



## **manage\_courses\_body**




# Table of Contents



Specify the course-section:

<b>Course-Section</b>	Select the course-section you want to enter data for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
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Click **Retrieve**.

<b>Course Note</b>	<p>(Optional) Type comments and notes about this course, such as reminders, announcements, and other course-related information. <b>These comments are viewable to parents in ParentPortal.</b></p> <p>Only the teacher can add/modify a course note. An administrator cannot add or update a note on behalf of a teacher.</p> <p><b>NOTE:</b> A course note must be added for each course individually, including courses that are part of a course group. If the note applies to all courses in the group, it must be added for each course in the group.</p>
<b>Assessment Type</b>	<p>Indicate if you want the course to be set up as category-based (i.e., regular) or standards-based.</p> <p><b>This field is only displayed if both the campus and the course are set up to use standards-based grading.</b> It is not displayed if the campus has disabled the teacher's ability to determine the assessment type for the course.</p> <p><b>NOTE:</b> If a course is currently set up as category-based, you cannot change the course to standards-based unless all associated grade and category information is deleted. The reverse is also true.</p> <p>If a course is set up to use standards-based grading, it must continue to use this assessment type for the remainder of the year. You cannot use standards-based for only one semester.</p> <p>You can only use numeric grading for standards-based courses.</p>
<b>Course Group</b>	<p>If the selected course is associated with a course group, your course groups are listed. Otherwise, this section is not displayed.</p> <p><b>NOTE:</b> If you are logged on as a campus- or district-level administrative user impersonating this instructor, the delete icon  is displayed allowing you to remove the course from the instructor's group.</p> <p>Removing the course does not delete the group; it only removes the course from the group.</p> <p>Once the course is removed from the instructor's group, it can be added to a group for another teacher, as long as the course meets all other criteria for course grouping.</p>

<b>PIN</b>	Type your four-digit personal identification number (PIN).
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Click **Save**.



## Back Cover