Remove Students from a Course-Section

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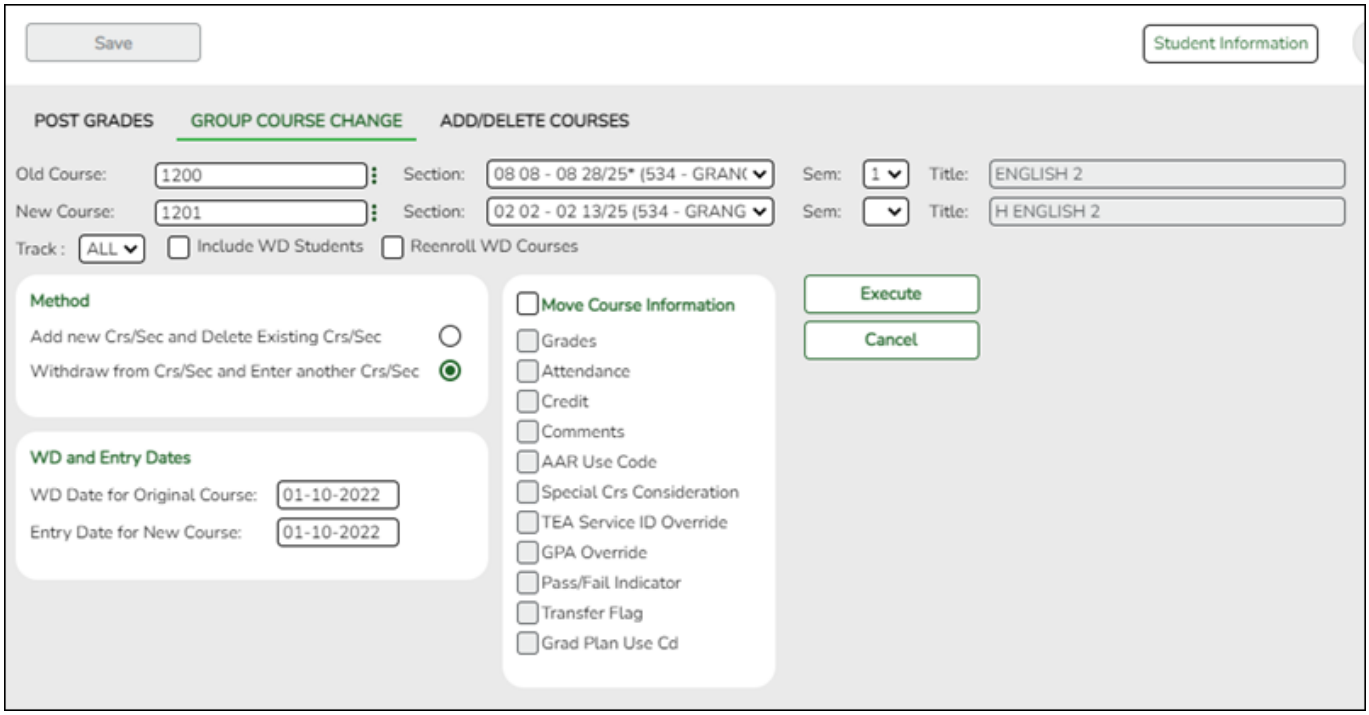
To delete a course, all students must be removed from all sections of the course. Then the sections can be deleted, and then the course can be deleted from the campus master schedule and then the district master schedule.

Remove Students from a Course-Section

Grade Reporting > Maintenance > Student > Group Maint > Group Course Change

This tab allows you to transfer all students who are currently enrolled in one course-section to another course-section.



❑ In the **Old** fields, select the course, section, and semester to remove students from.

❑ In the **New** fields, select the course, section, and semester to move these students to.

❑ Be sure to select **Include WD Students** to include any students who withdrew from the campus. If these students are not transferred out of the **Old** course-section, this will prevent you from deleting the section.

❑ Under **Method**, select **Add new Crs/Sec and Delete Existing Crs/Sec**. This will cause the section to be deleted once all students are moved to the **New** course-section.

❑ Under **WD and Entry Dates**, enter the **Entry Date for New Course** for the **New** course-section.

❑ Select any course information that should be moved if applicable.

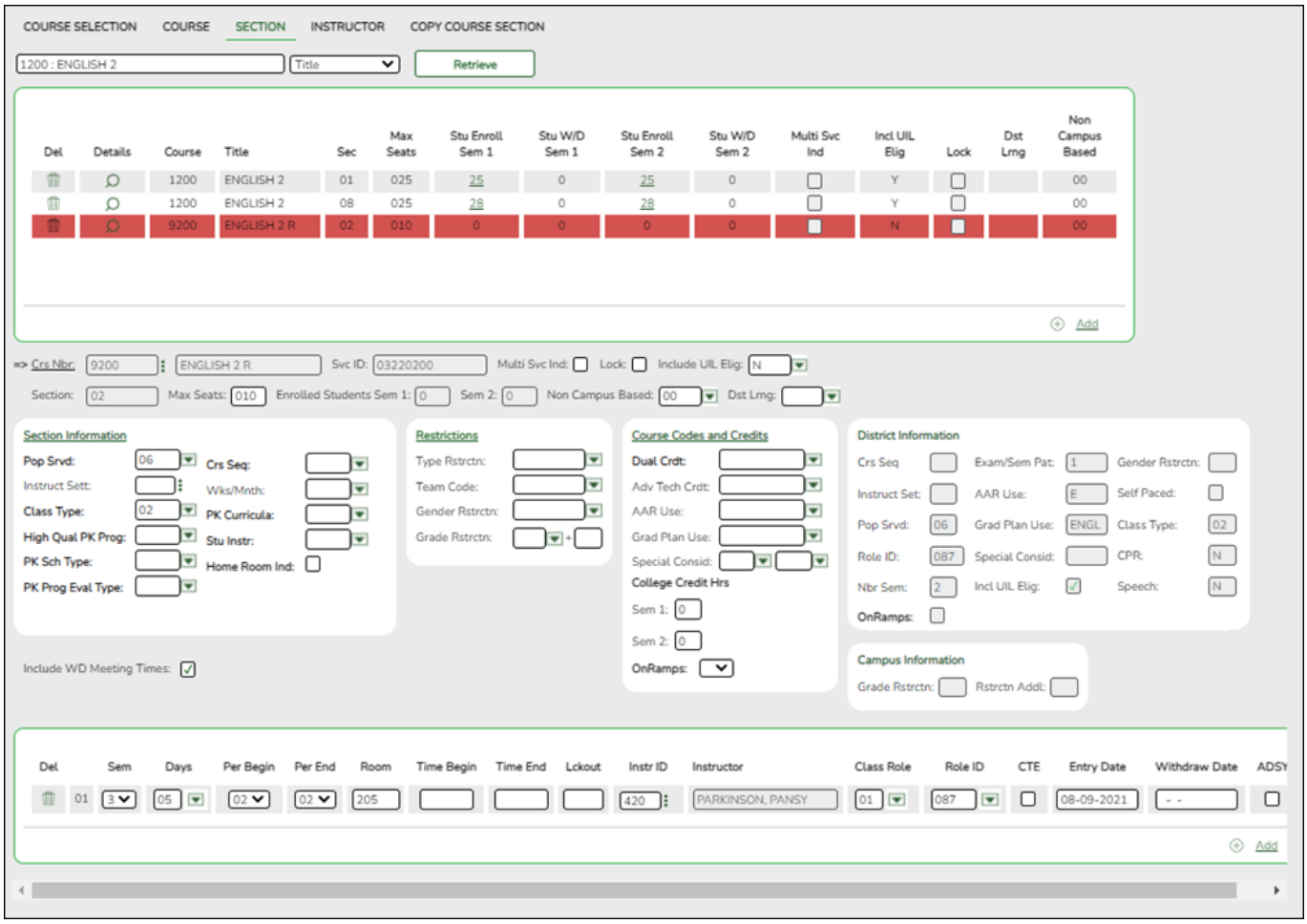
❑ Click **Execute**. A report is generated showing the results of the change.

❑ The **Save** button is disabled and not used on this page.

Delete Course-Sections

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

If no students are enrolled in a course-section, the section can be deleted.



Note: Be aware that any students who withdrew from the campus must also be withdrawn from the section.

❑ Retrieve the course as described previously. All existing sections are listed in the top grid.

❑ In the top grid, click the trashcan to select the section to be deleted. Sections must be deleted one at a time.

❑ Click **Save**.
You are prompted to confirm that you want to permanently delete the course-section. Click **Yes**.

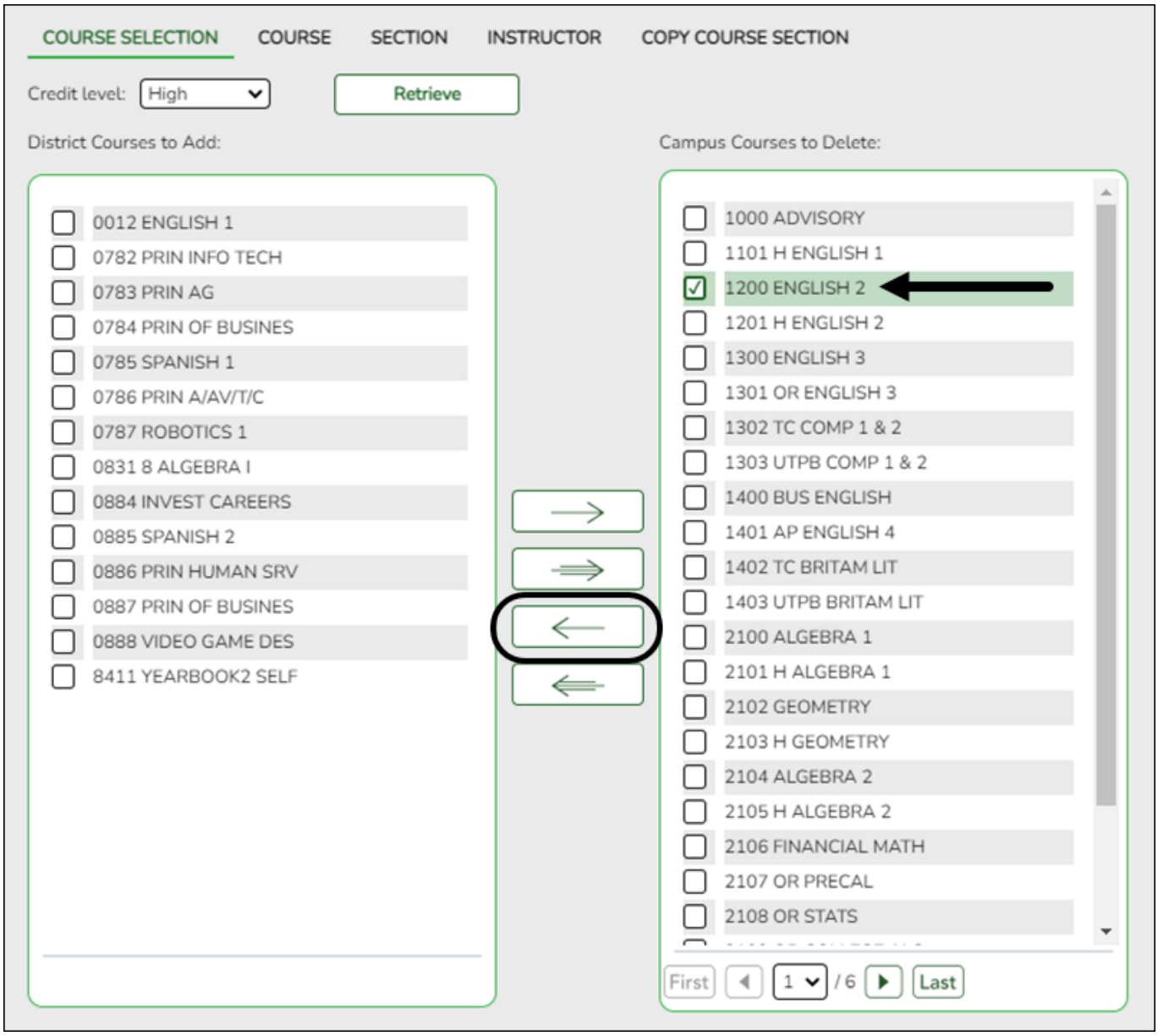
❑ Repeat for all remaining sections of the course.

Delete the Course

If a course has no sections, it can be removed from the campus master schedule. If a course is not included in any campus master schedules, it can be removed from the district master schedule.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course Selection

This tab allows you to remove a course from the campus master schedule.



❑ Select the **Credit Level** and click **Retrieve.**

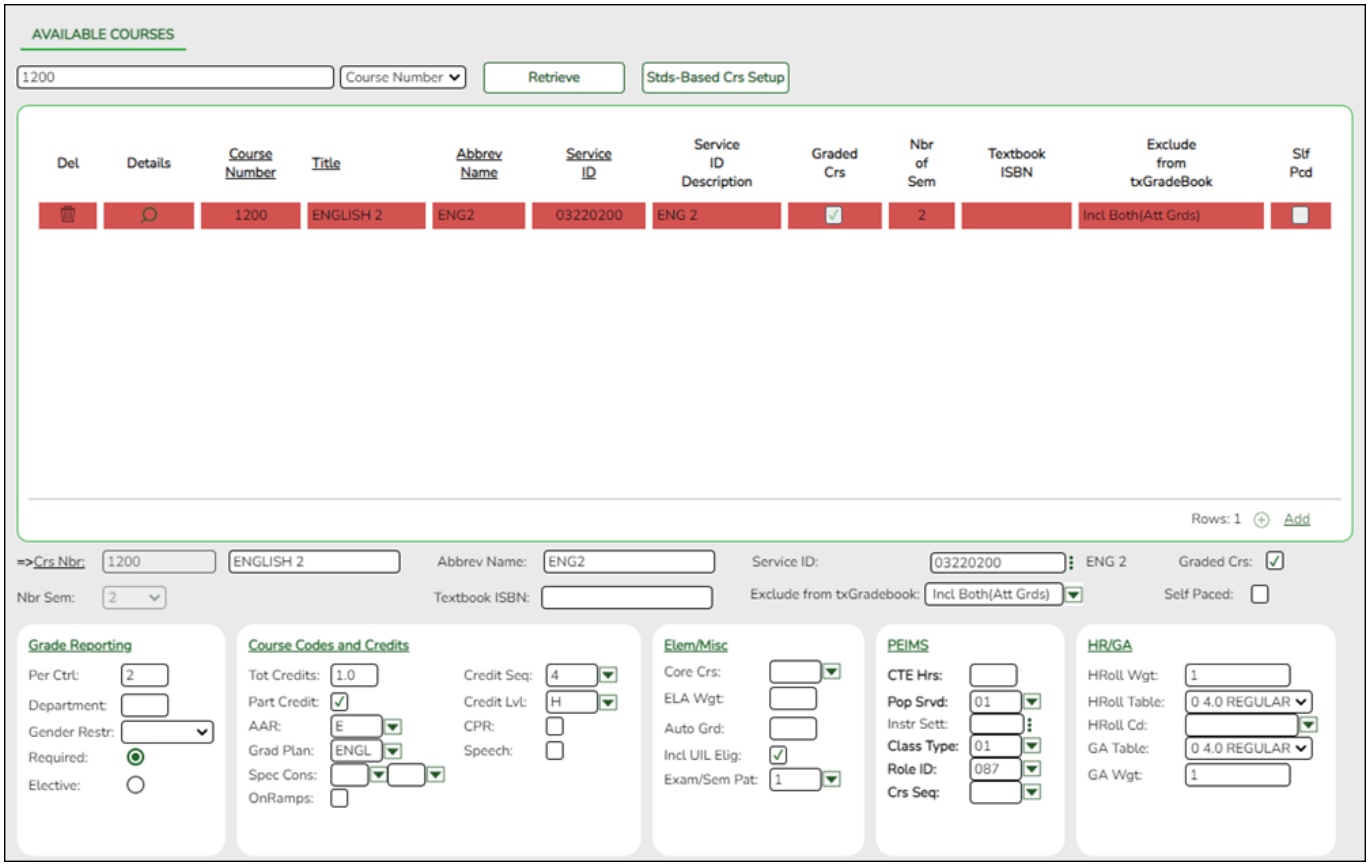
❑ In the right grid, all courses in the current year campus master schedule are listed. Locate and select the course to be removed.

❑ Click **←-** to remove the selected course. It is moved to the district master schedule list (left grid).

❑ Click **Save**.

Grade Reporting > Maintenance > Master Schedule > District Schedule

The page allows you to delete a course from the district master schedule.



❑ Retrieve the course.

❑ Click the trashcan for the course to be deleted.

❑ Click **Save**.
You are prompted to confirm that you wish to delete the course. Click **Yes**.

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