


# Other functions and features:

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## Add new course-sections:

❑ To add a section for a course that has no existing sections (i.e., not listed):

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| **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. |
| **Multi Svc Ind** | Select if the instructor of the course must perform more than one service during the class. |
| **Include UIL Elig** | Select if the course is used in determining six-week eligibility for extracurricular activities. University Interscholastic League (UIL) rules allow some courses to be exempt in determining six-week eligibility.<br><br>This field exists on the campus section record (Maintenance > Master Schedule > Campus > Sections) as well as the district course record (Maintenance > Master Schedule > District > Courses). Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.<br><br>• If the field contains a value in the course-section record, that value is used.<br><br>• If the field is blank in the course-section record, the field on the district course record is used. |
| **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. |
| **Non Campus Based** | Select the code indicating if the course taught off campus (e.g., college campus-based and Internet-based courses).<br><br>On Maintenance > Master Schedule Generator > Generate Campus Schedule > Sections, this field displays *00* (i.e., *not applicable*) and cannot be updated on this tab. However, this setting can be updated once the master schedule has been accepted and the sections have been moved to Maintenance > Master Schedule > Campus > Sections. |
| **Dst Lrng** | Select the code indicating if the course is taken through distance learning technology. |

❑ Under **Restrictions**:

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| **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.<br><br>In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course.<br><br>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. |

❑ Under **PEIMS**:

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| **Pop Srvd** | Select the code indicating the student population primarily targeted for the section. |
| **Crs Seq** | Select the code indicating the sequence of the course, which is not necessarily the semester in which the course is taught. |
| **Instruct Sett** | Click ⋮ to select the instructional setting used when providing instruction to the students in the section. |
| **Wks/Mnth** | Select the code indicating the weeks of the month the section meets. For most sections, select option 04 (*Week 1, 2, 3, and 4*). |
| **Class Type** | Select the code indicating if the section class type is regular or non-regular.<br><br>Examples of non-regular class types are in-school suspension, school-community guidance center, alternative education school program for discipline, televised instruction, non-disciplinary alternative education, special education setting, or residential care and treatment facility. |
| **PK Curricula** | Select the curricula used in the district's prekindergarten program section. This field is required if service ID is 01010000 and should be blank for all others.<br><br>TWEDS Data Element: PK-CURRICULA (E1579) |
| **High Qual PK Prog** | Indicate if the campus-course-section participates in a High Quality PK Program consistent with requirements in TEC 29.167-29.171. This field is required if service ID is 01010000 and should be blank for all others. |
| **Stu Instr** | Indicate if the student attends full day, half day morning, or half day afternoon. This only applies to course-sections that use the Pre-Kindergarten Service ID (01010000). This field is required if service ID is 01010000 and should be blank for all others. |
| **PK Sch Type** | Select the PK program offered at the campus for that course-section. This field is required if service ID is 01010000 and should be blank for all others. |
| **Home Room Ind** | Select if this section of the course is the student's home room. The home room period may be the convention for taking daily attendance.<br><br>This field applies only to PK and KG course-sections.<br><br>TWEDS Data Element: E1440 (used for ECDS) |

❑ Under **Course Codes and Credits**:

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| **Dual Crdt** | Select the code indicating if students are eligible to receive both high school and college credit for the course. |
| **Adv Tech Crdt** | Select the code indicating if this is a high school course for which college credit may be awarded by a post-secondary institution under a local articulation agreement or the statewide Advanced Technical Credit (ATC) program agreement.<br><br>• A course can be reported as either dual credit or ATC, but not both.<br><br>• For ATC courses, one of the **Special Consider** fields must be set to A, which indicates on the AAR that it is an articulated course. When the student graduates and attends a college in the statewide, articulated course network, he can receive credit for the course. |
| **AAR Use** | Select the code indicating the academic area in which the course is a requirement. This code determines where the course is displayed on the AAR Multi-Year (SGR2047) report. |
| **Grad Plan Use** | Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type. |

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| **Special Consid** | Select up to two codes indicating special considerations for the course. The codes cannot be the same for both fields. Special considerations are printed on the student's AAR (SGR2047). |
| **College Credit Hrs** | For each semester (up to four semesters), type the number of college credit hours the student will earn for the course, 0-12.<br><br>Values greater than 0 are only valid if **Dual Crdt** is 1.<br><br>If **Dual Crdt** is 1, at least one **College Credit Hrs** field is required. |
| **R-PEP Hrs** | Enter the number of hours per day that this course section meets as part of the Rural Pathway Excellence Partnership (R-PEP) program.<br><br>If the course section's daily meeting time is tracked in minutes, convert minutes to hours using the table below and report the corresponding number of hours. |

| Number of Minutes Per Day | Hour(s) Reported |
|---|---|
| 45-89 | 1 hour |
| 90-134 | 2 hours |
| 135-180+ | 3 hours |

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| **OnRamps** | Select Y if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin.<br><br>Edits:<br>• The field can only be set to Y for high school credit courses.<br>• **College Credit Hrs** cannot be 0.<br><br>**NOTE:**<br>If blank, the district-level setting is used.<br><br>The campus-level setting (Y/N) overrides the district-level setting. |

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| **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. |

❑ 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.**

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| **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. |

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| **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.<br>• 01 - Teacher Of Record<br>• 02 - Assistant Teacher<br>• 03 - Support Teacher |
| **Role ID** | Select the code indicating the capacity in which the instructor serves the students during the section.<br><br>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.<br><br>CTE FTEs are calculated utilizing this field. |

❑ Click **Save**.

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## Edit existing course-sections:

❑ To retrieve an existing course-section:

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| **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.<br><br>Examples:<br><br>• For Course Number, type 101 to retrieve all course numbers that start with 101. You must include leading zeros.<br><br>• For Title, type ENG to retrieve all course titles that start with ENG.<br><br>• 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.<br><br>• 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.

❑ Update course-sections as needed.

**Change the grid view:**
The default view in the grid is basic course information indicated by ⇒ **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **Scheduling** header, only restrictions information is displayed in the grid. The Scheduling header is displayed as ⇒ **Scheduling** indicating that it is the current view.

- Click for a course in the upper grid to add an additional section.
- Or, click **+Add** to add a section to a course that does not have any sections.

The fields below the grid are enabled.

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| **Scheduled** | (bottom-right) The number of students scheduled for the course and the remaining seats for the course is displayed. For example, if the course has a maximum of 50 seats, and 20 students are scheduled, 020/030 is displayed. |
| | Edit a record.<br>The data is displayed in fields below the grid allowing you to make changes.<br><br>Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. |

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| **(upper grid)** | Delete a course-section.<br>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.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |
| **(lower grid)** | Delete a meeting time for the course-section.<br>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.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |


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