

## 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 **CON0001** is created first and timetabled, and then the actual CTS courses (modules) with the appropriate course codes are created as **Floater** classes (no timetable) and included in the Master Class.

**Rationale:** CTS modules are often taught at the same time by the same teacher and a student may be working on more than one CTS module in that same time slot. To schedule all the modules and assign them to the same student, or students, would lead to a **timetable conflict**. The solution is to only schedule the CTS Master Class and assign that to the students, thereby not trying to force many classes to the same time slot.

- **Master Class:**
  - Is used only for attendance collection
  - No mark is expected for the Master Class
  - Has a timetable to make attendance collection possible
  - Is associated with CTS courses/modules
- **CTS courses (modules) under the Master Class**
  - Is used only for collecting marks and not for attendance
  - No timetable (= floater class) and no attendance is collected for it

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

The screenshot shows the 'Classes' dialog box with the following fields and annotations:

- Course Code:** FAB1010 (Annotated: Select the CTS course code (e.g. FAB1010) and set the Class Teacher)
- Section:** CTS (Annotated: Select the CTS course code (e.g. FAB1010) and set the Class Teacher)
- Class Teacher:** Audlakiak, Malaya Ms (Annotated: Select the CTS course code (e.g. FAB1010) and set the Class Teacher)
- Number of Seats:** 30
- Credit Value:** 1.00
- Class Starting Date:** / /
- Class Ending Date:** / /
- Additional Teacher:** Not assigned
- Multiple Rooms:** ☐
- Room Number:**
- Reportable:** ☒
- Calculate minutes from period times:** ☒
- Minutes/Day:** 0
- Type of Course:** Regular
- Delivery:** Semester course for credit
- Special Schedule:** ☐ Edit
- Grouped Classes:** None Selected Select
- Language:** English
- Schedule:**

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

(Annotated: Set the Day/Period pattern as "Floater/Floater")

Buttons at the bottom: Report Card, Exam, Add, OK, Cancel, INS.

Repeat this until all the CTS courses/modules have been added to the Classes File. It does not yet matter which students take which ones as long as they are all there.

Go to **File -> School Setup -> Classes**. Below is an example Master Class called **CON0001**. As you can see, it has been timetabled since it will be used for attendance collection purposes.

1. Uncheck **Reportable** to disable mark collection for the Master Class.
2. Click the **CTS** button to start adding CTS courses/modules to it
3. In the **CTS Classes** dialog that opens, check **Master Class**
4. Select the included CTS courses/modules by clicking the appropriate classes in the list
5. Click **OK** when done.

Classes

Course Code: CON0001 Section: A CTS

Class Teacher: Ottokie, Armond Mr.

Additional Teacher: Not assigned

Delivery: Semester course for credit

Number of Seats: 30

Credit Value: 0.00

Multiple Rooms: ☐

Room Number: D8

Class Starting Date: 01/27/2015

Class Ending Date: 01/27/2015

Reportable: ☐

Calculate minutes from period times: ☒

Minutes/Day: 0

Special Schedule: ☐ Edit

Grouped Classes: None Selected Select

Language: English

Schedule:

Semester/Term		Day/Period	
Set	Pattern	Set	Pattern
1	Senior High	Semester 1	Senior High
			Period 5

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

Uncheck **Reportable**: no mark is expected for the class

The Master Class has been fully timetabled as it should be

When you click on the **CTS** button, you will see this dialog:

CTS Classes

☒ Master Class

CTS Modules

- COM3105b
- COM3115a
- COM3115b
- CON0001b
- CON0002b
- CON0003a
- CON1010y
- CON1010z
- CON1120a
- CON1120b
- CON1130a
- CON1130b
- CON1140a

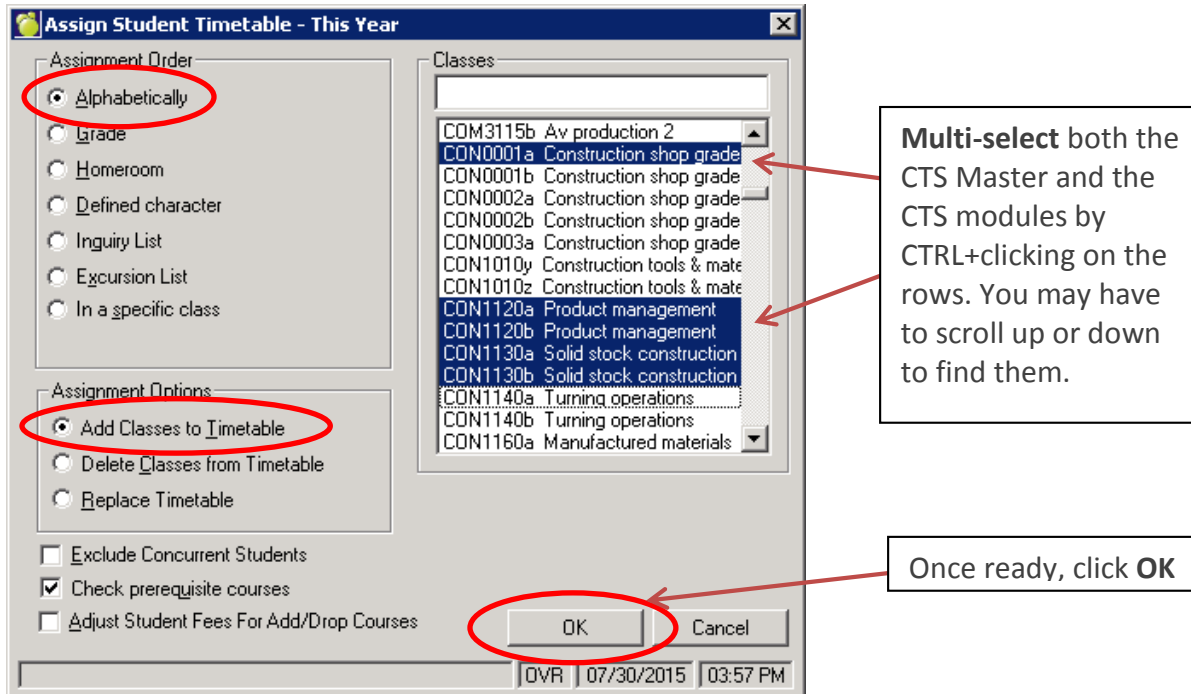
OK Cancel

Check the **Master Class** checkbox to indicate that this is a Master Class

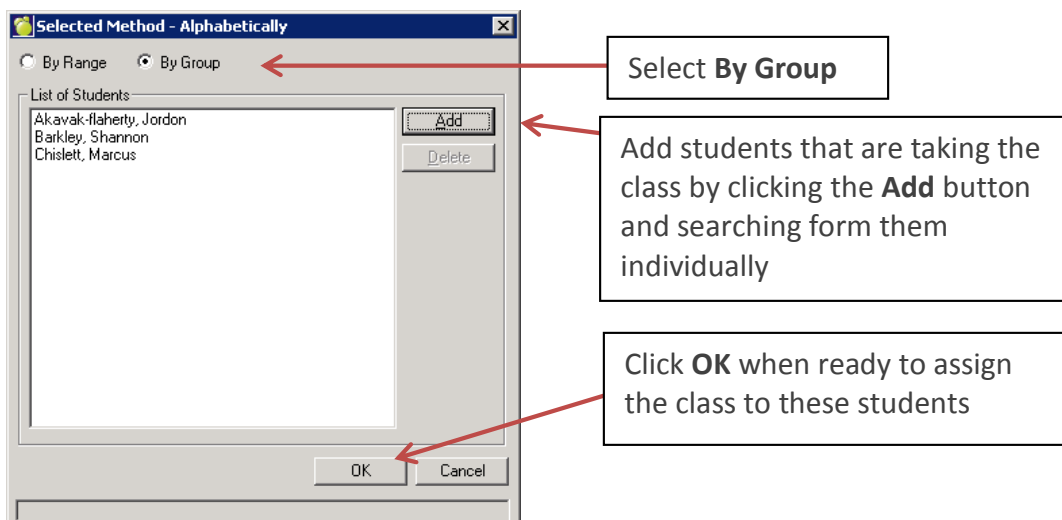
Select CTS courses/modules for the Master Class by clicking on them. **Select the ones that apply.** This is done to associate the CTS modules with the CTS Master.

Now you just need to give the CTS classes and the Master Classes to the appropriate students.

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.



To make sure the timetable changes show up immediately on the connectEd (teacher) side, run **Correlate Database: File -> Maintenance -> Topic-Based Marks -> Correlate Database!**