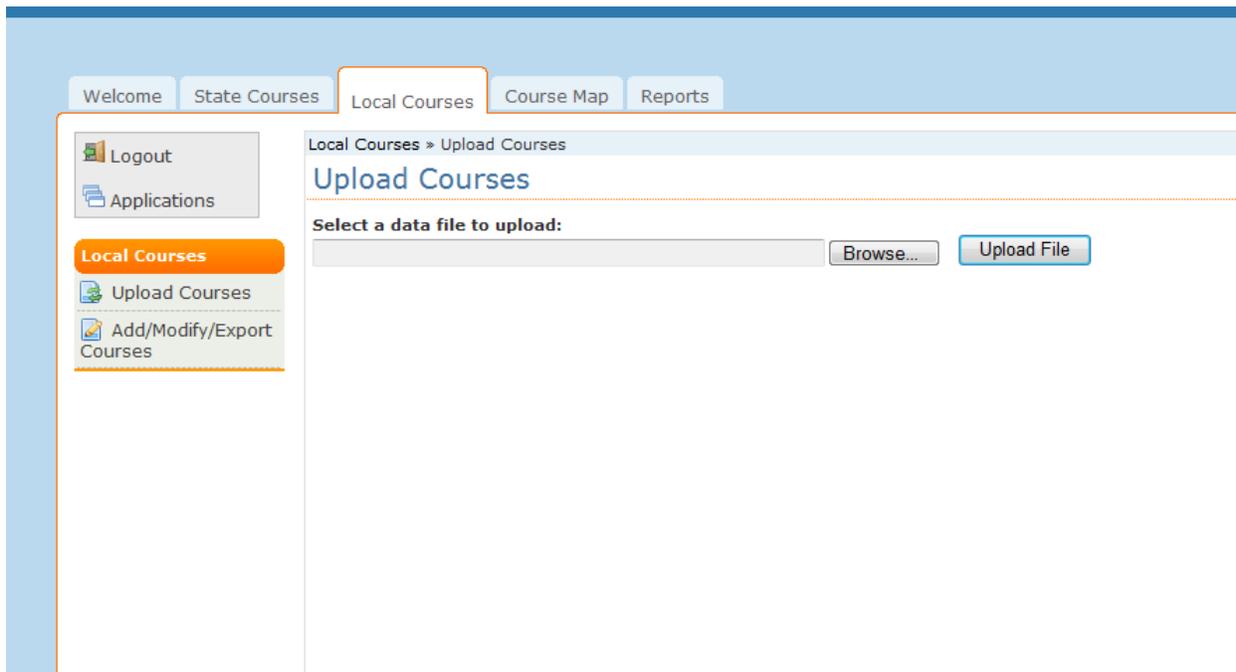**The New KCCMS Course Duplication Feature**

Click on "Local Courses" tab

Locate "Add/Modify/Export Courses" on the left side under the orange "Local Courses" bar:

Click on "Add/Modify/Export Courses" and you should see this screen:

Find the course you want to duplicate or change by Local Course Title / Keyword(s); or narrow down to a group by using the Effective Date Range or Course Status filter.

In the following example is a Freshman English course. The screen doesn't show the sequence, but in this instance this is a 1 of 1 sequence, yearlong course, one credit. Since, in this example, we want to use this course to report the credit and/or grade twice a year we want to change the sequence. In this example we will be reporting twice a year so we want to change the sequence to "1 of 2" and "2 of 2", 0.50 credit each. So first we click on "Edit" button which we find next to the Subject Area column:

Effective Date Range:
Start [   ]
End [   ]

Expiration Date Range:
Start [   ]
End [   ]

Course Status: [All ▼]

Course Data Status:
☐ Incomplete ☐ Complete ☐ Mapped ☐ Unmapped [View Courses]

Local Courses: 1 record(s) found   [Add New Course]   [Download Export File]

	Subject Area	Identifier	Title/Descriptor	Effective Date	Expiration Date	Last Edited On	
Edit	English Language and Literature	1100	FRESHMAN ENGLISH *This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught using the six-trait model as an evaluative tool. In addition, students will study the elements of the short story and be introduced to poetry, drama, and fiction. Oral presentations may be required to help students develop communication skills.*	7/1/2009		1/24/2014 2:37:44 PM	Delete

Page 1 ▼ ▷ ▷| Items Per Page: 5 ▼

After we click on "Edit" we should see a screen similar to the following screen. This is the original course. As we encourage users to not change original courses that have been previously used for reporting purposes we will not use this screen to make changes. Instead we click "Update/Duplicate" on the bottom right of the screen:

District: **Edited On:** 1/24/2014

LOCAL COURSE DATA

Subject Area: *	**Subject Area Code:** *	**Descriptor:** *
English Language and Literature	01	This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught using the six-trait model as an evaluative tool. In addition, students will study the elements of the short story and be introduced to poetry, drama, and fiction. Oral presentations may be required to help students develop communication skills.

Course Title: * FRESHMAN ENGLISH   **Course Identifier:** * 1100

Course Level: * General (G)   **Credits:** * 1.00

Sequence: * 1 of 1   **Grade Level:** * 9th Grade (14)

Targeted Program: * General (G)   **Delivery Type:** * General (G)

College/Career: * Not dual credit (N)

Effective Date: * 07/01/2009   **Expiration Date:**

STATE COURSE DATA

Subject Area Code:
01 (English Language and Literature (secondary))

Course Identifier:
001 (001: English/Language Arts I (9th grade))

Descriptor:
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.

Update   Cancel   * Required Information   Update/Duplicate

Local Courses: 1 record(s) found   Add New Course   Download Export File

	Subject Area	Identifier	Title/Descriptor	Effective Date	Expiration Date	Last Edited On	
Edit	English Language and Literature	1100	FRESHMAN ENGLISH This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught	7/1/2009		1/24/2014 2:37:44 PM	Delete

This immediately provides the user with a template of the original course but with the Local Course Identifier, the Credits, the Sequence, and the Expiration Date (if applicable) removed.

Local Courses » Add/Modify/Export Courses

Add/Modify/Export Courses

Edit Existing Course

Id: NEW   District:

LOCAL COURSE DATA

Subject Area: *
English Language and Literature

Subject Area Code: *
01

Descriptor: *
This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught using the six-trait model as an evaluative tool. In addition, students will study the elements of the short story and be introduced to poetry, drama, and fiction. Oral presentations may be required to help students develop communication skills.

Course Title: *
FRESHMAN ENGLISH

Course Identifier: *

Course Level: *
General (G)

Credits:*

Sequence:*
... of ...

Grade Level:*
9th Grade (14)

Targeted Program: *
General (G)

Delivery Type: *
General (G)

College/Career:*
Not dual credit (N)

Effective Date: *
07/01/2013

Expiration Date:

STATE COURSE DATA

Subject Area Code:
01 (English Language and Literature (secondary))

Course Identifier:
001 (001: English/Language Arts I (9th grade))

Descriptor:
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.

Add   Cancel   * Required Information   Add/Duplicate

✔ The course has been saved.

Local Courses: 1 record(s) found   Add New Course   Download Export File

Subject Area	Identifier	Title/Descriptor	Effective	Expiration	Last Edited On

In this example we want to create a new "1 of 2" Sequence, change the Credits to "0.50", and perhaps change the Local Course Identifier by adding an "a" on the end. *Local Identifiers do not have to be different between two sequences as the change in sequence is sufficient to maintain uniqueness of the two sequences.*   (Note: Always be aware of how your school information system operates when you are exporting from that system to upload to an STCO report – does it change the local course ID?

Whatever KCC ID you use to report with must match exactly what you have in KCCMS or you will get errors.)

Below is a picture showing the new "1 of 2" sequenced course we want to create. The Local Course Identifier, the Credits and the Sequence are changed:

At this point we have two choices, we can:

1. Click "Add" (Using the "Add" button on the bottom left) if we won't be making an additional duplicate with changes (such as a 2 of 2) or;

2. Click "Add/Duplicate" (using the button on the bottom right) so that it saves the new sequence of "1 of 2" that we just added above, and then creates a new template for us to add information in order to create a "2 of 2". A screen similar to the example below should appear once the "Add/Duplicate" button is clicked; with Local Course Identifier, Credits and Sequence removed.

Local Courses » Add/Modify/Export Courses

Add/Modify/Export Courses

Edit Existing Course

Id: NEW   District:

LOCAL COURSE DATA

Subject Area: *
English Language and Literature

Subject Area Code: *
01

Descriptor: *
This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught using the six-trait model as an evaluative tool. In addition, students will study the elements of the short story and be introduced to poetry, drama, and fiction. Oral presentations may be required to help students develop communication skills.

Course Title: *
FRESHMAN ENGLISH

Course Identifier: *

Course Level: *
General (G)

Credits:*

Sequence:*
... of ...

Grade Level:*
9th Grade (14)

Targeted Program: *
General (G)

Delivery Type: *
General (G)

College/Career:*
Not dual credit (N)

Effective Date: *
07/01/2013

Expiration Date:

STATE COURSE DATA

Subject Area Code:
01 (English Language and Literature (secondary))

Course Identifier:
001 (001: English/Language Arts I (9th grade))

Descriptor:
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.

[Add] [Cancel]   * Required Information   [Add/Duplicate]

✔ The course has been saved.

Local Courses: 2 record(s) found   [Add New Course]   [Download Export File]

We then add in a new Course Identifier if we wish to do so, in this example we might make the second sequence Local Identifier 1100b (but again, users do not have to do this this to distinguish sequences, you can have the same Local Course ID for both sequences but make sure your local School Information System will allow it on your end).

Edit Existing Course

Id: NEW   District:

LOCAL COURSE DATA

Subject Area: *	Subject Area Code: *	Descriptor: *
English Language and Literature	01	This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught using the six-trait model as an evaluative tool. In addition, students will study the elements of the short story and be introduced to poetry, drama, and fiction. Oral presentations may be required to help students develop communication skills.

Course Title: * FRESHMAN ENGLISH   **Course Identifier:** * 1100b

Course Level: * General (G)   **Credits:** * 0.50

Sequence: * 2 of 2   **Grade Level:** * 9th Grade (14)

Targeted Program: * General (G)   **Delivery Type:** * General (G)

College/Career: * Not dual credit (N)

Effective Date: * 07/01/2013   **Expiration Date:**

STATE COURSE DATA

Subject Area Code:
01 (English Language and Literature (secondary))

Course Identifier:
001 (001: English/Language Arts I (9th grade))

Descriptor:
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.

| Add | Cancel | * Required Information | Add/Duplicate |

✔ **The course has been saved.**

And now we are done creating new sequences so instead of clicking "Add/Duplicate" we hit "Add" on the left and will be returned to the main Add/Modify/Export Courses screen:

To sum up, in this example we left the original course alone, and created two sequenced courses based on the original.

	Subject Area	Identifier	Title/Descriptor	Effective Date	Expiration Date	Last Edited On	
Edit	**English Language and Literature**	**1100**	**FRESHMAN ENGLISH** *This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught using the six-trait model as an evaluative tool. In addition, students will study the elements of the short story and be introduced to poetry, drama, and fiction. Oral presentations may be required to help students develop communication skills.*	**7/1/2009**		**1/24/2014 4:09:41 PM**	Delete
Edit	English Language and Literature	1100a	FRESHMAN ENGLISH *This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also be taught using the six-trait model as an evaluative tool. In addition, students will study the elements of the short story and be introduced to poetry, drama, and fiction. Oral presentations may be required to help students develop communication skills.*	7/1/2013		1/24/2014 4:09:59 PM	Delete
Edit	English Language and Literature	1100b	FRESHMAN ENGLISH *This course will incorporate the study of literature with grammar, usage, and vocabulary. Composition will also*	7/1/2013		1/24/2014 4:15:54 PM	Delete

If we wish to we can go in and edit the original and include the expiration date if we wish. Expired courses can be filtered out when you don't wish to see them and they will not show up in EDCS. Note: You can put the expiration date into the original by clicking "edit" then adding the date and hitting "update" before you begin the duplication process if you wish. Expired courses can still be used for duplication purpose and the expiration date is stripped out in the template provided once you click "update/duplicate".