



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.

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

1200 : ENGLISH 2 Title Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
		1200	ENGLISH 2	01	025	25	0	25	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
		1200	ENGLISH 2	08	025	28	0	28	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
		9200	ENGLISH 2 R	02	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00

➕ Add

⇒ Crs Nbr: 9200 ENGLISH 2 R Svc ID: 03220200 Multi Svc Ind: Lock: Include UIL Elig: N

Section: 02 Max Seats: 010 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 00 Dist Lrng:

Section Information

Pop Srvd: 06 Crs Seq:

Instruct Sett: Wks/Mnth:

Class Type: 02 PK Curricula:

High Qual PK Prog: Stu Instr:

PK Sch Type: Home Room Ind:

PK Prog Eval Type:

Include WD Meeting Times:

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn: +

Course Codes and Credits

Dual Crdt:

Adv Tech Crdt:

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1: 0

Sem 2: 0

OnRamps:

District Information

Crs Seq Exam/Sem Pat: 1 Gender Rstrctn:

Instruct Set: AAR Use: E Self Paced:

Pop Srvd: 06 Grad Plan Use: ENGL Class Type: 02

Role ID: 087 Special Consid: CPR: N

Nbr Sem: 2 Incl UIL Elig: Speech: N

OnRamps:

Campus Information

Grade Rstrctn: Rstrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lkout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	3	05	02	205				420	PARKINSON, PANSY	01	087	<input type="checkbox"/>	08-09-2021	- -	<input type="checkbox"/>

➕ Add

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 a 'Credit level' dropdown set to 'High' and a 'Retrieve' button. Below are two columns of course lists:

- District Courses to Add:** A list of 16 courses, each with an unchecked checkbox. The courses are: 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.
- Campus Courses to Delete:** A list of 18 courses, each with a checkbox. The course '1200 ENGLISH 2' is selected with a checked checkbox and highlighted in green. A black arrow points to this row. Other courses include: 1000 ADVISORY, 1101 H ENGLISH 1, 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.

Between the two lists are four directional buttons: a single right arrow, a double right arrow, a single left arrow (circled in red), and a double left arrow. At the bottom right of the 'Campus Courses to Delete' list, there are navigation controls: 'First', a left arrow, '1' in a dropdown, a right arrow, and 'Last'.

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

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

=>Crs Nbr: Abbrev Name: Service ID: : ENG 2 Graded Crs:
 Nbr Sem: Textbook ISBN: Exclude from txGradebook: Self Paced:

Grade Reporting

Per Ctrl:

Department:

Gender Restr:

Required:

Elective:

Course Codes and Credits

Tot Credits:

Part Credit:

AAR:

Grad Plan:

Spec Cons:

OnRamps:

Elem/Misc

Credit Seq:

Credit Lvl:

CPR:

Speech:

PEIMS

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig:

Exam/Sem Pat:

HR/GA

CTE Hrs:

Pop Srvd:

Instr Sett:

Class Type:

Role ID:

Crs Seq:

HRoll Wgt:

HRoll Table:

HRoll Cd:

GA Table:

GA Wgt:

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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