YAG-O-Matic Instructions

Use your Year At a Glance as you fill out the YAG-O-Matic. Also have your school calendar to have the realistic view on hand.

- These top boxes require the exact information they state next to them: Grade level & course, start and end dates of the six weeks.
- On the Total Calendar Days Available, do not count holidays or weekends.
- Non Instructional Days include the following: (any days that you will not be able to teach) picture days, pep-rally days, assembly days, and test days.
- The Instructional Days Available are the total number of calendar days available minus the Non Instructional Days. This will self-populate in the white box.
- In the example (on the right) I put in five non-instructional days: 3 assessments, 1 pep rally and 1 back to school assembly.

- This next section, you will have to look at your YAG to see what the lengths of the units will be.

1st Six Weeks
Unit 01: Science Safety and Procedures (5 days for the entire unit) 7.1A, 7.4A, 7.4B
Unit 02: Flow of Energy (13 days for the entire unit) 7.1A, 7.1B, 7.2B, 7.2C, 7.2E, 7.4A, 7.4B, 7.5A, 7.5B, 7.5C
Unit 03: Force and Motion (9 days for the entire unit) 7.1A, 7.2A, 7.2C, 7.2D, 7.2E, 7.4A, 7.4B, 7.7A, 7.7C

- Unit 1 is scheduled for 5 days, Unit 2 for 13 and Unit 3 for 9.

Unit Number/Title	Days in Unit
1- Science & Safety Procedures	5
2- Flow of Energy	13
3- Force and Motion	9
Total Days in Units	27
Instructional Days Available	25
Balance	-2

- Currently, the balance is in the pink. This indicates that more instructional days are needed than are available.
- You should click on the 2nd -6th 6 weeks to find out how many days total will be needed. Once you look at the Local YAG tab, located at the bottom of the spreadsheet, you will be able to begin moving days around.

YAG-O-Matic Instructions

Grade Level/Course			7th Science				
First Semester	**Start**	**End**		**Second Semester**	**Start**	**End**	
1st Six Weeks	8/22/2016	9/30/2016	# of Days	4th Six Weeks	1/0/1900	1/0/1900	# of Days
1- Science & Safety Procedures			5				
2- Flow of Energy			13				
3- Force and Motion			9				
		Days Needed	27			**Days Needed**	
		Days Available	25			**Days Available**	
		Balance	-2			**Balance**	0
2nd Six Weeks	1/0/1900	1/0/1900	# of Days	5th Six Weeks	1/0/1900	1/0/1900	# of Days
		Days Needed	0			**Days Needed**	
		Days Available	0			**Days Available**	
		Balance	0			**Balance**	0
3rd Six Weeks	1/0/1900	1/0/1900	# of Days	6th Six Weeks	1/0/1900	1/0/1900	# of Days
		Days Needed				**Days Needed**	
		Days Available				**Days Available**	
		Balance	0			**Balance**	0
	Total Days Needed in Semester		27		**Total Days Needed in Semester**		
	Total Days Available in Semester		25		**Total Days Available in Semester**		
	Semester Balance		-2		**Semester Balance**		0
	Total Days Needed in School Year		27				
	Total Days Available in School Year		25		**School Year Balance**		-2

| 1st 6 Weeks | 2nd 6 Weeks | 3rd 6 Weeks | 4th 6 Weeks | 5th 6 Weeks | 6th 6 Weeks | **Local YAG** | ⊕ |

- Only the first 6 weeks is filled in. As you can see the School Year Balance (bottom right-hand corner) will reflect the totals from each of the six weeks.