

Course Master Information

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Tool Search: 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.

Course Master Information

Courses that exist prior to creating Course Masters are not automatically linked to the newly created Course Master.

If 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.

Course Master Workflow

▶ [Click here to expand...](#)

Course Master Information

Like the Course Editor, the Course Master Info tool is organized into the following sections:

- [Course Master Detail](#)
- [NCES Data](#)
- [Description Editor](#)
- [Custom Data Elements Editor](#)

Some fields may be localized and therefore may not be defined in this table.

Course Master Detail

The Course Master Detail editor contains the basic fields for the course master. These fields, including those that may be state specific, are also included on the [Courses](#) tab in the Course Information editor. For Course Masters, the selection of a Course Catalog is required.

▶ [Click here to expand...](#)

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 tab, 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.

NCES and SCED options are not editable in the Attribute Dictionary as this is a nationally standardized set of codes. These codes are marked to copy forward by default with newly created calendars.

Although these are National codes, states have a say in what NCES information reports. Because of this, some districts may see different codes for a Subject Area. For example, a state has a SCED Course Identifier of 008: IB Language A (English), but the National requirement is 008: English as a Second Language.

For more information on NCES Data, see the [Courses](#) article.

NCES Data Fields

Description Editor

Details of the Course Master can be added in the Description editor, including a summary of what that description is. Details can be entered using the [WYSIWYG editor](#). Information is visible in the Course Catalog and can be viewed by students registering for courses ([Course Registration](#)) and planning courses ([Academic Plan](#)) in Campus Student, and by counselors adding courses using the [Walk-In Scheduler](#) and when building [Academic Plans](#) with students.

Changes to this description can only be modified from the [Course Catalog](#).

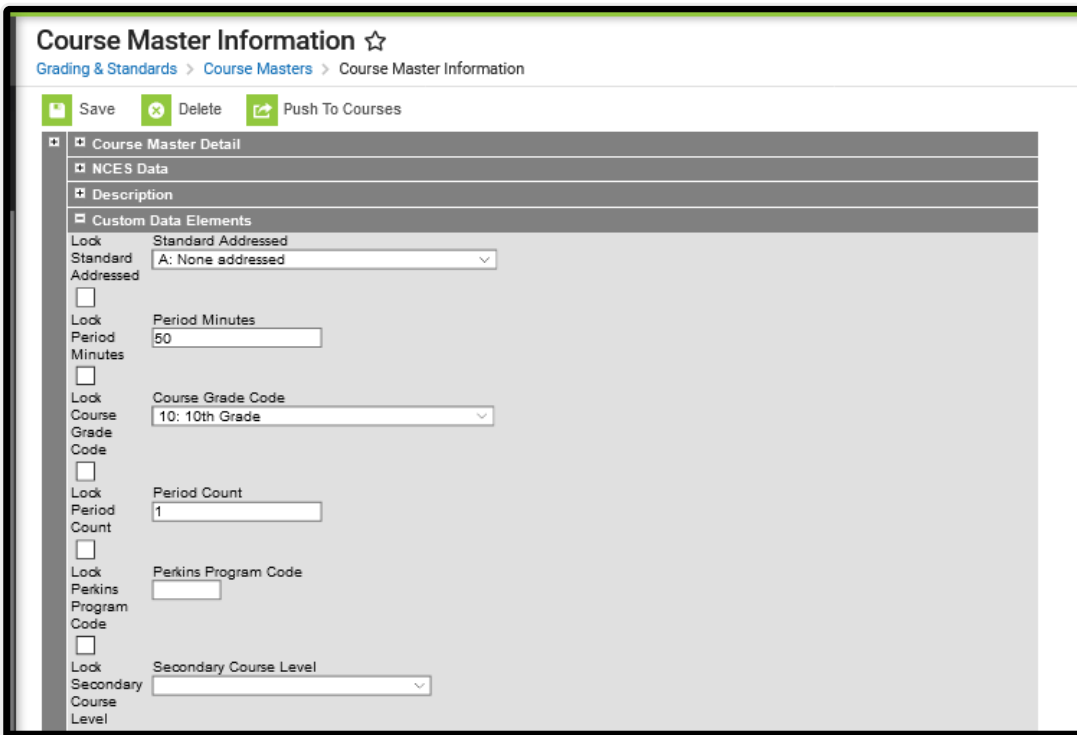
Course Master Information - Description Editor

Custom Data Elements Editor

The Custom Data Elements editor lists a series of checkboxes, dropdown lists and text entry fields where users can lock certain custom fields with the selected value. When these fields are locked, the values cannot be changed where the data is viewed (i.e., the Courses tab).

Available elements vary between districts and schools. It is the decision and discretion of each building and site to add these elements to best suit the needs of that site.

Selections in the Custom Data Element editor are NOT pushed to courses when the Push to Courses action is performed.



Course Master Information - Custom Data Elements

The locking of fields can only be pushed to one year at a time. There is no All Years option, but saving can be done multiple times with a new year selected each time. Information can be pushed to past, current or future years.

When viewing the information on the Courses tab, the fields populated and locked on the Course Master appear populated and attempts to remove the entered values cannot be completed.

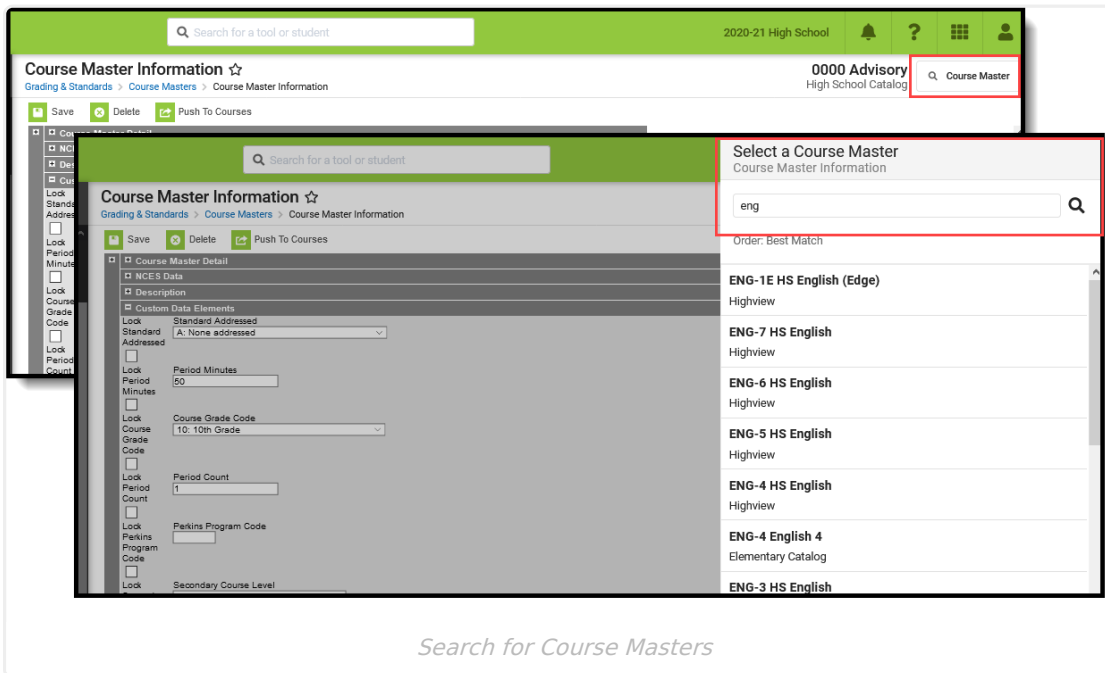
Lock Custom Data Elements

1. Mark the custom data element that should be locked (meaning values cannot be changed at the Course level, but can be modified in the Course Master).
2. Select the appropriate value for that element.
3. Click the **Save** icon.

Search for Existing Course Masters

1. On the **Search** tab, set the dropdown option to **Course Master**.

2. Enter the search criteria to locate the Course Master.
3. Click the **Go** button. Matching results appear, with the name of the catalog in which the Course Master exists.
4. Select the desired option and modify the Course Master as needed.



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 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. 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.

Push to Courses

Any changes made to the Course Master need to be pushed to the courses. Use the Push to

Courses option to do this, which will mass update all of the courses in the selected Course Master to have the same information - Grading Tasks, Standards, Categories, Grade Calculations, etc.

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.

Users need at least **W (Write)** rights to Course Master Info in order to use this feature.

Push to Courses

Choose the school year and calendar to which updated Course Master information should be pushed and which data should be pushed and click the Push button. At the end of the process, the number of courses updated displays. Click the OK button to acknowledge this update.

At the time data is pushed from the Course Master, Course level Grading Tasks and Standards will be overwritten when the same task name and term mask is set. Course level Grade Calc Options will be updated with the data that was overwritten.

Course Master data can be pushed to any calendar for a school associated with the [Course Catalog](#). Calendars may have a varying number 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 a greater number of terms, periods, and/or schedules than the receiving calendar. The maximum value pushes to the courses.

If a teacher has already set up Grade Book, Planner or Assignment Overview, Categories and Grade Calculation Options aligned to a Course Master **ARE NOT** reflected in Campus Instruction. This is to ensure any existing assignments and grades are not modified.

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