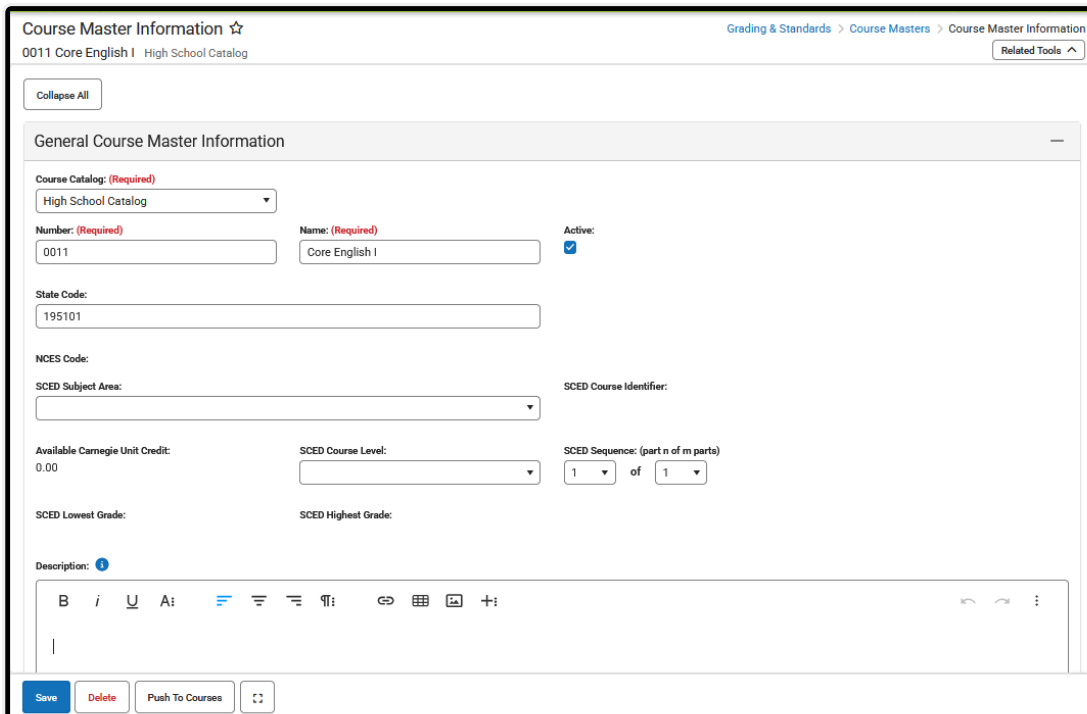


Course Master Information Tool Rights

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

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.



The screenshot shows the 'Course Master Information' editor interface. At the top, there's a breadcrumb trail: 'Grading & Standards > Course Masters > Course Master Information'. The main title is 'Course Master Information' with a star icon. Below it, the course is identified as '0011 Core English I' under the 'High School Catalog'. A 'Collapse All' button is on the left. The 'General Course Master Information' section contains several fields: 'Course Catalog: (Required)' is a dropdown set to 'High School Catalog'; 'Number: (Required)' is '0011'; 'Name: (Required)' is 'Core English I'; 'Active:' is a checked checkbox; 'State Code:' is '195101'; 'NCES Code:' is empty; 'SCED Subject Area:' is a dropdown; 'SCED Course Identifier:' is empty; 'Available Carnegie Unit Credit:' is '0.00'; 'SCED Course Level:' is a dropdown; 'SCED Sequence: (part n of m parts)' is '1 of 1'; 'SCED Lowest Grade:' is empty; and 'SCED Highest Grade:' is empty. A 'Description:' field with a rich text editor is at the bottom. The editor has buttons for 'Save', 'Delete', 'Push To Courses', and a settings icon.

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"> • View existing information about the course master. • Display the Course Master Information in full-screen mode. • Expand and collapse all cards of the Course Information tool. 	<ul style="list-style-type: none"> • Edit information about the course master. • Save changes to edited information. • Push the changes to the aligned courses. 	N/A	<ul style="list-style-type: none"> • Permanently delete the course master from the school's list of courses. This is NOT recommended.
District Edition, State Edition Functionality			
N/A	<ul style="list-style-type: none"> • Receive Process Alerts messages in Message Center related to Course Management updates from State Edition. 	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.