

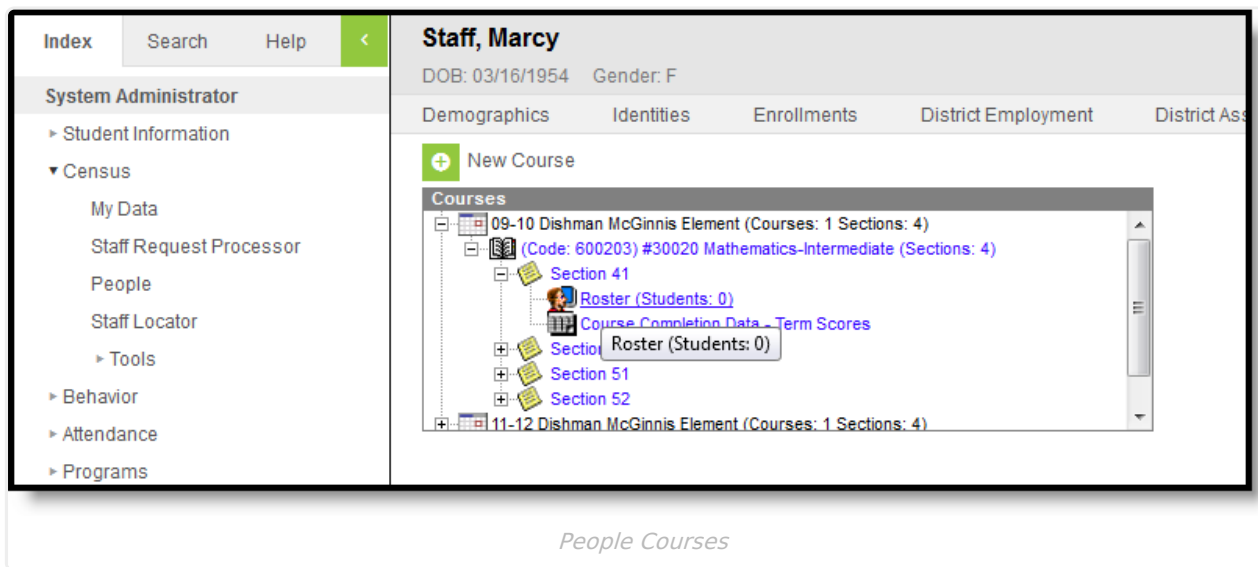
Courses (State Edition)

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Tool Search: Census

The Courses editor on the Census People toolset in State Edition allows the storing of course information for district personnel in situations where that district may not be using a District Edition application. This is used in accountability and staff reporting and determines if sections of courses are taught by highly qualified teachers.



Existing courses can be searched for and added to this tab, and in addition, new courses and sections can be created from this tab.

State Edition users will see this tab in the Census People toolset. District Edition users will not see this tab.

View Course Detail Information

Course information where the staff person is currently assigned as the primary teacher will appear in the Courses list. Courses are sorted by Calendar, meaning the most current school year will be at the top of the Courses list.

Users can view the Course information by expanding the calendar and selecting the course (displayed in the image above) or further expand the course entry and view Section detail.

Save Delete Course New Course New Section

Courses

- 09-10 Dishman McGinnis Element (Courses: 1 Sections: 4)
- (Code: 600203) #30020 Mathematics-Intermediate (Sections: 4)
- 11-12 Dishman McGinnis Element (Courses: 1 Sections: 4)
- 12-13 Dishman McGinnis Element (Courses: 8 Sections: 21)

Course Detail (Sync from district)

*Course Name: Mathematics-Intermediate

*Local Course Number: 30020

District: Bowling Green Independent (042)

6 Sections: #41, #42, #51, #52, #32, #31

Section Taught: #41, #42, #51, #52

School Year: 09-10 School: Dishman McGinnis Elementary School

Course Type:

*Calendar: 09-10 Dishman McGinnis Element

Grade Level:

*State Code: 600203

State Subject Area:

Federal Subject Type:

Federal Core Subject:

Course Detail

Search for a New Course

If a course does not appear in the list or a course has not been created, the user can search for and create a new course that will be assigned to the selected staff person.

New Course

Courses

- 09-10 Dishman McGinnis Element (Courses: 1 Sections: 4)
- (Code: 600203) #30020 Mathematics-Intermediate (Sections: 4)
- 11-12 Dishman McGinnis Element (Courses: 1 Sections: 4)
- 12-13 Dishman McGinnis Element (Courses: 8 Sections: 21)

Search Course

Courses

- 09-10 Dishman McGinnis Element (Courses: 1 Sections: 4)
- (Code: 600203) #30020 Mathematics-Intermediate (Sections: 4)
- 11-12 Dishman McGinnis Element (Courses: 1 Sections: 4)
- 12-13 Dishman McGinnis Element (Courses: 8 Sections: 21)

Search a Course (Must search a course before add a new one)

Course# Course Name District: Bowling Green Independent (042)

Teacher School Year: 09-10 School: Dishman McGinnis Elementary Sch

Course Type *Calendar: 09-10 Dishman McGinnis Element

Grade Level State Code:

<< Search a Course

New Course

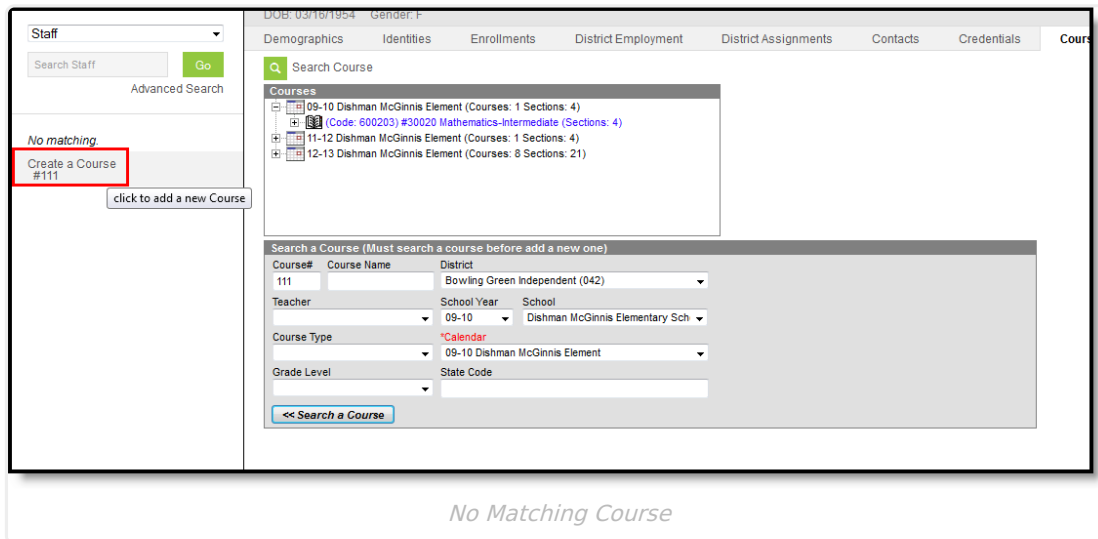
1. Select the **New Course** icon. A **Search a Course** editor will appear.
2. Enter the **Course Number** and **Course Name**.
3. Select a **District** from the dropdown list. This selection should be the district where the staff

person is currently employed.

4. Click the **Search a Course** button. Matching results will appear in the Search Index.
5. If no matching results were found, an option to create that entered course will appear.

Create a New Course

If no matching results are found after searching for a new course, a new course can be created by clicking the **Create a Course** link in the Search index. Once selected, the **Create a Course** and a Section editor will appear.



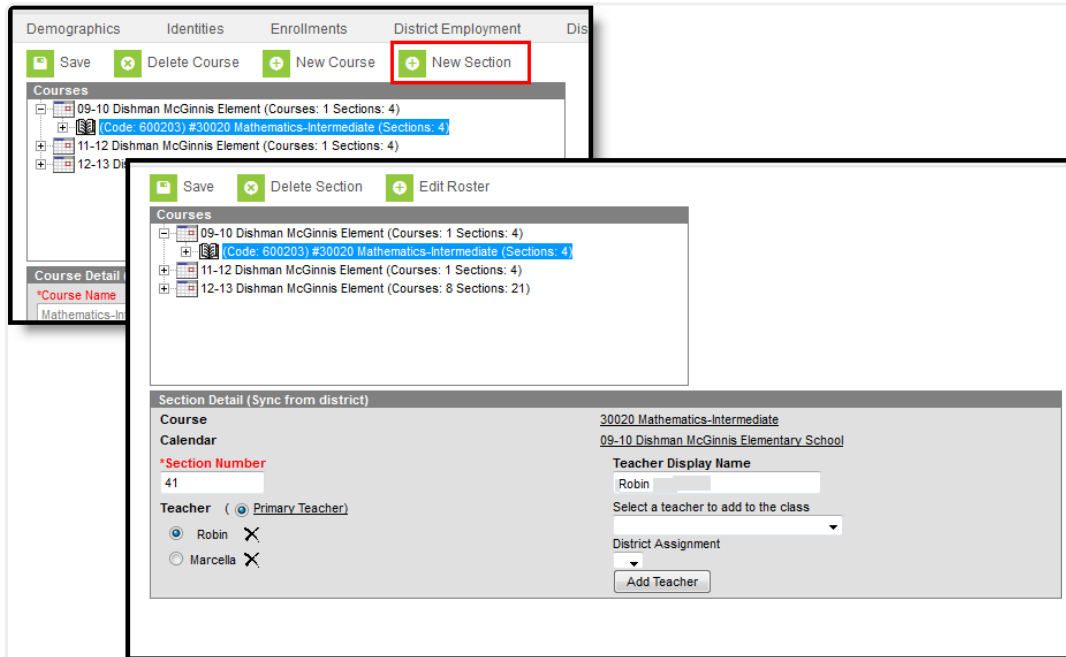
The screenshot shows the 'Create a Course' form in the Infinite Campus interface. The form is titled 'Create a Course #111' and includes a 'click to add a new Course' button. The form fields include Course#, Course Name, District, Teacher, School Year, School, Course Type, Grade Level, and State Code. The 'No Matching Course' message is displayed at the bottom.

1. Enter the **Course Name** and **Local Course Number**.
2. Select a **District** from the dropdown list. This selection should be the district where the staff person is currently employed.
3. Enter a **Section Number** for this course.
4. Select a **School Year**, **School** and **Calendar** from the dropdown list. This will default to the selected year and school in the Campus toolbar.
5. Select the **Course Type** from the dropdown list.
6. Select an appropriate **Grade Level** from the dropdown list. This selection indicates the course is for students in that selected grade level only.
7. Enter the **State Code** for the course.
8. Enter the **State Subject Area** for the course.
9. Select the **Federal Subject Type** from the dropdown list.
10. If the Federal Subject Type is **CORE: Core Academic Subject Area**, select the **Federal Core Subject** from the dropdown list.
11. Click the **Save icon** when finished. The course will be created and will appear in the Courses list at the top of the editor.

Staff members can only have courses added for the schools in which they are employed. If a user attempts to create a course for a staff person at a school where that staff person is not employed, an error message will appear if the teacher does not have a [District Assignment](#) record in the school.

Create a New Section

One course section is originally created when adding a new course. Additional course sections can be added by selecting the **New Section** button from the action bar. In addition to creating new sections, additional teachers can also be assigned to that section.



The screenshot shows the Infinite Campus interface. At the top, there are tabs for Demographics, Identities, Enrollments, District Employment, and Dis. Below these tabs is a toolbar with buttons: Save, Delete Course, New Course, and New Section. The 'New Section' button is highlighted with a red box. Below the toolbar is a 'Courses' list with three entries: 09-10 Dishman McGinnis Element (Courses: 1 Sections: 4), (Code: 600203) #30020 Mathematics-Intermediate (Sections: 4), and 11-12 Dishman McGinnis Element (Courses: 1 Sections: 4). Below the 'Courses' list is a 'Course Detail' section with a 'Course Name' field. Below the 'Course Detail' section is a 'Section Detail (Sync from district)' form. The 'Section Detail' form has fields for Course (30020 Mathematics-Intermediate), Calendar (09-10 Dishman McGinnis Elementary School), Teacher Display Name (Robin), and a dropdown menu for 'Select a teacher to add to the class'. Below the dropdown menu is a 'District Assignment' dropdown menu and an 'Add Teacher' button. The 'Section Detail' form also has a 'Section Number' field with the value 41 and a 'Teacher' section with radio buttons for Robin (selected) and Marcella.

Create a New Section

Add a New Course Section

1. Select the appropriate **Course** from the Courses editor.
2. Select the **New Section** icon from the action bar.
3. Enter the **Section Number**.
4. Enter the **Teacher Display Name**.
5. **Select a teacher to add to the class** from the dropdown list.
6. If more than one teacher is listed, select the appropriate radio button to indicate who the **Primary Teacher** is.
7. Click the **Save** icon when finished.

View Teacher Selection and Information

Any number of teachers can be added to the Course Section. However, only one teacher can be marked as the Primary Teacher of that section.

- The **Teacher Display Name** field data will appear on student schedules, report cards, etc. This name must be manually entered.
- The **Primary Teacher** selection determines who is considered the main teacher of that

section.

- The list of teachers from which to select will add additional teachers to the section.

Only teachers who have a District Assignment record in the school and who also have the Teacher checkbox marked on their [District Assignment](#) record will appear in the Teacher dropdown list.

Save Delete Section Edit Roster

Courses

- 09-10 Dishman McGinnis Element (Courses: 1 Sections: 4)
- (Code: 600203) #30020 Mathematics-Intermediate (Sections: 4)
- 11-12 Dishman McGinnis Element (Courses: 1 Sections: 4)
- 12-13 Dishman McGinnis Element (Courses: 8 Sections: 21)

Section Detail (Sync from district)

Course 30020 Mathematics-Intermediate

Calendar 09-10 Dishman McGinnis Elementary School

*Section Number 41

Teacher (Primary Teacher)

☒ Robin X

☐ Marcella X

Teacher Display Name Robin

Select a teacher to add to the class

District Assignment

Add Teacher

Primary Teacher Selection

View Roster Detail Information

Users can view, add or delete students from Course Section Rosters by clicking the (+) next to the section and selecting the roster in the Courses window.

Demographics Identities Enrollments District Employment District Assignments Contacts Credentials

Save Delete Roster Edit Roster

Courses

- 11-12 Dishman McGinnis Element (Courses: 1 Sections: 4)
- 12-13 Dishman McGinnis Element (Courses: 8 Sections: 21)
- (Code: 701020) #3rd Gr 2050 Language - Third Grade (Sections: 1)
 - Section 34
 - Roster (Students: 1)
 - Course Completion Data - Term Scores
- (Code: 701010) #20004 Language Arts-Intermediate (Sections: 2)
- (Code: 701040) #3rd Gr 30000 Mathematics - Third Grade (Sections: 1)
- (Code: 702040) #30020 Mathematics-Intermediate (Sections: 5)

Roster Detail (Sync from district)

Course 3rd Gr 2050 Language - Third Grade

Calendar 12-13 Dishman McGinnis Elementary School

Name	Gender	Start Date	End Date
03 Student, James	M	09/24/2012	05/23/2013

Add Teacher

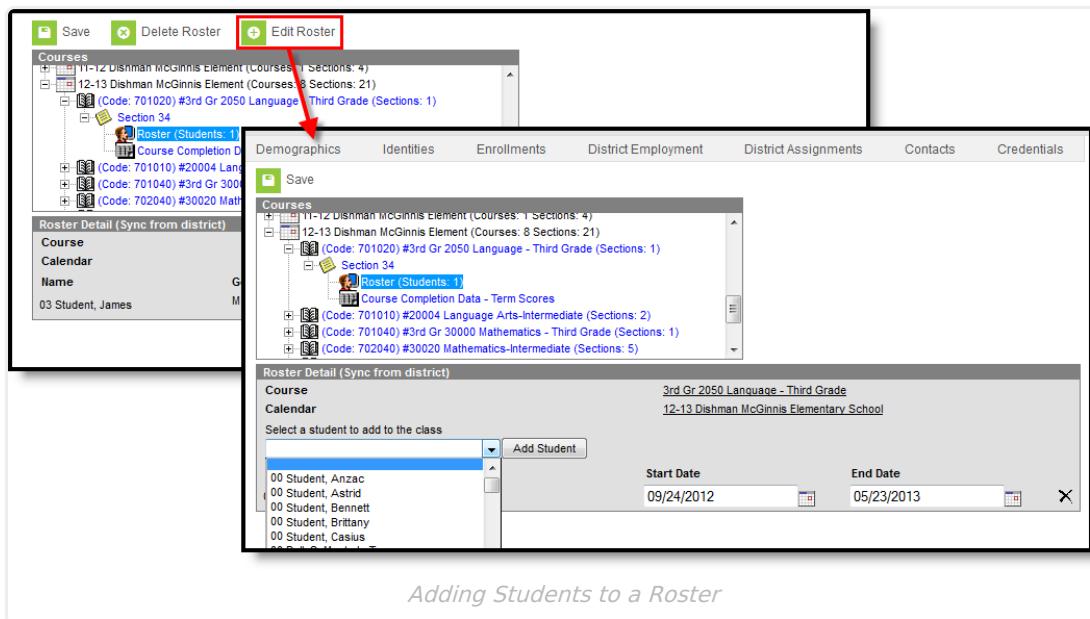
Roster Detail

Once a roster is selected, the Roster Detail editor will appear, displaying the course, calendar and

students tied to the roster.

Add Students to a Roster

Individual students can be added to a staff's Course Section Roster. Select which student to add to the class and click the **Add Student** button. The student moves to the right side of the editor. Enter the **Start Date** and **End Date** of the student's enrollment in the course section. The Start Date is typically the first day of the course section or the date the student entered the course. The End Date is typically the last day of the course section. Once entered, select the **Save** icon. The student is added to the course section. The roster now reflects the added student in the count displayed in the Courses window as well as within the Roster Detail editor.



Delete a Roster/Student

Users can delete entire course section rosters or specific students within a roster.

Delete a Roster

To delete an entire roster, select the roster from the Course window and click the **Delete Roster** button. This deletes the information and it no longer exists at the state level.

Delete a Student from a Roster

To delete specific students from a Course Section Roster, select the roster from the Courses window and click the **X** next to the student's name. Users will be prompted with a warning message asking to confirm the action. Select **OK** to remove the student from the roster.

View Course Completion Data

Campus State Edition users can view Course Completion data per section per term on the Courses tab. In order for Course Completion data to appear, the following steps must first be completed:

1. Districts must post course grades to transcript via the [Transcript Post](#) tool.
2. State-level users must resync the TranscriptCourseSE table along with all dependencies via the [Resync State Data](#) tool.

For more details about this Course Completion workflow, see the [Reporting Course Completion Data](#) article.

Search for the teacher using the Staff Search

Courses

Course Completion Data - Term Scores

Student Name	Term 2 08/25/2014 - 01/16/2015		
	score	percent	Total Credits
07 [redacted], James			
07 [redacted], Leon	A	97.340	1.00
07 [redacted], Dylan	A	90.180	1.00
07 [redacted], Gesuela	A	89.150	1.00
07 [redacted], Sonali			
07 [redacted], Roxie	B	82.840	1.00
07 [redacted], Jakob	B	81.310	1.00
07 [redacted], Sindi			
07 [redacted], Shane			
07 [redacted], Joshua	A	88.400	1.00
07 [redacted], Christian			

Course Completion Process

Once the steps above have been completed, course section-level Course Completion data can be viewed by selecting the **Course Completion Data - Term Score** link in the Courses window.

For complete analysis and reporting of Course Completion data per student per term, see the Course Completion folder of the Filter Designer tool. For steps on how to create an Ad hoc filter to view and report this data, see the [Reporting Course Completion](#) article.

*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By

All Fields

Custom Section

Course Completion

transcriptID

districtID

personID

endYear

sectionID

stateCode

grade

score

percent

actualTerm

exempt

teacherPersonID

ncesGrade

termStartDate

termEndDate

date

transcriptGUID

totalCredit

Section Schedule

Student Constraints

Counselor

Lesson Planning

Add Function

Selected Fields

courseCompletion.transcriptID

courseCompletion.districtID

courseCompletion.personID

courseCompletion.endYear

courseCompletion.sectionID

courseCompletion.stateCode

courseCompletion.grade

courseCompletion.score

courseCompletion.percent

courseCompletion.actualTerm

courseCompletion.exempt

courseCompletion.teacherPersonID

courseCompletion.ncesGrade

courseCompletion.termStartDate

courseCompletion.termEndDate

courseCompletion.date

courseCompletion.transcriptGUID

courseCompletion.totalCredit

Edit Function

Course Completion Data within Ad hoc