

Linking Competencies to the Course Catalog

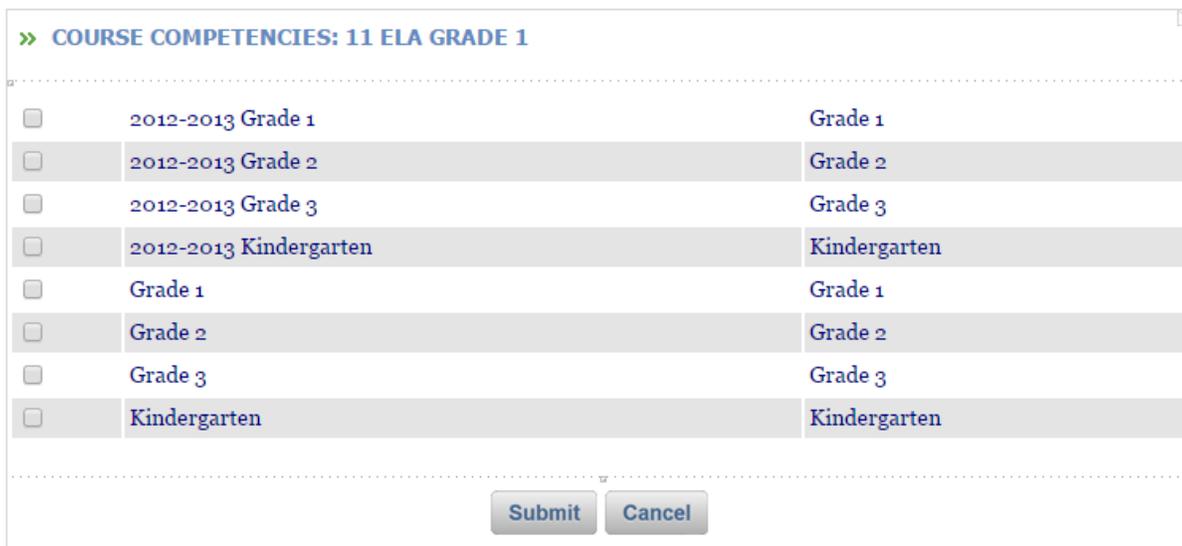
Scheduling System > Course Catalog > Select a Course that needs Competencies added to it > Scroll to the “Course Competencies” Section > Click on Add



>> COURSE COMPETENCIES

+ Add

After clicking on Add, you will see a list of competencies to select from. Select the correct Competency or Competencies needed for that particular course.



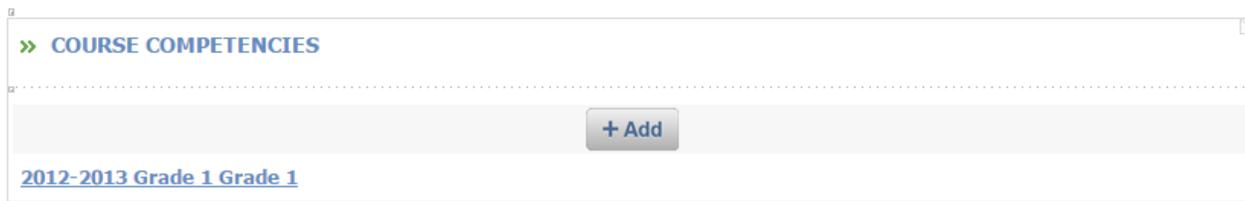
>> COURSE COMPETENCIES: 11 ELA GRADE 1

<input type="checkbox"/>	2012-2013 Grade 1	Grade 1
<input type="checkbox"/>	2012-2013 Grade 2	Grade 2
<input type="checkbox"/>	2012-2013 Grade 3	Grade 3
<input type="checkbox"/>	2012-2013 Kindergarten	Kindergarten
<input type="checkbox"/>	Grade 1	Grade 1
<input type="checkbox"/>	Grade 2	Grade 2
<input type="checkbox"/>	Grade 3	Grade 3
<input type="checkbox"/>	Kindergarten	Kindergarten

Submit Cancel

Check off the ones needed for the course and Submit the screen. Refresh the screen to see that the competencies have been added to the course. If you need to remove older competencies or made a mistake when adding competencies just uncheck it and submit.

NOTE: If you recently updated your competencies please be sure to select the most updated competencies for the course.



>> COURSE COMPETENCIES

+ Add

[2012-2013 Grade 1 Grade 1](#)

Sometimes if the course only had one competency group linked to it for the previous year then it rolls over but if it has more than one competency linked to it than it does not roll anything over. We hope to change the way this works for the future.