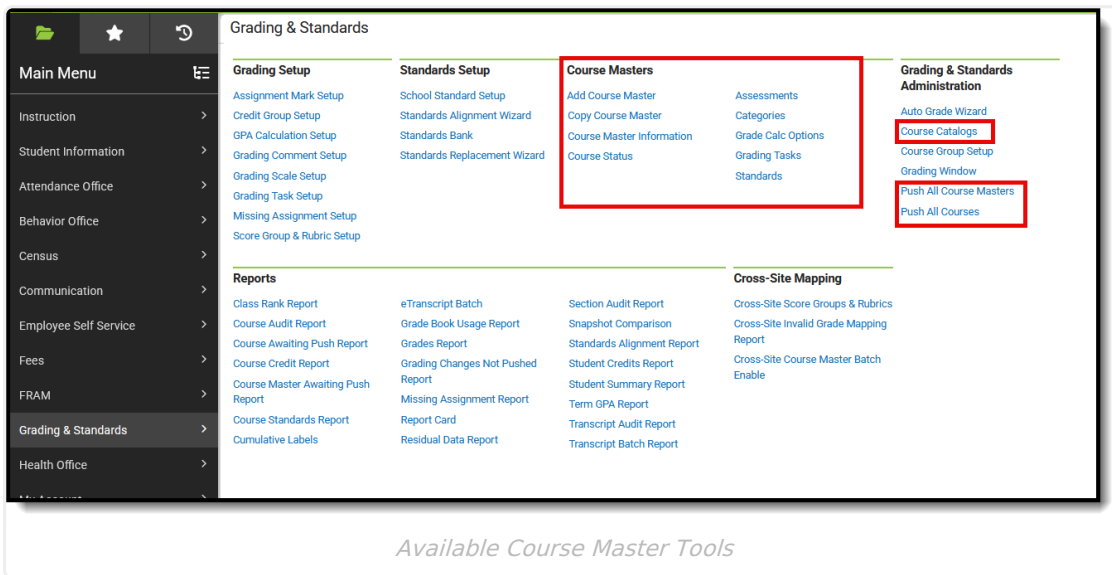# Course Masters

Last Modified on 12/14/2025 8:45 pm CST

[Best Practices for Course Masters](#) | [Course Master Workflow](#) | [Course Master Information in Ad hoc Query Wizard](#)

Tool Search: Course Masters

A Course Master defines elements of courses from a district level, so all schools in the district for the same grade levels (elementary schools, middle schools, high schools, ALCs, etc.) use the same course numbering and course naming conventions, use the same grading setup Grading Tasks, Standards, Grade Calc Options), and are assigned the same assessments. The grading setup tools can then be pushed to course sections, which eliminates individual course maintenance.

Districts with multiple schools, particularly growing districts, may wish to consider using Course Catalogs and Course Masters. Having a consistent setup of courses throughout the entire districts provides a more efficient Scheduling process.

[Course Catalogs](#) need to be created first before creating Course Masters. A Course Catalog is a collection of Course Masters that is associated with the school. Changes made to the Course Master are also applied to the courses at the schools, if fields have been locked.

Available Course Master Tools

Best Practices for Course Masters

When using [Academic Planning](#) functionality:

- When a calendar is assigned a Course Master, the Credit Overflow Override field must be set on the [Grading Task](#) tab of the course in the course master.
- When a calendar is not assigned a Course Master, and courses are maintained at each school, the Credit Overflow Override field must be set on the grading task tab of the course.

For districts that have more than one high school and multi-year academic planning is used, it is recommended that Course Masters be created. This reduces the amount of individual course maintenance that needs to be performed.

Course Master Workflow

Step		Location
1.	Create a Course Catalogs for the district.	Grading and Standards Administration > Course Catalogs
2.	Assign the Course Catalog to the school.	School and District Settings > Schools > School Information > Course Catalog - Master List
3.	Add new Course Masters for the school.	Grading and Standards > Course Masters > Add Course Master
4.	Add Grading Tasks to the Course Master.	Grading and Standards > Course Masters > Grading Tasks
5.	Add Standards to the Course Master.	Grading and Standards > Course Masters > Standards
6.	Add Categories to the Course Master.	Grading and Standards > Course Masters > Categories
7.	Add Assessments to the Course Master.	Grading and Standards > Course Masters > Assessments
8.	Establish Grade Calc Options for the Course Master.	Grading and Standards > Course Masters > Grade Calc Options
9.	Push the Course Master to the Courses.	Grading and Standards > Course Masters > Course Master Info > Push to Courses
10.	Copy Course Master information to other Course Masters.	Grading and Standards > Course Masters > Copy course Master
11.	Use the Push ALL Course Masters tool to update the Course Catalog with the latest Course Master data.	Grading and Standards Administration > Push All Course Masters

Step		Location
12.	Use the Course Master Awaiting Push Report to review grading setup changes that have not been pushed to courses before using this tool.	Grading & Standards > Repots > Course Master Awaiting Push Report
13.	Use the Push ALL Courses tool to update all courses in the selected calendar with the latest Course data.	Grading and Standards Administration > Push All Courses
14.	Use the Course Status tool to view all courses associated with a course master in the selected school and manage the grading setup of those courses.	Grading and Standards > Course Masters > Course Status

Course Master Information in Ad hoc Query Wizard

Course Course Master information is available in the Query Wizard for **Course/Section** Data Type filters. Fields can be selected from the following folders:

- Course > Course Information
- Course > Course Information > Assessments > Course
- Course > Course Information > Scheduling Rules > Course
- Course > Course Information > Planning Rules > Course

Fields available on the Course Information tool are noted in the Course Information section below.

Course Information Fields in Ad hoc