

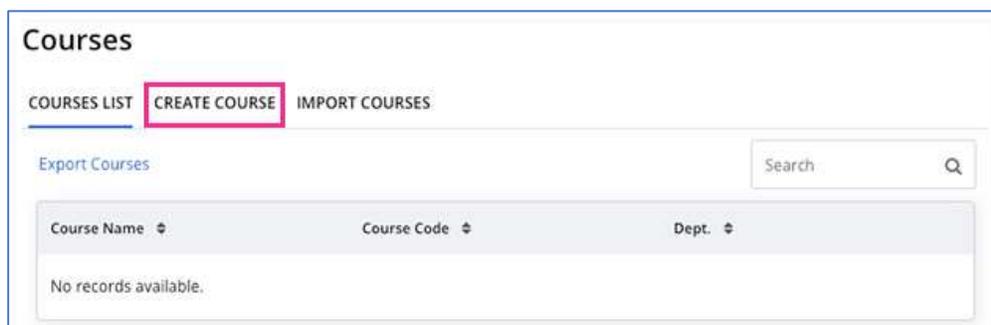
Create, Edit, or Delete Courses in Pearson Access

Manual Process to Create Courses

*Users with specific permissions can create, [edit](#), or delete a course. A course defines the subject area for related classes that contain students testing within that course's subject area.

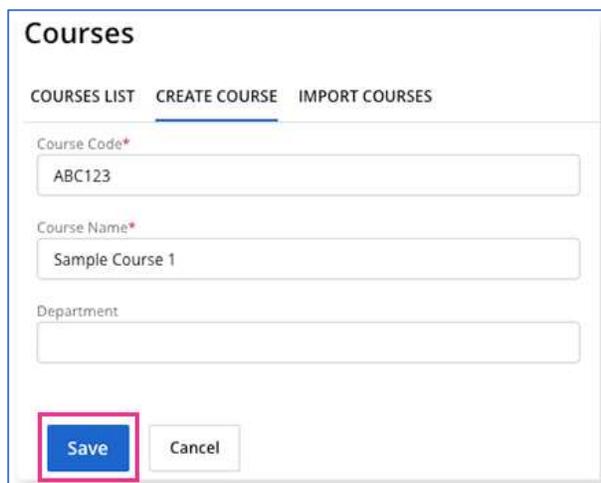
Create Course

1. Log into Pearson Access (PA)
2. On the left select Courses
3. Click Create Course



The screenshot shows the 'Courses' page with three tabs: 'COURSES LIST', 'CREATE COURSE', and 'IMPORT COURSES'. The 'CREATE COURSE' tab is active and highlighted with a red box. Below the tabs is a search bar labeled 'Export Courses' and a search icon. A table with columns 'Course Name', 'Course Code', and 'Dept.' is shown, containing the text 'No records available.'

4. Enter required details and click **Save**. *You must enter a **unique** Course Code to successfully create the course.*



The screenshot shows the 'Courses' page with the 'CREATE COURSE' tab active. The form contains three input fields: 'Course Code*' with the value 'ABC123', 'Course Name*' with the value 'Sample Course 1', and 'Department' which is empty. At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Edit Course Details

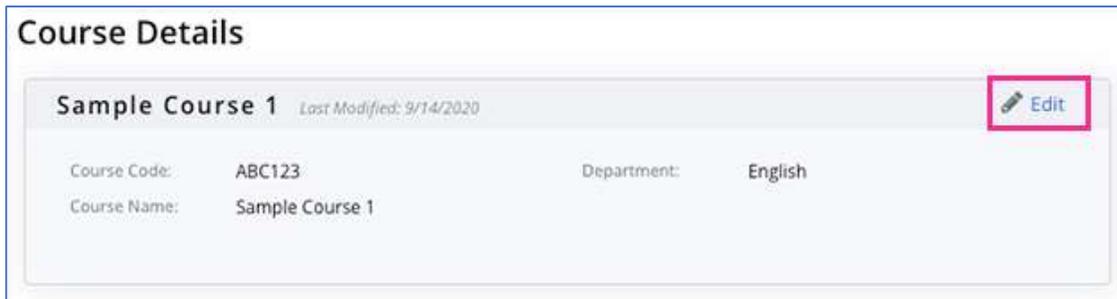
1. From the main menu, click **Courses**.
2. Scroll to find the course or search for it, and click it



The screenshot shows the 'Courses' page with the 'COURSES LIST' tab active. Below the tabs is a search bar labeled 'Export Courses' and a search icon. A table with columns 'Course Name', 'Course Code', and 'Dept.' is shown, containing one row: 'Sample Course 1', 'ABC123', and 'English'. The 'Sample Course 1' cell is highlighted with a red box.

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3. Click **Edit**.



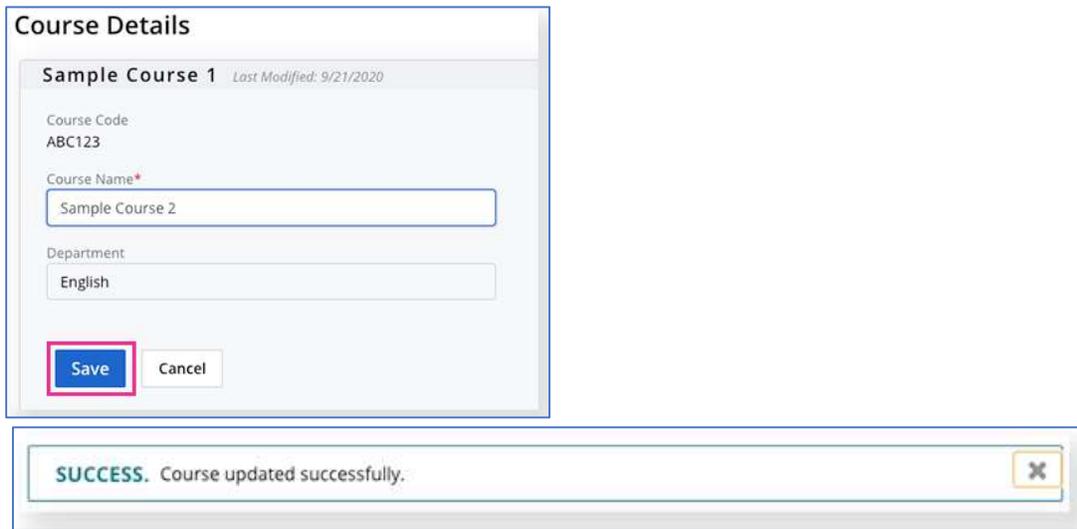
Course Details

Sample Course 1 Last Modified: 9/14/2020 Edit

Course Code: ABC123 Department: English

Course Name: Sample Course 1

4. Update course details and click **Save**.



Course Details

Sample Course 1 Last Modified: 9/21/2020

Course Code: ABC123

Course Name*

Department:

Save Cancel

SUCCESS. Course updated successfully.

Delete Course

1. From the main menu, click Courses
2. Scroll to find the course or search for it and select it. Click Delete.



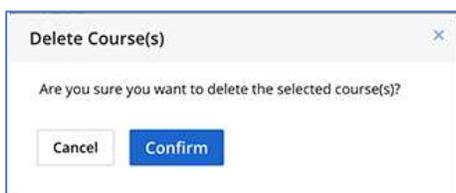
Courses

COURSES LIST CREATE COURSE IMPORT COURSES

Export Courses Delete Search

<input type="checkbox"/>	Course Name	Course Code	Dept.
<input checked="" type="checkbox"/>	Sample Course 2	ABC123	English
<input type="checkbox"/>	Sample Course 3	DEF456	Math

3. Click **Confirm**.



Delete Course(s)

Are you sure you want to delete the selected course(s)?

Cancel Confirm

Create, Edit, or Delete Courses in Pearson Access

Import Process to Create, Edit, or Delete Course

1. Log into Pearson Access (PA)
2. On the left select Courses
3. Click on Import Courses

Courses

COURSES LIST CREATE COURSE IMPORT COURSES

IMPORTANT
Please make sure you are using correct file formatting when importing courses. Import File template can be downloaded [here](#).

Import Courses*

No file chosen

4. The Import File Template can be downloaded here

IMPORTANT
Please make sure you are using correct file formatting when importing courses. Import File template can be downloaded [here](#).

Import Courses*

No file chosen

5. Complete required fields.
 - a. Below are the requirements for completing the Course Import Template.

Column	Field Name (CSV Header)	Required Y/N	Field Length	Field Definitions	Valid Values
A	Update Indicator (updateIndicator)	Y	1	Identifies rows to be added or updated. If this value is not provided, the record will fail to load.	I = Insert U = Update D = Delete
B	Customer Code	Y	255	Pearson created unique ID to identify project.	BIE Must be in uppercase
C	Organization Code	Y	50	The Organization of the state, District, or school the user needs to be assigned or removed.	Numeric 0-9
D	CourseID	Y	50	This must be unique for the organization (unique based on the course code and the org code).	Alphanumeric Special characters

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E	CourseName	N	255	Name of the Course (i.e. Algebra II)	Alphanumeric Special characters
F	DepartmentName	N	255	Math or ELA	Alphanumeric Special characters

6. Import Courses by selecting Choose File

Courses

COURSES LIST CREATE COURSE IMPORT COURSES

IMPORTANT
Please make sure you are using correct file formatting when importing courses. Import File template can be downloaded [here](#).

Import Courses*

Choose File No file chosen

7. Verify Import on Import/Export Screen

Imports/Exports ⓘ

DATA IMPORT LIST DATA EXPORT LIST