Introduction to:
Class About Rotation
(Day 1-7 or A-G)

April 2019

Class About Rotation

- Overview

- Class About On/Off Logic Chart

- Internal Custom Control

- Period / Period Block Management

- Instructional Course Offerings

- Student Scheduling

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Overview

The Class About functionality will provide the following:
1) the ability to identify a rotation pattern of up to 7 days other than the traditional weekly rotation pattern of Monday thru Friday
2) the ability to assign individual classes to the Class About rotation
3) the ability to schedule students in to this Class About rotation pattern.

The Class About rotation will follow the on/off day logic that repeats. Since the on/off day logic defines each calendar school day as either an On day or an Off day, rotating days cannot be in attendance at the same time. Example: When Class About Day 1(A) is in attendance (on), Class About Day 2 (B) is not in attendance (off) and likewise; if a day is identified as On, that day will require the student to be in attendance; whereas if the day is identified as an Off day, the student will not be required to be in attendance.

This on/off logic is integrated into the School Calendar so that for any given day administration will know which day the rotating students are required to be in attendance.

When a school day is cancelled due to snow or other reasons, the school calendar rotating days will be re-sequenced so that the next school day becomes your desired next day.

Students who are not assigned to a Class about schedule will continue to follow the traditional weekly pattern of Monday thru Friday.

Class About Rotation

Class About On/Off Logic Chart – 2 Day Cycle Rotation Example

Day of week	School Day Cycle	Day A	Day B
Monday	1	On	Off
Tuesday	2	Off	On
Wednesday	1	On	Off
Thursday	2	Off	On
Friday	1	On	Off
Monday	2	Off	On
Tuesday	1	On	Off
Wednesday	2	Off	On
Thursday	1	On	Off
Friday	2	Off	On

Class About Rotation

Class About On/Off Logic Chart – 4 Day Cycle Rotation Example

Day of week	School Day Cycle	Day A (or 1)	Day B (or 2)	Day C (or 3)	Day D (or 4)
Monday	1	On	Off	Off	Off
Tuesday	2	Off	On	Off	Off
Wednesday	3	Off	Off	On	Off
Thursday	4	Off	Off	Off	On
Friday	1	On	Off	Off	Off
Monday	2	Off	On	Off	Off
Tuesday	3	Off	Off	On	Off
Wednesday	4	Off	Off	Off	On
Thursday	1	On	Off	Off	Off
Friday	2	Off	On	Off	Off
Monday	3	Off	Off	On	Off
Tuesday	4	Off	Off	Off	On

Class About On/Off Logic Chart –
Example Day 1 & 2 On, Day 3 & 4 Off In 4 Day Rotation Cycle

Day of week	School Day Cycle	Day A (or 1)	Day B (or 2)	Day C (or 3)	Day D (or 4)
Monday	1	On	On	Off	Off
Tuesday	2	On	On	Off	Off
Wednesday	3	Off	Off	Off	Off
Thursday	4	Off	Off	Off	Off
Friday	1	On	On	Off	Off
Monday	2	On	On	Off	Off
Tuesday	3	Off	Off	Off	Off
Wednesday	4	Off	Off	Off	Off
Thursday	1	On	On	Off	Off
Friday	2	On	On	Off	Off
Monday	3	Off	Off	Off	Off
Tuesday	4	Off	Off	Off	Off

Internal Custom Control – ClassMate Staff Setup Step
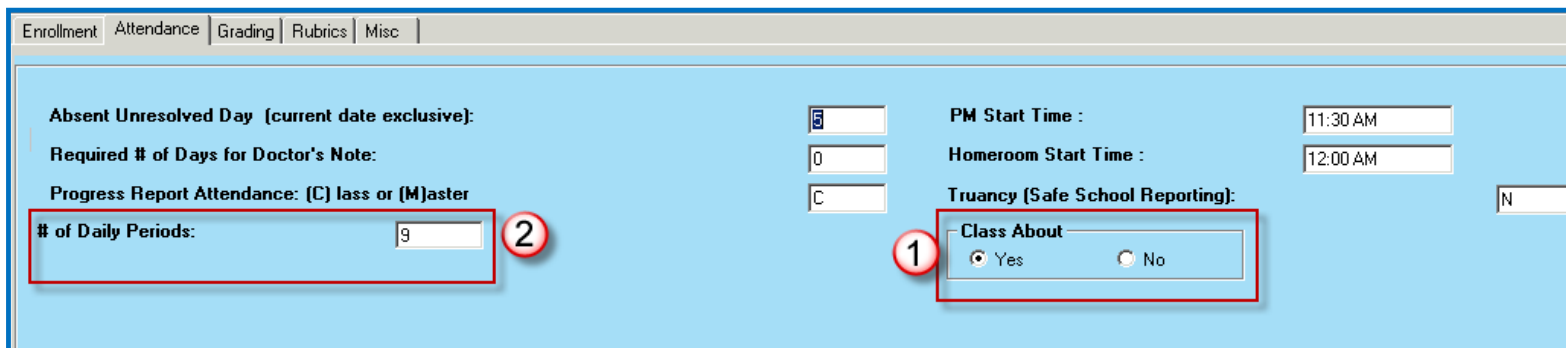
The steps outlined in this slide are to be performed by the ClassMate team.
However information from the client is also needed.

Getting Started:
Double Click **Modules >** Double click **Harris Internal Modules** > Single Click
Internal Custom Control > Click **Attendance Tab**

On the Attendance tab:
1. Set the class About field to Yes.
2. Set the number of daily periods

Class About Rotation

Period Management

Getting Started:
Double Click **Modules >** Double click **Base Data Information** >
Single Click **Period Management**

Double Click **Modules >** Double click **Base Data Information** >
Single Click **Period Block Management**

Overview:
The **Period Management** module should be used to create
standard periods where the class will meet the same period
for each day. Example: Monday thru Friday Period 1 and 2.

The **Period Block Management** module should be used to
create periods that are the exceptions where a class will meet
during one period one day of the week and a different period
another day of the week. Example: Monday the class will meet
period 1 but on Wednesday the class meets on period 3.

Standard Period Setup
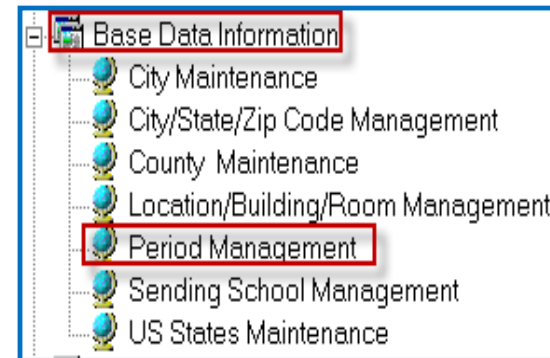
Exception Period Setup

Class About Rotation

Period Management

1. Create the periods for each individual period option
2. Click the Class About checkbox for the following scenarios:
   - This toggles the Days from Sun → Sat to Day 1 → Day 7 (or A → G)
   - Mark the radio button True for the day(s) that meets in the rotation for that period
     Day A (1)– only Day A (1) can take attendance for this period(s)
     Day B (2)– only Day B (2) can take attendance for this period(s)
     Day C (3)– only Day C (3) can take attendance for this period(s)
     Day D (4)– only Day D (4) can take attendance for this period(s)
     Day E (5)– only Day E (5) can take attendance for this period(s)
     Day F (6)– only Day F (6) can take attendance for this period(s)
     Day G (7)– only Day G (7) can take attendance for this period(s)
   - Multiple Day Rotation –
     Example: In a 4 Day cycle – Day AB Meets, Day CD Does NOT Meet
     Days A (1) & B (2) are True, Days C (3) & D (4) are False
     Only Days A (1) & B (2) can take attendance for this period(s)
   - Non-Rotating Classes- if all days in the cycle (no class about rotation pattern) meet everyday, Class About is NOT used (do NOT check the Class About check box)
3. Enter the Start, End, Length, and Tardy Time
4. Select Time Block associated with the period(s)
5. Click Save

Class About Rotation

Period Management

Class About Rotation

Period Block Management

1. Create the period(s) for each individual period option
2. Click the Class About checkbox for the following scenarios:
   - This toggles the Days from Sun → Sat to Day 1 → Day 7 (or A → G)
   - Mark the radio button True for the day(s) that meets in the rotation for that period
        Day A (1)– only Day A (1) can take attendance for this period(s)
        Day B (2)– only Day B (2) can take attendance for this period(s)
        Day C (3)– only Day C (3) can take attendance for this period(s)
        Day D (4)– only Day D (4) can take attendance for this period(s)
        Day E (5)– only Day E (5) can take attendance for this period(s)
        Day F (6)– only Day F (6) can take attendance for this period(s)
        Day G (7)– only Day G (7) can take attendance for this period(s)
   - Multiple Day Rotation –
        Example: In a 4 Day cycle – Day AB Meets, Day CD Does NOT Meet
        Days A (1) & B (2) are True, Days C (3) & D (4) are False
        Only Days A (1) & B (2) can take attendance for this period(s)
   - Non-Rotating Classes- if all days in the cycle (no class about rotation pattern) meet everyday, Class About is NOT used (do NOT check the Class About check box)
3. Enter the Start, End, Length, and Tardy Time
4. Click Save

Class About Rotation

Period Block Management

Class About Rotation

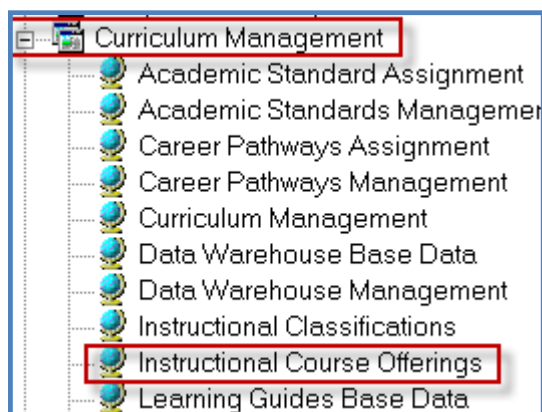## Instructional Course Offerings

Getting Started:

Single Location Site:

Double Click **Modules** > Double click **Curriculum Management** > Click **Instructional Course Offerings**
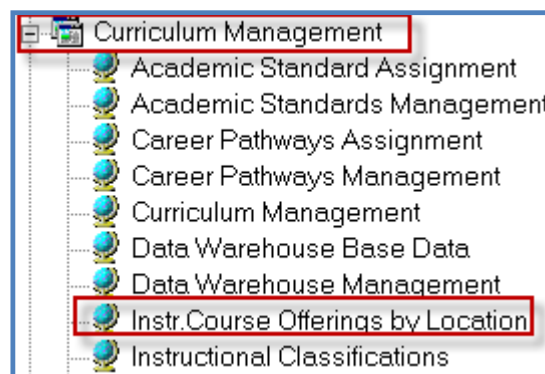
Multi-Location Site:

Double Click **Modules** > Double click **Curriculum Management** > Click **Instr. Course Offerings by Location**
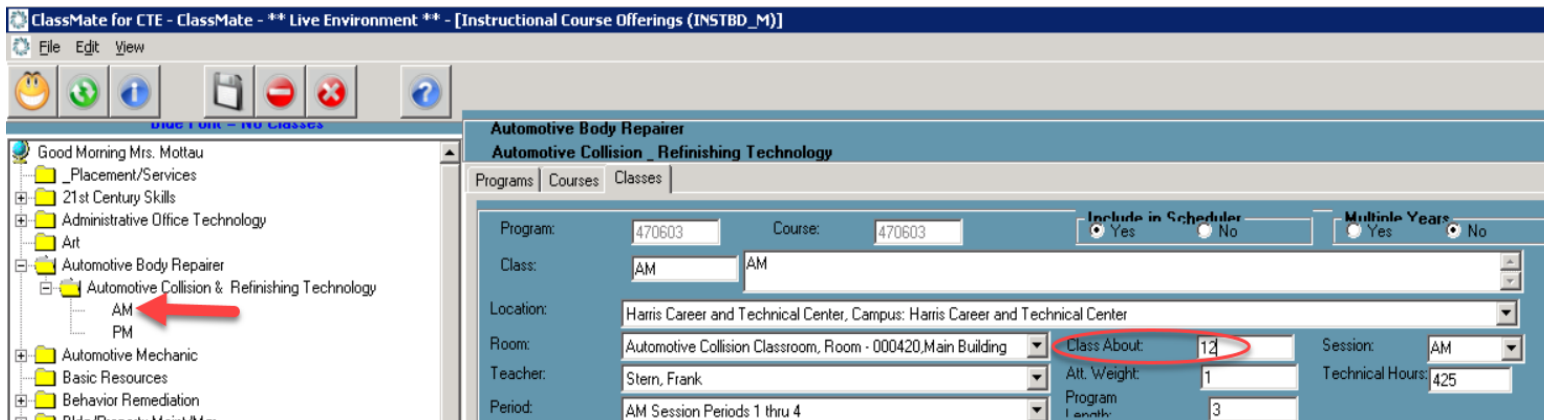
Single Location Site

Multi-Location Site

Class About Rotation

Instructional Course Offerings

For each class participating in the Class About (Day A/B) Rotation the Class About Field will be automatically populated based on the Period selected:

- Example: If Period Alt Ed Period 1 Day 5 was selected, a 5 will be automatically placed in the Class About Field.
- The Logic is as follows:
- Day 1 or A: Will have a 1 in the class about field
- Day 2 or B: Will have a 2 in the class about field
- Day 3 or C: Will have a 3 in the class about field
- Days 1 & 2 (of a 5 Day cycle): Will have a 12 in the class about field
- If a Class Meets Everyday or a rotation or Monday thru Friday: Will have a 0 or blank in the class about field

Student Scheduling
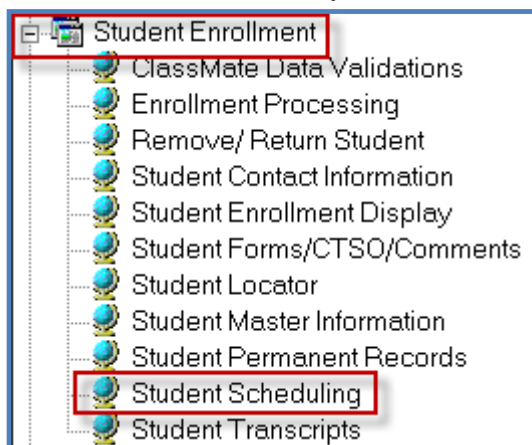
Getting Started:

Traditional CTC/BOCES:

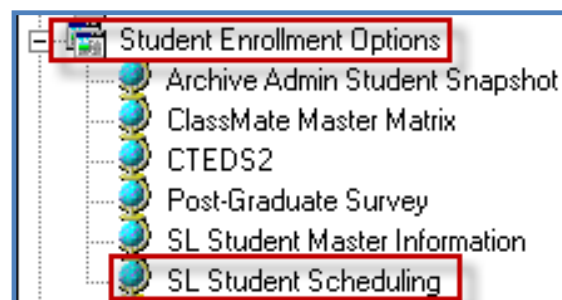Double Click **Modules** > Double click **Student Enrollment** > Click **Student Scheduling**

Shared Location Site (CTE/Alt Ed/Special Ed):

Double Click **Modules** > Double click **Student Enrollment Option** > Click **SL Student Scheduling**

Traditional CTC/BOCES

- Student Enrollment
  - ClassMate Data Validations
  - Enrollment Processing
  - Remove/ Return Student
  - Student Contact Information
  - Student Enrollment Display
  - Student Forms/CTSO/Comments
  - Student Locator
  - Student Master Information
  - Student Permanent Records
  - Student Scheduling
  - Student Transcripts

Shared Location Site

- Student Enrollment Options
  - Archive Admin Student Snapshot
  - ClassMate Master Matrix
  - CTEDS2
  - Post-Graduate Survey
  - SL Student Master Information
  - SL Student Scheduling

(SL) Student Scheduling

In (SL) Student Scheduling, there currently is a field called Day About which displays which day about rotation pattern the class is assigned. This Day About field name will be changed to say Class About and will follow the same coding logic as the Class About field as in Instructional Course Offerings Class About field logic follows. You as the client do not have to update this field, or enter anything in this field. This page is informational incase you notice the Day About field in SL Student Scheduling.

Teacher Module

Teachers who are assigned classes with Rotating Cycle days should use the Class About Attendance Begin module OR SE Attendance Begin Session module – which module to use depends on your sites setup and module assignment. These modules will display the students on Days that attendance is supposed to be taken, and will now display students when attendance is not supposed to be taken.
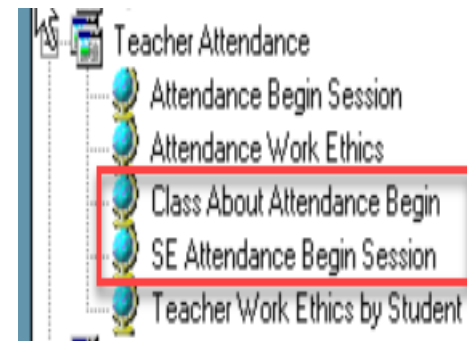
These instructors are not to be assigned or use the standard Attendance Begin Session Module.

Getting Started:
Double Click **Modules >** Double click **Teacher Attendance** > Single Click **Class About Attendance Begin**
OR
Double Click **Modules >** Double click **Teacher Attendance** > Single Click **SE Attendance Begin Session**
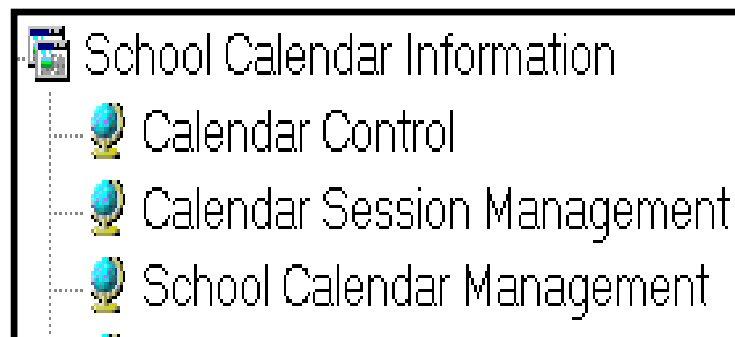
School Calendar Management

The school calendar module will now act as the designated area to depict which Day Cycle Rotation your location chooses to use. Each location can have their own Day About Cycle selected.

Getting Started:

Double Click **Modules >**
Double click **School Calendar Information** > Single Click **School Calendar Management**
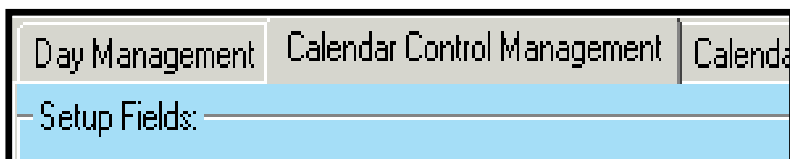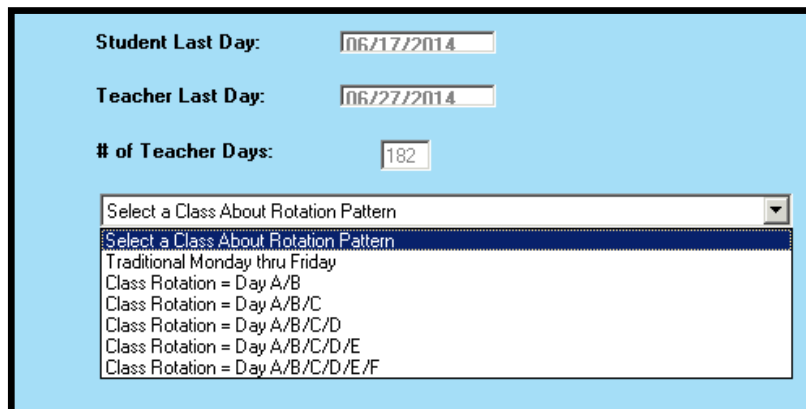
School Calendar Management

1. Select the **Calendar Control Management Tab**
2. Select what cycle day rotation will be used for each location using cycle day rotations by choosing from the **"Select a Class About Rotation Pattern"** dropdown

NOTE: If you adjust your calendar days due to a Snow Day, Emergency Day, etc. You will need to RESEQUENCE your calendar so your Class About days are accurate. Please review our Calendar documentation for detailed instructions.

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Questions? Contact us!

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