



## Manage Course Groups



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# Manage Course Groups

## **Settings > Manage Course Groups**

This page allows you to group courses by semester, which allows you to enter grades, manage categories and assignments, and copy categories and assignments for multiple sections at the same time (e.g., if you teach multiple section of Algebra I) 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
- Settings > Manage Assignments
- Settings > Manage 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 teacher or a prior teacher. 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 teacher for a course changes during the year, the new teacher 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 teacher 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.

Semester: 2

### Course Grouping

Available Course Groups

Edit	Course Group Name
No data available in table	

Name:

Course Group Detail

Group: Please select or create a course group.

Associated Courses

Grouped Courses	Available Courses
No data available in table	

Ineligible Courses

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### Course Grouping Flow Chart

#### Group courses:

- Specify the semester:

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

- Click **Retrieve**.

- Under **Available Course Groups** (left grid):

Existing groups are listed. Otherwise, the message “No data available in table” is displayed.

#### Add a group:

Available Course Groups

Edit	Course Group Name	Semester	Course Count
No data available in table			

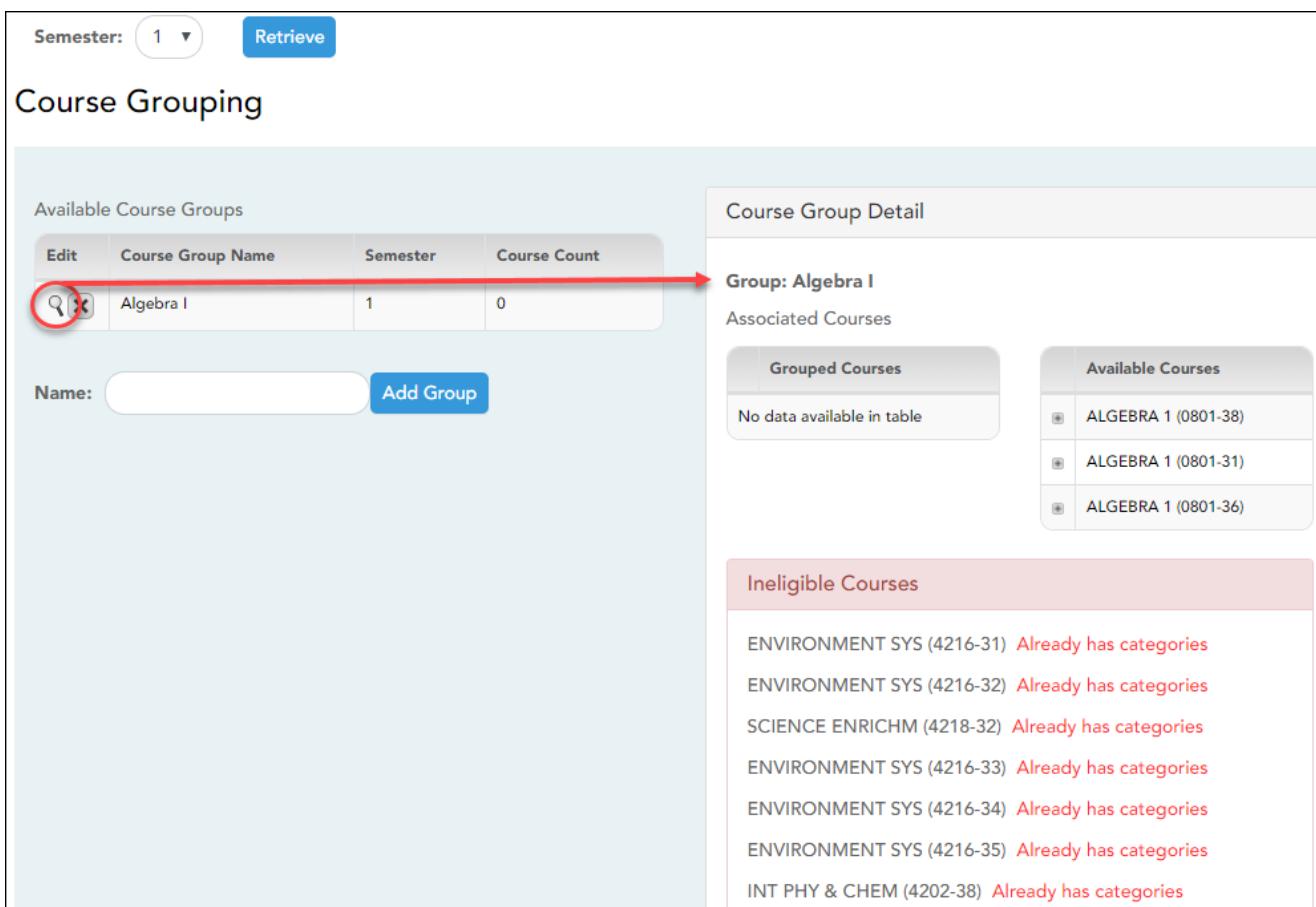
Name:

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

Click **Add Group**.

The new group name is displayed under **Available Course Groups** (left grid).

Click  to add courses to the group.



The screenshot shows the 'Course Grouping' page. At the top, there is a search bar with 'Semester: 1' and a 'Retrieve' button. Below the search bar is a table titled 'Available Course Groups' with columns: Edit, Course Group Name, Semester, and Course Count. A row for 'Algebra I' is selected, highlighted with a red circle around the magnifying glass icon in the 'Edit' column. An arrow points from this row to the 'Course Group Detail' panel on the right. The 'Course Group Detail' panel shows the selected group 'Algebra I' and lists 'Associated Courses' in two sections: 'Grouped Courses' (empty) and 'Available Courses' (listing 'ALGEBRA 1 (0801-38)', 'ALGEBRA 1 (0801-31)', and 'ALGEBRA 1 (0801-36)'). Below this is a section for 'Ineligible Courses' with a list of courses and messages indicating they 'Already has categories'.

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

<b>Group</b>	The selected group name is displayed. The default message, "Please select or create a course group" is displayed.
<b>Grouped Courses</b>	All the courses currently added to the selected group are listed. If no courses are added, the message "No data available in table" is displayed.

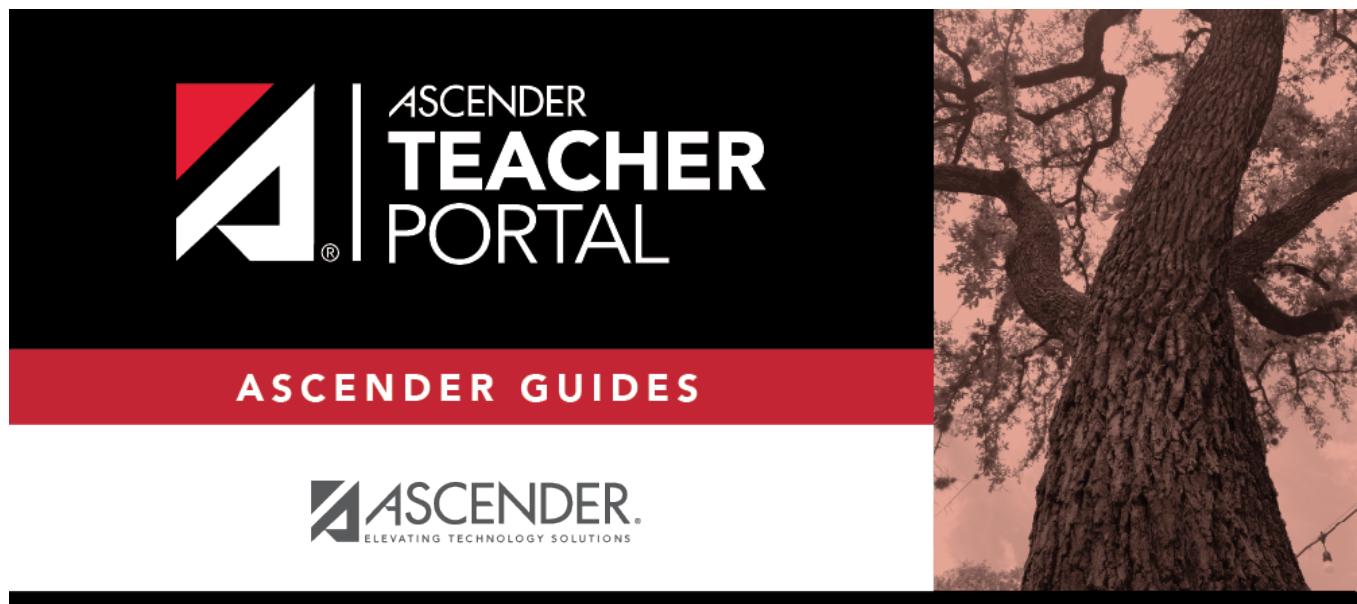
<b>Available Courses</b>	Any courses that can be added to the group are listed.  Click  for each course you want to add to the group. The course is moved to the <b>Grouped Courses</b> list.
<b>Ineligible Courses</b>	Any courses that cannot be added to the group (due to reasons described above on this page) are listed. An explanation of the course's ineligibility is displayed next to the course.
	Click to delete a course from the group.  When deleting a course from a group during a semester (when a course-section has categories assigned), take caution. You are not prompted to confirm that you want to delete the course-section from the group. Once you delete a course-section with categories and click <b>Save</b> , the action cannot be undone.

Click **Save**.

### Edit a group:

Under **Available Course Groups** (left grid):

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



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