

Create Next Year Campus Courses

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Scheduling > Utilities > Create NY Master Schedule > Campus

This utility creates next year campus courses (i.e., the campus master schedule). At the campus level, courses are only created if they are offered at the district level. Sections are only created for courses in the next year campus file.

If next year master schedule information already exists, the message “Created” is displayed, and courses cannot be created.

Create next year campus courses:

Indicate the data you want to create:

Select Instructors to create next year instructor records from current year.

Select Campus Courses to create next year courses. The from CY campus, from NY district, and Campus Sections fields are enabled.

Select from CY campus if you want courses created from the current year campus master schedule.

Select from NY district if you want courses created from the next year district master schedule.

Select Campus Sections to create next year sections from current year sections.

Select Active Meeting Time (Teacher of Record) to move only the courses sections of the active meeting time rows to Scheduling for any class role, even if the meeting time rows have different beginning and ending periods.

Select Include Withdrawn Meeting Times (Teacher of Record) to move all meeting time rows to Scheduling, whether or not a withdrawal date exists.

If you are going to use the Resource Allocator to generate campus sections for the next year master schedule, you would not want to create the next year sections from current year sections.

Notes:

If you are creating sections, you must also select Instructors to create instructors. If you do not create instructors, the sections are created without instructors. Any instructors associated with the sections are deleted unless they are created at this time.

If you select Campus Courses, you can create either current year campus courses or next year district courses. The Campus Sections field is enabled to allow you to create sections.

Creating courses from the next year district option creates all district courses at your campus. This may be a valid option if the district has only one campus.

If the Maximum Course Number Length set in Scheduling is different than the current year Maximum

Course Number Length set in Grade Reporting, the courses will be created using the crosswalk table created in Scheduling when the New Course Number Length is changed on the Maintenance > Master Schedule > District > District Control tab to match the new district master schedule.

Click Create.

A message is displayed asking you to confirm that you want to create the selected data. Click Yes.

The process is complete when the progress bar is 100% complete.


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