

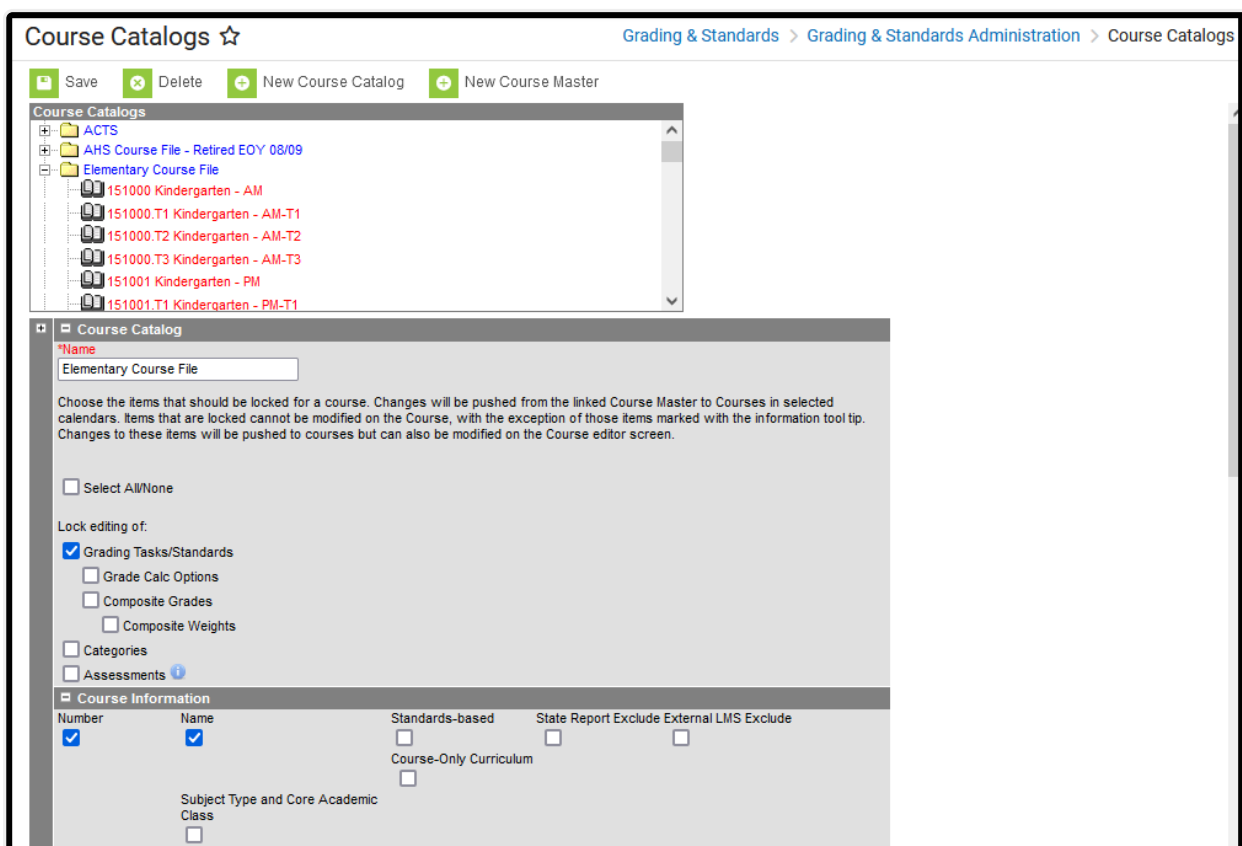
# Course Catalog Tool Rights

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

**Course Catalogs** are intended to facilitate consistency within schools in a district regarding how courses are set up. After the Course Catalog is created, Course Masters are created and added to it. Schools to which a catalog is assigned must select courses from the catalog and can't change elements that the district has locked down, for example, course number, course name, and grading tasks, but they may be allowed to edit other settings such as grade calculation options.

See the [Course Catalog](#) article to learn how to use this tool.



The screenshot shows the 'Course Catalogs' interface. At the top, there's a breadcrumb trail: 'Grading & Standards > Grading & Standards Administration > Course Catalogs'. Below this, there are buttons for 'Save', 'Delete', 'New Course Catalog', and 'New Course Master'. The main area is divided into two sections. The top section, 'Course Catalogs', shows a tree view with folders like 'ACTS', 'AHS Course File - Retired EOY 08/09', and 'Elementary Course File'. Under 'Elementary Course File', there are several course entries with icons and names like '151000 Kindergarten - AM', '151000.T1 Kindergarten - AM-T1', '151000.T2 Kindergarten - AM-T2', '151000.T3 Kindergarten - AM-T3', '151001 Kindergarten - PM', and '151001.T1 Kindergarten - PM-T1'. The bottom section, 'Course Catalog', shows a form for editing a catalog. It has a 'Name' field with 'Elementary Course File' entered. Below this is a text box explaining that changes will be pushed from the linked Course Master to Courses in selected calendars. There are checkboxes for 'Select All/None', 'Lock editing of:', 'Grading Tasks/Standards' (checked), 'Grade Calc Options', 'Composite Grades', 'Composite Weights', 'Categories', and 'Assessments'. At the bottom, there's a 'Course Information' section with checkboxes for 'Number' (checked), 'Name' (checked), 'Standards-based', 'State Report Exclude', 'External LMS Exclude', 'Course-Only Curriculum', and 'Subject Type and Core Academic Class'.

*Course Catalogs*

Review the [Course Masters Overview](#) article for information on Course Masters best practices and a Course Master Workflow.

# Available Tool Rights

R	W	A	D
View Course Catalogs.	Modify existing Course Catalogs.	Add new Course Catalogs.	Remove Course Catalogs.

# Suggested User Groups

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

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