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)).

EDUCATE Team Contact Information
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October 2025

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 required if the students are assigned to a classroom and for all Early Targeted Intervention programs.

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

Course Information ☆	Scheduling & Courses
23004 GRADE 1	

Collapse All

General Course Information —

Number: (Required)
`23004`

Name: (Required)
`GRADE 1`

Active:
☑

State Code:
`23004`

NCES Code:
23004GE010111

SCED Subject Area:
`23: Non-Subject Specific ▼`

SCED Course Identifier: (Required)
`004: MT-Grade 1 ▼`

Available Carnegie Unit Credit:
`0.00 ▲▼`

SCED Course Level:
`GE: General Education ▼`

SCED Sequence: (part n of m parts)
`1 ▼` of `1 ▼`
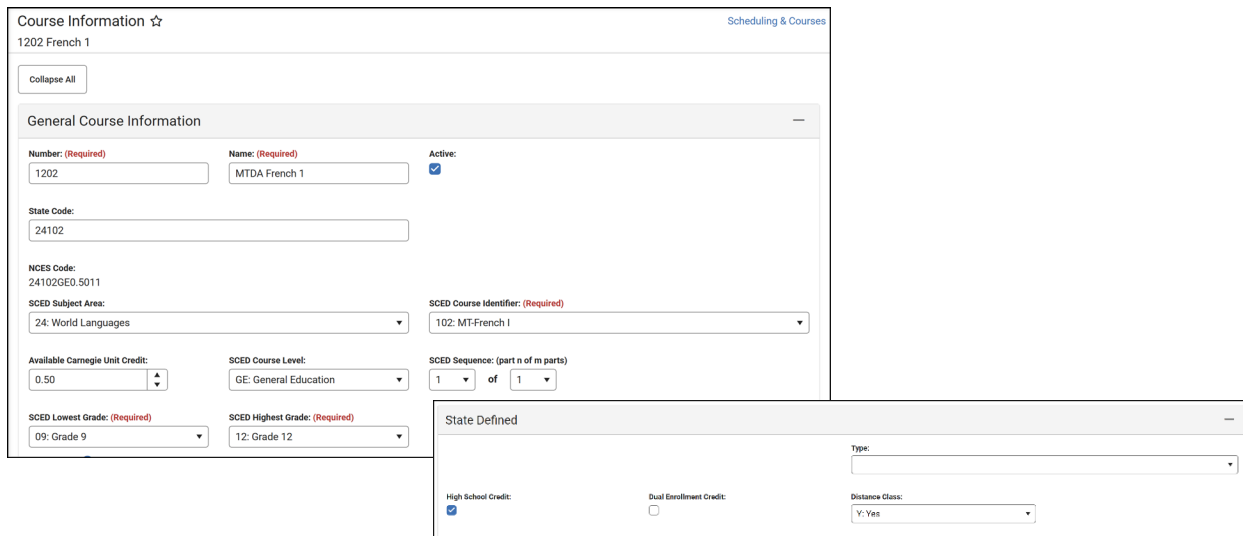
SCED Lowest Grade: (Required)
`01: Grade 1 ▼`

SCED Highest Grade: (Required)
`01: Grade 1 ▼`

Middle School Courses:

Separately accredited middle schools and 7-8 programs 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

High School Courses:

High schools must report all courses individually with the credit earned for completion of the course. ARM 10.55.906

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.

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.

Dual Enrollment Courses:

Dual Enrollment courses must have an assigned Teacher of Record, even if the instructor is not a district employee. Dual Credit instructors must have a Class 1, Class 2 or Class 8 license and be properly licensed and endorsed for the course they are assigned to.

If the instructor is not a district employee, add the instructor as a Contractor first.
PATH: *Census>Staff>Staff Locator Wizard, District Employment, District Assignment*

Use the Staff Locator Wizard to locate the instructor (or create new if no match is found). Enter the Staff State ID and Start Date.

In the District Assignment, identify the instructor as a Contractor and indicate as Teacher and Special Ed. Under Student Information>Special Ed Administration>Special Ed Service Provider Setup, identify the college awarding the credit.

The instructor should be listed as Teacher of Record and any district staff required for attendance, grading, etc. should be added as New Teacher.

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.
    - o 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.
    - o 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.

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 and minutes for CTE payments. 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.

- 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).

<u>File Upload</u>
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.
    - 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.
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- 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.

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.

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 an Early Targeted Intervention Classroom, add as an Instructional Para Early Childhood.
- If adding an additional Teacher or Section Staff for classroom overload, add Minutes (time in the classroom to meet overload requirements).
- Click Save.

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.
  - 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.
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