



# **scheduling\_secondary\_manual\_phasei**



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# TxEIS Scheduling - Manual (Phase I)

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The Phase I steps include preparing the district and campus master schedule and entering student course requests.

[Before You Begin:](#)

## **Update District and Campus Options**

## **Delete Last Year Course-Sections and Create Current Year Courses**

## **Transfer Students to Next Year Campus (for Scheduling Purposes)**

## **Update Campus Options**

## **Enter Student Course Requests**

[Enter student course requests.](#)

## **QuickGuide: Enter Student Course Requests & Assign Courses**

Follow these steps to enter student course requests and assign courses.

1. [Enter 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](#)

| Del | Course                            | Title        | Section      | Sem                | Num Sem | Status   | Prd Cntrl | 1st Alt Course                    | Title         | 2nd Alt Course       | Title |
|-----|-----------------------------------|--------------|--------------|--------------------|---------|----------|-----------|-----------------------------------|---------------|----------------------|-------|
|     | <input type="text" value="1400"/> | BUS ENGLISH  | 03 Prd 03-03 | 3 - Semester 1 & 2 | 2/2     | Assigned | 02        | <input type="text" value="1300"/> | ENGLISH 3     | <input type="text"/> |       |
|     | <input type="text" value="1401"/> | ENGLISH AP 4 | 04 Prd 04-04 | 3 - Semester 1 & 2 | 2/2     | Assigned | 02        | <input type="text" value="1402"/> | TC BRITAM LIT | <input type="text"/> |       |

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:  ⋮

To:  ⋮





**Students**

Gender:       Next Year Grade Level:

Team:       Next Year Control Nbr:

Under **Method**:

|  |   |
|--|---|
| <b>Move Students from one Course to another Course</b> | This option moves students from the <b>From</b> course to the <b>To</b> course if they also meet the criteria specified under <b>Students</b> . |
| <b>From</b>  | Click ⋮ to <a href="#">select the course</a> in which the students are currently enrolled.  |
| <b>To</b>  | Click ⋮ to <a href="#">select the new course</a> .  |

|  |   |  |
|--|---|--|
| <b>Add Course for Students enrolled in a Specific Course</b> | This option adds the <b>Add</b> course for students enrolled in the <b>If</b> course if they also meet the criteria specified under <b>Students</b> . |  |
|  | <b>If</b>   | Click  to <a href="#">select the course</a> in which the students are currently enrolled. |
|  | <b>Add</b>  | Click  to <a href="#">select the course</a> to be added.                                  |
| <b>Drop Students from a Specific Course</b>                  | This option drops the <b>Drop</b> course for students who are enrolled in that class and meet the criteria specified under <b>Students</b> .          |  |
|  | <b>Drop</b>   | Click  to <a href="#">select the course</a> to be dropped.                                |
| <b>Add Students to a Specific Course</b>                     | This option adds the <b>Add</b> course or proxy for students who meet the criteria specified under <b>Students</b> .                                  |  |
|  | <b>Add</b>  | Click  to <a href="#">select the course</a> to be added.                                  |

Under **Students**:


|                              |  |
|------------------------------|--|
| <b>Gender</b>                | Select a gender if the change is only for one gender.  |
| <b>Next Year Grade Level</b> | Select a grade level if the change is only for students in that grade level next year.         |
| <b>Team</b>                  | Select a team if the change is only for students with a particular team code.                  |
| <b>Next Year Control Nbr</b> | 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.

- 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.
- Allow students to enter requests through ASCENDER StudentPortal. See [StudentPortal: Set Up and Use StudentPortal](#). See the **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.

## 2. Modify course requests and assign courses.

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

| Del | Course | Title         | Section      | Sem                | Num Sem | Status   | Prd Cntrl | 1st Alt Course | Title           | 2nd Alt Course | Title C |
|-----|--------|---------------|--------------|--------------------|---------|----------|-----------|----------------|-----------------|----------------|---------|
|     | 1201   | H ENGLISH 2   | 02 Prd 02-02 | 3 - Semester 1 & 2 | 2/2     | Assigned | 02        | 1200           |                 |                |         |
|     | 1402   | TC BRITAM LIT | 08 Prd 08-08 | 1 - Semester 1     | 1/2     | Assigned | 02        | 1403           | UTPB BRITAM LIT |                |         |

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**.

## 3. Review a student's course assignments.

[Scheduling > Maintenance > Student Schedules > Assignment Inquiry](#)

The screenshot shows a student profile for JOY GRACE BARRETT (STUDENT: 004277) with a Texas Unique Student ID of 4999637866. The student's status is '1 - Currently enrolled at this campus', and their grade is '09 (10)'. The interface includes tabs for 'DEMO', 'COURSE REQUESTS', 'ASSIGNMENT INQUIRY', and 'CREDIT DETAIL'. Under 'ASSIGNMENT INQUIRY', there are two panels: 'Semester 1' and 'Semester 2'. The 'Semester 1' panel contains a table with two rows of course data, while the 'Semester 2' panel contains a table with one row.

| Semester 1 |     |         |               |          |         |      |
|------------|-----|---------|---------------|----------|---------|------|
| Crs        | Sec | Period  | Title         | Self Pcd | Instr   | Room |
| 1201       | 02  | 02 - 02 | H ENGLISH 2   | N        | TOOLEY  | 209  |
| 1402       | 08  | 08 - 08 | TC BRITAM LIT | N        | POKORNY | 210  |

Rows: 2

| Semester 2 |     |         |             |          |        |      |
|------------|-----|---------|-------------|----------|--------|------|
| Crs        | Sec | Period  | Title       | Self Pcd | Instr  | Room |
| 1201       | 02  | 02 - 02 | H ENGLISH 2 | N        | TOOLEY | 209  |

Rows: 1

Once the course request **Status** is *Assigned*, the course is listed.

4. [Review a student's graduation plan.](#)

Graduation Plan > Reports > SGP0400 - Educational Planning Transcript

If using grad plan

Scheduling > Reports > Scheduling Reports > Pre-Load > SCH0400 - Student Course Request (Next Yr)

## Run Phase I Reports

[Run all master schedule reports.](#)



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