

scheduling_ms_campus_selection_body

Table of Contents

❑ Select the credit level:

Credit Level	Select the credit level for which you want to add course records. The option *All* is available for K-12 campuses only.

❑ Click **Retrieve**.

(left grid) District Courses to Add	The course records for the district are listed. Courses that have already been selected for the campus master schedule are *not* listed. To add district courses to the campus master schedule: 1. Select one or more courses in the left grid. 2. Click —› to move the selected course(s) from the left grid to the right grid. 3. Or, click —» to move all courses from the left grid to the right grid. This overrides any selected courses.
(right grid) Campus Courses to Delete	All courses selected for the campus master schedule are listed. The campus courses (displayed on the right) are the only campus courses that can be deleted. These courses do not yet have any sections assigned. To remove courses from the campus master schedule: 1. Select one or more courses in the right grid. 2. Click ‹— to move the selected course(s) from the right grid to the left grid. 3. Or, click «— to move all courses from the right grid to the left grid. This overrides any selected courses. The following courses cannot be removed from the right grid: • Courses that have course-sections or enrolled students. You cannot delete a course that is requested by a student as an alternate. • Courses that have been requested by a student at the campus, either as a request or as an alternate request, are displayed in red. You must remove the requests before the courses can be removed from the right grid. • Courses that are part of a district graduation plan, and have at least one student at the campus assigned to the graduation plan. The program will look in the crosswalk table when identifying courses that are part of a graduation plan with students assigned to it when the course number length has been changed on Maintenance > Master Schedule > District > District Control. If the course is part of a district graduation plan, but no students are assigned to the graduation plan, the course can be deleted from the campus courses, but you will first be prompted to confirm that you want to delete the course.

- If there are multiple pages, page through the list.

❑ Click **Save**.

Undo	Revert to the original course lists before saving. Unsaved changes are lost. The reset function does not reset courses once the lists have been saved.


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Back Cover