

MEMORANDUM

January 7, 2004

TO: All Mac School Principals

FROM: Information Technology Services (ITS)

SUBJECT: **Preparing For Term 2 (2003-2004) – MAC SCHOOL**

The attached informational guide has been prepared to assist you in processing course records during the transition period from Term 1 to Term 2. All students' Term 2 adds will be processed through Mac School and may be initiated at any time. Enclosed with this memo are the steps that should be followed during this process (*Term 2 Processing*). Steps (1-13) should be concluded prior to the end of Term 1, (January 23, 2004). To identify courses presently indicated as Term 1, schools should request the following reports from the Online Report Request System in ISIS:

Course Offering  
Class Master List / Seat Inventory (Period/Teacher)

Should your staff need assistance in this process, the Mac School Lab is available at the Training Center on the following dates: 1/9, 1/12, and 1/23. To register for the lab, please call the Internet and Technology Training Services registrar at 305-995-3770(2).

If further assistance is required, please call Support Services at 305-995-3705(0).

**Step 1: Adding Courses to ISIS** Prior to the end of the first semester, Term 2 semester courses must be added to the school's course file.

1. Add the Term 2 semester courses to ISIS.
2. Set the Term Indicator to 2 for these Term 2 semester courses.



**Note:** The Term indicator (A, 1 or 2) for each course designates the type of course and when it is offered during the school year. Annual courses (A) and Term 1 semester courses (1) are not changed for the second semester.



**Warning:** Term 1 courses cannot be changed to Term 2 courses. A Term 1 course cannot be changed to a Term 2 course by assigning a new course code number to the Term 1 sequence.

**Step 2: Transfer Courses to Mac School** Schools must run DAILY TRANSACTIONS and open Details after they have completed the Term 2 course add process described above.

**Step 3: Preparing to move students** Schools will be responsible for determining which Term 2 class must be added to the student's schedule and initiating the actual add. Annual classes and Term 1 classes remain on the student's schedule with no change in Mac School. For each Term 1 class on student schedules, a Term 2 class must be added.

1. All Term 2 class adds will be made by the schools in Mac School (Steps 4-10 below). The attached *Copy Class Worksheet* may be used to list Term 1 source classes and Term 2 destination classes to assist with the actual copy roster process.
2. Schools **must not** call Support Services to request a Mass Add as done in prior years.



**Note:** In preparing scheduling data for the second semester, it is essential to complete the following steps in the order listed.

**Step 4: Checking for Combinations** A list of combined classes needs to be reviewed to identify those combinations to which a Term 2 class will be added.

1. In Scheduler, pull down *Report to Special Courses*. Pull down *File to Print* for a hard copy of the "*Special Courses Report*."
2. Review "*Special Courses Report*" for combinations involving an annual class to which a Term 2 class will be added. (The process for adding to combinations is contained in Step 7.)

**Step 5: Term 1 in  
Details**

The term indicators and scheduling credits need to be specified in Mac School for single term courses.

1. In Details, select all Term 1 courses, pull down *Edit to Copy Selected to Results*, and double click first course in the list.
2. On the Scheduler Tab:
  - a) Verify that *Course length (in terms)*, *Course can start in terms(s)*, and *Course can be taught in term(s)* are all set to **1**.
  - b) Verify that *Terms are consecutive* is not selected.
  - c) Set *Scheduling Credits* to **.5**.
  - d) If there are more courses, click the Next Course arrow and repeat **a – c**. Otherwise, click **Done** and click the close box.

**Step 6: Term 2 in  
Details**

Prior to completing this step, Term 2 courses must be entered in ISIS and transferred to the Mac. (If not done, see Steps 1-2.)

1. In Details, select all Term 2 courses, pull down *Edit to Copy Selected to Results*, and double click the first course in the list.
2. On the Scheduler Tab:
  - a) Set *Course length (in terms)* to **1**, *Course can start in term(s)* to **2**, and *Course can be taught in term(s)* to **2**.
  - b) Verify that *Terms are consecutive* is not selected.
  - c) Set the values for the *Maximum Class Size* and *Minimum Class Size*. (Enter the same value in both fields.)
  - d) Set *Scheduling Credits* to **.5**.
  - e) If there are more courses, click the Next Course arrow and repeat **a – d**. Otherwise, click Done and click the close box.
3. For team taught courses, set team indicators:
  - a) General Tab - *Grade Level* is entered
  - b) Scheduler Tab - *Student Clusters* is set to yes
  - c) Lists Tab; Programs – *Academic Programs* is set to required

**Step 7: Scheduling the  
Term 2 Classes**

Once the Term 2 courses have been added to Details, the classes can be added to the Mac School master timetable.

1. In Scheduler, pull down *Schedule to Rebuild Rosters / Wait Lists* and pull down *Schedule to Validate Timetables*.
2. Pull down *Option to Print Options*. Select **2** in *Print Terms* to print Term 2. (For both Terms, select both **1** and **2**.)
3. Pull down *Schedule to Set Sections*.
4. Highlight Term 2 course, pull down *Control to Add Class*, and click in the Term 2 box. Repeat for any additional classes.

**Step 7: Scheduling the Term 2 Classes (continued)**

- For classes that will be combined:
5.
    - a) Pull down *Schedule* to *Class Combining*.
    - b) Pull down the View option to *View Terms* (2 = annual, 1 = one term).
    - c) Add Term 2 class to an existing combination, making sure that the annual class is the representative class.
  
  6. Pull down the *Schedule* menu to *Clusters and Teams* and assign teachers to the Term 2 classes that are teamed.
    - a) Click in the space for the section numbers and enter them.
    - b) Click in the space for teachers, highlight them in the scrolling window above, and double click.
    - c) Repeat **a-b** for all sections.
  
  7. Pull down *Edit* to *School (weekly)* to assign the Term 2 classes. Select 2 in the *Term* box and assign classes to teachers and rooms in the normal way.
  
  8. Pull down *Schedule* to *Validate Timetables*.
  
  9. Save, quit *Scheduler*, run *DAILY TRANSACTIONS*, open *Details* and backup your data following the usual procedures.

**Step 8: Preparing to Schedule Students**

Students will be copied to Term 2 classes from current classes following the procedures below. This should be completed **prior to the end of Term 1**.

Procedures 1-4 should be completed on the day before students are to be copied to Term 2 classes.

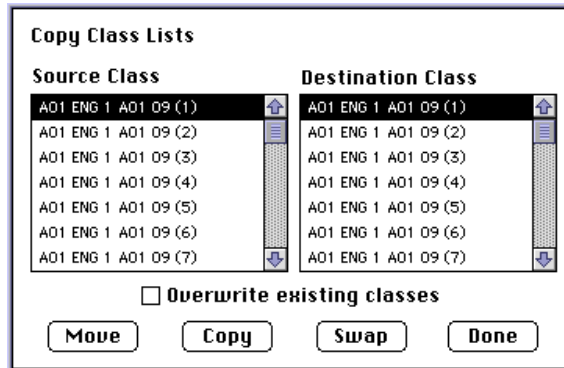
1. If any work was done since the last *DAILY TRANSACTIONS* run another one and open *Details* to flush all existing transactions.
2. Run *REPORTS FOR CURRENT* to produce a discrepancy report.
3. Freeze all Mac School Daily Processing.
4. Make two backups of your data following the usual procedures.

Procedures 5-8 should be completed the next day.

5. Review “Transaction Change Report” and the ‘Discrepancy Report.’”
6. If there are problems, correct them and go back to Procedure 1-4.
7. If all is OK, notify Support Services that *Copy Roster* processing will begin.
8. In *Scheduler*, pull down *View* to *List of Classes*, print the list, and label the hard copy “Before.”

**Step 9: Copy Rosters**

1. Pull down *Edit* to *Copy Roster*. The following will appear:



2. Select the Term 1 class that students are leaving under *Source Class* and select the Term 2 class students will be taking under *Destination Class*.
3. Click **Copy**. Do not click *Overwrite existing classes*.
4. If there are additional Term 2 classes, repeat **2 – 3**. Otherwise, Click **Done**.
5. Pull down *Schedule* to *Rebuild Rosters & Wait Lists*.
6. Pull down *File* to *Save*.
7. Pull down *View* to *List of Classes*, print the list, and label this hard copy “After.”
8. Compare “Before” and “After” lists of classes to verify that the process has been completed accurately.
9. If **not** okay, restore from backup (Procedure 4, Step 8) and repeat **Step 9**.

**Step 10: Transfer of Changes to ISIS**

Once classes have been added and the students appropriately moved, the changes need to be transferred to ISIS and verified.

1. If okay, run *DAILY TRANSACTIONS* and open *Details* to transfer changes to ISIS.
2. Notify Support Services that process is complete. **Do not** do any additional Mac School processing until notified by Support Services. Support Services will notify you to confirm success.
3. After notification by Support Services of successful completion of process, backup data following the usual procedures.
4. Daily processing may now be resumed and a mainframe Student Locator report may now be requested.

**Step 11: (Optional)  
Making  
Requests Match  
Timetables**

Since the students did not originally have requests for the second term courses, their schedules and requests will not match. To correct this, follow the steps below.

Select desired students.

Pull down *Edit* to *Selected Students*.

Select *Clear Requests* and *Create Requests from Timetables*.

Click **Do it**.

When process concludes, pull down *File* to *Save*.

**Step 12: Grade Level  
Corrections**

All student grade level corrections must be processed in ISIS. (Transactions will be created to change the student's grade level in Mac School.)



**Warning:** The categorical grade and homeroom update screens can only be used for midyear promoted students on the *Student Information* screen (PF3).

**During Term 1** Make the change on the *Student Information* screen (PF3). No further action is required.

**During Term 2** Two possible situations may apply:

**Situation 1:**

No prior midyear promotion was processed for the student.

**Action required:**

- a) Make the change on the *Student Information* screen (PF3)
- b) Verify the student's subjects in Mac School. No further action in ISIS is required.

**Situation 2:**

A prior midyear promotion was processed for the student. In this case, the student has a Term 1 grade level and a different Term 2 grade level displayed on the *Student Record/Subjects* screen (PF1). The Term 2 grade level is the same as the "current grade" level.

**Action required:**

- a) To correct the "current grade" and the Term 2 grade level, make the change on the *Student Information* screen (PF3). The Term 1 grade level will not change.
- b) Verify the student's subjects in Mac School.  
No further action in ISIS is required.



**Note:** If the Term 1 grade level designation must also be changed, please contact Support Services at 305-995-3705(0).

**Step 13: Transfer of Changes to Mac School**

Schools must run *DAILY TRANSACTIONS* and open *Details* after they have completed all necessary student grade level corrections.

This action will update the student's grade level in Student Details in Mac School. The student's schedule in Mac School should then be modified accordingly.

**Step 14: Midyear Promotions**

All midyear promotions must be processed in ISIS. (Transactions to update Mac School will be created to change the student's grade level.)



**Warning:** Midyear promotions cannot be processed until Term 2 begins on January 26, 2004.

Verify that the current grade and homeroom are correct.

On the Student Database file in ISIS, there is only one place to record the student's grade level (i.e. "current grade"). In order to provide a record for a student being promoted at the beginning of Term 2, the following must occur:

Action:

- a) Using the *Categorical Update* screen in ISIS (selection 1 or 3 on the Categorical Update menu), enter the new grade or the new grade and new homeroom.

This action will update the current grade and/or homeroom on the ISIS file and also provide for a Term 1 and Term 2 grade/homeroom record for the student on the *Student Record/Subjects* screen (PF1) in ISIS.

- b) Verify the student's subjects in Mac School and change if necessary. No further action is required in ISIS.

**Step 15: Transfer of Information to Mac School**

Schools must run *DAILY TRANSACTIONS* and open *Details* after they have completed all necessary midyear promotions.

# COPY CLASS WORKSHEET

SCHOOL NUMBER \_\_\_\_\_ PAGE \_\_\_\_\_

SOURCE (Term 1)  
COURSE/SECTION

DESTINATION (Term 2)  
COURSE/SECTION

SOURCE (Term 1)  
COURSE/SECTION

DESTINATION (Term 2)  
COURSE/SECTION

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