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.

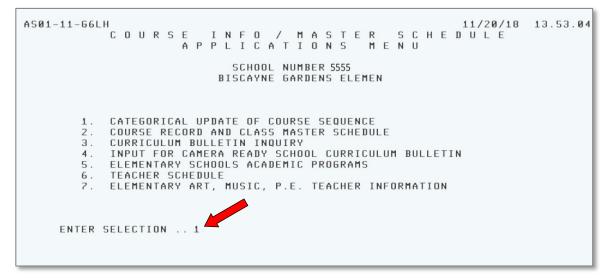
```
ISIS-11-66LH
                                                                                   11/20/18 11.19.13
    MIAMI-DADE COUNTY PUBLIC SCHOOLS
INTEGRATED STUDENT INFORMATION SYSTEM
SCHOOL NUMBER .. 5555
     THE FOLLOWING FUNCTIONS ARE AVAILABLE -
                     STUDENT DATA BASE SYSTEM
                1.
                     DAILY ATTENDANCE
                2.
                З.
                     SCHOOL INFORMATION
COURSE INFO / MASTER SCHEDULE
                4.
5.
                     ONLINE REPORT REQUEST SYSTEM
                     DECO - D.O.E. CORRECTION SYSTEM
LIMITED ISIS ACCESS MENU
                6.
                L.
                R. SUS REPORT REQUESTS
     ENTER SELECTION NUMBER .. 4 COPERATOR INITIALS .. MA
        SHARED SCHOOL ACTIVITY, KEY 'Y'
SUMMER SCHOOL ACTIVITY, KEY 'Y'
FUTURE SCHOOL ACTIVITY, KEY 'Y'
SECOND SHIFT ACTIVITY, KEY 'Y'
                                                   ·· _
                                                    ·· _
                                                    . .
 HELP WITH CODES = PA2 KEY
```

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

▼ Press Enter

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

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



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

▼ Press Enter

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

- ▼ Type A1
- ▼ **Type** Y to set constants (optional)
- ▼ Press Enter

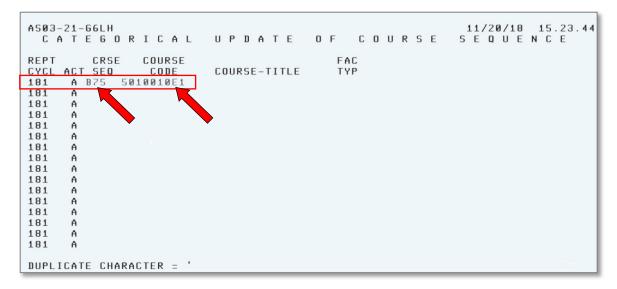
The SET CONSTANT INFORMATION screen will display.

On the SET CONSTANT INFORMATION screen,

ASØ3-22-66LH CATEGORICAL UPDATE OF COURSE SEQUENCE
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.



- ▼ **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.

The course was added to the master schedule.

A003 - UPDATE COMPLETE				
AS03-21-66LH 11/	20/1	8 3	15.2	3.44
CATEGORICAL UPDATE OF COURSE SE	QU	ΕN	CΕ	
REPT CRSE COURSE FAC				
CYCL ACT SEQ CODE COURSE-TITLE TYP				
181 A				
181 A				
181 A				
181 A				
DUPLICATE CHARACTER = '		_	_	_

▼ Press PF9 to access the COURSE RECORD screen.

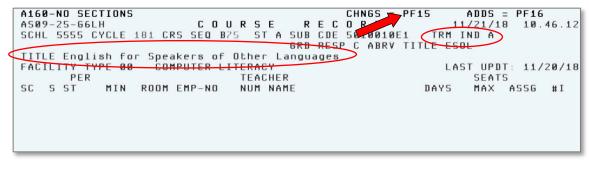
On the COURSE RECORD screen,

A162-ENTER SEQ,	PRESS ENTER		
AS09-25-66LH	COURSE	RECOR	D 11/21/18 11.21.5
SCHL 5555 CYCLE	181 CRS SEQ B75 ST	SUB CDE	TRM IND
		GRD RESP A	ABRV TITLE
TITLE			
FACILITY TYPE	COMPUTER LITERACY		LAST UPDT:
PER	TEACHER	R	SEATS
SC S ST MIN	ROOM EMP-NO NUM NAM	ME	DAYS MAX ASSG #I

▼ **Type** the new Course Sequence

▼ Press Enter

The course title and term indicator **A** (Annual) will be displayed.



▼ Press PF15 to go into change mode

To change the term indicator,

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			
	SCHL 5555 CYCLE TITLE English f FACILITY TYPE Ø PER	181 CRS SEQ B75 ST A SUI GRI or Speakers of Other Ø COMPUTER LITERACY TEACHER	B CDE 5010010E1 (TRM IND A D RESP C ABRV TITLE ESOL Languages LAST UPDT: 11/20/1 SEATS

- ▼ 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 COURSE F	RECORD 11/21/18 10.46.12
SCHL 5555 CYCLE 181 CRS SEQ B75 ST A SUB	B CDE 5010010E1 TRM IND 1
GRI	D 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

The message NO SECTIONS will display.

INGS = PF15 (ADDS = PF16)
RD 11/21/1 18.46.12
010010E1 TRM IND 1
C ABRV TITLE ESOL
•
LAST UPDT: 11/20/18
SEATS
DAYS MAX ASSG #I

▼ Press PF 16 to add a new class section

ASØ	19-2	25-G6L	. Н		C 0 1	JRS	E R	ECORD	11	/27/1	8 15.	13.5
SCH	IL 5	5555 C	YCLE :	181 CI	RS SEQ B	75 S	T A SUB	CDE 5010010E1	TRM I	ND 1		
							GRD	RESP C ABRV T	ITLE ESC	IL		
TIT	LE	Engli	sh fo	r Spea	akers of	Other	r Langu	ages				
FAC	ILI	ITY TY	PE 00	COL	MPUTER L	ITERA	CY		LAS	T UPD	T: 11/	26/1
		PER				TEAL	CHER			SEAT	S	
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		<u> </u>						MTWRF			
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- ▼ **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.

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 cann ot 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,

STUDENT ID 09999911 SCHOOL NAME BIRTHDATE	GRADE HR	ECTS 11/27/18 15.50.48 PROST SCHLCD PHASE ADD SCHLCD LAST GRD UPDT
REPORTING CYCL CYCLE TOTAL ABSENCES TERM 1 GRADE HR	E 181 GRADING PER CYCLE PROGRAM NO.	E TOTAL TARDIES TERM 2 GRADE HR
SCHL SEQ/SEC CRS NUM	TRM TITLE	F ROOM TEACHER 1234 G
** KEY DESIRED GRADING PER		×× PAGE FORWARD = ENTER

- ▼ **Type** the Student ID number
- ▼ Press Enter

STUDE	NT ID 099		L 5555 GRAI	DE Ø3 HR 3			SCI	IL CD	. 48
NAME	SAMPLE		SEX 1	1			ADD SCH	IL CD	
	DATE 11/ GUB UPDT		RECORD UPD	10/24/1	в	LAST GR	D UPDT	00/00	/00
		REPORTING CY	CLE 181	GRADING P	ERIC	D			
CYC	CLE TOTA	L ABSENCES 00			CLE	TOTAL TA	RDIES Ø	01	
			PROGRAM NO). 03 🔪 🚃					
GRADE	Ø3 HR	304							
									F
SCHL	SEQ/SEC	CRS NUM	TRI	1 TITLE	SP	ROOM	TEACHER	1234	G
5555	3001 03	5400000E0	A	ElemHmRm	HR	1168	MCCLOUD		
5555	A72 Ø5	5010044EE	A	Lang Arts	01	1168	VIERO	С	
5555	B63 Ø5	5010010E1	A	ESOL	02	1168	VIERO	С	
5555	C78 Ø5	5010044EF	A	LanArtRdE	03	1168	VIERO	D	
5555	D74 Ø5	5012050EE	A	MathGrad3	04	1168	MCCLOUD	В	
5555	E78 Ø5	5020040EE	A	Science 3	05		MCCLOUD		
5555	F73 Ø5	5021050EE		Soc Study			MCCLOUD		
5555	655 03			ArtInter1			RONDON	B	
5555	H55 Ø3			MusicInt1			MARCELO		
** KEY	DESIRED			ndorerner	00		FORWARI		TER

- ▼ **Press PF13** to go into change mode
- ▼ Tab to PROGRAM NO
- ▼ **Type** the new Program Number on the current Program Number

STUDENT ID 099 NAME SAMPLE	99911 SCHOOL 5555 STUDENT	CORD/SUBJE GRADE 03 HR 304 SEX M	11, 17, 10
BIRTHDATE 11/ LAST SUB UPDT		RD UPDT 10/24/18	LAST GRD UPDT 00/00/00
CYCLE TOTA	L ABSENCES 001	1 GRADING PERIO CYCLE GRAM NO. 02	D TOTAL TARDIES 001
GRADE Ø3 HR	304		F
	CRS NUM 5400000F0	TRM TITLE SP A FlemHmRm HR	ROOM TEACHER 1234 G
	5010044EE 5010010E1	A Lang Arts 01 A ESOL 02	1168 VIERO D 3307 VIERO D
0.0.00	5010044EF 5012050EE	A LanArtRdE 03 A MathGrad3 04	1168 VIERO D 1168 MCCLOUD B
5555 E78 Ø5 5555 F73 Ø5	5020040EE 5021050EE	A Science 3 05 A Soc Study 06	1168 MCCLOUD C 1168 MCCLOUD B
5555 655 03 5555 H55 03	5013090E1	A ArtInterî 07 A MusicInti 08	7236 RONDON B 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 CLAS	6 WITH GRADES/SUE	JJECT AREA
AS14-31-66LH S	TUDENT RECOR	D/SUBJEC	T S 11/27/18 15.54.19
STUDENT ID 0999911	1 SCHOOL 5555 GRAD	DE 003 HR 304 F	ROST SCHL CD
NAME SAMPLE STUD	DENT SEX I	1	ADD SCHL CD
BIRTHDATE 11/28/0	09		
LAST SUB UPDT 09	9/07/18 RECORD UPD	F 10/24/18 LA	ST GRD UPDT 00/00/00
REF	PORTING CYCLE 181	GRADING PERIOD	
CYCLE TOTAL AI	BSENCES 001	CYCLE TOT	AL TARDIES 001
	PROGRAM N) . 02	
GRADE 03 HR 304	4		
			F
	S NUM TRI	1 TITLE SP	ROOM TEACHER 1234 G
5555 3001 01 540	100000E0 A	ElemHmRm HR	1168 MCCLOUD
5555 A75 01 50:	10044E1 A	Lang Arts 01	1168 VIERO D
5555 B75 01 50:		ESOL Ø2	3307 VIERO D
5555 C75 01 50:	10044EA A	LanArtRd 03	1168 VIERO D
5555 D76 01 50:		MathGrad3 04	1168 MCCLOUD B
	120040E1 A	Science 3 05	1168 MCCLOUD C
	121050E1 A	Soc Study 06	1168 MCCLOUD B
5555 655 01 500	01040E1 A	ArtInteri 07	7236 RONDON B
5555 H55 Ø1 501	13090E1 A	MusicInt1 08	7237 MARCELO A
** KEY DESIRED GR	ADING PER	**	€ PAGE FORWARD = ENTER

▼ Press PF17

The message "UPDATE COMPLETE" will display.

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