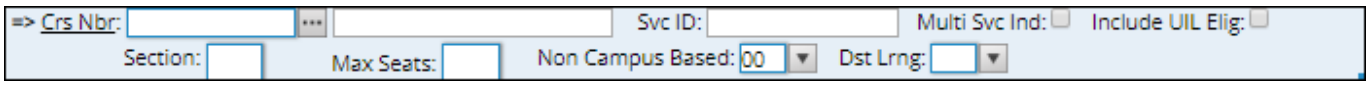


scheduling_campus_ms_sections_body_scheduling

Table of Contents

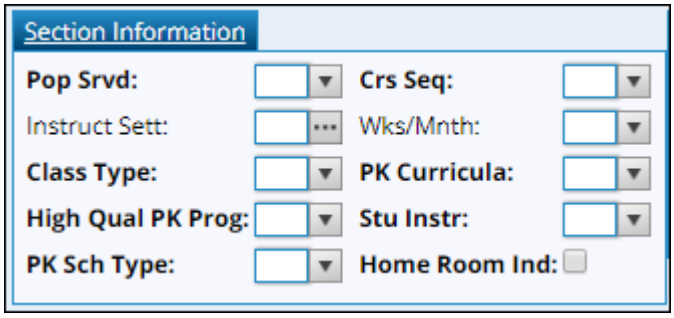
Add new course-sections:

❑ Click **+Add** in the upper grid.



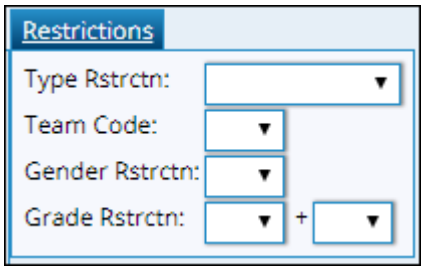
Crs Nbr	To add a section for a course that has no existing sections (i.e., not listed), click ⋮ to select the course. The course title and service ID are displayed.
Multi Svc Ind	Select if the instructor of the course must perform more than one service during the class.
Include UIL Elig	Select if the 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. 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. • If the field contains a value in the course-section record, that value is used. • 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). 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 **Section Information**:



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. 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. 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. This field applies only to PK and KG course-sections. TWEDS Data Element: E1440 (used for ECDS)

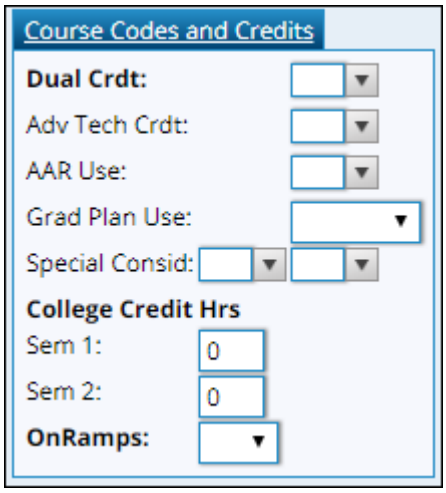
❑ Under **Restrictions**:



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.

❑ Under **Course Codes and Credits**:



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. • A course can be reported as either dual credit or ATC, but not both. • 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.
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. Values greater than 0 are only valid if **Dual Crdt** is 1. If **Dual Crdt** is 1, at least one **College Credit Hrs** field is required.

<table>
<tr><td>R-PEP Hrs</td><td>Enter the number of hours per day that this course section meets as part of the Rural Pathway Excellence Partnership (R-PEP) program.

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.
<table>
<tr><th>Number of Minutes Per Day</th><th>Hour(s) Reported</th></tr>
<tr><td>45-89</td><td>1 hour</td></tr>
<tr><td>90-134</td><td>2 hours</td></tr>
<tr><td>135-180+</td><td>3 hours</td></tr>
</table>
</td></tr>
<tr><td>OnRamps</td><td>Select Y if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin.

Edits:
• The field can only be set to Y for high school credit courses.
• College Credit Hrs cannot be 0.

NOTE:
If blank, the district-level setting is used.

The campus-level setting (Y/N) overrides the district-level setting.</td></tr>
</table>

District Information	Fields from the district master schedule are displayed for your reference.


ASCENDER
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Back Cover