Add Course Master

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Course Master Workflow | Add a New Course Master

Tool Search: Add Course Master

A Course Master defines course elements of courses from a district level, so all schools are using the same number and naming convention for courses, as well as the same setup for grading. Course Catalogs need to be created first before creating Course Masters. A Course Catalog is a collection of Course Masters that is then attached to the school. Changes made to the Course Master are also applied to the courses at the schools if fields have been locked.
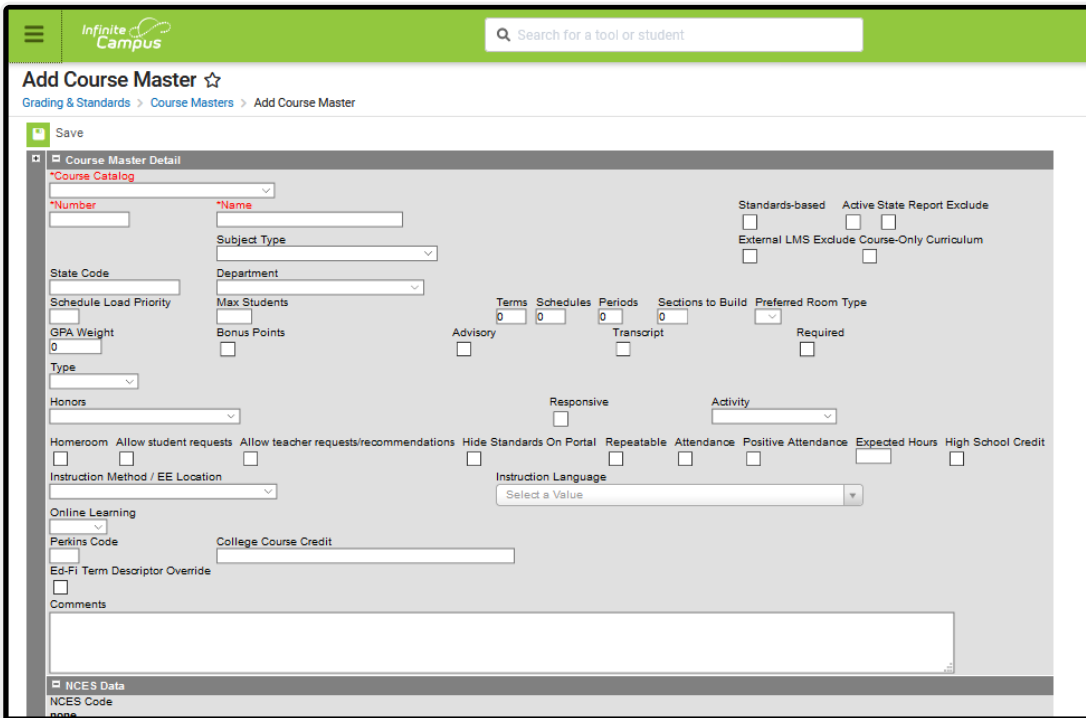
Add Course Master

Course Master Workflow

▶ Click here to expand...

Step		Campus Location
1.	Create Course Catalogs for the district.	Grading and Standards > Course Catalogs
2.	Assign the Course Catalog to the school.	System Administration > Resources > School
3.	Create Course Masters for the district.	Grading and Standards > Course Masters > Course Master Info

Step		Campus Location
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 > Course Master Info > Copy
11.	Use the Push ALL Course Masters tool to update the Course Catalog with the latest Course Master data.	Grading and Standards > Push All Course Masters
12.	Use the Push ALL Courses tool to update all courses in the selected calendar with the latest Course data.	Grading and Standards > Push All Courses

Add a New Course Master

See the Course Master Information article for details on the available Course Master fields.

1. Select the **Course Catalog** to which this new course master belongs.
2. Enter a **Number** of the Course Master.
3. Enter a **Name** for the new Course Master.
4. Enter values for the remaining fields for each of the Course Master editors - Course Master Detail, NCES Data, Description, Custom Data Elements.
5. Click the **Save** icon when finished.

Information can be saved at any time. Users can enter values for one field at a time and save after each one, or enter all values at once and save at the very end.