



Adding Courses to School Catalogue

This document is intended for school personnel that **Add** courses to the school for transcripts & scheduling purposes.

In the school view:

1. Click **Schedule TT, Courses ST**
2. Set the **Filter**: *Current Year* (to add a course to use this year), or *Build Year* (to add a course to the build or for next year)
3. Change the **Field Set** to *SD73 Report Card Field Set*
4. Search for the course, the course will only need to be added if the user cannot find it.
5. If the user cannot find the course, the click **Options**, then **Add**

6. Search for and locate the course:

CrsNo	Description	GrdLvl	ExcludeSize	TransDef > Name	RubricDef > Name	Name	GPA	HideFromGradelInput	RCrdHide	DisableTextCmt	DisableRefCmt	DisableNonRubric
<input checked="" type="checkbox"/> ACAL-12	AP CALCULUS AB 12	12	N	Quarterly - No Calculated Final		School Comments	Y	N	N	N	N	N



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7. Click into the course, adjust settings on **General Sub Top Tab**

General		Grading	
Master type * Number * Description Short description EXTERNAL_COURSE_CODE Department LANGUAGE MARK_GRADE_TYPE Allow recommendation Allow requested as sub Max requests Alternate group Bank name	Class ACAL-12 AP CALCULUS AB 12 ACAL-12 APCAL12 Mathematics <small>1. Select department</small> [Language] [Mark Grade Type] <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> 0 [Alternate Group] School Comments	Hide on transcript Hide on report card Hide from grade input Include in GPA Credit Weight Teacher preparation code Total minutes per cycle Course Type Fee Type Exclude from class size export Hide on PSR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 4.0 3. Adjust Credits 1.0 [Teacher Prep Code] 0 Advanced Placement [Fee Type] <input checked="" type="checkbox"/> 4. Checked for ALL elementary courses except the single course used for class size export <input type="checkbox"/> Unchecked for all middle/secondary school courses.
Summary	[School Comments] <small>2. Click on the magnifying glass. Select school comments (middle / high schools) or district comments (elementary grades)</small>		

8. Change to the **Grading Sub Top Tab**. Adjust *Transcript Definition & Rubric Definition* according to SD73 Reporting Standards

General		Grading	
Credit Weight Academic level Grade level Include in GPA Term grades term map Progress grades term map	4.0 1.0 Regular 12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Transcript Definition > Name Rubric Definition > Name Hide from grade input	Quarterly - No Calculated Final <input type="checkbox"/>
Report sequence number Hide on transcript Hide on report card Disable text comments Disable reference comments Disable non-rubric grades	0 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Adjust Transcript Definition 2. Adjust Rubric Definition	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			