

HOW TO SET UP A FLOATER CLASS

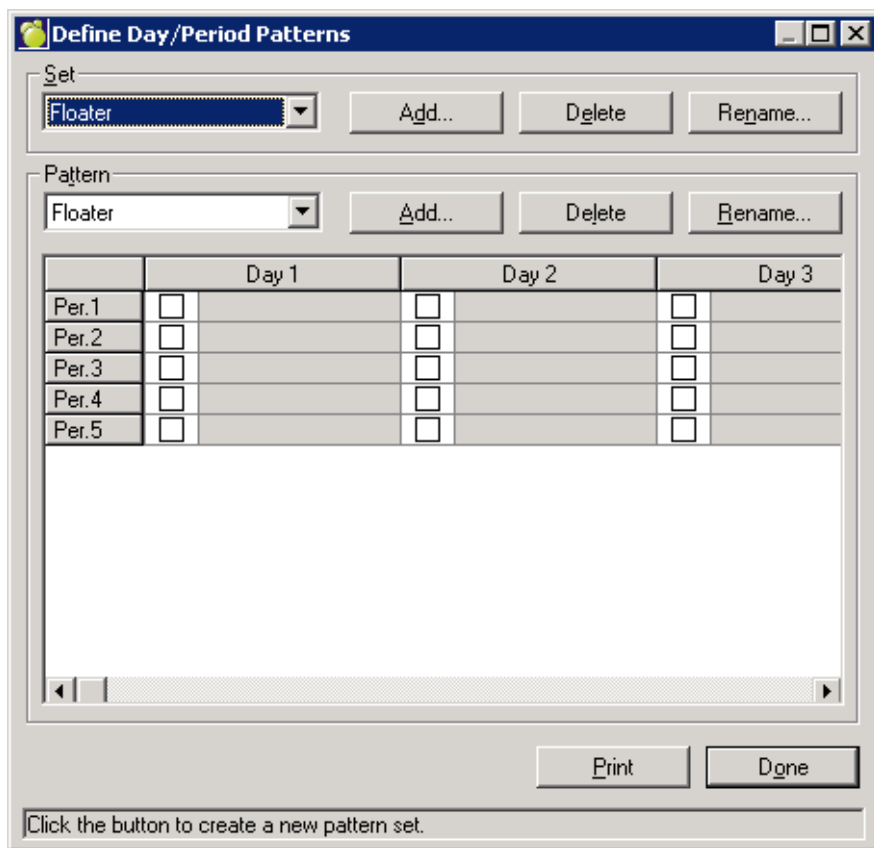
A “floater” is a Class that has not been scheduled anywhere. In students’ timetables it shows up at the bottom. Attendance collection is not possible for a floater class but marks are collected normally.

If you simply want to collect marks for students in a certain class but do not want to schedule it, set the Class up as a floater.

Create a Floater day/period pattern

In order to set up a floater class, you first need to create a Day/Period Pattern called “Floater”. Open **File, School Setup, School Information, This Year** tab. Select **Patterns** under **Day/Period Information**. Add a **Set** called “Floater” and add to it a **Pattern** called “Floater”.

Do not check any of the day/period checkboxes – this means that the pattern is not scheduled at all. Click **Done**. See the screenshot below on how the Floater pattern is created.



	Day 1	Day 2	Day 3
Per.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 1: Floater pattern

Assign the Floater pattern to the Class

Go to **File, School Setup, Classes**. Select the Class you want to assign as a floater. Click **Edit**.

In the bottom of the screen, under **Schedule**, set the Day/Period Set and Pattern to Floater. See the screenshot below for illustration. Click **OK** once done.

The screenshot shows the 'Classes' dialog box with the following fields and values:

- Course Code: ELA K
- Section: b
- CTS: ☒
- Number of Seats: 30
- Credit Value: 1.00
- Class Starting Date: 08/20/2012
- Class Ending Date: 06/07/2013
- Class Teacher: Algiak, Bella
- Multiple Rooms: ☐
- Room Number: Not Assig
- Additional Teacher: Not assigned
- Reportable: ☒
- Calculate minutes from period times: ☒
- Type of Course: Regular
- Minutes/Day: 0
- Delivery: Semester course for credit
- Special Schedule: ☐
- Language: English
- Grouped Classes: None Selected
- Schedule:

	Semester	Day/Period
	Pattern	Set
1	Full year	Floater

Buttons at the bottom: Report Card, Previous, Next, OK, Cancel, and INS.

Figure 2: assigning the Floater pattern to a Class