

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 *begin with* the characters or numbers you typed. For example, if you selected *Course Number*, 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 *begins with* 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 ⇒ **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 ⇒ **Scheduling** indicating that it is the current view.

- Click  for a course in the upper grid to edit a section.
- 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). Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.
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 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.
Stu W/D Sem # (grid)	This value is displayed in the grid only, and indicates the number of students *not* 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). **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., *Out of District DAEP Program*), 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., *Non-District PE Substitution Program*), 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 **PEIMS** or **Section**:

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. 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).
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.
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.
PK Sch Type	Select the PK program offered at the campus for that course-section.

Crs Seq

The code is used when extracting course completion data for PEIMS and during end-of-course precoding.

In most cases, this field should be left blank.

The field should only be used if the course, or part of the course, is taught out of sequence such as a credit recovery or self-paced course (e.g., the second semester of English I is taught during the first semester).

Leave this field blank if the course is not taught out of sequence. The PEIMS Classroom Link extract will extract the proper course sequence code.

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).

When the field is blank on both the campus and district records, the default values are used, which are based on the **Nbr Sem** field on the district course record, as follows:

• If **Nbr Sem** is 1, the default value 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-semester course, if the exam/semester pattern is 2, this field must be set to 1 or blank. However, if the exam/semester pattern is not 2, this field must be set to 6 or blank.

•
An error message is displayed if you select a code that does not match the course sequence code table.
The table shows the course sequence codes allowed when campus and district options are selected.

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
6	2	1, 3, 4, 6, 7, 8
7	3	3, 6, and 7
8	1	Any
9	2	1, 3, 4, 6, 7, 8
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 (*Week 1, 2, 3, and 4*).
PK Curricula	Select the curricula used in the district's prekindergarten program section.
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).
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.

❑ 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).
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 **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.

<table>
<tr><td>AAR Use</td><td>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.
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.

• 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.

• 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 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.</td></tr>
<tr><td>Grad Plan Use</td><td>Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type.</td></tr>
<tr><td>Special Consid</td><td>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.</td></tr>
<tr><td>College Credit Hrs</td><td>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.</td></tr>
<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>
</table>

OnRamps	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.

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

❑ 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 Times	Select to display all withdrawn meeting times (i.e., all entry and withdrawal dates for meeting 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 - Semester 1 2 - Semester 2 3 - Semesters 1 & 2 4 - Semester 3 5 - Semesters 1 & 3 6 - Semesters 2 & 3 7 - Semesters 1, 2, & 3 8 - Semester 4 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 *HH:MM A* format, where *HH* is the hour, *MM* 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.
Class Role	Select the code indicating the role served by an instructor for the class. **NOTE**: While TEA has removed the requirement to assign a 01 – Teacher of Record to all sections, ASCENDER continues to require a 01 – Teacher of Record row due to its extensive use in background system processes. If an LEA chooses not to assign an instructor as 01 – Teacher of Record on sections that include other classroom positions (positions other than Teacher of Record), **the individual serving as the teacher will not display on certain reports**, such as report cards, and the display in the ASCENDER Portals may also be impacted. 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 (*Teacher of Record*) 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 of Record on a regular or irregular basis in the PK classroom (valid for Submission 3 only). **NOTE:** Class Roles 01, 02, 03 and 04 will have the same access in TeacherPortal, unless modified on TeacherPortal Admin > Admin > District Settings > Other (at the bottom.) *True* allows only class Role 01 (Teacher of Record) to have access. *False* allows anyone with a teacher role identified on the section to have access. If the **Role ID** is 033-Educational Aide, the **Class Role** must be 05-PK Classroom Aide, and vice versa.

<table>
<tr><td>Role ID</td><td>Select the code indicating the capacity in which the instructor serves the students during the section.

Rule: If the Role ID is 033-Educational Aide, the Class Role must be 05-PK Classroom Aide, and vice versa.
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).</td></tr>
<tr><td>CTE</td><td>Select this field to indicate that the course-section is eligible for CTE funding.

CTE attendance is only eligible for funding when the student is enrolled in a course-section where the teacher of record row is flagged as CTE-eligible.</td></tr>
<tr><td>Entry Date
Withdraw Date</td><td>
<table>
<tr><td>Entry Date</td><td>Type the first date the instructor was assigned or reassigned to the class in the current school year in the MMDDYYYY format.</td></tr>
<tr><td>Withdraw Date</td><td>Type the date of the first instructional day after the last day of instruction.

Example: If a teacher leaves on a Friday, the WD should be Monday.</td></tr>
</table>

For instructors with Class Role 01 (Teacher of Record), 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 instructors can have the same Entry Date on different rows, if both instructors are active 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 for a one-semester course must fall within the calendar dates for the semester in which it is taught.</td></tr>
</table>

These fields were added as of the 2011-2012 school year. They do not appear for prior school years.

❑ 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 course-section. 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.
(lower grid)	Delete a meeting time for the course-section. 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 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.


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