



## **ASCENDER Scheduling - Manual (Phase I)**



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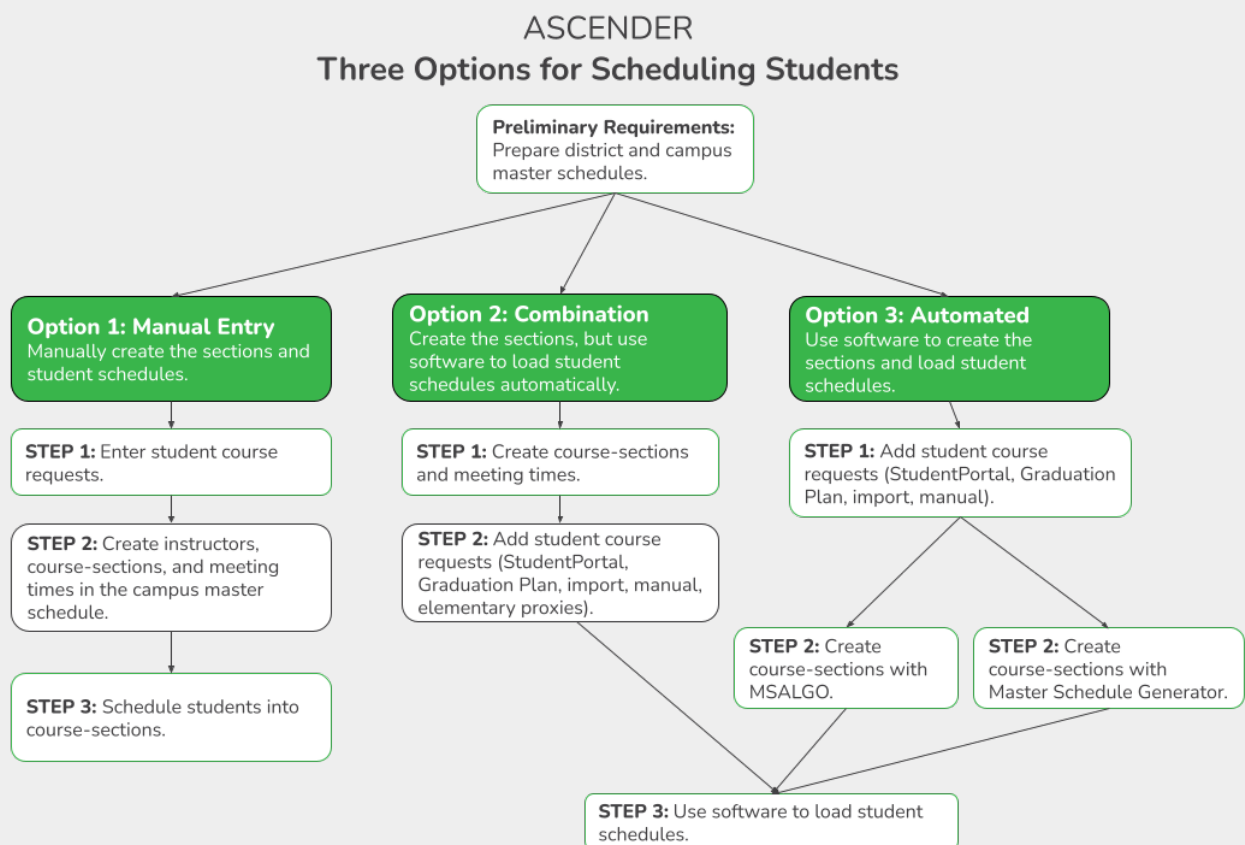
**Other functions and features:** ..... 28



# TxEIS Scheduling - Manual (Phase I)

Follow these steps to manually create the campus master schedule (section and meeting times) and manually schedule students into course-sections.

## Three Scheduling Options Flow Chart:



**NOTE:** Elementary campuses may choose one of the three options listed above and refer to the Elementary Scheduling guides for Before/After Annual Student Data Rollover.

The Phase I steps include preparing the district and campus master schedule and entering student course requests.

## Before You Begin:

- **Communication across campuses is essential throughout the process.** Find out for each campus if they intend to copy courses and/or section from Grade Reporting into Scheduling.
- Enable the Scheduling application in ASCENDER Security Admin. See [ASCENDER Security Administration > Manage Roles](#).
- Identify at least one district user who has access to all campuses in the district and the Scheduling application who will be responsible for the deletion and creation of district courses.
- Identify scheduling teams and roles at each campus and at the district level, and maintain communication across teams. The scheduling team should include administrators and counselors.
- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).

## Courses

### Update District and Campus Options

1. [Set district-level scheduling options.](#)

[Scheduling > Maintenance > Master Schedule > District > District Control](#)

This tab allows you to maintain scheduling options for the district that apply to the upcoming school year. You can also change the course number length for the district.

Save

DISTRICT CONTROL

COURSES

Cnty-Dist: 964-964

Dist Name: TEXAS ISD

Address: 1407 Lone Star Drive  
Alamo City, TX 95095-2152

Phone: (555) 628-6043

Fax: (555) 628-9744

Superintendent: MR. Jo C Smith 1

Region 13

Scheduling Options

School Year:

Maximum Scheduling Semesters Allowed:

Maximum Course Number Length: 4

New Course Number Length:

Zero Pad Left or Right:

At the top of the page, district demographic data is displayed as entered on [Registration > Maintenance > District Profile > District Maintenance > Demographic Info](#).

<b>School Year</b>	The next school year is displayed. The field is populated during Annual Student Data Rollover (ASDR) and cannot be changed.
<b>Maximum Scheduling Semesters Allowed</b>	Select the maximum number of semesters for scheduling.  Examples:  <ul style="list-style-type: none"> <li>• If all the campuses in the district will use two-semester scheduling, select 2.</li> <li>• If all campuses in the district will use two-semester scheduling, except the high school will use four-semester scheduling, select 4.</li> </ul>
<b>Maximum Course Number Length</b>	The current maximum course number length is displayed.

The following fields are only used when increasing the course number length (e.g., from four digits (1010) to six digits (001010)):

**IMPORTANT:** It is recommended that if you plan to change course numbers, contact your service center as early in the year as possible.

☐ Enter the following:

<b>New Course Number Length</b>	Select the new maximum course number length to use for scheduling.
<b>Zero Pad Left or Right</b>	Indicate if zeros will be added to the current course numbers on the left or right when the course length is increased (e.g., 1001 becomes either 001001 or 100100). If you have already changed the course number length, L or R is displayed and cannot be changed.

If course numbers have already been changed, the message “New Courses Committed” is displayed.

☐ Click **Save**.

☐ If you entered a number in the **New Course Number Length** field:

- A message is displayed prompting you to overwrite the crosswalk table. Any changes you made will be lost
- The **Commit Crs Changes** button appears, and a crosswalk table is created.

☐ Make any necessary changes on the following two tabs:

- On [Maintenance > Master Schedule > District > Courses](#), the **New Course Number** column is displayed next to the **Course Number** column.
- On [Maintenance > Master Schedule > Campus > Proxies](#), the **New Proxy** column is displayed next to the **Proxy** column.

When you add a new course or proxy, the program will pad the numbers to meet the new length if you enter fewer characters.

**IMPORTANT:** Do not click **Commit Crs Changes** until you have accepted your scheduling load, which is covered in Step 3.

☐ Once you have made all necessary changes, click the **Commit Crs Changes** button.

- The **Undo Course Changes** button and the **Committed by** and **Date** fields are displayed and provide the user's name who made the change, the user's login name, and date on which the changes were committed.
- If you make any changes after committing the course number length changes, then decide to revert to the previous course length, all those changes are lost.

**Note:**

- If you add a new course in Scheduling after committing the course number length change and then add the course to a graduation plan, you cannot undo the course number length change unless you remove the course from the graduation plan.
- You cannot undo the course number length change while courses are being requested (i.e., when ASCENDER StudentPortal is open). You must disable access to ASCENDER StudentPortal in order to undo the course number length changes.
- Until you click **Commit Crs Changes**, ASCENDER StudentPortal will be disabled. Once course number changes are committed, ASCENDER StudentPortal is re-enabled.
- The new maximum course length number will roll over to the current year during Move To Grade Reporting.



## 2. For each campus, set campus-level scheduling options.

[Scheduling](#) > [Maintenance](#) > [Master Schedule](#) > [Campus](#) > [Campus Control](#)

This tab allows you to set up scheduling options for a campus. These options apply to the upcoming school year and must be set before you can access the campus master schedule. The Master Schedule > Campus tabs are disabled until these settings are saved.

☐ A warning message is displayed if campus control options have not been set. Click **OK**.

☐ Enter the following:

<b>Max Sems Allowed</b>	Select the number of semesters to be scheduled at the campus for the next school year.
<b>Low Grade</b>	Select the lowest grade level at the campus.
<b>High Grade</b>	Select the highest grade.
<b>Schedule Withdrawn Students</b>	Select if students who withdraw from the campus in the current school year should be scheduled for next year.
<b>Period Begin</b>	Type the first class period that can be scheduled using two digits.
<b>Period End</b>	Type the last class period that can be scheduled using two digits.
<b>Norm Prd Cntrl</b>	The normal period control for the campus is displayed, which is usually equal to number of periods in the school day multiplied by the number of semesters. For example, at a two-semester campus that has 8 periods per day, the normal period control is 16. This number is used to flag students whose course requests vary from what is expected.



Under **Scheduling Sequence**:

Indicate the order in which grade levels should be scheduled:

☐ Click **+Add** to add a grade level to the scheduling sequence.

A row is displayed in the **Scheduling Sequence** grid.

<b>Priority</b>	The order in which the grade levels are scheduled is displayed in order from highest (i.e., 1) to lowest priority.
<b>Grade</b>	Select the grade level that should be scheduled according to the corresponding <b>Priority</b> field. For example, if you want to schedule 12th grade students first, the <b>Priority</b> field should be set to 1, and the <b>Grade</b> field should be set to 12.  All grade levels must be listed.



	<p><b>Delete a grade level from the sequence.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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Under **ASCENDER StudentPortal Course Requests**:

Grant or deny access by grade level to the StudentPortal Student Course Requests system:

☐ Click **+Add** to add the access status for a grade level.

A blank row is displayed in the **ASCENDER StudentPortal Course Requests** grid.

<b>Grade</b>	<p>Select the grade level that is being assigned/denied access to StudentPortal. All grade levels must be added.</p> <p>Grade levels will be sorted in ascending order when the page is saved.</p>
<b>Status</b>	<p>Select the status for the grade level.</p> <ul style="list-style-type: none"> <li>• Select <i>Open</i> if students can submit course requests through StudentPortal.</li> <li>• Select <i>Closed</i> if students cannot view or submit course requests through StudentPortal. If set to <i>Closed</i>, students will not be able to login to StudentPortal to view grades and attendance.</li> <li>• Select <i>View</i> if students can only view course requests through StudentPortal. When set to <i>View</i>, students are able to login and view grades, attendance, and course requests.</li> </ul>
	<p><b>Delete the access status for a grade level.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

☐ Click **Save**.

All other Master Schedule > Campus tabs are enabled.

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### 3. [Update the txMyZone student message.](#)

## Delete Last Year Course-Sections and Create Current Year Courses

### 1. [For each campus, delete campus scheduling data from last year.](#)

[Scheduling](#) > [Utilities](#) > [Delete NY Master Schedule](#) > [Campus](#)

**IMPORTANT: *Communication across campuses is essential throughout the process.*** Campus data must be deleted before district data is deleted. Notify all campuses before proceeding.

This utility deletes next year campus courses (i.e., the campus master schedule). The next year master schedule information is deleted before the new next year master schedule is created from the current year master schedule.

At the campus level, all student requests and schedules must be deleted before you can delete campus courses. If student requests or schedules exist, course or section information cannot be deleted.

If the information has been deleted, the message “Empty” is displayed next to the field.

☐ Select the data you want to delete.

- If student requests or schedules exist, the **Campus Courses**, **Campus Sections**, and **Campus Proxies** fields are disabled, and you cannot delete next year campus courses.
- Select **Instructors**. You will re-add them later in the Scheduling process.
- If you select **Campus Courses**, the **Campus Sections** field is automatically selected.
- **WARNING:** If you select **Campus Proxies**, all proxies are deleted and will need to be recreated individually by the campus. Proxies are not created from the current year master schedule.

- ☐ Click **Delete**.
- ☐ You are prompted to confirm that you want to delete the selected data. Click **Yes**.
- ☐ Repeat this process for each campus.

## 2. [Delete district scheduling data from last year.](#)

[Scheduling > Utilities > Delete NY Master Schedule > District](#)

This utility deletes next year district courses (i.e., the district master schedule). The next year master schedule information must be deleted before the new next year master schedule can be created from the current year master schedule.

**NOTE:** Next year requests (including alternates), student schedules, instructors, campus courses, and campus sections must be deleted from every campus in the district before the next year district courses can be deleted. You cannot delete the next year schedule if the next year schedule (not the current year schedule) has courses assigned to a graduation plan.

**IMPORTANT: Use extreme caution when using this utility.** Deleting district courses affects all campuses. To delete next year district courses, you must have access rights to district level in Security Administration > Manage Roles > Edit Role for Scheduling > Utilities > Delete Next Year Master Schedule.

- ☐ Select **District Courses**.

**NOTE:** If you have run [Scheduling > Utilities > Delete NY Master Schedule > Campus](#), **Campus Courses** and **Campus Sections** are disabled and cannot be selected.

- ☐ Click **Delete**.
- ☐ If proxies exist, you are prompted to select which items to clear.

<b>District</b>	Delete the next year district courses but keep the proxies.
<b>Dist + Proxies</b>	Delete the next year district courses and the proxies. Each campus will need to manually recreate its proxies.

### 3. Create next year district courses.

There are two ways to create next year district courses:

- [Option 1: Create next year district courses from the current year master schedule. Once copied, courses can be manually updated.](#)

[Scheduling > Utilities > Create NY Master Schedule > District](#)

This utility creates next year district courses (i.e., the district master schedule) from current year district courses in Grade Reporting. Once created, the courses can be modified as needed on [Scheduling > Maintenance > Master Schedule > District > Courses](#).

If next year master schedule information already exists, the utility is disabled, and the following message is displayed: “The Next Year Master Schedule Information already exists. You will NOT be able to run this utility to create courses.”

<b>District Courses</b>	<p>The field is automatically selected, indicating that the district courses will be created.</p> <p>The field is disabled if courses have already been created.</p>
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**NOTE:** If the **Maximum Course Number Length** in Scheduling ([Maintenance > Master Schedule > District > District Control](#)) is different than the current year **Maximum Course Number Length** in Grade Reporting ([Maintenance > Tables > District Control Table](#)), the courses are created using the crosswalk table that was created in Scheduling when the **New Course Number Length** was changed to match the new district master schedule on the District Control tab.


After the new course number length has been committed, the crosswalk table will no longer exist, and the courses in current year Grade Reporting will be zero padded to the correct length for next year based on the options selected on the Scheduling District Control tab.


☐ Click **Create**.

☐ You are prompted to confirm that you want to create the courses. Click **Yes**. ☐ 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.

Once created, courses can be modified as needed on [Scheduling > Maintenance > Master Schedule > District > Courses](#).

- [Option 2: Manually create next year district courses.](#)

[Scheduling > Maintenance > Master Schedule > District > Courses](#)

This tab allows you to create and maintain course records in the district master schedule. The district master schedule contains all the courses offered within the district. When a campus builds a campus-level course record, they must select from the courses in the district master schedule.

<b>search drop-down</b>	Select the field by which you want to search for courses.
<b>search</b>	<p>Type all or part of the search phrase.</p> <ul style="list-style-type: none"> <li>• If you search by course number, title, or service ID, the search retrieves courses that <i>begin with</i> the characters or numbers you typed. For example, if you select <i>Course Title</i>, type 'eng' to retrieve all courses with a title that starts with Eng.</li> <li>• For <i>Course Number</i>, you must include leading zeros.</li> <li>• If you search by abbreviated name, the search retrieves courses that <i>begin with</i> the characters you typed. For example, type 'math' to retrieve all abbreviated names that begin with the letters math.</li> <li>• Leave blank to retrieve all courses.</li> </ul>



- ❑ Click **Retrieve**.

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

Course records are only retrieved if the Grade Reporting current year master schedule was copied to Scheduling.

- 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](#).


#### 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 record in the grid to edit the course record.
- Or, click **+Add** to add a course.

- ❑ The following fields are displayed below the grid where you can add or update the record:

<b>Crs Nbr</b>	<p>Type the four- to eight-digit course number assigned to the course by the district.</p> <ul style="list-style-type: none"> <li>• Only uppercase alpha characters are allowed. Any lowercase letters are converted to uppercase when you save.</li> <li>• Special characters are not allowed.</li> </ul> <p>If you are editing an existing record, the field cannot be updated.</p> <p><b>NOTE:</b> If you have selected to change the course number length on <a href="#">Maintenance &gt; Master Schedule &gt; District &gt; District Control</a>, a crosswalk is created and the <b>New Course Number</b> field displays the new zero padded course number next to the old course number.</p>
<b>title</b>	Next to the <b>Crs Nbr</b> field, type the name of the course, up to 15 characters, with no commas.
<b>Abbrev Name</b>	Type the eight-character abbreviated course name that will print on the AAR (SGR2047). The field is for local courses only.
<b>Service ID</b>	<p>(Required) Click  to <a href="#">select the service ID</a> for the course.</p> <p>TWEDS Data Element: SERVICE-ID (E0724) (Code table C022)</p> <p>The service ID description is displayed next to the field.</p> <p>For Classroom Link, verify that the appropriate service ID is assigned to each course.</p> <p>Service IDs that begin with SA, SR, SS, 8, or 9 are not reported for PEIMS.</p> <p><b>NOTE:</b> Local Service IDs that begin with 8 must be unique and cannot end in XXX.</p>
<b>Graded Crs</b>	Select if the course is graded.
<b>Nbr Sem</b>	Select the number of semesters of the course.
<b>Textbook ISBN</b>	Type the international standard book number (ISBN) associated with the textbook for the course, up to ten characters.
<b>Exclude from TeacherPortal</b>	Indicate if the course should be excluded from the Attendance and/or Grades pages in TeacherPortal.
<b>Self Paced</b>	Select if the course is self paced. Self-paced courses can only be one semester long.

☐ Under **Scheduling**:



<b>Per Ctrl</b>	Type the period control number for the course, which is the number of class periods per day the course meets multiplied by the number of semesters taught.  Examples:  <ul style="list-style-type: none"> <li>• If a two-semester course has a duration of one period, the period control is 02 (2 semesters x 1 period).</li> <li>• If a two-semester course has a duration of two periods, the period control is 04 (2 semesters x 2 periods).</li> </ul>
<b>Department</b>	(Optional) Type the code indicating the academic department with which the course is associated, up to three characters. The code is determined by the district.
<b>Gender Restr</b>	Select a gender if the section is restricted to one gender.
<b>Required Elective</b>	Indicate if the course is a required or elective course.  The scheduling load will attempt to schedule students into required courses before elective courses. If a student has a singleton that is a required class, and a singleton that is an elective class, the scheduling load schedules the student into his required singleton class first, and then schedule the student into his elective singleton second.  <b>NOTE:</b> When the grid view is set to ⇒ <b>Scheduling</b> , the selected option is displayed in the <b>Course Priority</b> column in the grid.
<b>Other Categ</b>	(Optional) Select an additional subject category for which the course will be listed in ASCENDER StudentPortal. This category is in addition to the service ID.

☐ Under **Course Codes and Credits:**


<b>Tot Credits</b>	Type the number of academic credits awarded to students who pass the course, up to two digits. The decimal is inserted automatically. For example, if you type 10, the field displays 1.0.
<b>Credit Seq</b>	Select the code indicating the conditions under which credits are awarded.
<b>Part Credit</b>	Select if partial credit is awarded to students who fail one or more semesters or are only enrolled in part of the course. Partial credit is not allowed for regular one-semester and self-paced courses.
<b>Credit Lvl</b>	Select the code indicating the campus level at which the course credit is awarded.
<b>AAR</b>	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 ( <a href="#">SGR2047</a> ) report.
<b>CPR</b>	Select if the course allows a student to meet the requirement for cardiopulmonary resuscitation (CPR) instruction. The CPR instruction must include training that has been developed by the American Heart Association or the American Red Cross, or using nationally recognized, evidence-based guidelines and incorporation psychomotor skills to support the instruction.
<b>Grad Plan</b>	Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type.
<b>Speech</b>	Select if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills.

<b>Spec Cons</b>	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 ( <a href="#">SGR2047</a> ).
<b>OnRamps</b>	Select if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin. The field can only be selected for high school credit courses (i.e., <b>Credit Lvl</b> = H).

☐ Under **Elem/Misc**:

<b>Core Crs</b>	Select the code indicating the core course type.
<b>ELA Wgt</b>	(English Language Arts weight) Type the percentage of the total language arts grade that the grade for the course represents.  <b>NOTE:</b> If this field is blank or non-numeric, it will be calculated as 0.
<b>Auto Grd</b>	Type the default grade that should be assigned to students who have no grade recorded for the course, up to three characters. The field can be alpha or numeric.
<b>Incl UIL Elig</b>	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 ( <a href="#">Maintenance &gt; Master Schedule &gt; Campus &gt; Sections</a> ) as well as the district course record ( <a href="#">Maintenance &gt; Master Schedule &gt; District &gt; Courses</a> ). Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.  <ul style="list-style-type: none"> <li>• If the field contains a value in the course-section record, that value is used.</li> <li>• If the field is blank in the course-section record, the field on the district course record is used.</li> </ul>
<b>Exam/Sem Pat</b>	Select the code indicating when exam and semester grades are given.

☐ Under **PEIMS**:

<b>CTE Hrs</b>	Type the number of Career and Technical Education (CTE) hours associated with the course (1-3). The hours are used by the Attendance application to compute CTE contact hours. Leave blank if this is not a CTE course.
<b>Pop Srvd</b>	Select the code indicating the student population primarily targeted for the section.
<b>Instr Sett</b>	Click  to <a href="#">select the instructional setting</a> used when providing instruction to the students in the section.
<b>Class Type</b>	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.
<b>Role ID</b>	Select the code indicating the capacity in which the instructor serves the students during the section.  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.




<b>Crs Seq</b>	Select the code indicating the sequence of the course, which is not necessarily the semester in which the course is taught.
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☐ Under **HR/GA** (Honor Roll/Grade Averaging):

<b>HRoll Wgt</b>	Type the number of times the course is counted in honor roll computation. Type 0 to exclude the course from honor roll computation.																																												
<b>HRoll Table</b>	Select the code indicating the table used to convert the student's course grade in honor roll computations.																																												
<b>HRoll Code</b>	Select the code indicating if this course's grades or students should be excluded from honor roll computations.																																												
<b>GA Table</b>	<p>Select the course type table which will be used to adjust the student's grade for the course in grade averaging calculations. These course types are set up on <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Course Type</a>.</p> <p><b>NOTE:</b> The default value for a course is <i>R-Regular</i> when added to the district master schedule. If R is not the correct grade average table for the course, the field must be updated.</p>																																												
<b>GA Wgt</b>	<p>Type the number of times the grade for the course is counted in grade averaging calculations.</p> <p>If one course meets multiple periods, you may want to adjust the weight to the number of times the course meets.</p> <p><b>Example:</b></p> <p>If a student has seven one-period courses, his course factor is 7. If a student is in one course that meets three periods, and you enter the weight as 1, this student's course factor is 5. However, If you enter a weight of 3 for the three-period course, the student's course factor is 7.</p> <table border="1"> <thead> <tr> <th colspan="2">Three-Period Course with Weight = 1</th><th colspan="2">Three-Period Course with Weight = 3</th></tr> </thead> <tbody> <tr> <td>Math</td><td>70</td><td>Math</td><td>70</td></tr> <tr> <td>English</td><td>70</td><td>English</td><td>70</td></tr> <tr> <td>SS</td><td>70</td><td>SS</td><td>70</td></tr> <tr> <td>Science</td><td>70</td><td>Science</td><td>70</td></tr> <tr> <td>Ag Mech (3 hrs)</td><td>80</td><td>Ag Mech (3 hrs)</td><td>80</td></tr> <tr> <td></td><td></td><td></td><td>80</td></tr> <tr> <td></td><td></td><td></td><td>80</td></tr> <tr> <td><b>Total</b></td><td><b>360</b></td><td><b>Total</b></td><td><b>520</b></td></tr> <tr> <td><b>Total Divided by 5</b></td><td><b>360 / 5</b></td><td><b>Total Divided by 7</b></td><td><b>520 / 7</b></td></tr> <tr> <td><b>Grade Average:</b></td><td><b>72</b></td><td><b>Grade Average:</b></td><td><b>74.2857143</b></td></tr> </tbody> </table> <p><b>Type 0 to exclude the course from grade averaging.</b></p> <p><b>NOTE:</b> The weight can be used to exclude a course from grade averaging. If a course has zero weight, it is excluded. Many campuses exclude PE, Band, Athletics, Office Aide, etc. from grade averaging calculations.</p>	Three-Period Course with Weight = 1		Three-Period Course with Weight = 3		Math	70	Math	70	English	70	English	70	SS	70	SS	70	Science	70	Science	70	Ag Mech (3 hrs)	80	Ag Mech (3 hrs)	80				80				80	<b>Total</b>	<b>360</b>	<b>Total</b>	<b>520</b>	<b>Total Divided by 5</b>	<b>360 / 5</b>	<b>Total Divided by 7</b>	<b>520 / 7</b>	<b>Grade Average:</b>	<b>72</b>	<b>Grade Average:</b>	<b>74.2857143</b>
Three-Period Course with Weight = 1		Three-Period Course with Weight = 3																																											
Math	70	Math	70																																										
English	70	English	70																																										
SS	70	SS	70																																										
Science	70	Science	70																																										
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<b>Total</b>	<b>360</b>	<b>Total</b>	<b>520</b>																																										
<b>Total Divided by 5</b>	<b>360 / 5</b>	<b>Total Divided by 7</b>	<b>520 / 7</b>																																										
<b>Grade Average:</b>	<b>72</b>	<b>Grade Average:</b>	<b>74.2857143</b>																																										

☐ Click **Save**.

## Other functions and features:

	<p><a href="#">Edit a record.</a></p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid.</p>
	<p><a href="#">Delete a course record.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>Courses cannot be deleted if they are selected by a campus, have section records, or are a part of a graduation plan that has students assigned to it.</p>

#### 4. [Create next year campus courses.](#)

There are two ways to create next year campus courses:

- [OPTION 1: Copy campus courses. Once copied, courses can be manually updated.](#)

[Scheduling > Utilities > Create NY Master Schedule > Campus](#)

This utility creates next year campus courses (i.e., the campus master schedule). At the campus level, courses are only created if they are offered at the district level.

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

**NOTE:** If choosing Scheduling Option 1: Manual Entry or Option 2: Combination, campuses can choose to create **Instructors** and **Campus Sections** on this screen.

Choosing ONLY **Campus Courses** gives the campus the option to remove and/or modify courses prior to creating the NY instructors and NY campus sections (if they choose to) into the campus schedules. Then for Scheduling Option 1: Manual Entry or Option 2: Combination, instructors and campus sections are created later.

☐ Select the data you want to create:

**NOTE:**

- Instructors and sections will be populated in the next step of the scheduling process.
- **Active Meeting Times** is selected by default; however, meeting times will *not* be created if **Campus Sections** is not selected.

<b>Campus Courses</b>	Select to create next year courses. Additional fields are enabled:	
	<b>from CY campus</b>	Select if you want courses created from the current year campus master schedule.
	<b>from NY district</b>	<p>Select if you want courses created from the next year district master schedule.</p> <p>This option is not usually selected, as it moves ALL courses from the district master schedule, including courses that are no longer used.</p> <p>This option creates all district courses at the campus. This option can be used if the district has only one campus.</p>
The <b>Campus Sections</b> field is enabled allowing you to create sections.		

**NOTE:** If the **Maximum Course Number Length** in Scheduling ([Maintenance > Master Schedule > District > District Control](#)) is different than the current year **Maximum Course Number Length** in Grade Reporting ([Maintenance > Tables > District Control Table](#)), the courses are created using the crosswalk table that was created in Scheduling when the **New Course Number Length** was changed to match the new district master schedule on the District Control tab.

After the new course number length has been committed, the crosswalk table will no longer exist, and the courses in current year Grade Reporting will be zero padded to the correct length for next year based on the options selected on the Scheduling District Control tab.

☐ Click **Create**.

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

- **OPTION 2: Manually select courses from district master schedule.**

[Scheduling](#) > [Maintenance](#) > [Master Schedule](#) > [Campus](#) > [Selection](#)

This tab allows you to select district course records to be added to the campus master schedule.

The campus master schedule contains all the courses and sections offered at the campus. The campus course records are built by selecting district courses; the information from the district course record is automatically copied to the campus course record.

You must establish the campus course records before you can create campus section records.

- ☐ Select the credit level:

<b>Credit Level</b>	Select the credit level for which you want to add course records. The option <i>All</i> is available for K-12 campuses only.
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- ☐ Click **Retrieve**.

<b>(left grid) District Courses to Add</b>	<p>The course records for the district are listed. Courses that have already been selected for the campus master schedule are <i>not</i> listed.</p> <p>To add district courses to the campus master schedule:</p> <ol style="list-style-type: none"> <li>1. Select one or more courses in the left grid.</li> <li>2. Click → to move the selected course(s) from the left grid to the right grid.</li> <li>3. Or, click →» to move all courses from the left grid to the right grid. This overrides any selected courses.</li> </ol>
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<b>(right grid) Campus Courses to Delete</b>	<p>All courses selected for the campus master schedule are listed. The campus courses (displayed on the right) are the only campus courses that can be deleted. These courses do not yet have any sections assigned.</p> <p>To remove courses from the campus master schedule:</p> <ol style="list-style-type: none"> <li>1. Select one or more courses in the right grid.</li> <li>2. Click <b>&lt;—</b> to move the selected course(s) from the right grid to the left grid.</li> <li>3. Or, click <b>«—</b> to move all courses from the right grid to the left grid. This overrides any selected courses.</li> </ol> <p>The following courses cannot be removed from the right grid:</p> <ul style="list-style-type: none"> <li>• Courses that have course-sections or enrolled students. You cannot delete a course that is requested by a student as an alternate.</li> <li>• Courses that have been requested by a student at the campus, either as a request or as an alternate request, are displayed in red. You must remove the requests before the courses can be removed from the right grid.</li> <li>• Courses that are part of a district graduation plan, and have at least one student at the campus assigned to the graduation plan. The program will look in the crosswalk table when identifying courses that are part of a graduation plan with students assigned to it when the course number length has been changed on <a href="#">Maintenance &gt; Master Schedule &gt; District &gt; District Control</a>. If the course is part of a district graduation plan, but no students are assigned to the graduation plan, the course can be deleted from the campus courses, but you will first be prompted to confirm that you want to delete the course.</li> </ul>
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- If there are multiple pages, [page through the list](#).

☐ Click **Save**.

<b>Undo</b>	Revert to the original course lists before saving. Unsaved changes are lost. The reset function does not reset courses once the lists have been saved.
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[Modify campus courses as needed.](#)

[Scheduling > Maintenance > Master Schedule > Campus > Courses](#)

This tab allows you to maintain course records in the campus master schedule. Data in the campus course records is copied from the district master schedule, and **only the fields listed on this Help page can be modified in the campus master schedule**. All other fields are maintained in the district master schedule.

You cannot delete a course from this tab. Courses can be deleted on the [Selection](#) tab.



<b>search drop-down</b>	Select the field by which you want to search for courses.
<b>search</b>	<p>Type all or part of the search phrase.</p> <ul style="list-style-type: none"> <li>• If you search by course number, title, or service ID, the search retrieves courses that <i>begin with</i> the characters or numbers you typed. For example, if you select <i>Course Title</i>, type 'eng' to retrieve all courses with a title that starts with Eng.</li> <li>• For <i>Course Number</i>, you must include leading zeros.</li> <li>• If you search by abbreviated name, the search retrieves courses that <i>begin with</i> the characters you typed. For example, type 'math' to retrieve all abbreviated names that begin with the letters math.</li> <li>• Leave blank to retrieve all courses.</li> </ul>

☐ Click **Retrieve**.

A list of courses that meet the specified criteria 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](#).

### 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 record in the grid. The fields below the grid are enabled:

<b>Max Seats</b>	Type the number of seats available in the classroom.
<b>Grd Restr</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>Pregrid Grd Restr</b>	<p>If there are grade level restrictions that should restrict the course from being displayed in ASCENDER StudentPortal and SCH0133 - ASCENDER StudentPortal Course List (for ASCENDER districts), select the lowest grade level allowed for the course.</p> <p>In the adjacent <b>+</b> field, type the number of additional grade levels that are eligible to take the course. When students access ASCENDER StudentPortal, the course will only be displayed in the subject area for students in the grade levels indicated.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the <b>Pregrid Grd Restr</b> field, and type 1 in the <b>+</b> field.</p> <p>Select <i>EX</i> to exclude the course for all grade levels. This option is not available for proxies.</p> <p>If the <b>Pregrid Grd Restr</b> field is set to <i>EX</i>, any characters typed in the <b>+</b> field are cleared when you click <b>Save</b>.</p>

□ Under **Options**:

<b>Excl Conflict Matrix</b>	Select if the course should be excluded from the conflict matrix reports and the master schedule generator resource allocator. The course will also be excluded from the MSALGO export.
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<b>Can Split Opt</b>	<p>Type Y or N to indicate if the course can be split in different semesters (i.e., assign a student a full year course with different course sections for first and second semesters).</p> <ul style="list-style-type: none"> <li>• Y - The scheduler will determine which section the student will attend each semester; it is not necessarily the same section each semester.</li> <li>• N or blank - Do not use this option.</li> </ul> <p>The scheduling load does not include this option at this time. This functionality will be added to the scheduling load in a future release of the software.</p>
<b>Rpt Card Grd Typ</b>	<p>Select the type of grades that should appear on the report cards for the course. The field is used by TeacherPortal when determining the working cycle average.</p> <p>Rules:</p> <ul style="list-style-type: none"> <li>• You cannot select E, S, N, U if <b>Credit Level</b> = E, <b>Core Course</b> = L, M, S, or X, and the elementary core grade conversion table is set to A, B, C, D, or F.</li> <li>• You cannot select A, B, C, D, F if <b>Credit Level</b> = E, <b>Core Course</b> = blank or Z, and the elementary noncore grade conversion table is set to E, S, N, or U.</li> <li>• You cannot select <i>Pass/Fail</i> if <b>Credit Level</b> = E.</li> <li>• You cannot select E, S, N, U or A, B, C, D, F if <b>Credit Level</b> = H. Only <b>Numeric</b> and <b>Pass/Fail</b> grade types are allowed.</li> </ul> <p>An error message is displayed if there is no match.</p> <p>The options are stored in the database as follows:</p> <p>Numeric - blank or Numeric  A = A, B, C, D, F  E = E, S, N, U  P = <i>Pass/Fail</i></p>
<b>Excl Stu Crs Req</b>	<p>Select if the course should be excluded from ASCENDER StudentPortal and <a href="#">SCH0133 - StudentPortal Course List</a>.</p>

☐ Click **Save**.

## 5. [Create next year 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:

<b>Proxy</b>	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 <a href="#">Maintenance &gt; Master Schedule &gt; District &gt; District Control</a> , a crosswalk is created, and the <b>New Proxy</b> field will display the new zero-padded proxy number next to the old proxy number.
<b>Title</b>	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.

<b>Course</b>	Click  to <a href="#">select the course</a> . The course title is displayed.
<b>Sec</b>	Refer to the <a href="#">SCH0120</a> report to determine which section to select.

- ☐ Click **Save**.

<b>Sem Cd</b>	The semester code for the selected course is displayed.
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	<p><a href="#">Edit a record.</a></p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid.</p>
---	---

 <b>(upper grid)</b>	<p><a href="#">Delete a proxy.</a></p> <p>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.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
 <b>(lower grid)</b>	<p><a href="#">Delete a course from a proxy.</a></p> <p>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.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>

6. [Add and update instructor records for those who will be teaching next year, and delete those 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 whether the district uses staff IDs or social security numbers (i.e., the setting for <b>Student Applications Staff ID</b> on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; Control Info</a>):</p> <ul style="list-style-type: none"> <li>• If the field is still set to <i>SSN</i>, type the instructor's social security number.</li> <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> <p>If you have run the <a href="#">Set Staff ID to Employee Number</a> utility, and an employee needs to have a temporary login (e.g., for TeacherPortal), you can assign him a temporary staff ID by selecting the <b>Create Temp Staff ID</b> field and clicking <b>Search</b>. The next available temporary staff ID (T followed by five digits) is displayed. Click the number to assign it to the employee.</p>
<b>Home Room</b>	Type the instructor's home room number, up to four characters.
<b>Name</b>	<p>Type the employee's first, middle, and last names and generation code. <a href="#">Name Edits</a></p> <p>In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages.</p> <p>In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.</p> <p>Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9.</p>
<b>Texas Unique ID</b>	<p>Type the 10-digit TEA Unique ID of the student or staff. <b>NOTE: This feature will available at a later date.</b></p>
<b>ESC/SSA</b>	<p>Select whether the ESC staff responsibility being reported is part of a shared services arrangement (SSA) for which the ESC is the fiscal agent. <b>This is reported by ESCs only; the field is not valid for school districts.</b></p> <p>ESC-SSA-STAFF-INDICATOR-CODE ESC/SSA (E1015) Code Table: C169</p>

Under **Maximum Values**:

<b>Study Halls/Day</b>	Type the maximum number of study halls per day that can be assigned to the instructor.
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<b>Periods/Day</b>	Type the maximum number of periods per day the instructor can teach. Type 0 or leave blank if the instructor is not assigned to any classes.
<b>Sections/Sem</b>	Type the maximum number of sections per semester that can be assigned to the instructor. Type 0 or leave blank if the instructor is not assigned to any classes.
<b>Preps/Sem</b>	Type the maximum number of unique courses (preparations) per semester that can be assigned to the instructor. Unique courses usually require the instructor to do a separate preparation. Type 0 or leave blank if the instructor is not assigned to any classes.
<b>Contact Periods/Year</b>	<p>Type the maximum total contact periods the instructor can be assigned for the year, up to four digits. Type 0 or leave blank if the instructor is not assigned to any classes.</p> <p>A contact period is defined as a single class on a single day during one semester.</p> <p>Total contact periods = semesters x days x periods</p>

**NOTE:**

- The [Resource Allocator Record Creation utility](#) can be used to update maximum values for all instructors at one time.
- The Master Schedule Generator uses these values to determine how many sections, etc. to assign an instructor. The recommended value is 99, because values that are too small will prevent an instructor from being assigned a class.

Under **Restrictions:**

<b>Department</b>	Type the code indicating the academic department with which the instructor is associated, up to three characters. Departments are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Departments</a> .
<b>Subject Area</b>	Type the one-character code indicating the academic area with which the instructor is associated. Subject areas are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Subject Areas</a> .
<b>Rsrvd Room</b>	<p>Type a room number if the instructor has a reserved classroom, up to four characters. If used, the instructor is assigned only to this room. The reserved room is not necessarily the same as the Home Room.</p> <p>Rooms are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Rooms</a>.</p>

<b>Designators</b>	(Optional) Enter one-digit codes for up to three designators for the instructor. Designators may be characteristics or equipment (e.g., C = computers available). They can also designate an instructor's skills or characteristics (e.g., S = sign language). Designators are set up on <a href="#">Maintenance &gt; Master Schedule Generator &gt; Tables &gt; Designators</a> .
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Under **Elementary**:

<b>Grade</b>	Type the grade level the instructor will be teaching next year.
<b>Section</b>	Type the two-digit section number the instructor teaches.  Each instructor for each grade level must have a unique section number. If there is a duplicate section, the master schedule utility will not run, and will not generate an error message indicating a duplicate section numbers.

<b>Exclude from PEIMS</b>	Select if you want to exclude the instructor from PEIMS reporting. If blank, the instructor is extracted for PEIMS reporting.
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☐ Click **Save**.


## Other functions and features:


	<p><a href="#">Edit a record.</a></p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid.</p>
	<p><a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>You cannot delete an instructor who is assigned to a section.</p>





**Schedule** [View instructor's schedule.](#)

**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.

**NOTE:** If the campus section information does not exist, the district information is used and displayed in bold type.

## Students

**NOTE:** Next year students must be pre-registered to be included in scheduling.

### Transfer Students to Next Year Campus (for Scheduling Purposes)

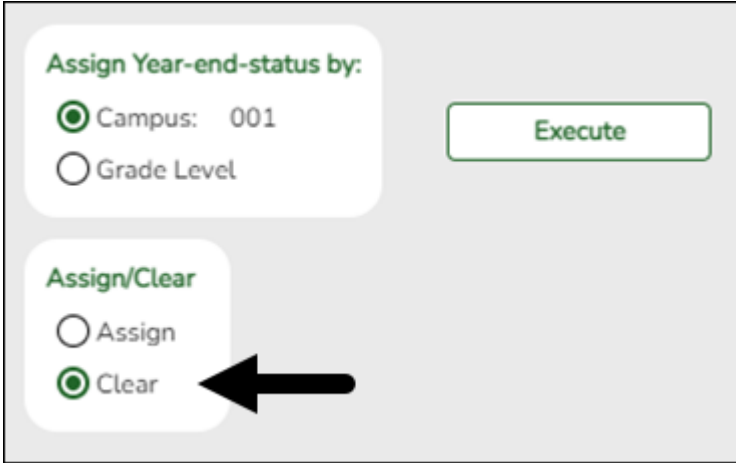
1. [Clear and assign year-end-status codes.](#)

**Clear and assign year-end-status codes.**

Skip this step if year-end-status codes have been assigned for the current year.

1. [Clear existing year-end-status codes.](#)

[Grade Reporting > Utilities > Assign or Clear Year-End-Status Code](#)



Assign Year-end-status by:

☒ Campus: 001

☐ Grade Level

Execute

Assign/Clear

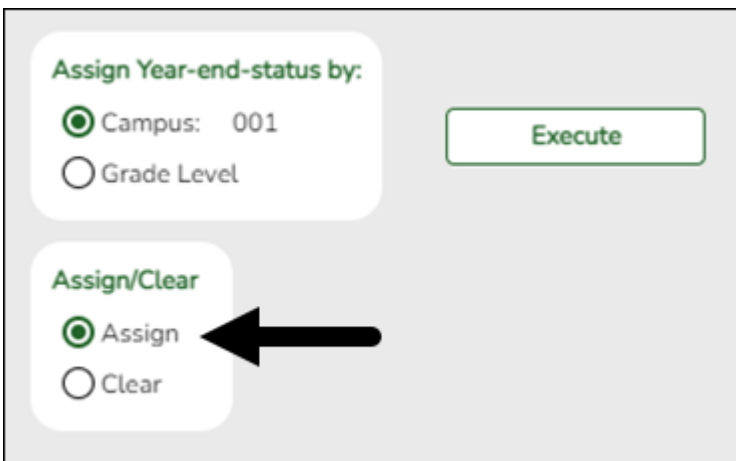
☐ Assign

☒ Clear

1. Under **Assign/Clear**, select **Clear**.
2. Click **Execute**.

2. [Assign year-end-status codes.](#)

[Grade Reporting > Utilities > Assign or Clear Year-End-Status Code](#)



Assign Year-end-status by:

☒ Campus: 001

☐ Grade Level

Execute

Assign/Clear

☒ Assign

☐ Clear

1. Under **Assign/Clear**, select **Assign**.

If selected, only blank year-end-status codes are updated, and retained reason codes are cleared.

Blank year-end-status codes are updated as follows:

- Grade levels KG and 1-8 are updated to code *01 (Promoted next grade)*.
- Grade levels 9-11 are updated to code *11 (Advanced next grade)*.
- Grade level 12 is updated to code *12 (Graduated)*.

2. Click **Execute**.

**IMPORTANT:** This step marks *all* students as promoted. You must individually change all students who were not promoted on *Registration > Maintenance > Student Enrollment > Demo3*.

3. (Optional) Create a report to confirm that codes were updated.

Registration > Reports > Create Registration Report

1. Select the **Year End Status** field and any other necessary demographic fields, including **Active** and **Record Status**.
2. Click **Create Report**.
3. Once the report is generated, filter the report by the *Active* and *Record Status* columns.

2. Transfer students to the next year campus.

### Transfer students to the next year campus.

The *sending* campus assigns the next year campus and transfers the students.

**IMPORTANT:** All campuses must complete this step as this affects Graduation Plan and grade averaging and class ranking.

**NOTE:** If your district only has one campus, *Transfer the students.* does not need to be completed.

1. Assign next year campus to students.

Registration > Utilities > Set NY Campus

Save Student Information School Year: 202

Retrieve Grade Level ☐ 09 ☒ 10 ☐ 11 ☐ 12

From Campus: 001-001 School Only Blank NYC: ☐ NY Campus: 002 Include Wd Students: ☐

Students with Next Year Campus to be Set

Select	Stu ID	Name	Grd	Active	NYC
<input type="checkbox"/>	003262	AULDRIDGE, TREY N.	10	1	001
<input type="checkbox"/>	003248	DANIELS, CADEN A.	10	1	001
<input type="checkbox"/>	003132	DICKENS, JORGE L.	10	1	001
<input type="checkbox"/>	003179	DUBEC, CLARA G.	10	1	001
<input type="checkbox"/>	003379	EDWARDS, JOHNATHAN E.	10	1	001
<input type="checkbox"/>	003129	EPPINETT, JARRETT M.	10	1	001
<input type="checkbox"/>	003162	FISHER, JESSICA P.	10	1	001
<input type="checkbox"/>	004351	FORD, CADE P.	10	1	001
<input type="checkbox"/>	000004	GAMBA, MADISON M.	10	1	001
<input type="checkbox"/>	003270	GEBERT, JAKE D.	10	1	001
<input type="checkbox"/>	003269	HARWELL, KATIE H.	10	1	001
<input type="checkbox"/>	003128	HIRSTIUS, CHLOE L.	10	1	001

First 1 / 2 Last Total without a Next Year Campus of 002 = 63

Students with Next Year Campus being Set

Select	Stu ID	Name	Grd	Active	NYC
no rows					

Total with a Next Year Campus of 002 = 0

Print

1. Select the grade level to assign.
2. Select the next year campus for these students.
3. Make other selections as needed.
4. Click **Retrieve**. The selected students are listed in the left grid.
5. Select the students who will be assigned to the next year campus.
6. Use the arrow buttons to move the students to the right grid.
7. Click **Save**.
8. If your campus feeds into multiple campuses, re-run the utility for each receiving campus.

**NOTE:** If new students enroll during the school year, run the utility again to include all new students with the **Only Blank NYC** field selected.

## 2. Transfer the students.

Registration > Utilities > Transfer > Scheduling Transfer

Sending Campus: 001 Receiving Campus: 042 042 School Start

Choose Grades: ☒ 09 ☒ 10 ☐ 11

Match Next Year Campus: ☐ Transfer Withdrawn Students: ☐ Transfer Residential Facility Information: ☐

1. Select the campus where the students will be transferred (**Receiving Campus**).
2. Select the grade level to be transferred.
3. Select **Match Next Year Campus** if there are multiple next year campuses to which students are being transferred.
4. Click **Start**.

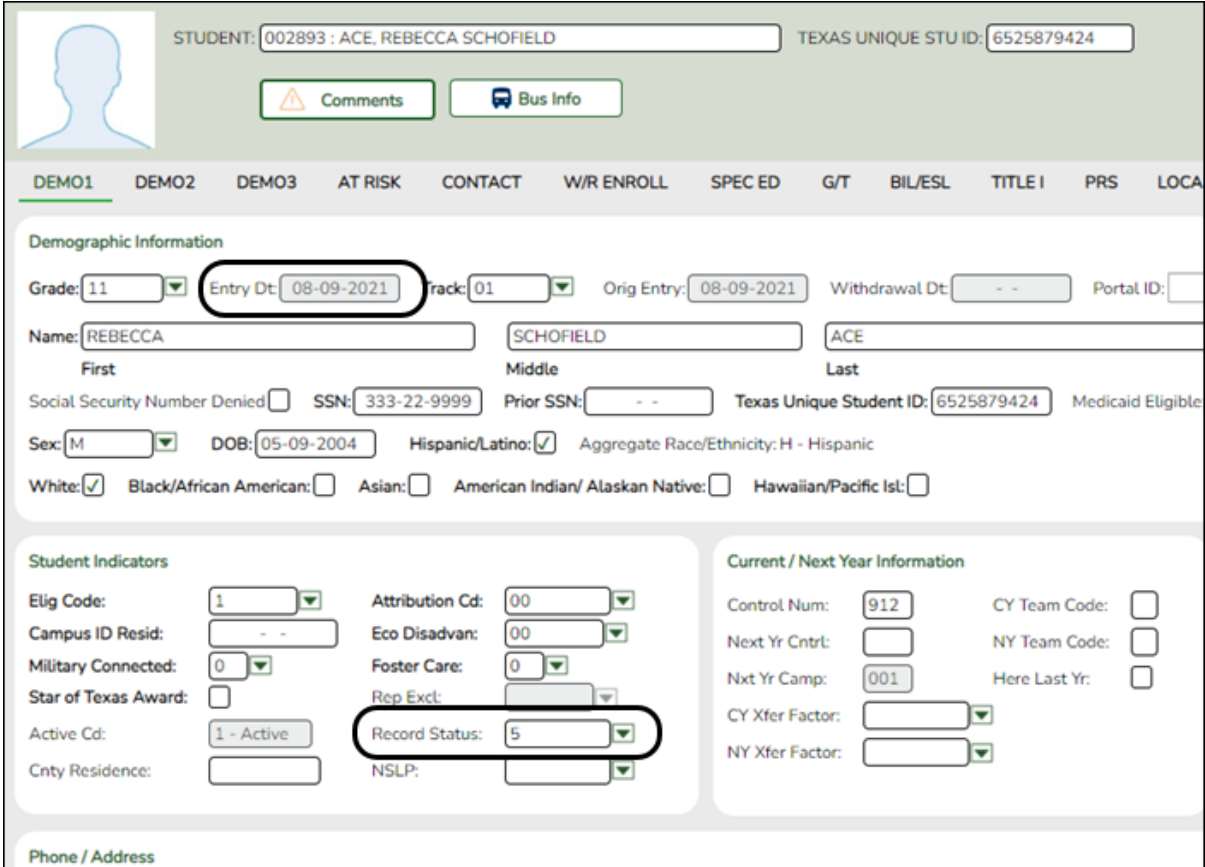
5. Repeat until all students have been transferred.

### IMPORTANT:

#### About pre-registering students:

If you need to set up a student who is not currently attending the campus/district but will attend next year, you must register the student in current year registration. The student should be pre-registered in the campus they will attend in the new school year.

#### Registration > Maintenance > Student Enrollment



STUDENT: 002893 : ACE, REBECCA SCHOFIELD TEXAS UNIQUE STU ID: 6525879424

Comments Bus Info

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCA

**Demographic Information**

Grade: 11 Entry Dt: 08-09-2021 Track: 01 Orig Entry: 08-09-2021 Withdrawal Dt: - - Portal ID: - -

Name: REBECCA SCHOFIELD ACE  
First Middle Last

Social Security Number Denied ☐ SSN: 333-22-9999 Prior SSN: - - Texas Unique Student ID: 6525879424 Medicaid Eligible ☐

Sex: M DOB: 05-09-2004 Hispanic/Latino: ☒ Aggregate Race/Ethnicity: H - Hispanic

White: ☒ Black/African American: ☐ Asian: ☐ American Indian/ Alaskan Native: ☐ Hawaiian/Pacific Isl: ☐

**Student Indicators**

Elig Code: 1 Attribution Cd: 00  
Campus ID Resid: - - Eco Disadv: 00  
Military Connected: 0 Foster Care: 0  
Star of Texas Award: ☐ Rep Excl: - -  
Active Cd: 1 - Active Record Status: 5  
Cnty Residence: - - NSLP: ☐

**Current / Next Year Information**

Control Num: 912 CY Team Code: ☐  
Next Yr Cntrl: - - NY Team Code: ☐  
Nxt Yr Camp: 001 Here Last Yr: ☐  
CY Xfer Factor: - -  
NY Xfer Factor: - -

Phone / Address

- Use the grade level the student will be in next year.
- Use the last day of the current year as the Date of Entry (WR Enroll tab).
- Use Record Status 5 (not enrolled this year but will attend next year).

**WARNING:** Do not use Record Status 4, or the program will not let you edit or delete the student until after Annual Student Data Rollover is done.

**Returning current year student:** If you have a current year student who has withdrawn, but intends to come back next year, do not use these steps to pre-register them or current year data will be skipped during PEIMS. This student will need to be registered after ASDR is done in the summer.

3. (Optional) Assign team codes.

## **Enter Student Course Requests**

Enter student course requests.

## **Run Phase I Reports**

Run preliminary requirements reports.

## **Export and Back Up Course Requests**

1. Export and back up student course requests as a precaution.



## Back Cover