Utah STATE OFFICE of Education

SIS+ 2000

Scheduling: Course Selection

December 2011

Course Selection Module

The Course Selection Module is used to assign courses to a track. Once a course is listed in the Course Selection Editor for a specific track, it becomes available for scheduling in that track. Decisions about course credit, mark sets, low and high grade levels and other course parameters influence how the course will behave in the grade book and other areas of SIS.

Only courses defined in District Courses are available to assign to a track (calendar school year). "Available Courses" in the Course Selection Module are a listing of all the courses available to a school from the District Courses master list. You need to select the specific courses to assign to the track from the district courses master list for the selected track/school year.

Pre-Requisites

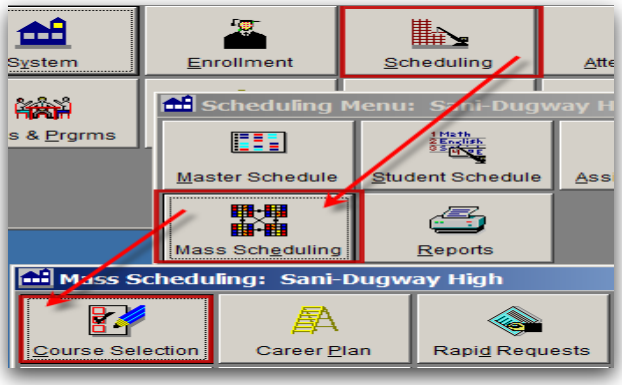
1. Courses must first be defined through the District Courses module before they can be assigned to a track (calendar school year). If this has not yet been done, go to the System Module, launch District Courses Module, and add the courses offered for scheduling.
2. The school needs to have at least one track defined. If this has not yet been done, go to the System Module and launch the Track Editor Module. (Term begin and end dates need to be side-by-side with no days between them on the track calendar.) More instructions can be found under System (District Setup) on the web.

Process Overview

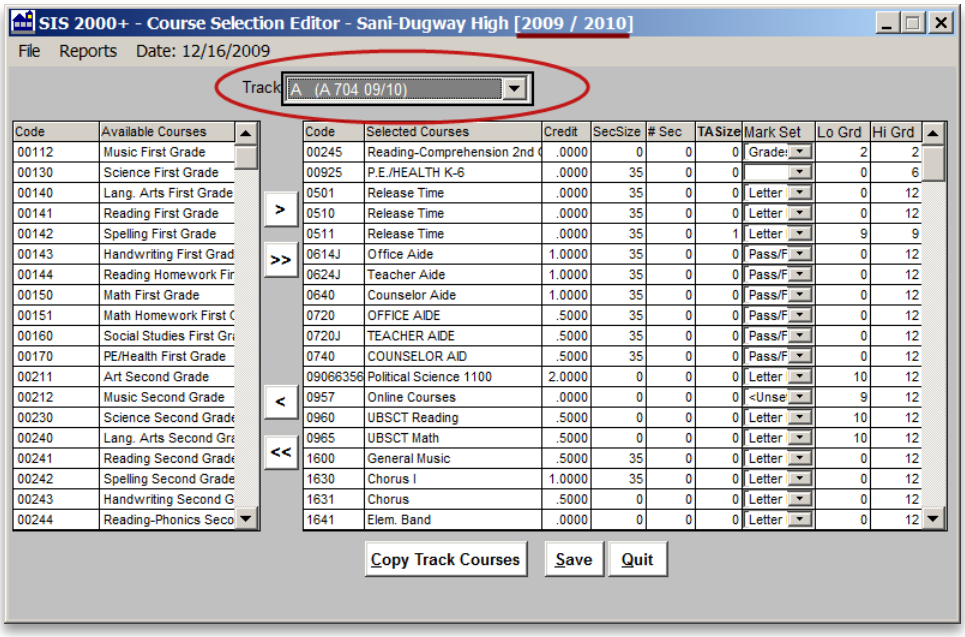
After you launch Course Selection Module, you will be selecting courses from the list of "Available Courses" on the left-side grid and move them into the "Selected Courses" in the right-side grid for the chosen track. Adjustments to specific course parameters are made to selected courses in the right-side grid. Courses in the right-side grid are now available for scheduling in the selected track (calendar school year).

Launch Course Selection

From the Scheduling Module choose Mass Scheduling Module, and then click on **Course Selection Module**. (Scheduling > Mass Scheduling > Course Selection)



The opening screen will default to the current track for the logged on school site. The name of the track is displayed at the top of the screen. You can select another track by using the Track **Drop Down List**.



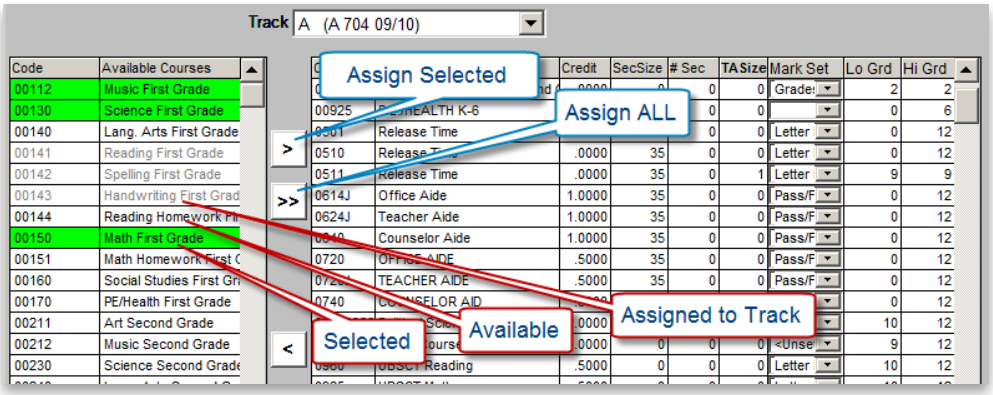
Course Selection screen for a selected track.

The Left-Side Grid

This grid is a listing of the '**Available Courses**' you defined in District Courses. All active courses from that application show up here and are available to be assigned to the selected track. This grid has columns for the Course Code and Description that were defined in District Courses.

Select and Assign Courses

To assign courses to this track, go through the list of '**Available Courses**' and click on the ones you want to add for scheduling. The courses you select will become highlighted in green. Once all the necessary course selections are complete, click the **single arrow button that points to the right** to 'transfer' the courses over to the right-side grid and assign them to the chosen track.



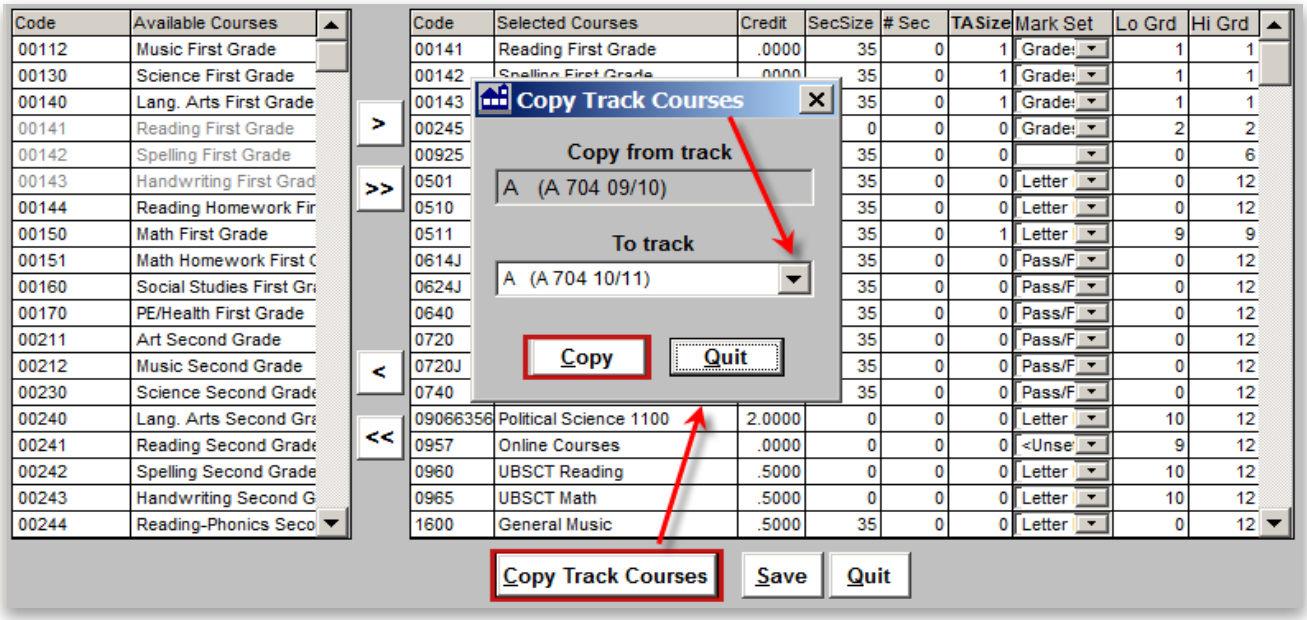
Course Selection screen with courses selected that will be assigned to a track with the single-arrow button.

If you want to assign ALL available courses to your track, you can simply click the **double arrow button that points to the right.** ALL courses will be 'arrowed' over and assigned to the track, without having to go through the grid and select every course. **This is not advisable.** Most users have hundreds of courses and would not want all courses added to the scheduling track.

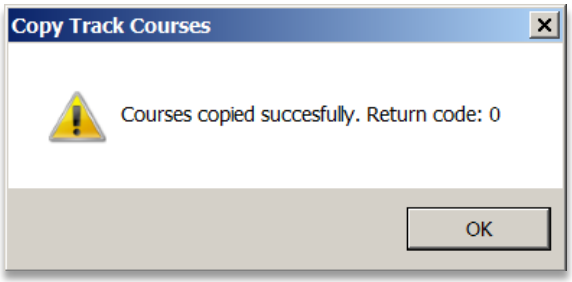
Notice that the course codes and descriptions assigned to the track still show in the left -side grid but, they are now colored gray to designate that they are already selected and assigned to the track.

Copy Another Track's Courses

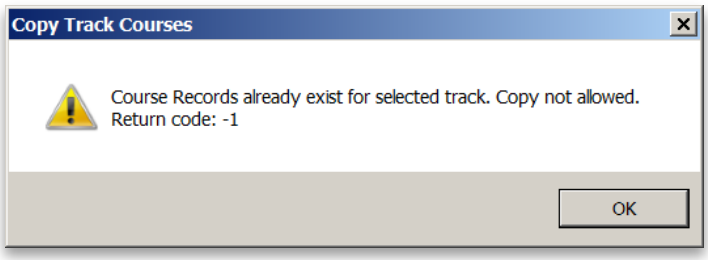
If you are planning to use the same courses for next year's school year, copying the current track would be the easiest way to add courses toward next year's track. Many times the number of courses offered by a school does not change extensively from year to year. Click on the Copy Track Courses, select the destination track then, click Copy.



The courses in the current Track are copied to the future track. When the task is complete you'll see:



If the destination track has courses assigned you will get an error.



The Right-Side Grid

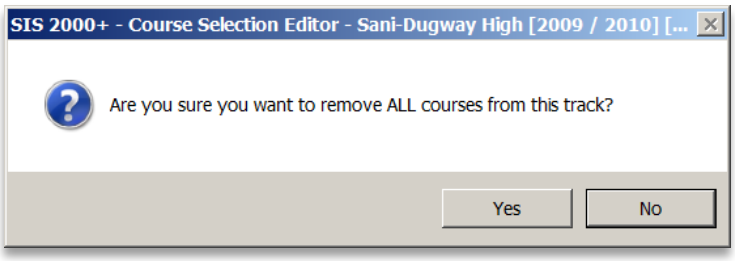
When your courses appear in the right-side grid, they were successfully assigned to your track and are available for scheduling.

Removing Courses

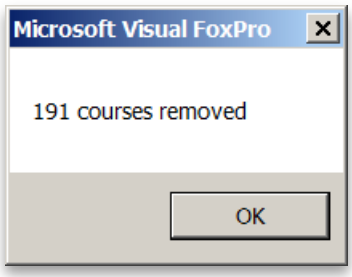
Removing courses from the right-side selected courses is simple. Simply reverse the above to 'un-assign' a course from a track.

Assure you are in the correct track. Go to the track you want to change using the top Track Drop Down selector. Select the course(s) to remove from the track and click the **single arrow button that points to the left.**

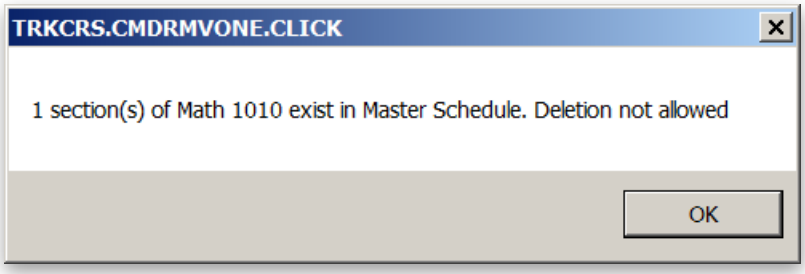
If you need to remove ALL the courses from the 'Selected Courses' click the **double arrow button that points to the left** and ALL courses will be removed from the track. You will be asked to confirm the removal of all the courses. Click "Yes" to remove all the courses for the track. Clicking yes removes the entire 'Selected Courses' for that track.



You get feedback on the number of courses removed. Something like this:



When attempting to remove courses from a track, you will only be allowed to remove courses that have not been used in other scheduling applications. If a course is unable to be removed, you will receive a message similar to the following:



Other Options

There are more columns in the right-side grid. These columns are used in course set up for track specific use in the Master Schedule, Loader, Grade book and other areas of SIS.

All these fields do not need to be defined for the courses to be used in the scheduling process.

The Section Size (SecSize) is used by the Loader and Walk In Scheduler (WIS) to determine the number of students allowed placement in a course.

The Low Grade (Lo Grd) and Hi Grade (Hi Grd) influence what grade level students are allowed to be scheduled into the courses.

The Number of Sections (#Sct) – the number of sections that will be taught for this course. At initial selection time, this information most likely will not be known. The Number of Sections value is used by the pre-scheduling analysis reports when designing a Master Schedule. When the number of sections that will be taught is decided, return here to enter the value. It is not necessary to add the number of sections.

Credit is not required for scheduling. The values entered here influence the credit awarded to students and on the Credit Evaluation report and SEOP screens.

Mark Set information is required for scheduling. The Mark Set selected for a course here will determine what mark set teachers will setup in their grade books. Mark sets **must match** the grade books of the teachers teaching the course. Otherwise, teacher grade books will not work properly.

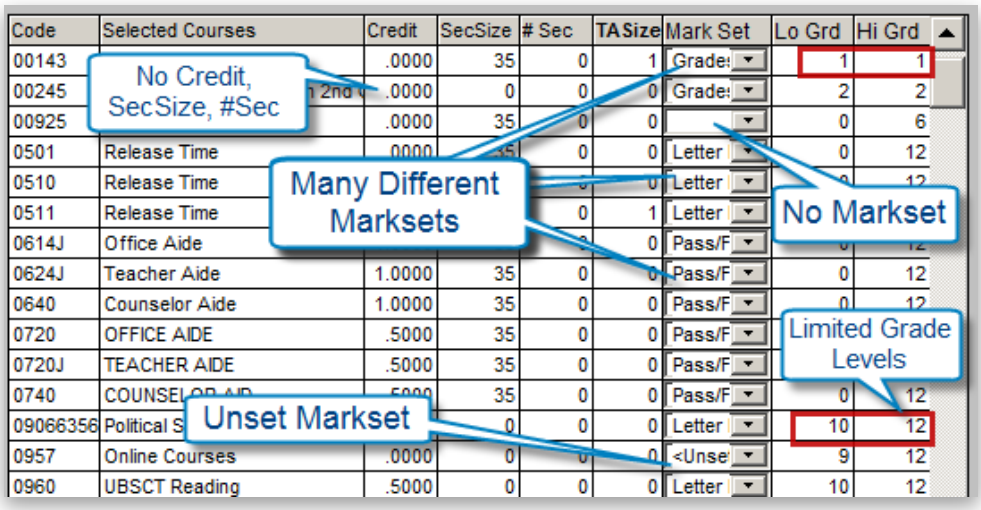
Some decisions made on this screen are impossible to change once students are scheduled and teachers are creating grade books for these courses.

Remember that each time you add a new course through District Courses; you will have to return to Course Selection to assign that new course to the track that will be using it.

When you are done with assigning your course(s) to your track, click **Save** to save any changes you have made. You may then continue assigning courses to other tracks, or **Quit**.

Preventing Problems

Examining the Course Selection right-side grid can help you identify and prevent potential scheduling, credit and grade book problems. None of the items on the grid below are real issues if they were intended to be the way it is for a reason. On the other hand, if decisions are not made about things like establishing mark sets for all the teachers of a course, there will be conflicts.



Code	Selected Courses	Credit	SecSize	# Sec	TA Size	Mark Set	Lo Grd	Hi Grd
00143		.0000	35	0	1	Grade:	1	1
00245		.0000	0	0	0	Grade:	2	2
00925		.0000	35	0	0		0	6
0501	Release Time			0	0	Letter	0	12
0510	Release Time					Letter		
0511	Release Time			0	1	Letter		
0614J	Office Aide				0	Pass/F		
0624J	Teacher Aide	1.0000	35	0	0	Pass/F	0	12
0640	Counselor Aide	1.0000	35	0	0	Pass/F	0	12
0720	OFFICE AIDE	.5000	35	0	0	Pass/F		
0720J	TEACHER AIDE	.5000	35	0	0	Pass/F		
0740	COUNSEL		35	0	0	Pass/F	0	12
09066356	Political S		0	0	0	Letter	10	12
0957	Online Courses	.0000	0		0	<Unse	9	12
0960	UBSCT Reading	.5000	0	0	0	Letter	10	12

What's next?

Once courses are assigned to a track, they are used to create a **Master Schedule**. Before going to work in the Master Schedule, it is a good idea to define your classrooms by using the **Classroom** Editor.

Course Selection is part of the scheduling process set up, so the courses assigned to the track are ready for use while building the master schedule. Course Selection is a required step.