

scheduling_utility_create_ny_ms_district_body

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District Courses	The field is automatically selected, indicating that the district courses will be created. The field is disabled if courses have already been created.

NOTE: If the **Maximum Course Number Length** in Scheduling (Maintenance > Master Schedule > District > District Control) is different than the current year **Maximum Course Number Length** in Grade Reporting (Maintenance > Tables > District Control Table), the courses are created using the crosswalk table that was created in Scheduling when the **New Course Number Length** was changed to match the new district master schedule on the District Control tab.

After the new course number length has been committed, the crosswalk table will no longer exist, and the courses in current year Grade Reporting will be zero padded to the correct length for next year based on the options selected on the Scheduling District Control tab.

❑ Click **Create**.

❑ You are prompted to confirm that you want to create the courses. Click **Yes**. ❑ If errors are encountered, click **Show Errors** to view the error report.

Review, save, or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Once created, courses can be modified as needed on Scheduling > Maintenance > Master Schedule > District > Courses.


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