



ASCENDER Registration - Enroll, Re-Enroll or Pre-Enroll a Student

Table of Contents

ASCENDER Registration - Enroll or Re-Enroll a Student	1
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ASCENDER Registration - Enroll or Re-Enroll a Student

This guide covers the steps for enrolling a new student in the district using the ASCENDER Registration application, as well as re-enrolling a student who was previously enrolled in the district.

For information on registering a student who enrolled via ASCENDER ParentPortal online student enrollment, see the ASCENDER Registration - Register Students From ParentPortal Online Enrollment guide.

Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.
- You must be a registered ASCENDER user and have rights to access the campus on which you are registering the student.
- For more detailed information about individual fields, see online Help in the ASCENDER Student system.
- This guide is based on ????????

Checklist Overview

The following steps are covered in this guide:

- Enroll a student who has never been enrolled in the district:
 - Create a student record.
 - Add a student demographic data.
- Re-enroll a student from an historical record.
- Enroll the student in special programs.

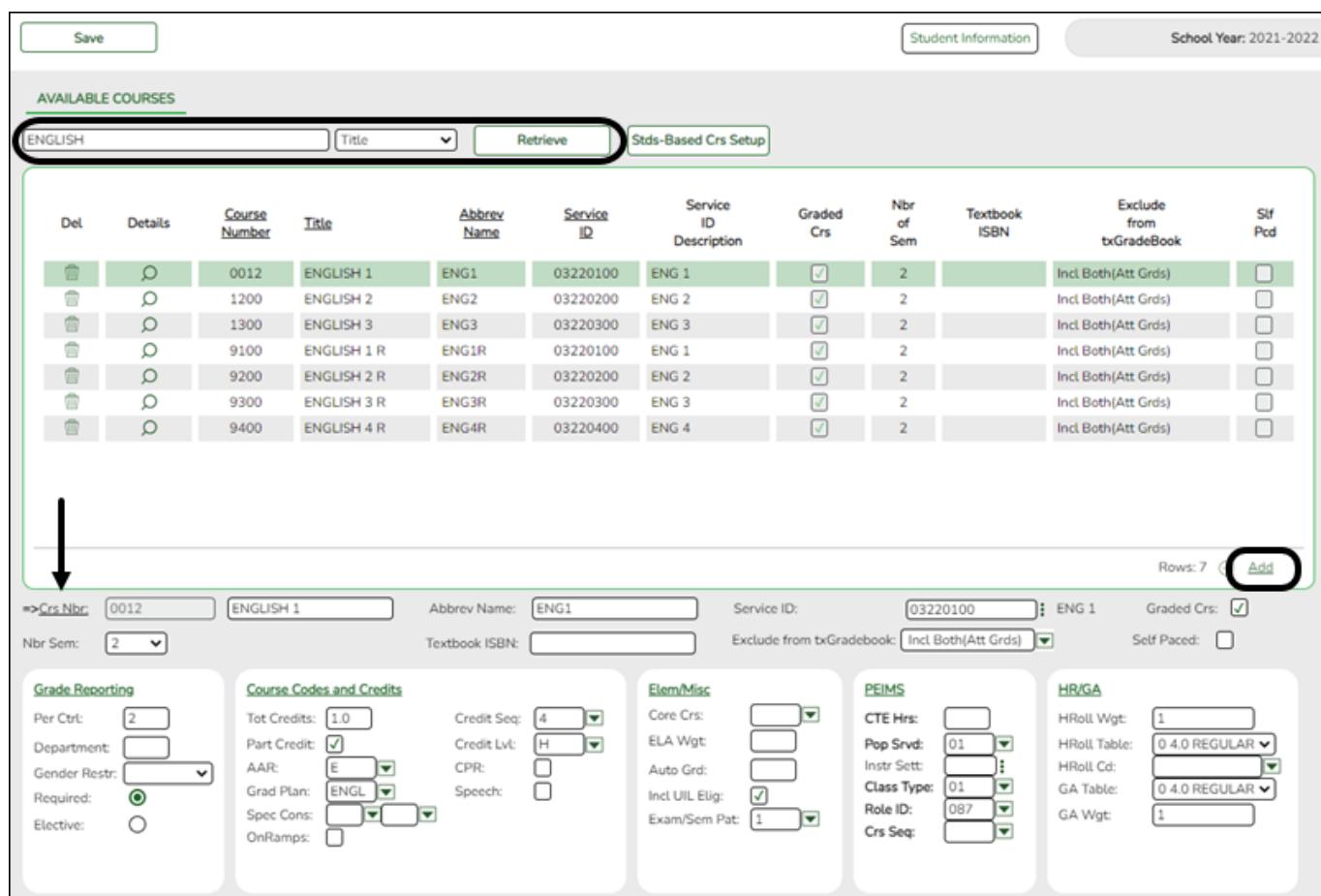
Confirm Course in District Master Schedule

District Level

Before proceeding, confirm that any courses you wish to add to the campus master schedule exist in the district master schedule. Only courses in the district master schedule can be added to the campus master schedule.

The district master schedule can only be updated by staff who have been granted maintenance access to this page.

Grade Reporting > Maintenance > Master Schedule > District Schedule



Save Student Information School Year: 2021-2022

AVAILABLE COURSES

ENGLISH Title Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Stf Pcd
<input type="checkbox"/>	<input type="checkbox"/>	0012	ENGLISH 1	ENG1	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1200	ENGLISH 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1300	ENGLISH 3	ENG3	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9100	ENGLISH 1 R	ENG1R	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9200	ENGLISH 2 R	ENG2R	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9300	ENGLISH 3 R	ENG3R	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9400	ENGLISH 4 R	ENG4R	03220400	ENG 4	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 7 Add

Crse Nbr: 0012 English 1 Abbrev Name: ENG1 Service ID: 03220100 ENG 1 Graded Crs:

Nbr Sem: 2 Textbook ISBN: Exclude from txGradebook: Incl Both(Att Grds) Self Paced:

Grade Reporting Course Codes and Credits Elem/Misc PEIMS HR/GA

Per Crtr: 2 Tot Credits: 1.0 Credit Seq: 4 Core Crs: CTE Hrs: HRoll Wgt: 1
 Department: Part Credit: Credit Lvl: H ELA Wgt: Pop Srvd: 01 HRoll Table: 0 4.0 REGULAR
 Gender Restr: AAR: E CPR: Auto Grd: Instr Sett: HRoll Cd: 0 4.0 REGULAR
 Required: Grad Plan: ENGL Spec Cons: Incl UIL Elig: Class Type: 01 GA Table:
 Elective: OnRamps: Speech: Exam/Sem Pat: 1 Role ID: 087 GA Wgt: 1
 Crs Seq:

- Search for the course by course number, title, abbreviated name, or service ID:
 - Select the field by which you want to search for courses.
 - Type all or part of the search phrase.
 - If you search by course number, title, or service ID, the search retrieves courses that *begin* with the characters or numbers you typed. For example, if you select *Title*, type 'eng' to retrieve all courses with a title that start with Eng.
 - For *Course Number*, you must include leading zeros.
 - If you search by abbreviated name, the search retrieves courses that contain the characters you

typed. For example, type 'math' to retrieve all abbreviated names that contain the letters math, such as AP MATH.

- Leave blank to retrieve all courses.
- Click **Retrieve**.

A list of courses that meet the specified criteria is displayed. **Confirm that the course is listed in the district master schedule.**

- 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.
- If more courses are retrieved than can be displayed on one page, you can page through the list. Pagination is only available if more courses are retrieved than can be displayed on one page. See online Help for assistance.

If a course needs to be added, click **+Add**. The fields are displayed below the grid allowing you to add a course record.

In the **Crs Nbr** field and the field next to it, type an unused four- to eight-digit course number and the course title (up to 15 characters). Enter all other necessary data for the course. See online Help for assistance with these fields.

Click **Save**.

Confirm Course in Campus Master Schedule

Campus Level

The campus master schedule includes all courses that can be offered at the campus. A student can only be scheduled into courses that exist in the master schedule at the campus she is enrolled in.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

Course Selection												Course	Section	Instructor	Copy Course Section
ENGLISH				Title		Retrieve									
Details	Course Number	Title	Service ID	Service ID Description	Nbr of Sem	Self-Paced	Grd Rstrctn	Grd Rstrctn Addl	Textbook ISBN	Pregrid Grd Rstrctn	Pregrid Addl Grd Rstr	Graded Courses	Exclude from txGradeBook		
<input type="checkbox"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)		
<input type="checkbox"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)		
<input type="checkbox"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)		
<input type="checkbox"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)		
<input type="checkbox"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)		
<input type="checkbox"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)		

Rows: 6

Search Fields: >Crs Nbr: 1200, Title: ENGLISH 2, Service ID: 03220200, Grd Rstr: ENG 2, Textbook ISBN: , Pregrid Grd Rstr: , Exclude from txGradebook: Incl Both(Att/Grds)

Filter Fields: Nbr Sem: 2, Self Paced: N

Options: Excl Conflict Matrix: , Can Split Opt: , Rpt Card Grd Typ: A, B, C, D, F

Grade Reporting: Per Ctrl: 2, Department: , Gender Restr: , Required: , Elective:

Course Codes and Credits: Tot Credits: 1.0, Credit Lvl: H, Part Credit: Y, Credit Seq: 4, AAR Use: E, CPR: N, Grad Plan Use: ENGL, Speech: N, Spec Cons:

Elem/Misc: Core Crs: , ELA Wgt: , Auto Grd: , Incl ULL Elig: Y, Exam/Sem Pttrn: 1, Skills Based:

PEIMS: CTE Hrs: , Pop Srvd: 01, Instr Sett: , Class Type Cd: 01, Role Id: 087, Crs Seq:

HR/GA: HRoll Wgt: 1, HRoll Table: 0, HRoll Cd: , GA Table: 0, Ga Wgt: 1

Search for the course by course number, title, abbreviated name, or service ID:

- Select the field by which you want to search for courses.
- 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 select *Title*, type 'eng' to retrieve all courses with a title that start with Eng.
 - For *Course Number*, you must include leading zeros.
 - Leave blank to retrieve all courses.

• Click **Retrieve**.

A list of courses that meet the specified criteria is displayed. **Confirm that the course is listed in the campus master schedule.**

- 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.
- If more courses are retrieved than can be displayed on one page, you can page through the list. Pagination is only available if more courses are retrieved than can be displayed on one page. See online Help for assistance.

If the course is not in the campus master schedule, it must be added using the Course Selection tab as described next.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course Selection

Save

COURSE SELECTION

Credit level:

High

Retrieve

District Courses to Add:

<input type="checkbox"/>	0012 ENGLISH 1
<input type="checkbox"/>	0782 PRIN INFO TECH
<input type="checkbox"/>	0783 PRIN AG
<input type="checkbox"/>	0784 PRIN OF BUSINES
<input type="checkbox"/>	0785 SPANISH 1
<input type="checkbox"/>	0786 PRIN A/AV/T/C
<input type="checkbox"/>	0787 ROBOTICS 1
<input type="checkbox"/>	0831 8 ALGEBRA I
<input type="checkbox"/>	0884 INVEST CAREERS
<input type="checkbox"/>	0885 SPANISH 2
<input type="checkbox"/>	0886 PRIN HUMAN SRV
<input type="checkbox"/>	0887 PRIN OF BUSINES
<input type="checkbox"/>	0888 VIDEO GAME DES
<input type="checkbox"/>	8411 YEARBOOK2 SELF

COURSE

SECTION

INSTRUCTOR

COPY COURSE SECTION

Campus Courses to Delete:

<input type="checkbox"/>	1000 ADVISORY
<input type="checkbox"/>	1101 H ENGLISH 1
<input type="checkbox"/>	1200 ENGLISH 2
<input type="checkbox"/>	1201 H ENGLISH 2
<input type="checkbox"/>	1300 ENGLISH 3
<input type="checkbox"/>	1301 OR ENGLISH 3
<input type="checkbox"/>	1302 TC COMP 1 & 2
<input type="checkbox"/>	1303 UTPB COMP 1 & 2
<input type="checkbox"/>	1400 BUS ENGLISH
<input type="checkbox"/>	1401 AP ENGLISH 4
<input type="checkbox"/>	1402 TC BRITAM LIT
<input type="checkbox"/>	1403 UTPB BRITAM LIT
<input type="checkbox"/>	2100 ALGEBRA 1
<input type="checkbox"/>	2101 H ALGEBRA 1
<input type="checkbox"/>	2102 GEOMETRY
<input type="checkbox"/>	2103 H GEOMETRY
<input type="checkbox"/>	2104 ALGEBRA 2
<input type="checkbox"/>	2105 H ALGEBRA 2
<input type="checkbox"/>	2106 FINANCIAL MATH
<input type="checkbox"/>	2107 OR PRECAL
<input type="checkbox"/>	2108 OR STATS

→

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First

◀

1 ▾

/ 6

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Last

□ Select the **Credit Level** and click **Retrieve**.

All courses in the district master schedule are listed under **District Courses to Add** (left grid), except for courses that have already been selected for the campus master schedule.

□ Select the course(s) in the left grid that need to be added to the campus master schedule.

□ Click **→** to add the selected course(s) to the campus master schedule. The course(s) move to the right grid.

□ Click **Save**. You should now be able to retrieve those courses on the Course tab as described next.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

ENGLISH Title Retrieve

Details	Course Number	Title	Service ID	Service ID Description	Nbr of Sem	Self-Paced	Grd Rstrctn	Grd Rstrctn Addl	Textbook ISBN	Pregrid Grd Rstrctn	Pregrid Addl Grd Rstr	Graded Courses	Exclude from txGradeBook
<input type="checkbox"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="checkbox"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Incl Both(Att/Grds)

Rows: 6

»Crs Nbr: 1200 ENGLISH 2 Service ID: 03220200 ENG 2 Graded Crs: Y
 Nbr Sem: 2 Grd Restr: +
 Self Paced: N Textbook ISBN:
 Exclude from txGradebook: Incl Both(Att/Grds)

Options: Excl Conflict Matrix:
 Can Split Opt:
 Rpt Card Grd Typ: A, B, C, D, F

Grade Reporting: Per Ctrl: 2 Department:
 Gender Restr:
 Required:
 Elective:

Course Codes and Credits: Tot Credits: 1.0 Credit Lvl: H
 Part Credit: Y Credit Seq: 4
 AAR Use: E CPR: N
 Grad Plan Use: ENGL Speech: N
 Spec Cons:

Elem/Misc: Core Crs:
 ELA Wgt:
 Auto Grd:
 Incl UIL Elig: Y
 Exam/Sem Ptnr: 1
 Skills Based:

PEIMS: CTE Hrs:
 Pop Srvd: 01
 Instr Sett:
 Class Type Cd: 01
 Role Id: 087
 Crs Seq:

HR/GA: HRoll Wgt: 1
 HRoll Table: 0
 HRoll Cd:
 GA Table: 0
 Ga Wgt: 1

- Retrieve the course by course number, title, or service ID as described previously.
- Click on the spyglass to select the course. The fields below the grid are populated with data copied from the district master schedule.
- Some fields can be modified at the campus level. Modify these fields if necessary. See online Help for assistance with these fields.
- Click **Save**.

Confirm Instructor at Campus

Instructor

Confirm that the instructor who will be teaching any new course is properly set up in the campus master schedule. The instructor must be listed on this tab in order to be assigned to a course-section in the campus master schedule.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor

Save
Student Information
School Year: 2021-22

COURSE SELECTION
COURSE
SECTION
INSTRUCTOR
COPY COURSE SECTION

Del	Detail	Instr Id	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
<input type="checkbox"/>	<input type="checkbox"/>	041				THECB	COLLEGE						<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	042				THECB	PB						<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	098	000098			PATIL	PARVATI						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	108	000108			CHANG	CHO						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	112	000112			THOMAS	DEAN						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	216	000216			FINNIGAN	SEAMUS						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	248	000248			ABBOTT	HANNAH						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	305	000305			PATIL	PADMA						<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	365	000365			DIGGORY	CEDRIC						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	368	000368			FINCH-FLETCHLEY	JUSTIN						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	370	000370			BULSTRODE	MILICENT						<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	371	000371			LOVEGOOD	LUNA						<input type="checkbox"/>

First
◀
1
/2
▶
Last

[+ Add](#)

Instr Nbr:
Staff ID:
Home Room:
Instructor Status:

Name:

First
Middle
Last
Generation

Maximum Values

Study Halls/Day:

Periods/Day:

Contact Periods/Year:

Restrictions

Sections/Sem:

Preps/Sem:

Subject Area:

Reserved Room:

Designators

1:

2:

3:

Elementary

Grade:

Section:

Exclude from Fall PEIMS:

Locate the instructor.

- 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.
- If more instructors are retrieved than can be displayed on one page, you can page through the list. See online Help for assistance.

If the instructor is not found on this tab, add the instructor.

Note: These employees must already be entered in the Human Resources application in order to populate the **Staff ID** field lookup. The **Name** fields are automatically populated when the **Staff ID** is selected.

If the employee is not already added in HR, you can assign a temporary staff ID as described in online Help.

- Click **+Add**.
- In the **Instr Nbr** field, type an unused instructor ID (i.e., control number).
- Enter all required data for each employee. See online Help for assistance with the fields.
- Click **Save**.

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7

ASCENDER Registration - Enroll, Re-Enroll or Pre-Enroll a Student

Create New Course-Sections

Create Course-Section

If you need to add a new section to a course that is already offered at the campus, you can copy an existing section of that course. Otherwise, you can add section records from scratch.

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

This tab allows you to create new sections for a course by copying an existing section of that course.

Section	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instructor	Class Role	Role ID	CTE	Entry	ADSY
07	3	05	03	03	207				517	01	087		08-09-2021	
08	3	05	03	03	207				517	01	087		08-09-2021	

- Select the course and section from which to copy data.
- In the **Create Section** field, type the new section number(s). Separate multiple section numbers with a comma (e.g., 04,05,06).
- Click **Create**. The grid is populated with the data for the new section(s).
- Update the data for the new section(s) as needed. See online Help for assistance with the fields.
- Click **Save**.

Once a section is created, it can be updated on the Section tab as described next.

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

This tab allows you to create new sections of a course or edit existing sections.

Course Selection																																																
Course Selection		Course		Section		Instructor		Copy Course Section																																								
				Title				Retrieve																																								
Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based																																		
		0911	ENGLISH 1 ALT	10	010	4	0	4	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00																																			
		0911	ENGLISH 1 ALT	11	010	1	2	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00																																			
		0911	ENGLISH 1 ALT	12	010	2	0	2	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00																																			
		0911	ENGLISH 1 ALT	60	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00																																			
		0912	ENGLISH 2 ALT	10	010	1	4	1	1	<input type="checkbox"/>	N	<input type="checkbox"/>	00																																			
		0912	ENGLISH 2 ALT	11	010	5	3	5	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00																																			
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Add"/>																																																
=> Crs Nbr: 0911; ENGLISH 1 ALT Svc ID: 03220107 Multi Svc Ind: <input type="checkbox"/> Lock: <input type="checkbox"/> Include UIL Elig: <input type="checkbox"/> N																																																
Section: 10 Max Seats: 010 Enrolled Students Sem 1: 4 Sem 2: 4 Non Campus Based: 00 Dst Lrng: <input type="checkbox"/>																																																
<div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> Section Information <p>Sped Stu Age: <input type="text" value="00"/> Crs Seq: <input type="text"/></p> <p>Pop Srvd: <input type="text"/> Wks/Mnth: <input type="text"/></p> <p>Instruct Sett: <input type="text"/> PK Curricula: <input type="text"/></p> <p>Class Type: <input type="text"/> Stu Instr: <input type="text"/></p> <p>High Qual PK Prog: <input type="text"/> Home Room Ind: <input type="checkbox"/></p> <p>PK Sch Type: <input type="text"/></p> </div> <div style="width: 33%;"> Restrictions <p>Type Rstrctn: <input type="text"/></p> <p>Team Code: <input type="text"/></p> <p>Gender Rstrctn: <input type="text"/></p> <p>Grade Rstrctn: <input type="text"/></p> </div> <div style="width: 33%;"> Course Codes and Credits <p>Dual Crdt: <input type="text"/></p> <p>Adv Tech Crdt: <input type="text"/></p> <p>AAR Use: <input type="text"/></p> <p>Grad Plan Use: <input type="text"/></p> <p>Special Consid: <input type="text"/></p> <p>College Credit Hrs</p> <p>Sem 1: <input type="text" value="0"/></p> <p>Sem 2: <input type="text" value="0"/></p> <p>OnRamps: <input type="text"/></p> </div> </div>																																																
<div style="display: flex; justify-content: space-between;"> <div style="width: 33%;"> Child Care Partnership <p>Delete Operation Number</p> <p><input type="button" value="Delete"/> <input type="button" value="Add"/></p> </div> <div style="width: 33%;"> District Information <p>Crs Seq: <input type="text"/> Exam/Sem Pat: <input type="text" value="1"/> Gender Rstrctn: <input type="checkbox"/></p> <p>Instruct Set: <input type="checkbox"/> AAR Use: <input type="checkbox" value="E"/> Self Paced: <input type="checkbox"/></p> <p>Pop Srvd: <input type="text" value="06"/> Grad Plan Use: <input type="checkbox"/> Class Type: <input type="text" value="02"/></p> <p>Role ID: <input type="text" value="087"/> Special Consid: <input type="checkbox"/> CPR: <input type="checkbox" value="N"/></p> <p>Nbr Sem: <input type="text" value="2"/> Incl UIL Elig: <input type="checkbox"/> Speech: <input type="checkbox" value="N"/></p> <p>OnRamps: <input type="checkbox"/></p> </div> <div style="width: 33%;"> Campus Information <p>Grade Rstrctn: <input type="checkbox"/> Rstrctn AddL: <input type="checkbox"/></p> </div> </div>																																																
<table border="1"> <thead> <tr> <th>Del</th> <th>Sem</th> <th>Days</th> <th>Per Begin</th> <th>Per End</th> <th>Room</th> <th>Time Begin</th> <th>Time End</th> <th>Lckout</th> <th>Instr ID</th> <th>Instructor</th> <th>Class Role</th> <th>Role ID</th> <th>CTE</th> <th>Entry Date</th> <th>Withdraw Date</th> <th>ADSY</th> </tr> </thead> <tbody> <tr> <td></td> <td>01</td> <td><input type="text" value="3"/></td> <td><input type="text" value="05"/></td> <td><input type="text" value="01"/></td> <td><input type="text" value="100"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>145</td> <td>TOVAR, STEPHANIE</td> <td>01</td> <td>087</td> <td><input type="checkbox"/></td> <td>08-12-2024</td> <td><input type="text"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>															Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY		01	<input type="text" value="3"/>	<input type="text" value="05"/>	<input type="text" value="01"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	145	TOVAR, STEPHANIE	01	087	<input type="checkbox"/>	08-12-2024	<input type="text"/>	<input type="checkbox"/>
Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY																																
	01	<input type="text" value="3"/>	<input type="text" value="05"/>	<input type="text" value="01"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	145	TOVAR, STEPHANIE	01	087	<input type="checkbox"/>	08-12-2024	<input type="text"/>	<input type="checkbox"/>																																
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="Add"/>																																																

Search for the course by course number, title, or instructor:

- Select the field by which you want to search for courses.
- 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 *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.
 - Leave blank to retrieve all courses.
- Click **Retrieve**.

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

If more course-sections are retrieved than can be displayed on one page, you can page through the list. Pagination is only available if more course-sections are retrieved than can be displayed on one page. See online Help for assistance.

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

If the course has existing sections, the sections are listed. You can add a new section:

- Click **+Add** in the upper grid to add a section. The fields below the grid are enabled allowing you to add a section of the course.
- In the **Crs Nbr** and **Section** fields, type the course number and new section number. Add or update all other fields as needed, including meeting time data in the bottom grid. See online Help for assistance with these fields.
- Click **Save**. The new section will now be displayed in the upper grid.

If the course has no existing sections, the course cannot be retrieved using the **Retrieve** button. You must add one or more sections:

- Click **+Add** in the upper grid to add a course-section.
- In the **Crs Nbr** fields, click on the ellipsis to select the course. The course title and service ID are displayed.
- In the **Section** field, type the new section number.
- Add all other data as needed, including meeting time data in the bottom grid. See online Help for assistance with these fields.
- Click **Save**. The new course-section will now be displayed in the upper grid.

To edit an existing section, click on the spyglass in the upper grid to select the course-section. The fields below the grid are populated with existing data. Update as needed and click **Save**.

Delete a Course

[Delete Course](#)

To delete a course, all students must be removed from all sections of the course. Then the sections can be deleted, and then the course can be deleted from the campus master schedule and then the district master schedule.

Remove Students from a Course-Section

Grade Reporting > Maintenance > Student > Group Maint > Group Course Change

This tab allows you to transfer all students who are currently enrolled in one course-section to another course-section.

- In the **Old** fields, select the course, section, and semester to remove students from.
- In the **New** fields, select the course, section, and semester to move these students to.
- Be sure to select **Include WD Students** to include any students who withdrew from the campus. If these students are not transferred out of the **Old** course-section, this will prevent you from deleting the section.
- Under **Method**, select **Add new Crs/Sec and Delete Existing Crs/Sec**. This will cause the section to be deleted once all students are moved to the **New** course-section.
- Under **WD and Entry Dates**, enter the **Entry Date for New Course** for the **New** course-section.
- Select any course information that should be moved if applicable.
- Click **Execute**. A report is generated showing the results of the change.
- The **Save** button is disabled and not used on this page.

Delete Course-Sections

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

If no students are enrolled in a course-section, the section can be deleted.

Course Selection														Section	Instructor	Copy Course Section					
1200 : ENGLISH 2				Title		Retrieve															
Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lmg	Non Campus Based							
		1200	ENGLISH 2	01	025	25	0	25	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	00								
		1200	ENGLISH 2	08	025	28	0	28	0	<input type="checkbox"/>	Y	<input type="checkbox"/>	00								
		9200	ENGLISH 2 R	02	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>	00								

Add

==> Crs Nbr: 9200 : ENGLISH 2 R Svc ID: 03220200 Multi Svc Ind: Lock: Include UIL Elig: N

Section: 02 Max Seats: 010 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 00 Dst Lmg:

Section Information

Pop Srvd: 06 Crs Seq:

Instruct Sett: Wks/Mnth:

Class Type: 02 PK Curricula:

High Qual PK Prog: Stu Instr:

PK Sch Type: Home Room Ind:

PK Prog Eval Type:

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:

Course Codes and Credits

Dual Crdt:

Adv Tech Crdt:

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1: 0

Sem 2: 0

OnRamps:

District Information

Crs Seq: Exam/Sem Pat: 1 Gender Rstrctn:

Instruct Set: AAR Use: Self Paced:

Pop Srvd: 06 Grad Plan Use: ENGL Class Type: 02

Role ID: 087 Special Consid: CPR: N

Nbr Sem: 2 Incl UIL Elig: Speech: N

OnRamps:

Campus Information

Grade Rstrctn: Rstrctn Addl:

Include WD Meeting Times:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	<input type="text"/> 05	<input type="text"/> 02	<input type="text"/> 02	<input type="text"/> 205	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 420	<input type="text"/> PARKINSON, PANSY	<input type="text"/> 01	<input type="text"/> 087	<input type="checkbox"/>	<input type="text"/> 08-09-2021	<input type="text"/>	<input type="checkbox"/>

Add

Note: Be aware that any students who withdrew from the campus must also be withdrawn from the section.

- Retrieve the course as described previously. All existing sections are listed in the top grid.
- In the top grid, click the trashcan to select the section to be deleted. Sections must be deleted one at a time.
- Click **Save**.
You are prompted to confirm that you want to permanently delete the course-section. Click **Yes**.
- Repeat for all remaining sections of the course.

Delete the Course

If a course has no sections, it can be removed from the campus master schedule. If a course is not included in any campus master schedules, it can be removed from the district master schedule.

Selection

This tab allows you to remove a course from the campus master schedule.

COURSE SELECTION	COURSE	SECTION	INSTRUCTOR	COPY COURSE SECTION
Credit level: <input type="button" value="High"/>	<input type="button" value="Retrieve"/>			
District Courses to Add:		Campus Courses to Delete:		
<input type="checkbox"/> 0012 ENGLISH 1 <input type="checkbox"/> 0782 PRIN INFO TECH <input type="checkbox"/> 0783 PRIN AG <input type="checkbox"/> 0784 PRIN OF BUSINES <input type="checkbox"/> 0785 SPANISH 1 <input type="checkbox"/> 0786 PRIN A/AV/T/C <input type="checkbox"/> 0787 ROBOTICS 1 <input type="checkbox"/> 0831 8 ALGEBRA I <input type="checkbox"/> 0884 INVEST CAREERS <input type="checkbox"/> 0885 SPANISH 2 <input type="checkbox"/> 0886 PRIN HUMAN SRV <input type="checkbox"/> 0887 PRIN OF BUSINES <input type="checkbox"/> 0888 VIDEO GAME DES <input type="checkbox"/> 8411 YEARBOOK2 SELF		<input type="checkbox"/> 1000 ADVISORY <input type="checkbox"/> 1101 H ENGLISH 1 <input checked="" type="checkbox"/> 1200 ENGLISH 2 <input type="checkbox"/> 1201 H ENGLISH 2 <input type="checkbox"/> 1300 ENGLISH 3 <input type="checkbox"/> 1301 OR ENGLISH 3 <input type="checkbox"/> 1302 TC COMP 1 & 2 <input type="checkbox"/> 1303 UTPB COMP 1 & 2 <input type="checkbox"/> 1400 BUS ENGLISH <input type="checkbox"/> 1401 AP ENGLISH 4 <input type="checkbox"/> 1402 TC BRITAM LIT <input type="checkbox"/> 1403 UTPB BRITAM LIT <input type="checkbox"/> 2100 ALGEBRA 1 <input type="checkbox"/> 2101 H ALGEBRA 1 <input type="checkbox"/> 2102 GEOMETRY <input type="checkbox"/> 2103 H GEOMETRY <input type="checkbox"/> 2104 ALGEBRA 2 <input type="checkbox"/> 2105 H ALGEBRA 2 <input type="checkbox"/> 2106 FINANCIAL MATH <input type="checkbox"/> 2107 OR PRECAL <input type="checkbox"/> 2108 OR STATS		
		<input type="button" value="→"/> <input type="button" value="↔"/> <input type="button" value="←"/> <input type="button" value="↔"/>		

- Select the **Credit Level** and click **Retrieve**.
- In the right grid, all courses in the current year campus master schedule are listed. Locate and select the course to be removed.
- Click ← to remove the selected course. It is moved to the district master schedule list (left grid).
- Click **Save**.

Grade Reporting > Maintenance > Master Schedule > District Schedule

The page allows you to delete a course from the district master schedule.

AVAILABLE COURSES

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Stf Pcd
		1200	ENGLISH 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 1

=>Crs Nbr: 1200	ENGLISH 2	Abbrev Name: ENG2	Service ID: 03220200	ENG 2	Graded Crs: <input checked="" type="checkbox"/>	
Nbr Sem: 2	Textbook ISBN:	Exclude from txGradebook: Incl Both(Att Grds)			Self Paced: <input type="checkbox"/>	
Grade Reporting Per Ctrl: 2 Department: <input type="text"/> Gender Restr: <input type="text"/> Required: <input checked="" type="radio"/> Elective: <input type="radio"/>		Course Codes and Credits Tot Credits: 1.0 Part Credit: <input checked="" type="checkbox"/> AAR: E Grad Plan: ENGL Spec Cons: <input type="checkbox"/> OnRamps: <input type="checkbox"/>		Elem/Misc Credit Seq: 4 Credit Lvl: H CPR: <input type="checkbox"/> Speech: <input type="checkbox"/>	PEIMS Core Crs: <input type="text"/> ELA Wgt: <input type="text"/> Auto Grd: <input type="text"/> Incl UIL Elig: <input checked="" type="checkbox"/> Exam/Sem Pat: 1	HR/GA CTE Hrs: <input type="text"/> Pop Srvd: 01 Instr Sett: <input type="text"/> Class Type: 01 Role ID: 087 Crs Seq: <input type="text"/>

- Retrieve the course.
- Click the trashcan for the course to be deleted.
- Click **Save**.
You are prompted to confirm that you wish to delete the course. Click **Yes**.

Conclusion

Conclusion

Once a course-section is added to the campus master schedule, students can be scheduled into the course. See the ASCENDER Grade Reporting - Schedule Students in the Current School Year "How To" guide for more information.



Back Cover