

Example: This sheet is filled out for Westside Elementary School, 1st teacher of the 3rd grade and Homeroom Id 10. (So I made the Group: 10 and the Sec: 01 (for 1st teacher of 3rd grade.)

Information for Master Schedule

Yr: 04/05

	Group:	10	Text:	Homeroom/10			
	Sec:	01	Note: HR 10 is coming from your HRMS screen and it is in room 102.				
Course	Crse ID	Grade	Section	Days	Period	Teacher	Room
Art	AV300W	03	01	MTWRF	01	0027	100
Social Studies	SS300W	03	01	MTWRF	02	0010	102
Reading	ER300W	03	01	MTWRF	03	0010	102
Spelling	EW302W	03	01	MTWRF	04	0010	102
Science	SC300W	03	01	MTWRF	05	0010	102
Health	SC301W	03	01	MTWRF	06	0010	102
Music	AM300W	03	01	T R	07	MUSI	MUSI
Phy Ed	PE300W	03	01	M W F	08	PE2	GYM
Written Composition	EW306W	03	01	MTWRF	09	0333	203

Group: This is a unique number that refers to the **homeroom number** which is found on the HRMS screen.

Sec: This is the first teacher of a grade level. You will build another CGRP for the second teacher & etc.

Text: Use HR/ (homeroom number, same as the Group: number)

Course: List all courses taught by the homeroom teacher **and** all courses being taught by any other teacher to this group of students. (If you use Progress Book please use the Standard Course handout. (see page 17)

Crse ID: See page 17. Give the course id for a specific subject.

Grade: This is the grade level for this cgroup.

Section: The section number is the same number as the Group: number.

Days: This is the actual days the student takes the course. (MTWRF is a full week)
Note: If you are not sure what days they will be meeting you can put MTWRF and change later.

Period: This is the period per day the student takes the course. If elementary, just assign the periods in sequence.

Teacher: The teacher ID that teaches the particular course needs to be type in this column.
(Teacher ID is located on the TEAC screen.) Use TEMP if not yet assigned

Room: The room number the course is being taught in.
Note: If you do not know the room number this can be anything from the ROOM screen and changed later.