



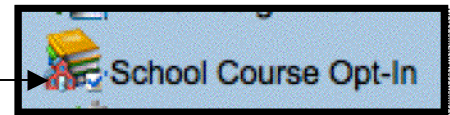
Adding a Section

In Synergy, every class is known as a Section. You will need to know this information before starting to create a new section.

- A. NCES code that best describes class content
- B. The Term or Trimester this class will be taught
- C. The Period/s this class will be held
- D. The Day/s of your school schedule that this class will be held

1

Navigate to SIS>
Schedule folder>
School Course Opt-in



2

Use the down arrow to select the subject area of the class you want to create. Click the Search button on the far right of the screen.

Remember: the NCES code is “housed” in the first 5 digits of the Course ID.

Courses receiving LA credit will all have a beginning NCES Code of 01
Courses receiving MA credit will all have a beginning NCES Code of 02
Courses receiving SC credit will all have a beginning NCES Code of 03
Courses receiving SS credit will all have a beginning NCES Code of 04
Courses receiving AF credit will all have a beginning NCES Code of 05
Courses receiving FL credit will all have a beginning NCES Code of 06
Courses receiving PE or HE credit will all have a beginning NCES Code of 08
All Other Subject courses will start with the entire 5 digit NCES code

3

School Name: Sheldon High School School Year: 2013-2014

Course Opt In

Subject Area	Course ID	Course Short Title	Course Title	Short Description	
Search results					
Line	Opt In	Subject Area	Course Short Title	Course Title	
1	<input type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF000	AF In Cred	Applied/Fine Arts Incoming Credits
2	<input checked="" type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF001X1	CompFnd-CN	Computer Fundamentals - CN
3	<input type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF002X1	CompBSStrg	Computer Based Study Strategy
4	<input type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF002X2	PreApprCTE	Pre Apprenticeship-CTE
5	<input checked="" type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF003X1	AdvCpTp	Advanced Computer Topics
6	<input type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF003X3	Crpnty-CTE	Carpentry-CTE
7	<input type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF003X4	Crpnty-AX	Carpentry-A-CTE
8	<input type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF003X5	Crpnty-BX	Carpentry-B-CTE
9	<input checked="" type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF003X6	ACT: Alice	Advanced Computer Topics: Alice-CTE
10	<input checked="" type="checkbox"/>	Applied/Fine Arts/Foreign Language	AF003X7	ACT: AdvInDesgn	Adv Cmptr Topics: Advanced InDesign-CTE

The first column of checked boxes indicate the District Courses that have already been brought into your school. Look for the correct NCES code in the Course ID column.

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Since the first letters represent the credit category, the NCES Code for this class is: 05110

AF110G1	ChoirConct
AF110G2	ChoirTrebl
AF110G3	ChoirVarst

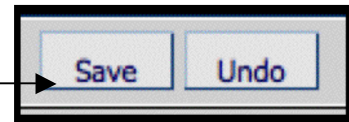
The next digit is the class **Rigor** letter:

A=Advanced Placement
 C=College Now
 F=Foundational or SpEd
 G=General or Grade Level
 H=Honors
 I=IB

K=Credit Recovery
 L=Learning Center/Life Skills
 P=Project Success
 R=Rachel Carson
 X=CTE Class
 Z=IHS

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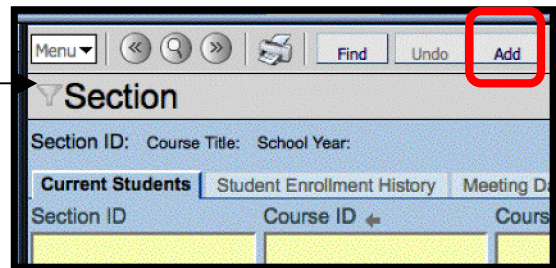
Check the box on the left of the course you want to use to create the new class. Click the Save button.

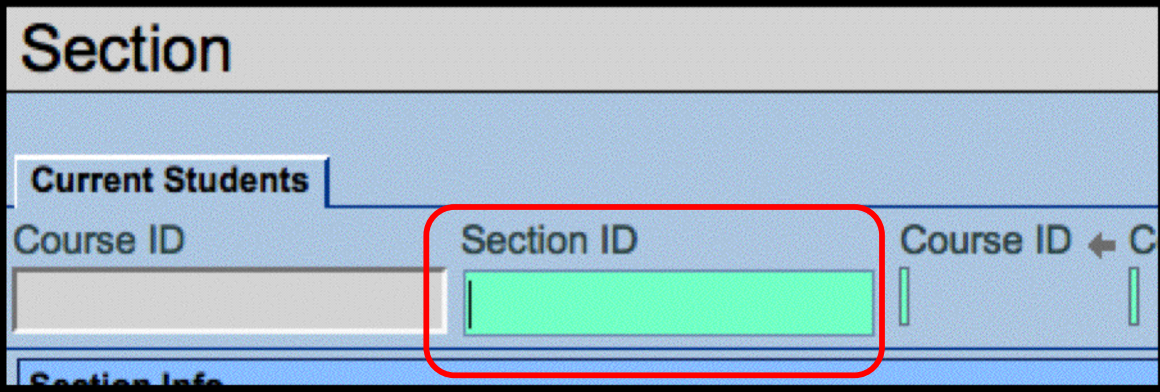
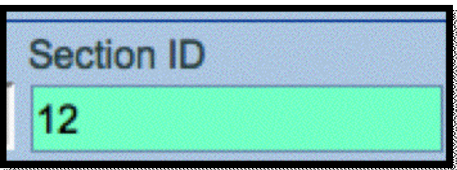
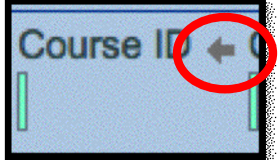
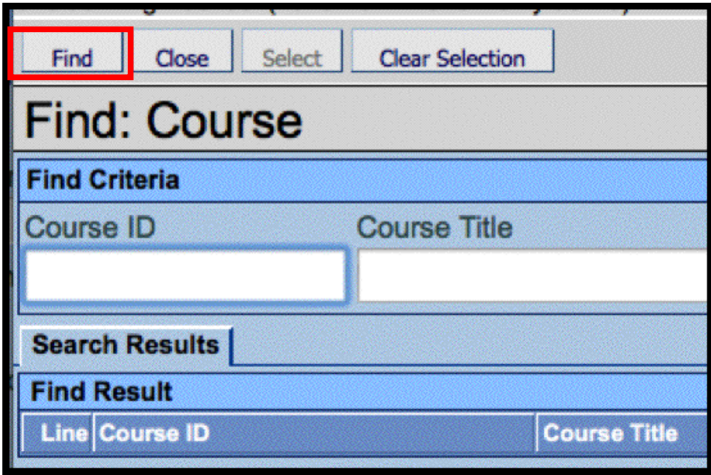


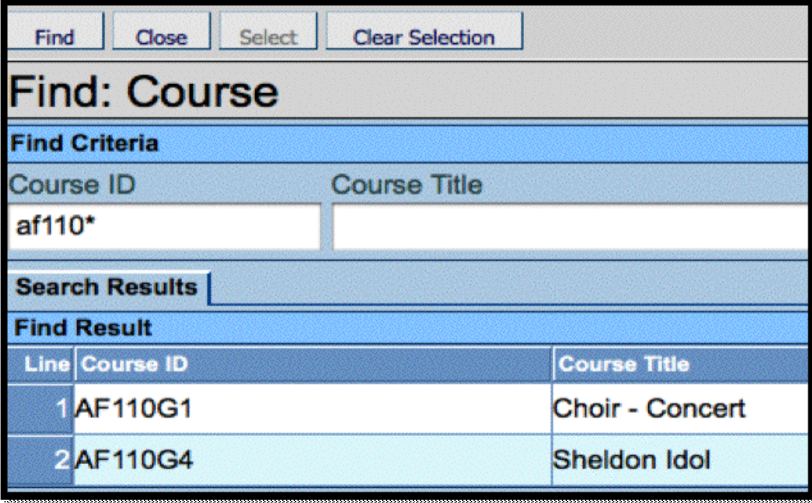
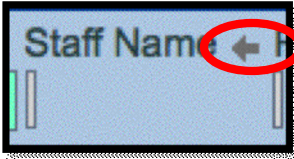
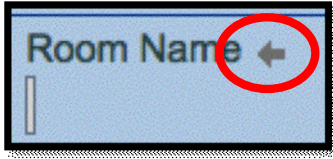
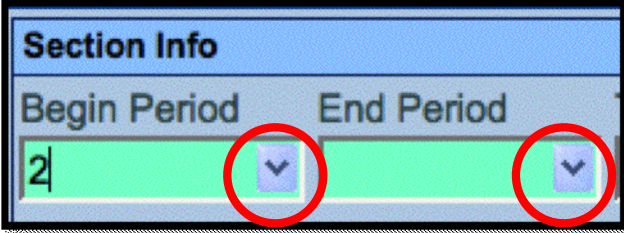
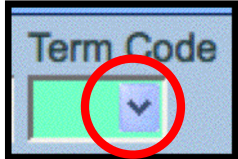
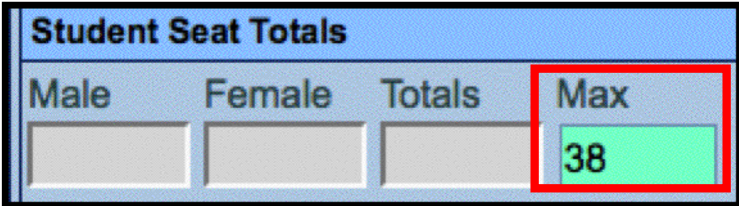
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Navigate to the Section screen.

Click the Add button to create a new class.



<p>7</p>	 <p>In the green Section ID box, enter a two digit number, with the first digit representing the Trimester this class will be taught in. If the class will be taught in Trimester 1, you may add 10, 11, 12, 13, 14, 15, 16, 17, 18 or 19.</p>
<p>8</p>	<p>In this example, 12 is entered, indicating this class will be taught during Trimester 1.</p> <p>Some schools like to use the second digit to indicate the period the class will be taught. In a larger school, with multiple sessions of the same class taught during the same period, this will not always be possible.</p> 
<p>9</p>	<p>Click the foreign find arrow to the right of Course ID to find the course you selected from the School Opt-In screen to create this course from.</p> 
<p>10</p>	<p>On the Find: Course screen, enter the first 5 digits of the course with an * after them.</p> <p>Click the Find button at the top of the screen.</p> 

<p>11</p> <p>The Courses available with this NCES code now display in the Search Result area.</p> <p>Double click on the preferred course to select it for your new class.</p>	
<p>12</p> <p>Click on the Foreign Find arrow to the right of Staff Name. Click the Find button to display all staff names. Double click on the correct name to select the teacher for this course.</p>	
<p>13</p> <p>Click on the Foreign Find arrow to the right of Room Name. Click the Find button to display all rooms. Double click on the correct name to select the room for this course.</p>	
<p>14</p> <p>In Section Info, use the down arrows in the green Begin Period and End Period fields. If the class is one period long, the Begin and End Period fields will be the same.</p>	
<p>15</p> <p>Use the down arrow in the green Term Code field to select the term this class will be taught.</p>	
<p>16</p> <p>Type in the maximum number of students allowed in this class in the green Max field on the right of your screen.</p>	

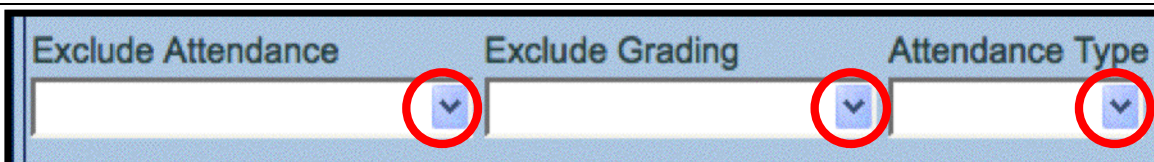
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Select the Save button on the top of your screen. ———>

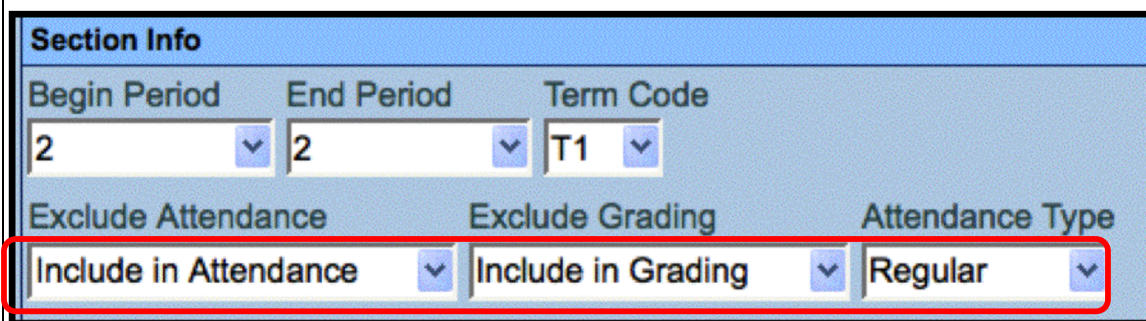


The Section screen with the course, teacher, room, period, term and max students that you have entered will display.

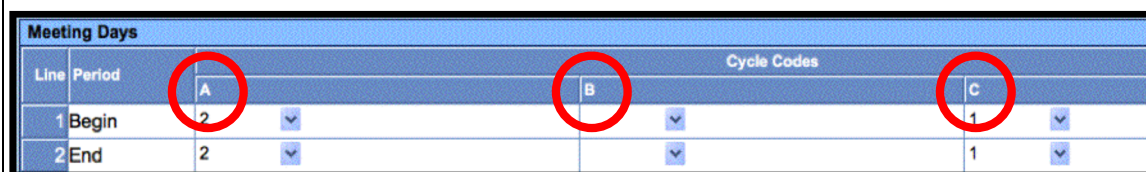
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Use the down arrow in the Exclude Attendance, Exclude Grading and Attendance Type to select the proper setting for each of these fields. If teachers will take attendance and enter grades, always select "Include in." Attendance Type is Regular. Save. (See example below)



19



Select the Meeting Days tab. If this class meets everyday, you may leave this blank. If this class meets only on a particular day, fine that day column and use the down arrows to enter the Begin and End Periods in that day. Save

20

If there are additional staff members assisting or co-teaching this class, click the Chooser button on the far right of the screen.

21

Click the Find button on the upper left of the screen to display a list of all staff members. (You may enter a staff last name or first name if you prefer.) Double click on the additional staff member. That name will move from the Search Result column to the Selected Items column. Click the Select button at the top of the screen.

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Complete the information for the additional teacher. Save.