ROP Course Selection

Due to the numerous changes in the Student Information System and ROP we have provided information in one document that will assist you in your Master Schedule building and student scheduling of ROP courses.

- How to select ROP courses
- How to multiple enroll students and which ones require multiple enrollment
- How to build ROP courses which are multiple periods in duration (segments)

Course Selection

The following chart will assist you in the selection of ROP courses when setting up your Master Schedule and scheduling students.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>ADA Contribution</th>
<th>Zangle Attendance</th>
<th>ASAP Attendance (SCOE system)</th>
<th>District Teacher</th>
<th>Multiple Enrolled? (see instructions below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROP Elective</td>
<td>Course minutes is included in student's 240 minute scheduling requirement to contribute to ADA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Only if the ROP course is taken at another District School Site (than the home school) then the student must be Multiple Enrolled</td>
</tr>
<tr>
<td>ROP SCOE or Jobsite</td>
<td>Includes the words “SCOE/J”</td>
<td>Course is not included in student's 240 minute scheduling requirement to contribute to ADA. Students earn a proportional ADA contribution to 240 minutes based on the number of minutes they are scheduled for in SJUSD courses</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Multiple Enrollment Instructions

Multiple enrolling a student will allow a student to attend two schools at the same time. The primary enrollment will collect ADA. Example - a middle school student needs to take a high school class - the primary would be the middle school (collecting ADA) and the part-time enrollment would be the high school.

The school that is the primary enrollment (collecting ADA) will need to follow these steps:

**Step 1:** Change Student Status from Active to Primary:
1. Select Enrollment
2. Select Student Editor
3. Find Student
4. Highlight the current enrollment line
5. Select Edit
6. Double click on enrollment line
7. Using the drop down menu, change to "Primary site of multiple sites"
8. Select Save
9. Select Done

**Step 2:** Enroll Student in a Part-Time Enrollment:
1. Select Enroll
2. Enter Student Number in "Ident" field and select find.
3. Select "Enroll Select Student"
4. You will get a pop-up box asking if you wish to add a part-time enrollment at another location - select Yes
5. Using the drop down, select the school the student will be going to on a part-time basis
6. Select track
7. Select Part-Time (this will be the only option)
8. Confirm or change entry date
9. Using the drop down menu, select entry code (Most will use 7-entered a district level program) 10. Select Save

The part time school will need to follow these steps:

**Step 1:** Schedule Student:
1. Assign a class to this student using the Student Schedule Editor.

http://forums.sanjuan.edu/viewtopic.php?t=447
Segments

Segments of a course code are created in order to schedule a class (Same group of students) for multiple meeting periods or for different cycle days and to be treated as a single class.

Example: When scheduling ROP courses that offer 15 credits (3 periods in duration) starts at 5th period, the following periods that need to be scheduled into the Period 6th and 7th period slots will need to be “segment” periods to the 5th period class. All 3 course codes will have the same Section number and the class will be treated as 1 class with 15 Credits. This is applicable to an ROP course for 10 credits (2 periods in duration) starts at 5th period, the following period that needs to be scheduled into the 6th period slot will need to be a “segment” period to 5th period. These 2 periods will also have the same Section number and will be treated as 1 class with 10 Credits.

Warning: If you set up ROP courses for multiple-periods and you mistakenly select “Sections” instead of “Segments, you are creating Separate Classes, each awarding 15 credits. When you schedule a student to this course set up, the student will be awarded 45 Credits instead of 15 Credits. Do not create Sections for Multiple Period Courses.

Master Schedule Editor

- Click on the Period and Course and drag it to the Period desired (in this case Period 6 in the same Cycle Day)
• When dragging the same course code into the 6th period slot, you will get this prompt.

![Image of Master Schedule Editor showing Add New Section or Add Segment to Existing Section]

• You will need to “highlight” the existing section then click “Add Segment”
- Repeat the process by dragging the last period of this course offering and create another “Segment”.

- Setting up “Segments” is considered 1 class, offering 15 credits when posting to the Academic History/Transcript.

- Now this teacher is set up to have students enrolled into this 3rd period duration/15 Credit course. Take and Count Attendance is turned off.
Sections

Different “Sections” of a course code would be used when there are multiple classes being offered and different teachers are assigned to teach this course. Example below shows Spanish 3, course code 320602F with different “Section” numbers. These are different classes with different students offered at different periods. This is set up correctly.