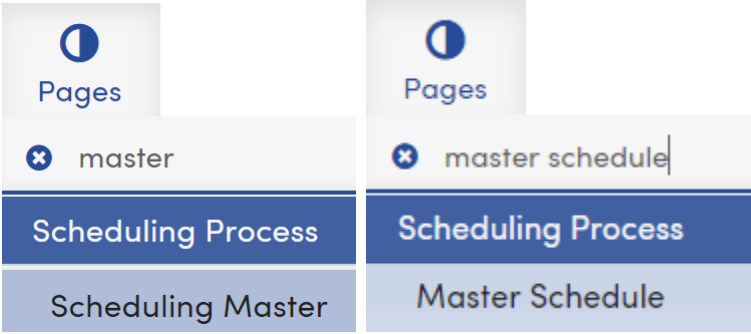




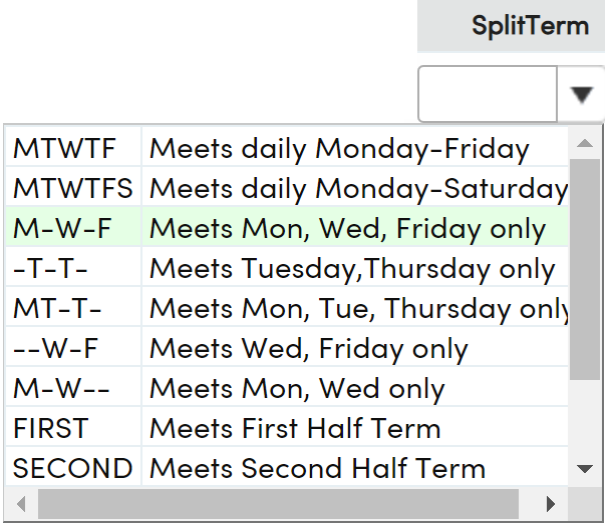
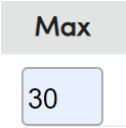
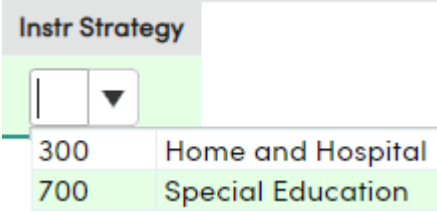

# Creating RSP Sections at an Elementary School

Please follow the instructions below. If you need assistance, email [techtraining@sbcusd.k12.ca.us](mailto:techtraining@sbcusd.k12.ca.us).

<p><b>Logging In</b></p>	<p><b>Web Address:</b>  <a href="https://sbcusd.asp.aeries.net/admin/Login.aspx">https://sbcusd.asp.aeries.net/admin/Login.aspx</a></p> <p><b>Username:</b> sbc-district\firstlastname</p> <p><b>Password:</b> District password</p>
<p>Login into the <b>SBCUSD</b> Database.</p>	<p>Database:  <input type="text" value="SBCUSD"/></p>
<p>Choose your <b>School Site</b>.</p>	<p>School:  <input type="text" value="ANTON ELEMENTARY SCHOOL (186)"/></p>
<p>Go to the <b>Scheduling Master</b> page if you are scheduling for the next school year.</p> <p>-or-</p> <p>Go to the <b>Master Schedule</b> page if you are scheduling for the current school year.</p>	
<p>Click on the <b>Add</b> button.</p>	
<p>The current date will generate automatically.</p>	<p>Date  <input type="text" value="06/21/2021"/> </p>

<p>The <b>Section</b> field will auto generate a number and cannot be edited.</p>	<p><b>Section</b></p> <p>800</p>
<p>In the <b>Period</b> field, enter an 8. (Period 8 is used only for RSP sections.)</p>	<p><b>Period</b></p> <p>8</p>
<p>In the <b>Blk</b> field, enter a 1.</p>	<p><b>Blk</b></p> <p>1</p>
<p>In the <b>Sem</b> field, choose Y.</p>	<p><b>Sem</b></p> <p>Y ▼</p>
<p>In the <b>Course</b> field, choose <b>RS001 – Elem Intgn TK-6.</b>  (This is used only for RSP sections.)</p>	<p><b>Course</b></p> <p>RS001 Elem Intgn TK-6</p>
<p>Select the RSP Teacher from the drop-down list.</p> <p><b>NOTE:</b> If the teacher is not in the drop-down list, contact securityspecialist@sbcusd.k12.ca.us.</p>	<p><b>Teacher</b></p> <p>0 Unassigned 1 Flores,Brian</p>
<p>In the <b>Room</b> field, enter the room number.</p>	<p><b>Room</b></p> <p>A1</p>

<p>In the <b>Credit</b> field, enter zero.</p>	<p><b>Credit</b></p> <p>0.00</p>
<p>In the <b>Prgm</b> field, use the appropriate code.</p>	<p>127 Gate  300 SEI  301 Dual  302 SDC  303 ABE  305 Sankofa  304 Mainstream</p>
<p>In the <b>Exclude</b> field, choose <b>Z – Do not show on either GRD or ATT.</b>  (This is used only for RSP sections.)</p>	<p><b>Exclude</b></p> <p>▼</p> <p>No tag = default  F Fill class without balancing  X Do not show on Grade/Progress Rptg  Y Do not show on Attendance  Z Do not show on either GRD or ATT</p>
<p><b>Teacher Team Teaching or Job Sharing:</b></p> <p>Enter a second teacher in the <b>Tch#2</b> field.</p> <p>In the <b>MultiTchr</b> field select, <b>Team Teaching</b> or <b>Job Sharing.</b></p>	<p><b>Tch#2</b></p> <p>Unassign ▼</p> <p><b>MultiTchr</b></p> <p>▼</p> <p>This Section is Taught by Only One Teacher  01 Team Teaching (at same time)  02 Job Sharing (alternating)  09 No Multi-Teacher</p>
<p>In the <b>Grd Range</b> field, enter the grade range.</p>	<p><b>Grd Range</b></p> <p>1 - 1</p>

<p>Use the <b>SplitTerm</b> field to choose the days that the class will meet.</p>	
<p>Enter the maximum number of students in the <b>Max</b> field.</p>	
<p>In the Instr Strategy field, choose <b>700 – Special Education</b>.  (This is used only for RSP sections.)</p>	
<p>For TK and Kinder, enter either AM or PM in the <b>Sessn</b> field.</p>	
<p>Click the <b>Insert</b> or <b>Save</b> button.</p>	
<p>To create more sections, use the <b>Add</b> or <b>Copy</b> buttons.</p>	

To edit a section, click the **Change** button.

Change

Click the **Delete** button to remove a section.

Delete