

Sections (Campus Master Schedule)

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Sections 1

Sections

Scheduling > Maintenance > Master Schedule > Campus > Sections

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

Create sections:

Field	Description
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. Examples: • For Course Number, type 101 to retrieve all course numbers that start with 101. You must include leading zeros. • For Title, type ENG to retrieve all course titles that start with ENG. • 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. • Leave blank to retrieve all courses.

Click **Retrieve**.

- A list of courses that meet the specified criteria is 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 courses are retrieved than can be displayed on one page, you can page through the list.

- 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 add an additional section.
- Or, click **+Add** to add a section to a course that does not have any sections.

The fields in the free-form area below the grid are enabled.

Field	Description
Crs Nbr	To add a section for a course that has no existing sections (i.e., not listed), 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.
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 campus section record (Maintenance > Master Schedule > Campus > Sections) as well as the district course record (Maintenance > Master Schedule > District > Courses). Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal. • If the field contains a value in the course-section record, that value is used. • If the field is blank in the course-section record, the field on the district course record is used.
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 in the classroom.
Non Campus Based	Select the code indicating if the course taught off campus (e.g., college campus-based and Internet-based courses). On Maintenance > Master Schedule Generator > Generate Campus Schedule > Sections, this field displays *00* (i.e., *not applicable*) and cannot be updated on this tab. However, this setting can be updated once the master schedule has been accepted and the sections have been moved to Maintenance > Master Schedule > Campus > Sections.
Dst Lrng	Select the code indicating if the course is taken through distance learning technology.

Field	Description	
Section Information	**Pop Srvd**	Select the code indicating the student population primarily targeted for the section.
	Crs Seq	Select the code indicating the sequence of the course, which is not necessarily the semester in which the course is taught.
	Instruct Sett	Click ⋮ to select the instructional setting used when providing instruction to the students in the section.
	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*).
	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.
	PK Curricula	Select the curricula used in the district's prekindergarten program section. This field is required if service ID is 01010000 and should be blank for all others. TWEDS Data Element: PK-CURRICULA (E1579)
	High Qual PK Prog	Indicate if the campus-course-section participates in a High Quality PK Program consistent with requirements in TEC 29.167-29.171. This field is required if service ID is 01010000 and should be blank for all others.
	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). This field is required if service ID is 01010000 and should be blank for all others.
	PK Sch Type	Select the PK program offered at the campus for that course-section. This field is required if service ID is 01010000 and should be blank for all others.
	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. This field applies only to PK and KG course-sections. TWEDS Data Element: E1440 (used for ECDS)

Field	Description	
Restrictions	**Type Rstrctn**	Select the code indicating if the restrictions always apply (i.e., fixed) or can be overridden (i.e., selectable) by the user. This field applies to the other restriction fields for this course-section (gender, team, and grade level).
	Team Code	(Optional) If you are using Team Code, select a team code if you want to restrict section membership to a certain group or team of students. Team codes are established on Maintenance > Team Code.
	Gender Rstrctn	Select a gender if the section is restricted to one gender.
	Grade Rstrctn	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.

<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td>Course Codes and Credits</td><td>Dual Crdt</td><td>Select the code indicating if students are eligible to receive both high school and college credit for the course.</td></tr>
<tr><td></td><td>Adv Tech Crdt</td><td>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.</td></tr>
<tr><td></td><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.</td></tr>
<tr><td></td><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></td><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).</td></tr>
<tr><td></td><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></td><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>
<tr><td></td><td>OnRamps</td><td>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.</td></tr>
<tr><td>District Information</td><td colspan="2">Fields from the district master schedule are displayed for your reference.</td></tr>
</table>

Field	Description
Campus Information	The **Grade Rstrctn** fields from the campus course record (Maintenance > Master Schedule > Campus > Courses) are displayed for your reference.

To add a meeting time for the section, click **+Add** in the lower grid. A blank row is displayed in the grid.

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

Meeting	A sequential number is displayed for each meeting time you add.
Sem	Select the code indicating the semester(s) the class meets.
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	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 Per End	The system (i.e., current) time is displayed by default. If necessary, click in the field to select the time of day when the incident occurred. Select **AM** or **PM**.
Lckout	Type the one-character alphanumeric code indicating if there is a lunch break after the scheduled class meeting.
Instr ID	Type the three-digit instructor number to add to the campus master schedule.
Class Role	Select the code indicating the role served by an instructor for the class. • 01 - Teacher Of Record • 02 - Assistant Teacher • 03 - Support Teacher

The Meeting field displays sequential numbers for each meeting time you add.

In the Sem field, type or click to select the code indicating the semesters the class meets.

In the Days field, type or click to select the code indicating the days the class meets.

In the Per Beg and Per End fields, click to indicate the periods when the class begins and ends.

In the Room field, type the room number in which the class meets. The room can be up to four characters.

In the Time Begin and Time End fields, type the times when the class begins and ends. Use the HH:MM A format, where HH is the hour, MM is the minutes, and A is a.m. or p.m.

In the Lckout field, type the code indicating if there is a lunch break after the scheduled class meeting. The code is one character.

In the Instr ID field, click to select the instructor for the class. The instructor's name is displayed in the Instructor field.

In the Class Role field, type or click to select the code indicating the role served by an instructor for the class.

Notes:

For campus-based courses (i.e., the Non Campus Based field is set to 00), the following applies:

At least one meeting time record with the Class Role field set to 01 is required.

If a course has multiple meeting times, and there is a meeting time period with the Class Role field not set to 01, there must also be a matching meeting time period with the Class Role field set to 01.

For noncampus-based courses (i.e., the Non Campus Based field is not set to 00), only one class role of 01 is allowed.

The Class Role field is disabled for years prior to 2011.

To delete a meeting time, click . A message is displayed asking if you want to delete the section meeting.

Click Yes to delete the meeting time. Otherwise, click No.

Click Save.

The Scheduled field displays the number of students scheduled for the course and the remaining seats for the course. For example, if the course has a maximum of 50 seats, and 20 students are scheduled, 20/30 is displayed.

To edit a course record, click . The data is displayed in the free-form area below the grid allowing you to make changes.

Update the fields in the free-form area, and then click Save. The changes are displayed in the grid.

To delete a course section, click . 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.

Click Save. The selected rows are deleted.

Note: You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.


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