


New Course Catalog

The Course Catalog serves as an exhaustive inventory of all courses a district offers, providing district administrators the flexibility to manage course availability, edit course identifiers, and set specific parameters like start and end dates, all within the framework of state guidelines.


Utilization of the Course Catalog is at the discretion of each organization and can be activated via System Preferences. Employing the Course Catalog offers significant advantages, such as delineating permissible courses at the school level, ensuring adherence to district-wide educational standards. Additionally, when details are established in the Course Catalog and disseminated to courses and sections, it prevents individual schools from making unauthorized alterations, thus maintaining consistency with the overarching organizational policies.

Important aspects of the Course Catalog's functionality is its impact on scheduling: only active courses in the catalog can be included in the Master Schedule. Moreover, when recording final grades for students, educators can select from both active courses and those marked as inactive, ensuring a comprehensive range of options while upholding the district's educational directives.

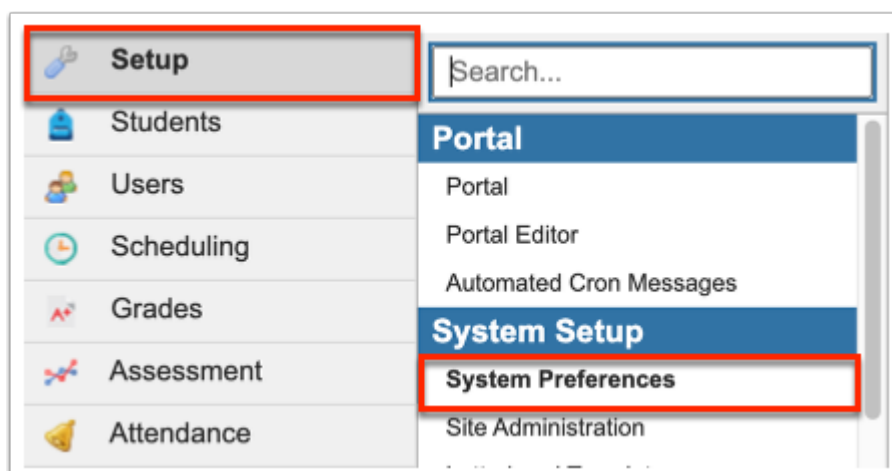
 For help on the Course Catalog prior to version 12.0.40, see [Course Catalog \(Old v.12\)](#).

Enabling the Course Catalog

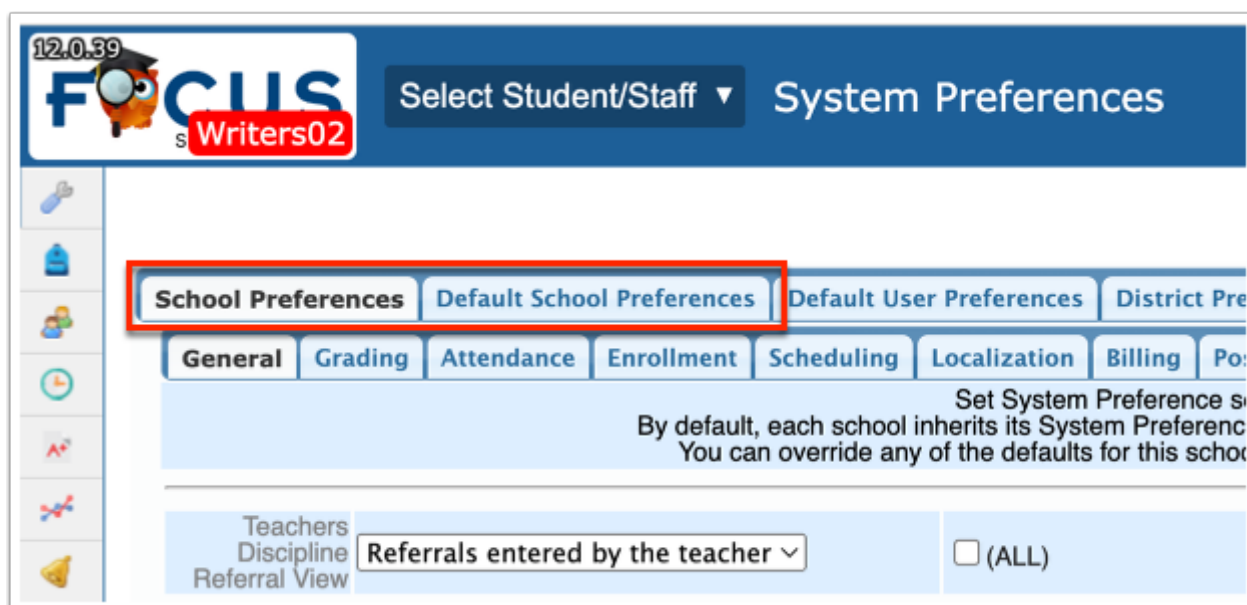
Once the Course Catalog is imported, it must be enabled for use in Setup > System Preferences.

 See [System Preferences](#) for additional settings to consider when establishing the Course Catalog.

1. In the **Setup** menu, click **System Preferences**.



2. To enable the Course Catalog for all district schools, click the **Default School Preferences** tab. To enable the Course Catalog for the school you are currently logged into, click the **School Preferences** tab.



! Check the school and school year pull-downs at the top-right corner of the screen to ensure you are enabling the catalog for the correct school and school year.

3. Once you are within the Default School Preferences or School Preferences tabs, click the **Scheduling** tab.

School Preferences | **Default School Preferences** | **Default User Preferences** | **District Preferences** | **Single Sign-on**

General | **Grading** | **Attendance** | **Enrollment** | **Scheduling** | **Localization** | **Billing** | **Post Secondary**

Set System Preference settings for the current school.
By default, each school inherits its System Preferences from the "Default School Preferences" in the next tab.
You can override any of the defaults for this school by unchecking the default in the right-most column.

| | |
|--|-------------------------------------|
| Use Course Catalog | <input checked="" type="checkbox"/> |
| Max Course Num Length | <input type="text"/> |
| Allow extra characters on the course number | <input checked="" type="checkbox"/> |
| Course History Grades Default Term | Full Year ▼ |
| Do Not Allow Users to Delete Schedule Records with Attendance and Grades | <input type="checkbox"/> |
| Lock Enrollment Date When Positive Attendance or Grades Exist | <input type="checkbox"/> |

4. Select the **Use Course Catalog** check box and the **(Yes)** check box.

5. Click **Save** at the top-right corner of the screen.

School Preferences | **Default School Preferences** | **Default User Preferences** | **District Preferences** | **Single Sign-on**

General | **Grading** | **Attendance** | **Enrollment** | **Scheduling** | **Localization** | **Billing** | **Post Secondary**

Set System Preference settings for the current school.
By default, each school inherits its System Preferences from the "Default School Preferences" in the next tab.
You can override any of the defaults for this school by unchecking the default in the right-most column.

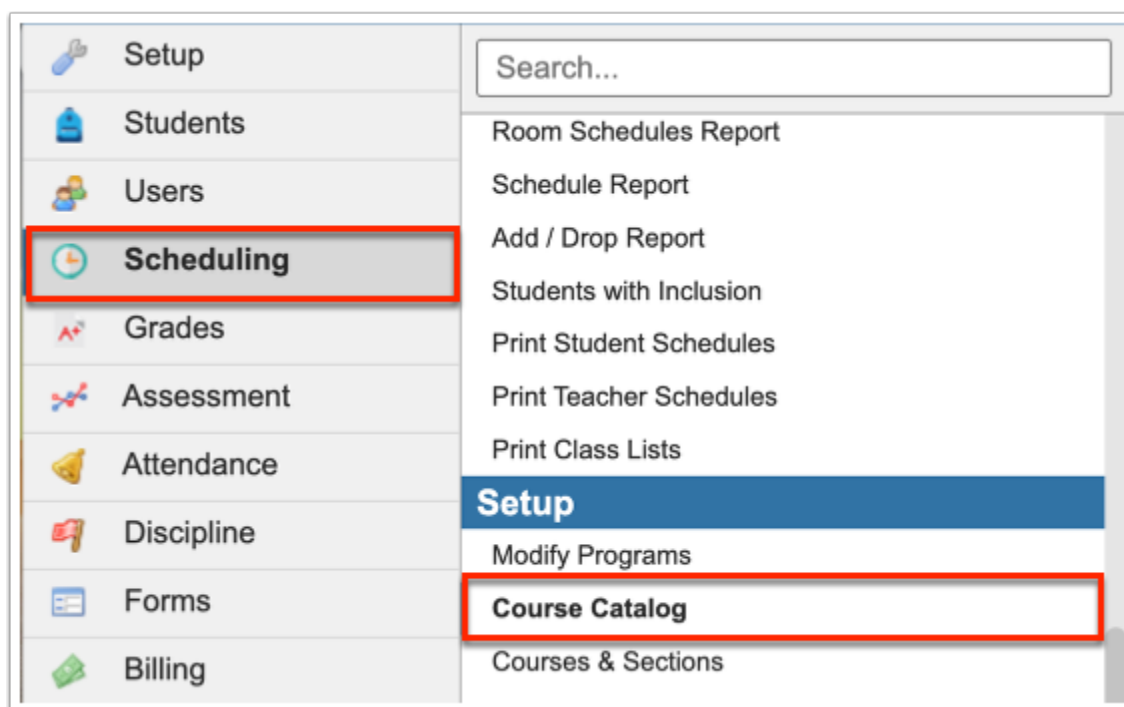
| | | |
|--|-------------------------------------|---|
| Use Course Catalog | <input checked="" type="checkbox"/> | <input type="checkbox"/> (Yes) |
| Max Course Num Length | <input type="text"/> | <input checked="" type="checkbox"/> (empty) |
| Allow extra characters on the course number | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> (Yes) |
| Course History Grades Default Term | Full Year ▼ | <input type="checkbox"/> (SEM) |
| Do Not Allow Users to Delete Schedule Records with Attendance and Grades | <input type="checkbox"/> | <input checked="" type="checkbox"/> (No) |
| Lock Enrollment Date When Positive Attendance or Grades Exist | <input type="checkbox"/> | <input checked="" type="checkbox"/> (No) |

Viewing the Course Catalog

The Course Catalog contains all the course details that have been imported for the district, including course numbers, short and long course titles, and state reporting fields.

i The ability to view courses in the catalog is driven by the **View** permission for **Course Catalog** enabled via **Users > Profiles > Scheduling** tab.

1. In the **Scheduling** menu, click **Course Catalog**.



The Course Catalog displays.

12.0.39
FOCUS
 s Writers02

Select Student/Staff ▾ Course Catalog

Lizette Garcia Adult Education - 9103 ▾ SIS
 Admin ▾ 2022-2023 ▾ Term D ▾ ERP

☐ Include Inactive Save ⚙

Prev Page: 1 / 44 Next 869 Records Export Filter: OFF Toggle Columns Page Size: 20 Mass Update

| | Course Number ▾ | Course Title ▾ | Date Added ▾ | Active ▾ | Long Title ▾ | Transcript Title ▾ | Grading Scale ▾ | Standards Grading Scale ▾ | Course |
|--|-----------------|----------------------|--------------|----------|-----------------------------------|--------------------|-----------------|---------------------------|--------|
| | 0101301 | 2-D STUDIO ART 1 | 05/06/2014 | ✓ | Two-Dimensional Studio Art 1 | | Unweighted ▾ | | |
| | 0101310 | 2-D STUDIO ART 2 | 05/06/2014 | ✓ | Two-Dimensional Studio Art 2 | | Unweighted ▾ | | |
| | 0101320 | 2-D STUDIO ART 3 HON | 05/06/2014 | ✓ | Two-Dimensional Studio Art 3 Hc | | Honors ▾ | | |
| | 0101330 | 3-D STUDIO ART 1 | 05/06/2014 | ✓ | Three-Dimensional Studio Art 1 | | Unweighted ▾ | | |
| | 0101340 | 3-D STUDIO ART 2 | 05/06/2014 | ✓ | Three-Dimensional Studio Art 2 | | Unweighted ▾ | | |
| | 0101350 | 3-D STUDIO ART 3 HON | 05/06/2014 | ✓ | Three-Dimensional Studio Art 3 Hc | | Honors ▾ | | |
| | S990001 | AAAE | 05/06/2014 | ✓ | Applied Academics For Adult Edu | | Unweighted ▾ | | |
| | S990021 | AAAE LANGUAGE | 05/06/2014 | ✓ | Applied Academics for Adult Edu | | Unweighted ▾ | | |
| | S990011 | AAAE MATH | 05/06/2014 | ✓ | Applied Academics for Adult Edu | | Unweighted ▾ | | |
| | S990031 | AAAE READ | 05/06/2014 | ✓ | Applied Academics for Adult Edu | | Unweighted ▾ | | |
| | S990041 | AAAE-Comprehensive | 05/06/2014 | ✓ | Applied Academics for AE-Compr | | Unweighted ▾ | | |
| | 9900003 | ABE LANG | 05/06/2014 | ✓ | Adult Basic Education Language | | Unweighted ▾ | | |
| | 9900003U | ABE LANG | 12/21/2018 | ✓ | Adult Basic Education Language | | Unweighted ▾ | | |

Scroll to the right to view all the course's corresponding fields.

You also have the option of clicking the **modal** icon to open all course information in a pop-up window.

In the pop-up window, click **Close** when finished reviewing information.

10/20/2023 10:20:39 AM **FOCUS** Writers02 Select Student/Staff Course Catalog Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

Include Inactive Save

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| Course Number | Course Title | Grading Scale | Standards Grading Scale | Course History Term | Credits per CH Term | Total Credit | Grade Posting Scheme | Affect |
|---------------|----------------------|---------------|-------------------------|---------------------|---------------------|--------------|----------------------|--------|
| 0101301 | 2-D STUDIO ART 1 | Unweighted | | | 0.5 | | | Yes |
| 0101310 | 2-D STUDIO ART 2 | Unweighted | | | 0.5 | | Default | Yes |
| 0101320 | 2-D STUDIO ART 3 HON | Unweighted | | | 0.5 | | Default | Yes |

Course Number: 0101301

Date Added: 05/06/2014

Long Title: Two-Dimensional Studio Art 1

Grading Scale: Unweighted

Course History Term:

Total Credit:

Affects GPA: Yes

Low Grade:

Schools:

Graduation Subject:

Course Title: 2-D STUDIO ART 1

Active: ☒

Transcript Title:

Standards Grading Scale:

Credits per CH Term: 0.5

Grade Posting Scheme:

Does Grades:

High Grade:

Graduation Subject Area: Approved Practical/ Performing Fine Arts (PF)

Graduation Subject:

Close

2. Review the Course Catalog fields. The Course Catalog fields are (with indications if it is a Florida or Texas-specific field):

i Specifics for Missouri, Ohio, and Pennsylvania will be added soon.

| Field | Description |
|---------------|--|
| Course Number | This is the course number as defined by the DOE. |
| Course Title | This is the abbreviated course title as defined by the DOE. |
| Date Added | This is the date the course was added to the Course Catalog. This field auto-populates when a course is added to the Course Catalog, and cannot be edited. |
| Active | Active courses can be added to Courses & Sections for a school and can be used in scheduling students, while inactive courses cannot. |
| Long Title | This is the full course title as defined by the |

| Field | Description |
|-------------------------|--|
| | DOE. |
| Transcript Title | This is the title of the course as it will display on transcripts. If no Transcript Title is defined, the Course Title will display on transcripts. |
| Grading Scale | This is the grading scale used to post grades for the course. Grading scales are set up in Grades > Grading Scales & Comments. |
| Standards Grading Scale | This is the grading scale used to post standards grades for standards assigned to the course. Grading scales are set up in Grades > Grading Scales & Comments. |
| Course History Term | <p>This designates when grades are sent to Course History (e.g. at the end of each quarter, at the end of each semester, or at the end of the school year).</p> <p>Note: When "N/A" is selected for a course in the Course Catalog, the Course History Term field can be edited by schools in Courses & Sections and the Master Schedule Report. When "None" is selected for a course in the Course Catalog, the Course History Term field cannot be edited by schools in Courses & Sections and the Master Schedule Report.</p> |
| Credits per CH Term | This designates the number of credits students earn per course history term. |
| Total Credit | This designates the total number of credits earned for the course. Entering a value here will override the value from the Course Code Directory (Florida) or the CO22 (Texas). |
| Grade Posting Scheme | This designates how semester and full year grades are calculated for course. Grade posting schemes are set up in Setup > Grading Posting Averaging. |
| Affects GPA | This designates that the course will affect GPA. |
| Does Grades | This designates that the course is graded. |

| Field | Description |
|---|---|
| Low Grade, High Grade | This designates the grade level range for the course. |
| Schools | This restricts which schools are allowed to offer the course. If no schools are selected, then all schools can offer the course. |
| Graduation Subject Area, Graduation Subject Area 2, Graduation Subject Area 3 | These are the graduation subject areas for the course. Graduation subjects are set up in Grades > Graduation Requirements > Graduation Subjects tab. Up to three graduation subject areas can be defined for a course. This is used by the Graduation Requirements Report to determine if a student has met the graduation requirements for his/her assigned graduation program. When a student passes a course, the system will check the first Graduation Subject Area. If the student has already met the graduation requirements for the first Graduation Subject Area, the system will check the Graduation Subject Area 2, and so on. If the student has met the graduation requirements for all the subject areas, the course will count as an elective. |
| Allow Teachers to Request This Course | This designates whether teachers are allowed to request this course for students. Teachers are only allowed to request courses within their grad subject area, unless Requests Subjects are set on the course. See below. |
| Requests Subject | This allows teachers to request a course outside of their grad subject area. Select one or multiple grad subjects from the pull-down. Teachers of the selected grad subjects are allowed to request the course. |
| Start Date, End Date (Florida) | The Start Date and End Date range limits when a school can offer a course. |
| Gender Restriction (Florida) | This designates whether the course is restricted to male or female students. |
| Credits per Course (Florida) | This is a non-editable field and is populated from the Course Code Directory from the |

| Field | Description |
|---|--|
| | DOE. |
| Fee | This defines the course fee. |
| Course Level (Florida) | This is the course level as defined by the DOE. |
| Default Max Seats | This is the default maximum number of seats for sections of this course. |
| CCD Certification Reqs (Florida) | These are the certifications required for teachers of the course to be considered in-field. If there are no certifications entered here, the teacher will automatically be considered in-field. |
| Prerequisites 1, Prerequisites 2, Prerequisites 3 | If students must successfully complete other courses before enrolling in this course, select the prerequisites in the pull-downs. Selecting multiple courses in one pull-down represents an "OR" relationship. Selecting a course in each pull-down represents an "AND" relationship. |
| Template Course ID (Florida) | A Template Course ID (TCID) is a unique identifier assigned to a course template. Courses often follow specific structures and outlines, which are defined as templates. These templates typically include details such as course name, description, prerequisites, credit hours, learning objectives, and possibly a syllabus. |
| Exclude from Schedule Warning | This option is used to disable the warning message that displays when this course is added to the student's schedule and the student already has this course in their Course History, but with no credits awarded. The warning message states "The student has already taken this course, please verify the reason for the retake before rescheduling this class." |
| Default Store Category | This is used to set the default store category when creating new sections that are available to students/parents for purchase. Categories are set up in Billing > Store Setup. |

| Field | Description |
|---|--|
| Course Description (Florida & Texas only) | The description entered here will display in a pop-up when the user hovers the mouse over the <i>i</i> icon next to the course title in Courses & Sections. |
| Internal Notes (Florida & Texas only) | This field is used to provide notes to school administrators. |
| Reading (Florida) | <p>This field is used by the automated Highly Qualified and In/Out of Field processes. This field designates whether the teacher of the course must have the Reading endorsement/cert 1046.</p> <p><i>Note: If the course is for 6th grade students only, the automation requires cert 1013 with an appropriate level of K or 3.</i></p> |
| ESE Type (Florida) | <p>This field is used by the automated Highly Qualified and In/Out of Field processes. This field designates the ESE type for the course.</p> <p><i>Note: This automation does not require an ESE student to be scheduled within the course.</i></p> <p>The options and their associated certification requirements are:</p> <ul style="list-style-type: none"> • Physical - requires the teacher to hold certification 902, 140, or 893 with a Level of Physical Therapist • Occupational - requires the teacher to hold certification 900, 894, or 693 with a Level of Occupational Therapist • Speech - requires the teacher to hold certification 901 or 208 with a Level of Speech Therapist • Language - requires the teacher to hold certification 901 or 208 with a Level of Speech Therapist • Deaf/Hard of Hearing - requires the teacher to hold certification 1023* • Visually Impaired - requires the teacher to hold certification 1059 • Dual Sensory - combination of Deaf/Hard of Hearing and Visually Impaired |

| Field | Description |
|--|--|
| | <ul style="list-style-type: none"> • Any ESE Area - requires the teacher to hold any of the following certifications: 1077, 1014, 1032, 1055, 018, 1057, 1058, 1037, 1023, or 1059 <p>*If the course is not a 7 course, then the teacher must also meet the subject area certification to be in-field.</p> |
| ELL (Florida) | This field is used by the automated Highly Qualified and In/Out of Field processes. If the automation logic should look at the ELL requirements for additional courses (not ELA/Reading/English), set the ELL field to Yes. If the course is in Appendix DD, the teacher will require certification 1016/172 or an ELL certification status greater than 60 hours. All other courses will require the teacher to hold an ELL certification status greater than 18 hours. |
| AP | This designates the course as an Advanced Placement course. |
| IB | This designates the course as an International Baccalaureate course. |
| AICE (Florida) | This designates the course as an Advanced International Certificate of Education course. |
| Distance Learning (Florida) | This designates whether or not the section requires students to attend in class, or if the class can be held via internet, video conference, or by other means. This field is used for post-secondary education. This field should not be used for K-12 since the Online Course field in Grades > Final Grades, GPA, & Class Rank is available. |
| AGE Online Course Delivery Indicator (Florida) | This designates whether the course is an adult general education asynchronous online course. |
| Online Course (Florida) | This designates whether this is an online course. This is used for K-12 courses to designate whether a student meets the online course requirement. This field cannot |

| Field | Description |
|---|---|
| | be edited on the schedule. |
| Online Req. Like Courses (Florida) | This designates the “like courses” for the course when considering whether a student met the online course requirement for the Graduation Requirements Report. |
| Dual Enrollment Indicator (Florida) | This designates the type of dual enrollment for the course (for eligible secondary students or home education students in post-secondary courses creditable toward high school completion, career certificate, or associate or baccalaureate degree). All courses with a U or C school of instruction require a Dual Enrollment Indicator of A. Depending on the technical articulation agreement, adult technical courses may be B or C. If the Dual Enrollment Indicator is used, the FEFP code for K-12 must be 103. |
| Dual Enrollment Student Type (Florida) | This designates the dual enrollment student type. |
| Dual Enrollment Institution Type (Florida) | This designates the dual enrollment institution type. |
| CTE Dual Enrollment Course Location (Florida) | This designates the location for CTE dual enrollment courses. |
| Exclude from FTE (Florida) | This designates whether the course is excluded from FTE, for example, homeroom and study hall classes. |
| Core for Class Size (Florida) | This designates the course as a core course that should be considered for class size. These courses are included in the Class Size Report in the Florida Reports menu. |
| Core for Highly Qualified (Florida) | This field is used by the automated Highly Qualified and In/Out of Field processes. This field designates whether the course is considered a core academic course for the highly qualified determination. If the Core for Highly Qualified field is set to null or No in the Course Catalog, the Highly Qualified field on sections of this course in Courses & Sections will display as “Z - Course is not a |

| Field | Description |
|---|---|
| | core academic subject.” |
| FEFP (Florida) | This is the FEFP number for the course. This will filter down to the student schedules as students are enrolled in sections of the course. FEFP numbers can be modified on the student schedules as needed. |
| Course Flag 1, Course Flag 2, Course Flag 3, Course Flag 4 (Florida) | Course flags are defined at the state and district level. For the automated Highly Qualified and In/ Out of Field processes, set the course flag to G - Gifted to require the teacher to have certification 1062/206 if a gifted student is scheduled into the course. |
| Vocational Program Number (Florida) | This is the Vocational Program Number the course belongs to as defined by the DOE. |
| Course Length (Florida) | This is the length of the course, e.g. full year, semesters, or quarters. |
| WDIS OCP Hours (Florida) | This is the number of hours required for the course as defined by the DOE. |
| EOC Exam Required (Florida) | This designates whether an end of course exam is required for the course. |
| Industry Certification ID, 2nd Industry Certification ID, 3rd Industry Certification ID (Florida) | These are the industry certifications the student will earn upon completion of the course. |
| Daily Class Hours (Florida) | These are the total daily hours the student is expected to be in class for this course. |
| CAPE (Florida) | This is the CAPE (Career and Professional Education Act) ID of the course. |
| ELL Instructional Model (Florida) | This is the English Language Learners instructional model. |
| Local EOC [Test - Part (Subject Code)] (Florida) | This designates the local EOC exam that is required for the course. Local EOC exams are set up in Florida Reports > Florida Reports Setup > Local EOC tab. |
| Cost Reporting Code (Florida) | This is the cost reporting code of the |


| Field | Description |
|--|---|
| | program the course belongs to. |
| Functioning Level (Florida) | This designates the functioning level required for the course. |
| Basic Skills (Florida) | This designates whether students are required to take a basic skills exam as part of enrolling in this course. |
| Adult Test Name, Adult Test Name 2 (Florida) | This designates the adult tests required for the course. |
| Adult Fee Status 1, Adult Fee Status 2 (Florida) | This designates the fee status for the course. |
| IET Program Number (Florida) | This designates the Integrated Education and Training program number for the adult education course. |
| Career Pathways (Florida) | This designates if the course is part of the Career Pathways program. |
| VSA Code (Florida) | This designates the VSA code for the course. |
| Credit Hours | <p>This reflects the Credit Hours assigned to the course, which is used to determine the "Credit Hours Attempted" and "Credit Hours Earned" when students are scheduled into the course.</p> <p>Note: The system preference "Use Credit Hours" must be enabled for the post-secondary school in Setup > System Preferences > Scheduling to enable this functionality.</p> |
| Include in UIL Report (Texas) | This indicates if the course is included on the UIL report. |
| PEIMS Course Number (Texas) | This is the course number as designated in PEIMS. |
| Population Served (Texas) | This is the type of students being served in the class. |
| Special Explanation Code, Special Explanation Code 2, Special Explanation Code 3 (Texas) | Special explanation codes are defined at the state and district level. A district can define up to 3 special explanations on a course. |

| Field | Description |
|---|---|
| CTE Hours/State Weight (Texas) | This designates the contact hour multiplier that is used to calculate funding. |
| Pre-AP (Texas) | This designates that the course is a Pre-AP course. |
| Dual Credit (Texas) | This designates that this is a college-level course taken by high school students for both high school and college credit. |
| College Credit Hours (Texas) | This is the number of college credit hours if the course has an articulation agreement where the student can earn college credit. |
| ATC Indicator (Texas) | This indicates if it is a high school school for which college credit may be awarded by a post-secondary institution under the conditions of a local articulation agreement or statewide Advanced Technical Credit program agreement. |
| EOC P/F Indicator (Texas) | This designates the EOC pass/fail status. |
| Honors (Texas) | This designates that the course is an Honors course. |
| Course Sequence (Texas) | This designates the sequence in which the course is taught. |
| Self Paced (Texas) | This designates the course is part of a self-paced instructional program. |
| Partial Credit (Texas) | This designates whether partial credit can be given for the course. |
| UIL Eligibility (Texas) | This designates that the course is used to determine a student's eligibility in the University Interscholastic League. |
| Academic Achievement Record (AAR) Use (Texas) | This designates the category of the course for the AAR. |
| Instructional Setting (Texas) | This designates the instructional setting of the course, such as Homebound, Hospital class, Mainstream, etc. |
| Class Type (Texas) | This designates the type of class that is reported at the section level. |

| Field | Description |
|---|---|
| Non-Campus Based Instruction (Texas) | This designates whether a course is taught off-campus. This is not pulled on the 305 format. |
| CTE Clusters (Texas) | This designates the CTE clusters the course belongs to. |
| Advanced Course (Texas) | This designates whether the course is considered an advanced course. |
| T-STEM Indicator (Texas) | This designates whether the course is a T-STEM (Texas Science, Technology, Engineering and Mathematics) course. |
| PK Curricula (Texas) | This designates the curricula used for Pre-K courses. |
| High Quality PK Program (Texas) | This designates whether the course is part of the High Quality Prekindergarten program. |
| Child Care Operation Number (Texas) | This designates the child care operation number. |
| Program Evaluation Type (Texas) | This designates the program evaluation type. |
| Student Instruction Type (Texas) | For Pre-K sections, this designates the length of the instructional day. |
| OnRamps Dual Enrollment Indicator (Texas) | This designates whether the course is part of the OnRamps dual enrollment program. |

Adding Courses to the Course Catalog

District administrators can add courses to the Course Catalog as needed in accordance with state regulations.

 The ability to add courses to the catalog is driven by the **Edit** permission for **Course Catalog** enabled via Users > [Profiles](#) > Scheduling tab.

💡 Before adding courses and setting course fields, see [Locking Fields in the Catalog](#) for the pros and cons of setting fields in the Course Catalog rendering said fields uneditable.

💡 You can add courses to the catalog as inactive allowing Focus to store the data without being actively included in processes such as student enrollment or scheduling. See [Adding Inactive Courses](#) for more information. To add an inactive course, leave the **Active** check box unchecked.

1a. In the top row, enter the course information starting with the Course Number, Course Title, Date Added, etc.

| <div> <input type="checkbox"/> Include Inactive <input type="button" value="Save"/> <input type="button" value="Settings"/> </div> | | | | | | | | | |
|---|---------------|----------------------|------------|-------------------------------------|----------------------------------|------------------|---------------|-------------------------|--------|
| <div> <div> <div>Prev</div> <div>Page: 1 / 17</div> <div>Next</div> </div> <div>332 Records</div> <div> <div>Export</div> <div>Print</div> </div> <div>Filter: OFF</div> <div>Toggle Columns</div> <div>Page Size: 20</div> <div>Mass Update</div> </div> | | | | | | | | | |
| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course |
| | 0101111 | PAINTING ART 1 | 03/14/2024 | <input checked="" type="checkbox"/> | PAINTING ART 1 | PAINTING ART | | | |
| | 0101301 | 2-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 1 | | Unweighted | | |
| | 0101310 | 2-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 2 | | Unweighted | | |
| | 0101320 | 2-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 3 Hc | | Honors | | |
| | 0101330 | 3-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 1 | | Unweighted | | |
| | 0101340 | 3-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 2 | | Unweighted | | |
| | 0101350 | 3-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 3 I | | Honors | | |
| | 9900003 | ABE LANG | 05/06/2014 | <input checked="" type="checkbox"/> | Adult Basic Education Language | | Unweighted | | |

1b. Click the **modal** icon in the first row to enter course information in the pop-up window.

☐ Include Inactive
 Save

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332 Records
Export
Filter: OFF
Toggle Columns
Page Size: 20
Mass Update

| Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course |
|---------------|------------------|------------|-------------------------------------|------------------------------|------------------|---------------|-------------------------|--------|
| 0101111 | PAINTING ART 1 | 03/14/2024 | <input checked="" type="checkbox"/> | PAINTING ART 1 | PAINTING ART | | | |
| 0101301 | 2-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 1 | | Unweighted | | |

| | |
|---|--|
| <div>Course Number</div> <div>0101111</div> | <div>Course Title</div> <div>PAINTING ART 1</div> |
| <div>Date Added</div> <div>03/14/2024</div> | <div>Active</div> <div><input checked="" type="checkbox"/></div> |
| <div>Long Title</div> <div>PAINTING ART 1</div> | <div>Transcript Title</div> <div>PAINTING ART 1</div> |
| <div>Grading Scale</div> <div></div> | <div>Standards Grading Scale</div> <div></div> |
| <div>Course History Term</div> <div></div> | <div>Credits per CH Term</div> <div></div> |
| <div>Total Credit</div> <div></div> | <div>Grade Posting Scheme</div> <div></div> |
| <div>Affects GPA</div> <div></div> | <div>Does Grades</div> <div></div> |
| <div>Low Grade</div> <div></div> | <div>High Grade</div> <div></div> |
| <div>Schools</div> <div></div> | <div>Graduation Subject Area</div> <div></div> |
| <div>Graduation</div> <div></div> | <div>Graduation</div> <div></div> |

Close
Create

Upon entering the **Course Title**, the **Long Title** populates automatically.

2. Enter all the applicable course information.

For details about each field, see [Viewing the Course Catalog](#).

| | |
|---|--|
| <div>Course Number</div> <div>0101111</div> | <div>Course Title</div> <div>PAINTING ART 1</div> |
| <div>Date Added</div> <div>03/14/2024</div> | <div>Active</div> <div><input checked="" type="checkbox"/></div> |
| <div>Long Title</div> <div>PAINTING ART 1</div> | <div>Transcript Title</div> <div>PAINTING ART 1</div> |
| <div>Grading Scale</div> <div>Default</div> | <div>Standards Grading Scale</div> <div>Pass/Fail</div> |
| <div>Course History Term</div> <div>Semesters</div> | <div>Credits per CH Term</div> <div></div> |
| <div>Total Credit</div> <div>0.5</div> | <div>Grade Posting Scheme</div> <div>Default</div> |
| <div>Affects GPA</div> <div>Yes</div> | <div>Does Grades</div> <div>Yes</div> |
| <div>Low Grade</div> <div>09</div> | <div>High Grade</div> <div>12</div> |
| <div>Schools</div> <div></div> | <div>Graduation Subject Area</div> <div>Electives (EL)</div> |
| <div>Graduation</div> <div></div> | <div>Graduation</div> <div></div> |

Close
Create

3a. If entering data directly into the row, when finished press the **Enter/Return** key to commit the line of data. Once committed, the line turns yellow.

☐ Include Inactive

Save
⚙️

⏪ Prev
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333 Records

Export
Filter: OFF
Toggle Columns
Page Size: 20
Mass Update

| | Course Number | Course Title | Does Grades | Low Grade | High Grade | Schools | Graduation Subject Area | Graduation Subject Area 2 | Graduation Subject |
|--|---------------|----------------------|-------------|-----------|------------|---------|-------------------------|---------------------------|--------------------|
| | 0111111 | PAINTING ART 1 | Yes | 09 | 12 | | Electives (EL) | M/J Electives (MEL) | Mathematics () |
| | 0101301 | 2-D STUDIO ART 1 | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |
| | 0101310 | 2-D STUDIO ART 2 | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |
| | 0101320 | 2-D STUDIO ART 3 HON | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |
| | 0101330 | 3-D STUDIO ART 1 | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |

3b. If using the modal pop-up, click **Create** to add the course.

| | |
|--|---|
| <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Course Number</div> <input style="width: 90%;" type="text" value="0101111"/> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Date Added</div> <input style="width: 90%;" type="text" value="03/14/2024"/> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Long Title</div> <input style="width: 90%;" type="text" value="PAINTING ART 1"/> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Grading Scale</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Course History Term</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Total Credit</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Affects GPA</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Low Grade</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Schools</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Graduation</div> | <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Course Title</div> <input style="width: 90%;" type="text" value="PAINTING ART 1"/> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Active</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Transcript Title</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Standards Grading Scale</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Credits per CH Term</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Grade Posting Scheme</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Does Grades</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">High Grade</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Graduation Subject Area</div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">Graduation</div> |
| Close Create | |

Alternatively, click **Close** to continue entering data on the main screen. When finished, press the **Enter/Return** key to commit the line of data.

Add as many rows of information as needed here using the top row to enter new data. Press the Enter/Return key after each entry.

☐ Include Inactive

Save
⚙️

⏪ Prev
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Next ⏩
335 Records

Export
Filter: OFF
Toggle Columns
Page Size: 20
Mass Update

| | Course Number | Course Title | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course History Term | Credits per CH Term | Total Credit |
|--|---------------|----------------------|---------------------------------|------------------|---------------|-------------------------|---------------------|---------------------|--------------|
| | 0101312 | PAINT 3 | PAINTING 3 | PAINT 3 | | | | | |
| | 0101311 | PAINT 2 | PAINTING 2 | PAINT 2 | Unweighted | | | 0.5 | |
| | 0101300 | PAINT 1 | PAINTING 1 | PAINT 1 | Unweighted | | | 0.5 | |
| | 0101301 | 2-D STUDIO ART 1 | Two-Dimensional Studio Art 1 | | Unweighted | | | 0.5 | |
| | 0101310 | 2-D STUDIO ART 2 | Two-Dimensional Studio Art 2 | | Unweighted | | | 0.5 | |
| | 0101320 | 2-D STUDIO ART 3 HON | Two-Dimensional Studio Art 3 Hc | | Honors | | | 0.5 | |
| | 0101330 | 3-D STUDIO ART 1 | Three-Dimensional Studio Art 1 | | Unweighted | | | 0.5 | |

4. Click **Save**.

☐ Include Inactive
 Save

< Prev Page: 1 / 17 Next > 333 Records
 Export
Filter: OFF
Toggle Columns
Page Size: 20
Mass Update

| | Course Number | Course Title | Does Grades | Low Grade | High Grade | Schools | Graduation Subject Area | Graduation Subject Area 2 | Graduation Subject |
|--|---------------|----------------------|-------------|-----------|------------|---------|-------------------------|---------------------------|--------------------|
| | 0111111 | PAINTING ART 1 | Yes | 09 | 12 | | Electives (EL) | M/J Electives (MEL) | Mathematics () |
| | 0101301 | 2-D STUDIO ART 1 | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |
| | 0101310 | 2-D STUDIO ART 2 | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |
| | 0101320 | 2-D STUDIO ART 3 HON | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |
| | 0101330 | 3-D STUDIO ART 1 | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |
| | 0101340 | 3-D STUDIO ART 2 | | | | | Approved Practical/ ... | Mathematics () | Mathematics () |

The course is now added to the catalog.

☐ Include Inactive
 Save

< Prev Page: 1 / 17 Next > 333 Records
 Export
Filter: OFF
Toggle Columns
Page Size: 20
Mass Update

| | Course Number | Course Title | Term | Credits per CH Term | Total Credit | Grade Posting Scheme | Affects GPA | Does Grades | Low Grade | High Grade |
|--|---------------|----------------------|------|---------------------|--------------|----------------------|-------------|-------------|-----------|------------|
| | 0111111 | PAINTING ART 1 | | 0.5 | | Default | Yes | Yes | 09 | 12 |
| | 0101301 | 2-D STUDIO ART 1 | | 0.5 | | | Yes | | | |
| | 0101310 | 2-D STUDIO ART 2 | | 0.5 | | Default | Yes | | | |
| | 0101320 | 2-D STUDIO ART 3 HON | | 0.5 | | Default | Yes | | | |
| | 0101330 | 3-D STUDIO ART 1 | | 0.5 | | Default | Yes | | | |
| | 0101340 | 3-D STUDIO ART 2 | | 0.5 | | Default | Yes | | | |

Modifying the Course Catalog

District administrators can modify the Course Catalog as needed in accordance with state regulations.

The ability to edit courses in the catalog is driven by the **Edit** permission for **Course Catalog** enabled via Users > [Profiles](#) > Scheduling tab.

Before editing courses and setting course fields, see [Locking Fields in the Catalog](#) for the pros and cons of setting fields in the Course Catalog rendering said fields uneditable.

1a. Scroll to and click the field you want to modify to enable it for editing.

◀ Prev

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869 Records

Export

Filter

| | | Course Number ▲▼ | Course Title ▲▼ | Date Added ▲▼ | Active ▲▼ |
|---|---|------------------|--------------------|---------------|-------------------------------------|
| | ⌂ | | | 03/14/2024 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 2102345 | ECON FIN LIT HON | 05/06/2014 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 2102310 | ECONOMICS | 10/24/2019 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 2102320 | ECONOMICS HONORS | 10/24/2019 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 8602010 | EMER PLAN & RESP 1 | 05/06/2014 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 8602020 | EMER PLAN & RESP 2 | 05/06/2014 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 8417171 | EMERG MED RESP 3 | 05/06/2014 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 1001310 | ENG 1 | 05/06/2014 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 1002300 | ENG 1 THROUGH ESOL | 05/06/2014 | <input checked="" type="checkbox"/> |
| ⊞ | ⌂ | 1001340 | ENG 2 | 05/06/2014 | <input checked="" type="checkbox"/> |

1b. Click the modal icon to open the course information in a pop-up window, then locate the field to be edited.

Select Student/Staff ▾ Course Catalog

Lizette Garcia Focus High School - 0041 SIS
Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ ERP

| | | | | | | | | | |
|----------|--------------------|-------|---|---|---|-----|---------|---|-----|
| 1002380 | DEV LANG ARTS ESOL | eight | Y | Y | Y | 0.5 | Default | Y | Yes |
| 8201410 | DIG VID TECH 1 | ors | Y | Y | Y | 0.5 | Default | Y | Yes |
| 8201420 | DIG VID TECH 2 | ors | Y | Y | Y | 0.5 | Default | Y | Yes |
| 8201430 | DIG VID TECH 3 | ors | Y | Y | Y | 0.5 | Default | Y | Yes |
| 8201440 | DIG VID TECH 4 | ors | Y | Y | Y | 0.5 | Default | Y | Yes |
| PGY1800 | DIGITAL CAMERAW | DE | Y | Y | Y | 0.5 | Default | Y | Yes |
| PGY1800C | DIGITAL CAMERAW | DE | Y | Y | Y | 0.5 | Default | Y | Yes |
| 8207310 | Digital Info Tech | eight | Y | Y | Y | 0.5 | Default | Y | Yes |
| 5100520 | DIST HEAD START | eight | Y | Y | Y | 0.0 | Default | Y | No |
| 2102310 | ECONOMICS | eight | Y | Y | Y | 0.5 | Default | Y | Yes |
| 1001310 | ENG 1 | eight | Y | Y | Y | 0.5 | Default | Y | Yes |
| 1002300 | ENG 1 THROUGH ESOL | eight | Y | Y | Y | 0.5 | Default | Y | Yes |
| 1001340 | ENG 2 | eight | Y | Y | Y | 0.5 | Default | Y | Yes |
| 1002310 | ENG 2 THROUGH ESOL | eight | Y | Y | Y | 0.5 | Default | Y | Yes |
| 1001370 | ENG 3 | eight | Y | Y | Y | 0.5 | Default | Y | Yes |

Course Number

1001310

Date Added

05/06/2014

Long Title

English 1

Grading Scale

Unweighted

Course History Term

Total Credit

Affects GPA

Yes

Low Grade

Schools

Graduation Subject

Course Title

ENG 1

Active

☒

Transcript Title

Standards Grading Scale

Credits per CH Term

0.5

Grade Posting Scheme

Default

Does Grades

High Grade

Graduation Subject Area

English (EN)

Graduation Subject

Help

Logout

Close

2. Modify the field as needed.

If using the modal pop-up window, after changes have been made, click **Close**.

| | | | |
|---------------------|------------|-------------------------|-------------------------------------|
| Course Number | 1001310 | Course Title | ENGLISH 1 |
| Date Added | 05/06/2014 | Active | <input checked="" type="checkbox"/> |
| Long Title | English 1 | Transcript Title | |
| Grading Scale | Unweighted | Standards Grading Scale | |
| Course History Term | | Credits per CH Term | 0.5 |
| Total Credit | | Grade Posting Scheme | Default |
| Affects GPA | Yes | Does Grades | |
| Low Grade | | High Grade | |
| Schools | | Graduation Subject Area | English (EN) |
| Graduation Subject | | Graduation Subject | |

◀ ▶ Close

i The modified field will turn yellow and the Save button will turn red to indicate changes have been made.

☐ Include Inactive
 Save
⚙️

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course |
|--|---------------|--------------------|------------|-------------------------------------|-----------------------------------|------------------|---------------|-------------------------|--------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | | | | | |
| | 2102345 | ECON FIN LIT HON | 05/06/2014 | <input checked="" type="checkbox"/> | Economics with Financial Literacy | | Honors | | |
| | 2102310 | ECONOMICS | 10/24/2019 | <input checked="" type="checkbox"/> | Economics | | Unweighted | | |
| | 2102320 | ECONOMICS HONORS | 10/24/2019 | <input checked="" type="checkbox"/> | Economics Honors | | Honors | | |
| | 8602010 | EMER PLAN & RESP 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Emergency Planning and Respon | | Honors | | |
| | 8602020 | EMER PLAN & RESP 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Emergency Planning and Respon | | Honors | | |
| | 8417171 | EMERG MED RESP 3 | 05/06/2014 | <input checked="" type="checkbox"/> | Emergency Medical Responder 3, | | Unweighted | | |
| | 1001310 | ENGLISH 1 | 05/06/2014 | <input checked="" type="checkbox"/> | English 1 | | Unweighted | | |
| | 1002300 | ENG 1 THROUGH ESOL | 05/06/2014 | <input checked="" type="checkbox"/> | English 1 Through ESOL | | Unweighted | | |
| | 1001340 | ENG 2 | 05/06/2014 | <input checked="" type="checkbox"/> | English 2 | | Unweighted | | |

3. Click **Save**.

☐ Include Inactive
 Save

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Filter: OFF
Toggle Columns
Page Size: 20
Mass Update

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course |
|--|---------------|--------------------|------------|-------------------------------------|-----------------------------------|------------------|---------------|-------------------------|--------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | | | | | |
| | 2102345 | ECON FIN LIT HON | 05/06/2014 | <input checked="" type="checkbox"/> | Economics with Financial Literacy | | Honors | | |
| | 2102310 | ECONOMICS | 10/24/2019 | <input checked="" type="checkbox"/> | Economics | | Unweighted | | |
| | 2102320 | ECONOMICS HONORS | 10/24/2019 | <input checked="" type="checkbox"/> | Economics Honors | | Honors | | |
| | 8602010 | EMER PLAN & RESP 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Emergency Planning and Respon | | Honors | | |
| | 8602020 | EMER PLAN & RESP 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Emergency Planning and Respon | | Honors | | |
| | 8417171 | EMERG MED RESP 3 | 05/06/2014 | <input checked="" type="checkbox"/> | Emergency Medical Responder 3, | | Unweighted | | |
| | 1001310 | ENGLISH 1 | 05/06/2014 | <input checked="" type="checkbox"/> | English 1 | | Unweighted | | |
| | 1002300 | ENG 1 THROUGH ESOL | 05/06/2014 | <input checked="" type="checkbox"/> | English 1 Through ESOL | | Unweighted | | |
| | 1001340 | ENG 2 | 05/06/2014 | <input checked="" type="checkbox"/> | English 2 | | Unweighted | | |

4. (Optional) In the pop-up box, select to which areas of Focus you want to copy the changes.

Your changes can optionally be copied to the following:

☒ School Courses
☐ School Sections
☐ Student Schedules
☐ Student Grades

Cancel
or
Save

Values can be transferred or pushed down from the Course Catalog to other areas of Focus as a later time. See [Transferring or Pushing Down Data](#) for more information.

See [Florida Course Catalog](#) for where the values are updated in Focus when specific columns are updated, saved, and pushed down/exported.

5. Click **Save**.

Your changes can optionally be copied to the following:

☒ School Courses
☐ School Sections
☐ Student Schedules
☐ Student Grades

Cancel or Save

Mass Updating the Course Catalog

Changes can be made to courses en masse using the Mass Update feature.

i The ability to edit courses in the catalog is driven by the **Edit** permission for **Course Catalog** enabled via Users > [Profiles](#) > Scheduling tab.

💡 Before editing courses and setting course fields, see [Locking Fields in the Catalog](#) for the pros and cons of setting fields in the Course Catalog rendering said fields uneditable.

1. Click **Mass Update** above the catalog table.

☐ Include Inactive Save

Prev Page: 1 / 44 Next 869 Records Export Filter: OFF Toggle Columns Page Size: 20 Mass Update

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course |
|--|---------------|----------------------|------------|-------------------------------------|----------------------------------|------------------|---------------|-------------------------|--------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | | | | | |
| | 0101301 | 2-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 1 | | Unweighted | | |
| | 0101310 | 2-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 2 | | Unweighted | | |
| | 0101320 | 2-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 3 Hc | | Honors | | |
| | 0101330 | 3-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 1 | | Unweighted | | |
| | 0101340 | 3-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 2 | | Unweighted | | |
| | 0101350 | 3-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 3 I | | Honors | | |
| | S990001 | AAAE | 05/06/2014 | <input checked="" type="checkbox"/> | Applied Academics For Adult Edu | | Unweighted | | |
| | S990021 | AAAE LANGUAGE | 05/06/2014 | <input checked="" type="checkbox"/> | Applied Academics for Adult Edu | | Unweighted | | |
| | S990011 | AAAE MATH | 05/06/2014 | <input checked="" type="checkbox"/> | Applied Academics for Adult Edu | | Unweighted | | |
| | S990031 | AAAE READ | 05/06/2014 | <input checked="" type="checkbox"/> | Applied Academics for Adult Edu | | Unweighted | | |

2. Select the field to update from the **Column** pull-down.

X
Mass Update

Column
 2nd Industry Certification ID

Value

3. Depending on the field selected, a text box or pull-down displays. Define the information to mass assign to all courses.

X
Mass Update

Column
 Affects GPA

Value

Yes

4. Click **Update**.

X

Mass Update

Column

Affects GPA

▼

Value

Yes

▼

Update



The fields will update for all courses displayed on the screen. In order to preserve the changes, you must click Save.

5. Click **Save**.

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Export

Filter: OFF

Toggle Columns

Page Size: 20

Mass Update

☐ Include Inactive

Save

| | Course Number | Course Title | Grade Posting Scheme | Affects GPA | Does Grades | Low Grade | High Grade | Schools | Graduation Subject Area | Gradua |
|--|---------------|----------------------|----------------------|-------------|-------------|-----------|------------|---------|-------------------------|--------|
| | | | | | | | | | | |
| | 7812030 | ACC M/J GR8 PRE-ALG | | Yes | | | | | Mathematics () | Math |
| | 7921020 | ACCESS ECON | Default | Yes | | | | | Economics (EC) | Math |
| | 7821023 | ACCESS M/J CIV & CP | EOC | Yes | | | | | Mathematics () | Math |
| | 7821021 | ACCESS M/J CIVICS | EOC | Yes | | | | | Mathematics () | Math |
| | 7820015 | ACCESS M/J COMPSCI 1 | | Yes | | | | | Mathematics () | Math |
| | 7820016 | ACCESS M/J COMPSCI 2 | | Yes | | | | | Mathematics () | Math |
| | 7820017 | ACCESS M/J COMPSCI 3 | | Yes | | | | | Mathematics () | Math |
| | 7812015 | ACCESS M/J GR 6 MATH | | Yes | | | | | Mathematics () | Math |
| | 7812020 | ACCESS M/J GR 7 MATH | | Yes | | | | | Mathematics () | Math |

6. (Optional) In the pop-up box, select to which areas of Focus you want to copy the changes.

Your changes can optionally be copied to the following:

- ☒ School Courses
- ☐ School Sections
- ☐ Student Schedules
- ☐ Student Grades

Cancel or Save

i Values can be transferred or pushed down from the Course Catalog to other areas of Focus as a later time. See [Transferring or Pushing Down Data](#) for more information.

See [Florida Course Catalog](#) and [Texas Course Catalog](#) for where the values are updated in Focus when specific columns are updated, saved, and pushed down/exported.

7. Click **Save**.

Your changes can optionally be copied to the following:

- ☒ School Courses
- ☐ School Sections
- ☐ Student Schedules
- ☐ Student Grades

Cancel or Save

Deleting Courses from the Course Catalog

i The ability to delete courses from the catalog is driven by the **Edit** permission for **Course Catalog** enabled via Users > [Profiles](#) > Scheduling tab.

! It is NOT recommended that courses are deleted from the Course Catalog unless the courses have been added in error. It IS recommended that course are made inactive as a solution when possible.



1. Next to the Course Number, click the **delete** button (red minus sign).

◀ Prev
















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Export  

Filter

| | | Course Number | Course Title | Date Added | Active |
|---|---|----------------------|----------------------|------------|-------------------------------------|
| |  | <input type="text"/> | <input type="text"/> | 03/14/2024 | <input checked="" type="checkbox"/> |
|  |  | 0101301 | 2-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> |
|  |  | 0101310 | 2-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> |
|  |  | 0101320 | 2-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> |
|  |  | 0101330 | 3-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> |
|  |  | 0101340 | 3-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> |
|  |  | 0101350 | 3-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> |
|  |  | S990001 | AAAE | 05/06/2014 | <input checked="" type="checkbox"/> |

2. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

Inactive Courses

Rather than deleting a course, it may be preferable to mark it as inactive to retain its information. Additionally, you have the flexibility to deactivate courses that have not been utilized recently. Inactive courses can be accessed separately, allowing users to review information for both active and inactive courses.

- 1. Click the **Active** check box to clear the selection.
- 2. Click **Save**.

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869 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Mass Update

☐ Include Inactive

Save

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course |
|--|---------------|----------------------|------------|-------------------------------------|----------------------------------|------------------|---------------|-------------------------|--------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | | | | | |
| | 0101301 | 2-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 1 | | Unweighted | | |
| | 0101310 | 2-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 2 | | Unweighted | | |
| | 0101320 | 2-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 3 Hc | | Honors | | |
| | 0101330 | 3-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 1 | | Unweighted | | |
| | 0101340 | 3-D STUDIO ART 2 | 05/06/2014 | <input type="checkbox"/> | Three-Dimensional Studio Art 2 | | Unweighted | | |
| | 0101350 | 3-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 3 H | | Honors | | |
| | S990001 | AAAE | 05/06/2014 | <input checked="" type="checkbox"/> | Applied Academics For Adult Edu | | Unweighted | | |
| | S990021 | AAAE LANGUAGE | 05/06/2014 | <input checked="" type="checkbox"/> | Applied Academics for Adult Edu | | Unweighted | | |

To view inactive courses in the Course Catalog, select the **Include Inactive** check box.

Click the **Include Inactive** check box again to clear the selection and hide inactive courses.

◀ Prev

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Next ▶

4,582 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Mass Update

☒ Include Inactive

Save

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course |
|--|---------------|----------------------|------------|-------------------------------------|--------------------------------|------------------|---------------|-------------------------|--------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | | | | | |
| | 2109415 | PRE-AP WRLD HIST/GEO | 08/29/2018 | <input type="checkbox"/> | | | Honors | | Seme |
| | MKA0092 | (BUS OWNER) GEN MGR | 05/06/2014 | <input type="checkbox"/> | (Business Owner) General Mana | | Unweighted | | |
| | MKA0455 | (E-COMM) CPT SPEC | 05/06/2014 | <input type="checkbox"/> | (E-Commerce) Computer Special | | Unweighted | | |
| | MKA0091 | (ENT) GEN MANAGER | 05/06/2014 | <input type="checkbox"/> | (Entrepreneur) General Manager | | Unweighted | | |
| | MKA0096 | (IMP/EXP) BILL CLERK | 05/06/2014 | <input type="checkbox"/> | (Import/Export) Billing Clerk | | Unweighted | | |
| | MKA0097 | (IMP/EXP) DOC CLERK | 05/06/2014 | <input type="checkbox"/> | (Import/Export) Documentation | | Unweighted | | |
| | MKA0098 | (IMP/EXP) SALES MGR | 05/06/2014 | <input type="checkbox"/> | (Import/Export) Sales Manager | | Unweighted | | |

You also have the option to make all courses not used during the current school year inactive. Once made inactive, the courses will be hidden from the Course Catalog. To perform this action, click the **green gear icon**.

Click **Inactivate & hide courses not used this year**.

Once clicked, Focus reviews all the course data in the system to see if the course has been adopted by any of the schools in the district; i.e. if the course exists in Courses & Sections and has been leveraged over the past school year. If not, the course is made inactive.

Once this action is performed, the Course Catalog is automatically updated.

The screenshot shows the 'Course Catalog' interface. At the top, there's a header with 'Course Catalog' and user information: 'Lizette Garcia', 'Focus High School - 0041', 'Admin', '2022-2023', '4th 9 Weeks', 'SIS', and 'ERP'. Below the header, there are buttons for 'Include Inactive', 'Save', and a green gear icon. A dropdown menu is open from the gear icon, showing 'Push Down' and 'Inactivate & hide courses not used this year'. Below the menu, there's a table with columns: 'Date Added', 'Active', 'Long Title', 'Transcript Title', and 'Grading'. The table contains several rows of course data, including 'Two-Dimensional Studio Art 1', 'Two-Dimensional Studio Art 2', 'Two-Dimensional Studio Art 3 Hc', 'Three-Dimensional Studio Art 1', and 'Three-Dimensional Studio Art 2'.

Transferring or Pushing Down Data

The Course Catalog provides the capability to transfer or push data from specified columns within the catalog to various areas such as Courses & Sections, the Grades screens, the Master Schedule Builder, and/or Student Schedules. This functionality proves beneficial when updates are made within the catalog that necessitate corresponding adjustments in other areas of Focus.


i The ability to push down data from courses in the catalog is driven by the **Edit** permission for **Course Catalog** enabled via Users > [Profiles](#) > Scheduling tab.

i See [Florida Course Catalog](#) and [Texas Course Catalog](#) for where the values are updated in Focus when specific columns are updated, saved, and pushed down/exported.

1. Click the **green gear icon**, and select **Push Down**.

Course Catalog

Lizette Garcia Focus High School - 0041 SIS
Admin 2022-2023 4th 9 Weeks ERP

☐ Include Inactive Save 

Records Export Filter: OFF Toggle Columns Page Size: 20

| | Date Added | Active | Long Title | Transcript Title | Grading |
|---|------------|-------------------------------------|---------------------------------|------------------|------------|
| | 03/14/2024 | <input checked="" type="checkbox"/> | | | |
| | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 1 | | Unweighted |
| | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 2 | | Unweighted |
| N | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 3 Hc | | Honors |
| | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 1 | | Unweighted |
| | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 2 | | Unweighted |

Push Down

Inactivate & hide courses not used this year

2. In the pop-up, select the screens that need to be updated from the first pull-down, such as Student Schedules.

Select Columns to Push Down to:

Student Schedules

Filter...

Check all Clear (1 / 4) ☐ Exact filter

- ☐ Courses And Sections
- ☐ Grades
- ☐ Master Schedule Builder
- ☒ Student Schedules

Close or Push Down

3. Choose a field from the second pull-down to designate the data from the catalog that will be transferred to the designated areas in Focus (as determined by the selection made from the first pull-down; i.e. Student Schedules).

Select Columns to Push Down to:

Student Schedules

Affects GPA

Close

or

Push Down

In the example displayed, Student Schedules will be updated to include the new information from the Course Catalog as it pertains to the Affects GPA field. In this example, changes have been made to the Affects GPA field for various courses in the catalog that now need to be pushed out to the Student Schedules.

4. Click **Push Down** to transfer the data.

Select Columns to Push Down to:

Student Schedules


:

Affects GPA

Close

or

Push Down



All data in the selected column/field for all courses in the course catalog will be pushed down/transferred to the selected module in Focus regardless of any applied filters on the main screen. For example, all data in the Affects GPA field for all courses in the catalog will be pushed down to Student Schedules. This occurs regardless of any filters applied to the main screen, such as filters to the Course Number or Course Title, as shown below.

| 7 Records | | Export | Filter: ON | Toggle Columns | Page Size: 20 | Mass Update | | | | |
|---------------|----------------------|------------|-------------------------------------|-----------------------------------|------------------|---------------|-------------------------|---------------------|-------------|--|
| 0101 | art | | | | | | | | | |
| Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course History Term | Credits per | |
| | | 03/14/2024 | <input checked="" type="checkbox"/> | | | | | | | |
| 0101301 | 2-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 1 | | Unweighted | | | 0.5 | |
| 0101310 | 2-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 2 | | Unweighted | | | 0.5 | |
| 0101320 | 2-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Two-Dimensional Studio Art 3 Hc | | Honors | | | 0.5 | |
| 0101330 | 3-D STUDIO ART 1 | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 1 | | Unweighted | | | 0.5 | |
| 0101340 | 3-D STUDIO ART 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 2 | | Unweighted | | | 0.5 | |
| 0101350 | 3-D STUDIO ART 3 HON | 05/06/2014 | <input checked="" type="checkbox"/> | Three-Dimensional Studio Art 3 Hc | | Honors | | | 0.5 | |
| 5001010 | ART - GRADE K | 05/06/2014 | <input checked="" type="checkbox"/> | Art - Grade Kindergarten | | Specials | | | 0.0 | |

Florida Course Catalog

This table explains where values are updated in Focus when a value is set in the Course Catalog, is saved, and then is pushed down/exported.

| Column | Title | Exports to... | Mapping |
|---------------------|--------------------------------|--|--|
| SHORT_NAME | Course Number | Courses & Sections (locked), Grades (locked) | Array([courses] => short_name [student_report_card_grades] => course_num [student_standards_grades] => course_num) |
| TITLE | Course Title | Courses & Sections (locked), Grades (locked) | Array([student_report_card_grades] => course_title [student_standards_grades] => course_title) |
| GRAD_SUBJECT_AREA | Graduation Subject Area | Courses & Sections (locked), Grades (can edit) | Array([courses]=> grad_sub_id, [student_report_card_grades]=> grad_sib_id, grad_sub_short_name) |
| GRAD_SUBJECT_AREA2 | Graduation Subject Area 2 | Courses & Sections (locked) | Array([courses]=> grad_sub_id2) |
| GRAD_SUBJECT_AREA3 | Graduation Subject Area 3 | Courses & Sections (locked) | Array([courses]=> grad_sub_id3) |
| TEACHER_REQUESTABLE | Allow Teachers to Request This | Courses & Sections (locked) | Array([courses] => teacher_requestable) |

| Column | Title | Exports to... | Mapping |
|-------------------------|-------------------------|---|--|
| | Course | | |
| REQUESTS_SUBJECT | Requests Subject | Courses & Sections (locked) | Array([courses] =>Request_subje |
| GRADING_SCALE | Grading Scale | Courses & Sections (locked), Grades (can edit) | Array([course_periods]=> grade_scale_id [student_report_card_grades] =>grade_scale_id, gps_points, weighted_gpa_points) |
| STANDARDS_GRADING_SCALE | Standards Grading Scale | Courses & Sections (locked), Grades (can edit) | Array([course_periods]=> standards_grade_scale_id [student_report_card_grades] =>grade_scale_id) |
| GENDER_RESTRICTION | Gender Restriction | Courses & Sections (locked) | |
| CREDITS | Credits Per CH Term | Courses & Sections (locked), Grades (can edit) | |
| COURSE_CREDITS | Credits per Course | Does not push down | |
| FEE | Fee | Does not push down | |
| GRADE_POSTING_SCHEME | Grade Posting Scheme | Courses & Sections (locked) | Array([course_periods]=> grade_posting_scheme_id) |
| COURSE_HISTORY_TERM | Course History Term | Courses & Sections (locked) | |
| COURSE_LEVEL | Course Level | Does not push down | |
| AFFECTS_GPA | Affects GPA | Courses & Sections (locked), Grades (can edit), | |
| DOES_GRADES | Does Grades | Courses & Sections (locked) | |
| DEFAULT_MAX_SEATS | Default Max | Courses & | Array([course_periods]=> |

| Column | Title | Exports to... | Mapping |
|-------------------|--------------------------------------|---|---|
| | Seats | Sections (locked) | total_seats) |
| PREREQUISITES | Prerequisites 1 | Courses & Sections (locked) | Array([courses] =>Prerequisites) |
| PREREQUISITES_2 | Prerequisites 2 | Courses & Sections (locked) | Array([courses] =>Prerequisites2) |
| PREREQUISITES_3 | Prerequisites 3 | Courses & Sections (locked) | Array([courses] =>Prerequisites3) |
| READING | Reading | Does not push down | |
| ESE | ESE Type | Does not push down | |
| ELL | ELL | Does not push down | |
| AP | AP | Does not push down | |
| IB | IB | Does not push down | |
| CUSTOM_FIELD_2 | AICE | Does not push down | |
| DISTANCE_LEARNING | Distance Learning | Courses & Sections (locked), Student Schedule (can edit), Grades (can edit) | Array([course_periods] => CUSTOM_23 [schedule] => CUSTOM_62 [student_report_card_grades] => CUSTOM_15) |
| AGE_ONLINE_COURSE | AGE Online Course Delivery Indicator | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => AGE_ONLINE_COURSE [schedule] => AGE_ONLINE_COURSE) |
| ONLINE_COURSE | Online Course | No longer used | Array([course_periods] => ONLINE_COURSE [schedule] => ONLINE_COURSE [student_report_card_grades] => ONLINE_COURSE) |

| Column | Title | Exports to... | Mapping |
|-----------------|-------------------------------------|---|--|
| CUSTOM_FIELD_13 | Dual Enrollment Indicator | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CUSTOM_31 [schedule] => CUSTOM_8) |
| DE_STUDENT_TYPE | Dual Enrollment Student Type | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => DE_STUDENT_TYPE [schedule] => DE_STUDENT_TYPE) |
| DE_INST_TYPE | Dual Enrollment Institution Type | Courses & Sections (locked), Student Schedule (can edit), Grades (can edit) | Array([course_periods] => DE_INST_TYPE [schedule] => DE_INST_TYPE [student_report_card_grades] => DE_INST_TYPE) |
| CTE_DE_LOCATION | CTE Dual Enrollment Course Location | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CTE_DE_LOCATION [schedule] => CTE_DE_LOCATION) |
| CUSTOM_FIELD_1 | Exclude from FTE | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CP_CHECKBOX_SETTING_5 [schedule] => CUSTOM_87) |
| CUSTOM_FIELD_3 | Core for Class Size | Does not push down | |
| CUSTOM_FIELD_4 | Core for Highly Qualified | No longer used | |
| CUSTOM_FIELD_5 | FEFP | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CUSTOM_2 [schedule] => CUSTOM_5) |
| CUSTOM_FIELD_6 | Course Flag 1 | Courses & Sections (locked), Student | Array([course_periods] => CUSTOM_12 [student_report_card_grades] => CUSTOM_12) |

| Column | Title | Exports to... | Mapping |
|-----------------|---------------------------|---|--|
| | | Schedule (can edit), Grades (can edit) | CUSTOM_1 [schedule] => CUSTOM_1) |
| CUSTOM_FIELD_7 | Course Flag 2 | Courses & Sections (locked), Student Schedule (can edit), Grades (can edit) | Array([course_periods] => CUSTOM_13 [student_report_card_grades] => CUSTOM_2 [schedule] => CUSTOM_2) |
| CUSTOM_FIELD_8 | Course Flag 3 | Courses & Sections (locked), Student Schedule (can edit), Grades (can edit) | Array([course_periods] => CUSTOM_14 [student_report_card_grades] => CUSTOM_3 [schedule] => CUSTOM_3) |
| CUSTOM_FIELD_9 | Course Flag 4 | Courses & Sections (locked), Student Schedule (can edit), Grades (can edit) | Array([course_periods] => CUSTOM_15 [student_report_card_grades] => CUSTOM_4 [schedule] => CUSTOM_4) |
| CUSTOM_FIELD_10 | Vocational Program Number | Courses & Sections (locked), Student Schedule (can edit), Grades (can edit) | Array([course_periods] => CUSTOM_29 [schedule] => CUSTOM_9 [student_report_card_grades] => CUSTOM_18) |
| CUSTOM_FIELD_11 | Course Length | Courses & Sections (locked) | |
| CUSTOM_FIELD_12 | WDIS OCP Hours | Courses & Sections (locked), Grades (can edit) | Array([courses] => CUSTOM_2 [student_report_card_grades] => CUSTOM_30) |
| CUSTOM_FIELD_14 | EOC Exam Required | Does not push down | |
| CUSTOM_FIELD_15 | Industry Certification ID | Student Schedule (can edit), Grades (can edit) | Array([schedule] => CUSTOM_2 [student_report_card_grades] => CUSTOM_13) |

| Column | Title | Exports to... | Mapping |
|---------------------|--|--|---|
| CUSTOM_FIELD_16 | 2nd Industry Certification ID | Student Schedule (can edit), Grades (can edit) | Array([schedule] => CUSTOM_6 [student_report_card_grades] = CUSTOM_16) |
| CUSTOM_FIELD_17 | Daily Class Hours | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CUSTOM_19 [schedule] => CUSTOM_56) |
| CUSTOM_FIELD_18 | 3rd Industry Certification ID | Student Schedule (can edit), Grades (can edit) | Array([schedule] => CUSTOM_7 [student_report_card_grades] = CUSTOM_33) |
| CUSTOM_FIELD_19 | CAPE | Courses & Sections (locked), Student Schedule (can edit) | Array([courses] => CUSTOM_10 [schedule] => CUSTOM_73) |
| ELL_INSTRUCT_MODEL | ELL Instructional Model | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => ELL_INSTRUCT_MODEL [schedule] => CUSTOM_6) |
| LOCAL_EOC_ID | Local EOC [Test - Part (Subject Code)] | Does not push down | |
| COST_REPORTING_CODE | Cost Reporting Code | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CUSTOM_16 [schedule] => CUSTOM_32) |
| FUNCTION_LEVEL | Functioning Level | Courses & Sections (locked) | Array([course_periods] => FUNCTION_LEVEL) |
| BASIC_SKILLS | Basic Skills | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CUSTOM_22 [schedule] => CUSTOM_31) |

| Column | Title | Exports to... | Mapping |
|--------------------|--------------------|---|--|
| ADULT_TEST | Adult Test Name | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => ADULT_TEST [schedule] => ADULT_TEST) |
| ADULT_FEE_STATUS_1 | Adult Fee Status 1 | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CUSTOM_21 [schedule] => CUSTOM_30) |
| ADULT_FEE_STATUS_2 | Adult Fee Status 2 | Courses & Sections (locked), Student Schedule (can edit) | Array([course_periods] => CUSTOM_38 [schedule] => CUSTOM_88) |
| IET_PROGRAM_NUMBER | IET Program Number | Courses & Sections (locked), Student Schedule (can edit), Grades (can edit) | Array([schedule] => IET_PROGRAM_NUMBER [course_periods] => IET_PROGRAM_NUMBER [courses] => IET_PROGRAM_NUMBER [student_report_card_grades] => IET_PROGRAM_NUMBER) |
| CAREER_PATHWAY | Career Pathway | Does not push down | |

Texas Course Catalog

This table explains where Texas-specific values are updated in Focus when a value is set in the Course Catalog, is saved, and then is pushed down/exported.

| Column | Title | Exports to... | Mapping |
|-----------------|---------------------|--|---|
| CUSTOM_FIELD_12 | PEIMS Course Number | Courses & Sections (locked), Student Schedules | Array([courses] => CUSTOM_10 [student_report_card_grades] => CUSTOM_14 [schedule] => SERVICE_ID) |

| Column | Title | Exports to... | Mapping |
|-----------------|----------------------------------|---|--|
| | | (locked), Grades (locked) | |
| CUSTOM_FIELD_1 | Population Served | Courses & Sections (locked), Student Schedules (can edit), Grades (can edit) | Array([course_periods] => CUSTOM_6) |
| CUSTOM_FIELD_2 | Special Explanation Code | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([course_periods] => CUSTOM_7 [schedule] => CUSTOM_10 [student_report_card_grades] => CUSTOM_1) |
| CUSTOM_FIELD_14 | Special Explanation Code 2 | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([course_periods] => CUSTOM_8 [schedule] => CUSTOM_11 [student_report_card_grades] => CUSTOM_2) |
| CUSTOM_FIELD_5 | Special Explanation Code 3 | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([course_periods] => CUSTOM_9 [schedule] => CUSTOM_12 [student_report_card_grades] => CUSTOM_16) |
| CUSTOM_FIELD_3 | CTE Hours/ State Weight | Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_4 | Pre-AP | Courses & | |

| Column | Title | Exports to... | Mapping |
|-----------------|----------------------|--|---|
| | | Sections (locked), Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_7 | Dual Credit | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | Array([schedule] => CUSTOM_5 [student_report_card_grades] => CUSTOM_9) |
| CUSTOM_FIELD_21 | College Credit Hours | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([course_periods] => CUSTOM_5 [schedule] => CUSTOM_9 [student_report_card_grades] => CUSTOM_12) |
| CUSTOM_FIELD_8 | ATC Indicator | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([course_periods] => CUSTOM_3 [schedule] => CUSTOM_7 [student_report_card_grades] => CUSTOM_10) |
| CUSTOM_FIELD_9 | EOC P/F Indicator | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_11 | Honors | Courses & Sections | |

| Column | Title | Exports to... | Mapping |
|-----------------|---|---|--|
| | | (locked), Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_13 | Course Sequence | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | Array([courses] => CUSTOM_1) |
| CUSTOM_FIELD_15 | Self Paced | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_16 | Partial Credit | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_17 | UIL Eligibility | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_18 | Academic Achievement Record (AAR) | Courses & Sections (locked), | Array([student_report_card_grades] => CUSTOM_3 [courses] => |

| Column | Title | Exports to... | Mapping |
|-----------------|------------------------------|--|--|
| | Use | Student Schedules (locked), Grades (can edit) | AAR_USE [schedule] => AAR_USE) |
| CUSTOM_FIELD_19 | Instructional Setting | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | |
| CUSTOM_FIELD_20 | Class Type | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | Array([course_periods] => CUSTOM_2) |
| CUSTOM_FIELD_6 | Non-Campus Based Instruction | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([course_periods] => CUSTOM_4 [student_report_card_grades] => CUSTOM_4 [schedule] => NON_CAMPUS_BASED) |
| PP_CTE_CLUSTERS | CTE Clusters | Courses & Sections (locked), Student Schedules (locked), Grades (locked) | |
| PP_ADVANCED | Advanced Course | Courses & Sections (locked), Student | |

| Column | Title | Exports to... | Mapping |
|-----------------------|-----------------------------|--|---|
| | | Schedules (locked), Grades (locked) | |
| TSTEM_INDICATOR | T-STEM Indicator | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([courses] => TSTEM_INDICATOR) |
| PK_CURRICULA | PK Curricula | Courses & Sections (can edit), Student Schedules (locked), Grades (can edit) | Array([courses] => PK_CURRICULA [course_periods] => PK_CURRICULA) |
| HQ_PK_INDICATOR | High Quality PK Program | Courses & Sections (can edit), Student Schedules (locked), Grades (can edit) | Array([courses] => HQ_PK_INDICATOR [course_periods] => HQ_PK_INDICATOR) |
| CHILDCARE_OP_NUMBER | Child Care Operation Number | Courses & Sections (can edit), Student Schedules (locked), Grades (can edit) | Array([courses] => CHILDCARE_OP_NUMBER [course_periods] => CHILDCARE_OP_NUMBER) |
| PK_PROGRAM_EVALUATION | Program Evaluation Type | Courses & Sections (can edit), Student Schedules (locked), Grades (can edit) | Array([courses] => PK_PROGRAM_EVALUATION [course_periods] => PK_PROGRAM_EVALUATION) |
| STUDENT_INSTRUCTION | Student | Courses & | Array([courses] => |

| Column | Title | Exports to... | Mapping |
|---------|-----------------------------------|--|--|
| | Instruction Type | Sections (can edit), Student Schedules (locked), Grades (can edit) | STUDENT_INSTRUCTION [course_periods] => STUDENT_INSTRUCTION) |
| ONRAMPS | OnRamps Dual Enrollment Indicator | Courses & Sections (locked), Student Schedules (locked), Grades (can edit) | Array([student_report_card_grades] => ONRAMPS) |

Additional Information

System Preferences

Consider the following settings enabled via Setup > [System Preferences](#) > Scheduling tab:

Course Catalog Course Num Length: This setting dictates the number of characters that Focus considers when matching grade records to compute semester and full-year schools.

Max Course Num Length: This setting allows administrators to define the maximum number of characters that course numbers can have within the Course Catalog or Courses & Sections module. This setting plays a crucial role in various functionalities within the Focus system.

Firstly, it influences how Focus combines grades for report cards. When determining how to aggregate grades for report cards, Focus considers the length of course numbers. By specifying the maximum course number length, administrators ensure that report cards accurately consolidate grades for courses with different lengths of course numbers.

Secondly, the course number length is also considered for other purposes, such as generating the Graduation Requirements Report. When courses have course numbers exceeding the specified maximum length, this setting helps Focus appropriately handle such cases when determining graduation requirements for students.

Allow extra characters on the course number: The setting provides administrators with the option to enable the addition of extra characters to course numbers beyond the standard length. When this setting is enabled, Focus permits the inclusion of extra characters in course numbers, up to the maximum course number length defined previously.

Course History Grades Default Term: This setting provides administrators with the ability to designate a default marking period for the "Course History Term" field on sections within the Courses & Sections module. This setting serves as a fallback option when either the Course Catalog feature is not enabled or when the "Course History Term" field is left empty in the Course Catalog.

Set the Course History Term Equal to the Section Marking Period: When this preference is enabled, the Course History Term field is removed from Courses & Sections, Master Schedule Report, and Course Catalog. The marking period set on the section in Courses & Sections or the Master Schedule Report determines the course history term.

Use Credit Hours: This setting adds the "Credit Hours" field to the Course Catalog, Master Schedule Report, and Courses & Sections. When Credit Hours is enabled for a course/section, the hourly attendance preference will be ignored, and teachers will be prompted to enter period attendance. When enabled, two new columns are added to the student's Grades Screen/ Course History, called "Credit Hours Attempted" and "Credit Hours Earned." When a grade is posted, the Credit Hours assigned at the course/section will populate with the posted grade. A passing grade is defined in the grading scale setup screen by the Gives Credit flag.

Display converted certification codes in Course Catalog: This setting provides administrators with the option to include converted certification codes in the Course Catalog interface. When enabled, administrators can enable the display of converted certification codes within the Course Catalog.

When this setting is enabled, the Course Catalog interface will populate and showcase the converted certification codes alongside other relevant course information. These converted certification codes may represent qualifications, certifications, or credentials associated with specific courses.

Consider the following settings enabled via Setup > [System Preferences](#) > Grading tab:

Weight GPA by Credits: This setting provides administrators with the option to calculate Grade Point Average (GPA) using the credit value assigned to each course. When enabled, administrators enable the system to factor in the credit value of courses when calculating GPA.

When this preference is enabled, the system calculates GPA by considering the credit value of each course. This means that courses with higher credit values contribute more significantly to the GPA calculation compared to courses with lower credit values. This calculation method applies not only to individual student GPAs but also to GPAs calculated through the "Calculate Class Rank and GPA" scheduled job.

Additionally, enabling this preference results in the inclusion of the "Credits" column on the Student Schedule screen and on printed schedules from the Print Student Schedules screen. These columns display the attempted credits for each course, providing students and administrators with clear visibility into the credit values associated with scheduled courses.

Conversely, if this preference is disabled and a course is added to a student's schedule that already exists in the student's Course History but without any credits awarded, a warning message appears. The warning message alerts administrators to the potential for a course retake and prompts them to verify the reason before rescheduling the class. Administrators

have the option to disable this warning for specific courses using the "Exclude from Schedule Warning" option in the Course Catalog.

Courses & Sections

Consider the following information as it pertains to [Courses & Sections](#):

Course Addition with Course Catalog Enabled: If the Course Catalog feature is enabled within the school's system, new courses may only be added if they are found in the Course Catalog. This means that administrators or faculty members can select from the pre-existing list of courses available in the Course Catalog to add them to the school's offerings. This approach ensures adherence to district-approved courses and maintains consistency with established curriculum standards.

Course Addition without Course Catalog Enabled: In contrast, if the Course Catalog feature is not enabled, administrators have the flexibility to add any courses they deem appropriate, regardless of whether they are listed in a centralized Course Catalog. Without the constraints of the Course Catalog, administrators can introduce new courses based on various factors such as student needs, educational trends, or specific program requirements. This allows for greater autonomy in course selection and curriculum development.

Entering the Course Number: To input the Course Number, if the Course Catalog feature is activated, the Course Number field will appear in red and remain so until a valid course number is provided. Click on the desired course or input the complete course number.

Character Limit: The course number can be up to 50 characters long. If the "Max Course Num Length" system preference is configured, the Course Number field will restrict the number of characters allowed based on this preference.

Course Title: Once a valid Course Number is entered into the Course Number field, the corresponding Title field will automatically populate. This auto-population is based on the Course Title defined in the Course Catalog. The system retrieves the Course Title associated with the entered Course Number, providing users with accurate and consistent information.

Course Fields: Course fields specified in the Course Catalog will automatically fill in and remain unalterable. However, if a value is not assigned in the Course Catalog, the field will be editable.

Course Length: If the Course Length is not specified in the Course Catalog, it will default to "Automatic." This attribute is crucial for Requests Reports. If no sections are built when requests are entered, courses with a Course Length set to "Automatic" are regarded as 1 unit when tallying requests. For courses with a half-unit designation, such as Economics, the Course Length should be adjusted to 0.50 - Semester.

Section Fields: Section fields specified in the Course Catalog will automatically populate and remain uneditable. However, if a value is not assigned in the Course Catalog, the field will be editable.

Locking Fields in the Catalog

Locking down fields in the Course Catalog refers to restricting access to editing or modifying course details once they have been finalized or set in the catalog. On the other hand, not setting specific fields in the Course Catalog allows ongoing changes and updates to course information at a school level. For example, if you set/select the Grading Scale for a course in the catalog, the field cannot be edited in Courses & Sections; the field is locked down.

See the image below to see how setting or making a selection for **Grade Posting Scheme** locks the field in all other areas of Focus, such as Courses & Sections. Whereas, the **Course History Term** has not been set/locked.

| Prev | Page: 1 / 17 | Next | 333 Records | Export | Filter: OFF | Toggle Columns | Page Size: 20 |
|------|---------------|----------------------|---------------------|---------------------|--------------|----------------------|---------------|
| | Course Number | Course Title | Course History Term | Credits per CH Term | Total Credit | Grade Posting Scheme | Affects GPA |
| | | | | | | | |
| | 0101301 | 2-D STUDIO ART 1 | | 0.5 | | | Yes |
| | 0101310 | 2-D STUDIO ART 2 | | 0.5 | | Default | Yes |
| | 0101320 | 2-D STUDIO ART 3 HON | | 0.5 | | Default | Yes |
| | 0101330 | 3-D STUDIO ART 1 | | 0.5 | | Default | Yes |
| | 0101340 | 3-D STUDIO ART 2 | | 0.5 | | Default | Yes |
| | 0101350 | 3-D STUDIO ART 3 HON | | 0.5 | | Default | Yes |
| | 9900003 | ABE LANG | | 0.0 | | Default | Yes |

The **Grading Posting Scheme** is set to **Default** and is uneditable at the Section level for 2-D Studio Art 2. Whereas, the **Course History Term** is editable.

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Select Student/Staff

Courses & Sections

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Admin

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4th 9 Weeks

ERP

2-D STUDIO ART 2 0101310: Period 3 - 002 - Benton K Snow

List Students in this Section

List Unfilled Requests in this Section

Search

Copy

Delete

Save

Snow, Benton K (4782)

Teacher

4 102

Room

Display Room Optional

Period 3

MTWHF

Meeting Days

Full Year

Marking Period

25

Seats

IEP

Seats

ESOL/ELL

Seats

002

Short Name

Semesters

Course History Term

Takes Attendance

N/A

Store Category

Store Internal

Section for Sale

Graded

Affects GPA

Active

None

Gender Restriction

Grade Level(s) blank for all gradelevels

Team

Unweighted

Grading Scale

Standards Grading Scale

Default

Grading Posting Scheme

Standard

District Calendar

None

Choose Parent Section

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

Subs

14 Subjects

Subject

Dual Enrollment

Electives

English

Exceptional Student

Math

No Credit

Performing Fine Arts

22 Courses

Course

Course Num

2-D STUDIO ART 1

0101301

2-D STUDIO ART 2

0101310

2-D STUDIO ART 3 HON

0101320

3-D STUDIO ART 1

0101330

3-D STUDIO ART 2

0101340

3-D STUDIO ART 3 HON

0101350

AP 2-D ART & DESIGN

0109350

3 Sections

Section

Period 3 - 002 - Benton K Snow

Period 4 - 001 - Benton K Snow

Period 6 - 003 - Benton K Snow

Pros of Locking Down the Course Catalog:

- Locking down fields ensures consistency and stability in course details, preventing unauthorized changes that could lead to confusion among students and faculty.
- It helps maintain compliance with regulatory requirements and ensures standardization across courses, particularly in areas such as grading scales, prerequisites, and credit hours.
- By limiting access to editing, there's a reduced risk of inadvertent errors or inaccuracies being introduced into Courses & Sections.

Cons of Locking Down the Course Catalog:

- Locking down fields restricts the ability to make immediate adjustments in response to changing educational needs or curriculum requirements.
- Unlocking and re-setting fields when updates are necessary can be time-consuming and will require administrative oversight.
- It may discourage innovation and experimentation in curriculum development as educators may feel constrained by static course details.

Pros of Not Locking Down the Course Catalog:

- Allowing ongoing changes and updates enables institutions to quickly adapt to changing educational needs and emerging trends in curriculum development.
- Errors or inaccuracies in course details can be promptly corrected, ensuring that students have access to the most accurate and up-to-date information.
- It promotes collaboration among faculty and administrators in continuously improving and refining the curriculum to better meet the needs of students.

Cons of Not Locking Down the Course Catalog:


- Frequent modifications increase the risk of errors or inconsistencies in course information, requiring vigilant oversight and review processes.
- Without proper governance and controls, unchecked modifications may result in chaos or confusion, impacting academic planning and student enrollment processes.

Ultimately, the decision to lock down or not lock down the Course Catalog depends on the balance between the need for stability and the desire for flexibility in curriculum management, as well as the institutional culture and governance mechanisms in place.

Adding Inactive Courses

Adding courses as inactive allows them to be stored within the system without being actively included in processes such as student enrollment or scheduling. However, by being inactive, these courses can still be manually accessed and added to the student grades screen when necessary, such as Final Grades, GPA, & Class Rank and/or Course History.

To add an inactive course, leave the **Active** check box unchecked upon adding new courses.

 See [Inactive Courses](#) for information about how to make existing courses inactive and see [Adding Courses to the Course Catalog](#) for details on how to add new courses to the catalog.

Here are some key impacts of adding courses as inactive for manual addition to the student grades screen:

- Inactive courses are stored within the system, maintaining a comprehensive record of all available courses. This helps with organization and ensures that historical course data is retained for future reference.
- By having inactive courses available in the system, administrators or educators have the flexibility to manually add them to the student grades screen when needed. This is particularly useful for accommodating unique situations or exceptional circumstances where students may need to be graded for courses that are not currently active.
- Including inactive courses in the system ensures that student grade records remain accurate and complete. Even if a course is not currently active, its historical grades can still be entered and maintained within the system for accurate academic records.
- This approach allows educational institutions to adhere to policies or regulations that require comprehensive tracking of student grades and course history, even for courses that are not currently active.
- Keeping inactive courses accessible for manual addition to the student grades screen promotes transparency and accountability in grading practices. Educators can accurately record student performance for all courses, regardless of their active status.

Additional Features

To navigate through multiple pages of courses in the catalog, click the **Prev** and **Next** buttons. Alternatively, you can enter a page number into the **Page** text box to jump directly to a specific page.

◀ Prev

Page: 41 / 17

Next ▶

333 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale |
|--|---------------|----------------------|------------|-------------------------------------|-----------------------------------|------------------|---------------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | | | |
| | 7921025 | ACCESS US HIST | 05/06/2014 | <input checked="" type="checkbox"/> | Access United States History | | Unweighted |
| | 7921027 | ACCESS WORLD HISTORY | 08/17/2015 | <input checked="" type="checkbox"/> | Access World History | | Unweighted |
| | 9900040 | ADULT ESOL | 05/06/2014 | <input checked="" type="checkbox"/> | Adult English for Speakers of Ott | | Unweighted |
| | 9900040M | ADULT ESOL | 12/21/2018 | <input checked="" type="checkbox"/> | Adult English for Speakers of Ott | | Unweighted |
| | 9900040L | ADULT ESOL | 12/21/2018 | <input checked="" type="checkbox"/> | Adult English for Speakers of Ott | | Unweighted |
| | 9900040U | ADULT ESOL | 12/21/2018 | <input checked="" type="checkbox"/> | Adult English for Speakers of Ott | | Unweighted |

Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer.

Click the **Printer** icon to print the table of data.

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Select Student/Staff ▾ Course Catalog


◀ Prev

Page: 4 / 17

Next ▶

333 Records

Export



Filter: OFF

Toggle Columns

| | Course Number ▴ ▾ | Course Title ▴ ▾ | Date Added ▴ ▾ | Active ▴ ▾ | Long Title ▴ ▾ |
|--|-------------------|----------------------|----------------|-------------------------------------|-------------------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | |
| | 7921025 | ACCESS US HIST | 05/06/2014 | <input checked="" type="checkbox"/> | Access United S |
| | 7921027 | ACCESS WORLD HISTORY | 08/17/2015 | <input checked="" type="checkbox"/> | Access World Hi |
| | 9900040 | ADULT ESOL | 05/06/2014 | <input checked="" type="checkbox"/> | Adult English for |
| | 9900040M | ADULT ESOL | 12/21/2018 | <input checked="" type="checkbox"/> | Adult English for |
| | 9900040L | ADULT ESOL | 12/21/2018 | <input checked="" type="checkbox"/> | Adult English for |
| | 9900040U | ADULT ESOL | 12/21/2018 | <input checked="" type="checkbox"/> | Adult English for |

Click the **Filters** button to filter data and apply filter rules.

- a. To add more than one filter to a column, click on the **green plus sign**.
- b. To delete an added filter, click on the **red minus sign**.
- c. Select the **gray arrow** for additional filtering rules.

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Writers02

Select Student/Staff ▾ Course Catalog

Lizette Garcia Focus High School - 0041 ▾ SIS
Admin ▾ 2022-2023 ▾ 4th 9 Weeks ▾ ERP

13 Records

Export



Filter: ON

Toggle Columns

Page Size: 20

Mass Update

0101

0100

art

Contains

Equals

Starts with

Ends with

Has value

Greater

Greater or equal

Less

Less or equal

Between

Not

Not

Not

Not

Not

Not

Not


Not

Not

Not

Not

| Course Number ▴ ▾ | Course Title ▴ ▾ | Long Title ▴ ▾ | Transcript Title ▴ ▾ | Grading Scale ▴ ▾ | Standards Grading Scale ▴ ▾ | Course History Term ▴ ▾ | Credits pe |
|-------------------|----------------------|----------------------------------|----------------------|-------------------|-----------------------------|-------------------------|------------|
| 0101301 | 2-D STUDIO ART 1 | Two-Dimensional Studio Art 1 | | Unweighted | | | 0.5 |
| 0101310 | 2-D STUDIO ART 2 | Two-Dimensional Studio Art 2 | | Unweighted | | | 0.5 |
| 0101320 | 2-D STUDIO ART 3 HON | Two-Dimensional Studio Art 3 Hc | | Honors | | | 0.5 |
| 0101330 | 3-D STUDIO ART 1 | Three-Dimensional Studio Art 1 | | Unweighted | | | 0.5 |
| 0101340 | 3-D STUDIO ART 2 | Three-Dimensional Studio Art 2 | | Unweighted | | | 0.5 |
| 0101350 | 3-D STUDIO ART 3 HON | Three-Dimensional Studio Art 3 I | | Honors | | | 0.5 |
| 5001010 | ART - GRADE K | Art - Grade Kindergarten | | Specials | | | 0.0 |

 For more information, see [Filters](#).

☐ Include Inactive
 Save

◀ Prev
Page: 1 / 17
Next ▶
333 Records
Export
Filter: OFF
Toggle Columns
Page Size: 20
Mass Update

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course History Term | Credits per |
|--|---------------|----------------------|------------|-------------------------------------|-----------------------------------|------------------|---------------|-------------------------|---------------------|-------------|
| | | | 03/14/2024 | <input checked="" type="checkbox"/> | | | | | | |
| | 2109310 | WORLD HIST | 05/06/2014 | <input checked="" type="checkbox"/> | World History | | Unweighted | | | 0.5 |
| | 2103300 | WORLD CLTRL GEOG | 05/06/2014 | <input checked="" type="checkbox"/> | World Cultural Geography | | Unweighted | | Semesters | 0.5 |
| | 1501360 | WEIGHT TRAIN 3 | 05/02/2014 | <input checked="" type="checkbox"/> | Weight Training 3 | | Unweighted | | | 0.5 |
| | 1501350 | WEIGHT TRAIN 2 | 05/06/2014 | <input checked="" type="checkbox"/> | Weight Training 2 | | Unweighted | | | 0.5 |
| | 1501340 | WEIGHT TRAIN 1 | 05/02/2014 | <input checked="" type="checkbox"/> | Weight Training 1 | | Unweighted | | | 0.5 |
| | 5100580 | VPK-SCH YEAR PROG | 05/06/2014 | <input checked="" type="checkbox"/> | Voluntary Prekindergarten Educa | | Unweighted | | | 0.0 |
| | 2100310 | US HIST | 05/06/2014 | <input checked="" type="checkbox"/> | United States History | | Unweighted | | | 1.0 |
| | 2106310 | US GOVT | 05/06/2014 | <input checked="" type="checkbox"/> | United States Government | | Unweighted | | | 0.5 |
| | 7963070 | U SKLS: SOC&EMO 9-12 | 05/06/2014 | <input checked="" type="checkbox"/> | Unique Skills: Social & Emotional | | Unweighted | | | 0.0 |
| | 7963160 | U SKLS: IND FUN 9-12 | 05/06/2014 | <input checked="" type="checkbox"/> | Unique Skills: Independent Funci | | Unweighted | | | 0.0 |

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Lizette Garcia
Focus High School - 0041
SIS

Admin
2022-2023
4th 9 Weeks
ERP


Toggle Columns

- ☒ Course ID
- ☒ Course Number
- ☒ Course Title
- ☒ Date Added
- ☒ Syear
- ☒ Active
- ☒ Long Title
- ☒ Transcript Title
- ☒ Grading Scale
- ☐ Standards Grading Scale
- ☒ Course History Term
- ☐ Credits per CH Term
- ☒ Total Credit
- ☒ Grade Posting Scheme
- ☒ Affects GPA
- ☐ Does Grades
- ☒ Low Grade
- ☒ High Grade
- ☒ Schools
- ☒ Graduation Subject Area
- ☒ Graduation Subject Area 2
- ☒ Graduation Subject Area 3
- ☒ Allow Teachers to Request This Course
- ☒ Requests Subject
- ☒ Start Date

Filter: OFF
Toggle Columns
Page Size: 20

Active
Long Title
Transcript Title
Grading Scale
Standards Grading Scale
Course History Term
Credits per

| <input checked="" type="checkbox"/> | | | | | | |
|-------------------------------------|-----------------------------------|--|------------|--|-----------|------|
| <input checked="" type="checkbox"/> | World History | | Unweighted | | | 0.5 |
| <input checked="" type="checkbox"/> | World Cultural Geography | | Unweighted | | Semesters | 0.5 |
| <input checked="" type="checkbox"/> | Weight Training 3 | | Unweighted | | | 0.5 |
| <input checked="" type="checkbox"/> | Weight Training 2 | | Unweighted | | | 0.5 |
| <input checked="" type="checkbox"/> | Weight Training 1 | | Unweighted | | | 0.5 |
| <input checked="" type="checkbox"/> | Voluntary Prekindergarten Educa | | Unweighted | | | 0.0 |
| <input checked="" type="checkbox"/> | United States History | | Unweighted | | | 1.0 |
| <input checked="" type="checkbox"/> | United States Government | | Unweighted | | | 0.5 |
| <input checked="" type="checkbox"/> | Unique Skills: Social & Emotional | | Unweighted | | | 0.0 |
| <input checked="" type="checkbox"/> | Unique Skills: Independent Funci | | Unweighted | | | 0.0 |
| <input checked="" type="checkbox"/> | Unique Skills: Curriculum & Learn | | Unweighted | | | 0.50 |
| <input checked="" type="checkbox"/> | Unique Skills: Communication 9- | | Unweighted | | | 0.0 |
| <input checked="" type="checkbox"/> | Unique Skills: 9-12 | | Unweighted | | | 0.0 |
| <input checked="" type="checkbox"/> | Trigonometry Honors | | Honors | | | 0.5 |
| <input checked="" type="checkbox"/> | Transition Planning: 9-12 | | Unweighted | | | 0.0 |

-  If a column is hidden/removed from the catalog, it will remain hidden until you reselect the check box in the Toggle Columns pop-up even when you navigate away from the screen.

The Page Size displays the total number of records displayed per page; the default is 20 records. To change the number of records displayed per page, enter the **Page Size** in the provided text box.

Include Inactive

Save

Prev

Page: 1 / 34

Next

333 Records

Export

Filter: OFF

Toggle Columns

Page Size: 10

Mass Update

| | Course Number | Course Title | Date Added | Active | Long Title | Transcript Title | Grading Scale | Standards Grading Scale | Course History Term | Credits per C |
|--|---------------|----------------------|------------|--------|-----------------------------------|------------------|---------------|-------------------------|---------------------|---------------|
| | | | 03/14/2024 | | | | | | | |
| | 2109310 | WORLD HIST | 05/06/2014 | | World History | | Unweighted | | | 0.5 |
| | 2103300 | WORLD CLTRL GEOG | 05/06/2014 | | World Cultural Geography | | Unweighted | | Semesters | 0.5 |
| | 1501360 | WEIGHT TRAIN 3 | 05/02/2014 | | Weight Training 3 | | Unweighted | | | 0.5 |
| | 1501350 | WEIGHT TRAIN 2 | 05/06/2014 | | Weight Training 2 | | Unweighted | | | 0.5 |
| | 1501340 | WEIGHT TRAIN 1 | 05/02/2014 | | Weight Training 1 | | Unweighted | | | 0.5 |
| | 5100580 | VPK-SCH YEAR PROG | 05/06/2014 | | Voluntary Prekindergarten Educa | | Unweighted | | | 0.0 |
| | 2100310 | US HIST | 05/06/2014 | | United States History | | Unweighted | | | 1.0 |
| | 2106310 | US GOVT | 05/06/2014 | | United States Government | | Unweighted | | | 0.5 |
| | 7963070 | U SKLS: SOC&EMO 9-12 | 05/06/2014 | | Unique Skills: Social & Emotional | | Unweighted | | | 0.0 |
| | 7963160 | U SKLS: IND FUN 9-12 | 05/06/2014 | | Unique Skills: Independent Funci | | Unweighted | | | 0.0 |

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Next