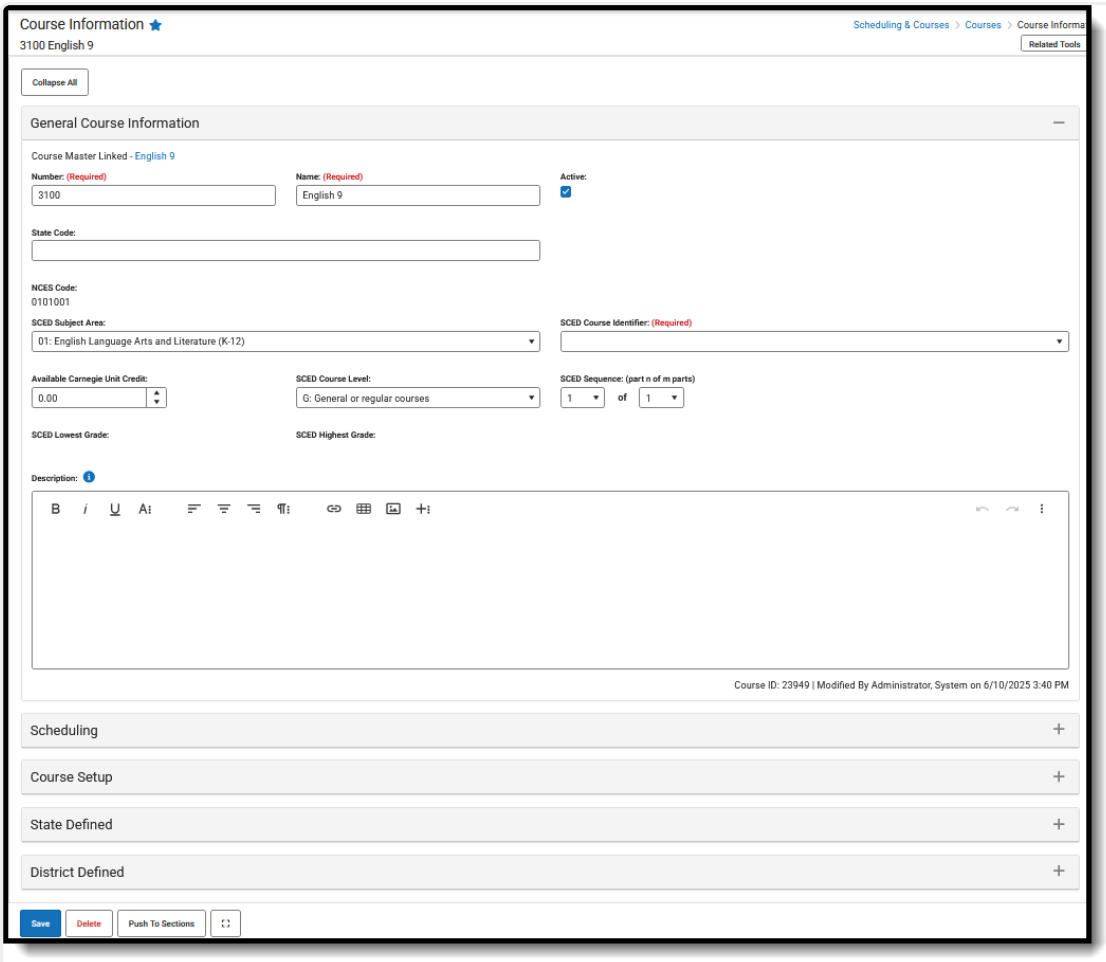
Course Information

Last Modified on 11/13/2026 2:21 pm CST

Path: Scheduling & Courses > Courses > Course Information

Course Information contains all the important details about a course, such as Course Name and Number, how the course is structured (4 terms, 2 schedules, etc.), information about standards and GPA, data that may be included in state reports, and any district-specific fields that may be localized.

Fields vary by state. Please see your state's State Tools articles for more information on Course and Section procedures in your state.



Course Information Editor

See the Course Information Tool Rights article for information about rights and subrights needed to use this tool.

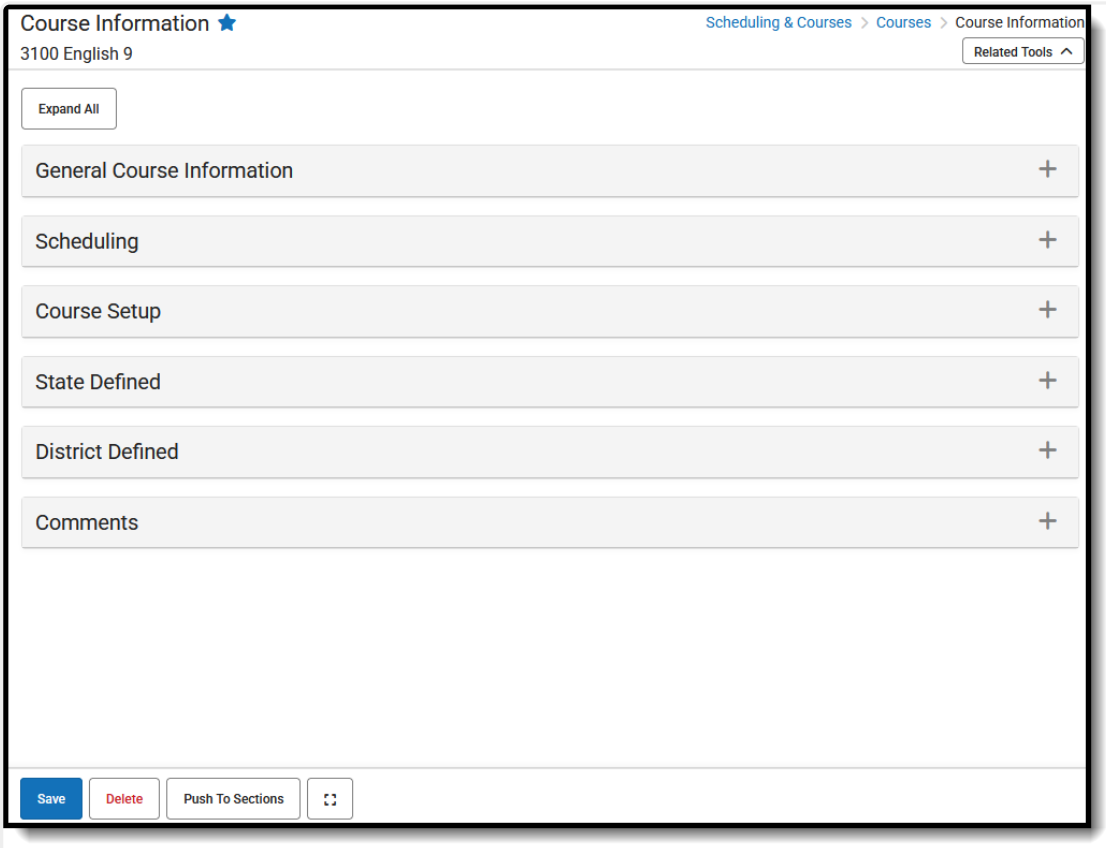
Navigation

The Course editor 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.
- **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.

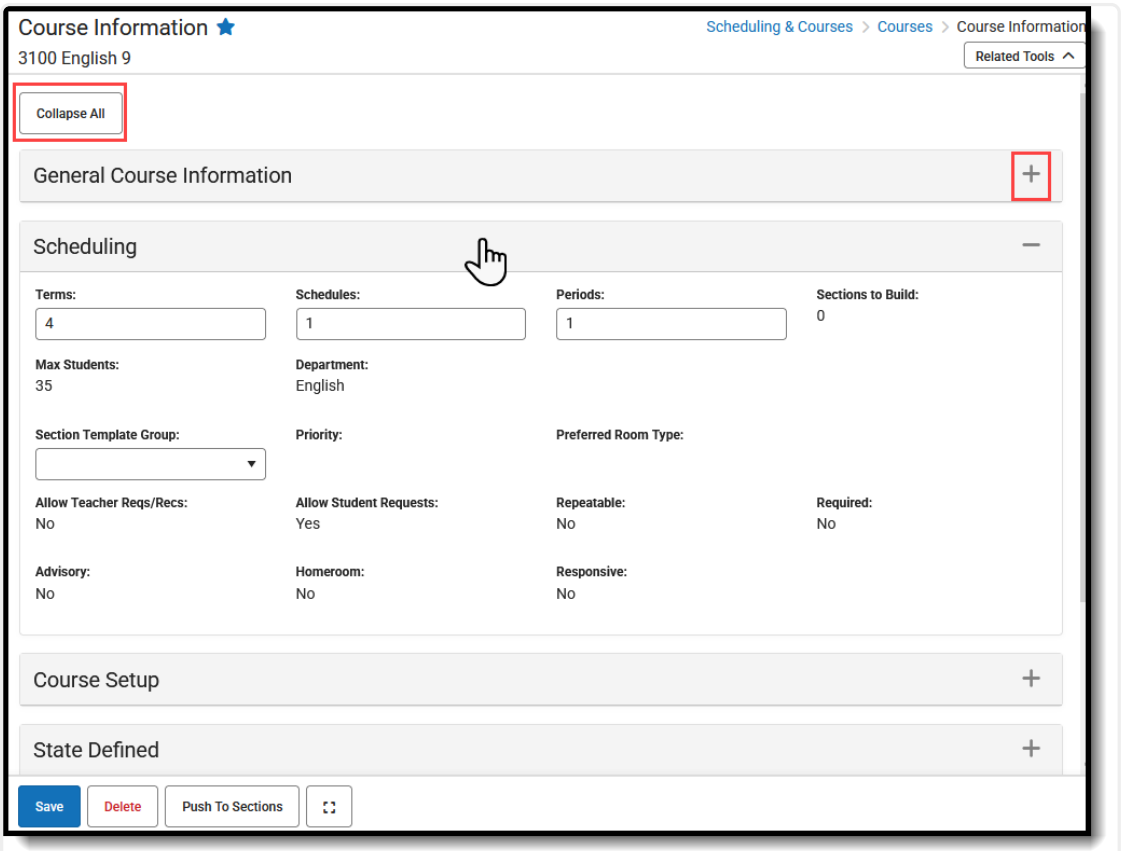
For State Edition users, all fields are read-only. Data syncs between District Edition and State Edition.

See the Course Information Field Descriptions for more details on the available fields.



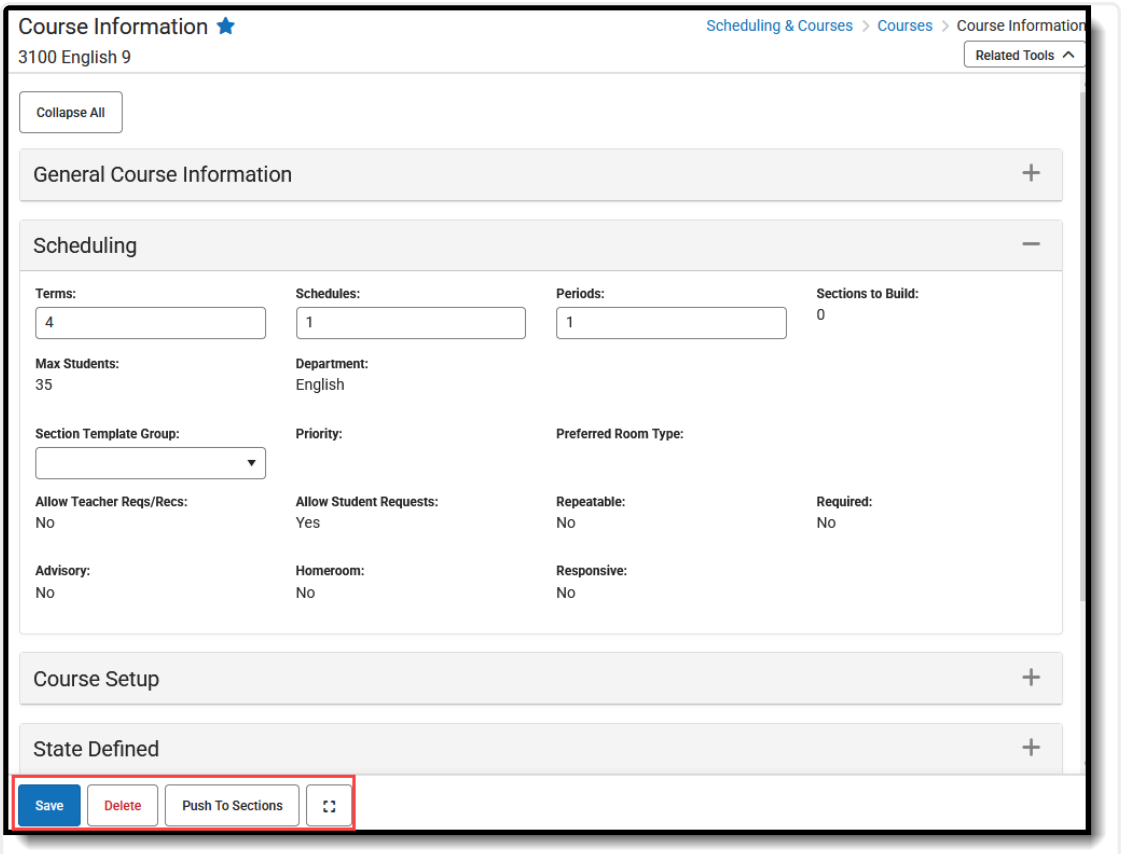
Course Information Editor - All Cards Collapsed

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 Information - Save, Delete, Push to Sections, Full Screen

Edit Course Information

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

Best Practices for modifying course data:

- Always follow your school's/district's policies for updating course information.
- For schools/districts using Course Master, changes to courses need to be made in Course Master Information.
- Changes to courses are best managed before the start of the school year.

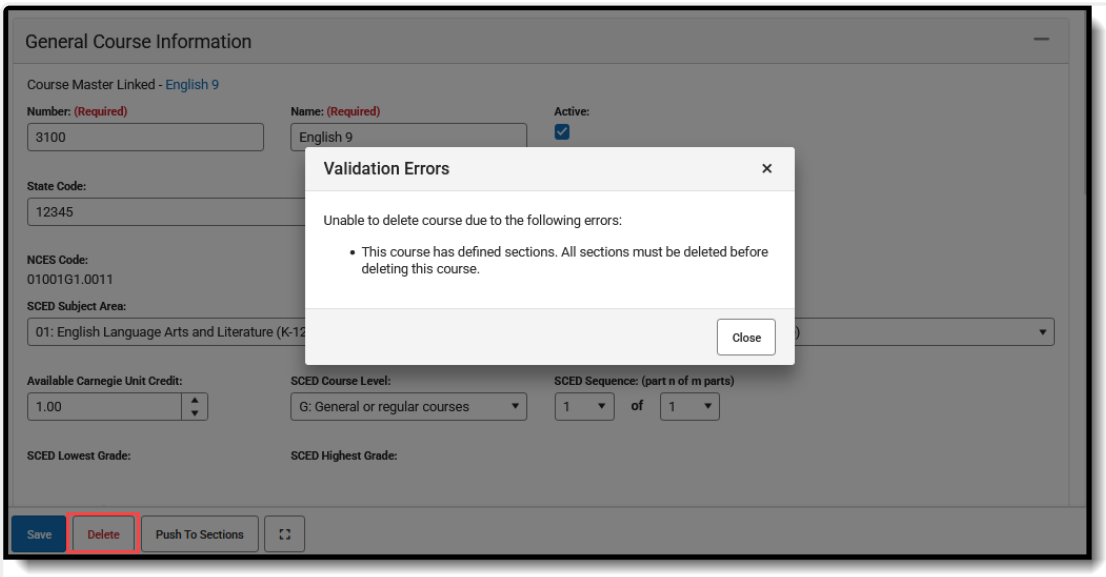
1. Locate and modify the desired value for the appropriate field. The required fields must have a value to save the updates.
2. Click **Save** when finished.

Once course information is saved, Section data can be created. Or, when building sections from scratch using the Scheduling Board, sections are created based on the number of students registering for a course.

Use the Add Course tool to create new courses.

Delete Courses

1. Search for and select the Courses to delete.
2. Click **Delete**.



Delete Course Validation Error

When there are no validation errors, the course and its corresponding sections are deleted. Once deleted, the screen goes blank, and then the Course Search option opens.

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

- Deleting a course causes a loss of current and historical data, including student scores, transcript records, attendance data, etc.
- Courses cannot be deleted when:
  - The Active Trial is locked.
  - Sections are assigned to the course.
  - Cross-Site Enrollment students are scheduled into the course.
  - Responsive Course Schedules are aligned with the course.
  - Scheduling Rules and Planning Rules are associated with the course.
  - Assessments are aligned to the course.

Instead of deleting the course, set the course to inactive by removing the Active checkbox. An inactive course remains when searching for the course but it will not be placed when using the Scheduling Board, and students cannot request the course or be scheduled into the course. Inactive courses 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 Sections

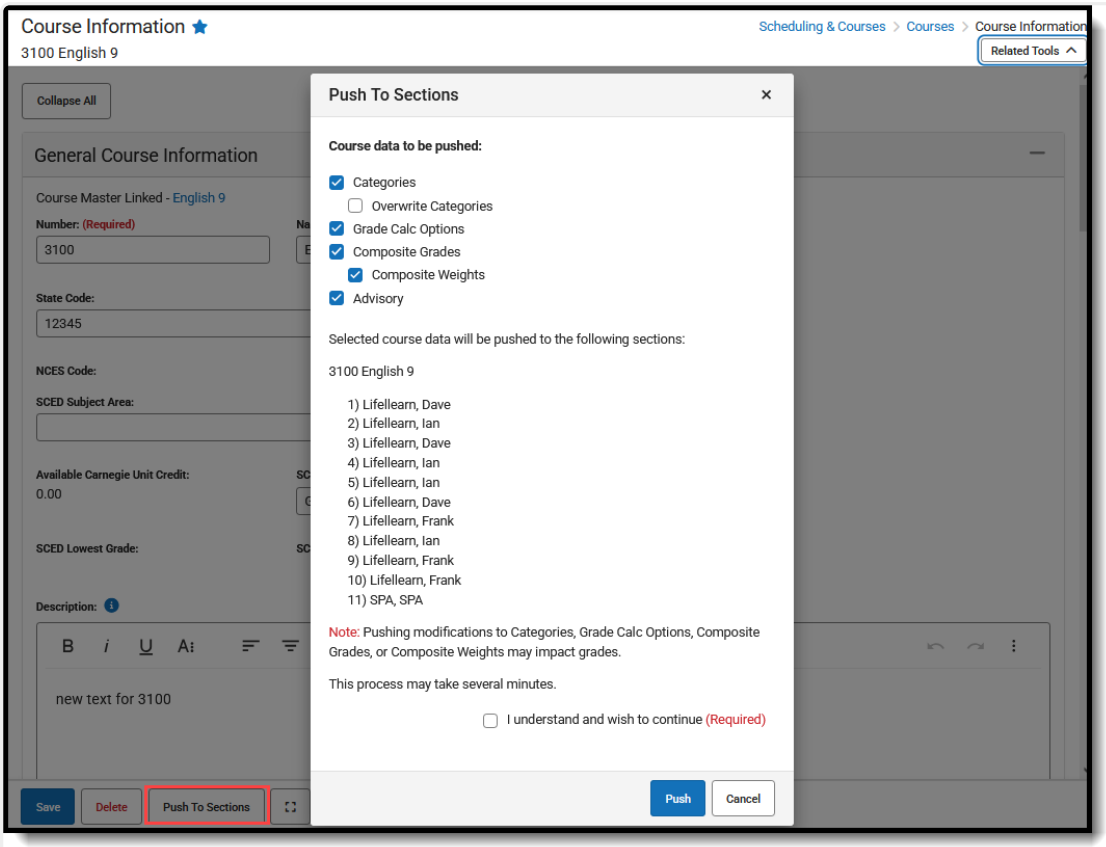
The **Push to Sections** option moves the grading setup from a course to its sections. Districts should exercise caution when moving changes to sections once classes are in session, as changes may affect grade calculations.

Note the following:

- 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.
- 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.

This option requires **Read** rights to the **Push to Sections** subright. See the Course Information Tool Rights article for details.

1. Click **Push to Sections**.
2. In the pop-up that opens, **Categories, Grade Calc Options, Composite Grades** and **Weights**, and **Advisory** are automatically selected. Remove the checkbox for any course data that should not be pushed.
3. Mark **Overwrite Categories** when any categories at the section level should be overwritten with course-level data.
4. Review the list of sections and assigned teachers that will be updated with this push.
5. Mark the *I understand and wish to continue* checkbox to indicate that the changes have been reviewed.
6. Click **Push** to update sections with grading data from the course.



Course Information - Push to Sections

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.

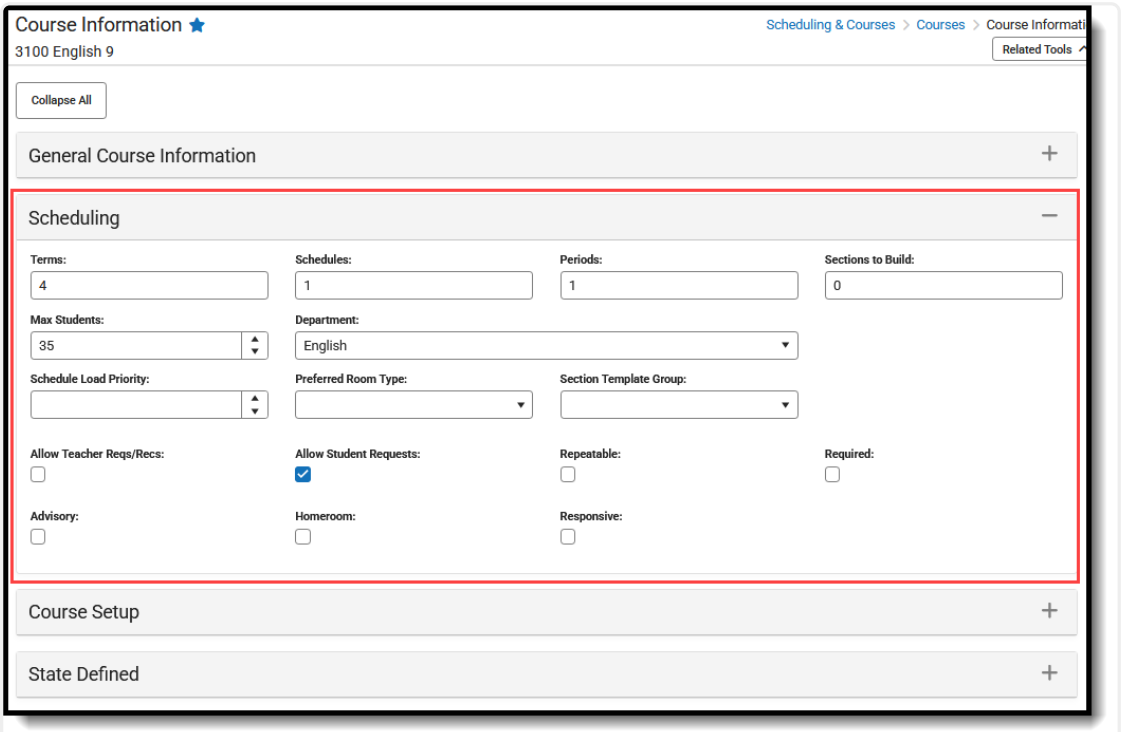
Set Course Parameters Used in Scheduling Processes

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.

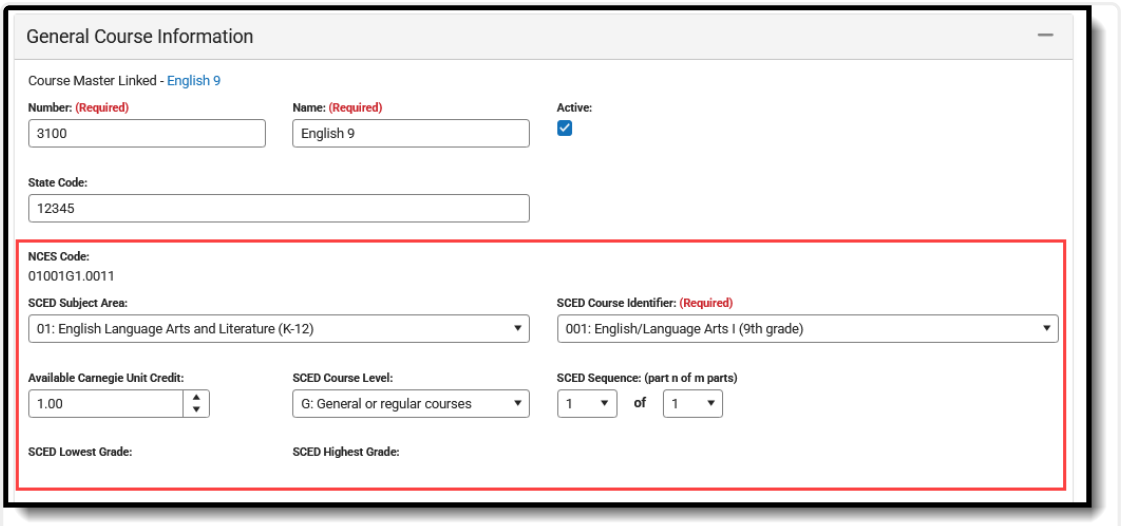
1. Enter the number of **Terms, Schedules, and Periods** in which a course section meets. For example, Integrated Math I A course sections meets for two terms, two days of the rotation (or both days when it is an A/B rotation), and for one period each meeting.
2. Enter the number of **Sections to Build.**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



Course 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.



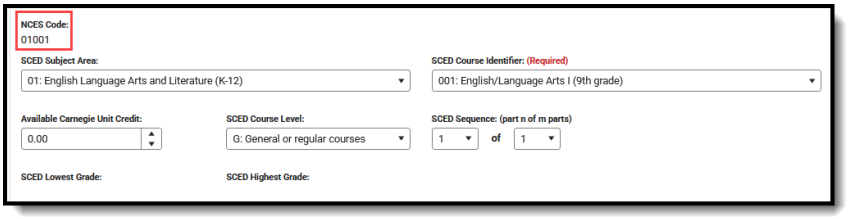
SCED Course Fields

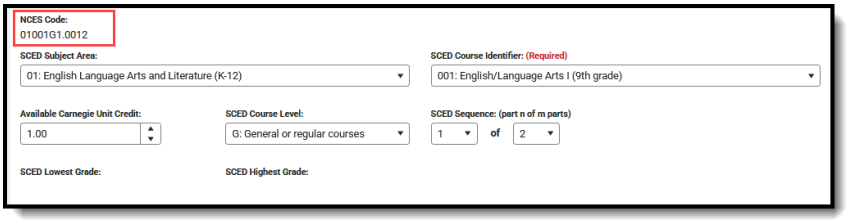
The NCES Code is a 12-digit number. When the SCED Subject Area and the SCED Course Identifier fields are populated, the NCES Code displays as a 5-digit number. When the remaining SCED fields are populated, the NCES Code displays a 12-digit number. When the Course Level field uses localized values with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

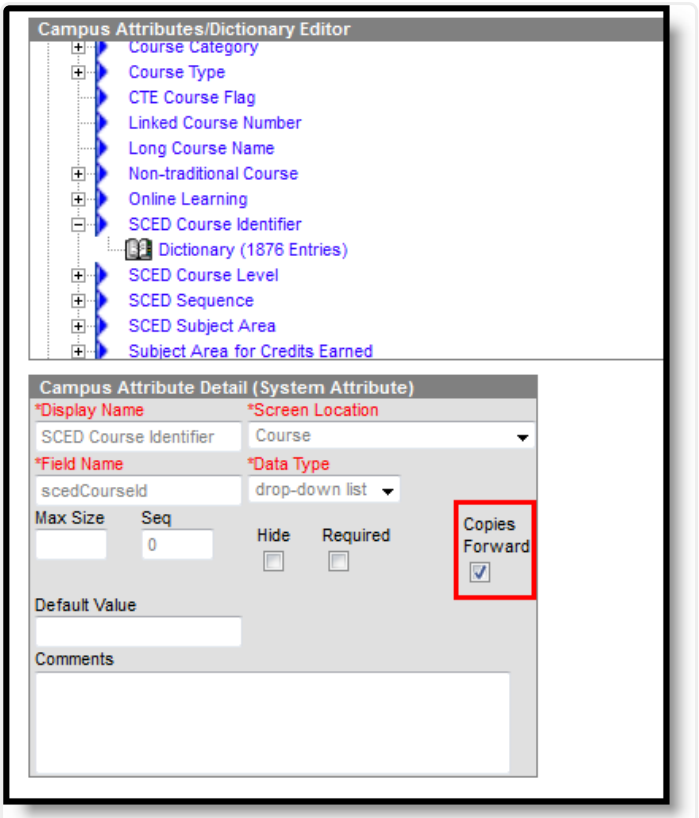
Click here to expand...

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

NCES Number Display	NCES Code
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.

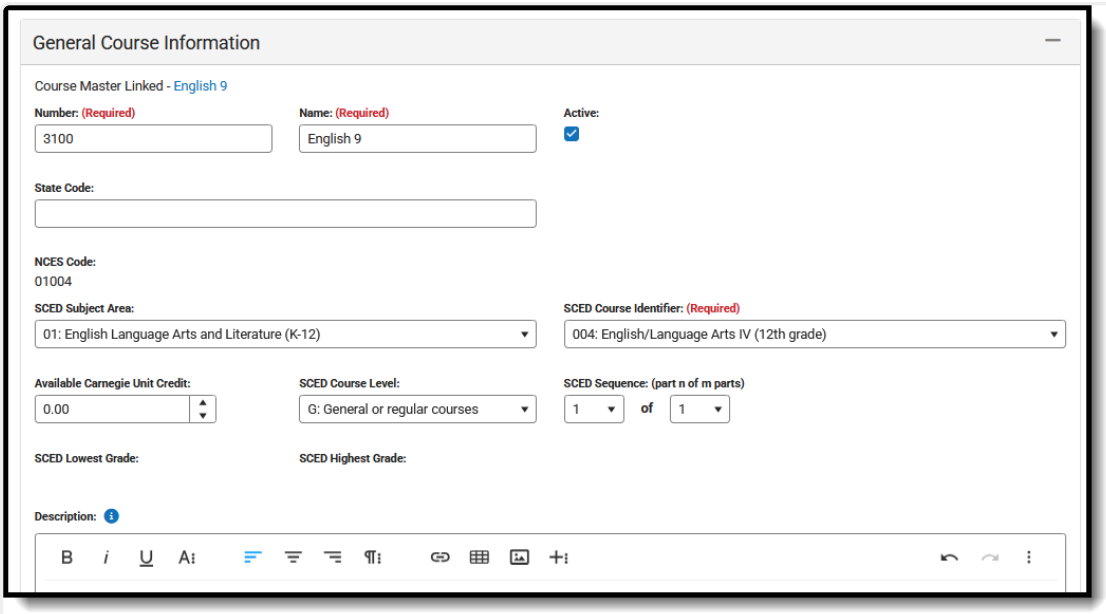


NCES Data - Copies Forward

Course Information Field Descriptions

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

General Course Information



General Course Information Card

Field Name	Description	Location
Course Master Linked	Displays when the course is linked to a Course Master. Clicking the link takes you to the Course Master Information tool where fields can be modified and pushed to the courses. When a course is linked to a Course Master, fields populated by the Course Master become uneditable on the Course Information tool.	**Database**: Course.courseMasterID **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > courseMasterID (**courseInfo.courseMasterID)**
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.	**Database**: Course.number **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > courseNumber (**courseSection.courseNumber)** Course/Section Data Type: Course > Course Information > courseNumber (**courseInfo.courseNumber)**

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**: Course.name **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > courseName (**courseSection.courseName)** Course/Section Data Type: Course > Course Information > courseName (**courseInfo.courseName)**
Active	Indicates whether the course is active and therefore available for requests and scheduling. An **Active Course** is defined as a course that is not yet dropped, which has one of three impacts, depending on the context of the course: • When the course met in a previous term, "active" means the roster placement for the student either has a blank (null) end date or the end date is the last date of the term. • When the course meets in the current term, "active" means the roster placement for the student either has a blank (null) end date or the end date is greater than or equal to the current date. • When the course meets in a future term, "active" has no real meaning, as all future courses are considered active regardless of the start or end date.	**Database:** Course.active **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > active (**courseSection.active)** Course/Section Data Type: Course > Course Information > active (**courseInfo.active)** **Additional Ad hoc Information** Click here to expand... Reports a zero (0) value when the checkbox is not marked, indicating the course is inactive. Reports a value of 1 when the checkbox is marked, indicating the course is active. Set the Operator field to TRUE to return only active courses.

Field Name	Academic Planning Logic Description	Location
	Click here to expand... Courses that are not marked as active are filtered out of the Course Planner when in Counselor mode. In the Portal, students cannot search for inactive courses at all. Transcript grades earned for inactive courses (taken when they were active) are still counted towards student credit and towards Academic Planning requirements and Planning Rules. When a course is inactive in a previous calendar and is a prerequisite for a current active course, the inactive course must remain as a prerequisite course set in the Transcript/Course Number(s) field on the Prerequisite Planning Rule for the current active course. Otherwise, the student's Course Plan will not be accurate.	

Field Name	Description	Location
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:** Student Data Type: Student > Learner > Schedule > Course/Section > stateReportExclude **(courseSection.stateReportExclude)** 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.
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 this field's impact on responsive courses. This field behaves differently in each state. See the State Code Field Logic section for details.	**Database:** Course.statecode **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > stateCode **(courseSection.stateCode)** Course/Section Data Type: Course > Course Information > stateCode **(courseInfo.stateCode)**

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:** Student Data Type: Student > Learner > Schedule > Course/Section > scedSubjectArea (**courseSection.scedSubjectArea)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > scedCourseID (**courseSection.scedCourseID)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > scedAvailableCredit **(courseSection.scedAvailableCredit)** Course/Section Data Type: Course > Course Information > SCED Available Credit (**courseInfo.SCED Available Credit)**

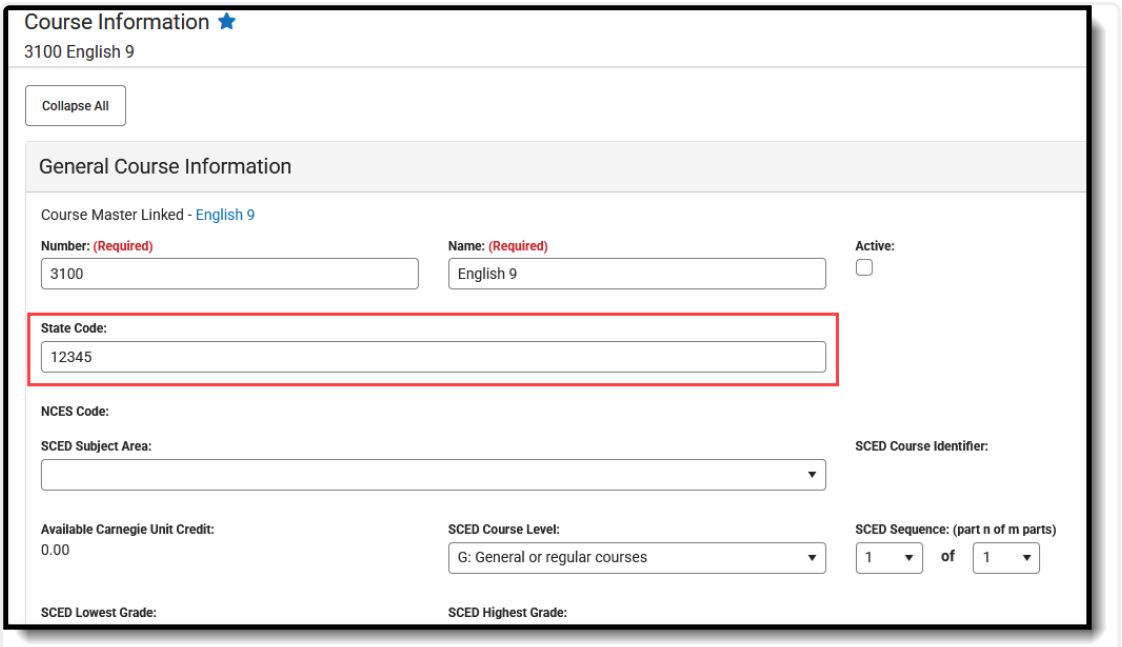
Field Name	Description	Location
SCED Course Level	The secondary course's level of rigor. Options may be localized in some states.	**Database:** CourseInfo.SCEDCourseLevel **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > scedCourseLevel **(courseSection.scedCourseLevel)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > scedSequenceNum **(courseSection.secSequenceNum)** Student Data Type: Student > Learner > Schedule > Course/Section > scedSequenceMax **(courseSection.secSequenceMax)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > scedLowestGrade **(courseSection.scedLowestGrade)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > scedHighestGrade **(courseSection.active)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > description **(courseSection.description)** 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 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.

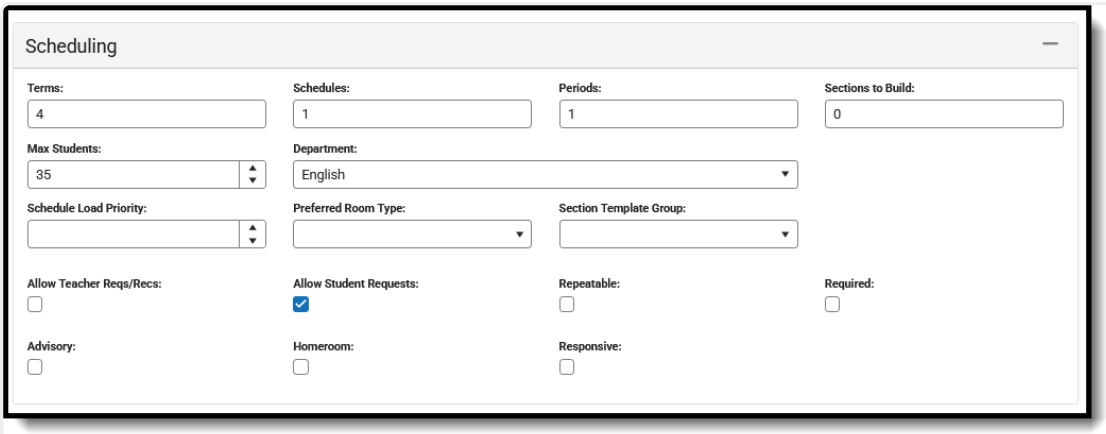
For states that use the State Code attribute and define dictionary values in either the Course attribute or the Definition attribute via the Core Attribute/Dictionary:

- 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:** Student Data Type: Student > Learner > Schedule > Course/Section > terms (**courseSection.terms)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > schedules (**courseSection.schedules)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > periods (**courseSection.periods)** 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 who can be scheduled into sections of the course. This field is also on the Section editor; it only needs to be populated in one location (either on the Course editor or the Section editor). • When populated only on Course Information, the entered value applies to all sections of the course. • When populated in Section Information, the entered value overrides the value in Course Information. This way, the section can have a different value than other sections, allowing a specific set of students to be scheduled into that section. **Enter positive whole numbers or a zero (0).** NOTE: Sections with a Max Students value of 0 will not have students loaded into them when using the Scheduling Board.	**Database:** Course.maxStudents **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > maxStudents (**courseSection.maxStudents)** Course/Section Data Type: Course > Course Information > maxStudents (**courseInfo.maxStudents)**

Field	Description	Location
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:** Student Data Type: Student > Learner > Schedule > Course/Section > departmentName (**courseSection.departmentName)** Course/Section Data Type: Course > Course Information > departmentName (**courseInfo.departmentName)**
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:** Student Data Type: Student > Learner > Schedule > Course/Section > priority (**courseSection.priority)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > roomType (**courseSection.roomType)** Course/Section Data Type: Course > Course Information > departmentName (**courseInfo.departmentName)**

Field	Description	Location
Section Template Group	Indicates to which Section Template Group the course is assigned. This is used for section placement in schools with complex schedules (rotating days with different periods on each day, waterfall schedules, biometric scheduling, etc.). When this field is populated, the Terms, Schedules, and Periods fields cannot be modified. This field only displays when Section Template Groups exist.	**Database:** Course.sectionTemplateGroup **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > sectionTemplateGroup **(courseInfo.sectionTemplateGroup)**

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 article 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.	**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.

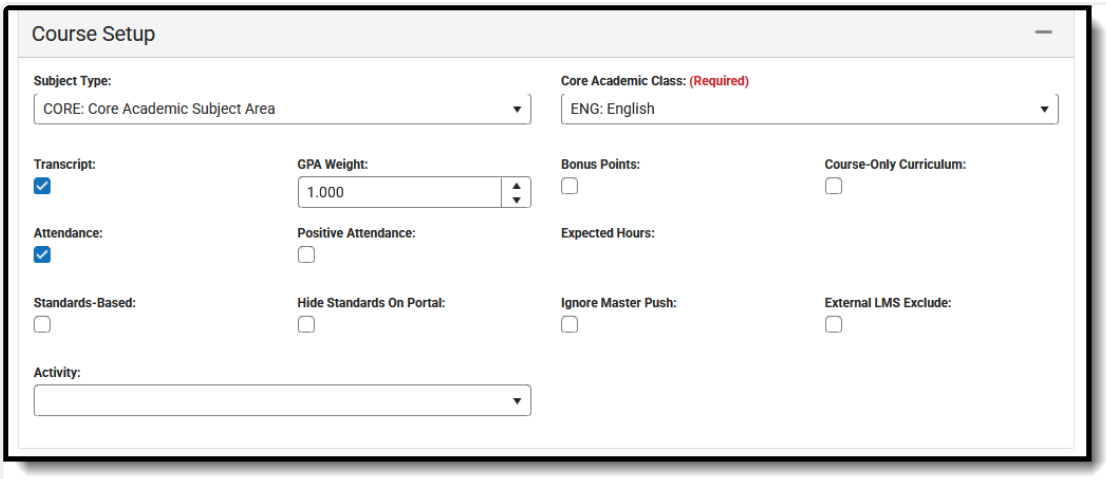
Field	Description	Location
Allow Student Requests	Indicates students can request this course through the Portal. When this is not marked, the course displays in the Course Catalog search results with a message that states courses can only be added by a counselor, and students are not allowed to request 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:** Student Data Type: Student > Learner > Schedule > Course/Section > requestable (**courseSection.requestable)** Course/Section Data Type: Course > Course Information > requestable **(courseInfo.requestable)**

Field	Description	Location
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:** Student Data Type: Student > Learner > Schedule > Course/Section > repeatable (**courseSection.repeatable)** 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.
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:** Student Data Type: Student > Learner > Schedule > Course/Section > required (**courseSection.required)** 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.

Field	Description	Location
Advisory	Identifies a course as an advisory course, a regularly scheduled time in the school day where a small group of students meets with a teacher or staff member to receive support on academic, social, and personal issues. Marking this checkbox enables special summary views for Instruction tools. Courses and Sections can both be marked as Advisory. At the course level, all sections of the course are considered Advisory; at the section level, that section is considered Advisory, while the other sections of the course may not be.	**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. The value of this checkbox is sent to any new section of a course and syncs to any existing section when the Homeroom value is changed (from marked to not marked). The value on the section can be changed as needed.	**Database:** Course.homeroom **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > homeroom (**courseSection.homeroom)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > responsive **(courseSection.responsive)** 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:** Course.allowCrossSiteEnrollment **Ad hoc Reporting:** Course/Section Data Type: Course > Course Information > Cross-Site Enabled **(courseInfo.Cross-SiteEnabled)**

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:** Student Data Type: Student > Learner > Schedule > Course/Section > subjectType **(courseSection.subjectType)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > coreSubject (**courseSection.coreSubject)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > transcript (**courseSection.transcript)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > gpaWeight (**courseSection.gpaWeight)** 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:** Student Data Type: Student > Learner Planning > Course Requests > Course > bonusPointsAvail (**course.bonusPointsAvail)** 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:** Student Data Type: Student > Learner Planning > Course Requests > Course > courseOnlyCurriculum (**course.courseOnlyCurriculum)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > attendance (**courseSection.attendance)** 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.

Field	Description	Location
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:** Student Data Type: Student > Learner > Schedule > Course/Section > unitAttendance (**courseSection.unitAttendance)** 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.
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:** Student Data Type: Student > Learner > Schedule > Course/Section > expectedHours (**courseSection.expectedHours)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > standardsBased (**courseSection.standardsBased)** Course/Section Data Type: Course > Course Information > standardsBased **(courseInfo.standardsBased)**

Field	Description	Location
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)**
Ignore Master Push	Prevents this course from being updated when grading setup is pushed from the Course Master. Grading setup can be pushed from Course Master Information or using the Push All Course Masters tool. Displays when the course is linked to a Course Master. Only users with tool rights for Push All Course Masters can edit this field.	**Database:** Course.ignoreMasterPush **Ad hoc Reporting:** Student Data Type: Student > Learner Planning > Course Requests > Course > ignoreCourseMasterPush (**course.ignoreCourseMasterPush)** Course/Section Data Type: Course > Course Information > ignoreCourseMasterPush **(courseInfo.ignoreCourseMasterPush)** **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.
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:** Student Data Type: Student > Learner > Schedule > Course/Section > externalLMSExclude (**course.externalLMSExclude)** 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.

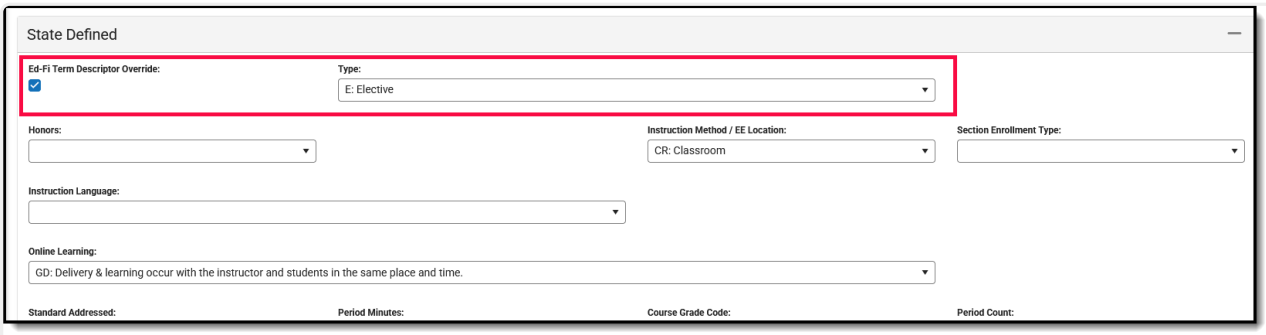
Field	Description	Location
Activity	Indicates the course is being used to track an activity such as an athletic team or extra-curricular. It may use a state- or district-defined set of codes.	**Database:** Course.activityCode **Ad hoc Reporting:** Student Data Type: Student > Learner > Schedule > Course/Section > activityCode (**course.activityCode)** 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 Course Card

Field	Description	Location

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:** Student Data Type: Student > Learner > Schedule > Course/Section > edFiTermType **(courseSection.edFiTermType)** 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:** Student Data Type: Student > Learner > Schedule > Course/Section > type **(courseSection.type)** 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 Fields Display

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

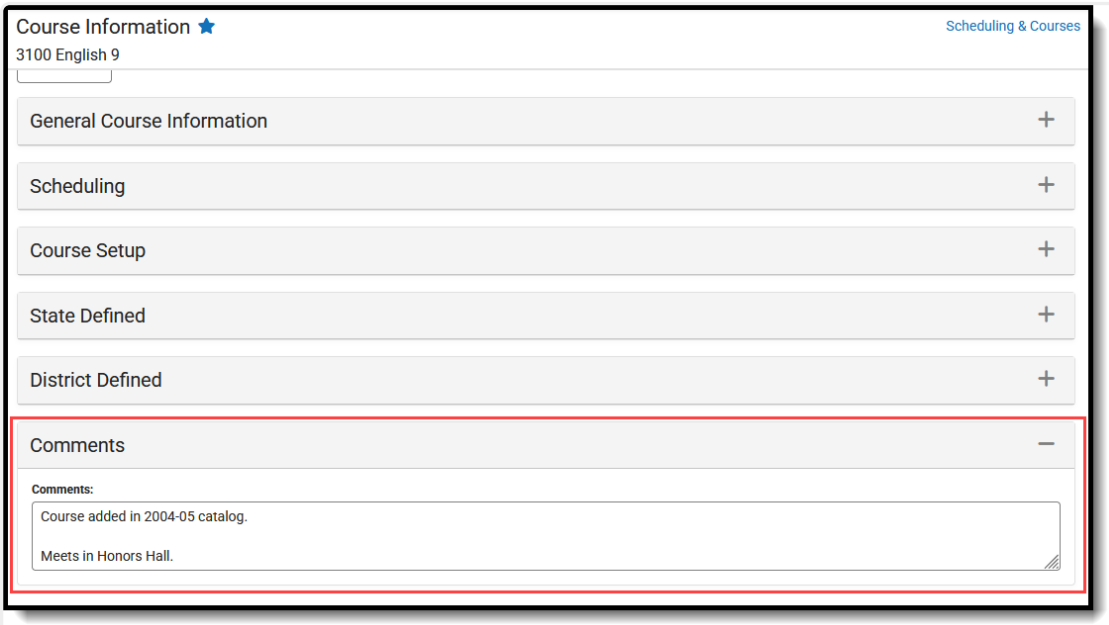
Your district should provide guidance on district-defined fields. When no district-defined fields are created, text indicating such fields displays in place of any fields.



No District Defined Fields

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.



Course Information - Comments Section

State-Specific Information

Fields may vary by state:

- California
- Michigan
- Minnesota
- Missouri
- Montana
- Nevada
- North Dakota
- Oregon
- Texas
- Wisconsin