

CourseWalk™ User Guide



ESP Solutions Group

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1 Overview

1.1 Summary

CourseWalk™ is a tool that facilitates the matching of local school or district course codes to state or national course codes. The tool can also be used by a state education agency to match the state's set of secondary course codes to the national coding system called **Secondary School Course Classification System: School Codes for the Exchange of Data (SCED)**.

SCED was developed by the National Center for Education Statistics to aid in the standardization of course information exchanged between

- school districts and state education agencies (SEAs),
- school districts when a student moves to another district, and
- school districts and postsecondary institutions on high school transcripts.

SCED consists of a comprehensive listing of secondary school courses and a set of codes to provide unique identifiers for courses. It also provides a framework – supported by CourseWalk – for recording detailed information about the nature and structure of the courses. More information about SCED is provided in Appendices I and II as well as on the NCES website at <http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007341>.

Mapping school or district courses to a state course or SCED code is relatively easy using CourseWalk. Courses may be uploaded in bulk or manually entered (or edited) one at a time. CourseWalk then looks at a course's subject, title, and description and presents recommended near matches and associated SCED codes. You review the near matches and decide if one is close enough to do the mapping. If there is no immediately clear match, you will be provided with all of the courses within a subject area from which you may choose a match.

A comprehensive course map, or crosswalk, can be quite large. States often have over 1000 courses in their coding systems, and SCED has over 1500 codes for secondary school courses. Districts often have even more courses in their course catalogs. Most of those secondary courses, however, can be expected to be similar or the same across districts and states. Advanced Placement and International Baccalaureate courses have required descriptions and curricula, so matching their codes to a state or national coding system should be easiest.

There are two important assumptions inherent in CourseWalk:

- Courses must be mapped from the lowest level (e.g., school or district) to the highest level (e.g., state or SCED) because the course identifiers get progressively less specific. As a result, there may be multiple courses in a district listing that map to the same SCED code (e.g., Harmonica Performance and Violin Performance might both map to Individual Technique – Instrumental Music).
- In order for a district to get SCED codes, the SEA should first map its codes to the SCED codes, if state codes exist. Then, the district can map its codes to the state codes and get the SCED codes as well. If state codes do not exist, the district can map its codes directly to SCED.

Note: CourseWalk was created by ESP Solutions Group. The screenshots in this user guide show the application without any client-specific graphics, visual style, etc. So, though aspects such as the appearance of the navigation buttons at the top of the page may be different for you, the bulk of the application should look the same, and the functionality is all as described in this document.

1.2 Accessing CourseWalk

Within Fusion, click **Applications** at the top of the page and then **CourseWalk** in the blue **My Applications** window.

If you do not have access to Fusion, click **Request Login** in the upper right-hand corner. If you have access to Fusion but not to the **CourseWalk** link after clicking **Applications**, please contact your district's Fusion Administrator.

Note:

- *CourseWalk is designed to be viewed in Internet Explorer. Other browsers, such as Mozilla Firefox and Safari, may display certain components improperly.*
- *Pop-up windows must be allowed to appear in CourseWalk. If a pop-up window is blocked, a message to that effect should appear in a bar near the top of the page. Click the bar to change settings to allow pop-ups within CourseWalk and retry the action.*

1.3 Common Buttons and Options

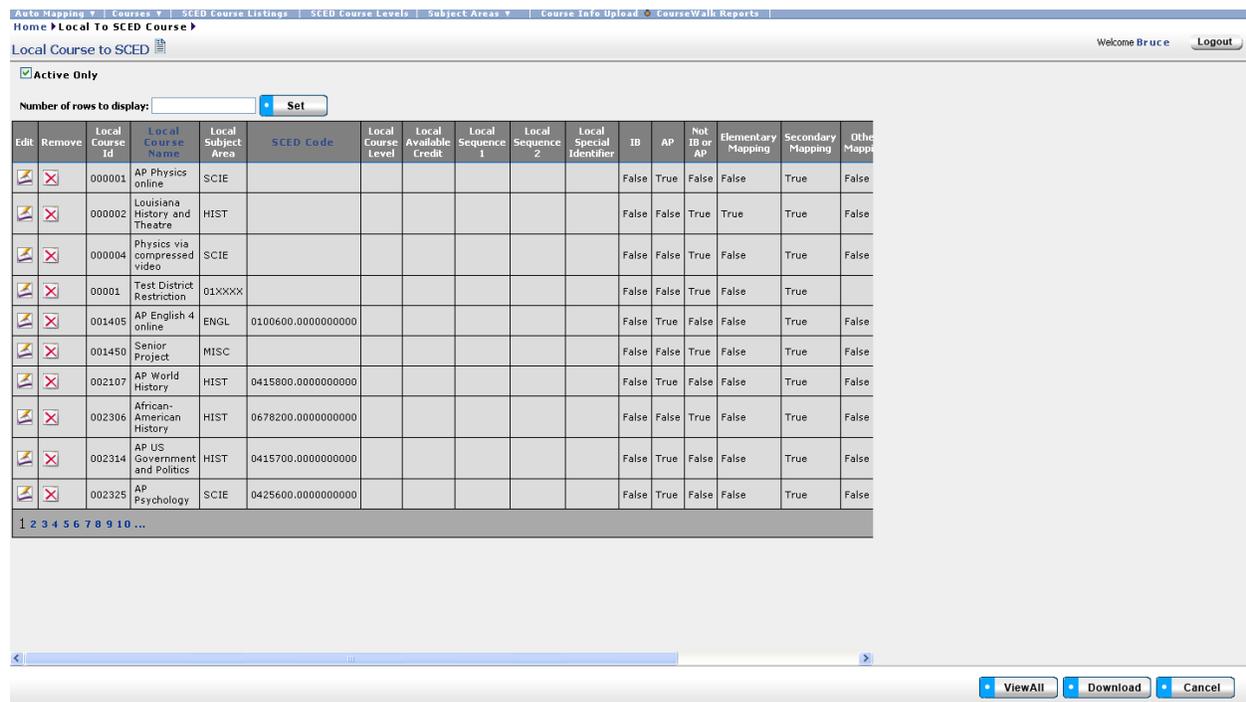
1.3.1 Common Buttons

There are several buttons that appear on many screens:

- Add New – Add a new course or subject area.
- Save – Save a new or revised entry.
- Delete – Delete an entry.
- Data Grid View – Display subject or course information as a data grid. (See below for more information.)
- Cancel – Erase what you have entered or cancel an operation. Clicking **Cancel** often takes you to the Home page (see Section 1.4).

1.3.2 Data Grid View

Click **Data Grid View** to display subject or course information as a data grid:



The screenshot shows the 'Local Course to SCED' interface. At the top, there are navigation tabs: 'Auto Mapping', 'Courses', 'SCED Course Listings', 'SCED Course Levels', 'Subject Areas', 'Course Info Upload', and 'CourseWalk Reports'. Below the tabs, the page title is 'Local Course to SCED' and the user is logged in as 'Welcome Bruce'. There is a 'Logout' button. A checkbox for 'Active Only' is checked. Below this, there is a 'Number of rows to display:' field with a dropdown menu set to '10' and a 'Set' button. The main content is a data grid with the following columns: Edit, Remove, Local Course Id, Local Course Name, Local Subject Area, SCED Code, Local Course Level, Local Available Credit, Local Sequence 1, Local Sequence 2, Local Special Identifier, IB, AP, Not IB or AP, Elementary Mapping, Secondary Mapping, and Other Mapping. The table contains 10 rows of course data. At the bottom of the table, there is a pagination bar showing '1 2 3 4 5 6 7 8 9 10 ...'. Below the table, there are three buttons: 'ViewAll', 'Download', and 'Cancel'.

Edit	Remove	Local Course Id	Local Course Name	Local Subject Area	SCED Code	Local Course Level	Local Available Credit	Local Sequence 1	Local Sequence 2	Local Special Identifier	IB	AP	Not IB or AP	Elementary Mapping	Secondary Mapping	Other Mapping
		000001	AP Physics online	SCIE							False	True	False	False	True	False
		000002	Louisiana History and Theatre	HIST							False	False	True	True	True	False
		000004	Physics via compressed video	SCIE							False	False	True	False	True	False
		00001	Test District Restriction	01XXXX							False	False	True	False	True	
		001405	AP English 4 online	ENGL	0100600.0000000000						False	True	False	False	True	False
		001450	Senior Project	MISC							False	False	True	False	True	False
		002107	AP World History	HIST	0415800.0000000000						False	True	False	False	True	False
		002306	African-American History	HIST	0678200.0000000000						False	False	True	False	True	False
		002314	AP US Government and Politics	HIST	0415700.0000000000						False	True	False	False	True	False
		002325	AP Psychology	SCIE	0425600.0000000000						False	True	False	False	True	False

Refer to Appendix III for a complete list of data elements for each mapping option.

To edit data:

- Click the **Edit** indicator (icon of pencil and paper) at the left end of the desired row. You are taken to a screen displaying the data associated with the item clicked.
- Make any necessary modifications and click **Save** (or **Cancel**) at the bottom of the window.

To remove data, click the **Remove** indicator (the icon of an X) toward the left end of the desired row. You will be prompted to confirm this action; click **OK** to continue or **Cancel** to stop. On continuing, the window is refreshed without the deleted item.

To view a certain number of rows at a time, type that number in the field after **Number of rows to display** and click **Set** or type **Enter**.

To view all collection items from all collections, click **View All** at the bottom of the screen. Note that this does not change the number of items displayed on the screen at one time but rather the breadth of information selected for display.

Columns with blue headers may be sorted by clicking the header.

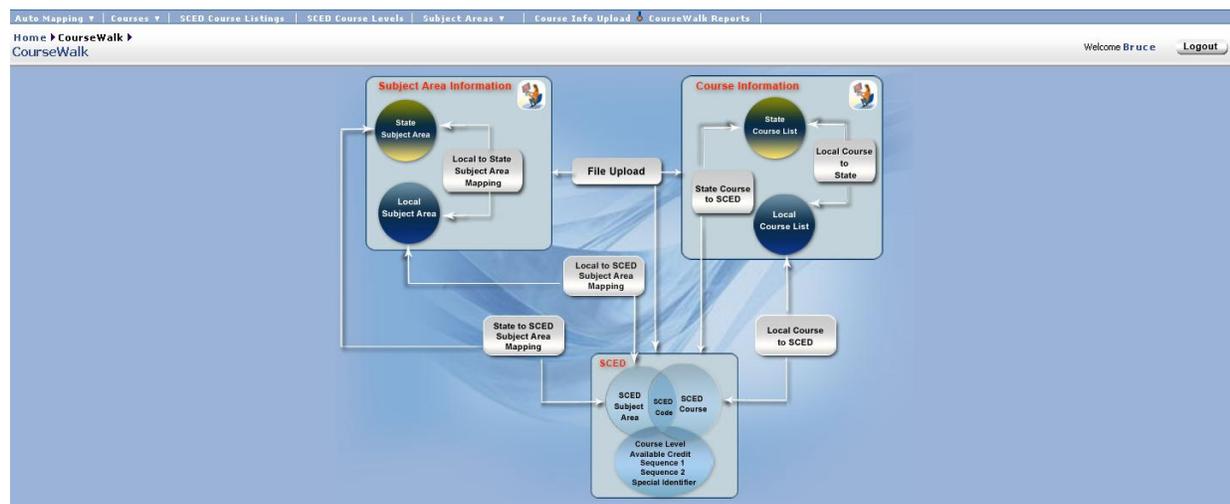
Click **Download** to open or save an Excel file of the data.

1.3.3 Active Only

CourseWalk allows you to decide if you want to view all items that have been entered into the system or only those that are currently active. Active items are those used currently within the education system. Expired items remain in the system but are not generally used – and therefore rarely viewed. If you want to see only active items, check the **Active Only** box.

1.4 Home Page

The following is the page seen after clicking **CourseWalk** on the Applications page:



This graphic provides a high-level description of how CourseWalk works. To continue working, select an action from the light blue navigation bar near the top of the page.

Note that this is also the page that is displayed if you click **Cancel** on most of the CourseWalk pages (i.e., not an Open File or other Microsoft Windows dialog box).

There are seven high-level actions on the navigation menu bar:

Action	Description	Notes
AutoMapping	Automatically map local (school or district) course codes to state or SCED course codes. Or, state course codes to SCED course codes.	Submenu with the following options: <ul style="list-style-type: none"> ▪ Local Courses to State ▪ Local Courses to SCED ▪ State Courses to SCED
Courses	Match local (school or district) course codes to state or SCED course codes. Or, match state course codes to SCED course codes.	Submenu with three options: <ul style="list-style-type: none"> ▪ Local Course to State ▪ Local Course to SCED ▪ State Course to SCED
SCED Course Listings	Show a listing of all SCED courses and their codes.	View-only access for schools or districts. Used primarily for revising SCED Course Listings.
SCED Course Levels	Show a listing of all SCED course levels.	View-only access for district personnel. Used primarily for revising SCED Course Levels.
Subject Areas	Show a listing of all local, state or SCED subject areas. Match local subject areas to state or SCED subject areas, or match state subject areas to SCED subject areas.	Submenu with the following options: <ul style="list-style-type: none"> ▪ SCED Subject Area (view only) ▪ Local Subject Area (view or edit) ▪ State Subject Area (view only) ▪ Local to SCED Subject Area Mapping ▪ State to SCED Subject Area Mapping (Not applicable for schools or districts.) ▪ Local to State Subject Area Mapping
Course Info Upload	Upload a local or state listing of courses, subject areas or other information into CourseWalk.	
CourseWalk Reports	Generate reports on the contents of CourseWalk.	

2 Subject Area Mapping Pages and Actions

2.1 Subject Area Mapping Overview

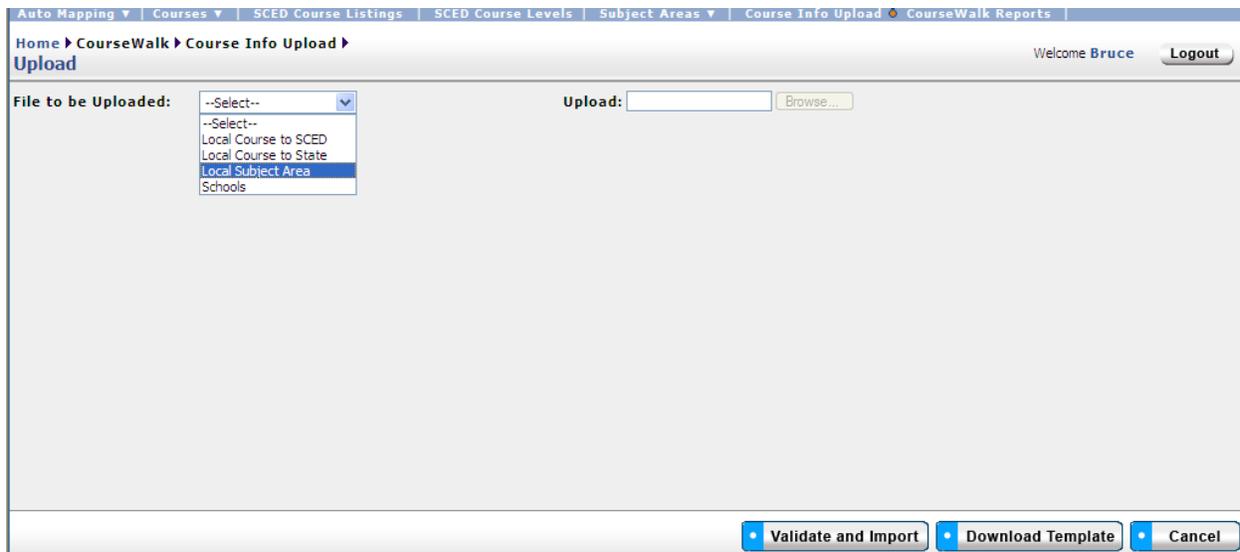
Subject areas play an important role in SCED as well as in state and local course coding systems. The same course can be taught in multiple subject areas, such as economics courses that may be taught in social studies as well as in business. Subject areas also help you to find a course match when there is not a close match suggested by CourseWalk.

An important first step in making CourseWalk work easily for you is to map your list of subject areas to the SCED or state subject areas. Some local subject areas may not conform easily to state or SCED codes. For instance, agriculture and auto mechanics may both be coded as “career/technical education” in a local or state coding structure. SCED, however, has separate subject codes for “Agriculture, Food, and Natural Resources” and “Transportation, Distribution and Logistics.” Therefore, make your subject areas as specific as possible to ensure appropriate mapping. Multiple local subject areas may be mapped to a single state or SCED subject area, but not the other way around. Refer to the list of SCED subject area codes presented in Section 5.1 for more information.

The SCED coding structure has both numeric codes and titles, but the titles will be the most useful for making matches. Similarly, your local or state subject areas will most likely be titles; however, you may also have codes. Your subject area titles may be up to 70 characters in length. Your codes may only be 6 characters in length and may be numeric, alpha, or alpha-numeric.

2.2 Upload Local Subject Areas

To upload local subject areas, click **Course Info Upload** in the main navigation menu. Then, select **Local Subject Area** in the dropdown menu:



Then, click **Browse**, identify the Excel file to upload, and click **Open**. Click **Validate and Import**.

If there are any errors, a pop-up window displays the error, highlighted in red:

Format Violation Listing

There is [are] [1 of Violations] of Header Errors in the file

Number of rows to display: **Set**

Uploaded Headers in the file	Expected Headers
local_subject_area_codeX	local_subject_area_code
local_subject_area_title	local_subject_area_title
state_subject_area_code	state_subject_area_code
sced_subject_area_id	sced_subject_area_id
effective_date	effective_date
expiration_date	expiration_date
version	version

Print **Close**

You may print this window if you wish. Then, click **Close**, fix the error in the file's application (e.g., Excel) and try the upload again.

If there are duplicate records, the following page is displayed:

Auto Mapping | Courses | SCED Course Listings | SCED Course Levels | Subject Areas | Course Info Upload | CourseWalk Reports

Home | CourseWalk | Course Info Upload | Upload Welcome Bruce Logout

There are duplicate records in the Uploaded file. Please Delete the duplicate records to continue the Upload process

File to be Uploaded: Local Subject Area **Upload:** **Browse...**

Action	Local Subject Area Code	Local Subject Area Title	Sced Subject Area	Effective Date	Expiration Date	Version
	THEA	Theater		1/1/2009		2
	THEA	Theater		1/1/2009		2

Validate and Import **Download Template** **Cancel**

Click the red **X** icon to delete a duplicate record.

If there are any data violations, the following pop-up window is displayed:

Top Level Violation Summary Listing

There are 5 Violations in the file: Local subject area file, header fixed, other errors.xls

Number of rows to display: [Set](#)

Violations

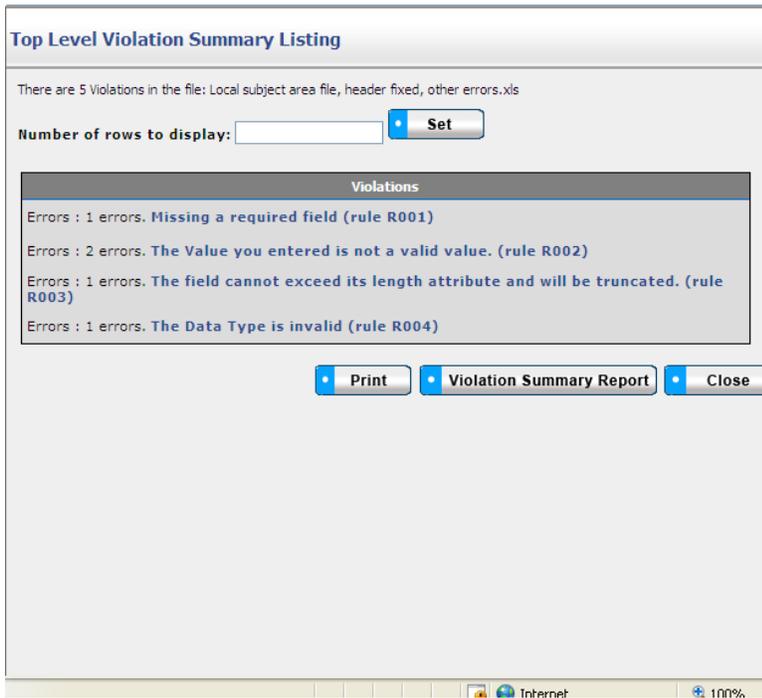
Errors : 1 errors. [Missing a required field \(rule R001\)](#)

Errors : 2 errors. [The Value you entered is not a valid value. \(rule R002\)](#)

Errors : 1 errors. [The field cannot exceed its length attribute and will be truncated. \(rule R003\)](#)

Errors : 1 errors. [The Data Type is invalid \(rule R004\)](#)

[Print](#) [Violation Summary Report](#) [Close](#)



Click any of the hyperlinked violations to view a listing of records with that type of violation:

Specific Violation Summary Listing

There are 2 Violations for the Rule:R002:The Value you entered is not a valid value.
Rule Description :The value entered is not a valid value for that element.

Number of rows to display: [Set](#)

# of rules this record violates	Action	Local Subject Area Code	Local Subject Area Title	Effective Date	Version
This record violates 4 rule(s).	View	LONGNA			12/31/2008

[Print](#) [Violation Summary Report](#) [Return to previous list](#)

View', 'LONGNA', empty, empty, '12/31/2008'. At the bottom are buttons for 'Print', 'Violation Summary Report', and 'Return to previous list'. The browser's status bar shows 'Done' and 'Internet'." data-bbox="115 490 650 776"/>

Click **View** to see detailed information about that record and its errors:

Detailed Record Listing

Detail of: LONGNA

Number of rows to display: **Set**

Element	Value
local_subject_area_code	LONGNA
local_subject_area_title	
state_subject_area_id	GYMNASTICS
sced_subject_area_id	
effective_date	1/1/2009
expiration_date	12/31/2008

Type	Rule ID	Definition
F	R001	[Missing a required field] [Missing a field required to upload a component]
F	R002	[The Value you entered is not a valid value.] [The value entered is not a valid value for that element.]
W	R003	[The field cannot exceed its length attribute and will be truncated.] [The field cannot exceed its length attribute and will be truncated.]
F	R004	[The Data Type is invalid] [The data type for this field is invalid.]

Type “F” is a failure that must be corrected; type “W” is a warning that may or may not represent an actual error and does not need to be corrected for the data to be accepted.

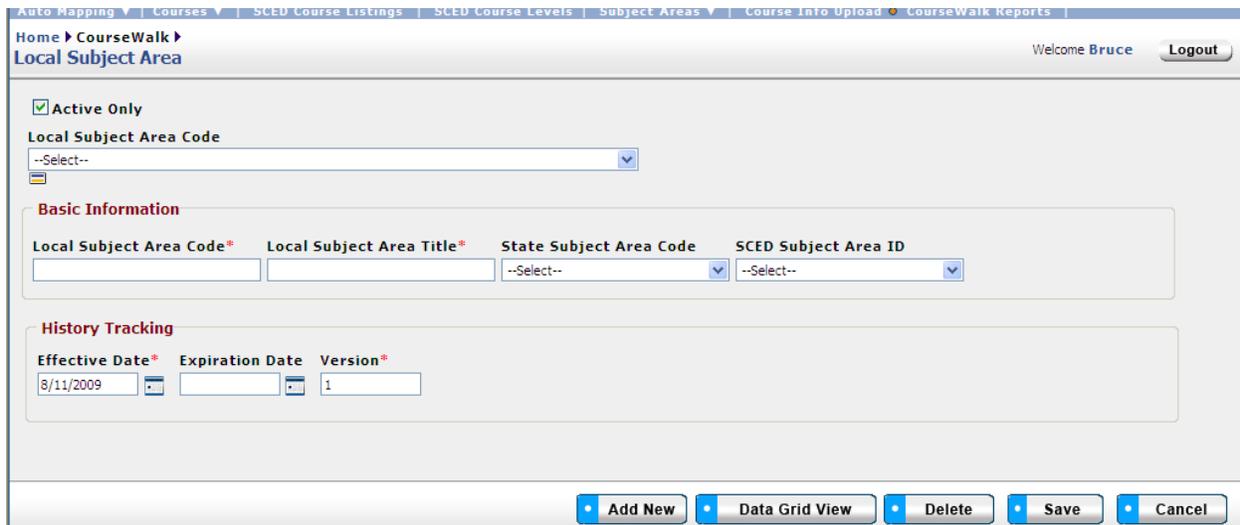
Click **Violation Summary Report** to open or save an Excel file showing the errors and the current values for each:

RuleID	RuleName	local_subject_area_code	local_subject_area_title	state_subject_area_id	sced_subject_area_id	effective_date	expiration_date	version	db_sce
R001	Required Field	LONGNA		GYMNASTICS		1/1/2009	12/31/2008	abcde	
R002	Not a Valid Value	LONGNA		GYMNASTICS		1/1/2009	12/31/2008	abcde	
R003	Field Length Exceeded	LONGNA		GYMNASTICS		1/1/2009	12/31/2008	abcde	
R004	Invalid Data Type	LONGNA		GYMNASTICS		1/1/2009	12/31/2008	abcde	

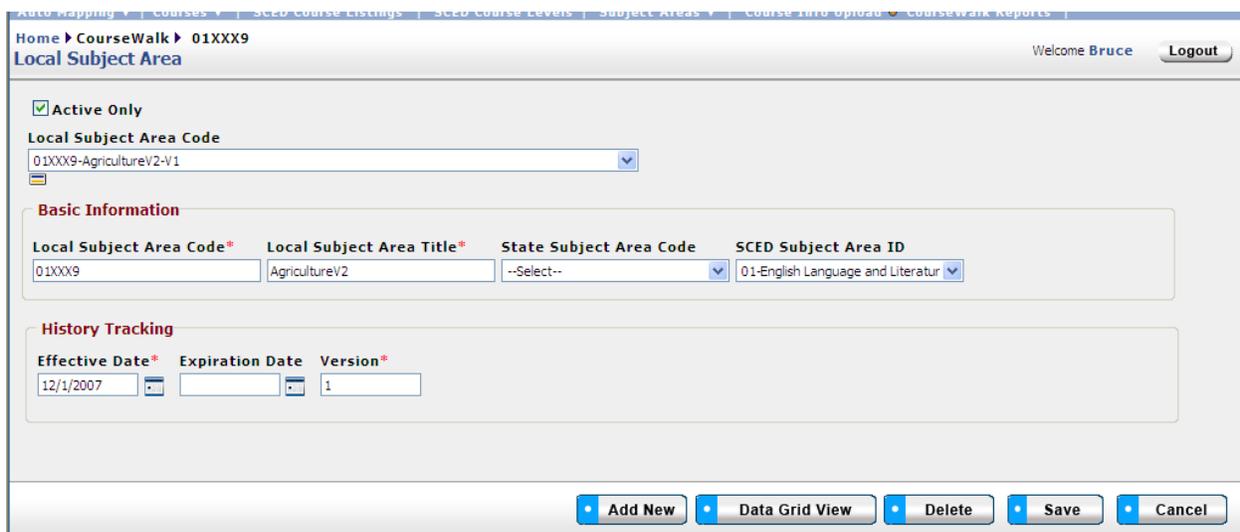
Data errors are highlighted in red. The missing field is highlighted in yellow.

2.3 View/Edit Local Subject Area Mapping Information

To review the mapping and history information for a local subject area, click **Subject Areas** and then **Local Subject Area**:



Select the subject area in the **Local Subject Area Code**:



2.3.1 Edit a Subject Area

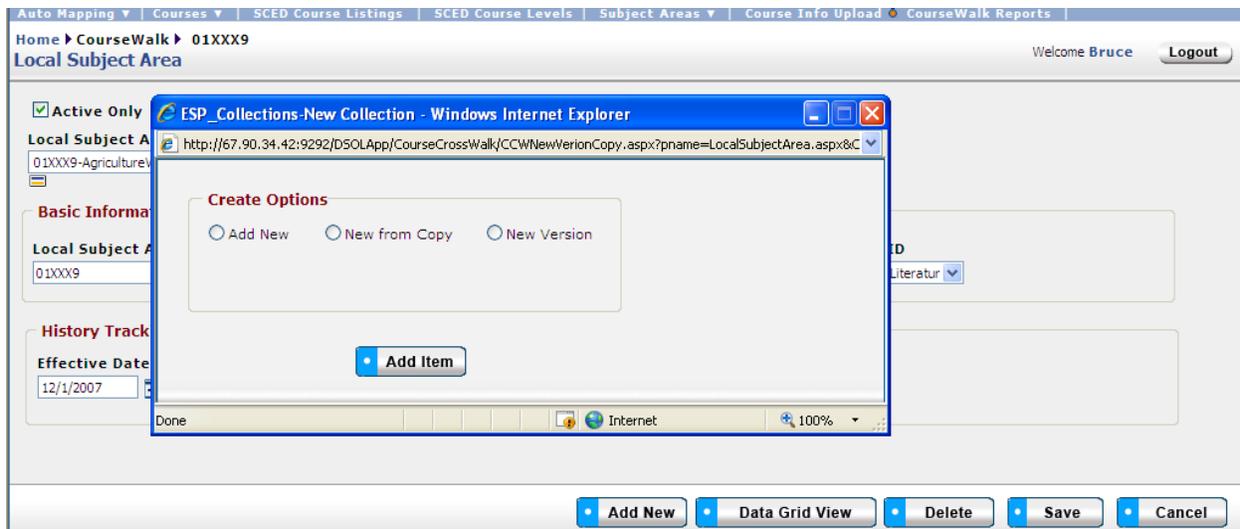
1. Select the subject area from the **Local Subject Area Code** dropdown menu.
2. Click in the field you wish to change and make the desired changes.
3. Click **Save**.

2.3.2 Enter a New Subject Area

To enter a new subject area, click **Add New**. A pop-up window appears with three options:

- Add New
- New from Copy
- New Version

Each option is discussed in the following sections.



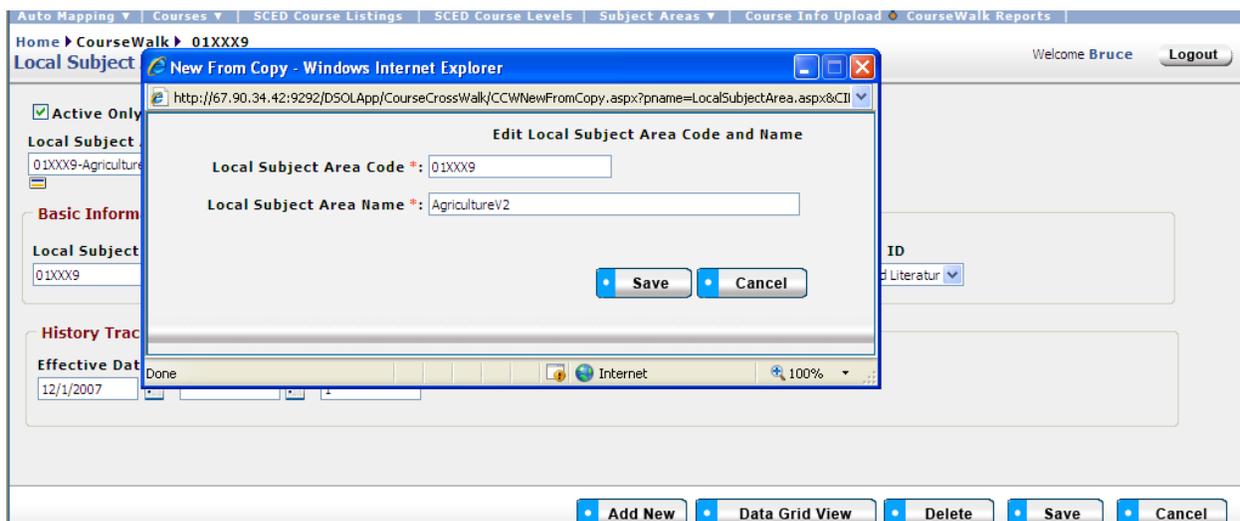
2.3.2.1 Add New

Click **Add New** and then **Add Item** to add a completely new subject area with no prefilled information. The screen that appears is the same **Local Subject Area** page on which you just clicked **Add New**. But, all the fields are blank. Effective Date defaults to the current date, and Version defaults to 1. Enter the information for the new subject area and click **Save** at the bottom of the screen.

2.3.2.2 New from Copy

Click **New from Copy** and then **Add Item** to add a new subject area with the default information being that of the subject area that was selected when **Add New** was clicked. (If none was selected, this option is unavailable.)

Enter the new local subject area code and name on the popup window and click **Save**:

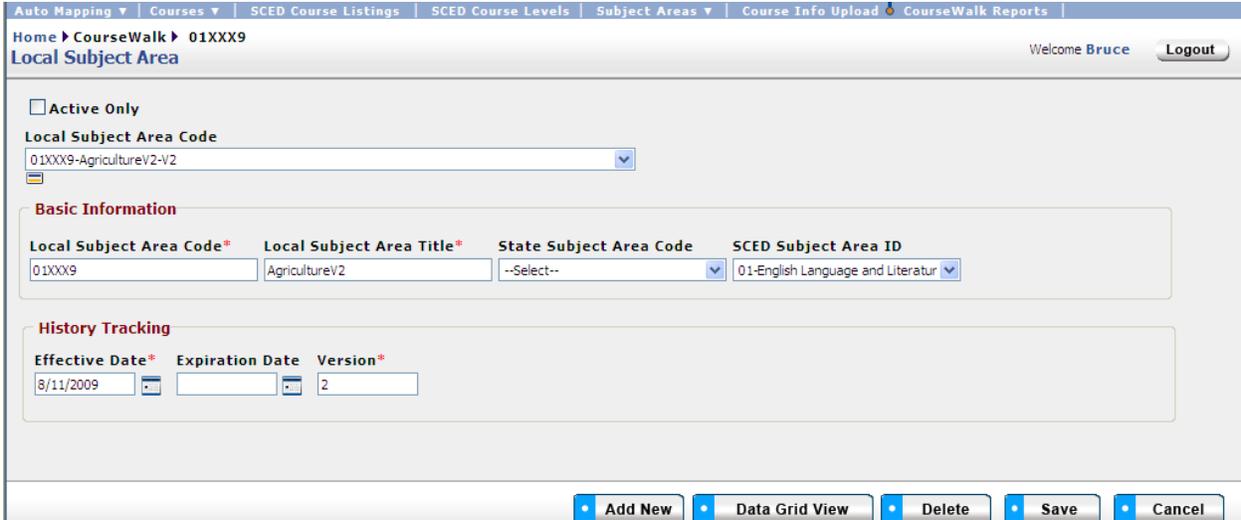


The state and SCED information, the effective date, and the version will be the same as the course you are copying.

2.3.2.3 New Version

Click **New Version** and then **Add Item** to add a new version of the subject area that was selected when **Add New** was clicked. (If none was selected, this option is unavailable.)

The screen that appears is the same **Local Subject Area** page on which you just clicked **Add New**:



The screenshot shows the 'Local Subject Area' form. At the top, there is a navigation bar with links like 'Auto Mapping', 'Courses', 'SCED Course Listings', etc. The main form area has a 'Local Subject Area Code' dropdown menu. Below it, the 'Basic Information' section contains four input fields: 'Local Subject Area Code*' (01XXX9), 'Local Subject Area Title*' (AgricultureV2), 'State Subject Area Code' (--Select--), and 'SCED Subject Area ID' (01-English Language and Literatur). The 'History Tracking' section has three input fields: 'Effective Date*' (8/11/2009), 'Expiration Date', and 'Version*' (2). At the bottom, there are five buttons: 'Add New', 'Data Grid View', 'Delete', 'Save', and 'Cancel'.

The information from the subject area of which you are creating a new version is prefilled, and the Version number at the bottom of the screen is increased by one. Make any necessary changes to the information and click **Save**.

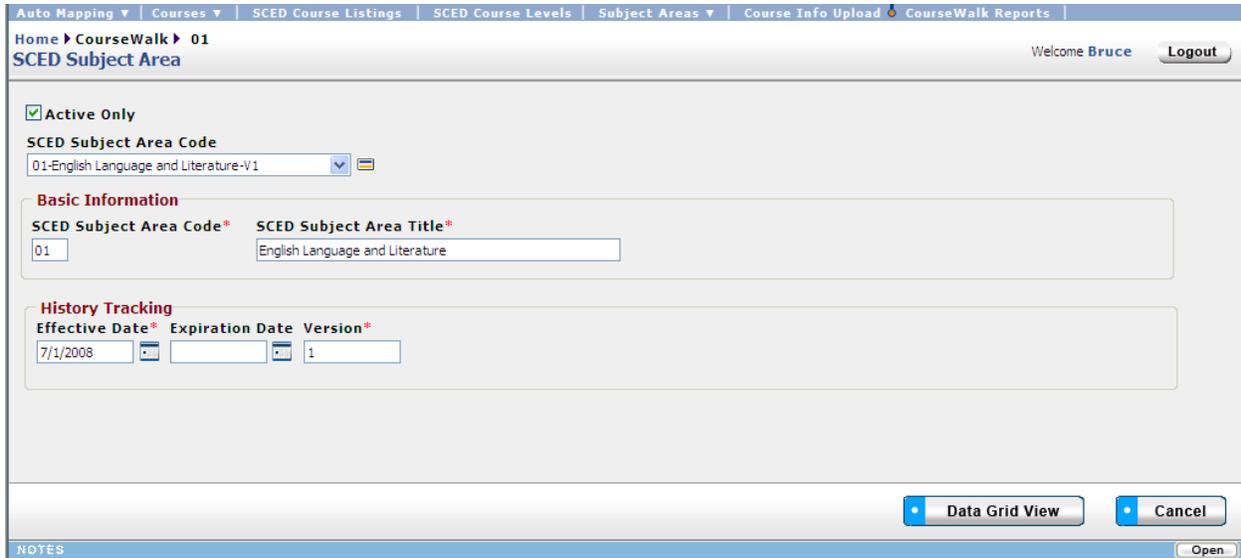
Only the new version will be active; the prior version is automatically deactivated.

2.3.3 Delete a Subject Area

1. Select the subject area from the **Local Subject Area Code** dropdown menu.
2. Click **Delete** and confirm the deletion.

2.4 View SCED Subject Area Mapping Information

To view the mapping information associated with a given SCED subject area, click **Subject Areas** in the main navigation menu and then **SCED Subject Area**. Then, select a subject area in the **SCED Subject Area Code** dropdown list:



The screenshot shows a web application interface for viewing SCED Subject Area mapping information. The breadcrumb trail is "Home > CourseWalk > 01 > SCED Subject Area". The user is logged in as "Bruce". The form includes a "SCED Subject Area Code" dropdown menu with "01-English Language and Literature-V1" selected. Below this are two sections: "Basic Information" and "History Tracking".

Basic Information

SCED Subject Area Code*	SCED Subject Area Title*
01	English Language and Literature

History Tracking

Effective Date*	Expiration Date	Version*
7/1/2008		1

At the bottom right of the form are two buttons: "Data Grid View" and "Cancel". A "NOTES" section is visible at the bottom left with an "Open" button.

Refer to Section 1.3.2 for more information about **Data Grid View**.

Note that the data in this section are uneditable by district-level users.

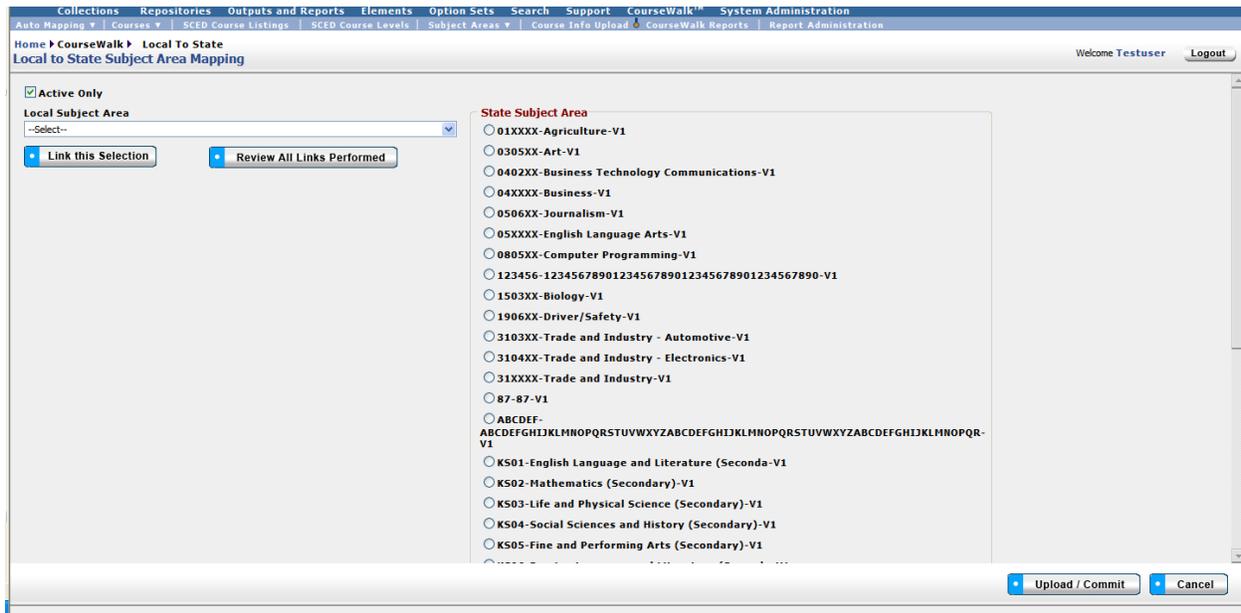
2.5 View State Subject Area Mapping Information

The process for viewing state subject area mapping information is exactly the same as for SCED subject areas as described above in Section 2.4. The subject areas in this case are those that have been identified for the state. These data are also uneditable for district-level users.

2.6 Map Local Subject Areas to State Subject Areas

After uploading the list of local subject areas (see above), click **Subject Areas** in the main navigation menu and then **Local to State Subject Area Mapping**.

CourseWalk takes you to the following screen:



The button at the bottom says **Upload/Commit**. There is also a **Cancel** button to the right that got cropped from this screenshot.

Follow these steps to link a local subject area to a state subject area:

1. Select the local subject area you wish to map in the **Local Subject Area** dropdown menu.
2. Review the list of state subject areas on the right and click the radio button next to the appropriate subject area.
3. Click **Link this selection**.

Click **Review All Links Performed** to review a list of all the links (i.e., mappings) that have been made between local and state subject areas.

Click **Upload/Commit** to save all the links.

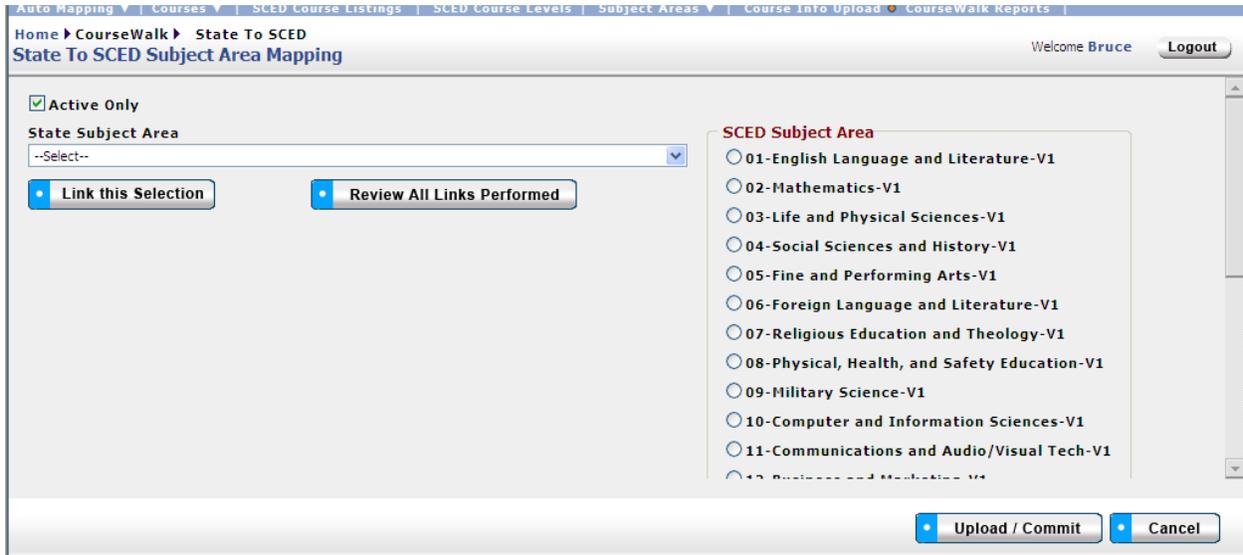
2.7 Map Local Subject Areas to SCED Subject Areas

Mapping local subject areas to SCED subject areas is essentially the same as mapping local subject areas to state subject areas. The only differences are the name of the link in the **Subject Areas** dropdown menu (now **Local to SCED Subject Area Mapping**) and the list of destination subject codes to which you are mapping.

Refer to the SCED documentation at <http://www.nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007341> for more information about SCED subject areas and handling situations in which you cannot find an appropriate match.

2.8 View State to SCED Subject Area Mappings

To view mappings between state and SCED subject areas, click **Subject Areas** in the main navigation bar and then **State to SCED Subject Area Mapping**:



Auto Mapping | Courses | SCED Course Listings | SCED Course Levels | Subject Areas | Course Info Upload | CourseWalk Reports

Home > CourseWalk > State To SCED

State To SCED Subject Area Mapping

Welcome Bruce Logout

Active Only

State Subject Area

--Select--

Link this Selection Review All Links Performed

SCED Subject Area

- 01-English Language and Literature-V1
- 02-Mathematics-V1
- 03-Life and Physical Sciences-V1
- 04-Social Sciences and History-V1
- 05-Fine and Performing Arts-V1
- 06-Foreign Language and Literature-V1
- 07-Religious Education and Theology-V1
- 08-Physical, Health, and Safety Education-V1
- 09-Military Science-V1
- 10-Computer and Information Sciences-V1
- 11-Communications and Audio/Visual Tech-V1
- 12-Business and Marketing-V1

Upload / Commit Cancel

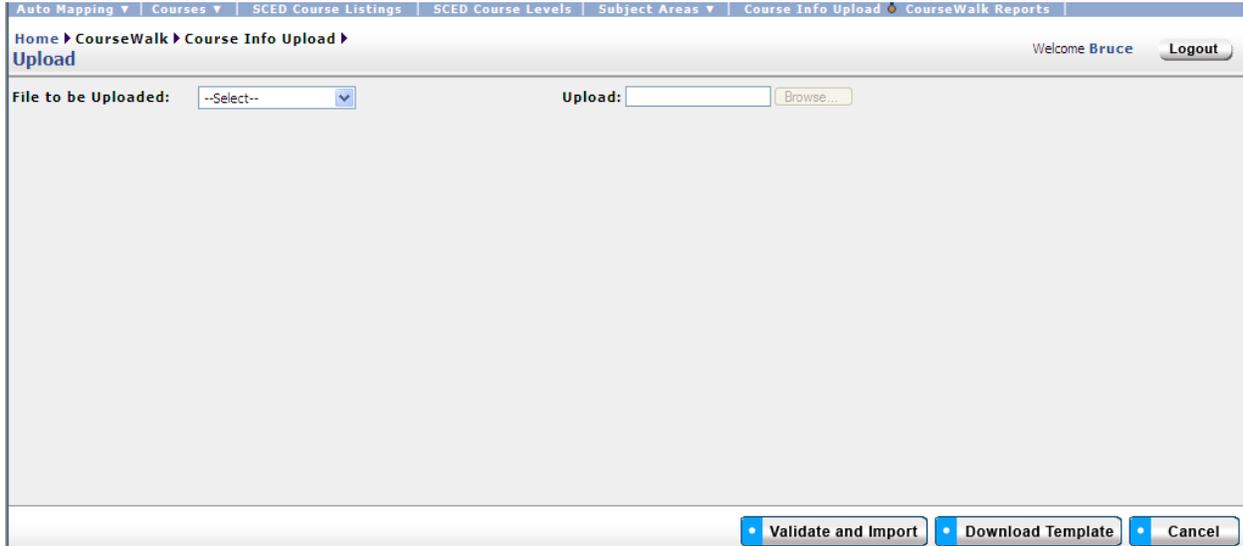
Select the state subject area for which you want to see a mapping. If a SCED subject area match has been identified, the radio button next to that SCED subject area will be selected. (If not, no radio button will be selected.)

3 Course Information Upload and Analysis

3.1 Upload and Validate Course Information

Once your subject areas are uploaded and matched to state and/or SCED subject areas, the next step is to upload your list of courses.

Click **Course Info Upload** in the bar of navigation links with a light blue background:



Select the type of file you are uploading in the **File to be Uploaded** dropdown menu. Note that only the first three file types are applicable to schools and districts:

File Type	Description	Notes
Local Course to SCED	The complete file of local courses with course number, subject, title, and description ready to be mapped to SCED.	SCED courses are already entered into CourseWalk.
Local Course to State	The complete file of local courses with course number, subject, title, and description ready to be mapped to state codes.	State codes need to be entered into CourseWalk before local courses can be mapped to state codes.
Local Subject Area	The complete file of local subject areas ready to be mapped to state or SCED subject areas.	
Schools	The complete file of schools that are entered by the State Education Agency for tracking school mappings to state codes. This mapping is done if the state codes are different from district codes or if the school is not a part of a district.	Not applicable for schools.

Next, click **Browse**, locate the file you want to upload, and click **Open**. Then, click **Validate and Import** to continue the import process.

The system then checks for errors. If there are errors, they are listed and described on a popup window:



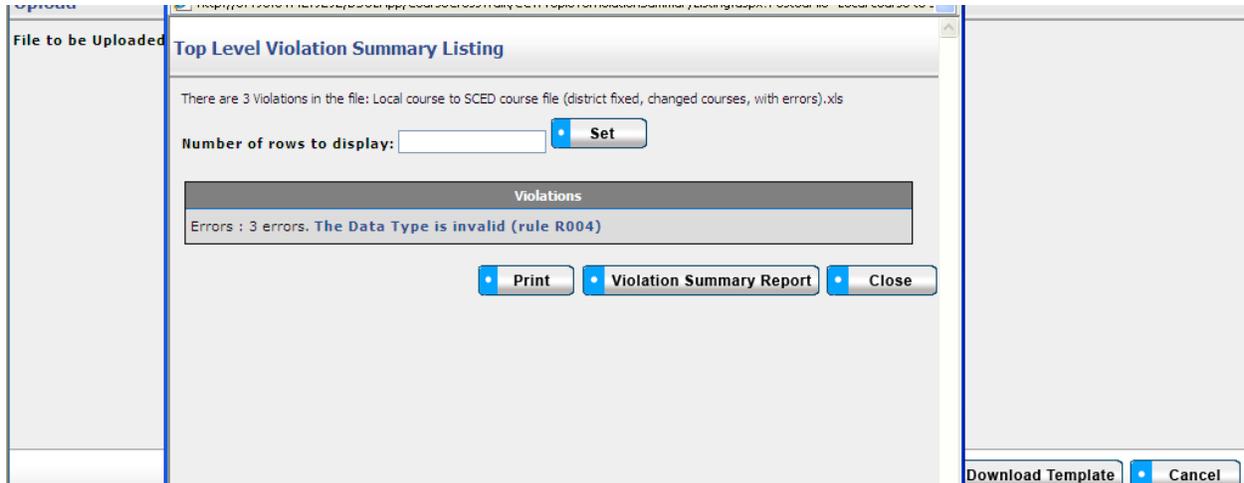
Format Violation Listing

There is [are] [1] of [Violations] of Header Errors in the file

Number of rows to display: 30

Uploaded Headers in the file	Expected Headers
local_course_id	local_course_id
local_course_name	local_course_name
local_course_description	local_course_description
local_subject_area	local_subject_area
sced_code	sced_code
sced_course_number	sced_course_name
sced_subject_area	sced_subject_area
local_course_level	local_course_level
local_available_credit	local_available_credit
local_sequence_1	local_sequence_1
local_sequence_2	local_sequence_2
local_special_identifier	local_special_identifier
ib_indicator	ib_indicator
ap_indicator	ap_indicator
not_ib_not_ap	not_ib_not_ap
elementary_mapping_allowed	elementary_mapping_allowed
secondary_mapping_allowed	secondary_mapping_allowed
other_mapping	other_mapping
comment	comment
effective_date	effective_date
expiration_date	expiration_date
version	version
district	district
school	school

The first error check is in the file’s headers. In this example, there is a space after “District” in the uploaded file’s header, thus the error. If there were other errors found in the data (outside the headers), the popup window is displayed:



File to be Uploaded: [file path]

Top Level Violation Summary Listing

There are 3 Violations in the file: Local course to SCED course file (district fixed, changed courses, with errors).xls

Number of rows to display:

Violations
Errors : 3 errors. The Data Type is invalid (rule R004)

Click the violation text for more information on where the errors exist:

Specific Violation Summary Listing

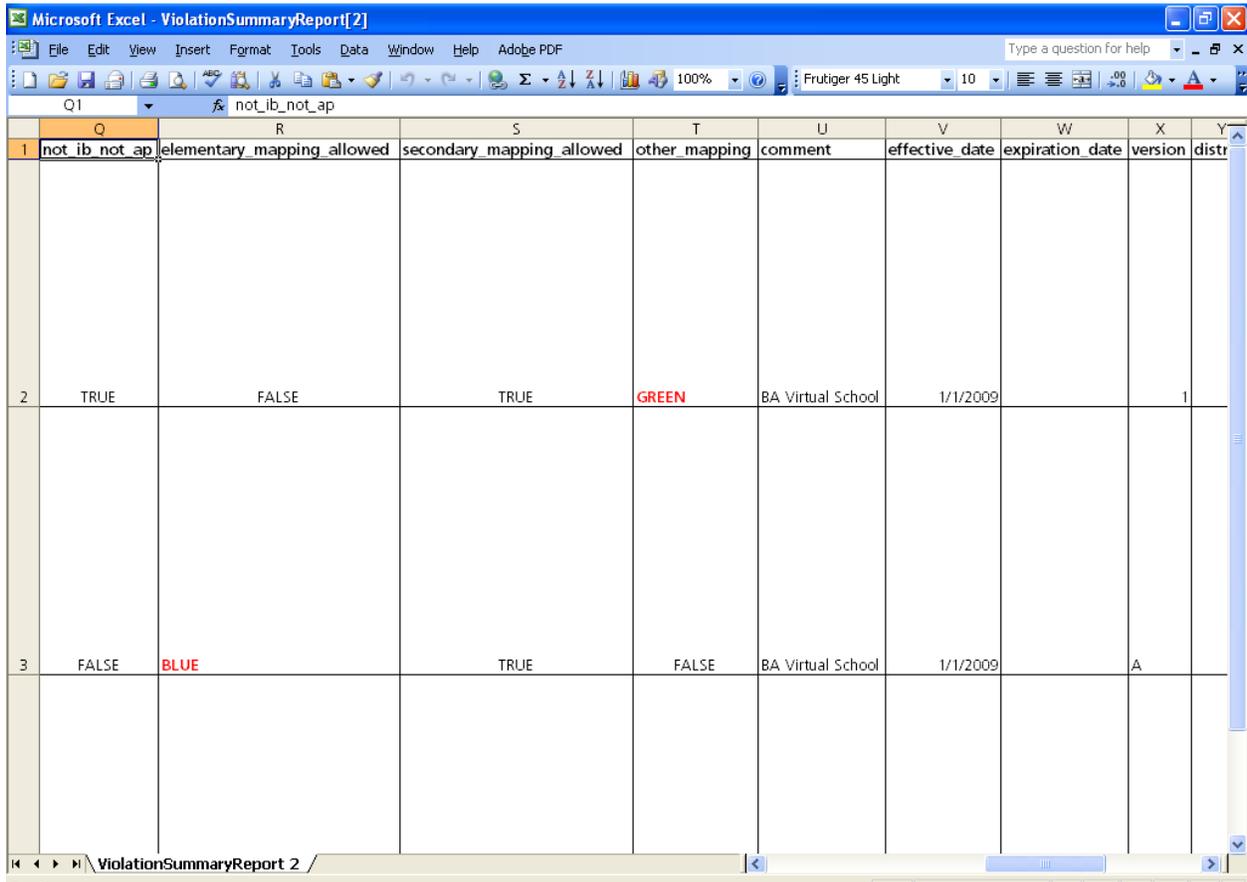
There are 3 Violations for the Rule:R004:The Data Type is invalid
Rule Description :The data type for this field is invalid.

Number of rows to display: [Set](#)

# of rules this record violates	Action	Local Course Id	Local Course Name	Effective Da
This record violates 1 rule(s).	View	002307	African-American History #2	1/1/2009
This record violates 1 rule(s).	View	003211	AP Biology 2 online #2	1/1/2009

[Print](#) [Violation Summary Report](#) [Return to prev](#)

Click **Violation Summary Report** to open or save an Excel file that provides the complete course information and highlights the error fields in red:

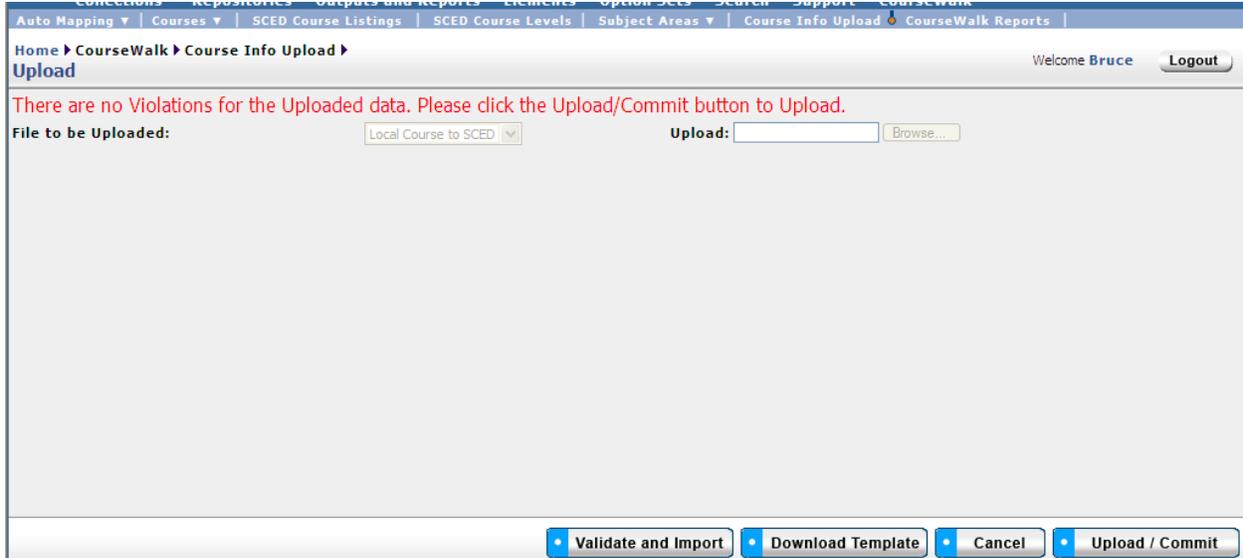


	Q	R	S	T	U	V	W	X	Y
1	not_ib_not_ap	elementary_mapping_allowed	secondary_mapping_allowed	other_mapping	comment	effective_date	expiration_date	version	distr
2	TRUE	FALSE	TRUE	GREEN	BA Virtual School	1/1/2009		1	
3	FALSE	BLUE	TRUE	FALSE	BA Virtual School	1/1/2009		A	

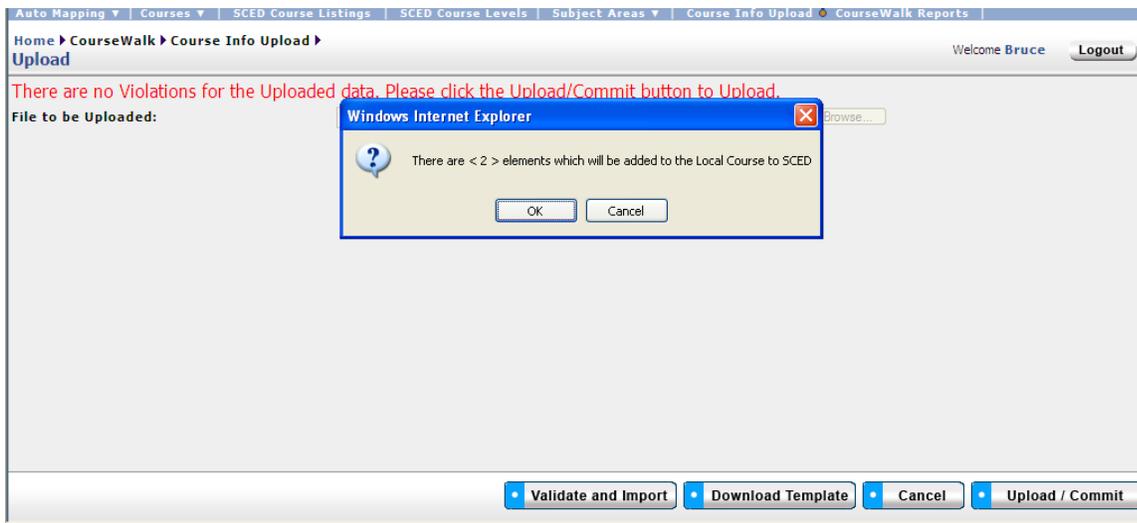
3.1.1 Upload Process With No Data Collisions

After making sure there are no errors in the data headers, the system checks for duplicate records (i.e., data collisions).

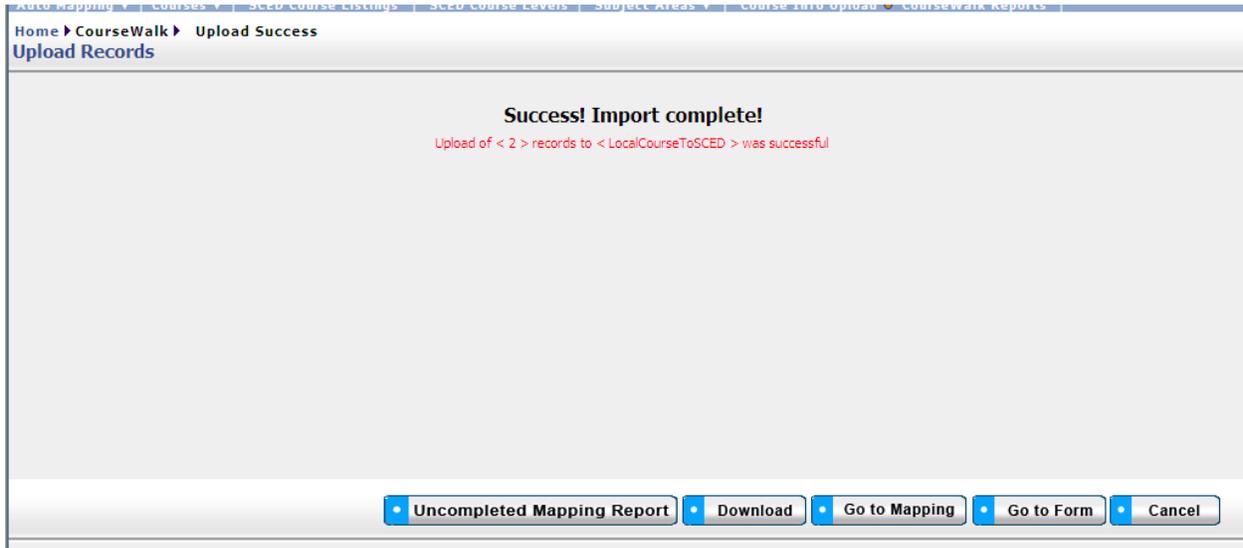
If there are no errors or duplicate records (i.e., “data collisions”), you are taken to the following page:



The next screen confirms the action to be taken:



Click **OK**. The following screen confirms a successful upload:

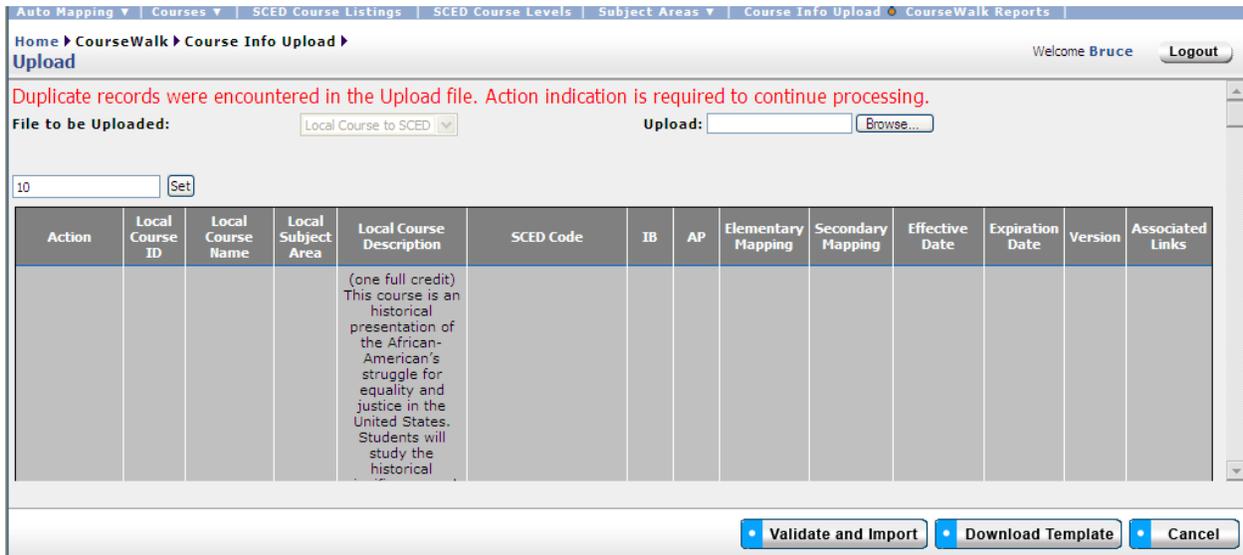


If the local subject area mapping has already occurred, then the uploaded file is now ready to be mapped to state or SCED courses. Refer to Section 2 for information about mapping subject areas.

Sections 3.2 through 3.5 discuss the functionality of the buttons displayed on this page.

3.1.2 Upload Process With Data Collisions

If, after establishing that there are no errors in the data headers, the system does find data collisions, you will receive the following notification:



Auto Mapping | Courses | SCED Course Listings | SCED Course Levels | Subject Areas | Course Info Upload | CourseWalk Reports

Home > CourseWalk > Course Info Upload > Upload Welcome Bruce Logout

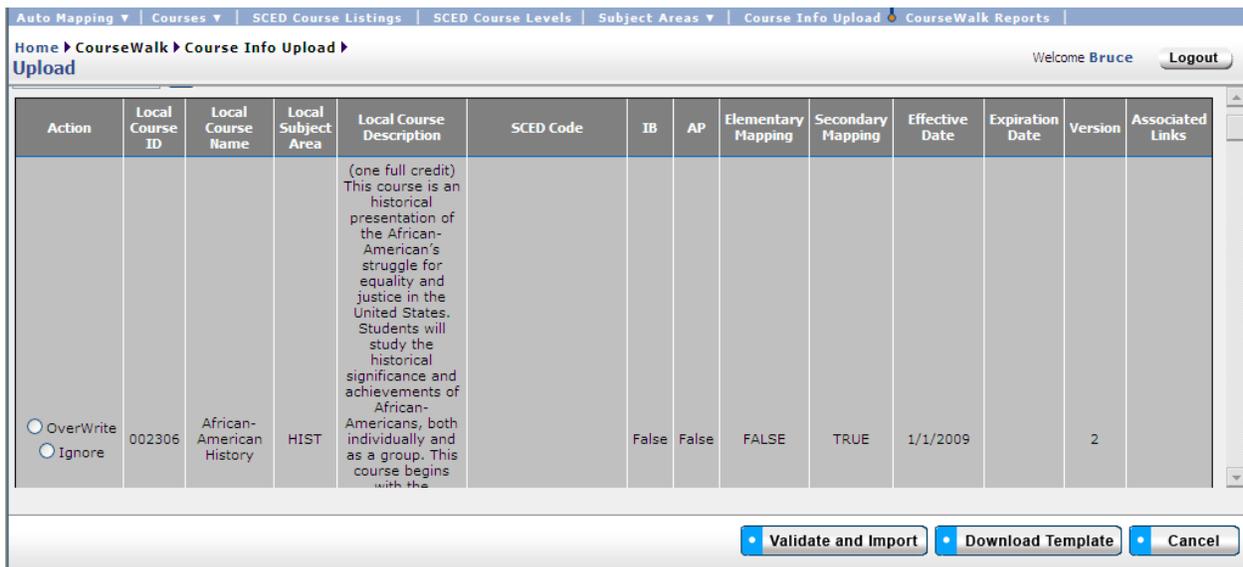
Duplicate records were encountered in the Upload file. Action indication is required to continue processing.

File to be Uploaded: Local Course to SCED Upload: Browse...

10

Action	Local Course ID	Local Course Name	Local Subject Area	Local Course Description	SCED Code	IB	AP	Elementary Mapping	Secondary Mapping	Effective Date	Expiration Date	Version	Associated Links
				(one full credit) This course is an historical presentation of the African-American's struggle for equality and justice in the United States. Students will study the historical									

Scrolled down:



Auto Mapping | Courses | SCED Course Listings | SCED Course Levels | Subject Areas | Course Info Upload | CourseWalk Reports

Home > CourseWalk > Course Info Upload > Upload Welcome Bruce Logout

Action	Local Course ID	Local Course Name	Local Subject Area	Local Course Description	SCED Code	IB	AP	Elementary Mapping	Secondary Mapping	Effective Date	Expiration Date	Version	Associated Links
<input type="radio"/> OverWrite <input type="radio"/> Ignore	002306	African-American History	HIST	(one full credit) This course is an historical presentation of the African-American's struggle for equality and justice in the United States. Students will study the historical significance and achievements of African-Americans, both individually and as a group. This course begins with the		False	False	FALSE	TRUE	1/1/2009		2	

Once all data collisions are resolved, the following message appears at the top of the screen, and an **Upload/Commit** button appears at the bottom:

Local Courses | State Course to SCED | SCED Course Listings | SCED Course Levels | Subject Areas | Course Info Upload | CourseWalk Reports | Report Administration

Home > Course Info Upload > Upload

Welcome Bruce | Logout

There are no Data Collisions Now you can upload the Data.

File to be Uploaded: Local Course to SCED Upload: Browse

4 Set

Action	Local Course ID	Local Course Name	Local Subject Area	Local Course Description	SCED Code	IB	AP	Elementary Mapping	Secondary Mapping	Effective Date	Expiration Date	Version	Associated Links
				(one full credit) This course is an historical presentation of the African-American's struggle for equality and justice in the United States. Students will study the historical significance and									

Validate and Import | Download Template | Cancel | Upload / Commit

Click **Upload/Commit** to proceed:

Home > Course Info Upload > Upload

There are no Data Collisions Now you can upload the Data.

File to be Uploaded: Local Course to SCED Upload: Browse

4 Set

Action	Local Course ID	Local Course Name	Local Subject Area	Local Course Description	SCED Code	IB	AP	Elementary Mapping	Secondary Mapping	Effective Date	Expiration Date	Version	Associated Links
				(one full credit) This course is an historical presentation of the African-American's struggle for equality and justice in the United States. Students will study the historical significance and									

The page at http://67.90.34.42:9292 says:
There are no records to be uploaded. Please Click Cancel button to cancel the upload

Validate and Import

Click **OK**:

Local Courses | State Course to SCED | SCED Course Listings | SCED Course Levels | Subject Areas | Course Info Upload | CourseWalk Reports | Report Administration

Home > Course Crosswalk > Upload Success

Upload Records

Success! Import completed

Upload of <0> records to <LocalCourseToSCED> was successful

Uncompleted Mapping Report | Download | Go to Mapping | Go to Form | Cancel

If the local subject area mapping has already occurred, then the uploaded file is now ready to be mapped to state or SCED courses. Refer to Section 2 for information about mapping subject areas.

If the upload is not successful, you are taken to the upload error screen and may export the information from there for further analysis. Refer to Appendix IV for more information about upload validation rules.

The following sections discuss the functionality of the buttons displayed on this page.

3.2 Uncompleted Mapping Report

After a course file has been successfully imported (see Section 3.1.1 or 3.1.2), you may click **Uncompleted Mapping Report** to view or download an Excel file detailing all unmapped records:

ID	Local_Co	Local_Co	Local_Course_Description	Local_Su	Local_Su	SCED_Co	SCED_Co	SCED_Su	Local_Co	Local_Av	Local_sec	Local_sec	Local
419	002307	African-Am	#####	110	HIST								
420	003211	AP Biology	#####	112	SCIE								

Note:

- There are many more columns of data off the screen to the right.
- The local course description is provided and viewable within Excel. It is displayed here as “#####” because the content did not fit within the cell in the current view.

3.3 Download an Uploaded Record Report

To download a report of the records you have just uploaded, click **Download**. You will be prompted to view or save the Excel file. The fields are the same as those in the Uncompleted Mapping Report in Section 3.1.3.

3.4 Map Courses Manually

To map the uploaded courses manually (with recommendations from CourseWalk), click **Go to Mapping**.

If you wish to use CourseWalk’s AutoMapping functionality, you must click **AutoMapping** in the main navigation bar and then select one of the options under that menu. Clicking **Go to Mapping** leads to a different, more manual, process.

After clicking **Go to Mapping**, you are taken to the Mapping Recommendation page:

Course attempting to match

Select Any Local Course : 002307-African-American History #2-1 Active Only

Local Course Id : 002307 Local Course Name : African-American History #2

Local Subject Area Code : HIST Local Course Description : (one full credit) #2: This course is an historical presentation of the African-American's struggle for equality and justice in the United States. Students will study the historical significance and achievements of African Americans, both individually and as a group.

IB/AP Flags : Not IB or AP AP IB Allowed Mappings : Elementary Secondary Other

Subject Area Matches

06-Foreign Language and Literature-1.00

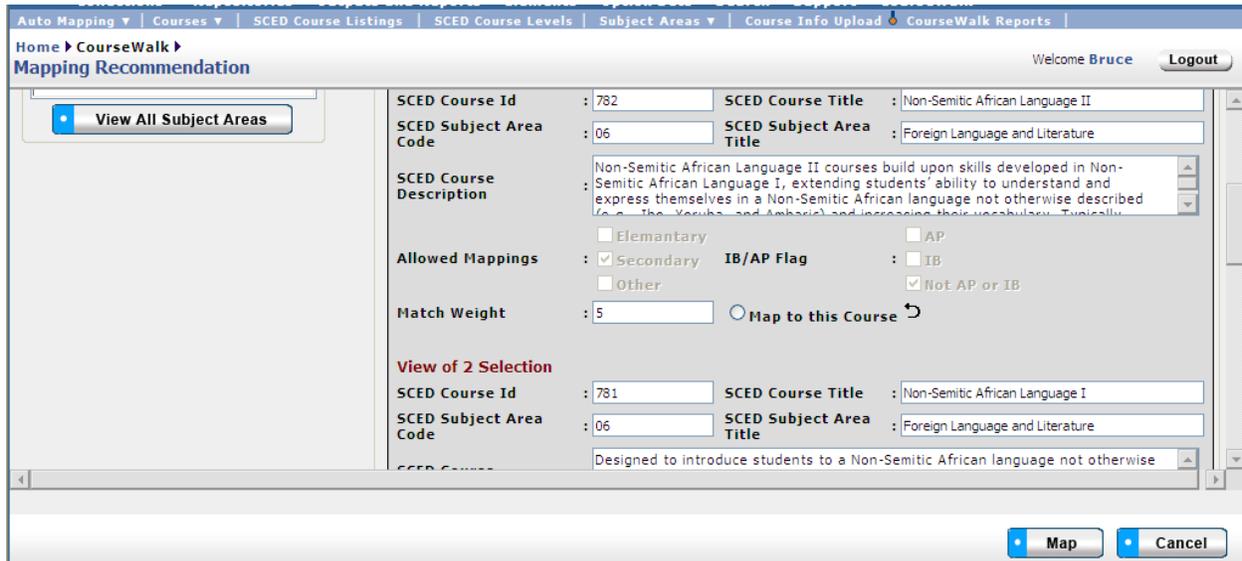
Recommended Target Courses

View of 1 Selection

SCED Course Id : 782 SCED Course Title : Non-Semitic African Language II

SCED Subject Area : 06 SCED Subject Area : Foreign Language and Literature

Scrolled down:



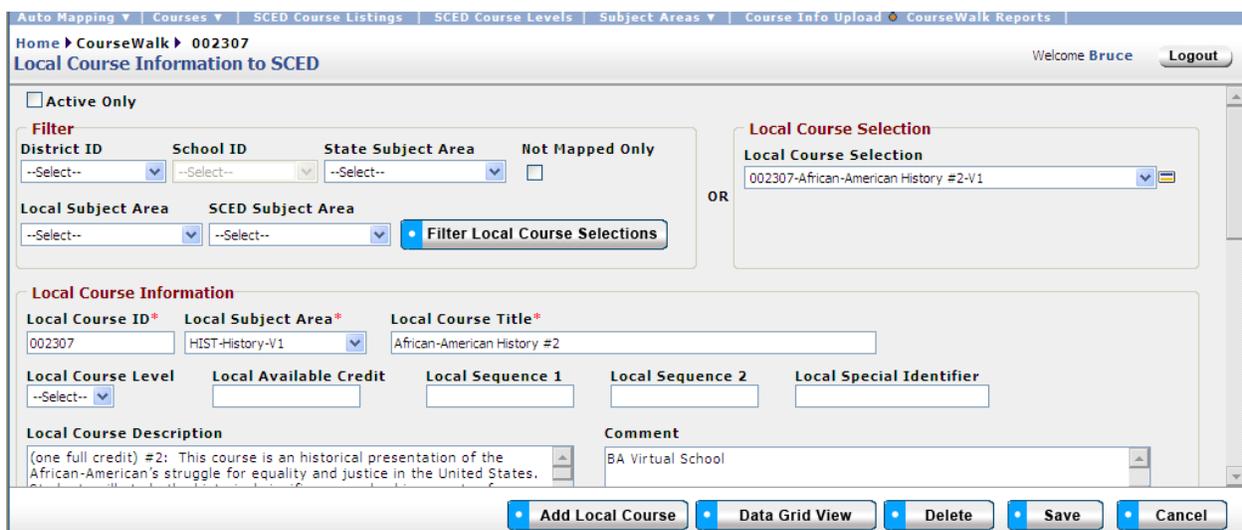
Information about the course you are attempting to match appears at the top of the page. Information about the courses to which you may map appears in the large box on the right with a gray background. More courses may be listed below and on multiple screens (there are hyperlinked page numbers at the bottom of the screen if this is the case).

To expand the list of courses to which you can map to include all subject areas, click **View All Subject Areas**. This will greatly increase the number of courses listed on the right, on multiple pages.

For more information on mapping course, refer to Section 4.

3.5 View Local Course Information

Click **Go to Form** to view the local course information in detail on the Local Course Information to SCED mapping page:



3.6 Download Template

To download a template for a particular file type, select the file type from the dropdown menu on the Course Info Upload page and click **Download Template**. Save the template to a convenient location on your computer. Keep the template's headers unchanged in the file you create and upload.

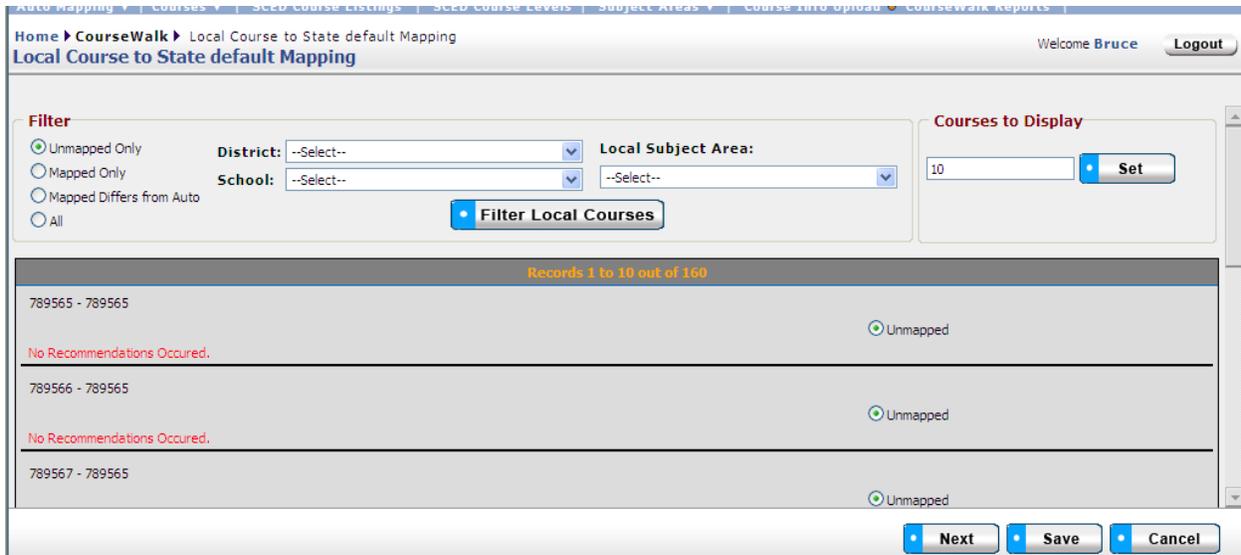
4 Map and Manage Courses

4.1 Map Local Courses to State Courses

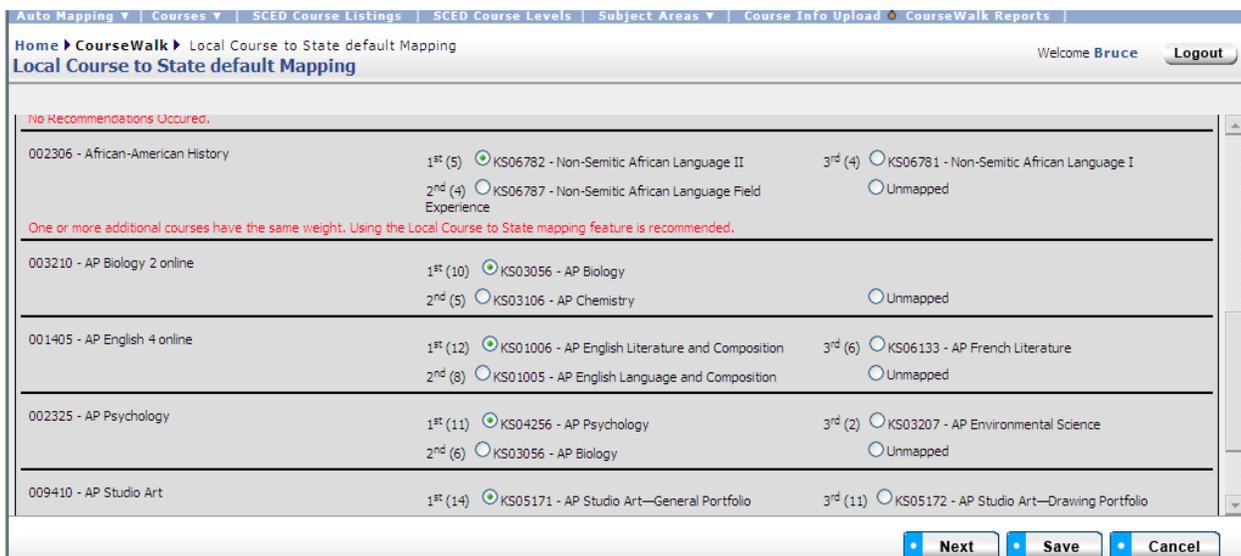
After validating and importing your list of local subject areas and courses, you can match local courses to state courses.

4.1.1 AutoMapping

To use CourseWalk's AutoMapping functionality, click **AutoMapping** in the main navigation bar and then **Local Courses to State** in the dropdown menu:



Scrolled down:



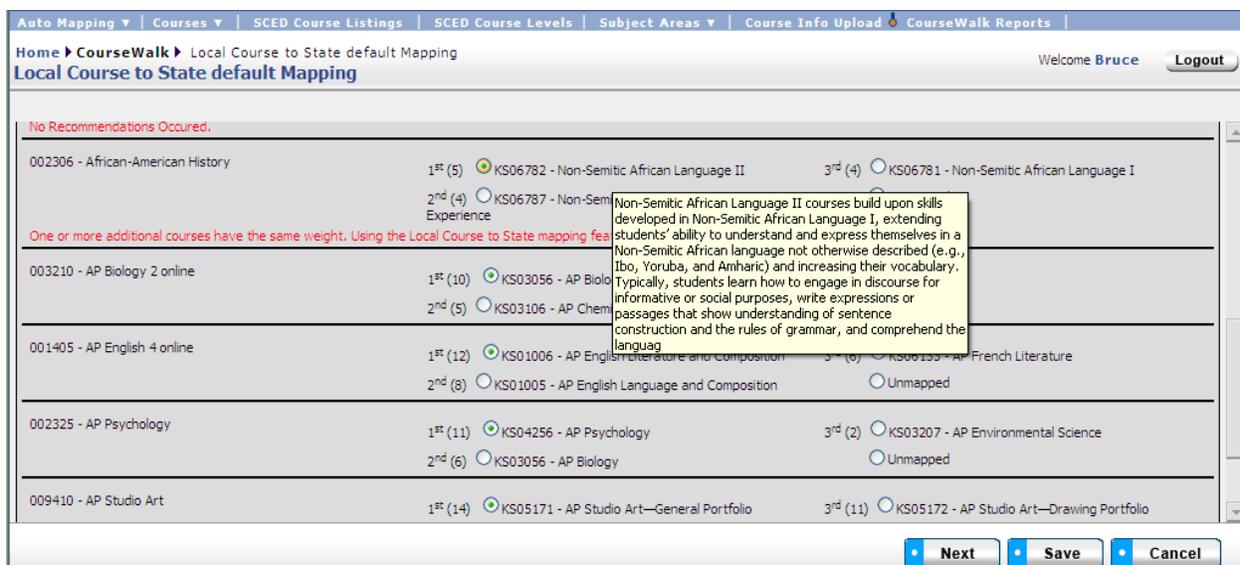
At the top of the screen, you can filter the local courses in several ways:

- Unmapped only: Shows only local courses that are currently unmapped to state courses.
- Mapped only: Shows only local courses that are currently mapped to state courses.
- Mapped differs from auto: Shows only mapped local courses for which the current mapping differs from AutoMapping's first suggestion.
- All: Shows all courses (i.e., removes any of the above three filters).

In addition, there are filters to narrow courses by district, school, or local subject area. Set the filters you wish to use, if any, and click **Filter Local Courses**. The local courses that match these criteria are displayed below.

In the gray results section, local courses are listed down the left side of the window. State courses are in the center and on the right side. "1st," "2nd," and "3rd" reflect the state courses' match ranking, with the number in parentheses indicating the match weight (a higher number indicating a stronger match).

Place the cursor over the title of a state course to view the course description in a popup window:



Local Course	State Course	Match Ranking/Weight
002306 - African-American History	KS06782 - Non-Semitic African Language II	1 st (5)
	KS06781 - Non-Semitic African Language I	3 rd (4)
	KS06787 - Non-Semitic African Language Experience	2 nd (4)
003210 - AP Biology 2 online	KS03056 - AP Biology	1 st (10)
	KS03106 - AP Chemistry	2 nd (5)
001405 - AP English 4 online	KS01006 - AP English Literature and Composition	1 st (12)
	KS01005 - AP English Language and Composition	2 nd (8)
002325 - AP Psychology	KS04256 - AP Psychology	1 st (11)
	KS03056 - AP Biology	2 nd (6)
009410 - AP Studio Art	KS05171 - AP Studio Art—General Portfolio	1 st (14)
	KS05172 - AP Studio Art—Drawing Portfolio	3 rd (11)

Buttons: Next, Save, Cancel

You may click a radio button next to a state course to identify it as the match or select "Unmapped" to leave the local course unmapped. *You might find it helpful to use the AutoMapping feature first to identify relatively easy matches, marking those for which you're unsure as "Unmapped."* Then, you can perform the more manual match on a smaller number of courses through the **Courses** link in the main navigation bar. Note that if one or more courses has the same match weight, use of the manual mapping functionality (through the **Courses** link) is recommended.

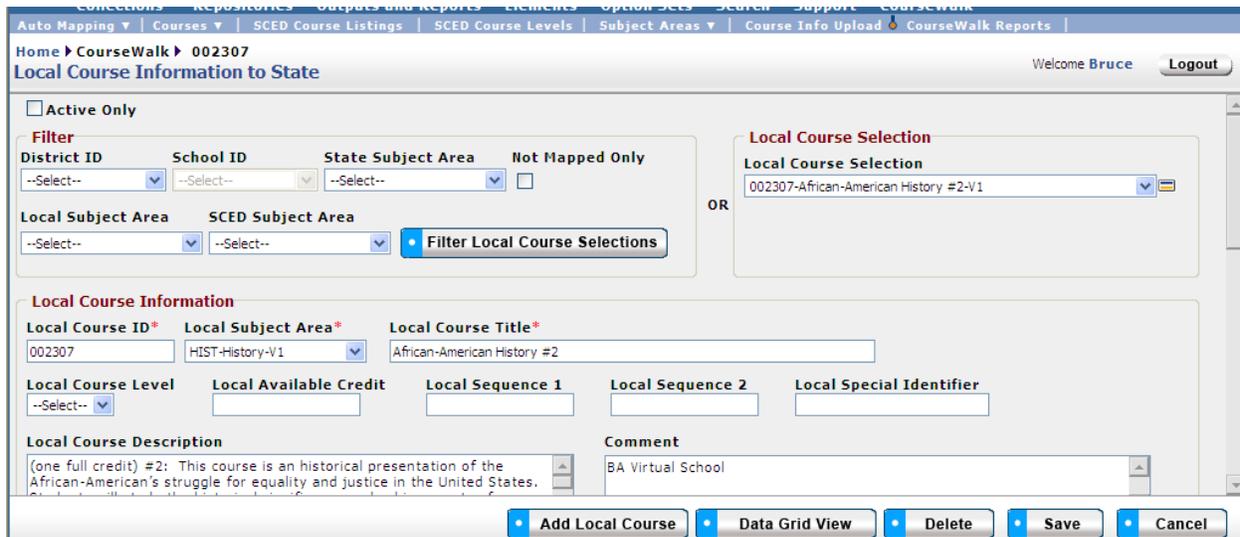
Click **Next** at the bottom of the page to move to the next page of local courses. You may change the number of local courses displayed per page in the **Courses to Display** window at the top right of the page.

Click **Save** to save your changes or **Cancel** to return to the Home page.

4.1.2 Select Local Course

If you choose not to use the AutoMapping functionality (or to select a match for courses that were not easily matched in AutoMapping), the following steps describe the manual process. Note that even in the manual process, CourseWalk offers suggested matches and helps guide you through the process.

First, click **Local Course to State** in the **Courses** dropdown menu at the left of the screen:



Use either (or both) of the top two boxes, **Filter** and **Local Course Selection**, to select the course you wish to map to a state course. In the **Filter** box, you may apply one or more filters to the list of local courses and click **Filter Local Course Selections**. The **Local Course Selection** dropdown lists every course in your district if no filter has been applied or the filtered list if a filter has been applied.

After selecting a course in the top portion of the page, the **Local Course Information** section displays detailed information about that course.

The **State Recommendations** section shows the information for the state course if the local course has already been mapped. If the local course has not already been mapped, the fields will be blank. See below for information about viewing/selecting recommended state courses.

In the **Course Flag** section, a course may be indicated as International Baccalaureate and/or Advanced Placement, or neither.

The **Allowed Course Mapping** section indicates whether the course may be mapped to elementary, secondary, or other course levels.

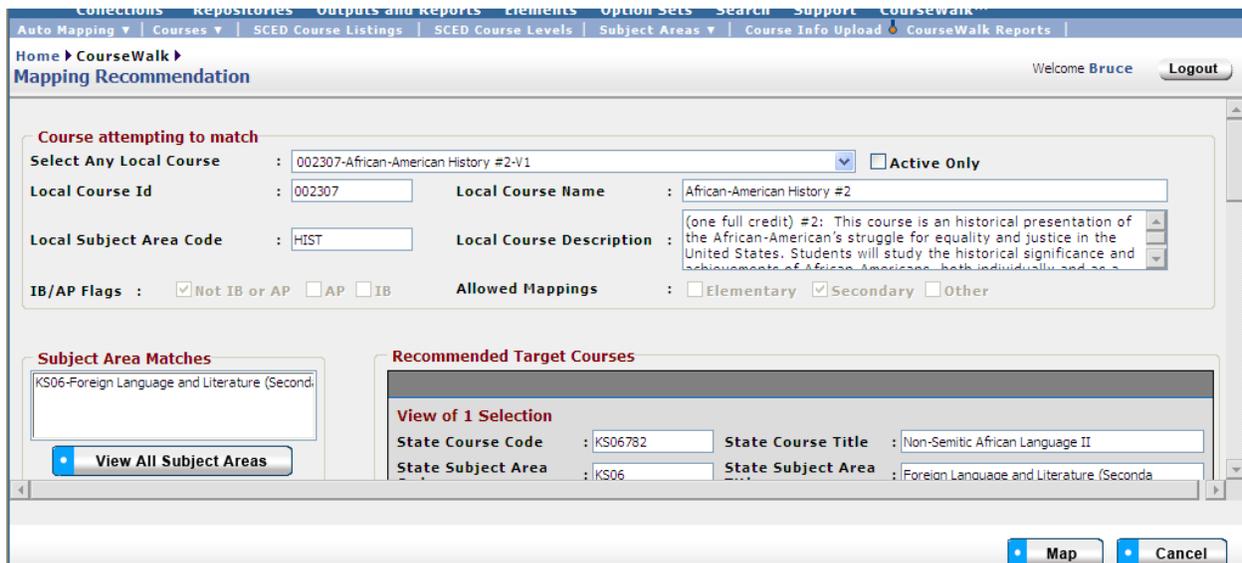
Filter Info displays what district and school, if any, apply to this course.

History Tracking provides the course's first effective date, its expiration date (if any), and version number.

4.1.3 View State Course Recommendations

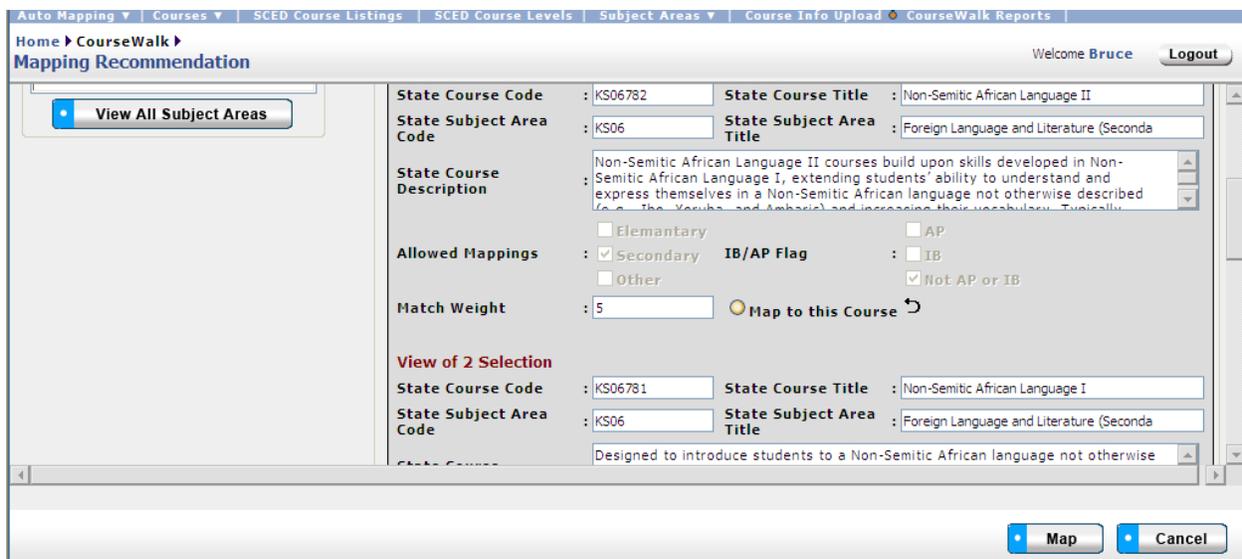
Click **Find State Recommendations** on the course selection page above. CourseWalk summarizes the selected local course information at the top of the page, then lists subject area matches on the left and recommended target state courses (to which to map) on the right and below. State courses are arranged by descending match weight, which is calculated primarily based on the course's subject area and title, though the course description is also considered.

Top of the page:



The screenshot shows the top portion of a web application interface. At the top, there is a navigation menu with items like 'Auto Mapping', 'Courses', 'SCED Course Listings', 'SCED Course Levels', 'Subject Areas', 'Course Info Upload', and 'CourseWalk Reports'. Below this is a header area with 'Home > CourseWalk > Mapping Recommendation' and a 'Welcome Bruce' message with a 'Logout' button. The main content area is titled 'Course attempting to match' and contains several input fields: 'Select Any Local Course' (a dropdown menu), 'Local Course Id' (text input), 'Local Course Name' (text input), 'Local Subject Area Code' (text input), and 'Local Course Description' (text area). There are also checkboxes for 'Active Only', 'IB/AP Flags' (Not IB or AP, AP, IB), and 'Allowed Mappings' (Elementary, Secondary, Other). Below this is a 'Subject Area Matches' section with a list box containing 'KS06-Foreign Language and Literature (Second)' and a 'View All Subject Areas' button. To the right is a 'Recommended Target Courses' section with a 'View of 1 Selection' showing details for 'Non-Semitic African Language II' (State Course Code: KS06782, State Subject Area: KS06). At the bottom right are 'Map' and 'Cancel' buttons.

Scrolled down:



The screenshot shows the same web application interface but scrolled down. The 'View All Subject Areas' button is now visible on the left. The 'Recommended Target Courses' section is expanded to show two selections. The first selection, 'Non-Semitic African Language II' (State Course Code: KS06782, State Subject Area: KS06), has its details expanded, showing a description, 'Allowed Mappings' (Secondary, IB/AP Flag: IB, Not AP or IB), and a 'Match Weight' of 5. A 'Map to this Course' radio button is selected. The second selection, 'Non-Semitic African Language I' (State Course Code: KS06781, State Subject Area: KS06), is partially visible below. At the bottom right are 'Map' and 'Cancel' buttons.

4.1.4 Select a State Course Match

Each state course section contains a description of the course and a **Map to this Course** radio button. Note that there may be more than one page of potential matches; links to other pages are at the bottom of the screen.

Select the course that is the best match, click **Map to this Course** for that course (thereby replacing any other course that may have been selected as the match), and then click **Map** at the bottom of the screen. To deselect a course without selecting another course, click the curved arrow icon to the right of the course you wish to deselect as a match.

If the state courses have already been mapped to SCED, the SCED code will also be transferred to the local course after selecting a state course as a match.

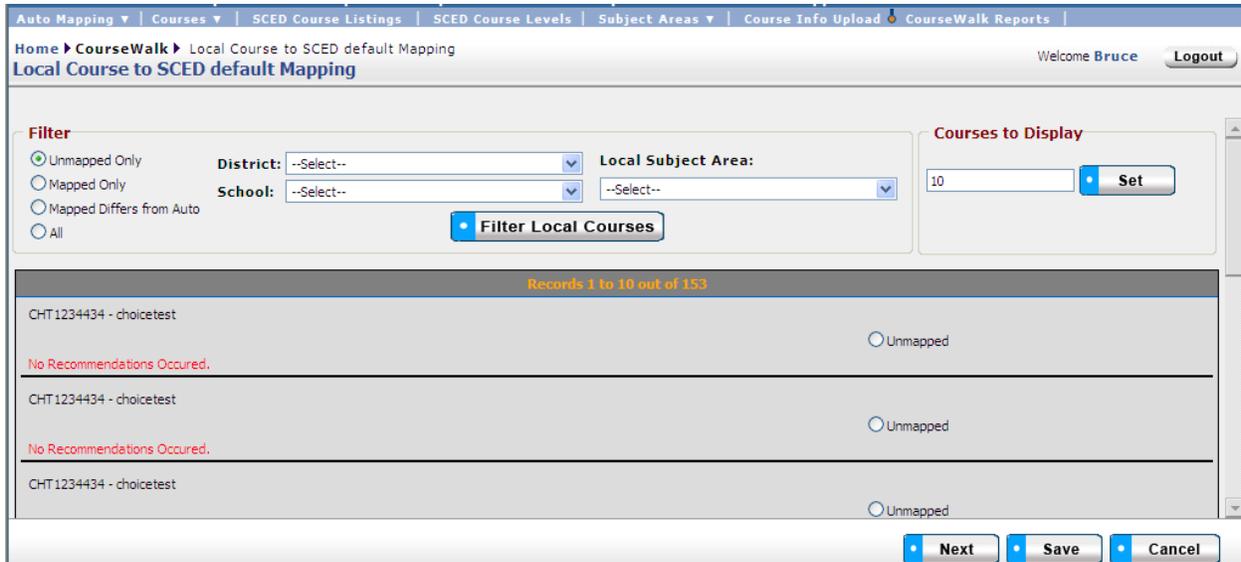
After clicking **Map**, you will return to the list of local courses and may select another course to map.

If none of the provided recommendations is appropriate, you may click **View All Subject Areas** to expand the list of recommended courses to include all subject areas. This will greatly increase the number of courses listed in the **Recommended Target Courses** section.

4.2 Map Local Courses to SCED

4.2.1 AutoMapping

To use CourseWalk's AutoMapping functionality to map local courses to SCED codes, click **AutoMapping** in the main navigation bar and then **Local Courses to SCED** in the dropdown menu:



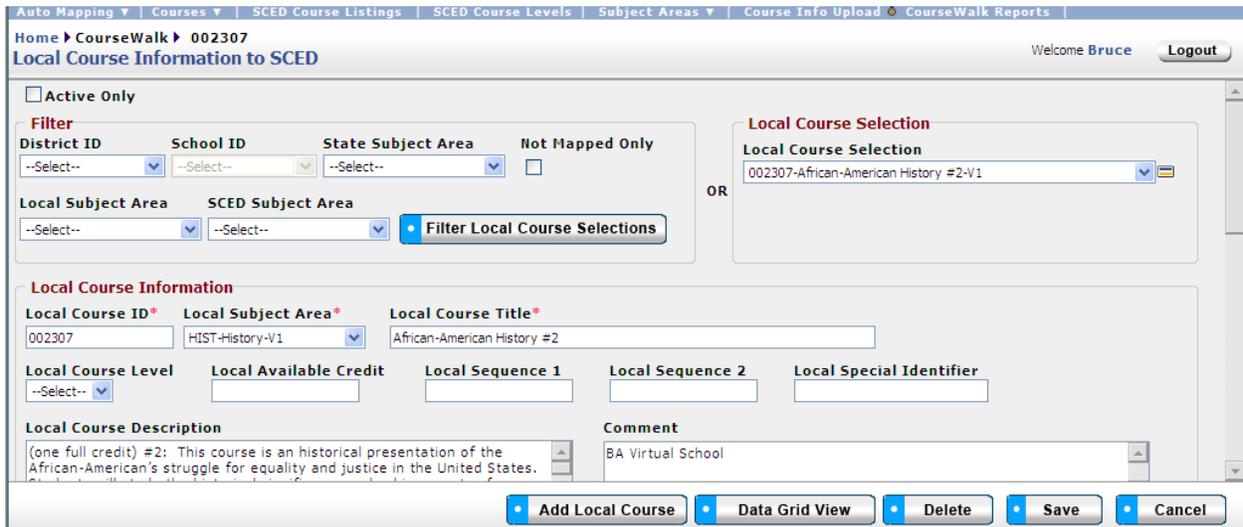
The screenshot displays the 'Local Course to SCED default Mapping' interface. The top navigation bar includes 'Auto Mapping', 'Courses', 'SCED Course Listings', 'SCED Course Levels', 'Subject Areas', 'Course Info Upload', and 'CourseWalk Reports'. The main header shows 'Home > CourseWalk > Local Course to SCED default Mapping' and 'Local Course to SCED default Mapping' with a 'Welcome Bruce' and 'Logout' link. The 'Filter' section contains radio buttons for 'Unmapped Only' (selected), 'Mapped Only', 'Mapped Differs from Auto', and 'All'. There are dropdown menus for 'District' and 'School', and a 'Local Subject Area' dropdown. A 'Filter Local Courses' button is present. To the right, the 'Courses to Display' section has a text input with '10' and a 'Set' button. Below the filter is a table with three rows, each showing 'CHT1234434 - choicetest' and an 'Unmapped' status. At the bottom, there are 'Next', 'Save', and 'Cancel' buttons.

The process is the same as described above for AutoMapping local courses to state courses.

4.2.2 Manual Mapping

If you choose not to use the AutoMapping functionality (or to select a match for courses that were not easily matched in AutoMapping), the following steps describe the manual process. Note that even in the manual process, CourseWalk offers suggested matches and helps guide you through the process.

First, click **Courses** in the main navigation bar and then **Local Course to SCED** in the dropdown menu. The process is then the same as above for mapping to state codes, except SCED codes (and button text) replace state codes:



The screenshot shows the 'Local Course Information to SCED' page. At the top, there are navigation tabs: Auto Mapping, Courses, SCED Course Listings, SCED Course Levels, Subject Areas, Course Info Upload, and CourseWalk Reports. The breadcrumb trail is 'Home > CourseWalk > 002307'. The page title is 'Local Course Information to SCED' and it says 'Welcome Bruce' with a 'Logout' button.

On the left, there is a 'Filter' section with dropdowns for 'District ID', 'School ID', and 'State Subject Area', and a 'Not Mapped Only' checkbox. Below this are 'Local Subject Area' and 'SCED Subject Area' dropdowns, and a 'Filter Local Course Selections' button.

On the right, there is a 'Local Course Selection' section with a dropdown menu showing '002307-African-American History #2-V1' and an 'OR' label.

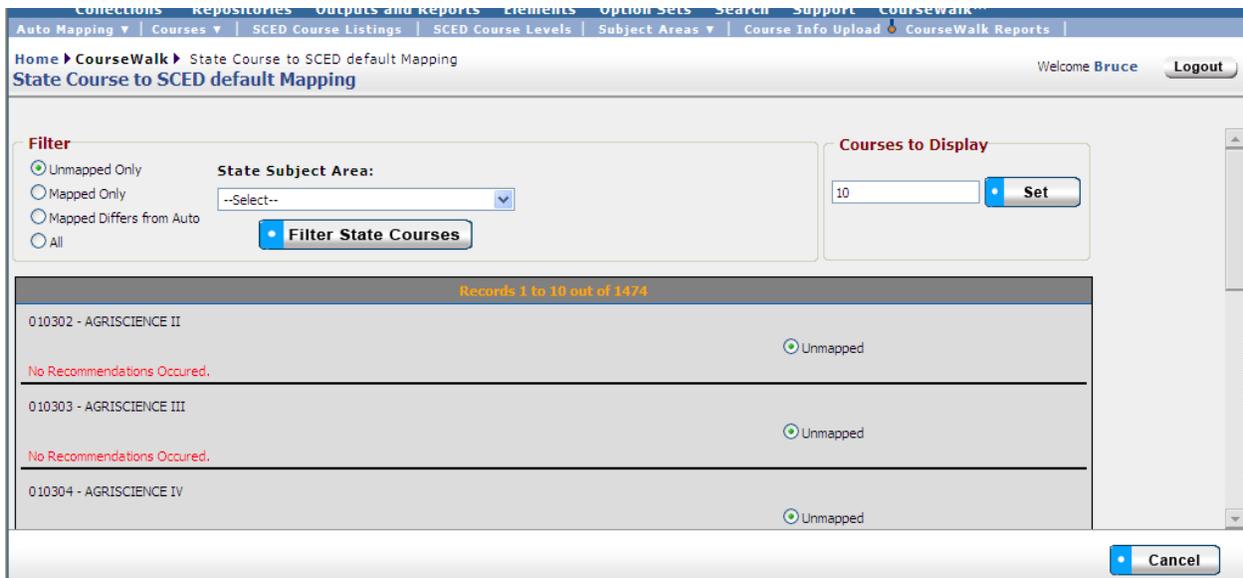
The main form area is titled 'Local Course Information' and contains several input fields: 'Local Course ID*' (002307), 'Local Subject Area*' (HIST-History-V1), 'Local Course Title*' (African-American History #2), 'Local Course Level' (dropdown), 'Local Available Credit', 'Local Sequence 1', 'Local Sequence 2', and 'Local Special Identifier'. There are also text areas for 'Local Course Description' and 'Comment'.

At the bottom, there are buttons for 'Add Local Course', 'Data Grid View', 'Delete', 'Save', and 'Cancel'.

4.3 State Course to SCED

4.3.1 AutoMapping

To use CourseWalk's AutoMapping functionality to view mappings of state courses to SCED codes, click **AutoMapping** in the main navigation bar and then **State Courses to SCED** in the dropdown menu:



The screenshot shows the 'State Course to SCED default Mapping' page. At the top, there are navigation tabs: Auto Mapping, Courses, SCED Course Listings, SCED Course Levels, Subject Areas, Course Info Upload, and CourseWalk Reports. The breadcrumb trail is 'Home > CourseWalk > State Course to SCED default Mapping'. The page title is 'State Course to SCED default Mapping' and it says 'Welcome Bruce' with a 'Logout' button.

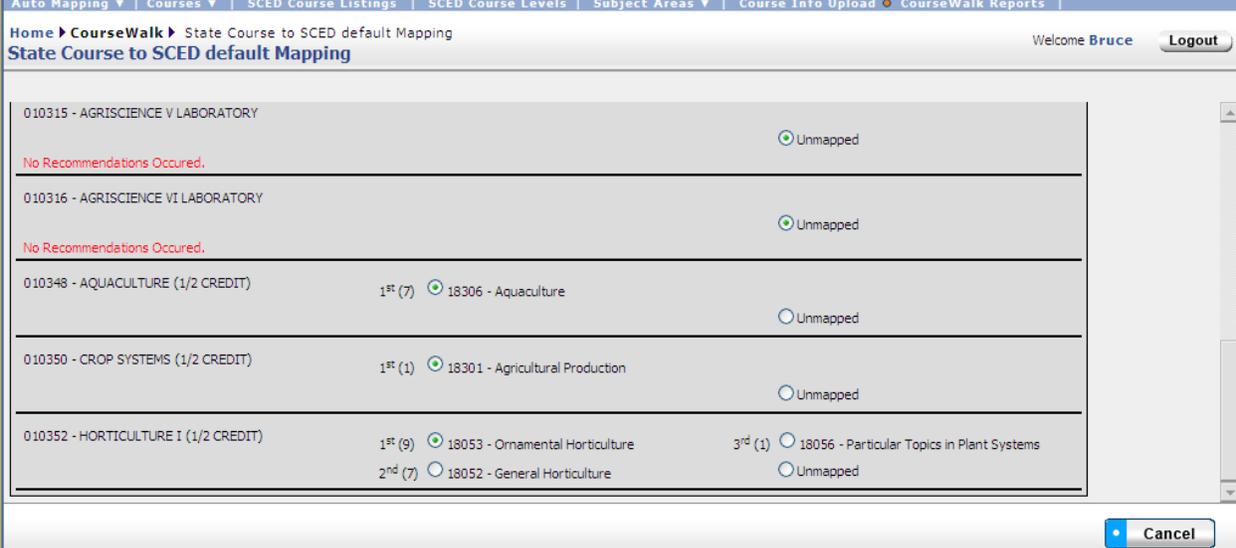
On the left, there is a 'Filter' section with radio buttons for 'Unmapped Only' (selected), 'Mapped Only', 'Mapped Differs from Auto', and 'All'. There is a 'State Subject Area' dropdown and a 'Filter State Courses' button.

On the right, there is a 'Courses to Display' section with a text input field containing '10' and a 'Set' button.

The main area shows a table of records. The header indicates 'Records 1 to 10 out of 1474'. The table has three rows, each representing a state course: '010302 - AGRISCIENCE II', '010303 - AGRISCIENCE III', and '010304 - AGRISCIENCE IV'. Each row has a status indicator 'Unmapped' and a note 'No Recommendations Occured.'.

At the bottom right, there is a 'Cancel' button.

Scrolled down:



State Course ID	State Course Name	Credit	SCED Codes	Status
010315	AGRISCIENCE V LABORATORY			Unmapped
No Recommendations Occurred.				
010316	AGRISCIENCE VI LABORATORY			Unmapped
No Recommendations Occurred.				
010348	AQUACULTURE (1/2 CREDIT)		1 st (7) 18306 - Aquaculture	Unmapped
010350	CROP SYSTEMS (1/2 CREDIT)		1 st (1) 18301 - Agricultural Production	Unmapped
010352	HORTICULTURE I (1/2 CREDIT)		1 st (9) 18053 - Ornamental Horticulture 2 nd (7) 18052 - General Horticulture 3 rd (1) 18056 - Particular Topics in Plant Systems	Unmapped

The functionality is the same as described above for AutoMapping local courses to state courses, other than the fact that district-level users are unable to save any changes.

4.3.2 Manual Mapping

To view state to SCED course mapping information, you can also click **Courses** in the main navigation bar and then **State Course to SCED** in the dropdown menu. After selecting a course in the **Course Selection** dropdown menu, the state course information is presented. If a SCED match has been made, the **SCED Recommendations** section presents information on the match. You may also click **Find SCED Recommendations** to view recommended SCED matches for this state course, although district-level users will not be able to map state courses to SCED codes.

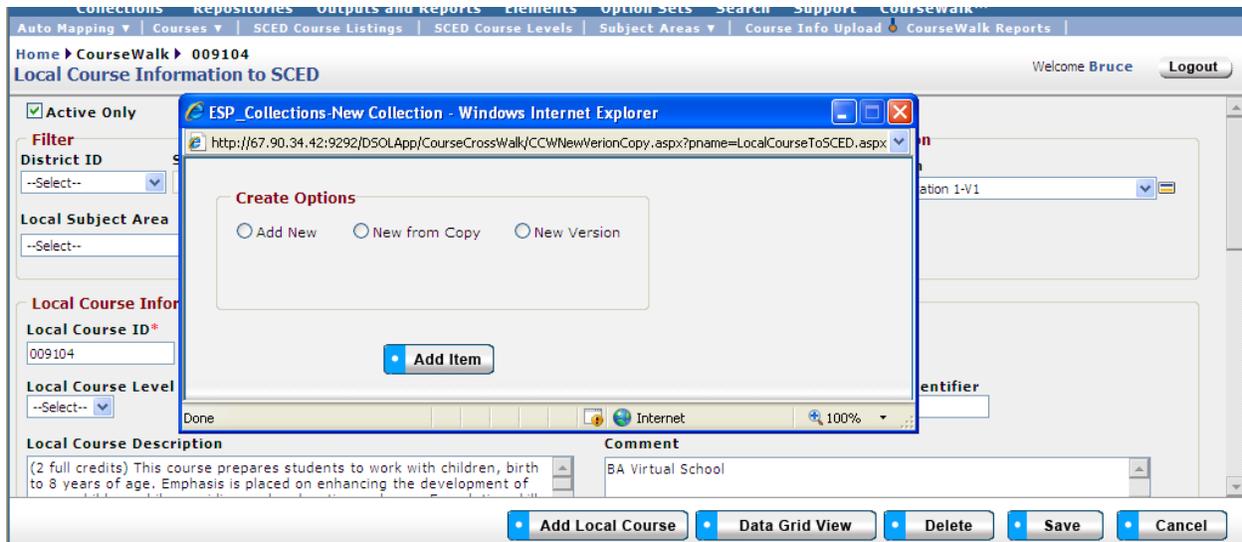
4.4 Add a Local Course

To add a course to the list of local courses available for mapping to state or SCED codes, click **Add Local Course** on either the **Local Course to State** or the **Local Course to SCED** page under the **Courses** menu.

A pop-up window appears with three options:

- Add New
- New from Copy
- New Version

Each option is discussed in the following sections.



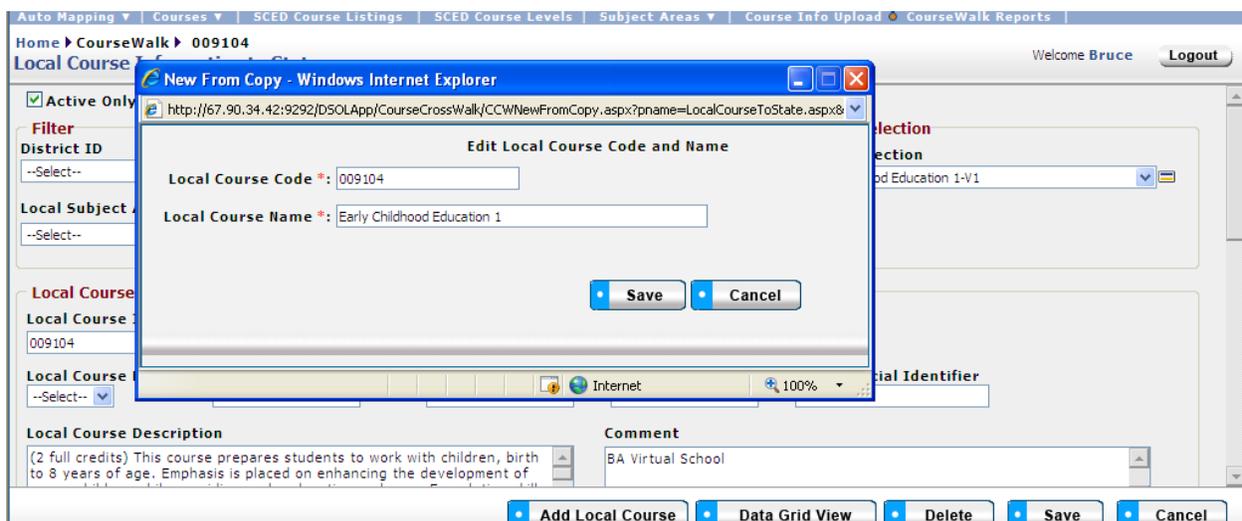
4.4.1 Add New

Click **Add New** and then **Add Item** to add a completely new course with no prefilled information. The screen that appears is the same **Local Course Information to SCED** or **Local Course Information to State** page on which you just clicked **Add Local Course**. But, all the fields are blank. Effective Date defaults to the current date, and Version defaults to 1. Enter the information for the new course (and find a state or SCED code match if you wish) and click **Save** at the bottom of the screen.

4.4.2 New from Copy

Click **New from Copy** and then **Add Item** to add a new course with the default information being that of the course that was selected when **Add Local Course** was clicked. (If none was selected, this option is unavailable.)

Enter the new local course code and name on the pop-up window and click **Save**:

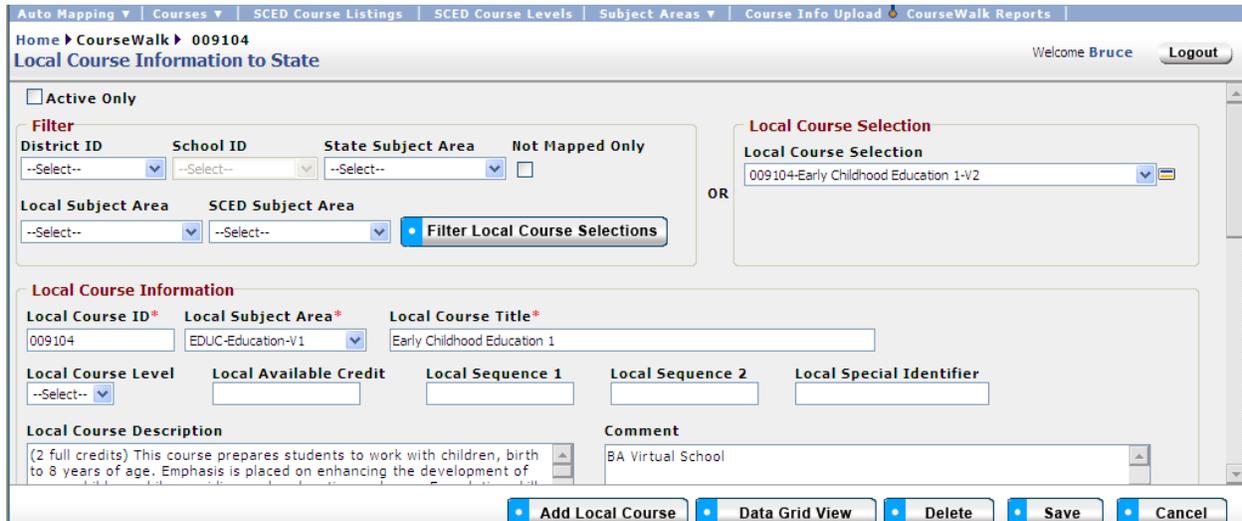


The state and SCED information, the effective date, and the version will be the same as the course you are copying.

4.4.3 New Version

Click **New Version** and then **Add Item** to add a new version of the course that was selected when **Add Local Course** was clicked. (If none was selected, this option is unavailable.)

The screen that appears is the same **Local Course Information to SCED** or **Local Course Information to State** page on which you just clicked **Add Local Course**:



The information from the course of which you are creating a new version is pre-filled, and the Version number at the bottom of the screen is increased by one. Make any necessary changes to the information (and find a state or SCED code match if you wish) and click **Save**.

Only the new version will be active; the prior version is automatically deactivated.

4.5 Edit a Course

1. Click **Courses** in the main navigation bar.
2. Click either **Local Course to State** or **Local Course to SCED**.
3. Select the course in the **Local Course Selection** dropdown menu to the right.
4. Make the desired changes to the information displayed.
5. Click **Save** at the bottom of the screen.

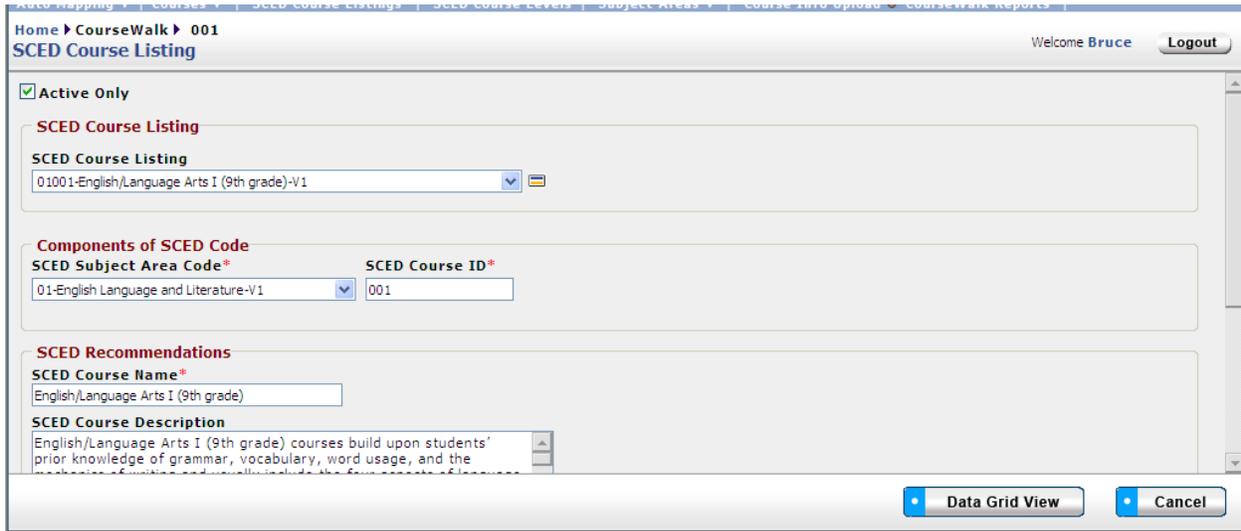
4.6 Delete a Course

1. Click **Courses** in the main navigation bar.
2. Click either **Local Course to State** or **Local Course to SCED**.
3. Select the course in the **Local Course Selection** dropdown menu to the right.
4. Click **Delete** at the bottom of the screen and confirm the deletion.

5 SCED Course Information

5.1 SCED Course Listings

To view the information in SCED for a particular course, click **SCED Course Listings** in the main navigation bar. Then, select the course in the **SCED Course Listing** dropdown menu (sorted by increasing course number). The screen is refreshed with information about that course:



Home ▶ CourseWalk ▶ 001
SCED Course Listing Welcome Bruce [Logout](#)

Active Only

SCED Course Listing

SCED Course Listing
 01001-English/Language Arts I (9th grade)-V1

Components of SCED Code

SCED Subject Area Code* SCED Course ID*
 01-English Language and Literature-V1 001

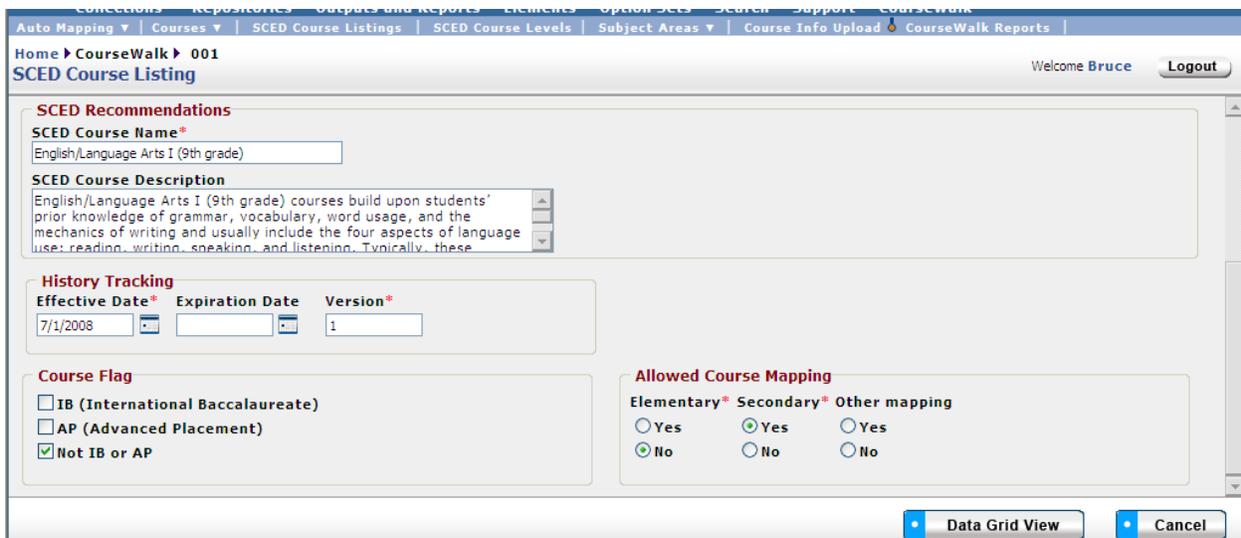
SCED Recommendations

SCED Course Name*
 English/Language Arts I (9th grade)

SCED Course Description
 English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these

[Data Grid View](#) [Cancel](#)

Scrolled down:



Home ▶ CourseWalk ▶ 001
SCED Course Listing Welcome Bruce [Logout](#)

SCED Recommendations

SCED Course Name*
 English/Language Arts I (9th grade)

SCED Course Description
 English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these

History Tracking

Effective Date*	Expiration Date	Version*
7/1/2008		1

Course Flag

IB (International Baccalaureate)
 AP (Advanced Placement)
 Not IB or AP

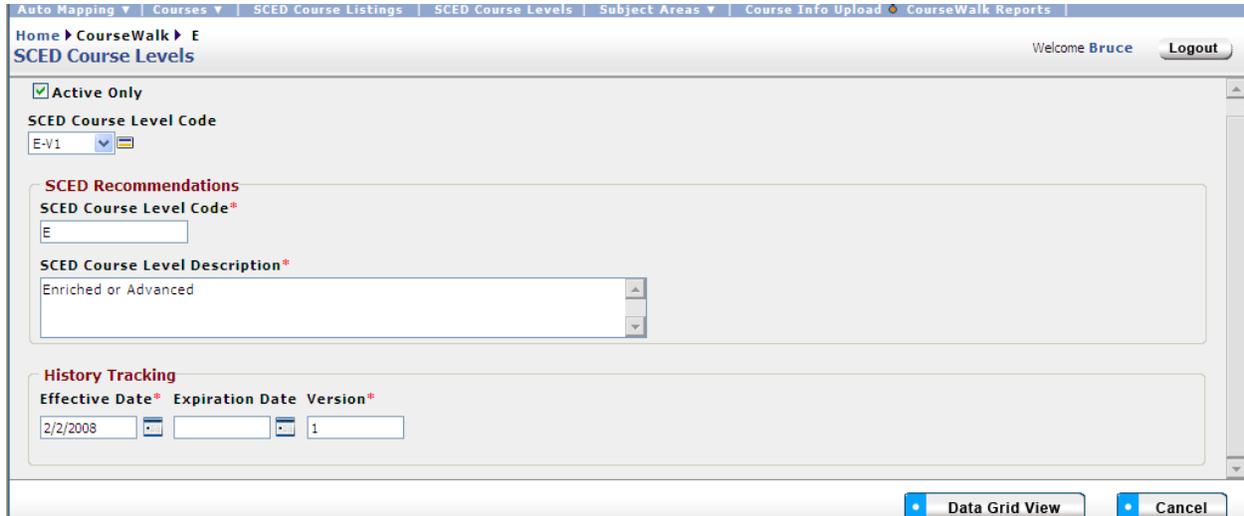
Allowed Course Mapping

Elementary*	Secondary*	Other mapping
<input type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No

[Data Grid View](#) [Cancel](#)

5.2 SCED Course Levels

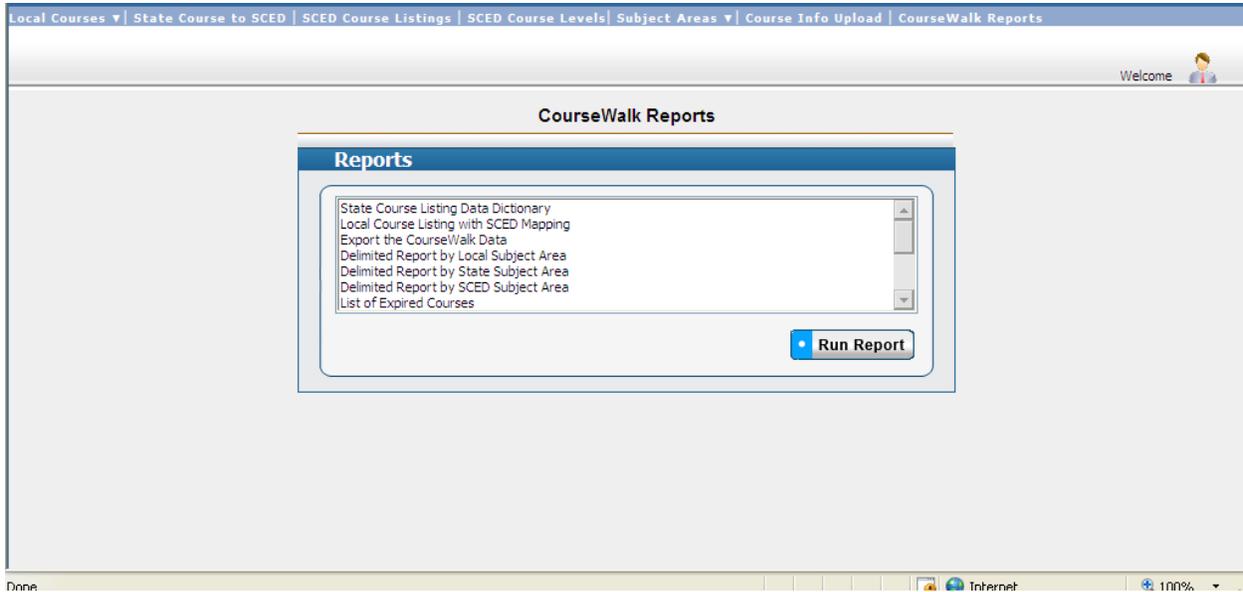
To view information about a particular SCED course level, click **SCED Course Levels** in the main navigation bar. Then, select the course level in the **SCED Course Level Code** dropdown menu. The screen is refreshed with information about that course level:



The screenshot shows a web application interface for managing SCED Course Levels. At the top, there is a navigation bar with tabs: Auto Mapping, Courses, SCED Course Listings, SCED Course Levels (selected), Subject Areas, Course Info Upload, and CourseWalk Reports. Below the navigation bar, the breadcrumb path is Home > CourseWalk > E, and the page title is SCED Course Levels. A user greeting 'Welcome Bruce' and a 'Logout' button are visible in the top right corner. The main content area is divided into three sections: 1. 'Active Only' with a checked checkbox. 2. 'SCED Course Level Code' with a dropdown menu showing 'E-V1'. 3. 'SCED Recommendations' with two input fields: 'SCED Course Level Code*' containing 'E' and 'SCED Course Level Description*' containing 'Enriched or Advanced'. 4. 'History Tracking' with three input fields: 'Effective Date*' containing '2/2/2008', 'Expiration Date', and 'Version*' containing '1'. At the bottom right, there are two buttons: 'Data Grid View' and 'Cancel'.

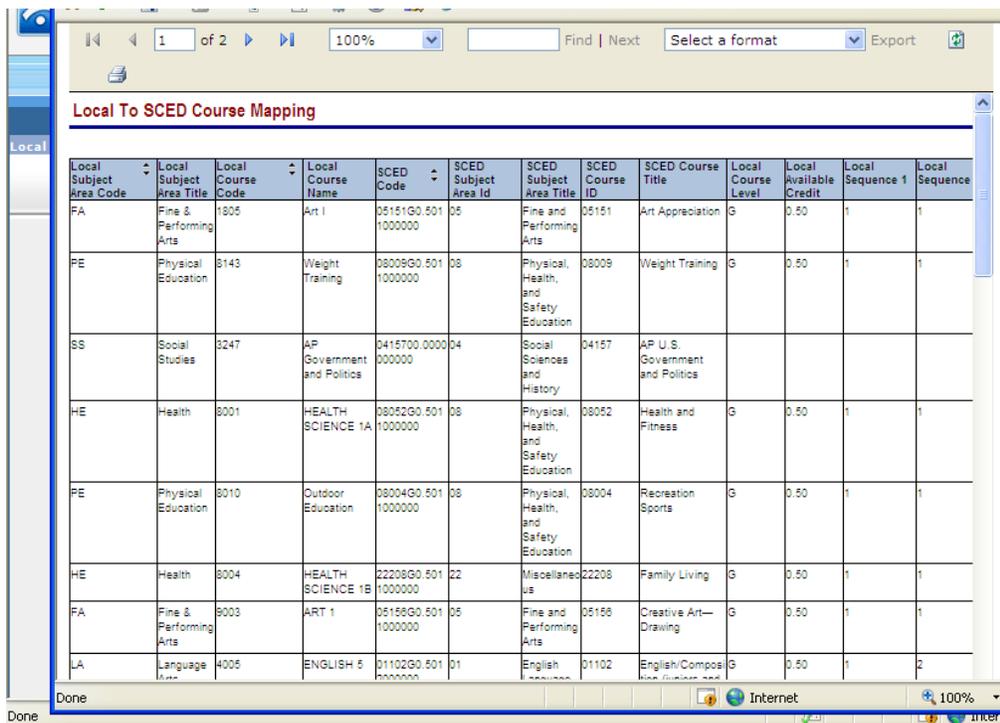
6 Reports

To access CourseWalk reports, click **CourseWalk Reports** at the right end of the navigation bar near the top of the screen:



Select a report name and click **Run Report**.

The report is displayed in a new window:



Local Subject Area Code	Local Subject Area Title	Local Course Code	Local Course Name	SCED Code	SCED Subject Area Id	SCED Subject Area Title	SCED Course ID	SCED Course Title	Local Course Level	Local Available Credit	Local Sequence 1	Local Sequence
FA	Fine & Performing Arts	1805	Art I	05151GG.5011000000	05	Fine and Performing Arts	05151	Art Appreciation	G	0.50	1	1
PE	Physical Education	8143	Weight Training	08009GG.5011000000	08	Physical, Health, and Safety Education	08009	Weight Training	G	0.50	1	1
SS	Social Studies	3247	AP Government and Politics	0415700.00000000	04	Social Sciences and History	04157	AP U.S. Government and Politics				
HE	Health	8001	HEALTH SCIENCE 1A	08052GG.5011000000	08	Physical, Health, and Safety Education	08052	Health and Fitness	G	0.50	1	1
PE	Physical Education	8010	Outdoor Education	08004GG.5011000000	08	Physical, Health, and Safety Education	08004	Recreation Sports	G	0.50	1	1
HE	Health	8004	HEALTH SCIENCE 1B	22208GG.5011000000	22	Miscellaneous	22208	Family Living	G	0.50	1	1
FA	Fine & Performing Arts	8003	ART 1	05158GG.5011000000	05	Fine and Performing Arts	05158	Creative Art—Drawing	G	0.50	1	1
LA	Language Arts	4005	ENGLISH 5	01102GG.5011000000	01	English Language Arts	01102	English/Composition	G	0.50	1	2

You may select certain filters at the top of the page. Click **View Report** on the right to regenerate the report with new filters.

To export the information, select the desired file format in the **Select a format** dropdown menu and click **Export**.

The report shown above is the Local Course to SCED Course Mapping Report. This is the best report for district- and school-level users to use to view their SCED mappings.

To view another report, go to the other browser window (which will still show the list of reports in CourseWalk) and click another title. Each report opens in a separate window.

7 Appendix I: CourseWalk Coding Structure Elements

CourseWalk is based upon the SCED course coding structure because ultimately we expect all states to use the national codes. Each course in the SCED coding system, just as each course at the district level, has two essential components: a Course Title and a Course Description. *[Please note: the terminology used in CourseWalk is slightly different from the terminology used in SCED. This appendix uses the CourseWalk terminology.]*

Two important content areas not associated with a “code” are

1. **SCED Course Title.** This is the name of the course. Courses may have different titles but be identical in content. For instance, a course called Math I in one district may be called Algebra I in another. The title is a useful guide to what is included in the course, but it is not necessarily the most useful.
2. **SCED Course Description.** The description provides enough specificity to identify the course’s topic and to distinguish it from other courses in that subject area. However, the course descriptions do not include course objectives.

As mentioned above, the CourseWalk coding structure is based on the SCED framework and consists of four basic elements. Taken together, they create a unique identification code for any secondary course. The four component elements are SCED code, course level, available credit, and sequence.

7.1 Element 1: SCED Code

SCED Codes consist of two parts: a Subject Area Code and a Course Identifier (ID) within that Subject Area. For example, the course General Math is coded as 02002 – Subject Area Mathematics (02) and Course ID (002).

7.1.1 Subject Area

There are 22 general content categories, each represented by a two-digit code. The categories are mutually exclusive and encompass all courses offered in secondary schools. The Subject Areas are listed below:

Subject area	Code
English Language and Literature	01
Mathematics	02
Life and Physical Sciences	03
Social Sciences and History	04
Fine and Performing Arts	05
Foreign Language and Literature	06
Religious Education and Theology	07
Physical, Health, and Safety Education	08
Military Science	09
Computer and Information Sciences	10
Communications and Audio/Visual Technology	11
Business and Marketing	12
Manufacturing	13
Health Care Sciences	14
Public, Protective, and Government Service	15
Hospitality and Tourism	16
Architecture and Construction	17
Agriculture, Food, and Natural Resources	18
Human Services	19
Transportation, Distribution and Logistics	20
Engineering and Technology	21
Miscellaneous	22

7.1.2 Course Identifier

Courses within a Subject Area are distinguished by a three-digit code. The codes carry no meaning within themselves. The code “999” is reserved for courses coded as “other.” Only some numbers between 001 and 999 have been used in this system; unused numbers can accommodate new courses as they are added to SCED.

These two components are essential and required parts of the SCED coding structure. The following three elements are optional and provide additional information.

7.2 Element 2: Course Level

Course Level conveys the course’s level of rigor. There are four options for coding this element:

Code	Description
B	Basic or remedial. This is a course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
G	General or regular. This is a course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state’s or district’s expectations of scope and difficulty for mastery of the content
E	Enriched or advanced. This is a course that augments the content and/or rigor of a general course, but does not carry an honors designation.
H	Honors. This is an advanced level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses.

The majority of courses that schools offer are general – intended for any student in the proper grade level range. However, some courses are distinguished by having more or less rigorous requirements than the “usual” course and are designated as advanced/enriched, honors, or basic/remedial. Some school systems place students in, or allow students to select from, different “tracks” – particularly in academic subject areas – while others do not use such distinctions, holding all students to the same standards. The coding structure enables schools to portray such differences.

7.3 Element 3: Available Credit

Available Credit identifies the amount of Carnegie unit credit available to a student who successfully meets the objectives of the course. A course meeting every day for one period of the school day over the span of a school year offers one Carnegie unit. A Carnegie unit is thus a measure of “seat time” rather than a measure of attainment of the course objectives.

Available Credit is coded as a one-digit number carried out to two decimal places, with an explicit decimal. That is, one Carnegie unit would be coded as 1.00. A half-unit of Carnegie credit would be reported as 0.50.

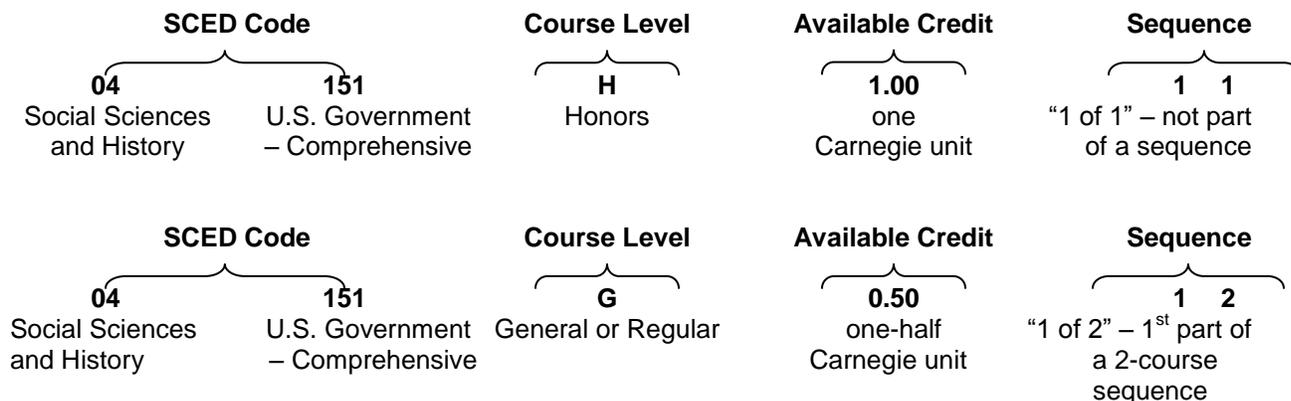
7.4 Element 4: Sequence

Sequence describes the manner in which school systems may “break up” increasingly difficult or more complex information. School districts operating on a semester or trimester schedule frequently offer consecutive courses fitting one course description. For example, Accounting may be broken into two different courses that together make up a complete Accounting course. Or, the requirements for studio arts could include Creative Arts-Comprehensive (SCED #05154) and two additional studio arts courses selected from a number of choices (drawing, ceramics, sculpture, painting, etc.)

Sequence is a two-character element that should be interpreted as “part ‘n’ of ‘m’ parts.” In the example given above, if each course were a year in length, Creative Arts-Comprehensive would be course “one of three,” or “1 3.” It is important to remember that sequence describes only the order in which the courses are taken. If the arts sequence in this example required six semester-long courses, the second semester of the introductory Creative Arts-Comprehensive could be shown with the sequence “2 6,” or, “part 2 of 6 parts.” The Sequence indicated for a given course can vary from school district to school district.

Exhibit 1 is an example of how the four SCED coding elements are used to identify a specific course, and the Level, Credit, and Sequence that can differ for the same course.

Exhibit 1. Course code structure: United States Government – Comprehensive



8 Appendix II: Additional Course Code Information

8.1 Special Identifier

SCED provides standard course descriptions that are widely understood. However, there will undoubtedly be additional information about courses and their outcomes that states, districts, and schools will want to add to a course code. This could include, for example, the grade at which the course is expected to be taken, means of delivery, or a flag identifying that the course meets state high school graduation or college admission requirements. CourseWalk provides a 6-character field called Special Identifier to enable states or districts to indicate additional coded information.

8.2 Other Guidelines

8.2.1 Treatment of AP and IB Courses

Advanced Placement (AP) and International Baccalaureate (IB) courses are assigned individual codes in SCED rather than being identified by the Level element. This is because the College Board and International Baccalaureate Organization define the content and set the performance standards for AP and IB courses. Unlike “honors” or “advanced” classifications, a course’s designation as IB or AP is not at the discretion of the school or district using SCED.

8.2.2 Treatment of Foreign Language Courses

Obviously, SCED does not include every language other than English that could be taught in secondary schools. The languages for which there are course descriptions were those most likely to be found in the high school course catalogs reviewed for the development of SCED. For each language, there are five course descriptions that progress from introductory to higher levels of fluency; separate course descriptions for native speakers, field experience, study of conversation and culture, and the language’s literature; and two courses preparing the student for the IB level A and level B examinations, respectively.

8.2.3 Miscellaneous Subject Area

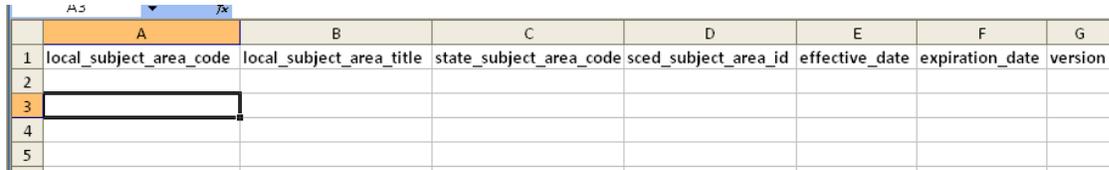
This set includes courses that can not be assigned to any of the other subject areas. Miscellaneous courses often include activities or skills that are applicable to a range of topics. Standardized test preparation (22001) and study hall (22006) are examples of this. Other miscellaneous courses, such as family living (22208) or community service (22104) address what may be perceived as important but non-academic areas.

SCED does not currently have course codes for elementary and middle school courses. But, CourseWalk can still be used to house the state and local codes or to allow for local codes to be matched to state codes.

9 Appendix III: Templates

9.1 Local Subject Area

Here is a screenshot of the template for the local subject area:



	A	B	C	D	E	F	G
1	local_subject_area_code	local_subject_area_title	state_subject_area_code	sced_subject_area_id	effective_date	expiration_date	version
2							
3							
4							
5							

Field	Required?	Description	Notes
local_subject_area_code	Yes	The local subject area code. It can be numbers or letters, e.g., "123" or "Engl." 6 characters maximum.	
local_subject_area_title	Yes	The name of the course. Max length: 70 characters, including spaces.	
state_subject_area_code	No	The code for the state subject area to which the local subject area will be mapped.	The state subject area must already exist in CourseWalk for these to be linked.
sced_subject_area_id	No	The ID for the SCED subject area to which the local subject area will be mapped.	The SCED subject area must already exist in CourseWalk for these to be linked.
effective_date	Yes	The date when the local course becomes active or when it was loaded into CourseWalk. Format: MM/DD/YYYY	You can use the current date.
expiration_date	No	The date when the local course becomes inactive or when a new version of that course is loaded into CourseWalk. Format: MM/DD/YYYY.	
version	Yes	The version of the course; must be numeric. If this is the first time the course is loaded into CourseWalk, default = 1.	We recommend you use "1"

9.2 Local Course to SCED

The screenshot for the Local Course to SCED template looks the same as for the Local Subject Area, just with different – and more – fields:

Field	Required?	Description	Notes
local_course_id	Yes	The ID of the local course. Max length: 10.	Not important for content purposes and can be a sequential course number if you have not assigned codes to your courses.
local_course_name	Yes	The name of the local course.	
local_course_description	No	The description of the local course.	
local_subject_area	Yes	The local subject area code that matches a local subject area already loaded into CourseWalk.	
sced_code	No	SCED code of the desired SCED course to be mapped.	
sced_course_number	No	SCED course number of the desired SCED course to be mapped.	The SCED course must already exist in CourseWalk for this link to be made.
sced_subject_area	No	SCED subject area code of the desired SCED course to be mapped.	The SCED subject area must already exist in CourseWalk for this link to be made.
local_course_level	No	The local course level that matches a local course level already loaded into CourseWalk.	
local_available_credit	No	How much credit is given for the local course (e.g., 0.5, 1, 1.5...) Numeric, with or without a decimal point or leading zero. Must be greater than zero and less than 10.	
local_sequence_1	No	If the course is part of a sequence, the number/place of this course in the sequence.	For example, if this course is the second in a series of four courses, this value would be "2."
local_sequence_2	No	If the course is part of a sequence, the total number of courses in the sequence.	For example, if this course is the second in a series of four courses, this value would be "4."
local_special_identifier	No	The course ID used locally, if different from the local course ID.	
lb_indicator	No	An indication that the course is IB (International Baccalaureate). Valid values: True/False.	

ap_indicator	No	An indication that the course is AP (Advanced Placement). Valid values: True/False.	
not_ib_not_ap	No	An indication that the course is neither IB nor AP. Valid values: True/False.	
elementary_mapping_allowed	Yes	An indication that the course is allowed to be mapped to elementary-level courses. Valid values: True/False.	
secondary_mapping_allowed	Yes	An indication that the course is allowed to be mapped to secondary-level courses. Valid values: True/False.	
other_mapping	No	An indication that the course is allowed to be mapped to courses of other levels. Valid values: True/False.	
comment	No	Open text field for comments.	
effective_date	Yes	The date when the local course becomes active or when it was loaded into CourseWalk. Format: MM/DD/YYYY	You can use the current date.
expiration_date	No	The date when the local course becomes inactive or when a new version of that course is loaded into CourseWalk. Format: MM/DD/YYYY.	
version	Yes	The version of the course; must be numeric. If this is the first time the course is loaded into CourseWalk, default = 1.	We recommend you use "1"
district	No	The WDE code for the district.	It is best for all uploaded courses to be linked to at least a district – preferably to both a district and a school.
school	No	The WDE code for the school.	See above.

9.3 Local Course to State

The screenshot for the Local Course to State template looks the same as for the Local Subject Area, just with different – and more – fields:

Field	Required?	Description	Notes
local_course_id	Yes	The ID of the local course. Max length: 10.	Not important for content purposes and can be a sequential course number if you have not assigned codes to your courses.
local_course_name	Yes	The name of the local course.	
local_course_description	No	The description of the local course.	
local_subject_area	Yes	The local subject area code that matches a local subject area already loaded into CourseWalk.	
state_course	No	The name of the state course.	The state course being mapped to must already exist in CourseWalk before this link can be made.
local_course_level	No	The local course level that matches a local course level already loaded into CourseWalk.	
local_available_credit	No	How much credit is given for the local course (e.g., 0.5, 1, 1.5...) Numeric, with or without a decimal point or leading zero. Must be greater than zero and less than 10.	
local_sequence_1	No	If the course is part of a sequence, the number/place of this course in the sequence.	For example, if this course is the second in a series of four courses, this value would be "2."
local_sequence_2	No	If the course is part of a sequence, the total number of courses in the sequence.	For example, if this course is the second in a series of four courses, this value would be "4."
local_special_identifier	No	The course ID used locally, if different from the local course ID.	
ib_indicator	No	An indication that the course is IB (International Baccalaureate). Valid values: True/False.	
ap_indicator	No	An indication that the course is AP (Advanced Placement). Valid values: True/False.	
not_ib_not_ap	No	An indication that the course is neither IB nor AP. Valid values: True/False.	

elementary_mapping_allowed	Yes	An indication that the course is allowed to be mapped to elementary-level courses. Valid values: True/False.	
secondary_mapping_allowed	Yes	An indication that the course is allowed to be mapped to secondary-level courses. Valid values: True/False.	
other_mapping	No	An indication that the course is allowed to be mapped to courses of other levels. Valid values: True/False.	
comment	No	Open text field for comments.	
effective_date	Yes	The date when the local course becomes active or when it was loaded into CourseWalk. Format: MM/DD/YYYY	You can use the current date.
expiration_date	No	The date when the local course becomes inactive or when a new version of that course is loaded into CourseWalk. Format: MM/DD/YYYY.	
version	Yes	The version of the course; must be numeric. If this is the first time the course is loaded into CourseWalk, default = 1.	We recommend you use "1"
district	No	The WDE code for the district.	It is best for all uploaded courses to be linked to at least a district – preferably to both a district and a school.
school	No	The WDE code for the school.	See above.

9.4 Schools

The screenshot for the Schools template looks the same as for the Local Subject Area, just with different – and fewer – fields:

Field	Required?	Description
School	Yes	The name of the school as recognized by WDE.
school_code	Yes	The WDE school code for the school.
district_code	Yes	The WDE code for the district of which the school is a part.

10 Appendix IV: Upload Validation Rules

Following is a list of the rules that are applied to uploaded files (courses, subject areas, or schools):

Number	Code	Name	Description
1	R001	Required Field Validation	A required field is blank. On the Violations Summary Report, the missing field will be highlighted in yellow.
2	R002	Value Not in List	The data for a specific field does not match anything already loaded into CourseWalk. For example, if a local course has “ENG” for subject area, but “ENG” does not exist as a subject area, the user would either have to add “ENG” on the correct subject area page or link the local course to a subject area that has already been defined in CourseWalk.
3	R003	Field Length Exceeded	The field length for a specific field is too long. The Violation Summary Report will show, in red, which field is too long. It will also show where the field would be truncated if the file is loaded as it is. The user is still able to import the data, but the fields will be truncated unless changes are made.
4	R004	Invalid Data Type	The field is in a different format than CourseWalk is expecting. For example, the field “Elementary Course Mapping” is supposed to be a True/False field, so there will be an error if anything else is entered.
6	R006	Data Collision	The element that is trying to be uploaded already exists in the system. For example, a local course named “English” with an identical course ID, subject area, effective date, and version already exists in CourseWalk.

Rule R005 does not apply to CourseWalk and so is not listed here.