

MEMORANDUM

TO: All Mac Schools (Please forward to Mac School Contact)

FROM: Information Technology Services (ITS)

SUBJECT: **"WHEEL" CLASS CHANGES**

***** This memo is directed to those schools that have nine-week "wheel" classes *****

In order to change those classes that are part of a nine week wheel program correctly, the following procedures **MUST** be followed:

- If all 'spokes' of the wheel are assigned the same state course code number, the school should change the teacher/room designation in Edit School Weekly. It is not necessary to change the actual students' schedules.
- If different course code numbers are assigned, the courses should be changed in ISIS to reflect the same course code number, if possible. The teacher/room information should be changed in Edit School Weekly. Again, it is not necessary to change the actual students' schedules.
- If different course code numbers are assigned and cannot be changed in ISIS, contact Support Services for assistance.

****** IMPORTANT REMINDERS ******

- Schools are reminded that they must not make schedule changes until after grades are posted in ISIS and report cards are printed. Schools can make the schedule changes in Mac School but **DO NOT** do a Daily Transaction to transfer the changes to ISIS until the report cards are printed.
- Schools must be sure that Enhanced Edit Student Weekly is turned on in the Scheduler module. Failure to turn this option on may result in lost grades.
- **SPECIAL NOTE:** Schools that are using an Electronic Gradebook must notify the Gradebook Manager of all class additions and changes, as the Gradebook Manager must generate these classes so they will appear in the teachers' gradebooks.

If there are any questions regarding this procedure, please call Support Services at 305-995-3705.