



Texas Skyward User Group Conference

Maintaining Data for the Teacher Section Association Extension Complex Type 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 – Element E1056 – Calculated Value – 14 digits



Class ID Number =
Two Digit Year + Campus ID
+Course Alphakey + Section #

Course Master – Course Offering Complex Type & Course Transcript Extension



Texas State Specific

Service ID: 03100500 ALGEBRA I Unit Desc: ALG 1

Transcript Area: 03 Mathematics

Career Tech Ind: [dropdown]

* Subject Area: [dropdown]

* Course Level Characteristic: [dropdown]

SID is used for the 10050 & 47010/43415

Section Master Records – 10050 Section Extension Complex Type & 30305 – Teacher Section Association Extension Complex Type



Course Sequence Code is used for both the Section Extension and Teacher Section Complex Types 10050 & 30305.

* For elementary/middle school the check box is used to report as A (Non-High School Year)

Population Served & Non Campus Based Instruction are used for Section Extension Complex type 10050

Texas State Specific

Course Sequence Codes:

Non-High School Course

Exclude record from PEIMS

TSDS Homeroom

* Distance Learning: 00 NO DISTANCE LEARNING

Class Type: 01 REGULAR

* Population Served: 01 REGULAR STUDENTS

Non Campus Based Instruction: 00 NOT APPLICABLE

PK Curriculum:

High Quality PK Program:

PK School Type:

Student Instruction:

OnRamps Dual Enrollment:

Side note: Course Sequence Code is also used for Course Transcript Extension and Student Section Association Complex Type 40110/5030 and 47010/43415

Section Master Records – 10050 Section Extension Complex Type & 30305 – Teacher Section Association Extension Complex Type



PK Curriculum (ECDS)
High Quality PK Program (ECDS)
PK School Type (ECDS)
Student Instruction (ECDS)
Summer Collection/Loaded to ODS

OnRamps – Course Transcript
Extension Complex type

TSDS Homeroom – all KG students
for ECDS. Loaded to ODS but not
extracted to the PDM

PK Curriculum: ▼
High Quality PK Program: ▼
PK School Type: ▼
Student Instruction: ▼
OnRamps Dual Enrollment: ▼

TSDS Homeroom

Meeting Pattern – Section Extension Complex Type 10050



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
Display: M T W R F S
Scheduling: M T W R F S
Attendance: M T W R F S

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

Building: 102 Building (102)
Room: 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 10050

Teacher for the 30305 transactions

Class role for the 30305

Mass Change Course Master Fields – WS\OF\CS\BC\PS\UT



| 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 - WS\OF\CS\BC\PS\UT



| 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 (30305) – Course Master/Staff Profile



Assignment Begin Date & Assignment End Date

Staff Record (View Only)

[View All Meets](#)

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

▼ 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 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:

Select Staff Types

Process Staff Types only when: Primary Non-Primary Both

Sort Order/Options

Page Break On First Sort Item

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

Printing Options

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

Section 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"/> |
| ↕ | 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"/> |

Course Report by Course – 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: ▼

Print Errors Only

Report Ranges

Low High

Entity:

Grade/Grad Yr:

* School Year:

Submission Period: ▼

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"/> |

