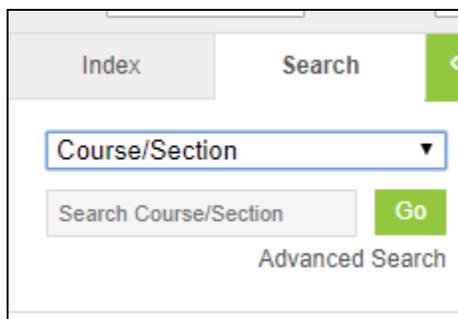


In the 'Search' tab select 'Course/Section' from the drop-down menu:



Click 'Go' and a browse-able list will appear on the left. Select the course you wish to update.

In the Course Information section make sure the following fields are filled. Other fields can be filled as well but the following fields must have data in them:

Course Code field detail (see below table for IC screenshots):

Field	Description
Course Information Section	
Course Number	Course code used by school, may <u>not</u> be duplicated
Course Name	School defined course title
State Code	SCED code(s) chosen for course. Up to 5 are allowed separated by commas
NCES Data Section (Important note: SCED Subject Area and SCED Course Identifier must be populated to see and set the credits and course level data.)	
SCED Available Credits	Low and High grade offered (ex KG05 for K – 5) Credits for high school classes defined by Carnegie Units
SCED 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
SCED Sequence	What step in a sequence is this course?
SCED Sequence	How many total steps in the sequence are there?
Description Section	
Course Description	School defined course description (may be null)

*Please note that although SCED Subject Area and SCED Course Identifier do not extract to the Course Code file they do need to be populated to unlock/open the SCED Credit and Course Level fields:

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

Art 6th 6th Art

Course | Sections | Grading Tasks | Standards | Categories | Curriculum Planner | Grade Calc Options

Save | Delete | Push To Sections | Copy

Course Information
CourseID 199

*Number: Art 6th | *Name: 6th Art

Standards-based: | Active: | State Report Exclude: | External LMS Exclude: | Course-Only Curriculum:

Subject Type: Not Applicable (NA) | Department: [Dropdown]

State Code: 05154

Schedule Load Priority: [Input] | Max Students: 31 | Terms: 2 | Schedules: 1 | Periods: 1 | Sections to Build: 0 | Preferred Room Type: [Dropdown]

GPA Weight: 0 | Bonus Points: | Advisory: | Transcript: | Required:

Type: [Dropdown]

AP Category: 00: Not Applicable | Responsive: | Activity: [Dropdown]

Homeroom: | Allow student requests: | Allow teacher requests/recommendations: | Hide Standards On Portal: | Repeatable: | Attendance: | Positive Attendance:

VE CIP Code: [Input] | Online: [Dropdown]

Comments: [Text Area]

NCES Data
NCES Code: 05154

SCED Subject Area: 05: Fine and Performing Arts | SCED Course Identifier: 186: Art (grade 6) | SCED Highest Grade: [Dropdown]

SCED Available Credit (Carnegie Units): 50 | SCED Course Level: G: General or regular | SCED Sequence: (part n of m parts) 1 of 1

Description: [Text Area]

Be sure to 'Save' all changes:

Art 6th 6th Art

Course | Sections | Grading Tasks | Standards | Categories

Save | Delete | Push To Sections | Copy

Course Information