

Scheduling Resource Students

03/14/2025 11:51 am 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.



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

		e <mark>Secti</mark>) ELA Gi	ons ជ ade 3	7						
Edit	Sectio 4	n Teacher Cobb, S	Room 201		Regular School A- Regular School C	CRS	Seats Taken (0/0)	Scheduling Group		Seating Chart
Edit	5	Cobb, S	COMPASS	Q1- Q4	Regular School A- Regular School C	CRS	(0/10)		Grade Book	Seating Chart
Edit	31	Norwood J	306	Q1- Q4	Regular School A- Regular School C	CRS	(18/30)		Grade Book	Seating Chart
Edit	32	Morrison R	304	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Chart
Edit	33	HARKEY, V	302	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Chart

- 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.

10532Z0-31 ELA Grade 3 Te	acher: GLOVER, K				
Save Solution Delete					
Section Editor					
SectionID 624					
"Section Number	Teacher Display Name				
31	GLOVER, K		1		
Max Students	Lunch Count Milk Cou	nt Adult Count			
30 (0)					
	Custom Count Custom				
	1 2	3			
	U U				
Room 315 V	Skinny Seq Lunch	Homeroom			
Hide Standards On Portal		MS Exclude			
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Primary Teacher					
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GLOVER, Kirsten					
GLOVER, Kirsten Term Type Override					
GLOVER, Kirsten Term Type Override	Instructional Pro	ovider ()			
GLOVER, Kirsten Term Type Override YL: Year Long	Instructional Pr	ovider ()			
GLOVER, Kirsten Term Type Override YL: Year Long V Post Secondary Institution ()		~			
GLOVER, Kirsten Term Type Override V1L: Year Long Post Secondary institution () Select a Value How Taken (01) 01: Regular Day School	Delivery Mode 02: Classroom	02)			
GLOVER, Kirsten Term Type Override V1L: Year Long Post Secondary institution () Select a Value How Taken (01) 01: Regular Day School	Delivery Mode	02)			
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GLOVER, Kirsten Term Type Override YL: Year Long Post Secondary Institution () Select a Value How Taken (01) O1: Regular Day School	Delivery Mode 02: Classroom Modified by: Cobb, SAMANTH	02)			
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GLOVER, Kirsten Term Type Override YL: Yeat Long Societ a Value How Taken (01) 01: Regular Day School Section Schedule Placement	Delivery Mode D2: Classroom Modified by: Cobb, SAMANTH Q2 Q2 Q2 Q2	02) A 08/29/2024 18:12 Jarters		Q4 🔳	
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- 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 Hist	ory ☆					
10532Z0-31 ELA Grade	a Teacher: GLOV	ER, K				
New Primary Teacher	+ New Teacher	New Section	Staff			
Staff History Name	Assignment S	art 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 = $1 \rightarrow$ 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.



Create Standard Section

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

Со	urse	e Secti	ons ជ							
105	32ZC	ELA Gr	ade 3							
	Sectio	n Teacher	Room	Term	Schedule	Period	Seats Taken	n Scheduling Group	Guest Access	Seating Charts
Edit	4	Cobb, S	201		Regular School A- Regular School C	CRS	(0/0)			Seating Charts
Edit	5	Cobb, S	COMPASS	Q1- Q4	Regular School A- Regular School C	CRS	(0/10)		Grade Book	Seating Charts
Edit	31	Norwood, J	306	Q1- Q4	Regular School A- Regular School C	CRS	(18/30)		Grade Book	Seating Charts
Edit	32	Morrison, R	304	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Charts
Edit	33 a Secti	HARKEY, V	302	Q1- Q4	Regular School A- Regular School C	CRS	(19/30)		Grade Book	Seating Charts

- 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.

Section Info	rmation	☆									
10532Z0-31 EL	A Grade 3	Teach	er: GLO	VER, K							
Save Save	Delete										
Section Editor SectionID 624 *Section Number 31 Max Students 30 (0)			GLOV Lunch Custor	Count M	Ailk Count	unt Cust	t Count om Count				
Room 315 V Hide Standards On F Online Learning (Ow V) Primary Teacher Cl OVEP, Kirsten			1 Skinny 32 Advisor] [[ternal LM	~ [meroom) e				
GLOVER, Kristen Term Type Override 'V1. Year Long Post Secondary Institution () Select a Value How Taken (01) O1: Regular Day School ' - Modified by: Cobb, SAMANTHA 08/29/2024 16:12											
Section Schedule P	lacement Q1 🗖			Q2 🗖	Qua	rters	Q3 🗖			Q4 🗖	
So	gular Regular hool School B		Regular School A	Regular School B		Regular School A		Regular School C	Regular School A	Regular School B	
Period ATT											
Period CRS											

- 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 🏠 1053220-31 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								
oloven, hiratan								

Create Pull-Out Section

- 1. Navigate to Course Sections.
- 2. Select Add a Section at the bottom of the course section list.
- 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.

Section Ir	form	ation	☆									
0532Z0-10	31 EL 4	Grade	3 Tea	cher:								
	_		0 100	ioner.								
Save	8 Dele	te										
Section Editor SectionID												
*Section Number	1			Teache	r Display N	lame						
1031 Max Students	1			Lunch	Count In	tilk Count	Adult	Count				
(0)					(
				Custon 1	n Count C 2		unt Custo 3	om Count				
Room					0 1.	Inch		neroom				
Koom 🗸				Skinny				neroom				
Hide Standards	On Portal			Advisor	y E	dernal LM	S Exclude					
Online Learning	(Override)			0								
0												
Primary Teach	er											
There is no act Term Type Overr		ry teachei	for this :	section.								
Post Secondary		~			(and a set	onal Provi						
Select a Value	insutution	0		Ŧ	Instruction	onai Provi	der ()	~				
How Taken (01)			a		Delivery	Mode (02)	-				
				Modified I	by: Green,	Marissa (3/03/202	· .				
Section Schedu	le Placen	nent										
						Qua	rters					
	Desular	Q1	Desides	Decider	Q2	Denvio	Decider	Q3	Desular	Decision	Q4 🗖	Decide
	School		School	School	School	School	School	School	School	School	School	Schoo
	A	B	С	A	в	с	A	в	С	A	в	С
Period ATT 🗖												
Period CRS 🗖												

- 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.

Section Staff History ☆ 10532Z0-1031 ELA Grade 3 Teacher:									
Over the sector of the sec	ew Teacher 😛 New Section Staf	ff							
Staff History									
Name	Assignment Start Assignment End Acc	cess 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.