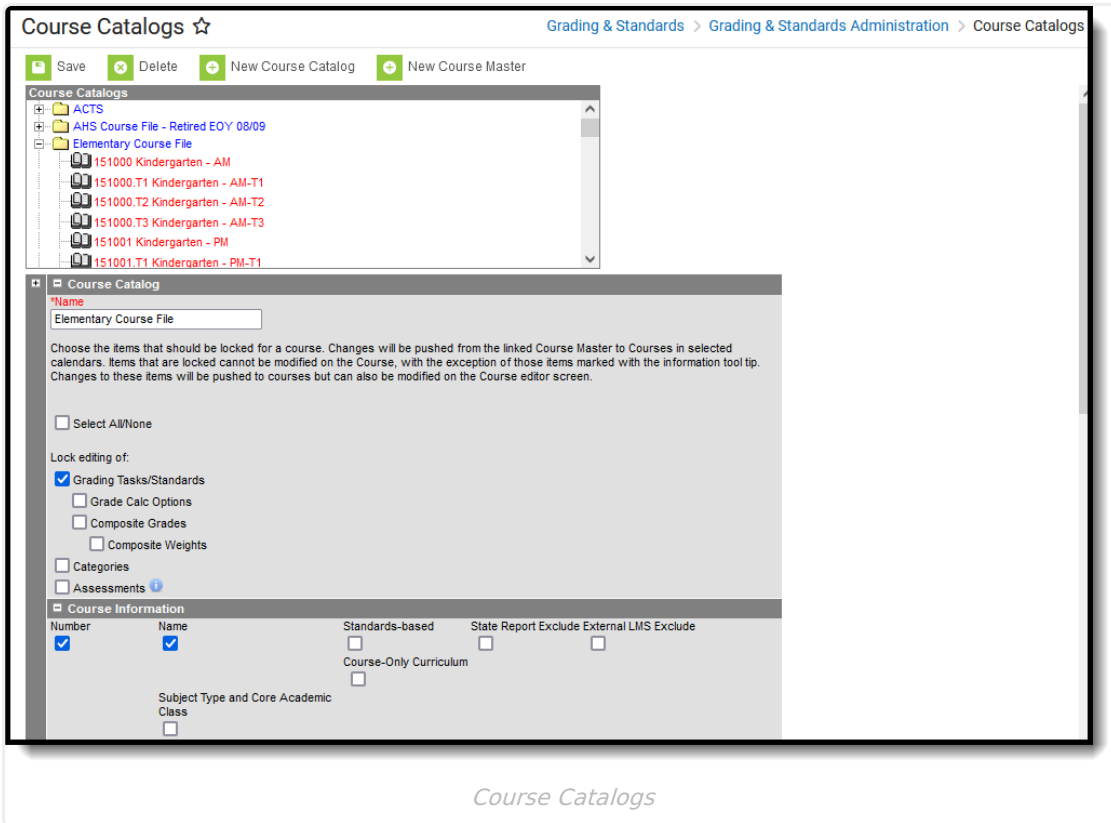


Course Catalog

Last Modified on 03/03/2025 1:24 pm CST

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.



Course Catalogs

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.

Course Master Workflow

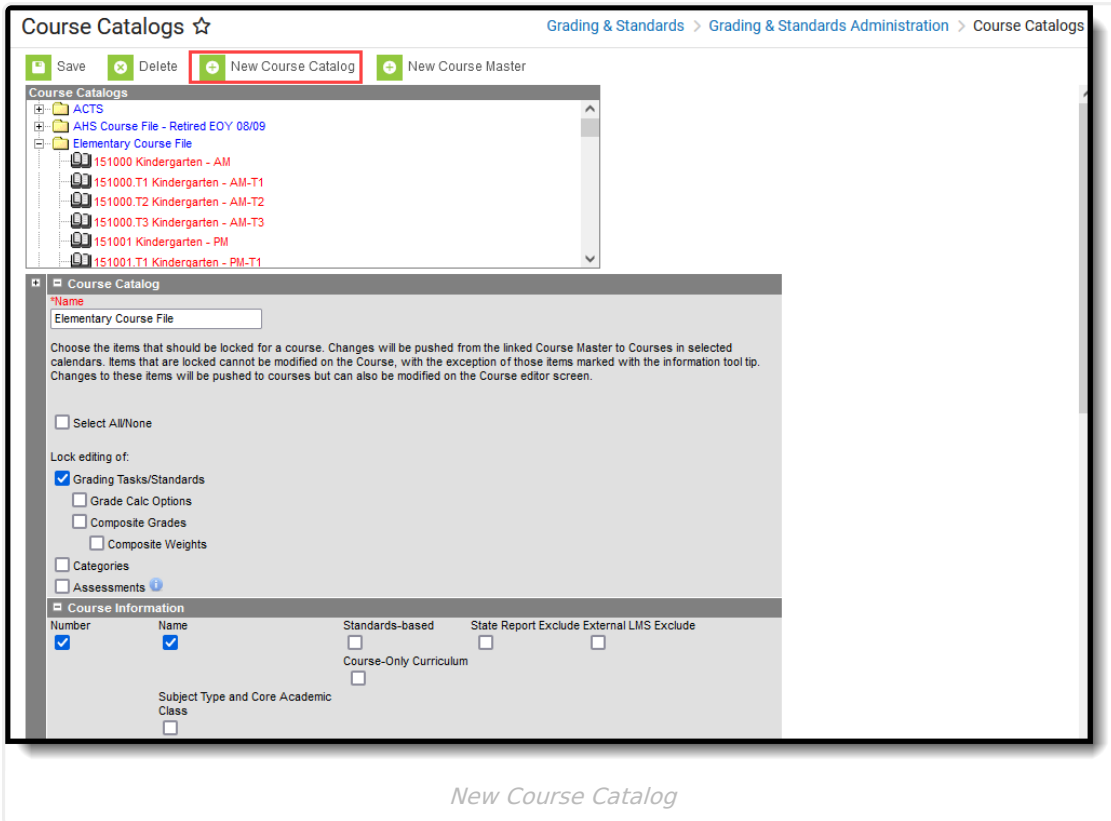
▶ [Click here to expand...](#)

Step		Campus Location
1.	Create Course Catalogs for the district.	Grading & Standards > Grading & Standards Administration > Course Catalogs
2.	Assign the Course Catalog to the school.	School & District Settings > Schools > School Information
3.	Create Course Masters for the district.	Grading & Standards > Course Masters > Course Master Information
4.	Add Grading Tasks to the Course Master.	Grading & Standards > Course Masters > Grading Tasks
5.	Add Standards to the Course Master.	Grading & Standards > Course Masters > Standards
6.	Add Categories to the Course Master.	Grading & Standards > Course Masters > Categories
7.	Add Assessments to the Course Master.	Grading & Standards > Course Masters > Assessments
8.	Establish Grade Calc Options for the Course Master.	Grading & Standards > Course Masters > Grade Calc Options
9.	Push the Course Master to the Courses.	Grading & Standards > Course Masters > Course Master Information > Push to Courses
10.	Copy Course Master information to other Course Masters.	Grading & Standards > Course Masters > Copy Course Master
11.	Use the Push ALL Course Masters tool to update the Course Catalog with the latest Course Master data.	Grading & Standards > Grading & Standards Administration > Push All Course Masters
12.	Use the Push ALL Courses tool to update all courses in the selected calendar with the latest Course data.	Grading & Standards > Grading & Standards Administration > Push All Courses

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.



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. Changes can be made to those fields on the Course Master Detail, but they display in gray text and cannot be edited on the Course Editor.

The image displays three overlapping screenshots of the Infinite Campus software interface, illustrating how fields are locked across different editors. Red boxes highlight the 'Number', 'Name', 'State Code', and 'Subject Type' fields in each editor. In the Course Catalog Editor (top left), these fields are locked. In the Course Master Information Editor (top right), these fields are active and editable. In the Course Information Editor (bottom), these fields are displayed in gray text, indicating they are locked for editing in this view. The Course Information Editor also shows a 'Course Master Linked' status for the course.

Locked Fields on Course Catalog, Course Master, Course Editor

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.

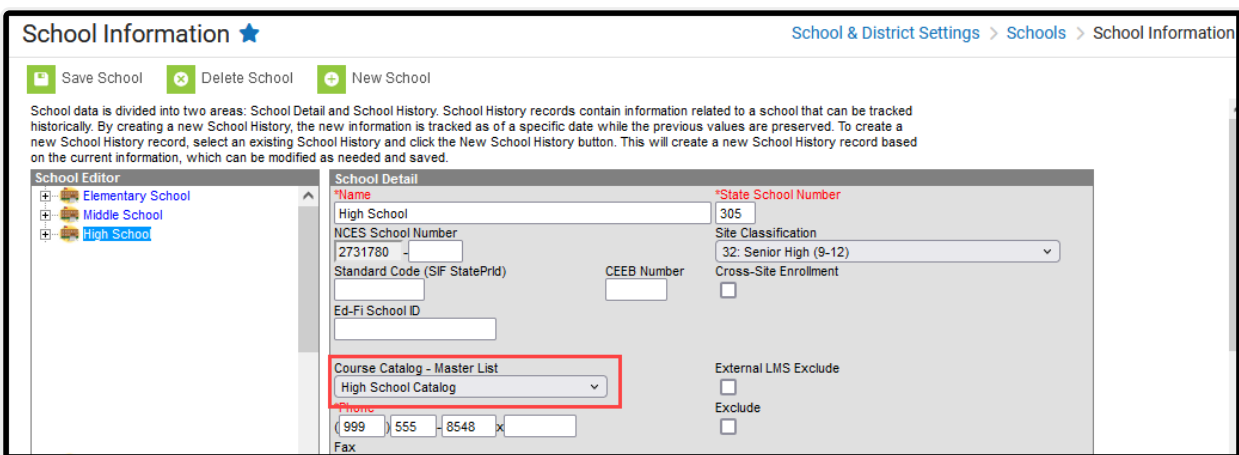
Add a Course Catalog to a School

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.



School Detail - Course Catalog Selection