Scheduling Resource Students

10/30/2025 5:14 pm EDT

This article details the processes to set up sections based on the method in which a student receives additional help (Resource) with one or more of their core classes: Inclusion (section shared by lead and resource teachers) or Pull-Out (separate sections for lead and resource teachers).

Inclusion Sections | Pull-Out Sections
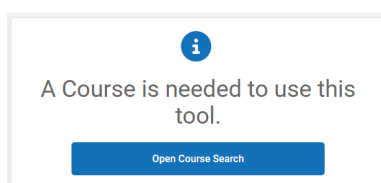
Inclusion (Shared Sections)

These students remain in the regular class and the Resource teacher comes into the class to assist with these students during regular instruction.

In this instance, the students are scheduled into the Primary teacher's class section and the Resource teacher is added to the section as a Teacher or Staff. This indicates the regular classroom teacher is the official teacher-of-record, while the Resource teacher is also in the class assisting some students during instruction. Assigning the Resource teacher as Teacher will give the teacher access to gradebook and attendance.

Create a Section Shared by the Primary and Resource Teacher:

Navigation: Menu > Scheduling & Courses > Courses > Course Sections

Select a Course: If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Sections tool. If a course was already selected, the Course Sections tool will open automatically.

ⓘ
A Course is needed to use this tool.

Open Course Search

1. Select **Add a Section** at the bottom of the course section list.

2. Enter the **section number**. Standard class sections should have a maximum of a three-digit section number.

3. Complete other fields as needed. i.e. Max Students, Room, Skinny seq, Homeroom.

4. If the term type override, post secondary institution, instructional provider, how taken, or delivery mode are different than the course default, update the fields as necessary.

5. Select the correct section schedule placement.

6. Click **Create Section**.

7. Use related tools to navigate to **Section Staff History**.

8. Click on **New Primary Teacher.**

9. Select the Primary teacher from the name dropdown.

10. Click **Save** to assign the Primary Teacher.

11. Click **New Teacher** or **New Section Staff** based on the access the Resource teacher should have for the section.

12. Select the Resource teacher from the name dropdown.

13. Click **Save** to assign the Teacher or Section Staff.

Section Staff History ☆

10532Z0-31 ELA Grade 3   Teacher: GLOVER, K

⊕ New Primary Teacher   ⊕ New Teacher   ⊕ New Section Staff

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
GLOVER, Kirsten						
Teacher						
CRAFT, CARRIE						

Pull-Out (Separate Sections)

These students receive some of their instruction from the regular classroom teacher while receiving additional instruction from the Resource teacher. In this case, both teachers are responsible for the instruction and grades of the student(s). The student(s) will need to be scheduled into a separate section of the same course for the regular classroom teacher with the Resource teacher added as an additional Teacher. In this case, the regular teacher will have two sections for the same class - one section for students who are not pulled out and a second section for the students who are pulled out. The second section is scheduled for the same period as the first section.

The section number for the second section must begin with 1 in the thousandths place and match the standard section number.
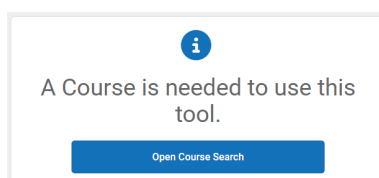
Example Section Numbers:

- Standard class section: Section Number = 1 → Pull-out section: Section Number = 1001

- Standard class section: Section Number = 31 → Pull-out section: Section Number = 1031

- Standard class section: Section Number = 347 → Pull-out section: Section Number = 1347

By scheduling this way, both the regular classroom teacher and the resource teacher have access to the gradebook to enter assignments and grades since both are responsible for the instruction and grade of the student(s) being pulled out. While both teachers are responsible for the students the percentage of responsibility is not always a 50-50 split. Teachers can easily adjust their percentages in the Educator Value Added Assessment System (EVAAS) for these students without having to manually build their class rosters.

Create Separate Sections for the Primary and Resource Teachers:

Navigation: Menu > Scheduling & Courses > Courses > Course Sections

Select a Course: If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Sections tool. If a course was already selected, the Course Sections tool will open automatically.

ⓘ

A Course is needed to use this tool.

[Open Course Search]

Create Standard Section

1. Select Add a Section at the bottom of the course section list.

2. Enter the **section number**. Standard class sections should have a maximum three-digit section number.

3. Complete other fields as needed i.e. Max Students, Room, Skinny seq, Homeroom.

4. If the term type override, post secondary institution, instructional provider, how taken, or delivery mode are different than the course default, update the fields as necessary.

5. Select the correct section schedule placement.

6. Click **Create Section**.

7. Use related tools to navigate to **Section Staff History**.

8. Select **New Primary Teacher**.

9. Select the Primary teacher from the name dropdown.

10. Click **Save** to assign the Primary Teacher.

Section Staff History ☆

10532Z0-31 ELA Grade 3   Teacher: GLOVER, K

⊕ New Primary Teacher   ⊕ New Teacher   ⊕ New Section Staff

Staff History						
Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
GLOVER, Kirsten						

Create Pull-Out Section

1. Navigate to **Course Sections**.

2. Select **Add a Section** at the bottom of the course section list.

3. The pull-out section number should be prefixed with a **1** in the thousandths place to create a four-digit pull-out section number. *All pull-out section numbers must be four digits*. Ex: Standard section: Section Number = 31 → Pull-out section: Section Number = 1031

4. Complete other fields as needed. i.e. Max Students, Room, Skinny seq, Homeroom.

5. If the term type override, post secondary institution, instructional provider, how taken, or delivery mode are different than the course default, update the fields as necessary.

6. Select the same section schedule placement as the standard section previously created.

7. Click **Create Section**.

8. Use related tools to navigate to **Section Staff History**.

9. Select **New Primary Teacher**

10. Select the Primary teacher from the name dropdown.

11. Click **Save** to assign the Primary Teacher.

12. Click **New Teacher** or **New Section Staff** based on the access the Resource teacher should have for the section.

13. Select the Resource teacher from the name dropdown.

14. Click **Save** to assign the Teacher or Section Staff.

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Section Staff History ☆

10532Z0-1031 ELA Grade 3 Teacher:

⊕ New Primary Teacher   ⊕ New Teacher   ⊕ New Section Staff

Staff History						
Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
CRAFT, CARRIE						

Once all sections are created, roster all students into the appropriate section. Students must be rostered into only one section of the same course code.