



**Create next year campus courses.**



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## Create next year campus courses.

- Pull campus courses from Grade Reporting (CY).

[Scheduling > Utilities > Create NY Master Schedule > Campus](#)

This utility creates next year campus courses (i.e., the campus master schedule). At the campus level, courses are only created if they are offered at the district level.

If next year master schedule information already exists, the message “Created” is displayed.

**NOTE:** If choosing Scheduling Option 1: Manual Entry or Option 2: Combination, campuses can choose to create **Instructors** and **Campus Sections** on this screen.

Choosing **ONLY Campus Courses** gives the campus the option to remove and/or modify courses prior to creating the NY instructors and NY campus sections (if they choose to) into the campus schedules. Then for Scheduling Option 1: Manual Entry or Option 2: Combination, instructors and campus sections are created later.

Select the data you want to create:

**NOTE:**

- Instructors and sections will be populated in the next step of the scheduling process.
- **Active Meeting Times** is selected by default; however, meeting times will *not* be created if **Campus Sections** is not selected.

<b>Campus Courses</b>	Select to create next year courses. Additional fields are enabled:	
	<b>from CY campus</b>	Select if you want courses created from the current year campus master schedule.
<b>from NY district</b>		Select if you want courses created from the next year district master schedule.
		This option is not usually selected, as it moves ALL courses from the district master schedule, including courses that are no longer used.
		This option creates all district courses at the campus. This option can be used if the district has only one campus.
The <b>Campus Sections</b> field is enabled allowing you to create sections.		

**NOTE:** If the **Maximum Course Number Length** in Scheduling ([Maintenance > Master Schedule > District > District Control](#)) is different than the current year **Maximum Course Number Length** in Grade Reporting ([Maintenance > Tables > District Control Table](#)), the courses are created using the crosswalk table that was created in Scheduling when the **New Course Number Length** was changed to match the new district master schedule on the District Control tab.

After the new course number length has been committed, the crosswalk table will no longer exist, and the courses in current year Grade Reporting will be zero padded to the correct length for next year based on the options selected on the Scheduling District Control tab.

Click **Create**.

You are prompted to confirm that you want to create the selected data. Click **Yes**.

- [Manually select any new courses from district master schedule.](#)

[Scheduling > Maintenance > Master Schedule > Campus > Selection](#)

This tab allows you to select district course records to be added to the campus master schedule.

The campus master schedule contains all the courses and sections offered at the campus. The campus course records are built by selecting district courses; the information from the district course record is automatically copied to the campus course record.

You must establish the campus course records before you can create campus section records.

Select the credit level:

**Credit Level** Select the credit level for which you want to add course records. The option *All* is available for K-12 campuses only.

Click **Retrieve**.

<b>(left grid) District Courses to Add</b>	<p>The course records for the district are listed. Courses that have already been selected for the campus master schedule are <i>not</i> listed.</p> <p>To add district courses to the campus master schedule:</p> <ol style="list-style-type: none"> <li>1. Select one or more courses in the left grid.</li> <li>2. Click → to move the selected course(s) from the left grid to the right grid.</li> <li>3. Or, click →» to move all courses from the left grid to the right grid. This overrides any selected courses.</li> </ol>
<b>(right grid) Campus Courses to Delete</b>	<p>All courses selected for the campus master schedule are listed. The campus courses (displayed on the right) are the only campus courses that can be deleted. These courses do not yet have any sections assigned.</p> <p>To remove courses from the campus master schedule:</p> <ol style="list-style-type: none"> <li>1. Select one or more courses in the right grid.</li> <li>2. Click ← to move the selected course(s) from the right grid to the left grid.</li> <li>3. Or, click «← to move all courses from the right grid to the left grid. This overrides any selected courses.</li> </ol> <p>The following courses cannot be removed from the right grid:</p> <ul style="list-style-type: none"> <li>• Courses that have course-sections or enrolled students. You cannot delete a course that is requested by a student as an alternate.</li> <li>• Courses that have been requested by a student at the campus, either as a request or as an alternate request, are displayed in red. You must remove the requests before the courses can be removed from the right grid.</li> <li>• Courses that are part of a district graduation plan, and have at least one student at the campus assigned to the graduation plan. The program will look in the crosswalk table when identifying courses that are part of a graduation plan with students assigned to it when the course number length has been changed on <a href="#">Maintenance &gt; Master Schedule &gt; District &gt; District Control</a>. If the course is part of a district graduation plan, but no students are assigned to the graduation plan, the course can be deleted from the campus courses, but you will first be prompted to confirm that you want to delete the course.</li> </ul>

- If there are multiple pages, [page through the list](#).

Click **Save**.

**Undo** Revert to the original course lists before saving. Unsaved changes are lost. The reset function does not reset courses once the lists have been saved.

- [Modify campus courses as needed.](#)

[Scheduling > Maintenance > Master Schedule > Campus > Courses](#)

This tab allows you to maintain course records in the campus master schedule. Data in the campus course records is copied from the district master schedule, and **only the fields listed on this Help page can be modified in the campus master schedule**. All other fields are maintained in the district master schedule.

You cannot delete a course from this tab. Courses can be deleted on the [Selection](#) tab.

<b>search drop-down</b>	Select the field by which you want to search for courses.
<b>search</b>	<p>Type all or part of the search phrase.</p> <ul style="list-style-type: none"> <li>• If you search by course number, title, or service ID, the search retrieves courses that <i>begin with</i> the characters or numbers you typed. For example, if you select <i>Course Title</i>, type 'eng' to retrieve all courses with a title that starts with Eng.</li> <li>• For <i>Course Number</i>, you must include leading zeros.</li> <li>• If you search by abbreviated name, the search retrieves courses that <i>begin with</i> the characters you typed. For example, type 'math' to retrieve all abbreviated names that begin with the letters math.</li> <li>• Leave blank to retrieve all courses.</li> </ul>

Click **Retrieve**.

A list of courses that meet the specified criteria 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.

- If there are multiple pages, [page through the list](#).

**Change the grid view:**

The default view in the grid is basic course information indicated by  $\Rightarrow$  **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **Scheduling** header, only restrictions information is displayed in the grid. The Scheduling header is displayed as  $\Rightarrow$  **Scheduling** indicating that it is the current view.

Click  for a record in the grid. The fields below the grid are enabled:

<b>Max Seats</b>	Type the number of seats available in the classroom.
<b>Grd Restr</b>	<p>If there are grade level restrictions for the course-section, select the lowest grade level allowed.</p> <p>In the adjacent <b>+</b> field, type the number of additional grade levels that are eligible to take the course.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the <b>Grd Restr</b> field, and type 1 in the <b>+</b> field.</p>
<b>Pregrid Grd Restr</b>	<p>If there are grade level restrictions that should restrict the course from being displayed in ASCENDER StudentPortal and SCH0133 - ASCENDER StudentPortal Course List (for ASCENDER districts), select the lowest grade level allowed for the course.</p> <p>In the adjacent <b>+</b> field, type the number of additional grade levels that are eligible to take the course. When students access ASCENDER StudentPortal, the course will only be displayed in the subject area for students in the grade levels indicated.</p> <p>For example, if the course is for 7th and 8th grade students, select 07 in the <b>Pregrid Grd Restr</b> field, and type 1 in the <b>+</b> field.</p> <p>Select <b>EX</b> to exclude the course for all grade levels. This option is not available for proxies.</p> <p>If the <b>Pregrid Grd Restr</b> field is set to <b>EX</b>, any characters typed in the <b>+</b> field are cleared when you click <b>Save</b>.</p>

Under **Options**:

<b>Excl Conflict Matrix</b>	Select if the course should be excluded from the conflict matrix reports and the master schedule generator resource allocator. The course will also be excluded from the MSALGO export.
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<b>Can Split Opt</b>	<p>Type Y or N to indicate if the course can be split in different semesters (i.e., assign a student a full year course with different course sections for first and second semesters).</p> <ul style="list-style-type: none"> <li>• <i>Y</i> - The scheduler will determine which section the student will attend each semester; it is not necessarily the same section each semester.</li> <li>• <i>N</i> or blank - Do not use this option.</li> </ul> <p>The scheduling load does not include this option at this time. This functionality will be added to the scheduling load in a future release of the software.</p>
<b>Rpt Card Grd Typ</b>	<p>Select the type of grades that should appear on the report cards for the course. The field is used by TeacherPortal when determining the working cycle average.</p> <p>Rules:</p> <ul style="list-style-type: none"> <li>• You cannot select E, S, N, U if <b>Credit Level</b> = E, <b>Core Course</b> = L, M, S, or X, and the elementary core grade conversion table is set to A, B, C, D, or F.</li> <li>• You cannot select A, B, C, D, F if <b>Credit Level</b> = E, <b>Core Course</b> = blank or Z, and the elementary noncore grade conversion table is set to E, S, N, or U.</li> <li>• You cannot select <i>Pass/Fail</i> if <b>Credit Level</b> = E.</li> <li>• You cannot select <i>E, S, N, U</i> or <i>A, B, C, D, F</i> if <b>Credit Level</b> = H. Only <b>Numeric</b> and <b>Pass/Fail</b> grade types are allowed.</li> </ul> <p>An error message is displayed if there is no match.</p> <p>The options are stored in the database as follows:</p> <p>Numeric - blank or Numeric  A = A, B, C, D, F  E = E, S, N, U  P = <i>Pass/Fail</i></p>
<b>Excl Stu Crs Req</b>	<p>Select if the course should be excluded from ASCENDER StudentPortal and <a href="#">SCH0133 - StudentPortal Course List</a>.</p>

Click **Save**.



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