

Managing Courses - LEA Level

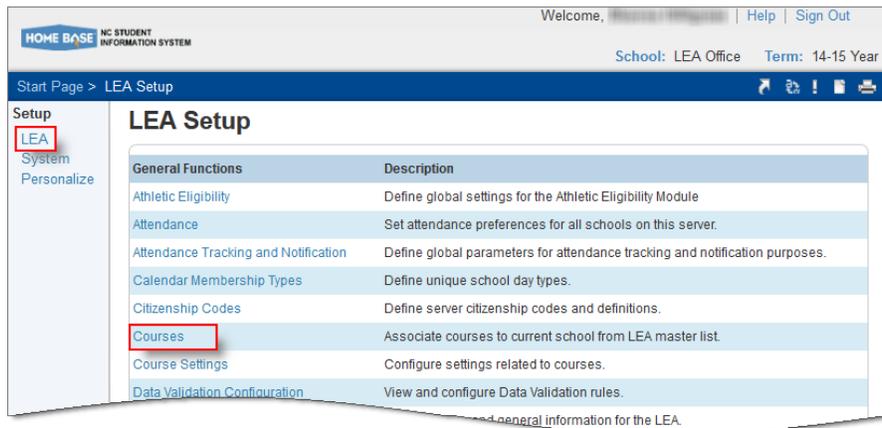
This document should be utilized by Local Education Agency (LEAs) and be performed by LEA users at the LEA level to [add courses](#), [check](#) and [change](#) course availability for a school, and [locate an existing course](#).

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

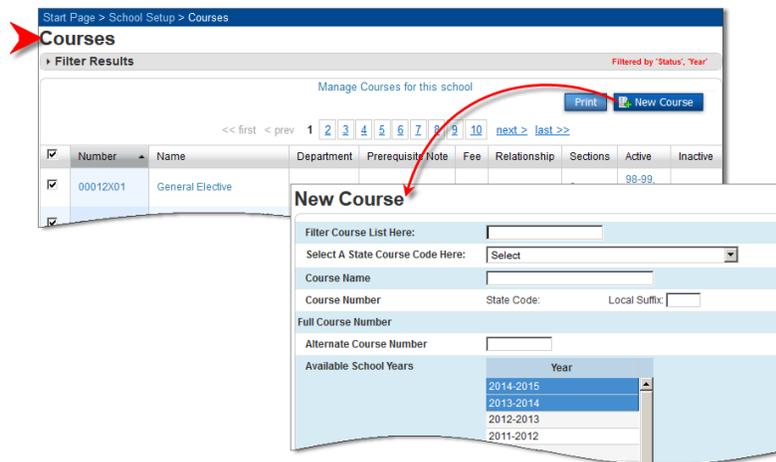
To add a new course:

Navigation: Start Page > LEA > **General Functions** section > **Courses**



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.



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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.

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

<p>Warning: If the Credit Hours field is changed, the Enterprise Controller will overwrite with the state approved credit hours.</p>
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- k. **CIP Code:** This field is not used in NC at this time.
- l. **Vocational Class:** Check this field for all Career and Technical Education (CTE) courses.

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- 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 *and* Transcripts.

Warning: **DO NOT** 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:

Course Name

Course Number State Code: Local Suffix:

Full Course Number

Alternate Course Number

Name	Abbr.	School Number

Available School Years

Year
2014-2015
2013-2014
2012-2013

Credit Hours

CIP Code Vocational Class

Credit Type (no spaces)

Default Maximum Enrollment

Course Notes

Grade Scale

GPA Added Value Points (usually zero)

Exclude From Storing Final Grades
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/Transcripts

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

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

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.

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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**

The screenshot shows the 'LEA Setup' page in the 'HOME BASE NC STUDENT INFORMATION SYSTEM'. The 'LEA' menu item is highlighted in the left sidebar. The main content area displays a table of 'General Functions' with 'Course Settings' selected. A modal window titled 'Course Settings' is open, showing three options with checkboxes. The first option, 'Only allow new courses to be created at the District Office', is checked. The 'Submit' button is visible at the bottom of the modal.

Option	Value
Only allow new courses to be created at the District Office	<input checked="" type="checkbox"/>
Only allow course equivalencies to be created and edited at the District Office	<input type="checkbox"/>
Do not allow schools to adjust Course Availability	<input checked="" type="checkbox"/>

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 <http://www.nc-sis.org/scheduling.html>) 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 Functions section > Courses

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 New Course

<input checked="" type="checkbox"/>	Number	Name	Department	Prerequisite Note	Fee	Active	Inactive
<input checked="" type="checkbox"/>	11645X0VPS	German IV Honors				CCS	
<input checked="" type="checkbox"/>	21032X0CP	MATH Student Recovery				CCS	

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

Course Availability - Self-Contained - EC (0000Z000Y)

Fees Prerequisites Availability Equivalencies

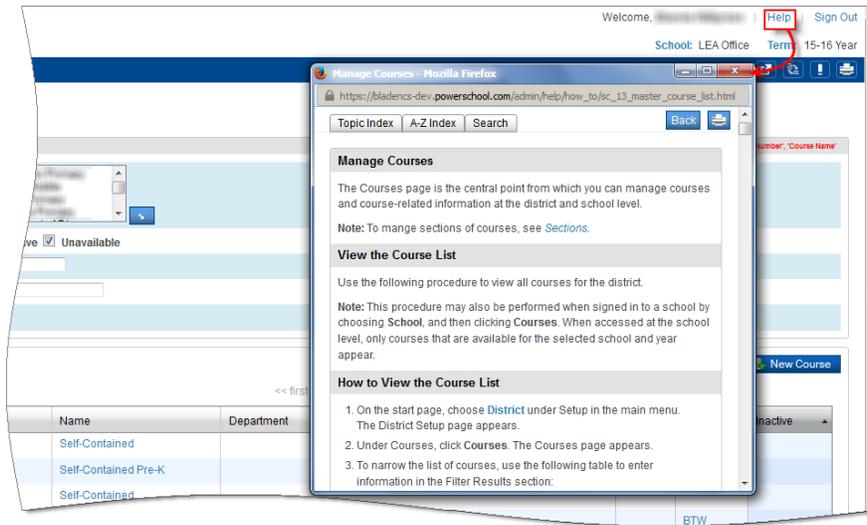
Year	Schools
2015-2016	State Code Disabled
2014-2015	<input type="button" value="Edit"/>
2013-2014	AGE, AMC, AOE, AWE, BJE, BRM, CTC, EAE, EAH, ECE, ... <input type="button" value="Edit"/>
2012-2013	<input type="button" value="Edit"/>

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.

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Additional Course availability information is located under:

- PowerSchool Help

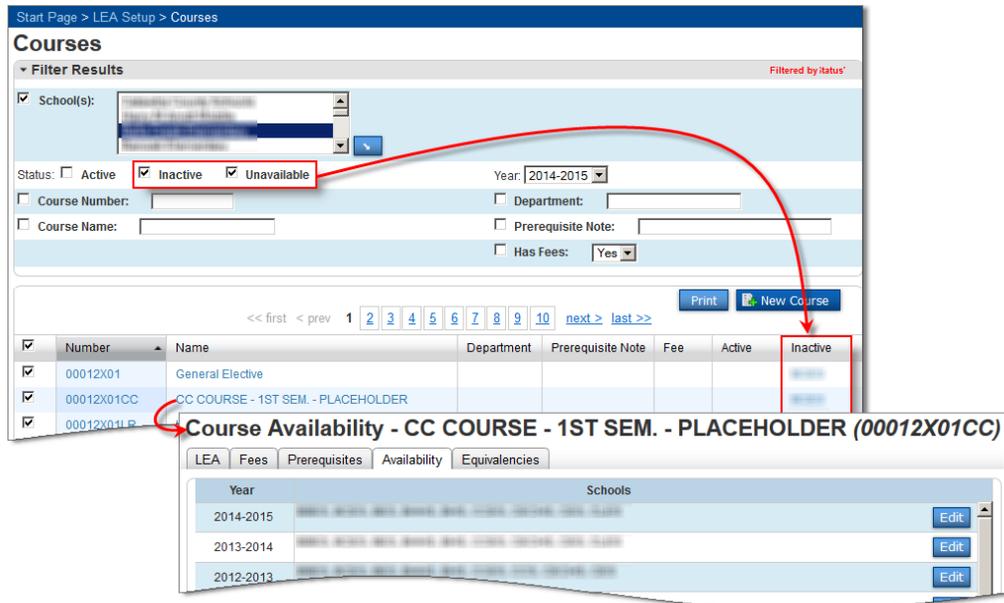


- PowerSource Scheduling User Guide (ID [63490](#)).

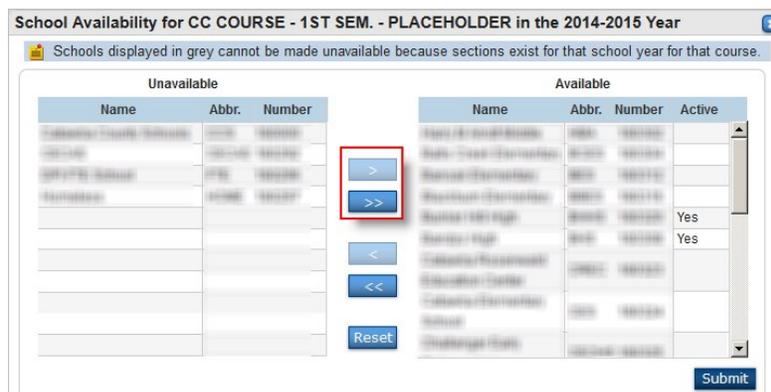
Change Course Availability Status for a school

To change course status (availability) for a school:

Navigation: Start Page > LEA > General Functions section > Courses



1. Under the **Filter Results** section:
 - a. Check the **School(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**.



Locate an existing course

Navigation: Start Page > LEA > General Functions section > Courses

Important: If a Course is not listed, submit a ticket to [Home Base Support Center](#) 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.

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

Label	Value
Course Name	English I
Course Number	10212X0F
Course Name	<input type="text" value="English I"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text" value="1.00"/>
Maximum Credit Hours	<input type="text" value="0.00"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Program for All Sections	<input type="text"/> (if not blank overrides Section selection)
Credit Type	<input type="text" value="1021"/> (no spaces)
Default Maximum Enrollment	<input type="text" value="0"/>
Department	<input type="text"/> <input type="button" value="Associate"/>
Subject Area	<input type="text" value="1021"/>
Course Notes	<input type="text"/>
Exclude From Attendance (Optional: Use only to exclude all sections from counting towards ADM/ADA for students.)	<input type="checkbox"/>
Exclude From Storing Final Grades	<input type="checkbox"/>

- 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.
- Click Submit.

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