



**proxies**



# Table of Contents

**Proxies** ..... 1



# Proxies

## **Scheduling > Maintenance > Master Schedule > Campus > Proxies**

This tab allows you to set up normal, control, and match proxies. A proxy is a group of courses that the system treats as a special type of course record. A proxy contains the ID numbers of courses that are frequently requested by students as a group. When student course requests are entered, the proxy is entered instead of the individual courses.

- **Normal proxies** allow you to quickly assign a group of courses to students. The students are scheduled into the courses during the scheduling load. When you add the normal proxy number for the student and when you click Save, the group of courses are added as requests; the proxy number is not part of the student requests.
- **Control proxies** allow you to schedule students into specific courses identified by the course and section numbers of the proxy. Control proxies are used to schedule students manually.
- **Match proxies** are used to match two courses when you want one course taken half of the school year and the other course taken the other half of the school year. Match proxies allow you to schedule a student into courses with the same section numbers for each course. The match proxy number assigned to the student ensures that he will have the matched courses the same period of the day. Match proxies are used to ensure that students are scheduled into two one-semester courses in different semesters in the same period of the day.
  - If you are using Maintenance > Master Schedule Generator > Generate Campus Schedule, the courses contained in the match proxy are generated with matching periods of the day for each section created.
  - For match proxies, you have the option of selecting additional fields: Include in Conflict Matrix, Exclude from Stu Crs Requests, Pregrid Restriction, and Grade Restriction.
  - Before running a scheduling load, sections must be built for each course using matching section numbers and the same period of the day, but opposite semesters.

Match Proxy Example:

| Course     | Section | Semester | Course    | Section | Semester |
|------------|---------|----------|-----------|---------|----------|
| Government | 01      | 1        | Economics | 01      | 2        |
| Government | 02      | 1        | Economics | 02      | 2        |
| Government | 03      | 2        | Economics | 03      | 1        |

### **Add proxies:**

Click Retrieve. The existing proxies are displayed. The grid can be re-sorted.

If more courses are retrieved than can be displayed on one page, you can page through the list.

| Field        | Description   |
|--------------|---|
| <b>Proxy</b> | Type a proxy number to identify the proxy. The number cannot be the same as an existing course number.<br>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. |

If you click for a record in the grid, the fields are displayed below the grid in a free-form format where you can add or change information.

Click +Add (in the top grid) to add a new proxy. The fields in the free-form area below the grid are enabled.

In the Proxy field, type the proxy number that identifies the proxy. The field is four digits. The number cannot be the same as a valid course number.

Note: If you have chosen to change the course number length on the Maintenance > Master Schedule > District > District Control tab, a crosswalk is created and the New Proxy field displays the new zero padded proxy next to the old proxy.

In the Title field, type the description of the proxy. The field can be up to 15 characters.

In the Type field, select the type of proxy you want to add: Normal, Match, or Control. The fields displayed depend on the type of proxy you select.

If you select Normal or Control, the following fields are displayed:

In the Pregrid Restriction field, click to select the lowest grade level for which the proxy can be added to a student's course requests.

In the + field next to the Pregrid Restriction field, click to select the number of additional grade levels for which you want the proxy to be added to the student's course requests. For example, if the proxy is for students in 7th and 8th grades, select 07 in the Pregrid Restriction field, and type 1 in the + field.

If you select Match, the following fields are displayed:

Select Include in Conflict Matrix if you want to include the proxy in the conflict matrix report.

Select Exclude from Stu Crs Requests if you want to exclude the proxy from the txMyZone Student Course Requests system.

In the Pregrid Restriction field, click to select the lowest grade level for which the proxy should be displayed in txMyZone.

In the + field next to the Pregrid Restriction field, click to select the number of additional grade levels for which you want the proxy to display in txMyZone. For example, if the proxy is for students in 7th and 8th grades, select 07 in the Pregrid Restriction field, and type 1 in the + field.

Note: Only students in these grade levels will have this proxy displayed in txMyZone.

In the Grade Restriction field, click to select the lowest grade level for which the proxy can be added to the students' course requests.

In the + field next to the Grade Restriction field, click to select the number of additional grade levels for which you want the proxy to be added to students' course requests. For example, if the proxy is for students in 7th and 8th grades, select 07 in the Grade Restriction field, and type 1 in the + field. You will not be able to add the match proxy for students who fall outside of this grade level range.

Click View to view and print the common sections of courses assigned to the proxy number. This button is only available for match proxies. The report opens in a new window. Review, save, or print the report.

To add courses to the proxy, click +Add in the lower grid. A blank row is displayed in the grid. For each course, add the following data:

Note: Each proxy must contain at least two courses.

In the Course field, click to select the course.

The course title is displayed in the Title field.

If you are adding a course for a control proxy, the Sec and Sem fields are also displayed.

In the Sec field, type or click to select the section of the course to add to the control proxy.

The Sem field displays the semester for the selected section.

Continue adding courses to the proxy as needed.

To delete a course from the proxy (from the lower grid), click . The course is deleted from the grid.

Click Save.

To delete a proxy (from the top grid), click . The row is shaded red to indicate that it will be deleted when the record is saved.

You can select multiple rows to be deleted at the same time.

Click Save. The selected rows are deleted.

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



Back Cover