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Manage Courses

Working with courses in your school or district is easy to do on the Manage Courses page. Educators can search for courses by keyword or by using one or more filters. The page view can be customized to include or exclude columns, making the data you care about easier to access. Educators can manage both individual and multiple courses all from one location – updating course options or status with minimal effort.




Several permissions are required to complete all the actions explained in this guide. Those permissions are explained in detail at the end of this document.

To access all your school or district courses, navigate to Courses > Manage Courses.

Manage Courses: User Guide

Overview

The screenshot shows the 'Manage Courses' interface. At the top, there are tabs for 'Active', 'Archived', and 'Action History'. A search bar contains the word 'mathematics'. Below the search bar, there are filters for 'School: SPRINGFIELD HIGH SCHOOL', 'Subject: Math', and 'Grade: 6'. A summary bar indicates '1 course is selected' and provides options like 'Select all 6 courses' and 'Clear selections'. A 'More' dropdown menu is open, showing options like 'View Course Structure', 'View Course Standards', 'Add to Schools', 'Create Exam-Only Course', and 'Archive Course'. The main table lists several mathematics courses with columns for Name, School, Teachers, and other details. At the bottom, there is a pagination control showing '50 items per page' and '1 - 6 of 6 items'.

-  Click the gear icon to enable the columns you want to view.
-  Export filtered data to Excel. All columns are exported, even if they aren't enabled.
-  Toggle widescreen mode viewing option.

- View all **Active** courses.
- View all **Archived** courses.
- View a history of bulk actions taken on courses, including who, what, when, and which course(s); data can be exported.
- Search using a word in the course name or a course ID, or use the **Advanced** button to exclude terms from your search results.
- Add or remove filters to manage specific courses.
- View total number of courses selected, select all courses across pages, or clear all selections.

**Selecting all courses across pages requires the permission:
Manage Courses in Bulk**

- Take action on the selected course(s).

These options may change depending on which courses are selected.

- Select all the courses shown on the current page, or check individual boxes to select specific courses.
- Change the number of courses displayed, or navigate to other pages.

Manage Courses: User Guide

Course Actions

The following describes each action available to educators on the **Manage Courses** page.

- Depending on your permissions and the courses selected, you may not see all these options.
- Some actions are available for only one course, while others can be applied to multiple courses in bulk as listed below.
- Some of these actions can only be applied when the educator is in the same school as the course.

If you don't see one or more of these actions and you have the associated permission, check to make sure you are in the same school as the course. School is a column that can be turned on using the gear icon, and the school you are currently logged into will appear in the top right under your name.

Action	Single Course	Bulk Course	Description
Manage Enrollments			View all current active enrollment data; will automatically take you to the Manage Enrollments page.
Assign Teachers			Associate teachers to selected courses for the purpose of filtering data; administrators can also limit teacher access to courses currently assigned to them.
Edit Course Options			Modify the course options on the selected course(s); with permission modify the associated enrollments.
Add to Groups			Enroll all students within a given user group to the selected course.
This feature is current unavailable. Educators can use the Manage Students page to assign multiple courses to user groups of students.			
Customize			Modify content in the selected course.
View Course Structure			View the structure and course documents, and access activities within the selected course.
View Course Standards			View the state standard alignments for lessons in the selected course.
Add to Schools			Create a copy of the selected course(s) in the desired schools throughout the district.
Create Exam-Only Course			Create a new course that only contains one exam activity that respects customizations.
Archive Course			Removes the selected course(s) from the list of available courses; no future enrollments can be added to courses that are in archived status.

Manage Courses: User Guide

Enable Course



Move a course from archived status to active status, allowing for new enrollments.

This option is only available on the Archived tab.

Export Course Structure



Export detailed information about the selected course, including:

- titles of units, lessons, and activities
- grade weights
- whether the activity is counted towards the course grade by default
- estimated time
- lesson objective

Assigning Teachers to Courses

Assigning teachers to courses allows administrators and teachers to see course and enrollment data associated to specific teachers. This connection of teacher to course can help isolate important course and enrollment data.

Additionally, districts can choose to assign teachers to specific courses if they want to restrict teachers to be able to view, edit, manage coursework, or contact only those students they are teaching. This additional feature helps teachers more easily locate and focus on their own courses and students, without the distraction of student and course data that is not relevant to them.

It is important to note that this provides districts the option to associate teachers to courses, and secondarily, the option to restrict teacher view; districts are not required to use either one of these features.

Associating Teachers to Courses

Districts that choose to associate teachers to courses will follow these three steps – although the third step should only be used if teachers need to be restricted to viewing only student, course, and enrollment data relevant to them:

- Customize courses and create sections
- Assign teachers to sections
- Limit teacher view to only his or her student enrollments and courses

Manage Courses: User Guide

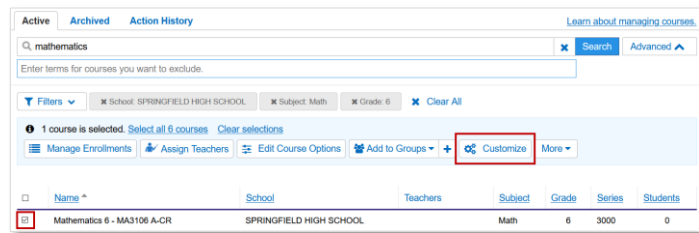
Implementing “Sections”

A district can choose to create multiple “sections” for a single course, allowing teachers to be associated to their specific section. This approach begins with considering how you choose to customize your courses. The following is one recommended implementation path to help easily manage sections of courses. Before you begin customizing sections, here are a few tips to keep in mind:

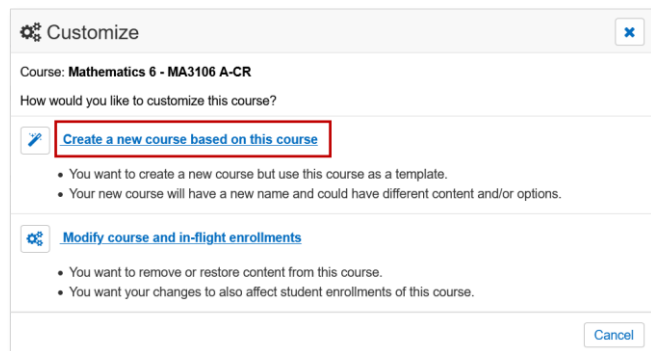
- Don't enroll students in the main course; this will be the template course to use for additional sections and serves as the original if you ever need to go back and review the Edgenuity course.
- Complete the customizations that all sections will inherit; you can always customize individual sections as needed later.
- Set all course options. Sections will inherit these options, but you can change them for individual sections as desired.

The functionality described below may not be beneficial for all clients. Administrators can also associate teachers to courses without creating unique sections if that is easier for your school or district to manage.

1. Create a new master course by selecting the desired course from the list, then clicking the **Customize** button.



2. Select the option to **Create a new course based on this course**.



3. Click the **pencil icon** to give the course a unique, easily searchable name, include the teacher's last name, or add a course code to the name.

When finished, click **Save**. You've just created the first section.



Manage Courses: User Guide

Sections will not inherit future customization to the master course, so it is important to complete all desired customizations during this step.

4. Edit the course with any necessary customizations:
 - Remove content
 - Add lessons or customized activities
 - Rearrange content to match your pacing guide

Mathematics 6 - Sem1CR - Antonio

Content

Time 46h 21m | **Lessons** 39 | **Activities** 181

Search by Unit, Lesson or Activity

Expand All Deselect All Filter Activity Types

Add Unit

- Understanding Ratios and Rates**
Time: 5h 33m, Lessons: 5 ON / 2 OFF
- Describing Part-to-Part Relationships**
Lesson Time: 1h 6m Activities: 5
- Using Ratio Notation**
Lesson Time: 1h 8m Activities: 5
- Equivalent Ratios**
Lesson Time: 1h 9m Activities: 5
- Equivalent Ratios in Measurement**
Lesson Time: 1h 9m Activities: 6
- Understanding Unit Rates**
Lesson Time: 1h 11m Activities: 5

5. After all customizations are complete, click Publish Course at the bottom of the screen.

Cancel Publish Course

6. Complete these steps for each section needed. For example, if there are three Mathematics 6 teachers, you would complete steps 2, 3, and 5 three times, including the teacher's name or course code for each unique section. If needed, you can also complete step 4, adding additional customizations as needed.

Teachers who have the permission to Customize Course and In-flight Enrollments will be able to further customize their unique section of the course.

Manage Courses: User Guide

Assigning Teachers to Sections

After all sections are created, you can now assign the teacher(s) to them. This will not change the teacher's experience when logged into Edgenuity. This is simply used for easier data management.

1. Go to **Manage Courses** and locate the new section(s).

Using the Short Course ID column, you can sort your courses by the most recent course created. Enable the column using the gear icon at the top right. Click the header once to sort the courses in ascending order (oldest course listed first); click the header again to sort the data in descending order (newest course listed first).

2. Check the box next to the section, then click **Assign Teachers**. If you created more than one section for your teacher, select all of those sections in this step.

The screenshot shows a search interface for courses. At the top, there is a search bar with 'mathematics sem' entered. Below it, there are filters for School (SPRINGFIELD HIGH SCHOOL), Subject (Math), and Grade (6). A message indicates '2 courses are selected'. A red box highlights the 'Assign Teachers' button. Below the buttons is a table of course sections:

<input type="checkbox"/>	Name ^	School	Teachers
<input checked="" type="checkbox"/>	Mathematics 6 - Sem1-CR - Antonio	SPRINGFIELD HIGH SCHOOL	
<input type="checkbox"/>	Mathematics 6 - Sem1-CR - Barrett	SPRINGFIELD HIGH SCHOOL	
<input type="checkbox"/>	Mathematics 6 - Sem1-CR - Williams	SPRINGFIELD HIGH SCHOOL	
<input checked="" type="checkbox"/>	Mathematics 6 - Sem2-CR - Antonio	SPRINGFIELD HIGH SCHOOL	
<input type="checkbox"/>	Mathematics 6 - Sem2-CR - Barrett	SPRINGFIELD HIGH SCHOOL	
<input type="checkbox"/>	Mathematics 6 - Sem2-CR - Williams	SPRINGFIELD HIGH SCHOOL	

3. If you have a large number of teachers, locate specific teachers using the **search box** at the top of the **Assign Teachers** screen.

The screenshot shows the 'Assign Teachers' screen. At the top, there is a search bar with 'Annise Antonio' entered. Below it, there is a table of teachers:

<input type="checkbox"/>	Name ^	User Type
<input type="checkbox"/>	Annise Antonio	Teacher

Below the table is a pagination bar with buttons for navigation and page numbers 1 through 10.

Note:
When the selected section of the course was previously assigned to a teacher, they appear listed on the **View Teacher** screen. In this case, click the **Add Teacher** button to assign this section to additional teachers.

The screenshot shows the 'View Teachers' screen. At the top, there is a search bar with 'Annise Antonio' entered. Below it, there is a table of assigned teachers:

<input type="checkbox"/>	Name ^	User Type	External ID	User ID	Date Added
<input type="checkbox"/>	Rita Williams	Teacher		345478494	5/14/2020

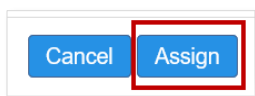
Below the table is a pagination bar with buttons for navigation and page numbers 1 through 10. A red box highlights the 'Add Teacher' button.

Manage Courses: User Guide

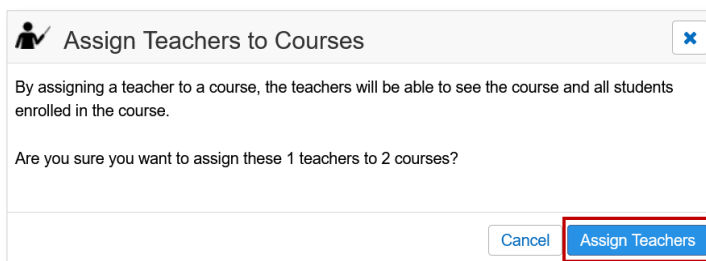
4. Check the box next to the teacher(s) who should be assigned to the selected sections.



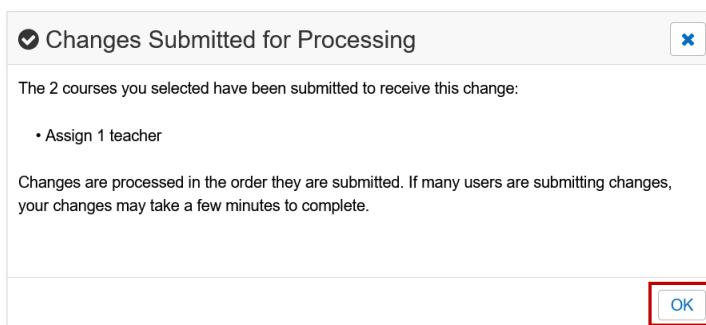
5. Click the blue **Assign** button at the bottom.



6. On the confirmation page, click **Assign Teachers**.



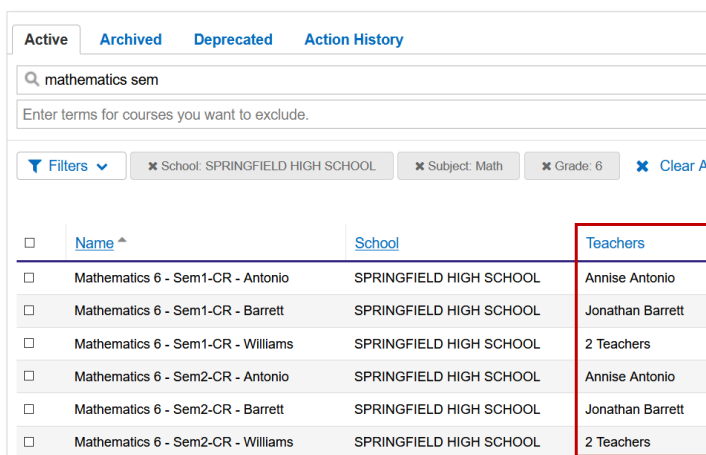
7. Click OK to go back to the Manage Courses page.



8. Complete these steps for all sections of a course created for each teacher.

9. You may need to refresh the page, but the teacher(s) you assigned to the course(s) appears in the **Teacher** column. If this column isn't visible, click the **gear icon** at the top right to enable it.

If more than one teacher is assigned to a course or section, the total number assigned is displayed in this column. View assigned teachers by selecting the course, then clicking **Assign Teachers**.



Manage Courses: User Guide

Administrators: Limiting Teacher Access to Students and Courses

By default, all educator accounts (administrators and teachers) will have access to all students, all courses, and all enrollment data. However, administrators have the option to limit what teachers have access to while logged into Edgenuity. These steps will help administrators create a more focused experience for teachers, allowing them to view only their section, student, and enrollment data.

It is highly recommended when using this feature that someone in the school or district is selected to be responsible for adding new students and setting up new enrollments. That designated person should always have the permission enabled to see all courses and all students.

1. Enroll students in each section in any of the following ways:

- **Single Enrollments:**

In the student's course list, click **Add Course**.

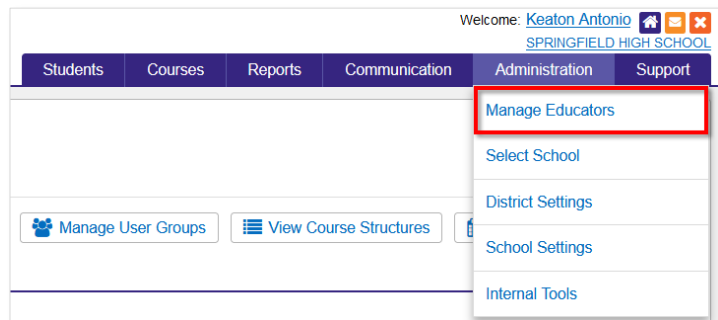
- **Bulk Enrollments:**

On the **Manage Students** page, select your students and click **Enroll in Courses**.

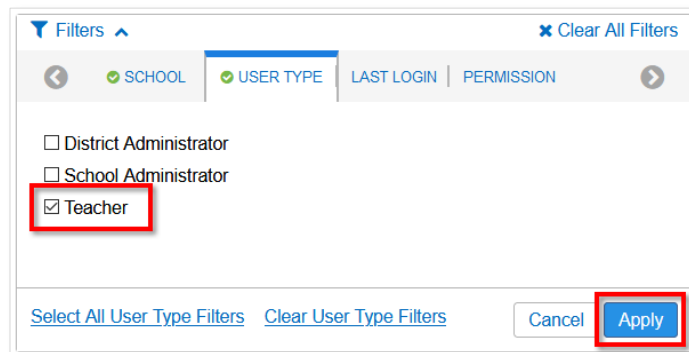
On the **Manage Students Beta** page, select your students and click **Enroll in Courses**.

This feature is currently unavailable. Please use one of the other options for enrolling students.

2. Navigate to **Administration > Manage Educators**.



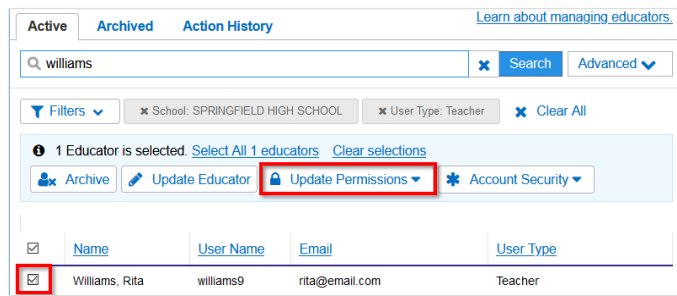
3. Filter the Educators list by User Type = **Teacher**, then click **Apply** to enable the teacher filter.



Manage Courses: User Guide

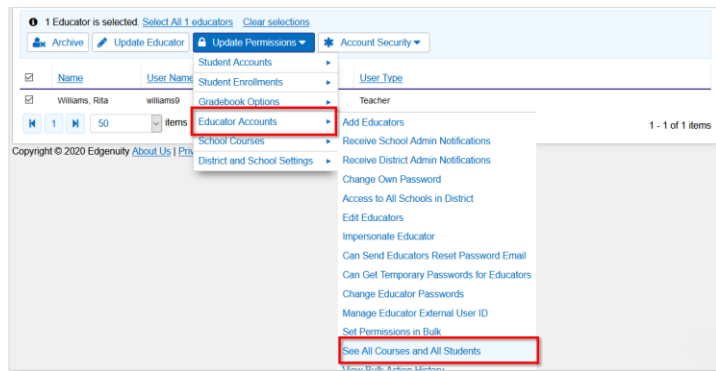
- Select desired teachers, or select all teachers by clicking the checkbox at the top left. Use the search box to isolate specific teachers.

Click the **Update Permissions** button.

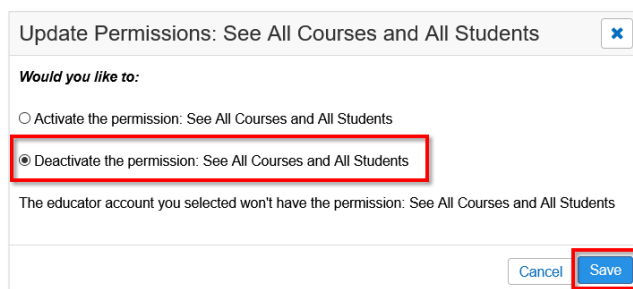


- Click the option for **Educator Accounts**. Then select **See all Courses and All Students**.

Depending on your permissions, you may not have all these permissions available to you. Your screen may look different than this one.



- Select the option to **Deactivate the permission: See All Courses and All Students** and click **Save**.



Once this permission is deactivated and teachers are restricted from seeing all courses and all students; they will no longer have access to any data that is not currently associated to them.

Throughout Edgenuity, teachers will now have their access limited to:

- Only the sections currently assigned to them when working with courses.
- Only students enrolled in their assigned sections when working with students.
- Only enrollment data associated to the sections of sections/courses currently assigned to them when working with reports.

Teachers will no longer have access to:

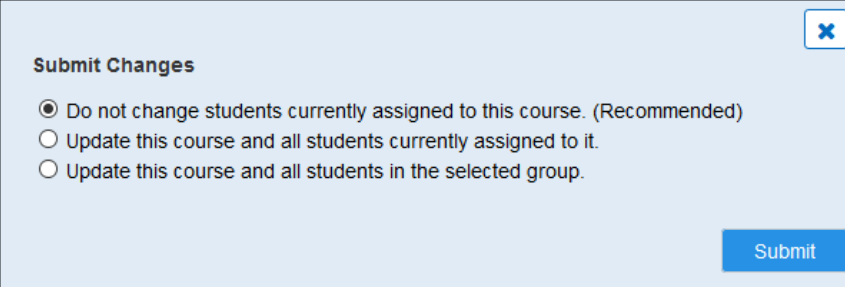
- Any students not enrolled in one or more sections assigned to them.
- Any enrollments not associated to sections assigned to them.
- Any data or reports not associated to their section(s) of enrollments, and those related students.

Edit Course Options

The Manage Courses page also allows educators to update course options for individual courses, multiple courses, and current enrollments, provided they have the appropriate permissions.

Editing Options for an Individual Courses

1. Select the course you wish to update. Then click **Edit Course Options**. Utilize the filters or the search bar to easily locate the desired course.
2. Click the **Edit Course Options** button.
 - If you need to update only one option, you can click the individual Submit button for that option.
 - If you update multiple options on the page, you'll need to click the **Submit All Changes** button at the bottom.
3. Determine whether the changes should be applied to the current active enrollments.



Submit Changes

Do not change students currently assigned to this course. (Recommended)

Update this course and all students currently assigned to it.

Update this course and all students in the selected group.

Submit

- Do not change students currently assigned to this course. (Recommended)

This option will only apply changes to the course. All current enrollments will not be affected. Future enrollments will inherit the new course options.

- Update this course and all students currently assigned to it.

This option will update the course and all active enrollments. Any students actively working in the course will be affected, and future enrollments will inherit the new course options.

- Update this course and all students in the selected group.

This option will update the course and any related enrollments in the selected user group of students. You need to create your user group before you can apply updates to a group. Future enrollments will inherit the new course options.

Submit All Changes will apply all options as selected to the course. If you choose to update enrollments at the same time, all options as selected on the page will also be applied to all selected enrollments. If you've made changes to individual enrollments, exercise caution before applying all the options to your enrollments.

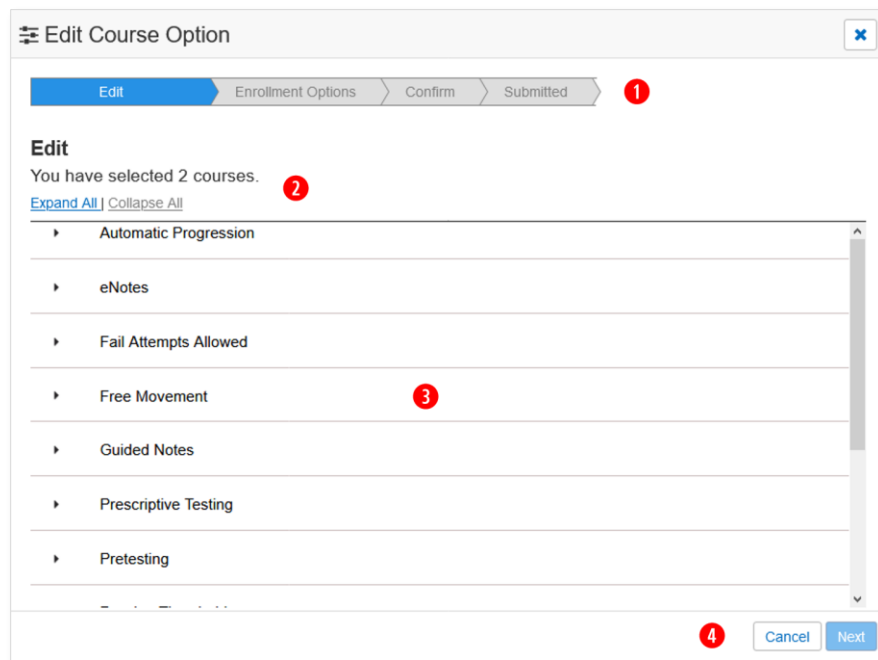
Manage Courses: User Guide

Editing Options for Multiple Courses

Educators can use searching and filtering to isolate specific courses, and then update courses options for a selected group of courses.

1. Select multiple courses you wish to update.
2. Click **Edit Course Options**.
3. The Edit Course Options modal window is presented to the educator.

Edit Course Options Modal Window



1. Tabbed Navigation is automatic as you work through each of these steps:
 - **Edit** – allows an educator to edit the desired course option/s
 - **Enrollment Options** – after editing the course options, the educator can select which enrollments will be affected by these options
 - **Confirm** – after selecting the enrollment options, the educator will be able to review the course options and the enrollment options before submitting the changes
 - **Submitted** – a submission message is displayed informing the educator how many courses have been submitted and how many enrollments will be affected by this change
2. The total count of courses selected for updates
3. Course options available for editing
4. Click **Cancel** to quit or click **Next** to proceed

Manage Courses: User Guide

Depending on the courses selected, some options may not be available to edit. This is to prevent issues with courses or enrollments that are incompatible with certain options. For example, Advanced Placement courses cannot have Prescriptive Testing or Pretesting enabled, so those options will not be displayed if only AP courses are selected.

Edit Tab

In the Edit tab, educators can select the option(s) to update for the selected courses. For each option, a description is provided for how it affects the course. In some cases, additional information is provided to caution educators against undesired effects. For example, the Pretesting option provides an additional disclaimer about students working towards NCAA status.

For each course option, a default status is pre-selected to leave the course setting as-is. Unless educators deliberately change a specific setting, the selected courses will continue to have the corresponding options respected at the time of selection.

As course options are changed, a blue checkmark will appear next to each title.

The screenshot shows the 'Edit Course Option' dialog box with the 'Edit' tab selected. The progress bar shows 'Edit' is active, followed by 'Enrollment Options', 'Confirm', and 'Submitted'. The main content area is titled 'Edit' and states 'You have selected 2 courses.' Below this are links for 'Expand All' and 'Collapse All'. A dropdown menu is open for 'Pretesting', showing a blue checkmark. The description for Pretesting explains that it allows students to take the lesson quiz at the start of the lesson. A note states: 'Note: Pretesting will automatically make a course NCAA-ineligible. Pretesting is not recommended for ELA courses.' There are four radio button options: 'Keep the Pretesting setting as-is (default)', 'Enable Pretesting', 'Disable Pretesting', and 'Keep the Pretest Threshold setting as-is (default)'. There is also a 'Change Pretest Threshold' option with an input field. 'Cancel' and 'Next' buttons are at the bottom right.

Incompatible Courses

There is no limit to the number of courses that can be edited at one time; however, some courses may have compatibility issues with some of the options available for editing. When this happens, educators will be alerted with a “caution sign” icon and a yellow warning message.

If there are incompatible courses for a specific option, those courses need to be removed first before educators can proceed with and edit to that selected option. Opening the option provides specific details of the alert and the courses that would be incompatible.

If an option does not have a yellow caution sign, educators can proceed to update the course option as needed and move on to the next step.

The screenshot shows the 'Edit Course Option' dialog box with the 'Edit' tab selected. The progress bar shows 'Edit' is active, followed by 'Enrollment Options', 'Confirm', and 'Submitted'. The main content area is titled 'Edit' and states 'You have selected 374 courses.' Below this are links for 'Expand All' and 'Collapse All'. A dropdown menu is open for 'Prescriptive Testing', showing a yellow warning triangle icon and a message: 'Deselect the 45 incompatible courses from your selection.' The description for Prescriptive Testing explains that it presents one question per lesson. A note states: 'Note: Prescriptive testing will automatically make a course NCAA-ineligible. In most cases, prescriptive testing is not recommended as a single question per lesson is not a reliable measure of what students know and don't know.' There are four radio button options: 'Keep the Prescriptive Testing setting as-is (default)', 'Enable Prescriptive Testing', 'Disable Prescriptive Testing', and 'Keep Time Limit setting as-is (default)'. There is also a 'Change Time Limit' option with an input field. A yellow callout box contains a 'Please note' message: 'You have selected 45 courses that cannot have their "Prescriptive Testing" option changed. Advanced Placement, Placement Exam, Virtual Tutor, World Language (Powerspeak), and Dual Credit (Sophia) courses cannot have Prescriptive Testing enabled.' 'Cancel' and 'Next' buttons are at the bottom right.

Manage Courses: User Guide

Enrollment Options

Once all the desired options are updated on the Edit tab, educators can move on to the next step for **Enrollment Options**.

The recommended option on this step is to only affect courses, so this option selected by default. This means that only the courses will receive the chosen update(s). Current enrollments will not be affected; however, any future enrollments will inherit the newly applied options.

Select this option if you do not want to affect students currently enrolled in the selected courses.

The screenshot shows a dialog box titled "Edit Course Option" with a close button (X) in the top right corner. Below the title is a progress bar with four steps: "Edit", "Enrollment Options" (highlighted in blue), "Confirm", and "Submitted". The main content area is titled "Enrollments Options" and contains two radio button options. The first option, "Make changes to all the courses, but don't change any enrollments in those courses (Recommended)", is selected with a radio button. The second option, "Make changes to all courses, and to the following enrollments:", is unselected. Under the second option, there are three checkboxes: "Active Enrollments", "Completed Enrollments", and "Archived Enrollments", all of which are currently unchecked.

Educators who also want to update current enrollments have the option to select from one of these three choices:

- **Active:** any active enrollment currently associated to one of the selected courses
- **Completed:** any enrollment currently in complete status
- **Archived:** any enrollment currently in archived status

All enrollments of a selected status will be updated, regardless of whether the student is active or archived.

The screenshot shows a dialog box titled "Edit Course Option" with a close button (X) in the top right corner. Below the title is a progress bar with four steps: "Edit", "Enrollment Options" (highlighted in blue), "Confirm", and "Submitted". The main content area is titled "Enrollments Options" and contains two radio button options. The first option, "Make changes to all the courses, but don't change any enrollments in those courses (Recommended)", is unselected. The second option, "Make changes to all courses, and to the following enrollments:", is selected with a radio button. Under the second option, there are three checkboxes: "Active Enrollments", "Completed Enrollments", and "Archived Enrollments", all of which are currently unchecked.

Manage Courses: User Guide

Confirmation

Before changes are submitted, educators should review and confirm all selected updates.

There is no batch “undo” function for course options. This confirmation page is a very important step in this process. Please review carefully all information prior to submitting the course options updates.

Edit Course Option

Edit Enrollment Options **Confirm** Submitted

Confirm

- 1 Please review and confirm the changes for the 374 courses.
- 2
 - eNotes on Quizzes Enable eNotes on Quizzes.
 - eNotes on Tests Disable eNotes on Tests.
 - eNotes on Exams Disable eNotes on Exams.
 - Pretesting Enable Pretesting.
- 3 Enrollment Options Make changes to all courses, and to the following enrollments:
 - Make changes to the students currently enrolled in the course with active enrollments

Review carefully! This action cannot be undone.
Are you sure you want to make these changes?

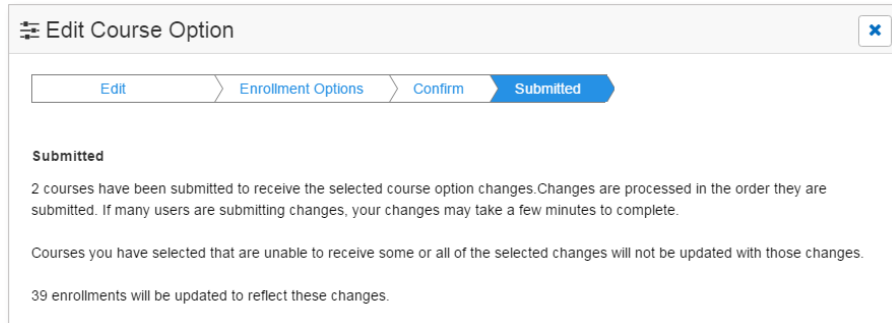
Back **4** Cancel Submit

- 1 Review and confirm the total number of courses that will be submitted for change.
- 2 Review and confirm the specific details about course options that will be submitted for change.
- 3 Review your selection for enrollments to be updated.
- 4 Go **Back** to make changes, **Cancel** to end the process without submitting, or **Submit** the changes for processing.

Manage Courses: User Guide

Submitted Changes

Once all selected options have been confirmed, educators can submit their changes. In this last step of the process, educators will be able to see how many courses and enrollments (if selected) were updated.



Status and Action History

Educators can check the status of the changes on the **Action History** tab on the **Manage Courses** page. This page also contains the detailed history of all changes made to course options.

Submitted	Job Status	User	Action	Affected	Filter	
05/14/2020 12:36 PM MST	Completed	05/14/2020 12:36 PM MST	Daniels, Raquel	Edit Course Options	41	Man

- 1 Submitted:** date and time of the submitted update
- 2 Job Status:** current status of the job
- 3 User:** the educator who submitted the course options update
- 4 Action:** brief description of the changes that were submitted
- 5 Affected:** the total number of courses and enrollments affected by the update; number is a link to download a detailed log of specific course and enrollment updates
- 5 Filters:** displays any filters that were applied to locate courses; when no filters are applied, this column displays “Manual selection”.

If the educator selected one or more of the enrollments options, a log of all of changes will also be stored on the **Action History tab of **Manage Enrollments**. Before and after status is logged where applicable.**

Manage Courses: User Guide

Default User Permissions







Managing courses is governed by several permissions for both courses and enrollments. The following provides a brief description of each permission, as well as the Edgenuity users who receive the permission by default.

District administrators can always change the default permissions for each user group as desired by visiting the **Permissions** tab on the **District Settings** page. District Settings can be found on the **Administration** tab.




























Permissions for Student Enrollments

Permission	Description	Teachers	School Admins	District Admins
Assign New Enrollment	Allows user to add course enrollments to students.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Enrollment Options	Allows user to change course options for student course enrollments.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Enrollment Start and Target Dates	Allows user to change start and end dates on students course enrollments.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customize Enrollments	Allows user to customize student course enrollments.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete Enrollment	Allows user to mark student course enrollments complete.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Disable Enrollment	Allows user to disable student course enrollments.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reactivate Disabled Enrollment	Allows user to reactivate disabled course enrollments.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reactivate Completed Enrollment	Allows user to reactivate completed course enrollments.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Enrollments in Bulk	Allows user to bulk select and change course status, start date, or end dates for student course enrollments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Download Enrollment Data	Allows user to export enrollment data from the Manage Enrollments page.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change Start Dates for Multiple Enrollments	Allows user to bulk select and change the start date for active courses.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Manage Courses: User Guide

Permission	Description	Teachers	School Admins	District Admins
Change Target Dates for Multiple Enrollments	Allows user to bulk select and change the target date for active courses.			
Bulk Enroll Students	Allow users to enroll multiple students in courses.			

Permissions for School Courses

Permission	Description	Teachers	School Admins	District Admins
Create Custom Courses	Allows user to create custom courses and make these available to one or all schools in the district.			
Edit Course Options	Allows user to change options on school courses.			
Customize Course and In-flight Enrollments	Allows user to remove content from in-flight courses and push the change to student course enrollments.			
Archive Courses	Allows user to archive school courses.			
Enable Courses	Allows user to enable school courses.			
Manage Courses in Bulk	Allows user to bulk select and change status for school courses.			
Manage External Course Code	Allows user to add the External Course Code to school courses or student course enrollments. This code is used with integrations.			
Assign Teachers to Courses	Allows user to assign teachers to specific courses from Manage Courses.			
Add Courses to Schools	Allows user to copy school courses to other schools in the district.			
Manage Course Options in Bulk	Allows user to select multiple courses to manage at once.	