

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:

Instructors	Select to create next year instructor records from current year.	
Campus Courses	Select to create next year courses. Additional fields are enabled:	
	from CY campus	Select if you want courses created from the current year campus master schedule.
	from NY district	Select if you want courses created from the next year district master schedule. This option is not usually selected, as it moves ALL courses from the district master schedule, including courses that are no longer used. This option creates all district courses at the campus. This option can be used if the district has only one campus.
	The **Campus Sections** field is enabled allowing you to create sections.	
Campus Sections	Select to create next year sections from current year Grade Reporting sections. • If you will be using the Resource Allocator or MSALGO to generate campus sections for the next year master schedule, you should not create next year sections from current year sections. • 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. Additional fields are enabled:	
	Active Meeting Times (Teacher of Record)	Select 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.
	Include Withdrawn Meeting Times (Teacher of Record)	Select to move all meeting time rows to Scheduling, whether or not a withdrawal date exists.

NOTE: If the **Maximum Course Number Length** in Scheduling (Maintenance > Master Schedule > District > District Control) is different than the current year **Maximum Course Number Length** in Grade Reporting (Maintenance > Tables > District Control Table), the courses are created using the crosswalk table that was created in Scheduling when the **New Course Number Length** was changed to match the new district master schedule on the District Control tab.

After the new course number length has been committed, the crosswalk table will no longer exist, and the courses in current year Grade Reporting will be zero padded to the correct length for next year based on the options selected on the Scheduling District Control tab.

❑ Click **Create**.

❑ You are prompted to confirm that you want to create the selected data. Click **Yes**.


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