



DEPARTMENT OF EDUCATION

INSTRUCTIONAL SERVICES

Course Catalog

Application Guide

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Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

Date	Version	Description	Owner
12/04/2020	1.0	Initial version of the Course catalog application.	Instructional Services
03/2021	2.0	Added sections on Course Drafts, Course Editing and Course Publishing.	Instructional Services
04/2021	3.0	Added sections on Endorsement to Course, Course to Teacher and Teacher to Course mapping. Also updated screenshots throughout.	Instructional Services

Application Guide

Creating an AIM Account

Navigate to ALSDE Identity Management (AIM) login page located at <http://aim.alsde.edu>.

Click the *Need an Account?* link just under the Log in button.

The screenshot shows the login interface for the AIM portal. The header includes the ALSDE logo and the text 'AIM: ALSDE Identity Management' and 'AIM.ALSDE.EDU/AIM'. The main content area is titled 'Log into AIM Portal' and contains a 'Help' icon. Below the title are two input fields: 'Email address' and 'Password'. A 'Log in' button is located below the password field, with a 'Forgot password?' link to its right. A red rectangular box highlights the 'Need an account?' link positioned below the 'Log in' button. At the bottom of the page, there are three columns of text: 'Identity Management', 'Single sign-on', and 'Terms of Service', each with a brief description and a 'View the Terms of Usage' link.

Enter your email address in the field provided. If you are already assigned to a position in the Education Directory, you must use the same email address.

Select **Create Account** to begin the process of creating your account. You will receive an email with a link; follow the instructions in the email.

The screenshot shows the 'Create Account' page. The header is identical to the login page. The main heading is 'Create Account' with a 'Help' icon. Below the heading is an 'Email address' input field. A red arrow points to the right side of the input field. Below the input field are two buttons: 'Create Account' and 'Cancel'. At the bottom, there are three columns of text: 'Identity Management', 'Single sign-on', and 'Terms of Service', each with a brief description and a 'View the Terms of Usage' link.

Create an Account – Email Address Entered

Wed, 28 Oct 2015 10:53 AM Log in

AIM: ALSDE Identity Management

Email sent!
We sent an email to anothersample@leaaddress.edu; check and follow [Mail Sent](#) instructions.

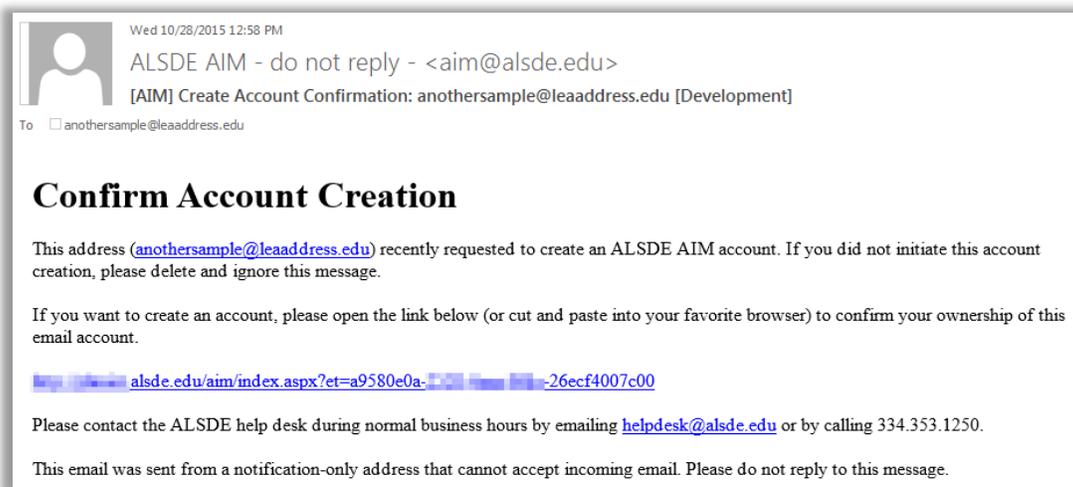
Log in Help

Email address:

Password:

[Log in](#) [Forgot password?](#)

Create an Account – Email Received



You will receive this email if you attempt to create a new account. Open the link provided to complete the account creation process. This link is valid for two hours. If you attempt to access after two hours, you will receive a message that the token has expired. Please go back to **Create an account** to generate a new token.

When you follow the link, you should see the screen in **Create an Account – Name and Password**.

Create an Account – Name and Password

Wed, 28 Oct 2015 1:01 PM Log in

AIM: ALSDE Identity Management

Create Account Help

Email address:

First name: ←

Middle name: *Optional*

Maiden name: *Optional*

Last name: ←

Password: ←

Password (again): ←

←

Enter your first name in the **first name** field. Enter your last name in the **last name** field. If you would like, you may enter your middle name in the **middle name** field, and/or your maiden name in the **maiden name** field.

Enter your password in the **Password** field. Re-enter the same password in the **Password (again)** field. Please note that your password must be between 8 and 16 characters long. Your password must also include three of the four following conditions:

- a number
- an uppercase letter
- a lowercase letter
- a special character: .+@!^&*?|#\$%_-_

Select **Create account** to create your account. Once you successfully enter all required information, you should see the *Error! Reference source not found.* screen.

1. Definitions, Acronyms and Abbreviations

LEA – Local Education Agency

SCED - School Courses for the Exchange of Data. A voluntary, common classification system for prior-to- secondary and secondary school courses. It can be used to compare course information, maintain longitudinal data about student coursework, and efficiently exchange course-taking records.

General Course Information

- **Career Tech** - Yes/No indicator that signals to the student management system courses that are to be categorized as Career Tech.
- **Certification Endorsements** – Requirements needed by instructors to teach a course.
- **College Course** – Yes/No indicator that signals to the student management system courses that are taught by colleges and universities.
- **College Course ID** – Unique identifier for college courses.
- **Course Number** – Unique course identifier based on a combination of SCED and ALSDE methodologies.
- **Course Level** – Level of rigor for the course.
- **Credit Hours** – A unit measuring how much credit a student receives for attending a course.
- **Credit Type** – Substitute course credits
- **Delivery Type** –The way in which educational content is conveyed from instructor to students.
- **Locally Editable** – Yes/No indicator that signals to the student management system courses that can be edited at the local level.
- **SCED Category** – The intended major subject category of the course.
- **Special Education** - Yes/No indicator that signals to the student management system courses that are categorized as Special Education.

- **Subject** – The specific areas of instruction in which courses are offered within academic organizations.
- **Tags** – Special search functions that can be used to group or categorize data for reporting.

Career Tech Information

- **CIP Code** – The Classification of Instructional Programs (CIP) is code system of instructional programs with the purpose to facilitate the organization, collection, and reporting of fields of study and program completions.
- **Cluster Type** – A group of jobs and industries that are related by skills or products. Within each cluster, there are programs that correspond to a collection of courses and training opportunities to prepare students for a chosen career.
- **Credential Type** – Usually issued by an industry or industry group and verifies that an individual has met the skill standards established by that industry or industry group, as minimal requirements to successfully enter the workforce and compete in that occupational area.
- **Program Type** – A coherent sequence of rigorous career technical and academic courses at the school level that prepares students for successful completion of state academic standards, readies all students for entry-level careers, and lays the foundations for more advanced postsecondary training.
- **Traditional Female** – Fields of work or occupations, including careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender (female) comprise less than 25 percent of the individuals employed in each such occupation or field of work.
- **Traditional Male** – Fields of work or occupations, including careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender (male) comprise less than 25 percent of the individuals employed in each such occupation or field of work.

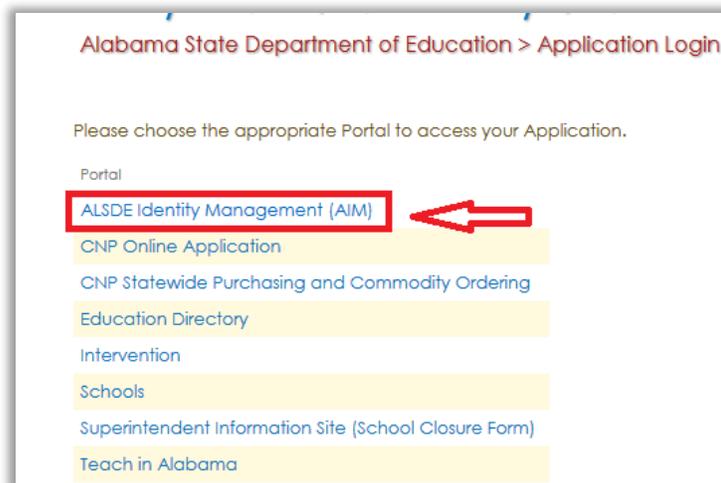
Application Guide

2. How Do I Get Started?

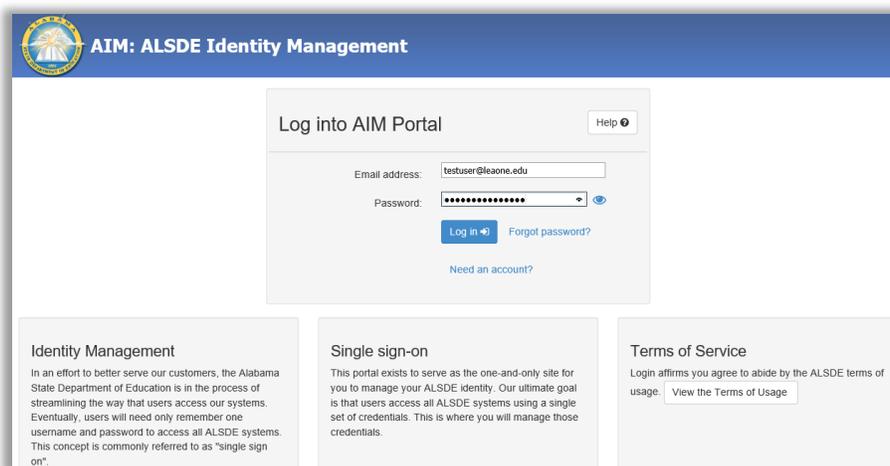
Go to the main ALSDE website (www.alsde.edu) and click the “Application Login” link.



A page will display the available application portals. Select the “ALSDE Identity Management (AIM)” option.

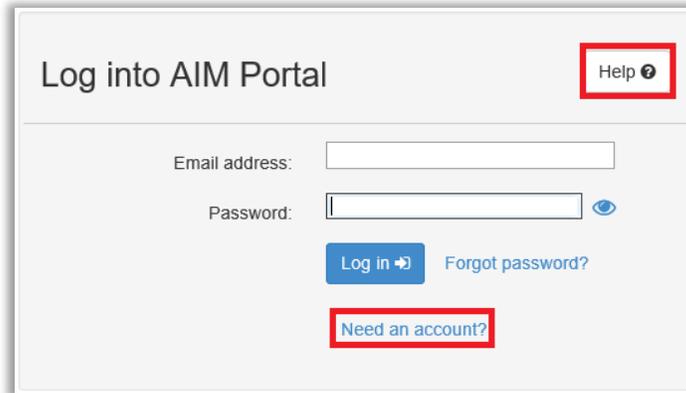


The AIM Login page will be displayed. To access the Courses application, you must have an AIM account and permissions for the application assigned in the Education Directory. If these steps have been completed, enter your email address and password and click the Login button to access the application.



Application Guide

If you do not have an AIM account, click the *Need an Account?* link just under the Log In button and follow the steps for creating an account. For more detailed instructions on creating an AIM Account, scroll up to the **Creating an AIM Account** section of this document or click the Help button on the AIM screen.



Log into AIM Portal

Help ?

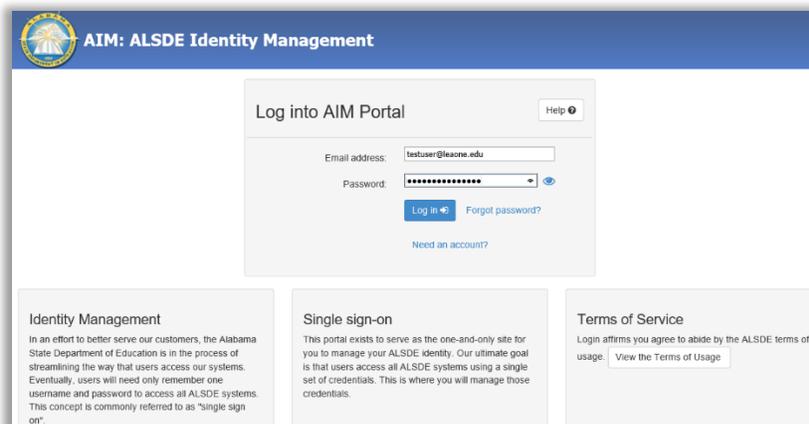
Email address:

Password: 

Log in  [Forgot password?](#)

[Need an account?](#)

Once you have an AIM account you must make sure that you are in an Education Directory (Ed Dir) group that has access to the application. Contact your Superintendent or their designee who is responsible for assigning LEA staff members roles in the Education Directory to assign the proper application access. After the AIM account has been created and permissions have been assigned in the Education Directory, you will be able to log in to the portal. Enter your email address and password and click the Login button to access the application.



AIM: ALSDE Identity Management

Log into AIM Portal

Help ?

Email address: testuser@leone.edu

Password:

Log in  [Forgot password?](#)

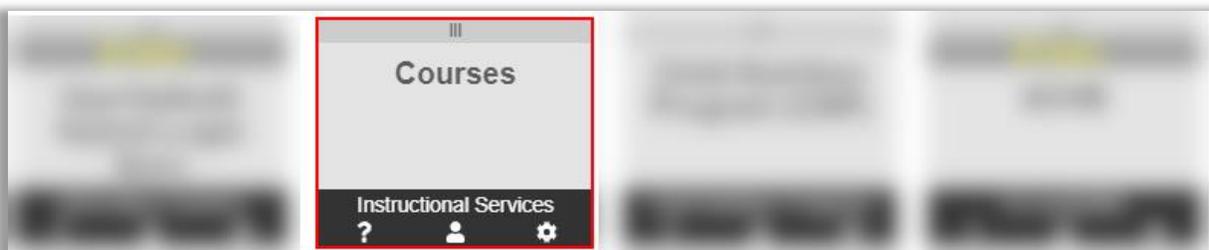
[Need an account?](#)

Identity Management
In an effort to better serve our customers, the Alabama State Department of Education is in the process of streamlining the way that users access our systems. Eventually, users will need only remember one username and password to access all ALSDE systems. This concept is commonly referred to as "single sign on".

Single sign-on
This portal exists to serve as the one-and-only site for you to manage your ALSDE identity. Our ultimate goal is that users access all ALSDE systems using a single set of credentials. This is where you will manage those credentials.

Terms of Service
Login affirms you agree to abide by the ALSDE terms of usage. [View the Terms of Usage](#)

After you have successfully logged into the portal you will see the Courses application in your application list on the main home page. Click the Course tile to open the application.



Application Guide

After opening the application, you will be presented with the Course Catalog homepage. From here, credentialed users can view and edit course information.



The Course Catalog has a minimal menu structure consisting of few menu items that allow users to navigate the site.

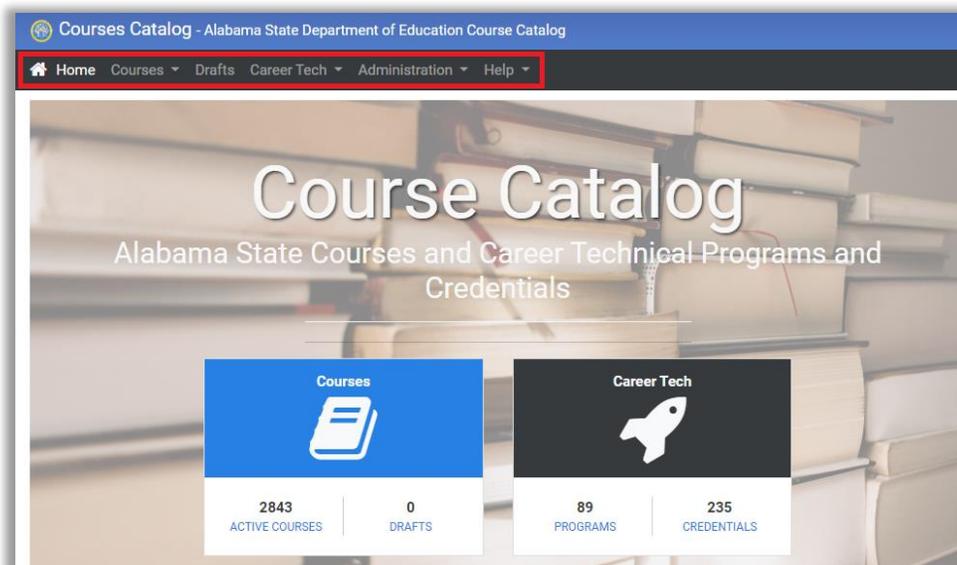
Home: Returns the user to the Course Catalog homepage.

Courses: Transfers the user to the Course Catalog (Active Courses) page which display a list of the active courses for viewing and editing (depending on security).

Drafts: Allows users to create and publish new courses.

Career Tech: Expands to display Clusters, Programs and Credential menu items. Each of these selections will take the user to a page that will allow the user to view or edit (depending on security) information on the selected option.

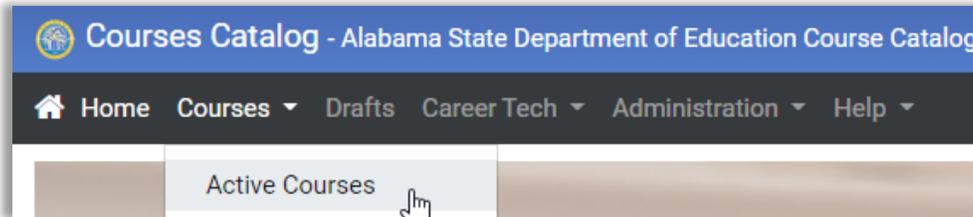
Help: Takes users to a document library with information on the Course Catalog application.



Note: The Courses and Career Tech graphics on the homepage will also take the user to the respective sections.

3. How do I view general information on a course?

To view information on a course, hover over Courses and select Active Courses from the menu.



This action will open the Course Catalog (Active Courses) page and present the user with a data grid containing active ALSDE courses.

A screenshot of the 'Course Catalog (Active Courses)' page. It features a data grid with columns for Course Number, Name, Begin Year, End Year, Low Grade, High Grade, Course Level, Credit Hours, Sced Category, Subject, and Status. The grid contains three rows of English courses. Above the grid are icons for refresh, delete, refresh, print, and export, along with a search bar.

Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status
01001H1000	English, Grade 9, Honors (1 cr)	2011		09	09	Honors	1.00	English Language and Literature (Parent)	English Language Arts	
01001G1000	English, Grade 9 (1 cr)	2011		09	09	General or Regular	1.00	English Language and Literature (Parent)	English Language Arts	
01001E1000	English, Grade 9, Adv Level (1 cr)	2011		09	09	Enriched or Advanced	1.00	English Language and Literature (Parent)	English Language Arts	

The data grid provides the user with functions such as sorting, grouping, filtering, and exporting. For more information on these functions, see the **Working with Data Grids** section of this document.

A screenshot of the 'Course Catalog (Active Courses)' page showing a different set of courses in the data grid. The columns and search bar are the same as in the previous screenshot.

Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status
01039GPKPK	Reading, Grade PK	2011		PK	PK	General or Regular	0.00	English Language and Literature (Parent)		Revised
01040GKGKG	Reading, Grade K	2011		KG	KG	General or Regular	0.00	English Language and Literature (Parent)	Electives	Revised

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Click on the course number to see additional information on the course such as the full course description, tags, delivery types, endorsements, and career tech information (if applicable).

Course Number ▼	Name
🔍	🔍
01005H1000	English, Language and Composition, AP



English, Language and Composition, AP (01005H1000)

Details

Name English, Language and Composition, AP

Course Number 01005H1000

CIP Code None

Description NOTE: FULFILLS ENGLISH CREDIT REQUIRED FOR GRADUATION College-level advanced course following the curriculum established by the College Board Advanced Placement (AP) Program for English; engages students in becoming skilled writers who compose for a variety of purposes; guides students in becoming skilled readers of prose written in a variety of rhetorical contexts; extensive writing of compositions

Service Range 2011 to Current

Grade Range 11 to 12

Credit Hours 1.00

Course Level Honors (H)

SCED Category English Language and Literature (01) - English Language and Literature (Parent)

Subject English Language Arts

Locally Editable No

Credit Types **C** **ELA**

Tags **None**

Delivery Types **None**

Endorsements **English Language Arts (67AFB)** **English Language Arts (67AFF)**
English Language Arts (67AJK)

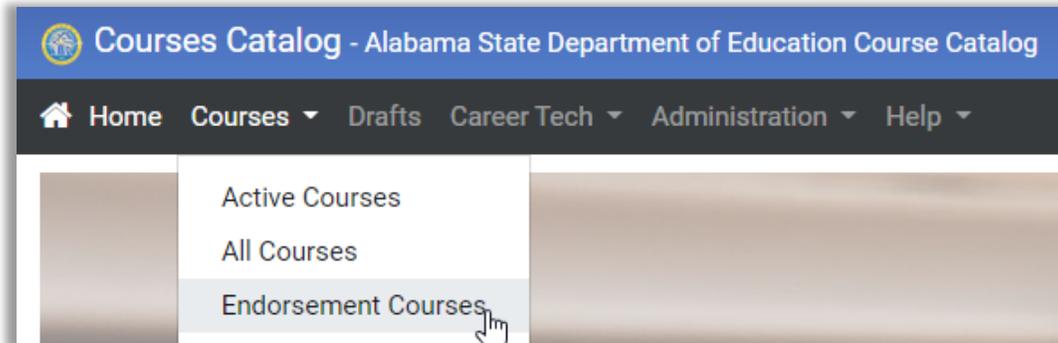
Career Tech Programs

🔍 Search

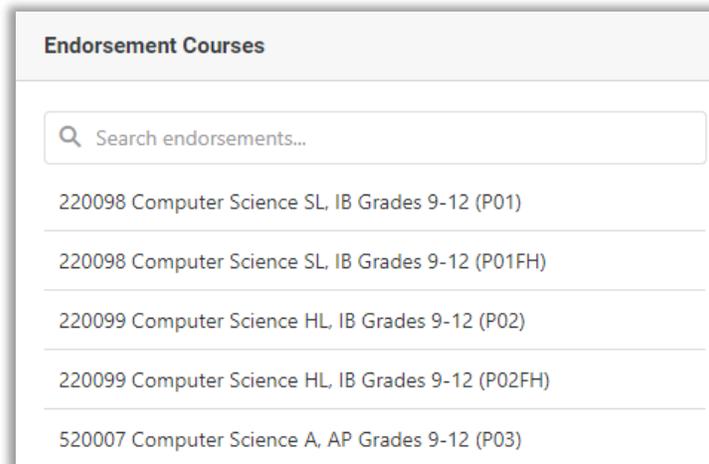
No Programs Assigned

Viewing Endorsements and the Courses to Which They Are Assigned

To view endorsements and the courses to which they are assigned, hover over the Courses menu item and select Endorsement Courses.



After making the selection, a list of endorsements will be presented on the screen.

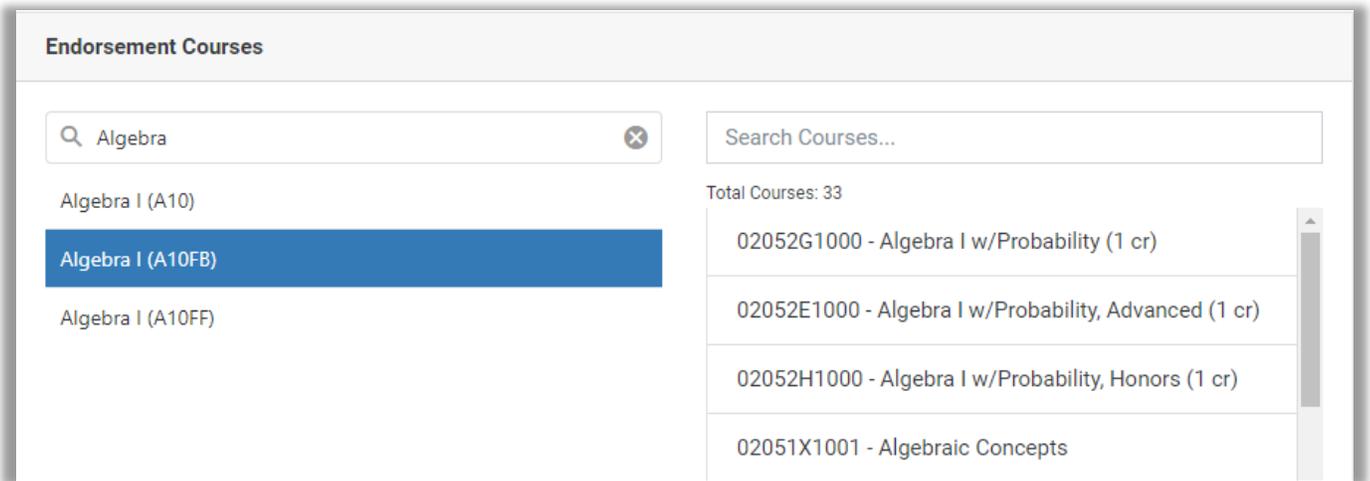


Filter the list by typing into the Search endorsements box.



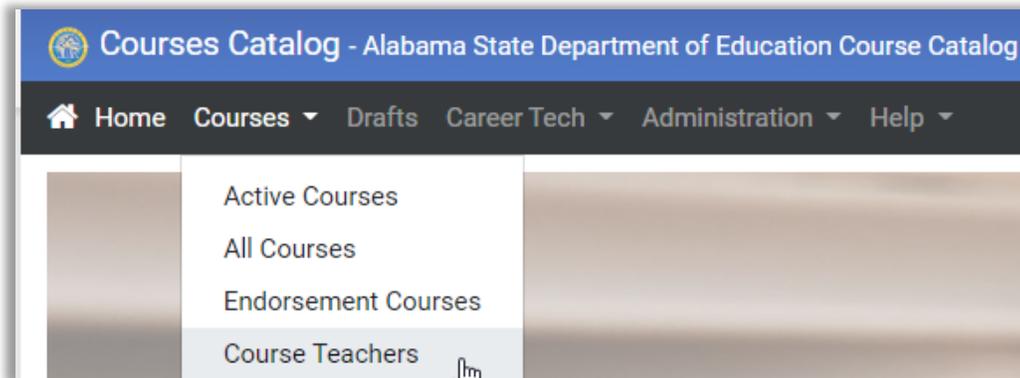
Application Guide

Click on an endorsement and you will be presented with a list of courses that contain that endorsement.

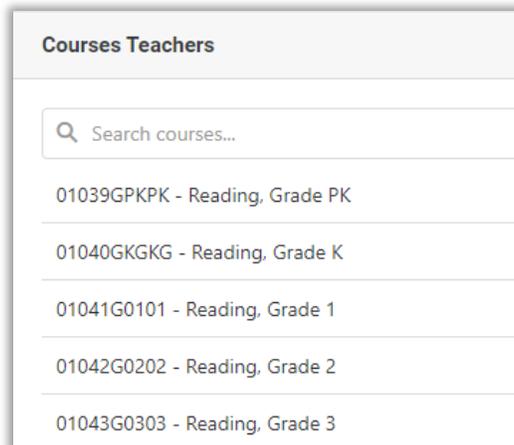


Viewing Teachers Teaching a Course (From the Course Perspective)

To view teachers teaching a particular course, hover over the Courses menu item and select Course Teachers.

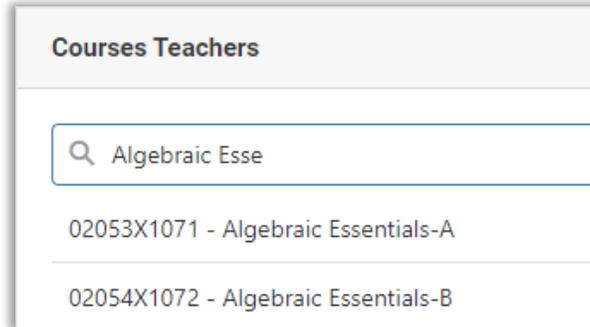


After making the selection, a list of courses will be presented on the screen.

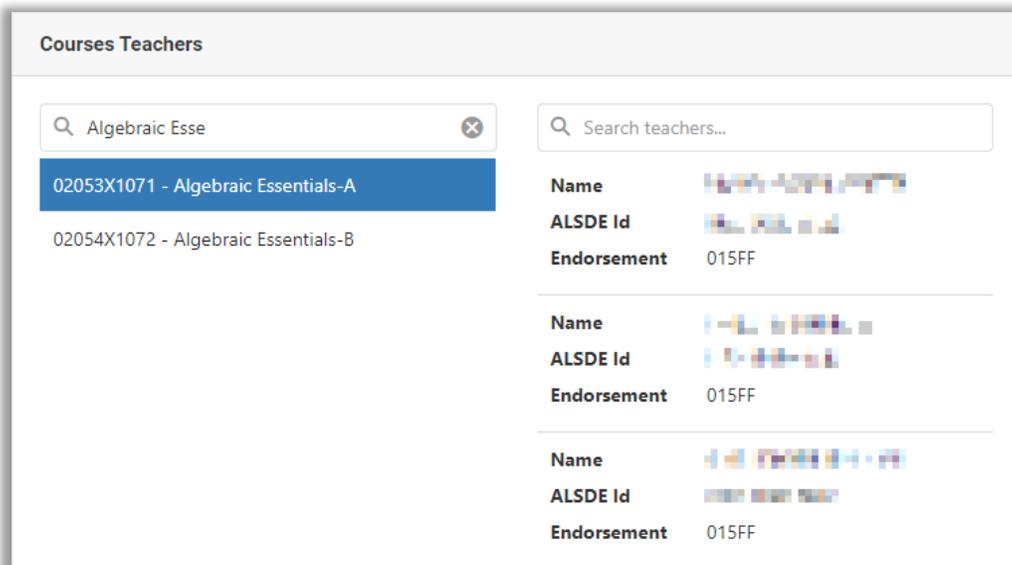


Application Guide

Filter the list by typing into the Search courses box.

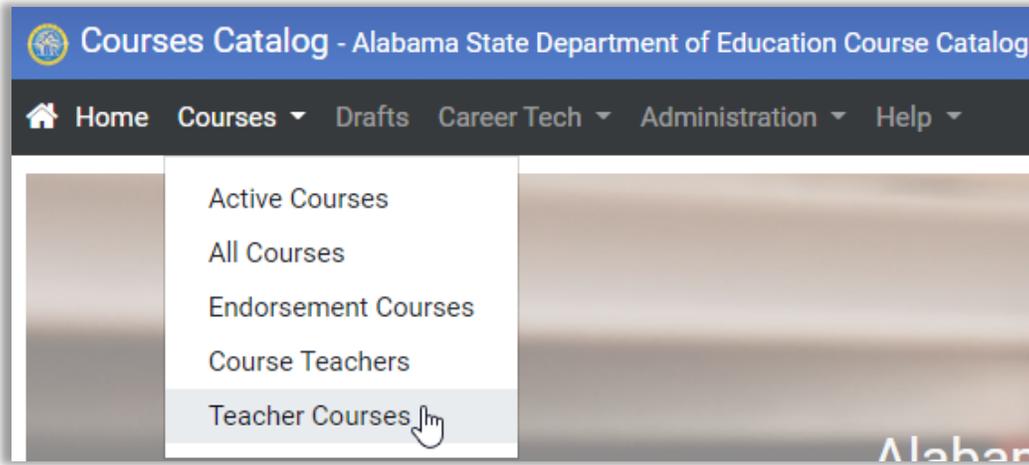


Click on a course and you will be presented with a list of teachers that are currently teaching the course.

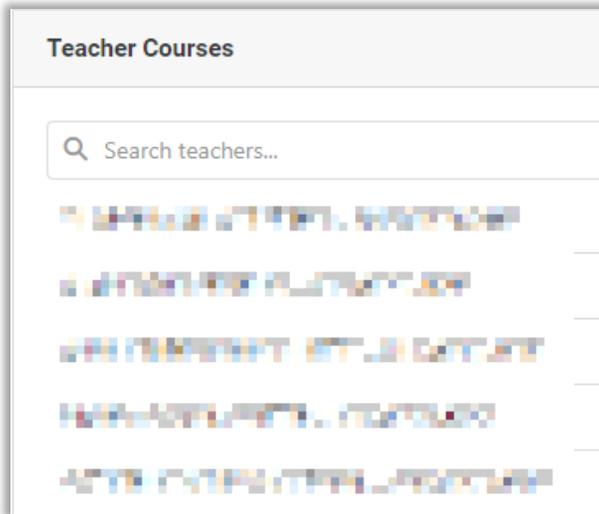


Viewing Teachers Teaching a Course (From the Teachers Perspective)

To view teachers teaching a particular course, hover over the Courses menu item and select Teacher Courses.

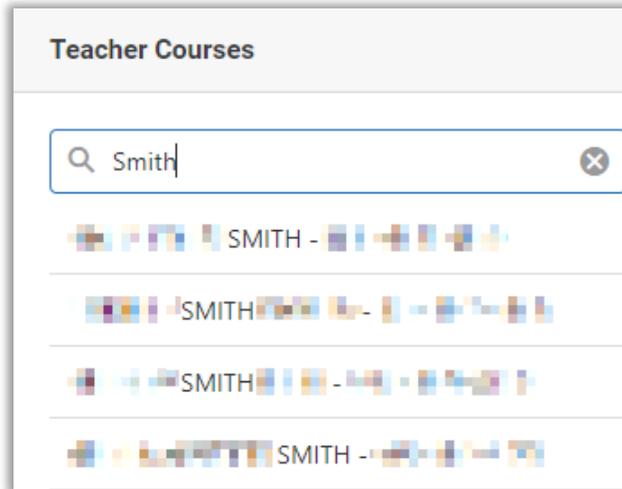


After making the selection, a list of teachers will be presented on the screen.

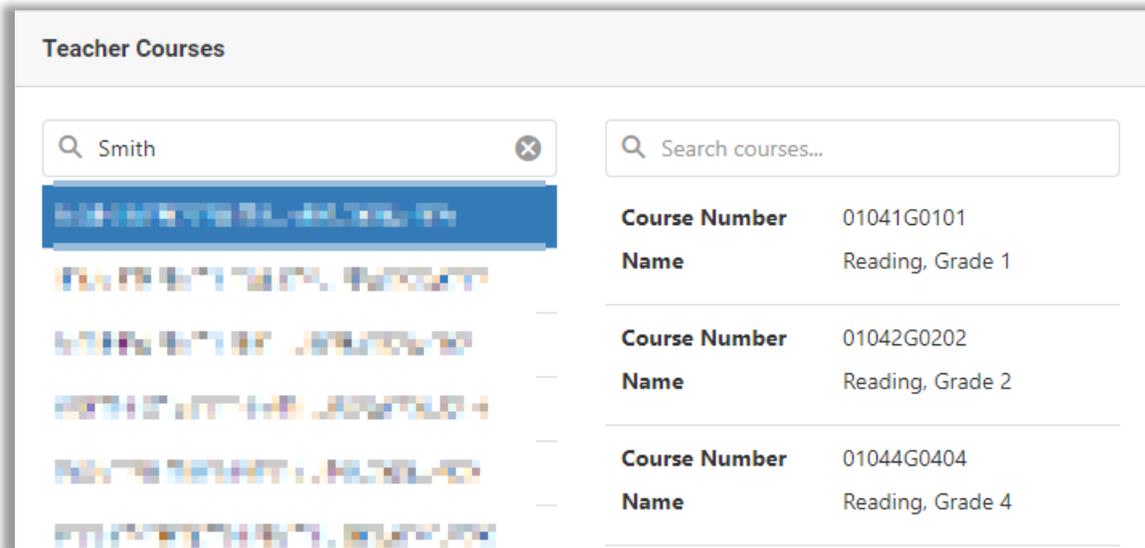


Application Guide

Filter the list by typing into the Search courses box.

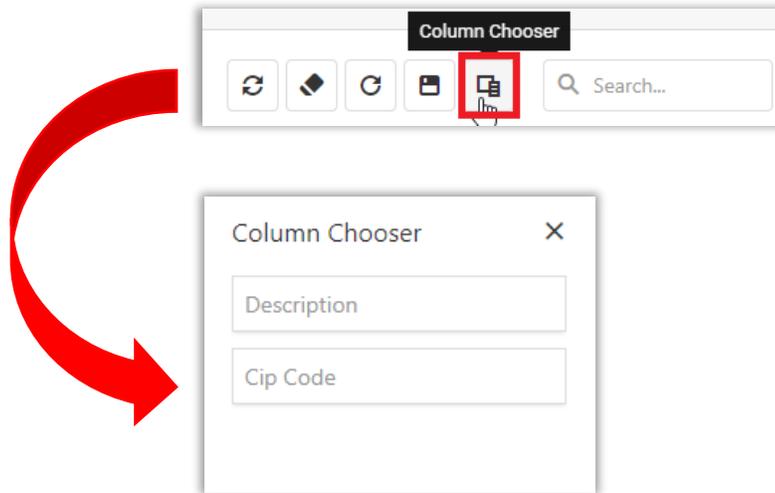


Click on a name and you will be presented with a list of courses the teacher is eligible to teach.

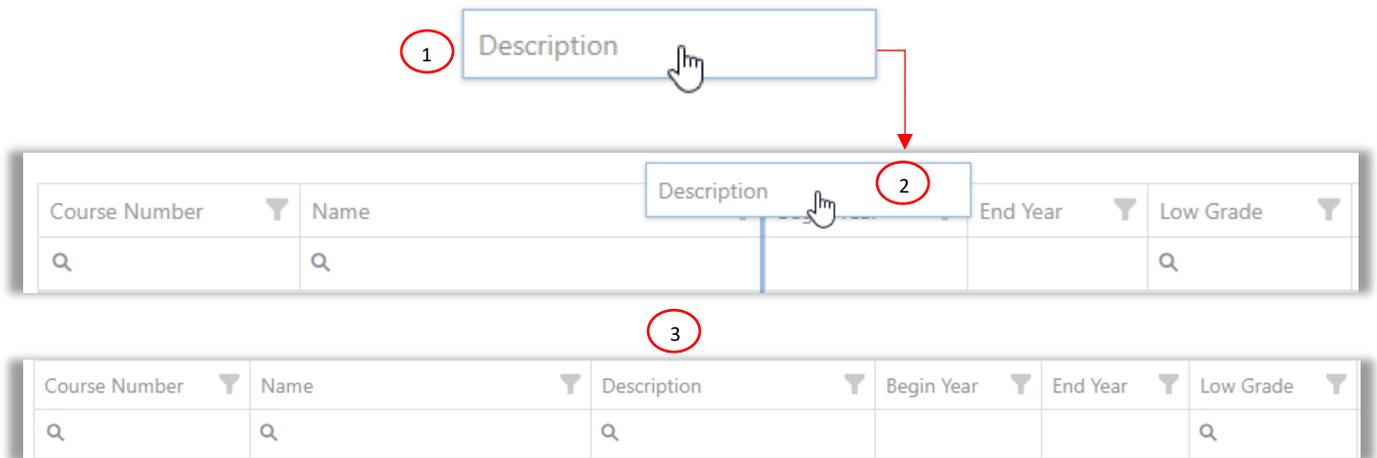


4. Working with Data Grids

Column Choose Button (Adding Fields to the Grid) – Click the Column Choose button to open the Column Chooser box that contains additional course related fields that can be added to the grid.



Select a column from the Column Chooser popup and drag it to the desired location on the data grid. When dragging a column to the grid, be sure to click in the empty area to the right of the column name. This ensures that the process of adding a column works properly. Once the desired location has been reached, released the mouse button to place the column on the grid.



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Column Chooser Button (Removing Fields from the Grid)

To remove fields from the grid and customize your view:

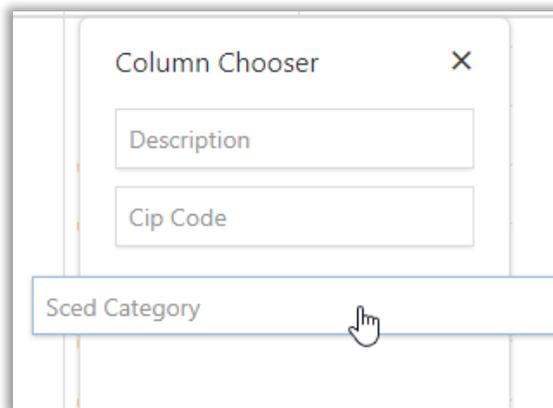
- a. Click the Column Chooser button.



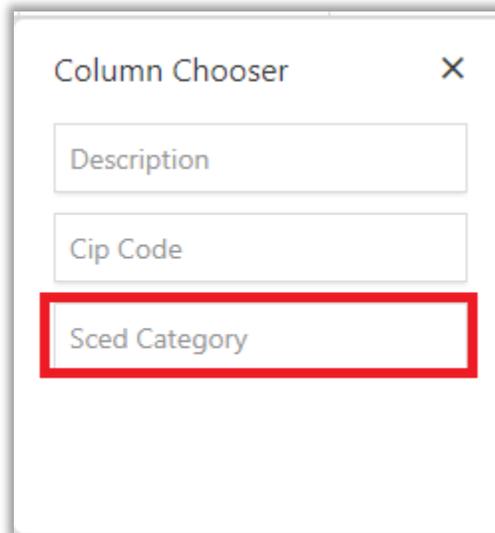
- b. From the data grid, locate the field you wish to remove and click in the empty area to the right of the column name with your mouse.



- c. While still holding the left mouse button down, drag the field to the Column Chooser box



- d. Release the left mouse button to move the field to the box. The column will be added to the Column Chooser popup and removed from the data grid.



Application Guide

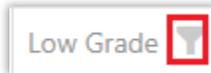
Sorting - The grid allows you to sort data displayed within an unlimited number of columns. Click a column header to initiate the sort process. The column's current sort order is indicated by a sort arrow (↑) displayed at the column header's right edge. If the column is not sorted, the sort arrow is hidden. Click the column's header to sort data against a data column or change the column's sort order.

Course Number ↓ = Descending Course Number ↑ = Ascending Course Number = No Sorting

Filtering - The Filter Row allows an end-user to filter data by typing text directly into the row. For instance, entering 12 in the filter row for Low Grade will filter the grid for courses that have a low grade of 12 only.

Course Number	Name	Begin Year	End Year	Low Grade	High Grade
22998X1060	AAS Project SEARCH	2018		12	12
22250X1061	AAS: Elective Beyond 1	2018		12	12
19257X1060	AAS: Life Skills Beyond 1	2018		12	12

The grid can also be filtered by clicking the funnel on the column header.



A popup will appear allowing displaying a list of values in that column. From here, the user can enter a value in the search box to filter for a single value or place a check next to each value they want to include in the grid if they want to filter on multiple values.

Select All

 01

 02

 03

OK
Cancel

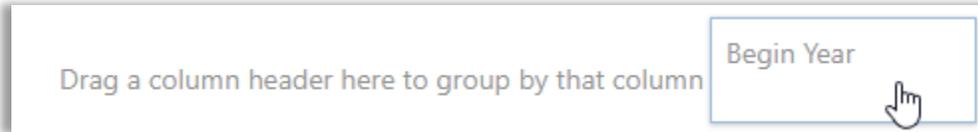
To remove filtering from the grid, click the Clear Filters button above the grid or the Clear link in the bottom right corner of the grid.



Grouping – The data grid also allows for grouping. A grouping panel displays headers of data columns involved in data grouping.

Drag a column header here to group by that column

Users can group data by dragging column headers onto the grouping panel.



Begin Year ↑	
Course Number	Name
Q	Q
▶ Begin Year: (35 Courses)	
▶ Begin Year: 2011 (788 Courses)	
▶ Begin Year: 2012 (89 Courses)	
▶ Begin Year: 2013 (7 Courses)	
▶ Begin Year: 2014 (229 Courses)	
▶ Begin Year: 2015 (126 Courses)	
▶ Begin Year: 2016 (3297 Courses)	
▶ Begin Year: 2017 (75 Courses)	
▶ Begin Year: 2018 (190 Courses)	
▶ Begin Year: 2019 (457 Courses)	
▶ Begin Year: 2020 (35 Courses)	

Grouping Panel

Grouping Rows

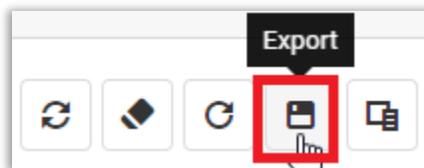
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Group rows are used to organize data rows into a tree when data grouping is applied. A group row contains a group expand button that enables end-users to expand and collapse the group row, as well as show or hide its child rows. Group rows can also display group summary values.

Begin Year: (35 Courses)					
Begin Year: 2011 (788 Courses)					
12104G1012	Accounting		09	12	General or Regular
12104G1022	Advanced Accounting		09	12	General or Regular
11990G1007	Advanced Animation Portfolio		09	12	General or Regular
21103G1033	Advanced Architectural Design		09	12	General or Regular
12003G1000	Advanced Business Technology Applications		09	12	General or Regular
11153G1022	Advanced Digital File Preparation and Output		09	12	General or Regular
21106G1033	Advanced Drafting Design		09	12	General or Regular

Note: To remove grouping, drag the grouping column back to the data grid.

Exporting - All data from the grid can be exported into a Microsoft Excel spreadsheet by clicking the Export button just above the grid.



After clicking the button, a popup will display prompting the user to Open, Save or show the file in its saved location.



Note: The popup prompt and location will vary depending on the web browser used.

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Additional Grid Options

- The Reset grid to default button will restore the grid to its default layout removing all sorting, filtering, grouping and restored the default columns.



- The Refresh button will reload the data grid picking up and changes made to the data behind the grid. This option does reset the grid.



- The Search option allows users to search and filter the entire grid by a keyword.



For example, entering the keyword “Honors” into the Search box will filter the grid across all columns for any values that contain that word.

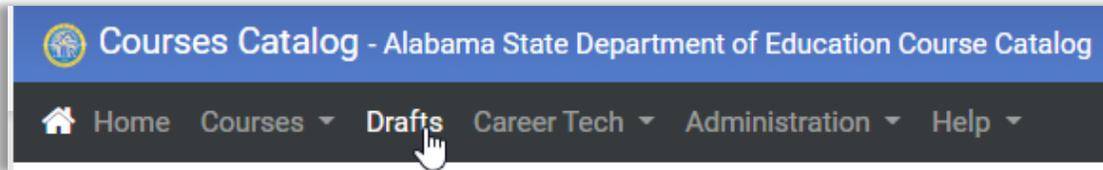


Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level
01005H1000	English, Language and Composition, AP	2011		11	12	Honors
01004H1000	English, Grade 12, Honors	2011		12	12	Honors
01006H1000	English, Literature and Composition, AP	2011		11	12	Honors
01007H10SL	Language A: Literature, SL, IB	2011		11	12	Honors

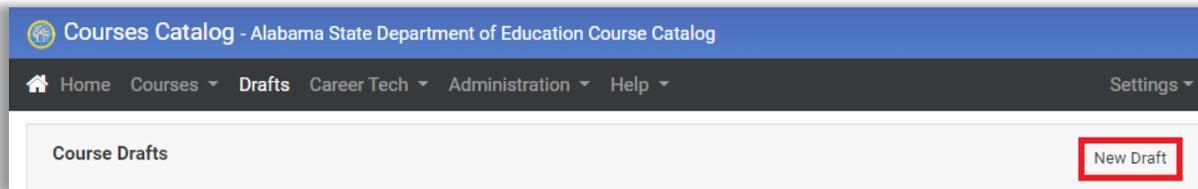
5. Creating a Draft – New Course (Course Admins Only)

Details Screen

To create a draft for a new course, click the Drafts menu option.



This will open the Course Drafts field, click the New Draft button in the upper right-hand corner of the screen.



The users will be taking to the Details tab of the draft process. Complete the required fields on the first section of the Details tab. This includes, but is not limited to, the Course Name, Course Description, Beginning Year and Low and High Grades.

 Two side-by-side screenshots of the 'New Draft' form, connected by a blue arrow pointing from left to right.

 The left screenshot shows the 'Details' tab selected. The form has several empty required fields:

- Course Name: Course Name (required) [Field is required]
- Description: Course Description (required) [Field is required]
- Beginning Year: -- Please select -- [Field is required]
- Ending Year: -- Please select -- [Field is required]
- Lowest Grade: -- Please select -- [Field is required]
- Highest Grade: -- Please select -- [Field is required]

 The right screenshot shows the same form with the following information entered:

- Course Name: Art & Animation 1-2
- Description: Art and Animation is a course in which students express their visual creativity through drawing, storytelling, and other visual mediums. Throughout the course, students will explore the international history and evolution of animation. Students will demonstrate creative self-expression as they learn basic drawing skills, techniques for original character design, the natural flow and movement of objects, and background development which includes an in-depth study of perspective drawing and layout. Instruction
- Beginning Year: 2021-2022
- Ending Year: -- Please select --
- Lowest Grade: 09 - 9th Grade
- Highest Grade: 12 - 12th Grade
- Grade Scale: 95-100
- Subject: Computer Science

Application Guide

Next, complete the middle portion of the Details tab by selecting a SCED Category, entering a SCED Course Number, selecting a Course Level and adding the state attributes.

Course Number	SCED Category
#####	-- Please select --
SCED Course Number	Course Level
	-- Please select --
State Attribute 1	State Attribute 2

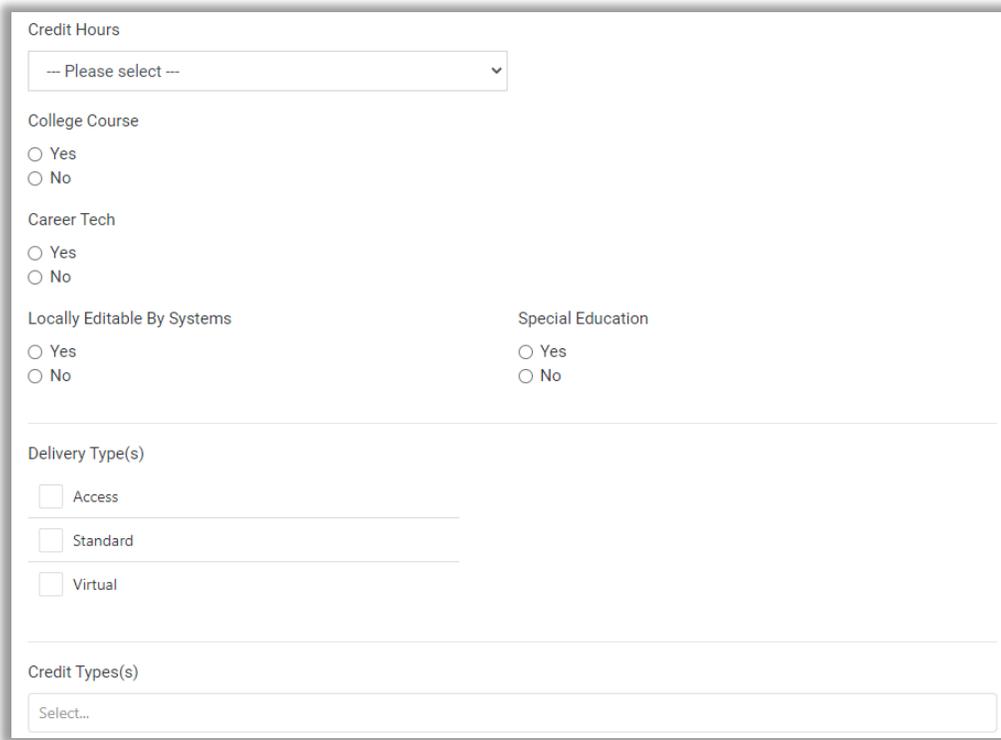
Note: Course Number will always be disabled. The course number will be built by selections made on the screen.

- SCED Category - Sets the first 2 digits of the Course Number.
- SCED Course Number – Sets the next 3 digits of the Course Number.
- Course Level - Sets the next digit of the Course Number.
- State Attribute 1 – Sets the next 2 digits of the Course Number.
- State Attribute 2 – Sets the final 2 digits of the Course Number.

Course Number	SCED Category
10777G1000	Information Technology (Parent)
SCED Course Number	Course Level
777	General or Regular
State Attribute 1	State Attribute 2
10	00

Application Guide

Finally, complete the bottom portion of the Details screen by entering the Credit Hours, Delivery Type and Credit Type information, if applicable.



Credit Hours
--- Please select ---

College Course
 Yes
 No

Career Tech
 Yes
 No

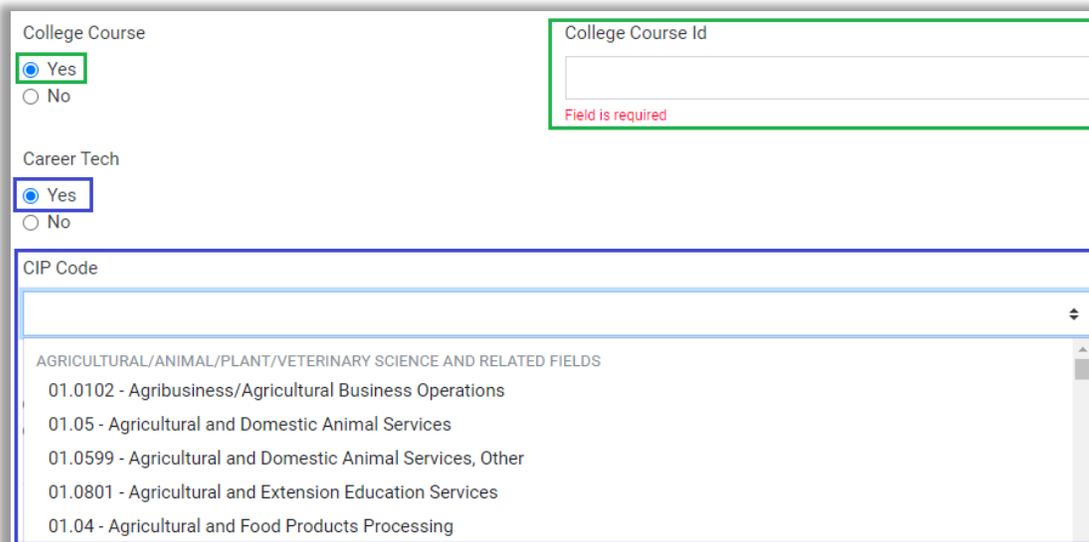
Locally Editable By Systems
 Yes
 No

Special Education
 Yes
 No

Delivery Type(s)
 Access
 Standard
 Virtual

Credit Types(s)
Select...

Note: If Yes is selected for College Course, a College Course ID will be required. Similarly, if Yes is selected for Career Tech, a CIP code is required.



College Course
 Yes
 No

Career Tech
 Yes
 No

College Course Id
Field is required

CIP Code
AGRICULTURAL/ANIMAL/PLANT/VETERINARY SCIENCE AND RELATED FIELDS
01.0102 - Agribusiness/Agricultural Business Operations
01.05 - Agricultural and Domestic Animal Services
01.0599 - Agricultural and Domestic Animal Services, Other
01.0801 - Agricultural and Extension Education Services
01.04 - Agricultural and Food Products Processing

Application Guide

Click the Save Changes button at the bottom of the page to save the information entered. Click Cancel Changes to exit the screen without saving.

Note: After the required fields are entered, users may click the Save Changes button at any time to save entered information. Saving the draft will also open the Certification Endorsement and CTE Programs tabs for editing.



Note: Courses in Draft mode are not available in the student management system. LEA users will only see courses in the student management system after they have been published.

After saving the changes, you will see an entry for the newly created draft in the main Course Drafts page.

Course Drafts New Draft

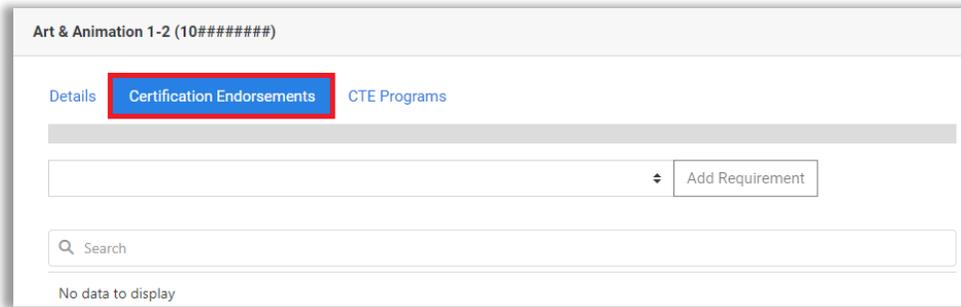
Drag a column header here to group by that column

↺ 🔍 ↻ 📄 📁

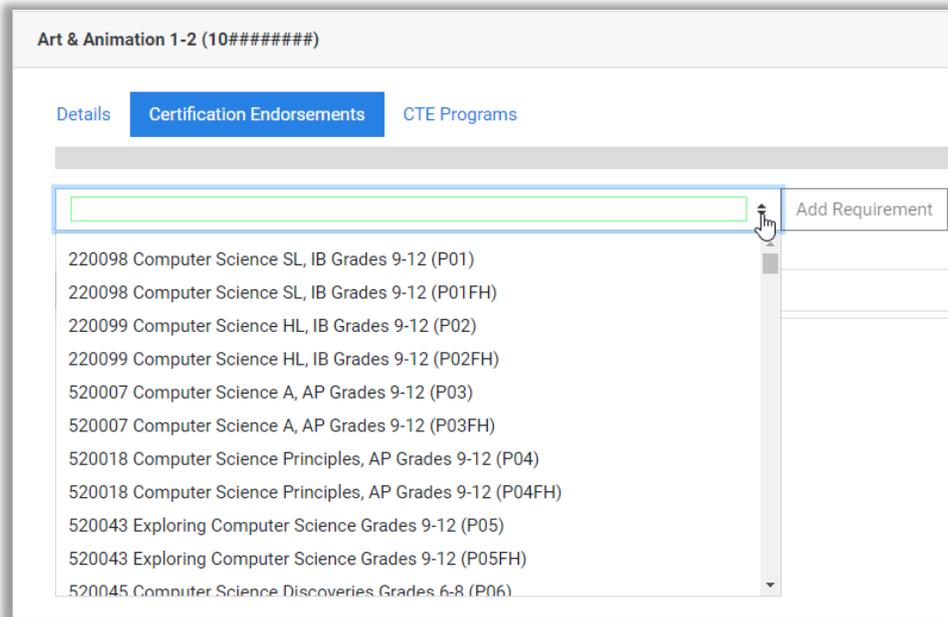
Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status	
10#####	Art & Animation 1-2	2022		09	12		2.00	Information Technology (Parent)	Computer Science	NewCourse	

Certification Endorsements Screen (Course and Teacher Certification Admins Only)

Once the Details screen is complete, move to the Certification Endorsements screen.



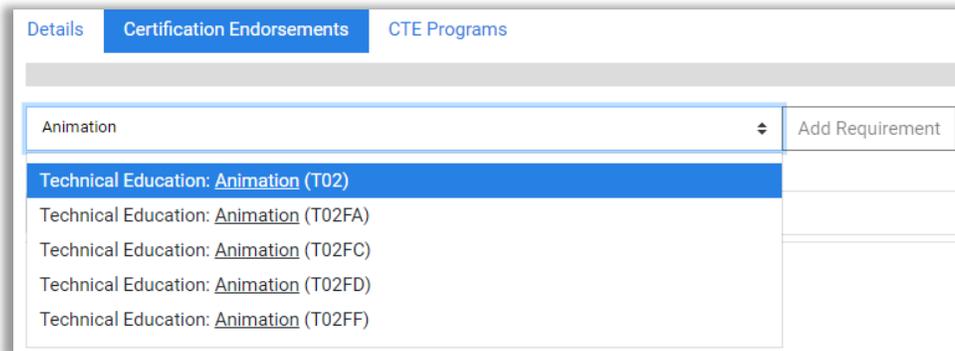
To add endorsements for the newly created course, click the requirements dropdown and select an endorsement.



Notes: Endorsements are listed alphabetically in the dropdown.

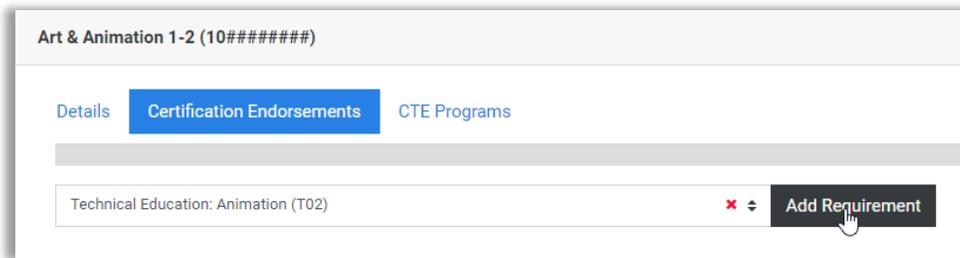
Some courses, such as College Credit courses, will not require endorsements.

Users may also type in the requirements dropdown to filter the list of endorsements.



Application Guide

After the endorsement and been located, click the Add Requirement button to attach the endorsement to the course.



Art & Animation 1-2 (10#####)

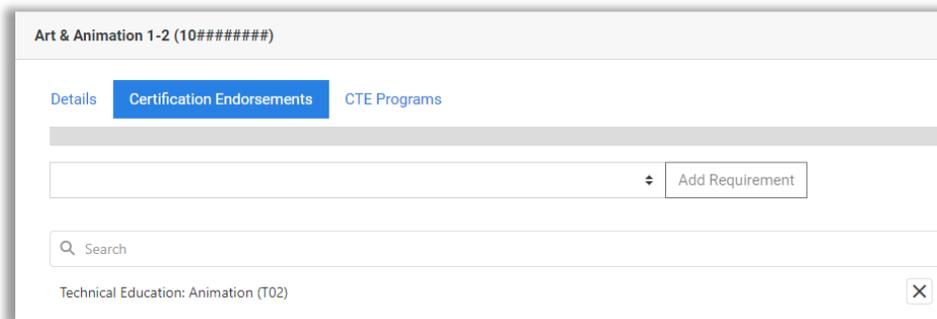
Details Certification Endorsements CTE Programs

Technical Education: Animation (T02) ✖ + Add Requirement

The user will receive an alert like the one below stating the endorsement has been added.



The endorsement will appear in a list just under the requirement dropdown.



Art & Animation 1-2 (10#####)

Details Certification Endorsements CTE Programs

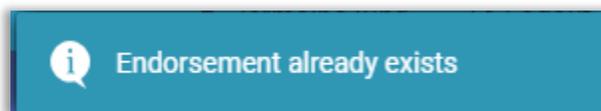
+ Add Requirement

🔍 Search

Technical Education: Animation (T02) ✕

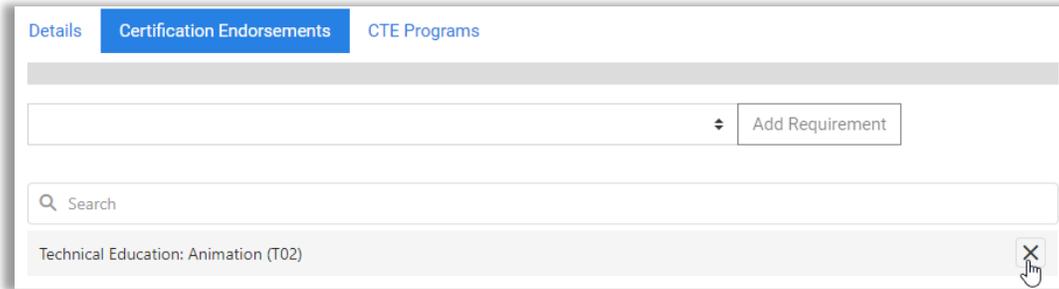
Repeat for each endorsement to be added to the course.

Note: If a duplicate endorsement is added for a course, the user will receive the alert below stating that the endorsement already exists for the course.

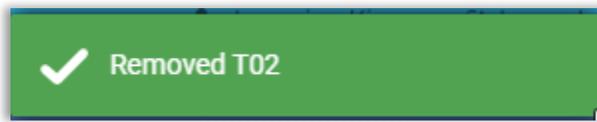


Application Guide

To remove an endorsement, click the x to the right of the endorsement.



The endorsement will be removed from the list and the user will receive an alert letting them know that the endorsement has been removed.



The Search bar just above the list of endorsements can be used to filter the endorsement list.



CTE Programs Screen (Course and CTE Admins Only)

The third portion of the draft process deals with CTE programs.

To access the CTE programs screen, click CTE Programs at the top of the page.

Art & Animation 1-2 (10#####)

Details Certification Endorsements **CTE Programs**

Add Career Technology Programs by selecting Beginning and Ending Year ranges and select Program

Beginning Year Ending Year

-- Please select -- -- Please select --

Field is required

Add

Note: The CTE Programs section is not applicable to all courses. If the course is not a CTE course, there is no need to complete this section of the draft process.

If the course is a CTE Course, complete this section of the process by entering a Beginning CTE Year and select a CTE program to which the new course belongs.

Art & Animation 1-2 (10#####)

Details Certification Endorsements **CTE Programs**

Add Career Technology Programs by selecting Beginning and Ending Year ranges and select Program

Beginning Year Ending Year

2021-2022 -- Please select --

Add

- Agriculture, Food & Natural Resources
- 7th/8th Grade Agriscience (001)
- Agribusiness Systems (004)
- AgriConstruction (005)
- Animal Systems (007)
- Aquaculture (009)
- Environmental and Natural Resources Systems (035)
- Floral Design (040)
- General Agriscience (042)
- Plant Systems (063)
- Power Mechanics (066)

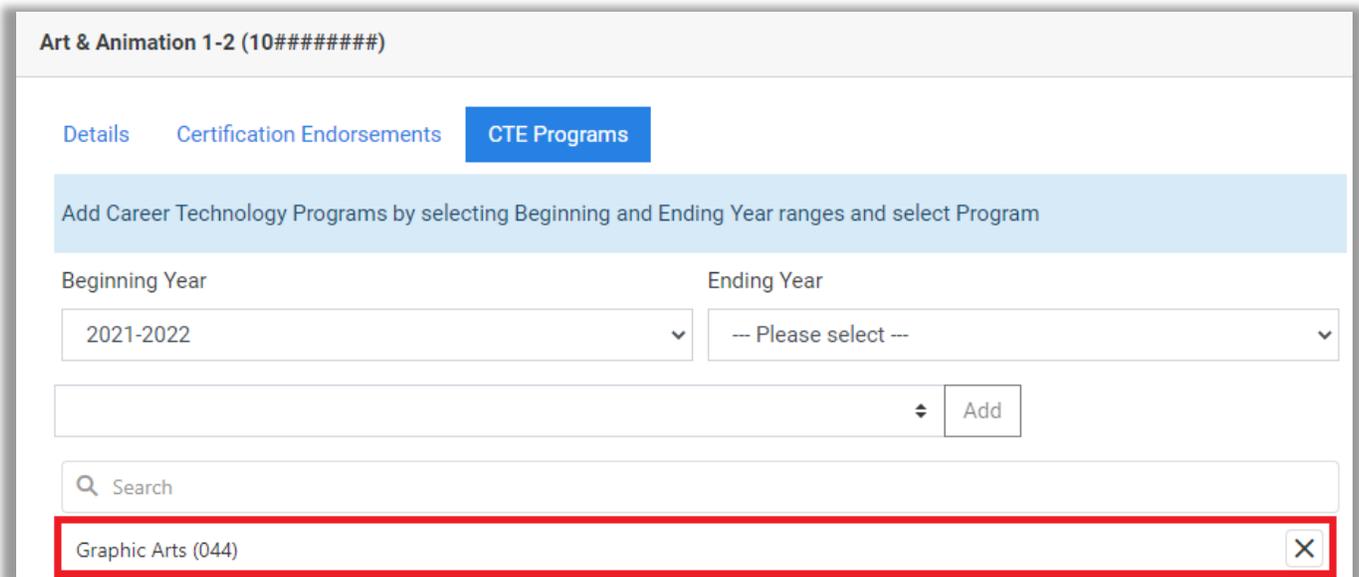
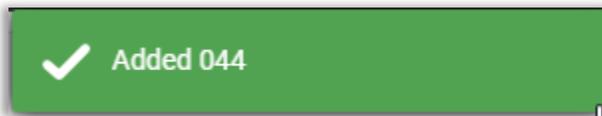
Application Guide

Click the Add button to attach the course to a CTE program.



The screenshot shows a form with two dropdown menus: 'Beginning Year' (set to 2021-2022) and 'Ending Year' (set to -- Please select --). Below these is a search bar containing 'Graphic Arts (044)'. To the right of the search bar is a red 'x' icon and a black 'Add' button. A mouse cursor is pointing at the 'Add' button.

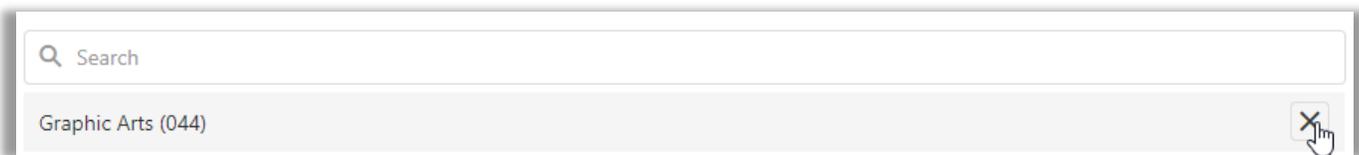
The user will receive an alert stating that the program has been added and the program will appear in a list just below the Programs dropdown.



The screenshot shows the 'Art & Animation 1-2 (10#####)' page. It has tabs for 'Details', 'Certification Endorsements', and 'CTE Programs'. Below the tabs is a light blue instruction bar: 'Add Career Technology Programs by selecting Beginning and Ending Year ranges and select Program'. The form fields for 'Beginning Year' (2021-2022) and 'Ending Year' (Please select) are visible. Below them is a search bar with 'Graphic Arts (044)' entered. The search results list 'Graphic Arts (044)' with a red border around it and a close 'x' icon on the right.

Repeat for each CTE program to which the course will be associated.

To remove an CTE program, click the x to the right of the program.



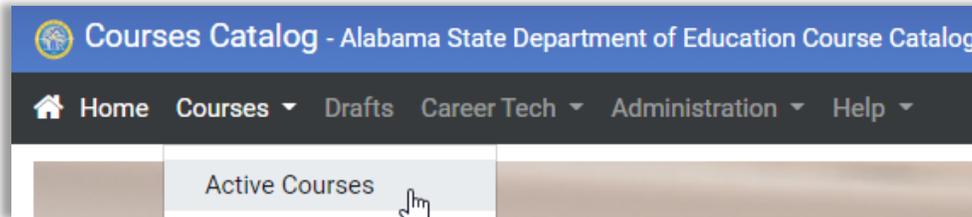
The screenshot shows the search results list with 'Graphic Arts (044)' displayed. A mouse cursor is clicking on the 'x' icon to the right of the program name.

The program will be removed from the list and the user will receive an alert letting them know that the program has been removed.



6. Editing an Existing Course

Users have the option to create a draft of an existing course for edits and changes. To build a draft of an existing course, hover over the Courses menu item and select Active Courses.



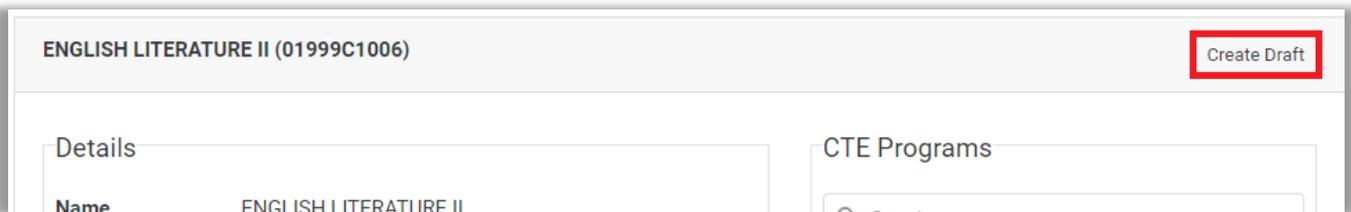
Find the course to be updated. The course list can be filtered by entering a Course Number or Course Name.

Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Seed Category	Subject	Status
01999C1006	ENGLISH LITERATURE II	2016		10	12	College	1.00	English Language and Literature (Parent)	College Credit	
01999C1005	ENGLISH LITERATURE I	2016		10	12	College	1.00	English Language and Literature (Parent)	College Credit	

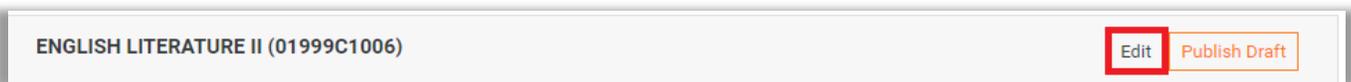
Click the Course number of the course to be updated to open the summary view for the course.



In the summary view, click the Create Draft button in the upper right-hand corner of the screen.



Click the Edit button in the top right-hand corner of the screen to begin the process of editing the draft of the new course.



Note: Course admins must first create the course draft before Teacher Certification and CTE admins can update their sections.

Application Guide

Make any necessary adjustments and click the Save Changes button to save the updates.

The screenshot shows a form with two main sections. The top section is for editing course details, and the bottom section shows the final state after a change. A blue arrow points from the '09 - 9th Grade' option in the dropdown to the '09 - 9th Grade' field in the final state.

Lowest Grade	Highest Grade
10 - 10th Grade	12 - 12th Grade
--- Please select --- PK - 2yr old PK - 3yr old PK - 4yr old PK - 5yr old KG - Kindergarten 01 - 1st Grade 02 - 2nd Grade 03 - 3rd Grade 04 - 4th Grade 05 - 5th Grade 06 - 6th Grade 07 - 7th Grade 08 - 8th Grade 09 - 9th Grade 10 - 10th Grade 11 - 11th Grade 12 - 12th Grade 13 - 13th Grade 14 - 14th Grade	Subject College Credit SCED Category English Language and Literature (Parent) Course Level College State Attribute 2 06
Lowest Grade	Highest Grade
09 - 9th Grade	12 - 12th Grade

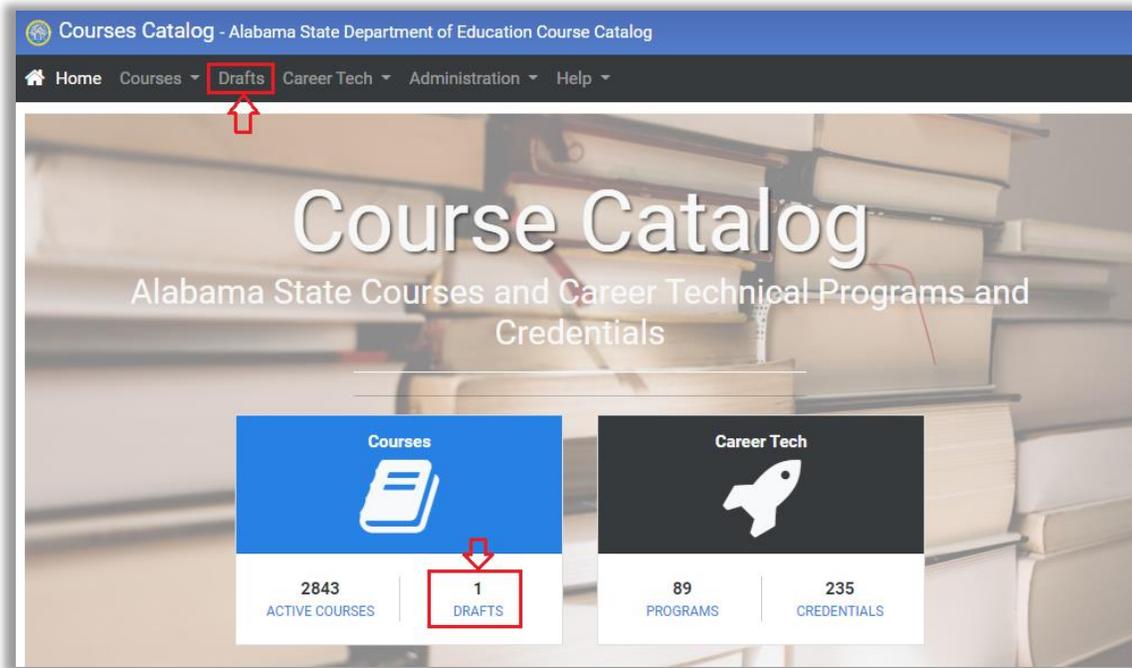
Note: For edits to existing courses, the Course, SCED and State Attributes fields cannot be edited.

Course Number	SCED Category
01999C1006	English Language and Literature (Parent)
SCED Course Number	Course Level
01999	College
State Attribute 1	State Attribute 2
10	06

This is by design and prevents the course number from being edited. If any of these attributes need to change, the user must create a new course. See the Creating a Draft – New Course section for more information on that process.

7. Viewing and Editing Drafts (Course Drafts Screen)

Users can view a list of course drafts at any time by opening the Courses app and either clicking the Drafts link on the menu or by clicking on the Drafts link under the Courses graphic on the home page.



Both options will take the user to the Course Drafts page which contains a grid listing all the draft courses.

Course Drafts New Draft

Drag a column header here to group by that column

↺ 🗑️ 🔄 📄 📁 🔍 Search...

Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status	
02010B0101	Art & Animation 1-2	2022		09	12	Basic or Remedial	2.00	Probability And Statistics	Computer Science	NewCourse	
01999C1006	ENGLISH LITERATURE II	2016		09	12	College	1.00	English Language and Literature (Parent)	College Credit	ExistingCourse	

Note: Courses in Draft mode are not available in the student management system. LEA users will only see courses in the student management system after they have been published.

Application Guide

From the grid, users can (1) Create a new draft, (2) see the status of a draft, (3) Edit an existing draft, (4) Delete a draft and sort and/or filter the grid.

Course Drafts

Drag a column header here to group by that column

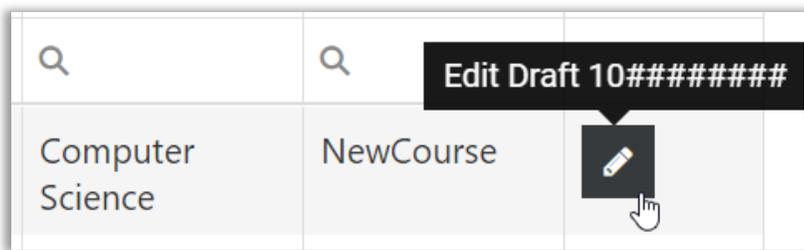
Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status
02010B0101	Art & Animation 1-2	2022		09	12	Basic or Remedial	2.00	Probability And Statistics	Computer Science	NewCourse
01999C1006	ENGLISH LITERATURE II	2016		09	12	College	1.00	English Language and Literature (Parent)	College Credit	ExistingCourse

1 New Draft

2

3 4

Clicking the pencil icon next to a course will open that draft in edit mode.



Art & Animation 1-2 (10#####)

Details Certification Endorsements CTE Programs

Course Name

Art & Animation 1-2

Description

Art and Animation is a course in which students express their visual creativity through drawing, storytelling, and other visual mediums. Throughout the course students will explore the international history and evolution of animation. Students will demonstrate creative self-expression as they learn basic drawing skills, techniques for original character design, the natural flow and movement of objects, and background development which includes an in depth study of perspective drawing and layout. Instruction will be given in the following areas: Elements of art and principles of design; perspective drawing and layout, historical and cultural development of animation, and computer art basics and applications. The five components in the California State and Performing Arts Framework as well as Long Beach Unified School District Content Standards are integrated into the curriculum.

Beginning Year: 2021-2022

Ending Year: -- Please select --

Lowest Grade: 09 - 9th Grade

Highest Grade: 12 - 12th Grade

Grade Scale: 95-100

Subject: Computer Science

Course Number: 10#####

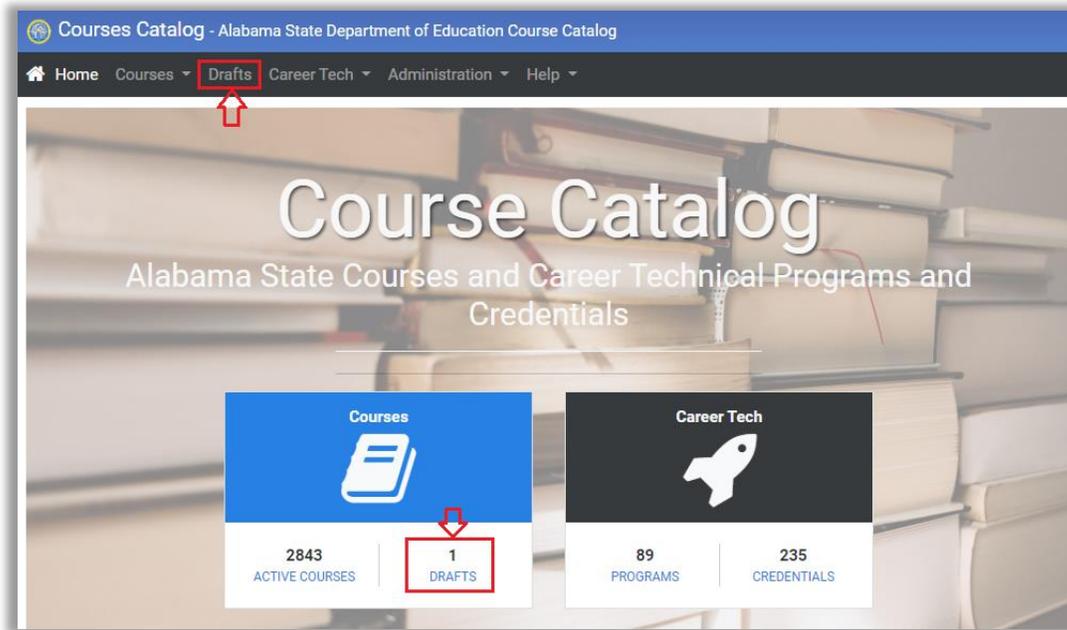
SCED Category: Information Technology (Parent)

Make any necessary adjustments and click the Save Changes button to save the updates.

Note: Teacher Certification and CTE admins are limited to making updates on their tabs only.

8. Deleting a Draft (Course Admins Only)

As stated in the section above, users can view a list of course drafts at any time by opening the Courses app and either clicking the Drafts link on the menu or by clicking on the Drafts link under the Courses graphic on the home page.

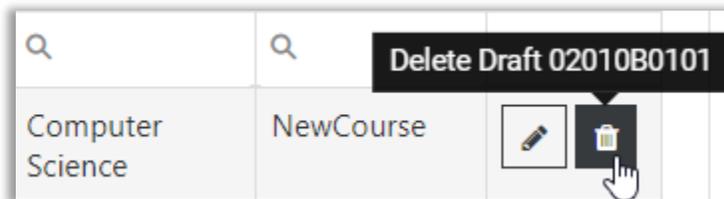


Course Drafts New Draft

Drag a column header here to group by that column

Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status	
02010B0101	Art & Animation 1-2	2022		09	12	Basic or Remedial	2.00	Probability And Statistics	Computer Science	NewCourse	
01999C1006	ENGLISH LITERATURE II	2016		09	12	College	1.00	English Language and Literature (Parent)	College Credit	ExistingCourse	

Clicking the trash can icon next to a course will trigger the delete process.



The user will receive an alert letting them know that the draft has been deleted and the draft will be removed from the Course Drafts list.



Application Guide

9. Publishing a Course (Course Admins Only)

To publish a draft, open the Courses app and proceed to the Course Drafts screen (see the Viewing and Editing Drafts section above).

When a draft is published, the Courses application sends the updated course information to the student management system for publishing to the LEAs.

In the Course Drafts screen, click the course number of the course to be published.

Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status
01999C1006	ENGLISH LITERATURE II	2016		09	12	College	1.00	English Language and Literature (Parent)	College Credit	ExistingCourse

In the screen that appears, review the information entered and click the Publish Draft button in the top right-hand corner of the screen.

ENGLISH LITERATURE II (01999C1006) Edit **Publish Draft**

Details

Name ENGLISH LITERATURE II

Course Number 01999C1006

CIP Code None defined

Description This course is a survey of English literature from the Romantic Age to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon

CTE Programs

Search

No Programs Assigned

The user will receive an alert saying that the course has been successfully published.



Additionally, the course will be removed from the Course Drafts grid and moved to the Course Catalog (Active Courses) grid. The courses status will be set to Published.

Course Number	Name	Begin Year	End Year	Low Grade	High Grade	Course Level	Credit Hours	Sced Category	Subject	Status
01999C1006	ENGLISH LITERATURE II	2016		09	12	College	1.00	English Language and Literature (Parent)	College Credit	Published

Notes:

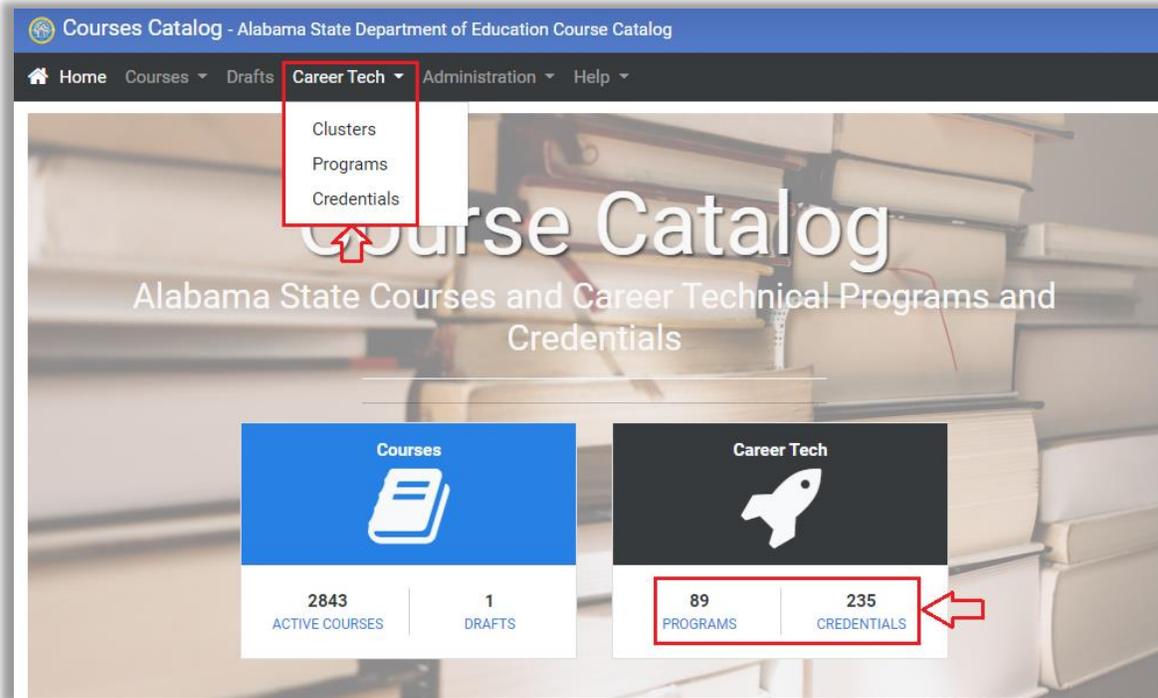
A new draft cannot be started until the existing draft has been published.

A course can be published multiple times in a day. The student management system will process changes made to a single course in order of submission. If the final published version of the course contains all the correct information the course will update correctly in the Student Management System for the LEAs.

The course will not be immediately available for the LEAs. The student management system's processing must take place first.

10. Viewing and Editing Career Tech Data Elements

Users can view Cluster, Program and Credential information by opening the Courses app and either clicking the Career Tech link on the menu and selecting a data element or by clicking on the Programs or Credential links under the Career Tech graphic on the home page.



After a selection is made, the user will be taken to a page with a data grid listing the entries for that element. The remainder of this section of the document will use the Clusters view to illustrate the functions of this portion of the application. The Programs and Credentials view both work in a similar manner.

CTE Clusters

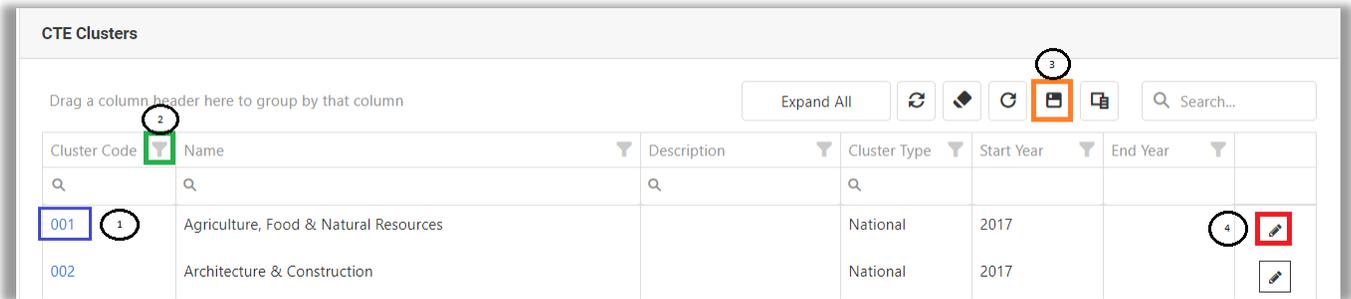
Drag a column header here to group by that column

Expand All [Refresh] [Filter] [Reset] [Print] [Export] [Search...]

Cluster Code	Name	Description	Cluster Type	Start Year	End Year	
001	Agriculture, Food & Natural Resources		National	2017		[Edit]
002	Architecture & Construction		National	2017		[Edit]
003	Arts, A/V Technology & Communications		National	2017		[Edit]
004	Business Management & Administration		National	2017		[Edit]

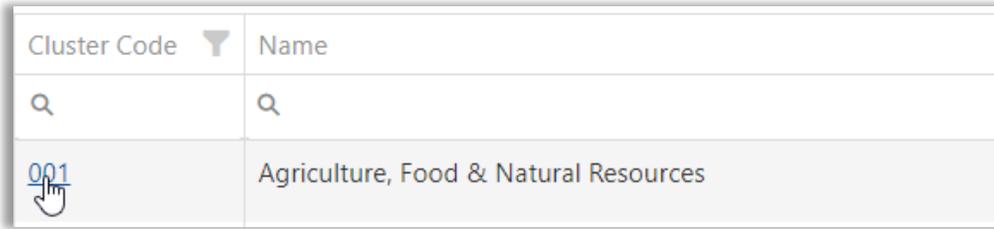
Application Guide

From the grid, users can (1) View the details on an entry, (2) sort, filter or group the grid, (3) export the results to Excel, and/or (4) Edit an entry (CTE Admins only).

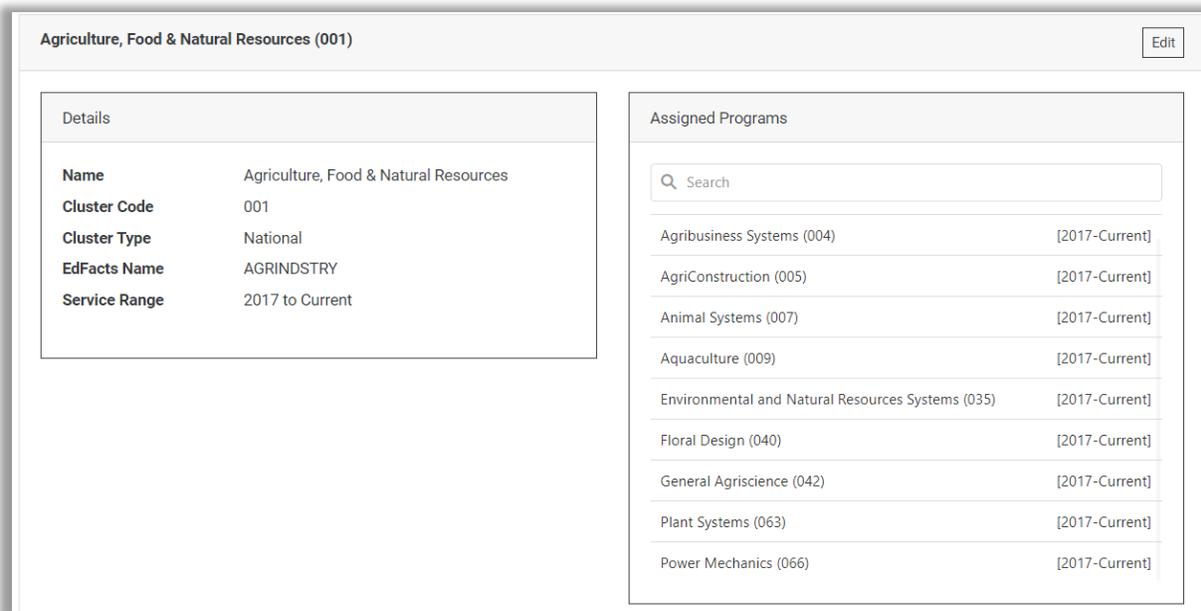


Viewing a CTE Element

Click the code value in the first column of the grid. In this case it is the Cluster Code (For the Program view it will be the Program Code and for the Credential view it will be the Credential Code).



This action will open a details view of the selected item. In this case we see the name of the cluster, cluster code, cluster type, EdFacts name the service range and the programs assigned to the cluster.

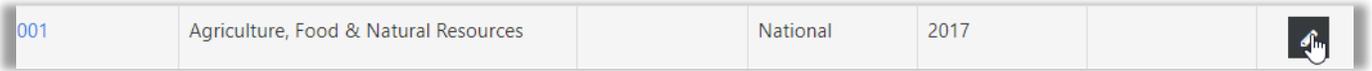


Note: The results will vary depending on the data element chosen (Cluster, Programs or Credentials).

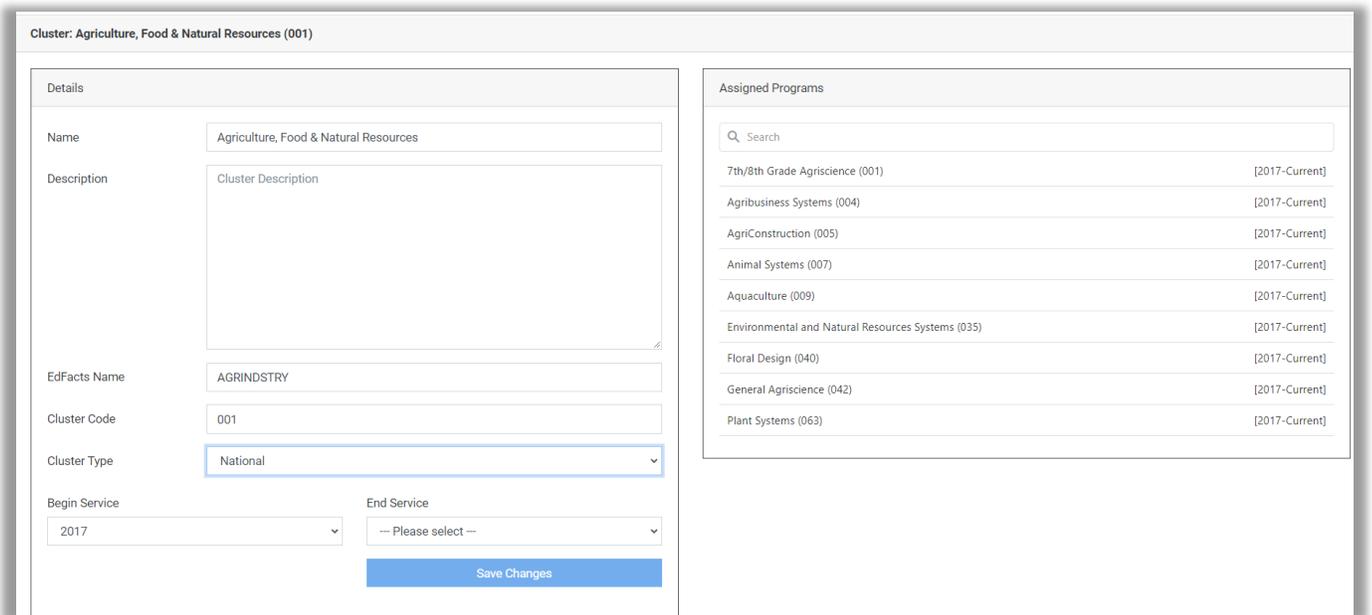
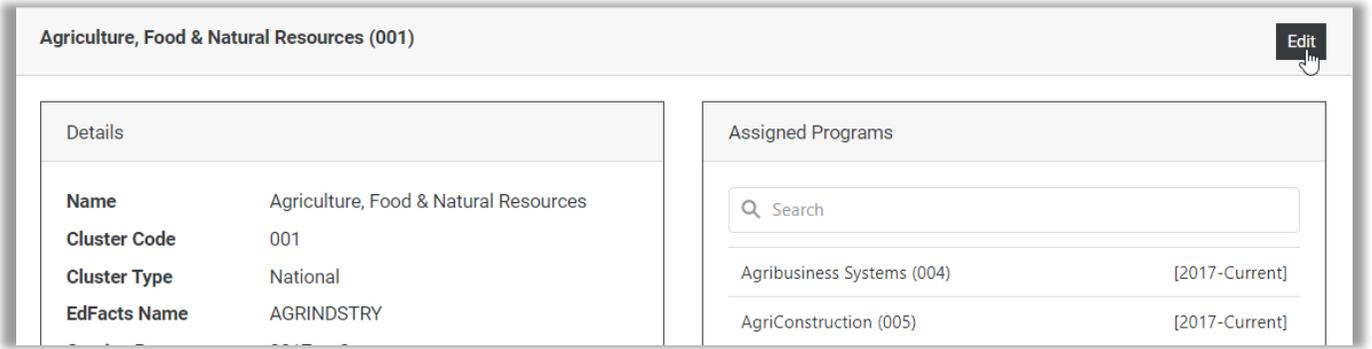
Application Guide

Editing a CTE Element (CTE Admins Only)

Users can open an entry in edit mode by either clicking the pencil icon next to a course in the main data grid.



Or if the user is in the Details view, by clicking the Edit button.



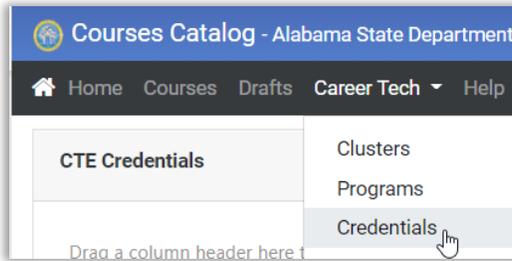
From this screen, users can make edits to the entry and click the Save Changes button to save the updates. In the Cluster screen, users can edit the Name, Description, EdFacts Name, Cluster Code, Cluster Type (National or ALSDE) and the Service Dates.

Note: Data from the Cluster, Program and Credential views will be used in the course edit and draft processes.

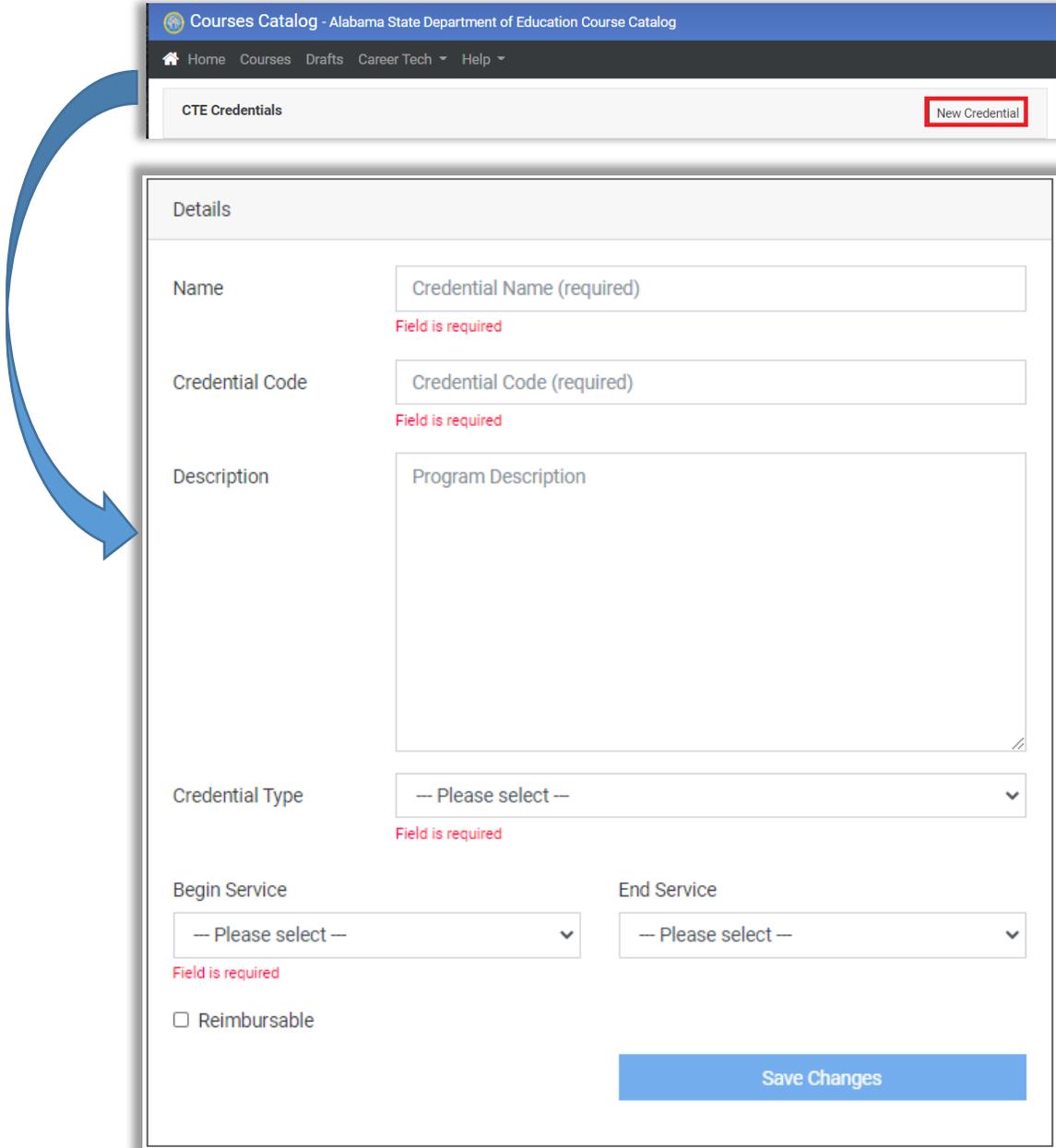
Application Guide

Creating a New CTE Credential

Click the Career Tech link and select the Credentials menu item.



In the screen that appears, click the New Credential button to open the Credential edit screen.



Application Guide

Complete the required fields and click the Save button.

Details *

Name

Credential Code

Description

Sample credential description.

Credential Type

Begin Service End Service

Reimbursable

The new entry will be added to the list credential grid.

CTE Credentials							
Drag a column header here to group by that column							
Credential Code	Name	Description	Type	Code	Begin Year	End Year	
<input type="text" value="0777"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			
0777	Java Programming	Sample credential description.	CRI	001	2022		

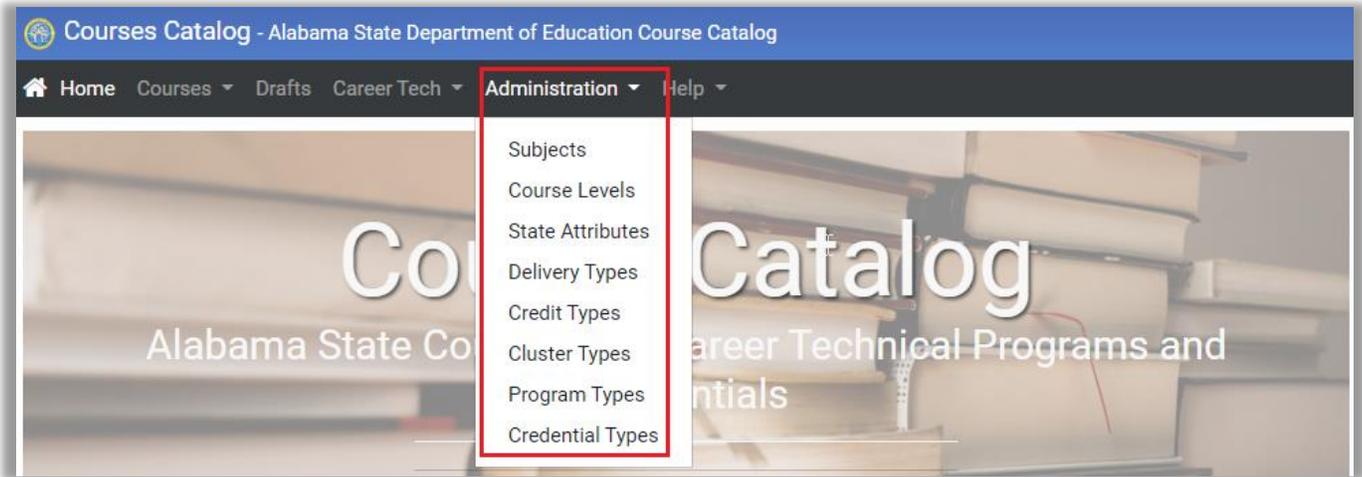
Click the pencil icon in the right-hand corner of the grid to edit a credential.

Credential Code	Name	Description	Type	Code	Begin Year	End Year	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			
0777	Java Programming	Sample credential description.	CRI	001	2022		

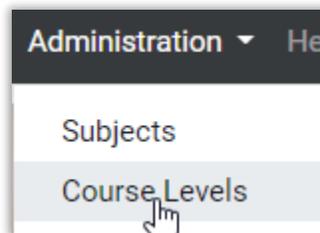
11. Administration (Not Available to All Users)

Admin users can add and remove Subjects, Course levels, State Attributes, Delivery Types, Credit Types, Cluster Types, Program Types and Credential Types through the Administration menu item.

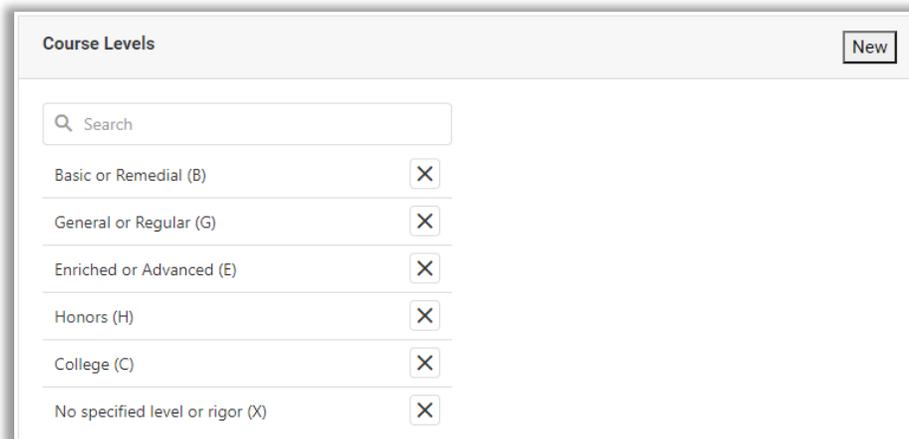
Hover over the Administration menu item and select one of the available options to add or remove an entry.



To illustrate how the process works, we will walk through adding a course level. Hover over the Administration menu item and select Course Levels.



The Course Levels screen will open, and you will be presented with a list of the current course levels.

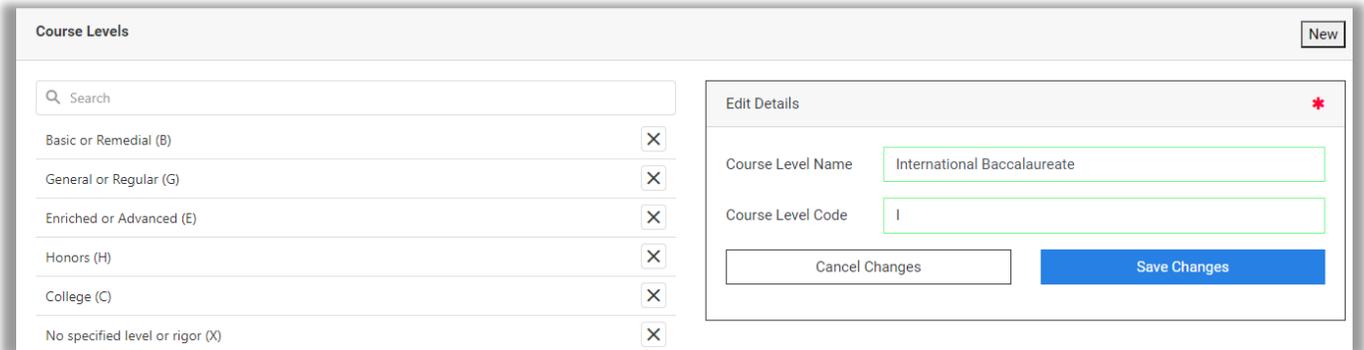


Application Guide

To add a new delivery type, click the New button in the upper right had corner.



The Edit Details section will appear allowing for the entry of the New Course Level Name and Course Level Code.



Enter the information and click the Save Changes button.

The new item will be added to the Course Levels list.

