

HOW TO ADD A COURSE TO YOUR SCHOOL'S CATALOG

1. Go to school, and current calendar
2. To see what courses your school is offering: Search > Course/Section > Go
3. If the course(s) you want to offer is not listed, they must be added.
4. To add a course, go to Index > Scheduling > Add Course
5. Find the course(s) you want to add
6. Click on the button on the right:
 - a. If more than one course is selected, button will say "Batch Add These Course Masters"
 - b. If only one is selected, button will say "Select This Course Master"

Course Creation

Your district has defined a district-wide Course Catalog for your school to use. To create a Course, you must create a Course Master Record. If you want to create a course that does not exist in the Catalog, speak with your district administrator.

Select Course	Course Master Record										
CTRL-click and SHIFT-click for multiple GSS235 - IB SPAN HL I 1 GSS236 - IB SPAN HL I 2 GSS237 - IB SPAN HL II 1 GSS238 - IB SPAN HL II 2 GXS997 - IND LANG P JFS001 - FOODS/NUT 1 JFS002 - FOODS/NUT 2 JXS999 - IND FACE MAS241 - 2YR ALG/TR 1P MAS242 - 2YR ALG/TR 2P MAS248 - ADV ALG/TR 1HP MAS249 - ADV ALG/TR 2HP MAS250 - 2ND YR ALG 1P MAS251 - 2ND YR ALG 2P MAS254 - ALG 2 BP 1P MAS255 - ALG 2 BP 2P MAS260 - ALG 2 SDAIE 1P MAS261 - ALG 2 SDAIE 2P MAS270 - ADV ALG/TRIG 1HP MAS271 - ADV ALG/TRIG 2HP MBS111 - IB MATH ST SL I 1 MBS112 - IB MATH ST SL I 2 MBS113 - IB MATH ST SL II 1 MBS114 - IB MATH ST SL II 2	<table border="1"> <thead> <tr> <th>Number (multiple)</th> <th>Name (multiple)</th> </tr> </thead> <tbody> <tr> <td>NCES Code (multiple)</td> <td>Department (multiple)</td> </tr> <tr> <td>State Code (multiple)</td> <td>Transcript Posted (multiple)</td> </tr> <tr> <td>GPA Weight (multiple)</td> <td>Activity (multiple)</td> </tr> <tr> <td>Type (multiple)</td> <td>Honors (multiple)</td> </tr> </tbody> </table> <p style="text-align: center;">Batch Add these Course Masters</p>	Number (multiple)	Name (multiple)	NCES Code (multiple)	Department (multiple)	State Code (multiple)	Transcript Posted (multiple)	GPA Weight (multiple)	Activity (multiple)	Type (multiple)	Honors (multiple)
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7. Verify by searching the school's course/section. These courses should now in the list.