ProgressBook StudentInformation

Adding Course Terms for Satellite or ESC Courses Taught at Another Location with Different Course Term Start and End Dates (EMIS Course Terms)

Change Log

Date	Section Number/Name	Change Description
6/24/20	Entire document	Review and update
11/29/18	Entire document	Updated for FY19

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Purpose

The purpose of this document is to guide you through the steps to create new course terms to cover the start and end dates for courses taken in a building outside the district. These courses may have start and end dates that fall outside the master calendar date ranges. By setting up a new course term and then using the EMIS Terms parameter to specify the dates of the course section, this enables CTRMEMIS to report the actual days the course meets.

With the new EMIS terms defined, CTRMEMIS will report the start and end dates for the course according to the EMIS term start and end dates. Course section assignment start and end dates will still reflect the building's term dates, however, CTRMEMIS will accommodate for that and report the student in the class full time if their course section assignment start date is equal to either the EMIS term start date or the course term start date from the building course terms. For the end date, no date will be reported on the GN record unless the student left the course before the end of the course section. The EMIS term end date will be used to determine the end of the course.

Limitations

This checklist was originally written from the perspective of school already in session and the original classes already existing on the master schedule. Once school starts and students are assigned to a course section, you cannot change the course term on a course section. These instructions guide you through moving the students from one course section with the local course term to a new section with the new course term and EMIS term dates defined specifically for the course term dates from another district.

At this time, we are not recommending districts extend the master calendar to accommodate these types of calendars. Dates outside the master calendar will be handled with new functionality in sub-calendar maintenance that is currently under development. Because this functionality hasn't been released yet, buildings would not be able to enter attendance for any days outside the master schedule this course term may meet.

Also, once students are assigned to the new course section, the course section assignment dates will still reflect the building course term dates and not the EMIS term dates at this time. CTRMEMIS processing will handle the differences in dates and will use the EMIS term dates for reporting of staff and student class record.

Task #1 – Add New Course Terms

A new course term will need to be added so that different EMIS term dates may be specified. This will allow the existing course term to remain for local use while the new course term will be used specifically for those courses taken outside the district, but are required to be reported by the district reporting the student. To add a new course term:

1. Navigate to: **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Course Terms**.
2. Click **Add Course Term** and enter the required information.

Task #2 – Add a Marking Pattern for each New Course Term

The new course term will also require a marking pattern. For this term, only those reporting periods where the district will be collecting marks needs to be defined for this marking pattern. For example, if the district will only be collecting a final mark for the course, then only a final mark needs to be specified in the marking pattern associated with the new course term.

1. Navigate to: **StudentInformation » Management » School Administration » Marks Administration Menu » Marking Patterns**.
2. Click **Add Marking Pattern**.
3. Enter the required information and check only one Course Term Name. ***Do not mark*** Set as Default.
4. Next, enter **Marking Pattern Rules**. Click **Add Pattern Rule** and only enter marking pattern rules for marks you are recording.

Marking Pattern Rules - Final

From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

| Add Pattern Rule | Cancel and Return |

		Name	Mark Type	Sequence Number	Reporting Term ▲	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
🗑	✏	Final	Final	1	Final	Earned	100		

Task #3 – Update EMIS Term Dates

For the new course term, update the EMIS Term dates at the district level. Use the start and end date the course actually meets even if those dates are outside the boundary of the current building's master calendar start and end dates. To update EMIS Term Dates:

1. Change context to the district level.
2. Navigate to: **StudentInformation** » **EMIS** » **Maintenance** » **EMIS Term Dates**.
3. Edit applicable course terms and adjust the start and stop dates. The dates should indicate the term start and end dates of the location where the course is actually taught.

Task #4 – Create New Course Sections for Satellite Courses and Assign to New Course Term(s)

In this step, you will update the course section with the new course term. If the course section exists and no students have been assigned yet, you can just change the course term associated with the section. If students have been assigned, create a new course section using the new course term.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration**. » **Course Maintenance** » **Course Sections**. Create a new course section and assign the newly created course term.
2. **If a course section exists and no students have been scheduled into the course section** yet, edit the existing course section and update the course term changing it to the newly created course term.
3. **If a course section exists and students have already been scheduled into the course section**, then you will need to add a new course section making the course term the newly created course term and then follow the directions in **Task 5** to transfer the students from the old course section to the new section.
4. Add **Teacher History** records manually or run **Add Missing** on the **Teacher History Maintenance** page.

Task #5 – Create Ad Hoc Memberships Consisting of the Students Assigned to the "OLD" Section

If students had already been scheduled into the course section, you will need to move the students from the old course section to the new course section. This step details how to accomplish this using ad-hoc membership groups to move the students from one course section to another. If students have not been scheduled into the course section yet, add course section assignments for the newly created course section.

1. Navigate to: **StudentInformation » My Account » Ad hoc Memberships**.
2. Click **Add New Ad-Hoc Membership** and use the **Course Section Info** tab to create a separate ad hoc membership for each "OLD" satellite section.

   NOTE: Ensure your ad hoc membership includes students who previously dropped the "OLD" section. If you are switching course sections after school has started, dropped students must be included. For EMIS reporting, ODE wants to see all students in the course section, even if the student only attended the class one day. Once a dropped student is added, you must update the course section assignment with the original stop date of the date the student dropped the class.

Task #6 – Bulk Remove Students from "OLD" Section

In this step, students are removed from the old course section in preparation for assigning to the new course section. If no students have been assigned yet to the course section, then you can skip this step and go on to adding students to the course section.

1. Navigate to: **StudentInformation » SIS » Scheduling » Bulk Course Section Management**.
2. Bulk remove all students from the section.
3. Repeat for all "OLD" satellite sections.

Task #7 – Bulk Assign Students into "Newly Created" Satellite Sections using Ad Hoc Memberships

If students were removed from a prior section, use the instructions in this step to add them back to the newly created course section.

1. Navigate to: **StudentInformation** » **SIS** » **Scheduling** » **Bulk Assign**.
2. On the **Create a list of students** tab, select **Search by Ad Hoc Membership.**
3. Bulk assign students that were in the "OLD" satellite sections into new satellite sections.
4. Use the first day of the term for satellite course as the assignment start date. Later you can manually adjust any students that may have come into the section after the start of class.

NOTE: If the start date is before the master calendar start date, use the first day of the master calendar as the start date. When CTRMEMIS is processed, it will report the EMIS term start date instead of the master calendar start date.

Task #8 – Run CTRMEMIS in Update Mode before Resubmitting Data