

# SUNGARD® PUBLIC SECTOR

## eSchoolPLUS Scheduling Phase 2 – Course Catalog Exercises

**These exercises include:**

- A. Adding courses to the Course Catalog
- B. Maintaining courses in the Course Catalog and printing lists
- C. Creating Blocked Courses
- D. Creating Course Groups
- E. Creating Course Sequencing

**A. Adding Courses to the Course Catalog**

Add the following courses to the course catalog:

- 1. Menu path: Scheduling Center > Course Setup > Course Catalog
- 2. Search for all the courses in your building. Example:

| <input type="button" value="Search"/> <input type="button" value="New"/> |         |            |                              |       |                          |
|--|---------|------------|------------------------------|-------|--------------------------|
| <input type="button" value="Clear Criteria"/>                            |         |            |                              |       |                          |
| And/Or   | Area    | Field Name | Condition                    | Value | Delete                   |
|  | Courses | Building   | is in (comma delimited list) | 4     | <input type="checkbox"/> |
| And  |         |            |                              |       | <input type="checkbox"/> |

- 3. Click on a course number from the list, or click **New**.
- 4. Add or confirm the following information, and then click **Save**.

|                             |                  |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|------------------|
| <b>Building:</b>            | As assigned      | As assigned      | As assigned      | As assigned      |
| <b>Course:</b>              | 001              | 002              | 003              | 004              |
| <b>Course Name:</b>         | Driver Education | Drawing          | Latin 1          | AP Physics       |
| <b>Course Description:</b>  |                  |                  |                  |                  |
| <b>Course Status:</b>       | Y-Active         | Y-Active         | Y-Active         | Y-Active         |
| <b>Department:</b>          | WF               | FA               | WL               | SC               |
| <b>House/Team:</b>          |                  |                  |                  |                  |
| <b>Alternate Course:</b>    |                  |                  |                  |                  |
| <b>Block:</b>               | N-This course... | N-This course... | N-This course... | N-This course... |
| <b>Study Hall:</b>          |                  |                  |                  |                  |
| <b>VoTec:</b>               |                  |                  |                  |                  |
| <b>Scan Course:</b>         | N                | N                | N                | N                |
| <b>Course Availability:</b> | Regular...       | Regular...       | Regular...       | Regular...       |
| <b>Grade Restriction:</b>   | 10, 11           | 12               | 09               |                  |
| <b>Gender:</b>              | B-Both           | B-Both           | B-Both           | B-Both           |
| <b>Conflict Matrix:</b>     | Y-All Courses    | Y-All Courses    | Y-All Courses    | S-Singletons     |
| <b>Simple Tally:</b>        | ✓                | ✓                | ✓                | ✓                |
| <b>Fee:</b>                 | 0.00             | 0.00             | 0.00             | 0.00             |

(Continued on the next page)

**SUNGARD® PUBLIC SECTOR**  
**eSchoolPLUS Scheduling Phase 2 – Course Catalog Exercises**

|                                 |                     |                     |                     |                     |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Weight:</b>                  | 50                  | 50                  | 50                  | 50                  |
| <b>Priority:</b>                | 25                  | 75                  | 75                  | 10                  |
| <b>Take Attendance:</b>         | ✓                   | ✓                   | ✓                   | ✓                   |
| <b>Recommended Next Course:</b> |                     |                     |                     |                     |
| <b>Request from HAC:</b>        | ✓                   | ✓                   | ✓                   | ✓                   |
| <b>Teacher Qualification:</b>   |                     |                     |                     |                     |
| <b>Marks are:</b>               | T-Retained...       | T-Retained...       | T-Retained...       | T-Retained...       |
| <b>Building Type:</b>           | H                   | H                   | H                   | H                   |
| <b>Course Level:</b>            | 1                   | 1                   | 1                   | 2                   |
| <b>Credit:</b>                  | 0.25                | 0.5                 | 0.5                 | 1.0                 |
| <b>Divide Credit:</b>           | O-Fill subject...   | O-Fill subject...   | O-Fill subject...   | O-Fill subject...   |
| <b>Subject Order (1):</b>       | WF                  | EL                  | WL                  | SC                  |
| <b>Subject Order (2):</b>       |                     |                     |                     | EL                  |
| <b>Issue Mark(s):</b>           | Check all boxes     | Check all boxes     | Check all boxes     | Check all boxes     |
| <b>Include in Honor Roll:</b>   | HHR (1)<br>HR (1)   | HHR (1)<br>HR (1)   | HHR (1)<br>HR (1)   | HHR (1)<br>HR (1)   |
| <b>Include in GPA:</b>          | NONWT (1)<br>WT (1) | NONWT (1)<br>WT (1) | NONWT (1)<br>WT (1) | NONWT (1)<br>WT (2) |
| <b>State Course:</b>            |                     |                     |                     |                     |
| <b>Course Group:</b>            |                     |                     |                     |                     |

**B. Maintaining courses in the Course Catalog and printing lists**

Update the following information in the Course Catalog:

- Course 003                      Change Credit to 1.0
- Course 002                      Change Priority to 50
- Course 003                      Change second Subject Order to EL
- Course 004                      Change Include Honor Roll (all selections) to Level 2

Procedure:

1. Menu Path: Scheduling Center > Course Setup > Course Catalog
2. Choose course from the list or click **Search** to enter search criteria.
3. Click the course and make the necessary changes.
4. Click **Save**.

Create the following reports of the Course Catalog information:

- Courses in the English Department
- Courses that are weighted (course level = 2)
- Courses worth less than 1.0 credit

Procedure:

1. Menu Path: Scheduling Center > Course Setup > Course Catalog
2. Choose **Search**.
3. Enter the appropriate search criteria and click **Search**.
4. Click **Report** and open the **Course Catalog List** from your Home Page.

**SUNGARD® PUBLIC SECTOR**  
**eSchoolPLUS Scheduling Phase 2 – Course Catalog Exercises**

### **C. Creating Blocked Courses**

- Add a new course called **Fine Arts Block** and attach courses 822 and 823 as blockettes

Procedure:

1. Menu Path: Scheduling Center > Course Setup > Course Catalog
2. Choose **New**.
3. Add the following information:
  - Course: FABLOCK
  - Course Name: Fine Arts Block
  - Block: B – This course is a block
4. Scroll down to the “Blockette Course” area.
5. Add Course 822 and Course 823.
6. Click **Save**.

### **D. Creating Course Groups**

- Create a course group called SCIENCE and attach Courses 310, 311, 312

Procedure:

1. Menu Path: Scheduling Center > Course Setup > Course Groups
2. Click **New**.
3. Enter the course group code and description.
4. Add your course building and each course within the group on its own line.
5. Click **Save**.

### **E. Creating Course Sequences**

Create the following course sequences:

- Course Group SCIENCE as a pre-requisite for course 320
- Course 409 as a pre-requisite for Course 411
- Course 330 not taken with Course 311

Procedure:

1. Menu Path: Scheduling Center > Course Setup > Course Sequence
2. Click **Search** if necessary.
3. Click on your building.
4. Add information.
5. Click **Save**.