



# **ASCENDER Scheduling Guide - Combination (Step 1)**



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# ASCENDER Scheduling Guide - Combination (Step 1)

The combination scheduling process involves creating the campus master schedule from the current year (section and meeting times) (Step 1), entering or bringing in student course requests (Step 2), and using an automated process to schedule students into course-sections (Step 3).

Step 1 covers creating course-sections and meeting times in the next year campus master schedule.

**IMPORTANT:** Do not proceed unless all [Preliminary Requirements](#) are completed.

[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.

### CREATE NEXT YEAR CAMPUS COURSES

This option creates Next Year Master Schedule Information for your Campus. Courses will only be created if they are offered in the District. Sections will only be created for courses in the Next Year Campus File.

If you have student requests or schedules, you will NOT be able to run this utility to create courses or sections.

- ☒ Instructors
- ☐ Campus Courses
- ☒ from CY campus
- ☐ from NY district
- ☒ Campus Sections
- ☒ Active Meeting Times (Teacher of Record)
- ☐ Include Withdrawn Meeting Times (Teacher of Record)

Create

**NOTE:** Creating **Campus Courses** was covered in the [Preliminary Requirements](#) document.

<b>Instructors</b>	Select to create next year instructor records from current year.	
<b>Campus Sections</b>	Select to create next year sections from current year Grade Reporting sections. Please refer to the <a href="#">Automated Scheduling</a> document for this type of scheduling.	
	Additional fields are enabled:	
	<b>Active Meeting Times (Teacher of Record)</b>	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.
	<b>Include Withdrawn Meeting Times (Teacher of Record)</b>	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**.

- [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.

<b>Instr ID</b>	Type the three-digit instructor number to add to the campus master schedule.
<b>Staff ID</b>	<p>Do one of the following depending on the district's HR settings:</p> <ul style="list-style-type: none"> <li>• If the field is set to <i>Employee Number</i>, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number.</li> <li>• If the field is set to <i>Employee Number</i>, and the employee demographic table contains employee number information, you must click  to <a href="#">select an instructor's employee number</a>. 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.</li> </ul> <p>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.</p>
<b>Home Room</b>	Type the instructor's home room number, up to four characters.
<b>Name</b>	The employee's name is displayed once the <b>Staff ID</b> 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 edit 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.



Save

CAMPUS CONTROL SELECTION COURSES **SECTIONS** PROXIES INSTRUCTORS STUDENTPORTAL MESSAGE COPY COURSE SECTION

Course Number Retrieve

Delete	Detail	Course	Title	Sec	Max Seats	Non Campus Based	Multi Svc Ind	Incl UIL Elig	Dst Lrng
		0151	1 MATH*	01	005	03	N	N	
		0151	1 MATH*	02	000	00	N	N	
		0160	1 SCIENCE	01	022	00	N	N	
		0160	1 SCIENCE	02	022	00	N	N	
		0160	1 SCIENCE	06	022	00	N	N	

First 9 / 20 Last Add Rows: 138

Crs Nbr: 0151 Title: 1 MATH\* Svc ID: 02640010 Multi Svc Ind: Include UIL Elig:

Section: 02 Max Seats: 000 Non Campus Based: 00 Dst Lrng:

**Section Information**

Pop Srvd: ☐ Crs Seq: ☐

Instruct Set: ☐ Wks/Mnth: ☐

Class Type: ☐ 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:

Sem 2:

OnRamps:

**District Information**

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

Instruct Set: ☐ AAR Use: ☐ Self Paced: ☐

Pop Srvd: ☐ Grad Plan Use: ☐ Class Type: ☐

Role ID: ☐ Special Consid: ☐ CPR: ☐

Nbr Sem: ☐ Incl UIL Elig: ☐ Speech: ☐

OnRamps: ☐

**Campus Information**

Grade Rstrctn: ☐ Rstrctn Add: ☐

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	ADSY
	1	8	05	01		:	:				01			

Scheduled: 000/000

### Add new course-sections:

- Click **+Add** in the upper grid.

<b>Crs Nbr</b>	To add a section for a course that has no existing sections (i.e., not listed), click  to <a href="#">select the course</a> . The course title and service ID are displayed.
<b>Section</b>	Type the two-digit section number you want to add. The number must be unique for the course.
<b>Max Seats</b>	Type the number of seats available in the classroom.

- Under **Restrictions**:

<b>Type Rstrctn</b>	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).
<b>Team Code</b>	(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 <a href="#">Maintenance &gt; Team Code</a> .


<b>Gender Rstrctn</b>	Select a gender if the section is restricted to one gender.
<b>Grade Rstrctn</b>	<p>If there are grade level restrictions for the course-section, select the lowest grade level allowed.</p> <p>In the adjacent <b>+</b> field, type the number of additional grade levels that are eligible to take the course.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the <b>Grd Restr</b> field, and type 1 in the <b>+</b> field.</p>

<b>District Information</b>	Fields from the district master schedule are displayed for your reference.
<b>Campus Information</b>	The <b>Grade Rstrctn</b> fields from the campus course record ( <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Courses</a> ) 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.**

<b>Meeting</b>	A sequential number is displayed for each meeting time you add.
<b>Sem</b>	Select the code indicating the semester(s) the class meets.
<b>Days</b>	Select the code indicating the day(s) the class meets.
<b>Per Begin Per End</b>	Select the beginning and ending periods when the class begins and ends.
<b>Room</b>	Type the room number in which the class meets, up to four characters.
<b>Time Begin Per End</b>	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.
<b>Lckout</b>	Type the one-character alphanumeric code indicating if there is a lunch break after the scheduled class meeting.
<b>Instr ID</b>	Click  to <a href="#">select an instructor</a> .
<b>Class Role</b>	<p>Select the code indicating the role served by an instructor for the class.</p> <ul style="list-style-type: none"> <li>• 01 - Teacher Of Record</li> <li>• 02 - Assistant Teacher</li> <li>• 03 - Support Teacher</li> </ul>
<b>Role ID</b>	<p>Select the code indicating the capacity in which the instructor serves the students during the section.</p> <p>TWEDS Data Element: ROLE-ID (E0721) (Code table: C021)</p> <p>Rule: If the <b>Role ID</b> is 033-Educational Aide, the <b>Class Role</b> must be 05-PK Classroom Aide, and vice versa.</p>

<b>CTE</b>	Select if the Teacher of Record for this Career & Technical Education (CTE) course meets CTE requirements.  CTE FTEs are calculated utilizing this field.
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☐ Click **Save**.

### To retrieve and edit existing course-sections:

<b>search drop-down</b>	Select the field by which you want to search for courses.
<b>search</b>	Type all or part of the search phrase. The search retrieves courses that <i>begin with</i> the characters or numbers you typed.  Examples:  <ul style="list-style-type: none"> <li>• For Course Number, type 101 to retrieve all course numbers that start with 101. You must include leading zeros.</li> <li>• For Title, type ENG to retrieve all course titles that start with ENG.</li> <li>• 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 <b>Per Begin/End</b> fields.</li> <li>• Leave blank to retrieve all courses.</li> </ul>

☐ 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.

<b>Course</b>	Select the next year course from which to copy data.
<b>Section</b>	Select the next year section from which to copy data. The drop-down list includes the section number, and the begin and end periods.
<b>Create Section</b>	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:

<b>Sem</b>	Select the code indicating the semester(s) the class meets.
<b>Days</b>	Select the code indicating the day(s) the class meets.
<b>Per Begin Per End</b>	Select the beginning and ending periods when the class begins and ends.
<b>Room</b>	Type the room number in which the class meets, up to four characters.
<b>Time Begin Time End</b>	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.

[Export and back up sections as a precaution.](#)

Follow these steps to export and save all course-sections for backup. This is a safety precaution that should be done after creating sections.

Data can be restored from these files if needed.

### Back up data:

[Export sections.](#)

[Scheduling > Utilities > Export > Sections \(Unload\)](#)

This backup is a safety precaution in case you need to return to the original sections and change periods.

This utility exports sections for the campus to which you are logged on.

**WARNING:** If the export is run more than once on the same day, be careful not to overwrite files.

☐ Create a password:

<b>Password</b>	Type a password for the file, up to ten characters. To import this file using the import (Unload) utility, the user will need to type this password. <b>CAUTION:</b> Record this password.
<b>Verify Password</b>	Retype the password to confirm that you typed it as intended.

☐ Click **Export**.

The export function creates an encrypted, zipped file containing the exported data named ASCENDER\_DBccccdd\_SECTION###\_yyyymmdd.zip, where cccdd is the county-district number,


### is the campus to which you are logged on, and *yyyymmdd* is the current date. You can rename the file as needed.


☐ You are prompted to open or save the zipped file. Save the file in a known location.

☐ If errors are encountered, click **Show Errors** to view the error report.


- [Review, save, or print the report.](#)

**Review the report using the following buttons:**

Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.

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**Restore data from backup:**

[Restore sections.](#)

[Scheduling > Utilities > Import > Sections \(Unload\)](#)

This utility imports sections, overwriting current sections.

The utility will not import invalid course sections (e.g., course sections no longer offered in the district or on the campus). The utility will also not import sections if any students have scheduled courses.

**NOTE:** If the course-sections are invalid because a new course number length has been committed on [Maintenance > Master Schedule > District > District Control](#), the program will convert the course-request from the import file to the new course number and import the record with the new course number.

☐ Select the file:


<b>Import File</b>	Click <b>Browse</b> . Locate and open the file. The file name is displayed.
<b>Password</b>	(Required) Type the password for the file. This password was created by the user when the file was exported using the Export (Unload) utility.


☐ Click **Import**.

☐ If errors are encountered, click **Show Errors** to view the error report.


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