Scheduling Resource Students

This document details the processes to setup 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

- Pull-Out: *Separate* sections for Lead and Resource teachers

Note: For information on adding sections, refer to the **Adding Sections (QRD)** located under http://www.nc-sis.org/scheduling.html.
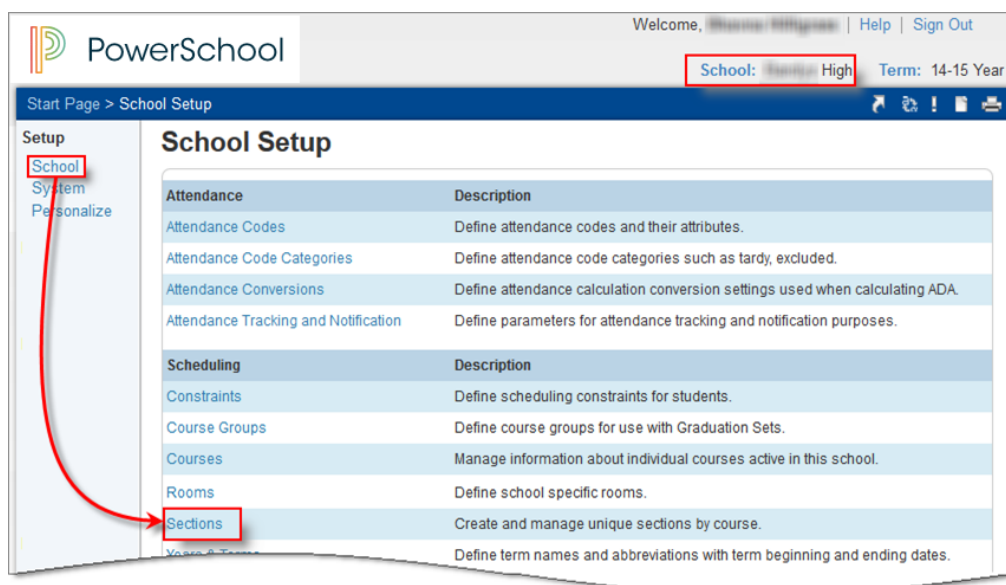
Inclusion (Shared sections)

These students remain in the regular class and the Resource teacher comes into the class to assist with these students during regular instruction. If the section is not 80% EC and the EC teacher needs access to enter grades and attendance, use the role of Co-Teacher.

In this instance, the students are scheduled to the Lead teacher's class section and the Resource teacher is added to the section as a Co-Teacher or EC Co-Teacher. 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. The role of Co- Teacher give the staff member access to PowerTeacher and gradebook functionality.

Please note, the Co-Teacher and EC Co-Teacher roles are not considered as a Lead teacher for HQ and class size reporting. If the section is 80% EC students, use the role of TE2, TE3, or TE4 for the EC teacher if that staff member is part of the lead teacher team.

To create a section *shared* by the Lead and Resource teacher:

Navigation: Start Page > School > `Scheduling` section > `Sections`

1. On the `Sections` screen, click on the desired course.

2. Click on the `Sec #` of the desired section.

3. On the `Edit Section` screen, scroll to the `Teachers/Staff – Additional` section and click `Add`. Enter the following information:

   a. `Staff` – select from the drop-down.

   b. `Role` – select Co-Teacher or EC Co-Teacher or TE2, TE3, or TE4

   c. `% Allocation` – enter the percentage of time spent in this class for the day.

   d. `Start Date` and `End Date` – will auto-populate but can be changed manually if needed.

4. Click `Submit` to save changes.

Both the Lead teacher and Resource teacher will be displayed in their respective areas on the `Edit Section` screen.

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 grade of the student. The student 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 `Lead 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 and amount of time as the first section. The regular teacher will have two sections displaying in the grade book at the same time.

By scheduling this way, both the regular classroom teacher and the resource teacher have access to the grade book to enter assignments and assignment 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 Education Value Added Assessment System (EVAAS) for these students without having to manually build their class rosters.

To create *separate* sections for the Lead and Resource teachers:

Navigation: Start Page > School > `Scheduling` section > `Sections`
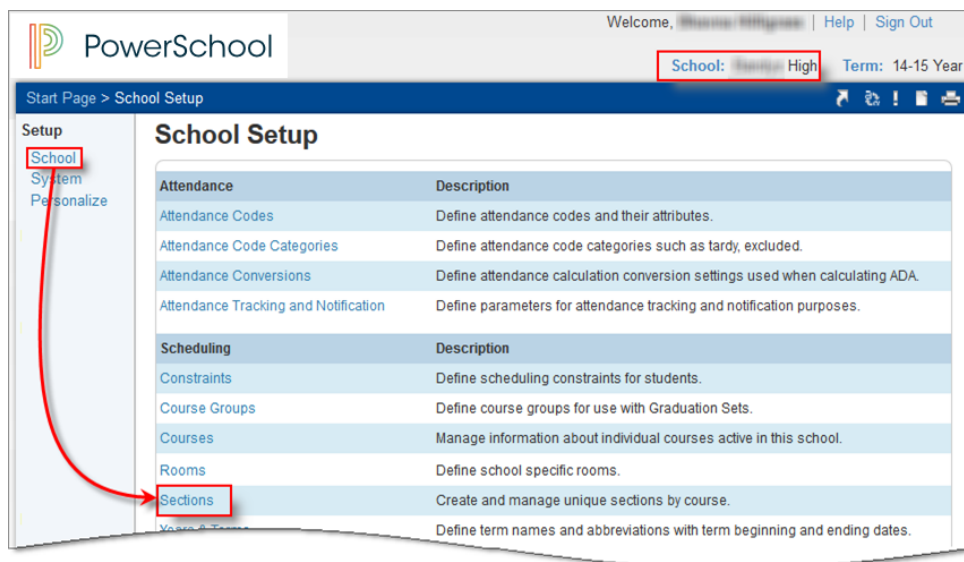
1. On the `Sections` screen, click on the desired course.
2. Click `New`.
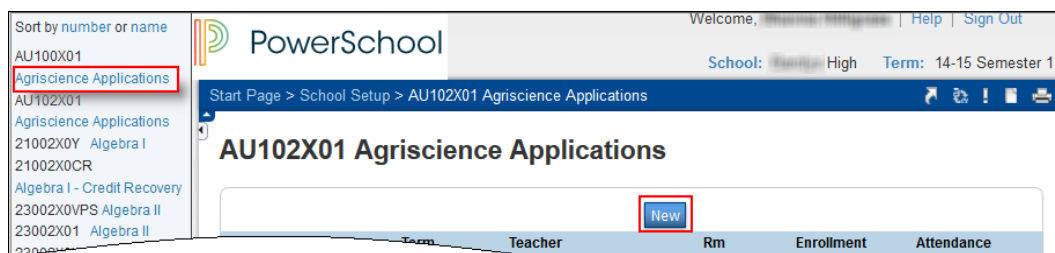
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3. On the **Edit Section** screen, enter the following information:

   a. **Schedule** – select the same schedule checkboxes as the regular class.

   b. **Term** – select the same term from the drop-down menu as the regular class.

   c. **Teachers – Section Lead** - click **Add**. Enter the following information:
   - **Staff** – select from the drop-down.
   - **Role** – auto-populates to 'Lead Teacher'
   - **% Allocation** – enter the percentage of time spent in this class for the day.
   - **Start Date** and **End Date** – will auto-populate but can be changed manually if needed.

   d. **Teachers/Staff – Additional** - click **Add**. Enter the following information:
   - **Staff** – select from the drop-down.
   - **Role** – select 'TE2 - Lead Teacher 2'
   - **% Allocation** – enter the percentage of time spent in this class for the day.
   - **Start Date** and **End Date** – will auto-populate but can be changed manually if needed.

   a. **Room** – enter the same information as the regular class.

   b. **Section Number** – enter the next sequential section number. Do NOT leave blank.

   c. **Grade level** – enter the same information as the regular class.

   d. **Maximum Enrollment** – enter the same information as the regular class.

4. Click **Submit** to save changes.

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Both Lead teacher and the Resource teacher will be displayed as Lead Teachers for this section and will now have the ability to enter assignments and grades for these students.

Proceed to Transfer Students to the newly created section below to transfer 'pull out' students from the original section to the new section.

Transfer Students to the newly created section

Once the new section has been created, the students going to the Resource teacher for pull-out will need to be transferred from the original section to the new section.

Refer to the **Transfer Group of Students (QRD)** located under http://www.nc-sis.org/scheduling.html for details on transferring students from the original section to the new section.

Note: When transferring the students to the new section, the assignments and grades will not transfer to the new section with the students. One option is to print the spreadsheet for the original course/section and add one assignment in the new section for these students with the current average, then continue adding additional assignments in the new section.

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