

Course Information

Last Modified on 10/22/2022 10:03 am CDT

Course Information in Ad hoc Query Wizard | Course Information | Manage Course Information | NCES Data | Course Description | Responsive Scheduling and Course Management

Classic View: Scheduling > Courses > Course

Search Terms: Course Information

The Course Information tool contains information about courses attached to this calendar or school. New courses are created using the Add Course Wizard, but users can edit course details here.

The Course editor is divided into the following sections:

- Course Information
- NCES Data
- Course Description

See the Push to Sections article for more information about pushing course-level grading setup to sections.

Save 🙁 Delete	Push To Sections					
Course Information						
CourseID 49311		(Course Master Linked			
Number 1745	*Name English Workshop II	_	Standards-based	Active State Report Ex	dude Externa	I LMS Exclude
1740	English Workshop II	_	Course-Only Curriculum			
	Subject Type		_			
State Code	Department	~				
050100	Department English	~				
Schedule Load Priority			Terms Schedules Period	s Sections to Build P	referred Roon	n Type
	20		2 1 1	1	~	
		ĺ	Section Template Group			
GPA Weight	Bonus Points	Advisory	Transcript	Required		
1						
Type						
lonors			Responsive	Activity		
lonois	~				~	
omeroom Allow	Allow teacher	Hide Str	andards Repeatable Att	endance Positive	Expected	High
student	requests/recommendations	On Port			Hours	School
requests						Credit
nstruction Method / EE I	Location		nstruction Language			
Instruction Method / EE	~	Í	Select a Value			-
Online Learning						
~						
Perkins Code	College Course Credit					
Ed-Fi Term Descriptor O	verride					
Comments						
				- Modified by: Ur		2040 44-44
NCES Data				- wourned by: Of	18110WH 12/19	2010 11.41

Fields vary by state. Please see your state's <u>State Tools</u> articles for more information on Course and Section procedures in your state.

A course can be deleted as long as there are no students scheduled into it and no course sections attached to it.

Course Information in Ad hoc Query Wizard

Course information and 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

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• Course > Course Information > Custom Course.

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



Course Information

The following is a list of fields available in the Course Information section. Some of these fields may not appear in all states.

Click here to expand...

Teacher Course Requests and Course Recommendations

When the Allow Teacher Requests/Recommendation checkbox is marked on the Course editor, teachers (when assigned proper tool rights) can request a certain student take a course in the next year's calendar AND can recommend a student take a certain course in the next year's calendar. Two tools are available in Campus Instruction for this process.

- Course Requests Course Requests record a teacher's permission for a student to take another course at the same school. Requesting a course adds that course to the student's list of Request Courses in the Walk-In Scheduler. Scheduling rules need to be assigned to the course in the current school year (the course into which the student is currently scheduled) and to the course in the next school year (the course for which the teacher is making the request).
- Student Course Recommendations A teacher can recommend which course a student could take next year. Only courses within the same Credit Type or Department as the current course the teacher is teaching can be selected (An English Teacher can only recommend



other English courses assigned to the English Department or an English course assigned to the English/Language Arts Credit Type), and the student must have a future enrollment as well as an Academic Plan. The recommended course is then viewable on the student's Course Plan.

Teachers can only select courses for students who are active in the selected section, as long as the students have an enrollment record in the future calendar.

Course Requests

In the example below, American History I is marked to Allow Teacher

Requests/Recommendations on the Course editor (Scheduling > Courses > Course). There is also a **Scheduling Rule** which states American History I must be taken before American History II (Scheduling > Courses > Course > Course Rules).

Course Information ☆ Scheduling & Courses > Course Information	
Save S Delete C Push To Sections	
Course Information	
CourseID 40590 *Number B001B American History I	Course Master Linked Standards-based Active State Report Exclude External LMS Exclude Course Rules ☆
Subject Type	Scheduling & Courses > Course Rules Image: Scheduling Rule Image: Scheduling Rule Image: Scheduling Rule Image: Scheduling Rule Rule Type Rule Detail Scheduling Rule 6801B American History II Before 6802B American History II
GPA.Weight Bonus Points Advisory	
Homeroom Allow student requests I	Scheduling Rule Datail A Scheduling Rule only applies when a student has requested both Courses within the same calendar and the Schedule Wizard is trying to place the student into a section.
Instruction Method / EE Location	Course 1
Online Learning Perkins Code Ed-Fi Term Descriptor Override Comments	Students take Course 1 before taking Course 2.
	Allow Course Requests Setup

When the teacher requests a course for a student (Campus Instruction > Course Requests) who has a future enrollment record, the teacher can select American History II from the Course Requests tool. Upon saving, the selected course is added to the student's Requested Courses list on the Walk-In Scheduler.

uction	Section 1) 6601B-1 American History I	
lenter 18-19 WEST High School Name A	Future Course Request	
ok 12 Student, Jacob S 11 Student, Stacie J	Student is not yet future enrolled.	
ce 11 Student, Joseph Center 11 Student, Corbin D Attendance 12 Student, Skyler S	Select Course V Select Course 6 66018 American History I	
12 Student, Zachary T	2 66028 American History II a report option 🗸 🗠 View Schedule 🔤 Scheduling Messenger	r € becuments ■ Save Reqs × Clear Reqs ☐ Get Sched Reqs
thi ⊒ 2 ⊠ 3 3020112019 - 04/30/2019 ■ EMPTY V EMPTY FUTTY FUTTY		Requested Units: (1/27) © Course # Course Name © 50028 American History R R R
Jes ent Overview		
ed Test		
equests		

Student Course Recommendations

In the example below, American History I is marked to **Allow Teacher Requests/Recommendations** on the Course editor (Scheduling > Courses > Course). There is also a **Planning Rule** which states American History I is a prerequisite of American History II (Scheduling > Courses > Course > Course Rules), meaning the student must take American History I before taking American History II. Both courses are also assigned to the Social Studies department, also assigned on the Course editor.

Course Information ☆	
Scheduling & Courses > Courses > Course Information Save Delete Push To Sections	Course Rules ☆ Scheduling & Course > Course Rules
Course Information CourseID 46500 Number Number Number Stan Monther American History I	New Scheduling Rule New Planning Rule Save Delete Rule List Rule Type Rule Detail
Subject Type State Code Department I50000 A School Load Priority Max Spudents Terms	Scheduling Rule 6801A American History I Before 6802B American History II Planning Rule Prerequisite: 6802B - American History II
GPA Weight Bonus Points Advisory	Planning Rule Detail A Planning Rule defines relationships between courses across years, allowing students to effectively plan their school career and take courses that fit their needs. Planning rules are not used in the scheduling process.
Honors F Homeroom Allow Allow teacher student requests/recommendations On Portal	*Rule Prerequisite > Prerequisite means that the student must have completed or planned to complete a course in an earlier year before planning the next course in the sequence. The course numbers entered in the Transcript/Course Number(s) field must be completed in the previous year before the student can take the selected course.
Instruction Method / EE Location Instruction Method / EE Location Instruction Self	*Display Value 8602B - American History II
Ed-Fi Term Descriptor Override	*Transcript/Course Number(s) 86028 Preview
	Credits Min GPA Value
A	Allow Recommendations

The Student is assigned an Academic Plan, and has an enrollment record in the next school year.

	e M 📑 Grade: 11 #123456 D			
Save Solution Academic Plan Editor Program HS Grad Req	New Graduation Program Start Date End Date 09/06/2022	New Academic Program Program Type Flag Graduation	Locuments	
Academic Program Detail Program HS Grad Req (Graduation) Start Date	× End Date			
09/06/2022				
		Student Academ	ic Plan	

When the teacher recommends a course for a student (Campus Instruction > Student Course Recommendations) who has a future enrollment record, the teacher can select American History II from the Recommendations tool. Upon saving, the selected course is added to the student's Course Plan.

Instruction 🔻		Term 1 (07/03/17 - 11/17/17)	Section 1) 6601B-1 American History I		
ontrol Center	1	Name A	Future Enrollment	Recommended Courses	
ontrol Center		12 Student, Jacob	Future Enrollment	Recommended Courses	
de Book		12 Student, Jacob 11 Student, Stacie	18-19 WEST High School		
		TT Student, Stable	To 19 WEST High School	😠 6602B American History II	
endance		11 Student, Joseph	18-19 WEST High School	★ 6602B American History I	
sage Center				0601B DCA- Criminal Justice	
	🕒 Save 🚍 Cou	irse Plan Report 🔣 Docum	ents		
ive Attendanc	Program: NHS D	inloma 2016+			
er	Approved by pare				
	ALERT: Course Requin	ement not met: Total Credits			
er Verification	ALERT: Course Require	ement not met: Language Arts ement not met: Science 10			
ating Charts		ement not met: Science 11/12 ement not met: Social Studies 3/4: US	History		
ung onarta	ALERT: Course Require ALERT: Course Require	ement not met: Social Studies 5: Ecor ement not met: Health	omics		
ent Groups		mont not mot: Coolel Studios 1: Clob	Grade: 10 3.500 / 2.000	Grade: 11 2.000 / 3.000	Grade: 12 3.000 / 3.000
erve	Social Studies				01000112 0.00010.000
erve	1.000 / 0.000		3.500 / 0.000	2.000 / 1.000	3.000 / 1.000
ides	1811 21st Century Skil	is - 0.500	6480 Sociology - 1.000	6530B Psychology - 1.000	😠 6602B American History II -
	6640 World History - 0	500	6490 Economics - 0.500	6601B American History I - 1.000	1.000
ent Overv			6630 World History - 0.500		× 6800B US Government - 1.000
в			6640 World History - 1.000		6440B US Geography - 1.000
			6640 World History - 0.500		M Grade of Geography - 1.000
ardized Test					
e Requests					
lent Course Reco		_			
ient Course Reco	mmendations				
orts (Attendance))				
		Teacher Sti	ident Course Recom	mendation, Student Course	Plan
		i cuciiei Ju	acht course Necon	incidation, student course	1 1011

Required Setup for Course Requests and Student Course Recommendations

Following is a summary of what needs to be done in order to have teachers use the Course Requests and Student Course Recommendations tools.



To Use Course Requests and/or Student Course Recommendations

- Assign tool rights for Campus Instruction > Course Requests and Student Course Recommendations
- Mark the Allow Teacher Requests/Recommendation checkbox on the Course
- Roll calendars forward, and roll enrollment forward

To Use Course Requests

• Assign Scheduling Rules for the course

To Use Student Course Recommendations

- Assign Planning Rules for the course
- Assign a Department to the course
- Assign an Academic Plan to the Student

Manage Course Information

Perform the following procedures for course management.

Add and Edit Course Information

- 1. Enter the **Number** and **Name** of the Course. These are required fields and must be entered in order to save the new course.
- 2. Enter other applicable course information, as mentioned above and in the following sections (NCES Data, Description information, etc.).
- 3. Click the **Save** button when finished.

Once course information is saved, Section data can be manually created and data entered. Or, when building sections from scratch using the Schedule Wizard, sections are created based on the number of students registering for a course.

The Course Wizard can also be used to create courses.

When a field cannot be edited (displays in gray text), it is probably because the course is linked to a Course Master and the field is locked. When this is the case, changes to fields can only be done through the Course Master.

Set Course Parameters for Request Loading

These fields are used in the Schedule Wizard when building courses for the next school year.

- 1. Enter the priority that should be assigned to the course in the Schedule Load Priority field.
- Enter the maximum number of students who can be placed in a course section the Max Student field.



3. Click the **Save** button when finished.

Set Fields for Automated Section Creation

These fields are used in the Schedule Wizard when building courses for the next school year.

- 1. Enter the number of **Terms, Schedules, Periods** in which a course section meets. For example, Integrated Math I A course sections meets for two terms, two days of the rotation (or both days when it is an A/B rotation), and for one period each meeting.
- 2. Enter the number of **Sections to build** in the Schedule Wizard.
- 3. Click the **Save** button when finished.

NCES Data

The National Center for Education Statistics (NCES) collects and analyzes data related to education. Codes are used in the collecting and processing of data that facilitates the exchange of information to ensure uniform values. In Campus, these codes are assigned to courses on the Course editor, the Course Masters tool and used in the Course Catalog. These fields are also available in the Ad hoc Reporting Filter Designer when generating reports using the Course/Section Data Type.

	Save 🛛 Delete	
	Course Information	
	NCES Data	
N	CES Code	
	3270	
S	CED Subject Area	SCED Course Identifier
2	23: Academic and Career Development 🔹	270: Study Skills—Support Services 🔹
S	CED Available Credit (Carnegie Units)	
0	0	
S	CED Course Level	SCED Sequence: (part n of m parts)
E	B: Basic or remedial 🗸	1 🔻 of 2 💌
	Description	
	Custom Data Elements	
_		
	//0	CES Course Fields

The NCES Code is a 12-digit number. When the Subject Area and the Course Identifier fields are populated, the NCES Code displays as a 5-digit number. When the remaining fields on the NCES Data editor are populated, the NCES Code displays a 12-digit number. When the Course Level field uses localized values with codes that are more than one character, the NCES Code can be longer than 12 digits.

NCES Code Sequence

The following information describes how the NCES Code is derived.

Click here to expand...

NCES and SCED options are not editable in the Attribute Dictionary as they are a nationally



standardized set of codes. These codes are automatically marked to copy forward with newly created calendars.

NCES Data syncs to State Edition applications. NCES Data also rolls forward with calendars, as NCES selections are tied to a courseID. Additional items added to the Attribute/Dictionary are automatically marked as Copies Forward.

Campus Att *Field Name scedCoursed	ourse Catego ourse Type TE Course FJ inked Course FJ inked Course ong Course N ion-traditional neline Learnin CED Course Dictionary CED Course CED Sequent CED Sequent CED Subject ubject Area f tribute Deta	ag Number lame Course g didentifier (1876 En Level ce Area <u>for Credit</u> : 11 (Syste *Screen Course *Data Ty	tries) <u>s Earned</u> m Attribute) Location	Copies Forward IV	
Comments					

NCES Data Descriptions

The following is a list of fields available in the NCES (National Center for Education Statistics) Data section.

Click here to expand...

Course Description

The Course Description section displays the detailed description of the course. This description is visible in the Course Catalog and when students request courses on the Campus Portal. It can only be modified from the Course Catalog.

Save	S Delete
	cription ion (locked)
	and several other options

Responsive Scheduling and Course Management

This section covers step 5 in the Responsive Scheduling Workflow.

Click here to expand...

Before implementing Responsive Scheduling as a part of the school's offerings, review your business processes and discuss this opportunity with the appropriate individuals. This affects all areas of a school, including administrators, attendance clerks, teachers, counselors, curriculum directors, etc. Consider the benefits and consequences involved with the following:

- Calendar changes (new periods, different schedule structures, period length, instruction minutes, etc.)
- New programs/courses to offer
- Course placement
- Attendance tracking

Because of the large amount of course sections that may exist for each course for each responsive day throughout the calendar year, a best practice is to create separate courses for responsive days. That way, teachers would have an easier time locating the appropriate course when creating offerings. This does not mean that for each course in your current course offerings that a responsive course also be created. But do consider creating enough responsive courses to cover each responsive day that is being offered.

- Use a course numbering convention that makes it obvious that the course is a responsive course.
- Use a course naming convention that makes it obvious that the course is a responsive course.



• As noted above, mark these courses as Responsive, and when Attendance is being recorded, mark the course for Attendance.

Also be aware that responsive courses should not be included in state reports. When creating responsive courses, verify the **Exclude from State Reporting** checkbox is **NOT MARKED** and the **State Code** field is **NOT populated**.

Course Information CourseID 111815				_
*Number RE0001	*Name Resp Enrichment		Active Exclude from State Reportin	ng External LMS Exclu
CWCS Local Course Title	Resp Enrichment	Subject Type		
	.il		•	
State Code	Department			
Schedule Load Priority	Max Students	Terms Schedules I		
GPA Weight	Bonus Points	Transcript	Required	
0				
Туре				
Honors	Responsive ▼	Extra Co-curricular /	Activity College Type	*
Homeroom Allow student requests	Allow teacher requests/recommendations	Repeatab	le Attendance Positive Attendance	High School Credit
Hide Standards On Portal/C	ampus Student			
			- Modified by: Unkn	own 01/18/2017 11:37
Description				
Custom Data Elemen				

In the above example, note that the Course Number begins with *REO*, the chosen numbering system for responsive courses. Also note, the Course Name begins with *Resp*, the chosen naming convention for responsive courses. This also aids in searching for responsive courses, either by using the Course/Section quick search or by creating an Ad hoc filter that returns only responsive courses, as illustrated in the example below.

This is a Query Wizard filter built with the Data Type Course/Section.

*Query Name: Find Responsive Courses Short Description: Long Description:	+
Select categories & fields Filter By Search Clear All Fields	Selected Fields courseInfo.courseNumber courseInfo.courseName courseInfo.responsive
Add Function	Edit Function

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When assigning value for the filter, depending on your chosen method for labeling responsive courses, the easiest option is to set the Responsive field to a value True (the Responsive checkbox is marked on the Course editor). The operator for Course Number and Course Name can also be set to return values based on the chosen naming convention of those fields.

uery na	ame:	Find Responsive Courses	SME			
iort Des	cription	:				
ong Des	cription:					+
lter the	e data					
	ID *Fi	eld	Operator	、	/alue	
ĸ		ourselnfo.courseNumber 🚽		.		
				_		
ĸ	2 0	ourselnfo.courseName 👻		-		
ĸ	3 ci	ourselnfo.responsive 🚽	= TRUE	•		
Add						
	_			_		-

Course sections are not created until the Responsive Section Builder is used. When that is done, sections are listed on the Sections tool. Unlike other courses, there is no option to expand the



courses in the search results to show existing sections; they are only visible from the Sections tool.

Previous Versions

Course Information [.2124 - .2239]