

Course (Grade Reporting)

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Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

This tab allows you to maintain course records in the campus master schedule. Data in the campus course records is copied from the district master schedule, and only the fields listed on this Help page can be modified in the campus master schedule. All other fields are maintained in the district master schedule.

You cannot add or delete a course from this tab. Courses can be added or deleted on the Course Selection tab.

Update a record:

search drop-down	Select the field by which you want to search for courses.
search	Type all or part of the search phrase. 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. 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.

- 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.

Elem Skills Based	**NOTE:** The **Elem Skills Based** column indicates that a course is selected in TeacherPortal as an elementary skills-based course. Three things must occur in order for the field to be set to Y: • **Use Elementary Skills-based Report Card** must be set to Y on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options. • In TeacherPortal, the following must be completed for the course(s) on the report card: • ***Admin > Elementary Report Cards > Elementary Skills-Based Setup*** • ***Admin > Elementary Report Cards > Elementary Skills-Based Report Card Setup*** • In TeacherPortal, on ***Admin > Elementary Report Cards > Elementary Skills-Based Courses***, select the **Report Card Type** for the course(s) and click **Save**.

❑ Click 🔍 for a record in the grid. The fields below the grid are enabled.

Grd Restr	If there are grade level restrictions for the course, select the lowest grade level allowed. In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course. For example, if the course is for 7th and 8th grade students, select 07 in the **Grd Restr** field, and type 1 in the **+** field.
Pregrid Grd Restr	If there are grade level restrictions that should restrict the course from being scheduling pregrids, select the lowest grade level allowed for the course. In the adjacent **+** field, type the number of additional grade levels that are eligible to take the course. When the scheduling pregrids are printed, the course only prints in the subject area for students in the grade levels indicated. For example, if the course is for 7th and 8th grade students, select 07 in the **Pregrid Grd Restr** field, and type 1 in the **+** field.

Options	**Excl Conflict Matrix**	Select if the course should be excluded from the conflict matrix reports.
	Can Split Opt	Type Y or N to indicate if the course can be split into different semesters (i.e., assign a student a full year course with different course sections for first and second semesters). Y- The course can be split. N or blank - Do not use this option.
	Rpt Card Grd Typ	Select the type of grades that should appear on the report cards for the course. The field is used by TeacherPortal when determining the working cycle average. Edits: If **Core Course** = L, M, S, or X, when **Rpt Card Grd Typ** is set to A, B, C, D, F, then the elementary core grade conversion table on *Grade Reporting > Maintenance > Tables > Elementary > Core Grd CVSN* must be set to A, B, C, D, F. If **Core Course** = blank or Z, when **Rpt Card Grd Typ** is set to A, B, C, D, F, then the elementary noncore grade conversion table on *Grade Reporting > Maintenance > Tables > Elementary > NonCore Grd CVSN* must be set to A, B, C, D, F. If **Core Course** = L, M, S, or X, when **Rpt Card Grd Typ** is set to E, S, N, U, then the elementary core grade conversion table on *Grade Reporting > Maintenance > Tables > Elementary > Core Grd CVSN* must be set to E, S, N, U. If **Core Course** = blank or Z, when **Rpt Card Grd Typ** is set to E, S, N, U, then the elementary noncore grade conversion table on *Grade Reporting > Maintenance > Tables > Elementary > NonCore Grd CVSN* must be set to E, S, N, U. You cannot select *Pass/Fail* if **Credit Level** = E. You cannot select E, S, N, U or A, B, C, D, F if **Credit Level** = H. Only **Numeric** and **Pass/Fail** grade types are allowed. You must select *Numeric* for a course that uses standards-based grading, or is self-paced. An error message is displayed if there is no match. The options are stored in the database as follows: blank = *Numeric* A = *A, B, C, D, F* E = *E, S, N, U* P = *Pass/Fail*

❑ Click **Save**.


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