

# Creating Elementary Semester Courses

## How to Create an Elementary Semester Course

This user guide provides instructions on how to change the term indicator for an elementary course in the DSIS application.

Log into CICS and access the DSIS application.

```
ISIS-11-66LH                                11/20/18 11.19.13
  M I A M I - D A D E   C O U N T Y   P U B L I C   S C H O O L S
  I N T E G R A T E D   S T U D E N T   I N F O R M A T I O N   S Y S T E M
  S C H O O L   N U M B E R   . .   5555

  T H E   F O L L O W I N G   F U N C T I O N S   A R E   A V A I L A B L E   -

      1.   S T U D E N T   D A T A   B A S E   S Y S T E M
      2.   D A I L Y   A T T E N D A N C E
      3.   S C H O O L   I N F O R M A T I O N
      4.   C O U R S E   I N F O   /   M A S T E R   S C H E D U L E
      5.   O N L I N E   R E P O R T   R E Q U E S T   S Y S T E M
      6.   D E C O   -   D . O . E .   C O R R E C T I O N   S Y S T E M
      L.   L I M I T E D   I S I S   A C C E S S   M E N U
      R.   S U S   R E P O R T   R E Q U E S T S

  E N T E R   S E L E C T I O N   N U M B E R   . .   4   O P E R A T O R   I N I T I A L S   . .   M A

  S H A R E D   S C H O O L   A C T I V I T Y ,   K E Y   ' Y '   . .   -
  S U M M E R   S C H O O L   A C T I V I T Y ,   K E Y   ' Y '   . .   -
  F U T U R E   S C H O O L   A C T I V I T Y ,   K E Y   ' Y '   . .   -
  S E C O N D   S H I F T   A C T I V I T Y ,   K E Y   ' Y '   . .   -
  H E L P   W I T H   C O D E S   =   P A 2   K E Y
```

▼ **Type**     4 for COURSE INFO / MASTER SCHEDULE

▼ **Press**    **Enter**

The COURSE INFO / MASTER SCHEDULE APPLICATIONS MENU screen will display.

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## Creating Course Sequences (Adding a course to the DSIS Elementary School Master Schedule.)

```
AS01-11-66LH                                11/20/18  13.53.04
C O U R S E   I N F O   /   M A S T E R   S C H E D U L E
A P P L I C A T I O N S   M E N U

      S C H O O L   N U M B E R   5 5 5 5
      B I S C A Y N E   G A R D E N S   E L E M E N

1.  C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E
2.  C O U R S E   R E C O R D   A N D   C L A S S   M A S T E R   S C H E D U L E
3.  C U R R I C U L U M   B U L L E T I N   I N Q U I R Y
4.  I N P U T   F O R   C A M E R A   R E A D Y   S C H O O L   C U R R I C U L U M   B U L L E T I N
5.  E L E M E N T A R Y   S C H O O L S   A C A D E M I C   P R O G R A M S
6.  T E A C H E R   S C H E D U L E
7.  E L E M E N T A R Y   A R T ,   M U S I C ,   P . E .   T E A C H E R   I N F O R M A T I O N

ENTER SELECTION .. 1
```

▼ **Type** 1 for CATEGORICAL UPDATE OF COURSE SEQUENCE

▼ **Press** Enter

The CATEGORICAL UPDATE OF COURSE SEQUENCE - COURSE OFFERING screen will display.

```
AS02-12-66LH                                11/20/18  13.53.58
C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E

      S C H O O L   N U M B E R   5 5 5 5
      B I S C A Y N E   G A R D E N S   E L E M E N

      C O U R S E   O F F E R I N G

A1.  S H O R T   O R   N O   T I T L E
A2.  L O N G   T I T L E
A3.  20 CHARACTER TITLE

ENTER SELECTION .. A1
TO SET CONSTANTS FOR SELECTION A1 TYPE Y.. Y
```

▼ **Type** A1

▼ **Type** Y to set constants (optional)

▼ **Press** Enter

The SET CONSTANT INFORMATION screen will display.

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On the SET CONSTANT INFORMATION screen,

```
AS03-22-G6LH                                11/20/18 15.21.16
C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E
                                     TO SET CONSTANT INFORMATION FOR COURSE UPDATES
REPORTING CYCLE 181                        ACTION A
ACTION:  A=ADD, I=INACTIVATE, R=REACTIVATE
* * * * *
DO YOU WANT TO ENTER THE COURSE TITLE ABBREVIATION?
TYPE  Y = YES   OR  N = NO   _
```

- ▼ **Type**    the reporting cycle
- ▼ **Type**    **A** to add the course
- ▼ **Press**   **Enter**

The CATEGORICAL UPDATE OF COURSE SEQUENCE screen will display.

```
AS03-21-G6LH                                11/20/18 15.23.44
C A T E G O R I C A L   U P D A T E   O F   C O U R S E   S E Q U E N C E
REPT  CRSE  COURSE  FAC
CYCL ACT SEQ  CODE  COURSE-TITLE  TYP
181  A  B75  5010010E1
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
181  A
DUPLICATE CHARACTER = '
```

- ▼ **Type**    the course sequence (ex: B75)
- ▼ **Press**   **Tab** or **press the space bar once**
- ▼ **Type**    the nine digit course code number
- ▼ **Press**   **Enter**

The message “UPDATE COMPLETE” will display. *See sample on next page.*



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To change the term indicator,

```
AS09-25-66LH          C O U R S E   R E C O R D          11/21/18  10.46.12
SCHL 5555 CYCLE 181 CRS SEQ B75  ST A SUB CDE 5010010E1  TRM IND A
                                     GRD RESP C ABRV TITLE ESOL
TITLE English for Speakers of Other Languages
FACILITY TYPE 00  COMPUTER LITERACY                                LAST UPDT: 11/20/18
PER TEACHER SEATS
SC  S ST  MIN  ROOM EMP-NO  NUM NAME  DAYS  MAX  ASSG  #I
```

- ▼ **Tab** to the Term Indicator (TRM IND) field
- ▼ **Type** 1 for Term 1 (or 2 for Term 2) on the letter **A**
- ▼ **Press** **Enter** to update the Term Indicator

The message PRESS PF17 FOR HALF CREDIT COURSE will display.

```
A734-PRESS PF17 FOR HALF-CREDIT COURSE
AS09-25-66LH          C O U R S E   R E C O R D          11/21/18  10.46.12
SCHL 5555 CYCLE 181 CRS SEQ B75  ST A SUB CDE 5010010E1  TRM IND 1
                                     GRD RESP C ABRV TITLE ESOL
TITLE English for Speakers of Other Languages
FACILITY TYPE 00  COMPUTER LITERACY                                LAST UPDT: 11/20/18
PER TEACHER SEATS
SC  S ST  MIN  ROOM EMP-NO  NUM NAME  DAYS  MAX  ASSG  #I
```

- ▼ **Press** **PF 17**

The message "UPDATE COMPLETE" will display.

Once the term indicator has been updated, the class section information needs to be added.

- ▼ **Type** the course sequence (i.e. B75) and press **ENTER** to refresh the screen

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The message NO SECTIONS will display.

```

A160-NO SECTIONS          CHNGS = PF15          ADDS = PF16
AS09-25-66LH             C O U R S E   R E C O R D          11/21/18  18.46.12
SCHL 5555 CYCLE 181 CRS SEQ B75 ST A SUB CDE 5010010E1 TRM IND 1
GRD RESP C ABRV TITLE ESOL
TITLE English for Speakers of Other Languages
FACILITY TYPE 00 COMPUTER LITERACY LAST UPDT: 11/20/18
PER TEACHER SEATS
SC S ST MIN ROOM EMP-NO NUM NAME DAYS MAX ASSG #I
  
```

▼ Press **PF 16** to add a new class section

```

AS09-25-66LH             C O U R S E   R E C O R D          11/27/18  15.13.51
SCHL 5555 CYCLE 181 CRS SEQ B75 ST A SUB CDE 5010010E1 TRM IND 1
GRD RESP C ABRV TITLE ESOL
TITLE English for Speakers of Other Languages
FACILITY TYPE 00 COMPUTER LITERACY LAST UPDT: 11/26/18
PER TEACHER SEATS
SC S ST MIN ROOM EMP-NO NUM NAME DAYS MAX ASSG #I
A 02 0300 5 123456 301 SAMPLE TEACHER MTWRF
A 02 0300 6 123456 302 SAMPLE TEACHER MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
A MTWRF
  
```

▼ **Type** the section information for the Term 1 course (Period, Minutes, Room, Employee Number, Teacher Number and Teacher Name). The section information for the Term 1 course must be the same as the section information on the Annual course that is currently on the student’s schedule.

▼ Press **Enter** to update the class section information

The message “UPDATE COMPLETE” will display.

# Creating Elementary Semester Courses

## Student Schedule Change

On the *STUDENT RECORD / SUBJECTS* screen, the student displayed is scheduled into Academic Program **03** which includes ESOL and World Language Spanish. Because in this case the student is being exited from ESOL, the Academic Program will change to **02**. As there are grades assigned, the student's schedule cannot be deleted using the PF18 Delete function. The schedule must be changed by typing over the sequence/section for each course being changed.

On the *STUDENT RECORD / SUBJECTS (PF1)* screen,

```

AS14-31-66LH  S T U D E N T  R E C O R D  /  S U B J E C T S  11/27/18  15.50.48
STUDENT ID 0999911  SCHOOL  GRADE  HR  PRO ST  SCHL CD
NAME  SEX  O-PHASE  ADD SCHL CD
BIRTHDATE
LAST SUB UPDT  RECORD UPDT  LAST GRD UPDT

REPORTING CYCLE 181  GRADING PERIOD
CYCLE TOTAL ABSENCES  CYCLE TOTAL TARDIES
TERM 1  TERM 2
GRADE  HR  PROGRAM NO.  GRADE  HR
SCHL  SEQ/SEC CRS NUM  TRM TITLE  ROOM TEACHER 1234  F

```

\*\*\* KEY DESIRED GRADING PER \*\*\* PAGE FORWARD = ENTER

▼ **Type** the Student ID number

▼ **Press** Enter

```

AS14-31-66LH  S T U D E N T  R E C O R D  /  S U B J E C T S  11/27/18  15.50.48
STUDENT ID 0999911  SCHOOL 5555  GRADE 03  HR 304  PRO ST  SCHL CD
NAME SAMPLE  STUDENT  SEX M  ADD SCHL CD
BIRTHDATE 11/28/09
LAST SUB UPDT 09/07/18  RECORD UPDT 10/24/18  LAST GRD UPDT 00/00/00

REPORTING CYCLE 181  GRADING PERIOD
CYCLE TOTAL ABSENCES 001  CYCLE TOTAL TARDIES 001
GRADE 03  HR 304  PROGRAM NO. 03
SCHL  SEQ/SEC CRS NUM  TRM TITLE  SP  ROOM TEACHER 1234  F
5555  3001 03 5400000E0  A ElemHmRm  HR  1168 MC CLOUD
5555  A72 05 5010044EE  A Lang Arts 01  1168 VIERO C
5555  B63 05 5010010E1  A ESOL 02  1168 VIERO C
5555  C78 05 5010044EF  A LanArtrdE 03  1168 VIERO D
5555  D74 05 5012050EE  A MathGrad3 04  1168 MC CLOUD B
5555  E78 05 5020040EE  A Science 3 05  1168 MC CLOUD C
5555  F73 05 5021050EE  A Soc Study 06  1168 MC CLOUD B
5555  G55 03 5001040E1  A ArtInter1 07  7236 RONDON B
5555  H55 03 5013090E1  A MusicInt1 08  7237 MARCELO A
*** KEY DESIRED GRADING PER *** PAGE FORWARD = ENTER

```

▼ **Press** PF13 to go into change mode

▼ **Tab** to PROGRAM NO

▼ **Type** the new Program Number on the current Program Number



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```

AS14-31-66LH  S T U D E N T  R E C O R D / S U B J E C T S  11/27/18  15.54.19
STUDENT ID 0999911  SCHOOL 5555  GRADE 03  HR 304  PRO ST  SCHL CD
NAME SAMPLE STUDENT  SEX M  ADD SCHL CD
BIRTHDATE 11/28/09
LAST SUB UPDT 09/07/18  RECORD UPDT 10/24/18  LAST GRD UPDT 00/00/00

REPORTING CYCLE 181  GRADING PERIOD
CYCLE TOTAL ABSENCES 001  CYCLE TOTAL TARDIES 001
PROGRAM NO. 02
GRADE 03  HR 304

SCHL  SEQ/SEC  CRS NUM  TRM TITLE  SP  ROOM TEACHER 1234  F
5555  3001 03  5400000E0  A ElemHmRm  HR  1168  MC CLOUD  G
5555  A72 05  5010044EE  A Lang Arts 01  1168  VIERO  D
5555  B63 05  5010010E1  A ESOL 02  3307  VIERO  D
5555  C78 05  5010044EE  A LanArtRdE 03  1168  VIERO  D
5555  D74 05  5012050EE  A MathGrad3 04  1168  MC CLOUD B
5555  E78 05  5020040EE  A Science 3 05  1168  MC CLOUD C
5555  F73 05  5021050EE  A Soc Study 06  1168  MC CLOUD B
5555  G55 03  5001040E1  A ArtInter1 07  7236  RONDON B
5555  H55 03  5013090E1  A MusicInt1 08  7237  MARCELO A
** KEY DESIRED GRADING PER ** PAGE FORWARD = ENTER
  
```

▼ **Tab** to the Language Arts ESOL Related COURSE sequence/section and type the Basic course sequence/section over the ESOL Related sequence/section. Repeat this process for the other ESOL related courses, (Reading, Math, Science, and Social Studies). Type the new Term 1 ESOL course sequence/section over the Annual ESOL Sequence/Section. Example: Change B63-05 (Annual Class) to B75-01 (Term 1)

▼ **Press** **Enter** to update

The message “Press PF17 to Update/Delete Class with Grades/Subject Area” will display.

```

A774 - PRESS PF17 TO CHANGE/DELETE CLASS WITH GRADES/SUBJECT AREA
AS14-31-66LH  S T U D E N T  R E C O R D / S U B J E C T S  11/27/18  15.54.19
STUDENT ID 0999911  SCHOOL 5555  GRADE 03  HR 304  PRO ST  SCHL CD
NAME SAMPLE STUDENT  SEX M  ADD SCHL CD
BIRTHDATE 11/28/09
LAST SUB UPDT 09/07/18  RECORD UPDT 10/24/18  LAST GRD UPDT 00/00/00

REPORTING CYCLE 181  GRADING PERIOD
CYCLE TOTAL ABSENCES 001  CYCLE TOTAL TARDIES 001
PROGRAM NO. 02
GRADE 03  HR 304

SCHL  SEQ/SEC  CRS NUM  TRM TITLE  SP  ROOM TEACHER 1234  F
5555  3001 01  5400000E0  A ElemHmRm  HR  1168  MC CLOUD  D
5555  A75 01  5010044E1  A Lang Arts 01  1168  VIERO  D
5555  B75 01  5010010E1  A ESOL 02  3307  VIERO  D
5555  C75 01  5010044EA  A LanArtRd 03  1168  VIERO  D
5555  D76 01  5012050E1  A MathGrad3 04  1168  MC CLOUD B
5555  E81 01  5020040E1  A Science 3 05  1168  MC CLOUD C
5555  F76 01  5021050E1  A Soc Study 06  1168  MC CLOUD B
5555  G55 01  5001040E1  A ArtInter1 07  7236  RONDON B
5555  H55 01  5013090E1  A MusicInt1 08  7237  MARCELO A
** KEY DESIRED GRADING PER ** PAGE FORWARD = ENTER
  
```

▼ **Press** **PF17**

The message “UPDATE COMPLETE” will display.

▼ **Press** **PF10** to return to the DISIS Main Menu.