

[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

 A screenshot of the "Search Options" form. It contains several dropdown menus and text input fields. The "School Year" dropdown is set to "2020 - 2021" and is highlighted with a red box. The "School Type" dropdown is set to "High School" and is also highlighted with a red box. Other fields include "State Code", "Local Code", "Is CTE" (set to "(Any)"), "Pathway Exists" (set to "(Any)"), "Hidden" (set to "No"), and "District Set" (set to "(Any)"). At the bottom, 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 S...".

- 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

<div>Create a new CourseView Selected CoursesEdit Selected CoursesBatch Update SelectedCopy Selected CoursesDelete Selected Courses</div>								
Table Size		Column Selection						
All		16 Selected						
<input type="checkbox"/> Name	Year	School Type	District Set	Local Code	State Code	Credits CTE	CTE Pathway	
<input checked="" type="checkbox"/> Advanced Cabinetry, Millwork, and Woodworking	2020 - 2021	High School	Yes	7312-120	7312	5.00 Yes	Cabinetry, Woodwork	
<input checked="" type="checkbox"/> Advanced Child Development B (Capstone)🔒	2020 - 2021	High School	Yes	7511-2 EDU	7500	5.00 Yes	None	
<input checked="" type="checkbox"/> Advanced Engineering and Heavy Construction	2020 - 2021	High School	Yes	7322-121	7322	5.00 Yes	Engineerin Constructi	

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