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3 Course

The Course module allows you to maintain course records for the logon school or for the entire district. You may also view, add, modify or delete course-section records for a specific course master record. You may also view schedules for all course-sections according to the assigned room and teacher for each course-section.

The Course module consists of the following pages:

- Course Master List
- Course Master
- Course Section List
- Course Section
- Section Group Update
- Room Schedule
- Teacher Schedule
- Reports
- Batch

3.1 Course Master List

The Course Master List page allows you to locate course master records that matched the criteria specified. You may also view the details or modify the status and scheduling status of course master records.

This page consists of two sections: Search Criteria and List sections.



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K12 District: **SHELDON SCHOOL DISTRICT** School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | Teacher Schedule | Reports | Batch

COURSE MASTER LIST • Search

Starting Course ID: 165000 Department: ALL
 Scope: District Status: Active Scheduling Status: All

COURSE MASTER LIST • List

Course ID	Course Title	Department	Credits	Duration	Cons. Per.	Pattern	Status
165000	HOME ROOM 1	OTHER COURSES	0.000	T		0 MTWRF	Active

Row 1 of 1

Search Save Add Clear Menu

Figure 3.1.1 Course Master List page

3.1.1 Search Criteria

The Search Criteria section allows you to specify criteria to locate an existing course master record.

3.1.1.1 Starting Course ID

Indicates the starting character(s) of the course master record to be located.

3.1.1.2 Department

A dropdown list box that indicates the department of the school where the selected course mater record is included.

3.1.1.3 Scope

A dropdown list box that indicates the extent of the search process. Options are 'District', 'School' and 'All Schools'. This dropdown list box is only available if user has DISTRICT rights. Otherwise, it is unavailable and the selected option is always 'School'.

a. District

Indicates that course master records to locate are courses in the district.

b. School

Indicates that course master records to locate are courses in the logon school, school year and term. Selecting this makes the Scheduling Status dropdown list box in the Search and List sections available.

c. All Schools

Indicates that course master records to locate are courses for each school in the district. Selecting this makes the Scheduling Status dropdown list box in the Search and List sections available. It also displays the School ID column in the List section.

3.1.1.4 Status

A dropdown list box that indicates the status of the course master record to be located. Options are 'All', 'Active', and 'Inactive'.

3.1.1.5 Scheduling Status

A dropdown list box that indicates the scheduling status of the course master record to be located. This is available only if selected Scope is either 'School' or 'All Schools'.

3.1.2 List

The List section allows you to view or select a course master record to modify. It details the school ID, course ID, course title, department, credits, duration, consecutive periods, meeting pattern, scheduling status, and status of the course master records. This also allows you to modify the status and scheduling status of the course master records.

You may select a course master record by doing any of the following:

- By clicking the Course ID link of the course master record you want to select.
- By double-clicking on the course master record you want to select.

3.1.2.1 School ID

Indicates the unique identification code of the school to which the course master record is available.

3.1.2.2 Course ID

Indicates the unique identification code assigned to a course master record.



- 3.1.2.3 Title**
Indicates the title of the course master record.
- 3.1.2.4 Department**
Indicates the department of the school where the course master record is included.
- 3.1.2.5 Duration**
Indicates the span of time the course is available.
- 3.1.2.6 Cons. Per.**
Indicates the number of successive periods the course meets.
- 3.1.2.7 Pattern**
Indicates the sequence of days the course meets.
- 3.1.2.8 Status**
A dropdown list box that indicates the status of the course master record. Options are 'Active' and 'Inactive'.
- 3.1.2.9 Sched. Stat.**
A dropdown list box that indicates the scheduling status of the course master record. This column is available only if Scope selected is either 'School' or 'All Schools'.

3.1.3 Search
Click [SEARCH] to locate course master records that matches the criteria specified.

3.1.4 Save
Click [SAVE] to post modifications made on a course master record into the database.

3.1.5 Add
Click [ADD] to create a new course master record in the Course Master page.

3.2 Course Master

The Course Master page allows you to add a new course master record. You may also view or modify an existing course master record.



This page consists of six sections: Header, Details, Course Equivalence, Scheduling, Academic Programs and Schools sections.



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Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | Teacher Schedule | Reports | Batch

COURSE MASTER - Header

* Course ID: 165000 * Title: HOME ROOM 1

COURSE MASTER - Details

* Department: OT - OTHER COURSES
 * Duration: T - Term * Pattern: MTWRF - MONDAY * Consecutive Periods: 0
 * Credit: 0 * Credit Type: A - Academic Weight:
 * Variable Credits: No * Credit Type Override: No * Weight Code Override: No
 Honor Roll: HIGH - High Honors * Status: Active * Course Status: 2-Attendance
 * Optimum Seating: 55 Maximum Seating: 60 Vocation ID:

Course Types: Advance regular special
 Available Selected

Graduation Requirements: APPLIED TECHNOLOGY ENGLISH FINE ARTS HEALTH MATHEMATICS
 Available Selected

Course Equipment: Globe Map
 Available Selected

Fees: Funding: FUND1 - COURSE F Consultant:

COURSE MASTER - Course Equivalence

State Course: State Course Title: Permanent Course:
 Vocation Title: Short Title: Other Title:

COURSE MASTER - Scheduling

Alternate Course: Balancing: B - Both * Course Priority: Regular
 Grade Level From: Grade Level To: Gender: B - Both
 * Subject Area: GENSA - GENERAL * Room Type: GENRT - GENERAL I Section Count:

COURSE MASTER - Academic Programs

Academic Programs: Academic Program 1.1.1 Academic Program 1.1.2 Academic Program 1.1.3 Academic Program 1.1.4 Academic Program 1.2.1
 Available Selected

COURSE MASTER - Schools

Schools: test Zoom Zoom Test School
 Available Selected
 ACADEMY PARK ELEMENTARY
 ADMINISTRATION
 ADMINISTRATION .
 ADULT HIGH DAY ALSO
 ADULT HIGH UNDER EIGHTEEN

* - Required Field Back Save Delete Clear Menu

Figure 3.2.1 Course Master page



3.2.1 Header

The Header section allows you to view or specify the course ID and title of the course master record.

3.2.1.1 Course ID

Indicates the unique identification code assigned to a course master record. This field is unavailable for existing records. For new records, you must specify a course id before saving. Otherwise, the page displays "Course ID is required."

3.2.1.2 Title

Indicates the title of the course master record. You must specify a course title before saving. Otherwise, the page displays "Title is required."

3.2.2 Details

The Details section allows you to view or specify the primary details of the course master records.

3.2.2.1 Department

A dropdown list box that indicates the department of the school where the course master record is included. You must select a department before saving. Otherwise, the page displays "Department is required."

3.2.2.2 Duration

A dropdown list box that indicates the span of time the course is available. You must select a duration before saving. Otherwise, page displays "Duration is required." Options are 'Quarter', 'Term', and 'Year'.

a. Quarter

Indicates that the course is available for a grading period of the term.

b. Term

Indicates that the course is available for a term.

c. Year

Indicates that the course is available for the entire school year.



- 3.2.2.3 Funding**
A dropdown list box that indicates the funding of the course master record.
- 3.2.2.4 Pattern**
A dropdown list box that indicates the sequence of days the course meets. You must select a pattern before saving. Otherwise, the page displays "Pattern is required."
- 3.2.2.5 Consecutive Periods**
Indicates the number of successive periods the course meets. You must specify a period before saving. Otherwise, the page displays "Consecutive Periods is required."
- 3.2.2.6 Credits**
Indicates the credits of the course. You must specify a credit before saving. Otherwise, the page displays "Credits is required."
- 3.2.2.7 Credit Type**
A dropdown list box that indicates the credit type of the course. You must specify a credit type before saving. Otherwise, the page displays "Credit Type is required."
- 3.2.2.8 Weight**
A dropdown list box that indicates the weight of the course.
- 3.2.2.9 Variable Credits**
A dropdown list box that indicates whether variable credits is allowed for the course or not. Options are 'Yes' and 'No'.
- 3.2.2.10 Credit Type Override**
A dropdown list box that indicates whether you are allowed to override the credit type or not. Options are 'Yes' and 'No'.
- 3.2.2.11 Weight Code Override**
A dropdown list box that indicates whether you are allowed to override the specified weight of the course or not. Options are 'Yes' and 'No'.
- 3.2.2.12 Honor Roll**
A dropdown list box that indicates the honor roll for the course.

3.2.2.13 Status

A dropdown list box that indicates whether the course master record is active or not. Options are 'Active' and 'Inactive'. You must select a status before saving. Otherwise, the page displays "Status is required."

3.2.2.14 Course Status

A dropdown list box that indicates the status of the course regarding attendance and grade calculation. You must select a course status before saving. Otherwise, the page displays "Course Status is required." Options are 'No Grades/Attendance', 'Attendance', 'Grades & Attendance', and 'Grades'.

a. No Grades/Attendance

Indicates that the course does not calculate for grades and attendance of students.

b. Attendance

Indicates that the course calculates for attendance of students.

c. Grades

Indicates that the course calculates for grades of students.

d. Grades & Attendance

Indicates that the course calculates for attendance and grades of students.

3.2.2.15 Optimum Seating

Indicates the most favorable number of students to accommodate in the course. You must specify an optimum seating before saving. Otherwise, the page displays "Optimum Seating is required."

3.2.2.16 Maximum Seating

Indicates the maximum capacity of students allowed for the course. You must specify maximum seating before saving. Otherwise, the page displays "Maximum Seating is required."

- 3.2.2.17 Vocation ID**
Indicates the unique identification number assigned to the vocational course.
- 3.2.2.18 Fee Code**
Indicates the fee code for the course.
- 3.2.2.19 Fees**
Indicates the amount to pay for corresponding to the fee code of the course.
- 3.2.2.20 Consultant**
Indicates the name of the person responsible for instituting the course.
- 3.2.2.21 Course Types**
A multi-select box that indicates the types of course.
- 3.2.2.22 Graduation Requirements**
A multi-select box that indicates the graduation requirement(s) for the course.
- 3.2.2.23 Course Equipment**
A multi-select box that indicates the equipments needed for the course.

3.2.3 Course Equivalence

The Course Equivalence section allows you to view or specify the equivalent course of the course record in the state.

- 3.2.3.1 State Course ID**
Indicates the identification number of the equivalent course in the state.
- 3.2.3.2 State Course Title**
Indicates the title of the equivalent course in the state.
- 3.2.3.3 Permanent Course ID**
Indicates identification number of the course that is part of the degree audit list of approved courses.

3.2.3.4 Vocation Title
Indicates the title of the equivalent vocation course.

3.2.3.5 Short Title
Indicates the short title for the course.

3.2.3.6 Other Title
Indicates other title for the course, if there are any.

3.2.4 Scheduling

The scheduling section allows you to view or specify information for scheduling purposes of the students in the course.

3.2.4.1 Alternate Course ID
Indicates the identification number of the alternate course in case the current or requested course of the student is in unavailable.

3.2.4.2 Balancing
A dropdown list box that indicates the proportion of students in the course-section of the course according to gender or ethnic origin during the scheduling process. Options are 'Ethnic', 'Gender', and 'Both'.

a. Ethnic

Indicates that course-section with the same number of enrolled students having the same ethnicity has the highest priority.

b. Gender

Indicates that course-section with the same number of enrolled students having the same gender has the highest priority.

c. Both

Indicates that course-section with the same number of enrolled students having the same ethnicity and gender has the highest priority.

3.2.4.3 Course Priority

A dropdown list box that indicates the priority level of the course to consider during the scheduling process. You must select a course priority before saving. Otherwise, the page displays “Course Priority is required.” Options are ‘1 – Mandatory’, ‘2 – Regular’, and ‘3 – Elective’.

a. Mandatory

Indicates that course has highest priority in case a conflicting schedule between courses is encountered.

b. Regular

Indicates that course prioritized next after mandatory courses.

c. Elective

Indicates that course has least priority.

3.2.4.4 Grade Level From

A dropdown list box that indicates the start of the grade level range of students allowed to take the course.

3.2.4.5 Grade Level To

A dropdown list box that indicates the end of the grade level range of students allowed to take the course.

3.2.4.6 Gender Requirement

A dropdown list box that indicates the gender of the students allowed to take the selected course. Options are ‘Both’, ‘Female’, and ‘Male’.

a. Both

Indicates that course is for both female and male students.

b. Female

Indicates that only female students are allowed to take the course.

c. Male

Indicates that only male students are allowed to take the course.

3.2.4.7 Subject Area

A dropdown list box that indicates the subject area where the course is included. You must select a subject area before saving. Otherwise, the page displays "Subject Area is required."

3.2.4.8 Room Type

A dropdown list box that indicates the type of the room used for the course. You must select a room type before saving. Otherwise, the page displays "Room Type is required."

3.2.4.9 Section Count

Indicates the section count for scheduling purposes.

3.2.5 Academic Programs

The Academic Programs section allows you to view or specify the academic programs available for the course master record.

3.2.5.1 Academic Programs

A multi-select list box that indicates the academic program(s) available for the course. You may select more than one academic program for the course.

3.2.6 Schools

The Schools section allows you to view or specify the schools to which the course master record is available.

3.2.6.1 Schools

A multi-select list box that indicates the school(s) where the course is available. You may select and assign the school to more than one school in the district.

3.2.7 Save

Click [SAVE] to add a new course master record or post modifications made on an existing course master record into the database.

Clicking [SAVE] also performs the following validations:

- Course ID must be unique. Otherwise, the page displays "Course ID <course id> already exists."
- Consecutive Periods must be greater than zero. Otherwise, the page displays "Consecutive Periods cannot be equal or less than zero."

- Maximum Seating must be equal or greater than Optimum Seating. Otherwise, the page displays “Maximum Seating cannot be less than Optimum Seating.”

3.3 Course Section List

The Course Section List page allows you to locate course-section records that matched the criteria specified. You may also add new course-section records for a particular course master.

This page consists of two sections: Search Criteria and List sections.

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K12 District: **SHELDON SCHOOL DISTRICT** School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | **Course Section List** | Course Section | Section Group Update | Room Schedule | Teacher Schedule | Reports | Batch

COURSE SECTION LIST • Search

Starting Course ID: 16500 Ending Course ID: 16500 Department: ALL
 Period: Track ID: X - NO TRACK Term: CURRENT
 Status: ALL Teacher Room ID

COURSE SECTION LIST • List

Course	Sec.	Title	Fr.	To	Dur.	Trm.	Qtr	Trk	Pattern	Room	Opt	Taken	Rem.	Teacher	Credit
165000	11	HOME ROOM 1	0	0	Y	1	0	A	MTWRF	111	35	26	9	ANDERSON, JACOB N	0.000
165000	12	HOME ROOM 1	0	0	Y	1	0	A	MTWRF	124	35	24	11	BROWN, PAUL E	0.000

Rows 1 - 2 of 2

Search Add Clear Menu

Figure 3.3.1 Course Section List page

3.3.1 Search Criteria

The Search Criteria section allows you to locate an existing course-section record(s) that matched the criteria specified.

3.3.1.1 Starting Course ID

Indicates the start of the course ID range of course-section records to be located.

3.3.1.2 Ending Course ID

Indicates the end of the course ID range of course-section records to be located.

- 3.3.1.3 Department**
A dropdown list box that indicates the department of the course-section record to be located.
- 3.3.1.4 Period**
Indicates the period of the course-section record to be located.
- 3.3.1.5 Track ID**
A dropdown list box that indicates the track of the course-section to be located.
- 3.3.1.6 Term**
A dropdown list box that indicates the term where the course-section record to be located is available. Options are 'CURRENT' and 'ALL'. Selecting 'CURRENT' locates for all course-section records available for the logon term. Otherwise, it locates for course-section records of the school regardless of the term the course-section record is available.
- 3.3.1.7 Status**
A dropdown list box that indicates the status of the course-section to be located. Options are 'ALL', 'CLOSED' and 'OPEN'. Selecting 'ALL' displays all course-section records regardless of the status. Selecting 'CLOSED' on the hand, displays all course-sections with no available slots. Selecting 'OPEN' locates for all course-section with available slots.
- 3.3.1.8 Teacher**
Click [TEACHER] to open the Teacher Name Search window to view a list of course-sections and select a course-section taught by the teacher for the course-section records to be located. (Please refer to Lookup Window, Chapter 28 for details on Teacher Name Search window.)
- 3.3.1.9 Room ID**
Click [ROOM ID] to open the Room ID Search window to view a list of room records and select a room where the course-section record to be located is assigned. (Please refer to Lookup Window, Chapter 23 for details on Room ID Search window.)

3.3.2 List

The List section displays the primary information of the course-section that matched the specified criteria. It details the course ID, section, title, start and end periods, duration, term, quarter, track, meeting pattern, room, optimum seats, seats taken, remaining seats, teacher, and credits of the course-section records. Clicking the column header link on this section sorts displayed records by the name of the link clicked. For example, clicking Course ID column header link sorts displayed records by course ID.

You may view or modify the details of a specific course-section record using Course Section page by clicking the Course ID link on the first column of the course section record.

You may also view or modify the details of the section group for a course-section by clicking the Sec link on the second column that will redirect you to the Section Group Update page.

3.3.3 Search

Click [SEARCH] to locate the course-section records that matched the criteria specified.

3.3.4 Add

Click [ADD] to create a new course-section record using the Course Section page.

3.4 Course Section

The Course Section page allows you add a new course-section record. You may also view, modify or delete the course-section details of an existing course section record.

If the specified course ID in this page is unavailable for the logon school, the page displays "Course ID <course ID> is not available for School ID <logon school>." upon load of page. Otherwise, the details of the specified course ID are displayed on the page.

This page consists of two sections: Header and Details sections.

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K12 District: **SHELDON SCHOOL DISTRICT** School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | Course Section List | **Course Section** | Section Group Update | Room Schedule | Teacher Schedule | Reports | Batch

COURSE SECTION - Header

* Course ID: * Section ID: * Course Title:

COURSE SECTION - Details

* Duration: Q - Quarte Track ID: X Term: 1
 GP ID: 1 * Team: GENTM - GENERAL Room ID: Minutes: Fees: 0.00
 * Period From: 1 * Period To: 1 Teacher Mailbox: Honor Roll: Start Date: 08/23/2004
 Teacher * Subject Area: GENSA - GENERAL S End Date: 10/26/2004
 Department: GENDP - GENERAL DEPAR * Maximum Seats: 20 Credit Amount: 0.500
 * Pattern: A - A PATTERN * Optimum Seats: 15 * Credit Type: B - Both
 Type: Taken Seats: 12 Weight Code Override: Yes
 * Status: 3 - Grades & Attendanc Remaining Seats: 3
 Weight: 2 - Weight 2 Variable Credits: Yes Credit Type Override: Yes

Available Selected

Graduation Requirements: APPLIED TECHNOLOGY ENGLISH
 ELECTIVES
 FINE ARTS
 HEALTH

Available Selected

Equipment: Chairs
 equipment one
 Podium
 Projector

* - Required Field Save Delete Clear Menu

Figure 3.4.1 Course Section page

3.4.1 Header

The Header section allows you to view, add or modify course ID, section ID and title for the course-section record.

3.4.1.1 Course ID

Indicates the unique identification code assigned to the course. You may manually specify the course ID or look through the Course Search window by clicking [COURSE ID]. (Please refer to Lookup Window, Chapter 7 for details on Course Search window.) You must specify a course ID before saving. Otherwise, the page displays "Course ID is required."

3.4.1.2 Section ID

Indicates the unique identification assigned to the section of the course. You must specify a section ID before saving. Otherwise, the page displays “Section ID is required.”

3.4.1.3 Course Title

Indicates the title of the course-section record. You must specify a course title before saving. Otherwise, the page displays “Course Title is required.”

3.4.2 Details

The Details section displays the primary information of the course-section record. You may add a new course-section record or modify the details of an existing course-section record.

3.4.2.1 Duration

A dropdown list box that indicates the span of time the course-section is available. You must select a duration before saving. Otherwise, page displays “Duration is required.” Options are ‘Quarter’, ‘Term’, and ‘Year’.

a. Quarter

Indicates that the course-section is available for a grading period of the term.

b. Term

Indicates that the course-section is available for a term.

c. Year

Indicates that the course-section is available for the entire school year.

3.4.2.2 Track ID

Indicates the track ID the course-section is available.

3.4.2.3 Term

Indicates the term the course-section is available.

3.4.2.4 GP ID

Indicates the academic grading period of the term.

- 3.4.2.5 Team**
A dropdown list box that indicates the team the course-section is included. You must select a team before saving. Otherwise, the page displays “Team is required.”
- 3.4.2.6 Room ID**
Click [ROOM ID] to open the Room ID Search window to view a list of room records and select a room where the course-section record to be located is assigned. (Please refer to Lookup Window, Chapter 23 for details on Room ID Search window.)
- 3.4.2.7 Period From**
Indicates the beginning period the course-section meets. You must specify a period from before saving. Otherwise, the page displays “Period From is required.”
- 3.4.2.8 Period To**
Indicates the ending period the course-section meets. You must specify a period to before saving. Otherwise, the page displays “Period To is required.”
- 3.4.2.9 Minutes**
Indicates the number of minutes of the course section.
- 3.4.2.10 Teacher**
Click [TEACHER] to open the Teacher Name Search window to view a list of course-sections and select a course-section taught by the teacher for the course-section records to be located. (Please refer to Lookup Window, Chapter 28 for details on Teacher Name Search window.)
- 3.4.2.11 Teacher Mailbox**
Indicates the mailbox of the teacher handling the course section.
- 3.4.2.12 Fees**
Indicates the amount to pay for corresponding to the fee code of the course-section.
- 3.4.2.13 Department**
A dropdown list box that indicates the department of the school where the selected course-section record is included.

- 3.4.2.14 Subject Area**
A dropdown list box that indicates the subject area where the course-section is included. You must select a subject area before saving. Otherwise, the page displays "Subject Area is required."
- 3.4.2.15 Honor Roll**
A dropdown list box that indicates the honor roll for the course-section.
- 3.4.2.16 Pattern**
A dropdown list box that indicates the sequence of days the course-section meets. You must select a pattern before saving. Otherwise, the page displays "Pattern is required."
- 3.4.2.17 Maximum Seats**
Indicates the maximum capacity of students allowed for the course-section. You must specify maximum seats before saving. Otherwise, the page displays "Maximum Seats is required."
- 3.4.2.18 Start Date**
Indicates the date when the course-section starts based from the selected duration. If Duration is Quarter, this displays the start date of the grading period for the logon term. If Duration is Term, this displays the start date of the logon term. If Duration is Year, then start date for the logon school year is displayed.
- 3.4.2.19 Type**
A dropdown list box that indicates the type of the course-section which determines the additional course type points for student GPA computation.
- 3.4.2.20 Optimum Seats**
Indicates the most favorable number of students to accommodate in the course-section. You must specify optimum seats before saving. Otherwise, the page displays "Optimum Seats is required."

3.4.2.21 End Date

Indicates the date when the course-section ends based from the selected duration. If Duration is Quarter, this displays the end date of the grading period for the logon term. If Duration is Term, this displays the end date of the logon term. If Duration is Year, then end date for the logon school year is displayed.

3.4.2.22 Status

A dropdown list box that indicates the status of the course-section regarding attendance and grade calculation. You must select a status before saving. Otherwise, the page displays "Status is required." Options are 'No Grades/Attendance', 'Attendance', 'Grades & Attendance', and 'Grades'.

a. No Grades/Attendance

Indicates that the course-section does not calculate for grades and attendance of students.

b. Attendance

Indicates that the course-section calculates for attendance of students.

c. Grades

Indicates that the course-section calculates for grades of students.

d. Grades & Attendance

Indicates that the course-section calculates for attendance and grades of students.

3.4.2.23 Taken Seats

Indicates the number of students already enrolled in the course-section.

3.4.2.24 Credit Amount

Indicates the number of credits given to the student upon completion of the course-section.

3.4.2.25 Weight

A dropdown list box that indicates the weight of the course-section.



3.4.2.26 Remaining Seats

Indicates the number of available slots for the course-section.

3.4.2.27 Credit Type

A dropdown list box that indicates the credit type of the course-section, which determines the grades and credits to be earned by the student taking the course. You must select a credit type before saving. Otherwise, the page displays "Credit Type is required." Options are 'Academic', 'Both', 'Earned Units', 'Non-Academic', and 'Exclude'.

a. Academic

Indicates that the course calculates grades of students for academic units.

b. Non-Academic

Indicates that the course calculates grades of students for non-academic units.

c. Both

Indicates that the course calculates grades of students for academic and non-academic units.

d. Earned Units

Indicates that the course earns credit units for students.

e. Exclude

Indicates that the course does not calculate grades nor earn credit units for students.

3.4.2.28 Variable Credits

A dropdown list box that indicates whether variable credits is allowed for the course or not. This is unavailable if Variable Credits in Course Master page is set to 'No'. Otherwise, it is available and indicates that the course-section is allowed to accumulate variable credits. Options are 'Yes' and 'No'.

3.4.2.29 Credit Type Override

A dropdown list box that indicates whether you are allowed to override the credit type or not. This is unavailable if Credit Type Override in Course Master page is set to 'No'. Otherwise, it is available and indicates that the course-section is allowed to override the specified credit type. Options are 'Yes' and 'No'.

3.4.2.30 Weight Code Override

A dropdown list box that indicates whether you are allowed to override the specified weight of the course or not. This is unavailable if Weight Code Override in Course Master page is set to 'No'. Otherwise, it is available and indicates that the course-section is allowed to override the specified weight. Options are 'Yes' and 'No'.

3.4.2.31 Graduation Requirements

A multi-select box that indicates the graduation requirement(s) for the course-section.

3.4.2.32 Equipment

A multi-select box that indicates the equipments needed for the course.

3.4.3 Save

Click [SAVE] to add a new course-section record or post modifications made on an existing course-section record into the database.

Clicking [SAVE] also performs the following validations:

- Course ID and Section ID must be unique for each course-section record. Otherwise, the page displays "Course – Section <course id – section id> already exists."
- Period From must be greater than or equal to the low period set in Admin > Global Parameters > School Year. Otherwise, the page displays "Period From cannot be less than <low period of school year>."
- Period From must be less than or equal to the high period set in Admin > Global Parameters > School Year. Otherwise, the page displays "Period From cannot be greater than <high period of school year>."
- Period To must be greater than Period From. Otherwise, the page displays "Period To cannot be less than Period From."

- Period To must be less than or equal to the high period set in Admin > Global Parameters > School Year. Otherwise, the page displays "Period To cannot be greater than <high period of school year>."
- Maximum Seats must be equal or greater than Optimum Seats. Otherwise, the page displays "Maximum Seats cannot be less than Optimum Seats."

3.4.4 Add

Click [ADD] to clear all fields and create a new course-section record.

3.4.5 Delete

Click [DELETE] to remove course-section record from the database.

3.5 Section Group Update

The Section Group Update submodule allows you to view, add, modify or delete section records and graduation requirements of a course-section record. You may access this page by clicking the Section link of a course-section record in the Course Section page.

This submodule consists of two pages: Details and Graduation Requirements pages.

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Logout

K12 District: **SHELDON SCHOOL DISTRICT** School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics | Enrollment | **Course** | Grades | Schedules | Progress | Attendance | Transcript | Discipline | Testing | Tra

Course Master List | Course Master | Course Section List | Course Section | **Section Group Update** | Room Schedule | Teacher Schedule | Reports | Batch

SECTION GROUP UPDATE • Search

Course ID: CS21

SECTION GROUP UPDATE • List

Del.	Sec	* Title Teacher	From * Opt	To * Max	Track Room	Term Weight	GP ID * Duration	* Pattern * Status	Credit * Credit Type	
<input type="checkbox"/>	1	Computer Programming 3	1	1	X	1	0	A - A PATTERN	0.500	Grad Req
			15	20		2 - W	T - Term	3 - Grades & Att	E - Earned	
<input type="checkbox"/>	2	Computer Programming 3	1	1	X	1	0	A - A PATTERN	0.500	Grad Req
			15	20		2 - W	T - Term	3 - Grades & Att	B - Both	
<input type="checkbox"/>	3	Computer Programming 3	1	1	X	1	0	A - A PATTERN	0.500	Grad Req
			15	20		1 - 1	T - Term	3 - Grades & Att	N - Non-Ac	
<input type="checkbox"/>	4	Computer Programming 3	1	1	X	1	0	A - A PATTERN	0.500	Grad Req
			15	20		2 - W	T - Term	3 - Grades & Att	N - Non-Ac	
<input type="checkbox"/>	5	Computer Programming 3	1	1	X	1	0	A - A PATTERN	0.500	Grad Req
			15	20		2 - W	T - Term	3 - Grades & Att	A - Acader	

Delete Rows Add Rows 30

Save Clear Menu

Figure 3.5.1 Section Group Update page

3.5.1 Details

This Details page allows you to view all course-section record(s) that matches the selected course ID. You may also add new course section record(s) or modify more than one existing course-section record at a time.

This page consists of two sections: Details and List sections.

3.5.1.1 Details

The Details section displays the course ID of the selected course-section record from the Course Section List page.

a. Course ID

Indicates the unique identification of the selected course.

3.5.1.2 List

The List section details the primary information of the course-sections that matched the selected course ID. You may add more than one new course-section record in this section. You may also view, modify or delete more than one existing course-section of the selected course at a time.

a. Del.

A checkbox that indicates whether a record is marked for deletion or not. You may mark all records for deletion by selecting the Del. column header checkbox. To mark a specific record, just select the Del. checkbox beside the record to be deleted.

b. Sec

Indicates the section of the course-section record. This field is unavailable for existing records.

c. Title

Indicates the title of the course-section record. You must specify a title before saving. Otherwise, the page displays "Title is required."

d. From

Indicates the beginning period the course-section meets. You must specify a period from before saving. Otherwise, the page displays "Period From is required."

e. To

Indicates the ending period the course-section meets. You must specify a period to before saving. Otherwise, the page displays "Period To is required."

f. Track

Indicates the track of the course-section record. This is unavailable for existing records.

g. Term

Indicates the academic term the course-section is available. This is unavailable for existing records.

h. GP ID

A dropdown list box that indicates the academic grading period of the term the course-section is available. This is unavailable for existing records.

i. Pattern

A dropdown list box that indicates the sequence of days the course-section meets. You must select a pattern before saving. Otherwise, the page displays "Pattern is required."

j. Credit

Indicates the number of credits given to the student upon completion of the course-section.

k. Teacher

A dropdown list box that indicates the name of the teacher handling the course-section.

l. Opt

Indicates the most favorable number of students to accommodate in the course-section. You must specify optimum seats before saving. Otherwise, the page displays "Opt is required."

m. Max

Indicates the maximum capacity of students allowed for the course-section. You must specify maximum seats before saving. Otherwise, the page displays "Max is required."

n. Room

Indicates the room type of the course-section record.

o. Weight

A dropdown list box that indicates the weight of the course-section record.

p. Duration

A dropdown list box that indicates the span of time the course-section is available. This is unavailable for existing records. For new records, you must specify a duration. Otherwise, the page displays "Duration is required."

q. Status

A dropdown list box that indicates the status of the course-section regarding attendance and grade calculation. You must select a status before saving. Otherwise, the page displays "Status is required." Options are 'No Grades/Attendance', 'Attendance', 'Grades & Attendance', and 'Grades'.

i. No Grades/Attendance

Indicates that the course-section does not calculate for grades and attendance of students.

ii. Attendance

Indicates that the course-section calculates for attendance of students.

iii. Grades

Indicates that the course-section calculates for grades of students.

iv. Grades & Attendance

Indicates that the course-section calculates for attendance and grades of students.

r. Credit Type

A dropdown list box that indicates the credit type of the course-section, which determines the grades and credits to be earned by the student taking the course. You must select a credit type before saving. Otherwise, the page displays "Credit Type is required." Options are 'Academic', 'Both', 'Earned Units', 'Non-Academic', and 'Exclude'.

i. Academic

Indicates that the course calculates grades of students for academic units.

ii. Non-Academic

Indicates that the course calculates grades of students for non-academic units.

iii. Both

Indicates that the course calculates grades of students for academic and non-academic units.

iv. Earned Units

Indicates that the course earns credit units for students.

v. Exclude

Indicates that the course does not calculate grades nor earn credit units for students.

s. Grad Req

Click [GRAD REQ] to open the Graduation Requirements page where you may add, or delete graduation requirements for the course-section record.

t. Delete Rows

Click [DELETE ROWS] to temporarily remove the selected course-section record(s) from the list.

u. Add Rows

Click [ADD ROWS] to insert the specified number of rows in the list.

3.5.1.3 Save

Click [SAVE] to add a new course-section record or post modifications made on an existing course-section record into the database.

Clicking [SAVE] also performs the following validations:

- Section ID must be unique for each course-section record. Otherwise, the page displays "Sec <section ID> already exists."
- From must be greater than or equal to the low period set in Admin > Global Parameters > School Year. Otherwise, the page displays "Period From cannot be less than <low period in school year>."
- From must be less than or equal to the high period set in Admin > Global Parameters > School Year. Otherwise, the page displays "Period From cannot be greater than <high period in school year>."
- To must be greater than Period From. Otherwise, the page displays "Period To cannot be less than Period From."

- To must be less than or equal to the high period set in Admin > Global Parameters > School Year. Otherwise, the page displays "Period To cannot be greater than <high period in school year>."
- Max must be equal or greater than Opt. Otherwise, the page displays "Max cannot be less than Opt."

3.5.2 Graduation Requirements

The Graduation Requirements page allows you to add or delete graduation requirements for a particular course-section record.

This page consists of two sections: Details and Graduation Requirement sections.

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K12 District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | Course Section List | Course Section | **Section Group Update** | Room Schedule | Teacher Schedule | Reports | Batch

SECTION GROUP UPDATE - Details
Course ID: ANTHRO Section ID: 1 Course Title: ANTHROPOLOGY

SECTION GROUP UPDATE - Graduation Requirements

Available	Selected
ENGLISH	ELECTIVES
FINE ARTS	SOCIAL STUDIES
HEALTH	
MATHEMATICS	
PHYSICAL EDUCATION	
SCIENCE	
APPLIED TECHNOLOGY	

Back Save Clear Menu

Figure 3.5.2.1 Section Group Update - Graduation Requirements page

3.5.2.1 Details

The Details section displays the primary details of the course-section record such as; course ID, section ID and title of the selected course-section record.

a. Course ID

Indicates the unique identification of the selected course.

b. Section ID

Indicates the unique identification for the section of the selected course.

c. Course Title

Indicates the title of the selected course-section.

3.5.2.2 Graduation Requirements

The Graduation Requirements section allows you to add or delete graduation requirements for the selected course-section record.

a. Graduation Requirements

A multi-select box that indicates the graduation requirements of the course-section record. You may select more than one graduation requirement for a course-section record.

3.5.2.3 Save

Click [SAVE] to add new graduation requirement records or post modifications made on an existing graduation requirement record into the database.

3.5 Room Schedule

The Room Schedule page allows you to locate and view the room schedules of course-sections that match the criteria specified.

This page consists of two sections: Search Criteria and List sections.

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DISCOVERY.net version 1.0.0.38923 Help
Logout

K12 District: **SHELDON SCHOOL DISTRICT** School: **33079 - GRADY SCHOOL** Parameters: **2005-AA-1**

Demographics | Enrollment | **Course** | Grades | Schedules | Progress | Attendance | Transcript | Discipline | Testing | Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | **Room Schedule** | Teacher Schedule | Reports | Batch

ROOM SCHEDULE - Search

* Room ID: Room Description: 111 Display By: **TERM**

ROOM SCHEDULE - List

Course	Sec	Title	Term	Qtr	From	To	Pattern	Teacher	Max	Opt	Tkn
165000		11 HOME ROOM 1	1	0	0	0	MTVRF	ANDERSON, JACOB N	35	35	25
TERM: 1		Totals: 1							35	35	25
		Totals: 1	Average Size: 25.00						35	35	25

Rows 1 - 2 of 2

* - Required Field Search Clear Menu

Figure 3.6.1 Room Schedule page

3.6.1 Search Criteria

The Search Criteria section allows you to specify the room ID as a search criterion to locate existing room schedules for course-section records.

3.6.1.1 Room ID

Indicates the unique identification code assigned to the room record. You must specify a room ID before searching. Otherwise, the page displays "Room ID is required." You may manually specify a room ID or look through the Room ID Search window by clicking [ROOM ID]. (Please refer to Lookup Window, Chapter 23 for details on Room ID Search window.)

3.6.1.2 Room Description

Indicates the name or description of the room.

3.6.1.3 Display By

A dropdown list box that indicates the how records are to be displayed on the List section. Options are 'Term' and 'Full Year'.

3.6.2 List

The List section allows you to view all available room schedule(s) for course-section records that matches the criteria specified. It details the course ID, section, title, term, grading period ID, start and end period, meeting pattern, teacher, maximum seats, optimum seats, and seats taken of the course-sections assigned to the specified room.

This section also displays the total number of course-sections assigned to the room and the average size of seats taken against the course-sections being taught by a teacher. Term totals for each term are displayed if selected Display by is 'Term'. Otherwise, only totals for the school year are displayed.

3.6.3 Search

Click [SEARCH] to locate the records that match the criteria specified.

3.7 Teacher Schedule

The Teacher Schedule page allows you to locate and view the course-sections being handled by the specified teacher.

This page consists of two sections: Search Criteria and List sections.

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 version 1.0.0.38923 Help Logout

K12 District: SHELDON SCHOOL DISTRICT School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | **Teacher Schedule** | Reports | Batch

TEACHER SCHEDULE • Search

* Teacher ID: 12041949 Teacher Name: ANDERSON, JACOB N. Display By: TERM

TEACHER SCHEDULE • List

Course	Sec.	Title	Term	Qtr.	From	To	Pattern	Room	Max.	Opt.	Taken
165000	11	HOME ROOM 1	1	0	0	0	MTWRF	111	35	35	25
Term 1 Totals:1			1						35	35	25
Totals: 1									35	35	25

Rows 1 - 2 of 2

* - Required Field Search Clear Menu

Figure 3.7.1 Teacher Schedule page

3.7.1 Search Criteria

The Search Criteria section allows you to specify the teacher ID as a search criterion to locate existing course-section records being taught by a teacher.

3.7.1.1 Teacher ID

Indicates the unique identification number assigned to the teacher. You must specify a teacher ID before searching. Otherwise, the page displays “Teacher ID is required.” You may manually specify a teacher ID or look through the Teacher Search window by clicking [TEACHER ID]. (Please refer to Lookup Window, Chapter 27 for details on Teacher ID Search window.)

3.7.1.2 Teacher Name

Indicates the complete name of the selected teacher.

3.7.1.3 Display By

A dropdown list box that indicates the how records are to be displayed on the List section. Options are ‘Term’ and ‘Full Year’.

3.7.2 List

The List section allows you to view all available course-sections handled by a teacher. It details the course ID, section, title, term, quarter, start and end periods, meeting pattern, room, maximum seats, optimum seats, and seats taken of the course-section records being taught by the specified teacher.

This section also displays the total number of course-sections assigned to the teacher and the average size of seats taken against the course-sections being taught by a teacher. Term totals for each term are displayed if selected Display by is ‘Term’. Otherwise, only totals for the school year are displayed.

3.7.3 Search

Click [SEARCH] to locate the course-section records that match the criteria specified.

3.8 Reports

The Reports page lists all Course-related reports. Click the [REPORT CODE] link to open the Report Criteria page of the report you need to generate.

There are four Course reports:

- Course Utilization
- Master Course Schedule
- Room Utilization
- Teacher Utilization

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DISCOVERY.net version 1.0.0.38923 Help Logout

K12 District: **SHELDON SCHOOL DISTRICT** School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | Teacher Schedule | **Reports** | Batch

Report Code	Report Name
CS_COURSE_UTIL	Course Utilization
CS_MSTR_SCHD	Master Course Schedules
CS_ROOM_UTIL	Room Utilization
CS_TEACH_UTIL	Teacher Utilization

Rows 1 - 4 of 4

Description
CS_COURSE_UTIL
This report will generate schedules for courses, including average class sizes and maximum load numbers. The user can report for specific rooms, teachers, departments, or course ID. The report will also flag a course with a conflicting schedule of 2, or more courses meeting in the same period. The report can be run for one term, or the entire year. All course sections for the term(s) reported will be on this report unless run for specific course IDs

Menu

Figure 3.8.1 Reports - List page

3.8.1 Course Utilization

The Course Utilization report allows you to generate schedules for course-section, including average class sizes and maximum loads for the course-section for a specific term or the entire school year. This also shows course-sections that have conflicting schedules.

3.8.1.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes the term, report by, report option, report value and the sorting option.

You must specify a term to which course-section records are included. You may opt to generate the report by course ID, department, room ID or teacher ID, which determines the grouping of records in the report. Moreover, you may display specific course ID, department, room ID or teacher ID by specifying the corresponding value in the Report Value field.

Records that matched the criteria specified may be sorted by Period, Room ID, Section ID or Teacher Name.

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DISCOVERY.net version 1.0.0.46434 Help
Logout

K12 District: **SHELDON SCHOOL DISTRICT** School: **33079 - GRADY SCHOOL** Parameters: **2005-AA-1**

Demographics | Enrollment | **Course** | Grades | Schedules | Progress | Attendance | Transcript | Discipline | Testing | Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | Teacher Schedule | **Reports** | Batch

COURSE UTILIZATION • Report Criteria

	Available	Selected
* Term:	<input type="text" value="1 - SY 2005"/> <input type="text" value="2 - SY 2005"/> <input type="text" value="3 - SY 2005"/>	<input type="text"/>
Report By:	<input type="text" value="Course ID"/>	
Report Option:	<input type="text" value="All"/>	
Report Value:	<input type="text"/>	
Sort By:	<input type="text" value="Section ID"/>	

* - Required Field Back Preview Clear Menu

Figure 3.8.1.1.1 Course Utilization Report Criteria

3.8.1.2 Report Output

The Course Utilization report allows you to view the schedules of courses for the specified term. The report header displays school year, course ID, and course title. The report details the department, section ID, teacher name, term, periods, meeting pattern, room ID, maximum and optimum seats, seats taken and if there are conflicting schedules in other course-sections. Term and course totals are displayed at the end of the report. The Totals details the total number of classes, average class size, load for each class, and the maximum loads.

GRADY SCHOOL							Page: 1 of 10			
COURSE UTILIZATION REPORT							07/22/2005			
Report Code : CS_COURSE_UTIL							9:30:10 AM			
SCHOOL YEAR :	2005		COURSE TITLE:		HOME ROOM 1					
COURSE ID:	165000									
DEPT.	SECTION ID	TEACHER NAME	TERM	PERIODS	PATTERN	ROOM ID	MAX. SEATS	OPTIMUM SEATS	SEATS TAKEN	PERIOD CONFLICT
OT	11	ANDERSON, JACOB N	1	0-0	MTWRF	111	35	35	25	**
OT	12	BROWN, PAUL E	1	0-0	MTWRF	124	35	35	23	**
TERM TOTALS										
CLASSES :			2		LOAD :			48		
AVG. CLASS SIZE :			24.00		MAX. LOAD :			70		
COURSE TOTALS										
CLASSES :			2		LOAD :			48		
AVG. CLASS SIZE :			24.00		MAX. LOAD :			70		

Figure 3.8.1.2.1 Course Utilization Report Output

3.8.2 Master Course Schedules

The Master Course Schedules report allows you to generate a list of master schedules along with the graduation requirements. The report can be generated for a specific term or for the entire school year.

3.8.2.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes the term, report by, report option, report value, print courses and the sorting option.

You must specify a term to which course records are included. You may opt to generate the report by course ID, teacher ID, room ID, department, subject area or period, which determines the grouping of records in the report. Moreover, you may display specific course ID, teacher ID, room ID, department, subject area or period by specifying the corresponding value in the Report Value field.

You may also display all course-section regardless of their status or only the open or closed course-sections.

Records that matched the criteria specified may be sorted by Course ID, Course-section title, Department ID, Period, Room ID, Subject Area Code or Teacher Name.

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Logout

K12 District: **SHELDON SCHOOL DISTRICT** School: **33079 - GRADY SCHOOL** Parameters: **2005-AA-1**

Demographics | Enrollment | **Course** | Grades | Schedules | Progress | Attendance | Transcript | Discipline | Testing | Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | Teacher Schedule | **Reports** | Batch

MASTER COURSE SCHEDULES - Report Criteria

* Term Code:

Report By:

Report Option:

Report Value:

Print Courses:

Sort By:

* - Required Field Back Preview Clear Menu

Figure 3.8.2.1.1 Master Course Schedules Report Criteria

3.8.2.2 Report Output

The Master Course Schedules report allows you to view the master schedule of courses for the specified term. The report details the course-section, title, periods, days, semester, quarter, teacher name, teacher mailbox, room, department, subject area code, maximum and optimum seats, seats taken, credits, weight and graduation requirements of the master schedule records. .

GRADY SCHOOL														Page: 29 of 31			
MASTER COURSE SCHEDULES REPORT														09/30/2005			
Report Code: CS_MSTR_SCHD														1:36:26 PM			
SCHOOL YEAR: 2005																	
COURSE-SEC.	TITLE	PRDS.	DAYS	SEM.	QTR.	TEACHER	MAILBOX	ROOM	DEPT.	SUB-AREA CODE	MAX. SEATS	OPT. SEATS	TAKEN SEATS	TYPE	CREDITS	WT.	GRAD. REQ.
093202-1	MILLWORK & CABINET MAKNG(2-CR)	1-2	A	1	0	PLATT,ALEX D		301	OE	GENSA	25	25	16		0.500		EL
093400-16	LAW ENFORCEMENT	2-2	B	1	0			123	OE	GENSA	41	41	23		0.250		EL
093511-14	INTERNSHIP/LITERARY ARTS	4-4	A	1	0	RECORD,ANDREW S		OFF	OE	GENSA	5	5	0		0.250		EL
093511-15	INTERNSHIP/LITERARY ARTS	1-1	B	1	0	RECORD,ANDREW S		OFF	OE	GENSA	40	40	0		0.250		EL
093511-18	INTERNSHIP/LITERARY ARTS	4-4	B	1	0	RECORD,ANDREW S		OFF	OE	GENSA	5	5	0		0.250		EL
093531-14	INTERNSHIP/VISUAL ARTS	4-4	A	1	0	RECORD,ANDREW S		OFF	OE	GENSA	5	5	0		0.250		EL
093531-18	INTERNSHIP/VISUAL ARTS	4-4	B	1	0	RECORD,ANDREW S		OFF	OE	GENSA	35	35	1		0.250		EL
093631-19	INTERNSHIP/BUSINESS ADMIN-FIN	5-5	B	1	0	RECORD,ANDREW S		OFF	OE	GENSA	35	35	0		0.250		EL
093711-19	INTERNSHIP/ENGINEERING-TECH	5-5	B	1	0	RECORD,ANDREW S		OFF	OE	GENSA	5	5	0		0.250		EL
093721-9	INTERNSHIP/HLTH-MEDICAL (1-CR)	5-5	B	1	0	RECORD,ANDREW S		OFF	OE	GENSA	1	1	0		0.250		EL

Figure 3.8.2.2.1 Master Course Schedules Report Output

3.8.3 Room Utilization

The Room Utilization report allows you to generate schedules for rooms, including average class sizes and maximum loads for the course-section assigned to the room for a specific term or the entire school year. This also shows course-sections that have conflicting schedules.

3.8.3.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes the term, report by, report option, report value and the sorting option.

You must specify a term to which course-section records assigned to a room are included. You may opt to generate the report by course ID, department, room ID or teacher ID, which determines the grouping of records in the report. Moreover, you may display specific course ID, department, room ID or teacher ID by specifying the corresponding value in the Report Value field.

Records that matched the criteria specified may be sorted by Course ID, Department, Period or Teacher ID.

Logged in: JOHN SMITH Tuesday, April 19, 2006
DISCOVERY.net version 1.0.0.38923 Help Logout

K12 District: **SHELDON SCHOOL DISTRICT** School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics | Enrollment | **Course** | Grades | Schedules | Progress | Attendance | Transcript | Discipline | Testing | Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | Teacher Schedule | Reports | Batch

ROOM UTILIZATION • Report Criteria

Available Selected

* Term: 1 - SY 2005
 2 - SY 2005
 3 - SY 2005

Report By: Room ID

Report Option: All

Report Value:

Sort By: Course ID

* - Required Field Back Preview Clear Menu

Figure 3.8.3.1.1 Room Utilization Report Criteria

3.8.3.2 Report Output

The Room Utilization report allows you to view the schedules of rooms for the specified term. The report header displays school year, and room ID. The report details the department, course-section, course title, term, periods, meeting pattern, teacher ID, teacher name, maximum and optimum seats, seats taken and if there are conflicting schedules in other course-sections. Term and room totals are displayed at the end of the report. The Totals details the total number of classes, average class size, load for each class, and the maximum loads.

GRADY SCHOOL											
ROOM UTILIZATION REPORT											
Report Code: CS_ROOM_UTIL										Page: 1 of 12	
YEAR : 2005										07/22/2005	
ROOM ID :										10:04:57 AM	
DEPT.	COURSE SECTION	COURSE TITLE	TERM	PERIODS	PATTERN	TEACHER ID	TEACHER NAME	MAX. SEATS	OPT. SEATS	SEATS TAKEN	PERIOD CONFLICT
AR	210000-1	Basic Art - shapes	1	0-1	MTWRF			35	30	0	**
MA	ANMATH-1	ANALYTICAL MATHEMATICS	1	0-0	MTWRF	12005143	JENKINS, CHERLYN	10	5	2	**
TERM TOTALS											
TOTAL CLASSES:			2					LOAD:		2	
AVG. CLASS SIZE:			1.00					MAX. LOAD:		45	
ROOM TOTALS											
TOTAL CLASSES:			2					LOAD:		2	
AVG. CLASS SIZE:			1.00					MAX. LOAD:		45	

Figure 3.8.3.2.1 Room Utilization Report Output

3.8.4 Teacher Utilization

The Teacher Utilization report allows you to generate schedules for teacher, including average class sizes and maximum loads for the course-section assigned to the teacher for a specific term or the entire school year. This also shows course-sections that have conflicting schedules.

3.8.4.1 Report Criteria

The Report Criteria page allows you to specify parameters for the report. This includes the term, report by, report option, report value and the sorting option.

You must specify a term to which course-section records assigned to a teacher are included. You may opt to generate the report by course ID, department, room ID or teacher ID, which determines the grouping of records in the report. Moreover, you may display specific course ID, department, room ID or teacher ID by specifying the corresponding value in the Report Value field.

Records that matched the criteria specified may be primarily sorted by Teacher Name or Teacher ID. You may also sort the record using secondary sorting options by Course ID, Department, Period or Room ID.

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K12 District: **SHELDON SCHOOL DISTRICT** School: 33079 - GRADY SCHOOL Parameters: 2005-AA-1

Demographics Enrollment **Course** Grades Schedules Progress Attendance Transcript Discipline Testing Tra

Course Master List | Course Master | Course Section List | Course Section | Section Group Update | Room Schedule | Teacher Schedule | **Reports** | Batch

TEACHER UTILIZATION - Report Criteria

Available Selected

* Term:
 1 - SY 2005
 2 - SY 2005
 3 - SY 2005

Report By: Teacher ID
 Report Option: All
 Report Value:
 Primary Sort By: Teacher Name
 Secondary Sort By: Course ID

* - Required Field Back Preview Clear Menu

Figure 3.8.4.1.1 Teacher Utilization Report Criteria

3.8.4.2 Report Output

The Teacher Utilization report allows you to view the schedules of teacher for the specified term. The report header displays school year, teacher ID, and teacher name. The report details the department, course-section, course title, term, periods, meeting pattern, room ID, maximum and optimum seats, seats taken and if there are conflicting schedules in other course-sections. Term and teacher totals are displayed at the end of the report. The Totals details the total number of classes, average class size, load for each class, and the maximum loads.

GRADY SCHOOL										
TEACHER UTILIZATION REPORT										
Report Code: CS_TEACH_UTIL					Page: 1 of 2					
SCHOOL YEAR: 2005					07/22/2005					
TEACHER ID: 12005143					TEACHER NAME: JENKINS, CHERLYN					
					10:01:07 AM					
DEPT.	COURSE SECTION	COURSE TITLE	TERM	PERIODS	PATTERN	ROOM ID	MAX. SEATS	OPT. SEATS	SEATS TAKEN	PERIOD CONFLICT
MA	ANMATH-1	ANALYTICAL MATHEMATICS	1	0-0	MTWRF		10	5	2	
TERM TOTALS										
CLASSES:			1		LOAD:			2		
AVG. CLASS SIZE:			2.00		MAX. LOAD:			10		
TEACHER TOTALS										
CLASSES:			1		LOAD:			2		
AVG. CLASS SIZE:			2.00		MAX. LOAD:			10		

Figure 3.8.4.2.1 Teacher Utilization Report Output

3.9 Batch

The Batch submodule lists and allows you to execute all Course-related batch process. It consists of two pages: List and Status pages.