



## Creating Houses and Teams

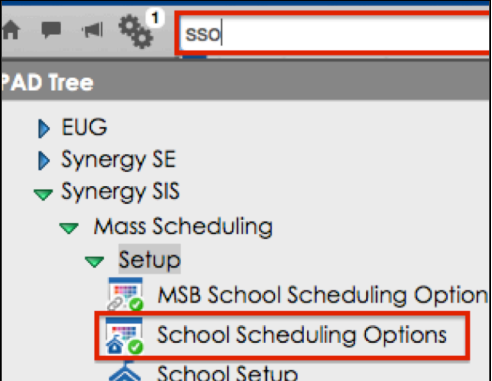
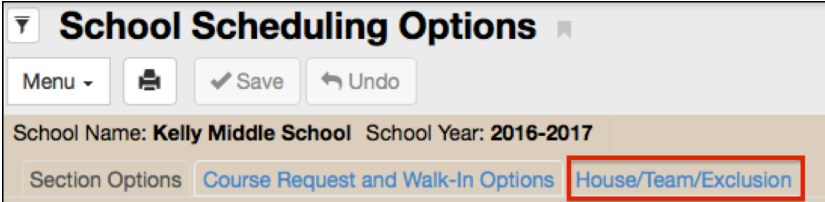
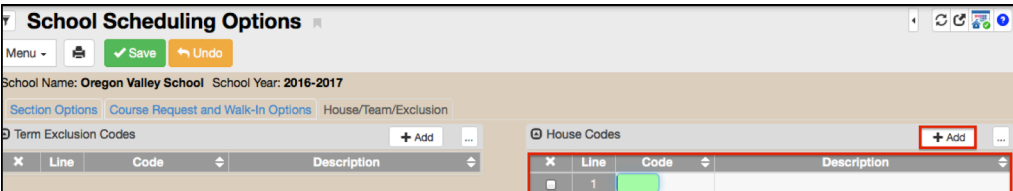
Houses and Teams are used to assign groups of students to the same sections or to keep sections assigned to the same teacher or period. *Using Houses and Teams is optional.*

A **“House”** groups students together so they can be scheduled into the same sections. The students **do not** travel together from one course to another within the **House** structure. **(Students can only be scheduled into one house.)**

A **“Team”** assigns sections to the same teacher, room, or period throughout the school year. A **Team** is generally used when you want the **same group of students to travel together** from one course to another.

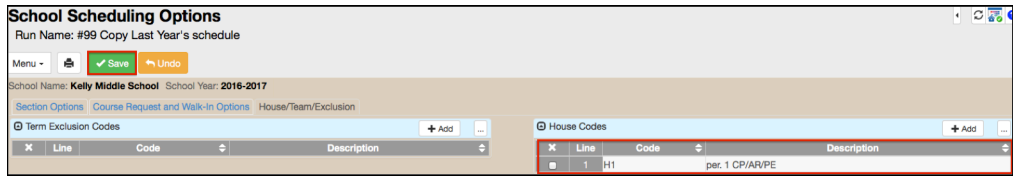
If Houses and/or Teams are going to be used to group students, the user must create names for the Houses and Teams.

**Important Note: Houses and Teams are copied over in the NYR process. If you’re copying last year’s option set, make sure to check each House and/or Team for accuracy and make adjustments if needed.**

<p><b>1</b></p>	<p><b>Focus to Next Year!</b></p> <p>To create a House or Team, navigate to <b>School Scheduling Options:</b></p> <p>Type “sso” (shortcut) in <b>Quick Launch</b></p> <p>Or, open PAD Tree and go Synergy SIS &gt; Mass Scheduling &gt; Setup &gt; <b>School Scheduling Options</b></p>	
<p><b>2</b></p>	<p>Click on the <b>House/Team/Exclusion</b> tab.</p>	
<p><b>3</b></p>	<p>To create a new <b>House</b>, click the <b>Add</b> button in the <b>House Codes</b> section. A new row appears.</p>	

4

Enter a **Code** for the **House**, and enter the full name for the **House** in the **Description** column. Click **Save**.



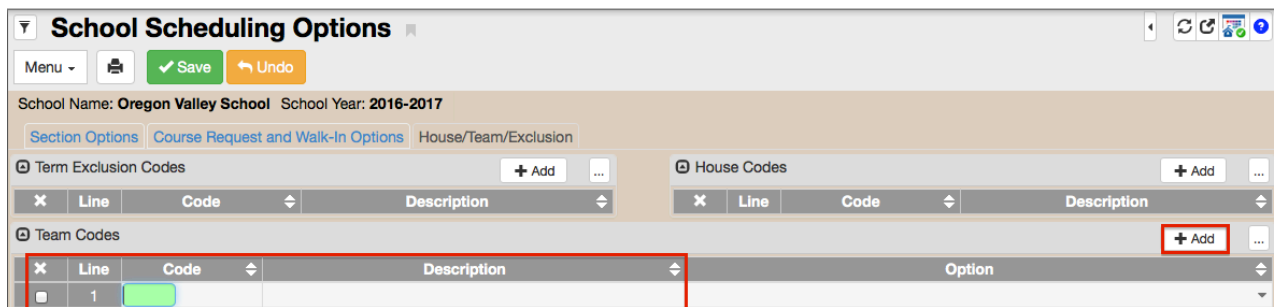
5



To remove a **House Code**, click the box in the **X** column next to the code. Click **Save**.

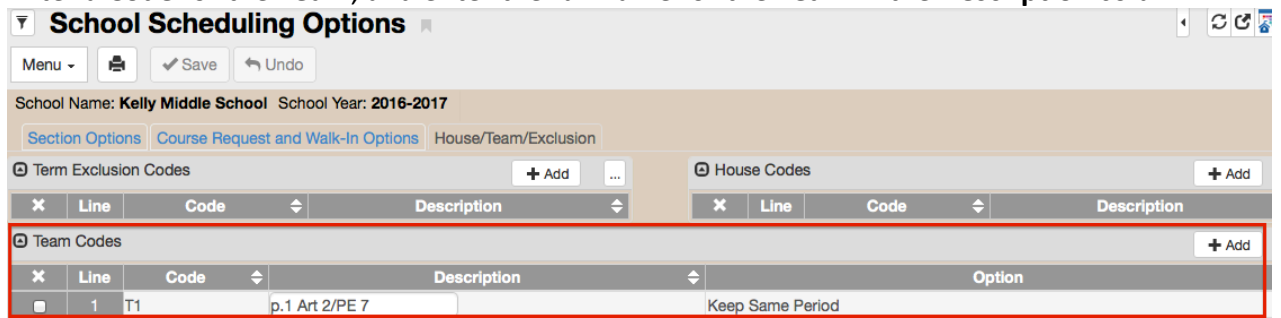
6

To create a new **Team**, click the **Add** button in the **Team Codes** section. A new row appears.



7

Enter a **Code** for the **Team**, and enter the full name for the **Team** in the **Description** column.



Select the option to be used for the **Team** from the **Option** drop down list: **Keep Same Period**, **Keep Same Room**, **Keep Same Teacher** (works best), or **Keep Same Period and Teacher**

To delete a **Team Code**, click the box in the **X** column next to the code.

**Important!** If you wish to delete a House/Team that has been assigned to sections, these links must be deleted from the section in Schedule Control > Open Schedule Section > Sched Section screen **BEFORE** the House/Team can be deleted. This can be very problematic if not done correctly.

To save changes to the **Team Codes**, click the **Save** button.

**Note: You cannot assign Houses/Teams to specific sections until sections have been created.**

8

To assign sections to a House or Team, navigate to the **Schedule Control** screen. In the **Options Set** grid, select option set you wish to add a House or Team to. On the **Schedule Option Set** screen, click **Open Schedule Section** in the **Quick Links** section.

**Schedule Option Set**  
 School: Monroe Middle School  
 Menu < > Save Undo Delete  
 Run Name: #99 Copy last year's schedule Schedule Run In Progress: No  
 Options Fill Open Periods  
 Currently Checked Out To Lagumina, Marta Check In  
 Last Schedule Run  
 Date/Time Total Scheduled Rejected Optimized % Total Time  
 Basic Information  
 Run Name: #99 Copy last year's schedule Schedule Now  
 Run Description: Added houses and teams.  
 Term to Reschedule: If blank, scheduling entire year  
 Quick Links  
 Open Student Schedule  
 Open Schedule Section  
 Open School Options  
 Open Option Set Wheel

9

In this example, sections will be assigned to a Computer (Trimester 1), Art 2 (Trimester 2), and PE 7/8 (Trimester 3) Team. On the **Sched Section** screen, query for the first section to assign by entering the **Section ID**, **Course ID**, or **Course Title**.

**Sched Section**  
 Run Name: #99 Copy last year's schedule  
 Menu < > Find Undo Add Delete  
 Section ID: Course Title: Run Name:  
 Current Students  
 Section ID MSB Section ID Course ID Course Title  
 computers

Click **Find**. The **Find Result** window opens. Highlight section to assign.

**Find Result**  
 Query Filter  
 Open In Query Print Output Type PDF Save As Filter Filter Name Make Active  
 Schedule Sections

Line	Section ID	Period Begin	Period End	Term Code	Room Simple	Max Students	Grade Range Low	Grade Range High	Course Title
1	MCP999G8-10	2	2	T1	E-9	40	06	08	Computers 7/8
2	MCP999G8-20	2	2	T2	E-9	40	06	08	Computers 7/8
3	MCP999G8-30	2	2	T3	E-9	40	06	08	Computers 7/8

10

**Sched Section**  
Run Name: #99 Copy last year's schedule

Menu ▾ ◀ 🔍 ▶ 🖨️ **Save** Undo + Add ✕ Delete

Section ID: MCP999G8-10 Course Title: Computers 7/8 Run Name: #99 Copy last year's schedule

Current Students

Section ID	MSB Section ID	Course ID	Course Title	Staff Name
MCP999G8-10		MCP999G8	Computers 7/8	Barcroft-H

**Section Info**

Period Begin: 2 Period End: 2 Term Code: T1

Attendance Option: Include in Attendance Grading Option: Include in Grading Instructional Strategy: [dropdown]

Instructional Minutes Override: [input] Instructional Method: [dropdown]  Using Elementary Minutes College Credit: [dropdown]

Cooperative Learning:  Cooperative Learning Mins: [input]

Course Quality Points: [input] Quality Points Override: [input]

Serving District: [dropdown] Serving School: [dropdown]

**Restrictions**

Grade Range Low: 06 Grade Range High: 08 Gender Restriction: [dropdown] Credit: 0.333 House: [dropdown] C/A/P: [dropdown]

- BK10-SI7: LA/SS 7 5/6 L
- BK11-7th: LA/SS 7 2/3 P
- BK12-7th: SS/LA 4/5-P&S
- BK13-8th: LA/SS 8 1/2-K
- BK14-8th: LA/SS 8 3/4-K
- BK15-8th: LA/SS 8 1/2-S
- BK16-8th: LA/SS 8 4/5-S
- Bk1-6th: LA/SS 6 2/3-H
- Bk2-6th: LA/SS 6 5/6-H
- Bk3-6th: LA/SS 6 2/3-F
- Bk4-6th: LA/SS 6 4/5-F
- Bk5-SI6: LA/SS 6 2/3-W
- Bk6-SI6: LA/SS 6 4/5-W
- BK7-7th: LA/SS 7 1/2-B
- BK8-7th: LA/SS 7 4/5-B
- BK9-SI7: LA/SS 7 1/2-L
- C/A/P: CP/AR/PE**
- T1: ExC/ExS/Exp
- T2: ExS/Exp/ExC
- T3: Exp/ExC/ExS
- T4: Exp/ExA/ExF
- T5: ExA/ExF/Exp
- T6: ExF/Exp/ExA

You're returned to the **Sched Section** screen. In the **Team** field, select the Team from the drop down menu and click **Save**. Repeat steps 9 and 10 to assign Art 2 (Trimester 2) and PE 7/8 (Trimester 3) to the Team.

***For Synergy related questions/support, please send email to sis@4j.lane.edu.***