



scheduling_phasei_create_ny_proxy_courses

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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> <ol style="list-style-type: none"> 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. <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> <ol style="list-style-type: none"> 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. <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>



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