

SD73 (KAMLOOPS/THOMPSON)

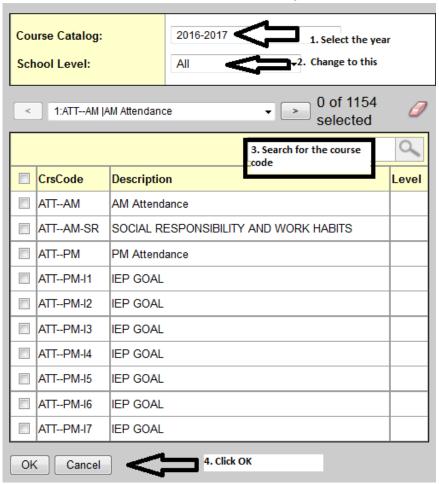
October 10, 2016 Version 1.0

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	Exclude Size	TransDef > Name	RubricDef > Name	Name	GPA	HideFromGradeInput	RCrdHide	DisableTextCmt	DisableRefCmt	DisableNonRubric
V	ACAL-12	AP CALCULUS AB 12	12	N	Quarterly - No Calculated Final		School Comments	Υ	N	N	N	N	N

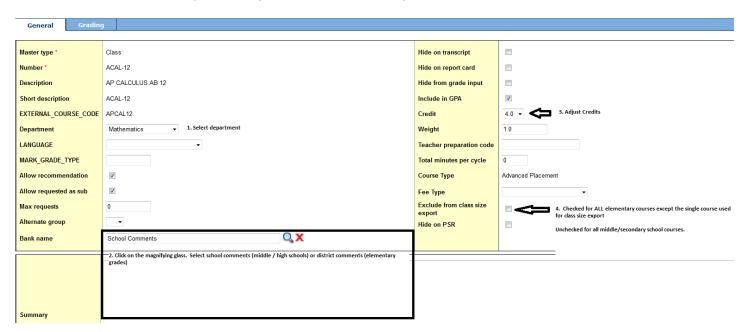


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7. Click into the course, adjust settings on General Sub Top Tab



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

