



TEAMS Conversion to Infinite Campus

Effective July 1st, 2023 – the TEAMS system will be transitioning to AIM. Districts will need to enter the data formerly recorded in the TEAMS System into Infinite Campus (Calendar, TOE, Personnel Records, Teacher-Class, CTE, etc.). Policy and program information will be entered in a new application.

Due dates will possibly change (e.g. TOE in December, Teacher-Class 2x/year – 1st and 2nd Semester)

This document will provide as much information and direction as possible at this point in time for fields required by the reporting changes. **Please note this is applicable to all Infinite Campus sites regardless of Edition (State vs. District).**

ALL instructions are written to accommodate the New Look of Infinite Campus. Save changes and modifications frequently to prevent losing changes.

Calendar (Information, Grades, Terms, Days) – The information below should be reviewed for each school calendar and school.

- A. Select the appropriate calendar for modification. Navigate to **Scheduling & Courses > Calendar Setup > Calendar Information.**

1. Adjust the calendar start and end date fields to reflect the fiscal year (July 1, 20XX to June 30, 20XX).
2. Calendar Type defaults to Instructional – if this is not accurate, another calendar must be created for Alternative and Offsite programs.

B. Navigate to **Scheduling & Courses > Calendar Setup > Grade Level Setup.**

1. The grade levels should match grades authorized by the state of Montana; AND served the calendar (e.g. school services grades K-6, but calendar serves grades 5-6).
2. Map grades to the state code (e.g., EK/K1 maps to KF, 8th grade maps to 08: Grade 8)
3. If grades are served that do not match authorized grade, mark exclude from state reporting (e.g., 8th grade taking HS Algebra).

Grade Level Editor	
Name	Seq
08	9
09	10
10	11
11	12
12	13

Grade Level Detail

Name (locked): 08

*Sequence Number: 9

*State Grade Level Code: 08: Grade 8

Standard Day: []

Maximum Membership Days: []

Whole Day Absence (minutes): []

Half Day Absence (minutes): []

Maximum Approved School Choice Applications: 0

Grade Code: []

Exclude from cumulative GPA/Rank calculations:

Exclude from state reporting:

Exclude from Enrollment:

Exempt from Assignment:

Standard Code (SIF code): []

Exclude from SIF reporting:

Exclude from Grade/Age Validation:

External LMS Exclude:

Exclude from Online Registration Calculations:

- C. Navigate to **Scheduling & Courses > Calendar Setup > Term Setup.** Review to ensure term dates reflect the actual student start and end dates of school, divided by the appropriate grading periods.

Save Term Schedule/Terms + New Term Schedule/Terms x Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
Terms

Term Schedule Detail

*Name Primary
Terms

Term Detail

*Name	*Sequence	*Start Date	*End Date
X 1	1	8/23/2023	09/29/2023
X 2	2	10/02/2023	12/22/2023
X 3	3	12/25/2023	03/22/2024
X 4	4	03/25/2024	06/09/2024

Add Term

D. Navigate to **Scheduling & Courses > Calendar Setup > Period Schedule**. Review the following examples and replicate appropriately.

- If using an "all day" period schedule (attendance 1x/day), enter all non-instructional time (unstructured recess, lunch) into "lunch time".

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X Homeroom	1	08:20 AM	03:15 PM		<input type="checkbox"/>	<input type="checkbox"/>
X C	2	09:16 AM	03:15 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1/2 HR	3	08:20 AM	11:45 AM	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

- If using an AM/PM period schedule (attendance 2x/day), enter all non-instructional time (unstructured recess, lunch) into either the lunch time field or a separate line item like Courses below:¹

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	08:30 AM	12:30 PM	59	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	12:31 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X Courses	3	03:31 PM	03:32 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

- If using taking attendance by period, enter all non-instructional time (unstructured recess, lunch) into either the lunch time field or a separate line item like TEAM/ACT below:

¹ If District uses half day Kindergarten, this model would be best and then have the section placement only apply to the AM or PM portion.

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	
X Advisory	1	08:20 AM	08:55 AM	0	<input type="checkbox"/>	
X 1	2	08:59 AM	09:44 AM	0	<input type="checkbox"/>	
X 2	3	09:48 AM	10:33 AM	0	<input type="checkbox"/>	
X 3	4	10:37 AM	11:22 AM	0	<input type="checkbox"/>	
X 4	5	11:26 AM	12:11 PM	0	<input type="checkbox"/>	
X Lunch	6	12:11 PM	01:03 PM	0	<input checked="" type="checkbox"/>	
X 5	7	01:07 PM	01:52 PM	0	<input type="checkbox"/>	
X 6	8	01:56 PM	02:41 PM	0	<input type="checkbox"/>	
X 7	9	02:45 PM	03:30 PM	0	<input type="checkbox"/>	
X TEAM	10	03:31 PM	03:32 PM	0	<input checked="" type="checkbox"/>	
X ACT	11	04:00 PM	05:00 PM	0	<input checked="" type="checkbox"/>	

- If using taking attendance in an A/B structure, enter all non-instructional time (unstructured recess, lunch) into either the lunch time field or a separate line item like ACT below:

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
X 0	1	07:31 AM	08:20 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X 1	2	08:30 AM	10:09 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 3	4	10:15 AM	11:55 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X Lunch	6	11:55 AM	12:49 PM	54	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X 5	7	12:55 PM	02:34 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 7	9	02:40 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X ACT	10	03:30 PM	04:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
X 0	1	07:31 AM	08:20 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X 2	3	08:30 AM	10:09 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 4	5	10:15 AM	11:55 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X Lunch	6	11:55 AM	12:49 PM	54	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X 6	8	12:55 PM	02:34 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 7	9	02:40 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X ACT	10	03:30 PM	04:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- E. Navigate to **Scheduling & Courses > Calendar Setup > Days**. All days including rotations, early release, etc. need to be included in Calendar Setup > Days. PIR Days need to be included in each calendar with the appropriate duration. To enter a PIR/In-Service Day, follow the steps below:

1. Select the date when the PIR/In-Service Date is happening by clicking on the blue number associated with the date:

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

▼ Event on this Day

2. Uncheck the boxes for Instruction and Attendance. Leave the School Day checkbox marked.
3. Use the drop down in Day Events to denote the type of day and enter in the duration of the day along with actual instructional minutes (e.g. deduct the lunch hour from duration to calculate Instructional minutes).²

Day Detail

Date: 09/25/2023 Day #: 64

Period Schedule

Day

<input checked="" type="checkbox"/> School Day 2	<input type="checkbox"/> Instruction	<input type="checkbox"/> Attendance
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Start time: End time: Duration:

Comments:

Day Events

Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> IS: In Service 3	400	360

Add DayEvent

Blended Learning Groups ?

Add Group

² PTC “minutes” or meetings can be entered here for documentation purposes.

District Employment (Staff Locator, District Assignments, Credentialing) – All staff members with a TEAMS TOE record will need to have a record entered into Infinite Campus. This includes Superintendent, Teaching Staff, SPED, Paras, Custodial, etc. Anyone who directly receives pay from the District should be entered.

- A. Like Student Locator, going forward all staff need to be entered starting with **Census > Staff > Staff Locator Wizard**. Staff members can either be identified with Last Name, First Name, and Gender OR by Staff State ID. Enter the staff member’s legal name to achieve best results.
- If the staff member **does not exist** or the correct data is not showing in the white search area, click on the gray Create New District Staff.
 - The fields in **red boxes** below are mandatory to be filled in. The SEID number should be entered into the Staff State ID Field and the Staff Member’s start Date should be entered into the Employment Information Start Date Field. This field can be back dated when appropriate.
 - The **yellow box** field can have the teaching license number entered; however, it’s not required and would be a District decision.
 - If staff member **exists**, hover over the staff member name to see which district the staff member is associated with. The information along with the Staff State ID should eliminate duplication within both the District’s SIS and the State’s database – the same steps if the staff member has been selected would be replicated for entering in the Staff State ID and

The screenshot shows a web form for entering staff information. The 'Person Identifiers' section contains fields for Student State ID, Local Staff Number, Staff State ID (highlighted in red), and Person GUID. The 'Employment Information' section contains fields for Start Date (7/1/2023, highlighted in red), End Date, Teaching Years Modifier, License Number (highlighted in yellow), FTE Percent (whole number 0-100), and Education. A Save button is at the bottom.

Employment Start Date as stated above.

Last Name	<input type="text" value="Barker"/>	Name	Staff State ID	Gender	Birth Date	%
First Name	<input type="text" value="Robert"/>	Barker, Robert	1234	M		100
Gender	<input type="text" value="Male"/>					
Birth Date	<input type="text"/>					
Middle Name	<input type="text"/>					
SSN #	<input type="text"/>					
Staff State ID	<input type="text"/>					
		<input type="button" value="Search -->"/>				
						<input type="button" value="Create New District Staff -->"/>

- B. Navigate to Census > People > Demographics. Enter in the staff members SEID into the Staff State ID field located in Person Identifiers. If unknown, use the Guest Login to search staff member at: <https://apps3.opi.mt.gov/SSO/Login/Login.aspx>

Person Identifiers

Local Student Number	<input type="text"/>	<input type="checkbox"/> Generate Number
Student State ID	<input type="text"/>	
Local Staff Number	<input type="text"/>	
Staff State ID	<input type="text" value="1234"/>	

- C. After the staff member has been entered or reviewed, navigate to **Census > Staff > District Assignments** – **ALL** Staff Members will need to be reviewed for accuracy. There are **new** fields added in to denote the different areas of employment. **Staff need to be reported by Legal Entity.** Please read the following carefully.
1. If the staff member is new to the District and does not have an existing District assignment, click on the **blue** new:

District Assignments ☆
Barker, Robert

2. In the drop down for School, select the appropriate school.

NEW: If the staff member is a District staff member, they must be aligned to the appropriate Legal Entity: District Level – EL, HS, or K12 Assignment. There is a NEW field available for all Districts to utilize for these staff members that are not specific to one particular school. Example staff members that might be in this category: custodial, nursing, counselors, food service, etc.

- If the District has more than 1 Elementary School, the **District Level - EL** option is available to assign a staff member to more than one school using the District EL 'School' instead of splitting the FTE between various schools.
- If the District has only 1 High School, the District will not have the District Level HS option.
- If the District is K-12, the District will ONLY have District Level K-12 as an option.

3. A start date needs to be entered for each District Assignment (can be historical – does not have to be a new record for each year unless information changes.³

³ If the District utilizes Campus Food Service, District Assignments by FTE may be created to run certain POS reports to accurately reflect staff by school. Additionally, terminals may need to be updated to reflect the updates noted in Step 2.

4. Enter appropriate FTE for staff members if required by State Assignment Code– can be split between assignments. Type (denoted in **yellow box**) is not required at this time, but can be used for internal District purposes.
5. Use the drop down to enter the appropriate State Assignment Code or start typing into the drop-down box to narrow choices.
6. Based on the Staff member's role, select the most appropriate checkboxes. If the employee is to be assigned to the classroom, must select the Teacher checkbox. See further descriptions below image:

Teacher <input checked="" type="checkbox"/>	Special Ed <input type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>	Response to Intervention <input type="checkbox"/>
Advisor <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>	Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>
Activity Staff <input type="checkbox"/>	Activity Preapproval <input type="checkbox"/>					

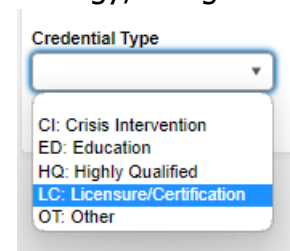
- **Teacher** – Selecting the Teacher checkbox makes the staff member's name available in the Teacher dropdown lists on the Staff History tab within Course > Section.
- **Special Ed** – Selecting the Special Education checkbox makes the staff member's name appear in the SPED Staff dropdown list on the student's Team Members tool when adding new team members within the SPED module.
- **Program** – There is no logic tied to this checkbox.
- **Behavior Admin** – Selecting the Behavior Admin check box makes the staff member's name appear in the Behavior Admin Staff dropdown list on the student's Behavior tool when adding new behavior events and on the Behavior Management Resolution editor. It is also used to display the staff person's name on the Notify list on the Behavior Referral tool.
- **Health** – Selecting the Health checkbox allows the staff member's name to appear in the Recorded By dropdown on the student's Medications and Health Office Visits tool when adding/editing medications and health events.
- **Behavior Response Approver** – When marked, the staff member can be selected in the Behavior Response Approver dropdown list in the Response editor.
- **Response to Intervention** – When marked, the staff member's name appears in the Response to Intervention dropdown list on the student's Team Members tool when adding new team members.
- **Advisor** – Selecting the Advisor checkbox allows the staff member's name to appear in the Advisor dropdown list on the student's Team Members tool when adding team members for PLP purposes.
- **Supervisor** – Selecting the Supervisor checkbox indicates the person is considered a supervisor at the school or District and will display a Supervisor dropdown on the District Assignments tool. Once this checkbox is chosen for anyone in the school, the Supervisor dropdown will appear on all staff member's District Assignment tab.
- **Counselor** – Selecting the Counselor checkbox places the staff member's name in the Counselor dropdown list on the Fill Counselor Wizard in Scheduling.

- Food Service – There is no logic tied to this checkbox. However, staff members can still be marked accordingly, and information can be pulled in Ad hoc Filter Designer if needed.
- **Exclude Behavior Referral** – Eliminates that user’s name from the Submitted By dropdown list on the Incident Detail editor.
- **Self Service Approver** – The Self Service Approver checkbox indicates that staff member has the ability to approve or deny requests entered by co-workers using the My Data feature in Census and should receive notifications of those requests in their Process Inbox.
 - *The staff member with this checkbox requires additional tool rights to the Request Processor feature. This selection only turns on/off the notification of requests through the Process Inbox.*
- **FRAM Processor** – Indicates the staff member is a designated FRAM Processor and has the ability, depending on assigned tool rights, to process Meal Benefits Applications via the Household Applications or Online Applications tool.
 - *FRAM Processors must be given tool rights to Household Applications and Online Applications tools in order to properly process free/reduced applications. Any staff member designated as a FRAM Processor will receive a Process Inbox Message indicating an Online Meal Benefits Application has been submitted.*
- **Activity Staff** – When this checkbox is marked, the staff member may be assigned as the primary or secondary owner responsible for an activity in the Activity Registration tool.
- **Activity Preapproval** – When this checkbox is marked, the staff member may be assigned as the School Approver, District Approver, or International Approver for an activity preapproval request.

*****Please note if your District uses Campus Messenger***** Messenger defines staff as anyone with a District Employment record. Create an ad hoc report to narrow down the list if only seeking a specific group of recipients.

D. If a staff member is a licensed health care provider, licensed therapist, SPED, or a secondary teacher in these subject areas: Math, Science, or Computer Science/Technology, navigate to **Census > Staff > Credentials**.

1. For healthcare staff with licenses, navigate to Census > Staff > Credentials > Select New Credential and choose LC: Licensure/Certification.



- a. Enter in the licensure start date and from the Health License drop down, select the appropriate option.

New Employment Credential Information

* Start Date
01/01/2020

End Date

Fully Certified

English Learners Credential

SPED Related Services Credential

Health License

- RN: Registered Nurse
- LPN: Licensed Practical Nurse
- CNA: Certified Nursing Assistant
- PCA: Personal Care Attendant
- NP: Nurse Practitioner
- PA: Physician Assistant
- BSN: Bachelor of Science in Nursing
- MSN: Master of Science in Nursing
- MD: Doctor of Medicine

- b. Enter the License Number into the License Number field and save.

Health License

RN: Registered Nurse

License Number

225057

2. For staff who have SPED certifications, select the same type of credentialing as Health Staff by navigating to Census > Staff > Credentials > Select New Credential and choose LC: Licensure/Certification.

- a. Enter the appropriate Start Date and select the type of credentialing from the SPED Related Services Credential Drop Down:
- b. Enter the License Number into the License Number field and save.

The screenshot shows a web form titled "New Employment Credential Information". It includes fields for "Start Date" (with a calendar icon and the value 01/01/2020) and "End Date" (with a calendar icon). There is a checkbox for "Fully Certified". Below these are two dropdown menus: "English Learners Credential" and "SPED Related Services Credential". The "SPED Related Services Credential" dropdown is open, showing a list of options: COUNSELOR: Counselors and Rehabilitation Counselors, INTERPRET: Interpreters, MEDNURSE: Medical/Nursing Service Staff, OCCTHERAP: Occupational Therapists, ORIENTMOBIL: Orientation and Mobility Specialists, PEANDREC: Phys Ed, Recreation, Therapeutic Rec Specialists, PHYSTHERAP: Physical Therapists, PSYCH: Psychologists, SOCIALWORK: Social Workers, AUDIO: Audiologists, and SPEECHPATH: Speech-language Pathologists.

3. For staff who teach in these subject areas: Math, Science, or Computer Science/Technology, select the HQ: Highly Qualified option within the Credential Type dropdown.

- a. Enter the appropriate start date and select CORE: Core Academic Subject Area for Math and Science teachers. Select NA: Not Applicable for Computer Science/Technology teachers.

The screenshot shows the same "New Employment Credential Information" form. The "Start Date" field is empty, and the "End Date" field is also empty. The "Subject Type" dropdown menu is open, showing options: NA: Not Applicable, CORE: Core Academic Subject Area (highlighted in blue), ELEM: Basic Elementary Curriculum, and SPED: Special Education Content. Below the dropdown is a "Paraprofessional Qualification" dropdown menu.

- b. If the teacher teaches Computer Science/Technology, click save and repeat process on other highly qualified staff members.
- c. If the teacher teaches Math or Science, choose the Core Subject Area from within the dropdown shown below and save.

The image shows a screenshot of a web form. At the top, there is a field labeled "Subject Type" with a dropdown menu currently showing "CORE: Core Academic Subject Area". Below this is another dropdown menu labeled "Core Subject Area". This menu is open, displaying a list of subject codes and their corresponding names: ENG: English, RLA: Reading/Language Arts, MAT: Mathematics, SCI: Science, FLA: Foreign Languages, CGV: Civics & Government, ECO: Economics, ART: Arts, HIS: History, and GEO: Geography. To the right of the "Core Subject Area" dropdown, the text "ion Date" is partially visible, suggesting another field in the form.

Courses – Each school needs to review ALL courses to ensure accuracy for the fields highlighted below. Once completed, this will roll each year when calendars are rolled and should not have to change unless there are course changes within the school.

Resource for ALL SCED Codes – ANY course with a different teacher than the homeroom teacher MUST have an NCES/SCED code.

<https://opi.mt.gov/Portals/182/Page%20Files/School%20Accreditation/Standards%20of%20Accreditation/Appendix%20Files/B/Course%20Codes%202022-2023.pdf?ver=2022-09-07-154450-633>

For ALL K-12 Courses:

A. Navigate to Scheduling & Courses > Course Information > Search.

The screenshot shows a 'Course Information' form for 'Course ID 6150'. Three red boxes highlight specific fields:

- Box 1:** *Number (6150) and *Name (Reading).
- Box 2:** Distance Class (N: No).
- Box 3:** Dual Enrollment Credit (checkbox).

Other visible fields include: State Code (51046), Subject Type (Core Academic Subject Area (CORE)), Department (6th Grade), Max Students (30), GPA Weight (.5), Type (RG: Regular), Activity (AC: Academic), and various checkboxes for standards-based, attendance, and credit options.

1. Course number and name fields are required; however, there are no formatting requirements.
2. Districts offering distance classes – defined as classes offered remotely (not offsite) – use drop down to denote if Yes.
3. Dual Enrollment Credit courses where students earn both High School and College credit must check this box.

B. For Elementary Courses: All homeroom or attendance taking courses need to have SCED information input. Those courses where there is a teacher change will also need to have SCED information entered. Please see examples below.

NCES Data	
NCES Code 23004GE010111	
SCED Subject Area 23: Non-Subject Specific	SCED Course Identifier 004: MT-Grade 1
SCED Lowest Grade 01: Grade 1	SCED Highest Grade 01: Grade 1
Available Carnegie Unit Credit 0	
SCED Course Level GE: General Education	SCED Sequence: (part n of m parts) 1 of 1

- A. Select the appropriate SCED Subject Area first then the appropriate SCED Course Identifier.
 - i. SCED Subject Area – first 2 digits of the NCES Course Identifier
 1. ALL Homeroom or Attendance taking courses should start with 23: Non-Subject Specific
 2. Subject areas where the teacher is NOT different from the homeroom do NOT need a SCED code.
 3. Subject areas where there is a formal teacher change (e.g. Music, P.E., etc.)⁴ should be denoted with a SCED Subject area over 50 and includes the verbiage (prior-to-secondary)
 - ii. SCED Course Identifier – last 3 digits of the NCES Course Identifier (Must be a code prefaced by MT)
 1. If the course contains multiple grade levels (e.g. Homeroom for K-6), use code 012: MT-Prior-to-Secondary
- B. SCED Lowest and Highest levels for Elementary are set to reflect the lowest grade the course is designed for to the highest grade the course is designed for.
- C. Available Carnegie Unit Credit should be set to match the credit received for the course.
 - i. If the course does not receive credit (as is common with Elementary courses), the Carnegie Unit Credit would be 0.
- D. SCED Course level should be set to reflect the courses intended audience. Most courses will be denoted as GE: General Education; however, SE: Special Education and HO: Honors are available.
- E. SCED Sequence should be set to 1 of 1; unless class is progressive.
- F. Once these fields have been set, notice the NCES Code updates.
- G. Repeat process accordingly.

⁴ Library does not need to be coded as a unique course; however, administrative rules require specific staffing ratios. See Rule:10.55.709 – [Library Media Services K-12](#)

H. Example of Non-SCED reporting course:

Course Information

CourseID 24258

*Number 110	*Name Reading 1	Standards-based <input type="checkbox"/>	Active <input checked="" type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
		Course-Only Curriculum <input type="checkbox"/>			
Subject Type Basic Elementary Curriculum (ELEM) ▼					
State Code	Department 1st Grade ▼	Terms 3	Schedules 1	Periods 1	Sections to Build 4
Schedule Load Priority	Max Students 26	Section Template Group ▼		Transcript <input type="checkbox"/>	Preferred Room Type ▼
GPA Weight 0	Bonus Points <input type="checkbox"/>	Advisory <input type="checkbox"/>	Required <input type="checkbox"/>		
Type RG: Regular ▼	Activity AC: Academic ▼		Vocational Code <input type="checkbox"/>		
Responsive <input type="checkbox"/>	Homeroom <input checked="" type="checkbox"/>	Allow student requests <input type="checkbox"/>	Allow teacher requests/recommendations <input type="checkbox"/>	Hide Standards On Portal <input type="checkbox"/>	Repeatable <input type="checkbox"/>
Distance Class N: No ▼			Attendance <input type="checkbox"/>	Positive Attendance <input type="checkbox"/>	High School Credit <input type="checkbox"/>
Comments		Dual Enrollment Credit <input type="checkbox"/>			
- Modified by: Unknown 01/01/1901 00:00					

NCES Data

NCES Code none	SCED Course Identifier ▼
SCED Subject Area ▼	SCED Sequence: (part n of m parts) 1 ▼ of 1 ▼
SCED Course Level ▼	

I. Example of change in Teacher course:

Course Information
CourseID 24266

*Number: 150 *Name: Music 1 Standards-based: Active: External LMS Exclude:
 Course-Only Curriculum:

Subject Type:

State Code: 55131 Department: 1st Grade

Schedule Load Priority: Max Students: 26 Terms: 3 Schedules: 1 Periods: 1 Sections to Build: 4 Preferred Room Type:

GPA Weight: 0 Bonus Points: Advisory: Transcript: Required:

Type: RG: Regular Activity: AC: Academic Vocational Code:

Responsive: Activity: AC: Academic

Homeroom: Allow student requests: Allow teacher requests/recommendations: Hide Standards On Portal: Repeatable: Attendance: Positive Attendance: High School Credit:

Distance Class: N: No Dual Enrollment Credit:

Comments:

- Modified by: Unknown 01/01/1901 00:00

NCES Data

NCES Code: 55131GE010111

SCED Subject Area: 55: Fine and Performing Arts (prior-to-secondary)

SCED Course Identifier: 131: MT-Music (grade 1)

SCED Lowest Grade: 01: Grade 1

SCED Highest Grade: 01: Grade 1

SCED Course Level: GE: General Education

SCED Sequence: (part n of m parts) 1 of 1

C. For Middle School or JHS: Depending on District/School size, either the Elementary Instructions or the HS Instructions for SCED reporting can be taken.

- If students change teachers each period, follow the HS instructions.
- If the students stay with the same teacher, follow the Elementary instructions.

D. For High School (Grades 9-12): All High School Courses MUST be marked with SCED information.

NCES Data

NCES Code: 05102GE05011

SCED Subject Area: 05: Fine and Performing Arts SCED Course Identifier: 102: MT-Concert Band

SCED Lowest Grade: 09: Grade 9 SCED Highest Grade: 12: Grade 12

Available Carnegie Unit Credit: .5

SCED Course Level: GE: General Education SCED Sequence: (part n of m parts) 1 of 1

- A. Select the appropriate SCED Subject Area first then the appropriate SCED Course Identifier.
- SCED Subject Area – first 2 digits of the NCES Course Identifier

- b. SCED Course Identifier – last 3 digits of the NCES Course Identifier (Must be a code prefaced by MT)
- B. SCED Lowest and Highest levels for high school are set to reflect the lowest grade the course is designed for to the highest grade the course is designed for.
- C. Available Carnegie Unit Credit should be set to match the credit received for the course.
 - a. If the course receives a 0.5 credit each term, the Carnegie Unit Credit would be 0.5.
 - b. If the course receives a 1.0 credit each term, the Carnegie Unit Credit would be set to 1.0.
- D. SCED Course level should be set to reflect the courses intended audience. Most courses will be denoted as GE: General Education; however, SE: Special Education and HO: Honors are available.
- E. SCED Sequence should be set to 1 of 1; unless class is progressive.
- F. Once these fields have been set, notice the NCES Code updates.
- G. Repeat process for each course.

Sections (Session Type, Session Number, Staff History) – Each school needs to review ALL sections to ensure accuracy for the fields highlighted below. Once completed, this will roll each year when calendars are rolled and should not have to change unless there are section placement changes within the school.

1. Navigate to Scheduling & Courses > Search > Courses > Locate Course and select Section Information.
2. For ALL schools/all grades/all sections, each section needs to denote Session Type and Session Number:

- A. Session Types: This field denotes the length of the course. The most commonly used types are FY (Full Year), Semester (SM), Quarter (QT), and Trimester (TM).

- B. Session Numbers: This field determines when the course takes place and is dependent on the Session Type chosen.
- C. Examples:
 - i. Semester 2 Course - Session Type: SM, Session Number: 02
 - ii. Quarter 3 Course - Session Type: QT, Session Number: 03
 - iii. Trimester 1 Course - Session Type: TM, Session Number: 01

iv. Full Year Course – Session Type: FY, Session Number: 01

3. Staff History – Based on whether the section belongs to a state reported course (one with a SCED code) determines what the role of the Staff Member is to the Course.

The screenshot shows a software interface with a table titled "Staff History". Above the table are four buttons: "Save", "Delete", "New Primary Teacher", "New Teacher", and "New Section Staff". The "New Primary Teacher" button is highlighted with a red box. The table has columns for "Name", "Assignment Start", "Assignment End", "Access Start", "Access End", and "District Assignment". The first row is labeled "Primary Teacher" and contains the name "Keeplearn, Bracken".

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

The screenshot shows the "Staff History Detail" form for "Primary Teacher". The "Name" field is "Keeplearn, Bracken" and the "District Assignment" is a dropdown menu. The "Role" dropdown menu is open, showing a list of roles: "00: Teacher of Record", "02: Co-Teacher General Education", "03: Co-Teacher Special Education", "04: Co-Teacher Title I", "05: Co-Teacher Alternative Education", "07: Instructional Para General Ed", "08: Instructional Para SPED", "09: Instructional Para Title 1", "10: Instructional Para AE", "12: Facilitator", and "13: Not Applicable/Not State Reported". The "00: Teacher of Record" role is selected. The form also includes fields for "Assignment Start Date", "Access to Section Dates" (with radio buttons for "Unrestricted" and "Date Range"), and a "Comments" text area. At the bottom, it shows modification and creation dates: "- Modified by: Administrator, Demo 03/22/2023 09:50" and "- Created by: Administrator, Demo 03/22/2023 09:50".

The screenshot shows the "Teacher Display Name on Section" form. It includes a text area for the name and two radio buttons: "Continue using the current Teacher Display Name from the Section tab: Keeplearn, Bracken" (which is selected) and "Use a new Teacher Display Name on the Section tab: Keeplearn, Bracken".

- 4.
- A. Click New Primary Teacher
 - B. Select Teacher from List.
 - C. Determine Role based on if the course is state reported (SCED code):
 - i. Teacher of Record – all courses that are state reported
 - ii. Not Applicable/Not State Reported – courses not state reported (e.g. Elementary reading, math, etc.)
 - D. Do not enter State Date or End Dates unless there is a staff change.

Additional Resources:

- TEAMS: <https://opi.mt.gov/Leadership/Assessment-Accountability/School-Accreditation/TEAMS#9749310915-opi-teams-resources>
- NCES/SCED Code Library:
<https://opi.mt.gov/Portals/182/Page%20Files/School%20Accreditation/Standards%20of%20Accreditation/Appendix%20Files/B/Course%20Codes%202022-2023.pdf?ver=2022-09-07-154450-633>
- License/Certification Lookup:
<https://ebizws.mt.gov/PUBLICPORTAL/searchform?mylist=licenses>
- AIM Help Desk: 406.444.3800 or 877.424.6681
<https://opiservicedesk.opi.mt.gov/help/servicedesk/customer/portal/7/user/login?nosaml&destination=portal/7>
- School Services of MT: support@mt-schools.org
- Campus Community: <https://community.infinitecampus.com>