



### What do you want to do?

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# 1 Set Up and Schedule Classes

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## What do you want to do?

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## 1.1 Schedule a Class

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HeadMaster works with Full Control Scheduler™ to provide you with an efficient way to export students, teachers, courses and requests to the master scheduler software. Once you complete scheduling students in classes, you can then import the schedules and classes into HeadMaster. HeadMaster creates the class and enters the class roll based on the data imported from your master scheduling program.

If you use a master scheduler, when you import your data from the master scheduler to HeadMaster, the class schedule will be created in HeadMaster.

However, if you don't use a master scheduler, you can manually schedule a class in HeadMaster.

To schedule a class

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Schedule** tab.
4. To select the days of the week that the class meets, select the check box for each day. If you use A and B Schedules, select the A or B Schedule check boxes. See the Tip below.
5. To set up the period that the class meets, enter the Start Times and End Times beside the day of the week the class meets or the time of day the class meets for A or B schedules. If you have class periods set up in Options, you may select a period from the drop-down list.
6. Click **OK**.

 **Tip**

Sometimes, it's necessary to schedule a class to meet one day or week at a certain time, but at a different time on another day or week. If this is the case, when scheduling the class, in the Class Schedule list, select **A Schedule** or **B Schedule**. For example, Art 400 meets during the first period every other week, and during the fourth period in the alternating weeks. When scheduling this class, the administrator should select **A Schedule** for the day. Then, the administrator should add the class a second time, and then select **B Schedule** and enter the class time.

## 1.2 Edit a Class Schedule

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When necessary, you can edit a class schedule.

To edit a schedule for a class

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Schedule** tab.
4. Change any of the schedule information, and click **OK**.

## 1.3 Set up Seating Charts

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HeadMaster's Seating Chart (only available with Classroom Manager) aids teachers in quickly learning names and makes taking attendance a fast and simple task. If pictures have been downloaded and attached to student records, a picture of the student displays on the seating chart.

Each photo represents a desk. You can drag each "desk" to a place in the room where you want the student to sit. If you need to rearrange desks for behavior or other classroom management reasons, it's as simple as dragging and dropping each "desk" on the seating chart. Once these are in place, you can click each picture to take attendance.

Before you can use the seating chart, you must configure it.

To configure the seating chart

1. On the Home screen, click **Options**.
2. Click **Seating Chart**.
3. Select a default size for the student representations on your seating chart.
4. Click **Close**.

In the Seating Chart window, you can arrange the student and teacher desks.

To arrange the seating chart



1. On the Home screen, click **Classes**.
2. Select a class name.
3. On the toolbar, click **Seating Chart**.
4. To move the teacher desk or student desks, click the desk image and drag-and-drop it to a new location.
5. To rotate the teacher's desk, right-click the **Teacher's Desk** and select **Rotate**.
6. To resize the student desks, right-click on a desk and select **Resize**. Select a new size. All desks will be resized.
7. To auto arrange the desks, right-click on a student desk and select **Auto Arrange**. In the **Select Row** dialog box, enter the number of rows you want in your class. Note: Rows are vertical.
8. To save your seating chart, click **Save Positions**.
9. Click **Close**.

## 1.4 View, Add, and Delete Skills for Classes

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Administrators typically use the Skills Assistant to add and remove skills from classes. However, skills can also be managed in the Classes window on the Skills tab.

To view the skills for a particular class

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Skills** tab. All skills display.
4. If the class contains more than one subject, you can filter skills by subject. To filter skills, click the **Subject** list and select a subject name. For example, lower school classes often contain multiple subjects.

Before adding skills, the administrator must set up skill grades. For more information, see [Enter Skill Grades](#).

To add or delete a skill

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Skills** tab.
4. If the class contains more than one subject, you must filter the skills list before you can add or edit a skill. Click the **Subject** list and select a subject name.
5. Click **Add/Edit**. The Select Skills dialog box displays.
6. **Adding:** To select a skill to add, in the Available Skills list, click the skill description. Click **Add** to move the skills to the Selected Skills list.
7. If the skill you want to add isn't in the list, click **New**. Enter a description, and click **OK** to save. The skill is automatically moved to the Selected Skills list.
8. **Deleting:** To select a skill to delete, in the Selected Skills list, click the skill description. Click **Remove** or **Remove All** to delete the skills.
9. When you finish adding or deleting skills, click **Close**.



## 1.5 Edit, Add, and Delete Custom Class Information

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Prior to adding custom information for the class, you must [set up custom fields](#).

To add or edit custom class information

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Custom** tab.
4. Edit the custom field information.
5. Click **OK**.

To delete custom class information

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Custom** tab.
4. Select the custom field information, and press **Delete** on your keyboard.
5. Click **OK**.

## 1.6 Set up Class Rolls

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**What do you want to do?**

- [Activate or Deactivate Students on the Class Roll \(see page 5\)](#)
- [Add or Delete Students in a Class Roll \(see page 6\)](#)
- [Copy a Roll from One Class to Another \(see page 6\)](#)
- [Print a Class Roll \(see page 6\)](#)

### 1.6.1 Activate or Deactivate Students on the Class Roll

After you set up your class rolls, you can activate and deactivate students on the rolls.

To activate or inactivate students on a class roll

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Class Roll** tab.
4. Select or clear the **Active** check box next to the students you want.
5. Click **OK**.



## 1.6.2 Add or Delete Students in a Class Roll

You can add or delete existing or new students in a class roll.

### Useful Information

If you delete a student from a class roll, you also permanently delete all of their attendance and grade records for the class.

To add a student to a class roll

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Class Roll** tab.
4. Click **Add**. The Edit Roll window displays and filters students by the grade level selected for the class.
5. In the Students list, select a student name and click **Add** or **Remove**.

### Useful Information

If a student wants to audit a class click **Audit**. This automatically selects the Auditing check box on the Class Roll tab.

6. When finished adding or deleting students, click **Close**.

## 1.6.3 Copy a Roll from One Class to Another

Copying a class roll saves time and increases efficiency, especially when the same group of students are in multiple classes together.

To copy a roll from one class to another

1. On the Home screen, click **Classes**.
2. Double-click the class that you want to copy a roll into.
3. Click the **Class Roll** tab.
4. In the Classes list, select the class you want to copy the roll from. The roll displays on the right.
5. To copy the roll, click **OK**. The roll is copied to the Class Roll tab you opened.
6. To save, click **OK**.

## 1.6.4 Print a Class Roll

You can print your class roles for your own reference.

To print your class roles



1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. On the Class Roll tab, click **Print**.

#### Useful Information

If you don't have access to the print option, see your HeadMaster administrator.

## 1.7 Set Up Classes

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### What do you want to do?

- [Add a Class \(see page 7\)](#)
- [Delete a Class \(see page 9\)](#)

### 1.7.1 Add a Class

Before you set up classes, you need to understand how subjects, courses, classes, and sections are used in HeadMaster and how they can be used to accommodate your school's class schedules.

A **Subject** is a topic that is taught, such as writing, science, math, or reading. It can have credits associated with it and is usually identified using a code. For example, the subject described as language arts might use the code "LNGART." Administrators seeking to set up a lower school class schedule will generally only need to set up subjects and classes. The lower school administrator only needs to enter courses if they want to print a course catalog.

A **Course** is a general description for a prescribed class. Examples of courses include Biology, Medieval History, English Literature, or French. Administrators need to set up courses if they plan to export and import to and from a master scheduling program, or if they intend to print a course catalog.

A **Class** is a group of students who meet in a specific location at a specific time. Classes can be associated with subjects and courses. Courses and classes may share the same name. Examples of classes are Earth Science, English 12, Senior Composition, or Music Appreciation.

A **Section** is what exists when a class and a subject are brought together. For example, Mrs. Green's Language Arts, Section 3; or, English 12, Section 1, Room 201 (9:00 a.m.) and English Section 2, Room 102 (11:00 a.m.).

#### Lower School Class Example:



Elementary School schedules usually follow the pattern of having self-contained classrooms. For example, Mrs. Green teaches her third grade class all of the subjects that the curriculum requires. The administrator should set up a new class called "Third Grade." The teacher is "Mrs. Green." She enters "3" for the Grade Level. On the Subjects tab, the administrator selects all of the subjects taught by Mrs. Green to third graders. Some examples of subjects are Math, Science, Reading, Social Studies, and Spelling. Once two subjects are entered, the subjects in the class display in a Subject List. The administrator can edit each subject to include further description and weight information.

### **Upper School Class Example (Not Using Courses):**

In upper schools, classes usually have a different teacher for each class in the curriculum. Each class of this nature needs to be set up as an individual class.

For example:

- Mr. Brown teaches chemistry and 9th grade math.
- Mrs. Blue teaches 10th, 11th, and 12th grade math.
- Mrs. Red teaches 9th, 10th and 11th grade English

The administrator creates subjects for math, chemistry, and English. Next, she sets up each of the four math classes, selecting the appropriate teacher, subject, and section for each class. She repeats these steps for the chemistry class and the English classes. The administrator can add schedules, class rolls, activities, images, and user defined information at any time for any class. Each class that is created displays in the Class List.

### **Upper School Class Example (Using Courses):**

Some schools need to print a course catalog or import and export from a master scheduling program. When this is the case, you should first set up subjects, departments and courses in HeadMaster (See [Set Up Subjects \(see page 13\)](#) and [Set up Courses \(see page 15\)](#)). Next, set up classes just as you would in the example above, except attach a course to the class. For example, HeadMaster Academy's Biology department offers a course in marine biology that includes a lab. In this case the administrator adds two classes. The first class is Marine Biology, section 109. The second class is Marine Biology Lab, section 110. On the General tab, the administrator should select the course name (Marine Biology). On the Subject tab, the administrator selects the subject (Biology).

The following procedure guides you through entering the minimum information required to add and save a class.

To add a class

1. On the Home screen, click **Classes**.
2. On the toolbar, click **New**.
3. On the **General** tab, enter the Class Name.
4. Click the **Subjects** tab.
5. Click the Subject drop-down list, and select a subject name.
6. Enter a Section number. This number should be a unique identification number.
7. This is the minimal information required to enter and save a class. You can enter any other information you want to add. To save the class, click **OK**.





## 1.7.2 Delete a Class

You can delete a class from your records.

### Note

All of the student grades, attendance records, and custom information related to a class is deleted when the class is deleted.

To delete a class

1. On the Home screen, click **Classes**.
2. Select the class you want to delete.
3. On the toolbar, click **Delete**.
4. In the confirmation dialog box, click **OK**.

## 1.8 Edit Subject Information for a Class

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When you set up a new class, you must attach a subject to the class. When the subject is selected, the subject's default settings for weights, final grades, and subject details are automatically set for the class. However, you can edit these settings. Once you change these settings in the Classes window, the Class settings override the weights and final grade options set at the subject level.

Before editing subject details, determine if you want the changes to affect all classes associated with the subject or a single class. If you want to affect all classes, edit subject details and grade preferences in the Subject Edit window. For help with this, see [Edit a Subject \(see page 14\)](#).

To edit subject details or grade preferences for a particular class or one or two classes, make changes in the Classes window on the Subjects tab.

To edit subject details

1. On the Home screen, click **Classes**.
2. Double-click the class you want to edit.
3. Click the **Subjects** tab.
4. Edit the subject details or, to select a new subject, click **Select Subject**.
5. To save, click **OK**.



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## 1.9 Add, Edit, or Delete Assignment Types for a Class

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Teachers can set up and manage assignment types and weights for each subject or class they teach. When an assignment is added to a class, the assignment type set up for the subject that the class belongs to will be added by default. When you make changes to the assignment type, the changes only affect the subject you are editing. If you change the weight of the grades during the school year, previously entered grades will be affected.

To add assignment types for a class

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Under Assignment Types, click **Add**. The Select an Assignment Type dialog box displays.
4. Click the **Assignment Type** drop-down list, and select an existing type, or select **<New>** to create a new type.
5. In the **Weight** field, enter a percentage that is proportionate to the significance of the assignment to the final grade.
6. Click **OK**.

To edit an assignment type for a class

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Subjects** tab, and select a subject from the Subject drop-down list.
4. Click the assignment type you want to edit.
5. Edit the information, and click **OK**.

To delete an assignment type for a class


1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Subjects** tab, and select a subject from the Subject drop-down list.
4. Click the assignment type you want to delete, and click **Remove**.
5. Click **OK**.

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## 1.10 Adjust Weights and Final Grade Preferences for a Class

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You can adjust the weight and grade preferences at a class level. When adjusted at the class level, the settings don't affect other classes attached to the same subject. Class settings override subject settings. You can also add assignment types and assign weights to the assignment types. See also [Add, Edit, or Delete Assignment Types for a Class \(see page 10\)](#).

 **Note**

If you make changes to grade weights and preferences, the changes will affect grades already posted as well as new ones entered.

To adjust weights and final grade preferences for a class

1. On the Home screen, click **Classes**.
2. Double-click the class you want to edit.
3. Click the **Subjects** tab.
4. In the Subject list, double-click a subject. The Subject Properties dialog box displays.
5. Under Weights and Final Grade, make your selections for each option.
6. Click **OK**.

## 1.11 Store Class Pictures

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You can easily attach candid class pictures or professional class photos to the class record. The images you attach must be stored on your local computer or network and be formatted as a .bmp, .jpg, or .jpeg file.

To add a picture to a class record

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Picture** tab.
4. Click **Add**.
5. Browse to the digital image you want to attach, and click **Open**. The picture displays on the Picture tab.
6. Click **OK**.

To remove a picture from a class record

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Picture** tab.
4. Click **Remove**.
5. When the confirmation message displays, click **OK**.

 **Tip**

When viewing the class list, you can also view the class picture. Select the class you want to view a picture for. On the toolbar, click **Show Class Picture**.



## 1.12 Record Class Activities

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Activities are categories that are user-definable and specific to either a student, parent, teacher, or class. HeadMaster comes with some pre-defined activity lists, but you can change the lists, delete them, or add your own. To do this, on the Home screen, click **Activities**.

To add an activity to a class record

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Activities** tab.
4. Click **Add**. The Add Activity dialog box displays.
5. Select one or more activity check boxes.
6. Click **Close**.

To remove an activity from a class record

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Activities** tab.
4. Click **Add**. The Add Activity dialog box displays.
5. Clear the check box for the activity you want to remove.
6. Click **Close**.

## 1.13 Clone a Class

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When you need to create a new class, but the format you used on a previous class is perfect for your needs, you can clone the original to create a new class.

For example, your third-grade enrollment rates increased drastically this term to where having two third-grade teachers is no longer sufficient. So, you hired a new teacher and now you need to create a new class for him and his students. Rather than starting from scratch, you'd like to copy the format you're currently using in your other two third-grade classes.

To clone a class

1. On the Home screen, click **Classes**.
2. Highlight the original class to be cloned.
3. On the toolbar, click **Clone**. The Clone Class dialog box displays.
4. Enter the new class information, and click **Next**.

### Useful Information

You can save time by selecting the **Copy Assignments** option while cloning a class.

5. Create the class schedule, and click **Finish**.



## 2 Set Up Subjects

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### What do you want to do?

- [Add a Subject \(see page 13\)](#)
- [Delete a Subject \(see page 14\)](#)
- [Edit a Subject \(see page 14\)](#)
- [Work with Grids](#)

### 2.1 Add a Subject

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A subject is an area of study, such as math or science. In HeadMaster, a subject has credits associated with it as well as grading options. It is usually identified using a code. For example, science could use the code SCI or Language Arts may have a code of LNGART.

Subjects should be set up before you begin entering courses, classes, or schedules. You can make changes or additions to the list of subjects at any time. For more information about selecting grading options when setting up subjects, see [Enter Grading Information for Subjects and Classes](#).

Before you begin adding subject, have the following information on hand:

- A list of subjects offered by your school
- The number of credits a student can earn for each subject, if applicable
- Specific details about the subject, such as whether or not it should be included in the GPA or transcript, if it is an honors or AP class, and how the final grade will be calculated.

To add a subject

1. On the Home screen, click **Subjects**.
2. Click **New**.
3. Enter a Code. The code is usually a shortened version of the subject name, but you can use any combination of letters and numbers. For example, if entering "Language Arts," your code could be "LNGART."



#### Useful Information

Using a code is optional for lower school subjects.




4. Enter the number of Credits the students will earn in a year for this subject.

 **Useful Information**

If the subject is taught for part of the year, or, if you want to view credits on a semester/quarter basis, select the Semester/Quarter option. If you select the Year option, this displays the total number of credits that can be earned for this subject. For example, if the subject is worth 1 credit and Mrs. Smith selects the Semester/Quarter option and checks the credits at the end of the first semester, she will see that the student has earned .5 credits. However, if she selects the year option, she will see 1 credit.

5. Enter a description of the subject. This is the subject name and can be displayed on the report card.
6. Click the **Grade Type** drop-down list, and select the type of grade.
7. Make your other selections, and click **OK**.

 **Tip**

You can add or edit notes about subjects on the Notes tab.

## 2.2 Delete a Subject

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You can delete a subject from HeadMaster if it's not in use.

To delete a subject

1. On the home screen, click **Subjects**.
2. Highlight the subject you want to delete.
3. On the toolbar, click **Delete**
4. Click **OK**.

## 2.3 Edit a Subject

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If you need to change a subject's description or grading options, you can edit the subject.

To edit a subject

1. On the Home screen, click **Subjects**.
2. Double-click a subject name
3. Edit the subject information, and click **OK**.



## 3 Set up Courses

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### What do you want to do?

- [Manage Departments \(see page 15\)](#)
- [Manage Courses \(see page 16\)](#)
- [Make Course Requests \(for use with Full Control Scheduler™\) \(see page 17\)](#)
- [Print a Course Catalog \(see page 18\)](#)

## 3.1 Manage Departments

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### What do you want to do?

- [Set Up Departments \(see page 15\)](#)
- [Delete a Department \(see page 15\)](#)
- [Edit a Department \(see page 16\)](#)

### 3.1.1 Set Up Departments

Prior to setting up courses, you must set up a list of departments.

To set up departments

1. On the Home screen, click **Options**.
2. In the left pane, click **Departments**.
3. Click **Add**. The Add Department dialog box displays.
4. Enter the department information, and click **OK**.
5. Repeat steps 3 - 4 for each department you want to set up. When finished, click **Close**.

### 3.1.2 Delete a Department

If the department you want to delete is in use by a course, you must select a new department for each course after deleting the department.

To delete a department

1. On the Home screen, click **Options**.
2. In the left pane, click **Departments**.
3. Select the department you want to remove, and click **Delete**.
4. Click **Yes**.



### 3.1.3 Edit a Department

You can edit any of the department fields. If you edit the Department name field, it will update in the Course window.

To edit a department

1. On the Home screen, click **Options**.
2. In the left pane, click **Departments**.
3. Select the department you want to edit, and click **Edit**.
4. Change the information, and click **OK**.

## 3.2 Manage Courses

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What do you want to do?

- [Add a Course \(see page 16\)](#)
- [Delete a Course \(see page 17\)](#)
- [Edit a Course \(see page 17\)](#)

### 3.2.1 Add a Course

In HeadMaster, a course contains a name and general description of a prescribed program or class that may or may not have prerequisites. Setting up courses in HeadMaster is optional. However, if you intend to publish a course catalog, or, if you plan to import or export from a master scheduling program, you must set up courses. For information about exporting data to FCS™ (a master scheduler program), see [Export to Full Control Scheduler](#).

Prior to adding courses, you should:

- Set up [Grading Periods](#).
- Set up [Grading Scales](#).
- Set up [Subjects \(see page 13\)](#).
- Set up [Departments \(see page 15\)](#).
- Have a list of courses and the course prerequisites readily available.

To add a course

1. On the Home screen, click **Courses**.
2. On the toolbar, click **New**. The Course window appears with the Main tab selected.
3. Enter the course details.
4. Click the **Settings** tab. Make your selections.
5. Click the **Description** tab. Make your selections.
6. Click the **Prerequisites** tab. Select up to two courses that are required prior to taking the course you're entering.
7. Click **OK**.





## 3.2.2 Delete a Course

You can delete a course from HeadMaster if it's not in use by a class.

To delete a course

1. On the Home screen, click **Courses**.
2. To select a course from the list.
3. On the toolbar, click **Delete**.
4. Click **Yes**.

## 3.2.3 Edit a Course

If you need to change a course description or the grading options, you can edit the course.

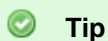
To edit a course

1. On the Home screen, click **Courses**.
2. Double-click the course you want to edit.
3. Change the course information, and click **OK**.

## 3.3 Make Course Requests (for use with Full Control Scheduler™)

HeadMaster integrates with Valley Forge Software Corporation's Full Control Scheduler (FCS), to give you the flexibility of exporting the necessary information to FCS where you build a master schedule. Once you complete the master schedule, you can import the completed master schedule into HeadMaster. Prior to exporting data to FCS, you must enter courses and course requests.

With the Course Request Assistant, you can add and remove course requests to and from one or more students. For help exporting data to FCS, see [Export to Full Control Scheduler](#).



### Tip

Before using the Course Request Assistant, you must enter courses. See [Set up Courses \(see page 15\)](#).

To make course requests

1. On the Home screen, click **Course Requests**. The Course Request Assistant displays.
2. Make a selection, and click **Next**.
3. Make your selections, and click **Add**.
4. Click **Next**.



5. Make your selections, and click **Add**.
6. Click **Save**.

## 3.4 Print a Course Catalog

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Once Courses are set up in HeadMaster, you can print a Course Catalog. To locate the catalog, on the Home screen, click **Reports**.

To print a course catalog

1. On the Home screen, click **Reports**.
2. In the Report List, expand Courses and select **Course Catalog**.
3. Make your sort and filter options, and click **Print**.



# 4 Set Up Lesson Plans

## What do you want to do?

- [Create Lesson Plans \(see page 19\)](#)
- [Edit Your Lesson Plans \(see page 23\)](#)
- [Mass Delete Lesson Plans \(For Teachers\) \(see page 24\)](#)
- [Print a Lesson Plan \(see page 24\)](#)
- [Reschedule Lesson Plans \(see page 25\)](#)
- [Review Lesson Plans \(For Administrators\) \(see page 25\)](#)

## 4.1 Create Lesson Plans

Teachers can create, edit, and print lesson plans. While people with administrator logins can review lesson plans, they cannot create or edit them. You must be logged in to HeadMaster with a teacher login in order to create or edit lesson plans.

To save time, you may now create one set of lesson plans for a subject and copy the plans over to any other sections of that subject. Lesson Plans can be viewed in [Month View \(see page 19\)](#), [Week View \(see page 20\)](#), or in [Grid View \(see page 22\)](#).

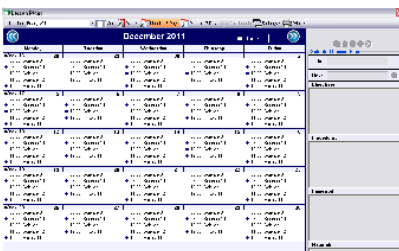


### Useful Information

To make Lesson Plans available for use at your school, the school administrator must set up the school calendar by selecting the first day of classes. Lesson Plan week numbers are based on this date. [Learn more about the School Calendar.](#)

### 4.1.1 Month View

The Month View gives you an overview of how your month looks with lesson plans. All subjects are listed for every day that those subjects are taught. For classes with a single subject (upper grades/High School) you will see the start time for those subjects. A blue dot beside the subjects means that that subject has a lesson plan for that day.






To enter a new lesson plan in the Month View





1. On the Home screen, click **Lesson Plans**.
2. Click **Month – 5 day** or **Month – 7 day**.
3. Click a subject that doesn't have a blue dot beside it.
4. On the right, enter a **Title**. This is required.
5. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
6. Optional: Enter **Objectives**.
7. Optional: Enter **Procedures**.
8. Optional: Enter **Homework**.
9. Optional: Enter **Materials**.
10. To save the lesson plan, click **Save**.
11. To enter more lesson plans, repeat steps 3-10.

To copy your own lesson plan

1. On the **Month – 5 day** or **Month – 7 day** view, single-click the lesson plan you want to copy.
2. At the top of the right sidebar, click  .
3. Single-click the lesson plan to which you want to paste the copied lesson plan.
4. Click  .

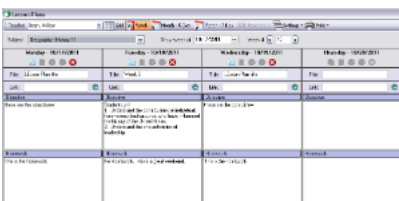
 You can paste the copied lesson plan to as many subjects as needed.

To copy a lesson plan from another teacher

1. On the **Month – 5 day** or **Month – 7 day view**, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. Single-click the lesson plan you want to copy.
3. At the top of the right sidebar, click  .
4. From the Teacher drop-down menu, select your name.
5. Single-click the lesson plan to which you want to paste the copied lesson plan.
6. Click  .
7. To copy more lesson plans from other teachers, repeat steps 1-6.


## 4.1.2 Week View

The Week View lets you see a week a time for one subject. You can easily move lesson plans from one day to another if needed.






To enter a new lesson plan in the Week View





1. On the Home screen, click **Lesson Plans**.
2. Click **Week**.
3. Select a specific week by Date or Week #.
4. From the Subject drop-down menu, select the subject for which you want to create a lesson plan.
5. Select a day that does not have a lesson plan.
6. Enter a **Title**. This is required.
7. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
8. Optional: Enter **Objectives**.
9. Optional: Enter **Procedures**.
10. Optional: Enter **Homework**.
11. Optional: Enter **Materials**.
12. To save the lesson plan, click **Save** .
13. To enter more lesson plans, repeat steps 4-12.

To copy your own lesson plan

1. On the Week view, select the day you want to copy.
2. On the toolbar, click .
3. Single-click the lesson plan you want to paste the copied lesson plan to, then select another day or subject to paste the lesson plan to.
4. Click .

 You can paste the copied lesson plan to as many subjects as needed.

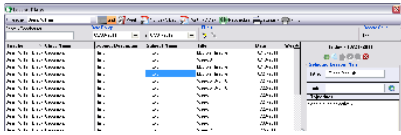
To copy a lesson plan from another teacher

1. On the Week view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. Select a specific week by Date or Week #.
3. From the Subject drop-down menu, select the teacher's subject from which you want to copy the lesson plan.
4. Select the lesson plan you want to copy, then on the toolbar, click .
5. From the Teacher drop-down menu, select your name.
6. Select a specific week by Date or Week #.
7. From the Subject drop-down menu, select subject for which you want to paste the other teacher's lesson plan.
8. Locate the day to which you want to paste the teacher's lesson plan, click .
9. To copy more lesson plans from other teachers, repeat steps 1-8.




### 4.1.3 Grid View



The Grid view allows you to sort and filter your lesson plans. You can also view lesson plans by a specific date range. Locate a teacher by using the Teacher drop-down menu or by using the Search field.




To enter a new lesson plan in the Month View


1. On the Home screen, click **Lesson Plans**.
2. Click **Grid**.
3. On the right, click **New**.
4. From the Calendar window, select a **Subject**.
5. On the Calendar, select a **Date**.
6. Enter a **Title**. This is required.
7. Optional: In the Link field, you can enter a URL (web address) to be easily accessed while using a SMART or Promethean Board.
8. Optional: Enter **Objectives**.
9. Optional: Enter **Procedures**.
10. Optional: Enter **Homework**.
11. Optional: Enter **Materials**.
12. To save the lesson plan, click **Save** .
13. To enter more lesson plans, repeat steps 3-12.

To copy your own lesson plan


1. On the Grid view, select the lesson plan you want to copy.
2. Click .
3. Select an existing lesson plan or create a new one.
4. Click .

 You can paste the copied lesson plan to as many subjects as needed.

To copy a lesson plan from another teacher

1. On the Grid view, from the Teacher drop-down menu, select the teacher from which you want to copy lesson plans.
2. You can select a date range of lesson plans to display.
3. Select the lesson plan you want to copy.
4. Click .
5. From the Teacher drop-down menu, select your name.
6. To create a new lesson plan, click **New**.



7. Select a **Subject** and **Date**.
8. Click **OK**.
9. In the new lesson plan, click  .
10. Click **Save**.
11. To copy more lesson plans from other teachers, repeat steps 1-10.

The HeadMaster lesson plan contains the basic components found in most lesson plans and a tab for each day in the week selected. You can enter unlimited information in each of the four text fields described below. Information added here will not be transferred to the grade book.

### **Additional Field Information**

#### **Title**

Describes the week's lesson plans. Example: Arthurian Legends, Addition and Subtraction, Introduction to Constellations.

#### **Link**

Add a hyperlink relating to a lesson for future reference. The hyperlink is available for online viewing with an Internet connection.

#### **Subject**

If you teach only one subject, you don't need to select a subject. However, if you teach more than one subject, select the Subject for which you are creating lesson plans.

#### **Week Number**

Automatically applied based on the settings selected by your school administrator at the beginning of the school year.

#### **Overview/Objective**

What you plan to cover and the goal you want to accomplish. Example: Students will be able to explain the historical background of the Arthurian Legends.

#### **Instructional Plan/Procedures**

Specific details of the lesson. For example, enter steps, procedures, class discussions, and questions.

#### **Homework**

Homework that you plan to announce. This section will be available for viewing in HeadMaster Online.

#### **Materials**


The materials needed, if any, to carry out the lesson.

## **4.2 Edit Your Lesson Plans**


Because writing lesson plans cannot always be completed in the time you have allowed, you can save your lesson plans and return to them later to edit.



To edit a lesson plan

1. On the Home screen, click **Lesson Plans**.
2. Select the lesson plan you want to edit.
3. Make changes in the Lesson Plan Detail sidebar as needed. This step doesn't apply when using Lesson Plan in Week View.
4. Click  .

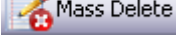
## 4.3 Mass Delete Lesson Plans (For Teachers)

Sometimes subjects are dropped from the curriculum and the lesson plans are no longer necessary. You can delete these lesson plans all at once using  .

### Useful Information

Lesson Plans can be mass deleted only by someone with a teacher log in

To mass delete lesson plans

1. On the Lesson Plans toolbar, select  .
2. From the drop-down list, select a specific subject or select **All** to delete the lesson plans for all subjects on file.
3. Select a **Date Range**.
4. Click **Delete Lesson Plans**.

### Useful Information

If no date range is selected, all lesson plans for the selected subject(s) are deleted. If only a start date is selected, all lesson plans for the selected subject(s) from that date on are deleted. If only an end date is selected, all lesson plans for the selected subject(s) are deleted up to that date.

## 4.4 Print a Lesson Plan

You can print lesson plans by month, by week, or just print *Today's* lesson plans.

To print Lesson Plans

1. On the Home screen, click **Lesson Plans**.
2. In the icon tool bar, click **Print**.
3. From the drop-down list, select the lesson plan you want to print.

To print Detailed Lesson Plans from Reports





1. On the Home screen, click **Reports**.
2. In the Report List, expand Lesson Plans, and click **Lesson Plans - Detail**.
3. Make your filter selections.
4. To print, click the **Printer** icon.

## 4.5 Reschedule Lesson Plans

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Teachers can edit lesson plans and change the start date of a single plan or all plans. For example, a teacher is running behind schedule completing a section. The teacher can adjust the dates for the lesson plan and the following weeks.

At the beginning of a new school year, the school administrator must set the dates of the school calendar for the new school year, or if a calendar already exists and has been reset for the new dates.

To make date changes to your lesson plans

1. On the Home screen, click **Lesson Plans**.
2. Click **Month – 5 day** or **Month – 7 day**.
3. Select the lesson plan you want to reschedule.
4. Click **Reschedule**.
5. Select the plans you want to reschedule.
6. Click **Next**.
7. Under Step 1, select **Shift Forward** or **Shift Backward**.
8. Click **Next**.
9. Under Step 2, click **Shift One Day**, **Shift Entire Year**, or **Shift Entire Year To Date**.


### **Note**

**Shift One Day** – Shifting one day will reschedule the selected plan to the next day. If a plan already exists on that day, the two lesson plans will be merged to prevent data loss.

**Shift Entire Year** – Shifting the entire year will reschedule the selected plan to the next day while shifting all other lesson plans ahead one day.

**Shift Entire Year To Date** – Shifting the entire year to date will reschedule the selected plan to a specific day. All other lesson plans will shift accordingly.

10. Click **Finish**.

 To reschedule more lesson plans, repeat steps 3-10.

## 4.6 Review Lesson Plans (For Administrators)

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Administrators can only review lesson plans.



To review lesson plans

1. On the Home screen, click **Lesson Plans**.
2. In the **Teacher** drop down list, select the teacher whose lesson plans you want to view, or select **All** to review all lesson plans.
3. Click a lesson with a blue dot to view the lesson plan for that day.



**Tip**

You can also narrow the date range when viewing lesson plans. In the Date Range window, enter the dates you want to limit your search to, and select a teacher.



## 5 Enter Assignments

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### What do you want to do?

- [Manage Assignment Types \(see page 27\)](#)
- [Add Assignments \(see page 29\)](#)
- [Edit or Delete and Assignment \(see page 30\)](#)
- [Mass Delete Teacher Assignments \(see page 30\)](#)
- [Copy an Assignment \(see page 31\)](#)
- [Work with Grids](#)

### 5.1 Manage Assignment Types

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Assignments are specific tasks you give to a student to develop and enhance skills taught in the classroom. If you have HeadMaster Pro with Classroom Manager, you can enter and track assignments and grades.

Assignment types are categories (such as test, quiz, and homework) that you can use to give weight to your assignments. The weight is used to indicate the significance or importance of the assignment to the final grade. For example, tests can be weighted 25% of the final class grade, while homework is weighted 15% of the final class grade.

There are two ways to categorize assignment types in HeadMaster:

- Administrators can set up Default Assignment Types. These are used by schools that want all assignments, such as homework, to be weighted the same for all classes and teachers. Once set up, default assignment types are automatically added to any new classes that are created for the teacher.
- Alternatively, teachers can set up assignment types and weights for each subject they teach.

Setting up assignment types prior to adding assignments is important to assuring that grades are calculated correctly.

#### 5.1.1 Assignment Types (Administrators)

Default Assignment Types are generally set up by a school administrator when the school has a policy that all assignments, such as homework, should be weighted the same for all classes and teachers. Default Assignment Types are automatically added to any new classes that are created for a teacher.

- **Editing/Deleting Assignment Types** — When you change the weight of an assignment type or delete an assignment type, the changes only effect new classes assigned to the teacher. Classes that currently use the assignment type will not be affected.



- **Editing Assignment Types** — Changes made to weights apply to ALL grades entered for a class, not just a specific grading period. If the weight is changed after grades have been posted, you must refresh the grades in Post Grades so the grades will be properly calculated. On the Home screen, click **Post Grades**. Select the class(es) you want to update. On the toolbar, click **Refresh**.
- **Deleting Assignment Types** — Once grades have been posted for assignments using a specific assignment type, the type cannot be deleted.

To add default assignment types

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Click **Add**. The Default Assignment Type dialog box displays.
4. Enter the information, and click **OK**.

To edit a default assignment type

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Select an assignment, and click **Edit**. The Default Assignment Type dialog box displays.
4. Edit the information, and click **OK**.

To delete a default assignment type

1. On the Home screen, click **Options**.
2. Click **Assignment Setup**.
3. Select an assignment, and click **Delete**.
4. Click **Close**.

## 5.1.2 Assignment Types (Teachers)

Teachers can set up and manage assignment types and weights for each subject they teach. When an assignment is added to a class, the assignment type set up for the subject that the class belongs to will be added by default.

To add assignment types per subject

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Subjects** tab.
4. Select a subject.
5. Under Assignment Types, click **Add**. The Select an Assignment Type dialog box displays.
6. Enter the information, and click **OK**.

To edit an assignment type entered by a teacher

1. On the Home screen, click **Classes**.
2. Double-click a class name.



3. Click the **Subjects** tab.
4. Select a subject.
5. Under Assignment Types, click **Edit**. The Select an Assignment Type dialog box displays.
6. Edit the information, and click **OK**.

To delete an assignment type entered by a teacher

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Subjects** tab.
4. Select a subject.
5. Under Assignment Types, click **Remove**.
6. Click **OK**.

## 5.2 Add Assignments

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You can add multiple assignments for multiple classes.

To add an assignment

1. On the Home screen, click **Assignments**.
2. On the toolbar, click **New**. The New Assignment dialog box displays.
3. Enter the assignment information.

### **Useful Information**

To add another assignment, select the **Add Another Assignment** check box.

4. Click **OK**.

### **Useful Information**

After the assignment information is saved, it is automatically entered into your gradebook and appears on the Calendar tab.



### Additional Field Information

**Name**

Give your assignment a unique name to identify it. For example, enter "Principles of Algebra pp 101-102."

**Description**

A brief description of the assignment. For example, enter "All even numbered problems, show work."

**Section**

Select the class and section the assignment applies to.

**Date Assigned**

The date of the assignment.

**Date Due**

The date the work is due.

**Grading Period**

The time frame (semester or grading period) within the school year or term in which the assignment's grade will be calculated.

**Assignment Type**

A name that represents a type of assignment, such as homework, test, quiz, research paper, etc.

**Weight**

A number to represent how many points the assignment is worth.

## 5.3 Edit or Delete an Assignment

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You can edit or delete multiple assignments across various classes.

To edit an assignment

1. On the Home screen, click **Assignments**.
2. Double-click an assignment. The Assignment dialog box displays.
3. Edit the information, and click **OK**.

To delete an assignment

1. On the Home screen, click **Assignments**.
2. Select an assignment.
3. On the toolbar, click **Delete**.
4. Click **Yes**.

## 5.4 Mass Delete Teacher Assignments

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You can delete all of the assignments associated with a specific teacher or all assignments associated with all teachers. Additionally, you can remove these assignments for all dates or within a specified date range.



To delete teacher assignments

1. On the File menu, select **Mass Change**.
2. In the Available Fields list, expand **Assignments**.
3. Click **Teacher Assignments**.
4. In the Select Teacher drop-down list, select the teacher you want to delete assignments for. To delete every assignment associated with every HeadMaster teacher, select **All**.



#### **Warning**

If you select **All**, every assignment for every teacher in the program will be deleted.

5. Enter a date range if you want to.
6. Click **Delete**.

## 5.5 Copy an Assignment

---

You can copy assignments from one or more classes to another class. For example, if you teach two sections of math, and both sections will use the same assignments, after adding the assignments for the first section, you can copy them for the second section.

To copy an assignment

1. On the Home screen, click **Classes**.
2. Double-click a class name.
3. Click the **Assignments** tab.
4. Click the **Assignment Type** drop-down list and make a selection.
5. Click **Copy**. The Copy Assignments dialog box displays.
6. Make your filter selections, and select the assignment you want to copy.
7. Click **OK**.



## 6 Add an Activity

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Activities are user-definable categories specific to either a student, parent, teacher, or class. HeadMaster has some pre-defined activity lists, but you can edit, delete, or add your own activities.

The activities defined or added display on the Activity tabs for students, parents, teachers, and classes. Each group list is different according to its position. For example, the student activity list is different than the teacher activity list, which is different from the parent activity list. Classes also have their own activities.

To add an activity

1. On the Home screen, click **Activities**. The Add/Edit Activities dialog box displays.
2. Select a list type, and click **Add**. The New Student Activity dialog box displays.
3. Enter a name for the new activity, and click **OK**.

You can have a start and end date for a student's involvement in an activity.

To edit a student's involvement dates for an activity

1. On the Home screen, click **Students**.
2. Double-click a student name.
3. Click the **Activities** tab.
4. Click **Edit**, and edit the activity information.
5. Click **OK**.





## 7 Edit or Delete an Activity

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You can edit the name of an activity or delete activities.

To edit or delete an activity

1. On the Home screen, click **Activities**. The Add/Edit Activities dialog box displays.
2. Select a list type, and click either **Edit** or **Delete**.
3. If you clicked **Edit**, edit the information and click **OK**.
4. If you clicked **Delete**, click **Yes**.



### Note

When you delete an activity from the list, the activity will be deleted from all individual or group lists throughout HeadMaster.



## 8 Manage Activities

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When setting up or editing an activity, such as band or the book club, it may be convenient to add or remove a group of students or other individuals to or from the activity at the same time. This is called managing activities.

To manage activities and individuals

1. On the Home screen, click **Activities**. The Add/Edit Activities dialog box displays.
2. Select a list type.
3. In the activity list, select the activity you want to manage.
4. Click **Manage**. The Manage Activity dialog box displays.
5. To add individuals to the activity, in the left pane, click the name of the person and click **Add**. To remove individuals from the activity, in the right pane, click the name of the person and click **Remove**.
6. Click **OK**.



## 9 Replace Activities in Individual Records

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Because activities remain in the data from year to year, you may want to occasionally update the name of an activity or replace an old activity with a new one. For example, it is the beginning of a new school year and students who previously participated in junior varsity basketball will be participating in varsity basketball. In this case, you could replace the old activity with the new one.

To replace one activity with another

1. On the File menu, select **Mass Change**. The Mass Change dialog box displays.
2. In the Available Fields list, expand **Activities**.
3. Click **Replace Activity**.
4. Select an Activity Type.
5. In the **Current** drop-down list, select the activity that you want to replace.
6. In the **Replace with** drop-down list, select the name of the new activity.
7. Click **Change**.