

# Course Master Information Tool Rights

Last Modified on 03/31/2025 2:03 pm CDT

A **Course Master** defines course elements from a district level, so all schools use the same number and naming convention for courses and the same setup for grading. [Course Catalogs](#) need to be created first before creating Course Masters. A Course Catalog is a collection of Course Masters that is then attached to the school. Changes made to the Course Master are also applied to the courses at the schools if fields have been locked.

See the [Course Master Information](#) article for details on managing course information, setting up courses for Responsive Scheduling, and other course-related information.

Course Master Information ☆ Grading & Standards > Course Masters > Course Master Information

0011 Core English I High School Catalog Related Tools ^

General Course Master Information

Course Catalog: **(Required)**

Number: **(Required)**  Name: **(Required)**  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)  of

SCED Lowest Grade:  SCED Highest Grade:

Description:

*Course Master Information Editor*

Pushing Course Master Information to courses requires at least **Read** and **Write** rights to [Course Information](#).

# Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> <li>• View existing information about the course master.</li> <li>• Display the Course Master 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 master.</li> <li>• Save changes to edited information.</li> <li>• Push the changes to the aligned courses.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Permanently delete the course master from the school's list of courses. <b>This is NOT recommended.</b></li> </ul>

## Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Principals](#)
- [Registrars](#)
- [Schedulers](#)
- [Scheduling Board Users](#)

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