

Setup: Interaction between the Course Catalog, Course Masters, Tool Rights, and Grade Book

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Tool Search: Course Catalogs, Course Masters, User Account, Grade Book

This article explains the results of different setup configurations using Course Catalog, Course Masters, Courses, and the tool rights for Instruction.

Workflow

Managing courses can feel complicated, but once you understand how Course Catalog, Course Masters, and Courses work together, it becomes much easier. This guide explains what happens when you lock editing at the catalog level, how tool rights affect editing, and includes real-world examples and common mistakes to avoid.

Step 1: Start at the Course Catalog

Think of the [Course Catalog](#) as the 'rulebook.' Here, you decide what can and cannot be edited later. You can lock editing for Grading Tasks, Standards, Grade Calculation Options, Composite Grades, Composite Weights, Categories, and Assessments.

Other course-related information can be locked at the Course Catalog level for Course Masters in the Course Information, NCES Data, Description, and/or Custom Data Elements sections. In this article, we are specifically focusing on Grading Tasks, Standards, Grade Calc Options, Composite Grades, Composite Weights, Categories, and/or Assessments. Refer to the [Course Catalog](#) article for more information regarding the additional fields.

Step 2: Build in Course Masters

Next, head to [Course Masters](#). This is where you create all the locked items—Grading Tasks, Standards, Grade Calc Options, Composite Grades, Categories, and Assessments. Once you've set them up, use the [Push All Course Masters tool](#) (or push individually) to send these items to courses.

Step 3: What Happens in Courses

When items are pushed from Course Masters, you'll see a padlock icon next to them in courses. That means they're locked and cannot be edited or deleted, no matter what tool rights a user has.

However, users with the right permissions can still add new items at the course level.

Tool Rights

User Tool Rights Editor
JAablock

	All	Read	Write	Add	Delete
FRAM	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Grading & Standards	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Grading Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Standards Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Course Masters	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Add Course Master	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Copy Course Master	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Course Master Information	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Course Status	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Assessments	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Categories	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Grade Calc Options	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Grading Tasks	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Standards	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Grading & Standards Administration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Reports	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Grading & Standards > Course Masters Tool Rights

Grading & Standards > Course Masters

Add and/or Delete Rights given here allow users to add new Categories, Grade Calc Options, Grading Tasks, and/or Standards to Course Masters. If these items are locked at the Course Catalog level, ONLY Categories, Grade Calc Options, Grading Tasks, and/or Standards that have been pushed from the Course Masters to Courses after the lock was set CANNOT be edited or deleted.

User Tool Rights Editor
JAablock

	All	Read	Write	Add	Delete
Scheduling & Courses	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Scheduling	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Courses	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Add Course	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy Course	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Course Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Push To Section	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Course Management	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Course Assessments	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Course Categories	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Course Fees	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Course Grade Calc Options	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Course Grading Tasks	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Course Rules	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Course Sections	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Course Standards	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Curriculum Planner	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Add Section	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Section Attendance	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Section Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Section Grading By Student	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Section Grading By Task	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Section Guest Grade Book	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Grade Calc Options	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Composite Grades	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Categories	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

Scheduling & Courses > Courses Tool Rights

Scheduling & Courses > Courses

Add and/or Delete Rights given here allow users to add or delete new Categories, Grade Calc

Options, Grading Tasks, and/or Standards to Courses. If these items are locked at the Course Catalog level, ONLY Categories, Grade Calc Options, Grading Tasks, and/or Standards that have been pushed from the Course Masters to Courses after the lock was set CANNOT be edited or deleted. Users with rights to add or delete new Categories, Grade Calc Options, Grading Tasks, and/or Standards to Courses here would still be able to add and delete at the course level.

User Tool Rights Editor
JAAblock

Additional Access Rights

- ▶ General All
- ▶ Instruction Messaging All
- ▼ Instruction Tools
 - Engagement Check-In All
 - Enhanced Curriculum All
 - Curriculum Library District Share All
 - Google Drive All
 - Discussions All
- Grading Tools
 - Edit Grade Calc Options
 - Edit Composite Grades
 - Edit Categories
 - Multi-Post Grades
 - Score Copier
- ▶ Other All

Read Write Add Delete

Additional Access Rights > Instruction Tools > Grading Tools

Rights given here are for all Instruction users. If a user has rights given here to Edit Grade Calc Options, Edit Composite Grades, and/or Edit Categories, they will be able to add new items to any area they are given rights to, even if there are locked items that were pushed to the courses. They would not be able to edit any locked items that were pushed from Course Masters to courses they teach, but they **would** be able to edit or delete any new items they have added themselves.

Examples and Common Mistakes

Real-World Examples

Scenario	Result
Locking Grading Tasks but forgetting to create them in Course Masters	Teachers open their courses and see no grading tasks. They can still add their own tasks if they have rights, but those tasks won't follow your district standards.
Creating Standards but not pushing them	Teachers start grading without standards attached. Later, when you push them, teachers may need to redo grading setups.
The teacher wants to change a locked category name	They can't. Instead, they can add a new category if they have the necessary rights, but the original category remains unchanged.

Scenario	Result
A course is inactive	Items will NOT be pushed to an inactive course

Common Mistakes & How to Avoid Them

Mistake	What Happens	How to Avoid It
Locking items but not creating them in Course Masters	Teachers see missing grading tasks or standards	Always create locked items in Course Masters before term starts
Forgetting to push after creating items	Courses don't reflect updates; teachers may set up incorrectly	Use Push All Course Masters and check the Awaiting Push Report
Assuming locked items prevent all edits	Teachers can still add new items if they have rights	Communicate clearly what "locked" means and review tool rights
Locking Assessments expecting full lock	Teachers can still edit assessments	Remember: locking assessments only controls pushing, not editing
Changing Course Catalog locks mid-term	Causes inconsistencies across courses	Set locks before the term begins and avoid mid-year changes