

scheduling_campus_ms_sections_body_scheduling

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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. 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.


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