

# Course Template (New Mexico)

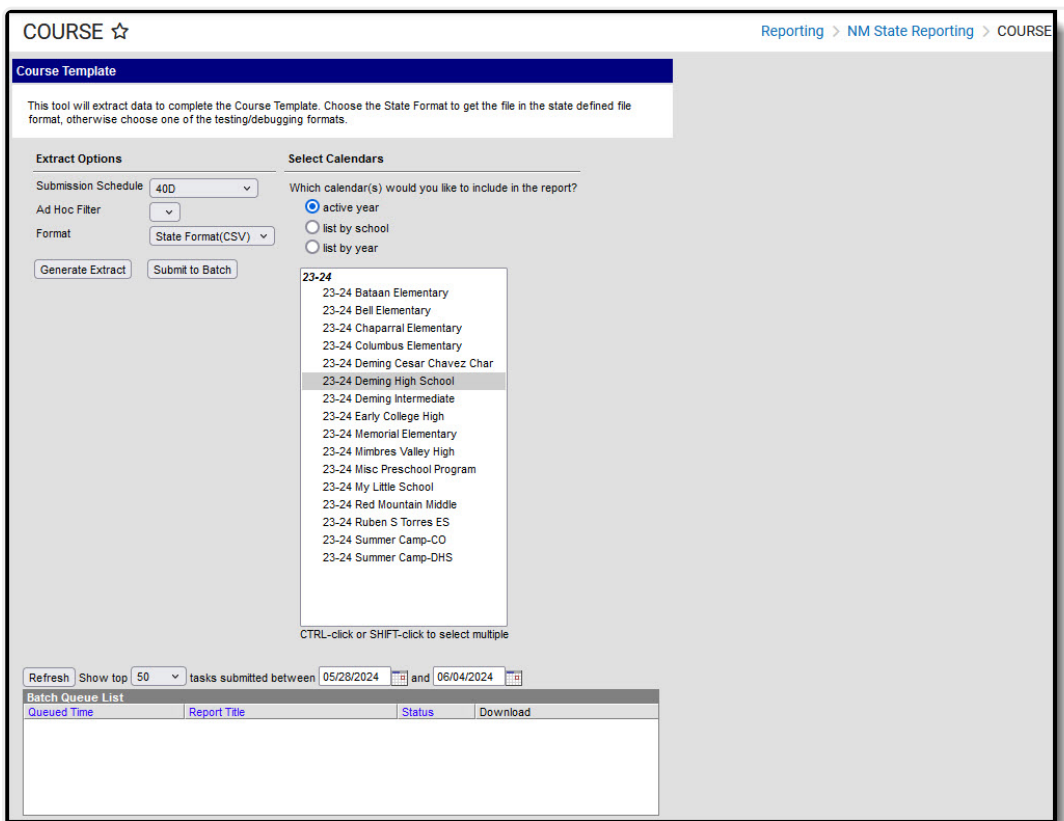
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Tool Search: Course

The Course Template reports the attributes of each course.



The screenshot shows the 'COURSE' tool interface. At the top, there's a breadcrumb trail: 'Reporting > NM State Reporting > COURSE'. Below this is a 'Course Template' section with a blue header. A message states: 'This tool will extract data to complete the Course Template. Choose the State Format to get the file in the state defined file format, otherwise choose one of the testing/debugging formats.' The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'. In 'Extract Options', there are dropdowns for 'Submission Schedule' (set to 40D), 'Ad Hoc Filter', and 'Format' (set to State Format(CSV)). There are buttons for 'Generate Extract' and 'Submit to Batch'. The 'Select Calendars' section has a heading 'Which calendar(s) would you like to include in the report?' and three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. A list of schools for the 23-24 school year is displayed, with '23-24 Deming High School' highlighted. Below the list, it says 'CTRL-click or SHIFT-click to select multiple'. At the bottom, there's a 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. Above the table, there are filters for 'Refresh', 'Show top 50 tasks submitted between 05/28/2024 and 06/04/2024'.

*Course Template Extract Editor*

## Report Logic

- Reports one record per unique Course > stateCode per School from the Calendar/s selected on the extract editor.
- When the Submission Schedule is **40D, 80D, 120D, EOY, or K5P**, to report the course must have at least one section that is actively scheduled on at least one day at any time the calendar/s selected.
- When the Submission Schedule is **Open Yr Round**, to report the course must have at least one section that is actively scheduled on the selected Snapshot Date.

# Report Editor

Field	Description
<b>Submission Schedule</b>	The Submission Schedule for which data is being submitted to the state. The value selected determines the Standardized Date used for reporting logic.
<b>Snapshot Date</b>	This date field is only available if the Submission Schedule is <b>Open Yr Round</b> . This is the date on which the course must have at least one section actively scheduled in order to report.
<b>Ad Hoc</b>	Select a filter to limit results to those included in the filter.
<b>Format</b>	The format in which the report will generate. Options include HTML and Comma Separated.
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report.
<b>Generate Extract/Submit to Batch</b>	<p>The report can be marked to generate immediately using the <b>Generate Extract</b> button or can be marked to generate at a later time using the <b>Submit to Batch</b> button. See the <a href="#">Batch Queue</a> article for additional guidance.</p> <p>The Submit to Batch option is NOT available if you are using the SSRS report service.</p>

## Report Example

Course Template Records:343							
DistrictCode	LocationCode	SchoolYear	Filler1	CourseName	Filler2	Filler3	Filler4
042	001	2016-06-30		Three year old program			
042	001	2016-06-30		Four year old program			
042	005	2016-06-30		Kindergarten Regular			
042	005	2016-06-30		Kindergarten SPED			
042	005	2016-06-30		Kindergarten Bil.			
042	005	2016-06-30		First grade SPED			
042	005	2016-06-30		First grade Regular			
042	005	2016-06-30		First grade Bil.			
042	005	2016-06-30		Second Grade JUMP			
042	005	2016-06-30		Second grade SPED			

Course Template Extract Example - HTML

## Report Layout

#	Element Name	Logic	Location														
1	District Code	A three character district code  Numeric, 3 digits.	District Information > District Number  District.number														
2	Location Code	The state school number.  Numeric, 5 digits	School Information > State School Number  School.number														
3	School Year	The end year of the selected calendar(s) plus the date 06-30. For example, 2016-06-30.  Date field, 10 characters YYYY-MM-DD	N/A														
4	Filler 4	N/A	N/A														
5	Course Name	The name of the course.  Alphanumeric, 30 characters	Course > Name  Course.name														
6-25	Filler 6-25	N/A	N/A														
26	Semester	Identifies the reporting period based on the Submission Schedule selected on the extract editor. <table><tr><th>Submission Schedule</th><th>Reports</th></tr><tr><td>40D</td><td>1</td></tr><tr><td>80D</td><td>2</td></tr><tr><td>120D</td><td>3</td></tr><tr><td>EOY</td><td>4</td></tr><tr><td>K5P</td><td>5</td></tr><tr><td>Open Yr Round</td><td>9</td></tr></table>  Numeric, 2 digits	Submission Schedule	Reports	40D	1	80D	2	120D	3	EOY	4	K5P	5	Open Yr Round	9	N/A
Submission Schedule	Reports																
40D	1																
80D	2																
120D	3																
EOY	4																
K5P	5																
Open Yr Round	9																
27	Course Code Long	The Course number.  Numeric, 12 digits	Course > Course Editor  Course.stateCode														
28	Filler 28	N/A	N/A														

#	Element Name	Logic	Location
29	<b>Alternative Course Code</b>	<p>The alternative course code located on the course.</p> <p>Numeric, 12 digits</p>	<p>Course &gt; Course Editor</p> <p>Course.number</p>
30-77	<b>Filler 30-77</b>	N/A	N/A