



## ESC REGION 15

# GUIDELINES FOR CREATING SELF-PACED COURSES DUAL CREDIT COURSES CREDIT BY EXAM COURSES

### Fundamentals:

- **Self-paced** courses are courses that are **not** taught face-to-face but rather through an on-line or distance learning program. An example of a **self-paced** course would be TxVSN™, Odyssey™, or Nova Net™, etc. **Self-paced** courses should always be built one semester at a time.
- **Exclude from TxGradebook** should be populated to exclude grades (the only grades entered will be semester grades received from the program/on-line teacher).
- **Class Type** should always be identified as Non-Regular (02) (this is not a face-to-face classroom).
- **Course Sequence Code** should be populated to identify where the semester grade should be located on the student's transcript.
- **Special Considerations** should be populated with a "Z = Non-Regular Classroom".
- **Non Campus Based** (Section Tab) should reflect how the course is being taught. Code 02 would be used if the course is being taught through Odyssey™ or Nova Net™. Code 05 should be used if course is being taught through TxVSN. If you have questions choosing the non-campus based code, please call one of your Data Services Student Specialist. The correct coding reduces problems with classroom link when submitting Summer PEIMS. For example, the Non Campus Based Codes 02 and 05 eliminate the need for a link to an instructor.
- **Self-paced** courses are always displayed even if they have a withdrawal date and the Include WD Courses option is not selected.
- **Self-paced** courses only receive semester grades and credits and possibly final grades. Grades are entered when the course has been completed.
- The Grade Computation Utility option to **compute semester** grades bypasses **self-paced** courses. The utility will assign credits for **self-paced** courses if the option is selected.
- Clear Grades, Comments, or Credits Utility bypasses **self-paced** courses.
- Credit Assignment includes **self-paced** courses, if semester grades exist.
- Grade Averaging and Class Ranking Utility includes completed **self-paced** courses
- Assign Pass/Fail Indicators Utility assigns P/F codes to completed **self-paced** courses.

- AARs include completed **self-paced** courses regardless of withdrawal dates.
- **Self-paced** courses are always displayed on the student's Crs Assign and Grd Update tabs even if they have a withdrawal date and the Include WD Courses option is not selected.

**Please see screenshots for the example below:**

*Example: Oscar Grouch failed the 2<sup>nd</sup> semester of English 3 and will recover his credit by taking the course through Odyssey™. He will take the course during the first semester of his 12<sup>th</sup> grade year. Oscar's goal is to graduate early so he will not be enrolled in the district during semester 2 to repeat the course.*

### **Grade Reporting > Maintenance > Master Schedule > District Schedule**

**Grade Reporting** Version : 2.0.0005 Build: 0145

Student Information | Change Appli  
School Year: 2015-2016  
Campus 001: STRONG OAK HIGH SCH  
Maintenance > Master Schedule > District Schedule  
SessionTimer: 59 min and 37 sec  
STG0

Save  
Save Successful

Available Courses

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
		9501	ENG 3 (SP-2)	ENG 3	03220300	03220300	<input checked="" type="checkbox"/>	1		Grades	<input checked="" type="checkbox"/>

Rows: 1 + Add

==>Crs Nbr: 9501 ENG 3 (SP-2) Abbrev Name: ENG 3 Service ID: 03220300 ENG 3 Graded Crs: ☒  
Nbr Sem: 1 Textbook ISBN: Exclude from txGradebook: G Grades Self Paced: ☒

**GrdRptg**  
Per Ctr: 1  
Department:  
Gender Restr:   
Required: ☐  
Elective: ☒

**Course Codes and Credits**  
Tot Credits: 0.5 Credit Seq: 4  
Part Credit: ☐ Credit Lvl: H  
AAR:   
CPR: ☐  
Grad Plan:   
Speech: ☐  
Spec Cons: Z

**Elem/Misc**  
Core Crs:   
ELA Wgt:   
Auto Grd:   
Incl UIL Elig: ☒  
Exam/Sem Pat: 1

**PEIMS**  
CTE Hrs:   
Pop Srvd: 01  
Instr Sett:   
Class Type: 02  
Role ID: 087  
Crs Seq: 2

**HR/GA**  
HRoll Wgt: 0  
HRoll Table: R Regular Cour  
HRoll Cd:   
GA Table: R Regular Cour  
GA Wgt: 0

## Grade Reporting > Maintenance > Master Schedule > Campus Schedule

**Grade Reporting** Version : 2.0.0005 Build: 0145  
Maintenance Utilities Reports  
Maintenance > Master Schedule > Campus Schedule SessionTimer: 59 min and 55 sec

**Save**

Course Selection Course Section Instructor Copy Course Section

9501 Course Number Retrieve

Del	Details	Course	Title	Sec	Max Seats	Multi Svc Ind	Incl UIL Elig	Lock
		9501	ENG 3 (SP-2)	99	001	<input type="checkbox"/>	N	<input type="checkbox"/>

=> Crs Nbr: 9501 ENG 3 (SP-2) Svc ID: 03220300 Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig: ☐  
 Section: 99 Max Seats: 001 Enrolled Students Sem 1: 1 Sem 2: 0 Non Campus Based: 02 Dst Lrng:

**Restrictions**  
 Typ Rstrctn:  Team Code:  Gender Rstrctn:  Grade Rstrctn:  +   
 Include WD Meeting Times: ☒

**Course Codes and Credits**  
 Dual Crdt: 0 Adv Tech Crdt: 0 AAR Use:  Grad Plan Use:  Special Consid: Z  College Credit Hrs  
 Sem 1: 0 Sem 2: 0

**PEIMS**  
 Pop Srvt:  Instruct Set:  Class Type:  Role Id:  Crs Seq:  Wks/Mnth:

**District Information**  
 Crs Seq: 2 Exam/S Instruct Set:  AAR Us Pop Srvt: 01 Grad Pl Role ID: 087 Special Nbr Sem: 1 Incl UIL

**Campus Information**  
 Grade Rstrctn: ☐ Rstrctn

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instructor	Cls
	01	1	05	01	01				100 STRAIT, GEORGE A.	01

## Grade Reporting > Maintenance > Student > Individual Maintenance > Crs Assign

**Grade Reporting** Version : 2.0.0005 Build: 0145  
Maintenance Utilities Reports  
Maintenance > Student > Individual Maint SessionTimer: 59 min and 55 sec

**Save**

Student: 000085 : GROUCH, OSCAR K Retrieve

Texas Unique Stu ID:  Directory

Grad Plan: TESTGRADPL - TRAINING TEST GRAD PLAN

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/S

☐ Include All WD Courses? Current Entry Date: 08-24-2015 Semester of Entry: 1 **Copy Courses**

Semester 1  
 Current Track: 1 Current Sem 1: 08-24-2015

Del	Act Crs	Course	Sec	Title	Per	Entry Date	WD Date	Xfr Crs
	<input type="checkbox"/>	9501	99	ENG 3 (SP-2)	01	08-22-2015	- -	<input type="checkbox"/>

## Grade Reporting > Maintenance > Student > Individual Maintenance > Cumulative Courses

**Grade Reporting** Version : 2.0.0005 Build: 0145  
Maintenance Utilities Reports

Maintenance > Student > Individual Maint SessionTimer: 59 min and 48 sec

**Save** Student: 000085 : GROUCH, OSCAR K **Retrieve** **Comments**  
Texas Unique Stu ID:  **Directory**

Grad Plan: TESTGRADPL - TRAINING TEST GRAD PLAN

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE As

TEXAS Grant Ind : 1 Cumulative GPA : 78.9777 -----Schools Awarding Credit-----  
 Credit College 4 Point : 2.8936 2010 015920 001 2012 015920 001  
 State: 18.5 Class Rank : 6 2013 015920 001 2014 015920 001  
 Local: Class Size : 10 2015 015920 001 2016 015920 001  
 Credit Totals(State): 18.5 Quartile : 3

☒ Transcript ☐ Test Scores

Sch Yr	Course Title	Crs Nbr	Trans	Sem 1	Sem 2	Final	Credit	Crs Seq	Service ID	AAR Use	Spec Crs 1	Spec Crs 2	Self Paced
Language Arts													
2011/2012	ENG 1	0022		098	093	096	1.0		03220100				N
2012/2013	ENG 2	0023		077			0.0		03220200				N
2013/2014	ENG 3	0024		075	060		0.5		03220300				N
2014/2015	ENG 4	0025		094	092	093	1.0		03220400				N
2015/2016	ENG 3	9501			095	095	0.5	2	03220300		Z		Y
Speech													

### DUAL CREDIT COURSES:

#### Fundamentals:

- **Dual credit** courses are most commonly taught as one semester courses (Fall or Spring); therefore, these courses should always be built in TxEIS as one semester courses with unique course numbers (i.e. English 4, Semester 1 should have a course number separate and apart from English 4, Semester 2).
- Course should be identified as **Self-Paced** (this is not a face to face classroom).
- **Exclude from TxGradebook** should be populated to exclude grades (the only grades entered will be semester grades received from the college professor).
- **Class Type** should always be identified as Non-Regular (this is not a face-to-face classroom).
- **Course Sequence Code** should be populated to identify where the semester grade should be located on the student's transcript.
- **Special Considerations** should be populated with a "D = Dual Credit and also with a Z = Non-Regular Classroom".
- **Non Campus Based** (Section Tab) should always be "01=College Based Campus Course". Coding this correctly prevents issues with classroom link when submitting Summer PEIMS. The Code "01" eliminates the need for a link to an instructor.
- **Course Codes and Credits** (Section Tab) should be populated with a "1 = Participating"

- **College Credit Hours** (Section Tab) must be populated with the number of credit hours the student will receive at the college level.

**Please see screenshots for the example below:**

*Example: Abraham Lincoln will be taking English 4 for dual credit (College Course English 1301) and the course is being taught via the computer by Dr. Grammar who is employed by the local college.*

### Grade Reporting > Maintenance > Master Schedule > District Schedule

**Grade Reporting** Version : 2.0.0005 Build: 0145

Maintenance Utilities Reports

Student Information Change Application  
School Year: 2015-2016  
Campus 001: STRONG OAK HIGH SCHOOL

Maintenance > Master Schedule > District Schedule SessionTimer: 59 min and 56 sec STG015

**Save**

**Save Successful**

Available Courses

9500 Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
		9500	ENG 4 (DC-1)	ENG 4 DC	03220400	ENG 4	<input checked="" type="checkbox"/>	1		Grades	<input checked="" type="checkbox"/>

Rows: 1 + Add

⇒ Crs Nbr: 9500 Course: ENG 4 (DC-1) Abbrev Name: ENG 4 DC Service ID: 03220400 ENG 4 Graded Crs: ☒  
Nbr Sem: 1 Textbook ISBN: Exclude from txGradeBook: G Grades Self Paced: ☒

**GrdRptg** Per Crt: 0 Department: Gender Restr: Required: ☐ Elective: ☒

**Course Codes and Credits** Tot Credits: 0.5 Credit Seq: 4 Part Credit: ☐ Credit Lvl: H AAR: Grad Plan: Spec Cons: D Z

**Elem/Misc** Core Crs: ELA Wgt: Auto Grd: Incl UIL Elig: Exam/Sem Pat: 1

**PEIMS** CTE Hrs: Pop Srvd: Instr Sett: Class Type: 02 Role ID: 087 Crs Seq: 1

**HR/GA** HRoll Wgt: 1 HRoll Table: R Regular Court HRoll Cd: GA Table: A Honors Court GA Wgt: 1

### Grade Reporting > Maintenance > Master Schedule > Campus Schedule

**Grade Reporting** Version : 2.0.0005 Build: 0145

Maintenance Utilities Reports

Student Information Change Application  
School Year: 2015-2016  
Campus 001: STRONG OAK HIGH SCHOOL

Maintenance > Master Schedule > Campus Schedule SessionTimer: 58 min and 46 sec STG

**Save**

Course Selection Course Section Instructor Copy Course Section

9500 Course Number Retrieve

Del	Details	Course	Title	Sec	Max Seats	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
		9500	ENG 4 (DC-1)	99	020		N			01

Rows: 1 + Add

⇒ Crs Nbr: 9500 Course: ENG 4 (DC-1) Svc ID: 03220400 Multi Svc Ind: Lock: Include UIL Elig: ☐  
Section: 99 Max Seats: 020 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 01 Dst Lrng: 01

**Restrictions** Typ Restrctn: Team Code: Gender Restrctn: Grade Restrctn: +

**Course Codes and Credits** Dual Crdt: 1 Adv Tech Crdt: 0 AAR Use: Grad Plan Use: Special Consid: D Z College Credit Hrs Sem 1: 3 Sem 2: 0 Include WD Meeting Times: ☒

**PEIMS** Pop Srvd: Role ID: Instr Sett: Crs Seq: Class Type: Wks/Mnth:

**District Information** Crs Seq: 1 Exam/Sem Pat: 1 Gender Restrctn: Instr Sett: AAR Use: Self Paced: ☒ Class Type: 02 Pop Srvd: 01 Grad Plan Use: CPR: N Role ID: 087 Special Consid: DZ Nbr Sem: 1 Incl UIL Elig: ☒ Speech: N

**Campus Information** Grade Restrctn: Restrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instructor	Class Role	Entry	Withdraw
01	1	05	01	01					AIKMAN, TROY D.	01	08-24-2015	-

+ Add

## Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

**Grade Reporting** Version : 2.0.0005 Build: 0145

Maintenance Utilities Reports

Maintenance > Student > Individual Maint SessionTimer: 59 min and 54 sec

Save Student: 777777 : LINCOLN, ABRAHAM Retrieve Comments

Texas Unique Stu ID: Directory

Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assign

TEXAS Grant Ind : Cumulative GPA : -----Schools Awarding Credit-----

Credit College 4 Point : 2016 015920 001

State: 0.50 Class Rank :

Local: Class Size :

Local crs in Credit Totals 0.50 Quartile :

☒ Transcript ☐ Test Scores

Sch Yr	Course Title	Crs Nbr	Trans	Sem 1	Sem 2	Final	Credit	Crs Seq	Service ID	AAR Use	Spec Crs 1	Spec Crs 2	Self Paced
Language Arts													
2015/2016	ENG 4	9500		099		099	0.5	1	03220400		D	Z	Y

### CREDIT BY EXAM COURSES:

Fundamentals:

- Credit by Exam courses are built identical to a **self-paced** course with the following exceptions:
  - The Non Campus Based should be 08 = Credit by Exam
  - The Special Consideration should be "E = A course for which credit is awarded by examination in an academic subject in which the student has had no prior instruction (Credit by Exam) (TAC §74.24(c)(1)) " or "T = A course for which credit is awarded by examination in an academic subject in which the student has had some prior formal instruction (TAC §74.24(c)(3))".
  - The student's enrollment date and withdrawal date on the Crs Assign tab should be the same.

**Please see screenshots for the example below:**

*Example: Oscar Grouch has permission from his Counselor to attempt to earn his Government credit through "credit by exam". He was enrolled in the course but wants to graduate early. He took the exam on September 25, 2015 and passed the exam with a grade of 70.*

## Grade Reporting > Maintenance > Master Schedule > District Schedule

**Grade Reporting** Version : 2.0.0005 Build: 0145

Maintenance Utilities Reports

Maintenance > Master Schedule > District Schedule

Student Information Change  
School Year: 2015-2016  
Campus 001: STRONG OAK HIGH

SessionTimer: 57 min and 42 sec

Save

Save Successful

Available Courses

9503 Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
		9503	GOVT CR X EX	GOVT CR	03330100	GOVT	<input checked="" type="checkbox"/>	1		Grades	<input checked="" type="checkbox"/>

Rows: 1 +

⇒ Crs Nbr: 9503 GOVT CR X EX Abbrev Name: GOVT CR Service ID: 03330100 GOVT Graded Crs: ☒  
Nbr Sem: 1 Textbook ISBN: Exclude from txGradebook: G Grades Self Paced: ☒

**GrdRptng**

Per Crt: 0  
Department:  
Gender Restr:  
Required: ☐  
Elective: ☒

**Course Codes and Credits**

Tot Credits: 0.5 Credit Seq: 4  
Part Credit: ☐ Credit Lvl: H  
AAR: ☐ CPR: ☐  
Grad Plan: ☐ Speech: ☐  
Spec Cons: T

**Elem/Misc**

Core Crs: ☐  
ELA Wgt: ☐  
Auto Grd: ☐  
Incl UIL Elig: ☐  
Exam/Sem Pat: 1

**PEIMS**

CTE Hrs: ☐  
Pop Srvd: 01  
Instr Sett: ☐  
Class Type: 02  
Role ID: 087  
Crs Seq: 0

**HR/GA**

HRoll Wgt: 0  
HRoll Table: R Regular Cour  
HRoll Cd: ☐  
GA Table: R Regular Cour  
GA Wgt: 0

## Grade Reporting > Maintenance > Master Schedule > Campus Schedule

**Grade Reporting** Version : 2.0.0005 Build: 0145

Maintenance Utilities Reports

Maintenance > Master Schedule > Campus Schedule

Student Information Change App  
School Year: 2015-2016  
Campus 001: STRONG OAK HIGH SC

SessionTimer: 59 min and 55 sec

Save

Save Successful

Course Selection Course Section Instructor Copy Course Section

Course Number Retrieve

Del	Details	Course	Title	Sec	Max Seats	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
		9503	GOVT CR X EX	99	001		N			08

+ Add

⇒ Crs Nbr: 9503 GOVT CR X EX Svc ID: 03330100 Multi Svc Ind: ☐ Lock: ☐ Include UIL Elig: ☐  
Section: 99 Max Seats: 001 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 08 Dst Lrng: ☐

**Restrictions**

Typ Rstrctn: ☐  
Team Code: ☐  
Gender Rstrctn: ☐  
Grade Rstrctn: ☐ +

**Course Codes and Credits**

Dual Crdt: 0  
Adv Tech Crdt: 0  
AAR Use: ☐  
Grad Plan Use: ☐  
Special Consid: ☐  
College Credit Hrs  
Sem 1: 0  
Sem 2: 0  
Include WD Meeting Times: ☒

**PEIMS**

Pop Srvd: ☐ Role ID: ☐  
Instr Sett: ☐ Crs Seq: ☐  
Class Type: ☐ Wks/Mnth: ☐

**District Information**

Crs Seq: 0 Exam/Sem Pat: ☐ Gender Rstrctn: ☐  
Instr Sett: ☐ AAR Use: ☐ Self Paced: ☒  
Pop Srvd: 01 Grad Plan Use: ☐ Class Type: ☐  
Role ID: 087 Special Consid: T CPR: ☐  
Nbr Sem: ☐ Incl UIL Elig: ☐ Speech: ☐

**Campus Information**

Grade Rstrctn: ☐ Rstrctn Add: ☐

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instructor	Class Role	Entry	Withdraw
	01	05	01	01						01	09-22-2015	-



**Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign**

**Grade Reporting** Version : 2.0.0005 Build: 0145  
Maintenance Utilities Reports

Maintenance > Student > Individual Maint SessionTimer: 59 min and

**Save Successful**

**Save**

Student: 000085 : GROUCH, OSCAR K **Retrieve**

Texas Unique Stu ID: **Directory**

Grad Plan: TESTGRADPL - TRAINING TEST GRAD PLAN

**Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Se**

☒ Include All WD Courses? Current Entry Date: 08-24-2015 Semester of Entry: 1 **Copy Courses**

Current Track: 1 Current Sem 1: 08-24-2015

Del	Act Crs	Course	Sec	Title	Per	Entry Date	WD Date	Xfr Crs
	<input type="checkbox"/>	9501	99	ENG 3 (SP-2)	01	08-24-2015	- -	
	<input type="checkbox"/>	0020	01	GOVERNMENT	02	08-24-2015	09-25-2015	
	<input type="checkbox"/>	9503	99	GOVT CR X EX	01	09-25-2015	09-25-2015	

**Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses**

**Grade Reporting** Version : 2.0.0005 Build: 0145  
Maintenance Utilities Reports

Maintenance > Student > Individual Maint SessionTimer: 59 min and 51 sec

**Save**

Student: 000085 : GROUCH, OSCAR K **Retrieve** **Comments**

Texas Unique Stu ID: **Directory**

Grad Plan: TESTGRADPL - TRAINING TEST GRAD PLAN

**Demo Crs Assign Grd Update Grd/Crs Maint Course Codes Sched Inquiry Grade Avg Crs/Sec Change CTE Assignments**

TEXAS Grant Ind : 1

**Credit**

State: 18.5

Local:

Credit Totals(State): 18.5

Cumulative GPA : 78.9777

College 4 Point : 2.8936

Class Rank : 6

Class Size : 10

Quartile : 3

Schools Awarding Credit:

Year	Course	Sec	Per	Grade	Score	WD	Y/N
2010	015920	001	2014	015920	001		
2013	015920	001	2014	015920	001		
2015	015920	001	2016	015920	001		

☒ Transcript ☐ Test Scores

Year	Course	Sec	Per	Grade	Score	WD	Y/N
2013/2014	PHYSICS	0016	087	080	1.0	03050000	H N
2014/2015	ANATPHYS	0029	095	094	1.0	13020600	X N
<b>Social Studies</b>							
2011/2012	W GEO	0055	078	079	1.0	03320100	N
2012/2013	W HIST	0056	073		0.0	03340400	N
2013/2014	US HIST	0051	085	079	1.0	03340100	N
2015/2016	GOVT	9503	070	070	0.5	03330100	T Y



## **DETERMINING THE STATUS OF A SELF-PACED COURSE**

Numerous maintenance screens, utilities, and reports have options affecting the handling of **self-paced** courses.

The table below illustrates how the system determines the status of a **self-paced** course.

<b>Sem Grd</b>	<b>W/D Date</b>	<b>Meaning</b>
Y	N	Student finished the course on the last day of the semester
N	N	Student did not finish the course
Y	Y	Student finished the course before the end of the semester
N	Y	Student withdrew from the course



### **Note:**

If the student does not finish the **self-paced** course by the normal ending date of the semester, do not enter a withdrawal date. Enter him into the same course for the next semester (ex: Use same course number and build a new section for the following semester).