



**scheduling\_ms\_campus\_prxies\_body\_elem\_before\_mtgr**




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## To view or modify existing proxies:

☐ Click **Retrieve**.

Existing proxies are displayed in the upper grid.

- Click the spyglass icon  to modify the information. 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.
- 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](#).

## To add a proxy:

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

<b>Proxy</b>	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 <a href="#">Maintenance &gt; Master Schedule &gt; District &gt; District Control</a> , a crosswalk is created, and the <b>New Proxy</b> field will display the new zero-padded proxy number next to the old proxy number.
<b>Title</b>	Type a description of the proxy, up to 15 characters.


☐ Under **Type**, select **Control**.

## Add courses to a proxy:

The lower grid will list the courses and sections the home room teacher's students will be taking, including pull-out courses. This is a reflection of the student schedules, not the instructor's. Determine the section numbers needed by reviewing [SCH0120 - Master Schedule Section Info \(Next Yr\)](#).






☐ Click **+Add** in the lower grid. A blank row is displayed in the lower grid.

Each proxy must contain at least two courses.

<b>Course</b>	Click  to <a href="#">select the course</a> . The course title is displayed.
<b>Sec</b>	Refer to the <a href="#">SCH0120</a> report to determine which section to select.

☐ Click **Save**.

<b>Sem Cd</b>	The semester code for the selected course is displayed.
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	<p><a href="#">Edit a record.</a></p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid.</p>
 <b>(upper grid)</b>	<p><a href="#">Delete a proxy.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
 <b>(lower grid)</b>	<p><a href="#">Delete a course from a proxy.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>



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