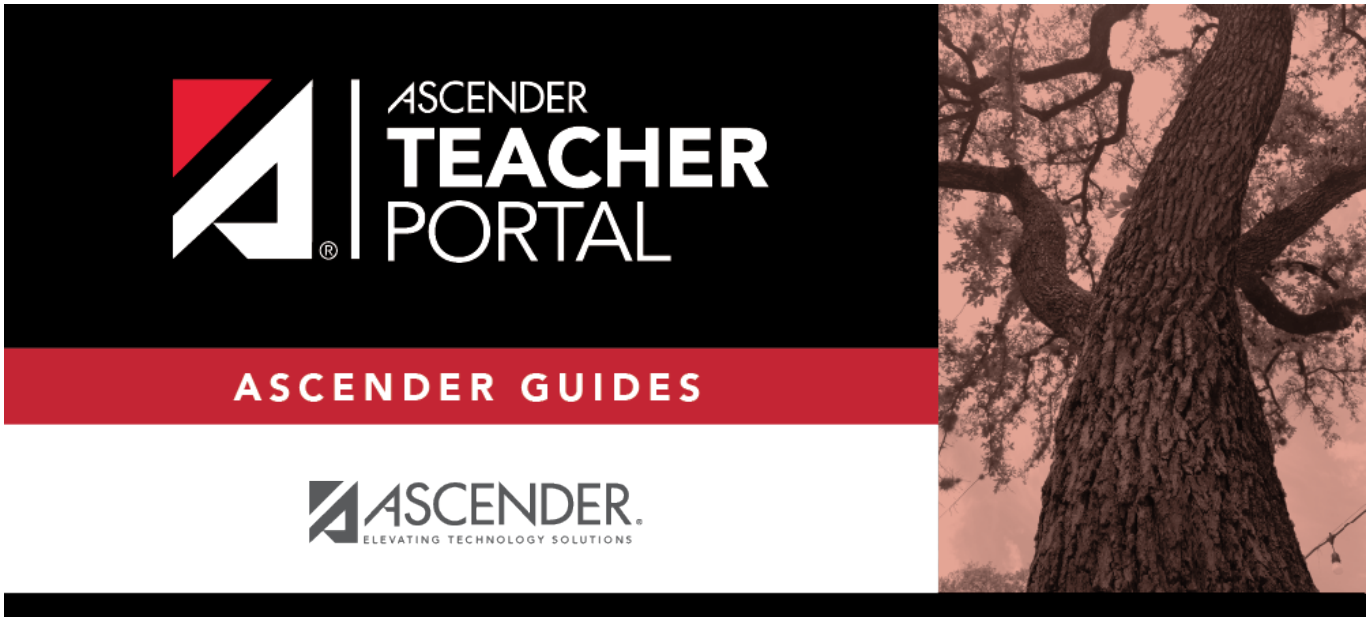


Manage Course Groups

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Settings > Manage Course Groups

This page allows you to group courses by semester, which allows you to enter grades, administer categories and assignments, and copy categories and assignments for multiple sections at the same time, without having to switch from section to section.

> **IMPORTANT:** You must group your courses at the beginning of the semester before any categories are added.

Once you have grouped the courses, all categories and assignments for the courses will match. The courses will be displayed as grouped on the following pages:

- Grades > Assignment Grades
- Grades > IPR Comments
- Grades > Print IPR
- Reports > Class Roster Report Selection
- Settings > Administer Assignments
- Settings > Administer Assignments > Copy Assignments
- Settings > Administer Categories
- Settings > Administer Categories > Copy Categories

The following courses cannot be added to a group:

- A standards-based or elementary skills-based course. Only category-based (i.e., regular) courses can be grouped.
- A course that does not exist in the selected semester.
- A course that has already been added to another group, either for the current instructor or a prior instructor. The message “Exists in another group” will be displayed next to the course in the **Ineligible Courses** list.
- A course that has any categories already set up. The message “Already has categories” will be displayed next to the course in the **Ineligible Courses** list.
- A course that has any students who are in another course already added to the group.
- A self-paced course.

The following restrictions also apply:

- A course cannot be added to a group if the group has any categories already set up.
- If the course-section is part of a group, and the instructor for a course changes during the year, the new instructor will not be able to add the course to a group. The message “Exists in another group” will be displayed next to the course in the **Ineligible Courses** list. This can be resolved.

  To resolve this issue so that the new teacher can add the course to a group, a TeacherPortal administrator must delete the course from the original teacher's group as follows:

  1. Log on to TeacherPortal and impersonate the new teacher.
  2. While impersonating the new teacher, go to Settings > Manage Courses. Retrieve the course-section, and then click to delete the course from the group.
  3. Click **Save**.
  4. Repeat for all applicable courses.

- You must be the class role 01 teacher (i.e., Teacher of Record) for the course in order to add the course to your group. Class role 02 and 03 teachers for the course cannot add the course to a group. If the class role 01 instructor becomes unavailable (e.g., long-term leave)...

  If the class role 01 teacher becomes unavailable (e.g., long-term leave), and a class role 02 or 03 teacher becomes responsible for the class, the courses must be un-grouped (i.e., the course must be deleted from the group). Otherwise, the class role 02 or 03 teacher will not be able to add any additional assignments for the class.

  If the class role 01 teacher is unable to un-group his/her courses before leaving, an administrator can un-group the courses.

Group courses:

❑ Specify the semester:

Semester	The current semester is displayed by default. You can select another semester.

❑ Click **Retrieve Data**.

❑ Under **Available Course Group** (left grid):

Available groups are listed. Otherwise, the message “No course group data exists” is displayed.

Add a group:

Name	To add a group, type a unique name for the group.

❑ Click **Add Group**.

The new group name is displayed. Details for the group are displayed under **Course Group Detail** (right).

Edit a group:

Course Count	The number of courses currently added to the group is displayed.
	Click to add or remove courses from the group. The details for the group are displayed on the right under **Course Group Detail**.
	Click to delete a group. You are prompted to confirm that you want to delete the group. Click **OK**. A group can only be deleted if **Course Count** is 0.

❑ Under **Course Group Detail** (right grid):

Group	The group name is displayed.
Grouped Courses	All the courses currently added to the selected group are listed.
Available Courses	Any courses that can be added to the group are listed. Click  for each course you want to add to the group. The course is moved to the **Grouped Courses** list.
Ineligible Courses	Any courses that cannot be added to the group (due to reasons described above on this page) are listed. An explanation of the course's ineligibility is displayed next to the course.
	Click to delete a course from the group.

❑ Click **Save**.