

## Adding the New Curriculum Courses

For the 2016-2017 school year, there are several courses being renamed/deleted and several new courses that need to be added. These include:

- Arts Education MAE--## | FRENCH: Education Artistique (K-9) FEAF--##
- Physical and Health Education MPHE--## | FRENCH: Education Physique Et Sante M A 9 FEPSF##
- Career Education MCE--## | FRENCH: Education A La Carriere FECF--##
- Applied Design Skills and Technologies MADST## | FRENCH: Conception Competences Pratiques Et Technologies FCCPT##

*NOTE: ## signifies grade*

These new courses will need to be added to your school course catalog for the next school year and sections will need to be created for each of these (if you are a French Immersion school, you will need the French courses). This process should be done after you have re-organized your sections for next year.

## Adding Courses to School Course Catalog

1. In **School** view, select **Schedule** top tab.
2. Click on **Courses** side tab.
3. Change filter to **Build Year**

The screenshot shows the 'School Courses' interface with the 'Schedule' tab selected. The 'Courses' side tab is highlighted with a red arrow. A dropdown menu is open over the 'Build Year' filter, showing options like 'Current Year', 'Build Year', and 'All Records'. The 'Build Year' option is selected. The main table shows a list of courses with columns for CrsNo, Flavour, Description, Department, Credit, PSRHide, and Level. The 'School Year: 2016-2017' is indicated in the top right corner.

| CrsNo   | Flavour | Description                         | Department | Credit | PSRHide | Level   |
|---------|---------|-------------------------------------|------------|--------|---------|---------|
| ATT-AM  |         | AM Attendance                       | Other      | 0.0    | N       |         |
| ATT-PM  |         | PM Attendance                       | Other      | 0.0    | N       |         |
| FFRAL-K |         | FRANÇAIS LANGUE SECONDE-IMMERSION M | French     | 0.0    | N       | Regular |
| FFRAL01 |         | FRANÇAIS LANGUE SECONDE-IMMERSION 1 | French     | 0.0    | N       | Regular |
| FFRAL02 |         | FRANÇAIS LANGUE SECONDE-IMMERSION 2 | French     | 0.0    | N       | Regular |
| FFRAL03 |         | FRANÇAIS LANGUE SECONDE-IMMERSION 3 | French     | 0.0    | N       | Regular |

4. Click **Options** menu > **Add**

5. In the new window, find the new course codes (listed above) for each grade and place a check beside it.  
TIP: You can search for the course by entering the code without the numeric grade in the search field.

For the grade 7 courses, you will need to change the School Level dropdown to Middle.

Course Catalog: 2018-2017

School Level: Elementary Change to Middle for Grade 7 courses

< 5:FSCHF-K | SCIENCES HUM... > 2 of 107 selected

mae--

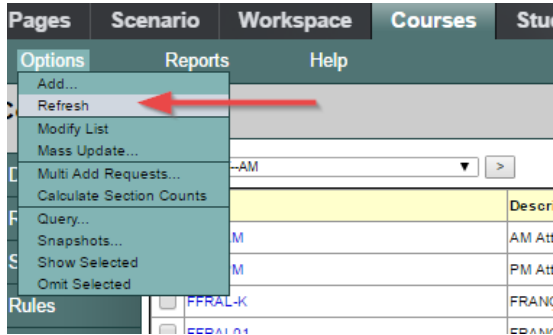
| <input type="checkbox"/>            | CrsCode | Description                              | Level   |
|-------------------------------------|---------|--|---------|
| <input type="checkbox"/>            | FSCHF-K | SCIENCES HUMAINES M                      | Regular |
| <input type="checkbox"/>            | MADST-K | APPLIED DESIGN SKILLS AND TECHNOLOGIES K |         |
| <input type="checkbox"/>            | MADST01 | APPLIED DESIGN SKILLS AND TECHNOLOGIES 1 |         |
| <input type="checkbox"/>            | MADST02 | APPLIED DESIGN SKILLS AND TECHNOLOGIES 2 |         |
| <input type="checkbox"/>            | MADST03 | APPLIED DESIGN SKILLS AND TECHNOLOGIES 3 |         |
| <input type="checkbox"/>            | MADST04 | APPLIED DESIGN SKILLS AND TECHNOLOGIES 4 |         |
| <input type="checkbox"/>            | MADST05 | APPLIED DESIGN SKILLS AND TECHNOLOGIES 5 |         |
| <input type="checkbox"/>            | MADST06 | APPLIED DESIGN SKILLS AND TECHNOLOGIES 6 |         |
| <input checked="" type="checkbox"/> | MAE--K  | ARTS EDUCATION K                         |         |
| <input checked="" type="checkbox"/> | MAE--01 | ARTS EDUCATION 1                         |         |

OK Cancel

6. Click OK.

## Adding Sections for the New Curriculum Courses

1. In Build view > Scenario top tab, click on your build Scenario.
2. Select the Courses top tab.
3. Options menu > Refresh (this will add the new courses to the Build view).



4. Using the **Grade = ?** filter, enter the grade level you want to work with (e.g. 03)
5. Click on one of the new curriculum courses to access its details.
6. Select the **Sections** side tab.
7. **Options** menu > **Add**
8. Enter the details for the new section, using your new grid. Use **FY** for the **Schedule Term > Code** field.

es :: MAE--03 - ARTS EDUCATION 3 :: New Schedule Build Master

Save Cancel

Master type

Section number \* 03

Staff > Name [Search] [X]

School Room > Number 101 [Search] [X]

School Room > Type Classroom

Schedule Term > Code FY [Search] [X] Set to FY for all courses in Elementary

Schedule Edit Schedule

Platoon [Dropdown]

Enrollment maximum 0

Enrollment total 0

Team [Dropdown]

House [Dropdown]

Section type [Dropdown]

Is section closed at max enrollment?

Is inclusion section?

Track ID [Text]

Save Cancel

9. Click **Save**.
10. Repeat this process (steps 4 – 9) for each of the new courses in each grade for your school.