



# **scheduling\_ms\_campus\_prxies\_intro\_scheduling**



# Table of Contents



This tab allows you to set up normal, control, and match proxies. A proxy contains the multiple courses that are frequently requested by students as a group. The courses are requested by entering the proxy number instead of the individual course numbers. A proxy must contain at least two courses.

**IMPORTANT:** When using proxies, make sure to use the proxy number (not the course number) during the student course request process.

- **Normal proxies** allow you to assign a group of courses to a student. The student is scheduled into the courses during the scheduling load. When you add the normal proxy number for a student, the courses are added as requests, not the proxy. Normal proxies are often used by middle school campuses to schedule required courses to an entire grade level.
- **Control proxies** allow you to schedule students into specific courses identified by the course and section numbers of the proxy. Control proxies are used to schedule students manually. They are commonly used for elementary scheduling, if the scheduling is done prior to running Move to Grade Reporting.
- **Match proxies** are used to match two courses when you want one course taken half of the school year and the other course taken the other half of the school year. Match proxies allow you to schedule a student into courses with the same section numbers for each course. The match proxy number assigned to the student ensures that he will have the matched courses the same period of the day. Match proxies are used to ensure that students are scheduled into two one-semester courses in different semesters in the same period of the day. A valid match proxy must have courses with the same section and same beginning/end periods, but different semesters, and the courses must exist in only one match proxy.
  - If you are using [Maintenance > Master Schedule Generator > Generate Campus Schedule](#), the courses contained in the match proxy are generated with matching periods of the day for each section created.
  - For match proxies, you have the option of selecting additional fields: **Include in Conflict Matrix, Exclude from Stu Crs Requests, Pregrid Restriction, and Grade Restriction.**
  - Before running a scheduling load, sections must be built for each course using matching section numbers and the same period of the day, but opposite semesters.

### Proxy Examples:

#### Normal Proxy Example:

6th Grade Normal Proxy

Course	Section	Semester	Period
Science 6			
ELAR 6			
Math 6			

Course	Section	Semester	Period
PE 6			
Social Studies 6			

**Control Proxy Example:**

Course	Section	Semester	Period
College Prep Eng 1	01	1	
College Prep Eng 1	01	2	

**Match Proxy Example:**

Course	Section	Semester	Period	Course	Section	Semester	Period
Government	01	1	3	Economics	01	2	3
Government	02	1	4	Economics	02	2	4
Government	03	2	7	Economics	03	1	7



## Back Cover