

ncwise SYMPOSIUM
SHERATON FOUR SEASONS | KOURY CONVENTION CENTER | GREENSBORO, NC

Courses

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Overview

- What is the Course Utility Database
- Searching the Database
- Exporting Data
- Questions




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What is the Course Utility Database?



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What is the Course Utility Database?

- APEX Database created by NCDPI
- Merges “special” courses and the State Standard Course Code in one location
- Refreshed weekly

The diagram shows two smaller circles on the left: one labeled 'APEX' and one labeled 'Specialty Courses'. A plus sign is between them, and an arrow points to a larger circle on the right labeled 'Course Utility Database'.

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What's the Difference?

- Special Category Courses:
 - School of Science and Math
 - UNC iSchool
 - Community College
 - Learn and Earn 'LEO'
- State Standard Course Code:
 - Houses all state approved K-12 courses

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How does this help?

- The Course Utility will provide the proper course code to use in eSIS based on “special” courses
- Assist in evaluating which courses are active within eSIS
- One location for all courses!

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Who has Access to the Utility?

Everyone!!

Two ways to access:



1. Use the **Applications** drop-down from any page on the NCWISE website.
2. <https://schools.nc.gov/coursecodes>

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Searching the Database

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Built-in Search Options

- Multiple Selection Criteria
- Course Code
- Course Description
- 5th Position of the External Course Code
- Academic Level
- Grade Level
- Course End Date
- Inactive Courses
- Active Courses

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Search Tips

- Use the percent sign (%) as the wild card
- Results are returned at the bottom of the page
- Click the Course Code from the results to drill down on detail

Functions

Return to Main Menu SEARCH

(Use the CTRL key to make multiple selections within boxes or undo selections.)

Status: Active Inactive Both

School Year: Current Next All

GO Reset Search

For parameter definition Help click on blue labels.

Searching the Utility - Steps

1. Click **Course Selection Using Multiple Selection Criteria**.
2. Click **Active, Inactive, or Both** depending on the type of course needed.

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Setting up Courses

- LEA Coordinator
- Data Manager

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Setting up Courses at the LEA Coordinator Level

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LEA Standard Course List - Path

Navigation: Administration > System Codes > Courses > Standard Courses

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LEA Standard Course List - Path

Navigation: eSIS Main Start Screen > Administration > System Codes > Courses > Standard Courses Button > Standard Courses screen

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Ending a Course

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Standard Course Detail screen

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Setting up a Courses at the Data Manager Level

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Course Maintenance - Path

Navigation: School > Course Information > Course Maintenance > Standard Courses

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Course Maintenance screen

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Adding a Course at the Data Manager Level

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Course Maintenance screen

Course Maintenance

School: [148] Name: [NC 11.1.HIGH 3 - AE] School Year: [11] Course: [1] Dept: [1]

Course Title: [] Long of Instruct: []
Short Name: [] Credit Value: [] Hours: [] Mark/Grade Type: []
External Code: [] Times for Credit: [] Units: [] Subject Category: []
Course Type: []
Crs Designator: []

HS Credit? [] HS Credit Apply? [] Target Maximum PFC: [] Exam? []
Ranking? [] Median Length: [] Crsd (incl) School Hours: [] Report Card? []
Hon. Dist? [] GPA Multiplier: [] Service Learning Hours: [] Co-op? []
Academic Level: [] Course Des: [] Parent Interface? []
Non-Standard? []
Career Prep? []
Vocational? []

Grade Level: [] # of Sections: [] Course Length: []
Option: [] Default Sect: [] Do Not Replace by Global Alternate? []
Prereq: [] Study Hour? [] Length? [] Option Sheet? []
Department: [] Consecutive Periods: []
Sub Dept: [] Preferred Learning Zone: [] Need Counselor? []
Weight: [] Gender Restriction: [] MaxMax Class Size: [] Approval To Repeat? []
Max Sec/Per: [] Gender Restriction: [] Traditional Gender: []

Course Catalogue Report Card Narrative List ADD More Tenable ADD DEL

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Course Review and Preparation

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Course Review and Preparation

- Preparing course information for next year's class schedule includes addressing the following:
 - LEA Standard Courses
 - School Course Maintenance

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Course Review and Preparation . . .

- Review and/or Update LEA Standard Courses for Next Year
 - The set of North Carolina state-approved courses is maintained by DPI in the state repository.
 - The LEA may modify **Standard Courses** to address new requirements throughout the school year.

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Course Review and Preparation . . .

- The LEA's updating of the Standard Courses is the starting point and should be completed **PRIOR** to the school completing **Set Up School Courses for Next Year**.
- Course Push Down must occur if a change is made to the standard course list and the course **already exists** in the school course maintenance file.

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