



scheduling_elem_create_sections

Table of Contents

- Add and update instructor records for those who will be teaching next year, and delete those who will be leaving.

[Scheduling](#) > [Maintenance](#) > [Master Schedule](#) > [Campus](#) > [Instructors](#)

This tab allows you to add and update scheduling information for instructors in the campus master schedule.


REMINDER: Before an instructor can be deleted, all of the instructor's sections must be cleared.

Existing instructors are displayed in order by instructor ID.

- If there are multiple pages, [page through the list](#).

☐ Click **+Add** to add an instructor.

The fields below the grid are enabled.

Instr ID	Type the three-digit instructor number to add to the campus master schedule.
Staff ID	<p>Do one of the following depending on the district's HR settings:</p> <ul style="list-style-type: none">• If the field is set to <i>Employee Number</i>, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number.• If the field is set to <i>Employee Number</i>, and the employee demographic table contains employee number information, you must click  to select an instructor's employee number. Employees and non-employees will be available in the lookup if the employee demographic table contains values for their social security number, date of birth, and sex. <p>If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.</p>
Home Room	Type the instructor's home room number, up to four characters.

Name	The employee's name is displayed once the Staff ID is selected. If the employee has not yet been hired, leave blank or enter a placeholder until the new employee's name is known.
-------------	---

☐ Under **Elementary**:

Grade	Type the grade level the instructor will be teaching next year.
--------------	---

☐ Click **Save**.



[Edit a record.](#)

The data is displayed in fields below the grid allowing you to make changes.

Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.

NOTE: You cannot delete an instructor who is assigned to a section. If an instructor is tied to a section, you must delete the instructor from the section on [Scheduling > Maintenance > Master Schedule > Campus > Sections](#).



Click to delete an instructor record.

- [Add or update section records in the campus master schedule.](#)

[Scheduling > Maintenance > Master Schedule > Campus > Sections](#)

This tab allows you to add and update scheduling information for instructors in the campus master schedule.

REMINDER: Before an instructor can be deleted, all of the instructor's sections must be

cleared.

Save
SA

CAMPUS CONTROL
SELECTION
COURSES
SECTIONS
PROXIES
INSTRUCTORS
STUDENTPORTAL MESSAGE
COPY COURSE SECTION

Course Number
Retrieve

Delete	Detail	Course	Title	Ses	Max Seats	Non Campus Based	Multi Svc Ind	Incl UIL Elig	Dist Lrng
		0151	1 MATH*	01	005	03	N	N	
		0151	1 MATH*	02	000	00	N	N	
		0160	1 SCIENCE	01	022	00	N	N	
		0160	1 SCIENCE	02	022	00	N	N	
		0160	1 SCIENCE	06	022	00	N	N	

First
9 / 20
Last
Rows: 138

Crs Nbr: 0151 Title: 1 MATH* Svc ID: 02640010 Multi Svc Ind: ☐ Include UIL Elig: ☐

Section: 02 Max Seats: 000 Non Campus Based: 00 Dist Lrng: ☐

Section Information

Pop Srvd: ☐ Crs Seq: ☐

Instruct Set: ☐ Wks/Mnth: ☐

Class Type: ☐ PK Curricula: ☐

High Qual PK Prog: ☐ Stu Instr: ☐

PK Sch Type: ☐ Home Room Ind: ☐

PK Prog Eval Type: ☐

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn: +

Course Codes and Credits

Dual Crdt: ☐

Adv Tech Crdt: ☐

AAR Use: ☐

Grad Plan Use: ☐

Special Consid: ☐ ☐

College Credit Hrs

Sem 1:

Sem 2:

OnRamps:

District Information

Crs Seq: Exam/Sem Pat: Gender Rstrctn:

Instruct Set: AAR Use: Self Paced:

Pop Srvd: 06 Grad Plan Use: Class Type: 02

Role ID: 087 Special Consid: CPR:

Nbr Sem: 2 Incl UIL Elig: Speech:

OnRamps:

Campus Information

Grade Rstrctn: Rstrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	ADSY
	1	3	05	01		:	:				01			

Scheduled: 000/000

Add new course-sections:

- ☐ Click **+Add** in the upper grid.

Crs Nbr	To add a section for a course that has no existing sections (i.e., not listed), click to select the course . The course title and service ID are displayed.
Section	Type the two-digit section number you want to add. The number must be unique for the course.
Max Seats	Type the number of seats available in the classroom.

- ☐ Under **Restrictions**:


Type Rstrctn	Select the code indicating if the restrictions always apply (i.e., fixed) or can be overridden (i.e., selectable) by the user. This field applies to the other restriction fields for this course-section (gender, team, and grade level).
Team Code	(Optional) If you are using Team Code, select a team code if you want to restrict section membership to a certain group or team of students. Team codes are established on Maintenance > Team Code .
Gender Rstrctn	Select a gender if the section is restricted to one gender.
Grade Rstrctn	<p>If there are grade level restrictions for the course-section, select the lowest grade level allowed.</p> <p>In the adjacent + field, type the number of additional grade levels that are eligible to take the course.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the Grd Restr field, and type 1 in the + field.</p>

District Information	Fields from the district master schedule are displayed for your reference.
Campus Information	The Grade Rstrctn fields from the campus course record (Maintenance > Master Schedule > Campus > Courses) are displayed for your reference.

To add a meeting time:

☐ Click **+Add** in the lower grid to add a meeting time for the section. A blank row is added to the grid.

You must set up at least one meeting time for each section.

Meeting	A sequential number is displayed for each meeting time you add.
Sem	Select the code indicating the semester(s) the class meets.
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	Select the beginning and ending periods when the class begins and ends.
Room	Type the room number in which the class meets, up to four characters.
Time Begin Per End	Type the times when the class begins and ends. Use the HH:MM A format, where HH is the hour, MM is the minute, and A is a.m. or p.m.
Lckout	Type the one-character alphanumeric code indicating if there is a lunch break after the scheduled class meeting.
Instr ID	Click  to select an instructor .
Class Role	<p>Select the code indicating the role served by an instructor for the class.</p> <ul style="list-style-type: none"> • 01 - Teacher Of Record • 02 - Assistant Teacher • 03 - Support Teacher

Role ID	<p>Select the code indicating the capacity in which the instructor serves the students during the section.</p> <p>TWEDS Data Element: ROLE-ID (E0721) (Code table: C021)</p> <p>Rule: If the Role ID is 033-Educational Aide, the Class Role must be 05-PK Classroom Aide, and vice versa.</p>
CTE	<p>Select if the Teacher of Record for this Career & Technical Education (CTE) course meets CTE requirements.</p> <p>CTE FTEs are calculated utilizing this field.</p>

☐ Click **Save**.

To retrieve and edit existing course-sections:

search drop-down	Select the field by which you want to search for courses.
search	<p>Type all or part of the search phrase. The search retrieves courses that <i>begin with</i> the characters or numbers you typed.</p> <p>Examples:</p> <ul style="list-style-type: none"> • For Course Number, type 101 to retrieve all course numbers that start with 101. You must include leading zeros. • For Title, type ENG to retrieve all course titles that start with ENG. • For Period, if you type a one-digit period, it is zero padded to two digits. The search retrieves courses with section meeting times that fall within the specified Per Begin/End fields. • Leave blank to retrieve all courses.

☐ Click **Retrieve**.

A list of courses that meet the specified criteria is displayed in the upper grid.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If there are multiple pages, [page through the list](#).

NOTE: Courses that do not have any sections (i.e., new courses) are not listed.

☐ Review and update course-sections as needed.

- [Copy existing course-sections.](#)

[Scheduling > Maintenance > Master Schedule > Campus > Copy Course Section](#)

This tab allows you to create new sections in the campus master schedule by copying an existing next year course-section. Once the sections are created, they can be updated on the Section tab.

Course	Select the next year course from which to copy data.
Section	Select the next year section from which to copy data. The drop-down list includes the section number, and the begin and end periods.
Create Section	Type the new two-digit section number(s) to be created. Separate multiple section numbers with a comma (e.g., 04,05,06).

☐ Click **Create**.

The grid is populated with the data for the new section(s).

☐ Update the data for the new section(s) as needed:

Sem	Select the code indicating the semester(s) the class meets.
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	Select the beginning and ending periods when the class begins and ends.
Room	Type the room number in which the class meets, up to four characters.
Time Begin Time End	Type the times when the class begins and ends. Use the HH:MM A format, where HH is the hour, MM is the minute, and A is a.m. or p.m.

☐ Click **Save**.

Cancel	Clear unsaved changes and start over.
---------------	---------------------------------------



Back Cover