

# Managing State Course Codes

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## Tool Search: Course Code Setup

State Course Code functionality allows the state to create and manage a set of state course codes at the state level. Once the Course Codes are entered at the State Edition level, those codes are published to districts. Districts can only choose state codes from the published list.

This tool is available upon request, as certain features and logic may need to be customized to address state-specific needs.

**Course Code Setup** ☆ Grading & Standards > Grading & Standards Administration > Course Code Setup

**Search criteria:**  
 Code:  Name:  Abbreviation:

Code	Name	Abbreviation	Start Year	End Year
14255	Biomedical Innovations		15-16	17-18
CHEM-116L	Honors Principles of Chemi..		13-14	
CMST-201	Interpersonal Communication		21-22	
EET-140	Laboratory Methods in Envi..		20-21	
COMM-105	Writing Skills for the Off..		13-14	
OPRV-140	2 & 4 Cylinder Engines (DC)		17-18	
OPRV-141	2 & 4 Cylinder Engines Lab ..		17-18	
CAD-139	2D CAD (DC)		17-18	
ART-123	3- Dimensional Design (DC)		13-14	
DMP-231	3D Animation (DC)		19-20	
DMP-130	3D Animation I (DC)		13-14	19-20
CAD-240	3D Architectural Design (DC)		13-14	
CAD-244	3D Engineering Design		13-14	
DMP-241	3D Modeling (DC)		19-20	
DMP-140	3D Modeling I (DC)		18-19	19-20

**Course Code Detail**

Start Year:  End Year:

\*Code:  \*Name:  Abbreviation:

*State Edition Course Code Setup*

- Read** - Access the Course Codes Setup tool, search for and view codes, and publish codes.
- Write** - Edit existing Course Codes.
- Add** - Create new Course Codes
- Delete** - N/A

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

## Course Codes

Course codes can be added at any time. Users should verify the existing course codes regularly (at the start and end of the school year, etc.) and make the necessary changes to maintain accurate

course information.

The course code list displays the code, name, abbreviation, start year, and end year that match the search criteria. The list is sorted alphabetically by name. Selecting a code in the list produces a Course Code Detail editor that allows the user to review or edit the selected record.

A course code that is assigned a start or end year can be published to districts, but it cannot be used prior to that entered start year or after the entered end year. This allows a state to enter and publish future course codes without districts using them before the designated time.

To ensure data integrity, once a code has been saved, it cannot be updated. The record can be updated by changing the name associated with the code and/or the start and end years, but the code itself is **read-only** after its initial creation.

## Enter New Course Codes

1. Select **New Course Code**.
2. Select the **Start Year** from the dropdown list. This is the school year in which the Course Code is first available.
3. Select the **End Year** from the dropdown list. This is the last school year the Course Code is available.
4. Enter the appropriate **Code**, following state-defined standards.
5. Enter the **Name** for the Course Code.
6. Enter an **Abbreviation** for the Course Code.
7. Click **Save**. The new course code is listed in the Course Code List.

## Publish Course Codes

Once the new Course Code is saved, it needs to be made available to the districts. This is done by clicking **Publish to District**. This icon only displays when new codes are entered that have not yet been made available to the districts.

All records displayed in the Course Code List are published to all state-linked District Editions. Publishing codes more than once does not overwrite existing data. It is recommended that after the initial publication of the state code list, only additions and changes are published. A message displays informing the user of the total number of course codes published to the District Edition.

### Course Code Setup ☆

➕ New Course Code
↻ Publish to Districts

**Search criteria:**  
 Code:  Name:  Abbreviation:  Search

Code	Name	Abbreviation	Start Year	End Year
14255	Biomedical Innovations		15-16	17-18
CHEM-116L	Honors Principles of Chemi..		13-14	
CMST-201	Interpersonal Communication		21-22	
EET-140	Laboratory Methods in Envi..		20-21	
COMM-105	Writing Skills for the Off..		13-14	
OPRV-140	2 & 4 Cylinder Engines (DC)		17-18	
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DMP-231	3D Animation (DC)		19-20	
DMP-130	3D Animation I (DC)		13-14	19-20
CAD-240	3D Architectural Design (DC)		13-14	
CAD-244	3D Engineering Design		13-14	
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DMP-140	3D Modeling I (DC)		18-19	19-20

*Publish Course Codes*

## Search Course Codes

1. Enter a **Code**, **Name** (200 characters max), and/or **Abbreviation**. Part of all of any of those fields returns results (e.g., entering 127 returns all course codes that start with the number 127).
2. Click the **Search** magnifying glass icon. The Course Code List repopulates with matching search results.
3. Select the desired Course Code to view the details.

To return to the full list of available course codes, remove all search criteria from the Code, Name, and Abbreviation fields, then select the magnifying glass icon.

**Search criteria:**  
 Code:  Name:  Abbreviation:  Search

Code	Name	Abbreviation	Transcript	Type	Weight	Start Year	End Year
12712Z1	Cherokee DL/I Literacy Grade 1				0.000		
12712Z2	Cherokee DL/I Literacy Grade 2				0.000		
12712Z3	Cherokee DL/I Literacy Grade 3				0.000		
12712Z4	Cherokee DL/I Literacy Grade 4				0.000		
12712Z5	Cherokee DL/I Literacy Grade 5				0.000		
12712Y6	Cherokee DL/I Literacy Grade 6				0.000		
12712Y7	Cherokee DL/I Literacy Grade 7				0.000		
12712Y8	Cherokee DL/I Literacy Grade 8				0.000		
12712Z0	Cherokee DL/I Literacy Kinderg				0.000		
12702Y0	Cherokee Heritage II		X		0.000		
12705X0	Cherokee Heritage II Honors		X		1.000		
12702YA	Cherokee Heritage II Part A				0.000		
12702YB	Cherokee Heritage II Part B		X		0.000		
11275X0	Chinese VII Honors		X		1.000		
51275X0	Dance Special Proficient Hono		X		1.000		

*Course Code Search Fields*

# District Edition Use

When districts add new courses or new course masters, typing into the State Code field returns results from the published list of course codes.

**Course Information** ☆

000A100 ILC Online

Save Delete Push To Sections

**Course Information**

CourseID 33215

\*Number: 000A100 \*Name: ILC Online

Standards-based:  Active:  External LMS Exclude:

Course-Only Curriculum:

Subject Type:

\*State Code:  Department:

Schedule Load Priority:  Max Students: 15

Terms: 1 Schedules: 1 Periods: 1 Sections to Build: 0 Preferred Room Type:

Section Template Group:

GPA Weight: 0

Bonus Points:  Advisory:  Transcript:  Required:

Type:

Responsive:  Activity:

Homeroom:  Allow student requests:  Allow teacher requests/recommendations:  Hide Standards On Portal:  Repeatable:  Attendance:  Positive Attendance:  Expected Hours:

Online Learning:

Online Course Provider:

Comments: