ASCENDER Grade Reporting - Complete Scheduling for Elementary Campuses (After ASDR)

Table of Contents

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The following steps cover using tables to create the campus master schedule (section and meeting times) and scheduling students into course-sections.

IMPORTANT: The Preliminary Requirements steps were completed prior to ASDR.

Prerequisites:

- Annual Student Data Rollover (ASDR) is complete.

- You are now working in the Grade Reporting application.

1. Verify that all elementary courses are defined in the district master schedule.

   Grade Reporting > Maintenance > Master Schedule > District Schedule

   ❏ Verify that **Credit Lvl** is set to *E* for each elementary course.

2. Verify that all elementary courses have been added to the campus master schedule.

   Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course Selection

   This is verification of steps that were completed during the Scheduling Preliminary Requirements. Courses can also be added at this time.

Credit Level	Select the credit level for which you want to add course records.

☐ Click **Retrieve**.

(left grid) District Courses to Add	The courses in the district master schedule are listed. Courses that have already been selected for the campus master schedule are *not* listed.
	To add district courses to the campus master schedule:
	1. Select one or more courses in the left grid.
	2. Click ⟶› to move the selected course(s) from the left grid to the right grid.
	3. Or, click ⟶» to move all courses from the left grid to the right grid. This overrides any selected courses.

| (right grid) Campus Courses to Delete | All courses selected for the campus master schedule are listed. The campus courses (displayed on the right) are the only campus courses that can be deleted. These courses do not yet have any sections assigned.

To remove courses from the campus master schedule:

1. Select one or more courses in the right grid.

2. Click ‹— to move the selected course(s) from the right grid to the left grid.

3. Or, click «— to move all courses from the right grid to the left grid. This overrides any selected courses.

Courses that have course sections or enrolled students cannot be removed. You cannot delete a course that is requested by a student as an alternate. |
|---|---|

- If there are multiple pages, page through the list.

❑ Click **Save**.

3. Assign each instructor to a grade level and unique section.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor (**Elementary** fields)

This tab allows you to add and update information for instructors in the campus master schedule. Instructors can be added or deleted at this time if necessary.

If assigning a.m. and p.m. half-day PK or KG classes, see the Appendix.

Del	**Details**	**Instr Id**	**Staff ID**	**Grade Lvl**	**Section**	**Name L**	**Name F**	**Name M**	**Gen Cd**	**Dept Nbr**
🗑	🔍	025	000025			DARCY	FITZWILLIAM			
🗑	🔍	077	000077	03	09	CRANE	ICHABOD			
🗑	🔍	165	000165	03	10	EVERDEEN	KATNISS			
🗑	🔍	334	000334	PK	01	BLACK	JACOB			
🗑	🔍	373	000373	PK	02	SAWYER	TOM			
🗑	🔍	394	000394			MONTAGUE	ROMEO			
🗑	🔍	425	000425			CAPULET	JULIET			
🗑	🔍	441	000441	04	11	BENNET	ELIZABETH			
🗑	🔍	468	000468	KG	03	HOLMES	SHERLOCK			
🗑	🔍	497	000497	01	05	SWAN	ISABELLA			
🗑	🔍	531	000531	02	07	FINN	HUCKLEBERRY			
🗑	🔍	533	000533	01	06	SALT	VERUCA			

First ◄ 1 ▾ / 2 ► Last

🔍	*Click to 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.	
Elementary	These fields are only used for Scheduling after Move to Grade Reporting.	
	Grade	Type or select the grade level the homeroom instructor teaches.
	Section	Type the two-digit section number the homeroom instructor teaches. Each homeroom instructor must have a unique section number. The section number must be unique to each grade level.
	NOTE: These fields may be left blank for PE, elective teachers, and for instructors of grade levels scheduled prior to this process.	

❑ Click **Save**.

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0140 - Instructor List (Grd Rpting)

This report lists the grade levels and course-sections assigned to instructors for the current school year.

4. Assign control numbers to students by grade level.

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl

This utility assigns control numbers by grade level.

Student control numbers are stored and can also be maintained on Registration > Maintenance > Student Enrollment > Demo1 in the **Control Num** field under **Current/Next Year Information**. When this utility is executed, the student's control number is updated on that tab.

Instr ID	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in **Elementary - Grade** on Maintenance > Master Schedule > Campus Schedule > Instructor can be retrieved.
Grd Lvl	The grade level associated with the selected instructor is displayed.

A list of students in the grade level is displayed.

○ The **Cntrl #** field displays the student's control number from the prior school year. Newly enrolled students will not have a control number.
○ 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, you can page through the list.

❑ Select the students whose control number you want to change:

Update	Select to select a student. Clear to unselect a student. **TIP:** If you need to select or unselect numerous students, you can press TAB to move down the list of check boxes, and use the spacebar to toggle the check box from selected to unselected.

❑ Click **Execute**.

Only the selected students are listed (including students selected on subsequent pages), and the **Cntrl #** field for all selected students now displays the new control number.

Cntrl #	The new control number is displayed for the selected students.

❑ Click **Save**.

Reset	Clear unsaved changes and start over.

5. Verify elementary grade levels.

Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

This tab allows you to select the elementary grade levels.

Existing data is displayed.

❏ Click **+Add** to add a grade level. A blank row is added to the grid.

Grd Lvl	Select the grade level to be added or removed.
Elem Grd	Select if elementary grade reporting is used for the selected grade level. If blank, grade averaging and class ranking is used for elementary students.

NOTE: The additional fields on this page will be addressed during Grade Reporting procedures.

❏ Click **Save**.

> 🗑 **Delete a row.**
>
> 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
>
> 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.
>
> You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

6. Set up courses for each grade level.

   Grade Reporting > Maintenance > Tables > Elementary > Elem Courses

   This tab allows you to set up elementary courses by grade level.

   The grade level must be defined on the Elem Grade tab before you can add course information on this tab.

   IMPORTANT: Do not include one-semester courses when setting up courses by grade level. Instead, add one-semester courses as needed using Maintenance > Student > Group Maint > Add/Delete Courses. You can verify the number of semesters for the course using **Nbr Sem** on Grade Reporting > Maintenance > Master Schedule > District Schedule.

Grade Level	Select a grade level for which to add courses. Only grade levels established on the Elem Grade tab are listed.

   ○ If data exists for the grade level, the data is displayed.
   ○ 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.

❏ Click **+Add** to add data to the table. A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

Course	Select the elementary course for the grade level. Only courses where **Credit Lvl** = E (elementary) in the district master schedule are listed.
Title	The course title is displayed.
Period	Select the period when the class meets.
Days	Select the days of the week on which the class meets.

❏ Click **Save**.

❏ Repeat for each grade level.

🗑 Delete a row.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

7. Create the master schedule.

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule

This utility deletes and rebuilds the elementary master schedule using the elementary courses table to determine the period and days met for each course-section.

In elementary grade reporting, the master schedule is deleted/rebuilt during the current year, before elementary course-sections and student schedules are built. The master schedule can be deleted/rebuilt as many times as needed until students have been assigned to course-sections.

Before running the utility, the following must be completed:

- All elementary courses must be defined in the district master schedule. The **Credit Lvl** field must be set to E.
- All elementary courses must be added to the campus master schedule.
- Grade level and section information must exist in the instructor records.
- The elementary grade table and elementary courses table must be completed and verified.

Delete/Rebuild Existing Elem Sections	Select to delete existing sections and automatically create new sections. This option is used at the beginning of the school year to build the new course-sections for elementary instructors. Every time this option is selected, existing sections are deleted and new sections are created based on settings in the previous steps.
Default Value to Use for Max Seats	Type the maximum number of seats needed for all new sections.

NOTE: The **Rebuild/Update Elementary Sections** option is used if you want to retain existing sections and add new sections (e.g., adding a new course).

❑ Click **Execute**.

A list of courses-sections that will be deleted is displayed.

□ Click **Delete** to confirm that you want to delete the sections and continue processing.

New sections are displayed.

□ Click **Save**.

8. Create student schedules.

   Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

   This utility deletes and rebuilds elementary student schedules. Student schedules are automatically built based on student control numbers and information in the elementary courses table and instructor record.

   Existing student schedules can be deleted, and students can be transferred from one section to another.

Grade Level Selection	Select one or more grade levels. This option is used at the beginning of the school year to build schedules for all students by grade level. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.
Campus	The campus to which you are logged on is displayed.

   NOTE: The **Delete Existing Schedules** option can be used for subsequent runs if you need to delete before rebuilding.

   ❏ Click **Execute**.

   A message is displayed indicating that the course assignment is completed and prompting you to save the results.

   ❏ Click **OK**. The Students Processed page is displayed. Update data if needed.

   ❏ Click **Save**.

> **WARNING:** If you close the Students Processed page without saving, existing schedules are deleted; however, schedules are not rebuilt.

9. Update instructors for PE and elective courses.

Section (Grade Reporting)

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

This tab allows you to add or edit section records in the campus master schedule.

Create sections:

search drop-down	Select the field by which you want to search for courses.

search	Type all or part of the search phrase. The search retrieves courses that _begin with_ the characters or numbers you typed. For example, if you selected _Course Number_, type 101 to retrieve all course numbers that start with 101. • For course number, you must include leading zeros. • 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. • For instructor, begin typing the instructor's last name or control number. A drop-down list displays instructors whose last name _begins with_ the characters you typed. Select the instructor. **TIP:** You can also type the first characters of the first and last name, separated by a comma, to retrieve an instructor. For example, type j,s to retrieve Jane Smith. • Leave blank to retrieve all courses.

❑ Click **Retrieve**.

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

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

Change the grid view:
The default view in the grid is basic course information indicated by ⇒ **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **Scheduling** header, only restrictions information is displayed in the grid. The Scheduling header is displayed as ⇒ **Scheduling** indicating that it is the current view.

❑ Click 🔍 for a course in the upper grid to edit a section.
❑ Or, click **+Add** to add a section, including for a course that does not have any sections.

The fields below the grid are enabled.

Crs Nbr	If you are adding a section for a course that is not listed (i.e., has no existing sections), click ⋮ to select the course. The course title and service ID are displayed.

Multi Svc Ind	Select if the instructor of the course must perform more than one service during the class. (This field is no longer in use. The data element MULTI-SERVICE-INDICATOR-CODE was deleted in the 2009-2010 Data Standards.)
Lock	Select if you want to lock the course section so it cannot be added to more student schedules.
Include UIL Elig	Select if the course is used in determining six-week eligibility for extracurricular activities. University Interscholastic League (UIL) rules allow some courses to be exempt in determining six-week eligibility. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used. Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.
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 for the class. **NOTE:** Course-sections with **Max Seats** set to 000 will not appear in TeacherPortal.
Enrolled Students Sem #	The number of students actively enrolled at the campus and in the course-section for each semester are displayed. This value is also displayed in the grid in the **Stu Enroll Sem #** fields. In the grid, the number of students is displayed as a hyperlink if it is greater than 0. Click the link to open a pop-up window which lists the students. From the pop-up window, you can click the student ID to retrieve that student to Maintenance > Student > Individual Maint > Demo. When you click the link, the pop-up window closes, and the Demo tab opens with that student's data retrieved. TWEDS Data Element: NUMBER-STUDENTS-IN-CLASS (E0170)
Stu W/D Sem # (grid)	This value is displayed in the grid only, and indicates the number of students *not* actively enrolled in the course-section either due to withdrawing from the course-section or withdrawing from the campus, including No Show students. If the value is greater than 0, the value is displayed as a hyperlink. Click the link to open a pop-up window which lists the students included in the count. From the pop-up window, you can click the student ID to retrieve that student to Maintenance > Student > Individual Maint > Demo. When you click the link, the pop-up window closes, and the Demo tab opens with that student's data retrieved.

Non Campus Based	Select the code indicating if the course taught off campus (e.g., college campus-based and web-based courses). TWEDS Data Element: NON-CAMPUS-BASED-INSTRUCTION-CODE (E1072) (Code table C182) **NOTE:** Sections not taught by a district employee or contracted instructor cannot be set to 00. Be aware that leaving the field set to blank causes this field to have a default value of 00. If this field is set to 09 (i.e., *Out of District DAEP Program*), the campus ID must be registered in the Texas School Directory as a DAEP campus type. If this field is set to 10 (i.e., *Non-District PE Substitution Program*), the service ID must be PES00008, PES00009, PES00010, or PES00011.
Dst Lrng	Select the code indicating if the course is taken through distance learning technology.

❏ Under **Section Information**:

Pop Srvd	Select the code indicating the student population primarily targeted for the section. TWEDS Data Element: POPULATION-SERVED-CODE (E0747) (Code table C030) This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.
Instruct Sett	click ⋮ to select the instructional setting used when providing instruction to the students in the section.
Class Type	Select the code indicating if the section class type is regular or non-regular. Examples of non-regular class types are in-school suspension, school-community guidance center, alternative education school program for discipline, televised instruction, non-disciplinary alternative education, special education setting, or residential care and treatment facility. TWEDS Data Element: CLASS-TYPE-CODE (E1055) (Code table C179)
High Qual PK Prog	Indicate if the campus-course-section participates in the High Quality PK Program consistent with requirements in TEC 29.167-29.171. TWEDS Data Element: HIGH-QUALITY-PK-PROGRAM-INDICATOR (E1580) (Code table C088)
PK Sch Type	Select the PK program offered at the campus for that course-section. TWEDS Data Element: PK-SCHOOL-TYPE (E1555) (Code table DC152)

Crs Seq	The code is used when extracting course completion data for PEIMS and during end-of-course precoding.
	In most cases, this field should be left blank.
	The field should only be used if the course, or part of the course, is taught out of sequence such as a credit recovery or self-paced course (e.g., the second semester of English I is taught during the first semester).
	Leave this field blank if the course is not taught out of sequence. The PEIMS Classroom Link extract will extract the proper course sequence code.
	TWEDS Data Element: COURSE-SEQUENCE-CODE (E0948) (Code table: C135)
	This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.
	When the field is blank on both the campus and district records, the default values are used, which are based on the **Nbr Sem** field on the district course record, as follows:
	• If **Nbr Sem** is 1, the default value for course sequence is 0 (i.e., one-semester course).
	• If **Nbr Sem** is 2, the default value considers the student's course assignments. For example, if the student is taking a two-semester course, the default course sequence for the first semester of the course is 1 (i.e., first half of a two-semester course), and the default course sequence for the second semester of the course is 2 (i.e., second half of a two-semester course).
	• For a four-semester course, if the exam/semester pattern is 2, this field must be set to 1 or blank. However, if the exam/semester pattern is not 2, this field must be set to 6 or blank.
	∘
	An error message is displayed if you select a code that does not match the course sequence code table.
	The table shows the course sequence codes allowed when campus and district options are selected.

Campus Sem	District Nbr Sem	Crs Seq Cd Allowed
1	1	Any
2	1	Any
3	2	1, 3, 4, 6, 7, 8
4	1	Any
5	2	1, 3, 4, 6, 7, 8
6	2	1, 3, 4, 6, 7, 8
7	3	3, 6, and 7
8	1	Any
9	2	1, 3, 4, 6, 7, 8
A	2	1, 3, 4, 6, 7, 8
B	3	3, 6, and 7
C	2	1, 3, 4, 6, 7, 8
D	3	3, 6, and 7
E	3	3, 6, and 7
F	4	6

Wks/Mnth	Select the code indicating the weeks of the month the section meets. For most sections, select option 04 (*Week 1, 2, 3, and 4*).
PK Curricula	Select the curricula used in the district's prekindergarten program section. TWEDS Data Element: PK-CURRICULA (E1579) (Code table C206)
Stu Instr	Indicate if the student attends full day, half day morning, or half day afternoon. This only applies to course-sections that use the Pre-Kindergarten Service ID (01010000). TWEDS Data Element: STUDENT-INSTRUCTION (E1558) (Code table C210)
Home Room Ind	Select if this section of the course is the student's home room. The home room period may be the convention for taking daily attendance. TWEDS Data Element: HOMEROOM-INDICATOR (E1440)

❑ Under **Restrictions**:

Type Rstrctn	This field applies to the other restriction fields for this course section (gender, team, and grade level). F-Fixed - The restrictions always apply. S-Selectable - The restrictions can be overridden by the user.
Team Code	Select a team code if you want to restrict section membership to a certain group or team of students.
Gender Rstrctn	Select a gender if the section is restricted to one gender. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.
Grade Rstrctn	If there are grade level restrictions for the course, select the lowest grade level allowed. In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course. 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. If this field is blank, but there is a restriction code on the campus course record, the campus course code is used when adding the course to a student's schedule.

❑ Under **Child-Care Partnership**:

❑ Click **+Add** to add a record.

🗑	[Delete a row.](#) 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Operation Number	Enter the number of the childcare facility. **CHILD-CARE-OPERATION-NUMBER** (E1726) identifies the operation number of the childcare facility which participates in a partnership with a Local Education Agency.

❑ Under **Course Codes and Credits**:

Dual Crdt	Select the code indicating if students are eligible to receive both high school and college credit for the course. TWEDS Data Element: DUAL-CREDIT-INDICATOR-CODE (E1011) (Code table C088)
Adv Tech Crdt	Select the code indicating if this is a high school course for which college credit may be awarded by a post-secondary institution under a local articulation agreement or the statewide Advanced Technical Credit (ATC) program agreement. • A course can be reported as either dual credit or ATC, but not both. • For ATC courses, one of the **Special Consider** fields must be set to A, which indicates on the AAR that it is an articulated course. When the student graduates and attends a college in the statewide, articulated course network, he can receive credit for the course. TWEDS Data Element: ATC-INDICATOR-CODE (E1058) (Code table C088)
AAR Use	Select the code indicating the academic area in which the course is a requirement. This code determines where the course is displayed on the AAR Multi-Year ([SGR2047](#)) report. The code is used to determine where the course will print on the AAR. The field is only used if the code is different from the designated area for printing; otherwise, leave blank. • If there are AAR use codes on the student record, the student codes are used even if there are AAR use codes on the section or district course records. • If the AAR use codes are blank on the student record, but the section has AAR use codes, the section codes are used even if there are AAR use codes on the district course. • If the use codes are blank on the student and section records, but there are AAR use codes on the district course, the district course codes are used.
Grad Plan Use	Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type.

Special Consid	Select up to two codes indicating special considerations for the course. The codes cannot be the same for both fields. Special considerations are printed on the student's AAR (SGR2047). • If there are special course consideration codes on the student record, the student codes are displayed on the AAR even if there are special course consideration codes on the section or district course records. • If the special course consideration codes are blank on the student record, but the section has special course consideration codes, the section codes are displayed on the AAR even if there are special course consideration codes on the district course. • If the special course consideration codes are blank on the student and section records, but there are special course consideration codes on the district course, the district course codes are displayed on the AAR.
College Credit Hrs	For each semester (up to four semesters), type the number of college credit hours the student will earn for the course. Per TWEDS 8.3.4 COLLEGE-CREDIT-HOURS (E1081), the value must be between 0-9. Values greater than 0 are only valid if **Dual Crdt** is 1. If **Dual Crdt** is 1, at least one **College Credit Hrs** field is required. TWEDS Data Element: COLLEGE-CREDIT-HOURS (E1081)
OnRamps	Select Y if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin. TWEDS Data Element: ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597) (Code table C088) Edits: • The field can only be set to Y for high school credit courses. • **College Credit Hrs** cannot be 0. **NOTE:** If blank, the district-level setting is used. The campus-level setting (Y/N) overrides the district-level setting.

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 Schedule > Course) are displayed.

❑ To add a meeting time for the section, click **+Add** in the lower grid.

A blank row is added to the grid.

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

Include WD Meeting Times	Select to display all withdrawn meeting times (i.e., all entry and withdrawal dates for meeting times that have withdrawn instructors) for the current year in the lower grid.

#	A sequential number is displayed for each meeting time you add.
Sem	Select the code indicating the semester(s) the class meets. 1 - Semester 1 2 - Semester 2 3 - Semesters 1 & 2 4 - Semester 3 5 - Semesters 1 & 3 6 - Semesters 2 & 3 7 - Semesters 1, 2, & 3 8 - Semester 4 9 - Semesters 1 & 4 A - Semesters 2 & 4 B - Semesters 1, 2, & 4 C - Semesters 3 & 4 D - Semesters 1, 3, & 4 E - Semesters 2, 3, & 4 F - Semesters 1, 2, 3, & 4
Days	Select the code indicating the day(s) the class meets.
Per Begin **Per End**	(Required) 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 and *A* is a.m. or p.m.
Lckout	Type the one-character code (Y or N) indicating if there is a lunch break after the scheduled class meeting.
Instr ID	Click ⁝ to select an instructor.

Class Role	Select the code indicating the role served by an instructor for the class. For campus-based courses (i.e., the **Non Campus Based** field is set to 00), at least one meeting time record with the **Class Role** field set to 01 (*Teacher of Record*) is required. For non-campus-based courses (i.e., the **Non Campus Based** field is *not* 00), a teacher of record is not required. You can enter a teacher of record, but it is not extracted, and it does not create an instructor assignment record for PEIMS. There can be only one active teacher of record per section for each **Time Begin/End** range. **01 Teacher of Record** - Indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class (Role IDs 047 and 087 only). **02 Assistant Teacher** - Indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class (Role IDs 047 and 087 only). **03 Support Teacher** - Indicates that the teacher provides specialized instructional services on a regular or irregular basis to students in the class (Role IDs 047 and 087 only). **04 Substitute Teacher** - Indicates that the substitute teacher serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated. **05 PK Classroom Aide** - Indicates that the Classroom Aide (Role ID 033) serves the Teacher of Record on a regular or irregular basis in the PK classroom (valid for Submission 3 only). **NOTE:** Class Roles 01, 02, and 03 will have the same access in TeacherPortal, unless modified on TeacherPortal Admin > Admin > District Settings > Other (at the bottom.) *True* allows only class Role 01 (Teacher of Record) to have access. *False* allows anyone with a teacher role identified on the section to have access. If the **Role ID** is 033-Educational Aide, the **Class Role** must be 05-PK Classroom Aide, and vice versa. TWEDS Data Element: CLASS-ROLE (E1067) (Code table: C180)
Role ID	Select the code indicating the capacity in which the instructor serves the students during the section. TWEDS Data Element: ROLE-ID (E0721) (Code table: C021) Rule: If the **Role ID** is 033-Educational Aide, the **Class Role** must be 05-PK Classroom Aide, and vice versa. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.

CTE	Select only if this section is taught by a Career & Technical Education (CTE)-certified teacher, or meets the exceptions described in the Student Attendance Accounting Handbook, Section 5.2. CTE attendance will only be extracted for summer PEIMS if the student is enrolled in a course-section in which the teacher of record is flagged as CTE.

Entry Date Withdraw Date	Entry Date	Type the first date the instructor was assigned or reassigned to the class in the current school year in the MMDDYYYY format. TWEDS Data Element: ASSIGNMENT-BEGIN-DATE (E1065)
	Withdraw Date	Type the last date the instructor was assigned to the class in the current school year in the MMDDYYYY format. TWEDS Data Element: ASSIGNMENT-END-DATE (E1066)

For instructors with **Class Role** 01 (*Teacher of Record*), the following edits apply:

• The **Withdraw Date** on a previous row and **Entry Date** on a new row can be the same date, even if the instructors are the same on both rows.

• An instructor's **Entry Date** cannot fall within another withdrawn instructor's **Entry** and **Withdraw Dates**, if the periods are the same for both rows.

• Two or more instructors can have the same **Entry Date** on different rows, if both instructors are active and the period for each instructor is different.

• Although the **Instructor** field is not required, the instructor's **Entry Date** cannot be blank. This situation could occur if you do not know which instructor will be teaching the class at the time of entry. Enter the instructor as soon as you have the information available.

• The **Entry Date** for a one-semester course must fall within the calendar dates for the semester in which it is taught.

ADSY	These fields include the ADSY option on the 2011-2012 school year or later. They do not appear for prior school years. If selected, the user may add an ADSY course section to the student's schedule in the prior year on *Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign*.

☐ 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.

🗑 **(upper grid)**	**Delete a course-section.** 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). ○ If you attempt to delete a section before the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, you are prompted to confirm that you want to continue. Click **OK**. ○ Sections can be deleted after the PEIMS snapshot date, as long as there are no students assigned to the course section.
🗑 **(lower grid)**	**Delete a meeting time for the course-section.** 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). ○ If you attempt to delete a meeting time before the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, you are prompted to confirm that you want to continue. Click **OK**. ○ You must delete an instructor's most recent meeting time record before deleting an older record. For example, if an instructor has two meeting time records, you must delete the most recent record before you can delete the older record. ○ If you type over the instructor ID or select to delete a meeting time row on or after the PEIMS snapshot date, a warning message is displayed indicating that you should not delete the row if an instructor taught the course at any time. **Do not click OK** unless you intend to continue. You should only delete a row after the snapshot date if the row was entered by mistake. Otherwise, if you delete valid data, you will need to reenter the information. ○ If you delete a meeting time row, a TeacherPortal administrative user will still be able to access the instructor's attendance and grades in TeacherPortal.

10. Run reports and verify data.

❑ Run the available **Instructor**, **Master Schedules**, and **Student Schedules** reports to verify data.

Appendix:

- Scheduling half-day PK or KG students:

> There are two options for handling morning/afternoon classes for PK and KG:
>
> - Assign both a.m. and p.m. students to the same section, then adjust.
> - Assign a.m. or p.m. students to an aide's section, then change the homeroom teacher for that section.

Option 1:

Assign both a.m. and p.m. students to the same section, and then adjust the sections numbers accordingly based on whether they are in a.m. or p.m.:

PK and KG students are usually set up with only one course in their student schedules. The sections of this course will be scheduled in the ADA period.

- Two sections per teacher are needed (a.m. and p.m.)
- Students will be assigned their teacher's control number.
- Follow the steps in this guide to schedule all students to their teacher's morning section.
- Manually change the p.m. students' section number to the afternoon section scheduled in the ADA period using Grade Reporting > Maintenance > Student > Individual Maintenance > Crs Assign.

Option 2:

Assign a.m. or p.m. students to an aide's section, then change the homeroom teacher for that section.

Create a schedule for an aide by entering the grade level and section number on Grade Reporting > Maintenance > Master Schedule > Campus > Instructor. Schedule a.m. or p.m. students to that aide by assigning the aide's control number to those students. Then change the **Staff ID**, at the section level, to the correct homeroom teacher after scheduling. The aide's section must be scheduled in the ADA period.

- Schedule new students who enter after you have run elementary scheduling.

    1. Assign a control number to the new student.

       Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Student

1. In the **Instr ID** field, select the instructor to whom you want to assign the student.
2. In the **Stu Id** field, type the ID of the new student and click **Retrieve**.
3. Click **+Add** to select additional students if needed.
4. Click **Execute**.
5. Click **Save**.

2. There are two options for scheduling new students:

   - Option 1: Delete/rebuild schedule by grade level.

     Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

1. In the **Student Selection** field, select _Only if No Courses_.
2. Under **Grade Level Selection**, select one or more grade levels for the new students.
3. Click **Execute**.

   When processing is complete, a message is displayed.

4. Click **OK**.

   The list of students who have been scheduled is displayed.
5. Click **Save**.

   - Option 2: Delete/rebuild schedule by student ID.

     Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

1. Select **Select Individual Students for Processing**.
2. In the **Student Selection** field, select *Only if No Courses*.
3. Under **Process ONLY Selected Students** in the **Stu ID** field, type the ID for each student and click **Find**.
4. Click **Execute**.

   When the process is completed, a message is displayed.
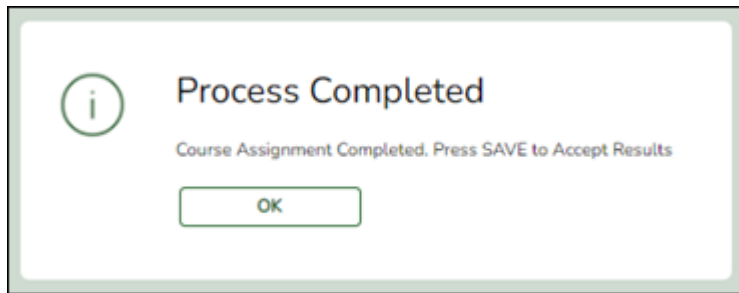
5. Click **OK**.

   The list of students who have been scheduled is displayed.
6. Click **Save**.

- Reschedule students if a class dissolves after school starts.

1. Re-assign control number.

   Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Grd Lvl

1. In the **Instr ID** field, select the instructor to whom you want to transfer a student or students.

   All students in that current year grade level are displayed.

2. Select each student you want to transfer.

3. Click **Execute**.

A list of selected students is displayed.

4. Click **Save**.

2. Delete/rebuild student schedules.

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

1. Select **Select Individual Students for Processing**.
2. In the **Student Selection** field, select *All*. The **Sec/Instr Change Option** field appears and is selected.
3. Under **Process ONLY Selected Students** in the **Stu ID** field, type student IDs for each student you want to transfer and click **Find**.
4. Click **Execute**.

   A message is displayed indicating that the process has complete.
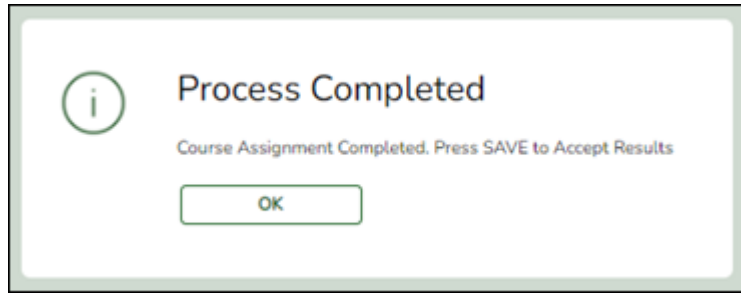
5. Click **OK**.
6. Click **Save**.

- In the event that you need to start over with elementary scheduling.

  If you need to restart the process of creating a master schedule and assigning student schedules, you will need to delete the master schedule and student schedules.

  1. Identify any students with schedules.

     Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 Class Rolls (Student Grade Information)

Run the report to determine if any students have schedules.

2. Delete student schedules.

   Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

   This utility deletes and rebuilds elementary student schedules. Student schedules are automatically built based on student control numbers and information in the elementary courses table and instructor record.

   WARNING: This should be used only at the beginning of the school year before grades have been entered. Grades that have already been entered will be lost if you select this field.

1. Select **Delete Existing Schedules**.
2. Select one or more grade levels under **Grade Level Selection**.
3. Click **Execute**.

   A warning message is displayed indicating that schedules exist and will be deleted for the selected students.
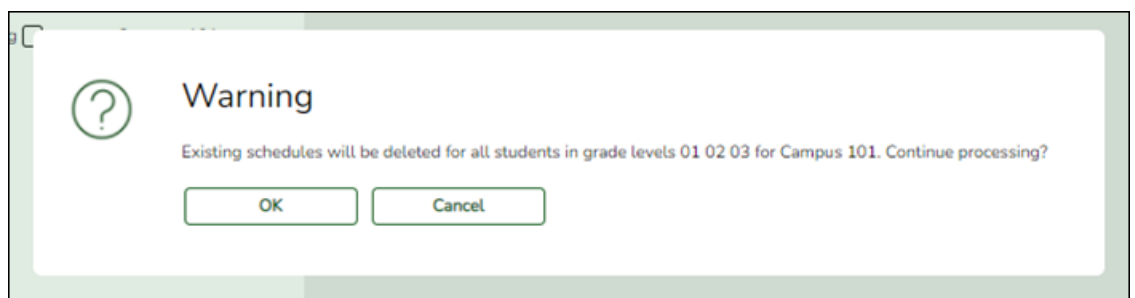
   Click **OK**.

   A message is displayed indicating that course assignment has been completed (that schedules have been deleted).
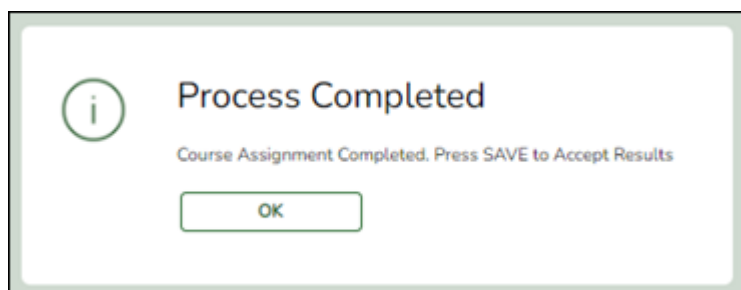
   Click **OK**.

   WARNING: **DO NOT** save the changes. If you click **Save**, the new (rebuilt) schedules for students are saved rather than deleted.

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 - Class Rolls (Student Grade Information)

Run SGR0900 again to make sure there are no students who still have schedules. (Withdrawn students will still have schedules, because the Delete/Rebuild Student Schedules From Tables utility does not delete withdrawn student schedules.)

3. Delete courses for withdrawn student.

Grade Reporting>Maintenance > Student > Individual Maint > Crs Assign

Use the tab to delete courses for any withdrawn students who are still listed on SGR0900. If there was no data in SGR0900, skip this step and continue with the Delete the Master Schedule section.

1. On Grade Reporting > Maintenance > Student > Individual Maint, retrieve the withdrawn student.

   A message is displayed indicating that the student is withdrawn from the campus.
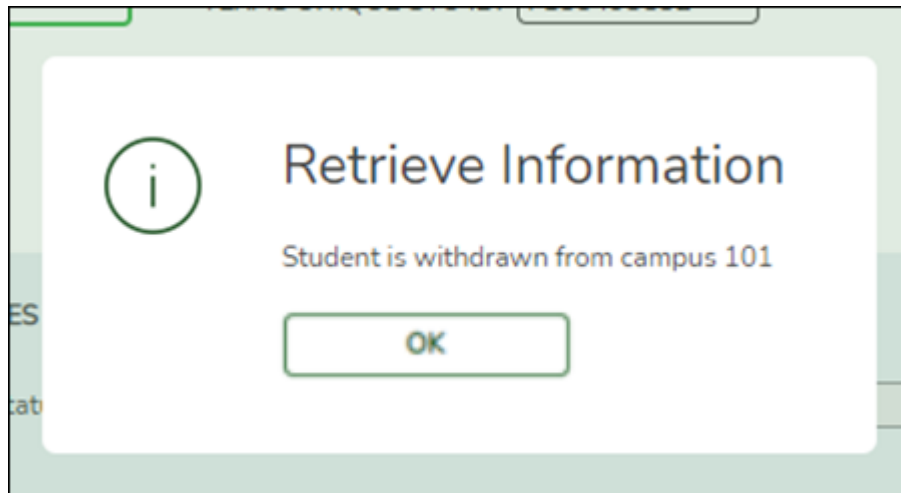
Click **OK**.

2. Click the Crs Assign tab.
3. Click the trash can icon next to each course you are deleting.
4. Click **Save**. A warning message is displayed.
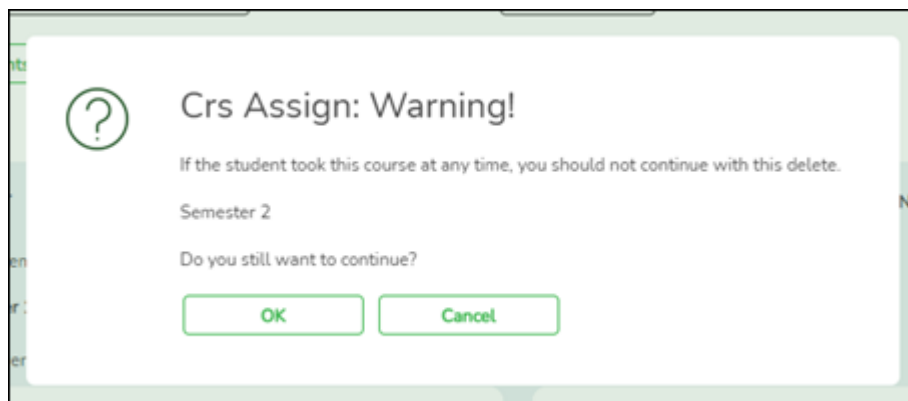
Click **OK**.

Grade Reporting > Reports > Grade Reporting Reports > Instructors > SGR0900 Class Rolls (Student Grade Information)

Run SGR0900 again to make sure there are no students listed.

4. Delete the master schedule.

Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Master Schedule

Delete the master schedule if you need to create a new master schedule or want to start over completely.

1. Select **Delete/Rebuild Existing Elem Sections**.
2. In the **Default Value to Use for Max Seats**, type the maximum number of seats needed for all new sections, up to three digits.
3. Click **Execute**.

   The course-sections are listed.

4. Click **Delete** to delete the sections. The results are listed.

5. Click **Save**.

5. [Rebuild student schedules.](#)

   Grade Reporting > Utilities > Elem Scheduling > Delete/Rebuild Student Schedules From Table

   Once you are satisfied with the Master Schedule, run the utility again.

NOTE: For any schedule changes that occur after the first day of school:

- Individual: Maintenance > Student > Individual Maintenance > Crs/Sec Change
- Group: Maintenance > Student > Group Maint > Group Course Change

Back Cover