

POISE

Elementary Scheduling For EMIS and Progress Book



March 2005

TCCSA

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FY2006 Elementary Subject Record Reporting

EMIS Requirements:

In FY2006, school year 05/06, the reporting requirements for Students in Grades K – 8 are all the same now, you must report all the core courses at all grade levels now. This includes all courses except PE/Health and Tech/Computer courses. For No Child Left Behind, the following courses are considered core courses:

- English
- Reading
- Language Arts
- Mathematics
- Science
- Civics and Government
- Economics
- Arts
- History
- Geography
- Foreign Language
- Music

Students in grades K-8 are to be reported in separate classes by subject area. Transition 1 courses are to be reported with a new subject code for those students who have completed Kindergarten but are not ready for first grade.

PE and Foreign Language teachers will require a staff class master record in EMIS for each building in which they teach, but will not require students to be scheduled in these classes.

For Special Education Self-contained classrooms, where courses are taught by a special education teacher, you will need to report the special education classes (staff class master record in EMIS), as well as the students in those classes (student subject records in EMIS). Course type for Special Education classes begin with "DXX". **Gifted and talented teachers require a course Master record and course type beginning with GXX. Students must be scheduled into their courses.** Please refer to your EMIS guide for a complete list of subject codes and course types for special education and gifted classes.

If more than one teacher is teaching a course, you will need to create two course master records for the class assigning one class to each teacher. At least one student must be assigned to the second teacher in order for that teacher to be included in your K-1 Pupil/Teacher Ratio.

Pick the situation below that best describes your setting; follow the steps to get your records set up so that HOMECLIS can add the additional necessary records to complete your reporting requirements.

Situation 1 - Students in Grades K-8 are in a self-contained classroom but must have all of their classes reported individually.

To report students falling under this category, you will need to use the CGRP screen in SIS to define a schedule for the students to indicate the courses they are in. To define these CGRP entries, you'll need to take the following steps:

1. Add any new teachers to TEAC including SSN.

```

SIS - TEAC                TCCSA Test School                Mar 02, 2005
[CHANGE]                  Teachers                            02:40 PM

Teacher ID:                0001

Title/Initials:           LARRY
Last Name:                 STOOG
Address Line 1:           NO ADDRESS LINE FOUND
Address Line 2:
City:                      NO CITY FOUND
State:
Zip Code:
Area Code:
Telephone:
SSN:                       123 66 6543  ← Social Security number must match the EMIS ssn.
FTE:
Valid Date From:         ← Backspace past this field, 30 enters/returns to finish from
Valid Date To:           this point
Depts:
Crses:
Rooms:
Prds:                      Maximum Periods Per Term:
Command: CHANGE
Message:
  
```

2. Make sure Homerooms are defined on HRMS with the correct teachers. Make sure teacher assignments are correct for the homeroom. If changing the TEAC code, wait until this school year has been completed.

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SIS - HRMS                TCCSA Test School                Mar 02, 2005
[DISPLAY]                 Homerooms                            02:45 PM

Homeroom: Teacher: Room:  Grade: Capacity: Counselor:
1  120      0110    120    09    35
2  121      0070    122    04    35
3  AUD      0010    AUD    10    35
4  CAFE     0100    CAFE   11    35
5  HOME     0035    120    12    50
6  MUS      0030    999    09    35
7  ROHR    0100    124    10    35
8  SMIT    0060    121    11    35
9
10

Command: DISPLAY
Message:
  
```

3. Assign students to homerooms using one of the various methods for assigning homerooms.
4. Run R201 – Division Roster to verify your homeroom assignments.
5. Add P301 - Class Periods Possible

You're ready to set up your class groups. Class groups are mini master schedules that tie several classes together using a common ID but allows a student to be assigned to each course within the group. You will be defining your CGRP entries on the CGRP screen and you will use the homeroom ID as the group ID number. Prior to setting up the group, you'll need to do the following:

6. Determine what courses need to be defined in your group. Any course that is listed on your report cards, including all the core courses. This would also include classes like Work Habits, Social Skills, and a class called ADMIN (which needs to be assigned to each "homeroom" teacher for items like reporting period attendance, and 9 week comments, etc. You may assign any course id to the CRSE, up to 6 characters. You will probably want to have a break down by grade level in some format. **One field that is important is the Hrs of Instruction – this information goes from the CRSE screen into EMIS for the Staff Class Master record.** To calculate this field, take the number of minutes the class meets and multiply it by the number of days during the school year it meets and then divide by 60 to get back to hours.

SIS - CRSE [DISPLAY]		TCCSA Test School Courses		Mar 02, 2005 02:55 PM	
Course ID:	<u>4MATH</u>	Full Text:	MATHEMATICS - 4		
Valid From Year:	<u>04/05</u>	Short Text:	MATH		
Valid to Year:		Abbreviation:	4MATH		
---- General Data ----		---- General Data ----		----- Prerequisites -----	
Credit Units:	0.000	Sex Restriction:		Prerequisite 1:	
Department:	000	Grade From/To:	04 04	and/or:	
Sequence Group:	0	Scheduling Demand:	0	Prerequisite 2:	
Sequence Number:	0	Scheduling Priority:	8		
Grade Level:	04	Include on PR Label:	Y	and/or:	
Grade Lvl Count:	Y	Update History:	Y		
In Cum GPA:	Y	Language Code:		Corequisite 1:	
In Honor Roll:	Y	Hrs of Instruction:	120	and/or:	
In Cum Credit:	Y	Level of Difficulty:		Corequisite 2:	
Transfer Code:	0	Area of Study:			
Sex Balancing:	N	Subject Area:		Other Restrictions:	N
Room Type:					
Command:	DISPLAY				
Message:					

What shows in the Long Text field is what will go into Progress Book for the teacher (which they can change), but also for the viewing in Parent Access (which uses just this field, not what a teacher may have named it to). The Short Text field is what you will see on all the POISE reports.

The last field on the CRSE screen “Other Restrictions” should be changed to a “Y” if this is a course that is not required for EMIS, only in Progress Book.

Note: Check CRSE for any record, which has the same course ID as your homeroom. These CRSE records may exist from previous years. If you find a record for a homeroom on CRSE that you will be defining a group for, CHANGE the VALID to YEAR to 04/05 on the CRSE record prior to adding CGRP.

7. If the room number where a course meets has not been defined on the ROOM parameter, you'll need to make sure that it is defined prior to adding CGRP. To check, type D ROOM and display your list of rooms defined. Use ADD mode to add any additional rooms.

8. Gather the following information:

- Check P105 to see how many terms your building is defined as. In a self-contained environment, one is sufficient. If your building is defined for more than one term and you don't need more than one, let us know before you proceed so that we can fix the records now.
- Get your homeroom ID's and course ID combinations together
- Identify the TEAC ID of the teachers you'll need for the group
- Identify the room ID's you'll need for the group.

9. ADD CGRP. You'll need to add using the following guidelines. Use the command ADD CGRP at the Command prompt to enter the screen in ADD mode.

- School Year - enter the school year in which the group will be offered.
- Group ID - use the Homeroom ID number from HRMS as the group ID. This must match homeroom assignments on STUD in order for HOMECLIS to create the CLIS records for the students in the group.
- Text - enter up to 15 characters of text to indicate the group name. Here you can simply say this is HR 201 or Homeroom 201 as examples for homeroom 201.
- Demand - this is a display only field and is updated for you once students are placed in the classes within the group.
- Seats Available - this is also a display only field, which indicates the number of seats available for those students requiring all classes within the group.
- Course - Enter a course ID, as defined in CRSE, to indicate the course that class meeting information is to be defined for.
- Section - Enter a section number. Please note that if you are creating multiple sections of a subject, like Math, in more than one group, the section number must be different in each group. For example, if Math is course ID 100, in Homeroom group 10, course 100 may be section 01, but in homeroom 200, the same course 100 may be section 02. A section number represents a different group of students.

- Course Text - Course Text is displayed for verification from CRSE.
- Terms - enter up to four terms to indicate the terms that the corresponding section meets in. If on P105 it showed only one term, then you'll only need to define a '1' here. If there were two terms defined, then the terms here will need to be entered as '12'.
- Capacity - enter a number to indicate the maximum number of students that can be included in this section of the course.
- Filling Totals - These are display only fields that are updated for you.
- Class Meeting Terms - enter a term as defined on P105. Each term that this class meets must be defined separately here indicating all corresponding class meeting information (days, blocks, teacher and room). If you just entered '1' in the terms previously, then you will have only one entry. If you had two terms defined on P105, then it will be necessary to define two lines to indicate each term meeting times.
- Days - enter the cycle days of the week this section meets on.
- Periods - Give each course a different period of the day. You can assign 01 to the first course, 02 to the second, etc. This way, if you have any changes to make later, you won't have to deal with conflict problems on SCHE.
- Teacher - enter the TEAC code to indicate the teacher who will be teaching the course section.
- Room - enter the room number to indicate the room the course section will be taught in.

SIS - CGRP		TCCSA Test School		Sep 03, 2004					
[DISPLAY]		Class Group Master Schedule		01:27 PM					
Year: <u>04/05</u>		Text: 4TH GRADE		Demand:					
Group: <u>121</u>		Sec: <u>1</u>		Seats Available: 0					
----- Classes -----		Trms	Cap	Fill	----- Class Meetings -----				
Crse	Sec Course Text			Tot	M	F Trm Days	Prds	Teac	Room
1	<u>4ART</u> <u>1</u> ART	12	25	5	4	1 <u>1</u> M	7	0075	ART
2						<u>2</u> M	7	0075	ART
3									
4	<u>4ENG</u> <u>1</u> ENGLISH	12	25	5	4	1 <u>1</u> MTWRF	1 3	0015	121
5						<u>2</u> MTWRF	1 3	0015	121
6									
7	<u>4HDWT</u> <u>1</u> HANDWRITING	12	25	5	4	1 <u>1</u> MTWRF	1 3	0015	121
8						<u>2</u> MTWRF	1 3	0015	121
9									
10	<u>4READ</u> <u>1</u> READING	12	25	5	4	1 <u>1</u> MTWRF	1 3	0015	121
11						<u>2</u> MTWRF	1 3	0015	121

The PREVIOUS and FOLLOWING screen shots are showing how a typical "group" of students travel together throughout the day. Note the teacher codes that are in charge of each class. This will produce a class list of these students to that teacher in progress book. If you plan to print report cards out from progress books, you need to have a class for each are of your report card to show up for the teachers to have access to it for grading purposes. Note near the bottom of the last screen shot, classes like Social Skills are need for the report card but not for EMIS , so these classes should have the Y in the Other Restrictions field on the CRSE screen so that they do not go over into EMIS. Also, the ADMIN class would be required for each homeroom teacher for the allowance of absences, and comments to be printed out on their Progress Book report cards.

SIS - CGRP		TCCSA Test School		Sep 03, 2004		
[DISPLAY]		Class Group Master Schedule		01:27 PM		
Year: <u>04/05</u>		Text: 4TH GRADE		Demand:		
Group: <u>121</u>		Sec: <u>1</u>		Seats Available: 0		
----- Classes -----						
Crse	Sec	Course Text	Trms	Cap	Fill	Class Meetings
					Tot M F Trm Days	Prds Teac Room
1	<u>4SPEL</u>	<u>1</u> SPELLING	12	25	5 4 1 <u>1</u> MTWRF	1 3 0015 121
2					<u>2</u> MTWRF	1 3 0015 121
3						
4	<u>4MATH</u>	<u>1</u> MATH	12	25	5 4 1 <u>1</u> MTWRF	4 0090 122
5					<u>2</u> MTWRF	4 0090 122
6						
7	<u>4MUSIC</u>	<u>1</u> MUSIC	12	25	5 4 1 <u>1</u> T	7 0040 MUS
8					<u>2</u> T	7 0040 MUS
9						
10	<u>4PE</u>	<u>1</u> PHYS ED	12	25	5 4 1 <u>1</u> W F	7 0030 GYM
11					<u>2</u> W F	7 0030 GYM
12						

SIS - CGRP		TCCSA Test School		Sep 03, 2004		
[DISPLAY]		Class Group Master Schedule		01:27 PM		
Year: <u>04/05</u>		Text: 4TH GRADE		Demand:		
Group: <u>121</u>		Sec: <u>1</u>		Seats Available: 20		
----- Classes -----						
Crse	Sec	Course Text	Trms	Cap	Fill	Class Meetings
					Tot M F Trm Days	Prds Teac Room
1	<u>4SCI</u>	<u>1</u> SCIENCE	12	25	5 4 1 <u>1</u> MTWRF	5 0020 123
2					<u>2</u> MTWRF	5 0020 123
3						
4	<u>4SOCST</u>	<u>1</u> SOCIAL STUDIES	12	25	5 4 1 <u>1</u> MTWRF	6 0015 121
5					<u>2</u> MTWRF	6 0015 121
6						
7	<u>4SOSK</u>	<u>1</u> SOCIAL SKILLS	12	25	5 4 1 <u>1</u> MTWRF	8 0015 121
8					<u>2</u> MTWRF	8 0015 121
9						
10	<u>ADMIN</u>	<u>1</u> ADMIN	12	25	5 4 1 <u>1</u> MTWRF	8 0015 121
					<u>2</u> MTWRF	8 0015 121

10. Run HOMECLIS to add the rest of the records including CLIS records for students both in a self-contained homeroom and for those homerooms defined as a group. **Please indicate which grade levels you will need HOMECLIS processed for.** Only groups on CGRP with an ID matching a homeroom defined on HRMS will be processed as a group in HOMECLIS. All other CGRP entries will be ignored.

Update P148 version 01 with the proper subject codes and course types for both homeroom courses and core subjects. HOMECLIS will add an entry for each course it processes whether it is just an individual course or a class, which is part of a group. **You must update the subject codes for each course to the appropriate subject code!!! It is up to you to update the subject code to the proper code and the course type as well.**

Check Appendix C of the EMIS guide for the latest subject codes.

Check the EMIS guide for the proper course type to use.

11. Add Art, Music, Foreign Language, and PE classes to CMST. Only one section per teacher needs to be reported. Also make sure they are included on your P148 table with the correct subject code and course type.

Situation 2 - Students are in grades K-8 and go to different teachers for all courses and do NOT stay together as a group.

When students are scheduled into individual classes with different teachers and do not move together as a group or team, then students are to be reported in each individual class they are taking. If this is the case in your building, then the CGRP option described in Option 3 will not help you. For these students, the procedures you will follow will be more like scheduling. The following steps will assist you in getting your classes set up:

1. ADD a CRSE record for each course you will be reporting as a separate class.
2. Make sure the teacher who instructs the course is defined on TEAC. Make sure to include SSN on the teacher's record, as this is the key that ties student data to staff data.
3. Make sure the room number this course meets in is defined on ROOM.
4. ADD CMST and add an entry for each course and include the meeting times.
Courses may have multiple sections if the course is taught more than one time per day.

Here is an example of CMST:

SIS - CMST [DISPLAY]		TCCSA Test School Class Master Schedule					Sep 03, 2004 01:39 PM	
School Year: <u>04/05</u>		Course: <u>MATH5</u>		MATH		Demand: 1		
Sec:	Terms:	Cap:	---- Filling ---- Total Male Female			----- Class Meetings ----- Term Days Prds Teac Room		
1	<u>1</u>	12	25	5	5	0	<u>1</u> MTWRF 2 0095 125	
2							<u>2</u> MTWRF 2 0095 125	
3								
4	2	12	25	0	0	0	1 MTWRF 4 0010 110	
5							2 MTWRF 4 0010 110	
6								
7								
8								
9								
10								

Note: Please note the difference in the Prds column in this example. If you have more than one section of the same course, use different periods of the day so that you aren't creating conflicts. Check P108 to see what periods of the day are valid for your building.

5. ADD CLIS in SIS for each student in the course/section. CLIS records will eventually be moved to EMIS as student subject records.

This is an example of CLIS records:

SIS - CLIS		TCCSA Test School		Sep 03, 2004	
[DISPLAY]		Class List		01:43 PM	
Year: Course:	Sec: Tr: Rp: Teacher:	Room: Prds: Days:			
04/05 MATH4 MATH4	1 1 1 BORING	125 2 MTWRF			
Student Name:	ID:	Mrk: Wh: Com: Com: Ct:	--Periods--	----Days----	
			Abs Lat Pos	Abs Pos	
1 BAGGINS, F.	25252		0 0 45	0.00 0.00	
2 HOBBIT, P.	58585		0 0 45	0.00 0.00	
3 HOBBIT, M.	58587		0 0 45	0.00 0.00	
4 WISE, S.	14141		0 0 45	0.00 0.00	
5 WIZARD, G.	36363		0 0 45	0.00 0.00	
6					
7					
8					
Command: DISPLAY					
Message:					

6. Add these courses to your P148 version 01 table and include the proper subject code, course level, and course type. Refer to Appendix C of your EMIS guide for the correct subject code. Refer to the EMIS manual for the proper course type to use. Subject codes have changed for FY2004 so it is important that you use the correct new codes.

Additional Classes to be Reported

As mentioned in the beginning of this document, individual class records must also be reported for students in Gifted and Special Education classes. If these courses are not part of a group, then you'll need to add them as follows:

1. ADD a CRSE record for each course you will be reporting as a separate class.
2. Make sure the teacher, which instructs the course, is defined on TEAC. Make sure to include SSN on the teacher's record, as this is the key that ties student data to staff data.
3. Make sure the room number this course meets in is defined on ROOM.
4. ADD CMST and add an entry for each course and include the meeting times.
Courses may have multiple sections if different teachers teach the same course.
Since these are extra classes, use a period other than 01 for the period of the day the course meets so that you won't be creating time conflicts on student schedules.
5. ADD CLIS in SIS for each student in the course/section. CLIS records will eventually be moved to EMIS as student subject records.
6. Add these courses to your P148 version 01 table and include the proper subject code, course level, and course type. Check Appendix C of the EMIS guide for the proper subject codes. New subject codes were added this year for elementary classes.

Additional classes to be set up for Progress Book only:

There may be a need for special classes to be set up for Progress Book use only, for example an IEP class for your special services staff, or an athletic class set up for coaches.

To do this you will need to set up a CRSE record with a unique id – can be IEP and Sports, etc. Once you have created the CRSE record, (with the last field Other Restrictions set to Y, to be excluded from EMIS) then you will need to set up a CMST record. You will create one section per staff member that will need these classes in Progress Book. At this point in POISE, STOP, you do not want to add any students to them in POISE. The teachers have the option in PB, once they have the class, to 'update roster' and this allows them to put any student in their class in the building that they would need to create an IEP for or view their grades etc.

Adding New Students after HOMECLIS has been ran

Once you have created the master schedule via CGRP and/or CMST, and have ran the program HOMECLIS, when a new student arrives you will want to do the following:

1. Add STUD and SAID screen information. On the STUD screen, be sure to add the appropriate homeroom to the homeroom field.
2. Once the homeroom number is known, you may need to verify the section number associated with the CGRP record for this homeroom. Usually this is an 01.
3. When you have that information, you will pull the new student up on the SCHE screen, after identifying the student, you will take option 2. Add, and it will prompt you for a course id, (you will enter the homeroom/CGRP id) and a section number (you will need to enter the correct section number that is tied to that CGRP id). This will then show all the classes for that homeroom with the assigned teachers etc. If you need to manually drop specific classes and add new ones (for special ed, etc.) then you can do so at this time also.

Group	Course	Description	Sec	Term	Days	Prds	Teac	Teacher	Name	Room
C	4ENG	ENGLISH	01	12	MTWRF	1 3	0015	ALLDAY		121
C	4HDWT	HANDWRITING	01	12	MTWRF	1 3	0015	ALLDAY		121
C	4READ	READING	01	12	MTWRF	1 3	0015	ALLDAY		121
C	4SPEL	SPELLING	01	12	MTWRF	1 3	0015	ALLDAY		121
C	4MATH	MATH	01	12	MTWRF	4	0090	MORRIS		122
C	4SCI	SCIENCE	01	12	MTWRF	5	0020	SCHOOL		123
C	4SOCST	SOCIAL STUDIES	01	12	MTWRF	6	0015	ALLDAY		121
C	4ART	ART	01	12	M	7	0075	NOTFUNNY		ART
C	4MUSIC	MUSIC	01	12	T	7	0040	TEACHER		MUS
C	4PE	PHYS ED	01	12	W F	7	0030	GOSLOW		GYM
C	4SOSK	SOCIAL SKILLS	01	12	MTWRF	8	0015	ALLDAY		121

(MORE) -----

Please Select Function: 1

1. Identify	4. Substitute	7. Save Schedule	10. Drop Current CLIS
2. Add	5. Withdraw	8. Parameters	11. Print Schedule
3. Drop	6. Create Schedule	9. Drop Current REQU	12. Reserved

Message:

4. Last you will want to take option 7. Save Schedule to save this schedule. It will automatically add the student to the appropriate class lists (CLIS) at this point.

Additional Schedule change options

1. If you need to take a student completely out of one homeroom and add to another, you will need to update the STUD screen, homeroom field, and then go to the SCHE screen, take option **10 – Drop Current CLIS** to remove them from the old homeroom, and then take option **2 – Add** and enter the new homeroom CGRP code and section. Then take **option 7** to save the schedule.

2. If you need to drop specific classes from a student and add them into special sections on the class for special ed or gifted classes. You will need to have these set up on the CMST screen prior to making the changes to the student schedules.

From the SCHE screen you will need to take option 3 – Drop, to drop the specific course id's and section numbers to remove them from the regular class. Then you will either need to take option 2 – Add, to add the new courses in, if the periods of the day are not conflicting. If the periods of the day are conflicting the SCHE screen will not let you override this, so you will have to manually update the class list records CLIS – once the student is added there, they will show up in the SCHE screen also. (Note: you must know the student id for this step)

SIS - CLIS		TCCSA Test School		Aug 31, 2004				
[ADD]		Class List		09:12 AM				
Year:	Course:	Sec:	Tr:	Rp:	Teacher:	Room:	Prds:	Days:
04/05	001 ENGLISH 9	1	1	1	HOMEWORK	122	4	MTWRF
Student Name:	ID:	Mrk:	Wh:	Com:	Com:	Ct:	--Periods--	----Days----
1	MOUSE, M.					12345	Abs Lat Pos	Abs Pos
							0 0 45	0.00 0.00
2								
3								
4								
5								
6								
7								
8								
9								
10								

You will need to go into the Add mode to the CLIS screen, and add the student to the class list they are missing. You will need to know the course id and section you are adding the student to.

P148 Codes

<u>Subject Code</u>	<u>Description</u>
050102	Reading – Grades K-3
050104	Reading – Grades 4-6
050106	Reading – Grades 7-8
132110	Science – Grades K-3
132120	Science – Grades 4-6
132130	Science – Grades 7-8
110003	Mathematics – Grades K-3
110150	Mathematics – Grades 4-6
110175	Mathematics – Grades 7-8
050152	Integrated Language Arts – Grades K-3
050154	Integrated Language Arts – Grades 4-6
050156	Integrated Language Arts – Grades 7-8
151209	Social Studies – Grades K-3
151210	Social Studies – Grades 4-6
151201	Social Studies – Grades 7-8
122000	Music – Grades K-8
080300	Physical Education
020012	Visual Arts – Grades K-8
180110	Self-Contained – KG
180122	Self-Contained – Grades 1-3
180125	Self-Contained – Pre-1 st

Course Types

R00	Regular Instruction
D01	Special Education
E03	Full-day every other day KG
E04	Full-day every day KG
E20	Extended day KG
E21	Half-day every day KG
G03	Gifted Education

This is an example of the P148 screen:

SIS - P148 [DISPLAY]	TCCSA Test School School Control Parameters Course ID Translation	Sep 03, 2004 02:31 PM
Version: 01		
SIS Course ID	Translated Course ID	Ministry Examinable
1 4ART	020012*R00	N
2 4ENG	050154*R00	N
3 4HDWT	050154*R00	N
4 4MATH	110150*R00	N
5 4MUSIC	122000*R00	N
6 4PE	080300*R00	N
7 4READ	050104*R00	N
8 4SCI	132120*R00	N
9 4SOCST	151210*R00	N
10 4SPEL	050154*R00	N
11		
12		
13		
Command: DISPLAY		
Message:		

SIS Course Id – is the CRSE id used to create the course.

Translated Course Id – is a combination of EMIS required fields, subject code, course level, course type and semester code

Translated Course Id

Position 1 – 6	Subject Code (Appendix C of EMIS guide)
Position 7	Course Level (ie French I, II, III etc.)
Position 8 – 10	Course Type (Chapter 3, EMIS guide)
Position 11	Semester Code (only necessary if 6 or 12 course)