





grade_reporting_tables_elem_courses_body

Table of Contents

Grade Level	Select a grade level for which to add courses. Only grade levels established on the Elem Grade tab are listed.
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- If data exists for the grade level, the data 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.



☐ Click **+Add** to add data to the table.

A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

Course	Select the elementary course for the grade level. Only courses where Credit Lvl = E (elementary) in the district master schedule are listed.
Title	The course title is displayed.
Core	The core course code is displayed if the course represents a core area. This code set in the Elem/Misc - Core Crs field on Maintenance > Master Schedule > District Schedule .
Period	Select the period when the class meets.
Days	Select the days of the week on which the class meets.

☐ Click **Save**.

	<p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  to delete a row. 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. 2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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Back Cover