



Texas Skyward User Group Conference

Maintaining Data for the Teacher Section Association Extension formerly known as 300 & 305 Records

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Maintaining Data for the 300 & 305 Records



AGENDA

This session will demonstrate how to . . .

- Enter and maintain data for the 300 Course Section Data and 305 Teacher Class Assignment records
- Generate reports showing information reported on the 300 and 305 records
- Run pre-PEIMS edit reports to check data on the 300 and 305 records

Maintaining Data for Teacher Class Assignment

TEDS 8.3.3 - 30305



Staff Category

30305 Teacher Class Assignment Sub-Category
TeacherSectionAssociationExtension Complex Type

Element ID	Data Element	XML Name	TSDS	M	PEIMS				Pote Futur		
					1	2	3	4			
**	Reference Complex Type	TeacherReference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
**	Reference Complex Type	StaffIdentity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E1524	TX-UNIQUE-STAFF-ID	StaffUniqueStatelId	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
**	Reference Complex Type	SectionReference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
**	Reference Complex Type	SectionIdentity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E0266	CAMPUS-ID	StateOrganizationId	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E1056	CLASS-ID-NUMBER	UniqueSectionCode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E1065	ASSIGNMENT-BEGIN-DATE	BeginDate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E1066	ASSIGNMENT-END-DATE	EndDate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E1067	CLASS-ROLE	TX-ClassRole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E0948	COURSE-SEQUENCE-CODE	TX-CourseSequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[
E0721	ROLE-ID	TX-StaffRole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[

Please see TEDS 'Section 3 - Description of Data Elements' for the technical specifications for the elements listed.

For data elements identified as potential future use and NOT USED BY TEA, technical specification documentation will not be provided.

**Class ID Number =
Two Digit Year + Campus ID
+Course Alphakey + Service ID**

Section Master Records – 300 & 305



Course Sequence Code is used for both the 300 & 305

* For elementary/middle school the check box is used to report as A

Population Served & Non Campus Based Instructions are used for the 305

Texas State Specific

Course Sequence Codes:

Non-High School Year Long Course

Exclude record from PEIMS

* Distance Learning: 00 NO DISTANCE LEARNING

Class Type: 01 REGULAR

* Population Served: 01 REGULAR STUDENTS

Non Campus Based Instruction: 00 NOT APPLICABLE

Meeting Pattern – 300

Edit Class Meet (114)

Course
Entity: 102 Entity (102) Grades PK to 1
Class: 2WR/01 2 Writing
Control Set: Y Class Status: Active

Start and Stop Terms
* Display Term Start: 01 * Stop: 04 * Scheduling Term Start: 01 * Stop: 04

Meet Pattern
* Display Period: 04
Scheduling Period: 04
* Attendance Period: 04
M T W R F S
Display: [x] [x] [x] [x] [x] [x]
Scheduling: [x] [x] [x] [x] [x] [x]
Attendance: [x] [x] [x] [x] [x] [x]

Lunch Code
 None Group A Group B Group C Group D Group E Group F

Building: 102 Building (102)
Usage: 0/0

Teacher: GLASSABB000 Glasscr Abby

Teacher Type
 Display This Class Meet On Student Schedules
 Allow Access to EA+
 Allow Access to Gradebook
 Primary Alternate

Class Meet Type
 Instructional Lunch Recess Study Hall Other

Texas State Specific:
Class Role: []
Monthly Minutes Override: 00000
 Exclude record from PEIMS

Period for the 300

Teacher for the 305 transactions

Class role for the 300

Mass Change Course Master Fields



Course Master	Data Element	300 Record	305 Record	Mass Change
Meeting Pattern	Teacher (Staff ID)		X	No
	Class Role		X	Yes
	Monthly Minutes			Yes
	Exclude from PEIMS	X	X	Yes
	Assignment Begin Date		X	No
	Assignment End Date		X	No

Mass Change Course Master Fields



Course Master	Data Element	300 Record	305 Record	Mass Change
Course	Service ID	X	X	No
Section	Course Sequence Codes	X	X	Yes
	Non-High School Year-Long Course	X	X	Yes
	Exclude from PEIMS	X	X	No
	Class Type			Yes
	Population Served		X	Yes
	Non-Campus Based Instruction	X		Yes

Teacher Transactions (305) – Course Master/Staff Profile



Assignment Begin Date &

Assignment End Date

[View All Meets](#)

[Edit](#) [Delete](#) [History](#) **Building** 001 - Building (001) **Room** 4 **Teacher** ED LINDENSCR **Type** P - Primary **Start Term** 01 **Stop Term** 06 **Display Period** 02 **Lunch Code** **Display Meet** MTWRF

Teacher Transactions

	Effective Date	Transaction Type	Teacher	Class Role	Done By	Transaction Time
Edit Delete	11/21/2011	A - Add	ELINDENSCR		LINDENSCR, ED	06:59P
Edit Delete	11/21/2011	D - Drop	AGauncescr	01	LINDENSCR, ED	06:59P

Staff Record (View Only)

Teacher Transactions

School Year: ▼

Course/Sec	Effective Date	Transaction Type	Class Role	Done By	Transaction Time
1101/01	12/15/2011	D - Drop		THOMPSONSCR, KATE	02:46P
1101CR/01	11/16/2011	A - Add		LINDENSCR, ED	11:46A
1102H/07	07/24/2012	D - Drop	01	LAST SCR, FIRST	08:26A
1102H/07	12/27/2011	A - Add		LINDENSCR, ED	09:53A
1151/16	10/25/2011	D - Drop	01	Smithscr, Elise	11:39A

Staff Profile – Staff ID (SSN) - 305



Staff Information

Staff Information

Name Information

Name: **Adrianna E Abbittscr**
ABBITADR000
SSN: **123-40-5068** Employee ID:
Comment:

Title: **PARAPROFESSIONAL**

Initials: **AEA**

* Long Name: **Adrianna Abbittscr**

* Short Name: **AAbbittscr**

TSDS ID: **1234567890**

- Contracted Through Third Party Vendor
- Discipline Officer Teacher Substitute Counselor
- Career Center Counselor or Administrator

General Information

Demographic Information

* First Name: **ADRIANNA** Middle Name: **E** * Last Name: **Abbittscr**
Name Prefix: Name Suffix: Name Key: **ABBITADR000**
Gender: Marital Status: Date of Birth:
Race: Language: SSN: **123-40-5068**
Employee ID: **12345**

Staff ID Report (WS\SF\RE\SI)



Staff Information Report

Template Settings

* Template Description: **Staff ID 2016 TSUG**
 Share with other users in entity 001
 Print Greenbar

Ranges

Low High
 Entity:
 Name Key:
 Date of Birth:
 Zip Code:
 Current Year Status: Active Inactive Both
 Next Year Status: Active Inactive Both
 Default Entity: Default Non-default Both

Staff Types to Process

Staff Types:

Process Staff Types only when: Primary Non-Primary Both

Sort Order/Options

Page Break On First Sort Item

Move	Label
<input type="button" value="↕"/>	<input type="text" value="Name"/>
<input type="button" value="↕"/>	<input type="text" value="Current Year Status"/>
<input type="button" value="↕"/>	<input type="text" value="Next Year Status"/>
<input type="button" value="↕"/>	<input type="text" value="Building"/>
<input type="button" value="↕"/>	<input type="text" value="Zip Code"/>
<input type="button" value="↕"/>	<input type="text" value="Date of Birth"/>
<input type="button" value="↕"/>	<input type="text" value="Primary Staff Type"/>

Printing Options

- Print Name Key
- Print Name
- Print Race
- Print Language
- Print Gender
- Print SSN
- Print 2nd Phone Number
- Print Age
- Print Date of Birth
- Print CY Status
- Print NY Status
- Print Address
- Print Email Address
- Print 3rd Phone Number
- Print Entity
- Print Building
- Print Primary Staff Type
- Print Picture ID
- Print 1st Phone Number
- Print Qualifications
- Print Default Entity

Space Used: 63 Space Available: 107 Print Orientation: Portrait

Print Custom Header
 Print Comments On Additional Line(s)

Course Report by Course (300)



Course Report by Course - Entity 001 - WS\OF\CS\BC\RE\CR - 9920 - 05.12.06.00.12 - Windows Internet Explorer

Course Report by Course (144)

Template Settings

- * Template Description:
- Share this template with other users in entity 001
- Print Greenbar

Course Selection Ranges

Year:

	Low	High
Course:	<input type="text"/>	<input type="text" value="ZZZZZZZ"/>
Course Length:	<input type="text"/>	<input type="text" value="ZZZ"/>
Subject:	<input type="text"/>	<input type="text" value="ZZZ"/>
Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Department:	<input type="text"/>	<input type="text" value="ZZZ"/>
GPA Set:	<input type="text" value="1"/>	<input type="text" value="5"/>
Credits:	<input type="text" value="0.000"/>	<input type="text" value="99.999"/>
GPA Credits:	<input type="text" value="0.000"/>	<input type="text" value="99.999"/>
Fee:	<input type="text" value="\$0.00"/>	<input type="text" value="\$9999.99"/>
Grade:	<input type="text" value="00"/>	<input type="text" value="99"/>
<input type="checkbox"/> Include partial grade overlappings		
Estimated Number of Sections:	<input type="text" value="0"/>	<input type="text" value="999"/>
Number of Requests:	<input type="text" value="0"/>	<input type="text" value="9999"/>
Report Card:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Lock Group:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Team Scheduling Priority:	<input type="text" value="0"/>	<input type="text" value="9"/>

Course Report by Course (300) – Options cont.

Printing Options

Printing Options

Keep Attendance:	All	Schedule Type:	All
Grade Course:	All	Scheduling Priority:	All
Status:	Active	Cross-Entity Classes:	Include
Elective/Required:	All	CE Classes to Print:	Home and Away
Repeatable:	All	Category:	All
Core Academic:	All	Prerequisites:	Both (With & Without)
Available to Online Scheduling:	All	Corequisites:	Both (With & Without)
Teacher Status:	Both		

Report Form

Report Format

- Course
- Section with gender counts
- Section without gender counts
- Summary with gender counts
- Summary without gender counts
- Short summary-semester counts
- Counts by grade and gender
- User-defined course report

Course Report by Course (300) – Options cont.



Course Fields

Course Fields (Clear All)		
Move	Field	Select
↕	Course Key	<input checked="" type="checkbox"/>
↕	Long Description	<input checked="" type="checkbox"/>
↕	Service ID	<input checked="" type="checkbox"/>

Class and Class Meets Fields (Clear All)		
Move	Field	Select
↕	Section Number	<input checked="" type="checkbox"/>
↕	Display Period	<input checked="" type="checkbox"/>
↕	Teacher Long Name	<input checked="" type="checkbox"/>
↕	Course Sequence Codes	<input checked="" type="checkbox"/>
↕	Non-High School Year Long Program	<input checked="" type="checkbox"/>
↕	Non Campus Based Instruction	<input checked="" type="checkbox"/>
↕	Exclude from PEIMS (Section)	<input checked="" type="checkbox"/>
↕	Exclude from PEIMS (Class Meet)	<input checked="" type="checkbox"/>

Section and Class Meet Fields

Course Report by Course (300) – Fields to select cont.



Course Fields

Course Fields (Clear All)		
Move	Field	Select
	Course Key	<input checked="" type="checkbox"/>
	Long Description	<input checked="" type="checkbox"/>
	Service ID	<input checked="" type="checkbox"/>

Class and Class Meet Fields

Class and Class Meets Fields (Clear All)		
Move	Field	Select
	Section Number	<input checked="" type="checkbox"/>
	Display Period	<input checked="" type="checkbox"/>
	Teacher Long Name	<input checked="" type="checkbox"/>
	Course Sequence Codes	<input checked="" type="checkbox"/>
	Non-High School Year Long Program	<input checked="" type="checkbox"/>
	Population Served	<input checked="" type="checkbox"/>
	Class Role	<input checked="" type="checkbox"/>
	Exclude from PEIMS (Section)	<input checked="" type="checkbox"/>
	Exclude from PEIMS (Class Meet)	<input checked="" type="checkbox"/>

Pre-PEIMS 300 is available



Template Settings

* Template Description: **Check 300 Records**

- Share this template with other users in entity 001
- Print Greenbar

Information

This program prints student's course history for the chosen school year. The 300 and 305 records will be built based on the courses taken for the students in range. Note you can run this report at any time but the Pass/Fail Indicators will default to '00' until you run the option to Set Pass/Fail Credit Indicators in the Texas Mass Change area. You must calculate credits before you set Pass/Fail Credit Indicators.

Report Options

Print Edits: **All**

- Print Errors Only

Report Ranges

Low High
Entity: **001** **001**
Grade/Grad Yr: **9999** **0000**
* School Year: **2013**
Submission Period: **Submission 3**

Records to Print

- 300 Course Section
- 305 Teacher Class Assignment
- 415 Course Completion

Sorting Options

Move	Label	Select	Page Break
	Grade Level	<input type="checkbox"/>	<input type="checkbox"/>
	Entity	<input type="checkbox"/>	<input type="checkbox"/>

Pre-PEIMS 305 is available



Template Settings

- * Template Description: **Check 305 Records**
- Share this template with other users in entity 001
 - Print Greenbar

Information

This program prints student's course history for the chosen school year. The 300 and 305 records will be built based on the courses taken for the students in range. Note you can run this report at any time but the Pass/Fail Indicators will default to '00' until you run the option to Set Pass/Fail Credit Indicators in the Texas Mass Change area. You must calculate credits before you set Pass/Fail Credit Indicators.

Report Options

- Print Edits: **All** ▼
- Print Errors Only

Report Ranges

- Low High
- Entity: **001** **001**
- Grade/Grad Yr: **9999** **0000**
- * School Year: **2013**
- Submission Period: **Submission 3** ▼

Records to Print

- 300 Course Section
- 305 Teacher Class Assignment
- 415 Course Completion

Sorting Options

Move	Label	Select	Page Break
	Grade Level	<input type="checkbox"/>	<input type="checkbox"/>
	Entity	<input type="checkbox"/>	<input type="checkbox"/>

