

Overview

SILK manages all course catalogs for the LBL SIS Suite therefore all New courses must be entered into SILK prior to being able to schedule students into the class.

Course: A course holds vital information to how a student is credited for taking a class and how the state reviews classes offered at your school.

Classes: Classes are developed from the original course but hold individual class information such as; section #, course name, teacher, period, room, etc.

Adding a NEW Course

- 1) In SILK Main > under the School drop-down choose District
- 2) Click View > Courses
- 3) Click on New Record icon
- 4) Enter required fields (for secondary schools, you must enter attempted credit, subject area (1), NCES Code – located on Misc tab, all check-marks for grading and transcripts
- 5) Click green check mark to accept your entry

To get new course into your building (adopt course)

- 1) In SILK Main > under the School drop-down choose your school
- 2) Click View > Courses Offered
- 3) Click on New Record icon > click OK (if only one course to add > screen will go back to view courses)
- 4) Click green check mark to accept your entry

To Create a Class from this new course

- 1) In SILK Main > under the School drop-down choose your school
- 2) Click View > Classes
- 3) Click on the New Record icon > fill in course, teacher, room, meets (period)
- 4) Click on green Check mark to accept your entry

New courses/classes are sent to Pinnacle overnight – and won't be sent until students are added!

In Pinnacle (next morning)

- 1) Under System > Click on Manage Templates
- 2) Click edit for the appropriate template to attach the New Course to
- 3) Click on Courses TAB
- 4) Under available courses, find the new course and select course and Add> to Assigned courses box
- 5) Click Close > Home
- 6) Under System > Click on Generate Gradebooks
- 7) Select (add a check to the box) the new course for this term and Click Generate on the far left side of screen