

# Scheduling Components (Missouri) [.2307 and previous]

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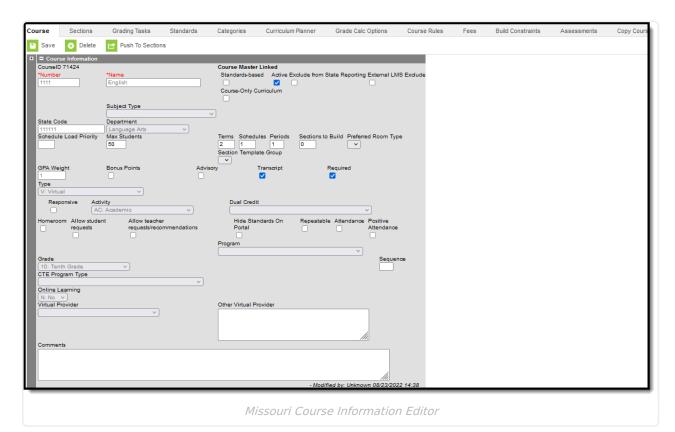
#### Course Tab Fields | Course Section Fields | Section Roster Batch Edit

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.





#### **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...

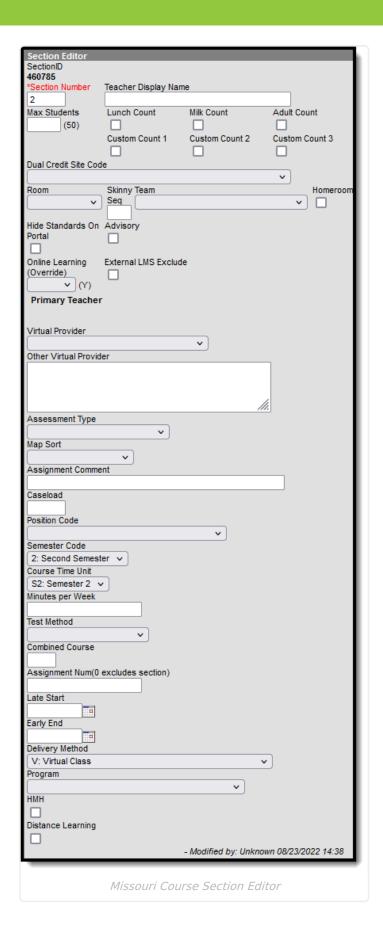
# **Course Section Fields**

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.







### **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: oinline 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**

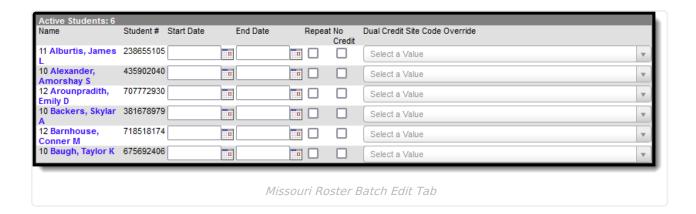
This field is used only for district-tracking purposes.

▶ 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.





## **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...