

**GRADE/CORE GROUPS  
SCHEDULING 2006-2007**

Make sure that you are in the next school year e.g. 06/07 and also that entries in REQU/CREQ are for the next school year.

**YOU HAVE \_\_\_\_\_ GRADE STUDENTS THAT YOU WANT TO SCHEDULE—WHAT ARE SOME OPTIONS:**

- A, On the REQU screen add the students individual course (Pg. 42)  
Requests with the real course numbers:**

ER6RNA	READING 6	EE6RNA	ENGLISH 6
ME6RNA	MATH GR 6	SC6RNA	SCIENCE 6
GS6RNA	SOCIAL ST GR 6		
<b>ELECTIVES:</b>			
AV6RNA	ART GR 6	PH6RNA	HEALTH GR 6

**Enter any artificial courses such as Lunch, Media etc.(GRADES NOT GIVEN IN SBRC) WHAT IS THE TYPE?**

**MAKE SURE THAT THERE ARE SUFFICIENT` SECTIONS IN CMST TO COVER ALL STUDENTS.**

The students would be mixed into the number of sections you offer.

- B. Create a core group in P501(scheduling manual pp 34-39)**

**(REAL COURSE NUMBERS DO NOT GO IN THIS TABLE)**

**We have established the following Artificial course codes for use in the P501 as listed in Scheduling MANUAL see pages-----34-39**

- 1. The first 2 numbers would represent the grade level, and the 3rd number would represent the type of Core Group, REGULAR ED, SPECIAL ED, HONORS, and BILINGUAL.**

- 2. An artificial course code(for core groups) can have up to SIX(6) digits/characters. The school can still use the 4<sup>th</sup> 5<sup>th</sup> and 6<sup>th</sup> digits as needed. This number will normally be used to tie all students in the group to the same classes. If you have a class such as an elective that students in the group would not go to you DO NOT include it in the CORE Group. The individual course would be added to the students requests and the real Course entered into CMST.**

**Example:**

- O5O 5<sup>TH</sup> grade core group not tied to a specific homeroom. Students would be assigned to different homeroom on each scheduling run until you are LOCKED IN.**
  
- O5O1 5<sup>th</sup> grade regular group 1 of MULTIPLES**
- O5O2 5<sup>th</sup> grade regular group 2 of MULTIPLES additional groups as needed.**
  
- O55121 5<sup>th</sup> grade special ed. homeroom 121 (last 3 numbers rep. Homeroom)  
Elective not part of CORE**
  
- O5O333 5th grade regular homeroom 333 and all subjects including Electives part of core**
  
- O5OART 5<sup>th</sup> grade regular unique  
Art CLASS-double period and all academics**

- 3. Putting a student in a homeroom on STMA does automatically put a course/group on request or schedule screen. If you change a homeroom, you must change the course request also if core group number is different. New entries/transfers must have requests/schedule created.**

**C. Combination of above.**

**02/03/06**