



## Course/Section Change



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# Course/Section Change

**Grade Reporting > Maintenance > Student > Individual Maint > Crs/Sec Change**

This tab allows you to transfer a student from one course-section to another. You can also move course information such as grades, attendance, etc.

The old course and the new course must be in the same semester.

## 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.

DEMO CRS ASSIGN GRD UPDATE GRD/CRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS PRI

Include WD Courses? ☐

Old Course: 2106 FINANCIAL MATH Section: 07 07 - 07 (216 - FINNIGAN, SEAMUS) Sem: 1 Title: FINANCIAL MATH

New Course: 2106 FINANCIAL MATH Section: 02 02 - 02 3/2\* (371 - LOVEGOOD, LUNA) Sem: 1 Title: FINANCIAL MATH

☒ Move Course Information

**Method**

Add new Crs/Sec and Delete Existing Crs/Sec ☐

Withdraw from Crs/Sec and Enter another Crs/Sec ☒

**WD and Entry Dates**

WD Date for Original Course: 12-07-2021

Entry Date for New Course: 12-10-2021

**Fields to Move**

☒ Grades

☒ Attendance

☐ Credit

☒ Comments

☐ AAR Use Code

☐ Special Crs Consideration

☐ GPA Override

☐ Pass/Fail Indicator

☐ Transfer Flag

☐ Grad Plan Use Cd

**Execute**

## Transfer a student:

### Select a student

☐ To retrieve a student's records, select the student in one of the following ways:

<b>Student</b>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<b>Texas Unique Student ID</b>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>TWEDS Data Element: TX-UNIQUE-STUDENT-ID (E1523)</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<b>Directory</b>	Click to select a student from the <a href="#">Directory</a> .

<b>(photo)</b>	<p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>
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☐ Click **Retrieve**.

- The student's demographic data is displayed.
- Graduation Plan information is displayed if available. If a student has a Graduation Plan and is pursuing or has completed Foundation High School Program (FHSP), is pursuing or has completed the Distinguished plan, and/or is pursuing or has completed any of the five endorsements, that information is displayed below the student ID.
- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.

<b>Old</b>	Indicate the class <u>from</u> which the student is being transferred:	
	<b>Course</b>	Select the course. The drop-down list displays courses from the Crs Assign tab.
	<b>Section</b>	Select the course-section.
	<b>Sem</b>	Select the semester of the course-section in which the student is currently enrolled.
	<b>Title</b>	The course title is displayed.

<b>New</b>	Indicate the class to which the student is being transferred:	
	<b>Course</b>	Select the course. The drop-down list displays courses from the campus master schedule.
	<b>Section</b>	<p>Select the course-section.</p> <p>The drop down lists sections for the selected course with following information in this order:</p> <p>Section number Beginning and ending periods Seats assigned and maximum seats available (e.g., 13/25):</p> <ul style="list-style-type: none"> <li>• An asterisk (*) is displayed next to the seat count if a section has met or exceeded the maximum number of seats.</li> <li>• 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 <b>Section</b> drop down.</li> </ul> <p>Instructor ID and name in parentheses</p> <p>Only unlocked sections of the course are listed. Course-sections are locked in the campus master schedule.</p> <p>If all sections of the course are locked, the course is not displayed in the <b>Course</b> drop-down list.</p>
	<b>Sem</b>	Select the semester of the course-section in which the student is currently enrolled.
	<b>Title</b>	The course title is displayed.
<b>Move Course Information</b>	<p>Select if you want to move old course information to the new course-section. If selected, the <b>Fields to Move</b> options are enabled allowing you to select the information you want to move from the old course to the new course.</p> <p>If <b>Grades</b> is selected, only the cycle grades are copied.</p> <p>In TeacherPortal, if the student is transferring to a different section of the same course, the program moves the working cycle average to the new section.</p>	










Method	Select the transfer method: <b>IMPORTANT:</b> In most cases, you should use the <b>Withdraw from Crs/Sec and Enter another Crs/Sec</b> method. You should avoid deleting an existing course-section except in specific situations.					
	<b>Add new Crs/Sec and Delete Existing Crs/Sec</b>	<p>This method is not recommended in most cases.</p> <p>If selected, enter the following under <b>WD and Entry Dates:</b></p> <table><tr><td><b>Entry Date for New Course</b></td><td>Type the entry date for the new course in the MMDDYYYY format.</td></tr></table> <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, you are prompted to confirm that you want to continue. Click <b>OK</b>.</p> <p><b>WARNING:</b> Do not click <b>OK</b> unless you are deleting a mistake that was made in entering the original course. Otherwise, all data will be deleted and will need to be reentered.</p> <p>If the <b>Old</b> 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 old course as well as the new course, section, semester, user ID, and date-time stamp. The withdrawal date for the old course in the record is the entry date in the new course.</p> <p>For any graded assignments and comments, a record is created in</p>	<b>Entry Date for New Course</b>	Type the entry date for the new course in the MMDDYYYY format.		
<b>Entry Date for New Course</b>	Type the entry date for the new course in the MMDDYYYY format.					
<b>Withdraw from Crs/Sec and Enter another Crs/Sec</b>	<p>separate audit tables containing the <b>WD and Entry Dates:</b></p> <table><tr><td><b>WD Date for Original Course</b></td><td>Type the withdrawal date for the original course in the MMDDYYYY format. If this date is set to the first day of the semester, the row is deleted.</td></tr><tr><td><b>Entry Date for New Course</b></td><td>Type the entry date for the new course in the MMDDYYYY format.</td></tr></table> <p>This method should be used for all Career and Technical Education (CTE) course-section changes to ensure that you do not lose CTE hours/dollars.</p> <p><b>In most cases, the same date should be entered in both fields.</b></p> <p>If a working cycle average exists for the old course for the same semester and cycle as the entry date for the new course, a transfer record is created for the new course with the working cycle average as the transfer grade.</p> <p>If the working cycle average is 1, the transfer record is still created in TeacherPortal, but the transfer grade is left blank.</p>		<b>WD Date for Original Course</b>	Type the withdrawal date for the original course in the MMDDYYYY format. If this date is set to the first day of the semester, the row is deleted.	<b>Entry Date for New Course</b>	Type the entry date for the new course in the MMDDYYYY format.
<b>WD Date for Original Course</b>	Type the withdrawal date for the original course in the MMDDYYYY format. If this date is set to the first day of the semester, the row is deleted.					
<b>Entry Date for New Course</b>	Type the entry date for the new course in the MMDDYYYY format.					

☐ Click **Execute**.

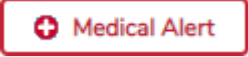
A message indicates when the process is completed. Click **OK**.

The **Save** button is not used on this page. The change is made when you click **Execute**.

<b>View Add/Drop Lists</b>	<p>The <b>View Add/Drop List</b> link appears in the top-right corner.</p> <p>Click the link to view the report which lists the courses dropped and added in the order in which the changes were made.</p> <p><a href="#">Review, save, and/or print the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>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.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p> <p><b>IMPORTANT:</b> If there are more changes to make for the student, do not exit this <u>page</u> until all changes are made. This allows all changes to print on one report.</p> <p>If you leave the <u>page</u>, the link will not appear when you return.</p> <p>You CAN change <u>tabs</u> on this page without losing the link.</p> <p>Click <b>Close Add/Drop List</b> to close the report view.</p>
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☐ To see the new course assignment, click the **Crs Assign** tab.

The new information is listed in the student's schedule.

<b>Comments</b>	<a href="#">View comments.</a> If comments exist for the student, the <b>Comments</b> button displays an exclamation mark and is outlined in red. These comments are entered on Registration > Maintenance > Student Enrollment and cannot be updated from this page.
	<a href="#">View medical alert.</a> The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a> .  Click to view the student's medical alert information.
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



## Back Cover