

## 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 (9<sup>th</sup> grade)).

Course Information ☆

Scheduling & Courses

1402 Algebra 1

State Code:	02052		
NCES Code:	02052GEO.5011		
SCED Subject Area:	02: Mathematics		
Available Carnegie Unit Credit:	0.50	SCED Course Level:	GE: General Education
SCED Lowest Grade: (Required)	09: Grade 9	SCED Highest Grade: (Required)	12: Grade 12
Description:	<p>i</p> <p>D A - - - - -</p>		
<p>SCED Course Identifier: (Required)</p> <p>052: MT-Algebra I</p> <p>002: MT-General Mathematics</p> <p>051: MT-Pre-Algebra</p> <p>052: MT-Algebra I</p> <p>053: MT-Algebra I-Part 1</p> <p>054: MT-Algebra I-Part 2</p>			

### EDUCATE Team Contact Information

(406) 444-3800

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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 1<sup>st</sup> 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		
<input type="button" value="Collapse All"/>		
General Course Information		
Number: <b>(Required)</b> 23004	Name: <b>(Required)</b> GRADE 1	Active: <input checked="" type="checkbox"/>
State Code: 23004		
NCES Code: 23004GE010111		
SCED Subject Area: 23: Non-Subject Specific	SCED Course Identifier: <b>(Required)</b> 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: <b>(Required)</b> 01: Grade 1	SCED Highest Grade: <b>(Required)</b> 01: Grade 1	

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### 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](#)

Course Information ☆

307 Science 7 Life Science

[Scheduling & Courses](#)

[Collapse All](#)

General Course Information

Number: <b>(Required)</b> 307	Name: <b>(Required)</b> Science 7 Life Science	Active: <input checked="" type="checkbox"/>
State Code: 53237		
NCES Code: 53237GE070711		SCED Course Identifier: <b>(Required)</b> 237: MT-Science (grade 7)
SCED Subject Area: 53: Life and Physical Sciences (prior-to-secondary)	SCED Course Level: GE: General Education	SCED Sequence: (part n of m parts) 1 of 1
Available Carnegie Unit Credit: 0.00	SCED Lowest Grade: <b>(Required)</b> 07: Grade 7	SCED Highest Grade: <b>(Required)</b> 07: Grade 7

### High School Courses:

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

Course Information ☆

2251 Language Arts 10

[Scheduling & Courses](#)

[Collapse All](#)

General Course Information

Number: <b>(Required)</b> 2251	Name: <b>(Required)</b> Language Arts 10	Active: <input checked="" type="checkbox"/>
State Code: 01002		
NCES Code: 01002GE0.5011		SCED Course Identifier: <b>(Required)</b> 002: MT-English/Language Arts II (10th grade)
SCED Subject Area: 01: English Language and Literature (Secondary)	SCED Course Level: GE: General Education	SCED Sequence: (part n of m parts) 1 of 1
Available Carnegie Unit Credit: 0.50	SCED Lowest Grade: <b>(Required)</b> 10: Grade 10	SCED Highest Grade: <b>(Required)</b> 10: Grade 10

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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.

Course Information ☆

Scheduling & Courses

General Course Information

Number: (Required) Name: (Required) Active:

1202 MTDA French 1

State Code: 24102

NCES Code: 24102GEO.5011

SCED Subject Area: 24: World Languages

SCED Course Identifier: (Required) 102: MT-French I

Available Carnegie Unit Credit: 0.50

SCED Course Level: GE: General Education

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

SCED Lowest Grade: (Required) 09: Grade 9

SCED Highest Grade: (Required) 12: Grade 12

State Defined

Type:

High School Credit:

Dual Enrollment Credit:

Distance Class: Y: Yes

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.

Course Information ☆

Scheduling & Courses

General Course Information

Number: (Required) Name: (Required) Active:

2809 Woodworking

State Code: 17006

NCES Code: 17006GEO.5011

SCED Subject Area: 17: Architecture and Construction

SCED Course Identifier: (Required) 006: MT-Woodworking

Available Carnegie Unit Credit: 0.50

SCED Course Level: GE: General Education

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

SCED Lowest Grade: (Required) 10: Grade 10

SCED Highest Grade: (Required) 12: Grade 12

CTE Pathway: Select all that apply
  DCF: Design & Construction (FCS)

Work Based Learning:

WBL Partner: Maximum 200 characters

Alternative Ed Program:

Vocational Code:

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### 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 'Employment Assignment Information' window shows fields for School (Custer Co District High), Start Date (07/01/2025), End Date, Title, State Assignment Code (TC01:Teacher - General Education), and various roles like Behavior Admin, Health, Foodservice, and MT Titles (Contractor). The 'Special Ed Service Provider Setup' window shows a provider record for 'Instructor, College' (Helena College of Technology) with fields for Name, Instructor, College, Agency, Address, Phone, Active, and Bill Exclude.

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

The 'Section Staff History' window for section 3702-1 Psychology shows assignments for Teacher: Tooke, John. It includes buttons for New Primary Teacher, New Teacher, and New Section Staff. The staff history table shows 'Primary Teacher' as 'Instructor, College' and 'Teacher' as 'Tooke, John'. The 'Role' column indicates 'Teacher of Record' and 'Not Applicable/Not State Reported'.

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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 3<sup>rd</sup> 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.

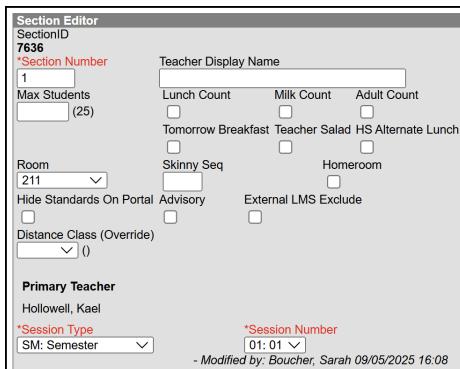
## Sections

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.

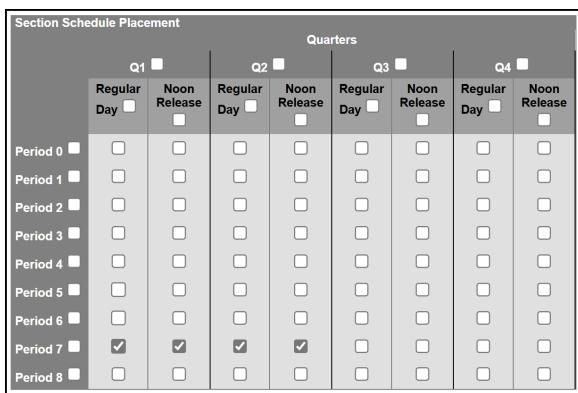
### Manual Entry:

- 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.



The screenshot shows the 'Section Editor' form with the following details:  
SectionID: 7636  
\*Section Number: 1  
Max Students: (25)  
Teacher Display Name: [redacted]  
Lunch Count: [checkbox]  
Milk Count: [checkbox]  
Adult Count: [checkbox]  
Room: 211  
Hide Standards On Portal: [checkbox]  
Advisory: [checkbox]  
External LMS Exclude: [checkbox]  
Distance Class (Override): [dropdown]  
Primary Teacher: Hollowell, Kael  
\*Session Type: SM- Semester  
\*Session Number: 01:01  
Modified by: Boucher, Sarah 09/05/2025 16:08

- 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).



The screenshot shows the 'Section Schedule Placement' grid. The grid has 8 rows (Period 0 to Period 8) and 4 columns (Quarters Q1, Q2, Q3, Q4). Each cell contains a checkbox. The grid shows the following pattern of checked boxes:  
Period 0: Q1 (checkbox), Q3 (checkbox)  
Period 1: Q2 (checkbox), Q4 (checkbox)  
Period 2: Q1 (checkbox), Q3 (checkbox)  
Period 3: Q2 (checkbox), Q4 (checkbox)  
Period 4: Q1 (checkbox), Q3 (checkbox)  
Period 5: Q2 (checkbox), Q4 (checkbox)  
Period 6: Q1 (checkbox), Q3 (checkbox)  
Period 7: Q1 (checkbox), Q2 (checkbox), Q3 (checkbox), Q4 (checkbox)  
Period 8: Q1 (checkbox), Q3 (checkbox)

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### File Upload

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

Districts that use a 3<sup>rd</sup> 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.
- 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.

*\*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.

**Section Staff History**

23002AM-1 Early Targeted Intervention Teacher: Hould, Erin

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Hould, Erin						Primary Teacher Regular Education, Teacher

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.

**Staff History Detail**

Name	District Assignment	Role
Duselko, Keri		06: Instructional Para Early Childhood

**Section Staff History**

23003PM-1 KINDERGARTEN Teacher: Dodd, Keely

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Dodd, Keely	08/25/2025					Supervising Teacher Teacher of Record
Nunn, Lindsey						Instructional Para General Ed

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.

**Staff History Detail**

Name	District Assignment	Role
Nunn, Lindsey		07: Instructional Para General Ed

Assignment

Start Date	End Date

Percent Minutes

90

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October 2025

**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 3<sup>rd</sup> 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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