



course. Virtual courses are those with a Virtual Education Delivery Method selected on the Section Learning Methods tab, those marked as Online Learning with no section, or those not marked as Online Learning but that have sections with the Section learning Method tab populated. Courses marked as State Exclude are not reported. If a course has multiple sections that meet reporting criteria, reports based on the lowest number section.

## Generating the Extract

1. Select the **Extract Type** to generate, *Course Inventory* or *Virtual Education*.
2. Select the **Format** in which the extract should generate. Use *State Format (CSV)* when submitting the report to the state and *HTML* for data review and verification.
3. Mark **Include State Excluded Courses** to include courses that are marked as State Exclude but otherwise meet logic requirements.
4. Select an **Ad hoc Filter** to limit results to a pre-defined filter.
5. Indicate which **Calendar(s)** should be included in the report.
6. Click **Generate Extract** to view the report in the selected format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a WDE-638 request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

## Course Inventory Layout

Element Name	Description & Format	Campus Location
<b>District ID</b>	The WDE ID for the district submitting the data.  <i>Numeric, 7 digits</i>	System Administration > Resources > District Information > State District Number  District.number
<b>School ID</b>	The WDE ID for the school submitting the data.  If a School ID Override is entered on the Course, that value is reported. Otherwise reports the State School Number.  <i>Numeric, 7 digits</i>	Scheduling > Courses > Course > School ID Override; System Administration > Resources > School > State School Number  Course.providerSchool School.number
<b>Local Course ID</b>	The local identification number given to the course.  <i>Alphanumeric, 13 characters</i>	Scheduling > Courses > Course > Number  Course.number

Element Name	Description & Format	Campus Location
<b>Local Course Name</b>	The local name for a course  <i>Alphanumeric, 30 characters</i>	Scheduling > Courses > Course > Name  Course.name
<b>State Course ID</b>	The SCED (state) code of the course.  <b>SCED based Course ID:</b> 1. NNNNNCN.NNNN  <b>College Course ID:</b> 1. CC NNNN 2. CCC NNNN 3. CCCC NNNN 4. CC NNNNC 5. CCC NNNNC 6. CCCC NNNNC  <i>Alphanumeric, 15 characters</i>	Scheduling > Courses > Course > State Code  Course.stateCode
<b>Content Area</b>	The subject matter of the course. Reports the Content Area, if selected. If null, reports the default value for the field selected in the Attribute/Dictionary. Otherwise reports as null.  <i>Alphanumeric, 2 characters</i>	Scheduling > Courses > Course > Content Area  Course.programType
<b>Number of Credits</b>	The number of credits offered for the course.  <i>Decimal, 3 digits, X.XX</i>	Scheduling > Courses > Course > Number of Credits  Course.numberOfCredits
<b>Sequence Part</b>	Indicates the placement of the course within a sequence of courses. Only reports if the SCED Code is blank.  <i>Numeric, 1 digit</i>	Scheduling > Courses > Course > Course Inventory Sequence Part  Course.sequencePart

Element Name	Description & Format	Campus Location
<b>Sequence Total</b>	The total number of courses in the course sequence. Only reports if the SCED Code is blank.  <i>Numeric, 1 digit</i>	Scheduling > Courses > Course > Course Inventory Sequence Total  Course.sequenceTotal
<b>Course Duration</b>	Indicates the duration of the course.  <i>Alphanumeric, 1 character</i>	Scheduling > Courses > Course > Course Duration  Course.courseDuration
<b>Grade PK</b>	Indicates if the course serves grade PK.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGradePK
<b>Grade KG</b>	Indicates if the course serves grade KG.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGradeKG
<b>Grade 01</b>	Indicates if the course serves grade 01.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade01
<b>Grade 02</b>	Indicates if the course serves grade 02.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade02
<b>Grade 03</b>	Indicates if the course serves grade 03.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade03
<b>Grade 04</b>	Indicates if the course serves grade 04.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade04
<b>Grade 05</b>	Indicates if the course serves grade 05.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade05

Element Name	Description & Format	Campus Location
<b>Grade 06</b>	Indicates if the course serves grade 06.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade06
<b>Grade 07</b>	Indicates if the course serves grade 07.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade07
<b>Grade 08</b>	Indicates if the course serves grade 08.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade08
<b>Grade 09</b>	Indicates if the course serves grade 09.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade09
<b>Grade 10</b>	Indicates if the course serves grade 10.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade10
<b>Grade 11</b>	Indicates if the course serves grade 11.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade11
<b>Grade 12</b>	Indicates if the course serves grade 12.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Course Inventory Grade  Course.courseInventoryGrade12
<b>Hathaway</b>	Indicates if the course is approved for the Hathaway Program. 1. Reports "Y" when the following is true: ◦ Scheduling > Courses > Course > Course Editor > Hathaway NOT = null 2. Otherwise, reports "N"  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Hathaway  Course.hathaway

Element Name	Description & Format	Campus Location
<b>State Standards</b>	Indicates if the course meets an established Common Core State Standard. Reports as Y if this field is marked.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Common Core State Standards  Course.commonCore
<b>Description</b>	The description entered for the course.  <i>Alphanumeric</i>	Scheduling > Courses > Course > Description  Course.description
<b>Virtual Education</b>	Indicates if this course is a Virtual Education course. Reports as Y if a Virtual Education Delivery Method is selected.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Section > Section Learning Methods > Virtual Education Delivery Method  SectionLearningMethodsWY.virtualEdDeliveryMethod
<b>CTE</b>	Indicates if the course is being submitted for new or continued approval foas a CTE course for funding purposes. Reports as Y if CTE is marked for the course, otherwise reports as N.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > CTE  Course.cte

## Virtual Education Layout

Element Name	Description & Format	Campus Location
<b>District ID</b>	The WDE ID for the district submitting the data.  <i>Numeric, 7 digits</i>	System Administration > Resources > District Information > State District Number  District.number

Element Name	Description & Format	Campus Location
<b>Local Course ID</b>	<p>The local identification number given to the course.</p> <p><i>Alphanumeric, 13 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Number</p> <p>Course.number</p>
<b>Program Name</b>	<p>The name of the Virtual Education course.</p> <p><i>Alphanumeric, 100 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Name</p> <p>Course.Name</p>
<b>LMS Active</b>	<p>Indicates if LMS Active is selected in the Virtual Education Features for the section.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Learning Methods &gt; Virtual Education Features &gt; LMS Active</p> <p>CourseLearningMethodsWY.virtualEdFeatures</p>
<b>LMS Submissions</b>	<p>Indicates if the Virtual Education Feature of LMS Submissions is selected.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Section Learning Methods &gt; Virtual Education Features &gt; LMS Submission</p> <p>CourseLearningMethodsWY.virtualEdFeatures</p>
<b>LMS Other</b>	<p>Indicates if the participation in the section is recorded by a teacher in an attendance log. Reports the data entered in the LMS Other field.</p> <p><i>Alphanumeric, 500 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Section Learning Methods &gt; LMS Other</p> <p>CourseLearningMethodsWY.lmsOther</p>
<b>VET Active</b>	<p>Indicates if the Virtual Education Feature of VET Active is selected.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Learning Methods &gt; Virtual Education Features &gt; VET Active</p> <p>CourseLearningMethodsWY.virtualEdFeatures</p>

Element Name	Description & Format	Campus Location
<b>VET Communication</b>	Indicates if the Virtual Education Feature of VET Communication is selected.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Learning Methods > Virtual Education Features > VET Communication  CourseLearningMethodsWY.virtualEdFeatures
<b>VET Other</b>	Reports recorded participation elements required by the virtual education program.  <i>Alphanumeric, 500 characters</i>	Scheduling > Courses > Course > Learning Methods > VET Other  CourseLearningMethodsWY.vetOther
<b>Synchronous</b>	Indicates if the Virtual Education Feature of Synchronous is selected.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Learning Methods > Virtual Education Features > Synchronous  CourseLearningMethodsWY.virtualEdFeatures
<b>F2F Attendance</b>	Indicates if the Virtual Education Feature of F2F Attendance is selected.  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Learning Methods > Virtual Education Features > F2F Attendance  CourseLearningMethodsWY.virtualEdFeatures
<b>Participation Frequency</b>	Indicates how often the student participates in the program.  <i>Alphanumeric, 3 characters</i>	Scheduling > Courses > Course > Learning Methods > Participation Frequency  CourseLearningMethodsWY.participationFrequency
<b>Participation Description</b>	Reports the description of participation requirements. Currently reports as blank.	N/A
<b>Start Date</b>	Reports the Term Start Date of the first term in which the section is scheduled.  <i>Numeric, YYYYMMDD</i>	System Administration > Calendar > Calendar > Terms > Start Date  Term.startDate



Element Name	Description & Format	Campus Location
<b>End Date</b>	<p>Reports the Term End Date of the last term in which the section is scheduled.</p> <p><i>Numeric, YYYYMMDD</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Terms &gt; End Date</p> <p>Term.endDate</p>
<b>VE Delivery Method</b>	<p>The primary delivery method of the course. Reports the Delivery Method selected.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Learning Methods &gt; Virtual Education Delivery Method</p> <p>CourseLearningMethodsWY.virtualEdDeliveryMethod</p>
<b>Day Times</b>	<p>Reports the Days/Times Description recorded to indicated when participation is required.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Learning Methods &gt; Days/Times Description</p> <p>CourseLearningMethodsWY.daysTimesDescription</p>
<b>Career Technical Education</b>	<p>Indicates if the course is considered CTE.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Career Cluster Program Area</p> <p>Course.careerClusterProgram</p>
<b>College Concurrent</b>	<p>Indicates if the course is College Concurrent, taught by a secondary virtual education teacher providing students with both college and high school credit. Reports as Y if the Instruction Level for the Section or Course is CL.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Instruction Level; Course &gt; Instruction Level</p> <p>Section.instructionLevel Course.instructionLevel</p>
<b>Credit Recovery</b>	<p>Indicates if the course provides the opportunity for credit recovery.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Learning Methods &gt; Credit Recovery</p> <p>CourseLearningMethodsWY.creditRecovery</p>

Element Name	Description & Format	Campus Location
<b>Course Prerequisites</b>	Describes any prerequisites required for the course.  <i>Alphanumeric, 500 characters</i>	Scheduling > Courses > Course > Learning Methods > Course Prerequisites  CourseLearningMethodsWY.coursePrerequisites
<b>Required Materials</b>	Describes any required materials. Currently reports as blank.	N/A
<b>Single Course Fee</b>	Indicates if there is a fee associated with the course. Sums the Amount of any fee records on the course Fees tab that have a Fee Type with a Standard Code of CT.  <i>Alphanumeric, XXXX.XX</i>	Scheduling > Courses > Course > Fees > Amount  Calculated
<b>Course Capacity</b>	Reports the maximum number of students allowed in the section. Reports the Max Students entered on the Section or on the Course if null.  <i>Numeric, 2 digits</i>	Scheduling > Courses > Section > Max Students; Course > Max Students  Section.maxStudents Course.maxStudents
<b>LMS Platform</b>	Reports the LMS Platform selected. If CA, BB, D2, MO, SC, or SA is selected, reports that code. For CA2, reports as CA. For other codes, reports as OT.  <i>Alphanumeric, 2 characters</i>	Scheduling > Courses > Section > Section Learning Methods > LMS Platform  SectionLearningMethodsWY.lmsPlatform
<b>LMS Platform Other</b>	If LMS Platform reports as OT, reports the name of the LMS Platform.  <i>Alphanumeric, 50 characters</i>	Scheduling > Courses > Section > Section Learning Methods > LMS Platform  SectionLearningMethodsWY.lmsPlatform

Element Name	Description & Format	Campus Location
<b>State LMS</b>	Indicates if the section is part of the state centralized LMS contract with Instructure. If LMS Platform reports as CA, indicates if the LMS Platform selected was CA (reports Y) or CA2 (reports N)  <i>Alphanumeric, Y or N</i>	Scheduling > Courses > Course > Learning Methods > LMS Platform  CourseLearningMethodsWY.lmsPlatform
<b>Curriculum Type</b>	The name(s) of the curriculum used in the course.  <i>Alphanumeric, 50 characters</i>	Scheduling > Courses > Course > Learning Methods > Curriculum Type  CourseLearningMethodsWY.curriculumType
<b>Course Accessibility</b>	Describes the accessibility and usability concerns considered in course content.  <i>Alphanumeric, 5000 characters</i>	Scheduling > Courses > > Learning Methods > Course Accessibility  CourseLearningMethodsWY.courseAccessibility
<b>CTE</b>	Reports as Y if the CTE field is marked on the Course, or as N otherwise.  <i>Alphanumeric, 1 character</i>	Scheduling > Courses > Course > CTE  Course.acceleratedCourse