

Scheduling>Placement

Review these steps when you are ready to open the new academic year to allow teachers to begin Placement recommendations.

1. Open the new Academic Year

Do you want to begin working on next year's schedule?

The Roll Over process is located under System Admin>System Settings>District Settings>Roll Over and is separated into 2 phases. All the options in phase 1, above the gray bar, can be completed at any time. Phase 2 would be the options below the bar which should not be completed until the current academic year is complete.

Begin by clicking the link for Academic Year to open the new year. Then begin rolling the data you would like to copy there.

District Roll Over	
Rollover into 2022-2023	
Action Title	Action Description
Academic Year	Create next year, and set school year start and end dates
Calendar	Create a calendar for the new year
Rooms	Copy current year rooms into next year
Course Master	Copy current course master, weight types, marks, mark legends, grade conversion, grade distribution, linked courses and skills/standards
Periods of the Day	Copy current year periods of the day into next year
Master Schedule	Copy current schedule and meeting times into next year
Schedule Roll	Using the promotion table values, current students are moved into next year for the purpose of Student Course Requests, Scheduling and Student Maintenance for Next Year. Student pictures are also copied into the new year.

Do you want to copy data necessary for placement and course requests?

All you would absolutely need to begin Placement and Course Requests would be to copy the Course Master forward for any locations that use Placement/Course Requests, and then perform a Schedule Roll.

The Calendar, Rooms, Periods of the Day, and Master Schedule can be rolled anytime. These should be rolled before you begin making any changes to the Master Schedule.

What does the Schedule Roll do?

The Schedule Roll Copies current year student information to next year and uses the promotion table to move the students to the next grade level or location. It does not create a transfer record. This function can be performed multiple times and is recommended to maintain up to date student records in the new academic year. The Schedule roll will not overwrite student schedules in the new year and is safe to run as many times as needed.

2. Review Placement Course Maintenance

Do you need to update any Default Placement courses?

First review your Placement maintenance using the Placement > Reports> Placement Summary. If changes are necessary, follow the next step.

The Courses that allow teachers to make Placements are maintained under Scheduling>Placement>Maintenance>Course Placement. Select a location and department and then check the Placement Eligible box to allow those teachers to make recommendations.

If desired, select a default placement recommendation. This is not required but having a default recommendation makes the process easier for the teacher making recommendations and ensures students do not get recommendations for missing courses.

Do you want to set the Placement open/close dates?

This is found under Scheduling>Placement>Placement Options. Select the open and close window, then consider the following:

Show Inclusion Checkbox on Teacher Placement: This would allow the teacher to make an Inclusion recommendation, even if a student is not yet classified. The Inclusion recommendation would only result in an Inclusion seat if the student is classified at the time the Scheduler is run.

Default Inclusion Checkbox to Checked for Classified Students: This will inform the teacher if the student is currently classified when making recommendations.

Allow Alternates to make Recommendations: If the course has alternate teachers, checking this box allows them to create and edit the recommendations. Be aware that teachers and alternates could overwrite each other.

Do you want to know when the teachers have completed their recommendations?

Run the Placement Report>Sections W/ No Recommendation to find any remaining courses that are Placement Eligible, but the teachers have not made recommendations for. To review the Teacher's Recommendations, run the Placement Report>Placement Detail.

Are you ready for Department Heads to review and approve Placement recommendations?

Be sure you have run the roll over function **Schedule Roll** at least once so that the approved recommendations can create Course Requests on the student records.

Review the Department Head table under Scheduling>Maintenance>Setup/Maintenance>Departments. These are the users that would approve recommendations.