

## Bringing Courses down to the District Level (Updated May 22/06)

Before courses can be brought down from the enterprise level to the district level, at least one school in the district must have the **Courses in Use** flag checked, and at least one line complete in the school schedule.

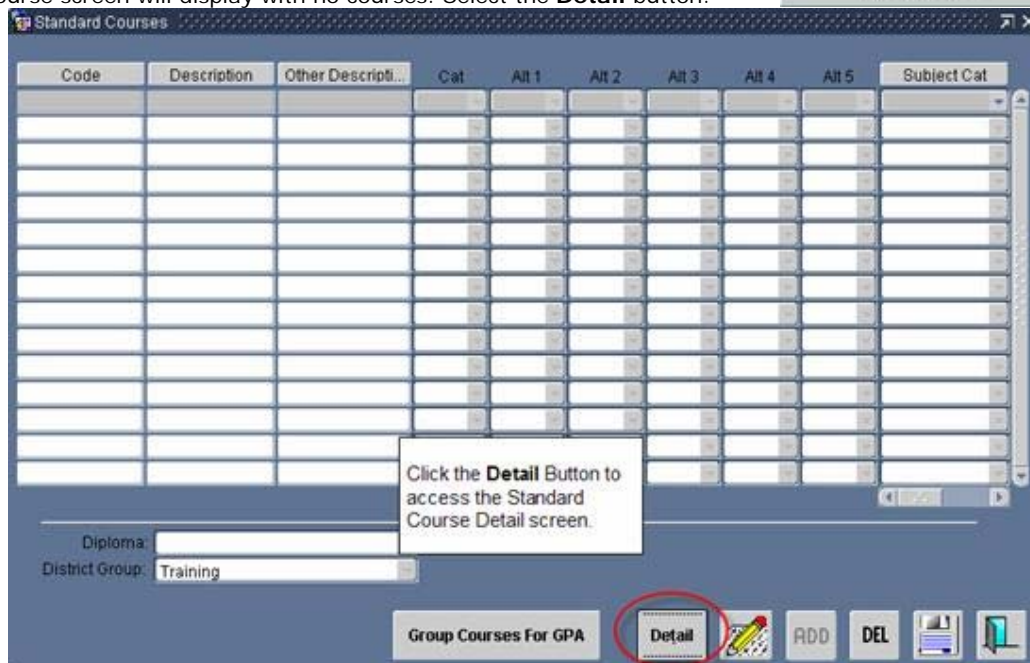
Course Capping:  On...  User Choice  
 Courses In Use  
 Using Course Alternates

Schedule					
Semester	Start Date	End Date	Term	Start Date	End Date
0	06-SEP-2005	30-JUN-2006	0	06-SEP-2005	30-JUN-2006

### Steps

### Key Points

- To bring courses down, click on the **System Codes** button or access system codes via *Administration > System Codes*.
- Select Courses and the **Standard Courses** button, the District Standard Course screen will display with no courses. Select the **Detail** button.



- The **Detail** button will take you to the Standard Course Detail screen. Select the **Add** button. A warning message will appear (shown below) asking if you would like to copy information from an existing course. Select **No**.

ADD

## Steps

## Key Points

The screenshot shows the 'Standard Course Detail' form. A dialog box titled 'Adding A Course' is open, asking 'Do you want to copy information from an existing course?'. The 'No' button is circled in red. A text box above the dialog says: 'Once the Add button has been clicked a warning message will appear. Select No to the Warning message.' A red arrow points from this text box to the 'No' button.

- 4 You will be taken to the Enterprise Standard Courses. Using the standard query buttons; F7 and F8, query for and then select the course you would like to offer at the district level and click on the Select button.

The screenshot shows the 'Enterprise - Standard Course List' table. A dialog box is overlaid on the table with the text: 'Once you have selected the enterprise course you would like to bring down to the district, click the Select button.' A red arrow points from this text to the 'Select' button at the bottom of the table, which is circled in red.

Course	Course Description	External Course Code
A2DP-12	AP 2-D DESIGN PORTFOLIO 12	AP2DP12
A3DP-12	AP 3-D DESIGN PORTFOLIO 12	AP3DP12
AAR-12	AP HISTORY OF ART 12	APAR 12
ABIO-12	AP BIOLOGY 12	APBIO12
ACAL-12	AP CALCULUS AB 12	APCAL12
ACAL-2A	AP CALCULUS BC 12A	APCAL12A
ACAL-2B	AP CALCULUS BC 12B	APCAL12B
ACGP-12	AP COMPARATIVE GOVERNMENT & POLITICS 12	APCGP12
ACHE-12	AP CHEMISTRY 12	APCHE12
ACSC-12		APCSC12
ACSC-2A		APCSC12A
AEC-12		APEC 12
AELC-12		APELC12
AEN-12	AP ENGLISH LANGUAGE COMPOSITION 12	APEN 12
AENS-12	AP ENVIRONMENTAL SCIENCE 12	APENS12
AFLT-12	AP FRENCH LITERATURE 12	APFLT12
AFRL-12	AP FRENCH LANGUAGE 12	APFRL12
AGE-12	AP GERMAN LANGUAGE 12	APGE 12

- 5 Enterprise course information will populate in the Standard Course Detail screen. This is where the district can modify the course code etc to be used throughout the district. Any information populated in this screen will not be available for edit when the course is brought down to the school level with the exception of the **Course Description** if the **Allow Crs Desc Override** field has been changed to **Yes**. Once all district information is entered on this screen click on the **Save** button.



## Steps

## Key Points

The screenshot shows the 'Standard Course Detail' window for course A2DP-12. The 'Course Info' tab is active. The 'Code' is A2DP-12, 'Short Name' is A2DP-12, and 'Desc' is AP 2-D DESIGN PORTFOLIO 12. The 'Start Date' is 01-SEP-2001 and 'Grade Level' is 12. The 'Allow Crs Desc Override' dropdown menu is highlighted with a red circle and set to 'Yes'. A callout box points to this dropdown with the text: 'If districts would like schools to be able to change the Course Description, **Yes** must be selected for the Allow Crs Desc Override.' Other fields include 'Ext. Code' (AP2DP12), 'End Date', 'School Type' (Elementary), 'Credit Values' (4.000), 'Grade Restrictions', and 'Diploma' categories (1995, 2004, Adult). Buttons at the bottom include 'Course Catalogue', 'Report Card Narrative', 'External Test', and 'ADD'.



For non-standard courses (for example BAA courses) districts/authorities have the ability to set diploma categories such as fine arts, applied skills or electives and credit values and the maximum credits that can be applied to each diploma category. For more information on how to set diploma categories and credit values for non-standard courses, please see [Setting Diploma Values and Split Credits at the District Level](#) ORG.

Once a course has been saved in the Standard Course Detail Screen it will appear on the District Standard Course Screen when queried. This screen displays all courses available at the District.

The screenshot shows the 'Standard Courses' screen with a table of courses. The course A2DP-12 is highlighted in blue. The table has columns for Code, Description, Other Descript..., Cat, Alt 1, Alt 2, Alt 3, Alt 4, Alt 5, and Subject Cat. The Subject Cat for A2DP-12 is 'Fine & Perf...'. Other courses listed include 1995 - Graduation Program, 2004 - Graduation Program, and Adult - Graduation Program.

Code	Description	Other Descript...	Cat	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5	Subject Cat
A2DP-12	AP 2-D DESIGN F								Fine & Perf...
1995 - Graduation Program									
2004 - Graduation Program									
Adult - Graduation Program									