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.

Section Header & Parameters

Section parameters:

- Fixed information (based on the definition of the course in the School Curriculum - see the **Scheduling→Curriclum→School Currciulum→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.

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%20OPE%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
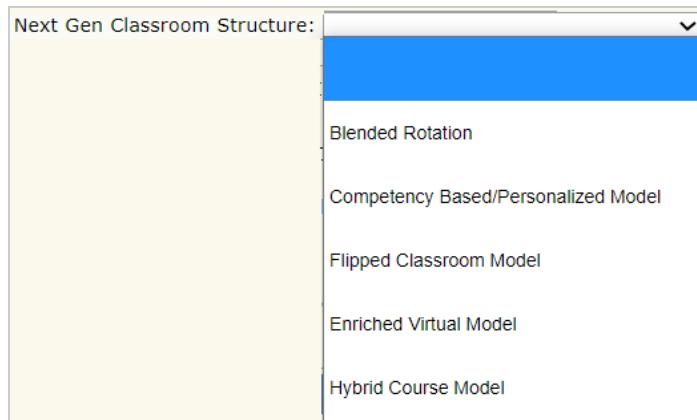
- Override NCES - NCES values are pulled from the corresponding values in the Course definition (found on the **Scheduling->Curriculum→School Curriculum→Modify Course** screen). These values can be overridden here for the individual section:
  - Course - NCES Sched code.
  - Grade Span - NCES Grade Span
  - 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:

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:

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._

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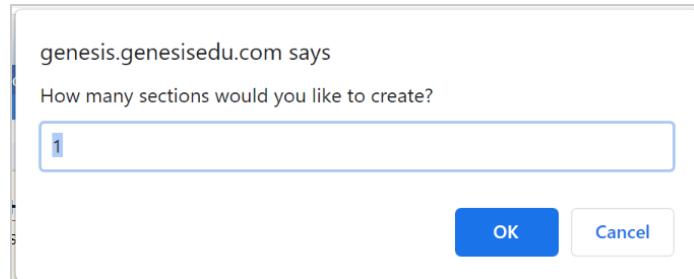
The default is 1 section. Note that the course the sections will be created for is not identified in the popup.

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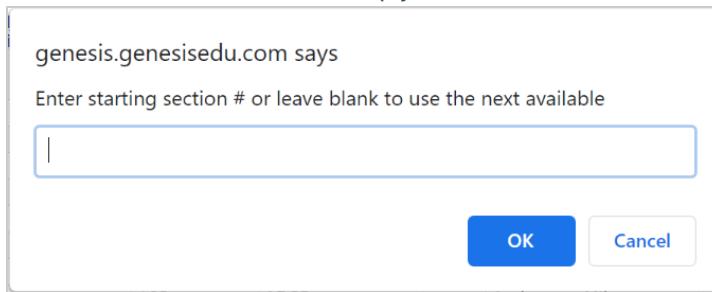
Once you have specified the starting section number (or left this blank), the section creation dialog is displayed. If you selected a section number that is already in use, the system auto-corrects for it and simply uses the next available section numbers:

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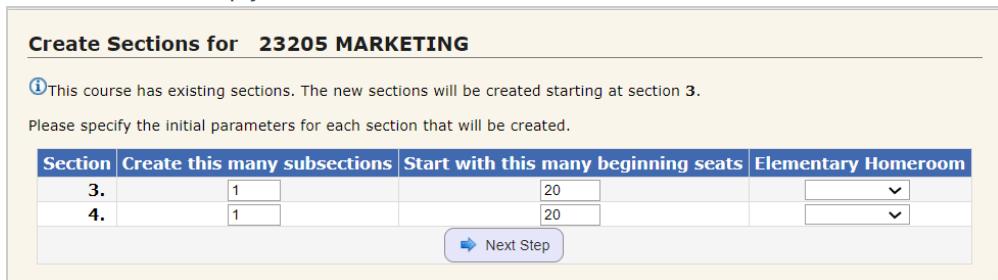
For each section to be created, three pieces of data are collected at this point:

> 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: [FY ▼]   *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: [FY ▼]   *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.

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."

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.

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.