



LumenTM
AXSIS

Student Information System

High School Scheduling

High School Scheduling

Overview

High School Scheduling consists of two processes, creating the Master Schedule and enrolling the students. Three methods exist for creating the master schedule, (1) entering sections 1 at a time, (2) copy the Master Schedule from the previous school year and make the changes for the new year, (3) have the system build the schedule based on student requests, teacher parameters, room availability, etc. The most efficient method varies by school, staff constraints, course offerings, etc. Once the master schedule is in place, students may be scheduled by staff, the system using student requests entered from the student suite, or by allowing the students to schedule their classes directly into the Master Schedule using the student portal.

Document Legend

- Field names, or field values, will be displayed with double quotes and bold. Example, **"Value"**.
- Paths to an application or a section of a page will be displayed as underlined and italicized. Example, *Path → To → Application*.

Before proceeding, the next school year needs to be defined in *EzStart -> District Setup -> District Setup -> District School Year Definitions* and in *EzStart -> District Setup -> District Setup -> School Building School Year Definitions*. Also, it is required to set up the marking periods and building class periods before beginning the scheduling process.

Table of Contents

Student Requests.....	4
Creating Grade Level Required Courses	4
Creating Grade Level Selectable Courses	4
Entering Course Requests for Students by Staff Person	5
Setup for Entering Course Requests by Students.....	5
Tabulate and View the Course Requests.....	5
Creating the Master Schedule	6
Creating the Master Schedule One Class at a Time.....	6
Creating the Master Schedule From the Previous School Year.....	6
Enrolling Students.....	8
Scheduling an Individual Student.....	8
Using the Automated Scheduler	10
Scheduling Errors.....	11
Arena Scheduling	12
Preparing the Master Schedule.....	12
Selecting Courses by Grade Level to Allow Student to Choose	12
Using the Student Portal to Enroll in Classes	13
Password Option.....	14
Scheduling Reports.....	14

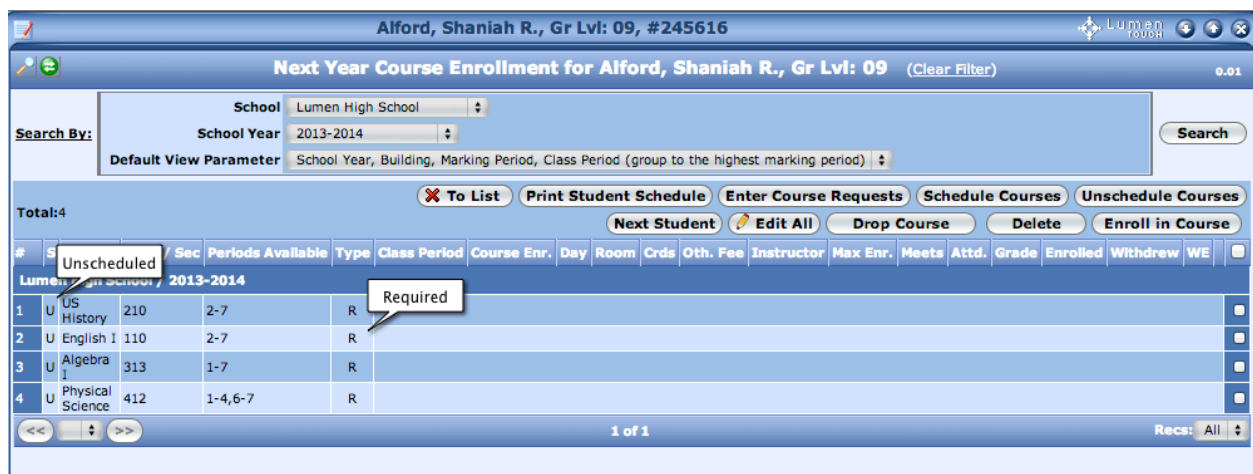
Student Requests

Creating Grade Level Required Courses

In this section, we will setup the rules describing courses a student in a grade level **MUST** take.

EzStart -> Lumen Touch School -> School Course Management -> School Course Management -> Course Requests Required by Grade Level

1. To set a course requirement click “**ADD NEW**”
2. Click “**SEARCH**” to find the courses that you are requiring for the grade level.
3. Check the required courses for the grade level and click “**PROCESS**.”
4. Select the “**SCHOOL BUILDING**” for next year.
5. Select the “**SCHOOL YEAR**” for next year.
6. Select the “**GRADE LEVEL**” of the required course
7. Select the type **Required**. **Save and Finish** or **Save and Add**
8. When finished, click the button “**MASS UPDATE REQUIRED COURSE REQUESTS.**”
9. Choose the course(s) to be required for All or Selected Students, Click **Next**
10. Select the students for these **Required Courses** and Click **Update Request to Selected** or **Update Requests to All**
11. This copies the requests to the students enrollment records as shown below.



#	S	Sec	Periods Available	Type	Class Period	Course Enr.	Day	Room	Crds	Oth. Fee	Instructor	Max Enr.	Meets	Att'd	Grade	Enrolled	Withdrew	WE
1	U	US History	210	2-7	R													
2	U	English I	110	2-7	R													
3	U	Algebra I	313	1-7	R													
4	U	Physical Science	412	1-4,6-7	R													

Creating Grade Level Selectable Courses

In this section, we will setup the rules describing the courses a student in a grade level may choose. This is only needed for schools who will have the students enter course requests in the student portal. (same as above except type is Student Selectable Course)

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Course Requests Required by Grade Level

1. To set a course requirement click “**ADD NEW**”
2. Click “**SEARCH**” to find the courses that you are requiring for the grade level.
3. Check the required courses for the grade level and click “**PROCESS**.”

4. Select the “**SCHOOL BUILDING**” for next year.
5. Select the “**SCHOOL YEAR**” for next year.
6. Select the “**GRADE LEVEL**” of the required course
7. Select the type **Student Selectable Course**.
8. **Save and Finish** or **Save and Add**

Entering Course Requests for Students by Staff Person

In this section, we will describe how to enter the requests for students by a staff member. If student requests are collected from students on paper, this is the method to use. EzStart -> Lumen Touch School -> School Course Management -> School Course Management -> Next Year Student Course Enrollment

1. Select a student. The Required Courses are listed as (U)nscheduled. Click “Enter Course Requests”
2. Click on the icons or type in the course number for each elective course.
3. When all the selections have been made, Click on “Process Course Selections”

Setup for Entering Course Requests by Students

1. Students can enter their course request using the student portal. Please refer to the Parent Student Portal Management manual, page 2.
2. The section for accepting student requests is “Student Course Requests”. Allowing access to the module is controlled by grade level.
3. Password to Process can be added in the following application.
4. EzStart -> Lumen Touch - School -> School Counselor -> External Course Enrollment Access Control -> External Course Enrollment Access Control
5. It can be used to allow or not allow the students to process the requests, but still be able to view the requests they chosen.

Tabulate and View the Course Requests

In this section, we will describe how to tabulate and view the course requests once they have been completed.

1. EzStart -> Lumen Touch - School -> School Student Scheduling System -> Next Year Scheduling Preparations -> Tabulate Student Course Requests
 - 1.1. Select “PROCESS”
2. EzStart -> Lumen Touch - School -> School Student Scheduling System -> Next Year Scheduling Preparations -> Student Course Request Report
 - 2.1. Select All Courses or Select a group of courses.
 - 2.2. Choose Summary or Detail. Detail will list the students requesting the classes. Click “RUN REPORT”
 - 2.3. With the request information entered, the preparations have been completed. Creating the master schedule and scheduling the students are the next steps.

Creating the Master Schedule

Creating the Master Schedule One Class at a Time

This method seems like a long and tedious process, but it's really not. Once a section for a teacher is created, it can be copied and the only settings to change are the period and the course. The process can be continued with the next teacher by changing the teacher name, course, and period.

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Master Schedule

1. Click **"ADD NEW"**. Enter all the required fields. * Indicates required field.
2. Click **"SAVE AND EDIT"**. This saves the record and remains with the record open.
3. A button appears at the top and bottom of the screen named **"CREATE A COPY OF THIS SECTION"**. Click this button. It creates a copy of the section with all the setting from the previous. Make the changes for this new section and click "SAVE AND EDIT". Repeat the process.

Creating the Master Schedule From the Previous School Year

This method works well for many schools. The Master Schedule is copied from the previous school year. Course requests for electives are tallied to determine the desirable number of sections. Sections are added, deleted, or moved to meet the needs.

EzStart -> Lumen Touch - School -> School Student Scheduling System -> Next Year Scheduling Preparations -> Copy Master Schedule

1. Select the years to copy from and to. Click **"CREATE."** The system will ask if marking periods, class periods, and block days (if used) are entered for the next school year. Click Ok.
2. Course Requests can be tallied to determine the number of sections needed for each course in the Master Schedule.

EzStart -> Lumen Touch - School -> School Student Scheduling System -> Master Schedule Builder -> Tabulate Student Course Requests - Click Process.

3. Two reports are available to analyze the requests. **Student Course Request Summary** lists the number of requests by course. The detail option will list the students requesting each course. **Student Request Count** will display the number of required, elective, and alternative requests. The detail option will display the course names of each type of requests per student.
4. The Master Schedule can be edited in the Master Schedule. It can also be modified using the **Master Schedule Editor**. This application displays the classes by teacher and/or instructional area. Clicking on a section will allow editing class period, teacher, or course.
EzStart -> Lumen Touch - School -> School Student Scheduling System -> Master Schedule Builder -> Master Schedule Editor

Using the Master Schedule Builder (MSB) to Create the Master Schedule

The system can build a Master Schedule based upon class sizes, student requests, instructor preferences, and course constraints. This information must be provided in detail before attempting to build a Master Schedule. The students requests needs to be completed. See the document **Course Requests**.

1. **Maximum class sizes** are entered in the Course Master. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Course Master .
This number can also be entered using the following application: EzStart -> Lumen Touch - School -> School Utilities -> School Utilities -> Course Information Update Utility
2. **Tabulate the course requests.** (EzStart -> School Student Scheduling System -> Master Schedule Builder -> Tabulate Student Course Requests) This will give the system the number of sections to create for each course and will generate a Course Master Schedule Builder list.
3. Enter the **Course Master Schedule Builder Information.** (EzStart -> School Student Scheduling System -> Master Schedule Builder -> Course Master Schedule Builder Information) Click on each course and enter the required information (*). If the number of sections calculated is different than what is desired, enter the number into the field "Sections to be Offered". If left blank in this field, the calculated number is used. Select the **Valid Starting Class Periods, Length, and Valid Marking Periods.** Note: If a class spans 2 class periods, the last period of the day is not a valid starting period.
 - 3.1. **Linked Courses** are used to tie semester courses together that need to be offered the same class period. A course can be linked to more than one course. The link needs to be entered only once. Click on the tab and Add New to select the course. It is not necessary to link the other course(s) back to the original.
 - 3.2. **Dependent Courses** are not used by the MSB, but are used by the Automated Student Scheduler. Students scheduled into the course will also be scheduled into the dependent courses. Click on the Dependent Courses tab and Add New to select the dependent courses.
 - 3.3. Enter the **Instructor Preferences.** Every teacher needs to be entered with the marking periods and class periods available to teach, and the courses to be taught.
EzStart -> School Student Scheduling System -> Master Schedule Builder -> Instructor Preferences)
 - 3.4. Click **ADD NEW**, search for the instructor, **SAVE & EDIT**. Click on each tab to enter the information. When finished, select **SAVE & FINISH**. Note: Planning Period is not required. It can be used to schedule a specific planning period.
4. **Build the Master Schedule.**
EzStart -> Lumen Touch - School -> School Student Scheduling System -> Master Schedule Builder -> Master Schedule Builder)
 - 4.1. Select the option **Master Schedule Builder.** Click **Run**. The process will be sent to the Job Queue. When finished, click refresh and the results of the schedule will be displayed.
 - 4.2. Evaluating the Master Schedule Build by looking at the master schedule and the scheduling errors. To view the scheduling errors, EzStart -> Lumen Touch - School -> School Student Scheduling System -> Automated Scheduler -> Scheduling Errors. This

application will list the types of errors with how many student schedules were affected by it. Selecting the error(s) will show the students with the error. Clicking on the student will give the student's enrollment screen. Here the student's schedule can be edited if necessary.

- 4.3. Recreating the master schedule using the Master Schedule Builder. The instructor or course preferences can be changed. Then the Master Schedule Builder can be used again. This requires un-scheduling the students and deleting the Master Schedule. To un-schedule the students,

EzStart -> School Student Scheduling System -> Automated Scheduler -> Student Course Schedule Run Preparation. Click the button "**Change All Std Crs Enrl Records to Unscheduled Status.**" To delete the Master Schedule, select EzStart -> Lumen Touch - School -> School Student Scheduling System -> Master Schedule Builder -> Master Schedule Mass Deleting. Click Delete. Now the Master Schedule Builder can be used again to create a schedule. See 3.5.

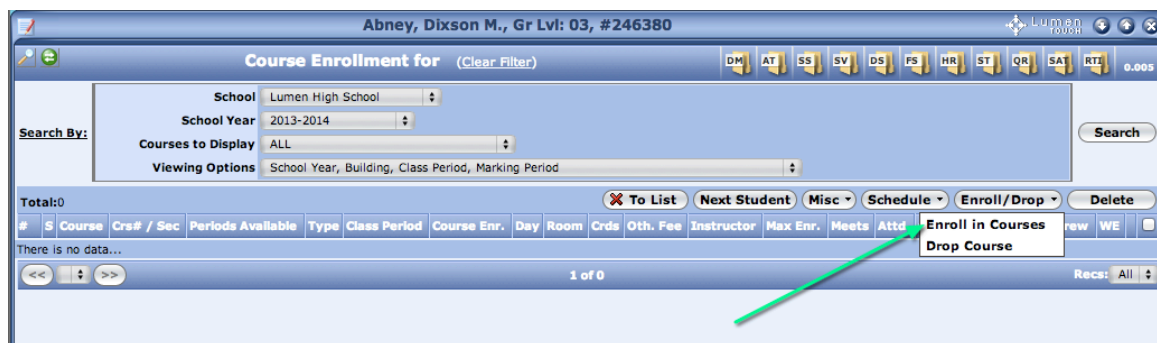
- 4.4. After the Master Schedule is built, minor changes in the master schedule can be done in the **Master Schedule Editor**. (EzStart-> Lumen Touch - School -> School Student Scheduling System -> Master Schedule Builder -> Master Schedule Editor) To change a section's period or teacher or any other option, click on the section, make the change, and save. Of course changes can also be made in the Master Schedule itself.

Caution: Make sure you are editing the correct school year Master Schedule.

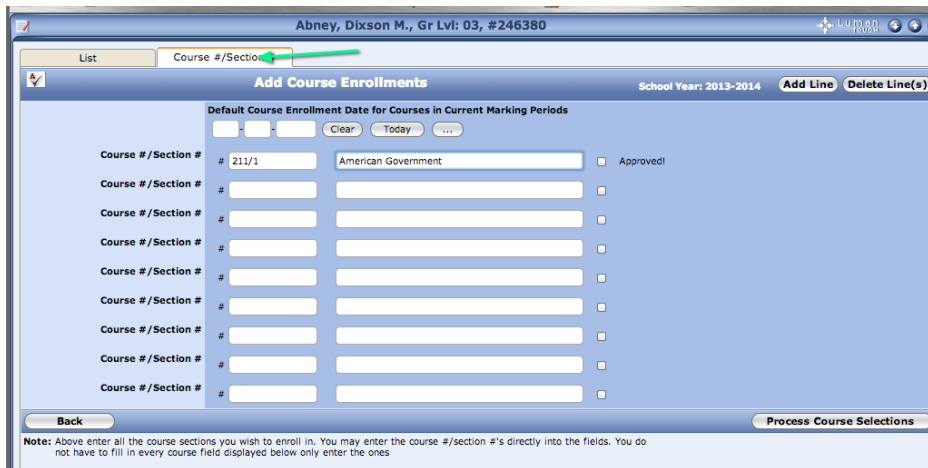
Enrolling Students

Scheduling an Individual Student

1. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Next Year Student Course Enrollment
2. Click the Enroll in Course button.



3. At the top of the window are two tabs. List and Course#/Section#. If the course numbers and section numbers are known, use the Course #/Section # tab. This is a quick way to enroll the student into class(es). In School Course Management -> Reports is a report called Master Schedule by Class Periods. This report lists the Course and Section number by Class Periods.



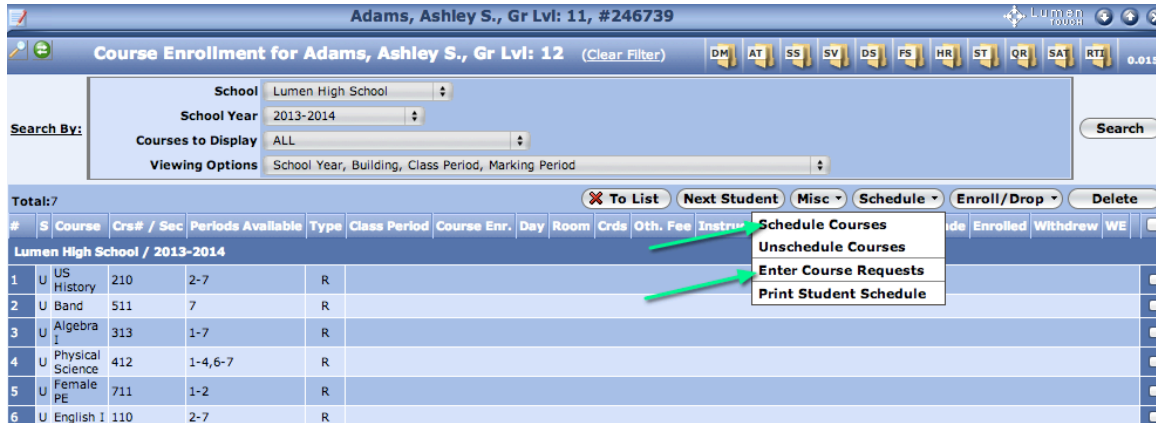
- List requires locating and selecting the class(es) by checking the checkbox(s) and then clicking the Enroll button.



#	Course	Course Number/Section	CP	Day	Location	Room	Instructor	Course Enr.	Max Enr.	Crds	Meets	
2013-2014 -> Q1, Q2, S1												
1	American Government	211/1	1		Lumen High School	B116	Sherman, Vicky	Q1 Q2 S1 Q3 Q4 S2	35	0.5	MTWRF	<input type="checkbox"/>
2	Today's Business	616/8	1		Lumen High School	B-118	Lewis, Misty	Q1 Q2 S1 Q3 Q4 S2	25	0.5	MTWRF	<input type="checkbox"/>
3	American Government	211/2	2		Lumen High School	B116	Sherman, Vicky	Q1 Q2 S1 Q3 Q4 S2	35	0.5	MTWRF	<input type="checkbox"/>
4	Family Health	610/2	2		Lumen High School	C-122	Lyons, Diana	Q1 Q2 S1 Q3 Q4 S2	30	0.5	MTWRF	<input type="checkbox"/>
5	Intro to Computers	611/8	2		Lumen High School	B-118	Lewis, Misty	Q1 Q2 S1 Q3 Q4 S2	20	0.5	MTWRF	<input type="checkbox"/>
6	American Government	211/3	3		Lumen High School	B116	Sherman, Vicky	Q1 Q2 S1 Q3 Q4 S2	35	0.5	MTWRF	<input type="checkbox"/>
7	College Algebra	316/3	3		Lumen High School	C-106	Staff, Kay	Q1 Q2 S1 Q3 Q4 S2	40	0.5	MTWRF	<input type="checkbox"/>

- Either way, enter the enroll date before enrolling. If school is in session, the enrollment date should be the first day the student is in class. (For a schedule change, the drop date of the former class is one day and the enroll date of the new class is the next day.) If enrolling before school starts, no date is needed. The system will assume the first day of the class.

6. Another option is to enter Course Requests and let the system schedule the students. The courses can be selected or entered by course number.



#	S	Course	Crs# / Sec	Periods Available	Type	Class Period	Course Enr.	Day	Room	Crds	Oth. Fee	Instru	
1	U	US History	210	2-7	R								<input type="checkbox"/>
2	U	Band	511	7	R								<input type="checkbox"/>
3	U	Algebra I	313	1-7	R								<input type="checkbox"/>
4	U	Physical Science	412	1-4,6-7	R								<input type="checkbox"/>
5	U	Female PE	711	1-2	R								<input type="checkbox"/>
6	U	English I	110	2-7	R								<input type="checkbox"/>

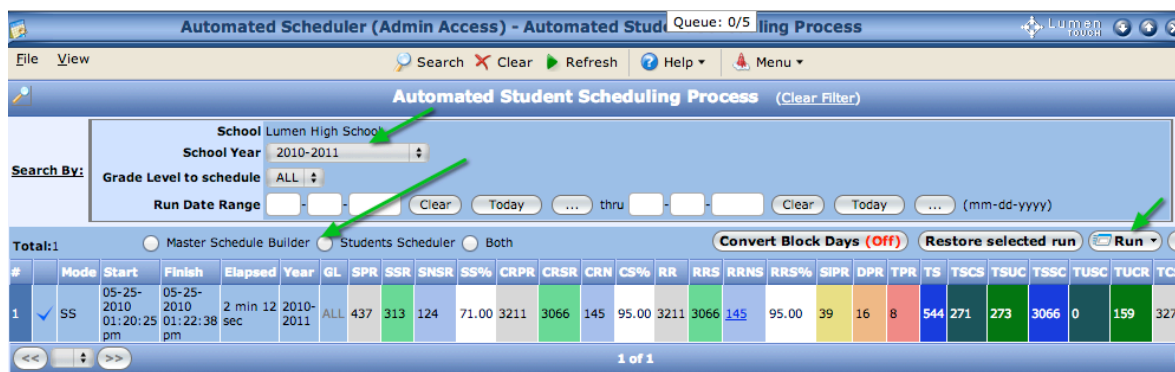
Using the Automated Scheduler

Once all students have course requests and the Master Schedule is completed, the Automated Scheduler can be used to schedule the students into their classes.

1. Running the Automated Scheduler

EzStart -> Lumen Touch - School -> School Student Scheduling System -> Automated Scheduler -> Automated Student Scheduling Process

- 1.1. Select the school year and the grade level if scheduling one grade level at a time.
- 1.2. Choose the "Student Scheduler" radio button.
- 1.3. Click "Run."
- 1.4. There are 2 options, Quick Run and Optimized Run. For Junior High scheduling where all required classes are being schedule, the Quick Run would be the best option. The Optimized Run may run for hours. The system will evaluate the master schedule and requests. Warnings are information about data in the system. They will not prevent the scheduler from running. Anything marked Failed will prevent the process from running.
- 1.5. Click the Run Student Enrollment button at the bottom of this window.
- 1.6. The process will go to the job queue. When finished, click refresh to see the results of the Run. Use the legend to interpret the results.



Scheduling Errors

EzStart -> Lumen Touch - School -> School Student Scheduling System -> Automated Scheduler -> Scheduling Errors

1. This gives a list of scheduling errors. To view the students affected, click on the error description.
2. To view the student's schedule, click on the student. The student's schedule can be edited here.
3. Clicking on the problem class will allow changing the period.
4. The screen is the same as the one in School Course Enrollment so all functions to schedule an individual student are present. Once its been corrected, the student's name will no longer show on the scheduling error screen.
5. Another option is to un-schedule the classes, make adjustments, and click the schedule button to reschedule.

Changing the Master Schedule and Re-Running the Scheduler.

Besides the information from the Scheduling Errors above, a number of reports (listed in the Scheduling Report section) can be used to determine if changing the Master Schedule would increase the number of student course enrollments.

1. If the errors show a need for changing the Master Schedule, the process is to un-schedule the students, edit the master schedule, and Run the Automated Scheduler again.
2. To un-schedule the students, enter the application EzStart -> Lumen Touch - School -> School Student Scheduling System -> Automated Scheduler -> Student Course Schedule Run Preparation.
3. Click the button **"Change All Student Enrollment Records to Unscheduled Status"**. This will change all records with SS (System Scheduled) to U (Unscheduled). This will not un-schedule students that have been pre-scheduled into certain classes. These records have a status of S (Scheduled) and will not be changed.
4. Next edit the Master Schedule. The following application can be used to quickly make changes in the master schedule. Clicking on a section will allow the setting to be changed.

EzStart -> School Student Scheduling System -> Master Schedule Builder -> Master Schedule Editor

5. Repeat 1) **Running the Automated Schedule**

Arena Scheduling

Preparing the Master Schedule

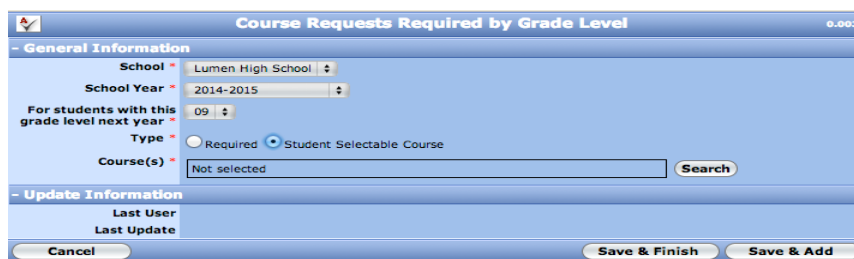
To prepare the Master Schedule for this method is the same as taking course requests. It can be copied from the previous year and modified. Changes to the Master Schedule after the process has begun are more restricted. Sections can still be added, teachers can be changed, but major changes would be difficult without starting over.

Selecting Courses by Grade Level to Allow Student to Choose

Courses can be selected as required (R) or selectable (S). The system will warn students if they have not selected a required course when they enroll.

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Course Requests Required by Grade Level

1. To set a course requirement click “**ADD NEW**”
2. Click “**SEARCH**” to find the courses that you are allowing for the grade level.
3. Check the courses for the grade level and click “**PROCESS.**”
4. Select the “**SCHOOL BUILDING**” for next year.
5. Select the “**SCHOOL YEAR**” for next year
6. Select the “**GRADE LEVEL**” of the courses
7. Select the “**Type,**” Required or Student Selectable Course. Save and Finish or Save and Add



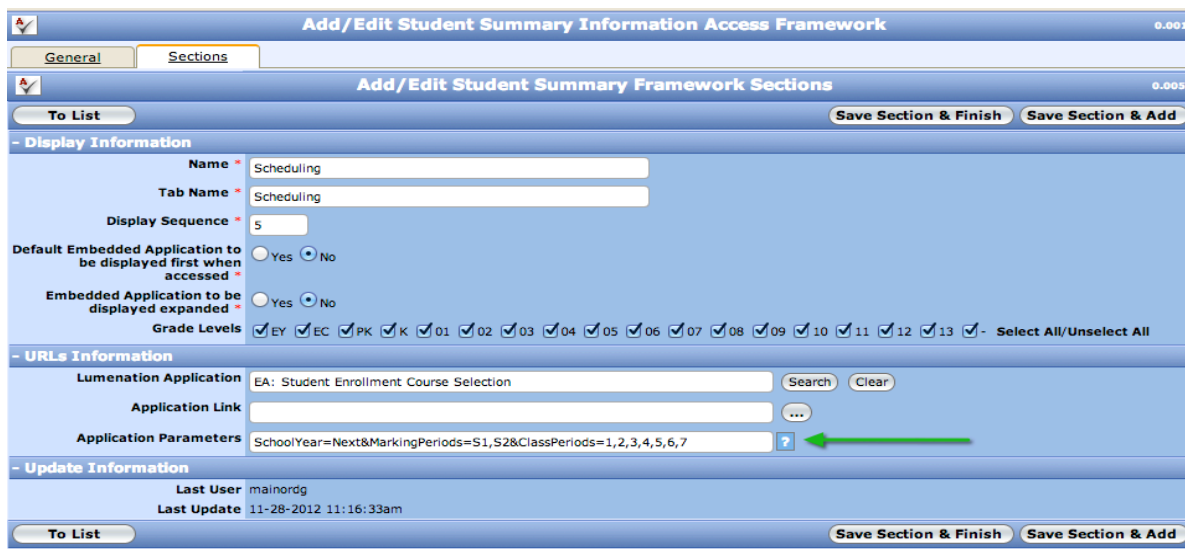
8. Note: Once created, these selections can be copied from one school year to another using the **Copy Requests From Another Year** button.

Preparing the Student Portal

EzStart -> Lumen Touch - District Admin -> Student Info Access Framework -> Student Summary Info Access Framework -> Student Info Access Framework Manager

1. In this application, choose Students View. Enter the name you wish to use for the Name and Tab Name.

2. Enter the display sequence. (During Scheduling you may want to use a low number so it appears at the top.)
3. For the Lumenation Application, click Search. The Name of the application is **EA: Student Enrollment Course Selection**.
4. Define the School Year (current or next), Marking Periods (usually S1 & S2), and Class Periods in the Application Parameters. Example below.



5. Select the grade levels you wish to allow access to this application. This way you can control when a grade level can choose their classes. For more information, please refer to the Parent Student Portal Management manual, page 2.

Using the Student Portal to Enroll in Classes

1. The students login and choose My Information Summary.
2. To select the courses, click on the briefcase on the left of the class period. The sections available to them for the class period will display. Clicking on the class will enter the class.
3. Repeat until the schedule is full. Click Process.
4. A warning displays if required courses have not been selected.

Adams, Jessica L. Queue: 0/4

Lumen School District

Jessica Adams, #246738

Attending School: Lumen High School - HS
 Grade: 09
 Age: 16
 Graduation Year: 2015-2016
 Counselor: Strebler, Santino

Homeroom Instructor: Heiser, Bridget Homeroom #: C110
 Student Primary Language: ENGLISH

Scheduling more»

Course Info more»

CP	Course	Instructor
Lumen High School		
1	Algebra I, 313-1	Mainord, Greg
2	Family Health, 610-2	Lyons, Diana
3	Physical Science, 412-3	Wren, Martha
S1	Female Fitness, 712-4	Pixley, Cindy
5	English I, 110-5	Sexton, Courtney
6	US History, 210-10	Whitley, Ann
7	Band, 511-7	Pullum, William
1	Algebra I, 313-1	Mainord, Greg
2	Intro to Computers, 611-2	Lewis, Misty
3	Physical Science, 412-3	Wren, Martha
S2	Female Fitness, 712-4	Pixley, Cindy
5	English I, 110-5	Sexton, Courtney
6	US History, 210-10	Whitley, Ann
7	Band, 511-7	Pullum, William

Add Course Enrollments

School Year: 2014-2015 WARNING! Not All Required Courses have been scheduled

MP	CP	Course # / Section #	Course	Instructor	
1	813/1		Spanish I	Launius, Samantha	✗
2			Select course		✗
3	211/3		American Government	Sherman, Vicky	✗
S1	4		Select course		✗
5			Select course		✗
6			Select course		✗
7			Select course		✗
1	813/1		Spanish I	Launius, Samantha	✗
2			Select course		✗
3			Select course		✗
S2	4		Select course		✗
5			Select course		✗
6			Select course		✗
7			Select course		✗

Process Print Schedule

Password Option

EzStart -> Lumen Touch - School -> School Counselor -> External Course Enrollment Access Control -> External Course Enrollment Access Control

1. A password can be used to control when a certain group of students in a grade level can save their course selections.
2. Example: A group of students enrolling in a lab during a class period could be given a password that will allow them to schedule their classes. When the class period is over, the password can be changed and given to the next group of students. This allows the students to continue to view their choices without being able to change them.
3. Leaving the password set to null allows the students to save/edit their schedules as long as they have access to the application.
4. If a password is required, the students will need to enter it before they can Process their selections.

Scheduling Reports

1. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports – **Student Course Requests Summary Report**

High School Scheduling

Scheduling System
 Student Course Requests Summary Report

Report Date: 12/24/2013

Next School: Lumen High School
 Next School Year: 2012-2013
 Type: Summary

#	Course	Grade Level	# of Requests	Required	Elective	Alternative
110	English I	08	122	122	0	0
110	English I	09	117	117	0	0
110	English I	10	9	9	0	0
110	English I	11	13	13	0	0
Total students for course:			261			
1100	Credit Recovery	10	13	13	0	0
1100	Credit Recovery	11	41	41	0	0
1100	Credit Recovery	12	48	48	0	0
Total students for course:			102			
120	English II	08	1	1	0	0
120	English II	09	112	112	0	0
120	English II	10	107	107	0	0
120	English II	11	6	6	0	0
Total students for course:			226			
130	English III	10	104	104	0	0
130	English III	11	134	134	0	0
130	English III	12	3	3	0	0
Total students for course:			241			
140	English IV	12	57	57	0	0
Total students for course:			57			

2. EzStart -> Lumen Touch - School -> School Student Scheduling System -> Automated Scheduler -> Student Course Enrollment Status Report

Scheduling System Student Course Requests Summary Report							Report Date: 1
Next School: Lumen High School Next School Year: 2013-2014 Type: Summary							
#	Course	Grade Level	U	SS	S	Total Enrolled	
120	English II	07	1	0	1	1	
120	English II	09	1	2	0	2	
120	English II	10	110	0	109	109	
120	English II	11	4	0	4	4	
Total students for course:			116	2	114	116	
130	English III	10	1	0	1	1	
130	English III	11	122	2	132	134	
130	English III	12	2	0	3	3	
Total students for course:			125	2	136	138	
140	English IV	12	63	0	67	67	
Total students for course:			63	0	67	67	

3. EzStart -> Lumen Touch - School -> School Student Scheduling System -> Automated Scheduler -> **Potential Incomplete Student Schedules Report**

Report Explanation:

Blank cells are fully scheduled. Cells with data indicate the marking periods that do not have course enrollments.

WeBSIS - Course Management System
Potential Incomplete Student Schedules Report
Lumen School 2012 MO
12-23-2013

GL	Student	Class Periods					
		1	2	3	4	5	6
10	Abe, Stephanie		Q3, Q4, S2	Q1, Q2, S1, Q3, Q4, S2	Q1, Q2, S1, Q3, Q4, S2	Q1, Q2, S1, Q3, Q4, S2	Q1, Q2, S1, Q3, Q4, S2
10	Adams, Allyson	Q3, Q4, S2	Q3, Q4, S2	Q3, Q4, S2	Q1, Q2, S1, Q3, Q4, S2	Q1, Q2, S1, Q3, Q4, S2	Q1, Q2, S1, Q3, Q4, S2
10	Adams, Amanda T.			Q3, Q4, S2			
10	Adams, Destinee L.						Q1, Q2, S1

4. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports – Teaching Load Report

School: Lumen High School
School Year: 2010-2011
Instructor: ALL
Marking Period(s): S1, S2
Class Period(s): 1, 2, 3, 4, 5, 6, 7

Master Schedule Teaching Load Report
Lumen School 2012 MO
12-23-2013

Instructor	MP	Course Number	Course Name	CP	Male	Female	Total Enroll.	SpEd %
Cooper, Andrea	S1	110	English I	6	1	6	7	28.57
Cooper, Andrea	S1	120	English II	7	7	2	9	33.33
Cooper, Andrea	S1	120	English II	4	7	12	19	10.52
Cooper, Andrea	S1	120	English II	2	8	8	16	18.75
Cooper, Andrea	S1	120	English II	5	9	13	22	9.09
Cooper, Andrea	S1	816	Yearbook	1	1	8	9	0
Cooper, Andrea	S2	110	English I	6	2	7	9	22.22
Cooper, Andrea	S2	120	English II	7	7	2	9	33.33
Cooper, Andrea	S2	120	English II	5	9	13	22	9.09
Cooper, Andrea	S2	120	English II	4	8	13	21	9.52
Cooper, Andrea	S2	120	English II	2	8	8	16	18.75
Cooper, Andrea	S2	816	Yearbook	1	1	8	9	0
Eddy, Valerie	S1	415	Chemistry I	5	10	5	15	0
Eddy, Valerie	S1	415	Chemistry I	7	6	3	9	11.11
Eddy, Valerie	S1	415	Chemistry I	3	4	5	9	0
Eddy, Valerie	S1	416	Chemistry II	2	0	1	1	0
Eddy, Valerie	S1	412	Physical Science	1	10	10	20	20
Eddy, Valerie	S2	850	ACT Prep	4	2	2	4	0
Eddy, Valerie	S2	415	Chemistry I	5	10	5	15	0
Eddy, Valerie	S2	415	Chemistry I	7	6	4	10	10
Eddy, Valerie	S2	415	Chemistry I	3	4	6	10	0
Eddy, Valerie	S2	416	Chemistry II	2	0	1	1	0
Eddy, Valerie	S2	412	Physical Science	1	10	9	19	21.05

5. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports – Master Schedule Enrollment

Building: Lumen High School
School Year: 2011-2012
Order by: Teacher Name, Class period

WeBSIS - Course Management System
Master Schedule Enrollment
Lumen School 2012 MO

Course #	Course Name	Section #	Teacher Name	Class Period	Marking periods with enrollments					
110	English I	2	Cooper, Andrea	2	Q1 18	Q2 18	S1 18	S2 19	Q3 19	Q4 19
120	English II	4	Cooper, Andrea	3	Q1 26	Q2 26	S1 26	S2 26	Q3 26	Q4 26
110	English I	04	Cooper, Andrea	4	Q1 23	Q2 23	S1 23	S2 24	Q3 24	Q4 24
120	English II	5	Cooper, Andrea	5	Q1 23	Q2 23	S1 23	S2 23	Q3 23	Q4 23

6. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports – Course Requests by Grade Level Student Enrollment Verification List (Selecting Detail will list the student names)

Scheduling System
Student Course Requests Error Checking Report

Report Date: 12/24/2013

Next School: Lumen High School
Next School Year: 2011-2012
Type: Summary

Students Missing Course Requests Required by Grade Level: 58 student(s)

Grade Level 09: 37 student(s)
Grade Level 10: 16 student(s)
Grade Level 11: 5 student(s)
Grade Level 12: 0 student(s)

Total: 58 student(s)

7. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports - Master Schedule

Master Schedule (2011-2012)

School Building: Lumen High School

Organization: Lumen School 2012 MO
Printed On: 12-24-2013

	Detail Information											
Course	Sec.	Course Name	GCH	Mrk Prds	Cls Prds	Instructor	Room	Meets	Credit	#	Min	Max
1000	1	Alt. School Math	NNN	Q1,Q2,S1,S2,Q3,Q4	1	Gremore, Lynette	A101	M,T,W,T,F	1.5	2		20
1001	2	Alt. School History	NNN	Q1,Q2,S1,S2,Q3,Q4	2	Gremore, Lynette	A101	M,T,W,T,F	1.5	2		20
1002	4	Alt. School Science	NNN	Q1,Q2,S1,S2,Q3,Q4	4	Gremore, Lynette	A101	M,T,W,T,F	1.5	2		20
1003	3	Alt. School English	NNN	Q1,Q2,S1,S2,Q3,Q4	3	Wren, Destiny	A101	M,T,W,T,F	1.5	2		20
1006	07	Alternative School	NNN	Q1,Q2,S1,S2,Q3,Q4	6	Gremore, Lynette	A-107	M,T,W,T,F		1		
1006	08	Alternative School	NNN	Q1,Q2,S1,S2,Q3,Q4	7	Gremore, Lynette	A-107	M,T,W,T,F		1		
1006	6	Alternative School	NNN	Q1,Q2,S1,S2,Q3,Q4	5	Gremore, Lynette	A-107	M,T,W,T,F		1		
110	04	English I	NNN	Q1,Q2,S1,S2,Q3,Q4	4	Cooper, Andrea	B-111	M,T,W,T,F	1	35	5	35
110	2	English I	NNN	Q1,Q2,S1,S2,Q3,Q4	2	Cooper, Andrea	B-111	M,T,W,T,F	1	19	5	35
110	3	English I	NNN	Q1,Q2,S1,S2,Q3,Q4	3	Sexton, Courtney	B-114	M,T,W,T,F	1	21	5	35
110	5	English I	NNN	Q1,Q2,S1,S2,Q3,Q4	5	Sexton, Courtney	B-114	M,T,W,T,F	1	18	5	35
110	6	English I	NNN	Q1,Q2,S1,S2,Q3,Q4	6	Sexton, Courtney	B-114	M,T,W,T,F	1	18	5	35
110	7	English I	NNN	Q1,Q2,S1,S2,Q3,Q4	7	Cooper, Andrea	B-111	M,T,W,T,F	1	16	5	35

8. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports - Master Schedule by Class Periods

MASTER SCHEDULE BY CLASS PERIODS (2011-2012)

Organization: Lumen School 2012 MO
Printed On: 12-24-2013

#	Class Period: 1	Class Period: 2	Class Period: 3	Class Period: 4	Class Period: 5	Class Period: 6	Class Period: 7
1	(1) 1000.1 Alt. School Math, Instr: Gremore, Lynette, Room: A101	(1) 1001.2 Alt. School History, Instr: Gremore, Lynette, Room: A101	(1) 1003.3 Alt. School English, Instr: Wren, Destiny, Room: A101	(1) 1002.4 Alt. School Science, Instr: Gremore, Lynette, Room: A101	(1) 515.5 Select Chorus, Instr: Norton, Gloria, Room: C103	(1) 213.6 Psychology, Instr: Patton, Martha, Room: B110	(1) 511.7 Band, Instr: Pullum, William, Room: C101
2	(1) 414.1 Biology II, Instr: Sutton, Christina, Room: C-109	(1) 143.3 Great Books, Instr: Sexton, Courtney, Room: B-114	(1) 316.3 College Algebra, Instr: Staff, Kay, Room: C-106	(1) 218.1 College US History, Instr: Whatley, Ann, Room: B113	(1) 526.4 AP Art, Instr: Mccanless, Gloria, Room: C120	(1) 418.6 Physics, Instr: Wren, Martha, Room: C-111	(1) 620.7 Ag Science II, Instr: Maltbia, Andrea, Room: A102
3	(1) 514.6 Female Chorus, Instr: Norton, Gloria, Room: C103	(1) 318.2 College Calculus, Instr: Staff, Kay, Room: C-106	(1) 317.3 College Trig, Instr: Staff, Kay, Room: C-106	(1) 417.7 Anatomy/Physiology, Instr: Wren, Martha, Room: C-111	(1) 527.05 AP Drawing, Instr: Mccanless, Gloria, Room: C120	(1) 870.3 Career Exploration Program - Off-Campus, Instr: Barnes, Julie	(1) 870.3 Career Exploration Program - Off-Campus, Instr: Barnes, Julie
4	(1) 623.01 Fish and Wildlife, Instr: Maltbia, Andrea, Room: A-102	(1) 523.2 Art Appreciation, Instr: Mccanless, Gloria, Room: C120	(1) 512.3 Jazz Band, Instr: Pullum, William, Room: C101	(1) 502.7 Music Theatre, Instr: Norton, Gloria, Room: C-103	(1) 870.3 Career Exploration Program - Off-Campus, Instr: Barnes, Julie	(2) 144.2 College English, Instr: Winberry, Marsha, Room: B112	(2) 869.7 Direct Instruction, Instr: White, Kim, Room: C-100
5	(1) 816.3 Yearbook, Instr: Cooper, Andrea, Room: B101	(1) 621.1 Horticulture/Landscaping, Instr: Maltbia, Andrea, Room: A102	(1) 513.4 Male Chorus, Instr: Norton, Gloria, Room: C103	(1) 626.4 JROTC Let III, Instr: Townsend, Jeannie, Room: ROTC	(1) 910.5 Accounting I, Instr: Mespadden, Heather, Room: B119	(2) 619.6 Ag Science I, Instr: Maltbia, Andrea, Room: A102	(2) 916.07 Business Technology, Instr: Owens, Ralph, Room: B121

9. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports – Master Schedule Instructor by Class Periods

Master Schedule Instructor by Class Periods

School Building: Lumen High School
 School Year: 2011-2012

Lumen School 2012 MO
 Date: 12/24/2013

Instructor	MP	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Barnes, Julie	S1		826-10 Student Aides			870-3 Career Exploration Program - Off-Campus	870-3 Career Exploration Program - Off-Campus	870-3 Career Exploration Program - Off-Campus
	S2		Enrollments: 1			Enrollments: 1	Enrollments: 1	Enrollments: 1
Boone, Christie	S1	868-1 Direct Instruction C-102	868-2 Direct Instruction C-102	868-3 Direct Instruction C-102	868-4 Direct Instruction C-102	999-58 Planning Time	868-6 Direct Instruction C-102	868-5 Direct Instruction C-102
	S2	Enrollments: 3	Enrollments: 4	Enrollments: 3	Enrollments: 7	Enrollments: 0	Enrollments: 1	Enrollments: 2
Cluck, Dorothy	S1	922-1 Welding Technology A109	922-1 Welding Technology A109	922-1 Welding Technology A109	999-55 Planning Time	922-5 Welding Technology A109	922-5 Welding Technology A109	922-5 Welding Technology A109
	S2	Enrollments: 4	Enrollments: 4	Enrollments: 4	Enrollments: 0	Enrollments: 1	Enrollments: 1	Enrollments: 1
Cooper, Andrea	S1	816-3 Yearbook B101	110-2 English I B-111	120-4 English II B-111	110-04 English I B-111	120-5 English II B-111	999-43 Planning Time	110-7 English I B-111
	S2	Enrollments: 12	Enrollments: 18	Enrollments: 26	Enrollments: 23	Enrollments: 23	Enrollments: 0	Enrollments: 16
Eddy, Valerie	S1	415-4 Chemistry I C105	415-3 Chemistry I C105	415-1 Chemistry I C105	412-4 Physical Science C-105	415-5 Chemistry I C105	412-6 Physical Science C-105	999-23 Planning Time
	S2	Enrollments: 17	Enrollments: 12	Enrollments: 23	Enrollments: 21	Enrollments: 22	Enrollments: 17	Enrollments: 0

10. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports – Student Schedule List

School: Lumen High School School Year: 2013-2014				WeBSIS - Course Management System Student Course Schedule Lumen School 2012 MO 12-26-2013			
Student	1	2	3	4	5	6	7
Adams, Kimberly N., #245585	711.1 Female PE, Instr: Pixley, Cindy, Room: C125	313.5 Algebra I, Instr: Sutton, Christy, Room: C-108	610.3 Family Health, Instr: Lyons, Diana, Room: C-122	110.04 English I, Instr: Cooper, Andrea, Room: B-111	210.9 US History, Instr: Whatley, Ann, Room: B-113	521.6 Art I, Instr: Mccanless, Gloria, Room: C120	412.7 Physical Science, Instr: Wren, Martha, Room: C-111
Adams, Lania M., #245588	711.1 Female PE, Instr: Pixley, Cindy, Room: C125	412.2 Physical Science, Instr: Wren, Martha, Room: C-111	313.3 Algebra I, Instr: Sutton, Christy, Room: C-108	210.4 US History, Instr: Sherman, Martha, Room: B-104	611.5 Intro to Computers, Instr: Lewis, Misty, Room: B118	110.6 English I, Instr: Sexton, Courtney, Room: B-114	511.7 Band, Instr: Pullum, William, Room: C101
Adams, Makalen J., #1097	929.1 Early Childhood Care and Education (Sr. Only), Instr: Taylor, Jerry, Room: B-109	929.1 Early Childhood Care and Education (Sr. Only), Instr: Taylor, Jerry, Room: B-109	929.1 Early Childhood Care and Education (Sr. Only), Instr: Taylor, Jerry, Room: B-109	218.1 College US History, Instr: Whatley, Ann, Room: B113	712.5 Female Fitness, Instr: Pixley, Cindy, Room: C125	144.2 College English, Instr: Winberry, Marsha, Room: B112	620.7 Ag Science II, Instr: Maltbia, Andrea, Room: A102

11. EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Reports – **Student Schedule Report (export student schedules)**

School: Lumen High School										WeBSIS - Course Management System				
School Year: 2013-2014										Student Schedule Report				
Grade Level: ALL										Lumen School 2012 MO				
Student: All Students														
Student	Gr Lvl	Lumen ID	MP(s)						BLK	CP	Course #	Course Description	Instructor	Room #
Adams, Olivia L.	12	1012	Q1	Q2	S1	Q3	Q4	S2	1	144-1	College English	Winberry, Marsha	B112	
			Q1	Q2	S1	Q3	Q4	S2	2	828-2	Library Student Aide	Wren, Greg	B126	
			Q1	Q2	S1				*3	316-3	College Algebra	Staff, Kay	C-106	
			Q1	Q2	S1	Q3	Q4	S2	*3	815-3	Advanced Spanish	Launius, Samantha	B-108	
			Q1	Q2	S1	Q3	Q4	S2	4	417-7	Anatomy/Physiology	Wren, Martha	C-111	
			Q1	Q2	S1	Q3	Q4	S2	5	912-5	Computer Applications	Owens, Ralph	B121	
			Q1	Q2	S1	Q3	Q4	S2	6	213-6	Psychology	Patton, Martha	B110	
			Q1	Q2	S1	Q3	Q4	S2	7	511-7	Band	Pullum, William	C101	
Adams, Rachel E.	09	245674	Q1	Q2	S1	Q3	Q4	S2	1	412-1	Physical Science	Wren, Martha	C-111	
			Q1	Q2	S1				2	610-2	Family Health	Lyons, Diana	C-122	
			Q1	Q2	S1	Q3	Q4	S2	3	313-3	Algebra I	Sutton, Christy	C-108	
			Q1	Q2	S1	Q3	Q4	S2	4	110-04	English I	Cooper, Andrea	B-111	
			Q1	Q2	S1	Q3	Q4	S2	5	712-5	Female Fitness	Pixley, Cindy	C125	
			Q1	Q2	S1	Q3	Q4	S2	6	210-10	US History	Whatley, Ann	B-113	
			Q1	Q2	S1	Q3	Q4	S2	7	511-7	Band	Pullum, William	C101	