admin essential, course catalog, admin
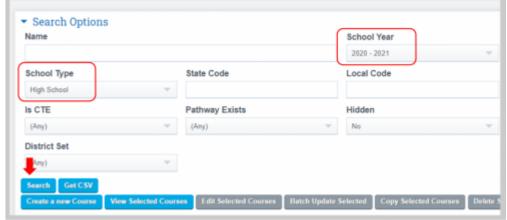
Course Modifiers

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
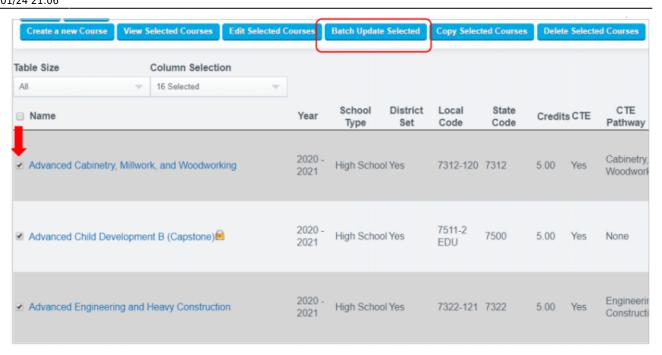

- Step 4. The modifier buttons are blank until you manually click on the buttons to select for each class. Click the Save button in the bottom right corner

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

— *Last Updated by Max Williams on 2016/03/08 17:30*