Change Course Number Length

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ASCENDER Scheduling - Change Course Number Length

This guide covers the steps for changing the course number length for next year courses using the Scheduling application.

Prerequisites

❑ You must have security rights in Security Administration for Commit Course Changes and/or Undo Course Changes in Scheduling under Maintenance > Master Schedule > District.

❑ This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.

❑ For more detailed information about individual fields, see the online Help in the ASCENDER Student system.

Checklist Overview

❑ Confirm that the new course exists in the district master schedule. Add if necessary.

❑ Select the new course number length.

❑ Change course numbers and proxies, if necessary.

❑ Commit the course changes.

❑ Undo the course changes, if necessary.

Change Course Number Length

The Scheduling application allows you to change the course number length for the next school year.

Select New Course Number Length

Use the District Control tab to select the length you want the new course number length to be.

Scheduling > Maintenance > Master Schedule > District > District Control

❑ In the **New Course Number Length** field, select a course number length longer than the current **Maximum Course Number Length**.

❑ In the **Zero Pad Left or Right** field, select whether the new course numbers will have extra zeros at the beginning (left) or end (right) of the original course numbers.

❑ Click **Save**.

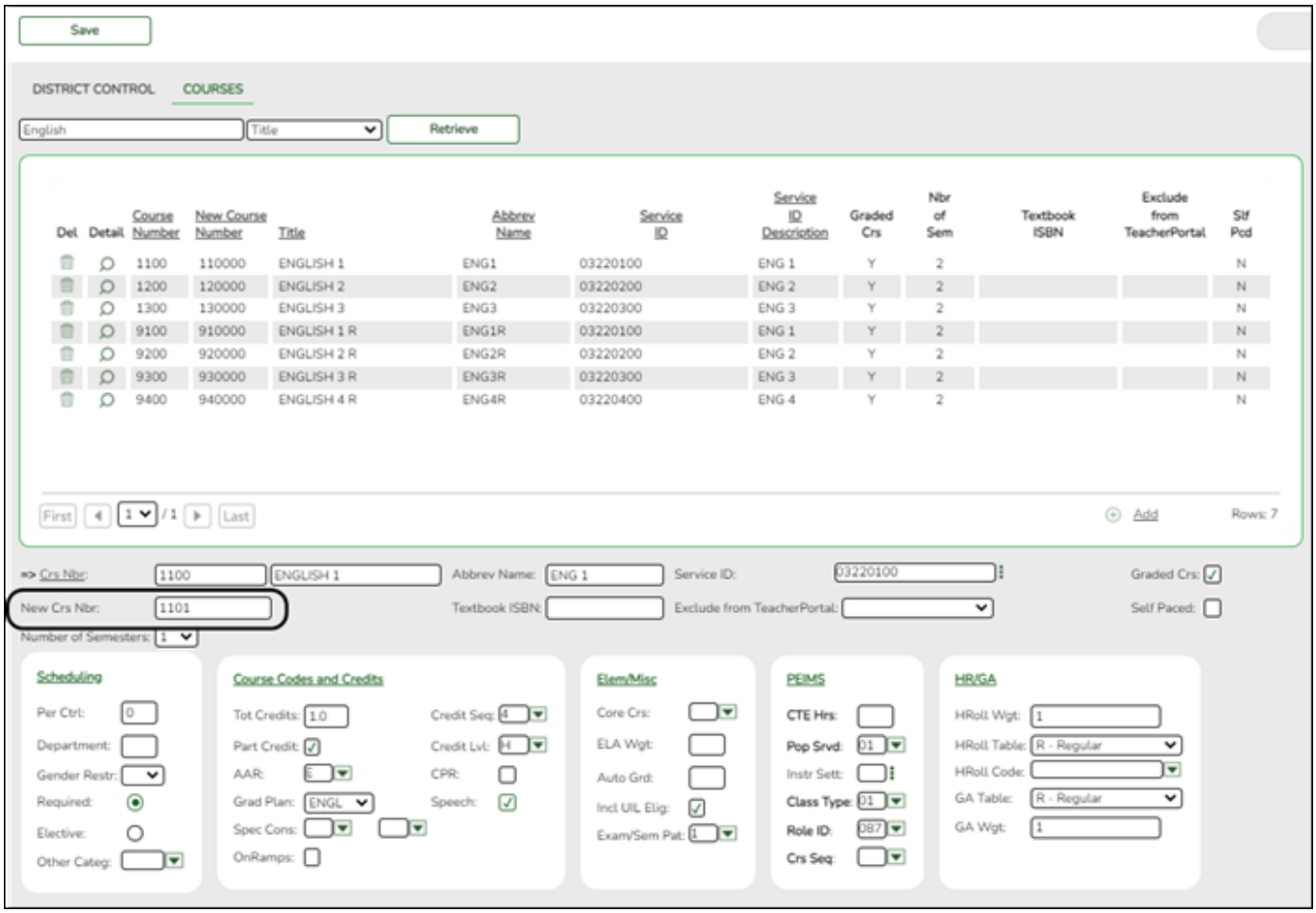
A crosswalk table of course numbers and proxies is created. These are displayed on the next two tabs.

Note: While the **Commit Crs Change** button is now available, you should first make any changes to course numbers and proxies at this point. If you do not need to change any course numbers or proxies, you can skip ahead to the Commit Course Changes section.

Change Course Numbers and Proxies, If Necessary

Use the Courses and Proxies tabs to make any changes to the individual course numbers and proxies, if necessary.

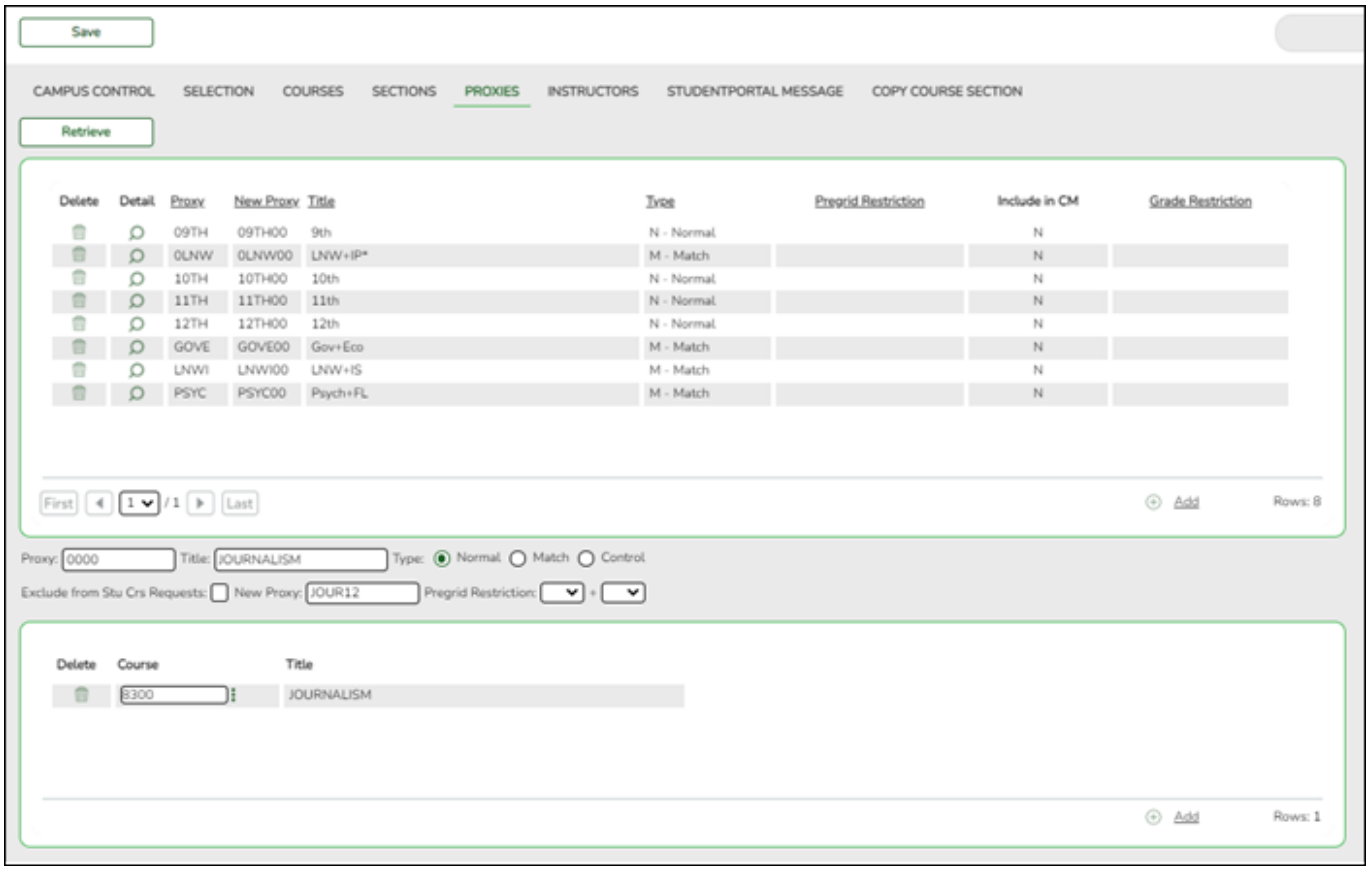
Scheduling > Maintenance > Master Schedule > District > Courses



❑ In the **New Course Number** field, type the new course number. Do this for as many course numbers as necessary.

❑ Click **Save**.

Scheduling > Maintenance > Master Schedule > Campus> Proxies



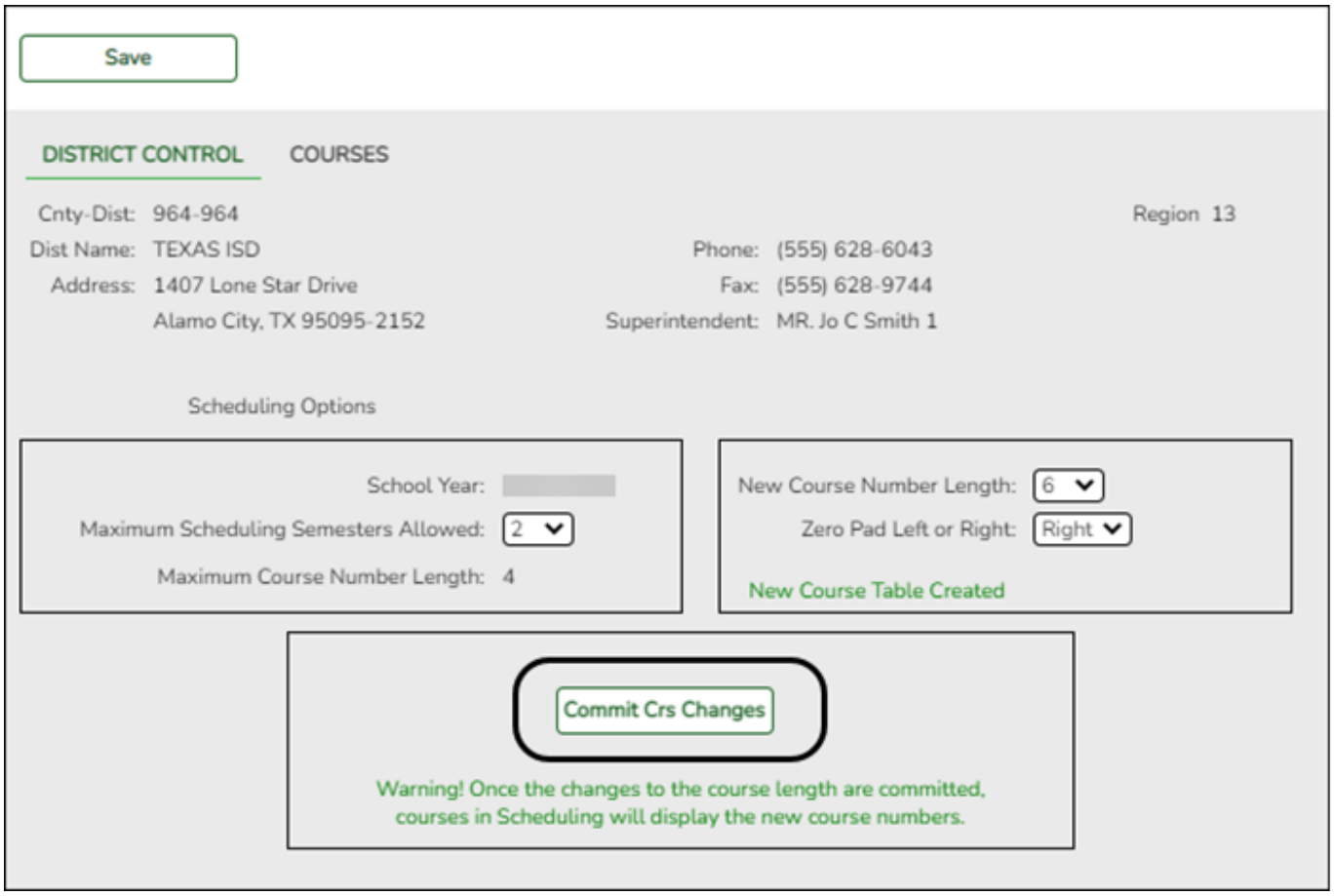
❑ In the **New Proxy** field, type the new proxy number. Do this for as many proxies as necessary.

❑ Click **Save**.

Commit Course Changes

Use the District Control tab to commit the changes to the course number length once you have made all necessary changes to your courses and proxies.

Scheduling > Maintenance > Master Schedule > District > District Control



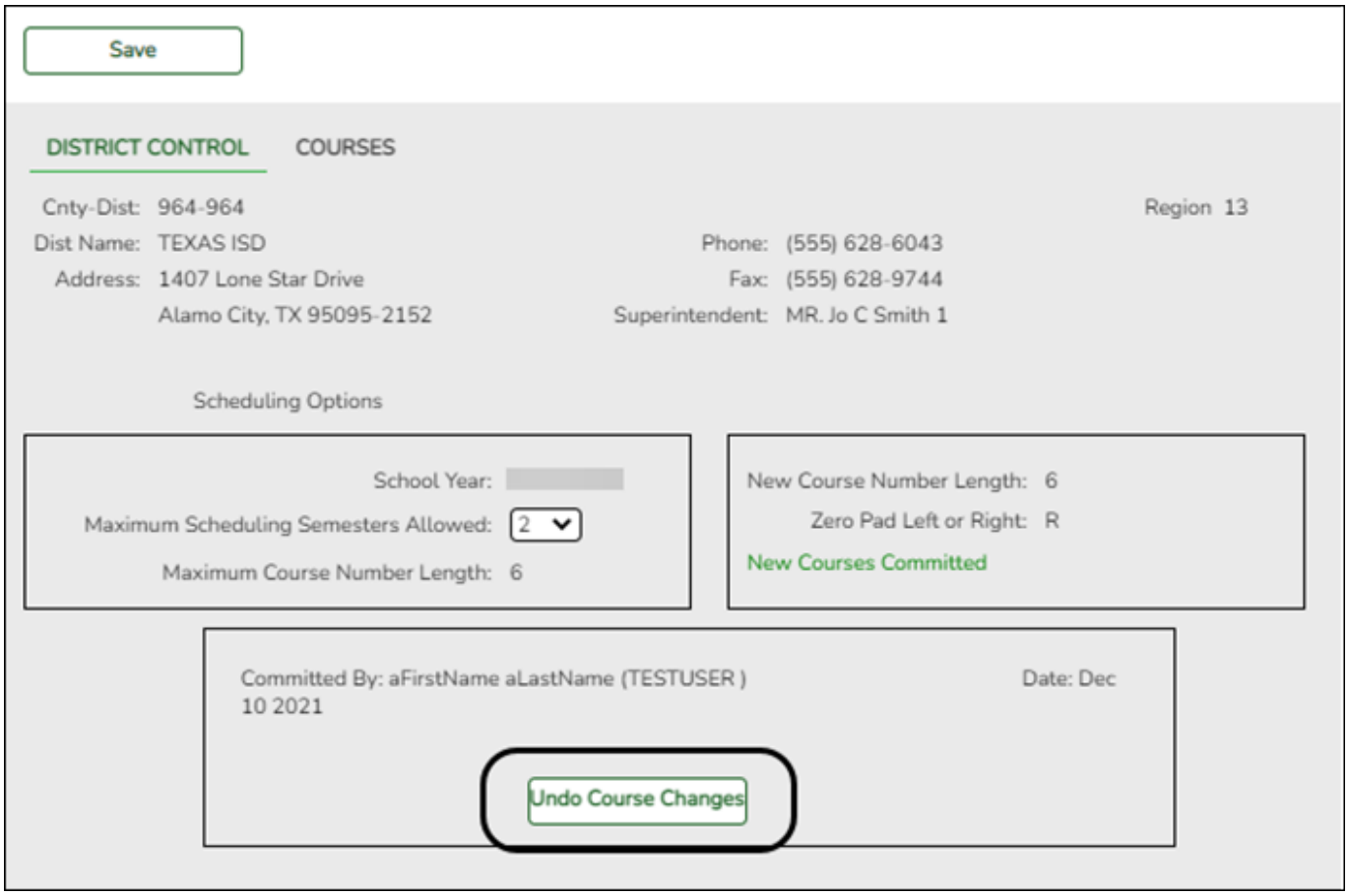
❑ Click **Commit Crs Changes** to change all of your courses to the new course numbers.

❑ Click **Yes** when prompted to commit to the new course numbers.

Undo Course Changes

The District Control tab allows you to revert to the original course number length, if necessary. You will lose any individual changes you made to courses or proxies.

Scheduling > Maintenance > Master Schedule > District > District Control



❑ If necessary, click **Undo Course Changes** to undo the changes you made.

Note: You cannot undo the course number length change if any grade's **Status** field is anything other than *Closed* under **Student Course Requests** on the Maintenance > Master Schedule > Campus > Campus Control tab.

❑ Click Yes when prompted to undo the course changes.

Note: The crosswalk table still holds all changes you have made until the next steps. It is cleared during Move To Grade Reporting.

❑ Change the **New Course Number** Length back to the original course number length.

❑ Click **Save**.

❑ Click **Yes** when prompted to clear the crosswalk.

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