

My Courses

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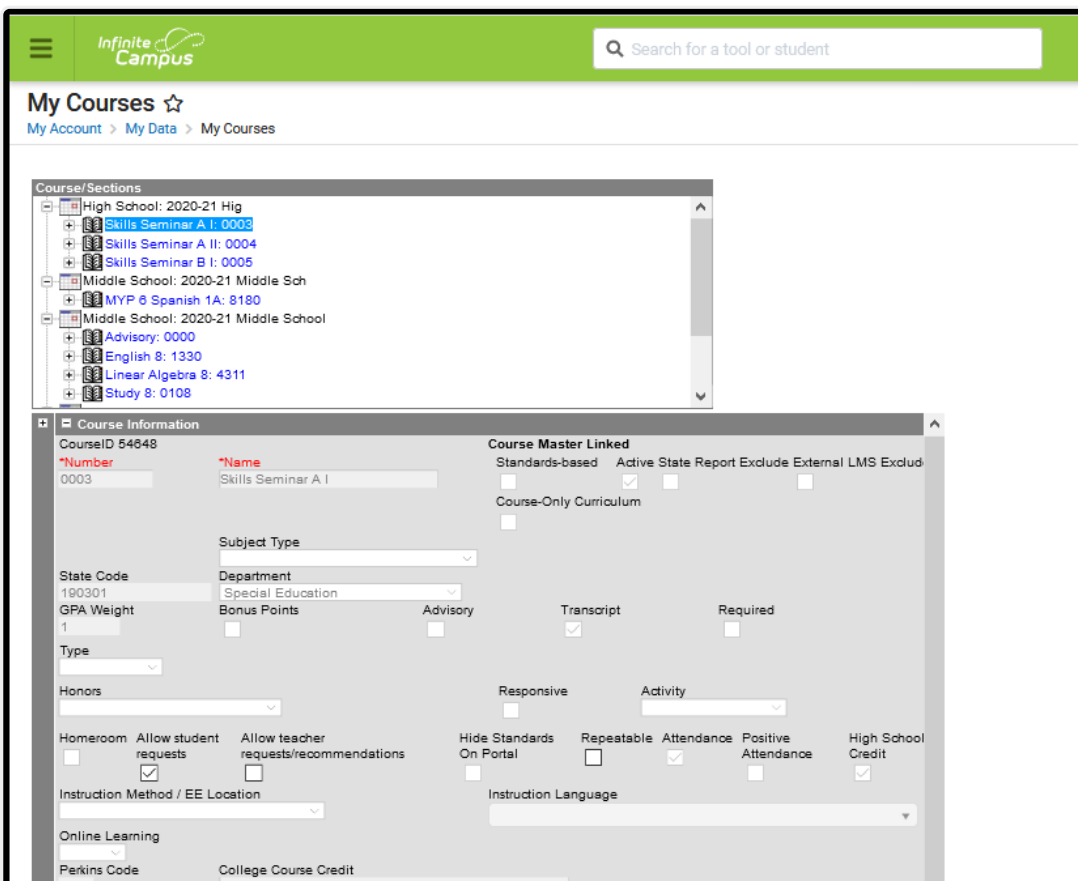
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Search Terms: [My Data](#), [My Courses](#), [Census Data](#)

The My Data Courses tab allows teachers assigned as primary and secondary teachers on a course section the ability to review current course section assignments and request modifications to the District Assignment associated with the course sections. Section staff assigned to course sections can review the current course section assignments to which they are assigned.

In order to request section assignment changes to the District Assignment associated with the Course Section, a staff person must have a District Assignment record that indicates the individual is a teacher.



My Courses

Proper tool rights must be assigned to request updates to My Demographics. See the [Census](#)

[Tool Rights](#) document for more information.

Staff History Settings

The District Assignment field on the Staff History editor is modified with this request. The contents of this field are pulled from the staff person's District Assignment records that are marked *Teacher*.

The screenshot shows a web form titled "Staff History Detail" for a "Primary Teacher". The form includes fields for Name, Start Date, End Date, District Assignment, and Role. The "District Assignment" field is highlighted with a red box and contains the text "Special Education Teacher". Below the form is a "Comments" section and a footer that reads "- Modified by: Administrator, System 04/04/2014 13:08". At the bottom of the form, there is a section titled "Teacher Display Name on Section" with a note: "Making a change to the Teacher Display Name here will update the value on the Section tab." The entire form is labeled "Staff History Detail" at the bottom.

See the [Course Section](#) page for more information.

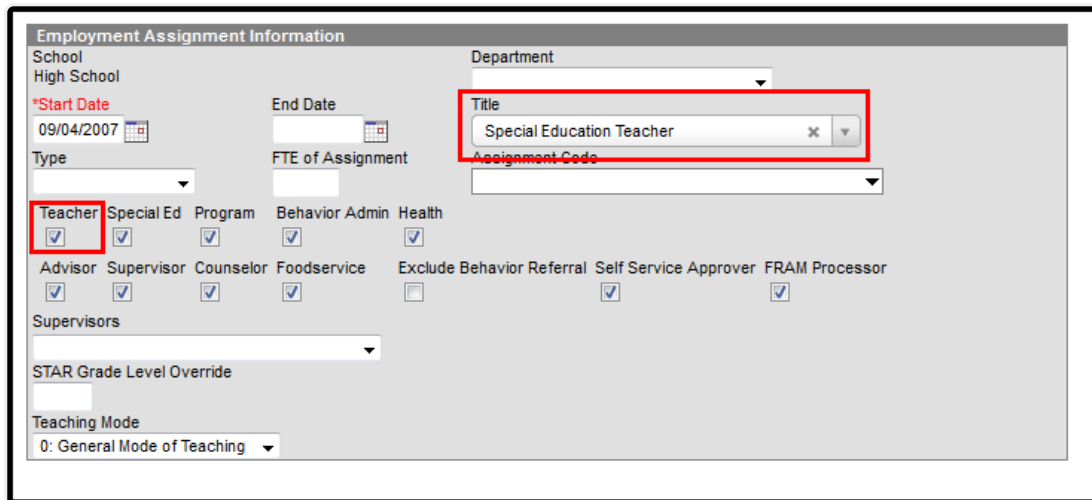
District Assignment Settings

In order for a teacher to request a change to the course sections, the following must be done on the teacher's [District Assignment](#) record:

- A Title must be selected.
- The Teacher checkbox must be selected.

Only District Assignments in the school in which that section is taught will display.

All district assignments active at any point during the calendar selected will appear in the list even if they have ended to allow teachers to request updates to historical information.



Employment Assignment Information

School: High School

Department: [Dropdown]

*Start Date: 09/04/2007

End Date: [Calendar]

Title: Special Education Teacher

Assignment Code: [Dropdown]

Type: [Dropdown]

FTE of Assignment: [Input]

Teacher: Special Ed: Program: Behavior Admin: Health:

Advisor: Supervisor: Counselor: Foodservice: Exclude Behavior Referral: Self Service Approver: FRAM Processor:

Supervisors: [Dropdown]

STAR Grade Level Override: [Dropdown]

Teaching Mode: 0: General Mode of Teaching

My Courses District Assignment Requirements

In addition to District Assignment settings, users also need tool rights to My Courses. See the [My Data](#) page for information on suggested tool rights for the My Courses tab.

If a user who has write access to request an update to a section but there are no values to display (i.e., the user does not have the appropriate District Assignment settings), the user will not be able to request an update and will receive an error message indicating the section cannot be updated because no value exists in the District Assignment field.

Sync from District Edition to State Edition

Assignments made in District Edition may only be requested by users in District Edition. Assignments made in State Edition may only be requested by users in State Edition. Users cannot modify sections in State Edition that were created in the district. Any approved requests made in the district will sync to the state if that section syncs to the state.

My Courses Editor

The My Courses editor is broken down into three sections:

- The Course/Sections Tree, that displays the staff person's school of employment, the assigned courses, and the assigned sections.
- A course list to which the teacher is assigned a course section.
- A section list within each course assigned to the teacher.

The Teacher can only request an update to the section assignment when a Section is selected.

Request a Section Assignment Update

1. Select the **Request Section Assignment Update** icon.
2. A **Courses - Update Record Request** editor will display.
3. Enter a **Brief Description** for the change.
4. Select the desired **Assignment** for the selected section in the dropdown list.
5. Click the **Save Request** icon.

An entry will be added to the My Request tab, noting changes were requested on a particular date. A designated approver will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied will be sent via the [Process Alerts](#). The user may select this link and the My Requests tab will display.
