Preparing for the next school year

Initialize scheduling and what it does

Initialize Scheduling is a task run by the SIS administrators every year so that schools are able to start working on classes, homerooms and schedules for the next school year. This process will take place generally in March or April.

Initialize Scheduling completes the following tasks:

* Copies this year’s homerooms , classes, timetables, teaching assignments and Advisory Groups to next year, under the Scheduling menu
* Sets the Next Year’s Grade for students:
  + Next year’s grade is this year’s grade plus one (everybody moves forward)
  + If the student is in the last grade offered by the school, the student will be set to **This Year Only** status and given an exit date in June

After scheduling has been initialized, principals can begin the task of working on changes for next year under the Scheduling menu.

The advantage of this process is that it allows the school to start working with an existing, working copy of the school’s schedule and teaching assignments. The school can make changes in scheduling and not affect or interupt any of the current year, day-to-day tasks.

Retaining students at Grade Level

After scheduling has been initialized, the school needs to determine which students should not advance to the next grade level and set those students’ **Next Year’s Grade** back by one. This can be done by editing the Student Record under the Biographics tab.

Elementary School Scheduling

Elementary schools typically do not input class timetables in SIS, however the typical tasks an elementary would perform in scheduling include:

* If there are new subjects you are introducing into your school, the principal can create the classes and assign teachers/students to the classes.
* If a teacher leaves at the end of the school year, the principal can re-assign the classes and homeroom for that teacher, either to the new teacher (if known), or choose ‘*Not Assigned*’.
* The principal can load students into their next year homerooms and classes

Secondary School Scheduling

For most schools, the schedule will be the same or similar every year. Unless you are changing your timetable patterns or layout for the next school year, your classes should look pretty much the same. Typically, for an average school the only changes you should have are who teaches the class (if a teacher leaves) or adding/removing a section of an existing class.

*Some of the first tasks you will need to do to prepare for work in scheduling:*

* Print a copy (or create a pdf) of your class and homeroom lists from scheduling. Being able to review and determine if there are any classes or homerooms that need to be created is useful. Havng a list of this year’s classes can help you avoid creating classes that already exist and prevent duplication of work.
* This is a good time to start preparing your list of course offerings (Part A) Part A information is useful if you are offering different courses next year.
* Print a list of students by grade this year. You can do a simple projection of what your class requirements for neThis will be useful for schools that may require additional sections of a grade (or need to eliminate sections). Make note of staff changes or requirements for next year.
* if you are changing aspects of your school stucture (moving to different number of day cycles, different number of periods, different terms/semester layout, etc) please contact the SIS team (Ross or Markus) for assistance.

The process of Initializing Scheduling allows you to plan and setup classes, schedules and homerooms for next school year, while working in the current year. As opposed to waiting until the crush of school startup in the fall. You also have an opportunity to make changes in patterns, day cycles and other structural changes for next year that do not affect this year’s day to day tasks.

What to consider when working on next year

There are a few things you need to consider when you are working in Scheduling in Maplewood.

* Remember where you are in the system. It is very easy to believe you are working in Scheduling and actually be working in the current year. This could turn out to be a time consuming restoration if you start making large changes.
* **Working in Scheduling: Scheduling 🡪 Modify Files**
* **Working in Current Year: File 🡪 School Setup**
* Scheduling allows you to make fundemental changes to how your school runs. For example, if you want to change your school from a 1 day cycle to a 6 day cycle, Scheduling allows you to make the changes in a controlled environment to determine if the change will work better for you. In some cases, you can see impacts of changes

If you have any questions or concerns or need to get more information related to school setups, you can check out the pages on the Wikispaces site:

<http://nunavutsis.wikispaces.com/Maplewood+Administration+System>

Or contact the SIS Team, Markus or Ross for further information.