

# STIOffice – Models

---

## Models

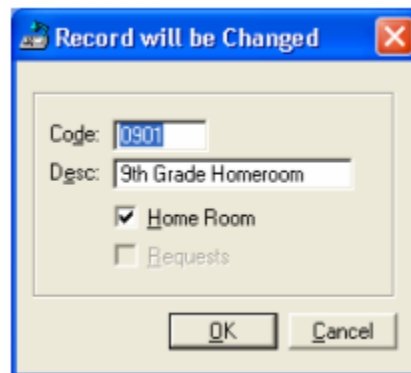
A *model* is either a collection of courses (a *Request Model*) drawn from the Valid Course File which may be assigned to one or more students for scheduling; or a collection of class sections (a *Home Room and Schedule Model*) drawn from the Master Schedule which may be used to assign a schedule to one or more students.

Scheduling models may be used with the **Manual Scheduling (Block)** feature or when individually scheduling students via the **Add/Edit Student Information | Schedule** or **Requests** buttons. Home Room models may be used when entering a student into a home room for which a model has been built.

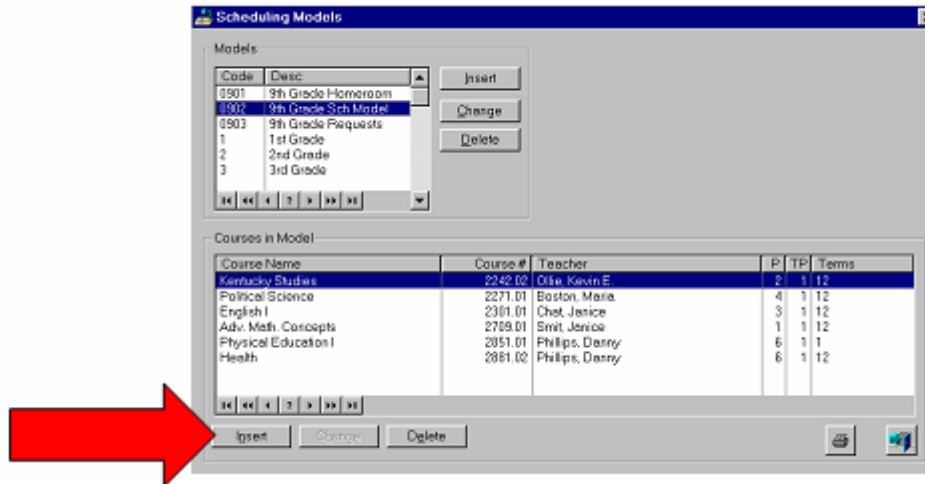
---

## Creating and Applying Home Room Models

1. Go to **Courses | New Year Scheduling | Models or Courses | Scheduling | Models**.
2. Click the **Insert** button at the top of the window to the right of the *Models* browse box.
3. Enter a *Code* and *Description*; the *Code* should match the *Home Room Identifier*; for example: 0901. Check the *Home Room* box. Home Room models will include course and specific section numbers.



4. Highlight the appropriate model in the *Models* browse window and then click **Insert** under the *Courses in Models* browse box.



- Highlight a section to add to the model and click the **Select** button. Repeat until all desired sections have been added to the model.
- When all models have been entered, generate a *Models List* by clicking on the icon.

### ***Applying a Home Room Model to a Student in New Year Scheduling***

- Go to **Courses | New Year Scheduling | Add/Edit Student Information**. Highlight a student and click the **Schedule** button.
- Click the (**Pick a Model**) icon in the lower right corner of the menu.



- Select the model to use for the student and click **Apply**. The student's schedule should now appear.

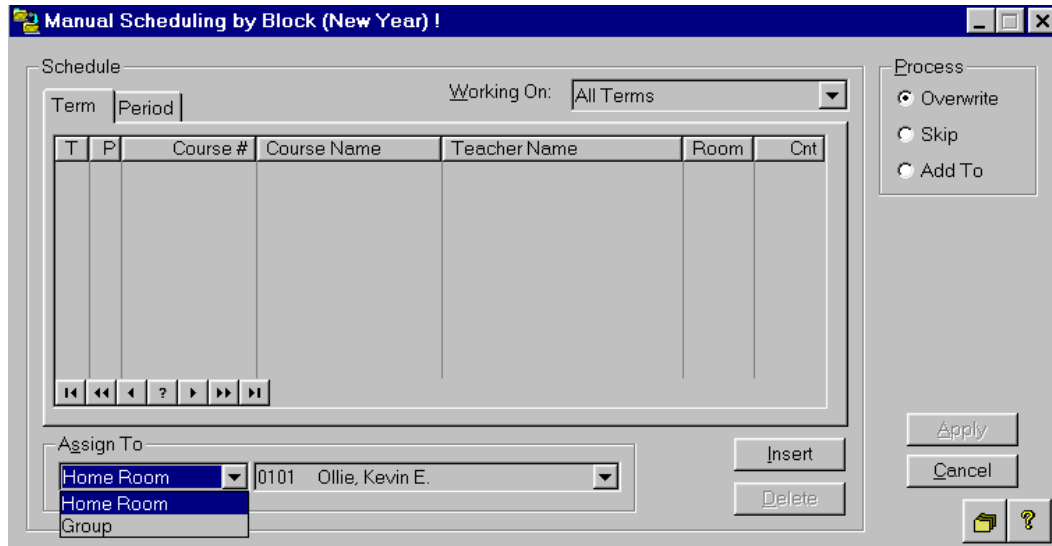
### ***Applying a Home Room Model to a Group in New Year Scheduling***


---

**Note:** Students should be placed into groups based on their home rooms for the New Year before this procedure is performed, or you should use the home rooms that are valid for the current year.

---

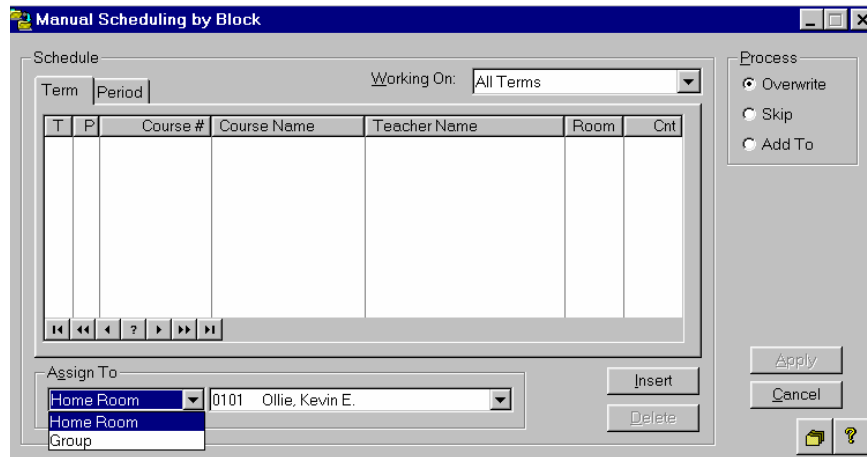
- Go to **Courses | New Year Scheduling | Manual Scheduling (Block)**.
- Working On: Select the terms that are to be scheduled (*All Terms* recommended).
- Assign To: Select *Group* from the left drop-down list. Then use the drop-down list on the right to select the group.




4. Click the  (**Pick a Model**) icon in the lower right corner of the menu
5. Select the model to use and click **Apply**.
6. Process: Select **Overwrite** to overwrite the old schedules; select **Skip** to skip students who already have schedules; or select **Add To** to add this schedule to students who have partial schedules.
7. Insert: This button is used to manually add individual courses to the entire student group. **Insert** is generally not necessary when using models.
8. Delete: To remove a course from a group's schedule, highlight the course and click the **Delete** button. Repeat as needed.
9. Apply: Click this button to assign this list of classes to the students.
10. Cancel: Click this button to cancel the procedure.

### ***Applying a Home Room Model to a Student in Current Year***

1. Select **Courses | Scheduling | Manual Scheduling (Block)**.
2. Working On: Select the terms that are to be scheduled (*All Terms* recommended)
3. Assign To: Select *Group* or *Homeroom* from the left drop-down list. Then use the drop-down list on the right to select the group or home room.



4. Click the  (**Pick a Model**) icon in the lower right corner of the menu
5. Select the model you wish to use and click **Apply**.
6. Process: Select **Overwrite** to overwrite the old schedules; select *Skip* to skip students who already have schedules; or select **Add To** to add this schedule to students who have partial schedules.
7. Insert: This button is used to manually add individual courses to the entire student group. *Insert* is generally not necessary when using models.
8. Delete: To remove a course from a group's schedule, highlight the course and click the **Delete** button. Repeat as needed.
9. Apply: Click this button to assign this list of classes to the students.
10. Cancel: Click this button to cancel the procedure.

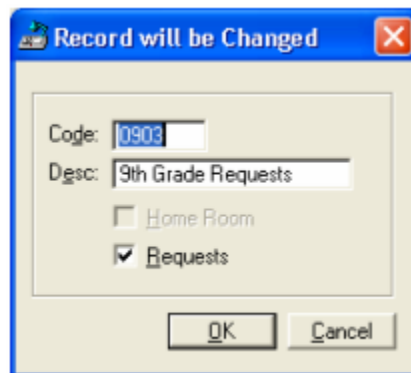
### ***Applying a Home Room Model when Enrolling a New Student***

1. When enrolling a new student in either STIOffice or STIEnrollment, a prompt will appear asking if you wish to *Apply a new Scheduling Model?*
2. Click **Yes** to automatically create a schedule for the student from that homeroom model.

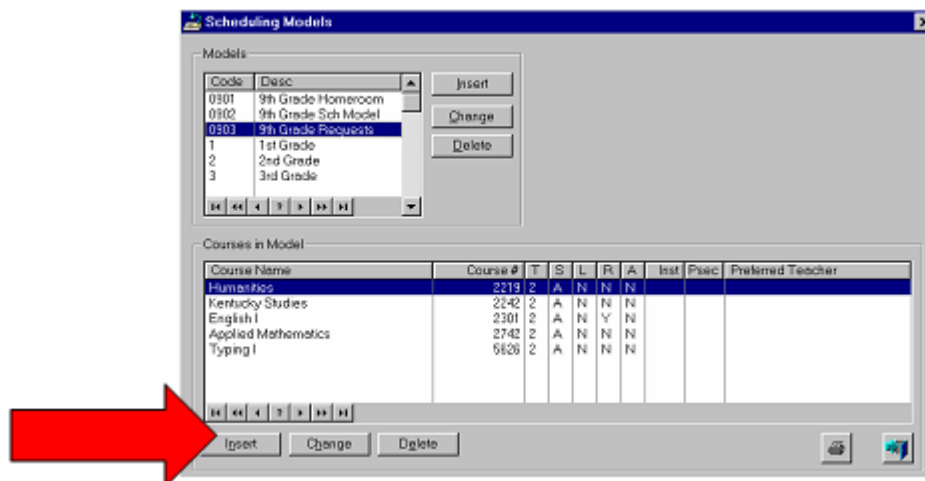
---


## Creating and Applying Request Models

1. Go to **Courses | New Year Scheduling | Models or Courses | Scheduling | Models**.
2. Click the **Insert** button at the top of the window to the right of the *Models* browse box.
3. Enter a *Code* and *Description* and check the *Requests* box. Request models contain course requests only.



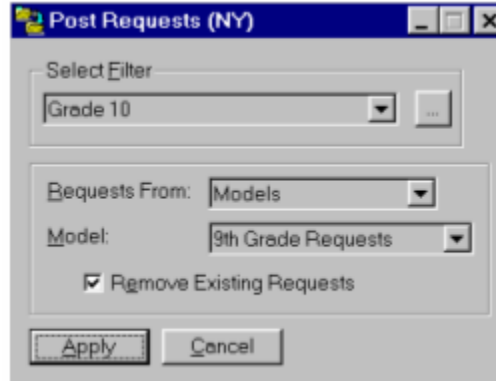
4. Highlight the appropriate model in the *Models* browse window. Click **Insert** under the *Courses in Models* browse box.



5. Use the **Ellipsis** button to the right of the *Course Number* field to select each course that you wish to add to the request model and click the **Select** button. Then enter any preference information in the data fields provided. Click **OK** to save. Repeat until all desired courses are in the model.
6. When finished, click **Cancel**.
7. When all models have been entered, you may generate a *Models List* by clicking on the  icon.

## Apply a Requests Model to a Group of Students in New Year Scheduling

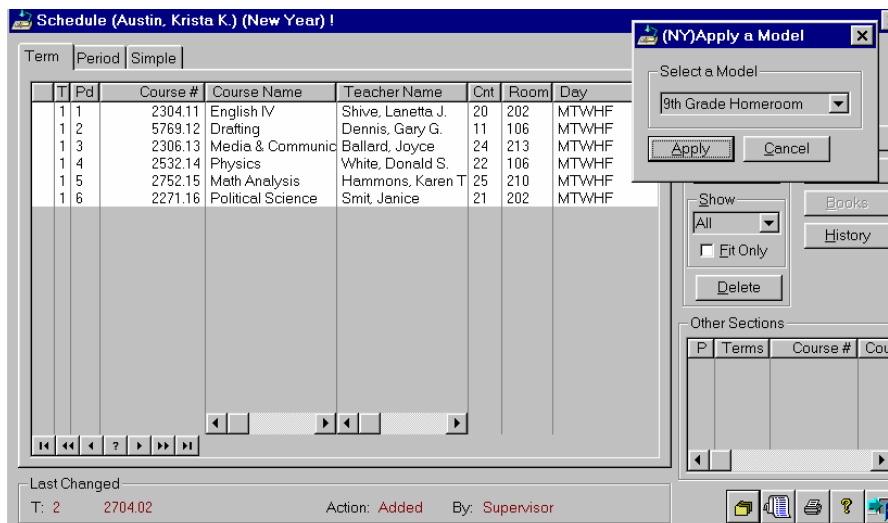
1. Select **Courses | New Year Scheduling | Post Request** from Models/Plans.
2. Select the *Filter*.




3. Select **Models** in *Requests From* list.
4. Select model from *Model* list.
5. If deleting existing requests, check *Remove Existing Requests*.
6. Click **Apply** to process.

## Applying a Requests Model to a Student in New Year Scheduling

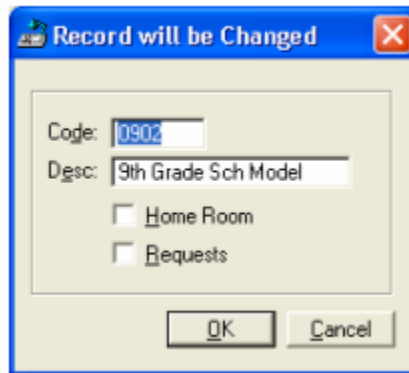
1. Select **Courses | New Year Scheduling | Add/Edit Student Information**. Highlight a student and click the **Requests** button.



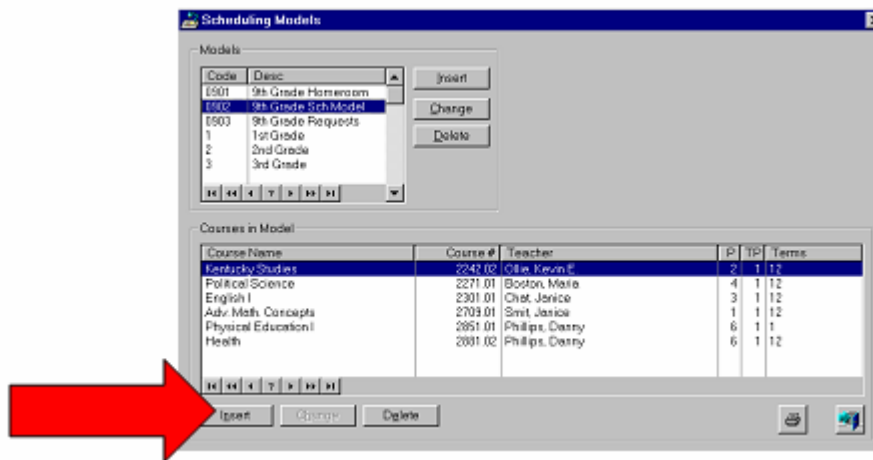
2. Click the  (**Pick a Model**) icon in the lower right corner of the menu
3. Select the model to use for the student and click **Apply**.


## Creating Scheduling Models

1. Select **Courses | New Year Scheduling | Models or Courses | Scheduling | Models**.
2. Click the upper **Insert** button, to the right of the *Models* browse box.
3. Enter a *Code* and *Description*. DO NOT check *Home Room* or *Requests*.



4. Highlight the appropriate model in the *Models* browse window. Click **Insert** under the *Courses in Model* browse box.

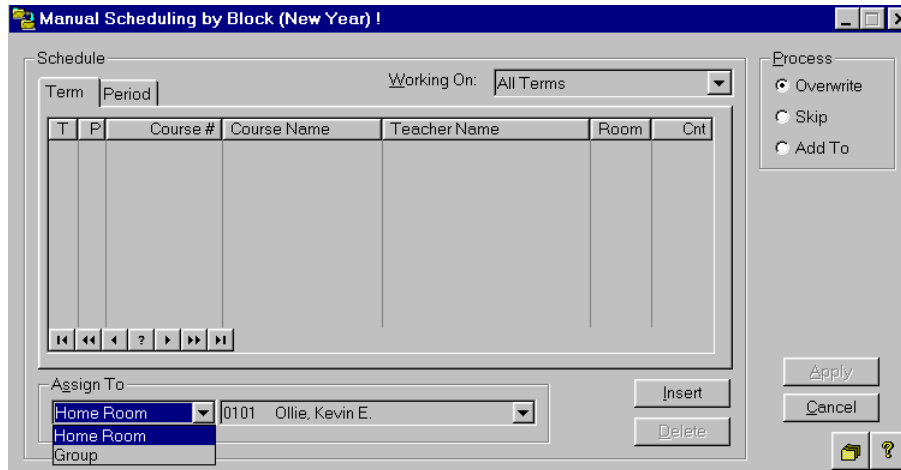



5. Highlight a section that you wish to add to the model and then click the **Select** button. Repeat until all sections have been added to the model.
6. When all models have been entered, you may generate a *Models List* by clicking on the  icon.

## Applying a Scheduling Model to a Group in New Year Scheduling

**Note:** Students should be placed into groups based on their home rooms for the New Year before this procedure is performed, or you should use the home rooms that are in the current year.


1. Go to **Courses | New Year Scheduling | Manual Scheduling (Block)**.
2. **Working On:** Select the terms that are to be scheduled (*All Terms* is recommended).



3. **Assign To:** Select *Group* from the left drop-down list. Then use the drop-down list on the right to select the group.
4. Click the  (**Pick a Model**) icon in the lower right corner of the menu
5. Select the model to use and click **Apply**.
6. **Process:** Select **Overwrite** to overwrite the old schedules; select **Skip** to skip students who already have schedules; or select **Add To** to add this schedule to students who have partial schedules.
7. **Insert:** This button is used to manually add individual courses to the entire student group. **Insert** is generally not necessary when using models.
8. **Delete:** To remove a course from a group's schedule, highlight the course and click the **Delete** button. Repeat as needed.
9. **Apply:** Click this button to assign this list of classes to the students.
10. **Cancel:** Click this button to cancel the procedure.

## Applying Schedule Models in Block Scheduling (Current Year)

1. Select **Courses | Scheduling | Manual Scheduling (Block)**.
2. Working On: Select the terms that are to be scheduled (*All Terms* recommended).

3. Assign To: Select *Group* or *Home Room* from the left drop-down list. Then use the drop-down list on the right to select the group or home room.
4. Click the  (**Pick a Model**) icon in the lower right corner of the menu.
5. Select the model to use and click **Apply**.
6. Process: Select **Overwrite** to overwrite the old schedules; select **Skip** to skip students who already have schedules; or select **Add To** to add this schedule to students who have partial schedules.
7. Insert: This button is used to manually add individual courses to the entire student group. **Insert** is generally not necessary when using models.
8. Delete: To remove a course from a group's schedule, highlight the course and click the **Delete** button. Repeat as needed.
9. Apply: Click this button to assign this list of classes to the students.
10. Cancel: Click this button to cancel the procedure.