



COURSES, SECTIONS, AND STAFF ASSIGNMENTS

This process is to be completed to ensure courses, sections, and staff assignments have been completed successfully.

Courses

PATH: *Scheduling & Courses>Courses>Add Course/Course Information*

Courses are entered for all enrolled students in grades PK-12. Courses contain information about Subject (NCES Codes), Grades (Low and High), Course Level, Credit (HS courses only), as well as indicators for Distance Class, Alternative Education, CTE Pathways, and Dual Enrollment Credit.

All courses must include an NCES Subject Area and an SCED Course Identifier. The SCED Course Identifier must be prefaced with an "MT" (e.g., MT – English/Language Arts I (9th grade)).

Course Information ☆
10001QX Intro to Drafting/Workplace Sa

Save Delete Push To Sections

State Code: 21102
Department: CTE
Schedule Load Priority: 1
Max Students: 30

GPA Weight: 1
Type: RG: Regular
Responsive:
Activity:
Homeroom:
Allow student requests:
Allow teacher requests/recommendations:
Distance Class:
CTE Pathway: Select Values

Work Based Learning Data
Work Based Learning:
WBL Partner:

Comments:

NCES Data
NCES Code: 21102GE0.5014
SCED Subject Area: 21: Engineering and Technology
SCED Lowest Grade: 09: Grade 9

Terms	Schedules	Periods	Sections to Build	Preferred Room Type
1	1	1	0	

Subject type dropdown list:

- 007: MT-Engineering Design and Development
- 008: MT-Digital Electronics
- 009: MT-Robotics
- 010: MT-Computer Integrated Manufacturing
- 011: MT-Civil Engineering
- 012: MT-Civil Engineering and Architecture
- 013: MT-Aerospace Engineering
- 014: MT-Biotechnical Engineering
- 048: MT-Engineering--Workplace Experience
- 051: MT-Technological Literacy
- 053: MT-Emerging Technologies
- 054: MT-Technology Innovation and Assessment
- 055: MT-Aerospace Technology
- 098: MT-Technology--Workplace Experience
- 101: MT-Drafting Careers Exploration
- 102: MT-Drafting--General**
- 103: MT-Drafting--Architectural
- 104: MT-Drafting--Civil/Structural
- 105: MT-Drafting--Electrical/Electronic
- 102: MT-Drafting--General
- SCED Highest Grade: 12: Grade 12

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Grade PK-6, Unaccredited 7-8 Courses:

For grades PK-6 and grades 7 and 8 that do not have separate accreditation, only reporting of classroom assignment and specials taught by an educator other than the classroom teacher are required. PK reporting is only required if the students are assigned to a classroom.

Special education classes are not reported separately, unless the student is not otherwise assigned to a general education course (e.g., student is assigned to a 1st grade classroom, but is in the special education classroom for reading – reporting of a separate reading class for special education is not required).

Library is not reported as a class, as Library, for accreditation purposes is determined by a ratio of enrolled students to the FTE of the staff member with the State Assignment Code for Library/Media Specialist. [ARM 10.55.709](#)

The screenshot shows a web-based course management interface for a course titled "1 Homeroom". The interface includes a top navigation bar with tabs for "Course", "Sections", "Grading Tasks", "Standards", "Grade Calc Options", "Assessments", and "Copy Course". Below the navigation bar are buttons for "Save", "Delete", and "Push To Sections". The main content area is titled "Course Information" and contains various input fields and checkboxes for course details. A pop-up window titled "NCES Data" is overlaid on the right side of the interface, showing fields for "NCES Code", "SCED Subject Area", "SCED Course Identifier", "SCED Lowest Grade", "SCED Highest Grade", "Available Carnegie Unit Credit", "SCED Course Level", and "SCED Sequence".

Course Information	
CourseID 6	
*Number: 1	*Name: Homeroom
State Code: 23012	Subject Type: [Dropdown]
Schedule Load Priority: [Dropdown]	Department: [Dropdown]
GPA Weight: 0	Max Students: [Input]
Type: [Dropdown]	Standards-based: <input type="checkbox"/>
Responsive: <input type="checkbox"/>	Active: <input checked="" type="checkbox"/>
Homeroom: <input type="checkbox"/>	External LMS Exclude: <input type="checkbox"/>
Allow student requests: <input type="checkbox"/>	Course-Only Curriculum: <input type="checkbox"/>
Allow teacher requests/recommendations: <input type="checkbox"/>	
Distance Class N: No [Dropdown]	

NCES Data	
NCES Code: 23012SEKF0511	SCED Course Identifier: 012: MT-Prior-to-Secondary Education
SCED Subject Area: 23: Non-Subject Specific	SCED Highest Grade: 00: Grade 5
SCED Lowest Grade: PK: Kindergarten Full Time	
Available Carnegie Unit Credit: 0	
SCED Course Level: GE: General Education	SCED Sequence: (part n of m parts) 1 1

7th and 8th Grade Courses:

Separately accredited 7th and 8th grade classes must report individual courses, as accreditation depends on meeting a minimum number of classroom minutes in core instruction and specific electives. No credit is required at this level. [ARM 10.55.902](#)

The screenshot shows the 'Course Information' form for a 7th grade course. The 'CourseID' is 51000 and the name is 'Grade 7 ELA'. The 'NCES Data' section is highlighted, showing the following values: NCES Code: 51005GE07011, SCED Subject Area: 01: English Language and Literature (prior-to-secondary), SCED Lowest Grade: 07: Grade 7, and SCED Course Level: GE - General Education. Other fields include State Code (51035), Department, Max Students, GPA Weight (0), and various checkboxes for course options like 'Standards-based', 'Active', and 'External LMS Exclude'.

High School Courses:

High schools must report all courses individually with the credit earned for completion of the course. [ARM 10.55.906](#)

The screenshot shows the 'Course Information' form for a high school course. The 'CourseID' is E01001 and the name is 'English 9A'. The 'NCES Data' section is highlighted, showing the following values: NCES Code: 01001GE09011, SCED Subject Area: 01: English Language and Literature (Secondary), SCED Lowest Grade: 09: Grade 9, and SCED Course Level: GE - General Education. Other fields include State Code (01001), Department, Max Students, GPA Weight (0), and various checkboxes for course options like 'Standards-based', 'Active', and 'External LMS Exclude'. The 'High School Credit' checkbox is checked.

Online courses (e.g., MT Digital Academy) must be reported in the same manner as other district courses. They are to be marked Distance Class and Dual Credit, where appropriate.

The screenshot shows the 'Course Information' form for course MO2000. The 'NCEES Data' section is highlighted with a red box and contains the following fields:

- NCEES Code: 02124HO0.5011
- SCED Subject Area: 02. Mathematics
- SCED Course Identifier: 124 MT-AP Calculus AB
- SCED Lowest Grade: 11. Grade 11
- SCED Highest Grade: 12. Grade 12
- Available Carnegie Unit Credit: 5
- SCED Course Level: HC Honors
- SCED Sequence (part n of m parts): 1 of 1

For CTE Courses in approved pathways for your district:

1. Click in the CTE Pathway box to select applicable pathways. More than one pathway may be selected.
2. Check the Work Based Learning box if the course is considered Work Based Learning.
 - a. Course codes for Work Based Learning can be found [here](#).
3. Type the name of the Work Based Learning partner in the WBL Partner box.
4. Check the Dual Enrollment Credit box if applicable.
5. Click Save.

The screenshot shows the 'Course Information' form for course 10001QX. Red callouts 1 through 5 highlight specific fields and actions:

- 1:** CTE Pathway dropdown menu.
- 2:** Work Based Learning checkbox.
- 3:** WBL Partner text input field.
- 4:** Dual Enrollment Credit checkbox.
- 5:** Save button.

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File Upload:

PATH: *Reporting>MT State Reporting>MT Data Upload*

Courses must be uploaded and/or entered before proceeding with any of the other other upload files. Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Course information.

- Select the appropriate template from the [Teacher Class Upload Files](#).
- Extract the upload file from the district's SIS or create a text (tab delimited) file from the AIM template.
 - Instructions for using the templates are embedded in the template file.
- In Infinite Campus, select the Import Type (Course Upload), the Work to Perform (Validate and Test) and choose the file to be uploaded.
- Click Submit to Batch.
- Review the results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings.
 - Select Refresh on the Batch Queue to retrieve the latest status of the Batch.
- When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.
- Correct any errors and resubmit the new file until all errors are corrected.
- Change the Work to Perform to Upload File and choose the file to be uploaded.
- Click Submit to Batch.

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Sections

PATH: *Scheduling & Courses>Courses>Section Information*

Sections are created to define courses by term and period schedule. The information from Sections is used to calculate course minutes required by Administrative Rule. If the Calendar Information has not been properly entered, course minutes may not calculate correctly.

Manual Entry:

- Click Add a Section.
- Enter Section Number (up to 4 digits).
- Select Session Type and Session Number.
 - Session Type and Session Number define the period of time in which the course is offered. For example, if Semester is selected, choose “01” for a first semester class and “02” for a second semester class.

Section Editor

*Section Number: 1

Teacher Display Name: _____

Max Students: (0)

Room: _____

Hide Standards On Portal:

Distance Class (Override): _____ (N)

Primary Teacher: There is no active primary teacher for this section.

*Session Type: SM: Semester

*Session Number: 01: 01

Other fields: Lunch Count, Milk Count, Adult Count, Custom Count 1-3, Skinny Seq, Homeroom, Advisory, External LMS Exclude.

- Under Section Placement, choose the Term and Period Schedule that applies to the course.
 - This is how course minutes are calculated (e.g. time per course for CTE participants).

Period Day	Trimesters					
	T1		T2		T3	
	Regular Day	Early Release	Regular Day	Early Release	Regular Day	Early Release
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

File Upload

Courses must be uploaded and/or entered before proceeding with the Section upload.

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Section information.

- Select the appropriate template from the [Teacher Class Upload Files](#).
- Extract the upload file from the district’s SIS or create a text (tab delimited) file from the AIM template.

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- Change the Work to Perform to Upload File and choose the file to be uploaded.
- Click Submit to Batch.

**Before proceeding with the next step, manually add Section Placements to all courses. While this is not explicitly required, student rosters and teachers may not appear on some tabs until this step is completed.*

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Staff History

PATH: *Scheduling & Courses>Courses>Section Staff History*

Staff History is used to add staff to a course. All state reported courses must have a Primary Teacher with the role of Teacher of Record or Facilitator (for online courses). Start and/or End Date are only required if a staff member leaves during the year or starts after the first day of classes. Otherwise, dates are determined by the time period to which the course is assigned in Sections.

Other staff assigned to courses for state reporting purposes are co-teachers or paraprofessionals that are assigned to a course to cover a classroom overload. [ARM 10.55.712](#)

Manual Entry:

- Click staff type (Primary Teacher, Teacher, Section Staff).
- Select Name from the list (if name does not appear for Primary Teacher or Teacher, return to the District Assignment and verify that the Teacher checkbox has been checked).
- Select Role (for courses not state reported – e.g., elementary math – select Role “Not Applicable/Not State Reported”).
- If adding an additional Teacher or Section Staff for classroom overload, add Minutes (time in the classroom to meet overload requirements).
- Click Save.

The image displays two screenshots of the Staff History Detail form. The left screenshot shows the 'Primary Teacher' tab with fields for Name (Regular Education, Teacher), District Assignment (checked), Role (00: Teacher of Record), Start Date, Percent, and Access to Section Dates (Unrestricted selected). The right screenshot shows the 'Section Staff' tab with fields for Name (Other, Specialist), District Assignment, Role (07: Instructional Para General Ed), Start Date, End Date, Percent, and Minutes (90). An orange arrow points to the 'New Section Staff' button in the right screenshot.

File Upload:

Courses and Sections must be uploaded and/or entered before proceeding with the Staff History upload. Teachers must also be entered either manually or via the Terms of Employment file upload before uploading Staff History.

- Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Staff History information. Select the appropriate template from the [Teacher Class Upload Files](#).
- Extract the upload file from the district's SIS or create a text (tab delimited) file from the AIM template.

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