

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 *Course Title*, type 'eng' to retrieve all courses with a title that starts with Eng. • For *Course Number*, you must include leading zeros. • If you search by abbreviated name, the search retrieves courses that *begin with* the characters you typed. For example, type 'math' to retrieve all abbreviated names that begin with the letters math. • Leave blank to retrieve all courses.

❑ Click **Retrieve**.

A list of courses that meet the specified criteria is displayed.

Course records are only retrieved if the Grade Reporting current year master schedule was copied to Scheduling.

- 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.

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

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 following 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. **NOTE:** If you have selected to change the course number length on Maintenance > Master Schedule > District > District Control, a crosswalk is created and the **New Course Number** field displays the new zero padded course number next to the old course number.
title	Next to the **Crs Nbr** field, type the name of the course, up to 15 characters, with no commas.
Abbrev Name	Type the eight-character abbreviated course name that will print on the AAR (SGR2047). The field is for local courses only.
Service ID	(Required) Click to select the service ID for the course. TWEDS Data Element: SERVICE-ID (E0724) (Code table C022) 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.
Nbr Sem	Select the number of semesters of 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.

❑ Under **Scheduling**:

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.
Required Elective	Indicate if the course is a required or elective course. The scheduling load will attempt to schedule students into required courses before elective courses. If a student has a singleton that is a required class, and a singleton that is an elective class, the scheduling load schedules the student into his required singleton class first, and then schedule the student into his elective singleton second. **NOTE:** When the grid view is set to ⇒ **Scheduling**, the selected option is displayed in the **Course Priority** column in the grid.
Other Categ	(Optional) Select an additional subject category for which the course will be listed in ASCENDER StudentPortal. This category is in addition to the service ID.

❑ 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.
Credit Seq	Select the code indicating the conditions under which credits are awarded.
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. Partial credit is not allowed for regular one-semester and self-paced courses.
Credit Lvl	Select the code indicating the campus level at which the course credit is awarded.
AAR	Select the code indicating the academic area in which the course is a requirement. This code determines where the course is displayed on the AAR Multi-Year (SGR2047) report.
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.
Grad Plan	Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type.
Speech	Select if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills.
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).
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**:

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.
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 campus section record (Maintenance > Master Schedule > Campus > Sections) as well as the district course record (Maintenance > Master Schedule > District > Courses). Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal. • If the field contains a value in the course-section record, that value is used. • If the field is blank in the course-section record, the field on the district course record is used.
Exam/Sem Pat	Select the code indicating when exam and semester grades are given.

❑ 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.
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. Rule: If the **Role ID** is 033-Educational Aide, the **Class Role** must be 05-PK Classroom Aide, and vice versa.
Crs Seq	Select the code indicating the sequence of the course, which is not necessarily the semester in which the course is taught.

❑ 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.

<table>
<tr><td>HRoll Code</td><td>Select the code indicating if this course's grades or students should be excluded from honor roll computations.</td></tr>
<tr><td>GA Table</td><td>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.</td></tr>
<tr><td>GA Wgt</td><td>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.

<table>
<tr><th colspan="2">Three-Period Course with Weight = 1</th><th colspan="2">Three-Period Course with Weight = 3</th></tr>
<tr><td>Math</td><td>70</td><td>Math</td><td>70</td></tr>
<tr><td>English</td><td>70</td><td>English</td><td>70</td></tr>
<tr><td>SS</td><td>70</td><td>SS</td><td>70</td></tr>
<tr><td>Science</td><td>70</td><td>Science</td><td>70</td></tr>
<tr><td>Ag Mech (3 hrs)</td><td>80</td><td>Ag Mech (3 hrs)</td><td>80</td></tr>
<tr><td></td><td></td><td></td><td>80</td></tr>
<tr><td></td><td></td><td></td><td>80</td></tr>
<tr><td>Total</td><td>360</td><td>Total</td><td>520</td></tr>
<tr><td>Total Divided by 5</td><td>360 / 5</td><td>Total Divided by 7</td><td>520 / 7</td></tr>
<tr><td>Grade Average:</td><td>72</td><td>Grade Average:</td><td>74.2857143</td></tr>
</table>

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.</td></tr>
</table>

❑ Click **Save**.

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.


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