
**The Office of
Information and Organizational Systems**

**MCPS
Online Administrative Student
Information System (OASIS)**

Secondary Drop/Add

User Manual

Version 1.3

Revised: July 22, 2009

Table of Contents

1. Introduction.....	1
2. View Classes by Course.....	2
3. View Teacher List and Teacher Schedules.....	4
4. View a Student’s Schedule	5
5. Manage Student Schedules Through Secondary Drop/Add	6
5.1 Add a Class to a Student’s Schedule.....	6
5.2 Drop a Class from a Student’s Schedule.....	7
5.3 Modify a Class Start or End Date in a Student’s Schedule.....	8
5.4 Delete a Class from a Student’s Schedule	10
6. Change a Section for a Class on a Student Schedule.....	11
7. View Classes by Period	12
8. Cross Schedule Classes.....	13
8.1 At the Home/Scheduled School.....	13
8.2 At the Cross Scheduled School.....	13
9. Manage Class Capacity (Limited Access)	16
10. Perform Common Tasks	17
10.1 Log On and Off of OASIS	17
10.2 Search for Students	17
10.3 Select a School.....	18
10.4 Multi-Sort Lists.....	18

1. Introduction

The Secondary Drop/Add module allows users to manage student schedules, class capacity, and class schedules for a selected school. That is, depending on their access levels, users may view, add, update, and/or delete the various elements of student schedules and may view teacher lists and schedules.

The primary users of the Secondary Drop/Add module are

- Counselors
- Assistant Principals
- Registrars
- Secondary Guidance Secretaries

To access this and any OASIS module, users will first have to log in to OASIS. Depending on the task in this module, users will also need to be able to **Search for Students, Select a School, or Multi-Sort** lists. In Section 10, this User Manual first explains how to perform these **Common Tasks**.

This User Manual provides brief step-by-step instructions for using the Secondary Drop/Add module. The manual describes these tasks:

- Viewing classes by course
- Viewing teachers' schedules
- Viewing student's schedules
- Managing student's schedules (drop/adds/change sections)
- Viewing classes by period
- Managing class capacity

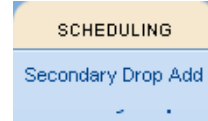
When you, the user, are finished your work in OASIS, be sure to log out!

2. View Classes by Course

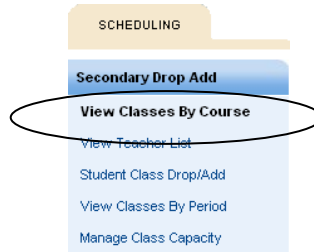
This function allows you to view a list of classes by course offered at the selected school. You can also view a list of students enrolled in each section.

To view classes by course:

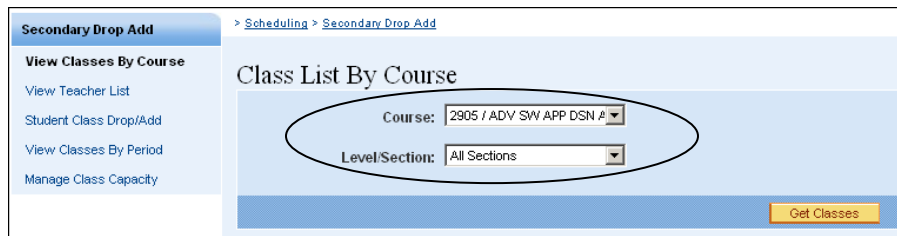
1. Hover the pointer over the **Scheduling** tab, and click **Secondary Drop Add**.



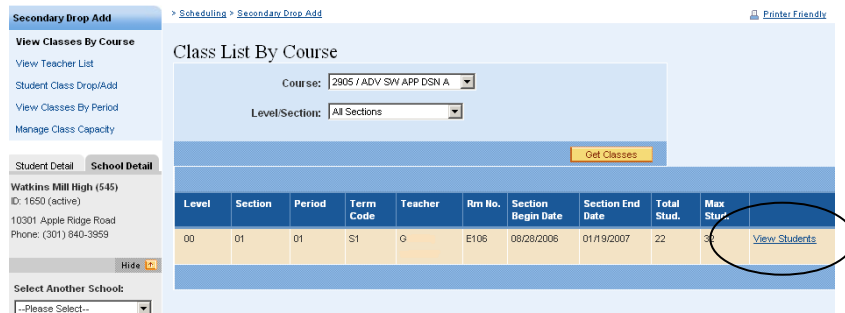
2. Click the **View Classes by Course** link. If you have not selected a school, you will be asked to do so.



3. The **Class List By Course** screen for that school displays.



4. Using the drop-down list, select a **Course**.
5. Select the **Level/Section**. You may also view and/or select **All Sections** (this is the default choice).
6. Click the **Get Classes** button. The **Class List By Course** screen displays. You will see the section(s) for the course selected, depending on your choice.



7. To view a list of the students enrolled in a section, click the **View Students** link. The **Student List** displays.

Scheduling > Secondary Drop Add Printer Friendly

Student List

School: WATKINS MILL HIGH (545) Duration: 91
 Course: 2905 Section Level: 0001
 Teacher: 0 Period: 01
 Max Class Size: 32 Actual Class Size: 22

Multi Sort

Student ID	Name	Grade	Gender	Begin Date	End Date	
720	C	12	F	08/28/2006	01/19/2007	View Schedule
933	D	12	M	08/28/2006	01/19/2007	View Schedule
757	D	11	M	08/28/2006	01/19/2007	View Schedule
718	D	12	F	08/28/2006	01/19/2007	View Schedule
769	H	12	M	08/28/2006	01/19/2007	View Schedule
958	H	12	M	08/28/2006	01/19/2007	View Schedule
813	H	12	M	08/28/2006	01/19/2007	View Schedule
954	L	12	M	08/28/2006	01/19/2007	View Schedule
801	L	12	M	08/28/2006	01/19/2007	View Schedule
652	L	11	M	08/28/2006	01/19/2007	View Schedule
723	M	11	M	08/28/2006	01/19/2007	View Schedule
716	N	12	M	08/28/2006	01/19/2007	View Schedule
987	P	12	M	08/28/2006	01/19/2007	View Schedule
747	R	12	M	08/28/2006	01/19/2007	View Schedule
729	K	12	M	08/28/2006	01/19/2007	View Schedule
989	R	11	M	08/28/2006	01/19/2007	View Schedule
714	S	12	F	08/28/2006	01/19/2007	View Schedule
314	S	12	M	08/28/2006	01/19/2007	View Schedule
712	S	12	F	08/28/2006	01/19/2007	View Schedule
714	S	11	M	08/28/2006	01/01/2007	View Schedule
721	T	12	M	08/28/2006	01/19/2007	View Schedule
714	W	12	M	08/28/2006	01/19/2007	View Schedule
740	W	12	M	08/28/2006	01/19/2007	View Schedule

Multi Sort

8. To view a student’s schedule, click the **View Schedule** link for that student. The **Student Schedule** displays. From this point, you can add, drop, update, or delete a class for the student, as well as change from one section to another.

Scheduling > Secondary Drop Add > Student Class Drop/Add Printer Friendly

Student Schedule

School: WATKINS MILL HIGH (545) Enroll Date: 8/28/2006 Withdraw Date:

Multi Sort Add New Class Show All

Term	Prd	Course	Teacher	Room	Crs. #	Lvl	Sec	Begin Dt	End Date			
S2	01	PRIN GEOM/ALG B	S	C106	3206	00	05	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	02	CHILD DEV 3B	B	C004	4867	00	01	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	03	HON ENGLISH 12B	M	B202	1344	00	04	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	04	STUDENT ASSTNT	G	C002	0600	24	14	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	05	TRAVEL	J	GUID	0993	25	01	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	06, 07	CD INTERN DP B	K	D04B	4863	00	01	01/23/2007		Drop/Updt	Delete	Chg Sec
YR	98	COUNSELOR	B		0004	00	05	08/28/2006		Drop/Updt	Delete	Chg Sec
YR	99	HOMEROOM	WV		9151	00	64	08/28/2006		Drop/Updt	Delete	Chg Sec

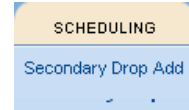
Multi Sort Add New Class Show All

9. To view any duration class schedule in the school year for the student, you may click on **Show All**. For guidance on adding a new class, see section 4.1, 5.1 Add a Class to a Student’s Schedule.

3. View Teacher List and Teacher Schedules

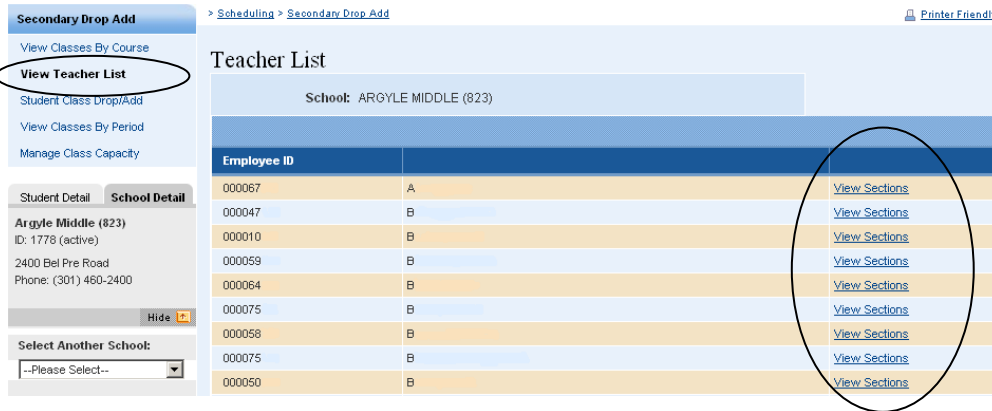
This function allows you to view a list of the classes by teacher offered at the selected school. You can also view a list of students enrolled in each section. To view class sessions by teacher:

1. Hover the pointer over the **Scheduling**, and click on **Secondary Drop Add**.

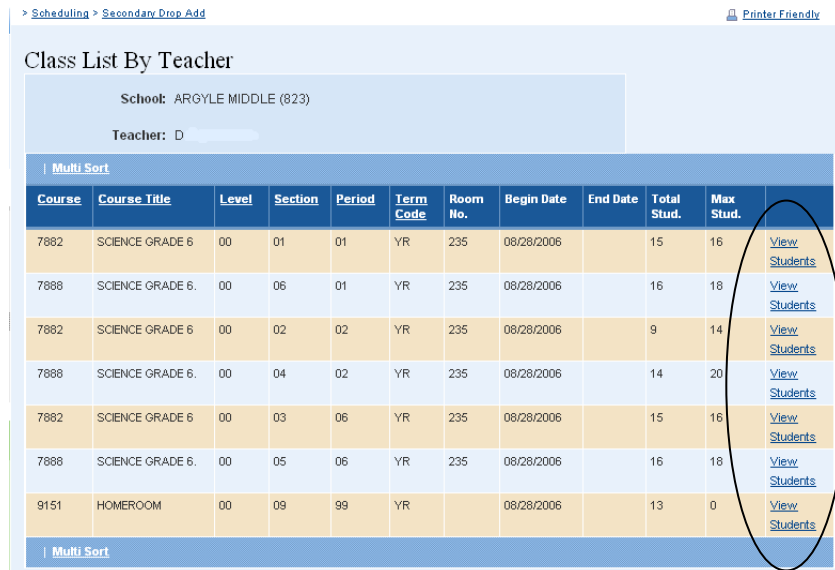


2. Click the **View Teacher List** link on the left-hand navigation menu.

If you have not selected a school, you will be asked to do so.



3. The **Teacher List** displays. (The preceding figure is a partial screen shot of the complete, alphabetical list of teachers at the school. There is not a multi-sort option.)
4. Click on the **View Sections** link to see a list of all sections assigned to that teacher on the **Class List By Teacher** screen.



5. To view a list of students assigned to a class section, click the **View Students** link. The **Student List** screen displays.

4. View a Student's Schedule

There are several ways to view a student's schedule. In OASIS, you do so within the selected school. To start:

Search for the student. (See Section 0 **10.2 Search for Students** for more information.)

1. Now click **Scheduling → Secondary Drop Add** from the OASIS menu. You can access the student's schedule by clicking any of these links:

- **Student Class Drop Add.** If the student has more than one enrollment, click the **View Schedule** link for the appropriate school
- **View Classes by Course →** select the **Course** and **Section → View Students → View Schedule**
- **View Teacher List →** select the teacher's **View Sections → View Students → View Schedule**
- **View Classes by Period →** select the class **Period →** select the teacher's **View Students → View Schedule**

> [Scheduling](#) > [Secondary Drop Add](#) > [Student Class Drop/Add](#) [Printer Friendly](#)

Student Schedule

School: WATKINS MILL HIGH (545) Enroll Date: 8/28/2006 Withdraw Date:

[Multi Sort](#) [Add New Class](#) [Show All](#)

Term	Prd	Course	Teacher	Room	Crs #	Lvl	Sec	Begin Dt	End Date			
S2	01	PRIN GEOM/ALG B	S	C106	3206	00	05	01/23/2007		Drop/Updtd	Delete	Chg Sec
S2	02	CHILD DEV 3B	B	C004	4867	00	01	01/23/2007		Drop/Updtd	Delete	Chg Sec
S2	03	HON ENGLISH 12B	M	B202	1344	00	04	01/23/2007		Drop/Updtd	Delete	Chg Sec
S2	04	STUDNT ASSTNT	G	C002	0600	24	14	01/23/2007		Drop/Updtd	Delete	Chg Sec
S2	05	TRAVEL	J	GUID	0993	25	01	01/23/2007		Drop/Updtd	Delete	Chg Sec
S2	06, 07	CD INTERN DP B	K	D04B	4863	00	01	01/23/2007		Drop/Updtd	Delete	Chg Sec
YR	98	COUNSELOR	B		0004	00	05	08/28/2006		Drop/Updtd	Delete	Chg Sec
YR	99	HOMEROOM	W		9151	00	64	08/28/2006		Drop/Updtd	Delete	Chg Sec

[Multi Sort](#) [Add New Class](#) [Show All](#)

5. Manage Student Schedules Through Secondary Drop/Add

To preserve the integrity of students' records, there are several restrictions involved in adding and dropping courses from students' schedules. Keep in mind that

- The range of valid dates is based on the student's enrollment dates in the school.
- For high school students, but not middle school students, you may enter a **Withdrawal Grade** only if the **End Date** (drop date) is greater than the twenty-fifth day of the term. In addition, you may update the grade, at the time the student dropped the course, only during that term.
- To change a grade for a previous school year term, use the **Secondary History Mark Correction** module.

5.1 Add a Class to a Student's Schedule

To add a class to a student's schedule:

1. Hover the pointer over the **Scheduling** tab, and click **Secondary Drop Add**.
2. Click the **Student Class Drop/Add** link on the left-hand.
3. If no student has already been selected, the **Student Search** screen displays. Retrieve the student's records either by name or student ID number. (See Section 0 10.2 Search for Students for more information.)
4. In most cases, the **Student Schedule** displays. However, if the student is enrolled in more than one school, the student's **Enrollment List** displays; click the appropriate school's **View Schedule** link to view the student's **Student Schedule** for that school.



School No.	School Name	Enrollment Date	Withdrawal Date	
230	ROOKVILLE HIGH	11/07/2005		View Schedule
789	ALBERT EINSTEIN HIGH	06/29/2005	11/07/2005	View Schedule

> Scheduling > Secondary Drop Add > Student Class Drop/Add Printer Friendly

Student Schedule

School: JOHN F KENNEDY HIGH (815) Enroll Date: 8/28/2006 Withdraw Date:

Term	Prd	Course	Teacher	Room	Crs.#	Lvl	Sec	Begin Dt	End Date			
S2	01	MOD WRLD HIST B	S	216	2222	00	01	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	02	SPAN FOR SPAN 1B	D	204	1778	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	03	PRE-ENGINEER B	A	147	5505	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	04	EARTHSPACE SYS B	H	229	3812	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	05	ENGLISH 11B	W	261	1332	00	05	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	06	PRIN GEOM/ALG B	T	243	3206	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	07	CONSUMER MATH B	J	248	3242	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
YR	98	COUNSELOR	B		0004	00	04	08/28/2006		Drop/Updt	Delete	Chg Sec
YR	99	HOMEROOM	H		9151	00	33	08/28/2006		Drop/Updt	Delete	Chg Sec

Note: To see all the courses a student is enrolled in during the school year, click **Show All**. The **Student Schedule** screen expands to display any prior courses for the student in the school year.

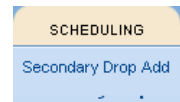
5. Click the **Add New Class** button to add a class to the student's schedule. The **Student Add Class** screen displays.

6. Using the drop-down lists, select the **Term Code**, **Course**, and **Level/Section**.
7. Using the calendars or by entering in MM/DD/YYYY format, select appropriate **Begin Date**. (If using the calendar, click on the calendar icon, then click to the correct month if not already displayed, and click on the desired date. If entering the date via the date field, click on the date field and key in the date in the MM/DD/YYYY format.)
8. When finished, click either:
 - **Save** to save your changes and return to the **Student Schedule** screen.
 - **Save & Add Another** to save your changes. The **Student Add Class** screen displays again with blank fields so you can add another class for the same student.
 - **Clear** empties the fields so you can select different information.
 - **Cancel** closes the **Student Add Class** screen and returns to the **Student Schedule** screen. No changes are saved.
9. To add a course for another student, enter that student's **Student ID** number in the menu to the left of the **Student Schedule** screen, and click **Go**. That student's **Student Schedule** screen displays (or, if the student had multiple enrollments in that school year, the **Student Enrollment** screen displays).

5.2 Drop a Class from a Student's Schedule

When you drop a class, the record remains on the student's schedule. The class is signified as dropped by the presence of an **End Date**. To drop a class from a student's schedule:

1. Hover the pointer over the **Scheduling** tab, and click on **Secondary Drop Add**.
2. Click the **Student Class Drop/Add** link on the left-hand menu. If no student has already been selected, the **Student Search** screen displays. Retrieve the student's records either by name or student ID number. (See Section 0 **10.2 Search for Students** for more information.)
3. In most cases, the **Student Schedule** displays. However, if the student is enrolled in more than one school, the student's **Enrollment List** displays; click the appropriate school's **View Schedule** link to view the student's **Student Schedule** for that school.



> Scheduling > Secondary Drop/Add > Student Class Drop/Add Printer Friendly

Student Schedule

School: JOHN F KENNEDY HIGH (815) Enrollment Date: 8/28/2006 Withdraw Date:

Term	Prd	Course	Teacher	Room	Crs #	Lvl	Sec	Begin Dt	End Date			
S2	01	MOD WRRLD HIST B	S	216	2232	00	01	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	02	SPAN FOR SPAN 1B	D	204	1778	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	03	PRE-ENGINEER B	A	147	5505	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	04	EARTHSPACE SYS B	H	229	3812	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	05	ENGLISH 11B	VV	261	1332	00	05	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	06	PRIN GEOM/WLG B	T	243	3206	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	07	CONSUMER MATH B	J	248	3242	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
YR	98	COUNSELOR	B		0004	00	04	08/28/2006		Drop/Updt	Delete	Chg Sec
YR	99	HOMEROOM	H		9151	00	33	08/28/2006		Drop/Updt	Delete	Chg Sec

- Click the **Drop/Updt** link to drop the class from the student’s schedule. The **Student Drop Class** screen displays.

Student Drop Class

School: ALBERT EINSTEIN HIGH (789)

Enrollment Date: 8/28/2006 Withdrawal Date:

Teacher: Silvia J

Course: 2904 Level/Section: 0004

Term Code: S2 Period: 03

Section Begin Date: 1/23/2007 Section End Date:

Student Begin Date: 01/20/2007

Student End Date: 02/05/2007

Withdrawal Grade:

Eligibility Y/N:

Reset Cancel Save

- Using the calendar or by entering the date in the date field, select the appropriate **End Date**. (If using the calendar, click on the calendar icon, then click to the correct month if not already displayed, and click on the desired date. If entering the date via the date field, click on the date field and key in the date in the MM/DD/YYYY format.)
- Using the drop-down list, select the **Withdrawal Grade** if past the twenty-fifth day of the school term and a high school student.

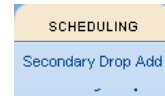
Note: For high schools, a **Withdrawal Grade** field must be entered whenever the **End Date** is greater than the twenty-fifth school day of the term. To change a grade for a previous school year’s term, use the **Secondary History Mark Correction** module. (Middle schools cannot enter a **Withdrawal Grade** for dropped classes.)

- After a **Withdrawal Grade** is entered, enter **Y** or **N** for yes/no to control whether or not the drop grade is applied toward the student’s extra-curricular activity **Eligibility**.
- When finished, click either
 - Save** to save your changes and return to the **Student Schedule** screen.
 - Reset** to return the original contents of the fields.
 - Cancel** to close the **Student Drop Class** screen and returns to the **Student Schedule** screen. No changes are saved.

5.3 Modify a Class Start or End Date in a Student’s Schedule

You may need to change the day a student started or dropped a class, or the withdrawal grade. To do so:

1. Hover the pointer over **Scheduling**. Click **Secondary Drop Add**.
2. Click the **Student Class Drop/Add** link on the left-hand menu. If no student has already been selected, the **Student Search** screen displays. Retrieve the student's records either by name or student ID number. (See Section 0 **10.2 Search for Students** for more information.)
3. In most cases, the **Student Schedule** displays. However, if the student is enrolled in more than one school, the student's **Enrollment List** displays; click the appropriate school's **View Schedule** link to view the student's **Student Schedule** for that school.



> Scheduling > Secondary Drop Add > Student Class Drop/Add Printer Friendly

Student Schedule

School: JOHN F KENNEDY HIGH (815) Enroll Date: 8/28/2006 Withdraw Date:

Multi Sort Add New Class Show All

Term	Prd	Course	Teacher	Room	Crs #	Lvl	Sec	Begin Dt	End Date	Drop/Updt	Delete	Chg Sec
S2	01	MOD WRLD HIST B	S	216	2222	00	01	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	02	SPAN FOR SPAN 1B	D	204	1778	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	03	PRE-ENGINEER B	A	147	5505	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	04	EARTHSPACE SYS B	H	229	3812	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	05	ENGLISH 11B	WV	261	1332	00	05	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	06	PRIN GEOM/ALG B	T	243	3206	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
S2	07	CONSUMER MATH B	J	248	3242	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec
YR	98	COUNSELOR	B		0004	00	04	08/28/2006		Drop/Updt	Delete	Chg Sec
YR	99	HOMEROOM	H		9151	00	33	08/28/2006		Drop/Updt	Delete	Chg Sec

Multi Sort Add New Class Show All

4. Click the **Drop/Updt** link. The **Student Drop Class** screen displays.

Student Drop Class

School: AROYLE MIDDLE (873)

Enrollment Date: 8/29/2005 Withdrawal Date:

Teacher: Dennis, Joanne M

Course: 3016 Section Level: 0600

Duration: YR Period: 07

Section Begin Date: 8/6/2005 Section End Date:

Student Begin Date: 09/25/2005

Student End Date: 10/31/2005

Withdrawal Grade: 0

Reset Cancel Save

5. Update the **Begin Date**, **End Date**, and/or **Withdrawal Grade**, as appropriate. (If using the calendar, click on the calendar icon, then click to the correct month if not already displayed, and click on the desired date. If entering the date via the date field, click on the date field and key in the date in the MM/DD/YYYY format.)

Note: The **Withdrawal Grade** field is active only if the **End Date** is greater than the twenty-fifth day of the term. In addition, you can only update the grade at the time the student dropped the course only during that term. To change a grade for a previous term, use the **Secondary Mark Correction** module; for a prior school year's term, use **Secondary History Mark Correction**.

6. When finished, click either
 4. **Save** to save your changes and return to the **Student Schedule** screen.

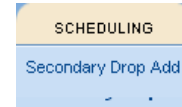
5. **Reset** to return the original contents of the fields.
6. **Cancel** to close the **Student Drop Class** screen and returns to the **Student Schedule** screen. No changes are saved.

5.4 Delete a Class from a Student's Schedule

Only the **Registrar** can delete a class a student's schedule after the twenty-fifth day of the term. .

Note: Deleting a class will also delete any marks for the entire class.

To delete a class from student's schedule:



1. Hover over the **Scheduling** tab. Click **Secondary Drop Add**.
2. Click the **Student Class Drop/Add** link on the left-hand menu. If no student has already been selected, the **Student Search** screen displays. Retrieve the student's records either by name or student ID number. (See Section 0 10.2 **Search for Students** for more information.)
3. In most cases, the **Student Schedule** displays. However, if the student is enrolled in more than one school, the student's **Enrollment List** displays; click the appropriate school's **View Schedule** link to view the student's **Student Schedule** for that school.

> Scheduling > Secondary Drop Add > Student Class Drop/Add Printer Friendly

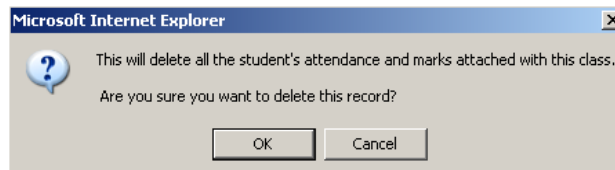
Student Schedule

School: JOHN F KENNEDY HIGH (815) Enroll Date: 8/28/2006 Withdraw Date:

Multi Sort												Add New Class		Show All	
Term	Prd	Course	Teacher	Room	Crs #	Lvl	Sec	Begin Dt	End Date	Drop/Updt	Delete	Chg Sec			
S2	01	MOD WRLD HIST B	S	216	2222	00	01	01/23/2007		Drop/Updt	Delete	Chg Sec			
S2	02	SPAN FOR SPAN 1B	D	204	1778	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec			
S2	03	PRE-ENGINEER B	A	147	5505	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec			
S2	04	EARTHSPACE SYS B	H	229	3812	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec			
S2	05	ENGLISH 11B	WV	261	1332	00	05	01/23/2007		Drop/Updt	Delete	Chg Sec			
S2	06	PRIN GEOM/ALG B	T	243	3206	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec			
S2	07	CONSUMER MATH B	J	248	3242	00	02	01/23/2007		Drop/Updt	Delete	Chg Sec			
YR	98	COUNSELOR	B		0004	00	04	08/28/2006		Drop/Updt	Delete	Chg Sec			
YR	99	HOMEROOM	H		9151	00	33	08/28/2006		Drop/Updt	Delete	Chg Sec			

| Multi Sort Add New Class Show All

4. Click the course section's **Delete** link (next to last column) to remove it from the student's schedule.
5. You will be asked to confirm that you want to delete the course. Click **OK** to do so, or **Cancel** to abort the delete.



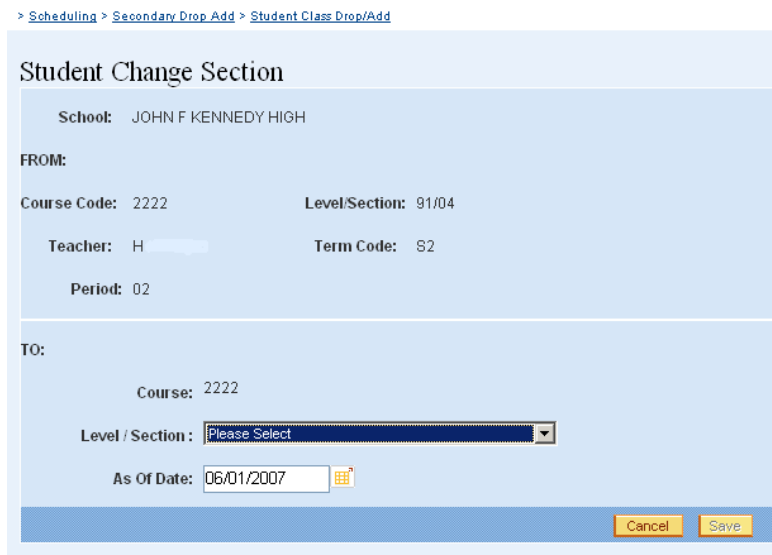
6. Change a Section for a Class on a Student Schedule

To change a class on a student's schedule:

1. Hover the pointer over the **Scheduling** tab. Click **Secondary Drop Add**.



2. Click the **Student Class Drop/Add** link on the left-hand menu.
3. If you have not already selected a student, from the **Student Search** screen search for the student's records. (See Section 0 10.2 **Search for Students** for more information.)
4. In most cases, the **Student Schedule** displays. However, if the student is enrolled in more than one school, the student's **Enrollment List** displays; click the appropriate school's **View Schedule** link to view the student's **Student Schedule** for that school.
5. Click **Chg Sec** (rightmost column) for the course section that is to be changed on that student's schedule. The **Student Change Section** screen displays.

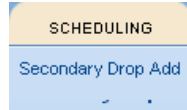
A screenshot of the 'Student Change Section' web form. The form is titled 'Student Change Section' and shows the following information:
- School: JOHN F KENNEDY HIGH
- FROM:
- Course Code: 2222 Level/Section: 91/04
- Teacher: H Term Code: 82
- Period: 02
- TO:
- Course: 2222
- Level / Section: Please Select (dropdown menu)
- As Of Date: 06/01/2007 (calendar icon)
At the bottom right, there are 'Cancel' and 'Save' buttons.

6. Under **TO:**, select the desired changed from the **Level/Section:** drop-down list. From **As of Date**, click the calendar icon to select the desired change or click the date field and manually enter the date. (If using the calendar method, click on the calendar icon, then click to the correct month if not already displayed, and click on the desired date. If entering the date via the date field, click on the date field and key in the date in the MM/DD/YYYY format.)
7. To finish, either:
 - Click **Save**. The Student Change Section screen redisplay, with the changed values for **Level/Section/Period/Class/Actual Size**.
 - Click **Cancel**. On return to the **Student Change Section** screen, the values under **TO:** are unchanged.

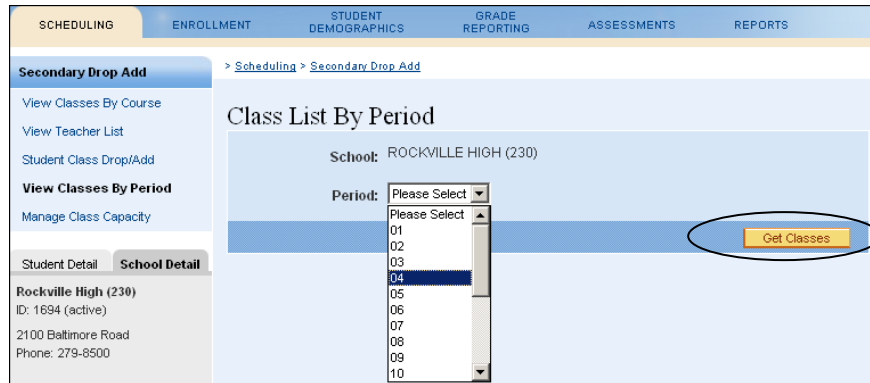
7. View Classes by Period

For a selected school, you can view all classes offered within a class period. To do so:

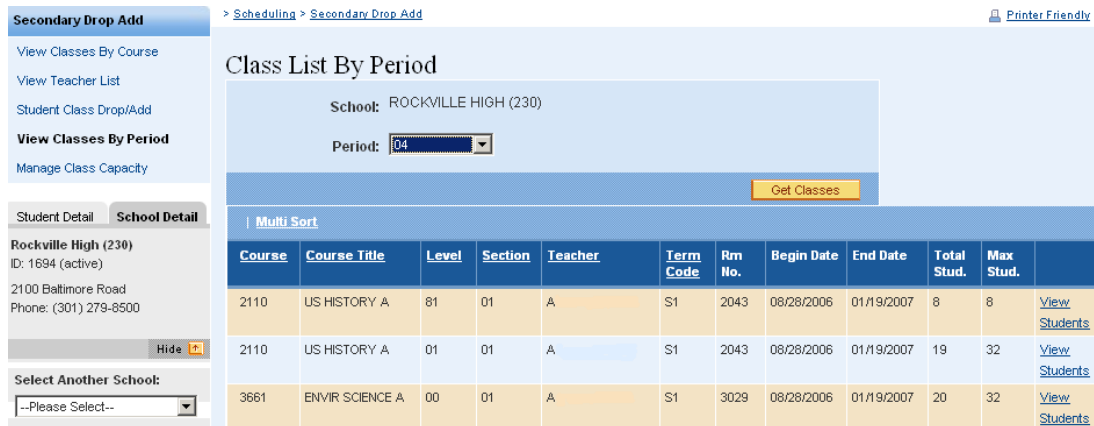
1. Hover the pointer over the **Scheduling** tab. Click **Secondary Drop Add**.



2. Click the **View Classes by Period** link on the left-hand navigation tool bar. If you have not selected a school, you will be asked to do so. See Section 0 10.3 **Select a School** for more information. The **Class List by Period** screen displays.



3. Using the drop-down list, select the class **Period**.
4. Click **Get Classes**. The full **Class List by Period** for the selected period displays, showing all classes offered at that time.



5. To view a list of students assigned to a class section, click the **View Students** link. From the **Student List** screen, you can view each student's schedule.

8. Cross Schedule Classes

8.1 At the Home/Enrollment School

1. **Add** a cross scheduled class just like any other course.
2. Update/Drop/Delete a cross scheduled class like any other course except:

Examine the student schedule to see if the cross school has accepted the student. You will see 2 rows for the course instead of one. If this is the case, the home school will be locked out of your school's dummy course. Call the Cross Schedule School and have them drop or delete their actual class for the student

Term	Prd	Course	Teacher	Room	Crs #	Lvl	Sec	Begin Dt	End Date			
S1	05	DESIGNMRCHND 1A	Bell, B.	B8	4785	00	01	08/26/2008		Drop/Updt	Delete	Chg Sec
S1	01, 02, 03	DESIGNMRCHND 1A	Teacher-93, T.	GHS	4785	93	01	08/26/2008		Drop/Updt	Delete	Chg Sec

Cross school class – shows real teacher and information.

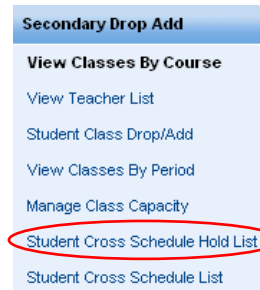
Home school class locked when active in cross school class

2. Then the home school can drop or delete the holding course in the student's schedule.

8.2 At the Cross Scheduled School

8.2.1 Adding Students to classes

1. Select **Secondary Drop Add** from the Scheduling Tab
2. Select **Student Cross Schedule Hold List** on the blue from the column on the left side of your screen.
3. Select a course from the **Course dropdown** menu.
4. Click the **Get Cross Schedule Students** button.



menu

Cross Schedule Holding Student List

Attending School: GAITHERSBURG HIGH(551)

Course:

[Get Cross Scheduled Students](#)

You will see a list of students from other schools requesting access at your school for this course. The information displayed in the 10 columns is from the level 92, 93, or 94 course at the home school. The Status column shows the status at the cross school

Pending – waiting for cross school to accept and place student in course

Scheduled – cross school already accepted student and placed in one of their classes

Status	Add Cross Schedule Section
Scheduled	Add Section
Pending	Add Section

Cross Schedule Holding Student List

Attending School: GAITHERSBURG HIGH(551)

Course: 4785 / DESIGNMRCHND 1A

[Get Cross Scheduled Students](#)

Student#	Name	Home Sch	Course	Lvl	Sec	Term	Begin Dt	End Dt	Teacher	Status	Add Cross Schedule Section
123456	Stewart, Martha	545	DESIGNMRCHND 1A	93	01	S1	08/26/2008		Teacher -93, T	Pending	Add Section
123457	Cors, Michael	510	DESIGNMRCHND 1A	93	01	S1	08/26/2008		Teacher -93, T	Pending	Add Section

- To accept a student and place in a class, click on **Add Section**.
- Click on the **Level/Section** dropdown and select the a class for this student.

Note – The dropdown shows all classes that match the same 4 digit class code that the student requested. If the 4 digit code is incorrect, contact the home school and have them change the original 92. 93. or 94 level course.

Abbreviations on this screen:

- Lv** – Level
- Sc** – Section
- Pd** – Period
- Cp** – Class Cap size
- Sz** – Current class size
- Rm** – Room
- TC** – Term Code
- Teacher** – Teacher name and school

Add Attending School Student Cross Schedule

Attending School: GAITHERSBURG HIGH (551)

Home School: NORTHWEST HIGH (246)

Teacher: Teacher-93, T **Level/Section:** 93/01

Term Code: S1 **Course:** 4785-DESIGN/MRCHND 1A

Section Begin Date: 8/26/2008 **Section End Date:**

Level / Section: Please Select

Student Begin / Move Dt.: Lv - Sc - Pd - Cp - Sz - Rm -TC- Teacher
00 - 01 - 05 - 24 - 18 - B8 -S1- Bell B- 551

- Click the **Save** button once the class is selected

OASIS changes to the Student Cross Schedule List and shows the student as scheduled in the class. This screen shows that actual class information in the cross scheduled school.

Cross Scheduled Student List

Attending School: GAITHERSBURG HIGH(551)

Course: 4785 / DESIGNMRCHND 1A

↔ **Secondary Drop Add**

Student#	Name	Home Sch	Course	Lvl	Sec	Term	Begin Dt	End Dt	Teacher	Status
123456	Stewart, Martha	545	DESIGNMRCHND 1A	00	01	S1	09/03/2008		Bell, Beryl F	Scheduled

- Secondary Drop Add**
- [View Classes By Course](#)
 - [View Teacher List](#)
 - [Student Class Drop/Add](#)
 - [View Classes By Period](#)
 - [Manage Class Capacity](#)
 - [Student Cross Schedule Hold List](#)
 - [Student Cross Schedule List](#)**

- Repeat from step 3 to place additional students. On returning to the Cross Schedule Holding Student List, the scheduled students are still visible, but the status should now indicate Scheduled, and the Add Section link option should be inactive.

Cross Schedule Holding Student List

Attending School: GAITHERSBURG HIGH(551)

Course: 4785 / DESIGNMRCHND 1A

↔ **Secondary Drop Add**

Student#	Name	Home Sch	Course	Lvl	Sec	Term	Begin Dt	End Dt	Teacher	Status	Add Cross Schedule Section
123456	Stewart, Martha	545	DESIGNMRCHND 1A	93	01	S1	08/26/2008		Teacher -93, T	Scheduled	Add Section
123457	Cort, Michael	510	DESIGNMRCHND 1A	93	01	S1	08/26/2008		Teacher -93, T	Pending	Add Section

8.2.2 Update/Drop/Delete Cross Scheduled student at the Cross School

1. Select a cross scheduled student
2. Select **Secondary Drop Add** from the Scheduling Tab
3. In Student Class Drop/Add, both the current enrollment school and the cross schedule school show. Click on View Schedule to see the student's schedule.

School No.	School Name	Enrollment Date	Withdrawal Date	
246	NORTHWEST HIGH	08/26/2008		View Schedule
551	GAITHERSBURG HIGH	08/26/2008		View Schedule

4. Click to Drop/Update, Delete, or Change Section. The cross scheduled school can only Drop/Update, Delete, or Change Section for classes in their school on the student's schedule. The same rules apply for these options as for any other course in their school. The related requesting course is visible, but cannot be changed as long as there is a valid course in the cross scheduled school linked to it.

Drop/Update – only available after class starts.

Delete – Only available before school starts and first 5 days of semester to counselors.

Guidance Secretary/Registrar can use Delete anytime. Remember that using delete also removes class attendance and grades entered in OASIS for that student.

Change Section – Use before or during term.

Term	Prd	Course	Teacher	Room	Crs #	Lvl	Sec	Begin Dt	End Date			
S1	05	DESIGN/MRCHND 1A	Bell, B.	B8	4785	00	01	08/26/2008		Drop/Updt	Delete	Chg Sec
S1	01, 02, 03	DESIGN/MRCHND 1A	Teacher-93, T.	GHS	4785	93	01	08/26/2008		Drop/Updt	Delete	Chg Sec

Note – Counselors at the student's currently enrolled school cannot remove the requesting course nor the cross scheduled school's course once the class is accepted and scheduled in the cross scheduled school.

9. Manage Class Capacity (Limited Access)

If you have access to this function through OASIS, you can view and/or update a class' maximum capacity. To do so:

1. Hover over the **Scheduling** tab. Click **Secondary Drop Add**.



2. Click the **Manage Class Capacity** link on the left-hand menu. If you have not selected a school, you will be asked to do so. See Section 0 10.3 Select a School for more information. The **Class Capacity Update** screen displays.

3. Using the drop-down list, select the **Course** and **Level/Section**. If you accept the default for **Level/ Section**;, which is “**All Sections**,” all the sections for this course will display for the selected school.
4. Click **Get Classes**. The **Class Capacity Update** screen displays, showing location, teachers, and capacity information about the class.

Course	Level	Section	Teacher	Term Code	Rm No.	Total Stud.	Max Stud.	
7892	00	01	Stultz, Norman F	YR	22	38	50	Edit

5. To change the class capacity, click the **Edit** link. The **Class Capacity Update** screen changes to edit mode. You can now change the **Max Student** field.

Course	Level	Section	Teacher	Term Code	Rm No.	Total Stud.	Max Stud.	
7892	00	01	Stultz, Norman F	YR	22	38	45	Edit

6. When finished, click either
 10. **Save** to save your changes and return to the **Class Capacity Update** screen.
 11. **Cancel** closes the **Class Capacity Update** edit screen and returns to the **Class Capacity Update** screen. No changes are saved.

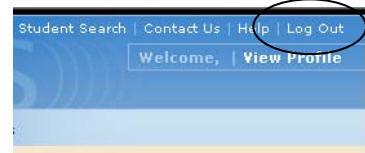
10. Perform Common Tasks

10.1 Log On and Off of OASIS

To log on to OASIS:

1. Enter your User name and Password, and select the appropriate domain.
2. When finished, click **Go**.

To log off of OASIS, click the **Log Out** link in the upper right-hand corner.



10.2 Search for Students

To search for the student's record:

1. On the OASIS menu, click the **Student Search** link in the upper right-hand corner. The **Student Search** screen displays.

2. Enter search criteria in one or more fields. You can search for a student using the Student ID, social security number (SSN), Last Name, First Name, or a combination of fields. Use the percent sign (%) as a wildcard to enter part of a name or number. For example, entering a **Last Name** and **R%** in the **First Name** field retrieves all students with the designated last name and whose first name begins with R.

3. For **Status**, click an the option button to search by status:
 - **Active:** All active students that meet the search criteria
 - **Inactive:** All inactive students that meet the search criteria
 - **Either/Don't Know:** All students that meet the search criteria regardless of their active/inactive status

4. Click **Search**. If you entered either a first or last name, you see the list of students that match the search criteria.

Student Search

Search Results (Click on a column heading to sort the list)

Student ID	Last Name	First Name	M.I.	D.O.B	Age	Active YR	Last School Name	Last School No.
763	H	B	M	01-21-1988	19	Y	Montgomery Blue High	752
821	H	L	M	10/06/1984	21	N	Rosemary Hills Elementary	754
950	H	B	B	07-11-1997	9	Y	Silgo Creek Elementary	517
085	H	R	S	01-03/1982	24	N	Sherwood High	503
021	H	S	N	08/23/1984	22	N	Walter Johnson High	424
983	H	S	M	05/04/1981	26	N	N/A	0

5. To see a student's record, click the **Student ID**.

The student whose record is retrieved is now the current student. Student-based work that you perform in this module will pertain to that student until you retrieve another student's record.

- Some students have enrollments in more than one school, including non-MCPS schools. If you select **Scheduling → Secondary Drop Add → Student Class Drop Add**, all enrollments will appear. Click **View Schedule** for the school schedule you want to view.

School No.	School Name	Enrollment Date	Withdrawal Date	
230	ROCKVILLE HIGH	11/07/2005		View Schedule
789	ALBERT ENSTEIN HIGH	08/29/2005	11/07/2005	View Schedule

10.3 Select a School

If you are involved in more than one school, you will be asked to select the appropriate one. To do so,

- On the right-hand menu, see the **School Detail** tab. If necessary, click it to make it active.
- Under **Select Another School:**, click the down arrow. A list of schools displays.
- Click the school name to select it.



10.4 Multi-Sort Lists

Many screens with list displays provide a multi-sort option, such as for a list of students or teachers.

- As an example, if you were to click **Multi Sort** on the **Student List** screen, the **Multi-Column Sort** pop-up displays superimposed on the screen.
- Click **Cancel** if you do not want the list redisplayed according to a sort order other than the default (here by grade and alphabetically by last name).
- To include the column(s) you want to sort by, change the default under **Include** to “Yes.”
- Chose whether you want the sort to be by ascending (ASC) values or by descending (DSC) values. For numerical fields, such as grade, ascending is 1, 2, 3... For a character field, such as gender, it would be alphabetically ordered, “F” before “M.”
- When you include more than one column as a sort parameter, indicate, by sort order, which column should be the primary sort field, and so on. For example, in the preceding figure, if you wanted to sort and then display the student list by gender and then by grade, include both columns, and set the **Sort Order** for **Grade** as “2,” and the **Sort Order** for **Gender** as “1.”

