Course Setup

- Add A Course Section
- Add A Course
- Add A Program
- Add A Subject
- View And Print Course Catalog

Add A Course Section

To create a Course Section, navigate to the Course. Click on the **+ Add New Course Section** button.

We will describe the form by part. Let's start with the top portion.



By default, the **Active** toggle button will be turned on. You can turn it off if you are not ready to publish the Course Section and it won't show on the course catalog.

- Fill out the **Course Section Name**. This is a mandatory field.
- Select the **School Calendar** that will be associated with the course section.
- Select a **Grade Scale**. You can select "not graded" if the course is not graded. Select "numeric" if a numeric grade will be given. Select the school's grade scale if a letter grade will be given. It will list the available grade scales the school has. You can also select "allow teacher's own grade scale" which means that the teacher will create his own grade scale and the course will bypass the school grade scale.
- Fill out the **Credit Hours** field. If the credit hours were entered in the course level, then the course section will inherit it and display it here. You can edit it if required.
- Enter the number of **Seats** for the section. Remember the sets must be equal to or less than the classroom that will be assigned to it later in the form.
- Select an **Attendance Category**. Usually, most schools will have only one to choose from.

The **Course Section** switches are explained below.



Allow Student Conflict enables scheduling of a student into multiple course sections running at the same day, time and room. All conflicts will be ignored.

Allow Teacher Conflict enables scheduling of a teacher into multiple course sections running at the same day, time and room. All conflicts will be ignored.

Allow Room Conflict enables scheduling of multiple course sections running at the same day, time in the same room. Conflicts will be ignored.

Course is Weighted - when turned on, will make the system look for the weighted grade scale values for calculating GPA and CGPA. It is usually used for AP (Advanced Placement) classes in high schools that carry more weight than a normal course.

Affects Class Rank - when selected, will calculate and rank students in the class.

Affects Honor Roll - when turned on, will contribute the grade towards the calculation of honor roll. You should setup the honor roll first by navigating to Settings->Grades->Honor Roll.

Use Standards - when turned on, will allow you to enter US Common Core standards or school-specific standards for the course. You have to create the standards ahead of the time by navigating to Settings->Grades->Standards Based Grades.

Virtual Class - when turned on, the system will not require you to enter Schedule Type, Room, Period, and Meeting Days.

Online Meeting Link - when turned on, this will allow you to enter the web address (link) of the live meeting and its password if required).

Duration of a course section can either follow a marking period or occur on a custom date range.



If the course section occurs during a pre-set marking period, then select the value from the drop-down. If it occurs in a custom date range, then select the start and end date from the date picker.



The custom date range allows trade schools to start and end a course within any date range without having to setup marking periods.

Let's discuss the **Schedule Type**. There are several options.



Fixed Schedule - this option is used when a course section occurs one or more days (in a week) during the same period (time) and in the same room. Select the **Room** , **Period** , **Meeting Days** and turn on **Take Attendance** switch if the teacher marks attendance for the class.



Variable Schedule - this option is used when a course section occurs in different periods and rooms in different days of the week. Select Day (meeting day), Period, Room and turn on Take Attendance switch if the teacher marks attendance for the class.



Enter by Calendar Days - this option is used when a course section does not follow any pattern and is totally random or dependent of demand and teacher availability. This is recorded in CrownSIS like users add meetings to their calendars. Open the calendar and click on any work-day. The Add Class modal will open up. Enter **Period, Room** and turn on **Take Attendance** switch if the teacher marks attendance for the class. Finally Submit the form and the system will create the course section occurrences for those dates.



Block/Rotating Schedule - The rotating block schedule is designed to maximize time, resources, and relationships. Students have more opportunities over their four years at high school to engage in a greater variety of learning opportunities or concentrate on areas of their interests.

This type of schedule provides students with the responsibility to enhance their high school experience by engaging these enriching opportunities unavailable in the traditional schedule.

The student goes to every class every day, usually in the same order, but classes meet at a different period each day. For example, a class that meets first period on Monday will meet second period on Tuesday; Monday's second period meets at third period on Tuesday; etc.

To setup Block/Rotating schedule, the school admin must first define the block days in the **Settings - > School->Periods setup**. In this example given below, there are three rotation days defined by A Day, B Day, and C Day. Each day must have its own periods with start and end times defined.



Once that is set, then in the Course Section, select the **Block/Rotating Schedule** option and enter the **Block/Rotation Day** , **Period,** and **Room** information. If the teachers takes attendance, turn on the **Take Attendance** switch.



Lastly, open up the calendar associated with the course and mark the rotation days. The school days will have a single select drop down option. In this example, the school uses A Day, B Day, and C Day that rotates each school day for the length of the term.

You can have unlimited such rotation days in CrownSIS.



Add A Course

You can create a Course from the quick create feature in the upper right-hand corner as well as navigate to the course manager menu on the sidebar.

To create a new course click on**'+ Add New Course'**

A data entry form will open where you need to fill:

1. Title - any text to identify the course
2. Short Name - course code or a shortened version of the course name
3. Program - this is the main track where students are enrolled. High School Diploma or MBA, BSc etc.
4. Subject - the parent subject under which the course falls, e.g. Mathematics >>Algebra (here Mathematics is the subject)
5. Course Category - this is the credit categories that are required to fulfill a degree program
6. Credit Hours - number of credits a student will get after successful completion of the course
7. Standards - standards based grading are common methods in USA. You can use the common core or school specific standards
8. Description



Note: You can select the subject and program from a drop-down menu as well as enter new values by clicking on the +Add New Program or +Add New Subject.



If your institution uses Standards-based grading, whether it is US Common Core or school-specific standards, you can enter them here. You can manage Standard Grades from the Setting menu.

After submitting the course will look like this.



You can add more courses by following the same steps.

Add A Program

The Course Manager allows you to associate a Program with the course. There is often a need for an institution to group subjects and courses within a Program. Especially the higher education institutions run multiple programs like BBA, MBA, BA, MA, Ph.D., etc. Each of these programs has its own group of subjects and courses associated.

When you click on the Course Manager sidebar menu, you will see a screen like this:



Click on the gear sign next to Program. It will open up a table where you can enter a new program and edit or delete an existing program that is offered in your institution.

Whatever program you enter here will be available to be associated in the Course entry screen.



Add A Subject

The Course Manager allows you to associate a Subject with the course. Typically a course is within a subject. Example: A course Algebra is within the subject Mathematics.

When you click on the Course Manager sidebar menu, you will see a screen like this:



Click on the gear sign next to Subject. It will open up a table where you can enter a new subject and edit or delete an existing subject name that is taught in your institution.

Whatever subject you enter here will be available to be associated in the Course entry screen,



View And Print Course Catalog

Course catalog can be viewed and printed under courses.

Navigate to**Menu >> Course >> Course Catalog**

You can filter the course catalog by Marking Period, Subject, Course or Grade Level. Keeping the default value of "All" will display the course catalog with all active courses. Simply choose a value in the single select filed to filter by that field.

For printing the catalog click on the 3 dots/hamburger menu in the upper right corner and you will be able to see an option that says '**Print Course Catalog** ' click on it to print.

