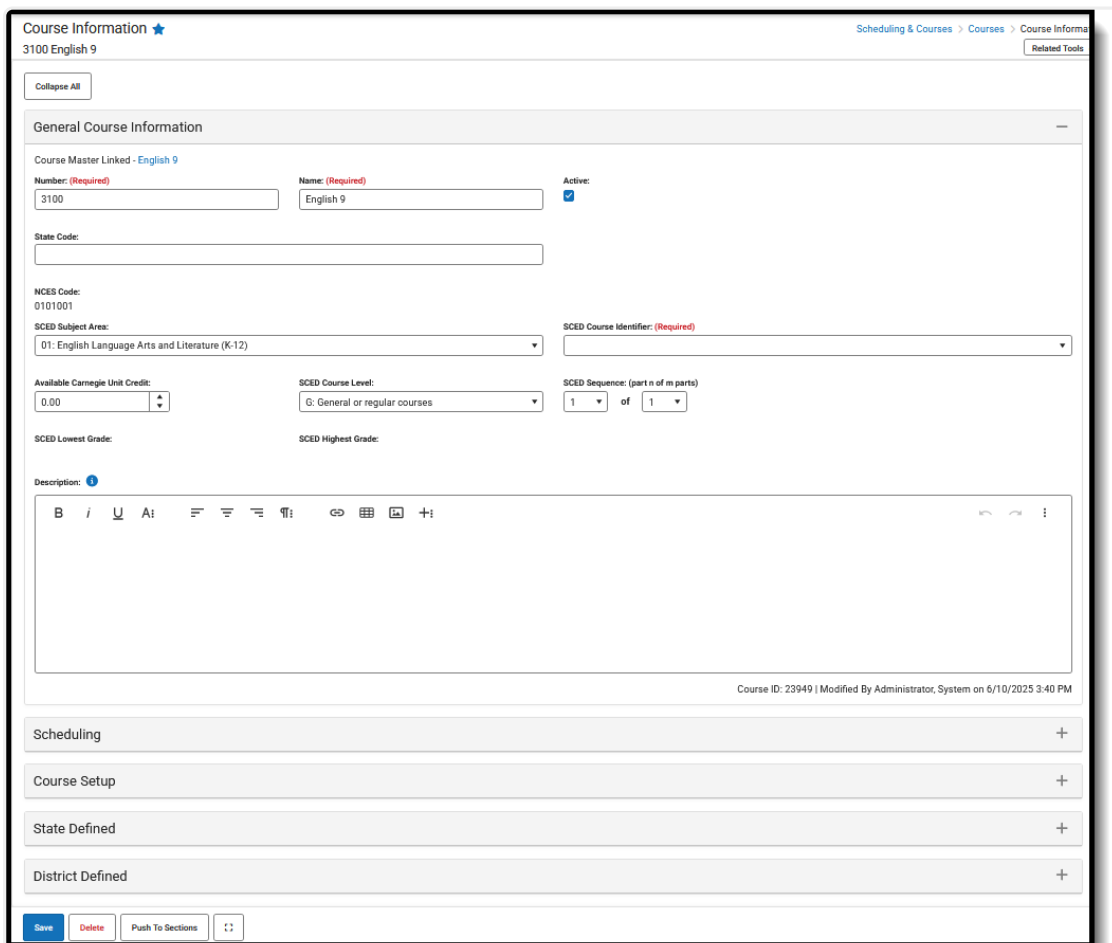


# Course Information Tool Rights

Last Modified on 12/01/2025 11:38 am CST

**Course Information** contains all the important details about a course, things like Course Name and Number, how the course is built (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.

See the [Course Information](#) article for details on managing course information, setting up courses for Responsive Scheduling, and other course-related information.



The screenshot shows the 'Course Information' editor for '3100 English 9'. The interface includes a 'Collapse All' button, a 'General Course Information' section, and a 'Description' field. The 'General Course Information' section contains fields for 'Course Master Linked - English 9', 'Number: (Required)' (3100), 'Name: (Required)' (English 9), 'Active' (checked), 'State Code', 'NCES Code' (0101001), 'SCED Subject Area' (01: English Language Arts and Literature (K-12)), 'SCED Course Identifier: (Required)', 'Available Carnegie Unit Credit' (0.00), 'SCED Course Level' (G: General or regular courses), 'SCED Sequence: (part n of m parts)' (1 of 1), 'SCED Lowest Grade', and 'SCED Highest Grade'. The 'Description' field has a rich text editor with various formatting options. At the bottom, there are buttons for 'Save', 'Delete', 'Push To Sections', and a help icon. A footer note indicates 'Course ID: 23949 | Modified By Administrator, System on 6/10/2025 3:40 PM'.

*Course Information Editor*

At least **Read** rights to [Section Information](#) are needed to access Course Information.

**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 courses results in the loss of current and historical data, including student scores, transcript records, and attendance data.
- Courses cannot be deleted when Sections are associated with the Course. Sections cannot be deleted when they are tied to a roster.

## Available Tool Rights

*Subrights are in italics.*

R	W	A	D
<ul style="list-style-type: none"> <li>• Access and view existing information about the course.</li> <li>• Display the Course Information in full-screen mode.</li> <li>• Expand and collapse all cards of the Course Information tool.</li> </ul>	<ul style="list-style-type: none"> <li>• Edit information about the course.</li> <li>• Save changes to edited information.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Permanently delete the course from the school's list of courses. <b>This is NOT recommended.</b></li> </ul>
<b><i>Push to Sections</i></b>			
N/A	<ul style="list-style-type: none"> <li>• Send updates made on the Course information tool to the associated Course Sections.</li> </ul>	N/A	N/A

## Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Principals](#)

- [Registrars](#)
- [Schedulers](#)
- [Scheduling Board Users](#)

See [User Groups and Suggested Roles](#) for more information.

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