



COURSES, SECTIONS, STAFF ASSIGNMENTS, AND ROSTERS

This process is to be completed to ensure courses, sections, staff assignments, and rosters have been updated for students enrolled between the Fall Count Date and the Spring Count Date.

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

| | |
|---|--|
| <p>State Code: 21102</p> <p>Schedule Load Priority: 1</p> <p>GPA Weight: 1</p> <p>Type: RG: Regular</p> <p>Distance Class: <input type="checkbox"/></p> <p>CTE Pathway: Select Values</p> <p>Work Based Learning Data: <input type="checkbox"/></p> <p>Comments:</p> <p>NCES Data: 21102GE0.5014</p> <p>SCED Subject Area: 21: Engineering and Technology</p> <p>SCED Lowest Grade: 09: Grade 9</p> | <p>Department: CTE</p> <p>Max Students: 30</p> <p>Bonus Points: <input type="checkbox"/></p> <p>Advisory: <input type="checkbox"/></p> <p>Activity: <input type="checkbox"/></p> <p>Allow student requests: <input type="checkbox"/></p> <p>Allow teacher requests/recommendations: <input type="checkbox"/></p> <p>Hide Star Portal: <input type="checkbox"/></p> <p>WBL Partner:</p> |
|---|--|

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

- 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](#)

1 Homeroom

Course Sections Grading Tasks Standards Grade Calc Options Assessments Copy Course

Save Delete Push To Sections

Course Information

CourseID 6

*Number: 1 *Name: Homeroom

Standards-based: Active: External LMS Exclude:

Course-Only Curriculum:

Subject Type: [Dropdown] Department: [Dropdown]

State Code: 23012 Schedule Load Priority: [Dropdown] Max Students: [Dropdown]

GPA Weight: 0 Bonus Points: Advisory:

Type: [Dropdown] Responsive: Activity: [Dropdown]

Homeroom: Allow student requests: Allow teacher requests/recommendations: Hide Standards On Portal: Repeatable: Attendance: Positive Attendance: High School Credit:

Distance Class: N: No

Dual Enrollment Credit:

NCES Data

NCES Code: 200120KRF0511

SCED Subject Area: 23: Non-Subject Specific

SCED Course Identifier: 012: MT-Prior-to-Secondary Education

SCED Lowest Grade: K: Kindergarten Full Time

SCED Highest Grade: 00: Grade 5

Available Carnegie Unit Credit: 0

SCED Course Level: GE: General Education

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

Grade 7 ELA

Course Sections Grading Tasks Standards Grade Calc Options Assessments Copy Course

Save Delete Push To Sections

Course Information

CourseID 7

*Number: 51000 *Name: Grade 7 ELA

Standards-based: Active: External LMS Exclude:

Course-Only Curriculum:

Subject Type: [Dropdown] Department: [Dropdown]

State Code: 51035 Schedule Load Priority: [Dropdown] Max Students: [Dropdown]

GPA Weight: 0 Bonus Points: Advisory:

Type: [Dropdown] Responsive: Activity: [Dropdown]

Homeroom: Allow student requests: Allow teacher requests/recommendations: Hide Standards On Portal: Repeatable: Attendance: Positive Attendance: High School Credit:

Distance Class: [Dropdown]

Dual Enrollment Credit:

NCES Data

NCES Code: 51035GE070711

SCED Subject Area: 51: English Language and Literature (prior-to-secondary)

SCED Course Identifier: 035: MT-Language Arts (grade 7)

SCED Lowest Grade: 07: Grade 7

SCED Highest Grade: 07: Grade 7

SCED Course Level: GE: General Education

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

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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' section of a web application. The course number is E01001 and the name is English 9A. The NCES Data section is highlighted with a black box, showing the following fields: NCES Code (010010E09011), SCED Subject Area (01: English Language and Literature (Secondary)), SCED Course Identifier (001: MT-English Language Arts I (9th grade)), SCED Lowest Grade (09: Grade 9), SCED Highest Grade (09: Grade 9), Available Carnegie Unit Credit (0.5), SCED Course Level (GE: General Education), and SCED Sequence (part n of m parts) (1 of 1). Other fields include State Code (01001), Department, Max Students, GPA Weight (0), and various checkboxes for course options like 'Standards-based', 'Active', and 'High School Credit'.

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' section of a web application. The course number is M02000 and the name is MTDA Calculus. The NCES Data section is highlighted with a black box, showing the following fields: NCES Code (02124H009011), 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 (HO: Honors), and SCED Sequence (part n of m parts) (1 of 1). Other fields include State Code (02124), Department, Max Students, GPA Weight (0), and checkboxes for 'Distance Class' (checked) and 'Dual Enrollment Credit' (checked).

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.

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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.

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.

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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. Red callouts are placed on the following fields: 1. The 'Section Number' input field containing the value '1'. 2. The 'Session Type' dropdown menu, which is currently set to 'SM: Semester'. 3. The 'Session Number' dropdown menu, which is currently set to '01: 01'. The form also includes fields for 'Teacher Display Name', 'Max Students', 'Room', 'Distance Class (Override)', 'Lunch Count', 'Milk Count', 'Adult Count', 'Custom Count 1', 'Custom Count 2', 'Custom Count 3', 'Skinny Seq', 'Homeroom', 'Hide Standards On Portal', 'Advisory', and 'External LMS Exclude'. A message at the bottom states 'There is no active primary teacher for this section.'

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 template.
 - Instructions for using the templates are embedded in the template file.
- In Infinite Campus, select the Import Type (Section 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.

Section Placement

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

Section Placement assigns “time” to a course. Districts use the Section Placement to assign a course to a

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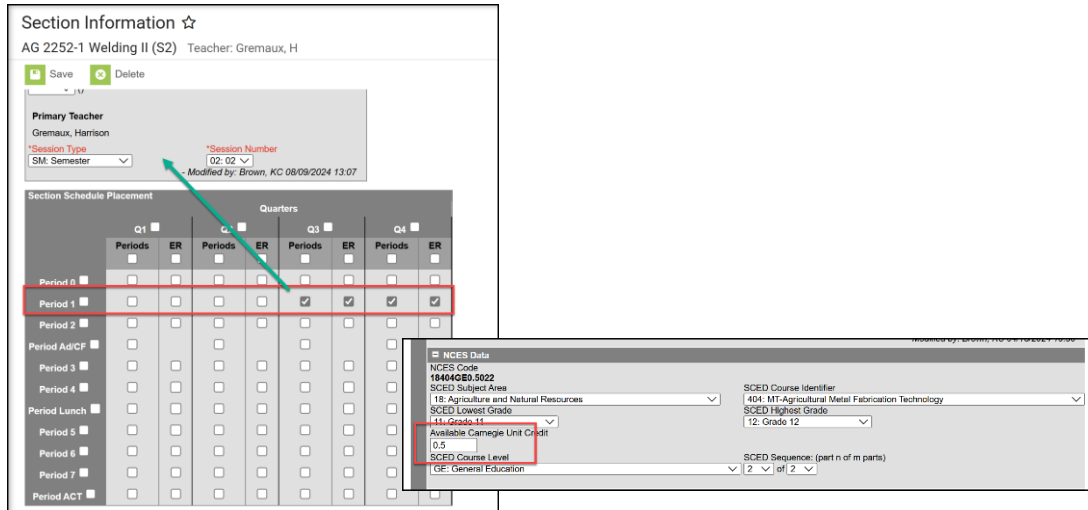
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term (or terms) and a period (or periods). The calculation of course minutes is based on the time periods assigned to a course. Course minutes are used for determining whether a course meets accreditation requirements and is a factor in determining CTE allocations.

Manual Entry:

The manual entry of Section Placement is done in coordination with the creation of Sections for a Course.

- Check the box for each term, period and period schedule aligned to a course.
- Click Save.



Note: The Section Placement should align to the Carnegie Unit Credit and the Session Type and Session Number aligned to a course (e.g., Credit = .5 – Course should be indicated as half-year and Session Type is Semester and Session Number is 02 – Course should be indicated as a second semester course).

File Upload:

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

- Select the [Section Placement Upload Template](#).
- Extract the upload file from the district’s SIS or create a text (tab delimited) file from the template.
 - Instructions for using the templates are embedded in the template file.
- In Infinite Campus, select the Import Type (Section Placement 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.
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- Click Submit to Batch.

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 overlapping screenshots of the 'Staff History Detail' form. The left screenshot is for a 'Primary Teacher' and shows the 'Name' dropdown set to 'Regular Education, Teacher' and the 'Role' dropdown set to '00: Teacher of Record'. The right screenshot is for a 'Section Staff' and shows the 'Name' dropdown set to 'Other, Specialist' and the 'Role' dropdown set to '07: Instructional Para General Ed'. In the right screenshot, a purple box highlights the 'Minutes' field with the value '90', and an orange arrow points to the 'New Section Staff' button. Both screenshots show fields for 'Start Date', 'End Date', and 'Percent'.

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](#).

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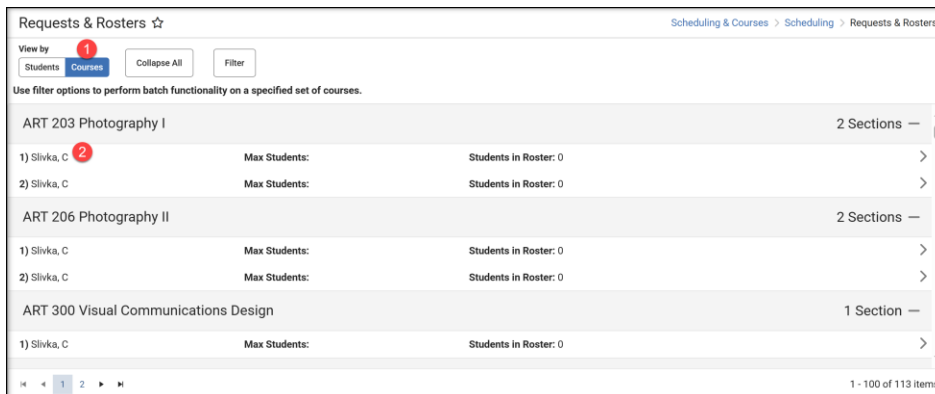
- Extract the upload file from the district’s SIS or create a text (tab delimited) file from the AIM template.
 - Instructions for using the templates are embedded in the template file.
- In Infinite Campus, select the Import Type (Staff History Upload), the Work to Perform (Validate and Test) and choose 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.
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Student Rosters – Requests & Rosters

PATH: *Scheduling & Courses>Scheduling>Requests and Rosters*

The Requests & Rosters tools may be used to enroll students into courses. This is recommended for batch edits of course rosters. Use this tool carefully to ensure that attendance and grades are not accidentally deleted (if keeping these data elements within Infinite Campus). Districts using Infinite Campus as their Student Information System should consult the Requests and Rosters Comprehensive user guide for more detailed information on how to use the Requests & Rosters tool.

1. Select View By: Courses.
2. Click a Section under the Course Title to modify the Roster.



3. Select Roster Builder.
4. Filter options include Student Name and/or Grade (Grade is multiple select).

Requests & Rosters ☆ Scheduling & Course

View by Student ENG 100 - 1 English I

Use filter Teacher Dachs, S Max Students Students in Roster 0 Room

1) Morle Expand All

EDU1 + Roster

1) Morle - Roster Builder 1

ENG Add students to this section roster by selecting a student's name from the result set. Students actively rostered will already display as selected. Unselect the from the roster.

1) Morle Warning: All existing attendance and grading records will be deleted if you remove a student.

ENG Student Name

1) Dachs Select items...

2) Dachs Grade 09

5. Click a student name to add the student to the roster.
6. Enter Start Date for students who start after the first day of the term.
7. Enter End Date for students who leave before the last day of the term.
8. Save options:
 - a. Save & Next – Saves the record and moves to the next course (see Next on the right-hand side of the page).
 - b. Save & Stay – Saves the record and stays on the same course.
 - c. Save & Closes – Saves the record and returns to the Requests & Rosters home page.
9. Two confirmation pages must be completed to finalize the Save.

ENG 100 - 1 English I

| STUDENT | GRADE | NUMBER | GENDER | START DATE | END DATE | REPEAT | NO CREDIT |
|---------------------|-------|--------|--------|--------------|--------------|--------------------------|--------------------------|
| + Abbott, Shelby 1 | 09 | 2816 | F | 01/06/2025 2 | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| + Albiero, LENA | 09 | 2713 | F | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| + Alvarado, Weston | 09 | 2710 | M | MM/DD/YYYY | 11/15/2024 3 | <input type="checkbox"/> | <input type="checkbox"/> |
| + ANDERSON, Roxanne | 09 | | F | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |
| + ANDERSON, Talon | 09 | 3704 | M | MM/DD/YYYY | MM/DD/YYYY | <input type="checkbox"/> | <input type="checkbox"/> |

Save & Stay

Save & Close 4

Save & Next Cancel

Prev - ENG 1 - 1 English I ENG 100 - 2 English I - Next

Student Rosters – Requests & Rosters

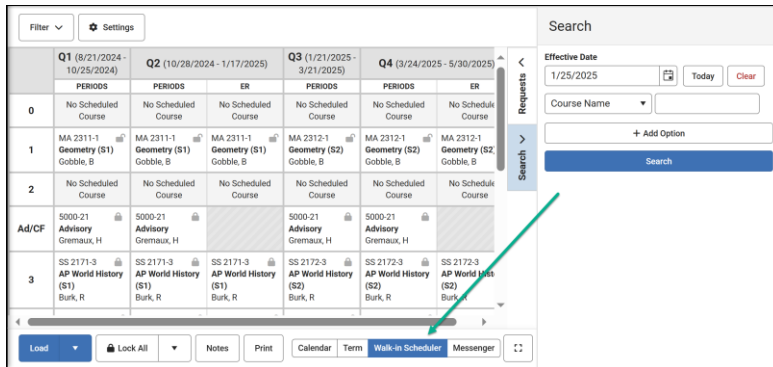
PATH: *Student Information>General>Schedule*

The Walk-In Scheduler tools may be used to enroll students into courses. This is recommended for modification of individual student schedules. Use this tool carefully to ensure that attendance and

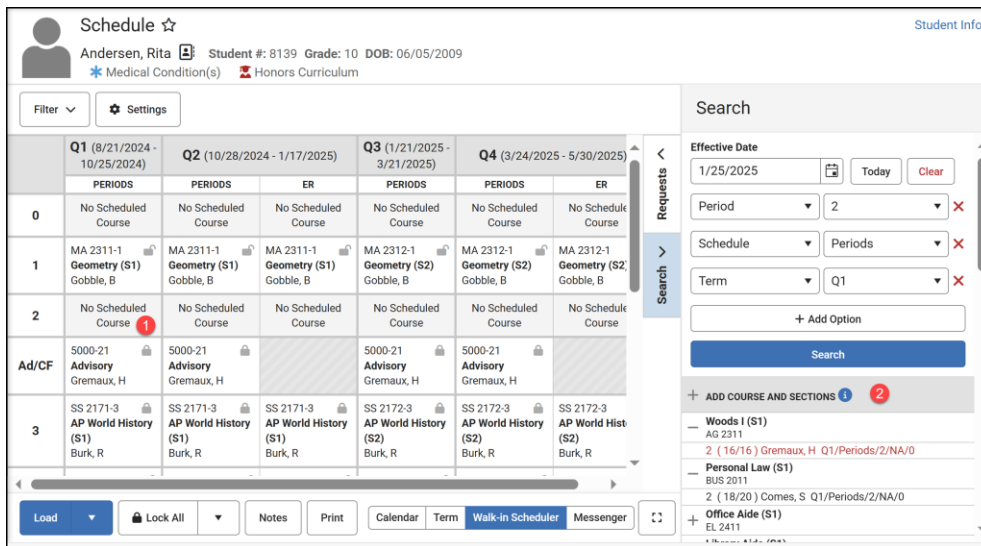
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grades are not accidentally deleted (if keeping these data elements within Infinite Campus).

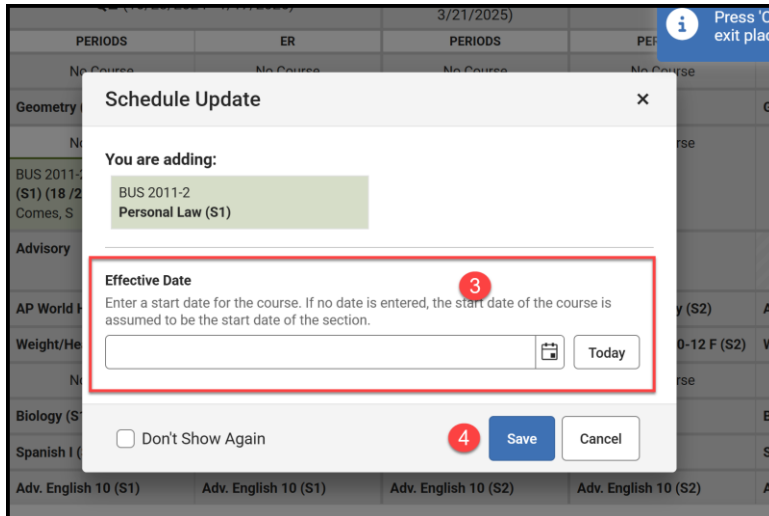
Click Walk-In Scheduler to get started:



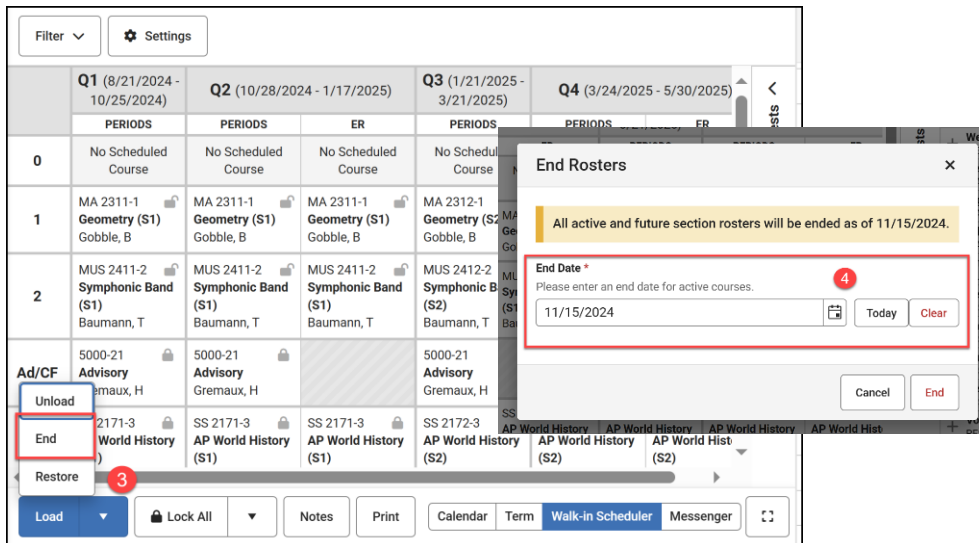
1. To add a course to an un-scheduled period, click No Scheduled Course.
2. Expand a course and select a section to roster the student (red indicates a course is full).



3. Verify the Effective Date.
 - a. If the student is enrolled as of the first day of term, leave the Effective Date blank.
 - b. If the student is rostered mid-year, enter the first day of enrollment in the district/course.
4. Click Save. Repeat for other open sections.



3. To end a complete schedule (e.g., student leaves the district), click the arrow next to Load and select End.
4. Enter the End Date (if the student is exited from the district, should match the enrollment end date). Click End.



File Upload:

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

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- In Infinite Campus, select the Import Type (Roster 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.
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