Online Course Code Catalog
Questions and Answers

Context on the Online Course Code Catalog

The [online course code catalog](#) is the state's interactive and searchable catalog that lists all approved courses and corresponding endorsements. The online course code catalog is replacing the course code correlation document that has been shared with districts as an Excel document on www.tn.gov/education. In concert with the launch of the online catalog, the department is implementing new, standardized nomenclature for all state course codes, which will be in effect for 2019-20.

1. ***Why is the online course code catalog replacing the course code correlation Excel document?***

    Previously, the course code correlation document and the state's internal course code system, Course Master, did not "talk" to each other. Both systems required manual updates, which led to errors in accuracy. The online course code catalog is linked directly to the state's internal course code system, and any changes will automatically update both systems, which will promote accuracy across the state.

2. ***What are the enhancements of the online course code catalog as compared to the course code correlation document?***

    The online course code catalog will provide several different enhanced search capabilities, such as the ability to search course codes by endorsement area or content area. It will also be updated regularly to reflect new courses as they are approved by the State Board of Education.

3. ***Why is the state changing the nomenclature of all state course codes?***

    The old Tennessee course code structure was not standardized, which made it difficult to understand, communicate changes, and create new courses. Formalizing a standard naming convention ensures a common, systematic, and easy-to-learn language and provides a logical sequence of courses that can be revised and updated as needed.

4. ***What is the new nomenclature of state course codes?***

    Courses are broken down into three main parts: course content areas (general, special, and CTE), course subject areas (25 subject areas), and grade combinations. The grouping of these three parts will construct a unique code for a course. For example, English I is G01H09:

    G—General

    01—English language arts

    H—High school

    09—Sequential number in the list of courses

    Additional details and guidance on the new nomenclature will be available on the department's website in the coming weeks.

5. **Will the introduction of the online course code catalog and the new course code nomenclature change the timeline for publishing course codes?**

   Yes. In previous years, districts have not had access to the course code correlation document for the upcoming school year until February or March. Based on feedback from districts, the state has designed new internal systems and processes to ensure that, by December 2018, districts will have access to the course code catalog for the upcoming 2019-20 academic school year. The online course code catalog will then be updated regularly to reflect changes made by the State Board.

6. **Will I need to change every course code manually to align with the new course code nomenclature?**

   Yes. The department has worked closely with all SIS vendors who operate in the state. Each SIS vendor has developed a plan to provide assistance to their customers. In addition, the department has requested that vendors proactively contact their customers to initiate this process. Districts should receive guidance about the SIS vendor's plan no later than Jan. 2019.

7. **Will this new online course catalog impact the course code correlation Excel document and the nomenclature for the current (2018-19) school year?**

   No. The 2018-19 school year list of courses and their associated course codes will **not** change for the purpose of reporting to your SIS or the state.

8. **Who designed the online course code catalog, and how can I receive training?**

   The site was designed in partnership with a district advisory group, a third-party technology vendor, and the department. The department will host a training webinar on Dec. 17, 2018 at 1 p.m. CT to provide clarity on how to utilize the online course catalog. The webinar can be accessed at this link (meeting number: 644 789 953; password: YTmpmm39). You may contact Tiffani Thompson at Tiffani.Thompson@tn.gov with additional questions about training.

9. **Where can I access the online course code catalog?**

   The online course code catalog is a public website that anyone who needs course code information can access. Beginning on Dec. 17, 2018, the catalog can be accessed with the following link: http://ccms-search.tneducation.net. The site is a public resource for individuals. The site is also mobile-friendly for individuals who need access to this information away from a desktop computer.

10. **How will changes in course code names influence testing and assessment?**

    The state understands the importance of course codes and their impact on testing and assessment. Each course that is used for assessment will have a "flag" attached to the course. The course flag will designate what time of the year the course will be assessed. For example: Algebra I would be flagged as "Fall/Spring," because it can be assessed at either time of the year.

11. **How often will the online course code catalog be updated?**

    The online course code catalog may be updated throughout the year based on the actions of the State

Board of Education. Each time the course code is updated, the "Last publish" date in the upper right-hand corner of the catalog's homepage will be updated. Announcements about new courses will also be published in the Commissioner's Update for Directors.