ASCENDER Scheduling - Complete Scheduling for Elementary Campuses (Before ASDR)

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TxEIS Scheduling - Complete Scheduling for Elementary Campuses (Before MTGR)

For districts that have not yet run MTGR, the following steps are for elementary campuses that will bring in the current year master schedule and schedule students into course-sections by proxies.

IMPORTANT: Do not proceed unless all Preliminary Requirements are completed.

1. Create next year sections from current year Grade Reporting.

   Scheduling > Utilities > Create NY Master Schedule > Campus

   The following instructions cover creating next year course-sections using the Create NY Master Schedule utility.

   At the campus level, sections are only created if they are offered in current year Grade Reporting.

   If next year master schedule information already exists, the message "Created" is displayed.

> **NOTE:** Creating **Campus Courses** was covered in the Preliminary Requirements document.

Instructors	Select to create next year instructor records from current year.
Campus Sections	Select to create next year sections from current year Grade Reporting sections. Please refer to the Automated Scheduling document for this type of scheduling. Additional fields are enabled:

Active Meeting Times (Teacher of Record)	Select to move only the courses sections of the active meeting time rows to Scheduling for any class role, even if the meeting time rows have different beginning and ending periods.
Include Withdrawn Meeting Times (Teacher of Record)	Select to move all meeting time rows to Scheduling, whether or not a withdrawal date exists.

❑ Click **Create**.

❑ You are prompted to confirm that you want to create the selected data. Click **Yes**.

2. Add or modify instructor and section records.

   ○ Add and update instructor records for those who will be teaching next year, and delete those who will be leaving.

   Scheduling > Maintenance > Master Schedule > Campus > Instructors

   > This tab allows you to add and update scheduling information for instructors in the campus master schedule.

   > **REMINDER:** Before an instructor can be deleted, all of the instructor's sections must be cleared.

Existing instructors are displayed in order by instructor ID.

- If there are multiple pages, page through the list.

❑ Click **+Add** to add an instructor.

The fields below the grid are enabled.

Instr ID	Type the three-digit instructor number to add to the campus master schedule.
Staff ID	Do one of the following depending on the district's HR settings: • If the field is set to *Employee Number*, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number. • If the field is set to *Employee Number*, and the employee demographic table contains employee number information, you must click ⋮ to select an instructor's employee number. Employees and non-employees will be available in the lookup if the employee demographic table contains values for their social security number, date of birth, and sex. If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.
Home Room	Type the instructor's home room number, up to four characters.
Name	The employee's name is displayed once the **Staff ID** is selected. If the employee has not yet been hired, leave blank or enter a placeholder until the new employee's name is known.

❑ Under **Elementary**:

Grade	Type the grade level the instructor will be teaching next year.

❑ 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.

NOTE: You cannot delete an instructor who is assigned to a section. If an instructor is tied to a section, you must delete the instructor from the section on Scheduling > Maintenance > Master Schedule > Campus > Sections.

🗑	Click to delete an instructor record.

○ Add or update section records in the campus master schedule.

Scheduling > Maintenance > Master Schedule > Campus > Sections

This tab allows you to add and update scheduling information for instructors in the campus master schedule.

REMINDER: Before an instructor can be deleted, all of the instructor's sections must be cleared.

Add new course-sections:

❏ Click **+Add** in the upper grid.

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.
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.

❏ Under **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.

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 > Courses) are displayed for your reference.

To add a meeting time:

❏ Click **+Add** in the lower grid to add a meeting time for the section. A blank row is added to 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	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 A is a.m. or p.m.
Lckout	Type the one-character alphanumeric code 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. • 01 - Teacher Of Record • 02 - Assistant Teacher • 03 - Support Teacher
Role ID	Select the code indicating the capacity in which the instructor serves the students during the section. TWEDS Data Element: ROLE-ID (E0721) (Code table: C021) Rule: If the **Role ID** is 033-Educational Aide, the **Class Role** must be 05-PK Classroom Aide, and vice versa.
CTE	Select if the Teacher of Record for this Career & Technical Education (CTE) course meets CTE requirements. CTE FTEs are calculated utilizing this field.

❑ Click **Save**.

To retrieve and edit existing course-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. 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 there are multiple pages, page through the list.

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

❑ Review and update course-sections as needed.

○ Copy existing course-sections.

Scheduling > Maintenance > Master Schedule > Campus > Copy Course Section

This tab allows you to create new sections in the campus master schedule by copying an existing next year course-section. Once the sections are created, they can be updated on the Section tab.

Course	Select the next year course from which to copy data.
Section	Select the next year section from which to copy data. The drop-down list includes the section number, and the begin and end periods.
Create Section	Type the new two-digit section number(s) to be created. 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:

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 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 A is a.m. or p.m.

❏ Click **Save**.

Cancel	Clear unsaved changes and start over.

3. Create next year control proxy courses.

   Scheduling > Maintenance > Master Schedule > Campus > Proxies

This tab allows you to set up or edit elementary control proxies.

A proxy is one course number which contains a group of specific courses that are assigned to a student. Control proxies are commonly used to quickly schedule elementary students before running Move to Grade Reporting.

IMPORTANT: The courses are assigned by entering the proxy number instead of the individual course numbers.

For elementary campuses, build a control proxy for each instructor at each grade level, including "pull-out" courses (PE, music, etc.) Note that for pull-out courses, the **Instr ID** and **Instructor** in the campus master schedule section record must be the actual teacher of record.

NOTE: At elementary campuses where students are scheduled into one generic course during the ADA period (i.e., using skills-based report cards), it is not necessary to build proxies.

To view or modify existing proxies:

❏ Click **Retrieve**.

Existing proxies are displayed in the upper grid.

- Click the spyglass icon 🔍 to modify the information. 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.
- 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 there are multiple pages, page through the list.

To add a proxy:

❑ Click **+Add** in the upper grid to add a new proxy. The fields below the grid are enabled:

Proxy	Type a proxy number to identify the proxy. The number cannot be the same as an existing course number. If you have changed the course number length on Maintenance > Master Schedule > District > District Control, a crosswalk is created, and the **New Proxy** field will display the new zero-padded proxy number next to the old proxy number.
Title	Type a description of the proxy, up to 15 characters.

❑ Under **Type**, select **Control**.

Add courses to a proxy:

The lower grid will list the courses and sections the home room teacher's students will be taking, including pull-out courses. This is a reflection of the student schedules, not the instructor's. Determine the section numbers needed by reviewing SCH0120 - Master Schedule Section Info (Next Yr).

❑ Click **+Add** in the lower grid. A blank row is displayed in the lower grid.

Each proxy must contain at least two courses.

Course	Click ⋮ to select the course. The course title is displayed.
Sec	Refer to the SCH0120 report to determine which section to select.

❑ Click **Save**.

Sem Cd	The semester code for the selected course is displayed.

○	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 proxy. 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).
🗑 **(lower grid)**	Delete a course from a proxy. 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).

4. Assign control numbers to students by grade level.

   Scheduling > Maintenance > Control Number > By Grade Lvl

   This tab allows you to designate the next year control number (i.e., instructor ID) for a group of students by next year grade level.

❏ Enter the selection criteria:

Instr ID	Click ⋮ to to select the instructor's ID (i.e., control number). This is the control number to which all selected students will be changed. The instructor's name is displayed.
NY Grade	The grade level assigned to the selected instructor is displayed, as established on Maintenance > Master Schedule > Campus > Instructors.

   A list of students who will be in this grade level next year is displayed.

- 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 there are multiple pages, page through the list.

Update	Select the check box for the students whose control number you want to change. • Select **Select All** to select all students. If there are multiple pages of students, the students are selected across all pages. • Clear **Select All** to unselect all selected students. If there are multiple pages of students, the students are unselected across all pages. • To unselect one or several individual students, clear the **Update** field for the students. Changes are retained across all pages.
NY Cntrl#	If the student has already been assigned a next year control number, the number is displayed. Verify that the number is correct. The field is blank if the next year control number is not assigned.
Cntrl#	The student's current year control number is displayed.

❑ Click **Save**.

5. Schedule students by control number.

   Scheduling > Maintenance > Group Course Change

Under **Method**:

Add Students to a Specific Course	This option adds the **Add** control proxy number for students who meet the criteria specified under **Students**.
	Add — Click ⋮ to select the proxy number to be added.

Under **Students**:

Next Year Control Nbr	Select a control number if the change is only for students with that control number next year.

Click **Start**.

- A message is displayed indicating the group course change that will occur and the number of students affected.
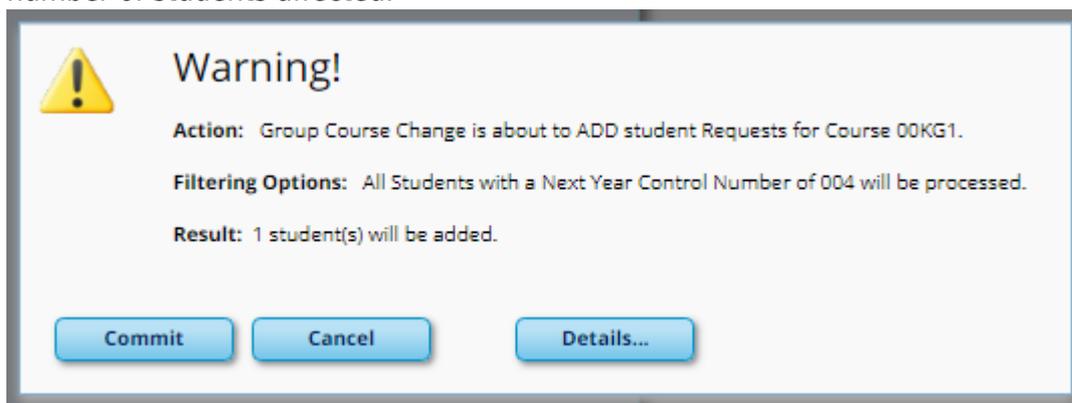
- Click **Details** to view the group course change report. The report opens in a separate window. Review, save, and/or print the report.

    Review the report using the following buttons:

    Click First to go to the first page of the report.
    Click ◀ to go back one page.
    Click ▶ to go forward one page.

Click [Last] to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click 📕 to save and print the report in PDF format.

Click 📊 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click ✖ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- Click **Commit** to continue with the change. The student schedules are changed according to the selections.

Repeat this process for each control number and proxy until all students have been scheduled.

6. Adjust schedules for individual students as needed.

Scheduling > Maintenance > Student Schedules > Course Requests

This tab allows you to create and adjust a student's course requests. You can also view the courses assigned to the student.

❑ Make any necessary adjustments for students, including students in special education, half-day PK, and KG classes.

❑ Click **Save**.

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