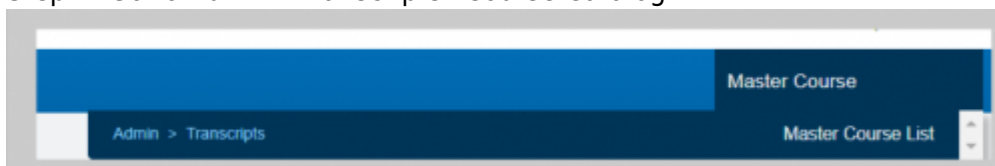


Course Modifiers

Courses can have modifiers attached to help designate their level or grading type.

- Step 1. Go to Admin>Transcripts>Course Catalog



- Step 2. Set the school year and type of course catalog you want to work in and click Display
- Step 3. If you have never set Course Modifiers before, click Edit beneath the Course Catalog title

 A screenshot of the 'Search Options' form. It includes fields for Name, School Year (set to 2020 - 2021), School Type (set to High School), State Code, Local Code, Is CTE (set to Any), Pathway Exists (set to Any), Hidden (set to No), and District Set (set to Any). There are buttons for Search, Get CSV, Create a new Course, View Selected Courses, Edit Selected Courses, Batch Update Selected, Copy Selected Courses, and Delete Selected Courses.

- Step 4. The modifier buttons are blank until you manually click on the buttons to select for each class. Click the Save button in the bottom right corner



Note: When you select a modifier for a course in the Fall Catalog, it will automatically be set in all the other catalogs for the same school type

- Step 5. To edit the list of modifiers seen in the course catalog go to Admin>Settings>Transcripts/Report Cards
- Step 6. Click on the Mods tab, make any necessary adjustments here and click Use Selected

 A screenshot of the 'Batch Update Selected' button and a table of course modifiers. The table has columns for Name, Year, School Type, District Set, Local Code, State Code, Credits CTE, and CTE Pathway. Three courses are listed: Advanced Cabinetry, Millwork, and Woodworking; Advanced Child Development B (Capstone); and Advanced Engineering and Heavy Construction.

Name	Year	School Type	District Set	Local Code	State Code	Credits CTE	CTE Pathway
Advanced Cabinetry, Millwork, and Woodworking	2020 - 2021	High School	Yes	7312-120	7312	5.00 Yes	Cabinetry, Woodwork
Advanced Child Development B (Capstone)	2020 - 2021	High School	Yes	7511-2 EDU	7500	5.00 Yes	None
Advanced Engineering and Heavy Construction	2020 - 2021	High School	Yes	7322-121	7322	5.00 Yes	Engineer Construct

— Last Updated by [Max Williams](#) on 2016/03/08 17:30

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