


# Create or Update the Crosswalk

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| **Crosswalk Type** | Select the crosswalk table for which you want to convert data. |
|---|---|

- The selected crosswalk table is displayed. The list can be re-sorted.

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

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

**Crosswalk Type**:

- 042 - Responsibilities – From Campus/Period to Minutes

  **042 - Responsibilities – From Campus/Period to Minutes**

  Use for campuses with a standard bell schedule to assign **MonthlyMinutes** based on the campus and period. Enter **Begin Time** and **End Time** on individual sections only when they do not follow the standard bell schedule.

  **Monthly Minutes Logic**

  **MonthlyMinutes (E1057)** represents the staff responsibility minutes for the four weeks preceding the PEIMS Fall snapshot date, which is the last Friday in October.

  The system determines **MonthlyMinutes** for a course section in the following order:

  1. If **Begin Time** and **End Time** are entered on the section, the system calculates the minutes using those values and the section's meeting days.
  2. If **Begin Time** and **End Time** are blank, the system searches Crosswalk **043 – Responsibilities – From Campus/Service ID to Minutes** for the section's campus and CourseCode.
  3. If the CourseCode is not found in Crosswalk 043, the system searches Crosswalk **042 – Responsibilities – From Campus/Period to Minutes**.

- 043 - Responsibilities – From Campus/Service ID to Minutes

  **043 - Responsibilities – From Campus/Service ID to Minutes**

  For course sections where daily subject minutes may fluctuate, such as elementary teachers whose subject times vary, use **Crosswalk 043 (Responsibilities – From Campus/Service ID to Minutes)** to assign MonthlyMinutes (E1057) based on the CourseCode.

**Monthly Minutes Logic**

**MonthlyMinutes (E1057)** represents the staff responsibility minutes for the four weeks preceding the PEIMS Fall snapshot date, which is the last Friday in October.

The system determines **MonthlyMinutes** for a course section in the following order:

1. If **Begin Time** and **End Time** are entered on the section, the system calculates the minutes using those values and the section's meeting days.
2. If **Begin Time** and **End Time** are blank, the system searches Crosswalk **043 – Responsibilities – From Campus/Service ID to Minutes** for the section's campus and CourseCode.
3. If the CourseCode is not found in Crosswalk 043, the system searches Crosswalk **042 – Responsibilities – From Campus/Period to Minutes**.

❑ Click **+Add** to add a new row.

A blank row is added to the bottom of the grid.

| **Row Nbr** | |
|---|---|
| **From** | 042 – Responsibilities – From Campus/Period to Minutes<br>•<br>Enter the three-digit campus ID followed by the two-digit period. For example, enter 00101 for campus 001 and period 01.<br><br>043 – Responsibilities – From Campus/Service ID to Minutes<br>•<br>Enter the three-digit campus ID followed by the eight-digit CourseCode. For example, enter 10101020000 for campus 101 and CourseCode 01020000. |
| **To** | Enter the monthly minutes, zero-filled to five digits. For example, enter 07200. |

❑ Click **Save**.

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**Crosswalk Type:**
**044 PE Responsibilities - Campus/Crs/Sec**

Crosswalk **044** does not assign **MonthlyMinutes (E1057)**. It is used to maintain the number of days and minutes a teacher of record provides physical education instruction during each week at the campus for the four weeks in October that include the last Friday in October.

This is required for all teachers of record for course-sections associated with specific physical education (PE) CourseCodes.



**IMPORTANT**: Include minutes for any holidays occurring during the four reporting weeks.

The first time you access the page, there will be rows from the previous year displayed. Click Delete then click Create to add current year courses.

**NOTE**: You cannot delete data row by row. You must click Delete to delete all rows on the page. Then, click Create to populate the page with PE course-sections. Then, you can re-enter all data.

**WARNING**: If you click Delete, all rows are deleted.

The next time you access the page, the **Create** button will be replaced with a **Refresh** button. Click **Refresh** to add new records to the grid.

## Create or update the crosswalk:

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**Crosswalk Type:**
**ADP Additional Days School Year Courses**

❑ Click **+Add** to add a new row.

A blank row is added to the bottom of the grid.

| | |
|---|---|
| **Row Nbr** | |
| **Course** | Type the ADSY course number. |
| **Campus** | Type the campus number to which the course should be associated for reporting. |

❑ Click **Save**.

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## Other functions and features:

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|---|---|
| **Print** | Print the crosswalk report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Retrieve** | Retrieve data from the last save.<br>Discard unsaved changes, and retrieve information since the last time data was saved. |
| | Delete a row.<br>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed confirming that you want to delete the row.<br>•<br>Click **OK** to delete the row.<br>•<br>Click **Cancel** not to delete the row. |


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