

Section (Grade Reporting)

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Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

This tab allows you to add or edit section records in the campus master schedule.

Create 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 <i>begin with</i> the characters or numbers you typed. For example, if you selected <i>Course Number</i> , type 101 to retrieve all course numbers that start with 101.
	• For course number, you must include leading zeros.
	• 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.
	• For instructor, begin typing the instructor's last name or control number. A drop-down list displays instructors whose last name <i>begins with</i> the characters you typed. Select the instructor.
	TIP: You can also type the first characters of the first and last name, separated by a comma, to retrieve an instructor. For example, type j,s to retrieve Jane Smith.
	Leave blank to retrieve all courses.

Click **Retrieve**.

A list of courses that meet the specified criteria is displayed in the upper grid.

Courses that do not have any sections (i.e., new courses) are not listed.

Change the grid view:

The default view in the grid is basic course information indicated by \Rightarrow **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **Scheduling** header, only restrictions information is displayed in the grid. The Scheduling header is displayed as \Rightarrow **Scheduling** indicating that it is the current view.

 \Box Click \bigcirc for a course in the upper grid to edit a section. \Box Or, click +Add to add a section, including for a course that does not have any sections.

The fields below the grid are enabled.

Crs Nbr	If you are adding a section for a course that is not listed (i.e., has no existing sections),	
	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. (This field is no longer in use. The data element MULTI-SERVICE-INDICATOR-CODE was deleted in the 2009-2010 Data Standards.)	
Lock	Select if you want to lock the course section so it cannot be added to more student schedules.	
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 district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.	
<u> </u>	Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.	
Section	the course.	
Max Seats	Type the number of seats available for the class.	
	NOTE: Course-sections with Max Seats set to 000 will not appear in TeacherPortal.	
Enrolled Students Sem #	The number of students actively enrolled at the campus and in the course-section for each semester are displayed.	
	This value is also displayed in the grid in the Stu Enroll Sem # fields. In the grid, the number of students is displayed as a hyperlink if it is greater than 0. Click the link to open a pop-up window which lists the students.	
	From the pop-up window, you can click the student ID to retrieve that student to Maintenance > Student > Individual Maint > Demo. When you click the link, the pop- up window closes, and the Demo tab opens with that student's data retrieved. TWEDS Data Element: NUMBER-STUDENTS-IN-CLASS (E0170)	
Stu W/D	This value is displayed in the grid only, and indicates the number of students <i>not</i>	
Sem # (grid)	actively enrolled in the course-section either due to withdrawing from the course- section or withdrawing from the campus, including No Show students. If the value is greater than 0, the value is displayed as a hyperlink. Click the link to open a pop-up window which lists the students included in the count.	
	From the pop-up window, you can click the student ID to retrieve that student to Maintenance > Student > Individual Maint > Demo. When you click the link, the pop- up window closes, and the Demo tab opens with that student's data retrieved.	

Non Campus Based	Select the code indicating if the course taught off campus (e.g., college campus-based and web-based courses).
	TWEDS Data Element: NON-CAMPUS-BASED-INSTRUCTION-CODE (E1072) (Code table C182) NOTE:
	Sections not taught by a district employee or contracted instructor cannot be set to 00. Be aware that leaving the field set to blank causes this field to have a default value of 00.
	If this field is set to 09 (i.e., <i>Out of District DAEP Program</i>), the campus ID must be registered in the Texas School Directory as a DAEP campus type.
	If this field is set to 10 (i.e., <i>Non-District PE Substitution Program</i>), the service ID must be PES00008, PES00009, PES00010, or PES00011.
Dst Lrng	Select the code indicating if the course is taken through distance learning technology.

Under Section Information:

Sped Stu Age	Select the age range of the students to whom teaching and paraprofessional staff will provide services.	
Pop Srvd	Select the code indicating the student population primarily targeted for the section.	
	TWEDS Data Element: POPULATION-SERVED-CODE (E0747) (Code table C030) This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.	
Instruct Sett	click [‡] to select the instructional setting used when providing instruction to the students in the section.	
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.	
	TWEDS Data Element: CLASS-TYPE-CODE (E1055) (Code table C179)	
High Qual PK Prog	Indicate if the campus-course-section participates in the High Quality PK Program consistent with requirements in TEC 29.167-29.171.	
	TWEDS Data Element: HIGH-QUALITY-PK-PROGRAM-INDICATOR (E1580) (Code table C088)	
PK Sch Type	Select the PK program offered at the campus for that course-section.	
	TWEDS Data Element: PK-SCHOOL-TYPE (E1555) (Code table DC152)	

Crs Seq	The code is use course precodi	ed when extracting ng.	course completion data	a for PEIMS and during end-of-
	In most cases	s, this field should	d be left blank.	
	The field should such as a credi taught during t	d only be used if th t recovery or self-p he first semester).	e course, or part of the aced course (e.g., the s	course, is taught out of sequence second semester of English I is
	Leave this field Link extract wil	blank if the course l extract the prope	e is not taught out of se r course sequence code	quence. The PEIMS Classroom e.
	TWEDS Data El	ement: COURSE-SE	EQUENCE-CODE (E0948) (Code table: C135)
	This field exists District Schedu Campus Sched Otherwise, the	s on the district-leve le) and the campus ule > Section). If the district value is use	el course record (Maint s section record (Mainte ne campus section reco ed.	enance > Master Schedule > enance > Master Schedule > rd has a value, that value is used.
	When the field used, which are	is blank on both th e based on the Nbr	e campus and district r • Sem field on the distr	ecords, the default values are ict course record, as follows:
	• If Nbr Sem is	s 1, the default valu	ue for course sequence	is 0 (i.e., one-semester course).
	• If Nbr Sem is 2, the default value considers the student's course assignments. For example, if the student is taking a two-semester course, the default course sequence for the first semester of the course is 1 (i.e., first half of a two-semester course), and the default course sequence for the second semester of the course is 2 (i.e., second half of a two-semester course).			
	• For a four-ser or blank. Howe blank.	mester course, if th ver, if the exam/se	e exam/semester patte mester pattern is not 2	ern is 2, this field must be set to 1 , this field must be set to 6 or
	• An error messa sequence code The table show selected.	ige is displayed if y table. Is the course seque	ou select a code that d nce codes allowed whe	oes not match the course on campus and district options are
	Campus Sem	District Nbr Sem	Crs Seq Cd Allowed	
	1	1	Any	
	2	1	Any	
	3	2	1, 3, 4, 6, 7, 8	
	4	1	Any	
	5	2	1, 3, 4, 6, 7, 8	
	7	2	1, 5, 4, 0, 7, 0	
	8	1		
	9	2	134678	
	A	2	1, 3, 4, 6, 7, 8	
	B	3	3. 6. and 7	
	C	2	1, 3, 4, 6, 7, 8	
	D	3	3, 6, and 7	
	E	3	3, 6, and 7	
	F	4	6	

Wks/Mnth	Select the code indicating the weeks of the month the section meets. For most sections, select option 04 (<i>Week 1, 2, 3, and 4</i>).
PK Curricula	Select the curricula used in the district's prekindergarten program section.
	TWEDS Data Element: PK-CURRICULA (E1579) (Code table C206)
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).
	TWEDS Data Element: STUDENT-INSTRUCTION (E1558) (Code table C210)
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.
	TWEDS Data Element: HOMEROOM-INDICATOR (E1440)

Under **Restrictions**:

Type Rstrctn	This field applies to the other restriction fields for this course section (gender, team, and grade level). F-Fixed - The restrictions always apply. S-Selectable - The restrictions can be overridden by the user.
Team Code	Select a team code if you want to restrict section membership to a certain group or team of students.
Gender Rstrctn	Select a gender if the section is restricted to one gender. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.
Grade Rstrctn	If there are grade level restrictions for the course, 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. If this field is blank, but there is a restriction code on the campus course record, the campus course code is used when adding the course to a student's schedule.

□ Under Child-Care Partnership:

 \Box Click +**Add** to add a record.

⑪	Delete a row.
	1. Click \square 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).
Operation Number	Enter the number of the childcare facility.
	CHILD-CARE-OPERATION-NUMBER (E1726) identifies the operation number of the childcare facility which participates in a partnership with a Local Education Agency.

Under Course Codes and Credits:

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.
	• If the use codes are blank on the student and section records, but there are AAR use codes on the district course, the district course codes are used.
	• If the AAR use codes are blank on the student record, but the section has AAR use codes, the section codes are used even if there are AAR use codes on the district course.
	• If there are AAR use codes on the student record, the student codes are used even if there are AAR use codes on the section or district course records.
	The code is used to determine where the course will print on the AAR. The field is only used if the code is different from the designated area for printing; otherwise, leave blank.
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)
	TWEDS Data Element: ATC-INDICATOR-CODE (E1058) (Code table C088)
	• 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.
	• A course can be reported as either dual credit or ATC, but not both.
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.
	TWEDS Data Element: DUAL-CREDIT-INDICATOR-CODE (E1011) (Code table C088)
Dual Crdt	Select the code indicating if students are eligible to receive both high school and college credit for the course.

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).
	• If there are special course consideration codes on the student record, the student codes are displayed on the AAR even if there are special course consideration codes on the section or district course records.
	• If the special course consideration codes are blank on the student record, but the section has special course consideration codes, the section codes are displayed on the AAR even if there are special course consideration codes on the district course.
	• If the special course consideration codes are blank on the student and section records, but there are special course consideration codes on the district course, the district course codes are displayed on the AAR.
College Credit Hrs	For each semester (up to four semesters), type the number of college credit hours the student will earn for the course. Per TWEDS 8.3.4 COLLEGE-CREDIT-HOURS (E1081), the value must be between 0-9.
	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.
	TWEDS Data Element: COLLEGE-CREDIT-HOURS (E1081)
OnRamps	Select Y if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin.
	TWEDS Data Element: ONRAMPS-DUAL-ENROLLMENT-INDICATOR-CODE (E1597) (Code table C088)
	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.

District InformationFields from the district master schedule are displayed for your reference.Campus InformationThe Grade Rstrctn fields from the campus course record (Maintenance >
Master Schedule > Campus Schedule > Course) are displayed.

 \Box To add a meeting time for the section, click **+Add** in the lower grid.

A blank row is added to the grid.

You must set up at least one meeting time for each section.

Include WD Meeting	Select to display all withdrawn meeting times (i.e., all entry and withdrawal dates for meeting times
Times	that have withdrawn instructors) for the current year in the lower grid.

#	A sequential number is displayed for each meeting time you add.
Sem	Select the code indicating the semester(s) the class meets.
	1 Semaster 1
	1 - Semester 1
	2 - Semester 2 2 - Semesters 1 5 2
	5 - Semester 3
	4 - Semester 5
	5 - Semesters 2 & 3
	$7 - \text{Semesters 1 } 2 \times 3$
	8 - Semester A
	9 - Semesters 1 & 4
	A - Semesters 2 & 4
	B - Semesters 1, 2, & 4
	C - Semesters 3 & 4
	D - Semesters 1, 3, & 4
	E - Semesters 2, 3, & 4
	F - Semesters 1, 2, 3, & 4
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	(Required) 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 Time End	Type the times when the class begins and ends. Use the <i>HH:MM</i> A format, where <i>HH</i> is the hour, <i>MM</i> is the minute, and and A is a.m. or p.m.
Lckout	Type the one-character code (Y or N) indicating if there is a lunch break after the scheduled class meeting.
Instr ID	Click to select an instructor.

For campus-based courses (i.e., the Non Campus Based field is set to 00), at least one meeting time record with the Class Role field set to 01 (<i>Teacher of Record</i>) is required. For non-campus-based courses (i.e., the Non Campus Based field is not 00), a teacher of record is not required. You can enter a teacher of record, but it is not extracted, and it does not create an instructor assignment record for PEIMS. There can be only one active teacher of record per section for each Time Begin/End range. 01 Teacher of Record - Indicates that the teacher is responsible for the classroom, making the final decisions about the instruction delivered and the final outcomes for the students assigned to the class (Role IDs 047 and 087 only). 02 Assistant Teacher - Indicates that the teacher is assigned to the class and works with the Teacher of Record providing instruction and/or other instructional services to the students in the class (Role IDs 047 and 087 only). 03 Support Teacher - Indicates that the teacher provides specialized instructional services on a regular or irregular basis to students in the class (Role IDs 047 and 087 only). 04 Substitute Teacher - Indicates that the substitute teacher serves in a classroom in the absence of a teacher certified for that assignment where the teacher has quit, died, or been terminated. 05 PK Classroom Aide - Indicates that the Classroom Aide (Role ID 033) serves the Teacher role Record I Admin > Admin > District Settings > Other (at the bottom.). True allows only class Role 01 (Teacher of Record) to have access. If the Role ID is 033-Educational Aide, the Class Role must be 05-PK Classroom Aide, and vice versa. If the Role ID is 03	Class Role	Select the code indicating the role served by an instructor for the class.
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		Rule: If the Role ID is 033-Educational Aide, the Class Role must be 05-PK Classroom
This field exists on the district-level course record (Maintenance > Master Schedule >		This field exists on the district-level course record (Maintenance > Master Schedule >
District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used.		District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used.

СТЕ	Select only if this section is taught by a Career & Technical Education (CTE)-certified teacher, or meets the exceptions described in the Student Attendance Accounting Handbook, Section 5.2.				
	CTE attendance will only be extracted for summer PEIMS if the student is enrolled in a course-section in which the teacher of record is flagged as CTE.				
Entry Date Withdraw Date	Entry Date	Type the first date the instructor was assigned or reassigned to the class in the current school year in the MMDDYYYY format.			
		TWEDS Data Element: ASSIGNMENT-BEGIN-DATE (E1065)			
	Withdraw Date	Type the date of the first instructional day <u>after</u> the last day of instruction.			
		Example : If a teacher leaves on a Friday, the WD should be Monday.			
	For instructors wi	th Class Role 01 (<i>Teacher of Record</i>), the following edits apply:			
	• The Withdraw	Date on a previous row and Entry Date on a new row can be the			
	same date, even	if the instructors are the same on both rows.			
	• An instructor's Entry Date cannot fall within another withdrawn instructor's Entry and Withdraw Dates , if the periods are the same for both rows.				
	• Two or more ins instructors are ac	structors can have the same Entry Date on different rows, if both stive and the period for each instructor is different.			
	• Although the Instructor field is not required, the instructor's Entry Date cannot be blank. This situation could occur if you do not know which instructor will be teaching the class at the time of entry. Enter the instructor as soon as you have the information available.				
	• The Entry Date the semester in w	e for a one-semester course must fall within the calendar dates for which it is taught.			
ADSY	Selesset foeliddsliverte school years. If selected, the us prior year on <i>Grad</i> <i>Assign</i> .	the AD SY of the 2011 the Ose extending transition of a power for prior ser may add an ADSY course section to the student's schedule in the de Reporting > Maintenance > Student > Individual Maint > Crs			

Student

Click Save.

Ω	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.

1 1 1	Delete a course-section.
(upper grid)	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).
	If you attempt to delete a section before the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, you are prompted to confirm that you want to continue. Click OK .
	• Sections can be deleted after the PEIMS snapshot date, as long as there are no students assigned to the course section.
1	Delete a meeting time for the course-section.
(lower grid)	1. Click us 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).
	If you attempt to delete a meeting time before the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, you are prompted to confirm that you want to continue. Click OK .
	You must delete an instructor's most recent meeting time record before deleting an older record. For example, if an instructor has two meeting time records, you must delete the most recent record before you can delete the older record.
	If you type over the instructor ID or select to delete a meeting time row on or after the PEIMS snapshot date, a warning message is displayed indicating that you should not delete the row if an instructor taught the course at any time. Do not click OK unless you intend to continue. You should only delete a row after the snapshot date if the row was entered by mistake. Otherwise, if you delete valid data, you will need to reenter the information.
	If you delete a meeting time row, a TeacherPortal administrative user will still be able to access the instructor's attendance and grades in TeacherPortal.



Back Cover