Managing Courses at the District Level:

In the District Office, select: District > Courses > Click on "Filter Results".

To narrow list of courses by school, select the checkbox and choose the school by which you want to filter from the pop-up menu. It is not required to select a school.   **Note:** This field only appears at the district level.

Status: To narrow list of courses by course status, any combination of the following course statuses by which you want to filter:
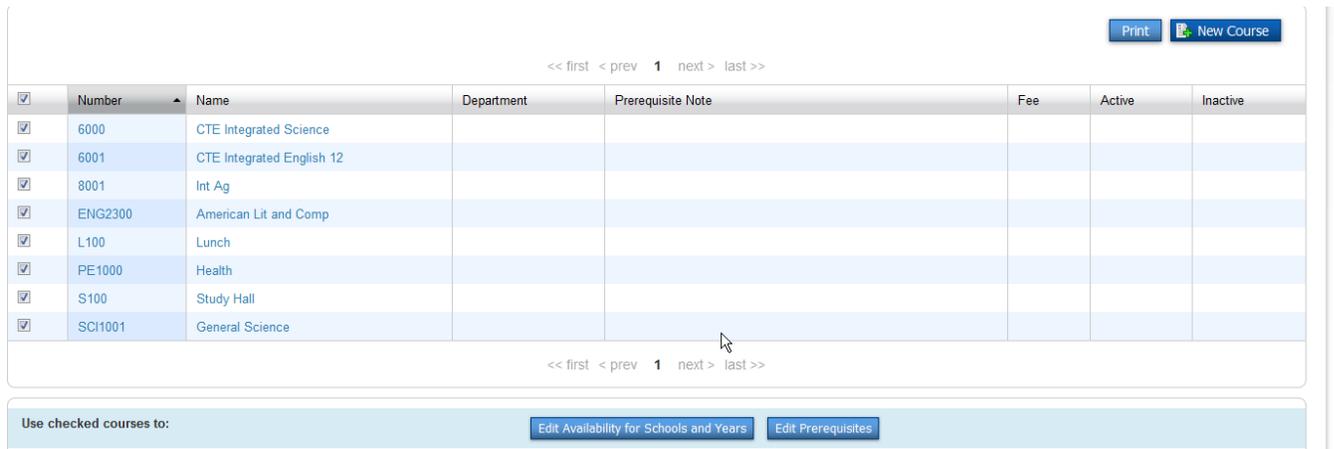
- **Active** - School(s) in which courses have been made available and are currently active. This is the default setting.
- **Inactive** - School(s) in which courses have been made available, but are currently inactive.
- **Unavailable** - Course(s) that have not been made available.

If "Status" has been selected, click on the Red link "Filtered by status".

Other Filters: There are many other optional filters available on this page, including Course Number, Department, Course Name, Prerequisite Note, Has Relationships, Has Fees, and Has Sections.

Once the filters you wish to use have been selected, to see a list of the courses that match the filter criteria, click on the red link "Filtered by ……"   For example, if you selected Status, then deselected "Active" and selected "Inactive" and "Unavailable", then un-check any other filters to use just the Status filter. Click on the red link "Filtered by status".

A list of courses that meet the filter criteria should appear:

When the list of filtered courses appears, you may select an individual course and edit the availability by clicking on the course.

You may wish to deselect all courses listed so that you may select only some. To deselect all, use the checkbox to the left of the "Number" column header.

To edit the availability of one course, click on the blue link for the course, then on the "Availability" tab.

Select the "Edit" button to the right of the school year for which to activate the course.

You should see a pop-up box similar to this:

Select the school(s) to receive this course, then click the right arrow, then Submit.

To activate or modify availability of a group of courses, make sure they are checked on the list of filtered courses, then click on "Edit availability for Schools and Years"

On the next page, select the school year for which to activate or inactivate these courses and click the right arrow; select the Association Type; then click "Next".

A Summary & Confirmation page will appear, showing the number of courses and schools affected:

Summary and Confirmation

Verify totals and conflicts, then click submit. Associations with conflicts will not be processed.

Summary

Courses Affected	6
Years Affected	1
Schools Affected	1
Total Associations to be Added	6
Total Associations to be Removed	0
⚠Total Association Conflicts	0

Click on the Red Triangle to view any association conflicts. Then click **Submit**.

The course(s) are now available at the school(s) on the School > Courses page. You will want to use the "Active" Filter> field to select the courses just made available to this school.