

The Modify Course Section Screen

Modified on Fri, Jan 10 at 9:59 AM

----- Fixed / Changed | 12/10/24

- * Scheduling -> Sections -> Modify Section
- Subsections
- Replaced Teacher dropdown with a new "Replace Teacher" button
- Clicking the button opens a popup to select a new teacher and offers the option to add the previous teacher as a Historic Teacher
- Removed "Add Historic Teacher" button
- New "Add Subsection" button that will show the "Add Subsection" fields when clicked
- Historic Teachers
- Moved below subsections

----- New / Enhanced

- * Scheduling -> Sections -> Tools
- New tool called "Mass set teachers for Sections"
- This will allow users to set the teacher for all subsections for the selected course

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The Modify Section Screen

The Modify Section screen ([Scheduling>Sections>Modify Section](#)) is composed of three areas:

- Section Header - This contains the Course information, seat counts, NCES overrides, Scheduling and Transcript descriptions, among other settings. This does NOT contain any actual schedule information (e.g, no semesters, periods, days, rooms, teachers, etc.)
- Subsections. - The Subsections panel contains all of the scheduling information.
- Students - The students panel contains a list of all students who are now or were earlier enrolled in this section. If they dropped the section, they are displayed in red font.



Modifying 10049-11 PUBLIC SPEAKING

Course Code: 10049 Section: 11 Desc.: PUBLIC SPEAKING Credits: 2.500 Semester: S1 Department: English MP Credits:

Override NCES Fields: Course: Grade span: Seq: Rigor: Next Gen Classroom Structure:

Instruction Type: Transcript Desc.: Team: Graded in: ☒ MP1 ☒ MP2 ☒ ME ☐ S1 ☐ MP3 ☐ MP4 ☒ FE ☒ FG ☒ IR1 ☒ IR2 ☐ IR3 ☐ IR4 Hide on Report Card: ☐

Seats: Assigned: 4 * Beginning: 25 Available: 21 Override: 0 Skill Group Override: Linked to FG will be collected in MP2

Teacher(s): Adams, Babe Elem. HR: Cycle Code: Cycle Set: ABCD

Create student list for this course -or- Print roster with ☐ Rotation Group ☐ Team ☐ Nickname/Pronunciation ☒ Save * These values are calculated when this screen is saved and overnight. Gather All Related Audits

Students

6 students scheduled in this section. (4 Active) (2 Dropped)

Active Students: (4 Males) (0 Females)

Totals: Print to Excel

ID	Student	Sch	Gr	G	IEP	504	ELL	Team	RG	Date
2200353	Horan, Nail James	4007	03	M				GREEN		08/05/24
2200356	Malik, Zayn Javvad	4007	03	M				GREEN		08/05/24
2200354	Payne, Liam James	2002	10	M						08/05/24
2200355	Tominson, Louis William	2002	09	M				RED		08/05/24
2200373	Pavlovich, Julie Clare	2002	10	F				F1		01/12/24
2200352	Styler, Harry Edward	2002	09	M						12/15/23

Subsections

Sem	Teacher	Days	Slots	Period
1	Adams, Babe	A	2-2	2

Room: 142 Desc: Public Speaking Test Alt. Bell Code: Save Changes

Historic Teachers

Teacher	Start Date	End Date
1. 222198 - Aardema, David	11/4/2024	12/10/2024

Section Header & Parameters

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Course Code: 10049 Section: 11 Desc.: PUBLIC SPEAKING Credits: 2.500 Semester: S1 Department: English MP Credits:

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Instruction Type: Transcript Desc.: Team: Graded in: ☒ MP1 ☒ MP2 ☒ ME ☐ S1 ☐ MP3 ☐ MP4 ☒ FE ☒ FG ☒ IR1 ☒ IR2 ☐ IR3 ☐ IR4 Hide on Report Card: ☐

Seats: Assigned: 4 * Beginning: 25 Available: 21 Override: 0 Skill Group Override: Linked to FG will be collected in MP2

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Create student list for this course -or- Print roster with ☐ Rotation Group ☐ Team ☐ Nickname/Pronunciation ☒ Save * These values are calculated when this screen is saved and overnight. Gather All Related Audits


Section parameters:

- Fixed information (based on the definition of the course in the School Curriculum - see the **Scheduling→Curriculum→School Curriculum→Modify Course** screen)
 - Course Code
 - Section #
 - Credits
 - Semester Code
 - Department
 - Teacher (taken from the Subsections and displayed in the upper panel)
- Schedule Description - Alternate to the Course Description that will appear on student's schedules
- Transcript Description - Alternate to the Course Description that will appear on students' transcripts.
- Instruction Type - Specifies the instruction type of the section.

Instruction Type:


- Standard course taught by a teacher(s) assigned to your district
- Remote course physically attended by the student off-site and taught b...
- College level dual enrollment/ dual credit course taught by staff assi...
- Online course taught by staff assigned or not assigned to your distric...

If the "College level / dual enrollment / dual credit course taught by staff assistant" option is selected, an "OPE ID" field is opened and appears directly after the Instruction Type field:

Instruction Type: College level dual enrollment/ dual credit course taught by staff assi... OPE ID: 

The OPE ID field gets the ID of the institution the student is dual enrolled in. "OPE" stands for Office of Postsecondary Education. The OPE ID is the NJ ID for these institutions. The current list of codes can be downloaded here:
<https://www.njsmart.org/njr/ks/Course%20Roster%20Submission/NJ%20SMART%20PE%20ID%20List.xlsx>

- Next Gen Classroom Structure - This field only exists at the section level. It must be manually set here. The possible values are shown below:

Next Gen Classroom Structure: 

Blended Rotation

Competency Based/Personalized Model

Flipped Classroom Model

Enriched Virtual Model

Hybrid Course Model

- Override NCES - NCES values are pulled from the corresponding values in the Course definition (found on the **Scheduling→Curriculum→School Curriculum→Modify Course** screen). These values can be overridden here for the individual section:
 - Course - NCES Sched code.
 - Grade Span - NCES Grade Span
 - Sequence - NCES Sequence
 - Rigor - NCES Rigor
- Team - The Scheduling Team association for this section. Scheduling Teams are defined on the **Scheduling→Setup→Teams** screen. This is only used in schools that use scheduling teams.
- Graded in - This is a list of the Grading Collections defined on the **Grading→Setup→Collections** screen. These are the collections this section will be graded.
- Hide on Report Card - This section will not appear on students' report cards.
- Seat Counts - These are the current seat counts for this course section. Only the "Beginning Seats" can be altered here. The other values are computed, including override total.
 - Beginning - The maximum number of seats available to the section (not counting "override" seats).
 - Assigned - Currently # of students assigned to this section (i.e. enrolled in the section).
 - Available - Current number of available seats (Beginning - Assigned).
 - Override - Current number of 'override seats' - Seats assigned in excess of the Beginning Seats.

Override Seats: Click Here for more information on this feature

- Override when FG collected - This lets you specify "with which Marking Period will the FG be collected". Typically the FG is collected when grading the last MP in which the course meets. This can override that setting and allow the FG to be collected at the end of a different MP.
- Elementary HR - If this is an elementary school, this field allows the section to be linked with a specific elementary HR.
- Cycle Code



- Cycle Set
- Skill Group Override - If this school uses Skill Grading, this allows the Skill Group assigned to the course to be overridden with a different group for this section.

Subsection & Scheduling Information

All actual scheduling information is embedded not in the Section header but in the subsections:

The screenshot shows the 'Subsections' form and a 'Historic Teachers' table.

Subsections Form:

- Sem:** 1
- Teacher:** Adams, Babe
- Exclude NJSmart:** ☐
- Always show this teacher when printing:** ☐
- Override RC teacher name with:**
- Room:** 142
- Desc:** Public Speaking Test
- Alt. Bell Code:**
- Days:** A ☒ B ☐ C ☐ D ☐
- Slots:** 2-2
- Period:** 2
- Buttons:** Update All, Save Changes

Historic Teachers Table:

Teacher	Start Date	End Date
1. 222198 - Aardsma, David	11/4/2024	12/10/2024

There must be at least one subsection for each section. These constitute the school's "Master Class Schedule". Subsections contain the following data:

- **Semester Code** - Semester code for this subsection.
- **Teacher name** - Teacher name. If multiple teachers are teaching the class, multiple Subsections will be required.
- **Days taught** - Which schedule days does this subsection meet. If any of the other parameters are different by schedule day, separate subsections must be used. For example, if on Monday and Tuesday the class meets in Room 104 but on Thursdays and Fridays it meets in room 219, different subsections are required to specify that.
- **Period taught** - The period during which the section meets. Can only specify one per subsection.
- **Room** - The room in which the section meets for this subsection. Can only specify one room per subsection.
- **Description** - Description.
- **Alt. Bell Code** - Alternate bell code for this subsection.
- Control parameters:
 - **Exclude on NJ SMART** - By default, all Subsections by default are included in the NJSmart Course Submission (so long as staff and course are setup to be collected). Checking the "Exclude From NJSmart" check box, will automatically exclude the subsection from the collection.
 - **Always show teacher when printing** - The "Always show Teacher when Printing:" check box is used to force Genesis to show an **additional subsection teacher** on Student Schedules and Report Cards. *(It is not necessary if only one teacher/subsection exists.)* Teacher names will be combined using the teachers' last names when displaying. In order for this to happen, the subsections that the teachers are assigned to must have the same **Semester, Days, and Period** set.
 - **Override RC Teacher name** - The "Override RC teacher name with:" option only appears on screen if the "Always show this teacher when printing:" is **NOT** checked. This option is typically used if the school chooses to display a *different*







teacher than the one assigned to the specific section itself on students' report cards. If it is left blank, the report card will simply use the teacher in the main teacher dropdown on the Subsection.

For More Information on these options, please see here: Course Subsection Options

Students

The list of students is "for information only", though a student list can be generated from the screen:

Students										
7 students scheduled in this section. (5 Active) (2 Dropped)										
Active Students: (4 Males) (1 Females)										
Totals: 										
ID	Student	Sch	Gr	G	IEP	504	ELL	Team	RG	Date 
1000059	Daily, Hugh	2002	12	M					A	08/03/20
1001836	Mordecai, Mike	2002	11	M					A	08/03/20
505717	Nagelson, Russ CAMUS	2002	10	M					B	08/03/20
505744	Nitcholas, Otho GABRIEL	2002	10	M					B	08/03/20
1001996	O'Connor, Frank RENEE	2002	11	F					B	08/03/20
201888883	Danvers, Alexander	3004	08	M				RED	IN	09/11/19
1013795	Somers, Kyle	2002	11	M			REF		B	09/15/11
Save Dual Credit/Dual Enrollment Status										

The following information is shown for each student:

- ID number - This is clickable and brings up the student's **Student Data>Modify Student>Current Year Schedule>Drop Course** screen.
- Student - The student's name
- Sch - The School Code for the student's current school.
- Gr - Student's current grade
- G - Gender
- IEP - If the student currently has an IEP, a folder icon will be appear in this column.
- 504 - If the student is 504 the small round "504" icon will appear in this column.
- ELL- If the student is currently ELL a status code is shown (here "REF" for "referred").
- Team - If the student is on a Scheduling Team the Team name will appear here.
- RG - Rotation Group - If the student is on a Rotation Group it is displayed here.
- Date - This displays the date of the last action for this student in this section, either an ADD or a DROP. If the student is shown in red font, the date indicates the date the course was dropped. If the student is shown in black font, the date indicates the date the student was added to the section.

Creating a New Section

New Sections are added via the **Scheduling>Sections** screen. [Click here for our documentation devoted to adding a new section.](#)



Search for Sections: Genesis High School

Course: Code: 10075 Section: Dept: Description: Schedule Desc: Transcript Desc: Status: Active Only Core Subject: Subject: Configuration Flags: Scheduling: Elem HR: Credits: Semester: Period(s): Room: Room Grps: Grades: Team: Days: Historic: Student ID: Teacher: Show Subsection Semesters: Indicate matching sections: Include courses with no sections: Seats: Assigned: Override: Beginning: Available: Grading: Course Grading: All Courses Graded in: MP1 MP2 ME S1 MP3 MP4 FE FG IR1 IR2 IR3 IR4 Other: Expression: Search Reset Results View: Scheduling

Sem	Course	Sec	Course Desc	Per	Room	Days	Team	Teacher(s)	Students	Credits	Pr	Beginning	Assigned	Avail
S1,S2	10075	1	NEWSPAPER PRODUCTION	1	104, 104	ABCD, ABCD		Abernathy, Woody, Abad, Andy	2	5,000	50	25	2	23
FY	10075	2	NEWSPAPER PRODUCTION	3	104, 104	ABCD, ABCD		Abernathy, Woody, Arndt, Larry	1	5,000	50	25	1	24

Copy Selected Sections Delete Selected Sections Update

Click the plus icon corresponding to the course you wish to create sections for. This will bring up a popup asking how many sections you would like to create:

genesis.genesisedu.com says

How many sections would you like to create?

1

OK Cancel

The default is 1 section. Note that the course the sections will be created for is not identified in the popup.

Once you have entered the number of sections, you will be prompted for the Section #(s) you wish to use. Leave this blank to simply use the next available section numbers:

genesis.genesisedu.com says

Enter starting section # or leave blank to use the next available

OK Cancel

Once you have specified the starting section number (or left this blank), the section creation dialog is displayed. If you selected a section number that is already in use, the system auto-corrects for it and simply uses the next available section numbers:

Create Sections for 23205 MARKETING

This course has existing sections. The new sections will be created starting at section 3.

Please specify the initial parameters for each section that will be created.

Section	Create this many subsections	Start with this many beginning seats	Elementary Homeroom
3.	1	20	
4.	1	20	

Next Step

For each section to be created, three pieces of data are collected at this point:

Number of Subsections to create. The default is one.

Number of "beginning seats" (i.e. the maximum number of students who can be assigned). This defaults to 20.

The Elementary Homeroom. This is an aid so that, when this tool is being used at the elementary school level to fill out a schedule, the homerooms can be assigned at this



point. Leave this blank for normal secondary schools.

This is "section header" information.

When you have updated the fields, click [Next Step](#) . This will bring up the subsection/scheduling screen for the new sections:

Create Sections for 23205 MARKETING

ⓘ This course has existing sections. The new sections will be created starting at section 3.

Section 3 Parameters (*=Required)

Graded In: ☐ MP1 ☐ MP2 ☐ ME ☐ S1 ☐ MP3 ☐ MP4 ☐ FE ☐ FG ☐ IR1 ☐ IR2 ☐ IR3 ☐ IR4
☐ Fill the schedule,transcript and subsection description field of the new sections with the short description from the course.

Subsection 1 Parameters (Section 3)

*Semester: *Period: Slots: Room: Days: ☒ A ☒ B ☒ C ☒ D
 Teacher:

Section 4 Parameters (*=Required)

Graded In: ☐ MP1 ☐ MP2 ☐ ME ☐ S1 ☐ MP3 ☐ MP4 ☐ FE ☐ FG ☐ IR1 ☐ IR2 ☐ IR3 ☐ IR4
☐ Fill the schedule,transcript and subsection description field of the new sections with the short description from the course.

Subsection 1 Parameters (Section 4)

*Semester: *Period: Slots: Room: Days: ☒ A ☒ B ☒ C ☒ D
 Teacher:

☒ Create Sections

The fields identified with a red asterisk * are required.

- Graded In
- Fill the schedule, transcript and subsection description field of the new sections with the short description from the course.
- Subsection/Scheduling Parameters:
 - Semester - Select a semester code for the subsection
 - Period - select a period
 - Room - Select a Room
 - Schedule Days - Pick the schedule days this subsection meets. The checkboxes will be based on the school's schedule day setup.
 - Teacher - Select the teacher for this subsection. Multiple teachers teaching a course require separate subsections.

Once all of the information has been filled out, click the [Create Sections](#) button to complete the process and actually create the sections. At this point the sections will have been created and the Sections screen will refresh. The sections can then be edited in the normal way.

Changing the Teacher on the Section and Adding a Historic Teacher

The gradebook exists independent of the teacher assigned to it.

To change the teacher, you need to go to [Scheduling>Sections](#) and pull up the section in question by clicking into the section number.



Search for Sections: Genesis High School

Course: Code: Section: Dept:

Description: Schedule Desc: Transcript Desc:

Status: Active Only Core Subject: Subject:

Configuration Flags:

Scheduling: Elem HR: Credits: Semester:

Period(s): Room: Room Grps:

Grades: 09 10 11 12 Team: Days:

Student ID: Teacher: Sawyer, Maggie Historic:

☒ Show Subsection Semesters ☒ Indicate matching sections

Seats: Assigned: Beginning: Available:

Grading: Course Grading: All Courses Graded in: MP1 MP2 ME S1 MP3 MP4 FG IR1 IR2 IR3 IR4

Other: Expression:

Search Reset

Results View: Scheduling

Sem	Course	Sec	Course Desc.	Per	Room	Days	Team	Teacher(s)
FY	12205	2	FRENCH 4	2	ABCD, ABCD		Anderson, Andy, Sawyer, Maggie	

Once you're there, you can click the orange icon to swap out the teacher's name in the "Teacher" dropdown on the Subsection to the new teacher that is taking over - a pop up will appear for you to select the new teacher. You can also set the original teacher as the Historic Teacher if you check off "Add (Teacher Name) as a Historic Teacher."

Modifying 10075-2 NEWSPAPER PRODUCTION

Course Code: 10075 Section: 2 Desc: NEWSPAPER PRODUCTION Credits: 5,000 Semester: FY Department: English MP Credits:

Override NCES Fields: Course: Grade span: Seq: (1) Rigor:

Instruction Type: Next Gen Classroom Structure:

Team: Graded in: MP1 MP2 ME S1 MP3 MP4 EF FG IR1 IR2 IR3 IR4 Hide on Report Card:

Seats: Assigned: 1 Beginning: 25 Available: 24 Override: 0 Skill Grd:

Teacher(s): Smith, Tammy, Staff, New Override when FG collected: FG will be collected in MP4

Create student list for this course -or- Print roster ☐ Rotation Group ☐ Team ☐ Nickname/Pronunciation ☒

Replace Teacher

New Teacher: Smith, Tammy

Add Smith, Tammy as a Historic Teacher? ☒

Save Cancel

Subsections

Sem	Teacher	Exclude NJSmart:	Update All	Slots	Period
FY	Smith, Tammy	<input type="checkbox"/>	<input type="checkbox"/>	3-3	3
FY	Staff, New	<input type="checkbox"/>	<input type="checkbox"/>	3-3	3

Room: 129 Desc: NEWSPAPER PRODUCTION Alt. Bell Code:

Room: 104 Desc: Alt. Bell Code:

Save Changes

Historic Teachers

Teacher	Start Date	End Date
9898 - Sawyer, Maggie	8/5/2024	1/1/2025

Click **SAVE** to save your changes.

To manually add a historic teacher, you can click the green plus sign in the "Historic Teacher" area.

The screen will then allow for you to select the teacher and the dates they taught.

Subsections

Sem	Teacher	Exclude NJSmart:	Update All	Days	Slots	Period
S1	Adams, Babe	<input type="checkbox"/>	<input type="checkbox"/>	A B C D	2-2	2

Room: 142 Desc: Public Speaking Test Alt. Bell Code:

Save Changes

Historic Teachers

Teacher	Start Date	End Date
222198 - Aardsma, David	11/4/2024	12/10/2024

Historic Teachers

	Teacher	Start Date	End Date	
1 ▾	Adams, Joe ▾	08/05/2024	12/10/2024	
1.	222198 - Aardsma, David	11/4/2024	12/10/2024	

☒ Add Historic Teacher

Once you've entered the info, click "Add Historic Teacher" to save.

NOTE: Only Active staff members or Inactive staff members who were inactivated within the last two school years will appear in this list.

