

Course Selection (Grade Reporting)

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

This tab allows you to select district course records to be added to the campus master schedule.

The campus master schedule contains all the courses and sections offered at the campus. The campus course records are built by selecting district courses; the information from the district course record is automatically copied to the campus course record.

You must establish the campus course records before you can create campus section records.

Select courses:

Field	Description
Credit Level	Select the credit level for which you want to add course records.

Click **Retrieve**.

(left grid) District Courses to Add	The courses in the district master schedule 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. Courses that have course sections or enrolled students cannot be removed. You cannot delete a course that is requested by a student as an alternate.

- If more courses are retrieved than can be displayed in the grid at one time, you can page through the list.

Click **Save**.


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