# Course Setup
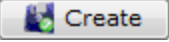
Use the following instructions to setup courses for use at the district.
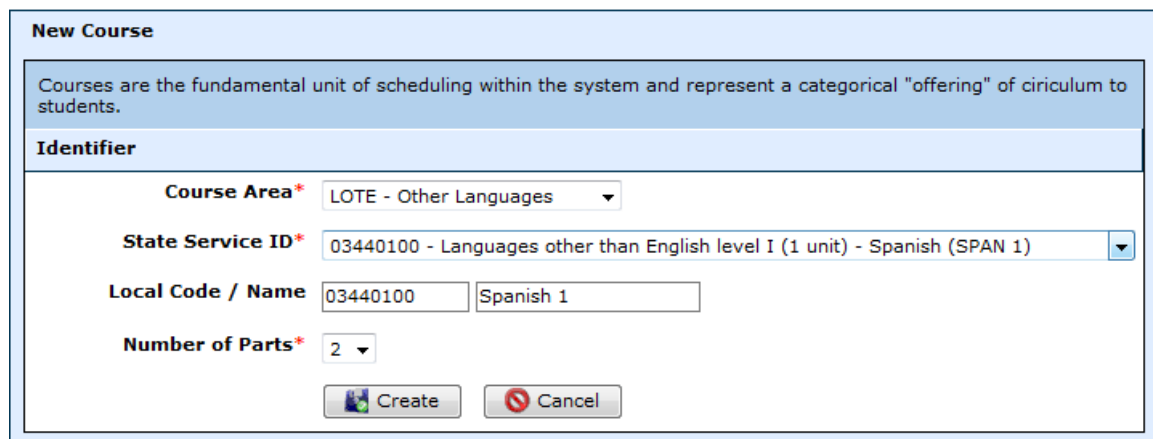
## The Course Catalog

Students > Scheduling > Course Catalog > Courses

Use this screen to configure the setup for each course taught by the district. Multiple courses can be setup for the same class with different setup to accommodate different populations of students taking the same course (i.e. High School courses taught not non-High School students).

To add a Course:
- Click ⊕ **Add Course**
- **Course Area** – define using the drop list
- **State Service ID** – this links the course to the PEIMS Data Standards C022 table for the course and defines how it reports to the state
- **Local Code / Name** – this will default to match the State Service ID and can be modified. This defines what is displayed in Gradebook, Parent Portal and all grade reports, including the Report Card.
- **Number of Parts** – define in how many parts the course will be taught. This controls the course Sequence code for the course (i.e. 2 parts = code 1 and 2, 1 part = code 0). If the district teaches the same course in different formats, multiple courses should be setup to match the way in which the course is being taught.
- Click [ 🖳 Create ]

**New Course**

Courses are the fundamental unit of scheduling within the system and represent a categorical "offering" of ciriculum to students.

**Identifier**

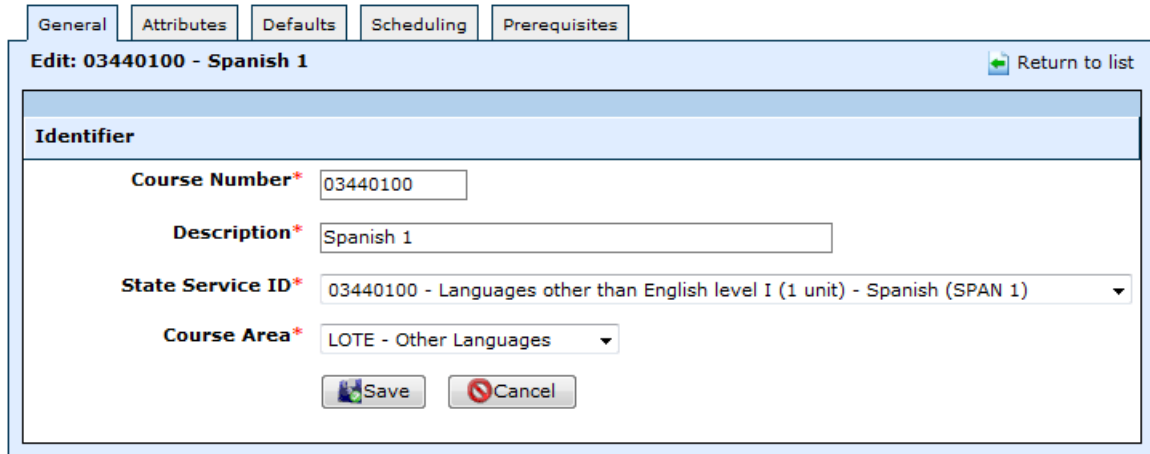| | |
|---|---|
| Course Area* | LOTE - Other Languages ▾ |
| State Service ID* | 03440100 - Languages other than English level I (1 unit) - Spanish (SPAN 1) ▾ |
| Local Code / Name | 03440100    Spanish 1 |
| Number of Parts* | 2 ▾ |
| | [ 🖳 Create ]   [ 🚫 Cancel ] |

This will create the Course. Now the other settings can be configured.

To configure a Course:
- Click 🖊 for the Course (if it is not open)

## General Tab

This tab is used to define the displayed information for the course along with the State Service ID used for reporting and the Course Area. This is all set at the time a course is created but can be edited when necessary.



## Attributes Tab

This tab is used to define the amount and method of credit awarded along with some settings linked to a district's GPA and Transcript policy.

- Click on the **Attributes** tab
- Click 🖊 **Edit Attributes**
- **Credit Offered** – define the amount of credit possible for completing all parts of the course, use the drop list to define the method for awarding credit:
  - **By Sequence** = credit awarded upon Term grade after completing each part
  - **By Course** = credit awarded based on Overall grade after completing all parts
- **Work-Based Indicator** – this is used for historic purposes only, no new courses should be set to a code other than 0
- **Curriculum Code** – defining a course as "core curriculum" can be used in the GPA calculation process. Courses not coded as "core" are averaged together into a single grade to be averaged with all courses marked as "core." If used, this information must be supplied to the WebSmart staff to have this requirement built into the calculation.

- **Reporting Code** – this is used to define if a course is included on the Permanent Record, and reported to TREx and PEIMS (i.e. – Study Hall might be excluded while Office Aide was included on the transcript)
- **Report Card Treatment** – this defines if the course is included on a report card (i.e. – an Attendance course used for posting ADA but receives no grades)
- **Course Type Code** – this defines if a course is High School level or not. This is used to assign the proper Pass/Fail indicator codes. All Non-HS Courses are excluded from the permanent record (AAR – transcript).
- Click [Save]

| General | Attributes | Defaults | Scheduling | Prerequisites |

**Edit: 03440100 - Spanish 1**                    ← Return to list

**Attributes**                                     🖉 **Edit Attributes**

| | |
|---|---|
| Credit Offered | 1.00 (allocated by sequence performance) |
| Work-Based Indicator | 0 - Not a work-based learning course |
| Curriculum Code | 1 - Part of core curriculum |
| Reporting Code | 1 - Include completed coursework on permanent record |
| Report Card Treatment | 1 - Include coursework on report card |
| Course Type Code | 1 - High School Course |

## Defaults Tab

This tab is used to define default coding associated with the course. Setting the defaults "pre-codes" these items on sections and students. These can be changed if needed or set differently on additional versions of the course.

- Click on the **Defaults** tab
- Click 🖉 **Edit Defaults**
- **AAR Code** – this allows the defaulting of the Special Explanation Codes (TREx Data Standards code table TC19) for transcript entries
- **Distance Learning** – this is used for historic purposes only, no new courses should be set to a code other than 00
- **Population Served** – this defines the population the course is intended for (i.e. CTE, Special Education, ESL, Honors students). This can be changed at the individual section level.
- **CATE Indicator / Hours** – use to define a course as Career and Technology:
  - **None** – not a CTE course

- o **Non-Funded CTE Course** – a CTE course for which no CTE funding is derived (i.e. – one taught to non-HS students or at a district that does not receive CTE funding)
  - o **CTE Course** – a CTE course that generates funding. Use the text box to define the CTE hours associated with the course (whole numbers only).
- **GPA Weight** – this defines how the system handles the course in relation to the GPA calculation (i.e. – standard = 1.00, advanced coursework = 1.10)
- Click [Save]

HS Level Spanish taught in Junior High, which is considered in GPA:

| General | Attributes | Defaults | Scheduling | Prerequisites |

**Edit: 0344010J - Spanish I-JH** ← Return to list

**Default Values** 📝 **Edit Defaults**

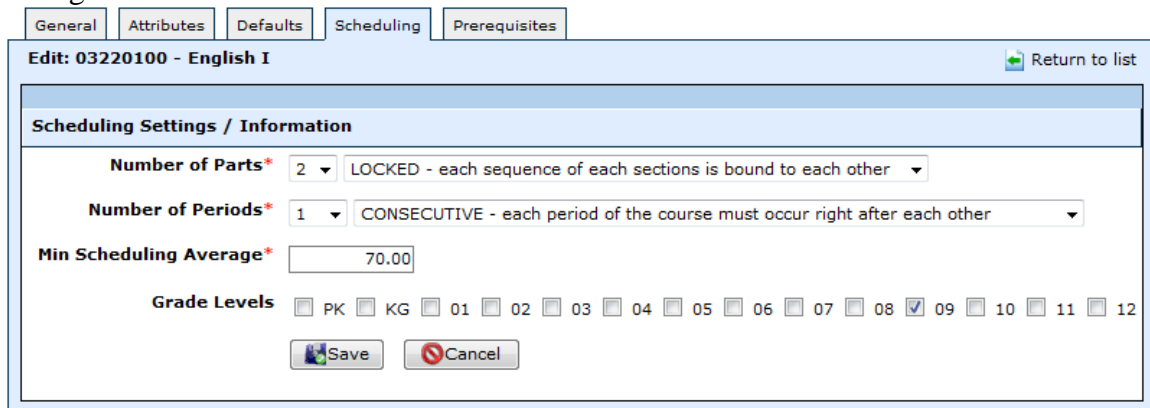| | |
|---|---|
| **AAR Code** | J - A high school course satisfactorily completed prior to grade 9 (19 TAC 74.26.). |
| **Distance Learning*** | 00 - No distance learning |
| **Population Served*** | 01 - Regular Students |
| **CATE Indicator / Hours** | None |
| **GPA Weight** | 1.00 |

## Scheduling Tab

This tab is used to define how the course is permitted to be scheduled when using the automated scheduling function. This relates to the creation of sections, not the scheduling of students into sections. This also is the location for defining the number of periods required for the course sections.

To define the Scheduling Settings:
- Click 📝 **Edit Scheduling Info**
- **Number of Parts** – use the numeric drop list to define or edit the number of parts, this is originally defined at the creation of a section. Use the second drop list to define the order requirement for the course.
  - o LOCKED – the system schedules courses "in sequence." If credit is awarded by Overall performance, LOCKED is suggested.
  - o RANDOM – the system will schedule parts in the order that best fits the student population's needs. This may cause a course to be scheduled "out-of-sequence" if it allows a greater number of students to be scheduled

- **Number of Periods** – use the numeric drop list to define the number of periods required to teach the course. Use the second drop list to define the order requirement for the course, if more than 1 period.
    - CONSECUTIVE – the periods must be in order
    - RANDOM – the periods can be in any order
- **Grade Levels** – use the check boxes to define the grades levels associated with the course. This tells the system to create course requests for the course. It also tells the system to automatically list the course in the course offerings for any campus schedule that serves those grade levels.
- Click  ![Save]

HS English course – both parts must be taken in order together, taught for 1 hr, defined as a 9<sup>th</sup> grade course.



## Prerequisites Tab

This tab is used to define which courses are required to be completed by a student before the course can be scheduled. This is optional. More than one course may be added if necessary.

To add a Prerequisite:
- Click  **Add Prerequisite**
- **State Service ID** – use the drop menu to define the course required. This does not reference a course in the catalog but the State Service ID table. The same code may be attached to multiple courses making any acceptable to fulfill the requirement. This also allows transferred credits from another district, entered directly on the transcript, to be considered for meeting the Prerequisite.
- **Parts** – use the drop menu to define the number of completed parts required
- **Minimum Grade** – define the minimum grade required to meet the requirement of the prerequisite. 70.00 is considered passing; however, an Honors program may have a stricter requirement for automatic approval.

- Click 



| | | | | |
|---|---|---|---|---|
| **Edit: 03440200 - Spanish II** | | | | ← Return to list |

Prerequisites define the prior course work required in order to request this course.

| **Prerequisites** | | | ⊕ **Add Prerequisite** |
|---|---|---|---|
| **Grade Level** | **Parts** | **Minimum Grade** | **Actions** |
| 03440100 - Languages other than English level I (1 unit) - Spanish (SPAN 1) | 2 | 70.00 | |

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# Reports

Students > Reports

Use the Course Catalog report found in the Scheduling report category to verify the setup of all courses. This runs to Excel for ease of sorting and filtering.