


# Courses (District)

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# Courses (District)

***Scheduling > Maintenance > Master Schedule > District > Courses***

This tab allows you to maintain course records in the district master schedule.

## Add and modify courses:

| Field | Description |
|---|---|
| **search drop-down** | Select the field by which you want to search for courses. |
| **search** | Type all or part of the search phrase.<br><br>• 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.<br><br>• For *Course Number*, you must include leading zeros.<br><br>• 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.<br><br>• 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 more courses are retrieved than can be displayed on one page, you can page through the list.

- Course records are only retrieved if the Grade Reporting current year master schedule was copied to Scheduling.

**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 to edit the course record.
- Or, click **+Add** to add a course.

The fields are displayed below the grid in a free-form format where you can add or update the record.

| Field | Description |
|---|---|
| **Crs Nbr** | Type the four- to eight-digit course number assigned to the course by the district.<br><br>• Only uppercase alpha characters are allowed. Any lowercase letters are converted to uppercase when you save.<br><br>• Special characters are not allowed.<br><br>If you are editing an existing record, the field cannot be updated.<br><br>**NOTE:** If you have selected to change the course number length on Maintenance > Master Schedule > District > District Control, a crosswalk is created and the **New Course Number** field displays the new zero padded course number next to the old course number. |
| **title** | Next to the **Crs Nbr** field, type the name of the course, up to 15 characters, with no commas. |
| **Abbrev Name** | Type the eight-character abbreviated course name that will print on the AAR (SGR2047). The field is for local courses only. |
| **Service ID** | (Required) Click  to select the service ID for the course.<br><br>TWEDS Data Element: SERVICE-ID (E0724) (Code table C022)<br><br>The service ID description is displayed next to the field.<br><br>For Classroom Link, verify that the appropriate service ID is assigned to each course.<br><br>Service IDs that begin with SA, SR, SS, 8, or 9 are not reported for PEIMS.<br><br>**NOTE**: Local Service IDs that begin with *8* must be unique and cannot end in *XXX*. |
| **Graded Crs** | Select if the course is graded. |
| **Nbr Sem** | Select the number of semesters of the course. |
| **Textbook ISBN** | Type the international standard book number (ISBN) associated with the textbook for the course, up to ten characters. |
| **Exclude from txGradebook** | Indicate if the course should be excluded from the Attendance and/or Grades pages in TeacherPortal. |
| **Self Paced** | Select if the course is self paced. Self-paced courses can only be one semester long. |

| Field | Description | |
|---|---|---|
| **Scheduling** | **Per Ctrl** | Type the period control number for the course, which is the number of class periods per day the course meets multiplied by the number of semesters taught.<br><br>Examples:<br><br>• If a two-semester course has a duration of one period, the period control is 02 (2 semesters x 1 period).<br><br>• If a two-semester course has a duration of two periods, the period control is 04 (2 semesters x 2 periods). |
| | **Department** | (Optional) Type the code indicating the academic department with which the course is associated, up to three characters. The code is determined by the district. |
| | **Gender Restr** | Select a gender if the section is restricted to one gender. |
| | **Required Elective** | Indicate if the course is a required or elective course.<br><br>The scheduling load will attempt to schedule students into required courses before elective courses. If a student has a singleton that is a required class, and a singleton that is an elective class, the scheduling load schedules the student into his required singleton class first, and then schedule the student into his elective singleton second.<br><br>**NOTE:** When the grid view is set to ⇒ **Scheduling**, the selected option is displayed in the **Course Priority** column in the grid. |
| | **Other Categ** | (Optional) Select an additional subject category for which the course will be listed in ASCENDER StudentPortal. This category is in addition to the service ID. |

| Field | Description | |
|---|---|---|
| **Course Codes and Credits** | **Tot Credits** | Type the number of academic credits awarded to students who pass the course, up to two digits. The decimal is inserted automatically. For example, if you type 10, the field displays 1.0. |
| | **Credit Seq** | Select the code indicating the conditions under which credits are awarded. |
| | **Part Credit** | Select if partial credit is awarded to students who fail one or more semesters or are only enrolled in part of the course. Partial credit is not allowed for regular one-semester and self-paced courses. |
| | **Credit Lvl** | Select the code indicating the campus level at which the course credit is awarded. |
| | **AAR** | Select the code indicating the academic area in which the course is a requirement. This code determines where the course is displayed on the AAR Multi-Year (SGR2047) report. |
| | **CPR** | Select if the course allows a student to meet the requirement for cardiopulmonary resuscitation (CPR) instruction. The CPR instruction must include training that has been developed by the American Heart Association or the American Red Cross, or using nationally recognized, evidence-based guidelines and incorporation psychomotor skills to support the instruction. |
| | **Grad Plan** | Select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type. |
| | **Speech** | Select if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills. |
| | **Spec Cons** | Select up to two codes indicating special considerations for the course. The codes cannot be the same for both fields. Special considerations are printed on the student's AAR (SGR2047). |
| | **OnRamps** | Select if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin. The field can only be selected for high school credit courses (i.e., **Credit Lvl** = H). |

Under Course Codes and Credits, add data in the following fields:

In the Tot Credits field, type the number of academic credits awarded to students who pass the course. The field can be up to two digits. The decimal is inserted automatically. For example, if you type 10, the field displays 1.0.

Select Part Credit if partial credit is awarded to students who fail one or more semesters or are only enrolled in part of the course. The field is selected by default.

Note:  Partial credit is not allowed for regular one-semester and self-paced courses. If you select the field for one of these courses, a message is displayed indicating that it cannot be done.

In the AAR Use field, type or click to select the code for the academic area in which the course is a requirement.

In the Grad Plan Use field, type or click to select the subject area to which the course should be applied on a graduation plan, if other than the course's service ID type.

In the Spec Cons fields, type or click to select the code indicating any special considerations for the course that should be noted. The codes are printed on the AAR. You cannot select the same code for both drop downs.

In the Credit Seq field, type or click to select the code indicating how credits are awarded.

Valid codes

In the Credit Level field, type or click to select the code indicating the campus level at which the course is taken.

Select CPR if the course allows a student to meet the requirement for cardiopulmonary resuscitation (CPR) instruction. The CPR instruction must include training that has been developed by the American Heart Association or the American Red Cross, or using nationally recognized, evidence-based guidelines and incorporation psychomotor skills to support the instruction.

Select Speech if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills.

Under Elem/Misc, add data in the following fields:

In the Core Crs field, type or click to select the code indicating the core course type.

In the ELA Wgt (English language arts weight) field, type the percentage of the total language arts grade that the grade for the course represents. The field can be up to two digits.

In the Auto Grd field, type the default grade that should be assigned to students who have no grade recorded for the course. The field can be alpha or numeric and can be up to three characters.

Select Incl UIL Elig if the course is used in determining six-week eligibility for extracurricular activities. University Interscholastic League (UIL) rules allow certain courses to be exempt in determining six-week eligibility.

Note:  This field, as well as the Include UIL Elig field on the course section record (Scheduling > Maintenance > Master Schedule > Campus > Sections) affect the UIL Eligibility report in txGradebook.

If the field contains a value in the course section record, that value is used.

If the field is blank in the course section record, the field on the district course record is used.

In the Exam/Sem Pat (pattern) field, type or click to select the code indicating when exam and semester grades are given.

Under PEIMS, add data in the following fields:

In the CTE Hrs field, type the number of Career and Technical Education (CTE) hours associated with the course (i.e., 1-6). The hours are used by the Attendance application to compute CTE contact hours. If this is not a CTE course, leave the field blank.

In the Pop Srvd field, type or click to select the code indicating the student population primarily targeted for the course.

In the Instr Sett field, type the code for the instructional setting used when providing instruction to the students in the course. Or, click to search for the instructional setting code.

In the Class Type field, type or click to select the code indicating the type of class used when providing instruction to the students in the course.

In the Role ID field, type or click to select the code indicating the capacity in which the instructor serves the students during the course.

Note:  Role ID 000 (i.e., other) is not used here and is excluded from the drop down.

In the Course Seq field, type or click to select the code indicating the sequence of the course. The code is not necessarily the actual semester the course is taught.

Under HR/GA (honor roll/grade averaging), add data in the following fields:

In the HRoll Wgt field, type the number of times the course is counted in honor roll computation. The field is one digit. Type 0 to exclude the course from honor roll computation.

In the HRoll Table field, type or click to select the code indicating the table used to convert the student's course grade in honor roll computations.

In the HRoll Cd field, type or click to select the code indicating if grades or students should be excluded from honor roll computations.

In the GA Table field, click to select the code indicating the table used for grade averaging computations that includes the course.

In the GA Wgt field, type the number of times the grade for the course is counted in grade averaging calculations. The field is one digit. Type 0 to exclude the course from grade averaging.

Click Save.

To edit a course record, click . The data is displayed in the free-form area below the grid allowing you to make changes.

Update the fields in the free-form area, and then click Save to save the changes. The changes are displayed in the grid.

To delete a course record, click . The row is shaded red to indicate that it will be deleted when the record is saved.

You can select multiple rows to be deleted at the same time.

Click Save. The selected rows are deleted.

Notes:

You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.

Courses cannot be deleted if they are selected by a campus, have section records or are a part of a graduation plan that has students assigned to it.

If you attempt to delete a course that cannot be deleted, a message is displayed, and the course that cannot be deleted is listed.

If any course cannot be deleted, none of the courses are deleted.


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