Tennessee Department of Education Online Course Catalog Search Guide

Introduction
Tennessee's online course catalog is the tool for districts to view currently available courses that may be used for master scheduling purposes. This document has been developed to guide district users in using the catalog's search feature.

Home Page
The home page is the first page that users will see when they access the catalog. This page displays when the catalog was last updated along with the listing of every course within the catalog. This information can be exported in .xlsx or .csv format. By clicking on recent changes only, users will be able to view all new courses or updated courses.
Note: In Figure 1, when “Recent Changes Only” was selected, 131 results appeared. If the user wanted to export those results in a .xlsx or .csv file format, they would click the corresponding export button to generate the file.
Basic Course Search

Basic course search is a part of the home page and is the simplest way to search for a particular course. To start a basic search the user would type the subject area or course title in the course search box and click on “Search.” A list of courses will be generated and displayed after the search button is entered. Please see the example below:

Example: Basic search: English

Note: Anything you put into the basic search engine will be highlighted in the generated list of courses. Previous codes are also displayed for each course.
**Advanced Course Search**

The advanced course search feature allows districts to create custom search criteria to display a selected group of courses based on known attributes (concentrator, grade, etc.). To conduct an advanced search, click on “Advanced.” A new screen will appear and similar to what you see in Figure 2.

- **Description:** Content Area (e.g., English, Math)
- **Name:** The actual name of the course
- **Type:**
  - G: General
  - C: CTE
  - S: Special populations
- **Code:** the new nomenclature course code
- **Grade:**
  - Pre-K: P
  - K: Kindergarten
  - 1: First grade
  - 2: Second grade
  - 3: Third grade
  - 4: Fourth grade
  - 5: Fifth grade
  - 6: Sixth grade
  - 7: Seventh grade
  - H: High school
  - X: Multiage
- **Endorsement:** A particular endorsement area (e.g., 159- English 6-12, 405 – Theatre K-12)
- **Attributes:** displays a drop-down list
  - Alternative assessment
  - Alternative school
CTE career cluster: Displays another drop-down list to choose the different CTE clusters to search by
CTE program item
EPSO (AP, CIE, DE, and IB)
ESL
Assessment: Displays another drop-down list to choose whether the course is assessed in the spring or could be assessed in the fall and spring
Graduation requirements
  • Choose from core course, elective (fourth-year math etc.)
Multiage
Industry certification

"That" displays a drop-down list to further refine your search. These terms include the following:

- Contains
- Does not contain
- Start with
- End with

Retired courses allow users to view only retired courses.
By clicking the “+” sign, users can add a second row, which allows more detail in the advanced search.
By clicking “Clear” the user can clear out the search field.
By clicking “Order by” the user can select the order in which the results are displayed. The following descriptors are the available options:

- Description
- Name
- Type
- Code
- Previous code
Advanced Search Examples

Example 1:

- Searching for: “Description” that “Contains” “Mathematics”
- Order by: “Description”
- Results shown: 28
### Example 2:

- Searching for: “Name” that “Starts with” “Dance”
- Order by: “Code”
- Results shown: 14

#### TDOE Course Search

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G05101 Dance Grade 1</td>
<td>1</td>
<td>Dance (grade 1) courses typically provide activities that foster creative expression, communication through artistic endeavor, appreciation of culture and heritage, and evaluative and critical thinking using the art of dance. Activities may include those that enable students to develop their technique, learn different styles of dance, appreciate the culture and history of dance forms, and strengthen their critical abilities. Course description adapted from Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) Type: G - General Funding: FUND_ADM - Subject: Visual and Performing Arts - Grades: 1 - Endorsement(s): 445 - Previous Code: 151</td>
</tr>
<tr>
<td>G05201 Dance Grade 2</td>
<td>2</td>
<td>Dance (grade 2) courses typically provide activities that foster creative expression, communication through artistic endeavor, appreciation of culture and heritage, and evaluative and critical thinking using the art of dance. Activities may include those that enable students to develop their technique, learn different styles of dance, appreciate the culture and history of dance forms, and strengthen their critical abilities. Course description adapted from Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) Type: G - General Funding: FUND_ADM - Subject: Visual and Performing Arts - Grades: 2 - Endorsement(s): 445 - Previous Code: 251</td>
</tr>
<tr>
<td>G05301 Dance Grade 3</td>
<td>3</td>
<td>Dance (grade 3) courses typically provide activities that foster creative expression, communication through artistic endeavor, appreciation of culture and heritage, and evaluative and critical thinking using the art of dance. Activities may include those that enable students to develop their technique, learn different styles of dance, appreciate the culture and history of dance forms, and strengthen their critical abilities. Course description adapted from Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) Type: G - General Funding: FUND_ADM - Subject: Visual and Performing Arts - Grades: 3 - Endorsement(s): 445 - Previous Code: 351</td>
</tr>
<tr>
<td>G05401 Dance Grade 4</td>
<td>4</td>
<td>Dance (grade 4) courses typically provide activities that foster creative expression, communication through artistic endeavor, appreciation of culture and heritage, and evaluative and critical thinking using the art of dance. Activities may include those that enable students to develop their technique, learn different styles of dance, appreciate the culture and history of dance forms, and strengthen their critical abilities. Course description adapted from Secondary School Course Classification System: School Codes for the Exchange of Data (SCED) Type: G - General Funding: FUND_ADM - Subject: Visual and Performing Arts - Grades: 4 - Endorsement(s): 445 - Previous Code: 451</td>
</tr>
</tbody>
</table>
Example 3

- Search for “Attributes,” “Assessment” that “Includes” “Spring”
- Order by: “Previous Code”
- Results shown: 97

**Note:** If the user chooses “Spring,” all courses that are offered in the spring will generate. If a user wants to see the options for both fall and spring, they should choose the “Fall/Spring” option and only the courses that assessments are offered in the fall and spring will display.
**Example 4**

- Search for “Attributes,” “EPSO” that “Includes ALL” EPSO (click on the box by EPSO to include all EPSO courses)
- Order by: “Type” shows that all CTE course will generate first and following will be EPSO general courses.
- Results shown: 576

With additional questions regarding the TDOE Online Course Catalog and search features, please contact Tiffani Thompson at Tiffani.Thompson@tn.gov.