

## Creating a Case Management class in StudentInformation for use in GradeBook

In StudentInformation, the course should be set to **not** "Display on ParentAccess" on the Course **General** tab:

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

**WARNING: You are working with the Current School Year**

From this screen you can display or change information regarding courses

General | Marks | Miscellaneous | EMIS | Pre/Co-requisites | < Prev: | Next: >

While the Code can be up to 15 characters, 10 characters or less is recommended.

Code\*: VFTBAII Abbreviation\*: VFB

Name\*: Varsity Football Short Name\*: VFB

Description:

Hours of Instruction\*: 150 Scheduling Priority\*: 5

Display on Public Module: ☐ Is Active: ☒

Is High School Credit: ☐ Is In Update History: ☐

Roll course to next year: ☒ Core Course: ☐

College Prep: ☐ Dual Credit: ☐

**Display on ParentAccess: ☐** NCAA Core Course: ☐

Save Cancel

The **Marks** tab will also have nothing included (credits or any of the checkmark flags).

On the **Miscellaneous** tab, this should be listed as a Case Management class.

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VFTBAII - Varsity Football

Department: Area Of Study: Subject Area: In Graduation / Eligibility: Gender Directive: None

Course Type\*: S - Spare Language Code: C - Class L - Lunch Z - Study hall ESC - ESC course S - Spare SAT - Satellite course CCP - College Credit Plus Blank - blank - legacy VOC - Vocational **CaseMgt - Case Management**

Grade Levels Available: PS KG 01 02 03 04 Grade Levels Selected\*: 09 10 11 12

Selecting the 'Balance...' option in the Gender Directive dropdown will only affect the batch and s. The schedulers will attempt to balance the filling percentage in the course's sections for each gender.

Save Cancel

Once this is setup, sections can be created as needed, and students can be scheduled.

When printing a student schedule (R701), make sure to use filters and *not* select "Case Management" course type.

**Course Types** Do NOT include Case Management course type in filter selections

Blank - blank - legacy VOC - Vocational **CaseMgt - Case Management** OL - Online

C - Class L - Lunch Z - Study hall

## Creating a Case Management class in StudentInformation for use in GradeBook

In GradeBook, once the course has integrated over, the course will need to be edited to check the "Exclude from ParentAccess":

The screenshot shows the GradeBook interface with the 'Courses' tab selected. A table lists courses: Football, MS Football, and VFTBAII (Varsity Football). The 'VFTBAII' row is highlighted. A modal window titled 'Update Course: Varsity Football' is open, showing fields for School, District Course ID, Course Name, Course Short Name, Course Abbreviation, Ungraded?, Exclude from Parent Access?, Allow Teacher Roster Updates?, and Retain During Rollover?. The 'Exclude from Parent Access?' checkbox is checked and highlighted with a red box.

Course ID	Course Name	School	Report Cards
Football	Football		0
MS Football	MS Football		0
VFTBAII	Varsity Football		0

Update Course: Varsity Football

School: (School is optional for courses that are created in Progress Book.)

District Course ID: VFTBAII (Key fields are protected)

Course Name: Varsity Football

Course Short Name: Varsity Football

Course Abbreviation: VFTBAII

Ungraded?: ☐

Exclude from Parent Access?: ☒

Allow Teacher Roster Updates?: ☐

Retain During Rollover?: ☐

Course Grade Level(s):

☐ \*\* ☐ 01 ☐ 02

☐ 03 ☐ 04 ☐ 05

In StudentInformation the class will still appear on the student's Course Section Assignment page (View/Edit Full Schedule), but not in the View Today's Schedule screen.

The intervention specialist / coach should be added in StudentInformation and will integrate over to GradeBook. The Teacher Home Page will be accessible in GradeBook, listing this class. The teacher/coach will be able to select students, see the Student Profile and all info, as well as use the link to View ParentAccess site to keep tabs on students.

- ***"Display on ParentAccess" in StudentInformation determines whether or not the class will appear on the Schedule tab in ParentAccess***
- ***"Exclude from ParentAccess" in GradeBook determines whether or not the class will appear on the Planner, Dashboard, Grades tab, etc. in ParentAccess***