Add Course Master

Last Modified on 10/22/2022 9:55 am CDT

Course Master Workflow | Add a New Course Master

Classic View: Grading and Standards > Course Masters > Course Master Information > New

Search Terms: Add Course Master

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.

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Add Course Master ☆ Grading & Standards > Course Masters > Add Course Master	
Save Save Save Save Save Save Subject Type Subject Type Subject Type Sobedule Load Priority Max Students GPA Weight GPA Weight Bonus Points GPA Weight Honors Homeroom Allow student requests Allow teacher requests/recommendations Instruction Method / EE Location	Standards-based Active State Report Exclude External LMS Exclude Course-Only Curriculum Terms Schedules Periods Sections to Build Preferred Room Type Advisory Transcript Required Responsive Activity Required Hide Standards On Portal Repeatable Attendance Positive Attendance Expected Hours High School Credit Instruction Language Select a Value
Online Learning Petrins Code Ed-Fi Term Descriptor Override Comments PNCES Data NCES Code anae	
	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.