

Introduction to: *Base Data Set Up*

January 2019



Agenda

- **City Maintenance**
 - Cities
 - States
 - Counties
- **City/State/Zip Code Management**
 - States / Cities Zip Codes
- **Location/Building/Room Management**
 - Campus Information
 - Location Information
 - Building Information
 - Room Information
- **Sending School Management**
 - District Information
 - Sending School Information
 - School Schedules
 - School Schedule Changes
- **Period Management**
 - Week Cycle Information
 - Certification Hours Information



Agenda (continued)

- **Employee Management**
 - General Information
 - Position Information
 - PIMS Information
 - PIMS Assignment Information
 - Discipline Information
 - Miscellaneous Information
 - Course Assignment Information
- **Personnel Management**
 - Campus Personnel
 - Location Personnel
 - District Personnel
 - Sending School Personnel
- **Instructional Classifications**
 - Educational Category Information
 - Cluster Information
 - Delivery Information
 - Post-Secondary Options
 - Career & Technical Student Organizations (CTSO)



- **Instructional Course Offerings**
 - Program Information
 - Course Information
 - Class Information
- **Curriculum Management**
 - Duty Information
 - Task Information



City Maintenance

Getting Started

Double Click **My Modules**>Double click on **Base Data Information**>Click the **City Maintenance** Module



****Note: Complete City Maintenance PRIOR to entering any student information (Student Registration Information) or employee information (Employee Management) into the system.**



Location/Building/Room Management



Getting Started

Double Click **My Modules**>Double click on **Base Data Information**>Click the **Location/Building/Room Management** Module



****Note:** Complete **Location/Building/Room Management** information PRIOR to entering any of the following information / modules:

- **School Calendar – School Calendar Information**
- **Marking Periods – Calendar Session Management**
- **New Students – Student Registration Information**
- **Course Catalog – Instructional Course Offerings**



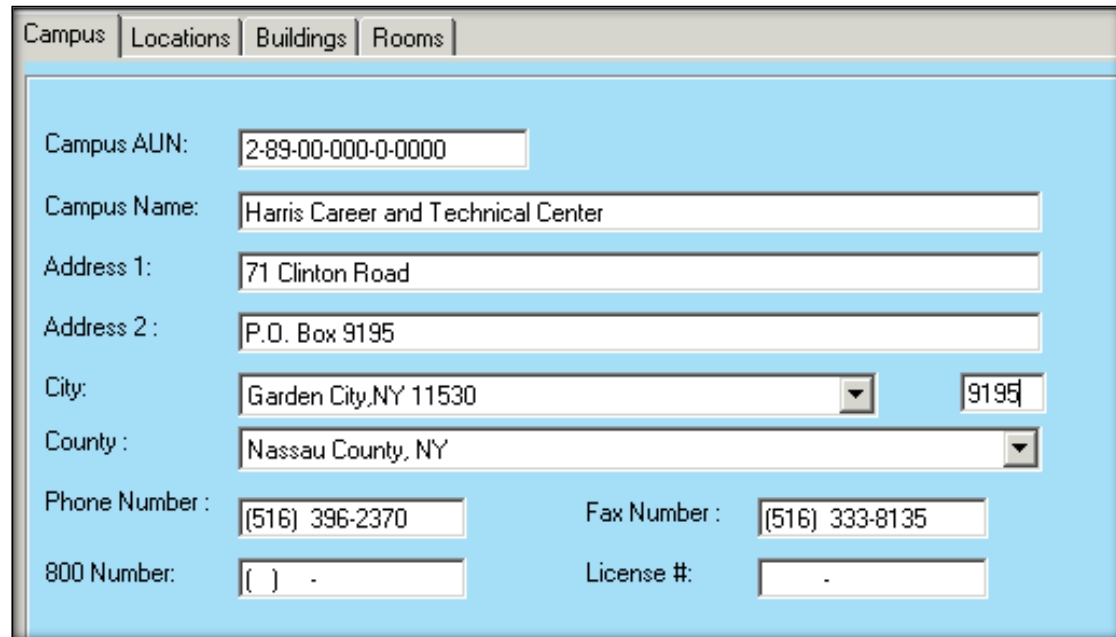
Location/Building/Room Management

Campus Information



- Campus information will be **imported** by Classmate
- Campuses are listed in **Campus/Locations/Buildings/Rooms** column on the left
- Click on the **Campus Name** or **Campus Tab** to view Campus Information
- Users can update Campus Information under the Campus Tab
- Click the **“Save”** icon to save any Campus changes

****Note:** When printing canned reports, you may notice that a phone number or address is blank or incorrect, you will want to check in this module and verify the information.



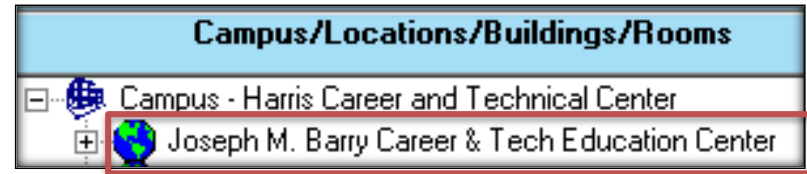
Location/Building/Room Management

Location Information

Add a Location:

- Click on the **Campus Name**
 - Click on the **Location Tab**
- 1 Click on the **Green Arrow** to auto-generate a **Location ID (can be school defined)**
 - 2 Enter a **Location Name, Address, City/State/Zip, Phone Number & Abbreviation**
 - 3 Identify the Type (or division) that this location will be (CTE, Alt Ed, Special Ed)
 - 4 Escholar Acronym: Enter SIRS for New York and PIMS for Pennsylvania
 - 5 Identify if this location is shared with other ClassMate locations
 - 6 Enter the Virtual Location Code (used for State Reporting SIRS/PIMS)
 - 7 Identify if this location is to be Included in State Reporting (SIRS/PIMS)
 - 8 Select the **Enrollment Grade Levels** that will be at this location
 - 9 Select the **Enrollment Grade Levels** that will be at this location and the Teacher Class Sort (the order in which the teachers will view their classes)

Click the **“Save”** icon to save the Location




****Note: Complete Location Information PRIOR to adding Buildings or Rooms in the Location/Building/Room Management Module**



Location Information

Campus | **Locations** | Buildings | Rooms

 Location ID:

Location Name:

Address Line 1:

Address Line 2:

City:

Phone Number: Ext.

800 Number: FAX Number:

License #: Homebound Hrs: Type:

Abbreviation: HSTW: Yes No Contract Agreement: Yes No

Escholar Acronym: Shared: Yes No School Start Time: School End Time:

Billing: Virtual Location Code:

Incl State Repoting: Yes No Primary CTE: Virtual GED Location Code:

Enrollment Grade Levels: 9th Grade thru 12th Grade 6th Grade thru 8th Grade Kindergarten thru 5th Grade

Core Primary Attendance: AM: PM:

Teacher Class Sort: by Course Title by Class ID by Period

Include CFM: No Yes

Semester About: No Yes

Include in Email Notification: No Yes

Include in Portal ODR: No Yes

Absent Letter Sort: Alpha Grade

Portal HDG Append ODR: No Yes



Location/Building/Room Management

Building Information

Add a Building:

- Click on the **Location Name**
- Click on the **Building Tab**

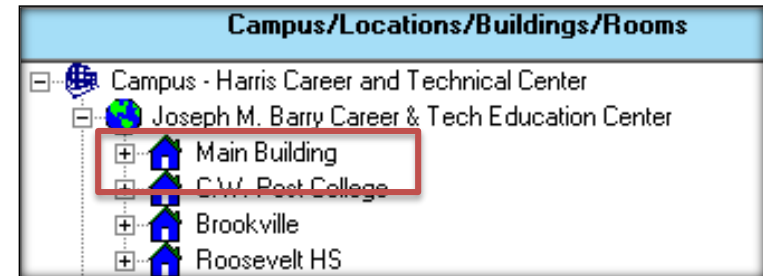
① Click on the **Green Arrow** to auto-generate a **Building ID**

② Enter a **Building Name**

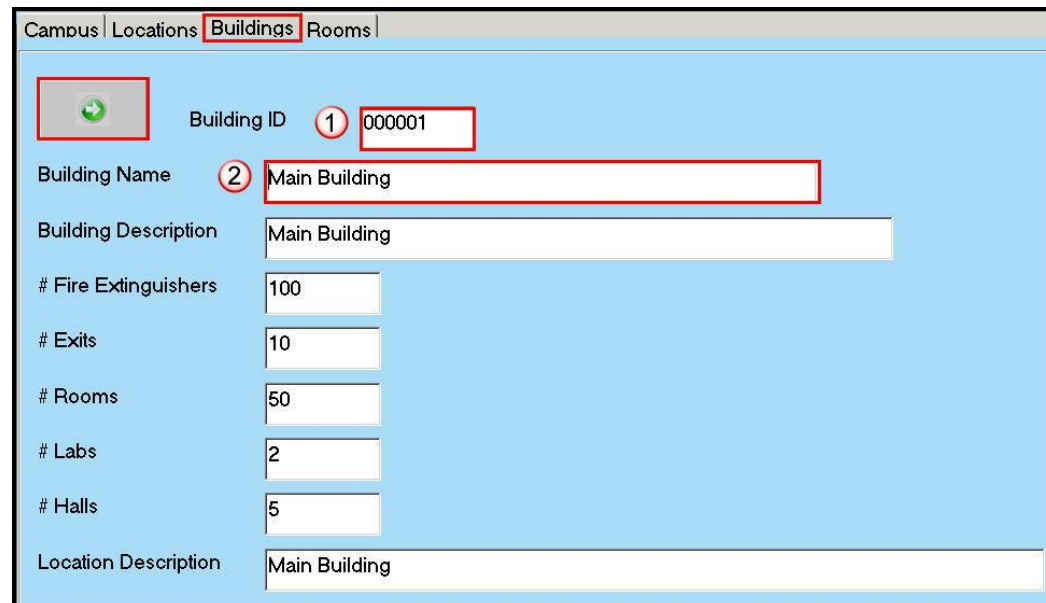
The following fields are also available:

- Building Description
- # Fire Extinguishers
- # Exits
- # Rooms
- # Labs
- # Halls
- Location Description


Click the **“Save”** icon to save Building information



****Note: Complete Building Information PRIOR to adding Rooms in the Location/Building/Room Management Module**



Campus | Locations | **Buildings** | Rooms

 Building ID ① 000001

Building Name ② Main Building

Building Description Main Building

Fire Extinguishers 100

Exits 10

Rooms 50

Labs 2

Halls 5

Location Description Main Building



Location/Building/Room Management

Room Information

Add a Room

- Click on the **Building Name**
- Click on the **Rooms Tab**

1 Enter a unique **Room ID**

2 Enter a **Room Name**

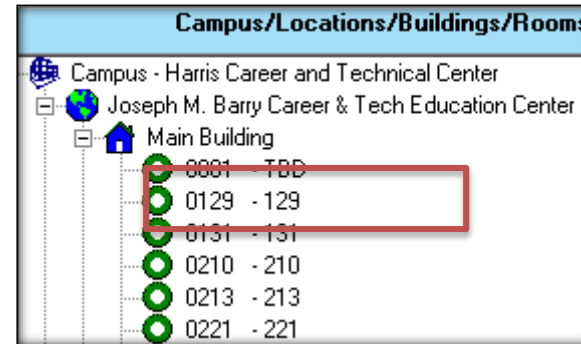
3 Enter a **Room Type**:

- Enter “C” for Classroom
- Enter “L” for Lab
- Enter “O” for Other

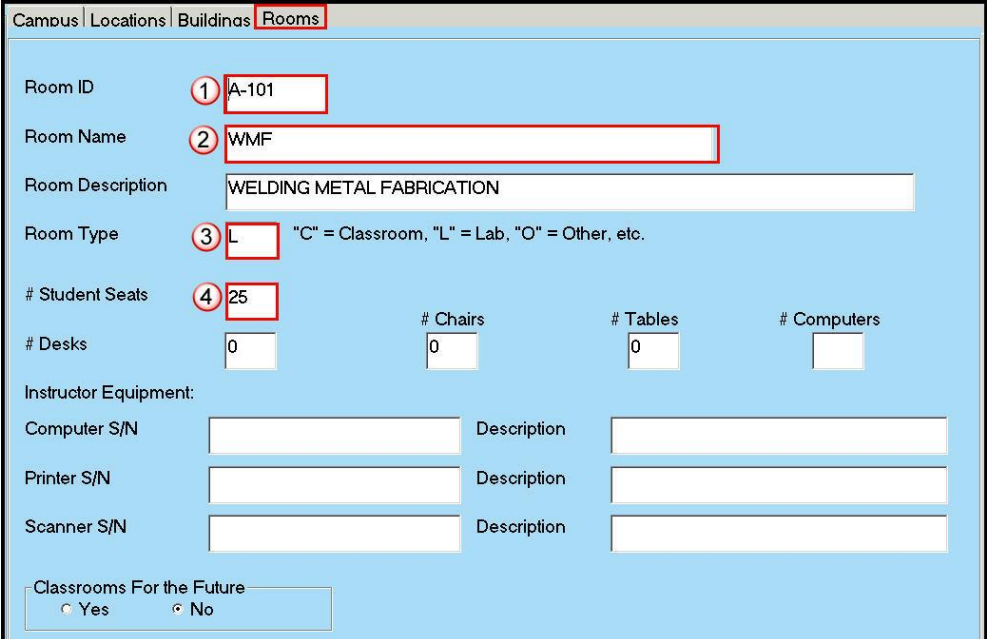
4 Enter the number of **Student Seats**

Click the “**Save**” icon to save Room information

NOTE: The 4 fields listed above are **REQUIRED**. All other fields are optional.



****Note:** Complete **Room Information** PRIOR to adding Instructional Classes in the Instructional Course Offerings Module



Sending School Management

Getting Started

Double Click **My Modules**>Double click on **Base Data Information**>Click the **Sending School Management** Module



****Note: Complete Sending School Management PRIOR to entering any student information (Student Registration Information), Sending School Schedule information (Sending School Management, Instructional Time Summaries) or Personnel Information (Personnel Management)**



Sending School Management

District Information

Add a District

Enter a District AUN and Name

Enter a Street Address

Enter a City from the drop-down menu

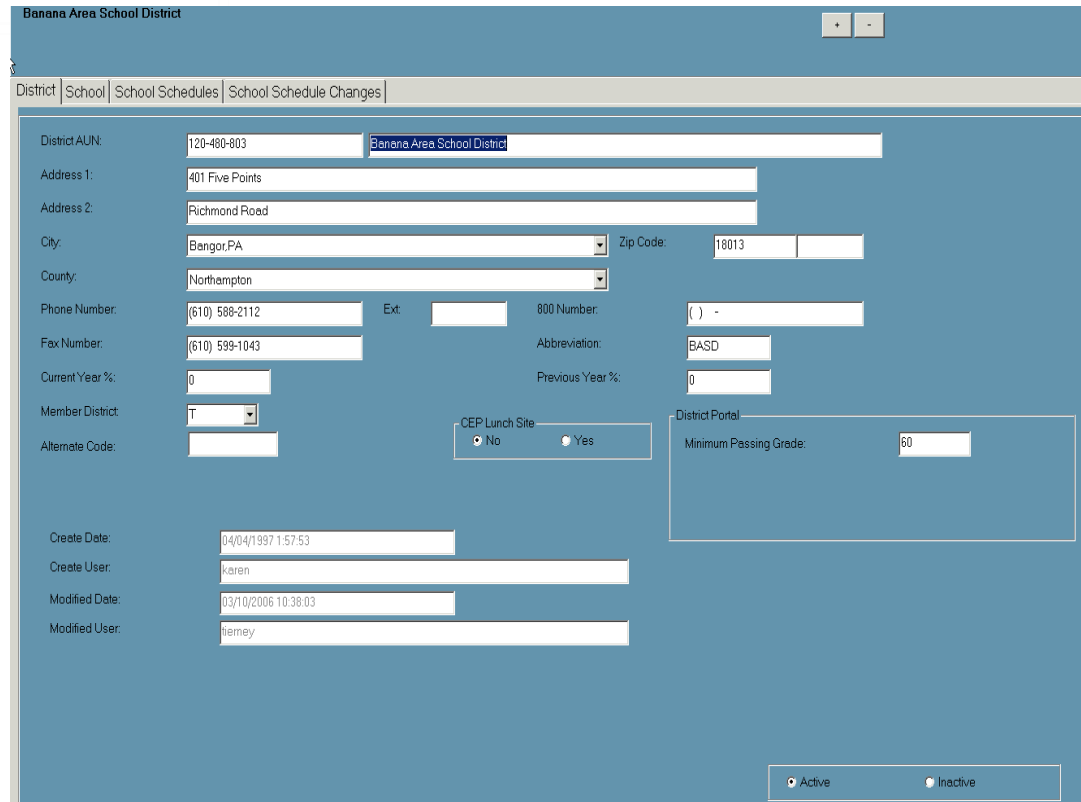
Enter the Zip Code

Select a County from the drop-down menu

Enter a Phone Number / Ext / 800 Number / Fax Number

Enter an Abbreviation for the District (Important)

Click the “Save” icon to save the District information



The screenshot shows a web form for adding a district. The form is titled "Banana Area School District" and has a navigation bar with "District", "School", "School Schedules", and "School Schedule Changes". The form fields are as follows:

District AUN:	120-480-803	Banana Area School District	
Address 1:	401 Five Points		
Address 2:	Richmond Road		
City:	Bangor, PA	Zip Code:	18013
County:	Northampton		
Phone Number:	(610) 588-2112	Ext:	
		800 Number:	() -
Fax Number:	(610) 599-1043	Abbreviation:	BASD
Current Year %:	0	Previous Year %:	0
Member District:	T	CEP Lunch Site:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Alternate Code:		District Portal:	Minimum Passing Grade: 60
Create Date:	04/04/1997 1:57:53		
Create User:	karen		
Modified Date:	03/10/2006 10:38:03		
Modified User:	berney		
<input checked="" type="radio"/> Active <input type="radio"/> Inactive			

Optional:

Current Year%

Previous Year%

Member District

Alternate Code

CEP Lunch Site

District Portal – Minimum Passing Grade

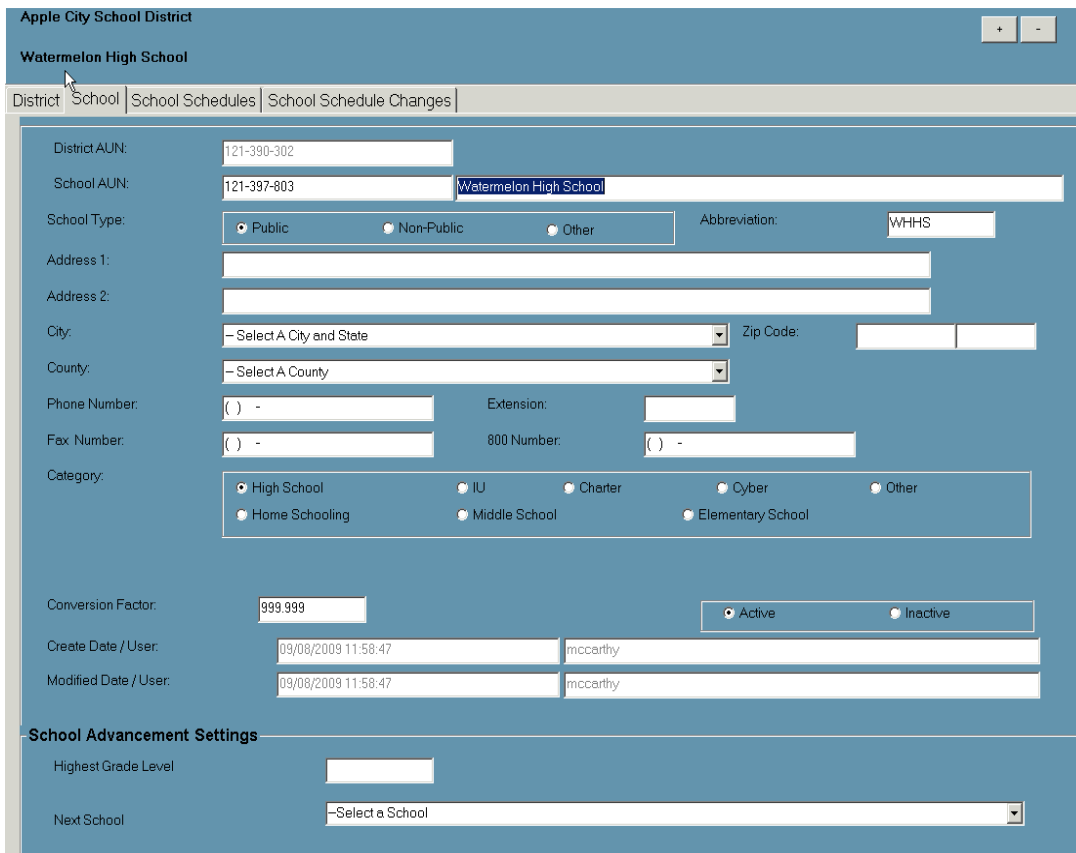


Sending School Management

Sending School Information

Add a School:

- Click on the Sending School's **District**
- Click on the **School** Tab



The screenshot shows a web form for adding a school. The header includes 'Apple City School District' and 'Watermelon High School'. A navigation bar has tabs for 'District', 'School', 'School Schedules', and 'School Schedule Changes'. The form fields are as follows:

- District AUN: 121-390-302
- School AUN: 121-397-803 (with a dropdown menu showing 'Watermelon High School')
- School Type: Radio buttons for Public (selected), Non-Public, and Other. Abbreviation: WHHS
- Address 1: [Empty text field]
- Address 2: [Empty text field]
- City: [Dropdown menu: - Select A City and State] Zip Code: [Empty text field]
- County: [Dropdown menu: - Select A County]
- Phone Number: [Empty text field] Extension: [Empty text field]
- Fax Number: [Empty text field] 800 Number: [Empty text field]
- Category: Radio buttons for High School (selected), IU, Charter, Cyber, Other, Home Schooling, Middle School, and Elementary School.
- Conversion Factor: 999.999 [Dropdown menu: Active (selected), Inactive]
- Create Date / User: 09/08/2009 11:58:47 mccarthy
- Modified Date / User: 09/08/2009 11:58:47 mccarthy
- School Advancement Settings**
- Highest Grade Level: [Empty text field]
- Next School: [Dropdown menu: -Select a School]

Enter a School AUN

Enter a School Name

Enter a School Type and School Abbreviation

Enter the Street Address

Select a City & Zip Code from the drop-down menu

Enter a County

Enter a Phone Number / Extension / Fax Number / 800 Number

Select a Category

Click the "Save" icon to save School information



Sending School Management

School Schedules

Add a School Schedule:

- Click on the **District** containing the Sending School
 - Click on the **Sending School**
 - Click on the **School Schedules** Tab
1. Enter the **Green Arrow** to auto-generate a schedule number
 2. Enter a **Schedule Description**
 3. Select a **Session/Block (AM or PM)** from the drop-down
 4. Enter Schedule Times:
 - Mark the days classes meet as “**True**”
 - Enter a “**Start Time**”
 - Enter an “**End Time**”
 - Enter “**Cert Minutes Lost**” only if using the certification hours module
 5. Enter the Instructional Time Hours & Minutes (most important fields)
 6. **SAVE** to add to bottom grid

****Note: Complete [Sending School Management > School Schedules](#) PRIOR to entering any Child Accounting Data (Child Accounting Management, Instructional Time Summaries)**



Sending School Management



Time Schedules

Apple City School District

Watermelon High School

District | School | School Schedules | School Schedule Changes

District AUN: 121-390-302 School AUN: 121-397-803

Location: Harris Career and Technical Center

2 PM 2 Hrs 45 Minutes

Session/Block: PM

Did Schedule Change? Yes No

Instructional Time: Hours: 2 Minutes: 45

Semester: NA Semester 1 Semester 2

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Held:	<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False
Start:	12:00 AM	11:40 AM	11:40 AM	11:40 AM	11:40 AM	11:40 AM	12:00 AM
End:	12:00 AM	02:25 PM	02:25 PM	02:25 PM	02:25 PM	02:25 PM	12:00 AM
Cert. Minutes Lost:	0	0	0	0	0	0	0

Instructional Time Summary: PM 2 Hrs 45 Minutes/Harris Career and Technical Center

#	Session	School Schedule	LocID	Location	Semester
2	PM	PM 2 Hrs 45 Minutes	000001	Harris Career and Technical Center	0
3	AM	AM 2 Hrs 35 Minutes	000001	Harris Career and Technical Center	0



Employee Management

Getting Started

Double Click **My Modules**>Double click on **Personnel Management**>Click the **Employee Management** Module



****Note: Complete Employee Management PRIOR to entering any Instructional Course information in Instructional Course Offerings.**

Once employees have been entered in the system, you can link the Employee record to a Users Account in ClassMate User Management.

Example:

Employee: Kristin Roma → attach to User Account: KRoma



Employee Management

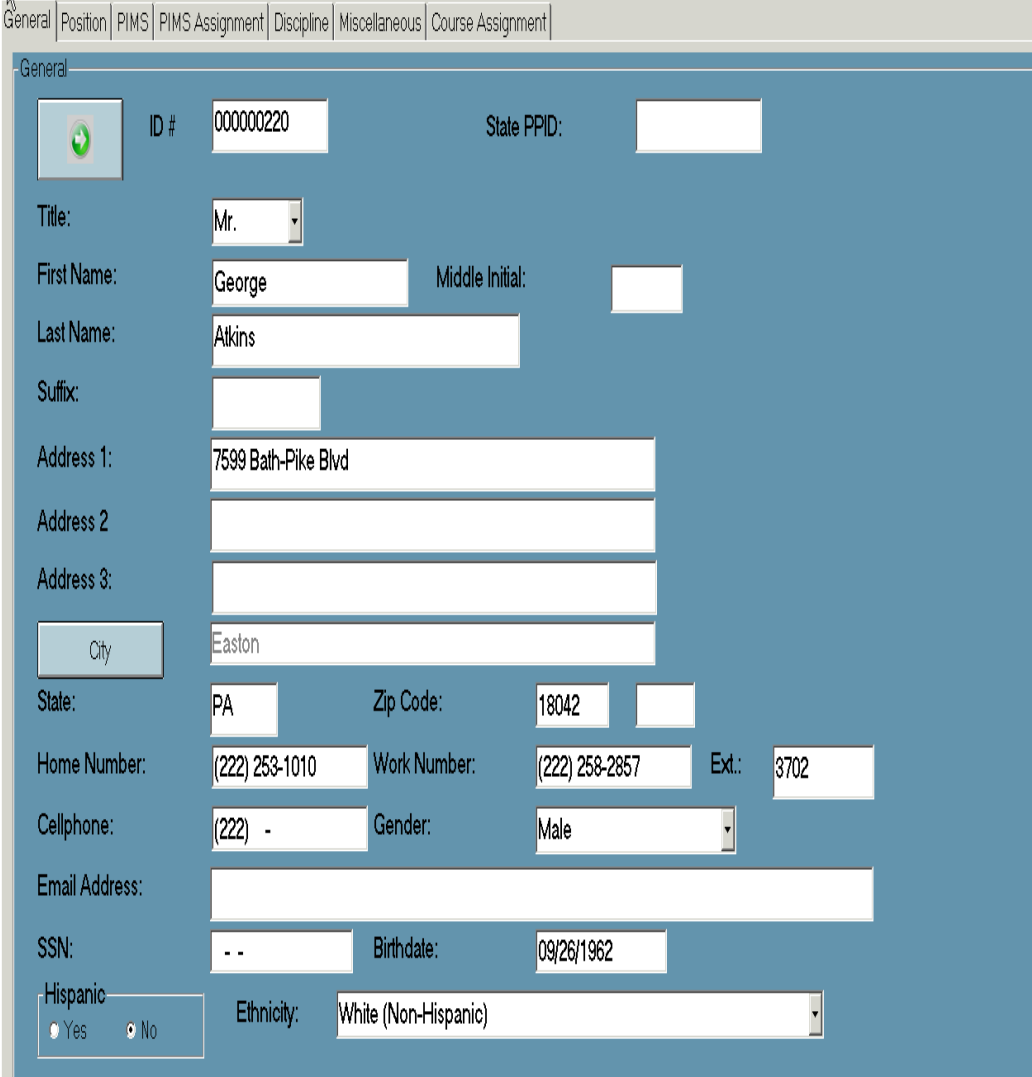
General Information

Click on the **General** tab

Click the **Green Arrow** to auto-generate an ID number

1. Select a Title from the drop-down
2. Enter a **First Name**
3. Enter a **Last Name**
4. Enter a **Street Address**
5. Select a **City** from the drop-down
6. Enter a **State**
7. Enter a **Zip Code**
8. Enter a **Home Number**
9. Enter a **Work Number**
10. Select a **Gender** from drop-down
11. Enter an **Email Address**
12. Enter **Birthdate**
13. Select **Hispanic Yes/No**
14. Select **Ethnicity** from drop-down

Click the **“Save”** icon to save General Employee information



The screenshot shows a web-based form for employee management. At the top, there are tabs for 'General', 'Position', 'PIMS', 'PIMS Assignment', 'Discipline', 'Miscellaneous', and 'Course Assignment'. The 'General' tab is active. The form contains the following fields and values:

- ID #**: 000000220 (with a green arrow icon to its left)
- State PPID**: [Empty]
- Title**: Mr. (dropdown menu)
- First Name**: George
- Middle Initial**: [Empty]
- Last Name**: Atkins
- Suffix**: [Empty]
- Address 1**: 7599 Bath-Pike Blvd
- Address 2**: [Empty]
- Address 3**: [Empty]
- City**: Easton (dropdown menu)
- State**: PA
- Zip Code**: 18042
- Home Number**: (222) 253-1010
- Work Number**: (222) 258-2857
- Ext.**: 3702
- Cellphone**: (222) - [Empty]
- Gender**: Male (dropdown menu)
- Email Address**: [Empty]
- SSN**: - -
- Birthdate**: 09/26/1962
- Hispanic**: Yes (radio button selected), No (radio button unselected)
- Ethnicity**: White (Non-Hispanic) (dropdown menu)







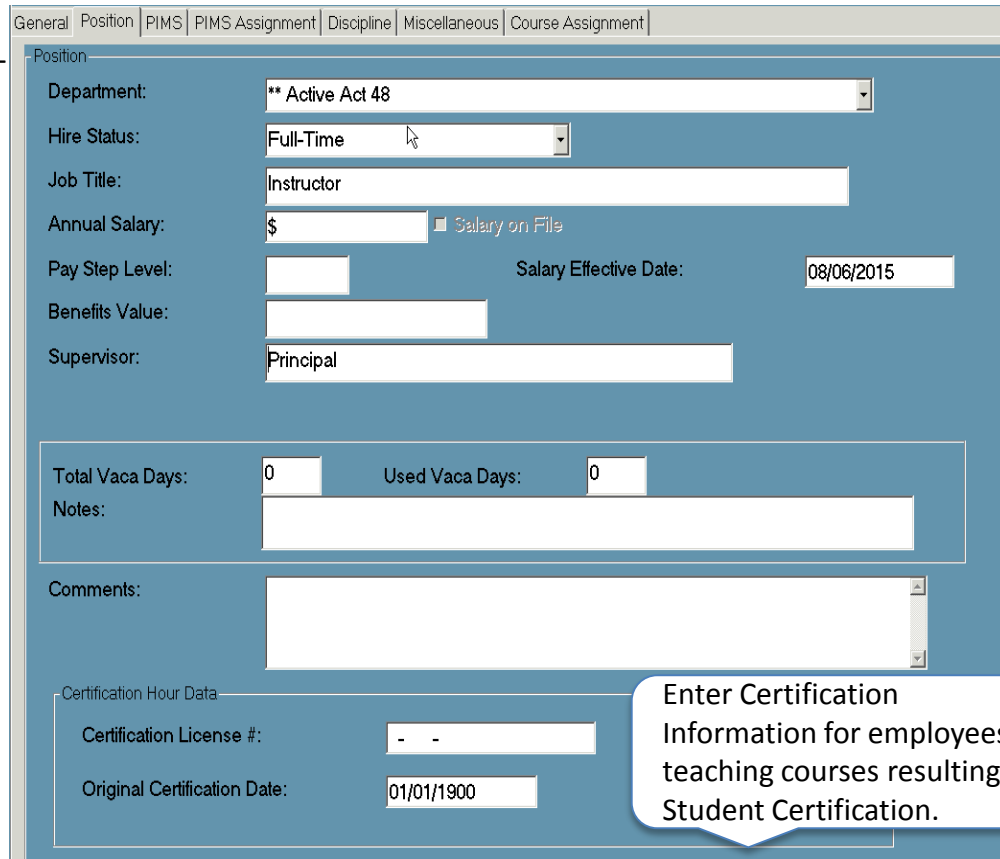
Employee Management

Position Information

Click on the **Position** tab

 Required fields identified with Blue Arrow

-  **1** Select a **Department** from the drop-down
-  **2** Select a **Hire Status** from the drop-down
-  **3** Enter a **Job Title**
-  **4** Enter **Annual Salary**
- 5** Enter a **Pay Step Level**
- 6** Enter a **Salary Effective Date**
- 7** Enter a **Benefits Value**
- 8** Enter a **Supervisor Name**
- 9** Enter a **Total Vaca Days** (total vacation days)
- 10** Enter a **Used Vaca Days** (total used vacation days)
- 11** Enter a **Certification License Number**
- 12** Enter an **Original Certification Date**



The screenshot shows the 'Position' tab in a software application. The form contains the following fields and values:

- Department: ** Active Act 48
- Hire Status: Full-Time
- Job Title: Instructor
- Annual Salary: \$ (with a checkbox for 'Salary on File')
- Pay Step Level: (empty)
- Salary Effective Date: 08/06/2015
- Benefits Value: (empty)
- Supervisor: Principal
- Total Vaca Days: 0
- Used Vaca Days: 0
- Notes: (empty)
- Comments: (empty)
- Certification License #: - -
- Original Certification Date: 01/01/1900

A callout box points to the Certification License and Date fields with the text: "Enter Certification Information for employees teaching courses resulting in Student Certification."

Click the **"Save"** icon to save Employee Position information

Employee Management

PIMS Information

Click on the **PIMS** or **SIRS** tab

- * Select an **Employment Status** from drop-down
- * Select an **Employment Classification** from drop-down
- * Select **State Job Description** from drop-down
- * Select a **Highest Degree Institution** from drop-down
- Select an **Employment Verification** from drop-down (NOT REQUIRED)
- * Select a **Primary Location** from drop-down
- * Select a **Termination Reason** from drop-down (if applies)
- * Select a **Staff Qualification Status** from drop-down (required for State Reporting)
- * Enter **Years Experience** total # of yrs worked in 1 or more educational institutions)
- * Enter **Years in District** (# of consecutive years working in LEA – CM will calculate if left blank based on initial hire date, re-hire date, or first assignment start date)
- * Select **Employment Type** from drop-down

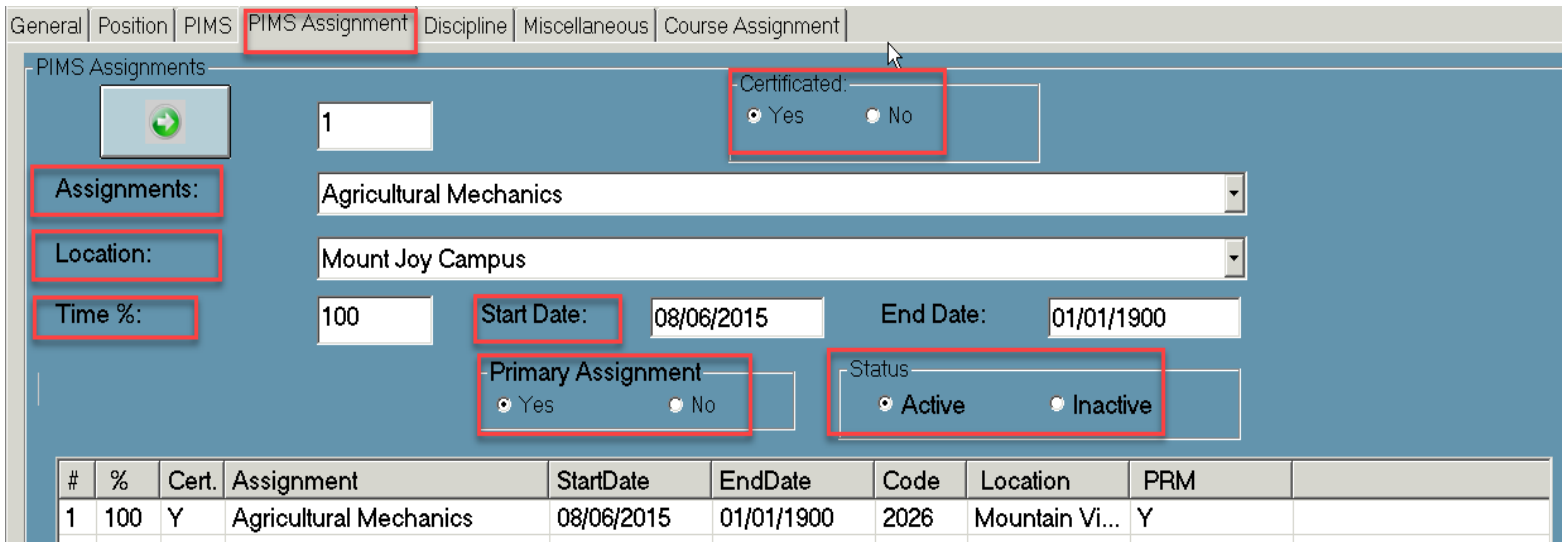
- * Enter the Initial Hire Date
- * Enter Re-Hire Date (if applies)
- * Enter the Tenure Date (if applicable)
- * Enter Terminate Date (if applies)
- * Identify ESPP as Yes/No
- * Identify Local Contract as Yes/No
- * Identify Authorized to Carry Weapon as Yes/No (required for State Reporting)
- * **SAVE** when completed

Employee Management

PIMS Assignment Information

Click on the **PIMS Assignment** tab

- * Click on the **Green Arrow** to auto-generate an assignment number
- * Identify **Certificated** Yes/No to toggle between certificated & non-certificated Assignments in next field
- * Select an **Assignment** from the **Assignments** drop-down
- * Select a **Location** from drop-down (defaults to Main location for multi-location sites.
Use Unassigned Generic for al off-campus staff
Use Unassigned Generic Central Office for District Office staff, private schools and School Security Officers.
- * Enter the **Time %** percentage of time (cannot exceed 100% for all Active Assignments)
- * Enter the **Start /End Date**
- * Click the **“Save”** icon to save Employee PIMS Assignment information



The screenshot shows the 'PIMS Assignment' tab in a software interface. The form contains the following fields and values:

- Assignments:** Agricultural Mechanics
- Location:** Mount Joy Campus
- Time %:** 100
- Start Date:** 08/06/2015
- End Date:** 01/01/1900
- Primary Assignment:** Yes
- Status:** Active

#	%	Cert.	Assignment	StartDate	EndDate	Code	Location	PRM
1	100	Y	Agricultural Mechanics	08/06/2015	01/01/1900	2026	Mountain Vi...	Y



Employee Management

Discipline Information

Click on the **Discipline** tab

Select a **Referral Dept.** from the drop-down.

Identify **Email Notification for this Department** Yes/No

Then Click the **“Add”** Button

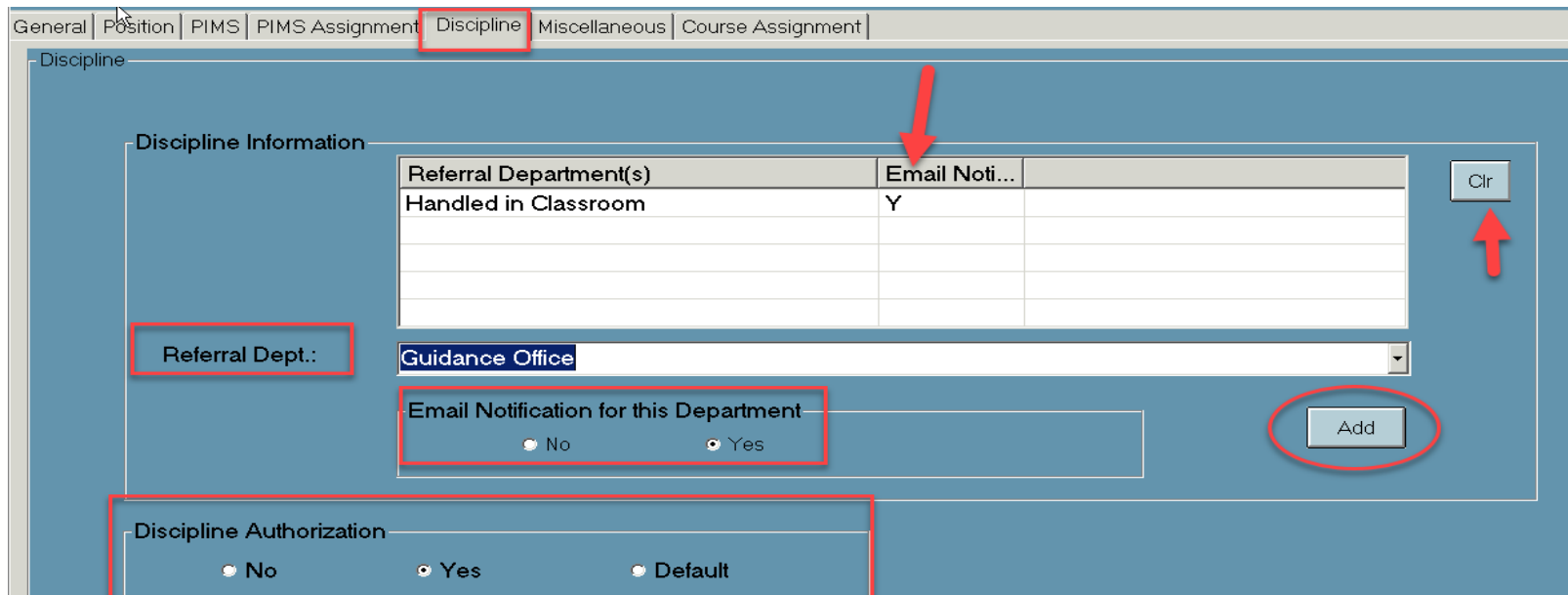
To Remove Referral Department(s) click **Clr** button

Identify the Referral Dept that employee needs access to view.

Under **Discipline Authorization**, select **“Yes”, “No”, or “Default”**

Identify if employee has Authorization rights to Complete Discipline Referrals.

Click the **“Save”** icon to save Discipline information



General | Position | PIMS | PIMS Assignment | **Discipline** | Miscellaneous | Course Assignment

Discipline

Discipline Information

Referral Department(s)	Email Noti...
Handled in Classroom	Y

Clr

Referral Dept.: Guidance Office

Email Notification for this Department

No Yes

Add

Discipline Authorization

No Yes Default



Employee Management

Miscellaneous Information

Click on the **Miscellaneous** tab

1 •Click the “User ID” Button



A screenshot of a form field labeled "User ID" with a red oval around the text "User ID" and a red circle with the number "1" next to it. The input field contains the text "rcamp".

•Click to Select a “User” from the User Name List

User Name
rbelfiore
rcamp
rgraham

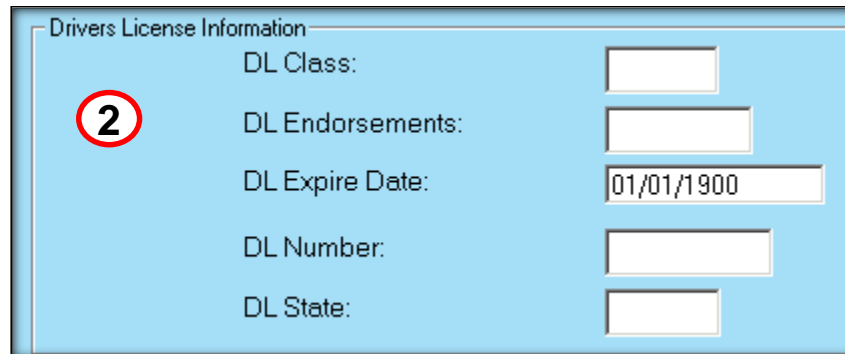


•Click the Green Check to select the User and return to the Miscellaneous tab

2 Enter Drivers License Information

3 Identify Status of Employee

4 Upload Signature of Employee



A screenshot of the "Drivers License Information" form. The form has several input fields: "DL Class:", "DL Endorsements:", "DL Expire Date:" (with the value "01/01/1900"), "DL Number:", and "DL State:". A red circle with the number "2" is placed over the "DL Endorsements:" field.



A screenshot of the "Status" form. It has two radio buttons: "Active" (which is selected) and "Inactive". A red circle with the number "3" is placed over the "Active" radio button.



A screenshot of the "Load Signature" button. It has a red circle with the number "4" next to it and a small icon of a document with a signature.

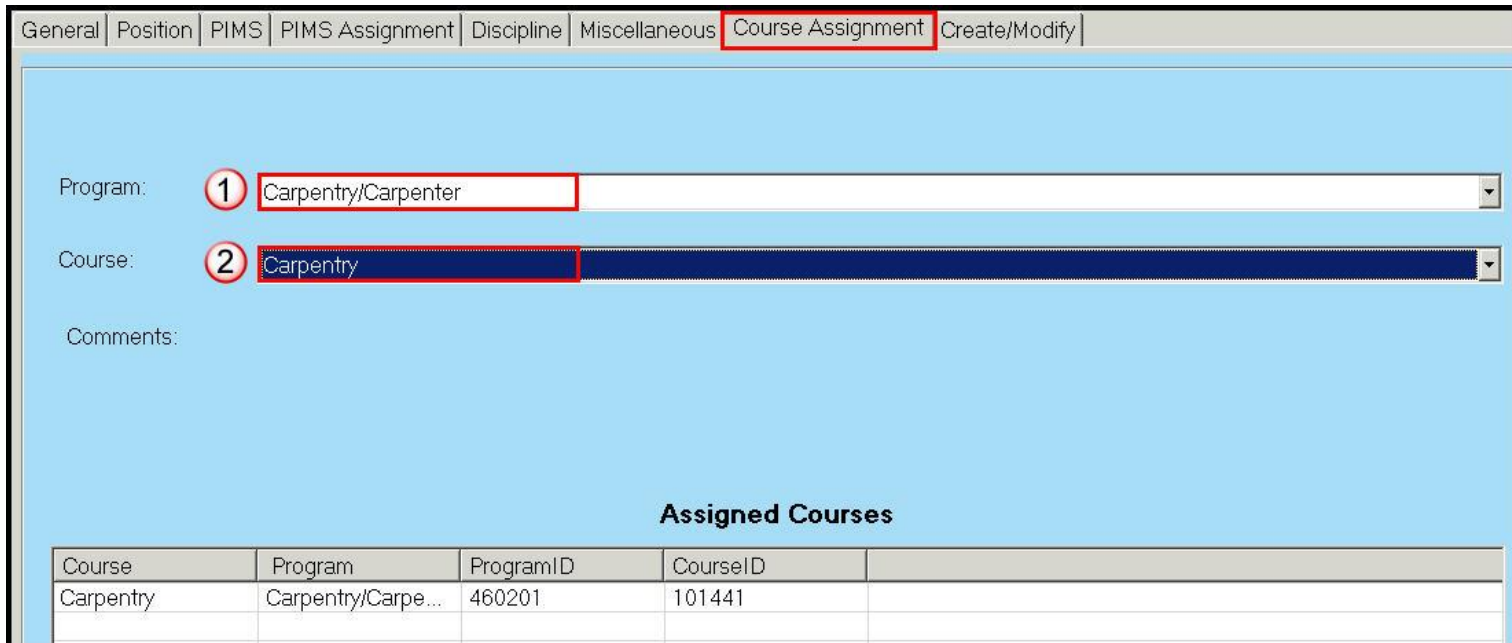


Employee Management

Course Assignment Information

Click on the **Course Assignment** tab

- 1 Select a **Program** from the drop-down.
- 2 Select a **Course** from the drop-down menu



General | Position | PIMS | PIMS Assignment | Discipline | Miscellaneous | **Course Assignment** | Create/Modify

Program: 1

Course: 2

Comments:

Assigned Courses

Course	Program	ProgramID	CourseID
Carpentry	Carpentry/Carpe...	460201	101441

Click the **“Save”** icon to save Employee Course information



Personnel Management

Getting Started

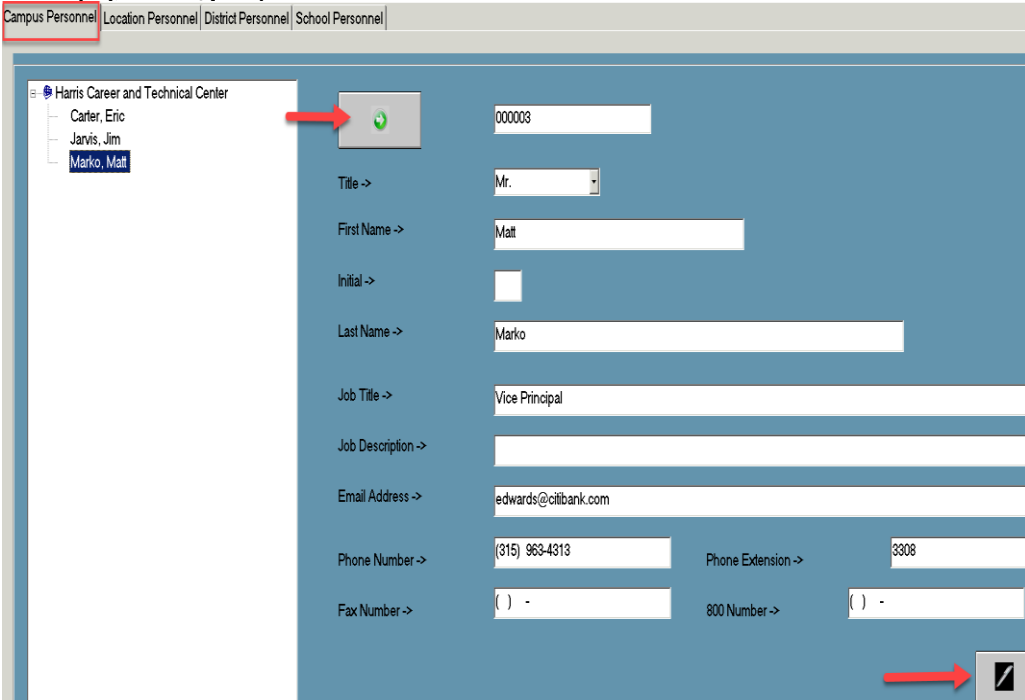
Double Click **My Modules** > Double click on **Personnel Management** > Click the **Personnel Management** Module



****Note:** Complete **Personnel Management** PRIOR to entering any student information (Student Registration

Campus Personnel

- Click on the **Campus Personnel** tab
- Click on a **Campus** to select
- Click the **Green Arrow** to auto-generate a number
- Enter a **First Name**
- Enter a **Last Name**
- Enter a **Job Title**
- Enter an **Email Address**
- Enter a **Phone Number**
- Click the **“Save”** icon to save Campus Personnel information
- Click **Pen Icon** in lower right corner to upload signature



Samples of Campus Personnel: Superintendents, Asst. Superintendents and Directors

Personnel Management

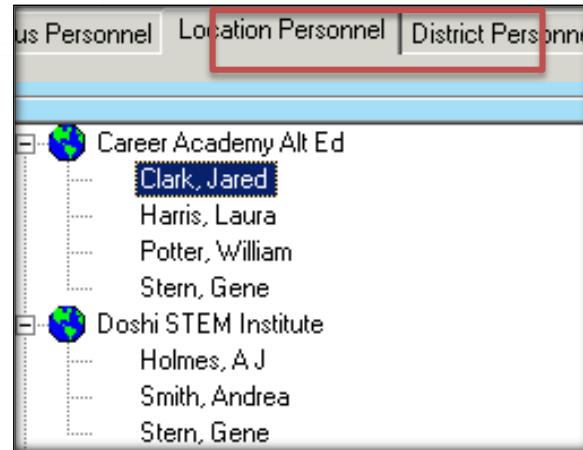
Location Personnel

Add Location Personnel:

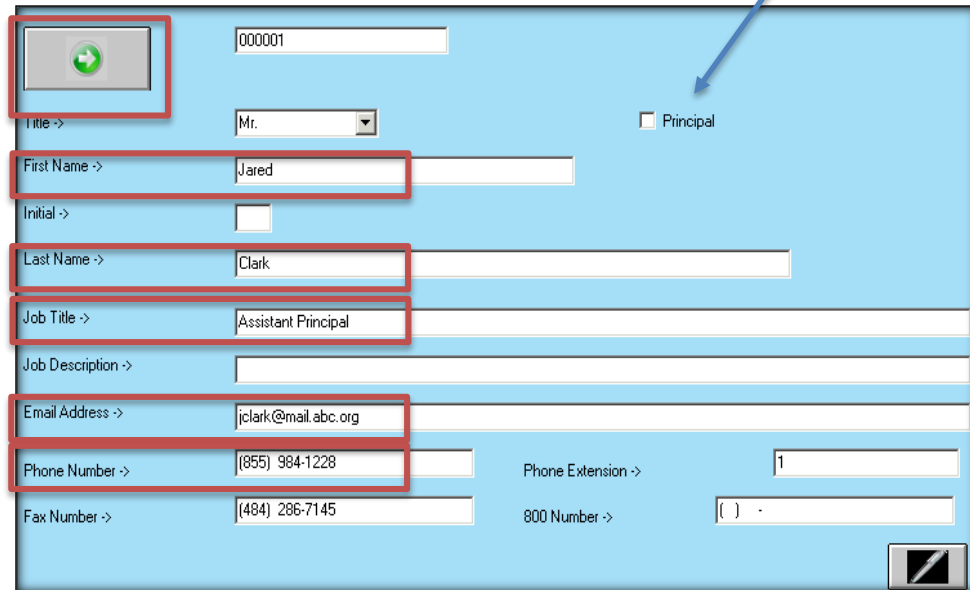
- Click on the **Location Personnel** tab
- Click on a **Location** to select

- 1 Click the **Green Arrow** to auto-generate a number
- 2 Enter a **First Name**
- 3 Enter a **Last Name**
- 4 Enter a **Job Title**
- 5 Enter an **Email Address**
- 6 Enter a **Phone Number**

Click the **“Save”** icon to save Location Personnel information



NOTE: Click the **“Principal”** check box to flag as **Principal of Record**



Samples of Location Personnel: Principals, Asst. Principals, Disciplinary, Support Staff
****it is OK for the same personnel to appear under both the Campus & Location tabs****

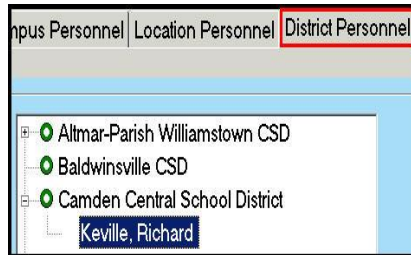
Personnel Management

District Personnel

Add District Personnel:

- Click on the **District Personnel** tab
- Click on a **District** to select

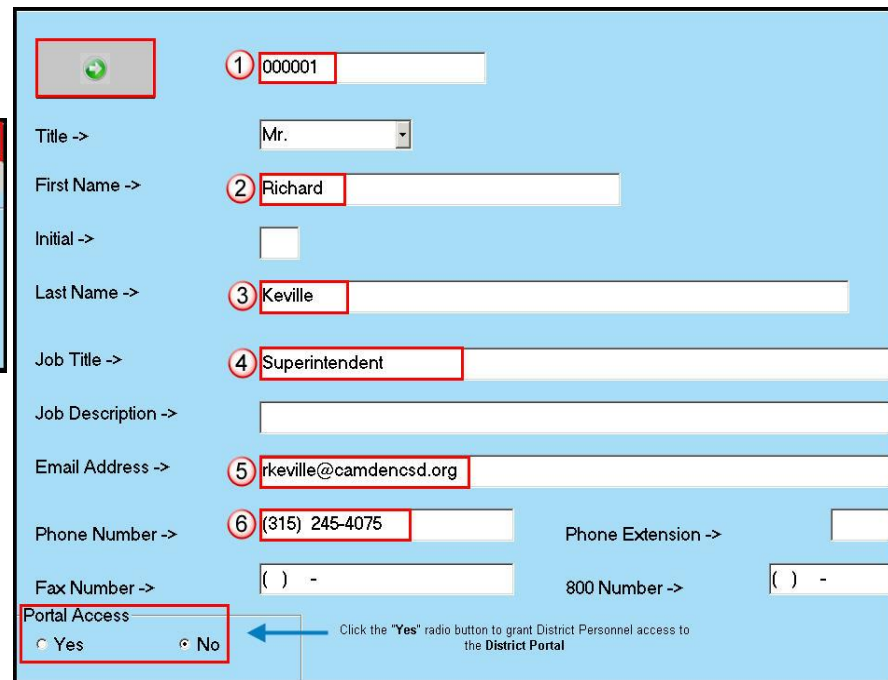
- 1 Click the **Green Arrow** to auto-generate a number
- 2 Enter a **First Name**
- 3 Enter a **Last Name**
- 4 Enter a **Job Title**
- 5 Enter an **Email Address**
- 6 Enter a **Phone Number**



District Personnel has access to view ALL Sending Schools within the District.

If you do not want District Personnel to view all Sending Schools within their district, they should be added under the School Personnel tab.

Click the **“Save”** icon to save District Personnel information



A screenshot of a web application form for adding District Personnel. The form is light blue and contains several fields, each with a red box and a number indicating the step: 1. A 'Save' icon (green arrow) in a grey box. 2. A text field for 'First Name' containing 'Richard'. 3. A text field for 'Last Name' containing 'Keville'. 4. A text field for 'Job Title' containing 'Superintendent'. 5. A text field for 'Email Address' containing 'rkeville@camdencsd.org'. 6. A text field for 'Phone Number' containing '(315) 245-4075'. Other fields include 'Title' (Mr.), 'Initial', 'Job Description', 'Phone Extension', 'Fax Number', and '800 Number'. At the bottom, there is a 'Portal Access' section with radio buttons for 'Yes' and 'No'. A blue arrow points to the 'Yes' radio button, and a text box next to it says 'Click the “Yes” radio button to grant District Personnel access to the District Portal'.

NOTE: District Portal Users

Click **“Yes”** to grant Portal Access to District Personnel

***if you grant Portal Access to a counselor under the District Personnel tab, you should not also grant Portal Access to the same counselor under the School Personnel tab as this will create a conflict for the counselor when viewing the portal**

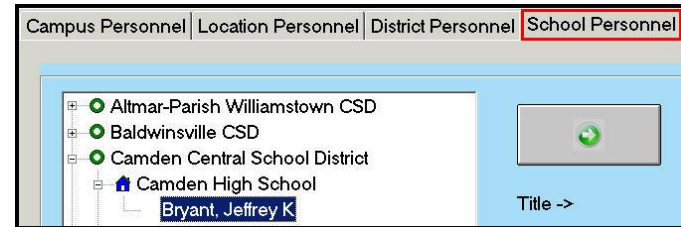
Personnel Management

Sending School Personnel

Add School Personnel:

- Click on the **School Personnel** tab
- Click on the “+” left of the **District** to view a list of **Schools**
- Click on a **School** to select

School Personnel will **ONLY** have access to information on students who attend that specific Sending School



1 Click the **Green Arrow** to auto-generate a number

2 Enter a **First Name**

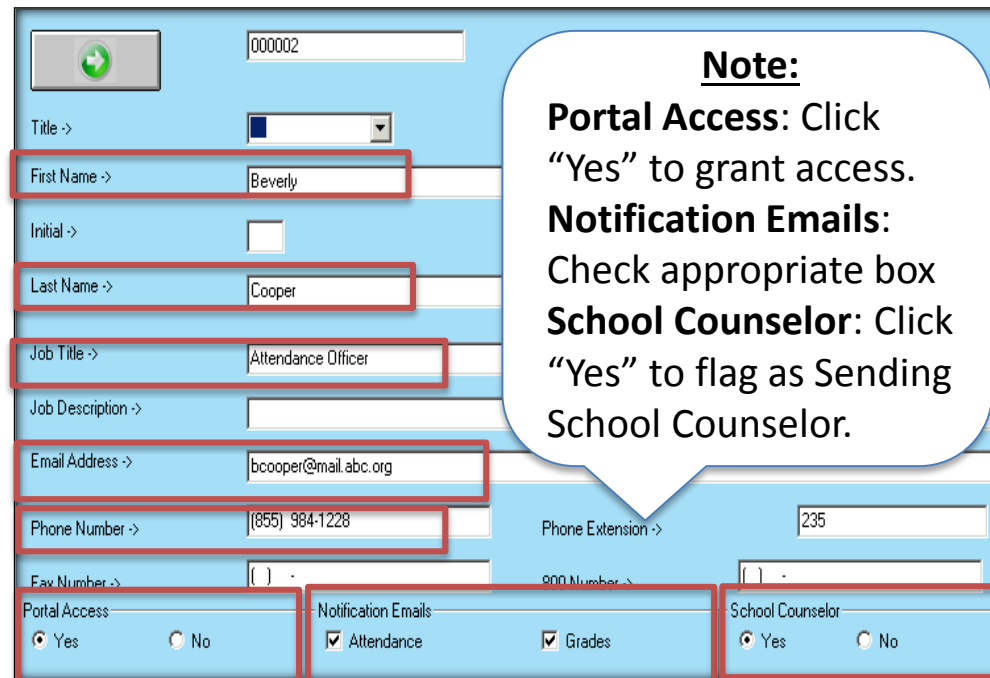
3 Enter a **Last Name**

4 Enter a **Job Title**

5 Enter an **Email Address**

6 Enter a **Phone Number**

Click the “**Save**” icon to save Sending School Personnel information



Note:
Portal Access: Click “Yes” to grant access.
Notification Emails: Check appropriate box
School Counselor: Click “Yes” to flag as Sending School Counselor.



NOTE: District Portal Users

***if you grant Portal Access to a counselor under the School Personnel tab, you should not also grant Portal Access to the same counselor under the District Personnel tab as this will create a conflict for the counselor when viewing the portal**

Instructional Classifications

Getting Started

Double Click **My Modules** > Double click on **Curriculum Management** > Click the **Instructional Classifications** Module



****Note:** Complete **Instructional Classifications** PRIOR to entering any Instructional Course information in Instructional Course Offerings.

Category Information

Add an Educational Category:

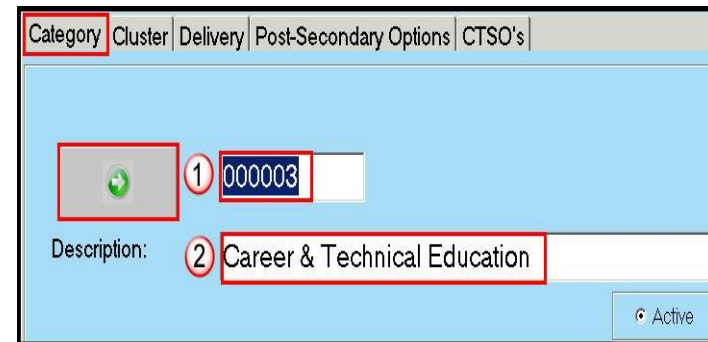
Click the “+” left of the **Category** folder to view categories

Click on the “**Category**” Tab

Click the **Green Arrow** to auto-generate a number

Enter a **Category** description

Click the “**Save**” icon to save Categories



A screenshot of a software form titled 'Category Information'. The form has a header with tabs: Category, Cluster, Delivery, Post-Secondary Options, and CTSO's. The 'Category' tab is selected. The form contains a 'Description:' field with the text 'Career & Technical Education'. A 'Save' icon (a green arrow) is highlighted with a red box. A '1' in a red circle is next to a text box containing '000003'. A '2' in a red circle is next to the 'Description:' field. An 'Active' checkbox is visible in the bottom right corner.

NOTE: Using Educational Categories allows for a flexible grouping of programs and/or teachers, based on how the school and/or staff may be divided.

Example: North Wing, South Wing, East Wing, West Wing, etc.

Note: Upon request, Harris will populate Category information for you, allowing you to add, delete or edit the information that we populated for you.

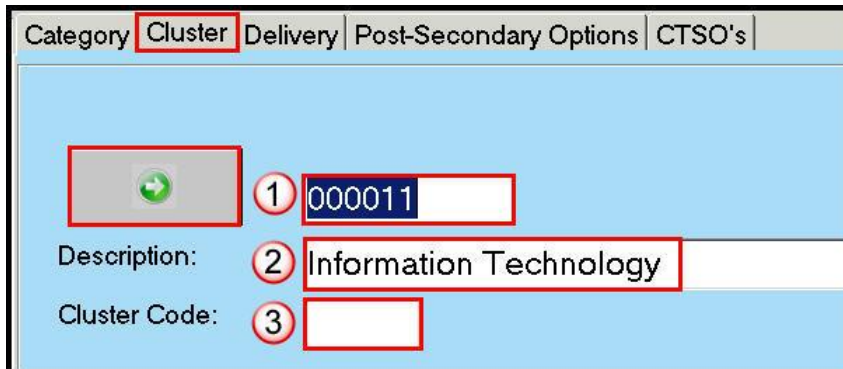
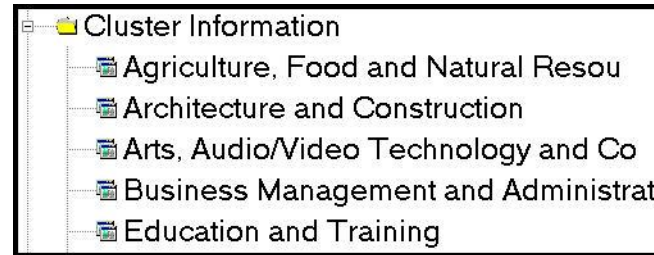


Instructional Classifications

Cluster Information

To Add a Cluster:

- Click the “+” left of the **Cluster Information** folder to view **Clusters**
- Click on the “**Cluster**” Tab



Category **Cluster** Delivery | Post-Secondary Options | CTSO's

1

Description: **2**

Cluster Code: **3**

1 Click the **Green Arrow** to auto-generate a number

2 Enter a **Cluster** description

3 Enter a **Cluster Code**

Click the “**Save**” icon to save Cluster Information

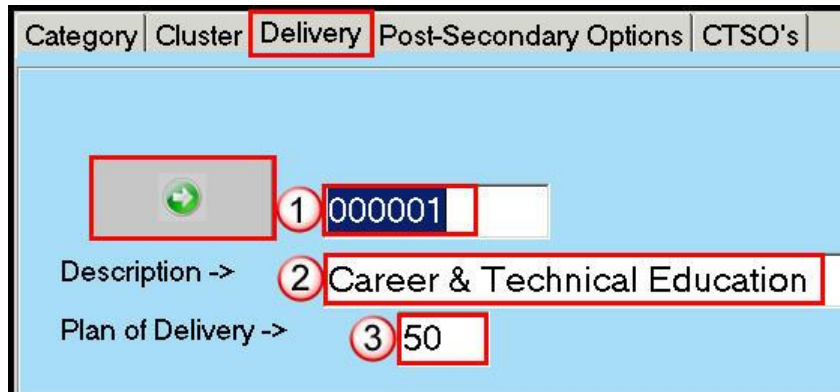
Note: Upon request, Harris will populate Cluster information for you, allowing you to add, delete or edit the information that we populated for you.

Instructional Classifications

Delivery Information

Add Delivery Information:

- Click the “+” left of the **Delivery Information** folder to view **Delivery Information**
- Click on the “**Delivery**” Tab



Category	Cluster	Delivery	Post-Secondary Options	CTSO's
		1 <input type="text" value="000001"/>		
Description ->		2 <input type="text" value="Career & Technical Education"/>		
Plan of Delivery ->		3 <input type="text" value="50"/>		

1 Click the **Green Arrow** to auto-generate a number

2 Enter a **Delivery** description

3 Enter a number in the **Plan of Delivery** field

Click the “**Save**” icon to save Delivery Information

Note: Upon request, Harris will populate Delivery information for you, allowing you to add, delete or edit the information that we populated for you.

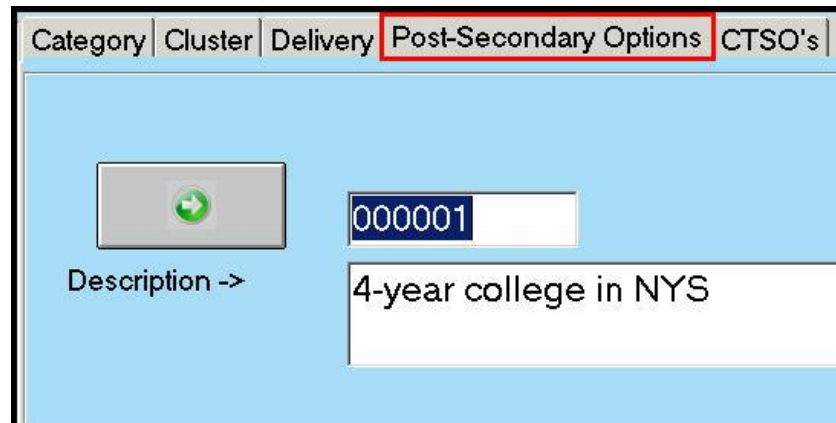
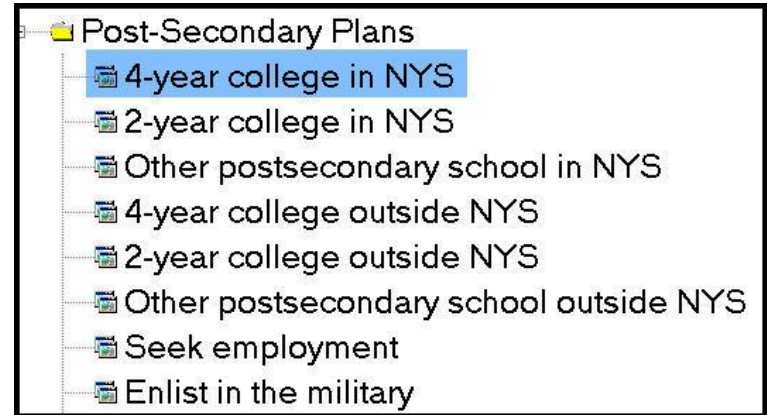


Instructional Classifications

Post-Secondary Options

Post-Secondary Information:

- ClassMate will auto-populate Post-Secondary Options based on State Reporting Codes
- Click the “+” left of the **Post-Secondary Plans** folder to view **Post-Secondary Options**
- Post Secondary Plan Descriptions will show display under the **Post-Secondary Options** tab



Note: Upon request, Harris will populate Post-Secondary Options information for you, allowing you to add, delete or edit the information that we populated for you.



Instructional Classifications

Career & Technical Student Organizations (CTSO)

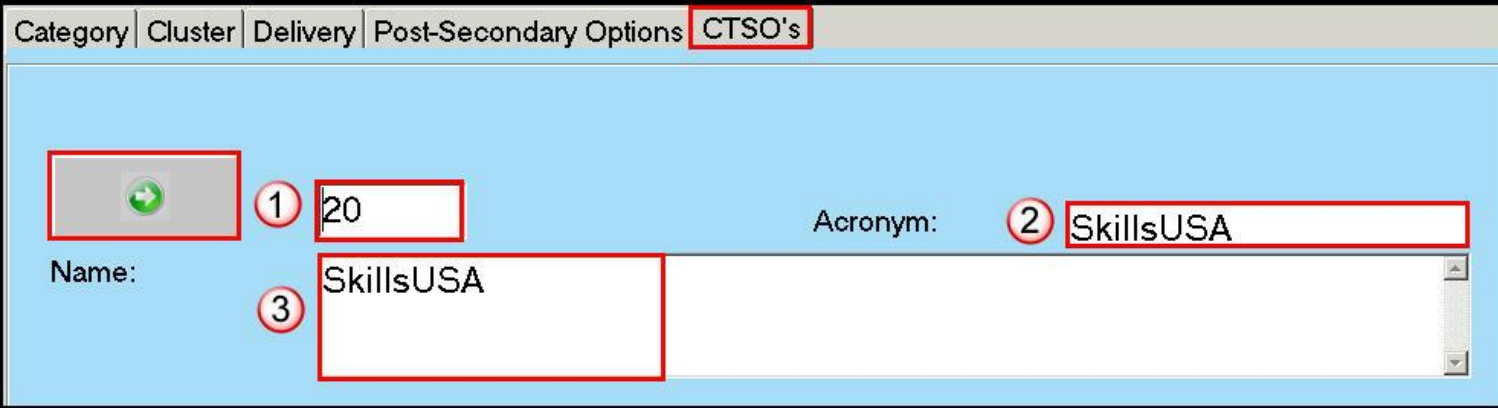
Add CTSO Information:

- Click the “+” left of the **CTC Student Organizations** folder to view **CTSO’s**
- Click on the “**CTSO’s**” Tab




- 1 Click the **Green Arrow** to auto-generate a number
- 2 Enter a **CTSO Acronym**

- 3 Enter a **Name** for the CTSO
- Click the “**Save**” icon to save CTSO Information



Category | Cluster | Delivery | Post-Secondary Options | **CTSO's**

1  **1** 20 Acronym: **2** SkillsUSA

Name: **3** SkillsUSA



Period Management

Getting Started

Double Click **My Modules** > Double click on **Base Data Information** > Click the **Period Management** Module



****Note: Complete Period Management PRIOR to entering any Instructional Course information in Instructional Course Offerings.**

- You will be attaching Periods to each Instructional Class (Session).
- For CTC's who hold an AM and PM Session, you will create those periods here.
- For Academic Locations – you will create the periods aligning to the master schedule.
- It is a best practice, for Academic Locations, to come up with a proper naming convention PRIOR to entering the information into the system. Some helpful hints include:
 - 1. Group each locations periods together. Example: Location 000002 West Side, all period ID's will start with a 2.
 - 2. Group each PERIOD together. Each period (1, 2, 3, 4, etc), can have variations (Mon-Fri, M, W, F, etc). Allow up to 2 characters for each PERIOD, and 2 characters for each variation.
- Finished product: ID: 20101 → Location 2, Period 1, Variation 1 (Mon thru Friday)
- Finished product: ID: 21302 → Location 2, Period 13, Variation 2 (Monday, Wed, Friday)



Period Management

Period Management

Click on the “**Week Cycle**” Tab

1 Click the **Green Arrow** to auto-generate a Period ID – you can and should change this ID to match your naming convention

You should be very descriptive, you will find the more descriptive, the better chances for trouble shooting if there is a mistake with set up.

2 Enter a **Period Description**. 


3 Select a **Session/Block** from the drop-down

4 Enter the **Full Time Percentage**. 

FTP directly relates to Child Accounting

5 Indicate if this is a **Class About** Period, meaning it meets on a rotation (Day 1, Day 2, Day 3 etc). Check this field and identify the days.

6 Indicate the Days of Week that the **Class is Held**, use the radio buttons to turn to True or False

7 Identify the **Start and End Time**, the **Length** and **Tardy Time** 

Tardy Time refers to “Lock Out Time”

8 Select the Time Block associated with the period.

This is particularly important for locations using Academic scheduling. The time block corresponds to the period being offered.




Click the “**Save**” icon to save Week Cycle information

Base Data

Period Management

Period Management

Weekly Cycle | Certification Hours

1  010103 | Period 1 - Monday/Periods 1 & 2 - Tuesday & Wednesday 2

Session: AM 3 Class About 5 Full-time Percentage: 050.00 4

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Class Held: 6	<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False
Start:	12:00 AM	08:00 AM	08:00 AM	08:00 AM	12:00 AM	12:00 AM	12:00 AM
End:	12:00 AM	08:40 AM	09:21 AM	09:21 AM	12:00 AM	12:00 AM	12:00 AM
Length: 7	00:00	00:40	01:20	01:20	00:00	00:00	00:00
Tardy Time:	12:00 AM	08:03 AM	08:03 AM	08:03 AM	12:00 AM	12:00 AM	12:00 AM

Time Block: Select all associated Periods

8 1 2 3 4 5 6 7 8

9 10 11 12 13 14 15



Click the "Save" icon to save Week Cycle information

Base Data

Period Management

Period Management

Click on the **“Certification Hours”** Tab

Hour Credit

- Enter the hour credit if classes in this period earn certification hours
- Enter hour credit in Hours and Minutes for each day classes meet
- If using hours from multiple sending schools – you will need to enter the # of Hours & Minutes from the sending school that sends for the longest amount of time.

Example:

District 1 sends for 2 hours 40 minutes
 District 2 sends for 2 hours 35 minutes – you will enter 2 hours 40 minutes. The 5 minutes will be accounted for in Sending School Mgmt.

Important NOTE:

This tab is used only in conjunction with Certification Hours

Hour Deductions

- Enter the hour deductions if classes in this period reduce earned certification hours
- Enter hour deductions in Hours and Minutes
- A sample of Hour Deductions would be for students who take a 30 minute lunch and need that time deducted from their day.

Week Cycle **Certification Hours**

Hour Credit: Enter the hour credit if classes in this period earn certification hours.

Hour Deductions: Enter the hour deductions if classes in this period reduce earned certification hours.

	Hour Credit		Hour Deduction	
	Hrs	Min	Hrs	Min
Sunday:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Monday:	<input type="text" value="2"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Tuesday:	<input type="text" value="2"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Wednesday:	<input type="text" value="2"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Thursday:	<input type="text" value="2"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Friday:	<input type="text" value="2"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Saturday:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Click the **“Save”** icon to save Certification Hours information



Base Data

Instructional Course Offerings

Getting Started

Double Click **My Modules**>Double click on **Curriculum Management**>Click the **Instructional Course Offerings** Module



Complete **Instructional Course Offerings: A- Program Information** PRIOR to entering Course information in the Instructional Course Offerings Module



Base Data

Instructional Course Offerings

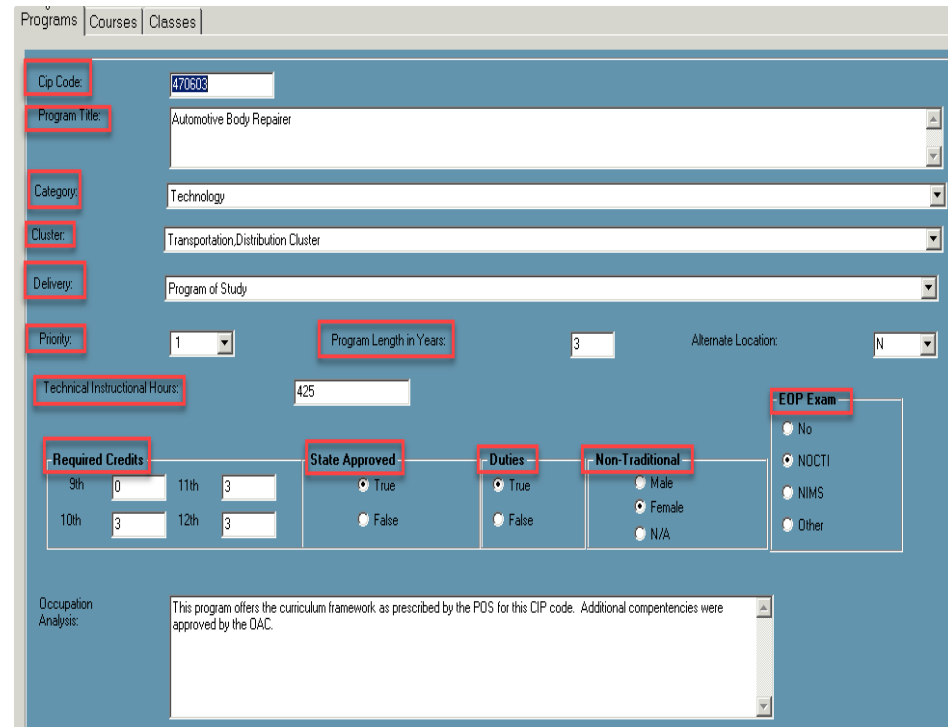
Program Information

Add a Program:

Click on the “**Programs**” Tab



- 1 Enter a CIP Code
- 2 Enter a Program Title
- 3 Select a Category from the drop-down
- 4 Select a Cluster from the drop-down
- 5 Select a Delivery from the drop-down menu
- 6 Enter a Program Length in Years
- 7 Enter the number of Technical Instructional Hours required
- 8 Enter the number of Required Credits for each Grade Level
- 9 Select the “True” radio button if the Program is State Approved
- 10 Select the “True” radio button to include Duties
- 11 Select the Non-Traditional Male/Female/NA



Programs | Courses | Classes

Cip Code: 470308

Program Title: Automotive Body Repairer

Category: Technology

Cluster: Transportation, Distribution Cluster

Delivery: Program of Study

Priority: 1 Program Length in Years: 3 Alternate Location: N

Technical Instructional Hours: 425

Required Credits: 9th: 0, 10th: 3, 11th: 3, 12th: 3

State Approved: True False

Duties: True False

Non-Traditional: Male Female N/A

EOP Exam: No NOCTI NIMS Other

Occupation Analysis: This program offers the curriculum framework as prescribed by the POS for this CIP code. Additional competencies were approved by the OAC.

- 12 Select the EOP Exam No/NOCTI/NIMS/Other
- Click the “**Save**” icon to save Program information



Base Data

Instructional Course Offerings

Course Information



The following fields are **REQUIRED**:

- 1 Enter a **Course ID** (6 digits)
- 2 Enter a **Course Name**
- 3 Enter the **Credits** – this is optional for CTC’s. This should be required for Academic courses producing transcripts
- 4 Enter an **Abbreviation** for the Course
- 5 Enter the **State Course Code**
- 6 Select the **“Yes”** radio button if the Course is **State Approved**
- 7 Select **Credit Earned Options** – this is optional for CTC’s. This should be required for Academic courses producing transcripts.

Click the **“Save”** icon to save Course information

Add a Course:

- Click the **“+”** left of the **Program** to view **Courses**
- Click on the **“Programs”** Tab

The following fields are **Optional**

- 1 Enter a **Starting Grade**
- 2 Select an **MP Factor Override***
- 3 Select a **Counselor** from the drop-down menu - optional
- 4 Identify **Certification** Yes or No – choose yes if using to track Certification Hours

MP Factor Override* -- This field, when set, will trump any setting that is currently set in ClassMate Custom Control.

It can be left blank if wishing to use the Custom Control setting.

M = Marking Period, C = Course, S = Class



Base Data

Instructional Course Offerings

Programs Courses **Classes**

Course: **1** **2**

Course Description: Students in this program gain marketable skills in all phases of repair and refinishing work necessary to restore a damaged automobile. The program of study is based on I-CAR National Standards. Major and minor collision repair skills taught include use of auto body tools, removing and replacing body parts, frame and body straightening, mig welding, body work preparation, spray painting and estimating repair costs.

Mini Course: Start Grade: **1** MP Factor Override: **2** Course Tuition Fee: Lab Fees:

Course Hours: Credits: **3** Text Fees: Material Fee:

Prerequisites:

Abbreviation: **4** # Cert Categories: Course Level:

Counselor: **3**

State Course: **5**

TextBook:

Next Steps:

College Majors:

Risk Students Allowed Yes No
 Special Populations Yes No **4** Certification Yes No **6** State Approved Yes No
 Adv. Placement Yes No Honors Yes No

Gifted Yes No Graduation Req Yes No **7** Credit Earned Options by FNL Grade by MP Grade Int. Baccalaureate Yes No Include on Portal ODR No Yes

Articulation Offered Yes No Dual Enrollment Offered Yes No Elective Credit UC Approved Yes No Include in LMS Exports Yes No



Base Data

Instructional Course Offerings

Class Information



Complete **Instructional Course Offerings: C. Class Information** PRIOR to entering **Scheduling Information** in the Student Scheduling Module

- For CTC’s who hold an AM and PM Session, you will likely create an AM and PM class.
- For Academic Locations – you will create the classes aligning to the master schedule.
- It is a best practice, for Academic Locations, to come up with a proper naming convention **PRIOR** to entering the information into the system. You want to be **VERY** clear when choosing a class, that you are choosing the correct one. Some helpful hints include the following, for a max 6 digit ID:
 - 1. The first digit should identify the period that the class is met (period 1, period 2, 6, 7 etc)
 - 2. The second digit should Identify the Days of the Week the class meets.
 - If everyday, use this digit for something else
 - Come up with a standard convention – MWF (mon, wed, fri) classes will always be identified with a 1. TR (tues, thurs) classes will always be identified with a 2, etc
 - If you have semester classes – Use an S1 or S2
 - 3. If there is remaining digits, you can consider entering Teacher Initials (example, Homerooms tend to be the same period, same day of week, so entering initials is an option to differentiate between classes
 - 4. If there is remaining digits, you may be able to squeeze in the course/section (ex: English 9 = En9)
- Finished product: ID: 21S1ES → Period 2, M,W,F class, Semester 1, Earth Science Lab
- Finished product: ID: 3Eng9 → Period 3, English 9
- Finished product: ID: 1HRSS → Period 1, Homeroom, Sally Smith



Base Data

Instructional Course Offerings

Class Information



The following fields are **REQUIRED**:

- 1 Enter a **Class ID (AM or PM)** – for Academic, use a consistent naming convention (see previous slide)
- 2 Enter a **Class Description** – be specific with Period met, Teacher, Subject
- 3 Select a **Location** from the drop-down
- 4 Select a **Room** from the drop-down
- 5 Select a **Teacher** from the drop-down
- 6 Select a **Period** from the drop-down
- 7 Select a **Session** from the drop-down
- 8 Enter an **Att. Weight (Attendance Weight)** – Enter 0 if NO attendance is to be taken
- 9 Select a **Class Type**:
 - CTE Primary * Occup. Other * Academic
 - Discipline * Supplemental * Not Applicable

Add a Class:

- Click the “+” left of the **Program** to view **Courses**
- Click the “+” left of the **Course** to view **Classes**
- Click on the “**Classes**” Tab

- 10 Select an **MP Formula** from the drop-down
- 11 Select a **FNL Formula (Final Formula)** from the drop-down
- 12 Select “Yes” for **Report Card Grade** to include Class grade on Report Card

The following fields are **Optional**:

- 1 Select a **Para-Educator** from the drop-down
- 2 Identify if **Extra Credit** will be used Y/N. – this allows knowledge activity points **EARNED** to be greater than points possible
- 3 Identify what **Keystone Tests** are given

Click the “**Save**” icon to save Class information



Base Data

Instructional Course Offerings

Class Information

Autobody/Collision and Repair Technology/Technician
Collision Repair

Programs | Courses | Classes

Program: 470603 Course: 000001 **Include in Scheduler:** Yes No **Multiple Years:** Yes No

Class: **1** AM Collision Repair

Location: Harris - Willow St Campus, Campus: Harris Career and Technical Center

Room: Collision Repair Theory, Room - 000501, Willow Street Main Building **4** Class About: 0 Session: AM **7**

Teacher: Warke, Richard **5** Att. Weight: **8** 1 Technical Hours: 1080

Period: AM - Brownstown & Willow Street **6** Program Length: 1

Class Type: CTE Primary **9** Academic Supplemental Occup. Other Discipline Not Applicable

Semester: NA Semester 1 Semester 2 **Summer:** NA Summer 1 Summer 2

Total Seats: 25 Seats Available: 3
 Projected Total Seats: 25 Projected Seats Available: 25

MP Formula: Standard: Skill 33.34, Knowledge 33.33, Work Ethic 33.33 **10**

SEM Formula: -- Select A Semester Formula

FNL Formula: Standard Vocational: (MP1 + MP2 + MP3 + MP4) /4 **11**

Instruction Delivery: In School

Para- Educator: Feltenberger, WS **1** Language: English

State Category: 042 State Section: FY

12 **Report Card Grade:** Yes No **2** **Extra Credit:** Yes No **Core Content:** Yes No **Credit Recovery:** Yes No **Include Regents Exam:** Yes No **Use Alpha Grade:** Yes No Auto Calc

Allow 'E' Attendance: Yes No **Utilize Cert Hours:** Yes No **Include for ODR:** Yes No **Allow Walk-Ins:** Yes No

LMS Export: Yes No **LMS Import:** Yes No

Keystone Winter Test Identifier: Select Keystone Winter Test ID **3**

Keystone Spring Test Identifier: Select Keystone Spring Test ID

Keystone Summer Test Identifier: Select Keystone Summer Test ID

Modified Date/ User: 08/13/2018 12:14:44 makelly

Create Date/ User: 05/01/2003 3:10:35 mdoyle

Active Inactive



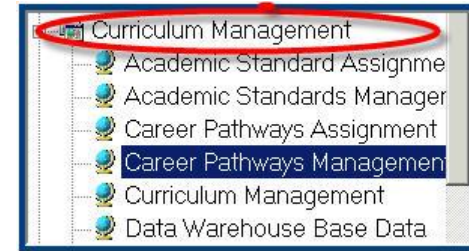
Base Data

Career Pathways

Creating a Career Pathway

Getting Started

Double Click **My Modules** > Double click on **Curriculum Management**
> Click the **Career Pathways Management** Module



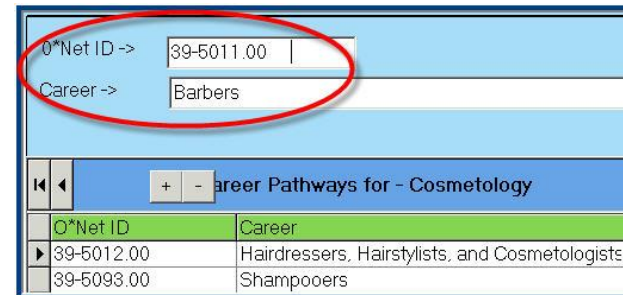
Complete **Career Pathways Management** PRIOR to selecting a Career Pathway in Student Master Information module.

- Select the **Program Folder**.
- Click the + to left to expand and display the courses
- Select Course by single clicking



When entering a new career pathway the following fields are required :

- **ONET ID**
Enter the ONET ID that corresponds to the Career Description on the ONET Website (www.onetcenter.org)
- **Career Description**
Enter the Career Description that corresponds to the ID
- Click **“Save”**
- Add up to 12 different Career Pathways per Course



Note: Career Pathways can be added at anytime during the school year

ClassMate
1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

Questions? Contact us!
ClassMate HelpDesk
855-984-1228
support.classmate.net

