

Virtual Course Scheduling Tips

TIP: When scheduling FLVS classes, use a system to keep track of who needs to be scheduled. Courses are added to a student's schedule once the grace period has ended. That is 14 days after activation. Following this schedule, will keep this a systematic process and avoid missing students.

On the 15th of each month (or the next workday), schedule all students who were activated in the previous month. That way you will be focusing on kids whose 14-day activation window (grace period) is over. Use the instructions on the back to set up a self-service report that you can run each month to get the data you need for the next steps.

Date	Schedule all students activated in:
January 15 th	December
February 15 th	January
March 15 th	February
April 15 th	March
May 15 th	April
August 15 th	May, June and July
September 15 th	August
October 15 th	September
November 15 th	October
December 15 th	November

Filter your report to show only the dates you need to schedule (above). Remove all enrollments that don't fall into your scheduling window.

TIP – it is possible that a student could complete a course before you have had a chance to schedule it. This is particularly true with courses like Driver Education and Peer Counseling. If a grade report comes in and the student doesn't have it on their S614, add the course to the child's schedule then enter the grade. As a practice, you should only add courses directly to the S520 if the student completed the course entirely in the summer.

EOC tested courses should never be entered directly on the S520

EOC Course Grade Entry Tip

If you have entered the final segment 2 grade on S517 for a student in an EOC tested course, it is best practice to look at the S734 to see if the EOC score has already been posted. If it has, send an email to Melody Stevens in ET to ask for the EOC Calculation Program to be run. That will calculate the final grade for the student and add it to the S520. Here is a sample email:

Hi Melody!

Can you run the EOC program for:

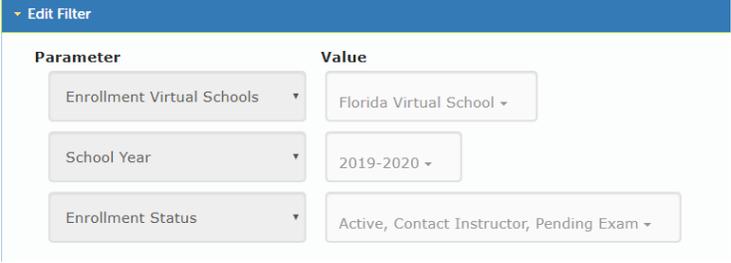
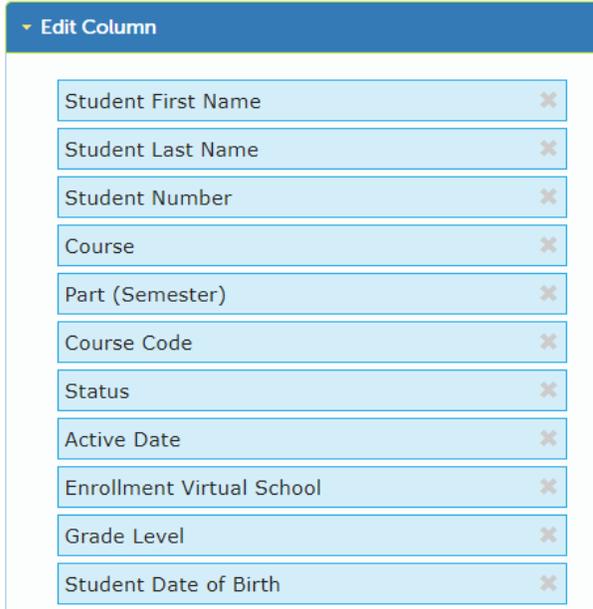
1203### (student number)

Algebra 1

SY2020

Thank you!

Build a Self-Service Report for Scheduling

<p>*TIP – Use Chrome or Firefox (don't use Microsoft Edge).</p> <ol style="list-style-type: none"> 1. Log into your account at http://vsa.flvs.net, from the menu select Reports->Self-Service Report 																							
<ol style="list-style-type: none"> 2. Build the report to include the data you need. Select these filters to build a report for FLVS scheduling: 																							
<ol style="list-style-type: none"> 3. Review the Edit Column section and remove the columns you don't need. I recommend including at least those pictured. 4. You can reorder these columns by clicking and dragging them into the order that you prefer, such as ordering the columns Last Name then First Name. 5. Give the report a name, like "Scheduling Report". Click "Save as New Report". If you make changes to this in the future, you will simply click "Save". 6. Click on your report name again, from the list of "My Reports" on the left. Click Export to Excel. This is what you will click each time you want to run the report. 																							
<ol style="list-style-type: none"> 7. Once the report downloads, use your filters to arrange the data by Active Date. Focus only on the dates you need to schedule by removing the rest. 	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 50%;">Date</th> <th style="width: 50%;">Schedule all students activated in:</th> </tr> </thead> <tbody> <tr> <td>January 15th</td> <td>December</td> </tr> <tr> <td>February 15th</td> <td>January</td> </tr> <tr> <td>March 15th</td> <td>February</td> </tr> <tr> <td>April 15th</td> <td>March</td> </tr> <tr> <td>May 15th</td> <td>April</td> </tr> <tr> <td>August 15th</td> <td>May, June and July</td> </tr> <tr> <td>September 15th</td> <td>August</td> </tr> <tr> <td>October 15th</td> <td>September</td> </tr> <tr> <td>November 15th</td> <td>October</td> </tr> <tr> <td>December 15th</td> <td>November</td> </tr> </tbody> </table>	Date	Schedule all students activated in:	January 15 th	December	February 15 th	January	March 15 th	February	April 15 th	March	May 15 th	April	August 15 th	May, June and July	September 15 th	August	October 15 th	September	November 15 th	October	December 15 th	November
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