

Managing District Courses:

In the District Office, select: District > Courses > Click on “Filter Results”.

To narrow list of courses by school, select the checkbox and choose the school by which you want to filter from the pop-up menu. It is not required to select a school. **Note:** This field only appears at the district level.

Status: To narrow list of courses by course status, any combination of the following course statuses by which you want to filter:

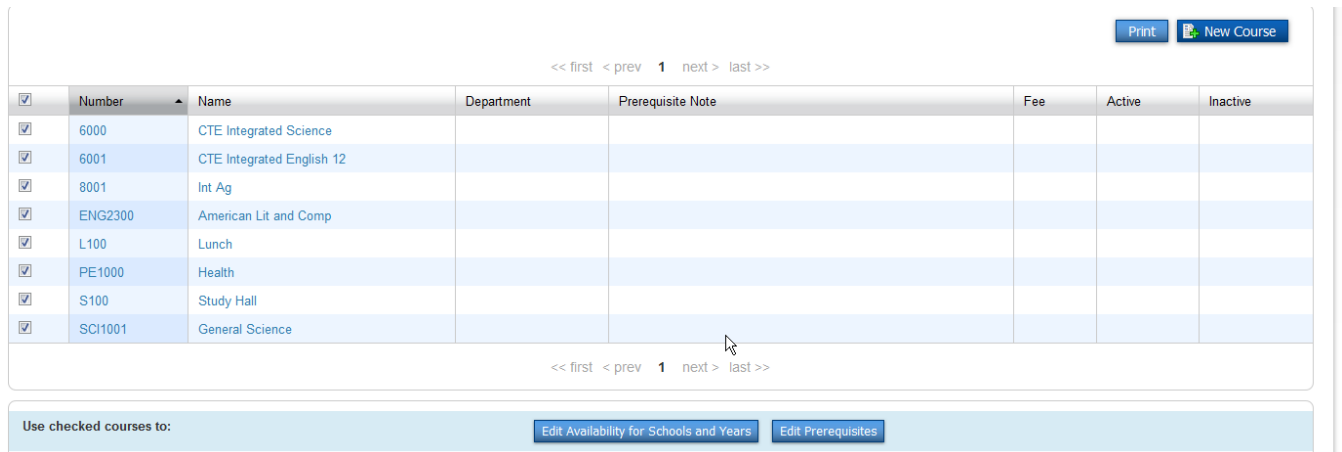
- **Active** - School(s) in which courses have been made available and are currently active. This is the default setting.
- **Inactive** - School(s) in which courses have been made available, but are currently inactive.
- **Unavailable** - Course(s) that have not been made available.

If “Status” has been selected, click on the Red link “Filtered by status”.

Other Filters: There are many other optional filters available on this page, including Course Number, Department, Course Name, Prerequisite Note, Has Relationships, Has Fees, and Has Sections.

Once the filters you wish to use have been selected, to see a list of the courses that match the filter criteria, click on the red link “Filtered by” For example, if you selected Status, then deselected “Active” and selected “Inactive” and “Unavailable”, then un-check any other filters to use just the Status filter. **Click on the red link “Filtered by status”.**

A list of courses that meet the filter criteria should appear:



The screenshot shows a web interface for managing courses. At the top right, there are buttons for "Print" and "New Course". Below these is a table with columns: Number, Name, Department, Prerequisite Note, Fee, Active, and Inactive. The table contains 8 rows of course data, each with a checked checkbox in the first column. Below the table are navigation links: "<< first < prev 1 next > last >>". At the bottom, there is a section titled "Use checked courses to:" with two buttons: "Edit Availability for Schools and Years" and "Edit Prerequisites".

| <input checked="" type="checkbox"/> | Number | Name | Department | Prerequisite Note | Fee | Active | Inactive |
|-------------------------------------|---------|---------------------------|------------|-------------------|-----|--------|----------|
| <input checked="" type="checkbox"/> | 6000 | CTE Integrated Science | | | | | |
| <input checked="" type="checkbox"/> | 6001 | CTE Integrated English 12 | | | | | |
| <input checked="" type="checkbox"/> | 8001 | Int Ag | | | | | |
| <input checked="" type="checkbox"/> | ENG2300 | American Lit and Comp | | | | | |
| <input checked="" type="checkbox"/> | L100 | Lunch | | | | | |
| <input checked="" type="checkbox"/> | PE1000 | Health | | | | | |
| <input checked="" type="checkbox"/> | S100 | Study Hall | | | | | |
| <input checked="" type="checkbox"/> | SCI1001 | General Science | | | | | |

When the list of filtered courses appears, you may select an individual course and edit the availability by clicking on the course.

You may wish to deselect all courses listed so that you may select only some. To deselect all, use the checkbox to the left of the “Number” column header.

To edit the availability of one course, click on the blue link for the course, then on the “Availability” tab.

Select the “Edit” button to the right of the school year for which to activate the course.

You should see a pop-up box similar to this:

School Availability for CTE Integrated Science in the 2013-2014 Year

Schools displayed in grey cannot be made unavailable because sections exist for that school year for that course.

| Unavailable | | | Available | | | |
|---|--------|--------|-----------|-------|--------|--------|
| Name | Abbr. | Number | Name | Abbr. | Number | Active |
| Apple Grove High School | AGHS1 | 100 | | | | |
| Apple Grove High School 2 | AGHS2 | 200 | | | | |
| Apple Grove High School 3 | AGHS3 | 300 | | | | |
| Cherry Hill Middle School | CHMS | 600 | | | | |
| Washington Elementary | WE | 700 | | | | |
| Common Core State Standards Middle School | CCSSMS | 750 | | | | |
| Scheduling Master School | SCMS | 2000 | | | | |
| Scheduling Feeder School | SFS | 2050 | | | | |

> >> < << Reset

Submit

Select the school(s) to receive this course, then click the right arrow, then Submit.

To activate or modify availability of a group of courses, make sure they are checked on the list of filtered courses, then click on “Edit availability for Schools and Years”

Use checked courses to:

Edit Availability for Schools and Years Edit Prerequisites

On the next page, select the school year for which to activate or inactivate these courses and click the right arrow; select the Association Type; then click “Next”.

Select Schools

Associate Courses with Schools
Select which school associations you want to adjust and if you want to make the courses available or unavailable for the previously specified courses and years.

| Schools Source List | | | Selected Schools | | |
|---|--------------|---------------|---------------------------|--------------|---------------|
| Name | Abbreviation | School Number | Name | Abbreviation | School Number |
| Renew School | RS | 123 | Apple Grove High School | AGHS1 | 100 |
| Apple Grove High School 2 | AGHS2 | 200 | Cherry Hill Middle School | CHMS | 600 |
| Apple Grove High School 3 | AGHS3 | 300 | | | |
| Washington Elementary | WE | 700 | | | |
| Common Core State Standards Middle School | CCSSMS | 750 | | | |
| Apple Grove High Summer School | AGHSS | 1000 | | | |
| Scheduling Master School | SCMS | 2000 | | | |
| Scheduling Feeder School | SFS | 2050 | | | |
| Scheduling High School 1 | SHS1 | 400 | | | |
| Scheduling High School 2 | SHS2 | 500 | | | |
| Scheduling High School 3 | SHS3 | 3000 | | | |

> >> < << Reset

Association Type
 Make Available
 Make Unavailable

Previous Next

A Summary & Confirmation page will appear, showing the number of courses and schools affected:

Summary and Confirmation

Verify totals and conflicts, then click submit. Associations with conflicts will not be processed.

Summary

| | |
|---|---|
| Courses Affected | 6 |
| Years Affected | 1 |
| Schools Affected | 1 |
| Total Associations to be Added | 6 |
| Total Associations to be Removed | 0 |
|  Total Association Conflicts | 0 |

Click on the Red Triangle to view any association conflicts. Then click **Submit**.

The course(s) are now available at the school(s) on the School > Courses page. You will want to use the “Active” Filter > field to select the courses just made available to this school.