

Course Catalog

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Tool Search: Course Catalogs

A Course Catalog is a high-level organization of all course masters in a specific school. A high school might have a different course master for each grade level. Those course masters make up the catalog. Fields marked with a checkbox on this editor cannot be changed on the course and **MUST** be managed through the Course Master.

Review the [Course Masters Overview](#) article for information on Course Masters best practices and a Course Master Workflow.

The screenshot displays the 'Course Catalogs' interface. At the top, there are buttons for 'Save', 'Delete', 'New Course Catalog', and 'New Course Master'. Below this is a tree view of course catalogs. The 'Elementary Course File' catalog is selected, showing a list of course masters: 151000 Kindergarten - AM, 151000.T1 Kindergarten - AM-T1, 151000.T2 Kindergarten - AM-T2, 151000.T3 Kindergarten - AM-T3, 151001 Kindergarten - PM, and 151001.T1 Kindergarten - PM-T1.

The 'Course Catalog' details for 'Elementary Course File' are shown below. It includes a 'Name' field with the value 'Elementary Course File'. A note states: 'Choose the items that should be locked for a course. Changes will be pushed from the linked Course Master to Courses in selected calendars. Items that are locked cannot be modified on the Course, with the exception of those items marked with the information tool tip. Changes to these items will be pushed to courses but can also be modified on the Course editor screen.'

There are checkboxes for 'Select All/None', 'Lock editing of:', 'Grading Tasks/Standards' (checked), 'Grade Calc Options', 'Composite Grades', 'Composite Weights', 'Categories', and 'Assessments'. Below this is the 'Course Information' section with a table:

Number	Name	Standards-based	State Report Exclude	External LMS Exclude
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Course-Only Curriculum		
		<input type="checkbox"/>		
Subject Type and Core Academic Class				
<input type="checkbox"/>				

The interface is titled 'Course Catalogs' at the bottom.

Administrators can lock certain settings when creating a course catalog. This reduces differences across the district and provides a more uniform approach to curriculum.

When a field is locked on the Course Catalog, it is immediately locked for all courses linked to a Course Master in that Course Catalog, but Course Master data is **NOT** pushed to that field until the individual Course Master is saved.

Create a New Course Catalog

1. Select the **New** icon.
2. Enter the **Name** of the Course Catalog. Note that Course Catalogs must have unique names.
3. Mark the **Select All/None** checkbox to mark ALL checkboxes on the Course Information, NCES Data and Description editors as locked. Or, leave unmarked to choose which fields are locked.
4. Click the **Save** icon. The new catalog appears in the Course Catalog tree.

It is highly recommended that districts use different course numbers in different course catalogs. For example, a high school course catalog should have different course numbers than those used in the middle school.

The screenshot shows the 'Course Catalogs' interface. At the top, there are buttons for 'Save', 'Delete', 'New Course Catalog' (highlighted with a red box), and 'New Course Master'. Below these is a tree view of existing catalogs, including 'ACTS', 'AHS Course File - Retired EOY 08/09', and 'Elementary Course File'. The 'Elementary Course File' is expanded, showing a list of courses like '151000 Kindergarten - AM', '151000.T1 Kindergarten - AM-T1', etc. Below the tree view is a form for creating a new catalog. The 'Name' field is set to 'Elementary Course File'. There is a 'Select All/None' checkbox. Under 'Lock editing of:', there are checkboxes for 'Grading Tasks/Standards' (checked), 'Grade Calc Options', 'Composite Grades', 'Composite Weights', 'Categories', and 'Assessments'. Below this is the 'Course Information' section, which includes a table with columns for 'Number', 'Name', 'Standards-based', 'State Report Exclude', and 'External LMS Exclude'. The 'Number' and 'Name' checkboxes are checked. The 'Standards-based' checkbox is also checked. The 'State Report Exclude' and 'External LMS Exclude' checkboxes are unchecked. There is also a 'Course-Only Curriculum' checkbox which is unchecked. At the bottom, there is a 'Subject Type and Core Academic Class' checkbox which is unchecked.

New Course Catalog

Lock Fields on a Course Catalog

Any field that displays on the Course editor can be locked to limit edits made by other users. When locked on the Course Catalog, attributes for Grading Tasks and Standards remain editable on both the Course Master and Course. However, deletion of existing data on the Course (assigned grading tasks, assessments, etc.) is NOT possible, even if the user has the correct tool rights.

When an item is marked to be locked, changes made to the Course Master are pushed to the

courses in the selected calendars. The locked items cannot be modified on the Course except for the following. Behavior for locking these fields is noted below:

- Assessments - when locked, information copies forward and is pushed, but changes can be made to assessments at the course level.
- Terms - when locked, information from the Course Master is pushed to courses, but changes can be made at the course level.
- Schedules - when locked, information from the Course Master is pushed to courses, but changes can be made at the course level.
- Period - when locked, information from the Course Master is pushed to courses, but changes can be made at the course level.

Lock Fields

1. Select which catalog to set lock properties.
2. Mark the **Select All/None** checkbox to lock ALL fields. You can also mark each field individually (see step 5).
3. If editing of grading tasks and grading standards needs to be limited, mark the **(Lock editing of) Grading Tasks/Standards** checkbox.
4. If editing of categories needs to be limited, mark the **(Lock editing of) Categories** checkbox.
5. If editing assessments needs to be limited, mark the **(Lock editing of) Assessments** checkbox.
6. If editing grade calculation options needs to be limited, mark the **(Lock editing of) Grade Calc Options** checkbox.
7. **Composite Grades** can be locked separately from the rest of Grade Calc Options.
8. If not all of the listed fields need to be locked, mark the fields that need to be locked through each available editor.
9. Click the **Save** icon when finished. The changes are saved.

Locked data displays in gray text on the Course editor, and changes can only be made through the Course Master. There is also a note on the Course editor that indicates it is linked to a Course Master.

In this example, the **Number, Name, State Code,** and **Subject Type/Core Academic Class** fields are marked as locked on the Course Catalog Editor.

Course Catalogs ☆ Grading & Standards > Grading & Standards Administration > Course Catalogs

Save Delete New Course Catalog New Course Master

Course Catalogs

- 0002 Applied Skills Seminar B II
- 0003 Skills Seminar A I
- 0004 Skills Seminar A II (Academic)
- 0005 Skills Seminar B I
- 0006 Skills Seminar B II (Behavior)
- 0007 Skills Seminar C I
- 0008 Skills Seminar C II
- 0009 Essential Transition I

Course Catalog

Course Information

Number ☒ Name ☒ Standards-based ☐ State Report Exclude ☐ External LMS Exclude ☐

☒ Subject Type and Core Academic Class ☒

State Code ☒ Department ☐

Schedule Load ☐ Max Students ☐ Terms ☐ Schedules ☐ Periods ☐ Sections to Build ☐ Preferred Room Type ☐

Priority ☐ GPA Weight ☐ Bonus Points ☐ Advisory ☐ Transcript ☐ Required ☐

Type ☐ Honors ☐ Responsive ☐ Activity ☐

Homeroom ☐ Allow student ☐ Allow teacher requests ☐ Hide Standards ☐ Repeatable ☐ Attendance ☐ Positive ☐ Expected ☐ High ☐

Course Catalog - Fields Locked for Editing

Changes can be made to those fields on the Course Master Detail (first image below), but once they are pushed to courses, those fields CANNOT be modified on the Course Information editor (second image below).

Course Master Information ☆

Grading & Standards > Course Masters > Course Master Information

0011 Core English I High School Catalog

Related Tools ^

Collapse All

General Course Master Information

Course Catalog: (Required)

High School Catalog

Number: (Required)

0011

Name: (Required)

Core English I

Active:

☒

State Code:

195101

NCES Code:

SCED Subject Area:

SCED Course Identifier:

Available Carnegie Unit Credit:

0.00

SCED Course Level:

SCED Sequence: (part n of m parts)

1

of

1

SCED Lowest Grade:

SCED Highest Grade:

Description: ⓘ

B i U A: = = = ¶: G ☐ ☐ +:

Course Master ID: 1166

Scheduling

Course Setup

Subject Type:

CORE: Core Academic Subject Area

Core Academic Class: (Required)

ENG: English

Transcript:

☒

GPA Weight:

1.000

Bonus Points:

☐

Course-Only Curriculum:

☐

Course Master - Fields Locked on Catalog can be Modified

Course Information ☆
Scheduling & Courses > Courses > Course Information
Related Tools ^

0011 Core English I

Collapse All

General Course Information

Course Master Linked - 0011 Core English I

Number:
0011

Name:
Core English I

Active:
☒

State Code:
195101

NCES Code:
23201

SCED Subject Area:
23: Academic and Career Development (K-12)

SCED Course Identifier: (Required)
201: English/Language Arts-Support Services

Available Carnegie Unit Credit:
0.00

SCED Course Level:
X: Not applicable

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

SCED Lowest Grade:

SCED Highest Grade:

Description: ⓘ

B i U A:

Course ID: 75660 | Modified By Administrator, System on 3/25/2025 9:14 AM

Scheduling

Course Setup

Subject Type:
CORE: Core Academic Subject Area

Core Academic Class: (Required)
ENG: English

Transcript:
☒

GPA Weight:
1.000

Bonus Points:
☐

Course-Only Curriculum:
☐

Attendance:
☒

Standards-Based:
☐

Hide Standards On Portal:
☐

Ignore Master Push:
☐

External LMS Exclude:
☐

Course Information - Fields Locked for Editing Cannot be Modified

Create a New Course Master from the Course Catalog

Course Masters can be created from the Course Catalog view. However, adding Grading Tasks, Standards, and Assessments must be done in the [Course Masters](#) toolset.

1. Select the **New** icon.
2. Select the **Course Catalog** to which this new course master belongs.
3. Enter the **Number** of the Course Master.
4. Enter values for the remaining fields on the editor.
5. Click the **Save** icon when finished.

Information can be saved at any time. Users can enter values for one editor at a time and save after each one or enter all values at once and save at the very end.

See the [Course Masters](#) article for detailed information on adding data to course masters.

Add a Course Catalog to a School

Tool Search: School Information

This is Step 2 in the Course Master Workflow.

After creating the Course Catalog, the [School](#) editor must be updated to recognize that the school uses one.

1. Navigate to **School Information** and select the applicable school.
2. Select the **Course Catalog** from the dropdown list.
3. Click the **Save School** icon.

The screenshot shows the 'School Information' form in the Infinite Campus system. The form is titled 'School Information' with a star icon. Below the title are three buttons: 'Save School', 'Delete School', and 'New School'. A paragraph of text explains that school data is divided into School Detail and School History, and provides instructions on how to create a new School History record. The form is divided into two main sections: 'School Editor' on the left and 'School Detail' on the right. The 'School Editor' section contains a list of school types: 'Elementary School', 'Middle School', and 'High School'. The 'School Detail' section contains various fields for school information, including 'Name', 'State School Number', 'NCES School Number', 'Standard Code (SIF StatePrid)', 'CEEI Number', 'Ed-Fi School ID', 'Course Catalog - Master List', 'High School Catalog', 'External LMS Exclude', and 'Exclude'. The 'Course Catalog - Master List' dropdown is highlighted with a red box, and the 'High School Catalog' option is selected. Below the form, the text 'School Detail - Course Catalog Selection' is displayed.