



**Affected Staff:**  
Evening School  
Coordinators and  
High School  
Schedulers

**Informed Staff:**  
HS Principals and  
Assistant  
Principals

**Date:**  
09/2009

**Evening School:**  
IMPACT Evening  
SIM

## Procedure Notice – Scheduling PE & PK students in SIM

**Overview:** All student attendance should be entered and submitted in the Gradebook application by teachers. Recorded attendance is then moved into SIM at various intervals during the school day. Last school year, many schools encountered issues with the movement of attendance for PE and PK students scheduled into AM and PM classes. IMPACT has designed the following solution to resolve this issue.

**Process:** Schools who have PE and PK grade level students need to schedule these students in the 'Early Childhood Education' subject in addition to assigning these students to a homeroom. The instructions below outline how to schedule these students appropriately.

### Step 1:

Navigate to the **Scheduling Setup** screen in SIM. Click on the 'Subject Framework' link under Step 1.

The screenshot shows the 'Scheduling' screen in Chancery SMS. The left sidebar contains a navigation menu with categories: STUDENT, CLASS, SCHOOL, ADMIN, and Scheduling (highlighted). The main content area displays 'Suggested steps for scheduling setup' with six numbered steps, each with a list of tasks and their current status.

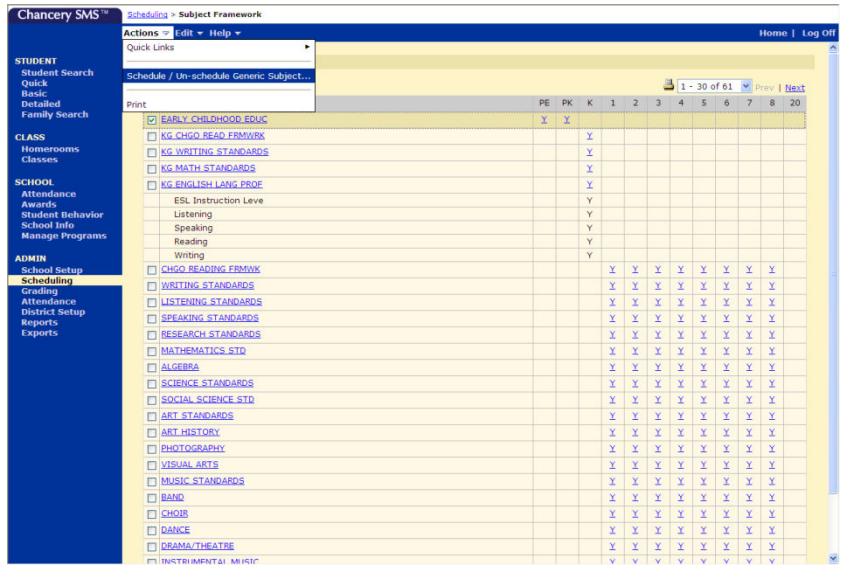
Step	Task	Status
Step 1: Set up basic scheduling elements	Staff List	2838 staff members
	Room Setup	36 rooms
	Subject Framework	126 core, 243 specialty
Step 2: Set up the schedule structure (if you wish to track instructional minutes)	Scheduling Groups	2 groups
	Day Pattern	5 regular and 0 special days
	Bell Schedules	0 bell schedules
	Meeting Patterns	0 meeting patterns
	Scheduling Defaults	Homerooms / Classes
Step 3: Set up homerooms and subject scheduling rules	Constraints	0 class constraints
	Homerooms	32 homerooms set up
	Subject Scheduling	
Step 4: Define schedules for classes	Class Setup	296 classes
Step 5: Assign students to homerooms and classes	Student Search	528/508 students in homerooms
	Create Student Schedules...	458/508 students with auto-scheduled classes
Step 6: Set up resource services	Resource Services	0 services configured
	Resource Roster	0 assignments for 0 students



### Step 2:

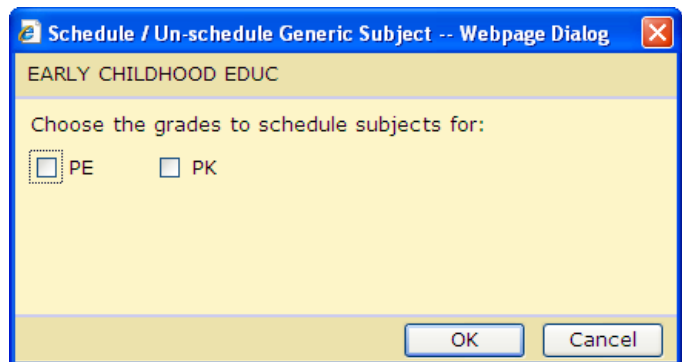
Select the checkbox for the 'Early Childhood Educ' subject.

Choose 'Schedule/Unschedule Generic Schedule' under the **Actions** drop down list.



### Step 3:

Check the box next to both the 'PE' and 'PK' grade levels and click **OK**.



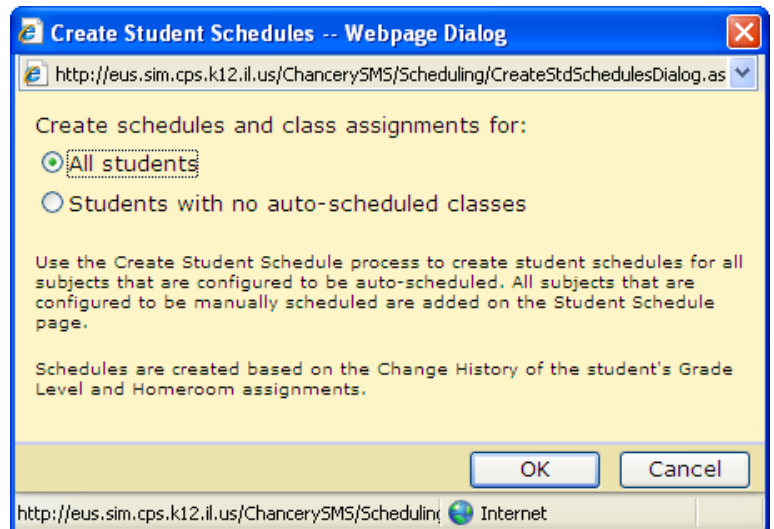
### Step 4:

Click on 'Create Student Schedules' under Step 5 on the main Scheduling screen.



**Step 5:**

Verify that 'All Students' is selected in the **Create Schedules** dialog box. Click **OK**. It may take several moments for the schedules to be generated.



**IMPACT Support**

IMPACT technical questions should be directed to the ITS Service Desk, IMPACT Support at (773) 553. 3925, Option 2, or via email to: [impact@cps.k12.il.us](mailto:impact@cps.k12.il.us)

Policy and procedural questions **cannot** be addressed by IMPACT. Policy questions must be directed to the managing business unit.