

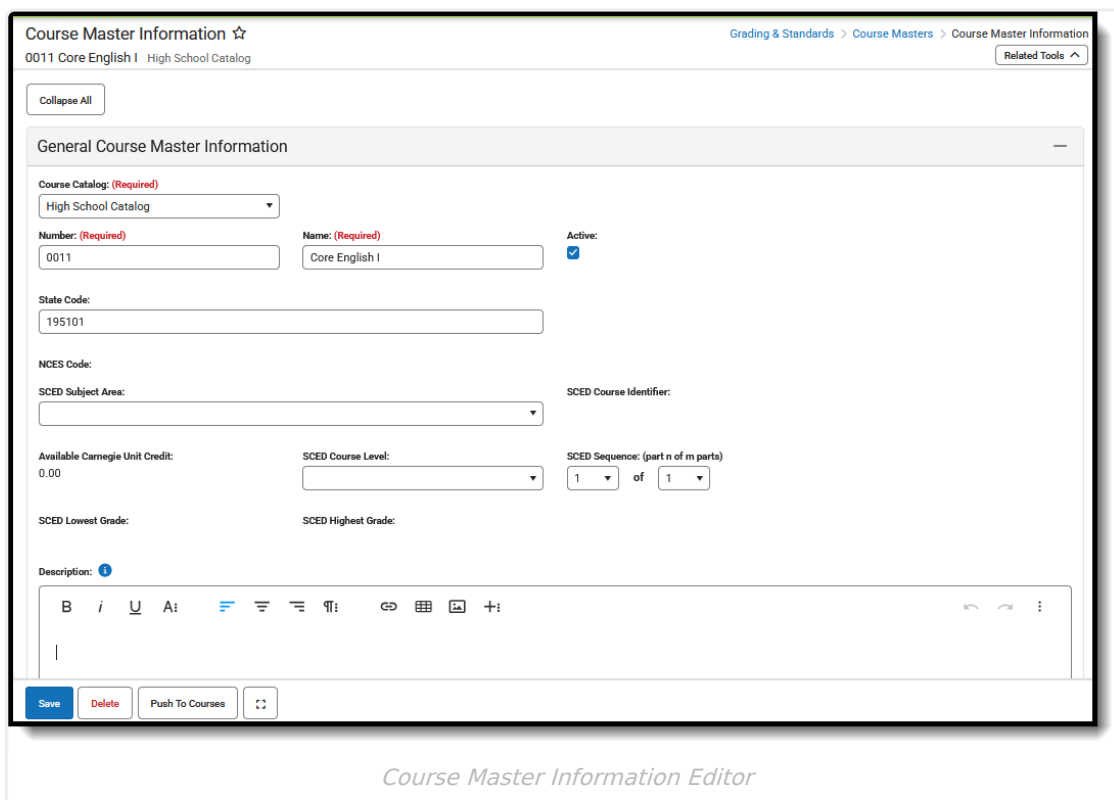
Course Master Information Tool Rights

Last Modified on 08/22/2025 1:08 pm CDT

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

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'. Below this, the title 'Course Master Information' is followed by a star icon and the text '0011 Core English I High School Catalog'. A 'Collapse All' button is on the left. The main section is titled 'General Course Master Information'. It contains several fields: 'Course Catalog: (Required)' with a dropdown menu showing 'High School Catalog'; 'Number: (Required)' with a text box containing '0011'; 'Name: (Required)' with a text box containing 'Core English I'; 'Active:' with a checked checkbox; 'State Code:' with a text box containing '195101'; 'NCES Code:' with a text box; 'SCED Subject Area:' with a dropdown menu; 'SCED Course Identifier:' with a text box; 'Available Carnegie Unit Credit:' with a text box containing '0.00'; 'SCED Course Level:' with a dropdown menu; 'SCED Sequence: (part n of m parts)' with two dropdown menus showing '1' of '1'; 'SCED Lowest Grade:' with a text box; and 'SCED Highest Grade:' with a text box. At the bottom, there's a 'Description:' section with a rich text editor toolbar and a text box. The bottom of the interface has three buttons: 'Save', 'Delete', and 'Push To Courses', along with a small icon.

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.