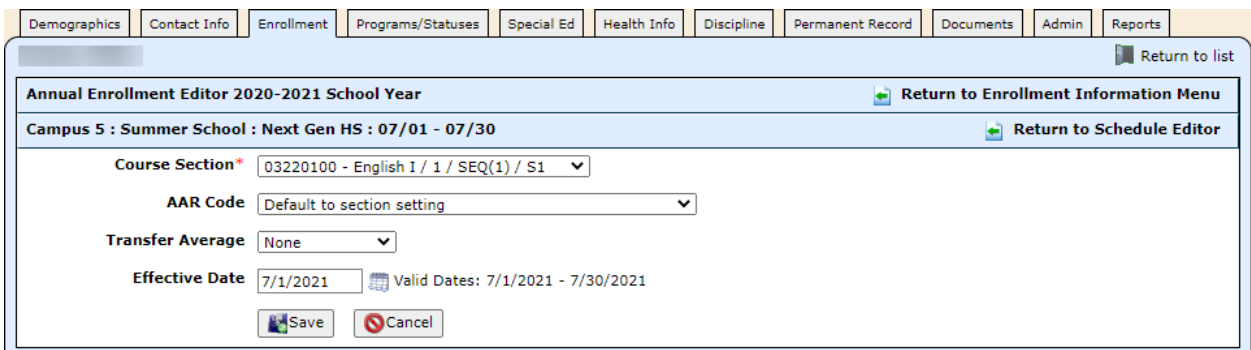
Campus 5 : Summer School : Next Gen HS : 07/01 - 07/30 Return to Schedule Editor

Course enrollment allows users to schedule student in courses made available by different schedules and scheduling tracks.

Schedule Detail Build Requests Create Enrollment

Period	Course/AAR	Grades	Seq/Term	Section/Instructor	Date Range	Status	Actions
01	No Courses Scheduled						

6. Click the  icon for the summer school period. This window opens.



Demographics Contact Info Enrollment Programs/Statuses Special Ed Health Info Discipline Permanent Record Documents Admin Reports

Return to list

Annual Enrollment Editor 2020-2021 School Year Return to Enrollment Information Menu

Campus 5 : Summer School : Next Gen HS : 07/01 - 07/30 Return to Schedule Editor

Course Section* 03220100 - English I / 1 / SEQ(1) / S1

AAR Code Default to section setting

Transfer Average None

Effective Date 7/1/2021 Valid Dates: 7/1/2021 - 7/30/2021

Save Cancel

7. Select the Course Section, and click  **Save**.
8. Repeat steps 6 - 7 to add assign more classes to this student, if needed.