

# Add Course Tool Rights

Last Modified on 06/12/2025 8:43 am CDT

[Available Tool Rights](#) | [Suggested User Groups](#)

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.

Add Course ★
Scheduling & Courses > Courses > Add Co
Related Tools

Collapse All

General Course Information

Number: (Required) 3100
Name: (Required) English 9
Active: ☒

State Code:

NCES Code:

SCED Subject Area:
SCED Course Identifier:

Available Carnegie Unit Credit: 0.00
SCED Course Level:
SCED Sequence: (part n of m parts) 1 of 1

SCED Lowest Grade:
SCED Highest Grade:

Description:

Course ID: 0 | Modified By on

Scheduling +

Course Setup +

State Defined +

District Defined +

Comments +

Add Reset

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
<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>• Reset button to remove entered values before saving.</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.