

scheduling_ms_campus_prxies_body

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Click **Retrieve**.

- Existing proxies are 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 more proxies are retrieved than can be displayed on one page, you can page through the list.

Click **+Add** in the upper grid to add a new proxy. The fields below the grid are enabled.

Proxy	Type a proxy number to identify the proxy. The number cannot be the same as an existing course number. If you have changed the course number length on Maintenance > Master Schedule > District > District Control, a crosswalk is created, and the **New Proxy** field will display the new zero-padded proxy number next to the old proxy number.
Title	Type a description of the proxy, up to 15 characters.

Type ☐ Select the type of proxy you want to add.

The fields displayed depend on the type of proxy you select.

For all proxy types, the following fields are displayed:

Pregrid Restriction	If there are grade level restrictions that should restrict the course from being displayed in ASCENDER StudentPortal and SCH0133 - ASCENDER StudentPortal Course List (for ASCENDER districts), select the lowest grade level allowed for the course. In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course. When students access ASCENDER StudentPortal, the course will only be displayed in the subject area for students in the grade levels indicated. For example, if the course is for 7th and 8th grade students, select *07* in the **Pregrid Grd Restr** field, and type *1* in the **+** field. Select *EX* to exclude the course for all grade levels. This option is not available for proxies. If the **Pregrid Grd Restr** field is set to *EX*, any characters typed in the **+** field are cleared when you click **Save**.

If you select **Normal** or **Match**, the following field is also displayed:

Exclude from Stu Crs Requests	For match proxies, select if you want to exclude the proxy from the ASCENDER StudentPortal Student Course Requests system. Normal proxies are not used in ASCENDER StudentPortal.

If you select **Match**, the following fields are also displayed:

Include in Conflict Matrix	Select if you want to include the proxy in the conflict matrix report.
Grade Restriction	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.
View	Click to view and print the common sections of courses assigned to the proxy number. This button is only available for match proxies. Review, save, and print the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last 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.

Add courses to a proxy:

To add courses to the proxy, click in the upper grid to select the proxy, and then click **+Add** in the lower grid. A blank row is displayed in the lower grid.

Each proxy must contain at least two courses.

Course	Click to select the course. The course title is displayed.
Sec	Click to select a section. This field is only displayed for Control proxy courses.
Sem Cd	The semester for the selected section is displayed. This field is only displayed for control proxy courses.

Click **Save**.

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.
(upper grid)	Delete a proxy. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. 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 course from a proxy. 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. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. 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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