SUNGARD® PUBLIC SECTOR

eSchoolPLUS: Dropping Courses Using Mass Entry

The following scenarios demonstrate the proper way to drop and add courses for students in eSchoolPLUS. You can accomplish these tasks in either the Entry or Mass Entry options under the Student Center. The steps outlined below use the Mass Entry page.

Scenario #1 (Delete): Second semester is fast approaching and students want to change their schedules for second semester. How do you drop a class that the student never attended?

If the student has never actually sat in the classroom, you can safely Delete the course without affecting Attendance records. Note that you should drop rather than delete the course if the student attended the course even for one day.

1. Select **Student Center > Scheduling > Mass Entry**
2. Search to find the appropriate student, if necessary.

3. Click on the **Clear** button at the beginning of the course that you want to delete.
4. At the message box asking if you are sure you want to clear this row, click **Yes**.
5. Click the gray **Keep** button at the top or bottom of the screen.

Scenario #2 (Drop-No Marks): A student attended a course for one week and then decided the course was not what he was expecting. How do you drop a class that the student attended, but for which he will not receive grades?

If a student attended a class for as little as one day, he may not be eligible to receive a grade. However, to keep all Attendance and Gradebook records accurate, drop the course. Don't delete it!

1. Select **Student Center > Scheduling > Mass Entry**
2. Search to find the appropriate student, if necessary.
3. Identify the course you want to drop and enter a date in the **Date Dropped** field. This date should be the last day the student attended the class.
4. Scroll to the **Mark Issued By** field and select **No Marks.**
5. Use the **Tab** key to exit the field.
6. Select **Keep**.

Note: The **Ungraded** checkbox is only used to track students who are auditing a course. If this box is checked:
- the course will not show any mark slots in Mark Reporting
- teachers *can* take attendance

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Scenario #3 (Teacher or Office Drop): A student attended a yearlong class and received a semester grade. The semester grade was less than helpful to his GPA, and he suspects the second semester will be more difficult. How do you drop the class but retain the first semester grade the student received?

In this scenario the course should be dropped and set to receive marks up to and including the last marking period of the first semester.

1. Select **Student Center > Scheduling > Mass Entry**
2. Search to find the appropriate student, if necessary.
3. Identify the course you want to drop and enter a date in the **Date Dropped** field. This date should be the last day the student attended the class.
4. In the **Last MP** field, click on the drop-down arrow. Select the last marking period that the student should receive grades in this course. Typically, this will be the same as the marking period into which the date entered in the **Date Dropped** field falls.
5. Scroll to the **Mark Issued By** field and use the drop-down to select **Office** or **Teacher**. Select **Office** if office personnel are responsible for entering the mark, not the teacher. Select **Teacher** if the teacher is responsible for entering the mark or using the Load from Gradebook option to populate the mark.
6. Use the **Tab** key to exit the field.
7. Select **Keep**.

Note: "Office" drops display in Teacher Access Center (TAC) on the "Enter Report Cards" page, but teachers cannot change the grades for those students.

Scenario #4 (Drop and Trail): A student has been attending English class 1st period. She is transferring to a different section of English that meets 4th period with the same teacher. She has marking period 1 and 2 grades, plus a 1st semester grade that needs to be transferred to the new course-section. When printing a report card or transcript, these two course-sections should appear as one course.

In this scenario, the first course-section should be *dropped* and set to receive marks up to and including the last marking period of the first semester. The second course-section should be *added* and set to receive marks for the second semester. The grades from the first course-section may be trailed to the second course-section.

1. Select **Student Center > Scheduling > Mass Entry**
2. Search to find the appropriate student, if necessary.
3. Identify the course you want to drop and enter a date in the **Date Dropped** field. This date should be the last day the student attendance the class.
4. The **Last MP** field will default to the marking period in which the date entered in the **Date Dropped** field falls. Use the drop-down to select a different marking period, if needed.
5. Scroll to the **Mark Issued By** field and use the drop-down to select **Office** or **Teacher**. Select **Office** if office personnel are responsible for entering the mark, not the teacher. Select **Teacher** if the teacher is responsible for entering the mark or using the Load from Gradebook option to populate the mark.
6. Scroll to the bottom of the page to where you have a blank line for entering a new course-section.
7. Enter the course and section you want to add. The **Date Added** should be the date after the **Date Dropped** you entered for the dropped course.

8. Scroll to the **First MP** field. Use the drop-down, if necessary, to select the first marking period that the student will receive a grade in this course. If the dropped course's **Last MP** was set to marking period 2, the new course's **First MP** should be set to marking period 3. Trail history is retained in the database.
9. Scroll to the **Trail From** fields and enter the **Building** from which you want to trail grades, i.e. the building number of the dropped course.
10. Use the drop-down in the **Course-Section** field to display a list of courses that are eligible for trailing. Note that you will only see courses that meet the criteria for trailing. To meet the criteria the courses must:

    a. Have the same grades issued. For example, you can trail a course that gets marking period grades to another course that gets marking period grades. You cannot trail a course that receives an exam grade to a course that does not receive an exam grade. If this situation occurs, the grades from the old course must be manually keyed into the new course.
    b. Meet in the same marking periods in the Master schedule. For example, you can trail a course that meets marking periods 1 and 2 to another course that meets marking periods 1 and 2. You cannot trail a course that meets marking periods 1 and 2 to another course that meets marking periods 3 and 4.
    c. The drop and add dates for the courses must not overlap. For example, if course A is dropped on 10/28/2005, it may be trailed into a course B that is added on 10/29/2005 or later. It may not be trailed into a course that is added on 10/28/2005 or earlier.
    d. The **First MP** and **Last MP** fields must not overlap. For example, if course A is dropped with its **Last MP** field set to marking period 2, course B must be added with its **First MP** field set to marking period 3.
11. Press **Tab** to move to the next field.
12. Select **Keep.**