VIRTUAL COUNSELOR SCHEDULING

F. A. Q.

Q. What is time period when Virtual Counselor Scheduling can begin?

A. Virtual Counselor Scheduling can begin after the course dictionary in TERMS has been rolled for the new school year. Generally this will take place at the beginning of January. Once the courses have been rolled the Virtual Counselor, course definitions and parameters will be rolled in Virtual Counselor by ETS in preparation for the new school year.

Q. What are scheduling administrators?

A. Scheduling administrators are those individuals who will be in charge of changing course definitions and scheduling parameters for your school. We are recommending that only two or three individuals are given this authority at your school. You must email Sherri Hall at ETS so that she can give the selected individuals the proper authority for the Virtual Counselor Scheduling screens.

Q. What is the difference between Phase I and Phase II of Virtual Counselor Scheduling?

A. Virtual Counselor Scheduling Phase I is the process of collecting course requests from the students via the online course request screen. No scheduling of courses takes place during Phase I. Phase I does not look at a master schedule and you cannot specify the term that a student must take a course. Virtual Counselor Phase II allows for the students to schedule their course requests. The student will choose the term and period that they wish to take the course based on seat availability through the master schedule.

Q. How do I add a new course that I will be offered at my school next year?

A. You must first go into TERMS for the next school year and adopt that course into your school’s definitions. Then you must go into the option “Scheduling Course Definitions” in Virtual Counselor and click the “Add A Course” link at the bottom of the screen. Only scheduling administrators can add a course.

Q. My school is new to Virtual Counselor Scheduling. How are my course definitions loaded into Virtual Counselor?

A. ETS will be reading your school’s current Master Schedule in order to load your course definitions. You must then go into the option “Scheduling Course Definitions” and set the details of each course.

Q. What does paired mean in the course definitions?

A. If you have defined a course as paired in the course definitions then the student will be required to sign-up for both courses. You must go into to both course definitions and pair them with each other in order for the scheduling system to see the courses as a “true” pair. Blocked schools will have many paired courses in their course definitions. Pairing a course ensures that the student takes both courses within a school year.

Q. What does avoid mean in the course definitions?

A. A course that is avoided with another course means that the student cannot sign-up for both courses. The student must either signup for one course or the other course. If you are avoiding courses you must go into each course’s definition in Virtual Counselor avoid them to each other.
Q. What is the purpose of the department in the course definition screen. Why would I assign a department to a course?

A. Course registration counts are viewed in the tally screens by course subject areas or department. By defining a department to a course you can re-group the courses to be viewed by department in the tally screens.

Q. How can one of my English teachers recommend a course that is outside of their subject area?

A. You can go into the course’s definition and change the subject area to English. The teacher will then be able to see that course as one of the course selections in their course recommendation screen. You can also recommend by department but you must contact Sherri Hall at ETS if you wish to do this.

Q. What does it mean when a course is set to locked?

A. A course that is set to locked in the course definition screen will ensure that any student who has been defaulted into that course, or has been assigned that course via a teacher recommendation, is required to take the course. The course will appear on the student’s registration screen and he/she will not be able to delete that course from their registration.

Q. What does it mean when a course is set to pre-approved in its definition?

A. Setting a course as pre-approved in the course definitions means that the student must receive pre-approval in order to register for the course. A student can receive pre-approval by either being defaulted into the course through the default process or a teacher can give their recommendation through the teacher recommendation or teacher pre-approval screens.

Q. Why is a student missing from the teacher’s classroll recommendation screen?

The student’s next school field on the A04 panel in TERMS must be set to your school in order for you to schedule this student. The next school information is loaded in TERMS in January. Any student entering your school after January must have the next school information entered in by your DPC. Your DPC can run a report of the student’s next school information by going to School Reports at http://web/dwh. The report can be found in the Next School folder and is titled “Current Student Next School Report and Labels”.

Q. Why can’t my student(s) see their course request screen?

The student’s next school field on the A04 panel in TERMS must be set to your school in order for your student to see their course request screen. The next school information is loaded in TERMS in January. Any student entering your school after January must have the next school information entered into the A04 panel in TERMS by your DPC. To see those students who do not have a next school your DPC can run a by going to School Reports at http://web/dwh. This report can be found in the Next School folder and is titled “Current Student Next School Report And Labels”.