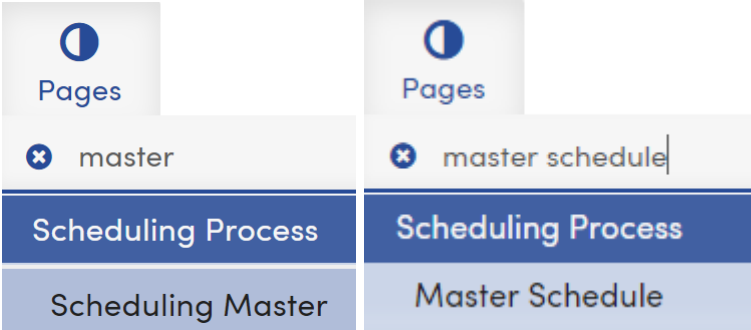

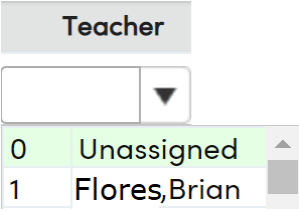


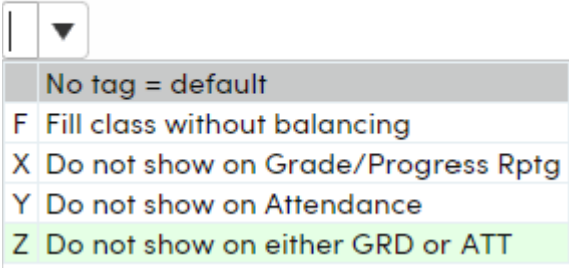



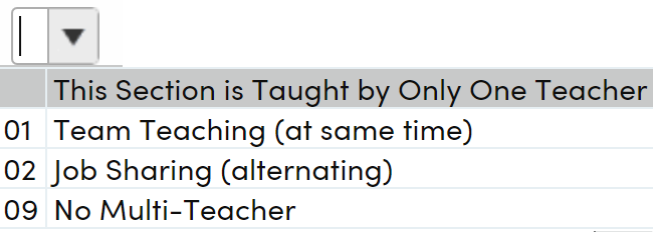
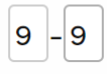
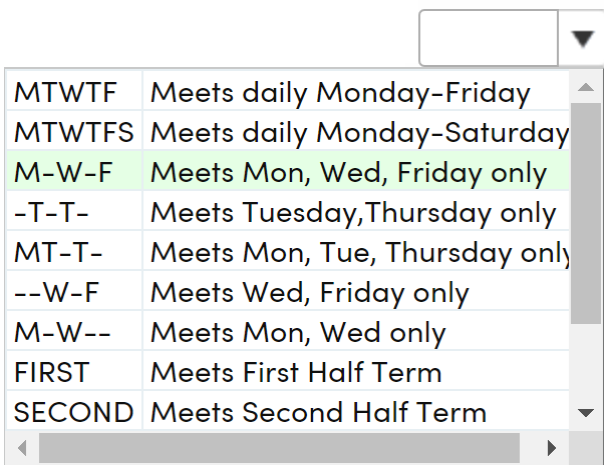

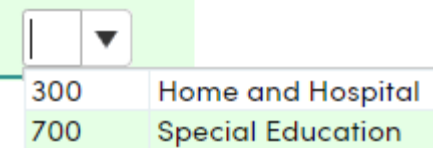
# Creating RSP Sections at a Secondary School


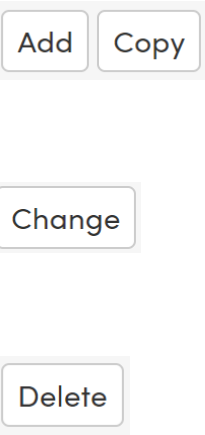
Please follow the instructions below. Email [techtraining@sbcusd.k12.ca.us](mailto:techtraining@sbcusd.k12.ca.us) for assistance.

<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</b>.</p>	<p>School:  <input type="text" value="ARROYO VALLEY HIGH SCHOOL (410)"/></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><input type="button" value="Add"/></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 only used for RSP sections.)</p>	<p><b>Period</b></p> <p>8</p>						
<p>In the <b>Blk</b> field, enter the appropriate number.</p>	<p><b>Blk</b></p> <p>1</p>						
<p>In the <b>Sem</b> field, choose the appropriate term.</p>	<p><b>Sem</b></p> <p>F ▼</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>F</p> <p>S</p>						
<p>In the <b>Course</b> field, choose the appropriate RSP course. (These courses are used only for RSP sections.)</p> <p>RS011 MS Integtn 6-8 (Middle School)</p> <p>RS101 HS Intgn 9-12 A</p> <p>RS102 HS Intgn 9-12 B</p>	<p><b>Course</b></p> <p>MS Integtn 6-8 ▼</p> <table border="1"> <tr> <td>RS011</td> <td>MS Integtn 6-8</td> </tr> <tr> <td>RS101</td> <td>HS Intgn 9-12 A</td> </tr> <tr> <td>RS102</td> <td>HS Intgn 9-12 B</td> </tr> </table>	RS011	MS Integtn 6-8	RS101	HS Intgn 9-12 A	RS102	HS Intgn 9-12 B
RS011	MS Integtn 6-8						
RS101	HS Intgn 9-12 A						
RS102	HS Intgn 9-12 B						

<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>In the <b>Room</b> field, enter the room number.</p>	<p><b>Room</b></p> 
<p>In the <b>Credit</b> field, enter 5.</p>	<p><b>Credit</b></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></p>	<p><b>Exclude</b></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><b>Tch#2</b></p> 

<p>In the <b>MultiTchr</b> field select, <b>Team Teaching</b> or <b>Job Sharing</b>.</p>	<p><b>MultiTchr</b></p> 
<p>In the <b>Grd Range</b> field, enter the grade range.</p>	<p><b>Grd Range</b></p> 
<p>Use the <b>SplitTerm</b> field to choose the days that the class will meet.</p>	<p><b>SplitTerm</b></p> 
<p>Enter the maximum number of students in the <b>Max</b> field.</p>	<p><b>Max</b></p> 
<p>In the Instr Strategy field, choose <b>700 – Special Education</b>.</p> <p>(This is used only for RSP sections.)</p>	<p><b>Instr Strategy</b></p> 

<p>Click the <b>Insert</b> or <b>Save</b> button.</p>	 <p>The image shows two dark blue buttons with white text. The first button is labeled 'Insert' and the second button is labeled 'Save'.</p>
<p>To create more sections, use the <b>Add</b> or <b>Copy</b> buttons.</p> <p>To edit a section, click the <b>Change</b> button.</p> <p>Click the <b>Delete</b> button to remove a section.</p>	 <p>The image shows four light gray buttons with black text. The first two buttons are 'Add' and 'Copy', positioned side-by-side. Below them is a 'Change' button. At the bottom is a 'Delete' button.</p>