

Other functions and features:

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Search drop-down	Select the field by which you want to search for courses.
Search	Type all or part of the search phrase. If you search by course number, title, or service ID, the search retrieves courses that *begin with* the characters or numbers you typed. For example, if you select *Title*, type 'eng' to retrieve all courses with a title that start with Eng. For *Course Number*, you must include leading zeros. If you search by abbreviated name, the search retrieves courses that *contain* the characters you typed. For example, type 'math' to retrieve all abbreviated names that contain the letters math, such as AP MATH. Leave blank to retrieve all courses.

❑ 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.

- Courses displayed in bold, italic type indicate that the course already has a standard set assigned.

Change the grid view:
The default view in the grid is basic course information indicated by ⇒ **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 ⇒ **Scheduling** indicating that it is the current view.

❑ Click for a record in the grid to edit the course record.

❑ Or, click **+Add** to add a course.

The fields are displayed below the grid where you can add or update the record.

Crs Nbr	Type the four- to eight-digit course number assigned to the course by the district. Only uppercase alpha characters are allowed. Any lowercase letters are converted to uppercase when you save. Special characters are not allowed. If you are editing an existing record, the field cannot be updated.
Title	Next to the **Crs Nbr** field, type the name of the course, up to 15 characters, with no commas. **NOTE:** If the course title is LUNCH, the course number and period will not print on student schedules.
Abbrev Name	Type the eight-character abbreviated course name that will print on the AAR (SGR2047). The field is for local courses only. If left blank, the first eight characters of the course title are saved in this field.
Service ID	(Required) Click ⋮ to select the service ID for the course. The service ID description is displayed next to the field. For Classroom Link, verify that the appropriate service ID is assigned to each course. Service IDs that begin with SA, SR, SS, 8, or 9 are not reported for PEIMS. **NOTE**: Local Service IDs that begin with *8* must be unique and cannot end in *XXX*.
Graded Crs	Select if the course is graded. Only graded courses are included in grade averaging calculations. **NOTE:** Grades *can* be posted for a non-graded course on the Student Maintenance pages.
Nbr Sem	Select the number of semesters of the course. The number cannot exceed the number of semesters for grade reporting, as indicated on Tables > Campus Control Options > Parameters. This field is disabled if a campus has selected the course and built sections for the course.
Textbook ISBN	Type the international standard book number (ISBN) associated with the textbook for the course, up to ten characters.
Exclude from TeacherPortal	Indicate if the course should be excluded from the Attendance and/or Grades pages in TeacherPortal.
Self Paced	Select if the course is self-paced. Self-paced courses can only be one semester long and must have the report card grade type as numeric (set in Grade Reporting/Maintenance/Master Schedule/Campus Schedule/Course). If you modify an existing one-semester course to be self paced, a message displays the number of students in the course. This message is not displayed if no students are enrolled in the course. ❑ Click **OK**. You are prompted to print a student list. ❑ Click **Yes** or **No**. The **Self Paced** field is selected.

❑ Under **GrdRpting**:

Per Ctrl	Type the period control number for the course, which is the number of class periods per day the course meets multiplied by the number of semesters taught. Examples: • If a two-semester course has a duration of one period, the period control is 02 (2 semesters x 1 period). • If a two-semester course has a duration of two periods, the period control is 04 (2 semesters x 2 periods).
Department	(Optional) Type the code indicating the academic department with which the course is associated, up to three characters. The code is determined by the district.
Gender Restr	Select a gender if the section is restricted to one gender. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section).
Required Elective	Indicate if the course is a required or elective course. When the grid view is set to ⇒ **GrdRpting**, the selected option is displayed in the **Course Priority** column in the grid.

❑ Under **Course Codes and Credits**:

Tot Credits	Type the number of academic credits awarded to students who pass the course, up to two digits. The decimal is inserted automatically. For example, if you type 10, the field displays 1.0. **IMPORTANT:** If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility, as this will affect student averages in prior years.
Part Credit	Select if partial credit is awarded to students who fail one or more semesters or are only enrolled in part of the course. The field is used by the Assign Pass Fail Indicators utility. Partial credit cannot be selected for regular one-semester and self-paced courses. **NOTE**: If a two-semester course has a Credits setting of .5 credits, ***Award Partial Credit*** must be selected for the **Grade Compuation and Credit Assignment** utility to award the credit.
AAR	The code is used to determine where the course will print on the AAR. The field is only used if the code is different from the designated area for printing; otherwise, leave blank. • If there are AAR use codes on the student record, the student codes are used even if there are AAR use codes on the section or district course records. • If the AAR use codes are blank on the student record, but the section has AAR use codes, the section codes are used even if there are AAR use codes on the district course. • If the use codes are blank on the student and section records, but there are AAR use codes on the district course, the district course codes are used.

Grad Plan	Select the code indicating the academic area in which the course will appear on a student's graduation plan, if the academic area is different than what would be on the student's AAR. This field is usually used for courses such as band or PE where the student may be required to take only one year to fulfill a particular requirement, but may take subsequent courses after the first year. For example, if a student takes Band 1, the Band 1 course fulfills his Fine Arts credit. If that student continues to Band 2, 3, and 4, these courses are not needed for Fine Arts credit, so they can be considered electives on the student's graduation plan. For Band 2, 3, and 4, set the field to *ELEC* (i.e., elective). Note that Band 2, 3, and 4 will still appear as Fine Arts courses on the student's AAR.
Spec Cons	Select up to two codes indicating special considerations for the course. The codes cannot be the same for both fields. Special considerations are printed on the student's AAR (SGR2047). • If there are special course consideration codes on the student record, the student codes are displayed on the AAR even if there are special course consideration codes on the section or district course records. • If the special course consideration codes are blank on the student record, but the section has special course consideration codes, the section codes are displayed on the AAR even if there are special course consideration codes on the district course. • If the special course consideration codes are blank on the student and section records, but there are special course consideration codes on the district course, the district course codes are displayed on the AAR.
Credit Seq	Select the code indicating the conditions under which credits are awarded. This field is only considered in the Grade Computation and Credit Assignment utility and the Assign Pass Fail Indicators utility if **Grading Concept** is set to *Sem/Final* on Maintenance > Tables > Campus Control Options > Computation. 1 - Full credit is awarded if final grade and first semester grade are passing. 2 - Full credit is awarded if final grade and last semester grade are passing. 3 - Full credit is awarded if final grade and all semester grades are passing. 4 - Full credit is awarded if final grade and any semester grades are passing.
Credit Lvl	Select the credit level for which you want to add course records. It is important that all district courses be assigned a credit level, because the field is used in grade averaging and cumulative grade averaging at middle schools and high schools. • Select H for a course offered for high school credit but taught at a middle school. This is necessary for the Assign Pass/Fail Indicators utility and the PEIMS Classroom Link extract to determine how to write elements for the student's course completion record. • Select E for an elementary course. **IMPORTANT:** If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility, as this will affect student averages in prior years.

CPR	Select if the course allows a student to meet the requirement for cardiopulmonary resuscitation (CPR) instruction. The CPR instruction must include training that has been developed by the American Heart Association or the American Red Cross, or using nationally recognized, evidence-based guidelines and incorporation psychomotor skills to support the instruction.
Speech	Select if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills.
OnRamps	Select if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin. The field can only be selected for high school credit courses (i.e., **Credit Lvl** = H).

❑ Under **Elem/Misc**:

The **Core Crs** and **ELA Wgt** fields only apply to courses where the **Credt Lvl** field is set to E (*elementary*). The other three fields may apply to all credit levels.

Core Crs	Select the code indicating the core course type.
ELA Wgt	(English Language Arts weight) Type the percentage of the total language arts grade that the grade for the course represents. **NOTE:** If this field is blank or non-numeric, it will be calculated as 0.
Auto Grd	Type the default grade that should be assigned to students who have no grade recorded for the course, up to three characters. The field can be alpha or numeric. The grade will automatically display in TeacherPortal; it will not be necessary to run the Auto Assign Grades and Citizenship utility.
Incl UIL Elig	Select if the course is used in determining six-week eligibility for extracurricular activities. University Interscholastic League (UIL) rules allow some courses to be exempt in determining six-week eligibility. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.
Exam/Sem Pat	Select the numeric code indicating when exam and semester grades are given, or leave blank. For exam/semester pattern 2, the AARs (SGR2047) do not consider the course sequence code.

❑ Under **PEIMS**:

CTE Hrs	Type the V-Code (CTE hours value 1–3) associated with the course. The Attendance application uses this value to compute CTE contact hours. Leave blank if this is not a CTE course.
Pop Srvd	Select the code indicating the student population primarily targeted for the section. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section).

Instr Sett	click ⋮ to select the instructional setting used when providing instruction to the students in the section.
Class Type	Select the code indicating if the section class type is regular or non-regular. Examples of non-regular class types are in-school suspension, school-community guidance center, alternative education school program for discipline, televised instruction, non-disciplinary alternative education, special education setting, or residential care and treatment facility.
Role ID	Select the code indicating the capacity in which the instructor serves the students during the section. Only course sections with a role ID of 087 (i.e., *Teacher*) or 47 (i.e., *Substitute Teacher*) are included in the Classroom Link data. This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section).

Crs Seq The code is used when extracting course completion data for PEIMS and during end-of-course precoding.

In most cases, this field should be left blank.

The field should only be used if the course, or part of the course, is taught out of sequence such as a credit recovery or self-paced course (e.g., the second semester of English I is taught during the first semester).

Leave this field blank if the course is not taught out of sequence. The PEIMS Classroom Link extract will extract the proper course sequence code.

This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section).

When the field is blank on both the campus and district records, the default values are used, which are based on the **Nbr Sem** field on the district course record, as follows:

• If **Nbr Sem** is 1, the default value for course sequence is 0 (i.e., one-semester course).

• If **Nbr Sem** is 2, the default value considers the student's course assignments. For example, if the student is taking a two-semester course, the default course sequence for the first semester of the course is 1 (i.e., first half of a two-semester course), and the default course sequence for the second semester of the course is 2 (i.e., second half of a two-semester course).

• For a four-semester course, if the exam/semester pattern is 2, this field must be set to 1 or blank. However, if the exam/semester pattern is not 2, this field must be set to 6 or blank.

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An error message is displayed if you select a code that does not match the course sequence code table.
The table shows the course sequence codes allowed when campus and district options are selected.

Campus Sem	District Nbr Sem	Crs Seq Cd Allowed
1	1	Any
2	1	Any
3	2	1, 3, 4, 6, 7, 8
4	1	Any
5	2	1, 3, 4, 6, 7, 8
6	2	1, 3, 4, 6, 7, 8
7	3	3, 6, and 7
8	1	Any
9	2	1, 3, 4, 6, 7, 8
A	2	1, 3, 4, 6, 7, 8
B	3	3, 6, and 7
C	2	1, 3, 4, 6, 7, 8
D	3	3, 6, and 7
E	3	3, 6, and 7
F	4	6

❑ Under **HR/GA**:

Honor Roll/Grade Averaging

HRoll Wgt	Type the number of times the course is counted in honor roll computation. Type 0 to exclude the course from honor roll computation.
HRoll Table	Select the code indicating the table used to convert the student's course grade in honor roll computations.
HRoll Code	Select the code indicating if this course's grades or students should be excluded from honor roll computations.
GA Table	Select the course type table which will be used to adjust the student's grade for the course in grade averaging calculations. These course types are set up on Grade Reporting > Maintenance > Tables > Course Type. **NOTE:** The default value for a course is *R-Regular* when added to the district master schedule. If R is not the correct grade average table for the course, the field must be updated. This code is used in the grade averaging calculations, unless the student has a GA table code specified in his student record. **IMPORTANT:** If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility, as this will affect student averages in prior years.

GA Wgt Type the number of times the grade for the course is counted in grade averaging calculations.

If one course meets multiple periods, you may want to adjust the weight to the number of times the course meets.

Example:

If a student has seven one-period courses, his course factor is 7. If a student is in one course that meets three periods, and you enter the weight as 1, this student's course factor is 5. However, If you enter a weight of 3 for the three-period course, the student's course factor is 7.

Three-Period Course with Weight = 1		**Three-Period Course with Weight = 3**	
Math	70	Math	70
English	70	English	70
SS	70	SS	70
Science	70	Science	70
Ag Mech (3 hrs)	80	Ag Mech (3 hrs)	80
			80
			80
Total	**360**	**Total**	**520**
Total Divided by 5	**360 / 5**	**Total Divided by 7**	**520 / 7**
Grade Average:	**72**	**Grade Average:**	**74.2857143**

Type 0 to exclude the course from grade averaging.

NOTE: The weight can be used to exclude a course from grade averaging. If a course has zero weight, it is excluded. Many campuses exclude PE, Band, Athletics, Office Aide, etc. from grade averaging calculations.
IMPORTANT: If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility, as this will affect student averages in prior years.

❑ Click **Save**.

NOTE: For prior years, if you have made changes to the **Tot Credits**, **Credit Lvl**, **GA Table**, or **GA Wgt** fields, a warning message is displayed when you save advising you that changing the value will affect the student grade averaging and class ranking for that school year. Click **OK** to proceed.
IMPORTANT: You must run the Historical Grade Averaging and Class Ranking utility, as these changes will affect student averages in prior years.

Other functions and features:

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.
	Delete a course record. 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). Courses cannot be deleted if they are selected by a campus, have section records, or are a part of a graduation plan that has students assigned to it.
Stds-Based Crs Setup	Assign standard sets to the course. Select a course and click the button to go to Maintenance > TeacherPortal Options > District > Stds-Based Crs Setup where you can assign standard-sets to a course that uses standards-based grading in TeacherPortal. Click **Available Course** to return.


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