

# Course Catalogs And Course Masters - Videos

Last Modified on 03/27/2025 2:20 pm CDT

This series of videos explains how to use the tools Campus provides to create Course Catalogs, then add Course Masters to them. This includes information on how to add, manage and copy Course Master elements such as Grading Tasks/Standards, Grade Calc Options, Categories and Assessments.

Course Catalogs are assigned to schools under School & District Settings via the School Information tool.

## Course Catalogs

Districts can use Course Catalogs in conjunction with Course Masters to define and manage course configuration elements in a consistent manner. Schools that have been assigned a Course Catalog can't create their own courses. They need to select courses from the catalog.

## Add Course Master

Course Masters provide the framework for individual courses within a Course Catalog.

## Course Master Information (Course Masters)

Use the Course Master Information tool to update basic course information and push changes to locked elements to schools using the affected Course Master. See related content for the PUSH ALL COURSE MASTERS tool if your catalog has several course masters that have been updated.

## Grading Tasks (Course Masters)

Grading tasks describe the types of grades that appear on student report cards, such as mid-term grades, semester grades and trimester grades. Districts using course catalogs can define these tasks on course masters for schools that use them.

## Standards (Course Masters)

Standards can be defined for course masters to ensure consistency in how courses are graded across schools. This video demonstrates how to define a standard for a course master.

## Grade Calc Options (Course Masters)

Districts can set grade calculation options on course masters to determine how in progress grades calculate in teacher Grade Books. Grade Calculation Options can be set for Grading Tasks and for Standards. This video focuses on Grading Tasks.

## Categories (Course Masters)

In Campus Instruction, assignments are sorted into CATEGORIES. Districts can define these categories on a course master so every teacher of that course uses the same categories.

## Assessments (Course Masters)

The Assessments tool gives districts a way to allow teachers to enter scores for district-defined tests and to see scores for National and State assessments for students they teach without giving access to other areas of Campus. This video shows how to align assessments to a course master.

## Copy Course Master/Copy Course Master Elements

Campus provides COPY tools that can speed up the process of adding Course Masters to catalogs, as well as copying grading setup options from one course master to others.

## Push All Course Masters

Using the Push All Course Masters tool, administrators can push locked data to courses that are linked to course masters in a selected catalog. In this video, you will learn how to push grading setup and course master attributes to linked courses.

---

---