

## Course and Section Attributes

Fields for attributes have been added at both the Course and the Section level. The SAR section at the end of this document lists required attributes for SAR reporting.

### Course Attributes

For the LEA or school, course attributes can be found in the extended data area of the **Course Edit** page in PowerSchool.

**Navigation:** Start Page > LEA Setup > Courses > Click on desired course

**Navigation:** Start Page > School Setup > Courses > Click on desired course

1. On the **Courses** screen, click on the desired course to open the Edit Course Information screen.

### Edit Course LEA Information - QA Test Course Section Attribute (0000001) [View Course Information By Year](#)

LEA
Fees
Prerequisites
Availability
Equivalencies

Label	Value
Course Name	QA Test Course Section Attribute
Course Number	0000001
Course Name	<input type="text" value="QA Test Course Section Attribute"/>
Alternate Course Number	<input type="text"/>
<b>Credit Hours</b>	<input type="text" value="1.10"/>
Maximum Credit Hours	<input type="text" value="0.00"/>
CIP Code	<input type="text"/> <input checked="" type="checkbox"/> Vocational Class
Program for All Sections	<input type="text"/> (if not blank overrides Section selection)
<b>Credit Type</b>	<input type="text" value="0000"/> ( no spaces)
Default Maximum Enrollment	<input type="text" value="0"/>
Department	<input type="text"/> <input type="button" value="Associate"/>
Subject Area	<input type="text"/>

2. Scroll down to the **Extended Data** section.

## Course and Section Attributes

Exclude On Report Cards/Transcripts	<input type="checkbox"/>
<b>Extended Data</b>	
Academic Program Indicator	CCP ▾
Career Prep Indicator	<input type="checkbox"/>
Course Gender	Male ▾
Traditional Gender	Male ▾
Course Low Grade Level Range	9 ▾
Course High Grade Level Range	13 ▾
Course Length	18 Weeks ▾
Start Date	03/03/2014 <input type="text"/> (MM/DD/YYYY)
End Date	06/30/2014 <input type="text"/> (MM/DD/YYYY)
Post Secondary Course Name	QA Test CS Attr <input type="text"/>
Post Secondary Course Number	0101 <input type="text"/>
Post Secondary Credit Hours	2.0 <input type="text"/>
Post Secondary Institution Code	<input type="text"/> ▾
Non-State Course	Local ▾
State Course Name	<input type="text"/>
State Course Number	<input type="text"/>
Course External Provider	NCSSM ▾

3. Set the appropriate attributes for the selected course (see list of Attributes that have been added).
4. Click **Submit** to save changes.

### **Attribute fields added at the Course Level:**

- **Academic Program Indicator** – Designed to indicate courses that are related to a specific program or plan. Dropdown: **None**, **CPP** – Default is 'None'.

**Important:** This should be populated by the state. More information to follow.

- **Career Prep Indicator** – Do not use. To indicate a CTE course, select the Vocational Class checkbox on the edit course screen.
- **Course Gender** – This is the field from eSIS that was used to determine if a class was designed to be taken by all Male or all Female, such as an all-male wrestling class.

## Course and Section Attributes

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- **Traditional Gender** – This field is used to determine if a course is considered a dominant gender class. For example, Auto Mechanics is typically considered a course taken by males. The name of this field should really be Non-Traditional Gender. Used by CTE.

*Note:* The STATE may push this value down through the Enterprise Controller. More information to follow.

- **Course Low Grade Level Range** – The lowest grade level of the course
- **Course High Grade Level Range** – The highest grade level of the course
- **Course Length** – Dropdown: **Blank, Three weeks, Six weeks, Seven weeks, Less 9 weeks, Nine weeks, 12 weeks, 18 weeks, 36 weeks** – Default is Blank.

*Note:* This attribute may be necessary for the SAR. See SAR instructions below. The section also has this attribute. Set as appropriate.

- **Start Date** – The date the course is valid to be offered
- **End Date** – The date, after which, the course offering is invalid
- **Post-Secondary Course Name** – The name of the course being taken at the Community College or University. Free form field for districts to populate with the Post-Secondary course name.
- **Post-Secondary Course Number** – The course number of the course being taken at the Community College or University. Free form field for districts to populate with the Post-Secondary course number.
- **Post-Secondary Credit Hours** – The number of credit hours designated at the Community College or University. Free form field for districts to populate with the Post-Secondary credit hours.
- **Post-Secondary Institution Code** – The Name of the Community College or University. Dropdown with default value = Blank. Converted from eSIS-COURSE\_SEQUENCE\_CODE.

*Note:* This attribute may be necessary for the SAR. See SAR instructions below.

- **Non-State course** – for local use- Local Course – Default is No.
- **State Course Name** – Do not use this field
- **State Course Number** – Do not use this field
- **Course External Provider** – None, NCVPS, NCSSM – Default is 'None'. This is used to indicate a VPS course.

*Note:* This attribute may be necessary for the SAR. See SAR instructions below.

## Course and Section Attributes

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- **Third Party Provider** – State Approved Vendors. Dropdown: **None, Edgenuity, Edison Learning, Aventa, Florida Virtual, Apex Learning, Connections ED.**  
– Default is 'None'.

**Note:** This attribute may be necessary for the SAR. See SAR instructions below.

- **CTE Level Indicator** – Dropdown: **Blank, 1, 2, 3, 4** – Default is blank. *More information to follow.*
- **Delivery Mode** – Dropdown: **Classroom, Online, Blended, Internship, Co-operative Education** – Default is Classroom. This should be set to **Online** for a VPS course. The section also has this attribute. Set as appropriate.

**Note:** This attribute may be necessary for the SAR. See SAR instructions below.

- **Exam**- could be used locally – free form single character field
- **High School Credit**- could be used locally – free form single character field
- **Honors** – Do not use
- **How Taken** – Dropdown: **Blank, Regular Day School, Alternative School, DEPS – State Summer School, College/University Class, Community/Technical School, Correspondence Class, Extended Day/Night School, Hospital/Homebound, Independent Study, Internet/Virtual School, LOCS – Local Summer School, NA – Summer School, Other, Vocation School.**

**Note:** This attribute may be necessary for the SAR. See SAR instructions below. The section also has this attribute. Set as appropriate.

- **No. Of Repeats** – The number of times the course can be taken for credit. There is no program (PowerSchool) functionality associated with this field.
- **School Mode** – Type of School delivery -- Dropdown: **None, Middle School** – The default is 'None'.

**Note:** This is the attribute that indicates middle-school for high school credit. It is a high school course delivered to middle school students. *The section also has this attribute. SET AT SECTION LEVEL ONLY.*

- **Blended Content** – Blended subject content. Dropdown: **Yes, No** – Default is No. *More information to follow.*
- **Credit Recovery** – Dropdown: **Yes, No** – Default is No. The section also has this attribute. Set as appropriate.
- **Pilot Course** – Dropdown: **Yes, No** – Default is No. *More information to follow.*
- **State Test** – Course requires a state test. Dropdown: **None, EOC, MSL** – Default is 'None'.

## Course and Section Attributes

**Note:** The STATE may push this value down through the Enterprise Controller.

- **Short Name** – Short name of the course. Converted from NC WISE. *This is not used by PowerSchool.*
- **Sub Department ID** -- TBD
- **Local Use**—free form field available for local use

## Section Attributes

For the school, section attributes can be found in post-secondary information area and the extended data area of the section edit page in PowerSchool.

**Navigation:** Start Page > School Setup > Sections > Click on desired course > Click on desired section

1. Click on the desired section to be edited. This will open the **Edit Section** page.

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
3(A)	1	S1	Jones, Dan		27	

### Edit Section

Field	Value																					
Course Name	Advanced Functions & Modeling																					
Course Number	<input type="text"/>																					
Schedule	Expression:																					
	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>
	A	B																				
1	<input type="checkbox"/>	<input type="checkbox"/>																				
2	<input type="checkbox"/>	<input type="checkbox"/>																				
3	<input type="checkbox"/>	<input type="checkbox"/>																				
4	<input type="checkbox"/>	<input type="checkbox"/>																				
5	<input type="checkbox"/>	<input type="checkbox"/>																				
6	<input type="checkbox"/>	<input type="checkbox"/>																				
Term	<input type="text" value="2013-2014"/> Start Date: 08/26/2013 End Date: 06/20/2014																					
Teacher - Section Lead																						

## Course and Section Attributes

2. Scroll down to find both the **Post Secondary Information** and **Extended Information** areas.

Variable Attempted Credit

Post Secondary Information	
Course Name	<input type="text"/>
Course Number	<input type="text"/>
Institution Code	Select <input type="text"/>
Credit Hours	<input type="text"/>

  

Extended Information	
Traditional Gender	None <input type="text"/>
External Provider	None <input type="text"/>
Third Party Provider	None <input type="text"/>
Delivery Mode	Classroom <input type="text"/>
Non-State Course	No <input type="text"/>
School Mode	None <input type="text"/>
Credit Recovery	No <input type="text"/>
Blended Content	No <input type="text"/>
Pilot Course	Select <input type="text"/>
Special Program Course	None <input type="text"/>
Course Length	18 Weeks <input type="text"/>
How Taken	Select <input type="text"/>

SectionID: 33826  
\* Section numbers must be unique among sections of the same course for a given school year.

3. Complete the **Post Secondary Information** fields as necessary for the section.
  - a. **Course Name** – The name of the course being taken at the Community College or University
  - b. **Course Number** – The course number of the course being taken at the Community College or University
  - c. **Institution Code** – The Name of the Community College or University. Dropdown with default value = Blank. Converted from NC WISE-COURSE\_SEQUENCE\_CODE. *This attribute may be necessary for the SAR. See SAR instructions below.*
  - d. **Credit Hours** – The number of credit hours the course designated by the Community College or University.
4. Complete the **Extended Information** fields as necessary.
  - a. **Traditional Gender** – This field is used to determine if a course is considered a dominant gender class. For example, Auto Mechanics is typically considered a course that males take. The name of this field should really be Non-Traditional Gender. CTE related. *NOTE: The STATE may push this value down through the Enterprise Controller.*
  - b. **Course External Provider**– None, NCVPS, NCSSM – Default is 'None'. This attribute may be necessary for the SAR. See SAR instructions below. Must be set for VPS.

## Course and Section Attributes

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- c. Third Party Provider** – State Approved Vendors. Dropdown: None, Edgenuity, Edison Learning, Aventa, Florida Virtual, Apex Learning, Connections ED. – Default is None. *This attribute may be necessary for the SAR. See SAR instructions below.*
  - d. Delivery Mode** – Classroom, Online, Blended, Internship, Co-operative Education – Default is Classroom. This attribute may be necessary for the SAR. See SAR instructions below. Must be set to “online” for VPS.
  - e. Non-State Course** -- Local course– Default is No.
  - f. School Mode** – Type of School delivery -None, Middle School – The default is ‘None’. Used to indicate middle school for high school credit.
  - g. Credit Recovery** – dropdown: Yes, No –Default is No.
  - h. Blended Content** – Blended subject content. Dropdown: Yes, No –Default is No. *More information to follow.*
  - i. Pilot Course** – Yes, No –Default is No.
  - j. Special Program Course** – None, CPP – Default is ‘None’. – Note: this is the same as Academic Program Indicator attribute in the Course attributes. *This should be populated by the state. More information to follow.*
  - k. Course Length** – Dropdown: Blank, Three Weeks, Six Weeks, Seven Weeks, Less 9 Weeks, Nine Weeks, 12 Weeks, 18 Weeks, 36 Weeks – Default is Blank. *This attribute may be necessary for the SAR. See SAR instructions below. The course also has this attribute. Set as appropriate*
  - l. How Taken** – Dropdown: Blank, Regular Day School, Alternative School, DEPS – State Summer School, College/University Class, Community/Technical School, Correspondence Class, Extended Day/Night School, Hospital/Homebound, Independent Study, Internet/Virtual School, LOCS – Local Summer School, NA – Summer School, Other, Vocation School. *This attribute may be necessary for the SAR. See SAR instructions below. The course also has this attribute. Set as appropriate*
- 5.** Click **Submit** to save changes.

### School Activity Report (SAR) instructions for course/section attributes

For the School Activity Report (SAR) collection, the following course section attributes **must** be populated as it identifies details of the course section.

Not all course sections will have all attributes so be mindful of what the section represents such as, is it a college, university or vendor taught section? If not, then it would not have an **Institution Code**, or possibly a **Third Party Provider**. Select "none" or "blank" when the attribute does not apply to the section.

Is it an on-line course? If so, identify the **How Taken**, the **Third Party Provider** and the **Institution Code** to identify the section as on-line and who is providing the instruction for the section.

#### Attributes necessary for SAR reporting:

- Institution Code
- External Provider
- Third Party Provider
- Delivery Mode
- Course Length
- How Taken

**Important:** All attributes associated with the section must be populated

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