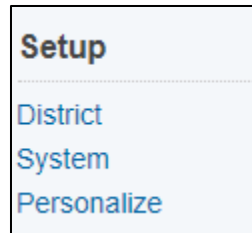
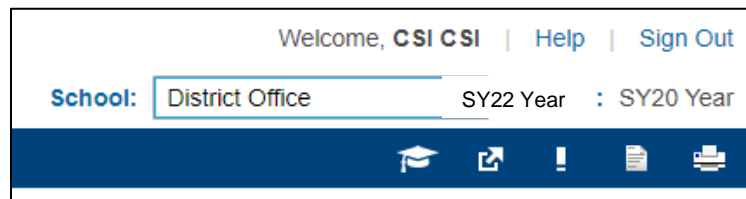


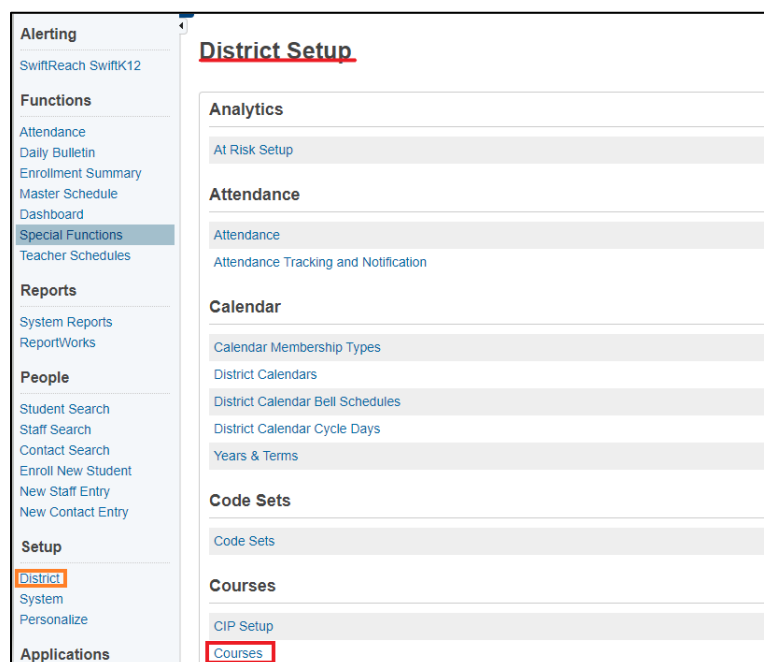
Under the 'Setup' menu on the left side you should see the following list:



If the first item on your list under set-up is School, then you need go to the top right corner of the page where it says **School:** and **Term:** and change the school dropdown to 'District Office'. Double check that the 'Term' field is for the 21-22 school year.



Now click on 'District' under 'Setup'. This is the District Setup page. The 5<sup>th</sup> section down is Courses and to select courses to edit, click 'Courses':



This will take you to a list of courses. Click the Course Name of the course you wish to edit:

<input checked="" type="checkbox"/>	Number	Name	Department
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	
<input checked="" type="checkbox"/>	Algebra I	Algebra I	Math
<input checked="" type="checkbox"/>	Algebra II	Algebra II	Math
<input checked="" type="checkbox"/>	ART	Art	Electives
<input checked="" type="checkbox"/>	Art 6	6th Art	Electives
<input checked="" type="checkbox"/>	ART 7	Art 7	Electives
<input checked="" type="checkbox"/>	ART 8	Art 8	Electives
<input checked="" type="checkbox"/>	Art I	Art I	Electives
<input checked="" type="checkbox"/>	Bio I	Biology I	Science

Now you should be in the Course form and can make updates and edits. Make sure the following fields are filled:

### Art 7 (ART 7) - General

District - General    District - Standards    Fees    Prerequisites    Availability    Equivalencies

Label	Value
Display Name	Art 7
Course Number	ART 7
Course Name	<input type="text" value="Art 7"/>
Course Description	<input type="text" value="Art class for 7th grade."/>
Alternate Course Number	<input type="text" value="05178, 05189"/> <small style="color: red;">These are your SCED/SSCC codes. Minimum of 1 required, up to 5 allowed when seperated with a comma.</small>
Credit Hours	<input type="text" value="0.50"/>
Maximum Credit Hours	<input type="text" value="0.00"/>

(scroll down for more steps)

Scroll down to the 'Colorado State Reporting' section:

Colorado State Report Information	
Advanced Placement Course	<input type="text"/>
Course Description	<input type="text"/>
	Approximately 2000 characters left
Course Level	(G) General ▼
Industry Certificate Course	<input type="checkbox"/>
Credits/Grade Span (formerly Carnegie Units)	.50
Sequence	1 ▼
Sequence Total	1 ▼
Exclude From State Reporting	<input type="checkbox"/>
Optional Sort Field 1 for SSCC	8001
Optional Sort Field 2 for SSCC	<input type="text"/>
▶ Deprecated Colorado State Fields	

*Please see the CSI TSDL Data Submission home page for resources on looking up the correct SCED coding for a given course.*

**Course Code field detail:**

Field	Description
Course Number	Course code used by school, may <u>not</u> be duplicated
Course Name	School defined course title
Course Description	School defined course description (may be null)
Alternate Course Number	SCED code(s) chosen for course. Up to 5 are allowed separated by commas
Credit Hours	Low and High grade offered (ex KG05 for K – 5) Credits for high school classes defined by Carnegie Units
<b><u>Colorado State Report Information Section</u></b>	
Course Level	Remedial (B), College (C), Enriched or Advanced (E), General (G) default option, Honors (H)
Grade Span / Credits	Low and High grade offered (ex KG05 for K – 5) Credits for high school classes defined by Carnegie Units

Sequence	What step in a sequence is this course?
Sequence Total	How many total steps in the sequence are there?
Sort Option 1	<b>Use school code.</b>
Sort Option 2	Optional field for school use

**Be sure to 'submit; changes (bottom right corner):**

