

Selection (Scheduling)

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Scheduling > Maintenance > Master Schedule > Campus > 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.

Add or remove courses:

Field	Description
Credit Level	Select the credit level for which you want to add course records. The option *All* is available for K-12 campuses only.

Click **Retrieve**.

District Courses to Add (left grid)	The course records for the district 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.

Campus Courses to Delete (right grid)	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. The following courses cannot be removed from the right grid: • Courses that have course-sections or enrolled students. You cannot delete a course that is requested by a student as an alternate. • Courses that have been requested by a student at the campus, either as a request or as an alternate request, are displayed in red. You must remove the requests before the courses can be removed from the right grid. • Courses that are part of a district graduation plan, and have at least one student at the campus assigned to the graduation plan. The program will look in the crosswalk table when identifying courses that are part of a graduation plan with students assigned to it when the course number length has been changed on Maintenance > Master Schedule > District > District Control. If the course is part of a district graduation plan, but no students are assigned to the graduation plan, the course can be deleted from the campus courses, but you will first be prompted to confirm that you want to delete the course.

If more courses are retrieved than can be displayed on one page, you can page through the list.

To add district courses to the campus course list, select one or more courses under District Courses to Add.

Click »Select»> to move the selected course(s) from the District Courses to Add list to the Campus Courses to Delete list.

Click »Select All»> to move all courses in the District Courses to Add list to the Campus Courses to Delete list. This overrides any selected courses.

To delete courses from the campus course list, select one or more courses under Campus Courses to Delete.

Click «<Delete« to move the selected course(s) from the Campus Courses to Delete list to the District Courses to Add list.

Click «<Delete All« to move all courses in the Campus Courses to Delete list to the District Courses to Add list. This overrides any selected courses.

Notes:

Only courses that do not have course sections or enrolled students can be removed from the Campus Courses to Delete list. You cannot delete a course that is requested by a student as an alternate.

Courses that have been requested by a student at the campus, either as a request or as an alternate request, are displayed in red. You must remove the requests before the courses can be removed from the Campus Courses to Delete list.

You cannot delete a course from the campus courses if it is part of a district graduation plan, and at least one student at the campus is assigned to the graduation plan. The program will look in the crosswalk table when identifying courses that are part of a graduation plan with students assigned to it when the course number length has been changed on the Maintenance > Master Schedule > District > District Control tab.

If the course is part of a district graduation plan, but no students are assigned to the graduation plan, the course can be deleted from the campus courses, but you will first be prompted to confirm that you want to delete the course.

Click Reset to revert to the original course lists before saving.

Note: The reset function does not reset courses once the lists have been saved.

Click **Save**.


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