INFINITE CAMPUS DISTRICT EDITION
VERIFYING COURSE SECTION 'SESSION NUMBER' AND 'SESSION TYPE' VALUES
AND ENSURING THEY GET COPIED TO NEXT SCHOOL YEAR
AS NEEDED FOR THE OPI TEAMS AND MT TRANSCRIPT EXTRACTS

The 'Session Number' and 'Session Type' values which are located inside the course section area are needed for the OPI MT TEAMS extract and MT Transcript extract.

A) To check the completeness of this 'Session Number' and 'Session Type' data, there is a 'State Published Ad Hoc' report called 'Curriculum MT Missing Course Section Session Info.' If you find there are course sections listed in the results of this ad hoc report that are missing this 'Session Number' and 'Session Type' information, please modify the course section to include values in these 'Session Number' and 'Session Type' fields.

B) BEFORE conducting the end of year 'Calendar Roll Forward' process inside Infinite Campus, make sure that the 'Session Number' and 'Session Type' fields on each course section are set to get copied into the next/upcoming years course sections, by checking the attribute dictionary settings and following the steps below.

PLEASE NOTE: If these values in the attribute dictionary are either:
a) Not marked to copy forward to the new course sections ***BEFORE*** the end of year 'Calendar Roll Forward' process is done, OR:
b) Marked to be copied forward but the 'Session Number' and 'Session Type' are not complete in the current year course section
Then each course section that has been copied to the new school year will need to have these 'Session Number' and 'Session Type' values set individually.

Here is how to check to see if the attribute dictionary has these 'Session Number' and 'Session Type' values to be copied forward into the next school year:

1) On the Index Tab, click on/expand 'System Administration', then 'Custom', and select 'Attribute Dictionary'.

2) To the right, under 'Campus Attricutes/Dicitionary Editor' , click on the '+' next to 'Section' to expand it.

3) Click the blue word ***'Session Number'***.

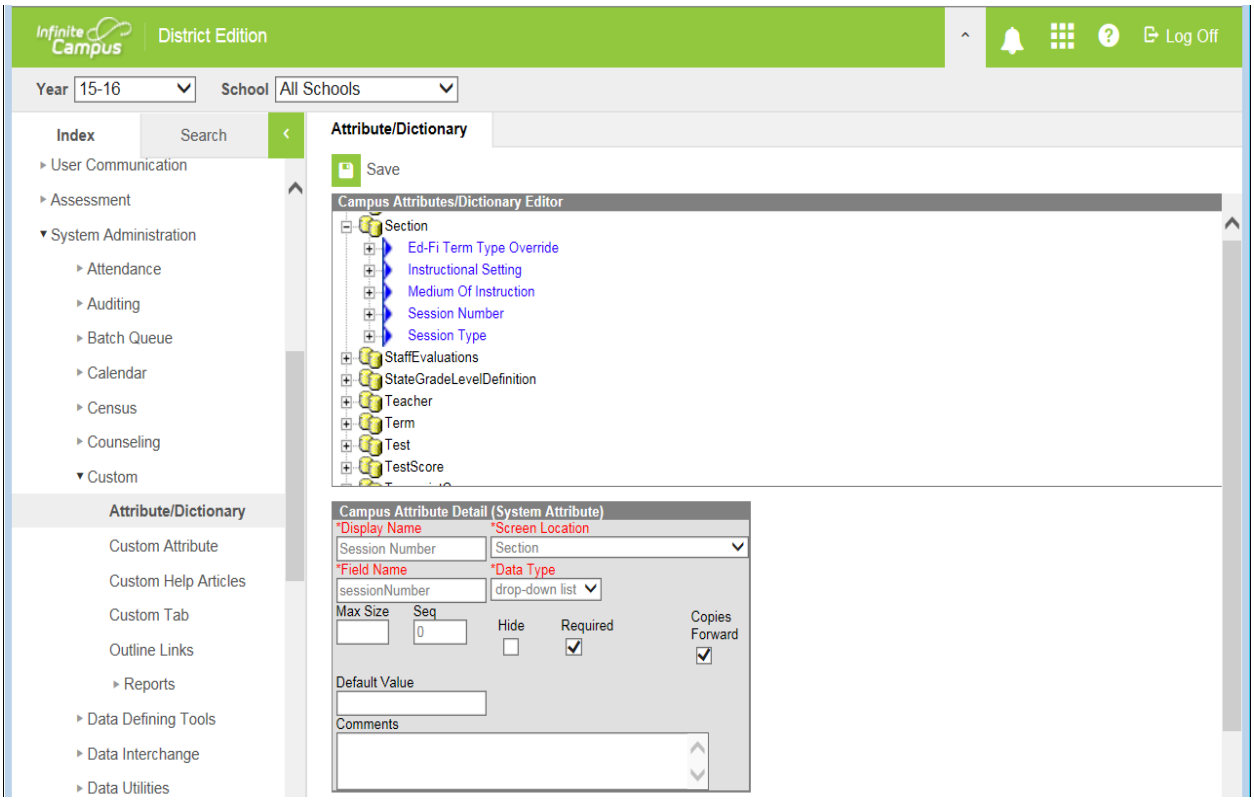
4) Make sure that both the 'Required' and the 'Copies Forward' are checked.

5) Click 'Save' at the top of the screen.

6) Click the blue word '***Session Type'.***

7) Make sure that both the 'Required' and the 'Copies Forward' are checked.

8) Click 'Save' at the top of the screen.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