

[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 > Master Course List (or type Master Course List in the blue Quick Search window)
- 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

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