

MEMORANDUM

TO: All Mac School Principals
All Mac School Contacts

FROM: Information Technology Services (ITS)

SUBJECT: **FUTURE PROCESSING WITH MAC SCHOOL**

The attached document contains important information regarding Future processing with Mac School. Please route to the Mac School Contact.

If you have any questions regarding this memo, please call Support Services at 305-995-3705.

MEMORANDUM

February 13, 2006

TO: Mac School Principal
(Please Route to Mac School Contact)

FROM: Information Technology Services (ITS)

SUBJECT: **FUTURE PROCESSING WITH MAC SCHOOL**

Future activity in ISIS is currently available for schools to create or update their future courses and enter students for the 2006-07 school year (cycle 061). In order to prepare for scheduling with Mac School, Systems User Support offers the following suggestions:

1. All schools should have a scheduling philosophy developed before beginning the scheduling process. This philosophy will be the driving force behind building the Mac School files that are based on information that is transferred from ISIS.
2. Schools must select a method for creating their *FUTURE* folder. The *FUTURE* folder may be created either by duplicating the *CURRENT* folder or by importing the room, course, and teacher files from ISIS. The directions for duplicating the *CURRENT* folder are found on Attachment A, *Preparing the FUTURE Folder*. Instructions for creating the *FUTURE* folder by importing room, course, and teacher files are found on Attachment B, *Importing Files from ISIS*. **IMPORTANT: It is strongly recommended that schools that have experienced data damage or an "End of file" message in their CURRENT folder (051) create a new FUTURE folder by importing ALL files (rooms, teachers, and courses). This would include schools that had data damage repaired by ITS during the 2005-06 school year.**
3. ISIS files should be adjusted following suggestions in *File Preparation* on Attachment C.
4. School administrators should be aware of deadlines in order to be prepared for transferring information from ISIS to Mac School. These deadlines are listed in the calendar on Attachment D.
5. A *Scheduling Check Sheet* (Attachment E) and hints for *Troubleshooting Schedules* (Attachment F) have been included to assist schools with the scheduling process.
6. Beginning Friday, February 10, 2006 and going through Friday, July 14, 2006, the Mac School Lab will be available. It is necessary to register with the Technology Learning Center Registrar at 305-995-3770 (2) as space is limited.

Thank you for your cooperation. If you have any questions concerning this memo or the attachments, please call Support Services 305-995-3705.

Attachments

cc: Ms. Deborah Karcher
Mr. Nicholas Di Liello
Ms. Debbie Graper
Mr. Javier Perez
Mr. Edward Bernard
Ms. Miriam Fernandez

Mr. Jorge Fernandez
Ms. Annette Adams
Mr. Jan Zima
Mac School Contact
Systems Support Specialists

Preparing the Future Folder

NOTE: If you experienced data damage/loss in your *CURRENT* folder, do not use this method. You must create a new *FUTURE* folder by following the instructions for Importing Files from ISIS on Attachment B.

If the room, course and teacher information in your *CURRENT* folder is satisfactory or only needs minor revisions, call Support Services at 305-995-3705 and ask for the 051 ISIS Course File for your school to be copied to the 061 ISIS Course File and follow the steps below.

1. Create a duplicate of your *CURRENT* folder
 - a) Change folder name to *FUTURE*
2. Select correct data folder, *FUTURE* (page2, #4)
3. Delete all students from the *Details* module of the *Future* folder. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Details Module.pdf>
 - a) In *Student Details* select all students
 - b) Pull down *File* to *Delete to Selected* and click OK to the two dialog boxes
4. Update *School Setup* information. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Overview, Setup.pdf>
 - a) Follow the *Mac School Tutorial* (pages 3 – 7)
 - b) Verify accuracy of information or make needed changes
 - c) *School Year* (#11), *Set Scheduler Terms* (#s 14 – 15), and *Attendance* (#s 29 - 32) must be updated
 - d) Use of “float” rooms (#s 39 – 41) is recommended
 - e) Use “clone” rooms (#44), if needed
5. Update *Course Details* information. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Details Module.pdf>
 - a) Follow the *Mac School Tutorial* (pages 9 – 13)
 - b) Verify accuracy of current information or make needed changes
 - c) Set *All Sections in Same Blocks* (#25) to **No** for all sections except advisement/homeroom, which should be set to **Yes** (Pay special attention to the NOTE.)
6. Update *Teacher Details* information. See instructions at <http://www.dadeschools.net/ehandbook/MacSchool/pdfs/Details Module.pdf>
 - a) Follow the *Mac School Tutorial* (pages 14 – 16)
 - b) Verify accuracy of current information or make needed changes
 - c) Be sure to check *Room Preferences* (#10) carefully. (For best results use only one selection for each teacher.)
 - d) Be sure to check *Course Preferences* (#13 – 14) carefully. (For best results use as few as possible for each teacher.)

If the room, course and teacher information in your *CURRENT* folder is not satisfactory, or if your school experienced data damage at any time this year, do not duplicate your current data folder. Instead, create a new *FUTURE* folder by doing the following:

1. Create the *FUTURE* Folder
 - a. Restart the master workstation.
 - b. From the Apple, pull down to *Mac School Transfers*.
 - c. On the Mac School Transfer Launcher, select *Check All Files and Folders*.
 - d. Select *Initial Transfers*.
 - i. Begin with *Rooms* (this will create your *FUTURE* folder for you)
 - ii. Choose the *FUTURE* folder

2. Select *FUTURE* data folder and add yourself to the list of teachers
 - a. Open the *Details* Module and select the teacher icon.
 - b. Pull *File to New* from the menu bar
 - c. Click the *Personal Tab* if it is not already highlighted
 - i. Enter a *Teacher No.*, your name, your *MDCPS Employee ID number*, *Gender*, *Department*, and *Ethnic Category*
 - ii. Verify that the *Active* filed is set to YES
 - d. Click the *Scheduler Tab*
 - i. Select the *Scheduling Teacher Type*
 - ii. Select *Don't Schedule* if you will not be teaching classes in the Scheduler
 - e. Add additional users who will be using Mac School at this time
 - f. Quit *Details*.

3. Complete *School Set Up Module*
 - a. Enable Passwords
 - i. Select *Passwords/System Passwords* from the School Set Up menu.
 - ii. DO NOT delete the Administrator. DO NOT change the Administrator's settings. The Administrator must remain in the list with the existing User name and Password.
 - iii. Give yourself a password and edit privileges to all required areas
 - iv. Give any additional users passwords and edit privileges to all required areas
 - v. **Remove the check-mark on "Ignore". If the check-mark is not removed the import of courses will not work.**
 - b. Complete School Set Up activities in the Mac School Tutorial (pages 3-7)
 - c. Quit School Set Up.

4. Continue the Import Process
 - a. From the Apple, pull down to *Mac School Transfers*
 - b. On the Mac School Transfer Launcher, select *Check All Files and Folders*
 - c. Select *Initial Transfers*.
 - d. Choose a selection: *Courses*
 - e. Repeat the process if you need to import teachers
 - f. DO NOT attempt to import courses and teachers simultaneously.

You are now ready to continue the activities in the Mac School Tutorial beginning on Page 9.

Room File Preparation

Schools may use the information in the *CURRENT* folder when creating the *FUTURE* folder or import the room and portable information on the 2005-06 room utilization file for usage in Mac School. Prior to this process, schools should verify that all room and portable information is entered into the School Profile Information File in ISIS.

Course File Preparation

Schools may use the course information in the *CURRENT* folder when creating the *FUTURE* folder or import the 2006-2007 (061) course file for use within Mac School.

Keep each subject area assigned to the same course sequence.

All like subject codes should be assigned to like course sequences. All courses within the same subject area should be assigned to similar alpha course sequences. For example, all required Language Arts courses should use A01-A99. Schools can use the two numeric positions (A61) to separate by grade and/or level or program. For example, ESE can be identified by the 50 range (A50 – A59; B50 – B59 etc.) of each course sequence group.

Setting up sequences for learning academies

Creating unique sequences for each academy will provide schools with a method to easily schedule students into learning academies. For example, Medical Academy would be identified by A31, B31, C31, D31 and a Fashion Design Academy would be identified with A51, B51, C51, and D51.

Teacher File preparation

Schools may use the teacher information in the *CURRENT* folder when creating the *FUTURE* folder or import the teacher information from the 051 Master Schedule for use within Mac School.

In order to correctly identify teachers, the following format for teacher names and teacher numbers (3 digits) must be followed:

Teacher name

Only teacher last names are required. If a first name or initial is desired, enter it in the “last name” field without the use of commas (e.g. JOHNSONR). The “first name” field **must** remain empty to accommodate uploads to electronic gradebook programs.

Teacher number

Each teacher must be assigned a unique 3 character teacher number. This number can either be alpha (ABC) or numeric (123) or a combination (AB1) of both.

Student File Preparation

Schools will import all student information for 2006-2007 from ISIS to Mac School when the articulation process is complete.

**SECONDARY SCHEDULING CALENDAR
January 2006 - August 2006**

1/31	Complete Curriulum Bulletin
2/1	ISIS available for all future school activity
2/1	Last day to order Final Standard GPA
2/1	Begin Articulation process
2/2	Begin printing of Student Subject Selection Forms and Student Control Lists
2/6 - 2/10	FTE Week for 051 Survey 3
2/10 - 7/14	Mac School Lab available for schools every Friday.
2/15	061 Course Offiering should be completed
2/15	Mac Schools import teachers, rooms and courses or create Future folder by duplicating the current folder
2/24	File Freeze for third grading period
3/1	Mac Schools complete Setup module
3/3	End of third grading period
3/14	Progress Reports for third grading period available to schools
3/15	Mac Schools complete Details module
4/10 - 4/14	Spring Break
4/14	Future schools complete entry feeder (future) students. Schools request Transmittal Lists from ITS as input is completed
4/21	Mac School Initial Import of Student and Student Requests completed
4/21	Schools with complete school population for 2006-2007 will start Phase I Student Scheduling for school year 2006-2007 (061)
TBA	ISIS available for summer session entry
TBA	Complete Phase I for summer session Student Scheduling
TBA	Begin Phase II and/or III processing for summer session
5/19	File Freeze for fourth grading period
5/26	End of school year 2005-2006 (051)
5/31	End of school year 2005-2006 (051) for ZONE schools Schools complete Preliminary 061 Master Schedule (Mac School and Mainframe scheduling)
TBA	
TBA	File freeze for summer session final input for Phase III of Student Scheduling
TBA	Begin printing of Attendance Transmittal Cards for summer session
6/6	Begin printing Schedules for summer session
6/8	Final Transfer Process for Mac School future folder available
6/9	Students in Dropout Prevention programmatically withdrawn
6/13	Progress reports for fourth grading period and unweighted final GPA available to schools
6/15	12th Grade Rollover (W06) and 11th & 12th Grade Attendance History for Transcript System
7/3	Mac School Master Schedule for 061 at 100%
TBA	FTE week for summer session Survey 4
TBA	Begin summer session

ATTACHMENT D

TBA	No-Show processing for summer session
TBA	DECO processing Survey 4 begins
7/14	Student schedules at 100% for Cycle 061
7/10 - 7/14	Deadline for Final Transfer of Mac School future folder to ISIS (NO EXTENSIONS)
7/14	File freeze for school year 2006-2007 (061) input for Final Phase III of Student Scheduling
TBA	FTE week for summer session Survey 1
TBA	Begin processing Postal Notification Cards. ISIS disabled at 5:00 p.m.
TBA	File Freeze for 06S grade reporting
TBA	DECO processing Survey 1 begins
TBA	Grade Reporting Forms for 06S available for pick up at ITS
TBA	End of Summer Session
TBA	Summer Grade Reporting Forms due to ITS
TBA	Postal notification cards mailed to students by ITS
TBA	
	ZONE Schools - Process all fall reports for Secondary Schools. Begin printing at 5:00 p.m.
TBA	ZONE Schools - Schedules for 061 available to schools
TBA	Summer Session Progress Reports and unweighted final a GPA available to schools
TBA	All Attendance must be updated by 5:00 p.m. ISIS unavailable from 5:00 p.m. on TBA until 5:30 a.m. on TBA
TBA	ITS will process DECO Survey 5 at 5:00 p.m.
TBA	Process all fall reports for Secondary Schools. Begin printing at 5:00 p.m.
TBA	Rollover for 061
TBA	Zone Schools begin 061
TBA	Schedules for 061 available to schools
TBA	Begin 061

NOTE: ALL DATES ARE SUBJECT TO CHANGE

Scheduling Check Sheet



SCHOOL SETUP	
Passwords	
Details' List	
School School Year District Transaction Recording set to YES	
Scheduler Bell schedule – used 24-hour time Advisement scheduled last period of the day Period labels and Block labels are the same value	
Courses Set to Unique and Alphanumeric	
Attendance	
Student – General Normal Programs	
Rooms Float rooms added, if needed Clone rooms (used when classes will be taught in a room during the same period by multiple teachers), if needed	

DETAILS MODULE	
Courses:	
Sequence Numbers and Course Names are correct	
Team taught courses have the correct grade level	
Term length, Class Size and Scheduling Credits are correct	
Student Clusters is set to YES for team taught courses	
<i>All sections in the same blocks</i> is set to YES for Advisement/Homeroom courses (after completing Load Teachers, must be reset to NO before creating Master Timetable)	
<i>Required</i> is selected for all team taught courses	
Following Triplets and/or Linked Groups (classes which will be combined, must be combined in Scheduler first)	
Teachers:	
Department Names, Courses and Room Preferences are completed	
Teacher Teams are completed	
Students:	
All student data is correct	
All students have the proper program	



SCHEDULER MODULE	
Show All District Items is selected	
Course Name Format Entered 1 next to Sequence Number and 2 next to Course Name	
Number of Student Requests matches number Required	
Wheel requests are pasted to the proper sequences	
Each course has the proper number of sections	
All class combinations are made (in Details [Course] complete Following Triplets and/or Linked Groups, if appropriate)	
All bullets are cleared from the <i>Load Teachers</i> window	
Periods for teachers are reserved...in both terms	
Each teacher team is associated with the correct grade level	
The course offerings on each cluster are balanced	
Sections are not assigned to more than one cluster	
Each team has the proper teachers assigned to each section	
Teachers are loaded for all sections on each cluster	
All ability levels are represented on all teams, if so desired	

Before Creating the Master Timetable	
If Advisement/Homerooms are scheduled as a separate period; on the Periods Tab in Details (Course), change <i>All sections in the same blocks</i> to NO	
Printed and checked <i>Resource Check</i> report for course/teacher room preferences conflicts, maximum class size and room size conflicts and verified all sections have been loaded with a teacher	
Printed the <i>Special Courses</i> report and verified all combined courses, linked courses, following triplets and cluster courses are listed	
Verified that <i>Allowable Potential-Conflicts</i> is set to 30%	

Before Assigning Students	
Bullets are cleared from the Class Scan window of <i>Edit School (Weekly)</i> i.e. all Sections have a teacher, period and room. Master Timetable is 100%	
For Middle Schools, printed <i>Teacher Clusters</i> report and verified that teams are correct, all teachers are on team and the classes they are teaching match <i>Edit School (Weekly)</i>	
All students are selected (hold shift key and click in any box in the <i>Select</i> column)	
Students are reordered (i.e. random)	
<i>Class Overfilling</i> is set to 10%	
Selected <i>Schedule students into clusters</i> , if appropriate. Otherwise, selected <i>Use Backtracking</i>	
Selected <i>Choose sections according to Linked Groups and Following Pairs</i> , if appropriate	

Resource Mapping	
Resource Mapping completed	

TROUBLESHOOTING SCHEDULES

MASTER TIMETABLE	
PROBLEM	SOLUTION
Master Timetable is less than 90%	<p>Pull down <i>View to List of Classes</i> and print. Look for <i>N/A</i> in the teacher, period, or room Columns. An <i>N/A</i> indicates item wasn't assigned. Pull down <i>Report to Resource Check</i> and Print. For courses with <i>N/A</i>, verify that:</p> <ol style="list-style-type: none"> 1) Room preferences for courses and teachers do not conflict 2) Room size is equal to or greater than class size 3) The total number of teacher loadings is equal to or greater than the number of sections <p>Fix errors, clear timetables and create timetable again</p>
Advisement classes not scheduled	Verify that <i>All sections in the same blocks</i> has been changed to NO. Fix in Details. Select Advisement courses in the <i>List of Courses</i> and create timetable for selected courses only.
Team courses not scheduled	Check <i>Clusters and Teams</i> and <i>Load Teachers</i> . Verify that number of sections for each match and that total number of sections equal the number of sections in <i>Set Sections</i> . Changes made to one should be made in the other (as well as in <i>Edit School (Weekly)</i>).
Teacher didn't get preferred room	Pull down <i>View to by room</i> to see who was assigned to the room. If a floater was assigned to the room instead, reassign floater to a float room. If no one was assigned, check room and class sizes and correct in <i>Details</i> or <i>School Setup</i> .
STUDENT TIMETABLE	
PROBLEM	SOLUTION
Students Fully Scheduled is less than 85%	<p>Edit Master Timetable as needed to improve percentage of students fully scheduled. After adjustments are made, clear timetables of students and reassign. Suggestions below should help.</p> <p>Pull down <i>View to List of Courses</i> and note courses with a poor percent of students scheduled. Pull down <i>View to List of Classes</i> and determine the capacity and number of students scheduled in each. Note classes that scheduled poorly.</p> <p>For schools using Clusters and Teams, pull down <i>Report to Teacher Clusters</i> and verify that your teams are correct; all teachers are on team and the classes they are teaching match <i>Edit School (Weekly)</i>. Make all adjustments necessary to make these three areas match.</p> <p>If all classes are full, but additional students need to be scheduled, do one of the following:</p> <ol style="list-style-type: none"> 1) Change class capacity in <i>Set Sections</i> 2) Create additional sections in <i>Set Sections</i>, place them on a team, load a teacher in <i>Clusters & Teams</i>, and schedule with a teacher and room in <i>Edit School (Weekly)</i> <p>If a particular class scheduled poorly and other sections of same course are full or almost full, move that class [using <i>Edit School (Weekly)</i>] to another period.</p> <p>If a particular team scheduled poorly, there may be conflicts with other team courses or electives, move one or more classes to another period [using <i>Edit School (Weekly)</i>].</p> <p>NOTE: <u>For best results when moving any class</u>, attempt to relocate it to a period in which all classes are overfilled (capacity plus 10%).</p>
Class filled poorly (Fully Scheduled <90%)	Using <i>List of Classes</i> , note filling success or other sections of same course. If others are full or almost full, move class that did not fill to another period using <i>Edit School (Weekly)</i> . <u>For best results</u> , move it to a period in which all classes are overfilled (capacity plus 10%). <u>Before</u> moving it, clear timetables of students in that class and students on the waiting list for that course. <u>After</u> moving it, reassign those students and check performance.