

Scheduling Components (Missouri) [.2307 and previous]

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You are viewing a previous version of this article. See [Scheduling Components \(Missouri\)](#) for the most current information.

[Course Tab Fields](#) | [Course Section Fields](#) | [Section Roster Batch Edit](#)

Many of the tabs included in the Scheduling Components contain fields that are specific to the state of Missouri. 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.

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 Missouri. 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 Information](#) article.

The screenshot displays the 'Course' tab in the Missouri Course Information Editor. The interface includes a top navigation bar with tabs: Course, Sections, Grading Tasks, Standards, Categories, Curriculum Planner, Grade Calc Options, Course Rules, Fees, Build Constraints, Assessments, and Copy Course. Below the navigation bar are buttons for Save, Delete, and Push To Sections. The main form area is titled 'Course Information' and contains the following fields and sections:

- CourseID 71424**: A text field containing '1111'.
- *Name**: A text field containing 'English'.
- Course Master Linked**: A section with checkboxes for 'Standards-based', 'Active' (checked), 'Exclude from State Reporting', 'External LMS Exclude', and 'Course-Only Curriculum'.
- Subject Type**: A dropdown menu.
- State Code**: A text field containing '111111'.
- Department**: A dropdown menu containing 'Language Arts'.
- Schedule Load Priority**: A text field.
- Max Students**: A text field containing '50'.
- Terms**: A dropdown menu.
- Schedules**: A text field containing '1'.
- Periods**: A text field containing '1'.
- Sections to Build**: A text field containing '0'.
- Preferred Room Type**: A dropdown menu.
- GPA Weight**: A text field containing '1'.
- Bonus Points**: A checkbox.
- Advisory**: A checkbox.
- Transcript**: A checkbox (checked).
- Required**: A checkbox (checked).
- Type**: A dropdown menu containing 'V: Virtual'.
- Responsive**: A checkbox.
- Activity**: A dropdown menu containing 'AC: Academic'.
- Dual Credit**: A dropdown menu.
- Homeroom**: A checkbox.
- Allow student requests**: A checkbox.
- Allow teacher requests/recommendations**: A checkbox.
- Hide Standards On Portal**: A checkbox.
- Repeatable**: A checkbox.
- Attendance**: A checkbox.
- Positive Attendance**: A checkbox.
- Program**: A dropdown menu.
- Grade**: A dropdown menu containing '10: Tenth Grade'.
- CTE Program Type**: A dropdown menu.
- Online Learning**: A dropdown menu containing 'N: No'.
- Virtual Provider**: A dropdown menu.
- Other Virtual Provider**: A text area.
- Sequence**: A text field.
- Comments**: A large text area at the bottom.

At the bottom right of the form, it says '- Modified by: Unknown 08/23/2022 14:38'.

Missouri Course Information Editor

State Code

Course code that identifies assignment. Every assignment must be identified by a course code except pre-kindergarten, kindergarten, and elementary classes in self-contained classrooms. If a teacher has more than one grade in a self-contained elementary classroom or is teaching morning and afternoon pre-kindergarten or kindergarten classes, show as separate assignments.

▶ [Click here to expand...](#)

Dual Credit

Dual Credit, referred to as Dual Credit Site in Missouri, is the site at which instruction of a college credit (dual credit) course is given.

▶ [Click here to expand...](#)

Program

Program, referred to as Course Program Code in Missouri, is the code identifying special funding or approval for the course.

▶ [Click here to expand...](#)

Grade

Use the Grade field to select the grade level at which the curriculum for the course is designed to be taught.

▶ [Click here to expand...](#)

CTE Program Type

Use this field to select the course program type code of CTE approved program.

▶ [Click here to expand...](#)

Online Learning

If course instruction is delivered online, mark this checkbox.

▶ [Click here to expand...](#)

Virtual Provider

Use this field, to provide the code that identifies the entity responsible for the development of the virtual course content.

▶ [Click here to expand...](#)

Other Virtual Provider

This field is required if code **15: Other** is reported in *Virtual Provider* field. If the entity is not listed in the virtual provider code list, please provide further details in this field.

▶ [Click here to expand...](#)

Virtual Instruction

Report if a course is virtual instruction through MOCAP-Instruction or MOCAP-Curriculum. Missouri Course Access and Virtual School Program (MOCAP).

▶ [Click here to expand...](#)

Course Section Fields

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 Missouri. 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 Editor
SectionID
460785
*Section Number
Teacher Display Name
Max Students
(50)
Lunch Count
Milk Count
Adult Count
Custom Count 1
Custom Count 2
Custom Count 3
Dual Credit Site Code
Room
Skinny Team
Homeroom
Seq
Advisory
Hide Standards On Portal
Online Learning (Override)
External LMS Exclude
Primary Teacher
Virtual Provider
Other Virtual Provider
Assessment Type
Map Sort
Assignment Comment
Caseload
Position Code
Semester Code
2: Second Semester
Course Time Unit
S2: Semester 2
Minutes per Week
Test Method
Combined Course
Assignment Num(0 excludes section)
Late Start
Early End
Delivery Method
V: Virtual Class
Program
HMH
Distance Learning
- Modified by: Unknown 08/23/2022 14:38

Missouri Course Section Editor

Dual Credit Site Code

Dual Credit Site Code is the sit at which instruction of a college credit (dual credit) course is given.

▶ [Click here to expand...](#)

Online Learning (Override)

If section instruction is delivered online, mark this checkbox. The section setting overrides the setting on the course tab.

▶ [Click here to expand...](#)

Virtual Provider

Use this field, to provide the code that identifies the entity responsible for the development of the virtual course content. The setting on the Section tab overrides the setting on the Course tab.

▶ [Click here to expand...](#)

Other Virtual Provider

This field is required if code **15: Other** is reported in *Virtual Provider* field. If the entity is not listed in the virtual provider code list, please provide further details in this field.

▶ [Click here to expand...](#)

Virtual Instruction

Report if a course is virtual instruction through MOCAP-Instruction or MOCAP-Curriculum. Missouri Course Access and Virtual School Program (MOCAP).

▶ [Click here to expand...](#)

Assessment Type

Determines the pre-code file for which to generate an extract.

▶ [Click here to expand...](#)

Map Sort

Use this field to indicate how labels are sorted.

▶ [Click here to expand...](#)

Assignment Comment

Free-form notes used to indicate (1) job titles for Course 887900, (2) course titles for "Other" (xxxx99) courses, (3) supplemental assignment for Course 880000, (4) teachers assisted by an aide, (5) aides assisting a teacher, or (6) other nonstandard info.

▶ [Click here to expand...](#)

Caseload

Number of students served in an educational setting other than a regularly scheduled class.

Caseload is NOT allowed for CTE Enrollments.

The number of students served in an education setting other than a regularly scheduled class.

▶ [Click here to expand...](#)

Position Code

Position code of educator's assignment.

The June Summer Course Assignment file requires a record for every position code of 60: Teachers.

▶ [Click here to expand...](#)

Semester Code

The length of the course.

▶ [Click here to expand...](#)

Course Time Unit

The unit of time for which the grade and credit earned was for. (Q1, Q2, Q3, Q4, S1, S2, T1, T2, T3, YL)

▶ [Click here to expand...](#)

Minutes Per Week

Number of instructional minutes per week calculated from standard day length (SDL).

▶ [Click here to expand...](#)

Test Method

Method used to administer the assessment: online or pencil and paper.

▶ [Click here to expand...](#)

Combined Course

Combined classes are situations where students of two or more different subjects or course sequence levels (or grade levels for self-contained elementary classes) are taught during the same time period by the same teacher.

▶ [Click here to expand...](#)

Assignment Num (0 excludes section)

The number used to uniquely identify an instance of an educator's course assignment also used to link that course to the records of students within the course.

To exclude the section from the [MOSIS Course Assignment](#), [MOSIS Student Course Completion Extract](#), and [MOSIS Student Assignment](#) reports, enter a 0 in this field.

▶ [Click here to expand...](#)

Late Start

The date on which the course is added after the school year has begun, filled for the first time after the beginning of the school year, or an individual replaces the original course educator after beginning of school year.

▶ [Click here to expand...](#)

Early End

The date on which the course is eliminated prior to the end of the school year, the individual is transferred out of position prior to end of school year leaving position vacant, or the individual is replaced in the position with another individual prior to end of school year.

▶ [Click here to expand...](#)

Delivery Method

The way in which instruction is administered.

▶ [Click here to expand...](#)

Program

The Program code should designate the funding source in which staff are being paid.

Users are able to make a Program 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...](#)

HMH

Houghton Mifflin Harcourt (HMH) is a digital platform created to support K-12 teachers and improve student outcomes. Mark the HMH check box if the course is part of the HMH curriculum. This field is used only for district-tracking purposes and is not used for state reporting.

▶ [Click here to expand...](#)

Distance Learning

This field is used only for district-tracking purposes.

▶ [Click here to expand...](#)

Section Roster Batch Edit

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 Missouri, users are able to enter a Dual Credit Site Code Override. This field is 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: 6						
Name	Student #	Start Date	End Date	Repeat No	Credit	Dual Credit Site Code Override
11 Alburdis, James L	238655105	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select a Value
10 Alexander, Amorshay S	435902040	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select a Value
12 Arounpradith, Emily D	707772930	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select a Value
10 Backers, Skylar A	381678979	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select a Value
12 Barnhouse, Conner M	718518174	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select a Value
10 Baugh, Taylor K	675692406	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select a Value

Missouri Roster Batch Edit Tab

Dual Credit Site Code Override

Dual Credit Site is the site at which instruction of a college credit (dual credit) course is given.

▶ [Click here to expand...](#)
