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.
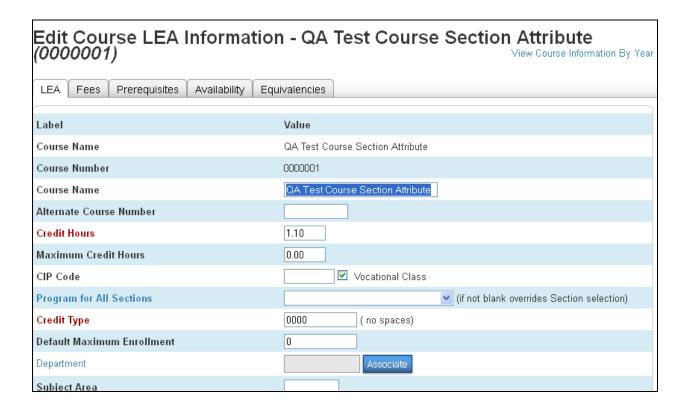
Course Attributes

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

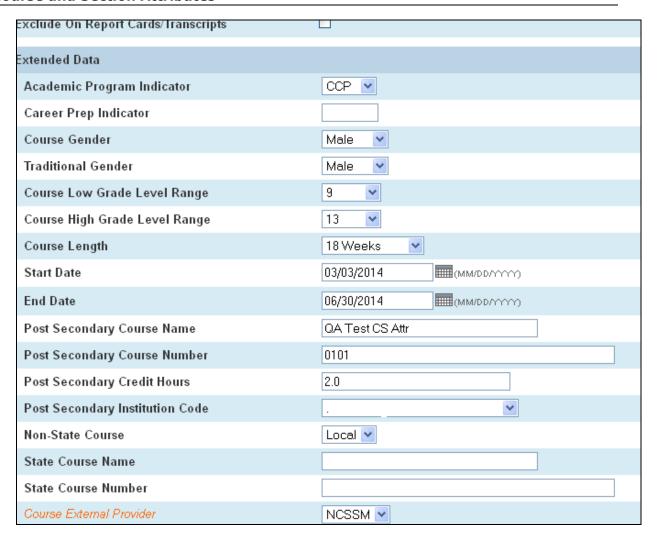> **Navigation:** Start Page > LEA Setup > Courses > Click on desired course
>
> **Navigation:** Start Page >School Setup > Courses > Click on desired course

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

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

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** – <u>Do not use</u>. 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.

- **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.

- **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'.

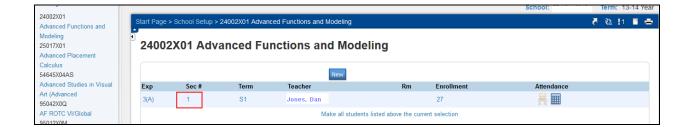> *Note:* The STATE may push this value down through the Enterprise Controller.

- **Short Name** – Short name of the course.   Converted from NC WISE. *This is not used by PowerSchool*.

- **Sub Department ID** -- TBD

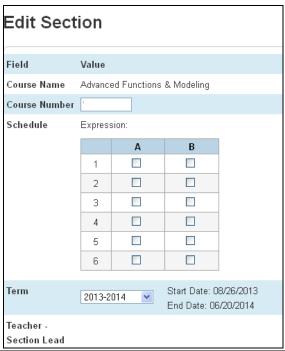- **Local Use**—free form field available for local use

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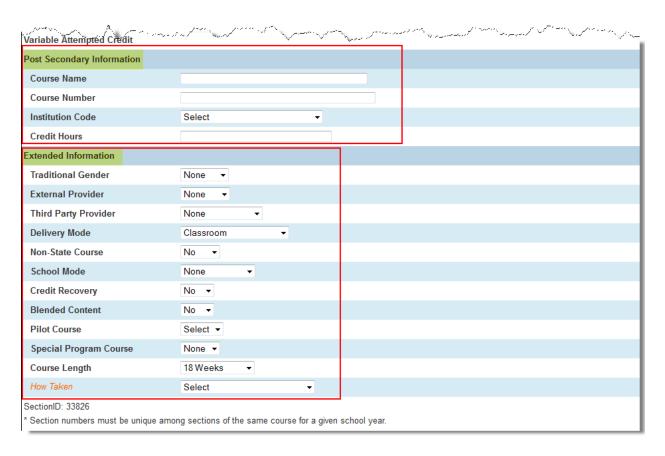
Navigation: Start Page > School Setup > Sections > Click on desired course > Click on desired section

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

Course and Section Attributes

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

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.

    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