



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

Change Log

Date	Section Number/Name	Change Description
1/15/19	Course Groups	Updated screenshots
11/26/18	Entire document	General updates
1/30/17	Entire document	General updates
12/12/16	Entire document	General updates
2/1/16	Course Section	Add note about course sections with no students
1/29/16	Courses – Task #4	Add note to selecting Grade Levels
10/30/14	Course Section – Task #7 Entire document	14.6.4 Updates – Update screenshot for Course Section – EMIS Override tab Update screenshots and breadcrumb trails
12/18/13	Task #2	14.2.0 Updates – Updated screenshot and added descriptions for the College Prep and Dual Credit fields
11/15/12	Task #1 Task #6 Teacher History tab	Updated CRSE screenshot Updated tab screenshot

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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. Navigate to **StudentInformation » Management » School Administration » Scheduling Administration » Course Maintenance » Courses.**
 - a. Click **Add Course** and follow the next five tasks to setup a new course.
3. 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.
4. TIP: Run CRSE report to see if courses have the correct course priority, demand count, etc.
5. The following screenshot is a sample output of the **CRSE** report.

REPORT: DASL - REPO CRSE NORTHWESTERN HIGH SCHOOL COURSE CURRICULUM

PAGE 1 OF 3

COURSE CODE	COURSE NAME	GR	Credit Units	Incd Crst	Incd GPA	Active	Is Req
0086	TELECOMMUNICATIONS 1	09;10;11;12	1.000000	Y	Y	Y	Y
0087	TELECOMMUNICATIONS 2	10;11;12	1.000000	Y	Y	Y	Y
0088	TELECOMMUNICATIONS 3	11;12	1.000000	Y	Y	Y	Y
0089	TELECOMMUNICATIONS 4	12	1.000000	Y	Y	Y	Y
0090	MEDIA COMMUNICATIONS 1	10;11;12	1.000000	Y	Y	Y	Y
0091	MEDIA COMMUNICATIONS 2	11;12	1.000000	Y	Y	Y	Y
0092	MEDIA COMMUNICATIONS 3	12	1.000000	Y	Y	Y	Y
0093	MEDIA COMMUNICATIONS 4	12	1.000000	Y	Y	Y	Y
0094	YEARBOOK 1	10;11;12	1.000000	Y	Y	Y	Y
0095	YEARBOOK 2	11;12	1.000000	Y	Y	Y	Y
0096	YEARBOOK 3	12	1.000000	Y	Y	Y	Y
0098	MYTHOLOGY	11;12	0.500000	Y	Y	Y	Y
0100	ENGLISH 9	09;10;11;12	1.000000	Y	Y	Y	Y
0102	ENGLISH 10	10;11;12	1.000000	Y	Y	Y	Y
0103	*ENGLISH 10 AC	10;11;12	1.000000	Y	Y	Y	Y
0104	ENGLISH 11	11;12	1.000000	Y	Y	Y	Y
0105	*ENGLISH 11 AC	11;12	1.000000	Y	Y	Y	Y
0108	ENGLISH 12 GP	12	1.000000	Y	Y	Y	Y
0109	*ENGLISH 12 ACCELERATED	12	1.000000	Y	Y	Y	Y
0109DC	*ENGLISH 12 DC	12	1.000000	Y	Y	Y	Y
0113	*ORAL COMMUNICATIONS	11;12	0.600000	Y	Y	Y	Y
0118	READING FOR PLEASURE	09;10;11;12	0.500000	Y	Y	Y	Y
0122	VOICES OF THE HOLOCAUST	10;11;12	0.500000	Y	Y	Y	Y



Courses are school year specific which means if you add a course, for example, in the future school year the course won't 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.

Task #2 - Ensure the General tab is setup correctly.

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. Edit a course by clicking on the  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 to 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 run 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 Step by Step 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** 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.

From this screen you can display or change information regarding courses

General **Marks** Miscellaneous EMIS Pre/Co-requisites < Prev: 0032 Next: 0052 >

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

Code:* p051 Abbreviation:* CP ENG10

Name:* CP ENGLISH 10 Short Name:* CP ENGLISH 10

Description:

Hours of Instruction:* 75 Scheduling Priority:* 7

Display on Public Module:

Is High School Credit:

Roll course to next year:

College Prep:

Display on ParentAccess:

Is Active:

Is In Update History:

Core Course:

Dual Credit:

Save Cancel

Task #3 - Ensure the Marks tab is setup correctly.

1. Change your context to the building and the school year you are working with.
2. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Courses**.
3. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Marks** tab.
 - c. 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 Step by Step Checklist on how to set up this feature.
 - d. The **Level of Difficulty:** dropdown is optional and determines if a course uses a different point scale when the GPA is calculated. Please see the **GPA and Honor Roll Step by Step Checklist** on how to set up this feature.
 - e. The **GPA Add-on Level:** dropdown is optional determines if a specific point value is added to the calculated GPA. Please see the **GPA and Honor Roll Step by Step Checklist** on how to setup this feature.
 - f. 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 Request Step by Step Checklist** for further details. The **Credit Units** field is also used the GPA Calculation. Please see the **GPA and Honor Roll Step by Step Checklist** for further details.
 - g. The **Mark Bump:** dropdown is used by the Jackson GPA method which is explained in detail in the **GPA and Honor Roll Step by Step Checklist**.
 - h. The **Rank Weight:** dropdown is used by several custom GPA's and is explained in detail in the **GPA and Honor Roll Step by Step Checklist**.
 - i. 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 and Honor Roll Step by Step Checklist for further details.

- j. The **Include in Total Credits:** checkbox determines if the course is included in the student's total credits.
- k. 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 and Include in Total Credits checkboxes must both be marked.
- l. 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 and Honor Roll Step by Step Checklist**.
- m. The **Include on Permanent Record:** checkbox determines if the course prints on the R700 when is run with the option **Print Report in Permanent Record Label Format** is set to yes.
- n. The **Print on Report Card:** checkbox determines if the course prints on the R700.

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites < Prev: 0113 Next: 0115 >

0114 - ADV PAINT 2

Course Weight: 10.0000 In Honor Roll: Is Honors Course:

Level of Difficulty: Include in Total Credits: Include on Permanent Record:

GPA Add-on Level: Include in GPA: Print on Report Card:

Credit Units*: 0.500000

Mark Bump:

Rank Weight:

Save Cancel

Task #4 - Ensure the Miscellaneous tab is setup correctly.

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. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Miscellaneous** tab.
 - c. The **Department:** dropdown is optional and is a way to group similar classes together.
 - d. The **Area Of Study:** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification Module.
 - e. The **Subject Area:** dropdown is optional and is a way to group similar classes together and is used by the Graduation Verification Module.
 - f. The **Course Type:**  dropdown determines if a course appears on the **Student Marks** page. If course type is **Class**, **ESC Course**, **Satellite Course**, **Post secondary Course**, or **Vocational**, the course will show on the **Student Marks** page. If a course is marked as **Type = Study Hall** when the Study Hall Wizard is run open time periods on the student's schedules will be filled in with courses that have a **Course Type** of **Study Hall**. If a course is marked as **Type = Case Management**, the course will not show on the student **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** don't show on the **Student Marks** page but do show on student's schedules.
 - g. 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.
 - h. The **In Graduation / Eligibility:** checkbox determines if the course is included in Graduation Verification Module in StudentInformation. Please see the **Graduation Verification Procedural Checklist**.
 - i. The **Gender Directive:** field is used by the Batch Scheduler to balance the gender composition of the course.

- j. If **Balance Males across Sections, and Balance Females across Sections** is chosen from the dropdown the BS attempts to balance filling counts in course sections but it doesn't strictly enforce balancing. If 134 female student request a course with gender balancing enabled the BS will attempt to evenly distribute the female students into course sections. The BS doesn't balance male to females in a course section.
- k. The BS orders the course sections in ascending order based on the % that each section is filled for that student's gender. If the BS 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.
- l. 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 shouldn't differ more than one student.
- m. If either **Restrict to Females** or **Restrict to Males** is chosen the BS will not schedule a student of the wrong gender in to the course. A request status message of "Requested course is restricted to the opposite gender" will display on the Requests page.
- n. 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 doesn't 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 < Prev: 0113 Next: 0115 >

0114 - ADV PAINT 2

Department: ART - ART Course Type: C - Class

Area Of Study: ART - ART 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*

01	11
02	12
03	
04	
05	
06	

Save Cancel

Task #5 - Ensure the EMIS tab is setup correctly.

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. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **EMIS** tab.
 - c. 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.
 - d. 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.
 - e. The **EMIS Staff Provider IRN:** field is the district IRN of the entity in contract with the reporting school district.
 - f. 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 and French I and French II.
 - g. The **EMIS Subject Code:** field details the subject of the course being reported.
 - h. 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.
 - i. The **EMIS Language Used:** field is the language used by the teacher when presenting to the students.
 - j. The **CORE Subject Area:** field is the subject area and/or CORE requirement area in which a student has earned credit/units towards graduation.
 - k. The **End Of Course Assessment Area:** field is the End of Course Assessment Area associated with the course.
 - l. The **CTE College Credit:** field indicates if a career-technical course provides an opportunity for students to earn college credit.
 - m. The **Curriculum:** field of the curriculum source/model/program for a specific course.

- n. The **Delivery Method:** field identifies the means by which instruction is provided/communicated to the student(s) in the course.
- o. The **Educational Option:** field identifies the Educational Option status for a course per Ohio Administrative Code 3301-35-06(G).
- p. The **Student Population:** field identifies the attributes of the group of students for which the course is intended.
- q. 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.
- r. The **Credit Flex:** field designates if an alternate way of earning credit applies to the course.
- s. Finally the **Report to EMIS:** checkbox should be checked if the course needs to be reported to EMIS.

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites < Prev: 0010 Next: 0012 >

0011 - ENGLISH 10

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

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

EMIS Staff Provider IRN: ***** (Only required if EMIS Location IRN = '999999')

EMIS Course Level: * - Not applicable

EMIS Subject Code: 050170 - Integrated English Language Arts II

EMIS Subject Area for Credit: * ENG - English Credit

EMIS Language Used: * E - English (Default)

CORE Subject Area: ENG - English Language Arts Units

End Of Course Assessment Area: ELA2 - English Language Arts 2

CTE College Credit: * N

Curriculum: * OT - Curriculum Not Specifically Covered By Another Option

Delivery Method: * FF - Face to Face Classroom Instruction

Educational Option: * NO - Not an Educational Option Course

Student Population: * RG - Regular/General Students K-12

Highly Qualified Teacher IRN:

Credit Flex: N - The course is not a Credit Flexibility Course

Report to EMIS:

Save Cancel

Task #6 - Ensure the Pre/Co-requisites tab is setup correctly.

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 haven't been met.

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. Edit a course by clicking on the  icon.
 - a. The **General** tab is displayed.
 - b. Click on the **Pre/Co-requisites** tab.
4. Pre/Co-requisites are not used by the Batch Scheduler. 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.
 - a. Click **New requisite**.
5. **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.
6. Click **Save requisite**.
7. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites < Prev: 0010 Next: 0012 >

0011 - ENGLISH 10

Pre-requisites:	Operator:	Co-requisites:
1: 0005 ...		1: ...
and 2: ...	▼	and 2: ...
and 3: ...		and 3: ...
and 4: ...		and 4: ...

Is Active:

Save requisite

8. **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. Click **New requisite**.
 - b. Enter the course code for English 9 in box 1 under the **Pre-requisites** section.
 - c. Click **Save requisite**.
 - d. Next, click **New requisite** again.
 - e. Enter the course code for CP English 9 in box 1 under the **Pre-requisites** section.
 - f. Click **Save requisite**.
 - g. Click **New requisite**.
 - h. Enter the course code for Fundamentals of English 9 in box 1 under the **Pre-requisites** section.
9. Click **Save requisite**.
10. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites < Prev: 0010 Next: 0012 >

0011 - ENGLISH 10

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
 	0005									<input checked="" type="checkbox"/>
 	0010									<input checked="" type="checkbox"/>
 	0004									<input checked="" type="checkbox"/>

Show Active Only

Save Cancel

11. **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. Click **New requisite**.
 - b. 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.

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0017 - ENGLISH 11

Pre-requisites: Operator: Co-requisites:

1: 0011 ... 1: ...

and 2: 0005 ... and 2: ...

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active:

Save requisite

12. Click **Save requisite**.
13. The screen now looks as follows:

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0017 - ENGLISH 11

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
		0011	0005							<input checked="" type="checkbox"/>

Show Active Only

Save Cancel

14. Pre-Requisite and Co-Requisite: A course requires both pre-requisite and a co-requisite. Example: Biology requires Physical Science and co-requires Biology Lab.
 - a. Click **New requisite**.
 - b. Enter the course code for Physical Science in box 1 under the **Pre-requisites** section.
 - c. Select **And** as the Operator.
 - d. Enter the course code for Biology Lab in box 1 under the **Co-requisites** section.

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites

0031 - BIOLOGY A

Pre-requisites: Operator: Co-requisites:

1: 0033 ... 1: 0035 x ...

and 2: ... and 2: ...

and 3: ... and 3: ...

and 4: ... and 4: ...

Is Active:

Save requisite

15. Click **Save requisite**.
16. 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			A	0035				<input checked="" type="checkbox"/>

Show Active Only

Save Cancel

17. Pre-Requisite or Co-Requisite: 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. Click **New requisite**.

- b. Enter the course code for Physical Science in box 1 under the **Pre-requisites** section.
 - c. Select **Or** as the Operator.
 - d. Enter the course code for Physical Science again in box 1 under the **Co-requisites** section.
18. Click **Save requisite**.
19. 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

20. Multiple Pre-Requisites or 1 Co-Requisite: 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. Click **New Requisite**.
 - b. Enter the course code for Biology in box 1 and Chemistry in box 2 under the **Pre-requisites** section.
 - c. Select **Or** as the Operator.
 - d. Enter the course code for AP Biology in box 1 under the **Co-requisites** section.
21. Click **Save Requisite**.
22. 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

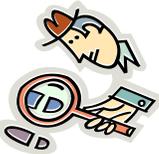
Note: Course sections in StudentInformation that do not have any students assigned to them still go over to GradeBook. Teachers linked to these course sections (with no students) then need to hide these classes in GradeBook. It is recommended to either inactivate these course sections before turning 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 and follow the next four tasks.



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

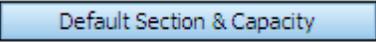


Run the R407 for a listing of course sections. You may even want to use different colored highlighters or markers to signify the changes you want to make. Then when you make the adjustments to the course sections or groups, the changes you want to make will be easily identifiable.



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

Task #2 - Ensure the General tab is setup correctly.

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. Edit a course section by clicking on the  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  button to search for the Course Code.
 - b. After entering the code, click on  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 in 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.
 - f. The **Is Active:** checkbox details if a course 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

box and type in your own descriptive meeting time and the custom description will print on the student's schedule.

5. Click **Save Course Section** to save any changes or **Cancel** to delete any changes made.

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 >

Course:* 0126 ... Default Section & Capacity

Section Number:* 23

Capacity:* 22

Course Term:* All

Is Active:

Roll section to next year:

Meeting Time Description: 02 (A108) Custom

Save Course Section Cancel

Task #3 - Ensure the Meeting Times tab is setup correctly.

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. Edit a course section by clicking on the  icon.
4. Click the **Meeting Times** tab.
5. 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 to qualify as having an Intermediate meeting time, the course sections 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 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.

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

Teacher:*

Location:*

Periods (All Days):* 01 02 03 04 05 06 07 08 09 10

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.

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

Teacher:*

Location:*

Periods (All Days):* 01 02 03 04 05 06 07 08 09 10

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

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.

Task #4 - Review the Memberships tab.

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. 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 - Review the Attendance 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. Edit a course section by clicking on the  icon.
4. Click on the **Attendance** tab.
 - a. If the course section meets only one period the Attendance tab will automatically be defaulted to that period.

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

i Please select the meeting times for which attendance will be collected.
You must select at least one period on each day the course section meets.

Day	Periods
M	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
T	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
W	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
R	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
F	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Save Course Section Cancel

- 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.

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

Please select the meeting times for which attendance will be collected.
You must select at least one period on each day the course section meets.

Day	Periods
M	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
T	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
W	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
R	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
F	01 02 03 04 05 06 07 08 09 10 <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Save Course Section

Cancel

c. If you make changes to the Attendance tab, do not forget to click

Save Course Section

Task #6 - Review the Teacher History tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. 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.

Course Sections - 299 - 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: 299 #2 >

Add New

	Teacher Name	Start Date	End Date	Role	Teacher Of Record	IRN Override
 		08/16/2018	05/22/2019	LT	<input checked="" type="checkbox"/>	

Save Course Section Cancel

 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 - Review the EMIS Override tab

1. Change your context to the building level and the school year you are working with.
2. Navigate to **Student Information** » **Management** » **School Administration** » **Scheduling Administration** » **Course Maintenance** » **Course Sections**.
3. Edit a course section by clicking on the  icon.
4. Click on the  tab.
5. Fill in any values that differ from the course in Course Maintenance.

Course Sections - 299 - 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: 299 #2 >

EMIS Staff Provider IRN: 

EMIS Subject Code:

Curriculum:

Delivery Method:

Student Population:

Highly Qualified Teacher IRN: 

EMIS Location IRN: 

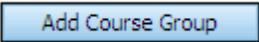
Start Date: 

Stop Date: 

Dual Credit:

Course Groups and Course Group Sections

Task #1 - Enter new course groups and sections and verify current course groups and 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**.
 - a. Click  and follow the next two tasks to setup 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 won't automatically be added to the current school year.

Task #2 - Ensure the Group tab is setup correctly.

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. Edit a course group and section by clicking on the  icon.
4. The **Group** tab will display.
 - 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 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 Step by Step Checklist*** for more information about this feature.
 - h. The **Is Locked:** checkbox isn't 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 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:*	<input type="text" value="784"/>	Abbreviation:	<input type="text" value="784"/>
Name:*	<input type="text" value="CBI"/>	Short Name:*	<input type="text" value="CBI"/>
Description: <input type="text" value="CBI"/>	Capacity:	<input type="text" value="10"/>	▲▼
	Scheduling Priority:*	<input type="text" value="5"/>	▲▼
	Is Locked:	<input type="checkbox"/>	
	Display Courses Individually:	<input type="checkbox"/>	
	Display on Public Module:	<input checked="" type="checkbox"/>	
	Is Active:	<input checked="" type="checkbox"/>	

Task #3 - Ensure the Courses / Sections tab is setup correctly.

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. Edit a course group and section by clicking on the  icon.

- a. Click on the **Courses / Sections** tab.
- b. 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	<input checked="" type="checkbox"/>
	785 - CBI SOCIAL STUDIES 2	784	10	<input checked="" type="checkbox"/>

- c. Enter a course code or use the  icon to select a course click **Add Course**.
- d. The course appears in the grid.
- e. If you would like to remove a course from the group, click on the **trash can** icon to the left of the course.
- f. In the next section, you tell StudentInformation which sections of the course belong to the group section.
- g. Click the **Add Section** button. The page refreshes.
- h. The courses that are part of the group are displayed.

Add Section					
	Group / Course	Section	Capacity	Is Locked	Is Active
	784 - CBI	1 <input type="text"/>	25 <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	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 <input type="text"/>	25 <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	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) ▼			
<input checked="" type="checkbox"/> Show Active Only					

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

Is Locked

- k. The checkbox determines whether a student with a request for a course within the course group, but who doesn't have a request for the course group itself will be scheduled into the individual course. Please see the **Batch Schedule Step by Step Checklist** for further details on this feature.
- l. 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	<input type="text"/> Add Course			

Add Section

Group / Course	Section	Capacity	Is Locked	Is Active
784 - CBI	1 <input type="text"/>	25 <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 <input type="text"/>	25 <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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