Add Course Master

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Course Master Workflow | Add a New Course Master

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A Course Master defines course elements of courses from a district level, so all schools are using the same number and naming convention for courses, as well as 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.

Add Course Master

Course Master Workflow

▸ Click here to expand...

Add a New Course Master

See the Course Master Information article for details on the available Course Master fields.

1. Select the **Course Catalog** to which this new course master belongs.
2. Enter a **Number** of the Course Master.
3. Enter a **Name** for the new Course Master.
4. Enter values for the remaining fields for each of the Course Master editors - Course Master Detail, NCES Data, Description, Custom Data Elements.
5. Click the **Save** icon when finished.

Information can be saved at any time. Users can enter values for one field at a time and save after each one, or enter all values at once and save at the very end.