

# Standards (Course Masters)

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Tool Search: Course Master Standards

The **Standards** tool lists the standards which the school must administer and/or grade for the selected course. To add standards to a Course Master, standards must be created first in the [Standards Bank](#).

Any changes made to the Standards or any other Course Master tool require a push process to the courses. This option is available on the [Course Master Info](#) tool.

**Standards** ☆

Grading & Standards > Course Masters > Standards

Save Delete Add Copy

Standards Alignment (3 standards)	Standard Group	Scoring Rubric	Post-only
<input type="checkbox"/> CCRA.SL.6: Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.	Presentation of Knowledge and Ideas	Elementary Rubric	
<input type="checkbox"/> CCRA.L.1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.	Conventions of Standard English	Elementary Rubric	
<input type="checkbox"/> CCRA.L.2: Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing.	Conventions of Standard English	Elementary Rubric	

**Standard**

CCRA.SL.6: Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

Term Mask

Term 1  Term 2  Term 3  Term 4 [More Terms](#)

Post-only Standard

Course Master Standards

**Read** - View grading standards assigned to the course.

**Write** - Edit grading standards assigned to the course.

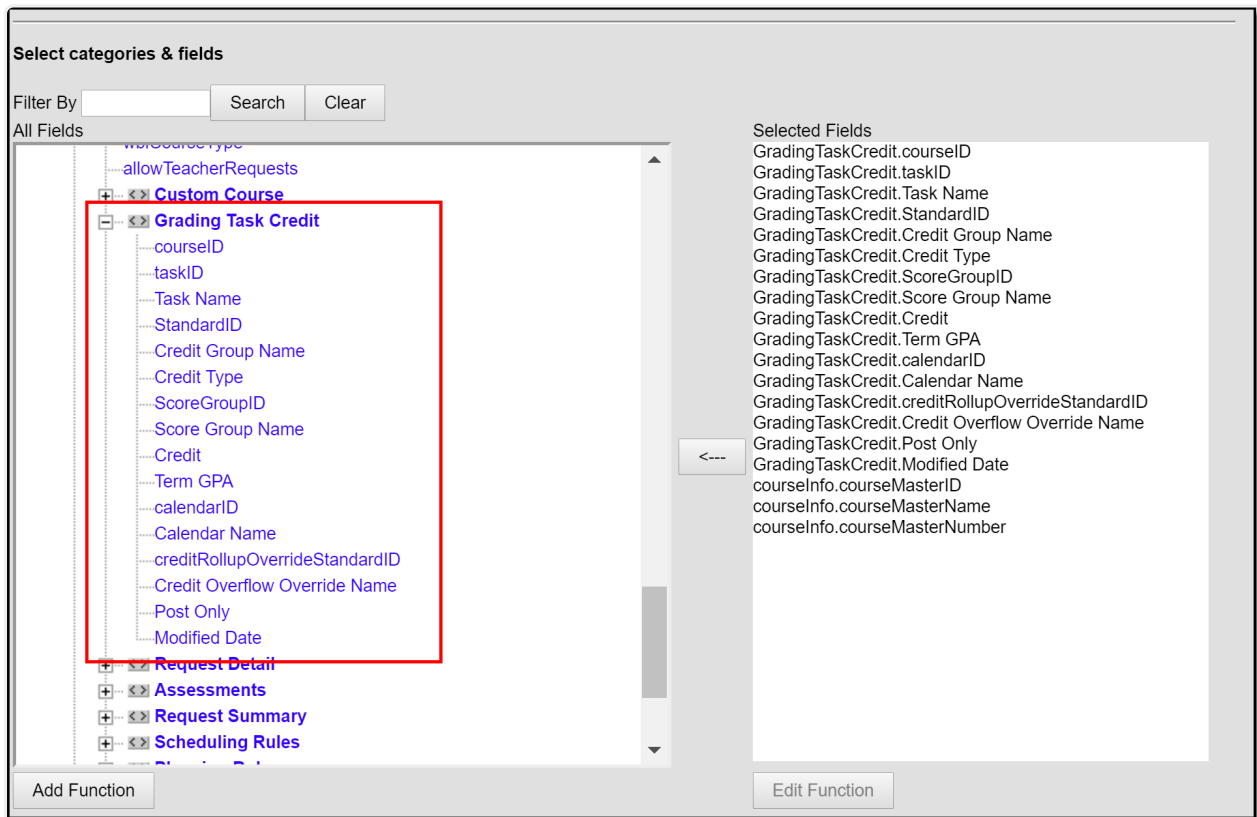
**Add** - Add new grading standards to courses.

**Delete** - Remove grading standards assigned to the course.

See the [Tool Rights](#) section below for more details on what actions can be performed with each right.

# Standard Information in Ad hoc Query Wizard

Course Master Standard fields are available in the Query Wizard when using the Course/Section Data type in the **Course > Course Information > Grading Task Credit** folder.



*Standards Fields in Filter Designer*

## Course Master Workflow

Expand to view how this tool fits into the workflow of managing Course Masters (step 5):

▶ [Click here to expand...](#)

## Add Standards

Select **Add** from the Action Bar. A **Standard Detail** window appears with a **Search** field and the expanded list of Standards. The search engine searches based on Abbreviation and standard Display Name. Only standards attached to the selected school on the [School Standards](#) tool appears

in the selection list.

**Standards** ☆  
Grading & Standards > Course Masters > Standards

Save Add Copy

Standards Alignment (3 standards)			
Standards	Standard Group	Scoring Rubric	Post-only
<input type="checkbox"/> CCRA.SL.6: Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.	Presentation of Knowledge and Ideas	Elementary Rubric	
<input type="checkbox"/> CCRA.L.1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.	Conventions of Standard English	Elementary Rubric	
<input type="checkbox"/> CCRA.L.2: Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing.	Conventions of Standard English	Elementary Rubric	

**Standard**

Search

- CCRA.W.5: Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach. (Arizona English Language Arts Standards > Arizona's English Language Arts Standards – Anchor Standards > Writing Standards > Production and Distribution of Writing)
- CCRA.SL.6: Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate. (Arizona English Language Arts Standards > Arizona's English Language Arts Standards – Anchor Standards > Speaking and Listening Standards > Presentation of Knowledge and Ideas)
- CCRA.L.1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking. (Arizona English Language Arts Standards > Arizona's English Language Arts Standards – Anchor Standards > Language Standards > Conventions of Standard English)
- CCRA.L.2: Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing. (Arizona English Language Arts Standards > Arizona's English Language Arts Standards – Anchor Standards > Language Standards > Conventions of Standard English)
- K.RL.10: With prompting and support, actively engage in group reading activities with purpose and understanding. (Arizona English Language Arts Standards > Kindergarten > Reading Standards for Literature > Range of Reading and Level of Text Complexity)

Click on a standard to add it to the Aligned Standards list located below

**Aligned Standards** (0 standards selected)

Click on a standard to remove it from the list

Searching for a Standard

The results window lists the full Standards Bank in expanded form. Users can manually scroll through this list if desired. Standards are listed as follows: Abbreviation: Display Name (Location). After selecting a standard, a blue checkmark icon appears next to the name of the standard in the search results and the standard is added to the **Aligned Standards** section.

Multiple standards can be added to a course within one save action. A checkmark icon appears next to each selected Standard in the search list. Users can then mark the appropriate **Term Mask**, which determines when the standard is assessed.

Users can also mark the **Post-only Standard** checkbox. This checkbox indicates teachers cannot align assignments or categories to the standard. Post-only standards are only used for posting scores, not for tracking student progress. When the checkbox is marked, an X displays in the Standards Alignment table in the Post-only column.

Standards that are assessed multiple times can be added, as well as standards that are assessed

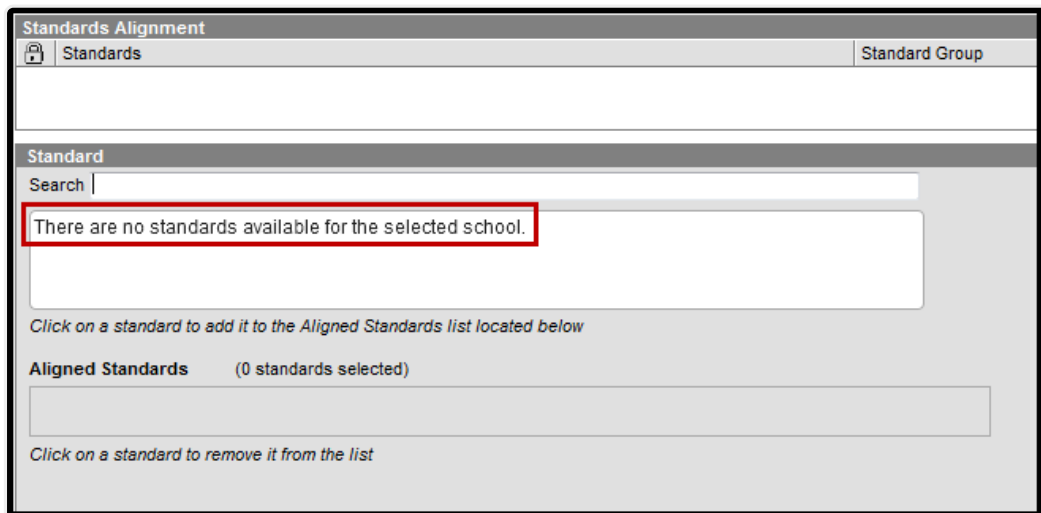
once (called One-Time Standards). See the [Standards Bank](#) article for more information on One-Time Standards and general Standards setup.

It is recommended that users add standards to courses by term in order to utilize en masse updating options on Term Mask.

To remove a Standard, click the Standard in the Aligned list or in the search results.

Click **Save** to add the selected standard(s) to the course.

If a school has not added a Standard in the [School Standards](#) tool, a message appears when a user attempts to add a standard to a course.



*No School Standards Selected*

## Delete a Standard from a Course Master

1. Select the **Standard** to delete from a course from the Standards Alignment table.
2. Click the **Delete** icon. A warning message appears indicating the standard is about to be deleted. A warning message appears indicating the Standard is about to be deleted. If the Grading Task is used in a composite grade calculation, that calculation must be edited to not use the Standard that's being deleted.
3. Click **OK** to continue or click **Cancel**.

Users cannot delete a standard if scores have been entered for it.

# Copy a Standard to Another Course Master

The entire Course Master can be copied from one school to another using the Copy button on the [Course Master Info](#) tool.

Use the **Copy** icon to easily add the Standards associated with one Course Master (called the Source Course Master) to one or more other Course Masters in the same Course Catalog (called Destination Course Masters). The **Copy** icon displays when proper tool rights are assigned.

When copying standards from one course master to another:

- The [Course Catalogs](#) must be the same for the source course master and the destination course master.
- Standards that already exist in the destination course master are not copied again. This means when five standards are selected to be copied in the source course master, but three of those already exist in the destination course master, only the two that do not exist in the course master are copied.
- When a Course Catalog is locked for standards, the copy process pushes the standard to the destination courses.

The screenshot shows the 'Standards' tool interface. At the top, there are navigation links: 'Grading & Standards > Course Masters > Standards'. Below this, there are two buttons: 'Add' and 'Copy'. The 'Copy' button is highlighted with a red box. Below the buttons, there is a list of standards with checkboxes. Three standards are selected: CCRA.SL.6, CCRA.L.1, and CCRA.L.2. A dialog box titled 'Standards ☆' is open, showing the 'Standards to Copy' section. This section has a 'Standard List' and a 'Copy' button. Below that, there is a dropdown menu for '\*Source Course Master' with '1371 Pre-AP Eng 8' selected. Underneath, there is a section for 'Standards to Copy' with three checked items: 'Standard Name', 'CCRA.SL.6: Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.', 'CCRA.L.1: Demonstrate command of the conventions of Standard English grammar and usage when writing or speaking.', and 'CCRA.L.2: Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing.'. Below this, there is a section for '\*Destination Course Masters' with three radio button options: 'All Course Masters', 'Active Course Masters', and 'Select Course Masters'. The 'Select Course Masters' option is selected. There is a 'Clear' button and a text input field containing '1171 Pre-AP English 8'. At the bottom of the dialog box, there is a 'Copy Course Master Standards' button.

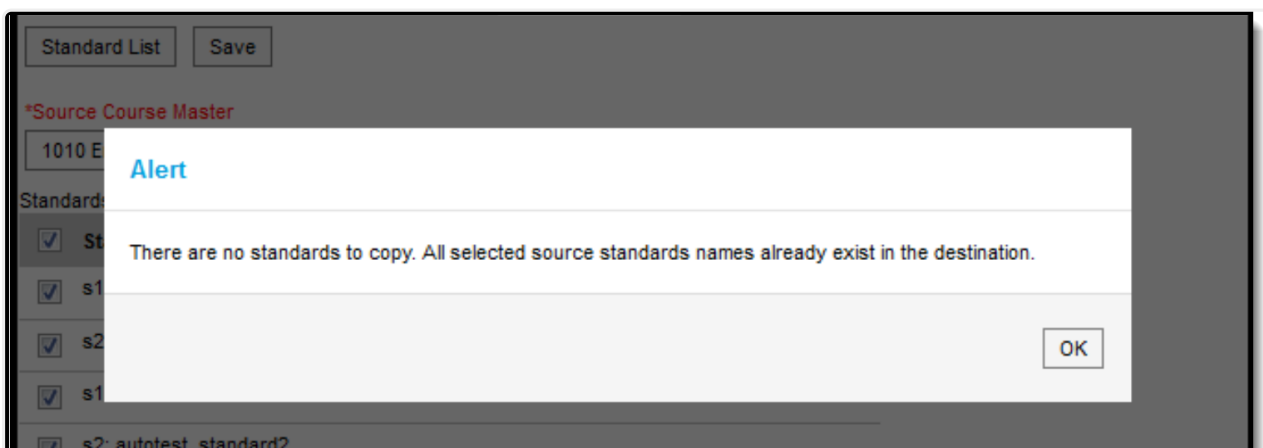
1. Select a specific standard to copy or just click the **Copy** icon without selecting a standard. When a specific standard is selected to copy, that standard is the only one selected to copy; when no standards are selected to copy, all of the standards in that Course Master are automatically selected to copy.
2. Select the **Source Course Master** from the dropdown list. This displays the course master to which the current standards are assigned. To change this selection, begin typing in the dropdown field.
3. Mark the **Standards to Copy**. Or, clear the selections by clicking the checkbox in the gray **Standard Name** header.
4. Select the **Destination Course Master**:
  1. **All Course Masters**: copies standard(s) to all course masters in the course catalog.
  2. **Active Course Masters**: copies standards(s) to all course masters in the course catalog that currently have the Active flag marked.
  3. **Select Course Masters**: copies standards(s) to the selected course masters. To select a master, type the Number or Name in the search field. Multiple masters can be selected. Click **Clear** to remove all masters from the list.
5. Click the **Save** button to copy the selected standards to the destination course master. This action saves the selection; the standards are not copied until a school year is selected (see the information below).

When the copy is complete, and the catalog is locked, an alert displays asking to which calendar years the information should be pushed. Select the school year from the dropdown and click **OK**.

A confirmation displays indicating the selected standards from the Source Course Master have been copied to the Destination Course Masters. At this point, the standards are copied and are displayed on the Course Master Standards tool of the Destination Course Master(s).

If there are no standards to copy, an alert displays indicating all selected standards already exist in the destination course master.

To return to the main view of Course Master Standards, click the **Standards List** button.



*Alert Indicating No Standards were Copied*

