

S t u d e n t R e c o r d s S y s t e m U s e r G u i d e

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From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F4 to display the COURSE MASTER AND COURSE TITLE MENU (Figure 4).

Course Master and Course Title Menu	
Display/Update Course Master File .. F1	Load DOE-CP Subject Code
Course Master D.B.M.S. F22	from Dist to Sch Title F13
Print by Teacher F2	from Sch Title to Crs Mstr . F14
Print by Room (Menu) F3	
Print by Course & Section F4	
Display/Update Course Title File ... F5	Load Fees from District
Print Course Title/Master Changes F6	to School Title F18
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DBMS for Course Explosion File F7	
Dis/Upd/Print Course Package File .. F15	Session Defaults F21
	Exit F16
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Figure 4. COURSE MASTER AND COURSE TITLE MENU

The Course Master and Course Title Menu option is used to maintain a record of all courses available within your building. All courses students may be required or elect to take must be present in the files maintained through this menu. The information in these files is used extensively throughout the Student Records System for printing of schedules, report cards, class lists, etc. When entering records on these files, a course must first be defined on the **Course Title** file. Then, each individual course section must be defined on the **Course Master** file.

At the elementary grade level, the **Course Master** is used to identify the class where the majority of the student's time is spent. Elementary students may, of course, have multiple class assignments if that is the school's policy. This allows for the development of class lists for the elementary schools through the Student Records System.

4-1. DISPLAY/UPDATE COURSE MASTER FILE

4-1

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F1 to display the DISPLAY/UPDATE COURSE MASTER FILE screen (Figure 4-1A). **NOTE:** You will be denied access to this function while the scheduler is running. (A screen will be presented with the message that the scheduler is being run.)

```

D11                      Current Year Course Master File (KCRSFILE)
----- DIRECT ACCESS -----
For direct access, enter a complete course and section number.  Press ENTER
                        Course #: _____ Section #: 00
----- RANDOM ACCESS -----
Or, mask any of the following entries to find the desired course(s).  Press F12
Course #: _____
Grade:  _____
Teacher #: _____ (F15=Help for teachers)
Period:  _____
Term(s): _____
Lunch:  ___ (to select any course with a lunch designation, enter **)
Team:   ___ (to select any course with a team designation, enter **)
Room:   _____ Bldg:  _____

F16=Exit, F22=Exit to Data Base Management System
    
```

Figure 4-1A. DISPLAY/UPDATE COURSE MASTER FILE SCREEN

Enter the course and section number of the record to be added or updated. If the course and section number are unknown, press F12 to review the course master file. Before pressing F12, you may enter an entire or partial course # in the "Course #" field (shown above). This will cause only those courses matching the characters entered to be displayed. You can further restrict the courses displayed by optionally filling in the Grade, Teacher #, Period, Term, Lunch, Team, and Room fields. After pressing F12, the COURSE MASTER DISPLAY SCREEN(Figure 4-1B) is displayed.

```

D11                      COURSE MASTER DISPLAY
-----
      Course  Gr   Teacher          Period(s)          Term(s)          Lunch  Team
          09
                                     T
F Course Sc  Title          Prd  m Teacher      Bld/Room MTWRF    SM1 SM2 Opt Max
1 C12510 02 Earth/Spac    02   9 SMITH        C11 B134 XXXXX   30  30  24  28
2 C12510 03 Earth/Spac    02   9 SMITH        C11 C149 XXXXX   32  32  24  28
3 C12510 04 Earth/Spac    05   9 SHANNON      C11 B134 XXXXX   29  29  24  28
4 C12510 05 Earth/Spac    03   9 SMITH        C11 C149 XXXXX   29  29  24  28
5 C12510 06 Earth/Spac    03   9 SHANNON      C11 B134 XXXXX   29  29  24  28
6 C12510 07 Earth/Spac 4A    04   9 JOHNSON      C11 C157 XXXXX   28  28  24  28
7 C12510 08 Earth/Spac    05   9 JOHNSON      C11 C157 XXXXX   29  29  24  28
8 C12510 09 Earth/Spac 4A    04   9 SMITH        C11 C149 XXXXX   27  27  24  28
9 C12510 10 Earth/Spac    06   9 JOHNSON      C11 C157 XXXXX   30  30  24  28
10 C12510 11 Earth/Spac    07   9 SMITH        C11 C149 XXXXX   29  29  24  28
11 C12530 01 Biology I     01   9 TRIPPER      C11 C130 XXXXX   27  25  25  30
    
```

ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

Figure 4-1B. COURSE MASTER DISPLAY SCREEN

If the course section that you want to display or update is shown on the screen, select its corresponding function key to go directly to that course section. Press F16 if you wish to exit without selecting a course section. Press F18 to go to the previous screen. (F18 will only go as far back as the point at which you started.)

If you wish to see the next screen of course sections, press ENTER (unless the "End of file has been reached" message appears on the bottom of the screen). Select F18 if you wish to go backward and view the COURSE MASTER DISPLAY screen that was previously displayed.

ADDING A COURSE SECTION TO THE FILE

To add a course section to the file, the course title must already exist in the course title file. If not, return to the COURSE MASTER AND COURSE TITLE MENU (Figure 4) and select F5 to add the course title. Also, the teacher to be assigned to this course section must exist in the teacher file.

Add the new course section by entering the course number composed of six characters and the two digit section number. For example, section one is entered as 01. Press ENTER. If you have incorrectly entered the course number or the course number does not exist in the course title file, a message will appear at the bottom of the screen "*** COURSE IS NOT ON COURSE TITLE FILE ***". If the course number was incorrectly entered, correct it and press ENTER again. If the course number and title are not present in the title file, return to the COURSE MASTER AND COURSE TITLE MENU (Figure 4-0) and use F5 to add the course title. Or, stay where you're at and have another user enter the course on a different workstation. After that user has entered it, just press ENTER here and continue on.

NOTE: A common error is to use the upper case O to represent the number zero(0).

If a full screen of information appears after you press ENTER, then the course section you wish to add already exists. Use F16 to exit and try the next section if you still wish to add a new section. You may then enter the correct information for the new course section on the ADD COURSE SCREEN 1 (Figure 4-1C).

```

CHS                Current Year Course Master File (KCRSFILE)

Course #: 000103  Section #: 12  Title: JR  HS  Alternate Title: _____

Teacher #: 5624  Name: SCHOENHERR

ENTER=Continue to add new section, F15=Help for teachers, F16=Exit

```

Figure 4-1C. ADD COURSE SCREEN 1

----- DATA ENTRY REQUIREMENTS -----

SCHOOL NON-MODIFIABLE. Will default to school entered in security file or school specified on SYSTEM SECURITY SCREEN. (3 A/N)

COURSE # NON-MODIFIABLE. Will default to course number entered on DISPLAY/UPDATE COURSE MASTER FILE SCREEN. (6 A/N)

4-1. DISPLAY/UPDATE COURSE MASTER FILE

4-1

(Continued)

SECTION # NON-MODIFIABLE. Will default to course section entered on DISPLAY/UPDATE COURSE MASTER FILE screen. (2 A/N)

TITLE NON-MODIFIABLE. Will default to course title entered on Course Title File corresponding to the course number entered on the DISPLAY/UPDATE COURSE MASTER FILE screen. (10 A/N)

ALTERNATE TITLE Optional. An alternate title for this course section may be entered in upper and lower case letters which will then be used to identify this section on schedules, report cards, etc. Leave this field blank if the standard title is correct for this course section. (10 A/N)

TEACHER Required. Enter the four digit number identifying the teacher of this course section. Press F15 for help in selecting teacher numbers. (4 N)

NAME NON-MODIFIABLE. Will default to the teacher name on the TEACHER/COUNSELOR FILE. (10 A/N)

After all the required data has been entered, press ENTER to continue to add a new section. The ADD COURSE screen 2 (Figure 4-1D) will be displayed.

C11	Current Year Course Master File							F8=Field Selection												
Course #: B02170												Section #: 05		Title: Law Bus/Pr			Alternate Title:			
Teacher #:		603		Name: GONZALEZ			Room Bldg: C11		Room: D108											
Beg		End		-----Class Fees-----								-----TBA-----								
Term	Prd	Prd	Lunch	Team	Textbk	Consum	Fees	Textbk	Consum	Fees										
_	00	00	__	__	S1:	26.30	_____	_____	_____	_____										
Seats					S2:	26.30	_____	_____	_____	_____										
Filled	Plus	Plus							A	G	H	S								
Entire	Sem 1	Sem 2	Opt.	Max.	----- DOE-CP -----				t	G	P	H	o	o						
Term	Only	Only	Seats	Seats	MTWRF	Subj	Lv	Area	HQ	Tchr	t	r	A	R	n	l				
000	000	000	000	000	XXXXX	4560	__	__	-	__	Y	Y	Y	Y	N	N				
Credit per Final Grade: 1.00																				
Special Ed:		N		Advanced:			N		Vocational:			N		Int'l Bacc:		N				
Gifted/Talent:		N		504:		N		Core:		N		Dual/College Cr:			N		Articulated:		N	
----- Class Linkage -----																				
Link Code:		_		Course Linked To:			_____		Section Linked To:			__								
Code Linked To:		_		Term Exclusion:								_								
----- Section Restrictions -----																				
Sex:	_	Low Gr:	10	High Gr:	12	Abilty Fr:	_	Abilty To:	_	Loc:	_	Tm:	_	Scan #:	_____					
ENTER=Validate New Definition, F16=Reenter																				

Figure 4-1D. ADD COURSE SCREEN 2

When adding a new course section, the following fields will default to the values in the course title record: credit, low grade, high grade, sex restriction, fees, attendance, graded, GPA, honor roll, honors, solid, DOE-CP subject code.

Enter the data based on the following data entry requirements:

----- DATA ENTRY REQUIREMENTS -----

ROOM BLDG Optional. This field should contain the school, building, or campus code where this room is located. If your school is not divided into separate buildings or campuses, simply enter your school code here. This field can be left blank. NOTE: This field will not appear on your screen if you are using 6 character room numbers. This is defined on the School Control Screen #2 (F1-2-2). A sample of how the room field will be displayed using the 6 character room indicator is shown in the following figure. (3 A/N)

C11 Current Year Course Master File (KCRSFILE)

Course #: E60003 Section #: 01 Title: BASI PE 9B Alternate Title: _____

Teacher #: 500 Name: SMITH Room: CHSAUX*

ADD COURSE SCREEN 2 SHOWING ROOM FIELD WITHOUT BUILDING

ROOM Required. Enter the room number in which the course section will be taught. Notice that this field allows for the entry of both letters and numbers. Therefore, if all of your room assignments are numeric, be sure to enter leading zeros. This field could be either 4 or 6 characters based on the option chosen on the School Control Screen #2 (F1-2-2) for your school. A sample of how the room field will be displayed if you are using the 6 character room field is shown above. If you are using the building/room indicator, then the field will appear as shown on the screen displayed on the previous page (Figure 4-1D). (4 or 6 A/N)

TERM Required. Enter the term for which this course section will be offered. See Appendix G for Term Codes. (1 A/N)

BEG PRD Required. Enter the beginning period (01-99 or EB or LB). If the course section is only one period in length, the beginning and ending should be entered the same. (2 A/N)

END PRD Required. Enter the ending period (01-99 or EB or LB). If the course section is only one period in length, the beginning and ending should be entered the same. (2 A/N)

LUNCH Optional. Enter a lunch code (free format) if this section is associated with a particular lunch period. If this field changes, review F14-11 which replugs the current lunch assignment in the students' records. This is only necessary if you generate your own reports on students' lunch assignments. (2 A/N)

TEAM Optional. Enter a team code here to select course sections for a specific team. If a course section has been assigned to a team, the team code will appear to the left of the "Prd" column on the Course Master Display Screen (Figure 4-1B). (2 A/N)

*** Note:** It is important to understand that fees can be loaded in mass from the Course Title file (sections 4-18 and 4-19), and can also be maintained in the Course Master Data Base Management System (sections 4-22 and 4-23).

SEM 1 TEXTBK * Optional. Enter the first semester text fee amount for this course. (5N 2DEC)

SEM 1 WORKBK Optional. Enter the first semester workbook fee amount for this course. (5N 2DEC)

SEM 1 CONSUM Optional. Enter the first semester consumable fee amount for this course. (5N 2DEC)

SEM 1 TBA
TEXTBOOK Optional. Enter the first semester Textbook Assistance Fee applicable to the textbook for this course. (5N 2DEC)

SEM 1 TBA
WORKBOOK Optional. Enter the first semester Textbook Assistance Fee applicable to the workbook for this course. (5N 2DEC)

SEM 1 TBA
CONSUM Optional. Enter the first semester Textbook Assistance Fee applicable to any consumable materials for this course. (5N 2DEC)

NOTE: Use the 1st semester fee fields when entering fees for any 3rd trimester or summer school courses.

SEM 2 TEXTBK Optional. Enter the second semester text fee amount for this course. (5N 2DEC)

SEM 2 WORKBK Optional. Enter the second semester workbook fee amount for this course. (5N 2DEC)

SEM 2 CONSUM Optional. Enter the second semester consumable fee amount for this course. (5N 2DEC)

SEM 2 TBA
TEXTBOOK Optional. Enter the second semester Textbook Assistance Fee applicable to the textbook for this course. (5N 2DEC)

SEM 2 TBA
WORKBOOK Optional. Enter the second semester Textbook Assistance Fee applicable to the workbook for this course. (5N 2DEC)

SEM 2 TBA
CONSUM Optional. Enter the second semester Textbook Assistance Fee applicable to any consumable materials for this course. (5N 2DEC)

SEATS FILLED
ENTIRE TERM Optional. Indicates the total number of seats presently filled for an existing course section for the entire term. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students are assigned to this course section. (3 A/N)

(Continued)

<u>PLUS SEM 1 ONLY</u>	Optional. This field applies to <u>all year</u> classes and allows for a separate seat count of those students who are in this class for the first semester only. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students are assigned to this course section. (3 A/N)
<u>PLUS SEM 2 ONLY</u>	Optional. This field applies to <u>all year</u> classes and allows for a separate seat count of those students who are in this class for the second semester only. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students are assigned to this course section. (3 A/N)
<u>OPT. SEATS</u>	Required. Enter the optimum number of seats for this course section. (Used for scheduling). Valid entries: 001-999. (3 A/N)
<u>MAX SEATS</u>	Required. Enter the maximum number of seats for this course section. (Used for scheduling). Valid entries: 001-999. (3 A/N)
<u>DAYS OF WEEK</u>	Required. Enter an X to indicate the days which this course meets. If your schedule is a six day cycle rather than the commonly used five day week, consider Monday to be the first day of the cycle and Saturday to be the sixth day of the cycle. The heading that appears here has been defined on your School Control Screen (section 1-2). (6 A/N)
<u>DOE CP SUBJECT</u>	Optional. Refer to the Department of Education's publication, SUBJECT AND LEVEL CODE LIST FOR DOE-CP, for the 4 digit state code that applies to this course. This field should be filled in only if this section should be reported to the state. (4 N)
<u>DOE CP LV</u>	Optional. This field is to be used for indicating the grade level at which the course in the previous field is being taught. The grade levels 15, UG, AE and CG do <u>not</u> need to be entered as valid grade levels on your School Control Screen before being accepted here. Any <u>other</u> grade level entered would have to be valid for your school. (2 A/N) Valid entries are: PK-Pre-kindergarten KG-Kindergarten 01-1st Grade 02-2nd Grade 03-3rd Grade 04-4th Grade 05-5th Grade 06-6th Grade 07-7th Grade 08-8th Grade 09-9th Grade 10-10th Grade 11-11th Grade 12-12th Grade 15-Honors Classes UG-Ungraded AE-Adult Education CG Combined Grades - This code is to be used only for courses that have more than one grade level in the class.
<u>DOE-CP AREA</u>	Optional. This field is to be used to report the Special Education Area. (4 N)
<u>DOE-CP HQ</u>	Optional. This field is to be used to report the Highly Qualified Subject status (1-6). (1 N)
<u>DOE-CP TCHR</u>	Optional. This field is to be used only if a different teacher should be reported to the state on the DOE-CP report instead of the teacher actually teaching the course. (4 N)

(Continued)

- ATT** Required. This field is used to indicate whether or not attendance will be taken for this course. Valid entries are: "Y" = yes, attendance will be taken; "N" = no, attendance will not be taken; or "F" attendance will be taken and an absence will be posted as a full day's absence. The "F" option accommodates P.M. kindergarten attendance at schools where full day absences are being loaded for period 01. For those schools who print attendance scan sheets by class period, a value of "N" will cause no scan sheet to be produced. For those schools using the Teacher Module, a value of "Y" means the teacher should be reporting attendance for the class. A value of "N" means they should not. This factors into F6-6, "Review Teachers Attendance". In order for this function to tell you which teacher has not submitted attendance, it needs to know who should be reporting attendance.
- GR** Required. Enter Y if this course section is to be graded or N if it is a non-graded course. When adding a course section, this entry will default to Y, but can be changed. NOTE: An N will cause the system to not print a grade scan sheet for this course section at grade reporting time. An N will also prevent this course from appearing in F5-4, Review Grades Not Reported. (1 A/N)
- GPA** Required. If this course section should be included for GPA calculations, enter Y; otherwise enter N. When adding a course section, this entry will default to Y, but can be changed. In grade reporting and transcripts, an N will allow the course credit to be used in the total earned credits for graduation but the system will not assign any attempted credits or points to the course. As a result, it will not affect the GPA of a student. (1 A/N)
- HR** Required. Enter a Y or N to indicate if this course section should be used to determine eligibility for honor roll. When adding a course section, this entry will default to Y, but can be changed. (1 A/N)
- HON** Required. Enter a Y or N to indicate if this course section is an Honors course. When adding a course section, this entry will default to N, but can be changed. If this course section has a Y in this field, a different number of points will be assigned to a grade depending on the values entered on the MARK HISTORY CONTROL SCREEN. (1 A/N)
- SOL** Required. Enter a Y or N to indicate if this course is considered to be a solid subject for athletic and other program evaluations. (1 A/N)
- CREDIT PER FINAL GRADE** Optional. Enter the amount of credit for this course section. See notes at the end of section four on how to enter credit. When adding an entry, this field will default to the CREDIT entry on the Course Title File, but can be changed. However, once this course section record has been added, a change to the CREDIT entry on the Course Title File will not automatically change all of the corresponding Course Master File records! (3N 2DEC)

The following nine fields were added to the Course Master File per a customer request.

- SPECIAL ED Optional. Enter a Y or N to indicate whether or not this course is considered to be a special ed course. (1 A/N)
- ADVANCED Optional. Enter a Y or N to indicate whether or not this course is considered to be an advanced course. (1 A/N)
- VOCATIONAL Optional. Enter a Y or N to indicate whether or not course is considered to be a vocational course. (1 A/N)
- GIFTED/TALENT Optional. Enter a Y or N to indicate whether or not this course is to be considered a gifted/talented course. (1 A/N)
- 504 Optional. Enter a Y or N to indicate whether or not this course is considered to be a 504 course. (1 A/N)
- CORE Optional. Enter a Y or N to indicate whether or not this course is considered to be a core course. (1 A/N)
- DUAL/COLLEGE CREDIT Optional. Enter a Y or N to indicate whether or not this course is considered to be a dual or college credit course. (1 A/N)
- INT'L BACC Optional. Enter a Y or N to indicate whether or not this course is considered to be an International Baccalaureate course. (1 A/N)
- ARTICULATED Optional. Enter a Y or N to indicate whether or not this course is considered to be an articulated course. (1 A/N)

----- CLASS LINKAGE -----

LINK CODE Optional. This area is completed only if this course is linked to another course and/or section number by code. If linking by code, the "CODE LINKED TO" field must also be completed for horizontal linking, but do not enter anything in the "COURSE LINKED TO" or "SECTION LINKED TO" fields.

As an example for horizontal linking by code, you might have 5 sections of ART, 5 sections of COMPUTER, 5 sections of HOME ECONOMICS and 5 sections of WOODSHOP, where each course is a quarter-length course. To have the students rotate correctly through these courses, the link codes shown could be entered on each section.

	ART	COMPUTER	HOME ECONOMICS	WOODSHOP
	PRD 3	PRD 3	PRD 3	PRD 3
	<u>QTR 1</u>	<u>QTR 2</u>	<u>QTR 3</u>	<u>QTR 4</u>
Link Code	A	B	C	D
Code Linked to	B	C	D	A

LINK CODE
(Continued)

Remember that this is only an example of horizontal linking, and that you may develop your own linking pattern for your own needs. Link controls must be defined in the form of a ring. The final course in the chain must link to the first. To make sure that all links are complete, you may run the "Compare Course-to-Course Linkage" report (if you are working with Next Year's Course Master File). Refer to section 12-4-17.

The link code field can also be used for vertical linkage when you want to keep the same group of students together throughout certain courses but would want the scheduler to select the group of students and keep them together. An example of vertical linkage would be as follows:

<u>COURSE</u>	<u>SEC</u>	<u>PRD</u>	<u>LINK CODE</u>	<u>COURSE</u>	<u>SEC</u>	<u>PRD</u>	<u>LINK CODE</u>
CSC431	01	2	A	CSC431	02	1	B
BBU301	04	4	A	BBU301	03	2	B
FFL331	05	5	A	FFL331	04	4	B
EHE306	01	6	A	EHE306	02	5	B
MMA301	03	7	A	MMA301	04	6	B

In the example shown above, any student who got scheduled into a course and section with a link code of "A" such as CSC431 section 01, would then get scheduled into BBU310 04, FFL331 05, EHE306 01 and MMA301 03. The same situation would occur for any student who got scheduled into CSC431 02.

That student would then get scheduled into any section with a "Link Code" of "B". It is important to place a link code in all the sections of the courses you have placed "Link Codes" into. Otherwise, a student could get scheduled into any section with a blank "Link Code" field. You could place an "X" in the "Link Code" field of any of the sections you would normally want to leave blank. When using the link code field for vertical linking, the "Code Linked To" field should be left blank.

Do not enter anything in this field if you plan to use the "COURSE LINKED TO" and "SECTION LINKED TO" fields.

This field is used only for the scheduling process. (1 A/N)

COURSE LINKED TO

Optional. This area is completed only if this course is linked to another course section by section number. If linking by section, the "SECTION LINKED TO" field must also be completed, but do not enter anything in the "LINK CODE" or "CODE LINKED TO" fields.

As an example for linking by section, you might have 5 sections of ART, 5 sections of COMPUTER, 5 sections of HOME ECONOMICS and 5 sections of WOODSHOP, where each course is a quarter-length course. To have the students rotate correctly through these courses, the course and section numbers shown on the next page could be entered on each section.

COURSE LINKED TO(continued)

<u>Course</u>	<u>Section</u>	<u>Course Linked to</u>	<u>Section Linked to</u>
ART	01	COMPUTER	01
COMPUTER	01	HOME ECONOMICS	01
HOME ECONOMICS	01	WOODSHOP	01
WOODSHOP	01	ART	01

Remember that this is only an example, and that you may develop your own linking pattern for your own needs.

Link controls must be defined in the form of a ring. The final course in the chain must link to the first. To make sure that all links are complete, you may run the "Compare Course-to-Course Linkage" report (if you are working with Next Year's Course Master File). Refer to section 12-4-17.

Do not enter anything in this field if you plan to use the "LINK CODE" and "CODE LINKED TO" fields.

This field is used only for the scheduling process. (6 A/N)

SECTION LINKED TO

Optional. Refer to "COURSE LINKED TO" field. (2 A/N)

CODE LINKED TO

Optional. Refer to "LINK CODE" field. (1 A/N)

TERM EXCLUSION

Optional. The scheduler will not allow any course master sections with the same code in this field to schedule in the same term. For example, if you have 3 first semester sections for GOVERNMENT and 3 first semester sections of ECON, you could place a term exclusion code of "A" in each of those 6 sections. You could also put a term exclusion code of "A" in each of the 6 second semester sections. This will force the scheduler to keep those two courses in separate semesters. You may use any code 0-9 or A-Z. (1 A/N)

----- SECTION RESTRICTIONS -----SEX

Optional. (Used only for scheduling). By entering an F in this field, only females will be allowed in this class. By entering an M in this field, only males will be allowed in this class. Leave this field blank to allow both sexes to be scheduled into this class. (1 A/N)

- LOW GRADE** Required. (Used only for scheduling). When adding an entry, this field will default to the LOW GRADE entry on the Course Title File, but can be changed. However, once this course section record has been added, a change to the LOW GRADE entry on the Course Title File will not automatically change all of the corresponding Course Master File records! If only one grade level is valid for this course section, then the low grade and high grade entries should be the same. If the scheduler does not allow a student to be scheduled into this section because of this grade restriction, you may manually schedule the student into this course and override the scheduler. (2 A/N)
- HIGH GRADE** Required. (Used only for scheduling). When adding an entry, this field will default to the HIGH GRADE entry on the Course Title File, but can be changed. However, once this course section record has been added, a change to the HIGH GRADE entry on the Course Title File will not automatically change all of the corresponding Course Master File records! (2 A/N)
- ABILITY FROM** Optional. (Used only for scheduling). If an ability code is entered, only those students with a matching ability code will be able to be scheduled into this course section by the scheduler. Enter in this field the beginning ability range. If the scheduler does not allow a student to be scheduled into this section because of this ability restriction, you may manually schedule the student into this course and override the scheduler. Ability codes are user definable, any number from 1-9. (1 A/N)
- ABILITY TO** Optional. (Used only for scheduling). Enter in this field the ending ability range (must be greater than or equal to the ABILITY FROM field). (1 A/N)
- LOCATION** Optional. (Used only for scheduling). If a location code is entered, only those students with a matching location code will be able to be scheduled into this course section by the scheduler. If the scheduler does not allow a student to be scheduled into this section because of this location restriction, you may manually schedule the student into this course and override the scheduler. Location codes are user definable, any character 0-9 or A-Z. (1 A/N)
- TIME** Optional. (Used only for scheduling). If a time or shift code is entered, only those student's with a matching time code or no time code will be able to be scheduled into this course section by the scheduler. If the scheduler does not allow a student to be scheduled into this section because of this time restriction, you may manually schedule the student into this course and override the scheduler. Time codes are user definable, any number from 0-9. (1 A/N)

SCAN # Optional. Number used to identify course section for arena scheduling.

When the data is entered, press ENTER to add the entry to the file or press F16 to exit without adding the entry to the file. If any areas blink after you press ENTER, review the data entry requirements for the invalid entries. Correct the field(s) in error and press ENTER.

LOGGING OF COURSE MASTER CHANGES

A record can be logged each time a course is added, changed, or deleted, if the School Control Information screen (F1-2) has a "Y" for the question "Log course title/mstr changes?". A printout of the logged records can be produced in F4-6.

DELETE COURSE SECTION

On the DISPLAY/UPDATE COURSE FILE SCREEN (Figure 4-1A), enter the course and section number and press ENTER. If the course section exists, the corresponding data will be displayed. Press F12 to delete the course and section and F18 to confirm the deletion. Press F16 to exit without deleting.

FIELD SELECTION

Press F8 from the ADD COURSE screen 2 (Figure 4-1D) to display the FIELD SELECTION screen (Figure 4-1E). This screen can be used to mark the fields to be open for modification for each user.

Select fields to be open for entry/modification by entering an 'X'.

<input checked="" type="checkbox"/> Alternate Title	<input checked="" type="checkbox"/> Special Ed
<input checked="" type="checkbox"/> Lunch	<input checked="" type="checkbox"/> Int'l Bacc
<input checked="" type="checkbox"/> Team	<input checked="" type="checkbox"/> Advanced
<input checked="" type="checkbox"/> Class Fees	<input checked="" type="checkbox"/> Vocational
<input checked="" type="checkbox"/> TBA Amounts	<input checked="" type="checkbox"/> Gifted & Talented
<input checked="" type="checkbox"/> Seats Filled	<input checked="" type="checkbox"/> 504
<input checked="" type="checkbox"/> Sem 1 Only	<input checked="" type="checkbox"/> Core
<input checked="" type="checkbox"/> Sem 2 Only	<input checked="" type="checkbox"/> Dual/College Credit
<input checked="" type="checkbox"/> Credit per Final Grade	<input checked="" type="checkbox"/> Articulated
<input checked="" type="checkbox"/> DOE-CP fields	
<input checked="" type="checkbox"/> Link Code	
<input checked="" type="checkbox"/> Course Linked To	
<input checked="" type="checkbox"/> Section Linked To	
<input checked="" type="checkbox"/> Code Linked To	
<input checked="" type="checkbox"/> Term Exclusion	
<input checked="" type="checkbox"/> Ability From	
<input checked="" type="checkbox"/> Ability To	
<input checked="" type="checkbox"/> Location	
<input checked="" type="checkbox"/> Time	
<input checked="" type="checkbox"/> Scan #	

ENTER=Save your defaults, F16=Exit

Figure 4-1E. FIELD SELECTION SCREEN

Place an "X" in the fields you want to be open when you are in the ADD COURSE SCREEN 2 (Figure 4-1D). Press ENTER to save your defaults.

ALLOW SECTION # CHANGE

Using F9 will allow you to change the section number of an existing course. After pressing F9, all fields will be protected except for the section number. Type over the existing section number with the new section number and then press ENTER to update.

If you plan to renumber a series of course sections, be sure to renumber backward.

For example, section 05 to 06
section 04 to 05
section 03 to 04

By changing a section number, students' records are not automatically updated. If students have already been assigned to this section, you must do a mass update to transfer all the students to the new section number (refer to section 10-5). Normally, a section number is only changed prior to doing a scheduling run, not after.

NOTE: When you go from one course master record to the next and then return to the DISPLAY/UPDATE COURSE MASTER FILE screen (Figure 4-1A), it will default to the last course and section number displayed.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F2 to print the Course Master File by Teacher. The PRINT COURSE MASTER BY TEACHER screen (Figure 4-2A) is displayed with additional selection and sequencing options.

```

C11          PRINT CURRENT YEAR TEACHER COURSE MASTER
  Should seat totals be printed?          _ (Y/N)
  Should room assignments be printed?     _ (Y/N)
  Should course and section numbers be printed? _ (Y/N)
  Sequence by (N)ame or by Name within (D)ept? _ (N/D)
  Separate page per teacher?             _ (Y/N)

```

Enter the appropriate selector code from legend below: _

Code	-----_Terms_to_be_Selected_-----	
9	All year	(0123459)
1	1st Semester or Trimester	(0129)
2	2nd Semester or Trimester	(3459)
3	3rd Semester or Trimester	(6789)
4	1st Quarter	(029)
5	2nd Quarter	(129)
6	3rd Quarter	(359)
7	4th Quarter	(459)
S	Summer	(S)

If you would like open periods to appear on the listing, enter the range of periods for which open periods should be included:

___ thru ___

(Leave blank to NOT print open periods)

ENTER=Continue, F16=Exit

Figure 4-2A. PRINT COURSE MASTER BY TEACHER SCREEN

"Should seat totals be printed" must contain a Y or N.

"Should room assignments be printed" must contain a Y or N.

"Should course and section numbers be printed" must contain a Y or N.

"Sequence by (N)ame or by Name within (D)ept" must contain an N or D. The option to print in Name sequence will not take as long to run as the option to print in Department sequence. Be patient if you select Department sequence because the software must review each teacher's assignments to determine if he/she is teaching in more than one department. If so, the software must create multiple records for the teacher for each department in which he/she is teaching. The resultant report will show each department head the teacher's entire schedule.

"Separate page per teacher? Must contain a Y or N.

"Enter the appropriate selector code from legend below" must contain a value of 9, 1, 2, 3, 4, 5, 6, 7, 8, or S, as described on the screen. If a code of 1 is entered, only those courses taught in terms 0 (1st Quarter), 1 (2nd Quarter), 2 (1st Semester), and 9 (All Year) will be printed. (You will notice "(0129)" at the end of the Code 1 line.). If a code of 2 is entered, only those courses taught in terms 3 (3rd Quarter), 4 (4th Quarter), 5 (2nd Semester), and 9 (All Year) will be printed.

If you have more than 7 periods in a day, and you want a blank line to appear for unassigned class periods, enter the range of periods that must have an assignment or open period designation. Otherwise, leave the range of periods blank to print only those class periods that have been assigned. If you have 7 or less periods in a day, the report prints across the page instead of down the page and you will be able to easily see the open periods without using this option.

IF EVER THE SEAT COUNTS APPEAR TO BE INCORRECT, RUN THE COURSE TALLIES OPTION (see section 9-2) TO REACCUMULATE TOTALS.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F3 to print the Course Master File by Room. The PRINT COURSE MASTER BY ROOM screen (Figure 4-3A) is displayed.

Print Room Utilization Master
Current Year

For schools with 7 or less periods:

- Sequenced by Room within Building F1
- Sequenced by Room within Department F5

For schools with more than 7 periods or
with early bird or with late bird classes:

- Sequenced by Room within Building F9
- Sequenced by Room within Department F12

- Display Print Files F15
- Exit F16

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Figure 4-3A. PRINT COURSE MASTER BY ROOM SCREEN

If your school has 7 or less periods, and has no early bird or late bird classes, F1 & 5 can be used to print room utilization reports where the periods of the day run across the top of the report (left to right).

If your school has more than 7 periods, or has early bird or late bird classes, F9 & 12 can be used to print room utilization reports where the periods of the day run down the report (top to bottom).

Press F1 or 9 to sequence the report by room within building or F5 or 12 to sequence the report by room within department. F16 will exit without printing.

No selection screen will appear after selecting a function key. Only the message

*** PROCESSING REQUEST ***

will be displayed. Once processing is completed, you will be returned to the PRINT COURSE MASTER BY ROOM screen (Figure 4-3A).

NOTICE: The Room Utilization Report handles a maximum of 300 rooms with up to 20 teachers per room.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F4 to print the Course Master File by Course and Section. The PRINT COURSE MASTER FILE SELECTION screen (Figure 4-4A.) is displayed.

CHS Course Master File
Print by Course and Section

Enter the Appropriate Selector Selector
Code from the Legends: _ Code Terms to be Selected

			9	All Terms	(0123456789ABCDEF9)
Selector			1	1st Semester	(012ABC9)
Code	Terms to be Selected		2	2nd Semester	(345DEF9)
A	1st 6 Weeks (A29)		3	3rd Trimester	(6789)
B	2nd 6 Weeks (B29)		4	1st Quarter	(029)
C	3rd 6 Weeks (C29)		5	2nd Quarter	(129)
D	4th 6 Weeks (D59)		X	2nd Quarter Only	(1)
E	5th 6 Weeks (E59)		6	3rd Quarter	(359)
F	6th 6 Weeks (F59)		7	4th Quarter	(459)
G	6 Weeks Only (ABCDEF)		Q	4th Quarter Only	(4)
			S	Summer School	(S)
			Y	2nd Semester Only	(5)

Depts to be printed: _ _ _ _ _ (Blank for all) Include/Exclude: I (I/E)
 Periods to be printed: _ _ _ _ _ (Blank for all) Include/Exclude: I (I/E)
 Select ONLY Linked Courses: _ (X) Select ONLY Term Exclusion Courses: _ (X)

ENTER=Continue, F16=Exit

Figure 4-4A. PRINT COURSE MASTER FILE SELECTION SCREEN

You have the option of printing the Course Master File for the entire school year or a specific term, for selected departments or all departments, and for selected period or all periods.

Follow the guidelines below when entering selection criteria:

----- DATA ENTRY REQUIREMENTS -----

<u>SELECTOR TERM</u> <u>CODE</u>	Required. Enter the desired term code chosen from the following:
A=1st 6 Weeks	9=All Terms
B=2nd 6 Weeks	1=1st Semester or Trimester
C=3rd 6 Weeks	2=2nd Semester or Trimester
D=4th 6 Weeks	3=3rd Trimester
E=5th 6 Weeks	4=1st Quarter
F=6th 6 Weeks	5=2nd Quarter
G=6 Weeks only	X=2nd Quarter Only
	6=3rd Quarter
	7=4th Quarter
	Q=4th Quarter Only
	S=Summer School
	Y=2nd Semester Only

DEPARTMENT Optional. Enter the 1-character department code for up to five different departments to print the course master for selected departments. Leave this field blank to print all departments. The department code is the first character of each course number. You can include or exclude up to five different departments by entering an "I" to include or an "E" to exclude in the INCLUDE/EXCLUDE field. (1 A/N + 1 A/N + 1 A/N + 1 A/N + 1 A/N)

PERIODS TO BE PRINTED Optional. Enter the number for up to five different periods of the day to print the course master for selected periods. Leave this field blank to print all periods of the day. You can include or exclude up to five different periods by entering an "I" to include or an "E" to exclude in the INCLUDE/EXCLUDE field. (2 A/N + 2 A/N + 2 A/N + 2 A/N + 2 A/N)

SELECT ONLY LINKED COURSES Optional. Enter an "X" to print only those courses that are linked. This will include any course that has a link code or is linked to a specific course and section. (1 A)

SELECT ONLY TERM EXCLUSION COURSES Optional. Enter an "X" to print only those courses with a term exclusion code. (1 A)

Press ENTER to continue. The screen will be redisplayed for verification of the term selected. Either press ENTER to generate the Course Master File or F16 to reenter the screen. You will be returned to the COURSE MASTER AND COURSE TITLE MENU upon completion.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F5 to display the DISPLAY/UPDATE COURSE TITLE FILE screen (Figure 4-5A).

NOTE: You will be denied access to this function while the scheduler is running. (A screen will be presented with the message that the scheduler is being run.)

C11 CURRENT YEAR COURSE TITLE FILE

Course Number: _____
 Leave blank to see 1st course

F13=Review Course Title File based on course mask entered above
 ENTER=Continue, F16=Exit, F23=Exit to Data Base Management System

Figure 4-5A. DISPLAY/UPDATE COURSE TITLE FILE SCREEN

Enter the course number of the record to be added or updated. If the course number is unknown, press F13 to review the course title file. Before pressing F13, you may enter a partial course # in the "Course #" field. This will cause only those courses matching the characters entered to be displayed. After pressing F13, the COURSE TITLE DISPLAY SCREEN (Figure 4-5B) is displayed.

C11	COURSE TITLE beginning with 'E'											F24=Show Scan #			
	Course # Sequence														
	R*	Restrict -Force--									Fees	Fees	Plus Plus		
F Course	Title	L	Cred	Sx	Lo	Hi	Sx	Lo	Hi	Sem 1	Sem 2	Req.	Only	Only	Tot.
1	E60003	BASI PE 9B	R	0.50	M	09 12				6.00	6.00	137	13	15	165
2	E60403	BASI PE 9G	R	0.50	F	09 12				6.00	6.00	134	18	21	173
3	E60803	ADAPT PE	E	0.50		09 12				6.00	6.00	11	1		12
4	E61006	ADV PE	E	1.00		10 12				3.00	3.00	14			14
5	E61606	WATR SF/LF	E	1.00		10 12				29.55	29.55				
6	E63606	BEG WTR B	E	1.00	M	10 12				3.88	3.88	36			36
7	E63706	BEG WTR G	E	1.00	F	10 12				3.88	3.88	11			11
8	E64406	AD WTR I B	E	1.00	M	10 12				3.88	3.88	24			24
9	E64506	AD WTR I G	E	1.00	F	10 12				3.88	3.88	7			7
10	E64806	AD WTR IIB	E	1.00	M	10 12				3.88	3.88	12			12
11	E64906	AD WTR IIG	E	1.00	F	10 12				3.88	3.88	1			1
12	E65106	AD WTR IIB	E	1.00	M	11 12				3.88	3.88	6			6
13	E65206	AD WTR IIG	E	1.00	F	11 12				3.88	3.88				
14	E65306	AD WTR IVB	E	1.00	M	11 12				3.88	3.88				
15	E65406	AD WTR IVG	E	1.00	F	11 12				3.88	3.88				

*REL=Required, Elective, Low Priority
 ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

Figure 4-5B. COURSE TITLE DISPLAY SCREEN

If the course that you want to display or update is shown on the screen, select its corresponding function key to go directly to that course. Press F16 if you wish to exit without selecting a course. Press F18 to go to the previous screen. (F18 will only go back as far as the point at which you started.) Press F24 to show the scan numbers in the place of course numbers. By pressing F24 a second time, you can switch the screen back to course number display.

Press F23 from the DISPLAY/UPDATE COURSE TITLE FILE screen (Figure 4-5A) to exit to the Title File Data Base Management System.

ADDING A COURSE TITLE

To add a course title to the file, enter the course number and press ENTER. (See Appendix D for an outline of the course numbering procedure.) The ADD COURSE TITLE screen (Figure 4-5C) is displayed.

```

C11                CURRENT YEAR COURSE TITLE FILE          F8=Field Selection
Course Number: Z98003   Status A (A/I)   Scan Sheet Number: 0000 (0001-9999)
                                Required/Elective/Low Priority:   (R/E/L)  
Title:                  Course Designation:   (Basic, etc.)
                                DOE-CP Subject:  
                                Textbk Consum Lab Textbk Consum Lab
Credit per final gr: .00   S1:  .00  .00  .00   S2:  .00  .00  .00
Team:                  TBA S1:  .00  .00  .00   S2:  .00  .00  .00
                                Sex Low High Attend Graded GPA Honor Roll Honors Solid
Course Restrictions:                    
Course Forced for:      
Special Ed: N          Advanced: N          Vocational: N          Int'l Bacc: N
Gifted/Talent: N 504: N          Core: N          Dual/College Cr: N          Articulated: N
Print Scan Sheet for:     Type:   (Q=Qtr/S=Sem/Y=Yr/6=6wks/X=Sum/blank)
----- FOR POTENTIAL CONFLICT -----
Include on Conflict Matrix? N (Y/N)          Term:            Sects:  
If the course is to appear on the conflict matrix, the combined terms to be
conflicted must be entered. 'Sections' is optional, but is very helpful when
it appears on the Conflict Matrix report.
----- NUMBER OF SEATS REQUESTED -----
# Requests:            Plus Sem 1 Req:            Plus Sem 2 Req:            TOTAL: 0
ENTER=Validate, F4=Scan Search, F6=Scan Plug, F16=Exit
    
```

Figure 4-5C. ADD COURSE TITLE SCREEN

When adding or updating, please refer to the data entry requirements shown below.

- DATA ENTRY REQUIREMENTS -----
- STATUS** Required. Enter "A" to indicate the course is active. Enter "I" to indicate the course is inactive. This field was developed for use at the district level because inactive courses have to be kept there indefinitely. The only other functions to reference the status field are Data Base Management System (F4-23 and F12-4-23) and the Course Fee Edit Listing (F4-10 and F12-4-10).
 - SCAN SHEET #** Required. This is the number used by students to select a course from the course catalog. Must be different for each course title since it is used to select courses during scheduling (0001-9999). (4 N)
 - REQUIRED, ELECTIVE, OR LOW PRIORITY** Required. Enter an "R" if the course is a required course, an "E" if the course is an elective course, or an "L" if the course is a low priority elective. (1 A/N)

NOTE: A Low Priority Class will be an elective that needs to be given the lowest priority during scheduling such as lunch or study halls.

<u>COURSE TITLE SHORT</u>	Required. This field should contain the short title of the course being added. The course title can be typed in upper and lower case letters. (10 A/N).
<u>COURSE DESIGNATION</u>	Optional. This field is user definable. Sample of course designations would be: BASIC, REGULAR, HONORS, ADVANCED, AP, ELEMENTARY, MIDDLE, HIGH, etc. (1 A/N)
<u>COURSE TITLE LONG</u>	Required. This field should contain the long title of the course being added. The course title can be typed in upper and lower case letters. If this field is left blank, it will automatically default to the shorter title if this field is not selected (or open) for modification in the F8 (Field Selection) option. (20 A/N).
<u>DOE-CP SUBJECT</u>	Optional. Refer to the Department of Education's publication, SUBJECT AND LEVEL CODE LIST FOR DOE-CP, for the 4 digit state code that applies to this course. This field should be filled in only if this course should be reported to the state. This field also appears on the course master file and must be filled in for all sections that should be reported to the state. The reason for entering this code on the title file is that you can mass load it into the individual course sections (F4-13 & F4-14). (4 N).
<u>CREDIT PER FINAL GRADE</u>	Optional. If entered, this field should contain standard amount of credit for this course PER FINAL GRADE assigned. (3N 2DEC)
<u>SEM 1 TEXTBK</u>	Optional. Enter the first semester text fee amount for this course. (5N 2DEC)
<u>SEM 1 WORKBK</u>	Optional. Enter the first semester workbook fee amount for this course. (5N 2DEC)
<u>SEM 1 CONSUM</u>	Optional. Enter the first semester consumable fee amount for this course. (5N 2DEC)
<u>SEM 2 TEXTBK</u>	Optional. Enter the second semester text fee amount for this course. (5N 2DEC)
<u>SEM 2 WORKBK</u>	Optional. Enter the second semester workbook fee amount for this course. (5N 2DEC)
<u>SEM 2 CONSUM</u>	Optional. Enter the second semester consumable fee amount for this course. (5N 2DEC)
<u>TBA SEM 1 TEXTBK</u>	Optional. Enter the first semester Textbook Assistance Fee applicable to the textbook for this course. (5N 2DEC)
<u>TBA SEM 1</u>	Optional. Enter the first semester Textbook Assistance Fee

<u>WORKBK</u>	applicable to the workbook for this course. (5N 2DEC)
<u>TBA SEM 1 CONSUM</u>	Optional. Enter the first semester Textbook Assistance Fee applicable to any consumable materials for this course. (5N 2DEC)
<u>TBA SEM 2 TEXTBK</u>	Optional. Enter the second semester Textbook Assistance Fee applicable to the textbook for this course. (5N 2DEC)
<u>TBA SEM 2 WORKBK</u>	Optional. Enter the second semester Textbook Assistance Fee applicable to the workbook for this course. (5N 2DEC)
<u>TBA SEM 2 CONSUM</u>	Optional. Enter the second semester Textbook Assistance Fee applicable to any consumable materials for this course. (5N 2DEC)

Note: It is important to understand that fees can be loaded in mass from the Course Title District (school=00) file to each school (section 4-18), and can also be maintained in the Course Title Data Base Management System (section 4-22).

TEAM Optional. Entering a team code in this field will enable you to use the "Plug Crs" option on the F8-8-1 screen during enrollment to assign courses by team. (2 A/N)

The "Course Restrictions", "Course Forced for", "Potential Conflict", and "Number of Seats Requested" items are used for scheduling only.

COURSE
RESTRICTIONS Optional/Required. Courses may be restricted by sex and a grade level range. If the course is restricted to one sex, enter an F or M (optional). The course must be restricted to one or more grade levels. If the course is restricted to one grade level, the low and high grade would be the same.

DATA ENTRY HINTS ON ENTERING LOW AND HIGH GRADES

1. If the low grade is entered and the high grade is left blank, the high grade will automatically assume the same value as the low grade.
2. If the grade level is a single digit, enter the single digit and the computer will change it to a two-digit number. For example, if 9 is entered, the computer will convert it to 09.

ATTEND Required. This field is used to indicate whether or not attendance will be taken for this course. Valid entries are: "Y" = yes, attendance will be taken; "N" = no, attendance will not be taken. For those schools who print attendance scan sheets by class period, a value of "N" will cause no scan sheet to be produced. For those schools using the Teacher Module, a value of "Y" means the teacher should be reporting attendance for the class. A value of "N" means they should not. This factors into F6-6, "Review Teachers Attendance". In order for this function to tell you which teacher has not submitted attendance, it needs to know who should be reporting attendance.

<u>ATTEND</u> (continued)	The value entered here will become the default value when new sections are added. The value in the course sections will be the final determining factor as to whether or not attendance will be taken for the course.
<u>GRADED</u>	Required. Enter Y if this course section is to be graded or N if it is a non-graded course. Scan sheets can be generated for graded classes. (1 A/N)
<u>GPA</u>	Required. If this course section should be included for GPA calculations, enter Y; otherwise enter N. In grade reporting and transcripts, an N will allow the course credit to be used in the total earned credits for graduation but the system will not assign any attempted credits or points to the course. As a result, it will not affect the GPA of a student. (1 A/N)
<u>HR</u>	Required. Enter a Y or N to indicate if this course section should be used to determine eligibility for honor roll. (1 A/N)
<u>HONORS</u>	Required. Enter a Y or N to indicate if this course section is an Honors course. If this course section has a Y in this field, a different number of points will be assigned to a grade depending on the values entered on the MARK HISTORY CONTROL SCREEN. (1 A/N)
<u>SOLID</u>	Required. Enter a Y or N to indicate if this course is considered to be a solid subject for athletic and other program evaluations. (1 A/N)
<u>COURSE FORCED FOR</u>	Optional. Allows this course to be forced by sex or grade level range during scheduling. If 08 is placed in the low and high grade areas, all eighth graders in your building would be forced to take the course. This information is used to automatically assign courses to students. See Section 12-1-20-8.
The following nine fields were added to the Course Title File per a customer request.	
<u>SPECIAL ED</u>	Optional. Enter a Y or N to indicate whether or not this course is considered to be a special ed course. (1 A/N)
<u>ADVANCED</u>	Optional. Enter a Y or N to indicate whether or not this course is considered to be an advanced course. (1 A/N)
<u>VOCATIONAL</u>	Optional. Enter a Y or N to indicate whether or not course is considered to be a vocational course. (1 A/N)
<u>GIFTED/ TALENT</u>	Optional. Enter a Y or N to indicate whether or not this course is to be considered a gifted/talented course. (1 A/N)
<u>504</u>	Optional. Enter a Y or N to indicate whether or not this course is considered to be a 504 course. (1 A/N)

<u>CORE</u>	Optional. Enter a Y or N to indicate whether or not this course is considered to be a core course. (1 A/N)
<u>DUAL/COLLEGE CREDIT</u>	Optional. Enter a Y or N to indicate whether or not this course is considered to be a dual or college credit course. (1 A/N)
<u>INT'L BACC</u>	Optional. Enter a Y or N to indicate whether or not this course is considered to be an International Baccalaureate course. (1A/N)
<u>ARTICULATED</u>	Optional. Enter a Y or N to indicate whether or not this course is considered to be an articulated course. (1 A/N)
<u>PRINT SCAN SHEET FOR</u>	Optional. This is used by one of the course request scan sheet programs to determine which courses should appear on each student's scan sheet by grade level. A low-to-high grade level should be entered here to include this course on the scan sheet.
<u>TYPE</u>	Optional. This field is used for the Credit Evaluation System when evaluating next-year course requests. The Credit Evaluation System needs to know if a course is a full year course (TYPE=Y), in order to know that completion of the course will constitute twice the credit value entered. The value of "Y" is the only value that the Credit Evaluation System looks for. Any other value (including a blank space) means that the credit value entered on this screen is the total value for the course. This field is also used in notation form only on the Course Request Summary Report (F12-1-6). If you want to see that information on the report, you will want to enter all possible values instead of only entering the "Y" that is needed for the Credit Evaluation System. The value entered in this field impacts scheduling in no way. Valid entries are: = This field can be left blank because it is optional. Q = Quarter length course S = Semester length course Y = All year course 6 = 6-week course X = Summer
<u>INCLUDE ON CONFLICT MATRIX</u>	Required. Enter a "Y" if the course should be flagged to appear on the Print Potential Conflict Matrix report (F12-1-9) in Next Year Scheduling. This field can also be maintained in the Course Title File Data Base Management System (F4-23 or F12-4-23), field #7. If a "Y" is entered, a term code must also be entered. Valid term code entries are: 2, 5, 8, 9, or S. The number of sections is optional, but is very helpful when it appears on the Conflict Matrix report. Enter an "N" if this course should not be flagged to appear on the Conflict Matrix report (F12-1-9). This field will default to a value of "N". (1 A/N)

#SEAT REQUESTS Optional. Indicate the total number of requests for this course. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students sign up for this course. (3 A/N)

PLUS SEM 1 REQUESTS Optional. This field applies to all year classes and allows for a separate count of those students who are requesting this class for the first semester only. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students sign up for only the first semester of this course. (3 A/N)

PLUS SEM 2 REQUESTS Optional. This field applies to all year classes and allows for a separate count of those students who are requesting this class for the second semester only. When adding a record, this entry defaults to zeros and should be left that way. The software will automatically increment this number as students sign up for only the second semester of this course. (3 A/N)

TOTAL Non-modifiable. The number in this field is computed by adding the "# Requests", "Plus Sem 1 Req", and "Plus Sem 2 Req" fields. (1 A/N)

***** VERY IMPORTANT *****

By entering the Credit, Class Fee, Text Fee, and Course Restrictions on this screen, you are establishing the default values for each course section that is subsequently added to the Course Master.

If course sections have already been established for this course, an entry on this screen to the fields just mentioned, WILL HAVE NO EFFECT ON THE EXISTING COURSE MASTER records. You would have to go in to F4-1 or F4-22 to maintain those fields on the established sections.

If you enter your fees at the district level, the title file for all schools can be updated in mass by using F4-18. Then, if you want to load each school's fees from the title file into the course master, use F4-19. When all data required is entered, press ENTER to validate. Press ENTER again to add the course, or press F16 to reenter.

LOGGING OF COURSE TITLE CHANGES

A record can be logged each time a course is added, changed, or deleted, if the School Control Information screen (F1-2) has a "Y" for the question "Log course title/mstr changes?". A printout of the logged records can be produced in F4-6.

Press F4 to search the existing course title file in scan number sequence. The SCAN # SEQUENCE screen 1 (Figure 4-5D) will be displayed.

4-5. DISPLAY/UPDATE COURSE TITLE FILE

4-5

(Continued)

C11		COURSE TITLE beginning with ' 0100 '										F24=Show Scan #				
		Scan # Sequence														
		R*										Plus Plus				
		E										SEM1 SEM2				
		Restrict -Force--														
		Fees Fees														
<u>F</u>	<u>Course</u>	<u>Title</u>	<u>L</u>	<u>Cred</u>	<u>Sx</u>	<u>Lo</u>	<u>Hi</u>	<u>Sx</u>	<u>Lo</u>	<u>Hi</u>	<u>Sem_1</u>	<u>Sem_2</u>	<u>Req.</u>	<u>Only</u>	<u>Only</u>	<u>Tot.</u>
1	210006	INT TO BUS	E	1.00	09	10					4.79	4.79	27			27
2	210403	BASIC KYBD	E	1.00	09	12					5.75	2.75	5	1		6
3	210806	KEYBOARD	E	1.00	09	12					5.75	5.75	242			242
4	212003	CLER PROC	E	1.00	10	12										
5	212406	BUS ED AST	E	1.00	11	12							5			5
6	212506	BUS ASSTII	E	1.00	11	12							1			1
7	212806	RECORDKEEP	E	1.00	09	11					19.00	19.00				
8	213203	ACCOUNTING	E	1.00	10	12					44.75	5.62	27			27
9	213603	ACCOUNT,AD	E	1.00	11	12					44.48	5.62	6			6
10	214406	NOTE HAND	E	1.00	10	12					14.69	14.69				
11	215806	INTRO MARK	E	1.00	11	12					12.50	12.50	18			18
12	216006	BUS LAW	E	1.00	11	12					5.19	5.19	37			37
13	216403	BUS MG/ENT	E	1.00	11	12					12.07	2.88	13		1	14
14	216806	COMP APPL	E	1.00	09	12					10.36	10.36	164			164
15	217206	COMP APPII	E	1.00	09	12					9.92	9.92	59			59

*REL=Required, Elective, Low Priority

ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

Figure 4-5D. SCAN # SEQUENCE SCREEN 1

The SCAN # SEQUENCE screen 1 shows the course number of each course, in scan number sequence. Pressing ENTER will display the next screen. Pressing F18 will display the previous screen. (F18 will only go back as far as the point at which you started.) Pressing F24 will show the scan number instead of the course number and will remain in scan # sequence. The SCAN # SEQUENCE screen 2 (Figure 4-5E) will be displayed. To view courses in course # sequence, you will need to access F13 from the Display/Update Course Title File Screen (Figure 4-5A).

(Continued)

C11		COURSE TITLE beginning with ' 0100 '							F24=Show Course #							
		Scan # Sequence														
		R*		Restrict		-Force--		Fees		Fees		Plus Plus				
F	Scan #	Title	L	Cred	Sx	Lo	Hi	Sx	Lo	Hi	Sem 1	Sem 2	Req.	Only	Only	Tot.
1	0100	INT TO BUS	E	1.00	09	10					4.79	4.79	27			27
2	0104	BASIC KYBD	E	1.00	09	12					5.75	2.75	5	1		6
3	0108	KEYBOARD	E	1.00	09	12					5.75	5.75	242			242
4	0120	CLER PROC	E	1.00	10	12										
5	0124	BUS ED AST	E	1.00	11	12							5			5
6	0125	BUS ASSTII	E	1.00	11	12							1			1
7	0128	RECORDKEEP	E	1.00	09	11					19.00	19.00				
8	0132	ACCOUNTING	E	1.00	10	12					44.75	5.62	27			27
9	0136	ACCOUNT,AD	E	1.00	11	12					44.48	5.62	6			6
10	0144	NOTE HAND	E	1.00	10	12					14.69	14.69				
11	0158	INTRO MARK	E	1.00	11	12					12.50	12.50	18			18
12	0160	BUS LAW	E	1.00	11	12					5.19	5.19	37			37
13	0164	BUS MG/ENT	E	1.00	11	12					12.07	2.88	13		1	14
14	0168	COMP APPL	E	1.00	09	12					10.36	10.36	164			164
15	0172	COMP APPII	E	1.00	09	12					9.92	9.92	59			59

*REL=Required, Elective, Low Priority

ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

Figure 4-5E. SCAN # SEQUENCE SCREEN 2

Displaying the screen in Scan # sequence would be helpful when you are adding a new course and want to know what scan numbers are available. You see in the screen displayed above that scan numbers '0101' through '0103' are not being used and are therefore available. Pressing F24 again and again will switch the "course" column between course numbers and scan numbers.

Press F6 from the ADD COURSE TITLE SCREEN (Figure 4-5B) to automatically plug the next available scan number into the SCAN SHEET NUMBER field.

UPDATING A COURSE TITLE

Enter the course number and press ENTER. Follow the same data entry guidelines as when adding. Pressing F1 will display the next record.

***** VERY IMPORTANT *****

By modifying the Credit, Class Fee, Text Fee, and Course Restrictions on this screen, you are establishing the default values for each course section that is subsequently added to the Course Master. If course sections have already been established for this course, a modification on this screen to the fields just mentioned, WILL HAVE NO EFFECT ON THE EXISTING COURSE MASTER records.

DELETING A COURSE TITLE

Enter the course number and press ENTER. If the course record that is displayed is the record that you wish to delete, press F12 to delete the course title. You will then be warned as to the total seats currently assigned for all corresponding course master records which will also be deleted with this course title record. If seats are assigned, it is your responsibility to reassign the affected students through the mass update function or through the student maintenance function.

(Continued)

Press F18 to confirm the deletion or F16 to exit without deleting.

FIELD SELECTION

Press F8 from the ADD COURSE TITLE screen (Figure 4-5C) to display the FIELD SELECTION screen. This screen can be used to mark the fields to be open for modification for each user. Refer to section 4-1 for information on using this function key.

COPYING A COURSE FROM THE DISTRICT TITLE FILE TO ONE OR MORE INDIVIDUAL SCHOOLS

When accessing this function at the district level (school code = 00), you will see an F9=Copy to option in the upper left corner of the screen (after you have selected the course to be displayed), as shown on the DISTRICT COURSE TITLE screen (Figure 4-5F). This option will enable you to copy a course from the district level to one or more individual schools.

```

C00 F9=Copy to          CURRENT YEAR COURSE TITLE FILE          F8=Field Selection
Course Number: Z98300          Scan Sheet Number: 9830 (0001-9999)
                               Required/Elective/Low Priority: R (R/E/L)
Title: Algebra_I_          Course Designation: _ (Basic, etc.)
      Algebra_I_____          DOE-CP Subject: _____
                               Textbk Consum Lab Textbk Consum Lab
Credit per final gr: 1.00  S1: _____.00 _____.00 _____.00  S2: _____.00 _____.00 _____.00
                               TBA S1: _____.00 _____.00 _____.00  S2: _____.00 _____.00 _____.00
Team: _____

Sex Low High  Attend Graded GPA Honor_Roll Honors Solid
Course Restrictions:  _  09 12          Y      Y      Y          Y          N      Y
Course Forced for:   _  _  _
Special Ed: N      Advanced: N      Vocational: N      Int'l Bacc: N
Gifted/Talent: N  504: N      Core: N      Dual/College Cr: N      Articulated: N
Print Scan Sheet for:  09 12 Type: Y (Q=Qtr/S=Sem/Y=Yr/6=6wks/X=Sum/blank)
----- FOR POTENTIAL CONFLICT -----
Include on Conflict Matrix? N (Y/N)          Term: _          Sects: ____
If the course is to appear on the conflict matrix, the combined terms to be
conflicted must be entered. 'Sections' is optional, but is very helpful when
it appears on the Conflict Matrix report.

----- NUMBER OF SEATS REQUESTED -----
# Requests: _____ Plus Sem 1 Req: _____ Plus Sem 2 Req: _____ TOTAL: 0
ENTER=Validate, F4=Scan Search, F6=Scan Plug, F16=Exit

```

Figure 4-5F. DISTRICT COURSE TITLE SCREEN

Press F9 to display the COPY FROM DISTRICT COURSE TITLE TO SCHOOL COURSE TITLE screen, (Figure 4-5G).

```

C00          Copy from District Course Title to School Course Title

Enter an 'X' next to each school to receive this course:
-----
_ C11 C11          _ C22 C22          _ C01 C01          _ C05 C05
_ C12 C12          _ C23 C23          _ C02 C02          _ C06 C06
_ C13 C13          _ C24 C24          _ C03 C03          _ C07 C07

ENTER=Continue, F16=Exit

```

Figure 4-5G. COPY FROM DISTRICT COURSE TITLE TO SCHOOL COURSE TITLE SCREEN

Place an "X" next to each school you want to copy this course into. Press ENTER. The screen will be redisplayed but closed to data entry for confirmation of what schools you have selected. Press ENTER to continue or press F16 to reopen the screen.

The schools you select will be saved as a default for the next time the option is selected. If the course already exists at the school to which it's being copied, the course will be updated but the scan number will remain the same as it originally was. If the course is a new course for the school, the software will attempt to use the district scan#. If that number is already used, the software will assign the next available number for that school. After adding the course to each of the specified schools, a message will be displayed near the bottom of the screen "005 updates processed. 000 updates not processed."

NUMBER Required. Enter the number (1-9) of copies desired.
OF COPIES

Press ENTER to continue. The screen will be redisplayed for confirmation but closed for data entry. Press ENTER to continue or F16 to reopen the screen for modification. You will be returned to the PRINT COURSE TITLE AND MASTER CHANGES (Figure 4-6A) upon completion.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F8 to display the COURSE TITLE FILE PRINT IN COURSE # SEQUENCE screen (Figure 4-8A).

C11 Course Title File
Print in Course # Sequence

Enter one or more departments to be printed: _ _ _ _ _ (blank for all)

Course Designation: _ _ _ _ _ (blank for all)

Print only those included on conflict matrix? N (Y/N)

ENTER=Continue, F16=Exit

Figure 4-8A. COURSE TITLE FILE PRINT IN COURSE # SEQUENCE SCREEN

Follow the guidelines below when entering selection criteria:

----- DATA ENTRY REQUIREMENTS -----

DEPARTMENT Optional. Enter the 1-character department code for up to five different departments to print the course title file for selected departments. Leave this field blank to print all departments. The department code is the first character of each course number. (1 A/N + 1 A/N + 1 A/N + 1 A/N + 1 A/N)

COURSE DESIGNATION Optional. Enter up to five course designation codes, (these are user definable codes that have been defined in the Course Title File), to print courses with specific course designations. Leave this field blank to print all courses regardless of the course designation. (1 A/N + 1 A/N + 1 A/N + 1 A/N + 1 A/N)

INCLUDE COURSES ON CONFLICT MATRIX? Required. Enter a "Y" (yes) to indicate that you only want courses that have been tagged to appear on the conflict matrix report to be printed. Enter an "N" (no) to indicate that you want to print all courses. (1 A)

Press ENTER to continue. The screen will be redisplayed for confirmation but closed for data entry. Press ENTER to continue or F16 to reopen the screen for modification. You will be returned to the COURSE MASTER AND COURSE TITLE MENU (Figure 4) upon completion.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F10 to display the PRINT COURSE FEE EDIT LISTING screen (Figure 4-10A). This report will show each course's fees with an area in which the new amounts can be hand-written.

C11	Print Course Fee Edit Listing
	Dept: _ _ _ _ _ (Blank for all)
	Status: _ (A=Active, I=Inactive, blank for all)
ENTER=Continue, F16=Exit	

Figure 4-10A. PRINT COURSE FEE EDIT LISTING SCREEN

Follow the guidelines below when entering selection criteria:

----- DATA ENTRY REQUIREMENTS -----

DEPARTMENT Optional. Enter the 1-character department code for up to six different departments to print the fee edit listing for selected departments. Leave this field blank to print all departments. The department code is the first character of each course number. (1 A/N x 6)

STATUS Optional. Valid entries are I=inactive, A=active or blank for all. A course's "Status" is tagged in the Course Title File.

Press ENTER to continue. You will be returned to the COURSE MASTER AND COURSE TITLE MENU (Figure 4) upon completion.

NOTE: On the district screen, you will see a selection for your district code. This is different than most district level school selection screens in that the Course Title file can actually be printed for a district file which is separated from each of the individual school's files.

Print Course TBA Edit Listing: This report will show each course's textbook assistance (TBA) amounts with an area in which the new amounts can be hand-written.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F12 to print the 2 YEAR FEE COMPARISON REPORT. Referencing semester one fees only, this report will list each course, with fees, for current year and next year, and report the difference. If a course is offered in current year but not next, or vice versa, the course will still be included on the report. Those courses with fee differences between semesters (for the same year) will be tagged with an asterisk.

A sample of this report is shown below:

F4-12 11/24/09 11:20 RDS High School PAGE 1
 * * * 2-YEAR FEE COMPARISON REPORT * * *
 2009/10 VS 2010/11

** Indicates fee differences between semesters within the same school year.

COURSE NUMBER	COURSE TITLE	2009/10 FEES BY SEMESTER	2010/11 FEES BY SEMESTER	INCREASE OR DECREASE
B02030	Business Foundations	28.24 **	27.99	.25-
B02090	Accounting I	31.41	31.41	.00
B02150	Entrepreneurship	22.84	23.84	1.00
B02170	Law Busi/Personal	26.30	27.30	1.00
B02310	Personal Finance	31.74	31.74	.00
B02330	Marketing Foundation	22.10	22.10	.00
B03210	Visual Basic Program	8.07	10.37	2.30
B03380	Web Page Design	6.38	.00	6.38-
B03450	Digital Commun Tools	11.15	12.25	1.10
B03470	Computer Application	11.84	11.94	.10
B03490	Computer Applic Adv	10.90	11.00	.10
B03510	Desktop Publishing	10.65	10.75	.10
B03530	AP ComputerScience A	8.32	10.12	1.80

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F13 to load each course's DOE-CP Subject Code from the district to individual school's title file. The LOAD DOE-CP SUBJECT CODE FROM DISTRICT TO SCHOOL TITLE FILE screen (Figure 4-13A) is displayed. This is a district function only and cannot be accessed by an individual school.

C00 Load DOE-CP Subject Code
from District to School Title File

This procedure will take the DOE-CP Subject Codes from the courses shown below (or all) on the District Course Title File and automatically load the codes into the corresponding record in the school's title file.

If the District Course Title record contains no DOE-CP Subject Code, should the school's DOE-CP Subject Code also be blank? Y (Y=Yes/N=No)

If you respond 'N' to the above question, whatever code is currently in the Course Title File record will remain untouched if the District Course Title File code is blank.

Enter the ID of the school to be updated: ____

Enter courses to be mass updated. Leave blank to update all courses.

F1=Load DOE-CP Subject Code, F16=Exit

Figure 4-13A. LOAD DOE-CP SUBJECT CODE FROM DISTRICT TO SCHOOL TITLE SCREEN

Follow the guidelines below when entering the selection criteria:

----- **DATA ENTRY REQUIREMENTS** -----

IF THE DISTRICT COURSE TITLE RECORD CONTAINS NO DOE-CP SUBJECT CODE, SHOULD THE SCHOOL'S DOE-CP SUBJECT CODE ALSO BE BLANK?

Required. Enter a "Y" if you want this process to replace any DOE-CP Subject Code in your school file with a blank if the DOE-CP Subject Code is blank in the District Title File. Enter an "N" if you do not want this process to update the DOE-CP Subject Code when the DOE-CP Subject Code in the District File is blank. (1 A)

ENTER THE ID OF THE SCHOOL TO BE UPDATED:

Required. Enter the school code of the school to be processed. (3 A/N)

ENTER COURSES TO BE MASS UPDATED. LEAVE BLANK TO UPDATE ALL COURSES.

Optional. Enter the course numbers of up to ten courses to run this process for specific courses. Leave these fields blank to update all courses. (6 A/N x 10)

After entering all the selection criteria, press F1 to continue. The screen will be redisplayed for confirmation but closed to data entry. You have the option of pressing ENTER to begin the process or pressing F16 to reenter the screen.

If you pressed ENTER the update will occur. The following message will appear upon completion:

00000 UPDATES PROCESSED! ENTER NEXT REQUEST!
(The number of records updated will be displayed.)

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F14 to load each course's DOE-CP Subject Code from your school's title file to your school's course master file. The LOAD DOE-CP SUBJECT CODE FROM SCHOOL TITLE TO COURSE MASTER screen (Figure 4-14A) is displayed.

```
CHS                               Load DOE-CP Subject Code
                                from School Title to Course Master
```

This procedure will take the DOE-CP Subject Codes from the courses shown below (or all) on the Course Title File, and automatically load the codes into all of the corresponding sections on the Course Master File.

If the Course Title File record contains no DOE-CP Subject Code, should the Master File section's DOE-CP Subject Code also be blank? Y (Y=Yes/N=No)

If you respond 'N' to the above question, whatever code is currently in the the Course Master File section will remain untouched if the Course Title File's DOE-CP Subject Code is blank.

Enter courses to be mass updated. Leave blank to update all courses.

F1=Load DOE-CP Subject Code, F16=Exit

Figure 4-14A. LOAD DOE-CP SUBJECT CODE FROM SCHOOL TITLE TO COURSE MASTER SCREEN

Follow the guidelines below when entering the selection criteria:

----- DATA ENTRY REQUIREMENTS -----

IF THE COURSE TITLE RECORD CONTAINS NO DOE-CP SUBJECT CODE, SHOULD THE MASTER FILE SECTION'S DOE-CP SUBJECT CODE ALSO BE BLANK?

Required. Enter a "Y" if you want this process to replace any DOE-CP Subject Code in your master file with a blank if the DOE-CP Subject Code is blank in the title File. Enter an "N" if you do not want this process to update the DOE-CP Subject Code when the DOE-CP Subject Code in the title file is blank. (1 A)

ENTER COURSES TO BE MASS UPDATED. LEAVE BLANK TO UPDATE ALL COURSES.

Optional. Enter the course numbers of up to ten courses to run this process for specific courses. Leave these fields blank to update all courses. (6 A/N x 10)

After entering all the selection criteria, press F1 to continue. The screen will be redisplayed for confirmation but closed to data entry. You have the option of pressing ENTER to begin the process or pressing F16 to reenter the screen.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F15 to display the MAINTAIN COURSE PACKAGE FILE SELECTION screen, (Figure 4-15A). This function allows for the creation, modification, and printing of predefined groups of courses (with or without section numbers), to be assigned during enrollment (F8-8-1 and F8-8-4), during scheduling (F8-11 and F12-13-11), during course request selection (F12-1-4), and in final scheduling (F12-13-12).

```

C11                                MAINTAIN COURSE PACKAGE FILE

Package Number: ____
Leave blank to see 1st package

Enter a new Package number and press enter to ADD a package
F7=Review Package Help file based on package mask entered above
ENTER=Continue, F2=Print all Pkgs, F16=Exit

```

Figure 4-15A. MAINTAIN COURSE PACKAGE SELECTION SCREEN

To display/modify an existing package, enter the desired package number in the field provided and press ENTER. To add a new package, type in the package number and press ENTER. A screen will be displayed with fields open for data entry. To select from a list of existing packages, press F7 to display the COURSE PACKAGE HELP screen (Figure 4-15B).

```

                                COURSE PACKAGE HELP

                                Optionally, enter search criteria below.

                                Begin with: ____
                                Sequence: _ Package _ Team _ Grade

                                ENTER=Continue, F16=Exit

```

Figure 4-15B. COURSE PACKAGE HELP SCREEN

Optionally, enter a package number and indicate the desired sequence display by placing an "X" in the field to the left of "Sequence", "Package", "Team", or "Grade". Press ENTER to display the COURSE PACKAGE SEARCH screen (Figure F4-15C).

```

*** COURSE PACKAGE SEARCH ***

Enter "A" to Add or "R" to Replace: R

Pkg
F Code Gr Tm --- Package Description ---
1 9940 KA 01 Stahl KA
2 2403 KG 14 Flatt KG
3 3540 KP 02 Stahl KP
4 0534 01 05 Maglish 01
5 1103 01 04 Lucht 01
6 4433 01 03 Laborde 01
7 3537 02 07 Carroll 02
8 3541 02 15 Gard 02
9 4318 02 16 Kors 02
10 4807 02 06 Bazin 02
11 0460 03 08 Johnson 03
12 0983 03 09 Novotny 03
13 4813 03 17 Drever 03
14 1184 04 11 Mullins 04
15 2323 04 18 Wentz 04

ENTER=More Packages, F1-F15 Select Corresponding Package, F16=Exit
    
```

Figure 4-15C. COURSE PACKAGE SEARCH SCREEN

Select the desired Course Package by pressing it's corresponding function key. The MAINTAIN COURSE PACKAGE FILE screen,(Figure 4-15D), will be displayed.

```

C31                MAINTAIN COURSE PACKAGE FILE

Package Number: 0460

Short Desc: Johnson 03
Long Desc: Johnson 03

Grade: 03 Team: 08 Plug Team?: Y (Y/N)

  Course  Sec  Sem      Course  Sec  Sem      Course  Sec  Sem
  RE0480  08   -      MU0440  08   -      _____  ___  ___
  LA0421  08   -      WH0405  08   -      _____  ___  ___
  HA0422  08   -      CO0407  08   -      _____  ___  ___
  SP0423  08   -      _____  ___  -      _____  ___  ___
  SS0470  08   -      _____  ___  -      _____  ___  ___
  MA0430  08   -      _____  ___  -      _____  ___  ___
  SC0460  08   -      _____  ___  -      _____  ___  ___
  HE0452  08   -      _____  ___  -      _____  ___  ___
  PE0450  08   -      _____  ___  -      _____  ___  ___
  AR0410  08   -      _____  ___  -      _____  ___  ___

ENTER=Validate, F2=Print, F11=Delete, F12=Crs Mstr, F16=Exit
    
```

Figure 4-15D. MAINTAIN COURSE PACKAGE FILE SCREEN

Follow the guidelines below when adding or modifying a course package:

----- DATA ENTRY REQUIREMENTS -----

<u>SHORT DESCRIPTION</u>	Required. This field should contain the short description of the course package. The description can be typed in upper and lower case letters. (15 A/N).
<u>LONG DESCRIPTION</u>	Optional. This field will default to the short description if left blank but can be used to further describe the package. (65 A/N)
<u>GRADE</u>	Optional. Enter the grade level for the package. (2 A/N).
<u>TEAM</u>	Optional. Enter the team for the package. (2 A/N).
<u>PLUG TEAM?</u>	Required. Enter a "Y" to indicate that when a package is loaded, the team code must be plugged. Enter an "N" to indicate the Team code should not be plugged.
<u>COURSE</u>	Required. Enter the six character course number that should be loaded. (30 A/N)
<u>SEC</u>	Optional. This field can contain the two digit section number for the preceding course number.
<u>SEM</u>	Optional. This field can contain the desired term code.

After entering all the selection criteria, press ENTER to update.

F2 PRINT

Press F2 from the MAINTAIN COURSE PACKAGE FILE screen, (Figure 4-15D), to print the currently displayed package. Or, press F2 from the MAINTAIN COURSE PACKAGE SELECTION SCREEN (Figure 4-15A), to print all packages.

F11 DELETE

Press F11 from the MAINTAIN COURSE PACKAGE FILE screen, (Figure 4-15D), to delete the displayed Course Package file. You will then be required to press F18 confirm the deletion, or, press F16 to reenter the screen.

F12 COURSE MASTER HELP

Press F12 for Course Master Help after positioning the cursor on the line where you plan to enter the course number. To start reviewing the course master at the beginning of a particular department, type the department code in the first position of the course number field before pressing F12. After pressing F12, the COURSE MASTER MASK PARAMETERS screen, (Figure 4-15E), will be displayed.

C31 COURSE MASTER MASK PARAMETERS

Mask any of the following entries to find the desired course(s). Press F12

Course #: _____
 Grade: ___
 Teacher #: _____ (F15=Help for teachers)
 Period: ___ _ _ _ _
 Term(s): ___ _ _ _ _
 Lunch: ___ (to select any course with a lunch designation, enter **)
 Team: ___ (to select any course with a team designation, enter **)

F16=Return

Figure 4-15E. COURSE MASTER MASK PARAMETERS SCREEN

Fill in any of the fields to restrict the list of courses that will be presented to you on the screen. By entering only part of a course number, you create a course "mask". The software will present only those courses that match on the characters entered. Press F15 for help with counselors/teachers.

Press ENTER to display the COURSE MASTER DISPLAY screen, (Figure 4-15F).

C31		COURSE MASTER DISPLAY										
Course	Gr	Teacher		Period(s)		Term(s)		Lunch		Team		
F	Course	Sc	Title	Prd	m	Teacher	Bld/Room	MTWRF	SM1	SM2	Opt	Max
1	AR0410	03	Art	09	9	CONNER	AR T	XXXXXX	78	78	35	35
2	AR0410	04	Art	09	9	CONNER	AR T	XXXXXX			35	35
3	AR0410	05	Art	09	9	CONNER	AR T	XXXXXX			35	35
4	AR0410	06	Art	12	9	ENGLEMAN	AR T	XXXXXX			35	35
5	AR0410	07	Art	12	9	ENGLEMAN	AR T	XXXXXX			35	35
6	AR0410	08	Art	12	9	CONNER	AR T	XXXXXX			35	35
7	AR0410	09	Art	12	9	CONNER	AR T	XXXXXX			35	35
8	AR0410	10	Art	12	9	ENGLEMAN	AR T	XXXXXX			35	35
9	AR0410	11	Art	12	9	ENGLEMAN	AR T	XXXXXX			35	35
10	AR0410	12	Art	12	9	CONNER	AR T	XXXXXX			35	35
11	AR0410	13	Art	12	9	CONNER	AR T	XXXXXX			35	35
12	AR0410	15	Art	12	9	CONNER	AR T	XXXXXX			30	30
13	AR0410	16	Art	12	9	CONNER	AR T	XXXXXX			30	30
14	AR0410	17	Art	12	9	CONNER	AR T	XXXXXX			30	30
15	AR0410	18	Art	12	9	CONNER	AR T	XXXXXX			30	30

ENTER=More, F1-F15=Select Section, F18=Previous, F16=Exit

Figure 4-15-F. COURSE MASTER DISPLAY SCREEN

Fifteen courses will be displayed. If the course you wish is not displayed, press ENTER to display the next fifteen courses. Press the corresponding function key to plug the course number into the course package.

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F18 to mass update fees from the district level. The LOAD FEES FROM DISTRICT TO SCHOOL TITLE screen (Figure 4-18A) is displayed.

C00 Load Fees from District to School Title

This procedure will take the fees from the courses shown below (or all) on the District Course Title File and automatically load the amounts into the corresponding course title record in the school's file.

Load textbook assistance amounts? Y (Y=Yes/N=No/X=Load TBA Only)

If the District Course Title record contains NO fee amount, should the school's title record also contain zero? Y (Y=Yes/N=No)

If you respond 'N' to the above question, whatever amount is currently in the Course Title File record will remain untouched if the District Course Title File amount is zeros.

Enter the ID of the school to be updated: ____

Enter courses to be mass updated. Leave blank to update all courses.

F1=Load Textbk, F2=Load Workbk, F3=Load Consum, F7=Load ALL, F16=Exit

Figure 4-18A. LOAD FEES FROM DISTRICT TO SCHOOL TITLE SCREEN

This screen will explain the procedure of mass updating fees. Read the screen carefully before continuing.

Follow the guidelines below when entering selection criteria:

----- DATA ENTRY REQUIREMENTS -----

LOAD TEXTBOOK ASSISTANCE AMOUNTS?

Required. Enter a "Y" if you would like to load textbook assistance amounts at the same time you are loading regular textbook amounts. The textbook assistance amounts would need to have been entered in the District Title File. Enter an "N" if you do not want to load assistance amounts. Enter an "X" if you want to load the textbook assistance amounts only. (1 A/N)

IF THE DISTRICT COURSE TITLE RECORD CONTAINS NO FEE AMOUNT, SHOULD THE SCHOOL'S TITLE RECORD ALSO CONTAIN ZERO?

Required. Enter a "Y" if you want this process to zero out any fee amounts in your school title file for any matching course from the district title file with a zero amount. Enter an "N" if you want the amount in the school title file to remain unchanged.

SCHOOL ID

Required. Enter the school code of the school whose course title file is to be updated. You can only process one school at a time. (3 A/N)

COURSES TO BE MASS UPDATED

Optional. You can enter up to ten courses to load fees for specific courses. Leave these fields blank to update all courses. (6 A/N)

After entering all the selection criteria, press F1 to load Textbook Fees, press F2 to load Workbook Fees, press F3 to load Consumable Fees, or press F7 to load ALL fees. **SOUTH BEND SCHOOLS ONLY:** When selecting F3 or F7, the 3A/3B fee amounts from the Course Title D.B.M.S (F4-23, field 18), will load along with any other fees. Also, the department code from the Course Title D.B.M.S (F4-23, field 19), will load for all selections.

NOTE: The wording that appears next to function keys 1, 2 and 3 are user definable and are defined on the District and School Control screens (F1-2).

You must use the correct district code to run this procedure. If you enter a school code in place of the district code, the LOAD FEES FROM DISTRICT TO SCHOOL TITLE INCORRECT ACCESS screen (Figure 4-18B) will be displayed.

CHS

Load Fees from District to School Title

Sorry! This is a district function only and
cannot be accessed by an individual school!

Please contact your System Administrator for further assistance!

ENTER/F16=Exit

Figure 4-18B. LOAD FEES FROM DISTRICT TO SCHOOL TITLE INCORRECT ACCESS SCREEN

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F19 to mass update fees from the title file. The LOAD FEES FROM SCHOOL TITLE TO COURSE MASTER screen (Figure 4-19A) is displayed.

CHS Load Fees from School Title to Course Master

This procedure will take the fees from each of the following courses on the Course Title File, and automatically load the amounts into all of the corresponding course sections on the Course Master File.

Load textbook assistance amounts? Y (Y=Yes/N=No/X=Load TBA Only)

If the Course Title File contains NO fee amount, should the Course Master File section also contain zero? Y (Y=Yes/N=No)

If you respond 'N' to the above question, whatever amount is currently in the Course Master File section will remain untouched if the Course Title File amount is zeros.

Enter courses to be mass updated. Leave blank to update all courses.

F1=Load Textbk, F2=Load Consum, F3=Load Lab , F7=Load ALL, F16=Exit

Figure 4-19A. LOAD FEES FROM SCHOOL TITLE TO COURSE MASTER SCREEN

This screen will explain the procedure of mass updating fees. Read the screen carefully before continuing.

Follow the guidelines below when entering selection criteria:

----- DATA ENTRY REQUIREMENTS -----

LOAD TEXTBOOK ASSISTANCE AMOUNTS?

Required. Enter a "Y" if you would like to load textbook assistance amounts at the same time you are loading regular textbook amounts. The textbook assistance amounts would need to have been entered in the School Title File. Enter an "N" if you do not want to load assistance amounts. Enter an "X" if you want to load the textbook assistance amounts only. (1 A/N)

IF THE COURSE TITLE FILE CONTAINS NO FEE AMOUNT, SHOULD THE COURSE MASTER FILE SECTION ALSO CONTAIN ZERO?

Required. Enter a "Y" if you want this process to zero out any fee amounts in your course master file for any matching course from the school title file with a zero amount. Enter an "N" if you want the amount in the course master file to remain unchanged.

COURSES TO BE MASS UPDATED

Optional. You can enter up to ten courses to load fees for specific courses. Leave these fields blank to update all courses. (6 A/N)

To add an entry, go to the first available blank line and type both the "Prerequisite" and the "for Course" numbers. Press ENTER to add the record. You will be taken to the next screen. The entry will sort logically (by course number) when it is next displayed.

Press F5 to go to the next screen. Be careful when using F5 because no updates occur when selecting F5.

Press F18 to return to the previous screen. This option will only go back as far as you originally started.

Press F20 to print the screen.

Press F16 to return to the MAINTAIN PREREQUISITES SELECTION screen (Figure 4-20A).

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F22 to display the COURSE MASTER DATA BASE MANAGEMENT SYSTEM screen (Figure 4-22A).

NOTE: You will be denied access to this function while the scheduler is running. (A screen will be presented with the message that the scheduler is being run.)

CHS

CURRENT YEAR

Course Master File Data Base Management

Number of field to be updated: ___ & optionally mask any of the following items:

Course #: _____ Sec: ___

Grade: ___

Teacher #: _____

(F15=Help for teachers)

Period: ___ _ _ _ _

Term(s): _ _ _ _ _

Lunch: ___ (to select any course with a lunch designation, enter **)

- | | |
|---|---------------------------------|
| 1. Alternate Title | 11. Is Course a Solid Subject? |
| 2. Teacher Assignment | 12. Is Course an Honors Course? |
| 3. Room Assignment | 13. Class & Text Fees |
| 4. Term Code and Periods | 14. Days of the Week |
| 5. Lunch Assignments | 15. Class Linkage |
| 6. Seats Filled | 16. Term Exclusion |
| 7. Opt/Max Seats | 17. Sex/Grade Restrictions |
| 8. Credit per Final Grade | 99. Exit to next set of fields |
| 9. Course Graded (generate scan sheet)? | |
| 10. Course Included in GPA/Honor Roll? | |

ENTER=Continue, F16=Exit, F22=Exit to Display/Update Course Master File

Figure 4-22A. COURSE MASTER DATA BASE MANAGEMENT SCREEN

Enter the field number you wish to update. You can restrict the display of courses by filling in any of the selection criteria. For example, if you enter a 5 in the "Term" field, you will only get a listing of courses offered second semester. You can select a period by entering a single or double digit. For example, entering either "04" or "4" in the "Period" field would both indicate 4th period.

(Continued)

Entering the number 1 and pressing Enter displays the MAINTAIN ALTERNATE TITLE screen (Figure 4-22B).

CHS

Maintain Alternate Title

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>
		<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Alt. Title</u>
		AAR602	01	ART/IDEAS2	Art/Ideas2
		BBU301	02	KEYBDING 1	Keyboard 1
		BBU301	03	KEYBDING 1	Keyboard 1
		BBU301	04	KEYBDING 1	Keyboard 1
		BBU301	05	KEYBDING 1	Keyboard 1
		BBU301	06	KEYBDING 1	Keyboard 1
		BBU301	01	KEYBDING 1	Keyboard 1
		BBU302	02	KEYBDING 1	Keyboard 1
		BBU302	01	KEYBDING 1	Keyboard 1
		BBU411	01	ACCT, BEG1	Account 1
		BBU412	01	ACCT, BEG2	Account 2
		BBU416	01	RECORDKEEP	Record Kp
		BBU416	02	RECORDKEEP	Record Kp
		BBU431	01	WORD PROC1	Word Pro 1
		BBU436	01	BUSN LAW	Bus Law

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22B. MAINTAIN ALTERNATE TITLE SCREEN

Entering the number 2 and pressing ENTER displays the MAINTAIN TEACHER ASSIGNMENT screen (Figure 4-22C).

CHS

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>	
<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Teacher Assignment</u>	<u>Trm</u>	<u>Periods</u>	<u>Lunch</u>
924406	01	INDEP LIV	7031 FRY	2	01 01	
924406	02	INDEP LIV	7031 FRY	5	01 01	
924506	01	FOOD / FIT	7031 FRY	5	02 02	
924606	01	WORK READY	7031 FRY	2	02 02	
A31203	01	INTRO TECH	1563 DUES	9	01 01	
A31203	02	INTRO TECH	1563 DUES	9	02 02	
A31203	03	INTRO TECH	1563 DUES	9	04 04	4A
A31603	01	DRAFTING	6323 DUBOIS	9	05 05	5A
A31603	02	DRAFTING	6323 DUBOIS	9	07 07	
A32003	01	COMAIDDRFT	6323 DUBOIS	9	02 02	
A32003	02	COMAIDDRFT	6323 DUBOIS	9	01 01	
A32403	01	DESIGN PRO	6323 DUBOIS	9	06 06	
A32403	02	DESIGN PRO	6323 DUBOIS	9	03 03	
A32803	01	ENGIN TECH	6323 DUBOIS	9	04 04	4B
A32803	02	ENGIN TECH	6323 DUBOIS	9	07 07	

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22C. MAINTAIN TEACHER ASSIGNMENT SCREEN

You will not be allowed to erase a teacher number on this screen. You will only be allowed to type in a different number here. Entering the number 3 and pressing ENTER displays the MAINTAIN ROOM ASSIGNMENT screen (Figure 4-22D).

CHS

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>
<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Room Assignment</u>	<u>Teacher Assignment</u>	
FFL431	02	SPANISH 3	0201	6841 SANCHEZ	
FFL432	01	SPANISH 4	0201	6841 SANCHEZ	
FFL432	02	SPANISH 4	0201	6841 SANCHEZ	
FFL511	01	GERMAN 5	0201	3252 GOTTSCHALK	
FFL512	01	GERMAN 6	0201	3252 GOTTSCHALK	
FFL531	01	SPANISH 5	0201	6841 SANCHEZ	
FFL532	01	SPANISH 6	0201	6841 SANCHEZ	
FFL611	01	GERMAN 7	0202	1478 BRADEN	
FFL512	01	GERMAN 8	0202	1478 BRADEN	
FFL631	01	SPANISH 7	0201	5679 PEREZ	
FFL632	01	SPANISH 8	0201	5679 PEREZ	
GVA107	01	AG ARTS 7	0136	1442 BURTON	
GVA107	02	AG ARTS 7	0136	1442 BURTON	
GVA107	03	AG ARTS 7	0136	1442 BURTON	
GVA107	04	AG ARTS 7	0136	1442 BURTON	

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22D. MAINTAIN ROOM ASSIGNMENT SCREEN

Entering the number 4 and pressing ENTER displays the MAINTAIN TERM CODE AND PERIODS screen (Figure 4-22E). Refer to Appendix G for valid Term Codes. Beginning and ending periods must be 01-99 or EB or LB.

CHS

Maintain Term Code and Periods						
<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>	
		<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Term</u>	<u>Periods</u>
		CSC342	01	ACD BIO 2	5	01 01
		CSC342	02	ACD BIO 2	5	02 02
		CSC342	03	ACD BIO 2	5	03 03
		CSC421	01	ANAT/PHYS1	2	01 01
		CSC421	01	ANAT/PHYS1	2	02 02
		CSC421	01	ANAT/PHYS1	2	03 03
		CSC421	01	ANAT/PHYS1	2	05 05
		CSC421	01	ANAT/PHYS1	2	06 06
		CSC421	01	ANAT/PHYS1	5	01 01
		CSC421	01	ANAT/PHYS1	5	02 02
		CSC421	01	ANAT/PHYS1	5	04 04
		CSC421	01	ANAT/PHYS1	5	05 05
		CSC421	01	ANAT/PHYS1	5	06 06
		CSC431	01	BIO TP 1	2	01 01
		CSC431	02	BIO TP 1	2	02 02

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22E. MAINTAIN TERM CODE AND PERIODS SCREEN

(continued)

Entering the number 5 and pressing ENTER displays the MAINTAIN LUNCH ASSIGNMENTS screen (Figure 4-22F). **NOTE:** To get totals for one lunch period, fill in the lunch code in the LUNCH field in the masking parameters. Also, be sure to mask the TERM field by filling in the appropriate codes to get separate totals for each semester.

CHS

Maintain Lunch Assignments

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>	<u>Seats</u>	<u>Plus</u>	<u>Plus</u>	
				2 9	L6				
							Plus	Plus	
							Sem 1	Sem 2	
<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Trm</u>	<u>Lunch</u>	<u>Periods</u>	<u>Teacher</u>	<u>Filled</u>	<u>Only</u>	<u>Only</u>
A33603	01	ARCH DR II	9	L6	06 06	6323 DUBOIS	36	11	15
A34003	01	ARCH DRIII	2	L6	06 06	6323 DUBOIS	3		
A34403	02	COMM SYS	2	L6	06 06	1563 DUES	11	1	
C70203	01	BASIC MATH	9	L6	06 06	2 ANDERSON	23		
C70303	03	GEOMETRY	9	L6	06 06	1893 SHARKEY	21	1	
C70303	08	GEOMETRY	9	L6	06 06	1378 NEYMEYER	25		
C70403	01	BASIC MATH	9	L6	06 06	2 ANDERSON	24		
C70403	02	APP MATH I	9	L6	06 06	836 BUCK	21		
C70403	04	APP MATH I	9	L6	06 06	5624 SCHOENERR	21		
C70803	02	APP MATHII	9	L6	06 06	800 MARTIN	11	7	
C72003	01	ALBEBRA I	9	L6	06 06	2 SCHMIDT	25		
C72003	07	ALBEBRA I	9	L6	06 06	6015 SHAFER	24		
C72003	08	ALBEBRA I	9	L6	06 06	1893 SHARKEY	25		
C72403	03	ENGLISH	9	L6	06 06	601 WILSON	25	11	
C72403	04	ENGLISH	9	L6	06 06	931 HALEY	21		

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22F. MAINTAIN LUNCH ASSIGNMENTS SCREEN

If a change is made to the LUNCH field, review F14-11 which re-plugs the current lunch assignment in students' records. This is only necessary if you generate your own reports on students' lunch assignments.

Entering the number 6 and pressing ENTER displays the MAINTAIN SEATS FILLED screen (Figure 4-22G).

CHS

Maintain Seats Filled									
Course	Gr	Teacher	Period(s)	Term(s)	Lunch	Seats Filled		Plus Seats	Plus Seats
Course	Sc	Title	Term	Periods	Entire Term	1st Sem Only	2nd Sem Only		
HSS416	01	WORLD GEOG	2	05 05	30	---	---		
HSS501	01	US HIST 1	2	02 02	25	---	---		
HSS501	02	US HIST 1	2	05 05	30	---	---		
HSS501	03	US HIST 1	2	02 02	23	---	---		
HSS501	04	US HIST 1	2	03 03	30	---	---		
HSS501	05	US HIST 1	2	07 07	30	---	---		
HSS502	01	US HIST 2	5	02 02	30	---	---		
HSS502	02	US HIST 2	5	03 03	25	---	---		
HSS502	03	US HIST 2	5	04 04	21	---	---		
HSS502	04	US HIST 2	5	05 05	32	---	---		
HSS502	05	US HIST 2	5	07 07	28	---	---		
HSS606	01	US GOVT	2	03 03	31	---	---		
HSS606	02	US GOVT	2	04 04	15	---	---		
HSS606	03	US GOVT	2	06 06	24	---	---		
HSS606	04	US GOVT	5	01 01	27	---	---		

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22G. MAINTAIN SEATS FILLED SCREEN

Entering the number 7 and pressing ENTER displays the MAINTAIN OPT/MAX SEATS screen (Figure 4-22H).

CHS

Maintain Opt/Max Seats									
Course	Gr	Teacher	Period(s)	Term(s)	Lunch	Seats Filled		Plus Seats	Plus Seats
Course	Sc	Title	Trm	Periods	Opt	Max	Entire Term	1st Sem Only	2nd Sem Only
H77006	01	WORLD GEOG	2	02 02	30	30	24		
H77006	02	WORLD GEOG	2	03 03	30	30	24		
H77006	03	WORLD GEOG	2	06 06	30	30	24		
H77006	04	WORLD GEOG	5	02 02	30	30	31		
H77006	05	WORLD GEOG	5	03 03	30	30	30		
H77006	06	WORLD GEOG	5	06 06	30	30	30		
H77006	07	WORLD GEOG	2	04 04	30	30	30		
H77006	08	WORLD GEOG	5	05 05	30	30	30		
H77303	01	WORLD HIST	9	01 01	30	30	27	2	
H77303	02	WORLD HIST	9	05 05	30	30	28	1	
H77303	03	WORLD HIST	9	07 07	30	30	29	2	
H77603	01	US HISTORY	9	01 01	30	30	22	3	
H77603	02	US HISTORY	9	02 02	30	30	21	6	
H77603	03	US HISTORY	9	03 03	30	30	21	2	
H77603	04	US HISTORY	9	05 05	30	30	18	1	

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22H. MAINTAIN OPT/MAX SEATS SCREEN

Entering the number 8 and pressing ENTER displays the MAINTAIN CREDIT PER FINAL GRADE screen (Figure 4-22I).

CHS

Maintain Credit per Final Grade

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>
<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Credit per Final Grade</u>	<u>Term</u>	<u>Periods</u>
CSC342	01	ACD BIO 2	1.00	5	01 01
CSC342	02	ACD BIO 2	1.00	5	02 02
CSC342	03	ACD BIO 2	1.00	5	03 03
CSC421	01	ANAT/PHYS1	1.00	2	01 01
CSC421	02	ANAT/PHYS1	1.00	2	02 02
CSC421	03	ANAT/PHYS1	1.00	2	03 03
CSC421	04	ANAT/PHYS1	1.00	2	05 05
CSC421	05	ANAT/PHYS1	1.00	2	06 06
CSC422	01	ANAT/PHYS1	1.00	5	01 01
CSC422	02	ANAT/PHYS1	1.00	5	02 02
CSC422	03	ANAT/PHYS1	1.00	5	04 04
CSC422	04	ANAT/PHYS1	1.00	5	05 05
CSC422	05	ANAT/PHYS1	1.00	5	06 06
CSC431	01	BIO TP 1	1.00	2	01 01
CSC431	02	BIO TP 1	1.00	2	02 02

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22I. MAINTAIN CREDIT PER FINAL GRADE SCREEN

Entering the number 9 and pressing ENTER displays the MAINTAIN COURSE GRADED screen (Figure 4-22J).

CHS

Maintain 'Course Graded'

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>	
<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Is Course Graded?</u>	<u>GPA</u>	<u>Honor Roll</u>	<u>Honors Course</u>
HSS416	01	WORLD GEOG	Y	Y	Y	N
HSS501	01	US HIST 1	Y	Y	Y	N
HSS501	02	US HIST 1	Y	Y	Y	N
HSS501	03	US HIST 1	Y	Y	Y	N
HSS501	04	US HIST 1	Y	Y	Y	N
HSS501	05	US HIST 1	Y	Y	Y	N
HSS502	01	US HIST 2	Y	Y	Y	N
HSS502	02	US HIST 2	Y	Y	Y	N
HSS502	03	US HIST 2	Y	Y	Y	N
HSS502	04	US HIST 2	Y	Y	Y	N
HSS502	05	US HIST 2	Y	Y	Y	N
HSS606	01	US GOVT	Y	Y	Y	N
HSS606	02	US GOVT	Y	Y	Y	N
HSS606	03	US GOVT	Y	Y	Y	N
HSS606	04	US GOVT	Y	Y	Y	N

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22J. MAINTAIN COURSE GRADED SCREEN

Entering the number 14 and pressing ENTER displays the MAINTAIN DAYS OF THE WEEK screen (Figure 4-220).

CHS Maintain Days of the Week

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>		
		<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>MTWRFS</u>	<u>Term</u>	<u>Periods</u>
		HSS416	01	WORLD GEOG	XXXXX	2	05 05
		HSS501	01	US HIST 1	XXXXX	2	02 02
		HSS501	02	US HIST 1	XXXXX	2	05 05
		HSS501	03	US HIST 1	XXXXX	2	02 02
		HSS501	04	US HIST 1	XXXXX	2	03 03
		HSS501	05	US HIST 1	XXXXX	2	07 07
		HSS502	01	US HIST 2	XXXXX	5	02 02
		HSS502	02	US HIST 2	XXXXX	5	03 03
		HSS502	03	US HIST 2	XXXXX	5	04 04
		HSS502	04	US HIST 2	XXXXX	5	05 05
		HSS502	05	US HIST 2	XXXXX	5	07 07
		HSS606	01	US GOVT	XXXXX	2	03 03
		HSS606	02	US GOVT	XXXXX	2	04 04
		HSS606	03	US GOVT	XXXXX	2	06 06
		HSS606	04	US GOVT	XXXXX	5	01 01

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-220. MAINTAIN DAYS OF THE WEEK SCREEN

Entering the number 15 and pressing ENTER displays the MAINTAIN CLASS LINKAGE screen (Figure 4-22P).

CHS Maintain Class Linkage

<u>Course</u>	<u>Gr</u>	<u>Teacher</u>	<u>Period(s)</u>	<u>Term(s)</u>	<u>Lunch</u>			
		<u>Link</u>	<u>Course</u>	<u>Code</u>				
<u>Course</u>	<u>Sc</u>	<u>Title</u>	<u>Code</u>	<u>linked_to</u>	<u>linked_to</u>	<u>Teacher</u>	<u>Trm</u>	<u>Periods</u>
G28003	02	CHEM I	A	_____	_____	ROTH	9	02 02
G28003	03	CHEM I	B	_____	_____	ROTH	9	03 03
G28003	04	CHEM I	B	_____	_____	ROTH	9	04 04
G28003	05	CHEM I	D	_____	_____	ROTH	9	05 05
G28003	06	CHEM I	E	_____	_____	ROTH	9	06 06
G28403	01	CHEM II	-	_____	_____	ROTH	9	07 07
G28803	01	PHYSICS I	-	_____	_____	BURSON	9	02 02
G28803	02	PHYSICS I	-	_____	_____	BURSON	9	04 04
G28803	03	PHYSICS I	-	_____	_____	BURSON	9	05 05
G28803	04	PHYSICS I	-	_____	_____	BURSON	9	06 06
G28803	05	PHYSICS I	-	_____	_____	BURSON	9	07 07
G29203	01	PHYSICS II	-	_____	_____	BURSON	9	03 03
G29603	01	HUM AN/PHY	A	_____	_____	ROUTHIER,J	9	03 03
G29603	02	HUM AN/PHY	B	_____	_____	ROUTHIER,J	9	04 04

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22P. MAINTAIN CLASS LINKAGE SCREEN

Entering the number 99 and pressing ENTER displays a second COURSE MASTER DATA BASE MANAGEMENT screen (Figure 4-22S) that enables the user to access fields 18 through 22.

```

CHS                                CURRENT YEAR
                                Course Master File Data Base Management
Number of field to be updated: __ & optionally mask any of the following items:
  Course #: _____ Sec: __
    Grade: __
Teacher #: _____ (F15=Help for teachers)
  Period: __ __ __ __ __ __
  Term(s): __ __ __ __ __ __
    Lunch: __ (to select any course with a lunch designation, enter **)

18. Ability Restrictions
19. Location/Time Restrictions
20. Scan # for Arena Scheduling
21. DOE-CP Subject, Level, Alt Tchr
22. Textbook Assistance Amounts
23. Is Attendance Taken for Course?
24. Change Course Section Number
25. Miscellaneous Y/N Indicators
99. Exit to first set of fields

ENTER=Continue, F16=Exit, F22=Exit to Display/Update Course Master File
    
```

Figure 4-22S. COURSE MASTER DATA BASE MANAGEMENT SCREEN 2

Entering the number 18 and pressing ENTER displays the MAINTAIN ABILITY RESTRICTIONS screen (Figure 4-22T).

```

CHS                                Maintain Ability Restrictions

  Course  Gr  Teacher  Period(s)  Term(s)  Lunch

          Ability  Ability
          From    To
  Course  Sc  Title
  541606  03  COMPOSITIO
  541606  04  COMPOSITIO
  541606  05  COMPOSITIO
  541606  06  COMPOSITIO
  541606  07  COMPOSITIO
  541606  08  COMPOSITIO
  541606  09  COMPOSITIO
  541606  10  COMPOSITIO
  542006  01  SPEECH I
  542006  02  SPEECH I
  542006  03  SPEECH I
  542006  04  SPEECH I
  542006  05  SPEECH I
  542006  06  SPEECH I
  542006  07  SPEECH I

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit
    
```

Figure 4-22T. MAINTAIN ABILTIY RESTRICTIONS SCREEN

(Continued)

Entering the number 21 and pressing ENTER displays the MAINTAIN DOE-CP SUBJECT, LVL, ALT TCH screen (Figure 4-22W).

CHS												Maintain DOE-CP Subject, Lvl, Alt Tch				CS=0-7 HQ=1-6	
																Area=6000-6034	
Course	Gr	Teacher			Period(s)				Term(s)	Lunch							
----- DOE-CP -----												Regular		----- DOE-CP -----			
Course	Sc	Title	Subj	Lvl	CS	Area	HQ	Teacher	Number	Teacher							
HSS416	01	WORLD GEOG	1546	10				FERRO									
HSS501	01	US HIST 1	1542	11				FRANK									
HSS501	02	US HIST 1	1542	11				FRANK									
HSS501	03	US HIST 1	1542	11				MILLER									
HSS501	04	US HIST 1	1542	11				MILLER									
HSS501	05	US HIST 1	1542	11				FRANK									
HSS502	01	US HIST 2	1542	11				FRANK									
HSS502	02	US HIST 2	1542	11				FRANK									
HSS502	03	US HIST 2	1542	11				MILLER									
HSS502	04	US HIST 2	1542	11				FRANK									
HSS502	05	US HIST 2	1542	11				FRANK									
HSS606	01	US GOVT	1540	12				FERRO									
HSS606	02	US GOVT	1540	12				FERRO									
HSS606	03	US GOVT	1540	12				FERRO									
HSS606	04	US GOVT	1540	12				FERRO									

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22W. MAINTAIN DOE-CP SUBJECT, LVL, ALT TCH SCREEN

Entering the number 22 and pressing ENTER displays the MAINTAIN TEXTBOOK ASSISTANCE AMOUNTS screen (Figure 4-22X).

CHS												Maintain Textbook Assistance Amounts								
Course	Gr	Teacher			Period(s)			Term(s)	Lunch											
----												Semester 1			Semester 2			----		
Course	Sc	Title	Textbk	Workbk	Consum	Textbk	Workbk	Consum	Term	Periods										
HSS416	01	WORLD GEOG	6.19						2	05	05									
HSS501	01	US HIST 1	3.20						2	02	02									
HSS501	02	US HIST 1	3.20						2	05	05									
HSS501	03	US HIST 1	3.20						2	02	02									
HSS501	04	US HIST 1	3.20						2	03	03									
HSS501	05	US HIST 1	3.20						2	07	07									
HSS502	01	US HIST 2				3.20			2	02	02									
HSS502	02	US HIST 2				3.20			2	03	03									
HSS502	03	US HIST 2				3.20			2	04	04									
HSS502	04	US HIST 2				3.20			2	05	05									
HSS502	05	US HIST 2				3.20			2	07	07									
HSS606	01	US GOVT	6.29						2	03	03									
HSS606	02	US GOVT	6.29						2	04	04									
HSS606	03	US GOVT	6.29						2	06	06									
HSS606	04	US GOVT				6.29			2	01	01									

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22X. MAINTAIN TEXTBOOK ASSISTANCE AMOUNTS SCREEN

NOTE: Use the 1st semester fee fields when entering fees for any 3rd trimester or summer school courses.

Entering the number 23 and pressing ENTER displays the IS ATTENDANCE TAKEN FOR COURSE? screen (Figure 4-22Y).

C11

Is Attendance Taken for Course?

Course	Gr	Teacher	Period(s)	Term(s)	Lunch					
650303	02	FRENCH II	9	04	04	XXXXX	Y	Y	Y	N
650603	01	FRENCH III	9	02	02	XXXXX	Y	Y	Y	N
650603	02	FRENCH III	9	05	05	XXXXX	Y	Y	Y	N
650903	01	FRENCH IV	9	03	03	XXXXX	Y	Y	Y	N
650903	02	FRENCH IV	9	06	06	XXXXX	Y	Y	Y	N
651203	01	FRENCH V	9	03	03	XXXXX	Y	Y	Y	N
651203	02	FRENCH V	9	06	06	XXXXX	Y	Y	Y	N
651503	01	GERMAN I	9	04	04	XXXXX	Y	Y	Y	N
651803	01	GERMAN II	9	02	02	XXXXX	Y	Y	Y	N
651803	02	GERMAN II	9	06	06	XXXXX	Y	Y	Y	N
652103	01	GERMAN III	9	03	03	XXXXX	Y	Y	Y	N
652403	01	GERMAN IV	9	03	03	XXXXX	Y	Y	Y	N
653003	01	SPANISH I	9	02	02	XXXXX	Y	Y	Y	N
653003	02	SPANISH I	9	04	04	XXXXX	Y	Y	Y	N
653003	03	SPANISH I	9	05	05	XXXXX	Y	Y	Y	N

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22Y. IS ATTENDANCE TAKEN FOR COURSE? SCREEN

This field is used to indicate whether or not attendance will be taken for this course. Valid entries are: "Y" = yes, attendance will be taken; "N" = no, attendance will not be taken, or "F" attendance will be taken and an absence will be posted as a full day's absence. The "F" option accommodates P.M. kindergarten attendance at schools where full day absences are being loaded for period 01.. For those schools who print attendance scan sheets by class period, a value of "N" will cause no scan sheet to be produced. For those schools using the Teacher Module, a value of "Y" means the teacher should be reporting attendance for the class. A value of "N" means they should not. This factors into F6-6, "Review Teachers Attendance". In order for this function to tell you which teacher has not submitted attendance, it needs to know who should be reporting attendance.

(Continued)

Entering the number 24 and pressing ENTER displays the CHANGE COURSE SECTION NUMBER AND STUDENT SCHEDULE screen (Figure 4-22Z).

C11

Change Course Section Number
and Student Schedule

<u>Course</u>	<u>Sc</u>	<u>Gr</u>	<u>Teacher</u>		<u>Period(s)</u>			<u>Term(s)</u>	<u>Lunch</u>
			Old	New					
			<u>Course</u>	<u>Sec</u>	<u>Sec</u>	<u>Title</u>	<u>Term</u>	<u>Periods</u>	
C12520	02	___	Biology	9	9	9	01	01	
C12520	03	___	Biology	9	9	9	02	02	
C12520	04	___	Biology	9	9	9	04	04	
C12520	05	___	Biology	9	9	9	03	03	
C12520	06	___	Biology	9	9	9	03	03	
C12520	07	___	Biology	9	9	9	03	03	
C12520	08	___	Biology	9	9	9	04	04	
C12520	09	___	Biology	9	9	9	05	05	
C12520	10	___	Biology	9	9	9	06	06	
C12520	11	___	Biology	9	9	9	06	06	
C12520	12	___	Biology	9	9	9	07	07	
C12530	01	___	Biology	I	9	9	01	01	
C12530	02	___	Biology	I	9	9	02	02	
C12530	03	___	Biology	I	9	9	03	03	
C12530	04	___	Biology	I	9	9	04	04	

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-22Z. CHANGE COURSE SECTION NUMBER AND STUDENT SCHEDULE SCREEN

To access this field, a user must have "W" access rights to Teacher/Title/Master and "A" access to Security Administration.

Entering the number 25 and pressing ENTER displays the MISCELLANEOUS YES/NO INDICATORS screen (Figure 4-22AA).

C11

Miscellaneous Yes/No Indicators

<u>Course</u>	<u>Sc</u>	<u>Gr</u>	<u>Teacher</u>			<u>Period(s)</u>			<u>Term(s)</u>			<u>Lunch</u>
			Gifted/ <u>Talent</u>	<u>SE</u>	<u>504</u>	<u>Dual/Col</u>		<u>Int'l</u>				
						<u>Credit</u>	<u>Voc</u>	<u>Adv</u>	<u>Core</u>	<u>Bacc</u>	<u>Artic</u>	
C12520	02	Biology	9	N	N	N	N	N	N	N	N	N
C12520	03	Biology	9	N	N	N	N	N	N	N	N	N
C12520	04	Biology	9	N	N	N	N	N	N	N	N	N
C12520	05	Biology	9	N	N	N	N	N	N	N	N	N
C12520	06	Biology	9	N	N	N	N	N	N	N	N	N
C12520	07	Biology	9	N	N	N	N	N	N	N	N	N
C12520	08	Biology	9	N	N	N	N	N	N	N	N	N
C12520	09	Biology	9	N	N	N	N	N	N	N	N	N
C12520	10	Biology	9	N	N	N	N	N	N	N	N	N
C12520	11	Biology	9	N	N	N	N	N	N	N	N	N
C12520	12	Biology	9	N	N	N	N	N	N	N	N	N
C12530	01	Biology	I	N	N	N	N	N	N	N	N	N
C12530	02	Biology	I	N	N	N	N	N	N	N	N	N
C12530	03	Biology	I	N	N	N	N	N	N	N	N	N
C12530	04	Biology	I	N	N	N	N	N	N	N	N	N

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

FIGURE 4-22AA. MISCELLANEOUS YES/NO INDICATORS screen

From the COURSE MASTER AND COURSE TITLE MENU (Figure 4), press F23 to display the COURSE TITLE FILE DATA BASE MANAGEMENT screen (Figure 4-23A). **NOTE:** You will be denied access to this function while the scheduler is running. (A screen will be presented with the message that the scheduler is being run.)

C11 CURRENT YEAR
 Course Title File Data Base Management

Enter number of field to be updated: ___
 Start with Course Number: _____ (Opt.) Status: _ (Opt.)
 Team: ___ (Opt.)

1. Course Title	16. Type (Qtr/Sem/Yr/6wks/Sum)
2. Required/Elective/Low Priority	17. Status (intended for dist level)
3. Credit	18. Column 3A/3B Fees
4. Sex/Grade Restrictions	19. Department Code
5. Sex/Grade Forced for	20. Miscellaneous Y/N Indicators
6. Class & Text Fees	
7. Potential Conflict	
8. Number of Requests and Total Scheduled	
9. Attendance, Graded, GPA, HR, Honors, Solid	
10. Print on Scan Sheet	
11. Textbook Assistance Amounts	
12. Course Designation	
13. (used for next year only)	
14. DOE-CP Subject	
15. Team	

ENTER=Continue, F16=Exit, F23=Exit to Display/Update Course Title File

Figure 4-23A. COURSE TILE FILE DATA BASE MANAGEMENT SCREEN

Enter the field number you wish to update. You can optionally enter a starting Course Number, Status (A=Active, I=Inactive), or Team code to limit your selection. Press ENTER to display the desired information.

Entering the number 1 and pressing ENTER displays the MAINTAIN COURSE TITLE screen (Figure 4-23B).

C11 Maintain Course Title

Course Number	Short Title	Long Title
CSC610	Physics I	Physics I
CSC611	Physics 1	Physics 1
CSC612	Physics 2	Physics 2
CSC616	Marine Bio	Marine Biology
CSC702	Sci Trans2	Science Trans 2
EHE107	HE 7-9Wks	Home Economics 7-9Wk
EHE206	Home_EC_8	Home Economics 8
EHE216	Foods 8	Foods 8
EHE226	Clothing 8	Clothing 8
EHE306	Foods 1	Foods 1
EHE316	Foods 2	Foods 2
EHE326	Clothing 1	Clothing 1

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-23B. MAINTAIN COURSE TITLE SCREEN

Entering the number 15 and pressing ENTER displays the MAINTAIN TEAMS screen (Figure 4-230).

C11

Maintain Teams

<u>Course</u> <u>Number</u>	<u>Course</u> <u>Title</u>	<u>Team</u>
548006	THEAT/ACT	—
549406	INTEG ENG	—
650003	FRENCH I	—
650303	FRENCH II	—
650603	FRENCH III	—
650903	FRENCH IV	—
651203	FRENCH V	—
651503	GERMAN I	—
651803	GERMAN II	—
652103	GERMAN III	—
652403	GERMAN IV	—
652703	GERMAN V	—
653003	SPANISH I	—
653303	SPANISH II	—
653603	SPANIS III	—

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-230. MAINTAIN TEAMS SCREEN

Entering the number 16 and pressing ENTER displays the MAINTAIN TYPE screen (Figure 4-23P).

C11

Maintain Type

<u>Course</u> <u>Number</u>	<u>Course</u> <u>Title</u>	<u>Type</u>
213603	ACCOUNT,AD	<u>Y</u>
214406	NOTE HAND	<u>Y</u>
215806	INTRO MARK	<u>Y</u>
216006	BUS LAW	<u>Y</u>
216403	BUS MG/ENT	<u>Y</u>
216806	COMP APPL	<u>Y</u>
217206	COMP APPII	<u>Y</u>
217406	COM APPIII	<u>Y</u>
217606	BUS COMM	<u>S</u>
539006	MASS COMM	<u>S</u>
539206	PRAC ENG	<u>S</u>
540403	ENGLISH 9H	<u>Y</u>
540803	ENGLISH 9	<u>Y</u>
541203	ENGLIS 10H	<u>Y</u>
541606	COMPOSITIO	<u>Y</u>

Q=Qtr, S=Sem, Y=Yr, 6=6wks, X=Sum, blank=no designation

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-23P. MAINTAIN TYPE SCREEN

C11 Maintain Column 3A/3B Fees							
Course Number	Course Title	----- Semester 1 -----			----- Semester 2 -----		
		3A	3B	Total	3A	3B	Total
C12500	EarthSp 9	_____	_____	_____	_____	_____	_____
C12510	EarthSP CR	_____	_____	_____	_____	_____	_____
C12520	Biology 9	_____	_____	_____	_____	_____	_____
C12530	Biology I	_____	_____	_____	_____	_____	_____
C12540	Biology H	_____	_____	_____	_____	_____	_____
C12550	Chemistry	_____	_____	_____	_____	_____	_____
C12570	Physics	_____	_____	_____	_____	_____	_____
C12580	EnviSci AP	_____	_____	_____	_____	_____	_____
C12620	APEnviIdst	_____	_____	_____	_____	_____	_____
C12670	BiologyIIM	_____	_____	_____	_____	_____	_____
C12710	Chem/Phys	_____	_____	_____	_____	_____	_____
C12730	EnvScience	_____	_____	_____	_____	_____	_____
C12750	AnatomyPhy	_____	_____	_____	_____	_____	_____
C12751	AnatPhysDC	_____	_____	_____	_____	_____	_____
C12760	Biology CR	_____	_____	_____	_____	_____	_____

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-23R. MAINTAIN COLUMN 3A/3B FEES SCREEN

Entering the number 19 and pressing ENTER displays the MAINTAIN DEPARTMENT CODE screen (Figure 4-23S). This field allows for designating a department code for a course.

C11 Maintain Department Code			
Course Number	Course Title	Dept	
C12500	EarthSp 9	-	
C12510	EarthSP CR	-	
C12520	Biology 9	-	
C12530	Biology I	-	
C12540	Biology H	-	
C12550	Chemistry	-	
C12570	Physics	-	
C12580	EnviSci AP	-	
C12620	APEnviIdst	-	
C12670	BiologyIIM	-	
C12710	Chem/Phys	-	
C12730	EnvScience	-	
C12750	AnatomyPhy	-	
C12751	AnatPhysDC	-	
C12760	Biology CR	-	

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-23S. MAINTAIN DEPARTMENT CODE

(Continued)

Entering the number 20 and pressing ENTER displays the MAINTAIN MISCELLANEOUS YES/NO INDICATORS screen (Figure 4-23T).

C11 Miscellaneous Yes/No Indicators											
Course	Sc	Title	Gifted/			Dual/Col			Int'l		
			Talent	SE	504	Credit	Voc	Adv	Core	Bacc	Artic
C12520	02	Biology 9	N	N	N	N	N	N	N	N	N
C12520	03	Biology 9	N	N	N	N	N	N	N	N	N
C12520	04	Biology 9	N	N	N	N	N	N	N	N	N
C12520	05	Biology 9	N	N	N	N	N	N	N	N	N
C12520	06	Biology 9	N	N	N	N	N	N	N	N	N
C12520	07	Biology 9	N	N	N	N	N	N	N	N	N
C12520	08	Biology 9	N	N	N	N	N	N	N	N	N
C12520	09	Biology 9	N	N	N	N	N	N	N	N	N
C12520	10	Biology 9	N	N	N	N	N	N	N	N	N
C12520	11	Biology 9	N	N	N	N	N	N	N	N	N
C12520	12	Biology 9	N	N	N	N	N	N	N	N	N
C12530	01	Biology I	N	N	N	N	N	N	N	N	N
C12530	02	Biology I	N	N	N	N	N	N	N	N	N
C12530	03	Biology I	N	N	N	N	N	N	N	N	N
C12530	04	Biology I	N	N	N	N	N	N	N	N	N

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 4-23T. MAINTAIN MISCELLANEOUS YES/NO INDICATORS SCREEN

NOTES - SECTION 4

HOW TO ENTER CREDITS

If credit is given based on final grade in course at the end of the year:

Enter the full amount of credit for the course.

If credit is given based on the final semester grade for the course:

If the course is a semester in length, enter the full credit amount. If the course is a full year in length, enter one half of the full credit amount. The reason for entering one half of the full credit amount is that two semester grades will be given for the full year course and credit will be given for each semester grade. As a result, a student passing both semesters will receive full credit, while a student passing only one semester would receive only one half of the full credit amount.