

## Welcome to the Kansas Course Code Management System

The Kansas Course Code Management System (KCCMS) is an authenticated web application for mapping your local course codes to state course codes. The KCCMS will serve as the master data management source for all of Kansas course records; and the courses you have mapped for your district will determine the course information available for your Licensed Personnel Report (LPR) and the Career and Technical Education reporting systems (CaTE).

Kansas has used the Secondary School Course Classification System: School Codes for the Exchange of Data (SCED), developed and published by the National Center for Education Statistics (NCES), as the basis for our state's course codes. Using SCED for Kansas course codes provides not only state standardization but also national course codes standardization. It will make transcripts more understandable across districts and between high schools and postsecondary institutions as well as serve to enhance the collection of courses completed by high school students.

The 2009-2010 school year is the initial year for the KCCMS. School districts are being asked to upload their local course data (PreK-12) into the KCCMS and complete the course mapping sequence. Once a district has mapped all its courses, the district will need to access the KCCMS only to report and map any new local courses, or to map new course numbers that the state has identified.

The Kansas State Department of Education (KSDE) has worked hard to design an application that is clearly focused on ease of use with minimal amount of effort on your part. We hope as you work with the application you will enjoy the ease of navigating. If you have any suggestions regarding the KCCMS application, documentation or reporting functions, please let us know by contacting [jnobo@ksde.org](mailto:jnobo@ksde.org).

## Logon

The Kansas Course Code Management System (KCCMS) can be accessed via the Kansas State Department of Education's web applications logon page at: <https://online.ksde.org/authentication/login.aspx>.

- **New users**, not previously having access to any KSDE web applications, should click on "Register" and follow the directions. Select the "KCC Management System" application, the desired role, and then click "Submit."
- **Existing users**, who have access to other KSDE applications, should logon, then click on the "Manage My Account" link, which is below the list of available applications, and provide the requested information. Select the "KCC Management System" application with one of the following roles.
  - District Level, with the ability to upload local course data
  - School level, which is read only access

Once the level of access is chosen, click "Submit" to finish.

After this information is received at KSDE, an approval request e-mail is sent to your superintendent. When the approval request form is completed and returned to KSDE, your user information is entered into the system and a confirmation e-mail is sent to you. Upon confirmation that the user information is registered, the KCC Management System application will be accessible to you and will appear on your menu of available applications. If you have questions, please refer to the help tutorial on the login page or call the Help Desk at 785-296-7935.



# Kansas State Department of Education

## User Login for KSDE Web Applications

User Name:

Password:



**KIDS Mac users must use Firefox 3.0 for submissions**  
**LCP Annual Report Mac users must use Firefox 3.0 for submissions**



[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)



If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

Welcome Screen and Navigation

**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | Course Map | Reports

**Navigation Tabs**

**USER INFO**  
 User: KSDE  
 District: KCCMS  
 Logout  
 Applications

**Select this to log out**

**Welcome!**

**Welcome to the Kansas Course Codes Management System**

The Kansas Course Code Management System (KCCMS) is an authenticated web application for mapping your local course codes to state course codes. The KCCMS will serve as the master data management source for all of Kansas course records; and the courses you have mapped for your district will determine the course information available for your Licensed Personnel Report (LPR) and the Career and Technical Education reporting systems.

Kansas has used the Secondary School Course Classification System: School Codes for the Exchange of Data (SCED), developed and published by the National Center for Education Statistics (NCES), as the basis for our state's course codes. Using the SCED for Kansas course codes provides not only state standardization but also national course codes standardization. It will make transcripts more understandable across districts and between high schools and postsecondary institutions as well as serve to enhance the collection of courses completed by high school students.

The 2009-2010 school year is the initial year for the KCCMS. School districts are being asked to upload their local course data (K-12) into the KCCMS and complete the course mapping sequence. Once a district has mapped all its courses, the district will need to access the KCCMS only to report and map any new local courses, or to map to new course numbers that the state has identified.

The Kansas State Department of Education (KSDE) has worked hard to design an application that is clearly focused on ease of use with minimal amount of effort on your part. We hope as you work with the application you will enjoy the ease of navigating. If you have any suggestions regarding the KCCMS application, documentation or reporting functions, please let us know by contacting [jnobo@ksde.org](mailto:jnobo@ksde.org).

**Options for each "Navigation Tab" will be available here in the "Side Bar Menu"**

- Import File Layout Specifications
- Assurance Letter (local mapped)
- Assurance Letter (KSDE mapped)

This Welcome page is your entry into the Kansas Course Code Management System (KCCMS). It contains your user information and logout capability. From this page you can download the layout specifications for the import file as well as the assurance letter that the district superintendent will need to complete and send to KSDE once the course mapping is complete for your district.

#### Screen Navigation

Navigating within KCCMS is accomplished primarily by the "Navigation Tabs". Each navigation tab represents a different aspect of the system and will be covered within this manual. The "Side Bar Menu" has clickable links for different options or views within that navigation tab.

## Uploading

The screenshot displays the 'Kansas Course Codes Management System' interface. At the top, there are navigation tabs: 'Welcome', 'State Courses', 'Local Courses' (highlighted), 'Course Map', and 'Reports'. Below the navigation tabs, there is a 'USER INFO' sidebar showing 'User: KSDE' and 'District: KCCMS'. The main content area is titled 'Local Courses » Upload Courses' and contains the text 'Select a data file to upload:'. Below this text are two buttons: 'Browse...' and 'Upload File'. A 'File Upload' dialog box is open, showing a file selection interface with a list of folders (My Recent Documents, Desktop, My Documents, My Computer, My Network) and a file name field. The 'Open' button in the dialog box is highlighted. The footer of the page contains copyright information for 2008 by the Kansas State Department of Education (KSDE) and a privacy statement.

The mapping process starts when an individual from your district with a district level access account uploads your local course information into the Kansas Course Code Management System. The file uploaded is either a file generated from your local course management system or a file that has been created by hand, if there is no local course management system available. A link to the format for the local course file to upload can be found on the KCCMS Welcome page. For questions regarding this file, please contact your Student Information System vendor or, if you don't have a vendor, call the KSDE Help Desk at 785-296-7935.

To upload your file, select the "Local Courses" Navigation tab and find the file to upload using the "Browse" button. Once the file has been found, select the "Open" button. To initiate the upload, select the "Upload File" button.

**✓ Successfully loaded course data!**  
0 records were inserted; 5 records were updated.

This banner will appear on the "Local Courses" navigation tab when a file is successfully uploaded. The number of records that were loaded or updated will be displayed on the banner.

**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | Course Map | Reports

**USER INFO**  
User: KSDE  
District: KCCMS  
Logout  
Applications

Local Courses  
Upload Courses  
Add/Modify/Export Courses

Local Courses » Upload Courses  
**Upload Courses**

Select a data file to upload:  
Browse... Upload File

**Failed to load course data!**  
3 records were in error.

Displays the number of records in error

**Error Messages:**

Error Message
Course Level value must be in B,G,E,H
High School Credit must be between 0 and 9.99
Sequence Total 1 is invalid for Sequence 3.

All the errors in that record

Click to display the error message

**Errored Records:**

Error Messages	Errors	Line	Data
<a href="#">View</a>	1	2	D0447 English EN 010 Literature and Composition I The purpose of this course is to help students become more effective readers and writers. To this end, students study literature from a variety of genres. Major works include Oedipus Rex, The Odyssey, Romeo and Juliet, Lord of the Flies, and a variety of short stories, essays and poems. While students have the opportunity to write for a variety of purposes, they focus their attention on the expository essay. Students learn to craft better arguments by generating their own thesis statements, gathering and organizing evidence, and revising earlier drafts of their work. To further the development of their reading and writing skills, students study grammar and vocabulary throughout the year. In addition, they complete a Reading Project during the fall in which they select their own series of outside readings and related activities. G 4.00 1 2 14 G G N  01 001
<a href="#">View</a>	2	3	D0437 Science SC PHY Physics Physics class 5 4.00 1 1 1 1 1 1 1 1 1 03 798
<a href="#">View</a>	3	4	D0437 Science SC BIO Biology Biology class P 10 3 1 1 1 1 1 1 1 1

© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

When errors are encountered within the uploaded file, no records are accepted and a screen like the one above is displayed. The errors need to be corrected and all courses in that batch need to be uploaded again. To review the errors, click on “View” to bring up the error messages. The error messages will advise you of the errors that were encountered within each record.

You will need to correct the errors in your local source system, re-export the file, and upload the file into KCCMS again.

## Mapping

The screenshot shows the 'Kansas Course Codes Management System' interface. At the top, there are navigation tabs: 'Welcome', 'State Courses', 'Local Courses', 'Course Map', and 'Reports'. The 'Course Map' tab is selected and circled, with an arrow pointing to a callout box labeled 'Navigation Tabs'. Below the navigation tabs, the user information is displayed: 'User: KSDE'. The main content area is titled 'Map Courses' and shows a dropdown menu for 'Local Courses' set to 'UNMAPPED Courses', with '1362 record(s) found'. Below this is a table of courses with columns: 'Subject Area', 'Identifier', 'Title', 'Descriptor', and 'Last Edited On'. Each row has a 'Map' button next to it. The first row is 'Science' with identifier 'BIO' and title 'Biology'. The second row is 'Social Studies' with identifier 'ECON' and title 'Economics'. The third row is 'Mathematics' with identifier '212H' and title 'Honors Algebra II'. The fourth row is 'English' with identifier '012' and title 'Literature and Composition II'. The fifth row is 'TEST' with identifier 'PSY' and title 'Test Psychology'. At the bottom of the table, there is a pagination control showing 'Page 1' with navigation arrows and a dropdown menu, and 'Items Per Page: 5' with a dropdown menu. Arrows point from callout boxes to these elements: 'Select to begin mapping' points to the 'Map' button in the first row; 'Used to select the type of listing' points to the 'UNMAPPED Courses' dropdown; 'Used to change your view' points to the 'Page 1' pagination control; and another 'Used to change your view' points to the 'Items Per Page: 5' dropdown. On the left side, there is a sidebar with 'Course Map' and 'Map Courses' highlighted.

Navigation Tabs

Select to begin mapping

Used to select the type of listing

Used to change your view

	Subject Area	Identifier	Title	Descriptor	Last Edited On
Map	Science	BIO	Biology	Biology class	4/27/2009 12:09:50 PM
Map	Social Studies	ECON	Economics	Economics class	4/27/2009 12:09:50 PM
Map	Mathematics	212H	Honors Algebra II	These courses will focus on mathematical ways of knowing, basic algebraic objects and ideas.	4/9/2009 11:14:23 AM
Map	English	012	Literature and Composition II	The purpose of this course is to help students become more effective readers and writers.	4/9/2009 11:14:23 AM
Map	TEST	PSY	Test Psychology	test course again	4/9/2009 11:24:02 AM

Page 1

Items Per Page: 5

© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

Mapping is accomplished using the “Course Map” navigation tab. By default, any unmapped courses that have been uploaded for your district are displayed on the screen. Using the dropdown box, you can filter to display “Mapped courses” and “All courses.” While viewing courses, there are two options that will change your course list display. The “Items Per Page” option allows you to change the number of courses on one screen. The option at the bottom left of the screen allows you to scroll between pages by using the page forward/backward arrows or by selecting a page number from the dropdown menu.

Selecting “Map” beside a course will begin the mapping process.

**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | **Course Map** | Reports

---

**USER INFO**  
 User: KSDE  
 District: KCCMS  
 Logout  
 Applications

**Course Map**  
 Map Courses  
 View/Export Course Map

---

Course Map > Map Courses

### Map Courses

**Map Course**

**- All information is REQUIRED (except Subject Area Code and Subject Area Group) -**

**Id:** 20      **Created On:** 3/20/2009 3:35:18 PM by cgriffie  
**District:** D0437      **Edited On:** 4/27/2009 12:09:50 PM by cgriffie

---

**LOCAL COURSE DATA**

**Subject Area:** Science      **Subject Area Code:** SC      **Descriptor:** Biology class

**Course Title:** Biology      **Course Identifier:** BIO

**Course Level:** ...      **Credits:** 0.00

**\* Required**

**Sequence:** ... of ...      **Grade Level:** ...

**\* Required \* Required**      **\* Required**

**Targeted Program:** ...      **Delivery Type:** ...

**\* Required**      **\* Required**

**College/Career:** ...

**\* Required**

---

**STATE COURSE DATA**

**Subject Area:** ...      **Subject Area Group:** ...

**\* Required**

**Course Title:** ...      **Kansas Course Code:** ...

**\* Required**

**Update**      **Cancel**

**Click when the data is filled out**

---

**Local Courses:** UNMAPPED Courses      1362 record(s) found

	Subject Area	Identifier	Title	Descriptor	Last Edited On
<a href="#">Map</a>	Science	BIO	Biology	Biology class	4/27/2009 12:09:50 PM
<a href="#">Map</a>	Social Studies	ECON	Economics	Economics class	4/27/2009 12:09:50 PM
<a href="#">Map</a>	Mathematics	212H	Honors Algebra II	These courses will focus on mathematical ways of knowing, basic algebraic objects and ideas.	4/9/2009 11:14:23 AM
<a href="#">Map</a>	English	012	Literature and Composition II	The purpose of this course is to help students become more effective readers and writers.	4/9/2009 11:14:23 AM
<a href="#">Map</a>	TEST	PSY	Test Psychology	test course again	4/9/2009

Once you select the “Map” button next to a course, any local course data that was included in the uploaded file will automatically appear in the boxes. Complete all required fields in the Local Course Data section that were not automatically loaded by choosing the appropriate information from the dropdown boxes.

Next, proceed to the State Course Data section and complete all the required portions by choosing the appropriate information from the dropdown boxes.

To map to the State Course Data, select the content area from the subject area dropdown menu. To narrow the courses further, choose the subject area grouping that best fits from that dropdown menu. Using the dropdown menu from the Course Title box, select the state course title that seems to best fit your local course title and read the description for that course title carefully. If the description for the state course title is a good description for your course, select that course title. If not, continue searching course titles and their descriptions until you find the description with the best fit. Once all required information is filled out, click on “Update.”



**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | **Course Map** | Reports

**USER INFO**  
 User: KSDE  
 District: KCCMS  
 Logout  
 Applications

**Course Map**  
 Map Courses  
 View/Export Course Map

Course Map » Map Courses  
**Map Courses**

✓ **The course has been saved.**

Local Courses: **UNMAPPED Courses** 361 record(s) found

	Subject Area	Identifier	Title	Descriptor	Last Edited On
Map	Science	BIO	Biology	Biology class	4/27/2009 12:09:50 PM
Map	Social Studies	ECON	Economics	Economics class	4/27/2009 12:09:50 PM
Map	Mathematics	212H	Honors Algebra II	These courses will focus on mathematical ways of knowing, basic algebraic objects and ideas.	4/9/2009 11:14:23 AM
Map	English	012	Literature and Composition II	The purpose of this course is to help students become more effective readers and writers.	4/9/2009 11:14:23 AM
Map	English Language and Literature (secondary)	001	English/Language Arts I (9th grade)	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 courses introduce and define various genres of literature, with writing exercises often linked to reading selections.	4/9/2009 4:49:52 PM

Page 1 | Items Per Page: 5

© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
 The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
 The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

This is how the screen will appear when the course is mapped. Mapped courses will no longer appear in the “Unmapped Courses” list.

To see which of your local courses have been mapped, you can either access the “Reports” navigation tab or use “Add/Modify/Export Courses” in the side bar menu of the “Local Courses” navigation tab.

## Modifying

**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | Course Map | Reports

**USER INFO**  
User: KSDE  
District: KCCMS  
Logout  
Applications

**Local Courses**  
Upload Courses  
Add/Modify/Export Courses

Local Courses » Add/Modify/Export Courses

**Add/Modify/Export Courses**

District: D0437 (Auburn Washburn)

Courses to include:  
 Incomplete  Complete  Mapped  Unmapped [View Courses](#)

Local Courses: 1364 record(s) found [Add New Course](#) [Download Export File](#)

	Subject Area	Identifier	Title	Descriptor	Last Edited On	
<a href="#">Edit</a>	Mathematics	233H	Honors Geometry	These courses will focus on mathematical ways of knowing, basic geometric objects and ideas, parallelism and perpendicularity, congruence, similarity, transformations, right triangles, coordinate geometry, circles, area and volume, and concurrency. Exploratory software such as The Geometer's Sketchpad will be used to develop inductive and deductive reasoning skills. In addition to Euclidean topics the Honors course may include topology, and non-Euclidean geometries.	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Science	PHY	Physics	Physics class	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Science	BIO	Biology	Biology class	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Social Studies	ECON	Economics	Economics class	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Mathematics	212H	Honors Algebra II	These courses will focus on mathematical ways of knowing, basic algebraic objects and ideas.	4/9/2009 11:14:23 AM	<a href="#">Delete</a>

Page 1 [▶](#) [⏪](#) [⏩](#) Items Per Page: 5

© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

To modify local course information once uploaded to KCCMS, select the “Local Courses” navigation tab and choose “Add/Modify/Export” from the left menu bar. The “Courses to Include” filters allow you to choose which courses will be displayed on the list. Once you have selected the appropriate check box, select “View Courses.”

If you wish to delete a course, simply select the “Delete” button next to the course that you wish deleted. To edit a course, select “Edit” and the following screen will be displayed.

**Kansas Course Codes Management System**

Welcome | State Courses | **Local Courses** | Course Map | Reports

Local Courses > Add/Modify/Export Courses

**Add/Modify/Export Courses** Course data can be changed in the boxes below

**Edit Existing Course**

**Id:** 13 **Created On:** 3/20/2009 2:20:42 PM by cgriffie  
**District:** D0437 **Edited On:** 4/27/2009 12:09:50 PM by cgriffie

**LOCAL COURSE DATA**

**Subject Area: \*** Mathematics **Subject Area Code:** MT **Descriptor: \***  
 These courses will focus on mathematical ways of knowing, basic geometric objects and ideas, parallelism and perpendicularity, congruence, similarity, transformations, right triangles, coordinate geometry, circles, area and volume, and concurrency. Exploratory software such as The Geometer's Sketchpad will be used to develop inductive and deductive reasoning skills. In addition to Euclidean topics the Honors course may include topology, and non-Euclidean geometries.

**Course Title: \*** Honors Geometry **Course Identifier: \*** 233H

**Course Level:** Honors **Credits:** 4.00

**Sequence:** 1 of 1 **Grade Level:** 9th Grade

**Targeted Program:** General **Delivery Type:** General

**College/Career:** ...

**Update** **Cancel** **Delete** \* Required Information

**Select update to save the changes** **Select cancel to leave this screen** **Delete will delete this course.**

Local Courses: 1365 record(s) found Add New Course Download Export File

	Subject Area	Identifier	Title	Descriptor	Last Edited On	
<a href="#">Edit</a>	Mathematics	233H	Honors Geometry	These courses will focus on mathematical ways of knowing, basic geometric objects and ideas, parallelism and perpendicularity, congruence, similarity, transformations, right triangles, coordinate geometry, circles, area and volume, and concurrency. Exploratory software such as The Geometer's Sketchpad will be used to develop inductive and deductive reasoning skills. In addition to Euclidean topics the Honors course may include topology, and non-Euclidean geometries.	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Science	PHY	Physics	Physics class	4/27/2009 12:09:50 PM	<a href="#">Delete</a>

Local courses can be edited in this screen. The fields marked with an asterisk "\*" are required information for the mapping. Selecting "Update" will save your changes; "Cancel" will exit you from the screen and not save any changes; and "Delete" will delete the displayed course.

## Adding

**Kansas Course Codes Management System**

Welcome | State Courses | **Local Courses** | Course Map | Reports

**USER INFO**  
User: KSDE  
District: KCCMS  
Logout  
Applications

**Local Courses**  
Upload Courses  
Add/Modify/Export Courses

Local Courses » Add/Modify/Export Courses  
**Add/Modify/Export Courses**

District: D0437 (Auburn Washburn)

Courses to include:  
 Incomplete  Complete  Mapped  Unmapped [View Courses](#)

Local Courses: 1364 record(s) found [Add New Course](#) [Download Export File](#)

	Subject Area	Identifier	Title	Descriptor	Last Edited On	
<a href="#">Edit</a>	Mathematics	233H	Honors Geometry	These courses will focus on mathematical ways of knowing, basic geometric objects and ideas, parallelism and perpendicularity, congruence, similarity, transformations, right triangles, coordinate geometry, circles, area and volume, and concurrency. Exploratory software such as The Geometer's Sketchpad will be used to develop inductive and deductive reasoning skills. In addition to Euclidean topics the Honors course may include topology, and non-Euclidean geometries.	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Science	PHY	Physics	Physics class	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Science	BIO	Biology	Biology class	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Social Studies	ECON	Economics	Economics class	4/27/2009 12:09:50 PM	<a href="#">Delete</a>
<a href="#">Edit</a>	Mathematics	212H	Honors Algebra II	These courses will focus on mathematical ways of knowing, basic algebraic objects and ideas.	4/9/2009 11:14:23 AM	<a href="#">Delete</a>

Page 1 [▶](#) [⏪](#) [⏩](#) Items Per Page: 5

© Copyright 2008 by Kansas State Department of Education (KSDE) | [Privacy Statement](#) | [Terms Of Use](#)  
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

To add a course that has not been uploaded, select “Add New Course” from the left menu bar of the “Local Courses” navigation tab. The following screen will be displayed.

**Kansas Course Codes Management System**

Welcome State Courses **Local Courses** Course Map Reports

**USER INFO**  
User: KSDE  
District: KCCMS  
Logout  
Applications

**Local Courses**  
Upload Courses  
Add/Modify/Export Courses

Local Courses > Add/Modify/Export Courses  
**Add/Modify/Export Courses**  
Add New Course  
Id: NEW District: D0437

**LOCAL COURSE DATA**  
Subject Area: \*  
\* Required  
Subject Area Code:  
Descriptor: \*  
Course Title: \*  
\* Required  
Course Identifier: \*  
\* Required  
Course Level:  
Credits:  
Sequence:  
Grade Level:  
Targeted Program:  
Delivery Type:  
College/Career:  
\* Required

**STATE COURSE DATA**  
Subject Area:  
01: English Language and Literature (secondary)  
Subject Area Group:  
Course Title:  
Kansas Course Code:

Insert Cancel \* Required Information

Enter the information for the new course

Enter the matching state course data here or this can be done also in "Mapping"

Select to save the changes

Enter the data for the new course in the boxes in the "Local Course Data" window. Fields marked with an asterisk "\*" are required to get a course into the system. All fields are required except for Subject Area Code for mapping to the state course codes. If the state course data to be mapped is known, it can be selected at this time. If the state course data to be mapped is unknown, the local course can be mapped to the state course code in the "Course Map" tab. Select "Insert" to save the course when all the changes are complete.

**Kansas Course Codes Management System**

Welcome | State Courses | **Local Courses** | Course Map | Reports

**USER INFO**  
 User: KSDE  
 District: KCCMS  
 Logout  
 Applications

**Local Courses**  
 Upload Courses  
**Add/Modify/Export Courses**

Local Courses » Add/Modify/Export Courses

**Add/Modify/Export Courses**

District: D0437 (Auburn Washburn)

Courses to include:  
 Incomplete  Complete  Mapped  Unmapped

View Courses

Local Courses: 1364 record(s) found

Add New Course | Download Export File

	Subject Area	Identifier	Title	Descriptor	Last Edited On	
Edit	Mathematics	233H	Honors Geometry	These courses will focus on mathematical ways of knowing, basic geometric objects and ideas, parallelism and perpendicularity, congruence, similarity, transformations, right triangles, coordinate geometry, circles, area and volume, and concurrency. Exploratory software such as The Geometer's Sketchpad will be used to develop inductive and deductive reasoning skills. In addition to Euclidean topics the Honors course may include topology, and non-Euclidean geometries.	4/27/2009 12:09:50 PM	Delete
Edit	Science	PHY	Physics	Physics class	4/27/2009 12:09:50 PM	Delete
Edit	Science	BIO	Biology	Biology class	4/27/2009 12:09:50 PM	Delete
Edit	Social Studies	ECON	Economics	Economics class	4/27/2009 12:09:50 PM	Delete
Edit	Mathematics	212H	Honors Algebra II	These courses will focus on mathematical ways of knowing, basic algebraic objects and ideas.	4/9/2009 11:14:23 AM	Delete

Page 1 | Items Per Page: 5

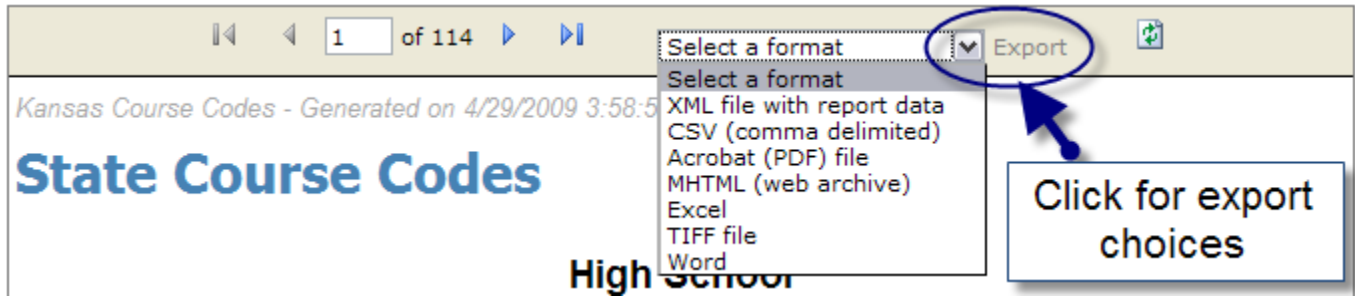
© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
 The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
 The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

To export a data file for your local use, select the “Local Courses” navigation tab and then select “Add/Modify/Export Courses” from the left side bar menu.

Choose which courses to include in the export using the check boxes and then selecting “View Courses.” Once the list is displayed, the export can be completed by selecting “Download Export File.” (note: here is another time that I would use numbers in the screen shot to indicate the order to follow: “1. Add/Modify Export Courses”; “2. Courses to include”; “3. View Courses”; and “4. Download Export File”. The numbers can be placed inside the circles possibly.)

## Reports

Reports are available for review from the “Reports” navigation tab. Each report can be exported and saved to your computer or printed. Select the format for your downloaded report from the dropdown box.



## State Course Codes Report

A screenshot of the 'Kansas Course Codes Management System' interface. The top navigation bar includes 'Welcome', 'State Courses', 'Local Courses', 'Course Map', and 'Reports'. The 'Reports' tab is selected. On the left, a 'USER INFO' sidebar shows 'User: KSDE' and 'District: KCCMS'. Below it, a 'Reports' menu is visible, with 'State Course Codes' highlighted and circled in blue. The main content area displays the report title 'View Report: State Course Codes' and a sub-header 'Subject Area 01: English Language and Literature (secondary)'. Underneath, there is a section for 'Comprehensive Language Arts' with two course entries: '01001 - English/Language Arts I (9th grade)' and '01002 - English/Language Arts II (10th grade)'. Each entry includes a descriptive paragraph. The report viewer also features a navigation bar with '1 of 94' pages, a '100%' zoom level, and an 'Export' button.

The State Course Codes report will show a catalog of all the states' high school courses, including their descriptions.

**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | Course Map | **Reports**

Reports » Local-to-State Course Map

**View Report: Local-to-State Course Map**

Kansas Course Codes - Generated on 4/29/2009 3:54:25 PM

## Local-to-State Course Map

D0437

### 01: English Language and Literature (secondary)

	Local Course	State Course
<b>Course Title:</b>	English/Language Arts I (9th grade)	English/Composition (freshmen and sophomores)
<b>Course Identifier:</b>	001	101
<b>Course Descriptor:</b>	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 courses introduce and define various genres of literature, with writing exercises often linked to reading selections.	English/Composition (freshmen and sophomores) courses are designed for freshmen and/or sophomores and build upon previous writing skills. These courses seek to develop the writing processes and practices necessary for producing successful high school compositions. Students typically learn to write persuasive, critical, and creative multi-paragraph essays and compositions. While emphasizing composition, these courses may also incorporate some literature study to expose students to exemplary illustrations of various forms of writing.

Page 1 of 1

© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
 The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
 The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

The Local to State Course Map report is a two column report representing the local course and the state course to which it is mapped. Only the local courses that have been mapped will be shown in this report.



**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | Course Map | **Reports**

**USER INFO**  
 User: KSDE  
 District: KCCMS  
 Logout  
 Applications

**Reports**

- State Course Codes
- Local-to-State Course Map
- Unmapped Courses**
- Miscellaneous Codes
- Miscellaneous Codes Summary
- Mapping Status

Reports » Unmapped Courses

### View Report: Unmapped Courses

Kansas Course Codes - Generated on 4/30/2009 12:39:34 PM

## Unmapped Courses

**D0437 - Auburn Washburn**

**English Language and Literature (secondary)**

Course Identifier	Course Title	Descriptor
002	English/Language Arts II (10th grade)	English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.
003	English/Language Arts III (11th grade)	English/Language Arts III (11th grade) courses continue to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary

The Unmapped Courses report shows the local courses that have not yet been mapped to the state courses.

## Reports - Continued

### Miscellaneous Codes Report

**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | Course Map | Reports

**USER INFO**  
User: KSDE  
District: KCCMS  
Logout  
Applications

**Reports**  
State Course Codes  
Local-to-State Course Map  
Unmapped Courses  
**Miscellaneous Codes**  
Miscellaneous Codes Summary  
Mapping Status

Reports » Miscellaneous Codes  
**View Report: Miscellaneous Codes**

District: D0437 (Auburn Washburn) | Subject Area: ...  
Keyword: | Subject Area Group: ...  
**Run/Filter Report** | Select to run report

All Others  
Composition/Writing  
Comprehensive Language Arts  
Linguistics  
Literature/Reading  
Speech and Communication

**High School**  
01: English Language and Literature (secondary)  
02: Mathematics (secondary)  
03: Life and Physical Sciences (secondary)  
04: Social Sciences and History (secondary)  
05: Fine and Performing Arts (secondary)  
06: World Language and Literature (secondary)  
07: Religious Education and Theology (secondary)  
08: Physical, Health, and Safety Education (secondary)  
09: Military Science (secondary)  
10: Computer and Information Sciences (secondary)  
11: Communications and Audio/Visual Technology (secondary)  
12: Business and Marketing (secondary)  
13: Manufacturing (secondary)  
14: Health Care Sciences (secondary)  
15: Public, Protective, and Government Service (secondary)  
16: Hospitality and Tourism (secondary)  
17: Architecture and Construction (secondary)  
18: Agriculture, Food, and Natural Resources (secondary)

Kansas Course Codes - Generated on 5/4/2009 12:45:44 PM

### Miscellaneous Codes

22: Miscellaneous (secondary)

997 - Miscellaneous—Independent Study (Subject Area Group: All Others)

District	Local Course Identifier	Local Course Title	Local Course Descriptor
D0437 - Auburn Washburn	002	English/Language Arts II (10th grade)	English /Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.

Page 1 of 1

© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

The Miscellaneous Codes report shows the courses that have been mapped to a state course code having at least one of the following characteristics:

1. State Subject Area contains the word “Miscellaneous”
2. State Course Title contains the word “Other” or “Miscellaneous”

Several options are available to search the miscellaneous codes for your district. The searches can be filtered by “Subject Area”, “Subject Area Group”, and “Keyword”. The options in the “Subject Area Group” will vary depending on the subject area selected. Select “Run/Filter Report” to view the report.

The screenshot displays the Kansas Course Codes Management System interface. At the top, there are navigation tabs: Welcome, State Courses, Local Courses, Course Map, and Reports. The Reports tab is active. On the left side, there is a 'USER INFO' section showing 'User:KSDE' and 'District:KCCMS', along with 'Logout' and 'Applications' buttons. Below this is a 'Reports' menu with several options: State Course Codes, Local-to-State Course Map, Unmapped Courses, Local Mapped Courses-Details, Miscellaneous Codes, Miscellaneous Codes Summary (highlighted with a blue circle), and Mapping Status. The main content area shows the 'View Report: Miscellaneous Codes Summary' page. It includes a navigation bar with '1 of 1' pages, a '100%' zoom level, and an 'Export' button. The report title is 'Miscellaneous Codes Summary' and it is for 'D0101 - Erie-Galesburg'. The report content shows a table with one entry: '02: Mathematics (secondary)' with a count of 1. A summary row states 'Total courses mapped to MISCELLANEOUS State courses for D0101' with a count of 1. The page is labeled 'Page 1 of 1'. At the bottom, there is a copyright notice for 2008 by the Kansas State Department of Education (KSDE) and a privacy statement.

The Miscellaneous Summary report shows a count, by subject area, of all the local courses mapped to miscellaneous state course codes.

**Kansas Course Codes Management System**

Welcome | State Courses | Local Courses | Course Map | **Reports**

**USER INFO**  
 User: KSDE  
 District: KCCMS  
 Logout  
 Applications

**Reports**

- State Course Codes
- Local-to-State Course Map
- Unmapped Courses
- Miscellaneous Codes
- Miscellaneous Codes Summary
- Mapping Status**

Reports » Mapping Status  
**View Report: Mapping Status**

1 of 1 | Select a format | Export

*Kansas Course Codes - Generated on 4/30/2009 1:22:04 PM*

### Mapping Status

<b>D0437 - Auburn Washburn</b>	
UNMAPPED	337
English Language and Literature (secondary)	1
Miscellaneous (secondary)	1
<b>Total MAPPED Courses for D0437</b>	<b>2</b>
<b>Total UNMAPPED Courses for D0437</b>	<b>337</b>
<b>Total Courses for D0437</b>	<b>339</b>

Page 1 of 1

© Copyright 2008 by Kansas State Department of Education (KSDE) | Privacy Statement | Terms Of Use  
 The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.  
 The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave, Topeka, KS 66612 785-296-3201.

The Mapping Status report shows the status of your district’s mapping progress at a glance. It includes the following indicators: The total number of courses mapped, the total number of courses unmapped, the number of courses mapped by subject area, and the total number of courses.