



Create Non-Graded Course

This document instructs how to add Non-Graded Classes in DASL so that those classes are available for staff to use in ProgressBook.

Step 1: Add an Additional Period to the Master Calendar so that all courses can be scheduled into this period.

Navigation: [Home](#) » [Management](#) » [School Administration](#) » [Scheduling Administration](#) » [Initialization](#) » [Master Calendar Periods](#)

 This step only needs to be done once during the initial setup.

In the example below the school currently has 10 periods, so a period 11 will need to be added.

- Click on Add Period

Home » Management » School Administration » Scheduling Administration » Initialization » Master Calendar Periods

WARNING: You are working with the Current School Year, and not a Future School Year.

Master Calendar Period Maintenance

From this screen, you can display, add, change and delete data pertaining to Master Calendar Periods.

The Master Calendar Period was saved successfully

Add Period Save Changes Cancel Changes

			Code	Name	Sort Order	Active
X		↓	0	0	1	☀
X		↑ ↓	1	1	2	☀
X		↑ ↓	2	2	3	☀
X		↑ ↓	3	3	4	☀
X		↑ ↓	4	4	5	☀
X		↑ ↓	5	5	6	☀
X		↑ ↓	6	6	7	☀
X		↑ ↓	7	7	8	☀
X		↑ ↓	8	8	9	☀
X		↑ ↓	9	9	10	☀
X		↑	10	10	11	☀

Show Active Only

- Enter the Code and the Name and click Save.

Master Calendar Period Maintenance

From this screen, you can display, add, change and delete data pertaining to Master Calendar Periods.

Code:

Name:

Is Active:

Save Save and New Cancel



Create Non-Graded Course

- ☐ Make sure that the periods are in order. If adjustments need made use the arrow keys to move lines up or down.

Master Calendar Period Maintenance

From this screen, you can display, add, change and delete c

The Master Calendar Period was s

					Code	Name	Sort Order	Active
X	/	↓			0	0	1	💡
X	/	↑	↓		1	1	2	💡
X	/	↑	↓		2	2	3	💡
X	/	↑	↓		3	3	4	💡
X	/	↑	↓		4	4	5	💡
X	/	↑	↓		5	5	6	💡
X	/	↑	↓		6	6	7	💡
X	/	↑	↓		7	7	8	💡
X	/	↑	↓		8	8	9	💡
X	/	↑	↓		9	9	10	💡
X	/	↑	↓		10	10	11	💡
X	/	↑	↓		11	11	12	💡

Show Active Only

Step 2: Create the Course

Navigation: [Home](#) » [Management](#) » [School Administration](#) » [Scheduling Administration](#) » [Course Maintenance](#) » [Courses](#)

- ☐ Press the **Add Course** Tab.

Home » Management » School Administration » Scheduling Administration » Course Maintenance » Courses Advanced Search | Feeds

WARNING: You are working with the Current School Year, and not a Future School Year as expected

From this screen you can display or change information regarding courses

Course: ... Grade Level: Department:

Area of Study: Course Subject Area: Type:

EMIS Subject Code:

←



There are 5 tabs in creating a course; only 4 need to be used (General, Marks, Miscellaneous, and EMIS).



Create Non-Graded Course

□ General Tab:

- Enter the **Code**, **Abbreviation**, **Name**, and **Short Name**. Name the course something that will make sense to everyone.
- Enter a **0** in the **Hours of Instruction** field, because Non-Graded Courses do not require hours.
- Check **Roll Course to Next Year** if you want this course to be rolled into the new year each school year, make sure **Is Active** is checked.
- The rest of the check boxes should **NOT** be checked.

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites

While the Code can be up to 15 characters, 10 characters or less is recommended.

Code: ESC **Abbreviation:** ESC
Name: Test Teach Access **Short Name:** Test Teach
Description: Teacher access for ESC

Hours of Instruction: 0 **Scheduling Priority:** 5

Display on Public Module: **Is Active:**
Is High School Credit: **Is In Update History:**
Roll course to next year: **Core Course:**

Save Save and New Cancel

□ Marks Tab:

- Make sure all check boxes are **NOT** checked.
- Enter a **0** in the **Credit Units** field.

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites

ESC - Test Teach Access

Course Weight: 10 **In Graduation Count:** **Is Honors Course:**
Level of Difficulty: **Include in Total Credits:** **Include on Permanent Record:**
GPA Add-on Level: **Include in GPA:** **Print on Report Card:**
Credit Units: 0.00 **In Honor Roll:**
Mark Bump:
Rank Weight:

Save Save and New Cancel



Create Non-Graded Course

Miscellaneous Tab:

- The **Course Type** should be **Blank-blank-legacy**.
- Select **all grade levels** from the **Grade Levels Available**.

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites

ESC - Test Teach Access

Department: Course Type: Blank - blank - legacy

Area Of Study: Language Code:

Subject Area: In Graduation / Eligibility:

Gender Directive: None

Selecting the 'Balance...' option in the Gender Directive dropdown will only affect the batch and single student schedulers. The schedulers will attempt to balance the filling percentage in the course's sections for each gender separately.

Grade Levels Available

GR
23
30
31
IN
**

Grade Levels Selected

09
10
11
12

Location Types Available

Not Specified
Unknown
Library
Gymnasium
Music room
Cafeteria

Location Types Selected

--

Save | Save and New | Cancel

EMIS Tab: Uncheck the **Report to EMIS** checkbox.

- Click **Save** to save the course.

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites

ESC - Test Teach Access

EMIS Location IRN: (Only required if different from the current building, optional if same as current building)

EMIS Location Description: (Only required if EMIS Location IRN = '999999')

EMIS Staff Provider IRN:

EMIS Course Level:

EMIS Subject Code:

EMIS Subject Area for Credit:

EMIS Language Used:

CORE Subject Area:

CTE College Credit:

Curriculum:

Delivery Method:

Educational Option:

Student Population:

Highly Qualified Teacher IRN:

Credit Flex:

Report to EMIS:

Save | Save and New | Cancel



Create Non-Graded Course

Step 3: Create Course Sections.

Navigation: [Home](#) » [Management](#) » [School Administration](#) » [Scheduling Administration](#) » [Course Maintenance](#) » [Course Sections](#)

- Enter the **Course Name** in the **Course** field and press **Add Course Section**.

Home » Management » School Administration » Scheduling Administration » Course Maintenance » Course Sections Advanced Search |

WARNING: You are working with the Current School Year, and not a Future School Year as expected

Course Sections

From this screen you can display or change information regarding course sections

[Hide Filters]

Course: ESC x ... Grade: Department: Course Type:

Teacher: Term: Location:



There are 4 tabs in creating a course section; only 2 need to be used (General and Meeting times).

- General:
 - o The **Course** should automatically be filled in.
 - o Enter **1** as the **Section Number** (continue to increase the section numbers as you build additional sections that are needed).
 - o Choose **Year** as the **Course Term**.
 - o **Is Active** and **Roll Section to Next Year** should be checked.

Course Sections

From this screen you can display or change information regarding course sections

General Meeting Times Memberships Attendance Teacher History EMIS Override

Course: ESC ⚡ ...

Section Number: 1 ⚡

Capacity: 500 ⚡

Course Term: YEAR ⚡

Is Active:

Roll section to next year:

Meeting Time Description: Custom



Meeting Times:

- Select **Basic**.
- Select the **staff member** from the Teacher drop down.
- Select a **Location** from the drop down. The location that is chosen does not matter, but one is required.
- Choose the **period** that was added to the **Master Calendar Periods** in [Step 3](#).
- Click **Save Course Section**.

Course Sections - ESC - Test Teach Access (1)

From this screen you can display or change information regarding course sections

General	Meeting Times	Memberships	Attendance	Teacher History	EMIS Override
<input checked="" type="radio"/> Basic <input type="radio"/> Intermediate <input type="radio"/> Advanced					
Teacher:	Scott Carpenter ▼ ⚡				
Location:	100 - 100 ▼ ⚡				
Periods (All Days):	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 ⚡				
Save Course Section Save and New Cancel					

Step 4: Assign the Course to Students.

Navigation: [Home](#) » [SIS](#) » [Scheduling](#) » [Bulk Assign](#)

Select your desired Search Mode.

- Choosing **Search for Students** will allow you to search for the students by name, grade, etc.
- Choosing **Enter student IDs** will allow you to enter the student ID's for each student separated by commas.

Once you have entered your search criteria click on **Add to List**. The listing of students will display. If you need to remove any students from the list you can click on the **X** beside the student you want to remove. Once you have your list finalized click on the **Next** button.



Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students.

Search Mode: Search for students Enter student Ids
 Student ID: (comma separated) 142403,7117,7115

Students to be assigned.

	Number	Student	Gender
X	142403	Mouse, Mickey	M
X	7117	Student100, MATTHEW	M
X	7115	Student103, CALEB	M
Male: 3 Female: 0 Total: 3			

- Enter the **Course** into the first box and the **Section** in the second box and click **Add Section**.
- Click **Next**.

Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of course sections to assign to each student in the list.

Group / course section:

- Enter the **Assignment Date** as the first day of school and press **Assign**.



Bulk Course Section Assignment

Use the bulk course section assignment wizard to schedule a list of students into a list of course sections

Create a list of students Create a list of course sections **Assign students**

[< Back](#)

Student Total: 3
Course section total: 1

Assignment date: 8/19/2011

You will receive the following confirmation that the assignment was successfully saved.

Assignments were successfully saved.