Add Course

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Tool Search: Add Course

The **Add Course** tool allows users to create new courses and enter the required fields for saving them. It contains the same fields as the Course Information tool but also includes data entry for basic course information.

When the school selected in the Context Switcher is linked to a Course Master, the Add Course Master tool displays.

As of the Campus.2515 Release Pack (April 2025), the Add Course tool has a new look and feel! It now matches the updated Course Information tool.

- See the Course Information Field Descriptions for definitions, database information, and Ad hoc Reporting locations.
- Use your browser's search functionality (CTRL-F, F3, etc.) to locate the new field.
- Your tool rights may need to be modified. Full access to Add Course requires Read and Write rights, plus Read rights to Course Information and Section Information.
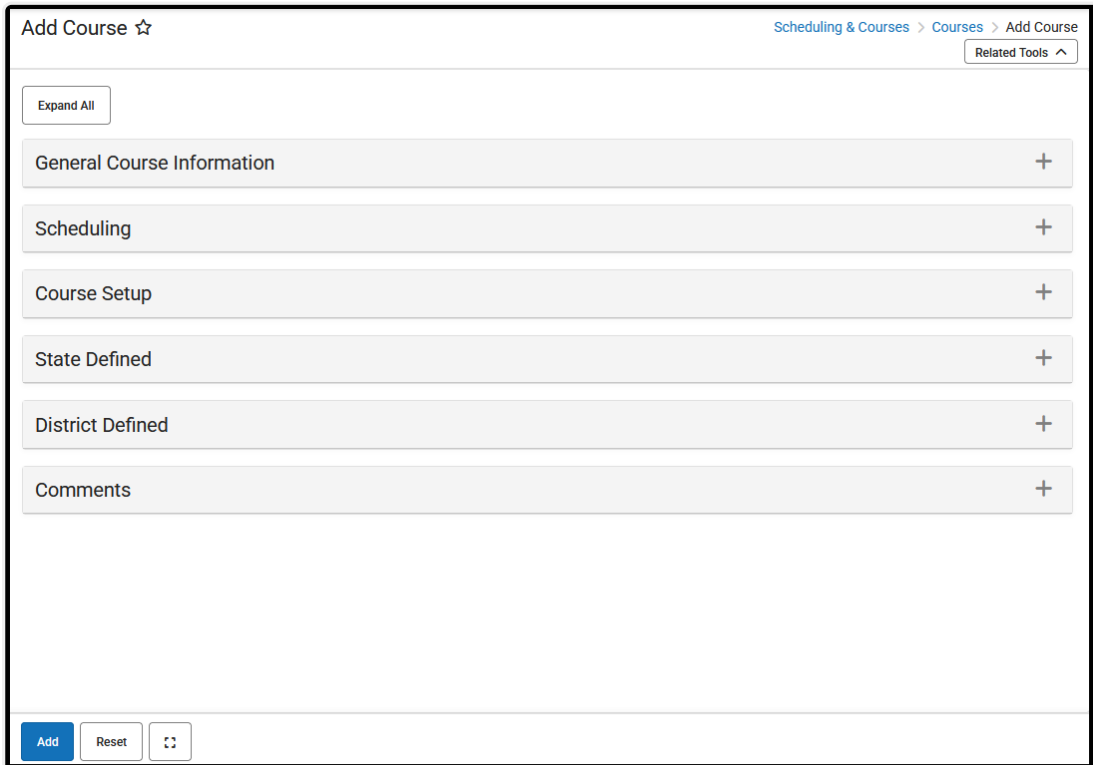

Add Course Tool

To add a new course, users need at least **Read** rights to **Course Information** and **Section Information**.

For more information on necessary tool rights, refer to the [Add Course Tool Rights](#) and the [Course Information Tool Rights](#) articles.

The Add Course tool is organized into the following sections:

- **General Course Information** includes identifying course information, whether it's an active course (students can be scheduled into it), 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 and includes fields like Dual Credit and State Report Exclude.
- **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.

Add Course Tool - 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 Add Course Cards

The **Add, Reset**, and **Full Screen** view buttons display across the bottom of the tool.
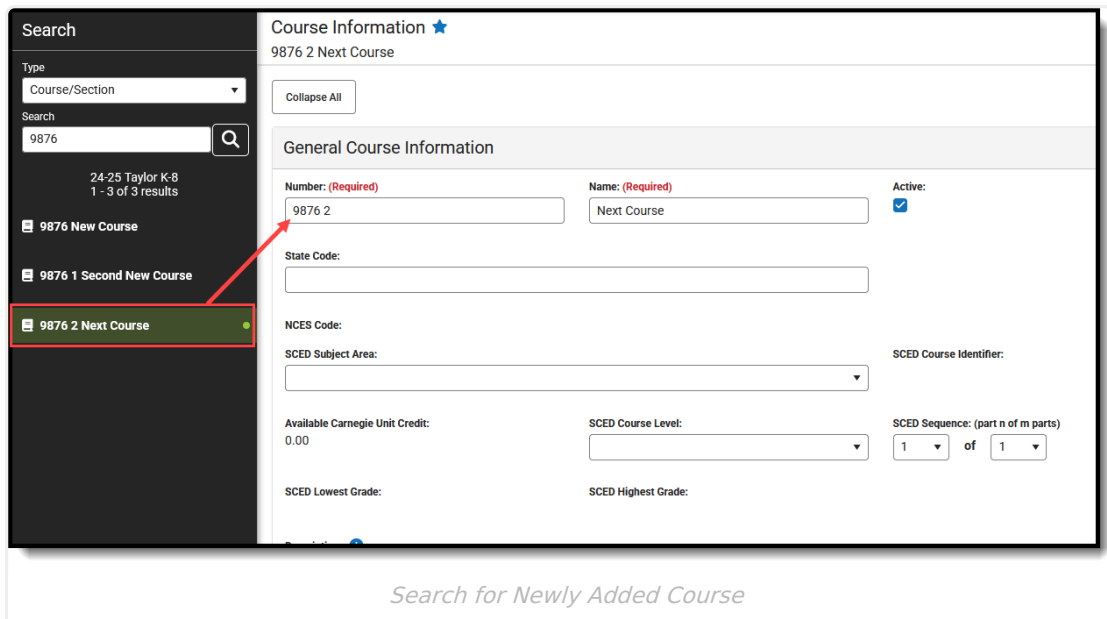

Add Course - Add, Reset, Full Screen

Add a Course

1. In the General Information card, enter the new course Number and Name. These are the only fields that need to be populated to save the new course.

2. Mark the **Active** checkbox. This is automatically marked. Remove the checkbox if the course is considered not active (not available for course requests or placement on student schedules).
3. Populate all other fields as needed, following district and school policy.
4. Click the **Add** button when finished. The new course is added to the list of available courses for the selected calendar.

Once a course is added, the screen reloads as the Course Information tool where additional course management can be done - adding sections, assigning teachers, etc.

Search for Newly Added Course

Reset the Add Course Cards

Click the **Reset** button to remove any values entered in any of the fields on the Add Course tool. This clears out all fields in case of a misentry or an error. Re-enter the new course information as needed.

Add Course from Course Master

When the selected calendar is linked to a Course Master, a new course can be added from the Course Master without navigating to Course Master Information or Add Course Master tools. The Add Course tool displays a message across the top of the tool indicating that a district-wide Course Catalog is in use and that new courses need to be created as a Course Master and linked to your schedule. All active Course Masters are listed.

Add Course from Course Master

1. Enter matching values for one or more columns to return results.
2. Place a checkmark next to the desired Course Master(s).
3. Click **Add**. A confirmation message displays indicating which courses are being added to the current schedule.
4. Choose one of the following:
   - **Continue** to add the course.
   - **Copy to Clipboard** to copy the list of courses being added. The list of courses can be pasted into a document for review at a later time.
   - **Cancel** adding the course.

The selected course masters are added to the list of available courses.