



ASCENDER Scheduling - Secondary - Combination

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ASCENDER Scheduling Guide - Combination (Step 1)

The combination scheduling process involves creating the campus master schedule from the current year (section and meeting times) (Step 1), entering or bringing in student course requests (Step 2), and using an automated process to schedule students into course-sections (Step 3).

Step 1 covers creating course-sections and meeting times in the next year campus master schedule.

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

[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- ☐ Include Withdrawn Meeting Times (Teacher of Record)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	Include Withdrawn Meeting Times (Teacher of Record)	Select to move all meeting time rows to Scheduling, whether or not a withdrawal date exists.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**.

- [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 edit 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 Title: 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: ☐ Grad Plan Use: ☐ Class Type: ☐

Role ID: ☐ Special Consid: ☐ CPR: ☐

Nbr Sem: ☐ 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	8	05	01		:	:				01			

Scheduled: 000/000

Add new course-sections:

- ☐ Click **+Add** in the upper grid.

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

- ☐ Under **Restrictions**:

Type Rstrctn	Select the code indicating if the restrictions always apply (i.e., fixed) or can be overridden (i.e., selectable) by the user. This field applies to the other restriction fields for this course-section (gender, team, and grade level).
Team Code	(Optional) If you are using Team Code, select a team code if you want to restrict section membership to a certain group or team of students. Team codes are established on Maintenance > Team Code .


Gender Rstrctn	Select a gender if the section is restricted to one gender.
Grade Rstrctn	<p>If there are grade level restrictions for the course-section, select the lowest grade level allowed.</p> <p>In the adjacent + field, type the number of additional grade levels that are eligible to take the course.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the Grd Restr field, and type 1 in the + field.</p>

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

To add a meeting time:

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

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

Meeting	A sequential number is displayed for each meeting time you add.
Sem	Select the code indicating the semester(s) the class meets.
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	Select the beginning and ending periods when the class begins and ends.
Room	Type the room number in which the class meets, up to four characters.
Time Begin Per End	Type the times when the class begins and ends. Use the HH:MM A format, where HH is the hour, MM is the minute, and A is a.m. or p.m.
Lckout	Type the one-character alphanumeric code indicating if there is a lunch break after the scheduled class meeting.
Instr ID	Click  to select an instructor .
Class Role	<p>Select the code indicating the role served by an instructor for the class.</p> <ul style="list-style-type: none"> • 01 - Teacher Of Record • 02 - Assistant Teacher • 03 - Support Teacher
Role ID	<p>Select the code indicating the capacity in which the instructor serves the students during the section.</p> <p>Rule: If the Role ID is 033-Educational Aide, the Class Role must be 05-PK Classroom Aide, and vice versa.</p>

CTE	Select if the Teacher of Record for this Career & Technical Education (CTE) course meets CTE requirements. CTE FTEs are calculated utilizing this field.
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☐ Click **Save**.

To retrieve and edit existing course-sections:

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

☐ Click **Retrieve**.

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

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

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

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

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

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

- ☐ Review and update course-sections as needed.

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

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

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

Section	Sem	Days	Prd Beg	Prd End	Time Begin	Time End	Lock	Room	Instr ID	Instructor	Class Role	Role ID	CTE	ADSY
11	3	05	01	01	08:00 A	09:45 A	<input type="checkbox"/>	<input type="checkbox"/>	468	RYDELL	01	087	<input type="checkbox"/>	<input type="checkbox"/>

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.
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Export and back up sections as a precaution.

Follow these steps to export and save all course-sections for backup. This is a safety precaution that should be done after creating sections.

Data can be restored from these files if needed.

Back up data:

Export sections.

[Scheduling](#) > [Utilities](#) > [Export](#) > [Sections \(Unload\)](#)

This backup is a safety precaution in case you need to return to the original sections and change periods.

This utility exports sections for the campus to which you are logged on.

WARNING: If the export is run more than once on the same day, be careful not to overwrite files.

☐ Create a password:

Password	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. CAUTION: Record this password.
Verify Password	Retype the password to confirm that you typed it as intended.

☐ Click **Export**.

The export function creates an encrypted, zipped file containing the exported data named ASCENDER_DBccccdd_SECTION###_yyyymmdd.zip, where cccddd is the county-district number,


is the campus to which you are logged on, and *yyyymmdd* is the current date. You can rename the file as needed.


☐ You are prompted to open or save the zipped file. Save the file in a known location.

☐ If errors are encountered, click **Show Errors** to view the error report.


- [Review, save, 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.

Restore data from backup:

[Restore sections.](#)

[Scheduling > Utilities > Import > Sections \(Unload\)](#)

This utility imports sections, overwriting current sections.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or on the campus). The utility will also not import sections if any students have scheduled courses.

NOTE: If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

☐ Select the file:


Import File	Click Browse . Locate and open the file. The file name is displayed.
Password	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.


☐ Click **Import**.


☐ If errors are encountered, click **Show Errors** to view the error report.


[Review, save, 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.

ASCENDER Scheduling Guide - Combination (Step 2)

The combination scheduling process involves creating the campus master schedule from the current year (section and meeting times) (Step 1), entering or bringing in student course requests (Step 2), and using an automated process to schedule students into course-sections (Step 3).

Step 2 covers adding student course requests and running pre-load reports.

IMPORTANT: Do not proceed unless [Combination - Step 1](#) is completed.

Enter Student Course Requests

Student course requests can be entered in one of the following ways:

- [Manually enter requests via Scheduling.](#)

Courses can be manually entered for students individually, or you can mass assign a course to a group of students.

Examples of a course request being entered manually for the student are:

- One course at a time (example: English 1 - Course number 1234, Algebra 1 - Course number 3456)
- Add a Normal or Match Course Request Proxy (refer to [Preliminary Requirements - Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).
- Add a Control Proxy to the individual student. This will assign the student the actual course-sections, giving the student a schedule (refer to [Preliminary Requirements - Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).

Individually:

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

DEMO **COURSE REQUESTS** ASSIGNMENT INQUIRY CREDIT DETAIL

Del	Course	Title	Section	Sem	Num Sem	Status	Prd Cntrl	1st Alt Course	Title	2nd Alt Course	Title
	1400	BUS ENGLISH	03 Prd 03-03	3 - Semester 1 & 2	2/2	Assigned	02	1300	ENGLISH 3		
	1401	AP ENGLISH 4	04 Prd 04-04	3 - Semester 1 & 2	2/2	Assigned	02	1402	TC BRITAM LIT		

[Add](#)
[Add 10](#)
Rows: 2

1. Retrieve the student.
2. Click **+Add** to add a course.

IMPORTANT: Be sure to enter proxy numbers (not course numbers) when proxies are used.

3. Enter required data.
4. Click **Save**.

By Group:

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

This page allows you to make course changes for a particular group of students at one time.

Examples of course request being entered by group are:

- One course at a time (example: English 1 - Course number 1234, Algebra 1 - Course number 3456)
- Add a Normal or Match Course Request Proxy (refer to [Preliminary Requirements - Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).
- Add a Control Proxy to the individual student. This will assign the student the actual course-sections, giving the student a schedule (refer to [Preliminary Requirements - Delete and Create Current Year Courses-Sections > Step 5](#) regarding understanding proxies for guidance).
- **NOTE:** If you are using **Group Course Change** to assign course numbers using the **Team** or **Next Year Control Nbr** options, students would have to have the **Team** or **Next Year Control Nbr** already assigned.

GROUP COURSE CHANGE

Start

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

From: 1300

ENGLISH 3

To: 1301

OR ENGLISH 3

Students

Gender:

Next Year Grade Level:

Team:

Next Year Control Nbr:

☐ Under **Method**:

Move Students from one Course to another Course	This option moves students from the From course to the To course if they also meet the criteria specified under Students .	
	From	Click <div></div> to select the course in which the students are currently enrolled.
	To	Click <div></div> to select the new course .
Add Course for Students enrolled in a Specific Course	This option adds the Add course for students enrolled in the If course if they also meet the criteria specified under Students .	
	If	Click <div></div> to select the course in which the students are currently enrolled.
	Add	Click <div></div> to select the course to be added.
Drop Students from a Specific Course	This option drops the Drop course for students who are enrolled in that class and meet the criteria specified under Students .	
	Drop	Click <div></div> to select the course to be dropped.
Add Students to a Specific Course	This option adds the Add course or proxy for students who meet the criteria specified under Students .	
	Add	Click <div></div> to select the course to be added.

☐ Under **Students**:

Gender	Select a gender if the change is only for one gender.
Next Year Grade Level	Select a grade level if the change is only for students in that grade level next year.
Team	Select a team if the change is only for students with a particular team code.


Next Year Control Nbr	Select a control number if the change is only for students with that control number next year.
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☐ Click **Start**.

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


- 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.

-
- Use student graduation plans. See [ASCENDER Graduation Plan - Create & Assign Graduation Plans, Course Requests, & PGPs](#). See the **IV. Move Course Requests to Scheduling** section of the guide.
 - Before allowing students to enter requests through ASCENDER StudentPortal, see the [StudentPortal: Set Up and Use StudentPortal](#). See the Student Use tab, **III. Request Courses** section of the guide.
 - Upload a third-party course requests file using [Scheduling > Utilities > Import > Course Request Upload Third Party](#). File format is available in online Help.

Modify course requests as needed.

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

1. Retrieve the student.
2. To modify a request, select another course number.
3. To assign a course, select the section and semester. The **Status** changes to *Assigned*.
4. Click **Save**.

Backup Student Course Requests

[Export and back up student course requests as a precaution.](#)

Follow these steps to export and save all student course requests for backup.

Data can be restored from these files if needed.

Back up data:

1. [Export student course requests.](#)

[Scheduling > Utilities > Export > Student Requests \(Unload\)](#)

This backup is a safety precaution in case you need to make significant changes to the next year master schedule after accepting the load.

This utility exports student requests for the campus to which you are logged on.

WARNING: If the export is run more than once on the same day, be careful not to overwrite files.

☐ Create a password:

Password	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. CAUTION: Record this password.
Verify Password	Retype the password to confirm that you typed it as intended.

☐ Click **Export**.


The export function creates an encrypted, zipped file containing the exported data named `ASCENDER_DBccccdd_STUREQ###_yyyymmdd.zip`, where *ccccdd* is the county-district number, *###* is the campus to which you are logged on, and *yyyymmdd* *Italic Text* is the current date. You can rename the file as needed.


☐ You are prompted to open or save the zipped file. Save the file in a known location.

☐ If errors are encountered, click **Show Errors** to view the error report.


- [Review, save, 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.

Restore data from backup:

1. [Restore student course requests.](#)

If you need to start over with the original course requests, you can import the file you created in the previous steps.

[Scheduling > Utilities > Import > Student Requests \(Unload\)](#)

This utility imports student requests, overwriting current student requests and schedules. Students with enrollment status 1 (*currently enrolled at this campus*) are updated to 2 (*currently enrolled at this campus, will return next year*), if courses for that student are imported.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or campus).

NOTE: If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

☐ Select the file:


Import File	Click Browse . Locate and open the file. The file name is displayed.
Password	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.


☐ Click **Import**.

☐ If errors are encountered, click **Show Errors** to view the error report.


[Review, save, 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.

Run Reports

Run pre-load reports.

[Reports > Scheduling Reports > Pre-Load > SCH0400 - Student Course Request \(Next Yr\)](#)

This report lists students and their courses requested for next year. Demographic information is also displayed. For match proxy requests, the course and title display in bold type.

[Reports > Scheduling Reports > Pre-Load > SCH0300 - Tally of Course Requests \(Next Yr\)](#)

This report lists courses and the requests for each course for next year. For each course, the number of requests is tallied by gender and grade level.

The scheduling team (including administrators and counselors) can use this report to determine how many sections are required for each course offered next year.

[Reports > Scheduling Reports > Pre-Load > SCH0800 - Too Many Requests \(Next Yr\)](#)

This report lists students whose course requests have exceeded the optimum (normal) period control number. The period control is calculated on [Maintenance > Master Schedule > Campus > Campus Control](#) (**Norm Prd Cntrl** field).

Each requested course is listed with its calculated period control number.

[Reports > Scheduling Reports > Pre-Load > SCH0810 - Too Few Requests \(Next Yr\)](#)

This report lists students whose course requests have a total period control number less than the optimum (normal) period control number. The period control is calculated on [Maintenance > Master Schedule > Campus > Campus Control](#) (**Norm Prd Cntrl** field).

Each requested course is listed with its calculated period control number.

Students with zero course request are included if the student's status code indicates that he will be at the campus next year (i.e., students with status code 1, 2, 4, and 5).

ASCENDER Scheduling Guide - Combination (Step 3)

The combination scheduling process involves creating the campus master schedule from the current year (section and meeting times) (Step 1), entering or bringing in student course requests (Step 2), and using an automated process to schedule students into course-sections (Step 3).

Step 3 covers running and accepting the Live student scheduling load.

IMPORTANT: Do not proceed unless [Combination - Step 1](#) and [Step 2](#) are completed.

Before you proceed, run and review all [Scheduling pre-load reports](#).

Run the Live Scheduling Load

1. [Verify scheduling load options.](#)

[Scheduling](#) > [Maintenance](#) > [Live Scheduling Load](#) > [Options](#)

The screenshot shows the 'Scheduling Options' form in the ASCENDER system. At the top left is a 'Save' button. Below it are several tabs: 'OPTIONS' (which is selected and underlined in green), 'SCHEDULE LOAD', 'PARTIAL SCHED STU', 'STU REJECT LIST', 'STU W/ UNSCHED PROXIES', and 'UNMATCHED PROXY SEC'. The 'Scheduling Options' section contains the following settings:

Course Balancing by Gender:	<input checked="" type="checkbox"/>	Team Restriction can be Lifted:	<input type="checkbox"/>	Seat Balancing Intensity:	High ▼
Gender Restriction can be Lifted:	<input type="checkbox"/>	Retain Partial Schedules:	<input checked="" type="checkbox"/>	Grd Lvl Restriction can be Lifted:	<input type="checkbox"/>
Substitute Alternate Courses:	<input type="checkbox"/>	Schedule Required Courses First:	<input checked="" type="checkbox"/>	Seat Loading Factor:	110
Fill Unscheduled Periods with:	1000				

The scheduling load can be run multiple times until accepted.

- ☐ Make the following selections:

Course Balancing by Gender	<p>Select to balance the number of students assigned to all sections of a course by gender.</p> <p>The program will attempt to balance the number of males and females assigned to the course-section evenly based on the number of males and females requesting the course.</p>
Team Restriction can be Lifted	<p>Select if classes restricted to one team code can have the restriction lifted during the scheduling process.</p> <p>Campuses that assign team codes usually <i>do not</i> select this option.</p> <p>In order for the scheduling load to restrict students by team code, the Type Restriction field must be set to <i>Fixed</i> on Maintenance > Master Schedule > Campus > Sections.</p>
Seat Balancing Intensity	<p>Select the intensity for seat balancing:</p> <p><i>High</i> - (Recommended) The program selects sections based on the most seats remaining. Seating will be considered the most important criterion for selecting a section to assign to a student. The scheduling process may take longer if <i>High</i> is selected, since it may bypass the best section for a student in order to achieve good balancing.</p> <p><i>Low</i> - Balancing is not a concern. Select this option if you want the program to run as quickly as possible.</p>
Gender Restriction can be Lifted	<p>Select if classes restricted to one gender can have the restriction lifted during the scheduling process.</p> <p>Campuses that have gender restrictions set in district courses or campus section usually <i>do not</i> select this option.</p>
Retain Partial Schedules	<p>Select if you want to retain all student schedules, including those for students who have been assigned a partial schedule. Selecting the field produces the Student Reject Listing which allows you determine why courses could not be scheduled.</p>
Grd Lvl Restriction can be Lifted	<p>Select if classes restricted to a particular grade level can have the restriction lifted during the scheduling process.</p> <p>Campuses that have grade level restrictions set in district courses or campus section usually <i>do not</i> select this option.</p>
Substitute Alternate Courses	<p>Select if you want the scheduling load to schedule predefined course alternatives for a student when the original class combinations cannot be scheduled.</p> <p>The program will attempt to substitute alternate courses based on the order in which they are entered (i.e., 1st, 2nd, and 3rd Alt Course fields on Maintenance > Student Schedules > Course Requests).</p> <p>NOTE: Alternate courses can be selected in ASCENDER StudentPortal.</p>

Schedule Required Courses First	<p>Select to schedule the students into all required courses first and then elective courses. For example, if a student has requested two required courses, one with one section and another with two sections, the scheduler schedules the course with one section first, and then the course with two sections. After all of the required courses have been scheduled, the scheduler will schedule elective courses in the same priority (i.e., one section, two sections, etc.) until the student is scheduled.</p> <p>If the field is blank, the courses are scheduled in priority order based on the number of sections available. This increases the chances that more students will get a complete schedule.</p> <p>NOTE: Required and elective courses are determined by the Required and Elective fields on Maintenance > Master Schedule > District > Courses.</p>
Seat Loading Factor	Type the percentage for increasing or decreasing the number of students above or below the maximum seats allowed during the scheduling process. For example, type 100 (i.e., 100%) to load the students into course-sections according to the maximum seats allowed at the campus.
Fill Unscheduled Periods with	Type the course number that will be used to autofill any period that does not have a scheduled course for students who have a partial schedule. This is usually a "See Counselor" course. It should be one-semester, one-period course with one section for each period for each semester. For example, for a two-semester campus with eight periods, you would need 16 sections of this course.

☐ Click **Save**.

2. [Run the live scheduling load.](#)

[Scheduling > Maintenance > Live Scheduling Load > Schedule Load](#)

This tab allows you to run scheduling loads against the sections and generate statistical reports.

You can run multiple scheduling loads, and then accept the schedules once you are satisfied with the results.

The scheduling load options must be set on the Options tab before you run the scheduling load.

Reschedule Student's Preassigned Sec/Sem	<p>If you have students with courses that are already scheduled (i.e., students who are already scheduled into courses before scheduling is run because they must have a specific section or semester of a course):</p> <p>Select the field if the scheduling load should reschedule preassigned sections/semesters. This option is usually <i>not</i> selected.</p> <p>Leave blank to retain students' preassigned sections/semesters when running the scheduling load.</p> <p>If selected, and preassigned sections or semesters exist, a warning is displayed when you accept the load indicating that preassigned courses will be overwritten. Click Yes to continue.</p>
---	--

☐ Click **Run**. The scheduling load begins processing.

At the end of the scheduling load, a message is displayed indicating the number of students that the run attempted to schedule.

View Load Stats	<p>Click to view the scheduling statistics report for the scheduling load. Review, save, or print the report.</p> <p>The report lists the options set when the load was run, as well as the following statistical information by grade level and for the campus:</p> <p>Grade - The grade levels included in the scheduling load. Total - The total number of students in each grade level. Fully - The number of students who received a complete schedule. % - The percentage of students who received a complete schedule. Partial - The number of students who received a partial schedule. % - The percentage of students who received a partial schedule. Unsched - The number of students who did not receive any schedule. % - The percentage of students who did not receive any schedule.</p>
------------------------	--

3. [View all scheduling load reports.](#)

[Scheduling](#) > [Maintenance](#) > [Live Scheduling Load](#) > [Schedule Load](#)

Partial Sched Stu

This tab generates the Partially Scheduled Students report for the scheduling load.

The report lists the number of unscheduled and scheduled course requests and total course

requests. The numbers are computed using the period control (i.e., the number of class periods per day the course meets multiplied by the number of semesters taken).

The report lists the student ID, grade level, and name of partially scheduled students. The following information is also displayed:

- **# Unsched** - The number of courses that could not be scheduled, as identified using the period control.
- **# Sched** - The number of courses that were scheduled, as identified using the period control.
- **Tot Requests** - The total period control for the courses that the student requested.

Print and review the report before accepting the load.


☐ Enter report criteria:


Grades	Select a grade level, or select <i>All</i> to include all grade levels.
Student ID	Type the student ID. Leading zeros are not required. Or, click Directory to select one or more students from the directory . Leave blank to include all students.

☐ Click **Retrieve Report**.


- [Review, save, 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.

Stu Reject List

This tab generates the Student Reject Listing report for the scheduling load, which includes course requests that could not be satisfied. **It is very important to review this report before accepting the load.**

The report lists the course requests that could not be scheduled, the reason, and the course requests scheduled for each semester. The report is used to determine if changes are needed in the master schedule or student course requests.

In the **Not Scheduled** section of the report:

- **Type** - indicates if the course is required (R) or an elective (E).
- **Req Sem** - indicates if a specific semester was requested.
- **Crs # Sem** - indicates the number of semesters of the course, per the district course table.
- **# Per** - displays the number of periods the course meets.
- Next to **# Per** - the reason the course could not be scheduled is displayed.

If you include the analysis report, the report displays all course information per period (i.e., when each course is offered by period for which days of the week).

- If the course-section is filled to the seat loading factor, it is listed as "Closed".
- The section number and days of the week for the scheduled courses are displayed in bold type. If a scheduled course is the first section offered for the course, the course number and title are also displayed in bold type.
- Unscheduled courses are displayed in regular type.
- If the scheduling load is run with **Substitute Alternate Courses** selected on the Options tab, an asterisk (*) is displayed next to the course title indicating that an alternate course substitution occurred.
- If the scheduling load cannot schedule the student's original or alternate course requests, then only the original course request data is displayed on the report.

Print and review the report before accepting the load.


☐ Enter report criteria:


Grades	Select a grade level, or select <i>All</i> to include all grade levels.
Student ID	Type the student ID. Leading zeros are not required. Or, click Directory to select one or more students from the directory . Leave blank to include all students.
Include Analysis	Select to include the analysis report.

☐ Click **Retrieve Report**.


- [Review, save, 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.

Stu w/ Unshed Proxies

This tab generates the Unscheduled Sections of Match Proxies report for the scheduling load which lists the students whose requested match proxy could not be scheduled, the individual courses in the match proxy, and the reason the courses could not be scheduled.

Print and review the report before accepting the load.


☐ Enter report criteria:


Grades	Select a grade level, or select <i>All</i> to include all grade levels.
Student ID	Type the student ID. Leading zeros are not required. Or, click Directory to select one or more students from the directory . Leave blank to include all students.
Match Proxies	Select a proxy, or select <i>All</i> to include all proxies.

☐ Click **Retrieve Report**.


- [Review, save, 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.

Unmatched Proxy Sec

This tab generates the Unmatched Sections of Match Proxy Courses report for the scheduling load which lists the match proxies where the section numbers do not match, the courses in the proxy, and the unmatched sections for each course.

A valid match proxy must have the following:

- Same section
- Same begin and end periods
- Different semester
- Courses that are only included in one match proxy

The report also indicates if any sections have an invalid semester, begin period, or end period.

Print and review the report before accepting the load.

☐ Enter report criteria:


Match Proxies


Select a proxy, or select *All* to include all proxies.

☐ Click **Retrieve Report**.


- [Review, save, 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.

Stu w/ Pre-assigned

This tab produces one of two reports:

- The Students With Cleared Preassigned Course Sections (or Semesters) report lists students whose preassigned courses were cleared.
- The Students With Preassigned Course Sections (or Semesters) report lists students with preassigned courses.

Reschedule Student's Preassigned Sec/Sem (on Schedule Load tab)	Include Pre-assigned Sem	Report Displayed
Blank	Blank	Students With Preassigned Course Sections
Blank	Selected	Students With Preassigned Course Sections or Semesters
Selected	Blank	Students With Cleared Preassigned Course Sections
Selected	Selected	Students With Cleared Preassigned Course Sections or Semesters

Print and review the reports before accepting the load.

☐ Enter report criteria:


Grades	Select a grade level, or select <i>All</i> to include all grade levels.
---------------	---


Student ID	Type the student ID. Leading zeros are not required. Or, click Directory to select one or more students from the directory . Leave blank to include all students.
Include Pre-assigned Sem	<p>Select to display the report with semester information.</p> <ul style="list-style-type: none"> • If selected, the directory displays the students in the selected grade level, and only students who had either a course-section or semester assigned on their schedule are listed. • If <i>not</i> selected, the directory displays students in the selected grade level, and only students who had a course-section assigned on their schedule are listed.

☐ Click **Retrieve Report**.


- [Review, save, 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.

Master Sched

This tab generates the Master Schedule With Reset Seats report for the scheduling load.

The report lists the course and instructor information, restrictions, number of maximum seats, number of students assigned (counts by gender and totals), and the number of remaining seats in the section by semester. Counts include students scheduled during this scheduling load and other students previously accepted from a prior scheduling load. The report is used to check class balancing (i.e., that approximately the same number of students are scheduled into each section).

- **Max Seats** - The number of seats for the section.
- **Assigned - Boy/Girl** - The number of boys and girls assigned to each section.
- **Assigned - Total** - The total number of students assigned to each section. This column will help you identify how well your sections are balanced; generally, section totals should be approximately the same.
- **Remaining** - The number of seats still open for the semester.


☐ Enter report criteria:


Break-down by Course and Grd Lvl	Select if you want to display the report with total course requests assigned and unassigned by grade level for each course. Otherwise, these breakdowns are not included.
---	---

☐ Click **Retrieve Report**.


- [Review, save, 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.

Stu Sched

This tab generates the Student Schedules report which displays the schedules for all students who were completely scheduled by the scheduling load.

Print the report before accepting the load.


☐ Enter report criteria:


Grades	Select a grade level, or select <i>All</i> to include all grade levels.
Student ID	Type the student ID. Leading zeros are not required. Or, click Directory to select one or more students from the directory . Leave blank to include all students.

☐ Click **Retrieve Report**.


- [Review, save, 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.

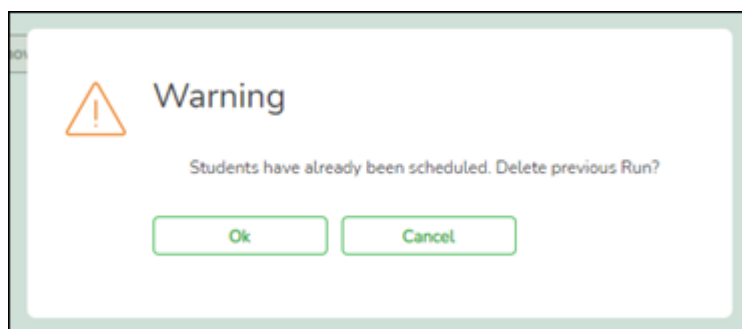
Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

4. [Re-run the scheduling load until you are satisfied with the results.](#)

If you need to improve your scheduling load, run all reports necessary to identify reasons for unscheduled students, and make the necessary modifications. It is recommended that you run and review all scheduling load reports before accepting the load.

☐ Click **Run** to run the scheduling load again until you are satisfied with the results.

After the first run, a warning message is displayed when you run subsequent runs indicating that students have already been scheduled.



☐ Click **OK** to continue.

Any subsequent runs will reschedule all the students and load the master schedule and student course requests into temporary tables again.

When the load is completed, a message is displayed.

The screenshot shows a web interface for scheduling. At the top, there are tabs: OPTIONS, SCHEDULE LOAD (active), PARTIAL SCHED STU, STU REJECT LIST, STU W/ UNSCHED PROXIES, UNMATCHED PROXY SEC, and STU W/ PRE-ASSIGNED. Below the tabs are several buttons: Run, View Load Stats, Show Error, Show Crs Error, and Accept Load. To the right of these buttons are two password input fields labeled 'Export File Password:' and 'Verify Password:'. Below the buttons is a checkbox labeled 'Reschedule Student's Preassigned Sec/Sem'. At the bottom of the interface, a green status bar displays the message 'Run finished. Attempted to schedule 2 students'.

5. Accept the scheduling load.

[Scheduling](#) > [Maintenance](#) > [Live Scheduling Load](#) > [Schedule Load](#)

☐ Create a password for the export file:

Export File Password	Type a password for the zipped file, up to ten characters. Special characters are not allowed. CAUTION: Record the password.
Verify Password	Retype the password to confirm that you typed it as intended.

☐ Click **Accept Load** to accept the scheduling load. The “Export successful” message is displayed.

Once the scheduling load is accepted, all scheduling reports can be found in the [Scheduling > Reports > Master Schedule](#) menu.

☐ You are prompted to save a backup of the student course requests. Save the file in a known location.

The default name for the file backup is ASCENDER_DBccddd_STUREQ###_YYYYMMDD.zip

where *ccddd* is the county-district number, *###* is the campus ID, and *YYYYMMDD* is the date the file backup was created.


6. [Modify student schedules as needed.](#)

- [Individual students:](#)

[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



STUDENT: TEXAS UNIQUE STU ID:

Status: Grade: Control: Team:

Grad Plan: FOUNDATIO - Foundation FHSP: Pursuing Distinguished: Pursuing STEM: Pursuing BI: Pursuing MDS: Pursuing AH:

DEMO COURSE REQUESTS ASSIGNMENT INQUIRY CREDIT DETAIL

Del	Course	Title	Section	Sem	Num Sem	Status	Prd Cntrl	1st Alt Course
	<input type="text" value="2104"/>	ALGEBRA 2	<input type="text" value="04 Prd 04-04"/>	<input type="text" value="3 - Semester 1 & 2"/>	2/2	Assigned	02	<input type="text"/>
	<input type="text" value="3100"/>	BIOLOGY	<input type="text" value="01 Prd 01-01"/>	<input type="text" value="1 - Semester 1"/>	1/2	Assigned	01	<input type="text"/>
	<input type="text"/>		<input type="text"/>	<input type="text"/>		Requested		<input type="text"/>

Add

[Select a student.](#)


☐ To retrieve a student's records, select the student in one of the following ways:

Student	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Student ID	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the Assign a TSDS Unique ID guide for additional information.</p>
Directory	Click to select a student from the Directory .
(photo)	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From Registration > Maintenance > Student Enrollment, you can change the student photo:</p> <ol style="list-style-type: none"> 1. Hover over the image, and click Change. The Change Student Photo window opens. 2. Click Choose File. Locate and open the file for the new image. 3. Click Save. The window closes, and the new image is displayed. <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>


☐ Click **+Add** to add a course request for the student. A blank row is added to the grid.

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

The **Status** field initially displays "Requested."



Course	Click  to select the course . The course title is displayed in the Title field.
Section	Select the section of the course.
Sem	Select the semester for the course-section. The field is required if you selected a section, the field is required.

IMPORTANT: Once the student has a course, section, and semester the **Status** field is updated to display "Assigned."

Num Sem	The number of semesters of the course requested and the number of semesters the course is actually taught are displayed. For example, if a course has semester code 3 (i.e., taught semesters 1 and 2), and the student requested semester 1 of the course, the field displays 1/2 (the student requested one semester of a two-semester course).
Prd Cntrl	Period Control for a course is the number of class periods per day the course meets multiplied by the number of semesters taken. If the student is not taking all of the semesters the course is taught, the period control from Maintenance > Master Schedule > District > Courses is recalculated according to the number of semesters the student is taking of the number of semesters the course is taught.
1st-3rd Alternate Course	Click  to select up to three alternate courses . The course title is displayed in the Title field. A student can select up to three alternate courses per course request in the ASCENDER StudentPortal Student Course Requests system. Alternate course requests submitted through ASCENDER StudentPortal are immediately visible in ASCENDER, and vice versa. The counselor or scheduling administrator can delete, change, or add up to three alternate courses per course request in ASCENDER. A student cannot edit alternate courses assigned by a counselor or scheduling administrator. The scheduling load attempts to substitute alternate courses based on the field order (i.e., 1st, 2nd, and 3rd) in which they are entered. NOTE: A proxy cannot be used as an alternate.
Grad Plan Use Cd	Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type. The field is automatically populated when a student's graduation plan courses are moved to course requests but it can be modified.
Sem# Prd Cntrl	The portion of the period control in each semester is displayed. Example: If a two-semester course is taught period 02-02 (i.e., it is a one-period course), the period control is 02, and the course has one period each semester. One period is taught semester 1 (Sem1 Prd Cntrl field is 01), and one period is taught semester 2 (Sem2 Prd Cntrl is 01). The Sem1 Prd Cntrl field + the Sem2 Prd Cntrl field = the Prd Cntrl field.
Requested by	The field indicates if the course was requested by the student's graduation plan or by the student using the ASCENDER StudentPortal Student Course Requests system.
Slf Pcd	The field is selected if the course is self paced, as specified by the Self Paced field on Maintenance > Master Schedule > District > Courses .

☐ Click **Save**.

Totals	Totals for the Prd Cntrl and Sem# Prd Cntrl fields for the student's requested courses are displayed.
---------------	---






	<p>Delete a course from the student's course requests.</p> <ol style="list-style-type: none"> 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. 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>
---	---


- By group:

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

This page allows you to make course changes for a particular group of students at one time.

☐ Under **Method**:

Move Students from one Course to another Course	This option moves students from the From course to the To course if they also meet the criteria specified under Students .	
	From	Click  to select the course in which the students are currently enrolled.
	To	Click  to select the new course .
Add Course for Students enrolled in a Specific Course	This option adds the Add course for students enrolled in the If course if they also meet the criteria specified under Students .	
	If	Click  to select the course in which the students are currently enrolled.
	Add	Click  to select the course to be added.
Drop Students from a Specific Course	This option drops the Drop course for students who are enrolled in that class and meet the criteria specified under Students .	
	Drop	Click  to select the course to be dropped.

Add Students to a Specific Course	<div>This option adds the Add course or proxy for students who meet the criteria specified under Students.</div> <div>Add Click  to select the course to be added.</div>
--	--

☐ Under **Students**:


Gender	Select a gender if the change is only for one gender.
Next Year Grade Level	Select a grade level if the change is only for students in that grade level next year.
Team	Select a team if the change is only for students with a particular team code.
Next Year Control Nbr	Select a control number if the change is only for students with that control number next year.


☐ Click **Start**.

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


- 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.

7. [Commit course number changes if applicable.](#)

If during the [Preliminary Requirements](#) steps you indicated that you are changing course number length (i.e., **New Course Number Length** on [Scheduling > Maintenance > Master Schedule > District > District Control](#)), the course number change can now be committed.

[Scheduling > Maintenance > Master Schedule > District > District Control](#)

The screenshot shows the 'DISTRICT CONTROL' tab in the 'COURSES' section. At the top left is a 'Save' button. Below it, district information is displayed: Cnty-Dist: 964-964, Dist Name: TEXAS ISD, Address: 1407 Lone Star Drive, Alamo City, TX 95095-2152. To the right, contact information is shown: Phone: (555) 628-6043, Fax: (555) 628-9744, and Superintendent: MR. Jo C Smith 1. The 'Region' is listed as 13. Under 'Scheduling Options', there are two columns of settings. The left column includes 'School Year' (a text input), 'Maximum Scheduling Semesters Allowed' (a dropdown set to 2), and 'Maximum Course Number Length' (set to 4). The right column includes 'New Course Number Length' (a dropdown set to 6), 'Zero Pad Left or Right' (a dropdown set to Right), and a green message 'New Course Table Created'. At the bottom center is a large button labeled 'Commit Crs Changes'. Below this button is a green warning message: 'Warning! Once the changes to the course length are committed, courses in Scheduling will display the new course numbers.'

- ☐ If you entered a number in the **New Course Number Length** field, clicked **Save**, and then clicked **Yes** when prompted to overwrite the crosswalk table, the **Commit Crs Changes** button is displayed.
- ☐ Once you have made all necessary changes, click the **Commit Crs Changes** button.
 - The **Undo Course Changes** button and the **Committed by** and **Date** fields are displayed and provide the user's name who made the change, the user's login name, and date on which the changes were committed.

Committed By:
07 2021

Date: Apr

Undo Course Changes

- If you make any changes after committing the course number length changes, then decide to revert to the previous course length, all those changes are lost.

Note:

- When you add a new course or proxy, the program will pad the numbers to meet the new length if you enter fewer characters.
- If you add a new course in Scheduling after committing the course number length change and then add the course to a graduation plan, you cannot undo the course number length change unless you remove the course from the graduation plan.
- You cannot undo the course number length change while courses are being requested (i.e., when ASCENDER StudentPortal is open). You must disable access to ASCENDER StudentPortal in order to undo the course number length changes.
- The new maximum course length number will roll over to the current year during Move To Grade Reporting.

Run Reports

Run and review all [Scheduling 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](#)



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