

How to Mass Update Core Subject Area or Dual Credit Fields on Manual Course History Records



Change Log

Date	Section Number/Name	Change Description
11/5/14	Entire document	Update screenshots and breadcrumb trails
09/29/14	Entire document	Added Dual Credit option
12/18/13	Objective	14.2.0 Updates – updated screenshot
09/29/11	Objective	12.0.0 Updates - Updated screenshot

Table of Contents

Task #1 – Mass update CORE Subject Area or Dual credit fields on Manual Course History Records.....	3
Task #2 – Repeat process in Task 1 for each originating school.....	6
Task #3 – Verify all manual course history records are updated with a CORE Subject Area.....	7
Appendix A – How to erase the CORE Subject Area field on manual course history entries if they were erroneously updated	8



F.Y.I.

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 – Mass update CORE Subject Area or Dual Credit fields on Manual Course History Records

All manual course history records that are marked as IS High School Credit need a CORE Subject Area value.

F.Y.I.

1. Change your context to the building level in the current school year.
2. Navigate to : **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Bulk Manual Course Update.**
3. In the **Manually Entered Course School Years** filter, select the years to update.
4. Click **Next >** to advance to the **Choose originating schools** tab.
5. Make sure there is a check in the box next to **High School Credit Manually Entered Courses Only** .
6. The district can choose to update the manual course history for all originating schools at one time or by each originating school individually.
7. State Support recommends running the Manual Bulk Update by one Originating School at a time.

Bulk Update Manual Course Core Subject Area

From this screen you can bulk update the Core Subject Area on Manually Entered Courses

Choose school years | Choose originating schools | Choose filters | View courses and update records | View summary

< Prev | Next > | Summary >>

Choose whether to view and update manually entered courses included in High School Credit only.

High School Credit Manually Entered Courses Only

Choose the originating schools to update.
If no originating schools are chosen, records for all originating schools will be updated.
The list contains the originating schools on the manually entered courses for the school years chosen.

Manually Entered Course Originating Schools	Chosen
ELIDA HIGH SCHOOL KALIDA LOCAL SD POST SECONDARY/OUT OF STATE SHAWNEE HIGH SCHOOL	APOLLO JVSD

8. In the **Manually Entered Course Originating Schools** filter, select the desired schools and move them over to the **Chosen** filter box.
9. Click **Next >** to advance to the **Choose filters** tab.
10. Use the filters to narrow down the list of courses to update.

11. In the screenshot below, the Subject Area of Mth-MATH is used as a filter.

12. Often times manual course history records are entered in a variety of different ways. One user typed in an Algebra course using only the appreviation of ALG, another user used the complete name of Algebra.

13. Users can utilize the **Or like** filter to search for courses.

14. Click **Next >** to view the courses found that match the search criteria and advance to the **View courses and update records** tab.

15. As you can see from the screenshot below, some Algebra courses were entered into manual course history using the abbreviation ALG and other manual courses history records were typed into using the full word ALGEBRA.

<input type="checkbox"/>	<u>Code ^</u>	<u>Short Name</u>	<u>Name</u>	<u>Is HS Credit</u>	<u>CORE Subject Area</u>	<u>Records</u>
<input type="checkbox"/>	1015	ALGI	ALGI	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	70047	ADVANCEDALG	ADVANCEDALG	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	70050	TECHNICALGEOM	TECHNICALGEOM	<input checked="" type="checkbox"/>		8
<input type="checkbox"/>	70052	ALGEBRA1	ALGEBRA1	<input checked="" type="checkbox"/>	SCP	16
<input type="checkbox"/>	70053	ALG2	ALG2	<input checked="" type="checkbox"/>		23
<input type="checkbox"/>	70053	ALGII	ALGII	<input checked="" type="checkbox"/>		8
<input type="checkbox"/>	ALGII	ALGII	ALGII	<input checked="" type="checkbox"/>		28

Show Manually Entered Courses Missing CORE Subject Area Only

16. The **Records** column details how many manual course history records will be affected if the update is completed.

17. 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.

18. Place a check in the box next to the courses that you want to be updated.

19. If a course already had a CORE Subject Area or the Dual Credit field marked that will display in the corresponding column.

20. Click **Update Selected Records**.

21. The screen will flash and the same list of courses will be displayed except now the corresponding column will be filled in for every course you selected to update.

22. Click **Summary >>** to view the number of manual course history records that still need updating from the originating school selected on the second tab

named **Choose originating schools**.

Click **< Prev** twice to return to the **Choose filters** tab.

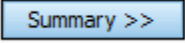
23. Repeat the process of filtering and updating courses again until all manual course history records from the originating school selected on tab two have been updated.

Task #2 – Repeat process in Task 1 for each originating school



All manual course history records that are marked as Is High School Credit need updated with a CORE Subject Area.

Task #3 – Verify the appropriate manual course history records were updated with a CORE Subject Area.

1. Navigate to : **StudentInformation » Management » Ad-Hoc Updates » Bulk Update Manual Course Core Subj Area.**
2. Click  to view the number of courses missing a CORE Subject Area.



Once the marks are imported from the JVS using the Home School Import, please verify again that all manual course history records have a CORE Subject Area. JVSDs aren't required to report CORE Subject Area so there is a good chance manual course history imported from the JVS will not have the CORE Subject Area filled out.

Appendix A – How to erase the CORE Subject Area field on manual course history entries if they were erroneously updated

1. Navigate to : **StudentInformation » Management » Ad-Hoc Updates » Bulk Update Manual Course Core Subj Area.**
2. Select the school years of the manual course history and originating school you wish to clear the CORE field on 1st and 2nd tabs.
3. Use the filters on the **Choose filters** tab to select the manual course history records you wish to clear the CORE field on.
4. On the 4th tab named **View courses and update records**, choose **View courses and update records** in the **CORE Subject Area:** dropdown.
5. Enter a check in the box next to the courses you wish to clear the CORE field.

Choose school years | Choose originating schools | Choose filters | **View courses and update records** | View summary

< Prev | Next > | Summary >>

Select the manually entered courses to update. Choose a CORE subject area value and click the 'Update Selected Records' button. Only records matching the school years and originating schools selected in the previous tab will be updated.

CORE Subject Area: [Clear CORE Subject Area]

Select All | Update Selected Records

	Code ^	Short Name	Name	Is HS Credit	CORE Subject Area	Records
<input type="checkbox"/>	70002	H.S.MATH	H.S.MATH	<input checked="" type="checkbox"/>	MTA	11
<input checked="" type="checkbox"/>	70002	SENIORMATH	SENIORMATH	<input checked="" type="checkbox"/>	MTO	1
<input checked="" type="checkbox"/>	BUSMA	BUSINESSMATH	BUSINESSMATH	<input checked="" type="checkbox"/>	MTO	7
<input checked="" type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMATH3	<input checked="" type="checkbox"/>	MTO	2
<input checked="" type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMATH3	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/>	TRMTH	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/>	TRMTH	TRANSMATH	TRANSMATH	<input checked="" type="checkbox"/>	MTO	2
<input type="checkbox"/>	TRNMT	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1

Show Manually Entered Courses Missing CORE Subject Area Only

Total Manual Course Records
26

6. Click **Update Selected Records**.

7. The screen will flicker and the same list of filtered courses will be displayed except the courses you chose to update will no longer the have the CORE Subject Area column filled out.

<input type="checkbox"/>	<u>Code ^</u>	<u>Short Name</u>	<u>Name</u>	<u>Is HS Credit</u>	<u>CORE Subject Area</u>	<u>Records</u>
<input type="checkbox"/>	70002	H.S.MATH	H.S.MATH	<input checked="" type="checkbox"/>		11
<input type="checkbox"/>	70002	SENIORMATH	SENIORMATH	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	BUSMA	BUSINESSMATH	BUSINESSMATH	<input checked="" type="checkbox"/>		7
<input type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMATH3	<input checked="" type="checkbox"/>		2
<input type="checkbox"/>	SSMTH	SSINTMTH3	SSINTMTH3	<input checked="" type="checkbox"/>		1
<input type="checkbox"/>	TRMTH	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/>	TRMTH	TRANSMATH	TRANSMATH	<input checked="" type="checkbox"/>	MTO	2
<input type="checkbox"/>	TRNMT	TRANMATH	TRANMATH	<input checked="" type="checkbox"/>	MTO	1
<input type="checkbox"/> Show Manually Entered Courses Missing CORE Subject Area Only						