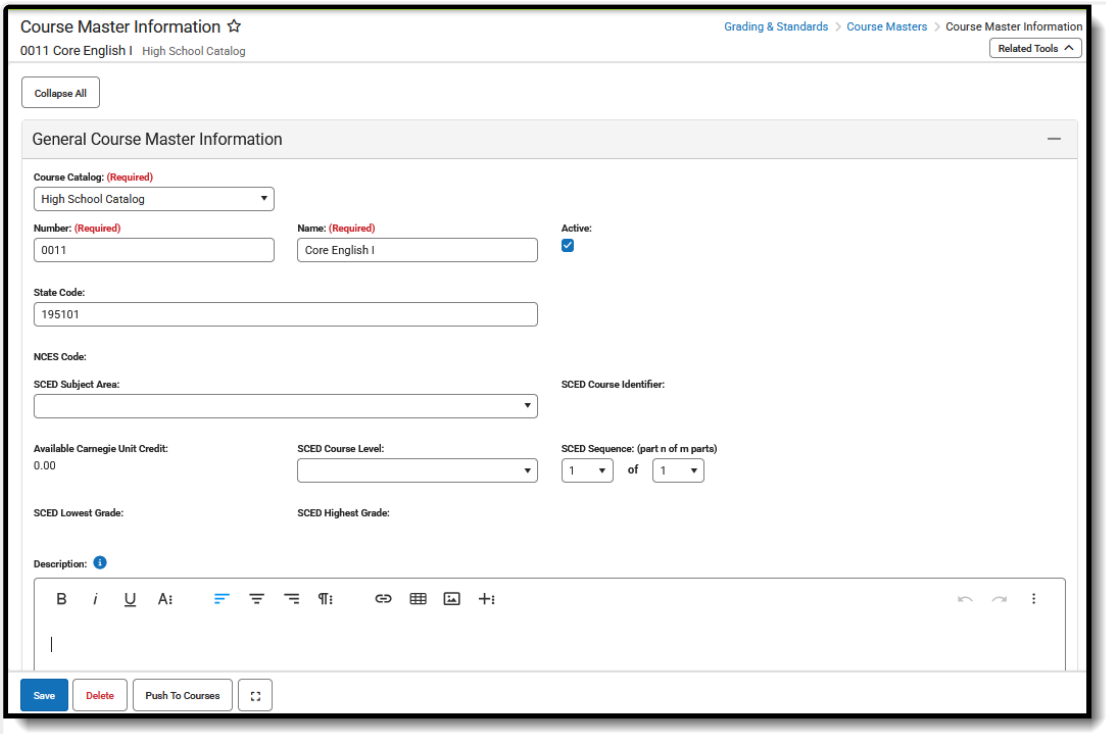
Course Master Information

Last Modified on 09/21/2026 9:18 am CDT

Path: Grading & Standards > Course Masters > Course Master Information

A Course Master defines course elements of courses from a district level, so all schools are using the same number and naming convention for courses, as well as the same setup for grading. Course Catalogs need to be created first before creating Course Masters. A Course Catalog is a collection of Course Masters that is then attached to the school. Changes made to the Course Master are also applied to the courses at the schools if fields have been locked.

Review the Course Masters Overview article for information on Course Masters best practices and a Course Master Workflow.



Course Master Information

See the Course Master Information Tool Rights article for details on the rights and subrights required to use this tool.

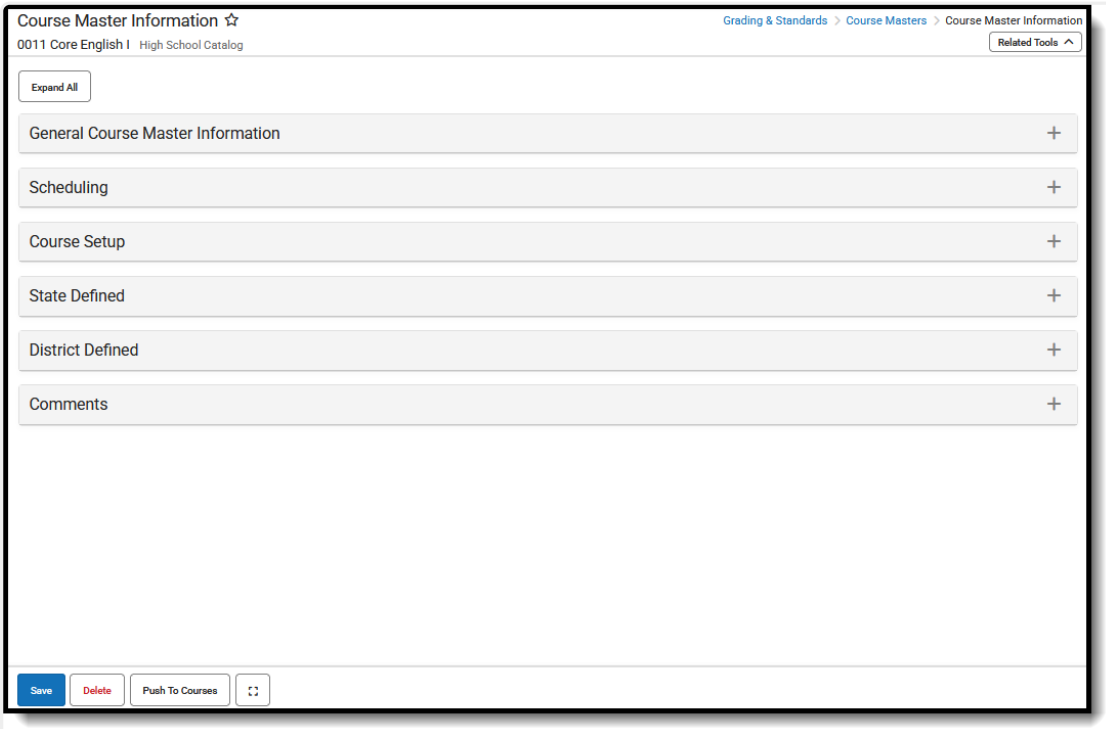
Courses that exist prior to creating Course Masters are not automatically linked to the newly created Course Master. Use the Course Status tool to relink those courses.

When Grading Tasks, Standards, and Assessments are locked on the Course Catalog, that information displays with a lock icon at the Course level and cannot be deleted unless they are removed from the Course Master.

Navigation

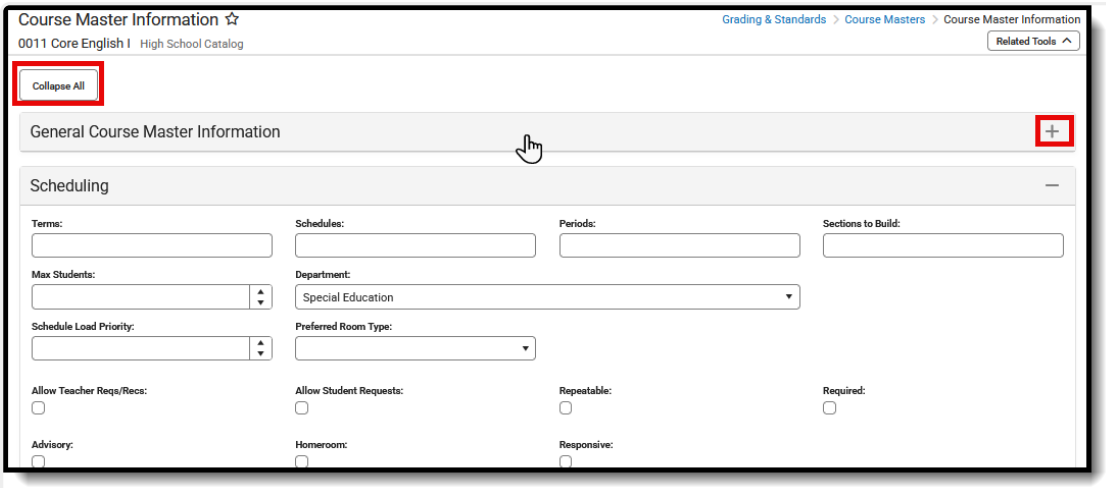
The Course Master Information editor is organized into the following sections:

- **General Course Master Information** includes identifying information, whether the course master is active, SCED information, and a course description.
- **Scheduling** includes the length of the course, the number of periods it meets in one day, the number of schedules it meets in, the department name, the maximum student count, etc.
- **Course Setup** includes fields like the course is an attendance-taking course, uses positive attendance, is standards-based, reports scores on a student's transcript, and much more.
- **State Defined** lists all of the fields that are used for state reporting in your state.
- **District Defined** lists any field your district has chosen to collect data on. These are added using the Custom Attribute/Dictionary.
- **Comments** lists any additional information about the course that your school or district wants known. This could be a note when the course was added to the catalog, that it must meet in a certain room, that it's only for seniors, or some other piece of information.



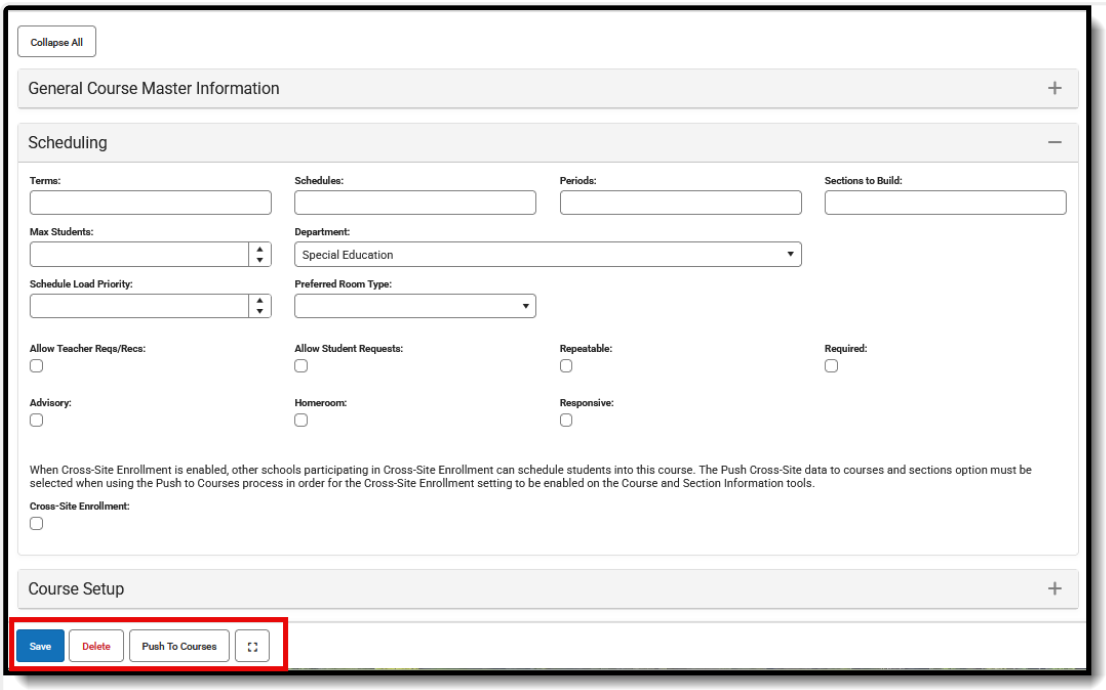
Course Master Information Editor - All Cards Collapsed

Click on the gray header or use the plus sign on the right side to expand the card. Use the **Expand All/Collapse All** button at the top of the tool to open or close all of these sections.



Open or Close Course Information Cards

The **Save, Delete, Push to Sections**, and **Full Screen** view buttons display across the bottom of the tool.



Course Master Information - Save, Delete, Push to Courses, Full Screen

Edit Course Master Information

Existing course master information can be modified by changing current values for the selected course. Any new course masters need to be added using the Add Course Master tool.

Best Practices for modifying course master data:

- Always follow your school's/district's policies for updating course master information.

- Changes to course masters are best managed before the start of the school year.

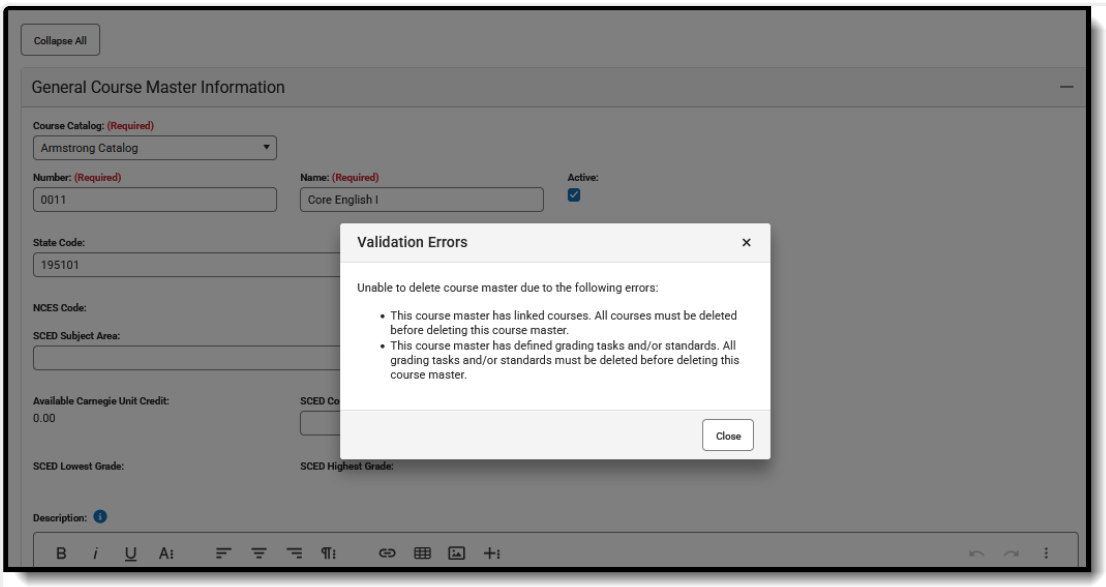
1. Locate and modify the desired value for the appropriate field. The required fields must have a value to save the updates.
2. Click **Save** when finished.

Once course master information is saved, that change can be pushed to the courses.

Delete Course Masters

1. Search for and select the Course Masters to delete.
2. Click **Delete**. The course master is deleted when there are no linked courses.

Course Masters can only be deleted when there are no linked courses. When there are linked courses, a Validation Error message displays.



Delete Course Master Validation Error

When there are no validation errors, the course master is deleted. Once deleted, the screen goes blank, and then the Course Master Search option opens.

Course Masters should only be deleted when they were created in error. While users assigned full tool rights to Course Master Information can delete courses, this is not a recommended practice.

- Deleting a course master causes a loss of current and historical data, including student scores, transcript records, attendance data, etc.
- Course Masters cannot be deleted when:
  - The Active Trial is locked.
  - Courses are assigned to the course master.
  - Cross-Site Enrollment students are scheduled into the course.

- Responsive Course Schedules are aligned with the course.

Instead of deleting the course master, set the course master to inactive by removing the Active checkbox. An inactive course master remains within the catalog, but it will not be available. Inactive course masters still roll forward to future calendars and can be marked as Active when they need to be available again. This way, historical data is not lost.

Push to Courses

The **Push to Courses** option moves the selections on the Course Master to the Courses. This action updates all courses within the Course Master to have the same information - Grading Tasks, Standards, Categories, etc.

Exercise caution when pushing changes to courses once classes are in session, as changes may affect grade calculations.

When data is pushed from the Course Master, Course level Grading Tasks and Standards are overwritten when the same task name and term mask are set. Course level Grade Calc Options are updated with the new data.

Course Master data can be pushed to any calendar for a school associated with the Course Catalog. Calendars may have varying numbers of periods, terms, schedules, etc. The number of periods, terms, and schedules from the Course Master pushes to the destination courses up to the number the destination calendar has. A validation message displays when the Course Master has more terms, periods, and/or schedules than the receiving calendar. The maximum value pushes to the courses.

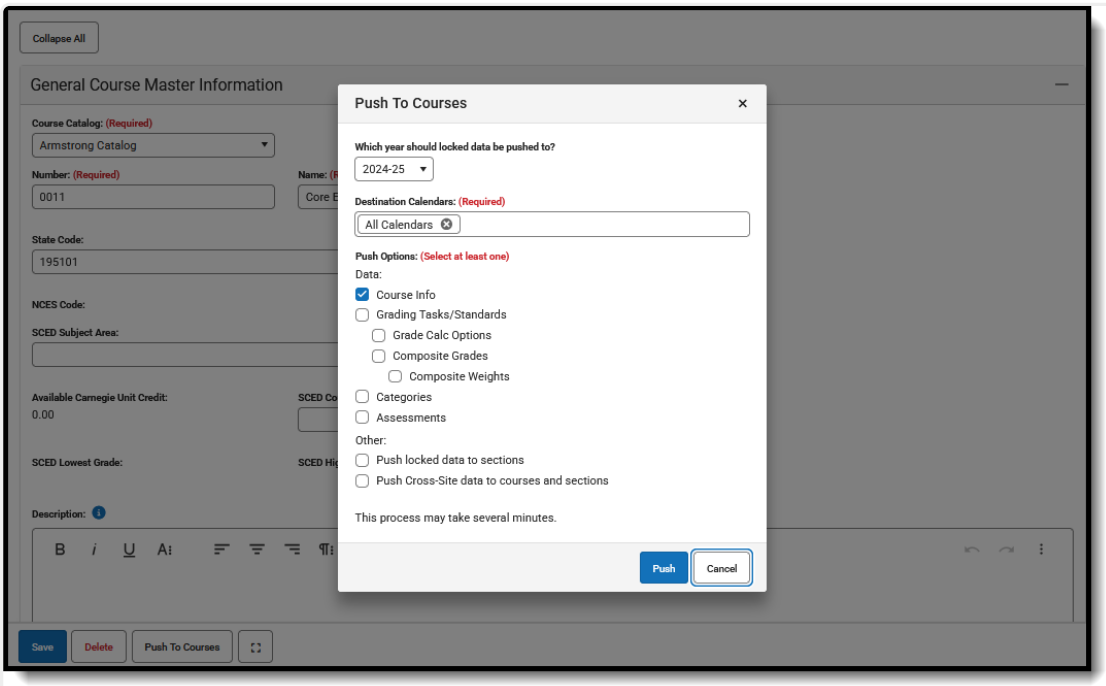
The best time to implement district-level categories is at the beginning of the school year.

Note the following:

- Data must be LOCKED in order to push information to courses. Marking fields as locked is done at the Course Catalog level. Custom Course elements have a corresponding lock field on the Course editor.
- When a category pushed from a course and a category created by the teacher in the section have the same name, the teacher's category is appended with (1) to distinguish it from the category from the course.
- Categories pushed to sections are locked from editing by teachers.
- Categories and Grade Calculation options aligned to a Course Master ARE NOT reflected in Campus Instruction if a teacher has already set up any of the following: Grade Book, Planner, or Assignment Overview. This is to ensure any existing assignments and grades are not modified.
- Changes made to calculations in Grade Calc Options and Composite Grading may result

in changes to students' grades once classes are in session.
- This option is NOT available when the course is a mapped Cross-Site Enrollment course.

1. Click **Push to Courses**.
2. In the pop-up that opens, verify the correct calendar year is selected.
3. Select the desired Destination Calendars to determine to which courses the course master information is pushed.
4. In the **Push Options** section, *Course Information* is automatically selected. Mark additional checkboxes for any course data that needs to be pushed.
5. If desired, mark the **Push locked data to sections** checkbox to push data from courses to sections as well. Alternatively, data can be pushed from courses to sections using the Push All Courses tool or individually on the Courses tool.
6. If desired, mark the **Push to inactive courses** checkbox to push to courses that do not have the Active checkbox marked.
7. Click **Push** to update courses with the grading data from the course master.



Course Master - Push to Courses

Locked Fields from 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 when 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. Items that are locked cannot be modified on the Course, with the exception of 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.

Course information is the core reporting information **unless** the Section is populated. This means:

- Values populated in the Section Information fields take precedence over the values populated in the Course Information fields.
- Section Information fields appear blank unless they are populated manually.
- Section Information fields should only be populated when the values need to differ from the Course Information fields.

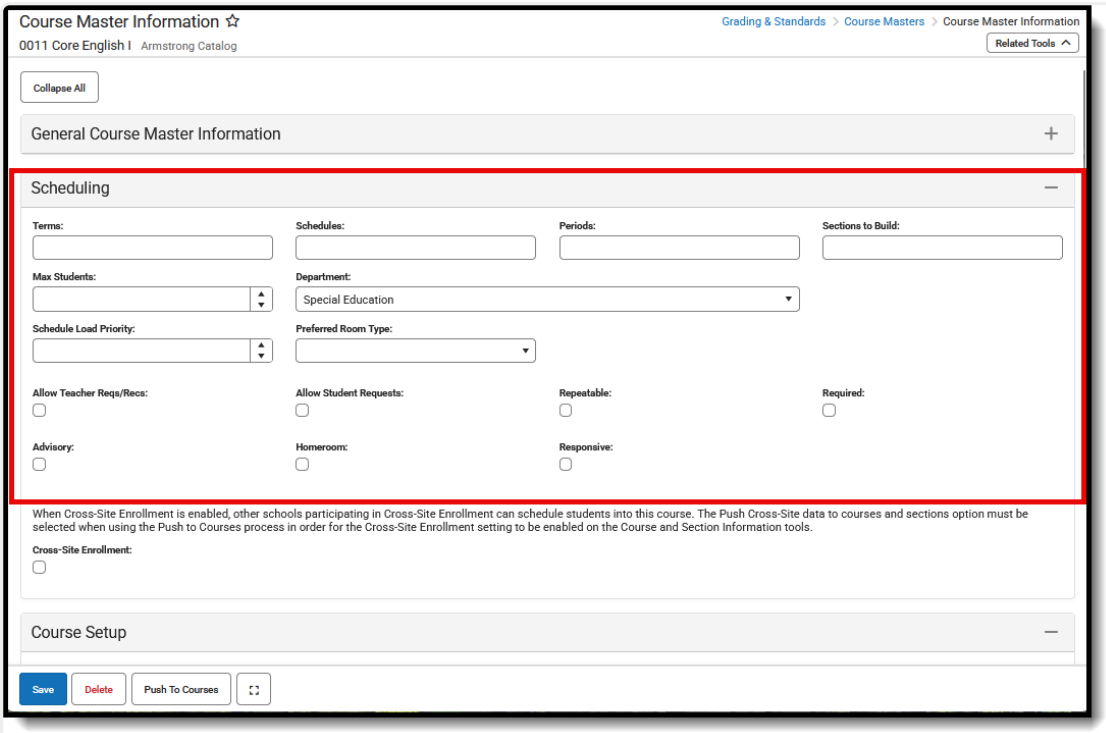
See the Locked Fields on Course Information and Section Information explanation on the Course Catalog article for details.

Set Course Parameters Used in Scheduling Processes

These fields are used in the Scheduling Board when building courses for the next school year.

The values entered for Terms, Schedules, and Periods must be within the limits of the calendar structure. For example, a value of six for Terms is not a valid entry for a calendar that has four terms.

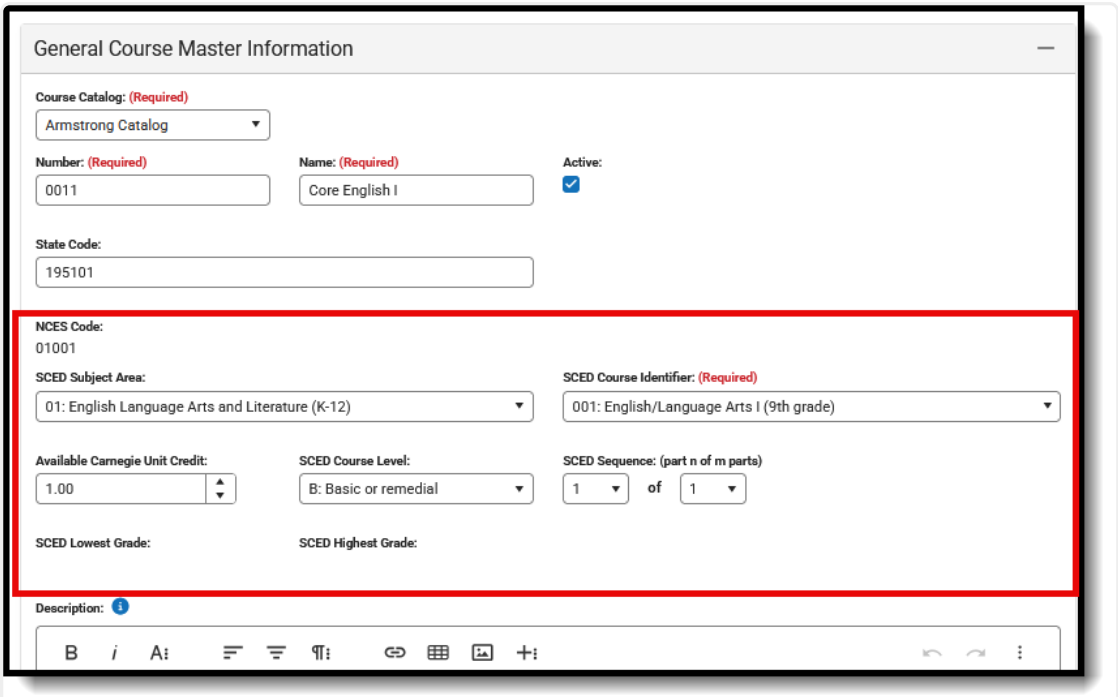
1. Expand the **Scheduling** card.
2. Enter the number of **Terms, Schedules, and Periods** in which a course section meets. For example, Integrated Math I A course sections meets for two terms, two days of the rotation (or both days when it is an A/B rotation), and for one period each meeting.
3. Enter the number of **Sections to Build.**
4. Enter the maximum number of students who can be placed in a course section the **Max Student**s field.
5. Enter the priority that should be assigned to the course in the **Schedule Load Priority** field.
6. Review any other values selected for the course and modify as needed.
7. Click the **Save** button when finished.



Course Master Information - Scheduling Card

Manage NCES and SCED Course 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.



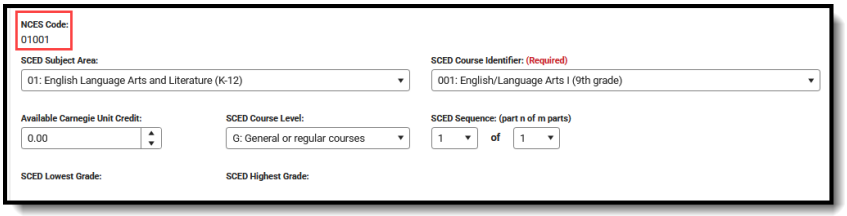
SCED Course Master Fields

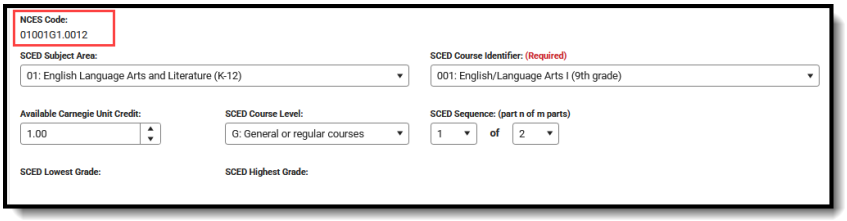
The NCES Code is a 12-digit number. When the SCED Subject Area and the SCED Course Identifier fields are populated, the NCES Code displays as a 5-digit number. When the remaining SCED fields are populated, the NCES Code displays a 12-digit number. When the Course Level field uses localized values with 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.

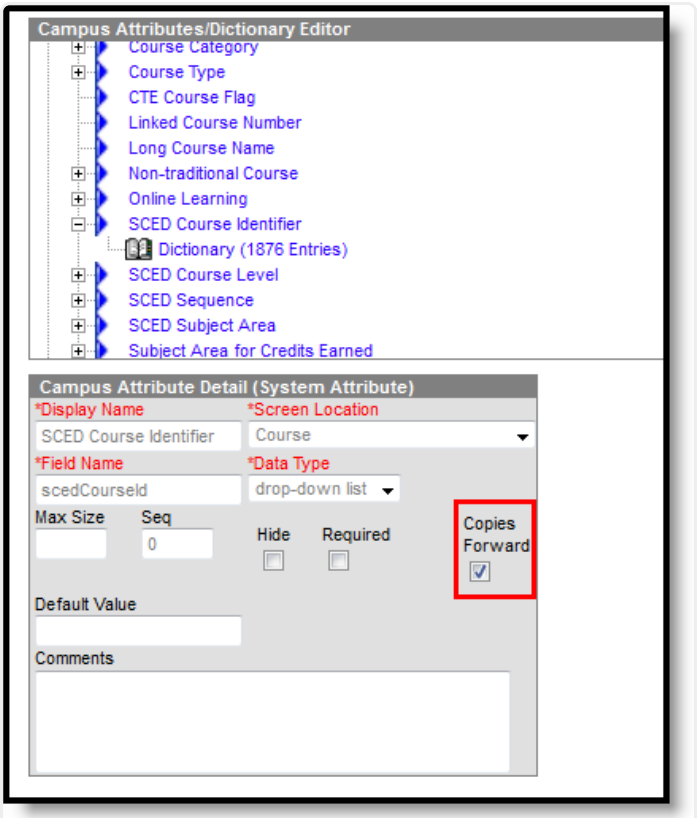
Click here to expand...

NCES Number Display	NCES Code
5-digit Number	2 digits from SCED Subject Area (**01**001) 3 digits from SCED Course Identifier (03**003)** 

NCES Number Display	NCES Code
12-digit Number	2 digits from SCED Subject Area (**01**001G091212) 3 digits from SCED Course Identifier (01**001**G091212**)** 2 digits from SCED Lowest Grade (01001G**09**1212**)** 2 digits from SCED Highest Grade (01001G09**12**12**)** 1 value from SCED Course Level (01001**G**091212**)** 2 digits from SCED Sequence (01001G0912**12**)
12-digit Number with Carnegie Unit Credit Populated	2 digits from SCED Subject Area (**01**001G1.0012) 3 digits from SCED Course Identifier (01**001**G1.0012**)** 4 digits (includes decimal) from Available Carnegie Unit Credit (01001G**1.00**12**)** 1 value from SCED Course Level (01001**G**1.0012**)** 2 digits from SCED Sequence (01003G1.00**12)**  **Available Carnegie Unit Credit values report when present over SCED Lowest/Highest Grade**.

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.

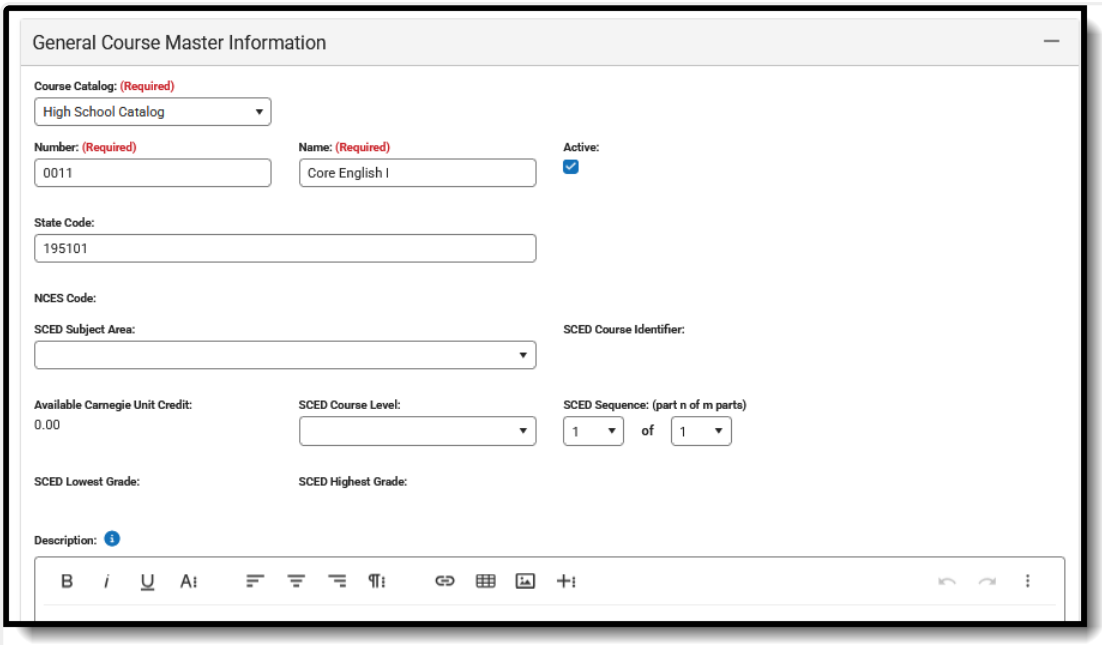


NCES Data - Copies Forward

Course Master Information Field Descriptions

The following is a list of fields available in each of the Course Master Information cards.

General Course Master Information



General Course Master Information Card

Field Name	Description	Location
Course Catalog *Required*	Lists which course catalog the selected Cousre Master is linked.	**Database:** CourseCatalog.name **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > catalogName **(courseInfo.catalogName)**
Number *Required*	This number is used for identification, searching, and making requests. It is also displayed on student schedules and transcripts. Spaces are not allowed at the beginning or end of this field. Numbers or letters can be entered. Course Master numbers must be unique for each Course Master in each school.	**Database**: CourseMaster.number **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > courseMaster.Number (**courseInfo.courseMasterNumber)**

Field Name	Description	Location
Name *Required*	A more descriptive identifier, the course name is visible in many places in Campus and can be up to 30 characters in length. Spaces are not allowed at the beginning or end of this field.	**Database**: CourseMaster.name **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > courseMasterName (**courseInfo.courseMasterName)**
Active	Indicates the course master is active and available to align courses.	**Database:** CourseMaster.active **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > active (**courseInfo.active)**
State Report Exclude	When marked, course information is not included in any state reports. See the Responsive Scheduling and Course Management section for this field's impact on responsive courses This field is hidden and is only available upon request. State reports need to be modified before this field can be activated. For more information, contact Campus Support.	**Database:** Course.stateReportExclude **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > stateReportExclude **(courseInfo.stateReportExclude)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked or a value of 1 when the checkbox is marked.

Field Name	Description	Location
State Code	A code assigned to a course that is used in state reports, up to 20 characters long. The entered value can be numbers or letters, decimals or special characters. See the Responsive Scheduling article for section for this field's impact on responsive courses. This field behaves differently in each state. See the State Code Field Logic section for details.	**Database:** CourseMaster.statecode **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > CourseMasterStateCode (**courseInfo.CourseMasterStateCode)**

Field Name	Description	Location
NCES Code	A 5-digit or 12-digit alphanumeric value (depending on what fields are populated) that is a combination of the populated SCED codes and Available Carnegie Unit value. • When the SCED Subject Area and the SCED Course Identifier fields are populated, the NCES Code displays as a 5-digit number. • When the SCED Subject Area and the SCED Course Identifier fields are populated, along with the remaining fields on the NCES Data editor, the NCES Code displays a 12-digit number. See the NCES Code Sequence section for details on how the code is derived. There is a core set of NCES values provided by the National Center for Education Statistics website. In certain states, these values may be localized. Note that the NCES code field displays "none" until the Subject Area and the SCED Course Identifier fields have been populated. When those values have been cleared, the NCES code field displays "none"	**Database:** N/A (calculated field using the Subject Area and SchedCourseID) **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > NCESCode **(courseSection.NCESCode)** Course/Section Data Type: Course > Course Information > NCES Code (**courseInfo.NCES Code)**

Field Name	Description	Location
SCED Subject Area	The Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) presents a taxonomy and course descriptions for secondary education. This is intended to help schools and education agencies maintain longitudinal information about students' coursework in an efficient, standardized format that facilitates the exchange of records as students transfer from one school to another, or to post-secondary education. For a list of the SCED Subject Area Codes, see the National Center for Education Statistics website.	**Database:** CourseInfo.SCEDSubjectArea **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > SCED Subject Area **(courseInfo.SCED Subject Area)**
SCED Course Identifier *Required*	A 3-digit number that distinguishes a course within a Course within SCED Subject Area. These identifiers are general but provide enough specificity to identify the course's topic and to distinguish it from other courses in that subject area.	**Database:** CourseInfo.SCEDCourseIdentifier **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > SCED Course Identifier **(courseInfo.SCED Course Identifier)**

Field Name	Description	Location
Available Carnegie Unit Credit	Indicates the amount of credit available to a student who successfully meets the objectives of the course. It is a measure of "seat time" rather than a measure of attainment of the course objectives. The Carnegie Foundation defined the Carnegie Unit as 120 hours of class or contact time with an instructor over the course of a year at the secondary (American high school) level. This breaks down into a single one-hour meeting on each of five days per week for a total of 24 weeks per year. However, knowing that classes usually meet for 50 minutes yields a value of 30 weeks per year. A semester (one-half of a full year) earns 1/2 a Carnegie Unit. The entered value formats as N.NN. When a value of 1.5 is entered, the NCES Course Code includes this as 1.50. See the NCES Code Sequence section for details on how the code is derived. A course meeting every day for one period of the school day over the span of a school year offers one Carnegie unit. Values of 1 up to 999.99 can be entered.	**Database:** CourseInfo.SCEDAvailableCredit **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > SCED Available Credit (**courseInfo.SCED Available Credit)**

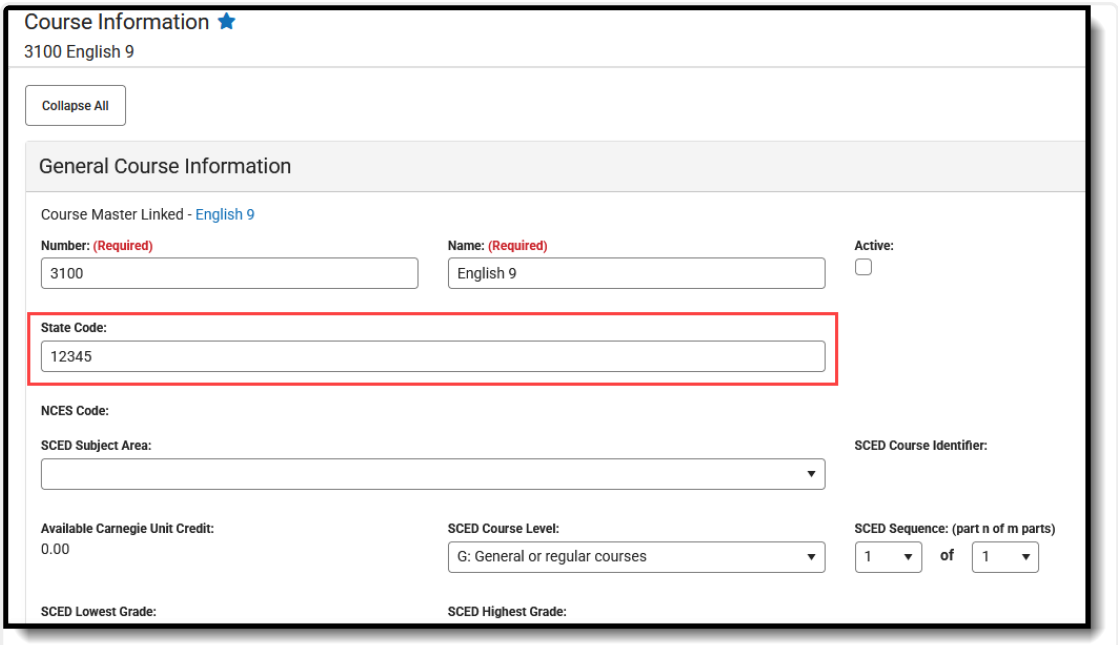
Field Name	Description	Location
SCED Course Level	The secondary course's level of rigor. Options may be localized in some states.	**Database:** CourseInfo.SCEDCourseLevel **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > SCED Course Level (**courseInfo.SCED Course Level)**
SCED Sequence (part n of m parts)	Describes the manner in which schools may break up courses into multiple courses to address complex course content. Chemistry may be broken into 2 different courses: Chemistry 1 and Chemistry 2. Taking Chemistry 1 would be course "one of two" or "1 2". It is important to remember that sequence describes the order in which courses are taken. The first sequence field cannot have a higher value than the second sequence field. These fields are automatically populated with values of 1 of 1.	**Database:** CourseInfo.SCEDSequenceNumber CourseInfo.SCEDSequenceMax **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > SCED Sequence Number (**courseInfo.SCED Sequence Number)** Course/Section Data Type: Course > Course Information > SCED Sequence Max (courseInfo.SCED Sequence Max) **Ad hoc Additional Information** Click here to expand... SCED Sequence Number applies to the Part N field. SCED SequenceMax applies to the Part M field.

Field Name	Description	Location
SCED Lowest Grade	Indicates the lowest grade level offered for a specific course. This field is used for pre-secondary courses (e.g., elementary and middle school courses) and can be selected when the SCED Subject Areas field has a value of the following and a SCED Course Identifier is selected: • 89: Special Education (EE) • 90: Comprehensive Age-Level Programs (EE) • 91: Non-Subject Specific Classifications (EE) The entered grade level must be less than the entered grade level for SCED Highest Grade. **This field is not available in all states.**	**Database:** CourseInfo.SCEDLowestGrade **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > SCED Lowest Grade (**courseInfo.SCED Lowest Grade)**

Field Name	Description	Location
SCED Highest Grade	Indicates the highest grade level offered for a specific course. This field is used for pre-secondary courses (e.g., elementary and middle school courses) and can be selected when the SCED Subject Areas field has a value of the following and a SCED Course Identifier is selected: • 89: Special Education (EE) • 90: Comprehensive Age-Level Programs (EE) • 91: Non-Subject Specific Classifications (EE) The entered grade level must be greater than the entered grade level for SCED Lowest Grade. **This field is not available in all states.**	**Database:** CourseInfo.SCEDHighestGrade **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > SCED Highest Grade (**courseInfo.SCED Highest Grade)**
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.	**Database:** Course.description **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > description **(courseInfo.description)**

State Code Field Logic

The State Code field behaves differently in each state. The following summarizes these differences. Follow your state's procedures when using this field.



State Code Field on General Course Information Card

For states that use the Course Management tool to define State Codes:

- The State Code field is a searchable dropdown with values defined in Course Management.
- No additional values can be added to the Course Information tool.
- When the State Code field is populated on the Course Master Information tool, the field is read-only on the Course Information tool.
- When the State Code field is NOT populated on the Course Master Information tool and is not locked, the field can be populated on the Course Information tool.

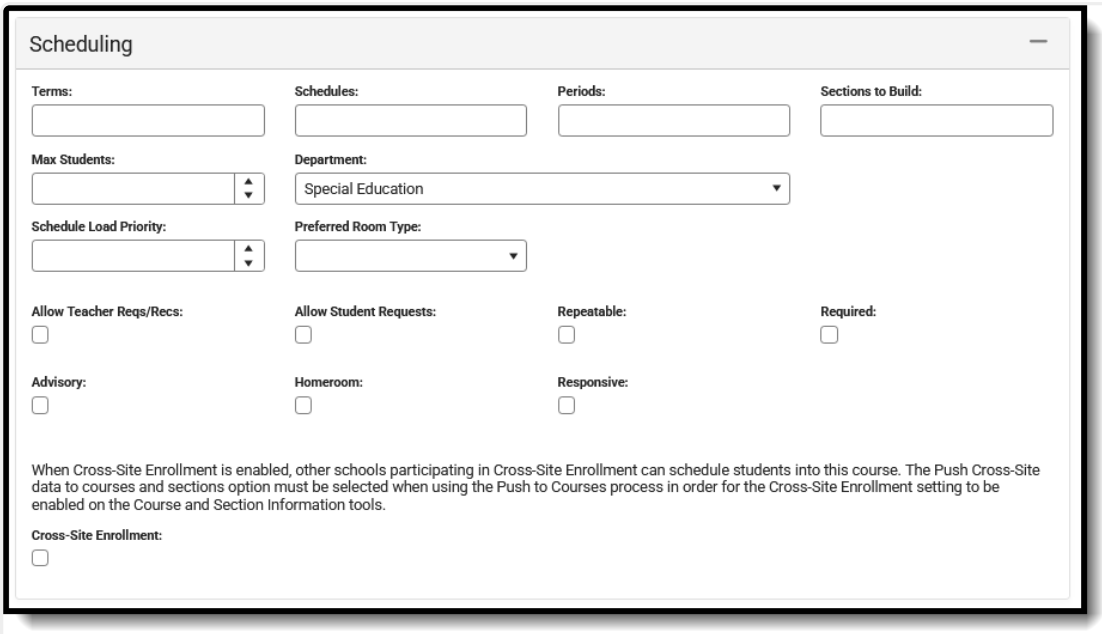
For states that use the State Code attribute and define dictionary values in either the Course attribute or the Definition attribute via the Core Attribute/Dictionary:

- The State Code field is a searchable dropdown with values defined in Course Management.
- No additional values can be added on the Course Information tool.
- When the State Code field is populated on the Course Master Information tool, the field is read-only on the Course Information tool.
- When the State Code field is NOT populated on the Course Master Information tool and is not locked, the field can be populated on the Course Information tool.

For states that do not use Course Management or the State Code Attribute to define values:

- The State Code field is a text box instead of a searchable field.
- When the State Code field is populated on the Course Master Information tool, the field is read-only on the Course Information tool.
- When the State Code field is NOT populated on the Course Master Information tool and is not locked, the field can be populated on the Course Information tool.

Scheduling



Scheduling Card

Field	Description	Location

Field	Description	Location
Terms	Indicates the number of terms one instance of the course covers, such as a semester long course that lasts for two terms in a four quarter schedule. This field, along with the Schedules and Periods fields, needs to be populated in order to accurately reflect a student's requested units. The entered number for this field must be greater than zero (0) and must not be more than the maximum number of terms set on the calendar. For example, a a value of 6 cannot be entered for a calendar that has only 4 terms. **Academic Planning Logic** Click here to expand... This field calculates the credit a student receives for this course. **This field should not be blank or have a value of zero.** When viewing the Course Plan and the Grad Progress tools, a planned course that is scored multiple times only displays once with the total amount of credit the student receives for that course. Value is multiplied by the value entered in this field.	**Database:** Course.terms **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > terms (**courseInfo.terms)**

Field	Description	Location
Schedules	Indicates the total number of period schedules in which the course meets. This field, along with the Terms and Periods fields, needs to be populated in order to accurately reflect a student's requested units. The entered number for this field must be greater than zero (0) and must not be more than the maximum number of schedules assigned to the calendar. For example, a a value of 6 cannot be entered for a calendar that has only 4 schedules.	**Database:** Course.schedules **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > schedules (**courseInfo.schedules)**

Field	Description	Location
Periods	Indicates the number of periods in one day a course is taught. This value is most often one. For schools using block scheduling, this number would be two - the student attends the same course for two hours. This field, along with the Terms and Schedules fields, must be populated to accurately reflect a student's requested units. The entered number for this field must be greater than zero (0) and must not be more than the maximum number of periods set on the calendar. For example, a a value of 6 cannot be entered for a calendar that has only 4 periods.	**Database:** Course.period **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > periods (**courseInfo.periods)**
Sections to Build	Indicates to the Scheduling Board how many sections of this course exist.	**Database:** Course.sectionToBuild **Ad hoc Reporting:** Student > Learner Planning > Course Requests > Course > sectionsToBuild **(course.sectionToBuild)** Course/Section Data Type: Course > Course Information > sectionsToBuild (**courseInfo.sectionsToBuild)**

Field	Description	Location
Max Students	Displays the maximum number of students that can be scheduled into the sections of the course. This field is also on the Section Information editor; it only needs to be populated in one location (either on the Course editor or the Section editor). **Only positive, whole number values can be entered.** When using the Scheduling Board to load course sections OR when loading requests for students using the Walk-In Scheduler, this field MUST be populated with a value that is greater than zero.	**Database:** Course.maxStudents **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > maxStudents (**courseInfo.maxStudents)**
Department	Contains the lists of departments created in that can be used to organize courses. Assigning a department to courses helps in the organization of the schedule. When using the Scheduling Board or when searching by department, all courses in that department are grouped together.	**Database:** Course.departmentName **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > departmentName (**courseInfo.departmentName)**

Field	Description	Location
Schedule Load Priority	Indicates priority that should be given to a course during scheduling. This is used in the Scheduling Board when loading course requests. A value of 1 indicates the courses are first, which might be helpful for courses that aren't offered every year.	**Database:** Course.priority **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > departmentName (**courseInfo.departmentName)**
Preferred Room Type	Lists the type of room in which this course can be scheduled. Room types are created in the Attribute/Dictionary. See the Room Setup article for more information.	**Database:** Course.roomType **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > departmentName (**courseInfo.departmentName)**

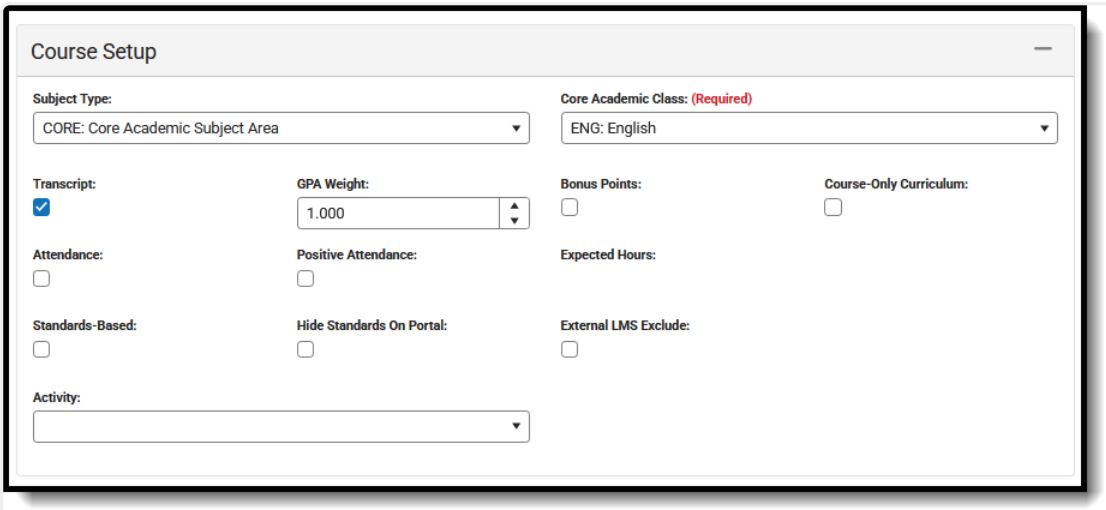
Field	Description	Location
Allow Teacher Reqs/Recs	Indicates teachers are able to recommend students for the course. When marked, teachers can suggest courses for the student using the Course Requests tool and can recommend future courses for the student using Student Course Recommendations. See the Teacher Course Requests and Course Recommendations section for more information. Student Course Recommendations are used in the Academic Planning process and require the student to have an active Academic Plan. Teacher Course Requests are used in the Scheduling process. **Academic Planning Logic** Click here to expand... Courses marked with this checkbox can be chosen by teachers in the Teacher Course Requests tool and the Student Course Recommendations tool, when the teacher has appropriate tool rights. Teachers can only request courses that are marked to allow student requests.e	**Database:** Course.allowTeacherRequests **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > allowTeacherRequsts **(courseInfo.allowTeacherRequests)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.

Field	Description	Location
Allow Student Requests	Indicates students can request this course through the Portal. When this is not marked, the course displays in the Course Catalog search results with a message that states courses can only be added by a counselor, and students are not allowed to request this on the Portal. **Academic Planning Logic** Click here to expand... Courses marked to Allow Student Requests can be chosen by students when planning courses for the next school year(s) and can be added to their academic plan in the Portal. When a course is not marked to allow student requests, the Course Catalog search on the Portal displays a message, and only counselors can add the course to a student's Academic Plan.	**Database:** Course.requestable **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > requestable **(courseInfo.requestable)**
Repeatable	Courses marked as repeatable can be chosen by students multiple times to add to their academic plan. **Academic Planning Logic** Click here to expand... Courses marked as repeatable can be chosen by students multiple times to add to their academic plan.	**Database:** Course.repeatable **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > repeatable **(courseInfo.repeatable)** **Additional Ad hoc Information** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.

Field	Description	Location
Required	Indicates whether the course is required. Marking this does not mean the course is necessary for a student to graduate (those courses are indicated on a student's Graduation Plan). **There is no logic associated with marking this,** but when a school were to use this checkbox to note which courses a student needed in order to meet graduation requirements, this would be used in a report. Then, all courses marked as Required could be found.	**Database:** Course.required **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > required **(courseInfo.required)** **Additional Ad hoc Information** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.
Advisory	Identifies a course as an advisory course.	**Database:** Course.advisory **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > advisory **(courseInfo.advisory)**
Homeroom	Indicates that this course functions as a homeroom. This field is used in scheduling and attendance reports and functions as a sort option when scheduling courses for the next school year. It also causes the teacher's name to print on the Report Card.	**Database:** Course.homeroom **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > homeroom **(courseInfo.homeroom)** **Ad hoc Information** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.

Field	Description	Location
Responsive	When marked, indicates the course allows for Responsive Course offerings. See the Responsive Scheduling articles for more information. This checkbox cannot be marked for Cross-Site Enrollment courses. When this checkbox is marked, the following fields are disabled: • Schedule Load Priority • Max Students • Terms • Schedules • Periods • Sections to Build • Repeatable • Allow Teacher Requests • Allow Student Requests	**Database:** Course.responsive **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > responsive **(courseInfo.responsive)** **Ad hoc Information** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.
Cross-Site Enrollment	When marked, indicates this course is available for students participating in Cross-Site Enrollment courses. This only displays when the Course Master Information has Cross-Site Enrollment marked. See the Cross-Site Enrollment articles for more information.	**Database:** CourseMaster. allowCrossSiteEnrollment **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > Course Master Cross-Site Enabled **(courseInfo.Course Master Cross-Site Enabled)**

Course Setup



Course Setup Card

Field	Description	Location
Subject Type	Indicates whether the information taught in the course applies to one of the following: CORE: Core Academic Subject Area ELEM: Basic Elementary Curriculum SPED: Special Education Content When the information does not fall into one of these categories, select NA: Not Applicable. When CORE is selected, a required Core Academic Class field displays.	**Database:** Course.subjectType **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > subjectType **(courseInfo.subjectType)**

Field	Description	Location
Core Academic Class *Required*	This field is required when the Subject Type is set to CORE: Core Academic Subject Area. Core Academic Classes refer to any course in one of the following areas: • English • Reading/Language Arts • Mathematics • Science • Foreign Language • Civics & Government • Economics • Arts • History • Geography	**Database:** Course.coreSubject **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > coreSubject **(courseInfo.coreSubject)**
Transcript	Indicates whether the course should be included on student transcripts.	**Database:** Course.transcript **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > transcript **(courseInfo.transcript)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.

Field	Description	Location
GPA Weight	Indicates that the course contributes to the student's cumulative GPA calculation. It indicates the impact of the course score in GPA calculations relative to other courses. For example, a school's score group is on a standard 4.0 scale. A course has a weight of 2. For a student that receives an A (4.0), the GPA value then equals an 8, thus inflating the calculation. Most often, this field is set to a 1. When the course does not contribute to the GPA at all, leave the field blank. When the GPA Weight on a Transcript Course Record is blank/null/zero, the GPA Value for that Course is not included in any Weighted or Unweighted GPA calculations on the transcript.	**Database:** course.gpaWeight **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > gpaWeight **(courseInfo.gpaWeight)**
Bonus Points	Indicates whether bonus points are used in calculating GPA.	**Database:** Course.bonusPointsAvail **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > bonusPointsAvail **(courseInfo.bonusPointsAvail)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.

Field	Description	Location
Course-Only Curriculum	Prevents teachers from aligning assignments aligned to sections in this course to sections in any other courses. Normally, teachers can align an assignment to any section they teach, including those in multiple sections. This option restricts that ability; when an assignment is aligned to a section in this course, only other sections of the same course can be selected in the Section Selector of the assignment.	**Database:** Course.courseOnlyCurriculum **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > courseOnlyCurriculum **(courseInfo.courseOnlyCurriculum)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked or a value of 1 when the checkbox is marked.
Attendance	Indicates whether attendance is taken during this course.	**Database:** Course.attendance **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > attendance **(courseInfo.attendance)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.
Positive Attendance	Indicates whether attendance recorded for this section is in the form of positive attendance, in which the teacher tracks how long students work in a given course area. When the Positive Attendance Preference is set to No, this field is used as an indicator. When the preference is set to Yes, additional logic is turned on, allowing schools to enter positive attendance data for these courses.	**Database:** Course.unitAttendance **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > unitAttendance **(courseInfo.unitAttendance)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked, and a value of 1 when the checkbox is marked.

Field	Description	Location
Expected Hours	When the Positive Attendance Preference is set to **Yes**, this field displays, indicating the total number of hours of attendance a student enrolled in this class is required to have. Hours can be entered as whole numbers or as decimal numbers up to 6 characters (1000.25, etc.). A maximum value of 8760 hours can be entered.	**Database:** Course.expectedHours **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > expectedHours **(courseInfo.expectedHours)**
Standards-Based	Indicates whether this course is graded using a traditional grading scale or aligned with a standards area.	**Database:** Course.standardsBased **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > standardsBased **(courseInfo.standardsBased)**
Hide Standards On Portal	Hides the standards assigned to a course from being viewed on the Portal and Student App. Standards still display for teachers in Campus Instruction. Marking this checkbox marks it for all of a course's section upon save.	**Database:** Course.hideStandardsOnPortal **Ad hoc Reporting:** Student Data Type: Student > Learner Planning > Course Requests > Course > hideStandardsOnPortal (**course.hideStandardsOnPortal)**

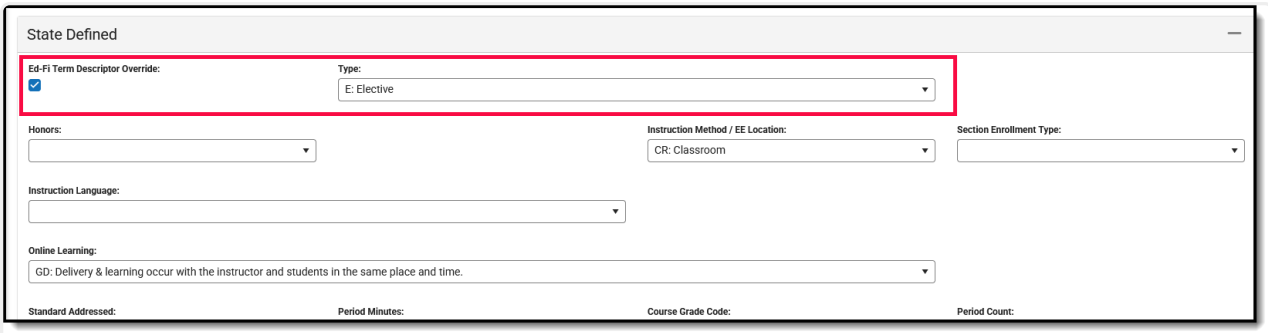
Field	Description	Location
External LMS Exclude	When a district is sharing Campus data with an external learning management system, this checkbox can be used to exclude specific records from being shared. This designation also applies to all Sections associated with this Course. When the Exclude checkbox is marked for the School or Calendar associated with this Course, that designation also applies to this Course.	**Database:** Course.externalLMS **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > externalLMSExclude **(courseInfo.externalLMSExclude)** **Ad hoc Information:** Reports a value of zero (0) when the checkbox is not marked or a value of 1 when the checkbox is marked.
Activity	Indicates the course is being used to track an activity such as an athletic team or extra-curricular. It may use a state- or district-defined set of codes.	**Database:** Course.activityCode **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > activityCode **(courseInfo.activityCode)**

State Defined

The State Defined card includes any field required for your state's reports and extracts, and any field your state needs to track but may not be included in reports/extracts.

The top three fields (highlighted in the image below) are used throughout Campus in other areas, and are defined below.

Fields vary by state. Review your state's content for more information.

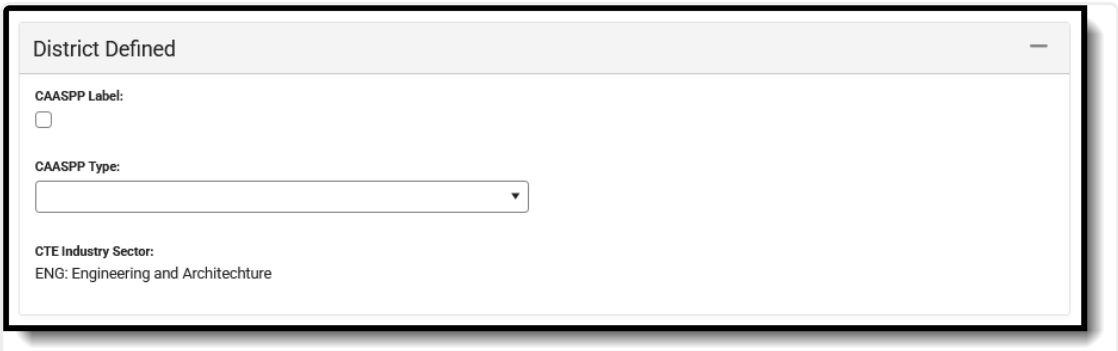


State Defined Card

Field	Description	Location
Ed-Fi Term Descriptor Override	This field determines whether the course is eligible to be mapped to a different Sessions resource in Ed-Fi than the one that would be referenced based on the Section Schedule Placement. **This field only displays when your state used Ed-Fi to collect student data through Ed-Fi Resources.**	**Database:** Course.edFiTermType **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > edFiTermType **(courseInfo.edFiTermType)**
Type	The options available in this dropdown can be edited in the Attribute Dictionary and provide additional filtering fields in Ad hoc Reporting.	**Database:** Course.type **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > type **(courseInfo.Type)**

District Defined

This section lists any fields and values your district has chosen to track. These are localized fields that may or may not be reported in local reports or state reports.



District Defined Card with Fields Defined

These fields are created in the Custom Attribute/Dictionary tool.

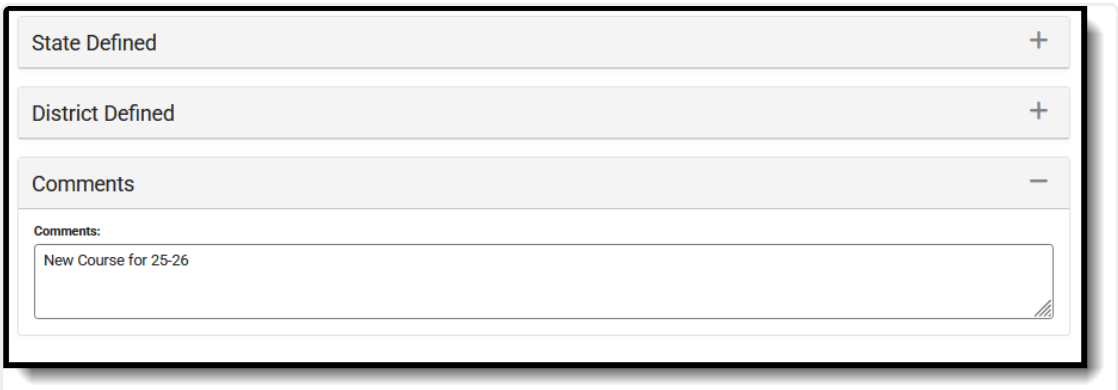
Your district should provide guidance on district-defined fields. When no district-defined fields are created, text indicating such fields displays in place of any fields.



District Defined Card - No Fields Defined

Comments

The Comments section provides any additional information added for the course. This is a text field where staff can enter items related to when it was added to the catalog, who added it, etc. It differs from the Description field in that it is used for internal notes about the course and not used in any other scheduling tool or process.



Comments Card

State-Specific Information

Fields may vary by state:

- Nevada