

[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 Type and School Year you want to work in and click Search

- Step 3. To add a course modifier to a single course, click on the edit button for the course you want to work on **Note: You may also select a group of courses in Mass by checking the box to the left of each Course Name and clicking on Batch Update Selected**

Name	Year	School Type	District Set	Local Code	State Code	Credits CTE	CTE Pathway	Instructional Category	And Code	Hidden	Number of Sections	Catalogs	
<input type="checkbox"/> Advanced Cabinetry, Millwork, and Woodworking	2020 - 2021	High School	Yes	T312-120	T312	5.00	Yes	Cabinetry, Millwork, and Woodworking	Electives	No	0/0	Fall - Semester 1 (Fall) Spring - Semester 2 (Spring) PS Summer Session Summer Session	<input type="button" value="Edit"/>

<a href="#">Create a new Course</a> <a href="#">View Selected Courses</a> <a href="#">Edit Selected Courses</a> <a href="#">Batch Update Selected</a> <a href="#">Copy Selected Courses</a> <a href="#">Delete Selected Courses</a>								
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	Engineering Constructi

- Step 4. Course modifier buttons will be set to none until you manually click the appropriate radio button to select for each class built off of your course

**Transcript Modifiers**

Cal Grant

☒ none
 ☐ x

CAUC

☒ none
 ☐ ag
 ☐ CT

ClassType

☒ none
 ☐ \*
 ☐ ap
 ☐ h

OtherCA

☒ none
 ☐ CC

PassFail

☒ none
 ☐ pf

Repeat

☒ none
 ☐ r

☒ none
 ☐



**Note:** If using the **Batch Update Course** feature to set multiple modifiers for a group of courses follow the same process as a single edit to manually select appropriate modifiers and click on the **Save + Next** Button to move on to the next course in your batch collection. When finished click on **Save** or **Save + Next** and you will return to the prior screen

Save

Save + Next

— Last Updated by [Max Williams](#) on 2020/04/28 15:45

From:

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Last update: **2020/04/28 16:00**