

**CourseLinks -
Collaborative Teacher Scheduling**
Updated 7/18/06

Training Goals:

This training guide will equip teachers to assign their students to the appropriate sections of special classes like PE, Art, or Music.

This guide was developed using GradeSpeed.NET 4.0 in conjunction with CourseLinks. Please see the GradeSpeed.NET 4.0 User Guide and <http://support.gradespeed.net> for further information.

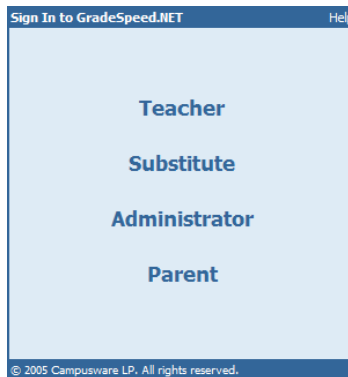
For technical support issues, teachers should always contact their school's technology support office. Campusware works closely with specific school personnel to correct any problems or to rectify training issues promptly, but cannot provide support directly to teachers.

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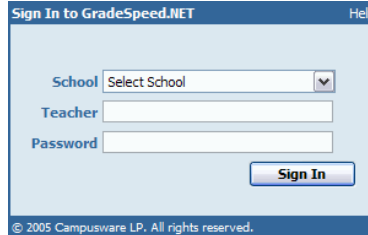
Getting Started with CourseLinks Collaborative Scheduling

CourseLinks Collaborative Scheduling will be used at some elementary or primary campuses that only load class rosters for the homeroom teachers. Any teachers with classes other than the homeroom classes can create sections of the classes that they will teach. The homeroom teachers can then assign their students to these sections that the other teachers have created.

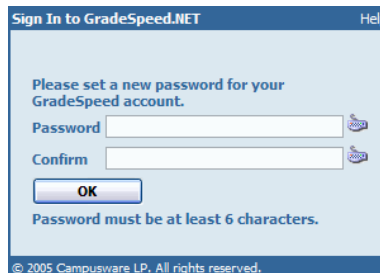
To log in to GradeSpeed.NET 4.0 normally, open an internet browser and navigate to your school's GradeSpeed login page.



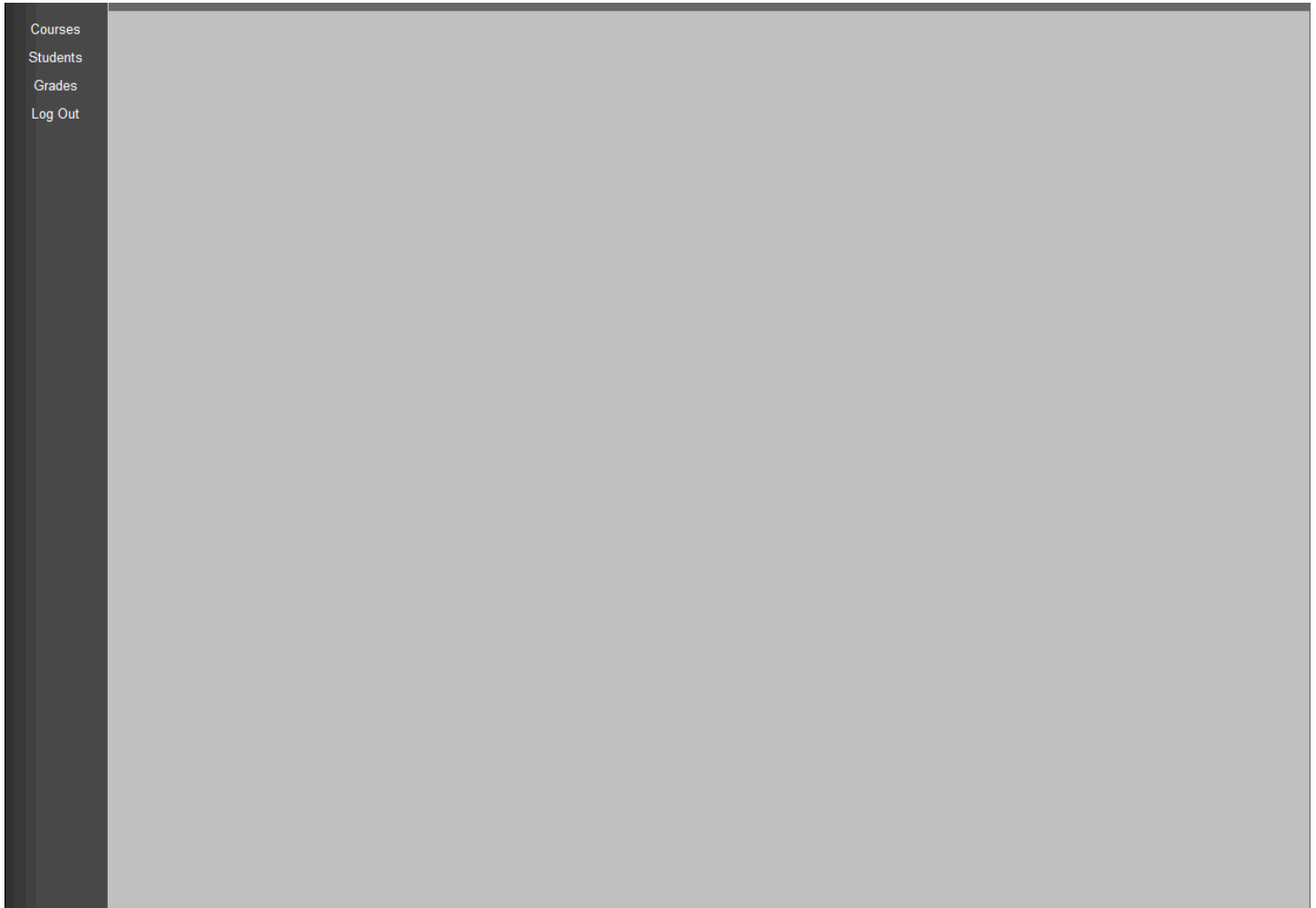
Select "Teacher." The following page will appear:



Select your campus and enter your teacher ID – leave the password field blank. Click "Sign In" to enter the gradebook. You will be prompted to create a password for the system. Enter and confirm a password that conforms to the requirements listed at the bottom of the dialog box.



If your school uses the collaborative scheduling tool, you will see the following page:



Create New Sections

If you need to create sections that will be made available to homeroom teachers, begin by clicking **Courses**. The following page will appear:

RCGroup: --Select-- Course: [v]
Section: [] Section Name: [] Room: []
Period: 1 [v]
Grade Level: 01 02 03 04 05 06 07 08
 09 10 11 12 P3 P4 KG EE

Add a New Section

RCGroup	Course	Section	Period	Edit
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Click **Add a New Section**.

RCGroup: --Select-- Course: [v]
Section: 1 Section Name: [] Room: 8755
Period: 1 [v]
Grade Level: 01 02 03 04 05 06 07 08
 09 10 11 12 P3 P4 KG EE

Add Section **Cancel**

This page allows you to create a new section of a course. First, select the report card group or **RCGroup** that your new section will belong to – the report card group is basically the **Department** that the course and section belong to.

RCGroup: [v] Course: [v]
Section: [] Section Name: [] Room: 901
Period: []
Grade Level: 04 05 06 07 08
 12 P3 P4 KG EE

Add Sect

- Art
- EXCEL
- Language Arts
- Math
- Music
- PAT-Creative Thinking
- PAT-Critical Thinking
- PAT-Leadership
- PAT-Problem Solving
- Physical Education
- Reading
- Science
- Social Studies
- Spanish
- Select--

Once the **RCGroup** has been selected, the **Course** drop-down list will be activated. Choose the appropriate course from this list.

Next, define a section number and a name for the new section. Creating a section name will help you keep multiple sections of like courses straight in your gradebook. Enter the appropriate room number in the **Room** field.

Use the drop-down list to choose the appropriate **Period** for the new section, and then use the check boxes to indicate which grade levels can participate in this section.

Once the section is set up the way you want it, click **Add Section** to save the section and make it available to homeroom teachers.

You can then create more new sections. Once you are finished, homeroom teachers can begin to assign their students to your sections.

Assign Your Students to a New Section

To assign your students to a section of a class that you do not teach, click the **Students** link on the left side of the page.

Cycle: All | RCGroup: --Select-- | Default Course: | Section: | Apply to: All | Load Default

Update | Enable Cycles

Student	Course	Section	Student	Course	Section
756593/Barnhart, James	D	+	755991/Niemeyer, Eileen	D	+
756681/Boswell, William	D	+	754508/O'brien, Kevin	D	+
754345/Conaway, Dennis	D	+	756004/Phillips, Jane	D	+
759228/Dileva, Pat	D	+	756006/Reader, Ronald	D	+
756488/Elliott, F	D	+	755993/Remington, James	D	+
756680/Farlow, Jay	D	+	756491/Smith, Cynthia	D	+
756000/Finkelstein, Richard	D	+	756599/Waligora, Steve	D	+
757067/Haines-Thomas, Linda	D	+	756009/Willis, James	D	+
756690/Lee, Eule	D	+	756501/Wimmer, Phyllis	D	+
756699/Milken, Glenda	D	+			

Homerom Students: 19

First, select the **RCGroup** (like a department) from the drop-down list at the top of the page.

RCGroup: --Select--
 Section: |
 les

- Art
- Language Arts
- Math
- Music
- PAT-Critical Thinking
- PAT-Creative Thinking
- PAT-Problem Solving

Once you have done this, the courses and sections will be activated next to each student.

Cycle: RCGroup:

Default Course: Section: Apply to:

Student	Course	Section	Student	Course	Section
756593/Barnhart, James	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	755991/Niemeyer, Eileen	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
756681/Boswell, William	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	754508/O'Brien, Kevin	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
754345/Conaway, Dennis	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	756004/Phillips, Jane	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
759228/Dileva, Pat	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	756006/Reader, Ronald	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
756488/Elliott, F	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	755993/Remington, James	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
756680/Farlow, Jay	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	756491/Smith, Cynthia	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
756000/Finkelstein, Richard	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	756599/Walgora, Steve	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
757067/Haines-Thomas, Linda	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	756009/Willis, James	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
756690/Lee, Eulie	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>	756501/Wimmer, Phyllis	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>
756699/Milken, Glenda	<input type="text" value="D --Select--"/>	<input type="text" value="--Select--"/>			

Homeroom Students: 19

If all these students should be assigned to the same course and/or section, you can choose a default course and/or section using the drop-down lists at the top of the page.

Choose a **Default Course** and **Section**.

Default Course: Section:

Next, decide if this course/section should be assigned to all of your students, to all students who have already been assigned a class for this **RCGroup**, or to all students who have not been assigned a class for this **RCGroup**.

Apply to:

- All
- Scheduled
- Non-Scheduled

Once you have decided which students should be assigned to the default course and section, click **Load Default**. The course and section will then be selected for each student.

Please click on the Update button to save these changes.

Update		Enable Cycles					
Student	Course	Section	Student	Course	Section	Student	Course
756593/Barnhart, James	Art Gr 1	Art 1/1/Dunca(901)	755991/Niemeyer, Eileen	Art Gr 1	Art 1/1/Dunca(901)		
756681/Boswell, William	Art Gr 1	Art 1/1/Dunca(901)	754508/O'Brien, Kevin	Art Gr 1	Art 1/1/Dunca(901)		
754345/Conaway, Dennis	Art Gr 1	Art 1/1/Dunca(901)	756004/Phillips, Jane	Art Gr 1	Art 1/1/Dunca(901)		
759228/Dileva, Pat	Art Gr 1	Art 1/1/Dunca(901)	756006/Reader, Ronald	Art Gr 1	Art 1/1/Dunca(901)		
756488/Elliott, F	Art Gr 1	Art 1/1/Dunca(901)	755993/Remington, James	Art Gr 1	Art 1/1/Dunca(901)		
756680/Farlow, Jay	Art Gr 1	Art 1/1/Dunca(901)	756491/Smith, Cynthia	Art Gr 1	Art 1/1/Dunca(901)		
756000/Finkelstein, Richard	Art Gr 1	Art 1/1/Dunca(901)	756599/Walgora, Steve	Art Gr 1	Art 1/1/Dunca(901)		
757067/Heines-Thomas, Linda	Art Gr 1	Art 1/1/Dunca(901)	756009/Willis, James	Art Gr 1	Art 1/1/Dunca(901)		
756690/Lee, Eulie	Art Gr 1	Art 1/1/Dunca(901)	756501/Wimmer, Phyllis	Art Gr 1	Art 1/1/Dunca(901)		
756699/Milliken, Glenda	Art Gr 1	Art 1/1/Dunca(901)					

Homeroom Students: 19

As is noted on the page, you should click **Update** to save the course and section assignments you have just made. Once you click **Update**, a message will appear confirming that the students were successfully scheduled to their new section.

Students scheduled successfully.

You can then proceed to schedule your students for any other sections needed in other **RCGroups**.