ASCENDER Scheduling - Secondary - Manual

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ASCENDER Scheduling - Manual (Step 1)

The manual scheduling process involves entering student course requests (Step 1), manually creating the campus master schedule (instructor records, and section and meeting times) (Step 2), and manually scheduling students into course-sections (Step 3).

Step 1 covers entering student course requests and running pre-load reports.

IMPORTANT: Do not proceed unless all Preliminary Requirements are 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

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.

❑ 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	This option adds the **Add** course or proxy for students who meet the criteria specified under **Students**.
	Add Click ⋮ 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.

❑ 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 First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last 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 **Move Courses to Requests** section of the guide.

- Before allowing students to enter requests through ASCENDER StudentPortal, see the StudentPortal: Set Up and Use StudentPortal 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. Add or remove course requests as needed.
2. 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_DB*cccddd*_STUREQ###_*yyyymmdd*.zip, where *cccddd* 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 [First] to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click [Last] to go to the last page of the report.

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

Click [PDF icon] to save and print the report in PDF format.

Click [CSV icon] 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 [X icon] 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 [First] to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click [Last] 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 - Manual (Step 2)

The manual scheduling process involves entering student course requests (Step 1), manually creating the campus master schedule (instructor records, and section and meeting times) (Step 2), and manually scheduling students into course-sections (Step 3).

Step 2 covers creating instructors, course-sections, and meeting times in the next year campus master schedule.

IMPORTANT: Do not proceed unless Manual - Step 1 is completed.

If **Instructor** and **Sections** were created during the Preliminary Requirements for the campus, complete the steps below to edit **Instructors** and **Sections**.

Populate Instructors

Populate instructors from current year Grade Reporting.

Skip this step if you are manually adding instructors.

Scheduling > Utilities > Create NY Master Schedule > Campus

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]

Instructors	Select to create next year instructor records from current year.

❑ 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	Do one of the following depending on the district's HR settings: • If the field is set to *Employee Number*, 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 *Employee Number*, 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. 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.
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.

❏ 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.

Create Sections

There are two ways to manually create sections:

OPTION 1: Manually add section records in the campus master schedule.

Scheduling > Maintenance > Master Schedule > Campus > Sections

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

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	If there are grade level restrictions for the course-section, select the lowest grade level allowed. In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course. For example, if the course is for 7th and 8th grade students, select 07 in the **Grd Restr** field, and type 1 in the **+** field.

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. • 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.
search	Type all or part of the search phrase. The search retrieves courses that *begin with* the characters or numbers you typed. Examples: • 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.

OPTION 2: 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.

Backup

Export and back up student sections.

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_DB*cccddd*_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 [First] to go to the first page of the report.
    Click ◀ to go back one page.
    Click ▶ to go forward one page.
    Click [Last] 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 [First] to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click [Last] to go to the last page of the report.

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

ASCENDER Scheduling - Manual (Step 3)

The manual scheduling process involves entering student course requests (Step 1), manually creating the campus master schedule (instructor records, and section and meeting times) (Step 2), and manually scheduling students into course-sections (Step 3).

Step 3 covers creating student schedules and running post-load reports.

IMPORTANT: Do not proceed unless Manual - Step 1 and Step 2 are completed.

Create Schedules

Manually create schedules for 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.

Select a student.

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

Student	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 *begins with* 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. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523) 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. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.

(photo)	If a photo exists for the student, the student photo is displayed.
	From Registration > Maintenance > Student Enrollment, you can change the student photo:
	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.
	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.

The student's status, current and next year grade levels, control number, and team are displayed.

In the **Grade** field, the student's current year grade level is displayed followed by his next year grade level in parentheses.

To add a course request:

❏ 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.

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

❏ Click **Save**.

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

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

Scheduling > Maintenance > Student Schedules > Assignment Inquiry

Review the student schedules on the Assignment Inquiry tab.

Commit course number changes if applicable.

> If during the Preliminary Requirements steps you indicated that you are changing course number lenght (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

❑ 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.

- 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

Post load reports are instrumental in planning for the upcoming school year.

Run post-load 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.

Scheduling > Reports > Scheduling Reports > Post-Load > SCH2000 - Schedules List (Next Yr)

This report lists the course number, section, semester, period, and self-paced indicator of all assigned courses for next year for each student. A zero in the section indicates that the student has not been scheduled.

Scheduling > Reports > Scheduling Reports > Post-Load > SCH2100 - Student Schedule (Next Yr)

This report provides the details of the courses requested for next year. One student is printed per page.

Scheduling > Reports > Scheduling Reports > Post-Load > SCH2200 - Class List (Next Yr)

This report provides demographic information for students scheduled in a specified course and semester next year.

Scheduling > Reports > Scheduling Reports > Post-Load > SCH2300 - Grade List (Next Yr)

This report lists student next year grade levels. Students must be enrolled in at least one course with an assigned status to be included on the report.

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.

Scheduling > Reports > Scheduling Reports > Post-Load > SCH2600 - School Roster (Next Yr)

This report lists students scheduled to attend school next year. Withdrawn students can be included. Totals are displayed by campus.

- No Show and withdrawn students are indicated with an asterisk.
- Only students who have at least one assigned course on the Assignment Inquiry tab are included. Students with requested courses are not included.

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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