

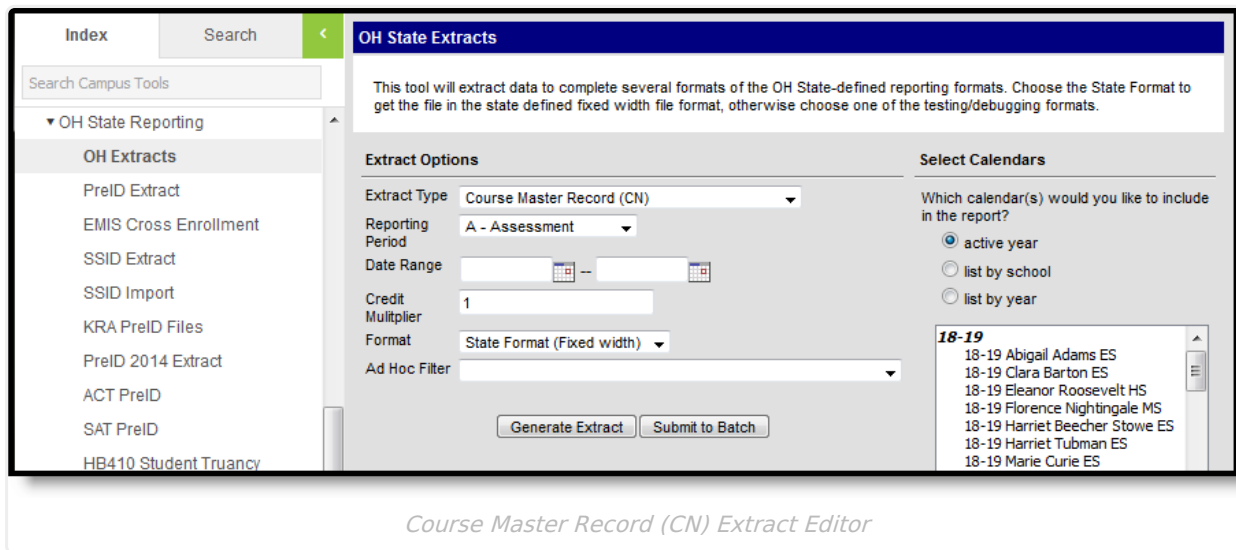
# Course Master Record (CN) (Ohio Extracts)

Last Modified on 07/01/2025 2:15 pm CDT

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Tool Search: OH Extracts

The Ohio Student Course Master Record (CN) reports a separate record for each active section based on the calendar(s) selected and the Date Range Entered on the extract editor.



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This tool will extract data to complete several formats of the OH State-defined reporting formats. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Course Master Record (CN)

Reporting Period: A - Assessment

Date Range: [Calendar Icon] -- [Calendar Icon]

Credit Multiplier: 1

Format: State Format (Fixed width)

Ad Hoc Filter: [Dropdown]

**Select Calendars**

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

**18-19**

18-19 Abigail Adams ES

18-19 Clara Barton ES

18-19 Eleanor Roosevelt HS

18-19 Florence Nightingale MS

18-19 Harriet Beecher Stowe ES

18-19 Harriet Tubman ES

18-19 Marie Curie ES

**Generate Extract** **Submit to Batch**

*Course Master Record (CN) Extract Editor*

## Report Logic

- Courses marked as 'State Exclude' will not be included in the record.
- Only courses marked as Active will be included in the extract.
- Courses are also required to have a State Code to report.

## Report Editor

The following table describes the options available in the extract editor.

Editor Field	Description
<b>Extract Type</b>	The type of extract being generated. In this case, select <b>Course Master Record (CN)</b> .

Editor Field	Description
<b>Reporting Period</b>	Indicates when the report is being submitted. Options are: <ul style="list-style-type: none"> <li>• A: Assessment</li> <li>• C: Calendar</li> <li>• G: Graduate</li> <li>• L: Staff/Course</li> <li>• S: Student</li> </ul>
<b>Date Range</b>	The dates which determine which student enrollments are included in the report, based on the Start and End Dates of enrollments within the selected calendar(s).
<b>Credit Multiplier</b>	Multiplies High School Credit by the Credit Multiplier, used in instances where the credit entered for the Grading Task may not be accurate.
<b>Format</b>	The format in which the report will generate. Options are <i>State Format (Fixed width)</i> , <i>HTML</i> , <i>CSV</i> and <i>XML</i> . Use HTML, CSV or XML formats for data review and verification and State Format for submission to the State.
<b>Ad hoc Filter</b>	Allows a previously created Ad hoc Filter to be selected that will limit what students appear in the report. Filters are created in the <a href="#">Filter Designer</a> .
<b>Calendar(s)</b>	Students enrolled in the selected calendar(s) will appear in the report.

## Generating the Extract

1. Select the Course Master Record (CN) **Extract Type**.
2. Select the **Reporting Period**.
3. Enter a **Date Range** to limit records reported to those that fall on or within the dates entered.
4. Select the extract **Format**. For submission to the state, select the State Format (Fixed width) option. To review data prior to state submission, select any of the other available formats.
5. Select which **calendar(s)** to include within the extract.
6. Do not select an **Ad hoc Filter**. Although this field appears available, Ad hoc reporting functionality has not been implemented for the Course Master Record (CN) extract.
7. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a Course Master Record report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow 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.

## Extract Layout

Element Name	Description & Format	Campus Location
Filler	7 characters	
Filler	1 character	
<b>Sort Type</b>	Always reports a value of CN for the Course Master Record.  <i>Alphanumeric 2 characters</i>	N/A
Filler	1 character	
<b>Fiscal Year</b>	The Fiscal Year determined by the end year of the reported school year (i.e., 2009 for the 2008-2009 school year).  <i>YYYY, 4 characters</i>	System Administration > Calendar > School Year > End Year  Not Dynamically Stored
<b>Reporting Period</b>	The reporting period in which data is being pulled from.  <i>Alphanumeric 1 character</i>	OH State Reporting > OH Extracts > Reporting Period  Not Dynamically Stored
<b>District IRN</b>	The state assigned six-digit information retrieval number (IRN) of the building.  1. When (System Admin > Resources > School > School Detail > District IRN Override) NOT = null, reports the value entered into the District IRN Override field. 2. When District IRN Override = null, reports entry in (System Admin > Resources > District Information > District Info > State District Number).  <i>Alphanumeric 6 characters</i>	System Administration > Resources > District Information > State District Number  District.districtID
<b>Subject Code</b>	Reports the subject of the course being reported.  <i>Alphanumeric 6 characters</i>	Scheduling > Course > Course Editor > State Code  Course.stateCode

Element Name	Description & Format	Campus Location
<b>Local Classroom Code</b>	<p>The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district. Reports the State School Number-Course Number-Section Number.</p> <p><i>Alphanumeric 20 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; School Editor &gt; State School Number AND Scheduling &gt; Courses &gt; Course &gt; Course Editor &gt; Number AND Scheduling &gt; Courses &gt; Section &gt; Section Editor &gt; Section Number</p> <p>School.number; Course.number; Section.number</p>
<b>Employee ID</b>	<p>Filler field, reports blank. The unique identifier assigned to each staff member. This field will report the Staff Number of the Primary Teacher.</p> <p><i>Alphanumeric 9 characters</i></p>	<p>Scheduling &gt; Courses &gt; Sections &gt; Section Editor &gt; Primary Teacher AND Census &gt; Demographics &gt; Person Identifiers &gt; Staff Number</p> <p>Person.staffNumber</p>
<b>Course Level</b>	<p>Reports the course level.</p> <p><i>Alphanumeric 1 character</i></p>	<p>Scheduling &gt; Course &gt; Course Editor &gt; Course Level</p> <p>Course.courseLevel</p>
<b>Semester Code</b>	<p>Reports the Semester Code. This is the length of time in which the course is taught.</p> <p>This field reports from the Semester Code Override field found on the Section editor. If null, field reports from the Semester Code field found on the Course editor.</p> <p><i>Alphanumeric 1 character</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Section Editor &gt; Semester Code Override OR Scheduling &gt; Course &gt; Course Editor &gt; Semester Code</p> <p>Course.semesterCode</p>

Element Name	Description & Format	Campus Location
<b>Length of Scheduled Instruction</b>	<p>The hours per year a teacher spends in instruction for the course/subject.</p> <p>This field reports data pulled from the Length of Scheduled Instruction field. If null, field will report based on the following calculation:</p> $(\text{Instructional Days}) * (\text{Minutes per scheduled period}) / 60$ <p>(minutes per hour)</p> <p><i>Alphanumeric 4 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Length of Scheduled Instruction OR Schedule &gt; Courses &gt; Section &gt; Section Schedule Placement AND System Administration &gt; Calendar &gt; Calendar &gt; Periods &gt; Period Schedule/Periods Editor &gt; Period Information AND System Administration &gt; Calendar &gt; Calendar &gt; Days</p> <p>CustomCourse Course.Length; Section.weeklyMinutes; Period.startTime; Period.endTime; Day.duration</p>
<b>Location IRN Number</b>	<p>The IRN of the building where the course is held. Reports the Location IRN for the Course. Otherwise, reports the IRN Override for the School, or the IRN Override if null.</p> <p><i>Numeric, 6 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Location IRN; System Administration &gt; Resources &gt; School &gt; IRN Override, State School Number Course.locationIRN School.irnOverride School.number</p>

Element Name	Description & Format	Campus Location
<b>High School Credit</b>	<p>The amount of high school credit given for the course. Reports the number of credits given in the course based on whether the High School Credit checkbox is marked.</p> <p>This value will be multiplied by the Credit Multiplier if the section has a reported Semester Code of 3. If there is no credit amount associated with the course, this field reports as 000 when generated in Fixed Width format.</p> <p><i>Alphanumeric 3 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; High School Credit AND Scheduling &gt; Courses &gt; Grading Tasks &gt; Course Grading Task Detail &gt; Credit</p> <p>Course.secondaryCredit</p>
<b>CORE Area for Credit</b>	<p>The subject for courses offered in which high school credit toward graduation is being applied, whether at middle school or high school level.</p> <p>Report CORE Area for Credit code. If null/blank report ***.</p> <p><i>Alphanumeric 3 characters</i></p>	<p>Scheduling &gt; Course &gt; Course Editor &gt; CORE Area for Credit</p> <p>Course.transcriptField1</p>
<b>Language Used in Teaching Course</b>	<p>The language(s) used by the teacher when instructing to students.</p> <p><i>Alphanumeric 1 character</i></p>	<p>Scheduling &gt; Courses &gt; Sections &gt; Section Editor &gt; Language Used</p> <p>Section.languageUsed</p>
Filler	1 character	
Filler	1 character	

Element Name	Description & Format	Campus Location
<b>Highly Qualified Teacher</b>	<p>Filler field, reports as blank.</p> <p>Reports the code entered in the Highly Qualified Override field. If null, this field will report data from the Highly Qualified field.</p> <p><i>Alphanumeric 1 character</i></p>	<p>Scheduling &gt; Courses &gt; Sections &gt; Section Editor &gt; Highly Qualified Override OR Census &gt; People &gt; District Assignments &gt; Employment Assignment &gt; Employment Assignment Information &gt; Highly Qualified</p> <p>Section.highlyQualified EmploymentAssignment.highlyQualified</p>
<b>Highly Qualified Teacher IRN</b>	<p>Filler field, reports as blank.</p> <p>Reports the Highly Qualified IRN Override. If null, this field will report the State School Number.</p> <p><i>Alphanumeric 6 characters</i></p>	<p>Scheduling &gt; Courses &gt; Sections &gt; Section Editor &gt; Highly Qualified IRN Override OR System Administration &gt; Resources &gt; School &gt; School Editor &gt; State School Number</p> <p>Section.highlyQualifiedIRN; School.schoolID</p>
<b>Course Start Date</b>	<p>The first scheduled day the course begins.</p> <p>This date is based off the start date of the first term the course is offered.</p> <p><i>YYYYMMDD, 8 characters</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Section Editor &gt; Section Schedule Placement AND System Administration &gt; Calendar &gt; Calendar &gt; Terms &gt; Terms Editor &gt; Term Detail &gt; Start Date</p> <p>Term.StartDate; SectionPlacement.periodID</p>
<b>Course End Date</b>	<p>Last scheduled day of a course where course dates are required.</p> <p>This date is based off the end date of the last term the course is offered.</p> <p><i>YYYYMMDD, 8 characters</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Section Editor &gt; Section Schedule Placement AND System Administration &gt; Calendar &gt; Calendar &gt; Terms &gt; Terms Editor &gt; Term Detail &gt; End Date</p> <p>Term.endDate; SectionPlacement.periodID</p>

Element Name	Description & Format	Campus Location
<b>CTE College Credit</b>	<p>Indicates if a career-technical course provides an opportunity for students to earn college credit.</p> <p>This field reports Y if the CTE College Credit checkbox is selected on the Course editor. Otherwise, field reports N.</p> <p><i>Alphanumeric 1 character</i></p>	<p>Scheduling &gt; Courses &gt; Course Editor &gt; CTE College Credit</p> <p>Course.cteCollegeCredit</p>
<b>Curriculum</b>	<p>The type of instructional program. Reports the Curriculum Override for the Section. If null, reports the Curriculum field for the Course.</p> <ol style="list-style-type: none"> <li>1. Report Curriculum Override</li> <li>2. If Curriculum Override = NULL, report Curriculum.</li> <li>3. If Curriculum = NULL, report OT</li> </ol> <p><b>Valid Options</b></p> <p>IA – International Baccalaureate AB INITO</p> <p>IH – International Baccalaureate Higher Level</p> <p>IS – International Baccalaureate Standard Level</p> <p>OT – Curriculum Not Specifically Covered By Another Option</p> <p>PI - Postsecondary Instructor</p> <p>PS – Postsecondary Enrollment Options (PSEO)</p> <p>V3 – Career Technical Education Related/Correlated</p> <p>V9 – Career Technical Education Contract Program</p> <p>VA – Career Technical Education Applied Academic</p>	<p>Scheduling &gt; Courses &gt; Section &gt; Curriculum Override; Course &gt; Curriculum</p> <p>Section.curriculumOverride</p> <p>Course.curriculum</p>

Element Name	VC – Career Technical Education Cooperative Program Anchor <b>Description &amp; Format</b>	Campus Location
	VN – Career Technical Education Non-Cooperative Based Anchor VO – Career Technical Education Not Specifically Covered by another CTE Option VT – Career Technical Education Tech Prep Anchor  <i>Alphanumeric 2 characters</i>	
<b>Delivery Method</b>	Identifies the means by which instruction is provided/communicated to the student.  1. Report Delivery Method Override 2. If Delivery Method Override is NULL, report Delivery Method 3. If Both NULL, report FF  <b>Valid Options</b> CC – Correspondence Course ET – Educational Travel FF – Face To Face Classroom Instruction HI – Home Instruction ID – Interactive Distance Learning IS – Independent Study OL – Online OT – Other Delivery Method Not Specifically Covered By Another Option  <i>Alphanumeric 2 characters</i>	Scheduling > Courses > Sections > Delivery Method Override; Scheduling > Courses > Course > Delivery Method  Course.deliveryMethod

Element Name	Description & Format	Campus Location
<b>Educational Option</b>	<p>Identifies the Educational Option status for each course.</p> <p>Report Educational Option. If NULL, report NO</p> <p><b>Valid Options</b>  NO – Not an Educational Option Course  YS – Course is an Educational Option Course</p> <p><i>Alphanumeric 2 characters</i></p>	<p>Scheduling &gt; Courses &gt; Course &gt; Educational Option</p> <p>Course.educationalOption</p>

Element Name	Description & Format	Campus Location
<b>Student Population</b>	<p>Identifies the attributes of the student group in which the course is intended for.</p> <ol style="list-style-type: none"> <li>1. Report Student Population Override</li> <li>2. If Student Population Override is NULL, report Student Population</li> <li>3. If Both NULL, report RG</li> </ol> <p><b>Valid Options</b></p> <p>D8 – Preschool Special Education</p> <p>DP – Preschool Special Education Hearing/Visual</p> <p>GA – Gifted Education In Arts Delivered By Trained Arts Instructor K-12</p> <p>GE – Gifted Education K-12</p> <p>PR – Preschool General Education</p> <p>RG – Regular/General Students K-12</p> <p>SE – Special Education K-12</p> <p>SP – Special Education K-12 Hearing/Visual</p> <p><i>Alphanumeric 2 characters</i></p>	<p>Scheduling &gt; Courses &gt; Sections &gt; Student Population Override; Scheduling &gt; Courses &gt; Course &gt; Student Population</p> <p>Course.studentPopulation</p>

Element Name	Description & Format	Campus Location
<b>Credit Flexibility Code</b>	<p>Indicates whether the course is customized and developed in collaboration with school officials within the scope of the district board-approved credit flexibility policy, which provides opportunities for students to earn credits in non-traditional way.</p> <p>Report Credit Flexibility Override. If NULL, report Credit Flexibility. If NULL, report N.</p> <p><b>Valid Options</b></p> <ul style="list-style-type: none"> <li>• N No, the course is not a Credit Flexibility Course (default)</li> <li>• R Yes, the course is a Credit Flexibility Course used for credit recovery work</li> <li>• Y Yes, the course is a Credit Flexibility Course not used for credit recovery work</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Scheduling &gt; Courses &gt; Section &gt; Credit Flexibility Override; Course &gt; Credit Flexibility Code</p> <p>Section.creditFlexibilityOverride Course.creditFlexibilityCode</p>
Filler	166 characters	