

CREATING AND MAINTAINING ELECTIVE BLOCKS

- ✓ Login and choose Program Inventory from the Projects menu at the upper left hand corner
- ✓ Click on the Program/Course Inventory tab at the upper right and click on [Elective Blocks](#)
- ✓ Click on the dropdown menu named Block ID and choose which Block you want to modify
 - **NOTE:** You cannot remove more courses than the highest number of required hours for any programs in which this Block is used (EX: You are modifying the hours in Business Electives from 15 to 6 hours for the Education Administration program. An error is generated because this Business Electives Block is also tied to the Accounting Program that requires 9 hours from this Block. You will either need to add more hours to this Block for both Programs, or you will need to decrease the number of hours in the Accounting Program. In this situation, if you are only wanting to change the number of hours a Block has that is used in one Program, remove the Block from that Program and create a new Block with the decrease number of hours—in this instance, 6 hours for the Education Administration Program).
- ✓ When a Block is modified, this modification will automatically be applied to **ALL** the programs in which this Block is used. Please make sure you want this change made to **ALL** those Programs, or build a new Block.
- ✓ When you choose a Block from the dropdown menu, it will show all the courses in that Block and a new menu will appear in the blue area above with these new options: [Create](#), [Save](#), [Copy](#), [Reset](#), [Delete](#), and [Print](#)
- ✓ [Create](#) allows you to make new Blocks from existing courses
 - First, search for the courses you want in your new Block by either typing in the Course ID or Course Title box
 - Highlight the courses by clicking on them; click on the arrow to move that course into your new Block or double click the Course and it will move into the Block (hold down the Ctrl button and click on multiple courses to add more than one course at a time or double click on each Course)
 - If you don't want any of the courses you have added, click on [Remove all courses in the list](#); if you want to remove one of the courses in your new Block list, double click on it and then click on the [Remove](#) link
 - Click [Save](#) when you are ready to submit your new Block into the system (no approval needed)
- ✓ [Copy](#) allows you to make a Copy from an existing Block and add or modify that Block into a new Block
 - After searching and finding a Block you want to Copy, click the [Copy](#) button; this will automatically make a copy of this Block and will give it a new name (you can/should give it your own name at this time); [Save](#)
- ✓ [Reset](#) allows you to Reset the current Block you are creating or modifying by clicking on the [Reset](#) button at the top
 - Once you have made modifications (before saving them), if you click on [Reset](#), the changes you just made will be deleted and the original Block information will return
- ✓ [Delete](#) allows you to Delete a Block that you no longer use or have updated and don't need in the database anymore
 - Click on the [Delete](#) link and then click on Okay in the pop up box that asks if you are sure you want to delete this Block (if a Block is tied to a Program, you will not be able to delete it and must remove it from the Program to delete it)
- [Print](#) allows you to Print the current Block you are viewing