



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



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

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.

**AVAILABLE COURSES**

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs
		0012	READING	READING	02010000	02010000	<input checked="" type="checkbox"/>

**=>Crs Nbr:** 
**Nbr Sem:**

**Title:**

**Abbrev Name:**

**Service ID:**

**Textbook ISBN:**

**Exclude from txGra** ☐

**Grade Reporting**

Per Ctrl:

Department:

Gender Restr:

Required: ☒

Elective: ☐

**Course Codes and Credits**

Tot Credits:

Part Credit: ☒

AAR:

Grad Plan:

Spec Cons:

OnRamps: ☐

**Credit Seq:** 
  
**Credit Lvl:** 
  
**CPR:** ☐
  
**Speech:** ☐

**Elem/Misc**

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig: ☒

Exam/Sem Pat:

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.

**COURSE SELECTION**
COURSE
SECTION
INSTRUCTOR
COPY COURSE SECTION

Credit level: Elementary ▼

District Courses to Add:
 

☐ 0012 READING  
☐ 0030 KG ELAR  
☐ 0040 KG SOC STUDIES  
☐ 0050 KG MATH  
☐ 0060 KG SCIENCE  
☐ 5020 SEE COUNSELOR E

Campus Courses to Delete:
 

☐ 0000 HOMEROOM  
☐ 0001 ATTENDANCE  
☐ 0005 EE  
☐ 0010 PK  
☐ 0020 KG  
☐ 0120 1 ELAR  
☐ 0121 1 ELAR\*  
☐ 0140 1 SOC STUDIES  
☐ 0141 1 SOCST\*  
☐ 0150 1 MATH  
☐ 0151 1 MATH\*  
☐ 0160 1 SCIENCE  
☐ 0161 1 SCIENCE\*  
☐ 0171 1 MUSIC  
☐ 0179 1 ART  
☐ 0180 1 PE  
☐ 0182 1 PE\*  
☐ 0220 2 ELAR  
☐ 0240 2 SOC STUDIES  
☐ 0250 2 MATH  
☐ 0260 2 SCIENCE

1 / 2

**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.



COURSE SELECTION   COURSE   SECTION   INSTRUCTOR   COPY COURSE SECTION

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

Instr Nbr:

Staff ID:

Home Room:

Instructor Status:

Name:

First

Middle

Last

Generation

**Maximum Values**

Study Halls/Day:

Periods/Day:

Contact Periods/Year:

**Restrictions**

Department:

Subject Area:

Reserved Room:

**Designators**

1:

2:

3:

**Elementary**

Grade:

Section:

Exclude from Fall PEIMS: ☐

[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.

<b>Grade</b>	Type or select the grade level the homeroom instructor teaches.
<b>Section</b>	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 \(Grd Rptg\)](#)

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.

<b>Instr ID</b>	Select the instructor (i.e., control number) that will be assigned to the selected students. Only instructors who have a grade level selected in <b>Elementary - Grade</b> on <a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Instructor</a> can be retrieved.
<b>Grd Lvl</b>	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:

<b>Update</b>	Select to select a student.  Clear to unselect a student.  <b>TIP:</b> 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.
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- ☐ 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.

<b>Cntrl #</b>	The new control number is displayed for the selected students.
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- ☐ Click **Save**.

<b>Reset</b>	Clear unsaved changes and start over.
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5. [Verify elementary grade levels.](#)

[Grade Reporting > Maintenance > Tables > Elementary > Elem Grade](#)

This tab allows you to select the elementary grade levels.

Save

ELEM GRADE
ELEM COURSES
CORE GRD CVS
NONCORE GRD CVS

Delete	Grd Lvl	Elem Grd	Comp Sem Avg	Comp Cum Avg	Incl Exam	Exam Wgt	Tot Wgt
	PK ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	KG ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	01 ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	02 ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	03 ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	04 ▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Rows: 6
 [Add](#)

Existing data is displayed.

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

<b>Grd Lvl</b>	Select the grade level to be added or removed.
<b>Elem Grd</b>	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](#).

<b>Grade Level</b>	Select a grade level for which to add courses. Only grade levels established on the <a href="#">Elem Grade</a> tab are listed.
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- 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.

<b>Course</b>	Select the elementary course for the grade level. Only courses where <b>Credit Lvl = E</b> (elementary) in the <a href="#">district master schedule</a> are listed.
<b>Title</b>	The course title is displayed.
<b>Period</b>	Select the period when the class meets.
<b>Days</b>	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



Default Value to Use for Max Seats:

Campus: 101

Rebuild/Update Elementary Sections

**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.

Save

Delete/Rebuild Existing Elem Sections

☒ Default Value to Use for Max Seats: 030

Campus: 101

Rebuild/Update Elementary Sections

☐

Press Delete to Continue Processing:

Delete

Course	Section
0000	05
0000	06
0000	07
0000	08
0000	09
0000	10
0000	11
0000	12
0001	01
0001	02
0001	03
0001	04
0010	01
0010	02
0020	03
0020	04
0120	05
0120	06
0140	05
0140	06
0150	05
0150	06
0160	05
0160	06
0171	05
0171	06
0179	05
0179	06
0180	05

First

◀

1 ▼

/ 1

▶

Last

Total: 72

- ☐ 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.

<b>Grade Level Selection</b>	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. <ul style="list-style-type: none"><li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li><li>• 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.</li></ul>
<b>Campus</b>	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**.

## Section (Grade Reporting)

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

## Create sections:

<b>search drop-down</b>	Select the field by which you want to search for courses.
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<b>search</b>	<p>Type all or part of the search phrase. The search retrieves courses that <i>begin with</i> the characters or numbers you typed. For example, if you selected <i>Course Number</i>, type 101 to retrieve all course numbers that start with 101.</p> <ul style="list-style-type: none"> <li>• For course number, you must include leading zeros.</li> <li>• 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 <b>Per Begin/End</b> fields.</li> <li>• For instructor, begin typing the instructor's last name or control number. A drop-down list displays instructors whose last name <i>begins with</i> the characters you typed. Select the instructor. <b>TIP:</b> 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.</li> <li>• Leave blank to retrieve all courses.</li> </ul>
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☐ 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.

<b>Crs Nbr</b>	If you are adding a section for a course that is not listed (i.e., has no existing sections), click  to <a href="#">select the course</a> . The course title and service ID are displayed.
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<b>Multi Svc Ind</b>	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.)
<b>Lock</b>	Select if you want to lock the course section so it cannot be added to more student schedules.
<b>Include UIL Elig</b>	<p>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.</p> <p>This field exists on the district-level course record (<a href="#">Maintenance &gt; Master Schedule &gt; District Schedule</a>) and the campus section record (<a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a>). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p> <p>Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.</p>
<b>Section</b>	Type the two-digit section number you want to add. The number must be unique for the course.
<b>Max Seats</b>	<p>Type the number of seats available for the class.</p> <p><b>NOTE:</b> Course-sections with <b>Max Seats</b> set to 000 will not appear in TeacherPortal.</p>
<b>Enrolled Students Sem #</b>	<p>The number of students actively enrolled at the campus and in the course-section for each semester are displayed.</p> <p>This value is also displayed in the grid in the <b>Stu Enroll Sem #</b> 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.</p> <p>From the pop-up window, you can click the student ID to retrieve that student to <a href="#">Maintenance &gt; Student &gt; Individual Maint &gt; Demo</a>. When you click the link, the pop-up window closes, and the Demo tab opens with that student's data retrieved.</p> <p>TWEDS Data Element: NUMBER-STUDENTS-IN-CLASS (E0170)</p>
<b>Stu W/D Sem # (grid)</b>	<p>This value is displayed in the grid only, and indicates the number of students <i>not</i> 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.</p> <p>From the pop-up window, you can click the student ID to retrieve that student to <a href="#">Maintenance &gt; Student &gt; Individual Maint &gt; Demo</a>. When you click the link, the pop-up window closes, and the Demo tab opens with that student's data retrieved.</p>

<b>Non Campus Based</b>	<p>Select the code indicating if the course taught off campus (e.g., college campus-based and web-based courses).</p> <p>TWEDS Data Element: NON-CAMPUS-BASED-INSTRUCTION-CODE (E1072) (Code table C182)</p> <p><b>NOTE:</b> 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.</p> <p>If this field is set to 09 (i.e., <i>Out of District DAEP Program</i>), the campus ID must be registered in the Texas School Directory as a DAEP campus type.</p> <p>If this field is set to 10 (i.e., <i>Non-District PE Substitution Program</i>), the service ID must be PES00008, PES00009, PES00010, or PES00011.</p>
<b>Dst Lrng</b>	Select the code indicating if the course is taken through distance learning technology.

☐ Under **Section Information:**

<b>Pop Srvd</b>	<p>Select the code indicating the student population primarily targeted for the section.</p> <p>TWEDS Data Element: POPULATION-SERVED-CODE (E0747) (Code table C030)</p> <p>This field exists on the district-level course record (<a href="#">Maintenance &gt; Master Schedule &gt; District Schedule</a>) and the campus section record (<a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a>). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p>
<b>Instruct Sett</b>	click  to <a href="#">select the instructional setting</a> used when providing instruction to the students in the section.
<b>Class Type</b>	<p>Select the code indicating if the section class type is regular or non-regular.</p> <p>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.</p> <p>TWEDS Data Element: CLASS-TYPE-CODE (E1055) (Code table C179)</p>
<b>High Qual PK Prog</b>	<p>Indicate if the campus-course-section participates in the High Quality PK Program consistent with requirements in TEC 29.167-29.171.</p> <p>TWEDS Data Element: HIGH-QUALITY-PK-PROGRAM-INDICATOR (E1580) (Code table C088)</p>
<b>PK Sch Type</b>	<p>Select the PK program offered at the campus for that course-section.</p> <p>TWEDS Data Element: PK-SCHOOL-TYPE (E1555) (Code table DC152)</p>

**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



<b>Wks/Mnth</b>	Select the code indicating the weeks of the month the section meets. For most sections, select option 04 ( <i>Week 1, 2, 3, and 4</i> ).
<b>PK Curricula</b>	Select the curricula used in the district's prekindergarten program section.  TWEDS Data Element: PK-CURRICULA (E1579) (Code table C206)
<b>Stu Instr</b>	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)
<b>Home Room Ind</b>	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:**

<b>Type Rstrctn</b>	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.
<b>Team Code</b>	Select a team code if you want to restrict section membership to a certain group or team of students.
<b>Gender Rstrctn</b>	Select a gender if the section is restricted to one gender.  This field exists on the district-level course record ( <a href="#">Maintenance &gt; Master Schedule &gt; District Schedule</a> ) and the campus section record ( <a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a> ). If the campus section record has a value, that value is used. Otherwise, the district value is used.
<b>Grade Rstrctn</b>	If there are grade level restrictions for the course, select the lowest grade level allowed.  In the adjacent <b>+</b> 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 <b>Grd Restr</b> field, and type 1 in the <b>+</b> 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.

	<p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
<b>Operation Number</b>	<p>Enter the number of the childcare facility.</p> <p><b>CHILD-CARE-OPERATION-NUMBER</b> (E1726) identifies the operation number of the childcare facility which participates in a partnership with a Local Education Agency.</p>

☐ Under **Course Codes and Credits**:

<b>Dual Crdt</b>	<p>Select the code indicating if students are eligible to receive both high school and college credit for the course.</p> <p>TWEDS Data Element: DUAL-CREDIT-INDICATOR-CODE (E1011) (Code table C088)</p>
<b>Adv Tech Crdt</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• A course can be reported as either dual credit or ATC, but not both.</li> <li>• For ATC courses, one of the <b>Special Consider</b> 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.</li> </ul> <p>TWEDS Data Element: ATC-INDICATOR-CODE (E1058) (Code table C088)</p>
<b>AAR Use</b>	<p>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 (<a href="#">SGR2047</a>) report.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Grad Plan Use</b>	<p>Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type.</p>



<b>Special Consid</b>	<p>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 (<a href="#">SGR2047</a>).</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>College Credit Hrs</b>	<p>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.</p> <p>Values greater than 0 are only valid if <b>Dual Crdt</b> is 1.</p> <p>If <b>Dual Crdt</b> is 1, at least one <b>College Credit Hrs</b> field is required.</p> <p>TWEDS Data Element: COLLEGE-CREDIT-HOURS (E1081)</p>
<b>OnRamps</b>	<p>Select Y if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin.</p> <p>TWEDS Data Element: ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597) (Code table C088)</p> <p>Edits:</p> <ul style="list-style-type: none"> <li>• The field can only be set to Y for high school credit courses.</li> <li>• <b>College Credit Hrs</b> cannot be 0.</li> </ul> <p><b>NOTE:</b> If blank, the district-level setting is used.</p> <p>The campus-level setting (Y/N) overrides the district-level setting.</p>


<b>District Information</b>	Fields from the district master schedule are displayed for your reference.
<b>Campus Information</b>	The <b>Grade Rstrctn</b> fields from the campus course record ( <a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Course</a> ) 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.


<b>Include WD Meeting Times</b>	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.
---------------------------------	--





<b>#</b>	A sequential number is displayed for each meeting time you add.
<b>Sem</b>	<p>Select the code indicating the semester(s) the class meets.</p> <p>1 - Semester 1  2 - Semester 2  3 - Semesters 1 &amp; 2  4 - Semester 3  5 - Semesters 1 &amp; 3  6 - Semesters 2 &amp; 3  7 - Semesters 1, 2, &amp; 3  8 - Semester 4  9 - Semesters 1 &amp; 4  A - Semesters 2 &amp; 4  B - Semesters 1, 2, &amp; 4  C - Semesters 3 &amp; 4  D - Semesters 1, 3, &amp; 4  E - Semesters 2, 3, &amp; 4  F - Semesters 1, 2, 3, &amp; 4</p>
<b>Days</b>	Select the code indicating the day(s) the class meets.
<b>Per Begin Per End</b>	(Required) Select the beginning and ending periods when the class begins and ends.
<b>Room</b>	Type the room number in which the class meets, up to four characters.
<b>Time Begin Time End</b>	Type the times when the class begins and ends. Use the <i>HH:MM A</i> format, where <i>HH</i> is the hour, <i>MM</i> is the minute, and <i>A</i> is a.m. or p.m.
<b>Lckout</b>	Type the one-character code (Y or N) indicating if there is a lunch break after the scheduled class meeting.
<b>Instr ID</b>	Click  to <a href="#">select an instructor</a> .

<b>Class Role</b>	<p>Select the code indicating the role served by an instructor for the class.</p> <p>For campus-based courses (i.e., the <b>Non Campus Based</b> field is set to 00), at least one meeting time record with the <b>Class Role</b> field set to 01 (<i>Teacher of Record</i>) is required.</p> <p>For non-campus-based courses (i.e., the <b>Non Campus Based</b> field is <i>not</i> 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.</p> <p>There can be only one active teacher of record per section for each <b>Time Begin/End</b> range.</p> <p><b>01 Teacher of Record</b> - 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).</p> <p><b>02 Assistant Teacher</b> - 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).</p> <p><b>03 Support Teacher</b> - 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).</p> <p><b>04 Substitute Teacher</b> - 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.</p> <p><b>05 PK Classroom Aide</b> - 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).</p> <p><b>NOTE:</b> Class Roles 01, 02, and 03 will have the same access in TeacherPortal, unless modified on TeacherPortal Admin &gt; Admin &gt; District Settings &gt; Other (at the bottom.)</p> <p><i>True</i> allows only class Role 01 (Teacher of Record) to have access. <i>False</i> allows anyone with a teacher role identified on the section to have access.</p> <p>If the <b>Role ID</b> is 033-Educational Aide, the <b>Class Role</b> must be 05-PK Classroom Aide, and vice versa.</p> <p>TWEDS Data Element: CLASS-ROLE (E1067) (Code table: C180)</p>
<b>Role ID</b>	<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 <b>Role ID</b> is 033-Educational Aide, the <b>Class Role</b> must be 05-PK Classroom Aide, and vice versa.</p> <p>This field exists on the district-level course record (<a href="#">Maintenance &gt; Master Schedule &gt; District Schedule</a>) and the campus section record (<a href="#">Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a>). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p>

CTE	Select only if this section is taught by a Career & Technical Education (CTE)-certified teacher, or meets the exceptions described in the <a href="#">Student Attendance Accounting Handbook</a> , 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 <b>Class Role</b> 01 ( <i>Teacher of Record</i> ), the following edits apply:	
	<ul style="list-style-type: none"><li>• The <b>Withdraw Date</b> on a previous row and <b>Entry Date</b> on a new row can be the same date, even if the instructors are the same on both rows.</li><li>• An instructor's <b>Entry Date</b> cannot fall within another withdrawn instructor's <b>Entry</b> and <b>Withdraw Dates</b>, if the periods are the same for both rows.</li><li>• Two or more instructors can have the same <b>Entry Date</b> on different rows, if both instructors are active and the period for each instructor is different.</li><li>• Although the <b>Instructor</b> field is not required, the instructor's <b>Entry Date</b> 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.</li><li>• The <b>Entry Date</b> for a one-semester course must fall within the calendar dates for the semester in which it is taught.</li></ul>	
ADSY	These fields were the ADSY option for the 2011-2012 school year. 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 <i>Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs Assign</i> .	

☐ Click **Save**.

	<p><a href="#">Edit a record.</a></p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid.</p>
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 <b>(upper grid)</b>	<p><a href="#">Delete a course-section.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <ul style="list-style-type: none"> <li>◦ 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 <b>OK</b>.</li> </ul> <p>Sections can be deleted after the PEIMS snapshot date, as long as there are no students assigned to the course section.</p>
 <b>(lower grid)</b>	<p><a href="#">Delete a meeting time for the course-section.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <ul style="list-style-type: none"> <li>◦ 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 <b>OK</b>.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>◦ 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. <b>Do not click OK</b> 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.</li> </ul> <p>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.</p>

#### 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](#)

Save

Directory

CNTRL BY GRD LVL

**CNTRL BY STUDENT**

CNTRL BY PERIOD

Instr ID

Grd Lvl

560 QUIMBY, RAMONA.

02

Execute

Reset

Click 'Save' after Executing.

Delete	Stu Id	Retrieve	Grd Lvl	Name	Cntrl #
	003791	Retrieve	02	BREDER MARIA	C 560
	004197	Retrieve	02	ADERHOLD KATELYN	A 560

Rows: 2

+ Add

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

**Grade Level Selection**

01  
02  
03  
04  
KG  
PK

Use ctrl/click to select multiple grade levels.

Select Individual Students For Processing ☐

Delete Existing Schedules: ☐

Student Selection: **Only if No Courses** ▼

Campus: 101

**Execute**

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.

Save

Students Processed:

Campus ID	Student ID	Course Number	Sec Nbr	Sem	Dt Entry	Xfer Crs
101	505857	0201	03	1	08/17/2020	0
101	505857	0201	03	2	01/05/2021	0
101	505857	0202	03	1	08/17/2020	0
101	505857	0202	03	2	01/05/2021	0
101	505857	0203	03	1	08/17/2020	0
101	505857	0203	03	2	01/05/2021	0
101	505857	0204	03	1	08/17/2020	0
101	505857	0204	03	2	01/05/2021	0
101	505857	0205	03	1	08/17/2020	0
101	505857	0205	03	2	01/05/2021	0
101	505857	0220	03	1	08/17/2020	0
101	505857	0220	03	2	01/05/2021	0

Total: 12

**Process Completed**  
Course Assignment Completed. Press SAVE to Accept Results

**OK**

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](#)



### Grade Level Selection

01 ▲  
02  
03  
04  
KG  
PK  
▼

Use cntrl/click to select multiple grade levels.

Select Individual Students For Processing ☒
Delete Existing Schedules: ☐
Student Selection: Only if No Courses ▼

Campus: 101

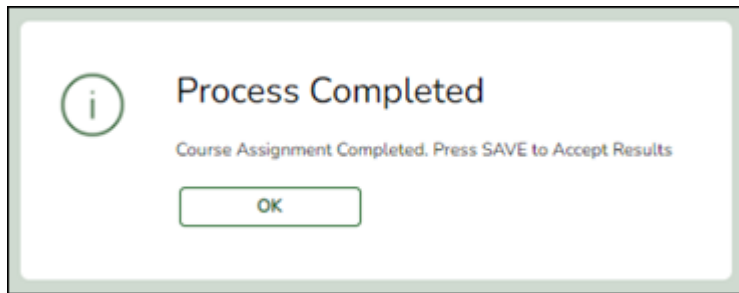
Execute

### Process ONLY Selected Students

Delete	Stu ID	Last Name	First Name	Grd Lvl
	<input type="text" value="004383"/>	<span>Find</span>	BECKERMANN VALERIE	KG
<div>  Add </div>				

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

Save

CNTRL BY GRD LVL
CNTRL BY STUDENT
CNTRL BY PERIOD

Instr ID
Grd Lvl

373 SAWYER, TOM.

▼

PK

Execute

Reset

Click 'Save' after Executing.

Update	Cntrl #	Stu Id	Grd	Name
<input checked="" type="checkbox"/>	334	004195	PK	ABEE KELSON E
<input type="checkbox"/>	373	004169	PK	BEHRENDT ETHAN R
<input type="checkbox"/>	334	004346	PK	CAMPOS TROY
<input checked="" type="checkbox"/>	373	004115	PK	CRIDDLE AMY R
<input type="checkbox"/>	334	004270	PK	DRUESDOW DUSTIN C
<input type="checkbox"/>	373	004371	PK	GING JOHN J
<input checked="" type="checkbox"/>	334	003990	PK	GONZALES MCKENZIE
<input checked="" type="checkbox"/>	373	004181	PK	GREEN JEMYA
<input type="checkbox"/>	334	004157	PK	GUTIERREZ HONORIO A
<input type="checkbox"/>	373	004178	PK	GWARTNEY JUAN C
<input type="checkbox"/>	334	004323	PK	HERNANDEZ TYREKE M
<input type="checkbox"/>	373	004396	PK	INGALSBE ADAMARIS N

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.

The screenshot shows a web interface for student scheduling. At the top, there is a 'Save' button. Below it, there are three tabs: 'CNTRL BY GRD LVL', 'CNTRL BY STUDENT', and 'CNTRL BY PERIOD'. The 'CNTRL BY GRD LVL' tab is selected. In this tab, there is a form with two fields: 'Instr ID' and 'Grd Lvl'. The 'Instr ID' field contains '373 SAWYER, TOM.' and the 'Grd Lvl' field contains 'PK'. To the right of the form, there are two buttons: 'Execute' and 'Reset'. An arrow points from the 'Execute' button to the text 'Click 'Save' after Executing.' Below the form, there is a table with the following columns: 'Update', 'Cntrl #', 'Stu Id', 'Grd', 'Name', and 'E'. The table contains 15 rows of student data. The first row is highlighted in green, and the 'Update' checkbox for the first row is checked.

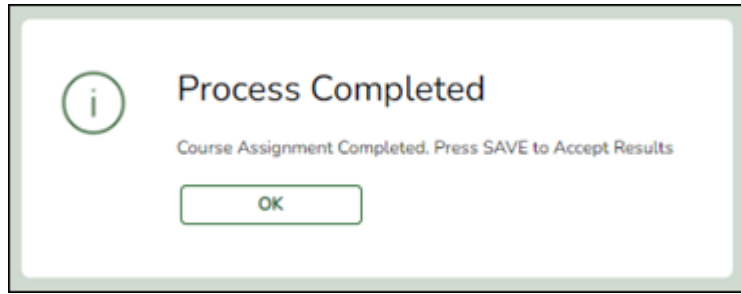
Update	Cntrl #	Stu Id	Grd	Name	E
<input checked="" type="checkbox"/>	334	004195	PK	ABEE KELSON	E
<input type="checkbox"/>	373	004169	PK	BEHRENDT ETHAN	R
<input type="checkbox"/>	334	004346	PK	CAMPOS TROY	
<input checked="" type="checkbox"/>	373	004115	PK	CRIDDLE AMY	R
<input type="checkbox"/>	334	004270	PK	DRUESDOW DUSTIN	C
<input type="checkbox"/>	373	004371	PK	GING JOHN	J
<input checked="" type="checkbox"/>	334	003990	PK	GONZALES MCKENZIE	
<input checked="" type="checkbox"/>	373	004181	PK	GREEN JEMYA	
<input type="checkbox"/>	334	004157	PK	GUTIERREZ HONORIO	A
<input type="checkbox"/>	373	004178	PK	GWARTNEY JUAN	C
<input type="checkbox"/>	334	004323	PK	HERNANDEZ TYREKE	M
<input type="checkbox"/>	373	004396	PK	INGALSBE ADAMARIS	N

4. Click **Save**.

2. Delete/rebuild student schedules.

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

- 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 \(Student Grade Information\)](#)

Preview
PDF
CSV
Clear Options

**Instructors Report Group**

[SGR0140 - Instructor List \(Grd Rptng\)](#)

[SGR0280 - Grade Distribution Report](#)

[SGR0300 - Student Counts by Section](#)

[SGR0350 - Student Counts by Teacher](#)

[SGR0400 - Class List \(Student Demo Info\)](#)

[SGR0900 - Class Rolls \(Student Grade Information\)](#)

[SGR2500 - Schedule of Classes \(Grd Rptng\)](#)

[SGR2550 - Teaching Assignments](#)

[SGR5000 - Count of Special Ed Students per Teacher](#)

**SGR0900 - Class Rolls (Student Grade Information)**

Parameter Description	Value	List
Ending School Year (YYYY)	<input type="text" value="2022"/>	
Campus ID	<input type="text" value="101"/>	⋮
Semester (1,2,3,4)	<input type="text" value="1"/>	
Cycle (1,2,3, Blank for All)	<input type="text"/>	
Attendance Track (Blank for All)	<input type="text"/>	
Period (Blank for All)	<input type="text"/>	
Include Non Graded Courses (Y,N)	<input type="text" value="Y"/>	
Course Nbrs (Blank for All)	<input type="text"/>	⋮
Include Self Paced Courses (Y,N)	<input type="text" value="Y"/>	
Control Nbrs (Blank for All)	<input type="text"/>	⋮
Include Withdrawn Students (Y,N)	<input type="text" value="Y"/>	
Include Withdrawn Courses (Y,N)	<input type="text" value="Y"/>	
Double-Space Landscape (Y,N)	<input type="text" value="N"/>	
Cumulative Course Grades (Y,N)	<input type="text" value="N"/>	
Grade Level (Blank for All)	<input type="text"/>	⋮
Non-Campus Based Instruction Code (00-10,99)	<input type="text"/>	
Print Only Active Instructors (Y,N)	<input type="text"/>	
Print Signature Line (Y,N)	<input type="text"/>	

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](#)

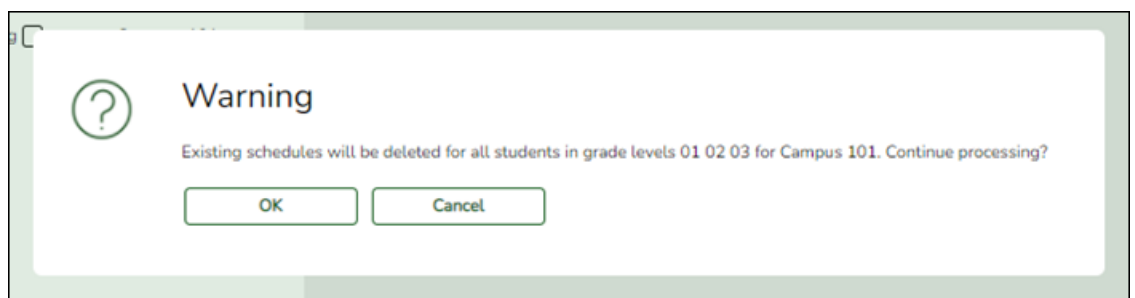
This utility deletes and rebuilds elementary student schedules. Student schedules are automatically built based on student control numbers and information in the elementary courses table and instructor record.

**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.

The screenshot shows a 'Grade Level Selection' window. On the left is a vertical list box containing '01', '02', '03', '04', 'KG', and 'PK'. The first four items are highlighted in blue. To the right of the list box is the text 'Use cntrl/click to select multiple grade levels.' In the center, there are two checkboxes: 'Select Individual Students For Processing' (unchecked) and 'Delete Existing Schedules:' (checked). To the right of these is 'Campus: 101' and an 'Execute' button.

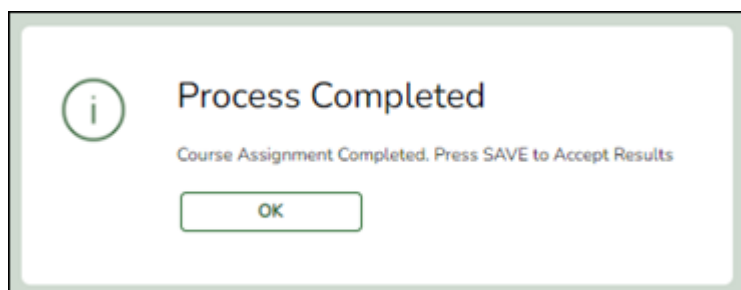
1. Select **Delete Existing Schedules**.
2. Select one or more grade levels under **Grade Level Selection**.
3. Click **Execute**.

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.

Save

Students Processed:

Campus ID	Student ID	Course Number	Sec Nbr	Sem	Dt Entry	Xfer Crs
101	004224	0000	05	1	08/09/2021	0
101	004224	0000	05	2	01/04/2022	0
101	004224	0120	05	1	08/09/2021	0
101	004224	0120	05	2	01/04/2022	0
101	004224	0140	05	1	08/09/2021	0
101	004224	0140	05	2	01/04/2022	0
101	004224	0150	05	1	08/09/2021	0
101	004224	0150	05	2	01/04/2022	0
101	004224	0160	05	1	08/09/2021	0
101	004224	0160	05	2	01/04/2022	0
101	004224	0171	05	1	08/09/2021	0
101	004224	0171	05	2	01/04/2022	0
101	004224	0179	05	1	08/09/2021	0
101	004224	0179	05	2	01/04/2022	0
101	004224	0180	05	1	08/09/2021	0

First
◀
1 / 86
▶
Last
Total: 1888

[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.)



Date Run: 6/7/2021 10:39 AM		Class Rolls		Program ID: SGR0900	
Cnty-Dist: 031-775		101 School		Page: 1 of 258	
Campus: 101		Sch Year: 2021		* Withdrawn Student	
Semester: 1 Cycle: All Track: All					

Course:	0101 - 05	MATH	SIF Pod : N	Period 01	Instr Nbr: 068	Instr Name: BERRY, ANNAVEL
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Student Name	Stu ID	Grd Lvl	Trk	Xfr	Cyc 1	Cyc 2	Cyc 3	Exam	Sem	Final	Credit	GPA	Exc. Abs	UnExc. Abs	SchR Abs	Tdl Abs	Tdy	Cmt 1	Cmt 2	Cmt 3	Cmt 4	Cmt 5	Crs Wd
ALANIS, AMARIANNA M	700308	01	01		085								0	0	0	0	0						
BIGGS, AVERILYNN N	700094	01	01		100								0	0	0	0	0						
CORNELIUS, ZOE R	506106	01	01		096								0	0	0	0	0						
*ORTIZ, AUBREY P	700031	01	01										0	0	0	0	0						
RODRIGUEZ, MALLORY L	700013	01	01		098								0	0	0	0	0						
SANCHEZ, RHETT B	700096	01	01		098								0	0	0	0	0						
SANDS, MASON W	700074	01	01		100								0	0	0	0	0						
SMELSER, ELLIE G	700039	01	01		091								0	0	0	0	0						

Sub Total:	20
Transfer:	0
Total:	20

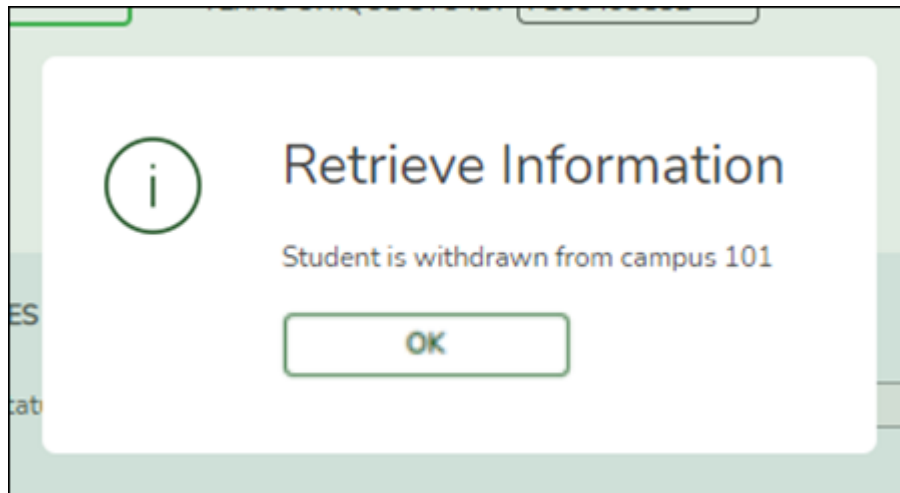
### 3. Delete courses for withdrawn student.

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.

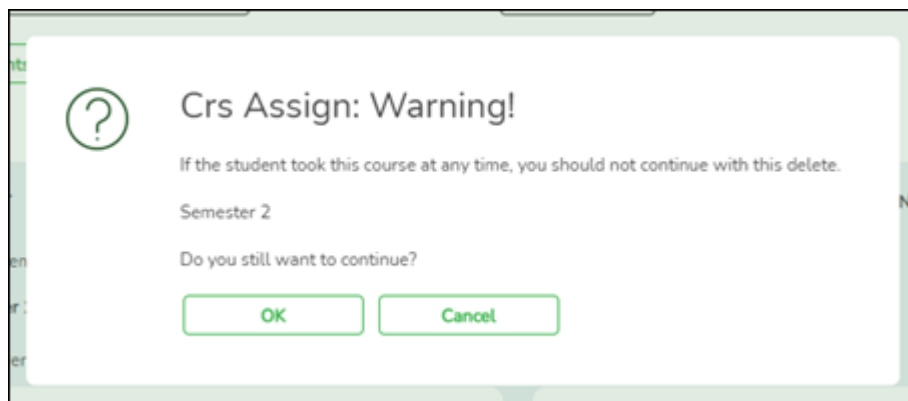
1. On Grade Reporting > Maintenance > Student > Individual Maint, retrieve the withdrawn student.

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.



Save

Delete/Rebuild Existing Elem Sections

☒ Default Value to Use for Max Seats: 022

Campus: 101

Rebuild/Update Elementary Sections

☐

Press Delete to Continue Processing:

Delete

Course	Section
0000	05
0000	06
0000	07
0000	08
0000	09
0000	10
0000	11
0000	12
0001	01
0001	02
0001	03
0001	04
0010	01
0010	02
0020	03
0020	04
0120	05
0120	06
0140	05
0140	06
0150	05
0150	06
0160	05
0160	06
0171	05
0171	06
0179	05
0179	06
0180	05

First

◀

1 ▼ / 3

▶

Last

Total: 72

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

Save

Delete/Rebuild Existing Elem Sections ☒ Default Value to Use for Max Seats: 022

Rebuild/Update Elementary Sections ☐

Campus: 101

Press Save To Accept Results

Camp	Crs	Sec	Max Seats	Instruct Set	Pop Srvd	Role Id	Class Type
101	0000	05	022		01	087	01
101	0000	06	022		01	087	01
101	0000	07	022		01	087	01
101	0000	08	022		01	087	01
101	0000	09	022		01	087	01
101	0000	10	022		01	087	01
101	0000	11	022		01	087	01
101	0000	12	022		01	087	01
101	0001	01	022		01	087	01
101	0001	02	022		01	087	01
101	0001	03	022		01	087	01
101	0001	04	022		01	087	01
101	0010	01	022		01	087	01
101	0010	02	022		01	087	01
101	0020	03	022		01	087	01
101	0020	04	022		01	087	01
101	0120	05	022		01	087	01
101	0120	06	022		01	087	01
101	0140	05	022		01	087	01
101	0140	06	022		01	087	01
101	0150	05	022		01	087	01
101	0150	06	022		01	087	01
101	0160	05	022		01	087	01

First
◀
1
/ 3
▶
Last
Total: 72

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.

Grade Level Selection

01

02

03

04

KG

PK

Use ctrl/click to select multiple grade levels.

Select Individual Students For Processing ☐

Delete Existing Schedules: ☐

Student Selection:

Campus: 101

Execute

**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