

Courses (Campus)

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Scheduling > Maintenance > Master Schedule > Campus > Courses

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 delete a course from this tab. Courses can be deleted on the 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. • If you search by course number, title, or service ID, the search retrieves courses that *begin with* the characters or numbers you typed. For example, if you select *Course Title*, type 'eng' to retrieve all courses with a title that starts with Eng. • For *Course Number*, you must include leading zeros. • If you search by abbreviated name, the search retrieves courses that *begin with* the characters you typed. For example, type 'math' to retrieve all abbreviated names that begin with the letters math. • 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.

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

Max Seats	Type the number of seats available in the classroom.
Grd Restr	If there are grade level restrictions for the course-section, 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 displayed in ASCENDER StudentPortal and SCH0133 - ASCENDER StudentPortal Course List (for ASCENDER districts), 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 students access ASCENDER StudentPortal, the course will only be displayed 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. Select *EX* to exclude the course for all grade levels. This option is not available for proxies. If the **Pregrid Grd Restr** field is set to *EX*, any characters typed in the **+** field are cleared when you click **Save**.

❑ Under **Options**:

Excl Conflict Matrix	Select if the course should be excluded from the conflict matrix reports and the master schedule generator resource allocator. The course will also be excluded from the MSALGO export.

Can Split Opt	Type Y or N to indicate if the course can be split in different semesters (i.e., assign a student a full year course with different course sections for first and second semesters). • *Y* - The scheduler will determine which section the student will attend each semester; it is not necessarily the same section each semester. • *N* or blank - Do not use this option. The scheduling load does not include this option at this time. This functionality will be added to the scheduling load in a future release of the software.
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. Rules: • You cannot select E, S, N, U if **Credit Level** = E, **Core Course** = L, M, S, or X, and the elementary core grade conversion table is set to A, B, C, D, or F. • You cannot select A, B, C, D, F if **Credit Level** = E, **Core Course** = blank or Z, and the elementary noncore grade conversion table is set to E, S, N, or 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. An error message is displayed if there is no match. The options are stored in the database as follows: Numeric - blank or Numeric A = A, B, C, D, F E = E, S, N, U P = *Pass/Fail*
Excl Stu Crs Req	Select if the course should be excluded from ASCENDER StudentPortal and SCH0133 - StudentPortal Course List.

❑ Click **Save**.


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