

# 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.

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 the following fields:

- Course Master Linked - English 9
- Number: (Required) 3100
- Name: (Required) English 9
- Active:
- State Code: [Empty field]
- NCES Code: 0101001
- SCED Subject Area: 01: English Language Arts and Literature (K-12)
- SCED Course Identifier: (Required) [Empty field]
- Available Carnegie Unit Credits: 0.00
- SCED Course Level: G: General or regular courses
- SCED Sequence: (part n of m parts) 1 of 1
- SCED Lowest Grade: [Empty field]
- SCED Highest Grade: [Empty field]

The 'Description' field is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and insert link. Below the description field, there is a metadata line: 'Course ID: 23949 | Modified By Administrator, System on 6/10/2025 3:40 PM'. At the bottom of the editor, there are four expandable sections: 'Scheduling', 'Course Setup', 'State Defined', and 'District Defined', each with a plus sign. At the very bottom, there are buttons for 'Save', 'Delete', 'Push To Sections', and a refresh icon.

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
<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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