

Add Course Master Tool Rights

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

The **Add Course Master** tool allows users to create new course masters and enter the required fields for saving them. It contains the same fields as the Add Course Information tool.

See the [Add Course Master](#) article for details on adding course masters.

Add Course Master ☆
Grading & Standards > Course Masters > Add Course Master
Related Tools ^

Collapse All

General Course Master Information

Course Catalog: (Required)
High School Catalog

Number: (Required)
1234

Name: (Required)
New Course

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: ⓘ

B i U A: [Text Formatting Icons]

Course Master ID: 0

Scheduling +

Course Setup +

State Defined +

District Defined +

Comments +

Add Reset

Add Course Master Editor

This tool also requires users to be assigned at least the following:

- Read rights to Course Information.
- Read and Write rights to Course Masters Information.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> • View the Add Course Master tool. • View the Add Course Master tool in full-screen mode. 	<ul style="list-style-type: none"> • Add new course master information. • Use Reset button to remove entered values before saving. • Save (Add) the new course master record. 	N/A	N/A
District Edition, State Edition Functionality			
	<ul style="list-style-type: none"> • Receive Process Alerts messages in Message Center related to Course Management updates from State Edition. 		

Suggested User Groups

- [Counselors](#)
- [Principals](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.