Course and Course Section Setup
Course Group and Course Group Section Setup
Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/28/22	Courses – Task #5	Add Note about HQT IRN
1/4/22	Courses – Task #3	Update Note in the Include in GPA field description
12/16/21	Courses – Task #1	Add Course Detail report
3/30/21	Courses – Task #4	Add Course Type of Online
11/5/20	Entire document	Review and update
4/3/20	Course Sections	Updated screenshot
11/27/19	Entire document	Review and update
1/15/19	Course Groups	Updated screenshots
11/26/18	Entire document	General updates

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Courses

Task #1 – Enter new courses and verify current courses

1. Change your context to the building level and the school year you are working with.
2. Run the **Course Curriculum (CRSE)** report. This report allows you to select up to ten customized fields which will help you verify the course weight, course abbreviations, course names, etc.

Or you can run the **Course Detail** report in the Analytics Hub under the Scheduling folder. This report lists all course information.

3. Navigate to _**StudentInformation**_ » _**Management**_ » _**School Administration**_ » _**Scheduling Administration**_ » _**Course Maintenance**_ » _**Courses**_.
4. Click **Add Course.** The next five tasks explain each tab of the course setup.

Courses are school year specific which means if you add a course, for example, in the future school year, the course will not automatically be added to the current school year.

Task #2 – Courses – General tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to ***StudentInformation*** *»* ***Management*** *»* ***School Administration*** *»* ***Scheduling Administration*** *»* ***Course Maintenance*** *»* ***Courses***.
3. Either click **Add Course** or edit a course by clicking on the **edit pencil** icon.
4. The **General** tab is displayed.
   a. The **Code** field can be up to 15 characters, but EMIS only accepts up to 10 characters and will truncate any code longer than 10 characters.
   b. The **Name** field can be up to 30 characters long.
   c. The **Abbreviation** field can be up to 8 characters long.
   d. The **Short Name** field can be up to 15 characters long.
   e. The **Description** field can be up too 1000 characters long.
   f. The **Hours of Instruction** field details the average amount of instruction the student receives for EMIS reporting.
   g. The **Scheduling Priority** field is used by the Batch Scheduler. If the Batch Scheduler is ran with #10 Order Requests by Priority selected then the Batch Scheduler will schedule the student into courses of higher priority before courses of lower priority. Nine is the highest priority and 1 is the lowest. Some districts assign courses with only one section (Singletons) as a priority of 9 so the Batch Scheduler will schedule them first. Other districts assign Advanced Placement and Honors courses as a priority of 9. Elective courses are typically given low priorities. Please see the *Batch Scheduler Procedural Checklist* for more information about this feature.
   h. The **Display on Public Module** checkbox determines if a course is available on the Public Course Requests module for students to request.
   i. The **Is High School Credit** checkbox determines if a course is included in a student's high school cumulative credit count and included in the student's high school GPA.
   j. The **Roll course to next year** checkbox determines if a course copies to next year when School Year Initialization (SYI) is run. The course must also be active in order for it to copy to next year during SYI.
   k. The **College Prep** checkbox determines if a course should be marked as college prep. This field is used with the eTranscript product.
   l. The **Display on ParentAccess** checkbox determines if a course should display on the **Schedule** screen in ParentAccess.
   m. The **Is Active** checkbox determines if a course can be scheduled and used.
   n. The **Is In Update History** checkbox determines if a course appears on a student's Course History page.

o. The **Core Course** checkbox is no longer used as of FY09 Period K. The Core Course on the Subject Code table (defined at the ITC level) is now used to determine HQT values. However, the Core Course checkbox on the Courses – General tab is still being passed to ProgressBook.

p. The **Dual Credit** checkbox determines if a course should be marked as dual credit. This field is used with the eTranscript product.

q. The **NCAA Core Course** checkbox determines if a course counts toward NCAA core course requirements.

From this screen you can display or change information regarding courses

| General | Marks | Miscellaneous | EMIS | Pre/Co-requisites | | Next: 0H0031 > |

ℹ️ While the Code can be up to 15 characters, 10 characters or less is recommended.

Code:* `0H0030`   Abbreviation:* `CP ENG 9`

Name:* `CP ENGLISH 9`   Short Name:* `CP ENGLISH 9`

Description:

Hours of Instruction:* `120`   Scheduling Priority:* `9`

Display on Public Module: ✔   Is Active: ✔
Is High School Credit: ✔   Is In Update History: ✔
Roll course to next year: ✔   Core Course: ✔
College Prep: ✔   Dual Credit: ☐
Display on ParentAccess: ✔   NCAA Core Course ☐

Save   Cancel

Task #3 – Courses – Marks tab

1. Click on the **Marks** tab.
   a. The **Course Weight** field is only used by the Batch Scheduler. The Maximum Variation of Course Weights Between Schedule Terms parameter on the Batch Scheduler is optional and looks at the Weight value filled out on each course and balances the student's scheduled courses so all terms are equally weighted. The Course Weight value defaults to 10.0000. Please see the *Batch Scheduler Procedural Checklist* on how to set up this feature.
   b. The **Level of Difficulty** dropdown is optional and determines if a course uses a difficulty point scale when the GPA is calculated. Please see the *GPA Procedural Checklist* on how to set up this feature.
   c. The **GPA Add-on Level** dropdown is optional and determines if a specific point value is added to the calculated GPA. Please see the *GPA Procedural Checklist* on how to setup this feature.
   d. The **Credit Units** field is required and is used in several modules in StudentInformation. One of the modules is the Public Course Requests Module (PCR). In the PCR Module, schools can specify a minimum and maximum number of credits a student can request while logged into the PCR Module. Please see the *Public Course Requests Procedural Checklist* for further details. The Credit Units field is also used by the GPA calculation. Please see the *GPA Procedural Checklist* for further details.
   e. The **Mark Bump** dropdown is used by the Jackson GPA method which is explained in detail in the *GPA Procedural Checklist*.
   f. The **Rank Weight** dropdown is used by several custom GPAs and is explained in detail in the *GPA Procedural Checklist*.
   g. The **College Credit Hours** field is used to specify the number of credit hours if this course counts for college credit hours.
   h. The **CCP Location IRN** field is the IRN of the college if the course counts for college credit.
   i. The **College Location** field automatically populates when you have entered or selected an IRN in the CCP Location IRN field. You can then modify the name, if desired.
   j. The **In Honor Roll** checkbox determines if the course is included in the Honor Roll. NOTE: In order for a student to be on the Honor Roll, they have to have a GPA calculated since the Honor Roll is based off the GPA. Please see the *GPA Procedural Checklist* for further details.
   k. The **Include in Total Credits** checkbox determines if the course is included in the student's total credits.
   l. The **Include in GPA** checkbox determines if the course is included in the student's GPA. NOTE: Include in GPA is misleading, the checkbox determines if the course is included in any GPA calculation – even the student's middle school GPA, not only the cum GPA. If you want a

course to be included in a student's high school GPA, the Is High School Credit checkbox must be marked.

m. The **Is Honors Course** checkbox determines if the course shows up when filtering on honors courses and is used by the Honors GPA formula which is explained in detail in the *GPA Procedural Checklist*.

n. The **Include on Permanent Record** checkbox determines if the course prints on the R700 when it is run with the option *Print Report In Permanent Record Label Format* set to yes.

o. The **Print on Report Card** checkbox determines if the course prints on the R700.

Task #4 – Courses – Miscellaneous tab

1. Click on the **Miscellaneous** tab.
   a. The **Department** dropdown is optional and is a way to group similar classes together.
   b. The **Area of Study** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification module.
   c. The **Subject Area** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification module.
   d. The **Course Type** dropdown determines if a course appears on the *Student Marks* page. If the course type is ***Class, ESC Course, Satellite Course, College Credit Plus, Vocational or Online***, the course will show on the ***Student Marks*** page. If the course type is ***Study Hall***, when the Study Hall Wizard is run, open time periods on the student's schedule will be filled in with courses that have a course type of Study Hall. If the course type is ***Case Management***, the course will **not** show on the student's ***View Schedule*** page. The course type of ***Spare*** is used for courses such as **Intervention and Office Help**. The course type of ***Blank – Legacy*** is a carryover from the previous student software. Course types of ***Spare*** and ***Blank – Legacy*** do **not** show on the ***Student Marks*** page, but **do** show on student's **schedule**.
   e. The **Language Code** dropdown details the language the course is taught in and is used for EMIS reporting. Example: A Math class taught in Spanish.
   f. The **In Graduation / Eligibility** checkbox determines if the course is included in Graduation Verification module. Please see the *Graduation Eligibility Procedural Checklist.*
   g. The **Gender Directive** field is used by the Batch Scheduler to balance the gender composition of the course. If ***Balance Males across Sections, and Balance Females across Sections*** is chosen from the dropdown, the Batch Scheduler attempts to balance filling counts in course sections, but it does not strictly enforce balancing. If 134 female students request a course with gender balancing enabled, the Batch Scheduler will attempt to evenly distribute the female students into course sections. The Batch Scheduler does not balance male to females in a course section. The Batch Scheduler orders the course sections in ascending order based on the % that each section is filled for that student's gender. If the Batch Scheduler is unable to schedule a student into the course section with the lowest % filled then it moves onto the next section until it finds one it can schedule the student into. If two or more sections have the exact meeting time and capacity and gender balancing is enabled for the course then the filling counts for those sections should not differ more than one student. If either **Restrict to Females** or **Restrict to Males** is chosen, the Batch Scheduler will not schedule a student of the wrong gender into the

course. A request status message of "Requested course is restricted to the opposite gender" will display on the Requests page.

h. The **Grade Levels Selected** filter determines which students see the course on the Public Course Requests module (PCR). If grades 11 and 12 are selected then only 11th and 12th graders can see the course on the Public Course Requests module (PCR). The Grade Levels Selected filter does not prevent office staff from assigning a 9th grade student a request for the course or even assigning the course directly to the student.

Note: The selected Grade Levels on the Course load into GradeBook and are used for setting up Standard Based Report Cards.

From this screen you can display or change information regarding courses

| General | Marks | Miscellaneous | EMIS | Pre/Co-requisites | | Next: 0H0031 > |

0H0030 - CP ENGLISH 9

Department:	ENG - ENGLISH ▼	Course Type:*	C - Class ▼
Area Of Study:	ENG - ENGLISH ▼	Language Code:	▼
Subject Area:	▼	In Graduation / Eligibility:	✔

Gender Directive: None ▼

ℹ Selecting the 'Balance...' option in the Gender Directive dropdown will only affect the batch and single student schedulers. The schedulers will attempt to balance the filling percentage in the course's sections for each gender separately.

Grade Levels Available   Grade Levels Selected*

IN		09
PS		
KG	← →	
01	◄◄ ►►	
02		
03		

Save   Cancel

Task #5 – Courses – EMIS tab

1. Click on the **EMIS** tab.
   a. The **EMIS Location IRN** field is the IRN of the building where the course is held. If left blank, this defaults to the school in context where the course record exists in.
   b. The **EMIS Location Description** field is the description of the EMIS Location IRN. This field is only enabled if the value in the EMIS Location IRN textbox is '999999', in which case the user is allowed to enter their own value for the EMIS Location Description. If the value in the EMIS Location IRN textbox is not '999999', this textbox is disabled and is populated with the name from the EMIS IRN table that is associated with the EMIS Location IRN.
   c. The **EMIS Staff Provider IRN** field is the district IRN of the entity in contract with the reporting school district.
   d. The **EMIS Course Level** field designates the level of the course. This provides distinctions between courses that are taken in a series or have prerequisites such as French I and French II.
   e. The **EMIS Subject Code** field details the subject of the course being reported.
   f. The **EMIS Subject Area for Credit** field indicates the subject for courses offered in which high school credit toward graduation is being applied, whether at the middle school or high school level.
   g. The **EMIS Language Used** field is the language used by the teacher when presenting to the students.
   h. The **CORE Subject Area** field is the subject area and/or CORE requirement area in which a student has earned credit/units towards graduation.
   i. The **End Of Course Assessment Area** field is the End of Course Assessment Area associated with the course.
   j. The **CTE College Credit** field indicates if a career-technical course provides an opportunity for students to earn college credit.
   k. The **Curriculum** field is the curriculum source/model/program for a specific course.
   l. The **Delivery Method** field identifies the means by which instruction is provided/communicated to the student(s) in the course.
   m. The **Educational Option** field identifies the Educational Option status for a course per Ohio Administrative Code 3301-35-06(G).
   n. The **Student Population** field identifies the attributes of the group of students for which the course is intended.
   o. The **Highly Qualified Teacher IRN** field is the IRN used to group courses for calculation of the percent of core courses taught by highly qualified staff and the percent of core courses taught by properly certified staff.
      NOTE: The HQT or Highly Qualified Teacher is also referred to as the

Teacher Licensure Course (TLC) IRN. The HQT is no longer reported to ODE, and is referenced in StudentInformation as HQT, but is also known as Teacher Licensure Course (TLC) IRN.

p. The **Credit Flex** field designates if an alternate way of earning credit applies to the course.

q. Finally, the **Report to EMIS** checkbox should be checked if the course needs to be reported to EMIS.

Task #6 – Courses – Pre/Co-requisites tab

Reminder!

Pre/Co-requisites are not used by the Batch Scheduler. When the Batch Scheduler runs, it assumes all Pre/Co-requisites have been met or the student has special permission to take the course even though the Pre/Co-requisites have not been met.

1. Click on the **Pre/Co-requisites** tab.
   a. Pre/Co-requisites are only used when entering course requests. Pre/Co-requisites determine if a student is allowed to request the course. When the Batch Scheduler runs, it assumes all Pre and Co-requisites have been met.
   b. Click **New requisite.**
2. 1 Pre-requisite: A course requires another course be taken first. Example: English 9 must be taken before English 10.
   a. Enter the course code for English 9 in box 1 under the **Pre-requisites** section.
   b. Click **Save requisite**.

3. Alternate Pre-requisite: A course requires any one of multiple courses be taken first. Example: English 10 requires either English 9, CP English 9, or Fundamentals of English 9.
   a. Enter the course code for English 9 in box 1 under the **Pre-requisites** section.
   b. Click **Save requisite**.
   c. Next, click **New requisite** again.
   d. Enter the course code for CP English 9 in box 1 under the **Pre-requisites** section.
   e. Click **Save requisite**.
   f. Click **New requisite**.

g. Enter the course code for Fundamentals of English 9 in box 1 under the **Pre-requisites** section.
h. Click **Save requisite.**
i. The screen now looks as follows:

4. 2 or more Pre-requisites: A course requires multiple courses be taken first. Example: English 11 requires both English 10 and English 9 be taken first.
   a. Enter the course code for English 10 in box 1 and the course code for English 9 in box 2 under the **Pre-requisites** section.
   b. Click **Save requisite.**
   c. The screen now looks as follows:

5. <u>Pre-requisite and Co-requisite</u>: A course requires both a pre-requisite and a co-requisite. Example: Biology requires Physical Science and co-requires Biology Lab.
   a. Enter the course code for Physical Science in box 1 under the **Pre-requisites** section.
   b. Select **And** as the Operator.
   c. Enter the course code for Biology Lab in box 1 under the **Co-requisites** section.
   d. Click **Save requisite**.
   e. The screen now looks as follows:

6. <u>Pre-requisite or Co-requisite</u>: A course requires either a pre-requisite or a co-requisite course. Example: Biology requires Physical Science to be taken before or at the same time.
   a. Enter the course code for Physical Science in box 1 under the **Pre-requisites** section.
   b. Select **Or** as the Operator.
   c. Enter the course code for Physical Science again in box 1 under the **Co-requisites** section.
   d. Click **Save requisite.**
   e. The screen now looks as follows:

From this screen you can display or change information regarding courses

| General | Marks | Miscellaneous | EMIS | Pre/Co-requisites |

0031 - BIOLOGY A

New requisite

		Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
🗑	✏	0033				O	0033				🟢

☑ Show Active Only

Save Cancel

7. <u>Multiple Pre-requisites or 1 Co-requisite</u>: A course requires either multiple pre-requisite courses or a co-requisite course. Example: Anatomy requires Biology and Chemistry or co-requires AP Biology.
   a. Enter the course code for Biology in box 1 and Chemistry in box 2 under the **Pre-requisites** section.
   b. Select **Or** as the Operator.
   c. Enter the course code for AP Biology in box 1 under the **Co-requisites** section.
   d. Click Save Requisite.
   e. The screen now looks as follows:

From this screen you can display or change information regarding courses

| General | Marks | Miscellaneous | EMIS | Pre/Co-requisites |

0035 - Anatomy

New requisite

		Pre 1	and Pre 2	and Pre 3	and Pre 4	Operator	Co 1	and Co 2	and Co 3	and Co 4	Is Active
🗑	✏	0031	0037			O	0032				🟢

☑ Show Active Only

Save Cancel

Note: Requests that do not meet gender restrictions, grade restrictions, pre-requisites and co-requisites defined on Course Maintenance, will show as warnings on the R401 – Student Course Request Verification report.

Course Sections

Note: Course sections in StudenInformation that do not have any students assigned to them still go over to GradeBook. Teachers linked to these course sections (with no students) then need to hide these classes in GradeBook. It is recommended to either inactivate these course sections before turning on the PB Integration or change the teacher on these course sections to someone who does not teach other classes. However, if you choose to inactivate these course sections, the School Year Initialization process will not roll these course sections over to the next year.

Task #1 – Enter new course sections and verify current course sections
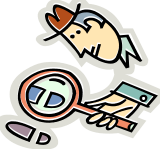
1. Change your context to the building level and the school year you are working with.
2. Navigate to ***StudentInformation*** *» **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections***.
3. Click **Add Course Section** to enter a new course section.

Course sections are school year specific which means if you add a course section, for example, in the future school year, the course section will not automatically be added to the current school year.

If you are on course sections or course groups in a future year, you will need to select a **Working Schedule** from the dropdown.

Run the R407 for a listing of course sections. You may even want to use different colored highlighters or markers to signify the changes you want to make. Then when you make the adjustments to the course sections or groups, the changes you want to make will be easily identifiable.

Make any changes to staff, room and periods as needed.

Task #2 – Course Sections – General tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to ***StudentInformation*** *» **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections***.
3. Either click **Add Course Section** or edit a course section by clicking on the **edit pencil** icon.
4. The **General** tab is displayed.
   a. The **Course** field is the Course Code. If you are entering a new course section and do not know the Course Code, click on the **elipse** button to search for the Course Code.
   b. After entering the code, click on **Default Section & Capacity** button and StudentInformation will automatically default the course section you are adding to the next number in succession. Example: If 1047 section 1 already exists and you add another section of 1047 and click the *Default Section and Capacity* button, the new section will automatically be added as section 2. The capacity always defaults to 25, but can be changed.
   c. The **Section Number** field indicates the section of the course. As stated above, you can use the default to set the section number to the next number in succession or enter a section number by hand.
   d. The **Capacity** field is the number of students allowed to take the course section. If the capacity is set to 20 and a user attempts to schedule 21 students into the course section, the user will not be allowed to schedule the 21st student unless the user has extra permissions to overfill course sections.
   e. The **Course Term** field indicates which course term the course section is taught.
   f. The **Is Active** checkbox details if the course section is actively being used.
   g. The **Roll section to next year** checkbox determines if a course section will copy up to the next school year during School Year Initialization (SYI). NOTE: A course section must be active and marked as Roll section to next year in order for it to copy to next year.
   h. The **Meeting Time Description** field details which periods and days the course section meets. StudentInformation determines the Meeting Time Description based off the Meeting Times tab which will be discussed in the next task. When StudentInformation cannot translate complex meeting times, the phrase *See Schedule* will display in the *Meeting Time Description* field. You can place a check in the **Custom** checkbox and type in your own descriptive meeting time and the custom description will print on the student's schedule.

Course Sections - 0H0030 - CP ENGLISH 9 (1)

From this screen you can display or change information regarding course sections

| General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | | Next: 0H0030 #2 > |

Course: *   0H0030   [...]   **Default Section & Capacity**

Section Number: *   1

Capacity: *   25

Course Term: *   FULL ▼

Is Active: ✔

Roll section to next year: ✔

Meeting Time Description: 1 (C205)   **Custom**

Save Course Section   **Cancel**

Task #3 – Course Sections – Meeting Times tab

1. Click on the **Meeting Times** tab.
2. StudentInformation has three types of meeting times.
   a. The first type of meeting times are **Basic** meeting times. For a course section to qualify as having a Basic meeting time, the course section must have the same teacher, same location, and must meet the same periods each day throughout the entire length of the course term.
   b. The second type of meeting times are **Intermediate** meeting times. For a course section to qualify as having an Intermediate meeting time, the course section can have multiple teachers, meet in multiple rooms, meet multiple periods throughout the entire length of the course term.
   c. The third type of meeting times are **Advanced** meeting times. For a course section to qualify as having an Advanced meeting time, the course section must have a different teacher, room location, or period for one or more schedule terms.

The key to understanding Advanced Meeting Times is the course has a different teacher, or location, or periods in one or more schedule terms.

Meeting Time Reminders

If a course section has the custom meeting time description field filled out on the General tab and the meeting time is changed to a Basic Meeting Time, do not forget to uncheck the **Custom** checkbox so the new meeting time description will be filled in by StudentInformation.

Also, changes made on the Meeting Times tab are not automatically made on the Teacher History tab. Changes on the Teacher History tab must be made separately.

Meeting Time Examples:

BASIC
One teacher, one room, one period
Course 0126-23 meets Monday thru Friday 2nd period with teacher A in room A108 all year long.

BASIC
One teacher, one room, multiple periods
Course 0126-23 meets Monday thru Friday 2nd and 3rd period with teacher A in room A108 all year long.

INTERMEDIATE
Multiple teachers, multiple rooms, multiple periods
Course 0126-23 meets Monday thru Friday 2nd period with teacher A in room A105 all year long and also meets Monday thru Friday 3rd period with teacher B in room A108 all year long.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

| General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | | Next: 0126 #33 > |

○ Basic ⦿ Intermediate ○ Advanced

Add Meeting Time

		Teacher	Location	Start	End	Periods
🗑	✏		A108 - MRS.	Aug 17, 2016	May 24, 2017	M: 03; T: 03; W: 03; R: 03; F: 03
🗑	✏		A105 - MR.	Aug 17, 2016	May 24, 2017	M: 02; T: 02; W: 02; R: 02; F: 02

Save Course Section Cancel

INTERMEDIATE
One teacher, multiple rooms, same period
Course 0126-23 meets Monday, Wednesday, Friday 3rd period with teacher A in room A108 but meets Tuesday and Thursday 3rd period with teacher A in room A167 all year long.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

| General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | | Next: 0126 #33 > |

○ Basic ⦿ Intermediate ○ Advanced

Add Meeting Time

		Teacher	Location	Start	End	Periods
🗑	✏		A108 - MRS.	Aug 17, 2016	May 24, 2017	M: 03; W: 03; F: 03
🗑	✏		A167 - MRS.	Aug 17, 2016	May 24, 2017	T: 03; R: 03

Save Course Section Cancel

ADVANCED
One teacher, multiple rooms, one period, different schedule terms
Course 0126-23 meets Monday thru Friday 3rd period with teacher A in room A105 during the 1st Quarter, in room A110 during the 2nd Quarter, in room A114 during 3rd Quarter and in room A167 during 4th Quarter.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

| General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | Next: 0126 #33 > |

Basic ○ Intermediate ○ Advanced ●

Add Meeting Time

		Teacher	Location	Start	End	Periods
🗑	✏		A105 - MR.	Aug 17, 2016	Oct 14, 2016	M: 03; T: 03; W: 03; R: 03; F: 03
🗑	✏		A110 - MRS.	Oct 18, 2016	Dec 21, 2016	M: 03; T: 03; W: 03; R: 03; F: 03
🗑	✏		A114 - MR.	Jan 04, 2017	Mar 10, 2017	M: 03; T: 03; W: 03; R: 03; F: 03
🗑	✏		A167 - MRS.	Mar 13, 2017	May 24, 2017	M: 03; T: 03; W: 03; R: 03; F: 03

Save Course Section Cancel

ADVANCED
Two teachers, one room, same period, different schedule terms
Course 0126-23 meets Monday thru Friday 1st period in room A105 with teacher A during 1st and 2nd quarter, but with teacher B during the 3rd and 4th quarter.

Course Sections - 0126 - US HISTORY (23)
From this screen you can display or change information regarding course sections

| General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | Next: 0126 #33 > |

Basic ○ Intermediate ○ Advanced ●

Add Meeting Time

		Teacher	Location	Start	End	Periods
🗑	✏		A105 - MR.	Aug 17, 2016	Dec 21, 2016	M: 01; T: 01; W: 01; R: 01; F: 01
🗑	✏		A105 - MR.	Jan 04, 2017	May 24, 2017	M: 01; T: 01; W: 01; R: 01; F: 01

Save Course Section Cancel

Task #4 – Course Sections - Memberships tab

1. Click on the **Memberships** tab.
   a. If the course section is a member of a course group, the course group will be listed in the grid.

Course Sections - 9883 - ALGEBRA II (1)

From this screen you can display or change information regarding course sections

General	Meeting Times	Memberships	Attendance	Teacher History	EMIS Override

Course Group	Group Section
ALGEBRA II	1

Save Course Section   Cancel

Task #5 – Course Sections – Attendance tab

1. Click on the **Attendance** tab.
   a. If the course section meets only one period, the Attendance tab will automatically be defaulted to that period.

   b. If the course section meets more than one period, each period will be checked on the Attendance tab, but editable. If a course section meets 2nd and 3rd period, you can choose to only take attendance 2nd period or 3rd period or both.

   c. If you make changes to the Attendance tab, do not forget to click **Save Course Section**.

Task #6 – Course Sections - Teacher History tab

1. Click on the Teacher History tab.
   a. The Teacher History tab displays the Staff Course (CU) records in a grid. Verify the information on the Teacher History tab coincides with the information on the Meeting Times tab.
   b. Click **Save Course Section**.

Changes made on the Teacher History tab are not automatically made on the Meeting Times tab. Changes on the Meeting Times tab must be made separately.

Task #7 – Course Sections – EMIS Override tab

1. Click on the **EMIS Override** tab.
   a. Fill in any values that differ from the course in Course Maintenance.
   b. Click **Save Course Section**.

Course Sections - 0309 - English 9 (1)
From this screen you can display or change information regarding course sections

| General | Meeting Times | Memberships | Attendance | Teacher History | EMIS Override | < Prev: 0308 #2 | Next: 0309 #2 > |

EMIS Staff Provider IRN: [_____] 🔍

EMIS Subject Code: [_____▼]

Curriculum: [_____▼]

Delivery Method: [_____▼]

Student Population: [_____▼]

Highly Qualified Teacher IRN: [_____] 🔍

EMIS Location IRN: [_____] 🔍

EMIS Location Description:* [_____] (Only required if EMIS Location IRN = '999999')

Start Date: [_____] 📅

Stop Date: [_____] 📅

Dual Credit: ☐

Save Course Section Cancel

Course Groups and Course Group Sections

Task #1 – Enter new course groups and group sections and verify current course groups and group sections

1. Change your context to the building level and the school year you are working with.
2. Navigate to ***StudentInformation*** *»* ***Management*** *»* ***School Administration*** *»* ***Scheduling Administration*** *»* ***Course Maintenance*** *»* ***Course Groups***.
3. Click **Add Course Group** to enter a new course group.

A course section can only be assigned to one course group at a time. Example: Course section 1047-1 is part of course group section Math-1. 1047-1 cannot be linked to course group Alge until course section 1047-1 is deleted from the course group Math.

Course groups are school year specific which means if you add a course group, for example, in the future school year, the course group will not automatically be added to the current school year.

Task #2 – Course Groups – Group tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to ***StudentInformation*** *» **Management*** *» **School Administration*** *» **Scheduling Administration*** *» **Course Maintenance*** *» **Course Groups***.
3. Either click **Add Course Group** or edit a course group by clicking on the edit pencil icon.
4. The **Group** tab is displayed.
   a. The **Code** field can be up to 15 characters long and is a symbol for the group. Consider state reporting limitations when specifying course group codes. EMIS only accepts up to 10 characters and will truncate any code longer than 10 characters.
   b. The **Name** field can be 30 characters long.
   c. The **Description** field is optional and can be used to detail which courses are part of the group and holds 200 characters.
   d. The **Abbreviation** field can be 8 characters long.
   e. The **Short Name** field can be 15 characters long.
   f. The **Capacity** field indicates how many students the course group can accommodate.
   g. The **Scheduling Priority** field is used by the Batch Scheduler. If the Batch Scheduler is ran with #10 Order Requests by Priority selected then the Batch Scheduler will schedule the student into courses of higher priority before courses of lower priority. Nine is the highest priority and 1 is the lowest. Some districts assign courses with only one section (Singletons) as priority of 9 so the Batch Scheduler will schedule them first. Other districts assign Advanced Placement and Honors courses as priority 9. Elective courses are typically given low priorities. Please see the *Batch Scheduler Procedural Checklist* for more information about this feature.
   h. The **Is Locked** checkbox is not currently functioning on the Group tab at this time. Use the Is Locked checkbox on the Courses / Sections tab instead.
   i. The **Display Courses Individually** checkbox determines whether courses that are members of the course group will be displayed individually on the Public Course Requests module (PRC).
   j. The **Display on Public Module** checkbox indicates whether a course group will be displayed on the Public Course Requests module (PRC).
   k. The **Is Active** checkbox indicates whether a course group can be requested and scheduled.

Course Groups

From this screen you can display or change information regarding course groups

Group	Courses / Sections

Code:* `784` ✕   Abbreviation: `784`

Name:* `CBI`   Short Name:* `CBI`

Capacity: `10`

Description: `CBI`   Scheduling Priority:* `5`

Is Locked: ☐

Display Courses Individually: ☐

Display on Public Module: ☑

Is Active: ☑

Save   Cancel

Task #3 – Course Groups – Courses/Sections tab

1. Click on the **Courses / Sections**
2. The top section lists which courses are part of the group.

	Member Course	Memberships	Membership Sum Capacity	Course Is Active
🗑	783 - CBI ORIENTATION	784	10	🟢
🗑	785 - CBI SOCIAL STUDIES 2	784	10	🟢

    a. To add a member course, below the list of current member courses, enter a course code or use the **elipse** icon to select a course and then click **Add Course**.

    b. The course appears in the grid.

    c. If you would like to remove a course from the group, click on the **trash can** icon to the left of the course.

    d. In the next section, you tell StudentInformation which sections of the course belong to the group section.

    e. Click **Add Section**. The page refreshes.

    f. The courses that are part of the group are displayed.

    g. The section number automatically defaults to the next section number available, but you can change it.

    h. Enter a capacity for the group section in the **Capacity** field. NOTE: For example, if course section 9883-1 has a capacity of 27, but the group section only has a capacity of 20, this means up to 20 students can be scheduled into the group, but if students have an individual request for course section 9883-1, it can accommodate up to 27 students. So, making the group capacity lower than the course section capacity allows room for students who requested the individual course to be scheduled into the course section.

i. The **Is Locked** checkbox determines whether a student with a request for a course within the course group, but who does not have a request for the course group itself will be scheduled into the individual course. Please see the *Batch Scheduler Procedural Checklist* for further details on this feature.
j. If you delete a course group section, the course sections associated with the group section are automatically disassociated from the group section and are now available to be assigned to another course group.

Course Groups

From this screen you can display or change information regarding course groups

Group | Courses / Sections

Course Group		Member Course	Memberships	Membership Sum Capacity	Course Is Active
Code:	784	🗑 783 - CBI ORIENTATION	784	10	🟢
Name:	CBI	🗑 785 - CBI SOCIAL STUDIES 2	784	10	🟢
Capacity:	10				

[📇] […] **Add Course**

Add Section

	Group / Course	Section	Capacity	Is Locked	Is Active
🗑	784 - CBI	[1 ⬍]	[25 ⬍]	☐	☑
	783 - CBI ORIENTATION*	Section 1 HATHAWAY,A : 2 (165) Full Year (Cap. 15) ⌄			
	785 - CBI SOCIAL STUDIES 2*	Section 1 HATHAWAY,A : 1 (165) Full Year (Cap. 15) ⌄			
🗑	784 - CBI	[2 ⬍]	[25 ⬍]	☐	☑
	783 - CBI ORIENTATION*	Section 2 HATHAWAY,A : 8 (165) Full Year (Cap. 15) ⌄			
	785 - CBI SOCIAL STUDIES 2*	Section 2 HATHAWAY,A : 7 (165) Full Year (Cap. 15) ⌄			

☑ Show Active Only

Save **Cancel**