

# How to Create a Course

This document will allow you to create a new course in the District Office. You will need access to the District Office to complete this task.

## Overview

This document will cover the following process: **Creating a new course in the District Office.**

## Creating a New Course:

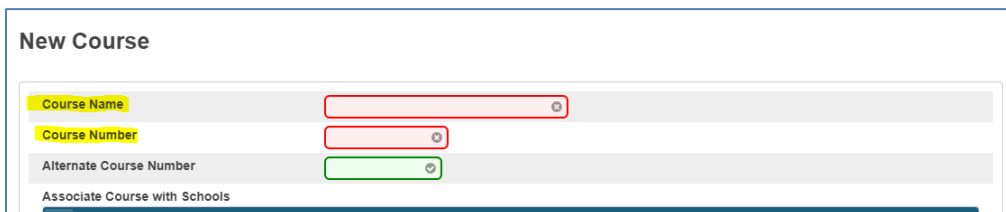
1. **Navigate to the District Office:** [[Start Page](#) > [District Management](#) > [Courses and Programs](#) > [Courses](#)]

- From the Courses Page: **Click New Course**



- Fill in the required information:

- Course Name**
- Course Number**(Naming convention specific to each district)
- Select the School to associate the course to**
- Select the Available School Years to make the course available**
- Credit Hours**
- Maximum Credit Hours**
- Credit Type**
- Grade Scale**
- Exclude from Storing Grades**(This is typically used for any grades that are manually added. For example Dual Enrollment Courses)
- Exclude from: GPA, Class Rank, Honor Roll**
- Exclude on Report Cards/Transcripts**

A screenshot of the 'New Course' form. The form has a title 'New Course' and several input fields. The 'Course Name' field is highlighted in yellow. The 'Course Number' field is highlighted in yellow. The 'Alternate Course Number' field is highlighted in green. There are also dropdown menus for 'Course Name', 'Course Number', and 'Alternate Course Number'. The 'Associate Course with Schools' field is partially visible at the bottom.

1-7 of 7 items

<input type="checkbox"/>	School Name	Abbreviation	School Number	School Category
<input type="checkbox"/>	Avoca Elementary School	AES	157	
<input type="checkbox"/>	John F. Farrell-Emmett Elementary School	FES	2894	
<input type="checkbox"/>	Yale Elementary School	YES	4607	
<input type="checkbox"/>	Yale Junior High School	YJH	6339	
<input checked="" type="checkbox"/>	Yale Senior High School	YHS	4613	
<input type="checkbox"/>	Phoenix Alternative School	PHX	7528	
<input type="checkbox"/>	Graduated Students	Graduated Students	999999	

Rows/Page

### Available School Years

Year	
<input checked="" type="checkbox"/>	2024-2025
<input checked="" type="checkbox"/>	2023-2024
<input type="checkbox"/>	2022-2023
<input type="checkbox"/>	2021-2022
<input type="checkbox"/>	2020-2021
<input type="checkbox"/>	2019-2020

<b>Credit Hours</b>	<input type="text" value=""/>
<b>Maximum Credit Hours</b>	<input type="text" value=""/>
<b>CIP Code</b>	<input type="text" value=""/> <input type="checkbox"/> Vocational Class <input type="checkbox"/> Academic an
<b>Credit Type</b>	<input type="text" value=""/> (no spaces)
<b>Default Maximum Enrollment</b>	<input type="text" value=""/>
<b>Course Notes</b>	<div style="border: 1px solid #ccc; height: 20px;"></div>
<b>Grade Scale</b>	<input type="text" value=""/> <input type="button" value="ⓘ"/>
<b>GPA Added Value Points</b>	<input type="text" value="0"/> (usually zero)
<b>Exclude From Storing Final Grades</b>	<input type="checkbox"/> Use for Courses that are not graded so blank records are not s
<b>Exclude from GPA?</b>	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
<b>Exclude from Class Rank?</b>	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
<b>Exclude from Honor Roll?</b>	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
<b>Use The Course For Lunch</b>	<input type="checkbox"/>
<b>Exclude On Report Cards/Transcripts</b>	<input type="checkbox"/>

- Fill in the required Michigan State Information for State Reporting:
  - Exclude from Teacher Student Data Link
  - Exclude from Ed-Fi
  - SCED Subject Area Code
  - SCED Course Identifier Code
  - Course Type
  - Virtual Method if applicable
  - College Credit Potential
- Click **SUBMIT**

Michigan State Information	
Exclude from Teacher Student Data Link	<input type="checkbox"/>
Exclude from Ed-Fi	(0) No <input type="checkbox"/>
SCED Subject Area Code	<input type="text"/>
SCED Course Identifier Code	<input type="text"/>
MSIX Course Section ID	<input type="text"/>
Course Type	<input type="text"/>
Course Funding Program	<input type="text"/>
Virtual Method	<input type="text"/>
College Credit (potential):	<input type="text"/>

Civil Rights Data Collection Information

[After updating course data, click here to enter CRDC requirements](#)

▸ Obsolete for State Reporting

**Submit**