



## Scheduling Resource Teachers and Assigning Students

In order to allow Resource teachers the capability to enter REACH performance tasks in CIM, elementary and high schools are being asked to schedule Resource classes in SIM and assign the applicable teachers and students. Once scheduled in SIM, this information will be appear in CIM.

Please note the following:

1. For high schools, two Resource courses have been created in the Course Catalog for use:
  - NS1 Flexible Resource (094101N)
  - NS2 Flexible Resource (094102N)
2. For elementary schools, Resource subjects have been added to the Subject Framework:
  - Each ES Resource teacher should be assigned an individual Resource subject. 10 Resource subjects are available, named *Resource A* to *Resource J*. It is important to assign one teacher per Resource subject in order to accommodate students who may have more than one resource class.
  - Only schedule the number of Resource subjects needed. For example you have three Resource teachers in your school, only schedule Resource A, B, and C. As with other subjects that are scheduled, schedule each Resource subject for all grade levels, although the teacher in question may not currently service students in every grade.
  - When assigning students, assign them based on the student's grade level.
3. Because Resource classes are for tracking purposes only in SIM, grades should not be given. For elementary schools, this subject will not appear on the report card.

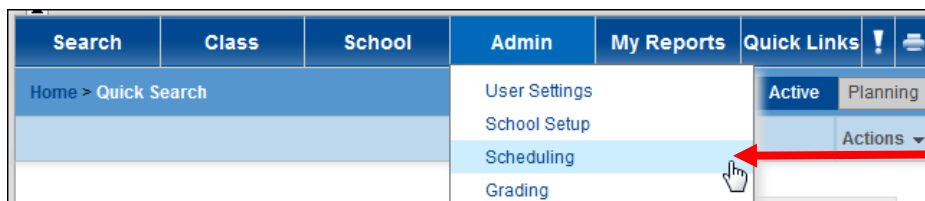
### Work Steps for Elementary Schools

Note: Reference the *SIM Elementary School Setup and Scheduling Participant Workbook* if more information is needed on elementary scheduling.

#### 1. Schedule the Resource subject for all grade levels and assign the teacher.

**Scenario:** In this scenario, your school has three Resource teachers. You only need to schedule three Resource subjects, assigning one per teacher. Note that although the teacher for *Resource A* currently services grade levels PE, PK, K, 1 and 2 only, you still need to schedule *Resource A* for all grade levels.

- a. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, click *Scheduling*.



- b. On the *Scheduling* page, under *Step 1*, click *Subject Framework*.



c. For Resource A, under PE (grade level), click the Y.

<input type="checkbox"/> Generic Subject Name	PE	PK	K	1	2	3	4	5	6	7	8
<input type="checkbox"/> RESOURCE A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
<input type="checkbox"/> RESOURCE B	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
<input type="checkbox"/> RESOURCE C	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

d. On the *Edit Subject* page for the PE grade level, select the following:

Check **Can Schedule** to schedule the resource at your school.

Select the second option: **Schools will assign this subject to individual students.**

Select second option: **Specify** and from the dropdown, select the **appropriate teacher.**

Select second option: **Specify** and leave at the default of 1.

Home > Scheduling > Subject Framework > Edit Subject 2013 - 2014 SY Active Planning

RESOURCE A PE

Designation: Specialty

Schedule

Can schedule

Student:  Automatically assign this subject to all students in grade Preschool - 3 year olds  School will assign this subject to individual students

Default teacher:  Homeroom teacher  School plans to use team teaching  Specify: None

Number of rosters:  One roster per homeroom  Specify: 1

\*Required OK Cancel

e. Repeat steps 1c and 1d for all remaining grade levels (PK, K, 1 – 8) for Resource A. Once Resource A is completed, repeat steps for Resource B and Resource C.

## 2. Assign students to their Resource class based on student’s grade level

**Note:** You will be manually assigning students to their appropriate *Resource* class based on student’s grade level. It is at your discretion how you search for students to make their assignment.

**Scenario:** Continuing with the scenario in Step 1, the teacher for *Resource A* currently services students in grade levels PE, PK, K, 1 and 2. You will be assigning students to their applicable Resource class, based on student’s grade level. For example, PE students should only be assigned to the *Resource A PE* class, PK students should only be assigned to the *Resource A PK* class, etc., as follows:



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- a. On the *Home Page*, perform a quick search for PK students by clicking the PK grade level link.
- b. Click the checkbox next to each student's name to select the students in question.
- c. From the *Actions* menu, select *Assign > Classes*.
- d. On the *Assign Classes* page, under *Class Search*, enter the search criteria "Class name contains RESOURCE A" and click *Search*.

Home > Student Search > Assign Classes 2013 - 2014 SY Active Planning

Assign Classes

Selected Students: 4

Class Search

Basic Detail

Search by:

Term	equals	
Meeting pattern	equals	
Class name	contains	RESOURCE A

Display All Records

Search

- e. Under *Class Search Results*, select the checkbox for *Resource A PK*; click *Add Class*; and click *OK*. The students are now added to *Resource A PK*.

Home > Student Search > Assign Classes 2013 - 2014 SY Active Planning

Assign Classes

Class Search

Class Search Results

List: Class name contains "RESOURCE A"

Selected: 1 Total: 11

Constraints	Status	Term	Meeting Pattern	Class Name	Room	# Students
<input type="checkbox"/>		FYT		RESOURCE A PE [1]		0
<input checked="" type="checkbox"/>		FYT		RESOURCE A PK [1]		0
<input type="checkbox"/>		FYT		RESOURCE A K [1]		0
<input type="checkbox"/>		FYT		RESOURCE A 1 [1]		2
<input type="checkbox"/>		FYT		RESOURCE A 3 [1]		0

Add Class Drop Class

Changes effective: Today

Change Reason: N/A

Apply OK Cancel

- f. Repeat steps 2a through 2e for the remaining grade levels for *Resource A* (PE, K, 1, and 2). Once *Resource A* is completed, repeat steps for *Resource B* and *Resource C*.