

Step 1 Scheduling Students into Regents Exam Courses

This document explains how to set up courses for students who are taking Regents exams so the COGNOS Preprint Extract can be utilized. If the student is already enrolled in a course leading to the exam, this step does not need to be done.

1. Determine what Regents exam courses exist in your Master Schedule.

Scheduling > Courses > Course Sections > Master Schedule:

The screenshot shows the 'Master Schedule Search' interface with the 'Advanced' tab selected. The search criteria are defined as follows:

Actions	AND/OR	#	Area	Field Name	Condition	Value
<input type="checkbox"/>		1	Master Schedule	Description	contains	exam
<input type="checkbox"/>	OR	2	Master Schedule	Description	contains	REG
<input type="checkbox"/>	AND	3				

Criteria Grouping: 1 OR 2

2. In the Course Catalog, add a course for each exam that doesn't already have a course.
 - a. In Building Course Catalog, click on the + icon to add a course.
 - b. Make sure you put exam in the description.
 - c. Mark Type should be only Regents (REG).
 - d. These new courses are only a way to record test scores and therefore do not get a NY State Course code in the Course Catalog. **Verify that State Course is blank.**

Building Course Catalog + 📄 🗑️ 🔍 🔄

Course

Building* 5001 - Best High School Course* 3002 Name* Algebra 1 Regents Exam

General Course Information

Description Algebra 1 Regents Exam Course Availability Regular Year Summer School Fee* 0.00
 Active Study Hall Course Credit Basis
 Department MA - Math VoTec NCES Code
 Take Attendance Include in PerformancePLUS Integration N - Neither Block Type N - Regular Course
 Include in Passing Time Calculation Include for Minimum Grade
 Include for Maximum Grade

Scheduler Options

House / Team Conflict Matrix Y - All Courses Request from HAC
 Grade Restriction Simple Tally Alternate Course
 Gender Restriction B - Both Weight* 50 Next Recommended Course
 Classified Students Number Percent Priority* 50

Mark Reporting Information

Marks Are T - Retained for transcripts Transcript Building Types HS - High School - HS Credit* 0.0000
 Course Level 1 - UnWeighted Mark Types REG
Honor Rolls

Type	Level	
HHR - High Honors	1 - UnWeighted	<input type="checkbox"/>
HR - Honors	1 - UnWeighted	<input type="checkbox"/>
	1 - UnWeighted	<input type="checkbox"/>

GPA Types

Type	Level	
NONWT - Non Weighted	1 - UnWeighted	<input type="checkbox"/>
WT - Weighted	1 - UnWeighted	<input type="checkbox"/>
	1 - UnWeighted	<input type="checkbox"/>

Graduation Requirement Areas
 Credit Rule O - Fill subject area credit in order
 Subject Area* Tags

Blockette Course Information

Same Teacher N - No Linking **Blockettes**

Course*	Description	Same Section	Mandatory	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State Course Information - 2019

State Course
 Number of Parts
 Part Number

Course Groups

Building	Course Group	
		<input type="checkbox"/>

Qualifications

Qualifications

- Verify that there is a Scheduling Period (often named TST or Test) that can be used to schedule these courses.

Administration > Scheduling Setup > Setup > Scheduling Periods

Building 5001 - Best High School

Scheduling Periods

Period Order*	Code*	Description*	Standard Period	
1	0	Early Bird	<input checked="" type="checkbox"/>	
2	1	Period 1	<input checked="" type="checkbox"/>	
3	2	Period 2	<input checked="" type="checkbox"/>	
4	3	Period 3	<input checked="" type="checkbox"/>	
5	4	Period 4	<input checked="" type="checkbox"/>	
6	5	Period 5	<input checked="" type="checkbox"/>	
7	6	Period 6	<input checked="" type="checkbox"/>	
8	7	Period 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	8	TST	<input type="checkbox"/>	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Verify that your test period is in the Scheduling Timetable.

Administration > Scheduling Setup > Setup > Scheduling Timetables

Building 5001 - Best High School

Auto-Update Cycle Days

Enable Automatic Update* Period Length*

Cycle Days

Cycle Day: All

Timeslot	Start Time	End Time	Period	Period Length	Passing Time
1	07:00 AM	07:45 AM	0 - Early Bird	45	
2	07:48 AM	08:33 AM	1 - Period 1	45	3
3	08:36 AM	09:21 AM	2 - Period 2	45	3
4	09:24 AM	10:09 AM	3 - Period 3	45	3
5	10:12 AM	10:57 AM	4 - Period 4	45	3
6	11:00 AM	11:45 AM	5 - Period 5	45	3
7	11:48 AM	12:33 PM	6 - Period 6	45	3
8	12:36 PM	12:37 PM	8 - TST	1	3

5. At this point you need to decide if you are going to Mass Load these new test courses into a student's schedule or add the course in Report Cards > Report Card by Course. We will outline both procedures.

A. Procedure A: Mass Loading Exam Courses to Student Schedule

Mass loading the exam courses into a student's schedule will save you time if you have a large number of students retaking the exam. These courses will appear on the student schedule.

B. Procedure B: Loading Courses Directly into Mark Reporting

Adding courses student by student in report cards will allow you to add exam courses as non-scheduled courses into Report Card by Course without having to worry about scheduling them into test periods.

Procedure A: Mass Loading Exam Courses to Student Schedule

1. Add one section of each course to the Master Schedule if it doesn't already exist.
 - a. In Master Schedule, click on the + icon to add a section.
 - b. Enter the course number and tab over; the section number will auto populate.
 - c. This course should be scheduled in a test period.
 - d. Set cycle day to only one cycle day. If a student is taking multiple exams, each exam course they're enrolled in must meet on a different cycle day. It may be necessary to use multiple test periods if a student is taking more exams than you have cycle days.
 - e. This section should be set to meet only one marking period. Select the marking period that matches the test. For example a January Regents course would meet in MP2, June Regents courses would meet in MP4.

Scheduling > Courses > Course Sections > Master Schedule

Master Schedule

Course

Building* 5001 - Best High School Course* 3002 Section* 1

Course-Section Information

General Information

Description* Algebra 1 Regents Exam

Department MA - Math

Fee* 0.00

VoTec

Block Type* N - Regular Course

Study Hall

Scheduling Information

Gender Restriction* B - Both

Grade Restriction

Lock

House Team

Maximum Seats* 15

Duration Type M - Marking Period

Classified Students Maximum Number Percent

Mark Reporting Information

Grad Requirement Credit Rule O - Fill subject area credit in order

Average ID

Course Credit Basis

NCES Code

Gradebook Category Type

Teacher Qualifications

Qualifications

Session Information

Session 1

General Information

Description* Algebra 1 Regents Exam

Used Seats 0

Classification Weight 0.000

Scheduling Information

Periods* 8 - 8

Marking Periods M1 M2 M3 M4


Cycles M

Staff and Room Information


Primary Staff* 0 - Staff

Secondary Staff

Room* N/A - Not Used

2. Schedule students in each course/section.
 - a. In Scheduled Course Load/Unload/Lock/Erase, select building.
 - b. Fill in a filter that will find students taking the exam. See example in screenshot below or use "Demographic Student ID is in xxx, yyy"
 - c. Click the Load Records icon. 
 - d. If any students should not be enrolled in the course, check the box to the left of their ID number to remove their name from Selected Students. Click the trash

H:\Student Management Systems Information\leSchoolPLUS\4.2 eSchoolPLUS\District User Training\Help Documents\Regents\Step 1 Scheduling Students into Regents Exams\Step 1 Scheduling Students into Regents Exam Courses.docx

- can icon on the Selected Students panel.
- e. In the Prompts panel, select Mass Load and enter an Add Date.
- f. Click the Run icon. 

Scheduling > Student Schedules > Student Utilities > Scheduled Course Load/Unload/Lock/Erase

Prompts

Course Building:

Action*:

Add Date*:

Drop Date:

Erase Locked Courses:

Erase Modeled Courses:

Courses

Course	Section	Description	Ungraded	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Run

Now Once

Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
<input type="button" value="x"/>		1	Demographic	Current Status	=	Active
<input type="button" value="x"/>	AND	2	Demographic	Building	=	5001 - Best High School
<input type="button" value="x"/>	AND	3	Demographic	Grade	=	09 - Ninth Grade
<input type="button" value="x"/>	AND	4				

Selected Students

Number of records found: 3

	Student ID	Name	Building	Grade	House / Team	Counselor	Status
<input type="checkbox"/>	20105	Kern, Lella	5001 - Best High School	09			Active
<input type="checkbox"/>	4126	Pike, Mallory	5001 - Best High School	09			Active
<input type="checkbox"/>	20059	Sampson, Scott Walter	5001 - Best High School	09			Active

3. When all students have been enrolled in exam courses, synchronize schedules. Use a filter if you wish.

Mark Reporting > Utilities > Build Report Card Data > Scheduling/RC Synchronization

Prompts

Building*:

Delete Invalid Marks:

Amount to Log in Statistics File*: Log Errors Only Log All Activity

Log File Name*:

Filter

Actions	AND/OR	#	Area	Field Name	Condition	Value
<input type="button" value="x"/>		1	Demographic	Current Status	=	Active
<input type="button" value="x"/>	AND	2	Demographic	Building	=	5001 - Best High School
<input type="button" value="x"/>	AND	3	Demographic	Grade	=	09 - Ninth Grade
<input type="button" value="x"/>	AND	4				

4. You are now ready for Step 2 Extracting Demographic Records for Preprinting Regents Test Answer Sheets.

Procedure B: Loading Courses Directly into Mark Reporting

1. Add one section of each course to the Master Schedule if it doesn't already exist.
 - a. Enter the course number and tab over; the section number will auto populate.
 - b. This course should be scheduled in a test period.
 - c. Click the Save icon.

Scheduling > Courses > Course Sections > Master Schedule

Course

Building* 5001 - Best High School Course* 3002 Section* 2


Course-Section Information

General Information	Scheduling Information	Mark Reporting Information
Description* Algebra 1 Regents Exam	Gender Restriction* B - Both	Grad Requirement Credit Rule 0 - Fill subject area credit in order
Department MA - Math	Grade Restriction	Average ID
Fee* 0.00	Lock <input type="checkbox"/>	Course Credit Basis
VoTec <input type="checkbox"/>	House Team	NCES Code
Block Type* N - Regular Course	Maximum Seats* 15	Gradebook Category Type
Study Hall <input type="checkbox"/>	Duration Type M - Marking Period	Teacher Qualifications
	Classified Students Maximum <input type="text"/> <input type="radio"/> Number <input type="radio"/> Percent	Qualifications

Session Information

Session 1

General Information	Scheduling Information	Staff and Room Information
Description* Algebra 1 Regents Exam	Periods* 8 - 8	Primary Staff* 0 - Staff
Used Seats 0	Marking Periods M1 M2 M3 M4	Secondary Staff
Classification Weight 0.000	Cycles M T W R F	Room* N/A - Not Used

2. Add courses to report cards
 - a. In Report Card by Course, enter Building.
 - b. Enter marking period. For a January Regents course select MP2; for a June Regents, select MP4.
 - c. Enter the course and section number.
 - d. Click the Load Records icon. 
 - e. Enter Student IDs of students taking the exam (or search for student's name).
 - f. When finished entering IDs, click Save icon.
 - g. Select the dropdown arrow, select Scheduling Synchronization, delete invalid marks and run.

Mark Reporting > Entry & Reports > Office > Report Card by Course

← Selections

Building* 5001 - Best High School	Course-Section* 3002 - 1													
RC Run* 2 (MP: M2)	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <th style="width: 10%;">Periods</th> <th style="width: 30%;">Description</th> <th style="width: 20%;">Teacher</th> <th style="width: 15%;">Secondary Staff</th> <th style="width: 10%;">Cycle Days</th> <th style="width: 15%;">Marking Periods</th> </tr> <tr> <td>8</td> <td>Algebra 1 Regents Exam</td> <td>0 - Staff, Staff</td> <td></td> <td>M</td> <td>M2</td> </tr> </table>	Periods	Description	Teacher	Secondary Staff	Cycle Days	Marking Periods	8	Algebra 1 Regents Exam	0 - Staff, Staff		M	M2	
Periods	Description	Teacher	Secondary Staff	Cycle Days	Marking Periods									
8	Algebra 1 Regents Exam	0 - Staff, Staff		M	M2									

← Students

Student ID	Name	Marks		Comments		Absences		
		REG	Ovr	CM1	CM2	ABS		
2131	Smith, Aaron A	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
20122041	Wilson, Russell	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. You are now ready for Step 2 Extracting Demographic Records for Preprinting Regents Test Answer Sheets.