SIS2000+ Training Manual

Scheduling Set-Up

Define District Courses

Using the District Courses Application

Purpose

For the user to gain a general understanding of the Scheduling Set-Up Process in SIS2000+. In SIS2000+, districts create a set of courses that are offered throughout the district. Each school subsequently draws from this list of courses and indicates certain courses that are offered in each track within the school. Initially, the District or County Office needs to build the set of courses that will be offered.

Training Objectives

Develop a general understanding of creating courses at the district level.

Using District Courses:
> View the History of a Course
> Add a New Course
> Edit an Existing Course

Overview of the Scheduling Process

Scheduling is a detailed process that involves several SIS2000+ applications. There are a number of steps that need to be performed before a student can be scheduling into a course. Once a school is set-up, and has a track, or tracks, defined with students and faculty members associated with the track, you may begin the Scheduling Set-Up process.

The first step in this process is to create and maintain a set of courses that will be offered at the district level. This is done at the district level, through the District Courses application, to ensure that course codes will not be duplicated within the district and to have one set of standardized courses that each school can use. Later, the courses created here will be assigned to each school that wants to offer them. Then, the selected courses will be placed into the school's Master Schedule, and, finally, students will be scheduled into the courses.

What we are creating here, though, are the default settings and 'definitions' for the courses that will be offered at a school and edited in the school's Master Schedule. Some of the default settings made in District Courses can only be edited in District Courses. Others can be edited, or fine-tuned, in the Master Schedule to meet the needs or a particular school, or a particular section of the course.
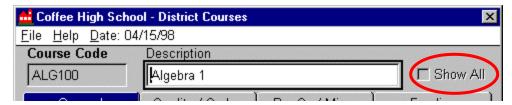
The addition and general maintenance of all courses will be done through District Courses.

View the History of a Course

From the SIS2000+ Main Menu, go to the System Menu and click on the **District Courses** icon. The District Courses database can be viewed from any school site login or from the District Office login. Editing capability depends on the permissions granted to the user.

Find a Course

To find a course you can use the **Find**, **List**, or **VCR buttons** to navigate through the courses that are already in the district database. You will also notice a **'Show All'** check-box to the right of the Course Description. The default selection of courses visible when scrolling or listing is "Active" courses (as defined in the Status field on the "General" information screen). Put a check in the 'Show All' box to show all courses in the database, both Active and Inactive.

Top portion of the District Courses screen, showing Course Code, Course Description, and the Show All check-box.
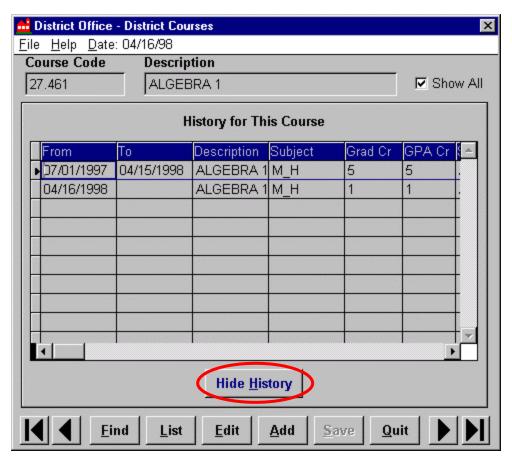
Once a specific course is located, you can click through the tabs to view the default settings that have been defined for the course. (The fields are described in the 'Adding a District Course' section that follows.)

When certain attributes of a course are changed in the edit mode, the District Courses program will track the history of those changes. Changes to fields that will affect student transcripts (such as 'Description', 'Subject', 'Grad.' & 'GPA Credit', 'Status', 'GPA Level', etc.) will be recorded as separate history records in a summary list. The **current history record** will always be displayed in the main District Courses screen.

To view the History for the selected course click on the **Show History** command button at the bottom of the General tab.

Bottom of the General Tab for a selected course in District Courses.

District Courses General Screen after Show History has been clicked for a selected course.

The effective date range of each history entry will be shown in the **'From'** and **'To'** fields. Then you can scroll through this grid to view any changes made to the corresponding fields in each column. (The fields are described in the 'Adding a District Course' section that follows.)
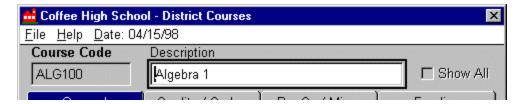
When you are done viewing the History of a course, click on Hide History and the General Screen will return to its normal state.

Adding and Editing District Courses
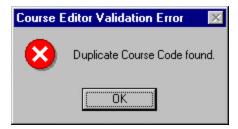
Adding a District Course

Course Code and Description

Click on **Add** to add a new course to the list of available District Courses. Initially, the district will **Add** new courses, but this can also be done from the school level. Even if you are adding a course that only one school will use, it still must be added to the list of available District Courses.

Top portion of the District Courses screen, showing Course Code, Course Description, and the Show All check-box.

First you will enter in a **Course Code.** Each course must have a unique course code. You will receive a message if the code you type in has already been used. Course Codes are user-defined and may be up to 10 characters long. Codes may include numbers, or letters, or both.

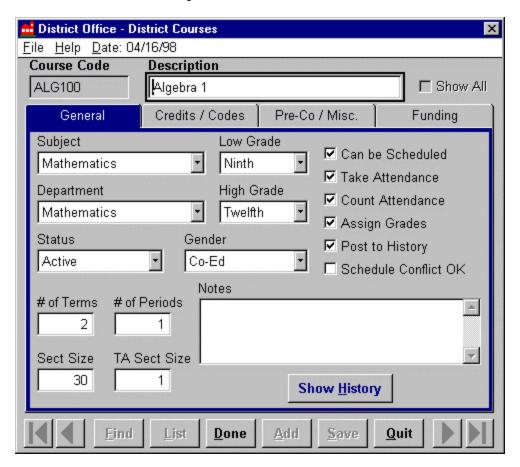*Message received if a Course Code has already been used.*

> NOTE: If you receive this message, but cannot see that the Course Code has already been used (it won't show up using the Find, List, or VCR buttons), it is likely that the course was used at one time but was made 'Inactive'. Use the 'Show All' feature to view all courses, both Active and Inactive, and check if the Course Code was previously used. You will have to create a new code for your new course if the code you wanted to add was used in the past.

Once you've entered a valid Course Code, enter the Course Description. Now you may move through each of the other screens displayed in District Courses.

A blank record will appear with three or four information screens (depending on Preferences, the Funding Tab may or may not be activated) in which the course attributes can be entered. Enter course attributes as follows:

The General Screen

Use this screen to enter the "general" attributes of a course.

General Screen of District Courses.

The fields on the **General Screen** and what they represent are as follows:

Subject - the subject defined here describes the general category of the course used in conjunction with Graduation Requirements. It is an academic 'separation' of courses. The Graduation Requirements module looks at this field to determine how many units of a Subject have been completed or count towards the defined Graduation Requirements. Courses with the same subject selected will be grouped together in the tally towards meeting Graduation Requirements.

Department - select the department in which the course falls under. This is an organizational 'separation' of courses in a school. This is generally used for reporting purposes when you select to print Class Rosters, for example, by Department.

Low Grade - select the lowest grade level of student allowed into the course. This may be left <Unset> if there is no lower limit for the course (or the lower limit is the lowest grade level of the school).

High Grade - select the highest grade level of student allowed to take the course. This may be left <Unset> if there is no upper limit (or the upper limit is the same as the highest grade level of the school).

Status - typical statuses are:
Active: taught this year and the next year
Future: taught next year, not this year
Inactive: not taught this year or next

Gender - indicate if the course is offered for Male only, Female only, or if it is Co-Ed.

 # Of Terms - the duration of a course in terms. If your track has two terms (Semesters), and the course is an 'all-year' course, the Number of Terms would be '2'. The course would be in session for both Semesters. If it were a half-year class, the Number of Terms would be '1', meaning that the course would only last for one Semester.

 # Of Periods - the duration of a course in contiguous periods. For example, if you had a course that met for two periods in a row, and the same students were in both periods and they did not move when other students would normally switch classes, this would be set to '2'. This may be experienced more with block scheduling.

Section Size - the maximum number of students allowed to be enrolled in a section of the course. This information is utilized when scheduling students individually or when using the Student Loader (which is used to automatically build student schedules for next year).

TA Sect(ion) Size - the maximum number of teaching assistants allowed to be scheduled into the course.

Can be Scheduled – whether or not this course can be scheduled automatically by the Schedule Loader during the Next-Year Mass Scheduling Process

Take Attendance – enter a check mark here if attendance is to be taken for this course. This integrates with the Attendance applications. If checked, teachers will receive an attendance sheet for this course and attendance can be taken for students in this course through all of the Attendance applications. If this is not checked, attendance cannot be taken, and the course will not show in the Attendance applications.

Count Attendance - check here if the attendance taken will be counted for state reporting purposes.

Assign Grades - check here if grades (marks) will be assigned to this course.

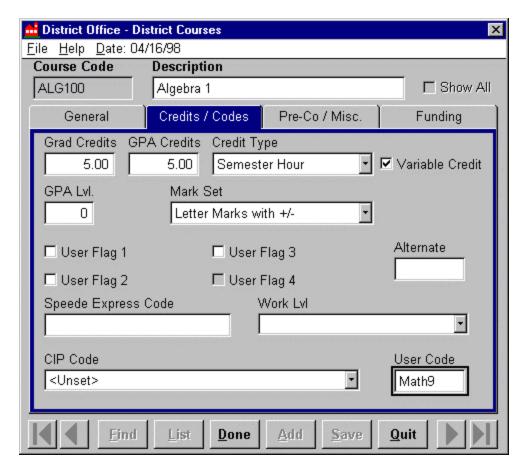**Post to History** - check here if this course will be recorded in the student transcripts.

Schedule Conflict OK - check here if this course can be scheduled without conflict restrictions in the same time period as another course. This information is used both when individually scheduling a student and by the Student Loader. With this checked, a student can be scheduled for 'Science' and 'Health' at the same time, during the same period, on the same day, for example. If this is not checked, you will receive conflict messages when attempting to schedule this course concurrently with another course.

Notes – this is an open edit field that can be used to enter in anything you would like to note about the course.

When you're done with the selections on this screen, go on to the 'Credits/Codes' Screen.

The "Credit/Codes" Screen

Use this screen to enter the Credits earned for successful completion of the course. It is also used to define the codes associated with the course.

District Courses: "Credit/Course Codes" Screen

The fields on the **Credits / Codes Screen** and what they represent are as follows:

Grad Credits - enter how many credits are granted by completion of this course towards Graduation Requirements. These values will be standard within a district for all schools offering the same course. Here you are defining that successful completion of a **Semester** (Credit Type) of this course will give students 5 credits (or units) towards their Graduation Requirements for the subject 'Mathematics'.

GPA Credits - the value used in calculating GPA. This value is normally the same as a credit, but it may be different.

Credit Type - the type of credit awarded for this course (such as 'Semester Hour', 'Quarter Hour', 'Carnegie', etc). In the above example, 5 units of credit are awarded for each successfully completed Semester of the course.

Variable Credit - check here if variable credit is allowed in this course. To allow schools to give partial credit for a course, a quarter course for example, check **Variable credit**. In the above

example, 2.5 units of credit could be awarded for completion of half of a Semester (a Quarter) of the course.

GPA Level - level indicator for calculating GPA for weighted marks. Up to ten GPA Levels can be defined for a school. Level '0' is generally used as the default GPA that the majority of your courses will use. (These levels are defined in the Mark Reporting Set-Up Process, through the Mark Values application). An 'Honors' or "Advanced Placement' course, for example, may use a different GPA scale, so the GPA Level field would be used to indicate which scale is used. This is linked directly to the next field, 'Mark Set'.

Mark Set - select which Mark Set your GPA Level will be pulled from for GPA calculations. You may have several Mark Sets defined, each with its own group of GPA Levels; so you must designate which Mark Set the GPA Level you just entered is coming from. (Available selections have been defined in the Mark Reporting Set-Up Process.)

User Flag 1, User Flag 2, User Flag 3, & User Flag 4 - user-defined logical (yes/no) field for sorting purposes.

Alternate - an alternate course code. For example, this could be an ID number from the state level that corresponds to the course.

Speede Express Code - Electronic Data Exchange protocol course code.

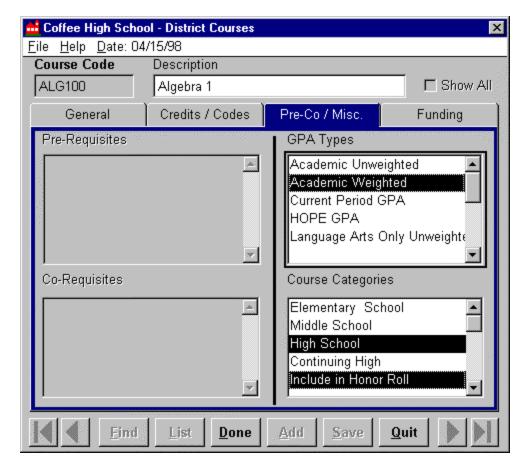**Work Level** - Electronic Data Exchange protocol sub-code.

CIP Code - Classification of Instructional Program code using Federal Vocational Education protocol.

User Code - alternate course code defined by the user.

When you're done with the selections on this screen, go on to the 'Pre-Co/Misc.' Screen.

The "Pre-Co/Misc." Screen

Use this screen to enter the Pre- and / or Co- Requisites that are associated with a course, as well as to define GPA Types and Course Categories for the course.

District Courses: "Pre-Co/Misc." Screen

The fields on the **Pre-Co/Misc. Screen** and what they represent are as follows:

Pre-requisite - any course that must be successfully completed before enrolling in the current course. (Not shown in illustration. This feature is under construction).

Co-requisite - any course that must be taken concurrently with this course. (Not shown in illustration. This feature is under construction).
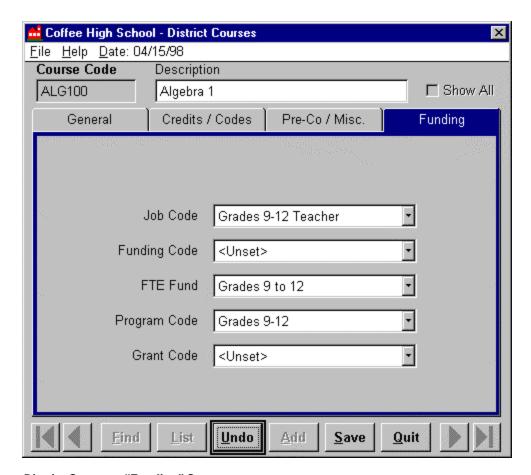
GPA Types - select the types of GPA calculations that will be used for this course. You may select more than one by pressing the CTRL key while clicking the descriptions in the list.

Course Categories - select the type(s) of school(s) that this course will be taught in. You may select more than one by pressing the CTRL key while clicking the descriptions in the list. Also use this field to designate other options such as 'Include in Honor Roll', 'Core', 'Required', etc.

When you're done with the selections on the 'Pre-Co/Misc.' Screen, go on to the 'Funding' Screen if it is activated. If not, skip the next section and move on to 'Editing a Course'.

The "Funding" Screen

Use this screen to enter the Funding Sources and Codes that are associated with the course. Depending on preferences, this screen may or may not be activated, meaning that the tab would not be visible if it is deactivated.

District Courses: "Funding" Screen

The Funding information screen is an optional screen that will be customized per state requirements. It may be included or excluded during course set-up. The above is an example of the FTE Funding system used by the State of Georgia. The codes here are state defined and were entered into the appropriate tables at the state level.

Editing a District Course

Find the course you would like to Edit using **Find**, **List**, or the **VCR buttons**. Once you've selected the course, click **Edit.**

Modify Course Definitions

Click on the tabbed information screens to access the various kinds of information. Use the TAB key to move from field to field. Modify data as needed.

Click on the **Save** command button to save changes.

Course History

Some course attributes can be changed without affecting other areas of SIS 2000+. In this case the Save command will return the view to the read-only mode. However, when certain attributes of a course are changed the District Courses program must track the history of those changes.

The fields that are tracked in **Course History** are as follows:
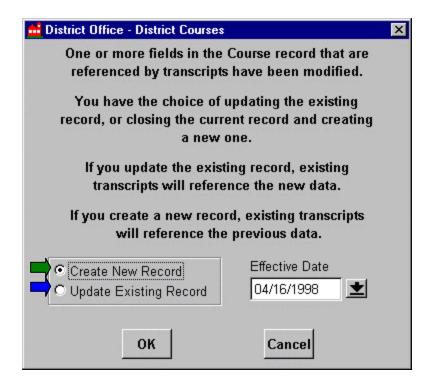
> **General Screen:**
> > Description
> > Subject
> > Status
>
> **Credits / Codes Screen:**
> > Grad Credits
> > GPA Credits
> > Credit Type
> > GPA Lvl.
> > Mark Set
> > Speede Express Code
> > Work Level
> > CIP Code
> > User Code
>
> **Pre- Co / Misc. Screen:**
> > GPA Types

If changes are made to any of the above fields, a dialog screen will appear after the **Save** command is clicked.

Dialog screen that appears when Editing certain fields of an existing course.

Choose 'Create A New Record' to make changes for a future transcript procedure, in which case existing transcripts will reference the previous data, and new transcripts will reference the new records for this course. The effective date for creating a new record defaults to today's date. This date can be changed by activating a drop-down calendar or by typing in the date in the Effective Date field.

Choose 'Update Existing Record' if errors are to be corrected in the current record, in which case existing transcripts will reference the new data.

Click on the OK command button to confirm course history selections, or Cancel to abort.

When you return to the General Screen for this course you can click **Show History** to view the changes that were just made.

What's Next?

Once you have defined your set of District Courses, you are ready to move on to assigning selected courses to a school's track through the **Course Selection Editor** under the **Scheduling** menu.

Remember that you can return to this application at any time to add a new course or edit the definitions that were defined here. Course information should be maintained here over time, as Descriptions, Credits, or any other fields are changed.