

Bulk Update CORE Quick Reference

| Task | Completed | Initials |
|---|--------------------------|----------|
| Task #1 – Run CRSE report to verify courses are marked appropriately. <u>StudentInformation » SIS » Scheduling » Scheduling Reports » Course Curriculum (CRSE)</u> | <input type="checkbox"/> | |
| Task #2 – Mass update CORE Subject Area field on the Course in Course Maintenance – EMIS tab for the prior year. <u>StudentInformation » Management » Ad-Hoc Updates » Bulk Course Update</u> | <input type="checkbox"/> | |
| Task #3 – Run Bulk Course Update with each prior year in context. (Repeating task #2 with each prior year in context to catch any courses that were prior year, but not marked as Roll course to next year). <u>StudentInformation » Management » Ad-Hoc Updates » Bulk Course Update</u> | <input type="checkbox"/> | |