

Course Information

Last Modified on 03/21/2024 9:35 am CDT

[Course Information](#) | [Manage Course Information](#) | [NCES Data](#) | [Course Description](#) | [Responsive Scheduling and Course Management](#) | [Ad hoc Information](#)

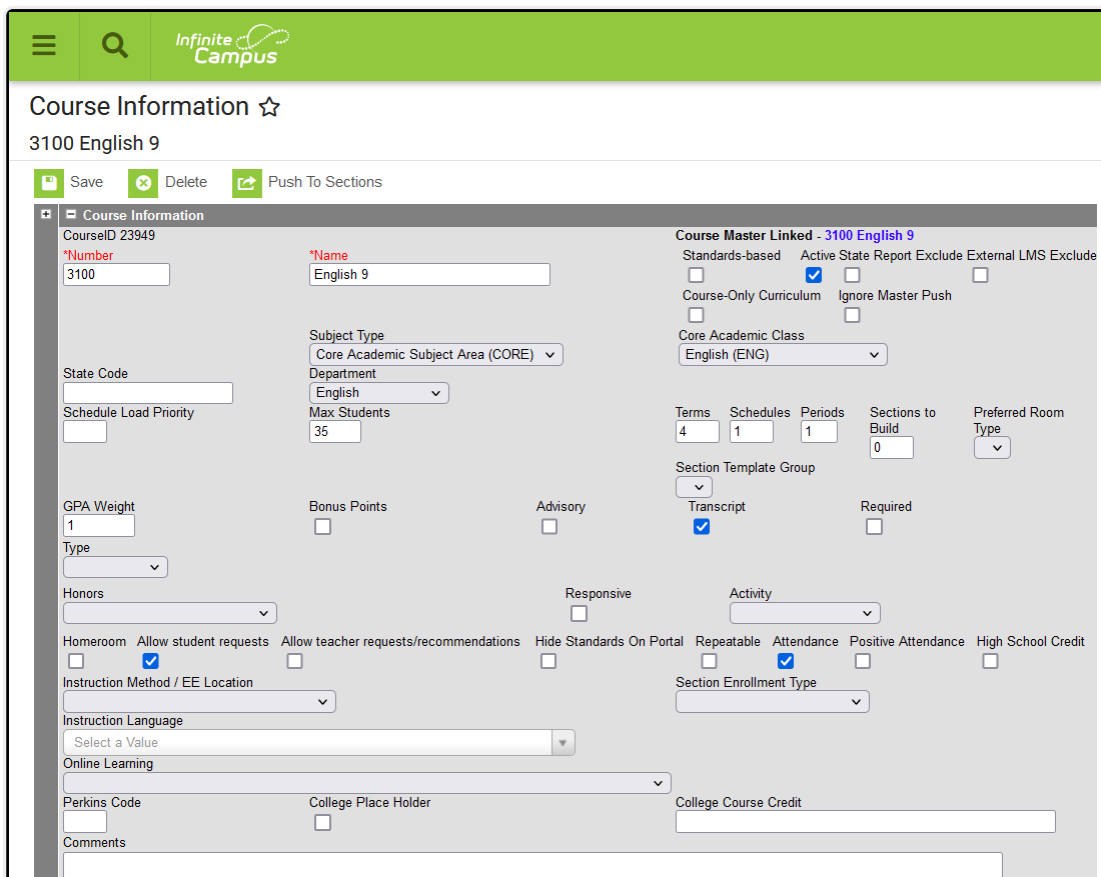
Tool Search: Course Information

The Course Information tool contains information about courses attached to this calendar or school. New courses are created using the [Add Course Wizard](#), but users can edit course details here.

The Course editor is divided into the following sections:

- [Course Information](#)
- [NCES Data](#)
- [Course Description](#)

See the [Push to Sections](#) article for more information about pushing course-level grading setup to sections.



Course Information

Fields vary by state. Please see your state's [State Tools](#) articles for more information on

Course and Section procedures in your state.

Read - View existing information on the Course tab.

Write - Edit existing information on the Course tab.

Add - N/A

Delete - Permanently remove the course.

Read and **Write** rights to the **Push to Sections** subright are needed to push any changes made on the Course Information editor to the sections of the course.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Course Information

The following is a list of fields available in the Course Information section. Some of these fields may not appear in all states.

► [Click here to expand...](#)

Teacher Course Requests and Course Recommendations

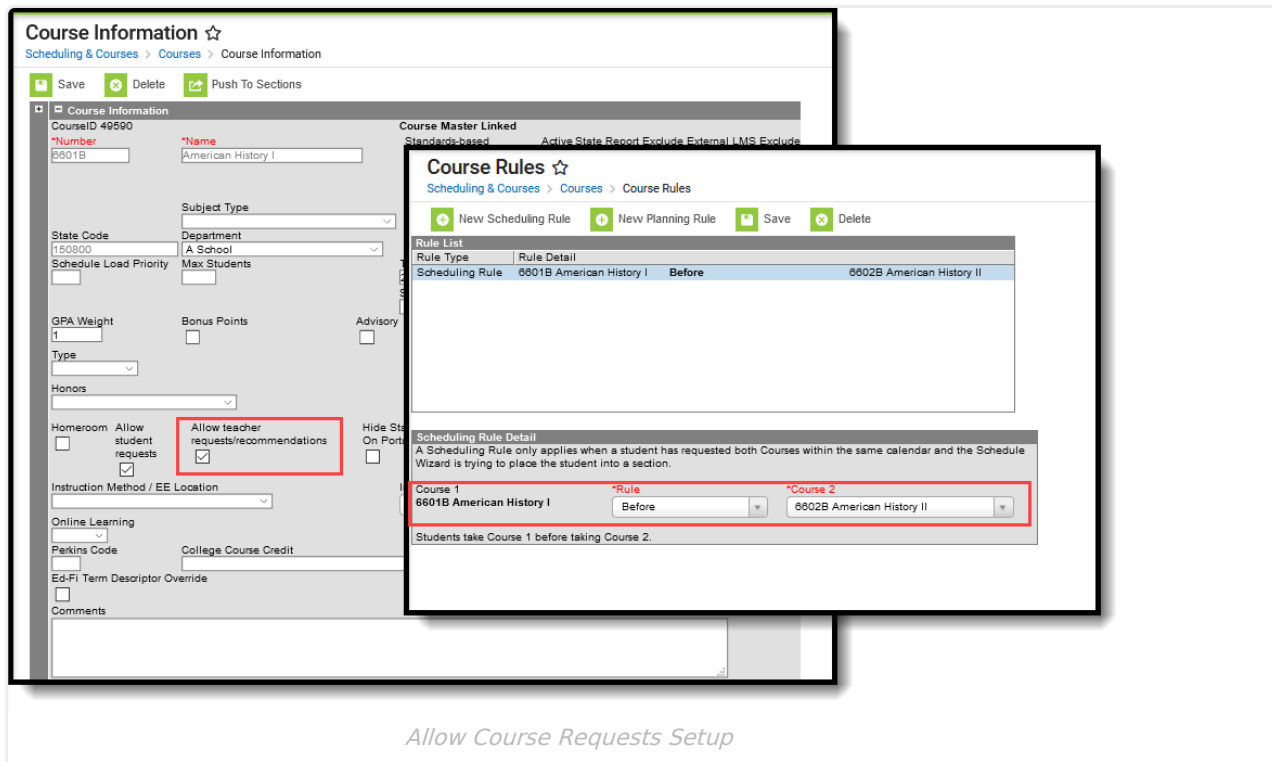
When the Allow Teacher Requests/Recommendation checkbox is marked on the Course editor, teachers (when assigned proper tool rights) can request a certain student take a course in the next year's calendar AND can recommend a student take a certain course in the next year's calendar. Two tools are available in Campus Instruction for this process.

- [Course Requests](#) - Course Requests record a teacher's permission for a student to take another course at the same school. Requesting a course adds that course to the student's list of Request Courses in the [Walk-In Scheduler](#). Scheduling rules need to be assigned to the course in the current school year (the course into which the student is currently scheduled) and to the course in the next school year (the course for which the teacher is making the request).
- [Student Course Recommendations](#) - A teacher can recommend which course a student could take next year. Only courses within the same Credit Type or Department as the current course the teacher is teaching can be selected (An English Teacher can only recommend other English courses assigned to the English Department or an English course assigned to the English/Language Arts Credit Type), and the student must have a future enrollment as well as an Academic Plan. The recommended course is then viewable on the student's Course Plan.

Teachers can only select courses for students who are active in the selected section, as long as the students have an enrollment record in the future calendar.

Course Requests

In the example below, American History I is marked to **Allow Teacher Requests/Recommendations** on the Course editor (Scheduling > Courses > Course). There is also a **Scheduling Rule** which states American History I must be taken before American History II (Scheduling > Courses > Course > Course Rules).



Course Information ☆
Scheduling & Courses > Courses > Course Information

Save Delete Push To Sections

CourseID 49590
*Number 6601B *Name American History I

Subject Type
State Code 150800 Department A School
Schedule Load Priority Max Students

GPA Weight 1 Bonus Points Advisory
Type Honors

Homeroom Allow student requests Allow teacher requests/recommendations Hide Student On Portal

Instruction Method / EE Location
Online Learning
Perkins Code College Course Credit
Ed-Fi Term Descriptor Override
Comments

Course Rules ☆
Scheduling & Courses > Courses > Course Rules

New Scheduling Rule New Planning Rule Save Delete

Rule List	Rule Type	Rule Detail
Scheduling Rule	6601B American History I	Before 6602B American History II

Scheduling Rule Detail
A Scheduling Rule only applies when a student has requested both Courses within the same calendar and the Schedule Wizard is trying to place the student into a section.

Course 1	*Rule	*Course 2
6601B American History I	Before	6602B American History II

Students take Course 1 before taking Course 2.

Allow Course Requests Setup

When the teacher requests a course for a student (Campus Instruction > Course Requests) who has a future enrollment record, the teacher can select American History II from the Course Requests tool. Upon saving, the selected course is added to the student's Requested Courses list on the Walk-In Scheduler.

Name	Future Course Request
12 Student, Jacob S	Student is not yet future enrolled.
11 Student, Stacie J	6602B American History II
11 Student, Joseph	---Select Course---
11 Student, Corbin D	---Select Course---
12 Student, Skyler S	6601B American History I
12 Student, Zachary T	6602B American History II

Course #	Course Name	Sn#	Type	Lock
6602B	American History II		R	
			R	
			R	

Teacher Course Requests, Student Requested Courses

Student Course Recommendations

In the example below, American History I is marked to **Allow Teacher Requests/Recommendations** on the Course editor (Scheduling > Courses > Course). There is also a **Planning Rule** which states American History I is a prerequisite of American History II (Scheduling > Courses > Course > Course Rules), meaning the student must take American History I before taking American History II. Both courses are also assigned to the Social Studies department, also assigned on the Course editor.

Course Information

CourseID 49500

*Number 6601B

*Name American History I

Subject Type

State Code 150800

Department A School

Schedule Load Priority Max Students

GPA Weight 1

Bonus Points

Advisory

Type

Honors

Homeroom Allow student requests

Allow teacher requests/recommendations

Instruction Method / EE Location

Online Learning

Perkins Code

College Course Credit

Ed-Fi Term Descriptor Override

Comments

Course Rules

Rule List

Rule Type	Rule Detail
Scheduling Rule	6601A American History I Before 6602B American History II
Planning Rule	Prerequisite: 6602B - American History II

Planning Rule Detail

A Planning Rule defines relationships between courses across years, allowing students to effectively plan their school career and take courses that fit their needs. Planning rules are not used in the scheduling process.

*Rule Prerequisite

*Display Value 6602B - American History II

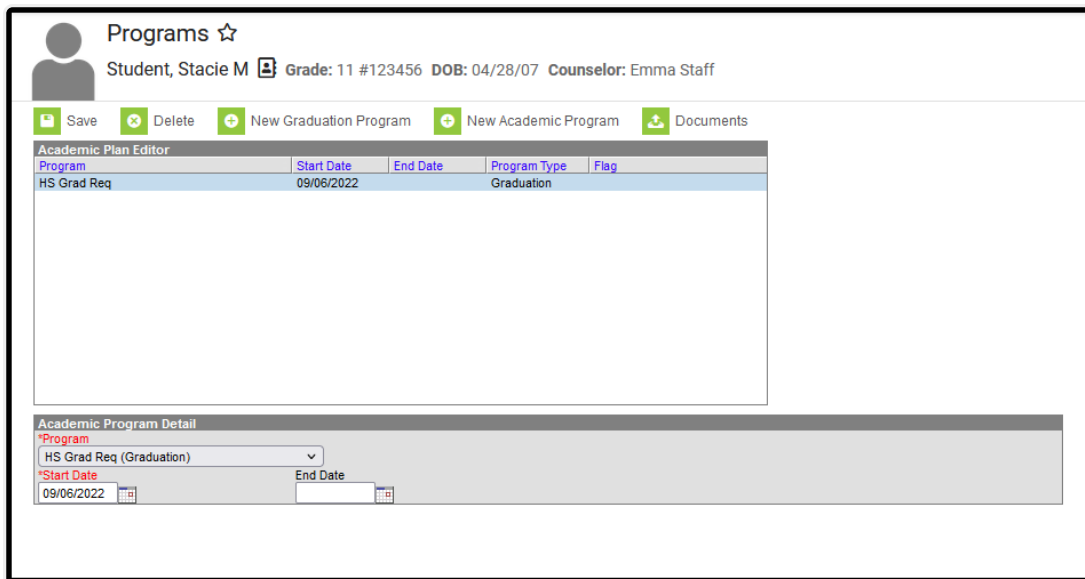
*Transcript/Course Number(s) 6602B

Credits

Min GPA Value

Allow Recommendations

The Student is assigned an Academic Plan, and has an enrollment record in the next school year.



Programs ☆

Student, Stacie M Grade: 11 #123456 DOB: 04/28/07 Counselor: Emma Staff

Save Delete New Graduation Program New Academic Program Documents

Program	Start Date	End Date	Program Type	Flag
HS Grad Req	09/06/2022		Graduation	

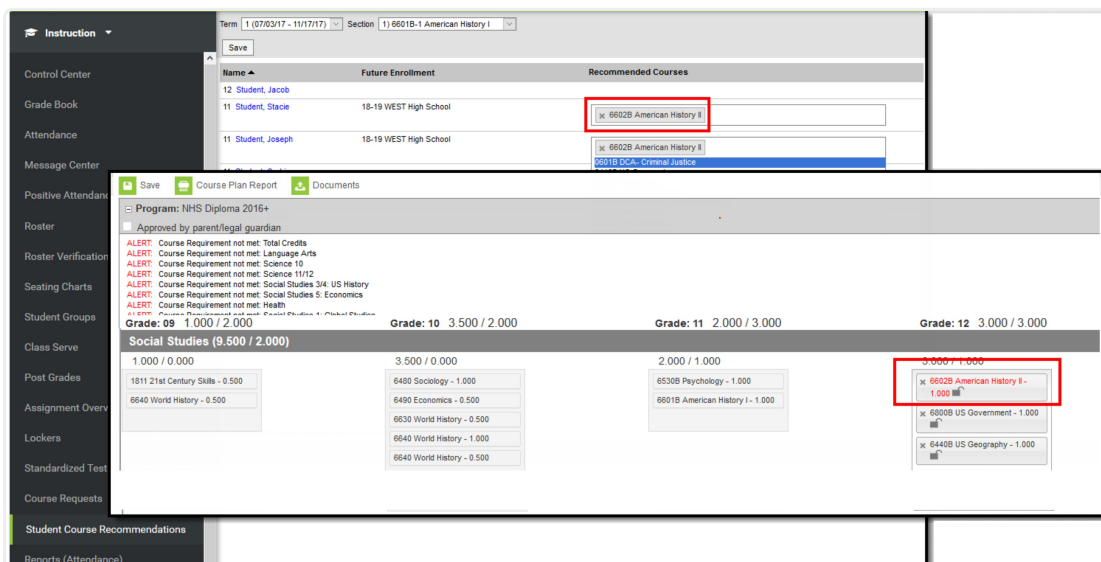
Academic Program Detail

*Program: HS Grad Req (Graduation)

*Start Date: 09/06/2022 End Date:

Student Academic Plan

When the teacher recommends a course for a student (Campus Instruction > Student Course Recommendations) who has a future enrollment record, the teacher can select American History II from the Recommendations tool. Upon saving, the selected course is added to the student's Course Plan.



Instruction > Term: 1 (07/03/17 - 11/17/17) Section: 1) 6601B-1 American History I

Save

Name	Future Enrollment	Recommended Courses
12 Student, Jacob	18-19 WEST High School	
11 Student, Stacie	18-19 WEST High School	x 6602B American History II
11 Student, Joseph	18-19 WEST High School	x 6602B American History II 6601B DC&A Criminal Justice

Save Course Plan Report Documents

Program: NHS Diploma 2016+

Approved by parent/legal guardian

ALERT: Course Requirement not met: Total Credits
ALERT: Course Requirement not met: Language Arts
ALERT: Course Requirement not met: Science 10
ALERT: Course Requirement not met: Science 11/12
ALERT: Course Requirement not met: Social Studies 3/4: US History
ALERT: Course Requirement not met: Social Studies 5: Economics
ALERT: Course Requirement not met: Health

Grade: 09 1.000 / 2.000 Grade: 10 3.500 / 2.000 Grade: 11 2.000 / 3.000 Grade: 12 3.000 / 3.000

Social Studies (9.500 / 2.000)

Grade: 09	Grade: 10	Grade: 11	Grade: 12
1.000 / 0.000	3.500 / 0.000	2.000 / 1.000	3.000 / 1.000
1811 21st Century Skills - 0.500	6480 Sociology - 1.000	6530B Psychology - 1.000	x 6602B American History II - 1.000
6640 World History - 0.500	6490 Economics - 0.500	6601B American History I - 1.000	x 6600B US Government - 1.000
	6630 World History - 0.500		x 6440B US Geography - 1.000
	6640 World History - 1.000		
	6640 World History - 0.500		

Teacher Student Course Recommendation, Student Course Plan

Required Setup for Course Requests and Student Course Recommendations

Following is a summary of what needs to be done in order to have teachers use the Course Requests and Student Course Recommendations tools.

To Use Course Requests and/or Student Course Recommendations

- Assign tool rights for Campus Instruction > Course Requests and Student Course Recommendations
- Mark the Allow Teacher Requests/Recommendation checkbox on the Course
- Roll calendars forward, and roll enrollment forward

To Use Course Requests

- Assign Scheduling Rules for the course

To Use Student Course Recommendations

- Assign Planning Rules for the course
- Assign a Department to the course
- Assign an Academic Plan to the Student

Manage Course Information

Perform the following procedures for course management.

Add and Edit Course Information

1. Enter the **Number** and **Name** of the Course. These are required fields and must be entered in order to save the new course.
2. Enter other applicable course information, as mentioned above and in the following sections (NCES Data, Description information, etc.).
3. Click the **Save** button when finished.

Once course information is saved, [Section](#) data can be manually created and data entered. Or, when building sections from scratch using the [Scheduling Board](#), sections are created based on the number of students registering for a course.

The [Course Wizard](#) can also be used to create courses.

When a field cannot be edited (displays in gray text), it is probably because the course is linked to a Course Master and the field is locked. When this is the case, changes to fields can only be done through the [Course Master](#).

Set Course Parameters for Request Loading

These fields are used in the [Scheduling Board](#) when building courses for the next school year.

1. Enter the priority that should be assigned to the course in the **Schedule Load Priority** field.
2. Enter the maximum number of students who can be placed in a course section the **Max Student** field.

3. Click the **Save** button when finished.

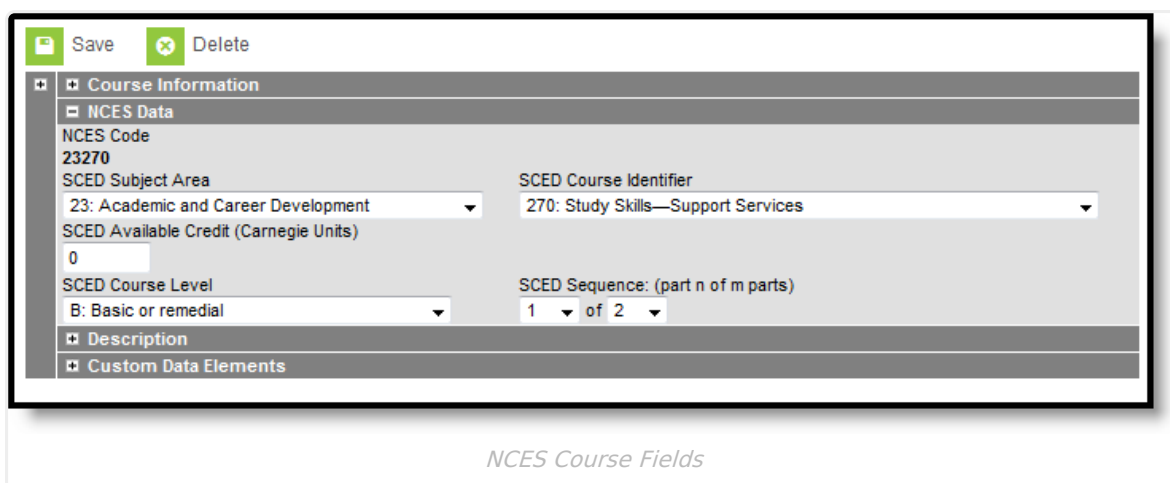
Set Fields for Automated Section Creation

These fields are used in the [Scheduling Board](#) when building courses for the next school year.

1. Enter the number of **Terms, Schedules, Periods** in which a course section meets. For example, Integrated Math I A course sections meets for two terms, two days of the rotation (or both days when it is an A/B rotation), and for one period each meeting.
2. Enter the number of **Sections to build** in the [Scheduling Board](#).
3. Click the **Save** button when finished.

NCES Data

The National Center for Education Statistics (NCES) collects and analyzes data related to education. Codes are used in the collecting and processing of data that facilitates the exchange of information to ensure uniform values. In Campus, these codes are assigned to courses on the Course editor, the Course Masters tool and used in the Course Catalog. These fields are also available in the Ad hoc Reporting Filter Designer when generating reports using the [Course/Section Data Type](#).



Save Delete

Course Information

NCES Data

NCES Code
23270

SCED Subject Area
23: Academic and Career Development

SCED Course Identifier
270: Study Skills—Support Services

SCED Available Credit (Carnegie Units)
0

SCED Course Level
B: Basic or remedial

SCED Sequence: (part n of m parts)
1 of 2

Description

Custom Data Elements

NCES Course Fields

The NCES Code is a 12-digit number. When the Subject Area and the Course Identifier fields are populated, the NCES Code displays as a 5-digit number. When the remaining fields on the NCES Data editor are populated, the NCES Code displays a 12-digit number. When the Course Level field uses localized values with codes that are more than one character, the NCES Code can be longer than 12 digits.

NCES Code Sequence

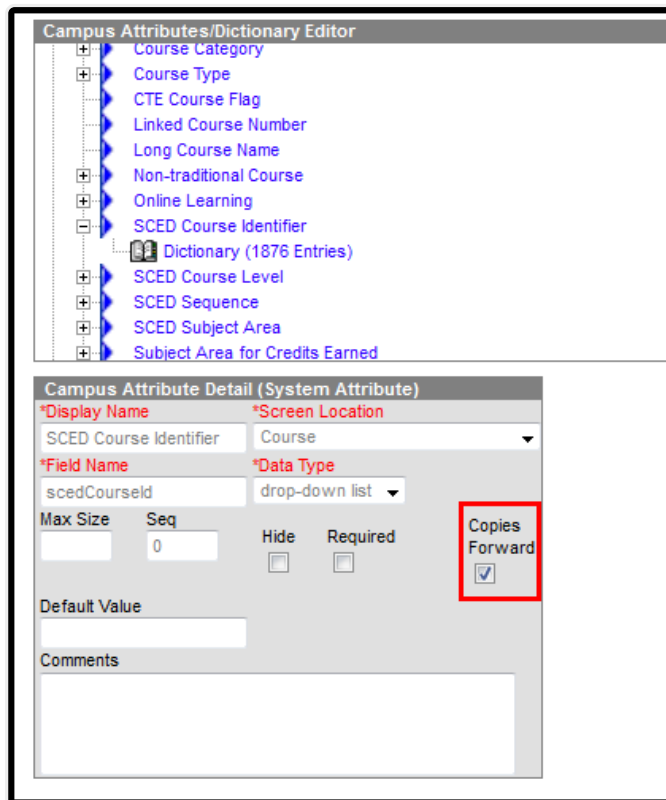
The following information describes how the NCES Code is derived.

► [Click here to expand...](#)

NCES and SCED options are not editable in the Attribute Dictionary as they are a nationally

standardized set of codes. These codes are automatically marked to copy forward with newly created calendars.

NCES Data syncs to State Edition applications. NCES Data also rolls forward with calendars, as NCES selections are tied to a courseID. Additional items added to the Attribute/Dictionary are automatically marked as Copies Forward.



NCES Data - Copies Forward

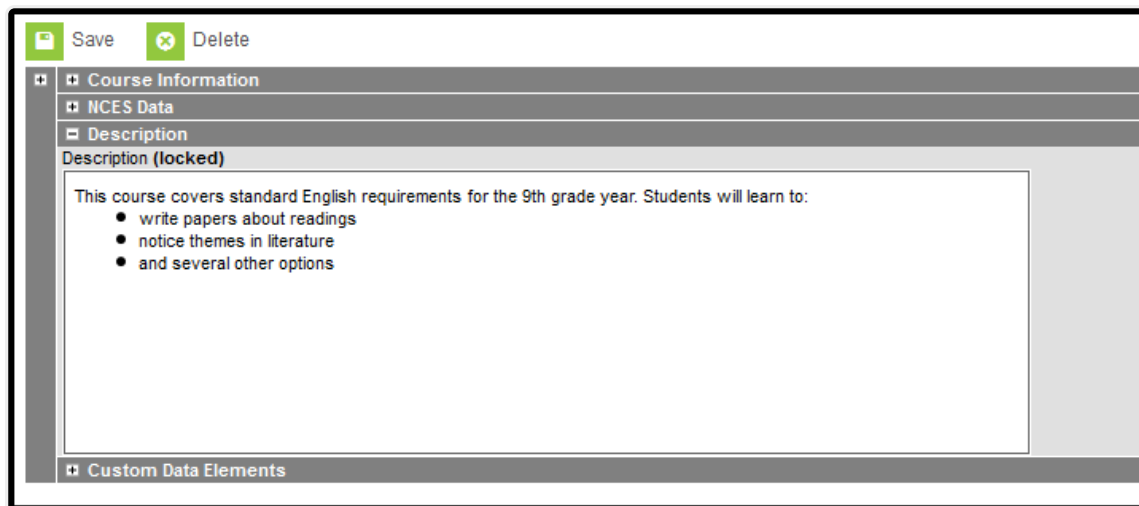
NCES Data Descriptions

The following is a list of fields available in the NCES (National Center for Education Statistics) Data section.

► [Click here to expand...](#)

Course Description

The Course Description section displays the detailed description of the course. This description is visible in the Course Catalog and when students request courses on the Campus Portal. It can only be modified from the Course Catalog.



Course Description Fields

Responsive Scheduling and Course Management

This section covers step 5 in the Responsive Scheduling Workflow.

► [Click here to expand...](#)

Before implementing [Responsive Scheduling](#) as a part of the school's offerings, review your business processes and discuss this opportunity with the appropriate individuals. This affects all areas of a school, including administrators, attendance clerks, teachers, counselors, curriculum directors, etc. Consider the benefits and consequences involved with the following:

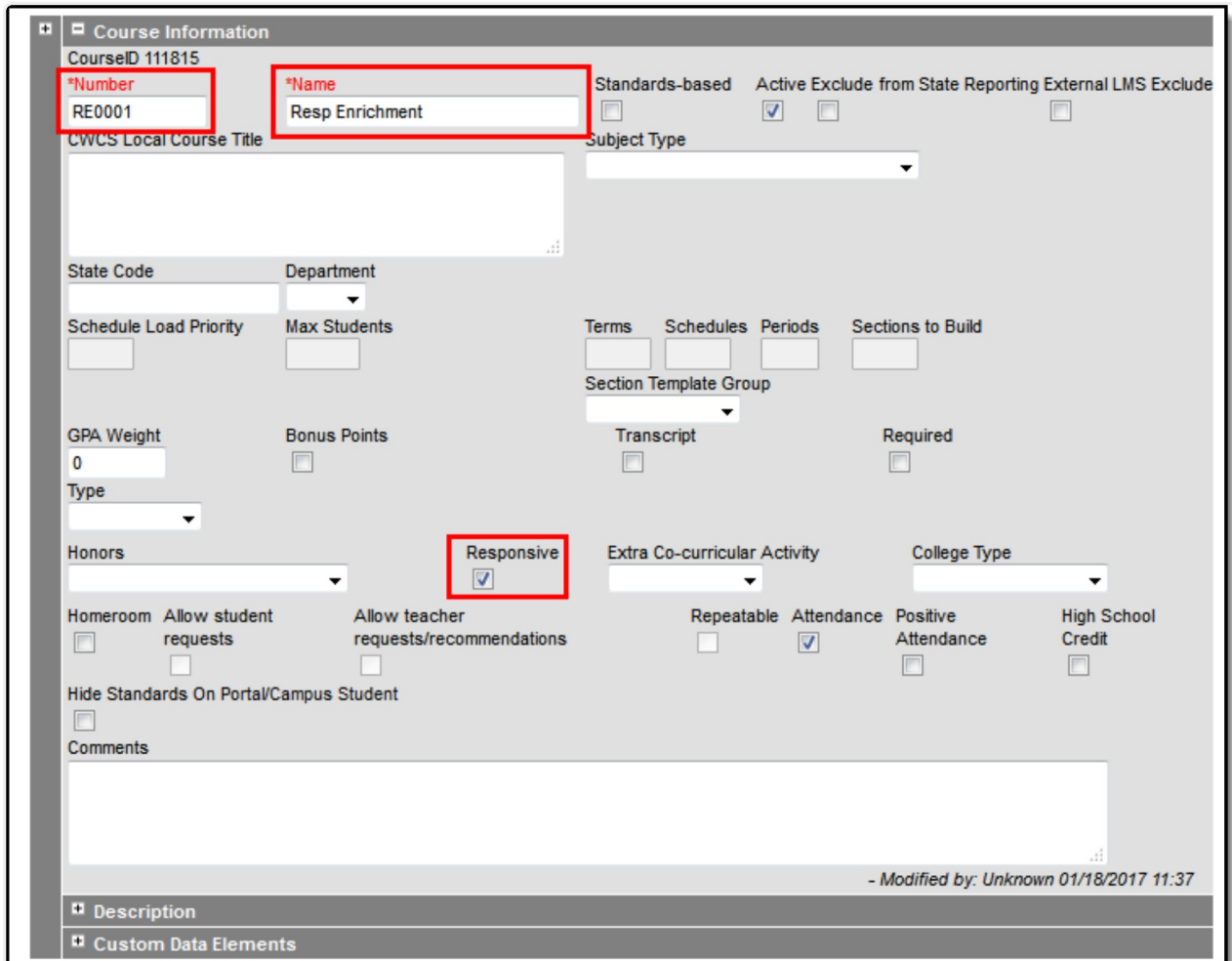
- Calendar changes (new periods, different schedule structures, period length, instruction minutes, etc.)
- New programs/courses to offer
- Course placement
- Attendance tracking

Because of the large amount of course sections that may exist for each course for each responsive day throughout the calendar year, a best practice is to create separate courses for responsive days. That way, teachers would have an easier time locating the appropriate course when creating offerings. This does not mean that for each course in your current course offerings that a responsive course also be created. But do consider creating enough responsive courses to cover each responsive day that is being offered.

- Use a course numbering convention that makes it obvious that the course is a responsive course.
- Use a course naming convention that makes it obvious that the course is a responsive course.

- As noted above, mark these courses as Responsive, and when Attendance is being recorded, mark the course for Attendance.

Also be aware that responsive courses should not be included in state reports. When creating responsive courses, verify the **Exclude from State Reporting** checkbox is **NOT MARKED** and the **State Code** field is **NOT populated**.



Responsive Course Setup

In the above example, note that the Course Number begins with *RE0*, the chosen numbering system for responsive courses. Also note, the Course Name begins with *Resp*, the chosen naming convention for responsive courses. This also aids in searching for responsive courses, either by using the Course/Section quick search or by creating an Ad hoc filter that returns only responsive courses, as illustrated in the example below.

This is a Query Wizard filter built with the Data Type Course/Section.

***Query Name:** Find Responsive Courses

Short Description:

Long Description:

Select categories & fields

Filter By

All Fields

- Course
- Course Information
- Section Information
- School Calendar
- School
- District

Selected Fields

- courseInfo.courseNumber
- courseInfo.courseName
- courseInfo.responsive

Sample Ad hoc Query for Responsive Courses

When assigning value for the filter, depending on your chosen method for labeling responsive courses, the easiest option is to set the Responsive field to a value True (the Responsive checkbox is marked on the Course editor). The operator for Course Number and Course Name can also be set to return values based on the chosen naming convention of those fields.

***Query Name:** Find Responsive Courses SME

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	courseInfo.courseNumber		
2	courseInfo.courseName		
3	courseInfo.responsive	= TRUE	

Sample Ad hoc Query for Responsive Courses - Operator Values

Course sections are not created until the Responsive Section Builder is used. When that is done, sections are listed on the Sections tool. Unlike other courses, there is no option to expand the

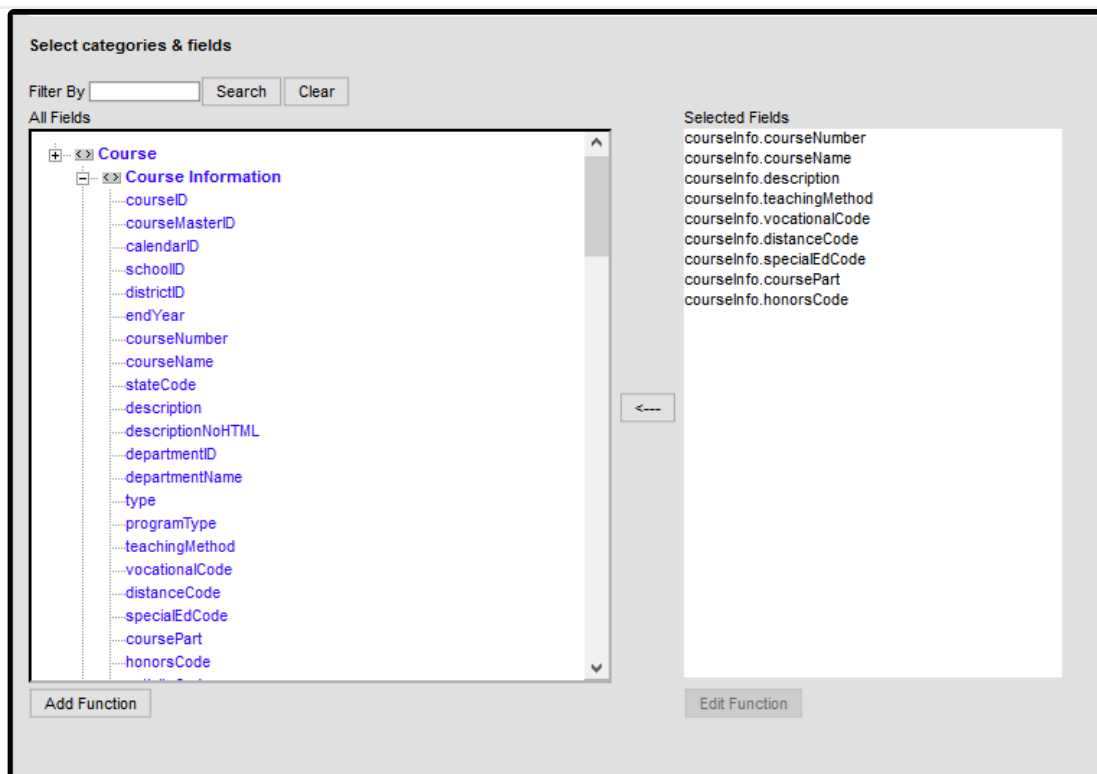
courses in the search results to show existing sections; they are only visible from the Sections tool.

Ad hoc Information

Course information and Course Master information is available in the Query Wizard for **Course/Section** Data Type filters. Fields can be selected from the following folders:

- Course > Course Information
- Course > Course Information > Custom Course.

Fields available on the Course tool are noted in the Course Information section below.



Course Information Fields in Ad hoc

Previous Versions

[Course Information \[.2124 - .2239\]](#)