

HOW TO SET UP CTS CLASSES USING A MASTER CLASS

This document explains how to set up CTS courses so that several of them can be taught at the same time by the same teacher. In this scenario, a Master Class such as CON 1 is created first and timetabled, and then the actual CTS courses with the appropriate course codes are created as Floater classes (not timetabled) and included in the Master Class. As a result:

- Master Class:
 - Will have a timetable
 - Will be used for attendance collection
 - Will contain CTS courses/modules
 - No mark should exist for the Master Class
- CTS courses that are included in the Master Class
 - Will not have a timetable (= floater class) → no attendance collection
 - A mark is expected for the CTS course/module
 - Different students can take different CTS courses/modules that take place during the scheduled time of the Master Class

Set up a Floater pattern

Go to **File, School Setup, School Information, This Year** tab. Click **Patterns** under Day/Period Information and set up a Floater pattern as shown below (should already exist for all schools!!). No periods are checked, which means that the pattern “floats”, i.e. has no schedule. This will be used for any classes for which we don’t want to assign a timetable.

Define Day/Period Patterns

Set: Floater [Add... Delete Rename...]

Pattern: Floater [Add... Delete Rename...]

	Day 1
Per.1	<input type="checkbox"/>
Per.2	<input type="checkbox"/>
Per.3	<input type="checkbox"/>
Per.4	<input type="checkbox"/>

[Print] [Done]

Create CTS classes (individual courses/modules)

Go to **File, School Setup, Classes**. Add your CTS courses/modules (e.g. FAB1010) to the Classes File. Set them up as floaters as shown below:

The 'Classes' dialog box contains the following fields and sections:

- Course Code:** FAB1010 (with a red arrow pointing to it from the first text box).
- Section:** CTS (with a red arrow pointing to it from the first text box).
- Number of Seats:** 30
- Credit Value:** 1.00
- Class Starting Date:** / /
- Class Ending Date:** / /
- Class Teacher:** Audlakiak, Malaya Ms (with a red arrow pointing to it from the first text box).
- Multiple Rooms:** ☐
- Room Number:** (dropdown)
- Additional Teacher:** Not assigned
- Reportable:** ☒
- Calculate minutes from period times:** ☒
- Type of Course:** Regular
- Minutes/Day:** 0
- Special Schedule:** ☐ (with an 'Edit' button below it)
- Delivery:** Semester course for credit
- Grouped Classes:** None Selected (with a 'Select' button)
- Language:** English
- Schedule:** A table with columns for Semester/Term, Set, Pattern, and Period(s).

Semester/Term		Period(s)	
Set	Pattern	Set	Pattern
1	Senior High	Semester 1	Floater

Red arrows point from the second and third text boxes to the 'Pattern' columns of the first row in the 'Schedule' table.

Buttons at the bottom: Report Card, Exam, Add, OK, Cancel, and an 'INS' button in the bottom right corner.

Select the CTS course code (e.g. FAB1010) and set the Class Teacher

Select Semester/Term pattern (class duration), for example "Senior High/Semester 1"

Set the Day/Period pattern as "Floater/Floater"

Go to **File, School Setup, Classes**. Below is an example Master Class called WELDING. As you can see, it has been timetabled since it will be used for attendance collection purposes.

1. Check **Reportable**.
2. Click the **CTS** button.
3. In the **CTS Classes** dialog that opens, check **Master Class**. You need to close the CTS Classes window by clicking OK so that the next step can be done.
4. Select the included CTS courses/modules by clicking the appropriate classes in the list
5. Click **OK** when done.

Classes

Course Code: CON 1 Section: a Number of Seats: 30 CTS Credit Value: 0.00

Class Teacher: Olsen, Bill Multiple Rooms: Room Number: 116 Class Starting Date: 08/18/2017 Class Ending Date: 01/10/2018

Additional Teacher: Not assigned Reportable: ☒ Calculate minutes from period times: ☒ Special Schedule: ☐ Edit

Delivery: Semester course for credit Minutes/Day: 0

Grouped Classes: None Selected Select Language: English

Schedule:

	Semester/Term		Day/Period	
	Set	Pattern	Set	Pattern
1	High School	Sem 1	S1-G3	CTS1-G3

Report Card Previous Next Exam Code Details OK Cancel

INS

Click the **CTS** button to start including CTS courses/modules in the master the class

Reportable needs to be checked!! **Note: this is new as of fall 2017.**

The Master Class has been fully timetabled as it should be

Figure 1: CON 1 Master Class

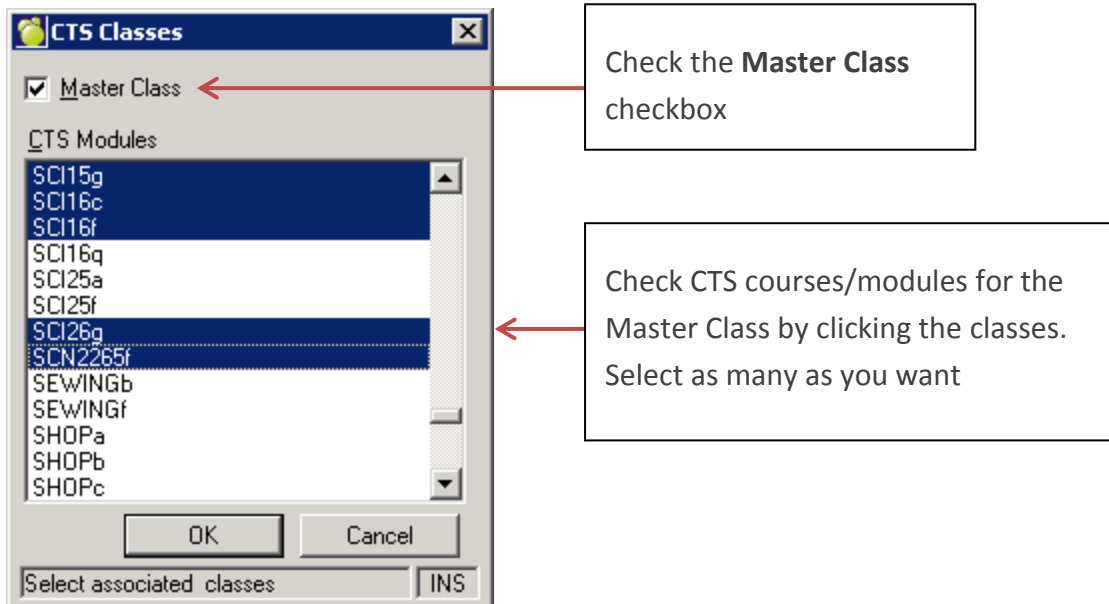
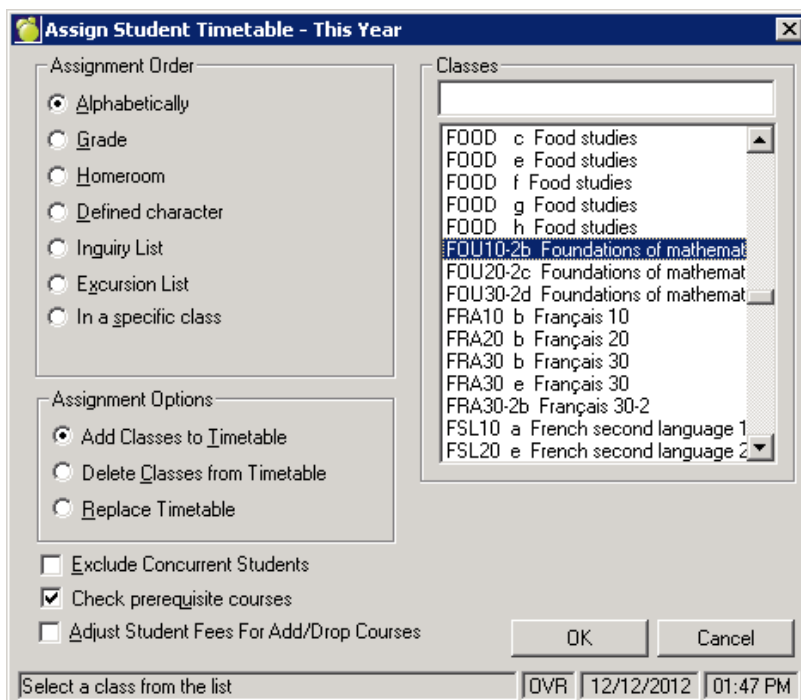


Figure 2: Selecting CTS classes

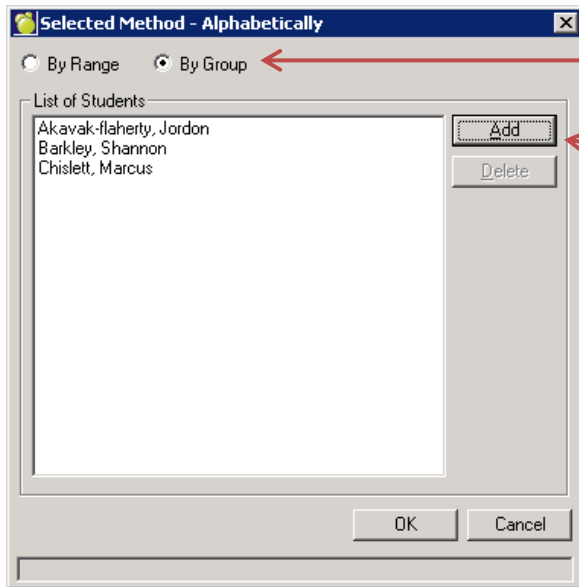
Assign students to the CTS courses/modules

Students need the CTS classes that they will be taking and the Master Classes that has those modules (classes) associated added to their timetables. The CTS Master student roster must contain all of the students that are taking associated modules; the modules only need to have those students that will be taking them.

Go to **Students, Edit Timetables, Assign Timetables by Group**. Select **Alphabetically** as the Assignment Order. Highlight the class you want to assign students to by clicking it on the right. Click **OK**.



In the next screen, select **By Group**. Click **Add** to add the students to the list who are taking the class. Once you have added all the students, click **OK** to assign the class to them.



Select **By Group**

Add students that are taking the class by clicking the **Add** button and searching form them individually.

Click **OK** when ready to assign the class to these students