

[classroom based](#), [independent study](#), [admin](#), [course catalog](#)

Creating a Course Catalog

- Step 1: Go to Admin > Transcripts > Course Catalog List (or type in Course Catalog List in the blue Quick Search window)



- Step 2: Select the School Year by drop down that you want to create a Catalog for and click search **Note: All School Types are displayed by default, when creating your catalog, you will have the option to select the correct School Type**

- Step 3: Click on the Create a new Catalog button
- Step 4: Name your Catalog, Select the School Type, Term, and set as Active or leave checkbox blank to make your Catalog not active.

- Step 5: Select and Save all Courses in Mass by checking the box next to Name or individually add or remove courses from your Catalog by checking or unchecking the box next to Course Name

Catalog Name
Fall

School Year 2020 - 2021 **School Type** High School ☒ Active

Term
Semester 1 (Fall)

<input checked="" type="checkbox"/> Name	School Type	District Set	Local Code	State Code	Credits	CTE	CTE Pathway	Transcript Category	Non-Std Instruction	A-G Code	Hidden
<input checked="" type="checkbox"/> Advanced Cabinetry, Millwork, and Woodworking	High School	Yes	7312-120	7312	5.00	Yes	Cabinetry, Millwork, and Woodworking	Electives	No		No
<input checked="" type="checkbox"/> Advanced Child Development A (Capstone) 🏠	High School	Yes	7511-1 EDU	7511	5.00	Yes	None	Electives	No		Yes
<input type="checkbox"/> Advanced Child Development B (Capstone) 🏠	High School	Yes	7511-2 EDU	7500	5.00	Yes	None	Electives	No		No
<input checked="" type="checkbox"/> Advanced Engineering and Heavy Construction	High School	Yes	7322-121	7322	5.00	Yes	Engineering and Heavy Construction	Electives	No		No
<input checked="" type="checkbox"/> Advanced Fashion Design and Merchandising A (Capstone) 🏠	High School	Yes	7811-1 FSN	7811	5.00	Yes	None	Electives	No		No
<input checked="" type="checkbox"/> Advanced Fashion Design and Merchandising B (Capstone) 🏠	High School	Yes	7811-2 FSN	7811	5.00	Yes	None	Electives	No		No
Advanced Financial Services											

- Step 6: When complete, click on the Save button at the bottom of the page

Total: 224

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