



## *MT 2010 Scheduling*

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*September 2009*

# CONTENTS

ADDING A COURSE	3
SEARCHING FOR AN EXISTING COURSE	3
COURSE FIELD DEFINITIONS	4
ASSIGNING GRADING TASKS TO A COURSE	5
COMPOSITE GRADING	6
ALIGNING STANDARDS	6
ADDING A SECTION OF A COURSE	7
NAVIGATING TO AN EXISTING SECTION	8
ROSTER SETUP	8
ROSTER TAB	9
ATTENDANCE TAB	9
GRADING BY TASK/GRADING BY STUDENT	9
CHANGING A STUDENT'S GRADE	9

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# COURSE/SECTION SETUP

## OBJECTIVES

Courses and sections are the foundations for scheduling students, organizing teachers' gradebooks, assigning grades and credit amounts to students and attendance. Proper setup is crucial to the success of a Campus school.

## OBJECTIVES

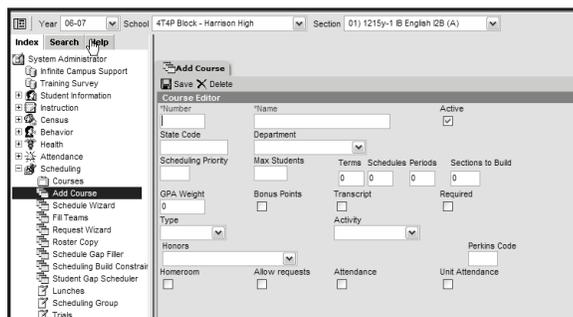
During this lesson, you will learn how to:

- Create a new course.
- Edit existing courses.
- Define the fields on a course.
- Create sections of courses.
- Set up rosters.

## COURSES

### Adding a New Course

1. In the Index Outline, expand the Scheduling module.
2. Select the Add Course tool.
3. Enter the data for the new course in the fields provided. Consult the next page for course field definitions.
4. When finished, click Save.



**Course**—a unit of a school's curriculum with a specific set of content to be taught. Biology, Language Arts or French are courses.

**Section**—an offering of a course with a specific teacher, meeting place and time, and a particular roster of students who meet together. Mr. Cortez's 4th hour Biology class is a section.

### Searching for an Existing Course

1. Select the Search tab.
2. Select Course/Section in the dropdown list on the search tool.
3. Enter either the number or part of the name of the course.
4. Click Go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name.

The elements of a course are divided into 5 tabs in Montana Edition.



**Course tab**- holds basic information for grading and scheduling.

**Sections tab**- the instances of the course to which students may be scheduled.

**Grading Tasks tab**- a grading task is a mark that the teacher is expected to submit. Selecting the tasks and the reporting frequency is done on the Grading Tasks tab.

**Standards tab**- allows the course to be aligned to standards from the Standards Bank

**Composite Grading tab**- a place to set a mathematical formula between grading tasks, such as having quarter grades averaged with a semester test to calculate a semester grade.

*Courses that have sections attached to them will have the plus sign to the left of the name. Expanding the search result (by clicking on the plus sign) will then display all sections of the course and the teacher assigned to that course.*

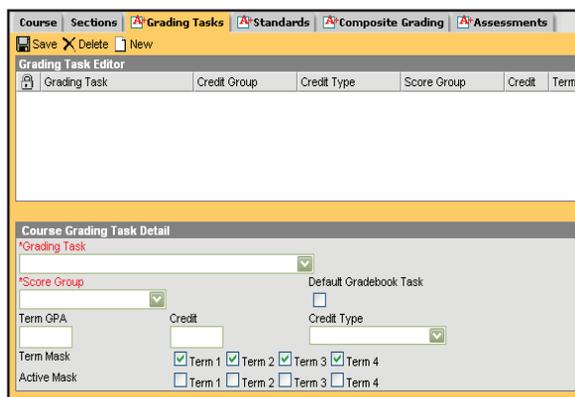
### Course Field Definitions

<b>Course ID</b>	CourseID is an internal number used in the Campus database.
<b>Number</b>	The course number appears on students' schedules and transcripts. It is also used by students when registering for courses through the Portal. This field can be modified at any time, but is a required entry.
<b>Name</b>	The course name can be up to thirty characters in length and can contain either numbers or letters. Appears on transcripts, schedules, the Portal, and on teacher's reports.
<b>Standards-based</b>	This checkbox indicates whether or not a course will be graded on a traditional scale or whether it will be aligned with a standards scale. If the course will be a combination of the two, this checkbox should be blank.
<b>Active</b>	This checkbox indicates whether or not a course is active for the selected calendar. If the checkbox is not marked, the course will appear in red when searched and students cannot request the course as part of their schedules. When marked active, the course can be requested and scheduled, and will appear in blue text when searched.
<b>State Code</b>	Based upon state specific guidelines, courses may be given a code that is used in state reporting. This field is an alphanumeric field and can be up to fifteen characters.
<b>Department</b>	This dropdown list contains names of departments within the school. Assigning a department to courses helps in the organization of the schedule. When using the scheduling wizard or when searching by department, all courses in that department will be grouped together.
<b>Scheduling Priority</b>	This field is also used in the scheduling process. In Campus, students will request courses for the next school year. When the counselor or scheduler begins using the scheduling wizard to load student requests, courses that have a priority of 1 will be scheduled first. If there is no priority set, courses will then be scheduled based on student requests and scheduling rules.
<b>Max Students</b>	This field is a numeric field that determines how many students can be in each section of the course.
<b>Terms</b>	This field determines the length of sections when created by the Schedule Wizard. In a four term school, a course that meets for a semester would be a 2-term long course.
<b>Schedules</b>	In schools with multiple period schedules (such as a two-day rotation), determines how many days a section will take up.
<b>Periods</b>	This number relates to how many periods in one day the course is taught. Most often, this will be a one. There are some courses that may be scheduled for two periods (advanced placement courses, lab courses, etc.).
<b>Sections to Build</b>	This field is used in the scheduling wizard. The wizard will build the number of sections that correspond to this entry based upon constraints entered into the system.
<b>GPA Weight</b>	This field indicates that the course contributes to the student's cumulative GPA calculation. It is basically a multiplier. A school's score group is on a standard 4.0 scale. A course has a weight of 2. For a student that receives an A (4.0), the GPA value will then equal an 8, thus inflating his calculation. Most often, this field is set to a 1. If the course does not contribute to the GPA at all, leave the field blank.
<b>Bonus Points</b>	This checkbox is used to indicate whether or not bonus points are used in the calculation of the GPA. Bonus points are added in the score group.
<b>Transcript</b>	If checked, this course will be posted to the transcript.
<b>Required</b>	A checkbox indicates that this course is required for graduation. This field may be used for grad planning purposes.
<b>Type</b>	The choices in the type field may be edited in the attribute dictionary and may be used for additional filtering in Ad hoc Reporting.
<b>Honors</b>	A state-defined list of categories for state reporting.
<b>Activity</b>	A district-defined dropdown that allows tracking activity rosters and groups through the functionality of courses.

<b>Perkins Code</b>	A two-digit code used in state reporting for vocational and technical courses.
<b>Homeroom</b>	This checkbox marks a course as being a homeroom course for state reporting in some states.
<b>Allow Requests</b>	Allow requests will allow a student to request the course via the Portal.
<b>Attendance</b>	Attendance will be taken for the course. In the case of elementary schools, courses that are not homeroom are often left unchecked, as attendance may only be recorded once or twice a day.
<b>Unit Attendance</b>	Unit attendance is an attendance model that records classroom time for each students. Used in some alternative schools, unit attendance allows the teacher to record when the student started working on a subject and when s/he finished working in a course on a given day.

## Assigning Grading Tasks to a Course

1. Select the Grading Tasks Tab.
2. Click New.
3. Select the task in the Grading Task dropdown.
4. Select the score group that will be used when teachers submit marks.
5. If the grade will be used in calculating a Term GPA, enter the Term GPA weight.
6. If the grade should be transcribed, enter a credit amount and credit type.
7. Check the term mask boxes for when the grade should be collected from teachers.
8. Select Save.
9. Repeat steps 2 through 8 until the course has all grading tasks it needs.



The screenshot shows the 'Grading Task Editor' window with the 'Course Grading Task Detail' form. The form includes fields for 'Grading Task', 'Score Group', 'Term GPA', 'Credit', 'Term Mask' (with checkboxes for Term 1-4), and 'Active Mask' (with checkboxes for Term 1-4). There are also dropdown menus for 'Default Gradebook Task' and 'Credit Type'.

**Grading Task**-an item that the school is expecting teachers to submit student marks for, such as term grade, semester exam or weekly eligibility.

**Score Group**- a list of scores and the GPA values associated with each score. Determines the set of possible values when teachers submit grades.

**Default Gradebook Task**- this checkbox will cause the teacher gradebook to open to assignments linked to this task automatically.

**Term GPA**- the grade point average earned by student in a given term. On a course, the Term GPA field is a weight for how much the grade a student earns is worth in the Term GPA calculation.

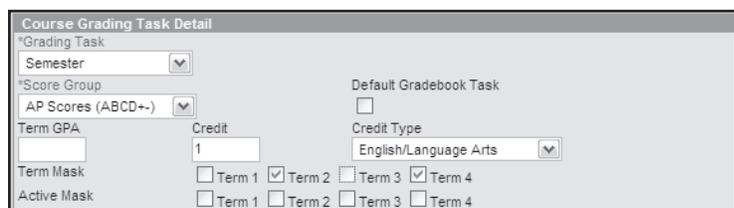
**Term Mask**-sets when a grade is to be collected. Terms are based upon the setup of the school's calendar. For example, if a school is a 4-term school, a semester grade would be collected for term 2 and 4, so the term mask would be set to 2 and 4.

**Active Mask**-when checked, it allows the teachers to submit grades. If unchecked, the grades cannot be submitted at this time.



*Three things must be set correctly for a course to correctly appear on a student's transcript.*

1. *The grading task must be set to "Post to Transcript". This is done in Grading & Standards> Grading Tasks.*
2. *The course must be marked as transcribed on the course tab.*
3. *A credit amount and type must be chosen on the grading task detail.*



The screenshot shows the 'Course Grading Task Detail' form with the following values: 'Grading Task' is 'Semester', 'Score Group' is 'AP Scores (ABCD+-)', 'Term GPA' is empty, 'Credit' is '1', 'Term Mask' has 'Term 2' and 'Term 4' checked, and 'Active Mask' has 'Term 2' and 'Term 4' checked. The 'Default Gradebook Task' and 'Credit Type' are also visible.

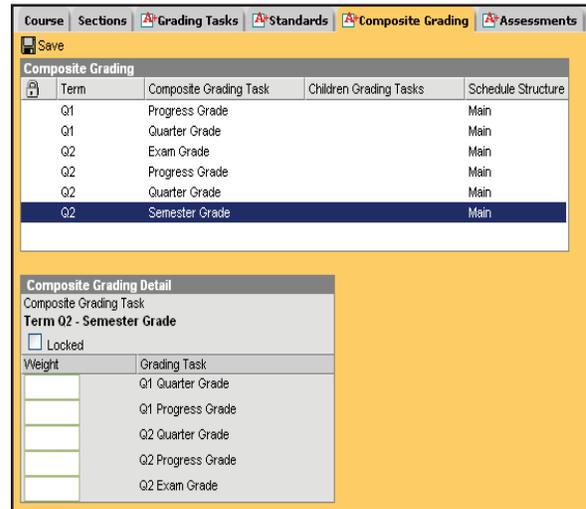
### Creating a Composite Grading Relationship

**Composite Grading-** a way to create a mathematical relationship between grading tasks so a tool called Auto Grade may be used to calculate grades. As an example, a semester grade could be composited from two term grades and a semester exam.



*Standards will not be viewable when using the Composite Grading Editor.*

1. Select the Composite Grading Tab.
2. Select the composite task (the task that will be the product of other grading tasks calculated together).
3. Enter the weight on the tasks you wish to have added to create the composite task.
4. An identical tool for defining a composite grade exists in the Instruction modules for teachers to define the composite grading setup for their sections. If the composite formula set on the course is district policy, it may be locked by checking the locked box.
5. Select Save when finished.



The screenshot shows the 'Composite Grading' tab in the software interface. It features a table with columns for Term, Composite Grading Task, Children Grading Tasks, and Schedule Structure. Below the table is a 'Composite Grading Detail' section for 'Term Q2 - Semester Grade', which includes a 'Locked' checkbox and a table for defining weights for various grading tasks.

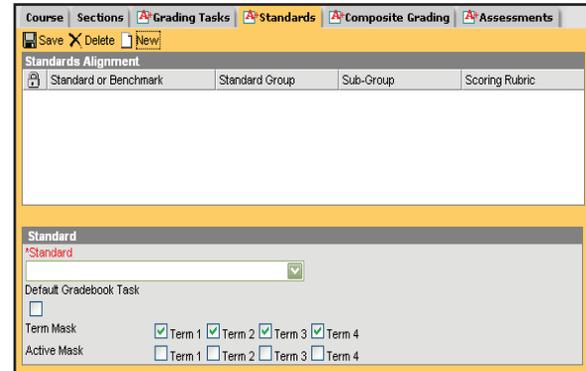
Term	Composite Grading Task	Children Grading Tasks	Schedule Structure
Q1	Progress Grade		Main
Q1	Quarter Grade		Main
Q2	Exam Grade		Main
Q2	Progress Grade		Main
Q2	Quarter Grade		Main
Q2	Semester Grade		Main

**Composite Grading Detail**  
 Composite Grading Task  
 Term Q2 - Semester Grade  
 Locked

Weight	Grading Task
	Q1 Quarter Grade
	Q1 Progress Grade
	Q2 Quarter Grade
	Q2 Progress Grade
	Q2 Exam Grade

### Aligning Standards to a Course

1. Select the Standards Tab.
2. Click New.
3. Select the standard in the standard drop down menu.
4. Set the term mask(s) for which term(s) students should be assessed for this particular standard.
5. Select Save.
6. Repeat steps 2-5 until all standards aligned with the course are listed in the standards detail.



The screenshot shows the 'Standards Alignment' tab in the software interface. It includes a table for 'Standards Alignment' and a 'Standard' detail section with checkboxes for 'Default Gradebook Task', 'Term Mask', and 'Active Mask' for terms 1 through 4.

Standard or Benchmark	Standard Group	Sub-Group	Scoring Rubric

**Standard**  
 \*Standard

Default Gradebook Task

Term Mask  
 Term 1  Term 2  Term 3  Term 4

Active Mask  
 Term 1  Term 2  Term 3  Term 4

## Course & Section Setup

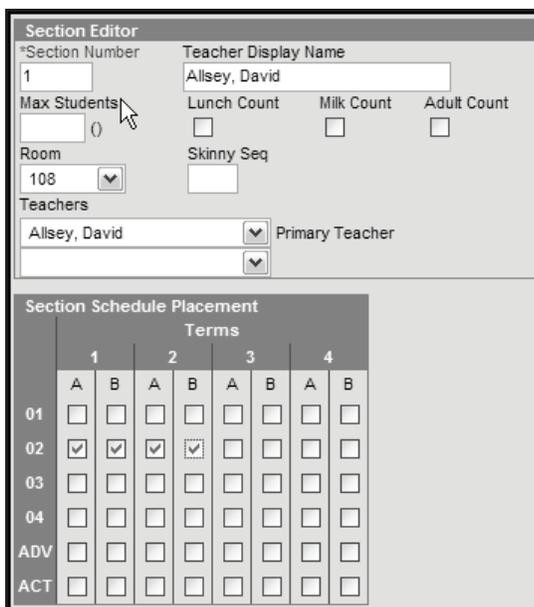
### SECTIONS

A section is an instance of a course. When a teacher meets with a particular group of students (a roster) at a particular time on the schedule in a certain room, this is a section. If any of those items are different (a different teacher with a different roster), another section will be required.

### Adding a Section of a Course

To create a new section, navigate to the course by searching for the course in the search tool.

1. Select the Sections tab.
2. Click the link to “Add a Section.”
3. Enter the section number for this instance of the course.
4. Enter a maximum number of students for this section if it is an exception from the course-defined max number (as in a section meeting in a conference room or smaller classroom).



		Section Schedule Placement							
		Terms							
		1		2		3		4	
		A	B	A	B	A	B	A	B
01		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADV		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Select the Room that the course will meet in.
6. Select the Teacher(s) who will be teaching this section. The names in this dropdown are determined by a district assignment at the selected building being marked “teacher”.
7. The Teacher Display Name will automatically fill with the name of the teacher selected. If the teacher wishes not to have their full name displayed on the student schedule, this may be changed.
8. Lunch Count, Milk Count and Adult Count will add fields to the attendance tool for this section to allow these counts to be taken in the classroom. These totals are then available in the Food Service module.
9. Skinny Sequence is used to determine which course (if two or more courses are skinned together into a particular period) prints first on the student schedule.
10. If scheduling groups/teams have been defined for the school, select the Team the section belongs to.
11. In the Section Schedule Placement grid, select the term(s), day(s), and period(s) this section will meet.
12. Click Create section.



*Courses exist within a school year, but sections of this course exist within a schedule structure,*

*which defines the terms and period schedules for a sub-group of students in a school. If your school has multiple schedule structures (i.e. students in the same building are on a different term or period setup), you will need to select which schedule structure the section should be scheduled into from the Schedule dropdown on the grey header bar.*

**Skinny-** two courses that are scheduled into the same time slot on a student schedule are “skinnied” together. This arrangement allows for a flexible, informal arrangement between the teachers as to who sees which students when.

## Course & Section Setup

### Navigating to an Existing Section

1. Select the Search tab.
2. Choose the option to search for a Course/Section.
3. Enter either the number or part of the name of the course.
4. Click Go.
5. Courses that match the search criteria will display in the search results area.
6. Select the course by clicking the course name and then select the Sections tab OR click the plus sign to the left of the course name to see existing sections. Select the section by clicking on the section number or teacher name.
7. Make changes as needed. Click Save when finished.

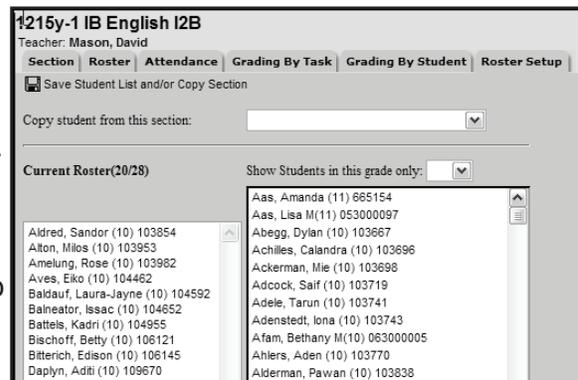


### Roster Setup

The Roster Setup tool allows a roster to be quickly created by selecting students and adding them to a course. This tool is often used in elementary schools to create the roster for a particular teacher's home-room course.

To manually build a roster for a section:

1. Search for the course and select the proper course from the search results.
2. Click the Sections tab.
3. Select the section you wish to build a roster for.
4. Click the Roster Setup tab.
5. In the text field on the right, click the student's name you wish to add to the section. To reduce the amount of scrolling you may filter the list to a particular grade level by selecting that grade level at the top of the text field.
6. When finished, click Save Student List.



The Roster Setup tool also allows a roster to be copied from one section to another. This functionality is often used in an elementary school to create the rosters for music, art or physical education teachers if they teach one homeroom at a time.

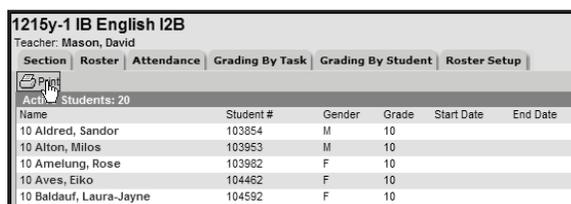
To copy a roster from one section to another:

1. Search for the destination course and section.
2. Click the Roster Setup tab.
3. In the Copy Student from this section dropdown list, select the Source Section.
4. When finished, click Save Student List.

## Course & Section Setup

### Roster Tab

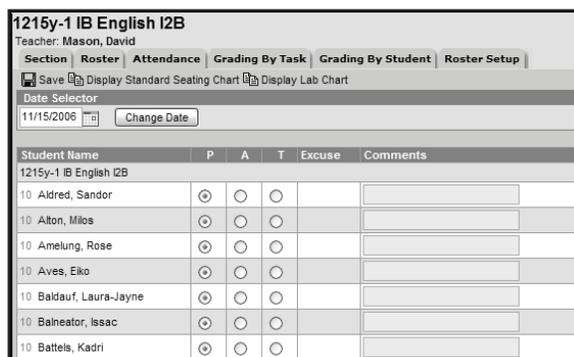
The Roster tab will show all students who have been placed into that section. Students who are actively enrolled in the section as of that day will display in the active students section. Any students who have had a schedule change and have been dropped will automatically be moved to the Dropped Students.



Name	Student#	Gender	Grade	Start Date	End Date
10 Aldred, Sandor	103854	M	10		
10 Alton, Milos	103953	M	10		
10 Amelung, Rose	103982	F	10		
10 Aves, Eiko	104462	F	10		
10 Baldauf, Laura-Jayne	104592	F	10		

### Attendance Tab

The Attendance tab presents a view of the teacher's attendance tool for that section. This tool allows attendance data for a section to be viewed or changed for any attendance date. All attendance events that are created here will be an unknown type—excusing absences is done via tools found in the Attendance module.



Student Name	P	A	T	Excuse	Comments
1215y-1 IB English I2B					
10 Aldred, Sandor	○	○	○		
10 Alton, Milos	○	○	○		
10 Amelung, Rose	○	○	○		
10 Aves, Eiko	○	○	○		
10 Baldauf, Laura-Jayne	○	○	○		
10 Balneator, Issac	○	○	○		
10 Battels, Kadri	○	○	○		



Roster setup should only be used **prior to the start of school** to build rosters for courses; it should not be used once the section has started to change the roster, as it will remove all traces of the student being in that section.

### Grading by Task/Grading by Student

The grading tabs on a section allow for changes to be made to submitted grades in the case of teacher error. The fields are available at any time, regardless of the grading window (active mask) being open or closed.

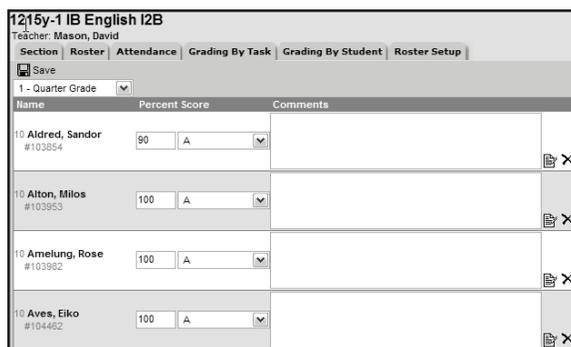
To change a grade for a student:

On Grading by Task:

1. Select the grading task that needs to be changed.
2. Change the score and percent for the correct student.
3. Enter any new comments if needed.
4. When finished, click Save.

On Grading by Student:

1. Select the student whose grade needs to be changed.
2. Change the score and percent (if needed) for the particular grading task or standard.
3. Enter any new comments if needed.
4. When finished, click Save.



Name	Percent Score	Comments
10 Aldred, Sandor #103854	90 A	
10 Alton, Milos #103953	100 A	
10 Amelung, Rose #103982	100 A	
10 Aves, Eiko #104462	100 A	



## Course & Section Setup