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**Department of Information  
and Application Services**

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**MCPS  
Online Administrative Student  
Information System (OASIS)**

**Elementary Subject Assignment**

**User Manual**

**Version 2.12**

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## Introduction

The Elementary Subject Assignment application enables school staff to assign or re-assign students to a specific course section individually or as a complete unit. The Elementary Subject Assignment module is part of the Montgomery County Public Schools (MCPS) Online Administrative Student Information System (OASIS). This module shows the sectioning in which a student is enrolled. You can also add sections and move students within sections.

Primary users of this module are:

- ... School secretaries
- ... School administrative secretaries
- ... School principals
- ... School attendance secretaries

This user manual provides step-by-step instructions for using the Elementary Subject Assignment module.

## 1 Access the Elementary Subject Assessment Module

To access the Elementary Subject Assessment Module:

1. Log on to OASIS.
2. Hover the mouse pointer over the **Scheduling** tab to display the menu items.



3. Click the **Elementary Subject Assignment** link.

If you have not selected a school, you may be asked to do so. See Section 6.3 **Error! Reference source not found.** for more information.

If you have not already selected a student, you will be asked to do so. See Section **Error! Reference source not found. Error! Reference source not found.** for information on this task.

## 2 View Teacher and Student Lists

You can view sections in the following ways:

- ... View Teacher List
- ... View Sections by Teacher
- ... View Sections by Course

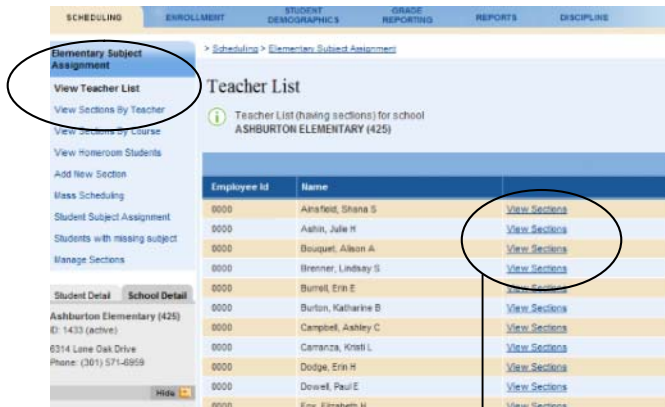
... View Homeroom Students

To view these lists, use the links in the left-hand menu.

## 2.1 View the Teacher List

The **Teacher List** shows all the teachers for a school to whom sections have been assigned, and their employee ID numbers. It also provides a link to the sections assigned to each teacher. This page is the default when you access the **Elementary Subject Assignment** module, or click **View Teacher List** on the left-hand menu.

1. In **Elementary Subject Assignment**.
2. Click the **View Sections** link to see the sections that have been assigned to a particular teacher. The teacher's **Section List** page displays.



**Section List**

School: ASHBURTON ELEMENTARY (425)

Teacher: Ainsfield, Shana S

Section No.	Course	BEGIN DATE	End Date					
01	ESOL	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
01	ESOL A01	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
01	ESOL A06	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
05	MATHEMATICS	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
05	READING I	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
05	SOCIAL STUDIES	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
35	HOMEROOM	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
92	HOMEROOM	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>

## 2.2 View Sections by Teacher

The **Sections by Teacher** list shows all the courses and sections to which a teacher is assigned.

1. In **Elementary Subject Assignment**.
2. Click **View Sections by Teacher** in the left-hand menu.

Section List

School: ASHBURTON ELEMENTARY (425)

Teacher: Madigan, Kerry E

Section No.	Course	BEGIN DATE	End Date					
13	HOMEROOM	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
35	MATHEMATICS	08/29/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
35	READING I	08/31/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>

3. Select the teacher from the **Teacher** drop-down list. The **Section List** displays.
- Note:** If you do not see a teacher's name in the drop-down list, that teacher has not been assigned to a section.

Section List

School: ASHBURTON ELEMENTARY (425)

Teacher: Madigan, Kerry E

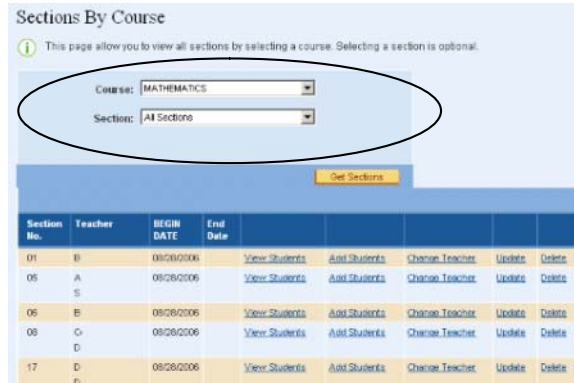
Section No.	Course	BEGIN DATE	End Date					
13	HOMEROOM	08/28/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
35	MATHEMATICS	08/29/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>
35	READING I	08/31/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>

4. Click the links on this page to carry out these tasks:
  - ... **View Students** – View a list of the students who are enrolled in this course and section
  - ... **Add Students** – Add students to a section for this course
  - ... **Change Teacher** – Change the teacher assigned to this course and section
  - ... **Update** – Update the begin or end dates for this course
  - ... **Delete** – The course and section from the teacher's list

### 2.3 View Sections by Course

This list displays the teachers that are assigned to a particular course.

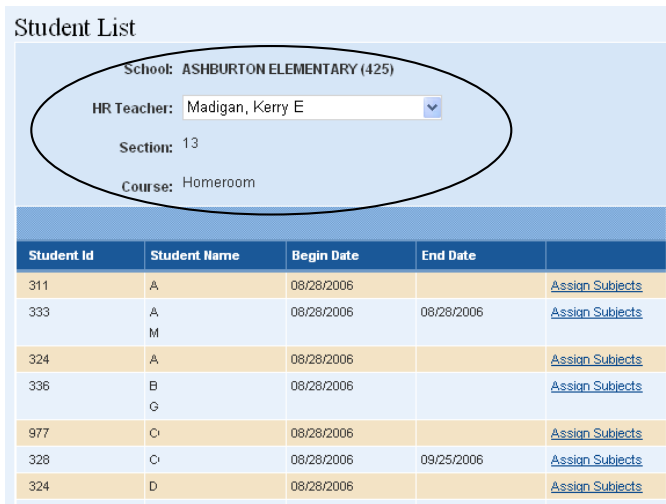
1. In **Elementary Subject Assignment**.
2. Click **View Sections by Course** in the left-hand menu.
3. Using the drop-down list, select a **Course** and a **Section**.
4. Click **Get Sections**.



### 2.4 View Homeroom Students

This list displays all students in a homeroom in a school.

1. In **Elementary Subject Assignment**.
2. Click **View Homeroom Students** in the left-hand menu.
3. Using the drop-down list, select **Homeroom Teacher**. The Student List for that homeroom teacher appears.



### 3 Work with Sections

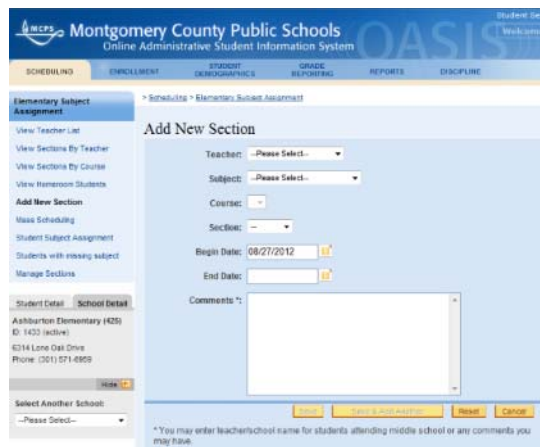
In working with sections, you can

- ... Add sections
- ... Update sections
- ... Add students to a section
- ... Change the teacher for a section
- ... Delete a section for a teacher

#### 3.1 Add Sections

To add a section to a school:

1. In **Elementary Subject Assignment**.
2. Click the **Add Section** link on the left-hand menu. The **Add New Section** page appears. Use this page to add new sections for any teacher in the school.



3. Click the **Teacher** drop-down list to select the teacher for which you want to create a new section.

Teachers listed in the drop-down list on this page are any employees in the school that have a position code specific to teacher. This list is downloaded from the Human Resources database and may be different from the Teacher List page. Remember that the Teacher List page lists only those teachers in a school who have been assigned to a section.

4. Click the **Subject**, **Course**, and **Section** drop-down lists to create a section.
5. Select a **Begin Date** for the section by using the calendar or by entering the date in MM/DD/YYYY format. The calendar displays the MCPS calendar from which you can select valid school dates for this section. Leave the End Date field blank
6. If student is leaving building to go to a middle school, add the name of the middle school and the teacher in the comment box.



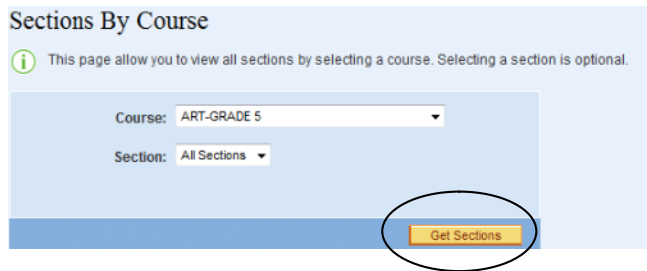
7. To complete the new section, either click
    - ... **Save** to save your changes and return to the teacher's **Section** page.
    - ... **Save & Add Another** to save your changes. The **Add New Section** page displays again with blank fields so you can add another section.
- The system checks for invalid dates or other teachers assigned to the same section. Unless you are adding course sections on or before the first day of school, valid dates do **not** include dates in the future. That is, you can only assign Begin and End dates that are between the first day of the school year and the current date. When you add a section with beginning and ending dates, those dates are entered into the database. If you later need to change a date that is later than the End date, a conflict would arise in the database, and you would receive an error message.
- ... **Reset** to return the original contents of the fields.
  - ... **Cancel** to close the **Add New Section** page and returns to the teacher's **Section** page. No changes are saved.

### 3.2 Update Sections

You can change the teacher and the dates for a section. The system currently allows only backdating sections. You cannot add future dates.

To update an existing section:

1. In **Elementary Subject Assignment**.
2. Click the **View Sections by Course** link in the left-hand menu.
3. Using the drop-down list, select a **Course** and a **Section**.
4. Click **Get Sections**. The teacher's section(s) for that course appears.



5. Click the **Update** link. The **Update Section** page appears.





You can update only the **Comment**, **Begin Date** and **End Date** for a section. When you select different dates using the calendar, you can select only valid school dates up to the current date. You cannot assign a future date.

6. When finished, click

- ... **Save** to save the updates
- ... **Reset** to return the original contents of the fields
- ... **Cancel** to return to the **Sections by Course** page. No changes are saved.

If you enter an **End Date** for a section that has students assigned to it, the system asks if you want to change the **End Dates** for the students in that section. Click **OK** to update students' dates.

When saving, OASIS checks for:

- ... Another teacher assigned to the same course or section within the date range
- ... Students who have end dates after the new end date for the section
- ... Students who have begin dates before the new begin date for the section
- ... Students who have end dates before the new begin date for the section

### 3.3 Add Students to a Section

To add students to a section:

1. In **Elementary Subject Assignment**.
2. Click the **View Sections by Course** link in the left-hand menu.

3. Using the drop-down list, select a **Course** and a **Section**.
4. Click **Get Sections**. The teacher's section(s) for that course appears.
5. Click the **Add Students** link. The **Add Students to Section** page appears.

**Note:** To add students, the section cannot have an end date.

6. To choose students from existing homerooms, in the **From** box,
  - a. Select the currently-assigned homeroom teacher (**HR Teacher**) from the drop-down list.
  - b. Select a move date (**Move Dt**) using the calendar. This indicates the date that the student will begin in the new section.
  - c. As appropriate, narrow the list of students displayed by selecting the appropriate check box or option buttons. Choices include **ESOL** and **Spec. Ed.** In addition, you can choose **Male**, **Female**, or **All** students (default).
  - d. Click **Go**. A list of the students in the current teacher's homeroom appears.

7. To choose students from articulation groups, in the **From** box,
  - a. Click to select the Artic Groups option.
  - b. Select a course from the dropdown.
  - c. Select a group from the dropdown.
  - d. Select a move date (**Move Dt**) using the calendar. This indicates the date that the student will begin in the new section.

- e. Articulation groups cannot have any additional filters applied.

**Note:** Articulation Groups are optional and only seen if your school set them up in the Articulation Application separate from OASIS.

- f. A list of the students in the articulation group appears automatically.
8. Select the student that you want to move to the section. To select more than one student, hold the **Ctrl** key while clicking students' names. To select all the students, click the **Select All** option button
  9. Click the **>** button to move the student(s) to the section list.

To remove students from a section, click the **<** button. You can only remove students that you added in this session.

Student Id	Name	Teacher / Section
4	C	-
4	C	-
4	D	-
4	F	-
4	G	-

Student Id	Name
4	A
4	B

Select All  Unselect All

10. Click **Save**. The system checks for a valid enrollment date and moves the selected student(s) to the new section.

### 3.4 Change the Teacher for a Section

**Note:** To change a teacher, the section cannot have an end date.

To change a teacher for a section:

1. In **Elementary Subject Assignment**.

2. Click the **View Sections by Course** link in the left-hand menu.

Sections By Course

*i* This page allow you to view all sections by selecting a course. Selecting a section is optional.

Course: MATH IM - Sch A - Tch A

Section: All Sections

Get Sections

Section No.	Teacher	BEGIN DATE	End Date					
03	M	09/26/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>

3. Using the drop-down list, select a **Course** and a **Section**.
4. Click **Get Sections**. The teacher's section(s) for that course appears.

Sections By Course

*i* This page allow you to view all sections by selecting a course. Selecting a section is optional.

Course: MATH IM - Sch A - Tch A

Section: All Sections

Get Sections

Section No.	Teacher	BEGIN DATE	End Date					
03	M	09/26/2006		<a href="#">View Students</a>	<a href="#">Add Students</a>	<a href="#">Change Teacher</a>	<a href="#">Update</a>	<a href="#">Delete</a>

5. Click the **Change Teacher** link. The **Change Teacher** page appears.

Change Teacher

*i* [Provide a description for this page]

Current Teacher: Ainsfield, Shana S

Course: MATHEMATICS

Section: 05

Begin Date: 8/28/2006

End Date:

New Teacher: B

As of Date: 09/26/2006

Save Reset Cancel

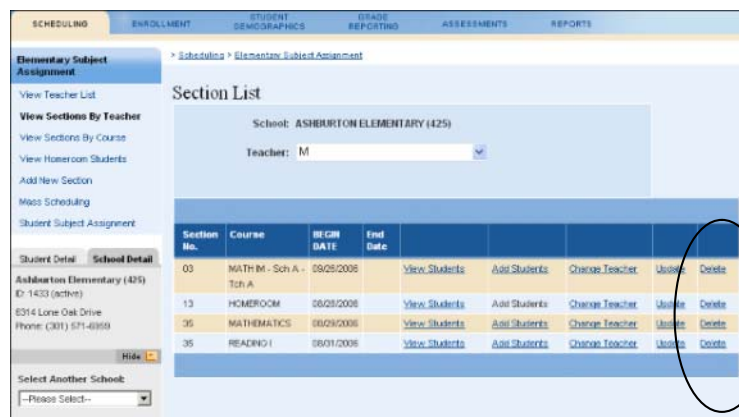
6. Using the drop-down list, select a **New Teacher**.
7. Indicate the date of the change using the calendar.
8. When finished, click
  - ... **Save** to save the updates. The system ends all the students in the original section and begins them in the changed section with the As of Date as the Begin Date.
  - ... **Reset** to return the original contents of the fields

... **Cancel** to return to the **Sections by Course** page. No changes are saved.

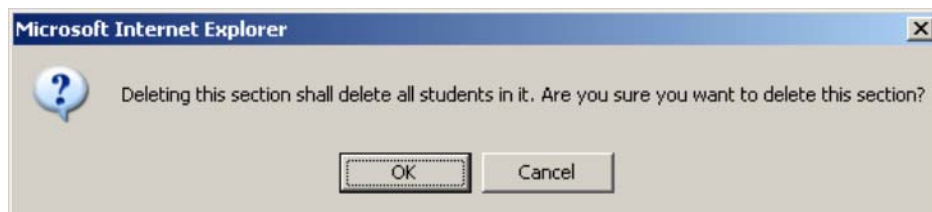
### 3.5 Delete a Section for a Teacher

To delete a section for a teacher:

1. In **Elementary Subject Assignment**.
2. Click the **View Sections by Teacher** link in the left-hand menu.
3. Using the drop-down list, select the **Teacher**. The **Sections** page appears.
4. Click the **View Students** link to make sure there are no students in the section. If there are, students must be moved from that section prior to its deletion.
5. Click the **Delete** link in the row of the section that you want to delete.



6. The system will warn you that deleting the section deletes all the students in it. Click **OK** to confirm.



### 3.6 Mass Scheduling

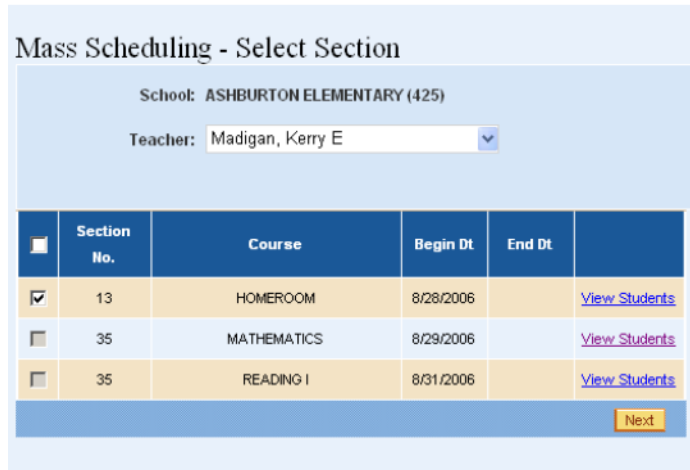
This option is available for assigning homeroom and course sections (i.e., Reading, Math, Social Studies, Science, etc.) for elementary students.

All Homeroom Sections and Course Sections must be created (see Section 3.1 Add Sections) before students can be assigned. The begin date will default to the first day of school for all sections created between July and the first full week of school each year.

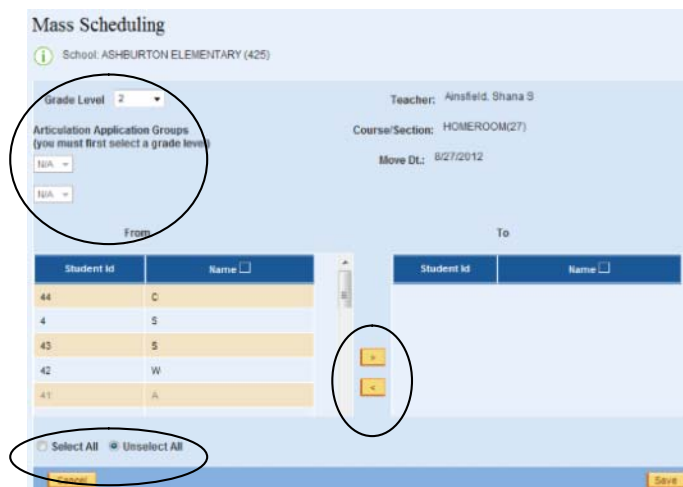
Note: To add students, the section cannot have an end date.

To add students to a section (homeroom used in this example):

1. Access the Elementary Subject Assessment Module.
2. Click the **Mass Scheduling** link on the left-hand menu. The **Mass Scheduling – Select Section** page appears.
3. Select the teacher from the dropdown list. The teacher’s section(s) list appears. Note that all homeroom sections will have a **begin date** of the first day of school.



4. Select the Homeroom Section to which you want to assign students by clicking the box on the left hand side.
5. Click **Next**. The **Mass Scheduling From –To** page appears.
6. Under **From**, select the grade level and optionally an articulation group. If articulation group options are grayed out, it means your school did not create articulation groups for this grade level. Students not yet assigned a homeroom will be listed first in bold type, followed by the students already assigned to a homeroom listed in grayed out type. Only students’ names displayed in bold type can be assigned a homeroom. Students whose names are grayed out have already been assigned a homeroom.



7. In the **From** column, select the student to move to the section. To select more than one student, hold the **Ctrl** key while clicking students’ names. To select all the students, click the **Select All** option button.

8. Click the **>** button. The student's name will be moved to the **To** column.  
**Note:** To remove students from a section, click the **<** button. You can only remove students that you added in this session.
9. When finished, click **Save**. You will return to the previous page to select the next section to which students can be assigned in mass.

## 4 Work with Student Schedules

When working with student schedules, you can

- ... View students in a course section
- ... Assign subjects to students
- ... Update student schedules

### 4.1 View Students in a Course Section

To view the students in a section:

1. Click the **View Sections by Course** link in the left-hand menu.
2. Select a **Course** and **Section** from the drop-down list.
3. Click the **Get Sections** button. The teacher, and begin and end dates for that section appear.
4. Click **View Students**. The Student List for that section appears.

Student List				
School: ASHBURTON ELEMENTARY (425)				
Teacher: Butler, Katharine				
Section: 01				
Course: MATHEMATICS				
Student Id	Student Name	Begin Date	End Date	
987	A	08/28/2006		<a href="#">Assign Subjects</a>
996	C	08/28/2006		<a href="#">Assign Subjects</a>
981	C	08/28/2006		<a href="#">Assign Subjects</a>
990	C	08/28/2006		<a href="#">Assign Subjects</a>
981	D	08/28/2006		<a href="#">Assign Subjects</a>
339	E	08/28/2006		<a href="#">Assign Subjects</a>
312	H	08/28/2006		<a href="#">Assign Subjects</a>
981	L	08/28/2006		<a href="#">Assign Subjects</a>

### 4.2 Assign Subjects to Students

To view the students in a section:

1. Click **View Homeroom Students** on the left-hand menu.

2. Select the homeroom teacher from the drop-down list.
3. Click the **Assign Subjects** link for a student. The **Student Schedule** with basic student details for the student and the student's course list appears.

If the student has been enrolled in more than one MCPS school during the school year, you see a list of those schools. Click **View Schedule** next to the current school to see the course list.

4. To add a subject to the Student Schedule, click **New Class**. The **Add Student Schedule** page appears.

5. From the drop-down menus, select the **Course** you want to assign to the student, the **Teacher /Section**, and the **Begin** and **End Dates**.
6. When finished, click
  - a. **Save** to save your changes and return to the **Student Schedule** page.

The system checks the following:

- ... All date ranges are valid based on the enrollment dates and the section dates



- ... The student is not taking the same course in any section in between the dates entered

If the student has ended the same course previously on the begin date, system updates the old schedule with the new end date.

- b. **Save & Add Another** to save your changes. The **Add Student Schedule** page displays again with blank fields so you can add another section
- c. **Reset** to return the original contents of the fields
- d. **Cancel** to close the **Add Student Schedule** page and returns to the **Student Schedule** page. No changes are saved.

### 4.3 Update Student Schedules

To update a student's schedule:

1. Go to the **Student Schedule** page for a student. (See Section 4.2 Assign Subjects to Students for instructions).
2. Click the **Update** link in the row of the course you want to update. The **Update Student Section** page appears.

**Note:** If the student has more than one enrollment during the school year, click Add Schedule on the Enrollment list to see the Update Course page.

3. Select a **Student Begin Date (Dt.)** and a **Student End Date (Dt.)** for this course.
4. When finished, click
  - a. **Save** to save your changes and return to the **Student Schedule** page.

The system checks the following:

- i. All date ranges are valid based on the enrollment dates and the section dates
- ii. The student is not taking the same course in any section in between the dates entered

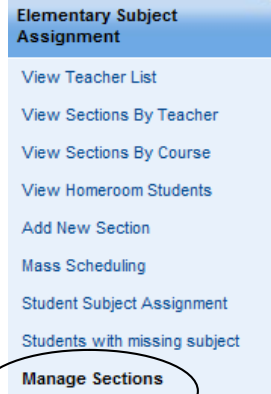
If the student has ended the same course previously on the begin date, system updates the old schedule with the new end date.

- b. **Reset** to return the original contents of the fields
- c. **Cancel** to close the **Update Student Schedule** page and returns to the **Student Schedule** page. No changes are saved.

## 5 Manage Sections

When working with managing sections, you can

- ... View all course sections in your school
- ... Create new or update existing sections
- ... Delete sections
- ... Assign students to sections



### 5.1 View Course Sections

To view the course sections in:

1. Click the **Manage Sections** link in the left-hand menu.
2. A list of all course sections appears. If the list is long, select to view additional pages at the bottom of the list view. Optionally, filter the list by selecting a specific subject and/or teacher.

Manage Sections

Here is a note explaining something..... + Add Section

Show sections by subject: All Show sections by teacher: All

Subject	Course	Teacher	Crs Id	Sec	Stu#	IEP#	C	Add Stud	Update
ES-ESOL SCREENING	ESOL SCREENING - GRADE PRE K	Ainsfield, Shana	9907	01	0	0	N	+ Add Studs	✓ Update
ES-HOMEROOM	HOMEROOM	Ainsfield, Shana	9151	27	0	0	N	+ Add Studs	✓ Update
ES-HOMEROOM	HOMEROOM	Ashin, Julie	9151	20	22	2	N	+ Add Studs	✓ Update
ES-HOMEROOM	HOMEROOM	Bouquet, Alison	9151	21	22	3	N	+ Add Studs	✓ Update
ES-HOMEROOM	HOMEROOM	Brenner, Lindsay	9151	40	36	1	N	+ Add Studs	✓ Update
ES-HOMEROOM	HOMEROOM	Burrell, Erin	9151	70	22	2	N	+ Add Studs	✓ Update
ES-HOMEROOM	HOMEROOM	Burton, Kathleen	9151	30	25	0	N	+ Add Studs	✓ Update
ES-HOMEROOM	HOMEROOM	Campbell, A. Shaw	9151	30	22	1	N	+ Add Studs	✓ Update

### 5.2 Add Course/Update Sections

1. Click the **+Add Section** button to add a section, or click the **Y Update** button on a section row to change section information. An Add/Edit screen appears.

Manage Sections

Here is a note explaining something..... + Add Section

Show sections by subject: All Show sections by teacher: All

Subject	Course	Teacher	Crs Id	Sec	Stu#	IEP#	C	Add Stud	Update
ES-ESOL SCREENING	ESOL SCREENING - GRADE PRE K	Ainsfield, Shana	9907	01	0	0	N	+ Add Studs	✓ Update
HOMEROOM	HOMEROOM	Dodge, Ann	9151	10	21	0	N	+ Add Studs	✓ Update

**Add/Edit Section**

Courses: Select Course... Begin Date: 8/27/2012

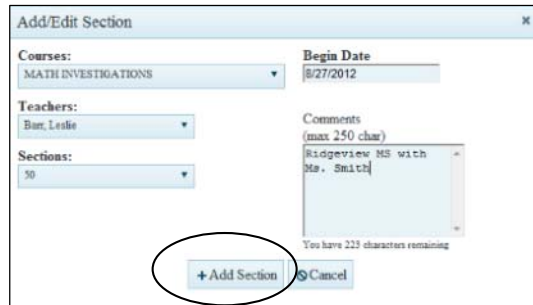
Teachers: Select Teacher...

Sections: Select Section...

Comments (max 250 char)

+ Add Section Cancel

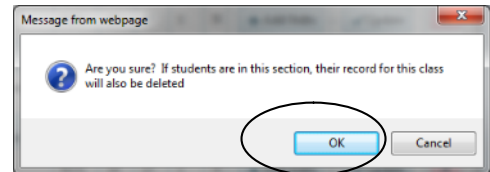
- Fill in the information and click to create a new section or save update changes.



### 5.3 Delete Sections

- Click on the Pink/Red X button at the end of desired section row and then click the Yes button when asked to confirm deletion.

ES-PHYSICAL EDUCATION	PHYSICAL EDUCATION- GRADE 1	Alfano, Nancy	7611	03	0	0	N	+ Add Stds	✓ Update	X
ES-PHYSICAL EDUCATION	PHYSICAL EDUCATION- GRADE 1	Beink, Stephanie	7611	01	0	0	Y	+ Add Stds	✓ Update	X
ES-PHYSICAL EDUCATION	PHYSICAL EDUCATION- GRADE 1	Beink, Stephanie	7611	02	0	0	N	+ Add Stds	✓ Update	X
ES-ARTS	ART-GRADE K	Brown, Adriane	6017	01	0	0	Y	+ Add Stds	✓ Update	X
ES-ARTS	ART-GRADE K	Brown, Adriane	6017	02	0	0	N	+ Add Stds	✓ Update	X



### 5.4 Add Students to Sections

- Click +Add Students button to go to the Mass Scheduling add students to section screen. See section 3.6 for more information on adding students on this screen.

## 6 Subjects to Section

Course/Grade Level	K	1-3	4-5
Art	R	R	R
ESOL	E	E	E
Homeroom	R	R	R
Instrumental Music			M
Language	R		
Learning Skills	R	R	R
Mathematics	R	R	R
Music	R	R	R
Physical Education	R	R	R
Reading	R	R	R
Science	R	R	R
Social Studies	R	R	R
Writing	R	R	R
ESOL screening	S	S	S

R = Required for ALL students

E = Required only for ESOL students

M = Required only for Instrumental Music students

S = Required only for specific students needing ESOL screening