Course Information Tool Rights

Last Modified on 03/09/2026 1:14 pm CDT

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.

Course Information Editor

At least **Read** rights to Section Information are needed to access Course Information.

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

- Deleting courses results in the loss of current and historical data, including student scores, transcripts, and attendance records.
- 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
- Access and view existing information about the course. - Display the Course Information in full-screen mode. - Expand and collapse all cards of the Course Information tool.	- Edit information about the course. - Save changes to edited information.	N/A	Permanently delete the course from the school's list of courses. **This is NOT recommended.**
Push to Sections			
N/A	Send updates made on the Course information tool to the associated Course Sections.	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.