

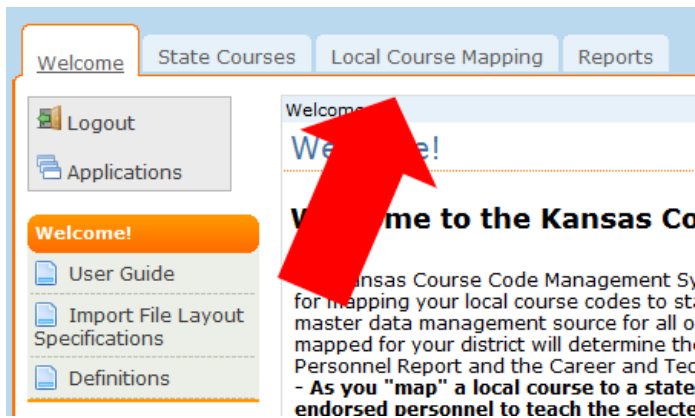
Expiring Course(s) Feature 2015-2016

In the 2015-2016 iteration of KCCMS users now have the ability to expire multiple courses (*up to 50 courses at a time per page*) under the “Local Course Mapping” tab, which is found on the left hand side of the page.

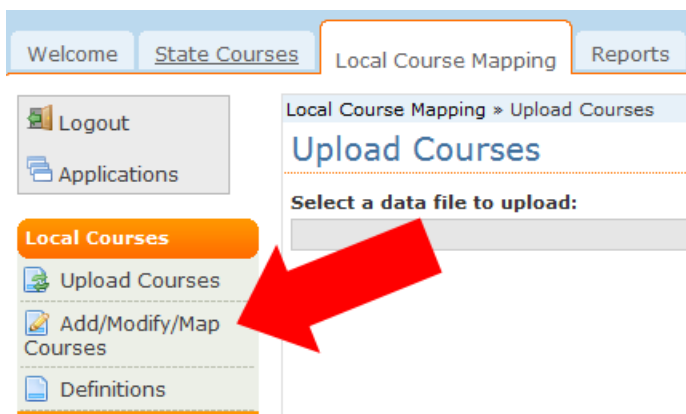
Users MUST expire courses PER PAGE. The program doesn’t have the ability to select all courses beyond the page.

Steps:

Go to the “Local Course Mapping” tab;



then to “Add/Modify/Map Courses” found on the left hand side.



If wishing to expire as many courses as possible per page change the “Items Per Page” option, found at the bottom right corner of the page, to “50”.

7/1/2014		12/18/2014	No	Delete
7/1/2014		12/18/2014	No	Delete

Items Per Page: 50 ▾

Click “Select All Courses (on this page) to Expire”;

Welcome | State Courses | Local Course Mapping | Reports

Local Course Mapping » Add/Modify/Map Courses

Add/Modify/Map Courses

Organization: Local Course Title Keyword(s): KCC ID:

State Subject Area: Local Course Identifier:

Effective Date Range: Start End Expiration Date Range: Start End

Course Status:

Course Data Status: Mapped Unmapped

Local Courses: 2421 record(s) found

Qualified Admissions: NOTE: This button expires only those selected courses currently displayed on this page. Expiration Date:

Select All Courses (on this page) to Expire De-Select All Courses (on this page) to Expire

	Select to Expire	Local Subject Area	Local Identifier	Local KCC Identifier	Local Title/Descriptor	Local Effective Date	Local Expiration Date	Last Edited On	Used in Pathways?	
<input type="button" value="Edit"/>	<input type="checkbox"/>	English Language and Literature	001	01001G0.501214GGN	English/Language Arts I (9th grade)	7/1/2014		9/16/2014 9:28:55 AM	No	<input type="button" value="Delete"/>

OR

Individually select courses by checking the boxes in the “Select to Expire” column.

Local Courses: 2421 record(s) found Add New Course Download Export File Mass Expire Courses

Qualified Admissions: All Years **NOTE: This button expires only those selected courses currently displayed on this page.** Expiration Date: 08/26/2015

Select All Courses (on this page) to Expire De-Select All Courses (on this page) to Expire

	Select to Expire	Local Subject Area	Local Identifier	Local KCC Identifier	Local Title/Descriptor	Local Effective Date	Local Expiration Date	Last Edited On	Used in Pathways?
<input type="checkbox"/>	<input type="checkbox"/>	English Language and Literature	001	01001G0.501214GGN	English/Language Arts I (9th grade) <i>English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.</i>	7/1/2014		9/16/2014 9:28:55 AM	No
<input type="checkbox"/>	<input type="checkbox"/>	English Lang/Lit	0020a	81110G0.001206GGN	Grade 1 Reading	7/1/2014		12/18/2014 1:47:21 PM	No
<input type="checkbox"/>	<input type="checkbox"/>	English Lang/Lit	0020b	81110G0.002206GGN	Grade 1 Reading	7/1/2014		12/18/2014 1:47:21 PM	No
<input type="checkbox"/>	<input type="checkbox"/>	PE/Health/Safety	0021a	88001G0.001206GGN	Grade 1 PE	7/1/2014		12/18/2014 1:47:21 PM	No
<input type="checkbox"/>	<input type="checkbox"/>	PE/Health/Safety	0021b	88001G0.002206GGN	Grade 1 PE	7/1/2014		12/18/2014 1:47:21 PM	No

Verify the selection of the current date for expiration (per autofill) or change the expiration date.

Local Courses: 2421 record(s) found Add New Course Download Export File Mass Expire Courses

Qualified Admissions: All Years **NOTE: This button expires only those selected courses currently displayed on this page.** Expiration Date: 08/26/2015

Select All Courses (on this page) to Expire De-Select All Courses (on this page) to Expire

	Select to Expire	Local Subject Area	Local Identifier	Local KCC Identifier	Local Title/Descriptor	Local Effective Date	Local Expiration Date	Last Edited On	Used in Pathways?
<input type="checkbox"/>	<input type="checkbox"/>	English Language and Literature	001	01001G0.501214GGN	English/Language Arts I (9th grade) <i>English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.</i>	7/1/2014		9/16/2014 9:28:55 AM	No

The user should ALWAYS click “Mass Expire Courses” before going on to the next page. Note: This button may be used to expire multiple courses or a single course.

Local Courses: 2421 record(s) found

Add New Course

Mass Expire Courses

NOTE: This button expires only those selected courses currently displayed on this page.

Qualified Admissions: All Years

Expiration Date: 08/26/2015

Select All Courses (on this page) to Expire De-Select All Courses (on this page) to Expire

	Select to Expire	Local Subject Area	Local Identifier	Local KCC Identifier	Local Title/Descriptor	Local Effective Date	Local Expiration Date	Last Edited On	Used in Pathways?
Edit	<input type="checkbox"/>	English Language and Literature	001	01001G0.501214GGN	English/Language Arts I (9th grade)	7/1/2014		9/16/2014 9:28:55 AM	No

NOTE: The expiration feature will always disregard selected courses currently in an approved Pathways application.

If the expiration is successful a box will pop up notifying the user how many courses were expired:

Message from webpage

Number of rows expired: 3

OK

The user may then move onto the next page and repeat the procedure until done.

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