Elementary Courses

Table of Contents

Elementary Courses

Grade Reporting > Maintenance > Tables > Elementary > Elem Courses

This tab allows you to set up elementary courses by grade level.

The grade level must be defined on the Elem Grade tab before you can add course information on this tab.

NOTE: Do not include one-semester courses when setting up courses by grade level. Instead, add one-semester courses as needed using Maintenance > Student > Group Maint > Add/Delete Courses.

Update data:

Field	Description
Grade Level	Select a grade level for which to add courses. Only grade levels established on the Elem Grade tab are listed.

- 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.

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**.

Other functions and features:

🗑 Delete a row.

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**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Back Cover