This document is intended to be a comprehensive guide towards describing the different screens/functionalities for the LAUSD Bell Schedule Calendar creation and maintenance by different types of users.
# Table of Contents

Introduction ........................................................................................................................................ 0

TOC .................................................................................................................................................. 1

Overview ........................................................................................................................................... 3

   Bell Scheduling .............................................................................................................................. 4

Login Page ......................................................................................................................................... 5

Understanding the types of system users and their roles ................................................................. 6

   Different types of system users: ..................................................................................................... 6

Purpose of the Calendar ...................................................................................................................... 7

Global Parameters .............................................................................................................................. 7

Admin Dashboard ............................................................................................................................ 8

   Login Ribbon .................................................................................................................................. 8

Create/View Global Parameters ......................................................................................................... 9

   In the Create/View mode you can: ................................................................................................ 9

Final actions ....................................................................................................................................... 11

Create School Calendar .................................................................................................................. 12

   Available inputs/form fields ......................................................................................................... 12

   School Type Dropdown .................................................................................................................. 13

   Assign Calendar to Specific Schools ............................................................................................. 14

Edit School Calendar ....................................................................................................................... 14

View School Calendar ...................................................................................................................... 15

Create/Edit Bell Schedule ................................................................................................................ 16

   Create Bell Schedule (Admin) ....................................................................................................... 17

View Calendar Schedule .................................................................................................................. 18

Edit Calendar Schedule in View Mode (Right Click) ......................................................................... 19

Regular Day - Elementary .................................................................................................................. 20

Regular Day – Non Elementary ......................................................................................................... 21

Professional Development Day - Elementary .................................................................................... 22
Overview

- The LAUSD Bell Schedule is a form factor independent desktop/tablet based application replaces the current Los Angeles Unified School District (LAUSD) Bell scheduling system. The system facilitates the communication between LAUSD and all the Schools in the district. The application will help in creating, approving and maintaining a district wide set of Calendars and School schedules.
  - The system authenticates users with a single sign on account through ADFS and verifies user authorization by interfacing with other LAUSD School system databases to validate user information.
  - The system assigns roles based on the employee profiles contained in the LAUSD School system databases.
  - The system allows for certain roles to assign designated users in the system through external user roles management system - EZ Access system for central office Administrator, local district Administrators/users, and School designees.
- The system also allows the system Administrator to provide security access roles through external user roles management system.

**Bell Scheduling**

- The system allows creation of School Calendars for Schools to be assigned to each School year.
- The system allows for a series of Global Parameters to be entered into the system and used to validate the Calendar and Bell Schedule.
- The system allows creating and configuring of Bell Schedules by systems Administrators/School principal/designee.
- The system allows for efficient and easy data entry to complete the bell scheduling process.
- The system allows the system Administrator to update the validation rules by setting up Global Parameters per School year.
- The system also allows developing Bell Schedules for Schools based on School type, cost center, dual language program etc.
  - The system calculates in minutes the times for eligible daily variables where applicable (class periods, nutrition, pass, and lunch) to determine the total time per Bell Schedule.
  - The system calculates the total instructional time per schedule (the sum of pass time and period time), for the day as well as the year.
- The system allows system Administrators to test changes to the system before transporting those changes to live/production environment.
- The system allows the system Administrator to apply Calendars to Schools based on School type, etc.
- The system validates the Bell Schedule based on rules and display warnings and error messages when the schedule is invalid. When invalid the system will not allow the user to certify the Bell Schedule.
- System allows System Administrator to override certain error messages, which would enable School to certify Bell Schedule.
- The system allows the user to recall previously certified Bell Schedules and apply the previous Bell Schedule as a template to begin the bell scheduling process per School.
- The system allows users to duplicate their Bell Schedule to reuse for other associated locations under the same hosting School. The Cost Center Code for a host School and associated Schools have the same first five digits. The last two digits identify the School type. “01” is used to identify the host School. Associated Schools are numbered from “02” onwards.
- The system allows the generation of a certified Bell Schedule document upon completion of the bell scheduling process. The system allows the user to export the document to PDF or print.
- The system allows the School to review the Calendar and schedule in its entirety before certification.
- The system validates the Bell Schedule based on previously set rules.
The system allows the system Administrator to create or configure a new version of the Bell Schedule for the new School year.

Login Page

LAUSD Bell Schedule

Figure 1

The system authenticates users with a single sign on account through ADFS and verifies user authorization by interfacing with other LAUSD School system databases to validate user information.

- Username: Accepts user name assigned by your Administrator or the one you have selected during registration
- Password: Your Password
- Forgot your Password: Sends a password reset email to your single sign on email address.
Unregistered users: Can click on the “Click here to register” link to request access.

Understanding the types of system users and their roles

The table below explains the different types of system users and privileges assigned to each type.

Different types of system users:

1. System Administrator (Central System Administrator)
2. Central Office user (read only)
3. Local District Instructional Director
4. Local District User 1 (with all privileges)
5. Local District User 2 (with view only privileges)
6. School Principal, Assistant Principal or Designee

<table>
<thead>
<tr>
<th>Roles</th>
<th>Set Global Parameters</th>
<th>Create Bell Calendar</th>
<th>Set Schedule Parameters</th>
<th>View Bell Schedule and Calendar</th>
<th>Approval</th>
<th>Bell Schedule</th>
<th>Reports</th>
<th>Bell Schedule Unlock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central System Administrator (Admin)</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
</tr>
<tr>
<td>Central Office Users (Read only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local District Instructional Director /User</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local District User 1</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td></td>
</tr>
<tr>
<td>Local District User 2 - View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>★</td>
<td></td>
</tr>
<tr>
<td>Principal, AP or Designee</td>
<td>★</td>
<td>★</td>
<td>★</td>
<td></td>
<td></td>
<td>★</td>
<td>★</td>
<td></td>
</tr>
</tbody>
</table>
Purpose of the Calendar

- The Calendar supports scheduling across all Schools in the district or can be used to set individual School schedules.
- The Calendar uses a set of Global Parameters to make scheduling easy
- The Calendar can be used to set scheduling for specific Schools or can be assigned to types of Schools
- The schedule can also be generated at School level if School specific information is known.

Global Parameters

Global Parameters are constant values across all Schools and schedules per School year. There is a pre-defined set of Global Parameters which automatically populates or can be copied over from the last year’s values and then can be adjusted to meet requirements at the School level. The Global Parameters can be different for the different types of Schools.

Following are the fields that are defined as Global Parameters.

<table>
<thead>
<tr>
<th>Global Parameters</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Of School Days</td>
<td>Pre-defined total number of School days per year/School type</td>
</tr>
<tr>
<td>Minimum Annual Minutes</td>
<td>Pre-defined minimum number of minutes per year/School type</td>
</tr>
<tr>
<td>Minimum Daily Minutes</td>
<td>Pre-defined minimum number of minutes per day/School type</td>
</tr>
<tr>
<td>Regular Day</td>
<td>Pre-defined total number of minutes per day/School type</td>
</tr>
<tr>
<td>Minimum Day</td>
<td>Pre-defined minimum daily minutes (Max 10 days/year)</td>
</tr>
<tr>
<td>Shortened Day</td>
<td>Days that are made short as required by School (Max 20 days/year) Counted in minutes/day</td>
</tr>
<tr>
<td>Professional Dev Day</td>
<td>Professional Development days as mandated by School</td>
</tr>
<tr>
<td>Common Planning Time</td>
<td>Common Planning Time (CPT) as mandated by School</td>
</tr>
<tr>
<td>District-allocated PD Days</td>
<td>Professional Development days as mandated by the District</td>
</tr>
<tr>
<td>Other Schedule 1 -10</td>
<td>Any other schedules/day as required</td>
</tr>
</tbody>
</table>

Any minutes added toward the “Day” classifications must add up to correct pre-defined Minimum Annual Minutes and Minimum Daily Minutes.

Types of Schools available through the system to set Global Parameters

<table>
<thead>
<tr>
<th>School Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ele(K)</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Ele(Gr 1-6)</td>
<td>Elementary from Grades 1-6</td>
</tr>
<tr>
<td>JH</td>
<td>Junior High (Middle School)</td>
</tr>
<tr>
<td>JH - CPT</td>
<td>Junior High (Middle School) with Common Planning Time</td>
</tr>
<tr>
<td>SH</td>
<td>High School</td>
</tr>
<tr>
<td>O-C/O</td>
<td>Other</td>
</tr>
</tbody>
</table>
Admin Dashboard

The Admin Dashboard allows you to navigate to perform several functions from the left navigation bar. The screen also displays a snapshot of 4 reports.

1. Certification Counts
2. Approval Counts
3. Certification Summary Status By District
4. LD Approval Summary Status By District

The reports can be changed to specific years by selecting the School Year from the dropdown at the top and clicking on View Report.

Login Ribbon

After a user logs in to the system – The top ribbon will show

1. User’s name
2. Home link – Clicking this will take the user back to the dashboard
3. Log Out – The user can log out of the system by using this link

**Create/View Global Parameters**

**Global Parameters**

![Create/View Global Parameters](image)

**Figure 2**

**In the Create/View mode you can:**
- Select School Year to view Global Parameters that has been already set.
- Export Global Parameters table as a PDF document
- Create Global Parameters for next year (Figure 3). Upon selection of a School year the fields will show up blank, which can be manually entered as needed.
- Copy over Global Parameters from previous year and make changes as desired (Figure 4). To copy over last year’s parameters please check the “Copy the last Year Global Parameter” checkbox beside the School year dropdown.
Final actions

- **Clear**: Clears all values from the Global Parameters form
- **Save**: Saves the form so that it can be edited at a later time
- **Finalize**: Finalizes parameters and saves in the Database
Create School Calendar

School Calendar

Available inputs/form fields

- School Year: Select year for the Calendar
- Calendar Name: Provide a name for the Calendar
- Calendar for School (Type): Choose from School types that this Calendar will be associated with (See Figure 6)
  - Elementary
  - Middle
  - Senior
  - Options
- Assign Calendar to Specific Schools: In order to assign a specific Calendar to a specific School this option should be used. Checking this box will reveal a section at the bottom of the form where you can select,
  - Type of School
    - Elementary
    - Middle
    - Senior
    - Options
  - Enter the “Cost Center Code” which will populate the School Name field
  - Add More Schools: This will let you assign the Calendar to more Schools by following the steps above
- School Start Date: Select a date for start of School year
- School End Date: Select a date for end of School year
- Spring PFD #1: PFD stands for “Pupil Free day” Normally assigned to the First day of spring or last day of spring. Enter PFD #1 here
- Spring PFD #2: Enter PFD #2 date here
- Holiday Name: Enter name of the holiday
- Holiday Start Date: Select Holiday Start Date
- Holiday End Date: Select Holiday End Date
- Add more Holidays: You can add more holidays to the Calendar and then following the steps above
- Reset: If you want to clear all fields in the form, click the Reset button
- Generate Calendar: Clicking this will generate the Calendar and update the database

School Type Dropdown

School Calendar

![Calendar Interface](image)

Figure 6
Assign Calendar to Specific Schools

School Calendar

- School Year: 2017 - 2018
- Calendar for School (Type)
- School Start Date: mm/dd/yyyy
- Spring PFD #1: PFD #1
- Calendar Name
- Assign Calendar to Specific Schools
- School End Date
- School List
- Cost Center Code
- Elementary
- School Name
- Add more Holidays
- Clear
- Add more Schools
- Clear
- Reset
- Save
- Generate Calendar

Edit School Calendar

School Calendar Parameters

<table>
<thead>
<tr>
<th>Calendar Name</th>
<th>School Year</th>
<th>School Type</th>
<th>Cost Center Code</th>
<th>School Start Date</th>
<th>School End Date</th>
<th>PFD #1</th>
<th>PFD #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior test</td>
<td>2017-2018</td>
<td>Senior</td>
<td></td>
<td>07/01/2017</td>
<td>07/10/2018</td>
<td>09/05/2017</td>
<td>09/14/2017</td>
</tr>
<tr>
<td>Senior test</td>
<td>2017-2018</td>
<td>Senior</td>
<td></td>
<td>07/01/2017</td>
<td>07/10/2018</td>
<td>09/05/2017</td>
<td>09/14/2017</td>
</tr>
</tbody>
</table>

A School Calendar can be edited when it is saved but not Finalized. The screen will display list of Calendars being created by that specific user. From this screen you can either,

1. Delete a Calendar – Click Delete
2. Edit a Calendar – Click Edit

Clicking Edit will open an editable version of the Calendar (See below)
Clicking on View School Calendar will allow the user to filter the Calendar by year and Calendar name. Only Calendars that have been finalized will show up in this list. After selection of the desired Calendar click View. This will display the Calendar in view only mode (See below)
After the proper Calendar gets displayed in view only mode, you can move to other Calendars from this screen by selecting the year on top and the Calendar name and then clicking on view. The Page will be refreshed.

**Create/Edit Bell Schedule**

**Create Bell Schedule**
Once the Global Parameters are set and the School Calendar is created and assigned to specific Schools, the respective Principals can login and make changes depending upon School requirements. This screen shows the several parameters that can be changed/added.

The interface shows a tabbed view for different screens that can accept School specific information.

**Calendar Schedule Selection:**

**Professional Development Days:** The Principal of the School can specify which days in a week will be set aside as PD days.

**Spring Pupil Free Days:** This is a mandatory selection. The two dates displayed were entered while creating the calendar. Any one has to be selected.

**Other Schedule 1 – 10 Days:** There can be a wide variety of other schedules that the principal can account time for. The principal can choose from any days within Monday to Friday to assign such activities.

**Save:** Saves the selections to the database and generates the Calendar.

*After saving the user can move to the next tab to view and further edit the School Calendar.*
The next tab is to view the Calendar schedule as set in the previous steps. The user can also modify the schedule from this screen.

Here are the different types of schedules that can be viewed and edited.

1. Minimum Days
2. Shortened Days
3. Professional Development Days (PD)
4. Common Planning Time (CPT)
5. Spring Pupil Free Day (PFD)
6. Non School Day
7. Other Scheduled days (1–10)

The different kinds of days are color coded to show the total number of days assigned to each at the end of the table.

The user can make changes to each day in this screen except the “Spring Pupil Free Day” that has been set during the creation of the School Calendar and finalized.
While on the School Calendar screen, the user can assign different types of day to each Calendar day except the “Spring Pupil Free day”.

- Right click on the day you want to make change or assign another type
- A list will show up with the following variations
  - Minimum Days
  - Shortened Days
  - Professional Development Days (PD)
  - Common Planning Time (CPT)
  - Non School Day
  - Other Scheduled days (1 – 10)
- Select the type of day you wish to assign.
- The color code will change and the day counts at the bottom of the table will update itself
- Save
This form is used to specify details about a regular School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or the screen below (Non-Elementary)

- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Recess duration: This is the amount of time in minutes allowed for recess
- Grade Groups: Assign single or multiple grade groups
- Add grade groups: Add additional grade groups
- Start time: School start time
- Lunch start: Lunch start time
- Recess start: Recess start time
- Dismissal: School end time
- Clear: Clear all fields
- Generate schedule: Generate this schedule to view
- Previous:
- Next:
- Save: Save this schedule
- Certify: Once complete send the schedule to be certified by the assigned person
This form is used to specify details about a regular School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or this screen (Non-Elementary)

- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Home Room duration: This is the amount of time allocated for Home room
- Nutrition duration: This is the amount of time allocated for Nutrition
- Period Duration: This is the amount of time each period runs
- Passing Minutes: This is the amount of time between each period
- Period Sequence: Period sequence is used to specify Home room, Periods, Lunch or nutrition time sequence as they would happen throughout the day. This is very important to generate the entire day schedules. Note that period selections must be done from left to right without leaving one blank.
- Grade Groups: Assign single or multiple grade groups
- Add grade groups: Add additional grade groups
- Start time: School start time
- Dismissal: School end time
- Clear: Clear all fields
- Generate schedule: Generate this schedule to view (See Figure below)
- Previous: Goes to the previous tab
- Next: Goes to the next tab
- Save: Save this schedule
- Certify: Once complete send the schedule to be certified by the assigned person
After the schedule is generated the system validates against the values assigned in the Global Parameters. If the form passes validation the Total Instructional minutes box is green and red if not.

All tabs must validate to certify a Bell Schedule

**Professional Development Day - Elementary**

This form is used to specify details about a professional development day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or the screen below (Non-Elementary)
- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Recess duration: This is the amount of time in minutes allowed for recess
- Grade Groups: Assign single or multiple grade groups
- Add grade groups: Add additional grade groups
- Start time: School start time
- Lunch start: Lunch start time
- Recess start: Recess start time
- Dismissal: School end time
- Clear: Clear all fields
- Generate schedule: Generate this schedule to view
- Previous:
- Next:
- Save: Save this schedule
- Certify: Once complete send the schedule to be certified by the assigned person

### Professional Development Day – Non Elementary

<table>
<thead>
<tr>
<th>Calendar Schedule Selection</th>
<th>School Calendar</th>
<th>RD</th>
<th>PED</th>
<th>OSC1</th>
<th>OSC2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reuse Last Year’s Data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Room Duration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period Duration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period Sequence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch Duration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nutrition Duration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passing Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This form is used to specify details about a professional development day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or this screen (Non-Elementary)

- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Home Room duration: This is the amount of time allocated for Home room
- Nutrition duration: This is the amount of time allocated for Nutrition
- Period Duration: This is the amount of time each period runs
- Passing Minutes: This is the amount of time between each period
- Period Sequence: Period sequence is used to specify Home room, Periods, Lunch or nutrition time sequence as they would happen throughout the day. This is very important to generate the entire day schedules. Note that period selections must be done from left to right without leaving one blank.
- Grade Groups: Assign single or multiple grade groups
- Add grade groups: Add additional grade groups
- Start time: School start time
- Dismissal: School end time
- Clear: Clear all fields
- Generate schedule: Generate this schedule to view (See Figure below)
- Previous:
- Next:
- Save: Save this schedule
- Certify: Once complete send the schedule to be certified by the assigned person

Other Schedules - Elementary

This form is used to specify details about a other schedule School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or the screen below (Non-Elementary)

- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Recess duration: This is the amount of time in minutes allowed for recess
• Grade Groups: Assign single or multiple grade groups
• Add grade groups: Add additional grade groups
• Start time: School start time
• Lunch start: Lunch start time
• Recess start: Recess start time
• Dismissal: School end time
• Clear: Clear all fields
• Generate schedule: Generate this schedule to view
• Previous:
• Next:
• Save: Save this schedule
• Certify: Once complete send the schedule to be certified by the assigned person

Other Schedules – Non Elementary

This form is used to specify details about a other schedule School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or this screen (Non-Elementary)

• Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
• Lunch duration: This is the amount of time in minutes allowed for lunch
• Home Room duration: This is the amount of time allocated for Home room
• Nutrition duration: This is the amount of time allocated for Nutrition
• Period Duration: This is the amount of time each period runs
• Passing Minutes: This is the amount of time between each period
• Period Sequence: Period sequence is used to specify Home room, Periods, Lunch or nutrition time sequence as they would happen throughout the day. This is very important to generate the entire day schedules. Note that period selections must be done from left to right without leaving one blank.
• Grade Groups: Assign single or multiple grade groups
• Add grade groups: Add additional grade groups
• Start time: School start time
• Dismissal: School end time
• Clear: Clear all fields
• Generate schedule: Generate this schedule to view (See Figure below)
• Previous:
• Next:
• Save: Save this schedule
• Certify: Once complete send the schedule to be certified by the assigned person

Other Tabs MD, SD, CPT, SPFD
The other tabs work exactly similar to the RD and PD tabs as explained above
After all tabs are properly filled out and validated, the last tab is QA.

1. Final Validation against the Global Parameters is done in this tab. The box on top right turns green if validated, if not it turns red. The user can go back to the other tabs to adjust time and validate in the QA tab.
2. Once validated, the QA tab presents a few general questions which needs to be filled out before certifying the School.
3. At the end, the user can either Save or Certify the Bell Schedule.
4. This will send a notification to the LD director to approve the certified Bell Schedule.
View Bell Schedule

In order to view Bell Schedule, the user needs to select

1. School Year
2. Enter a cost center code
3. This would automatically fill in the School Type and School Name
4. Click on View Bell Schedule button

The Bell Schedule is displayed like the image above.

The user can then decide to Print the Bell Schedule or repeat the process to view Bell Schedule for a different school.
Unlock

Unlock School Status

Unlock School Status

A certified School can be unlocked by the Administrator by clicking on the unlock School status link.

1. Enter Cost Center Code – This will automatically populate the School type and School name
2. School type – Multiple School types can be associated to one Cost Center Code. This lets you select the correct School type from the drop down
3. School Name will be automatically populated
4. Add more School will let you add more lines of School to be unlocked at the same time

Unlock School LD Status

Unlock School LD Status

A certified and approved School can be unlocked by the Administrator by clicking on the unlock School LD status link.

1. Enter Cost Center Code – This will automatically populate the School type and School name
2. School type – Multiple School types can be associated to one Cost Center Code. This lets you select the correct School type from the drop down
3. School Name will be automatically populated
4. Add more School will let you add more lines of School to be unlocked at the same time

**Unlock Global Parameters**

Global Parameters that are finalized can be unlocked by the Administrator. However unlocking the Global Parameters and changing them have consequences, and may lead to data integrity issues in the Bell Schedule Database. This is especially true if Calendars and schedules are being worked on at this time. The Administrator should do this only when he is aware of the consequences.

1. Select the School year for which the Administrator intends to unlock the Global Parameters
2. Click on Unlock Global Parameters button
3. This would change the Global Parameters from a Read only screen to the edit view (See below)
The Admin can manually certify a school or a group of schools.
1. Enter the Cost center code
2. Select the school type if the same cost code is shared by two or more school types
3. The school name is automatically populated depending on the cost center code
4. Click add more schools if multiple schools need to be certified
5. Click manually certify to certify all schools selected. The schools selected are marked as certified and the respective principals are sent an email alerting them of the certification status.

Reports

Schools list report

View School List

The system allows the user to download reports to meet specific needs. The reports can be downloaded as Excel, PDF or CSV files.

On the left hand navigation clicking on Schools list will display the records for all Schools. Clicking on the buttons on top will let you download and save the generated report to your computer.

- Export to Excel: Downloads as an Excel file
- Export to CSV: Downloads a CSV file
- Export to PDF: Downloads report as a PDF file
- Search: Performs a keyword search and displays record that matches
- School Year: Select year to view School report for that specific year. By default it is set to the current year
- Show # entries: Automatically refresh the list to display 10, 25, 50 or 100 entries per page.

**Schools with Special Situations**

Schools With Explorations, Exceptions, and Special Situations

On the left hand navigation clicking on Schools with Special Situation will display the records for that School type. Clicking on the buttons on top will let you download and save the generated report to your computer.

- Export to Excel: Downloads as an Excel file
- Export to CSV: Downloads a CSV file
- Export to PDF: Downloads report as a PDF file
- Search: Performs a keyword search and displays record that matches
- School Year: Select a keyword search and displays record that matches
- Show # entries: Automatically refresh the list to display 10, 25, 50 or 100 entries per page.

The system allows the user to download reports to meet specific needs. The reports can be downloaded as Excel, PDF or CSV files.
The system allows the user to download reports to meet specific needs. The reports can be downloaded as Excel, PDF or CSV files.

On the left hand navigation clicking on School Certification Statuses will display the records for that School type. Clicking on the buttons on top will let you download and save the generated report to your computer.

- **Export to Excel**: Downloads as an Excel file
- **Export to CSV**: Downloads a CSV file
- **Export to PDF**: Downloads report as a PDF file
- **Search**: Performs a keyword search and displays record that matches
- **School Year**: Select year to view School report for that specific year. By default it is set to the current year
- **Show # entries**: Automatically refresh the list to display 10, 25, 50 or 100 entries per page.
The system allows the user to download reports to meet specific needs. The reports can be downloaded as Excel, PDF or CSV files.

On the left hand navigation clicking on Summary by Local District will display the records for that School type. Clicking on the buttons on top will let you download and save the generated report to your computer.

- Export to Excel: Downloads as an Excel file
- Export to CSV: Downloads a CSV file
- Export to PDF: Downloads report as a PDF file
- Search: Performs a keyword search and displays record that matches
- School Year: Select year to view School report for that specific year. By default it is set to the current year
- Show # entries: Automatically refresh the list to display 10, 25, 50 or 100 entries per page.
The system allows the user to download reports to meet specific needs. The reports can be downloaded as Excel, PDF or CSV files.

On the left hand navigation clicking on PFD School Data will display the records for all Pupil Free Days. Clicking on the buttons on top will let you download and save the generated report to your computer.

- **Export to Excel**: Downloads as an Excel file
- **Export to CSV**: Downloads a CSV file
- **Export to PDF**: Downloads report as a PDF file
- **Search**: Performs a keyword search and displays record that matches
- **School Year**: Select year to view School report for that specific year. By default it is set to the current year
- **Show # entries**: Automatically refresh the list to display 10, 25, 50 or 100 entries per page.

### PFD School Data

<table>
<thead>
<tr>
<th>School Code</th>
<th>School Code</th>
<th>School Dist</th>
<th>School Type</th>
<th>School Name</th>
<th>Year</th>
<th>Status</th>
<th>Certified By</th>
<th>Certified By SSID</th>
<th>Certified Date</th>
<th>LD</th>
<th>LD Approval Date</th>
<th>LF Approval Date</th>
<th>PFD Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>11580001</td>
<td>19150</td>
<td>NV</td>
<td>MILLS HS</td>
<td>MILLS HS</td>
<td>1 TRK</td>
<td>Certified</td>
<td>FOGLERSON, WARREN</td>
<td>orffaro</td>
<td>6/15/2016 2:52:47 PM</td>
<td>Approved</td>
<td>7/13/2016 9:08:05 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11580101</td>
<td>19140</td>
<td>C</td>
<td>WINEY HS</td>
<td>WINEY HS</td>
<td>1 TRK</td>
<td>Certified</td>
<td>DELISE, CARLIE</td>
<td>eric delise</td>
<td>6/28/2016 2:00:00 PM</td>
<td>Approved</td>
<td>11/7/2016 4:19:41 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11581701</td>
<td>19170</td>
<td>S</td>
<td>OPTIONS</td>
<td>EWS-CYESSIS</td>
<td>1 TRK</td>
<td>Certified</td>
<td>ROSS, LINDA</td>
<td>kendra ross</td>
<td>9/15/2016 10:11:21 AM</td>
<td>Not Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11581801</td>
<td>19180</td>
<td>C</td>
<td>OPTIONS</td>
<td>WC ALISTOR HS-CYESSIS</td>
<td>1 TRK</td>
<td>Certified</td>
<td>THURSTON, TARA</td>
<td>tanith</td>
<td>12/15/2016 1:07:42 PM</td>
<td>Not Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11581901</td>
<td>19190</td>
<td>C</td>
<td>HUDEE</td>
<td>LANTERNIAN HS</td>
<td>1 TRK</td>
<td>Not Certified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11582001</td>
<td>19200</td>
<td>C</td>
<td>SORNOSEY HS</td>
<td>LANTERMAN HS</td>
<td>1 TRK</td>
<td>Not Certified</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11582101</td>
<td>19210</td>
<td>S</td>
<td>SNEKERS HP ED CTR</td>
<td>SNEKERS HP ED CTR</td>
<td>1 TRK</td>
<td>Certified</td>
<td>DAVIES, DAVID</td>
<td>davide davies</td>
<td>9/29/2016 10:35:33 AM</td>
<td>Approved</td>
<td>12/5/2016 2:10:47 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11582301</td>
<td>19480</td>
<td>NE</td>
<td>LOWRANTZ HP ED CTR</td>
<td>LOWRANTZ HP ED CTR</td>
<td>1 TRK</td>
<td>Certified</td>
<td>COWAN, JOHN</td>
<td>john cowan</td>
<td>9/30/2016 3:18:03 PM</td>
<td>Approved</td>
<td>6/24/2016 2:36:37 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The system allows the user to download reports to meet specific needs. The reports can be downloaded as Excel, PDF or CSV files.

On the left hand navigation clicking on School Days Data will display the records for different kind of School days. Clicking on the buttons on top will let you download and save the generated report to your computer.

- Export to Excel: Downloads as an Excel file
- Export to CSV: Downloads a CSV file
- Export to PDF: Downloads report as a PDF file
- Search: Performs a keyword search and displays record that matches
- School Year: Select year to view School report for that specific year. By default it is set to the current year
- Show # entries: Automatically refresh the list to display 10, 25, 50 or 100 entries per page.

Adhoc Reports
The user can generate ad hoc reports by selecting different combinations of parameters.

- **View Report**: Generates the report based on the selected parameters
- **Export to Excel**: Downloads as an Excel file
- **Export to CSV**: Downloads a CSV file
- The report can be displayed with 5, 10, 25, 50 or 100 records per page

**Principal screens**

**Dashboard**

After logging in, the Principal can see the list of Schools associated to his account.

1. The Principal can select the School for which he intends to create the Bell Schedule
As soon as he selects a School, the link on the left “Create Bell Schedule” and “View Bell Schedule” turns Blue and becomes active.

Clicking on “Create Bell Schedule” will let him create the Bell Schedule for that School.

Once a Bell Schedule has been created, the Principal can decide to

1. View the schedule by clicking on “View Bell Schedule” and selecting the School from the dropdown and then clicking on View report
2. The Principal can also decide to print the Bell Schedule
If the Principal wants to View Report, this is how the report will look.
Create Calendar Schedule

Once the Global Parameters are set and the School Calendar is created and assigned to specific Schools, the respective Principals can login and make changes depending upon School requirements. This screen shows the several parameters that can be changed/added.

The interface shows a tabbed view for different screens that can accept School specific information.

### Calendar Schedule Selection:

#### Professional Development Days:
The Principal of the School can specify which days in a week will be set aside as PD days.

#### Spring Pupil Free Days:
This is a mandatory selection. The two dates displayed were entered while creating the calendar. Any one has to be selected.

#### Other Schedule 1 – 10 Days:
There can be a wide variety of other schedules that the principal can account time for. The principal can choose from any days within Monday to Friday to assign such activities.

#### Save:
Saves the selections to the database and generates the Calendar.

*After saving the user can move to the next tab to view and further edit the School Calendar.*
The next tab is to view the Calendar schedule as set in the previous steps. The user can also modify the schedule from this screen.

Here are the different types of schedules that can be viewed and edited.

8. Minimum Days  
9. Shortened Days  
10. Professional Development Days (PD)  
11. Common Planning Time (CPT)  
12. Spring Pupil Free Day (PFD)  
13. Non School Day  
14. Other Scheduled days (1 – 10)

The different kinds of days are color coded to show the total number of days assigned to each at the end of the table.

The user can make changes to each day in this screen except the “Spring Pupil Free Day” that has been set during the creation of the School Calendar and finalized.
While on the School Calendar screen, the user can assign different types of day to each Calendar day except the “Spring Pupil Free day”.

- Right click on the day you want to make change or assign another type
- A list will show up with the following variations
  - Minimum Days
  - Shortened Days
  - Professional Development Days (PD)
  - Common Planning Time (CPT)
  - Non School Day
  - Other Scheduled days (1 – 10)
- Select the type of day you wish to assign.
- The color code will change and the day counts at the bottom of the table will update itself
- Save
This form is used to specify details about a regular School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or the screen below (Non-Elementary)

- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Recess duration: This is the amount of time in minutes allowed for recess
- Grade Groups: Assign single or multiple grade groups
- Add grade groups: Add additional grade groups
- Start time: School start time
- Lunch start: Lunch start time
- Recess start: Recess start time
- Dismissal: School end time
- Clear: Clear all fields
- Generate schedule: Generate this schedule to view
- Previous:
- Next:
- Save: Save this schedule
- Certify: Once complete send the schedule to be certified by the assigned person
This form is used to specify details about a regular School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or this screen (Non-Elementary)

- **Reuse last year’s data**: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- **Lunch duration**: This is the amount of time in minutes allowed for lunch
- **Home Room duration**: This is the amount of time allocated for Home room
- **Nutrition duration**: This is the amount of time allocated for Nutrition
- **Period Duration**: This is the amount of time each period runs
- **Passing Minutes**: This is the amount of time between each period
- **Period Sequence**: Period sequence is used to specify Home room, Periods, Lunch or nutrition time sequence as they would happen throughout the day. This is very important to generate the entire day schedules. Note that period selections must be done from left to right without leaving one blank.
- **Grade Groups**: Assign single or multiple grade groups
- **Add grade groups**: Add additional grade groups
- **Start time**: School start time
- **Dismissal**: School end time
- **Clear**: Clear all fields
- **Generate schedule**: Generate this schedule to view (See Figure below)
- **Previous**: Goes to the previous tab
- **Next**: Goes to the next tab
- **Save**: Save this schedule
- **Certify**: Once complete send the schedule to be certified by the assigned person
After the schedule is generated the system validates against the values assigned in the Global Parameters. If the form passes validation the Total Instructional minutes box is green and red if not.

All tabs must validate to certify a Bell Schedule

Professional Development Day - Elementary

This form is used to specify details about a professional development day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or the screen below (Non-Elementary)
• Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
• Lunch duration: This is the amount of time in minutes allowed for lunch
• Recess duration: This is the amount of time in minutes allowed for recess
• Grade Groups: Assign single or multiple grade groups
• Add grade groups: Add additional grade groups
• Start time: School start time
• Lunch start: Lunch start time
• Recess start: Recess start time
• Dismissal: School end time
• Clear: Clear all fields
• Generate schedule: Generate this schedule to view
• Previous:
• Next:
• Save: Save this schedule
• Certify: Once complete send the schedule to be certified by the assigned person

Professional Development Day – Non Elementary

This form is used to specify details about a professional development day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or this screen (Non-Elementary)

• Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Home Room duration: This is the amount of time allocated for Home room
- Nutrition duration: This is the amount of time allocated for Nutrition
- Period Duration: This is the amount of time each period runs
- Passing Minutes: This is the amount of time between each period
- Period Sequence: Period sequence is used to specify Home room, Periods, Lunch or nutrition time sequence as they would happen throughout the day. This is very important to generate the entire day schedules. Note that period selections must be done from left to right without leaving one blank.
- Grade Groups: Assign single or multiple grade groups
- Add grade groups: Add additional grade groups
- Start time: School start time
- Dismissal: School end time
- Clear: Clear all fields
- Generate schedule: Generate this schedule to view (See Figure below)
- Previous:
- Next:
- Save: Save this schedule
- Certify: Once complete send the schedule to be certified by the assigned person

Other Schedules - Elementary

This form is used to specify details about a other schedule School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or the screen below (Non-Elementary)

- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Recess duration: This is the amount of time in minutes allowed for recess
Grade Groups: Assign single or multiple grade groups
Add grade groups: Add additional grade groups
Start time: School start time
Lunch start: Lunch start time
Recess start: Recess start time
Dismissal: School end time
Clear: Clear all fields
Generate schedule: Generate this schedule to view
Previous:
Next:
Save: Save this schedule
Certify: Once complete send the schedule to be certified by the assigned person

Other Schedules – Non Elementary

This form is used to specify details about a other schedule School day.

Depending upon the School associated with your login, you would either see the screen above (For Elementary) or this screen (Non-Elementary)

- Reuse last year’s data: An easy way of populating the form fields in this form is to use the last year’s data. Checking this box will fill the fields with last year’s data and then you can make changes to adjust to your Schools need for the year required.
- Lunch duration: This is the amount of time in minutes allowed for lunch
- Home Room duration: This is the amount of time allocated for Home room
- Nutrition duration: This is the amount of time allocated for Nutrition
- Period Duration: This is the amount of time each period runs
• Passing Minutes: This is the amount of time between each period
• Period Sequence: Period sequence is used to specify Home room, Periods, Lunch or nutrition time sequence as they would happen throughout the day. This is very important to generate the entire day schedules. Note that period selections must be done from left to right without leaving one blank.
• Grade Groups: Assign single or multiple grade groups
• Add grade groups: Add additional grade groups
• Start time: School start time
• Dismissal: School end time
• Clear: Clear all fields
• Generate schedule: Generate this schedule to view (See Figure below)
• Previous:
• Next:
• Save: Save this schedule
• Certify: Once complete send the schedule to be certified by the assigned person

**Other Tabs MD, SD, CPT, SPFD**
The other tabs work exactly similar to the RD and PD tabs as explained above
After all tabs are properly filled out and validated, the last tab is QA.

5. Final Validation against the Global Parameters is done in this tab. The box on top right turns green if validated, if not it turns red. The user can go back to the other tabs to adjust time and validate in the QA tab.

6. Once validated, the QA tab presents a few general questions which needs to be filled out before certifying the School.

7. At the end, the user can either Save or Certify the Bell Schedule.

8. This will send a notification to the LD director to approve the certified Bell Schedule.
Clone Bell Schedule for associated schools

When the Principal logs in, apart from the list of designated schools he also sees the schools that are associated to his principal schools.

The principal can clone the bell schedule of a school previously created for an associated school and then modify as needed.

1. **Clone Bell Schedule** button allows the principal to clone bell schedule for a specific associated school

As soon as he selects a School, the link on the left “Create Bell Schedule” and “View Bell Schedule” turns Blue and becomes active.

Clicking on “Create Bell Schedule” will let him create the Bell Schedule for that School.

**View Bell Schedule**

Once a Bell Schedule has been created, the Principal can decide to

1. View the schedule by clicking on “View Bell Schedule” and the selecting the School from the dropdown and then clicking on View report
2. The Principal can also decide to print the Bell Schedule
LD Screens

LD Director Dashboard

List of Your Assigned Schools

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>District</th>
<th>School Type</th>
<th>School Name</th>
<th>School Status</th>
<th>LD Approval Status</th>
<th>View Bell Schedule</th>
<th>Approve Bell Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1254601</td>
<td>W</td>
<td>Elementary</td>
<td>Brockton Ave El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1300201</td>
<td>W</td>
<td>Elementary</td>
<td>Charnock Road El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1306801</td>
<td>W</td>
<td>Elementary</td>
<td>Cienega El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1312301</td>
<td>W</td>
<td>Elementary</td>
<td>Clover Ave El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1372801</td>
<td>W</td>
<td>Elementary</td>
<td>Fairburn Ave El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1424701</td>
<td>W</td>
<td>Elementary</td>
<td>Grand View Blvd El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1517801</td>
<td>W</td>
<td>Elementary</td>
<td>Marvin El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1517802</td>
<td>W</td>
<td>Elementary</td>
<td>Marvin El Lang Mag</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1598601</td>
<td>W</td>
<td>Elementary</td>
<td>Palms El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1636301</td>
<td>W</td>
<td>Elementary</td>
<td>Roscomare Rd El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
</tbody>
</table>

The LD Director logs in to approve or view Bell Schedule for Schools. When logged in the LD Director can see the list of Schools assigned and has the option to,

1. **View** – Lets the Director view schedule
2. **Approve** – If satisfied the director clicks on approve to approve and finalize the schedule
Once approve is clicked the director is presented with a screen which has a few questions that needs to be filled out before the final approval.

The Director can also deny a Bell Schedule by clicking on the Deny button

**LD Director View Bell Schedule**

This screen allows the user to view the bell schedule of a particular school by cost center code.

1. School year: Select school year
2. Cost Center Code: Enter Cost center code
3. The School Type and School Name will be automatically populated
4. View Bell schedule: will display the Bell Schedule of that specific school as below
### School Bell Schedule Details

- **School Year:** 2017-2018
- **School Name:** Riley HS, CYEBIS
- **School Type:** Options
- **Cost Center:** 1191701

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>14</td>
<td>20</td>
<td>15</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inst. Days:**
- M: Monday
- T: Tuesday
- W: Wednesday
- T: Thursday
- F: Friday
LD User Dashboard

List of Your Assigned Schools

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>District</th>
<th>School Type</th>
<th>School Name</th>
<th>School Status</th>
<th>LD Approval Status</th>
<th>View Bell Schedule</th>
<th>Approve Bell Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1254001</td>
<td>W</td>
<td>Elementary</td>
<td>Brockton Ave El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1300201</td>
<td>W</td>
<td>Elementary</td>
<td>Charnock Road El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1306301</td>
<td>W</td>
<td>Elementary</td>
<td>Cielenega El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1312301</td>
<td>W</td>
<td>Elementary</td>
<td>Clover Ave El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1372301</td>
<td>W</td>
<td>Elementary</td>
<td>Fairburn Ave El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1424701</td>
<td>W</td>
<td>Elementary</td>
<td>Grand View Blvd El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1517901</td>
<td>W</td>
<td>Elementary</td>
<td>Marvin El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1517902</td>
<td>W</td>
<td>Elementary</td>
<td>Marvin El Lang Mag</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1608301</td>
<td>W</td>
<td>Elementary</td>
<td>Palms El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>1636301</td>
<td>W</td>
<td>Elementary</td>
<td>Roscomare Rd El</td>
<td>Not Certified</td>
<td>Not Approved</td>
<td>View</td>
<td>Approve</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 18 entries

The LD Director logs in to approve or view Bell Schedule for Schools. When logged in the LD Director can see the list of Schools assigned and has the option to,

3. View – Lets the Director view schedule
4. Approve – If satisfied the director clicks on approve to approve and finalize the schedule
LD User View Bell Schedule

View Bell Schedule

This screen allows the user to view the bell schedule of a particular school by cost center code.

5. School year: Select school year
6. Cost Center Code: Enter Cost center code
7. The School Type and School Name will be automatically populated
8. View Bell schedule: will display the Bell Schedule of that specific school as below
LD User Approve Calendar

Once approve is clicked the director is presented with a screen which has a few questions that needs to be filled out before the final approval.

The Director can also deny a Bell Schedule by clicking on the Deny button

School User (View Only)
Clicking on View School Calendar will allow the user to filter the Calendar by year and Calendar name. Only Calendars that have been finalized will show up in this list. After selection of the desired Calendar, click View. This will display the Calendar in view only mode (See below).

After the proper Calendar gets displayed in view only mode, you can move to other Calendars from this screen by selecting the year on top and the Calendar name and then clicking on view. The Page will be refreshed.
View Bell Schedule

In order to view Bell Schedule, the user needs to select

1. School Year
2. Enter a cost center code
3. This would automatically fill in the School Type and School Name
4. Click on View Bell Schedule button

The Bell Schedule is displayed like the image above.

The user can then decide to Print the Bell Schedule or repeat the process to view Bell Schedule for a different school.