

Department Setup

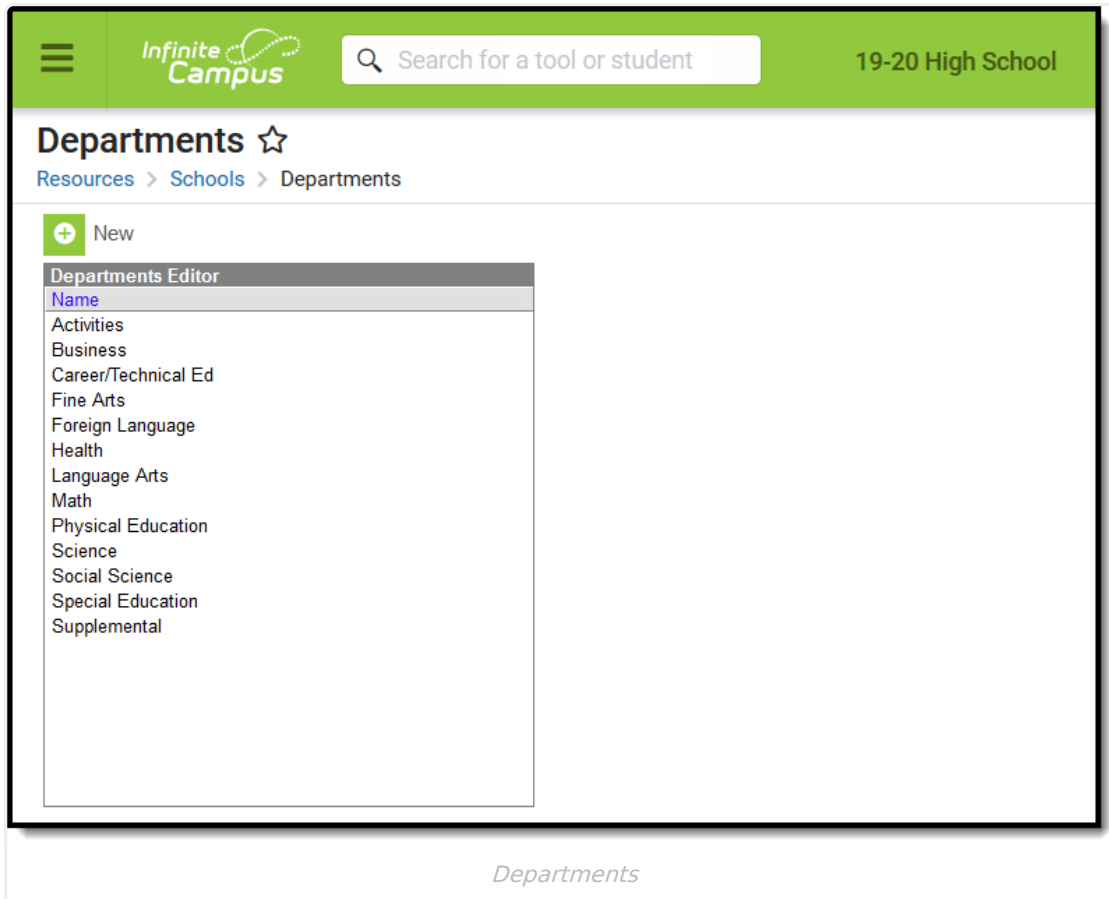
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Tool Search: Departments

On the **Departments** tab, schools can define the different types of classes or areas in which classes are offered. This helps in the [scheduling](#) portion of the Campus product by organizing classes by department name. It is also useful for separating teachers into teaching departments. Teachers can be assigned to a department on the [District Assignments](#) tab. Users can search for courses by department and run schedule-related reports. In the [Scheduling Board](#), users may hide courses and load requests by department if needed.

This tool cannot be used to create district-wide departments.



Creating New Departments

1. Click **New**.
2. Enter the Name of the department. This field is limited to 50 characters.
3. Click **Save**.

Deleting Departments

Departments may be deleted if there are no courses assigned to that department. To delete a department, the courses in that department must be re-assigned prior to deleting the record.

1. Select the Department to delete.
 2. Click **Delete**.
 3. Click **OK**.
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