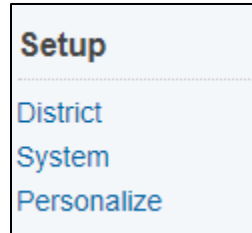
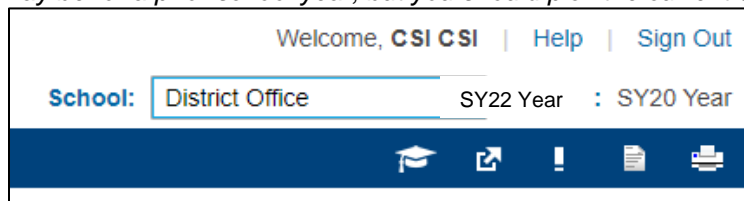


Under the 'Setup' menu on the left side you should see the following list:

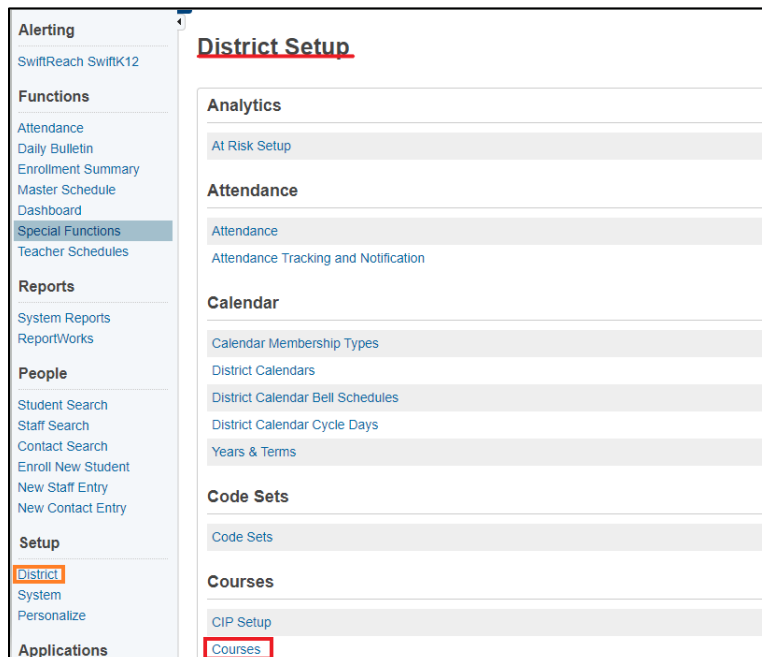


If the first item on your list under set-up is School, then you need go to the top right corner of the page where it says **School:** and **Term:** and change the school dropdown to 'District Office'. Double check that the 'Term' field is for the current school year.

Screenshot may be for a prior school year, but you should pick the current school year.



Now click on 'District' under 'Setup'. This is the District Setup page. The 5th 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"/>			
<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>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
<u>Colorado State Report Information Section</u>	
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	Use school code.
Sort Option 2	Optional field for school use

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

