



Introduction

Get your toolkit ready—this session equips you with everything you need to survive course setup and program reporting.



Agenda: Packing the Essentials

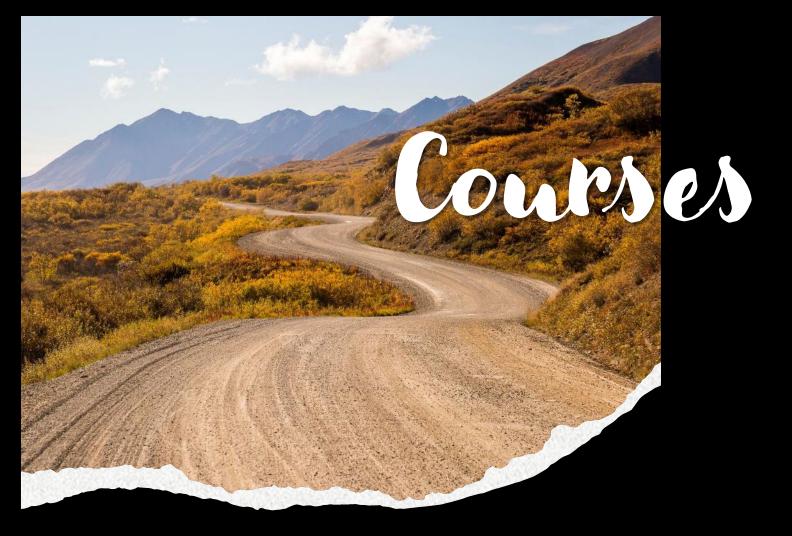
Courses

Rosters

CTE





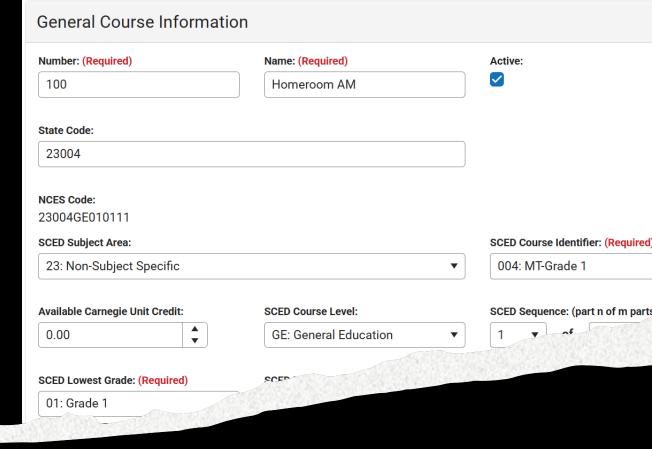


Elementary, MS, and High School



COURSES – Elementary Required Fields

- Course Number/Name
- NCES/SCED (Attendance/Specials)
- Attendance Checkbox
- Subject Type denoted for MATH and ELA Only





Elementary NCES/SCED Details

- Attendance Courses start with 23: Non-Subject Specific
- Specials (only if there is a change in teacher) denoted by subject area
 - NCES includes (Prior to Secondary)
 - SCED MUST start with MT
- Structured recesses must be coded
- Foreign Language Courses start with 24: World Languages
- Carnegie Unit = 0
- SCED Course Level
 - GE, BE, SPED, etc.
- SCED Lowest and Highest Grade



- Course Number/Name
- NCES/SCED for ALL Classes
- Courses offered, but with no enrollment for accreditation purposes are left with a section, e.g. Foreign Language, Shop, Underwater Basket Weaving
- Attendance checkbox is marked
- Subject Type is labeled for MATH and ELA ONLY (optional – for MAST rosters)
- CTE Pathways denoted
- If course is offered through MTDA or virtually, mark as Distance Learning Class
 - DO NOT use the section to denote Distance Learning



Middle School/JHS NCES/SCED Details

- ALL Classes have NCES information
 - NCES includes (Prior to Secondary)
 - SCED MUST start with MT
- Foreign Language Courses start with 24: World Languages
- Carnegie Unit = 0
- SCED Course Level
 - GE, BE, SPED, etc.
- SCED Lowest and Highest Grade



COURSES— High School Required Fields

- Course Number/Name
- NCES/SCED for ALL Classes
- Courses offered, but with no enrollment for accreditation purposes are left with a section, e.g. Foreign Language, Shop, Underwater Basket Weaving
- Attendance checkbox is marked
- CTE Pathways denoted
- If course is offered through MTDA or virtually, mark as Distance Learning Class
 - DO NOT use the section to denote Distance Learning



High School NCES/SCED Details

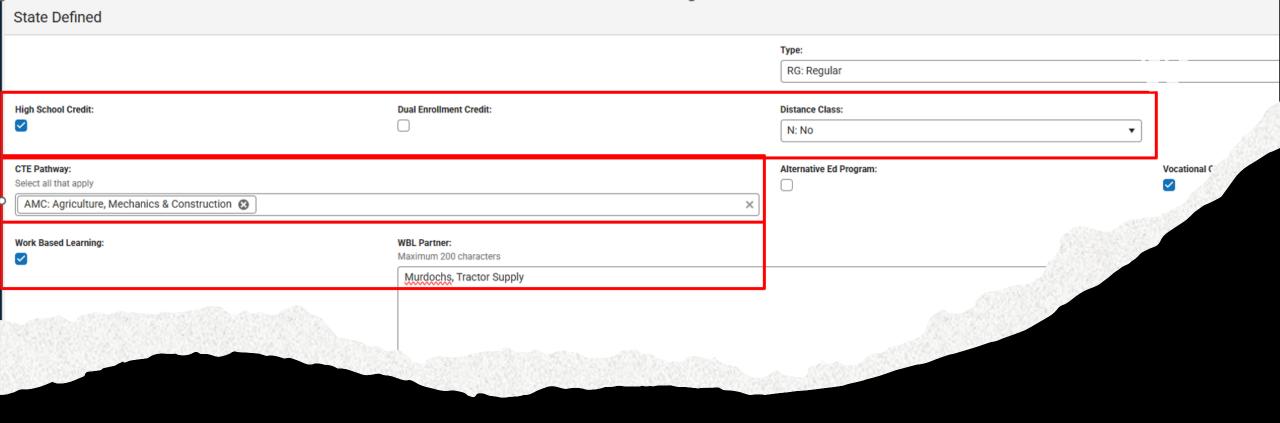
- ALL Classes have NCES information
 - NCES SCED MUST start with MT
- Foreign Language Courses start with 24: World Languages
- Carnegie Unit = Number of credits for completing the section of the class
 - Semester Class = 0.5
 - Year Long Class = 1.0
- SCED Course Level
 - GE, BE, SPED, etc.
- SCED Lowest and Highest Grade
- Transcript Box
- Attendance Checkbox
- Activity for Eligibility
- GPA Weight
- HS Credit marked



High School Course Details – Montana Specific

- CTE Pathways denoted
- WBL Learning checkbox and Partner noted (use specific WBL Course Codes)
 - Each WBL Offering = 1 Course, e.g.
 - Welding Pathway with 2 WBL Partners = 1 course
 - Ag and Natural Resources with 1 WBL Partner
 = 1 course
- ALL MTDA and Distance Courses need to be individual courses with unique NCES information
- Course minutes matter
 - At least 4050 Minutes/Semester Course
 - At least 8100 Minutes for a Full Year Course





WBL Example

- HS Credit Marked
- WBL Marked
- CTE Pathway = 1 Pathway
- WBL Partners noted

Special Education Course Details

Elementary

- Self-Contained v. Pullout
 - o Is the student assigned to a regular education classroom?
 - YES student does not require assignment to a special education teacher
 - NO create a separate course
- Special Education teachers with Special Education ONLY endorsements must be course identified as self-contained special education

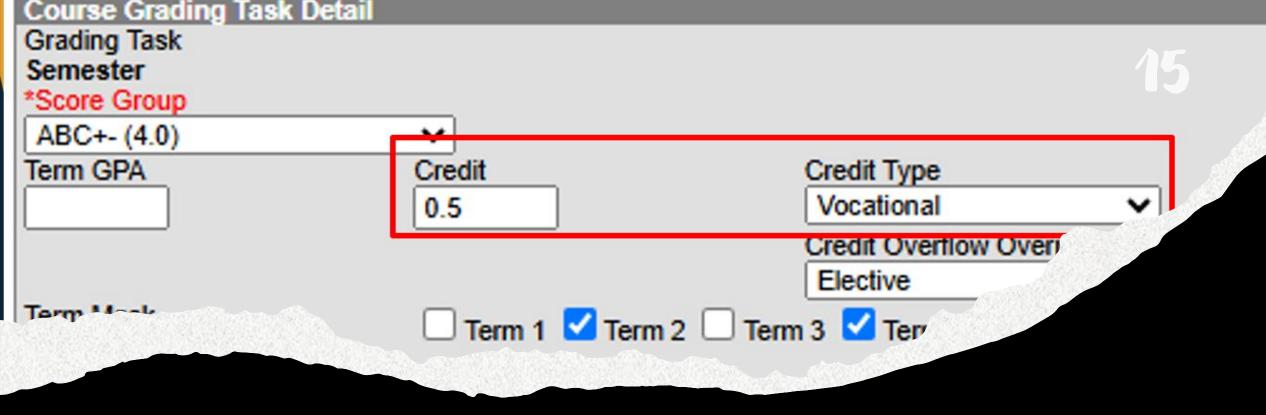


Special Education Course Details

Middle/High School

- Special Education ONLY endorsed teachers may be assigned to a specific subset of Course Codes
- Courses may also be assigned to the subject level teacher, with the Special Education teacher indicated as Co-Teacher Special Education
 - NOTE: The additional students assigned to the course count toward the Primary Teacher's roster limit AND daily student contact limit





Grading Tasks

- CTE Courses must be accurately set up to receive credit
- Credit Type may vary by District

Section Editor			
SectionID 326860			
*Section Number	Teacher Display Name		
1	Moore, Dunne		
Max Students	Lunch Count	Milk Count	Adult Count
(30)			
	Custom Count 1	Custom Count 2	Custom Count 3
Room	Skinny Seq Homeroom		
~			
Hide Standards On Portal	Advisory External LMS Exclude		
Distance Class (Override)			
()			
Primary Teacher			
Moore, Dunne			
Teacher			
Lifellearn, Mike			
Session Type	Se	ession Number	
SY: Full School Year V		1: 01 🗸	
Modified by: Administrator, Domo 08/11/2025 11:49			

Section Information

Session Type

SY: Full School Year >

IS: Inter Session

LS: Long Session

MT: Mini Term

QN: Quinmester

QT: Quarter

SM: Semester

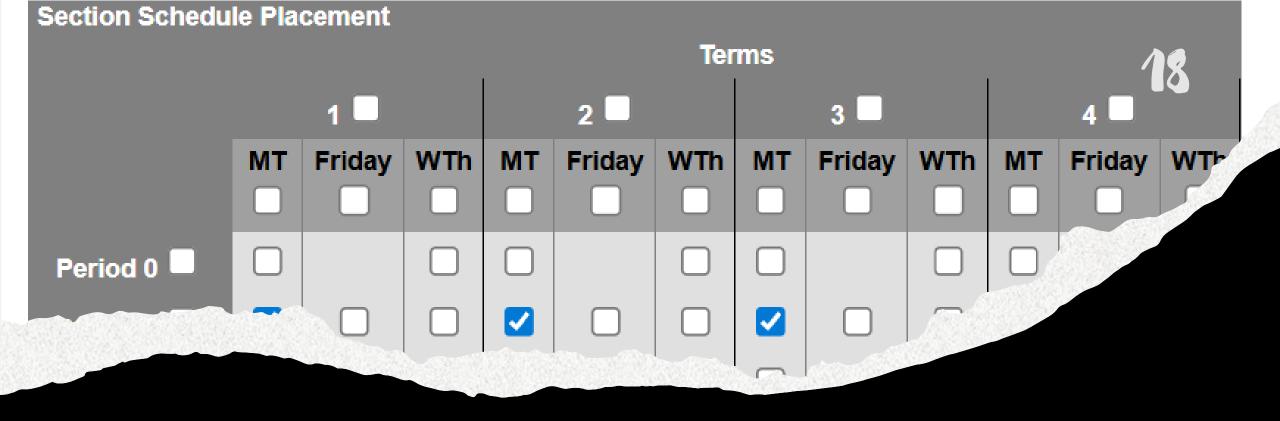
ST: Summer Term

SY: Full School Year

TM: Trimester

TW: 12 Month

Session Type determines Session Number Options



Section Placement

- When does the section take place
- Must have a period schedule if days alternate
- Determines minutes associated with the course (Slide 11)

Teacher of Record K-12

- Use New Primary Teacher
 - DO NOT use New Teacher or Section Staff
- Determine Role based on whether the course is a State-Reported Course
 - Teacher of Record = ALL Courses that are state-reported AND taught in person
 - Facilitator = ANY Online or Distance Course
 - Not Applicable/Not State Reported = Courses not state reported, e.g., Elementary Math, Elementary Science, etc.
- Do NOT enter in Staff Assignment Start or End Dates unless the Teacher leaves before the end of the term



Teacher of Record K-12

- Dual Credit Courses require a Teacher of Record*
 - If the instructor is a district employee, assign the instructor as teacher of record
 - If the course is online or provided by a college professor (not a district employee), add the instructor as a Contractor and assign as Teacher of Record

*Dual Credit courses require a Class 1 or 2 Licensure OR a Class 8 Licensure and an endorsement



Class Sizes/Overage

10.63.107 CLASS SIZE

There must be one appropriately licensed and endorsed teacher for ten students, with an early childhood paraprofessional for any additional students over ten, for up to no more than 18 total students in a classroom with two adults. The school district must assign qualified human resources that comply with all fingerprint and background check requirements when exceeding maximum class sizes at a rate of 1 1/2 hours per day, per student overload. An overload of five students per classroom is considered excessive.

Class Sizes/Overage

For Early Targeted Intervention Classes:

Primary Teacher with Role of Teacher of Record = 10 students

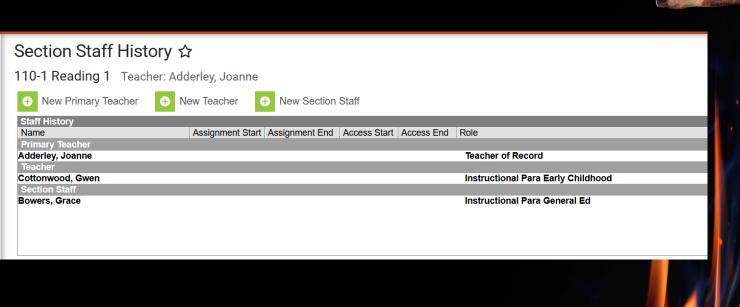
Teacher or Section Staff with Role of Early Childhood Para = 8 more students

Teacher or Para with Role of Regular Ed Para = 4 more students (must assign 90 minutes per overload)

Maximum of 22 students

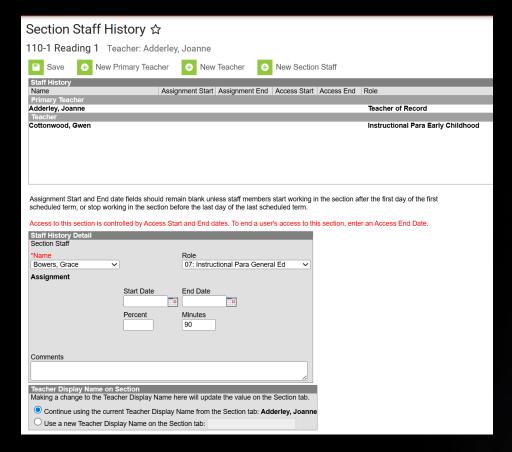


Class Sizes/Overage Example for Early Childhood Intervention — Class Size of 19





Class Sizes/Overage Example for Early Childhood Intervention — Class Size of 19





Class Sizes/Overage -Elementary

10.55.712 CLASS SIZE: ELEMENTARY

- (1) In single grade rooms, the maximum class size shall be:
 - (a) no more than 20 students in kindergarten and grades 1 and 2;
 - (b) no more than 28 students in grades 3 and 4;
 - (c) no more than 30 students in grades 5 through 8.
- (2) In multigrade classrooms, the maximum class size shall be:
 - (a) no more than 20 students in grades K, 1, 2, and 3;
 - (b) no more than 24 students in grades 4, 5, and 6;
 - (c) no more than 26 students in grades 7 and 8.
- (3) Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) shall use the maximum of the lower grade.
- (4) In one-teacher schools, the maximum class size shall be 18 students.
- (5) The school district must assign qualified human resources that comply with all fingerprint and background check requirements when exceeding maximum class sizes at a rate of 1 1/2 hours per day, per student overload.
- (6) An overload of five students per classroom is considered excessive.



Class Sizes/Overage

Primary Teacher with Role of Teacher of Record

Teacher or Para with Role of Regular Ed Para = must assign 90 minutes per overload

Maximums apply to Structured Recess, Music, PE



Class Sizes/Overage – JHS/HS

10.55.713 TEACHER LOAD AND CLASS SIZE: HIGH SCHOOL, JUNIOR HIGH, MIDDLE SCHOOL, AND GRADES 7 AND 8 FUNDED AT HIGH SCHOOL RATES

- (1) Each program offered shall be staffed by appropriately licensed and endorsed FTE educators.
- (2) Individual class size shall not exceed 30 students.
 - (a) Class size limits do not apply to instrumental music or choral groups.
 - (b) Laboratory/studio, e.g., science, art, PE, career and technical education, class size shall be limited for safety purposes. The number of students shall be determined through consultation with the teacher, considering the number, size, and use of laboratory stations.
- (3) The number of students assigned a teacher per day shall not exceed 150.
 - (a) Study hall, regardless of size, shall be counted at 15 students.
 - (b) Student limits do not apply to instrumental music or choral groups.
 - (c) Library, guidance, and study hall duties are assigned student responsibilities. However, in cases where a teacher is assigned full time in these areas, the assignment may be for the entire day.
- (4) Teachers with a significant writing program, as determined by the local board of trustees, shall have a maximum load of 100 students.



Class Sizes/Overage

No overloads (maximums are maximums)

Note that HS courses have a maximum per class AND a maximum per day

Study hall is counted as 15 students, regardless of enrollment







Rosters

- After start of school, MUST HAVE START & END DATES
- DO NOT DELETE ROSTERS
- DO NOT DELETE SCHEDULES IN THE WALK-IN SCHEDULER
- Students must have a full schedule to claim 1 ANB if they are receiving their primary education services from the school

Requests & Rosters

Requests

- Use this functionality when planning for future school year
- Handy to request all core classes
- Can filter based on previous year's students schedule

Rosters

- Mass add all students into a course/group of courses
- Filter by ad hoc, student name, SPED, grade level
- Modify with dates



Where do 1 go???

Previous Tool

- 1. Section Roster Batch Edit
- 2. Request Wizard
- 3. Roster Copy Wizard
- 4. Manual Roster Builder
- 5. Roster Setup

Current Tool

- 1. Rosters > View by Courses > Choose Section > Batch Edit
 - . Requests > View by Students > Filter > Batch Add
- 3. Rosters > View by Students > Batch Edit
 - Rosters > Courses > Roster Builder
- → 5. Rosters > Students > Filter by...





FUN COOL VIDEOS

- Ending a Student's Schedule
- Changing a Class Midterm/Midyear
- Students Who Dropped Out



Data Validations - Reach the Peak

Use Data Validations to check your work

- Informational Take a look
- Warnings Double check
- Errors Uh oh!





VALIDATIONS

CTE COURSES

- Validate Pathways
- Course Minutes and Enrollment Counts
- CTE Students Rostered to Courses with and without Pathways
- Concentrator Validations

TEACHER CLASS

- Class minutes
- SCED Information
- Primary Teacher Roles
- Carnegie Units
- Missing Session Type or Session Number
- Codes NOT MT Approved

SCHEDULING RULES

- Sections without schedules
- Students enrolled without a schedule
 - Only EC student should show
- Sections without a teacher
- Sections without students



HOMEWORK

Before next Friday's call -

- Run the data validations reporting Teacher Class and correct errors
- Run the data validations reporting for CTE Courses and correct errors
- Review students without schedules





Thank

Mary Anne Skinner, Director of Technology, School Services of MT &

Nicole Thuotte,
EDUCATE Unit Manager,
MT Office of Public Instruction

