



Add/Delete Courses

Table of Contents

Add/Delete Courses 1

Add/Delete Courses

Grade Reporting > Maintenance > Student > Group Maint > Add/Delete Courses

This tab allows you to add, delete, or withdraw a course-section for a group of students. The tab is disabled for prior school years.

About gender restrictions

Gender restriction is set at the [Section](#) and [District](#) master schedule page. The program looks at the [Section](#) tab first. If a gender restriction exists on the [Section](#) tab, it checks if the student meets that restriction.

- If the student does not meet the gender restriction, the course-section cannot be added.
- If there is no gender restriction on the [Section](#) tab, the program looks for a gender restriction on the [District](#) page and validates the student's gender. If the student does not meet the gender restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the [Section](#) tab indicates if you can override the restriction:
 - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.
 - If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.


About grade restrictions


Grade restrictions are set on the [Section](#) and [Course](#) tabs at the campus level. The program looks at the [Section](#) tab first. If a grade restriction exists on the [Section](#) tab, it checks if the student meets that restriction.

- If the student does not meet the restriction, the course-section cannot be added.
- If there is no grade restriction on the [Section](#) tab, the program looks for a grade restriction on the [Course](#) tab and validates the student's grade level. If the student does not meet the grade restriction, the course-section cannot be added.
- The **Typ Rstrctn** on the [Section](#) tab indicates if you can override the restriction:
 - If *Selectable* is selected - You can override the restriction and enroll a student in the course-section.
 - If *Fixed* is selected - The course-section cannot be added if the student does not meet the restriction.

Update data:

Action	Select the action you want to perform:	
	Add	Select to add a course-section to the schedules of students enrolled in a particular course-section-semester, or to add the same course-section to another semester.
	Delete	<p>Select to delete a course-section from the schedules of all selected students.</p> <p>The Delete option is only used if the student(s) were never in attendance, not even one day. If a student was in attendance, use the Withdraw method instead.</p> <p>If the current course has cycle grades or absences in ASCENDER, or assignment grades in TeacherPortal, a record is created in an audit table that contains the cycle grades, absences, and instructor for the current course as well as the new course, section, semester, user ID, and date-time stamp.</p> <p>If the course does not have a withdrawal date, the date on which the record is deleted is used as the withdrawal date.</p> <p>For any graded assignments and comments, a record is created in separate audit tables containing the same data along with the user ID and date/time stamp.</p> <p>If you attempt to delete a course on or after the last Friday in October (i.e., the PEIMS snapshot date) for the current school year, a warning message prompts you to confirm that you want to continue. Click OK.</p> <p>WARNING: Do not click OK unless you are deleting a mistake that was made when students were originally scheduled. Otherwise, all data will be deleted and will need to be reentered.</p>
	Withdraw	<p>Select to withdraw a course for students enrolled in a particular course-section-semester.</p> <p>If using this option, the For Students In and Withdraw course-section-semester can be the same or can be different.</p>

For Students in	Select the class in which the students are currently enrolled:	
	Crs	Click  to select the course .
	Section	<p>Select the section in which the students are currently scheduled. The drop down lists sections for the selected course with following information in this order:</p> <p>Section number</p> <p>Beginning and ending periods</p> <p>Seats assigned and maximum seats available (e.g., 13/25)</p> <ul style="list-style-type: none"> • An asterisk (*) is displayed next to the seat count if a section has met or exceeded the maximum number of seats. • Seats are calculated based on the semester selected for the new course. If you have not selected a semester, seats are calculated based on the semester selected for the old course. If a different semester is selected, the seat count may be different in the Section drop down. • Instructor ID and name in parentheses
	Sem	Select the semester of the course-section in which the students are currently enrolled.
	Title	The course title is displayed.

Add Delete Withdraw	Add, Delete, or Withdraw is displayed according to the selected Action . Use the following fields accordingly to indicate the class to be added, deleted, or withdrawn for students in the selected class:	
	Crs	Click  to select the course . This is the course to be added, deleted, or withdrawn for the selected students.
	Section	Select the section to be added, deleted, or withdrawn. The drop down lists sections for the selected course with following information in this order: Section number Beginning and ending periods Seats assigned and maximum seats available (e.g., 13/25) <ul style="list-style-type: none"> • An asterisk (*) is displayed next to the seat count if a section has met or exceeded the maximum number of seats. • Seats are calculated based on the semester selected for the new course. If you have not selected a semester, seats are calculated based on the semester selected for the old course. If a different semester is selected, the seat count may be different in the Section drop down. • Instructor ID and name in parentheses When Add is selected, only unlocked sections of the course are listed. Course-sections are locked in the campus master schedule. If all sections of the course are locked, the course is not listed in the Course lookup.
	Sem	Select the semester of the course-section to be added, deleted, or withdrawn.
	Title	The course title is displayed.
Track	<p>Select the attendance track for the group of students. Or, select <i>All</i> to include students from all tracks.</p> <p>Track is determined according to the selected Action:</p> <p>Add - The student's track is based on the entry date for the added course. The track is also used to validate each student's entry and withdrawal dates according to grade reporting semester end dates.</p> <p>Delete - The student's track is based on the latest grade reporting semester end date for the semester of the deleted course.</p> <p>Withdraw - The student's track is based on the withdrawal date for the withdrawn course. The track is also used to validate each student's entry and withdrawal dates according to the grade reporting semester end dates.</p>	
Include WD Students	<p>Select to include withdrawn students. This field is only displayed with the Action is Add. If selected, the program will add the course even if the student is currently withdrawn from the campus. If not selected, the program will not add the course if the student is currently withdrawn from the campus.</p>	


Reenroll WD Courses	<p>Select to re-enroll (i.e., reactivate) students in a course-section they were previously withdrawn from. This must happen within the same semester.</p> <p>This field is only displayed with the Action is Add.</p> <p>If selected, the Add course is performed for students who already have a record for the new course-section-semester (the one being added) and have withdrawn from that course-section-semester prior to the Entry Date for New Course.</p> <p>If not selected, the Add course will not be performed for students who already have a record for the new course-section-semester (the one being added) even if the student has withdrawn from that course-section prior to the Entry Date for New Course.</p>	
WD and Entry Dates	WD Date for Selected Course	<p>If you are withdrawing students from a course, type the withdrawal date for the course in the MMDDYYYY format. The date must be within the selected semester.</p> <p>If you are adding or deleting a course, this field is disabled.</p>
	Entry Date for New Course	<p>If you are adding a course, type the entry date for the new course in the MMDDYYYY format. The date must be within the selected semester.</p> <p>If you are withdrawing or deleting a course, this field is disabled.</p>


Select Students	<p>Click to view a list of students in the specified From course. Use the arrows to select or de-select the students you want to add, delete, or withdraw from the course.</p> <p>Students listed in the right grid are selected for the specified action.</p> <p>Click Close.</p>
------------------------	---

☐ Click **Execute**.


- A report is produced that lists students whose records were updated. [Review, save, and/or print the report](#).

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.


- An error listing is produced if errors are found. [Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.

Cancel	Click to close the page.
---------------	--------------------------



Back Cover