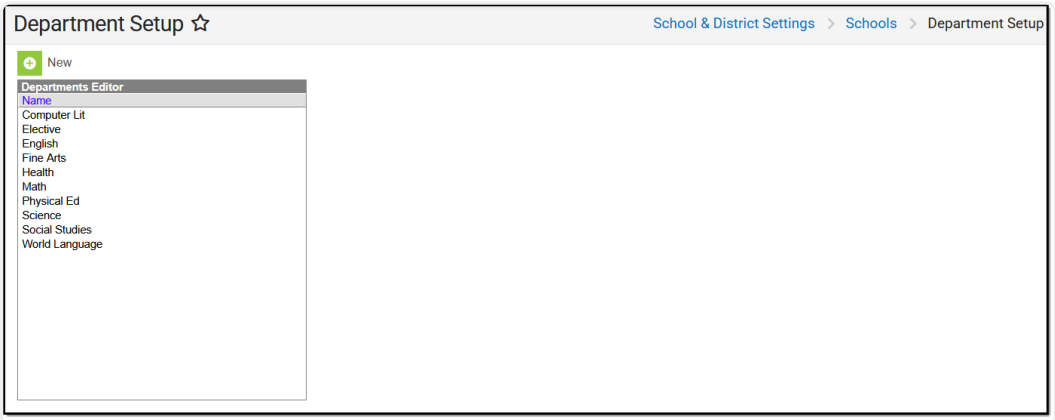
Department Setup

Last Modified on 06/10/2026 10:01 am CDT

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.



Department Setup Editor

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 they have no courses assigned to them. To delete a department, its courses must be reassigned before deleting the department's record.

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