



ASCENDER Scheduling - Change Course Number Length

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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

Save

DISTRICT CONTROL COURSES

Cnty-Dist: 964-964

Dist Name: TEXAS ISD

Address: 1407 Lone Star Drive
Alamo City, TX 95095-2152

Region 13

Phone: (555) 628-6043

Fax: (555) 628-9744

Superintendent: MR. Jo C Smith 1

Scheduling Options

School Year:

Maximum Scheduling Semesters Allowed: 2 ▼

Maximum Course Number Length: 4

New Course Number Length: 6 ▼

Zero Pad Left or Right: Right ▼

New Course Table Created

☐ 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

Save

DISTRICT CONTROL **COURSES**

English Title Retrieve

Del	Detail	Course Number	New Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from TeacherPortal	Sif Pod
		1100	110000	ENGLISH 1	ENG1	03220100	ENG 1	Y	2			N
		1200	120000	ENGLISH 2	ENG2	03220200	ENG 2	Y	2			N
		1300	130000	ENGLISH 3	ENG3	03220300	ENG 3	Y	2			N
		9100	910000	ENGLISH 1 R	ENG1R	03220100	ENG 1	Y	2			N
		9200	920000	ENGLISH 2 R	ENG2R	03220200	ENG 2	Y	2			N
		9300	930000	ENGLISH 3 R	ENG3R	03220300	ENG 3	Y	2			N
		9400	940000	ENGLISH 4 R	ENG4R	03220400	ENG 4	Y	2			N

First 1 / 1 Last Add Rows: 7

Crs Nbr: 1100 ENGLISH 1 Abbrev Name: ENG 1 Service ID: 03220100 Graded Crs: ☒
 New Crs Nbr: 1101 Textbook ISBN: Exclude from TeacherPortal: Self Paced: ☐
 Number of Semesters: 1

Scheduling

Per Ctrl: 0
 Department:
 Gender Restr:
 Required: ☒
 Elective: ☐
 Other Categ:

Course Codes and Credits

Tot Credits: 1.0 Credit Seq: 1
 Part Credit: ☒ Credit Lvl: H
 AAR: E CPR: ☐
 Grad Plan: ENGL Speech: ☒
 Spec Cons:
 OnRamps: ☐

Elem/Misc

Core Crs: ☐
 ELA Wgt:
 Auto Grd:
 Incl UIL Elig: ☒
 Exam/Sem Pat: 1

PEIMS

CTE Hrs:
 Pop Srvc: 01
 Instr Sett:
 Class Type: 01
 Role ID: 087
 Crs Seq:

HR/GA

HRoll Wgt: 1
 HRoll Table: R - Regular
 HRoll Code:
 GA Table: R - Regular
 GA Wgt: 1

☐ 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

Save

CAMPUS CONTROL
SELECTION
COURSES
SECTIONS
PROXIES
INSTRUCTORS
STUDENTPORTAL MESSAGE
COPY COURSE SECTION

Retrieve

Delete	Detail	Proxy	New Proxy	Title	Type	Pregrid Restriction	Include in CM	Grade Restriction
		09TH	09TH00	9th	N - Normal		N	
		0LNW	0LNW00	LNW+IP*	M - Match		N	
		10TH	10TH00	10th	N - Normal		N	
		11TH	11TH00	11th	N - Normal		N	
		12TH	12TH00	12th	N - Normal		N	
		GOVE	GOVE00	Gov+Eco	M - Match		N	
		LNWI	LNWI00	LNW+IS	M - Match		N	
		PSYC	PSYC00	Psych+FL	M - Match		N	

First
1 / 1
Last
Add
Rows: 8

Proxy: 0000 Title: JOURNALISM Type: ☒ Normal ☐ Match ☐ Control

Exclude from Stu Crs Requests: ☐ New Proxy: JOUR12 Pregrid Restriction: =

Delete	Course	Title
	8300	JOURNALISM

Add
Rows: 1

☐ 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

Save

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Maximum Course Number Length: 4

New Course Number Length: 6 ▼

Zero Pad Left or Right: Right ▼

New Course Table Created

Commit Crs Changes

Warning! Once the changes to the course length are committed, courses in Scheduling will display the new course numbers.

☐ 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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