

grade_reporting_tables_elem_courses_body

Table of Contents

Grade Level Select a grade level for which to add courses. Only grade levels established on the Elem Grade tab are listed.

- If data exists for the grade level, the data 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 \boxtimes or descending \boxtimes order.

☐ Click **+Add** to add data to the table.

A blank row is added to the grid.

Or, click +Add 10 to add ten blank rows.

	Select the elementary course for the grade level. Only courses where $\mathbf{Credit} \ \mathbf{Lvl} = E$ (elementary) in the district master schedule are listed.
Title	The course title is displayed.
	The core course code is displayed if the course represents a core area. This code set in the Elem/Misc - Core Crs field on Maintenance > Master Schedule > District Schedule.
Period	Select the period when the class meets.
Days	Select the days of the week on which the class meets.

☐ Click **Save**.



Delete a row.

- 1. Click \square 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).



Back Cover