

Scheduling Components (Texas)

Last Modified on 10/22/2022 10:38 am CDT

[Course Tab Fields](#) | [Course Section Fields](#) | [**Staff History Fields](#) | [Roster Batch Edit Fields](#) | [Walk-In Scheduler Fields](#)

Many of the tabs included in the Scheduling Components contain fields that are specific to the state of Texas. These fields can be used for district-tracking purposes or these fields may directly affect state reporting. The information below further defines these state-specific fields to provide guidance in entering data.

State Reporting *relies* on fields marked with an **. Leaving these fields blank prevents the proper generation of state reports.

Course Tab Fields

PATH: [Scheduling](#) > [Courses](#) > [Course](#)

The Course tab contains information about courses attached to this calendar or school. Many of the Course fields are unique to the state of Texas. These fields are further described below. All other fields in Course tab do not require unique, state-specific data. However, many of these fields are required and data entry in these fields is necessary. For more information on these fields, see the [Course](#) article.

Course Information Tab

** State Code

The State Code refers to the services supplied by the staff. In Texas, this is referred to as the Service ID. See the *TEDS Section 4:C022 Code Table* document for a complete list of Service ID codes. For information on setting up state Codes for each course, please see the [Course Codes](#) article.

▶ [Click here to expand...](#)

Term

The Term field allows the user to determine the Term in which the course is offered.

▶ [Click here to expand...](#)

Type

The Type field allows the user to determine the course type. The selected Course Type is not used for state reporting.

▶ [Click here to expand...](#)

Activities

Use the Activities field to indicate how the course is being used. This field is used to track an activity such as an athletic team or extra-curricular. It may use a state- or district-defined set of codes. The selected Activities type is not used for state reporting.

▶ [Click here to expand...](#)

** Include in Monthly Minutes

Include in Monthly Minutes is used to indicate that a course should be counted toward teacher minutes. This allows districts to track the amount of time teachers spend teaching specific courses.

▶ [Click here to expand...](#)

Abbreviated Course Name

Abbreviated Course Name allows users to enter a shortened name for the course. Abbreviated Course Name is not used for state reporting.

▶ [Click here to expand...](#)

** Course Sequence

Course Sequence identifies the unique part(s) of a course when a course is taught during a single grading period, semester, or across multiple grading periods/semesters. Use the table below for guidance in making the proper selection.

⊖ The number of grades reported for a single year is equal to the number of UNIQUE SECTION CODES reported.

▶ [Click here to expand...](#)

Population Served

The Population Served field identifies the student population for which a service has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.

Users are able to enter a selection for Population Served on the Section tab as well. When a selection for Population Served is entered on the Section tab, the Section tab entry overrides the Course tab entry for reporting.

▶ [Click here to expand...](#)

Instructional Setting

The Instructional Setting field identifies the setting used in providing instruction to students. For more detailed definitions of Special Education Instructional Setting Codes, see the Student Attendance Accounting Handbook.

Users are able to enter a selection for Instructional Setting on the Section tab as well. When a selection for Instructional Setting is entered on the Section tab, the Section tab entry overrides the Course tab entry for reporting.

▶ [Click here to expand...](#)

Non Campus Based Instruction Code

A Non-Campus Based Instruction Code indicates that a course was offered for class credit or student achievement, but:

1. was not taught by a school district/charter school employee or a contracted teacher , or
2. was taught by a school district/charter school employee or a contracted teacher at a facility other than the campus where the student is enrolled.

Examples include, but are not limited to, college-based instruction, non-district teacher, non-campus teacher, internet-based instruction, electronic Course Pilot (eCP), and Texas Virtual School Network (TxVSN).

Users are able to enter a selection for Non Campus Based Instruction Code on the Section tab as well. When a selection for Non Campus Based Instruction Code is entered on the Section tab, the Section tab entry overrides the Course tab entry for reporting.

▶ [Click here to expand...](#)

Distance Learning

Distance Learning means remote instruction (instruction provided through a technology that allows for real-time, two-way interaction between a student and teacher who are in different physical locations) in which a student physically located at his or her home campus participates in a class provided at another campus in the same district or in another district at which students and a teacher are physically present. Distance Learning does not include instruction provided through the TxVSN. Distance Learning is not used in state reporting.

▶ [Click here to expand...](#)

Dual Credit Indicator

The Dual Credit Indicator field indicates whether the student was eligible to receive both high school and college credit for a college course.

If the Dual Credit Indicator checkbox is marked, a **Dual Credit Course Sequence** must be selected.

▶ [Click here to expand...](#)

Onramps Dual Credit

This checkbox is used to indicate the student has successfully completed an OnRamps Dual Credit Course.

Career and Technical Ed Services

The Career and Technical Ed Services checkbox indicates whether the student is enrolled in a state-approved career and technical education course as an elective, or as a participant in the district's career and technical coherent sequence of courses, or as a participant in the district's technical prep program.

▶ [Click here to expand...](#)

College Credit Hours

College Credit Hours indicate the number of college hours a student earned for the completion of a dual credit course.

▶ [Click here to expand...](#)

CATE Contact Hours

CATE Contact Hours indication the total number of days the student was eligible and present in an approved career and technical course that generated contact hours during a particular reporting period.

▶ [Click here to expand...](#)

ATC Indicator Code

The ATC Indicator Code checkbox indicates a high school course for which college credit may be awarded by a post-secondary institution under the conditions of a local articulation agreement or the statewide Advanced Technical Credit (ATC) program agreement.

▶ [Click here to expand...](#)

Special Explanation

The Special Explanation Code is a description authorized by TEA as a means to document on the transcript (AAR) specific information regarding the course to which the code is associated. Examples include explanation codes for course credit earned in middle school or at a college-level. More than one code may be included with a Course Type.

▶ [Click here to expand...](#)

Course Section Fields

PATH: *Scheduling > Courses > Course > Sections*

The Section tab within the Course folder is provided as a view screen, listing all sections for the selected course and basic identifying information about that section - the assigned primary teacher, where the section meets, in what term and for what period, and how many students are in each section.

Once the user selects the Edit link next to a Section number, additional tabs display, providing more details about that course section. Scheduling staff, principals, counselors, etc. can use the tools available in this view to manage course section information - entering grades, creating rosters, recording attendance, etc.

Many of the Section fields are unique to the state of Texas. These fields are further described below. All other fields in Section tab do not require unique, state-specific data. However, many of these fields are required and data entry in these fields is necessary. For more information on these fields, see the [Sections](#) article.

Section | Staff History | Roster | Attendance | Grading By Task | Grading By Student

Save | Delete

Section Editor

SectionID
268720

*Section Number
1

Max Students
(12)

Room
D102

Hide Standards On Portal

Distance Learning (Override)
()

Primary Teacher
Gerfers, Ryan Matthew

Instructional Setting

Term
01: Fall Semester

Non Campus Based Instruction Code

Population Served

Student Instruction Type

Daily Prep Minutes

HQ PK Program Indicator

PK Curricula

PK School Type

PK Program Evaluation Type

Teacher Display Name
Gerfers, R.

Lunch Count Milk Count Adult Count

Skinny Lunch Homeroom

Advisory

External LMS Exclude

- Modified by: Unknown 12/12/2018 10:57

Course Section Editor

Distance Learning Override

Distance Learning means remote instruction (instruction provided through a technology that allows for real-time, two-way interaction between a student and teacher who are in different physical locations) in which a student physically located at his or her home campus participates in a class provided at another campus in the same district or in another district at which students and a teacher are physically present. Distance Learning does not include instruction provided through the TxVSN.

▶ [Click here to expand...](#)

Instructional Setting

The Instructional Setting field identifies the setting used in providing instruction to students. For more detailed definitions of Special Education Instructional Setting Codes, see the Student Attendance Accounting Handbook.

Users are able to make an Instructional Setting selection on the Course tab as well. Be aware that if a selection is made here, in the section tab, this is the selection that WILL report.

▶ [Click here to expand...](#)

Term

The Term field allows the user to determine the Term in which the section is scheduled.

▶ [Click here to expand...](#)

Non Campus Based Instruction Code

A Non-Campus Based Instruction Code indicates that a course was offered for class credit or student achievement, but:

1. was not taught by a school district/charter school employee or a contracted teacher , or
2. was taught by a school district/charter school employee or a contracted teacher at a facility other than the campus where the student is enrolled.

Examples include, but are not limited to, college-based instruction, non-district teacher, non-campus teacher, internet based instruction, electronic Course Pilot (eCP), and Texas Virtual School Network (TxVSN).

Users are able to make a Non Campus Based Instruction Code selection on the Course tab as well. Be aware that if a selection is made here, in the section tab, this is the selection that WILL report.

▶ [Click here to expand...](#)

Population Served

The Population Served field identifies the student population for which a service has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service.

Users are able to make a Population Served selection on the Course tab as well. Be aware that if a selection is made here, in the section tab, this is the selection that WILL report.

▶ [Click here to expand...](#)

Student Instruction Type

The Student Instruction Type indicates the length of the prekindergarten instructional day for the section.

▶ [Click here to expand...](#)

PK Curricula

The PK Curricula field indicates curricula used in the district's prekindergarten program.

▶ [Click here to expand...](#)

HQ PK Program Indicator

The HQ PK (High Quality PreK) Program Indicator checkbox indicates campus/course/section participation in the High Quality Grant Program Funding at an LEA if the district meets all required program standards.

▶ [Click here to expand...](#)

PK School Type

This field indicates the PK program that is offered at the campus/course/section level.

▶ [Click here to expand...](#)

**Staff History Fields

Staff History tracks the history of teachers for a particular course section. The Staff History tab lists active primary teachers, teachers and section staff in addition to former primary teachers, teachers and section staff. In Texas, users are able to enter Non-Certified CTE Override reasons and date ranges. These fields are further described below. All other fields in the Staff History tab do not require unique, state-specific data. However, many of these fields are required and data entry in these fields may be necessary. For more information on these fields, see the [Staff History](#) article.

Staff History contains fields on which state reporting relies. Be sure to accurately populate these fields.

Staff History Detail Editor

▶ [Click here to expand...](#)

Roster Batch Edit Fields

PATH: *Scheduling > Courses > Section > Roster Batch Edit*

The Roster Batch Edit tool provides a way to mass update the existing roster for the selected course section. In Texas, users are able to enter a Course State Code override and a Special Explanation override. These fields are further described below. All other fields in the Roster Batch Edit tab do not require unique, state-specific data. However, many of these fields are required and data entry in these fields may be necessary. For more information on these fields, see the [Roster Batch Edit](#) article.

Active Students: 1							
Name	Student #	Start Date	End Date	Repeat	No Credit	Course State Code(override)	Special Explanation(override)
11 Smith, Jane	111111						

Dropped Students: 0							
Name	Student #	Start Date	End Date	Repeat	No Credit	Course State Code(override)	Special Explanation(override)

The Roster Batch Edit Tab

Course State Code (override)

A code given a course to be used in state reporting, up to 15 characters long. It is important to note that any change made to the Course State Code (override) field in the [Walk-In Scheduler](#) is reflected here and vice versa.

Entering a Course State Code in this field will override anything entered in the State Code field on the Course tab. This means that state reports will report the code entered here and *not* the code entered on the Course tab.

▶ [Click here to expand...](#)

Special Explanation (override)

The Special Explanation Code is a description authorized by TEA as a means to document on the transcript (AAR) specific information regarding the course to which the code is associated. Examples include explanation codes for course credit earned in middle school or at a college-level. More than one code may be included with a Course Type. It is important to note that any change made to the Special Explanation (override) field in the [Walk-In Scheduler](#) is reflected here and vice versa.

Entering a Special Explanation code in this field will override anything entered in the Special Explanation field on the Course tab. This means that state reports will report the code(s) entered here and *not* the code(s) entered on the Course tab.

Only Special Explanations with a value in the Value column of the dictionary are reported.

▶ [Click here to expand...](#)

Walk-In Scheduler Fields


PATH: *Student Information > General > Counseling > General > Schedule > Walk-In Scheduler*


The Walk-In Scheduler allows the user to add, modify, and restore a student's schedule. With real time data, any changes made will also display in all other areas, including the teacher's roster, grade book, and attendance. The Walk-In Scheduler is accessed through the student's **Schedule** tab.

In Texas, users are able to enter a Course State Code override and a Special Explanation override. These fields are further described below. All other fields in the Walk-in Scheduler do not require unique, state-specific data. However, many of these fields are required and data entry in these fields may be necessary. For more information on these fields, see the [Walk-In Scheduler](#) article.

Roster Update

CHEM101 - 101A

Start Date
  Today

End Date
  Today

Lock

No Credit

Repeated

Course State Code (override)

Special Explanation (override)

Modified By
 Smith, J. on 6/26/2017 12:00 AM

Save
Close
Delete

Walk-In Scheduler Roster Update

Course State Code (override)

The Course State Code (override) field allows users to select the code given to a course to be used in state reporting. It is important to note that any change made to the Course State Code (override) field in the [Roster Batch Edit](#) tab is reflected here and vice versa.

Selecting a Course State Code in this field will override anything entered in the State Code field on the Course tab. This means that state reports will report the code entered here and *not* the code entered on the Course tab.

▶ [Click here to expand...](#)

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Selecting a Special Explanation code in this field will override anything entered in the Special Explanation field on the Course tab. This means that state reports will report the code(s) entered here and *not* the code(s) entered on the Course tab.

Only Special Explanations with a value in the Value column of the dictionary are reported.

▶ [Click here to expand...](#)

Previous Versions

[Scheduling Components \(Texas\) \[.2032 - .2144\]](#)
