

## New Recommended Procedure in eSchoolPLUS

Application: SIS

Feature: Using “Model Schedule” functionality

***The MODEL SCHEDULE function should only be used when the desired schedule is the FIRST SCHEDULE for the student. DO NOT USE MODEL if classes are being dropped first.***

***If a student is new to your building – with NO PREVIOUS SCHEDULE to worry about – it is recommended that you use the 2-step procedure shown here: Add the request (typically a Block) – then “Model Schedule” This will add all classes in the block, for the start date you entered.***

***NOTE – Do NOT use this method if there are dropped classes that you want to preserve. MODEL will over write dropped classes***

Schedule Entry [List](#) [Grid](#)

Selections

Schedule List

Action	Pd	Course-Section	Ovr	Status	Add Date	Drop Date	Building	Teacher
<input type="checkbox"/>	1	009999 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L
<input type="checkbox"/>	2	360044 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L
<input type="checkbox"/>	3	006601 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L
<input type="checkbox"/>	4	006001 - 6	<input type="checkbox"/>	D	02/14/2019		134	Kemble, A
<input type="checkbox"/>	4	006601 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L
<input type="checkbox"/>	4	006491 - 6	<input type="checkbox"/>	D	02/14/2019		134	Hughes, Lynnae
<input type="checkbox"/>	4	140000 - 6	<input type="checkbox"/>	D	02/14/2019		134	Anantarow, L
<input type="checkbox"/>	5	140000 - 6	<input type="checkbox"/>	D	02/14/2019		134	Anantarow, L
<input type="checkbox"/>	5	006890 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L
<input type="checkbox"/>	5	006601 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L
<input type="checkbox"/>	6	006601 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L
<input type="checkbox"/>	6	006007 - 6	<input type="checkbox"/>	D	02/14/2019		134	Kendall, Jessica
<input type="checkbox"/>	6	006890 - 6	<input type="checkbox"/>	D	02/14/2019		134	Carmody, L

The method will add all courses as desired - BUT WILL OVER WRITE dropped classes

If dropped classes are to be preserved, use the SCHEDULE STUDENTS function.

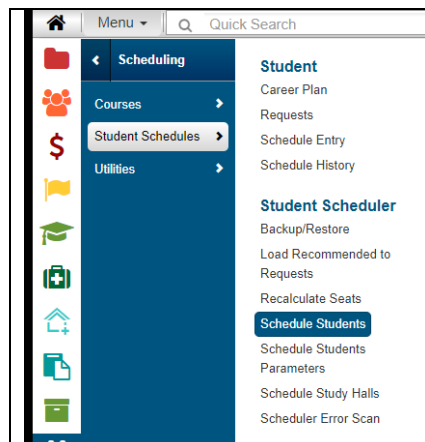
**Wayne Zientarski**  
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### Information Technology

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***First – DROP all of the classes using DROP DATE – as normal.***

***Then - Add the request (typically a Block) – and use “Schedule Student”***

***Menu>Student Schedules>Schedule Students***

***Filter for the Student ID***

Schedule Students

**Prompts**

Warning: Running the Student Scheduler in the current year will replace any existing, non-locked schedule information for the current year.

Building\* 301 - PITTSBURGH ALLDERDICE HIGH SCHOOL

Date Active in Courses\* 01/28/2019

Balance Courses\* X - None

Maximum Tries\* [ ]

Student Timeout in Seconds [ ]

Use Marking Period Balancing [ ]

Maximum Marking Period Imbalance [ ]

Shuffle Attempts\* [ ]

Reschedule Attempts\* [ ]

Same Period for Same Teacher [ ]

Override Seat Counts [ ]

Override House/Team [ ]

Course Priorities to Ignore [ ]

Schedule Course Alternates [x]

Student Alternates [x]

Student Course Alternates [x]

Scheduling Interval\* 1 - Yearly

Preserve Student Schedules [x]

Request Sort Order

Sort By P - Priority

Then By [ ]

Then By [ ]

Then By [ ]

Then By [ ]

**Filter**

Actions AND/OR # Axis Field-Name Condition Value

1 Demographic x Student ID = x 123456789

2 [ ] [ ] [ ] [ ] [ ] [ ]

This is a warning - not an error - running the scheduler during the school year can be scary - be sure you a filtering correctly!

This method will KEEP A RECORD of the dropped classes – and add the new classes as desired

Schedule Entry List Grid

**Selections**

**Schedule List**

Action	Building	Pd	Course-Section	Description	Ovr	Teacher	Room	Status	Add Date	Drop Date	Mark Reporting	Marks	First MP	Last MP	Cycles
<input type="checkbox"/>	118	1	009999 - 10	Homeroom	<input type="checkbox"/>	Grollman, M	G-21	D	08/24/2018	01/25/2019	T	Q1	Q2	M T W R F	
<input type="checkbox"/>	118	1	009999 - 11	Homeroom	<input type="checkbox"/>	Schaeffer, K	G-11	A	01/28/2019		G	Q1		M T W R F	
<input type="checkbox"/>	118	2	006602 - 2	Reading 2	<input type="checkbox"/>	Grollman, M	G-21	D	08/24/2018	01/25/2019	T	Q1	Q2	M T W R F	
<input type="checkbox"/>	118	2	006602 - 3	Reading 2	<input type="checkbox"/>	Schaeffer, K	G-11	A	01/28/2019		G	Q1		M T W R F	
<input type="checkbox"/>	118	3	006102 - 2	Eng/Wrt/Grm Gr 2	<input type="checkbox"/>	Grollman, M	G-21	D	08/24/2018	01/25/2019	T	Q1	Q2	M T W R F	
<input type="checkbox"/>	118	3	006102 - 3	Eng/Wrt/Grm Gr 2	<input type="checkbox"/>	Schaeffer, K	G-11	A	01/28/2019		G	Q1		M T W R F	
<input type="checkbox"/>	118	4	006900 - 2	Spelling 2	<input type="checkbox"/>	Grollman, M	G-21	D	08/24/2018	01/25/2019	T	Q1	Q2	M T W	
<input type="checkbox"/>	118	4	006900 - 3	Spelling 2	<input type="checkbox"/>	Schaeffer, K	G-11	A	01/28/2019		G	Q1		M T W	
<input type="checkbox"/>	118	4	006302 - 2	Handwriting 2	<input type="checkbox"/>	Grollman, M	G-21	D	08/24/2018	01/25/2019	T	Q1	Q2	R F	
<input type="checkbox"/>	118	4	006302 - 3	Handwriting 2	<input type="checkbox"/>	Schaeffer, K	G-11	A	01/28/2019		G	Q1		R F	
<input type="checkbox"/>	118	5	006702 - 2	Science 2	<input type="checkbox"/>	Christian, C	G-15	D	08/24/2018	01/25/2019	T	Q1	Q1	M T W R F	
<input type="checkbox"/>	118	5	140000 - 11	Health & Phys Ed	<input type="checkbox"/>	Vogel, James	GYM	A	01/28/2019		G	Q1		M T W R F	
<input type="checkbox"/>	118	5	006008 - 2	Gen Music 2	<input type="checkbox"/>	Eckroat, G	X206	D	08/24/2018	01/25/2019	T	Q2	Q2	M T W R F	
<input type="checkbox"/>	118	5	006702 - 3	Science 2	<input type="checkbox"/>	Christian, C	G-15	A	01/28/2019		G	Q2		M T W R F	
<input type="checkbox"/>	118	5	006002 - 2	Art 2	<input type="checkbox"/>	Basel, C	X208	D	08/24/2018	01/25/2019	N			M T W R F	
<input type="checkbox"/>	118	5	006008 - 3	Gen Music 2	<input type="checkbox"/>	Eckroat, G	X206	A	01/28/2019		G	Q3		M T W R F	

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