

Last Modified on 07/24/2025 11:50 am 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.

Extract Optic	ns	Select Calendars
Extract Options Extract Type Course Master Record (CN) Reporting A - Assessment Period Date Range Credit 1 Multiplier	Which calendar(s) would you like to include in the report? active year list by school list by year 18-19	
Ad Hoc Filter	Generate Extract Submit to Batch	 ▼ 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 19 Marie Cole FC

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
Extract Type	The type of extract being generated. In this case, select Course Master Record (CN).



Editor Field	Description
Reporting Period	 Indicates when the report is being submitted. Options are: A: Assessment C: Calendar G: Graduate L: Staff/Course S: Student
Date Range	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).
Credit Multiplier	Multiplies High School Credit by the Credit Multiplier, used in instances where the credit entered for the Grading Task may not be accurate.
Format	The format in which the report will generate. Options are <i>State Format (Fixed width), HTML, 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.
Ad hoc Filter	Allows a previously created Ad hoc Filter to be selected that will limit what students appear in the report. Filters are created in the Filter Designer.
Calendar(s)	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 <u>Batch Queue</u> article.

Extract Layout



Element Name	Description & Format	Campus Location
Filler	7 characters	
Filler	1 character	
Sort Type	Always reports a value of CN for the Course Master Record. <i>Alphanumeric 2 characters</i>	N/A
Filler	1 character	
Fiscal Year	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
Reporting Period	The reporting period in which data is being pulled from.	OH State Reporting > OH Extracts > Reporting Period
	Alphanumeric 1 character	Not Dynamically Stored
District IRN	 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). 	System Administration > Resources > District Information > State District Number District.districtID
Subject	Reports the subject of the	Scheduling > Course > Course Editor > State
Code	course being reported. Alphanumeric 6 characters	Code Course.stateCode



Element Name	Description & Format	Campus Location
Local Classroom Code	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. <i>Alphanumeric 20 characters</i>	System Administration > Resources > School > School Editor > State School Number AND Scheduling > Courses > Course > Course Editor > Number AND Scheduling > Courses > Section > Section Editor > Section Number School.number; Course.number; Section.number
Employee ID	Filler field, reports blank. The unique identifier assigned to each staff member. This field will report the Staff Number of the Primary Teacher. <i>Alphanumeric</i> <i>9 characters</i>	Scheduling > Courses > Sections > Section Editor > Primary Teacher AND Census > Demographics > Person Identifiers > Staff Number Person.staffNumber
Course Level	Reports the course level. <i>Alphanumeric 1 character</i>	Scheduling > Course > Course Editor > Course Level Course.courseLevel
Semester Code	Reports the Semester Code. This is the length of time in which the course is taught. 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. <i>Alphanumeric 1 character</i>	Scheduling > Courses > Section > Section Editor > Semester Code Override OR Scheduling > Course > Course Editor > Semester Code Course.semesterCode



Element Name	Description & Format	Campus Location
Length of Scheduled Instruction	The hours per year a teacher spends in instruction for the course/subject. This field reports data pulled from the Length of Scheduled Instruction field. If null, field will report based on the following calculation: (Instructional Days) * (Minutes per scheduled period) / 60 (minutes per hour) <i>Alphanumeric</i> <i>4 characters</i>	Scheduling > Courses > Course > Length of Scheduled Instruction OR Schedule > Courses > Section > Section Schedule Placement AND System Administration > Calendar > Calendar > Periods > Period Schedule/Periods Editor > Period Information AND System Administration > Calendar > Calendar > Days CustomCourse Course.Length; Section.weeklyMinutes; Period.startTime; Period.endTime; Day.duration
Location IRN Number	The IRN of the builidng 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. <i>Numeric, 6 characters</i>	Scheduling > Courses > Course > Location IRN; System Administration > Resources > School > IRN Override, State School Number Course.locationIRN School.irnOverride School.number
High School Credit	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. 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. <i>Alphanumeric</i> <i>3 characters</i>	Scheduling > Courses > Course > High School Credit AND Scheduling > Courses > Grading Tasks > Course Grading Task Detail > Credit Course.secondaryCredit

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Element	Description & Format	Campus Location
Name		

CORE Area for Credit	The subject for courses offered in which high school credit toward graduation is being applied, whether at middle school or high school level. Report CORE Area for Credit code. If null/blank report ***. <i>Alphanumeric 3 characters</i>	Scheduling > Course > Course Editor > CORE Area for Credit Course.transcriptField1
Language Used in Teaching Course	The language(s) used by the teacher when instructing to students. Alphanumeric 1 character	Scheduling > Courses > Sections > Section Editor > Language Used Section.languageUsed
Filler	1 character	
Filler	1 character	



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



Element Name	Description & Format	Campus Location
CTE College Credit	Indicates if a career-technical course provides an opportunity for students to earn college credit.	Scheduling > Courses > Course Editor > CTE College Credit Course.cteCollegeCredit
	This field reports Y if the CTE College Credit checkbox is selected on the Course editor. Otherwise, field reports N. <i>Alphanumeric 1 character</i>	



Element Name	Description & Format	Campus Location
Curriculum	The type of instructional program. Reports the Curriculum Override for the Section. If null, reports the Curriculum field for the Course.	Scheduling > Courses > Section > Curriculum Override; Course > Curriculum Section.curriculumOverride Course.curriculum
	 Report Curriculum Override If Curriculum Override = NULL, report Curriculum. If Curriculum = NULL, report OT 	
	Valid Options IA - International Baccalaureate AB INITO IH - International Baccalaureate Higher Level IS - International Baccalaureate Standard Level OT - Curriculum Not Specifically Covered By Another Option PI - Postsecondary Instructor PS - Postsecondary Enrollment Options (PSEO) V3 - Career Technical Education Related/Correlated V9 - Career Technical Education Contract Program VA - Career Technical Education Applied Academic VC - Career Technical Education Cooperative Program Anchor 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	



Element Name	Description & Format Alphanumeric 2 characters	Campus Location
Delivery Method	Identifies the means by which instruction is provided/communicated to the student. 1. Report Delivery Method 2. Else Report the Default value if selected in the Delivery Model Override field on Section 3. If a default value on the override is NOT set, report Course > Delivery Model. 4. If Course > Delivery Model is NULL, report the DEFAULT value if selected on the attribute 5. If Both are NULL/BLANK and NO Defaults are set, report FF 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	Scheduling > Courses > Sections > Delivery Method Override; Scheduling > Courses > Course > Delivery Method Course.deliveryMethod



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



Element Name	Description & Format	Campus Location
Name Student Population	Identifies the attributes of the student group in which the course is intended for. 1. Report Student Population Override 2. If Student Population Override is NULL, report Student Population 3. If Both NULL, report RG Valid Options D8 - Preschool Special Education DP - Preschool Special Education Hearing/Visual GA - Gifted Education In Arts Delivered By Trained Arts Instructor K-12	Scheduling > Courses > Sections > Student Population Override; Scheduling > Courses > Course > Student Population Course.studentPopulation
	GE - Gifted Education K-12 PR - Preschool General Education RG - Regular/General Students K-12 SE - Special Education K-12 SP - Special Education K-12 Hearing/Visual Alphanumeric 2 characters	



Element Name	Description & Format	Campus Location
Credit Flexibility Code	 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. Report Credit Flexibility Override. If NULL, report Credit Flexibility. If NULL, report N. Valid Options N No, the course is not a Credit Flexibility Course (default) R Yes, the course is a Credit Flexibility Course used for credit recovery work Y Yes, the course is a Credit Flexibility Course not used for credit recovery work Alphanumeric, 1 character 	Scheduling > Courses > Section > Credit Flexibility Override; Course > Credit Flexibility Code Section.creditFlexibilityOverride Course.creditFlexibilityCode
Filler	166 characters	