



# **scheduling\_elem\_set\_up\_courses**



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[Grade Reporting > Maintenance > Tables > Elementary > Elem Courses](#)

This tab allows you to set up elementary courses by grade level.



The grade level must be defined on the [Elem Grade](#) tab before you can add course information on this tab.

**IMPORTANT:** Do not include one-semester courses when setting up courses by grade level. Instead, add one-semester courses as needed using [Maintenance > Student > Group Maint > Add/Delete Courses](#). You can verify the number of semesters for the course using **Nbr Sem** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#).

<b>Grade Level</b>	Select a grade level for which to add courses. Only grade levels established on the <a href="#">Elem Grade</a> tab are listed.
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- If data exists for the grade level, the data is displayed.
- [The list can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

Click **+Add** to add data to the table. A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

<b>Course</b>	Select the elementary course for the grade level. Only courses where <b>Credit Lvl = E</b> (elementary) in the <a href="#">district master schedule</a> are listed.
<b>Title</b>	The course title is displayed.
<b>Period</b>	Select the period when the class meets.
<b>Days</b>	Select the days of the week on which the class meets.


Click **Save**.

Repeat for each grade level.

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**Delete a row.**

1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



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