

# Add Course Tool Rights

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The **Add Course** tool allows users to create new courses and enter the required fields for saving 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.

The screenshot displays the 'Add Course' interface. At the top, there is a 'Collapse All' button and a breadcrumb trail: 'Scheduling & Courses > Courses > Add Course'. A 'Related Tools' button is also visible. The main section is titled 'General Course Information' and contains several input fields:
 

- Number: (Required)**: Text input with '3100' entered.
- Name: (Required)**: Text input with 'English 9' entered.
- Active:** A checked checkbox.
- State Code:** An empty text input field.
- NCES Code:** An empty text input field.
- SCED Subject Area:** A dropdown menu.
- SCED Course Identifier:** An empty text input field.
- Available Carnegie Unit Credit:** Text input with '0.00' entered.
- SCED Course Level:** A dropdown menu.
- SCED Sequence: (part n of m parts)**: Two dropdown menus showing '1' of '1'.
- SCED Lowest Grade:** An empty text input field.
- SCED Highest Grade:** An empty text input field.

 Below these fields is a 'Description' section with a rich text editor toolbar (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo) and a large text area. At the bottom right of the description area, it says 'Course ID: 0 | Modified By on'. Below the description is a sidebar with expandable sections: 'Scheduling', 'Course Setup', 'State Defined', 'District Defined', and 'Comments', each with a '+' icon. At the very bottom, there are 'Add', 'Reset', and a refresh icon.

Add Course Editor

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

# Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> <li>• View the Add Course tool.</li> <li>• View the Add Course tool in full-screen mode.</li> </ul>	<ul style="list-style-type: none"> <li>• Add new course information.</li> <li>• Save (Add) the new course record.</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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