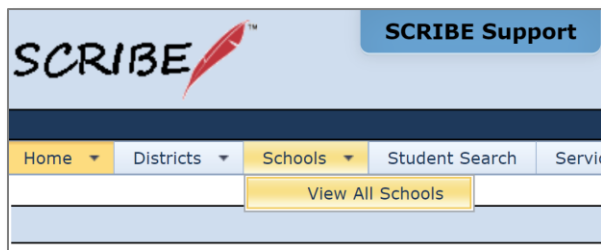# How to Add Courses Manually

Users can add Courses to SCRIBE manually and through an import. This PDF covers adding courses manually. See How to Add a Course Via Import on the SCRIBE Help Desk.

Add Courses Manually

1. In SCRIBE, click **Schools** > **View All Schools**.

2. Click **View** next to the school to which you want to add the course.

3. Click the **Courses** tab.

If courses have been added for this school, they will be displayed in the Course List. If no courses have been added yet, the Course List will be blank.

Click **Add.**

How to Add Courses Manually

4. Confirm the **School Year** is correct. Only one **School** should be checked. Click **Next**.

SCRIBE Home > **Add Course**

School Name: West Beverly High School

Select others school(s) you wish to add new course or assign existing course.

School Year: 2019 - 2020

School(s): * ☐ Bayside Middle School ☑ West Beverly High School

Next   Cancel

NOTE: Only those schools to which you have access in SCRIBE will be displayed to check. It is best practice to create a course for one school only, even if the course is common and occurs at every school (e.g., Algebra I, etc.). The reason for this is because the course number must be unique for each school.

a. If the School Year is incorrect, click **Cancel** to return to the Course List. Click the grey circle with white triangle next to **Search** to uncover the Search box. Select the correct **School Year** from the dropdown menu. Click **Search**. Whichever school year you selected in the Search box will be the school year to which you add the course.

SCRIBE Home > **School List** > **School Details**

⭐ **School Number:** 2   **School Name:** West Beverly High School

| School Record | School Year Details | Staff | Students | Courses | Services | Student Group |

The following are the courses offered at this school. Click the add button to add a course to the school

🔽 **Search**

Course Name:	
Course Number:	
School Year:	2019 - 2020 ▼

All School Years

🔘 Advanced Sear| 2019 - 2020

2018 - 2019

2017 - 2018

Drag a column heade| 2016 - 2017

Course Nar| 2015 - 2016 | Course Level

How to Add Courses Manually

5. Enter the **Course Number** and/or **Course Name** (required). Click **Next**.

SCRIBE Home > **Add Course**

School Name: West Beverly High School

Enter the course name and/or course number of the course you want to add. The system will perform a check to determine if that course already exists in the system and give you options accordingly. The course name is the only criteria required, but checking for course number (if known) will increase your chances of avoiding duplicates in the database or finding existing courses.

Course Number:

Course Name: *

Previous | Next | Cancel

SCRIBE will search the courses already entered in SCRIBE to see if there is a potential match with Course Name and/or Course Number (if entered).

If SCRIBE does not find a match with the Course Name or Course Number you entered, see #6 below.

If SCRIBE finds a potential match with the **Course Name** you entered, SCRIBE will provide a list of potential course matches. If there is a matching course, click the radial button next to the matching course and click **Assign**. If there is no matching course, click **Next**. See #6 below.

SCRIBE Home > **Add Course**

School Name: West Beverly High School

The following courses were found as possible matches to the criteria you entered on the previous page. If one of these course is the course you are trying to add, select that course and click "Assign". If none matches the course you are trying to add, click next to enter details for the new course, or click the previous button to go back and change the search criteria.
NOTE: The list includes courses that are already assigned to this school for this school year.

	Course Name	Course Number	Course Type	Course Level	Credits	Scoring Method	Course Result Group	Standard Course
○	Advanced Algebra I	ALGEBRAI_507_19			0.50	Lookup	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	Algebra I
○	Algebra I	20284000			1.00	Lookup	SCRIBE Default - Advanced, Proficient,	
○	CR Algebra I	20314101			1.00	Decimal		Algebra I
○	CR Algebra I	20314101			1.00	Decimal		Algebra I
○	CR Algebra II	20314102			1.00	Decimal		Algebra II
○	CR Algebra II	20314102			1.00	Decimal		Algebra II

Assign

Previous | Next | Cancel

How to Add Courses Manually

If SCRIBE finds an exact match with the **Course Number** you entered (optional to enter), SCRIBE will open that course entry.

SCRIBE Home > Add Course

School Name: West Beverly High School

Course Numbers are required to be unique per school. Another course with the same course number is already assigned to West Beverly High School for school year 2019. You can click on the "View/Edit" button to View/Edit this existing course, or click cancel to return to the Course List page or click the previous button to go back and enter a different course number.

Course Name: Hon Biology
Course Number: HonBiol2019
Course Type:
Course Level: Honors/Advanced
Credits: 0.50
Final Override Credits: 1.00
Standard Course: Biology
Scoring Method: Decimal
Course Result Group:

[View/Edit]

[Previous] [Cancel]

To change the course information, click **View/Edit**. If no grades have been associated with this Course Number, some fields can be edited.

6. Enter data in the remaining fields (see field descriptions below). Click **Save**.

SCRIBE Home > Add Course

School Name: West Beverly High School

There were no matches found for the criteria you entered on the previous screen. You can click the previous button and change the criteria to search for matches or you can enter details for the new course and then click the save button to save.

Course Number: _____ *

Course Name: [Honors Biology] *

Course Type: [▼]

Course Level: [▼]

Credits: _____

Final Override Credits: _____

Mapped to the following Standard Course: [▼]

Scoring Method: [▼] *

Course Result Group: [▼] **

* - Required Field

** - Required Field (If Scoring Method is Look Up)
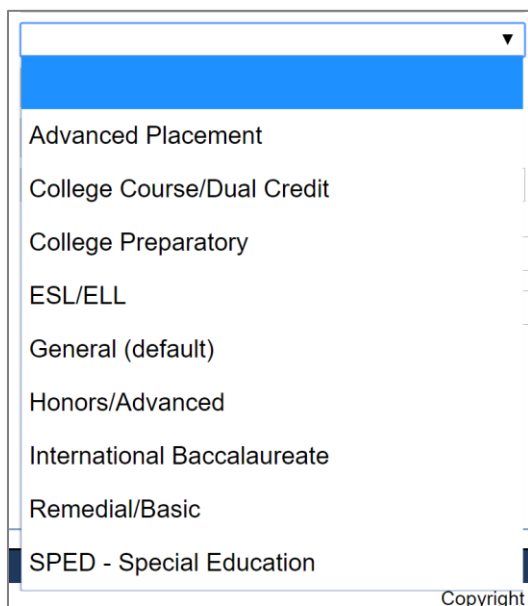
[Previous] [Save] [Cancel]

How to Add Courses Manually

Field Descriptions

    a.   <u>CourseNumber</u>* – unique identifier for each course. Within each school, each course number must be unique

    b.   <u>CourseName</u>* - will be auto-filled from previous page

    c.   <u>Course Type</u> – leave blank

    d.   <u>Course Level</u> – identifies the course levels reported on the APR.

        If course is none of these course levels, leave blank.

▼
Advanced Placement
College Course/Dual Credit
College Preparatory
ESL/ELL
General (default)
Honors/Advanced
International Baccalaureate
Remedial/Basic
SPED - Special Education
Copyright

    e.   <u>Credits</u> **-** indicates what portion of the final grade each grade will make up. SCRIBE will use that to calculate the final grade and determine whether the student passed the course or not. If the student does not have the expected number of grades, SCRIBE will assume the student did not complete the course.
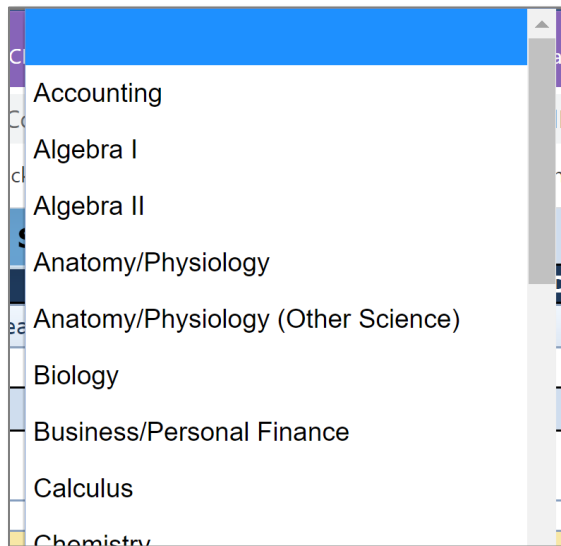
        Enter:

            .25: quarters (meaning each grade counts for 1/4 the final grade; 4 grades needed to calculate final grade)

            .34: trimesters (meaning each grade counts for 1/3 the final grade; 3 grades needed to calculate final grade)

            .5: semesters (meaning each grade counts for 1/2 the final grade; 2 grades needed to calculate final grade)

    f.   <u>Final Override Credits</u> – leave blank

How to Add Courses Manually

g. <u>Mapped to the following Standard Course</u> – identifies the Standards Courses reported on the APR. A list of the Standard Courses is available in the Course List import template in your grant's Google folder and the PDF on <u>How to Add Course List via Import</u> from the SCRIBE Help Desk.
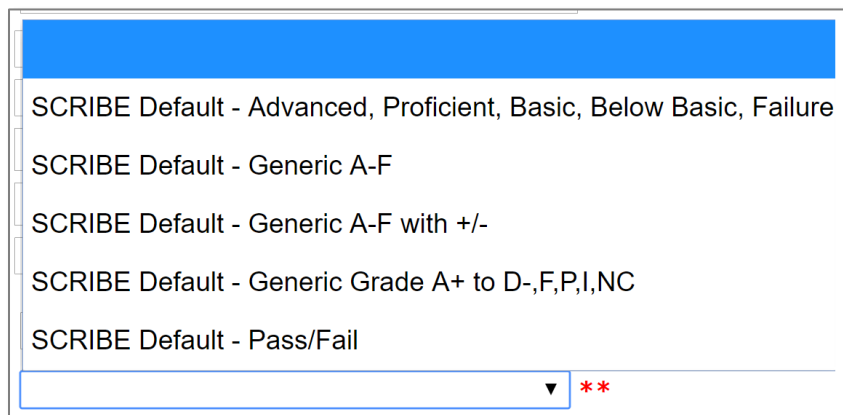
If course is not a Standard Course, leave blank.

| Accounting |
| Algebra I |
| Algebra II |
| Anatomy/Physiology |
| Anatomy/Physiology (Other Science) |
| Biology |
| Business/Personal Finance |
| Calculus |
| Chemistry |

TIP: With your data/GEAR UP team, establish rules for special cases like blended courses (e.g., integrated chemistry-physics) or other anomalies you come across. Document the decisions and follow the same protocols for all schools and all school years.

h. <u>Scoring Method</u>* – indicates whether grades will be decimal (0-100) or lookup (letters).

i. <u>Course Result</u>* - indicates the grading scale for lookup grades.

If grades are decimal, leave blank.

| SCRIBE Default - Advanced, Proficient, Basic, Below Basic, Failure |
| SCRIBE Default - Generic A-F |
| SCRIBE Default - Generic A-F with +/- |
| SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC |
| SCRIBE Default - Pass/Fail |
| ▼ ** |

7. Review the course details. Click **Edit** to make changes or **Delete** to delete the course.

NOTE: Once grades have been added to SCRIBE using this course number, the course cannot be deleted from SCRIBE and most of the fields cannot be edited.

Additional Resources:
How to Add a Course Via Import
How to Run Course List Export
How to Add Grades Manually
How to Add Grades via Import

Log into the SCRIBE Help Desk using your SCRIBE log in.