Course Masters

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Tool Rights | Course Master Information in Ad hoc Query Wizard | Best Practices for Course Masters | Course Master Workflow

Classic View: Grading and Standards > Course Masters
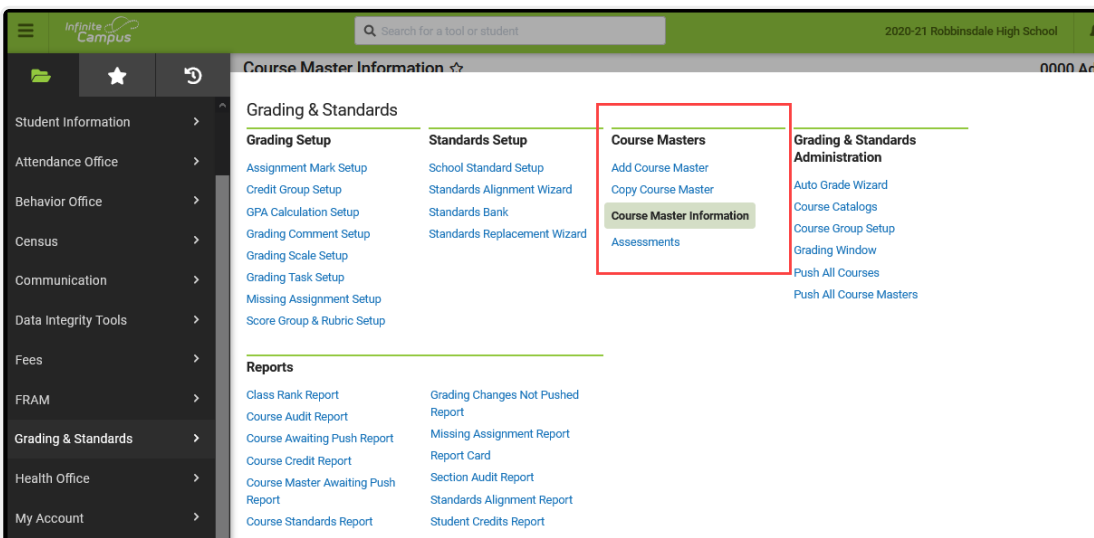
Search Terms: Course Masters

A Course Master defines elements of courses from a district level, so all schools in the district for the same grade levels (elementary schools, middle schools, high schools, ALCs, etc.) use the same course numbering and course naming conventions, use the same grading setup Grading Tasks, Standards, Grade Calc Options), and are assigned the same assessments. The grading setup tools can then be pushed to course sections, which eliminates individual course maintenance.

The following tools are available:

- Add Course Master
- Copy Course Master
- Course Master Information
- Assessments

Districts with multiple schools, particularly growing districts, may wish to consider using Course Catalogs and Course Masters. Having a consistent setup of courses throughout the entire districts provides a more efficient Scheduling process.

Course Catalogs need to be created first before creating Course Masters. A Course Catalog is a collection of Course Masters that is associated with the school. Changes made to the Course Master are also applied to the courses at the schools, if fields have been locked.

Course Masters Tools

Tool Rights

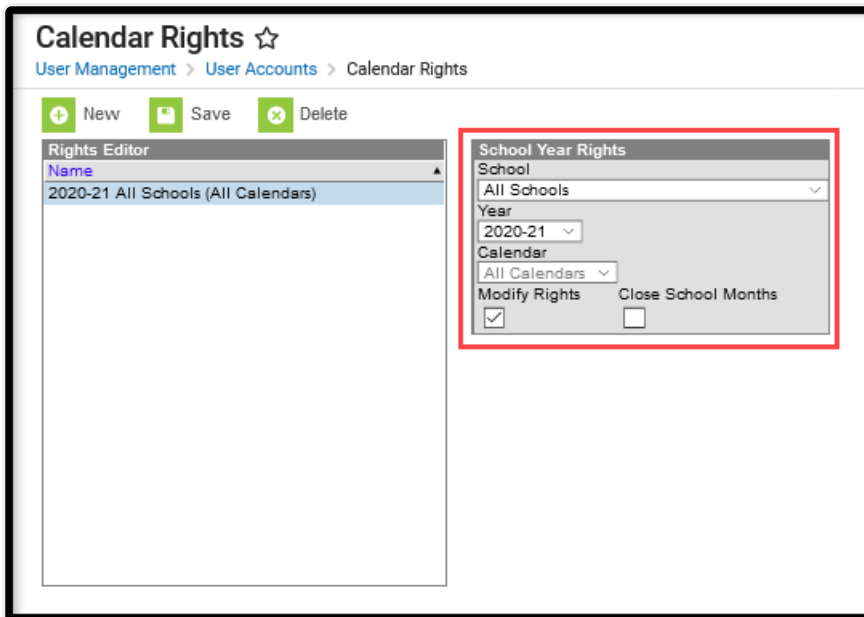Full access to the Course Masters toolset requires **RWA** rights to the following items:

- Grading and Standards > Course Masters > **Course Master Info**
- Grading and Standards > Course Masters > **Grading Tasks**
- Grading and Standards > Course Masters > **Standards**
- Grading and Standards > Course Masters > **Categories**
- Grading and Standards > Course Masters > **Grade Calc Options**
- Grading and Standards > Course Masters > **Assessments**
- Grading and Standards > Course Masters > **Copy Course Master**

While full Course Master functionality is available with Read, Write and Add tool rights, it is recommended that **Delete** rights are also assigned.

Recommended Course Masters Tool Rights

In addition, Course Master Administrators (curriculum directors and the like) have rights to **All Schools**, **All Calendars** and **Current School Year**.
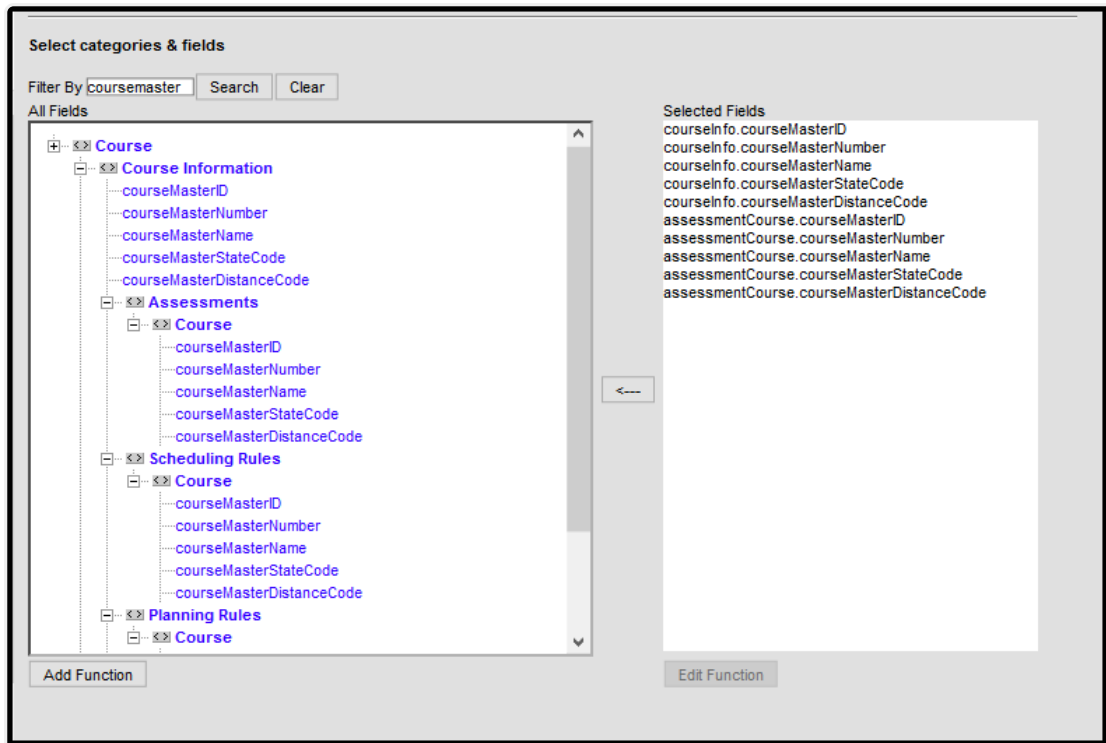
Recommended Course Masters School Year Rights

Course Master Information in Ad hoc Query Wizard

Course Course Master information is available in the Query Wizard for **Course/Section** Data Type filters. Fields can be selected from the following folders:

- Course > Course Information
- Course > Course Information > Assessments > Course
- Course > Course Information > Scheduling Rules > Course
- Course > Course Information > Planning Rules > Course

Fields available on the Course tab are noted in the Course Information section below.

Course Information Fields in Ad hoc

Best Practices for Course Masters

If you are using Academic Planning functionality:

- If a calendar is assigned a Course Master, the Credit Overflow Override field must be set on the Grading Task tab of the course in the course master.
- If a calendar is not assigned a Course Master, and courses are maintained at each school, the Credit Overflow Override field must be set on the grading task tab of the course.

For districts that have more than one high school and multi-year academic planning is used, it is recommended that Course Masters be created. This reduces the amount of individual course maintenance that needs to be performed.

Course Master Workflow

Step		Campus Location
1.	Create Course Catalogs for the district.	Grading and Standards > Course Catalogs
2.	Assign the Course Catalog to the school.	System Administration > Resources > School

Step		Campus Location
3.	Create Course Masters for the district.	Grading and Standards > Course Masters > Course Master Info
4.	Add Grading Tasks to the Course Master.	Grading and Standards > Course Masters > Grading Tasks
5.	Add Standards to the Course Master.	Grading and Standards > Course Masters > Standards
6.	Add Categories to the Course Master.	Grading and Standards > Course Masters > Categories
7.	Add Assessments to the Course Master.	Grading and Standards > Course Masters > Assessments
8.	Establish Grade Calc Options for the Course Master.	Grading and Standards > Course Masters > Grade Calc Options
9.	Push the Course Master to the Courses.	Grading and Standards > Course Masters > Course Master Info > Push to Courses
10.	Copy Course Master information to other Course Masters.	Grading and Standards > Course Masters > Copy Course Master
11.	Use the Push ALL Course Masters tool to update the Course Catalog with the latest Course Master data.	Grading and Standards > Push All Course Masters
12.	Use the Push ALL Courses tool to update all courses in the selected calendar with the latest Course data.	Grading and Standards > Push All Courses