

Department Setup

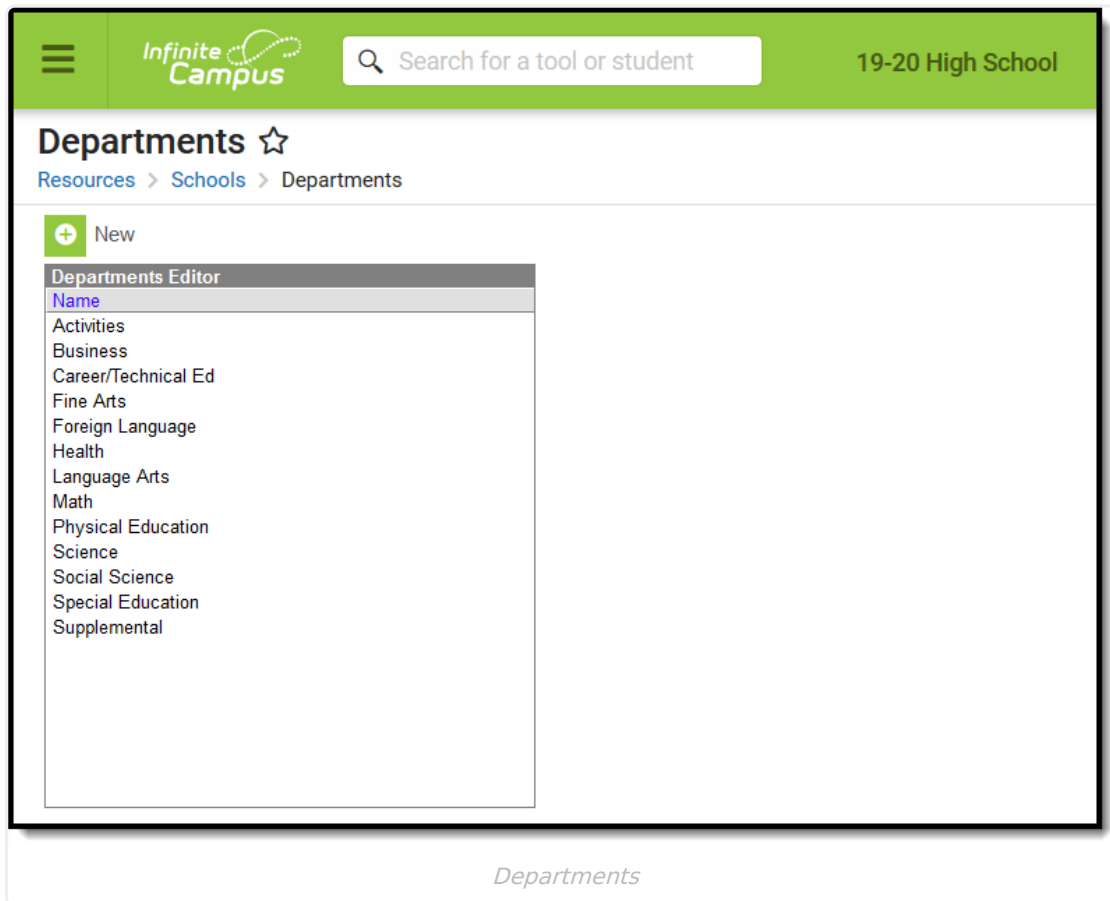
Last Modified on 12/14/2025 8:45 pm CST

[Create New Departments](#) | [Delete Departments](#)

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.



See the [Schools Tool Rights](#) article for information on available tool rights.

Create New Departments

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

Delete 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**.
-