Add Course Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Add Course** tool enables users to create new courses and enter the required fields to save them. It contains the same fields as the Course Information tool but also includes data entry for basic course information.

See the Add Course article for details on adding courses.

Add Course Editor

This tool also requires users to be assigned at least **Read** rights to **Course Information** and **Section Information.**

Available Tool Rights

R	W	A	D
- Access and view the Add Course tool. - View the Add Course tool in full-screen mode.	- Add new course information. - Reset button to remove entered values before saving. - Save (Add) the new course record.	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.