

## Procedures for Schedule Changes when 2 Sections Are To Be Linked For The Averaging of Grades

1. Make schedule change as usual (add/drop classes).
  - a. You will be asked whether to include this class in the next grade report, select **Yes**. If you wish to include Grades in the next reporting period.
1. Basic Scheduling Folder; Classes Atom; [Section Links Page](#)

Ln	Sec ID	Beg	End	Link Code	Link Type	Crs ID	Course Title	Start Date	Drop Date
1	000000001-72	00	00			000000001	Homeroom	08/07/01	
2	000003790-02	01	01	A	BOTH	000003790	Math (r/s)	08/07/01	11/28/01
3	000003790-03	01	01	A	BOTH	000003790	Math (r/s)	11/29/01	
4	000002710-02	02	02			000002710	Lit	08/07/01	
5	000001790-01	03	03	B	BOTH	000001790	LA (r/s)	11/28/01	
6	000001790-04	03	03	B	BOTH	000001790	LA (r/s)	08/07/01	11/28/01
7	000004710-02	04	04			000004710	Sci	08/07/01	
8	000005710-04	05	05			000005710	SS	08/07/01	
9	000000711-01	06	06			000000711	PE	08/07/01	
10	000006302-02	07	07			000006302	FACS	08/07/01	
11	000007173-03	07	07			000007173	Gn. Music	10/16/01	

- a. When a course is listed on 2 lines as shown above on Lines 2 and 3 (Math (r/s)) or Lines 5 and 6 (LA (r/s)).
  - i. In the Link Code column, click and select the same Letter for the like courses. In the example above, Math r/s is coded “A” in the Link Code column for both Lines 2 and 3; and the course LA r/s is coded “B” in the Link Code column for both lines 5 & 6. This tells SASI which 2 courses are to be averaged together.
  - ii. In the Link Type column, from the drop-down list, select the type of link – Grading, Attendance, or Both. Attendance refers to Period Attendance.
2. By doing this step now, when Report Cards are processed in the future, the system will automatically know which sections are to be averaged together.