



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**Note:** Be aware that any students who withdrew from the campus must also be withdrawn from the section.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

The screenshot shows the 'COURSE SELECTION' tab with the following elements:

- Navigation:** COURSE SELECTION (selected), COURSE, SECTION, INSTRUCTOR, COPY COURSE SECTION
- Filters:** Credit level: High (dropdown), Retrieve (button)
- Left Panel (District Courses to Add):** A list of 16 courses with checkboxes. The list includes: 0012 ENGLISH 1, 0782 PRIN INFO TECH, 0783 PRIN AG, 0784 PRIN OF BUSINES, 0785 SPANISH 1, 0786 PRIN A/AV/T/C, 0787 ROBOTICS 1, 0831 8 ALGEBRA I, 0884 INVEST CAREERS, 0885 SPANISH 2, 0886 PRIN HUMAN SRV, 0887 PRIN OF BUSINES, 0888 VIDEO GAME DES, and 8411 YEARBOOK2 SELF.
- Right Panel (Campus Courses to Delete):** A list of 20 courses with checkboxes. The list includes: 1000 ADVISORY, 1101 H ENGLISH 1, 1200 ENGLISH 2 (checked and highlighted with a green background and a black arrow), 1201 H ENGLISH 2, 1300 ENGLISH 3, 1301 OR ENGLISH 3, 1302 TC COMP 1 & 2, 1303 UTPB COMP 1 & 2, 1400 BUS ENGLISH, 1401 AP ENGLISH 4, 1402 TC BRITAM LIT, 1403 UTPB BRITAM LIT, 2100 ALGEBRA 1, 2101 H ALGEBRA 1, 2102 GEOMETRY, 2103 H GEOMETRY, 2104 ALGEBRA 2, 2105 H ALGEBRA 2, 2106 FINANCIAL MATH, 2107 OR PRECAL, and 2108 OR STATS.
- Central Controls:** Four buttons with arrows: a single right arrow, a double right arrow, a single left arrow (circled in red), and a double left arrow.
- Bottom Controls:** First, 1 / 6, Last (pagination controls).

- 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.

**AVAILABLE COURSES**

1200 Course Number Retrieve Stds-Based Crs Setup

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Stf Pcd
		1200	ENGLISH 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl.Both(Att Grds)	<input type="checkbox"/>

Rows: 1 + [Add](#)

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=>Crs Nbr: 1200 ENGLISH 2 Abbrev Name: ENG2 Service ID: 03220200 ENG 2 Graded Crs:   
 Nbr Sem: 2 Textbook ISBN: Exclude from txGradebook: Incl Both(Att Grds) Self Paced:

**Grade Reporting**

Per Ctrl: 2

Department:

Gender Restr:

Required:

Elective:

**Course Codes and Credits**

Tot Credits: 1.0

Part Credit:

AAR: E

Grad Plan: ENGL

Spec Cons:

OnRamps:

**Elem/Misc**

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig:

Exam/Sem Pat: 1

**PEIMS**

CTE Hrs:

Pop Srvd: 01

Instr Sett:

Class Type: 01

Role ID: 087

Crs Seq:

**HR/GA**

HRoll Wgt: 1

HRoll Table: 0 4.0 REGULAR

HRoll Cd:

GA Table: 0 4.0 REGULAR

GA Wgt: 1

- 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**.



## Back Cover