



## How to Mass Update Core Subject Area or Dual Credit field in Course Maintenance

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### Change Log

Date	Section Number/Name	Change Description
11/5/14	Entire document	Update screenshot and breadcrumb trails
09/29/14	Entire document	Added Dual Credit option
11/1/11	Entire document	Updated sch yr
9/29/11	Objective	12.0.0 Updates - Updated Screenshot

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F.Y.I.

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One year or “unit” of instruction is defined as a minimum of 120 hours of course instruction, except that for a laboratory course, “one unit” means a minimum of one hundred fifty hours of course instruction.



F.Y.I.

“One-half unit” means a minimum for 60 hours of course instruction, except for physical education courses, “one-half unit” means a minimum of one hundred twenty hours of course instruction.



F.Y.I.

All courses in which high school credit is earned need to have the Core Subject Area updated for the current year, the future year, and prior years, regardless if where the course was taken. (Taken at the JVS, Post Secondary Institution, another district, or the middle school.)



F.Y.I.

Ultimately it’s the District’s decision as to which Core Subject Area they choose for a course. There are no steadfast rules.



F.Y.I.

Dual Credit field on General tab of course needs updated for any course in which a student is earning dual credit for HS and college.

# Task #1 – Run CRSE report to verify courses are marked appropriately

All courses that earn High School Credit need a CORE Subject Area value.



1. Change Context to the building level and 10/11.
2. Navigate to : **StudentInformation » SIS » Scheduling » Scheduling Reports » Course Curriculum (CRSE).**
3. In the **Course Type** dual select, choose the course types that count for high school credit. (Course type examples: Class, Satellite, PS, ESC, etc.)
4. Leave the other dual selects empty except for **Fields To Display** dual select.
5. In the **Fields To Display** filter pull the CORE Subject Area and Is Dual Credit fields to the right.
6. Choose the report sorting options in the **Sorting Options** filter.
7. Click **Submit**.
8. Wait for the report to complete on the **Batch/Report Management** screen.
9. The following is a sample of the report output:

COURSE CODE	COURSE NAME	GR	Incl Crdt	Incl GPA	Hon Roll	High Sch Crd	Rept To EMIS	Credit Units	Dual Crd	CORE Subj Area
137	CORE GEOMETRY	11;12	Y	Y	Y	Y	Y	1.000000	N	MTO
138	PRE-ALGEBRA	09	Y	Y	Y	Y	Y	1.000000	N	MTO
139	CORE ALGEBRA I	10	Y	Y	Y	Y	Y	1.000000	N	MTO
140	ALGEBRA I	09;10;11;12	Y	Y	Y	Y	Y	0.000000	N	MTO
142	CORE ALGEBRA II	10;11	Y	Y	Y	Y	Y	1.000000	N	MTA
143	ALGEBRA II	09;10;11;12	Y	Y	Y	Y	Y	1.000000	N	MTA
144	GEOMETRY	10;11;12	Y	Y	Y	Y	Y	1.000000	N	MTO
150	COLLEGE PREP ALGEBRA	12	Y	Y	Y	Y	Y	1.000000	N	MTO
931	ONU ALGEBRA/TRIGONOMETRY	11;12	Y	Y	Y	Y	Y	1.000000	N	MTO
136-2	CONSUMER MATH OL	12	Y	Y	Y	Y	Y	1.000000	N	MTO
142-2	ALGEBRA II CCSS OL	10;11	Y	Y	Y	Y	Y	1.000000	N	MTA

10. Use the report to:
  - a. Make sure courses that marked as Is High School Credit do have a credit amount listed. Course 140, outlined in red in the example report output, is marked as Report to EMIS and Is HS Credit but is worth zero credits.
  - b. Make sure the Dual Credit flag is marked for the appropriate courses.
11. Districts can use the EMIS Subject Area and Subject Area for Credit values to determine what the CORE Subject Area value should be but ultimately it is the District's decision.

## Task #2 – Mass update CORE Subject Area or Dual Credit fields on Course in Course Maintenance in a prior year



This task needs completed at the High School level and Middle School level (provided your Middle School offers courses for high school credit )

1. Navigate to : **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Bulk Course Update.**
2. Use the Filters to select courses that need updating.
  - a. Since only courses that are High School credit and reportable to EMIS need updated make sure the  **Is High School Credit Only** and  **Report To EMIS Only** boxes are checked.
  - b. Click .
3. The screen refreshes and the Course Filters are hidden. Click **[ Show Course Filters ]** to view the filters.
  - a. Now the Update Directives section displays at the top of the screen and the list of courses is below the Update Directives section.
  - b. In the **School Years To Update** filter pull all years over to the right.
  - c. The current school year isn't listed in the filter by design. SI automatically assumes the courses in the year in context need updated.
4. In the I want to update section, either choose CORE Subject Area or Dual Credit radio button.
  - a. If Core Subject Area is selected then choose a CORE Subject Area from the dropdown that all courses selected will be updated to.
  - b. If Dual Credit is selected then click the Dual Credit checkbox to update that field for the selected courses or unclick the Dual Credit checkbox to uncheck the Dual Credit field for the selected courses.
  - c. Click .
  - d. The following message will display

**All selected courses were successfully updated with the selected CORE Subject Area.**

## Task #3 – Run Bulk Course Update with each prior year in context



Repeat Task #2 with each prior year in context to catch any courses that were prior year but marked as do not roll course to next year.

Example: Spanish 1 is a course in 13/14. It is not marked to **Roll course to next year:** in Course Maintenance, therefore the Spanish 1 didn't get copied up to 14/15 during SYI.