Options for Managing Multiple MTDA Courses

Districts may allow students to take MTDA classes as part of their regular school day. These instructions are intended for districts who have students enrolled in a class period where a single facilitator is managing students taking multiple courses.

1. Create an attendance period for the students taking an MTDA course.

1. Enter the number and name for the course.
2. Do not mark transcript.
3. Mark the period as Attendance.
4. Do not indicate Distance Class.
5. Do not enter NCES data.

2. Assign the facilitator to the course for attendance taking. Mark the facilitator Not Applicable/Not State Reported.

3. Create individual courses for each MTDA course.

1. Enter the number and name for the course.
2. Mark transcript.
3. Do not indicate Attendance.
4. Indicate Distance Class.
5. Enter NCES data.

4. Assign the period to the same section (period) as the attendance course.

Lunch	LNCH-1 🔓 **Lunch** McBurney, Jenna	LNCH-1 🔓 **Lunch** McBurney, Jenna	LNCH-1 🔓 **Lunch** McBurney, Jenna	LNCH-1 🔓 **Lunch** McBurney, Jenna	LNCH-1 🔓 **Lunch** McBurney, Jenna	LNCH-1 **Lunch** McBurney,
5	2010-1 🔓 **Algebra I** Pace, Raynee	2010-1 🔓 **Algebra I** Pace, Raynee	2010-1 🔓 **Algebra I** Pace, Raynee	2010-1 🔓 **Algebra I** Pace, Raynee	2010-1 🔓 **Algebra I** Pace, Raynee	2010-1 **Algebra I** Pace, Rayr
6	5101-2 🔓 **Technicians** Allen, Sharyl Start: 8/28/2023 HR 6-1 🔓 **HmRm6** Young, Connie	5101-2 🔓 **Technicians** Allen, Sharyl Start: 8/28/2023 HR 6-1 🔓 **HmRm6** Young, Connie	5101-2 🔓 **Technicians** Allen, Sharyl Start: 8/28/2023 HR 6-1 🔓 **HmRm6** Young, Connie	5101-2 🔓 **Technicians** Allen, Sharyl Start: 8/28/2023 HR 6-1 🔓 **HmRm6** Young, Connie	5101-2 🔓 **Technicians** Allen, Sharyl Start: 8/28/2023 HR 6-1 🔓 **HmRm6** Young, Connie	101-2 echnician llen, Shar R 6-1 mRm6 oung, Cor
	7501A-2 🔓 **MTDA - Spanish**	7501A-2 🔓 **MTDA - Spanish**	7501A-2 🔓 **MTDA - Spanish**	7501A-2 🔓 **MTDA - Spanish**	7501A-2 🔓 **MTDA - Spanish**	7501A-2 MTDA - Sp

Attendance (and Aggregate Hours) are managed through the attendance course. The facilitator only has to manage one course for purposes of daily attendance. State reporting is completed through student's individual class. The course also appears on the student's transcript as the course they completed, rather than the attendance class.

A special thank you to Harrison K-12 for sharing this solution!