



Entering Courses in the Master Schedule

Step 1 – Navigate to the Master Schedule

- Type 'Master' in the Quick Search Bar
-
- Select **Master Schedule** OR
 - Click on the Mega Menu dropdown | Scheduling  | Courses | Course Sections | Master Schedule

Step 2 – Add Course

- Click on the Add icon 
 - Enter **Course** Number or click on the Search Icon to search for course

Master Schedule Q

Course

Building* 3013 - Gov. Thomas Johnson High School

Course* 131111

Section* 0

Note: Section will auto – populate with next available section

- **Section:** Change Section Number if needed
- Course – Section Panel
 - **Description :** **DO NOT CHANGE**
 - **Department:** Accept Default
 - **Block Type :** N – Regular / B – Block
 - **Gender:** B – Both / F – Female Only / M – Male Only
 - **House Team:** Optional
 - **Maximum Seats:** Set as Needed
 - **Duration Type:** Accept Default
 - **Marking Reporting Panel:** Accept Default

Course-Section Information

<p>General Information</p> <p>Description* ENGLISH 9 HONORS</p> <p>Department 13 - ENGLISH <input type="text" value="x"/></p> <p>Fee* 0.00</p> <p>VoTec <input type="checkbox"/></p> <p>Block Type* N - Regular Course</p> <p>Study Hall <input type="checkbox"/></p>	<p>Scheduling Information</p> <p>Gender Restriction* B - Both</p> <p>Grade Restriction <input type="text" value="*"/></p> <p>Lock <input type="checkbox"/></p> <p>House Team <input type="text"/></p> <p>Maximum Seats* 35</p> <p>Duration Type M - Marking Period</p> <p>Classified Students Maximum <input type="text"/> <input type="radio"/> Number <input type="radio"/> Percent</p>	<p>Mark Reporting Information</p> <p>Grad Requirement Credit Rule O - Fill subject area credit in order</p> <p>Average ID <input type="text"/></p> <p>Course Credit Basis <input type="text"/></p> <p>NCES Code <input type="text"/></p> <p>Gradebook Category Type <input type="text"/></p> <p>Teacher Qualifications</p> <p>Qualifications <input type="text" value="*"/></p>
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- Session Information Panel
 - **Description:** **DO NOT CHANGE**
 - **Periods:** Enter Start and End
 - **Marking Periods:** Click on the Marking Periods that do NOT apply to this class
Example: Class meets MP 1, 2 **Marking Periods** M1 M2 ~~M3~~ ~~M4~~
 - **Cycles:** Click on Cycles that do NOT apply to this course if needed
 - **Primary Staff:** Select Staff from dropdown
 - **Secondary Staff:** Select 1 or more staff if needed
 - **Room:** Select Room from dropdown

Session Information

Session 1

General Information

Description* ENGLISH 9 HONORS

Used Seats 0

Classification Weight 0

Scheduling Information

Periods* 1 - 1

Marking Periods M1 M2 ~~M3~~ ~~M4~~

Cycles M T W R F

Staff and Room Information

Primary Staff*

Secondary Staff

Room* 1448 - Resource Room

- Mark Reporting and Attendance Information

Note: Most Information should be left to the default

- **Marks Are:** Session 1 courses should be set to **T – Retained for transcripts**. Additional Sessions **Marks Are** set to **N – Not Issued**
- **Building Types:** Accept Default
- **Course Level:** Accept Default
- **Credit:** Accept Default
- **Mark Types:** Accept Default. Schools may delete Mark Type where grades are not issued. (ex. Student Aides)
- **Take Attendance:** Accept Default

Mark Reporting and Attendance Information

Marks Are T - Retained for transcripts

Credit* 1.0000

Take Attendance

Building Types HS - High Schools

Mark Types Final - Final Grade Term - Term Grade

Include Passing Time

Course Level 1 - Unweighted with D

- Honor Rolls , GPAs, Graduation Requirement Areas
 - Accept Default

Honor Rolls

Type*	Level*	
1 - High Honors	0 - RC Eligibility	<input type="checkbox"/>
2 - Honors	0 - RC Eligibility	<input type="checkbox"/>
		<input type="checkbox"/>

GPAs

Type*	Level*	
1 - Unweighted	1 - Unweighted with D	<input type="checkbox"/>
2 - Weighted	2 - Weighted with D	<input type="checkbox"/>
		<input type="checkbox"/>

Graduation Requirement Areas

Area	Tags
13 - English	
EL - Electives	

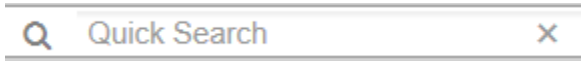
- Click on the Save icon


Adding Blocked Courses

Follow the preceding procedures under Entering the Master Schedule to add all blockette sections for the blocked course. The blockettes must have the same section number as the block and you must have already identified the block in your Course Catalog.


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- Select **Master Schedule** OR
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Step 2 – Add Blockette Information

- Click on the Add icon 
- Enter blocked Course number

Course

Building* 2016 - Monocacy Middle School Course* 7803 Section* 8

Note: Section will auto – populate with next available section

- **Section:** Change Section Number if needed. It must match the blockettes
- Course – Section Information
 - Accept Defaults
- Blocked Course Information
 - Enter the Courses and Sections that make up the blocked course

Course

Building* 2016 - Monocacy Middle School Course* 7803 Section* 8

Course-Section Information

General Information

Description* PE/HEALTH

Department

Fee 0.00

VoTec

Block Type* B - Block Course

Study Hall

Scheduling Information

Gender Restriction* B - Both

Grade Restriction x 07 - 07

Lock

House Team

Maximum Seats 0

Duration Type

Classified Students Maximum Number Percent

Mark Reporting Information

Grad Requirement Credit Rule O - Fill subject area credit in order

Average ID

Course Credit Basis

NCES Code

Gradebook Category Type

Teacher Qualifications

Qualifications

Blocked Course Information

Same Teacher* N - No Linking

Course*	Section	Description	Mandatory	
7801	8	PE 7	<input type="checkbox"/>	<input type="checkbox"/>
7802	8	HEALTH 7	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

- Click on the Save Icon 