



# **ASCENDER Registration - Enroll, Re-Enroll or Pre-Enroll a Student**



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# ASCENDER Registration - Enroll or Re-Enroll a Student

This guide covers the steps for enrolling a new student in the district using the ASCENDER Registration application, as well as re-enrolling a student who was previously enrolled in the district.

For information on registering a student who enrolled via ASCENDER ParentPortal online student enrollment, see the ASCENDER Registration - Register Students From ParentPortal Online Enrollment guide.

## Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.
- You must be a registered ASCENDER user and have rights to access the campus on which you are registering the student.
- For more detailed information about individual fields, see online Help in the ASCENDER Student system.
- This guide is based on ????????

## Checklist Overview

The following steps are covered in this guide:

- Enroll a student who has never been enrolled in the district:
  - Create a student record.
  - Add a student demographic data.
- Re-enroll a student from an historical record.
- Enroll the student in special programs.

## Confirm Course in District Master Schedule

### District Level

Before proceeding, confirm that any courses you wish to add to the campus master schedule exist in the district master schedule. Only courses in the district master schedule can be added to the campus master schedule.

The district master schedule can only be updated by staff who have been granted maintenance access to this page.

### Grade Reporting > Maintenance > Master Schedule > District Schedule

The screenshot shows the 'AVAILABLE COURSES' section of a software interface. At the top, there is a search bar with 'ENGLISH' entered in the 'Title' field and a 'Retrieve' button. Below the search bar is a table of available courses. The table has columns for Del, Details, Course Number, Title, Abbrev Name, Service ID, Service ID Description, Graded Crs, Nbr of Sem, Textbook ISBN, Exclude from txGradeBook, and Stf Pcd. The table lists several English courses, including ENGLISH 1, ENGLISH 2, ENGLISH 3, ENGLISH 1 R, ENGLISH 2 R, ENGLISH 3 R, and ENGLISH 4 R. Below the table, there is a detailed form for the selected course (0012 ENGLISH 1). The form includes fields for Course Number, Title, Abbrev Name, Service ID, Nbr Sem, Textbook ISBN, Exclude from txGradebook, and various reporting options like Grade Reporting, Course Codes and Credits, Elem/Misc, PEIMS, and HR/GA.

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Stf Pcd
<input type="checkbox"/>	<input type="radio"/>	0012	ENGLISH 1	ENG1	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="radio"/>	1200	ENGLISH 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="radio"/>	1300	ENGLISH 3	ENG3	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="radio"/>	9100	ENGLISH 1 R	ENG1R	03220100	ENG 1	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="radio"/>	9200	ENGLISH 2 R	ENG2R	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="radio"/>	9300	ENGLISH 3 R	ENG3R	03220300	ENG 3	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="radio"/>	9400	ENGLISH 4 R	ENG4R	03220400	ENG 4	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

- Search for the course by course number, title, abbreviated name, or service ID:
  - Select the field by which you want to search for courses.
  - Type all or part of the search phrase.
    - 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 *Title*, type 'eng' to retrieve all courses with a title that start with Eng.
    - For *Course Number*, you must include leading zeros.
    - If you search by abbreviated name, the search retrieves courses that contain the characters you

typed. For example, type 'math' to retrieve all abbreviated names that contain the letters math, such as AP MATH.

- Leave blank to retrieve all courses.
- Click **Retrieve**.

A list of courses that meet the specified criteria is displayed. **Confirm that the course is listed in the district master schedule.**

- 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.
  - If more courses are retrieved than can be displayed on one page, you can page through the list. Pagination is only available if more courses are retrieved than can be displayed on one page. See online Help for assistance.
- If a course needs to be added, click **+Add**. The fields are displayed below the grid allowing you to add a course record.
- In the **Crs Nbr** field and the field next to it, type an unused four- to eight-digit course number and the course title (up to 15 characters). Enter all other necessary data for the course. See online Help for assistance with these fields.
- Click **Save**.

## Confirm Course in Campus Master Schedule

### Campus Level

The campus master schedule includes all courses that can be offered at the campus. A student can only be scheduled into courses that exist in the master schedule at the campus she is enrolled in.

***Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course***

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

ENGLISH Title Retrieve

Details	Course Number	Title	Service ID	Service ID Description	Nbr of Sem	Self-Paced	Grd Restrctn	Grd Restrctn Addl	Textbook ISBN	Pregrid Grd Restrctn	Pregrid Addl Grd Rstr	Graded Courses	Exclude from txGradeBook
<u>1200</u>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
1300	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
9100	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
9200	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
9300	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
9400	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)

Rows: 6

>>Crs Nbr: 1200 ENGLISH 2 Service ID: 03220200 ENG 2 Graded Crs:   
 Nbr Sem: 2 Grd Restr: +  Pregrid Grd Restr: +   
 Self Paced: N Textbook ISBN: Exclude from txGradebook:  Incl Both(Att/Grds)

**Options**  
 Excl Conflict Matrix:   
 Can Split Opt: N  
 Rpt Card Grd Typ: A, B, C, D, F

**Grade Reporting**  
 Per Ctrl: 2  
 Department:  
 Gender Restr:  
 Required:   
 Elective:

**Course Codes and Credits**  
 Tot Credits: 1.0 Credit Lvl: H  
 Part Credit: Y Credit Seq: 4  
 AAR Use: E CPR: N  
 Grad Plan Use: ENGL Speech: N  
 Spec Cons:

**Elem/Misc**  
 Core Crs:  
 ELA Wgt:  
 Auto Grd:  
 Incl UIL Elig: Y  
 Exam/Sem Pttm: 1  
 Skills Based:

**PEIMS**  
 CTE Hrs:  
 Pop Srvt: 01  
 Instr Sett:  
 Class Type Cd: 01  
 Role Id: 087  
 Crs Seq:

**HRIGA**  
 HRoll Wgt: 1  
 HRoll Table: 0  
 HRoll Cd:  
 GA Table: 0  
 Ga Wgt: 1

Search for the course by course number, title, abbreviated name, or service ID:

- Select the field by which you want to search for courses.
- Type all or part of the search phrase.
  - The search retrieves courses that *begin* with the characters or numbers you typed. For example, if you select *Title*, type 'eng' to retrieve all courses with a title that start with Eng.
  - For *Course Number*, you must include leading zeros.
  - Leave blank to retrieve all courses.
- Click **Retrieve**.

A list of courses that meet the specified criteria is displayed. **Confirm that the course is listed in the campus master schedule.**

- 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.
- If more courses are retrieved than can be displayed on one page, you can page through the list. Pagination is only available if more courses are retrieved than can be displayed on one page. See online Help for assistance.

If the course is not in the campus master schedule, it must be added using the Course Selection tab as described next.

### **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course Selection**

Save

**COURSE SELECTION**   COURSE   SECTION   INSTRUCTOR   COPY COURSE SECTION

Credit level: High ▼   Retrieve

District Courses to Add: Campus Courses to Delete:

- 0012 ENGLISH 1
- 0782 PRIN INFO TECH
- 0783 PRIN AG
- 0784 PRIN OF BUSINES
- 0785 SPANISH 1
- 0786 PRIN A/AV/T/C
- 0787 ROBOTICS 1
- 0831 8 ALGEBRA I
- 0884 INVEST CAREERS
- 0885 SPANISH 2
- 0886 PRIN HUMAN SRV
- 0887 PRIN OF BUSINES
- 0888 VIDEO GAME DES
- 8411 YEARBOOK2 SELF

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- 1000 ADVISORY
- 1101 H ENGLISH 1
- 1200 ENGLISH 2
- 1201 H ENGLISH 2
- 1300 ENGLISH 3
- 1301 OR ENGLISH 3
- 1302 TC COMP 1 & 2
- 1303 UTPB COMP 1 & 2
- 1400 BUS ENGLISH
- 1401 AP ENGLISH 4
- 1402 TC BRITAM LIT
- 1403 UTPB BRITAM LIT
- 2100 ALGEBRA 1
- 2101 H ALGEBRA 1
- 2102 GEOMETRY
- 2103 H GEOMETRY
- 2104 ALGEBRA 2
- 2105 H ALGEBRA 2
- 2106 FINANCIAL MATH
- 2107 OR PRECAL
- 2108 OR STATS

First ◀ 1 / 6 ▶ Last

- Select the **Credit Level** and click **Retrieve**.

All courses in the district master schedule are listed under **District Courses to Add** (left grid), except for courses that have already been selected for the campus master schedule.

- Select the course(s) in the left grid that need to be added to the campus master schedule.
- Click -> to add the selected course(s) to the campus master schedule. The course(s) move to the right grid.
- Click **Save**. You should now be able to retrieve those courses on the Course tab as described next.

**Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course**

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ASCENDER Registration - Enroll, Re-Enroll or Pre-Enroll a Student

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

ENGLISH Title Retrieve

Details	Course Number	Title	Service ID	Service ID Description	Nbr of Sem	Self-Paced	Grd Restrctn	Grd Restrctn Addl	Textbook ISBN	Pregrid Grd Restrctn	Pregrid Addl Grd Rstr	Graded Courses	Exclude from txGradeBook
<input type="radio"/>	1200	ENGLISH 2	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	1300	ENGLISH 3	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9100	ENGLISH 1 R	03220100	ENG 1	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9200	ENGLISH 2 R	03220200	ENG 2	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9300	ENGLISH 3 R	03220300	ENG 3	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)
<input type="radio"/>	9400	ENGLISH 4 R	03220400	ENG 4	2	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Incl Both(Att/Grds)

Rows: 6

=>Crs.Nbr: 1200    ENGLISH 2    Service ID: 03220200    ENG 2    Graded Crs:   
 Nbr Sem: 2    Grd Restr:    +     Pregrid Grd Restr:    +   
 Self Paced: N    Textbook ISBN:    Exclude from txGradeBook: Incl Both(Att/Grds)

**Options**

Excl Conflict Matrix:

Can Split Opt: N

Rpt Card Grd Typ: A, B, C, D, F

**Grade Reporting**

Per Ctrl: 2

Department:

Gender Restr:

Required:

Elective:

**Course Codes and Credits**

Tot Credits: 1.0    Credit Lvl: H

Part Credit: Y    Credit Seq: 4

AAR Use: E    CPR: N

Grad Plan Use: ENGL    Speech: N

Spec Cons:

**Elem/Misc**

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig: Y

Exam/Sem Pttm: 1

Skills Based:

**PEIMS**

CTE Hrs:

Pop Srvt: 01

Instr Sett:

Class Type Cd: 01

Role Id: 087

Crs Seq:

**HRIGA**

HRoll Wgt: 1

HRoll Table: 0

HRoll Cd:

GA Table: 0

Ga Wgt: 1

- Retrieve the course by course number, title, or service ID as described previously.
- Click on the spyglass to select the course. The fields below the grid are populated with data copied from the district master schedule.
- Some fields can be modified at the campus level. Modify these fields if necessary. See online Help for assistance with these fields.
- Click **Save**.

## Confirm Instructor at Campus

### Instructor

Confirm that the instructor who will be teaching any new course is properly set up in the campus master schedule. The instructor must be listed on this tab in order to be assigned to a course-section in the campus master schedule.

**Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor**

Save Student Information School Year: 2021-20

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

Del	Detail	Instr ID	Staff ID	Grade Lvl	Section	Name L	Name F	Name M	Gen Cd	Dept Nbr	Homeroom	Reserved Room	Excl From Fall PEIMS
		041				THECB	COLLEGE						<input checked="" type="checkbox"/>
		042				THECB	PB						<input checked="" type="checkbox"/>
		098	000098			PATIL	PARVATI						<input type="checkbox"/>
		108	000108			CHANG	CHO						<input type="checkbox"/>
		112	000112			THOMAS	DEAN						<input type="checkbox"/>
		216	000216			FINNIGAN	SEAMUS						<input type="checkbox"/>
		248	000248			ABBOTT	HANNAH						<input type="checkbox"/>
		305	000305			PATIL	PADMA						<input checked="" type="checkbox"/>
		365	000365			DIGGORY	CEDRIC						<input type="checkbox"/>
		368	000368			FINCH-FLETCHLEY	JUSTIN						<input type="checkbox"/>
		370	000370			BULSTRODE	MILLCENT						<input type="checkbox"/>
		371	000371			LOVEGOOD	LUNA						<input type="checkbox"/>

First 1 / 2 Last Add

Instr Nbr: 041 Staff ID: Home Room: Instructor Status: Inactive Instructor Schedule

Name: COLLEGE THECB Generation

First Middle Last

Maximum Values

Study Halls/Day:  Sections/Sem:   
 Periods/Day:  Preps/Sem:   
 Contact Periods/Year:

Restrictions

Department:   
 Subject Area:   
 Reserved Room:

Designators

1:   
 2:   
 3:

Elementary

Grade:   
 Section:

Exclude from Fall PEIMS:

Locate the instructor.

- 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.
- If more instructors are retrieved than can be displayed on one page, you can page through the list. See online Help for assistance.

If the instructor is not found on this tab, add the instructor.

**Note:** These employees must already be entered in the Human Resources application in order to populate the **Staff ID** field lookup. The **Name** fields are automatically populated when the **Staff ID** is selected.

If the employee is not already added in HR, you can assign a temporary staff ID as described in online Help.

- Click **+Add**.
- In the **Instr Nbr** field, type an unused instructor ID (i.e., control number).
- Enter all required data for each employee. See online Help for assistance with the fields.
- Click **Save**.

## Create New Course-Sections

### Create Course-Section

If you need to add a new section to a course that is already offered at the campus, you can copy an existing section of that course. Otherwise, you can add section records from scratch.

### **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Copy Course Section**

This tab allows you to create new sections for a course by copying an existing section of that course.

Section	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instructor	Class Role	Role ID	CTE	Entry	ADSY
07	3	05	03	03	207				517 : MALFOY, DRACO	01	087	<input type="checkbox"/>	08-09-2021	<input type="checkbox"/>
08	3	05	03	03	207				517 : MALFOY, DRACO	01	087	<input type="checkbox"/>	08-09-2021	<input type="checkbox"/>

- Select the course and section from which to copy data.
  - In the **Create Section** field, type the new section number(s). Separate multiple section numbers with a comma (e.g., 04,05,06).
  - Click **Create**. The grid is populated with the data for the new section(s).
  - Update the data for the new section(s) as needed. See online Help for assistance with the fields.
  - Click **Save**.
- Once a section is created, it can be updated on the Section tab as described next.

### **Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**

This tab allows you to create new sections of a course or edit existing sections.

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

Title

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	10	010	4	0	4	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	11	010	1	2	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	12	010	2	0	2	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	60	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0912	ENGLISH 2 ALT	10	010	1	4	1	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0912	ENGLISH 2 ALT	11	010	5	3	5	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00

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=> Crs Nbr: 0911 : ENGLISH 1 ALT Svc ID: 03220107 Multi Svc Ind:  Lock:  Include UIL Elig: N

Section: 10 Max Seats: 010 Enrolled Students Sem 1: 4 Sem 2: 4 Non Campus Based: 00 Dst Lrng:

**Section Information**

Sped Stu Age: 00 Crs Seq:

Pop Srvd:  Wks/Mnth:

Instruct Set:  PK Curricula:

Class Type:  Stu Instr:

High Qual PK Prog:  Home Room Ind:

PK Sch Type:

Include WD Meeting Times:

**Restrictions**

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn:  +

**Child Care Partnership**

Delete  Operation Number

**Course Codes and Credits**

Dual Crdt:

Adv Tech Crdt:

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1:  Sem 2:

OnRamps:

**District Information**

Crs Seq:  Exam/Sem Pat: 1 Gender Rstrctn:

Instruct Set:  AAR Use: E Self Paced:

Pop Srvd: 06 Grad Plan Use:  Class Type: 02

Role ID: 087 Special Consid:  CPR: N

Nbr Sem: 2 Incl UIL Elig:  Speech: N

OnRamps:

**Campus Information**

Grade Rstrctn:  Rstrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
<input type="checkbox"/>	01	05	01	01	100				145	TOVAR, STEPHANIE	01	087	<input type="checkbox"/>	08-12-2024	--	<input type="checkbox"/>

Search for the course by course number, title, or instructor:

- Select the field by which you want to search for courses.
- Type all or part of the search phrase.
  - The search retrieves courses that *begin* with the characters or numbers you typed. For example, if you selected *Course Number*, type 101 to retrieve all course numbers that start with 101.
  - For *Course Number*, you must include leading zeros.
  - For instructor, begin typing the instructor's last name or control number. A drop-down list displays instructors whose last name begins with the characters you typed. Select the instructor.
  - Leave blank to retrieve all courses.
- Click **Retrieve**.

A list of courses that meet the specified criteria is displayed in the upper grid.

If more course-sections are retrieved than can be displayed on one page, you can page through the list. Pagination is only available if more course-sections are retrieved than can be displayed on one page. See online Help for assistance.

**Note:** Courses that do not have any sections (i.e., new courses) are not listed.

If the course has existing sections, the sections are listed. You can add a new section:

- Click **+Add** in the upper grid to add a section. The fields below the grid are enabled allowing you to add a section of the course.
- In the **Crs Nbr** and **Section** fields, type the course number and new section number. Add or update all other fields as needed, including meeting time data in the bottom grid. See online Help for assistance with these fields.
- Click **Save**. The new section will now be displayed in the upper grid.

If the course has no existing sections, the course cannot be retrieved using the **Retrieve** button. You must add one or more sections:

- Click **+Add** in the upper grid to add a course-section.
- In the **Crs Nbr** fields, click on the ellipsis to select the course. The course title and service ID are displayed.
- In the **Section** field, type the new section number.
- Add all other data as needed, including meeting time data in the bottom grid. See online Help for assistance with these fields.
- Click **Save**. The new course-section will now be displayed in the upper grid.

To edit an existing section, click on the spyglass in the upper grid to select the course-section. The fields below the grid are populated with existing data. Update as needed and click **Save**.

## Delete a Course

### Delete Course

To delete a course, all students must be removed from all sections of the course. Then the sections can be deleted, and then the course can be deleted from the campus master schedule and then the district master schedule.

## Remove Students from a Course-Section

### ***Grade Reporting > Maintenance > Student > Group Maint > Group Course Change***

This tab allows you to transfer all students who are currently enrolled in one course-section to another course-section.

- In the **Old** fields, select the course, section, and semester to remove students from.
- In the **New** fields, select the course, section, and semester to move these students to.
- Be sure to select **Include WD Students** to include any students who withdrew from the campus. If these students are not transferred out of the **Old** course-section, this will prevent you from deleting the section.
- Under **Method**, select **Add new Crs/Sec and Delete Existing Crs/Sec**. This will cause the section to be deleted once all students are moved to the **New** course-section.
- Under **WD and Entry Dates**, enter the **Entry Date for New Course** for the **New** course-section.
- Select any course information that should be moved if applicable.
- Click **Execute**. A report is generated showing the results of the change.
- The **Save** button is disabled and not used on this page.

## Delete Course-Sections

**Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section**

If no students are enrolled in a course-section, the section can be deleted.

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

1200 : ENGLISH 2 Title Retrieve

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
		1200	ENGLISH 2	01	025	25	0	25	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
		1200	ENGLISH 2	08	025	28	0	28	0	<input type="checkbox"/>	Y	<input type="checkbox"/>		00
		9200	ENGLISH 2 R	02	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00

=> Crs Nbr: 9200 ENGLISH 2 R Svc ID: 03220200 Multi Svc Ind:  Lock:  Include UIL Elig: N  
 Section: 02 Max Seats: 010 Enrolled Students Sem 1: 0 Sem 2: 0 Non Campus Based: 00 Dst Lrng:

**Section Information**

Pop Srvd: 06 Crs Seq: Wks/Mnth: Class Type: 02 PK Curricula: High Qual PK Prog: PK Sch Type: PK Prog Eval Type:

**Restrictions**

Type Rstrctn: Team Code: Gender Rstrctn: Grade Rstrctn:

**Course Codes and Credits**

Dual Crdt: Adv Tech Crdt: AAR Use: Grad Plan Use: Special Consid: College Credit Hrs: Sem 1: Sem 2: OnRamps:

**District Information**

Crs Seq: Exam/Sem Pat: Gender Rstrctn: Instruct Set: AAR Use: Self Paced: Pop Srvd: 06 Grad Plan Use: ENGL Class Type: 02 Role ID: 087 Special Consid: CPR: N Nbr Sem: 2 Incl UIL Elig:  Speech: N OnRamps: Campus Information: Grade Rstrctn: Rstrctn Addl:

Include WD Meeting Times:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lkout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
	01	05	02	02	205				420	PARKINSON, PANSY	01	087	<input type="checkbox"/>	08-09-2021	- -	<input type="checkbox"/>

**Note:** Be aware that any students who withdrew from the campus must also be withdrawn from the section.

- Retrieve the course as described previously. All existing sections are listed in the top grid.
- In the top grid, click the trashcan to select the section to be deleted. Sections must be deleted one at a time.
- Click **Save**. You are prompted to confirm that you want to permanently delete the course-section. Click **Yes**.
- Repeat for all remaining sections of the course.

### Delete the Course

If a course has no sections, it can be removed from the campus master schedule. If a course is not included in any campus master schedules, it can be removed from the district master schedule.

### Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Course

## Selection

This tab allows you to remove a course from the campus master schedule.

The screenshot displays the 'Selection' tab interface. At the top, there are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. Below these, a 'Credit level' dropdown is set to 'High', and a 'Retrieve' button is present. The interface is divided into two main sections: 'District Courses to Add' on the left and 'Campus Courses to Delete' on the right. The 'District Courses to Add' list contains 16 courses, each with an unchecked checkbox. The 'Campus Courses to Delete' list contains 18 courses, with '1200 ENGLISH 2' selected (checked checkbox) and highlighted in green. A black arrow points to the left-pointing arrow button between the two lists. The interface also includes navigation buttons at the bottom right: 'First', '1 / 6', and 'Last'.

Select the **Credit Level** and click **Retrieve**.

In the right grid, all courses in the current year campus master schedule are listed. Locate and select the course to be removed.

Click ← to remove the selected course. It is moved to the district master schedule list (left grid).

Click **Save**.

## Grade Reporting > Maintenance > Master Schedule > District Schedule

The page allows you to delete a course from the district master schedule.

**AVAILABLE COURSES**

1200  Course Number

Del	Details	Course Number	Title	Abbrev Name	Service ID	Service ID Description	Graded Crs	Nbr of Sem	Textbook ISBN	Exclude from txGradeBook	Sif Pcd
		1200	ENGLISH 2	ENG2	03220200	ENG 2	<input checked="" type="checkbox"/>	2		Incl Both(Att Grds)	<input type="checkbox"/>

Rows: 1

=>Crs Nbr:   Abbrev Name:  Service ID:  : ENG 2 Graded Crs:   
 Nbr Sem:  Textbook ISBN:  Exclude from txGradebook:  Self Paced:

**Grade Reporting**

Per Ctr:

Department:

Gender Restr:

Required:

Elective:

**Course Codes and Credits**

Tot Credits:

Part Credit:

AAR:

Grad Plan:

Spec Cons:

OnRamps:

**Elem/Misc**

Credit Seq:

Credit Lvl:

CPR:

Speech:

**PEIMS**

Core Crs:

ELA Wgt:

Auto Grd:

Incl UIL Elig:

Exam/Sem Pat:

**HR/GA**

CTE Hrs:

Pop Srvc:

Instr Sett:

Class Type:

Role ID:

Crs Seq:

HRoll Wgt:

HRoll Table:

HRoll Cd:

GA Table:

GA Wgt:

Retrieve the course.

Click the trashcan for the course to be deleted.

Click **Save**.

You are prompted to confirm that you wish to delete the course. Click **Yes**.

## Conclusion

### Conclusion

Once a course-section is added to the campus master schedule, students can be scheduled into the course. See the ASCENDER Grade Reporting - Schedule Students in the Current School Year “How To” guide for more information.



## Back Cover