



ASCENDER Scheduling - Manual (Step 1)

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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](#)

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		

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  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.
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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.

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- 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](#)

Save
School Year: 2021-2022

STUDENT: TEXAS UNIQUE STU ID:

Status: Grade: Control: Team: Active

Retrieve

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
	<input type="text" value="1201"/>	H ENGLISH 2	<input type="text" value="02 Prd 02-02"/>	<input type="text" value="3 - Semester 1 & 2"/>	2/2	Assigned	02	<input type="text" value="1200"/>		<input type="text"/>	
	<input type="text" value="1402"/>	TC BRITAM LIT	<input type="text" value="08 Prd 08-08"/>	<input type="text" value="1 - Semester 1"/>	1/2	Assigned	02	<input type="text" value="1403"/>	UTPB BRITAM LIT	<input type="text"/>	

⊕ Add
⊕ Add 10
Rows: 2

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_DBcccddd_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  to go to the first page of the report.


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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:


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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).



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