



Scheduling Students into Mosaics

Note: this time saving process ONLY works if you used PLATOONS to load students into their Mosaic Courses.

In the Build View,

School Administration does the following

1. Finds the course sections that have platoons

Workspace TT, Master ST

Options, Query

New Query Simple Mode ▾

Tables	Schedule Build Master	
Fields	Section number Team House Platoon Room status Schedule Rotation	↓ ↕ ↕ ↕ ↕ ↕
Operator	Is not empty	And Or
Value		

Search criteria

Platoon Is not empty null Delete (-)

Search based on All Sections ▾

Search Cancel + New Save As... Select...

2. Prints only the course sections that have platoons

Reports → Quick Report → SD73 Mosaic Report → Finish

The group of course sections will appear. Print & give this report to counselling staff. The next page is an example of the process:

Platoon: DIV 001								
Course	SecNo	Platoon	SchoolCourse > Description	ScheduleTerm > Code	Schedule	PrimaryStaff > Name	Total	Max
MADFS08-001		DIV 001	ADST - Food Studies	4W1	2(1)		21	24
MADM-08-001		DIV 001	ADST - Metalwork	4W2	2(1)		21	24
MADT-08TEX-001		DIV 001	ADST -TEXTILES 8	4W3	2(1)		21	24
MADW-08-001		DIV 001	ADST - Woodwork	4W4	2(1)		21	24

According to this report there is space in platoon: DIV 001 (enrollment total)



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Counsellor picks up the report.

Platoon: DIV 001								
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MADFS08-001		DIV 001	ADST - Food Studies	4W1	2(1)		21	24
MADM-08-001		DIV 001	ADST - Metalwork	4W2	2(1)		21	24
MADT-08TEX-001		DIV 001	ADST -TEXTILES 8	4W3	2(1)		21	24
MADW-08-001		DIV 001	ADST - Woodwork	4W4	2(1)		21	24

According to this report there is space in platoon: DIV 001 (enrollment total)

In the *Build View*,
Student Top Tab, **Schedule** Side Tab, **Workspace** sub-Side Tab

Click the **Select...** button to get the course selection pop up

Course:

Period:

Track ID:

Term:

Department:

Grade Level:

Team:

House:

Platoon:

Order by:

Requested only

Valid sections only

Allow conflicts

Allow over inclusion count

1. Select the platoon that has space in it.

2. Select the courses

<input type="checkbox"/>	Course	Description	Teacher	Term	Schedule	Unrotated Schedule	Total	Max	Close?
<input type="checkbox"/>	MADFS08-001	ADST - Food Studies	Babin, Carmen	4W1	2(1)		21	24	Y
<input type="checkbox"/>	MADM-08-001	ADST - Metalwork	Mcvicar, Geoffrey	4W2	2(1)		21	24	Y
<input type="checkbox"/>	MADT-08TEX-001	ADST -TEXTILES 8	Marr, Denice	4W3	2(1)		21	24	Y
<input type="checkbox"/>	MADW-08-001	ADST - Woodwork	Scallon, Susan	4W4	2(1)		21	24	Y

3. Click OK

Don't forget to **POST** when finished.