Managing Courses - LEA Level

This document should be utilized by Local Education Agency (LEAs) and be performed by LEA users at the LEA level to <u>add courses</u>, <u>check</u> and <u>change</u> course availability for a school, and <u>locate an existing course</u>.

Note: This document assumes that New Charter schools have completed the sequential processes and configurations detailed in the **NC Form B Instructions** (located under http://www.nc-sis.org) that occur *prior* to completing the steps detailed in this document.

Add a new course

To add a new course:

	et insut	Welcome, Help Sign Out
HOME BASE INF	ORMATION SYSTEM	School: LEA Office Term: 14-15 Yea
Start Page > L	EA Setup	= 1 & S
Setup LEA	LEA Setup	
System Porconaliza	General Functions	Description
Fersonalize	Athletic Eligibility	Define global settings for the Athletic Eligibility Module
	Attendance	Set attendance preferences for all schools on this server.
	Attendance Tracking and Notification	Define global parameters for attendance tracking and notification purposes.
	Calendar Membership Types	Define unique school day types.
	Citizenship Codes	Define server citizenship codes and definitions.
	Courses	Associate courses to current school from LEA master list.
	Course Settings	Configure settings related to courses.
	Data Validation Configuration	View and configure Data Validation rules.

Important: It is recommended that you print a list of all the courses you will need to add to the school, before you start this process.

1. Click New Course button.

	ter Results						F	iltered by 'St	latus', 'Year'
		<< first <	Manage	Courses for this sci	hool	next > last >	Print	🖺 New C	Course
7	Number -	Name	Department	Prerequisite Note	Fee	Relationship	Sections	Active	Inactive
-	00010201	Constal Floative						98-99.	
•	00012701	General Elective	New Co	ourse					
2			Filter Cours	e List Here:					
			Select A St	ate Course Code He	re:	Select			•
			Course Nar	ne					_
			Course Nur	nber		State Code:	L	ocal Suffix:	
			Full Course N	lumber					
			Alternate C	ourse Number					
				chool Vears		Ye	ar		
			Available S	choor rears					
			Available S			2014-2015			
			Available S			2014-2015 2013-2014		_	

- **2.** Complete the following fields as needed:
 - **a.** Filter Course List Here: Enter the first few characters of the course name or number to filter the state courses displayed in the next field.
 - **b.** Select A State Course Code Here: Click the drop-down menu for a filtered list (based on previous field) of the state course codes.
 - **c. Course Name**: Automatically populates the State defined course name based on the selection in the previous field.

Warning: DO NOT change State defined course names. Both the state and local course names will print on the student transcript.

d. Course Number

- i. **State Code** This is a state defined field and **cannot** be changed.
- ii. Local Suffix The user can enter up to three characters (numeric, alpha or a combination of both) that will appear at the end of the course number and is unique to that LEA.

e. Course Number

- i. State Code This is a state defined field and cannot be changed.
- ii. Local Suffix The user can enter up to three characters (numeric, alpha or a combination of both) that will appear at the end of the course number and is unique to that LEA.
- **f. Full Course Number**: Automatically populates based on the previously entered data in the **Course Number** fields.
- **g.** Alternate Course Number: This field reflects the subject area plus the grade level.
- **h.** Associate Course with Schools: All schools are selected by default.
 - i. Use the CTRL key and click all the schools that need access to this course.

The default is set to all schools including the Graduated Students school and Programs Schools (e.g. CECAS, MIS2000, etc.).

- i. Available School Years: Current year and next year are selected by default.
 - i. Using the CTRL key, click the years that will use this course if different from the default (current year and scheduling year.)
- j. Credit Hours: Credit value the students will receive for this course.

Warning: If the **Credit Hours** field is changed, the Enterprise Controller will overwrite with the state approved credit hours.

- **k.** CIP Code: This field is not used in NC at this time.
- I. Vocational Class: Check this field for all Career and Technical Education (CTE) courses.

- **m. Credit Type**: This field is populated by the subject area of a course number (the first four digits) and should not be changed.
- **n. Default Maximum Enrollment**: Enter the maximum number of students that can be enrolled in this course.
- o. Course Notes: Use this field to make notes on the course or enrollments.
- p. Grade Scale: Select the desired Grade Scale.
- **q.** GPA Added Value Points: Populated from the state and should not be changed.
- **r.** Exclude From Storing Final Grades: This field should be checked if the course is not intended to receive a final grade. This will prevent blank stored marks in historical data.
- **s. Exclude from GPA?:** Check the appropriate choice for the course.
- t. Exclude from Class Rank?: Check the appropriate choice for the course.
- **u.** Exclude from Honor Roll?: Check the appropriate choice for the course.
- v. Use The Course for Lunch: This field is not used in NC at this time.
- **w. Exclude on Report Cards/Transcripts:** Check to exclude this course on Report Cards <u>and</u> Transcripts.

Warning: <u>**DO NOT**</u> check if the course should have a Final Grade should be included in the GPA, Class Rank or Honor Roll or should be included on Report Cards and/or Transcripts.

New Course		
Filter Course List Here:		
Select A State Course Code Here:		Select
Course Name		
Course Number		State Code: Local Suffix:
Full Course Number		
Alternate Course Number		
Associate Course with Schools Name Abb	or. School Number	Available School Years Year 2014-2015 2013-2014 2013-2013
Credit Hours		
CIP Code		Vocational Class
Credit Type		(no spaces)
Default Maximum Enrollment		
Course Notes		
Grade Scale		Default 🗸
GPA Added Value Points		0 (usually zero)
Exclude From Storing Final Grade	5	Use for Courses that are not graded so blank records are not stored with final grades
Exclude from GPA?		Include Exclude
Exclude from Class Rank?		Include Exclude
Exclude from Honor Roll?		Include Exclude
Use The Course For Lunch		
Exclude On Report Cards/Transcri	pts	

3. Complete the fields in the **Extended Data** section as needed:

Extended Data	
Academic Program Indicator	None 🖵
Career Prep Indicator	
Course Gender	Select 🚽
Traditional Gender	None 🗸
Course Low Grade Level Range	Select 👻
Course High Grade Level Range	Select 🗸
Course Length	Select -
Start Date	(MM/DD/YYYY)
End Date	
Post Secondary Course Name	
Post Secondary Course Number	
Post Secondary Credit Hours	
Post Secondary Institution Code	Select 👻
Non-State Course	No 👻
State Course Name	
State Course Number	
Course External Provider	None 👻
Third Party Provider	None 👻
CTE Level Indicator	Select 👻
Delivery Mode	Classroom 🗸
Exam	
High School Credit	
Honors	
How Taken	Select 🗸
No Of Repeats	
School Mode	None 🗸
Blended Content	No 👻
Credit Recovery	No 👻
Pilot Course	Select 👻
State Test	None 👻
Short Name	
Sub Department ID	
Local Use	

- **4. Submit** to save the record.
- **Important:** If changes are made at the LEA/District level to courses, the changes will be reflected at **all** schools assigned to that course.

If changes are made at the State level to courses, the changes will be reflected at **all** districts.

Configuration to allow Schools to create new courses

LEA may allow schools to create new courses. To enable these settings:

Navigation:LEA level > Start Page > LEA > General Functions section >
Course Settings

IONE BACE NO	: STUDENT	Welcome, Help Sign Out					
IOME BETSE IN	FORMATION SYSTEM	School: LEA Office Term: 14-15 Ye					
rt Page > L	.EA Setup	- 🖬 1 <i>4</i> 5 🔨					
up A	LEA Setup						
stem	General Functions	Description					
130Huil20	Athletic Eligibility	Define global settings for the Athletic Eligibility Module					
	Attendance	Set attendance preferences for all schools on this server.					
	Attendance Tracking and Notification	Define global parameters for attendance tracking and notification purposes.					
	Calendar Membership Types	Define unique school day types.					
	Citizenship Codes	Define server citizenship codes and definitions. Associate courses to current school from LEA master list.					
	Courses						
	Course Settings	Configure settings related to courses.					
	Data Validation Course Sett	ings					
	Option	Value					
	Only allow new cour	rses to be created at the District Office					
	Only allow course e	quivalencies to be created and edited at the District Office \Box					
	Do not allow schools	s to adjust Course Availability 🔽					
		Submit					

- 1. At the Course Settings page, check the Only allow new courses to be created at the District Office, to allow schools to create new courses
- 2. Click Submit.

School may choose to review the **Manage Courses - School Level (QRD)** (located under <u>http://www.nc-sis.org/scheduling.html</u>) to manage courses and their availability.

Check Course Availability for a school

To check course status (availability) for a school:

Navigation: Start Page > LEA > General Funct	ions section > Courses
--	------------------------

Start P	Page > LEA Setup > C	Courses								
Cou	rses									
- Filte	er Results					Filtered by	'School(s)', 'Status'			
Sct	hool(s):	nan Sanahan Gerfelans Hartanikus Manakus	•							
Status:	Active 🗌 Ina	ctive 🗌 Unavailable	Year	2014-2015 💌						
Cou	urse Number:		Π ()epartment:						
Cou	urse Name:		🗆 F	Prerequisite Note:						
			□ F	las Fees: Yes 💌]					
<< first < prev 1 next > last >> Print Rew Course										
~	Number -	Name	Department	Prerequisite Note	Fee	Active	Inactive			
•	11645X0VPS	German IV Honors				CCS				
₪	21032X000					CCS				

- **1.** Under the **Filter Results** section:
 - a. Check the **Schools(s)** checkbox and select the school
 - **b.** Select the appropriate status(s) to view a list of courses categorized under that status.
 - **c.** Select the appropriate term from the **Year** drop down menu.
- 2. Once a course is located, click the Course Name link.
- **3.** Complete all the required fields as necessary. Refer to the highlighted fields at <u>Step</u> <u>3</u> under the <u>Locate an existing course</u> section on page 10.

Note: Courses labeled **State Code Disabled** for a particular year are not approved for use in that school year by NCDPI.

	 Course Availability - Self- 	Contained - EC	01055
	rse Availabil		
/	Year 2015-2016	Availability Equivalencies Schools	
	2014-2015	AGE AMC AOE AWE BJE BRM CTC EAE EAH ECE	Edt
	2012-2013		Edit
4			Ede

Note: There is no need to end date courses. Course start date and end dates are for LEA use to manage locally expired courses; these fields will not be overwritten by the state.

Additional Course availability information is located under:

PowerSchool Help

			Welcome, Help	Sign Out
			School: LEA Office Term	15-16 Year
			🖲 Manage Courses - Mozilla Firefox	
			https://bladencs-dev.powerschool.com/admin/help/how_to/sc_13_master_course_list.html	
			Topic Index 🗍 A-Z Index Search 🛛 😂 📩	
	Barran .		Manage Courses	surse Name'
			The Courses page is the central point from which you can manage courses and course-related information at the district and school level.	
	7. Unavailable	_	Note: To mange sections of courses, see Sections.	
lve			View the Course List	
		_	Use the following procedure to view all courses for the district.	
			Note: This procedure may also be performed when signed in to a school by choosing School, and then clicking Courses. When accessed at the school level, only courses that are available for the selected school and year appear.	Course
		<< first	How to View the Course List	Course
	Name	Department	1. On the start page, choose District under Setup in the main menu. The District Setup page appears.	-
	Self-Contained		2. Under Courses, click Courses. The Courses page appears.	
	Self-Contained Pre-K		3. To narrow the list of courses, use the following table to enter information in the Filter Results section:	
L	Self-Contained			

• PowerSource Scheduling User Guide (ID <u>63490</u>).

Change Course Availability Status for a school

To change course status (availability) for a school:

Start F		atun >	Courses								
Cou	rses	nup s	0001303								1
• Filt	er Results									Filtered by itatus'	
Sci	hool(s):		r talaine thatlaine talaine thailte talaine thailte					_			
Status:	C Active	🗹 In	iactive 🗹 Unavai	lable		Year: 20)14-2015 💌				1
Co	urse Number:			_		🗖 Depa	rtment:				1
Co	urse Name:					Pren	equisite Note:				
						🗖 Hasi	Fees: Yes 💌				
			<< firs	t < prev 1	2345	<u>6 7 8 9 1</u>	l0 next > last >>	Pri	nt 💽 N	ew Course	
▼	Number	•	Name			Department	Prerequisite Note	Fee	Active	Inactive	4
~	00012X01		General Elective							10.000	
2	00012X01C0		CC COURSE - 1ST	SEM PLACEH	OLDER					10000	
~	00012X01L5	-	Course A	vailabilit	ty - CC (COURSE	- 1ST SEM	PL	ACEH	OLDER	(00012X01CC
			LEA Fees	Prerequisites	Availability	Equivalencies					
			Year				Schools				
			2014-2015	-	-						Edit
			2013-2014	MARKS ACCUS	ALC: NO. 1	nt can are	10. THE R. LEW.				Edit

- 1. Under the Filter Results section:
 - **a.** Check the **Schools(s)** checkbox and select the school(s).
 - **b.** Select **Inactive** and/or **Unavailable** to view a list of courses categorized under these statuses.
 - c. Select the appropriate term from the Year drop down menu.
- 2. Once a course is located, click the Course Name link.
- 3. At the Edit Course LEA Information screen, select the Availability tab.
- 4. Click Edit for the appropriate year.
 - **a.** Select the school from the **Unavailable** section.
 - **b.** Click the arrow pointing to the **Available** section.
- 5. Click Submit.

Unavaila	able			Available	•		
Name	Abbr.	Number	Name	Abbr.	Number	Active	
diama Sump Senam			CANTE OF COMPANY STREET	1998.01			-
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and a manual state	10.85	100000	monos Tamanian	-	1001110		
introduces:	10000	1000307	Bistitum (Bartanian	-	1000316		
			BARRIER CORP. NUM	-	1001000	Yes	_
			Sancing i staff.	-	1000000	Yes	
			California (Reportanti) Reportation (Capital		1880323		
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			Constant and the second				

Locate an existing course

Nav	<mark>igation</mark>	: Start Pag	ge > LE /	A > Genera	l F	unction	s secti	on > (Courses			
Start	Page > School S	Setup > Courses										
Cοι	Courses											
+ Filt	* Filter Results Filtered by 'Status', 'Year'											
☑ Ac	ctive 🗖 Inact	tive 🗖 Unavailable		Year: 2013	-2014 💌]						
C Co	ourse Number:			Departmen	t: [
C Co	ourse Name:			Prerequisit	e Note:							
🗆 Ha	as Relationships:	Yes 💌		Has Fees:	Yes	•						
🗆 на	as Sections:	Yes 💌										
				Manage Courses for	this sch	nool						
		<<	first < prev 1	23456	<u>7 8 9</u>	<u>10 next > 1</u>	<u>ast >></u>		Print			
	Number +	Name	Department	Prerequisite Note	Fee	Relationship	Sections	Active	Inactive			
2	00012X01	General Elective					0	98-99, 12-13				
	00012X01CC	CC COURSE - 1ST SEM					0	98-99, 12-13				
								00.00				

Important: If a Course is not listed, submit a ticket to <u>Home Base Support Center</u> with Course name and description for consideration.

- 1. On the **Courses** screen, expand the **Filter Results** menu to limit the course results:
 - a. Check the Schools(s) checkbox and select the school.
 - **b.** Select the appropriate status(s) to view a list of courses categorized under that status.
 - **c.** Select the appropriate term from the **Year** drop down menu.

Start Page > LEA Setup > Courses									
Courses									
Filter Results Filtered by 'School(s)', 'Status'									
School(s):									
Status: 🗹 Active 🗌 Inactive 🗌 Unavailable Year: 2014-2015 💌									
Course Number: Department:									
Course Name: Prerequisite Note:									
Has Fees: Yes									
<< first < prev 1 next > last >> Print Print Print									
~	Number -	Name	Department	Prerequisite Note	Fee	Active	Inactive		
•	11645X0VPS	German IV Honors				CCS			
	21032X000	HIT I Condit Docovery				CCS			
						CCS			

2. Once the course is listed, click the Course Name link. The Edit Course LEA Information screen and LEA tab is displayed.

Edit Course LEA Information - English I (10212X0F)								
LEA Fees Prerequisites Availability Relationships S	Cheduling Equivalencies							
Label	value							
Course Name	English I							
Course Number	10212X0F							
Course Name	English I							
Alternate Course Number								
Credit Hours	1.00							
Maximum Credit Hours	0.00							
CIP Code	Vocational Class							
Program for All Sections	(if not blank overrides Section selection)							
Credit Type	1021 (no spaces)							
Default Maximum Enrollment	0							
Department	Associate							
Subject Area	1021							
Course Notes								
Exclude From Attendance (Optional: Use only to exclude all sections from counting towards ADM/ADA for students.)								
Exclude From Storing Final Grades								

- **3.** Complete all the fields:
 - Course Name: Do not change the default course name.
 - Alternate Course Number: Optional field; may be utilized by LEA to add up to 3 characters to indicate course taken by Third Party Provider, for e.g.: [10212X0FAPX]
 - Exclude From Attendance: Generally unchecked.
 - Exclude From Storing Final Grades: Generally checked.
 - Grade Scale: Select 'Default'
 - GPA Added Value Points: Usually 'zero' or as default value imported from course list.
 - Exclude from GPA?: Include; only applies to the current course.
 - Exclude from Class Rank?: Include; only applies to the current course.
 - Exclude from Honor Roll?: Include; only applies to the current course.
 - Use The Course For Lunch: Uncheck, does not apply to North Carolina.
 - Course Length: Select the appropriate course length.
 - Post Secondary Institution Code: Required.
 - Course External Provider:
 - Third Party Provider: Select appropriate Third Party Provider where course is
 - CTE Level Indicator:
 - Delivery Mode: Generally set to 'Classroom'
 - How Taken: Indicate where the course will be taken, for e.g.: College.
- 4. Click Submit.