

Adding a New Course

Create New Course

Course Name	<input type="text"/>
Course Number	<input type="text"/>
Alternate Course Number	<input type="text"/>
Credit Hours	<input type="text"/>
CIP Code	<input type="text"/> <input type="checkbox"/> Vocational Class
Credit Type	<input type="text"/> (no spaces)
Default Maximum Enrollment	<input type="text"/>
Course Notes	<div style="border: 1px solid gray; height: 20px;"></div>
Grade Scale	Default ▼
GPA Added Value Points	0 <input type="text"/> (usually zero)
Exclude From Storing Final Grades	<input type="checkbox"/> Use for Courses that are not graded so blank records are not stored with final grades.
Exclude from GPA?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Class Rank?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Exclude from Honor Roll?	<input checked="" type="radio"/> Include <input type="radio"/> Exclude
Use The Course For Lunch	<input type="checkbox"/>
Exclude On Report Cards/Transcripts	<input type="checkbox"/>
Connecticut State Information	
ED540 Part B. Credit for Selected Courses	Algebra 1 or Equivalent Mathematics Science ▼
ED540 Part C.	No ▼
Advanced ED540 Part D.	▼
College Level Course	
NCES Code Classification System	<input type="radio"/> Prior to Secondary <input type="radio"/> Secondary
NCES Course Code	<input type="text"/> (NCES Codes)
NCES Rigor	<input type="text"/> ▼
NCES Grade Range	<input type="text"/> to <input type="text"/> ▼
NCES Available Credit	<input type="text"/>
NCES Sequence	<input type="text"/> of <input type="text"/> ▼
NCES Completed Course Code	<input type="text"/>

Cancel
Submit

Add courses on the live side of PowerSchool, not in PowerScheduler. Also, avoid adding duplicate courses. Verify that courses aren't in the Master Course List already before adding them.

1. Browse current courses by clicking Manage Courses for this School and select a unique course number.
2. On the Start Page, click School > Courses > + New Course
3. Enter information in fields >Click Submit

- Enter Course Name
- Enter # used to identify course
- Enter credit hours (BHS ONLY)
- Check Vocational and enter CIP code if necessary
- Enter Credit Type
- Select Grade Scale (Regarding Honors courses - BHS uses BHS Honors, WMS uses Honors)
- Enter department
- Select Include for – GPA, Class Rank, Honor Roll
- Select Exclude from Report Cards/Transcripts course like – Student, Flex, Homeroom
- ED540 – BHS only – complete all fields
- NCES fields- school data technician receives the data from school administrators or appropriate department head.

ED540 COURSE CODING

Connecticut State Information	
ED540 Part B. Credit for Selected Courses	<input type="text" value="Algebra 1 or Equivalent"/> <input type="text" value="Mathematics"/> <input type="text" value="Science"/>
ED540 Part C. Advanced Placement Course	<input type="text" value="No"/>
ED540 Part C. Subject Area	<input type="text"/>
ED540 Part D. College Level Course	<input type="text"/>

Subject area credit - _____

Advanced Placement – circle one Yes No

Advanced Placement Subject Area - _____

College Level Course - circle one - 2 Year College Course 4 year College Course Other College Course

NCES COURSE CODING

SAMPLE BHS CODING STRUCTURE	SAMPLE WMS CODING STRUCTURE
NCES Code Classification System	NCES Code Classification System
NCES Course Code	NCES Course Code
NCES Rigor	NCES Rigor
NCES Available Credit	NCES Grade Range
NCES Sequence	NCES Sequence
NCES Completed Course Code	NCES Completed Course Code

COURSE NAME - _____

COURSE CODE – Select a code from TCS shared Google Doc. _____

*****If using the NCES Code link – BHS codes end at 24001. WMS codes start at 51008.*****

RIGOR - Circle one

- Basic/Remedial
- General/Regular
- Enhanced/Advanced
- Honors
- No Specific Rigor(PK-8 Only)

CREDIT - Circle one

- .25
- .5
- 1.0
- 1.25

GRADE RANGE - From Grade Level _____ to Grade Level _____

SEQUENCE – Part _____ of _____

(ex. For example - Algebra 1 is given over two years, Grade 7 takes Algebra 1 part 1 and grade 8 takes Algebra 1 part 2. Algebra 1 gr 7 would be sequence 1 or 1. Algebra 1 gr8 would be sequence 2 of 2. Spanish 1 is NOT sequence 1 of 4. Spanish 1 is sequence 1 of 1. 99% of the time sequence is 1 or 1.)