prooxies

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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**.

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

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

Field	Description
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.

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.

Other functions and features:

🔍	**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.
🗑	**Delete a row.** 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). You cannot delete an instructor who is assigned to a section.

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