



ASCENDER Scheduling - Complete Scheduling for Elementary Campuses (Before ASDR)

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For districts that have not yet run MTGR, the following steps are for elementary campuses that will bring in the current year master schedule and schedule students into course-sections by proxies.

IMPORTANT: Do not proceed unless all [Preliminary Requirements](#) are completed.

1. [Create next year sections from current year Grade Reporting.](#)

[Scheduling](#) > [Utilities](#) > [Create NY Master Schedule](#) > [Campus](#)

The following instructions cover creating next year course-sections using the Create NY Master Schedule utility.

At the campus level, sections are only created if they are offered in current year Grade Reporting.

If next year master schedule information already exists, the message “Created” is displayed.

CREATE NEXT YEAR CAMPUS COURSES

This option creates Next Year Master Schedule Information for your Campus. Courses will only be created if they are offered in the District. Sections will only be created for courses in the Next Year Campus File.

If you have student requests or schedules, you will NOT be able to run this utility to create courses or sections.

☒ Instructors

☐ Campus Courses

☒ from CY campus

☐ from NY district

☒ Campus Sections

☒ Active Meeting Times (Teacher of Record)

☐ Include Withdrawn Meeting Times (Teacher of Record)

Create

NOTE: Creating **Campus Courses** was covered in the [Preliminary Requirements](#) document.

Instructors	Select to create next year instructor records from current year.	
Campus Sections	Select to create next year sections from current year Grade Reporting sections. Please refer to the Automated Scheduling document for this type of scheduling.	
	Additional fields are enabled:	
	Active Meeting Times (Teacher of Record)	Select to move only the courses sections of the active meeting time rows to Scheduling for any class role, even if the meeting time rows have different beginning and ending periods.
	Include Withdrawn Meeting Times (Teacher of Record)	Select to move all meeting time rows to Scheduling, whether or not a withdrawal date exists.

☐ Click **Create**.

☐ You are prompted to confirm that you want to create the selected data. Click **Yes**.

2. [Add or modify instructor and section records.](#)

- [Add and update instructor records for those who will be teaching next year, and delete those who will be leaving.](#)

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

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


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

Existing instructors are displayed in order by instructor ID.

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

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

The fields below the grid are enabled.

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

☐ Under **Elementary**:

Grade	Type the grade level the instructor will be teaching next year.
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☐ Click **Save**.

 [Edit a record.](#)

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

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

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



Click to delete an instructor record.

- Add or update section records in the campus master schedule.

Scheduling > Maintenance > Master Schedule > Campus > Sections

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

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

Save

CAMPUS CONTROL

SELECTION

COURSES

SECTIONS

PROXIES

INSTRUCTORS

STUDENTPORTAL MESSAGE

COPY COURSE SECTION

Course Number

Retrieve

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

First

9

/ 20

Last

Add

Rows: 138

Crs Nbr: 0151

1 MATH*

Svc ID: 02640010

Multi Svc Ind: ☐

Include UIL Elig: ☐

Section: 02

Max Seats: 000

Non Campus Based: 00

Dst Lrng: ☐

Section Information

Pop Srvd: ☐

Crs Seq: ☐

Instruct Set: ☐

Wks/Mnth: ☐

Class Type: ☐

PK Curricula: ☐

High Qual PK Prog: ☐

Stu Instr: ☐

PK Sch Type: ☐

Home Room Ind: ☐

PK Prog Eval Type: ☐

Restrictions

Type Rstrctn: ☐

Team Code: ☐

Gender Rstrctn: ☐

Grade Rstrctn: ☐

Course Codes and Credits

Dual Crdt: ☐

Adv Tech Crdt: ☐

AAR Use: ☐

Grad Plan Use: ☐

Special Consid: ☐

College Credit Hrs: ☐

Sem 1: ☐

Sem 2: ☐

OnRamps: ☐

District Information

Crs Seq: ☐

Exam/Sem Pat: ☐

Gender Rstrctn: ☐

Instruct Set: ☐

AAR Use: ☐

Self Paced: ☐

Pop Srvd: 06

Grad Plan Use: ☐

Class Type: 02

Role ID: 087

Special Consid: ☐

CPR: ☐

Nbr Sem: 2

Incl UIL Elig: ☐

Speech: ☐

OnRamps: ☐

Campus Information

Grade Rstrctn: ☐


Rstrctn Add: ☐

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	ADSY
	1	5	05	01		:	:				01			

Scheduled: 000/000

Add new course-sections:

☐ Click **+Add** in the upper grid.

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

☐ Under **Restrictions:**


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

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

To add a meeting time:

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

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

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

☐ Click **Save**.

To retrieve and edit existing course-sections:

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

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

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

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

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

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

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

☐ Review and update course-sections as needed.

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

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

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

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

☐ Click **Create**.

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

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

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

☐ Click **Save**.

Cancel Clear unsaved changes and start over.

3. Create or modify next year control proxy courses.

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

This tab allows you to set up or edit elementary control proxies.

A proxy is one course number which contains a group of specific courses that are assigned to a student. Control proxies are commonly used to quickly schedule elementary students before running Move to Grade Reporting.

IMPORTANT: The courses are assigned by entering the proxy number instead of the individual course numbers.


For elementary campuses, build a control proxy for each instructor at each grade level, including “pull-out” courses (PE, music, etc.) Note that for pull-out courses, the **Instr ID** and **Instructor** in the [campus master schedule section record](#) must be the actual teacher of record.

NOTE: At elementary campuses where students are scheduled into one generic course during the ADA period (i.e., using skills-based report cards), it is not necessary to build proxies.



To view or modify existing proxies:

- ☐ Click **Retrieve**.

Existing proxies are displayed in the upper grid.

- Click the spyglass icon  to modify the information. 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.
- The list [can be re-sorted](#).

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

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

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

To add a proxy:

- ☐ Click **+Add** in the upper grid to add a new proxy. The fields below the grid are enabled:

Proxy	Type a proxy number to identify the proxy. The number cannot be the same as an existing course number. If you have changed the course number length on Maintenance > Master Schedule > District > District Control , a crosswalk is created, and the New Proxy field will display the new zero-padded proxy number next to the old proxy number.
Title	Type a description of the proxy, up to 15 characters.


- ☐ Under **Type**, select **Control**.

Add courses to a proxy:

The lower grid will list the courses and sections the home room teacher's students will be taking, including pull-out courses. This is a reflection of the student schedules, not the instructor's. Determine the section numbers needed by reviewing [SCH0120 - Master Schedule Section Info \(Next Yr\)](#).






- ☐ Click **+Add** in the lower grid. A blank row is displayed in the lower grid.

Each proxy must contain at least two courses.

Course	Click  to select the course . The course title is displayed.
Sec	Refer to the SCH0120 report to determine which section to select.

- ☐ Click **Save**.

Sem Cd	The semester code for the selected course is displayed.
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	<p>Edit a record.</p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid.</p>
 (upper grid)	<p>Delete a proxy.</p> <p>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.</p> <p>2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</p> <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>
 (lower grid)	<p>Delete a course from a proxy.</p> <p>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.</p> <p>2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</p> <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>

4. [Assign next year control numbers to students by grade level.](#)

[Scheduling > Maintenance > Control Number > By Grade Lvl](#)

This tab allows you to designate the next year control number (i.e., instructor ID) for a group of students by next year grade level.



☐ Enter the selection criteria:

Instr ID	<p>Click  to select the instructor's ID (i.e., control number). This is the control number to which all selected students will be changed.</p> <p>The instructor's name is displayed.</p>
NY Grade	<p>The grade level assigned to the selected instructor is displayed, as established on Maintenance > Master Schedule > Campus > Instructors.</p>

A list of students who will be in this grade level next year 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.

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

Update	<p>Select the check box for the students whose control number you want to change.</p> <ul style="list-style-type: none"> • Select Select All to select all students. If there are multiple pages of students, the students are selected across all pages. • Clear Select All to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. • To unselect one or several individual students, clear the Update field for the students. Changes are retained across all pages.
NY Cntrl#	<p>If the student has already been assigned a next year control number, the number is displayed. Verify that the number is correct.</p> <p>The field is blank if the next year control number is not assigned.</p>
Cntrl#	The student's current year control number is displayed.

☐ Click **Save**.

5. [Schedule students](#).

1. [Schedule students by control proxy](#).

[Scheduling](#) > [Maintenance](#) > [Group Course Change](#)

GROUP COURSE CHANGE

Method

☐ Move Students from one Course to another Course
☐ Add Course for Students enrolled in a Specific Course
☐ Drop Students from a Specific Course
☒ Add Students to a Specific Course

Add: 0151 ⋮ 01 Prd 03-03 3 - Semesters 1 & 2 1 MATH*

Students

Gender: ▼ Next Year Grade Level: 01 ▼
 Team: ▼ Next Year Control Nbr: 015 ▼

Start

Under **Method**:

Add Students to a Specific Course	This option adds the Add control proxy number for students who meet the criteria specified under Students .
Add	Click ⋮ to select the proxy number to be added.

Under **Students**:

Next Year Control Nbr	Select the control number to which this proxy should be assigned.
------------------------------	---

Click **Start**.

- A message is displayed indicating the group course change that will occur and the number of students affected.

Warning!

Action: Group Course Change is about to ADD students to Course 0151 Section 01 Semester 3.


Filtering Options: All Students that will be in Grade 01 Next Year will be processed.


Result: 40 student(s) will be added.

Commit Cancel Details...


- Click **Details** to view the group course change report. The report opens in a separate window. [Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report, Exit,** or **Cancel** button instead.

- Click **Commit** to continue with the change. The student schedules are changed according to the selections.

Repeat this process for each control number and proxy until all students have been scheduled.

2. [Schedule students by course-section number.](#)

[Scheduling > Maintenance > Group Course Change](#)

GROUP COURSE CHANGE

Method

☐ Move Students from one Course to another Course
 ☐ Add Course for Students enrolled in a Specific Course
 ☐ Drop Students from a Specific Course
 ☒ Add Students to a Specific Course

Add: : 1 MATH*

Students

Gender:
Next Year Grade Level:
Team:
Next Year Control Nbr:

Start

Under **Method**:

Add Students to a Specific Course	<p>This option adds the Add course number, section, and semester for students who meet the criteria specified under Students.</p> <div> <div> Add </div> <div> Click : to select the course number to be added. In the next field, select the section to be added. Only sections for the selected course are listed. In the third field, select the semester code in which to add the course. </div> </div>
--	---

Under **Students**:

Next Year Control Nbr	Select the control number to which this course should be assigned.
------------------------------	--

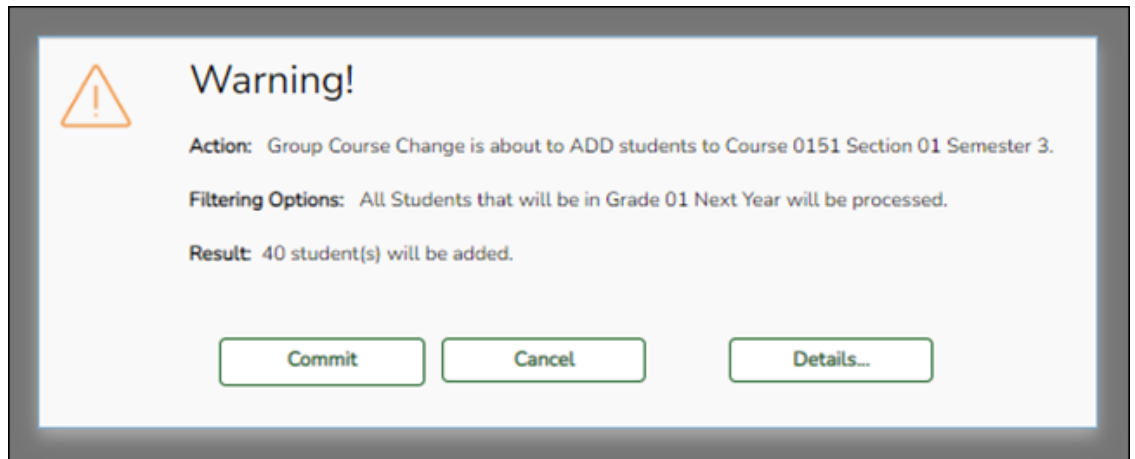
Click **Start**.

- A message is displayed indicating the group course change that will occur and the number of students affected.

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- Click **Details...** to view the group course change report. The report opens in a separate window. [Review, save, and/or print the report.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- Click **Commit** to continue with the change. The student schedules are changed according to the selections.

GROUP COURSE CHANGE

Method

☐ Move Students from one Course to another Course

☐ Add Course for Students enrolled in a Specific Course

☐ Drop Students from a Specific Course

☒ Add Students to a Specific Course

Start

Add: 0151 01 Prd 03-03 3 - Semesters 1 & 2 1 MATH*

Students

Gender: Next Year Grade Level: 01

Team: Next Year Control Nbr: 015

Save Successful. 40 student(s) have been successfully ADDED to Course 0151 Section 01 Semester 3.

Repeat this process for each control number and proxy until all students have been scheduled.

6. [Adjust schedules for individual students as needed.](#)

[Scheduling > Maintenance > Student Schedules > Course Requests](#)

This tab allows you to create and adjust a student's course requests. You can also view the courses assigned to the student.

Save
School Year: 2021-2022

STUDENT: 003837 : BRAVO, GENESIS ANNE TEXAS UNIQUE STU ID: 7841427432 Retrieve

Status: 1 - Currently enrolled at this campus Grade: 03 (04) Control: Team: Active

DEMO COURSE REQUESTS ASSIGNMENT INQUIRY CREDIT DETAIL

Del	Course	Title	Section	Sem	Num Sem	Status	Prd Cntrl	1st Alt Course	2nd Alt Course	3rd Alt Course
	0420	4 ELAR	15 Prd 03-03	3 - Semester 1 & 2	2/2	Assigned	00			
	0450	4 MATH	17 Prd 05-05	2 - Semester 2	1/2	Assigned	00			

➕ Add ➕ Add 10 Rows: 2

Totals

Prd	Sem	Sem
Cntrl	1	2
00	00	00

☐ Make any necessary adjustments for students, including students in special education, half-day PK, and KG classes.

☐ Click **Save**.

7. Run reports.

[Scheduling > Reports > Scheduling Reports > Post-Load > SCH0010 - Students Without a Schedule](#)

This report lists students who do not have schedules (i.e., either the student has no records in the course schedule table, or the student has course requests, but none of the requests are assigned to a section). The list includes the student's name and ID, current year grade level, and next year grade level.

Date Run: 		Students Without a Schedule	Program ID: SCH0010
Cnty-Dist: 001-901		102 School	Page: 1 of 2
Campus: 102		Sch Year: 2019	
Student ID	Student Name	Current Yr Grade Level	Next Yr Grade Level
026884	AGUIRRE, FERNANDO ABNER	PK	KG
026797	ALEMAN, SOFIA LIZETTE	PK	KG
026870	ALFARO, FABIAN	PK	KG
026794	ARIAS HERNANDEZ, DONAVYN LEE	PK	KG
026845	ASHBY, AYDEN RENE	PK	KG
026675	BETANCOURT, KHAN TABANANICA	PK	KG
026848	BROWN, SOFIA ALICIA	PK	KG
026799	CAMPOS, ZAIDEN ISAAC	PK	KG
026801	CASTILLO, ARALYNN	PK	KG
026728	CASTILLO, JOSE LUIS	PK	KG
026465	CISNEROS, BANE CRISTOBAL	PK	KG
026871	COLEMAN, MACKAYLA	PK	KG
026873	CORONA, PRESTON	PK	KG
026791	DE LA GARZA, BRAULIO NOE	PK	KG
026825	DE LEON, DAVID GLOIRE	PK	KG
026501	FRAUSTO, JULIAN	PK	KG

[Scheduling > Reports > Scheduling Reports > Post-Load > SCH2500 - Schedule of Classes \(Next Yr\)](#)

The report provides a chart of courses scheduled for next year and the instructors who will be teaching the courses. If the report is printed for all campuses, and sections have been created for the campuses, the maximum number of periods available in the district is displayed. You can print the report for one campus to obtain only specific periods.

The report displays up to 18 periods based on the campus **Period Begin** and **Period End** on [Maintenance > Master Schedule > Campus > Campus Control](#). If more than 18 periods are taught at a campus, the first 18 periods are displayed.

If the report fails, no data is displayed, or one or more instructor is not included, make sure of the following:

- There are no blank or non-numeric entries in **Prd Beg** or **Prd End** for the course-section meeting times on [Maintenance > Master Schedule > Campus > Sections](#).
- There is no invalid special character (such as an apostrophe) in the course title on [Maintenance > Master Schedule > District > Courses](#).

It is recommended that you run all additional post-load reports.

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