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 <u>PRIOR</u> 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 <u>PRIOR</u> 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/Locations/Buildings/Rooms

⊟ 🌐 Campus - Harris Career and Technical Center
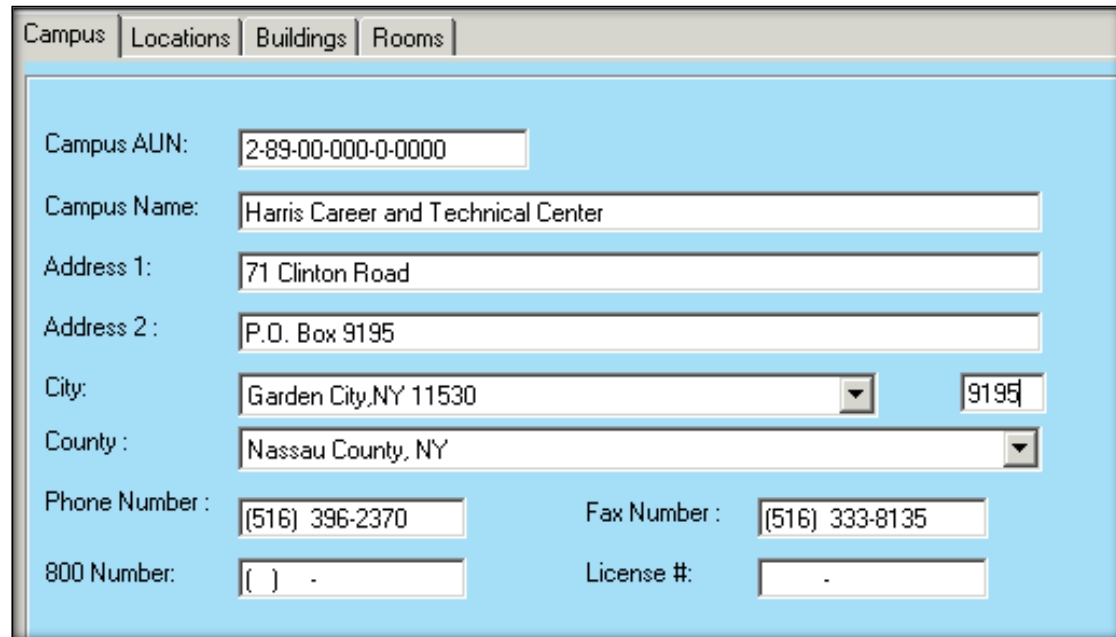
- Campus information will be **imported** by Classmate
- Campuses are listed in **Campus/Locations/Buildings/Rooms** column on the left
- Click on the **Campus Name or Campus Tab** to view Campus Information
- Users can update Campus Information under the Campus Tab
- Click the **"Save"** icon to save 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.

| Campus | Locations | Buildings | Rooms |

Campus AUN:	2-89-00-000-0-0000
Campus Name:	Harris Career and Technical Center
Address 1:	71 Clinton Road
Address 2 :	P.O. Box 9195
City:	Garden City,NY 11530	9195
County :	Nassau County, NY
Phone Number :	(516) 396-2370	Fax Number :	(516) 333-8135
800 Number:	( ) -	License #:	-

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

Campus/Locations/Buildings/Rooms

Campus - Harris Career and Technical Center

Joseph M. Barry Career & Tech Education Center
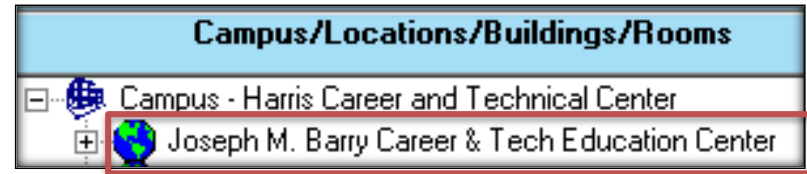
**Note: Complete Location Information UNDER to adding Buildings or Rooms in the Location/Building/Room Management Module

Location/Building/Room Management

Location Information

Location ID	000001
	Personnel
Location Name	Harris Career and Technical Center
Address Line 1	1196 Prospect Avenue
Address Line 2	
City	Easton,PA 18042
Phone Number	(516) 622-6800	Ext.
800 Number	(800) 360-####	FAX Number	(610) 258-####
License #	-	Homebound Hrs:	0	Type:	CTE
Abbreviation		HSTW ○ Yes ● No	Contract Agreement ● Yes ○ No

Escholar Acronym: PIMS

Shared: ○ Yes ● No

School Start Time: 8 :30:00 AM
School End Time: 2 :30:00 PM

Billing: CAD/CTE Billing

Virtual Location Code:

Incl State Repoting: ● Yes ○ No
Primary CTE: 0
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 : 0
PM: 0

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**
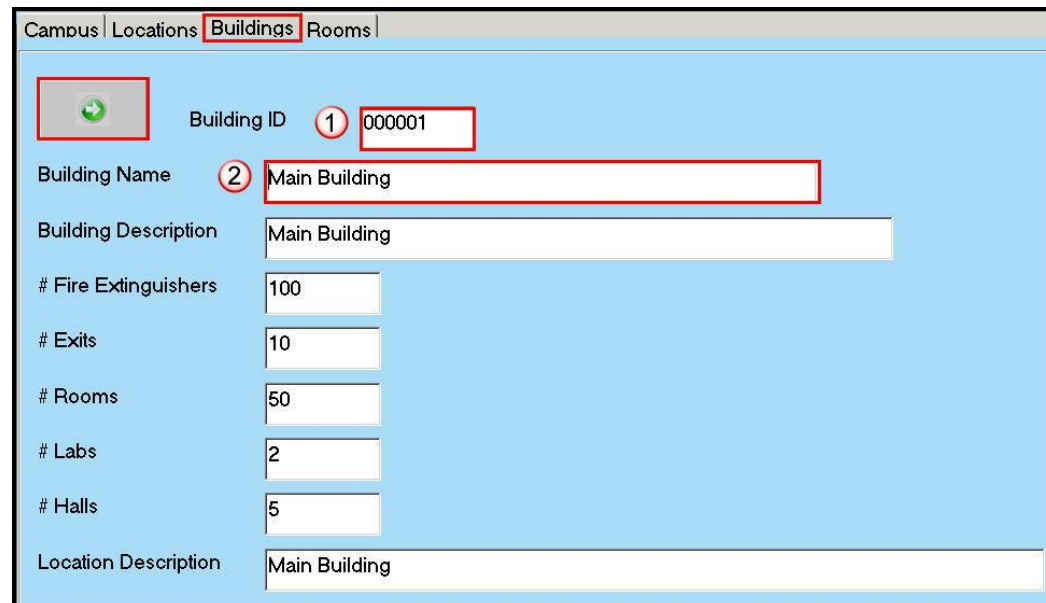
The following fields are also available:
- Building Description
- # Fire Extinguishers
- # Exits
- # Rooms
- # Labs
- # Halls
- Location Description

Click the **"Save"** icon to save Building information
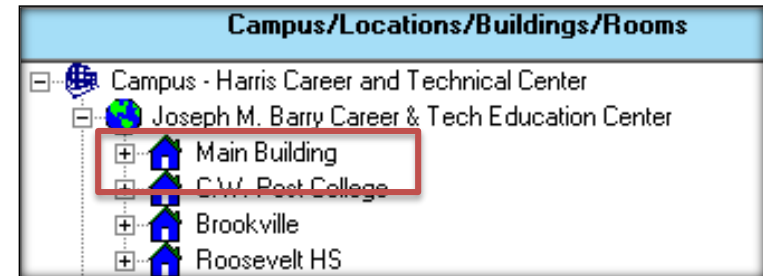
Note: Complete **Building Information <u>PRIOR</u> to adding Rooms in the Location/Building/Room Management Module

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
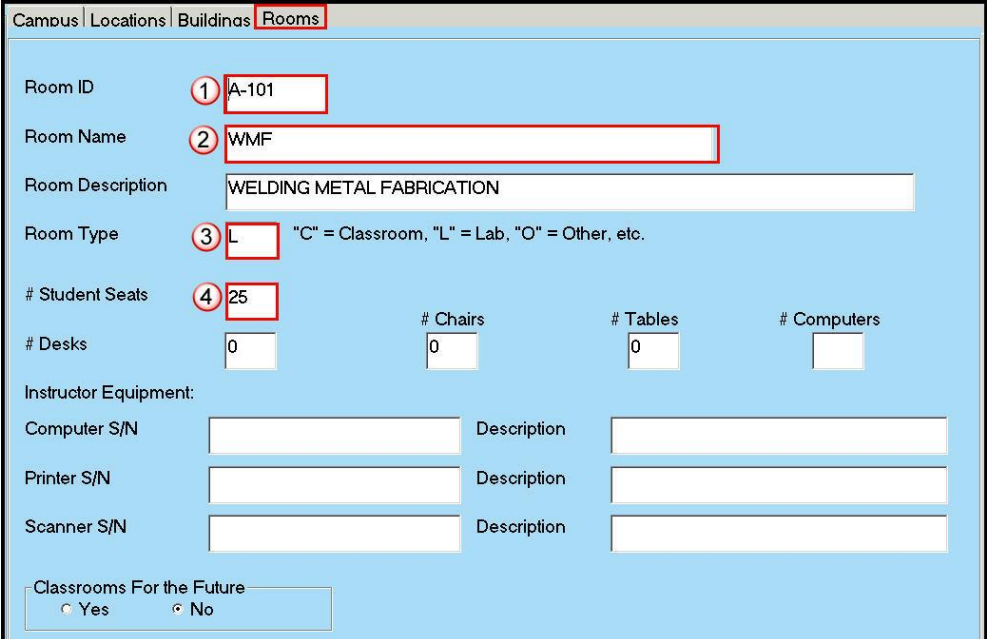
4 Enter the number of **Student Seats**

Click the **"Save"** icon to save Room information

NOTE: The 4 fields listed above are **REQUIRED**. All other fields are optional.
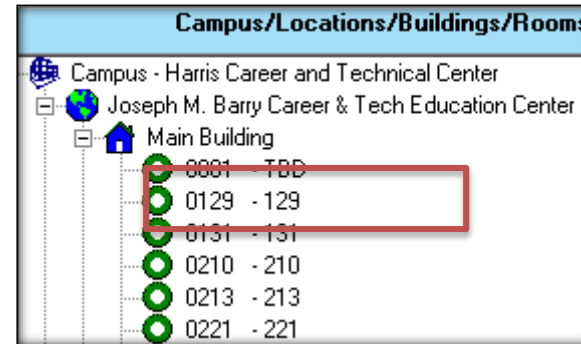
Note: Complete **Room Information <u>PRIOR</u> to adding Instructional Classes in the Instructional Course Offerings Module

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
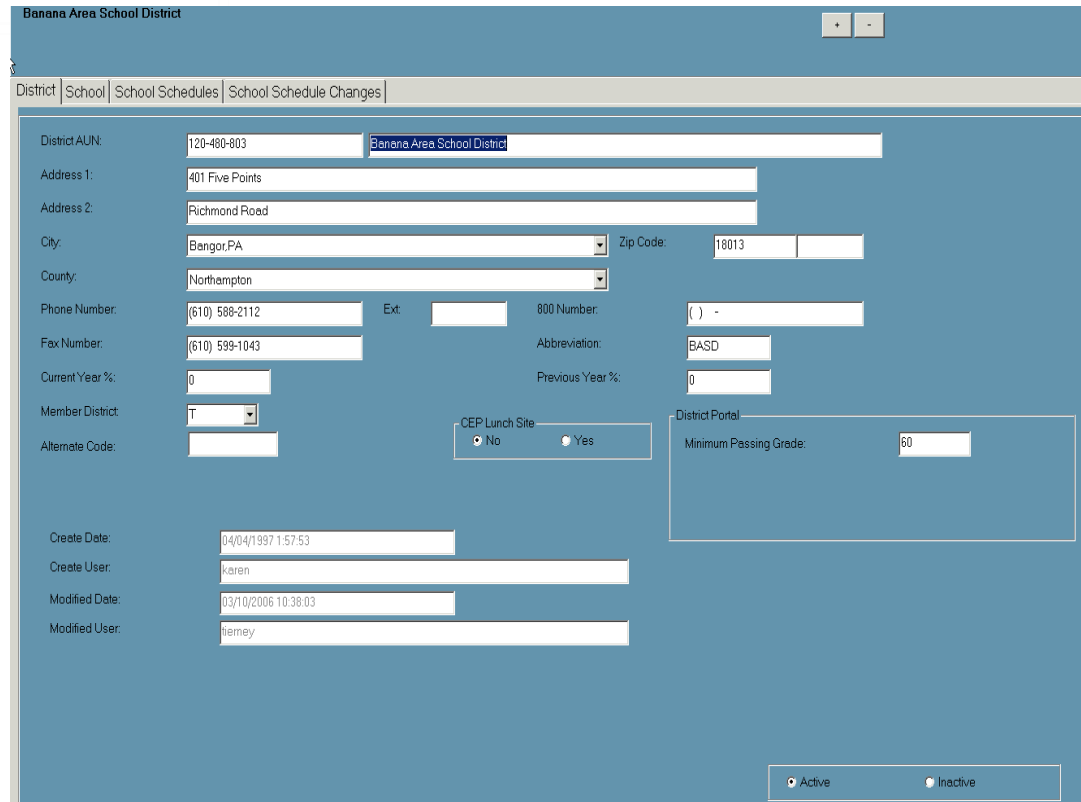
Enter the **Zip Code**

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

Optional:
Current Year%
Previous Year%
Member District
Alternate Code
CEP Lunch Site
District Portal – Minimum Passing Grade
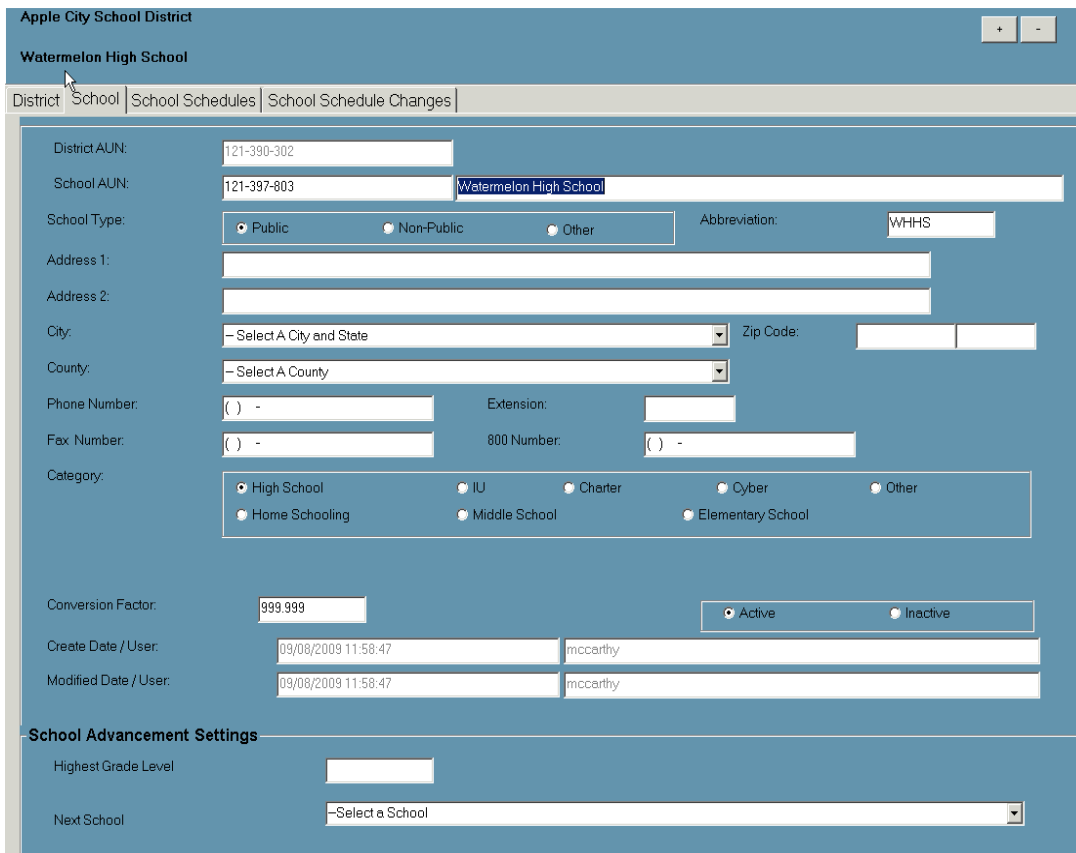
Sending School Management

Sending School Information

Add a School:

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

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 <u>PRIOR</u> to entering any Child Accounting Data (Child Accounting Management, Instructional Time Summaries)

Sending School Management

Time Schedules

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
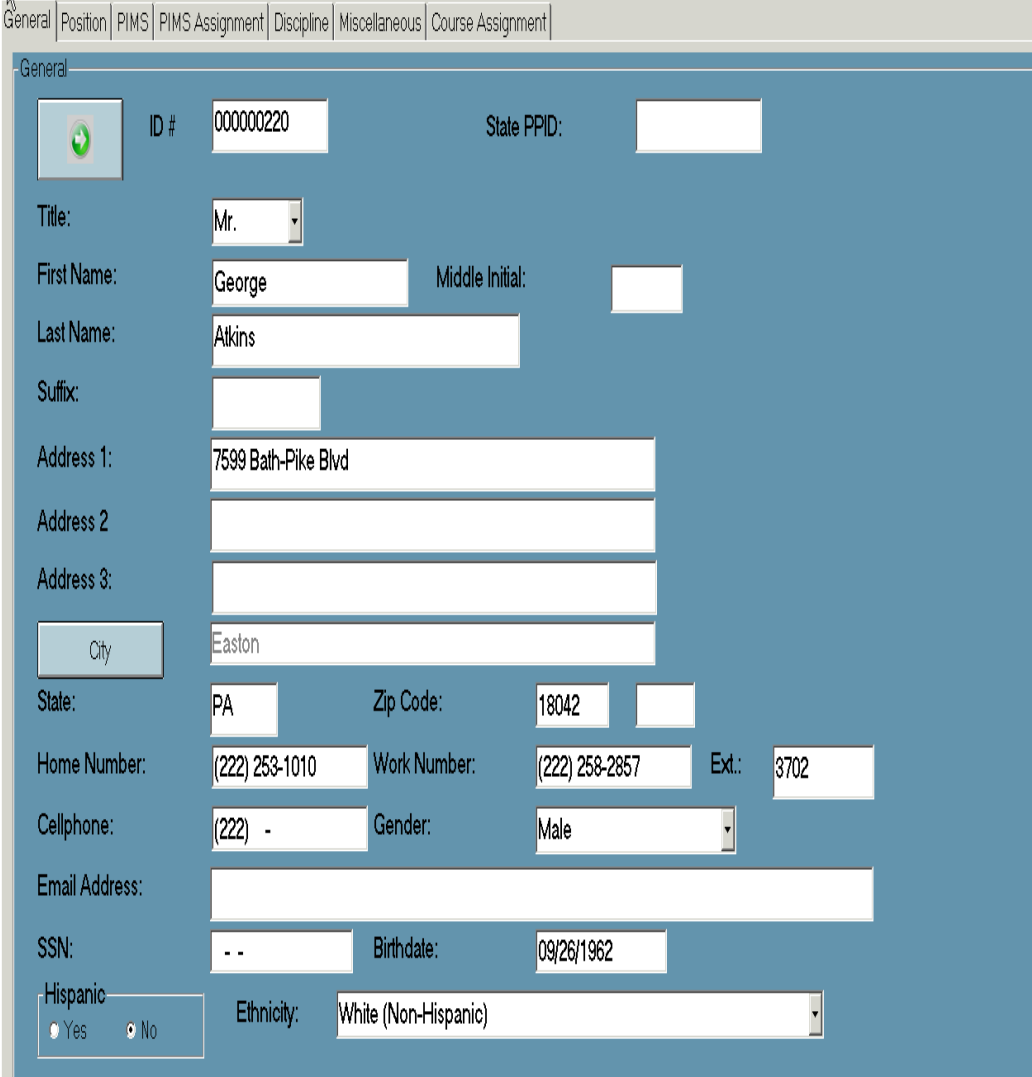
Employee Management

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

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**
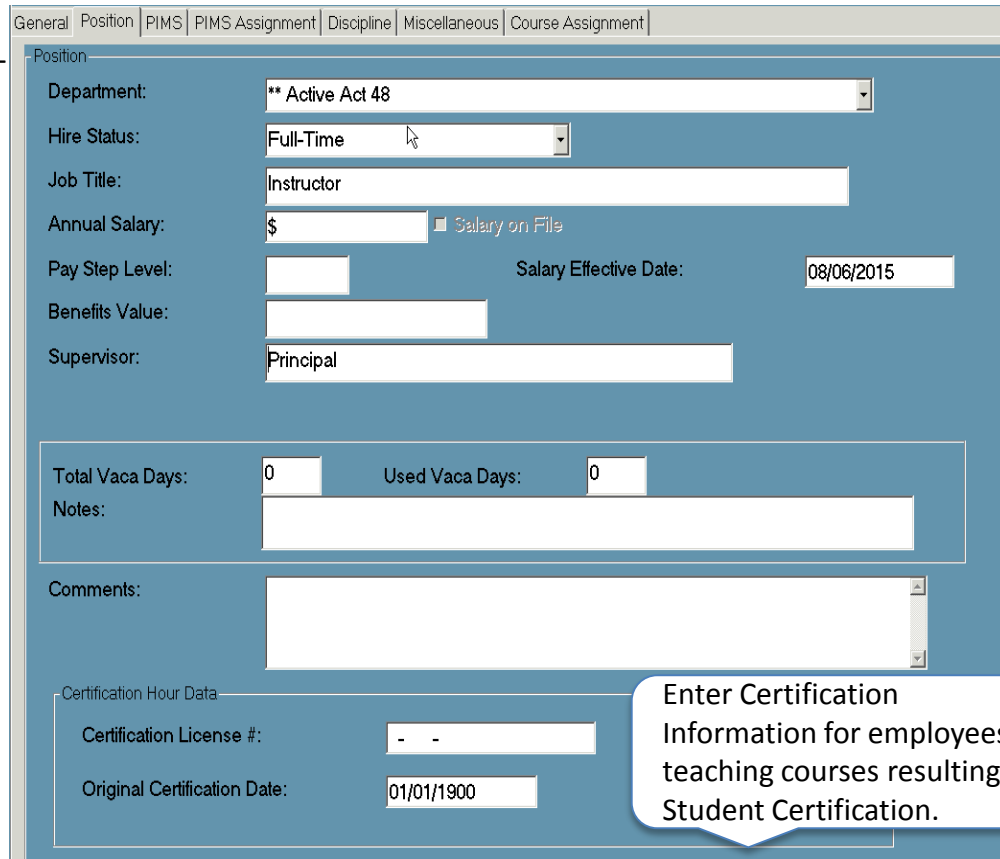4. Enter **Annual Salary**
5. Enter a **Pay Step Level**
6. Enter a **Salary Effective Date**
7. Enter a **Benefits Value**
8. Enter a **Supervisor Name**
9. Enter a **Total Vaca Days** (total vacation days)
10. Enter a **Used Vaca Days** (total used vacation days)
11. Enter a **Certification License Number**
12. Enter an **Original Certification Date**

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

Position

Department: ** Active Act 48

Hire Status: Full-Time

Job Title: Instructor

Annual Salary: $ ☐ Salary on File

Pay Step Level: Salary Effective Date: 08/06/2015

Benefits Value:

Supervisor: Principal

Total Vaca Days: 0   Used Vaca Days: 0

Notes:

Comments:

Certification Hour Data

Certification License #: -   -

Original Certification Date: 01/01/1900

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)
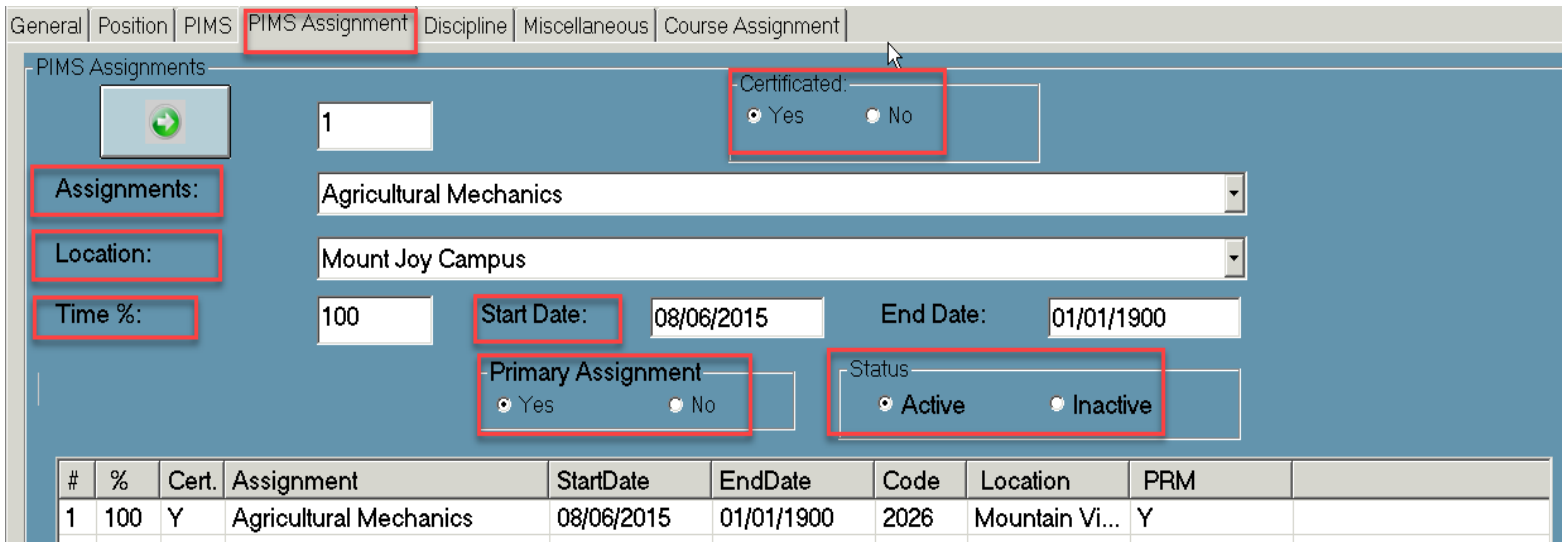
* Select **Employment Type** from drop-down

PIMS						
Middle Name:						
Employment Status:	Active					
Employment Classification:	Professional Employee		State Job Description:	NPA		
Highest Degree Institution:	Master's degree (e.g.,M.A,M.S.,M.Eng.,M.Ed.,M.S.W.,M.B.A.,M.L.S)					
Employment Verification:	U.S. Passport					
Primary Location:	Willow Street Campus					
Termination Reason:	– Select A Termination Reason –					
Staff Qualification Status:	– Select A Staff Qualification Status –					
Years Experience:	3	Years In District:	3	Employment Type:	Full-Time	
Initial Hire Date:	08/06/2015	Tenure Date:	01/01/1900	Tenure	Yes / No	
Re-Hire Date (if applies):	01/01/1900	Termination Date:	01/01/1900			
Elem/Sec Professional Personnel (ESPP):	Yes / No		Local Contract	Yes / No		
Authorized to Carry Weapon:	Yes / No	LEP Certification	Fully Certified / Not Fully Certified / NA			

* 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

Employee Management

HARRIS
School Solutions

Discipline Information

Click on the **Discipline** tab

Select a **Referral Dept**. from the drop-down.
Identify **Email Notification for this Department** Yes/No
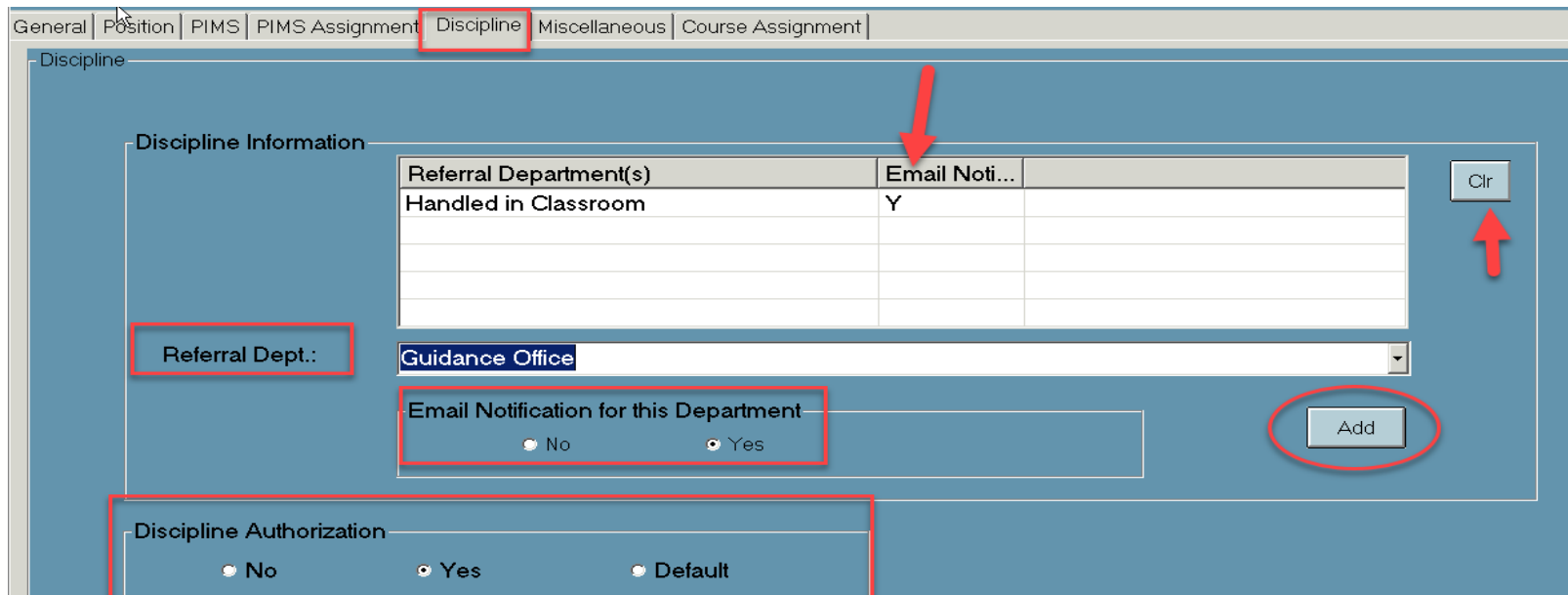Then Click the "**Add**" Button
To Remove Referral Department(s) click **Clr** button

Under **Discipline Authorization**, select
"**Yes**", "**No**", or "**Default**"

Click the **"Save"** icon to save Discipline information

> Identify the Referral Dept that employee needs access to view.

> Identify if employee has Authorization rights to Complete Discipline Referrals.

| 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

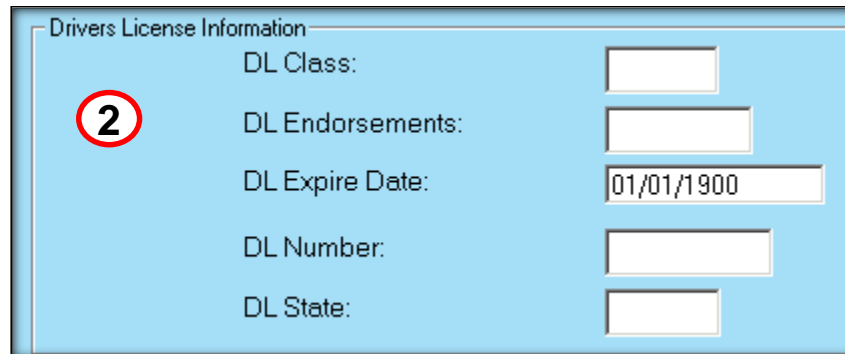•Click to Select a "User" from the User Name List

•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

```
User ID    (1)  rcamp
```

```
User Name
rbelfiore
rcamp
rgraham
```

Drivers License Information
(2)
DL Class:
DL Endorsements:
DL Expire Date: 01/01/1900
DL Number:
DL State:

Status
(3) ● Active   ○ Inactive

(4) Load Signature
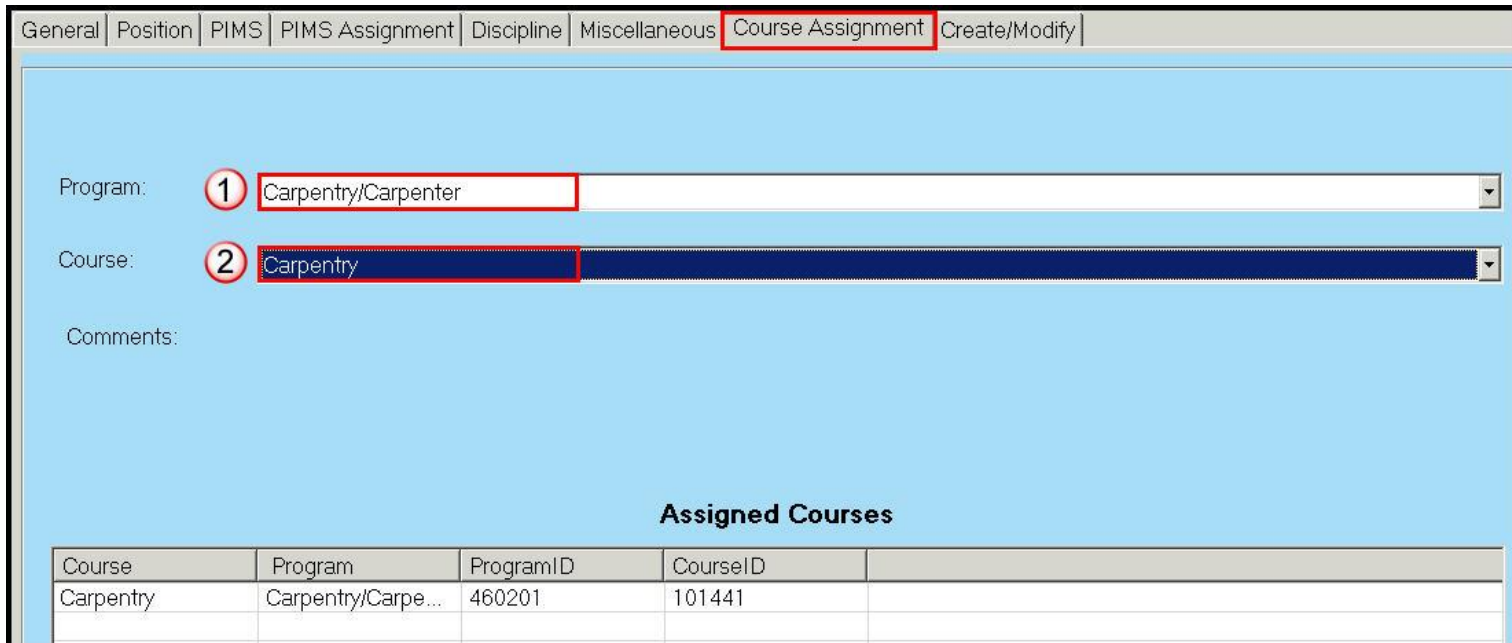
Employee Management

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

Click the **"Save"** icon to save Employee Course information
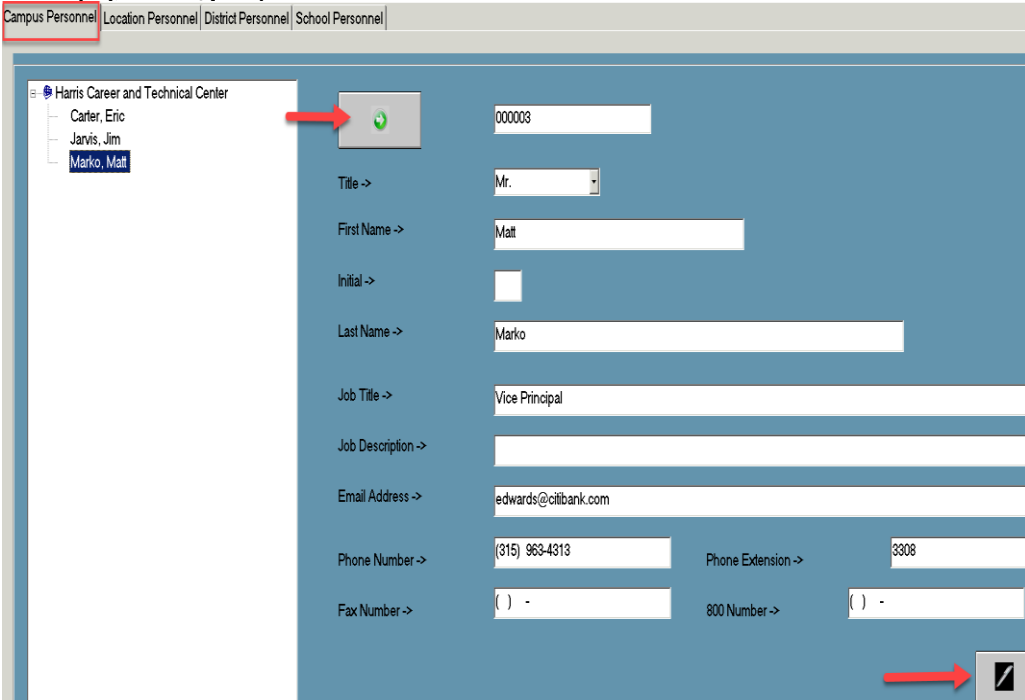
Personnel Management

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
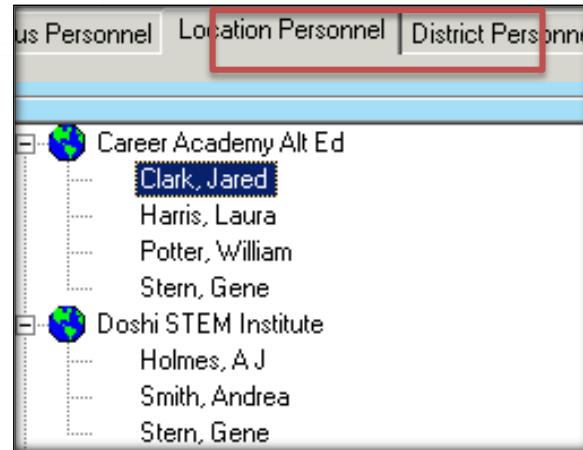
Personnel Management

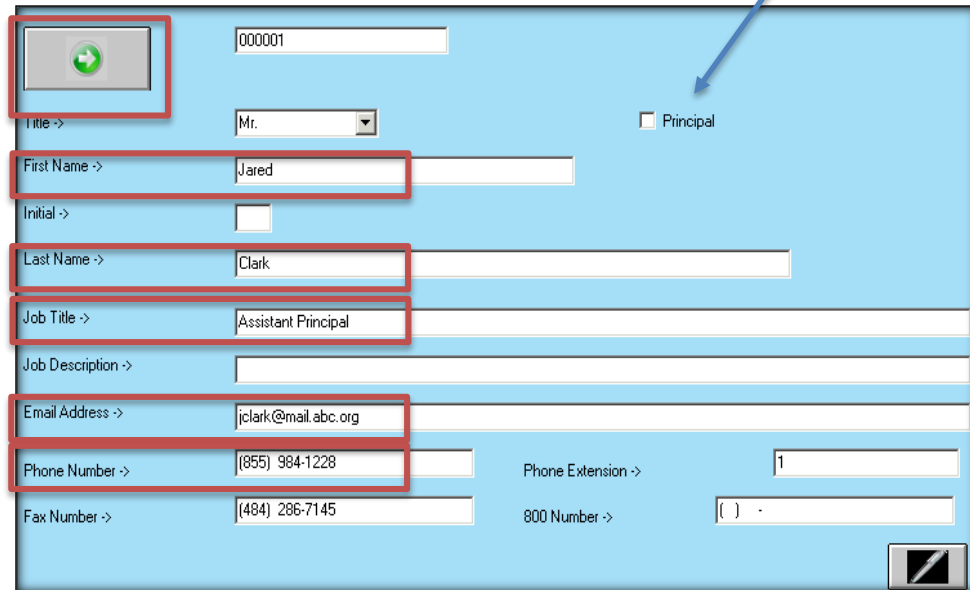## Location Personnel

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**

us Personnel | Location Personnel | District Personne

- Career Academy Alt Ed
  - Clark, Jared
  - Harris, Laura
  - Potter, William
  - Stern, Gene
- Doshi STEM Institute
  - Holmes, A J
  - Smith, Andrea
  - Stern, Gene

000001

☐ Principal

Title -> Mr.

First Name -> Jared

Initial ->

Last Name -> Clark

Job Title -> Assistant Principal

Job Description ->

Email Address -> jclark@mail.abc.org

Phone Number -> (855) 984-1228   Phone Extension -> 1

Fax Number -> (484) 286-7145   800 Number -> ( ) -

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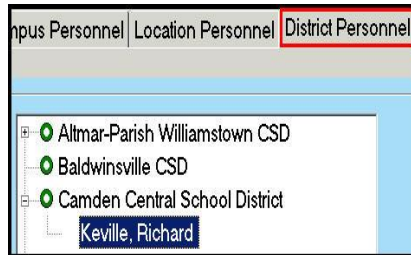
Personnel Management

District Personnel

Add District Personnel:

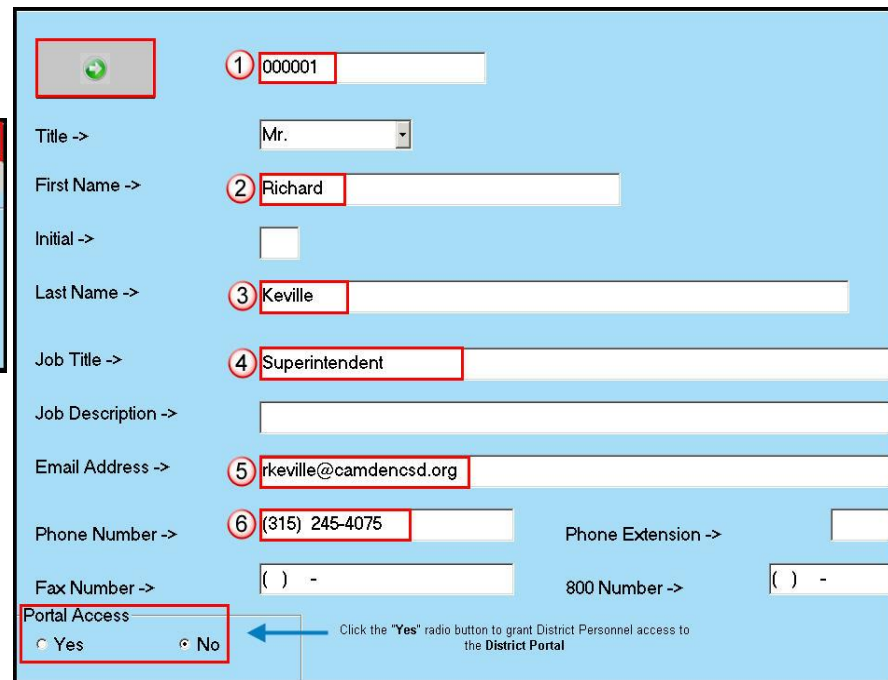- Click on the **District Personnel** tab
- Click on a **District** to select

(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**

Click the **"Save"** icon to save District Personnel information

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.

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
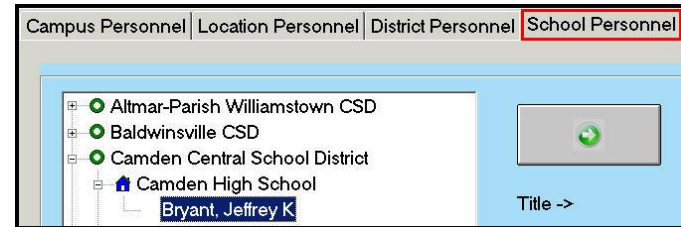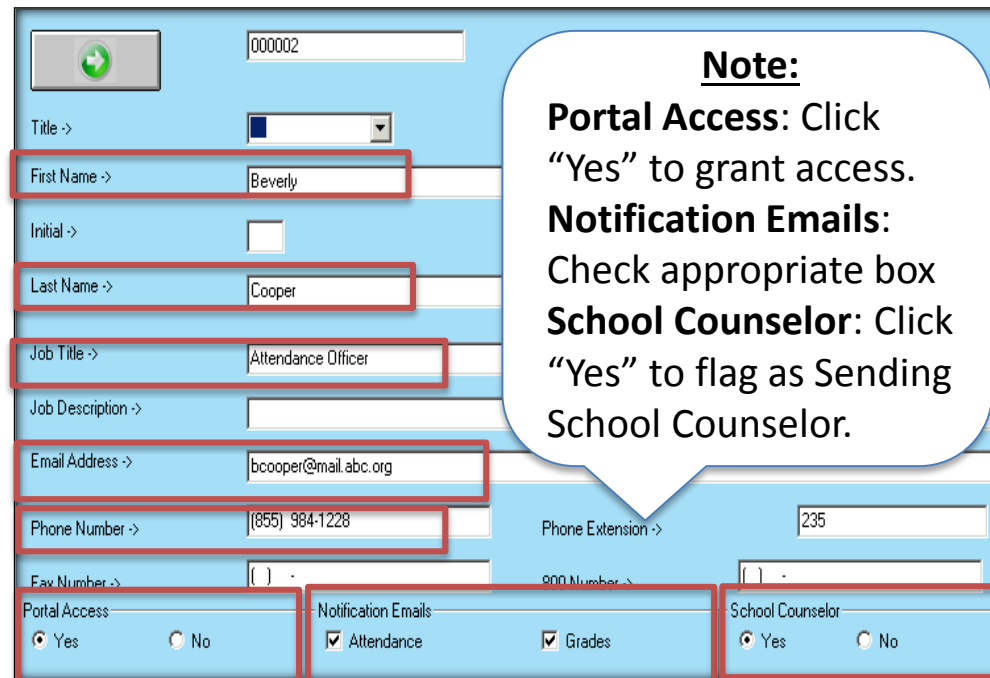
Personnel Management

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

(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

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

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 <u>PRIOR</u> to entering any Instructional Course information in Instructional Course Offerings.

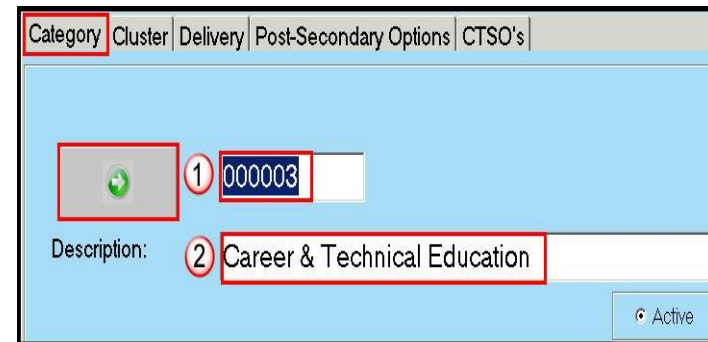## Category Information

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

<u>NOTE</u>: 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.

<u>Note:</u> Upon request, Harris will populate Category information for you, allowing you to add, delete or edit the information that we populated for you.
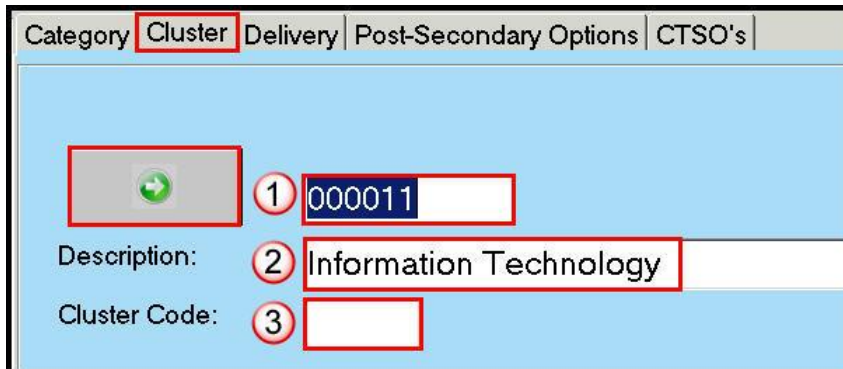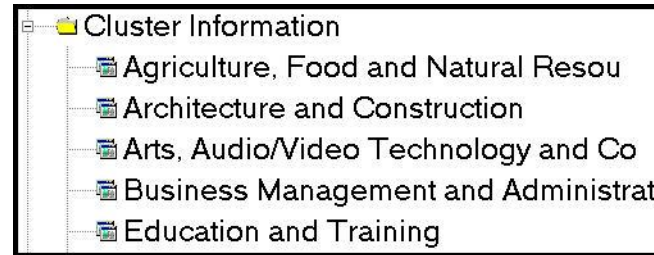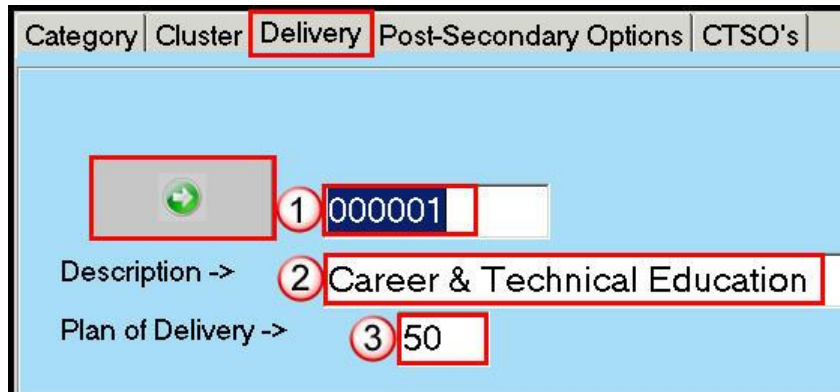
Instructional Classifications

Cluster Information

To Add a Cluster:

- Click the "+" left of the **Cluster Information** folder to view **Clusters**

- Click on the **"Cluster"** Tab

(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

<u>Note:</u> 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

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.
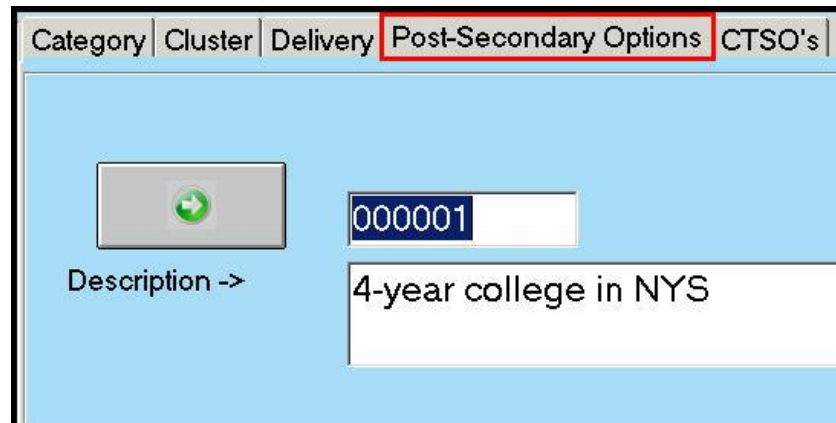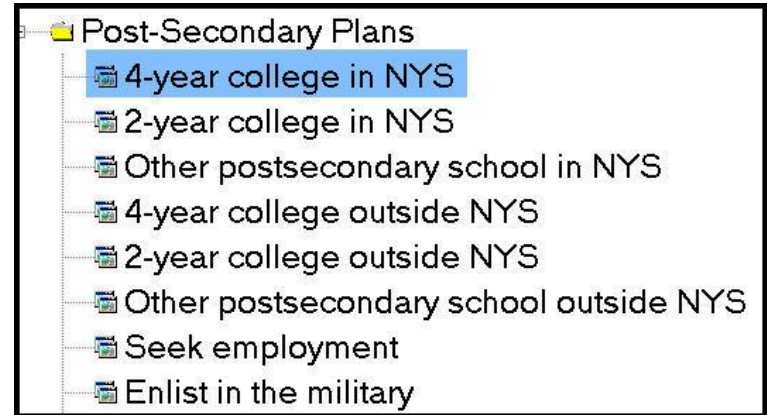
Instructional Classifications

Post-Secondary Options

Post-Secondary Information:

- ClassMate will <u>auto-populate</u> 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

<u>Note:</u> 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

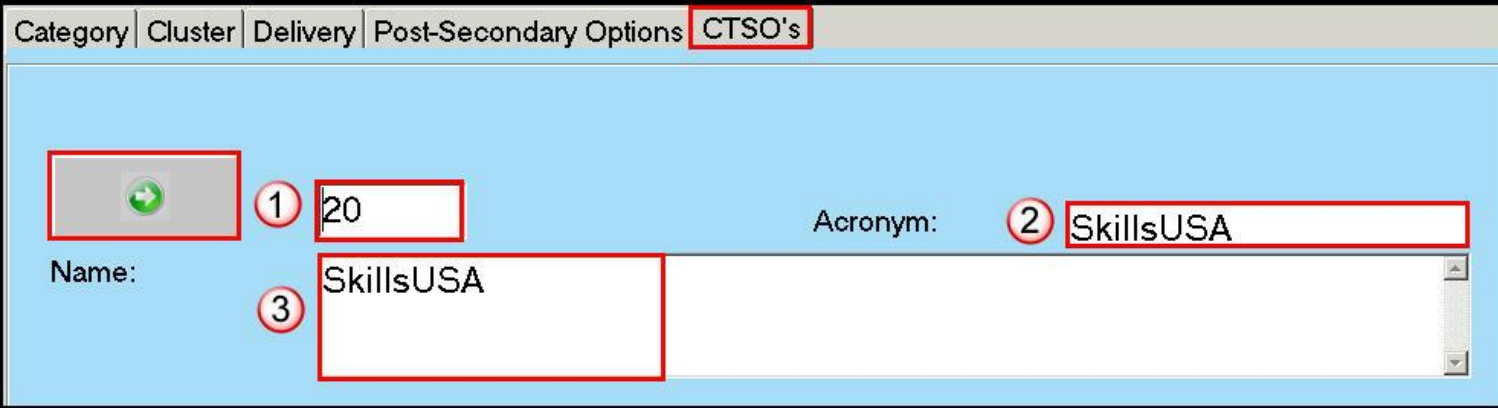## Career & Technical Student Organizations (CTSO)

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

Period Management

Getting Started

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

Note: Complete **Period Management <u>PRIOR</u> 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

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:	0	0	0	0
Monday:	2	30	0	0
Tuesday:	2	30	0	0
Wednesday:	2	30	0	0
Thursday:	2	30	0	0
Friday:	2	30	0	0
Saturday:	0	0	0	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** <u>PRIOR</u> to entering Course information in the Instructional Course Offerings Module

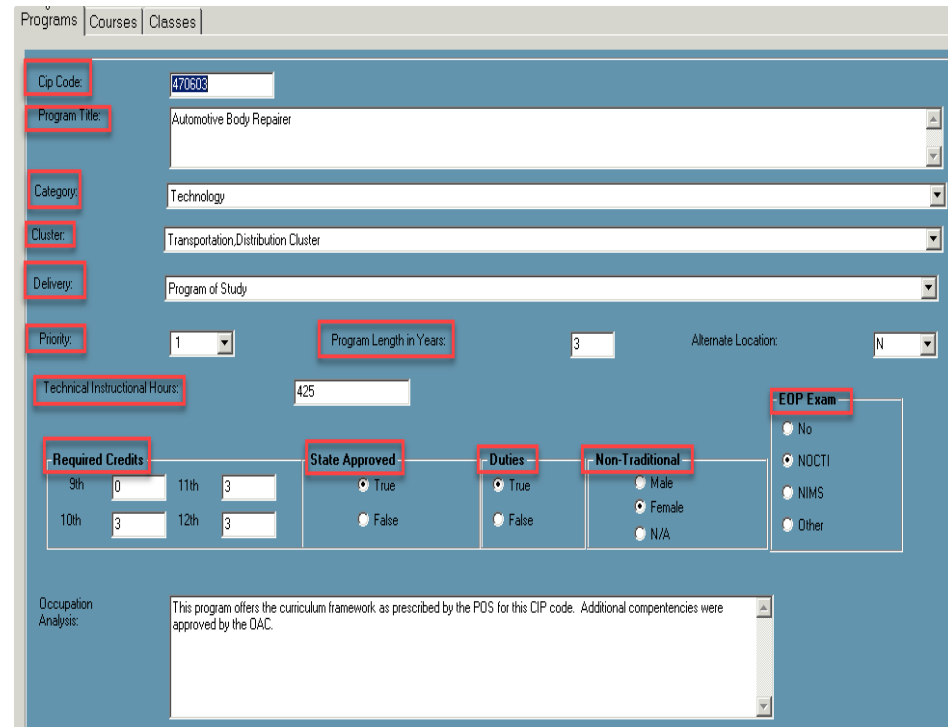# Base Data
Instructional Course Offerings

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

(12) Select the **EOP Exam** No/NOCTI/NIMS/Other

Click the **"Save"** icon to save Program information

Base Data
Instructional Course Offerings

Course Information

Autobody/Collision and Repair Technology/Technicia
Auto Body

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

Base Data
Instructional Course Offerings

Class Information

Complete **Instructional Course Offerings: C. Class Information** <u>PRIOR</u> 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

```
☐─📁 Autobody/Collision and Repair Technology/Technici
   ☐─📁 Auto Body
         AM
         AM Adv
```

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
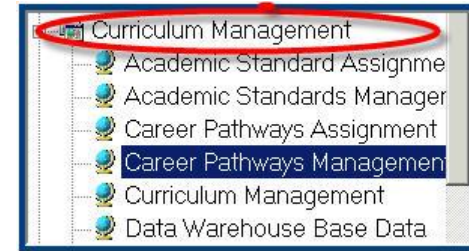
Class Information

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** <u>PRIOR</u> 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
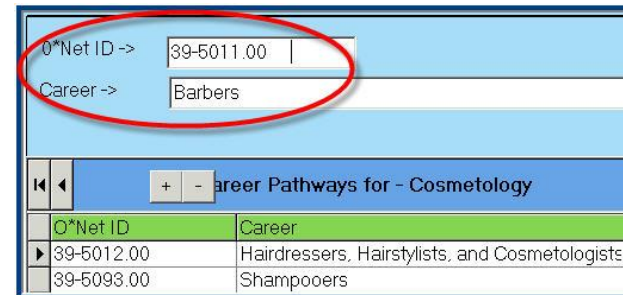
Note: Career Pathways can be added at anytime during the school year

ClassMate
1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

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