

# Purge Tech Center Courses Rolled into New Year Calendar (for High Schools only)

Rev. 4/5/2018

## Overview

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### **Revision History:**

4/5/2018 – Initial release

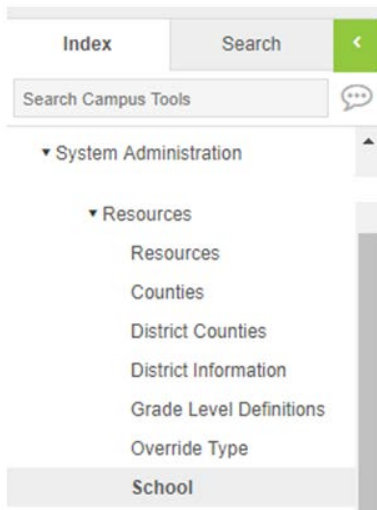
### **Content Summary:**

This document guides users through the new tool used to purge tech center courses rolled in the new year (future) high school calendars. High schools may choose to purge rolled tech center courses if their technical school has decided to create brand new courses for the new school year, rendering the old, rolled forward courses obsolete, unlinked or invalid. If left in the high school new year (future) calendar, these courses will cause issues if inadvertently reused. This new tool will remove any obsolete, unlinked or invalid courses at one time through a scripting process versus manual deletion done by district/school level staff.

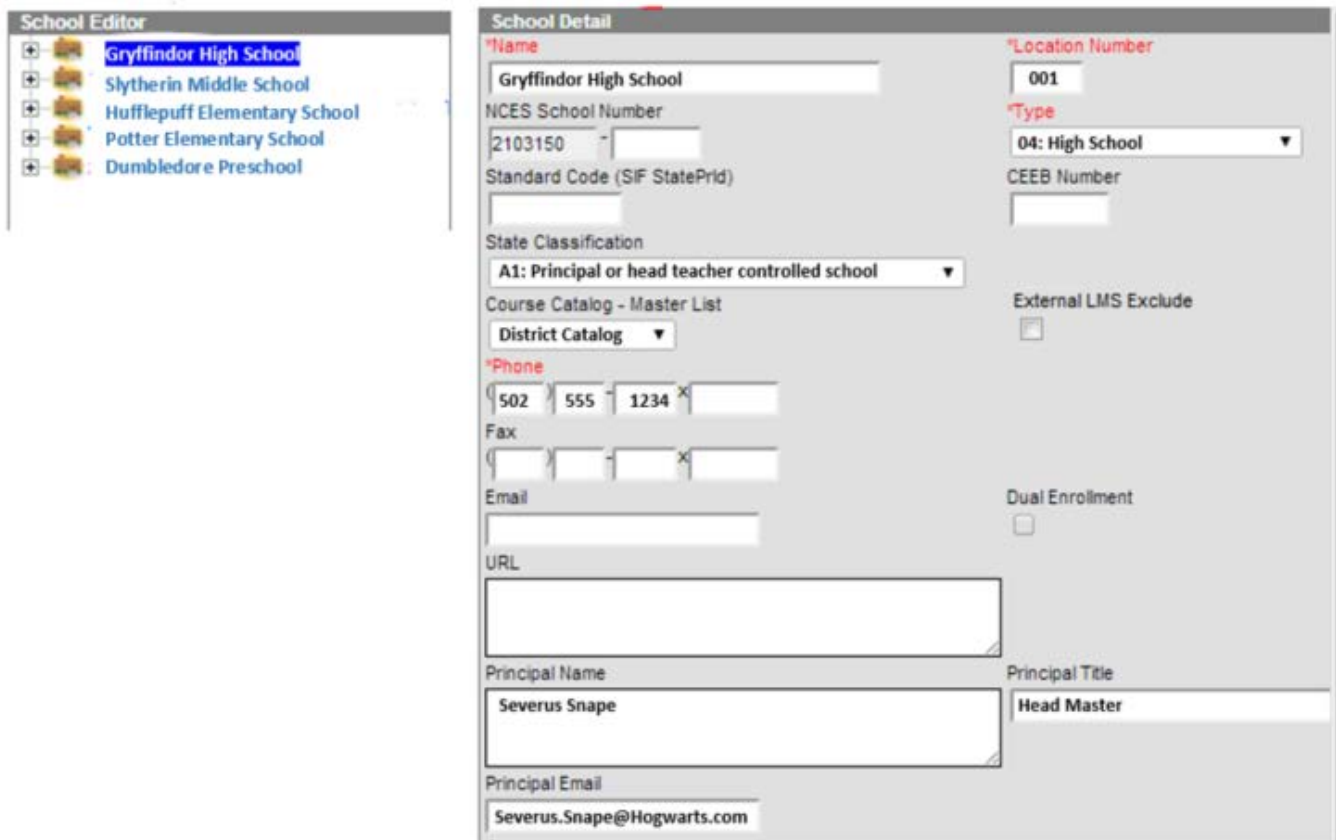
**Step 1: Log into your high school Infinite Campus database**

**Step 2: Under Index, click System Administrator / Resources / School**

\*Only your IC district system administrator may have the necessary tool rights to edit.



**Step 3: In the School Editor, select the school in which you would like to purge rolled tech center courses**



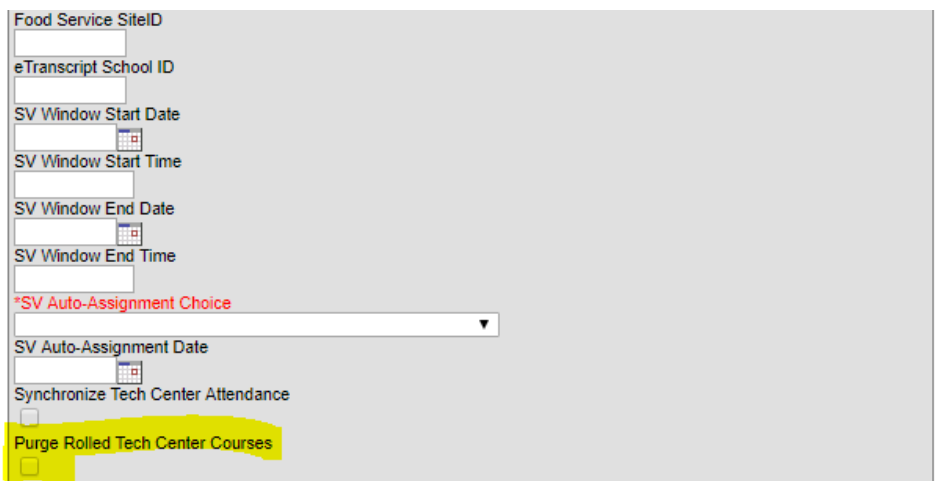
#### Step 4: Scroll down the School Detail record until you find a checkbox called “Purge Rolled Tech Center Courses”



The screenshot shows a web form with several fields: Food Service SiteID, eTranscript School ID, SV Window Start Date, SV Window Start Time, SV Window End Date, SV Window End Time, \*SV Auto-Assignment Choice (a dropdown menu), SV Auto-Assignment Date, Synchronize Tech Center Attendance, and Purge Rolled Tech Center Courses. The checkbox for Purge Rolled Tech Center Courses is checked and highlighted with a yellow box.

The checkbox defaults to being “unchecked”. Checking the box will purge all rolled forward tech center courses only in your new year (future) calendar.

Example: The active (current) school year is 2017-18, and your district used the Calendar Wizard to create a new calendar for the 2018-19 by rolling forward selected data, adding last year’s data to the newly created calendar. As a result, all 2017-18 courses were rolled forward to the 2018-19 calendar. The technical school principal has told you that they are going to create brand new courses in their 2018-19 calendar and this will make 2017-18 tech courses that were rolled forward obsolete, unlinked and invalid. There are around 150 obsolete, unlinked and invalid technical school courses that have been rolled forward into the high school 2018-19 calendar. To remove all of the rolled forward tech center courses that are obsolete, unlinked and invalid in the high school database for the 2018-19 school year, an IC system administrator can check the “Purge Rolled Tech Center Courses” box, and a script will run during the nightly KTS Data Exchange process to remove those courses from the high school database. After the tool has run, the box will default back to being unchecked.



The screenshot shows the same web form as above, but the checkbox for Purge Rolled Tech Center Courses is unchecked and highlighted with a yellow box.

#### Things to keep in mind:

- This tool DOES NOT purge or delete any technical center courses in the active (current) year calendar

- This tool only works on high schools and middle schools participating in the KTS Data Exchange
- This process cannot be reversed
- If the tool removes a course that you did not want removed, you must go to the new year (future) calendar and follow the directions in the [KTS Course Setup Guide](#) to properly pull the course back into your database
- The checkbox defaults to unchecked. If the tool is used by a school, the checkbox will return to unchecked the next day, after the script has run